# New AFIS (Advantage) Fixed Assets

# Guidance for Classifying IT Fixed Assets and Stewardship Assets

## Purpose:

As part of the implementation of the new AFIS system in the State of Arizona, Budget Units will be required to track fixed assets, as defined in SAAM Topic 25 – Long-Lived Resources, Section 05 – General Policies, in the new AFIS Fixed Asset Module (FAM).

In previous years, Budget Units reported all IT assets annually to ADOA-ASET using a system called “Information Systems Inventory Service” (ISIS). That system was decommissioned and its functions will be transitioned to the new AFIS FAM, effective at the start of the 2016 fiscal year.

A new asset classification structure has been devised for new AFIS, which reduces the list of categories previously required for ISIS. This list is in the companion to this document “IT Asset Classification and Commodity Codes”. The new codes are based on a Fixed Asset Type, a Fixed Asset Group and a Fixed Asset Catalog.

This document describes each Type, Group and Catalog and offers guidance to help the person who records assets in new AFIS make an informed decision on how to record it correctly and consistently.

This document ONLY addresses classification of IT equipment and software.

## Intended Audience:

This document is intended for those who participate in the following processes:

* Purchasing
* Procurement
* Contract administration
* Accounts Payable
* Fixed Asset Accounting
* Asset management

## Additional Documents

1. **IT Asset Classification Guidance.docx** – (This document) – Definitions of the IT asset Type, Group and Catalog codes.
2. **IT Asset Classification and Commodity Codes.xlsx** – List of new AFIS Catalog Codes and a cross-reference to Commodity Codes used in ProcureAZ
3. **Advantage IT Asset Data Entry Guidance.xlsx** – List of data elements that must be completed to satisfy the requirements of recording IT Assets.
4. **IT Asset Data Entry Guidance.docx** – Field-by-field data entry process for new AFIS, describing which entries on the fixed asset shell correspond to the required data elements.
5. **ISIS-BREAZ Asset Code Map 2015-06-01.xlsx** – List of legacy ISIS codes cross-referenced to the new AFIS Catalog Codes

## IT Equipment

1. **IT Equipment is classified into 7 broad groups:**
   1. Computers
   2. Computer peripherals – a device attached to a computer that doesn’t fall into another specific group
   3. Data storage – any equipment that stores data or is part of a system that stores data
   4. Printers – hardcopy output. May include 3-D or other specialized printers
   5. Data center devices – any equipment intended for a data center or server room
   6. Desktop devices – any equipment intended for use by an individual user
   7. Network components – equipment that transmits data between computers
   8. Telecommunications equipment such as phones, IVR systems and fax equipment are not classified as IT equipment and are therefore not listed here.
2. **Computers**
   1. **Mainframe**
      1. There is only one mainframe vendor, IBM.
      2. The mainframe computer classification is only for the computer itself. Storage devices and other peripherals added onto it should be coded according to their group.
      3. Add-on memory, controllers and other devices that go inside the mainframe should be coded as part of the mainframe computer.
   2. **Servers**
      1. Minicomputer is an obsolete term. Minicomputers are considered servers.
      2. A server is a computer that serves data or provides access to an application (such as a database, e-mail) to more than one person.
   3. **Desktop computer**
      1. Desktop computers are typically dedicated to only one person at a desk or work station. The term “desktop” refers to where it is and how it’s used, rather than the style. A “tower” is still a desktop computer.
   4. **Laptop computer**
      1. A laptop is a computer, screen, storage and keyboard all in one unit. It can be removed from the workstation and carried around. If it’s always in a docking station on the desk, it should still be classified as a laptop.
      2. Exception: A computer with a detachable keyboard that can function independently as a tablet should be classified as a tablet.
   5. **Tablet and other mobile devices**
      1. A tablet is a computer with the screen, processor and storage in a single unit.
      2. A smartphones are classified as cellular phones.
   6. **Thin client computer**
      1. Thin clients are desktop computers that have no built-in storage. They connect to a network server and run applications on remote desktop.
3. **Computer peripherals**
   1. **Video display**
      1. Any device that displays video from a computer can fall under this classification. This includes monitors, CRT’s, flat-panel monitors, stand-alone networked monitors and projectors.
   2. **Scanners**
      1. Any device that captures information from a physical medium and converts it to a signal that can be collected and stored on a computer can be classified as a scanner. This includes image or document scanners, bar code readers, magnetic strip readers, check readers, etc.
      2. A multi-function printer that has a scanner should be classified as a printer.
4. **Data storage**
   1. **Disk storage systems**
      1. This category includes magnetic or solid state disk drives, SAN or NAS storage systems and their components such as fabric switches, controllers and interfaces.
      2. These devices will typically reside in a data center or server room. Desktop external disk drives have a separate category (see 4d).
   2. **Tape storage systems**
      1. This category includes all tape drives, subsystems and their components typically used as backup or archive storage.
      2. Tape storage racks are considered furniture and should not be classified as IT Equipment.
   3. **Optical storage systems**
      1. Optical storage includes DVD, CD, Blu-Ray and similar optical disk systems and juke boxes used in data centers for archival storage and retrieval.
      2. External optical drives used for desktop computers should be classified as portable storage (see 4d).
   4. **Portable data storage**
      1. This category includes USB thumb drives, memory cards, external hard drives, optical drives and floppy drives that are typically used with a work station and can be easily disconnected and moved.
5. **Printers**
   1. Printers are classified according to their usage (special purpose, data center vs. desktop) rather than form (laser, inkjet, etc.)
   2. **Special-purpose printers**
      1. This category includes plotters, photo, ID card, bar code, dedicated label printers, point-of-sale printers, 3-D printers and similar printers that print on specialized media.
   3. **Datacenter printer**
      1. This category includes high-volume line and laser printers and similar equipment designed to handle the load and volume of a data center.
   4. **Desktop printer**
      1. This category includes any printer dedicated to a single user that does not print on specialized media. It may include multifunction (print/scan/fax/copy) devices.
   5. **Multifunction workgroup printer**
      1. This category includes equipment that is shared by multiple users in a work group or department. It includes multifunction (print/scan/fax/copy) devices.
   6. **Workgroup printer (not multifunction)**
      1. This category comprises printers that are not multifunction devices (they only print and do not scan, fax or copy, etc.) and are shared by multiple people in a work group or department.
6. **Data center devices**
   1. Any device, other than shelves and furniture, that is intended for use in a data center or computer room falls into this category.
   2. Data center equipment permanently fixed to the building such as generators, fire suppression, air conditioning, etc. should be classified with building improvements rather than IT equipment.
   3. **Power conditioning, UPS, PDU, Batteries**
      1. This category includes rack-mounted and standalone UPS systems, power distribution units and voltage regulators.
      2. Exception: UPS systems intended for desktop use should be classified as desktop accessories (See 7d).
   4. **Racks, cabinets, enclosures**
      1. This includes server racks, network racks, storage cabinets, tape storage and similar systems.
   5. **Data center accessories not elsewhere specified**
      1. Any equipment other than racks, cabinets, enclosures, power conditioning, UPS, PDU and batteries that is part of a data center can be classified in this category. Examples are KVM switches, tools, test equipment and monitoring equipment.
      2. Do not use this as a catch-all. If you find yourself using this classification frequently please contact ADOA-ASET Enterprise Architecture for guidance.
7. **Desktop devices**
   1. This group includes all IT equipment intended for use by a single user
   2. **Specialized data acquisition devices**
      1. This category includes data capture equipment, portable GPS units, cameras, biometric scanners (eg – fingerprint or retinal scanners), remote or portable data acquisition or measurement devices and devices that capture data from a vehicle.
   3. **Specialized mice, keyboards and other I/O devices**
      1. This category is intended for specialized mice as used in CAD or engineering systems, keyboards, control joysticks and input devices designed for persons with vision, hearing or mobility disabilities.
   4. **UPS**
      1. This category includes uninterruptible power supplies used for power backup to non-datacenter computers and work stations.
   5. **Desktop devices not elsewhere specified**
      1. This category can be used for desktop devices that do not fall into the category of data acquisition, specialized I/O devices or UPSs. It may include docking stations .
      2. Do not use this as a catch-all. If you find yourself using this classification frequently please contact ADOA-ASET Enterprise Architecture for guidance.
8. Network components
   1. Network components and communications equipment provided under the AZnet II program will be recorded using a different business process outside the scope of this document.
   2. Firewall
      1. A device that selectively blocks or filters network traffic. If the device does more than just act as a dedicated firewall it should be classified as a security appliance
   3. Security appliance
      1. This category applies to equipment that monitors web, email or other network traffic and applies security rules to filter or prevent access.
   4. Switches
      1. Switches are network devices that direct network traffic to a particular location based on an IP address.
   5. Routers
      1. A router handles directing network traffic between networks. Wireless routers should be classified as wireless devices
   6. VPN concentrator
      1. A VPN concentrator is an appliance that provides a secure private network by encrypting network traffic.
   7. Wireless network component
      1. This category includes wireless routers and repeaters (WIFI) as well as cellular network traffic (3G or 4G) connectivity for a computer.
   8. Network components NES
      1. Any network components that are not specified above can be placed into this category. Please do not use it as a “catch-all”.

## Software

1. Software is classified in 3 broad groups representing what kind of equipment it is hosted on. These categories are:
   1. Mainframe – software that runs on an IBM mainframe
   2. Server – software that runs on a “minicomputer” or server that is accessed by more than one person. Software that runs on a “virtual server” in a private or public cloud or on a server located in a remote data center is still considered server software.
   3. Desktop – software that runs on a single-user computer including desktops, laptops, tablets and mobile computing devices.
   4. Some software can run on more than one platform. It is the responsibility of the person purchasing the software to designate whether it will run on a mainframe, server or desktop and to ensure it is coded accordingly.
2. Software is further classified based on its business purpose. Consult the list for details.
3. Internally developed software and software costing more than $10 million are classified in specific new AFIS Catalog Codes for accounting purposes.
4. Catalog Codes are broad-based and designed to reflect the type of application rather than a specific brand, manufacturer or trade name.
5. The connection between Commodity Codes used for purchasing and Catalog Codes used for accounting purposes, should be regarded as a suggestion only. In particular, purchasing Commodity Codes frequently use obsolete terminology (digital computers, microcomputers, etc.), or are too ambiguous (expert system, data processing system, etc.) to be used for our purposes.
6. Some Commodity Codes are specific to “microcomputers” while others specify “mini/mainframe computer”. For fixed asset accounting purposes, microcomputers may be either desktop PC’s or servers; minicomputers are always servers, while mainframes are in a separate group. Take care to choose the Fixed Asset Catalog code that matches the application.