

**12.5.2 – PROPERTY REPORTS – MONTHLY
(PAS-435 & PAS-310)**

Property reports (PAS-435 and PAS-310) provide information on unit movable equipment activity. These reports are issued monthly by the Property Accounting System and distributed by the Property Accounting Section. Samples of those reports are at the end of this section.

PROPERTY REPORT (PAS-435)

Property report (PAS-435) is issued monthly and lists the prior month's movable equipment activity. Following are the recommended procedures for reviewing and updating this report:

- Determine that the report lists all the property control tag numbers for the property added to the department's inventory for the period of the report.
- Verify that the property control tags received agree with the control numbers printed on the report.
- Verify that all items listed are correctly assigned to the unit responsible for the report.
- Notify the Property Accounting Section within ten working days after receiving the corrections and/or changes to the report. If a change is necessary, complete the proper PAS form(s) and submit to the Property Accounting Section.
- Keep the report as part of the unit's property accounting records.

PROPERTY REPORT PAS 435 REPORT – DETAILED INFORMATION

(See "Copy of Report" at the end of this section)

Date – Date of the report

Col-dept-div – College, department, and division of the unit responsible for the report.

For – Name of the unit.

Mail to – Responsible person and mailing address. Notify the Property Accounting Section of changes.

Description – Standard description based on asset category "O."

Loc – Location:

Code	Location
10	Urbana
20	Chicago
22	Chicago, Health Sciences Center Springfield, Division of Specialized Care for Children
24	Chicago, HSC - Peoria
26	Chicago, HSC - Rockford

Tag nbr – Property control tag number.**Ctl** – Control

Equipment a unit wants to control but which will not be reported on the State of Illinois inventory.

MTD – Method of acquisition.

Code	Method of Acquisition
C	Inter campus transfer
D	Donation/gift
F	Fabricated
G	Government furnished
L	Lease or installment purchase
N	Not owned by state (temporary or private loan)
P	Purchased
T	Transferred-in (with researcher from other agency)
X	Found (never on inventory)
O	Other (acquisition method not identified)
S	Transfer-in, state
U	Transfer-in, federal

Amount – Asset cost.

PO NBR – Purchase order number.

VO NBR – Voucher number.

TC – PAS transaction code.

Initial create

Code	Description
10	Working file create (cash acquisitions)
11	Non-working file create (non-cash acquisitions)

Dollar changes

Code	Description
20	Working file (+ or -)
21	Non-working file create (non-cash acquisitions)
22	Non-working file trade-in allowance
23	Non-working file – Other

Disposal

Code	Description
30	Disposal (or found, "added back")
31	Surplus

Transfers

Code	Description
60	Location transfers college/department PAS division

Bldg – Building number

Asset cat – Asset category

The asset category is assigned by the Property Accounting Section. This generates description line #1 on the PAS system. It is a generic grouping similar to assets.

First Three Digits of Code	Type of Equipment
510	Office equipment
515	Data processing
521	Passenger automobiles
522	Motor vehicles other than passenger automobiles
530	Household, equipment, and furnishings
540	Machinery, implements, and major tools
550	Scientific equipment
560	Library books
565	Educational equipment
570	Livestock
599	Equipment not elsewhere classified

Last four characters standard description – Enter object code description.

Asset cls – Asset class:

Code	Asset Class
01	Land
02	Buildings
03	Improvements other than buildings
04	Equipment
05	Construction in process
06	Minor buildings
07	Group of equipment

Total – Total number of items added to the unit's inventory.

Total – Total cost of items added to the unit's inventory.

Removal Rea – Reason for removal of an asset from the records.

Code	Reason for Removal
A	Trade in
B	Inventoried in error
C	Casualty loss
D	Discarded
F	Part of another asset
G	Returned to vendor for credit
H	Inventoried twice
J	Cannibalized
K	Lost
N	Stolen
P	Transferred with research
R	Scrap
S	Sold
T	Transferred out of campus
V	Salvage
X	Add back (found)
E	Error

Total number – Total number of items removed from the unit's inventory.

Total cost – Total cost of items removed from the unit's inventory.

Changes in value – Change in value of existing property by reason of a trade-in or lease payments.

Year-to-date cost – Year-to-date cost of property inventory.

EQUIPMENT RECORD REPORT(PAS 310) – DETAILED INFORMATION

The equipment record report (PAS-310) is issued monthly and lists the items added, removed, or dollar value changes made during the prior month. The reports shows the information which is in the Property Accounting System (PAS) for a particular piece of property. If the information is incorrect or if modifications are required, submit the appropriate PAS form.

Notify the Property Accounting Section within ten working days after receiving the report of corrections and changes. This report should be kept as part of the unit property accounting records.

LOC/NBR – Campus location and property control number

Code	Location
10	Urbana
20	Chicago
22	Chicago, Health Sciences Center Springfield, Division of Specialized Care for Children
24	Chicago, HSC - Peoria
26	Chicago, HSC - Rockford

Descrip – Description

The first description line is assigned by the PAS, and the second line is assigned by the unit. A third line is provided for the manufacturer's serial number.

Acquisition – From PAS-11 form.

Date – Date voucher processed for payment

Basis – The basis used to determine the acquisition cost:

A = Appraisal

E = Estimate

H = Historical

Meth – Method by which the item was acquired.

Code	Method of Acquisition
C	Inter campus transfer
D	Donation/gift
F	Fabricated
G	Government furnished
L	Lease or installment purchase
N	Not owned by state (temporary or private loan)
P	Purchased
T	Transferred-in (with researcher from other agency)
X	Found (never on inventory)
S	Transfer-in, state
U	Transfer-in, federal

Asset class – From PAS-11 form.

Code	Asset Class
01	Land
02	Buildings
03	Improvements other than buildings
04	Equipment
05	Construction in process
06	Minor buildings
07	Group of equipment

Asset cat – This is a code assigned by the Property Accounting Section which generates Description Line 1.

First Three Digits of Code	Type of Equipment
510	Office equipment
515	Data processing
521	Passenger automobiles
522	Motor vehicles other than passenger automobiles
530	Household and equipment and furnishings
540	Machinery, implements, and major tools
550	Scientific equipment
560	Library books
565	Educational equipment
570	Livestock
599	Equipment not elsewhere classified

Last four characters standard description –

Code	Description
2300	Chair, office

CUSAS – State of Illinois expenditure code, assigned by the Office of Business Affairs.

Cnty/City – County/city code designated by the state of Illinois to identify the property location.

Location –

Code	Description
BLDG	The building where the property is located
RM	The room where the property is located
FLR	The floor where the property is located (optional when supplied by unit, see PAS-50 form)
WG	The wing where the property is located (optional when supplied by the unit, see PAS-50 form)

Add'l org codes – Additional organization codes

Code	Description
SCHL	School designation if the college is divided into schools
C-CTR	Cost center

Entity – UFAS code representing the type of activity the equipment has been acquired for, or is used in (Ledger 3 accounts only).

Indicators CTR (Control) – A "C" in the CTR field indicates this item is not reported to the state as an inventory item, but is on the University's inventory (assigned by Property Accounting).

"OWN" indicates the organization holding title to the asset.

Code	Ownership Status
E	Endowment
F	Federal/state
G	Federally owned
L	Leased/rented/loaned
P	Private (equipment to follow staff member)
S	State
O	Other-sponsored

"**AVAIL**" indicates whether the item is available for use by other units.

Code	Availability
A	Available for part-time use
B	Available for part-time use (at current location)
L	Loaned to an institution or individual off campus
M	Missing (item cannot be located)
N	Not available, not in use. Not in use by assigned department, but not available for use by other units.
S	Surplus (not needed by unit)
T	Temporarily missing
U	Unavailable for part-time use
0-9	Equipment is not available, incorporated as part of an apparatus for laboratory experiment.

COND – Condition of the property.

Code	Condition
1	New
2	Used, Good
3	Used, Fair
4	Used, Poor
5	Repairs required, Good
6	Repairs required, Fair
7	Repairs required, Poor
X	Salvage
S	Scrap

TAX CR (Tax Credit) – Indicates whether the donor took a tax credit or not.

TAG – Tab/Picture code Indicates how a tag is affixed to the property and/or if a picture is on file.

Code	Tag Characteristics
1	Tagged
2	Tagged/picture
3	Alternate marking
4	Alternate marking/picture
5	Not marked
6	Not marked/picture

RES CTRL GRP – Responsible control group
Name of the group responsible for the property.

Resp per – Responsible person
Name of the person responsible for the property.

Purch – Purchase
Purchasing assistant (buyer) responsible for the purchase of the property.

Descrip 3 – Description 3
Optional 10-character description that would appear as line 3 of the description.

Descrip 4 – Description 4
Optional 10-character description that would appear as line 4 of the description.

Mfgr – Manufacturer
Name of the company that manufactured the piece of property (not the name of the company it was purchased from).

Model – Model number of the piece of property.

Instl. date – Date of installation.

Mfgr date – Ddate property was manufactured.

Sal value – Salvage value.

Component –

- ID (Identification) – The campus location code and the property control number of the master asset.
- PTR (Pointer) – Enter the campus location code and the property control number of the next component within the same master.

Nbr of funds Ins – Number of fund lines, which is the total number of account numbers charged.

Ins. maint. seg. – Insurance maintenance segment

Indicates whether or not insurance maintenance data has been entered on this asset (N = Not used).

Lease seg – Lease Segment

Indicates whether or not insurance maintenance data has been entered on this asset (N = No, Y = Yes).

Last date – Last date any information on this asset has been updated.

Date create – Date the record was originally added to the UFAS-PAS.

COMPUTER DATE 07/27/95
TIME OF DAY 4:41:18
PROGRAM=PAS435

UNIVERSITY OF ILLINOIS
CENTRAL ADMINISTRATION
PROPERTY REPORT AS OF 07/31/1995

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UNIT PAGE 1

COL-DEPT-DIV: 01-50-00

FOR: OFC OF BUSINESS AFFAIRS

MAIL TO:

THE FOLLOWING ITEMS HAVE BEEN ADDED TO YOUR EQUIPMENT INVENTORY:

DESCRIPTION	LOC-TAG	--ACQUISITION--	AMOUNT	-----REFERENCES	-----	----ASSET----
PROJECTOR, EIKI OVERHEAD SERIAL NBR: 4AU02641	20-016170	05/04/1995 P	600.00	CU506803 IV024649	10 0922	5651900 04
HA SERIAL NBR: 16272	20-016171	05/04/1995 P	3,085.00	CU506803 IV024649	10 0922	5998980 04
TOTAL ADDITIONS:		2	3,685.00			

RECORDS AMOUNT

BEGINNING VALUES OF YOUR PROPERTY INVENTORY WERE: 149 347,340.68
NET CHANGES THIS PERIOD WERE: 2 3,685.00
ENDING VALUES OF YOUR PROPERTY INVENTORY WERE 151 351,025.68

COMPUTER DATE 07/27/95
TIME OF DAY 4 :41 :54
PROGRAM=PAS310

UNIVERSITY OF ILLINOIS
CENTRAL ADMINISTRATION
EQUIPMENT RECORD REPORT AS OF 07/27/95

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TITLE PAGE 1

COL-DEPT-DIV: 01 50 00 TITLE: OFC OF BUSINESS AFFAIRS PROP CONTROL NBR: 016170

LOC/NBR: 20-016170 DESCRIP 1: PROJECTOR, EIKI OVERHEAD ACQUISITION: DATE: 05/04/1995 BASIS: H MTHD: P
DESCRIP 2:
SERIAL NO: 4AU02641 COST: 600.00 QTY: 1

ASSET CLASS: 04 ASSET CAT: 5651900 CUSAS: 1565 CNTY/CITY: 0311675 LOCATION: BLDG: 0922 RM: FLR: WG:

ADD'L ORG CODES: SCHL: 20 C-CTR: 00 ENTITY: 0000 INDICATORS: CTRL: OWN: S AVAIL: U COND: 1 TAX CR: TAG:

RES CTRL GRP: RESP PER: PURCH: DESCRIP 3: DESCRIP 4:

MFGR: MODEL: INSTL DATE: / / MFGR DATE: / / SAL VALUE: 0.00

COMPONENT: ID: - PTR: - NBR OF FUND LNS: 1 INS/MAINT SEG: N LEASE SEG: N LAST UPDATE: 00/00/0000
DATE CREATE: 07/27/1995

FUNDING DATA:

VENDOR	VOUCHER NUMBER	PURCHASE NUMBER	ACCOUNT NUMBER	AMOUNT	P/F	GRANT/CONTRACT NBR	AGENCY	DATE CREATED
MIDWEST VISUAL EQUIP CO	IV024649	CU506803	0-2-201396450	600.00	F			07/27/1995