



Fixed Assets Run Instructions

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Chapter 1

Introduction to Infor LX

1

Overview of Infor LX

This topic contains information that pertains to all applications of the Infor LX product. This information enables you to perform the following tasks:

- Navigate through menus and screens
- Specify information in the fields on the screens
- Use the screen actions
- Access the online help text
- Become familiar with terms used throughout Infor LX

Navigation

The features described in the following paragraphs help you navigate within and between Infor LX screens and programs quickly and easily.

Menus

Use Infor LX menus to choose individual programs to process or view information. You can call individual applications directly from any menu.

Dates

Infor LX includes full support for dates up to and beyond the year 2000. Although most date fields display six characters, Infor LX stores the date as eight characters to include century information. Use Company Name and Date Format, SYS820, in the System Parameters Generation program, SYS800, to configure century dates and specify dates beyond 1999.

Attention key and quick access icon

The character-based user interface uses the attention key to directly access other programs, menus, and applications. On an Infor LX screen, press the Esc key.

The Webtop user interface uses the Quick Access icon to directly access programs. On an Infor LX screen, click the Quick Access icon.

You must have security authorization to use these features.

Look-up features

On the character-based user interface, a plus sign (+) indicates a prompt-capable field. Use F4 to display a look-up screen.

On the Webtop user interface, an arrow indicates a prompt-capable field. Click the arrow to display a look-up screen.

Most screens called from inquiry programs allow you to search for alphanumeric strings.

Remembered keys

Infor LX remembers certain key values, such as item number, salesperson, or container, in your workstation memory as you process information in certain programs. You can assign one of the following values to each field:

- 0. Infor LX automatically retrieves this value from remember key memory. Infor LX updates this value on a continual basis.
- 1. Infor LX automatically retrieves the value you specify in Display Remembered Keys, SYS080. It does not update the value from any other program.
- 2. Infor LX does not retrieve or update remembered key fields.

Use the Display Remembered Keys program, SYS080, to set up remembered keys.

Standard online help features

Many Infor LX programs display generic help text. Use F1 from within a field on the character-based user interface. Click the Show/Hide Help icon on the Webtop user interface. This generic help text includes help for standard line actions, standard screen actions, which are also called function keys or F keys, the run time parameter, and some screens types.

The information in the generic help text for line actions and screen actions in this document is not included in the help text for individual Infor LX programs and screens. If a line action or screen action other than those defined in the generic help text occurs in a program, the help text for that program describes the specific action.

Additional generic help text is stored in the SSARUNHT document for users of the character-based UI. You can print this document and the individual application run instructions, SSARUN01, SSARUN02, and so on, from the DOC menu on the IBM(R) iSeries(TM) in the character-based user interface.

Generic help text for line actions

Line actions

The following line actions are valid in numerous screens. They have the functions described in the following sections.

1=Create

Specify Create on the prompt line and a value in at least one key field to add new information to the file. The system displays maintenance screens on which you can specify the new data. The system prints the new data on the audit report.

Note: You cannot specify Create next to existing data.

1=Select

On a prompt screen, specify 1 to return the selected data to the original screen.

2=Revise

Specify Revise to change the information for a line. Specify 2 and a value in at least one key field or specify 2 next to a line. The audit report lists the change. If you specify Revise next to a line with inactive information, the system reactivates the information.

3=Copy

Specify Copy to copy existing information. You can specify 3 and a value for at least one key field or you can specify 3 next to a line. The system displays a maintenance screen on which you can specify new data and change existing data.

4=Delete

Specify Delete to deactivate the information on a line. You can specify 4 and a value in the key fields or you can specify 4 next to the line to delete. Use Revise to reactivate deleted information.

5=Display

Specify Display to view information. You can specify 5 and a value in the key fields or you can specify 5 next to a line.

6=Print

Specify Print to print information on the audit trail. You can specify 6 and a value in the key fields or you can specify 6 next to a line.

8=Position To

Specify Position To to move a line to the top of the list. You can specify 8 and a value in the key fields or you can specify 8 next to a line. The system repositions the list to begin with the requested line or, if the line does not exist, to the line that is next in sequence.

After you use the Position To feature, you can page down or you can use the Position To action with a different value, but you cannot page up. You can return to the top of the list if you specify Position To but do not specify a value in the key fields on the prompt line. On a prompt screen, display details matching the information you specified.

10=Search

On the top line of a prompt screen, use 10 and known field data to locate specific information.

Additional line actions

If a program contains additional line actions, see the line actions help text in that specific program for descriptions of those line actions.

Generic help text for screen actions

Many screen actions, also called F keys, perform the same function for every program or screen in Infor LX. Definitions for these screen actions follow.

Enter

Proceed to the next screen of a maintenance program. On the final screen, press Enter to update the file and return to the first screen of the program for additional maintenance activity.

Enter

Validate data in a screen. This function of Enter generally occurs in transaction programs that have an F6=Accept screen action, which saves the data on the screen.

Enter

Send the output from a report or listing program to an output queue for processing.

F1=Help

Display help text. This screen action applies to the character-based user interface only.

F3=Exit

Exit a program and do not record, update, or print the information you specified on the program screens.

F4=Prompt

Display a pop-up screen that lists existing values for the field. A plus (+) character denotes a prompt-capable field in the character-based user interface. In the Webtop user interface, the prompt-capable field has a small arrow that points to the right .

F5=Refresh

On a list screen, redisplay the screen to check the status of an executed function.

On a maintenance screen, redisplay the original values on the screen.

F6=Accept

Accept your changes and exit the program.

F7=Backward

Display previous lines, that is, those alphanumerically closer to A or those with earlier dates.

F8=Forward

Display additional lines, that is, those alphanumerically closer to Z or 9, or those with later dates.

F11=Fold

Display a folded view of the screen that contains additional information. Use F11 again to return the screen to its previous format.

F12=Cancel

Return to the previous screen and do not save values you specified on this screen. If you use F12 to return to a selection screen in a maintenance program, you cancel changes you made to any screens in the program.

F23=More Actions

Display additional line actions. If a screen has many screen actions, you may need to press F24 to see that there is an F23 action, which indicates that additional line actions are available.

F24=More Keys

Display additional function keys.

Generic help text for standard screens

Several categories of screens have identical functionality, though the content differs. These types of screens are explained in the following sections.

Generic help text for list screens

Many Infor LX programs contain screens with lists of information to specify for maintenance or inquiry. You have two options to specify the information to process on a list screen:

- Use the Act field and the key fields that appear at the top of the list.
- Specify a line action in the Act field of the line with the information you want to process.

After you make your entries, press Enter to perform the line action.

Generic help text for filter screens

Some Infor LX programs feature a filter screen, which you can access with F13. The filter screen enables you to filter the data to display. For example, if you use F13 in Warehouse Master Maintenance, INV110, you can display all records by warehouse or active records by warehouse or active records by description. Some filter screens provide sort or sequence options.

Generic help text for the run time parameter

Run Time Parameter (1,0):

Specify interactive to process the data in real time or batch to process the data in the job queue. If you specify interactive processing, your session is unavailable for other tasks until the job finishes.

Infor LX menus

This section describes the menus in Infor LX.

ERPLX main menu

The ERPLX Main Menu is the first of five master menus. You can access the four major Infor LX application groups from this menu:

- Configurable Enterprise Financials, CEF
- Multi-Mode Manufacturing, MMM
- Supply Chain Management, SCM
- Cross-Product Applications, XPA

Specify the abbreviated application group fast path code to access the master menu for the desired application group.

Configurable enterprise financials menu

Use the Configurable Enterprise Financials menu, CEF, to access Infor LX financial applications. Specify the application fast path code to access the desired application menu.

Multi-mode manufacturing master menu

Use the Multi-Mode Manufacturing master menu, MMM, to access Infor LX manufacturing applications. Specify the application fast path code to access the desired Infor LX application menu.

Supply chain management master menu

Use the Supply Chain Management master menu, SCM, to access Infor LX supply chain management applications. Specify the application fast path code to access the desired Infor LX application menu.

Cross-product application menu

Use the Cross Product Application menu, XPA, to access, analyze, and transmit information within Infor LX. Specify the application fast path code to access the desired Infor LX application menu.

Commonly used terms in Infor LX

Reference only

Reference only indicates that the system uses the information for the given field only for reference and does not use it for processing.

Extreme values by default

Some fields display extreme values by default. The system uses an alphanumeric or numeric extreme in these fields if you do not override the value. Use these default values, which are usually specified as ranges, to include all information in the range. The default values or any other values specified to designate a range do not have to be valid values in a database file.

(Y/blank)

If the screen displays (Y/blank) for a field, specify Y or Yes for a particular action to take place. Otherwise, leave the field blank. The screen displays (Y/N) if the field requires a Y or an N.

Ranges

Ranges refer to fields you can use to limit an inquiry or report or to display specific data. If there are multiple range fields in a program, you can tailor your inquiry or report to produce only the data you need.

Infor LX sorts the information alphanumerically. Therefore, the value in the *From* field must be a lower alphanumeric value than the value in the *To* field.

Infor LX usually inserts extreme values as defaults in the lower and upper fields. See the description for Extreme values by default. The entries you make in range fields do not have to be valid values in a database file.

Review the following suggestions to limit the information:

Specify the first value to include on the inquiry or report in the *From* field. Leave the *To* field blank to include all information to the end of the file. For example, you can print a report that starts with the customer number you specify in the *From* field and stops at the end of the Customer Master file.

Specify the last value to include on the inquiry or report in the *To* field. Leave the *From* field blank to start at the beginning of the file. For example, you can perform an inquiry that starts with the beginning of the Customer Master file and ends with the customer number you specify in the *To* field.

Specify the same value in both the *From* and *To* fields. For example, you can limit a display to one customer.

To include a group of items, specify a value in the *From* field and another value in the *To* field. For example, you can perform an inquiry that starts with the first of the month and ends with the last day of the month.

Alphanumeric

Alphanumeric refers to text that contains letters, letters and numbers together, and numbers arranged uniformly with special characters, such as dates in MM/DD/YY format. Infor LX sorts reports and inquiries in ascending alphanumeric order, unless indicated otherwise. Ascending order arranges items from the lowest value to the highest value. Alphanumeric text is sorted in ascending order according to the following rules:

- Special characters, such as \$, %, - (hyphen), comma, and period, come before all others
- Lowercase letters come before uppercase letters
- Uppercase letters come before numbers
- Numbers, that is, 0 through 9, come last

A/R, A/P

The documentation uses the abbreviations A/R and A/P to denote the terms accounts receivable and accounts payable, respectively. The abbreviations distinguish the terms from the corresponding program indicators of ACR, and ACP, which precede program numbers, for example, ACR500 and ACP150.

Ranges

Ranges refer to fields you can use to limit an inquiry or report or to display specific data. If there are multiple range fields in a program, you can tailor your inquiry or report to produce only the data you need.

Infor LX sorts the information alphanumerically. Therefore, the value in the *From* field must be a lower alphanumeric value than the value in the *To* field.

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Review the following suggestions to limit the information:

Specify the first value to include on the inquiry or report in the *From* field. Leave the *To* field blank to include all information to the end of the file. For example, you can print a report that starts with the customer number you specify in the *From* field and stops at the end of the Customer Master file.

Specify the last value to include on the inquiry or report in the *To* field. Leave the *From* field blank to start at the beginning of the file. For example, you can perform an inquiry that starts with the beginning of the Customer Master file and ends with the customer number you specify in the *To* field.

Specify the same value in both the *From* and *To* fields. For example, you can limit a display to one customer.

To include a group of items, specify a value in the *From* field and another value in the *To* field. For example, you can perform an inquiry that starts with the first of the month and ends with the last day of the month.

General instructions

This document is divided into the following sections:

- Application overview: This section provides an overview of the Fixed Assets application.
- How-to index: This section is an alphabetical list of application functions. Next to each function is the program number to access these functions.
- Menus: This section describes all the menus associated with the application.

Application overview

The Fixed Assets application provides the features and functions to manage and control all types of property, plant, and equipment. The application addresses the book and tax accounting implications of all capital assets with maximum flexibility, and recognizes the inevitable changes in depreciation methods. Tracking fixed assets is simplified with free format accounting locations and location information. Fixed Assets provides a comprehensive solution to asset control, depreciation and tax requirements, and asset reporting.

Fixed Assets provides the flexibility to handle any corporate accounting locations or asset tracking structure. The free format asset structure allows the user the methods to group, report, and manage assets according to the organization's requirements. The free format asset structure groups property, plant, and equipment by the part of the organization that uses them and contains the account numbers used to build the depreciation and asset related General Ledger entries. Examples are division, department, work center, line, process, and product.

Free format location information allows the user to track assets for physical inventory and property tax purposes. In addition to the free format accounting locations and physical location information, user-defined fields are available to describe unique asset data.

Infor accounting and tax experts continually monitor depreciation methods and regulations to keep the Fixed Assets application current. Depreciation tables allow the user to respond to most depreciation changes without any programming changes to the existing Fixed Assets application. In most instances,

only a new depreciation table need be introduced and used. Each asset can have up to 99 depreciation books, allowing for complete compliance with financial, federal tax, and state tax depreciation rules and regulations.

Fixed Assets simplifies asset additions, transfers, and retirements. Additions require a minimal amount of information; most information comes from the accounting location and location files. Retirement processing includes partial, complete, and retroactive capabilities. Transfer processing supports partial, complete, and mass capabilities. The application maintains audit trails of all asset activity. Additionally, Fixed Assets supports component assets.

System Flow Overview- Setup and Tailoring

Infor LX Fixed Assets contains extensive tailoring capabilities to ensure that tax accounting, financial accounting, physical control, reporting, and general ledger interface features fit the user's business. The Fixed Assets setup options allow the user tremendous flexibility to create an extensive system or to rapidly implement standard processing features. The monthly processing frees the user from tedious and error-prone depreciation calculations.

The system functions are described in the following order:

- Tailoring
- Accounting Locations
- Physical Locations
- User-Defined Fields
- Depreciation Tables
- Company Master
- Book Control
- Period End Processing
- Asset Additions, Retirements, and Transfers
- CEA Interface
- Reports

Tailoring

The Fixed Assets application is a table driven system, which uses free format account structures, and supports user-defined fields. Fixed Assets allows the user to decide the size and number of segments in both the accounting and physical locations. When you have to set up special fields on the asset master, you can access the user-defined fields.

Accounting Locations

The Fixed Assets application has features that ensure the flexibility and control needed to depreciate assets. Fixed Assets uses a free format accounting location to track and control assets. There are 50 positions with 10 user-defined segments. Each asset is attached to specific accounting locations. These locations point to General Ledger accounts, specifically Depreciation Expense, Asset Account, Accumulated Depreciation, Purchases, Net Proceeds, and Gain/Loss.

The following example shows accounting locations. Location 01 with 2 divisions may have the following setup:

Location	Description	Level
01	Infor	Company
01-01	Northeast Division	Division
01-01-1000	Holliston Office	Office
01-01-1000-100	Consulting Services	Department
01-01-1000-200	Sales Department	Department
01-01-1000-200-100	Copiers	Asset Type
01-01-1000-200-200	Personal Computers	Asset Type
01-02	United Kingdom Division	Division
01-02-1000	London Office	Office
01-02-1000-200	Sales Department	Department
01-02-1000-200-100	Copiers	Asset Type
01-02-1000-200-500	Personal Computers	Asset Type

Physical Locations

In addition to the accounting capabilities to track an asset, the actual location of the asset is assigned. This is handled through the Physical Location field. A maximum of 30 positions with 6 segments are allowed. An example of the information needed to assign an actual location for an asset is as follows:

Location	Description	Level
USA	United States	Country
USA-MA	Massachusetts	State
USA-MA-BOS	Boston	City
USA-MA-BOS-B1	Building 1	Building
USA-MA-BOS-B1-F3	Floor 3	Floor
USA-MA-HOL	Holliston	City
USA-MA-CHA	Charlestown	City

User-Defined Fields

There are 23 user-defined fields:

- 18 alpha
- 3 numeric
- 2 date fields

The alpha fields can be from 1 to 20 characters in length. Alpha fields can be required or optional, and edited or not edited. If an alpha field is required, then you must enter some input. If the field is edited, then you must create valid values in the Field Value file. The Field Value file contains data that serves as the values against which entered data is checked. The requirement to monitor specific data for each asset can be accomplished through the user-defined fields portion of the Asset record.

If you record user-defined data, you can enter and use field values for validation.

Depreciation Tables

Rather than use formulas, the system calculates all depreciation from depreciation tables. This allows the use of any type of depreciation, including Units of Production and 4-4-5 or 13 period calendars. Most US Federal Regulations since ACRS are directly supported. This includes TEFRA, changes to Real Property in 1984 and 1985, MACRS, and additions because of Alternative Minimum Tax. Depreciation tables are optimized.

All depreciation is computed from tables. You can enter these tables as percentages for each month/year, or as units of production. Infor provides sample tables for significant tax regulations such as ACRS, TEFRA, MACRS, AMT, and Mid-quarter Conventions. Fixed Assets supports thirteen period years and any combination of 4-4-5 accounting.

If assets are shared between multiple cost or profit centers, you can allocate depreciation expense between them.

You can calculate depreciation for all companies or for selective companies. Calculations are typically for a month, but you can use longer intervals up to one year. Negative depreciation is supported, which eliminates the burdensome adjustments typically required when assets are retired due to physical problems (for example, a salesman's car is wrecked), but not reported in the current month. The system automatically restates Federal Tax Book Depreciation if the MACRS Mid-Quarter convention criteria are met.

Company Master

You must define each company on the Company Master File. You enter the formats for the company's accounting location and physical location schemes on this file. Finally, you enter the number, size, type, and edit rules for user-defined fields on the Company Master.

Book Control

You can define up to 99 books for each company. Book number 00 is reserved for each company's financial book. Each tax book is associated with a taxing authority, for example, federal, state, or local. Within each tax book, the user can assign years and regulations if required, for example, ACRS, TEFRA, MACRS, and so on. The tax regulations are linked to one or more depreciation tables that specify depreciation calculations.

Period End Processing

The Fixed Assets application includes real-time asset additions, retirements, and transfers. Depreciation calculations are performed in a batch mode because of the significant computational requirements. General Ledger Interface is user-controlled for monthly depreciation posting. All reporting and analysis is online.

Asset Additions, Retirements, and Transfers

Asset master records are segmented to improve processing efficiency and reduce computer storage costs. Complete asset control and descriptive information, financial accounting records, tax information, and retirement data are maintained. You can transfer assets between physical locations or accounting locations. Partial transfers of assets and mass transfer of entire organizations are supported. The complete history of an asset is maintained. All processing is online and real-time.

CEA Interface

This feature allows the user to post monthly data to CEA. Six types of accounts exist: Purchases, Asset Account, Accumulated Depreciation, Depreciation Expense, Net Proceeds, and Gain/Loss. The Account Numbers are found on the Accounting Locations. Users can place account numbers at different levels to customize reporting as desired.

Reports

Reporting is provided through standard Fixed Assets Reports and through Infor LX Information Retrieval (BIR) for custom reporting needs. Standard reports include activity audit trails, depreciation schedules for financial and all tax books, detail asset lists, and listings of all control files. Standard reports allow the user to enter selection criteria for time periods and companies. Depreciation reports allow selection of one, multiple, or all sets of depreciation books. Where appropriate, reports allow subtotaling by accounting location or physical location.

How-to Index

The following list provides a quick reference to the processes that you can perform in this application and the programs that you use for each process. The list also includes programs in related applications.

- Fixed Assets Reports - FXA01
- List Company Master Report - FXA105D
- List Book Controls Report - FXA175D
- List Tax Calendar Control - FXA185D
- List Depreciation Tables Report - FXA115D
- List Depreciation Allocation Report - FXA125D
- List Field Value File Report - FXA155D
- List Accounting Locations Report - FXA135D
- List Physical Locations Report - FXA145D
- List Asset Data - FXA165D
- List Asset Additions Report - FXA200D
- List Asset Transfers Report - FXA205D
- List Asset Retirements Report - FXA210D
- List Asset Deletions Report - FXA215D
- List Financial Book Depreciation Report - FXA240D
- List Book Depreciation Report - FXA250D
- List Comparative Depreciation Book Report - FXA260D
- List Asset By Class - FXA270D
- Maintain Company Master - FXA100D
- Maintain Book Controls - FXA170D
- Maintain Tax Calendar Controls - FXA180D
- Maintain Depreciation Tables - FXA110D
- Maintain Depreciation Allocation - FXA120D
- Maintain Field Values - FXA150D
- Maintain Accounting Locations - FXA130D
- Maintain Physical Locations - FXA140D
- Maintain Asset Data - FXA160D
- Maintain Period Master - FXA190D1
- Maintain Inter Company Account - FXA191D
- Period End Processing - FXA500D
- Asset Transfers - FXA520D
- Year End Processing - FXA900D
- Mid-Quarter Convention - FXA910D
- Year End Roll and Clear - FXA920D
- Journal Work File Purge - FXA930D
- Fixed Asset Inquiry - FXA300D

Fixed Assets menus

Fixed Assets has two menus: FXA and FXA01.

Menu FXA - Fixed Assets Main Menu

The Fixed Assets application provides the features and functions to manage and control all types of property, plant, and equipment. The book and tax accounting implications of all capital assets are addressed with maximum flexibility, recognizing the inevitable changes in depreciation methods. Tracking fixed assets is simplified with free format accounting locations and physical location information. Fixed Assets provides a comprehensive solution to asset control, depreciation, tax requirements, and asset reporting.

Menu FXA01 - Fixed Assets Reports

FXA01 is the menu for Fixed Assets Reports. This menu includes file listing programs for control purposes, asset analysis reports, and depreciation analysis reports.

The Fixed Assets Reports Menu provides the following features:

- Audit trail from acquisition to retirement
- Financial tax reconciliation
- Alternate Minimum Tax reconciliation
- All financial and tax books
- Detail asset lists
- Listings of all control programs

Company master main selection, FXA100D

Use this program to create and maintain companies.

Create or select a company

Use the Company Master Main Selection screen, FXA100D-01, to add a company or to select a company to view, print, or maintain. This screen displays the company name, company status, and record status.

Field descriptions - FXA100D-01

Fields	Description
Act (1,A):	Specify the number for the line action to perform and press Enter. To use the first line, specify the line action and at least one key field value. All line actions on this screen perform standard Infor LX functions. See <i>Generic help text for line actions (p. 15)</i> in the overview information in this document.
Company (3,0):	Specify a three-digit company number.

Screen actions - FXA100D-01

Commands	Description
F13=Filters	Display the Company Master Filter screen. You can choose to display all companies or only active companies and all records or only active records.
F22=Segments	<p>Access specific segments of the Company Master on the Company Master Segments screen.</p> <p>All other screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 16)</i> in the overview information in this document.</p>

Maintain company details

Use the Company Master detail screen, FXA100D-02, to maintain features controlled at the company level, including company status, asset number generation, general ledger interface and the number of periods for financial book depreciation.

Field descriptions - FXA100D-02

Fields	Description
Company (3,0):	This field displays the company selected on the Company Master Main Selection screen, FXA100D-01.
Federal ID Name (30,A):	Specify the Federal ID name in this field. The Federal ID Name is typically the legal company name used on all tax documents.
Company Status (1,0):	Specify 0 to inactivate the company, or 1 for an active company. You cannot maintain or depreciate an inactive company, except to reactivate.
Asset Numbers Sequentially Generated (1,0):	Specify 1 to create system-generated asset numbers, in sequential order, for this company. Otherwise, specify 0.
Last Number Generated (10,0):	<p>This field displays the last number that was sequentially generated, and increases by one each time you add a new asset. User-defined or system generated asset numbers only appear if you enter 1 in the Asset Numbers Sequentially Generated field. The default for this field is 0.</p> <p>Do not confuse this with the internal asset number from the Fixed Assets system parameters. This asset number appears on all reports and when you perform all fixed assets tasks.</p>

- G/L Interface? (1,0):** Specify 1 to create General Ledger journal entries for Fixed Assets to interface with CEA. Otherwise, specify 0.
- Account Periods (2,0):** Specify the number of account periods for this company.
- Fill Character (1,A):** Specify a character to use to fill in unentered space within a segment. For example, if a segment is 4 positions long and you enter only 3 characters, then the 4th position fills with the character you enter here.
- Fill Direction (1,0):** Specify 0 to set the fill direction to the left, or 1 to set the fill direction to the right.
- Break Character (1,A):** Specify a user-defined break character to use as the delimiter between location segments. Examples are "-" and "/", but you can use any special character.

Screen actions - FXA100D-02

Commands	Description
Standard screen actions	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 16)</i> in the overview information in this document.

Set up accounting locations

Use the Accounting Location Setup screen, FXA100D-03, to define the level at which you control the assets for accounting purposes. For example, a Just-In-Time (JIT) shop can control assets at four levels: company, division, facility and line.

The accounting location definitions also allow for a high degree of user flexibility. You can attach general ledger account numbers to each location. When you assign an accounting location to assets, their depreciation is posted to the accounts associated with the accounting location. The segments are also used for reporting purposes as break levels for summarization. You control the number of segments, their length, and descriptions on this screen. The break character defined on the previous Company Master detail screen, FXA100D-02, is the delimiter between segments.

Field descriptions - FXA100D-03

Fields	Description
Segment Size (2,0):	Specify the segment length. The first segment must be 2 characters long and must be the Company Number. The total of all segment sizes and the total number of breaks must not be greater than 50.
Description (5,A):	Specify a description of the segment to display on all screens and reports. The description is truncated on reports and screens if the segment width is less than five positions long.

Screen actions - FXA100D-03

Commands	Description
F21=Previous	Return to the previous screen and update the current screen. All other screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 16)</i> in the overview information in this document.

Set up physical locations

Use the Physical Location Setup screen, FXA100D-04, to define the control levels for assets to use for physical tracking purposes. For example, a company may need to record the following levels:

- Country (Foreign held assets)
- State (State, Personal property tax)
- Facility (County taxes)
- Building (Equipment only)
- Room (Hand held equipment and personal computers)

Field descriptions - FXA100D-04

Fields	Description
Segment Size (2,0):	Specify the segment length. The total of all segment lengths and the total number of breaks must not be greater than 30 positions.

You do not have to define all five segments. For example, You must track land at the state level (two segments) and you must track hand held test equipment at the room level (five segments).

Description (5,A): Specify a description of the segment to display on all screens and reports. The description is truncated on reports and screens if the segment width is less than 5 positions long.

Screen actions - FXA100D-04

Commands	Description
F21=Previous	Return to the previous screen and update the current screen. All other screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 16)</i> in the overview information in this document.

Set up user-defined fields

Use the User Defined Fields Setup screen, FXA100D-05, to set up the user-defined fields. There are three types of user-defined fields: Alpha, Numeric, and Date. The 18 Alpha fields can be defined from 1 to 20 positions. You can define which of these user-defined fields are edited or required for data entry. You must define valid values for the fields that are edited on the Field Values screen, FXA150D-02.

Field descriptions - FXA100D-05

Fields	Description
Alpha (2,0):	This screen displays the 18 alpha fields by numeric sequence.
Size (2,0):	Specify a value from 1 to 20 to define the length of the field. Each field can be a different length.
Edited (1,0):	Specify 1 to edit this field against the Field Value file; otherwise, specify 0. If you enter 1 in this field, then any entry on the asset record must match a correct value in the Field Value file. If the field is not required, then you do not have to enter a value.
Required (1,0):	Specify ! to indicate whether that this is a required field; otherwise, specify 0.

You may have a field that is required but not edited. However, if you enter 1 in this field and 1 in the Edited: field, then you must enter a valid entry from the Field Value file. For example, a P.O. number may be required, but not edited, while Approved By may be required and edited against the Field Value file.

Title (5,A): Specify the title of the user-defined field that is displayed on all screens and reports. The description is truncated on reports and screens if the segment width is less than 5 positions long.

Screen actions - FXA100D-05

Commands	Description
F21=Previous	Return to the previous screen and update the current screen. All other screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 16)</i> in the overview information in this document.

Company master list, FXA105D

This program generates the Company Master Listing, which provides comprehensive documentation of configuration elections for each company.

Print a company master list

Use the Company Master Listing screen, FXA105D-01, to specify the selection criteria for the listing.

Field descriptions - FXA105D-01

Fields	Description
Company (3,0):	Specify a range of values to limit the companies to include in the report. For information on range fields, see <i>Ranges</i> in the overview section of this document.
Record Status (1,0):	Specify 0 to include the record status for all records or 1 to include only the active company records:
Run Time Parameter (1,0):	Specify Interactive to process the data in real time or Batch to process the data in the job queue. If you specify interactive processing, your session is unavailable for other tasks until the job finishes.

Screen actions - FXA105D-01

Commands	Description
Standard screen actions	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 16)</i> in the overview information in this document.

Depreciation Tables, FXA110D

This program enables you to create and maintain the depreciation tables to use for depreciation calculations. The flexibility inherent in these tables enables you to create almost any type of depreciation necessary. The table name is an abbreviation for the table description.

Rather than use a formula, the program uses depreciation tables to calculate depreciation. All types of depreciation, including Units of Production, 4-4-5 and 13 period accounting are supported. You can enter the depreciation tables as percentages for each month/year, or as units of productions. The ACRS, TEFRA, MACRS, AMT, and Mid-quarter sample tables are included in Infor LX. Thirteen period years and any combination of 4-4-5 accounting are supported, but the tables are not supplied.

Create and maintain depreciation tables

This program has the following screens:

- Depreciation Table Selection, FXA110D-01
- Depreciation Table Setup, FXA110D-02
- Depreciation Table Year Selection, FXA110D-03

- Depreciation Table Year Setup, FXA110D-04

Create or select a depreciation table

Use the Depreciation Table Selection screen, FXA110D-01, to create a depreciation table or to select a table to maintain.

Specify depreciation method and table life

Use the Depreciation Table Setup screen, FXA110D-02, to specify the depreciation method and to specify the table life for each table. You can define the table as a Units of Production table or a Factorial table, and you can indicate whether the table is maintainable.

Specify the year for each table

Use the Depreciation Table Year Selection screen, FXA110D-03, to specify the year for each depreciation table. You can then select a table for further processing.

Distribute depreciation amount

Use the Depreciation Table Year Setup screen, FXA110D-04, to evenly distribute depreciation over the periods or to manually specify a total depreciation amount for each period.

Field descriptions - FXA110D-01/02/03/04

Fields	Description
Act (1,0):	Specify the number for the line action to perform and press Enter. To use the first line, specify the line action and at least one key field value. All line actions on this screen perform standard Infor LX functions. See <i>Generic help text for line actions (p. 15)</i> in the overview information in this document.
Table Name (13,A):	Specify or view the name of the table.
Table Description (30,A):	Specify or view the table description.
Depreciation Method (3,A):	Specify or view the depreciation method that this table uses to calculate depreciation. This field enables you to identify the type of depreciation method that was used to create the table. Several reports access this field. You set up depreciation methods in the Field Value file in Field Values, FXA150D. Examples of depreciation methods are:

	<ul style="list-style-type: none">■ Straightline (STL)■ Accelerated (ACR)■ 200 double-declining balance (DDB)
Actual Life (4,0):	This field displays the actual number of years and periods for this table. The entries that you make on the Depreciation Table Year Selection screen, FXA110D-03, and the Depreciation Table Year Setup screen, FXA110D-04, calculate the value in this field.
Allow Maintenance (1,0):	Specify or view whether this table allows update. The following values are valid: <ul style="list-style-type: none">■ 1 - Yes, you can update this table.■ 0 - No, a factorial depreciation table has had depreciation calculated; you cannot change the value.
Record Status (8,A):	This field displays Active for active records or Inactive for deleted records.
Table Life (4,0):	Specify the table life. This field is a reference-only; the value does not have to be the number of years the table will depreciate because MACRS methods always depreciate over one more year than the table life (half-year convention). Several reports access this field.
Number of Periods (2,0):	Specify 12 or 13 to define the number of periods in the year.
Table Type (1,0):	Specify the appropriate code to indicate the type of table to create. <ul style="list-style-type: none">■ 0 - Factorial Table■ 1 - Units of Production Table
Base Amount (9,5):	For Factorial Tables only, specify the total amount of all the table elements for all years in this Depreciation Table. All ACRS/MACRS tables equal 1.
Total Units (11,N):	For a Units of Production Table, specify an estimate of the total amount of units. You can update this field when the estimate changes, either because of a machine rehabilitation or because of changes in oil or gas reserve estimates.
Total Units to Date (11,N):	This field displays the total of all elements for a Units Table.
Header Base Amount (15,5):	This field displays the amount of all the table elements, entered on the table header.

Sum of the Year Total (15,5):	This field displays the actual amount of all the table elements entered. This field is system-calculated.
Table Year (2,0):	Specify the table year.
Year Total (15,5):	This field displays the total amount of all table elements in this year.
Year Total Factorial (11,5):	Specify the total amount of depreciation for the year, for example, 0.33333, 0.2, and so on. If you make an entry in the field and leave all of the Factorial (or Units) fields blank, then the system evenly distributes the total amount across the period. If you leave this field blank, then the system adds all the table elements and enters the total amount in this field. If you specify both the Year Total and table elements, the elements must be equal to the total.
Factorial (8,5):	Specify the portion of the total factorial to apply to this period. The elements allow three whole digits and five decimal places, and the decimal is implied.

Screen actions - FXA110D-01/02/03/04

Commands	Description
F13=Filters	<p>Display the Filter screen.</p> <p>If you use F13 from the Depreciation Table Selection screen, FXA110D-01, you can choose to display records by status or sequence.</p> <p>If you use F13 from the Depreciation Table Year Selection screen, FXA110D-03, you can choose to display all records or only active records.</p>
F14=View Table	Display the Table Year Inquiry screen, which displays a table year from this table or from another depreciation table.
F21=Detail/Header	<p>Toggle between the Depreciation Table Year Selection screen, FXA110D-03, and the Depreciation Table Setup screen, FXA110D-02.</p> <p>All other screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 16)</i> in the overview information in this document.</p>

Depreciation tables, FXA115D

Use this program to generate a Depreciation Table List, which provides complete documentation of all depreciation schedules used with the system.

Print a depreciation tables list

Use the Depreciation Table screen, FXA115D-01, to specify the selection criteria for the listing.

Field descriptions - FXA115D-01

Fields	Description
Depreciation Table (13,A):	Specify a range of values to limit the depreciation tables to include in the report. For information on range fields, see <i>Ranges</i> in the overview section of this document.
Record Status (1,0):	Specify 0 for all records, or 1 for only active records.
Run Time Parameter (1,0):	Specify Interactive to process the data in real time or Batch to process the data in the job queue. If you specify interactive processing, your session is unavailable for other tasks until the job finishes.

Screen actions - FXA115D-01

Commands	Description
Standard screen actions	All other screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 16)</i> in the overview information in this document.

Depreciation allocation, FXA120D

The Depreciation Allocation program, FXA120D, allows you to spread the depreciation expense for a single asset over multiple expense accounts. For example, you can divide the depreciation expense for a building among all the divisions that occupy the building.

Create and maintain depreciation allocation

This program has the following screens:

- Depreciation Allocation Selection, FXA120D-01
- Depreciation Allocation Table Setup, FXA120D-02
- Depreciation Allocation Detail Selection, FXA120D-03
- Depreciation Allocation Detail Setup, FXA120D-04

Create or maintain a depreciation allocation record

Use the Depreciation Allocation Selection screen, FXA120D-01, to create a depreciation allocation record or to select an existing record for further processing.

Specify the table description and total

Use the Depreciation Allocation Table Setup screen, FXA120D-02, to enter the table description and the table total.

Select detail records to process

Use the Depreciation Allocation Detail Selection screen, FXA120D-03, to select detail records for further processing.

Define the depreciation ratio to profit centers and accounts

Use the Depreciation Allocation Detail Setup screen, FXA120D-04, to define the ratio of depreciation to specific profit centers and accounts.

Field descriptions - FXA120D-01/02/03/04

Fields	Description
Act (2,0):	Specify the number for the line action to perform and press Enter. To use the first line, specify the line action and at least one key field value. All line actions on this screen perform standard Infor LX functions. See <i>Generic help text for line actions (p. 15)</i> in the overview information in this document.
Company (3,0):	Specify a three-digit company number.
Allocation Table Name (5,A):	Specify an allocation table name, 5 characters or less in length. The Asset Financial Book Segment uses this entry to access this table.
Description (30,A):	Specify or view the table description.
Record Status (10,A):	This field displays Active for active records or Inactive for deleted records.
Table Total (3,2):	This field displays the sum of the allocation ratios entered on the Depreciation Allocation Detail Setup screen, FXA120D-04. Use F21 to access this detail screen.
Profit Center (10,0):	Specify a valid profit center.

Account Number (20,0): Specify a valid account number. This is the account that will receive part of the allocation.

Allocation Ratio (3,2): Specify the amount of the ratio to attribute to this account and profit center after you allocate the depreciation expense. For example, if you enter .25, and an asset with this allocation table has depreciation of 1000.00 calculated, 250.00 will be allocated in the journal entry to the Profit Center/Account Number defined on this screen. The total must equal 1.00 after you enter all detail records.

Screen actions - FXA120D-01/02/03/04

Commands	Description
F13=Filters	Display the Filter screen. You can choose to display all records or only active records.
F21=Detail/Header	Toggle between the Depreciation Allocation Detail Selection screen, FXA120D-03, and the Depreciation Allocation Table Setup screen, FXA120D-02. All other screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 16)</i> in the overview information in this document.

Depreciation allocation, FXA125D

Use this program to generate a Depreciation Allocation List, which shows the tables selected for allocation depreciation for a single asset over several depreciation expense accounts.

Print a depreciation allocation list

Use the Depreciation Allocation List screen, FXA125D-0, to specify the selection criteria for the listing.

This screen contains range fields that you use to limit the data the system selects. For information on range fields, see *Ranges* in the overview section of this document.

Field descriptions - FXA125D-01

Fields	Description
Company (3,0):	Specify a range of values to limit the companies to include in the report.
Allocation Table Name (5,A):	Specify a range of values to limit the allocation tables to include in the report.
Record Status (1,0):	Specify 0 for all records, or 1 for only active records.
Run Time Parameter (1,0):	Specify Interactive to process the data in real time or Batch to process the data in the job queue. If you specify interactive processing, your session is unavailable for other tasks until the job finishes.

Screen actions - FXA125D-01

Commands	Description
Standard screen actions	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 16)</i> in the overview information in this document.

Accounting locations, FXA130D

Use this program to create and maintain accounting location codes. Each asset requires a valid accounting location code. The first segment of the accounting location code must have all of the account numbers entered. Account numbers are optional at any other level. This flexibility enables you to enter depreciation expense at a low level, but maintain asset accounts at a higher level. There are typically a small number of asset accounts, and a large number of depreciation accounts. You can access the G/L Account Numbers screen only if the G/L Account Entry Screen field is Y on the Accounting Location Structure Setup screen, FXA130D-02.

Create and maintain accounting location codes

This program has the following screens:

- Accounting Location Structure Selection, FXA130D-01
- Accounting Location Structure Setup, FXA130D-02
- G/L Account Window

Create or maintain an accounting location code

Use the Accounting Location Structure Selection screen, FXA130D-01, to create an accounting location code or to select a code to maintain.

Specify accounting location code details

Use the Accounting Location Structure Setup screen, FXA130D-02, to specify detail information for the accounting location code.

Specify G/L account information

For the first accounting location only, the system displays the G/L Account Window if the G/L Account Entry field is 0 (No) and the G/L Interface field is Y at the company level in Company Master, FXA100D.

Field descriptions - FXA130D-01/02 and G/L Account

Fields	Description
Act (2,0):	<p>Specify the number for the line action to perform and press Enter. To use the first line, specify the line action and at least one key field value.</p> <p>All line actions on this screen perform standard Infor LX functions. See <i>Generic help text for line actions (p. 15)</i> in the overview information in this document.</p>
Company (3,0):	<p>Specify a three-digit company number.</p>
Accounting Location (50,A):	<p>Specify an accounting location code. The following example shows how a company can set up the accounting location codes.</p> <p>For example, Location 01 with 2 divisions can have the following setup. This example lists the location codes, followed by the description, and then the level.</p> <ul style="list-style-type: none"> ■ Location code 01 for Infor at the Company level ■ Location code 01-01 for Northeast Division at the Division level ■ Location code 01-01-1000 for Holliston Office at the Office level ■ Location code 01-01-1000-100 for Consulting Services at the Department level ■ Location code 01-01-1000-200 for Sales Department at the Department level ■ Location code 01-01-1000-200-100 for Copiers at the Asset Type level ■ Location code 01-01-1000-200-200 for Personal Computers at the Asset Type level

- Location code 01-02 for United Kingdom Division at the Division level
- Location code 01-02-1000 for London Office at the Office level
- Location code 01-02-1000-200 for Sales Department at the Department level
- Location code 01-02-1000-200-100 for Copiers at the Asset Type level
- Location code 01-02-1000-200-500 for Personal Computers at the Asset Type level

The accounting location codes must be set up in descending order. For example, 01 must be set up before 01-01-1000.

Sts (1,A):

Specify or view the status for the accounting location. The following values are valid:

- 1 - an active accounting location
- 0 - an inactive accounting location

If this structure is inactive, you cannot add new assets but all other features will work.

Record Status (8,A):

This field displays Active for active records or Inactive for deleted records.

Description (30,A):

Specify an accounting location description.

G/L Account Entry (1,0):

Specify 0 for No, or 1 for Yes. If Yes, the system displays the G/L Account Window after you complete the Accounting Location Structure Setup screen, FXA130D-02.

G/L Account Fields:

Specify a valid profit center number and account number in the six general ledger accounts listed below. You must specify a profit center number and an account number for all of these general ledger accounts for the top level accounting location code. For the other accounting location codes, these fields are optional. If you make an entry in the Profit Center field, then you must make an entry in the Account Number field and visa versa.

The G/L Account Window has the following fields:

- Depreciation Expense
- Asset
- Accumulated Reserve
- Purchases
- Net Proceeds
- Gain/Loss

Screen actions - FXA130D-01/02 and G/L Account

Commands	Description
F13=Filters	<p>Display the Accounting Location Filter screen. You can choose to display active records or all records.</p> <p>All other screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 16)</i> in the overview information in this document.</p>

Accounting locations, FXA135D

Use this program to generate an Accounting Location List, which shows the locations selected. You can run a summary report, which lists only locations, or a detail report, which lists the General Ledger Accounts with each location.

Print an accounting locations list

Use the Accounting Location List screen, FXA135D-01, to specify the selection criteria for the listing.

This screen contains range fields that you use to limit the data the system selects. For information on range fields, see *Ranges* in the overview section of this document.

Field descriptions - FXA135D-01

Fields	Description
Company (3,0):	Specify a range of values to limit the companies to include in the report.
Accounting Location (50,A):	Specify a range of values to limit the accounting locations to include in the report.
List GL Information (1,0):	Specify 0 to list only accounting locations, or 1 to list the General Ledger account numbers associated with each location.
Record Status (1,0):	Specify 0 for all records or 1 for only active records.
Run Time Parameter (1,0):	Specify Interactive to process the data in real time or Batch to process the data in the job queue. If you specify interactive processing, your session is unavailable for other tasks until the job finishes.

Screen actions - FXA135D-01

Commands	Description
Standard screen actions	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 16)</i> in the overview information in this document.

Physical locations, FXA140D

The Physical Locations program, FXA140D, allows you to define physical location codes to track the actual location of the assets. You must set up the physical locations in a pyramid structure, similar to the accounting location codes. This flexibility allows all assets to have their exact locations stored for physical inventory purposes, and retain roll-up capabilities for reporting.

Create or maintain physical location codes

This program has the following screens:

- Physical Location Selection, FXA140D-01
- Physical Location Setup, FXA140D-02

Create or maintain a physical location code

Use the Physical Location Selection screen, FXA140D-01, to create a physical location code or to select a code to maintain.

Specify physical location code description and status

Use the Physical Location Setup screen, FXA140D-02, to define the physical location description and specify the status.

Field descriptions - FXA140D-01/02

Fields	Description
Act (2,0):	Specify the number for the line action to perform and press Enter. To use the first line, specify the line action and at least one key field value.

All line actions on this screen perform standard Infor LX functions. See *Generic help text for line actions (p. 15)* in the overview information in this document.

Company (3,0): Specify a three-digit company number.

Physical Location (30,A): Specify a physical location code. The total of all segments must be less than the segment total that was defined on the Company Control. A maximum of 30 positions with 6 segments are allowed. An example follows:

Location	Description	Level
USA	United States	Country
USA-MA	Massachusetts	State
USA-MA-BOS	Boston	City
USA-MA-BOS-B1	Building 1	Building
USA-MA-BOS-B1-F3	Floor 3	Floor
USA-MA-HOL	Holliston	City
USA-MA-CHA	Charlestown	City

Record Status (8,A): This field displays Active for active records or Inactive for deleted records.

Description (30,A): Specify the physical location description.

Location Status (1,A): Specify 0 for inactive, or 1 for active. If this location is inactive, you cannot add new assets.

Screen actions - FXA140D-01/02

Commands	Description
F13=Filters	Display the Physical Location Filter screen. You can choose to display active records or all records.

All other screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 16)* in the overview information in this document.

Physical locations, FXA145D

This program generates the Physical Location List, which details all selected locations.

Print a physical location list

Use the Physical Location List screen, FXA145D-01, to specify the selection criteria for the listing.

This screen contains range fields that you use to limit the data the system selects. For information on range fields, see *Ranges* in the overview section of this document.

Field descriptions - FXA145D-01

Fields	Description
Company (3,0):	Specify a range of values to limit the companies to include in the report.
Physical Location (50,A):	Specify a range of values to limit the physical locations to include in the report.
Record Status (1,0):	Specify 0 for all records, or 1 for only active records.
Run Time Parameter (1,0):	Specify Interactive to process the data in real time or Batch to process the data in the job queue. If you specify interactive processing, your session is unavailable for other tasks until the job finishes.

Screen actions - FXA145D-01

Commands	Description
Standard screen actions	All other screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 16)</i> in the overview information in this document.

Field values, FXA150D

Use the Field Values program, FXA150D, to enter the following types of information:

- Valid values for any User-Defined Field that is defined as an edited field in Company Master Maintenance.
- Valid retirement codes
- Valid tax authorities (USA is reserved for U.S. federal)
- Valid tax regulations (ACRS and MACRS are reserved)
- Valid depreciation methods, such as straightline or accelerated

Create or maintain field values

This program has the following screens:

- Field Value Selection, FXA150D-01
- Field Value Setup, FXA150D-02
- Field Sizes and Values

Add or select a field value

Use the Field Value Selection screen, FXA150D-01, to create field values or to select records for further processing.

Specify field value details

Use the Field Value Setup screen, FXA150D-02, to maintain the field value and description.

View field sizes

The Field Sizes and Values screen displays the field sizes for all fields that you maintain in this program. The User Defined Fields are UDF01 through UDF18. These fields are defined in Company Master screen.

- TXA is the Taxing Authority for tax books.
- TXR is the Taxing Regulation for tax book years.

- RET is the Retirement Code for asset retirements.
- MTH is the Depreciation Method for depreciation tables.
- UDF01 - UDF18 are the 18 User Defined Fields.

Use F14, Field Sizes, on the Field Value Setup screen, FXA150D-02, to access this

Field descriptions - FXA150D-01/02/fields

Fields	Description
Act (2,0):	<p>Specify the number for the line action to perform and press Enter. To use the first line, specify the line action and at least one key field value.</p> <p>All line actions on this screen perform standard Infor LX functions. See <i>Generic help text for line actions (p. 15)</i> in the overview information in this document.</p>
Company (3,0):	<p>Specify a three-digit company number for user-defined fields. Leave this field blank for MTH codes. This value is optional for all other codes: retirement, authority, and regulation codes.</p>
Field (5,A):	<p>Specify a valid field. There are 18 User-Defined Fields (UDF01 - UDF18), as well as Retirement (RET), Tax Authority (TXA), Tax Regulation (TXR), and Depreciation Method (MTH) code values.</p>
Value (20,A):	<p>Specify the user-defined value for a specific field. The value you specify must fit the size constraints of the Field defined on the User Defined Fields Setup screen, FXA100D-05. For example, if Company 01, user-defined Field 01 is defined as 7 characters, do not enter a value with 8 or more characters.</p>
Description (30,A):	<p>Specify or view a field description for each value.</p>
Record Status (8,A):	<p>This field displays Active for active records or Inactive for deleted records.</p>
Field Value Status (1,A):	<p>Specify 0 for inactive, or 1 for active. If this value is inactive, you cannot use it.</p>
Available for Delete (1,A):	<p>Specify 1 to make this field available for deletion; otherwise, specify 0. As soon as you use this field value, the value in the Available for Delete field changes to 0.</p>

Screen actions - FXA150D-01/02/fields

Commands	Description
F13=Filters	Displays the Field Value Filter screen. You can display active records or all records or sequence records by Company/Field/Value or Field/Value/Company.
F14=Field Sizes	Display the Field Sizes and Values screen, which shows all the sizes for all Values for each Field type for each company. All other screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 16)</i> in the overview information in this document.

Field values list, FXA155D

This program generates the Field Value List, which contains all the data entered in the system and user-defined fields.

Print the field values list

Use the Field Value List screen, FXA155D-01, to specify the selection criteria for the listing.

This screen contains range fields that you use to limit the data the system selects. For information on range fields, see *Ranges* in the overview section of this document.

Field descriptions - FXA155D-01

Fields	Description
Company (3,0):	Specify a range of values to limit the companies to include in the report.
Field (5,A):	Specify a range of values to limit the fields to include in the report.
Record Status (1,0):	Specify 0 for all records, or 1 for only active records.
Run Time Parameter (1,0):	Specify Interactive to process the data in real time or Batch to process the data in the job queue. If you specify interactive processing, your session is unavailable for other tasks until the job finishes.

Screen actions - FXA155D-01

Commands	Description
Standard screen actions	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 16)</i> in the overview information in this document.

Asset data, FXA160D

Use this program to create and maintain information for a specific asset. The screen default sequence follows:

- Asset Master Main Selection, FXA160D-01
- Asset Master Maintenance, FXA160D-02
- User-Defined Fields, FXA161D-01
- Depreciation Book Selection, FXA162D-01
- Retirement Main Selection, FXA163D-01 (does not default in Create mode)

Multiple records can exist for both the depreciation books and retirements for a single asset. To select specific screens and not perform the default sequence, use F22 on the Asset Master Main Selection screen, FXA160D-01 to display the Asset Master Segment Selection screen. This screen enables you to select one or more segments. The Main Master Maintenance screen, FXA160D-02 is the only required screen for an asset.

Create and maintain asset master data

This program has the following screens:

- Asset Master Main Selection, FXA160D-01
- Asset Master Segment Selection
- Asset Master Maintenance, FXA160D-02

Create or select an asset

Use the Asset Master Main Selection screen, FXA160D-01, to select an asset or any segment of the asset to create, update, print, or view. Use the copy feature to copy standard asset templates (inactive assets) to create new active assets.

The amount fields calculated or displayed in this program are consistently rounded based on the currency rounding method and the round-to position you selected.

Depending on the Infor LX products you have installed, you select a rounding method and round-to position in one of two places:

- Currency Code Maintenance screen, CLD107D2-01, in Multiple Currencies (MLT)
- Currency application in Configurable Enterprise Accounting (CEA)

This rounding process affects calculated amount totals such as invoice total, taxes total, and amounts in journals. However, the process does not affect unit cost or unit selling prices.

Select an asset master segment

Use F22 from FXA160D-01, to access the Asset Master Segment Selection screen. You can change the default sequence of FXA160D screens and access any of the asset segments directly.

Maintain asset master details

Use the Asset Master Maintenance screen, FXA160D-02, to maintain details for an asset, such as description, accounting and physical locations, units, and status.

Field descriptions - FXA160D-01/02/segments

Fields	Description
Act (2,0):	<p>Specify the number for the line action to perform and press Enter. To use the first line, specify the line action and at least one key field value.</p> <p>10=History</p> <p>Specify 10 next to the asset record to display history for.</p> <p>All other line actions on this screen perform standard Infor LX functions. See <i>Generic help text for line actions (p. 15)</i> in the overview information in this document.</p>
Company (3,0):	Specify a valid three-digit company number.
Asset Number (13,A):	<p>If the Asset Numbers Sequentially Generated field on the Company Master is Yes, then leave this field blank. Otherwise, specify a value to identify this asset (this value is typically the inventory tag number). The value can have 10 characters in the Primary: field and 3 characters in the Component: field.</p> <p>The Component Asset: field is typically used if an asset has a major depreciable rehabilitation, or if you add additional features to an existing asset.</p>
Asset Description (30,A):	Specify or view a 30 character description for this asset.
Asset Status (8,A):	Specify or view whether an asset is active or inactive.

Record Status (8,A): This field displays Active for active records or Inactive for deleted records.

Accounting Location (50,A): Specify a valid accounting location for this asset.

Physical Location (30,A): Specify a valid physical location for this asset.

Units (5,0): If the asset has multiple units, specify the number of units in this field. This is a reference field.

Active (1,0): Specify 0 for inactive or 1 for active. If this value is set to an inactive status, the asset is not depreciated, included on reports, nor included in any of the processing programs.

User Profile (10,A): This field displays the user profile of the user who created this record.

Screen actions - FXA160D-01/02/segments

Commands	Description
F13=Filters	Display the Asset Master Sequence Selection screen. You can choose to display active, inactive, or deleted assets in several combinations.
F22=Segments	Display the Asset Master Segment Selection screen. You can choose specific segments to access. All other screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 16)</i> in the overview information in this document.

User-defined fields maintenance, FXA161D

Use this program to maintain user-defined fields for a specific asset.

Maintain user-defined fields for an asset

The User Defined Fields screen, FXA161D-01, allows you to enter values into all of the user-defined fields that you set up on the User Defined Fields Setup screen, FXA100D-05. For example, if you set up User Defined Field 1 (UDF01) on screen FXA100D-05 as Ser (Serial Number), then Ser appears under the first Field heading. This screen also displays the field length and whether the field is edited or required. Specify the actual Serial Number of the asset in the Value field.

Field descriptions - FXA161D-01

Fields	Description
Field, Value and L/E/R (20,A):	This screen displays every alphanumeric field defined on the User Defined Fields Setup screen, FXA100D-05. The screen displays the field heading literal, the field length, and whether the field is edited or required. Specify a valid field value in this field as defined on screen FXA100D-05.
Numeric Fields (13,2):	If you defined Numeric Fields on the User Defined Fields Setup screen, FXA100D-05, this screen displays those fields. Specify a valid numeric value as defined on screen FXA100D-05.
Date Fields (7,0):	If you defined a Date Fields on the User Defined Fields Setup screen, FXA100D-05, this screen displays those fields. Specify a valid Date value as defined on screen FXA100D-05.

Screen actions - FXA161D-01

Commands	Description
Standard screen actions	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 16)</i> in the overview information in this document.

Depreciation book maintenance, FXA162D

Use this program to create, revise, copy, delete, display, or print any depreciation books for this asset.

The amount fields calculated or displayed in this program are consistently rounded based on the currency rounding method and the round-to position you selected.

Depending upon the Infor LX products you have installed, you select a rounding method and round-to position in one of two places:

- Currency Code Maintenance screen, CLD107D2-01, in Multiple Currencies (MLT)
- Currency application in Configurable Enterprise Accounting (CEA)

This rounding process affects calculated amount totals, such as invoice total, taxes total, and amounts in journals. However, the process does not affect unit cost or unit selling prices.

Create or maintain depreciation books

This program has the following screens:

- Depreciation Book Selection, FXA162D-03
- Depreciation Book Maintenance, FXA162D-04
- Tax Book Maintenance pop-up screen
- Financial Book Maintenance pop-up screen
- Transaction Currency pop-up screen

Create or select a depreciation book

Use the Depreciation Book Selection screen, FXA162D-03, to create a depreciation book for an asset or to select a depreciation book for further processing. This screen shows all existing depreciation books for a specific asset.

Maintain details for a depreciation book

The Depreciation Book Maintenance screen, FXA162D-04, displays the life to date history detail of the Depreciation Book segments of the asset selected.

Maintain a tax book

The system displays the Tax Book Maintenance pop-up screen if you maintain a tax book.

Different windows display based on whether you are maintaining a Financial Book or a Tax Book (any other book number).

Maintain a financial book

The system displays the Financial Book Maintenance pop-up screen if you maintain a financial book (Book 00). For financial books only, all journal entries are based upon the information entered on the Financial Book Maintenance screen.

Specify multiple currency information

The Transaction Currency screen allows you to enter multiple currency information by referencing the Foreign Vendor Invoice information from Accounts Payable, and is available for financial books only.

Field descriptions - FXA162D-03/04/pop-ups

Fields	Description
Act (1,A):	Specify the number for the line action to perform and press Enter. To use the first line, specify the line action and at least one key field value.

All line actions on this screen perform standard Infor LX functions. See *Generic help text for line actions (p. 15)* in the overview information in this document.

Depreciation Book Number (2,0): Specify or view the depreciation book number. Book 00 is the Financial Book and Books 01 through 99 are the Tax Books. All Tax Books must be set up in Tax Book Controls for this company.

Depreciation Book Name (30,A): This field displays the depreciation tax book name for all previously edited tax books.

Tax Authority (3,A): This field displays the taxing authority for previously entered tax books. If you choose an authority of USA, then the system performs specific editing on the Asset Tax Book Segment for this Tax Book.

Book Status (8,A): This field displays Active, Inactive, or Pending Post to describe each book. Any active segments contain validated information. Inactive segments have not been created or do not contain any data. Pending Post indicates that a Financial Book (00) has been entered, but Period End Processing has not been run. This status shows that journal entries have not been created for the addition of the Financial Book.

Record Status (8,A): This field displays Active for active records or Inactive for deleted records.

Installation Date (8,0): Specify the date the asset was placed in service.

Depreciation Type (1,0): Specify one of the following depreciation types. Depreciation type 4 is not a valid entry for financial books.

- 1, Normal Depreciation - using depreciation tables
- 2, Manual Depreciation - depreciation tables are not accessed, depreciation is based on the amount entered into this depreciation book
- 3, Non-Depreciable Assets - no depreciation is calculated, used for assets such as land or art
- 4, Override ACRS and MACRS Depreciation Rules - enter a depreciation table which is normally disallowed under normal editing for U.S. Federal Depreciation Regulations

Depreciation Table (13,A):

The following list shows valid entries by depreciation type:

- Depreciation Type 1, For financial books, enter a valid depreciation table. For tax books, the Depreciation Table from the Tax Book Control defaults (except for ACRS real (property)).
- Depreciation Type 2, The screen does not display this field.
- Depreciation Type 3, The screen does not display this field.

- Depreciation Type 4, You must enter a valid Depreciation Table.

G/L Interface (1,0): Specify 1 to interface to the General Ledger; otherwise, specify 0. The system does not display this field for tax books.

ACRS/MACRS Class (2,0): Specify one of the following valid ACRS or MACRS class codes. The system does not display this field for financial books or if the Depreciation Type is 3.

ACRS Class Codes (valid 1981 - 1986): The valid codes are 3, 5, 10, 15, 18, or 19.

MACRS Class Codes (valid 1986 to present): The valid codes are 3, 5, 7, 10, 15, 20, 27, or 31.

Asset Cost Basis (15,2): Specify the installed cost of the asset.

Mass Asset Account (1,0): This reference field identifies this asset as a multiple asset for ACRS or MACRS purposes.

Asset Life (4,0): This field displays the asset life copied from the Depreciation Table's asset life.

1245/1250 Property (1,0): Specify 4 for personal property (1245) assets, or 5 for real property (1250) assets. The system does not display this field for financial books.

Depreciable Basis (15,2): Specify the basis on which depreciation is calculated. If you leave this field blank, the system uses the asset cost basis. The system does not display this field for depreciation type 3.

Accumulated Depreciation (15,2): This field displays the total amount of depreciation calculated over the asset's life through the last period depreciated. If you add a prior year asset, specify the accumulated depreciation as of the first day of the current year.

ITC Amount (15,2): Specify the amount of Investment Tax Credit (ITC) taken for this asset. This is a reference only field. The system does not display this field for financial books.

Salvage Amount (15,2): This is a reference field unless the Salvage Reduction flag on the Company Master is set to Yes. If Salvage Reduction is set to yes, then this amount is reduced from the asset cost basis to arrive at the depreciable basis. This is only used for financial books.

Remaining Life (4,0): This field displays the number of years/periods that remain to be depreciated for this asset (in the format YYPP). The system does not display this field if the depreciation type is 3.

YTD Depreciation (15,2): This field displays the amount of depreciation that has been calculated from the beginning of the fiscal year through the last period depreciated.

Current Year and Calendar (5,0): This field displays the current year and calendar number, to identify the correct calendar for this company.

Current Depreciation (15,2): This field displays the amount of depreciation that was calculated the last time you ran Period End Processing.

Last Year CLDs and Calendar (5,0): The system displays the last year Year End Roll and Clear was processed. When you run Year End Roll and Clear, FXA920D, the current year and calendar become the last year closed and calendar. Also, the next available calendar becomes the new current year and calendar. This field is maintainable only when you add or activate a company.

Depreciation Allocation Table (10,A): Specify a valid Depreciation Allocation Table to spread the depreciation expense over multiple accounts. The system displays this field only for financial books.

Last Depr Table Element (4,0): Specify the last depreciation table element used to calculate depreciation. The system displays this field only if you add prior year assets. The format is YYPP. The default is No Depreciation. Period End Processing uses this field to determine the starting period for the depreciation calculation. The value is determined from the matrix in the Depreciation Table. For example:

Year	Period						
1	1	2	3	4	5	6	7
	8	9	10	11	12	13	
2	1	2	3	4	5	6	7
	8	9	10	11	12	13	
3	1	2	3	4	5	6	7
	8	9	10	11	12	13	

If the depreciation table has been calculated to period 4 of the second year after the installation date, enter 0204 as the Last Depr Table Element.

Manual Amount (10,0): Specify the amount of depreciation expense to take the next time you run Period End Processing for this asset. The system displays this field only for depreciation type 2.

ADR Vintage Account (20,A): If the system displays this field, it is reference-only for ADR assets and allows you to track the vintage account for these assets..

Last Period Depreciated (6,0): This is the last period in which Period End Processing was run for this book. It is in the format of YYYYMM, with YYYY being the year and MM being the period. You can maintain this field only if you add an asset for a prior year. This value is not used in Period End Processing to determine the starting period for the depreciation calculation.

Vendor Number (8,0): Specify the vendor from which this asset was purchased. You can obtain the original foreign currency cost through Accounts Payable if you know the vendor number and the invoice number.

Invoice Number (20,A): Specify the invoice number.

Currency Code (3,A): This field displays the Currency Code for this invoice.

Recognition Rate (15,7): This field displays the exchange rate from the vendor's invoice.

Screen actions - FXA162D-03/04/pop-ups

Commands	Description
F13=Filters	Displays the Book Sequence Selection screen. You can display active records or all records.
F20=Transaction Curr	Access the Transaction Currency screen. All other screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 16)</i> in the overview information in this document.

Asset retirement maintenance, FXA163D

This program allows you to retire depreciation books for an asset.

Create and maintain retirement records

This program has the following screens:

- Retirement Main Selection, FXA163D-05
- Retirement Segment, FXA163D-06

Create or select a retirement record

Use the Retirement Main Selection screen, FXA163D-05, retire an asset or to select an asset retirement record for further processing.

Maintain asset retirement records

Use the Retirement Segment screen, FXA163D-06, to maintain all retirement data.

Field descriptions - FXA163D-05/06

Fields	Description
Act (2,0):	Specify the number for the line action to perform and press Enter. To use the first line, specify the line action and at least one key field value. All line actions on this screen perform standard Infor LX functions. See <i>Generic help text for line actions (p. 15)</i> in the overview information in this document.
Depreciation Book Number (2,0):	Specify a valid depreciation book number to access a specific depreciation book. You can retire only depreciation books that have been set up for this asset.
Sequence Number (3,0):	Specify a sequence number in this field. Up to 999 retirements are allowed for each asset and these line numbers make it possible to access any retirement record for maintenance purposes.
Date Stamp (7,0):	This field displays the date when the retirement record was last maintained.
Time Stamp (6,0):	This field displays the time that the retirement record was last maintained.
Retirement Date (8,0):	Specify the retirement date.
Retirement Code (3,A):	Specify a valid retirement code. The retirement codes record the type of retirement that has occurred. The valid retirement codes are entered in the Field Value file (with field RET).
Retirement Description (30,A):	Specify a retirement description. If you leave this field blank, the system uses the description of the retirement code.
Units (5,0):	This field displays the number of units that this retirement affected. It is a reference field.
Retirement Cost Basis (15,2):	Specify the cost basis for any partial retirement, or leave this field blank for a full retirement.

Depreciable Basis (15,2):	This field indicates the cost basis reduced by salvage value.
Proceeds (15,2):	Specify the amount received for the asset when it was retired.
YTD Depreciation (15,2):	This field displays the retirement amount of YTD depreciation for this asset.
Current Depreciation (15,2):	This field displays the amount of depreciation that was calculated when this retirement was processed by Period End Processing.
Accumulated Depreciation (15,2):	This field displays the total amount of depreciation for the retirement, related to the accumulated depreciation on the depreciation book.
ITC Recapture (15,2):	This field displays the amount of ITC to recapture. It is a reference-only field used for ACRS and ADR assets.
Gain/Loss (15,2):	The system displays any gain or loss that resulted from the retirement. Period End Processing, FXA500D, performs the gain/loss calculation.
ADR Vintage Account (20,A):	If the system displays this field, it is reference-only for ADR assets and allows you to track the vintage account for these assets.

Screen actions - FXA163D-05/06

Commands	Description
F13=Filters	<p>Display the Book Sequence Selection screen to display active records or all records.</p> <p>All other screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 16)</i> in the overview information in this document.</p>

Asset data, FXA165D

The Asset Master List report contains all asset information for the companies selected. This includes the asset main, user-defined fields, depreciation books, and retirements segments for each asset. You can print the list for individual assets from the Asset Master Main Selection screen, FXA160D-01.

Print an asset master list report

Use the Asset Master File List screen, FXA165D-01, to specify the selection criteria for the listing.

This screen contains range fields that you use to limit the data the system selects. For information on range fields, see *Ranges* in the overview section of this document.

Field descriptions - FXA165D-01

Fields	Description
Company (3,0):	Specify a range of values to limit the companies to include in the report.
Record Status (1,0):	Specify one of the following values to reflect the status of the record:
	0 To select Active records only
	1 To select Deleted records only
	2 To select Active and Deleted Records
	3 To select all History records
Run Time Parameter (1,0):	Specify Interactive to process the data in real time or Batch to process the data in the job queue. If you specify interactive processing, your session is unavailable for other tasks until the job finishes.

Screen actions - FXA165D-01

Commands	Description
Standard screen actions	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 16)</i> in the overview information in this document.

Book master, FXA170D

Use Book Controls to define the Taxing Authorities and edits for each company. Book 00 is reserved for each company's financial book.

You can set up tax books for editing with U.S. Taxation rules, or for simplified editing for state, local, or other purposes. The Tax Authority field controls these edits. For example, Book 01 is U.S. Federal, Book

02 is AMT, Book 03 is ACE, Book 10 is California, Book 11 is Illinois, and so on. Each new asset needs a financial book, Books 01, 02 and 03, and possibly one of the state tax books.

Create or maintain tax books

This program has the following screens:

- Book Selection, FXA170D-01
- Book Setup, FXA170D-02
- Tax Book Year Selection, FXA170D-03
- Tax Book Year Setup, FXA170D-04

Create or maintain a tax book

Use the Book Selection screen, FXA170D-01, to create a tax book or select a tax book for further processing.

Specify tax book details

Use the Book Setup screen, FXA170D-02, to describe the book, specify the tax authority to use, and control the tax book status. Use F21 to access the book years.

Set up tax book years

Use the Book Year Selection screen, FXA170D-03, to set up the tax book years necessary to choose the correct tax depreciation methods. You must assign a tax regulation for each year. You can select a tax book year for further processing.

You must set up a tax book year for each tax book before you add any new assets into the system.

Specify ACRS information

Use the Tax Book Control Setup screen, FXA170D-04, to enter the ACRS Class, Lives, and Methods. Depending on the combinations of Class, Life and Method you enter, the system chooses the correct depreciation table. You access this screen if you select a regulation of ACRS as you continue with Tax Book Controls.

Field descriptions - FXA170D-01/02/03/04

Fields	Description
Act (1,A):	Specify the number for the line action to perform and press Enter. To use the first line, specify the line action and at least one key field value.

10=Copy Book Master and Years

Enter 10 next to an existing book record to copy that company's book master and years, or enter 10 on the first line along with the desired company number and book record you wish to copy.

All other line actions on this screen perform standard Infor LX functions. See *Generic help text for line actions (p. 15)* in the overview information in this document.

- Company (3,0):** Specify or view a valid three-digit company number.
- Tax Book Number (2,0):** Specify or view a number from 01 to 99 for a tax book or 00 for the financial book.
- Description (30,A):** Specify or view the tax book description.
- Tax Authority (3,A):** Specify the taxing authority associated with the tax book in this field. The system performs some pre-defined MACRS and ACRS editing for taxing authority U.S.A. The system does not display tax authority for financial books.
- Bk Sts (8,0):** This field indicates whether the book is active or inactive. You cannot add new assets to an inactive book.
- Record Status (8,A):** This field displays Active for active records or Inactive for deleted records.
- Number of Periods (2,0):** Specify 12 or 13 to define the number of periods for each year for the tax book.
- Salvage Reduction (1,A):** Specify 1 to reduce the asset's depreciable basis by the salvage value for depreciation purposes. Otherwise, specify 0.
- Book Status (1,A):** Specify 0 for inactive, or 1 for active. The system does not process assets for an inactive tax book.
- Last Period Depreciated (6,0):** Specify the last period in which Period End Processing was run for this company. The value is in the format of YYYYMM, with YYYY being the year and MM being the period. You can maintain this field only when you add or activate a company.
- Last Depreciation and Time (14,0):** This field displays the date and time Period End Processing was last run.
- Current Year and Calendar (5,0):** This field displays the current year and calendar number, to identify the correct tax calendar for this company.

Last Year CLDs and Calendar (5,0): This field displays the last year that Year End Roll and Clear was processed. When you run Year End Close and Roll, FXA920D, the current year and calendar become the last year closed and calendar. The next available calendar becomes the new current year and calendar. You can maintain this field only when you add or activate a company.

Year End Flag (1,A): This field indicates at what stage a book is located in the year-end close. If this field is blank, the book is not in the process of year-end close.

Tax Year (4,A): Specify the four-digit tax year.

Tax Regulation (10,A): Specify the tax regulation that is active for this tax year. The system performs specific editing when you choose the year. The system validates the values you enter here against the Field Value file (field TXR).

Class (2,0): This field displays valid ACRS (3, 5, 10) or MACRS (3, 5, 7, 10, 15) classes for personal property. There are six classes of 1245 Property under MACRS: 3, 5, 7, 10, 15, and 20.

Life (2,0): Specify the life for assets in a specific class for the tax year chosen. Based on the entry you make in this field, the system forces the correct depreciation table. The following are valid values for classes 3, 5 and 10:

Class	Valid Values
3	3, 5 or 12
5	5, 12 or 25
10	10, 25 or 35
15	--
20	--

Method (1,A): Specify one of the following valid depreciation method values:

A	Accelerated Depreciation
S	Straightline Depreciation

For MACRS depreciation methods, specify one of the following values:

A	Accelerated
S	Straightline

T Alternative Minimum Tax

M No life allowed

Depreciation Table (13,0):

The system displays the correct depreciation table based on the Class, Life and Method selected. Classes with an M Method code do not have a table.

Any asset added to the tax book with an installation date within the tax book year is automatically assigned the correct depreciation table based on the asset's class.

Mid-Quarter Convention Asset Cost Basis (15,2): This field displays the total of all personal property assets that were added in each quarter. The total is based on the asset cost, not the depreciable basis.

Screen actions - FXA170D-01/02/03/04

Commands

Description

F13=Filters

Displays the Tax Book Header Filter screen. You can choose to display active or inactive records.

F21=Detail/Header

Toggle between the Tax Book Year Selection screen, FXA170D-03, and the Book Setup screen, FXA170D-02. The system does not display this screen action for financial book 00.

All other screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 16)* in the overview information in this document.

Tax Book Master, FXA175D

This program prints a Tax Book List, which contains the tax books for the specified selections.

Print the tax book list

Use the Book List screen, FXA175D-01, to specify the selection criteria for the listing.

This screen contains range fields that you use to limit the data the system selects. For information on range fields, see *Ranges* in the overview section of this document.

Field descriptions - FXA175D-01

Fields	Description
Company (3,0):	Specify a range of values to limit the companies to include in the report.
Book Number (2,0):	Specify a range of values to limit the book numbers to include in the report.
Record Status (1,0):	Specify 0 for all records, or 1 for only active records.
Run Time Parameter (1,0):	Specify Interactive to process the data in real time or Batch to process the data in the job queue. If you specify interactive processing, your session is unavailable for other tasks until the job finishes.

Screen actions - FXA175D-01

Commands	Description
Standard screen actions	All other screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 16)</i> in the overview information in this document.

Tax calendar controls, FXA180D

The Tax Calendar Control file defines tax year information such as quarterly start and end dates. The Calendar Number field allows a company to have multiple fiscal years within the same calendar year.

The Tax Calendar Control (FXA180D-01) screen is used to select tax calendars for further processing (creation, revision, copy, deletion, inquiry, and printing).

Create or maintain tax calendar controls

This program has the following screens:

- Tax Calendar Control Selection, FXA180D-01
- Tax Calendar Control Setup, FXA180D-02
- Tax Calendar Control Setup G/L, FXA180D-03

Create or select controls for a tax calendar

Use the Tax Calendar Control Selection screen, FXA180D-01, to create a tax calendar control record or to select a record for further processing.

Specify period end and quarterly start/finish dates

Use the Tax Calendar Control Setup screen, FXA180D-02, to define the period end and quarterly start and finish dates for each calendar year.

Link fixed asset periods to G/L periods

Use the Tax Calendar Control Setup G/L screen, FXA180D-03, to define where fixed asset periods are linked to the correct general ledger period.

Field descriptions - FXA180D-01/02/03

Fields	Description
Act (1,0):	Specify the number for the line action to perform and press Enter. To use the first line, specify the line action and at least one key field value. All line actions on this screen perform standard Infor LX functions. See <i>Generic help text for line actions (p. 15)</i> in the overview information in this document.
Company (3,0):	Specify a valid three-digit company number.
Year (4,0):	Specify a four-digit year.
Calendar Number (2,0):	Specify the number for the calendar year to enable more than one year in a 12 month year. For example, if year-end is normally June and must be changed to December for 2007, this results in two 2007s. The first year ends in June, 2007 and the second ends in December, 2007.
Record Status (8,A):	This field displays Active for active records or Inactive for deleted records.
Fixed Asset Period (2,0):	This field displays 12 or 13 accounting periods.
Period End Date (8,0):	Specify the end date for each tax period.
Quarter (1,0):	This field displays four quarters.
Start Date (8,0):	In the Quarter 1 field, specify the first day of the first quarter of the year. The other quarter start dates are system-calculated based on the previous quarter end date entered.

End Date (8,0): Specify the ending date for each quarter. The quarterly start and end date information determines the quarter in which an asset is installed for MACRS mid-quarter purposes.

G/L Period/Year (6,0): Specify the general ledger period that corresponds to each fixed asset period.

Screen actions - FXA180D-01/02/03

Commands	Description
F13=Filters	Display the Tax Calendar Control Filter screen. You can choose to display active or inactive calendars.
F21=Previous	Return to the previous screen and update the current screen.
F22=Segments	Display the Tax Calendar Control Segments screen, which shows specific segments of the calendar controls. All other screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 16)</i> in the overview information in this document.

Tax calendar controls, FXA185D

This program creates a list of the calendars that define the years for each company.

Print a tax calendar list

Use the Tax Calendar List screen, FXA185D-01, to specify the selection criteria for the listing.

Field descriptions - FXA185D-01

Fields	Description
Company (3,0):	Specify a range of values to limit the companies to include in the report.
Year (4,0):	Specify a range of values to limit the years to include in the report.
Calendar Number (1,0):	Specify a range of values to limit the calendar numbers to include in the report.

Record Status (1,0):	Specify 0 for all records, or 1 for only active records.
Run Time Parameter (1,0):	Specify Interactive to process the data in real time or Batch to process the data in the job queue. If you specify interactive processing, your session is unavailable for other tasks until the job finishes.

Screen actions - FXA185D-01

Commands	Description
Standard screen actions	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 16)</i> in the overview information in this document.

Period master, FXA190D1

The Period Master Maintenance program allows you to maintain the valid range of periods for each company. To post to the General Ledger, a journal entry must have a date that falls into an open period. Infor LX operates on the basis of open and closed fiscal periods, and does not recognize any current period status. After you generate reports, you must always specify the desired reporting periods.

You can establish up to 13 periods for any fiscal year.

Because you define the Period Master file by company and fiscal year, each company can have its own fiscal calendar. You can post to any open period in the current fiscal year, and up to six periods in the next fiscal year for a total of 18 periods that can be open at one time.

For convenience, you can copy period master information from one company number and fiscal year set to another if the number of fiscal periods defined for both companies is the same.

After you close the books for a fiscal year and you delete that fiscal year in this program, you cannot reactivate that year for any further maintenance. However, you can request the last twelve periods of the previous fiscal year's records to print on various reports.

Add or select a period

Use the Period Master Maintenance selection screen, FXA190D1-01, to add a period or to select a period to view or maintain.

Field descriptions - FXA190D1-01

Fields	Description
Act (1,0):	<p>Specify the number for the line action to perform and press Enter. To use the first line, specify the line action and at least one key field value.</p> <p>All line actions on this screen perform standard Infor LX functions. See <i>Generic help text for line actions (p. 15)</i> in the overview information in this document.</p>
Company (3,0):	<p>Specify the company number for which to maintain fiscal period information.</p> <p>After you specify a company code, Infor LX checks to see if you are authorized to maintain this company. You set up company security in Infor LX User Authorization Maintenance, SYS600. You can continue with this program only if you are either an Infor LX security officer or authorized to maintain this company.</p>
Fiscal Year (2,0):	<p>Specify the last two digits of the fiscal year for which to maintain the fiscal period information.</p>

Screen actions - FXA190D1-01

Commands	Description
Standard screen actions	<p>All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 16)</i> in the overview information in this document.</p>

Period master detail, FXA190D2

The system displays Period Master Maintenance detail after you specify the fiscal period to maintain on the screen Period Master Maintenance selection screen, FXA190D1-01.

Add, maintain, or view period master details

Use the Period Master Maintenance detail screen, FXA190D1-01, to specify details for the period you selected on the Period Master Maintenance selection screen, FXA190D1-01.

Field descriptions - FXA190D2-01

Fields	Description
Start Date (6,0):	Specify the start date of the specific fiscal period. The start date is the first day after the last day of the previous fiscal year.
End Date (6,0):	Specify the end date of the specific fiscal period. The start date is the last day of the period you currently entered. The system automatically calculates the starting dates for each subsequent period from these end date entries. The number of periods defined with start and end dates is the total number of periods shown at the top of the screen.
Period Open (1,A):	<p>Specify Y to indicate that the period on the corresponding line is open for journal posting. Otherwise, specify N.</p> <p>After you define accounting periods for a company and you begin to process transactions for that company, do not decrease the number of accounting periods for that company in the Company Master file. If you change the number of periods and thereby drop a period, the application will not print or display any data posted to the dropped period.</p> <p>If no data exists for certain periods and you want to eliminate these periods, you must perform the following tasks in this order:</p> <ul style="list-style-type: none"> ■ Change the number of fiscal periods for this company in the Company Master file to reflect the elimination of periods. ■ Delete the end dates of the periods to drop. Leave the Period Open fields for these periods blank to indicate that the periods are not open.

Screen actions - FXA190D2-01

Commands	Description
Standard screen actions	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 16)</i> in the overview information in this document.

Inter-company account, FXA191D

The Inter-Company Account Maintenance program, FXA191D, defines the Inter-Company file, GIC, which is used when a journal entry affects more than one company. This file provides account numbers to the system to maintain balanced sets of books for all companies involved in the transaction.

Even though inter-company transactions can involve many separate companies, you establish inter-company accounts in pairs. The From Company represents the primary company involved in the transaction. You must establish all other companies involved in the transaction in a pair with this company.

The companies involved in an inter-company transaction must have the same base currency.

Create or maintain inter-company accounts

This program has the following screens:

- Inter-Company Account Maintenance selection, FXA191D-01
- Inter-Company Account Maintenance detail, FXA191D-02

Create or maintain an inter-company account

Use the Inter-Company Account Maintenance selection screen, FXA191D-01 to create an inter-company account or to select a record for further processing.

Specify account numbers

Use Inter-Company Account Maintenance screen, FXA191D-02, to specify the account numbers to use for the off-setting journal entries. The system automatically generates these entries to balance the individual books of each company after the initial inter-company transaction has been executed.

Field descriptions - FXA191D-01/02

Fields	Description
Act (1,0):	<p>Specify the number for the line action to perform and press Enter. To use the first line, specify the line action and at least one key field value.</p> <p>All line actions on this screen perform standard Infor LX functions. See <i>Generic help text for line actions (p. 15)</i> in the overview information in this document.</p>
From Company (3,0):	<p>Specify the three-digit company number of the primary company.</p> <p>For example, if company 10 is involved in an inter-company transaction with companies 17 and 20, then 2 inter-company records must be established: 10 to 17, and 10 to 20. In both cases, the From company is 10.</p>
To Company (3,0):	<p>Specify the company number of the other company involved in the transaction.</p>
Status (8,0):	<p>This field displays the current status of the inter-company account relationship.</p>

- From Profit Center (12,A):** Specify the From profit center of the From company that you entered on the previous screen. This denotes the From set of G/L books involved in the inter-company transaction.
- From Account (23,A):** Specify the From account code of the primary From company that you entered on the previous screen. This denotes the From set of G/L books involved in the inter-company transaction.
- To Profit Center (12,A):** Specify the To account code of the To company that you entered on the previous screen. This denotes the To set of G/L books involved in the inter-company transaction.
- To Account (23,A):** Specify the To account code of the To company that you entered on the previous screen. This denotes the To set of G/L books involved in the inter-company transaction.

Screen actions - FXA191D-01/02

Commands	Description
Standard screen actions	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 16)</i> in the overview information in this document.

Asset additions, FXA200D

General accounting uses the Asset Additions Report to balance the Fixed Assets balance sheet accounts. This report shows the detail of all current year additions, except assets that were both added and deleted during the current year.

Deletions Report, FXA215D, shows current year additions that were deleted.

The Asset Additions Report shows asset cost, asset depreciable basis, accumulated reserve, year-to-date depreciation, and current depreciation for each asset you select. If you select a single company to process, you can change the sort order of the report.

Print the asset additions report

Use the Asset Additions Report screen, FXA200D-01, to specify the selection criteria for the report.

This screen contains range fields that you use to limit the data the system selects. For information on range fields, see *Ranges* in the overview section of this document.

Field descriptions - FXA200D-01

Fields	Description
Company (3,0):	Specify a range of values to limit the companies to include in the report.
Period (2,0):	Specify a range of periods to limit the companies to include in the report.
Book Number (2,0):	Specify the book number.
Accounting Location (50,A):	Specify a range of values to limit the accounting numbers to include in the report.
Run Time Parameter (1,0):	Specify Interactive to process the data in real time or Batch to process the data in the job queue. If you specify interactive processing, your session is unavailable for other tasks until the job finishes.

Screen actions - FXA200D-01

Commands	Description
Standard screen actions	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 16)</i> in the overview information in this document.

Asset transfers, FXA205D

General accounting uses the Asset Transfers Report to balance the Fixed Assets accounts. This report shows the detail of all current year transfers, except assets that you both transferred and deleted during the current year.

The report shows the asset depreciable basis, accumulated reserve, year-to-date depreciation, and current depreciation for each deleted asset.

Print the asset transfers report

Use the Asset Transfers Report screen, FXA205D-0, to specify the selection criteria for the report.

This screen contains range fields that you use to limit the data the system selects. For information on range fields, see *Ranges* in the overview section of this document.

Field descriptions - FXA205D-01

Fields	Description
Company (3,0):	Specify a range of values to limit the companies to include in the report.
Period (2,0):	Specify a range of periods to limit the companies to include in the report.
Run Time Parameter (1,0):	Specify Interactive to process the data in real time or Batch to process the data in the job queue. If you specify interactive processing, your session is unavailable for other tasks until the job finishes.

Screen actions - FXA205D-01

Commands	Description
Standard screen actions	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 16)</i> in the overview information in this document.

Asset retirements, FXA210D

General accounting uses the Assets Retirements Report to balance the Fixed Assets balance sheets accounts. The tax department uses the report as the basis to file the federal Sales of Business Property schedule 4797. This report shows the detail of all current year retirements.

The report shows the asset cost, asset depreciable basis, accumulated reserve, year-to-date depreciation, and current depreciation for each asset selected.

Print the asset retirements report

Use the Asset Retirements Report screen, FXA210D-01, to specify the selection criteria for the report.

This screen contains range fields that you use to limit the data the system selects. For information on range fields, see *Ranges* in the overview section of this document.

Field descriptions - FXA210D-01

Fields	Description
Company (3,0):	Specify a range of values to limit the companies to include in the report.
Retirement Code (3,A):	Specify a range of values to limit the retirement codes to include in the report.
Period (2,0):	Specify a range of values to limit the periods to include in the report.
Run Time Parameter (1,0):	Specify Interactive to process the data in real time or Batch to process the data in the job queue. If you specify interactive processing, your session is unavailable for other tasks until the job finishes.

Screen actions - FXA210D-01

Commands	Description
Standard screen actions	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 16)</i> in the overview information in this document.

Asset deletions, FXA215D

General accounting uses the Asset Deletions Report to balance the Fixed Assets balance sheet accounts. This report shows the detail of all current year deletions with a separate subtotal for assets that were both added and deleted during this year.

The report shows the asset cost, accumulated reserve, year-to-date depreciation, and current depreciation for each asset you select.

Print an asset deletions report

Use the Asset Deletions Report screen, FXA215D-01, to specify the selection criteria for the report.

This screen contains range fields that you use to limit the data the system selects. For information on range fields, see *Ranges* in the overview section of this document.

Field descriptions - FXA215D-01

Fields	Description
Company (3,0):	Specify a range of values to limit the companies to include in the report.
Period (2,0):	Specify a range of values to limit the periods to include in the report.
Run Time Parameter (1,0):	Specify Interactive to process the data in real time or Batch to process the data in the job queue. If you specify interactive processing, your session is unavailable for other tasks until the job finishes.

Screen actions - FXA215D-01

Commands	Description
Standard screen actions	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 16)</i> in the overview information in this document.

Financial book depreciation, FXA240D

General accounting uses the Financial Book Depreciation Report to balance the Fixed Assets profit and loss accounts. This report shows the detail of all assets that have had any depreciation during the year. This report does not include assets that you deleted during the year.

The report shows the asset cost, asset depreciable basis, accumulated reserve, year-to-date depreciation, and current depreciation for each asset selected.

If you select a single company to process, you can change the sort order of the report.

Print a financial book depreciation report

Use the Financial Book Depreciation Report screen, FXA240D-0, to specify the selection criteria for the report.

This screen contains range fields that you use to limit the data the system selects. For information on range fields, see *Ranges* in the overview section of this document.

Field descriptions - FXA240D-0

Fields	Description
Company (3,0):	Specify a range of values to limit the companies to include in the report.
Accounting Location (50,A):	Specify a range of values to limit the accounting locations to include in the report.
Segment (2,0):	The number assigned to this segment displays if you select a single company for processing.
Description (30,A):	This field displays a five-character description for this accounting location segment.
Sequence (1,0):	If you select a single company for processing, this field becomes active. You can change the sequence (sort order) of the report. To change the sort order, change the sequence numbers. 1 is the highest level (grand total) and cannot be changed.
Summarize (1,0):	This field becomes active if you enter a single company for processing. Enter 1 to print a subtotal for this segment.
Run Time Parameter (1,0):	Specify Interactive to process the data in real time or Batch to process the data in the job queue. If you specify interactive processing, your session is unavailable for other tasks until the job finishes.

Screen actions - FXA240D-0

Commands	Description
Standard screen actions	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 16)</i> in the overview information in this document.

Tax book depreciation report, FXA250D

Several departments use the Tax Book Depreciation Report. For example, general accounting uses this report to determine state and federal tax accruals, while the tax department uses this report to review multi-jurisdictional assets for consistency. This report shows a comparison of depreciation between books.

This report shows the asset cost, asset depreciable basis, accumulated reserve, year-to-date depreciation, and current depreciation for each asset you select.

If you select a single company to process, you can change the sort order of the report.

Print a tax book depreciation report

Use the Tax Book Depreciation Report screen, FXA250D-0, to specify the selection criteria for the report.

This screen contains range fields that you use to limit the data the system selects. For information on range fields, see *Ranges* in the overview section of this document.

Field descriptions - FXA250D-0

Fields	Description
Company (3,0):	Specify a range of values to limit the companies to include in the report.
Book Number (2,0):	Specify a range of values to limit the book numbers to include in the report.
Accounting Location (50,A):	Specify a range of values to limit the accounting locations to include in the report.
Segment (2,0):	The number assigned to this segment displays if you select a single company for processing.
Description (30,A):	This field displays a five-character description for this accounting location segment.
Sequence (1,0):	If you select a single company for processing, this field becomes active. You can change the sequence (sort order) of the report. To change the sort order, change the sequence numbers. 1 is the highest level (grand total) and cannot be changed.
Summarize (1,0):	This field becomes active if you enter a single company for processing. Enter 1 to print a subtotal for this segment.
Run Time Parameter (1,0):	Specify Interactive to process the data in real time or Batch to process the data in the job queue. If you specify interactive processing, your session is unavailable for other tasks until the job finishes.

Screen actions - FXA250D-0

Commands	Description
Standard screen actions	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 16)</i> in the overview information in this document.

Comparative Depreciation Book, FXA260D

The Comparative Depreciation Book Report is used primarily by the Tax Department to compare the year-to-date detail of exactly two books. Two common examples are to compare the Federal Book to the AMT and ACE books, and to compare the Federal Book to the Financial Book.

The report shows asset cost and year-to-date depreciation for each asset you select along with the difference between their year-to-date depreciation.

If you select a single company for processing, you can change the sort order of the report.

Print a comparative depreciation book report

Use the Comparative Depreciation Book Report screen, FXA260D-0, to specify the selection criteria for the report.

Field descriptions - FXA260D-0

Fields	Description
Company (3,0):	Specify a range of values to limit the companies to include in the report. For information on range fields, see <i>Ranges</i> in the overview section of this document.
Book A (2,0):	Specify a book number to compare.
Use Previous Year (1,0):	Specify 1 to compare the previous year depreciated to Book B. Specify 0 to compare the present year depreciated.
Book B (2,0):	Specify a book number to compare.
Use Previous Year (1,0):	Specify 1 to compare the previous year depreciated to Book A. Specify 0 to compare the present year depreciated.

Accounting Location (50,A):	Specify a range of values to limit the accounting locations to include in the report. For information on range fields, see <i>Ranges</i> in the overview section of this document.
Segment (2,0):	The number assigned to this segment displays if you select a single company for processing.
Description (30,A):	This field displays a five-character description for this accounting location segment.
Sequence (1,0):	If you select a single company for processing, this field becomes active. You can change the sequence (sort order) of the report. To change the sort order, change the sequence numbers. 1 is the highest level (grand total) and cannot be changed.
Summarize (1,0):	This field becomes active if you enter a single company for processing. Enter 1 to print a subtotal for this segment.
Run Time Parameter (1,0):	Specify Interactive to process the data in real time or Batch to process the data in the job queue. If you specify interactive processing, your session is unavailable for other tasks until the job finishes.

Screen actions - FXA260D-0

Commands	Description
Standard screen actions	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 16)</i> in the overview information in this document.

Assets by class, FXA270D

The Fixed Assets by Class report includes all active assets plus any assets that are no longer active but had year-to-date depreciation in the current year. You can process only one book at a time. The report provides totals for asset cost, basis and year-to-date depreciation for Company/Class/Install Year. You use the Assets by Class Report as the basis to file the U.S. Federal 4562 Schedule.

Print a fixed assets by class report

Use the Fixed Assets by Class Report screen, FXA270D-0, to specify the selection criteria for the report.

Field descriptions - FXA270D-0

Fields	Description
Company (3,0):	Specify a range of values to limit the companies to include in the report. For information on range fields, see <i>Ranges</i> in the overview section of this document.
Book (2,0):	Specify the book number to process.
Run Time Parameter (1,0):	Specify Interactive to process the data in real time or Batch to process the data in the job queue. If you specify interactive processing, your session is unavailable for other tasks until the job finishes.

Screen actions - FXA270D-0

Commands	Description
Standard screen actions	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 16)</i> in the overview information in this document.

Fixed asset inquiry, FXA300B

The Fixed Asset Inquiry program, FXA300B, displays all active and historical records for assets. When you access this program from the menu, the system first displays the Asset Master Main Selection screen, FXA160D-01, in inquiry mode. See the FXA160D section for detailed information. Additionally, the Asset History Inquiry screen, FXA300D-01, displays all active and inactive asset segments.

Inquire on asset data

This program has the following screens:

- Asset Master Main Selection, FXA160D-01 in inquiry mode
- Asset History Inquiry, FXA300D-01
- Asset Master Maintenance, FXA300D-02
- User Defined Fields, FXA300D-04
- Depreciation Book Maintenance, FXA300D-05

Select asset to view history

Use the Asset Master Main Selection screen, FXA160D-01, to select any of the assets to view current or historical data. Use line action 10, History, to view a life-to-date history of the asset you select.

Select or view asset segments

Use the Asset History Inquiry screen, FXA300D-01, to display all active and inactive asset segments. You can select a segment to view the details.

View main segment detail information

Use the Asset Master Maintenance screen, FXA300D-02, to display the life-to-date history detail of the Main segments of the asset you select on the Asset History Inquiry screen, FXA300D-01.

View user defined fields segment detail information

Use the User Defined Fields screen, FXA300D-04, to view details for a user-defined field.

View depreciation book segment detail information

Use the Depreciation Book Maintenance screen, FXA300D-05, to view detail information for a depreciation book

Field descriptions - FXA300D-01/02/05

Fields	Description
Act (2,0):	Specify the number for the line action to perform and press Enter. To use the first line, specify the line action and at least one key field value. All line actions on this screen perform standard Infor LX functions. See <i>Generic help text for line actions (p. 15)</i> in the overview information in this document.
Segment (10,0):	Specify or view a valid segment of Main or Depr Book for the selected asset.
Date (Stamp) (8,0):	Specify or view the date stamp displays to indicate when the history record occurred.
Time (Stamp) (6,0):	Specify or view the time stamp to indicate when the history record occurred.
History Status (14,0):	Specify or view a valid status code with a brief description.
Dp Bk (2,0):	Specify or view the applicable depreciation book.
Ret Seq (3,0):	Specify or view the retirement sequence for that record.

User Profile (10,A):	This field displays the profile of the user who created the history record.
Record Status (8,0):	This field displays the status of the record as either inactive or active.
Company (3,0):	This field displays the company number corresponding to the selected asset.
Asset Number (13,0):	This field displays the assigned asset number as defined in Asset Main Master Selection, FXA160D.
Asset Description (30,A):	This field displays a description of the asset as defined on the Asset Master Maintenance screen, FXA160D-02.
Units (5,0):	This field displays the number of asset units assigned on the Asset Master Maintenance screen, FXA160D-02.
Active (1,0):	This field displays 1 for an active record or 0 for an inactive record.
Accounting Location (50,0):	This fields displays the accounting location code defined in Accounting Locations, FXA130D.
Physical Location (30,0):	This fields displays the physical location defined in Physical Locations, FXA140D.
Transfer in Date: (6,0):	This field displays the date that the asset was transferred to its present location.
Transfer Out Date (6,0):	This field displays the date that the asset was transferred from its prior location.
Original Asset Number (13,A):	This field displays the number assigned to the asset at its prior location.
Depreciation Book Number and Description:	This field displays the number and name of the asset's book displayed on the screen.
Installation Date:	This field displays the date this asset was placed in service.
Depreciation Type:	This field displays the method used to calculate depreciation for this asset. The methods are as follows: <ul style="list-style-type: none">■ 1, Normal Depreciation - using depreciation tables■ 2, Manual Depreciation - depreciation tables are not accessed, depreciation is based on the amount entered into this depreciation book■ 3, Non-Depreciable Assets - no depreciation is calculated, used for assets such as land or art

- 4, Override ACRS and MACRS Depreciation Rules - you can enter a depreciation table that would normally be disallowed under normal editing for U.S. Federal Depreciation Regulations

NOTE: Depreciation Type 4 is not a valid entry for Financial Books.

Depreciation Table:	This field displays the name of the table used to calculate depreciation on this asset.
ACRS/MACRS Class:	ACRS/MACRS Class is the asset class for this asset as defined in the U.S Federal Tax Regulations.
Cost Basis:	This field displays the cost of this asset.
Depreciable Basis:	This field displays the amount of this asset's cost, which will be depreciated. It is depreciable basis less the salvage amount.
Asset Life:	This field displays the number of years over which depreciation is calculated.
Accumulated Reserve:	This field displays the total amount of depreciation that has been taken on this asset.
Remaining Life:	This field displays the years and periods left to depreciate.
Salvage Amount:	This field displays the portion of this asset's cost that will not be depreciated.
1245/1250 Property:	This field distinguishes between personal (1245-4) property and real (1250-5) property.
Current Depreciation:	This field displays the amount of depreciation charged during this year.
Mass Asset Account:	This field identifies this asset as a multiple asset for ACRS or MACRS purposes.
Year-to-Date Depreciation:	This field displays the amount of depreciation taken this year.
Current Year:	The program uses this field to identify the correct calendar.
Total Last Year Depreciation:	This field displays the total amount of depreciation charged last year.
Current Calendar:	This field displays the calendar number used to calculate depreciation.
ITC Recapture:	This field displays the amount of investment tax credit recaptured when the asset is retired.

- Last Year:** This field displays the last year.
- Last Year Maximum Depreciation Allowed:** This field displays the maximum amount of depreciation that was allowed last year.
- Last Calendar:** This field displays the last year's calendar.
- ADR Vintage Account:** This field is shown for a reference for ADR assets and allows you to track the vintage account for these assets.
- G/L Interface:** This field indicates whether the costs for this asset interface with CEA:
- | | |
|----------|----------------|
| 0 | Not interfaced |
| 1 | Interfaced |
- Depreciation Allocation Table:** This field indicates the depreciation allocation table if depreciation expense is spread over multiple accounts.
- Last Period Depreciated:** This field displays the last year and period for which depreciation was calculated.

Screen actions - FXA300D-01/02/05

Commands	Description
F13=Filters	<p>Display the History Sequence Selection screen. You can choose to display all records or only active records.</p> <p>All other screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 16)</i> in the overview information in this document.</p>

Period end processing, FXA500D

This program performs three major functions:

- Calculates depreciation for all eligible assets
- Processes all eligible additions
- Processes all eligible retirements

Perform period end processing

Use the The Period End Processing screen, FXA500D-01 to run depreciation for period-end.

This screen contains range fields that you use to limit the data the system selects. For information on range fields, see *Ranges* in the overview section of this document.

Field descriptions - FXA500D-01

Fields	Description
Lower Company (3,0):	Specify a range of values to limit the companies to include for processing.
Upper Company (3,0):	Specify a range of values to limit the companies to include for processing.
Book Master (2,0):	Specify a range of values to limit the books to close. To close one book, specify the same book number in both fields.
Depreciation Period (2,0):	Specify the period in the current year for which to calculate depreciation.
Depreciation Year (4,0):	Specify the current year.
Calendar Number (1,0):	Specify the current calendar number.
Asset Addition G/L Reason Code (5,A):	Specify a G/L reason code or accept the default reason code. The system uses this code for all asset addition journal entries. You define G/L reason codes in G/L Reason Code Maintenance, SYS170, and default reason codes in Default Reason Code Maintenance, SYS180. You access these programs from the Accounts Payable Maintenance menu, not from a SYS menu.
Asset Depreciation G/L Reason Code (5,A):	Accept the default reason code or specify an asset depreciation G/L reason code. The system uses this code for all asset depreciation journal entries.
Asset Retirement G/L Reason Code (5,A):	Accept the default reason code or specify an asset retirement G/L reason code. The system uses this code for all asset retirement journal entries.
Run Time Parameter (1,0):	Specify Interactive to process the data in real time or Batch to process the data in the job queue. If you specify interactive processing, your session is unavailable for other tasks until the job finishes.

Screen actions - FXA500D-01

Commands	Description
Standard screen actions	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 16)</i> in the overview information in this document.

Asset transfers, FXA520D

Use this program to perform mass transfers, single asset transfers, or partial transfers.

The system creates General Ledger journal entries if you interface to General Ledger and transfer between accounting locations or when you perform a partial transfer. The system does not create a journal entry if you transfer assets between physical locations.

Transfer assets

Use the Asset Transfers screen, FXA520D-01, to specify the parameters for mass, single, or partial asset transfers. You can change an asset number on this screen.

Field descriptions - FXA520D-01

Fields	Description
Old Company (3,0):	Specify the company number of the asset prior to the transfer.
New Company (3,0):	Specify the company number of the asset after the transfer.
Old Accounting Location (50,A):	Specify the accounting location number of the asset prior to the transfer.
New Accounting Location (50,A):	Specify the accounting location number of the asset after the transfer.
Old Physical Location (30,A):	Specify the physical location number of the asset prior to the transfer.
New Physical Location (30,A):	Specify the physical location number of the asset after the transfer.

- G/L Reason Code (5,A):** Accept the default reason code in this field, or specify a new reason code. The system uses this reason code for all asset transfers. You define G/L reason codes in G/L Reason Code Maintenance, SYS170, and default reason codes in Default Reason Code Maintenance, SYS180. You access these programs from the Accounts Payable Maintenance menu, not from a SYS menu.
- Old Asset Number (10,A) (3,A):** Specify the asset number for single asset transfers, partial asset transfers, and asset number changes.
- New Asset Number (10,A) (3,A):** Specify the new asset number for single asset transfers (optional), partial asset transfers, and asset number changes. The new asset number must be a non-existing number.
- Partial Trans. Cost Basis (15,2):** Specify the asset cost basis of the newly created asset for a partial transfer.
- Run Time Parameter (1,0):** Specify Interactive to process the data in real time or Batch to process the data in the job queue. If you specify interactive processing, your session is unavailable for other tasks until the job finishes.

Screen actions - FXA520D-01

Commands	Description
Standard screen actions	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 16)</i> in the overview information in this document.

Year end processing, FXA900D

Year End Processing is an edit program that determines whether a book is ready to be closed. For a book to be ready to close the following criteria must be met:

- The last period depreciated must be the last period of the current year according to the tax calendar.
- You must not have added or revised any assets after the last run of Period End Processing, FXA500D.
- The system checks the Mid-Quarter Convention to see whether USA. Federal MACRS Regulation Tax Books have been processing in, Mid-Quarter Convention, FXA910D. This is required for MACRS tax books.

If the above criteria is met, the FXA900D program allows you to process a book in Year End Roll and Clear, FXA920D.

Perform year-end processing

Use the Year End Processing screen, FXA900D-01, to specify the criteria for processing.

This screen contains range fields that you use to limit the data the system selects. For information on range fields, see *Ranges* in the overview section of this document.

Field descriptions - FXA900D-01

Fields	Description
Lower Company (3,0):	Specify a range of values to limit the companies to include for processing.
Upper Company (3,0):	Specify a range of values to limit the companies to include for processing.
Book Master (2,0):	Specify a range of values to limit the books to close. To close one book, specify the same book number in both fields.
Depreciation Year (4,0):	Specify the current year.
Calendar Number (1,0):	Specify the current calendar number for the year.
Run Time Parameter (1,0):	Specify Interactive to process the data in real time or Batch to process the data in the job queue. If you specify interactive processing, your session is unavailable for other tasks until the job finishes.

Screen actions - FXA900D-01

Commands	Description
Standard screen actions	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 16)</i> in the overview information in this document.

Mid-quarter convention, FXA910D

This program changes the depreciation table on all assets subject to MACRS mid-quarter convention.

Perform mid-quarter convention requirement

Use the Mid-Quarter Convention screen, FXA910D01, only for companies subject to MACRS mid-quarter convention.

This screen contains range fields that you use to limit the data the system selects. For information on range fields, see *Ranges* in the overview section of this document.

Field descriptions - FXA910D01

Fields	Description
Lower Company (3,0):	Specify a range of values to limit the companies to include for processing.
Upper Company (3,0):	Specify a range of values to limit the companies to include for processing.
Depreciation Year (4,0):	Specify the current year.
Calendar Number (1,0):	Specify the current tax calendar number.
Run Time Parameter (1,0):	Specify Interactive to process the data in real time or Batch to process the data in the job queue. If you specify interactive processing, your session is unavailable for other tasks until the job finishes.

Screen actions - FXA910D01

Commands	Description
Standard screen actions	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 16)</i> in the overview information in this document.

Year end roll and clear, FXA920D

Year End Roll and Clear is the final step in year end processing. Be sure to run all year end reports before you run this program. This program clears both YTD and current depreciation on all assets in the selected books. Year End Processing, FXA900D, must complete successfully before you run Year End Roll and Clear processing.

Perform year-end roll and clear processing

Use the Year End Roll and Clear screen, FXA920D-01, to specify the criteria for processing.

This screen contains range fields that you use to limit the data the system selects. For information on range fields, see *Ranges* in the overview section of this document.

Field descriptions - FXA920D-01

Fields	Description
Lower Company (3,0):	Specify a range of values to limit the companies to include for processing.
Upper Company (3,0):	Specify a range of values to limit the companies to include for processing.
Book Master (2,0):	Specify a range of values to limit the books to close. To close one book, specify the same book number in both fields.
Depreciation Year (4,0):	Specify the current year.
Calendar Number (1,0):	Specify the current tax calendar number.
Run Time Parameter (1,0):	Specify Interactive to process the data in real time or Batch to process the data in the job queue. If you specify interactive processing, your session is unavailable for other tasks until the job finishes.
Reorganize Physical Files (1,0):	Specify 0 to leave the asset files as they are, or 1 to reorganize the asset files. If you specify 1, the reorganization process releases the allocated space for deleted records and increases the run time for this program.

Screen actions - FXA920D-01

Commands	Description
Standard screen actions	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 16)</i> in the overview information in this document.

Journal work file purge, FXA930D

Use this program to selectively remove fixed asset records from the Journal Work file, GJW.

Purge fixed asset records

Use the Journal Work File Purge screen, FXA930D-01, to specify the selection criteria for the purge.

This screen contains range fields that you use to limit the data the system selects. For information on range fields, see *Ranges* in the overview section of this document.

Field descriptions - FXA930D-01

Fields	Description
Lower Company (3,0):	Specify a range of values to limit the companies to include in the purge process.
Upper Company (3,0):	Specify a range of values to limit the companies to include in the purge process.
Lower Period End Date - MM/DD/YYYY:	Specify a range of dates to limit the periods to include in the purge process.
Upper Period End Date - MM/DD/YYYY:	Specify a range of dates to limit the periods to include in the purge process.
Run Time Parameter (1,0):	Specify Interactive to process the data in real time or Batch to process the data in the job queue. If you specify interactive processing, your session is unavailable for other tasks until the job finishes.

Screen actions - FXA930D-01

Commands	Description
Standard screen actions	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 16)</i> in the overview information in this document.

Appendix A

Glossary



Ranges

Ranges refer to fields you can use to limit an inquiry or report or to display specific data. If there are multiple range fields in a program, you can tailor your inquiry or report to produce only the data you need.

Infor LX sorts the information alphanumerically. Therefore, the value in the *From* field must be a lower alphanumeric value than the value in the *To* field.

Infor LX usually inserts extreme values as defaults in the lower and upper fields. See the description for Extreme values by default. The entries you make in range fields do not have to be valid values in a database file.

Review the following suggestions to limit the information:

Specify the first value to include on the inquiry or report in the *From* field. Leave the *To* field blank to include all information to the end of the file. For example, you can print a report that starts with the customer number you specify in the *From* field and stops at the end of the Customer Master file.

Specify the last value to include on the inquiry or report in the *To* field. Leave the *From* field blank to start at the beginning of the file. For example, you can perform an inquiry that starts with the beginning of the Customer Master file and ends with the customer number you specify in the *To* field.

Specify the same value in both the *From* and *To* fields. For example, you can limit a display to one customer.

To include a group of items, specify a value in the *From* field and another value in the *To* field. For example, you can perform an inquiry that starts with the first of the month and ends with the last day of the month.

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