

**MFG/PRO® eB**

# **User Guide Volume 4B**

**FINANCIALS**

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 MFG/PRO eB Documentation .....	2
Online Help .....	3
QAD Web Site .....	3
Conventions .....	4
<b>CHAPTER 1 INTRODUCTION TO FIXED ASSETS .....</b>	<b>5</b>
Introduction .....	6
Fixed-Asset Work Flow .....	6
Control File .....	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 .....	10
Accounts .....	10
Navigation .....	11
Validated Fields .....	12
Language Detail Codes .....	13

**CHAPTER 2 PREPARING TO USE FIXED ASSETS . . . . . 15**

Introduction . . . . . 16

Setting Up Control File Parameters . . . . . 16

Setting Up Business Rules . . . . . 18

    Setting Up Methods . . . . . 19

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

    Setting Up Books . . . . . 26

    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 . . . . . 53

    Fixed Asset Maintenance Header . . . . . 53

    Option . . . . . 56

    Asset Account Maintenance . . . . . 58

    Retirement . . . . . 59

    Asset Transfer . . . . . 62

    Transaction Comments . . . . . 65

    User Field Maintenance . . . . . 67

    Insurance Data . . . . . 67

    Depreciation Books . . . . . 68

    Depreciation Adjustment . . . . . 70

    Book Detail . . . . . 73

    Depreciation Query . . . . . 74

    Units of Production and Depreciation Schedule . . . . . 76

    Asset Component Maintenance . . . . . 77

    Split . . . . . 79

Fixed Asset Batch Maintenance . . . . . 81

    CIM Load . . . . . 83

Fixed Asset Transfers . . . . .	85
Fixed Asset Retirements . . . . .	87
<b>CHAPTER 4 MAINTAINING FIXED ASSETS. . . . .</b>	<b>91</b>
Creating Fixed-Asset Transactions . . . . .	92
GL Transactions in Fixed Assets . . . . .	94
Voiding GL Transactions . . . . .	95
Deleting and Archiving Fixed Assets . . . . .	96
<b>CHAPTER 5 FIXED ASSETS REPORTS . . . . .</b>	<b>99</b>
Periodic Activity Report . . . . .	100
Depreciation Adjustment Report . . . . .	100
Acquisition Report . . . . .	101
Depreciation Expense Report . . . . .	101
Asset Depreciation Array Report . . . . .	102
Assets Owned Report . . . . .	102
<b>INDEX . . . . .</b>	<b>105</b>



# About This Guide



- Other MFG/PRO eB Documentation* 2
- Online Help* 3
- QAD Web Site* 3
- Conventions* 4



Routing Maintenance (Date Based)

Routing Code:	10-15000	MANUFACTURE COOLING
Operation:	20	
Standard Operation:		
Work Center:	1030	INSPECTION, ALL SITE
Machines:		
Description:	INSPEC PER PROC-000	
Machines per Op:	1	
Overlap Units:	1	
Queue Time:	1.0	
Wait Time:	0.0	
Setup Time:	0.0	

This guide covers features of the MFG/PRO eB Fixed Assets module.

## Other MFG/PRO eB Documentation

- For an overview of new features and software updates, see the *Release Bulletin*.
- For software installation instructions, refer to the appropriate installation guide for your system.
- For instructions on navigating the MFG/PRO eB Windows and character environments, refer to *User Guide Volume 1: Introduction*. Navigation information for the Network User Interface (NetUI) is provided in the *Network User Interface Guide*.
- For information on using MFG/PRO eB, refer to the *User Guides*.
- For information on using features that let MFG/PRO eB work with external applications, see the *External Interface Guides*. For example, these guides describe the Warehousing application program interface (API) and Q/LinQ, the tool set for building and using tools that perform complex data exchange between MFG/PRO eB and external systems.
- For technical details, refer to *File Relationships* and *Database Definitions*.
- To view documents online in PDF format, see the *Documents on CD*. The CD-ROM media includes complete instructions for loading the documents on a Windows network server and making them accessible to client computers.

**Note** MFG/PRO eB installation guides are not included on *Documents on CD*. Printed copies are packaged with your software. Electronic copies of the latest versions are available on QAD's Web site.

## Online Help

MFG/PROeB has 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 MFG/PROeB environments, refer to *User Guide Volume 1: Introduction* and the *Network User Interface Guide*.

## 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 MFG/PROeB users with a QAD Web account, product documentation is available for viewing or downloading at:

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

To obtain a QAD Web account, go to:

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

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. A link for downloading this program is also available on the QAD Web site.
- **HTML.** You can view user documentation through your Web browser. The documents include search tools for easily locating topics of interest.

Features also include an online solution database to help MFG/PROeB users answer questions about setting up and using the product. Additionally, the QAD Web site has information about training classes and other services that can help you learn about MFG/PROeB.

## Conventions

MFG/PRO eB is available in several interfaces: Windows, character, Web browser, and an interface for object-oriented programs. To standardize presentation, the documentation uses the following conventions:

- MFG/PRO eB screen captures show the Windows interface.
- References to keyboard commands are generic. For example, choose Go refers to F2 in the Windows interface and to F1 in the character interface. Throughout MFG/PRO eB, the PROGRESS status line at the bottom of the program window lists the main UI-specific keyboard commands used in that program.

For complete keyboard command summaries for each MFG/PRO eB interface, refer to the appropriate chapters of *User Guide Volume 1: Introduction* and the *Network User Interface Guide*.

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</i> monospaced text	Indicates 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 Work Flow</i>	<b>6</b>
<i>Fixed-Asset Programs</i>	<b>8</b>
<i>Base Data</i>	<b>9</b>
<i>Navigation</i>	<b>11</b>
<i>Validated Fields</i>	<b>12</b>
<i>Language Detail Codes</i>	<b>13</b>

Routing Maintenance (Base Data)

Routing Code:	10-15000	MANUFACTURE CHILDRN
Operation:	20	
Standard Operation		
Work Center:	1030	INSPECTION, ALL SITE
Machines:		
Description:	INSPEC PER PROC-000	
Machines per Op:	1	
Overlap Units:	1	
Queue Time:	1.0	
Wait Time:	0.0	
Setup Time:	0.0	
Ready Production:		

## 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 Volume 4A: Financials*.

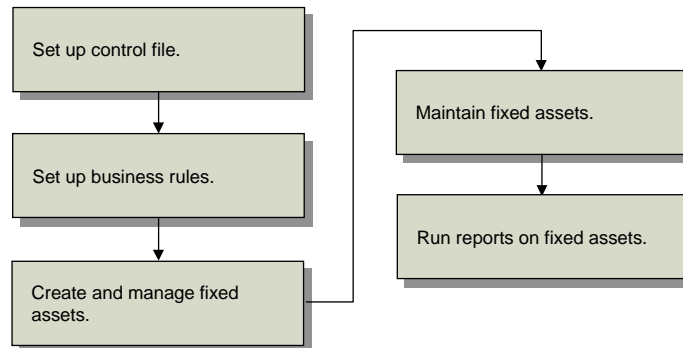
Use Fixed Assets to set up, maintain, transfer, and retire your company's fixed assets. The Fixed Assets module is integrated with the General Ledger module.

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 Work Flow

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

**Fig. 1.1**  
Fixed-Assets Work Flow



## Control File

Setting up the control file defines system-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
- The account, sub-account, and cost center for intercompany transfers

▶ See Chapter 2, “Preparing to Use Fixed Assets,” on page 15 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 Chapter 2, “Preparing to Use Fixed Assets,” on page 15 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 91 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 99 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	fadarp.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 File	fafapm.p
32.25.2	Fixed Assets Migration Utility	facvmt.p
32.25.3	Fixed Assets Migration Report	facvrrp.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). 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.

## 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 the Fixed Asset Control File (32.24), you optionally enter the GL account code, sub-account, and cost center 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.
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.

**Table 1.2**  
Fixed-Asset  
Account Types

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.

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

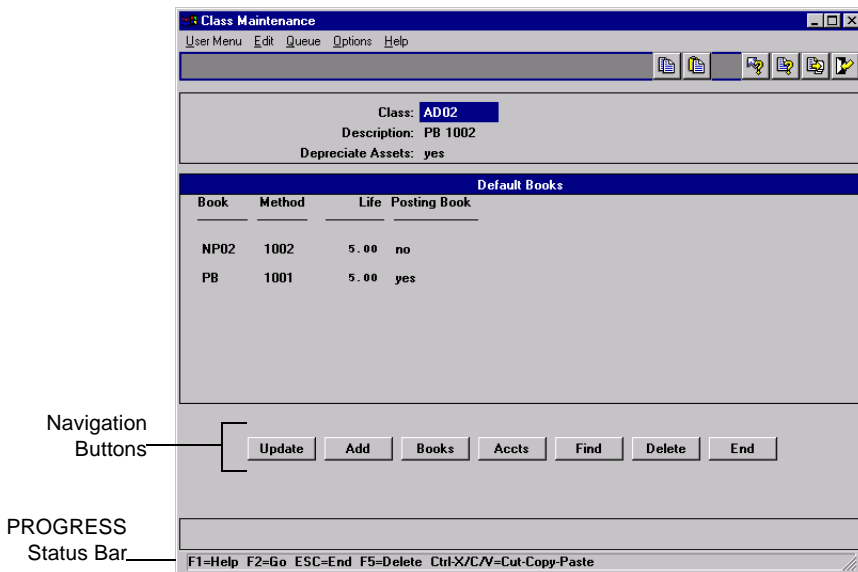
- 1 Use the arrow keys to access the correct button.
- 2 In the character environment, press Enter to select the button.
- 3 Press Go to perform the button function.

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 F5 keyboard command.

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 Code 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
fa_code	Sort Code	Fixed Asset Maintenance
fa_disp_rsn	Disposition Reason (1-retrsn)	Fixed Asset Maintenance Fixed Asset Retirements

**Table 1.3**  
Generalized Codes  
in Fixed Assets

## 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 Code 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.

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)	

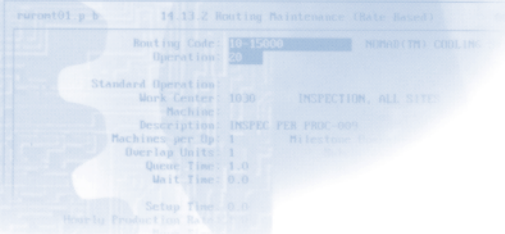
**Table 1.4**  
Language Detail  
Codes

<b>Data Set</b>	<b>Field</b>	<b>Code</b>	<b>Label</b>	<b>Where Used</b>
faced_det	faced_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	

# Preparing to Use Fixed Assets

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

<i>Introduction</i>	<b>16</b>
<i>Setting Up Control File Parameters</i>	<b>16</b>
<i>Setting Up Business Rules</i>	<b>18</b>
<i>Depreciation Methods and Conventions</i>	<b>32</b>
<i>Creating Meters</i>	<b>47</b>



Routing Maintenance (Date Based)

Routing Code:	10-15000	MANUFACT: CHBLIN
Operation:	20	
Standard Operation:		
Work Center:	1030	INSPECTION, ALL SITE
Machines:		
Description:	INSPEC PER PROC-000	
Machines per Op:	1	
Overlap Units:	1	
Queue Time:	1.0	
Wait Time:	0.0	
Setup Time:	0.0	
Ready Production:		

## Introduction

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

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

▶ For details, see the installation guide for your system.

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.

## Setting Up Control File Parameters

Use the Fixed Asset Control File (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 general ledger (GL) transactions
- The account, sub-account, and cost center for intercompany transfers

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

The screenshot shows a window titled "Fixed Asset Control File" with a menu bar (User Menu, Edit, Queue, Options, Help) and a toolbar. The main area contains the following parameters:

Auto Generate Asset:	no
NRM Sequence:	fa-101
Summarized Journal:	no
Intercompany Acct:	1202      2000      0150

At the bottom of the window are two buttons: "Update" and "End".

▶ For details, see the NRM chapter in *User Guide Volume 9: 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.

*Intercompany Acct, Sub-Acct, and CC.* Enter the GL account, sub-account, and cost center for tracking transfers of fixed assets between companies.

This account is only used when processing information for more than one entity in one database. 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 account \$2,400
- Credit Intercompany account \$2,000

The following GL transactions are created for entity 2000:

- Credit Intercompany account \$2,400
- Debit Intercompany account \$2,000
- Credit Accumulated Expense account \$2,000
- Debit Asset account \$2,400

If you are processing transactions for multiple entities, do not leave the account field blank. If it is blank, no intercompany entries are created, leaving transactions unbalanced across entities.

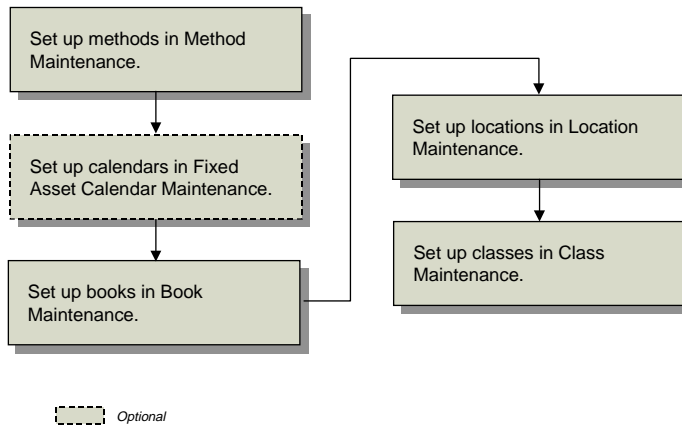
## Setting Up Business Rules

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  
Work Flow

## 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.

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

The following depreciation methods are supplied with Fixed Assets:

- 1 Straight Line
- 2 Units of Production
- 3 Declining Balance
- 4 Sum of the Years’ Digits
- 5 Flat Rate
- 6 Custom Table

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

Method	Active	Description
0001	no	Straight Line
0002	no	Units Of Production
0003	no	Declining Balance
0004	no	Sum Years Digits
0005	no	Flat Rate
0006	no	Custom Table
1	yes	Straight Line
1001	yes	Straight Line AT conv 1
1002	yes	Straight Line AT conv 2
1003	yes	Straight Line AT conv 3

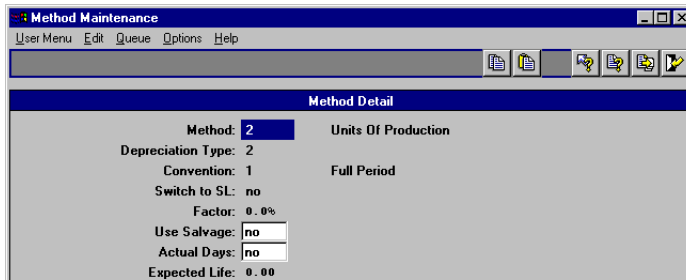
**Method.** Enter an identifier for the copied depreciation method. This is a four-character alphanumeric ID and cannot start with a zero.

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 flag to Yes.

**Note** If you change this flag 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.

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.

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

**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.

**Table 2.2**  
Half-Quarter  
Depreciation  
Factors

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%

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.

		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									

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

**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.

**Fig. 2.5**  
Method  
Maintenance,  
Custom Table

Acquisition Period							
Year	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%

*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.

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

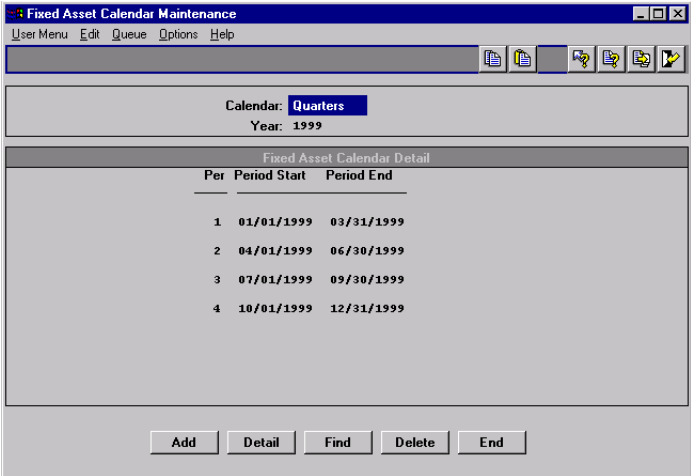


Fig. 2.6  
Fixed Asset  
Calendar  
Maintenance  
(32.1.5)

*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

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.

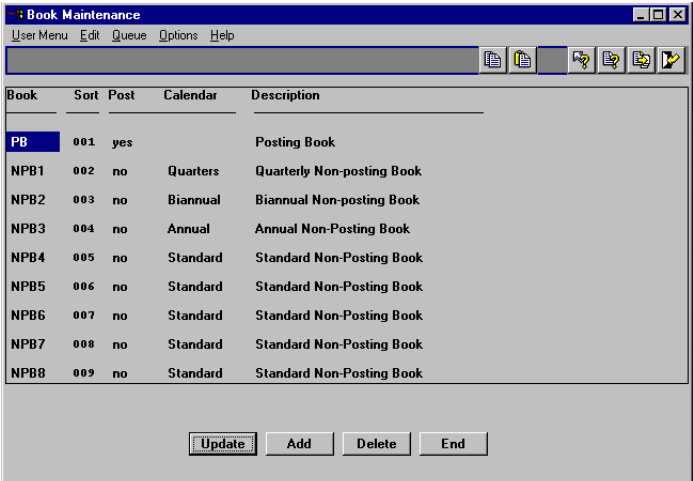


Fig. 2.8 Book Maintenance (32.1.9)

**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.

**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.

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

**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.

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

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

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, there are five buttons: Update, Add, Find, Delete, and End.

*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.

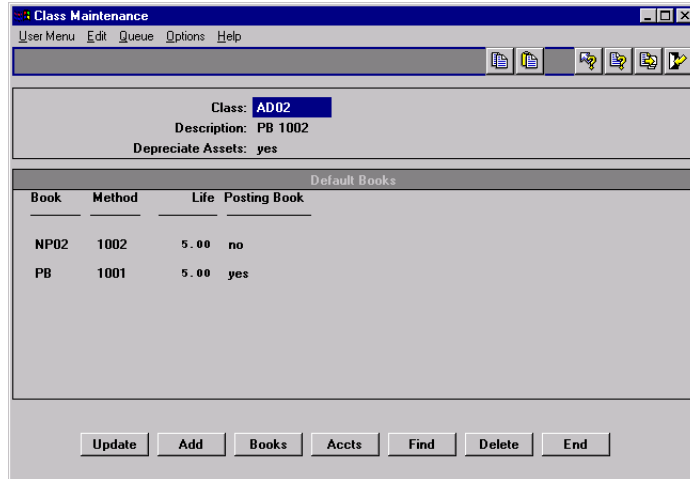
Primary criteria for a class are:

- 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)



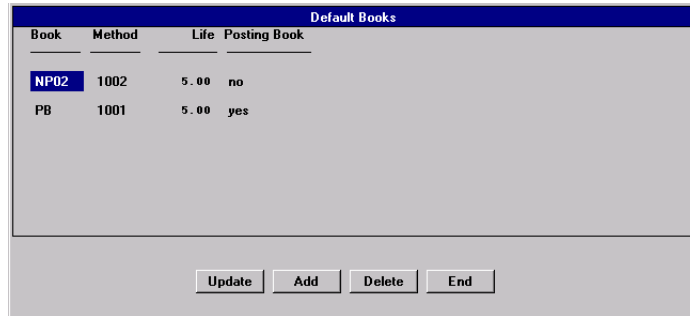
*Class.* Enter a unique class ID.

*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.

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



▶ See "Setting Up Books" on page 26 for information.

*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.

See “Setting Up Methods” on page 19 for information.

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

Choose the Accts function to specify default GL accounts.

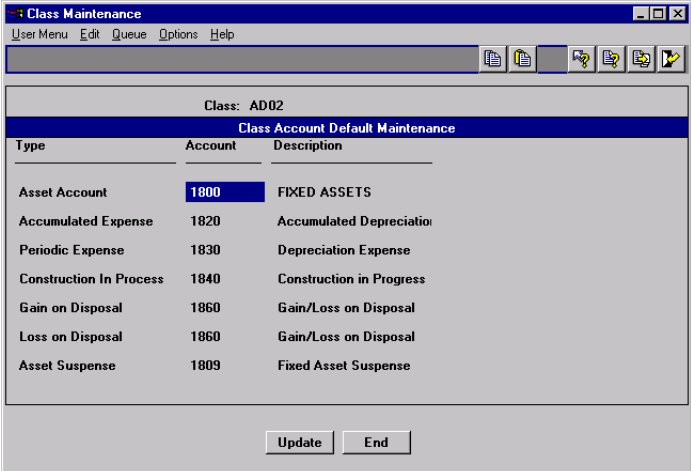


Fig. 2.12 Class Maintenance, Class Account Default Maintenance

*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

See “GL Transactions in Fixed Assets” on page 94 for more information.

## 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.

**Table 2.4**  
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

#### 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.

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

**Table 2.5**  
Declining-Balance  
Depreciation  
Schedule

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 straight-line method when the depreciation calculated by straight-line method is greater than the depreciation calculated by the declining-balance method. This method fully depreciates the asset.

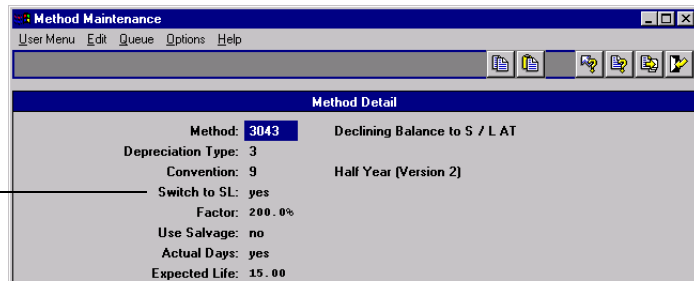
The declining-balance switch to straight-line method uses the same equations as the standard declining-balance and straight-line methods.

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

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

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

Switch to  
straight  
line option



### 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	\$6,000	\$3,600	\$6,000	\$6,000
2	\$4,200	\$3,600	\$4,200	\$10,200
3	\$2,940	\$3,600	\$3,600	\$13,800
4	\$2,058	\$3,600	\$3,600	\$17,400
5	\$1,441	\$3,600	\$600	\$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 method switches to straight-line.

In year 5, the accumulated depreciation exceeds the asset depreciable basis and therefore must be adjusted using the following equation:

$$\text{Depreciation Charge} = \$18,000 - \$17,400 = \$600$$

### 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:

**Table 2.10**  
Custom-Table  
Depreciation  
Factors

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

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
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:

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

**Table 2.15**  
Full-Quarter  
Factors

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
September	\$112.50	\$100
October	\$112.50	\$100
November	\$112.50	–\$50
December	\$112.50	0

**Table 2.18**  
Half-Quarter Depreciation

### 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 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)

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

- Meter:** 1
- Initial Setting:** 0
- Reset Setting:** 0
- Date:** 05/01/1999
- Date:**
- Rollover:** 0

Below these fields is a table titled "Meter Readings" with the following data:

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

At the bottom of the window are buttons for "Add", "Update", "Detail", "Assets", "Delete", and "End".

*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.

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.

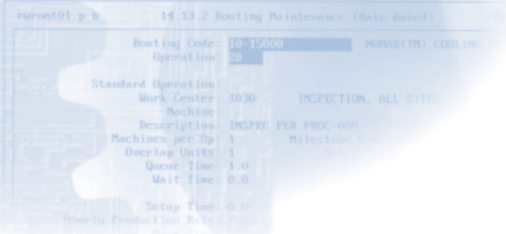
*Introduction*    **52**

*Fixed Asset Maintenance*    **53**

*Fixed Asset Batch Maintenance*    **81**

*Fixed Asset Transfers*    **85**

*Fixed Asset Retirements*    **87**



The screenshot shows the SAP Routing Maintenance screen for operation 20. The routing code is 10-15000. The work center is 1030, and the machine is INSPECTION, ALL SITE. The description is INSPEC PER PROC-009. The machines per Op are 1, and the overlap units are 1. The queue time is 1.0, and the wait time is 0.0. The setup time is 0.0. The screen also shows the routing code, operation, and work center.

Field	Value
Routing Code	10-15000
Operation	20
Standard Operation	
Work Center	1030
Machine	INSPECTION, ALL SITE
Description	INSPEC PER PROC-009
Machines per Op	1
Overlap Units	1
Queue Time	1.0
Wait Time	0.0
Setup Time	0.0

## Introduction

After you define the control file 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.

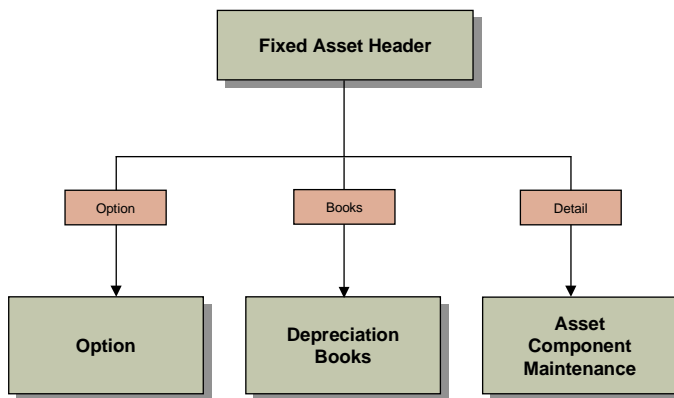
## Fixed Asset Maintenance

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 File
- Method Maintenance
- Fixed Asset Calendar Maintenance (optional)
- Book Maintenance
- Location Maintenance
- Class Maintenance
- Fixed Asset Meter Maintenance (optional)

### 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 the Fixed Asset Control File.

▶ 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 the following asset details:

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

Below the details is a table titled "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 several buttons: Update, Add, Option, Books, Detail, Find, Delete, and End.

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

If Auto Generate Asset is Yes in the Fixed Asset Control File, 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.

♦ See “Setting Up Classes” on page 29 for information.

**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 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.

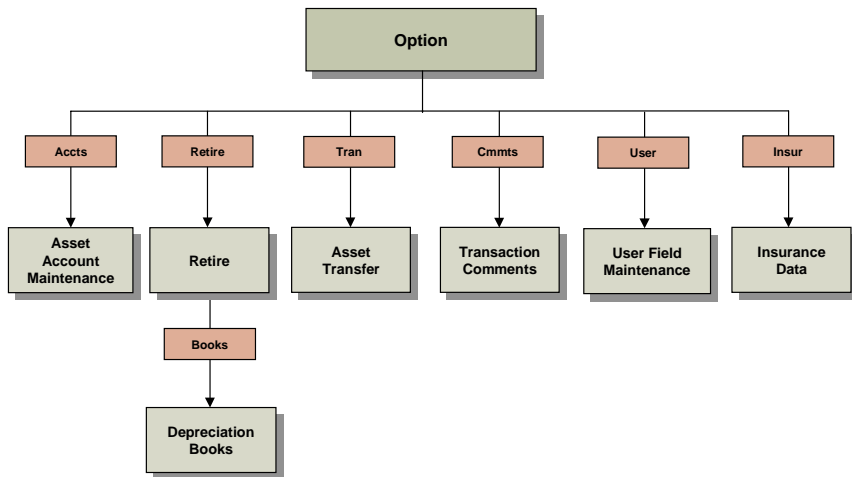
*Auth Number.* Optionally enter an authorization number for this fixed asset. This field is for reference only.

### 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.

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: 1" and "Computer". Below this is a section titled "Option" with the following fields:

- Sort Code: **AUTO** (Fixed Asset sort code)
- Warranty Date: 05/01/2002
- Parent:
- Supplier:
- Receiver: RC1001
- PO Number: PO1003
- Custodian:
- Split From:
- Split Date:

At the bottom of the window is a row of buttons: Update, Accts, Retire, Tran, Cmmts, User, Insur, and End.

**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 the following entries 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 Volume 4A: Financials* 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 the System/Account Control File (36.1), the account, sub-account, cost center, and project combination is validated.

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

Asset: 1		Computer			
Asset Account Maintenance					
Type	Account	Sub-Acct	CC	Project	Account Description
Asset Account	1800	1000	0200		FIXED ASSETS
Accumulated Expense	1820	1000	0200		Accumulated Depreciation
Periodic Expense	1830	1000	0200		Depreciation Expense
Construction In Proc	1840	1000	0200		Construction in Progress
Gain on Disposal	1860	1000	0200		Gain/Loss on Disposal
Loss on Disposal	1860	1000	0200		Gain/Loss on Disposal
Asset Suspense	1809	1000	0200		Fixed Asset Suspense

*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: <b>AD-0101</b>		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.

**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 the Fixed Asset Control File, 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

Retirement				
Asset: 2		Computer		
Disposition Date: 08/01/1999				
Disposition Reason: SOLD				
New Asset ID: 23		Percent: 0.00	Amount: 0.00	
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	

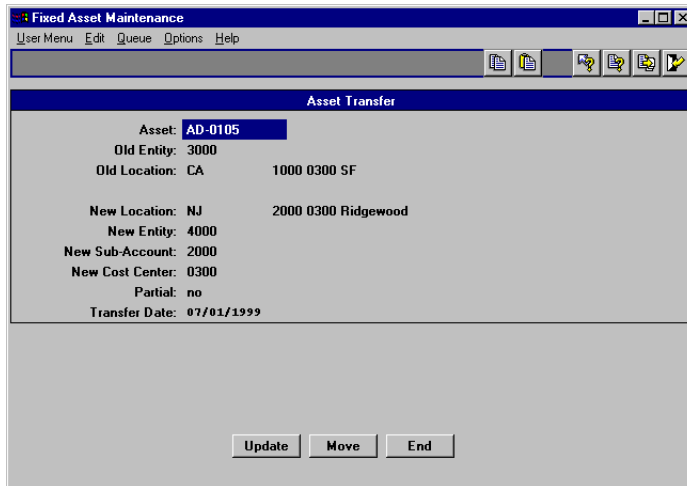
*Sel*. This field indicates whether to split this component. Press the spacebar or Enter key to select the components you want to split. An asterisk indicates selection.

## 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 the System/Account Control File (36.1). You cannot complete the transfer if there is an invalid combination.



**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.

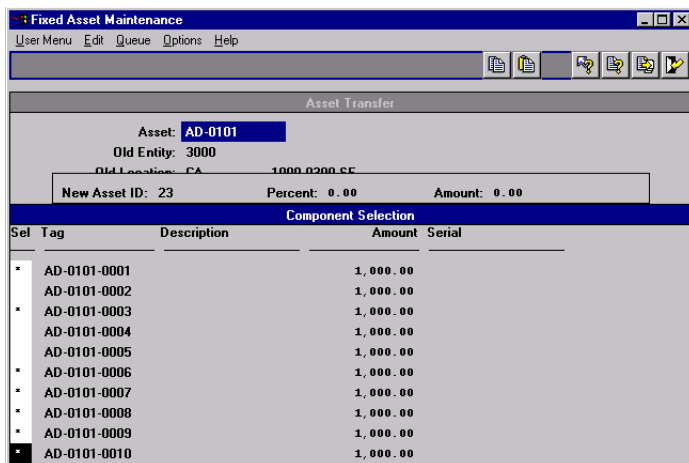
**Fig. 3.10**  
Fixed Asset  
Maintenance,  
Partial Transfer

*New Asset ID.* Enter a unique asset ID for the components being removed from the asset. If Auto Generate Asset is Yes in the Fixed Asset Control File, 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.



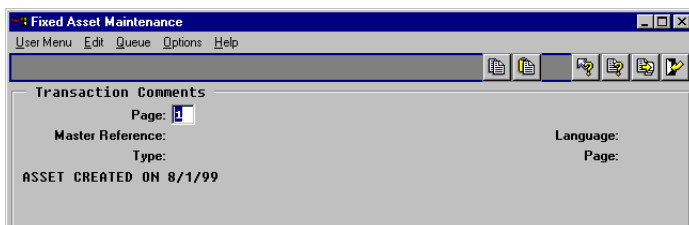
**Fig. 3.11**  
Fixed Asset  
Maintenance,  
Component  
Selection

*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 Cmmts 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.

Asset: 2		Computer	
User Field Maintenance			
Char 1:		Date 1:	Integer 1: 0
Char 2:		Date 2:	Integer 2: 0
Char 3:		Date 3:	Integer 3: 0
Char 4:		Date 4:	Integer 4: 0
Decimal 1: 0.00		Decimal 2: 0.00	

**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 Data	
Insurance Company:	Alliance
Insurance Number:	264392
Insurance Date:	05/01/1999
Insurance Value:	5,000.00
Custodian:	
Split From:	Split Date:

*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.

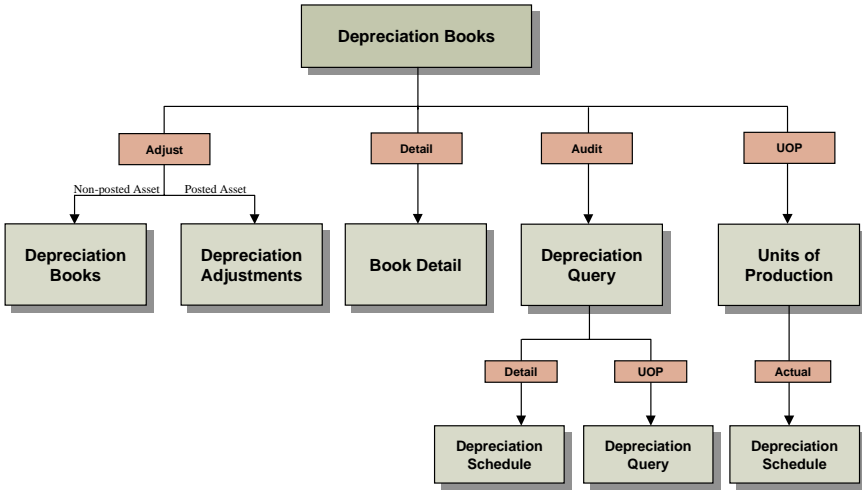


Fig. 3.15 Depreciation Books Screen

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.

Fixed Asset Maintenance

User Menu Edit Queue Options Help

Asset: 1 Computer 1

Class: COMP Components: 1

Location: Chicago1 Depreciate Asset: yes

Entity: 1000 Posted: yes

Service Date: 07/01/1999 Auth Number:

Cost: 3,500.00 Disposition Date:

Salvage: 500.00 Disposition Reason:

Replacement: 3,500.00 Sold For: 0.00

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

Add Adjust Detail Audit UOP Delete End

Fig. 3.16 Fixed Asset Maintenance, Depreciation Books

▶ See “Setting Up Books” on page 26 for information.

**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.

**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.

▶ See “Setting Up Methods” on page 19 for information.

**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.

**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.

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

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

*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.

▶ For details, see the installation guide for your system.

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.

▶ See “Setting Up Methods” on page 19 for information.

*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.

*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 XXXXYY, where XXXX is the year and YY is the period.

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

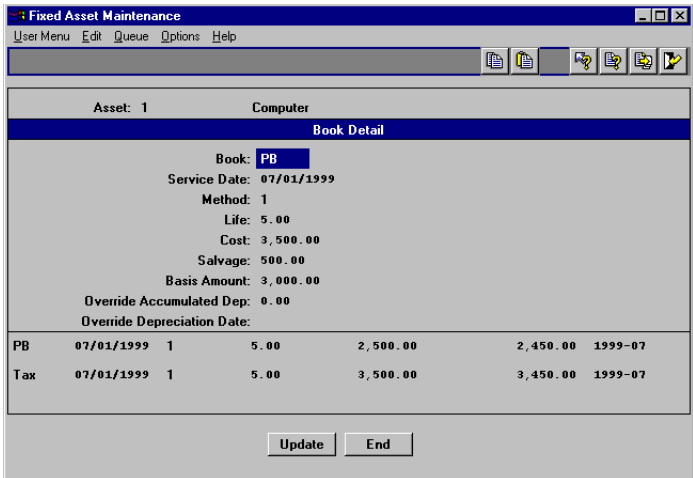
- Bonus Depreciation
- Suspend Depreciation
- Reinstate Depreciation

### 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

*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.

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

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

Choose the Detail function to view the detailed 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

Fig. 3.20  
Fixed Asset  
Maintenance,  
Depreciation  
Schedule

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

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	

Fig. 3.21  
Fixed Asset  
Maintenance, UOP  
Audit

## 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.

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

**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.

The screenshot shows the 'Fixed Asset Maintenance' window. The 'Units of Production' section displays the following data:

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

The 'Depreciation Schedule' section shows the following data:

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'.

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

*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.

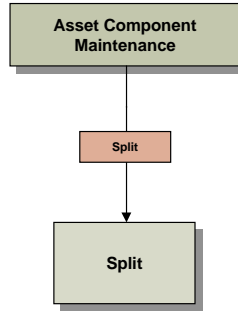
*Actual Period Production.* Enter the actual number of units that this asset produced this period. This number must be less than the remaining units for the asset.

## 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.

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

Asset Component Maintenance			
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	

*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.

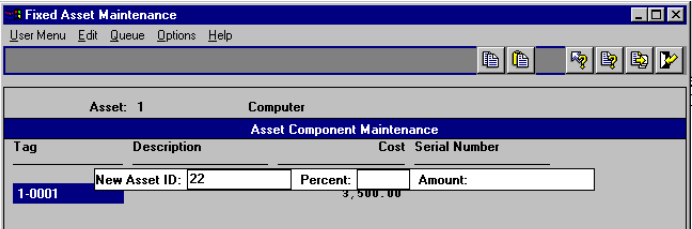
**Split**

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 the Fixed Asset Control File, 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

*New Asset ID.* Enter a unique asset ID for the components being removed from the asset. If Auto Generate Asset is Yes in the Fixed Asset Control File, 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

Tag	Description	Cost	Serial Number
New Asset ID: 22      Percent: 0.00      Amount: 0.00			
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.

## 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.

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.

▶ See “CIM Load” on page 83 for details.

**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

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

Batch: 1999110901      Creation Date:  
 Batch Control: 10,000.00  
 Total Cost: 2,500.00  
 Total Assets: 1

A section titled "Assets" contains the following details for Asset 22:

Asset: 22      Computer  
 Class: COMP  
 Location: 1  
 Service Date: 07/01/1999  
 Cost: 2,500.00  
 Salvage: 250.00  
 Components: 1  
 Total Units: 0  
 Units/Period: 0  
 UM:

At the bottom, there are radio buttons for "Update", "Add", "Delete", and "End".

**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 the Fixed Asset Control File, 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.

## CIM Load

In Fixed Asset Batch Maintenance, you can use the CIM-load functions to load fixed-asset data into the system.

Use the numbers in Table 3.1 to represent the corresponding radio buttons in your CIM data input file.

▶ See *User Guide Volume 9: Manager Functions* for details on CIM.

**Table 3.1**  
Radio Button  
Definitions

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

Figure 3.30 is an example of a CIM data input file for Fixed Asset Batch Maintenance.

**Fig. 3.30**  
CIM Data Input  
File

```

1  @@batchload fabchmt.p
2  "2"
3  "30" "960"
4  "3"
5  "2"
6  "Asset 1" "first asset" "db01" "ca" "110199" "430" "100" "1"
7  "100000" "1000" "ea"
8
9  "Asset 2" "second asset" "db01" "ca" "110599" "530" "100" "1"
10 "100000" "1000" "ea"
11 "4"
12 "4"
13 "8"
14 .
15 @@End
    
```

Table 3.2 explains each element of the CIM data input file.

**Table 3.2**  
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

Line	Explanation
6	<ul style="list-style-type: none"> <li>• “Asset 1”: Asset field</li> <li>• “first asset”: Asset description field</li> <li>• “db01”: Class field</li> <li>• “ca”: Location field</li> <li>• “110199”: Service Date field</li> <li>• “430”: Cost field</li> <li>• “100”: Salvage field</li> <li>• “1”: Components field</li> </ul>
7	<p>If the units-of-production depreciation method is used, enter information for the following three fields:</p> <ul style="list-style-type: none"> <li>• “100000”: Total Units field</li> <li>• “10000”: 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

## 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 the System/Account Control File. You cannot complete the transfer if there is an invalid combination.

**Fig. 3.31**  
Fixed Asset  
Transfers (32.16)

Asset:	To:
Class: COMP	To: COMP
Location: 1	To: 1
Service Date: 04/01/1999	To: 06/01/1999
Acquisition Cost: 0.00	To: 0.00
Transfer Date: 06/09/1999	
New Location: 3	
New Sub-Account: 1000	
New Cost Center: 0200	
Select All: yes	

*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.

Select Assets to Transfer				
Sel	Asset	Location	Service Date	Net Book Value
	65	1	01/10/1999	356.32
*	65a	4	01/10/1999	22.89
	65phasell	4	01/10/1999	998.19
	701	4	01/10/1999	89.08
*	710	4	01/10/1999	0.00
*	AT00001	Chicago1	05/03/1999	8,662.27
	AT00004	Tampa2	04/06/1999	9,350.07
*	AT00006	NJ	03/08/1999	0.00
*	AT00008	Chicago1	02/10/1999	6,377.40
*	AT00009	Chicago2	02/11/1999	7,491.87
*	axv042600001	4	04/01/1999	11,800.00
*	bm990426b	4	04/01/1999	12,345.00

Fig. 3.32 Fixed Asset Transfers, Select Assets to Transfer

*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.

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

Fig. 3.33 Fixed Asset Retirements (32.19)

- 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 database 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.

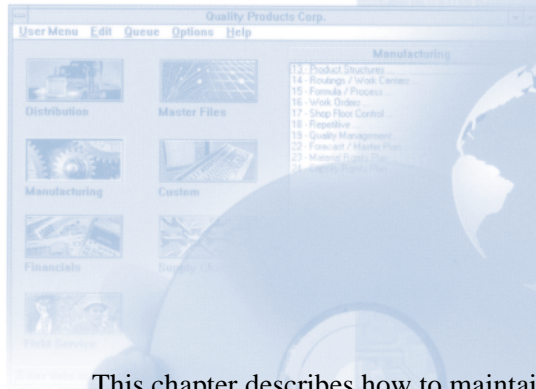
**Fig. 3.34**  
Fixed Asset  
Retirements, Select  
Assets to Retire

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

**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.



# Maintaining Fixed Assets



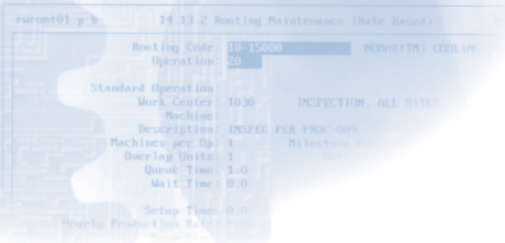
This chapter describes how to maintain fixed assets.

*Creating Fixed-Asset Transactions*    **92**

*GL Transactions in Fixed Assets*    **94**

*Voiding GL Transactions*    **95**

*Deleting and Archiving Fixed Assets*    **96**



## 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.

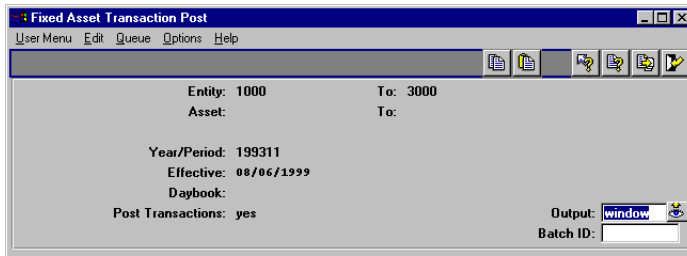
Fixed Asset Transaction Post creates unposted transactions for the following fixed-asset accounts:

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

▶ See page 95 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 the Fixed Asset Control File.

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 10 for more information.

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.

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 account for the old entity and credits the Intercompany account for the new entity.

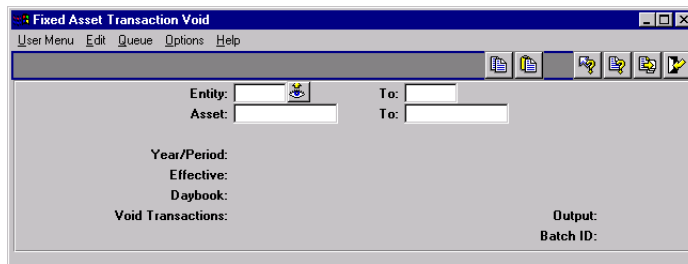
- The accumulated asset depreciation debits the Accumulated Expense account for the old entity and credits the Accumulated Expense account for the new entity. The accumulated asset depreciation also credits the Intercompany account for the old entity and debits the Intercompany account for the new entity.

## 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.

MFG/PRO eB 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)

General Ledger Transaction Void

User Menu Edit Queue Options Help

Entity: 1000 To: 1000

Asset: To:

Year/Period: 199708

Effective: 08/03/1999

Daybook:

Void Transactions: yes

Output: Batch ID:

*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* 100

*Depreciation Adjustment Report* 100

*Acquisition Report* 101

*Depreciation Expense Report* 101

*Asset Depreciation Array Report* 102

*Assets Owned Report* 102



## 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. 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.* Indicates 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. 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. 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. 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.* Indicates 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.* Indicates 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 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". The window has a menu bar with "User Menu", "Edit", "Queue", "Options", and "Help". Below the menu bar is a toolbar with icons for file operations and help. The main area is titled "Selection Criteria" and contains several input fields:

- Location: [ ] To: [ ]
- Asset: [ ] To: [ ]
- Book: [ ] To: [ ]
- Class: [ ] To: [ ]
- Entity: [ ] To: [ ]
- Year/Period: [ ] To: [ ]
- As Of Date: 199908
- Print Totals Only: no
- Include Non-Depreciating Assets: no
- Include Fully Depreciated Assets: no
- Include Retired Assets: 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.

*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.* Indicates 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 19
- 32.1.5 25
- 32.1.9 26
- 32.1.13 28
- 32.1.17 29
- 32.3 53
- 32.5.1 100
- 32.5.3 100
- 32.5.5 101
- 32.5.7 101
- 32.5.9 102
- 32.5.11 102
- 32.7 81
- 32.11 47
- 32.13 92
- 32.14 95
- 32.16 85
- 32.19 87
- 32.23 96
- 32.24 16

## A

- accounts
  - fixed asset 11, 31
- Acquisition Report 101
- addresses
  - locations
    - fixed asset 28
- archive/delete
  - fixed assets 96
- archiving assets 96
- Asset Depreciation Array Report 102
- assets
  - See* fixed assets
- Assets Owned Report 102

## B

- batch
  - fixed assets 81
- Book Maintenance 26
- books
  - fixed asset 26

## C

- calendars
  - fixed asset 25
- CIM interface
  - fixed assets 83
- Class Account Default Maintenance 31
- Class Maintenance 29
  - class accounts 31
- classes
  - fixed asset 29
- control file
  - Fixed Assets 16
- custom-table depreciation method 38

## D

- declining-balance depreciation method 32
- declining-balance switch to straight-line depreciation
  - method 34
- delete/archive
  - fixed assets 96
- depreciation
  - adjustments 70
  - books 26
  - conventions 21
    - full period 21
    - full quarter 21
    - full year 22
    - half period 21
    - half quarter 22
    - half year 22
  - modified half year version 1 22

- modified half year version 2 22
- next period 21
- meters 47
- methods 19
  - custom table 38
  - declining balance 32
  - 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 100
- Depreciation Expense Report 101

**F**

- Fixed Asset Batch Maintenance 81
- Fixed Asset Calendar Maintenance 25
- Fixed Asset Control File 16
  - Intercompany Account 17
- Fixed Asset Maintenance 53
  - frames
    - asset account maintenance 58
    - asset component maintenance 77
    - book detail 73
    - depreciation adjustment 70
    - depreciation books 68
    - depreciation query 74
    - depreciation schedule 75
    - header 53
    - insurance data 67
    - option 56
    - retire 59
    - split 79
    - transaction comments 65
    - transfer 62
    - units of production (UOP) 76
    - units of production (UOP) audit 75
    - user field maintenance 67
- Fixed Asset Retirements 87
- Fixed Asset Transaction Post 92
- Fixed Asset Transaction Void 95
- Fixed Asset Transfers 85
- fixed assets
  - account types 10
  - creating 51–83
  - delete/archive 96
  - deleting assets 96
  - depreciation
    - adjustments 70
    - books 68
    - conventions 21

- meters 47
  - methods 19
- insurance data 67
- language detail codes 13
- multiple components 77
- overview 6
- partial retirements 61
- partial transfers 63
- retiring 59, 87
- setup 15–49
  - base data 9
  - books 26
  - business rules 18–47
  - calendars 25
  - classes 29
  - control file 16
  - depreciation methods 19
  - locations 28
  - meters 47
- splitting 79
- transaction comments 65
- transactions 94
- transferring 62, 85
- validated fields 12
- work flow 6
- flat-rate depreciation method 36

**G**

- general ledger (GL)
  - fixed assets 94

**I**

- insurance data
  - fixed assets 67

**L**

- Location Maintenance 28
- locations
  - fixed asset 28

**M**

- Meter Maintenance 47
- meters
  - fixed asset 47
- Method Maintenance 19
- methods, depreciation 19

**N**

- number range management (NRM)
  - fixed assets use of 16

**P**

Periodic Activity Report 100

**R**

Retired Asset Delete/Archive 96

retiring fixed assets 59, 87

**S**

salvage

fixed asset 55

straight-line depreciation method 32

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

**T**

transactions

general ledger

fixed assets 94

transferring fixed assets 62, 85

**U**

units-of-production (UOP) depreciation method 37

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

