

# **ODE EMIS MANUAL**

## **Section 6.6: Capital Assets (QC)**



**Version 4.1**  
December 28, 2017

## REVISION HISTORY

The revision history sections of the EMIS Manual provide a means for readers to easily navigate to the places where updates have occurred. Significant changes and updates are indicated through red text for additions and strikethroughs for deletions. Minor changes—such as typos, formatting, and grammar corrections or updates—are not marked.

Version	Date	Effective Date (FY & Data Set)	Change #	Description
<del>4.1</del>	<del>12/27/17</del>	<del>FY18</del>		<del>No FY18 changes.</del>
4.0	9/13/17	FY17	NA	No FY17 changes.
3.1	4/4/16	FY16		Added Coming Changes section.
3.0	12/13/15	FY15H		Updated language to reflect shift from reporting periods to FY15 reporting.
2.0	5/15/14	FY14H	1014	Updated per earlier H reporting.
1.1	8/20/13	FY13H	1027	Added file layout content missed during conversion to new manual format.

## COMING CHANGES

The coming changes sections of the EMIS Manual provide a means to share with the field currently known information about upcoming changes. The final details of these changes have not all been determined at this time, however, those currently known are included here. Once all relevant details of the change(s) are known, the main text of the EMIS Manual section will be updated and the change(s) will be removed from this list.

*At this time, there are no additional ~~FY18~~ EMIS changes known to impact the Capital Assets (QC).*

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## 6.6 CAPITAL ASSETS QC

### *Required Collection Request*

Capital Assets are to be reported for the Financial (H) Collection Request.

### **GENERAL GUIDELINES**

#### *Schedule of Capital Assets*

This schedule is a capital asset summary. It shows beginning balances, additions, and reductions. It is to be submitted in the Financial (H) Collection Request.

Name	
Capital Assets Code (QC971)	Three character code as defined below
Capital Assets Code Old Balance (QC972)	Starting balance, June 30 prior fiscal year, for this particular Capital Assets Code
Capital Assets Code Additions (QC973)	Amounts to be added for the current fiscal year to the starting balance
Capital Assets Code Deduction (QC974)s	Amounts to be subtracted for the current fiscal year from the starting balance

#### *Capital Assets Code*

Record Field Number	QC971
Definition	An acronym indicating the Capital Asset related to each reported balance, addition, or deduction

#### *Valid Options*

- DBI Depreciable Capital Assets, Buildings and Building Improvements
- DBK Depreciable Capital Assets, Books
- DFE Depreciable Capital Assets, Furniture, Fixtures and Equipment
- DIN Depreciable Capital Assets, Infrastructure
- DLI Depreciable Capital Assets, Land Improvements
- DVE Depreciable Capital Assets, Vehicles
- LBI Accumulated Depreciation, Buildings and Building Improvements
- LBK Accumulated Depreciation, Books
- LFE Accumulated Depreciation, Furniture, Fixtures and Equipment
- LIN Accumulated Depreciation, Infrastructure
- LLI Accumulated Depreciation, Land Improvements
- LVE Accumulated Depreciation, Vehicles
- NDC Capital Assets not being depreciated, Construction in Progress
- NDL Capital Assets not being depreciated, Land

**Reporting Instructions.** The following definitions determine the category in which an amount should be included.

**Land.** A fixed asset account which reflects the acquisition value of the land owned by the school district. This account includes the purchase price and costs such as legal fees, filing and excavation costs,

and other associated improvement costs incurred to put the land in condition for its intended use. If land is acquired by gift, the account reflects its appraised value at the time of acquisition.

**Land Improvements.** A fixed asset account which reflects the acquisition value of permanent improvements, other than buildings, which add value to land. Examples of such improvements are fences, retaining walls, sidewalks, pavements, gutters, tunnels and bridges. If the improvements are purchased or constructed, this account contains the purchase or contract price. If improvements are obtained by gift, it reflects the appraised value at the time of acquisition.

**Buildings and Building Improvements.** A fixed asset account which reflects the acquisition value of permanent structures, used to house persons and property owned by the school district. If buildings are purchased or constructed, this account includes the purchase or contract price of all permanent buildings and the fixtures attached to and forming a permanent part of such buildings. This account includes all building improvements. If buildings are acquired by gift, the account reflects their appraised value at the time of acquisition.

**Furniture, Fixtures, and Equipment.** Tangible property of a more or less permanent nature, other than land, buildings, or improvements thereto, which is useful in carrying on operations. Examples are machinery, tools, furniture, and furnishings.

**Vehicles.** Examples are trucks, cars, and buses.

**Infrastructure.** Example is sewage treatment plant.

**Books.** Examples are textbooks and library books.

**Construction in Progress.** The cost of construction work undertaken but not yet completed.

***Defining a Unique Record***

Each EMIS record has specific fields that must be unique on each row of data reported to ODE. For the Capital Assets, the following field must be unique.

Record Name	Record	Required Fields	Number
Schedule of Capital Assets		Capital Assets Code	QC971

## 6.6 CAPITAL ASSETS (QC) FILE LAYOUT

Number	Position	Name	PIC/Size
	1-8	Filler	PIC 9(8)
QC010	9-10	Sort Type	PIC X(2)
		Always "QC"	
	11	Filler	PIC X
QC020	12-15	Fiscal Year, e.g., 2010 (CCYY)	PIC X(4)
QC030	16	Data Set	PIC X
		H - Financial	
QC040	17-22	District IRN	PIC X(6)
QC050	23-25	Schedule Sequence	PIC X(3)
QC060	26-28	Schedule Frequency	PIC 9(3)
QC070	29-32	Line Number	PIC 9(4)
QC080	33-35	Schedule Number	PIC X(3)
QC971	36-38	Capital Assets Code	PIC X(3)
QC972	39-50	Capital Assets Code Prior Balance	PIC 9(10)V99
QC973	51-62	Capital Assets Code Additions	PIC 9(10)V99
QC974	63-74	Capital Assets Code Deductions	PIC 9(10)V99
	75-300	Filler	PIC X(226)