

# Solution-IV™ Accounting Fixed Assets



*Version 8.84*

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Published by:  
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Skillman, New Jersey 08558-2638

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Document Number: AFA8.84M01

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# 1 Introduction

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This chapter explains how the manual is organized and how it should be used. It also provides you with an overall view of the Solution-IV Fixed Assets features.

The Fixed Assets and System Integration flowcharts show how your Fixed Assets module operates and how it relates to the overall accounting system.

## Thoroughbred Solutions

Thoroughbred Software develops and internationally markets software products for small through Fortune 500 sized businesses. Thoroughbred products are true multi-user solutions and are installed at thousands of worldwide sites.

Solving everyday accounting problems has never been a simple task. Thoroughbred Solution-IV Accounting modules are 4GL-based providing the quality and versatility you need to bring your business accounting needs into and through the new millennium. Thoroughbred software is always at the forefront of our industry's rapidly changing technology. Thoroughbred Solution-IV Accounting sets the pace for 4GL-based applications and is a result of more than 25 years of application development and design experience. This product was built using one of the most powerful 4GL-application development environments available today – Thoroughbred OPENworkshop.

OPENworkshop provides a comprehensive set of productivity tools designed to be easy to understand and use. Solution-IV Accounting is built on top of this robust development platform, which provides the perfect foundation for construction of a feature rich solution to your accounting problems. The Thoroughbred OPENworkshop development environment makes it easy and practical to customize complex applications.

Thoroughbred Solution-IV Accounting is a completely integrated accounting solution. Each module provides a seamless integration and sharing of common data with each of the other modules.

## Fixed Assets Features

Thoroughbred Solution-IV Fixed Assets is designed to help track your assets and calculate depreciation. You can have as many depreciation calculations on an asset as required for your business. Different calculations might be used for book, federal tax, and state tax purposes.

A variety of reports are available showing you the value of each asset for book, tax, and insurance purposes. Acquisitions and retirements are handled with appropriate postings to General Ledger, if desired. Other reports compare depreciation methods, project depreciation over the life of the asset, and show depreciation taken in prior years.

The following standard features are included in Thoroughbred Solution-IV Fixed Assets:

- **Parameterized** to give you the ability to customize the system to fit your needs without making costly program changes. These parameters include whether or not to post to General Ledger, the maximum tax credit per year, how to handle comments in inquiry, and how to handle declining balance depreciation when the amount drops below the straight line calculation.
- **Standard depreciation** methods included with Solution-IV Fixed Assets include straight line, double declining balance, 150% declining balance, sum of the years digits, ACRS, MACRS, MACRS with part year conventions, all at purchase and all at sale.
- **Custom depreciation** methods may be created using the depreciation tables.

- **Stored asset information** which includes description, acquisition and retirement information, serial number, location, responsible party, depreciation methods, depreciated value, insured value, warranties and service contracts, capital lease information, comments and depreciation history.
- **Depreciation Inquiry** allows you to enter an asset and depreciation method. It then automatically computes a depreciation schedule for the asset. This is useful for determining the desired method of depreciation to assign to an asset.
- **Acquisitions and retirements** may be entered and optionally posted to General Ledger.
- **Asset labels** can be printed so that they can be attached to assets for easy identification.
- An **amortization subsystem** allows you to enter a loan amount, interest rate, and number of payments. It then calculates the payment amount and amortization schedule.
- The **budgeting subsystem** allows you to calculate the depreciation for the year for a range of assets and post it to the budget fields in General Ledger Account Maintenance.

Standard reporting includes:

- ◆ Asset Valuation Report
- ◆ Insurance Value Report
- ◆ Historical Acquisition Report
- ◆ Historical Retirement Report
- ◆ Tax Credit Report
- ◆ Depreciation Comparison Report
- ◆ Depreciation Projection Report
- ◆ Depreciation History Report
- ◆ Depreciation Tax Report

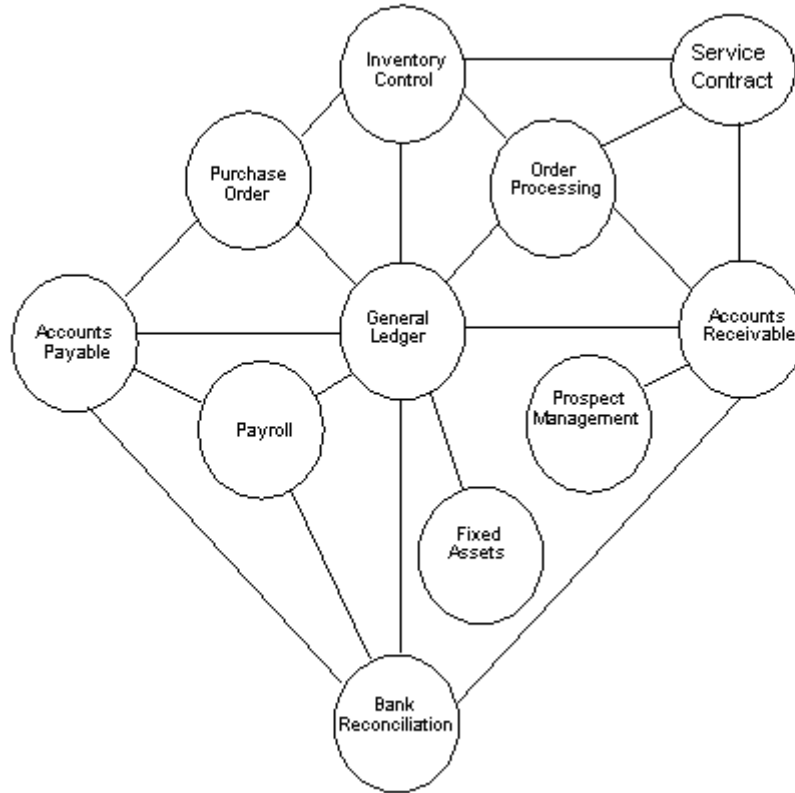
All of the preceding features are standard to the Solution-IV Fixed Assets package.

If additional features, modifications, or reports are required, Solution-IV is a 4GL-based package that makes customization a practical option. For additional information contact your Thoroughbred representative.

## Thoroughbred Solution-IV Accounting Flowchart

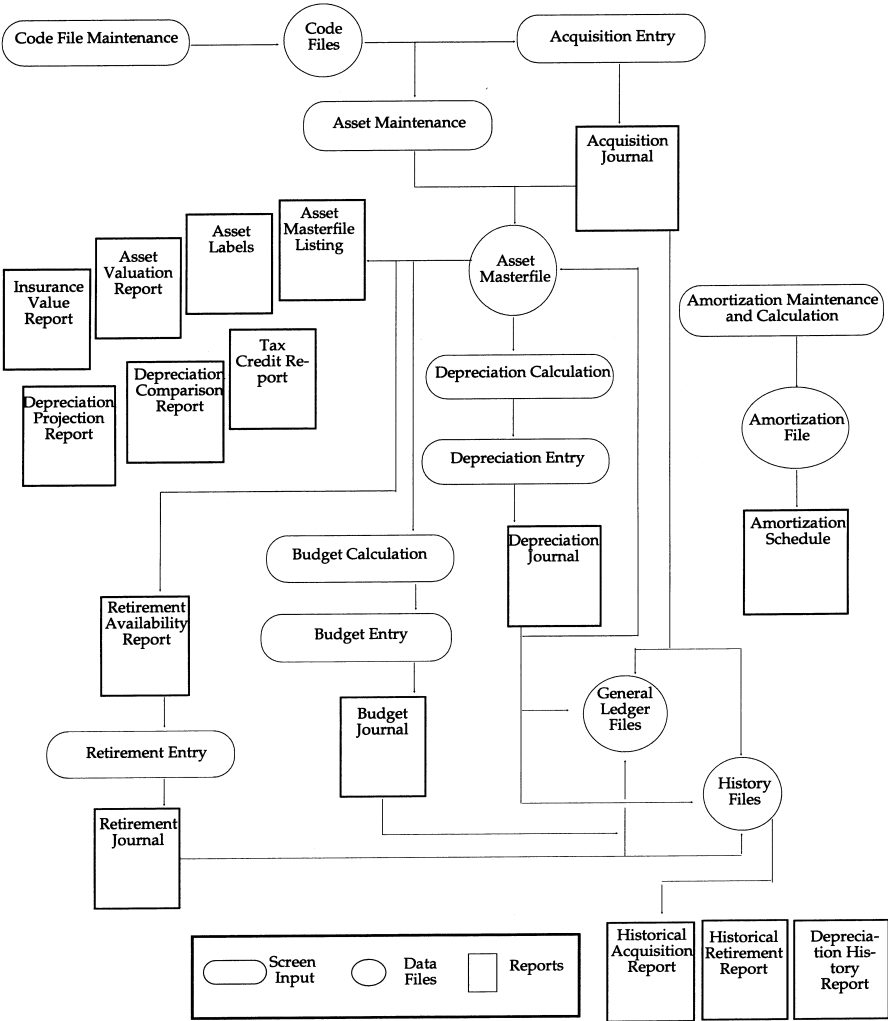
The following System Integration Flowchart illustrates how the various Solution-IV Accounting modules relate to one another.

The Solution-IV Fixed Assets Flowchart on the following page shows how the various components of the Fixed Assets module are related.





# Solution-IV Fixed Assets Flowchart



## **How to Make the Greatest Use of This Manual**

### **Introduction**

With this manual we have created reference material that is easy to read, yet contains all of the information you need to set up and run the Thoroughbred Solution-IV Fixed Assets system.

This manual introduces you to the capabilities of Solution-IV Fixed Assets, gives you ideas to help you get started with the initial setup, provides complete processing instructions, and also serves as a reference guide once you are up and running.

### **Suggested Steps**

In order to make the greatest use of this manual and to provide the easiest transition to your new system, we suggest you complete the following before actually entering your own data into the system.

- **Know how your computer works.** Users who are familiar with the functions of their computer will have an easier time using the system.
- **Read, or at least browse, the entire manual.** Become familiar with the options and capabilities before starting to use the software.
- **Install the system.** Make sure both the programs and demonstration data have been installed on your computer so you can begin looking at the system.
- **Use the demonstration data.** Demonstration data has been provided to allow you to get a look and feel of the operations of the system and reports without using your company's information.
- **Begin using the system.** Use this manual to begin entering and/or converting your information into the Solution-IV Accounting system.
- **Keep the manual handy.** Once you are up and running, you will find the manual helpful as a reference guide. A complete Table of Contents has been provided for your assistance.

## **How This Manual is Organized**

This manual has been organized to take you through normal Fixed Assets activity.

### **Chapter 1**

**Introduction** – Explains how the manual is organized and how the manual should be used. It also provides you with an overall view of the Fixed Assets features. The Fixed Assets and System Integration Flowcharts show how your Fixed Assets module operates and how it relates to the overall accounting system.

### **Chapter 2**

**Fixed Assets Menus** – Describes the options available on the Fixed Assets Main Menu, Asset Maintenance Menu, Code File Maintenance Menu, and Reports Menu.

### **Chapter 3**

**Fixed Assets Setup** – Explains how to get started with your Fixed Assets system. This chapter contains all of the options on the Code File Maintenance Menu.

### **Chapter 4**

**Assets Maintenance** – Describes the options that are available from the Asset Maintenance Menu. Options include Description and Code Information, Depreciation Maintenance, Warranty Maintenance, Capital Lease Maintenance, Comment Maintenance, Depreciation History Inquiry, and Change/Delete Asset Code. This chapter also covers Fixed Asset Inquiry and Depreciation Inquiry.

### **Chapter 5**

**Transaction Processing** – Describes the options that are available when acquiring, retiring and depreciating assets. They include Depreciation Calculation, Entry, Journal and Update; Acquisition Entry, Journal and Update; and Retirement Availability Report, Entry, Journal and Update.

### **Chapter 6**

**Other Options** – Describes the subsystem options including Amortization Maintenance, Calculation and Schedule as well as Budget Calculation, Entry, Journal and Update.

### **Chapter 7**

**Fixed Assets Reports** – Describes how to execute the Fixed Assets reports. They include the Asset Masterfile Listing, Asset Labels, Asset Valuation Report, Insurance Value Report, Historical Acquisition Report, Historical Retirement Report, Tax Credit Report, Depreciation Comparison Report, Depreciation Projection Report, and the Depreciation History Report, Depreciation Tax Report.

### **Chapter 8**

**Period End Processing** – Describes the options available during Period End Processing including the Period End Update and Status Change Update.

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# 2 Fixed Assets Menus

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This chapter describes the options that are available on the following Solution-IV Fixed Assets Menus:

- Fixed Assets Main Menu
- Asset Maintenance Menu
- Code File Maintenance Menu
- Reports Menu

## Fixed Assets Main Menu

### Introduction

Thoroughbred Solution-IV Fixed Assets is designed to track your assets and calculate depreciation. You can have as many depreciation purposes, and therefore depreciation methods, for an asset as you need. Depreciation methods include straight line, declining balance, sum of the year's digits, ACRS, MACRS, MACRS with part year conventions, all at purchase, and all at sale.

The Fixed Assets system shows you the value of each asset for financial and tax purposes. Acquisitions and retirements are handled, with appropriate postings made to General Ledger, if desired.

A wide variety of reports are provided, as well as an amortization calculation subsystem.

### How to Execute

From the Accounting System Master Menu, select **Fixed Assets**.



## Depreciation Transactions

### Depreciation Calculation

Depreciation Calculation builds a file containing the depreciation amounts to be taken. Only those categories, assets, and purposes that have been selected by the user are calculated.

### Depreciation Entry

Depreciation Entry allows the user to edit the depreciation amounts created in Depreciation Calculation.

### Depreciation Journal and Update

The Depreciation Journal is an important part of your audit trail consisting of the following reports:

- Depreciation Register
- General Ledger Account Summary

These reports detail the depreciation in the current batch and the update posts them to the various permanent files in Fixed Assets and General Ledger.

## Acquisition Transactions

### Acquisition Entry

This option allows you to enter newly acquired assets directly rather than using Fixed Asset Maintenance and then print reports showing the assets acquired within a range of dates. There is also the option of having the acquisitions post to General Ledger.

### Acquisition Journal and Update

The Acquisition Journal is an important part of your audit trail detailing the assets added through Acquisition Entry.

The Acquisition Journal must be printed before the acquisitions are updated to the permanent files.

## Retirement Transactions

### Retirement Availability Report

This report shows all of the assets that are fully depreciated, but not yet retired. Use this option to see which assets need to be retired using Retirement Entry.

### Retirement Entry

This option allows you to retire the assets shown on the Retirement Availability Report.

### Retirement Journal and Update

The Retirement Journal details the assets being retired using Retirement Entry. This is an audit report that should be kept with your permanent accounting records.

## Masterfile Maintenance

### Fixed Asset Maintenance

This option is used to maintain detailed records for each of your assets. Once in Fixed Asset Maintenance you have the following options:

- **Description and Code Maintenance:** Allows you to maintain the description, purchase information, retirement information, and other code information for each asset.
- **Depreciation Maintenance:** Allows you to maintain information that is used when calculating depreciation. An unlimited number of purposes, and therefore depreciation methods, may be maintained for each asset.
- **Warranty Maintenance:** Allows you to maintain warranty and service contract information for each asset.
- **Capital Lease Maintenance:** Allows you to maintain lease information for each asset such as length of lease, lease payments, and buyout.
- **Comment Maintenance:** This is a text field allowing you to keep a comment specific to each asset.
- **Depreciation History Inquiry:** Allows you to view the historical depreciation taken for each asset.
- **Change/Delete Asset Code:** This is used if you want to delete an asset or change its code.

### Fixed Asset Inquiry

This option allows quick access to information about an asset. This information includes the description and code information, depreciation information, comments, and historical information.

If allowed by the parameters, the comments may be edited; no other information may be modified with this option.

### Depreciation Inquiry

The Depreciation Inquiry option allows you to enter an asset and a depreciation method. It then computes a depreciation schedule for the asset. This option is useful for determining the desired method of depreciation to assign to an asset.

### Code File Maintenance Menu

The Code File Maintenance Menu contains the access to the Fixed Assets Parameters, and Category, Class, Insurance, Purpose and Reason Code Maintenance. It also contains access to the Depreciation Method and Table Maintenance.

## Reports

### Asset Masterfile Listing

This report details the information on each asset stored in the Asset Masterfile. A variety of sort and detail options are available.

### Asset Label Printing

Labels may be printed for each asset as needed for labeling assets or record keeping.

### Reports Menu

The Reports Menu gives you access to a variety of standard and analysis reports. These include:

- Asset Valuation Report
- Insurance Value Report
- Historical Acquisition Report
- Historical Retirement Report
- Tax Credit Report
- Depreciation Comparison Report
- Depreciation Projection Report
- Depreciation History Report
- Depreciation Tax Report
- Amortization System
- Budget Calculation System

## Period End Processing

### Period End Update

Unlike the other Solution-IV Applications, period end processing in Fixed Assets is only run at the end of December or at the end of your fiscal year (if different).

It should be run after all transactions have been entered for the year and after, or in conjunction with, any desired reports. Be sure to run it before any depreciation calculations are run for the following year.

Period End Processing clears the depreciation amounts taken this year and moves them to the last year's depreciation.

If you select calendar year end processing, it only clears those depreciation methods designated as type C. This process is usually done at the end of December.



If you select fiscal year end, it only clears those depreciation methods designated as type **F**. This process is usually done at the end of your fiscal year.

If your fiscal year ends December 31, you will run both calendar and fiscal year-end at the same time.

While not recommended, period end can also clear data from the historical files if required.

### Status Change Update

This function takes all of the Masterfile entries that you have marked to change or delete, verifies that the changes/deletes are valid, and then performs the changes/deletions. A report is printed before the update is performed allowing you to decide whether or not to continue with the update.

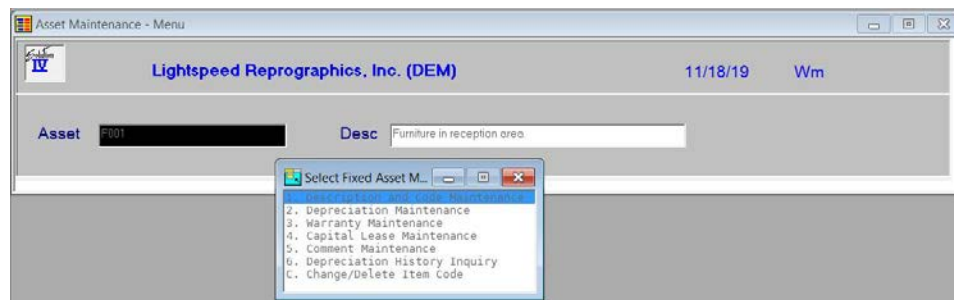
## Asset Maintenance Menu

### Introduction

This menu gives you access to the detailed information for each of your assets.

### How to Execute

From the Fixed Assets Main Menu, select **Fixed Asset Maintenance**.



## Asset Options

### Description and Code Maintenance

This option allows you to maintain information pertaining to the asset such as serial number, location, retirement date, class code, and other codes.

### Depreciation Maintenance

This option allows you to set up and maintain information that is used when calculating depreciation for this asset. An unlimited number of purposes and depreciation methods may be maintained for each asset.

### Warranty Maintenance

This option allows you to maintain information regarding the warranty and any service contract associated with the asset.

### Capital Lease Maintenance

If you are leasing an asset under a capital lease, this option allows you to maintain information regarding the lease.

**Comment Maintenance**

This option allows you to maintain the text field for the asset. The text field is free form and of unlimited length.

**Depreciation History Inquiry**

This option allows you to view the historical depreciation for the asset.

**Change/Delete Asset Code**

This option allows you to delete an asset, change its code to another, combine it with another asset, or mark it as inactive. This function works in conjunction with the Status Change Update.

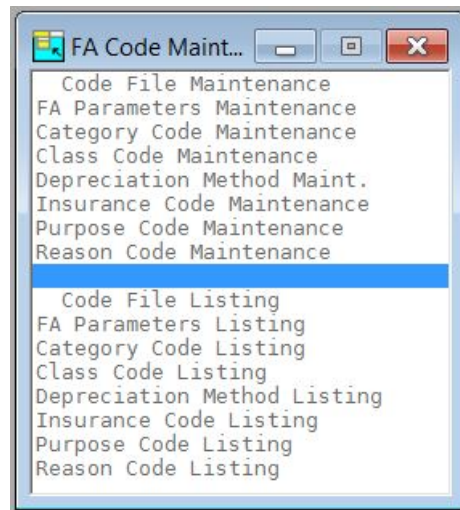
## Code File Maintenance

**Introduction**

This menu gives you access to the Fixed Assets Parameters and all of the code files.

**How to Execute**

From the Fixed Assets Main Menu, select **Code File Maintenance Menu**.



## Fixed Assets Parameters

**FA Parameters Maintenance**

The parameters allow you to customize the Fixed Assets package to meet the specific needs of your company. This is where you indicate whether or not you want to post to General Ledger, what the maximum tax credit is this year, and how to handle comments in Fixed Asset Inquiry.

**Note:** You must start here when setting up your Fixed Assets system.

**FA Parameters Listing**

This is a listing of what was entered in FA Parameters Maintenance.

## Code File Maintenance

### Category Code Maintenance

Categories allow similar assets to be grouped together for reporting purposes and ease of entry. By defining the General Ledger accounts, standard purpose code for posting to General Ledger, and normal asset life, you only need to change these on an asset if they are different.

A category code may be up to six characters, with a 35-character description.

*Examples:* F&F —Furniture & Fixtures  
 AUTO — Autos & Trucks

### Class Code Maintenance

Class codes are optional file verified sorts used on various reports.

A class code may be up to six characters, with a 35-character description.

*Examples:* DESK — Desks & Returns  
 CHAIR —Chairs

### Depreciation Method Maintenance

Depreciation methods are used for depreciation calculation. This is where the depreciation tables are maintained. This file is not company dependent, but it is available to all companies. An asset may be assigned multiple methods, under multiple purpose codes, with one of them posting to General Ledger and the others being used for tax or informational purposes.

A depreciation method may be up to six characters, with a 35-character description.

Standard depreciation tables are included with the system for your convenience, as well as seven other standard depreciation methods that do not have tables as follows:

SL	Straight line
150DB	150% declining balance
200DB	Double (200%) declining balance
SUMYRS	Sum of the years digits
ATPURC	Depreciate full amount at purchase
ATSALE	Depreciate full amount at sale
NONE	No depreciation required

### Insurance Code Maintenance

The insurance code is used to keep track of the insurance policies that assets are insured under.

The insurance code may be up to six characters, with a 35-character description.

*Examples:* FIRE —Fire Insurance of America  
 AUTO — Safety First Auto Insurance

**Purpose Code Maintenance**

The purpose code is used to keep track of the different uses of depreciation. You can have as many purposes, and therefore depreciation methods, as required for an asset.

The purpose code may be up to six characters, with a 35-character description.

*Examples:*     BOOK —Method for posting to General Ledger  
                  FED — Method used for Federal tax purposes  
                  STATE —Method used for state reporting purposes

**Reason Code Maintenance**

Reason codes are used during asset acquisition and retirement to explain why items are being purchased or retired.

A reason code may be up to six characters, with a 35-character description.

*Examples*   RET — Retired at end of useful life  
                  BRK —Broken  
                  FIRE — Asset destroyed by fire  
                  SALE — Asset was on sale

<b>Code File Listings</b>
---------------------------

**Category Code Listing**

This report is a listing of the entries made in Category Code Maintenance.

**Class Code Listing**

This report is a listing of the entries made in Class Code Maintenance.

**Depreciation Method Listing**

This report is a listing of the entries made in Depreciation Method Maintenance.

**Insurance Code Listing**

This report is a listing of the entries made in Insurance Code Maintenance.

**Purpose Code Listing**

This report is a listing of the entries made in Purpose Code Maintenance.

**Reason Code Listing**

This report is a listing of the entries made in Reason Code Maintenance.

## Reports Menu

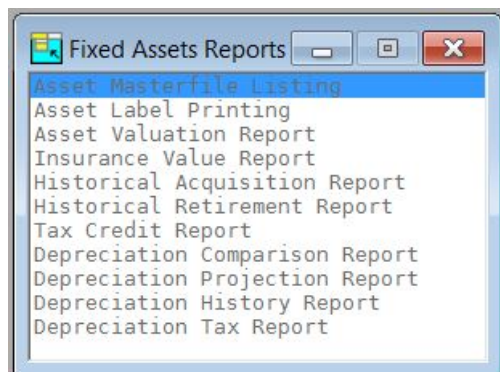
### Introduction

This menu will give you access to the standard Fixed Assets reports, as well as the amortization and budgeting subsystems.

All of the reports on this menu may be printed at any time; it is not necessary to wait until the end of the month, as all reports are current to the last update.

### How to Execute

From the Fixed Assets Main Menu, select **Reports Menu**.



## Standard Reports

### Asset Valuation Report

This report shows the value of your assets based on the depreciation method used for posting to General Ledger, sorted by asset or category code.

### Insurance Value Report

This report shows the insurance value of your assets along with the location and responsible party.

### Historical Acquisition Report

This report shows all asset purchases that were entered through Acquisition Entry for a given range of dates.

### Historical Retirement Report

This report shows all asset retirements that were retired through Retirement Entry for a given range of dates.

### Tax Credit Report

This report shows the tax credits taken for each asset by year. The tax credits may be found in the Asset Masterfile.

### Depreciation Comparison Report

This report shows the difference between two different purposes for a given range of assets.

### Depreciation Projection Report

This report gives a schedule of what the depreciation is for a given range of assets and depreciation methods.

### **Depreciation History Report**

This report gives the detail on depreciation taken for a given range of assets.

## **Amortization System**

### **Amortization Maintenance**

This function allows you to enter a loan amount, interest rate, and number of payments. It then calculates the payment amount and amortization schedule.

### **Amortization Schedule**

This report prints the actual schedule for a range of loans entered through Amortization Maintenance.

## **General Ledger Budgeting**

### **Budget Calculation**

The Budget Calculation is similar to the Depreciation Projection in that it calculates depreciation out over time. With Budget Calculation, however, you have the option of posting the budgeted depreciation for a range of assets to the selected budget fields in General Ledger.

### **Budget Entry**

Budget Entry allows you to edit the General Ledger accounts to which the calculated budgets are posted.

### **Budget Journal & Update**

The Budget Journal is an audit report detailing the depreciation budget calculated using Budget Calculation and Entry. It must be printed before updating the budgeted depreciation to the budget fields in General Ledger.

---

# 3 Fixed Assets Setup

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This chapter explains how to perform the initial setup of your Thoroughbred Solution-IV Fixed Assets system. Instructions for using Fixed Assets Parameters Maintenance and all of the code files are given here.

You must set up all of the items covered in this chapter before entering any assets. The items set up here are used throughout the system.

## FA Parameters Maintenance

### Introduction

Parameters allow you to customize the Fixed Assets package to meet the specific needs of your company. This is where you will indicate whether or not you want to post to General Ledger, what the maximum tax credit amount is this year, how to handle comments in Fixed Asset Inquiry, and how to handle declining balance depreciation methods when they fall below the straight line amount.

**Note:** You must start here when setting up your Fixed Assets system.

### How to Execute

From the Code File Maintenance Menu, select **FA Parameters Maintenance**.

The screenshot shows a window titled "FA Parameters Maintenance" for "Lightspeed Reprographics, Inc. (DEM)" on "11/18/19". The window contains the following fields and values:

Field Name	Value
Post distributions to General Ledger?	<input checked="" type="checkbox"/>
Last depreciation date	03/16/16
Maximum tax credit per year	5000.00
Access to comments in Asset Inquiry	C
Switch from declining balance to straight line?	<input checked="" type="checkbox"/>
Include Tax Credit in Depreciation Calculation?	<input type="checkbox"/>

### Description of Fields

#### Enable General Ledger?

You have the option of posting to General Ledger. You may not want to if you are entering your opening balances or if you have a separate General Ledger system.

- Y** Posts to General Ledger during the Depreciation, Acquisition and Retirement updates.
- N** Does not make any postings to General Ledger during the updates. The budgeting subsystem still posts the budgets to the General Ledger Account Masterfile.

#### Last Depreciation Date

Enter the last date the depreciation update was run. This field is updated automatically by the system during the Depreciation Update.

#### Maximum Tax Credit per Year

Enter the maximum tax credit allowed. This field is not checked anywhere, but is shown on the Tax Credit Report.

#### Display Asset Comments in Inquiry

You have the option of allowing read and write, read only, or no access to the comments through Fixed Asset Inquiry as follows:

- C** Change (read and write) access allowed during inquiry.
- I** Inquiry (read only) access allowed during inquiry.
- N** No access to comments allowed during inquiry.



**Switch from Declining Balance to Straight Line?**

When using double declining balance or 150% declining balance, at some point during the life of the asset the depreciation amount will be less than it would be if you were using the 'straight line' method of depreciation.

You have the option of switching to straight line at that point as follows:

- Y**                      Switches to straight line for the duration of the life of the asset.
- N**                      Continues to use the declining balance method.

**Exit the Screen**

When you have finished editing the parameters, you are automatically returned to the Code File Maintenance Menu.

<b>FA Parameters Listing</b>
------------------------------

**Introduction**

This report displays or prints the parameters entered in FA Parameters Maintenance.

**How to Execute**

From the Code File Maintenance Menu, select **FA Parameters Listing**.

**Report**

Select a printed or displayed copy. When it is finished, you will be returned automatically to the Code File Maintenance Menu.

## Category Code Maintenance

### Introduction

Categories allow similar assets to be grouped together for reporting purposes and ease of entry. By defining the General Ledger accounts, standard purpose code for posting to General Ledger, and normal asset life, you only need to change these on an asset if they are different.

### How to Execute

From the Code File Maintenance Menu, select **Category Code Maintenance**.

The screenshot shows a software window titled "Category Code Maintenance" for "Lightspeed Reprographics, Inc. (DEM)". The window contains the following fields and values:

Field	Value	Description
Category Code	F&F	Furniture & Fixtures
GL Purpose Code	BOOK	Book GL Depreciation
Estimated Life	36	
Asset Account	151-00-00	Furniture & fixtures
Depreciation Acct	160-00-00	Accumulated depreciation
Expense Account	710-00-00	Depreciation and amortization
Sale Account	461-00-00	Asset purchase/retirement holding
Gain & Loss Acct	460-00-00	Gain/loss on sale of assets
Status	▼	

### Description of Fields

#### Category Code

Enter up to six alphanumeric characters for the category code.

You may have as many category codes as required for your particular needs. However, you must define at least one since the category code defines the accounts used during the depreciation, acquisition, and retirement updates.

*Examples:* F&F —Furniture and Fixtures  
 AUTO — Cars & Trucks

#### Description

Enter up to 35 alphanumeric characters to describe the category code.

#### GL Purpose Code

Enter the purpose code that is normally used by assets in this category when calculating depreciation for General Ledger purposes. This method may be overridden on an asset-by-asset basis if required.

#### Estimated Life

Enter the standard estimated life, in periods, for assets in this category. This life may be overridden on an asset-by-asset basis if required.

**Asset Account**  
**Depreciation Acct**  
**Expense Account**  
**Sale Account**  
**Gain & Loss Acct**

Enter the standard asset, depreciation, expense, sale and gain/loss accounts for assets in this category. The accounts entered here must exist in the General Ledger Account Masterfile.

**Status**

Enter the status definition. Press **F6** for available options.

**Exit the Screen**

When you are finished, press **F4** from the category code to return to the Code File Maintenance Menu.

## **Category Code Listing**

**Introduction**

This report is a listing of the entries made in Category Code Maintenance.

**How to Execute**

From the Code File Maintenance Menu, select **Category Code Listing**.

**Report**

Select a printed or displayed copy. When it is finished, you will be returned automatically to the Code File Maintenance Menu.

## Class Code Maintenance

### Introduction

Class codes are optional file verified sorts used on various reports. They are another means of classifying your assets.

### How to Execute

From the Code File Maintenance Menu, select **Class Code Maintenance**.

### Description of Fields

#### Class Code

Enter up to six alphanumeric characters for the class code.

*Examples:* DESK — Desks and Returns  
 CHAIR — Chairs  
 LIGHT — Lamps and Lighting Fixtures

#### Description

Enter up to 35 alphanumeric characters to describe the class code.

#### Status

Enter the status definition. Press **F6** for available options.

### Exit the Screen

When you are finished, press **F4** from the class code to return to the Code File Maintenance Menu.

## Class Code Listing

### Introduction

This report is a listing of the entries made in Class Code Maintenance.

### How to Execute

From the Code File Maintenance Menu, select **Class Code Listing**.

### Report

Select a printed or displayed copy. When it is finished, you will be returned automatically to the Code File Maintenance Menu.

## Depreciation Method Maintenance

### Introduction

Depreciation methods are used for depreciation calculation. This is where the depreciation tables are maintained. This file is not company dependent, but it is available to all companies. An asset may be assigned multiple depreciation methods, under multiple purpose codes, with one of them posting to General Ledger and the others being used for tax or informational purposes.

### How to Execute

From the Code File Maintenance Menu, select **Depreciation Method Maint.**



The screenshot shows a software window titled "Depreciation Table - Header". At the top, it displays the company name "Lightspeed Reprographics, Inc. (DEM)", the date "11/18/19", and the user "Wm". Below this, there are four input fields: "Depreciation Method" with the value "A10", "Desc" with the value "ACRS-10 Year", "Depreciation Base" with the value "F", and "Years" with the value "10".

### Header Screen

#### Depreciation Method

Enter up to six alphanumeric characters for the depreciation method.

Some tables have already been added for your convenience. Press **F2** to view these tables. In addition, the following seven depreciation methods are reserved:

<b>SL</b>	Straight line
<b>150DB</b>	150% declining balance
<b>200DB</b>	Double (200%) declining balance
<b>SUMYRS</b>	Sum of the years digits
<b>ATPURC</b>	Total depreciation at time of purchase
<b>ATSALE</b>	Total depreciation at time of retirement
<b>NONE</b>	No depreciation

**Desc**

Enter up to 35 alphanumeric characters to describe the depreciation method.

**Depreciation Base**

Enter the basis for depreciation calculation when this depreciation method is used.

**F** Indicates that year-end should be run at the end of the fiscal year.

**C** Indicates that year-end should be run at the end of December, regardless of what the corporate fiscal year end is.

**Years**

Enter the number of years an asset will be depreciated when using this depreciation method.

When you are finished, the system prompts:

**Header Correct: Y N L C P D**

**Y** Saves the information on the screen, then returns to the depreciation method to allow you to select another one.

**N** Allows you to modify information on the header screen.

**L** Allows you to maintain the depreciation tables (see the following Lines Screen).

**C** Allows you to copy this depreciation method to another code (see Copy Table below).

**P** Displays or prints the Depreciation Method Listing for just this depreciation method, then returns to this prompt.

**D** Deletes this depreciation method. It does not wait for the Status Change Update to do the delete (see Delete Table below).

If you select **L** above or you are adding a new method and select **Y** above, the depreciation table screen will appear, similar to the following:

Line	Start Year	Percentage	Limit
1	1	8.000	.00
2	2	14.000	.00
3	3	12.000	.00
4	4	10.000	.00
5	7	9.000	.00

**Lines Screen**

**Line**

**Enter** If the line exists, Enter modifies it. If the line is blank, Enter adds one.

**Line #** Goes to that line. If you enter a line that is greater than the total number of lines, it goes to the last line.

**Up arrow** Goes to the next line above.

**Down arrow** Goes to the next line below.

**PgUp** Goes to the previous screen.

**PgDn** Goes to the next screen.

**Line Delete** Deletes that line and moves all lines below up.

**Line Insert** Inserts a line at that spot and moves all lines below down.

**Start Year**

Enter the year for which this line of the depreciation table should be applied.

*Example:* If this percentage applies to years one through three, enter **1**. If the next line is for years four through six, enter **4** on the second line.

**Percentage**

Enter the percentage of depreciation to take this year.

*Example:* If you are taking 33 percent, enter 33.0.

**Limit**

If there is a maximum depreciation amount allowed per year (such as for luxury automobiles), enter the annual limit here.

When you are finished editing the lines, press **F4** at the line number field and you will see the following prompt:

**Lines Correct: Yes No Header Copy**

**Y** Saves the information on the screen and returns to the depreciation method.

**N** Returns to the lines and allows you to continue editing.

**H** Returns to the header screen. Any changes made to the lines are saved.

**C** Allows you to copy this depreciation method to another code (see Copy Table below).

**Copy Table**

**Enter the new method**

Enter the depreciation method code to which you wish to copy the method currently displayed on the screen.

**Delete Table**

**Do you really want to delete this method? (YES/NO)**

**YES** Deletes the depreciation method and associated table.

**NO** Does not delete this code.

**Exit the Screen**

When you are finished, press **F4** from the depreciation method to return to the Code File Maintenance Menu.

## Depreciation Method Listing

### Introduction

This report is a listing of the entries made in Depreciation Method Maintenance.

### How to Execute

From the Code File Maintenance Menu, select **Depreciation Method Listing**.

### Sort Options

#### Enter Sort Option

Enter the option number corresponding to the sort order for which you wish to print this report.

- 1. Method**                Prints all, selected, or a range of depreciation methods in method code order.
- 2. Description**        Prints all or a range of depreciation methods in alphabetical order by description.

### Print Options

#### Print Detail Information?

On this report, you have the option of printing information in either detail or summary mode.

- Y**                        Prints the table itself on the report.
- N**                        Only prints the method, description, depreciation base and number of years on the report.

#### Print Selected Methods Only?

You are only asked this question if you are printing the report in method code order.

- Y**                        Displays a view allowing you to select individual methods to print on the report.
- N**                        Allows you to enter a range of methods to print.



If you select N, or selected the report in description order, the system prompts:

### From Sort Option

### To Sort Option

Enter the first and last methods or descriptions in the range you wish to print, or press **Enter** twice to select all.

### Report

Select a printed or displayed copy. When it is finished, you will be returned automatically to the Code File Maintenance Menu.

## Insurance Code Maintenance

### Introduction

The insurance code is used to keep track of the insurance policies that cover your assets.

### How to Execute

From the Code File Maintenance Menu, select **Insurance Code Maintenance**.

The screenshot shows a software window titled "Insurance Code Maintenance" for "Lightspeed Reprographics, Inc. (DEM)". The window displays a form with the following fields and values:

- Insurance Code: F&F
- Desc: Furniture & Fixtures Insurance
- Company: Jim Smith State Farm Insurance
- Address: Henrietta Plaza, 1254 N. Main Street
- City: Modesto
- State: CA
- ZIP Code: 93475
- Country: [Flag]
- Agent: Jim or Kathy Smith
- Policy Number: 123-3523-0032
- Phone: 209 555-1212
- Ext: [Empty]
- Policy Date: 09/04/00
- FAX: 209 555-1214
- Telex: [Empty]
- Status: [Dropdown menu]

### Description of Fields

#### Insurance Code

Enter up to six alphanumeric characters for the insurance code.

*Example:* F&F— Insurance for furniture & fixtures

#### Desc

Enter up to 35 alphanumeric characters to describe the insurance code.

#### Company

Enter up to 35 alphanumeric characters for insurance company.

*Example:* Jim Smith State Farm Insurance

#### Address

Enter up to two lines of 35 characters each for the insurance company street address and/or P.O. Box. Do not enter the city, state or ZIP code information on either of these lines.

**City**

Enter up to 25 characters for the city. The city should be entered here, not on the address lines above.

**State**

Enter up to two characters for the state abbreviation. The state should be entered here, not on the address or city lines above.

**ZIP Code**

Enter up to ten characters for the ZIP code. The ZIP code should be entered here, not on the address lines above.

*Example:* 08875-1234 or 08875 or AP087QA

**Country**

Enter up to two characters for the country code, if desired.

**Agent**

Enter up to 20 characters for the insurance agent's name.

*Example:* Jim or Kathy Smith

**Phone**

Enter up to ten characters for the insurance companies' phone number. Do not add any punctuation.

*Example:* 8005551212 is redisplayed as 800 555-1212.

**Ext**

Enter up to five characters for the insurance agent's extension (if applicable).

**FAX**

Enter up to 18 alphanumeric characters for the insurance company's FAX number. If you want punctuation in this field, you must enter it yourself.

**Telex**

Enter up to 18 characters for the telex number for the insurance company. If you want punctuation in this field, you must enter it yourself.

**Policy Number**

Enter up to 20 characters for the policy number for this insurance coverage.

**Policy Date**

Enter the original policy date.

**Status**

Enter the status definition. Press **F6** for available options.

**Exit the Screen**

When you are finished, press **F4** from the insurance code to return to the Code File Maintenance Menu.

## Insurance Code Listing

### Introduction

This report is a listing of the entries made in Insurance Code Maintenance.

### How to Execute

From the Code File Maintenance Menu, select **Insurance Code Listing**.

### Report

Select a printed or displayed copy. When it is finished, you will be returned automatically to the Code File Maintenance Menu.

## Purpose Code Maintenance

### Introduction

Purpose codes are used to keep track of different uses of depreciation. You can have as many purposes, and therefore depreciation methods, as required for each asset.

### How to Execute

From the Code File Maintenance Menu, select **Purpose Code Maintenance**.

Purpose Code	Description
NJ	New Jersey State Tax Depreciation

Status: [▼]

### Description of Fields

#### Purpose Code

Enter up to six alphanumeric characters for the purpose code.

*Examples:* BOOK - Book depreciation purpose  
 FED - Federal depreciation purpose  
 STATE - State depreciation purpose

#### Description

Enter up to 35 alphanumeric characters to describe the purpose code.

#### Status

Enter the status definition. Press **F6** for available options.

### Exit the Screen

When you are finished, press **F4** from the purpose code to return to the Code File Maintenance Menu.

## Purpose Code Listing

### Introduction

This report is a listing of the entries made in Purpose Code Maintenance.

### How to Execute

From the Code File Maintenance Menu, select **Purpose Code Listing**.

### Report

Select a printed or displayed copy. When it is finished, you will be returned automatically to the Code File Maintenance Menu.

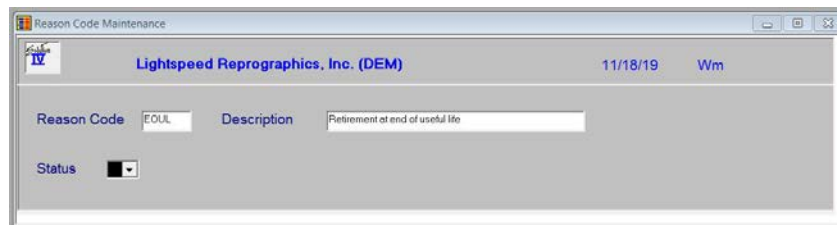
## Reason Code Maintenance

### Introduction

Reason codes are used during asset acquisition and retirement to explain why items are being purchased or retired.

### How to Execute

From the Code File Maintenance Menu, select **Reason Code Maintenance**.



### Description of Fields

#### Reason Code

Enter up to six alphanumeric characters for the reason code.

*Examples:* RET — Normal retirement at end of useful life  
 FIRE — Destroyed by fire  
 REDEC — Redecorating offices  
 REPL — Replacement of retired assets

#### Description

Enter up to 35 alphanumeric characters to describe the reason code.

#### Status

Enter the status definition. Press **F6** for available options.

### Exit the Screen

When you are finished, press **F4** from the reason code to return to the Code File Maintenance Menu.

## **Reason Code Listing**

### **Introduction**

This report is a listing of the entries made in Reason Code Maintenance.

### **How to Execute**

From the Code File Maintenance Menu, select **Reason Code Listing**.

### **Report**

Select a printed or displayed copy. When it is finished, you will be returned automatically to the Code File Maintenance Menu.

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# 4 Fixed Asset Maintenance

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This chapter describes the following options that are available from the Asset Maintenance Menu:

- Fixed Asset Maintenance
- Description and Code Maintenance
- Depreciation Maintenance
- Warranty Maintenance
- Capital Lease Maintenance
- Comment Maintenance
- Depreciation History Inquiry
- Change/Delete Asset Code

Fixed Asset Inquiry and Depreciation Inquiry are also described in this chapter.

## How to Design Asset Codes

### Introduction

Since asset codes are used to identify all assets and their transactions in the system, it is important that you use a consistent method for assigning the codes. The primary sort on most reports is alphabetical by asset code as well. You may use numbers, letters, or a combination of both. We strongly recommend that you do not use special characters such as ~ and ^.

The Solution-IV Fixed Assets module allows you to assign up to 22 characters for the asset code.

The following is a list of four suggested types of numbering methods:

### Numbers Only

While the numbers only method is the fastest method when using the numeric keypad, when used the system right justifies the number and fills the spaces to the left with zeros. To access the asset, you do not need to enter the leading zeros, only the number, but you may find the codes difficult to read on the screen and on reports.

*Example:* If you enter 101, the system displays:000000000000000000101.

The system automatically adds the zeros to keep assets in numerical order. Otherwise you might end up with assets printing as follows:

1, 10, 100, 101, 102, ...11, 110, 111, ...12, ...2, 20, 200,

### Numbers and Dashes

To help eliminate the numbers-only problem and still keep your hand on the keypad, you may want to divide the asset code into two or more segments, separated by dashes. If you use this method, be sure to use enough digits so you do not have the sorting problem described above. This method works well for companies with multiple locations.

*Examples:* 01-0101 or 47-017 or 01-47-0264.

### Numbers and Letters

This combination method allows asset codes to be assigned easily, and grouped by type or other methodology. You may want to use one or two characters for a classification followed by a three or four digit number.

*Examples:* FF0010 or AT010.

### Letters Only

This method allows simple identification of the asset by looking at the first few characters of the description. This method is practical only if you have a small number of assets because the more assets you have, the harder it is to assign a unique asset code.

*Example:* JOES CHAIR

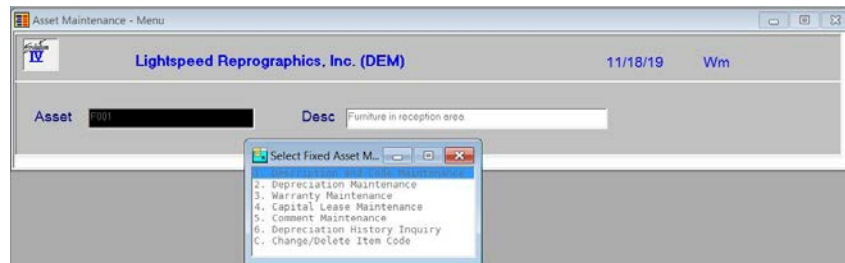
## Fixed Asset Maintenance

### Introduction

This option is used to maintain detailed records for each of your assets.

### How to Execute

From the Fixed Assets Main Menu, select **Fixed Asset Maintenance**.



### Description of Fields

To perform any of the functions on the Asset Maintenance Menu, you must first enter an asset code.

#### Asset

Enter up to 22 alphanumeric characters representing the asset you wish to maintain. To add a new asset, enter the new asset code.

You will then receive the following prompt:

**Record not found in Masterfile. Add this record? Yes No**

Press **Enter** and the system automatically takes you to Description and Code Maintenance.

One asset code has been reserved as follows:

**DEFAULT** Enter asset code **DEFAULT** only in Asset Maintenance. If you create asset **DEFAULT**, any new assets you add are defaulted to the information entered for asset **DEFAULT**. This is very useful if you are entering groups of similar assets. **DEFAULT** can be maintained in Fixed Asset Maintenance like any other asset.

#### Enter Selection

- # Enter your selection from the following list:
1. Description and Code Maintenance
  2. Depreciation Maintenance
  3. Warranty Maintenance
  4. Capital Lease Maintenance
  5. Comment Maintenance
  6. Depreciation History Inquiry
  - C. Change/Delete Asset Code
- F4** Returns to the asset code.



## Description and Code Maintenance

### Introduction

This option allows you to maintain the description, purchase and retirement information, serial number, location, responsible party, and code information for each asset.

### How to Execute

From the Fixed Asset Maintenance Menu, select **1. Description and Code Maintenance**.

### Description of Fields

#### Desc

Enter up to 35 alphanumeric characters to describe the asset.

#### Purchase Data

If you entered this asset using Acquisition Entry, these fields are pre-filled by the Acquisition Update. Only those assets entered using Acquisition Entry are shown on the Historical Acquisition Report.

#### Date

Enter the date this asset was purchased.

#### Price

Enter the price paid for this asset.

#### Code

Enter up to six characters for the reason code describing why you purchased this asset.

#### L-P

Enter whether the asset was purchased outright or is being leased as follows:

- L**            Asset is being leased.
- P**            Asset was purchased.

**Document**

Enter up to 15 alphanumeric characters giving the invoice number, lease number or other relevant document number associated with the lease or purchase of this asset.

**Comment**

Enter up to 35 alphanumeric characters describing why you purchased this asset. Only 15 characters are displayed on the screen.

*Example:* Out of business sale down the block.

**Retirement Data**

If you use Retirement Maintenance to retire this asset, these fields are pre-filled by the Retirement Update. Only those assets retired using Retirement Maintenance are shown on the Historical Retirement Report.

**Date**

Enter the date that this asset was retired.

**Amount**

Enter the price at which this asset was sold upon retirement.

**Cost**

Enter the expenses incurred in retiring this asset.

**Code**

Enter up to six characters for the reason code describing why you retired this asset.

**Comm**

Enter up to 35 alphanumeric characters describing why you retired this asset. Only 15 characters are displayed on the screen.

*Example:* Damaged by fire in computer room.

**Other Fields**

**Market**

Enter the market value of this asset. This field is for reference only.

**Insure**

Enter the declared value of this asset for insurance purposes. This field may be used to keep track of the replacement cost for the asset. It is also shown on the Insurance Value Report.

**Tax Cr**

Enter the tax credit taken for this asset. This amount shows on the Tax Credit Report.

**Asset Status**

Enter the status of this asset from the following list:

- |          |  |
|----------|--|
| <b>A</b> | Active, regular asset.                             |
| <b>H</b> | Held for future use, no depreciation at this time. |
| <b>R</b> | Retired asset, no further depreciation required.   |

**New or Used**

You have the option of tracking whether the asset was new or used when purchased as follows:

**N**                    Asset was new when purchased.

**U**                    Asset was purchased used.

**Serial #**

Enter up to 20 characters for the serial number of the asset.

**Alt Sort**

Enter up to 15 characters for use as an alternate sort for this asset. Several reports may be printed in alternate sort order.

**Responsibility**

Enter up to 15 characters for the name of the person or department responsible for this asset.

**Location**

Enter up to 15 characters for the physical location of this asset.

**Category Code**

Enter up to six alphanumeric characters for the category code to be assigned to this asset. The General Ledger accounts used for posting to General Ledger are pulled from the category code.

**GL Purpose Code**

Enter the purpose code to be used for posting to General Ledger when depreciating this asset. This code must exist in the purpose code file. Enter the depreciation method for this purpose code on the next screen.

**Class Code**

Enter up to 6 alphanumeric characters for the class code. This field is optional.

**Insurance Code**

Enter up to six alphanumeric characters for the insurance code to be assigned to this asset.

**Expense Department**

Enter the General Ledger department to be used when posting expense account activity. The department code entered here is substituted into the department segment of the General Ledger expense accounts used by this asset.

**Expense Location**

Enter the General Ledger location to be used when posting expense account activity. The location code entered here is substituted into the location segment of the General Ledger expense accounts used by this asset.

**Exit the Screen**

When you are finished maintaining the description and code information, press **F4** to return to the Asset Maintenance Menu, or press **F8** to select another screen.

## Depreciation Maintenance

### Introduction

This option allows you to set up and maintain information that is used when calculating depreciation for this asset. An unlimited number of purposes and depreciation methods may be maintained for each asset.

### How to Execute

From the Fixed Asset Maintenance Menu, select **2. Depreciation Maintenance**.

The screenshot shows a software window titled "Asset Maintenance - Purposes" for "Lightspeed Reprographics, Inc. (DEM)". The window contains several input fields and labels:

- Asset:** AC0101
- Purpose Code:** [Redacted]
- Desc:** Office Chair
- Depreciation Method:** [Empty]
- Estimated Life (periods):** [Empty]
- Actual Life (periods):** [Empty]
- Depreciation Start Date:** [Empty]
- Depreciation End Date:** [Empty]
- Primary Price:** .00
- Salvage Value:** .00
- Last Depr Taken:** .00
- Maximum Annual Depr:** .00
- Remaining Depr:** .00
- Purchase Price:** .00
- Tax Credit:** .00
- Current Year Depr:** .00
- Prior Years' Depr:** .00
- Current Value:** .00

### Description of Fields

#### Purpose Code

Enter up to six alphanumeric characters for the purpose code.

#### Depreciation Method

Enter up to six alphanumeric characters for the depreciation method.

Some tables have already been added for your convenience. Press **F2** to view these tables. In addition, the following seven depreciation methods are available:

SL	Straight line
150DB	150% declining balance
200DB	Double (200%) declining balance
SUMYRS	Sum of the years digits
ATPURC	Total depreciation at time of purchase
ATSALE	Total depreciation at time of retirement
NONE	No depreciation

#### Estimated Life (periods)

Enter the estimated life cycle, in periods, for this asset under this depreciation method. This life is used by depreciation calculation.

*Example:* If you expect the life of this asset to be Three years, enter 36 here.

#### Actual Life (periods)

Enter the actual life, in 'periods' that this asset has been in existence for this depreciation method. The actual life is incremented each time you update the depreciation calculation.

**Start Date**

Enter the date that this depreciation method begins for this asset.

**End Date**

Enter the date that this depreciation method finishes for this asset. This date is calculated automatically using the estimated life and start date entered above.

**Primary Price**

This field contains the price paid for the asset as shown on the first screen. It cannot be overridden on this screen.

**Salvage Value**

Enter the estimated salvage value upon retirement of this asset.

**Last Depr Taken**

Enter the amount of depreciation taken during the last depreciation calculation cycle. This field is updated automatically during the depreciation update.

**Maximum Annual Depr**

Enter the maximum amount of depreciation to be taken each year. If there is no maximum, or if the limit entered on the depreciation method table is correct, enter zero. This field overrides any limit set in the depreciation method table.

**Remaining Depr**

This field contains the amount still to be depreciated. It cannot be overridden.

**Purchase Price**

If the purchase price for this asset for this depreciation method is different than the primary price (shown above), enter the appropriate price for this method here; if the price is the same as the primary price, enter zero.

*Example:* If the primary price contains freight and sales tax for a total of \$5400, but the depreciation method used here disallows those costs, enter the net purchase price, \$5000, here.

**Tax Credit**

This field contains the tax credit taken for this asset as entered on the first screen. It cannot be overridden.

**Current Year Depr**

Enter the amount of depreciation taken during the current year. This field is updated automatically during the depreciation update and during year-end processing.

**Prior Years' Depr**

Enter the amount of depreciation taken prior to the current year. This field automatically has the current year depreciation amount added to it during year-end processing.

**Current Value**

This field contains the current value of the asset using this depreciation method. The current value is calculated as purchase price less depreciation taken. It cannot be overridden.

**Exit the Screen**

When you are finished maintaining depreciation information, press **F4** to return to the Asset Maintenance Menu, press **F8** to select another screen, or Press **F9** to print the report.

## Warranty Maintenance

### Introduction

This option allows you to maintain warranty and service contract information for each asset.

### How to Execute

From the Fixed Asset Maintenance Menu, select **3. Warranty Maintenance**.

### Description of Fields

#### Manufacturer Name

Enter up to 35 alphanumeric characters for the name of the manufacturer of the asset.

*Example:* Kaleidoscope Electronics

#### Model Number

Enter up to 15 alphanumeric characters for the model number of the item.

*Example:* DT 320

#### Warranty Number

Enter up to 15 alphanumeric characters for the warranty number, if applicable.

#### Expiration Date

Enter the date the warranty expires.

#### Last Maintained

Enter the last date the asset was maintained or serviced.

#### Contract Number

Enter up to 15 characters for the service contract number.

#### Contractor

Enter up to 35 characters for the name of the company or person providing the service contract.

*Example:* Ollie's Office Supplies

#### Expiration Date

Enter the date the service contract expires.

**Contract Price**

Enter the price of the service contract.

**Comment**

Press **F1** to enter an unlimited amount of text regarding the warranty and/or service contract. If you enter comments in date sequence, such as notes on dates of service and what was done to the asset, you may want to put the most recent comments on top by using **Line Insert**.

When you have finished editing the comment, press **F4** and you will receive the following prompt:

**Save text (Y/N)?**

**Y** Saves any changes or additions to the comment.

**N** Leaves the comment in the form it was in before you started.

**Exit the Screen**

When you are finished maintaining the warranty information, press **F4** from the asset code to return to the Asset Maintenance Menu, press **F8** to select another screen or press **F9** to print the report.

## Capital Lease Maintenance

**Introduction**

If you are leasing an asset under a capital lease, this option allows you to maintain information regarding the lease. The information maintained here is for reference only. If you want to make the regular lease payments, use Recurring Invoice Entry in Solution-IV Accounts Payable.

**How to Execute**

From the Fixed Asset Maintenance Menu, select **4. Capital Lease Maintenance**.

**Description of Fields****Lessor Name**

Enter up to 35 characters for the name of the company or person carrying the lease on this asset.

**Lease Number**

Enter up to 15 characters for the account number on the lease.

**Number of Periods**

Enter the number of periods in the lease.

*Example:* If you have a three-year lease, enter 36.

**Expiration Date**

Enter the date of the final payment on the lease.

**Monthly Payment**

Enter the amount of each monthly payment.

**End of Lease Buyout**

Enter the amount of the buyout due at the end of the lease payments to purchase the asset.

**Comment**

Press **F1** to enter an unlimited amount of free-form text discussing the lease. This field may be used for anything.

If you enter the comments in date sequence, such as to record notes of phone conversations, you may want to put the most recent comments on the top by using **Line Insert**.

When you are finished editing the comment, press **F4** and you will receive the following prompt:

**Save text (Y/N)?**

**Y** Saves any changes or additions to the comment.

**N** Leaves the comment in the form it was in before you started.

**Exit the Screen**

When you are finished maintaining capital lease information, press **F4** from the asset code to return to the Asset Maintenance Menu, press **F8** to select another screen, or press **F9** to print the report.



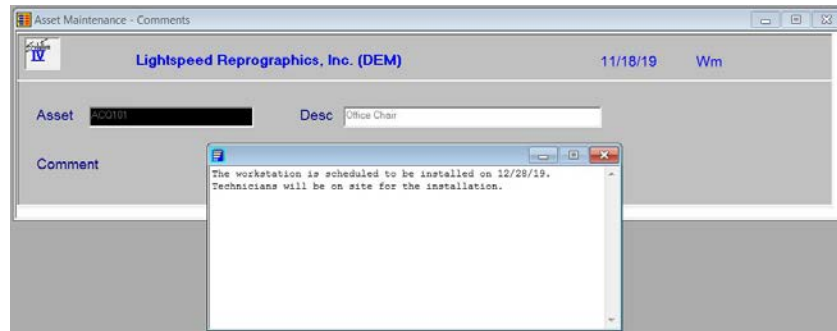
## Comment Maintenance

### Introduction

This option allows you to maintain the text field for the asset. This text field is free form and has unlimited length. It can be accessed in Fixed Asset Inquiry or printed on the Asset Masterfile Listing.

### How to Execute

From the Fixed Asset Maintenance Menu, select **5. Comment Maintenance**.



### Description of Fields

#### Comment

Use the standard text editing keys for your specific terminal to maintain the text field. **Line Insert**, **Line Delete**, **Insert**, **Delete**, **PgUp**, **PgDn**, etc. all work here. If you enter comments in date sequence, you may want to put the most recent comments on the top by using **Line Insert**. When you have finished editing the comment, press **F4** and you will receive the following prompt:

#### Save text (Y/N)?

**Y** Saves any changes or additions to the comment.

**N** Leaves the comment in the form it was in before you started.

### Exit the Screen

When you are finished maintaining the comments, press **F4** from the asset code to return to the Asset Maintenance Menu, or press **F8** to select another screen.

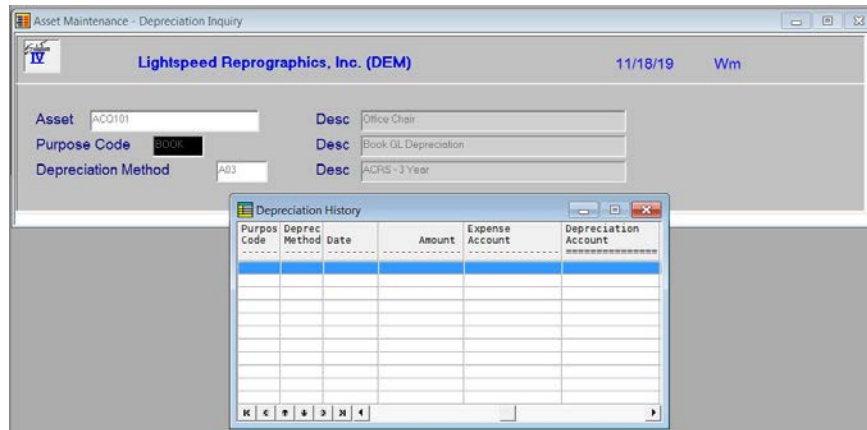
## Depreciation History Inquiry

### Introduction

This option allows you to view the depreciation taken each period over the life of the asset. The depreciation shown is as old as the history files maintained on your system.

### How to Execute

From the Fixed Asset Maintenance Menu, select **6. Depreciation History Inquiry**.



### Description of Fields

#### Purpose Code

Enter the six-character purpose code for which you wish to view the depreciation history or press **F2** to view the purpose codes associated with this particular asset.

#### Depreciation Method

The associated depreciation method and description for purpose code entered above is displayed. They cannot be overridden.

The date and amount for depreciation taken is then displayed on the screen. If there is more information than can be displayed on one screen, use the **Up Arrow**, **Down Arrow**, **PgUp** and **PgDn** keys to scroll through the data.

### Exit the Screen

When you are finished, press **F4** to exit the view, then press **F4** from the asset or purpose code to return to the Asset Maintenance Menu, or press **F8** to select another screen.

## Change/Delete Asset Code

### Introduction

This option is used for the same purpose as the status field on the code files. The status is used to eliminate problems associated with deleting assets that are currently in use somewhere else in the system. It also allows you to change one code to another, or combine assets together. Assets can also be marked as inactive, allowing no further depreciation to be taken.

This function works in conjunction with the Status Change Update.

### How to Execute

From the Fixed Asset Maintenance Menu, select **C. Change/Delete Asset Code**.

### Description of Fields

Do you want to D C I R

Enter one of the following: **D**, **C**, **I**, or **R**.

### Delete

Delete this record? Y N

**Y** Marks the asset for deletion. During the next Status Change Update, the asset is deleted.

**N** Does not mark this asset for deletion and returns the cursor to the asset field.

### Change

Enter the asset code to change to

Enter the new asset code. If the code does not exist, all references to the old code are changed to the new code. If the new code already exists, the information from the old is combined with the new. These changes take effect during the Status Change Update.

### Inactivate

The asset is marked with a status of **I**, which indicates you no longer wish to depreciate this asset.

### Re-activate

The re-activate option is used to remove the inactive status from an asset at any time. It may be used to remove the change or delete status from an asset only before the Status Change Update has been performed.

### Exit the Screen

After you have modified the status for an asset, the cursor returns to the asset code.

## Fixed Asset Inquiry

### Introduction

This option allows quick access to information about an asset. All of the information that can be edited from the Asset Maintenance Menu may be viewed, but not modified, using this option. The only exception is the comments; access to them is controlled by the parameters.

### How to Execute

From the Fixed Assets Main Menu, select **Fixed Asset Inquiry**.

### Description of Fields

#### Asset

Enter the code for the asset you wish to display. The description and code information is displayed on the screen.

You will then receive the following prompt:

Display: Aset Depreciation Warranty Leases Comment History Report

#### Asset

Displays the description and code information shown above.

#### Depreciation

##### Purpose Code

Enter the purpose code associated with the depreciation method you wish to view. Summary depreciation information is then displayed.

#### Warranty

Displays the information regarding the warranty followed by the prompt:

Display Comment? Yes No

**Y** Displays the warranty comment. If allowed by the parameters, you can edit the warranty comment at this time using the standard edit keys; if not, you can view the comment using PgUp and PgDn.

**N** Returns to the display prompt.

**Lease**

Displays the information regarding the capital lease followed by the prompt:

**Display Comment? Yes No**

**Y** Displays the lease comment. If allowed by the parameters, you can edit the lease comment at this time using the standard edit keys; if not, you can view the comment using PgUp and PgDn.

**N** Returns to the display prompt.

**Comment**

Displays the asset comment. If allowed by the parameters, you can edit the asset comment at this time using the standard edit keys; if not, you can view the comment using **PgUp** and **PgDn**. When you are finished editing, you are prompted:

**Save text (Y/N)**

**Y** Saves the asset comment.

**N** Returns to the display prompt without saving the asset comment.

**History**

Displays each date that the depreciation was taken and the amount for each purpose/method combination used on this asset. If there are more than will fit on one screen, use the **PgUp** and **PgDn** keys to scroll through the records.

**Report**

Prints a report showing the information displayed on these screens for this asset only. When the report is finished, you will return to the display prompt.

**Exit the Screen**

When you are finished with an asset, press **F4** from the display prompt to return to the asset code. When you are finished with inquiry, press **F4** from the asset code to return to the Fixed Assets Main Menu.

## Depreciation Inquiry

### Introduction

This option allows you to enter an asset and a depreciation method. It then computes a depreciation schedule for the asset. This option is useful for determining the desired method of depreciation to assign to an asset.

### How to Execute

From the Fixed Assets Main Menu, select **Depreciation Inquiry**.

### Description of Fields

#### Asset Code

Enter an existing asset code or up to 22 characters as a test code. If you enter a valid asset code, the fields on the right side of the screen are filled.

#### Depreciation Method

Enter up to six alphanumeric characters for the depreciation method.

Some tables have already been added for your convenience. Press **F2** to view these tables. In addition, the following seven depreciation methods are available:

SL	Straight line
150DB	150% declining balance
200DB	Double (200%) declining balance
SUMYRS	Sum of the years digits
ATPURC	Total depreciation at time of purchase
ATSALE	Total depreciation at time of retirement
NONE	No depreciation

**Purchase Price**

Enter the price paid for this asset.

**Salvage Value**

Enter the estimated salvage value upon retirement of this asset.

**Life in Periods**

Enter the estimated life, in periods that you intend to depreciate this asset.

*Example:* If this is a three-year asset, enter 36.

**Start Date**

Enter the date that you wish to begin depreciating this asset.

You will now see the following prompt:

**Now processing period: x**

It counts up to the number entered in "life in periods"- then displays the depreciation schedule on the screen followed by the prompt:

**^ - Restart, Enter to continue**

**Up Arrow** Re-displays the depreciation schedule starting with the first period.

**Enter** Goes to the next page if there is more to display, or gives the following prompt when the display is finished:

**Do you wish to print the inquiry? Yes No**

**Y** Prints the inquiry report.

**N** Returns to the asset code to allow another inquiry.

If you select **Y**, the system prompts:

**Do you want a printed copy? Yes No**

**Y** Prints the report on the selected printer.

**N** Displays the inquiry report on the screen.

When the report is finished, you will be returned to the asset code to perform another inquiry.

**Exit the Screen**

When you are finished, press **F4** from the asset code to return to the Fixed Assets Main Menu.

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# 5 Transaction Processing

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This chapter explains how to perform the following:

## **Depreciation Transactions**

- Depreciation Calculation
- Depreciation Entry
- Depreciation Journal and Update

## **Acquisition Transactions**

- Acquisition Entry
- Acquisition Journal and Update

## **Retirement Transactions**

- Retirement Availability Report
- Retirement Entry
- Retirement Journal and Update

You will be spending the bulk of your time in this chapter because this is the core of the Fixed Assets system.

**Note:** The transaction processing functions use what is known as a batch file. This means that when you enter one of the above transactions it is held in the batch file. You will then have the opportunity to print the register and verify that everything is correct. If you do not update the transactions, you may return to the entry functions to make any needed corrections. Once the update is run, the permanent files are affected.



## Depreciation Calculation

### Introduction

Depreciation Calculation builds a file containing the depreciation amounts to be taken. Only those categories, assets, and purpose codes that have been selected are calculated.

### How to Execute

From the Transaction Processing Menu, select **Depreciation Calculation**.

The screenshot shows a software window titled "Depreciation Calculation Selection" for the company "Lightspeed Reprographics, Inc. (DEM)". The window displays the following fields and values:

- From Category: AUTOS
- To Category: TEST2
- From Asset: A389
- To Asset: "DEFAULT"
- From Purpose: BOOK
- To Purpose: NJ
- Depreciation Date: 11/18/19
- GL Purpose Only: N

### Description of Fields

#### From Category

#### To Category

Enter the starting and ending category codes for which you wish to calculate depreciation or press **Enter** twice to calculate depreciation for all category codes.

#### From Asset

#### To Asset

Enter the starting and ending asset codes for which you wish to calculate depreciation or press **Enter** twice to calculate depreciation for all assets.

#### From Purpose

#### To Purpose

Enter the starting and ending purpose codes for which you wish to calculate depreciation or press **Enter** twice to calculate depreciation across all-purpose codes.

#### Depreciation Date

Enter the date you wish to use for posting this depreciation to General Ledger. This date is also used as the last depreciation date in the Asset Masterfile.

**GL Purpose Only?**

Within the range of categories, assets and purpose codes entered above, you have the option of calculating depreciation only for the General Ledger purpose code assigned to each asset as follows:

- Y**            Calculates depreciation only for the purpose code used for posting to General Ledger.
- N**            Calculates the depreciation for all of the purpose codes entered in the ranges above.
- X**            Calculates the depreciation for all purpose codes except the purpose code used for posting to General Ledger.

**Exit the Screen**

When you are satisfied that your selections are correct, the system will see if there are any assets matching the selection criteria. Any matches are put in the Depreciation Entry file, where they can be edited if necessary. The system then runs the Depreciation Journal.

## Depreciation Entry

**Introduction**

Depreciation Entry allows you to edit the depreciation amounts created in Depreciation Calculation.

**How to Execute**

From the Transaction Processing Menu, select **Depreciation Entry**.

**Description of Fields****Asset**

Enter the asset code whose depreciation amount you wish to change.

**Purpose Code**

Enter the purpose code whose depreciation amount on the above asset you wish to change.

**Depreciation Method**

If you ran Depreciation Calculation, the depreciation method associated with the above purpose code is displayed on the screen; otherwise this field is left blank. This field may not be overridden.

**Post to General Ledger?**

This field contains a yes/no flag indicating whether this particular depreciation is to be posted to General Ledger. This field may not be overridden.

**Depreciation Amount**

This field contains the depreciation amount calculated during Depreciation Calculation. It may be changed if needed.

**Exit the Screen**

When you are finished, press **F4** from the asset code to return to the Transaction Processing Menu. You may now wish to proceed to the Depreciation Journal and Update.

## Depreciation Journal and Update

**Introduction**

The Depreciation Journal details the depreciation in the current batch. These reports give you the opportunity to check the depreciation amounts before the update posts them to the various permanent files in Fixed Assets and General Ledger.

**Note:** The Depreciation Journal is an important part of your audit trail and must be kept with your permanent accounting records.

**How to Execute**

From the Transaction Processing Menu select **Depreciation Journal & Update**.

**Description of Fields****Enter Posting Date**

Enter the date you wish to use for posting the depreciation to General Ledger as well as the last depreciation date on the asset itself. This date is very important because it controls the General Ledger period in which these depreciation amounts will appear.

*Example:* If today is 7/6/19 and you are running depreciation for June, be sure that the posting date is 6/30/19.

You will then see the message, **-Scanning depreciation record-** followed by the prompt:

**Do you want a printed copy? Yes No**

**Y** Prints a hard copy of the Depreciation Journal.

**N** Displays the Depreciation Journal on the screen. You are not allowed to continue with the update.

If the Depreciation Journal was printed to a printer, the system prompts:

**Do you want to continue with the update? Yes No**

**Y** Updates the current batch to the permanent files and then clears the Depreciation Entry file.

**N** Returns to the Fixed Assets Main Menu. You may make any necessary corrections using Depreciation Entry, then reprint the Depreciation Journal.

**Reports**

Select a printed or displayed copy. When the update is skipped or finished, you will be returned automatically to the Transaction Processing Menu.

## Acquisition Entry

### Introduction

This option gives you access to Acquisition Entry. If you enter newly acquired assets through this function, rather than directly into Asset Maintenance, you are able to print reports from the history files that show assets acquired within a range of dates. You also have the option of having the acquisitions post to General Ledger.

### How to Execute

From the Transaction Processing Menu, select **Acquisition Entry**.

The screenshot shows the 'Acquisition Entry' window for 'Lightspeed Reprographics, Inc. (DEM)' on 11/18/19. The form includes the following fields:

- Asset: ACG1001
- Desc: Office Chair
- Purchase Date: 11/18/19
- Purchase Price: 415.00
- Tax Credit: .00
- Reason Code: NEEDED
- Document: (empty)
- Serial Number: (empty)
- Alternate Sort: (empty)
- Lease/Purchase: P (dropdown), New/Used: N (dropdown)
- Responsible: (empty)
- Location: (empty)
- Category: (empty)
- GL Purpose: (empty)
- Class Code: (empty)
- Dept: (empty)
- Comment: (empty)
- Post GL Distribution?: Y (checkbox)
- Distribute Depreciation?: (empty)
- Est Life: (empty)
- Method: (empty)
- Insur: (empty)
- Loc: (empty)

### Description of Fields

#### Asset

Enter up to 22 alphanumeric characters for the asset. The asset code is used throughout the system to access individual assets.

#### Desc

Enter up to 35 alphanumeric characters to describe the asset.

#### Purchase Date

Enter the date this asset was purchased.

#### Purchase Price

Enter the price paid for this asset. This amount is also used for the market value and insurance value in the Asset Masterfile.

#### Tax Credit

Enter the tax credit taken for this asset. This amount shows on the Tax Credit Report.

#### Reason Code

Enter up to six characters for the reason code describing why you purchased this asset.

#### Document

Enter up to 15 alphanumeric characters giving the invoice number, lease number or other relevant document number associated with the lease or purchase of this asset.

#### Serial Number

Enter up to 20 characters for the serial number of the asset.

**Alternate Sort**

Enter up to 15 characters for use as an alternate sort for this asset. Several reports may be printed in alternate sort order.

**Lease/Purchase**

Enter whether the asset was purchased outright or is being leased as follows:

**L**            Asset is being leased.

**P**            Asset was purchased.

**New/Used**

You have the option of tracking whether the asset was new or used when purchased as follows:

**N**            Asset was new when purchased.

**U**            Asset was purchased used.

**Responsible**

Enter up to 15 characters for the name of the person or department responsible for this asset.

**Location**

Enter up to 15 characters for the physical location of the asset.

**Category**

Enter up to six alphanumeric characters for the category code to be assigned to this asset. The General Ledger accounts used for posting to General Ledger are pulled from the category code.

**GL Purpose**

Enter the purpose code that will be used for posting to General Ledger when depreciating this asset. This code must exist in the purpose code file.

**Method**

Enter the depreciation method that will be used when posting to General Ledger. Some tables have already been added for your convenience. Press **F2** to view these tables. In addition, the following seven depreciation methods are available:

SL	Straight line
150DB	150% declining balance
200DB	Double (200%) declining balance
SUMYRS	Sum of the years digits
ATPURC	Total depreciation at time of purchase
ATSALE	Total depreciation at time of retirement
NONE	No depreciation

**Class Code**

Enter up to six characters representing the class code. This field is optional.

**Insur**

Enter up to six characters representing the insurance code applicable to this asset. This field is optional.

**Dept**

Enter the General Ledger department to be used when posting expense account activity. The department code entered here is substituted into the department segment of the General Ledger expense accounts used by this asset.

**Loc**

Enter the General Ledger location to be used when posting expense account activity. The location code entered here is substituted into the location segment of the General Ledger expense accounts used by this asset.

**Comment**

Enter up to 35 alphanumeric characters describing why you purchased this asset.

*Example:* Out of business sale down the block.

**Post GL Distribution?**

You have the option of posting this acquisition to General Ledger as follows:

- Y** Posts the information to the Asset Masterfile as well as General Ledger.
- N** Posts the information to the Asset Masterfile but not to General Ledger. You do not want to post to General Ledger if the acquisition was also entered through Accounts Payable or Purchase Order.

**Assumptions**

When entering assets using Acquisition Entry, the following fields are defaulted in the Asset Masterfile as follows:

<b><u>Field</u></b>	<b><u>Value</u></b>
<b>Retirement fields</b>	BLANK
<b>Insurance Value</b>	Purchase Price
<b>Market Value</b>	Purchase Price
<b>Asset Status</b>	A-Active
<b>Estimated Life</b>	From Category Code
<b>Actual Life</b>	0
<b>Start Date</b>	Posting Date
<b>End Date</b>	Posting Date plus Estimated Life
<b>Salvage Value</b>	0
<b>Last Depr Taken</b>	0
<b>Current Year Depr</b>	0
<b>Prior Years' Depr</b>	0
<b>Maximum Yearly Depr</b>	0

## Lines Screen

It is necessary to distribute the acquisition to General Ledger accounts even if you are not posting the acquisition to General Ledger so that the history files are complete.

Line	Account	Debit	Credit
1	151-00-00 Furniture & Fixtures	415.00	
2	451-00-00 Asset purchase/retirement		415.00

### Line

**Enter** If the line exists, **Enter** modifies it. If the line is blank, **Enter** adds one.

### Line #

Goes to that line. If you enter a line that is greater than the total number of lines, it goes to the last line.

### Up arrow

Goes to the next line above.

### Down arrow

Goes to the next line below.

### PgUp

Goes to the previous screen.

### PgDn

Goes to the next screen.

### Line Delete

Deletes that line and moves all lines below up.

### Line Insert

Inserts a line at that spot and moves all lines below down.

### Account

Enter up to 15 characters (including dashes, if desired) representing the General Ledger account code to be posted to.

### Debit

### Credit

Enter the amount to be posted to the General Ledger account code just entered.

Debit amounts can be entered as positive numbers in the first column. Credit amounts may be entered as a negative number when in the Debit column, or press **Enter** at the Debit column and enter the amount as a positive number in the Credit column.

**Comment**

Enter up to 35 characters to describe this posting. This description is posted to the General Ledger Transaction Detail file.

**Exit the Screen**

When you are finished, press **F4** from the asset code to return to the Transaction Processing Menu.

## Acquisition Journal and Update

**Introduction**

The Acquisition Journal details the acquisitions in the current batch. These reports give you the opportunity to check the accuracy of the new assets before the update posts them to the various permanent files in Fixed Assets and General Ledger.

**Note:** The Acquisition Journal is an important part of your audit trail and must be kept with your permanent accounting records.

**How to Execute**

From the Transaction Processing Menu select **Acquisition Journal & Update**.

**Description of Fields****Enter Posting Date**

Enter the date you wish to use for posting the acquisitions to General Ledger. This date is also used as the start date on the depreciation record. It is important that this date be in the correct month because it controls the General Ledger period in which this posting appears.

*Example:* If today is 7/6/19 and you are entering assets acquired in June, be sure the posting date is 6/30/19.

You will then see the message, **-Scanning acquisition records-** followed by the prompt:

**Do you want a printed copy? Yes No**

**Y** Prints a hard copy of the Acquisition Journal.

**N** Displays the Acquisition Journal on the screen. You are not allowed to continue with the update.

If the Acquisition Journal was printed to a printer, the system prompts:

**Do you want to continue with the update? Yes No**

**Y** Updates the current batch to the permanent files, then clears the Acquisition Entry file.

**N** Returns to the Fixed Assets Main Menu. You can make any necessary corrections using Acquisition Entry, then reprint the Acquisition Journal.

**Report**

Select a printed or displayed copy. When the update is skipped or finished, you will be returned automatically to the Transaction Processing Menu



## Retirement Availability Report

### Introduction

This report shows all of the assets not yet retired that are fully depreciated. Use this option to see which assets need to be retired using Retirement Entry.

### How to Execute

From the Transaction Processing Menu, select **Retirement Availability Rpt.**

### Sort Options

#### Enter Sort Option

Enter the option number corresponding to the sort order for which you wish to print this report.

1. Asset Code      Prints the report in asset code order.
2. Category Code   Prints the report in category code/asset code order.

#### Print Selected Assets Only?

You are only asked this question if you are printing the report in asset code order.

**Y**                    Displays a view allowing you to select individual assets to print on the report.

**N**                    Allows you to enter a range of assets to print.

If you select **N**, or print the report in category code order, the system prompts:

#### From Sort Option

#### To Sort Option

Enter the first and last codes in the range you wish to print, or press **Enter** twice to print all codes.

### Report

Select a printed or displayed copy. When the report is finished, you will be returned automatically to the Transaction Processing Menu.

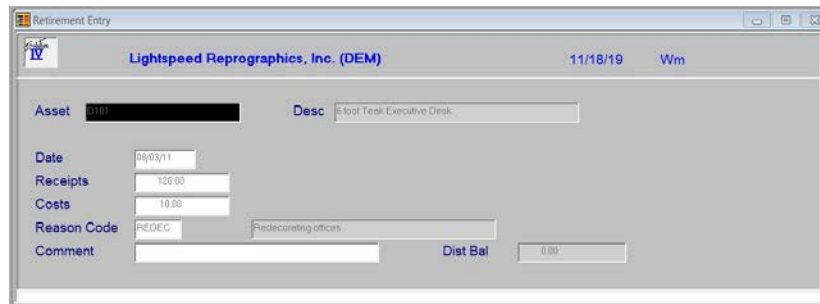
## Retirement Entry

### Introduction

This option allows you to retire the assets shown on the Retirement Availability Report.

### How to Execute

From the Transaction Processing Menu, select **Retirement Entry**.



The screenshot shows a software window titled "Retirement Entry" for "Lightspeed Reprographics, Inc. (DEM)" dated "11/18/19" by user "Wm". The form contains the following fields:

- Asset:** 7/11
- Desc:** 5 foot Test Executive Desk
- Date:** 01/03/11
- Receipts:** 120.00
- Costs:** 10.00
- Reason Code:** REDEC
- Comment:** Redecorating offices
- Dist Bal:** 0.00

### Header Screen

#### Asset

Enter up to 22 alphanumeric characters for the asset being retired.

#### Desc

The description of the asset is automatically displayed here.

#### Date

Enter the date that this asset was retired.

#### Receipts

Enter the price at which this asset was sold upon retirement.

#### Costs

Enter the costs or expenses incurred in retiring this asset.

#### Reason Code

Enter up to six characters for the reason code describing why you retired this asset.

#### Comment

Enter up to 35 alphanumeric characters describing why you retired this asset or any other information pertaining to the retirement of this asset.

*Example:* Damaged by fire in computer room.

## Lines Screen

You need to distribute the retirement to General Ledger accounts, even if you are not posting to General Ledger, so the history files are complete.

Line	Account	Description	Debit	Credit
1	151-00-00	Furniture & fixtures		600.00
2	400-00-00	Gain/loss on sale of esse	480.00	
3	461-00-00	Asset purchase/retirement	120.00	

### Line

**Enter** If the line exists, **Enter** modifies it. If the line is blank, **Enter** adds one.

**Line #** Goes to that line. If you enter a line that is greater than the total number of lines, it goes to the last line.

**Up arrow** Goes to the next line above.

**Down arrow** Goes to the next line below.

**PgUp** Goes to the previous screen.

**PgDn** Goes to the next screen.

**Line Delete** Deletes that line and moves all lines below up.

**Line Insert** Inserts a line at that spot and moves all lines below down.

### Account

Enter up to 15 characters (including dashes, if desired) representing the General Ledger account code to be posted to.

### Debit

### Credit

Enter the amount to be posted to the General Ledger account code just entered.

Debit amounts may be entered as positive numbers in the first column. Credit amounts may be entered as a negative number when in the Debit column, or press **Enter** at the Debit column and enter the amount as a positive number in the Credit column.

### Comment

Enter up to 35 characters to describe this posting. This description is posted to the General Ledger Transaction Detail file.

## Exit the Screen

When you are finished, press **F4** from the asset code to return to the Transaction Processing Menu.

## Retirement Journal and Update

### Introduction

The Retirement Journal details the assets being retired in the current batch. These reports give you the opportunity to check the accuracy of the information before the update posts the retirements to the various permanent files in Fixed Assets and General Ledger.

**Note:** The Retirement Journal is an important part of your audit trail and must be kept with your permanent accounting records.

### How to Execute

From the Transaction Processing Menu, select **Retirement Journal & Update**.

### Description of Fields

#### Enter Posting Date

Enter the date you wish to use for posting the retirements to General Ledger. It is important that this date be in the correct month because it controls the General Ledger period in which these postings appear.

*Example:* If today is 7/6/19 and you are entering assets retired in June, be sure the posting date is 6/30/19.

You will then see the message, **-Scanning retirement records-** followed by the prompt:

#### Do you want a printed copy? Yes No

**Y** Prints a hard copy of the Retirement Journal.

**N** Displays the Retirement Journal on the screen. You are not allowed to continue with the update.

If the Retirement Journal was printed to a printer, the system prompts:

#### Do you want to continue with the update: Yes No

**Y** Updates the current batch to the permanent files and then clears the Retirement Entry file.

**N** Returns to the Fixed Assets Main Menu. You may make any necessary corrections using Retirement Entry, then reprint the Retirement Journal.

### Reports

Select a printed or displayed copy. When the update is skipped or finished, you will be returned automatically to the Transaction Processing Menu.

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# 6 Other Options

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This chapter contains information on how to execute the two subsystems included with Solution-IV Fixed Assets as follows:

- Amortization System
  - ◆ Amortization Maintenance
  - ◆ Amortization Schedule
- General Ledger Budgeting
  - ◆ Budget Calculation
  - ◆ Budget Entry
  - ◆ Budget Journal
  - ◆ Budget Update

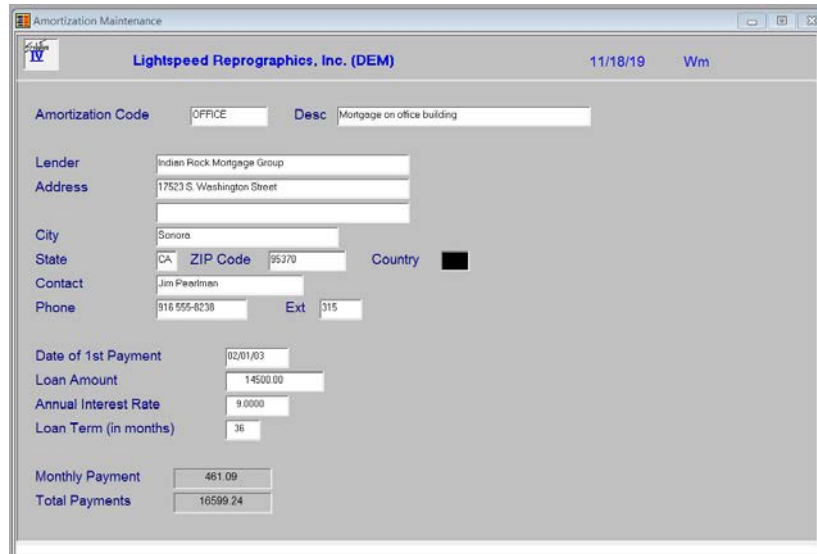
## Amortization Maintenance

### Introduction

This function allows you to enter a loan amount, interest rate, and number of payments, then calculates payment amount and prints the amortization schedule.

### How to Execute

From the Amortization Menu, select **Amortization Maintenance**.



### Description of Fields

#### Amortization Code

Enter up to ten alphanumeric characters for the amortization code.

#### Desc

Enter up to 35 alphanumeric characters for the amortization description.

#### Lender

Enter up to 35 alphanumeric characters for the name of the lender.

#### Address

Enter up to two lines of 35 characters each for the lender's street address and/or P.O. Box. Do not enter the city, state or ZIP code information on either of these lines.

#### City

Enter up to 25 characters for the city. The city should be entered here, not on the address lines above.

#### State

Enter up to two characters for the state abbreviation. The state should be entered here, not on the address or city lines above.

**ZIP Code**

Enter up to ten characters for the ZIP code. The ZIP code should be entered here, not on the address lines above.

*Example:* 08875-1234 or 08875 or AP087QA

**Country**

Enter up to two characters for the country code, if desired.

**Contact**

Enter up to 20 characters for the name of the agent with whom you normally work at the lender's office.

**Phone**

Enter up to ten characters for the lenders phone number. Do not add any punctuation.

*Example:* 8005551212 is redisplayed as 800 555-1212.

**Ext**

Enter up to five characters for the agent's extension, if applicable.

**Loan Date**

Enter the date the first loan payment is due. This is the start date for the loan.

**Loan Amount**

Enter the dollar amount of the loan.

**Interest Rate**

Enter the annual interest rate.

*Example:* If the loan is twelve percent per year, enter 12.00.

**Loan Term Mths**

Enter the term of this loan in months.

*Example:* If this is a three-year loan, enter 36.

**Monthly Payment**

This field shows the monthly payment amount that is required based upon the information that has been entered for the amount of the loan, the interest rate, and the term.

**Total Payment**

This field shows the total of the payments that will be made over the life of the loan, including interest and principal.

**Exit the Screen**

When you are finished, press **F4** from the amortization code to return to the Amortization Menu.

## Amortization Schedule

### Introduction

This report prints the actual schedule for a range of loans entered through Amortization Maintenance.

### How to Execute

From the Amortization Menu select **Amortization Schedule**.

### Selection Options

#### Print Selected Codes Only?

**Y** Displays a view allowing you to select individual loans to print on the report.

**N** Allows you to enter a range of loans to print.

If you select **N** above, the system prompts:

#### From Amort

#### To Amort

Enter the first and last amortization codes in the range you wish to print, or press **Enter** twice to print all codes.

### Print Options

#### Print Lender Detail?

You have the option of printing the name and address and other information about the lender on the report as follows:

**Y** Prints lender detail information on the header of the schedule.

**N** Prints the schedule only.

### Report

Select a printed or displayed copy. When it is finished you will be returned automatically to the Amortization Menu.



## Budget Calculation

### Introduction

The Budget Calculation is similar to the Depreciation Projection Report in that it calculates depreciation out over time. With Budget Calculation, however, you have the option of posting the budgeted depreciation for a range of assets to the budget columns in General Ledger.

### How to Execute

From the Budget Entry & Update Menu, select **Budget Calculation**.

### Sort Options

#### Enter Sort Option

Enter the option number corresponding to the order in which you wish to select assets for budget calculation.

1. **Asset Code:** Allows you to select individual or a range of assets for which to calculate budgeted depreciation.
2. **Category Code:** Allows you to select all assets assigned to a range of category codes.

### Selection Options

#### Current or Next Year

You have the option of calculating budgets for this fiscal year or the next fiscal year as follows:

- C** Calculates depreciation for the current fiscal year. The current year can be determined by looking at the General Ledger Parameters.
- N** Calculates depreciation for next year.

**Print Selected Assets Only?**

You are only asked this question if you are performing the selection in asset code order.

**Y** Displays a view allowing you to select individual assets to print on the report.

**N** Allows you to enter a range of assets to print.

If you select **N** above, or select in category code order, the system prompts:

**From Sort Option  
To Sort Option**

Enter the first and last codes in the range you wish to select, or press **Enter** twice to select all codes.

**Exit the Screen**

When you are finished, the system calculates the depreciation amounts for the selected assets. When it is finished, you will be returned automatically to the Budget Entry & Update Menu.

## Budget Entry

**Introduction**

Budget Entry allows you to edit the General Ledger accounts to which the budget depreciation is posted. If you need to modify the budget amounts, use General Ledger Budget Maintenance after posting the budgets.

**How to Execute**

From the Budget Entry & Update Menu select **Budget Entry**.

The screenshot shows a window titled "Budget Entry" for "Lightspeed Reprographics, Inc. (DEM)" on "11/18/19" by user "Wm". The form contains the following fields:

Asset Code	A389	1992 Ford Astrostar Delivery Van
Depreciation Method	A05	ACRS - 5 Year
Annual Depreciation	4,620.00	
Expense Account	710-00-00	Depreciation and amortization
Depreciation Acct	160-00-00	Accumulated depreciation

**Description of Fields****Asset Code**

Enter up to 22 characters for the asset whose General Ledger accounts you wish to check.

**Depreciation Method**

The depreciation method used for posting to General Ledger is displayed on the screen. It cannot be overridden.

**Annual Depreciation**

The annual budgeted depreciation is displayed on the screen. It cannot be overridden here. If you need to modify the budgeted depreciation amounts, it needs to be done in General Ledger.

**Expense Account**

Enter the expense account to which this asset's budget should post.

**Depreciation Acct**

Enter the accumulated depreciation account to which this asset's budget should post.

**Exit the Screen**

When you are finished, press **F4** from the asset code to return to the Budget Entry & Update Menu.

**Budget Journal**

**Introduction**

The Budget Journal details the depreciation budgets calculated using Budget Calculation & Entry. It must be printed before updating the budget amounts to the budget fields in General Ledger.

**Note:** The Budget Journal is an important part of your audit trail and must be kept with your permanent accounting records.

**How to Execute**

From the Budget Entry & Update Menu, select **Budget Journal & Update**.

**Description of Fields**

Do you want a printed copy? Yes No

**Y** Prints a hard copy of the Budget Journal.

**N** Displays the Budget Journal on the screen. You are not allowed to continue with the update.

**Reports**

Select a printed or displayed copy. If you printed hard copies of the reports, when they are finished, the update screen will be displayed automatically.

## Budget Update

### Introduction

The Budget Update posts the budgets shown on the Budget Journal to the selected budget columns in General Ledger.

### How to Execute

This option is automatically executed after printing a hard copy of the Budget Journal.

### Description of Fields

#### Initial, Revised or Next Year

Choose which budget column in General Ledger to post the budget amounts from the following:

- I** Posts to the initial budget columns.
- R** Posts to the revised budget columns.
- N** Posts to the next year budget columns.

#### Add to, Leave or Replace Budget

In the event that you have already performed some budget work in the General Ledger, you now have control over what to do with any existing amounts in the budget columns as follows:

- A** Adds the amounts shown on the Budget Journal to any amounts already in the selected budget column.
- L** If there are already amounts in the General Ledger budget column selected, they are left and the calculated budget amounts are not posted.
- R** Replaces any existing budget amounts in General Ledger with the budget amounts shown on the Budget Journal.

#### Do you want to continue with the update? Yes No

- YES** Posts the budgets as indicated on the Budget Journal.
- NO** Returns to the Reports Menu without posting the budgets.

### Exit the Screen

When the update is finished, you will be returned automatically to the Budget Entry & Update Menu.

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# 7 Fixed Assets Reports

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This chapter describes how to execute the Solution-IV Fixed Assets reports, and provides samples of each report as well. The reports included in this chapter are:

- Asset Masterfile Listing
- Asset Label Printing
- Asset Valuation Report
- Insurance Value Report
- Historical Acquisition Report
- Historical Retirement Report
- Tax Credit Report
- Depreciation Comparison Report
- Depreciation Projection Report
- Depreciation History Report
- Depreciation Tax Report

## Asset Masterfile Listing

### Introduction

The Asset Masterfile Listing details the information on each asset in the Asset Masterfile. A variety of sort and detail options are available.

### How to Execute

From the Reports Menu, select **Asset Masterfile Listing**.

### Sort Options

#### Enter Sort Option

Enter the option number corresponding to the order in which you wish the report to print from the following list:

1. **Asset Code:** Prints the report sorted by asset code.
2. **Description:** Prints the report alphabetically by asset description.
3. **Serial Number:** Prints the report sorted in serial number order.
4. **Alternate Sort:** Prints the report in alternate sort/asset code order.
5. **Category Code:** Prints the report sorted in category code/asset code order.
6. **Class Code:** Prints the report sorted in class code/asset code order.
7. **Insurance Code:** Prints the report sorted in insurance code/asset code order.

**Print Selected Assets Only?**

You are only asked this question if you are printing the report in asset code order.

**Y** Displays a view and allows you to select individual assets to print on the report.

**N** Allows you to enter a range of assets.

If you select **N**, or selected sorts two through seven, the system prompts:

**From Sort Option**

**To Sort Option**

Enter the first and last codes in the range you wish to print or press **Enter** twice to select all.

**Print Options**

**Print Detail Information?**

**Y** Prints detailed information about the asset such as serial number, location, purchase information, retirement information, market and insurance values, and tax credit taken.

**N** Prints the asset code and description only.

**Print Code Information?**

**Y** Prints the codes (such as class code, category code, etc.) on the report.

**N** Does not print the codes on the report.

**Print Comment?**

**Y** Prints the asset comment on the report.

**N** Does not print the asset comment.

**Report**

Select a printed or displayed copy. When the report is finished, you will be returned automatically to the Reports Menu.

## Asset Label Printing

### Introduction

Asset labels may be printed for each asset as needed for labeling assets or other record keeping. The labels are designed to print 1-up on 1-1/2 x 4-inch labels.

### How to Execute

From the Reports Menu, select **Asset Label Printing**.

### Sort Options

#### Enter Sort Option

Enter the option number corresponding to the order in which you wish to print the report from the following list:

- 1. Asset Code:** Prints the labels sorted in asset code order.
- 2. Description:** Prints the labels sorted alphabetically by asset description.
- 3. Serial Number:** Prints the labels sorted in serial number order.
- 4. Alternate Sort:** Prints the labels in alternate sort/asset code order.

#### Print Selected Assets Only?

You are only asked this question if you are printing the labels in asset code order.

**Y** Displays a view and allows you to select individual assets for label printing.

**N** Allows you to enter a range of assets.

If you select **N**, or selected sorts two through four, the system prompts:

#### From Sort Option

#### To Sort Option

Enter the first and last codes in the range you wish to print or press **Enter** twice to select all.



**Current, Inactive, Deleted or All**

You may print this report for Current (active) records, inactive records, records marked for deletion or All.

- C** Report only on the current active records.
- I** Report only on the records marked as inactive.
- D** Report only on the records marked as deleted.
- A** Report on all records.

**Standard or Laser?**

You have the option of printing these labels on a continuous feed printer or on a laser printer.

- S** Standard: Continuous form 1-1/2" by 4" labels
- L** Laser: Avery 5962 laser stock labels

**Print 1 of 2-up labels**

There are two different types of labels which may be printed as follows:

- 1** Prints assuming you only have one column of labels
- 2** Prints assuming you have two columns of labels.

**Labels**

Select a printed or displayed copy. When the labels are finished, you will be returned automatically to the Reports Menu.

## Asset Valuation Report

### Introduction

The Asset Valuation Report shows the current value of your assets based on the depreciation method used for posting to General Ledger.

### How to Execute

From the Reports Menu, select **Asset Valuation Report**.

### Selection Options

#### Enter Sort Option

Enter the option number corresponding to the order in which you wish to print the report from the following list:

1. **Asset Code:** Prints the report in asset code order.
2. **Category Code:** Prints the report in category code/asset code order.

### Print Options

#### Print Selected Assets Only?

You are only asked this question if you are printing the report in asset code order.

- Y** Displays a view and allows you to select individual assets to print on the report.
- N** Allows you to enter a range of assets.

If you select N, or selected category code order, the system prompts:

#### From Sort Option

#### To Sort Option

Enter the first and last codes in the range you wish to print, or press **Enter** twice to select all.

### Report

Select a printed or displayed copy. When it is finished, you will be returned automatically to the Reports Menu.

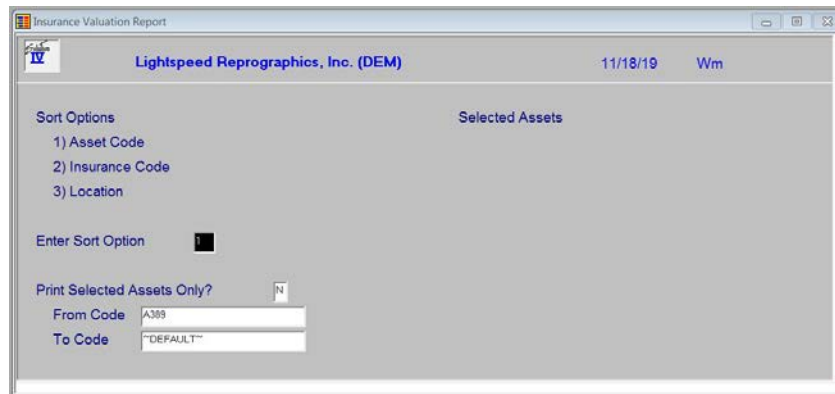
## Insurance Value Report

### Introduction

The Insurance Value Report shows the insurance value of your assets along with the location and responsible party. You may find this report useful during insurance reviews or audits, or in case of fire or theft resulting in loss of assets.

### How to Execute

From the Reports Menu, select **Insurance Value Report**.



### Sort Options

#### Enter Sort Option

Enter the option number corresponding to the order in which you wish to print the report from the following list:

1. **Asset Code:** Prints the report sorted in asset code order.
2. **Insurance Code:** Prints the report sorted in insurance code/asset code order.
3. **Location:** Prints the report sorted in asset location/asset code order.

### Print Options

#### Print Selected Assets Only?

You are only asked this question if you print the report in asset code order.

- Y** Displays a view and allows you to select individual assets to print on the report.
- N** Allows you to enter a range of assets.

If you select **N**, or selected sorts two or three, the system prompts:

#### From Sort Option To Sort Option

Enter the first and last codes in the range you wish to print, or press **Enter** twice to select all.

### Report

Select a printed or displayed copy. When it is finished, you will be returned automatically to the Reports Menu.

## Historical Acquisition Report

### Introduction

The Historical Acquisition Report shows all asset purchases that were entered through Acquisition Entry for a given range of dates.

### How to Execute

From the Reports Menu, select **Historical Acquisition Report**.

### Detail Options

#### Starting Date

#### Ending Date

Enter the first and last purchase dates in the range you wish to print, or press **Enter** twice to select all purchases contained in your history files.

*Example:* Dates from 07/01/19 to 07/31/19 would show all assets acquired during July 2019.

#### Include GL detail?

**Y** Prints the General Ledger postings on the report.

**N** Prints only purchase prices on the report.

#### Print Selected Assets Only?

**Y** Displays a view and allows you to select individual assets to print on the report.

**N** Allows you to enter a range of assets.

If you select **N**, the system prompts:

#### From Asset

#### To Asset

Enter the first and last assets in the range you wish to print, or press **Enter** twice to select all.

### Report

Select a printed or displayed copy. When it is finished, you will be returned automatically to the Reports Menu

## Historical Retirement Report

### Introduction

The Historical Retirement Report shows all assets that were retired using Retirement Entry for a given range of dates.

### How to Execute

From the Reports Menu, select **Historical Retirement Report**.

### Detail Options

#### Starting Date

#### Ending Date

Enter the first and last retirement dates in the range you wish to print, or press **Enter** twice to select all retirements contained in your history files.

*Example:* Dates from 07/01/19 to 07/31/19 would show all assets retired during July 2019.

#### Include GL Detail?

**Y** Prints the General Ledger postings on the report.

**N** Prints only retirement amounts on the report.

If you select **N**, or selected category code order, the system prompts:

#### From Sort Option

#### To Sort Option

Enter the first and last codes in the range you wish to print, or press **Enter** twice to select all.

#### Print Selected Assets Only?

**Y** Displays a view and allows you to select individual assets to print on the report.

**N** Allows you to enter a range of assets.

If you select **N**, the system prompts:

#### From Asset

#### To Asset

Enter the first and last assets in the range you wish to print, or press **Enter** twice to select all.

### Report

Select a printed or displayed copy. When it is finished, you will be returned automatically to the Reports Menu.

## Tax Credit Report

### Introduction

The Tax Credit Report shows the tax credits taken, as found in the Asset Masterfile, and compares it against the tax credit available as shown in the parameters.

### How to Execute

From the Reports Menu, select **Tax Credit Report**.



### Select Options

#### Print for Year

Enter the two-digit year the assets were purchased in, for all assets you wish to print on the report.

*Example:* If you want to see tax credits taken for assets purchased in 2019, enter 19.

### Report

Select a printed or displayed copy. When the report is finished, you will be returned automatically to the Reports Menu.

## Depreciation Comparison Report

### Introduction

The Depreciation Comparison Report shows the difference between two different purposes (and therefore depreciation methods) for a given range of assets.

### How to Execute

From the Reports Menu, select **Depreciation Comparison Report**.

### Sort Options

#### Enter Sort Option

Enter the option number corresponding to the order in which you wish to print the report from the following list:

1. **Asset Code:** Prints the report in asset code order.
2. **Category Code:** Prints the report in category code/asset code order.

### Print Options

#### Compare GL Purpose Vs Other or Two Purpose Codes

You have the option of comparing the purpose code used to post to General Ledger (no matter what the code is) with another purpose code or comparing two distinct purpose codes as follows:

- G** Compares the purpose code used for posting to General Ledger to the code entered below.
- T** Allows you to enter two purpose codes below which are compared against each other.

**1st Purpose Code**

Depending on your selection above, enter the following:

**G** Enter the purpose code you wish to compare against the GL purpose.

**T** Enter the first purpose code you wish to compare.

**2nd Purpose Code**

Depending on your selection above, enter the following:

**G** This field is skipped.

**T** Enter the purpose code you wish to compare against the code entered above.

**Print Selected Assets Only?**

You are only asked this question if you are printing the report in asset code order.

**Y** Displays a view and allows you to select individual assets to print on the report.

**N** Allows you to enter a range of assets.

If you select **N**, or selected category code order, the system prompts:

**From Sort Option**

**To Sort Option**

Enter the first and last codes in the range you wish to print, or press **Enter** twice to select all.

**Report**

Select a printed or displayed copy. When it is finished, you will be returned automatically to the Reports Menu.



## Depreciation Projection Report

### Introduction

The Depreciation Projection Report prints a schedule of what the depreciation is for a given range of assets and methods.

### How to Execute

From the Reports Menu, select **Depreciation Projection Report**.

### Sort Options

#### Enter Sort Option

Enter the option number corresponding to the order in which you wish to print the report from the following list:

1. **Asset Code:** Prints the report in asset code order.
2. **Category Code:** Prints the report in category code/asset code order.

### Print Options

#### Starting Date

#### Ending Date

Enter the first and last dates for which you wish to project the depreciation, or press **Enter** twice to select all dates.

#### GL Purpose Only?

**Y** Prints the projection only for the depreciation method used for posting to General Ledger.

**N** Allows you to enter a list of purpose codes to print on the report.

If you select **N** above, the system prompts:

**Include purpose codes**

Enter a list of purpose codes to include on the report. If you leave all five purpose codes blank, the report prints for all the purpose codes.

**Print Selected Assets Only?**

You are only asked this question if you are printing the report in asset code order.

**Y**                      Displays a view and allows you to select individual assets to print on the report.

**N**                      Allows you to enter a range of assets.

If you select **N**, or selected category code order, the system prompts:

**From Sort Option**

**To Sort Option**

Enter the first and last codes in the range you wish to print, or press **Enter** twice to select all.

**Report**

Select a printed or displayed copy. When it is finished, you will be returned automatically to the Reports Menu.

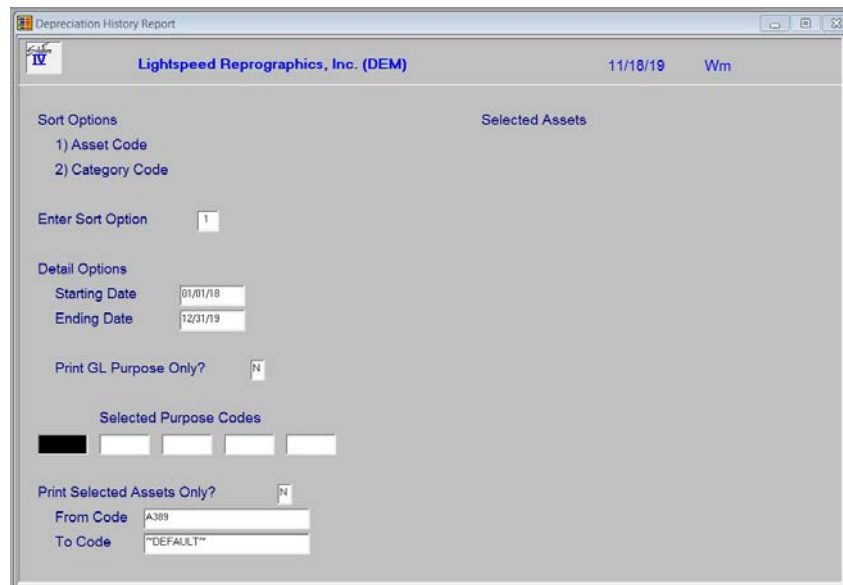
**Depreciation History Report**

**Introduction**

The Depreciation History Report prints the depreciation that has been taken for a given range of assets and dates.

**How to Execute**

From the Reports Menu, select **Depreciation History Report**.



**Sort Options**

**Enter Sort Option**

Enter the option number corresponding to the order in which you wish to print the report from the following list:

1. **Asset Code:** Prints the report in asset code order.
2. **Category Code:** Prints the report in category code/asset code order.

**Print Options**

**Starting Date**

**Ending Date**

Enter the first and last dates for which you wish to print the depreciation history, or press **Enter** twice to select all dates.

**GL Purpose Only?**

**Y** Prints the history only for the depreciation method used for posting to General Ledger.

**N** Allows you to enter a list of purpose codes to print on the report.

If you select **N** above, the system prompts:

**Include purpose codes**

Enter a list of purpose codes to include on the report. If you leave the purpose codes blank, the report prints for all the purpose codes.

**Print Selected Assets Only?**

You are only asked this question if you are printing the report in asset code order.

**Y** Displays a view and allows you to select the individual assets to print on the report.

**N** Allows you to enter a range of assets.

If you select **N**, or selected category code order, the system prompts:

**From Sort Option**

**To Sort Option**

Enter the first and last codes in the range you wish to print, or press **Enter** twice to select all.

**Report**

Select a printed or displayed copy. When it is finished, you will be returned automatically to the Reports Menu.

## Depreciation Tax Report

### Introduction

The Depreciation Tax Report allows you to compare two different depreciation methods and it calculates the difference in depreciation amounts between the two methods.

### How to Execute

From the Reports Menu, select **Depreciation Tax Report**.

### Sort Options

#### Enter Sort Option

Enter the option number corresponding to the order in which you wish to print the report from the following list:

1. **Asset Code:** Prints the report in asset code order.
2. **Category Code:** Prints the report in category code/asset code order.

### Print Options

#### Starting Date

#### Ending Date

Enter the first and last dates for which you wish to print the depreciation tax, or press **Enter** twice to select all dates.

#### 1st Purpose Code

Enter the Purpose Code to be used in the report. Press **F2** for a look-up of purpose codes.

#### 2nd Purpose Code

Enter the Purpose Code to compare against the purpose code entered above. Press **F2** for a look-up of purpose codes.

**Print Selected Assets Only?**

You are only asked this question if you are printing the report in asset code order.

**Y** Displays a view and allows you to select the individual assets to print on the report.

**N** Allows you to enter a range of assets.

If you select **N**, or selected category code order, the system prompts:

**From Sort Option**

**To Sort Option**

Enter the first and last codes in the range you wish to print, or press **Enter** twice to select all.

**Report**

Select a printed or displayed copy. When it is finished, you will be returned automatically to the Reports Menu.

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# 8 Period End Processing

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This chapter describes the options that are available during Period End Processing. They include:

- Period End Update
- Status Change Update

## Period End Update

### Introduction

Unlike the other Solution-IV Applications, period end in Fixed Assets is only run at the end of December and at the end of your fiscal year (if different). It should be run after all transactions have been entered for the year and after, or in conjunction with, any desired reports.

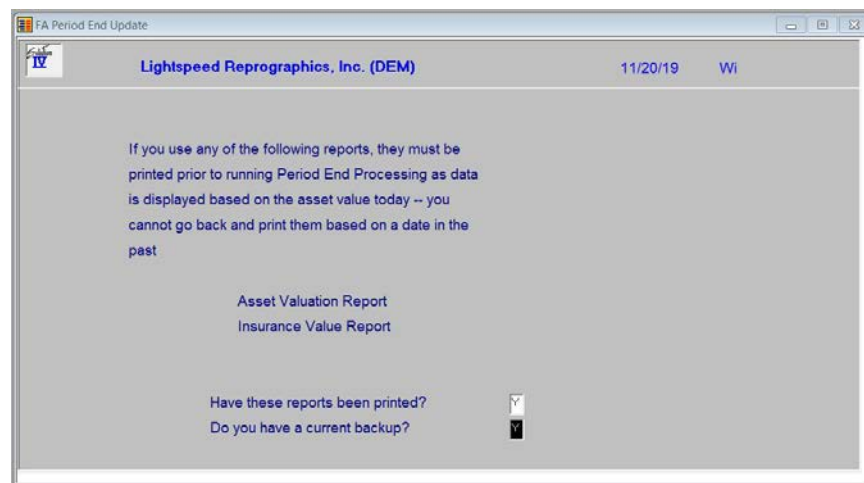
**Note:** Be sure to run the Period End Update before any depreciation calculations are run for the next year.

The Period End Update does the following:

- Zeros out the depreciation taken this year and moves them to the last year's depreciation fields.
- If you select calendar year end processing, it only clears those depreciation methods designated as type **C**. This process is done at the end of December.
- If you select fiscal year end processing, it only clears those depreciation methods designated as type **F**. This process is done at the end of your fiscal year.
- If your fiscal year ends December 31, you will run both calendar and fiscal year-end at the same time.
- While not recommended, period end can also clear data from the historical files, if necessary.

### How to Execute

From the Fixed Assets Main Menu, select **Period End Update**.



**Description of Fields**

**Have these reports been printed?**

The following reports should be printed before processing period end because data may be cleared from these files:

- Historical Acquisition Report
- Historical Retirement Report
- Depreciation History Report
- Tax Credit Report
- Asset Valuation Report

If you have printed your final copy of these reports, answer **Y**.

**Do you have a current backup?**

It is VERY IMPORTANT that you make backups before processing period end. Even if you do not make other backups during the month, at least make them at this time.

If you have current backups, answer **Y**.

If you answer **Y** to both of the above questions, the system displays the following screen; otherwise you are returned to the Fixed Assets Main Menu.



**Description of Fields**

**Calendar year-end processing?**

Calendar year-end processing clears the "depreciation taken this year" field in the asset depreciation records only for those purposes that have methods based upon a calendar year (designated on the header in Depreciation Method Maintenance).

**Y** The period end update is being run for the end of December.

**N** It is not the end of December.

**Fiscal year end processing?**

Fiscal year end processing clears the "depreciation taken this year" field in the asset depreciation records only for those purposes that have methods based on a fiscal year (designated on the header in Depreciation Method Maintenance).

**Y** The period end update is being run for the end of the fiscal year, which may or may not be the end of December.

**N** It is not the end of your fiscal year.

**Exit the Screen**

When the update is finished, you will be returned automatically to the Fixed Assets Main Menu.



## Status Change Update

### Introduction

The Status Change Update takes all of the code file entries that you have marked to change or delete, verifies their validity, and then affects the change. A report is printed prior to the update detailing the changes/deletes, before giving you the option of whether or not to continue the update.

**Important:** This is a powerful function which may result in codes being deleted or irreversibly combined with others. Make sure you have current backups before continuing!

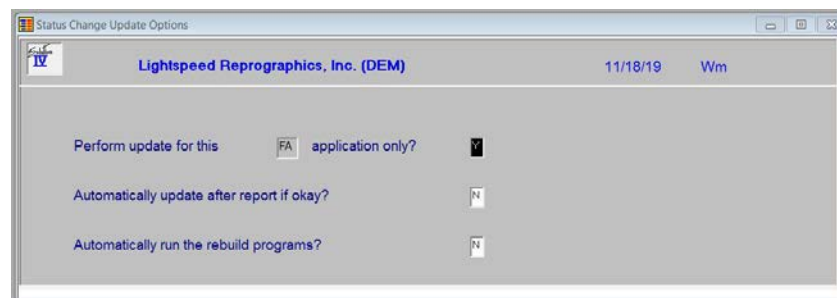
### Before You Start

Before you start the Status Change Update, you must do the following:

- Make a current backup for your own protection.
- Make sure the transaction entry files have been updated.
- Make sure no one else is using Solution-IV Accounting.

### How to Execute

From the Fixed Assets Main Menu, select **Status Change Update**



### Description of Fields

#### Perform update for this xx application only?

You have the option of performing the status change update process for just the module in which you have selected the process for or for all modules.

**Y** Perform the update for just this module.

**N** Perform the update for all modules.

#### Automatically update after report if okay?

You have the option of performing the status change update without having to respond to a prompt after the preprocess report has been run. The update will only run if the preprocess did not run into any significant problems.

**Y** Automatically continue with the update after the report is printed.

**N** Wait for the user to respond to the continue question.

**Automatically run the rebuild programs?**

You have the option of automatically running the analysis build programs for Order Processing and/or Purchase Order when applicable.

- Y**                      Automatically continue with the rebuild programs after the update is completed.
- N**                      Do not run the rebuild programs at this time.

**Procedures for Status Change**

The Status Change Update works as follows:

1. Makes sure the entry files are empty and that no one else is using the system (any company, any application).
2. Builds a list of all records that are marked to be changed or deleted (status = C or D).
3. Once the list is built, it checks all of the records to be deleted and ensures that they are not being used elsewhere (except in the history files).

*Example:* If you are deleting class code F&F, F&F may not be used by any assets, but may exist on records in the history file.

4. It then checks the records to be changed and ensures that the "change to" it not going to be changed to something else or deleted.
5. A report is printed showing the changes and deletions to be made and any conflicts found in steps three and four. If there are any conflicts, the remaining steps are skipped.

If there are no conflicts, the system prompts:

**Are you sure you want to continue the update?**

- Y**                      Completes the status changes as indicated on the report in the order below.
- N**                      Does not do the update and returns to the Fixed Assets Main Menu.

6. The requested changes are performed.
7. The requested deletes are performed.
8. The history files are marked if anything was changed. There are multiple flags in each record in each of the history files. Each flag corresponds to each element that could be changed (they are normally blank). If the element has been changed, the associated flag is set to 'C.'

**Exit the Screen**

When the Status Change Update is finished, you will be returned automatically to the Fixed Assets Main Menu.