



# Fixed Asset Inventory

*User Guide*

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# Fixed Asset Inventory

Fixed Asset Inventory, which is an add-on module of the School Accounting System, tracks assets within the school district, including the location, classification, acquisition, depreciation, and disposal information for each asset. Custom fields can also be defined within the Fixed Asset Inventory module to record supplementary information for the assets.

With the Fixed Asset Inventory module, the various processes to depreciate, dispose, calculate replacement costs, and utilize a scanner or Web Link for yearly inventories can be completed. If desired, the Fixed Asset Inventory module is able to integrate with Accounts Payable in order to post new assets during invoice entry (assets are held in a pending file until added within the Fixed Asset Inventory module), and also integrate with General Ledger, if applicable, in order to track fixed assets in a Fixed Asset Fund and record the appropriate entries for adding, depreciating, and disposing fixed assets.

# Available Help

## Help File

The School Accounting System (including the Fixed Asset Inventory module) features a Help File that includes a table of contents, a topical index, a search option, and context-sensitive help. To open the Help File, select the **Help** menu from any screen and then select **School Accounting System Help**. To then access the table of contents, click the **Contents** tab located in the upper left-hand corner of the screen; to use the topical index, click the **Index** tab; or to complete a search for specific information, click the **Search** tab.

The context-sensitive help provides help text related to a specific field in the data entry and maintenance screens of the School Accounting System and its add-on modules. To access the context-sensitive help, place the cursor on the desired field and then press the **F1** key (or right-click in a field and select **What's This?**).

To print a specific topic in the Help File, bring up the desired topic and then click the **Print** button located at the top of this screen.

## Web Page

Access Software Unlimited, Inc.'s web site at [www.su-inc.com](http://www.su-inc.com), and to view the Knowledge Base containing Frequently Asked Questions (FAQs) and Training Tidbits, click the **Knowledge Base** link under the Help & Support section on any of the main screens in the School Accounting System.

## Customer Support Help Line

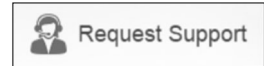
The Customer Support Help Line is a toll-free number available to our customers from 8 a.m. to 5 p.m. Central Time, Monday through Friday. The annual maintenance fee for the software includes help line assistance for questions related to the School Accounting System and the add-on modules your organization has licensed. **To reach our Customer Support Help Line, call 800.756.0035, Ext. 2**, or utilize the Create a Support Request feature in the software. If calling, be ready to give the receptionist your Name, School District, Customer ID, and a brief message regarding the problem. After calling or creating a support request, one of our Certified Customer Support Representatives will call you back to assist with problem resolution.

# Create a Support Request

The Create a Support Request feature allows a user to request assistance from Customer Support for help with a question or issue. Once a request has been submitted, a Customer Support Representative will contact you for assistance.

## Creating a Support Request:

1. From the main School Accounting System screen or a module's main screen, click the **Request Support** icon (see **Diagram A**) in the lower right-hand corner of the screen, or click the **Create a Support Request** link under the Help & Support section.



**Diagram A**

2. At the Create a Support Request screen, the customer ID number assigned to your organization by Software Unlimited, Inc. displays in the Customer Number field and cannot be changed.
3. In the Name field, enter the name of the user at your organization that should be contacted for assistance, or click the **down-arrow** button to select the correct one.

**Note:** Only the users we have listed in our records for your organization are able to be entered into the Name field; if your name is not listed, click the **Cancel** button and contact Customer Support.

4. Enter your question or a description of the issue in the Comment/Question field. The question or description can be up to **8,000** characters long.
5. If desired, to attach a file to submit with the support request, enter the path (drive and folders) and file name of the file to attach in the Attach File field, or click the **Attach File** button to browse to and select the file.

**Note:** Only one file can be attached, and the file size cannot be greater than 50MB.

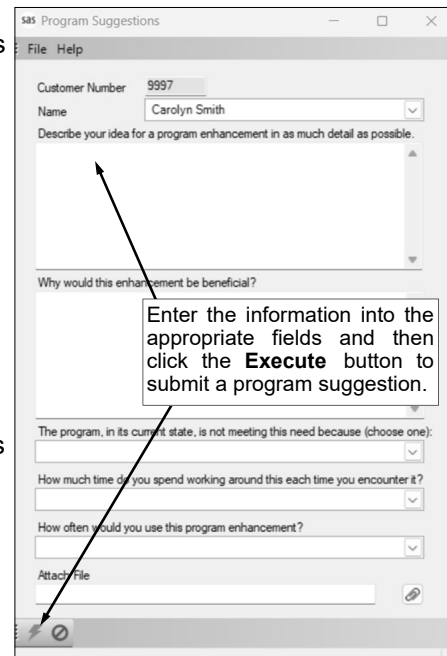
6. Click the **Execute** button.
7. A prompt will appear stating the request has been submitted; click **OK**.

# Program Suggestions

The Program Suggestions feature allows a user to submit a suggestion for a future change or enhancement to the School Accounting System or one of the add-on modules.

## Submitting a Program Suggestion:

1. From the main School Accounting System screen or a module's main screen, click the **Program Suggestions** link under the Information section.
2. At the Program Suggestions screen (see **Diagram B**), the customer ID number assigned to your organization by Software Unlimited, Inc. displays in the Customer Number field and cannot be changed.
3. In the Name field, enter the name of the user at your organization that should be contacted for any additional information regarding the suggestion, or click the **down-arrow** button to select the correct one.
4. Enter a description of the suggestion and an explanation of the benefits for the enhancement in the applicable fields. The description and explanation can each be up to **8,000** characters long.
5. Complete the next three fields by clicking the **down-arrow** button and selecting the appropriate response.
6. If desired, to attach a file to submit with the program suggestion, enter the path (drive and folders) and file name of the file to attach in the Attach File field, or click the **Attach File** button to browse to and select the file.



**Diagram B**

- Note:** Only one file can be attached, and the file size cannot be greater than 50MB.
7. Click the **Execute** button to submit the suggestion.
8. A prompt will appear stating the suggestion has been submitted; click **OK**.

# Backups

The backup database function, which is accessed by clicking the **Backup** icon on the main screen of the School Accounting System or the Backup option listed under the Check Cycle menus in Accounts Payable and Payroll, makes an encrypted backup file of the database at a specific point in time. Since all the data in the School Accounting System resides in one database, the backup database function backs up all modules including Accounts Payable, General Ledger, Payroll, Fixed Asset Inventory, Human Resources, Negotiations, Report Writer, and Accounts Receivable.

When making a backup in the School Accounting System, the backup file of the database is created in the backup folder in the SQL Server instance and can be copied to a different location, such as to a flash drive or a location on the user's local hard drive, if desired. The backup files in the backup folder in the SQL Server instance are retained based on the values entered in the Number of Days to Keep Backups field and the Minimum Number of Backups to Keep field in the System File, while the additional backup copies can be stored for longer periods of time as desired.

## **Tips:**

- Be sure to make a backup prior to updating files in the School Accounting System (for example, make a backup prior to updating a check cycle).
- **For organizations using the School Accounting System-Online version**, a nightly backup is automatically made and the nightly backups are retained for three weeks. If needed, the previous night's backup file is readily available to be restored by contacting Customer Support for assistance to access it; if a nightly backup other than the prior night's backup is needed, there may be a fee to access it (as that nightly backup file is stored offsite).
- **For organizations with the School Accounting System installed locally**, be sure to make regular backups of your database in the School Accounting System (such as a weekly or a daily backup), in addition to making backups prior to updating files; and develop a schedule for all users for when to make backups and establish a procedure for storing the backups in a safe place away from the office in case of a fire or other natural disaster.

**Note:** For organizations with the School Accounting System installed locally, the School Accounting System can be set up to complete daily backups of the database, if desired. To set up the system to make a daily backup, complete the fields on the Backup Options screen in the System File (refer to Steps 1, 4, and 5 of the Completing the System File topic in the Help File). When making a daily backup, the backup file is only created in the backup folder in the SQL Server instance (an external copy is not made).

## **Backing Up:**

**Note:** The steps below are for completing the backup database function at a specific point in time in the School Accounting System.

1. From the School Accounting System screen, click the **Backup** icon.

**Note:** The Backup option can also be accessed by selecting the **Check Cycle** menu and then **Backup** from the Accounts Payable or Payroll screen if backing up prior to updating a batch of checks for Accounts Payable or Payroll. If making a backup as part of completing the Change Account Structure, Crosswalk Account Numbers, Purge Data, or Upload Database to SUI option, or installing an update, skip this step.

2. At the Backup Database screen (see **Diagram A**), enter a description to explain the reason for making the backup in the Comment field. The description can be up to **1,000** characters long. For example, if making a backup prior to updating a batch of checks in Accounts Payable, enter **Accounts Payable Checks Backup October YYYY** in the Comment field. If applicable (such as when making a backup as part of completing an option or installing an update), leave this field blank to use a default description assigned by the system.
3. Select the Make an Additional Copy field to copy the backup from the backup folder (on the SQL Server instance) to a different location, such as to a flash drive or a location on the user's local hard drive, in order to retain the backup for a longer period of time (than what is stipulated on the Backup Options screen in the System File) or store the backup away from the office. A checkmark will appear in the box if the field is selected.
4. If the Make an Additional Copy field is selected, the Path for Additional Copy field will be enabled. Enter the destination location for where to make the additional backup copy in the Path for Additional Copy field, or click the **Directory** button to browse to the desired path and then click the

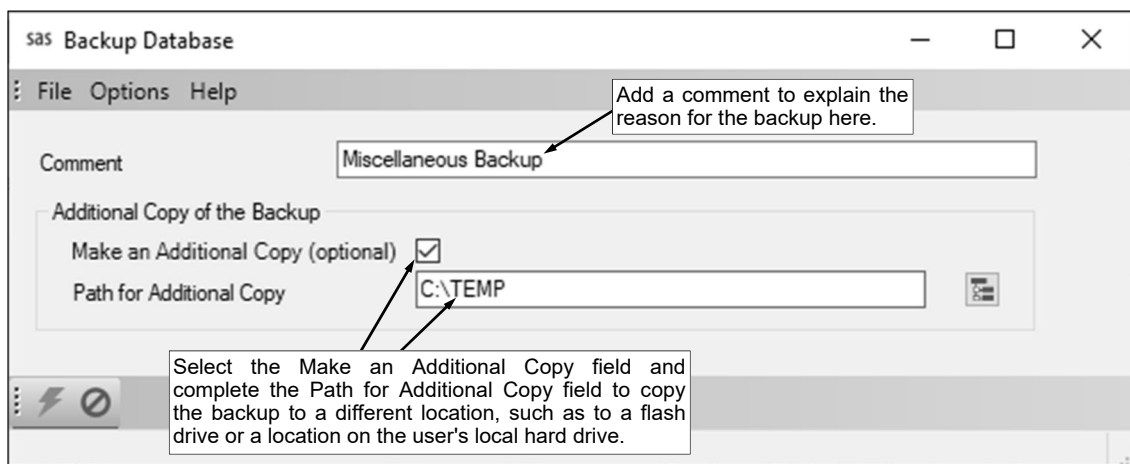
**OK** button. The path last specified when an additional backup was made on your computer appears as the default, but can be changed.

5. Click the **Execute** button to backup the database.

**Tip:** The name of the backup file will include the date and time the backup was made, using the following format: **XX #### OrganizationName\_yyyy-mm-dd\_hhmmss**, with **XX** being the appropriate state abbreviation and **####** being the customer ID number for the organization. The backup file created in the backup folder will have a file extension of **.bak**, while the additional backup file copied to the specified location (if applicable) will have a file extension of **.gz**.

6. Once the backup file (**.bak** file) has been created, the Backup Database screen will close. If an additional copy was selected to be made, the system will start creating the additional backup file (**.gz** file) after the screen closes and will continue working in the background. (**Tip:** If the additional backup file is being made on a removable drive (i.e. a flash drive), keep the removable drive connected until the additional copy has been completed.)

**Note:** The Backup Database screen will remain open until the additional copy (if applicable) was created if making a backup while installing an update to the School Accounting System or completing the Upload Database to SUI Support option.



**Diagram A**

# Printing Reports

## Printing a Report:

1. From the applicable screen, select the **Reports** menu. See **Diagram A**.

### Tips:

1) If accessing the **Reports** menu from the main screen for a module, select **Report Writer - Standard** if the report to print is a standard report; select **Report Writer - Custom** if the report to print is a custom report; select the Report Search option to search for a particular report within that module; select the appropriate group (for example, Employee Reports, Vendor Reports, etc. ) as a short-cut to only view reports pertaining to a particular file or item; or select the "favorites" group for your user to view only the reports designated as a favorite for your User ID. (**Note:** The Report Writer - Custom option is only available if custom reports have been built for the particular module.)

2) If printing a report *prior* to printing checks during an Accounts Payable or Payroll check cycle, select the **Check Cycle** menu and then **Pre-Check Reports**, or if printing a report *after* printing checks during a check cycle, select the **Check Cycle** menu and then **Post-Check Reports**.

3) Within the various option or groups of reports, the custom reports are listed with an icon of a blue pencil.

2. Select the desired report.
3. If printing mailing labels, when prompted, select the label setup for which to use by double-clicking on the desired format.
4. Complete the required report printing options, if applicable. See **Diagram B**.

**Tip:** If the report printing options for the particular report have been previously saved by clicking the **Save Settings** button, click the **Retrieve Settings** button at this time to display the saved settings.

- a. If applicable, specify the desired type of the report to print in the Report Selection Description field. For

example, when printing the Balance Sheet in General Ledger, select either **Monthly** or **Annual**, depending on which type of balance sheet to print. The default report selection will appear in the Report Selection Description field but can be changed by clicking the **down-arrow** button and selecting the correct one.

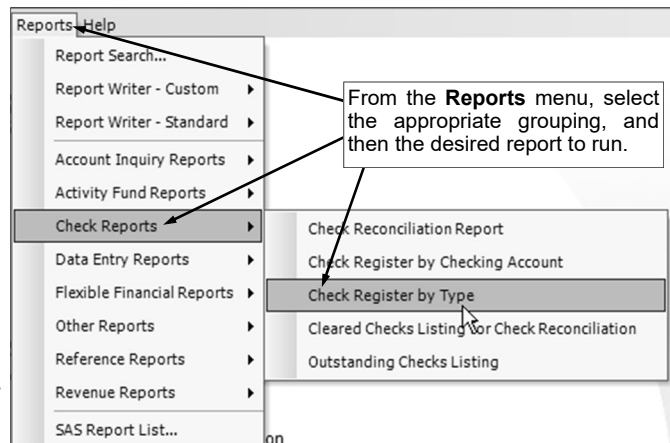
- b. If applicable, specify the variable values for each field listed in the Variable Fields section to determine what information to print on the report. When entering the value for a date, month, or year variable field, use the format of **mm/dd/yyyy** for a date, **mm/yyyy** for a month, or **yyyy** for a year, or click the **down-arrow** button to select the desired date, month, or year.

- c. If applicable, specify the ranges or select only certain records for each field listed in the Report Parameter section to determine what information to print on the report. To select the desired records to include on the report for the parameter fields, complete one of the following:

- Click the **Search** button to select specific records. When using the **Search** button, only the records applicable for the other specified selections will appear (for example, if a particular pay group has been specified on a Payroll report, only the employees in the particular pay group will appear when clicking the **Search** button for the Employee ID parameter).

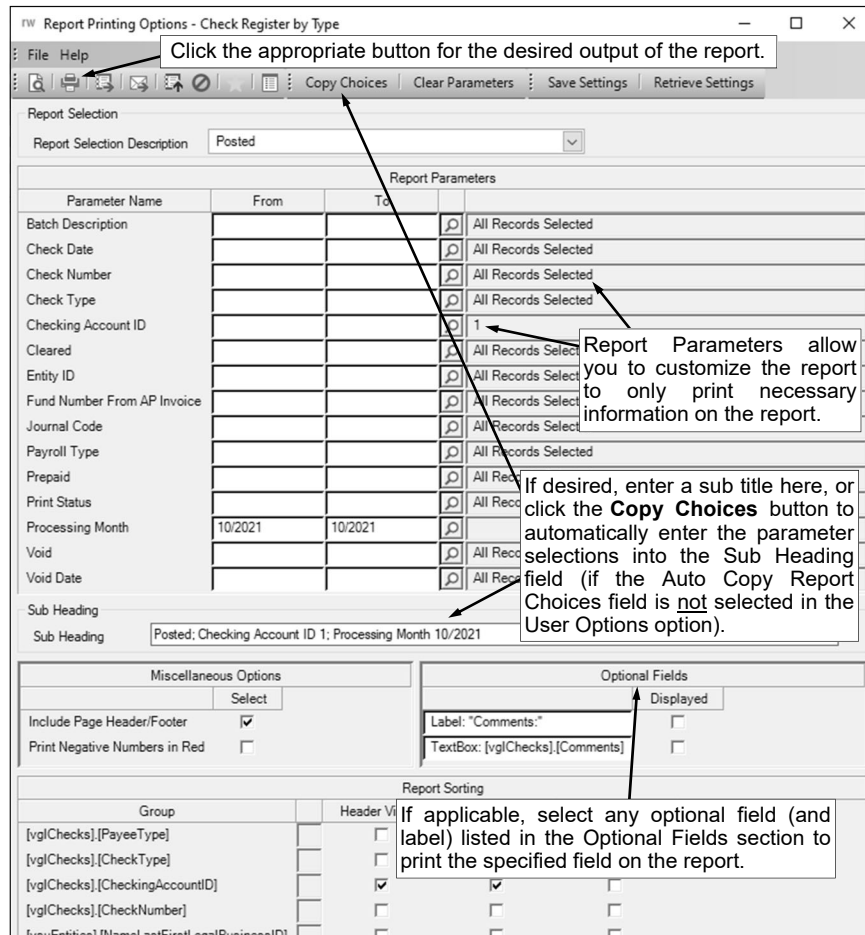
**Note:** If the **Search** button is used to select specific records, the number of records selected will appear to the right of the button (or if the description of the selected records will fit in the space allotted for the display, the description of those selected records will display instead).

- Enter the desired starting record to include on the report in the From field and the ending record to include in the To field. If the parameter field is for a date or month, use the format of **mm/dd/yyyy** when entering a date or **mm/yyyy** for a month, or click the **down-arrow** button to select the desired date or month.
- Enter the records to include on the report using the wildcard characters (**%** or **\_**) as placeholders in your variable search information for the parameters in the From field. Use the percent sign (**%**) as a placeholder for an unlimited number of characters and the underscore (**\_**) as a placeholder for one character. For example, enter **G%** in the From



**Diagram A**





**Diagram B**

field for a Vendor ID parameter to print all vendors defined with an ID starting with the letter G. **When entering a mask for account numbers using the wildcard characters, be sure to key spaces between the account dimensions.**

- Enter the particular range of records to include using a "z". To print a range, enter the beginning information of the first records to print in the range in the From field for the desired parameter; then in the To field for that parameter, enter the beginning information of the last records to print in the range followed by a "z" at the end of the string. For example, to print all vendors defined with an ID starting with letters A through H, enter **A** in the From field for a Vendor ID parameter and enter **H**z in the To field. **When entering a range for account numbers using a "z", be sure to key spaces between the account dimensions.**

**Tip:** If there are parameters selected by default (for example, a batch is selected by default), click the **Clear Parameters** button, if desired, to clear the defaults so that all records are selected for each item.

- d. If desired, enter a description to use as a sub title for the report in the Sub Heading field. The sub heading can be up to **255** characters long. If the Auto Copy Report Choices field is selected within the User Options option, a default sub heading will appear but can be changed.

**Tip:** Click the **Copy Choices** button to automatically copy the selections made to the report, such as the specified Report Selection Description and selected parameters, into the Sub Heading field (only applicable if the Auto Copy Report Choices field is not selected within the User Options option).

- e. If applicable, complete the Miscellaneous Options section with the desired options.
  - The Include Page Header/Footer field appears if the report contains the Page Header and Page Footer sections. If applicable, select the Include Page Header/Footer field (by clicking the box under the Select column located to the right of the field) to print the information included in the Page Header and Page Footer sections on the report. A checkmark will appear in the box if the field is selected. This field is selected by default.

**Tip:** Typically, this field is only unselected if the report will be exported to a format in which the page header and page footer sections should be omitted, such as when exporting to a Microsoft® Excel spreadsheet file.

- The Mask Federal ID field appears if the report contains the Federal ID field for employees or vendors. If applicable, select the Mask Federal ID field (by clicking the box under the Select column located to the right of the field) to print only the last 4 digits of the federal IDs on the report. If this field is selected, the first digits of the federal IDs will be masked (for example, XXX-XX-4321 or XX-XXX1234). A checkmark will appear in the box if the field is selected. This field is selected by default.  
**Note:** This field will be disabled if the user does not have the Print Federal ID field selected within the User Security option.
  - The Mask Bank Account Number field appears if the report contains a bank account number field. If applicable, select the Mask Bank Account Number field (by clicking the box under the Select column located to the right of the field) to print only the last 4 digits of the bank account numbers on the report. If this field is selected, the first digits of the bank account numbers will be masked (for example, XXXXXXX4321). A checkmark will appear in the box if the field is selected. This field is selected by default.
  - The Print Negative Numbers in Red field appears if the report contains numeric fields. If applicable, select the Print Negative Numbers in Red field (by clicking the box under the Select column located to the right of the field) to have the numeric values that are negative on the report appear in red on the preview screen and print in red (provided a color printer is utilized). A checkmark will appear in the box if the field is selected. This field will be selected by default if the Print Negative Numbers in Red field is selected within the User Options option for the specified user.
- f. If applicable, select the Displayed field for any optional field and the corresponding label field listed in the Optional Fields section to print the specified field on the report. A checkmark will appear in the box if the Displayed field is selected and the optional field will print on the report.
- g. Only the following items can be changed for the Report Sorting section; otherwise, if other changes are made, the report will not print correctly.
- If the [vprEmployeePersonnelReference].[NoCustomReferencedID] field appears as a Report Sorting field, click the **Search** button to select the desired referenced custom field on which to sort the information included on the report.
  - If applicable, for each Report Sorting field listed, select the New Page After field to insert a page break after the specified item. For example, if printing the Deduction Register by Deduction report, select the New Page After field for the [vprDeductionsAndTaxes].[DeductionID] report sorting field to have each deduction print on a separate page.  
**Note:** If the selected report was built with a defined page break for a particular item, the New Page After field will be selected by default for that item, but can be changed. Each time the report is printed, only the default page breaks will be selected.
  - Only when printing the applicable reports, such as the Employee Detail Listing for Payroll or the Vendor Listing - Detail, select the Footer Visible field to remove the checkmark for any section to omit (not print).
5. If desired, click the **Save Settings** button at this time to save the specified report printing options in order to run the report with these exact settings in the future by utilizing the **Retrieve Settings** button. If you do not click the **Save Settings** button at this time, the settings must be re-entered the next time the report is generated.  
**Tip:** A report can also be set as a favorite report (for the user) at this time by clicking the **Favorite Reports** button, or the report can be added to the user's report list accessed under the Reports menu on a module's main screen by clicking the **Report List** button.
6. Click the appropriate button for the desired output:
- a. To preview the report on the screen, click the **To Screen** button.
  - b. To print the report directly to the printer, click the **To Printer** button.
  - c. To export the report to a file, click the **Export** button and then complete the Export Options as desired.
  - d. To email the report, click the **Email** button. Refer to the Emailing a Report topic in the Help File for requirements to email a report.
  - e. For organizations with the K12Docs module licensed and users with the applicable rights, click the **Upload to K12Docs** button to upload the report to K12Docs.
7. After the report is printed, click the **X** in the upper right-hand corner to close the reporting printing options screen, if applicable.

# Set Screen Preferences

The Set Screen Preferences option allows a user to define settings for a specific screen, in order to have the fields (or tabs) on the screen display or function a certain way. The Set Screen Preferences are saved by user (except for the settings with custom fields, which are saved and applied to all users system wide). Depending on where the Set Screen Preferences option is accessed, the following functions may be available when setting the screen preferences: changing the order of the fields, columns, or screens; hiding particular fields, columns, or screens; and/or defining which fields to repeat information automatically from the previous entry without requiring an additional keystroke by the user. There are also a few additional miscellaneous features available within the Set Screen Preferences option for particular screens.

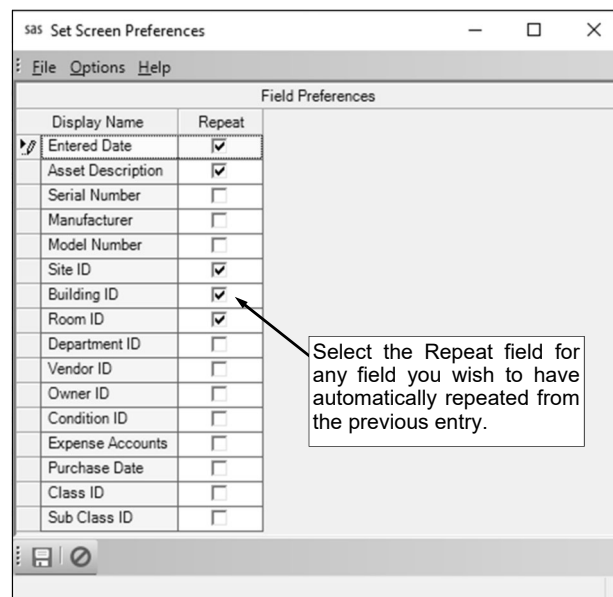
The Set Screen Preferences option is only available for certain screens within the School Accounting System. In the Fixed Asset Inventory module, the options where the Set Screen Preferences option can be accessed, along with the functions available for the option, are listed below.

<u>Option</u>	<u>Set Screen Preference Functions</u>
Add New Assets	Repeat
Custom Fields	Change order

**Note:** If changes are made to the screen preferences, the default preference settings can be restored if desired. The option to restore the default settings is not available for custom fields.

## Setting Screen Preferences for Add New Assets:

1. From the Fixed Asset Inventory screen, select the **Assets** menu and then **Add New Assets**.
2. At the Add New Assets screen, select the **Options** menu and then **Set Screen Preferences**.
3. The Screen Preferences screen will appear listing the fields. See **Diagram A**.
4. To define a field so it will automatically repeat the information from the previous entry without requiring an additional keystroke by the user, select the Repeat field for the desired field. A checkmark will appear in the box if the option is selected.
5. After setting the desired screen preferences, click the **Save** button.



**Diagram A**

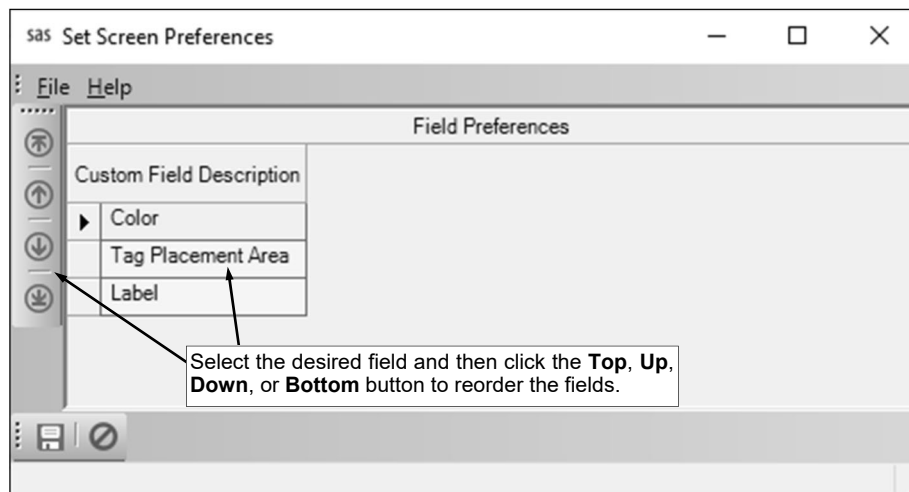
### **Restoring Default Screen Preferences for Add New Assets:**

1. From the Add New Assets option, select the **Options** menu and then **Set Screen Preferences**.
2. The Screen Preferences screen will appear showing the current settings for the particular user.
3. Select the **Options** menu and then **Restore Defaults**.
4. A message will appear stating the new settings will take effect once the screen is refreshed; click **OK**.

### **Setting Screen Preferences for Custom Fields:**

**Note:** The following instructions are for changing the screen preferences for custom fields. If the order of a custom field is changed, the changes will be reflected for all records in the particular file for all users.

1. From the Fixed Asset Inventory screen, select the **Maintenance** menu and then **Custom Fields**.
2. At the Custom Fields screen, select the tab for the type of custom fields for which to set the screen preferences, if applicable.
3. At the Custom Fields screen, select the **Options** menu and then **Set Screen Preferences**.
4. Select the **Options** menu and then **Set Screen Preferences**.
5. To change the order of the custom fields, click once on the field to move and then click the **Top**, **Up**, **Down**, or **Bottom** button until the field is in the desired position. See **Diagram B**.
6. After setting the desired screen preferences, click the **Save** button.
7. The Set Screen Preferences screen will close and the new settings will take effect the next time the applicable screen(s) is refreshed.



**Diagram B**

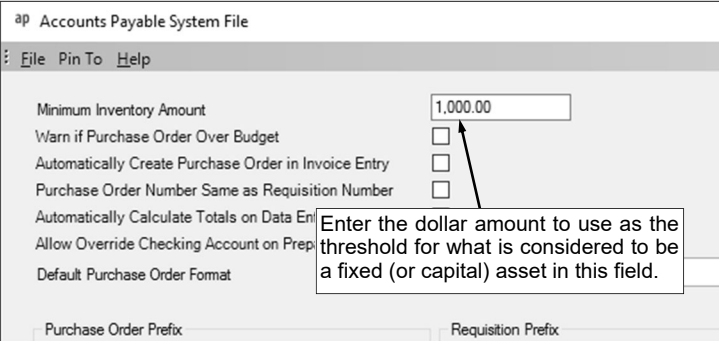
# Tying Accounts Payable to Fixed Asset Inventory

Inventory items included on invoices or receivings in Accounts Payable can be designated for import into the Fixed Asset Inventory module. When an invoice or a receiving is entered for an item that needs to be tracked for inventory purposes (for example, a fixed (or capital) asset), select the Asset field in the detail section to stipulate the item should be added to the Fixed Asset Inventory module. Additional information, such as the asset tag number, serial number, model number, and assigned location, can also be entered for the asset by clicking the **Edit Record** button located to the right of the Asset field and then completing the Asset Details screen.

**Tip:** If desired, the Minimum Inventory Amount field in the Accounts Payable System File can be completed to display a warning for any line items entered in the Invoices or Receiving option that exceed the threshold for what is considered to be a fixed (or capital) asset.

**Completing the Accounts Payable System File:**

1. From the Accounts Payable screen, select the **Maintenance** menu and then **Accounts Payable System File**.
2. Enter the dollar amount to use as the threshold for what is considered to be a fixed (or capital) asset (or the dollar amount for what assets should be tracked as inventory in Fixed Asset Inventory) in the Minimum Inventory Amount field, if desired. The amount can be up to **14** digits long (including the decimal point and comma(s) if applicable) and will typically be rounded to **2** decimal places by the system if capable. By completing this field, the system will display a warning icon if a detail line item on a receiving or an invoice was entered in Accounts Payable with an amount equal to or greater than the amount entered in this field and did not have the Asset field selected (in Web Link, a message will display when saving a receiving line). Leave this field blank to not have the system display a warning icon (or message in Web Link, if applicable). See **Diagram A**.

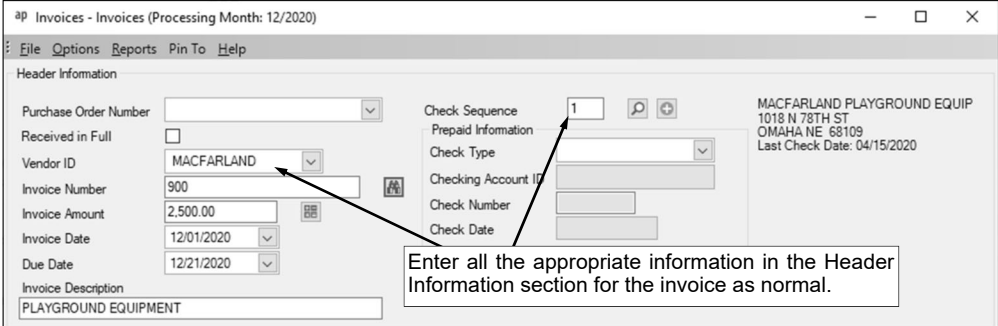


**Diagram A**

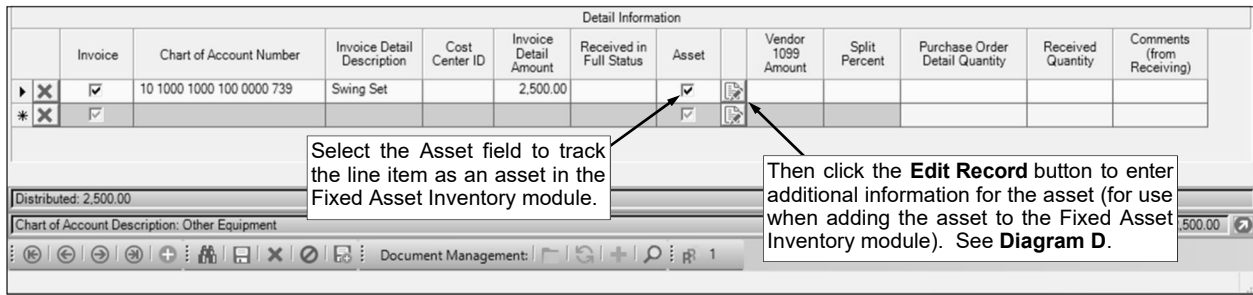
3. If desired, complete the remaining fields in the Accounts Payable System File.
4. Click the **Save** button.

**Entering an Invoice with an Inventory Item:**

1. From the Accounts Payable screen, select the **Data Entry** menu and then **Invoices**.
2. Create a new invoice batch or open an existing batch.
3. Complete the Header Information as normal for the invoice which includes the inventory item. See **Diagram B**.
4. Complete the Detail Information for the first line item of the invoice.
5. Select the Asset field to track the line item as an asset within the Fixed Asset Inventory module, if applicable. See **Diagram C**. A checkmark will appear in the box if the field is selected. By selecting the field, the item will post to a pending file and then can be added to a batch within the



**Diagram B**



**Diagram C**

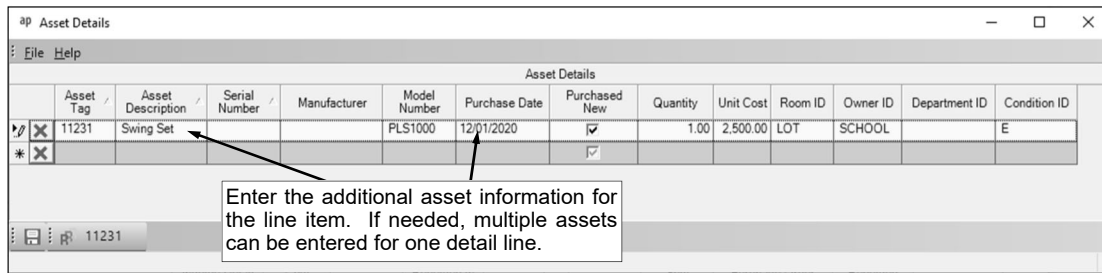
Add New Assets option (using the View Accounts Payable Assets option) once the batch of invoices is posted.

**Note:** If the amount of the line item is equal to or greater than the amount entered in the Minimum Inventory Amount field in the Accounts Payable System File (if applicable), a warning icon will display if the Asset field is not selected for the line item.

- If the Asset field is selected for the line item, click the **Edit Record** button located to the right of the Asset field to enter additional information for the asset (for use when adding the asset to the Fixed Asset Inventory module).

**Note:** Multiple assets can be entered for one detail line, if needed.

- In the blank line (indicated with an asterisk) at the bottom of the Asset Details List, enter a unique tag number (ID number) for the asset in the Asset Tag field, if desired. See **Diagram D**. The tag number can be alphanumeric and up to **20** characters long. Leave the Asset Tag field blank to assign the tag number once the asset is added in the Fixed Asset Inventory module.



**Diagram D**

- Enter the description of the asset in the Asset Description field. The description can be up to **40** characters long. The description for the detail line item appears as the default but can be changed.

**Note:** To optimize sorting on printed reports, be sure to enter all descriptions consistently. For example, enter a 6-foot folding table as "Table, folding, 6 foot", a 10-foot cafeteria table with benches as "Table, cafeteria with benches, 10 foot", and a 15-foot boat-shaped conference table as "Table, conference, boat-shaped, 15 foot", so that all the tables are grouped together on reports.

- Enter the serial number of the asset in the Serial Number field, if applicable. The serial number can be alphanumeric and up to **25** characters long.
- Enter the name of the manufacturer for the asset in the Manufacturer field, if known. The name of the manufacturer can be up to **50** characters long.
- Enter the model number of the asset in the Model Number field, if applicable. The model number can be alphanumeric and up to **25** characters long.
- Enter the date the asset was purchased in the Purchase Date field. Use the **mm/dd/yyyy** format or click the **down-arrow** button to select the correct date. The Purchase Date will default to the Received Date if entering a receiving or the Invoice Date if entering an invoice, but can be changed if needed.
- Select the Purchased New field if the asset was purchased new; if the asset was previously used when purchased, do not select this field. A checkmark will appear in the box if the field is selected. By default, this field will be selected.

- Enter the number for the quantity of the asset in the Quantity field. The quantity can be up to **10** digits long (including the decimal point, if applicable) and will be rounded to **2** decimal places by the system if capable. If entering a receiving, the number entered in the Received Quantity (except rounded to **2** decimal places) will appear as the default, but can be changed.
  - Enter the purchase cost of the asset (if entering multiple assets with only one asset tag number, enter the unit cost) in the Unit Cost field. The unit cost can be up to **14** digits long (including the decimal point, if applicable) and will be rounded to **2** decimal places by the system if capable. If entering an invoice, the Invoice Detail Amount will appear as the default, but can be changed. If entering a receiving, the Unit Cost for the first asset line added for a detail line will default as follows: 1) if there is a Unit Price on the purchase order (as displayed in the Purchase Order Detail Information List), that amount (except rounded to 2 decimal places) will default as the Unit Cost; 2) if there is not a Unit Price but there is a Purchase Order Detail Quantity, then it defaults the Purchase Order Detail Amount divided by the Purchase Order Detail Quantity as the Unit Cost; or 3) if there is neither a Unit Price nor a Purchase Order Detail Quantity, it defaults the Purchase Order Detail Amount as the Unit Cost.
  - Enter the ID of the room where the asset is located in the Room ID field. If the ID is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature.
  - Enter the ID for the owner of the asset in the Owner ID field, if desired. If the ID is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature.
  - If desired, enter the ID of the department for which the asset is located or associated with in the Department ID field. If the ID is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature.
  - Enter the ID for the condition of the asset in the Condition ID field, if desired. If the ID is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature.
  - If applicable, repeat these steps until all the assets have been added for the detail line.
  - Click the **Save** button to save the asset details for the detail line and continue entering invoices or receivings.
7. Repeat the steps to complete the Detail Information until all the line items have been entered for the invoice.
  8. Click the **Save** button to save the invoice.
  9. Once all the invoices have been entered, print the desired reports and post the invoice batch.
 

**Tip:** Print the **Invoice Listing-Detail** or **Invoice Listing-Summary** from the **Reports** menu to view a listing of all invoices in the selected batch. Print the **Asset Details Report for Invoices** from the **Reports** menu to print the detail information for the line items tracked as assets for posting to the Fixed Asset Inventory module.
  10. After the invoice batch is posted, the designated items are held in a pending file in the Fixed Asset Inventory module and then can be added to a batch within the Add New Assets option (using the View Accounts Payable Assets option). Each asset entry posted from Accounts Payable includes the asset tag number (if applicable), vendor ID, vendor name, chart of account number(s), asset description, quantity, unit cost, total cost, purchase date, invoice number, purchase order number, manufacturer, model number, serial number, and whether the asset was purchased new. Also, included but not displayed with the View Accounts Payable Assets option are the room, owner, department, and condition IDs. Once an item is selected to be added as an asset in the batch, the information included in the entry will default into the appropriate fields, but can be changed if needed.
 

**Note:** The checking account ID and check number are also shown for each entry with the View Accounts Payable Assets option for display purposes only.

# MAINTENANCE

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# Classes

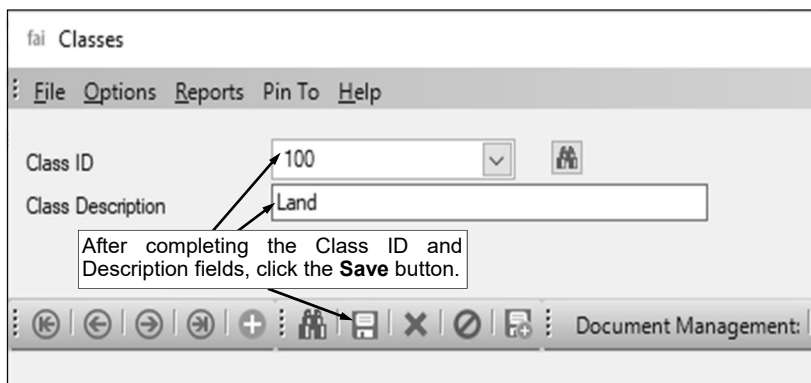
Classes are used in Fixed Asset Inventory to define a broad area or a very general category of assets. Each asset is assigned to an appropriate class. A list of the standard classes defined in the Fixed Asset Inventory module can be found in the Help File.

## **Adding a Class:**

1. From the Fixed Asset Inventory screen, select the **Maintenance** menu and then **Classes**.
2. Click the **New Record** button. See **Diagram A**.
3. Enter a unique ID for the class in the Class ID field. The ID can be alphanumeric and up to **10** characters long (no spaces).

**Note:** To have the system automatically assign the ID *using the first 10 characters (letters and numbers only) of the description*, leave the ID field blank; once the record is saved, the ID will be assigned.

4. Enter a description for the class in the Class Description field. The description can be up to **40** characters long.
5. Click the **Save** button.



**Diagram A**

## **Changing a Class:**

1. From the Fixed Asset Inventory screen, select the **Maintenance** menu and then **Classes**.
2. At the Classes screen, enter the ID of the class to change in the Class ID field. If the ID is not known, click the **down-arrow** button or the **Find** button to select the correct one.
3. Make the desired changes to the class.
4. After all the changes have been made, click the **Save** button.
5. If the ID for the class was changed, a prompt will appear verifying whether or not to change the ID or add a new one. To change the ID for the class, click the **Change** button. To not change the ID and revert to use the original ID, click the **Revert to Original** button. To add a new class with the specified ID that is a duplicate of the current class, click the **Create New** button.

## **Deleting a Class:**

**Note:** If a class is being used, the system will not allow it to be deleted.

1. From the Fixed Asset Inventory screen, select the **Maintenance** menu and then **Classes**.
2. At the Classes screen, enter the ID of the class to delete in the Class ID field. If the ID is not known, click the **Find** button to select the correct one.
3. Once the class to delete is displayed on the screen, click the **Delete** button; when prompted to delete the record, click **Yes**.

# Sub Classes

Sub Classes are used in Fixed Asset Inventory in conjunction with classes to provide more descriptive categories for assets. Each asset is assigned to an appropriate sub class. Defaults for the replacement cost change factor, useful life, account numbers for Inventories and Reserved for Inventories, and depreciation information are defined for each sub class. Once an asset is assigned to a sub class, the defaults from the sub class appear but can be changed if needed so that they are applicable to the asset. Also, if the defaults are changed for a sub class, the assets tied to the sub class can be updated to use the new defaults, if desired.

## **Adding a Sub Class:**

1. From the Fixed Asset Inventory screen, select the **Maintenance** menu and then **Sub Classes**.
2. Click the **New Record** button.
3. Enter a unique ID for the sub class in the Sub Class ID field. The ID can be alphanumeric and up to **10** characters long (no spaces). See **Diagram A**.  
**Note:** To have the system automatically assign the ID *using the first 10 characters (letters and numbers only) of the description*, leave the ID field blank; once the record is saved, the ID will be assigned.
4. Enter the ID of the class for which this new sub class is tied in the Class ID field. If the ID is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature.
5. Enter a description for the sub class in the Sub Class Description field. The description can be up to **40** characters long.
6. Enter the replacement cost change factor to use as the default for all assets within this sub class in the Replacement Cost Change Factor field. The replacement cost change factor is the factor of how much the asset will cost next year and is used when processing replacement costs. As an example, if the purchase cost of an asset will increase 2% next year, the replacement cost change factor is 1.02; and if the purchase cost of the asset will decrease 3% next year, the replacement cost change factor is 0.97. The replacement cost change factor can be up to **10** digits long (including the decimal point and comma(s) if applicable) and will be rounded to **4** decimal places by the system if capable.  
**Note:** Replacement Cost Change Factors are available from your insurance company.
7. Enter the number of years the assets within this sub class will be useful in the Useful Life field. The number entered here will be used as the default for all assets within the sub class, but can be changed for an asset if needed. The number can be up to **10** digits long (including the decimal point and comma(s) if applicable) and will be rounded to **2** decimal places by the system if capable.
8. If desired, enter the fixed asset balance sheet account number to debit when adding a new asset (tied to this sub class) in the Inventories Account field. Typically, the balance sheet account number entered here is the one used most frequently for recording fixed assets tied to the sub class, such as the balance sheet account number for Machinery and Equipment.

Sub Class ID: 1900  
 Class ID: 500  
 Sub Class Description: Computer Equipment  
 Replacement Cost Change Factor: 0.901  
 Useful Life: 5.00  
 Depreciation Type: Straight Line  
 First Year Depreciation Type: Actual Months

Debits		Credits	
Chart of Account Number	Percentage	Chart of Account Number	Percentage
08 0000 1000 000 0000 790	100.00	08 242 000 0000 000	100.00
* X		* X	

**Diagram A**

The account number entered here will be used as the default for all assets within the sub class, but can be changed for an asset if needed. If the account number is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature.

**Note:** To not post entries to the Fixed Asset Fund in General Ledger when adding new assets, leave this field blank. **This field is not applicable to Kansas and Nebraska school districts as fixed assets are not tracked in General Ledger in those states.**

9. If desired, enter the fixed asset balance sheet account number to credit when adding a new asset (tied to this sub class) in the Reserved for Inventories Account field. Typically, the balance sheet account number entered here is for Investment in General Fixed Assets; **for Iowa school districts only**, the account number is for Investments in Governmental Fixed Assets before Depreciation. The account number entered here will be used as the default for all assets within the sub class, but can be changed for an asset if needed. If the account number is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature.  
**Note:** The account number entered in this field must be within the *same* fund as the account number entered in the Inventories Account field. To not post entries to the Fixed Asset Fund in General Ledger when adding new assets, leave this field blank. **This field is not applicable to Kansas and Nebraska school districts as fixed assets are not tracked in General Ledger in those states.**
10. Enter the appropriate type of depreciation (**None** or **Straight Line**) to use as the default for all assets within this sub class in the Depreciation Type field, or click the **down-arrow** button to select the correct one. If the assets will not be depreciated, enter **None**. If the assets will be depreciated using the straight-line method, enter **Straight Line**. When adding a new sub class, **None** is selected by default.
11. If **Straight Line** is selected as the Depreciation Type, the First Year Depreciation Type field is enabled. Enter the appropriate first year depreciation type (**None**, **Actual Months**, **Half Year**, or **Full Year**) to use as the default for all assets within this sub class in the First Year Depreciation Type field, or click the **down-arrow** button to select the correct one. The First Year Depreciation Type field indicates how assets within the sub class are depreciated the first year, which is particularly important if assets were purchased other than right at the beginning of the fiscal year. If assets within the sub class will not be depreciated the first year, enter **None**. If assets within the sub class will be depreciated for the actual number of months (of the first year) that the school district has had the assets, enter **Actual Months**. If assets within the sub class will only be depreciated for six months for the first year, select **Half Year**. If assets within the sub class will be depreciated for a full year, select **Full Year**. When adding a new sub class, **None** is selected by default. For those school districts who must comply with GASB 34, refer to the regulations with GASB 34 and your auditor to determine which option to select; ***SUI recommends that you use the same first-year depreciation option for all sub classes.***
12. If **Straight Line** is selected as the Depreciation Type, the Debits List in the Depreciation Accounts section is enabled. If applicable, complete the Debits List to define which account number(s) to debit when recording depreciation for the assets within this sub class. To add an account number, complete the following:
13. In the blank line (indicated with an asterisk) at the bottom of the Debits List, enter the depreciation expense account number with the appropriate function to debit in the Chart of Account Number field. If the account number is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature.
14. Then specify the percentage to be debited to the particular account number in the Percentage field. The total percentage of all account numbers entered in the Debits List must equal 100%; if only one account number is listed, enter **100** as the percentage.
15. If applicable, repeat these steps until all the debit account numbers have been added.  
**Note:** The account number(s) entered here will be used as the default for all assets within the sub class, but can be changed for an asset if needed. To not post entries to General Ledger when calculating depreciation for the assets within this sub class, leave the Debits List blank. **This field is not applicable to Kansas, Missouri, and Nebraska school districts as depreciation is not tracked in General Ledger in those states.**
16. If **Straight Line** is selected as the Depreciation Type, the Credits List in the Depreciation Accounts section is enabled. If applicable, complete the Credits List to define which account number(s) to

credit when recording depreciation for the assets within this sub class. To add an account number, complete the following:

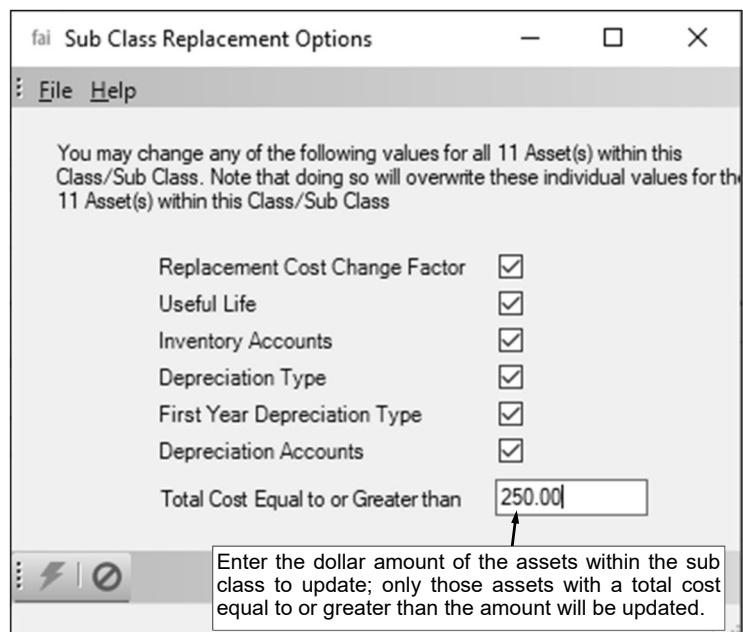
17. In the blank line (indicated with an asterisk) at the bottom of the Credits List, enter the appropriate accumulated depreciation balance sheet account number to credit in the Chart of Account Number field. If the account number is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature.
18. Then specify the percentage to be credited to the particular account number in the Percentage field. The total percentage of all account numbers entered in the Credits List must equal 100%; if only one account number is listed, enter **100** as the percentage.
19. If applicable, repeat these steps until all the credit account numbers have been added.

**Note:** The account number(s) entered here will be used as the default for all assets within the sub class, but can be changed for an asset if needed. The Credit account number(s) must balance by fund to the Debit account number(s). To not post entries to General Ledger when calculating depreciation for the assets within this sub class, leave the Credits List blank. **This field is not applicable to Kansas, Missouri, and Nebraska school districts as depreciation is not tracked in General Ledger in those states.**

20. Click the **Save** button.

### **Changing a Sub Class:**

1. From the Fixed Asset Inventory screen, select the **Maintenance** menu and then **Sub Classes**.
2. At the Sub Classes screen, enter the ID of the sub class to change in the Sub Class ID field. If the ID is not known, click the **down-arrow** button or the **Find** button to select the correct one.
3. Make the desired changes to the sub class.
  - a. To add an account number to the Debits List or Credits List, complete the blank line (indicated with an asterisk) at the bottom of the appropriate section.
  - b. To remove an account number from the Debits List or Credits List, click the **Delete** button located to the left of the desired account number; when prompted to delete the line, click **Yes**.
4. After all the changes have been made, click the **Save** button.
5. If the ID for the sub class was changed, a prompt will appear verifying whether or not to change the ID or add a new one. To change the ID for the sub class, click the **Change** button. To not change the ID and revert to use the original ID, click the **Revert to Original** button. To add a new sub class with the specified ID that is a duplicate of the current sub class, click the **Create New** button.
6. If there are assets tied to the sub class in the Asset File Maintenance or Add New Assets options, the Sub Class Replacement Options screen will appear. Select which fields of information for the Replacement Cost Change Factor, Useful Life, Inventory Accounts, Depreciation Type, First Year Depreciation Type, or Depreciation Accounts to update for the assets within the sub class; by default all the fields are selected. A checkmark will appear in the box if the field is selected. Then specify the dollar amount of the assets within the sub class to update by entering the desired amount in the Total Cost Equal To or Greater Than field; only those assets within the sub class that have a total cost equal to or greater than the dollar amount specified will be updated. Click **OK**. Once the assets within the sub class have been updated, a prompt will appear stating the number of assets changed; click **OK**. See **Diagram B**.



**Diagram B**

**Deleting a Sub Class:**

**Note:** If a sub class is being used, the system will not allow it to be deleted.

1. From the Fixed Asset Inventory screen, select the **Maintenance** menu and then **Sub Classes**.
2. At the Sub Classes screen, enter the ID of the sub class to delete in the Sub Class ID field. If the ID is not known, click the down-arrow button or the **Find** button to select the correct one.
3. Once the sub class to delete is displayed on the screen, click the **Delete** button; when prompted to delete the record, click **Yes**.

# Owners

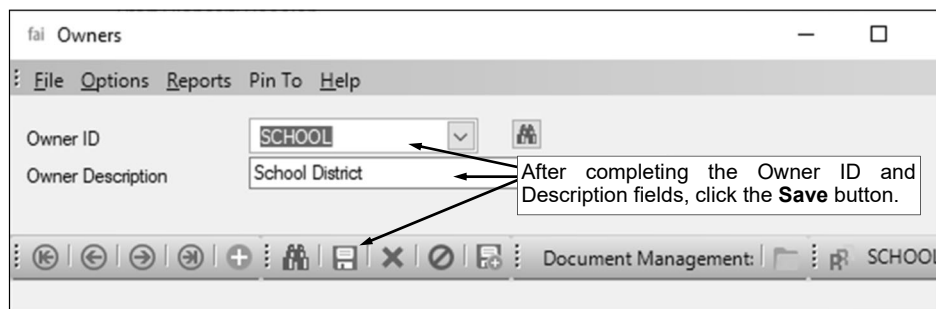
Owners are used in Fixed Asset Inventory to track who owns each asset. Owners can be used in different ways, depending on the needs of the school district. First, owners can be used to track whether the school district owns the asset, or whether the asset personally belongs to an employee or was donated by an individual and needs to be returned after a certain period of time. Owners can also be used to track assets that were purchased through various grants for reporting purposes, if desired. Finally, owners can be defined to track the employee to which the asset is assigned (used by).

## Adding an Owner:

1. From the Fixed Asset Inventory screen, select the **Maintenance** menu and then **Owners**.
2. Click the **New Record** button. See **Diagram A**.
3. Enter a unique ID for the owner in the Owner ID field. The ID can be alphanumeric and up to **10** characters long (no spaces).

**Note:** To have the system automatically assign the ID *using the first 10 characters (letters and numbers only) of the description*, leave the ID field blank; once the record is saved, the ID will be assigned.

4. Enter a description for the owner in the Owner Description field. The description can be up to **40** characters long.
5. Click the **Save** button.



**Diagram A**

## Changing an Owner:

1. From the Fixed Asset Inventory screen, select the **Maintenance** menu and then **Owners**.
2. At the Owners screen, enter the ID of the owner to change in the Owner ID field. If the ID is not known, click the **down-arrow** button or the **Find** button to select the correct one.
3. Make the desired changes to the owner.
4. After all the changes have been made, click the **Save** button.
5. If the ID for the owner was changed, a prompt will appear verifying whether or not to change the ID or add a new one. To change the ID for the owner, click the **Change** button. To not change the ID and revert to use the original ID, click the **Revert to Original** button. To add a new owner with the specified ID that is a duplicate of the current owner, click the **Create New** button.

## Deleting an Owner:

**Note:** If an owner is being used, the system will not allow it to be deleted.

1. From the Fixed Asset Inventory screen, select the **Maintenance** menu and then **Owners**.
2. At the Owners screen, enter the ID of the owner to delete in the Owner ID field. If the ID is not known, click the down-arrow button or the **Find** button to select the correct one.
3. Once the owner to delete is displayed on the screen, click the **Delete** button; when prompted to delete the record, click **Yes**.

# Conditions

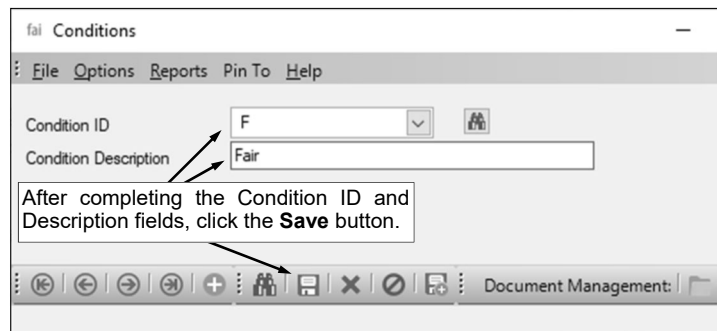
Conditions are used in Fixed Asset Inventory to define the state or condition of the asset. Each asset is assigned an appropriate condition, if desired. A list of standard Conditions defined in the Fixed Asset Inventory module can be found in the Help File.

## **Adding a Condition:**

1. From the Fixed Asset Inventory screen, select the **Maintenance** menu and then **Conditions**.
2. Click the **New Record** button. See **Diagram A**.
3. Enter a unique ID for the condition in the Condition ID field. The ID can be alphanumeric and up to **10** characters long (no spaces).

**Note:** To have the system automatically assign the ID *using the first 10 characters (letters and numbers only) of the description*, leave the ID field blank; once the record is saved, the ID will be assigned.

4. Enter a description for the condition in the Condition Description field. The description can be up to **40** characters long.
5. Click the **Save** button.



## **Changing a Condition:**

1. From the Fixed Asset Inventory screen, select the **Maintenance** menu and then **Conditions**.
2. At the Conditions screen, enter the ID of the condition to change in the Condition ID field. If the ID is not known, click the **down-arrow** button or the **Find** button to select the correct one.
3. Make the desired changes to the condition.
4. After all the changes have been made, click the **Save** button.
5. If the ID for the condition was changed, a prompt will appear verifying whether or not to change the ID or add a new one. To change the ID for the condition, click the **Change** button. To not change the ID and revert to use the original ID, click the **Revert to Original** button. To add a new condition with the specified ID that is a duplicate of the current condition, click the **Create New** button.

## **Deleting a Condition:**

**Note:** If a condition is being used, the system will not allow it to be deleted.

1. From the Fixed Asset Inventory screen, select the **Maintenance** menu and then **Conditions**.
2. At the Conditions screen, enter the ID of the condition to delete in the Condition ID field. If the ID is not known, click the **Find** button to select the correct one.
3. Once the condition to delete is displayed on the screen, click the **Delete** button; when prompted to delete the record, click **Yes**.

# Disposal Types

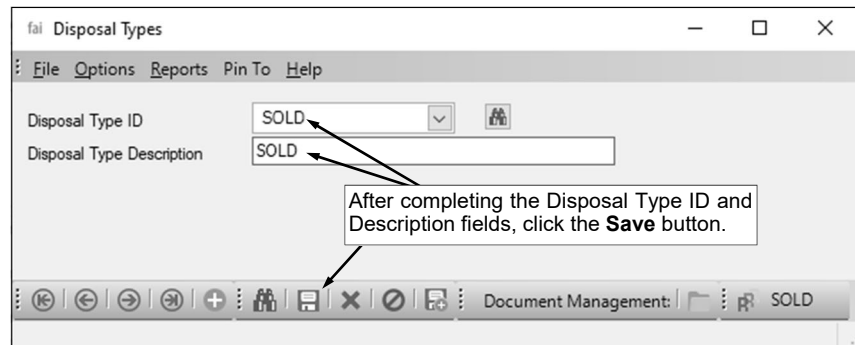
Disposal Types are used in Fixed Asset Inventory to describe how an asset was disposed, such as sold, stolen, broken, lost, or used for parts. If an asset is disposed, a disposal type must be assigned to the asset.

## **Adding a Disposal Type:**

1. From the Fixed Asset Inventory screen, select the **Maintenance** menu and then **Disposal Types**.
2. Click the **New Record** button. See **Diagram A**.
3. Enter a unique ID for the disposal type in the Disposal Type ID field. The ID can be alphanumeric and up to **10** characters long (no spaces).

**Note:** To have the system automatically assign the ID using the first 10 characters (letters and numbers only) of the description, leave the ID field blank; once the record is saved, the ID will be assigned.

4. Enter a description for the disposal type in the Disposal Type Description field. The description can be up to **40** characters long.
5. Click the **Save** button.



**Diagram A**

## **Changing a Disposal Type:**

1. From the Fixed Asset Inventory screen, select the **Maintenance** menu and then **Disposal Types**.
2. At the Disposal Types screen, enter the ID of the disposal type to change in the Disposal Type ID field. If the ID is not known, click the **down-arrow** button or the **Find** button to select the correct one.
3. Make the desired changes to the disposal type.
4. After all the changes have been made, click the **Save** button.
5. If the ID for the disposal type was changed, a prompt will appear verifying whether or not to change the ID or add a new one. To change the ID for the disposal type, click the **Change** button. To not change the ID and revert to use the original ID, click the **Revert to Original** button. To add a new disposal type with the specified ID that is a duplicate of the current disposal type, click the **Create New** button.

## **Deleting a Disposal Type:**

**Note:** If a disposal type is being used, the system will not allow it to be deleted.

1. From the Fixed Asset Inventory screen, select the **Maintenance** menu and then **Disposal Types**.
2. At the Disposal Types screen, enter the ID of the disposal type to delete in the Disposal Type ID field. If the ID is not known, click the **Find** button to select the correct one.
3. Once the disposal type to delete is displayed on the screen, click the **Delete** button; when prompted to delete the record, click **Yes**.



# Sites

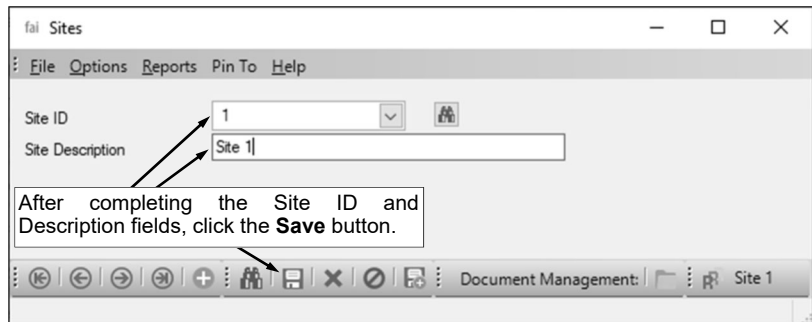
Sites in Fixed Asset Inventory define a broad area within the school district, such as towns or campuses, where the assets are located. Each asset is assigned to the appropriate site location.

## **Adding a Site:**

1. From the Fixed Asset Inventory screen, select the **Maintenance** menu and then **Sites**.
2. Click the **New Record** button. See **Diagram A**.
3. Enter a unique ID for the site in the Site ID field. The ID can be alphanumeric and up to **10** characters long (no spaces).

**Note:** To have the system automatically assign the ID *using the first 10 characters (letters and numbers only) of the description*, leave the ID field blank; once the record is saved, the ID will be assigned.

4. Enter a description for the site in the Site Description field. The description can be up to **40** characters long.
5. Click the **Save** button.



## **Changing a Site:**

1. From the Fixed Asset Inventory screen, select the **Maintenance** menu and then **Sites**.
2. At the Sites screen, enter the ID of the site to change in the Site ID field. If the ID is not known, click the **down-arrow** button or the **Find** button to select the correct one.
3. Make the desired changes to the site.
4. After all the changes have been made, click the **Save** button.
5. If the ID for the site was changed, a prompt will appear verifying whether or not to change the ID or add a new one. To change the ID for the site, click the **Change** button. To not change the ID and revert to use the original ID, click the **Revert to Original** button. To add a new site with the specified ID that is a duplicate of the current site, click the **Create New** button.

## **Deleting a Site:**

**Note:** If a site is being used, the system will not allow it to be deleted.

1. From the Fixed Asset Inventory screen, select the **Maintenance** menu and then **Sites**.
2. At the Sites screen, enter the ID of the site to delete in the Site ID field. If the ID is not known, click the down-arrow button or the **Find** button to select the correct one.
3. Once the site to delete is displayed on the screen, click the **Delete** button; when prompted to delete the record, click **Yes**.

# Buildings

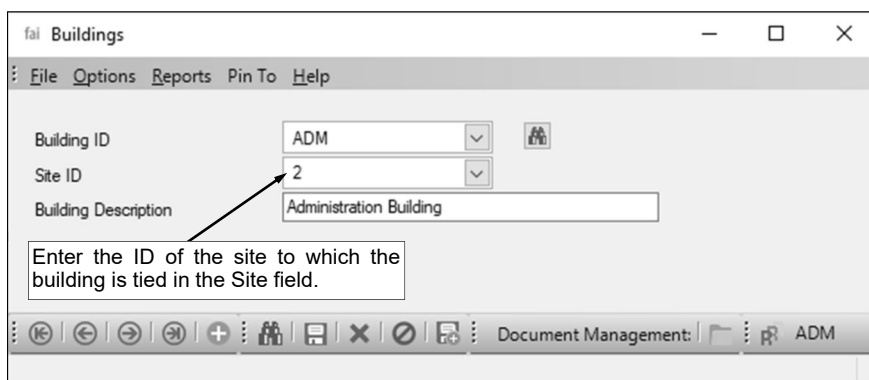
Buildings in Fixed Asset Inventory are used in conjunction with sites and define each different building (structure) within the school district where the assets are located. Each asset is assigned to the appropriate building location.

## **Adding a Building:**

1. From the Fixed Asset Inventory screen, select the **Maintenance** menu and then **Buildings**.
2. Click the **New Record** button. See **Diagram A**.
3. Enter a unique ID for the building in the Building ID field. The ID can be alphanumeric and up to **10** characters long (no spaces).

**Note:** To have the system automatically assign the ID *using the first 10 characters (letters and numbers only) of the description*, leave the ID field blank; once the record is saved, the ID will be assigned.

4. Enter the ID of the site for where the building is located in the Site ID field. If the ID is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature.
5. Enter a description for the building in the Building Description field. The description can be up to **40** characters long.
6. Click the **Save** button.



## **Changing a Building:**

1. From the Fixed Asset Inventory screen, select the **Maintenance** menu and then **Buildings**.
2. At the Buildings screen, enter the ID of the building to change in the Building ID field. If the ID is not known, click the **down-arrow** button or the **Find** button to select the correct one. **Diagram A**
3. Make the desired changes to the building.
4. After all the changes have been made, click the **Save** button.
5. If the ID for the building was changed, a prompt will appear verifying whether or not to change the ID or add a new one. To not change the ID and revert to use the original ID, click the **Revert to Original** button. To add a new building with the specified ID that is a duplicate of the current building, click the **Create New** button.

## **Deleting a Building:**

**Note:** If a building is being used, the system will not allow it to be deleted.

1. From the Fixed Asset Inventory screen, select the **Maintenance** menu and then **Buildings**.
2. At the Buildings screen, enter the ID of the building to delete in the Building ID field. If the ID is not known, click the down-arrow button or the **Find** button to select the correct one.
3. Once the building to delete is displayed on the screen, click the **Delete** button; when prompted to delete the record, click **Yes**.

# Rooms

Rooms in Fixed Asset Inventory are used in conjunction with buildings (and sites) to give the exact location of the asset. Rooms are defined for each different room within each building in which fixed assets are located. Each asset is assigned to the appropriate room location.

**Note:** If your organization has licensed the Web Link module, an inventory of the assets in each room can be completed using Web Link by assigning the appropriate rooms to the users responsible for completing the inventory; refer to the “Room Inventory Setup and Completion Checklist” topic in the Help File for more information.

## **Adding a Room:**

1. From the Fixed Asset Inventory screen, select the **Maintenance** menu and then **Rooms**.
2. Click the **New Record** button. See **Diagram A**.
3. Enter a unique ID for the room in the Room ID field. The ID can be alphanumeric and up to **10** characters long (no spaces).

**Note:** To have the system automatically assign the ID using the first 10 characters (letters and numbers only) of the description, leave the ID field blank; once the record is saved, the ID will be assigned.

4. Enter the ID of the building for which the room is located in the Building ID field. If the ID is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature.

**Diagram A**

5. The ID of the site to which the specified building is tied appears in the Site ID field and cannot be changed.
6. Enter a description for the room in the Room Description field. The description can be up to **40** characters long.
7. If your organization has licensed the Web Link module, the Active Users List will appear on the bottom of the screen for use with taking an inventory of the assets in each room using Web Link. If applicable, the active users (employees) responsible for completing the inventory for the room will appear in the Active Users List and cannot be changed from this screen. To edit the users assigned to the room, refer to Step 2 on the Room Inventory Setup and Completion Checklist.
8. Click the **Save** button.

## **Changing a Room:**

1. From the Fixed Asset Inventory screen, select the **Maintenance** menu and then **Rooms**.
2. At the Rooms screen, enter the ID of the room to change in the Room ID field. If the ID is not known, click the **Find** button to select the correct one.
3. Make the desired changes to the room.
4. After all the changes have been made, click the **Save** button.
5. If the ID for the room was changed, a prompt will appear verifying whether or not to change the ID or add a new one. To change the ID for the room, click the **Change** button. To not change the ID and revert to use the original ID, click the **Revert to Original** button. To add a new room with the specified ID that is a duplicate of the current room, click the **Create New** button

## **Deleting a Room:**

**Note:** If a room is being used, the system will not allow it to be deleted.

1. From the Fixed Asset Inventory screen, select the **Maintenance** menu and then **Rooms**.
2. At the Rooms screen, enter the ID of the room to delete in the Room ID field. If the ID is not known, click the **Find** button to select the correct one.

3. Once the room to delete is displayed on the screen, click the **Delete** button; when prompted to delete the record, click **Yes**.

#### **Switching Rooms:**

**Note:** Use the instructions below when the assets tied to two rooms are switching (for example, the first and second grade classrooms are switching rooms and all the corresponding assets for each classroom are being moved as well).

1. From the Fixed Asset Inventory screen, select the **Maintenance** menu and then **Rooms**.
2. Move the assets in the first room to the hallway by bringing up the particular room and entering a new room ID for the hallway (for example, HALL); then click the **Save** button. When prompted whether or not to change the ID or add a new one, click the **Change** button.

**Note:** The new ID entered for the room (hallway) cannot be an existing Room ID.

3. Move the assets in the second room to their new location (which was the first room's old location) by bringing up the particular room and entering a new room ID; then click the **Save** button. When prompted whether or not to change the ID or add a new one, click the **Change** button.
4. Move the assets currently located in the hallway to their new location (which was the second room's old location) by bringing up the particular room and entering a new room ID; then click the **Save** button. When prompted whether or not to change the ID or add a new one, click the **Change** button.

#### **Combining Rooms:**

1. From the Fixed Asset Inventory screen, select the **Maintenance** menu and then **Rooms**.
2. At the Rooms screen, select the **Options** menu and then **Combine Rooms**.
3. At the Combine Rooms screen, enter the ID of the room for which to combine with another room in the Combine field. If the ID is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature. The building and room description of the selected room will appear in the Combine Description field and cannot be changed.

**Note:** The ID of the room entered in this field will no longer be valid after the rooms have been combined.

4. Enter the ID of the room to combine with the first room in the With field. If the ID is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature. The building and room description of the selected room will appear in the With Description field and cannot be changed.

**Note:** The ID of the room entered in this field will remain valid after the rooms have been combined.

5. After all the rooms to combine have been entered, click the **Execute** button.
6. When prompted to combine the IDs, click **Yes**.
7. A message will appear when the process is completed; click **OK**.

# Departments

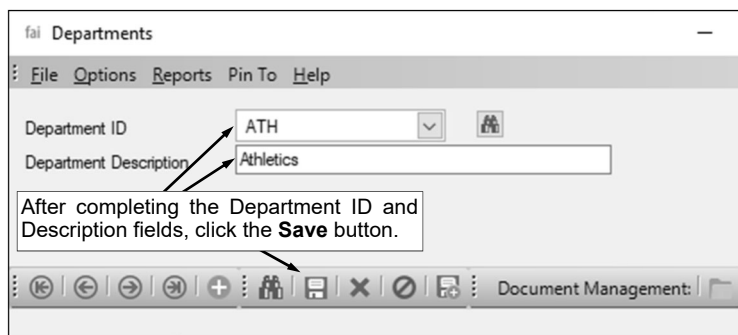
Departments in Fixed Asset Inventory track the different areas of curriculum within the district or the organizational department for which the assets are tied (located). Examples of departments include Math, Music, Science, and Language Arts, or elementary, middle school, and high school, etc. Each asset is assigned to an appropriate department, if desired.

## **Adding a Department:**

1. From the Fixed Asset Inventory screen, select the **Maintenance** menu and then **Departments**.
2. Click the **New Record** button. See **Diagram A**.
3. Enter a unique ID for the department in the Department ID field. The ID can be alphanumeric and up to **10** characters long (no spaces).

**Note:** To have the system automatically assign the ID *using the first 10 characters (letters and numbers only) of the description*, leave the ID field blank; once the record is saved, the ID will be assigned.

4. Enter a description for the department in the Department Description field. The description can be up to **40** characters long.
5. Click the **Save** button.



**Diagram A**

## **Changing a Department:**

1. From the Fixed Asset Inventory screen, select the **Maintenance** menu and then **Departments**.
2. At the Departments screen, enter the ID of the department to change in the Department ID field. If the ID is not known, click the **down-arrow** button or the **Find** button to select the correct one.
3. Make the desired changes to the department.
4. After all the changes have been made, click the **Save** button.
5. If the ID for the department was changed, a prompt will appear verifying whether or not to change the ID or add a new one. To change the ID for a department, click the **Change** button. To not change the ID and revert to use the original ID, click the **Revert to Original** button. To add a new department with the specified ID that is a duplicate of the current department, click the **Create New** button.

## **Deleting a Department:**

**Note:** If a department is being used, the system will not allow it to be deleted.

1. From the Fixed Asset Inventory screen, select the **Maintenance** menu and then **Departments**.
2. At the Departments screen, enter the ID of the department to delete in the Department ID field. If the ID is not known, click the down-arrow button or the **Find** button to select the correct one.
3. Once the department to delete is displayed on the screen, click the **Delete** button; when prompted to delete the record, click **Yes**.

# Custom Fields

Custom Fields is used to track additional information for which there is not a predefined field. With the Custom Fields option, each school district is able to define an unlimited number of specific, user-defined fields. There are different types of custom fields that can be created, and only certain types are available in particular modules.

In Fixed Asset Inventory, the following types of fields can be defined within the Custom Fields option for assets: 1) text fields (which allow up to **255** characters to be keyed into the field), and 2) referenced fields (which allow only pre-defined values to be entered into the field). Examples of custom fields defined for assets include a Replacement Date field, Status Changes field, Fund field, and Fixed Asset Type field.

## **Adding a Custom Field:**

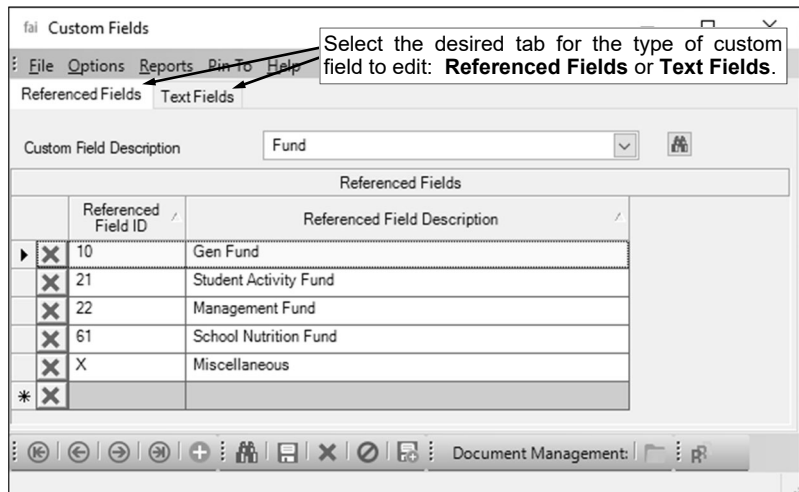
**Note:** If a custom field is added, the new field will appear for all assets in the Asset File Maintenance and Add New Assets options.

1. From the Fixed Asset Inventory screen, select the **Maintenance** menu and then **Custom Fields**.
2. At the Custom Fields screen, select the tab for the type of custom field to add: **Referenced Fields** or **Text Fields**. Referenced fields allow only pre-defined values to be entered into the field in the Asset File, while text fields allow any text up to **255** characters to be keyed into the field.
3. Click the **New Record** button.
4. Enter the name for the new custom field in the Custom Field Description field. The description can be alphanumeric, but must start with a letter, and can be up to **40** characters long.
5. If adding a new referenced field, the Referenced Fields List appears. Define each value that can be entered into the custom field by completing the following:
  - a. In the blank line (indicated with an asterisk) at the bottom of the Referenced Fields List, enter the ID for the value in the Referenced Field ID field. The ID can be alphanumeric and up to **10** characters long (no spaces).

**Note:** To have the system automatically assign the ID *using the first 10 characters of the description*, leave the ID field blank; once the record is saved, the ID will be assigned.

- b. Enter a description for the value in the Referenced Field Description field. The description can be up to **40** characters long.
  - c. If applicable, repeat these steps until all the values have been added for the custom field.
6. Click the **Save** button.

**Tip:** The order the custom fields display within the Asset File Maintenance or Add New Assets options can be changed with the Set Screen Preferences option.



**Diagram A**

## **Changing a Custom Field:**

**Note:** If a custom field is changed, the changes for the field will appear for all assets in the Asset File Maintenance and Add New Assets options.

1. From the Fixed Asset Inventory screen, select the **Maintenance** menu and then **Custom Fields**.
2. At the Custom Fields screen, select the tab for the type of custom field to change: **Referenced Fields** or **Text Fields**.
3. Enter the name of the custom field to change in the Custom Field Description field, or click the **down-arrow** button or the **Find** button to select the correct one.

4. Make the desired changes to the custom field.
  - a. To add a new value for the custom field (for referenced fields only), complete the blank line (indicated with an asterisk) at the bottom of the Referenced Fields List.
  - b. To remove a value from the custom field (for referenced fields only), click the **Delete** button located to the left of the desired value in the Referenced Fields List; when prompted to delete the record, click **Yes**.
  - c. To change the order the custom fields display within the Asset File Maintenance or Add New Assets options, use the Set Screen Preferences option.
5. After all the changes have been made, click the **Save** button.
6. If the description (name) of the custom field was changed, a prompt will appear verifying whether or not to change the description of the custom field. To change the description of the custom field, click the **Change** button. To not change the description and revert to use the original description, click the **Revert to Original** button.

**Deleting a Custom Field:**

**Note:** If a custom field is deleted, the field (and the data entered in the field) will be removed from all assets in the Asset File Maintenance and Add New Assets options. Also, if deleting a referenced custom field, all the referenced values will be deleted as well; to delete just one referenced value from a particular custom field, follow the instructions for changing a custom field.

1. From the Fixed Asset Inventory screen, select the **Maintenance** menu and then **Custom Fields**.
2. At the Custom Fields screen, select the tab for the type of custom field to delete: **Referenced Fields** or **Text Fields**.
3. Enter the name of the custom field to delete in the Custom Field Description field, or click the **down-arrow** button or the **Find** button to select the correct one.
4. Once the custom field to delete is displayed on the screen, click the **Delete** button; when prompted to delete the field (and the data in the field for all assets, if applicable), click **Yes**.

# Add New Assets

The Add New Assets option is used to enter new assets into the Fixed Asset Inventory module. With the Add New Assets option, a record for each new asset is entered into a batch. Each asset record contains the location, classification, acquisition, and depreciation information, along with the supplementary information for the custom fields, if applicable.

Once the batch of new assets is posted, the records move to the Asset File Maintenance option, and the entries to record the new assets to the Fixed Asset Fund post to General Ledger (from the Fixed Asset journal), if applicable.

**Note:** If an amount is entered in the Depreciation Accumulated field for a new asset in the Add New Assets option, no depreciation entries post to General Ledger, and so enter and post the necessary manual journal entries in General Ledger to record the accumulated depreciation, if applicable.

## Adding New Assets:

1. From the Fixed Asset Inventory screen, select the **Assets** menu and then **Add New Assets**.
2. If a batch already exists, the Add New Assets Batch Search screen will appear. To continue adding assets to an existing batch, select the desired batch by double-clicking on the batch description; otherwise, to enter a new batch, click the **New Record** button and then complete the batch options. If a batch does not exist, the batch options screen will appear immediately in order to create a new batch.

- a. Below are the steps to complete the batch options screen for a new batch within the Add New Assets option. See **Diagram A**.

- Enter a unique description for the new batch in the Batch Description field. The description can be alphanumeric and up to **50** characters long. Leave the field blank to use a default description assigned by the system.

**Note:** If a unique description is not entered, the system will add a dash and four numbers starting with **0001** at the end (for example, **Batch Description-0001**) to make it distinctive.

- In the Processing Month field, enter the fiscal period for which to post the entries within the batch to the applicable modules; for example, enter the month for which to post the entries to General Ledger, if applicable. Use the **mm/yyyy** format or click the **down-arrow** button to select the desired date. Leave the field blank to default to the current month (as based on the computer date).

**Note:** If the month entered in this field is more than two months different from the current month, a warning icon will appear to the right of the field; verify the month entered is correct. If the specified processing month is in the next fiscal year and there are funds in the Fund File in General Ledger with the Automatically Start New Fiscal Year field not selected, the Start New Fiscal Year option will need to be completed for the appropriate funds if it has not already been done.

- Select the Post to General Ledger field to post the applicable entries to the Fixed Asset Fund in General Ledger. A checkmark will appear in the box if the field is selected. The entries that will post to General Ledger for Add New Assets batches are for recording the new assets using the Inventories and Reserved for Inventories account numbers.

- Click the **Save** button.

3. Click the **New Record** button.

**Diagram A**



**Note:** For any field equipped with the repeat function, click the **Repeat** button or press the **Ctrl+R** keys to repeat the previous entry for the specified field. The repeat function is only available after your initial entry. If desired, set the screen preferences for the Add New Assets screen to define which fields to repeat information automatically from the previous entry without requiring an additional keystroke.

4. Click the **General** tab to complete the general information for the asset. See **Diagram B**.

**Note:** Select the **Options** menu and then **View Accounts Payable Assets, View Scanner Assets, or View Web Link Assets** to add an asset posted from Accounts Payable, scanned during an inventory (used with the Process Scanner Data option), or manually added to a room in Web Link (used with the Process Room Inventory option). After selecting the appropriate option, the applicable assets will appear in a list in the lower right-hand corner of the screen; double-click an asset to add and continue adding the asset as normal. The valid information that displays for the asset will appear in the appropriate fields by default, but can be changed, if needed.

- a. Enter a unique tag number (ID number) for the asset in the Asset Tag field. The tag number can be alphanumeric and up to **20** characters long.

**Note:** If adding (undisposing) an asset from the scanner file that was scanned but marked as disposed in the system (with previous entries posted to General Ledger), a prompt will appear asking for a new asset tag number to re-assign to the disposed asset already in the Asset File Maintenance option; enter a new asset tag and then click **OK**. The asset from the scanner file can then be added back into the system as a current asset using the scanned Asset Tag.

- b. Enter the date the asset is being entered into the Fixed Asset Inventory module in the Entered Date field. Use the **mm/dd/yyyy** format or click the **down-arrow** button to select the desired date. Leave the field blank to default to the current date.

- c. Enter the description of the asset in the Asset Description field. The description can be up to **40** characters long.

**Note:** To optimize sorting on printed reports, be sure to enter all descriptions consistently. For example, enter a 6-foot folding table as "Table, folding, 6 foot", a 10-foot cafeteria table with benches as "Table, cafeteria with benches, 10 foot", and a 15-foot boat-shaped conference table as "Table, conference, boat-shaped, 15 foot", so that all the tables are grouped together on reports.

- d. Enter the serial number of the asset in the Serial Number field, if applicable. The serial number can be alphanumeric and up to **25** characters long.

- e. Enter the name of the manufacturer for the asset in the Manufacturer field, if known. The name of the manufacturer can be up to **50** characters long.

- f. Enter the model number of the asset in the Model Number field, if applicable. The model number can be alphanumeric and up to **25** characters long.

- g. The Disposed, Disposal Date, and Disposal Type ID fields will be disabled and should be blank for the new asset.

**Note:** To dispose an *existing* asset, complete the Process Asset Disposal option.

Enter descriptions consistently to allow for better reporting in the future.

The Entered Date field will default to the current date.

The Serial Number, Manufacturer, and Model Number fields are optional, but can be tracked if desired.

**Diagram B**

- h. Enter the ID of the site where the asset is located in the Site ID field. If the ID is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature.
  - i. Enter the ID of the building where the asset is located in the Building ID field. If the ID is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature.
  - j. Enter the ID of the room where the asset is located in the Room ID field. If the ID is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature.
  - k. If desired, enter the ID of the department for which the asset is located or associated with in the Department ID field. If the ID is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature.
  - l. If desired, enter the ID for the vendor from whom the asset was purchased in the Vendor ID field. If the ID is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature.
  - m. Enter the ID for the owner of the asset in the Owner ID field, if desired. If the ID is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature.
  - n. Enter the ID for the condition of the asset in the Condition ID field, if desired. If the ID is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature.
  - o. If desired, complete the Expense Accounts List to track the expense account number(s) from which the asset was purchased. To add an account number, complete the following:
    - In the blank line (indicated with an asterisk) at the bottom of the Expense Accounts List, enter the expense account number from which the asset was purchased in the Chart of Account Number field. If the account number is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature.
    - In the Percentage field, enter the percentage of the total cost of the asset that was expensed to the particular account number. The total percentage of all account numbers entered must equal 100%; if only one account number is listed, enter **100** as the percentage.
    - If applicable, repeat these steps until all the account numbers have been added.
  - p. Click the **Save** button.
5. Click the **Acquisition/Depreciation** tab to complete the acquisition and depreciation information for the asset. See **Diagram C**.
    - a. Enter the quantity of the asset purchased in the Quantity field. The default of **1.00** will appear, but can be changed. The quantity can be up to **10** digits long (including the decimal point and comma(s) if applicable) and will be rounded to **2** decimal places by the system if capable.
    - b. Enter the purchase cost of the asset (if entering multiple assets with only one asset tag number, enter the unit cost) in the Unit Cost field. The unit cost can be up to **14** digits long (including the decimal point and comma(s) if applicable) and will be rounded to **2** decimal places by the system if capable.
    - c. The system will multiply the Quantity by the Unit Cost and display the total in the Total Cost field. The amount displayed in the Total Cost field cannot be edited.
    - d. Enter the date the asset was purchased in the Purchase Date field. Use the **mm/dd/yyyy** format or click the **down-arrow** button to select the desired date.
    - e. Select the Purchased New field if the asset was purchased new; if the asset was previously used when purchased, do not select this field. A checkmark will appear in the box if the field is selected. By default, this field will be selected.
    - f. Enter the ID of the class to which the asset is associated in the Class ID field. If the ID is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature.

fai Add New Assets - December 2020 New Assets (Processing Month: 12/2020)

File Options Reports Pin To Help

Asset Tag 129

General Acquisition/Depreciation Custom Fields

Quantity 1.00 Unit Cost 2,999.00 Total Cost 2,999.00

Purchase Date 12/01/2020 Purchased New

Class ID 500

Sub Class ID 1900 Inventories Account 08 241 000 0000 000

Replacement Cost Change Factor 0.901 Reserved for Inventories Account 08 610 000 0000 000

Replacement Cost 2,999.00

Useful Life 5.00

Book Value 2,999.00

Salvage Value 100.00

Depreciation Type Straight Line

First Year Depreciation Type Actual Months

Depreciation Accumulated

Depreciation Accounts

Debits		Credits	
	Chart of Account Number / Percentage /		Chart of Account Number / Percentage /
▶ X	08 0000 1000 000 0000 790 100.00	▶ X	08 242 000 0000 000 100.00
* X		* X	

The Total Cost field will be automatically updated and cannot be changed; it will reflect the Quantity field times the Unit Cost field.

Enter the appropriate fixed asset balance sheet account numbers in these fields when adding the new asset. An entry will only post to the account numbers if the Post to General Ledger field is selected on the batch options.

If the asset is depreciable and you wish to have the system make the journal entries to General Ledger, enter the account numbers to debit and credit when processing depreciation for the asset. This example uses Iowa lab data.

**Diagram C**

- g. Enter the ID of the sub class to which the asset belongs in the Sub Class ID field. If the ID is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature.

**Note:** After entering or selecting a sub class, the Sub Class Default Options screen appears; select the fields for which defaults to use from the sub class for the asset. A checkmark will appear in the box to the right of the field if it is selected to be brought in from the sub class; by default all the fields are selected. Click the **Execute** button to update the selected fields of information for this asset from the sub class; otherwise, click the **Cancel** button to manually enter all the information.

- h. Enter the factor of how much the asset will cost next year in the Replacement Cost Change Factor field. As an example, if the purchase cost of an asset will increase 2% next year, the replacement cost change factor is 1.02; and if the purchase cost of the asset will decrease 3% next year, the replacement cost change factor is 0.97. The replacement cost factor from the sub class will appear as the default if specified to do so, but can be changed. The replacement cost change factor can be up to **10** digits long (including the decimal point and comma(s) if applicable) and will be rounded to **4** decimal places by the system if capable.
- i. Enter the replacement cost of the asset (the amount of cash or other consideration that would be required today to obtain the same asset or its equivalent) in the Replacement Cost field. The Total Cost will appear as the default for the replacement cost, but can be changed. The replacement cost can be up to **14** digits long (including the decimal point and comma(s) if applicable) and will be rounded to **2** decimal places by the system if capable.

**Note:** This field will be automatically updated when the Process Replacement Cost option is completed.

- j. Enter the number of years the asset will be useful in the Useful Life field. The default useful life from the sub class of the asset will appear in this field if specified to do so, but can be changed. The number can be up to **10** digits long (including the decimal point and comma(s) if applicable) and will be rounded to **2** decimal places by the system if capable.
- k. The system will determine the present cash value of the asset (Total Cost less Depreciation Accumulated, if applicable) and display it in the Book Value field. The amount displayed in this field cannot be edited.

**Note:** This field will be automatically updated when the Process Depreciation and/or Process Catch-Up Depreciation options are completed if applicable.

- i. Enter the estimated value of the asset at the end of its useful life in the Salvage Value field. The salvage value can be up to **14** digits long (including the decimal point and comma(s) if applicable) and will be rounded to **2** decimal places by the system if capable.
- m. If applicable, enter the amount that has been depreciated over the life of the asset in the Depreciation Accumulated field. The amount can be up to **14** digits long (including the decimal point and comma(s) if applicable) and will be rounded to **2** decimal places by the system if capable. Typically, the Depreciation Accumulated field will be left blank when adding a new asset with an Entered Date and Purchase Date in the *same* fiscal year, or when adding a new asset with a Entered Date in a *later* fiscal year than the Purchase Date and the Process Catch-Up Depreciation option will be utilized to calculate the accumulated depreciation.

**Note:** If an amount is entered in the Depreciation Accumulated field for a new asset in the Add New Assets option, no depreciation entries post to General Ledger, and so enter and post the necessary manual journal entries in General Ledger to record the accumulated depreciation, if applicable. The Depreciation Accumulated field will be automatically updated when the Process Depreciation and/or Process Catch-Up Depreciation options are completed if applicable.

- n. In the Inventories Account field, enter the fixed asset balance sheet account number to debit (for the amount of the Total Cost) when adding the new asset, such as the balance sheet account number for Machinery and Equipment. If the account number is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature. The default Inventories Account from the sub class of the asset will appear in this field if specified to do so, but can be changed. Leave this field blank if the asset being entered is not a fixed (or capital) asset.

**Note:** An entry will only post to the account number entered in this field if the Post to General Ledger field is selected on the batch options. **This field is not applicable to Kansas and Nebraska school districts as fixed assets are not tracked in General Ledger in those states.**

- o. In the Reserved for Inventories Account field, enter the fixed asset balance sheet account number to credit (for the amount of the Total Cost) when adding the new asset. Typically, the balance sheet account number entered here is for Investment in General Fixed Assets; **for Iowa school districts only**, the account number is for Investments in Governmental Fixed Assets before Depreciation. If the account number is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature. The default Reserved for Inventories Account from the sub class of the asset will appear in this field if specified to do so, but can be changed. Leave this field blank if the asset being entered is not a fixed (or capital) asset.

**Note:** The account number entered in this field must be within the *same* fund as the account number entered in the Inventories Account field. An entry will only post to the account number entered in this field if the Post to General Ledger field is selected on the batch options. **This field is not applicable to Kansas and Nebraska school districts as fixed assets are not tracked in General Ledger in those states.**

- p. Enter the appropriate type of depreciation (**None** or **Straight Line**) for the asset in the Depreciation Type field, or click the **down-arrow** button to select the correct one. If the asset will not be depreciated, enter **None**. If the asset will be depreciated using the straight-line method, enter **Straight Line**. The default Depreciation Type from the sub class of the asset will be selected if specified to do so, or else **None** will be selected by default, but the default can be changed if needed.
- q. If **Straight Line** is selected as the Depreciation Type, the First Year Depreciation Type field is enabled. Enter the appropriate first year depreciation type (**None**, **Actual Months**, **Half Year**, or **Full Year**) for the asset in the First Year Depreciation Type field, or click the **down-arrow** button to select the correct one. The First Year Depreciation Type field indicates how the asset is depreciated the first year, which is particularly important if the asset was purchased other than right at the beginning of the fiscal year. If the asset will not be depreciated the first year, enter **None**. If the asset will be depreciated for the actual number of months (of the first year) that the school district has had the asset, enter **Actual Months**. If the asset will only be depreciated for

six months for the first year, select **Half Year**. If the asset will be depreciated for a full year, select **Full Year**. For those school districts who must comply with GASB 34, refer to the regulations with GASB 34 and your auditor to determine which option to select; **SUI recommends that you use the same first-year depreciation option for all sub classes**. The default First Year Depreciation Option from the sub class of the asset will be selected if specified to do so, or else **None** will be selected by default, but the default can be changed if needed.

r. If **Straight Line** is selected as the Depreciation Type, the Debits List in the Depreciation Accounts section is enabled. If applicable, complete the Debits List to define which account number(s) to debit when recording depreciation for the asset. To add an account number, complete the following:

- In the blank line (indicated with an asterisk) at the bottom of the Debits List, enter the depreciation expense account number with the appropriate function to debit in the Chart of Account Number field. If the account number is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature.
- Then specify the percentage to be debited to the particular account number in the Percentage field. The total percentage of all account numbers entered in the Debits List must equal 100%; if only one account number is listed, enter **100** as the percentage.
- If applicable, repeat these steps until all the debit account numbers have been added.

**Note:** The Debit Depreciation Accounts from the sub class will appear as the default if specified to do so, but can be changed. To not post entries to General Ledger when calculating depreciation for the asset, leave the Debits List blank. **This field is not applicable to Kansas, Missouri, and Nebraska school districts as depreciation is not tracked in General Ledger in those states.**

s. If **Straight Line** is selected as the Depreciation Type, the Credits List in the Depreciation Accounts section is enabled. If applicable, complete the Credits List to define which account number(s) to credit when recording depreciation for the asset. To add an account number, complete the following:

- In the blank line (indicated with an asterisk) at the bottom of the Credits List, enter the appropriate accumulated depreciation balance sheet account number to credit in the Chart of Account Number field. If the account number is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature.
- Then specify the percentage to be credited to the particular account number in the Percentage field. The total percentage of all account numbers entered in the Credits List must equal 100%; if only one account number is listed, enter **100** as the percentage.
- If applicable, repeat these steps until all the credit account numbers have been added.

**Note:** The Credit Depreciation Accounts from the sub class will appear as the default if specified to do so, but can be changed. The Credit account number(s) must balance by fund to the Debit account number(s). To not post entries to General Ledger when calculating depreciation for the asset, leave the Credits List blank. **This field is not applicable to Kansas, Missouri, and Nebraska school districts as depreciation is not tracked in General Ledger in those states.**

t. Click the **Save** button.

6. Click the **Custom Fields** tab to complete the miscellaneous information for the asset. See **Diagram D**.

**Diagram D**

- a. All the custom fields defined as text fields in Fixed Asset Inventory appear in the Text Fields List. If applicable, enter the information (up to **255** characters) for the asset in each text field.
  - b. All the custom fields defined as referenced fields in Fixed Asset Inventory appear in the Referenced Fields List. If applicable, enter the ID for the value for the asset in the appropriate referenced field. If the ID is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature.
  - c. Click the **Save** button.
7. Once all the assets have been entered, print a listing and post the batch.

**Changing an Assets Before Posting (within Add New Assets):**

**Note:** The instructions below are for changing an asset in a batch that has **not** yet been posted within the Add New Assets option.

1. From the Fixed Asset Inventory screen, select the **Assets** menu and then **Add New Assets**.
2. The Add New Assets Batch Search screen will appear; select the batch which contains the asset to change by double-clicking on the desired batch description.
3. At the Add New Assets screen for the selected batch, enter the asset tag number for the asset to edit in the Asset Tag field. If the tag number is not known, click the **Find** button to select the correct asset.
4. Make the desired changes to the asset.
  - a. To change the Site ID and/or the Building ID for where the asset is located, do one of the following: 1) click the **down-arrow** button for the Room ID field (or press the **Ctrl+F** keys to access the search feature), change the filters for the Building ID and/or Site ID, and then select the desired room, building, site location for the asset; or 2) delete the information in the Room ID field and the Building ID field, change the Site ID field as needed, and then complete the Building ID and Room ID fields again.
  - b. For the account number(s) in the Expense Accounts List, complete the blank line (indicated with an asterisk) at the bottom of the list to add a new account number, or click the **Delete** button located to the left of the desired account number to delete an account number (when prompted to delete it, click **Yes**).
  - c. To change the Class ID for the asset, do one of the following: 1) click the **down-arrow** button for the Sub Class ID field (or press the **Ctrl+F** keys to access the search feature), change the filters for the Class ID, and then select the desired class and sub class combination for the asset; or 2) delete the information in the Sub Class ID field, change the Class ID field, and then complete the Sub Class ID field again.
  - d. If the Sub Class ID for the asset was changed, the Sub Class Default Options screen appears; select the fields for which defaults to use from the new sub class for the asset. A checkmark will appear in the box to the right of the field if it is selected to be brought in from the sub class; by default all the fields are selected. Click the **Execute** button to update the selected fields of information for the asset from the sub class; otherwise, click the **Cancel** button.
  - e. For the account number(s) in the Debits List and Credits List in the Depreciation Accounts section, complete the blank line (indicated with an asterisk) at the bottom of the list to add a new account number, or click the **Delete** button located to the left of the desired account number to delete an account number (when prompted to delete it, click **Yes**).
5. After all the changes have been made, click the **Save** button.
6. If the asset tag number for the asset was changed, a prompt will appear verifying whether or not to change the asset tag number or add a new asset. To change the asset tag number for the asset, click the **Change** button. To **not** change the asset tag number and revert to use the original one, click the **Revert to Original** button. To add a new asset with the specified asset tag number that is a duplicate of the current asset, click the **Create New** button.

**Deleting an Assets Before Posting (within Add New Assets):**

**Note:** The instructions below are for deleting an asset from a batch that has **not** yet been posted within the Add New Assets option.

1. From the Fixed Asset Inventory screen, select the **Assets** menu and then **Add New Assets**.

2. The Add New Assets Batch Search screen will appear; select the batch which contains the asset to delete by double-clicking on the desired batch description.
3. At the Add New Assets screen for the selected batch, enter the asset tag number for the asset to delete in the Asset Tag field. If the tag number is not known, click the **Find** button to select the correct asset.
4. Once the asset to delete is displayed on the screen, click the **Delete** button; when prompted to delete the record, click **Yes**.

# Adjust Accumulated Depreciation

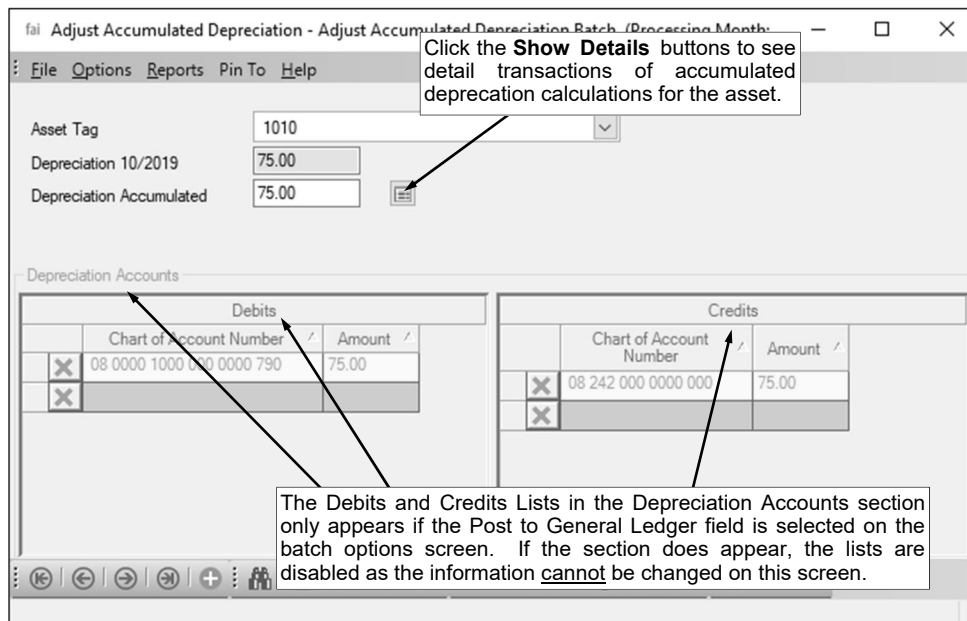
The Adjust Accumulated Depreciation option is used to change the values in the Depreciation Accumulated field for assets currently tracked in the Asset File Maintenance option in the Fixed Asset Inventory module. Once the batch of accumulated depreciation adjustments is posted, the changes are reflected in the Asset File Maintenance option, and the necessary entries are posted to General Ledger (from the Fixed Asset Journal) to record the changes to the accumulated depreciation, if applicable.

## **Adjusting Accumulated Depreciation:**

1. From the Fixed Asset Inventory screen, select the **Assets** menu and then **Adjust Accumulated Depreciation**.
2. If a batch already exists, the Adjust Accumulated Depreciation Batch Search screen will appear. To continue adding adjustments to an existing batch, select the desired batch by double-clicking on the batch description; otherwise, to enter a new batch, click the **New Record** button and then complete the batch options. If a batch does not exist, the batch options screen will appear immediately in order to create a new batch.
3. Click the **New Record** button.
 

**Note:** For any field equipped with the repeat function, click the **Repeat** button or press the **Ctrl+R** keys to repeat the previous entry for the specified field. The repeat function is only available after your initial entry.
4. Enter the tag number of the asset for which to adjust the accumulated depreciation in the Asset Tag field. If the tag number is not known, click the **down-arrow** button to select the correct asset, or press the **Ctrl+F** keys to access the search feature. See **Diagram A**.
 

**Note:** Accumulated depreciation adjustments can only be made to assets that have been posted to the Asset File Maintenance option and are not disposed (or included in a batch under the Process Asset Disposal option).
5. Enter the desired adjustments for the asset.
  - a. If applicable, the most recent amount of depreciation calculated (in a month) for the asset displays in the Depreciation field. The month and year in which the depreciation was last calculated for the asset appears to the right of the label. To see the detail entries from calculating the most recent depreciation of the asset, click the **Show Details** button located to the right of the Depreciation Accumulated field and then find only those entries with a Processing Month matching the month displayed to the right of the Depreciation field. **The amount in the Depreciation field cannot be changed, but may be updated automatically if the Depreciation Accumulated field is adjusted and the adjustment is in the most recent month of calculated depreciation.**
  - b. If applicable, the amount that has been depreciated over the life of the asset displays in the Depreciation Accumulated field. To see the detail entries from calculating the accumulated



**Diagram A**



depreciation of the asset, click the **Show Details** button located to the right of the field. **To change the accumulated depreciation for the asset, enter the new amount of accumulated depreciation in the Depreciation Accumulated field.** The accumulated depreciation can be up to **14** digits long (including the decimal point and comma(s) if applicable) and will be rounded to **2** decimal places by the system if capable.

- c. If the Post to General Ledger field on the Batch Options screen is selected, the Depreciation Accounts section appears. If applicable, the Depreciation Accounts section shows the Debits and Credits Lists reflecting the account numbers with the debit and credit amounts calculated for the depreciation adjustments (entries only appear in the Debits and Credits Lists if the asset is defined with depreciation accounts in the Asset File Maintenance option). The Debits and Credits Lists will be disabled. (**Tip:** If an account number needs to be changed for the asset, close this screen by clicking the **Cancel** button and then make the necessary changes in the Asset File Maintenance option for the desired asset.)
6. Click the **Save** button.
7. Once all the adjustments have been entered, print a listing and post the batch.

#### **Changing an Accumulated Depreciation Adjustment Before Posting:**

**Note:** The instructions below are for changing an adjustment for an asset in a batch within the Adjust Accumulated Depreciation option that has not yet been posted.

1. From the Fixed Asset Inventory screen, select the **Assets** menu and then **Adjust Accumulated Depreciation**.
2. The Adjust Accumulated Depreciation Batch Search screen will appear; select the batch which contains the adjustment to change by double-clicking on the desired batch description.
3. At the Adjust Accumulated Depreciation screen for the selected batch, enter the tag number of the asset for the adjustment to edit in the Asset Tag field. If the tag number is not known, click the **Find** button to select the correct asset from a list of all the entries in the batch.
4. Make the desired changes to the adjustment.
5. After all the changes have been made, click the **Save** button.

#### **Deleting an Accumulated Depreciation Adjustment Before Posting:**

**Note:** The instructions below are for deleting an adjustment for an asset from a batch within the Adjust Accumulated Depreciation option that has not yet been posted.

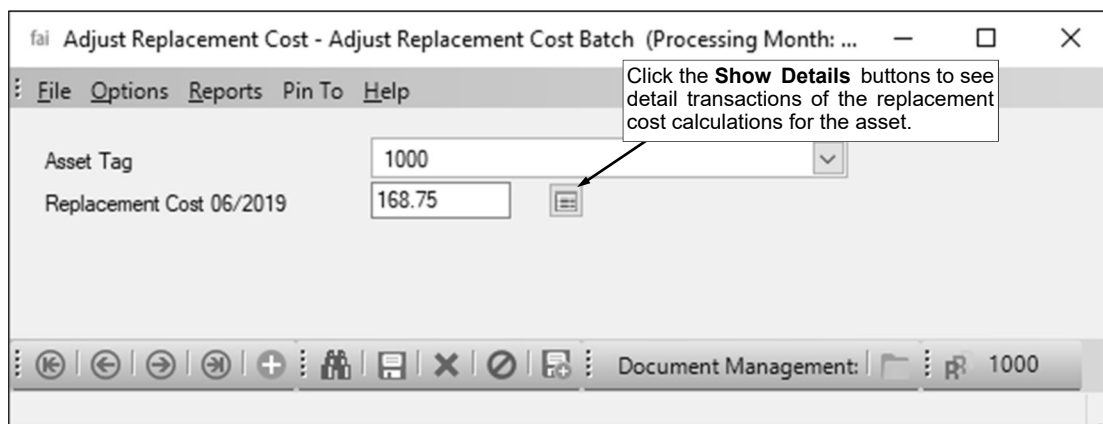
1. From the Fixed Asset Inventory screen, select the **Assets** menu and then **Adjust Accumulated Depreciation**.
2. The Adjust Accumulated Depreciation Batch Search screen will appear; select the batch which contains the adjustment to delete by double-clicking on the desired batch description.
3. At the Adjust Accumulated Depreciation screen for the selected batch, enter the tag number of the asset for the adjustment to delete in the Asset Tag field. If the tag number is not known, click the **Find** button to select the correct asset from a list of all the entries in the batch.
4. Once the adjustment to delete is displayed on the screen, click the **Delete** button; when prompted to delete the record, click **Yes**.

# Adjust Replacement Cost

The Adjust Replacement Cost option is used to change the values in the Replacement Cost field for assets currently tracked in the Asset File Maintenance option in the Fixed Asset Inventory module. Once the batch of replacement cost adjustments is posted, the changes are reflected in the Asset File Maintenance option.

## **Adjusting Replacement Cost:**

1. From the Fixed Asset Inventory screen, select the **Assets** menu and then **Adjust Replacement Cost**.
2. If a batch already exists, the Adjust Replacement Cost Batch Search screen will appear. To continue adding adjustments to an existing batch, select the desired batch by double-clicking on the batch description; otherwise, to enter a new batch, click the **New Record** button and then complete the batch options. If a batch does not exist, the batch options screen will appear immediately in order to create a new batch.
3. Click the **New Record** button.  
**Note:** For any field equipped with the repeat function, click the **Repeat** button or press the **Ctrl+R** keys to repeat the previous entry for the specified field. The repeat function is only available after your initial entry.
4. Enter the tag number of the asset for which to adjust the replacement cost in the Asset Tag field. If the tag number is not known, click the **down-arrow** button to select the correct asset, or press the **Ctrl+F** keys to access the search feature. See **Diagram A**.  
**Note:** Replacement cost adjustments can only be made to assets that have been posted to the Asset File Maintenance option and are not disposed (or included in a batch under the Process Asset Disposal option).
5. If applicable, the most recent replacement cost (the amount of cash or other consideration that would be required today to obtain the same asset or its equivalent) for the asset displays in the Replacement Cost field. The month and year in which the replacement cost was last calculated for the asset appears to the right of the label. To see the detail entries for calculating the replacement cost of the asset, click the **Show Details** button located to the right of the field. **To change the replacement cost for the asset, enter the new amount to use as the replacement cost in the Replacement Cost field.** The replacement cost can be up to **14** digits long (including the decimal point and comma(s) if applicable) and will be rounded to **2** decimal places by the system if capable.  
**Note:** If the Processing Month for the replacement cost adjustment batch is *prior* to when the current replacement cost was most recently calculated, a warning icon will appear to the right of the Replacement Cost field and the field cannot be updated.
6. Click the **Save** button.
7. Once all the adjustments have been entered, print a listing and post the batch.



**Diagram A**

### **Changing a Replacement Cost Adjustment Before Posting:**

**Note:** The instructions below are for changing an adjustment for an asset in a batch within the Adjust Replacement Cost option that has not yet been posted.

1. From the Fixed Asset Inventory screen, select the **Assets** menu and then **Adjust Replacement Cost**.
2. The Adjust Replacement Cost Batch Search screen will appear; select the batch which contains the adjustment to change by double-clicking on the desired batch description.
3. At the Adjust Replacement Cost screen for the selected batch, enter the tag number of the asset for the adjustment to edit in the Asset Tag field. If the tag number is not known, click the **Find** button to select the correct asset from a list of all the entries in the batch.
4. Make the desired changes to the adjustment.
5. After all the changes have been made, click the **Save** button.

### **Deleting a Replacement Cost Adjustment Before Posting:**

**Note:** The instructions below are for deleting an adjustment for an asset from a batch within the Adjust Replacement Cost option that has not yet been posted.

1. From the Fixed Asset Inventory screen, select the **Assets** menu and then **Adjust Replacement Cost**.
2. The Adjust Replacement Cost Batch Search screen will appear; select the batch which contains the adjustment to delete by double-clicking on the desired batch description.
3. At the Adjust Replacement Cost screen for the selected batch, enter the tag number of the asset for the adjustment to delete in the Asset Tag field. If the tag number is not known, click the **Find** button to select the correct asset from a list of all the entries in the batch.
4. Once the adjustment to delete is displayed on the screen, click the **Delete** button; when prompted to delete the record, click **Yes**.

# Asset File Maintenance

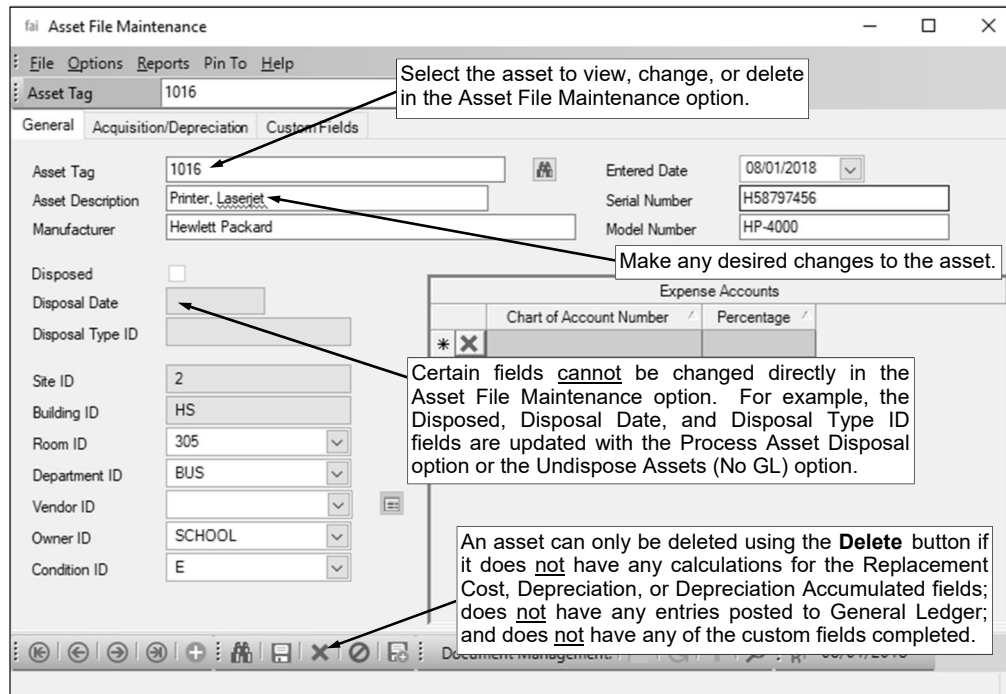
The Asset File Maintenance option is used to view the assets currently tracked within the Fixed Asset Inventory module (those that were entered and posted from within the Add New Assets option). Within the Asset File Maintenance option, each asset has a record containing the location, classification, acquisition, depreciation, and disposal information, along with the supplementary information for the custom fields, if applicable.

Within the Asset File Maintenance, most of the basic information for an asset can be updated if needed, such as changing the location of the asset if the asset is permanently transferred to a new site, building, and/or room. Below are the fields that cannot be changed directly within the Asset File Maintenance option:

- Disposed field (updated with the Process Asset Disposal option or the Undispose Assets (No GL) option)
- Disposal Date field (updated with the Process Asset Disposal option or the Undispose Assets (No GL) option)
- Disposal Type ID field (updated with the Process Asset Disposal option or the Undispose Assets (No GL) option)
- Replacement Cost field (updated with the Process Replacement Cost option or the Adjust Replacement Cost option)
- Depreciation field (updated with the Process Depreciation option, the Process Catch-Up Depreciation option (if posted to most recent month), or the Adjust Accumulated Depreciation option (if posted to most recent month))
- Depreciation Accumulated field (updated with the Process Depreciation option, the Process Catch-Up Depreciation option, or the Adjust Accumulated Depreciation option)

## **Viewing an Asset:**

1. From the Fixed Asset Inventory screen, select the **Assets** menu and then **Asset File Maintenance**.
2. At the Asset File Maintenance screen, enter the asset tag number for the asset to view in the Asset Tag field. See **Diagram A**. If the tag number is not known, click the **Find** button to select the correct asset.
3. The information for the specified asset will appear.
  - a. If desired, changes can be made to the asset as needed, with the exception of the following fields which cannot be changed directly within the Asset File Maintenance option: Disposed, Disposal Date, Disposal Type ID, Replacement Cost, Depreciation, and Depreciation Accumulated.
  - b. The system multiplies the Quantity by the Unit Cost and displays the total in the Total Cost field. The amount displayed in the Total Cost field cannot be edited.
  - c. If applicable, the most recent replacement cost for the asset (the amount of cash or other consideration that would be required today to obtain the same asset or its equivalent) displays in the Replacement Cost field. The month and year in which the replacement cost was last calculated for the asset appears to the right of the label. To see the detail entries for calculating the replacement cost of the asset, click the **Show Details** button located to the right of the field.
  - d. The system determines the present cash value of the asset (Total Cost less Depreciation Accumulated, if applicable) and displays it in the Book Value field. The amount displayed in this field cannot be edited.
  - e. If applicable, the most recent amount of depreciation calculated (in a month) for the asset displays in the Depreciation field. The month and year in which the depreciation was last calculated for the asset appears to the right of the label. To see the detail entries from calculating the most recent depreciation of the asset, click the **Show Details** button located to the right of the Depreciation Accumulated field and then find only those entries with a Processing Month matching the month displayed to the right of the Depreciation field.
  - f. If applicable, the amount that has been depreciated over the life of the asset displays in the Depreciation Accumulated field. To see the detail entries from calculating the accumulated depreciation of the asset, click the **Show Details** button located to the right of the field.
4. If changes were made, click the **Save** button.



**Diagram A**

**Changing an Asset:**

1. From the Fixed Asset Inventory screen, select the **Assets** menu and then **Asset File Maintenance**.
2. At the Asset File Maintenance screen, enter the asset tag number for the asset to change in the Asset Tag field. If the tag number is not known, click the **Find** button to select the correct asset.
3. Make the desired changes to the asset.

**Note:** Changes can be made to the asset as needed, with the exception of the following fields which cannot be changed directly within the Asset File Maintenance option: Disposed, Disposal Date, Disposal Type ID, Replacement Cost, Depreciation, and Depreciation Accumulated.

- a. To change the Site ID and/or the Building ID for where the asset is located, do one of the following: 1) click the **down-arrow** button for the Room ID field (or press the **Ctrl+F** keys to access the search feature), change the filters for the Building ID and/or Site ID, and then select the desired room, building, site location for the asset; or 2) delete the information in the Room ID field and the Building ID field, change the Site ID field as needed, and then complete the Building ID and Room ID fields again.
- b. For the account number(s) in the Expense Accounts List, complete the blank line (indicated with an asterisk) at the bottom of the list to add a new account number, or click the **Delete** button located to the left of the desired account number to delete an account number (when prompted to delete it, click **Yes**).
- c. The system multiplies the Quantity by the Unit Cost and displays the total in the Total Cost field. The amount displayed in the Total Cost field cannot be edited.
- d. To change the Class ID for the asset, do one of the following: 1) click the **down-arrow** button for the Sub Class ID field (or press the **Ctrl+F** keys to access the search feature), change the filters for the Class ID, and then select the desired class and sub class combination for the asset; or 2) delete the information in the Sub Class ID field, change the Class ID field, and then complete the Sub Class ID field again.
- e. If the Sub Class ID for the asset was changed, the Sub Class Default Options screen appears; select the fields for which defaults to use from the new sub class for the asset. A checkmark will appear in the box to the right of the field if it is selected to be brought in from the sub class; by default all the fields are selected. Click the **Execute** button to update the selected fields of information for the asset from the sub class; otherwise, click the **Cancel** button.
- f. The system determines the present cash value of the asset (Total Cost less Depreciation Accumulated, if applicable) and displays it in the Book Value field. The amount displayed in this field cannot be edited.

- g. For the account number(s) in the Debits List and Credits List in the Depreciation Accounts section, complete the blank line (indicated with an asterisk) at the bottom of the list to add a new account number, or click the **Delete** button located to the left of the desired account number to delete an account number (when prompted to delete it, click **Yes**).

**Note:** The Depreciation Accounts section with the Debits and Credits Lists will be disabled if the asset has an entry included in an unposted batch in the Adjust Accumulated Depreciation option.

4. After all the changes have been made, click the **Save** button.
5. If the asset tag number for the asset was changed, a prompt will appear verifying whether or not to change the asset tag number. To change the asset tag number for the asset, click the **Change** button. To not change the asset tag number and revert to use the original one, click the **Revert to Original** button.

**Deleting an Asset:**

**Note:** The instructions below are for deleting an asset from within the Asset File Maintenance option; an asset can only be deleted if it meets the following criteria: does not have any calculations (amounts) for the Replacement Cost, Depreciation, or Depreciation Accumulated fields; does not have any entries posted to General Ledger (from adding, depreciating, or disposing the asset); and does not have any of the custom fields completed, if applicable. If needed, complete the Process Asset Disposal option instead to dispose the asset.

1. From the Fixed Asset Inventory screen, select the **Assets** menu and then **Asset File Maintenance**.
2. At the Asset File Maintenance screen, enter the asset tag number for the asset to delete in the Asset Tag field. If the tag number is not known, click the **Find** button to select the correct asset.
3. Once the asset to delete is displayed on the screen, click the **Delete** button; when prompted to delete the record, click **Yes**.

# View Accounts Payable Assets

The View Accounts Payable Assets option, accessed from within a batch in the Add New Assets option, is used to add assets posted from Accounts Payable to Fixed Asset Inventory. When the View Accounts Payable Assets option is selected, a list of all the line items (assets) from *posted* invoices with the Asset field selected appear on the Add New Assets screen; the desired asset is then selected by double-clicking on the line to add the asset to the batch.

Each asset entry posted from Accounts Payable includes the Asset Tag number (if applicable), the Vendor ID, the General Ledger expense account number(s), the description of the item, the amount of the item, and the Invoice Date. The information included in the entry will default into the appropriate fields when adding the new asset, but can be changed if needed. Also, shown for each entry for display purposes only is the Vendor Name, Invoice Number, Purchase Order Number, Checking Account ID, and Check Number.

The asset entries posted from Accounts Payable continue to appear until the asset is added from within Add New Assets using the View Accounts Payable Assets option, the asset is deleted from the list, or the invoice from which the asset was posted is voided.

## Viewing Accounts Payable Assets:

1. From within a batch under the Add New Assets option, select the **Options** menu and then **View Accounts Payable Assets**.
2. The Accounts Payable Assets List will appear in the lower right-hand corner of the screen showing all the line items (assets) from *posted* invoices with the Asset field selected. See **Diagram A**.
3. Double-click the desired asset to add, and then continue adding the asset as normal.

**Note:** If an invoice had multiple detail lines posting to Fixed Asset Inventory all with the *same* Asset Tag, the lines will be combined together when adding the particular asset (Asset Tag) using the description from the specific line selected to be added.

4. If an asset was posted in error from Accounts Payable and should not be added to the Fixed Asset Inventory module, click the **Delete** button located to the left of the asset in the Accounts Payable Assets List.

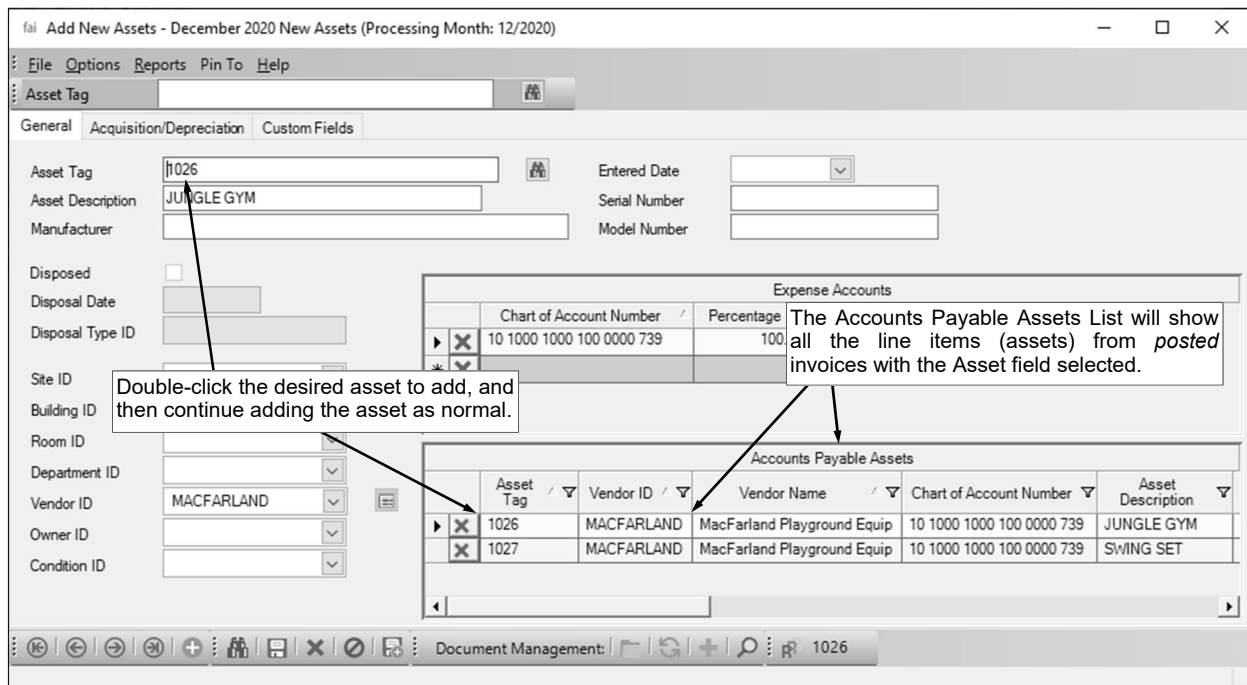


Diagram A

# MISCELLANEOUS

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# Process Depreciation

The Process Depreciation option calculates the current year depreciation for the applicable assets in Fixed Asset Inventory. Fixed Asset Inventory is set up to calculate depreciation one time per year for an asset using the straight-line method. To calculate depreciation with the straight-line method, the salvage value of the asset is subtracted from the total cost and then divided by the number of years of useful life. When applicable, the Process Depreciation option calculates the first year's depreciation for the assets according to the First Year Depreciation Type specified for each asset.

With the Process Depreciation option, all assets that are set up to depreciate with a useful life greater than zero, where the total cost less the salvage value less the accumulated depreciation is greater than zero, and with the current year depreciation not yet calculated (by using the Process Depreciation option for the current year), will automatically be included in the batch. For each asset in the batch, the amount to be depreciated and the General Ledger entries (if applicable) will display.

Once the depreciation is processed, the asset records in the Asset File Maintenance option are updated to reflect the new depreciation information (the Book Value, Depreciation, and Depreciation Accumulated fields are updated), and the necessary entries post to General Ledger (from the Fixed Asset journal) to record the depreciation, if applicable.

## Processing Depreciation:

**Note:** As a precaution, make a current backup before completing the Process Depreciation option.

1. From the Fixed Asset Inventory screen, select the **Options** menu and then **Process Depreciation**.

**Note:** All batches within the Adjust Accumulated Depreciation option must be posted in order to access the Process Depreciation option.

2. If a batch already exists, the Process Depreciation Batch Search screen will appear. To continue depreciating the assets in the existing batch, select the batch by double-clicking on the batch description. If a batch does not exist, the batch options screen will appear immediately in order to create a new batch.

**Note:** Only one batch can be created (open) at a time within the Process Depreciation option. Also, a batch can only be created with a Processing Month that is in the same month or a later month than the most recent batch for Process Depreciation.

Asset Tag	Asset Description	Depreciation Current	Chart of Account Number
1003	Table, Round, 6 FT	29.25	08 0000 1000 000 0000 790
		29.25	08 242 000 0000 000
1004	Table, Round, 6 FT	29.49	08 0000 1000 000 0000 790
		29.49	08 242 000 0000 000
1005	Table, Cafeteria w/benches, 12 FT	24.50	08 0000 1000 000 0000 790
		24.50	08 242 000 0000 000
1006	Table, Cafeteria w/benches, 12 FT	25.75	08 0000 1000 000 0000 790
		25.75	08 242 000 0000 000
1008	Freezer, Walk In	421.67	61 0000 3100 000 0000 790
		421.67	61 242 000 0000 000
1011	Copier	1,911.09	08 0000 1000 000 0000 790
		1,911.09	08 242 000 0000 000
1012	Fax Machine	155.17	08 0000 1000 000 0000 790
		155.17	08 242 000 0000 000
1015	Chair, Metal Folding	131.25	08 0000 1000 000 0000 790
		131.25	08 242 000 0000 000
1016			1000 000 0000 790
			000 0000 000
1017	Refrigerator	36.67	61 242 000 0000 000
1018	Computer, Dell Pentium II, w/keyboard	90.00	08 0000 1000 000 0000 790
		90.00	08 242 000 0000 000
1019	Computer, Dell Pentium II, w/keyboard	90.00	08 0000 1000 000 0000 790
		90.00	08 242 000 0000 000
1020	Computer, Dell Pentium II, w/keyboard	90.00	08 0000 1000 000 0000 790
		90.00	08 242 000 0000 000

Chart of Account Number	None	Debit Amount	Credit Amount
<b>Grand Total :</b>	<b>.00</b>	<b>3,761.04</b>	<b>3,761.04</b>
<b>Fund Number : 08</b>	<b>.00</b>	<b>3,302.70</b>	<b>3,302.70</b>
08 0000 1000 000 0000 790	.00	3,302.70	
08 242 000 0000 000	.00		3,302.70
<b>Fund Number : 61</b>	<b>.00</b>	<b>458.34</b>	<b>458.34</b>
61 0000 3100 000 0000 790	.00	458.34	
61 242 000 0000 000	.00		458.34

Diagram A

3. The Process Depreciation screen will appear listing all *current* assets in the Asset File Maintenance option that meet the following: are set up to depreciate, have a useful life greater than zero, the total cost less the salvage value less the accumulated depreciation is greater than zero, have not had depreciation calculated for the current year (as based on the Processing Month of the batch) using the Process Depreciation option, and are not included in an *unposted* batch within the Process Asset Disposal option. See **Diagram A**.
4. Verify the information on the screen for those assets that will be depreciated, or print a listing to verify the information.
5. If any information needs to be changed, close this screen by clicking the **Cancel** button and then make the necessary changes in the Asset File Maintenance option for the desired asset.
6. Once all the information is correct, click the **Execute** button to process the current year depreciation; when prompted to continue, click **Yes**.
7. After the depreciation process is complete, a message will appear; click **OK**.

# Process Catch-Up Depreciation

The Process Catch-Up Depreciation option in Fixed Asset Inventory is used to calculate depreciation from the time the assets were purchased up to, but not including, the current fiscal year (as based on the Processing Month for the batch). With the Process Catch-Up Depreciation option, the accumulated depreciation is calculated using the straight-line method for those assets with a Purchase Date prior to the current fiscal year and depreciation not ever having been calculated or entered for that duration. The Process Catch-Up Depreciation option calculates the first year's depreciation for the assets according to the First Year Depreciation Type specified for each asset.

When completing the Process Catch-Up Depreciation option, all assets that are set up to depreciate with a useful life greater than zero, were purchased in a prior fiscal year, and have not had depreciation calculated or entered for the period from when the asset was purchased up to (not including) the current fiscal year, will automatically be included in the batch. For each asset in the batch, the amount to be depreciated and the General Ledger entries (if applicable) will display.

Once the catch-up depreciation is processed, the asset records in the Asset File Maintenance option are updated to reflect the new depreciation information (the Book Value, Depreciation (if applicable), and Depreciation Accumulated fields are updated), and the necessary entries post to General Ledger (from the Fixed Asset journal) to record the depreciation, if applicable.

## Processing Catch-Up Depreciation:

**Note:** As a precaution, make a current backup before completing the Process Catch-Up Depreciation option.

- From the Fixed Asset Inventory screen, select the **Options** menu and then **Process Catch-Up Depreciation**.  
**Note:** All batches within the Adjust Accumulated Depreciation option must be posted in order to access the Process Catch-Up Depreciation option.
- If a batch already exists, the Process Catch-Up Depreciation Batch Search screen will appear. To continue calculating the accumulated depreciation for the assets in the existing batch, select the batch by double-clicking on the batch description. If a batch does not exist, the batch options screen will appear immediately in order to create a new batch.

**Note:** Only one batch can be created (open) at a time within the Process Catch-Up Depreciation option. Also, a batch can only be created with a Processing Month that is in the same month or a later month than the most recent batch for Process Catch-Up Depreciation.

Depreciation			
Asset Tag	Asset Description	Catch Up Depreciation	Chart of Account Number
1003	Table, Round, 6 FT	153.56	08 0000 1000 000 0000 790 08 242 000 0000 000
1004	Table, Round, 6 FT	186.77	08 0000 1000 000 0000 790 08 242 000 0000 000
1005	Table, Cafeteria w/benches, 12 FT	95.96	08 0000 1000 000 0000 790 08 242 000 0000 000
1006	Table, Cafeteria w/benches, 12 FT	79.40	08 0000 1000 000 0000 790 08 242 000 0000 000
1011	Copier	9,555.45	08 0000 1000 000 0000 790 08 242 000 0000 000
1012	Fax Machine	297.41	08 0000 1000 000 0000 790 08 242 000 0000 000
1015	Chair, Metal Folding	678.13	08 0000 1000 000 0000 790 08 242 000 0000 000
1016		7.50	08 0000 1000 000 0000 790 08 242 000 0000 000
1018		2.50	08 0000 1000 000 0000 790 08 242 000 0000 000
1019	Computer, Dell Pentium II, w/keyboard	172.50	08 0000 1000 000 0000 790 08 242 000 0000 000
1020	Computer, Dell Pentium II, w/keyboard	172.50	08 0000 1000 000 0000 790 08 242 000 0000 000

Fund Totals			
Chart of Account Number	None	Debit Amount	Credit Amount
Grand Total :	.00	12,742.86	12,742.86
Fund Number : 08	.00	12,742.86	12,742.86
08 0000 1000 000 0000 790	.00	12,742.86	.00
08 242 000 0000 000	.00	.00	12,742.86

Diagram A

3. The Process Catch-Up Depreciation screen will appear listing all *current* assets in the Asset File Maintenance option that meet the following: are set up to depreciate, have a useful life greater than zero, were purchased in a prior fiscal year (as based on the Processing Month for the batch), have not had depreciation calculated or entered for the period from when the asset was purchased up to (not including) the current fiscal year, and are not included in an *unposted* batch within the Process Asset Disposal option. See **Diagram A**.
4. Verify the information on the screen for those assets that will be depreciated, or print a listing to verify the information.  
**Tip:** Account numbers reflecting the debit and credit amounts calculated for the catch-up depreciation (if applicable) will only appear if the Post to General Ledger field on the Batch Options screen is selected.
5. If any information needs to be changed, close this screen by clicking the **Cancel** button and then make the necessary changes in the Asset File Maintenance option for the desired asset.
6. Once all the information is correct, click the **Execute** button to process the accumulated depreciation; when prompted to continue, click **Yes**.
7. After the depreciation process is complete, a message will appear; click **OK**.

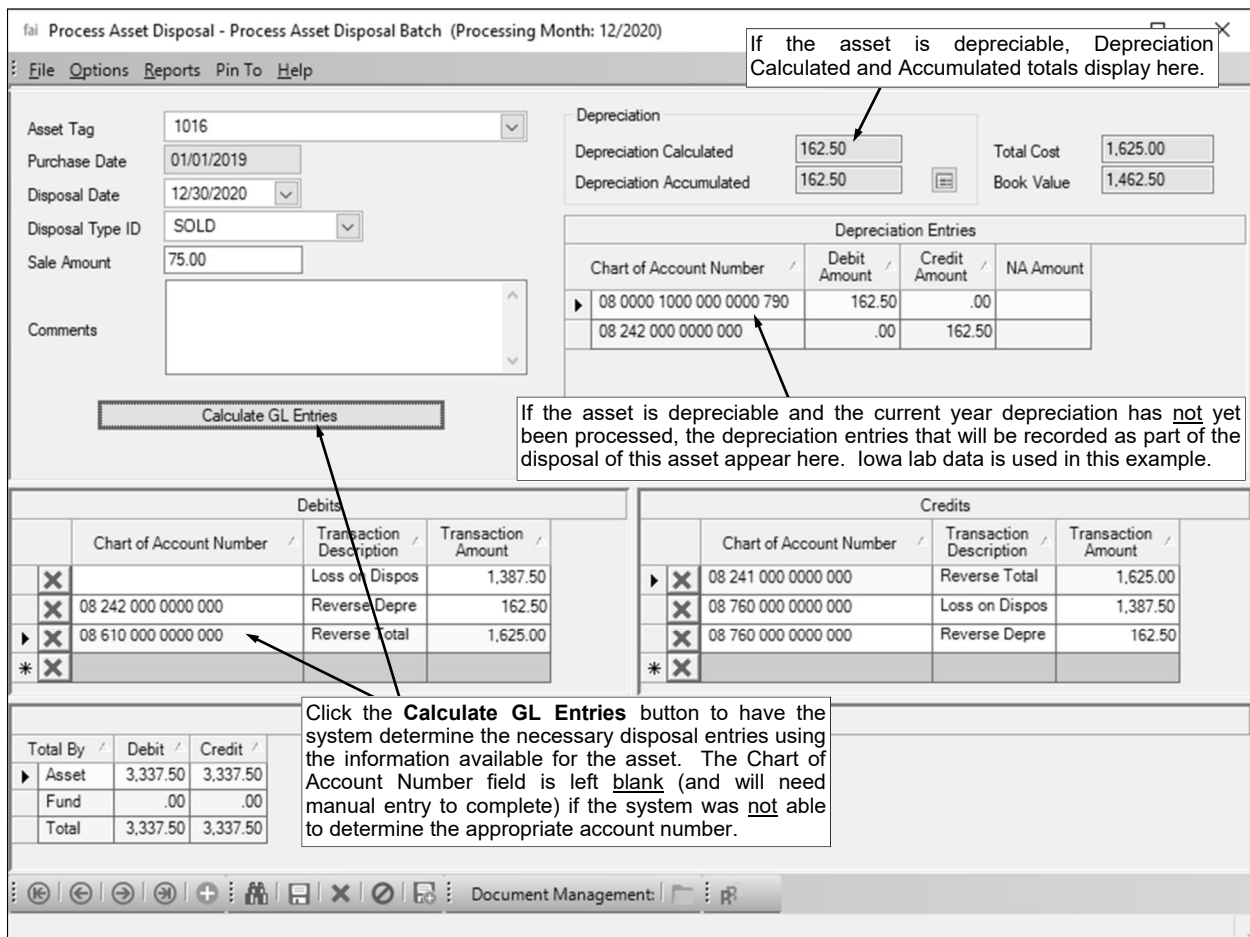
# Process Asset Disposal

The Process Asset Disposal option is used to dispose assets tracked in Fixed Asset Inventory. With the Process Asset Disposal option, a record for each asset to dispose is entered into a batch. Each record contains the date the asset was disposed, the method of the disposal, the sale amount (if applicable), and the necessary General Ledger entries (if applicable).

When entries are saved in a batch of disposed assets, the asset records in the Asset File Maintenance option are updated to reflect the disposal information; for example, the Disposed, Disposal Date, and Disposal Type ID fields are updated. Upon posting the batch, the necessary entries post to General Ledger (from the Fixed Asset journal) to record the disposal of the asset and the current year depreciation, if applicable.

## **Processing Asset Disposals:**

1. From the Fixed Asset Inventory screen, select the **Options** menu and then **Process Asset Disposal**.
2. If a batch already exists, the Process Asset Disposal Batch Search screen will appear. To continue disposing assets in an existing batch, select the desired batch by double-clicking on the batch description; otherwise, to enter a new batch, click the **New Record** button and then complete the batch options. If a batch does not exist, the batch options screen will appear immediately in order to create a new batch.
3. Click the **New Record** button.  
**Note:** For any field equipped with the repeat function, click the **Repeat** button or press the **Ctrl+R** keys to repeat the previous entry for the specified field. The repeat function is only available after your initial entry.
4. Enter the asset tag number for the asset to dispose in the Asset Tag field. If the tag number is not known, click the **down-arrow** button to select the correct asset, or press the **Ctrl+F** keys to access the search feature. See **Diagram A**.  
**Note:** Select the **Options** menu and then **View Disposed Scanner Assets** or **View Disposed Web Link Assets** to dispose a missing asset from a scanner file (used with the Process Scanner Data option) or from an inventory completed in Web Link (used with the Process Room Inventory option). After selecting the appropriate option, the applicable assets will appear in a list in the lower right-hand corner of the screen; double-click an asset to dispose and continue disposing the asset as normal.  
**Tip:** Only assets that have been posted to the Asset File Maintenance option and are not included in an *unposted* batch within the Adjust Accumulated Depreciation option or the Adjust Replacement Cost option can be disposed.
5. The date the asset was purchased appears in the Purchase Date field and cannot be changed on this screen.
6. Enter the date to mark the asset as disposed in the Disposal Date field. Use the **mm/dd/yyyy** format or click the **down-arrow** button to select the desired date. Leave the field blank to default to the current date (as based on the computer date).  
**Note:** The disposal date should be within the specified processing month for the batch as the depreciation amount calculated as part of the disposal (if applicable) is based on the processing month of the batch and not the disposal date.
7. Enter the ID of the disposal type for how the asset was disposed in the Disposal Type ID field. If the ID is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature.
8. If applicable, enter the amount for which the asset was sold in the Sale Amount field. The amount can be up to **14** digits long (including the decimal point and comma(s) if applicable) and will be rounded to **2** decimal places by the system if capable.
9. If desired, enter a comment for the disposal in the Comments field. The comment can be up to **1,000** characters long.
10. If the asset is set up to depreciate (has **Straight Line** selected for the Depreciation Type) and/or has an amount in the Depreciation Accumulated field in the Asset File Maintenance, the depreciation totals for the asset appear in the Depreciation section and the appropriate depreciation entries (if applicable) appear in the Depreciation Entries List.



- a. **If the asset is depreciable and the depreciation for the current year has already been processed**, the most recent amount of depreciation calculated (in a month) for the asset displays in the first Depreciation field. The month and year in which the depreciation was last calculated for the asset appears to the right of the label. **If the current year depreciation has not yet been processed for the asset**, the Depreciation Calculated field will appear as the first Depreciation field and will reflect the amount of depreciation calculated (for the current year) with the disposal. The amount of the current year depreciation calculated with the disposal takes into account that this is the last year for depreciation for the asset and thus does the corresponding action (shown below) from the First Year Depreciation Type in order to average out depreciation for the life of the asset, unless the asset is being disposed in the first year and then the depreciation would be calculated according to the First Year Depreciation Type specified for the asset.

**First Year Depreciation Type**

- None
- Full Year
- Actual Months
- Half Year

**Last Year Calculated Depreciation**

- Full Year
- None
- Actual Months
- Half Year

- b. The Depreciation Accumulated field will reflect the total amount that has been depreciated over the life of the asset, including the amount of depreciation currently being calculated with the disposal, if applicable. To see the detail entries from calculating the accumulated depreciation of the asset, click the Show Details button located to the right of the field.
- c. If applicable, the depreciation entries that will be recorded as part of the disposal of the asset appear in the Depreciation Entries List.

**Note:** If the asset is not set up with Debit or Credit Depreciation Accounts in the Asset File Maintenance option, the current calculated depreciation will appear in the list with the amount shown under the NA (No Account) Amount column.

11. If applicable, complete the Debits and Credits Lists with the debit and credit entries to post to General Ledger when recording the disposal of the asset. To have the system determine the

necessary disposal entries using the information available for the asset, click the **Calculate GL Entries** button (located below the Sale Amount field), and then verify and edit the entries as needed. To add a debit or credit entry, complete the following:

- a. In the blank line (indicated with an asterisk) at the bottom of the Debits or Credits List, enter the appropriate account number for which to post the entry in the Chart of Account Number field. If the account number is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature. If the **Calculate GL Entries** button was utilized, an account number will appear for each entry only if able to be determined by the system; verify the default account number(s) and change if needed.
- b. If desired, enter a description for the entry in the Transaction Description field. The description can be up to **40** characters long. If the **Calculate GL Entries** button was utilized, a default description will appear for each entry, but can be changed if needed.
- c. Enter the amount to debit or credit for the account number in the Transaction Amount field. The amount can be up to **14** digits long (including the decimal point) and will be rounded to **2** decimal places by the system. If the **Calculate GL Entries** button was utilized, an amount will appear for each entry, but can be changed if needed.
- d. If applicable, repeat these steps until all the entries have been added.

**Note:** The disposal entries are only applicable for fixed (or capital) assets, and so if disposing an asset that is not a fixed (or capital) asset, leave the Debits and Credits Lists blank. The total debits and credits must equal by fund for the asset. The Total Cost and Book Value for the specified asset display on the right-hand side of the screen for assistance in completing the disposal entries. **The Debits and Credits Lists are not applicable to Kansas and Nebraska school districts as fixed assets are not tracked in General Ledger in those states.**

**Tip:** The following entries (if applicable) are normally made to record the disposal of the fixed (or capital) asset for the applicable state:

**For Idaho, Iowa, Illinois, North Dakota, South Dakota, and Wyoming school districts, complete the following three sets of entries (see Diagrams B, C, D, E, F, and G):**

- 1) Reverse the Total Cost of the Fixed (or Capital) Asset

**Debit** - Account number entered in the Reserved for Inventories Account field in Asset File Maintenance for the asset

**Credit** - Account number entered in the Inventories Account field in Asset File Maintenance for the asset

- 2) Reverse the Total Accumulated Depreciation for the Fixed (or Capital) Asset

**Note:** The total amount of accumulated depreciation for the asset is the amount displayed as the Depreciation Accumulated on the Process Asset Disposal screen (includes what the current year depreciation is or will be if the current year depreciation has not yet been processed).

**Debit** - Account number(s) entered in the Credits List for Depreciation Accounts in Asset File Maintenance for the asset

**Credit** - Yearly Post Account for account number(s) entered in the Debits List for Depreciation Accounts in Asset File Maintenance for the asset

**(Note:** If the **Calculate GL Entries** button was utilized, the account number(s) from the past depreciation transactions will appear as the default for this Debit entry; thus, if different account numbers were used in the transactions from what is set up for the asset in Asset File Maintenance (or no account numbers were specified for a particular transaction), the total accumulated depreciation will be split into multiple lines (entries).)

- 3) Enter Gain or Loss on Disposal of Fixed (or Capital) Asset

**Note:** Only enter one (the gain or the loss), whichever is applicable. The gain or loss amount is the difference between the sale amount and the book value of the asset.

***If Gain on Disposal of Asset:***

**Credit** - Revenue account number for gain on disposal of fixed (or capital) asset

**Debit** - Yearly Post Account for revenue account number for gain on disposal of fixed (or capital) asset

**(Note:** If the **Calculate GL Entries** button was utilized, the Yearly Post Account for the account number(s) entered in the Debits List for Depreciation Accounts for the asset in Asset File Maintenance will appear as the default for this Debit entry; verify and change if needed.)

**If Loss on Disposal of Asset:**

**Debit** - Expense account number for loss on disposal of fixed (or capital) asset

**Credit** - Yearly Post Account for expense account number for loss on disposal of fixed (or capital) asset

**(Note:** If the **Calculate GL Entries** button was utilized, the Yearly Post Account for the account number(s) entered in the Debits List for Depreciation Accounts for the asset in Asset File Maintenance will appear as the default for this Credit entry; verify and change if needed.)

**Diagram B - Idaho Example**

**Diagram C - Iowa Example**



Process Asset Disposal - Process Asset Disposal Batch (Processing Month: 06/2021)

File Options Reports Pin To Help

Asset Tag: 1016  
 Purchase Date: 01/01/2019  
 Disposal Date: 06/30/2021  
 Disposal Type ID: SOLD  
 Sale Amount: 75.00  
 Comments:

Depreciation  
 Depreciation 06/2021: 812.50  
 Depreciation Accumulated: 812.50  
 Total Cost: 1,625.00  
 Book Value: 812.50

Calculate GL Entries

Debits			Credits		
Chart of Account Number	Transaction Description	Transaction Amount	Chart of Account Number	Transaction Description	Transaction Amount
95 1000 910 00 00	Loss on Dispos	737.50	95 250	Reverse Total	1,625.00
95 256	Reverse Depr	812.50	95 740	Loss on Dispos	737.50
95 740	Reverse Total	1,625.00	95 740	Reverse Depr	812.50

Batch Totals

Total By	Debit	Credit
Asset	3,175.00	3,175.00
Fund	3,175.00	3,175.00
Total	3,175.00	3,175.00

In this example, the entries are made in Illinois lab data.

**Diagram D - Illinois Example**

Process Asset Disposal - Process Asset Disposal Batch (Processing Month: 06/2021)

File Options Reports Pin To Help

Asset Tag: 1016  
 Purchase Date: 01/01/2019  
 Disposal Date: 06/30/2021  
 Disposal Type ID: SOLD  
 Sale Amount: 75.00  
 Comments:

Depreciation  
 Depreciation 06/2021: 812.50  
 Depreciation Accumulated: 812.50  
 Total Cost: 1,625.00  
 Book Value: 812.50

Calculate GL Entries

Debits			Credits		
Chart of Account Number	Transaction Description	Transaction Amount	Chart of Account Number	Transaction Description	Transaction Amount
09 000 000 000 1000 931	Loss on Dispos	737.50	09 241	Reverse Total	1,625.00
09 242	Reverse Depr	812.50	09 760	Loss on Dispos	737.50
09 760	Reverse Total	1,625.00	09 760	Reverse Depr	812.50

Batch Totals

Total By	Debit	Credit
Asset	3,175.00	3,175.00
Fund	3,175.00	3,175.00
Total	3,175.00	3,175.00

In this example, the entries are made in North Dakota lab data.

**Diagram E - North Dakota Example**

Process Asset Disposal - Process Asset Disposal Batch (Processing Month: 06/2021)

File Options Reports Pin To Help

Asset Tag: 1016  
 Purchase Date: 01/01/2019  
 Disposal Date: 06/30/2021  
 Disposal Type ID: SOLD  
 Sale Amount: 75.00  
 Comments:

Depreciation  
 Depreciation 06/2021: 812.50  
 Depreciation Accumulated: 812.50  
 Total Cost: 1,625.00  
 Book Value: 812.50

Calculate GL Entries

Debits			Credits		
Chart of Account Number	Transaction Description	Transaction Amount	Chart of Account Number	Transaction Description	Transaction Amount
90 4900 000 810	Loss on Dispos	737.50	90 204	Reverse Total	1,625.00
90 208	Reverse Depr	812.50	90 706	Loss on Dispos	737.50
90 706	Reverse Total	1,625.00	90 706	Reverse Depr	812.50

Batch Totals

Total By	Debit	Credit
Asset	3,175.00	3,175.00
Fund	3,175.00	3,175.00
Total	3,175.00	3,175.00

In this example, the entries are made in South Dakota lab data.

**Diagram F - South Dakota Example**

Process Asset Disposal - Process Asset Disposal Batch (Processing Month: 06/2021)

Asset Tag: 1016  
Purchase Date: 01/01/2019  
Disposal Date: 06/30/2021  
Disposal Type ID: SOLD  
Sale Amount: 75.00

Depreciation  
Depreciation 06/2021: 812.50  
Depreciation Accumulated: 812.50  
Total Cost: 1,625.00  
Book Value: 812.50

Debits			Credits		
Chart of Account Number	Transaction Description	Transaction Amount	Chart of Account Number	Transaction Description	Transaction Amount
90 000 1000 810 000	Loss on Dispos	737.50	90 15410	Reverse Total	1,625.00
90 15420	Reverse Depre	812.50	90 37110	Loss on Dispos	737.50
90 37110	Reverse Total	1,625.00	90 37110	Reverse Depre	812.50

Batch Totals		
Total By	Debit	Credit
Asset	3,175.00	3,175.00
Fund	3,175.00	3,175.00
Total	3,175.00	3,175.00

In this example, the entries are made in Wyoming lab data.

**Diagram G - Wyoming Example**

**For Missouri school districts, complete the following one set of entries (see Diagram H):**

1) Reverse the Total Cost of the Asset

**Debit** - Account number entered in the Reserved for Inventories Account field in Asset File Maintenance for the asset

**Credit** - Account number entered in the Inventories Account field in Asset File Maintenance for the asset

Process Asset Disposal - Process Asset Disposal Batch (Processing Month: 06/2021)

Asset Tag: 1016  
Purchase Date: 01/01/2019  
Disposal Date: 06/30/2021  
Disposal Type ID: SOLD  
Sale Amount: 75.00

Depreciation  
Depreciation 06/2021: 812.50  
Depreciation Accumulated: 812.50  
Total Cost: 1,625.00  
Book Value: 812.50

Debits			Credits		
Chart of Account Number	Transaction Description	Transaction Amount	Chart of Account Number	Transaction Description	Transaction Amount
80 3416	Reverse Total	1,625.00	80 1546	Reverse Total	1,625.00

Batch Totals		
Total By	Debit	Credit
Asset	1,625.00	1,625.00
Fund	1,625.00	1,625.00
Total	1,625.00	1,625.00

In this example, the entries are made in Missouri lab data.

**Diagram H - Missouri Example**

12. The total debits and credits for the asset, applicable fund, and batch total display at the bottom of the screen.
13. Click the **Save** button.  
**Note:** The debits and credits must equal by fund for the asset before you can save the entry.
14. Once all the assets you wish to dispose have been entered, print a listing.
15. As a precaution, make a current backup.
16. Post the asset disposal batch.

# Process Replacement Cost

The Process Replacement Cost option calculates the new replacement costs for the upcoming year for the assets in Fixed Asset Inventory. If needed, the Process Replacement Cost option can also catch up and calculate the replacement costs from the time the assets were purchased up to and including the current fiscal year (as based on the Processing Month for the batch). To calculate the new replacement cost for an asset, the system multiplies the current replacement cost by the replacement cost change factor (once per year).

Once the replacement costs are processed, the asset records in the Asset File Maintenance option are updated to reflect the new replacement cost.

## **Processing Replacement Costs:**

**Note:** As a precaution, make a current backup before completing the Process Replacement Cost option.

1. From the Fixed Asset Inventory screen, select the **Options** menu and then **Process Replacement Cost**.

**Note:** All batches within the Adjust Replacement Cost option must be posted in order to access the Process Replacement Cost option.

2. If a batch already exists, the Process Replacement Cost Batch Search screen will appear. To continue calculating the replacement costs for the assets in the existing batch, select the batch by double-clicking on the batch description. If a batch does not exist, the batch options screen will appear immediately in order to create a new batch.

**Note:** Only one batch can be created (open) at a time within the Process Replacement Cost option. Also, a batch can only be created with a Processing Month that is in the same month or a later month than the most recent process replacement cost batch.

3. The Process Replacement Cost screen will appear listing all *current* assets in the Asset File Maintenance option that meet the following: have not had the replacement cost calculated for the current year, are not included in an unposted batch within the Process Asset Disposal option, and have a Replacement Cost Change Factor that is not equal to zero. See **Diagram A**.

4. Verify the new replacement costs on the screen for the assets, or print a listing to verify the information.

5. If any information needs to be changed, close this screen by clicking the **Cancel** button and then make the necessary changes in the Asset File Maintenance option or complete an adjustment in the Adjust Replacement Cost option for the desired asset.

6. Once all the information is correct, click the **Execute** button to calculate the new replacement costs; when prompted to continue, click **Yes**.

7. After the process is complete, a message will appear; click **OK**.

Asset Tag	Asset Description	Current Replacement Cost	Replacement Cost Change Factor	New Replacement Cost
1000	VCR, Sharp 4-head	168.75	1.0075	170.02
1001	VCR, Sharp 4-head	167.49	1.0075	168.75
1002	Table, Conference, 10 FT	185.64	1.0155	188.52
1003	Table, Round, 6 FT	657.80	1.016	668.32
1004	Table, Round, 6 FT	668.04	1.016	678.73
1005	Table, Cafeteria w/benches, 12 FT	521.09	1.016	529.43
1006	Table, Cafeteria w/benches, 12 FT	547.68	1.016	556.44
1007	Projector, B&H Film	695.48	1.0075	700.70
1008	Freezer, Walk In	6,980.00	1.0075	7,032.35
1010	Scoreboard, Deluxe Wall	896.90	1.0095	905.42
1011	Copier	10,386.89	0.901	9,358.59
1012	Fax Machine	943.60	0.901	849.28
1013	File, 4-drawer	204.73	1.0155	204.73
1014	TV, Magnavox, 27"	346.19	1.0075	346.19
1015	Chair, Metal Folding	2,835.00	1.016	2,880.36

**Diagram A**