



User Guide

FIXED ASSETS



78-0432A
MFG/PRO Version 9.0
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param91.p 14.13.2 Routing Maintenance (Main Screen)

Routing Code:	10-15000	NONAD(75) COOLING
Operation:	20	
Standard Operation		
Work Center	1030	INSPECTION, ALL SITES
Machine		
Description		INSPEC PER PROC-005
Machines per Op	1	Milestone P
Overlap Units	1	
Queue Time	1.0	
Wait Time	0.0	
Setup Time	0.0	
Route by	Production	Build Order
Release Time		

What Is in This Guide?

This guide covers features of the MFG/PRO Version 9.0 Fixed Assets module.

Other 9.0 Documentation

- For an overview of new features and software updates, see the *9.0 Release Bulletin*.
- For software installation instructions, refer to the *9.0 Installation Guides*.
- For instructions on navigating the MFG/PRO environment, refer to the *9.0 User Interface Guide*.
- For instruction on navigating MFG/PRO using the Network User Interface (NetUI) for the Java™ platform, refer to the *9.0 Network User Interface Guide*.
- For information on using MFG/PRO, refer to the *9.0 User Guides*.
- For technical details, refer to the *9.0 File Relationships* and *9.0 Database Definitions*.
- To review MFG/PRO program screens, refer to the *Screen Book, Volumes 1–3*.
- To view documents online in PDF format, see the *9.0 Documents on CD*.

Online Help

MFG/PRO 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, refer to the *9.0 User Interface Guide*.

QAD Web Site

For MFG/PRO users with a QAD Web account, MFG/PRO 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/>

The QAD Web site also has information about training classes and other services that can help you learn about MFG/PRO.

Conventions

MFG/PRO 9.0 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 screen captures reflect 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. The following tables identify the keyboard commands for the Windows and character interfaces.

Windows Keyboard Commands

Navigation Commands	Keyboard Entry	Description
Go	F2	Moves to next frame.
End	Esc	Exits a frame, program, or menu.
Previous	F9 or up arrow	Retrieves previous record in a key data field.
Next	F10 or down arrow	Retrieves next record in a key data field.
Enter	Enter	Moves to next field within a frame.
Tab	Tab	Moves to next field within a frame.
Back Tab	Shift+Tab	Moves back one field within a frame.
Exit	Alt+X	Closes a program.
Run	Ctrl+R	Starts a program by name.
Save (object)	F12	In a key frame, moves to data entry; in data entry, saves and returns to key frame.
Print (object)	Ctrl+P	Prints browse or maintenance information.

Help Commands	Keyboard Entry	Description
Field Help	F1	Opens help on current field.
Procedure Help	Shift+F1	Opens help on current program.
Browse	Alt+F1	Displays choice of records.
Look-Up Browse	Alt+F2	Displays choice of records.
About	Ctrl+F1	Displays the program name.
Browse Options	F7	Opens the browse options window.
Browse Options Toggle	Esc+F	Turns the browse options on and off.
Browse Graph	Shift+F11	Opens the browse graphing window.
Field Name	Ctrl+F	Displays the field name.

Edit Commands	Keyboard Entry	Description
Delete Record	F5	Deletes an open record.
Cut	Ctrl+X	Cuts a field or selection to clipboard.
Copy	Ctrl+C	Copies a field or selection to clipboard.
Paste	Ctrl+V	Pastes data from the clipboard.

Character Keyboard Commands

Navigation Commands	Keyboard Entry	Control Key Entry	Description
Go	F1	Ctrl+X	Moves to next frame.
End	F4	Ctrl+E	Exits a frame, program, or menu.
User Menu	F6	Ctrl+P	Displays list of user-selected programs.
Previous	F9 or up arrow	Ctrl+K	Retrieves previous record in a key data field and scrolls up in look-up browses.
Next	F10 or down arrow	Ctrl+J	Retrieves next record in a key data field and scrolls down in look-up browses.
Enter	Enter		Moves to next field within a frame.
Tab	Tab		Moves to next field within a frame.
Back Tab	Shift+Tab	Ctrl+U	Moves back one field within a frame.
Menu Bar (object)	Esc, M		Accesses the menu bar.
Save (object)	F12		In a key frame, moves to data entry; in data entry, saves and returns to key frame.
Print (object)	Ctrl+P		Prints browse or maintenance information

Help Commands	Keyboard Entry	Control Key Entry	Description
Field Help	F2	Ctrl+W	Opens help on current field.
Procedure Help	F2	Ctrl+W	Opens help on current program.
Look-Up Browse	F2	Ctrl+W	Displays choice of records.
Browse Options	F7		Opens the browse options window.
Browse Options Toggle	Esc+F		Turns the browse options on and off.
Field Name	Ctrl+F	Ctrl+F	Displays the field name.

Edit Commands	Keyboard Entry	Control Key Entry	Description
Insert	F3	Ctrl+T	Enables text insertion.
Delete Record	F5	Ctrl+D	Deletes an open record.
Recall (standard)	F7	Ctrl+R	Recalls last saved value in a field.
Cut	F8		Clears a field.
Copy	F11	Ctrl+B	Copies a field.
Paste	F11	Ctrl+B	Inserts value that you copied.
Multiple Copy (standard)	F12	Ctrl+A	Copies values from one or more fields and pastes them into the same fields of another record.
Clear Date	Shift+?		Clears the value in date fields.

CHAPTER 1

Introduction to Fixed Assets

This chapter introduces Fixed Assets features.

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Routing Maintenance (Main Screen)

Routing Code:	10-15000	Operation:	20
Standard Operation:	1030	Work Center:	1030
Description:	INSPEC PER PROX-000		
Machines per Op:	1	Overlap Units:	1
Queue Time:	1.0	Wait Time:	0.0
Setup Time:	0.0		

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.

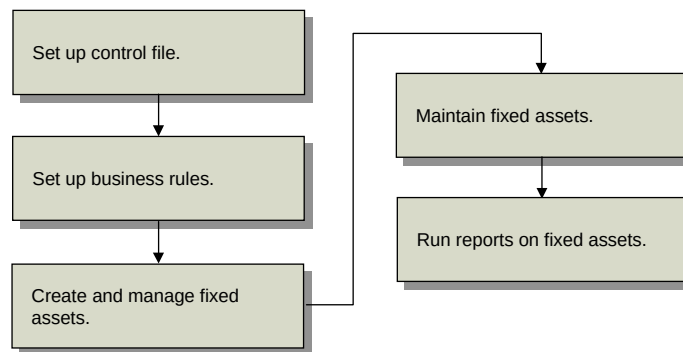
Use Fixed Assets to set up, maintain, transfer, and retire your company's fixed assets. The Fixed Assets module is integrated with the General Ledger module.

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's 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 the following:

- 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 17 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 17 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 the asset’s components
- Divide an asset into two separate assets

▶ See Chapter 3, “Creating and Managing Fixed Assets,” on page 53 for details.

You can also retire or transfer a group of assets.

Maintain Fixed Assets

▶ See Chapter 4, “Maintaining Fixed Assets,” on page 89 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 97 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
- Assets 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	fatxmt.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	facldmt.p
32.1.18	Class Report	facldrp.p
32.3	Fixed Asset Maintenance	fafamt.p

Menu Number	Description	Program
32.4	Fixed Asset Browse	fabr019.p
32.5.1	Periodic Activity Report	faparp.p
32.5.3	Depreciation Adjustment Report	faadrp.p
32.5.5	Acquisition Report	faaqrp.p
32.5.7	Depreciation Expense Report	faderp.p
32.5.9	Asset Depreciation Array Report	fadar.p
32.5.11	Assets 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	famtrp.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
32.25.1	Fixed Assets Dump Legacy Data	fasv.p
32.25.2	Fixed Assets Migration Utility	facvmt.p
32.25.3	Fixed Assets Migration Report	facvrp.p

MFG/PRO Base Data

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

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

Entity Data

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.

Daybook Data

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.

Account Data

Fixed Assets uses the following account data:

- GL accounts
- Sub-accounts
- Cost centers
- Project codes

Define accounts in Account Code Maintenance (25.3.13), sub-accounts in Sub-Account Code Maintenance (25.3.17), cost centers in Cost Center Code Maintenance (25.3.20), and projects 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.
- Delete: Delete a record.
- End: Return to the previous function.

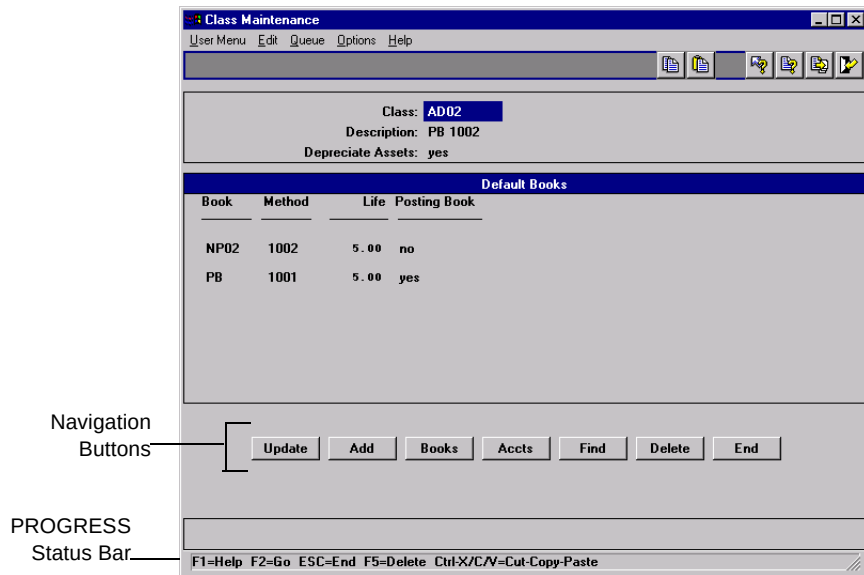
Use the arrow keys or tab keys to access the buttons. Press Enter or Go to perform the button's function.

In addition to navigation buttons, there is a PROGRESS status bar which 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

MFG/PRO uses 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 (l-retrsn)	Fixed Asset Maintenance Fixed Asset Retirements

Table 1.3
Generalized Codes
in Fixed Assets

Language Detail Codes

Some options in MFG/PRO functions 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	

Table 1.4
Language Detail
Codes

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

CHAPTER 2

Preparing to Use Fixed Assets

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

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Creating Meters **49**

Routing Code: 10-15000
Operation: 20
Standard Operation: 10.00
Work Center: INSPECTION, ALL SITE
Description: INSPEC PER PROX-000
Machines per Op: 1
Queue Time: 1.0
Wait Time: 0.0
Setup Time: 0.0

Introduction

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

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

► For details, see the *Fixed Assets Installation Guide*.

If your company used 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 displays 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".

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.

▶ For details, see the NRM chapter in *User Guide Volume 11: Manager Functions*.

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 and Sequence Number Maintenance 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 does your company need to set up
- Which MFG/PRO-supplied depreciation methods your company uses
- Which depreciation methods you use for financial and tax purposes
- Your company's classes to group similar assets

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

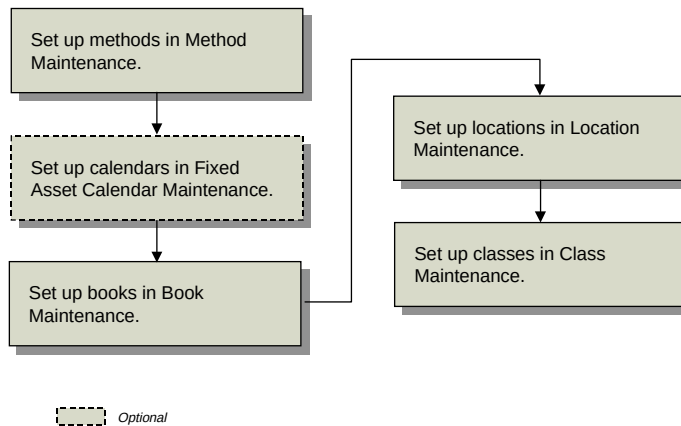


Fig. 2.2
Business Rules
Work Flow

Setting Up Methods

Use Method Maintenance (32.1.1) to specify the depreciation methods that your company uses. Depreciation allocates an asset's 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.

There are several methods for calculating depreciation. Assets can have depreciation calculated 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 34 for more information.

MFG/PRO supports the following depreciation methods:

- 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)

The screenshot shows a window titled "Method Maintenance" with a menu bar (User Menu, Edit, Queue, Options, Help) and a toolbar. Below is a table with three columns: Method, Active, and Description.

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

At the bottom of the window are buttons: Update, Detail, Table, Copy, Find, Delete, and End.

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 MFG/PRO-supplied depreciation methods. To use an MFG/PRO-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 MFG/PRO-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.

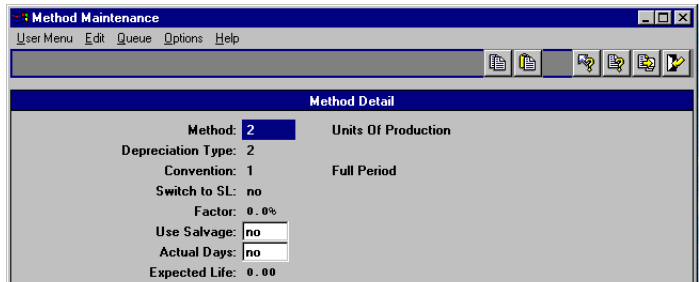


Fig. 2.4
Method
Maintenance,
Method Detail

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

MFG/PRO supplies the following conventions:

- 1: Full Period. A full period's depreciation is calculated for the first period of the asset's life. No depreciation is calculated for the last period of the asset's 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's depreciation is calculated for the first and last period of the asset's life.
- 3: Next Period. A full period's depreciation is calculated for the period following the period that the asset was placed into service. A full period's depreciation is taken in the last period of the asset's life.
- 4: Full Quarter. A full quarter's depreciation is calculated for the first quarter of the asset's life. No depreciation is calculated for the last quarter of the asset's life.

▶ See "Using Conventions" on page 41 for information.

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

Table 2.1
Full-Quarter
Depreciation
Factors

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

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

Table 2.2 indicates the factors used in calculating depreciation for the asset's 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's life.
- 7: Half Year (Standard). A half year's depreciation is calculated for the first and last year of the asset's 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's 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's 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’s 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	yes	yes	yes	yes	yes	yes	yes	yes	yes
	Units of Production	yes	no	no	no	no	no	no	no	no
	Declining Balance	yes	yes	yes	yes	yes	yes	yes	yes	yes
	Sum of the Years’ Digits	yes	yes	yes	yes	yes	yes	yes	yes	yes
	Flat Rate	yes	yes	yes	yes	yes	yes	yes	yes	yes
	Custom Table	no	no	no	no	no	no	no	no	no

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%

Update Add < -> Delete End

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

The screenshot shows a window titled "Fixed Asset Calendar Maintenance". At the top, there is a menu bar with "User Menu", "Edit", "Queue", "Options", and "Help". Below the menu bar, there are icons for file operations (New, Open, Save, Print, Find, Help, Exit). The main area of the window is divided into two sections. The top section has a label "Calendar:" followed by a dropdown menu showing "Quarters", and a label "Year:" followed by a text box containing "1999". The bottom section is titled "Fixed Asset Calendar Detail" and contains a table with three columns: "Per", "Period Start", and "Period End". The table lists four quarters for the year 1999. At the bottom of the window, there are five buttons: "Add", "Detail", "Find", "Delete", and "End".

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

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

Update Add Delete End

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

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

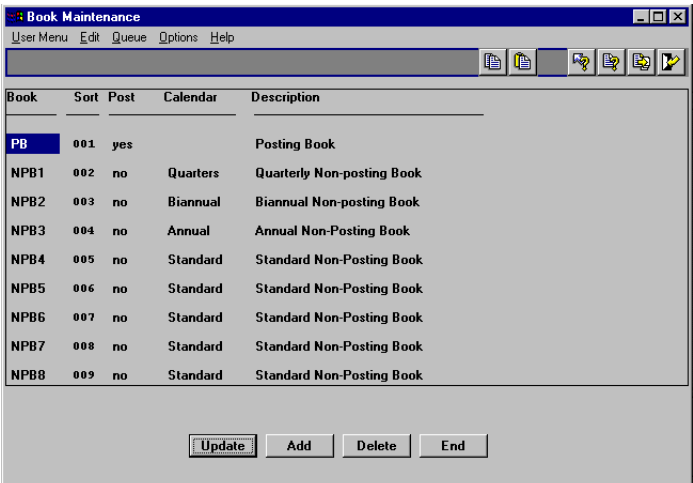
Setting Up Books

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

For each book, you specify:

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

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



The screenshot shows a software window titled "Book Maintenance" with a menu bar (User Menu, Edit, Queue, Options, Help) and a toolbar. Below is a table with columns: Book, Sort, Post, Calendar, and Description. The table lists various book types, with "PB" (Posting Book) selected. At the bottom are buttons for Update, Add, Delete, and End.

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

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; it 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.

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

See “Setting Up Fixed-Asset Calendars” on page 27 for more information.

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 MFG/PRO, 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)

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:	

Update Add Find Delete 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: **AD02**
Description: PB 1002
Depreciate Assets: yes

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

Update Add Books Accts Find Delete End

Class. Enter a unique class ID.

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

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

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

Fig. 2.11
Class Maintenance,
Default Books

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

Update Add Delete End

See “Setting Up Books” on page 28 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 21 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 92 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’s 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’s 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's 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%	\$1,440.60

Table 2.5
Declining-Balance
Depreciation
Schedule

With the declining-balance method, \$3,361.40 (\$4,802 - \$1,440.60) of the asset's 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

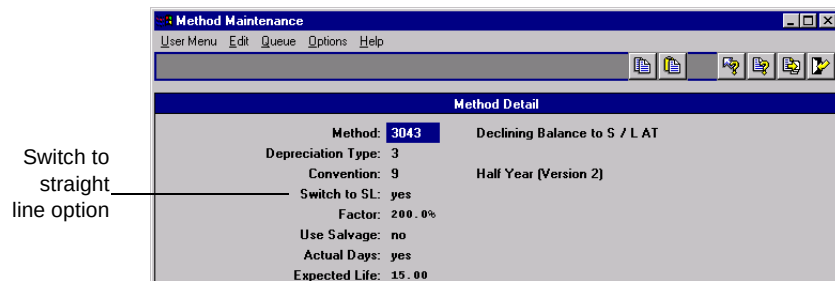
The standard declining-balance method does not depreciate the asset to zero. You can choose to switch the declining-balance method to straight-line method when the depreciation calculated by straight-line method is greater than the depreciation calculated by the declining-balance method. This method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



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	\$1,440.60	\$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’s 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’s depreciable basis.

The annual depreciation is calculated by applying a fraction to the asset’s depreciable basis. Each fraction uses the sum of the years’ digits as the denominator and the remaining years in the asset’s 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's 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%	$\$18,000 \times 23.6\%$	\$4,248	\$4,248
2	23.6%	$\$18,000 \times 23.6\%$	\$4,248	\$8,496
3	23.6%	$\$18,000 \times 23.6\%$	\$4,248	\$12,744
4	23.6%	$\$18,000 \times 23.6\%$	\$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’s depreciable basis. The depreciation charge is adjusted in year 5.

Units of Production

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

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

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

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

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's life. The depreciation factors are user-defined and must equal 100% at the end of the asset's 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 4 year service life. The depreciation factors for each year of the asset's service life are:

Table 2.10
Custom-Table
Depreciation
Factors

Year	Depreciation Rate
1	7%
2	9.5%
3	27%
4	56.5%
Total	100%

Table 2.11 illustrates the custom-table depreciation schedule.

Year	Depreciation Rate	Calculation	Depreciation Expense
1	7%	$\$8,000 \times 7\%$	\$560
2	9.5%	$\$8,000 \times 9.5\%$	\$760
3	27%	$\$8,000 \times 27\%$	\$2,160
4	56.5%	$\$8,000 \times 56.5\%$	\$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’s life.

Example A company purchases a \$3,600 computer that has a 3 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:

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

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.

Period	1999	2000
January	0	\$100
February	0	\$100
March	\$100	\$100
April	\$100	\$100

Table 2.12
Full-Period
Depreciation

Period	1999	2000
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.

Table 2.14
Next-Period
Depreciation

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

Full Quarter

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

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

Table 2.15
Full-Quarter
Factors

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

The first year depreciation and depreciation per period calculations are:

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

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

The retirement depreciation calculation is:

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

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

Table 2.16 illustrates the depreciation taken for each period.

Table 2.16
Full-Quarter
Depreciation

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

Half Quarter

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

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

Table 2.17
Half-Quarter
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%

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 6 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:

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

Since the computer is retired in the second half of the year, a full year of 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 software window titled "Fixed Asset Meter Maintenance". It has a menu bar with "User Menu", "Edit", "Queue", "Options", and "Help". Below the menu bar is a toolbar with several icons. The main area contains a form with the following fields:

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

Below these fields is a table titled "Meter Readings". The table has four columns: "Action", "Date", "Reading", and "Accumulated Units". The data in the table is as follows:

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 several buttons: "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 meter's beginning number. The default is 0.

Date. Enter the date of the meter's initial 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 meter's ending 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
AddDeleteEnd			

Fig. 2.15
Fixed Asset Meter
Maintenance,
Meter Readings

Action. The following are system-assigned actions:

INITIAL: Displays the meter’s initial setup number.

READING: Displays meter readings.

RESET: Displays the meter’s 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. You can only delete the most recent meter reading.

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

Choose the Assets function to view any assets and fixed-asset books that use the meter.

Fig. 2.16
Fixed Asset Meter
Maintenance,
Assets of Meter

The screenshot shows a software window titled "Fixed Asset Meter Maintenance". It has a menu bar with "User Menu", "Edit", "Queue", "Options", and "Help". Below the menu bar is a toolbar with several icons. The main area of the window is divided into sections. The top section displays meter information: "Meter: m1", "meter 1", "Initial Setting: 0", "Date: 01/01/1999", "Rollover: 15,000", and "Reset Setting: 0", "Date:". Below this is a section titled "Assets Of Meter" which contains a table with three columns: "Asset", "Book", and "Yr-Per". The table has one row with the values "nan1", "PB", and an empty cell. At the bottom of the window is a button labeled "End".

Assets Of Meter		
Asset	Book	Yr-Per
nan1	PB	

CHAPTER 3

Creating and Managing Fixed Assets

This chapter describes how to create and manage fixed assets.

<i>Introduction</i>	54
<i>Fixed Asset Maintenance</i>	55
<i>Fixed Asset Batch Maintenance</i>	82
<i>Fixed Asset Transfers</i>	85
<i>Fixed Asset Retirements</i>	87

The screenshot shows a software window titled "Routing Maintenance (Main Screen)". It contains a form with the following fields and values:

Field	Value
Routing Code	10-15000
Operation	20
Standard Operation	10.00
Work Center	INSPECTION, ALL SITES
Description	INSPEC PER PROX-005
Machines per Op	1
Overlap Units	1
Queue Time	1.0
Wait Time	0.0
Setup Time	0.0

At the bottom, there is a button labeled "Save by Production Build Group".

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 or create a batch of similar assets in Fixed Asset Batch Maintenance.

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 the asset's components
- Dividing an asset into two separate assets

If you are retiring or transferring a group of assets, you can use Fixed Asset Transfers and Fixed Asset Retirements 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.

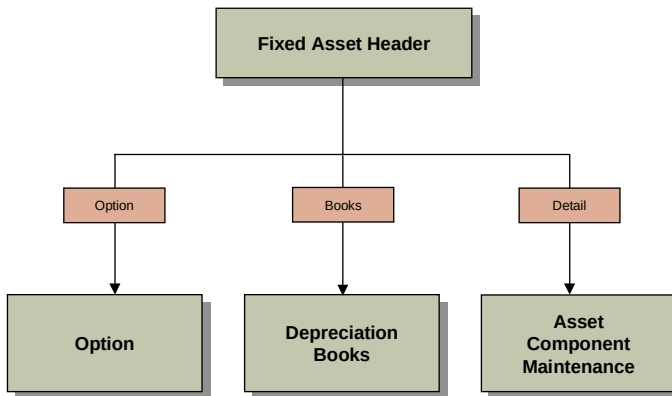


Fig. 3.1
Fixed Asset Header

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 the 'Fixed Asset Maintenance' window. The top section displays asset details for 'Computer 1' with the following fields:

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

The bottom section is titled 'Depreciation Books' and contains a table with the following data:

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

At the bottom of the window are buttons for '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.

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 31 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. You cannot update the location if the asset has been posted to the GL.

♦ See “Setting Up Locations” on page 30 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 of the asset’s books 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 of the asset’s 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 of the asset’s books 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.

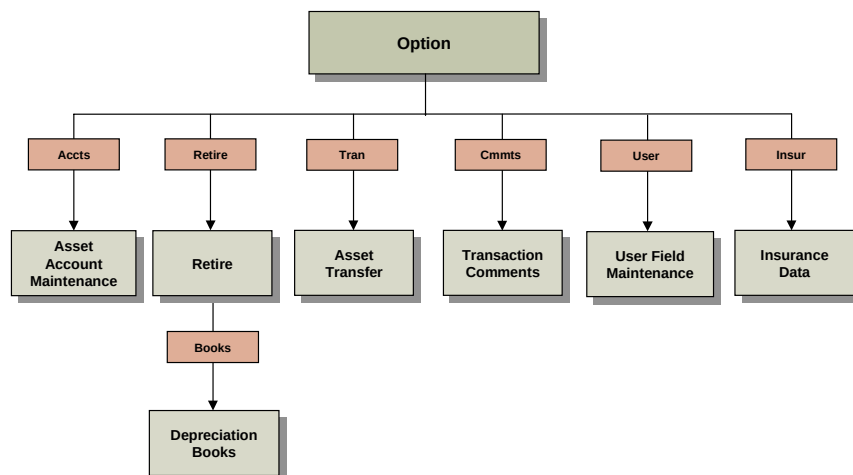
Auth Number. Optionally enter an authorization number for this fixed asset. This field is for reference only.

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.

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's 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.

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's 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's custodian. Custodians are employees responsible for tracking the location of fixed assets.

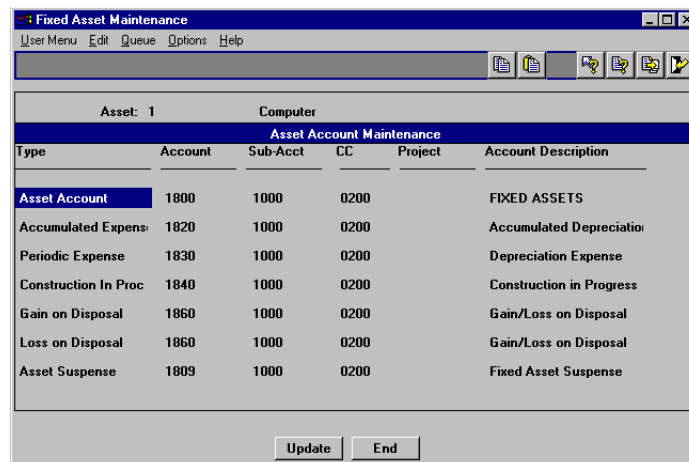
Asset Account Maintenance

Access this function by choosing Accts on the Option screen.

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

If Verify GL Accounts is Yes in the System/Account Control File, the account, sub-account, and cost center combination is validated. If Verify Projects is Yes in the System/Account Control File, the project 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

Update End

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. 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. 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.

Retirement

Access this function by choosing Retire on the Option screen.

Use this function to retire an asset. Retirement removes the asset's 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

Fixed Asset Maintenance

User Menu Edit Queue Options Help

Retirement

Asset: AD-0101 Asset AD1

Disposition Date:

Disposition Reason:

Sold For: 0.00

Partial: no

Depreciation Books				
Book	Basis Amount	Accum Dep	Net Amount	Gain/Loss
PB	9,899.77	9,899.77	0.00	0.00
NP01	9,899.77	9,899.77	0.00	0.00
NP02	10,000.00	10,000.00	0.00	0.00
NP03	9,899.77	9,899.77	0.00	0.00

Update

Undo

Books

End

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.

Fixed Asset Maintenance

User Menu Edit Queue Options Help

Retirement

Asset: 1 Computer

Disposition Date: 08/01/1999

Disposition Reason: SOLD

New Asset ID: 22 Percent: 50.00 Amount:

Partial: yes

Fig. 3.7
Fixed Asset
Maintenance,
Partial Retirement

New Asset ID. Enter a unique asset ID for the components being removed from the asset. If Auto Generate Asset is Yes in 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's 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.

Fixed Asset Maintenance

User Menu Edit Queue Options Help

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	

Fig. 3.8
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.

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 transaction 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. You cannot complete the transfer if there is an invalid combination.

Fig. 3.9
Fixed Asset
Maintenance, Asset
Transfer

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

Update Move End

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. The default is the new location's sub-account.

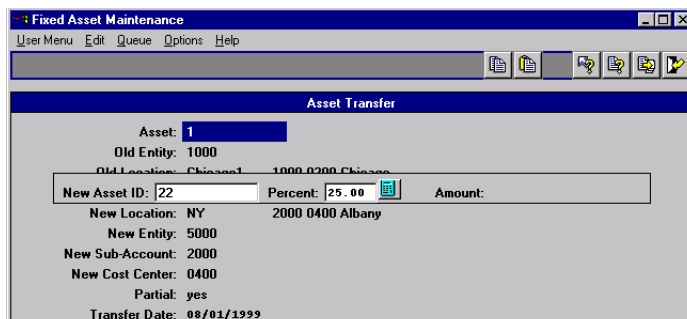
New Cost Center. Enter a predefined cost center. Define cost centers in Cost Center Code Maintenance. The default is the new location's cost center.

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's 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.



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

- Asset: 1
- Old Entity: 1000
- Old Location: Chicago1 1000 0200 Chicago
- New Asset ID: 22
- Percent: 25.00
- Amount:
- New Location: NY 2000 0400 Albany
- New Entity: 5000
- New Sub-Account: 2000
- New Cost Center: 0400
- Partial: yes
- Transfer Date: 08/01/1999

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 Number Range Management sequence.

Percent. If the asset has only one component, enter the percentage of the original asset's 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	Tag	Description	Amount	Serial
*	AD-0101-0001		1,000.00	
*	AD-0101-0002		1,000.00	
*	AD-0101-0003		1,000.00	
*	AD-0101-0004		1,000.00	
*	AD-0101-0005		1,000.00	
*	AD-0101-0006		1,000.00	
*	AD-0101-0007		1,000.00	
*	AD-0101-0008		1,000.00	
*	AD-0101-0009		1,000.00	
*	AD-0101-0010		1,000.00	

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.

Transaction Comments

Access this function by choosing Cmnts on the Option screen.

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

Fig. 3.12
Fixed Asset
Maintenance,
Transaction
Comments

Page: 1

Master Reference:

Type:

Language:

Page:

ASSET CREATED ON 8/1/99

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

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

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

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

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

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

User Field Maintenance

Access this function by choosing User on the Option screen.

Use this function to maintain user fields for customization.

Fig. 3.13
Fixed Asset
Maintenance, User
Field Maintenance

Fixed Asset Maintenance					
User Menu Edit Queue Options Help					
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			
Update End					

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.

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: 2" and "Computer". Below this is a section titled "Insurance Data" with the following fields:

Insurance Company:	Alliance
Insurance Number:	264392
Insurance Date:	05/01/1999
Insurance Value:	5,000.00

Below the Insurance Data section is a section for "Custodian:" and "Split From:" with a "Split Date:" field. At the bottom of the window are "Update" and "End" buttons.

Fig. 3.14
Fixed Asset
Maintenance,
Insurance Data

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

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

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

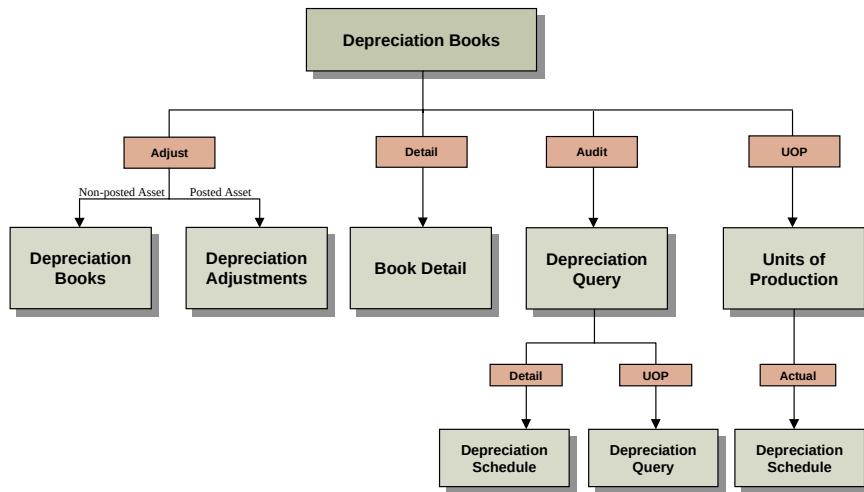
Insurance Value. Optionally enter an insurance value or replacement cost of the asset.

Depreciation Books

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

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

Fig. 3.15
Depreciation Books
Screen



Use this function to assign or change depreciation books for the asset. Books default from the asset's 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

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

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

See “Setting Up Books” on page 28 for information.

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

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

See “Setting Up Methods” on page 21 for information.

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

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

Depreciation Adjustment

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

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

Fig. 3.17
Fixed Asset
Maintenance,
Depreciation
Adjustments

Fixed Asset Maintenance					
User Menu Edit Queue Options Help					
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

Add Undo End

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.

For details, see the *Fixed Assets Installation Guide*.

Note You cannot undo an adjustment for an asset that has been converted from a previous fixed-asset system.

MFG/PRO supplies the following adjustment types:

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

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

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

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

▶ See “Setting Up Methods” on page 21 for information.

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

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

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

Yr-Per. Enter the year and the period for this adjustment. The format is 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's 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

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

Update End

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

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

Depreciation Query

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

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

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

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

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

Fig. 3.19
Fixed Asset
Maintenance,
Depreciation Query

Choose the Detail function to view the detailed depreciation schedule.

Fig. 3.20
Fixed Asset
Maintenance,
Depreciation
Schedule

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

End

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

Fig. 3.21
Fixed Asset
Maintenance, UOP
Audit

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

End

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.

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

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

Update Actual End

Fig. 3.22
Fixed Asset Maintenance, Units of Production

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

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

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

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

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

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

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

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

Fig. 3.23
Fixed Asset
Maintenance,
Depreciation
Schedule

The screenshot shows the 'Fixed Asset Maintenance' window. The 'Asset' field is set to 55555. 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' table is shown below:

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 are three buttons: 'Update', 'Actual', and 'End'.

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

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

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

Asset Component Maintenance

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

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

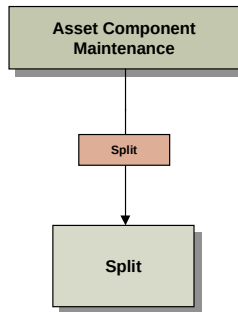


Fig. 3.24
Asset Component
Maintenance
Screen

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

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

Fig. 3.25
Fixed Asset
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, 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's 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

Asset: 2		Computer		
Asset Component Maintenance				
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 MFG/PRO financial modules.

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

Fixed Asset Batch Maintenance

User Menu Edit Queue Options Help

Batch: 1999080603 Creation Date:

Batch Control: 10,000.00

Total Cost: 3,000.00

Total Assets: 1

Assets

Asset: 22 Computer

Class: COMP

Location: 1

Service Date: 07/01/1999

Cost: 3,000.00

Salvage: 250.00

Components: 1

Total Units: 0

Units/Period: 0

UM:

Update Add Assets Create Undo Find Delete End

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.

Fixed Asset Batch Maintenance

User Menu Edit Queue Options Help

Batch: 1999080603 Creation Date:

Batch Control: 10,000.00

Total Cost: 0.00

Total Assets: 0

Assets

Asset: 22 Computer

Class: COMP

Location: 1

Service Date: 07/01/1999

Cost: 3,000.00

Salvage: 250.00

Components: 1

Total Units: 0

Units/Period: 0

UM:

Update Add Delete End

Fig. 3.29
Fixed Asset Batch
Maintenance,
Assets

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

If Auto Generate Asset is Yes in the Fixed Asset Control File, this field cannot be updated. Assets 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's units; for example, inch or foot.

Fixed Asset Transfers

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

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

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	

Fig. 3.30
Fixed Asset
Transfers (32.16)

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

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

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

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

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

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

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

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

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

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

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

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

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

Fig. 3.31
Fixed Asset
Transfers, Select
Assets to Transfer

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

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

Fixed Asset Retirements

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

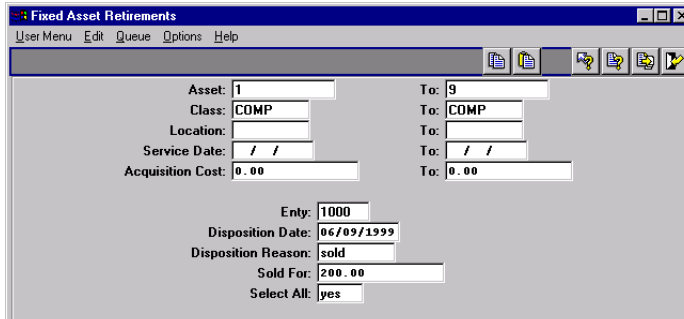


Fig. 3.32
Fixed Asset
Retirements (32.19)

Asset, 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.

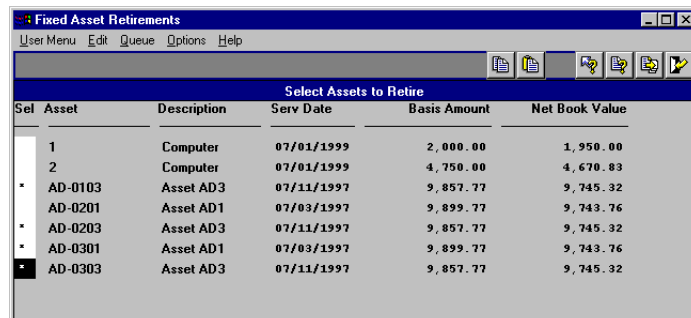
The disposition amount is assigned to each asset that you are retiring. This amount is used when calculating the gain or loss on the disposition of an asset.

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. 3.33
Fixed Asset
Retirements, Select
Assets to Retire



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.

CHAPTER 4

Maintaining Fixed Assets

This chapter describes how to maintain fixed assets.

Creating Fixed-Asset Transactions **90**

GL Transactions in Fixed Assets **92**

Voiding GL Transactions **93**

Deleting and Archiving Fixed Assets **94**

Routing Code: 10-15000 OPERATION: 20 NAME: (75) COOLING

Standard Operation	Work Center	Machine
10:30	INSPEC	ALL SITE

Description: INSPEC PER PROX-005

Machines per Op: 1 Milestone: 1

Overlap Units: 1

Queue Time: 1.0

Wait Time: 0.0

Setup Time: 0.0

Base by Production: 0.0

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's 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 93 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.

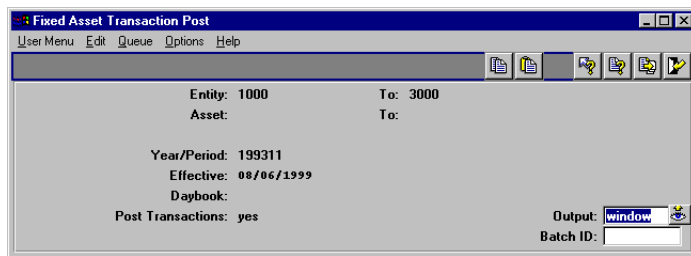


Fig. 4.1
Fixed Asset
Transaction Post
(32.13)

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

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's date.

Daybook. Enter a predefined daybook code. Define daybooks in Daybook Maintenance and Default Daybook Maintenance. 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 “Account Data” on page 12 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’s 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’s acquisition cost credits the Asset account for the old location and debits the Asset account for the new location.
- The asset’s accumulated 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’s acquisition cost credits the old entity and debits the new entity. The asset’s acquisition cost also debits the Intercompany account for the old entity and credits the Intercompany account for the new entity.

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

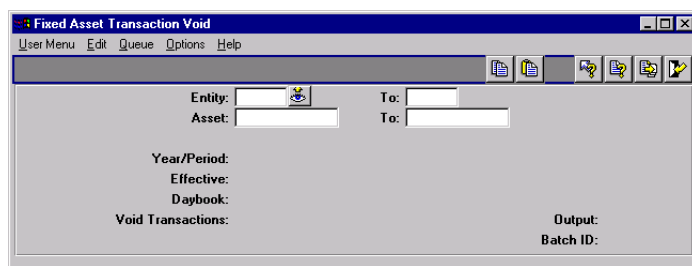


Fig. 4.2
Fixed Asset
Transaction Void
(32.14)

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's date.

Daybook. Enter a predefined daybook code. Define daybooks in Daybook Maintenance and Default Daybook Maintenance. 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 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: printer

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 filename.

Fixed Assets Reports

Periodic Activity Report **98**

Depreciation Adjustment Report **98**

Acquisition Report **99**

Depreciation Expense Report **99**

Asset Depreciation Array Report **100**

Assets Owned Report **100**

Routing Maintenance (Main Screen)

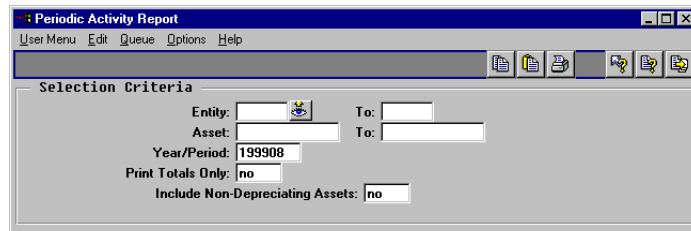
Routing Code:	10-15000	NONAD (75) CDR IN
Operation:	20	
Standard Operation		
Work Center	1030	INSPECTION, ALL SITES
Machine		
Description:	INSPEC PER PROC-005	
Machines per Op	1	Milestone
Overlap Units	1	
Queue Time	1.0	
Wait Time	0.0	
Setup Time	0.0	

Route by Production Route

Periodic Activity Report

Use Periodic Activity Report (32.5.1) to review asset activity for a period by entity. The report shows the assets' 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. Below the toolbar is a section labeled "Selection Criteria" containing the following fields:

- Entity: [text box] To: [text box]
- Asset: [text box] To: [text box]
- 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.

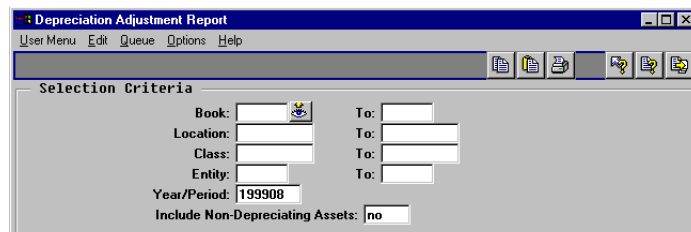
Yes: The report prints totals for all asset activity.

No: The report prints each individual asset's 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)

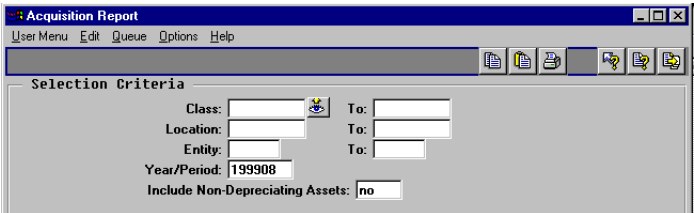


The screenshot shows a window titled "Depreciation Adjustment Report" with a menu bar (User Menu, Edit, Queue, Options, Help) and a toolbar. Below the toolbar is a section labeled "Selection Criteria" containing the following fields:

- Book: [text box] To: [text box]
- Location: [text box] To: [text box]
- Class: [text box] To: [text box]
- Entity: [text box] To: [text box]
- 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.



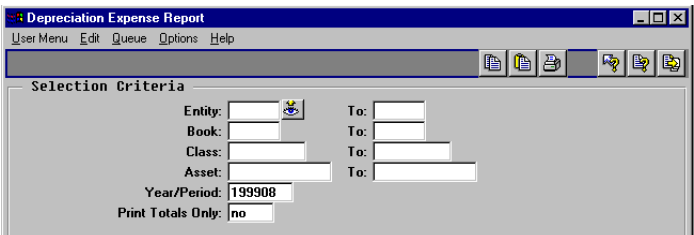
The screenshot shows the 'Acquisition Report' window with a menu bar (User Menu, Edit, Queue, Options, Help) and a toolbar. The 'Selection Criteria' section contains the following fields:

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 the 'Depreciation Expense Report' window with a menu bar (User Menu, Edit, Queue, Options, Help) and a toolbar. The 'Selection Criteria' section 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's depreciation expense.

Asset Depreciation Array Report

Use Asset Depreciation Array Report (32.5.9) to view assets' lifetime depreciation expenses. 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 the asset's lifetime depreciation expenses.

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

No: The report prints each individual asset's lifetime depreciation expense.

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.

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.

Glossary

Accelerated Depreciation. Depreciation methods that provide greater depreciation expense in the earlier years of an asset's economic life. Examples include declining-balance and sum-of-the-years'-digits methods.

Accounting Period. Economic cycle for which financial records are maintained. For example, a calendar year or a fiscal year.

Accumulated Expense Account. A GL account used to track the amount of depreciation that has accumulated and been posted since the start of the depreciation calculation.

Acquisition Cost. The amount to purchase the fixed asset.

AICPA. See *American Institute of Certified Public Accountants (AICPA)*.

American Institute of Certified Public Accountants (AICPA). Establishes standards of financial accounting and reporting for the private sector.

Amortization. Some capital expenditures, primarily non-tangibles, can be amortized rather than depreciated. This method generally uses a straight-line method over a specific time period. Items that could be eligible for amortization include trademarks, certain start-up expenses, software, and other intangible assets.

Asset Account. A GL account used to track the acquisition cost of a fixed asset.

Asset Suspense Account. A GL account used to track the remaining value of fixed asset when it is disposed.

Basis. See *Depreciable Basis*.

Batch. A group of similar fixed assets added together into the system. Fixed-asset batches have no relation or similarity to batches used in other MFG/PRO financial modules.

Book Service Date. The service date used for calculating depreciation.

Class. Classes group fixed assets that share the following characteristics:

- GL accounts
- Depreciation books
- Service lives for calculating depreciation
- Depreciation methods

Component. Part of a fixed asset if the asset contains more than one item. For example, a computer is a fixed asset that contains three components: the mouse, keyboard, and monitor.

Construction in Process Account. A GL account used to track the purchase cost of a fixed asset.

Conventions. A method for averaging depreciation in the first and last year's of a fixed asset's life. This is required because assets are not always acquired on the first day of the year or disposed on the last day of the year. MFG/PRO supports the following conventions:

- Full Period
- Half Period
- Next Period
- Full Quarter
- Half Quarter
- Full Year
- Half Year
- Modified Half Year Version 1
- Modified Half Year Version 2

Cost. See *Acquisition Cost*.

Custodian. Employees responsible for tracking the location of fixed assets.

Custom Table. Depreciation tables used as a substitute for the standard depreciation methods when calculating depreciation. Depreciation is calculated by specifying a depreciation factor for each period and year of the asset's life.

Declining-Balance Method. An accelerated depreciation method that provides higher depreciation charges in the earlier years of the asset's 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's service life. This method does not depreciate an asset to zero.

Declining Balance Switch to Straight Line.

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

Depreciable Asset. Tangible item of value used by a business to produce income that uses depreciation to allocate its cost to periods in its service life.

Depreciable Basis. Value used for calculating depreciation as the depreciation base. The depreciable basis is the fixed asset's acquisition cost minus any salvage value.

Depreciation. Allocates a fixed asset's cost to periods in its service life. MFG/PRO supports the following depreciation methods:

- Straight Line
- Declining Balance
- Sum of the Years' Digits
- Flat Rate
- Units of Production
- Custom Table

Depreciation Book. Book used for tracking a fixed asset's depreciation. It can be the posting book that posts to the GL.

Depreciation Convention. See *Conventions*.

Disposition Date. Date of permanent removal of a depreciable asset from income producing activity. This is often referred to as the Retirement Date.

Disposition Reason. Reason for disposal of an asset and required input at time of disposal. Reasons include sold, stolen, destroyed, donated, and impaired.

Entity. An entity is an independent unit for financial reporting purposes.

Fixed Asset. Tangible item of value used by a business to produce income.

FASB. See *Financial Accounting Standards Board (FASB)*.

Financial Accounting Standards Board (FASB). Establishes standards of financial accounting and reporting for the private sector.

Flat-Rate Method. Depreciation method that calculates depreciation by using a constant percentage and multiplying it by the depreciable basis over the asset's 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.

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

Full-Quarter Convention. A full quarter's depreciation is calculated for the first quarter of the asset's life. No depreciation is calculated for the last quarter of the asset's life.

Full-Year Convention. 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's life.

GAAP. See *Generally Accepted Accounting Principles (GAAP)*.

Gain on Disposal Account. A GL account used to track gains from fixed asset disposal.

General Ledger. A general ledger is the collection of all the asset, liability, equity, and expense accounts. Amounts entered in books of original entry (journals) are transferred (posted) to the correct account in the general ledger.

Generally Accepted Accounting Principles (GAAP). These include U.S. guidelines and rules and procedures issued by groups within the accounting industry to standardize accounting practices. These groups include the Financial Accounting Standards Board (FASB) and the American Institute of Certified Public Accountants (AICPA).

Half-Period Convention. A half period's depreciation is calculated for the first and last period of the asset's life.

Half-Quarter Convention. A half quarter's depreciation is calculated for the first and last quarter of the asset's life.

Half-Year Convention. A half year's depreciation is calculated for the first and last year of the asset's life. See also *Modified Half-Year Convention (Version 1)* and *Modified Half-Year Convention (Version 2)*.

ID. An identification tag. These are specific and unique identifiers.

Intangible Asset. These are assets that provide future economic benefit but have no physical substance. Examples include goodwill, patents, and trademarks.

Life. Number of years used as a basis for depreciation calculations.

Location. For fixed assets, it identifies the accounting location and entity for the fixed asset. There is no connection between the fixed-asset location and inventory location.

Loss on Disposal Account. A GL account used to track losses from fixed-asset disposal.

Meter. Measures the usage of a fixed asset. Used by the units-of-production depreciation method.

Modified Half-Year Convention (Version 1).

If the asset is put into service in the first half of the year, a full year of depreciation is calculated. 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's depreciation is taken.

Modified Half-Year Convention (Version 2).

If the asset is put into service in the first half of the year, a full year of depreciation is calculated. If the asset is put in service in the second half of the year, a half year's 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's depreciation is calculated.

Override Depreciation. The amount of depreciation previously taken in another fixed-assets system.

Net Book Value. The fixed asset's acquisition cost minus accumulated depreciation.

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

Non-Accelerated Depreciation. Depreciation methods that divide the amount of depreciation equally over the life of the asset. An example is the straight-line method.

Non-Depreciable Assets. Assets that have characteristics of a fixed asset, but cannot be depreciated. Generally, these assets include:

- Property placed in service and disposed of in the same taxable year.
- Tangible property including land, inventory, rented property, and term interest in property.
- Intangible property including goodwill, trademarks, and trade names.

Periodic Expense Account. A GL account used to track the amount of depreciation expense for the accounting period.

Purchase Price. See *Acquisition Cost*.

Replacement Value. Amount to replace a fixed asset. Used for management purposes, primarily in estimating budget or insurance requirements. Not used for calculating depreciation.

Retirement Date. Date of permanent removal of a depreciable asset from income producing activities. Disposition can be made by sale, exchange, abandonment, or destruction of the property. Often referred to as Disposition Date.

Salvage. The estimated value of property at the end of its useful life. This amount is 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.

Serial Number. A unique identifier for the fixed asset and is not necessarily the same as the asset ID.

Service Date. Date asset goes into service. A book service date is the date the asset went into service and depreciation starts for book purposes.

Sold-For Amount. Amount of cash received from the disposition of a fixed asset.

Splitting. Divide a fixed asset containing a group of individual items into two separate assets. Splitting is also used for partial retirements and transfers.

Straight-Line Method. Depreciation method that allocates the asset's cost evenly over its service life.

Sum-of-the-Years'-Digits Method. An accelerated depreciation method that provides a decreasing fraction to the asset's depreciable basis. The annual depreciation is calculated by applying a fraction to the asset's depreciable basis. Each fraction uses the sum of the years'

digits as the denominator and the remaining years in the asset's service life as the numerator. The numerator decreases each year while the denominator remains constant.

Tax-Basis Amount. Amount of a fixed asset investment that can be depreciated for tax purposes. This is normally the book acquisition basis.

UOP. See *Units-of-Production Method*.

Units-of-Production Method. Depreciation method that calculates depreciation based on items produced or units consumed from the asset.

APPENDIX A

File Relationships

This chapter details the major relationships between the fixed-asset files in an MFG/PRO database.

Fixed Assets I **110**

Fixed Assets II **111**

Fixed Assets III **112**

Routing Maintenance (Main Screen)

Routing Code: 10-15000 OPERATION: 20 MFG/PRO CODE: 1030

Standard Operation: 1030 MACHINE: INSPEC PER PROX-005

Description: INSPEC PER PROX-005

Machines per Op: 1 Queue Time: 1.0

Overlap Units: 1 Wait Time: 0.0

Setup Time: 0.0

Queue Time: 1.0

Wait Time: 0.0

Setup Time: 0.0

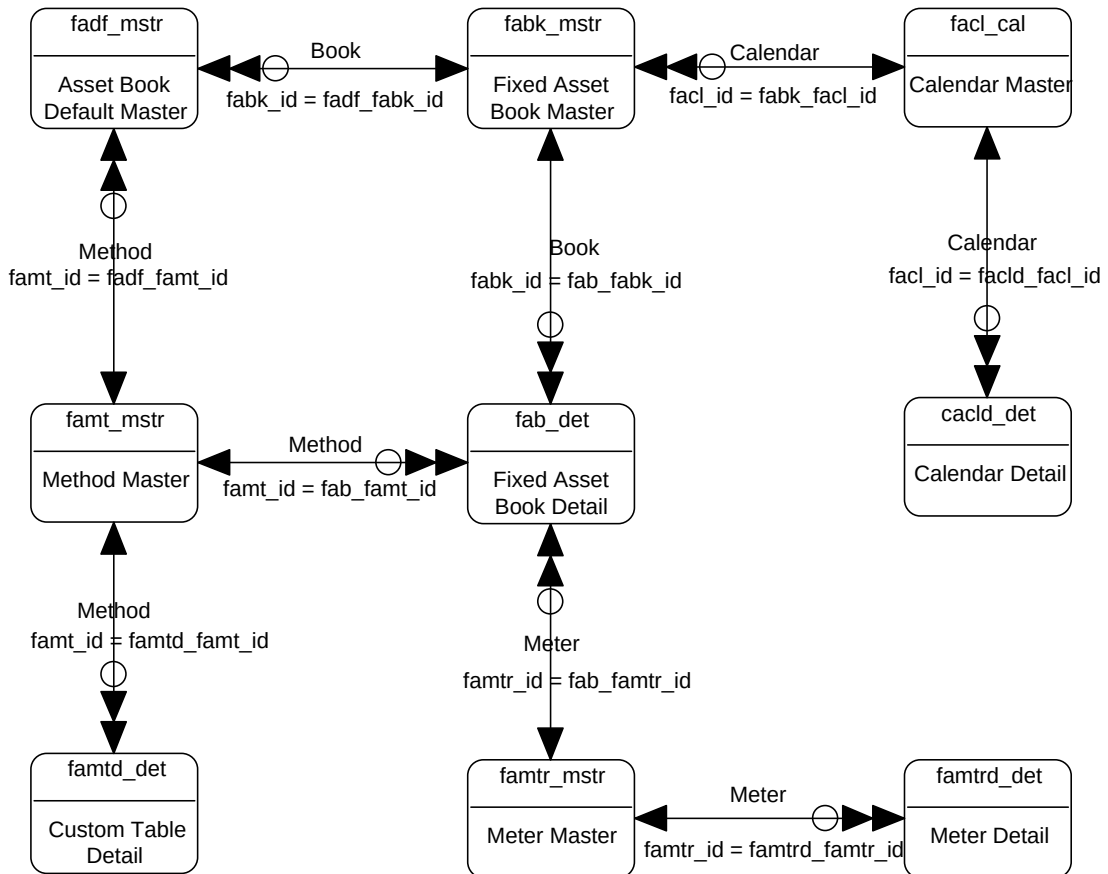
Queue Time: 1.0

Wait Time: 0.0

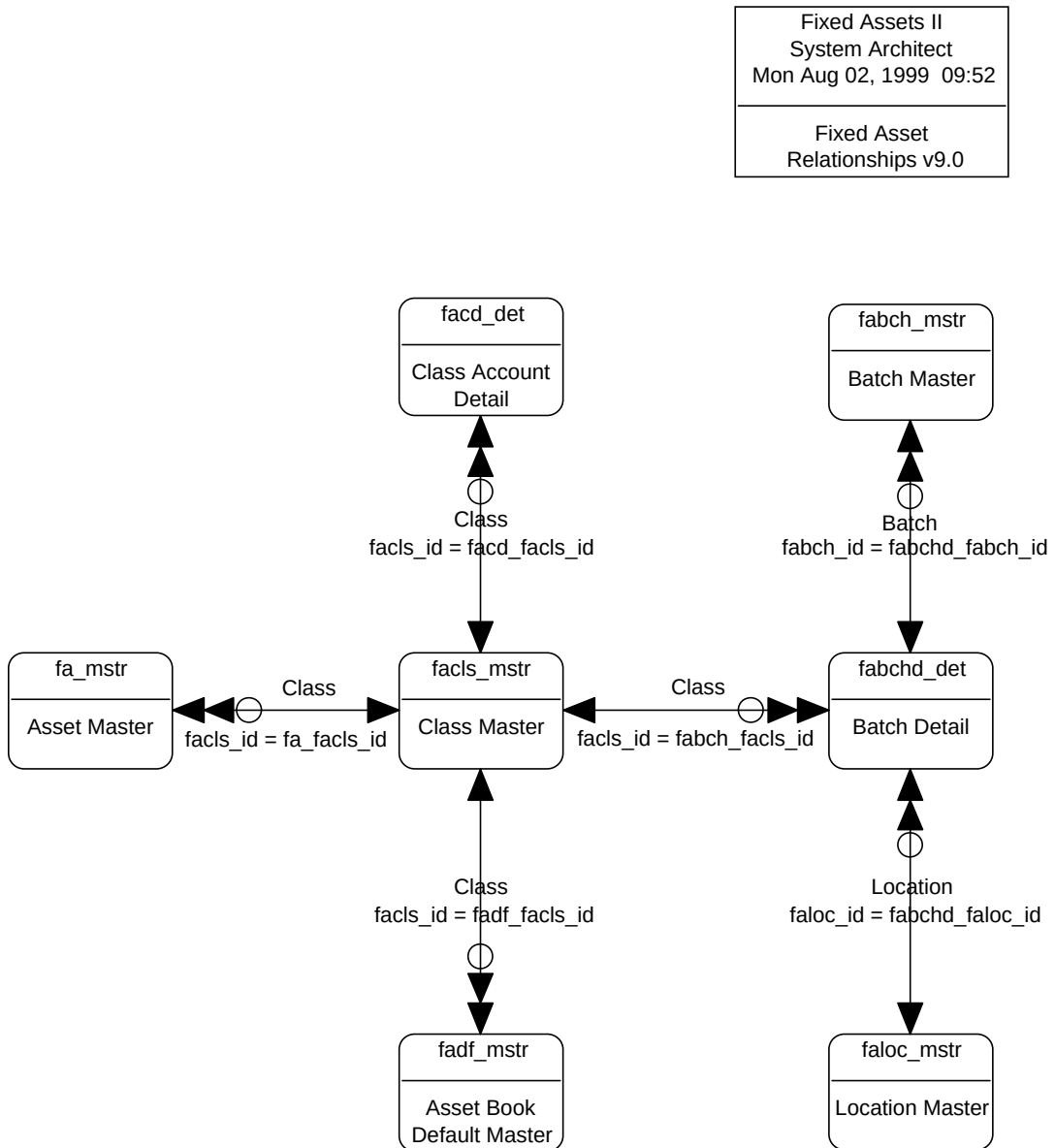
Setup Time: 0.0

Fixed Assets I

Fixed Assets I System Architect Thu Jun 24, 1999 14:27
Fixed Asset Relationships v9.0

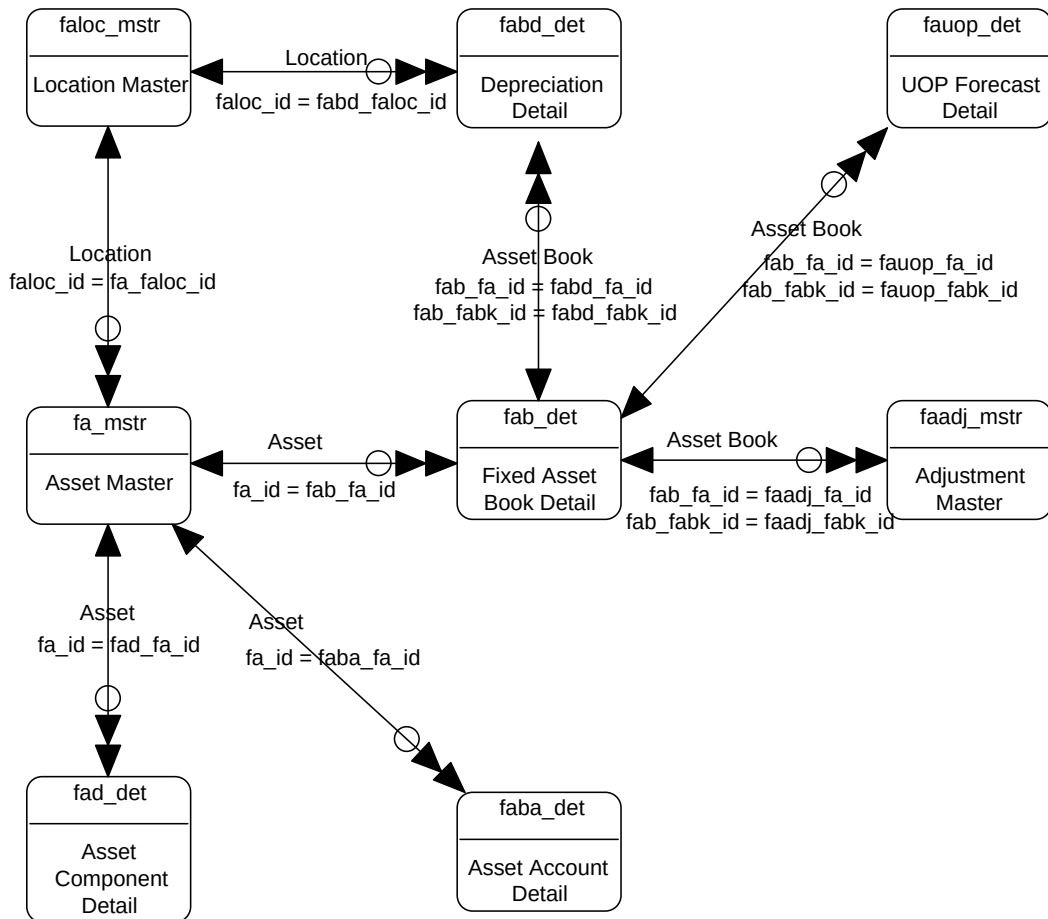


Fixed Assets II



Fixed Assets III

Fixed Assets III System Architect Thu Jun 24, 1999 15:00
Fixed Asset Relationships v9.0



Database Definitions

This appendix includes technical reference information for the database tables used to store Fixed Asset information.

Database Tables **114**

Table Definitions **116**



Routing Code: 10-15000
Operation: 20
Standard Operation: 10.00
Work Center: INSPEC PER PROX-005
Machine: INSPEC PER PROX-005
Description: INSPEC PER PROX-005
Machines per Op: 1
Overlap Units: 1
Queue Time: 1.0
Wait Time: 0.0
Setup Time: 0.0

Database Tables

This section provides information for the database tables used to store fixed-asset data. This information is useful for system administrators and programmers doing software conversions and custom programming.

Fixed-asset data is stored in the following new tables.

- Fixed Asset Adjustment Master (faadj_mstr)
- Fixed Asset Account Detail (faba_det)
- Fixed Asset Batch Detail (fabchd_det)
- Fixed Assets Batch Master (fabch_mstr)
- Fixed Asset Book Depreciation Detail (fabd_det)
- Fixed Asset Book Master (fabk_mstr)
- Fixed Asset Book Detail (fab_det)
- Fixed Asset Class Account Detail (facd_det)
- Fixed Asset Calendar Detail (facld_det)
- Fixed Asset Class Master (facsl_mstr)
- Fixed Asset Calendar Master (facld_cal)
- Fixed Asset Control Table (fact_ctrl)
- Fixed Asset Book Default Master (fadf_mstr)
- Fixed Asset Component Detail (fad_det)
- Fixed Asset Location Master (faloc_mstr)
- Fixed Asset Custom Table Detail (famtd_det)
- Fixed Asset Meter Detail (famtrd_det)
- Fixed Asset Meter Master (famtr_mstr)
- Fixed Asset Method Master (famt_mstr)
- Stores UOP forecast data by period (fauop_det)
- Fixed Asset Master (fa_mstr)

Table Conventions

Database tables are presented with the following information.

Field Name	Label	Column Label	Format	Dec
insd_amt	Amount		->,>>>,>>9.9<<<<<<<<<	10
insd_dataset	Related file		x(12)	
insd_date	Date		99/99/99	

- *Field Name*. The name of the field.
- *Field Label*. The label as it appears on screens.
- *Column Label*. The label that appears on reports.
- *Format*. How, and what kind of, data can be displayed.
- *Dec*. The maximum number of decimal places that can be stored.

Some fields are not currently used. These fields are either:

- User definable for custom programming
- Reserved for future use by QAD

Each database file has at least one index. By default PROGRESS sorts and retrieves records using the primary index, which is indicated by an asterisk (*). Indexes have the following attributes.

Index Name	Uni	Field Name	Asc	Abbr
* insd_ins	yes	insd_int_nbr	yes	no
		insd_line	yes	no
insd_nbrln	no	insd_dataset	yes	no
		insd_nbr	yes	no
		insd_line	yes	no

- *Primary Index*. Indicated with an asterisk. The most frequently used index. Each table has one and only one primary index. PROGRESS uses the primary index when retrieving records or ordering records for a list (like a report) if you do not specify another index. The primary index reflects the most common order, or the most natural order, by which records are sorted.
- *Index Name*. The name of the index.
- *Uni (Unique)*. Yes indicates only one record in the file can have a particular index value.
- *Field Name*. Each index has one or more field components.
- *Asc (Ascending)*. Yes indicates that records are ordered and accessed by ascending field values.
- *Abbr (Abbreviated)*. For character data fields, a sort option that examines partial records. Files with abbreviated indexes sort faster but require more disk space.

The following symbols and conventions are used in the table listings.

Symbol	Meaning
*	Primary Index
!	Shows where a column label wraps to next line

Convention for Designating Fields	Meaning
[x]	Extent of array field
<prefix>_user<number>	User field (prj_user1)
<prefix>_dec<number>	User decimal data field (prj_dec01)
<prefix>_chr<number>	User character field (prj_chr01)
<prefix>_qad<number>	QAD reserved field (prj_qad01)
<prefix>_x<number>	Obsolete field (prj_xctr)

Table Definitions

◇ faadj_mstr Fixed Asset Adjustment Master

Field Name	Label	Col-Label	Format	Dec
faadj_amt	Adjustment Amount	Adj Amt	->>>>, >>>, >>9.99<	10
faadj_fabk_id	Book		x(4)	
faadj_famt_id	Method		x(4)	
faadj_fa_id	Asset		x(12)	
faadj_life	Life		->>9.99<	10
faadj_migrate	Migrated		yes/no	
faadj_mod_date	Modified Date	Mod Date	99/99/9999	
faadj_mod_userid	User ID		x(8)	
faadj_resrv	Reserve		->, >>>, >>9	
faadj_type	Adj Type		x(2)	
faadj_user1	Ufid1		x(8)	
faadj_user2	Ufid2		x(8)	
faadj_yrper	Year/Period	Yr-Per	x(6)	
faadj_chr01			x(8)	
faadj_dec01			->>>>, >>>, >>9.99<	10
faadj_dte01			99/99/9999	
faadj_int01			->, >>>, >>9	
faadj_log01			yes/no	
faadj_qadc01			x(20)	
faadj_qadd01			->>>>, >>>, >>9.99<	10
faadj_qadi01			->, >>>, >>9	
faadj_qadl01			yes/no	
faadj_qadt01			99/99/9999	

Index-Name	Uni	Field-Name	Asc	Abbr
◇* faadj_fa_id	yes	faadj_fa_id	yes	no
		faadj_fabk_id	yes	no
		faadj_resrv	yes	no

◇ **faba_det** Fixed Asset Account Detail

Field Name	Label	Col-Label	Format	Dec
faba_acct	Account		x(8)	
faba_acctype	Account Type	Type	x(2)	
faba_cc	Cost Center	CC	x(4)	
faba_fa_id	Asset		x(12)	
faba_glseq	Account Sequence	Seq	->>>, >>>, >>9	
faba_mod_date	Modified Date	Mod Date	99/99/9999	
faba_mod_userid	User ID		x(8)	
faba_proj	Project		X(8)	
faba_sub	Sub-Account	Sub-Acct	x(8)	
faba_user1	Ufid1		x(8)	
faba_user2	Ufid2		x(8)	
faba_chr01			x(8)	
faba_dec01			->>>>, >>>, >>9.99<	10
faba_dte01			99/99/9999	
faba_int01			->, >>>, >>9	
faba_log01			yes/no	
faba_qadc01			x(20)	
faba_qadd01			->>>>, >>>, >>9.99<	10
faba_qadi01			->, >>>, >>9	
faba_qadi01			yes/no	
faba_qadt01			99/99/9999	

Index-Name	Uni	Field-Name	Asc	Abbr
◇ faba_acctype	no	faba_acctype	yes	no
◇* faba_fa_id	yes	faba_fa_id	yes	no
		faba_acctype	yes	no
		faba_glseq	yes	no

◇ **fabchd_det** Fixed Asset Batch Detail

Field Name	Label	Col-Label	Format	Dec
fabchd_desc	Asset Description		X(50)	
fabchd_fabch_id	Batch		x(12)	
fabchd_facfs_id	Class		x(8)	
fabchd_faloc_id	Location		x(8)	
fabchd_fa_id	Asset		x(12)	
fabchd_insamt	Insurance Value		->>>>, >>>, >>9.99<	10
fabchd_ins_co	Insurance Company		x(24)	

Field Name	Label	Col-Label	Format	Dec
fabchd_ins_date	Insurance Date		99/99/9999	
fabchd_ins_nbr	Insurance Number		x(12)	
fabchd_mod_date	Modified Date	Mod Date	99/99/9999	
fabchd_mod_user	User ID		x(8)	
fabchd_puramt	Cost		->>>>, >>>, >>9.99<	10
fabchd_qty	Components		>>>9	
fabchd_salvamt	Salvage		->>>>, >>>, >>9.99<	10
fabchd_startdt	Service Date	Serv Date	99/99/9999	
fabchd_um	Unit of Measure	UM	x(2)	
fabchd_uplife	Total Units		>, >>>, >>>, >>9	
fabchd_upper	Units/Period		>, >>>, >>>, >>9	
fabchd_user1	Ufld1		x(8)	
fabchd_user2	Ufld2		x(8)	
fabchd_chr01			x(8)	
fabchd_dec01			->>>>, >>>, >>9.99<	10
fabchd_dte01			99/99/9999	
fabchd_int01			->, >>>, >>9	
fabchd_log01			yes/no	
fabchd_qadc01			x(20)	
fabchd_qadd01			->>>>, >>>, >>9.99<	10
fabchd_qadi01			->, >>>, >>9	
fabchd_qadi01			yes/no	
fabchd_qadt01			99/99/9999	

Index-Name	Uni	Field-Name	Asc	Abbr
◇* fabchd_fa_id	yes	fabchd_fabch_id	yes	no
		fabchd_fa_id	yes	no

◇ **fabch_mstr** Fixed Asset Batch Master

Field Name	Label	Col-Label	Format	Dec
fabch_createdt	Creation Date		99/99/9999	
fabch_ctrl	Batch Control		->>>, >>>, >>9.99<	2
fabch_id	Batch		x(12)	
fabch_mod_date	Modified Date	Mod Date	99/99/9999	
fabch_mod_userid	User ID		x(8)	
fabch_user1	Ufld1		x(8)	
fabch_user2	Ufld2		x(8)	
fabch_chr01			x(8)	
fabch_dec01			->>>>, >>>, >>9.99<	10
fabch_dte01			99/99/9999	
fabch_int01			->, >>>, >>9	
fabch_log01			yes/no	
fabch_qadc01			x(20)	
fabch_qadd01			->>>>, >>>, >>9.99<	10
fabch_qadi01			->, >>>, >>9	
fabch_qadi01			yes/no	
fabch_qadt01			99/99/9999	

Index-Name	Uni	Field-Name	Asc	Abbr
♦* fabch_id	yes	fabch_id	yes	no

♦ **fabd_det** Fixed Asset Book Depreciation Detail

Field Name	Label	Col-Label	Format	Dec
fabd_accamt	Accumulated Depreciation		->>>>, >>>, >>9.99<	10
fabd_accup	Units Consumed		>, >>>, >>>, >>9	
fabd_acq	Acquired		yes/no	
fabd_adj_yrper	Adj Year/Period	Adj! Yr-Per	x(6)	
fabd_cst_adj	Cost Adjust		yes/no	
fabd_entity	Entity	Enty	x(4)	
fabd_fabk_id	Book		x(4)	
fabd_facls_id	Class		x(8)	
fabd_faloc_id	Location		x(8)	
fabd_fa_id	Asset		x(12)	
fabd_glseq	GL Sequence		->>>, >>>, >>9	
fabd_migrate	Migrated		yes/no	
fabd_mod_date	Modified Date	Mod Date	99/99/9999	
fabd_mod_userid	User ID		x(8)	
fabd_peramt	Period Depreciation		->>>>, >>>, >>9.99<	10
fabd_post	Posted To GL	Posted	yes/no	
fabd_resrv	Reserve		->, >>>, >>9	
fabd_resrv_type	Res Type		x(2)	
fabd_retired	Retired		yes/no	
fabd_rt_period	Retire Period		yes/no	
fabd_seq	Sort	Sort	>>>>>>>9	
fabd_suspend	Suspend		yes/no	
fabd_transfer	Transferred		yes/no	
fabd_trn_entity	Entity	Enty	x(4)	
fabd_trn_glseq	GL Sequence		->>>, >>>, >>9	
fabd_trn_loc	Transfer Location		x(8)	
fabd_upper	Actual		>, >>>, >>>, >>9	
fabd_user1	Ufld1		x(8)	
fabd_user2	Ufld2		x(8)	
fabd_yrper	Year/Period	Yr-Per	x(6)	
fabd_chr01			x(8)	
fabd__dec01			->>>>, >>>, >>9.99<	10
fabd__dte01			99/99/9999	
fabd__int01			->, >>>, >>9	
fabd__log01			yes/no	
fabd__qadc01			x(20)	
fabd__qadc02			x(20)	
fabd__qadd01			->>>>, >>>, >>9.99<	10
fabd__qadd02			->>>>, >>>, >>9.99<	10
fabd__qadi01			->, >>>, >>9	
fabd__qadi02			->, >>>, >>9	
fabd__qadi01			yes/no	
fabd__qadi02			yes/no	

Field Name	Label	Col-Label	Format	Dec
fabd__qadt01			99/99/9999	
fabd__qadt02			99/99/9999	

Index-Name	Uni	Field-Name	Asc	Abbr
◇ fabd_entity	no	fabd_entity	yes	no
◇ fabd_fa_id	no	fabd_fa_id	yes	no
		fabd_fabk_id	yes	no
		fabd_yrper	yes	no
		fabd_resrv	yes	no
		fabd_seq	yes	no
◇ fabd_glseq	no	fabd_glseq	yes	no
◇ fabd_post	no	fabd_post	yes	no
◇ fabd_resrv	no	fabd_resrv	yes	no
◇ fabd_rt_period	no	fabd_rt_period	yes	no
◇* fabd_seq	yes	fabd_seq	yes	no
◇ fabd_suspend	no	fabd_suspend	yes	no
◇ fabd_trn_entity	no	fabd_trn_entity	yes	no
◇ fabd_yrper	no	fabd_fabk_id	yes	no
		fabd_yrper	yes	no
		fabd_post	yes	no

◇ **fabk_mstr** Fixed Asset Book Master

Field Name	Label	Col-Label	Format	Dec
fabk_calendar	Calendar		x(8)	
fabk_desc	Description		x(35)	
fabk_id	Book		x(4)	
fabk_mod_date	Modified Date	Mod Date	99/99/9999	
fabk_mod_userid	User ID		x(8)	
fabk_post	Post		yes/no	
fabk_seq	Sort		>>9	
fabk_user1	Ufld1		x(8)	
fabk_user2	Ufld2		x(8)	
fabk__chr01			x(8)	
fabk__dec01			->>>>, >>>, >>9.99<	10
fabk__dte01			99/99/9999	
fabk__int01			->, >>>, >>9	
fabk__log01			yes/no	
fabk__qadc01			x(20)	
fabk__qadc02			x(20)	
fabk__qadd01			->>>>, >>>, >>9.99<	10
fabk__qadi01			->, >>>, >>9	
fabk__qadl01			yes/no	
fabk__qadt01			99/99/9999	

Index-Name	Uni	Field-Name	Asc	Abbr
fabk_id	yes	fabk_id	yes	no
fabk_seq	no	fabk_seq	yes	no

◇ **fab_det** Fixed Asset Book Detail

Field Name	Label	Col-Label	Format	Dec
fab_amt	Cost		->>>>, >>>, >>9.99<	10
fab_cst_adjper	Adjust Year/Period	Adj Yr/Per	x(6)	
fab_date	Service Date	Serv Date	99/99/9999	
fab_fabk_id	Book		x(4)	
fab_fabk_seq	Sequence	Seq	>>9	
fab_famtr_id	Meter		x(12)	
fab_famt_id	Method		x(4)	
fab_fa_id	Asset		x(12)	
fab_life	Life		->>9.99<	10
fab_mod_date	Modified Date	Mod Date	99/99/9999	
fab_mod_userid	User ID		x(8)	
fab_ovramt	Override Accumulated Dep		->>>>, >>>, >>9.99<	10
fab_ovrtd	Override Depreciation Date		99/99/9999	
fab_resrv	Reserve		->, >>>, >>9	
fab_salvamt	Salvage		->>>>, >>>, >>9.99<	10
fab_um	Unit of Measure	UM	x(2)	
fab_upcost	Unit Cost		->, >>>, >>9.99<<<<	10
fab_uplife	Total Units		>, >>>, >>>, >>9	
fab_upper	Period Units		>, >>>, >>>, >>9	
fab_user1	Ufld1		x(8)	
fab_user2	Ufld2		x(8)	
fab__chr01			x(8)	
fab__dec01			->>>>, >>>, >>9.99<	10
fab__dec02			->>>>, >>>, >>9.99<	10
fab__dte01			99/99/9999	
fab__int01			->, >>>, >>9	
fab__int02			->, >>>, >>9	
fab__log01			yes/no	
fab__qadc01			x(20)	
fab__qadc02			x(20)	
fab__qadc03			x(20)	
fab__qadd01			->>>>, >>>, >>9.99<	10
fab__qadd02			->>>>, >>>, >>9.99<	10
fab__qadi01			->, >>>, >>9	
fab__qadi02			->, >>>, >>9	
fab__qadl01			yes/no	
fab__qadl02			yes/no	
fab__qadt01			99/99/9999	
fab__qadt02			99/99/9999	

Index-Name	Uni	Field-Name	Asc	Abbr
◇* fab_fa_id	yes	fab_fa_id	yes	no
		fab_fabk_seq	yes	no
		fab_fabk_id	yes	no
		fab_resrv	yes	no
		fab_famtr_id	yes	no
◇ fab_meter	no	fab_famtr_id	yes	no
◇ fab_resrv	no	fab_fa_id	yes	no
		fab_fabk_id	yes	no
		fab_resrv	yes	no

◇ **facd_det** Fixed Asset Class Account Detail

Field Name	Label	Col-Label	Format	Dec
facd_acct	Account		x(8)	
facd_acctype	Account Type	Type	x(8)	
facd_fabk_id	Book		x(4)	
facd_faccls_id	Class		x(8)	
facd_mod_date	Modified Date	Mod Date	99/99/9999	
facd_mod_userid	User ID		x(8)	
facd_user1	Ufld1		x(8)	
facd_user2	Ufld2		x(8)	
facd__chr01			x(8)	
facd__dec01			->>>>, >>>, >>9.99<	10
facd__dte01			99/99/9999	
facd__int01			->, >>>, >>9	
facd__log01			yes/no	
facd__qadc01			x(20)	
facd__qadd01			->>>>, >>>, >>9.99<	10
facd__qadi01			->, >>>, >>9	
facd__qadi01			yes/no	
facd__qadt01			99/99/9999	

Index-Name	Uni	Field-Name	Asc	Abbr
◇* facd_fac_id	yes	facd_faccls_id	yes	no
		facd_acctype	yes	no

◇ **facld_det** Fixed Asset Calendar Detail

Field Name	Label	Col-Label	Format	Dec
facld_end	Period End		99/99/9999	
facld_facld_id	Calendar		x(8)	
facld_mod_date	Modified Date	Mod Date	99/99/9999	
facld_mod_userid	User ID		x(8)	
facld_per	Period	Per	>9	
facld_start	Period Start		99/99/9999	
facld_user1	Ufld1		x(8)	

Field Name	Label	Col-Label	Format	Dec
facld_user2	Ufld2		x(8)	
facld_year	Year		9999	
facld_chr01			x(8)	
facld_dec01			->>>>, >>>, >>9.99<	10
facld_dte01			99/99/9999	
facld_int01			->, >>>, >>9	
facld_log01			yes/no	
facld_qadc01			x(20)	
facld_qadd01			->>>>, >>>, >>9.99<	10
facld_qadi01			->, >>>, >>9	
facld_qadi01			yes/no	
facld_qadt01			99/99/9999	

Index-Name	Uni	Field-Name	Asc	Abbr
◇* facld_facld_id	yes	facld_facld_id	yes	no
		facld_year	yes	no
		facld_per	yes	no

◇ **facls_mstr** Fixed Asset Class Master

Field Name	Label	Col-Label	Format	Dec
facsl_dep	Depreciate Assets	Dep	yes/no	
facsl_desc	Description		x(40)	
facsl_id	Class		x(8)	
facsl_mod_date	Modified Date	Mod Date	99/99/9999	
facsl_mod_userid	User ID		x(8)	
facsl_user1	Ufld1		x(8)	
facsl_user2	Ufld2		x(8)	
facsl_chr01			x(8)	
facsl_dec01			->>>>, >>>, >>9.99<	10
facsl_dte01			99/99/9999	
facsl_int01			->, >>>, >>9	
facsl_log01			yes/no	
facsl_qadc01			x(20)	
facsl_qadc02			x(20)	
facsl_qadd01			->>>>, >>>, >>9.99<	10
facsl_qadi01			->, >>>, >>9	
facsl_qadi01			yes/no	
facsl_qadt01			99/99/9999	

Index-Name	Uni	Field-Name	Asc	Abbr
◇* facsl_id	yes	facsl_id	yes	no

◇ **faci_cal** Fixed Asset Calendar Master

Field Name	Label	Col-Label	Format	Dec
faci_id	Calendar		x(8)	
faci_mod_date	Modified Date	Mod Date	99/99/9999	
faci_mod_userid	User ID		x(8)	
faci_user1	Ufld1		x(8)	
faci_user2	Ufld2		x(8)	
faci_year	Year		9999	
faci_chr01			x(8)	
faci_dec01			->>>>, >>>, >>9.99<	10
faci_dte01			99/99/9999	
faci_int01			->, >>>, >>9	
faci_log01			yes/no	
faci_qadc01			x(20)	
faci_qadd01			->>>>, >>>, >>9.99<	10
faci_qadi01			->, >>>, >>9	
faci_qadl01			yes/no	
faci_qadt01			99/99/9999	

Index-Name	Uni	Field-Name	Asc	Abbr
◇* faci_id	yes	faci_id	yes	no
		faci_year	yes	no

◇ **fact_ctrl** Fixed Asset Control Table

Field Name	Label	Col-Label	Format	Dec
fact_auto	Auto Generate Asset	Auto	yes/no	
fact_gl_sum	Summarized Journal	Summ Jrnl	yes/no	
fact_ico_acct	Intercompany Acct		x(8)	
fact_ico_cc	Intercompany Cost Center	CC	x(4)	
fact_ico_sub	Intercompany Sub-Account	Sub-Acct	x(8)	
fact_index1	Index		>>>>>9	
fact_mod_date	Modified Date	Mod Date	99/99/9999	
fact_mod_userid	User ID		x(8)	
fact_seq_id	NRM Sequence		x(8)	
fact_user1	Ufld1		x(8)	
fact_user2	Ufld2		x(8)	
fact_chr01			x(8)	
fact_dec01			->>>>, >>>, >>9.99<	10
fact_dte01			99/99/9999	
fact_int01			->, >>>, >>9	
fact_log01			yes/no	
fact_qadc01			x(20)	
fact_qadc02			x(20)	
fact_qadd01			->>>>, >>>, >>9.99<	10
fact_qadi01			->, >>>, >>9	
fact_qadl01			yes/no	
fact_qadt01			99/99/9999	

Index-Name	Uni	Field-Name	Asc	Abbr
◇* fact_index1	yes	fact_index1	yes	no

◇ **fadf_mstr** Fixed Asset Book Default Master

Field Name	Label	Col-Label	Format	Dec
fadf_fabk_id	Book		x(4)	
fadf_facfs_id	Class		x(8)	
fadf_famt_elife	Life		->>9.99<	10
fadf_famt_id	Method		x(4)	
fadf_mod_date	Modified Date	Mod Date	99/99/9999	
fadf_mod_userid	User ID		x(8)	
fadf_user1	Ufld1		x(8)	
fadf_user2	Ufld2		x(8)	
fadf_chr01			x(8)	
fadf_dec01			->>>, >>>, >>9.99	10
fadf_dte01			99/99/9999	
fadf_int01			->, >>>, >>9	
fadf_log01			yes/no	
fadf_qadc01			x(20)	
fadf_qadd01			->>>, >>>, >>9.99	10
fadf_qadi01			->, >>>, >>9	
fadf_qadi01			yes/no	
fadf_qadt01			99/99/9999	

Index-Name	Uni	Field-Name	Asc	Abbr
◇* fadf_fac_id	yes	fadf_facfs_id	yes	no
		fadf_fabk_id	yes	no

◇ **fad_det** Fixed Asset Component Detail

Field Name	Label	Col-Label	Format	Dec
fad_desc	Description		x(20)	
fad_fa_id	Asset		x(12)	
fad_mod_date	Modified Date	Mod Date	99/99/9999	
fad_mod_userid	User ID		x(8)	
fad_puramt	Cost		->>>>, >>>, >>9.99<	10
fad_serial	Serial Number		x(20)	
fad_tag	Tag		x(16)	
fad_user1	Ufld1		x(8)	
fad_user2	Ufld2		x(8)	
fad_chr01			x(8)	
fad_dec01			->>>>, >>>, >>9.99<	10

Field Name	Label	Col-Label	Format	Dec
fad__dte01			99/99/9999	
fad__int01			->,>>>,>>9	
fad__log01			yes/no	
fad__qadc01			x(20)	
fad__qadd01			->>>>,>>>,>>9.99<	10
fad__qadi01			->,>>>,>>9	
fad__qadi01			yes/no	
fad__qadt01			99/99/9999	

Index-Name	Uni	Field-Name	Asc	Abbr
◇ fad_fa_id	no	fad_fa_id	yes	no
		fad_tag	yes	no
◇* fad_tag	yes	fad_tag	yes	no

◇ **faloc_mstr** Fixed Asset Location Master

Field Name	Label	Col-Label	Format	Dec
faloc_cc	Cost Center	CC	x(4)	
faloc_desc	Description		x(32)	
faloc_entity	Entity	Enty	x(4)	
faloc_id	Location		x(8)	
faloc_mod_date	Modified Date	Mod Date	99/99/9999	
faloc_mod_userid	User ID		x(8)	
faloc_sub	Sub-Account	Sub-Acct	X(8)	
faloc_user1	Ufld1		x(8)	
faloc_user2	Ufld2		x(8)	
faloc__chr01			x(8)	
faloc__dec01			->>>>,>>>,>>9.99<	10
faloc__dte01			99/99/9999	
faloc__int01			->,>>>,>>9	
faloc__log01			yes/no	
faloc__qadc01			x(20)	
faloc__qadc02			x(20)	
faloc__qadd01			->>>>,>>>,>>9.99<	10
faloc__qadi01			->,>>>,>>9	
faloc__qadi01			yes/no	
faloc__qadt01			99/99/9999	

Index-Name	Uni	Field-Name	Asc	Abbr
◇* faloc_id	yes	faloc_id	yes	no

♦ famtd_det Fixed Asset Custom Table Detail

Field Name	Label	Col-Label	Format	Dec
famtd_famt_id	Method		x(4)	
famtd_int01			->, >>>, >>9	
famtd_mod_date	Modified Date	Mod Date	99/99/9999	
famtd_mod_userid	User ID		x(8)	
famtd_percent	Percent		->>9,9<	10
famtd_period	Period		>>9	
famtd_user1	Ufld1		x(8)	
famtd_user2	Ufld2		x(8)	
famtd_year	Year		9999	
famtd_chr01			x(8)	
famtd__dec01			->>>>, >>>, >>9.99<	10
famtd__dte01			99/99/9999	
famtd__log01			yes/no	
famtd__qadc01			x(20)	
famtd__qadd01			->>>>, >>>, >>9.99<	10
famtd__qadi01			->, >>>, >>9	
famtd__qadi01			yes/no	
famtd__qadt01			99/99/9999	

Index-Name	Uni	Field-Name	Asc	Abbr
♦* famtd_famt_id	yes	famtd_famt_id	yes	no
		famtd_year	yes	no
		famtd_period	yes	no

♦ famtrd_det Fixed Asset Meter Detail

Field Name	Label	Col-Label	Format	Dec
famtrd_accum	Accumulated Units		->>>, >>>, >>9	
famtrd_action	Action		x(8)	
famtrd_date	Date		99/99/9999	
famtrd_famtr_id	Meter		x(12)	
famtrd_mod_date	Modified Date	Mod Date	99/99/9999	
famtrd_mod_userid	User ID		x(8)	
famtrd_reading	Reading		->>>, >>>, >>9	
famtrd_seq	Sequence	Seq	->>>, >>>, >>9	
famtrd_usage	Usage		->>>, >>>, >>9	
famtrd_user1	Ufld1		x(8)	
famtrd_user2	Ufld2		x(8)	
famtrd__chr01			x(8)	
famtrd__dec01			->>>>, >>>, >>9.99<	10
famtrd__dte01			99/99/9999	
famtrd__int01			->, >>>, >>9	
famtrd__log01			yes/no	
famtrd__qadc01			x(20)	
famtrd__qadd01			->>>>, >>>, >>9.99<	10
famtrd__qadi01			->, >>>, >>9	

Field Name	Label	Col-Label	Format	Dec
famtrd__qadl01			yes/no	
famtrd__qadt01			99/99/9999	

Index-Name	Uni	Field-Name	Asc	Abbr
◇* famtrd_famtr_id	yes	famtrd_famtr_id	yes	no
		famtrd_seq	no	no

◇ **famtr_mstr** Fixed Asset Meter Master

Field Name	Label	Col-Label	Format	Dec
famtr_desc	Description		x(30)	
famtr_id	Meter		x(12)	
famtr_init	Initial Setting		->>>, >>>, >>9	
famtr_initdt	Date		99/99/9999	
famtr_mod_date	Modified Date	Mod Date	99/99/9999	
famtr_mod_userid	User ID		x(8)	
famtr_rollover	Rollover		>>>, >>>, >>9	
famtr_user1	Ufld1		x(8)	
famtr_user2	Ufld2		x(8)	
famtr__chr01			x(8)	
famtr__dec01			->>>>, >>>, >>9.99<	10
famtr__dte01			99/99/9999	
famtr__int01			->, >>>, >>9	
famtr__log01			yes/no	
famtr__qadc01			x(20)	
famtr__qadd01			->>>>, >>>, >>9.99<	10
famtr__qadi01			->, >>>, >>9	
famtr__qadl01			yes/no	
famtr__qadt01			99/99/9999	

Index-Name	Uni	Field-Name	Asc	Abbr
◇* famtr_id	yes	famtr_id	yes	no

◇ **famt_mstr** Fixed Asset Method Master

Field Name	Label	Col-Label	Format	Dec
famt_active	Active		yes/no	
famt_actualldays	Actual Days		yes/no	
famt_conv	Convention	Conv	x(2)	
famt_desc	Description		x(55)	
famt_elife	Expected Life		->>9.99<	10
famt_id	Method		x(4)	

Field Name	Label	Col-Label	Format	Dec
famt_mod_date	Modified Date	Mod Date	99/99/9999	
famt_mod_userid	User ID		x(8)	
famt_perc	Factor		->>9.9<%	10
famt_salv	Use Salvage		yes/no	
famt_switchsl	Switch to SL		yes/no	
famt_type	Depreciation Type	Type	x(2)	
famt_user1	Ufld1		x(8)	
famt_user2	Ufld2		x(8)	
famt_chr01			x(8)	
famt_dec01			->>>>, >>>, >>9.99<	10
famt_dte01			99/99/9999	
famt_int01			->, >>>, >>9	
famt_log01			yes/no	
famt_qadc01			x(20)	
famt_qadc02			x(20)	
famt_qadd01			->>>>, >>>, >>9.99<	10
famt_qadi01			->, >>>, >>9	
famt_qadl01			yes/no	
famt_qadt01			99/99/9999	

Index-Name	Uni	Field-Name	Asc	Abbr
◇* famt_id	yes	famt_id	yes	no

◇ **fauop_det** Fixed Assets UOP Forecast Detail.

Field Name	Label	Col-Label	Format	Dec
fauop_accup	Accumulated		>, >>>, >>>, >>9	
fauop_fabk_id	Book		x(4)	
fauop_fa_id	Asset		x(12)	
fauop_mod_date	Modified Date	Mod Date	99/99/9999	
fauop_mod_userid	User ID		x(8)	
fauop_upper	Estimated		>, >>>, >>>, >>9	
fauop_user1	Ufld1		x(8)	
fauop_user2	Ufld2		x(8)	
fauop_yrper	Year/Period	Yr-Per	x(6)	
fauop_chr01			x(8)	
fauop_dec01			->>>>, >>>, >>9.99<	10
fauop_dte01			99/99/9999	
fauop_int01			->, >>>, >>9	
fauop_log01			yes/no	
fauop_qadc01			x(20)	
fauop_qadd01			->>>>, >>>, >>9.99<	10
fauop_qadi01			->, >>>, >>9	
fauop_qadl01			yes/no	
fauop_qadt01			99/99/9999	

Index-Name	Uni	Field-Name	Asc	Abbr
◇* fauop_fa_id	yes	fauop_fa_id	yes	no
		fauop_fabk_id	yes	no
		fauop_yrper	yes	no

◇ **fa_mstr** Fixed Asset Master

Field Name	Label	Col-Label	Format	Dec
fa_auth_number	Auth Number		x(8)	
fa_cmtindx	Comment Index	Comment	>>>>>>9	
fa_code	Sort Code		x(10)	
fa_custodian	Custodian		x(8)	
fa_dep	Depreciate Asset	Dep	yes/no	
fa_desc1	Description		x(50)	
fa_dispamt	Sold For		->>>>, >>>, >>9.99<	10
fa_disp_dt	Disposition Date	Disp Date	99/99/9999	
fa_disp_rsn	Disposition Reason		x(8)	
fa_entity	Entity	Enty	x(4)	
fa_fabch_id	Batch		x(12)	
fa_fac1s_id	Class		x(8)	
fa_faloc_id	Location		x(8)	
fa_id	Asset		x(12)	
fa_insamt	Insurance Value		->>>>, >>>, >>9.99<	10
fa_ins_co	Insurance Company		x(24)	
fa_ins_date	Insurance Date		99/99/9999	
fa_ins_nbr	Insurance Number		x(12)	
fa_migrate	Migrated		yes/no	
fa_mod_date	Modified Date	Mod Date	99/99/9999	
fa_mod_userid	User ID		x(8)	
fa_parent	Parent		x(12)	
fa_po	PO Number		x(8)	
fa_post	Posted		yes/no	
fa_puramt	Cost		->>>>, >>>, >>9.99<	10
fa_qty	Components		>>>9	
fa_receiver	Receiver		x(8)	
fa_replamt	Replacement		->>>>, >>>, >>9.99<	10
fa_salvamt	Salvage		->>>>, >>>, >>9.99<	10
fa_split_date	Split Date		99/99/9999	
fa_split_from	Split From		x(12)	
fa_startdt	Service Date	Serv Date	99/99/9999	
fa_user1	Ufid1		x(8)	
fa_user2	Ufid2		x(8)	
fa_vendsrc	Supplier		x(8)	
fa_wardt	Warranty Date	Warr Date	99/99/9999	
fa__chr01			x(8)	
fa__chr02			x(8)	
fa__chr03			x(8)	
fa__chr04			x(8)	
fa__dec01			->>>, >>>, >>9.99	10
fa__dec02			->>>>, >>>, >>9.99<	10
fa__dec03			->>>>, >>>, >>9.99<	10
fa__dec04			->>>>, >>>, >>9.99<	10
fa__dte01			99/99/9999	

Field Name	Label	Col-Label	Format	Dec
fa__dte02			99/99/9999	
fa__dte03			99/99/9999	
fa__dte04			99/99/9999	
fa__int01			->, >>>, >>9	
fa__int02			->, >>>, >>9	
fa__int03			->, >>>, >>9	
fa__int04			->, >>>, >>9	
fa__log01			yes/no	
fa__log02			yes/no	
fa__log03			yes/no	
fa__log04			yes/no	
fa__qadc01			x(20)	
fa__qadc02			x(8)	
fa__qadd01			->>>, >>>, >>9.99	10
fa__qadi01			->, >>>, >>9	
fa__qadl01			yes/no	
fa__qadt01			99/99/9999	

Index-Name	Uni	Field-Name	Asc	Abbr
◇ fa__code	no	fa__code	yes	no
◇ fa__desc1	no	fa__desc1	yes	no
◇ fa__fabch_id	no	fa__fabch_id	yes	no
◇ fa__fac_id	no	fa__facIs_id	yes	no
◇ fa__faloc_id	no	fa__faloc_id	yes	no
◇* fa__id	yes	fa__id	yes	no
◇ fa__post	no	fa__post	yes	no

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