



TRACS Quick Reference Guide

Course 8: Facilities Inventory

Lesson 8c: Facility Adjustment

Step	Action
1	An adjustment to a Facilities record is needed if there is a change to the facility, including a capital improvement, disposal of the facility, or disposal of a facility component. If more than one adjustment occurs, each adjustment is entered, and approved, separately. It is important to note that an adjustment can only be added when the original (base) record, and any subsequent adjustments, are in the 'final approved' status. After logging into TRACS, select the "Inventory" module.
2	From the Dashboard, select the "Facilities" icon.
3	The Sites list opens. Search for the site by keywords in the site name. Once you find the site, click "Manage Facilities" .
4	The Facilities list opens for the site. Select the facility and click "Manage Facility" .
5	From the Facility Workflow page, scroll down and click on the "Add/Edit Adjustments" button.
6	The Facility Adjustments List page opens, with the "Base Record" displayed in the table. Click on the "Add an Adjustment" button.
7	Fill out the Adjustment Information page: <ol style="list-style-type: none"> Date of Adjustment Adjustment Type: select "Administrative", "Capital Improvement to Facility", "Component Disposal" or "Disposal of Facility". <ol style="list-style-type: none"> If "Administrative" is selected: <ul style="list-style-type: none"> Fill out the Administrative Adjustment Comment or check "Not Applicable". If "Capital Improvement to Facility" is selected: <ul style="list-style-type: none"> Fill out the Capital Improvement Type: select "Additions to Facility" or "Renovations to Facility". Complete the "Improvement Federal and Match" table. Enter the "Date Improvement Completed". Fill out Capital Improvement Comment or check "Not Applicable". If "Component Disposal" is selected: <ul style="list-style-type: none"> Disposal Instructions: select from the list Disposal Date: enter the date Component Disposal Compensation: enter the amount Component Disposal Comment: fill out or check "Not Applicable" If "Disposal of Facility" is selected: <ul style="list-style-type: none"> Disposal Instructions: select from the list Disposal Date: enter the date Disposal of Facility Compensation: enter the amount Disposal of Facility Comment: fill out or check "Not Applicable" Useful Life - Does this adjustment change the useful life of this facility? Yes or No. If "Yes", update the useful life duration and/or date. Note: This option may not display if the useful life was originally set individually for each component. Click "Next Step".



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8	The Components page opens displaying the information entered into the base record. Note: If "Disposal of Facility" was selected as the Adjustment Type, skip this page. Update as needed, then click "Next Step".
9	The Location page opens displaying the location information entered into the base record. Update as needed, the click "Save & Exit".
10	The Facility Adjustment List displays the Adjustment record. Note: New adjustments cannot be created if there is an unapproved adjustment.
11	The Facility Adjustment goes through the same approval process as the base record (see Lesson 8b).