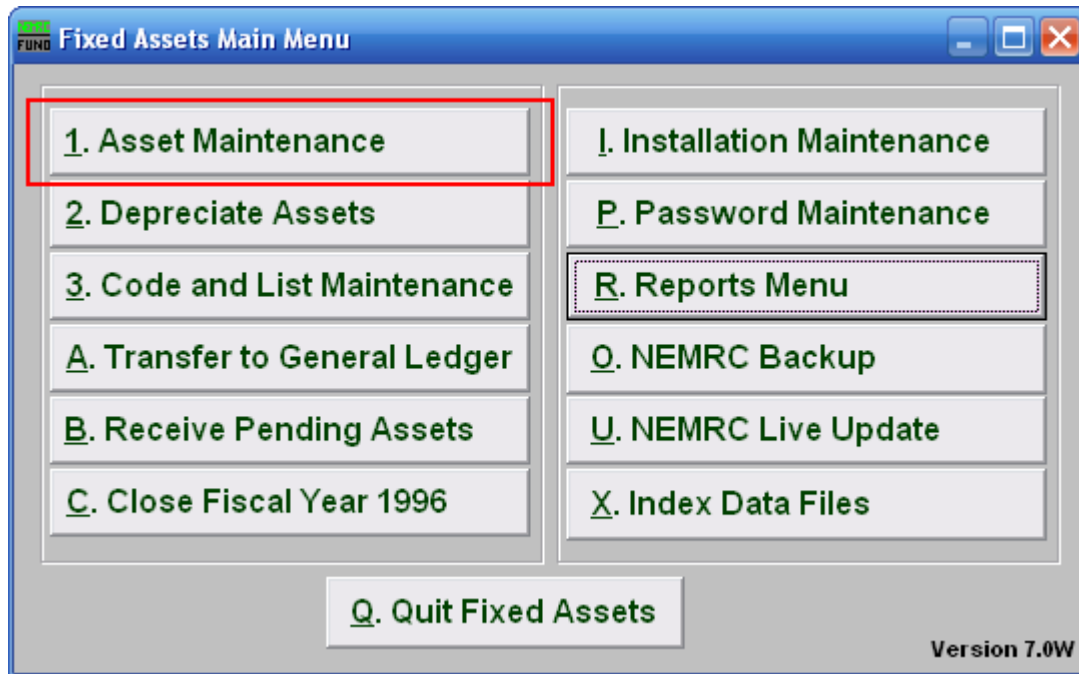


Fixed Assets

1. Asset Maintenance

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Click on “1. Asset Maintenance” from the Main Menu and the following window will appear:

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Asset Maintenance

The screenshot shows a software window titled "Fixed asset maintenance" with a blue header bar. Below the header are four tabs: "General", "Accounts", "Notes", and "Miscellaneous". The "General" tab is active. The form is divided into several sections. At the top, there are fields for "Asset tag" (containing a red "1"), "Find", "Add asset" (containing a red "2"), "Description" (containing a red "3"), and another "Find" button. Below this, there are radio buttons for "New" and "Used", and a "Quantity" field with a value of "0.00". The form is organized into two main columns. The left column contains fields for "Manufacturer", "Model number", "Serial number", "User/custodian", "Purchase date", "Purchased from", "Purchase cost", "Placed in service", "Date sold", "Sale amount", "Department" (a dropdown menu), "Group" (a dropdown menu), and "Category" (a dropdown menu). The right column contains fields for "Insured", "Salvage value", "Replacement cost", "Asset is retired" (a checkbox), "Retirement date", "Warranty expires", "Date service contract expires", a "Depreciation" section with a checkbox "Calculate depreciation for this asset", and fields for "Begin depreciation on", "Asset lifetime", "End depreciation on", "Deductions", "Prior years' depreciation", "Year-to-date depreciation", and "Asset balance" (showing "0.00"). At the bottom of the window, there are three buttons: "Save", "Cancel", and "Delete". A red "4" is placed above the "Cancel" button.

- 1. Asset tag:** Enter the Asset tag number you want to edit OR click on the “Find” button and select from the drop down menu, OR click on **2** “Add asset.” The asset tag must be unique to this item (up to 10 numbers or letters).
- 2. Add asset:** Click on “Add asset” and the fields will become available to fill in.
- 3. Description:** Enter up to a 40 character description of the item. It is important to be consistent in the description.

Fixed Assets

The “General” tab

Fixed asset maintenance

General Accounts Notes Miscellaneous

Asset tag **1** Description **2**

3 ☒ New ☐ Used Quantity **4** 0.00

5 Manufacturer
6 Model number
7 Serial number
8 User/custodian

9 Purchase date
10 Purchased from
11 Purchase cost
12 Placed in service
13 Date sold
14 Sale amount

15 Department
16 Group
17 Category

18 Insured ☐
19 Salvage value
20 Replacement cost

21 Asset is retired ☐ Retirement date
22 Warranty expires
23 Date service contract expires

24 Depreciation
25 Calculate depreciation for this asset ☒
26 Begin depreciation on: Month 1 Year 2008
27 Asset lifetime: Years 0 Months 0
28 End depreciation on: Month 1 Year 2099
29 Deductions
30 Prior years' depreciation
31 Year-to-date depreciation
32 Asset balance 0.00

33 Save Cancel

- 1. Asset tag:** After assigning an Asset tag and **2** “Description” the following fields will become available.
- 2. Description:** After assigning a Description and **1** “Asset tag” the following fields will become available.
- 3. New OR Used:** Check the appropriate button that describes the item.
- 4. Quantity:** Enter the number of units for this item.
- 5. Manufacturer:** Enter the name of the manufacturer.
- 6. Model Number:** Enter the manufacturer’s model number for this item.
- 7. Serial number:** Enter the manufacturer’s serial number for this item.

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- 8. User/custodian:** Enter a name or group that will be the primary user/custodian of the item.
- 9. Purchase date:** Enter the date the item was purchased.
- 10. Purchased from:** Enter where, or from whom, this item was purchased.
- 11. Purchase cost:** Enter the purchase cost of this item.
- 12. Placed in service:** Enter the date the item was placed in service, this will also be the beginning depreciation date.
- 13. Date sold:** Enter a date ONLY if asset has been sold.
- 14. Sale amount:** Enter the amount the item was sold for.
- 15. Department:** Enter your organizations department identifier for this item.
- 16. Group:** Enter your organizations group type identifier for this item.
- 17. Category:** Enter your organizations category type identifier for this item.
- 18. Insured:** Enter a letter representing the insurance company that insures this item. If the item is not insured, leave this field blank.
- 19. Salvage value:** Enter the value of the item's final worth.
- 20. Replacement cost:** Enter the amount that the item would cost today.
- 21. Asset is retired/Retirement date:** Click on this box if the item is no longer in service. Enter the date the item is due to be retired from use.
- 22. Warranty expires:** If the item has a warranty, enter the expiration date.
- 23. Date service contract expires:** Enter a date, if applicable.
- 24. Calculate depreciation for this asset:** Click on this box if you want to calculate the depreciation of the asset.
- 25. Begin depreciation on:** Enter the date to begin depreciation. The system will automatically use the first of the month that this item was placed into service. However, you can override this by entering a date here.
- 26. Asset lifetime:** Enter the expected usefulness of this item, in years and months.

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- 27. End depreciation on:** Enter the month and year to calculate last depreciation on this item.
- 28. Deductions:** Enter any adjustments you would like +/- to cost before depreciation calculation which is: $\text{monthly depreciation} = (\text{cost} - \text{deductions} - \text{salvage value}) / \text{life}(\text{months})$.
- 29. Prior year's depreciation:** Enter the dollar value of any depreciation already taken on this item prior to this fiscal year.
- 30. Year-to-date depreciation:** Enter any current fiscal year depreciation taken on this item already or leave blank if none and the system will fill it as depreciation occurs.
- 31. Asset balance:** This field is calculated by the system and holds the balance of this item's value.
- 32. Save:** Click "Save" to save the changes you made.
- 33. Cancel:** Click "Cancel" to cancel and return to the previous screen.

Fixed Assets

The “Accounts” tab

The screenshot shows a software window titled "Fixed asset maintenance" with a blue title bar. Inside the window, there are four tabs: "General", "Accounts", "Notes", and "Miscellaneous". The "Accounts" tab is currently selected. Below the tabs, there are five rows of input fields, each with a label on the left, a text box in the middle, and a "Find" button on the right. The text boxes contain red numbers 1 through 5. The labels are: "Asset account", "Asset purchased from?", "Depreciation expense account", "Accumulated depreciation account", and "Revenue or loss from sale of asset".

Label	Value	Find
Asset account	1	Find
Asset purchased from?	2	Find
Depreciation expense account	3	Find
Accumulated depreciation account	4	Find
Revenue or loss from sale of asset	5	Find

- 1. Asset account:** Enter the fixed asset account that retains the value of this item.
- 2. Asset purchased from?:** Enter the budgetary expense account used for purchasing this item.
- 3. Depreciation expense account:** Enter the budgetary expense account used to record depreciation of this item.
- 4. Accumulated depreciation account:** Enter the asset account that retains the total depreciation of this item.
- 5. Revenue or loss from sale of asset:** Enter the revenue account that will record the sale of this item.

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The “Notes” tab

The screenshot shows a software window titled "Fixed asset maintenance" with a blue header bar. Below the header are four tabs: "General", "Accounts", "Notes" (which is selected and highlighted with a dotted border), and "Miscellaneous". The main content area of the "Notes" tab is a large, empty white rectangular field with a vertical scrollbar on the right side. Above this field, the text "Enter notes and any general information for this fixed asset" is displayed in a bold, black font. A small red number "1" is positioned at the top left corner of the white text field.

- 1. Notes:** This is a user defined field. Enter any notes or general information for this asset.

Fixed Assets

The “Miscellaneous” tab

The screenshot shows a software window titled "Fixed asset maintenance" with a blue title bar. Below the title bar are four tabs: "General", "Accounts", "Notes", and "Miscellaneous". The "Miscellaneous" tab is selected and highlighted. The main area of the window is divided into two columns. The left column is headed "1 Alphanumeric information" and contains ten text input fields labeled: BUILDING, LOCATION, DEPARTMENT, APP FUND, CATEGORY, CODE, SUPPLIER, FILE COMP, PREV CAPIT, and NEW #. The right column is headed "2 Numeric information only" and contains two text input fields labeled TEST1 and TEST2.

- 1. Misc Alphanumeric Information:** Enter information for your user defined miscellaneous fields. These fields are defined in “I. Installation” off the Main Menu. You can also use these fields for special reporting selections.
- 2. Numeric Information Only:** Enter information for your user defined miscellaneous fields. These fields are defined in “I. Installation” off the Main Menu. You can also use these fields for special reporting selections.