CAPPS Desk Aid

Adding Asset Profiles

Note: This desk aid was written to the specifications of CAPPS Central agency modules and may not reflect the unique process variations implemented by individual or non-Central agencies.

TABLE OF CONTENTS

Overview and Requirements 1
Entering an Asset Profile 1
Revision History 4

Adding Asset Profiles

Overview and Requirements

This desk aid guides users in adding an asset profile, which is created for Statewide Property Accounting (SPA) classes (groups) to process assets. Users create an asset profile by:

- Assigning default depreciation methods.
- Estimating asset life terms.
- Entering asset descriptions.

The required security role/job profile to add and update information on the page is **TX_FIN_AM_CONFIG_1**.

Entering an Asset Profile

In SPA, class codes are required for entering asset profiles and are used to:

- Standardize property reporting.
- Record new property.

A list is available on FMX Policies and Procedures.

SPA Class Codes

Click on any column heading to sort by that column

Class Code	Class Code Description	Useful Life (Months)	AFR Catg	Cap Threshold (FY24)	Ctrl Asset/ Threshold (FY24)	Cap Threshold (FY25)	Ctrl Asset/ Threshold (FY25)	Depred/ Amort?	Rsdl PC	Srpl Grp
001	LAND AND LAND IMPROVEMENTS	0	1	0	N	0	N	N	0	MSC
003	FACILITIES AND OTHER IMPROVEMENTS	264	9	100,000	N	100,000	N	Y	0	MSC
004	FENCING AND GATES	300	9	100,000	N	100,000	N	Y	0	MSC
005	LANDSCAPING	120	9	100,000	N	100,000	N	Y	0	MSC
006	PARKING LOT/DRIVEWAY/PARKG BARRIER	240	9	100,000	N	100,000	N	Y	0	MSC
007	SPRINKLER – LANDSCAPE IRRIGATION	180	9	100,000	N	100,000	N	Y	0	MSC
008	RECREATION AREA, ATHLETIC FIELDS – INCLUDING BLEACHERS	144	9	100,000	N	100,000	N	Y	0	MSC
009	GOLF COURSE FACILITIES	240	9	100,000	N	100,000	N	Y	0	MSC
010	PATHS AND TRAILS	144	9	100,000	N	100,000	N	Y	0	MSC
011	SEPTIC SYSTEMS	180	9	100,000	N	100,000	N	Y	0	MSC
012	STADIUMS	540	9	100,000	N	100,000	N	Y	0	MSC
013	SWIMMING POOL, TENNIS COURT	264	9	100,000	N	100,000	N	Y	0	MSC
014	FOUNTAIN	240	9	100,000	N	100,000	N	Y	0	MSC
015	PLAZA, PAVILION	540	9	100,000	N	100,000	N	Y	0	MSC
016	RETAINING WALL	240	9	100,000	N	100,000	N	Y	0	MSC
030	BUILDING & BUILDING IMPROVEMENTS – NON-COMPONENTIZED	264	2	100,000	N	100,000	N	Y	5	MSC
031	BUILDING SHELL	360	2	100,000	N	100,000	N	Y	5	MSC
032	BUILDING CONSTRUCTION, OTHER	180	2	100,000	N	100,000	N	Y	5	MSC

Navigation

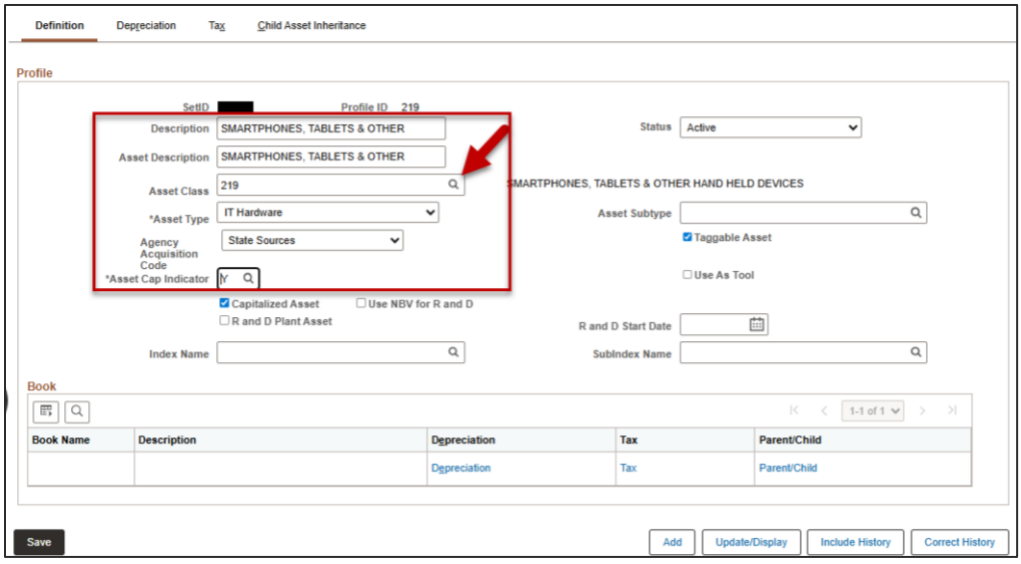
Dashboard: Asset Management; **Tile:** Asset Management Configuration, Asset Profiles

To add an asset profile:

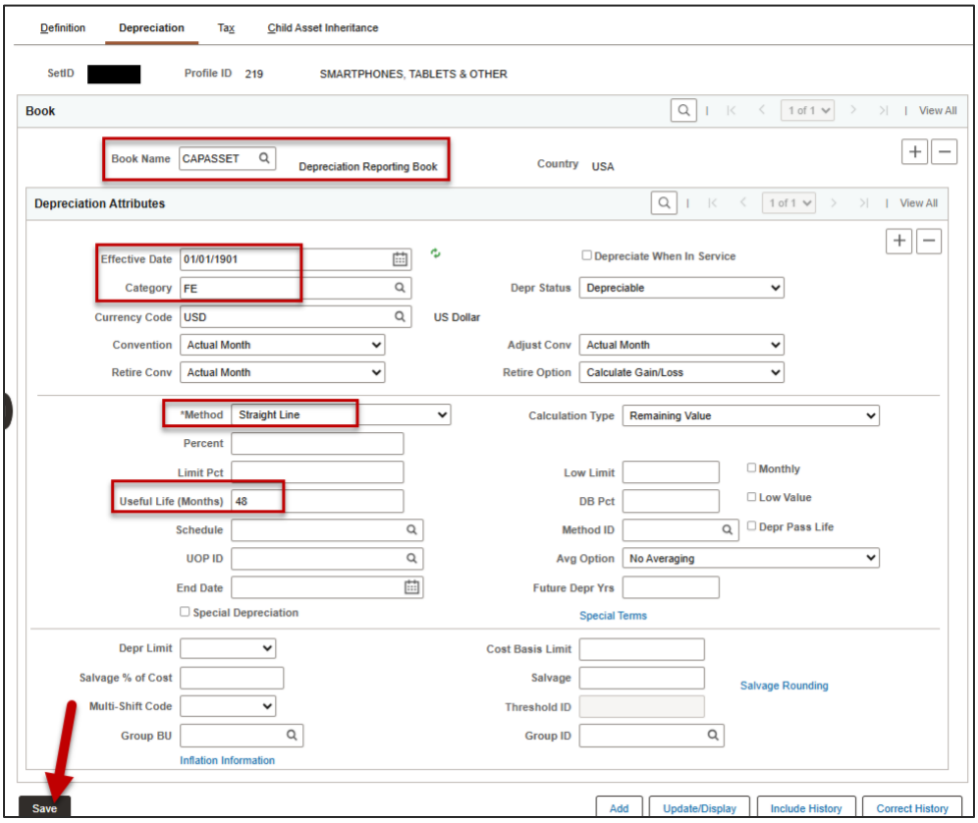
1. Select **Add a New Value**.



2. Enter the SET ID and ASSET PROFILE ID.
   For example, **219** (SMARTPHONES, TABLETS & OTHER HAND HELD DEVICES [+]).
3. Select **Add**.
4. Enter the following fields on the *Definition* tab:
   - DESCRIPTION (SPA class code description)
   - ASSET DESCRIPTION
   - ASSET CLASS
   - ASSET TYPE
   - AGENCY ACQUISITION CODE
   - ASSET CAP INDICATOR
     - A – Always capitalized
     - N – Controlled assets
     - X – Never capitalized
     - Y – Capitalized assets



5. Enter the following fields on the *Depreciation* tab:
   - EFFECTIVE DATE – 01/01/1901
   - CATEGORY (SPA AFR) – per SPA configuration
   - METHOD
   - USEFUL LIFE (MONTHS) – per SPA class code definition



6. Select **Save**.

Revision History

Date	Description of Change	Changed By
Sept. 25, 2025	Initial document creation	M. Apolonio
July 23, 2026	Minor revision	M. Apolonio