**VHA CIP Asset Transfer In/Out Capitalization Checklist**

**Purpose**: To provide a list of processes and documents required for the transfer in and out of VHA Major Construction capitalized assets after the CWS Go-Live date between FMS and iFAMS, respectively.

**FSC OAS Transfer-Out Coordination Steps**

* Contact VHA Station to coordinate timing of transfer-out of asset from iFAMS into FMS
* Receive written confirmation from VHA Station via email stating asset can be recorded in FMS within same accounting period as transfer-out
* Provide VHA Station with Capitalization Memo and other required supporting documentation according to VA policy
* Once Audit Package is received from VHA Station, upload as attachment into FDE document in iFAMS
* Provide VHA Station confirmation that Transfer In/Out process for specific capitalization of Major Construction asset can be marked complete

**FSC Documentation for VHA**

* Capitalization Memo (provided by CFM Construction Manager)
* iFAMS Work In Process (WIP) Report [E-FA04], if requested
* Email confirmation that Audit Package was uploaded into iFAMS and statement that Transfer In/Out process for capitalization of Major Construction asset can be marked complete

**VHA Station Transfer-In Coordination**

* Receive email from FSC OAS about transfer-in of asset from iFAMS into FMS
* Provide written confirmation to FSC OAS via email stating asset can be recorded in FMS within same reporting period as transfer-out
* Receive Capitalization Memo and other required supporting documentation to record asset in FMS according to VA policy
* Provide Audit Package of FMS reviewed, approved and processed entry to FSC OAS via email
* Receive email confirmation from FSC OAS that Transfer In/Out process for specific capitalization of Major Construction asset can be marked complete

**VHA Documentation for FSC OAS**

* Written confirmation stating asset will be recorded in FMS in the same period as the iFAMS asset transfer-out
* Optional Form 1017G – Journal Voucher
* Screenshots of Transaction 1 & 2 (see pgs. 49,50)