

# **ODE EMIS MANUAL**

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



**Version 5.0**  
June 8, 2020

As of FY20, this record will no longer be reported to or collected by EMIS.

## **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.

<b>Version</b>	<b>Date</b>	<b>Effective Date (FY &amp; Data Set)</b>	<b>Change #</b>	<b>Description</b>
4.2	7/2/18	FY19	NA	Posted for FY19.
4.1	12/27/17	FY18	NA	No FY18 changes.
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 EMIS Manual is a living document, and each fiscal year’s version is updated throughout the school year. For information regarding specific known changes that may impact the elements in this section, see the appropriate FY Change Information document on the EMIS Manual webpage.

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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~~

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