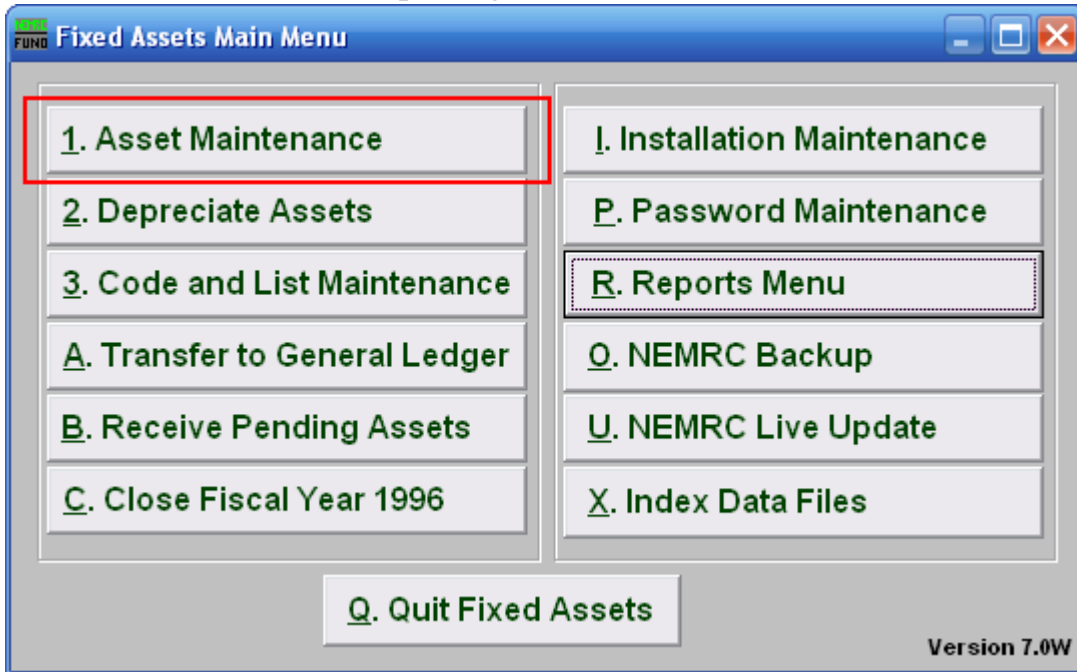


Fixed Assets

Inputting New Assets



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

Fixed Assets

- 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.
- 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.

Fixed Assets

- 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.
- 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.

OTHER TABS:

The Accounts tab is used only if you link fixed assets to the general ledger.

The Notes tab contains a user defined field. Enter any notes or general information for this asset.

The Miscellaneous tab contains user defined fields you set up in installation. Use these fields to hold more information about the asset. You can use these fields for special reporting selections.