



Infor System21 Fixed Assets

Product Guide

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About this guide

The purpose of this document is to describe the functions that can be used within the Fixed Assets

Module. **Intended audience**

The guide is intended for any users of the FA Fixed Assets business module.

Related documents

You can find the documents in the product documentation section of the Infor Support Portal, as described in "Contacting Infor" on page 9.

Contacting Infor

If you have questions about Infor products, go to Infor Concierge at <https://concierge.infor.com/> and create a support incident.

The latest documentation is available from docs.infor.com or from the Infor Support Portal. To access documentation on the Infor Support Portal, select **Search > Browse Documentation**. We recommend that you check this portal periodically for updated documentation.

If you have comments about Infor documentation, contact documentation@infor.com.

Chapter 1 Overview

Fixed Assets

The Fixed [Assets](#) of a business can be defined as those [items](#) which are used in carrying out its activities, but are not directly consumed in the process. They include buildings, machinery and vehicles, whether or not owned by the business.

Fixed [Assets](#) addresses five key business objectives:

- To maintain an up-to-date register of all fixed [assets](#) used by the company, whether or not owned and whether or not capitalised
- To calculate and apply depreciation and other period charges for each accounting period, and to apply them to the company accounts
- To be an integral part of the total financial control system, thus ensuring consistency of financial information
- To present [asset](#) information in a way which helps managers to exercise effective control
- To enable the accountant to conform to relevant national and international accounting standards

Links to Other Applications

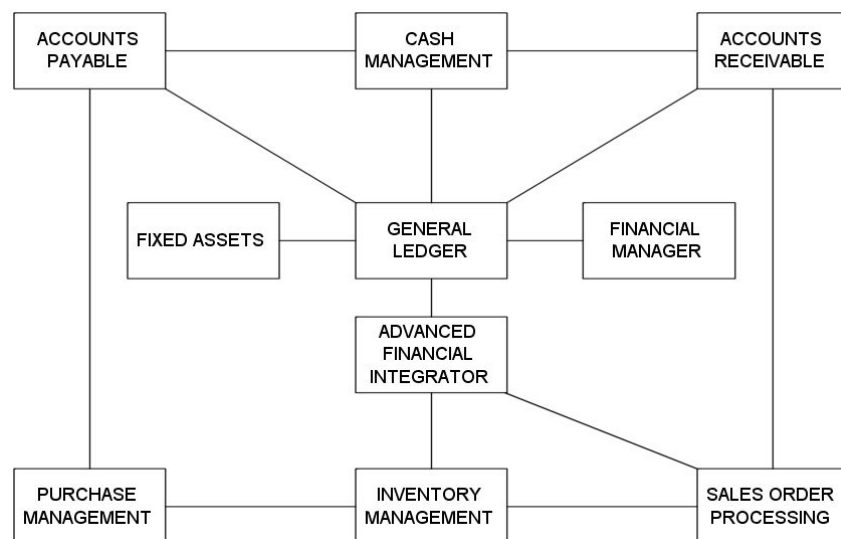
Before you do anything to implement the Fixed [Assets](#) system, there are a number of important decisions to be made about which facilities of the application you will use. These affect:

- The General Ledger link
- [Asset](#) analysis
- Valuation and [depreciation methods](#)
- Advanced facilities

A Fixed [Assets](#) company can be linked to a General Ledger company. Several Fixed [Assets](#) companies can be linked to a single General Ledger. For example, you may wish to hold [assets](#) on financial leases in a separate company.

Each financial [transaction](#) submitted to or generated by the application can be posted to its associated General Ledger. These [transactions](#) include:

- The cost of the [asset](#)
- Depreciation charges
- Lease interest and capital payments
- Year end [transactions](#)



Base and Advanced Fixed Assets

Your Fixed [Assets](#) application will offer you different functions and facilities depending on whether you have the Base or Advanced set up.

Note: This has nothing to do with the version you are operating; both set-ups are available for each version.

The main difference between the two is the range of facilities and options. The following are available only to users of advanced Fixed [Assets](#):

Multiple Depreciation Books per Asset

The basic system allows the [cost book](#) to be set up together with just one [depreciation book](#), while the advanced system enables you to set up more than one [depreciation book](#).

Notepad

Space for the entry of free format text for an [asset](#) is provided. The text can be managed and scanned by means of change dates, which are updated whenever a line of text is created or amended.

External Funding

If [assets](#) have been purchased with the help of external funding then decisions need to be made in advance about:

- Whether the funding will reduce the value to be depreciated
- Should the funding be treated separately from the [asset](#)?
- Is the funding specific to an [asset](#) or does it cover a group of [assets](#)?
- How much is capital funding and how much revenue?
- Are General Ledger accounts required to hold postings relating to capital and revenue?

Leasing Details

If you need to hold details of leased [assets](#) and to calculate and initiate postings to the General Ledger for [assets](#) on finance leases, then you must create appropriate General Ledger accounts and establish General Ledger links through the structured General Ledger accounts facility.

Book Revaluation

If revaluation facilities are required, particularly if the user wishes to make use of nationally prepared indexes, the valuation index must be prepared and regularly maintained.

How to Check Your Set Up

If you wish to check which set up you have, go into the Fixed [Assets](#) company profile maintenance. If the first details screen has the Multi-[book](#) field at the bottom, you have the Advanced set up.

Maintenance Data

Maintenance data refers to more or less static information used by Fixed [Assets](#). This data must be created before any [asset](#) details are created. Thereafter, it will require only infrequent modification. Examples of such data follow:

Company Profile Maintenance

The company profile controls many of the features of an application. It contains, for example, links to other applications and the definition of the features to be used for this company.

Book Profile

Financial [books](#) control the accounting treatment for each [asset](#), including links to the General Ledger.

Period Calendar

The calendar is used for relating calendar dates to accounting periods, and for recording the number of days in each period.

Reference Codes

Reference codes are used throughout the Fixed [Assets](#) application. They are maintained and held in company ## if applicable to all companies, or in the company being processed if used by that company only.

Hierarchy Codes

Analysis detail codes can be defined as part of one or more hierarchies. For example, a sales department can belong to a division and to the sales function. Hierarchy codes cannot themselves be assigned to an [asset](#).

Depreciation Profile

If [assets](#) are to be depreciated using a depreciation profile, profile records are created, expressed either as a period percentage or as a period value.

Valuation Index

If [assets](#) are to be revalued based on an external index (for example, current cost accounting), the system must hold the index.

General Ledger Accounts

General Ledger accounts for fixed [asset transactions](#) are derived from analysis detail codes. Separate accounts can be specified for each financial [book](#).

The Asset Database

Fixed [Assets](#) is a complete [asset](#) financial management tool, based on a very full set of data for each [asset](#).

- Data held at [asset](#) level
- Data held for each [depreciation book](#). There may be several [books](#) for each [asset](#)
- [Transactions](#)

Asset Details

[Asset](#) data describes the [asset](#) in user terms and is the basis for financial control.

Base Data

Descriptive data required for any [asset](#). The [asset](#) can have a [parent asset](#), so that [assets](#) can be grouped into families.

This means that financial data can be held at parent level, each dependent [item](#) having a base record only. The [asset](#) enquiry can then display all [assets](#) belonging to a parent.

The [asset](#) can also have two lines of additional text information.

Analysis Codes

These are user-defined attributes of the [asset](#), such as Department and Type. These also control the link to the General Ledger.

The [asset](#) can be assigned many [analysis codes](#). These are wholly user-defined attributes for enquiry and reporting purposes. (For technical purposes, you may wish to note the first three [analysis codes](#) are held on the base record.) Examples of [analysis codes](#) are:

- Status - In progress; capitalised; revenue; leased; retired
- Organisational - Branch, division, department, cost centre
- [Asset](#) type - Buildings, vehicles, type of vehicle

[Analysis codes](#) can be formed into hierarchies. This helps you in three ways:

- It reduces the number of data elements on each [asset](#).
- It improves the accuracy of the [asset](#) database.
- It improves the flexibility of reporting.

Notepad

This provides unlimited free-format text.

The [asset](#) notepad feature allows any number of dated text records to be created for each [asset](#). Examples of notepad records could be:

- Technical specifications
- Annual building inspections
- Maintenance schedules

Financial Details

The financial details contain the acquisition data for the [asset](#), plus its expected life and residual value.

Acquisition cost (and replenishment cost, if required) can be posted to the General Ledger.

External Funding

If an [asset](#) (or group of [assets](#)) has benefited from external funding (such as a government grant), the total value of the funding can be entered. The total value can be analysed into:

- Reduction of [asset](#) value (capitalisation)
- The balance is not capitalised (normally a credit to a revenue account)

Lease Details

Where an [asset](#) is acquired on a financial lease, details of the lease agreement can be recorded - for example, the frequency of payment, interest, and capital payment values.

This enables you to calculate and account for the periodic payment, allocated between capital repayment and interest charges.

Disposal

This is the disposal details of the [asset](#), with the sales value of disposal.

Depreciation Book Details

You may wish to account for an [asset](#) in several different ways. A separate [book](#) can be set up for each purpose.

Note: *In the basic version, just one [book](#) is allowed for each [asset](#).*

Each [book](#) holds a financial view or interpretation of the [asset](#). A [book](#) may include the [asset's](#) dependants.

[Book Value](#)

The way in which the [asset](#) is valued and the calculated [book value](#).

Revaluation

The current value of the [asset](#), based on indexed or management revaluation.

Depreciation

The [depreciation method](#), the criteria by which depreciation is calculated, and cumulative depreciation values.

Transactions

[Transactions](#) are generated when changes are made which affect [asset](#) values.

- [Asset](#) maintenance - a record of every [transaction](#) which updates the [asset](#) database
- Period depreciation - a record for each period that an [asset](#) is depreciated
- Lease postings - two records for each period per lease [asset](#), one being the capital payment, and the other being the interest payment
- Year end - a record of the movements from year-to-date into cumulative values

Asset Maintenance

Two sets of maintenance procedures are provided, which can be used interchangeably:

- Elementary - where the data to be held for each [asset](#) is limited, a single screen is provided on which all the [asset](#) data and depreciation data is recorded.

- Full - a selection screen is used to define the data to be created or modified for each [asset](#). You can select one or several of the available procedures. The sequence can be changed, and you can skip to enquire on a different [asset](#).

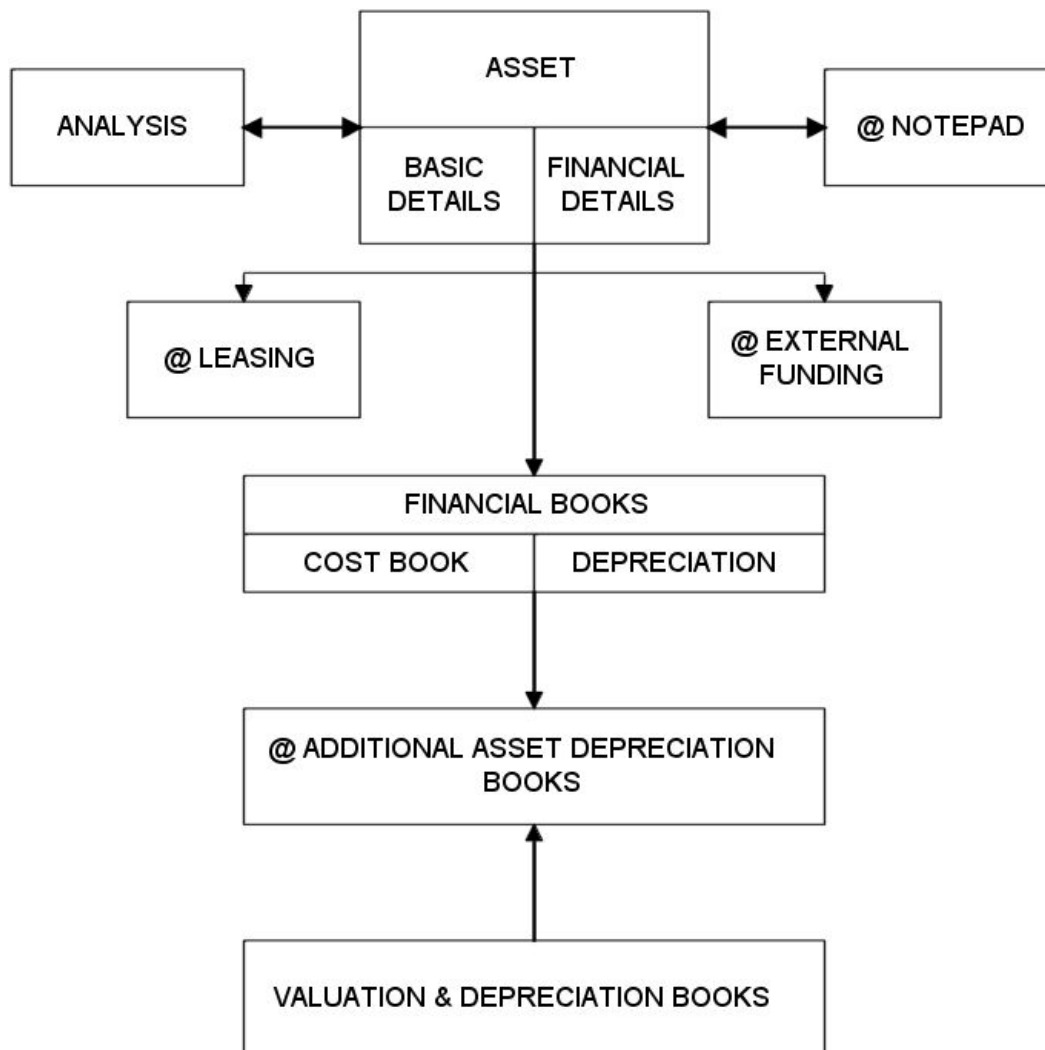
You can, for example, create the [asset](#) record using the elementary procedure, and later supplement this with a full procedure.

A separate procedure is provided for the disposal of an [asset](#).

Elementary Asset Maintenance

This procedure enables you to enter basic details, financial details, and depreciation details on one screen.

Asset Maintenance (Full)



Asset Revaluation

Each [book](#) allows an [asset](#) to be revalued, based on:

- Management revaluation to a predetermined value
- Index-linking, using the index profile previously set up

Asset Journal

An [asset](#) journal is used to adjust the calculated depreciation or lease repayment values. You might want to do this:

- On the initial creation of an [asset](#) record
- Because of a change of policy, or for error correction
- To depreciate fully an obsolete or redundant [asset](#)

The adjustment value can be posted to the General Ledger.

Asset Disposal

[Asset](#) disposal is the final procedure in an [asset's](#) life cycle.

All dependants of an [asset](#) are disposed of in one [transaction](#). (If it becomes necessary to dispose of part of an [asset](#), the [asset](#) must first be split into multiple records.)

All the appropriate General Ledger [transactions](#) can be created automatically from the disposal record.

Asset Deletion

Fixed [Assets](#) allows removal of [assets](#) entered in error without requiring a 'dummy' disposal.

An audit trail for [assets](#) removed is provided.

Asset Accounting

Fixed [Assets](#) recognises that companies may wish to account for [assets](#) in a number of different ways, using, for example,

- Local management accounting
- Published statutory accounts
- Taxation accounting and depreciation
- Corporate reporting

For each [asset](#), separate [books](#) can be set up for each purpose. Each [book](#) can be linked into the General Ledger. This concept is easy to apply to a single company with local accounting needs, while catering for the most complex requirements.

In the basic version, just one [book](#) is allowed for each [asset](#).

General Ledger Links

Each [book](#) can be linked independently to the General Ledger, either to fiscal or to memorandum accounts. [Transactions](#) can be created for the [asset](#) cost, to create a revaluation or replacement reserve, for period depreciation and for lease repayments. [Asset](#) disposal creates the [transactions](#) to adjust the balance sheet and to derive the profit or loss on disposal.

General Ledger accounts are generated from the [asset analysis codes](#), and may include literal values. Assume, for example, that the period depreciation debit account is in the format:

1234 + Department + Type of [asset](#)

[Asset](#) analysis detail codes are: 287 CARS. The General Ledger account will be 1234287CARS.

The General Ledger link is optional for each [book](#) (and for each activity within each [book](#)), and there is total flexibility in the way in which fixed [asset](#) information is transferred to the General Ledger.

Book Value

Fixed [Assets](#) recognises that an [asset](#) can have several values, depending on the purpose of the valuation. Each [book](#) therefore has a valuation method. The [book value](#) can include the cost of all its dependants:

- Acquisition value
- Replacement value
- Index-linked valuation
- Value assessed by the management

In addition, any external capital funding can be deducted from the [asset](#) value.

For example:

[Asset](#) cost 20,000

Replacement cost 25,000

Management valuation 22,000

Capital funding (4,000)

[Book values](#) could be:

	Excl. Funding	Funding Adjustment
Cost	20,000	16,000
Replacement	25,000	21,000
Revaluation	22,000	18,000

Parent/Dependant Relationships

An [asset](#) can have a parent. Each [asset book](#) can include the value of the [asset's](#) dependants (in which case the dependant cannot have its own [book](#)). This gives flexibility in use, but care is needed in its application.

For example:

	Cost	Independent Book Value	Dependent Book Value
Parent (Processor)	5,500.00	5,500.00	7,500.00
Dependent (Sensor)	2,000.00	2,000.00	None

Asset Depreciation

[Asset](#) depreciation calculations amortise the value of the [asset](#) over its depreciation life. At any point, its written-down value (WDV) is the [book value](#), less cumulative depreciation.

Depreciation [transactions](#) can be posted to the General Ledger as credits to the balance sheet and debits to profit and loss accounts.

Depreciation is calculated separately for each [book](#). The rules can be different for each [book](#).

The most commonly used [depreciation methods](#) are provided as a standard feature:

- Straight line
 - with equal periods
 - proportionate to accounting days in the period
- Reducing balance
 - with equal periods
 - proportionate to accounting days in the period
- [Asset](#) life
 - with equal periods

Additional methods are available in the advanced version of Fixed [Assets](#). These include, for example, double declining balance, declining balance to straight line, and profile depreciation. In each of these, either cumulative to date, or prior year only depreciation can be taken into account.

Depreciation is controlled at two levels:

- [Book profile](#), including valuation method and default [depreciation methods](#)
- [Asset](#) depreciation, including start period and detailed rules

Periodic Depreciation

Period depreciation is carried out as a batch procedure, taking into consideration the depreciation factors described above, for each [book](#) of each [asset](#).

- First period depreciation

- First year depreciation
- Depreciation value can use cumulative or prior year depreciation
- Effect of depreciation frequency
- Part year conventions

The [asset](#) details hold cumulative depreciation up to the end of the previous year, and for the current year to date (each period's calculations are also held, and are available for enquiries and reports).

The written down value (WDV) is calculated for each [book](#) as the [book value](#) less the total depreciation to date.

Note: *Changes to any of the factors affecting depreciation (method; rate; revaluation) take effect from the next calculation of depreciation; they are not retrospective.*

Depreciation Journal

A depreciation journal can be used to adjust calculated depreciation values. The adjustment can be made to either (or both) the prior year or current year depreciation values.

Year End

At the end of each year, the values accumulated for the current year are transferred to prior year values.

Provisional Depreciation

A separate procedure is available to calculate 'what if' depreciation for selected [assets](#), and over a selected number of periods. It is used particularly for budgeting purposes, but can be used to calculate the effect of alternative depreciation criteria. A report is produced, but no General Ledger postings are made.

Accounting for Leased Assets

[Assets](#) acquired on a financial lease are accounted for as purchased [assets](#). In addition, the lease repayments (capital and interest) have to be accounted for.

Lease Details

Details of the lease agreement are recorded. The key features are:

- The value repaid, with the frequency of repayment
- The number of payments to be made
- The total value of interest to be paid

Repayment Calculations

Repayment calculations are carried out as a batch process. Interest and capital values are calculated by the sum of digits method, so that the interest charges reduce as capital is repaid.

Appropriate [transactions](#) are generated which can be posted to the General Ledger.

Lease Journal

A lease journal can be used to adjust the calculated interest and capital repayment values. The adjustment can be made to either the prior year or current year values, or both.

Year End

At the end of each year, the values accumulated for the current year are transferred to the prior year values.

Asset Enquiries

Fixed [Assets](#) provides a comprehensive set of enquiries on the [asset](#) database. They fall into three categories:

- Enquiries on the [asset](#) records
 - [asset](#) selection
 - [asset](#) enquiries
- [Asset transactions](#) enquiry
- [Session](#) enquiry

Asset Lists

[Asset](#) list enquiries enable you to select an [asset](#) from the list for a more detailed enquiry. You can:

- Search on any word in the description
- Select by ranges of [analysis codes](#), with additional criteria such as [book](#), external funding, revaluation and disposal records
- List dependants within an [asset](#), with or without financial [books](#) data

Enquiry by Asset

The [asset](#) enquiries are generally in the same format as the maintenance screens. For each [asset](#) enquiry, an option is given to include values from dependants. You can also display a list of generated General Ledger accounts, and can list the [books](#) within an [asset](#), with values.

Transaction Enquiries

[Transaction](#) enquiries enable you to select and display [asset transactions](#) in several ways. For example:

- By [asset](#) number, with date and [transaction](#) ranges
- By [transaction](#) identifier ([sessions](#); dates; documents)
- By type of [transaction](#)
- By General Ledger account

Session Enquiry

[Sessions](#) are listed in descending sequence with details of who created the [session](#). The [session](#) can be selected and details displayed of the [assets](#) maintained and the [transactions](#) created.

Asset Management Reports

Many standard report formats, both from the [asset](#) database and from the [transaction](#) files, are available.

For each format you can create report specifications defining each report:

- The [assets](#) to be selected, with multiple criteria (for example, all company cars from the northern region acquired since October 2005)
- The sequence in which they are to be printed (for example, in acquisition date sequence within division/branch)
- Totalling rules, with up to five levels (for example, totals at branch and division levels)

Report specifications can be held on a specification file, for re-use as required. They can be amended at run-time.

The Use of the Skeleton Company

If you are using a multi-company environment, you can develop the ## (skeleton) company environment. When Fixed [Assets](#) is installed ## holds system-defined reference codes. These, together with any user-defined reference codes, are available for use by any other company in the system.

A company can either continue to use the [skeleton company](#) codes or incorporate them into its own code list. Depending upon the setting of the May be Used for Based On flag in its company profile, it can use its copies of such codes exclusively, or make them available for other companies to use.

[Book profiles](#) created in company ## can also be used by other companies, as can financial calendars, [analysis codes](#) and other maintenance data.

Where large numbers of [assets](#) need to be established, it is possible to set up a skeleton [asset](#) in ## to use as the base for creating the real [assets](#).

General Ledger Link

You may well wish, either at the outset or as part of the longer - term implementation, to post [transactions](#) directly to the General Ledger accounts. This can be achieved in great detail or at a

more basic level. A prerequisite of any link, however, is that the designated General Ledger accounts already exist.

General Ledger Accounts

General Ledger links can be established which will use some of the financial [transactions](#) provided. Typically [assets](#) will

- Be installed at [book value](#) or be acquired
- Have periodic depreciation posted
- Be disposed of
- Influence year end postings

For each of these actions financial [transactions](#) are created which can have both a debit and credit GL account attached. The full list of financial [transactions](#) or GL account types is given by the system defined reference code ACTY.

Suspense Accounts

The simplest link is provided by the suspense accounts. No matter what choices you make in

- Valuing
- Revaluing
- Depreciating
- Disposing of [assets](#)

All financial [transactions](#) arising from any action can be directed towards the appropriate debit or credit suspense account. These accounts are optional.

Postings from the suspense accounts can be undertaken in the General Ledger by journal transfer.

Asset Analysis

Fixed [Asset](#) classification is normally required for at least a simple division into [asset](#) type. Typically this might be:

- Freehold land and buildings
- Plant and machinery
- Office equipment
- Fixtures and fittings
- Vehicles

You can also record that a particular [asset](#) belongs to a specific location, and identify the department or cost centre in which that [asset](#) is to be found. You can make the [asset](#) the responsibility of a particular manager.

Thus additional [asset analysis codes](#) can be established within the overall class of reference codes. The system-allocated reference code of 'ANTY' is thus used to initiate the user-defined [analysis codes](#) such as:

ATP - [Asset](#) type

LOC - [Asset](#) location

COS - [Asset](#) cost centre

MGR - Manager responsible

These codes can then be expanded into a further level of analysis detail codes in which the specific types, locations, cost centres and managers might be identified.

The number of [analysis codes](#) and subsequent detailed [analysis codes](#) required will depend on the following factors:

- The degree of precision required to identify a particular group of [assets](#)
- The flexibility required in enquiries and reporting
- The organisational structure of the company
- The degree of definition required in posting to General Ledger accounts

An example of the way in which such codes might be constructed is given below:

Reference Code	Analysis Codes	Analysis Detail Codes	
ANTY - Analysis codes	ATP - Asset Type	BLDG	Buildings
		LAND	Freehold land
		COMP	Computer equipment
		OFF	Office equipment
		FIX	Fixtures and fittings
		VEH1	Cars
		VEH2	Commercials
	LOC - Location code	BHAM	Birmingham
		BRIS	Bristol
		LOND	London
		MANC	Manchester
		LEED	Leeds
		COS - Cost Centre	010 Sales
			020 Buying dept.
			030 Cost dept.
			040 Finance dept.
			050 Computer dept.
			060 Marketing
	MGR - Manager	MAD	M. Douglas
		NEM	N. Matthews

PSS	P. Smith
WAM	W. Meadows

Valuation and Depreciation Methods

The advanced system enables you to account for [assets](#) in a variety of different ways, for example:

- Statutory accounts
- Management accounts
- Corporate reporting
- Taxation accounting

Each of the approaches can be set up and defined as an [asset book](#). Each [book](#) can have links with the General Ledger. It should be noted that while some [transactions](#) generated in this way will be financial [transactions](#), other [books](#) can be linked to the General Ledger via memorandum accounts.

Thus an [asset](#) can have several values depending upon the purpose of the valuation. Each [book](#) therefore has a valuation method. This can be:

- Acquisition value
- Replacement value
- Revaluation value, either index-linked or by independent assessment

Any of these valuation methods can be further adjusted by external capital funding which would reduce the net valuation and thus affect the value to be depreciated. For example:

Asset Cost	10,000
Replacement Value	15,000
Revaluation @	12,000
External Funding (Grant) @	3,000

The [book values](#) would appear as follows:

	Excluding Funding	Including Funding Adjustment
Cost	10,000	7,000
Replacement	15,000	12,000
Revaluation	12,000	9,000

Different depreciation rules can be used for each [book](#). Nine sets of rules are provided by the application. One set of rules should be chosen for each [book](#) established.

Note: The [cost book](#) is used solely to record the acquisition of an [asset](#) and to link [asset](#) cost values to the appropriate General Ledger accounts.

Before beginning the implementation process, you should therefore consider your [asset](#) valuation and depreciation requirements and in particular the consequent links with the General Ledger.

Accounting Date Function

The Accounting Date function in System21 provides control over the accounting period into which documents are posted. It also ensures that each [transaction](#) has, in addition to its document date, an accounting date in its posting period. It is this accounting date by which [transactions](#) may be sequenced in statutory reports.

It provides:

- Open/closed flags on the General Ledger period, to ensure that [transactions](#) are only posted to open periods
- A default posting period of all zeros, so that the posting period is calculated from the document date, although it may be overridden
- An accounting date, so that no matter what the document date, the accounting date is in the posting period.

It is calculated with reference to the posting period as follows:

- If the document date is in the period entered, the accounting date is the document date.
- If the document date is earlier than the period entered, the accounting date is set to the first day of the period.
- If the document date is later than the period entered, the accounting date is set to the last day of the period,

The function is controlled using GL country-specific parameter 00014.

The Date/Period Correspondence function is available for Italy to ensure that the document date is in the period entered. This function is controlled using GL country-specific parameter 00010.

The Period Control function allows companies without the Accounting Date function to control the posting to future periods. This is controlled using GL country-specific parameter 00057.

Accounting date/period concepts in Fixed [Assets](#) are as follows:

- Fixed [Assets](#) calendar

Where a Fixed [Assets](#) company is linked to a General Ledger company, the date derivation and validation refer to the GL calendar.

Number of days calculations refer to the Fixed [Assets](#) calendar.

- Default period

Where the Accounting Date function is active for the General Ledger company, periods default to all zeros and are determined from the entered document date.

Where the date and period entered do not correspond, a warning is displayed.

- Period validation

Where the Accounting Date or Period Control functions are active for the General Ledger company, posting periods are validated as being open in the GL calendar.

- Date validation

Where the Date/Period Correspondence function is active for the General Ledger company, where date and period do not correspond, an error is displayed.

Note: This will not apply where Fixed [Assets](#) is not linked to the General Ledger.

Chapter 2 Maintenance

Maintain FA Company Profile [5/ASCO]

For each company that you want to use with Fixed [Assets](#) you must define a company profile.

The company profile controls the working environment by specifying such things as:

- The defaults used for data entry throughout Fixed [Assets](#)
- Details of other applications attached to Fixed [Assets](#)
- The financial calendar
- Maintenance defaults for [assets](#) in the company

Maintain Company Profiles Selection Window

To display this window, select the Maintain FA Company Profile task.

Use this window to select the company whose details you want to review.

Fields

Company Code

Enter the code of the Fixed [Assets](#) company that you want to maintain. To create a new Fixed [Assets](#) company, enter a new company code here.

Press Enter to display the Maintain Company Profiles Settings window.

Maintain Company Profiles Settings Window

To display this window, enter the required company and then press Enter on the Maintain Company Profiles Selection window.

You use this window to specify the financial calendar, reference number generation and links to other applications.

Fields

Company Name

When creating a new company, enter the company name here. Once you have set up the company, you can only change its name by using Application Manager.

Periods In Year

You can define up to 99 periods for each accounting year. You would normally enter 12 or 13 periods.

If you link this Fixed [Assets](#) company to the General Ledger, then the number of periods must be the same as those in the General Ledger company.

Year End

Enter the period number of the calendar period in which the financial year ends. This must not be greater than the number of periods in the year.

If you have linked Fixed [Assets](#) to General Ledger, they must have the same year end.

Current Period

Enter the accounting period (YYYYPP) when you want this company to go live. Once entered, the period end procedure updates this field. You should not change it manually.

May be Used for Based On

Use this checkbox as follows:

Unchecked - You cannot use this company's [asset](#) information as the basis for another company

Checked - Other companies can base their [asset](#) information on this company

Note: If you are currently maintaining the [skeleton company](#) ## the software sets this field to checked and you cannot change this.

Ref Codes Include Skeleton

Use this checkbox as follows:

Unchecked - You must specifically define codes for this company

Checked - You can use application reference data codes (not specifically set up for this company) from the [skeleton company](#)

Generate Refs

Use this checkbox as follows:

Unchecked - You must enter your own document reference codes

Checked - The software automatically generates a document reference code for every [transaction](#). You will not be able to enter your own references.

Last Generated Reference

Set this field to the number before the first reference code you want to use. You may want all fixed [asset](#) references to begin with a specific number - for example, 8.

Entering **79999999** will ensure the first reference generated will be 80000000. If you have set Generate Refs to **checked**, and you leave this field blank, the first generated reference will be 1.

Subsequently this field will show the last reference number generated by the software.

Last Generated Depn Ref

If you do not use overall automatic reference number generation then the software generates its own reference for each depreciation [transaction](#).

You can set the starting number and you can reset it.

The software also generates references for periodic lease payment [transactions](#) using this field.

General Ledger Installed

If you use General Ledger with Fixed [Assets](#), check this checkbox.

General Ledger Company Code

If you are using General Ledger with Fixed [Assets](#), enter a General Ledger company here. [Depreciation Books](#) and [Cost Books](#) post to this General Ledger company.

You establish the links for these postings using the Structured GL Accounts task.

You can have more than one Fixed [Assets](#) company linked to a single General Ledger company, so that you can, for example, group all of your leased [assets](#) together in a single company.

PL Installed/PL Company Code**SL Installed/SL Company Code**

Links to Accounts Payable and Accounts Receivable are set up in the same way as the General Ledger links. PL refers to the Purchase Ledger, also known as Accounts Payable and SL refers to the Sales Ledger, also known as Accounts Receivable.

Fixed [Assets](#) uses these links to validate Supplier and Customer codes.

Multi Book

You will only see this field if you are using the advanced version of Fixed [Assets](#).

Use this checkbox as follows:

Unchecked - This company can only use one [depreciation book](#) for its [assets](#).

Checked - This company can use multiple [depreciation books](#) for its [assets](#).

If you link Fixed [Assets](#) to General Ledger, you can only use one [book](#) to post to a fiscal account. You can use other [books](#) to post to memorandum accounts.

If you do not link Fixed [Assets](#) to General Ledger, you can use multiple [books](#) to try out different kinds of depreciation against an [asset](#) before deciding which is best for your business.

Press Enter to display the Maintain Company Profiles Defaults window.

Maintain Company Profiles Defaults Window

To display this window, press Enter on the Maintain Company Profiles Settings window.

Use this window to set up defaults. For example, the software can:

- Prompt you to maintain one or several of the six facets of [asset](#) data
- Prompt you to maintain depreciation details for each [book](#) or maintain the depreciation details and the revaluation details
- Prompt you to create a depreciation journal, whenever you maintain the [asset](#)

You can override these defaults later during entry.

Fields

Major Analysis Types

Major analysis types are reference codes assigned to Fixed [Assets](#) for inquiry and report purposes. Fixed [Assets](#) uses the reference codes during processing operations.

You create major analysis types in System Reference Codes Maintenance, under major type ANTY.

You can enter up to three major analysis types to set defaults for use throughout the Fixed [Asset](#) module. The analysis types also control the posting link to the General Ledger.

Alternatively, use the prompt facility to select from the Select System Reference Code pop-up.

You have to enter the first type, which is mandatory.

If you use the second or third analysis types, you can decide if they should be mandatory.

Fixed [Assets](#) provides a number of typical analysis types. You can normally choose your major analysis types from this list.

If the code you enter is already set up on the software, a description will appear when you press Enter.

Mandatory

This field applies to the second and third major analysis types only.

Use this checkbox as follows:

Unchecked - The entry of the detail code is optional (you can change the major [analysis code](#) during data entry)

Checked - You must select a detail code from this type

Note: You use the next section of this window to set up the initial defaults to be used when adding or amending an [asset](#).

Base Asset Facilities: Required

Base Asset

When creating [assets](#) you must include the base [asset](#) details.

Analysis Types

Use this checkbox as follows:

Unchecked - If you do not want to use analysis types in this company

Checked - To use analysis types

Notepad

Use this checkbox as follows:

Unchecked - If you do not want to use the notepad facility with this company

Checked - To use the notepad facility

If you check this checkbox, you must also enter the default notepad for this company.

Alternatively, use the prompt facility to select from the Select System Reference Code pop-up.

Financial Details

Use this checkbox as follows:

Unchecked - If you do not want to record financial details for [assets](#) in this company

Checked - To record financial details for [assets](#) in this company

External Funding

Use this checkbox as follows:

Unchecked - If you do not want to record external funding details against [assets](#) in this company

Checked - To record external funding details for [assets](#)

Lease Details

Use this checkbox as follows:

Unchecked - If you do not want to record any lease details for [assets](#) in this company

Checked - If you want to record lease details for [assets](#) in this company

Default? Maintenance Defaults

You can also enter a maintenance default for each of the base [asset](#) facilities you are using in the company.

Select one of the following:

No - If you do not want the facility to be flagged for maintenance for each [asset](#)

Yes if addition - If you want the facility to be flagged only when [assets](#) are created

Yes if amendment - If you want the facility to be flagged when only when [assets](#) are amended

Yes if add or amend - If you want the facility to be flagged for both creation and amendment of [assets](#)

Note: You can only select Yes if addition or Yes if add or amend for Base [Asset](#) details.

Book Maint. Defaults

You can also define a maintenance default for [asset depreciation books](#).

Details

Select one of the following:

No - If you do not want [depreciation book](#) details flagged for maintenance during [asset](#) processing

Yes if amendment - If you want to flag [depreciation book](#) details for maintenance

Revaluation

Select one of the following:

No - If you do not want depreciation revaluation details flagged for maintenance during [asset](#) processing

Yes if amendment - If you want to flag depreciation revaluation details for maintenance

Depreciation Journal

Enter one of the following:

No - If you do not want depreciation journal details flagged for maintenance during [asset](#) processing

Yes if amendment - If you want to flag depreciation journal details for maintenance

Press Enter and then select **Update (F8)** to accept the data and update the company profile.

Print FA Company Profile [15/ASCO]

Use this task to print a company's profile.

Company Profile Print Window

To display this window, select the Print FA Company Profile task.

Use this window to specify the print details for the report.

Fields

Company Code

Enter the company whose details you want to print.

Select Option

Select one of the following:

1. Print current status - To print the current status report
2. Print history of movements - To print an audit report listing the history of changes and accesses to the company profile

This includes information about:

- Type of access; for example, *ADD, *CHANGE
- User identity
- Terminal identity
- Date and time

Date Range

For option **2**, you can enter the date range (in the format DDMMYYYY) over which you require a print of movements.

You can leave the fields blank to obtain all movement details.

Press Enter to print.

Maintain Book Profile [1/FAM]

Use this task to maintain [books](#).

Book Profile Maintenance Select Window

To display this window, select the Maintain [Book Profile](#) task and then press Enter.

Use this window to select the [book](#) you want to maintain.

Fields

Book

Enter the code of the [book](#) you want to add or amend.

Note: To amend a [book](#), you can select it from the list of existing codes.

Based on Book

If you are entering a new [book](#), you can base it on an existing [book](#) of the same type in another company.

In Company

Enter the company that contains the based-on [book](#).

Book

This field displays the code for the depreciation and [cost books](#).

Description

This field displays the brief description entered for each [book](#).

Cost Book

This field displays one of the following:

- 0 - If the [book](#) is a [depreciation book](#)
- 1 - If the [book](#) is a [cost book](#)

Include Dependents

This field is:

- Unchecked - If the [book](#) does not include [dependent assets](#)
- Checked - If the [book](#) includes [dependent assets](#)

GL G/L

This field displays one of the following:

- 0 - If the [book](#) is not linked to the General Ledger
- 1 - If the [book](#) is linked to the General Ledger (you set up links, using the Structured General Ledger Account task)
- 2 - If the link is memo only

Link D/S

This specifies whether [transactions](#) are posted to the General Ledger in detail or in summary.

This field displays one of the following:

0 - If [transaction](#) batches post to the General Ledger in detail

1 - If [transaction](#) batches post to the General Ledger summarised by General Ledger account

Options

Select

Use this to select a [book](#) you want to amend.

Press Enter to display the [Book Profile](#) Details Maintenance window.

Book Profile Details Maintenance Window

To display this window, enter a [book](#) code or select a [book](#) on the [Book Profile](#) Maintenance Select window.

A [cost book](#) is required to link an [asset](#) acquisition to the General Ledger.

If you are maintaining a [cost book](#), only a few of the fields on this window are relevant.

Fields**Book**

This field displays the [book](#) code entered on the previous window and cannot be amended.

Book Description

Enter a description of up to 30 characters.

Note: Try to create a [book](#) description that includes as much information as possible about the characteristics of the [book](#).

This field is relevant if you are maintaining a [cost book](#).

Cost Book

Use this checkbox as follows:

Unchecked - If the [book](#) is a [depreciation book](#)

Checked (default) - If the [book](#) is to be a [cost book](#)

Note: You cannot maintain this field after the initial update.

Valuation Method

Note: The software responds only to a code whose first digit is 1, 2 or 3.

Enter **100** for valuation at [asset](#) cost.

Enter **200** for valuation at replacement value.

Enter **300** for valuation at revaluation value (this defaults to [asset](#) cost when used in [asset](#) creation).

Alternatively, use the prompt facility to select from the Select System Reference Code pop-up.

Any method you enter or select must have been set up as a reference code (BVAL).

Valuation Index

If you have used the Valuation Method field, enter the valuation index that applies to this [book](#).

Alternatively, use the prompt facility to select from the Select System Reference Code pop-up.

You must have previously created the index using Valuation Index task.

Depreciate on Net

Use this checkbox as follows:

Unchecked - Base depreciation on [book](#) cost

Checked - Base depreciation on [book](#) cost, less residual value

Funding Adjustments

Use this checkbox as follows:

Unchecked - Base depreciation on [book](#) cost

Checked - Base depreciation on [book](#) cost less funding adjustment

Note: You can split funding, such as grants, into a capital component and a revenue component. The [asset](#) maintenance task allows for this distinction. You can only take the capital part of the funding into account when making the reduction in [book value](#).

Include Dependents

Use this checkbox as follows:

Unchecked - [Book values](#) of [parent assets](#) do not include [dependent assets](#).

Checked - [Book values](#) of [parent assets](#) are to include dependents. (If you do this, the dependents cannot then have this [depreciation book](#) record.)

It may help if your [book](#) description can include some reference to this feature.

Default Depreciation Method

Enter an established [depreciation method](#).

Alternatively, use the prompt facility to select from the Select System Reference Code pop-up.

Additional Activity Codes

Use this checkbox as follows:

Unchecked - If you do not want to use additional activity codes

Checked - [Dérogatoire depreciation methods](#) will appear in the structured General Ledger accounts window (activity codes 326 and 327). Some European countries use these. They relate to a reducing balance reverting to a straight-line method of depreciation.

Default Depreciation Rate

Enter a default rate.

You can change both method and rate on the [asset](#) record.

GL Link Active

Select one of the following:

No Link - No link to General Ledger

Link is Fiscal - Fiscal (financial accounts) link

Link is Memo - Memorandum accounts link

This field is relevant if you are maintaining a [cost book](#).

Debit Suspense Account/Credit Suspense Account

If this [book](#) posts a debit or credit to General Ledger but Fixed [Assets](#) cannot find a valid account from the [asset](#) record, you must set up a default General Ledger account to which the [transaction](#) can go.

You enter the default accounts for debits and credits in these fields.

Alternatively, use the prompt facility to select from the Select Debit Suspense Account or Select Credit Suspense Account pop-up.

Fixed [Assets](#) checks what you enter against the General Ledger to make sure the account is a valid one.

This field is relevant if you are maintaining a [cost book](#).

Detail/Summary

Enter one of the following:

Detail - Detail posting

Summary - Summary posting

If you were maintaining a [cost book](#), you would usually set this field to **Detail**.

Press Enter to update and return to the [Book Profile](#) Maintenance Select window.

Maintain Period Calendar [2/FAM]

Use this task to create or maintain a calendar.

Period Calendar Select Window

To display this window, select the Maintain Period Calendar task and then press Enter.

Use this window to select or create a calendar.

Fields

Enter Calendar for Year

Either enter a new year to create a new calendar, or select an existing year to maintain a calendar.

Based on Year

If you are creating a new calendar, you can base it on one created for a previous year by entering that year here.

In Company

If you are creating a new calendar, you can base it on one created for a different company. Use this field to enter the company for which you created the existing calendar.

Options

Select

Use this to select an existing calendar.

Press Enter to display the Financial Period Calendar Details window.

Financial Period Calendar Details Window

To display this window, enter a calendar code and then press Enter on the Period Calendar Select window.

Fixed [Assets](#) displays period descriptions in accordance with how they have been set up in the PRDN [analysis code](#). You can only alter the descriptions by changing the PRDN codes.

Fields

Start Date

Enter or select the first day of the new year.

End Date

Enter or select the date of the last day of each period.

Days

Enter the number of accounting days in the period. If your [depreciation method](#) does not use the number of days in a period, you can leave this field blank or set it to **0**.

Press Enter and then select **Update (F8)** to confirm changes.

Note: *You can only delete the calendars for the first year and the last year you have entered.*

Maintain System Reference Codes [3/FAM]

Each reference code is used to group a number of three character codes.

Some reference codes, such as ACTY (General Ledger account types), have system-defined codes which cannot be added to or deleted, although the description can be changed.

The system-defined reference codes are:

ACTY	General Ledger account types (activity codes)
BVAL	Valuation method
DEPM	Depreciation methods
ITYP	Item types
NXTE	Next enquiry type
NXTM	Next maintenance type
PROV	Provisional depreciation type (advanced only) A - actual, P - provisional The code A or P is printed on the depreciation report.
SKIP	Asset maintenance skips
SSTS	Session status codes 1 - Failed

2 - In preparation

3 – Completed

STYP [Session](#) type

10 - [Asset](#) maintenance

14 - Elementary [asset](#) maintenance

15 - [Asset](#) journals

36 - [Asset](#) disposal

41 - Depreciation posting

48 - Lease posting

49 - Year end posting

User-defined reference codes are:

ANHR Analysis hierarchy (alternative [analysis code](#) groupings)

ANTY Analysis type

Examples of common codes might be ATP for [asset](#) type, LOC (location).

AUOM [Asset](#) unit of measure

DUOM Depreciation unit of measure

NPTY Notepad type (advanced only)

This is for text entries (for example ACQ for acquisitions).

PRDN Period descriptions

REAS Reason codes

VALN Valuation index

Some reference codes have a two-tier structure in which each three-character code listed within the reference code can have a user defined six-character analysis detail code.

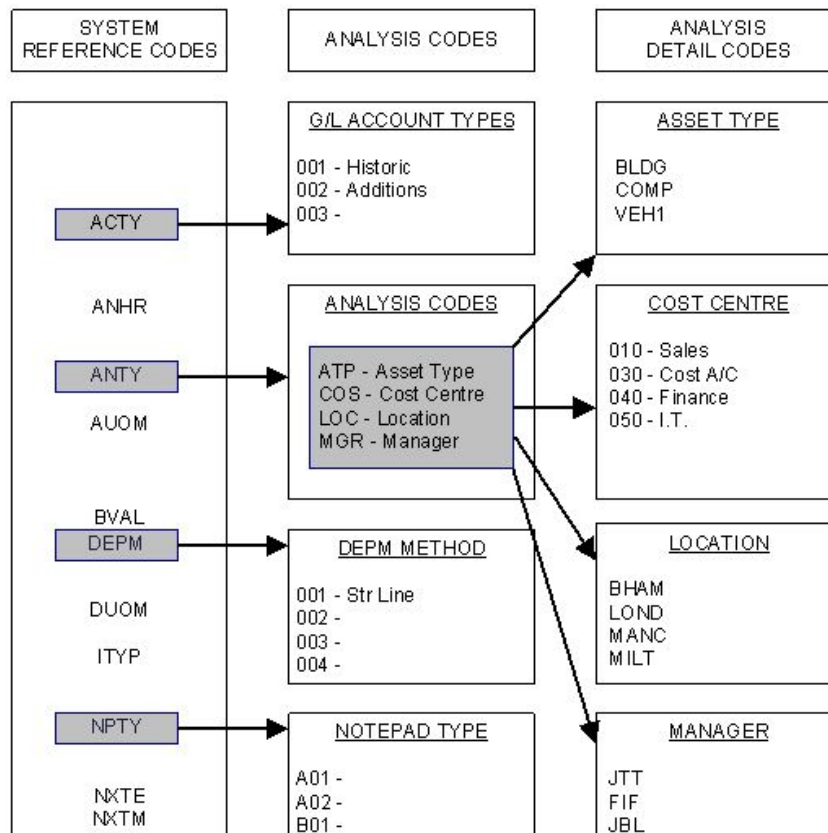
The reference codes with this structure are:

ANHR Analysis hierarchy

ANTY Analysis type

VALN Valuation index (three character detail code)

This diagram shows the levels of the system reference codes. There are the system reference codes to which analysis level codes are attached. Detail codes are attached to the Analysis level codes.



The system reference code ACTY is a system created code with analysis types as listed below. The codes from 001 to 524 are the identifying [transaction types](#).

Cost Book Transactions		
001	Historical asset cost	Total asset cost to date at previous year end
002	Asset additions	Cost of asset additions and amendments for this year
003	Asset disposal year end transfer	Asset disposals transfer - year end transaction
005	External funding - capital	Asset value offset - capital
006	External funding - revenue	Unaffected asset value - revenue
009	Replenishment reserve	Replacement value less asset cost

Cost Book Transfers		
012	Asset value transfer out	Book value of asset at transfer out
013	Asset value transfer out year end roll	Asset transfer out - year end roll over transaction
022	Asset value transfer in	Book value of asset at transfer in
023	Asset value transfer in year end roll	Asset transfer in - year end roll over transaction

Leased Assets Transactions		
030	Leased asset periodic payments	Net periodic lease payment
031	Lease interest previous year	Journal to post lease interest
032	Lease interest year to date	Journal to post lease interest
033	Lease capital previous year	Journal to post lease capital
034	Lease capital year to date	Journal to post lease capital
035	Lease interest payments	Lease posting for calculated interest payments
036	Lease capital payments	Lease posting for calculated capital payments
037	Lease total interest payable	Lease posting - total interest payable
038	Lease total capital payable	Lease posting - total capital payable
039	Lease interest year end transfer	Year end posting of interest to previous years interest
040	Lease capital year end transfer	Year end posting of capital from current year

Miscellaneous (Transactions that do not generate General Ledger postings)		
905	Residual value	The anticipated asset resale value at the end of the asset's life
909	Replacement cost	The expected cost of replacing the asset

Job Management Transaction

090 Job Management postings

Asset Disposal Transactions

101	Asset disposal cost	Asset cost at time of disposal
105	Disposal external funding	Asset value offset (capital)
109	Disposal replenishment reserve	Replacement value less asset cost (see 009)
131	Disposal previous year lease interest	Value obtained from lease record
132	Disposal year to date lease interest	Value obtained from lease record
133	Disposal previous year lease capital	Value obtained from lease record
134	Disposal year to date lease capital	Value obtained from lease record
200	Asset disposal sales value	Asset sale value

Depreciation Book Transactions

300	Book value	Calculated book value
310	Revaluation reserve	Revaluation value less asset cost
321	Depreciation this year	Depreciation journal
322	Depreciation prior year	Depreciation journal
323	Depreciation year end transfer	Year end depreciation posting from current year to prior year
325	Period depreciation	Period depreciation calculation

Asset Disposal Transactions

400	Disposal book value	Obtained from book record
410	Disposal revaluation reserve	Revaluation value less asset cost (see 310)

421	Depreciation disposal - current	Obtained from book record
422	Depreciation disposal - prior	Obtained from book record

Depreciation Book Transfers		
511	Depreciation this year transfer out	Depreciation this year - transfer out
512	Depreciation prior years transfer out	Depreciation prior year - transfer out
521	Depreciation this year transfer in	Depreciation this year transfer out - year end roll over
522	Depreciation prior years transfer in	Depreciation prior year transfer out - year end roll over
523	Transferred in depreciation year end roll	Depreciation this year transfer in - year end roll over
524	Depreciation prior year transfer in year end	Depreciation prior year transfer in - year end roll over

System Reference Codes Maintenance Window

To display this window, select the Maintain System Reference Codes task.

System Reference Codes are either system-defined or user-defined.

This window lists the reference codes that you can maintain. You can page down to see other codes.

If 1 is displayed in the Det. Codes column, the sub-codes of these reference codes have detail codes.

You can use this window to maintain reference codes and create or amend sub and detail codes.

Fields

Enter Reference

Enter an existing reference code.

Maintenance Type Selected

Select one of the following:

- **Codes** - To maintain the sub codes contained for the reference code you entered in the Enter Reference field

The Reference Codes Maintenance window is displayed.

- **References** - To maintain the description of the reference code you have entered in the Enter Reference field

The System Reference Codes Maintenance Header window is displayed when you amend the description of the reference code.

- **Detail Codes** - To maintain detail codes held by the sub codes

The Reference Detail Codes Maintenance window is displayed.

Code

Enter the sub-code of the reference code in the Enter Reference field and select **Detail Codes** in the Maintenance Type Selected field.

The software displays the detail codes for the sub-code entered in this field. You can only use this for sub-codes with detail codes.

Select (Untitled)

Select one of the following:

- **Codes** - To maintain the sub-codes for the reference code entered in the Enter Reference field

The Reference Codes Maintenance window is displayed.

- **References** - To display the System Reference Codes Maintenance Header window

You cannot use this field in conjunction with the fields at the top of the window.

Press Enter.

If you selected **References** in the Select field, the System Reference Codes Maintenance Header window is displayed.

See individual field details above for other windows available from this window.

System Reference Codes Maintenance Header Window

To display this window, select **References** in the Select field on the System Reference Codes Maintenance window.

The System Reference Codes Maintenance Header window displays reference codes header details.

Fields

Reference

This field displays the system reference code and cannot be amended.

Description

Enter a description for the reference code.

Note: Fixed [Assets](#) pre-defines the code and description lengths. They can be viewed in the summary report.

Display Skeleton Company

Use this checkbox as follows:

Unchecked - You want to use only user-defined codes.

Checked - You want to display codes from the [skeleton company](#) (##) as well as user-defined codes.

Usage Control

Use this field to determine what Fixed [Assets](#) displays when you use the Prompt function.

Select one of the following:

0 - Fixed [Assets](#) displays all sub-codes within the reference code.

1 - Fixed [Assets](#) only displays the sub-codes within a reference code if associated valuation indices exist.

2 - Fixed [Assets](#) defines the sub-codes and the user cannot maintain them.

Press Enter.

If, on the first window, you wanted to see the sub-codes for a selected reference code, the Reference Codes Maintenance window is displayed.

Reference Codes Maintenance Window

To display this window, select Codes in the Selection field on the System Reference Codes Maintenance window.

Use this window to maintain sub-codes for a selected reference code. You can also use this window to select detail codes for maintenance.

Fields**Line**

Enter the line number of the code you want to amend and press Enter.

Code

Enter the new sub-code you want to set up and press Enter.

Detail Code Maint

This field only displays if the reference code has detail codes attached.

Use this checkbox as follows:

Unchecked - To display the description of the [analysis code](#) for amendment

Checked - To add new detail codes to the sub-code you have selected

Enter Code to Start List

Use this field to re-position the list to show the codes you want.

For Company

Use this field to specify the company whose codes you want.

If you checked the Detail Code Maint field, the Reference Detail Codes Maintenance window will be displayed.

Press Enter to update.

Reference Detail Codes Maintenance Window

To display this window, check the Detail Code Maint field on the Reference Codes Maintenance window.

This window lists the detail [analysis codes](#).

You can also display this window by selecting **Detail Codes** in the Selection field on the System Reference Codes Maintenance window.

Fields**Line**

Enter the line number of the code whose description you want to amend.

Detail

Enter the code whose description you want to maintain.

Desc

Enter the detail code description in this field.

This field only displays if you have entered a code in the Detail field.

Enter Detail to Start List

Use this field to re-position the list to show the codes you want.

For Company

Use this field to specify the company whose codes you want to maintain.

Press Enter to update any changes you have made.

Hierarchy [4/FAM]

You should set up the codes to be used in any hierarchy structure in advance, using the appropriate system reference codes.

The understanding of hierarchy types depends on:

- A clear understanding of the basic structure of analysis types ([analysis codes](#) found at the first level of detail within system reference code ANTY) and their second level of detail, the analysis detail codes
- A clear vision of how such detail [analysis codes](#) can be organised into alternative groupings

An example might be to group land and building [assets](#) into an estates division, or to have all vehicles and mobile equipment grouped into a transport division.

Note: Fixed [Assets](#) hierarchies are very similar to General Ledger hierarchies, which are also alternative groupings of accounts, set up to analyse data in different ways.

Hierarchy Maintenance Select Window

To display this window, select the Maintain Hierarchies task.

Fields**Hierarchy Type**

Enter a hierarchy [analysis code](#).

Alternatively, use the prompt facility to select from the Select System Reference Code pop-up.

These codes are set up under the system reference code ANHR.

Hierarchy Code

Enter an analysis hierarchy detail code that is related to the hierarchy type that you have entered.

Alternatively, use the prompt facility to select from the Select System Reference Detail Code pop-up.

These codes are set up as sub-codes of the [analysis codes](#) under the system reference code ANHR.

Sub-type

If you are creating a new hierarchy, enter a sub-type here.

Alternatively, use the prompt facility to select from the Select System Reference Code pop-up.

Its value will depend on the status of the next field:

Analysis or Hierarchy

If you are creating a new hierarchy, select one of the following:

Analysis - If the sub-type code is derived from an [analysis code](#) (set up under the system reference code ANTY)

Hierarchy - If you want to build a hierarchy derived from other hierarchy groupings (set up under the system reference code ANHR)

Based on Details

When you are setting up a new hierarchy, you can base it on an existing structure in this or another company.

Enter the details of the hierarchy on which you want to base the new one.

Alternatively, use the prompt facility to select from the Select System Reference Code or Select System Reference Detail Code pop-up.

Press Enter to display the Hierarchy Details Maintenance window.

Hierarchy Details Maintenance Window

To display this window, enter a hierarchy type and then press Enter on the Hierarchy Maintenance Select window.

The window shows the detail [analysis codes](#) originally established under the analysis type. These can also be included in an alternative grouping - for example, the hierarchy type Region can have its hierarchy codes NW, SE and MID.

Fields

Add (0) or Remove (1)

Enter or select one of the following:

Add - To add a code to the list

Remove - To delete an existing code

Code

Enter the code to be added or removed.

Alternatively, use the prompt facility to select from the Select System Reference Code pop-up.

Press Enter and then select **Update (F8)** to update.

Maintain Valuation Index [5/FAM]

Use this task to re-value your [assets](#).

Valuation Index Selection Window

To display this window, select the Maintain Valuation Index task.

If you want to re-value your [assets](#) based on an external index (for example, current cost accounting) then the index must be held within Fixed [Assets](#).

Re-valuation is not available if you are operating in base mode.

Fields**Index Number**

Enter a new or existing index.

Alternatively, use the prompt facility to select from the Select System Reference Code pop-up.

Based on Index

If you want to base a new index on an existing one, enter that existing index here.

Alternatively, use the prompt facility to select from the Select System Reference Code pop-up.

In Company

Enter the company in which the software will find the Based On index.

Note: *The prompt facility only displays indices with values - those with descriptions but no values are not displayed.*

Press Enter to display the Valuation Index Maintenance window.

Valuation Index Maintenance Window

To display this window, enter or select an index number and then press Enter on the Valuation Index Selection window.

Use this window to maintain valuation indices for use when re-valuing [assets](#).

Fields

Index

This field displays the index number entered on the previous window.

Desc

Enter or amend the index description.

Default is Fixed/Extrapolate

Use this checkbox as follows:

Unchecked - The index is to be fixed for intermediate periods

Checked - The index is to be extrapolated

Example of extrapolation:

This extrapolated index - P1 111 P2 112 P7 122...

...is the same as - P1 111 P2 112 P3 114 P4 116 P5 118 P6 120 P7 122.

Period

Enter the start period for the index value.

Index

Enter the index value, using up to 5 integers and 4 decimals.

Fix/Ex

Use this checkbox as follows:

Unchecked - The index for intermediate periods between this period and the next is fixed at the previous index.

Checked - The index for intermediate periods between this period and the next is extrapolated between this and the next index.

You only need to use this field if the value is to be different from that entered in the default field at the top of the window.

Remove Period

Use this checkbox as follows:

Unchecked - Do not remove period from index

Checked - Remove period from index

Select **Update (F8)** to update the valuation index.

Maintain Structured GL Accounts [6/FAM]

The Maintain Structured GL Accounts task allows account numbers to be generated for each [asset](#), differently for each [asset](#) if necessary, depending on which financial [book](#) is attached to the [asset](#). The depreciation [transaction](#) that is created in this way is known as a financial [transaction](#) and is one of the General Ledger account type codes grouped together in the reference codes under ACTY.

All possible types of posting to the General Ledger are included in the [transaction](#) list. In practice, only a few of the financial [transactions](#) will be used by companies with relatively simple requirements. However, [transactions](#) are available for companies using the leasing, revaluation or external funding facilities.

Notes on Structured General Ledger Accounts

- Each [book](#) can be linked independently to the General Ledger, either to financial or to memorandum accounts.
- This procedure cannot be used for the [skeleton company](#) ##.
- When a [book](#) is linked to financial accounts in the General Ledger, both debit and credit accounts must be specified. If a [book](#) is linked to memorandum accounts, only one or the other needs to be specified.
- If accounts are not specified against an account type (financial [transaction](#)), then no General Ledger [transaction](#) will be generated.
- [Book value](#) (300) account type is unlikely to be used, except if linked to a memorandum account.

If a [transaction](#) cannot be successfully corrected, it can be posted, as appropriate, to the debit or credit suspense account defined on the [book profile](#).

Linking to General Ledger

This section lists the process involved in linking General Ledger accounts to Fixed [Assets](#) activity codes.

Make sure that General Ledger is installed and linked to the same company in the company profile.

- In [Book Profile](#) Maintenance, set the General Ledger Link Active field to **Link is Fiscal** for a fiscal link, or **Link is Memo** for a memorandum link.

Use the Structured General Ledger Account Maintenance task to set up the General Ledger Account Codes to which a Fixed [Asset transaction](#) will be posted. These account codes are specified for

each separate Fixed [Asset book](#). You can enter a different General Ledger ledger or sub-ledger for the debit and credit sides of the [transaction](#).

There are two ways in which to specify these accounts:

- In System Reference Codes Maintenance (type ANTY) set up detailed [analysis codes](#) relating, for example, to the type of [asset](#), its cost centre or location. These codes can be used for analysis purposes within Fixed [Assets](#), and to specify the General Ledger account.
- Alternatively, enter the General Ledger Account codes directly into the Structured General Ledger Account Maintenance task.
- The Ledgers Maintenance task in General Ledger is used to set up ledgers, and within the ledgers, account level codes and extension level codes. Fixed [Assets](#) enables you to enter a code against each of these levels, to be posted to the General Ledger each time a Fixed [Assets transaction](#) is completed.
- If the [transaction](#) cannot be successfully posted using these codes, it can be posted to the debit or credit suspense accounts defined on the [book profile](#).
- If an account does not exist, an exception report is produced.
- Any [analysis code](#) can be entered in any level. When using [analysis codes](#) at some levels, account level codes can be entered in other levels. No check is made that these levels will eventually form a valid account, as it is not known at this stage what analysis detail code will be entered against an [asset](#).

Ledger Level Codes

In General Ledger Structured Account Maintenance, all of the ledger levels display as fields into which you can enter codes.

Example: Enter Extension Level Codes

Enter an existing account level or extension level code for that ledger. The account code levels (1-4) must form an account that already exists in the General Ledger. Any of your extension level codes can be entered unless linkages exist, in which case the links must be conformed to.

Example: Enter Extension Level Codes within Quotation Marks

Enter an existing Fixed [Asset Analysis Code](#) within quotation marks.

If your System Reference Code ANTY has an [Asset](#) Type [Analysis code](#) ATP which contains a detailed code of VEH1, and VEH1 also exists as a level 1 account code in the General Ledger, with a Cost Centre [Analysis code](#) of COS which contains a detailed code of SAL; and SAL exists as a level 5 extension code in the General Ledger, you could use these [analysis codes](#) to derive the General Ledger Account.

System Reference Code ANTY	General Ledger
Asset Type Code ATP	Level 1 Account Code
VEH1	VEH1

Asset Type Code COS	Level 5 Extension Code
SAL	SAL

You would enter "ATP" (within quotes) in the Level 1 field in this Structured General Ledger Account Maintenance task. Enter "COS" in the Level 5 field and so on. When a Fixed [Asset Transaction](#) is made against an [asset](#), then these rules will be used to derive the account.

If the ledger has two account code levels and one extension code level, and a level 2 code of XXXX exists and has been entered into the structured General Ledger Account maintenance, then Fixed [Assets](#) will post to the General Ledger account code derived, namely, VEH1XXXX/SAL.

General Ledger Accounts Select Window

To display this window, select the Maintain Structured GL Accounts task.

Use this window to select the [book](#) for which you want to create General Ledger account links.

Fields

Book

Enter a [book](#).

Alternatively, use the prompt facility to select from the Select [Book](#) pop-up.

You must have already set up the [book profile](#) and the [book](#) must be flagged as linked to the General Ledger.

Based on Book

The General Ledger links to be set up in the current [book](#) in one company can be based on structured accounts already set up in another [book](#) in another company.

If you need to copy these account links, enter the [book](#) code here.

Alternatively, use the prompt facility to select from the Select [Book](#) pop-up.

In Company

The General Ledger links to be set up in the current [book](#) in one company can be based on structured accounts already set up in another [book](#) in another company.

If you need to copy these account links, enter the based on company here.

Press Enter to display the General Ledger Accounts [Transactions](#) window, where any existing [transactions](#) for your selected [book](#) are displayed.

General Ledger Accounts Transactions Window

To display this window, enter or select a [book](#) and then press Enter on the General Ledger Accounts Select window.

The software initially displays the first twelve financial [transaction](#) codes associated with the [cost book](#). Scroll or press **Page Down** to display the remaining [transactions](#).

The ACTY [analysis code](#) that represents each [transaction](#) is listed alongside.

Options

Select

Use this to select the financial [transaction](#) code for which you want to enter a General Ledger link.

Press Enter to display the General Ledger Accounts Details window.

General Ledger Accounts Details Window

To display this window, select a [transaction](#) code on the General Ledger Accounts [Transaction](#) window.

Enter the debit and credit ledgers to which you want to post [transaction](#) details and then press Enter to display the Account Level fields.

This window displays all the levels that exist for the ledger you have selected. This will not necessarily be all levels available in the software.

The software checks that:

- This is not a control account.
- The accounts are financial accounts, unless the [book](#) is a memorandum [book](#).

Fields

Debit Account

Ledger

Enter the profit and loss sub-ledger which holds the period depreciation accounts.

Alternatively, use the prompt facility to select from the Select Ledger pop-up.

Credit Account

Ledger

Enter the balance sheet sub-ledger, which holds the detailed depreciation this year accounts.

Alternatively, use the prompt facility to select from the Select Ledger pop-up.

When you have entered or selected a Debit Account Ledger and a Credit Account ledger, press Enter and the remaining fields will be displayed.

Debit Account

Levels 1-9

You have two options here for selecting codes for the sub-ledger. Choose one of the following:

- Enter the appropriate account General Ledger level code
- Enter the codes within quotation marks, for example "LOC", or "ATP". In this case the codes must be set up as detail codes for the system reference code ANTY (analysis type code).

You can use the prompt facility to select from the Select Level Code pop-up.

Note: Where links between level codes have been created in General Ledger, your selection here must conform to these links.

Credit Account

Levels 1-9

You have two options here for selecting codes for the sub-ledger. Choose one of the following:

- Enter the appropriate account General Ledger level code
- Enter the codes within quotation marks, for example "LOC", or "ATP". In this case the codes must be set up as detail codes for the system reference code ANTY (analysis type code).

You can use the prompt facility to select from the Select Level Code pop-up.

Note: For further information see the *Linking to General Ledger* section.

Press Enter to confirm your entries and to return to the General Ledger Accounts [Transactions](#) window.

Enquire on Reference Codes [21/FAM]

System Reference Codes Enquiry Window

To display this window, select the Enquire on Reference Codes task.

Fields**Enter Reference**

Enter an existing reference code or select one from the list.

Select a code, or enter a code and press Enter. The Reference Codes Enquiry window is displayed.

Reference Codes Enquiry Window

To display this window, select a code or enter a code and press Enter on the System Reference Codes Enquiry window.

This window displays the same fields as the Reference Codes Maintenance window.

Fields**Enter Selected Code**

Enter a code here, or select one from the displayed list.

Enter Code to Start List

Use this field to re-position the list to show the codes you want.

For Company

Use this field to specify the company whose codes you want to see.

Press Enter. The Reference Detail Codes Enquiry window is displayed.

Reference Detail Codes Enquiry Window

To display this window, select a code or enter a code and press Enter on the System Reference Codes Enquiry window.

This window displays the same fields as the Reference Detail Codes Maintenance window.

Select **Exit (F3)** to leave the task or **Previous (F12)** to return to the previous window.

Report on Book Profile and GL Accounts [31/FAM]

Book Profile and GL Accounts Print Window

To display this window, select the Report on [Book Profile](#) and GL Accounts task.

Use this window to specify the accounts you want to print.

Fields

GL Accounts Required

Use this checkbox as follows:

Unchecked - Listing of General Ledger accounts is not required.

Checked - Listing of General Ledger accounts is required.

Instruction Set to be Used

The default [Report Manager](#) instruction set (can be named [BOOKPROFIL](#)) may be shown.

Enter an instruction set.

Alternatively, use the prompt facility to select from the Select Report Instructions pop-up.

Press Enter to generate the report.

Note: The General Ledger codes are shown together with the financial [transactions](#) to which they have been attached. If the report request omits the General Ledger codes, the [book profile](#) line alone will be printed.

Report on Period Calendar [32/FAM]

Calendar File Print Window

To display this window, select the Report on Period Calendar task.

Use this window to select the calendar details you want to print.

Fields

Select Year From

Enter the first year to print. Leave this blank to start from the first year.

Select Year To

Enter the last year to print.

Leave both fields blank if all years are to be printed.

Press Enter to generate the report.

Report on Reference Codes Report [33/FAM]

The following reports can be produced:

- A listing of all system reference codes
- A listing of some system reference codes
- A listing of all analysis type codes within all system reference codes
- A listing of all analysis type codes within a range of system reference codes
- A listing of a range of analysis type codes within all or some system reference codes
- A listing of all analysis detail codes within all analysis type codes within all system reference codes
- A listing of a range of analysis detail codes within some analysis type codes within some system reference codes

Note: The above reports can be doubled in number, if the distinction is made between listings containing just your company codes and listings containing both your and the skeleton or default company codes.

System Reference File Listing Window

To display this window, select the Report on Reference Codes task.

Use this window to specify the references you want to print.

Fields**System References From/To**

Enter a range of system reference codes.

Leave these fields blank to list all codes.

List Reference Codes

Use this checkbox as follows:

Unchecked - To list the system reference codes (four-character codes such as ANTY, DEPM and so on)

Checked - To list the analysis type codes, which lie within each of the system reference codes (for example, ANTY contains ATP, LOC, COS)

From/To

Enter a range of analysis type codes (three characters) or leave these fields blank to list all codes. This level of printing of analysis type codes works in conjunction with the settings above to limit the number of codes and reference codes printed.

List Detail Codes

Use this checkbox as follows:

Unchecked - To list just the analysis type codes

Checked - To list the analysis detail codes (such as VEH1, BHAM and so on) within their analysis type codes within the appropriate system reference codes

From/To

Enter a range of analysis detail codes (up to six characters) or leave these fields blank to list all codes, within the limits set by the indicators above.

Print Default Company Codes

Use this checkbox as follows:

Unchecked - Codes from the [skeleton company](#) ## will not be printed

Checked - Codes from the [skeleton company](#) ## will be printed. These can include both system-defined and user-defined codes

Press Enter to generate the report.

Report on Hierarchies [34/FAM]

Hierarchy Listing Window

To display this window, select the Report on Hierarchies task.

Use this window to specify the hierarchies you want to print.

Fields**Hierarchy Types From/To**

Enter the range of hierarchy types you require, or leave these fields blank to list all types.

Hierarchy Codes From/To

Enter the range of hierarchy codes you require, or leave these fields blank to list all codes.

Press Enter to generate the report.

System Reference Audit History [35/FAM]

Use this task to print a list of changes made to a [book profile](#) or to a General Ledger link profile.

System Reference Audit History Reports Window

To display this window, select the System Reference Audit History task.

This report prints a list of changes made to either a [book profile](#) or a General Ledger link profile.

Fields**Select Option**

Select one of the following:

[Book profile](#) - To request a [book profile](#) audit report

General ledger link - To request the General Ledger link audit report

List Change Fields Only

Use this checkbox as follows:

Unchecked - To list all fields

Checked - To list only fields that have changed

Press Enter to display the [Book Profile](#) Audit Trail Report window.

Book Profile Audit Trail Report Window

To display this window, enter your report options and then press Enter on the System Reference Audit History Reports window.

Fields

Select Option

Select one of the following:

1. Print all unmatched records - If all unprinted records are to be selected
2. Print all records for a [book](#) - If all records for a given [book](#) are to be selected
3. Print all records from a date - If all records from a given date are to be selected

Book

If you selected option **2** above, you must enter a [book](#) code.

If you selected option **3** above, a [book](#) code is optional.

You can use the prompt facility to select from the Select [Book](#) pop-up.

From Date

If you selected option **2** above, you can enter a date here, or leave this field blank.

If you selected option **3** above, you must enter a date.

This report produces one page per financial [transaction](#) or General Ledger code line.

Chapter 3 Processing

Introduction to Fixed Assets Processing

You use Fixed [Assets](#) processing to maintain the following [asset](#) data:

- Base details
- [Analysis codes](#)
- Financial details
- External funding
- Lease details
- Notepad
- Depreciation details

For each [asset](#) you can also:

- Revalue it
- Amend the calculated depreciation
- Amend depreciation and lease postings
- Dispose of it

Asset Maintenance Transactions

Each [asset](#) maintenance procedure, except [analysis code](#) and notepad maintenance, generates financial [transactions](#).

[Transactions](#) post debit and credit values to designated General Ledger accounts. [Transactions](#) post at the end of a maintenance [session](#), when all generated [transactions](#) post as a batch.

You use structured General Ledger account maintenance to define the accounts used for [transaction](#) postings for each depreciation and [cost book](#).

For more information on [transactions](#) and structured General Ledger accounts, please refer to the Maintenance section.

Depreciation Methods

The following conditions apply to [asset](#) depreciation calculations:

Changes affecting depreciation, such as rate, method or [asset](#) revaluation, apply to the next depreciation period.

An [asset](#) cannot be depreciated below its minimum value or beyond the depreciation end period.

The software provides the following [depreciation methods](#):

Straight Line Depreciation	
001	Straight-line annual percentage divided by number of periods in year
002	Straight-line period value
003	Straight line annual value where the value for the period is the annual value divided by the number of periods in the year

Equal Periods over Asset Life	
004	Straight-line asset life where the value to be depreciated is divided by the number of periods of asset life to obtain the period value

Straight Line Depreciation Proportionate to Days in Period	
011	Straight-line annual percentage of the asset value proportionate to the days in each period
012	Straight-line annual value proportionate to the days in each period

Reducing Balance Depreciation	
101	Reducing balance with a simple annual percentage

102	Reducing balance with a compound annual percentage
-----	--

Reducing Balance Proportionate to Days in Period

111	Reducing balance annual percentage proportionate to working days in year
112	Reducing balance annual percentage compound proportionate to working days in year

Reducing Balance Method with a Return to Straight Line

433	The standard 200% (double declining) depreciation rate
444	150% depreciation rate
544	250% depreciation rate
644	300% depreciation rate

Straight Line Annual Percentage by Actual Days

933	Charges depreciation from the implementation date to the end of the current period
-----	--

Dérogatoire Depreciation

935	Dérogatoire depreciation at 200%
936	Dérogatoire depreciation at 150%
937	Dérogatoire depreciation at 250%
938	Dérogatoire depreciation at 300%

Transaction Header Fields

For each [asset](#) maintenance procedure, the following fields are displayed at the top of the window:

Doc Date

This is the [transaction](#) document date. It defaults to the current date, but you can amend it.

Period

This defaults to the current Fixed [Assets](#) period in the format YYYYPP, but you can amend it.

[Transactions](#) post either to the Fixed [Assets](#) current period or to the GL current period, whichever is the later.

Ref

This is the [transaction](#) reference number. It must be unique for each [transaction](#), and can either be software-generated or manually entered, depending on the company profile setting.

Reason

This is the reason code, if used. You define reason codes in Fixed [Assets](#) System Reference Codes Maintenance.

Desc

This is the reason code description. You can amend the description or, if no reason code exists, enter a description in this field.

Skip Procedures Pop-up

To display this pop-up, select **Skip (F15)**.

You can use this pop-up to skip out of the current maintenance procedure and enquire on any aspect of the [asset](#) or another [asset](#).

Fields**Type**

Enter the code for the [asset](#) enquiry that you want.

Alternatively, use the prompt facility to select from the Select System Reference Code pop-up.

You can maintain these codes in the software reference codes under code SKIP. They are identical to the equivalent codes NXTE (next enquiry type) used in the enquiry environment.

Asset

Enter the [asset](#) number on which you want to enquire.

Alternatively, use the prompt facility to select from the Select [Asset](#) pop-up.

Leave this field blank if you want to enquire on the current [asset](#).

Book

Enter the [book](#) number, if required.

Alternatively, use the prompt facility to select from the Select [Book](#) pop-up.

Notepad

Enter the notepad type, if required.

Alternatively, use the prompt facility to select from the Select System Reference Code pop-up.

Press Enter to display the selected enquiry.

Asset Maintenance [1/FAP]

Use this task to maintain existing [assets](#) or enter new [assets](#).

Asset Maintenance Selection Window

To display this window, select the [Asset](#) Maintenance task.

You can use this window to choose to maintain a single [asset](#) or a group of [assets](#). You can also choose which elements of each [asset](#) to maintain.

Fields**Asset**

Enter an [asset](#) number, to maintain a single [asset](#), or create a new [asset](#).

Alternatively, use the prompt facility to select from the Select [Asset](#) pop-up.

Note: You cannot maintain [assets](#) which have been disposed of.

Maintain Dependents

Use this checkbox as follows:

Unchecked - Not to maintain any [dependent assets](#) with this [asset](#)

Checked - To maintain any [dependent assets](#)

You must have previously defined [dependent assets](#) for the [parent asset](#) in order to be able to maintain them.

Based On/In Company

You can base new [assets](#) on existing [assets](#) in any other company.

Enter the [asset](#) number.

Alternatively, use the prompt facility to select from the Select [Asset](#) pop-up.

Enter a company code.

Note: The [skeleton company](#) ## has [assets](#) associated with it. You can base new [assets](#) on these.

OR

Analysis Type/Code From To

To select a group of [assets](#), enter a valid analysis type.

Alternatively, use the prompt facility to select from the Select System Reference Code pop-up.

You can use the From and To fields to select ranges of analysis detail codes.

You can enter a second analysis type code and two more ranges of analysis detail codes.

Leave the From field blank to select all details codes up to the To field.

Leave the To field blank to select all detail codes up to the last.

Leave both fields blank to select all detail codes.

Enter an analysis detail code.

Press Enter to display:

- The [Asset](#) Maintenance Details Selection window, if you are maintaining a single [asset](#)
- The [Asset](#) Group Selection window, if you are maintaining a group of [assets](#)

Asset Group Maintenance Selection Window

To display this window, enter an analysis type and then press Enter on the [Asset](#) Maintenance Selection window.

This window displays the [assets](#) which satisfy the criteria entered on the [Asset](#) Maintenance Selection window. Use this window to select which of those [assets](#) you want to maintain.

Options

Select

Use this to select the [asset](#) you want to maintain.

Note: You cannot maintain [dependent assets](#) with their parent, but must select each from the list

Asset Maintenance Details Selection Window

To display this window, either enter an [asset](#) number on the [Asset](#) Maintenance Select window or select an [asset](#) on the [Asset](#) Group Maintenance Selection window.

This window displays the [asset](#) selected for maintenance and the maintenance options available. The maintenance options are defined on the Fixed [Assets](#) company profile. Some of these options are only available in Advanced Fixed [Assets](#).

If you are creating a new [asset](#), you must enter the [depreciation books](#) required. If you are maintaining an [asset](#), all [books](#) currently attached are displayed. You can enter further [books](#) if you are using a multi-[book](#) company.

Fields

Base Details

All [assets](#) have some base details.

Use this checkbox as follows:

Unchecked - If maintenance of base details is not required

Checked - To maintain base details

When creating a new [asset](#), you must enter the base details.

Analysis Types

Use this checkbox as follows:

Unchecked - If maintenance of analysis types is not required

Checked - To maintain analysis types

Notepads

Use this checkbox as follows:

Unchecked - If maintenance of notepads is not required

Checked - To maintain notepads

To maintain a notepad, you must also enter the notepad type.

This is only available in Advanced Fixed [Assets](#).

Financial Details

Use this checkbox as follows:

Unchecked - If maintenance of financial details is not required

Checked - To maintain financial details

External Funding

Use this checkbox as follows:

Unchecked - If maintenance of external funding details is not required

Checked - To maintain external funding details

This is only available in Advanced Fixed [Assets](#).

Lease Details

Use this checkbox as follows:

Unchecked - If maintenance of lease details is not required

Checked - To maintain lease details

This is only available in Advanced Fixed [Assets](#).

Depreciation Books

[Depreciation books](#) attached to the [asset](#) are displayed here. In Advanced Fixed [Assets](#), you can attach more than one [depreciation book](#) to each [asset](#).

Enter the code of the [depreciation books](#) you want to use.

Alternatively, use the prompt facility to select from the Select [Book](#) pop-up.

Value

Use this checkbox as follows:

Unchecked - If [asset](#) value maintenance is not required

Checked - To maintain the value of the [asset](#)

Revaluation

Use this checkbox as follows:

Unchecked - If [asset](#) re-valuation is not required

Checked - To revalue the [asset](#)

Journal

Use this checkbox as follows:

Unchecked - If depreciation journal maintenance is not required

Checked - To maintain the depreciation journal

Next Maint/Book/Note

You can use these fields to move through the maintenance procedures in any order, or to skip procedures.

Enter or select the next maintenance code and any [book](#) or notepad that you want to maintain. Prompts are available.

The next maintenance field defaults to the next selection made on the [Asset](#) Maintenance Details Selection window.

Next maintenance codes are maintained under system reference code type NXTM.

Functions

Skip (F15)

This is the skip procedures function. Use this to enquire on an [asset](#).

Press Enter to display the [Asset](#) Base Details Maintenance window.

Asset Base Details Maintenance Window

To display this window, check the Base Details field on the [Asset](#) Maintenance Details Selection window.

Use this window to enter base details for the [asset](#) you are maintaining.

This window is mandatory when you are creating a new [asset](#).

The [transaction](#) header fields display at the top of this window.

Fields

Asset

This field displays the [asset](#) number.

Desc

You can enter or amend the [asset](#) description.

Parent Asset

If you are maintaining a [dependent asset](#), you can enter a [parent asset](#) number.

A [dependent asset](#) cannot be a parent of another [asset](#).

Desc

This field displays the [parent asset](#) description.

Reference

You can enter a secondary [asset](#) reference, if required.

Supplier No.

You can enter a supplier code, if Fixed [Assets](#) is linked to Accounts Payable (PL).

Alternatively, use the prompt facility to select from the Supplier Selection pop-up.

Leave this field blank if there is no link to AP.

Cmpy

If Fixed [Assets](#) is linked to Accounts Payable, enter the Accounts Payable company for the supplier entered or selected.

Supplier Name

If Fixed [Assets](#) is linked to Accounts Payable, this field displays the name of the supplier you have entered. If there is no link to Accounts Payable, you can enter a supplier's name for memo purposes only.

Model

Enter the [asset](#) model type, if required.

Serial No

Enter the [asset](#) serial number, if required.

Manufacturer

Enter the [asset](#) manufacturer, if required.

Quantity

You can optionally enter the [asset](#) quantity.

Location

Enter the [asset](#) location, if required.

UOM

You can optionally enter the [asset](#) unit of measure.

Alternatively, use the prompt facility to select from the Select System Reference Code pop-up.

You must define [asset](#) units of measure on the System Reference Code file to use this field.

Date Acquired

Enter or select the date that the [asset](#) was acquired.

This field defaults to the current date on creation of an [asset](#). You can amend this date.

Commissioned

You can optionally enter or select the date the [asset](#) was commissioned.

This field defaults to the acquisition date.

Warranty Expires

You can optionally enter or select the [asset](#) warranty expiry date.

This date must not be earlier than the commissioned date.

Prim Notepad

Enter the primary notepad to hold additional text.

Alternatively, use the prompt facility to select from the Select System Reference Code pop-up.

This is only available in Advanced Fixed [Assets](#).

Retired Date

You can optionally enter or select the planned retirement date for the [asset](#).

Text

You can enter up to two lines of additional text. For each text line, the creation or amendment date displays.

Anal

You can enter or select up to three analysis type codes.

[Asset](#) analysis types are defined on the company profile.

To transfer an [asset](#), you can change any of the codes here. [Transactions](#) post to the General Ledger to transfer the [asset](#) value to the new location.

Next Maint/Book/Note

You can use these fields to move through the maintenance procedures in any order, or to skip procedures.

Enter or select the next maintenance code and any [book](#) or notepad that you want to maintain. Prompts are available.

The next maintenance field defaults to the next selection made on the [Asset](#) Maintenance Details Selection window.

Next maintenance codes are maintained under system reference code type NXTM.

Functions**Skip (F15)**

This is the skip procedures function. Use this to enquire on an [asset](#).

Press Enter to display the [Asset Analysis Codes](#) Maintenance window.

Asset Analysis Codes Maintenance Window

To display this window, select [Analysis Codes](#) on the [Asset](#) Maintenance Details Selection window.

Use this window to maintain the analysis types and codes for an [asset](#). The major analysis types for all [assets](#) are defined on the company profile. Each [asset](#) must have at least one analysis type.

The [transaction](#) header fields display at the top of this window.

Fields**Amendment Type**

Select one of the following

Add - If a new analysis type and code are to be added

Change - If an analysis type and code are to be changed

Remove - If an analysis type and code are to be deleted

Analysis Type

Enter the analysis type required.

Alternatively, use the prompt facility to select from the Select System Reference Code pop-up.

Analysis Code

Enter the analysis type code required.

Alternatively, use the prompt facility to select from the Select System Reference Detail Code pop-up.

Next Maint/Book/Note

You can use these fields to move through the maintenance procedures in any order, or to skip procedures.

Enter or select the next maintenance code and any [book](#) or notepad that you want to maintain. Prompts are available.

The next maintenance field defaults to the next selection made on the [Asset](#) Maintenance Details Selection window.

Next maintenance codes are maintained under system reference code type NXTM.

Functions

Skip (F15)

This is the skip procedures function. Use this to enquire on an [asset](#).

Select **Update (F8)** to update the analysis types and display the [Asset](#) Notepad Maintenance window.

Asset Notepad Maintenance Window

To display this window, select Notepad on the [Asset](#) Maintenance Details Selection window.

Use this window to maintain notepad text associated with an [asset](#). The notepad facility for the entry of free format text is only available in Advanced Fixed [Assets](#).

The [transaction](#) header fields display at the top of this window.

Fields

Notepad Type

This field displays the notepad code entered on the [Asset](#) Maintenance Details Select window.

Line Text

You can enter up to 9999 lines of text.

Chg Date

This field displays the last maintenance date for each text line. This updates each time a line is amended.

Position to Line No

Enter the line number at which you want the display to start.

Insert

You can insert any number of lines after a specified line number.

Enter the line number as **0** to insert text lines at the start.

Delete

You can delete any number of lines, starting at any specified line number.

Scan Date/Operand

You can use these fields to find text lines using the amendment date.

Enter or select the date and operand you want to use and select **Scan (F16)**. The operands you can use are:

> - Greater than

< - Less than

= - Equal to

Next Maint/Book/Note

You can use these fields to move through the maintenance procedures in any order, or to skip procedures.

Enter or select the next maintenance code and any [book](#) or notepad that you want to maintain. Prompts are available.

The next maintenance field defaults to the next selection made on the [Asset](#) Maintenance Details Selection window.

Next maintenance codes are maintained under system reference code type NXTM.

Functions**Skip (F15)**

This is the skip procedures function. Use this to enquire on an [asset](#).

Scan (F16)

Use this with the scan date to select text lines.

Select **Update (F8)** to update the notepad and display the [Asset](#) Financial Details Maintenance window.

Asset Financial Detail Maintenance Window

To display this window, select Financial Details on the [Asset](#) Maintenance Details Selection window.

Use this window to maintain [asset](#) cost, capitalisation, retirement, and residual value details. You cannot maintain financial details if base details do not exist.

The [transaction](#) header fields display at the top of this window.

Fields

Cost Book

Enter the [book](#) number used to generate [asset](#) acquisition [transactions](#).

Alternatively, use the prompt facility to select from the Select [Book](#) pop-up.

Leave this field blank if you do not want to make postings to the General Ledger.

Asset Cost

Enter the cost of the [asset](#).

Historic Cost

This field displays the [asset](#) cost as at the end of the previous year. It cannot be amended.

Currency Cost (Memo)/Currency Code (Memo)

If the [asset](#) was purchased in a currency other than your base currency, you can enter the cost and currency code in these fields.

These fields are for memo purposes only and are not validated.

Capitalisation Date/Capitalisation Period

You can enter either the capitalisation date or the capitalisation period.

The capitalisation date defaults to the commissioned date from the [asset's](#) base details, but can be amended or left blank.

If you enter or select a date, the software then calculates and displays the period.

Life (Periods)/Retirement Period

You can enter either the expected life span of the [asset](#) in financial periods, or the expected retirement period.

The software calculates the value of whichever field is left blank.

Residual Value

Enter the expected residual value of the [asset](#) at the end of its life. The software then calculates and displays the residual percentage.

The residual value is used to reduce the [asset](#) cost if depreciating on net value.

Residual Percentage

You can enter a residual percentage of the [asset](#) instead of a residual value. The software then calculates and displays the residual value.

Replacement Value

Enter the expected cost of replacing the [asset](#). This field defaults to the initial [asset](#) cost.

Valuation Date

Enter or select the date when the replacement value was entered.

If the replacement value is the initial [asset](#) cost, this field defaults to the acquisition date. For any other replacement value the date must be entered.

Disposal Date

Enter or select the expected or planned disposal date. This must be later than the capitalisation date.

Next Maint/Book/Note

You can use these fields to move through the maintenance procedures in any order, or to skip procedures.

Enter or select the next maintenance code and any [book](#) or notepad that you want to maintain. Prompts are available.

The next maintenance field defaults to the next selection made on the [Asset](#) Maintenance Details Selection window.

Next maintenance codes are maintained under system reference code type NXTM.

Functions**Skip (F15)**

This is the skip procedures function. Use this to enquire on an [asset](#).

Press Enter to display the [Asset](#) External Funding Maintenance window.

Asset External Funding Maintenance Window

To display this window, select External Funding on the [Asset](#) Maintenance Details Selection window.

Use this window to enter external funding details for an [asset](#).

External funding, in the form of grants or loans, can be applied to an [asset](#) to reduce its written down value, and the value to be depreciated.

External funding for a [parent asset](#) and its dependants must be applied to the [parent asset](#). The [depreciation book](#) for the parent must include the dependants.

The [transaction](#) header fields display at the top of this window.

Fields

Total Funding

Enter the total value of the external funding.

Of This

Enter the amount of the external funding by which to reduce the [asset](#) value.

Leaving

The software calculates the difference between the two values and displays it.

The difference between the two values is treated as revenue.

Next Maint/Book/Note

You can use these fields to move through the maintenance procedures in any order, or to skip procedures.

Enter or select the next maintenance code and any [book](#) or notepad that you want to maintain. Prompts are available.

The next maintenance field defaults to the next selection made on the [Asset](#) Maintenance Details Selection window.

Next maintenance codes are maintained under system reference code type NXTM.

Functions

Skip (F15)

This is the skip procedures function. Use this to enquire on an [asset](#).

Press Enter to update the external funding details and display the Lease Details window.

Lease Details Window

To display this window, select Lease Details on the [Asset](#) Maintenance Details Selection window.

Use this window to maintain details of payments for leased [assets](#).

You cannot maintain lease details unless base and financial details exist.

This is only available in Advanced Fixed [Assets](#).

The [transaction](#) header, [asset](#) number, description and [parent asset](#) details are displayed at the top of the window.

Fields**Leaser Reference**

You can optionally enter a reference, for example a contract number, for the leaser.

Leaser

Enter the name of the person or company who is granting the lease.

Postings Required

Use this checkbox as follows:

Unchecked - If lease postings are not required for this [asset](#)

Checked - To post lease payments to the General Ledger

Periodic Payment

Enter the value of the lease payments for each period.

Interest Payable

Enter the total amount of interest payable over the life of the [asset](#).

Periods between Payments

Enter the number of periods between each payment. For example, enter 3 in this field to make quarterly payments.

Number of Payments to Make

Enter the total number of payments to make over the life of the lease.

First Payment Period

Enter the first period to make lease payments in. The period must not be in a prior year.

The following fields are displayed for information only.

Number of Payments Made

This is the number of payments made to date.

Last Payment Period

This is calculated from the first payment period, the periods between payments and the number of payments.

Interest Payments and Capital Payments

These fields display the total interest capital payments for the year to date and the previous year.

Next Maint/Book/Note

You can use these fields to move through the maintenance procedures in any order, or to skip procedures.

Enter or select the next maintenance code and any [book](#) or notepad that you want to maintain. Prompts are available.

The next maintenance field defaults to the next selection made on the [Asset](#) Maintenance Details Selection window.

Next maintenance codes are maintained under system reference code type NXTM.

Functions

Skip (F15)

This is the skip procedures function. Use this to enquire on an [asset](#).

Press Enter to update the lease details and display the [Asset Depreciation Book](#) window.

Asset Depreciation Book Window

To display this window, enter a [depreciation book](#) and 1 in the Value field on the [Asset](#) Maintenance Details Selection window.

You use this window to maintain the depreciation details for an [asset](#).

The [transaction](#) header details, [asset](#) number, description, parent and [depreciation book](#), method and value are displayed at the top of the window.

Fields

Include Dependents

This field is displayed for information only. If [dependent assets](#) are included in this [depreciation book](#), this field will be checked.

Depreciate

Use this checkbox as follows:

Unchecked - If you do not want to include the [asset](#) in period depreciation calculations

Checked - To depreciate the [asset](#) in this period

Initial Deprn

You can optionally enter a value to be used for the first depreciation period only. You cannot enter a value after this period.

Leave this field blank to use the value for the chosen method and rate.

Minimum Asset Value

Enter the minimum written down or depreciated value for the [asset](#). You cannot depreciate the [asset](#) below this value. This defaults to the [asset's](#) residual value.

Max. Per Period

You can optionally enter the maximum depreciation value for any period as an additional control. You can use this to prevent the [asset](#) being fully depreciated in one period.

Start Period/Start Date

Enter the start period, in the format YYYYPP, or the start date for depreciation. The software calculates whichever of these fields is not entered.

You only need to enter the start date if it is not the beginning of the period. In this case, the calculated depreciation value reduces proportionately to the number of days left in the period. Alternatively, you can use the initial depreciation field to adjust the value.

If you enter a start period that is earlier than the current period, but in the current financial year, depreciation is calculated up to the current period. Depreciation [transactions](#) post to the General Ledger for each prior period.

You cannot enter a start period prior to the current year.

Depreciation Life

You can enter the number of periods over which depreciation is calculated. The software calculates the end period and end date from this value.

Leave this field blank to depreciate the [asset](#) to its minimum value.

This field is mandatory for straight-line depreciation over an [asset's](#) life ([Depreciation Method 004](#)).

Period Count

This field displays the number of periods in which depreciation calculations have been made. You cannot amend this field.

End Period/End Date

Enter one, or both, or neither. Enter one to allow the software to calculate the other from the financial calendar. If entered, period depreciation ceases when this period is reached. The period format is YYYYPP, the date format DDMMYYYY.

Next Period

This field displays the next depreciation period, in the format YYYYPP. This is maintained by the software, but can be amended to a later period.

Latest Period

This field displays the latest depreciation period and cannot be amended.

1st Year Dep Method and Rate

You can use a different [depreciation method](#) or rate, or both, for the first year. Leave these fields blank to use the default method.

Deprn Method and Rate

These fields default from the [depreciation method](#) and rate defined on the [book profile](#). You can amend them to any valid method and rate.

Alternatively, use the prompt facility to select from the Select System Reference Code pop-up.

Next Maint/Book/Note

You can use these fields to move through the maintenance procedures in any order, or to skip procedures.

Enter or select the next maintenance code and any [book](#) or notepad that you want to maintain. Prompts are available.

The next maintenance field defaults to the next selection made on the [Asset](#) Maintenance Details Selection window.

Next maintenance codes are maintained under system reference code type NXTM.

Functions

Skip (F15)

This is the skip procedures function. Use this to enquire on an [asset](#).

Press Enter to update the [depreciation book values](#) and display the [Asset](#) Revaluation window.

Asset Revaluation Window

To display this window, enter a [depreciation book](#) and 1 in the Reval'n field on the [Asset](#) Maintenance Details Selection window.

Use this window to revalue an [asset](#). You can revalue an [asset](#) using a valuation index, if defined on the [book profile](#), or by management revaluation.

The window displays the [transaction](#) header, [asset](#), description, [parent asset](#), [depreciation book](#), and revaluation details.

Fields

Valn Method

This field displays the cost valuation method defined on the [book profile](#).

Valn Index

This field displays the valuation index from the [book profile](#).

Current Index

This field displays the index value for the current period from the valuation index.

Total Cost

This field displays the [asset](#) cost from the financial details record.

Book Value

This field displays the [book value](#) from the [asset depreciation book](#) record.

Book Includes Depnts (0/1)

This is defined on the [book profile](#). If this field is **checked** it indicates that the [book](#) includes dependants.

***Note:** If the [book value](#) includes dependants, then the original cost includes dependent costs and subsequent revaluations must apply at parent level.*

No of Revals

The number of revaluations is displayed and automatically updates for each accepted [transaction](#).

Original Cost

This field displays the [asset](#) cost at the time of the first revaluation.

Date

This is the date of the first revaluation.

Period

This is the period of the first revaluation.

Index

This is the index value used at the last revaluation.

***Note:** If this is the first revaluation the Original Cost, Date, Period and Index fields are blank.*

Last Used

This is the last valuation used for depreciation.

Date

This is the date of the most recent valuation.

Period

This is the period of the most recent valuation.

Index No

This is the index value used.

***Note:** If this is the first revaluation the Last Used, Date, Period and Index fields are blank.*

New Calculated/For Period/Index

If you are using a valuation index, these fields display the calculated [asset](#) value, the period and the index value.

These fields are not displayed if you are not using a valuation index.

Current

If you are not using a valuation index you can enter a new [asset](#) value in this field. This field is not displayed for [asset](#) revaluation by valuation index.

Override Value/Override Period

For index revaluation, you can enter either an override value for the current period, or another period from the valuation index.

If you enter both, the period overrides the value.

If you enter a period that is outside the limits of the valuation index, this defaults to the first or last period of the index, whichever is the nearer.

Next Maint/Book/Note

You can use these fields to move through the maintenance procedures in any order, or to skip procedures.

Enter or select the next maintenance code and any [book](#) or notepad that you want to maintain. Prompts are available.

The next maintenance field defaults to the next selection made on the [Asset](#) Maintenance Details Selection window.

Next maintenance codes are maintained under system reference code type NXTM.

Functions**Skip (F15)**

This is the skip procedures function. Use this to enquire on an [asset](#).

Press Enter to display the re-calculated indexed value. Select **Update (F8)** to update the [asset](#) value and display the [Asset](#) Depreciation Journal window.

Assets Depreciation Journal Window

To display this window, enter an [asset](#), a [depreciation book](#) and 1 in the Journals field on the [Asset](#) Maintenance Details Selection window.

Use this window to maintain the depreciation values for the selected [asset](#).

The [transaction](#) header fields, [asset](#) and [depreciation book](#) details are displayed at the top of the window.

Fields

Fully Depreciate

Select one of the following:

No (default) - If the [asset](#) is not to be fully depreciated

To minimum value - To depreciate the [asset](#) to a specified minimum value

To zero - To depreciate the [asset](#) to zero written-down value

Note: *If you select To minimum value or To zero in this field, you cannot enter values in the Amend Values fields.*

Present Values

The following current values are displayed:

- [Book value](#)
- Depreciation this year to date
- Depreciation previous year
- Written-down value

Amend Values To

You can amend the depreciation values to a specific amount.

Amend Values By

You can amend the depreciation values by a specific amount.

- Total depreciation cannot be greater than [book value](#) minus minimum value.
- You cannot depreciate below zero or minimum value.
- Depreciation cannot be negative. Therefore, a negative adjustment cannot be greater than the current value to be depreciated.

Caution: If a prior year's depreciation is adjusted, a warning message is displayed. No postings should be made to General Ledger accounts for this routine.

Note: *An increase in depreciation is entered as a positive value.*

General Ledger Accounts

The accounts to be debited and credited can be nominated in these fields if the accounts generated by the procedure are not to be used. The GL accounts nominated apply to this [transaction](#) only.

Press Enter to update the [asset](#) depreciation journal.

Elementary Asset Maintenance [2/FAP]

You can use this procedure to enter basic [asset](#) details, [analysis codes](#), financial details and depreciation details using just one window.

Additional details can be entered using the full [asset](#) maintenance procedure.

You can use elementary [asset](#) maintenance if:

You want to create a large number of [assets](#) quickly (for example, when setting up a company)

You only want to maintain a few details for an [asset](#)

Note: You cannot enter new [dependent assets](#) using the Elementary [Asset](#) Maintenance task, but you can amend them.

Elementary Asset Maintenance Selection Window

To display this window, select the Elementary [Asset](#) Maintenance task.

Use this window to select the [asset](#) that you want to maintain.

Fields

Asset

Enter the [asset](#) number.

Alternatively, use the prompt facility to select from the Select [Asset](#) pop-up.

Book

Enter the [book](#) number if a [depreciation book](#) is to be maintained as well as base and financial details.

Alternatively, use the prompt facility to select from the Select [Book](#) pop-up.

Based on Asset

If entering a new [asset](#), you can base it on any existing [asset](#) in any company.

Enter the [asset](#) on which you want to base your new [asset](#).

Alternatively, use the prompt facility to select from the Select [Asset](#) pop-up.

In Company

Enter the company in which the based on [asset](#) is found. You can leave this field blank if the [asset](#) is in the current company.

Press Enter to display the Elementary [Asset](#) Maintenance Details window.

Elementary Asset Maintenance Details Window

To display this window, enter an [asset](#) and a [depreciation book](#) if required and then press Enter on the Elementary [Asset](#) Maintenance Selection window.

Use this window to maintain:

- [Asset](#) base details, including description, cost, location and acquisition date
- [Depreciation book](#) details, including [depreciation method](#), rate, and periods
- Analysis types

If [transactions](#) are to generate postings to the General Ledger, you must have set up accounts, using the structured General Ledger accounts facility.

The [transaction](#) header fields are displayed at the top of this window.

Fields

Asset Code

This is displayed for information only and cannot be amended.

Description

Enter the description of the [asset](#).

Cost

Enter the cost of the [asset](#). If the [asset](#) cost is amended, the [book value](#) for each [depreciation book](#) for this [asset](#) can be re-calculated, if the [book value](#) is based on [asset](#) cost.

Any replacement cost is set to [asset](#) cost on creation. It cannot be changed by the Elementary [Asset](#) Maintenance procedure afterwards. The financial details from the full [Asset](#) Maintenance procedure must be used.

Cost Book

Enter the [book](#) used to generate the General Ledger [asset](#) cost accounts.

Alternatively, use the prompt facility to select from the Select [Book](#) pop-up.

If you do not enter the [cost book](#), no values are posted to the General Ledger.

Date Acquired

The date defaults to the document date but can be earlier.

Location

This is a free-format text field.

Capitalisation Date

This defaults to the acquisition date, but can be amended. The date must be included within the scope of calendar file.

Required

Use this checkbox as follows:

Unchecked - If period depreciation calculations are not required

Checked - If period depreciation calculations are required

Book

This field displays the [depreciation book](#) entered on the Elementary [Asset](#) Maintenance Selection window.

Life in Periods

If the [depreciation method](#) entered is 004, you must enter the number of periods over which the [asset](#) is to be depreciated.

Period depreciation stops when the period count is equal to depreciation life.

Method

The [depreciation method](#) defaults to that set up in the [book profile](#). You can amend it by entering a method here.

Alternatively, use the prompt facility to select from the Select System Reference Code pop-up

The field must contain one of the [depreciation methods](#) contained in the system reference code DEPM.

If the [depreciation method](#) chosen is 004 ([Asset](#) Life) you must complete the **Life in Periods** field and delete the default rate.

Start Period

If you enter either the start period or the start date, the other is calculated.

If you enter both, the date must be within the start period. This enables initial depreciation to be for part of a period. These fields cannot be amended once initial depreciation has taken place.

Rate

Enter the rate to be applied for the method chosen. If you choose a percentage [depreciation method](#), this is a percentage figure; otherwise, enter an amount.

Start Date

If you enter either this or the start period, the other is calculated.

If you enter both, the date must be within the start period. This enables initial depreciation to be for part of a period. These fields cannot be amended once initial depreciation has taken place.

Analysis Types

You can request up to three analysis types.

You can use the prompt facility to select from the Select System Reference Code pop-up.

The first is mandatory and will normally be the [asset](#) type code. This arises out of the [analysis code](#) (ANTY) entered into the company profile.

The second and third codes can be mandatory or not depending on the indicator settings in the company profile.

Press Enter to validate any entries. The software creates financial records and posts to the software files only when you select **Exit (F3)**.

Asset Disposal [3/FAP]

Use this task to dispose of an [asset](#) and to maintain [asset](#) disposal records.

Note: When disposing of a parent asset you must also dispose of all its dependants. You cannot dispose of a dependent asset unless you have disposed of its parent asset.

Caution: You cannot re-instate assets once you have disposed of them.

If you want to dispose of a proportion of an [asset](#), you must first split that [asset](#) into multiple records.

Asset Disposal Selection Window

To display this window, select the [Asset](#) Disposal Selection task.

Use this window to select the [asset](#) you want to dispose of.

Fields

Asset

Enter the [asset](#) number.

Alternatively, use the prompt facility to select from the Select [Asset](#) pop-up.

Based On

The [asset](#) to be disposed of can be based on another known [asset](#). Enter that [asset](#) number here.

Alternatively, use the prompt facility to select from the Select [Asset](#) pop-up.

In Company

Enter the company in which the based on [asset](#) can be found.

Press Enter to display the [Asset](#) Disposal Details window.

Asset Disposal Details Window

To display this window, enter an [asset](#) number and then press Enter on the [Asset](#) Disposal Selection window.

The [transaction](#) header fields, [asset](#) number and description are displayed at the top of the window. The [asset](#) cost, dependent cost, total cost, residual value, depreciation residual value and total residual value fields display with their current data. These fields cannot be amended.

Fields

Sales Value

Enter the disposal value of the [asset](#). This can be zero.

Sales Ledger Co

If Accounts Receivable is linked to Fixed [Assets](#), enter the linked Accounts Receivable company code here.

Currency Value (Memo)/Currency Code (Memo)

If the [asset](#) sale was made in a currency other than your base currency, and you need a record of that sale, you can enter the value and currency code for the sale in these fields.

Customer Code

If Accounts Receivable is linked to Fixed [Assets](#), enter the appropriate customer here.

Alternatively, use the prompt facility to select from the Customer Selection pop-up.

Cust. Name

This field displays the customer's name automatically if you enter the Accounts Receivable company and customer.

If Accounts Receivable is not linked, you can enter a customer's name in this field.

Analysis Types

These fields display the [asset](#) analysis detail codes. These can be amended if necessary.

Disposal Notepad

This field defaults to the primary notepad type, defined on the company profile. You can amend this when creating a disposal record, but it cannot subsequently be amended.

You can use the prompt facility to select from the Select System Reference Code pop-up.

Text

You can enter up to two lines of additional text.

Press Enter and then select **Update (F8)** to confirm the disposal.

Asset Journals [4/FAP]

Use this task to:

- Adjust calculated depreciation values (you can also fully depreciate an [asset](#))
- Adjust lease postings

Asset Journals Selection Window

To display this window, select the [Asset](#) Journals task.

Use this window to select the [asset](#) and [depreciation book](#) for which you want to maintain the journal, and the journal you want to maintain.

Fields

Asset Code

Enter the [asset](#) you want to maintain.

Alternatively, use the prompt facility to select from the Select [Asset](#) pop-up.

Book

Enter the [depreciation book](#), if you are maintaining a depreciation journal.

Alternatively, use the prompt facility to select from the Select [Book](#) pop-up.

For lease journals, leave this field blank.

Journal Type

Select one of the following:

Leased [Asset](#) Journal - To maintain a leased [asset](#) journal

Depreciation Journal - To maintain a depreciation journal

Press Enter to display the appropriate window.

Asset Lease Journals Window

To display this window, enter an [asset](#) code and Leased [Asset](#) Journal in the Journals field and then press Enter on the [Asset](#) Journals Selection window.

Use this window to maintain the interest and capital payment details for the leased [asset](#).

The [transaction](#) header fields and [asset](#) information are shown at the top of the window.

Fields

Present Values

The present values for interest and capital, for both the year to date and previous year, are displayed in the left-hand column.

Amend Values By

You can amend any of the four values by a specific amount.

Amend Values To

You can amend any of the four values to specific values.

Note: A negative adjustment cannot be greater than the current values. That is, interest and capital values cannot be negative.

General Ledger Accounts

For this [transaction](#), you can use alternative accounts from those specified on the [asset](#) profile. Enter the General Ledger debit and credit accounts you want to use for each of the four values.

Press Enter to update the [asset](#) lease journal and post lease adjustments to the General Ledger.

Assets Depreciation Journal Window

To display this window, enter an [asset](#), a [depreciation book](#) and Depreciation Journal in the Journals field and then press Enter on the [Asset](#) Journal Selection window.

Use this window to maintain the depreciation values for the selected [asset](#).

The [transaction](#) header fields, [asset](#) and [depreciation book](#) details display at the top of the window.

Fields

Fully Depreciate

Select one of the following:

No (default) - If the [asset](#) is not to be fully depreciated

To minimum value - To depreciate the [asset](#) to a specified minimum value

To zero - To depreciate the [asset](#) to zero written down value

Note: If you select To minimum value or To zero in this field, you cannot enter values in the Amend Values fields.

Present Values

The following current values are displayed:

- [Book value](#)
- Depreciation this year to date
- Depreciation previous year
- Written-down value

Amend Values To

You can amend the depreciation values to a specific amount.

Amend Values By

You can amend the depreciation values by a specific amount.

- Total depreciation cannot be greater than [book value](#) minus minimum value.
- You cannot depreciate below zero or minimum value.
- Depreciation cannot be negative. Therefore, a negative adjustment cannot be greater than the current value to be depreciated.

Caution: If you adjust a prior year's depreciation, a warning message is displayed. No postings should be made to General Ledger accounts for this routine.

Note: Enter an increase in depreciation as a positive value.

General Ledger Accounts

The accounts to be debited and credited can be nominated in these fields, if the accounts generated by the procedure are not to be used. The GL accounts nominated apply to this [transaction](#) only.

Press Enter to update the [asset](#) depreciation journal.

Mass Update by Analysis Type [5/FAP]

Use this task to perform the mass update of [assets](#), changing the value of an analysis type and code.

The effect will be the same as if the analysis type and code had been changed individually for each [asset](#) via the [Asset](#) Maintenance task (1/FAP); as well as the change in value of the code, any required GL postings resulting from the change of that code will also be generated.

Mass Update by Analysis Type

To display this window, select the Mass Update by Analysis Type task.

Fields

Assets to Update

Analysis Type/Analysis Code

Use this to select the [assets](#) to be updated.

Enter the combination of analysis type and [analysis code](#) of the [assets](#) being updated.

Alternatively, use the prompt facility to select from the Select System Reference Code pop-up or Select System Reference Details Code pop-up respectively.

Note. The analysis type may be the same as that being changed or a different analysis type e.g. selection may be by analysis type 'Business Unit' but the analysis type changed may be 'Cost Centre'

New Value for Assets

Analysis Type/Analysis Code

Use this to enter the new value for the selected [assets](#).

Enter the combination of analysis type and new [analysis code](#) to be used for the selected [assets](#).

Alternatively, use the prompt facility to select from the Select System Reference Code pop-up or Select System Reference Details Code pop-up respectively

Press Enter to validate the data and then select **Confirm (F8)** on the Mass Update Confirmation pop-up to perform the updates.

Mass Disposal by Analysis Type [6/FAP]

Use this task to perform the mass disposal of [assets](#) that have a common [analysis code](#) for a specified analysis type.

The effect will be the same as if the [assets](#) had been disposed of individually via the [Asset Disposal](#) task (3/FAP).

Mass Disposal by Analysis Type

To display this window, select the Mass Disposal by Analysis Type task.

Fields**Analysis Type/Analysis Code**

Enter the combination of analysis type and [analysis code](#) of the [assets](#) being disposed of.

Alternatively, use the prompt facility to select from the Select System Reference Code pop-up or Select System Reference Details Code pop-up respectively.

Press Enter to validate the data and then select **Confirm (F8)** on the Mass Disposal Confirmation pop-up to perform the updates.

Chapter 4 Period End

Introduction to Fixed Assets Period End

There are a number of period end procedures, which apply to all [assets](#) or to large groups of [assets](#).

The procedures covered are:

Period Depreciation

Selected [depreciation books](#) are used to calculate depreciation for their associated [assets](#) for the period. [Transactions](#) generated are automatically posted to the General Ledger.

Posting Corrected Transactions

[Transaction](#) postings to the General Ledger can fail. You can use this procedure to re-post corrected [transactions](#) to the General Ledger. You can also post uncorrected [transactions](#) to suspense accounts.

Provisional Depreciation

You can calculate provisional depreciation for selected [assets](#) for any number of periods. A report is produced, but no postings are made.

Lease Postings

Repayment calculations can be carried out for leased [assets](#), with capital and interest payments calculated separately. The resultant [transactions](#) can be posted to the General Ledger.

Period Year End

When all Fixed [Assets](#) maintenance and processing tasks for the period are complete, you can close the period. This updates the current period number. At the year-end close, this procedure automatically makes the appropriate year-end postings.

Close Period/Open Next Period [1/FAC]

Use this task to close the current and open the next financial period.

Before closing a period, make sure that the [asset](#) register is up to date, with all maintenance and depreciation calculations complete.

The period cannot be closed if there are still unposted General Ledger [transactions](#). These must be corrected or posted to GL suspense accounts.

A warning will be displayed if depreciation has not been run.

Period Close and Year End Window

To display this window, select the Close Period/Open Next task.

This window displays the current period and the next period.

Select **Close Period (F8)** to close the period.

Year End

The year end procedures trigger automatically when the period closed is the year end period.

The year end period is specified on the company profile.

Caution: You must complete all Fixed Asset procedures for the current year before starting the year end procedures. Once initiated, the year end calculations cannot be reversed.

Note: You are strongly advised to make a back up of your Fixed [Assets](#) files before starting year end procedures.

Transactions

The following financial [transactions](#) are generated:

- 001 [Asset](#) Cost
 - Debit historic cost, credit [asset](#) additions
- 003 Disposal Year End Transfer
 - Debit [asset](#) disposals, credit historic cost
 - Created for each [asset](#) disposed of during the year
- 323 Depreciation

Debit depreciation this year, credit accumulated depreciation

Created for each [book](#) for each [asset](#) so that depreciation this year is cleared down and transferred to depreciation prior year

Leased Assets

For leased [assets](#), the software adds the interest and capital values posted this year to the interest and capital values for the prior year and clears down the current year's values.

039 Lease Interest Year End Transfer

Provisional Depreciation [11/FAC]

This feature is only available in the advanced version of the software. You can use it to:

- Assess depreciation for a period
- Assess depreciation for selected periods, for example, the next month, the next quarter or the next year
- Assess alternative depreciation policies for budgetary purposes

This task generates a report, but does not make any General Ledger postings.

Provisional Depreciation Selection Window

To display this window, select the Provisional Depreciation task.

Fields

Books From/To

Enter the range of [book](#) codes for which to calculate provisional depreciation.

Alternatively, use the prompt facility to select from the Select [Book](#) pop-up.

To calculate provisional depreciation for one [book](#), leave the To field blank.

Periods Start/End

Enter the range of periods for which the provisional depreciation is required.

To calculate provisional depreciation for a single period, leave the End field blank.

Note: *If the start period is before the latest period for which depreciation has been calculated, actual values are taken for the earlier periods.*

Codes

Select one of the following:

All - To include all [assets](#)

Exclude - To exclude [assets](#) of the selected analysis type and code

Include - To include only [assets](#) of the selected analysis type and code

The entry you make here affects the two following fields.

Analysis Type

Enter a valid analysis type to include or exclude [assets](#) of that type.

Alternatively, use the prompt facility to select from the Select System Reference Code pop-up.

This field is mandatory if you enter **Exclude** or **Include** in the Codes field above.

If you select **All** in the Codes field, you can leave this field blank.

Analysis Code

Enter a valid [analysis code](#) to include or exclude [assets](#) of that code.

Alternatively, use the prompt facility to select from the Select System Reference Detail Code pop-up.

This field is mandatory if you enter **Exclude** or **Include** in the Codes field above.

If you select **All** in the Codes field above, you can leave this field blank.

Type of Assets

Select one of the following:

Depreciable [assets](#) only - To calculate depreciation for depreciable [assets](#) only

Non-depreciable [assets](#) only - To calculate depreciation for non-depreciable [assets](#) only

All - To calculate depreciation for all [assets](#)

Print Format Type

Select one of the following:

Detail - To print details by [asset](#) in [book](#) and [asset](#) sequence

Summary - To print summaries by each [depreciation book](#)

Consider Plan Disposal Date

Select one of the following:

No - To ignore the planned disposal date when calculating depreciation

Yes - To calculate depreciation only up to the planned disposal date

Press Enter to calculate the provisional depreciation and generate the report.

Transactions

For those [assets](#) for which lease repayments have been calculated, the following [transactions](#) are generated:

- 035 Interest repayments
- 036 Capital repayments

On the completion of processing for each [asset](#), the software:

- Increases the number of payments made by one
- Sets the last payment period to the current period
- Adds interest and capital payments to the year-to-date values
- If the **summary report** option was taken, a summary is printed for each [book](#) submitted to the run
- If the **detail** option was chosen, the figures printed are set against each [asset](#) included, within each [book](#) selected. A **P** against a period value indicates that provisional depreciation has been calculated. An **A** against a period value indicates that actual depreciation has been used. The **A** and **P** indicators are contained and described in the software's reference code PROV.

Period Depreciation [12/FAC]

Use this procedure to depreciate [assets](#) linked to selected [depreciation books](#).

[Assets](#) can be depreciated at any time during the current period. You normally depreciate all [assets](#) at the same time during a period, but you can run period depreciation as often as required.

Note: *The software only creates one depreciation record per [asset](#) per [book](#) per period.*

An [asset](#) can be depreciated using this procedure if:

- It has not already been depreciated
- It is linked to a [depreciation book](#)
- The [asset book](#) is current for the period being processed
- It is due for depreciation (that is, the next depreciation period in the [asset](#) record is equal to or less than the depreciation period being processed)
- It has not been disposed of

Period Depreciation Window

To display this window, select the Period Depreciation task.

Fields

Perform from Book/Through to Book

You can enter [book](#) codes in these fields to restrict depreciation to that range of [books](#).

Alternatively, use the prompt facility to select from the Select [Book](#) pop-up.

You can leave both fields blank to depreciate [assets](#) across all [books](#).

Press Enter to depreciate the selected [books](#).

Transactions

The following [transactions](#) are generated:

325 Period depreciation

Lease Postings [13/FAC]

Repayment [transactions](#) for leased [assets](#) can be generated using the rules set up within each [asset](#). Repayment is apportioned between capital and interest and the resulting [transactions](#) can be posted to the General Ledger.

[Assets](#) are selected for posting if:

- The [asset](#) is a leased [asset](#) (that is, it has a leased details record)
- The [asset](#) has not been disposed of
- The **Postings Required** field on the Lease Details window within the [Asset](#) Maintenance task is set on
- The start period is not greater than the current period
- The number of periods for which lease postings have been made is less than the total number of payments to be made (that is, less than the life of the lease)

Lease Postings Selection Window

To display this window, select the Lease Postings task.

Fields

Perform from Cost Book/Through to Cost Book

Enter the lowest and highest [cost book](#) code to be included in this [book](#) run.

Alternatively, use the prompt facility to select from the Select [Book](#) pop-up.

Leave both fields blank if all [cost books](#) are to be included.

Press Enter to submit the run.

Calculations

Interest repayments are calculated using the Sum of Digits method, where payments reduce over the life of the lease.

Transactions

[Transactions](#) 035 - interest payment and 036 - capital repayment are generated.

On completion of processing for each [asset](#), the software:

- Increases the number of payments made by one
- Sets the last payment period to the current period
- Adds interest and capital payments to the year-to-date values

The lease posting procedure can be run as often as is required, but postings for a given lease [asset](#) are made only once in a period.

Post Corrected Transactions [14/FAC]

Postings to the General Ledger can fail for several reasons. The likeliest of these are:

- The incorrect creation of [analysis codes](#), either on the software's reference files or on the [asset](#) record
- Failure to create the structured GL account

Use this task to re-post corrected [transactions](#) to the General Ledger.

General Ledger Error Posting Window

To display this window, select the Post Corrected [Transactions](#) task.

Use this window to select the processing [sessions](#) containing corrected [transactions](#) for posting to the General Ledger.

Fields

Perform from Session

Enter the first [session](#) number which has corrected postings.

Leave this field blank to start from the first.

Through to Session

Enter the last [session](#) number which has corrected postings.

Leave this field blank to continue to the last.

You can leave both fields blank for all [sessions](#).

Post to Suspense Accounts

Use this checkbox as follows:

Checked - If failed postings are to be sent to the default suspense accounts defined on the [book profile](#)

Unchecked - If failed postings are to remain uncorrected

Note: *The latter can then be investigated and posted by GL journal.*

Press Enter to submit the job to correct the postings.

Asset Movements Report [21/FAC]

This report lists the [asset](#) cost, depreciation and any transfers made. You can transfer an [asset](#) between two GL accounts by changing the [analysis codes](#) on the [asset](#) profile.

Assets Movement Report Selection Window

To display this window, select the [Assets](#) Movement Report task.

Fields

Cost Book

Enter the [book](#) to be included in the report.

Alternatively, use the prompt facility to select from the Select [Book](#) pop-up.

Depreciation Book

Enter the [depreciation book](#) to be included in the report.

Alternatively, use the prompt facility to select from the Select [Book](#) pop-up.

Leave this field blank to include all [depreciation books](#) related to the selected [cost book](#).

Period From/To

Enter the range of periods (format YYYYPP) to be included in the report.

Report Selection

Select one of the following by which to sequence the report:

GL Account - GL account

Analysis Type - Analysis type

Acq. Year - Acquisition year

Summary or Detail

Select one of the following:

Summary - To produce a summary report

Detail - To produce a detailed report

Disposed Of

Select one of the following:

Include - To include [assets](#) which have been disposed of

[Asset](#) Disposals only - To report on [asset](#) disposals only

Exclude - To exclude [assets](#) which have been disposed of

Leased Assets

Select one of the following:

Include - To include leased [assets](#)

Leased [Assets](#) only - To report on leased [assets](#) only

Exclude - To exclude leased [assets](#)

Press Enter to submit a job to produce a report.

Lease Commitments [22/FAC]

This report details the capital outstanding and the remaining lease period for [assets](#). This report conforms to the requirements of SSAP 21, in that it categorises those outstanding capital obligations reported under finance leases that are:

- Due within one year
- Due within two to five years
- Due after five years

You can produce:

- A summary report printing totals by [book](#) and analysis type (if entered)
- A detailed report listing all the [assets](#) within each [book](#)

Lease Commitment Report Selection Window

To display this window, select the Lease Commitments Report task.

Fields

Cost Book From/To

Enter the range of [cost books](#) required.

Alternatively, use the prompt facility to select from the Select [Book](#) pop-up.

Leave both fields blank to select all [cost books](#).

With Analysis Types

You can sequence the report by up to three analysis types.

Enter the analysis types by which you want to sequence the report.

Alternatively, use the prompt facility to select from the Select System Reference Code pop-up.

Totals for each [asset](#) type will be displayed.

Leave these fields blank to sequence the report by [asset](#) type.

Summary or Detail

Select one of the following:

Summary - To print a summary report, printing totals by [book](#) and analysis type (if entered)

Detail - To print a detailed report, listing all the [assets](#) within each [book](#)

Press Enter to process your selections and generate the report.

Chapter 5 Enquiries and Reports

Introduction

Fixed [Assets](#) provides a comprehensive range of enquiries and reports covering [assets](#), [transactions](#), and [sessions](#). You can tailor these to suit your own requirements.

There are four basic enquiry types:

- [Asset](#)
Use these to list and view [assets](#) using selection criteria. You can also include [dependent assets](#) with [parent assets](#) and view GL account codes, depreciation values, financial details and [book](#) details for each [asset](#).
- [Book](#)
Use these to view [assets](#) attached to a particular [book](#) and the values associated with that [book](#).
- [Transaction](#)
Use these to view all [transactions](#) generated by [asset](#) maintenance and their associated financial details.
- [Session](#)
Use these to view the [sessions](#) created by [asset](#) maintenance and to drill down to the [transactions](#) created during the [session](#).

There are four report types:

- Maintenance Reports
These list any amendments made to the company profile, [book profiles](#), system reference data, hierarchy codes or the financial calendar. Maintenance reports are covered in the Maintenance chapter of this product guide.
- Audit Reports
These list maintenance movements, [asset](#) maintenance movements and [sessions](#).
- Database and [Transaction](#) Reports

These use [Report Manager](#). A set of default reports is provided, but [Report Manager](#) allows you to modify these and build new reports. You can use a wide range of selection criteria to maintain these reports.

- Other Reports

These include listing reports, such as the Full Hierarchy Detail report, and those reports which print automatically.

Asset Enquiry Types

The following [asset](#) enquiry types are available and you can use the codes to access these enquiries directly in the enquiry details screens. You can also use these codes with the **Skip (F15)** function to move from enquiry to enquiry without having to return to the selection window. These system reference codes are set up under the code type NXTE. For more information on system reference codes, see the Maintenance chapter of this product guide.

Enquiry Code	Enquiry Type
201	Base detail
205	Analysis codes
206	Notepad (advanced Fixed Assets only)
210	Financial details
212	External funding (advanced Fixed Assets only)
213	Lease details (advanced Fixed Assets only)
214	Dependent assets
215	Depreciation book
216	Asset book summary
217	Asset dependent book
218	Period depreciation
219	General Ledger accounts
220	Asset revaluation

225	Depreciation
235	Disposal

Enquire on Assets [1/FAE]

You can use this task to select an [asset](#) or group of [assets](#) and specify which enquiries you want to view for your selection.

You can enquire on a single [asset](#), by [asset](#) number, or you can enquire on groups of [assets](#), by hierarchy or [analysis code](#). You can then see one [asset](#) displayed on a single window, or enquire on many [assets](#) from a selection window.

Asset Enquiry Selection Window

To display this window, select the Enquire on [Assets](#) task.

You use this window to select either a single [asset](#) or a group of [assets](#) for your enquiry. You can select a single [asset](#) by entering an [asset](#) type, or you can select a group of [assets](#) by entering a hierarchy or analysis type.

Fields

Asset

For an enquiry on a single [asset](#), enter the [asset](#) code in this field.

Alternatively, use the prompt facility to select from the Select [Asset](#) pop-up.

For [asset](#) enquiries by hierarchy or [analysis code](#) you must leave this field blank.

Enquire on Dependants

Use this checkbox as follows:

Unchecked - For an enquiry on the [asset](#) only, with none of its dependants

Checked - For an enquiry on the [asset](#) and its dependants

Enquiry Type

Enter the enquiry type you require.

Alternatively, use the prompt facility to select from the Select System Reference Code pop-up.

If you want more than one enquiry type, leave this field blank to display the [Asset](#) Enquiry Selection Details window.

Notepad

You can optionally enter the notepad code, if you want to enquire on the notepad. In this case, you must also enter an enquiry type.

Alternatively, use the prompt facility to select from the Select System Reference Code pop-up.

Book

You can optionally enter the financial [book](#) required for this [asset](#) enquiry. In this case, you must also enter an enquiry type.

Alternatively, use the prompt facility to select from the Select [Book](#) pop-up.

Hierarchy Type/Hierarchy Code

To enquire on [assets](#) by hierarchy (for example, by country) enter a hierarchy type and code in these fields.

Alternatively, use the prompt facility to select from the Select System Reference Code pop-up.

Analysis Type/Analysis Code/To

To enquire on [assets](#) by analysis type, enter an analysis type and a range of codes in these fields. You can enter a single code.

Alternatively, use the prompt facility to select from the Select System Reference Code pop-up.

And from Type/Code/To

You can optionally enter a secondary analysis type and range of codes in these fields to display only [assets](#) which have both analysis types and codes defined.

Alternatively, use the prompt facility to select from the Select System Reference Code pop-up.

External Funding

For selected groups of [assets](#), enter one of the following:

- 1 - To include only [assets](#) which have external funding
- 2 - To exclude [assets](#) which have external funding

Leave this field blank to include all [assets](#).

Disposal

For selected groups of [assets](#) enter one of the following:

- 1 - To include only those [assets](#) that have a disposal value
- 2 - To exclude those [assets](#) that have a disposal value

Leave this field blank to include all [assets](#).

Book

For selected groups of [assets](#) enter one of the following:

- 1 - To include only those [assets](#) attached to the selected [book](#)
- 2 - To exclude those [assets](#) attached to the selected [book](#)

Book Code (Untitled)

Enter the [book](#) for which you want to include or exclude attached [assets](#).

Revaluation

For selected groups of [assets](#) enter one of the following:

- 1 - To include only those [assets](#) subject to revaluation
- 2 - To exclude those [assets](#) subject to revaluation

Leave this field blank to include all [assets](#).

- Press Enter to display the [Asset](#) Enquiry Selection Details window, if you entered a single [asset](#)
- The Enquiry Type Details window, if you entered a single [asset](#) and an enquiry type
- The [Asset](#) Enquiry Range Selection Details window, if you entered an hierarchy or analysis type

Asset Enquiry Selection Details Window

To display this window, enter a single [asset](#) and then press Enter on the [Asset](#) Enquiry Selection window.

You can use this window to specify up to fifteen different enquiries for the selected [asset](#).

Fields**Selections****Base Details**

Use this checkbox as follows:

Checked - To display the [Asset](#) Base Details Enquiry window

Unchecked - If the [Asset](#) Base Details Enquiry is not required

Analysis Types

Use this checkbox as follows:

Checked - To display the [Asset Analysis Codes](#) Enquiry window

Unchecked - If the [Analysis Codes](#) Enquiry is not required

Notepads

Use this checkbox as follows:

Checked - To display the [Asset](#) Notepad Enquiry window

You must specify at least one notepad in the adjacent fields.

Unchecked - If the [Asset](#) Notepad Enquiry is not required

Notepads (3 Untitled Fields)

Enter up to 3 notepads about which you want to enquire in these fields.

Alternatively, use the prompt facility to select from the Select System Reference Code pop-up.

Financial Details

Use this checkbox as follows:

Checked - To display the [Asset](#) Financial Detail Enquiry window

Unchecked - If the [Asset](#) Financial Detail enquiry is not required

External Funding

Use this checkbox as follows:

Checked - To display the [Asset](#) External Funding Enquiry window

Unchecked - If the [Asset](#) External Funding Enquiry is not required

Asset Disposal

Use this checkbox as follows:

Checked - To display the [Asset](#) Disposal Enquiry window

Unchecked - If the [Asset](#) Disposal Enquiry is not required

Lease Details

Use this checkbox as follows:

Checked - To display the Lease Details Enquiry window

Unchecked - If the Lease Details Enquiry is not required

Book Summary

Use this checkbox as follows:

Checked - To display the [Asset Book](#) Summary window

Unchecked - If the [Asset Book](#) Summary is not required

Each of the following fields displays for the [depreciation book](#) attached to the [asset](#). The default for these fields is **0**.

Value

Enter **1** to display the [Depreciation Book](#) Enquiry window.

Reval

Enter **1** to display the [Asset](#) Revaluation Enquiry window.

Dep'n

Enter **1** to display the [Asset](#) Depreciation Enquiry window.

Per Dep'n

Enter **1** to display the [Asset Book](#) Depreciation window.

Ac's

Enter **1** to display the [Asset](#) Generated General Ledger Account Enquiry window.

Next Enq. Type

If you have specified more than one enquiry type for an [asset](#), the next enquiry type displays here, with its description.

You can amend this to alter the enquiry sequence.

Alternatively, use the prompt facility to select from the Select System Reference Code pop-up.

Book

Any [book](#) associated with the next enquiry type displays here.

You can amend this to alter the enquiry sequence.

Alternatively, use the prompt facility to select from the Select [Book](#) pop-up.

Notepad

Any notepad associated with the next enquiry type displays here.

You can amend this to alter the enquiry sequence.

Alternatively, use the prompt facility to select from the Select System Reference Code pop-up.

Press Enter to display your selected enquiry windows in sequence, from lowest enquiry type code to highest.

Note: At the end of the series of enquiries, the [Asset](#) Enquiry Selection Details window is displayed.

Asset Enquiry Range Selection Details Window

To display this window, enter a range of hierarchy or analysis type codes and then press Enter on the [Asset](#) Enquiry Selection window.

This window lists all the [assets](#) within the range that you selected. You can use this window to select the enquiries that you want to make on each [asset](#).

Options**Select**

Use this to display the [Asset](#) Enquiry Selection Details window.

If you select an [asset](#) in this way, you cannot enter anything in the three fields.

Fields

Enq

Enter the enquiry type you want for a particular [asset](#).

Nte

If you have entered the Notepad enquiry type, enter the notepad you want to display for this [asset](#).

Bk

If you have entered the [Depreciation Book](#) enquiry, enter the [book](#) you want to display for this [asset](#).

Press Enter to display your selected enquiries in sequence, from lowest number to highest, for each [asset](#).

Asset Base Details Enquiry Window

To display this window, select the Base Details enquiry type (201).

This window displays the [asset's](#) base details.

Fields

Nxt Enq'ry

If you have specified more than one enquiry type for an [asset](#), the next enquiry type displays here, with its description.

You can amend this to alter the enquiry sequence.

Alternatively, use the prompt facility to select from the Select System Reference Code pop-up.

Book

Any [book](#) associated with the next enquiry type displays here.

You can amend this to alter the enquiry sequence.

Alternatively, use the prompt facility to select from the Select [Book](#) pop-up.

Notepad

Any notepad associated with the next enquiry type displays here.

You can amend this to alter the enquiry sequence.

Alternatively, use the prompt facility to select from the Select System Reference Code pop-up.

Functions

Skip (F15)

You can use this skip to another enquiry type, either for the current [asset](#) or for any other.

Asset Analysis Codes Enquiry Window

To display this window, select the [Analysis Codes](#) enquiry type (205).

The [analysis codes](#) for an [asset](#) are displayed.

Fields

Position at Analysis Type

Enter the [analysis code](#) you want to see at the top of the list, and press Enter to re-position the display.

Next Enq. Type

If you have specified more than one enquiry type for an [asset](#), the next enquiry type displays here, with its description.

You can amend this to alter the enquiry sequence.

Alternatively, use the prompt facility to select from the Select System Reference Code pop-up.

Book

Any [book](#) associated with the next enquiry type displays here.

You can amend this to alter the enquiry sequence.

Alternatively, use the prompt facility to select from the Select [Book](#) pop-up.

Notepad

Any notepad associated with the next enquiry type displays here.

You can amend this to alter the enquiry sequence.

Alternatively, use the prompt facility to select from the Select System Reference Code pop-up.

Functions

Skip (F15)

You can use this to skip to another enquiry type, either for the current [asset](#) or for any other.

Asset Notepad Enquiry Window

To display this window, select the Notepad enquiry type (206).

This window displays the notepad text attached to an [asset](#). This is only available in advanced Fixed [Assets](#).

Fields

Position to Line Number

Enter the line at which you want the list to start and press Enter to re-position the list.

Scan Date

To re-position the list to a certain date, enter or select that date here.

To select the lines displayed according to their date, enter or select that date here, enter the appropriate operand, and select **Scan (F16)**.

Operand

Enter one of the following:

- > - To display only lines with a date later than the scan date
- < - To display only lines with a date earlier than the scan date
- = - To display only lines with the same date as the scan date

Next Enq. Type

If you have specified more than one enquiry type for an [asset](#), the next enquiry type displays here, with its description.

You can amend this to alter the enquiry sequence.

Alternatively, use the prompt facility to select from the Select System Reference Code pop-up.

Book

Any [book](#) associated with the next enquiry type displays here.

You can amend this to alter the enquiry sequence.

Alternatively, use the prompt facility to select from the Select [Book](#) pop-up.

Notepad

Any notepad associated with the next enquiry type displays here.

You can amend this to alter the enquiry sequence.

Alternatively, use the prompt facility to select from the Select System Reference Code pop-up.

Functions

Skip (F15)

You can use this to skip to another enquiry type, either for the current [asset](#) or for any other.

Scan (F16)

Use this to select the lines displayed according to their dates, having entered the scan date required and the appropriate operand.

Asset Financial Detail Enquiry Window

To display this window, select the Financial Details enquiry type (210).

This window displays the financial details for the [asset](#).

Fields**Next Enq. Type**

If you have specified more than one enquiry type for an [asset](#), the next enquiry type displays here, with its description.

You can amend this to alter the enquiry sequence.

Alternatively, use the prompt facility to select from the Select System Reference Code pop-up.

Book

Any [book](#) associated with the next enquiry type displays here.

You can amend this to alter the enquiry sequence.

Alternatively, use the prompt facility to select from the Select [Book](#) pop-up.

Notepad

Any notepad associated with the next enquiry type displays here.

You can amend this to alter the enquiry sequence.

Alternatively, use the prompt facility to select from the Select System Reference Code pop-up.

Functions**Skip (F15)**

You can use this to skip to another enquiry type, either for the current [asset](#) or for any other.

Include Dependents (F17)

Use this to toggle between including and excluding the value of dependants on this window.

Asset External Funding Enquiry Window

To display this window, select the External Funding enquiry type (212).

This window displays details of any external funding for the [asset](#). This is only available in advanced Fixed [Assets](#).

Fields

Next Enquiry

If you have specified more than one enquiry type for an [asset](#), the next enquiry type displays here, with its description.

You can amend this to alter the enquiry sequence.

Alternatively, use the prompt facility to select from the Select System Reference Code pop-up.

Book

Any [book](#) associated with the next enquiry type displays here.

You can amend this to alter the enquiry sequence.

Alternatively, use the prompt facility to select from the Select [Book](#) pop-up.

Note

Any notepad associated with the next enquiry type displays here.

You can amend this to alter the enquiry sequence.

Alternatively, use the prompt facility to select from the Select System Reference Code pop-up.

Functions

Skip (F15)

You can use this to skip to another enquiry type, either for the current [asset](#) or for any other.

Lease Details Enquiry Window

To display this window, select the Lease Detail enquiry type (213).

This window displays all lease details for the [asset](#). This is only available in advanced Fixed [Assets](#).

Fields

Next Enquiry

If you have specified more than one enquiry type for an [asset](#), the next enquiry type displays here, with its description.

You can amend this to alter the enquiry sequence.

Alternatively, use the prompt facility to select from the Select System Reference Code pop-up.

Book

Any [book](#) associated with the next enquiry type displays here.

You can amend this to alter the enquiry sequence.

Alternatively, use the prompt facility to select from the Select [Book](#) pop-up.

Note

Any notepad associated with the next enquiry type displays here.

You can amend this to alter the enquiry sequence.

Alternatively, use the prompt facility to select from the Select System Reference Code pop-up.

Functions**Skip (F15)**

You can use this to skip to another enquiry type, either for the current [asset](#) or for any other.

Dependent Enquiry Window

To display this window, select the [Dependent Assets](#) enquiry type (214).

This window displays the [parent asset](#) and the costs of any [dependent assets](#).

Fields**Next Enquiry**

If you have specified more than one enquiry type for an [asset](#), the next enquiry type displays here, with its description.

You can amend this to alter the enquiry sequence.

Alternatively, use the prompt facility to select from the Select System Reference Code pop-up.

Book

Any [book](#) associated with the next enquiry type displays here.

You can amend this to alter the enquiry sequence.

Alternatively, use the prompt facility to select from the Select [Book](#) pop-up.

Note

Any notepad associated with the next enquiry type displays here.

You can amend this to alter the enquiry sequence.

Alternatively, use the prompt facility to select from the Select System Reference Code pop-up.

Functions**Skip (F15)**

You can use this to skip to another enquiry type, either for the current [asset](#) or for any other.

Depreciation Book Enquiry Window

To display this window, select the [Depreciation Book](#) enquiry type (215).

This window displays the [depreciation book](#) details.

Fields**Next Enquiry**

If you have specified more than one enquiry type for an [asset](#), the next enquiry type displays here, with its description.

You can amend this to alter the enquiry sequence.

Alternatively, use the prompt facility to select from the Select System Reference Code pop-up.

Book

Any [book](#) associated with the next enquiry type displays here.

You can amend this to alter the enquiry sequence.

Alternatively, use the prompt facility to select from the Select [Book](#) pop-up.

Note

Any notepad associated with the next enquiry type displays here.

You can amend this to alter the enquiry sequence.

Alternatively, use the prompt facility to select from the Select System Reference Code pop-up.

Functions**Skip (F15)**

You can use this to skip to another enquiry type, either for the current [asset](#) or for any other.

Include Dependents (F17)

Use this to toggle the displayed values to be inclusive or exclusive of any dependants.

Asset Book Summary Window

To display this window, select the [Asset Book](#) Summary enquiry type (216).

This window displays the basic [asset](#) financial information and all associated [book values](#) beneath.

Fields

Next Enquiry

If you have specified more than one enquiry type for an [asset](#), the next enquiry type displays here, with its description.

You can amend this to alter the enquiry sequence.

Alternatively, use the prompt facility to select from the Select System Reference Code pop-up.

Book

Any [book](#) associated with the next enquiry type displays here.

You can amend this to alter the enquiry sequence.

Alternatively, use the prompt facility to select from the Select [Book](#) pop-up.

Note

Any notepad associated with the next enquiry type displays here.

You can amend this to alter the enquiry sequence.

Alternatively, use the prompt facility to select from the Select System Reference Code pop-up.

Functions

Skip (F15)

You can use this to skip to another enquiry type, either for the current [asset](#) or for any other.

Asset Dependent Book Enquiry Window

To display this window, select the [Asset](#) Dependent [Book](#) enquiry type (217).

This window displays detailed [book](#) information on an [asset's](#) dependants.

Fields

Next Enquiry

If you have specified more than one enquiry type for an [asset](#), the next enquiry type displays here, with its description.

You can amend this to alter the enquiry sequence.

Alternatively, use the prompt facility to select from the Select System Reference Code pop-up.

Book

Any [book](#) associated with the next enquiry type displays here.

You can amend this to alter the enquiry sequence.

Alternatively, use the prompt facility to select from the Select [Book](#) pop-up.

Note

Any notepad associated with the next enquiry type displays here.

You can amend this to alter the enquiry sequence.

Alternatively, use the prompt facility to select from the Select System Reference Code pop-up.

Functions

Skip (F15)

You can use this to skip to another enquiry type, either for the current [asset](#) or for any other.

Asset Book Depreciation Enquiry Window

To display this window, select the Period Depreciation enquiry type (218).

This window displays period-by-period depreciation values for a particular [book](#).

Fields

Next Enquiry

If you have specified more than one enquiry type for an [asset](#), the next enquiry type displays here, with its description.

You can amend this to alter the enquiry sequence.

Alternatively, use the prompt facility to select from the Select System Reference Code pop-up.

Book

Any [book](#) associated with the next enquiry type displays here.

You can amend this to alter the enquiry sequence.

Alternatively, use the prompt facility to select from the Select [Book](#) pop-up.

Note

Any notepad associated with the next enquiry type displays here.

You can amend this to alter the enquiry sequence.

Alternatively, use the prompt facility to select from the Select System Reference Code pop-up.

Functions

Skip (F15)

You can use this to skip to another enquiry type, either for the current [asset](#) or for any other.

Asset Generated GL Account Enquiry Window

To display this window, select the [Asset](#) General Ledger Accounts enquiry type (219).

This window displays the General Ledger accounts generated for financial [transactions](#).

Fields

Next Enquiry

If you have specified more than one enquiry type for an [asset](#), the next enquiry type displays here, with its description.

You can amend this to alter the enquiry sequence.

Alternatively, use the prompt facility to select from the Select System Reference Code pop-up.

Book

Any [book](#) associated with the next enquiry type displays here.

You can amend this to alter the enquiry sequence.

Alternatively, use the prompt facility to select from the Select [Book](#) pop-up.

Functions

Skip (F15)

You can use this to skip to another enquiry type, either for the current [asset](#) or for any other.

Extension Codes (F22)

Use this to display the GL account extension codes.

Asset Revaluation Enquiry Window

To display this window, select the [Asset](#) Revaluation enquiry type (220).

This window displays details of the [asset's](#) last revaluation, including the method used.

Fields

Next Enquiry

If you have specified more than one enquiry type for an [asset](#), the next enquiry type displays here, with its description.

You can amend this to alter the enquiry sequence.

Alternatively, use the prompt facility to select from the Select System Reference Code pop-up.

Book

Any [book](#) associated with the next enquiry type displays here.

You can amend this to alter the enquiry sequence.

Alternatively, use the prompt facility to select from the Select [Book](#) pop-up.

Note

Any notepad associated with the next enquiry type displays here.

You can amend this to alter the enquiry sequence.

Alternatively, use the prompt facility to select from the Select System Reference Code pop-up.

Functions**Skip (F15)**

You can use this to skip to another enquiry type, either for the current [asset](#) or for any other.

Include Dependents (F17)

Use this to include the value of dependants in the display.

Asset Depreciation Enquiry Window

To display this window, select the Depreciation enquiry (225).

This window displays the [asset's](#) current [book value](#), last year's total depreciation and the depreciation this year to date.

Fields**Next Enquiry**

If you have specified more than one enquiry type for an [asset](#), the next enquiry type displays here, with its description.

You can amend this to alter the enquiry sequence.

Alternatively, use the prompt facility to select from the Select System Reference Code pop-up.

Book

Any [book](#) associated with the next enquiry type displays here.

You can amend this to alter the enquiry sequence.

Alternatively, use the prompt facility to select from the Select [Book](#) pop-up.

Note

Any notepad associated with the next enquiry type displays here.

You can amend this to alter the enquiry sequence.

Alternatively, use the prompt facility to select from the Select System Reference Code pop-up.

Functions**Skip (F15)**

You can use this to skip to another enquiry type, either for the current [asset](#) or for any other.

Include Dependents (F17)

Use this to include the value of dependants in the display.

Asset Disposal Enquiry Window

To display this window, select the Disposal enquiry type (235).

This window displays all disposal details, including any sales value, with currency details.

Fields**Next Enquiry**

If you have specified more than one enquiry type for an [asset](#), the next enquiry type displays here, with its description.

You can amend this to alter the enquiry sequence.

Alternatively, use the prompt facility to select from the Select System Reference Code pop-up.

Book

Any [book](#) associated with the next enquiry type displays here.

You can amend this to alter the enquiry sequence.

Alternatively, use the prompt facility to select from the Select [Book](#) pop-up.

Note

Any notepad associated with the next enquiry type displays here.

You can amend this to alter the enquiry sequence.

Alternatively, use the prompt facility to select from the Select System Reference Code pop-up.

Functions**Skip (F15)**

You can use this to skip to another enquiry type, either for the current [asset](#) or for any other.

Elementary Asset Enquiry [2/FAE]

Use this task to display the base, financial, depreciation and analysis details for a single selected [asset](#), on a single window.

Elementary Asset Enquiry Selection Window

To display this window, select the Elementary [Asset](#) Enquiry task.

Use this window to select the [asset](#) about which you want to enquire.

Fields**Asset**

Enter the [asset](#) about which you want to enquire.

Alternatively, use the prompt facility to select from the Select [Asset](#) pop-up.

Book

You can optionally enter the [asset book](#) for your enquiry.

Alternatively, use the prompt facility to select from the Select [Book](#) pop-up.

Press Enter to display the Elementary [Asset](#) Enquiry Details window.

Elementary Asset Enquiry Details Window

To display this window, press Enter on the Elementary [Asset](#) Enquiry Selection window.

This window displays the base, financial, depreciation and analysis type information for the selected [asset](#).

Sessions Enquiries [3/FAE]

Use this task to enquire on [asset](#) maintenance [sessions](#) and to view [transactions](#) by [session](#). This task displays all [sessions](#), showing the latest first.

An [asset](#) maintenance [session](#) is created whenever any [asset](#) maintenance task takes place. It contains details of all [transactions](#) created within it. A [session](#) is created whether or not [transactions](#) are created.

Sessions Enquiry Selection Window

To display this window, select the [Sessions](#) Enquiries task.

Fields

Session Number

This displays the software-generated [session](#) number.

Session Type

This displays the system-defined code for the maintenance task in the [session](#).

User ID

This displays the name of the user for the [session](#).

Start Date

This displays the date the [session](#) was started.

Start Time

This displays the time the [session](#) was started.

End Date

This displays the date of completion of the [session](#).

End Time

This displays the time of completion of the [session](#).

Sts

This displays the status of the [session](#) as follows:

- 1 - The [transaction](#) is in progress.
- 2 - The [transaction](#) has been completed, but has not been updated by Fixed [Assets](#) or General Ledger.
- 3 - The [transaction](#) has completed successfully.
- 4 - An error has occurred with the [transaction](#).

Note: A failed [session](#) is held at status 1 with a date of 99/99. Use the [Session](#) Recovery utilities to recover failed [sessions](#).

Post Perd

This displays the posting period for the [session](#).

Enter Session No

Enter a [session](#) number in this field to display the details of that [session](#) in the [Session](#) Enquiry Details window.

Options

Select

Use this to select the [session](#) you want to view.

Select Select to display the [Session](#) Enquiry Details window.

Session Enquiry Details Window

To display this window, enter or select a [session](#) number on the [Session](#) Enquiry Selection window.

This window displays the [transactions](#) generated during the selected [asset](#) maintenance [session](#).

Options

Select

Use this to view details of a [transaction](#).

Select Select to display the [Transaction](#) Enquiry Details window.

Transaction Enquiry Details Window

To display this window, select a [transaction](#) on the [Session](#) Enquiry Details window.

This window shows the [transaction item](#) details and the General Ledger accounts used.

Functions

Extension Codes/Book (F22)

Use this to toggle the display between the [book](#) and the GL extension code for the [asset transaction](#).

Transaction Enquiry [4/FAE]

The software records as a [transaction](#) every financial value that is affected by any maintenance task.

Use this task to select enquiry on [transactions](#), according to specific criteria. You can then view detailed information for each selected [transaction](#).

Transaction Enquiry Selection Window

To display this window, select the [Transaction](#) Enquiry task.

You can use this window to enter selection criteria, so that you can limit your enquiry to those [transactions](#) which satisfy the criteria.

Fields

Order (1-5)

You can sequence up to 5 selections in order of priority. The priority order is 1-5, with 1 being the highest. Enter a priority value in this field.

Asc/Desc

Select one of the following:

Ascending (default) - To display [transactions](#) in ascending order (that is, from A-Z and 0-9)

Descending - To display [transactions](#) in descending order

Asset Number From/To

Enter the range of [asset](#) numbers for your enquiry.

Leave both fields blank to enquire on [transactions](#) for all [assets](#).

Leave the **From** field blank to select all [assets](#) from the first.

Leave the **To** field blank to select all [assets](#) up to the last.

Posting Period From/To

Enter an appropriate range or leave these fields blank.

All [transactions](#) must have a valid posting period.

Document Reference From/To

Enter the software-generated, or user-defined, document reference number.

Document Date From/To

Enter or select a date range.

Dates must be entered in DDMMYYYY format.

Reason Code From/To

Enter valid [transaction](#) reason codes.

Alternatively, use the prompt facility to select from the Select System Reference Code pop-up.

Item Type From/To

Enter [transaction item](#) type codes.

Alternatively, use the prompt facility to select from the Select System Reference Code pop-up.

The [item](#) type code identifies the [asset](#) record update associated with the [transaction](#).

Transaction Type From/To

Enter [transaction types](#).

Alternatively, use the prompt facility to select from the Select System Reference Code pop-up.

Transaction Value From/To

Enter the range of [transaction](#) values to be included in the enquiry.

Fixed Assets Session No From/To

Enter Fixed [Asset session](#) numbers.

Fixed [Asset sessions](#) are created by [Asset](#) Maintenance.

General Ledger Session From/To

When financial [transactions](#) are created which are posted to the General Ledger, a General Ledger [session](#) number is generated. [Transactions](#) can be selected by General Ledger [session](#) number.

Book From/To

Enter the range of [asset book](#) numbers.

Alternatively, use the prompt facility to select from the Select [Book](#) pop-up.

Press Enter to display the [Transaction](#) Enquiry Summary window.

Transaction Enquiry Summary Window

To display this window, press Enter on the [Transaction](#) Enquiry Selection window. The [Transaction](#) Enquiry Summary window lists the [assets](#) you selected on the first window.

This window lists summary details of all [transactions](#) that satisfy your selection criteria.

Options

Select

Use this to view details of a [transaction](#).

Select Select to display the [Transaction](#) Enquiry Details window.

Transaction Enquiry Details Window

To display this window, select a [transaction](#) on the [Transaction](#) Enquiry Summary window.

This window displays details of the selected [transaction](#) and the associated [asset](#).

Functions

Extension Codes/Book (F22)

Use this to toggle the display between the [book](#) and the GL extension code for the [asset transaction](#).

Assets Audit Reports [21/FAE]

Use this task to print reports showing changes made to any of the seven aspects of an [asset](#).

Each report lists the user, the terminal used, the date and the time of the change and the type of amendment.

Asset Audit History Reports Window

To display this window, select the [Assets](#) Audit Reports task.

Fields

Select Option

Select one of the following to print an audit report:

[Asset](#) Base Details

[Asset Analysis Codes](#)

[Asset](#) Financial Details

[Asset](#) Funding Adjustments

[Asset](#) Lease Details

[Asset Depreciation Book](#)

[Asset](#) Disposal Details

List Change Fields Only

Use this checkbox as follows:

Unchecked - To list all fields on the report

Checked - To list only changed fields

Press Enter to display the [Assets](#) Audit History Reports Select window.

Assets Audit History Reports Select Window

To display this window, press Enter on the [Assets](#) Audit History Reports window.

Note: *This window is the same regardless of the report chosen on the previous window, but the title differs for each report.*

Use this window to refine your report choice further.

Fields**Select Option**

Enter one of the following:

1. Print all unprinted records - To print all audit records that have not been printed.
2. Print all records for an [asset](#) - To print audit records for a specific [asset](#). You must also enter an [asset](#) in the [Asset](#) field.
3. Print all records from a date - To print audit records from a specific date. You must also enter a date in the **From Date** field.

Asset

Enter an [asset](#) in this field to print audit records for that [asset](#).

Alternatively, use the prompt facility to select from the Select [Asset](#) pop-up.

If you use this field, you must also select option **2. Print all records for an [asset](#)**.

From Date

Enter or select a date in this field to print audit records from that date. You can enter a date in this field if you selected **2** or **3** in the **Select Option** field.

Press Enter to generate the report.

Sessions Audit Reports [22/FAE]

The [Session](#) Audit Report prints a list of all [transactions](#) created during an audit maintenance [session](#).

Session Audit Report Selection Window

To display this window, select the [Sessions](#) Audit Reports task.

Fields**Select Option**

Select one of the following:

1. Print all unprinted records - To print all unprinted audit records
2. Print all records for a User ID - To print all audit records for a specified user ID
3. Print all records for a [session](#) range - To print all audit records for a specific [session](#) or range of [sessions](#)

User ID

For options **2** and **3**, you can enter a valid user ID.

From Session/To Session

For options **2** and **3**, you can enter a [session](#) or range of [sessions](#).

Leave the To [Session](#) field blank for a single [session](#).

Press Enter to generate the report.

Database and Transaction Reports

These standard reports are supplied with System21 and all use the same selection procedure.

The standard reports are:

Depreciation Books (by Book)

This report lists each [depreciation book](#), and for each attached [asset](#) shows the [book value](#), depreciation and written-down value.

***Note:** An [asset](#) can appear several times under different [books](#).*

Depreciation Books (by Asset)

This report lists each [asset](#) and includes the [depreciation book](#), the [book value](#), depreciation and written-down value.

Revaluation Details by Asset

This report lists only those [assets](#) with a revaluation record and shows the [asset](#) cost and replacement values. For each [book](#) in which a revaluation has been made, the report lists the [book value](#), and for both the earliest and latest revaluations shows the value, date and period of valuation.

Asset Disposal Details

This report lists details of [asset](#) disposals, including residual and sales values.

Each [book](#) attached to the [asset](#) is listed, together with [book value](#), written down value and profit or loss on disposal.

Asset Analysis Codes Report

This report lists the [analysis codes](#) for the selected [assets](#).

Assets by Hierarchy Report

This report prints a multi-level hierarchy structure, listing [assets](#) occurring within the bottom [analysis codes](#) level of the structure. Hierarchies that have no [assets](#) are not listed.

Asset Listing Report

This report prints one line per [asset](#). You can list [dependent assets](#) within the parent section. The report can list either basic or financial data.

For each [depreciation book](#), the report shows valuation and depreciation data together with [book](#), depreciation and written down values.

Asset Register Report

This report lists basic description and date details for each [asset](#), together with [asset](#) analysis, [book](#) and depreciation details.

External Funding Details Report

This report lists those [assets](#) which have external funding, and shows the [asset](#) cost and the total funding split between capital and revenue components.

Lease Details by Asset Report

This report lists the leased [assets](#) and shows the leasing details for each one.

Asset Transactions Report

The report lists details of all [transactions](#) that meet the selection criteria and includes the document or reference date, the [transaction](#) value, the General Ledger accounts generated and the GL [session](#) number, if posted to the GL.

General Ledger Accounts by Asset

This report lists the GL accounts generated for each [transaction](#) for each selected [asset](#) and attached [book](#).

***Note:** For each report, the following window will be displayed. The window title changes for each report and some of the fields shown may not be available.*

Fields

Within Hierarchy Type

You can optionally enter a hierarchy code to select the [assets](#) in this report by that code.

Alternatively, use the prompt facility to select from the Select System Reference Code pop-up.

You can use a pre-defined instruction set to define the hierarchy detail codes used to select the [assets](#).

With Analysis Types

Enter up to three [analysis codes](#).

Alternatively, use the prompt facility to select from the Select System Reference Code pop-up.

The first code defaults from that defined on the company profile.

Ranges or selections of detail codes can be determined using the instruction set.

Instruction Set Selection

Enter the name of the [Report Manager](#) instruction set to be used.

Alternatively, use the prompt facility to select from the Select Report Instructions pop-up.

This field defaults to the instruction set last used for the selected report.

You can create your own set of instructions. See the Select Report Instructions Window section for further information.

External Funding

Select one of the following:

Include - To include all [assets](#)

Only External Funding - To include only externally funded [assets](#)

Exclude - To exclude externally funded [assets](#)

Disposed Of

Select one of the following:

Include - To include all [assets](#)

Only [Asset](#) Disposals - To only include those [assets](#) that have been disposed of

Exclude - To exclude [assets](#) that have been disposed of

Leased Assets

Select one of the following:

Include - To include all [assets](#)

Only Leased [Assets](#) - To include only leased [assets](#)

Exclude - To exclude leased [assets](#)

Print Format Type

Select one of the following:

Summary - To print summary details for each [asset](#)

Include Dependents - To include dependants with [parent assets](#)

Full List - To print a full [asset](#) listing

Detail

Select one of the following:

Base - To print the base details for each [asset](#)

Financial - To print the financial details for each [asset](#)

Press Enter to generate the report.

Select Report Instructions Window

To display this window, prompt on the Instruction Set Selection field on a [Book](#) or [Transaction](#) Report Selection window.

All instructions available for selection are listed.

Options

Select

Use this to select a particular instruction set for your selected report.

Maintain

Use this to maintain an instruction set.

Note: *Application-defined instruction sets (indicated by AULOWNER in the Authority column) are not available for maintenance.*

Copy

Use this to copy an instruction set as a basis for a new set. The Create/Copy Report Instructions window allows the entry of the name, description and authority for the new set.

Delete

Use this to delete an instruction set.

Note: *Application-defined instruction sets cannot be deleted.*

View

Use this to display the instruction set.

Return Name

Use this to return to the previous window with the chosen instruction.

Print

Use this to print the instruction set. This is done automatically when a report is run.

Functions

Create New Instructions (F10)

Use this to create new instructions.

The next window depends on the option you selected.

If you selected **Select** or **Return Name**, the initial window is displayed with the set entered in the Instruction Set Selection field.

If you selected **Maintain** or **View**, the Maintain Instruction Set window is displayed. For **View**, all maintenance fields are display-only fields.

If you selected **Copy** or function **Create New Instructions (F10)**, the Create/Copy Report Instructions window is displayed.

Create/Copy Report Instructions Window

To display this window, either select an instruction set using **Copy**, or select **Create New Instructions (F10)**.

Fields

Instrn.

Name

Enter a name for the instruction set.

Instructions Description

Enter a description for the instruction set.

Use/Chg Authority

Enter one of the following:

*PUBLIC - Any user can use, maintain or delete this instruction set.

*PRIVATE - You have sole rights to the use, maintenance, printing and viewing of the instruction set.

AULOWNER - A system-defined instruction set, provided as a default for each report. The set can be selected copied, viewed and printed, but cannot be maintained.

Press Enter to see the Maintain Instruction Sets window.

Maintain Instruction Sets Window

To display this window, either press Enter on the Create/Copy Report Instructions window; or select an instruction set on the Select Report Instructions window, using option Maintain or View.

This window displays the criteria that are part of the instruction set.

There are up to twenty criteria available to define the selection of [assets](#) for inclusion or exclusion.

Fields

Select

You use this field to define the relationship between the criteria and the values entered in the next two fields.

Enter one of the following:

GT - Greater than

GE - Greater than or equal to

LT - Less than

LE - Less than or equal to

EQ - Equal to

CT - Contains the characters

NG - Not greater than

NE - Not equal to

NL - Not less than

RANGE - In the range of Value 1 to Value 2 inclusive

Alternatively, use the prompt facility to select from the pop-up.

Values 1 and 2

Enter a value in both these fields if you have specified a range. Otherwise, the Value 2 field can be left blank.

Key Seq

You can use the key sequence to define the order fields are printed on reports. You can enter numbers between 1 and 9, where 1 is the highest and 9 the lowest.

Note: *Sequencing is independent of the selection criteria.*

Key Order

You can define whether the sequenced fields are to be listed in ascending or descending order.

Enter one of the following:

A - For ascending order

D - For descending order

Report Break

Enter one of the following:

0 - If you do not require sub-totals to be printed on change of sort sequence

1 - If you require a sub-total to be printed on change of sort sequence

Note: For the report break to be effective, the report must have multiple sequences and a key order.

Functions

Refresh Rule (F5)

Use this to refresh the current rule.

Next Rule (F9)

You can create multiple relationship expressions within one rule, and you can create many rules in the same instruction set. You can then apply these rules to your report selection. Select **Next Rule (F9)** to save your current rule and enter another rule.

Select **Exit (F3)** to display the Select Report Instruction window.

Full Hierarchy Detail [45/FAE]

This report lists all selected hierarchies down to their lowest level.

Hierarchy Detail Listing Window

To display this window, select the Full Hierarchy Detail task.

Fields

Within Hierarchy Type

Enter the hierarchy type to be printed.

Alternatively, use the prompt facility to select from the Select System Reference Code pop-up.

With Hierarchy Codes

Within the selected hierarchy type, you can optionally specify two ranges of codes to be included in the report.

Alternatively, use the prompt facility to select from the Select System Reference Code pop-up.

Press Enter to generate the report.

Chapter 6 Utilities

Introduction to Fixed Assets Utilities

Utilities are available to:

- Re-build [asset summary balances](#)
- Recover [sessions](#) which have failed

It is recommended that access to the utilities be restricted to the software controller or to key data-processing staff.

Session Recovery [1/FAU]

Use this task to recover [sessions](#) that have failed. Such [sessions](#) are held at status 1 with a date of 99/99 on the [Session](#) Enquiry. Where such [sessions](#) exist, you need to de-allocate them within Application Manager.

Session Recovery Utility Window

To display this window, select the [Session](#) Recovery task and enter a company on the selection window.

Use this window to specify the [sessions](#) you want to recover.

Fields

Start Session Number

Enter the [session](#) number at which the recovery process is to start.

Leave both fields blank to process all [sessions](#).

End Session Number

Enter the [session](#) number at which the recovery process is to end.

Leave both fields blank to process all [sessions](#).

Press Enter to process the selected [sessions](#).

- Only incomplete [sessions](#) are processed.
- [Transactions](#) which do not need posting are completed.
- [Transactions](#) needing posting are validated and posted, where possible. Invalid [transactions](#) appear on the General Ledger posting exception reports (any [transaction](#) on this report can then be corrected and posted).

Asset Deletion [2/FAU]

Use this task to delete an [asset](#) entered in error.

Where an [asset](#) has generated postings to the General Ledger, journals will be written to reverse the [asset](#) balances in the current period.

A [session](#) will be created, containing the [transactions](#) removing the [asset](#) from the cost and [depreciation books](#) at their current value.

Asset Selection Window

To display this window, select the [Asset](#) Deletion task.

Fields**Asset**

Enter the [asset](#) number for deletion.

Alternatively, use the prompt facility to select from the Select [Asset](#) pop-up.

Re-use Asset Number

The [asset](#) number can be re-used by re-numbering the [asset](#) being deleted.

Use this checkbox as follows:

Unchecked (default) - If the [asset](#) number is not required for re-use

Checked - If the [asset](#) number will be re-used

Press Enter to validate the selected [asset](#).

If it is valid and the [asset](#) number is required for re-use, the Deletion Reference window will be displayed.

If it is valid and the [asset](#) number is not required for re-use, select **Delete [Asset](#) (F11)** to delete the [asset](#).

Deletion Reference Window

To display this window, specify an [asset](#) number for re-use and then press Enter on the [Asset Selection](#) window.

Fields

Deletion Reference

This field displays the reference which will be used to re-number the [asset](#) being deleted.

Enter the reference to be used for the deletion. This must be a unique [asset](#) number.

Press Enter to validate the deletion reference. If it is valid, select **Delete [Asset](#) (F11)** to delete the [asset](#).

Rebuild Disposal Enquiry [11/FAU]

Rebuild Asset Summary Balances Company Selection Window

To display this window, select the Rebuild Disposal Enquiry task.

Use this window to specify the required company.

Fields

Company Code

You can enter a company for the balance rebuild.

Alternatively, use the prompt facility to select from the Select Company pop-up.

Press Enter to display the Rebuild [Asset Summary Balances](#) window.

Rebuild Asset Summary Balances Window

To display this window, enter or select a company and then press Enter on the Rebuild [Asset Summary Balances](#) Company Selection window.

Use this window to specify the rebuilding you want to perform.

Fields

Rebuild Financial Balances

Use this checkbox as follows:

Unchecked - If you do not want financial balances to be rebuilt

Checked - If you want financial balances to be rebuilt

Rebuild Book Balances

Use this checkbox as follows:

Unchecked - If you do not want [book](#) balances to be rebuilt

Checked - If you want [book](#) balances to be rebuilt

Range of Asset Number

You can enter a range of [asset](#) numbers for balance rebuild.

Alternatively, use the prompt facility to select from the Select [Asset](#) pop-up.

Otherwise, leave these fields blank, to rebuild balances for all [assets](#).

Range of Book Code

You can enter a range of [book](#) codes.

Alternatively, use the prompt facility to select from the Select [Book](#) pop-up.

Otherwise, leave these fields blank, to include all [books](#).

Press Enter to process the [asset](#) rebuilds.

Install System Reference Codes [21/FAU]

Use this to install system reference codes.

This task sets up Fixed [Asset](#) metadata and should be run on initial installation of the application.

Select **Confirm Submit (F8)** to start the job.

Appendix A Glossary

Analysis Code

Analysis codes are user-defined categories for assets. All analysis codes are held under the software reference code ANTY.

Within these codes, detail codes exist. For instance, the analysis code ATP (asset type) may hold the detail codes BLDG (building) and VEHC (vehicle).

Asset

The assets of a business are those items which are used in carrying out the activities of the business, but are not directly consumed.

Book

There are two kinds of Book in System21 Fixed Assets:

- Cost Book
- Depreciation Book

Book Profile

A program used to maintain Depreciation Books and Cost Books

Book Summary Balance

If an asset has dependent assets and these dependants have depreciation books, then the parent asset will have a book summary balance. These hold the accumulated values of all the dependants' depreciation and book values.

Book Value

An asset depreciation book includes a book value. This is equal to one of the following, depending on the valuation method specified on the book profile:

- Asset cost
- Replacement cost
- Revaluation value

Cost Book

Cost Books are maintained using the Book Profile maintenance option. They are created to pass the cost of acquisition of an asset on to the General Ledger, if it is linked to Fixed Assets.

Dependent Asset

An asset which has been created with a link to a parent asset - that is, a parent asset code has been entered against this asset.

Depreciation Book

You may want to use different types of depreciation against varying kinds of assets - straight line, reducing balance, and so on.

In System21 Fixed Assets, you create these depreciation types in a reusable and selectable format called a Depreciation Book.

You can create various Depreciation Books using the Book Profile option, each of which can contain the rules for a type of depreciation. These books can then be applied to one or many assets.

Depreciation Method

The way in which depreciation is calculated for an asset

There are many ways of calculating depreciation, and Fixed Assets is designed to enable you to use your preferred method. See Depreciation Book.

Dérogatoire Depreciation

It is sometimes a legal requirement in France to post the difference between straight line depreciation charge and the double declining depreciation charge to a specific account, which varies depending on whether the posting is a credit or a debit. This depreciation method is therefore the net of the straight line depreciation charge and the double declining depreciation charge method.

- 935 Dérogatoire depreciation at 200%
- 936 Dérogatoire depreciation at 150%
- 937 Dérogatoire depreciation at 250%
- 938 Dérogatoire depreciation at 300%

Item

When performing any form of asset maintenance, an item is created. This holds details of posting period document date and the reason for being created.

Parent Asset

An asset which has other assets linked to it - that is, this asset has been entered as the parent asset code of one or more other assets.

Report Manager

A procedure which enables flexible sorting, sequencing and totalling of Fixed Asset reports

Session

This is a group of items/transactions created at the same time are grouped by a unique session number. It holds details of the type of session, who created the session, when it was created and where.

Skeleton Company

You can use the Skeleton Company as a basis for companies you wish to create in Fixed Assets.

When Fixed Assets is installed, many reference codes are provided in the skeleton company ##. If you do not find the Skeleton Company when using the Change Company routine you should create the company ## using Fixed Assets Company Profile Maintenance.

When reference codes are used, Fixed Assets will first look for them in the current company. If they are not found, it checks the ## company, if the company profile of the current company allows it.

Assets can be set up in the skeleton company ##, and a new asset for your company can be based on such a skeleton asset. This can save keying time and avoid errors.

Although skeleton assets can be created, amended or deleted, no data is passed to the General Ledger for these records.

Summary Balance

If an asset has dependent assets, then the parent asset will have a summary balance. This holds the accumulated values of all the dependants cost values.

Transaction

When performing any form of asset maintenance which affects any asset cost or depreciation values, a transaction or a series of transactions are created. These transactions record any change in the value, that is, the difference between old and new values.

Transaction Type

Each transaction created has a numeric transaction type (for example. calculated depreciation is type 325).

The transaction type works in conjunction with the structured General Ledger accounts set up in Fixed Assets. The General Ledger accounts are generated, and the transaction value is posted to the General Ledger.