



QAD Enterprise Applications 2008/2009  
Standard Edition

# **User Guide**

# **Financials B**

Introduction to Fixed Assets  
Preparing to Use Fixed Assets  
Creating and Managing Fixed Assets  
Maintaining Fixed Assets  
Fixed Assets Reports

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# Contents

|   |          |
|---|----------|
| <b>About This Guide</b> .....                       | <b>1</b> |
| Other QAD Documentation .....                       | 2        |
| Online Help .....                                   | 2        |
| QAD Web Site .....                                  | 3        |
| Conventions .....                                   | 4        |
| <br>  |          |
| <b>Chapter 1 Introduction to Fixed Assets</b> ..... | <b>5</b> |
| Introduction .....                                  | 6        |
| Fixed-Asset Workflow .....                          | 6        |
| Control Settings .....                              | 7        |
| Business Rules .....                                | 7        |
| Create and Manage Fixed Assets .....                | 7        |
| Maintain Fixed Assets .....                         | 8        |
| Fixed-Asset Reports .....                           | 8        |
| Fixed-Asset Programs .....                          | 8        |
| Base Data .....                                     | 9        |
| Entities .....                                      | 10       |
| Daybooks .....                                      | 11       |
| Accounts .....                                      | 11       |
| Navigation .....                                    | 12       |
| Validated Fields .....                              | 13       |
| Language Detail Codes .....                         | 14       |

**Chapter 2 Preparing to Use Fixed Assets . . . . . 17**

Introduction . . . . . 18

Setting Up Control Parameters . . . . . 18

Setting Up Business Rules . . . . . 19

    Setting Up Methods . . . . . 20

    Setting Up Fixed-Asset Calendars . . . . . 25

    Setting Up Books . . . . . 27

    Setting Up Locations . . . . . 28

    Setting Up Classes . . . . . 29

Depreciation Methods and Conventions . . . . . 32

    Using Depreciation Methods . . . . . 32

    Using Conventions . . . . . 39

Creating Meters . . . . . 47

**Chapter 3 Creating and Managing Fixed Assets . . . . . 51**

Introduction . . . . . 52

Fixed Asset Maintenance . . . . . 52

    Fixed Asset Maintenance Header . . . . . 53

    Option . . . . . 56

    Asset Account Maintenance . . . . . 58

    Retirement . . . . . 59

    Asset Transfer . . . . . 62

    Transaction Comments . . . . . 65

    User Field Maintenance . . . . . 66

    Insurance Data . . . . . 67

    Depreciation Books . . . . . 68

    Depreciation Adjustment . . . . . 70

    Book Detail . . . . . 72

    Depreciation Query . . . . . 73

    Units of Production and Depreciation Schedule . . . . . 75

    Asset Component Maintenance . . . . . 76

    Split . . . . . 78

Fixed Asset Batch Maintenance . . . . . 80

Fixed Asset Transfers . . . . . 82

|   |            |
|---|------------|
| Fixed Asset Retirements .....                         | 84         |
| Using CIM to Load Fixed-Asset Data .....              | 86         |
| Using CIM with Fixed Asset Maintenance .....          | 86         |
| Using CIM Load in Fixed Asset Batch Maintenance ..... | 89         |
| <b>Chapter 4 Maintaining Fixed Assets .....</b>       | <b>93</b>  |
| Creating Fixed-Asset Transactions .....               | 94         |
| GL Transactions in Fixed Assets .....                 | 96         |
| Voiding GL Transactions .....                         | 97         |
| Deleting and Archiving Fixed Assets .....             | 98         |
| <b>Chapter 5 Fixed Assets Reports.....</b>            | <b>101</b> |
| Periodic Activity Report .....                        | 102        |
| Depreciation Adjustment Report .....                  | 102        |
| Acquisition Report .....                              | 103        |
| Depreciation Expense Report .....                     | 103        |
| Asset Depreciation Array Report .....                 | 104        |
| Assets Owned Report .....                             | 104        |
| <b>Index .....</b>                                    | <b>107</b> |



The background of the page is a grayscale image of several interlocking gears. The gears are of different sizes and are arranged in a way that they appear to be meshing together. The lighting is soft, creating a sense of depth and texture. The overall tone is professional and technical.

# About This Guide

*Other QAD Documentation* 2

*Online Help* 2

*QAD Web Site* 3

*Conventions* 4

This guide covers features of the Fixed Assets module.

### Other QAD Documentation

- For software installation instructions, refer to the appropriate installation guide for your system.
- For conversion information, refer to the *Conversion Guide*.
- For instructions on navigating the Windows and character environments, see *User Guide: Introduction*.
- For instructions on navigating and using the QAD .NET User Interface, see *User Guide: QAD .NET User Interface*.
- For instructions on navigating and using the QAD Desktop interface, see *User Guide: QAD Desktop*.
- For information on using the product, refer to the *User Guides*.
- For technical details, refer to *Entity Diagrams* and *Database Definitions*.
- To view documents online in PDF format, see the *Documents on CD* and *Supplemental Documents on CD*.

**Note** Installation guides are not included on a CD. Printed copies are packaged with your software. Electronic copies of the latest versions are available on the QAD Web site.

For a complete list of QAD Documentation, visit the QAD Support site.

### Online Help

QAD provides an extensive online help system. Help is available for most fields found on a screen. Procedure help is available for most programs that update the database. Most inquiries, reports, and browses do not have procedure help.

For information on using the help system in the different environments, refer to *User Guide: Introduction*, *User Guide: QAD Desktop*, and *User Guide: QAD .NET User Interface*.

## QAD Web Site

QAD's Web site provides a wide variety of information about the company and its products. You can access the Web site at:

<http://www.qad.com>

For users with a QAD Web account, product documentation is available for viewing or downloading from the QAD Online Support Center at:

<http://support.qad.com/>

You can register for a QAD Web account at the QAD Online Support Center. Your customer ID number is required. Access to certain areas is dependent on the type of agreement you have with QAD.

Most user documentation is available in two formats:

- Portable document format (PDF). PDF files can be downloaded from the QAD Web site to your computer. You can view them with the free Adobe Acrobat Reader.
- HTML. You can view user documentation through your Web browser. The documents include search tools for easily locating topics of interest.

## Conventions

Several interfaces are available: the .NET User Interface, Desktop (Web browser), Windows, and character. To standardize presentation, the documentation uses the following conventions:

- Screen captures show the Desktop interface.
- References to keyboard commands are generic. For example, choose Go refers to:
  - The Next button in .NET UI
  - The forward arrow in Desktop
  - F2 in the Windows interface
  - F1 in the character interface

In the character and Windows interfaces, the Progress status line at the bottom of a program window lists the main UI-specific keyboard commands used in that program. In Desktop, alternate commands are listed in the right-click context menu. In the .NET UI, alternate commands are listed in the Actions menu.

For complete keyboard command summaries for each interface, refer to the appropriate chapters of *User Guide: QAD .NET User Interface*, *User Guide: QAD Desktop*, and *User Guide: Introduction*.

This document uses the text or typographic conventions listed in the following table.

| <b>If you see:</b>                | <b>It means:</b>   |
|-----------------------------------|--|
| monospaced text                   | A command or file name.  |
| <i>italicized monospaced text</i> | A variable name for a value you enter as part of an operating system command; for example, <i>YourCDROMDir</i> . |
| indented command line             | A long command that you enter as one line, although it appears in the text as two lines.                         |
| <b>Note</b>                       | Alerts the reader to exceptions or special conditions.   |
| <b>Important</b>                  | Alerts the reader to critical information.   |
| <b>Warning</b>                    | Used in situations where you can overwrite or corrupt data, unless you follow the instructions.                  |

# Introduction to Fixed Assets

This chapter introduces the features of the Fixed Assets module.

|                              |           |
|------------------------------|-----------|
| <i>Introduction</i>          | <b>6</b>  |
| <i>Fixed-Asset Workflow</i>  | <b>6</b>  |
| <i>Fixed-Asset Programs</i>  | <b>8</b>  |
| <i>Base Data</i>             | <b>9</b>  |
| <i>Navigation</i>            | <b>12</b> |
| <i>Validated Fields</i>      | <b>13</b> |
| <i>Language Detail Codes</i> | <b>14</b> |

## Introduction

Fixed assets are tangible assets that a business uses to produce income. Fixed assets represent a substantial financial investment for a business. The costs of acquiring, maintaining, insuring, and replacing fixed assets, along with depreciation, can have a substantial impact on both financial statements and tax liabilities.

▶ See *User Guide: Financials A*.

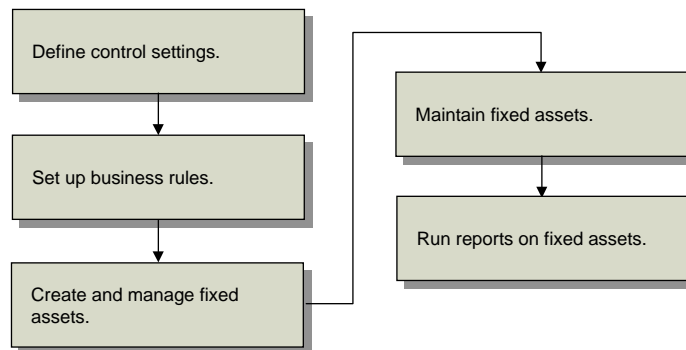
Use Fixed Assets to set up, maintain, transfer, and retire your company's fixed assets. The Fixed Assets module is integrated with the General Ledger module.

Often, depreciation is calculated one way for internal reporting and another way for tax purposes. Using Fixed Assets, you can set up asset records specifying how depreciation will be calculated for each kind of reporting. Depreciation is calculated using either equations or tables. Conventions can be used in conjunction with equations for depreciation calculations in the first, last, and disposal years of an asset life.

## Fixed-Asset Workflow

Figure 1.1 summarizes the steps for setting up and managing your company's fixed assets.

**Fig. 1.1**  
Fixed-Assets  
Workflow



## Control Settings

Setting up the control program defines domain-wide parameters for Fixed Assets. You specify:

- If asset IDs are generated by the system or assigned manually
- If the system creates summary or detailed journal entries for fixed-asset general ledger (GL) transactions

▶ See “Setting Up Control Parameters” on page 18 for details.

## Business Rules

Setting up business rules lets you define your accounting needs and customize Fixed Assets to meet your specific needs. Business rules provide defaults for assets entered in Fixed Asset Maintenance (32.3) and Fixed Asset Batch Maintenance (32.7).

▶ See “Setting Up Business Rules” on page 19 for details.

## Create and Manage Fixed Assets

You can enter fixed assets into the system individually or in a batch. After you create assets you can perform the following functions:

- Maintain asset account information.
- Retire or transfer an asset.
- Enter asset comments.
- Maintain user fields for customizations.
- Maintain insurance data.
- Adjust depreciation books.
- Adjust posted depreciation.
- Maintain book detail.
- Maintain information for the units-of-production depreciation method.
- Maintain information about asset components.
- Divide an asset into two separate assets.
- Retire or transfer a group of assets.

▶ See Chapter 3, “Creating and Managing Fixed Assets,” on page 51 for details.

## Maintain Fixed Assets

▶ See Chapter 4, “Maintaining Fixed Assets,” on page 93 for details.

You can post general ledger (GL) entries for acquisition, depreciation expenses, transfer, retirement of assets, and adjustments. You can also correct any GL errors by creating reverse GL transactions for the original GL entries.

At period or year end, you can optionally delete/archive retired assets

## Fixed-Asset Reports

▶ See Chapter 5, “Fixed Assets Reports,” on page 101 for details.

You can run fixed-asset reports that provide accounting and management information. The following reports are included in Fixed Assets:

- Periodic Activity Report
- Depreciation Adjustment Report
- Acquisition Report
- Depreciation Expense Report
- Asset Depreciation Array Report
- Asset Owned Report

## Fixed-Asset Programs

Fixed Assets consists of the following programs.

**Table 1.1**  
Fixed-Asset  
Programs

| Menu Number | Description                      | Program   |
|-------------|----------------------------------|-----------|
| 32.1.1      | Method Maintenance               | famtmt.p  |
| 32.1.2      | Method Report                    | famtrp.p  |
| 32.1.5      | Fixed Asset Calendar Maintenance | facalmt.p |
| 32.1.6      | Fixed Asset Calendar Report      | facalrp.p |
| 32.1.9      | Book Maintenance                 | fabkmt.p  |
| 32.1.10     | Book Browse                      | fabr012.p |
| 32.1.13     | Location Maintenance             | falcmt.p  |
| 32.1.14     | Location Report                  | falcrp.p  |
| 32.1.17     | Class Maintenance                | faclmt.p  |
| 32.1.18     | Class Report                     | faclrp.p  |
| 32.3        | Fixed Asset Maintenance          | fafamt.p  |

| <b>Menu Number</b> | <b>Description</b>              | <b>Program</b> |
|--------------------|---------------------------------|----------------|
| 32.4               | Fixed Asset Browse              | fabr019.p      |
| 32.5.1             | Periodic Activity Report        | faparp.p       |
| 32.5.3             | Depreciation Adjustment Report  | faajrp.p       |
| 32.5.5             | Acquisition Report              | faaqrp.p       |
| 32.5.7             | Depreciation Expense Report     | faderp.p       |
| 32.5.9             | Asset Depreciation Array Report | fadar.p.p      |
| 32.5.11            | Asset Owned Report              | faaorp.p       |
| 32.7               | Fixed Asset Batch Maintenance   | fabchmt.p      |
| 32.8               | Fixed Asset Batch Report        | fabchrp.p      |
| 32.11              | Fixed Asset Meter Maintenance   | famtrmt.p      |
| 32.12              | Fixed Asset Meter Report        | famtrrp.p      |
| 32.13              | Fixed Asset Transaction Post    | fapsmt.p       |
| 32.14              | Fixed Asset Transaction Void    | favdmt.p       |
| 32.16              | Fixed Asset Transfers           | fatrmt.p       |
| 32.17              | Fixed Asset Transfer Report     | fatrrp.p       |
| 32.19              | Fixed Asset Retirements         | fartmt.p       |
| 32.20              | Fixed Asset Retirement Report   | fartrp.p       |
| 32.23              | Retired Asset Delete/Archive    | fartup.p       |
| 32.24              | Fixed Asset Control             | fafapm.p       |
| 32.25.2            | Fixed Assets Migration Utility  | facvmt.p       |
| 32.25.3            | Fixed Assets Migration Report   | facvrp.p       |

## Base Data

The Fixed Assets module requires base data set up in other modules. The base data includes the following:

- Entities
- GL daybooks
- GL accounts, sub-accounts, cost centers, and projects

## Entities

An entity is an independent financial unit used for financial reporting. Define entities in Entity Code Maintenance (25.3.1.1). You specify an entity for each fixed-asset location in Location Maintenance (32.1.13).

In Fixed Asset Transaction Post (32.13), you create unposted fixed-asset transactions by entity.

You also use Entity Code Maintenance (25.3.1.1) to specify general ledger (GL) intercompany debit and credit accounts, sub-accounts, and cost centers for tracking transfers of fixed assets between entities. Each entity can have its own set of intercompany accounts. When you set up an entity, all intercompany accounts must be defined.

You can specify default intercompany accounts in Domain/Account Control (36.1). The default accounts are used by Entity Code Maintenance to simplify the setup of intercompany accounts when multiple entities are maintained in a domain.

▶ See *User Guide: Financials A* for details on defining intercompany accounts.

These accounts are only used when processing information for more than one entity in a domain. When a transfer transaction is processed referencing more than one entity, the system automatically creates the required intercompany balancing entries.

For example, a fixed asset that costs \$2,400 is being transferred from entity 1000 to entity 2000. The total accumulated depreciation is \$2,000. The following GL transactions are created for entity 1000:

- Debit Accumulated Expense account \$2,000
- Credit Asset account \$2,400
- Debit Intercompany Fixed Assets (Debit) account \$2,400
- Credit Intercompany Fixed Assets (Credit) account \$2,000

The following GL transactions are created for entity 2000:

- Credit Intercompany Fixed Assets (Credit) account \$2,400
- Debit Intercompany Fixed Assets (Debit) account \$2,000
- Credit Accumulated Expense account \$2,000
- Debit Asset account \$2,400

## Daybooks

Daybooks are used to group GL transaction for satisfying legal reporting requirements or for organizing GL reporting in a manner consistent with common business practices. Set up daybooks in Daybook Maintenance (25.8.1).

You can specify a daybook in Fixed Asset Transaction Post and it is used as the default for FA transaction types and FA document types. All transactions created by Fixed Asset Transaction Post use this daybook.

If a default daybook is not defined for FA, the system daybook is used.

## Accounts

Fixed Assets uses the following account data:

- GL accounts, defined in Account Code Maintenance (25.3.13)
- Sub-accounts, defined in Sub-Account Code Maintenance (25.3.17)
- Cost centers, defined in Cost Center Code Maintenance (25.3.20)
- Project codes, defined in Project Code Maintenance (25.3.11)

In Entity Code Maintenance (25.3.1.1), enter the GL intercompany debit and credit accounts, sub-accounts, and cost centers for tracking transfers of fixed assets between companies.

In Location Maintenance (32.1.13), you optionally enter a sub-account and cost center for each location.

In Class Maintenance (32.1.17), you set up default GL accounts for each class. Table 1.2 lists the account types you need to set up in Account Code Maintenance (25.3.13).

| Account Types           | Debit/Credit | Description   |
|-------------------------|--------------|---|
| Asset Account           | Debit        | Tracks the acquisition cost of a fixed asset.   |
| Accumulated Expense     | Credit       | Tracks the amount of depreciation that has accumulated and been posted since the start of the depreciation calculation. |
| Periodic Expense        | Debit        | Tracks the amount of depreciation expense for the accounting period.  |
| Construction in Process | Credit       | Tracks the purchase cost of a fixed asset.  |

**Table 1.2**  
Fixed-Asset  
Account Types

| Account Types    | Debit/Credit | Description  |
|------------------|--------------|--|
| Gain on Disposal | Credit       | Tracks gains from fixed asset disposal.                        |
| Loss on Disposal | Debit        | Tracks losses from fixed asset disposal.                       |
| Asset Suspense   | Debit        | Tracks the remaining value of fixed asset when it is disposed. |

In Fixed Asset Maintenance (32.3), you can modify the default account data for each individual asset. You can also add a project code.

## Navigation

The Fixed Assets module contains navigation buttons that are used to modify information or access additional screens within a program. The buttons are located at the bottom of the screen. There are standard buttons and program-specific buttons. The standard buttons include:

- Update: Update, change, or correct an entry.
- Add: Add a new record.
- Find: Enter an ID to go directly to a record.
- Delete: Delete a record.
- End: Return to the previous function.

Use the arrow keys or tab keys to access the buttons. Press Enter or Go to perform the button function.

▶ See *User Guide: QAD Desktop* for more information.

**Note** If you use the QAD Desktop user interface, some Fixed Assets programs may display as HTML screens. In those programs, right-click the active frame and select the button function from the context menu.

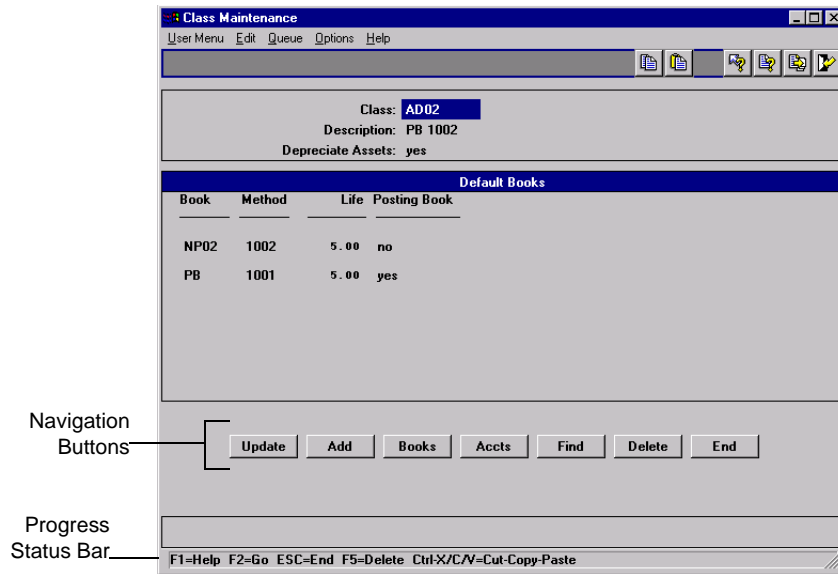
In Fixed Asset Batch Maintenance (32.7), use the following steps to access the button function:

- 1 Use the arrow keys to access the correct button.
- 2 In the character environment, press Enter to select the button.
- 3 Press Go to perform the button function.

In addition to navigation buttons, a Progress status bar displays the relevant keyboard commands for each program.

You can choose the navigation button or a keyboard command to perform the same function. For example, to delete a record, you can choose the Delete button or the Delete command appropriate to your user interface.

Figure 1.2 shows an example of the navigation buttons and the Progress status bar.



**Fig. 1.2**  
Navigation Buttons  
and Keyboard  
Commands

## Validated Fields

Some fixed-asset functions use generalized codes, which you define in Generalized Codes Maintenance (36.2.13). They give you flexibility in organizing and implementing functions, since you can define values that are meaningful in your own business environment.

Table 1.3 lists the generalized codes referenced by fixed-asset functions. Use this table to plan which codes to set up for your implementation.

| Code      | Label  | Where Used              |
|-----------|--------|-------------------------|
| ad_county | County | Location Maintenance    |
| ad_state  | State  | Location Maintenance    |
| cd_type   | Type   | Fixed Asset Maintenance |

**Table 1.3**  
Generalized Codes  
in Fixed Assets

| Code        | Label              | Where Used   |
|-------------|--------------------|--|
| fa_code     | Sort Code          | Fixed Asset Maintenance                            |
| fa_disp_rsn | Disposition Reason | Fixed Asset Maintenance<br>Fixed Asset Retirements |

## Language Detail Codes

Some fixed-asset options appear on the screen using alphabetic codes or words. Internally, these options are controlled by numeric codes. Mnemonics and labels provided in English may not be appropriate in other languages. Use Language Detail Maintenance (36.4.3) to change, add, and delete mnemonic codes and labels.

Table 1.4 lists the language detail codes referenced by fixed-asset functions. Use this table if you need to change a label.

**Table 1.4**  
Language Detail  
Codes

| Data Set  | Field     | Code | Label                    | Where Used         |
|-----------|-----------|------|--------------------------|--------------------|
| famt_mstr | famt_desc | 1    | Straight Line            | Method Maintenance |
|           |           | 2    | Units of Production      |                    |
|           |           | 3    | Declining Balance        |                    |
|           |           | 4    | Sum of the Years' Digits |                    |
|           |           | 5    | Flat Rate                |                    |
|           |           | 6    | Custom Table             |                    |
| famt_mstr | famt_conv | 1    | Full Period              | Method Maintenance |
|           |           | 2    | Half Period              |                    |
|           |           | 3    | Next Period              |                    |
|           |           | 4    | Full Quarter             |                    |
|           |           | 5    | Half Quarter             |                    |
|           |           | 6    | Full Year                |                    |
|           |           | 7    | Half Year (Standard)     |                    |
|           |           | 8    | Half Year (Version 1)    |                    |
|           |           | 9    | Half Year (Version 2)    |                    |

| <b>Data Set</b> | <b>Field</b> | <b>Code</b> | <b>Label</b>            | <b>Where Used</b>       |
|-----------------|--------------|-------------|-------------------------|-------------------------|
| facd_det        | facd_acctype | 1           | Asset Account           | Class Maintenance       |
|                 |              | 2           | Accumulated Expense     |                         |
|                 |              | 3           | Periodic Expense        |                         |
|                 |              | 4           | Construction in Process |                         |
|                 |              | 5           | Gain on Disposal        |                         |
|                 |              | 6           | Loss on Disposal        |                         |
|                 |              | 7           | Asset Suspense          |                         |
| faadj_mstr      | faadj_type   | 1           | Bonus                   | Fixed Asset Maintenance |
|                 |              | 2           | Basis                   |                         |
|                 |              | 3           | Method                  |                         |
|                 |              | 4           | Life                    |                         |
|                 |              | 5           | Suspend                 |                         |
|                 |              | 6           | Reinstat                |                         |
|                 |              | 90          | Retire                  |                         |
|                 |              | 91          | UOP                     |                         |
|                 |              | 92          | Split                   |                         |





Chapter 2

# Preparing to Use Fixed Assets

This chapter details the setup tasks you must complete before you can begin using Fixed Assets.

*Introduction*    **18**

*Setting Up Control Parameters*    **18**

*Setting Up Business Rules*    **19**

*Depreciation Methods and Conventions*    **32**

*Creating Meters*    **47**

## Introduction

Before you can add fixed assets to the system, you must define:

- Intercompany accounts
- Settings in Fixed Asset Control
- Business rules
- Meters for the units-of-production depreciation method (optional)

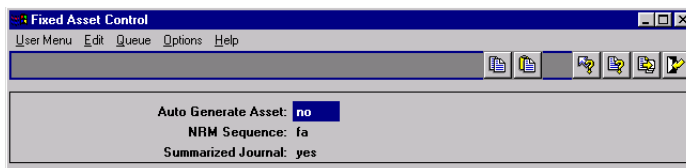
If your company used the Fixed Asset module in a version of MFG/PRO prior to 9.0, you must convert your fixed-asset data before setting up and using the new Fixed Assets module. For details, see the conversion guide.

## Setting Up Control Parameters

Use Fixed Asset Control (32.24) to specify:

- If asset IDs are generated by the system or assigned manually
- If the system creates summary or detailed journal entries for fixed-asset GL transactions

**Fig. 2.1**  
Fixed Asset Control  
(32.24)



▶ For details, see the NRM chapter in *User Guide: Manager Functions*.

**Auto Generate Asset.** If Yes, the system assigns unique asset IDs, using the Number Range Management (NRM) sequence for assets entered in Fixed Asset Maintenance and Fixed Asset Batch Maintenance. NRM is used to generate, control, and audit sequence numbers. Users cannot specify them manually.

**NRM Sequence.** If Auto Generate Asset is Yes, enter the predefined NRM Sequence ID set up for the target dataset of fa\_id.

Use Number Range Maintenance (36.2.21.1) and Sequence Number Maintenance (36.2.21.5) to define the NRM Sequence ID. The sequence must be 12 characters or less.

*Summarized Journal. If Yes, Fixed Asset Transaction Post (32.13)* creates transactions by account, sub-account, cost center, and project combination.

When you first implement Fixed Assets, consider creating detailed journal entries. You can verify that each transaction is being processed with the right account numbers and then correct any mistakes. After you verify that the entries are correct, you can switch to a summarized journal, which takes less space and is easier to handle in the GL.

## Setting Up Business Rules

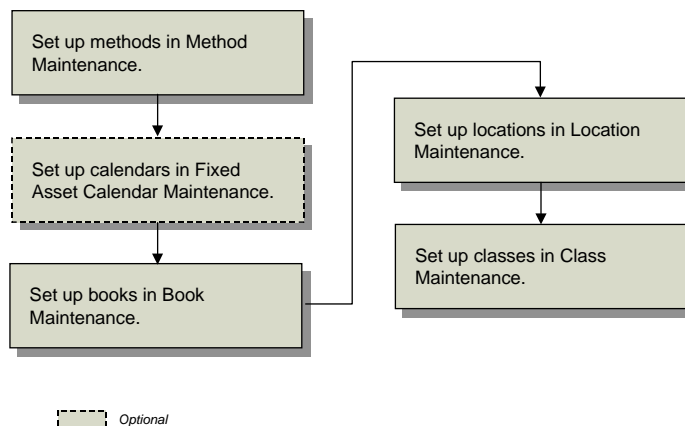
Setting up business rules lets you define your accounting needs and customize Fixed Assets to meet your specific needs. Business rules provide defaults for assets entered in Fixed Asset Maintenance (32.3), minimizing data entry and errors.

Before you begin setting up your company's business rules, you should decide on some basic information.

- Your company's fixed-asset locations
- If your company uses custom calendars for non-posting fixed-asset books or if your books follow the GL calendar
- What and how many fixed-asset books your company needs to set up
- Which system-supplied depreciation methods your company uses
- Which depreciation methods you use for financial and tax purposes
- What classes you define for grouping similar assets

Figure 2.2 summarizes the steps required to set up the business rules.

**Fig. 2.2**  
Business Rules  
Workflow



## Setting Up Methods

Use Method Maintenance (32.1.1) to specify the depreciation methods that your company uses. Depreciation allocates an asset cost to periods in its service life. Depreciation affects both tax and financial reporting.

Before you can use one of the supplied methods, you must copy it and give it a new ID. After the method is copied, you can update, modify, or delete the copied method.

Active depreciation methods are assigned to assets in Fixed Asset Maintenance and can be assigned as class defaults in Class Maintenance. Methods identify how annual depreciation is calculated for the asset. You cannot modify methods that are assigned to assets.

You can use several methods to calculate depreciation. Assets can be depreciated one way for tax reporting purposes and another for financial purposes. Depreciation methods for tax purposes are usually based on the type of asset and the tax laws in effect when the asset was placed in service. Depreciation methods for financial or management purposes usually follow generally accepted accounting practices and policies.

The following depreciation methods are supplied with Fixed Assets:

- 1 Straight Line
- 2 Units of Production

▶ See “Using Depreciation Methods” on page 32 for more information.

- 3 Declining Balance
- 4 Sum of the Years' Digits
- 5 Flat Rate
- 6 Custom Table



**Fig. 2.3**  
Method  
Maintenance  
(32.1.1)

*Method.* Enter an identifier for the copied depreciation method. This is a four-character alphanumeric ID and cannot start with a zero.

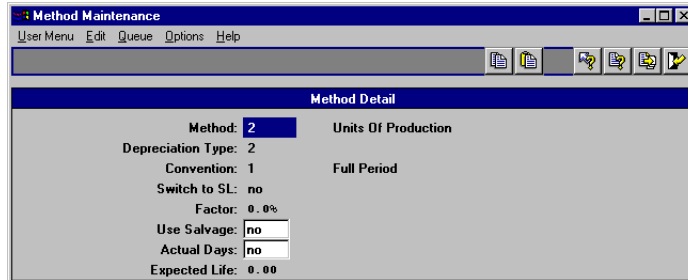
Methods starting with a zero are system-supplied. To use a system-supplied depreciation method, you must copy it and then make it active.

*Active.* Enter Yes if this depreciation method is active. Enter No if it is not active. Active is always set to No for system-supplied depreciation methods and cannot be changed. After you copy the method, you can set the Active field to Yes.

**Note** If you change this field from Yes to No and this method is used by any classes, update the classes to use another active method before using them again. Otherwise, an error displays when you create new assets that use the classes.

Choose the Detail function to modify the copied method.

**Fig. 2.4**  
Method  
Maintenance,  
Method Detail



*Convention.* Conventions determine how much depreciation is taken in the first and last period of an asset life. Enter the number that corresponds to the convention for this method.

▶ See “Using Conventions” on page 39 for information.

1: Full Period. A full-period depreciation is calculated for the first period of the asset life. No depreciation is calculated for the last period of the asset life. Depreciation is calculated as if the asset was put into and taken out of service the first day of the month.

2: Half Period. A half-period depreciation is calculated for the first and last period of the asset life.

3: Next Period. A full-period depreciation is calculated for the period following the period that the asset was placed into service. A full-period depreciation is taken in the last period of the asset life.

4: Full Quarter. A full-quarter depreciation is calculated for the first quarter of the asset life. No depreciation is calculated for the last quarter of the asset life.

Table 2.1 lists the factors used in calculating depreciation for the asset acquisition quarter.

**Table 2.1**  
Full-Quarter  
Depreciation  
Factors

| Quarter in Service | Acquisition Factor | Retirement Factor |
|--------------------|--------------------|-------------------|
| 1                  | 100%               | 0%                |
| 2                  | 75%                | 25%               |
| 3                  | 50%                | 50%               |
| 4                  | 25%                | 75%               |

5: Half Quarter. A half-quarter depreciation is calculated for the first and last quarter of the asset life.

Table 2.2 indicates the factors used in calculating depreciation for the asset acquisition and retirement quarters.

| Quarter in Service | Acquisition Factor | Retirement Factor |
|--------------------|--------------------|-------------------|
| 1                  | 87.5%              | 12.5%             |
| 2                  | 62.5%              | 37.5%             |
| 3                  | 37.5%              | 62.5%             |
| 4                  | 12.5%              | 87.5%             |

**Table 2.2**  
Half-Quarter  
Depreciation  
Factors

6: Full Year. A full year of depreciation is taken regardless of the period that the asset was put into service. No depreciation is calculated for the last year of the asset life.

7: Half Year (Standard). A half-year depreciation is calculated for the first and last year of the asset life.

8: Modified Half Year (Version 1). If the asset is put into service in the first half of the year, a full year of depreciation is calculated for the year. If the asset is put in service in the second half of the year, no depreciation is taken. If the asset is disposed of in the first half of the year, no depreciation is calculated for the year. If the asset is disposed of in the second half of the year, a full-year depreciation is taken.

9: Modified Half Year (Version 2). If the asset is put into service in the first half of the year, a full year of depreciation is calculated for the year. If the asset is put in service in the second half of the year, a half-year depreciation is calculated. If the asset is disposed of in the first half of the year, no depreciation is calculated for the year. If the asset is disposed of in the second half of the year, a half-year depreciation is calculated.

Table 2.3 indicates which conventions are valid for each depreciation method.

**Table 2.3**  
Valid Depreciation  
Method and  
Convention  
Combinations

|                      |                          | Conventions |   |   |   |   |   |   |   |   |
|----------------------|--------------------------|-------------|---|---|---|---|---|---|---|---|
|                      |                          | 1           | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| Depreciation Methods | Straight Line            | ✓           | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
|                      | Units of Production      | ✓           |   |   |   |   |   |   |   |   |
|                      | Declining Balance        | ✓           | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
|                      | Sum of the Years' Digits | ✓           | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
|                      | Flat Rate                | ✓           | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
|                      | Custom Table             |             |   |   |   |   |   |   |   |   |

**Switch to Straight Line (SL).** If Yes, the declining-balance depreciation method switches to the straight-line method when the depreciation calculated using the straight-line method is greater than the depreciation calculated using the declining-balance method.

**Factor.** Enter the depreciation factor rate expressed as a percentage. This percentage is used to calculate the depreciation per period. Factor only applies to declining-balance and flat-rate depreciation methods.

Declining balance uses the factor percentage against the net book value of the asset at the beginning of each fiscal year.

**Use Salvage.** This field indicates whether the depreciation method reduces the cost by the salvage value to calculate the depreciation basis. Salvage value is the book value the asset is expected to have at the end of its expected life.

**Actual Days.** If Yes, the actual calendar days in the period that the asset is put into service are used when calculating the depreciation expense.

After the annual depreciation is calculated, it is divided by a standard 365 to determine the calendar-day depreciable expense. Depreciation expense for each period is defined as the number of calendar days in the period times the daily depreciation expense.

*Expected Life.* Enter the expected useful life for assets depreciated by this method. The expected life is used in calculating depreciation over the life of the asset.

This field is required if the depreciation method is a custom table. Otherwise, it is used as the default life for the method in Class Maintenance and Fixed Asset Maintenance.

Choose the Table function to create a custom depreciation table.

| Year | Acquisition Period |         |         |         |         |         |          |
|------|--------------------|---------|---------|---------|---------|---------|----------|
|      | 1                  | 2       | 3       | 4       | 5       | 6       | 7        |
| 1    | 10.000%            | 10.000% | 10.000% | 10.000% | 10.000% | 10.000% | 100.000% |
| 2    | 10.000%            | 10.000% | 10.000% | 10.000% | 10.000% | 10.000% | 10.000%  |
| 3    | 10.000%            | 10.000% | 10.000% | 10.000% | 10.000% | 10.000% | 10.000%  |
| 4    | 10.000%            | 10.000% | 10.000% | 10.000% | 10.000% | 10.000% | 10.000%  |
| 5    | 30.000%            | 30.000% | 30.000% | 30.000% | 30.000% | 30.000% | 30.000%  |
| 6    | 30.000%            | 30.000% | 30.000% | 30.000% | 30.000% | 30.000% | 30.000%  |

Fig. 2.5  
Method Maintenance, Custom Table

*Year.* Enter a year for the estimated asset life. For example, enter 1 if this is the first year of the asset life. This field cannot exceed the estimated asset life plus one year.

*Percentage Factor.* Enter a percentage factor to use for calculating the annual amount of depreciation. The total percentage of each period column must equal 100%.

### Setting Up Fixed-Asset Calendars

Use Fixed Asset Calendar Maintenance (32.1.5) to set up optional fixed-asset calendars for non-posting books. Use this program to add and delete fixed-asset calendars. You can use the Find function to go directly to a fixed-asset calendar by entering the calendar ID.

You can associate a fixed-asset calendar with non-posting books in Book Maintenance (32.1.9). You cannot associate a fixed-asset calendar with posting books. Posting books automatically follow the GL calendar set up in GL Calendar Maintenance (25.3.4).

You cannot modify a fixed-asset calendar after an asset has been assigned to a book that uses the calendar.

**Fig. 2.6**  
Fixed Asset  
Calendar  
Maintenance  
(32.1.5)

| Per | Period Start | Period End |
|-----|--------------|------------|
| 1   | 01/01/1999   | 03/31/1999 |
| 2   | 04/01/1999   | 06/30/1999 |
| 3   | 07/01/1999   | 09/30/1999 |
| 4   | 10/01/1999   | 12/31/1999 |

*Calendar.* Enter up to an eight-character calendar ID.

*Year.* Enter the year that applies to this fixed-asset calendar.

Choose the Detail function to define fixed-asset calendar periods and their start and end dates.

**Fig. 2.7**  
Fixed Asset  
Calendar  
Maintenance, Fixed  
Asset Calendar  
Detail

| Per | Period Start | Period End |
|-----|--------------|------------|
| 1   | 01/01/1999   | 03/31/1999 |
| 2   | 04/01/1999   | 06/30/1999 |
| 3   | 07/01/1999   | 09/30/1999 |
| 4   | 10/01/1999   | 12/31/1999 |

*Period Start.* Enter the start date for this period. The default is one day after the previous Period Finish date. Periods cannot overlap.

*Period End.* Enter the end date for this period. Periods cannot overlap.

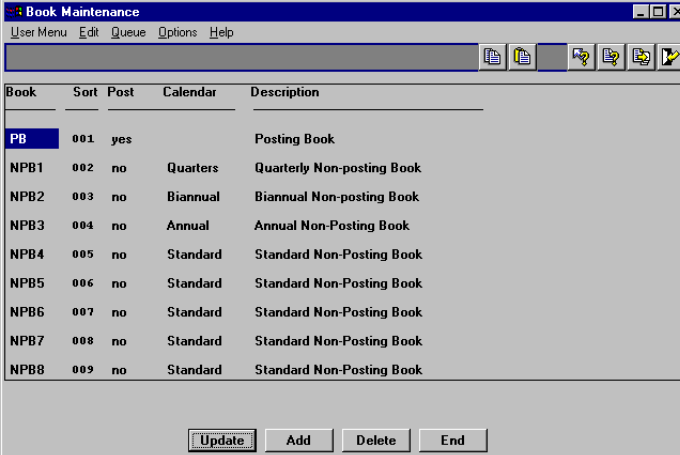
## Setting Up Books

Use Book Maintenance (32.1.9) to set up depreciation books for fixed assets. You can add, modify, and delete fixed-asset books. Any fixed assets that are depreciated must be assigned to a posting book.

For each book, you specify:

- If it is the posting book that updates the GL
- Any user-defined fixed-asset calendars associated with non-posting books
- The unique sort sequence used for reporting

A depreciable asset must be assigned to a posting book for fixed-asset transactions to be recorded in the GL. Multiple depreciation books are often required to meet different reporting needs. An asset can be depreciated under an unlimited number of non-posting books. However, only the posting book affects the GL.



The screenshot shows a window titled "Book Maintenance" with a menu bar (User Menu, Edit, Queue, Options, Help) and a toolbar. Below the toolbar is a table with the following columns: Book, Sort, Post, Calendar, and Description. The table contains the following data:

| Book | Sort | Post | Calendar | Description                |
|------|------|------|----------|----------------------------|
| PB   | 001  | yes  |          | Posting Book               |
| NPB1 | 002  | no   | Quarters | Quarterly Non-posting Book |
| NPB2 | 003  | no   | Biannual | Biannual Non-posting Book  |
| NPB3 | 004  | no   | Annual   | Annual Non-Posting Book    |
| NPB4 | 005  | no   | Standard | Standard Non-Posting Book  |
| NPB5 | 006  | no   | Standard | Standard Non-Posting Book  |
| NPB6 | 007  | no   | Standard | Standard Non-Posting Book  |
| NPB7 | 008  | no   | Standard | Standard Non-Posting Book  |
| NPB8 | 009  | no   | Standard | Standard Non-Posting Book  |

At the bottom of the window are four buttons: Update, Add, Delete, and End.

**Fig. 2.8**  
Book Maintenance  
(32.1.9)

*Book.* Enter a unique ID identifying the fixed-asset book. The information set up in Book Maintenance establishes default book information for assets set up in Fixed Asset Maintenance.

*Sort.* Enter the order in which the system should display this book in browses, reports, and on the Depreciation Books screen in Fixed Asset Maintenance.

*Post.* If Yes, this book posts to the GL and is referred to as the posting book. Fixed Asset Transaction Post (32.13) creates unposted transactions for accumulated depreciation and depreciation expense accounts based on depreciation calculated for this book. Posting books always follow the GL calendar.

▶ See “Setting Up Fixed-Asset Calendars” on page 25 for more information.

*Calendar.* Enter the calendar ID for the calendar you want associated with this non-posting book. Define calendar IDs in Fixed Asset Calendar Maintenance. If this field is blank, the non-posting book automatically follows the GL calendar.

*Description.* Enter up to 30 characters describing this fixed-asset book. This description displays on various reports and inquiries.

## Setting Up Locations

Use Location Maintenance (32.1.13) to set up, modify, and delete fixed-asset locations. Use the Find function to view the Location Browse by location ID.

Asset locations identify the accounting location and entity of the fixed asset and the default sub-accounts and cost centers for depreciation reporting.

**Note** In contrast to location IDs used elsewhere in the system, fixed-asset location IDs are generally used to locate an asset for tax and asset tracking purposes. There is no connection between the fixed-asset location and inventory location. For example, you cannot issue inventory from a fixed-asset location.

The screenshot shows a window titled "Location Maintenance" with a menu bar (User Menu, Edit, Queue, Options, Help) and a toolbar. The main area contains the following data:

|                        |                   |                   |
|------------------------|-------------------|-------------------|
| Location: 1            | Corporate Office  |                   |
| Entity: 1000           | Sub-Account: 1000 | Cost Center: 0200 |
| Address: 6450 Via Real |                   |                   |
| City: Carpinteria      | State: CA         | Post: 93013       |
| County:                | Country: USA      |                   |
| Telephone:             | Fax/Telex:        |                   |

At the bottom of the window are five buttons: Update, Add, Find, Delete, and End.

**Fig. 2.9**  
Location  
Maintenance  
(32.1.13)

*Location.* Enter a unique ID identifying a fixed-asset location.

*Description.* Enter up to 32 characters describing this fixed-asset location.

*Entity.* Enter the predefined entity code for this location.

*Sub-Account.* Optionally enter a sub-account code. This sub-account defaults for assets entered in Fixed Asset Maintenance for this location.

*Cost Center.* Optionally enter a cost center code. This cost center defaults for assets entered in Fixed Asset Maintenance for this location.

## Setting Up Classes

Use Class Maintenance (32.1.17) to set up, modify, and delete fixed-asset classes. Also set up default depreciation books and GL accounts. Depreciation for assets in the same class generally affects the same GL accounts for the asset investment, accumulated depreciation, and depreciation expense.

Primary criteria for a class are:

- Items are similar and grouping is reasonable.
- Items are related for accounting purposes, affecting the same GL accounts. These accounts are set as the default entries for the class.
- Items use the same books.
- Items have the same service lives for calculating depreciation.
- Items use the same depreciation methods for both book and tax purposes.

After you set up a class, assets can be assigned to it in Fixed Asset Maintenance. The information set up in Class Maintenance provides default book and account information for the asset.

In Fixed Asset Maintenance, accounts default from the class. The entity, sub-account, and cost center default from the location.

**Fig. 2.10**  
Class Maintenance  
(32.1.17)

The screenshot shows a window titled "Class Maintenance" with a menu bar (User Menu, Edit, Queue, Options, Help) and a toolbar. The main area displays the following information:

Class: **AD02**  
 Description: PB 1002  
 Depreciate Assets: yes

Below this is a table titled "Default Books":

| Book | Method | Life | Posting Book |
|------|--------|------|--------------|
| NP02 | 1002   | 5.00 | no           |
| PB   | 1001   | 5.00 | yes          |

At the bottom of the window are several buttons: Update, Add, Books, Accts, Find, Delete, and End.

**Class.** Enter a unique class ID.

**Description.** Enter up to 43 characters describing this fixed-asset class ID. This description displays on various reports and inquiries.

**Depreciate Assets.** If Yes, this fixed-asset class is depreciated. Depreciation schedules are created for assets assigned to this class.

Choose the Books function to specify default fixed-asset books.

| Book | Method | Life | Posting Book |
|------|--------|------|--------------|
| NP02 | 1002   | 5.00 | no           |
| PB   | 1001   | 5.00 | yes          |

**Fig. 2.11**  
Class Maintenance,  
Default Books

**Book.** Enter a predefined fixed-asset book ID for this class. Define book IDs in Book Maintenance (32.1.9). Any fixed assets that are depreciated must be assigned to a posting book.

**Method.** Enter the predefined depreciation method ID. It cannot begin with a zero. Set up depreciation methods in Method Maintenance. Methods identify how depreciation is calculated for the asset service years.

**Life.** Enter the number of years for the book’s life. This number is used as a basis for depreciation calculations.

▶ See “Setting Up Books” on page 27 for information.

▶ See “Setting Up Methods” on page 20 for information.

Choose the Accts function to specify default GL accounts.

| Type                    | Account | Description              |
|-------------------------|---------|--------------------------|
| Asset Account           | 1800    | FIXED ASSETS             |
| Accumulated Expense     | 1820    | Accumulated Depreciation |
| Periodic Expense        | 1830    | Depreciation Expense     |
| Construction In Process | 1840    | Construction in Progress |
| Gain on Disposal        | 1860    | Gain/Loss on Disposal    |
| Loss on Disposal        | 1860    | Gain/Loss on Disposal    |
| Asset Suspense          | 1809    | Fixed Asset Suspense     |

**Fig. 2.12**  
Class Maintenance,  
Class Account  
Default  
Maintenance

▶ See “GL Transactions in Fixed Assets” on page 96 for more information.

*Account.* Enter a predefined GL account to be associated with this fixed-asset account type. You can assign GL accounts to the following fixed-asset account types:

- Asset Account
- Accumulated Expense
- Periodic Expense
- Construction in Process
- Gain on Disposal
- Loss on Disposal
- Asset Suspense

## Depreciation Methods and Conventions

### Using Depreciation Methods

Depreciation is the process of allocating the cost of an asset over its service life. There are several methods of calculating depreciation. Depreciation can be calculated one way for tax purposes and another for financial purposes.

#### Straight Line

Straight-line depreciation allocates the asset cost evenly over its service life. The formula for straight-line depreciation is:

$$\text{Depreciation Charge} = \text{Depreciable Basis} / \text{Service Life}$$

$$\text{Depreciable Basis} = \text{Cost} - \text{Salvage Value}$$

#### Example

A company purchases a \$20,000 car that has a \$2,000 salvage value and a five-year service life.

Table 2.4 illustrates the straight-line depreciation schedule.

| Year | Calculation  | Depreciation Expense |
|------|--------------|----------------------|
| 1    | \$18,000 / 5 | \$3,600              |
| 2    | \$18,000 / 5 | \$3,600              |
| 3    | \$18,000 / 5 | \$3,600              |
| 4    | \$18,000 / 5 | \$3,600              |
| 5    | \$18,000 / 5 | \$3,600              |

**Table 2.4**  
Straight-Line  
Depreciation  
Schedule

### Declining Balance

Declining balance is an accelerated method that provides higher depreciation charges in the earlier years of the asset life and lower depreciation charges in the later years.

The annual depreciation is calculated by using a constant depreciation percentage rate and multiplying it by the remaining net book value each year of the asset service life.

The formulas for declining-balance depreciation are:

$$\text{Depreciation Rate} = \text{Percentage Multiplier} / \text{Service Life}$$

$$\text{Depreciation Charge} = \text{Depreciation Rate} * \text{Net Book Value}$$

Each year the net book value is calculated with the following formula:

$$\text{Net Book Value} = \text{Net Book Value} - \text{Depreciation Expense}$$

### Example

A company purchases a \$20,000 car that has a five-year service life. The company uses a percentage multiplier of 150% to calculate the depreciation for the automobile. The annual depreciation rate is calculated by annualizing the percentage multiplier over the automobile's service life:

$$150\% / 5 \text{ years} = 30\%$$

Table 2.5 illustrates the declining-balance depreciation schedule.

**Table 2.5**  
Declining-Balance  
Depreciation  
Schedule

| Year | Net Book Value | Depreciation Rate | Calculation    | Depreciation Expense |
|------|----------------|-------------------|----------------|----------------------|
| 1    | \$20,000       | 30%               | \$20,000 * 30% | \$6,000              |
| 2    | \$14,000       | 30%               | \$14,000 * 30% | \$4,200              |
| 3    | \$9,800        | 30%               | \$9,800 * 30%  | \$2,940              |
| 4    | \$6,860        | 30%               | \$6,860 * 30%  | \$2,058              |
| 5    | \$4,802        | 30%               | \$4,802 * 30%  | \$1,441              |

With the declining-balance method, \$3,361 (\$4,802 - \$1,441) of the asset cost is not depreciated. This amount is used to calculate a gain or loss at the time of retirement.

### Declining Balance Switch to Straight Line

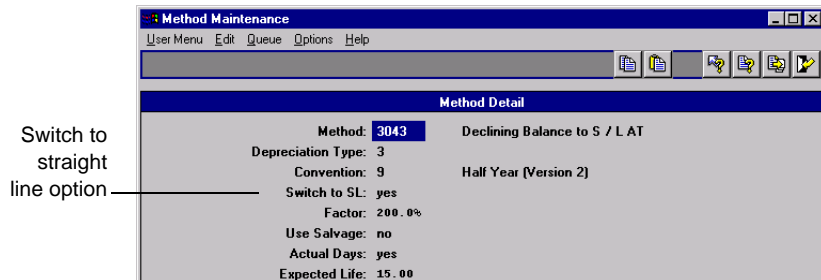
The standard declining-balance method does not depreciate the asset to zero. You can choose to switch the declining-balance method to the straight-line method when the depreciation calculated by the straight-line method is greater than the depreciation calculated by the declining-balance method. This method fully depreciates the asset.

When you specify the switch to straight-line method, the system uses a different calculation than for the standard straight-line method.

$$\text{Depreciation Charge} = (\text{Depreciable Basis} - \text{Accumulated Depreciation}) / \text{Remaining Service Life}$$

The system performs this calculation every year to compare the results against the declining balance. When the straight-line method yields higher annual depreciation, the calculation is switched.

**Fig. 2.13**  
Switch to Straight  
Line Option in  
Method  
Maintenance



### Example

A company purchases a \$20,000 car that has a \$2,000 salvage value and a five-year service life. The company uses a percentage multiplier of 150% to calculate the depreciation for the automobile. The annual depreciation rate is calculated by annualizing the percentage multiplier over the automobile's service life:

$$150\% / 5 \text{ years} = 30\%$$

Table 2.6 illustrates the depreciation charges for declining-balance and straight-line methods.

| Year | Declining-Balance Depreciation | Straight-Line Depreciation | Declining-Balance Switch to Straight-Line Depreciation | Accumulated Depreciation |
|------|--------------------------------|----------------------------|--|--------------------------|
| 1    | \$5,400                        | \$3,600                    | \$5,400  | \$5,400                  |
| 2    | \$3,780                        | \$3,150                    | \$3,780  | \$9,180                  |
| 3    | \$2,646                        | \$2,940                    | \$2,940  | \$12,120                 |
| 4    | N/A                            | \$2,940                    | \$2,940  | \$15,060                 |
| 5    | N/A                            | \$2,940                    | \$2,940  | \$18,000                 |

**Table 2.6**  
Declining-Balance Switch to Straight-Line Depreciation Schedule

In year 3, the declining-balance depreciation charge is less than the straight-line depreciation charge. Therefore, the straight-line method will be used for the remaining years.

### Sum of the Years' Digits

Sum of the years' digits is an accelerated method that provides a decreasing fraction to the asset depreciable basis.

The annual depreciation is calculated by applying a fraction to the asset depreciable basis. Each fraction uses the sum of the years' digits as the denominator and the remaining years in the asset service life as the numerator. The numerator decreases each year while the denominator remains constant.

The formula for sum-of-the-years'-digits depreciation is:

$$\text{Depreciation Charge} = \text{Depreciable Basis} * (\text{Number of Years Remaining} / \text{Sum-of-the-Years'-Digits})$$

$$\text{Depreciable Basis} = \text{Cost} - \text{Salvage Value}$$

$$\text{Sum-of-the-Years'-Digits} = 1 + 2 + n \dots$$

### Example

A company purchases a \$20,000 car that has a \$2,000 salvage value and a five-year service life.

$$\text{Depreciable Basis} = \$20,000 - \$2,000 = \$18,000$$

$$\text{Sum of the Years' Digits} = 1 + 2 + 3 + 4 + 5 = 15$$

Table 2.7 illustrates the sum-of-the-years'-digits depreciation schedule.

**Table 2.7**  
Sum-of-the-Years'-  
Digits Depreciation  
Schedule

| Year | Remaining Life | Depreciation Fraction | Calculation         | Depreciation Expense |
|------|----------------|-----------------------|---------------------|----------------------|
| 1    | 5              | 5 / 15                | \$18,000 * (5 / 15) | \$6,000              |
| 2    | 4              | 4 / 15                | \$18,000 * (4 / 15) | \$4,800              |
| 3    | 3              | 3 / 15                | \$18,000 * (3 / 15) | \$3,600              |
| 4    | 2              | 2 / 15                | \$18,000 * (2 / 15) | \$2,400              |
| 5    | 1              | 1 / 15                | \$18,000 * (1 / 15) | \$1,200              |

### Flat Rate

Flat rate calculates depreciation by using a constant percentage and multiplying it by the depreciable basis over the asset service life until the sum of the depreciation is greater than the basis amount. At this time, the final year of depreciation is adjusted so that the total of depreciation equals the basis amount.

The formula for flat-rate depreciation is:

$$\text{Depreciation Charge} = \text{Depreciable Basis} * \text{Flat-Rate Percentage}$$

$$\text{Depreciable Basis} = \text{Cost} - \text{Salvage Value}$$

When the sum of depreciation is greater than the basis amount, you use the following equation to calculate the last year of depreciation:

$$\text{Depreciation Charge} = \text{Depreciable Basis} - \text{Accumulated Depreciation}$$

### Example

A company purchases a \$20,000 car that has a \$2,000 salvage value and a five-year service life. The annual flat-rate is 23.6%.

Table 2.8 illustrates the flat-rate depreciation schedule.

| Year | Flat-Rate | Calculation         | Depreciation Expense | Accumulated Depreciation |
|------|-----------|---------------------|----------------------|--------------------------|
| 1    | 23.6%     | \$18,000 * 23.6%    | \$4,248              | \$4,248                  |
| 2    | 23.6%     | \$18,000 * 23.6%    | \$4,248              | \$8,496                  |
| 3    | 23.6%     | \$18,000 * 23.6%    | \$4,248              | \$12,744                 |
| 4    | 23.6%     | \$18,000 * 23.6%    | \$4,248              | \$16,992                 |
| 5    |           | \$18,000 - \$16,992 | \$1,008              | \$18,000                 |

**Table 2.8**  
Flat-Rate  
Depreciation  
Schedule

In year 5, the accumulated depreciation exceeds the asset depreciable basis. The depreciation charge is adjusted in year 5.

### Units of Production

The units of production (UOP) method calculates depreciation based on items produced or units consumed from the asset. The formulas for units of production are:

$$\text{Depreciation Per Unit of Production} = \text{Depreciable Basis} / \text{Total Units of Production}$$

$$\text{Depreciable Basis} = \text{Cost} - \text{Salvage Value}$$

$$\text{Depreciation Charge} = \text{Units of Production Per Period} * \text{Depreciation Per Unit of Production}$$

### Example

A company purchases a \$25,000 stamping machine with a \$2,000 salvage value. The machine is expected to produce 150,000 units over its service life. The depreciation per unit of production is:

$$\$25,000 - \$2,000 / 150,000 = \$0.15 \text{ per unit}$$

Table 2.9 illustrates the units-of-production depreciation schedule for 5 years.

**Table 2.9**  
Units-of-  
Production  
Depreciation  
Schedule

| Year | Units of Production Per Period | Calculation     | Depreciation Expense |
|------|--------------------------------|-----------------|----------------------|
| 1    | 30,000                         | 30,000 * \$0.15 | \$4,500              |
| 2    | 25,000                         | 25,000 * \$0.15 | \$3,750              |
| 3    | 20,000                         | 20,000 * \$0.15 | \$3,000              |
| 4    | 40,000                         | 40,000 * \$0.15 | \$6,000              |
| 5    | 30,000                         | 30,000 * \$0.15 | \$4,500              |

### Custom Table

You can substitute custom depreciation tables for the standard depreciation methods for calculating depreciation. Depreciation is calculated by specifying a depreciation factor for each period and year of the asset life. The depreciation factors are user-defined and must equal 100% at the end of the asset service life.

The formulas for custom table are:

$$\text{Depreciation Charge} = \text{Depreciable Basis} * \text{Depreciation Factor}$$

$$\text{Depreciable Basis} = \text{Cost} - \text{Salvage Value}$$

### Example

A company purchases a \$10,000 computer that has a \$2,000 salvage value and a four-year service life. The depreciation factors for each year of the asset service life are:

| Year  | Depreciation Rate |
|-------|-------------------|
| 1     | 7.0%              |
| 2     | 9.5%              |
| 3     | 27.0%             |
| 4     | 56.5%             |
| Total | 100.0%            |

**Table 2.10**  
Custom-Table  
Depreciation  
Factors

Table 2.11 illustrates the custom-table depreciation schedule.

| Year | Depreciation Rate | Calculation     | Depreciation Expense |
|------|-------------------|-----------------|----------------------|
| 1    | 7.0%              | \$8,000 * 7.0%  | \$560                |
| 2    | 9.5%              | \$8,000 * 9.5%  | \$760                |
| 3    | 27.0%             | \$8,000 * 27.0% | \$2,160              |
| 4    | 56.5%             | \$8,000 * 56.5% | \$4,520              |

**Table 2.11**  
Custom-Table  
Depreciation  
Schedule

## Using Conventions

Fixed assets are not always acquired on the first day of the year, nor are they always retired on the last day of year. Fixed-asset conventions are used for averaging depreciation in the first and last years of an asset life.

**Example** A company purchases a \$3,600 computer that has a three-year service life and does not have a salvage value. The computer is depreciated using the straight-line method.

Using the straight-line method, the first year depreciation calculation and depreciation per period are:

$$\text{Annual Depreciation} = \$3,600 / 3 \text{ Years} = \$1,200$$

$$\text{Depreciation Per Period} = \$1,200 / 12 = \$100$$

This example is used to illustrate how each convention works.

### Full Period

The computer is placed into service on March 14, 1999, and it is retired on October 13, 2000.

Table 2.12 illustrates the depreciation taken for each period.

**Table 2.12**  
Full-Period  
Depreciation

| Period    | 1999  | 2000  |
|-----------|-------|-------|
| January   | 0     | \$100 |
| February  | 0     | \$100 |
| March     | \$100 | \$100 |
| April     | \$100 | \$100 |
| May       | \$100 | \$100 |
| June      | \$100 | \$100 |
| July      | \$100 | \$100 |
| August    | \$100 | \$100 |
| September | \$100 | \$100 |
| October   | \$100 | 0     |
| November  | \$100 | 0     |
| December  | \$100 | 0     |

### Half Period

The computer is placed into service on March 14, 1999, and it is retired on October 13, 2000.

Table 2.13 illustrates the depreciation taken for each period.

**Table 2.13**  
Half-Period  
Depreciation

| Period   | 1999  | 2000  |
|----------|-------|-------|
| January  | 0     | \$100 |
| February | 0     | \$100 |
| March    | \$50  | \$100 |
| April    | \$100 | \$100 |
| May      | \$100 | \$100 |
| June     | \$100 | \$100 |
| July     | \$100 | \$100 |
| August   | \$100 | \$100 |

| Period    | 1999  | 2000  |
|-----------|-------|-------|
| September | \$100 | \$100 |
| October   | \$100 | \$50  |
| November  | \$100 | 0     |
| December  | \$100 | 0     |

### Next Period

The computer is placed into service on March 14, 1999, and it is retired on October 13, 2000.

Table 2.14 illustrates the depreciation taken for each period.

| Period    | 1999  | 2000  |
|-----------|-------|-------|
| January   | 0     | \$100 |
| February  | 0     | \$100 |
| March     | 0     | \$100 |
| April     | \$100 | \$100 |
| May       | \$100 | \$100 |
| June      | \$100 | \$100 |
| July      | \$100 | \$100 |
| August    | \$100 | \$100 |
| September | \$100 | \$100 |
| October   | \$100 | \$100 |
| November  | \$100 | 0     |
| December  | \$100 | 0     |

**Table 2.14**  
Next-Period  
Depreciation

### Full Quarter

The computer is placed into service in the third quarter on September 14, 1999, and it is retired in the fourth quarter on November 13, 2000.

The following factors are used for calculating depreciation using the full-quarter convention:

**Table 2.15**  
Full-Quarter  
Factors

| Quarter in Service | Acquisition Factor | Retirement Factor |
|--------------------|--------------------|-------------------|
| 1                  | 100%               | 0%                |
| 2                  | 75%                | 25%               |
| 3                  | 50%                | 50%               |
| 4                  | 25%                | 75%               |

The first year depreciation and depreciation per period calculations are:

$$\text{Annual Depreciation} = \$1,200 * 50\% = \$600$$

$$\text{Depreciation Per Period} = \$600 / 4 = \$150$$

The retirement depreciation calculation is:

$$\text{Depreciation} = \$1,200 * 75\% = \$900$$

When the computer is retired, \$1,100 has already been taken in depreciation. There is a difference of \$200 (\$1,100 – \$900) in the depreciation calculation due to the early retirement. Therefore, a depreciation expense credit of \$100 is applied in the retirement period.

Table 2.16 illustrates the depreciation taken for each period.

**Table 2.16**  
Full-Quarter  
Depreciation

| Period    | 1999  | 2000   |
|-----------|-------|--------|
| January   | 0     | \$100  |
| February  | 0     | \$100  |
| March     | 0     | \$100  |
| April     | 0     | \$100  |
| May       | 0     | \$100  |
| June      | 0     | \$100  |
| July      | 0     | \$100  |
| August    | 0     | \$100  |
| September | \$150 | \$100  |
| October   | \$150 | \$100  |
| November  | \$150 | –\$100 |
| December  | \$150 | 0      |

### Half Quarter

The computer is placed into service in the third quarter on September 14, 1999, and it is retired in the fourth quarter on November 13, 2000.

The factors listed in Table 2.17 are used for calculating depreciation using the half-quarter convention.

| Quarter in Service | Acquisition Factor | Retirement Factor |
|--------------------|--------------------|-------------------|
| 1                  | 87.5%              | 12.5%             |
| 2                  | 62.5%              | 37.5%             |
| 3                  | 37.5%              | 62.5%             |
| 4                  | 12.5%              | 87.5%             |

**Table 2.17**  
Half-Quarter Factors

The first year depreciation and depreciation per period calculations are:

$$\text{Annual Depreciation} = \$1,200 * 37.5\% = \$450$$

$$\text{Depreciation Per Period} = \$450 / 4 = \$112.50$$

The retirement depreciation calculation is:

$$\text{Depreciation} = \$1,200 * 87.5\% = \$1050$$

When the computer is retired, \$1,100 has already been taken in depreciation. There is a difference of \$50 (\$1,100 – \$1,050) in the depreciation calculation due to the early retirement. Therefore, a depreciation expense credit of \$50 is applied in the retirement period.

Table 2.18 illustrates the depreciation taken for each period.

| Period   | 1999 | 2000  |
|----------|------|-------|
| January  | 0    | \$100 |
| February | 0    | \$100 |
| March    | 0    | \$100 |
| April    | 0    | \$100 |
| May      | 0    | \$100 |
| June     | 0    | \$100 |
| July     | 0    | \$100 |
| August   | 0    | \$100 |

**Table 2.18**  
Half-Quarter Depreciation

| Period    | 1999     | 2000  |
|-----------|----------|-------|
| September | \$112.50 | \$100 |
| October   | \$112.50 | \$100 |
| November  | \$112.50 | -\$50 |
| December  | \$112.50 | 0     |

### Full Year

The computer is placed into service on July 14, 1999, and it is retired on October 13, 2000.

The first year of depreciation is allocated to the six remaining periods.

$$\text{Depreciation Per Period} = \$1,200 / 6 = \$200$$

When the computer is retired, \$1,000 has already been taken in depreciation. Depreciation must be reversed in the retirement period. Therefore, a depreciation expense credit of \$1000 is applied in the retirement period.

Table 2.19 illustrates the depreciation taken for each period.

**Table 2.19**  
Full-Year  
Depreciation

| Period    | 1999  | 2000    |
|-----------|-------|---------|
| January   | 0     | \$100   |
| February  | 0     | \$100   |
| March     | 0     | \$100   |
| April     | 0     | \$100   |
| May       | 0     | \$100   |
| June      | 0     | \$100   |
| July      | \$200 | \$100   |
| August    | \$200 | \$100   |
| September | \$200 | \$100   |
| October   | \$200 | -\$1000 |
| November  | \$200 | 0       |
| December  | \$200 | 0       |

## Half Year

The computer is placed into service on March 14, 1999, and it is retired on October 13, 2000.

The first year depreciation and depreciation for the 10 periods of ownership calculations are:

$$\text{Annual Depreciation} = \$1,200 / 2 = \$600$$

$$\text{Depreciation Per Period} = \$600 / 10 = \$60$$

The retirement depreciation calculation is:

$$\text{Depreciation} = \$1,200 / 2 = \$600$$

When the computer is retired, \$900 of depreciation has already been taken and only \$600 is allowed in the retirement year. Depreciation must be reversed in the retirement period. Therefore, a depreciation expense credit of \$300 (\$900 – \$600) is applied in the retirement period.

Table 2.20 illustrates the depreciation taken for each period.

| Period    | 1999 | 2000   |
|-----------|------|--------|
| January   | 0    | \$100  |
| February  | 0    | \$100  |
| March     | \$60 | \$100  |
| April     | \$60 | \$100  |
| May       | \$60 | \$100  |
| June      | \$60 | \$100  |
| July      | \$60 | \$100  |
| August    | \$60 | \$100  |
| September | \$60 | \$100  |
| October   | \$60 | –\$300 |
| November  | \$60 | 0      |
| December  | \$60 | 0      |

**Table 2.20**  
Half-Year  
Depreciation

### Modified Half Year Version 1

The computer is placed into service on March 14, 1999, and it is retired on October 13, 2000.

The depreciation for the 10 periods of ownership calculations are:

$$\text{Depreciation Per Period} = \$1,200 / 10 = \$120$$

Since the computer is retired in the second half of the year, a full-year depreciation is taken. The remaining depreciation for the year is added to the retirement period.

Table 2.21 illustrates the depreciation taken for each period.

**Table 2.21**  
Modified Half-Year  
(Version 1)  
Depreciation

| Period    | 1999  | 2000  |
|-----------|-------|-------|
| January   | 0     | \$100 |
| February  | 0     | \$100 |
| March     | \$120 | \$100 |
| April     | \$120 | \$100 |
| May       | \$120 | \$100 |
| June      | \$120 | \$100 |
| July      | \$120 | \$100 |
| August    | \$120 | \$100 |
| September | \$120 | \$100 |
| October   | \$120 | \$300 |
| November  | \$120 | 0     |
| December  | \$120 | 0     |

### Modified Half Year Version 2

The computer is placed into service on March 14, 1999, and it is retired on October 13, 2000.

The depreciation for the 10 periods of ownership calculations are:

$$\text{Depreciation Per Period} = \$1,200 / 10 = \$120$$

The retirement depreciation calculation is:

$$\text{Depreciation} = \$1,200 / 2 = \$600$$

When the computer is retired, \$900 of depreciation has already been taken and only \$600 is allowed in the retirement year. Depreciation must be reversed in the retirement period. Therefore, a depreciation expense credit of \$300 (\$900 – \$600) is applied in the retirement period.

Table 2.22 illustrates the depreciation taken for each period.

| Period    | 1999  | 2000   |
|-----------|-------|--------|
| January   | 0     | \$100  |
| February  | 0     | \$100  |
| March     | \$120 | \$100  |
| April     | \$120 | \$100  |
| May       | \$120 | \$100  |
| June      | \$120 | \$100  |
| July      | \$120 | \$100  |
| August    | \$120 | \$100  |
| September | \$120 | \$100  |
| October   | \$120 | –\$300 |
| November  | \$120 | 0      |
| December  | \$120 | 0      |

**Table 2.22**  
Modified Half-Year  
(Version 2)  
Depreciation

## Creating Meters

Use Fixed Asset Meter Maintenance (32.11) to create, modify, and delete meters, and enter meter readings. You can also view any assets and fixed-asset books that use the meter.

Meters are used to measure asset usage for the units-of-production depreciation method. You can attach a meter to an asset or group of assets to collect the usage in Fixed Asset Maintenance.

For example, a punch press machine costs \$5000 and the meter records that the machine produced 10,000 units for the period. The punch press is expected to produce 1,000,000 units during its service life. The depreciation per period calculation is:

$$\text{Depreciation Per Period} = (10,000 \text{ Units} / 1,000,000 \text{ Units}) * \$5,000 = \$50$$

**Fig. 2.14**  
Fixed Asset Meter  
Maintenance  
(32.11)

| Meter Readings |            |         |                   |
|----------------|------------|---------|-------------------|
| Action         | Date       | Reading | Accumulated Units |
| READING        | 02/20/2000 | 135     | 0                 |
| READING        | 01/12/2000 | 75      | 0                 |
| READING        | 12/19/1999 | 0       | 0                 |
| READING        | 11/15/1999 | 50      | 0                 |
| READING        | 10/13/1999 | 85      | 0                 |
| READING        | 09/17/1999 | 120     | 0                 |

**Meter.** Enter a unique alphanumeric meter ID.

**Description.** Enter up to 30 characters describing this fixed-asset meter.

**Rollover.** Enter the number after which the meter should reset to zero. For example, if a meter can read a maximum number of 1000, enter 1000. When the meter reaches 1001, it begins again at zero.

**Initial Setting.** Enter the beginning meter number. The default is 0.

**Date.** Enter the initial date of the meter setting.

**Reset Setting.** Enter the initial setting for the new meter. You can use this field if you need to replace the meter. The reset setting represents the previous ending meter number.

**Date.** Enter the date of the reset setting. This date must be after the initial setting date.

Choose the Detail function to enter meter readings.

| Meter Readings |            |         |                   |
|----------------|------------|---------|-------------------|
| Action         | Date       | Reading | Accumulated Units |
| READING        | 02/20/2000 | 135     | 0                 |
| READING        | 01/12/2000 | 75      | 0                 |
| READING        | 12/19/1999 | 0       | 0                 |
| READING        | 11/15/1999 | 50      | 0                 |
| READING        | 10/13/1999 | 85      | 0                 |
| READING        | 09/17/1999 | 120     | 0                 |

**Fig. 2.15**  
Fixed Asset Meter Maintenance, Meter Readings

*Action.* The following are system-assigned actions:

INITIAL: Displays the initial meter setup number.

READING: Displays meter readings.

RESET: Displays the meter reset number.

*Date.* Enter the date for the meter reading. This date must be later than the previous reading date.

*Reading.* Enter the meter reading.

*Accumulated Units.* Displays the total number of units since the meter was created.

**Tip**  
You can delete only the most recent meter reading.

Choose the Assets function to view assets and books that use the meter.

| Fixed Asset Meter Maintenance     |         |                  |                  |
|-----------------------------------|---------|------------------|------------------|
| User Menu Edit Queue Options Help |         |                  |                  |
| Meter: m1                         | meter 1 | Date: 01/01/1999 | Rollover: 15,000 |
| Initial Setting: 0                | Date:   |                  |                  |
| Reset Setting: 0                  |         |                  |                  |
| Assets Of Meter                   |         |                  |                  |
| Asset                             | Book    | Yr-Per           |                  |
| nan1                              | PB      |                  |                  |

**Fig. 2.16**  
Fixed Asset Meter Maintenance, Assets of Meter





## Chapter 3

# Creating and Managing Fixed Assets

This chapter describes how to create and manage fixed assets.

*Introduction*    **52**

*Fixed Asset Maintenance*    **52**

*Fixed Asset Batch Maintenance*    **80**

*Fixed Asset Transfers*    **82**

*Fixed Asset Retirements*    **84**

*Using CIM to Load Fixed-Asset Data*    **86**

## Introduction

After you define the control program parameters and your company's business rules, you can add fixed assets to the system. You can add fixed assets individually in Fixed Asset Maintenance (32.3) or create a batch of similar assets in Fixed Asset Batch Maintenance (32.7).

After assets are created, you can perform multiple functions using Fixed Asset Maintenance. Your company may not use all of these functions, and not all of the functions are required when managing assets in Fixed Asset Maintenance. The functions include:

- Maintaining asset account information
- Retiring or transferring an asset
- Entering asset comments
- Maintaining user fields for customizations
- Maintaining insurance data
- Adjusting depreciation books
- Adjusting posted depreciation
- Maintaining book detail
- Maintaining information for the units-of-production depreciation method
- Maintaining information about asset components
- Dividing an asset into two separate assets

If you are retiring or transferring a group of assets, you can use Fixed Asset Transfers (32.16) and Fixed Asset Retirements (32.19) to process a batch of assets.

## Fixed Asset Maintenance

Use Fixed Asset Maintenance (32.3) to set up and maintain your company's fixed assets. Before you enter assets in Fixed Asset Maintenance, you must set up values in the following programs:

- Fixed Asset Control
- Method Maintenance
- Fixed Asset Calendar Maintenance (optional)

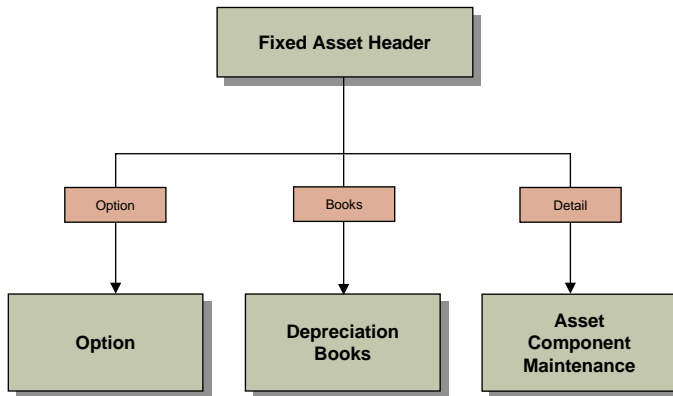
- Book Maintenance
- Location Maintenance
- Class Maintenance
- Fixed Asset Meter Maintenance (optional)

You can also use functions on the CIM Interface Menu (36.15) to update assets in Fixed Asset Maintenance.

▶ See “Using CIM to Load Fixed-Asset Data” on page 86.

### Fixed Asset Maintenance Header

Figure 3.1 illustrates the different screens you can access with the navigation buttons.



**Fig. 3.1**  
Fixed Asset Header

Use this header to enter your company’s fixed assets. Asset IDs are assigned automatically by the system or manually, based on the value of Auto Generate Asset in Fixed Asset Control.

▶ See Chapter 2, “Preparing to Use Fixed Assets,” for more information.

After you have assigned an asset ID, you set up the following for each asset:

- Class
- Location
- Service date
- Asset cost
- Salvage amount
- Replacement cost

- Number of asset components
- If the asset is depreciated
- Authorization number

**Fig. 3.2**  
Fixed Asset  
Maintenance  
(32.3), Header

The screenshot shows a window titled "Fixed Asset Maintenance" with a menu bar (User Menu, Edit, Queue, Options, Help) and a toolbar. The main area displays asset information for "Computer 1".

|                          |            |                       |
|--------------------------|------------|-----------------------|
| Asset: 1                 | Computer 1 | Components: 1         |
| Class: COMP              |            | Depreciate Asset: yes |
| Location: Chicago1       |            | Posted: yes           |
| Entity: 1000             |            | Auth Number:          |
| Service Date: 07/01/1999 |            | Disposition Date:     |
| Cost: 3,500.00           |            | Disposition Reason:   |
| Salvage: 500.00          |            | Sold For: 0.00        |
| Replacement: 3,500.00    |            |                       |

| Depreciation Books |            |        |      |          |                |         |
|--------------------|------------|--------|------|----------|----------------|---------|
| Book               | Serv Date  | Method | Life | Cost     | Net Book Value | As Of   |
| PB                 | 07/01/1999 | 1      | 5.00 | 3,500.00 | 3,450.00       | 1999-07 |
| Tax                | 07/01/1999 | 1      | 5.00 | 3,500.00 | 3,450.00       | 1999-07 |

At the bottom of the window are buttons: Update, Add, Option, Books, Detail, Find, Delete, End.

**Asset.** Enter a unique alphanumeric asset ID for the fixed asset if Auto Generate Asset is No in Fixed Asset Control. Duplicate asset IDs are not allowed.

If Auto Generate Asset is Yes in Fixed Asset Control, the system automatically assigns an asset ID using the predefined Number Range Management sequence.

**Description.** Enter up to 50 characters describing the fixed asset.

**Class.** Enter a predefined class ID. Define class IDs in Class Maintenance (32.1.17).

If you change the class before the asset has been posted, the depreciation schedule is updated with the new values.

**Important** If you change the class after the asset is created, the accounts are not automatically updated.

**Location.** Enter a predefined location ID. Define location IDs in Location Maintenance (32.1.13). You cannot update the location if the asset has been posted to the GL.

▶ See "Setting Up Classes" on page 29 for information.

▶ See "Setting Up Locations" on page 28 for information.

**Important** If you change the location after the asset is created, the sub-accounts and cost centers are not automatically updated.

**Service Date.** Enter the date that this fixed asset was put into service. This date defaults as the service date for each asset book and is used to calculate depreciation.

The service date must exist in the GL calendar and any fixed-asset calendar associated with the default books. You cannot update the service date if the asset has been posted to the GL.

**Cost.** Enter the amount paid to acquire the asset. This cost is not necessarily a basis for a depreciation calculation. This cost defaults as the cost for each asset books.

You cannot update the cost if the asset has been posted to the GL. You must make a basis adjustment on the Depreciation Adjustments screen.

**Salvage.** Optionally enter a salvage value for this asset. The salvage value must be less than the asset cost.

Salvage value is the estimated value of property at the end of its useful life. It is the amount reasonably expected in an open market for the asset after it is no longer productive. If a salvage value is defined at the beginning of the depreciation calculation, it is used to reduce the depreciable base.

This amount defaults as the salvage amount for each asset book when the depreciation method uses salvage value.

You cannot update the salvage amount if the asset has been posted to the GL.

**Replacement.** Enter the replacement value for the asset. This value is not used for any calculations, but can be used for management purposes. For example, this value can be used to create budgets for assets replaced on a recurring basis.

**Components.** Enter the number of items that belong to this asset ID. For example, if an asset is acquired that consists of 200 chairs, the chairs can be grouped as one asset. In this case, set Components to 200.

If you update the number of components in the Asset Component Maintenance screen, this field is automatically updated.

*Depreciate Asset.* If Yes, this is a depreciable asset and must be assigned to a posting book.

*Auth Number.* Optionally enter an authorization number for this fixed asset. This field is for reference only.

### Acquisition Costs

After completing the header, you are prompted to post GL transactions related to acquisition costs.

Whether you post to GL is determined by how you manage such costs. For example, if you account for the acquisition cost during purchase order receipt, you can enter No in Post to GL to avoid double-booking of the cost.

**Note** You can also post GL transactions when you use the Create function in Fixed Asset Batch Maintenance. See “Fixed Asset Batch Maintenance” on page 80.

If you choose to generate those transactions when you add the asset, set Post to GL to Yes. You then can specify an effective date and daybook, as well as display a report showing an audit trail for the resulting transactions.

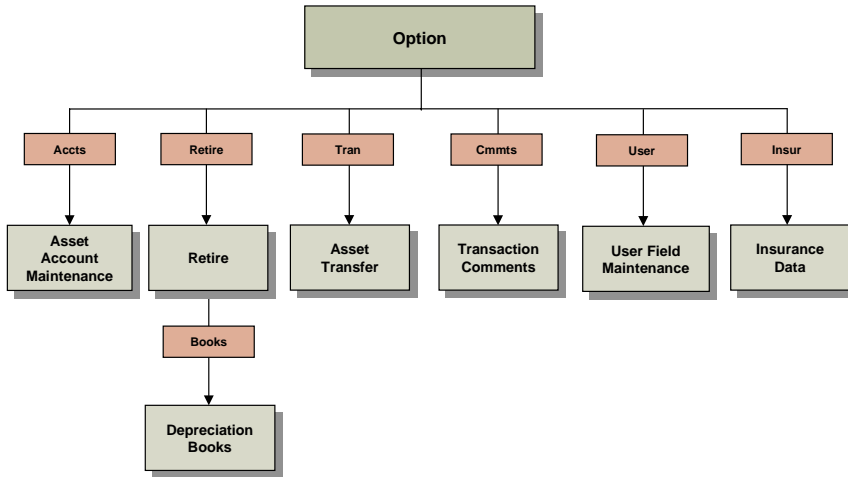
**Note** The setting of Summarized Journal in Fixed Asset Control has no effect on transactions created for acquisition costs. These transactions are always created in detail.

### Option

Access this function by choosing Option on the Fixed Asset Maintenance header.

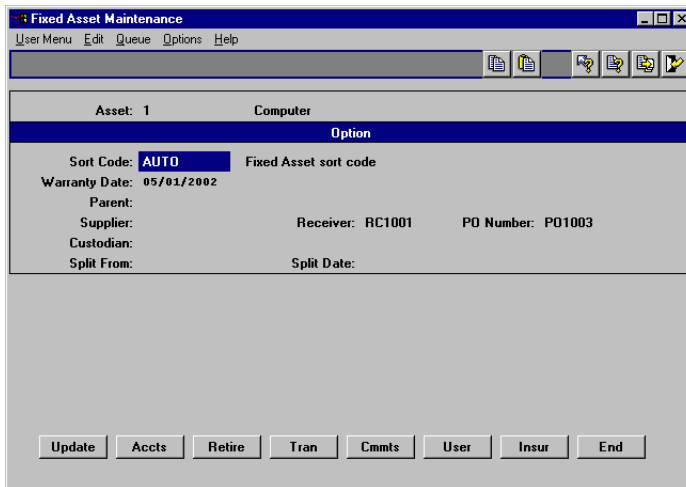
Figure 3.3 illustrates the different screens you can access with the navigation buttons.

Fig. 3.3  
Option Screen



Use this function to maintain optional asset data, such as sort codes, warranty date, and an asset custodian. Also, specify the supplier and an associated PO or receiver number.

Fig. 3.4  
Fixed Asset Maintenance, Option



**Sort Code.** Optionally enter a sort code. Use sort codes for sorting purposes and grouping similar assets within a category. You can also use them to establish a standard for describing assets.

The field is validated against codes set up in Generalized Codes Maintenance for field `fa_code`.

For example, sort codes can include FC (Filing Cabinets), FC2 (Filing Cabinets, 2 drawer), FC4 (Filing Cabinets, 4 drawers).

*Warranty Date.* Optionally enter an expiration date for the asset warranty.

*Parent.* Enter the parent asset ID for this asset if it is a component for another asset. For example, a keyboard is a component of a computer, the parent asset.

*Supplier.* Optionally enter a predefined supplier of this asset. Define suppliers in Supplier Maintenance (2.3.1).

*Receiver.* Optionally enter a receiver number for this fixed asset. When you receive fixed assets, you can create a receiving record for verification against the supplier invoice when it is entered into Accounts Payable (AP).

**Note** There is no interface between the AP module and the Fixed Assets module.

If you enter a receiver number, the associated purchase order number defaults in the PO Number field.

*PO Number.* Optionally enter a purchase order number for this asset. The default is the PO number associated with the receiver.

*Custodian.* Enter up to eight characters describing the name of the asset custodian. Custodians are employees responsible for tracking the location of fixed assets.

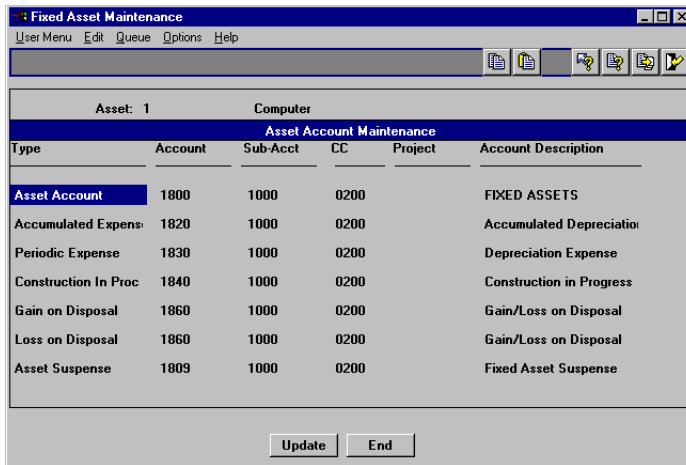
## Asset Account Maintenance

Access this function by choosing Accts on the Option screen.

▶ See *User Guide: Financials A* for details on accounts.

Use this function to change the accounts, sub-accounts, and cost centers that defaulted from the asset class and location. You can also add an optional project code.

If Verify GL Accounts is Yes in Domain/Account Control (36.1), the account, sub-account, cost center, and project combination is validated.



**Fig. 3.5**  
Fixed Asset  
Maintenance, Asset  
Account  
Maintenance

*Account.* Enter the GL account code that records transactions for this fixed-asset book. Define accounts in Account Code Maintenance. Fixed-asset accounts default from Class Maintenance.

*Sub-Acct.* Optionally enter a sub-account code that records transactions for this fixed-asset book. Define sub-accounts in Sub-Account Code Maintenance (25.3.17). Fixed-asset sub-accounts default from Location Maintenance.

*CC.* Optionally enter a cost center code that records transactions for this fixed-asset book. Define cost centers in Cost Center Code Maintenance (25.3.20). Fixed-asset cost centers default from Location Maintenance.

*Project.* Optionally enter a project code that records transactions for this fixed-asset book. Define project codes in Project Code Maintenance (25.3.11).

## Retirement

Access this function by choosing Retire on the Option screen.

Use this function to retire an asset. Retirement removes the asset-acquisition cost from the books and posts any gains or losses to the GL.

**Note** If depreciation has not been posted for this asset, delete the asset instead of retiring it.

After retiring the asset, the system calculates and displays values for Basis Amount, Accumulated Depreciation, Net Amount, and Gain/Loss on Disposal. Appropriate GL retirement transactions and reversing transactions are created to void future depreciation periods.

You can view the adjustments on the Depreciation Query screen by choosing the Audit function on the Depreciation Books screen. Run Fixed Asset Transaction Post to create unposted transactions. After you run Fixed Asset Transaction Post, you must run Transaction Post (25.13.7) to update the GL.

**Fig. 3.6**  
Fixed Asset  
Maintenance,  
Retirement

| Retirement          |              |           |            |           |
|---------------------|--------------|-----------|------------|-----------|
| Asset:              | AD-0101      | Asset AD1 |            |           |
| Disposition Date:   |              |           |            |           |
| Disposition Reason: |              |           |            |           |
| Sold For:           | 0.00         |           |            |           |
| Partial:            | no           |           |            |           |
| Depreciation Books  |              |           |            |           |
| Book                | Basis Amount | Accum Dep | Net Amount | Gain/Loss |
| PB                  | 9,899.77     | 9,899.77  | 0.00       | 0.00      |
| NP01                | 9,899.77     | 9,899.77  | 0.00       | 0.00      |
| NP02                | 10,000.00    | 10,000.00 | 0.00       | 0.00      |
| NP03                | 9,899.77     | 9,899.77  | 0.00       | 0.00      |

*Disposition Date.* Enter the disposal date for the asset. The disposal date is the date the asset is removed from service and ownership interest is relinquished. If the asset is suspended as of the disposal date, you must reinstate the asset before retiring it.

The date must be a valid date in the GL calendar or any fixed-asset calendar associated with the book. It must also be in an open GL period and must be after the service date.

*Disposition Reason.* Enter the reason for the disposal of the asset. The field is validated against codes set up in Generalized Codes Maintenance for field fa\_disp\_rsn.

Disposition reason is the reason the asset is removed from service and ownership interest relinquished. Examples of disposition reasons are sold, stolen, destroyed, donated, and impaired.

**Sold For.** Enter the amount received for the disposal of the asset. This amount is optional and used when calculating the gain or loss on the disposition of an asset.

**Partial.** If Yes, this is a partial retirement and you split the existing asset into two separate assets. The new asset created is retired.

If this is a partial retirement and the asset has only one component, enter either a percentage of the original cost in the Percent field or a currency amount in the Amount field. Figure 3.7 illustrates this screen.

The screenshot shows a software window titled "Fixed Asset Maintenance" with a menu bar containing "User Menu", "Edit", "Queue", "Options", and "Help". Below the menu bar is a toolbar with several icons. The main content area is titled "Retirement" and contains the following information:

- Asset: 1 Computer
- Disposition Date: 08/01/1999
- Disposition Reason: SOLD
- New Asset ID: 22
- Percent: 50.00
- Amount:
- Partial: yes

**Fig. 3.7**  
Fixed Asset  
Maintenance,  
Partial Retirement

**New Asset ID.** Enter a unique asset ID for the components being removed from the asset. If Auto Generate Asset is Yes in Fixed Asset Control, the system automatically assigns an asset ID using the predefined sequence defined in Number Range Maintenance (36.2.21.1).

**Percent.** If the asset has only one component, enter the percentage of the original asset cost to assign to the new asset. You can also enter a currency amount in Amount.

**Amount.** If the asset has only one component, enter the base currency amount to assign to the new asset. You can also enter a percentage of the original cost in Percent.

If this is a partial retirement and the asset has multiple components, the system displays a list of assets. By default, all components are selected. Figure 3.8 illustrates this screen.

**Fig. 3.8**  
Fixed Asset  
Maintenance,  
Component  
Selection

| Component Selection |        |             |        |        |
|---------------------|--------|-------------|--------|--------|
| Sel                 | Tag    | Description | Amount | Serial |
| *                   | 2-0001 |             | 625.00 |        |
|                     | 2-0002 |             | 625.00 |        |
| *                   | 2-0003 |             | 625.00 |        |
| *                   | 2-0004 |             | 625.00 |        |
|                     | 2-0005 |             | 625.00 |        |
| *                   | 2-0006 |             | 625.00 |        |
| *                   | 2-0007 |             | 625.00 |        |
| *                   | 2-0008 |             | 625.00 |        |

*Sel.* This field indicates whether to split this component. Press the spacebar or Enter key to select the components you want to split. An asterisk indicates selection.

## Asset Transfer

Access this function by choosing Tran on the Option screen.

Use this function to transfer an asset from one predefined location to another. The asset is transferred when you choose Move. Appropriate unposted transactions are created when you run Fixed Asset Transaction Post.

The new sub-account and cost center default from the new location. The new cost center and sub-account combination is validated with the accounts associated with the asset if Verify GL Accounts is Yes in Domain/Account Control (36.1). You cannot complete the transfer if there is an invalid combination.

The screenshot shows a software window titled "Fixed Asset Maintenance" with a menu bar containing "User Menu", "Edit", "Queue", "Options", and "Help". Below the menu bar is a toolbar with several icons. The main content area is titled "Asset Transfer" and displays the following information:

- Asset: AD-0105
- Old Entity: 3000
- Old Location: CA 1000 0300 SF
- New Location: NJ 2000 0300 Ridgewood
- New Entity: 4000
- New Sub-Account: 2000
- New Cost Center: 0300
- Partial: no
- Transfer Date: 07/01/1999

At the bottom of the window, there are three buttons: "Update", "Move", and "End".

**Fig. 3.9**  
Fixed Asset  
Maintenance, Asset  
Transfer

**New Location.** Enter a predefined location for the transferred asset. Define locations in Location Maintenance.

The entity, cost center, and sub-account associated with this new location default for the transferred asset.

**New Sub-Account.** Enter a predefined sub-account. Define sub-accounts in Sub-Account Code Maintenance (25.3.17). The default is the sub-account for the new location.

**New Cost Center.** Enter a predefined cost center. Define cost centers in Cost Center Code Maintenance (25.3.20). The default is the cost center for the new location.

**Partial.** If Yes, this is a partial transfer and you split the existing asset into two separate assets. The new asset created is transferred.

**Transfer Date.** Enter the effective date for the transfer. This date determines the year and period of the GL transaction.

The transfer date must be a valid date in the GL calendar and any fixed-asset calendars associated with the asset books. It must also be in an open GL period and must be after the service date.

If this is a partial transfer and the asset has only one component, enter either a percentage of the original cost in the Percent field or a currency amount in the Amount field.

**Fig. 3.10**  
Fixed Asset  
Maintenance,  
Partial Transfer

Fixed Asset Maintenance

User Menu Edit Queue Options Help

Asset Transfer

Asset: 1

Old Entity: 1000

Old Location: Chicago1 1000 0200 Chicago

New Asset ID: 22 Percent: 25.00 Amount:

New Location: NY 2000 0400 Albany

New Entity: 5000

New Sub-Account: 2000

New Cost Center: 0400

Partial: yes

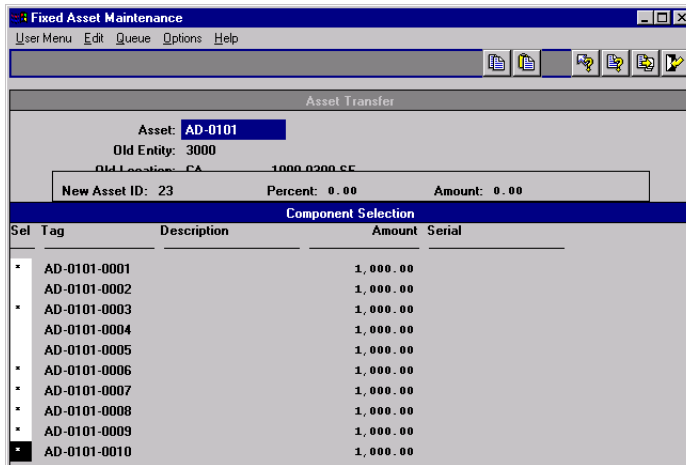
Transfer Date: 08/01/1999

**New Asset ID.** Enter a unique asset ID for the components being removed from the asset. If Auto Generate Asset is Yes in Fixed Asset Control, the system automatically assigns an asset ID using the predefined sequence defined in Number Range Maintenance (36.2.21.1).

**Percent.** If the asset has only one component, enter the percentage of the original asset cost to assign to the new asset. You can also enter a currency amount in Amount.

**Amount.** If the asset has only one component, enter the base currency amount to assign to the new asset. You can also enter a percentage of the original cost in Percent.

If this is a partial transfer and the asset has multiple components, the system displays a list of components. By default, all components are selected.



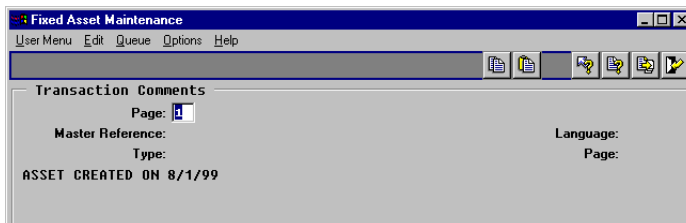
**Fig. 3.11**  
Fixed Asset Maintenance, Component Selection

*Sel.* This field indicates whether to split this component. Press the spacebar or Enter key to select the components you want to split. An asterisk indicates selection.

## Transaction Comments

Access this function by choosing Cmnts on the Option screen.

Use this function to enter comments about the asset. You can print these comments on various fixed-asset reports.



**Fig. 3.12**  
Fixed Asset Maintenance, Transaction Comments

*Master Reference.* To copy master comments, enter the reference code identifying the master comment. Reference codes identify a master comment, usually identifying the topic of the comment, perhaps by the item number or address code to which the comment text applies. Leave blank to enter your own comments.

*Type.* Enter the type code for this comment. Type codes group similar comments.

Type code can identify the source or use of the comment. Type can be left blank. This field is validated against codes set up in Generalized Codes Maintenance for field cd\_type.

*Language.* Enter a predefined language code for this master comment. Language codes identify the comment text language. Define language codes in Language Code Maintenance (36.4.1). Leave blank if you are not using multiple languages.

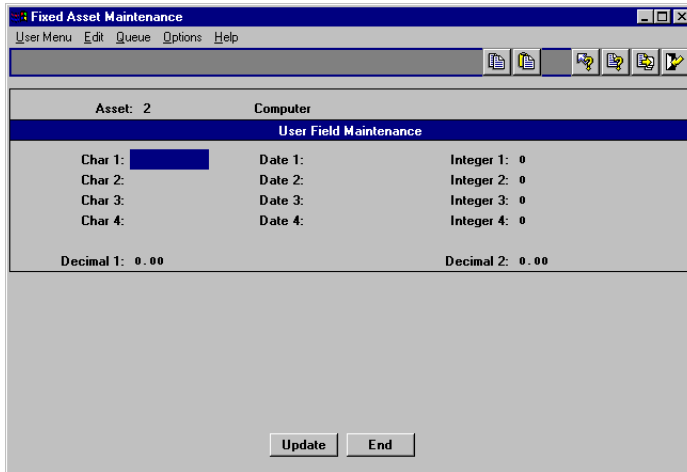
*Page.* Enter the page number for this master comment. Multiple pages of text can be stored for any comment. Each page is identified and accessed by page number.

*Comments.* Enter the comments. Multiple pages of text can be stored for any transaction comment. Pages are identified and accessed by page number. Each page number of transaction comments can be copied from a different master comment by specifying an existing master comment reference, type, language, and page. Transaction comment text can also be entered manually with up to 15 lines of text per page.

## User Field Maintenance

Access this function by choosing User on the Option screen.

Use this function to maintain user fields for customization.

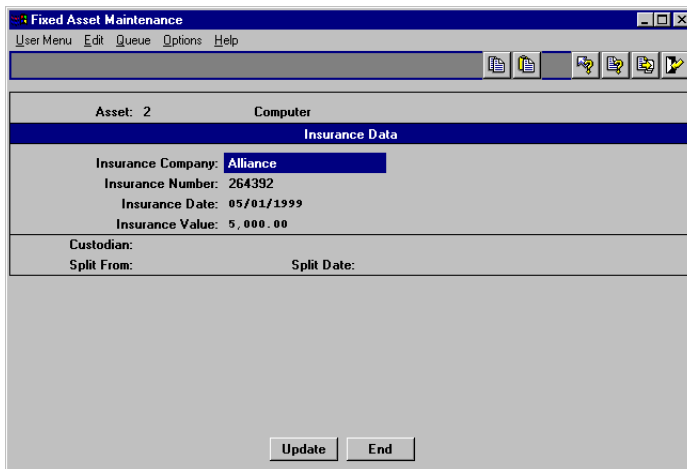


**Fig. 3.13**  
Fixed Asset  
Maintenance, User  
Field Maintenance

## Insurance Data

Access this function by choosing Insur on the Option screen.

Use this function to set up insurance information for the asset, such as the insurance company, policy number, and the insurance value for the asset. Insurance data is for reference only.



**Fig. 3.14**  
Fixed Asset  
Maintenance,  
Insurance Data

*Insurance Company.* Optionally enter the name of the company that insures the asset.

*Insurance Number.* Optionally enter an insurance policy number for the asset.

*Insurance Date.* Optionally enter the date that insurance coverage begins or ends for the asset. This date depends on how your company records coverage dates.

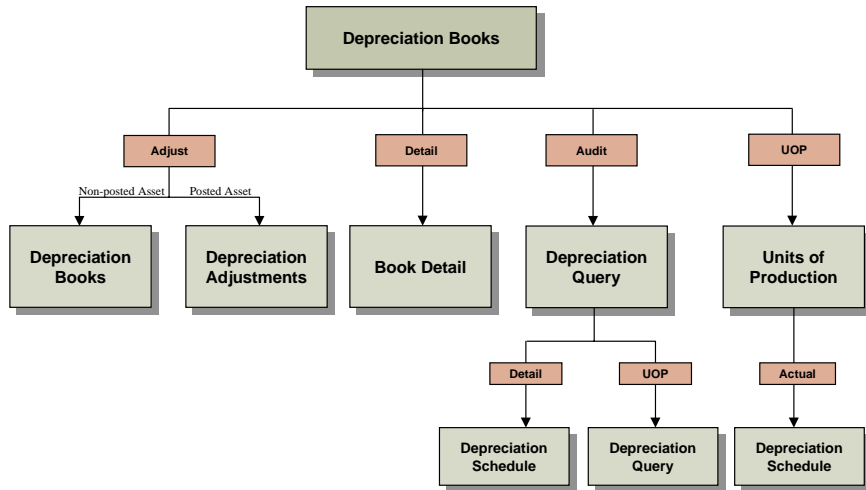
*Insurance Value.* Optionally enter an insurance value or replacement cost of the asset.

## Depreciation Books

Access this function by choosing Books on the Fixed Asset Maintenance header.

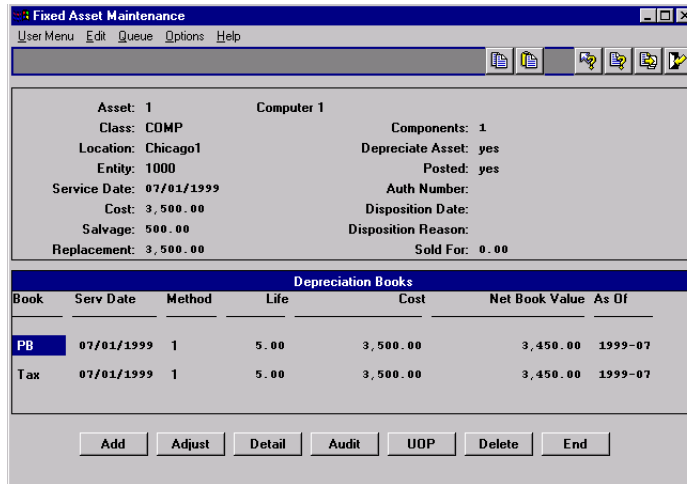
Figure 3.15 illustrates the different screens you can access with the navigation buttons.

**Fig. 3.15**  
Depreciation Books  
Screen



Use this function to assign or change depreciation books for the asset. Books default from the asset class. You can change the default books or add other books.

If the asset has been posted to the GL, you cannot modify the depreciation books.



**Fig. 3.16**  
Fixed Asset  
Maintenance,  
Depreciation Books

**Book.** Enter a predefined book ID. Define books in Book Maintenance. An asset must have a posting book to record fixed-asset transactions in the GL. An asset can be depreciated under an unlimited number of non-posting books.

▶ See “Setting Up Books” on page 27 for information.

**Serv Date.** Enter the date that depreciation calculation starts. The service date must be a valid date in the GL calendar or in the fixed-asset calendar associated with the book if it is a non-posting book.

**Method.** Enter an active depreciation method ID. Set up methods in Method Maintenance. The ID is a four-character alphanumeric ID and cannot start with a zero.

▶ See “Setting Up Methods” on page 20 for information.

**Life.** Enter the expected useful life for assets depreciated by this method. The expected life is used in calculating depreciation over the life of the asset.

**Cost.** Enter the acquisition cost. This amount is used to determine the basis for the book. The default is the cost from the Fixed Asset Maintenance header.

## Depreciation Adjustment

Access this function by choosing Adjust on the Depreciation Books screen.

You can only access this function if the asset has been posted to the GL. Use this function to add adjustments to the depreciation schedule. Run Fixed Asset Transaction Post to create unposted transactions. An audit trail is maintained showing a history of the depreciation activity. After you run Fixed Asset Transaction Post, you must run Transaction Post (25.13.7) to update the GL.

**Fig. 3.17**  
Fixed Asset  
Maintenance,  
Depreciation  
Adjustments

| Asset: 1                 |        | Computer |          |        |  |
|--------------------------|--------|----------|----------|--------|--|
| Depreciation Adjustments |        |          |          |        |  |
| Type                     | Method | Life     | Adj Amt  | Yr-Per |  |
| Basis                    | 1      | 5.00     | 2,500.00 | 199908 |  |

| Depreciation Books |            |        |      |          |                |         |
|--------------------|------------|--------|------|----------|----------------|---------|
| Book               | Serv Date  | Method | Life | Cost     | Net Book Value | As Of   |
| PB                 | 07/01/1999 | 1      | 5.00 | 3,500.00 | 3,450.00       | 1999-07 |
| Tax                | 07/01/1999 | 1      | 5.00 | 3,500.00 | 3,450.00       | 1999-07 |

*Type*. Enter the adjustment type for the posted asset. Run Fixed Asset Transaction Post to create the adjustment transactions. An audit trail is maintained showing a history of the depreciation activity.

**Note** You cannot undo an adjustment for an asset that has been converted from a previous fixed-asset system. See the conversion guide for details.

Fixed Assets supplies the following adjustment types:

- **Basis:** Adjust Basis. Lets you change the cost of the asset after depreciation has been posted. The system uses the new basis to recalculate the depreciation schedule for the life of the asset. Then the difference between the old depreciation schedule and the new depreciation schedule is calculated. Any adjustments to

posted periods are posted in the first open period. The new basis must be greater than the posted depreciation and cannot be negative.

- **Bonus: Bonus Adjustment.** Lets you record additional depreciation for an asset. For example, bonus depreciation is used to indicate that an asset has become obsolete. Bonus adjustments are not allowed in posted, suspended, or final periods of the depreciation schedule. The bonus amount must not exceed the remaining total of the depreciation schedule.
- **Life: Adjust Life.** Lets you change the estimated life of an asset after depreciation has been posted. The system calculates the difference between the old depreciation schedule and the new depreciation schedule. The new depreciation schedule begins in the first open period.
- **Method: Adjust Method.** Lets you change the depreciation method after depreciation has been posted. The system calculates the difference between the old depreciation schedule and the new depreciation schedule. The new depreciation schedule begins in the first open period.
- **Reinstate: Reinstate Depreciation.** Lets you reinstate the asset into service. The reinstate date must be after the suspension date.
- **Suspend: Suspend Depreciation.** Lets you suspend the asset from service. Suspensions are not allowed if the asset is already suspended or the starting period is posted.

**Method.** If you are adjusting the method, enter a depreciation method ID. Set up methods in Method Maintenance. The ID is a four-character alphanumeric ID and cannot start with a zero.

▶ See “Setting Up Methods” on page 20 for information.

**Life.** If you are adjusting the life, enter the new expected useful life for the asset. The expected life is used in calculating depreciation over the life of the asset.

**Adj Amt.** For Bonus Depreciation, enter the bonus amount. Bonus adjustments are not allowed in posted, suspended, or final periods of the depreciation schedule. The bonus amount must not exceed the remaining total of the depreciation schedule.

For Adjust Basis, enter the new asset basis. The new basis must be greater than the posted depreciation and cannot be negative.

*Yr-Per.* Enter the year and the period for this adjustment. The format is XXXXY, where XXXX is the year and YY is the period.

You can modify this field only if the adjustment type is:

- Bonus Depreciation
- Suspend Depreciation
- Reinstate Depreciation

## Book Detail

Access this function by choosing Detail on the Depreciation Books screen.

Use this function to view book detail and optionally override accumulated depreciation.

You might need to override accumulated depreciation if you convert from another fixed-assets system. Enter the date that the new fixed-assets system begins calculating depreciation in the Override Depreciation Date field. Enter the amount of depreciation previously taken in the Override Accumulated Dep field. If at the end of the asset life there was any difference in the total depreciation and the actual amount that was taken, it is added to the final period depreciation amount.

**Fig. 3.18**  
Fixed Asset  
Maintenance, Book  
Detail

| Book Detail                 |            |   |      |          |          |         |
|-----------------------------|------------|---|------|----------|----------|---------|
| Book:                       | PB         |   |      |          |          |         |
| Service Date:               | 07/01/1999 |   |      |          |          |         |
| Method:                     | 1          |   |      |          |          |         |
| Life:                       | 5.00       |   |      |          |          |         |
| Cost:                       | 3,500.00   |   |      |          |          |         |
| Salvage:                    | 500.00     |   |      |          |          |         |
| Basis Amount:               | 3,000.00   |   |      |          |          |         |
| Override Accumulated Dep:   | 0.00       |   |      |          |          |         |
| Override Depreciation Date: |            |   |      |          |          |         |
| PB                          | 07/01/1999 | 1 | 5.00 | 2,500.00 | 2,450.00 | 1999-07 |
| Tax                         | 07/01/1999 | 1 | 5.00 | 3,500.00 | 3,450.00 | 1999-07 |

*Override Accumulated Dep.* Enter the amount of depreciation that was taken between the service date and the override depreciation date. You can update this amount only if the asset has not been posted to the GL.

*Override Depreciation Date.* Enter the date that the override depreciation calculation begins. You can update this date only if the asset has not been posted to the GL.

### Depreciation Query

Access this function by choosing Audit on the Depreciation Books screen.

Use this function to view the original depreciation schedule and any adjustments. You can view the depreciation schedule in a rolled-up or detailed version.

- The rolled-up schedule displays the calculated depreciation amount.
- The detailed schedule displays the original depreciation calculation and any adjustments.

If you are using the units-of-production depreciation method, you can also view the estimated, actual, and estimated accumulated units for each period.

| Asset: 1           |          | Computer            |                          |                |
|--------------------|----------|---------------------|--------------------------|----------------|
| Depreciation Query |          |                     |                          |                |
| Yr-Per             | Location | Period Depreciation | Accumulated Depreciation | Net Book Value |
| 199907             | Chicago1 | 50.00               | 50.00                    | 2,450.00       |
| 199908             | Chicago1 | 16.66               | 66.66                    | 2,433.34       |
| 199909             | Chicago1 | 33.33               | 99.99                    | 2,400.01       |
| 199910             | Chicago1 | 33.33               | 133.32                   | 2,366.68       |
| 199911             | Chicago1 | 33.33               | 166.65                   | 2,333.35       |
| 199912             | Chicago1 | 33.33               | 199.98                   | 2,300.02       |
| 200001             | Chicago1 | 33.33               | 233.31                   | 2,266.69       |
| 200002             | Chicago1 | 33.33               | 266.64                   | 2,233.36       |

**Fig. 3.19**  
Fixed Asset Maintenance, Depreciation Query

Choose the Detail function to view the detailed depreciation schedule.

**Fig. 3.20**  
Fixed Asset  
Maintenance,  
Depreciation  
Schedule

| Asset: 1              |         | Computer     |          |                     |
|-----------------------|---------|--------------|----------|---------------------|
| Depreciation Schedule |         |              |          |                     |
| Period                | Reserve | Type         | Location | Period Depreciation |
| 1999-07               | 0       | Summary      | Chicago1 | 50.00               |
| 1999-08               | 0       | Summary      | Chicago1 | 50.00               |
| 1999-08               | 1       | Adjust Basis | Chicago1 | -16.67              |
| 1999-08               | 1       | Adjust Basis | Chicago1 | -16.67              |
| 1999-09               | 0       | Summary      | Chicago1 | 50.00               |
| 1999-09               | 1       | Adjust Basis | Chicago1 | -16.67              |
| 1999-10               | 0       | Summary      | Chicago1 | 50.00               |
| 1999-10               | 1       | Adjust Basis | Chicago1 | -16.67              |

Choose the UOP function to view the units-of-production (UOP) information.

**Fig. 3.21**  
Fixed Asset  
Maintenance, UOP  
Audit

| Asset: 55555 |           | UOP Audit   |        |                |
|--------------|-----------|-------------|--------|----------------|
| Yr-Per       | Estimated | Accumulated | Actual | Units Consumed |
| 199901       | 1,000,000 | 1,000,000   | 0      | 0              |
| 199902       | 1,000,000 | 2,000,000   | 0      | 0              |
| 199903       | 1,000,000 | 3,000,000   | 0      | 0              |
| 199904       | 1,000,000 | 4,000,000   | 0      | 0              |
| 200001       | 1,000,000 | 5,000,000   | 0      | 0              |
| 200002       | 1,000,000 | 6,000,000   | 0      | 0              |
| 200003       | 1,000,000 | 7,000,000   | 0      | 0              |
| 200004       | 1,000,000 | 8,000,000   | 0      | 0              |

## Units of Production and Depreciation Schedule

Access this function by choosing UOP on the Depreciation Books screen.

If you are using the units-of-production (UOP) depreciation method, use this function to update the total and estimated units of production. You also track the actual period of production.

| Depreciation Schedule |           |                |
|-----------------------|-----------|----------------|
| Yr-Per                | Actual    | Units Consumed |
| 199901                | 0         | 0              |
| 199907                | 1,500,000 | 1,500,000      |
| 199908                | 1,450,000 | 2,950,000      |

**Fig. 3.22**  
Fixed Asset Maintenance, Units of Production

**Eff Period.** Enter the effective period that you want to use to adjust the total and estimated units of production. The format is XXXXYY, where XXXX is the year and YY is the period.

**Meter.** Enter a predefined meter ID. Meters are used to measure asset usage for the units-of-production depreciation method. You can attach a meter to an asset or group of assets to collect the usage in Fixed Asset Maintenance.

**Total Units.** Enter the estimated total number of units that this asset is expected to produce during its service life.

**Important** If you modify this number, all unposted periods are automatically adjusted.

**Estimated Units.** Enter the estimated number of units that this asset is expected to produce each period. This amount must be less than the total units.

*Unit of Measure.* Enter the unit of measure for this asset; for example, inch or foot.

*Cost.* Enter the cost to acquire this asset. This amount cannot be less than the amount of depreciation already taken for this asset.

Choose the Actual function to track the actual period of production.

**Fig. 3.23**  
Fixed Asset  
Maintenance,  
Depreciation  
Schedule

The screenshot shows a software window titled "Fixed Asset Maintenance". The window contains the following information:

Asset: 55555

**Units of Production**

|                     |                         |
|---------------------|-------------------------|
| Asset: 55555        | Total Units: 77,777,777 |
| Book: NP05          | Period Units: 1,000,000 |
| Unit of Measure: ea | Eff Period:             |
| Meter:              | Cost: 5,555.72          |
| Unit Cost: 0.000071 | Salvage: 0.00           |

**Depreciation Schedule**

| Yr-Per | Actual    | Units Consumed |
|--------|-----------|----------------|
| 199901 | 0         | 0              |
| 199907 | 1,500,000 | 1,500,000      |
| 199908 | 1,450,000 | 2,950,000      |

At the bottom of the window, there are three buttons: "Update", "Actual", and "End".

*Yr-Per.* Enter the year and the period for the actual period of production.

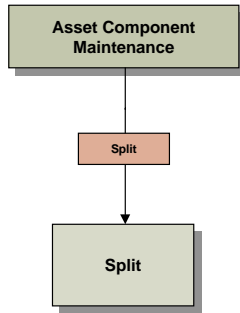
The format is XXXXYY, where XXXX is the year and YY is the period.

*Actual Period Production.* Enter the actual number of units that this asset produced this period. This number must be less than the remaining units for the asset.

## Asset Component Maintenance

Access this function by choosing Detail on the Fixed Asset Maintenance header.

Figure 3.24 illustrates the different screens you can access with the navigation buttons.



**Fig. 3.24**  
Asset Component Maintenance Screen

Use this function to maintain serial numbers, tag numbers, and costs for each asset or asset component. For example, if the fixed asset has separate components, you can track the asset and all of its components. If you want to modify an existing tag, you must first delete it and then create a new tag.

When an asset is created, the asset component records are automatically created based on the value entered in the Components field on the Fixed Asset Maintenance header screen.

| Tag    | Description | Cost   | Serial Number |
|--------|-------------|--------|---------------|
| 2-0001 |             | 625.00 |               |
| 2-0002 |             | 625.00 |               |
| 2-0003 |             | 625.00 |               |
| 2-0004 |             | 625.00 |               |
| 2-0005 |             | 625.00 |               |
| 2-0006 |             | 625.00 |               |
| 2-0007 |             | 625.00 |               |
| 2-0008 |             | 625.00 |               |

**Fig. 3.25**  
Fixed Asset Maintenance, Asset Component Maintenance

*Tag.* Enter a unique tag number for the asset component. You can access this field only if you are adding a tag.

*Description.* Enter up to 20 characters describing this asset component.

*Amount.* Enter the amount paid to acquire the asset component. This amount is automatically calculated by dividing the cost by the number of components entered on the Fixed Asset Maintenance header screen. If you change this amount, the total amounts for all asset components must equal the value in the Cost field on the Fixed Asset Maintenance header.

*Serial Number.* Optionally enter a serial number for the asset. This number is a unique identifier for the asset and is not necessarily the same as the asset ID.

## Split

Access this function by choosing Split on the Asset Component Maintenance screen.

Use this function to divide an asset into two separate assets. This is referred to as splitting. Splitting is used to divide an asset containing a group of individual items into two separate assets. Splitting is also used for partial retirements and transfers.

Enter a unique asset ID for the components being removed from the asset. If Auto Generate Asset is Yes in Fixed Asset Control, the system automatically assigns an asset ID using the predefined Number Range Management sequence.

The new asset is created containing the separate items and the appropriate percentage of the original asset cost, salvage, depreciation, and depreciation adjustments. The Split From and Split Date fields on the Option screen are updated to reflect the source asset and the date of creation.

**Fig. 3.26**  
Fixed Asset  
Maintenance, Split

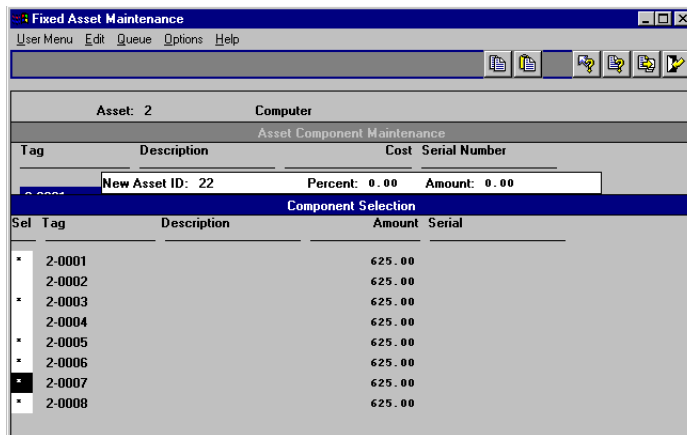
| Tag    | Description      | Cost     | Serial Number |
|--------|------------------|----------|---------------|
| 1-0001 | New Asset ID: 22 | 3,500.00 |               |

*New Asset ID.* Enter a unique asset ID for the components being removed from the asset. If Auto Generate Asset is Yes in Fixed Asset Control, the system automatically assigns an asset ID using the predefined Number Range Management sequence.

*Percent.* If the asset has only one component, enter the percentage of the original asset cost to assign to the new asset. You can also enter a currency amount in Amount.

*Amount.* If the asset has only one component, enter the base currency amount to assign to the new asset. You can also enter a percentage of the original cost in Percent.

If the asset has multiple components, you can choose from a list. By default, all components are selected.



**Fig. 3.27**  
Fixed Asset Maintenance, Component Selection

*Sel.* This field indicates whether to split this component. Press the spacebar or Enter key to select the components you want to split. An asterisk indicates selection.

## Fixed Asset Batch Maintenance

Use Fixed Asset Batch Maintenance (32.7) to group similar fixed assets together in a batch and add them to the system as individual asset records. Batch processing lets you group up to 25 fixed assets and add them to the system as individual asset records.

**Note** Fixed-asset batches have no relation or similarity to batches used in other financial modules.

After the assets are created, you can modify them individually in Fixed Asset Maintenance.

▶ See page 89 for details.

To allow for CIM processing, Fixed Asset Batch Maintenance does not use the standard buttons found in other fixed-asset functions. You can use the CIM-load functions to load fixed-asset data into the system.

**Fig. 3.28**  
Fixed Asset Batch  
Maintenance (32.7)

**Batch.** Enter a unique batch ID or press Go to have the system assign a batch ID. System-generated batch IDs are in the format YYMMDDNN. YY is the year, MM is the month, DD is the day, and NN is the next batch number for the day.

**Batch Control.** Enter a control amount for this batch. The control amount is the total value for all the assets in the batch. Use the control amount to set a minimum or maximum amount allowed for the batch.

Choose the Assets function to add assets to the batch.

**Fig. 3.29**  
Fixed Asset Batch  
Maintenance,  
Assets

**Asset.** Enter a unique ID of up to 12 characters identifying a fixed asset that is part of the batch.

If Auto Generate Asset is Yes in Fixed Asset Control, this field cannot be updated. Asset IDs are automatically assigned.

**Asset Description.** Enter up to 30 characters describing the fixed asset. This description is for reference only and displays on various reports and inquiries.

**Class.** Enter a predefined class ID. Define class IDs in Class Maintenance.

The class determines the default account codes for the asset.

**Location.** Enter a predefined location ID. Define location IDs in Location Maintenance.

Fixed-asset location codes refer to the accounting location of the fixed asset. This location does not necessarily have to be the physical location of the fixed asset.

**Service Date.** Enter the date that this fixed asset was put into service. The service date is the default date used to calculate depreciation.

This date must be in an open GL calendar period and must exist in any fixed-asset calendars associated with default books in the class.

*Cost.* Enter the amount paid to acquire the asset.

This cost is used to calculate the basis amount for each default book created for the asset.

*Salvage.* Enter an optional salvage value for this asset.

Salvage value is the estimated value of property at the end of its useful life. It is the amount reasonably expected in an open market for the asset after it is no longer productive. If a salvage value is defined at the beginning of the depreciation calculation, it is used to reduce the depreciable basis.

*Components.* Enter the number of components that belong to this asset ID. If you are updating an asset, the new value cannot be less than the original value entered.

For example, if an asset is acquired that consists of 200 chairs, the chairs can be grouped together as one asset. In this case, you set components to 200.

You cannot enter a value less than 1.

*Total Units.* If you are using the units-of-production depreciation method, enter the estimated total number of units that this asset is expected to produce during its service life.

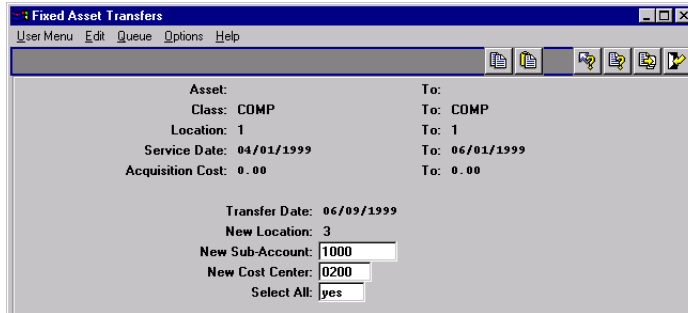
*Units/Period.* If you are using the units-of-production depreciation method, enter the estimated number of units that this asset is expected to produce each period.

*UM.* If you are using the units-of-production depreciation method, enter the unit of measure for this asset; for example, inch or foot.

## Fixed Asset Transfers

Use Fixed Asset Transfers (32.16) to transfer multiple assets from one predefined location to another.

The new cost center and sub-account combination is validated with the accounts associated with the asset if Verify GL Accounts is Yes in Domain/Account Control. You cannot complete the transfer if there is an invalid combination.



**Fig. 3.30**  
Fixed Asset  
Transfers (32.16)

*Asset, To.* Enter a range of asset IDs to select assets to transfer.

*Class, To.* Enter a range of class IDs to select assets to transfer.

*Location, To.* Enter a range of location IDs to select assets to transfer.

*Service Date, To.* Enter the first service date in a range to select assets to transfer.

*Acquisition Cost, To.* Enter a range of acquisition costs to select assets to transfer.

*Transfer Date.* Enter the effective date of the transfer. This date must be in an open GL period.

There cannot be any other transfer transactions for these assets in the same period as the date entered.

*New Location.* Enter the new location for the assets. This location must be defined in Location Maintenance.

*New Sub-Account.* Enter the new sub-account for the transferred assets. The default is the sub-account for the new location.

*New Cost Center.* Enter the new cost center for the transferred assets. The default is the cost center for the new location.

*Select All.* This field indicates whether the assets matching the selection criteria are automatically selected for the transfer.

**Yes:** All assets matching the selection criteria are selected to transfer. You can modify the assets on the Select Assets to Transfer screen.

**No:** Assets are not automatically selected. You must manually select the assets on the Select Assets to Transfer screen.

**Fig. 3.31**  
Fixed Asset  
Transfers, Select  
Assets to Transfer

| Sel | Asset        | Location | Service Date | Basis Amount | Net Book Value |
|-----|--------------|----------|--------------|--------------|----------------|
|     | 65           | 1        | 01/10/1999   | 364.57       | 356.32         |
| *   | 65a          | 4        | 01/10/1999   | 22.90        | 22.89          |
|     | 65phasell    | 4        | 01/10/1999   | 1,000.00     | 998.19         |
|     | 701          | 4        | 01/10/1999   | 91.14        | 89.08          |
| *   | 710          | 4        | 01/10/1999   | 0.00         | 0.00           |
| *   | AT00001      | Chicago1 | 05/03/1999   | 9,899.77     | 8,662.27       |
| *   | AT00004      | Tampa2   | 04/06/1999   | 9,592.75     | 9,350.07       |
| *   | AT00006      | NJ       | 03/08/1999   | 9,388.07     | 0.00           |
| *   | AT00008      | Chicago1 | 02/10/1999   | 9,183.39     | 6,377.40       |
| *   | AT00009      | Chicago2 | 02/11/1999   | 9,081.05     | 7,491.87       |
| *   | axv042600001 | 4        | 04/01/1999   | 12,000.00    | 11,800.00      |
| *   | bm990426b    | 4        | 04/01/1999   | 12,345.00    | 12,345.00      |

*Sel.* This field indicates whether to transfer this component. Press the spacebar or Enter key to select the components you want to transfer. An asterisk indicates selection.

## Fixed Asset Retirements

Use Fixed Asset Retirements (32.19) to dispose of multiple assets at one time.

**Fig. 3.32**  
Fixed Asset  
Retirements (32.19)

Asset: 1 To: 9  
 Class: COMP To: COMP  
 Location: To:  
 Service Date: / / To: / /  
 Acquisition Cost: 0.00 To: 0.00  
 Enty: 1000  
 Disposition Date: 06/09/1999  
 Disposition Reason: sold  
 Sold For: 200.00  
 Select All: yes

*Asset, To.* Enter a range of asset IDs to select assets to retire.

*Class, To.* Enter a range of class IDs to select assets to retire.

*Location, To.* Enter a range of Location IDs to select assets to retire.

*Service Date, To.* Enter a range of service dates to select assets to retire.

**Acquisition Cost, To.** Enter a range of acquisition costs to select assets to retire.

**Entity.** Enter the entity for the assets you want to select to retire. This is a required entry. The default is the domain's primary entity.

**Disposition Date.** Enter the effective date of the retirement. This is a required entry. This date must be in an open GL period.

**Disposition Reason.** Enter the reason for the disposal of the asset. The field is validated against codes set up in Generalized Codes Maintenance for field fa\_disp\_rsn.

This is the reason the asset is removed from service and ownership interest relinquished. Examples of disposition reasons are sold, stolen, destroyed, donated, and impaired.

**Sold For.** Enter the amount received for the disposal of the asset. This field is optional.

The disposition amount is assigned to each asset that you are retiring. This amount is used when calculating the gain or loss on the disposition of an asset.

**Select All.** This field indicates whether the assets matching the selection criteria are automatically selected to retire.

**Yes:** All assets matching the selection criteria are selected to retire. You can modify the assets on the Select Assets to Retire screen.

**No:** Assets are not automatically selected. You must manually select the assets on the Select Assets to Retire screen.

| Fixed Asset Retirements           |         |             |            |              |                |
|-----------------------------------|---------|-------------|------------|--------------|----------------|
| User Menu Edit Queue Options Help |         |             |            |              |                |
| Select Assets to Retire           |         |             |            |              |                |
| Sel                               | Asset   | Description | Serv Date  | Basis Amount | Net Book Value |
|                                   | 1       | Computer    | 07/01/1999 | 2,000.00     | 1,950.00       |
|                                   | 2       | Computer    | 07/01/1999 | 4,750.00     | 4,670.83       |
| *                                 | AD-0103 | Asset AD3   | 07/11/1997 | 9,857.77     | 9,745.32       |
|                                   | AD-0201 | Asset AD1   | 07/03/1997 | 9,899.77     | 9,743.76       |
| *                                 | AD-0203 | Asset AD3   | 07/11/1997 | 9,857.77     | 9,745.32       |
|                                   | AD-0301 | Asset AD1   | 07/03/1997 | 9,899.77     | 9,743.76       |
| *                                 | AD-0303 | Asset AD3   | 07/11/1997 | 9,857.77     | 9,745.32       |

**Fig. 3.33**  
Fixed Asset Retirements, Select Assets to Retire

**Sel.** This field indicates whether to retire this component. Press the spacebar or Enter key to select the components you want to retire. An asterisk indicates selection.

## Using CIM to Load Fixed-Asset Data

▶ See *User Guide: Manager Functions* for details on CIM.

The functions on the CIM Interface Menu (36.15) let you transfer properly formatted data from an external file into the database. This is particularly useful when initially populating the database or when large numbers of changes are required.

You can use either of two programs for loading fixed-asset data using CIM:

- Use Fixed Asset Maintenance to load basic data and specific details such as prior depreciation amounts or to change default values such as the asset life and depreciation method.
- Use Fixed Asset Batch Maintenance to load basic data for 25 asset records at a time. These records can then be modified as needed in Fixed Asset Maintenance.

### Using CIM with Fixed Asset Maintenance

When loading CIM data into Fixed Asset Maintenance, you include the names of the buttons that are pressed while manually entering data. The following example illustrates how to add asset FA01 by specifying the Add button.

```
@@batchload fafamt.p
"add"
"FA01" "Asset Added through CIM" "FL01" "001"
04/24/00 1000
100
"end"
@@end
```

Figure 3.34 is an example of a CIM data input file to add an asset and update the depreciation amount and date for a selected book. An explanation of each line follows the example.

```

1 @@batchload fafamt.p
2 "add"
3 "FA02" "Asset Added through CIM" "FL01" "001"
4 04/28/00 1000
5 100 1000 1 Yes "Auth-No"
6 "books"
7 "find"
8 "PB"
9 "detail"
10 "update"
11 300 04/26/00
12 "end"
13 "end"
14 "end"
15 .
16 @@end
    
```

**Fig. 3.34**  
CIM Data  
Input File for  
Depreciation  
Amount

Table 3.1 explains each element of the CIM data input file.

| Line | Explanation   |
|------|---|
| 1    | Indicates the beginning of the CIM data file  |
| 2    | Select Add button on the Fixed Asset Maintenance header   |
| 3    | “FA02”: Asset field<br>“Asset Added through CIM”: Asset description field<br>“FL01”: Class field<br>“001”: Location field           |
| 4    | 04/28/00: Service Date field<br>1000: Cost field  |
| 5    | 100: Salvage field<br>1000: Replacement field<br>1: Components field<br>Yes: Depreciate Asset field<br>“Auth-No”: Auth Number field |
| 6    | Select Books button on the Fixed Asset Maintenance header   |
| 7    | Select Find button on the Depreciation Books frame  |
| 8    | Enter the name of the book to find: PB  |
| 9    | Select Detail button on the Depreciation Books frame  |
| 10   | Select Update button on the Book Detail frame   |
| 11   | 300: Override Accumulated Dep field<br>4/26/00: Override Depreciation Date field  |

**Table 3.1**  
CIM Data Input  
File Elements

| Line | Explanation  |
|------|--|
| 12   | Select End button on the Book Detail frame               |
| 13   | Select End button on the Depreciation Books frame        |
| 14   | Select End button on the Fixed Assets Maintenance header |
| 15   | End  |
| 16   | Indicates the ending of the CIM data file                |

In Location Maintenance (32.1.13), you can define a sub-account and cost center for all assets referencing a location. This sub-account and cost center combination sets the default for all accounts defined in Fixed Asset Maintenance.

In some cases, a business may have different sub-accounts or cost centers associated with each fixed-asset account. The default values can be modified using a CIM-load script.

▶ See “Asset Account Maintenance” on page 58.

Up to seven accounts can be defined in the Accounts frame of Fixed Asset Maintenance. These are referenced by numbers from 1 to 7.

- 1: Asset Account
- 2: Accumulated Expense
- 3: Periodic Expense
- 4: Construction in Proc
- 5: Gain on Disposal
- 6: Loss on Disposal
- 7: Asset Suspense

The example in Figure 3.35 is a CIM data input file to update the first three GL accounts of an existing asset. The general format is as follows:

- Enter a number representing the account type (1-7).
- On the next line, specify an update statement.
- On the next line, enter account code values: account, sub-account, cost center, and project.

```

@@@batchload fafamt.p
"find"
"asset1"
"options"
"accts"
"1"
"update"
"1800" "sub1" "cc-1" "pr1"
"2"
"update"
"1810" "sub2" "cc-2" "pr1"
"3"
"Update"
"1820" "sub3" "cc-3" "pr1"
"end"
"end"
"end"
@@@end
    
```

**Fig. 3.35**  
 CIM Data  
 Input File for  
 Updating Accounts

### Using CIM Load in Fixed Asset Batch Maintenance

In Fixed Asset Batch Maintenance, you can use the CIM-load functions to load basic fixed-asset data for 25 assets at a time into the system.

Use the numbers in Table 3.2 to represent the corresponding radio buttons in your CIM data input file.

| Screen                                      | Number | Radio Button |
|---|--------|--------------|
| Fixed Asset Batch Maintenance header screen | 1      | Update       |
|   | 2      | Add          |
|   | 3      | Assets       |
|   | 4      | Create       |
|   | 5      | Undo         |
|   | 6      | Find         |
|   | 7      | Delete       |
|   | 8      | End          |
| Assets screen                               | 1      | Update       |
|   | 2      | Add          |
|   | 3      | Delete       |
|   | 4      | End          |

**Table 3.2**  
 Radio Button  
 Definitions

Figure 3.36 is an example of a CIM data input file for Fixed Asset Batch Maintenance.

**Fig. 3.36**  
CIM Data  
Input File

```

1  @@batchload fabchmt.p
2  "2"
3  "30" "960"
4  "3"
5  "2"
6  "Asset 1" "first asset" "db01" "ca" "11/01/99" "430" "100" "1"
7  "100000" "1000" "ea"
8
9  "Asset 2" "second asset" "db01" "ca" "11/05/99" "530" "100" "1"
10 "100000" "1000" "ea"
11 "4"
12 "4"
13 "8"
14 .
15 @@end
    
```

Table 3.3 explains each element of the CIM data input file.

**Table 3.3**  
CIM Data Input  
File Elements

| Line | Explanation  |
|------|--|
| 1    | Indicates the beginning of the CIM data file   |
| 2    | Add radio button on the Fixed Asset Batch Maintenance header   |
| 3    | Input for Batch and Batch Control fields   |
| 4    | Assets radio button on the Fixed Asset Batch Maintenance header  |
| 5    | Add radio button on the Assets screen  |
| 6    | “Asset 1”: Asset field<br>“first asset”: Asset description field<br>“db01”: Class field<br>“ca”: Location field<br>“11/01/99”: Service Date field<br>“430”: Cost field<br>“100”: Salvage field<br>“1”: Components field<br>“100000”: Total Units field<br>“1000”: Units/Period field<br>“ea”: UM field |

| <b>Line</b> | <b>Explanation</b>  |
|-------------|---|
| 7           | If the units-of-production depreciation method is used, enter information for the following three fields: <ul style="list-style-type: none"><li>• “100000”: Total Units field</li><li>• “1000”: Units/Period field</li><li>• “ea”: UM field</li></ul> |
| 8           | Leave a blank line after each asset in the batch except the last  |
| 9           | Same explanation as line 6  |
| 10          | Same explanation as line 7  |
| 11          | End radio button on the Assets screen   |
| 12          | Create radio button on the Fixed Asset Batch Maintenance header   |
| 13          | End radio button on the Fixed Asset Batch Maintenance header  |
| 14          | End   |
| 15          | Indicates the ending of the CIM data file   |





Chapter 4

# Maintaining Fixed Assets

This chapter describes how to maintain fixed assets.

*Creating Fixed-Asset Transactions*   **94**

*GL Transactions in Fixed Assets*   **96**

*Voiding GL Transactions*   **97**

*Deleting and Archiving Fixed Assets*   **98**

## Creating Fixed-Asset Transactions

Use Fixed Asset Transaction Post (32.13) to create unposted fixed-asset transactions for assets by entity. Transactions are created for acquisition, depreciation expenses, transfer, retirement of assets, and adjustments. After you run Fixed Asset Transaction Post, you must run Transaction Post (25.13.7) to update the general ledger (GL).

At the end of each reporting period, run Fixed Asset Transaction Post to create unposted fixed-asset transactions. An audit trail report is created before creating unposted transactions. If necessary, make adjustments in Fixed Asset Maintenance and rerun Fixed Asset Transaction Post for that period.

Accumulated depreciation and depreciation expenses from the posting book update the asset accounts, sub-accounts, cost centers, and projects.

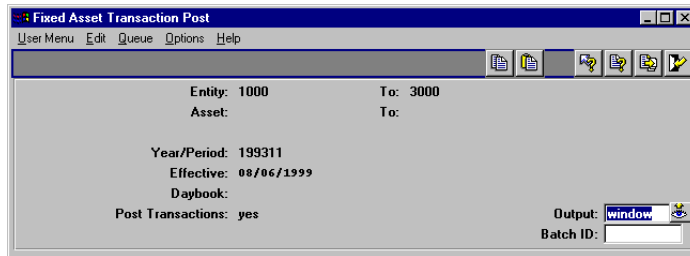
Fixed Asset Transaction Post creates unposted transactions for the following fixed-asset accounts:

- Asset
- Accumulated Expense
- Periodic Expense
- Construction in Process
- Gain on Disposal
- Loss on Disposal
- Asset Suspense

▶ See page 97 for information.

If transactions are created in error, use Fixed Asset Transaction Void (32.14) to reverse the entries.

To create the GL entries for the fixed-asset transactions, you must run Transaction Post (25.13.7) for transaction type FA.



**Fig. 4.1**  
Fixed Asset  
Transaction Post  
(32.13)

*Entity, To.* Enter a range of entities to select transactions to be posted.

**Note** If Entity is blank and you are using daybooks, you must first create a system daybook for a blank entity in Default Daybook Maintenance (25.8.4). Otherwise, an error displays and you cannot proceed.

*Asset, To.* Enter a range of asset IDs to select assets to be posted.

*Effective.* Enter the date when fixed-asset transactions are effective in the GL. GL entries are created for the year/period. The effective date is validated against the open GL period. The default is the system date.

*Daybook.* Enter a predefined daybook code. Define daybooks in Daybook Maintenance (25.8.1) and Default Daybook Maintenance (25.8.4). This daybook is the default for FA transaction types and FA document types. If a default daybook is not defined for FA, the system daybook defaults.

*Post Transactions.* This field determines whether transactions are posted to the GL.

**Yes:** A journal report is printed and the unposted transactions are created. GL entries post summary or detail information according to the Summarized Journal field in Fixed Asset Control.

**No:** The system generates the journal report and the unposted transactions are not created.

If any errors occur, an error report is generated with the problematic journals and no unposted transactions are created. You must fix the errors and run the Fixed Asset Transaction Post function again.

## GL Transactions in Fixed Assets

▶ See “Accounts” on page 11 for details.

The following unposted transactions are created when you run Fixed Asset Transaction Post for each activity.

When an asset is acquired, the following accounts are affected:

- The acquisition cost debits the Asset account.
- The acquisition cost credits the Construction in Process account.

When the asset depreciation is posted, the following accounts are affected:

- The depreciation expense debits the Periodic Expense account.
- The depreciation expense credits the Accumulated Expense account.

When an asset is retired, the following accounts are affected:

- The acquisition cost credits the Asset account.
- The accumulated depreciation debits the Accumulated Expense account.
- The amount of the sale debits the Asset Suspense account.
- If there is a gain on disposal, the Gain on Disposal account is credited. If there is a loss on disposal, the Loss on Disposal account is debited.

When an asset is transferred within the same entity and different locations, the following accounts are affected:

- The asset-acquisition cost credits the Asset account for the old location and debits the Asset account for the new location.
- The accumulated asset depreciation debits the Accumulated Expense account for the old location and credits the Accumulated Expense account for the new location.

When an asset is transferred between two entities, the following accounts are affected:

- The asset-acquisition cost credits the old entity and debits the new entity. The asset-acquisition cost also debits the Intercompany Fixed Assets (Debit) account for the old entity and credits the Intercompany Fixed Assets (Credit) account for the new entity.

- The accumulated asset depreciation debits the Accumulated Expense account for the old entity and credits the Accumulated Expense account for the new entity. The accumulated asset depreciation also credits the Intercompany Fixed Assets (Credit) account for the old entity and debits the Intercompany Fixed Assets (Debit) account for the new entity.

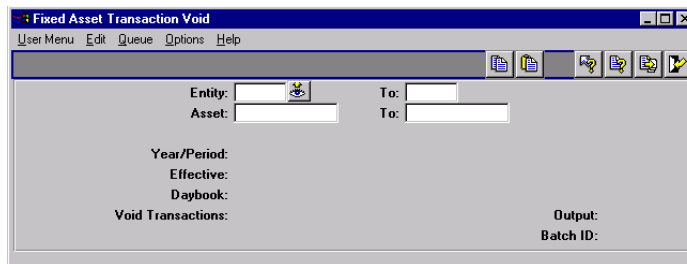
## Voiding GL Transactions

Use Fixed Asset Transaction Void (32.14) to correct errors for unposted depreciation, acquisitions, transfers, retirements, and adjustments.

Reversing fixed-asset transactions are generated for the original entries created by Fixed Asset Transaction Post. You must run Transaction Post (25.13.7) to update the GL.

You can void fixed-asset transactions only if the GL is open for the period you want to void. You cannot void entries for periods before the last posted period unless the last posted period is voided first. You must use the Fixed Asset Transaction Post function to repost the voided periods.

Unposted fixed-asset transactions are created for voids that affect posting books. For voided depreciation, the fixed-asset transactions reverse the postings for accumulated depreciation and depreciation expense.



**Fig. 4.2**  
Fixed Asset  
Transaction Void  
(32.14)

*Entity, To.* Enter a range of entities to select GL transactions to void.

*Asset, To.* Enter a range of asset IDs to select assets to void.

*Effective.* Enter the GL effective date for the void transaction. This is the date the transactions will be posted to the GL. The default is the system date.

*Daybook.* Enter a predefined daybook code. Define daybooks in Daybook Maintenance (25.8.1) and Default Daybook Maintenance (25.8.4). This daybook is the default for FA transaction types and FA document types. If a default daybook is not defined for FA, the system daybook defaults.

*Void Transactions.* This field determines whether GL transactions are voided.

Yes: Fixed-asset transactions are voided and an audit trail is printed.

No: The system generates the journal report and the fixed-asset transactions are not voided.

## Deleting and Archiving Fixed Assets

Use Retired Asset Delete/Archive (32.23) to delete and archive retired assets.

The system does not automatically delete historical information at period or year end. It is up to you to delete this information, as frequently or as infrequently as you prefer. Most companies keep historical information for at least one year or longer, depending on availability of disk space.

Usually a delete/archive function is run twice. First run it with Delete set to No and review the report. Then run it with Delete set to Yes.

**Fig. 4.3**  
Retired Asset  
Delete/Archive  
(32.23)

*Disposition Date, To.* Enter a range of disposition dates to select retired assets to delete or archive.

*Disposition Reason, To.* Enter a range of disposition reasons to select retired assets to delete or archive.

*Asset, To.* Enter a range of asset IDs to select retired assets to delete or archive.

*Class, To.* Enter a range of class IDs to select retired assets to delete or archive.

*Location, To.* Enter a range of location IDs to select retired assets to delete or archive.

*Delete.* This field indicates whether to delete the selected records without generating a report.

Yes: The selected records are deleted from your database.

If you set Archive to Yes, the selected records are copied to an ASCII file before deletion. Use Archive File Reload to reload the data, if needed.

No: The selected records are not deleted. A report is generated listing the selected records.

*Archive.* This field indicates whether to archive the selected records.

Yes: The selected records are copied to an ASCII file. The system creates a file name in the following format: faYYMMDD.hst, where YYMMDD is the file creation date. If this file does not exist, it is created. If it does exist, it is modified.

No: The selected records are not copied to an ASCII file.

You should keep a record of the name of the file and its contents because there is no label within the file. The name of the file only identifies the module and the date the file was created. If you need to reload particular data, you must know the correct file name.



# Fixed Assets Reports

*Periodic Activity Report*    **102**

*Depreciation Adjustment Report*    **102**

*Acquisition Report*    **103**

*Depreciation Expense Report*    **103**

*Asset Depreciation Array Report*    **104**

*Assets Owned Report*    **104**

## Periodic Activity Report

Use Periodic Activity Report (32.5.1) to review asset activity for a period by entity. The report shows the asset cost at the beginning of the period, cost of acquisitions, transfers, adjustments, and retirements. Use the selection criteria to limit the information reported.

**Fig. 5.1**  
Periodic Activity  
Report (32.5.1)

The screenshot shows a window titled "Periodic Activity Report" with a menu bar (User Menu, Edit, Queue, Options, Help) and a toolbar with icons for file operations. The main area is labeled "Selection Criteria" and contains the following fields:

- Entity: [ ] To: [ ]
- Asset: [ ] To: [ ]
- Year/Period: 199908
- Print Totals Only: no
- Include Non-Depreciating Assets: no

*Print Totals Only.* Indicate whether you want a summary or detail report of the assets activity.

Yes: The report prints totals for all asset activity.

No: The report prints each individual asset activity.

## Depreciation Adjustment Report

Use Depreciation Adjustment Report (32.5.3) to review any adjusted assets. The report shows the type of adjustment and any relevant adjustment amounts. Use the selection criteria to limit the information reported.

**Fig. 5.2**  
Depreciation  
Adjustment Report  
(32.5.3)

The screenshot shows a window titled "Depreciation Adjustment Report" with a menu bar (User Menu, Edit, Queue, Options, Help) and a toolbar with icons for file operations. The main area is labeled "Selection Criteria" and contains the following fields:

- Book: [ ] To: [ ]
- Location: [ ] To: [ ]
- Class: [ ] To: [ ]
- Entity: [ ] To: [ ]
- Year/Period: 199908
- Include Non-Depreciating Assets: no

## Acquisition Report

Use Acquisition Report (32.5.5) to view acquired assets within a specific period. This report lists posting book information only. Use the selection criteria to limit the information reported.

The screenshot shows a window titled "Acquisition Report" with a menu bar (User Menu, Edit, Queue, Options, Help) and a toolbar with icons for file operations. The main area is labeled "Selection Criteria" and contains the following fields:

- Class: [ ] To: [ ]
- Location: [ ] To: [ ]
- Entity: [ ] To: [ ]
- Year/Period: 199908
- Include Non-Depreciating Assets: no

**Fig. 5.3**  
Acquisition Report  
(32.5.5)

## Depreciation Expense Report

Use Depreciation Expense Report (32.5.7) to view depreciation expenses within a specific period by entity. Use the selection criteria to limit the information reported.

The screenshot shows a window titled "Depreciation Expense Report" with a menu bar (User Menu, Edit, Queue, Options, Help) and a toolbar with icons for file operations. The main area is labeled "Selection Criteria" and contains the following fields:

- Entity: [ ] To: [ ]
- Book: [ ] To: [ ]
- Class: [ ] To: [ ]
- Asset: [ ] To: [ ]
- Year/Period: 199908
- Print Totals Only: no

**Fig. 5.4**  
Depreciation  
Expense Report  
(32.5.7)

*Print Totals Only.* Indicate whether you want a summary or detail report of the depreciation expenses.

Yes: The report prints totals for all depreciation expenses.

No: The report prints each individual asset depreciation expense.

## Asset Depreciation Array Report

Use Asset Depreciation Array Report (32.5.9) to view the lifetime depreciation expenses of your assets. This report displays the original depreciation expense schedule and any adjustments. Use the selection criteria to limit the information reported.

**Fig. 5.5**  
Asset Depreciation  
Array Report  
(32.5.9)

*Summary.* Indicate whether you want a summary or detail report of asset lifetime depreciation expenses.

**Yes:** The report prints a summary for all lifetime depreciation expenses.

**No:** The report prints the lifetime depreciation expense for each asset.

## Assets Owned Report

Use Assets Owned Report (32.5.11) to view all your company's fixed assets. You can view a detail or summary form. Use the selection criteria to limit the information reported.

If you enter an As of Date that is after the last depreciable period, then the accumulated depreciation calculation is based on the last depreciable year period.

**Note** If the asset uses the units-of-production depreciation method and no actual period units exist for the date entered in the As of Date, the accumulated depreciation is calculated by multiplying the accumulated units by the unit cost. If actual period units do exist for the As of Date, then accumulated depreciation is determined from the fixed asset book depreciation detail record that contains the actual period units.

The screenshot shows a software window titled "Asset Owned Report" with a menu bar (User, Menu, Edit, Queue, Options, Help) and a toolbar. The main area is labeled "Selection Criteria" and contains the following fields:

|                                   |                                     |     |                      |
|-----------------------------------|-------------------------------------|-----|----------------------|
| Location:                         | <input type="text"/>                | To: | <input type="text"/> |
| Asset:                            | <input type="text"/>                | To: | <input type="text"/> |
| Book:                             | <input type="text"/>                | To: | <input type="text"/> |
| Class:                            | <input type="text"/>                | To: | <input type="text"/> |
| Entity:                           | <input type="text"/>                | To: | <input type="text"/> |
| Year/Period:                      | <input type="text"/>                | To: | <input type="text"/> |
| As Of Date:                       | <input type="text" value="199908"/> |     |                      |
| Print Totals Only:                | <input type="text" value="no"/>     |     |                      |
| Include Non-Depreciating Assets:  | <input type="text" value="no"/>     |     |                      |
| Include Fully Depreciated Assets: | <input type="text" value="no"/>     |     |                      |
| Include Retired Assets:           | <input type="text" value="no"/>     |     |                      |

**Fig. 5.6**  
Assets Owned  
Report (32.5.11)

*Year/Period, To.* Enter a range of periods for selecting assets for reporting. The format is XXXXYY, where XXXX is the year and YY is the period.

When the posting book is used for reporting, the system uses the GL calendar to obtain the report output based on the specified year and period range. When a non-posting book is used, the system uses the associated fixed-asset calendar. If one is not available, the GL calendar is used just as with posting book report output.

*As of Date.* Enter the effective date for this report. The default is today's date. The format is XXXXYY, where XXXX is the year and YY is the period.

*Print Totals Only.* Indicate whether you want a summary or detail report of your company's assets. This is a required entry.

Yes: The report prints a summary report for your company's assets.

No: The report prints the details for each individual asset.



# Index

## Numerics

- 32.1.1 20
- 32.1.5 25
- 32.1.9 27
- 32.1.13 28
- 32.1.17 29
- 32.3 52
- 32.5.1 102
- 32.5.3 102
- 32.5.5 103
- 32.5.7 103
- 32.5.9 104
- 32.5.11 104
- 32.7 80
- 32.11 47
- 32.13 94
- 32.14 97
- 32.16 82
- 32.19 84
- 32.23 98
- 32.24 18

## A

- accounts
  - fixed asset 11, 32
  - intercompany 10
- Acquisition Report 103
- archive/delete
  - fixed assets 98
- archiving assets 98
- Asset Depreciation Array Report 104
- assets
  - See* fixed assets
- Assets Owned Report 104

## B

- batch
  - fixed assets 80

- Book Maintenance 27
- books
  - fixed asset 27
- buttons in user interface 12

## C

- calendars
  - fixed asset 25
- CIM interface
  - example 90
  - fixed assets 86, 89
- Class Account Default Maintenance 31
- Class Maintenance 29
  - class accounts 31
- classes
  - fixed asset 29
- control program
  - Fixed Assets 18
- conventions. *See* depreciation
  - conventions
- custom-table depreciation method 38

## D

- declining-balance depreciation method 33
- declining-balance switch to straight-line depreciation
  - method 34
- delete/archive
  - fixed assets 98
- depreciation
  - adjustments 70
  - books 27
  - conventions 22
    - full period 22
    - full quarter 22
    - full year 23
    - half period 22
    - half quarter 22
    - half year 23

- modified half year version 1 23
- modified half year version 2 23
- next period 22
- meters 47
- methods 20
  - custom table 38
  - declining balance 33
  - declining balance switch to straight line 34
  - flat rate 36
  - straight line 32
  - sum of the years' digits 35
  - units of production 37
- Depreciation Adjustment Report 102
- Depreciation Expense Report 103

## E

Entity Code Maintenance 10

## F

Fixed Asset Batch Maintenance 80

- CIM loading into 89

Fixed Asset Calendar Maintenance 25  
Fixed Asset Control 18  
Fixed Asset Maintenance 52

- CIM loading into 86
- frames
  - asset account maintenance 58
  - asset component maintenance 76
  - book detail 72
  - depreciation adjustment 70
  - depreciation books 68
  - depreciation query 73
  - depreciation schedule 74
  - header 53
  - insurance data 67
  - option 56
  - retire 59
  - split 78
  - transaction comments 65
  - transfer 62
  - units of production (UOP) 75
  - units of production (UOP) audit 74
  - user field maintenance 66

Fixed Asset Meter Maintenance 47  
Fixed Asset Retirements 84  
Fixed Asset Transaction Post 94  
Fixed Asset Transaction Void 97  
Fixed Asset Transfers 82  
fixed assets

- account types 11
- creating 51–82
- delete/archive 98

- deleting assets 98
- depreciation
  - adjustments 70
  - books 68
  - conventions 22
  - meters 47
  - methods 20
- insurance data 67
- language detail codes 14
- multiple components 76
- overview 6
- partial retirements 61
- partial transfers 63
- retiring 59, 84
- setup 17–49
  - base data 9
  - books 27
  - business rules 19–47
  - calendars 25
  - classes 29
  - control program 18
  - depreciation methods 20
  - intercompany accounts 10
  - locations 28
  - meters 47
- splitting 78
- transaction comments 65
- transactions 96
- transferring 62, 82
- validated fields 13
- workflow 6

flat-rate depreciation method 36

## G

general ledger (GL)

- fixed assets 96

generalized codes, fixed asset 13

## H

HTML screens

- selecting button functions 12

## I

insurance data

- fixed assets 67

intercompany accounts 10

## L

Language Detail Maintenance 14  
Location Maintenance 28  
locations

fixed asset 28

## M

meters

fixed asset 47

Method Maintenance 20

methods, depreciation 20

## N

navigating user interface 12

number range management (NRM)

fixed assets use of 18

## P

Periodic Activity Report 102

## R

Retired Asset Delete/Archive 98

retiring fixed assets 59, 84

## S

salvage

fixed asset 55

straight-line depreciation method 32

sum-of-the-years'-digits depreciation method 35

## T

transactions

general ledger

fixed assets 96

transferring fixed assets 62, 82

## U

units-of-production (UOP) depreciation method 37

UOP. *See* units-of-production (UOP) depreciation method

user interface 12

