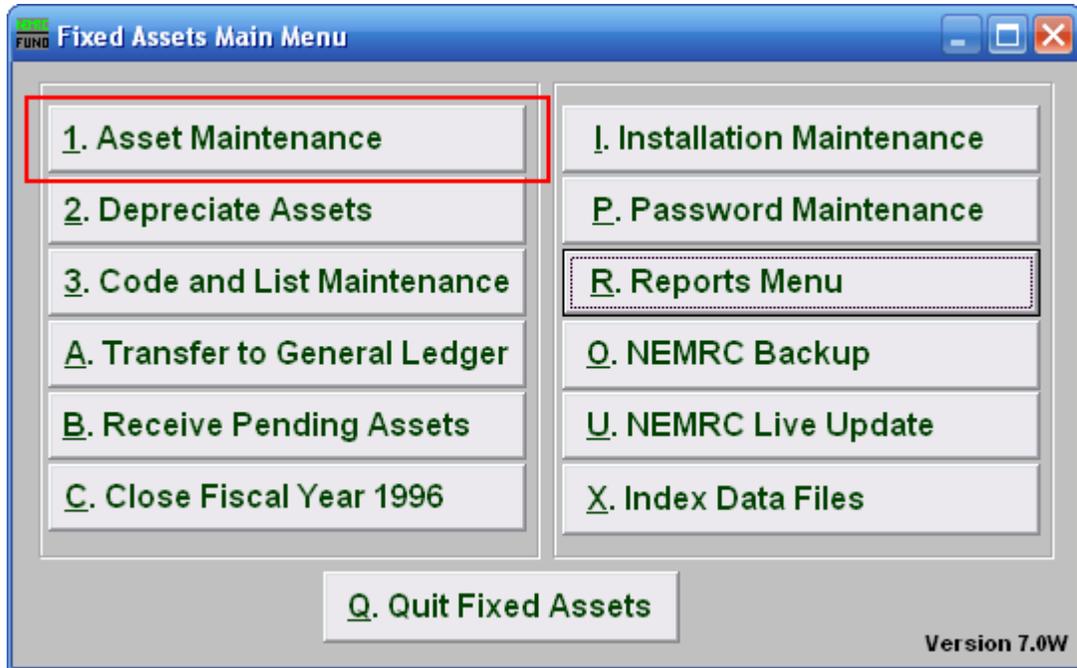


Fixed Assets

1. Asset Maintenance

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

Fixed Assets

Asset Maintenance

Fixed asset maintenance

General Accounts Notes Miscellaneous

Asset tag **1** Find Add asset **2** Description **3** Find

New Used Quantity 0.00

Insured
Salvage value
Replacement cost

Manufacturer
Model number
Serial number
User/custodian

Asset is retired Retirement date
Warranty expires
Date service contract expires

Purchase date
Purchased from
Purchase cost
Placed in service

Depreciation
Calculate depreciation for this asset
Begin depreciation on: Month Year
Asset lifetime: Years Months
End depreciation on: Month Year

Date sold
Sale amount

Deductions
Prior years' depreciation
Year-to-date depreciation
Asset balance

Department
Group
Category

Save **4** Cancel Delete

- 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

The screenshot shows the 'Fixed asset maintenance' window with the 'General' tab selected. The window is divided into several sections. At the top, there are tabs for 'General', 'Accounts', 'Notes', and 'Miscellaneous'. Below the tabs, there are input fields for 'Asset tag' (1) and 'Description' (2). Below these, there are radio buttons for 'New' (3) and 'Used', and a 'Quantity' field (4) with a value of 0.00. The next section contains fields for 'Manufacturer' (5), 'Model number' (6), 'Serial number' (7), and 'User/custodian' (8). Below these are fields for 'Purchase date' (9), 'Purchased from' (10), 'Purchase cost' (11), and 'Placed in service' (12). The next section contains fields for 'Date sold' (13) and 'Sale amount' (14). Below these are dropdown menus for 'Department' (15), 'Group' (16), and 'Category' (17). The right side of the window contains fields for 'Insured' (18), 'Salvage value' (19), 'Replacement cost' (20), 'Asset is retired' (21) with a checkbox, 'Retirement date' (22), 'Warranty expires' (23), and 'Date service contract expires' (24). Below these is a 'Depreciation' section with a checkbox for 'Calculate depreciation for this asset' (24), 'Begin depreciation on:' (25) with 'Month' (1) and 'Year' (2008) fields, 'Asset lifetime:' (26) with 'Years' (0) and 'Months' (0) fields, 'End depreciation on:' (27) with 'Month' (1) and 'Year' (2099) fields, 'Deductions' (28), 'Prior years' depreciation' (29), 'Year-to-date depreciation' (30), and 'Asset balance' (31) with a value of 0.00. At the bottom, there are buttons for 'Save' (32) and 'Cancel' (33).

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.

Fixed Assets

- 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.

Fixed Assets

- 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

Fixed asset maintenance

General Accounts Notes Miscellaneous

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.

Fixed Assets

The “Notes” tab

Fixed asset maintenance

General Accounts **Notes** Miscellaneous

Enter notes and any general information for this fixed asset

1

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

Fixed Assets

The “Miscellaneous” tab

1	Alphanumeric information	2	Numeric information only
	<input type="text"/>	TEST1	<input type="text"/>
	<input type="text"/>	TEST2	<input type="text"/>
	<input type="text"/>		

- 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.