Springbrook

Fixed Assets

Springbrook Software

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Fixed Assets Module

Overview

The Fixed Assets Module allows you to accurately track the value of your fixed assets from the date of purchase to the final disposal. This process involves a series of steps.

Each object in the flowchart below represents a process in the application.

Categorizing Assets

- The first step in this process is to carefully plan how to categorize their fixed assets. This careful planning will help ensure that you can track your asset life cycles with clear, easy to understand reports.

- Assets can be filtered by, and consequently reported on, a number of different asset characteristics.

- Location – Organizes fixed assets and usually represents a physical location.
- Class – Groups assets together with similar characteristics. Classes can be used to group assets by such characteristics as the same useful life, general ledger accounts and depreciation type.
- Department – Departments are used to group assets that belong to the same budget group or department. They are set up and maintained in the Department Maintenance window (SS> Maintenance> Departments).
- Account Number – Used for financial reporting.
- Miscellaneous Fields – User-defined fields that are set up in the Miscellaneous Fields window (SS> Utilities> Miscellaneous Fields).

Entering and Installing Assets

- Fixed assets are manually entered and maintained in the Fixed Assets module. Assets can also be entered through the Quick Asset Entry process and the Accounts Payable module invoice process.
  - When using the manual or AP installation process, the asset status will be listed as *New* until the asset is installed through the Install Assets window (FA> Install Assets). Only after installation will the asset status change to *Active*. An asset must have an *Active* status in order to begin depreciating.
  - The Quick Asset Entry process allows you to enter and install the asset in a single step.
  - The installation date is the most important date in the depreciation process. Depreciation is calculated from the installation date and this date cannot be changed.

- Each asset will be associated with a Life Unit when entered. Life units can be set up as either months or years. The life units selected must correspond to the method of depreciation selected.
    - If depreciation is calculated once per year, life units can be either months or years.
    - If depreciation is calculated once per month, life units must be months.
    - If half year convention is used, life unit must be years and depreciation can only be calculated once per year.

- Assets require five associated accounts in order to correctly compute depreciation. Each of these account types - Asset, Investment in Fixed Assets, Accumulated Depreciation, Depreciation Expense and Disposal - should be differentiated by a unique account number.

- The journal entry created for the installation process is to credit the Investment in Fixed Assets account and debit the Asset account.

Calculating Depreciation

- The Calculate Depreciation process is used to calculate depreciation on active, installed fixed assets.
- The formula used to calculate depreciation is:

Base Amount / Life * Time = Depreciation Amount

- Formula component definitions:
  - Original Cost – Salvage Value = Base Amount
  - (Depreciation Date – Installation date) – Life Used = Time

- Here is a depreciation example:

Original Cost	$12,000.00	
Salvage Value	($2,000.00)	
Base Amount	$10,000.00	
Life	10 Years	
Time	6.287 Years	6 years, 120 days (2,311 days) Installation Date of 01/01/2004 Depreciation Date of 04/30/2010
Depreciation Amount	$6,328.77	$10,000 / 10 yrs * 6.3287 yrs (2,311 days / 365.25 days/year = 6.3287 years)

- The journal entry created for this process is to credit the Accumulated Depreciation account and debit the Depreciation Expense account.

Processing Adjustments

- There are four types of adjustments that can be processed in the Fixed Assets module: Depreciation, Life, Original Cost and Salvage Value. Each of these adjustments changes the amount of depreciation previously calculated on the asset. For example, if you change the original cost of an asset from $10,000 to $12,000, all previous depreciation will need to be adjusted to reflect the new original cost. The system will use the formula discussed in the previous section to recalculate depreciation up to the date of the adjustment.
    - Depreciation adjustments will create an entry to the Accumulated Depreciation and Depreciation Expense accounts based on the amount the user selects. When this adjustment is processed the Life Used will be modified to reflect the change. The next time the calculate depreciation process is run on this asset, the system will sync up the depreciation and life to the above formula again.
    - Life and Salvage Value Adjustments will only create one entry to Depreciation Expense and Accumulated Depreciation accounts for the recalculated depreciation using the above formula.
    - Original cost adjustments will create an entry to the Asset and the Investment in Fixed Asset account types for the adjusted amount. It will also create an entry to the Accumulated Depreciation and Depreciation Expense accounts for the amount of the recalculated depreciation using the above formula.

Transfers

- The Transfer process allows you to change the location and class of an asset. The process will transfer out the book value of an asset using the general ledger accounts set up on the class of the asset and then transfer in the book value amount to the general ledger accounts of a selected asset class.

- If you do not want the transfer process to be an approval process, assets can be manually transferred from the asset maintenance window (FA> Maintenance> Fixed Asset Maintenance). Manual transfers will not create a journal entry and there will be no record of the transfer.

Disposing of Assets

- The disposal process changes the status of the asset from *Active* to *Disposed*. The journal entry created for this process is to credit the Asset account, debit the Accumulated Depreciation account and debit the Disposal account.

Fixed Assets Module

Query Manager Overview

The Query Manager feature is used to create customized reports. This is a comprehensive tool that allows you to build custom reports by selecting the columns that will be included rather than generating reports based on pre-programmed standard reports. The Query Manager feature has two steps; create a report template using the Reporting Tools palette (FA> Reporting Tools> Query Manager), and then generate the report using the Reports palette (FA >Reports> Query Manager).

Create the report (FA> Reporting Tools> Query Manager)

Query Manager report templates are created using the Reporting Tools palette (FA> Reporting Tools> Query Manager). When you set up a report using the Query Manager window (FA> Reporting Tools> Query Manager), you can select how the report will sort and group the information, the columns that will display, the totals that will display, and the default filters that will determine which journal entries will be included on the report. When the report is generated, users will be able to modify the default filters.

Generate the report (FA> Reports> Query Manager)

Once the customized template has been created, generate the report using the Reports palette (FA> Reports> Query Manager).

FA> Account Assignment

Account Assignment Process

Summary

The Account Assign process allows you to modify the general ledger accounts attached to a filtered group of fixed assets. This process will delete all general ledger accounts attached to the fixed assets and replace them with the selected general ledger accounts.

Step by Step

1 Open or create an Account Assignment batch.

- Select the Account Assignment palette in FA> Account Assignment. This will expand the Account Assignment palette and display the steps of the Account Assignment batch process.
- Modify an existing batch or create a new Account Assignment batch.
  - The Account Assignment process is a single batch process, meaning you can process only one batch at a time. If there is an open batch in the process, you will not be able to create a new batch. If you would like to create a new batch, you can either delete the existing batch (highlight the batch in the batch number drop-down at the top of the Account Assignment palette and press

DELETE), or you can reset the steps on the palette by returning to the first step of the process. If you return to an earlier step of the process, all of the information in the previous batch will be overwritten.

- Select New from the Account Assignment batch number drop-down menu to create a new batch. This will open the **New Batch** window.
- Enter a **Batch Month** and **Batch Year**. These fields default to the current calendar period and are for reference only. The fiscal period of the transactions in the batch is determined by the Journal Entry Date entered during the Generate step.
- Click the Generate icon  to populate the **Batch Number** field with the next available batch number. Batch numbers are limited to five digits and must be unique within the batch month of the batch year.
    - You can also manually create a new batch by entering a Batch Number and clicking the Save icon  .

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2 Filter the fixed assets included the batch.

- Open the **Generate** window (FA> Account Assignment> Generate).
- Check the toggle next to each **Location** of the assets you would like to include in the batch. You must check at least one location to process the batch.
    - Press CTRL+A and then press SPACE to select all of the displayed locations.
    - Locations are created and maintained on the Location Maintenance window (FA> Maintenance> Location).

- Fixed assets are associated with locations on the Fixed Asset Maintenance window (FA> Maintenance> Fixed Asset> General tab> Location field).

- The **From Item Number** and **To Item Number** fields are used to specify an asset range that will be included in the batch.
  - Click the field labels to select the assets from a list.
- The **Class** and **Department** fields are used to filter the assets included in the batch by the class and department associated with the asset. Click a field label to select the class or department from a list.
  - Classes and departments are associated with assets on the Fixed Asset Maintenance window (FA> Maintenance> Fixed Asset> General tab> Identifiers section).
  - Classes are created and maintained on the Class Maintenance window (FA> Maintenance> Class).
  - Departments are created and maintained on the Department Maintenance window (SS> Maintenance> Department).
- The **Character** fields are used to filter the assets included in the batch by the user defined miscellaneous fields.
  - Miscellaneous field labels are maintained on the Miscellaneous Field Label Maintenance window (SS> Utilities> Miscellaneous Field Labels).

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3 Add GL accounts to the batch.

- Click the Add icon  to add a GL account to the **Accounts** section. This will open the Chart of Accounts Selection window.
    - Highlight the account you would like to add to the batch and click the Confirm icon  to add it to the batch.
- Select an **Account Type** for the account line item from the drop-down menu.
    - Each GL account attached to fixed asset must have a specified account type. The account type determines which type of fixed asset transactions will use the selected GL account. This is a required field.
- Enter a distribution **Percentage** for the account. This value must be between 1 and 100.
    - You can attach multiple accounts for each account type, but the total distribution for the account type cannot exceed 100%.
- Repeat this process to add additional accounts.
- Click the Confirm icon  when complete.

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4 Print the Account Assignment Proof List.

- Open the **Account Assignment Proof List** window (FA> Account Assignment> Proof List).
- Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You

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can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).

- Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
- Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
- Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
- Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).

- The report will display the Asset, Description, Account Type, Account and Percentage for each line item included. A Percentage Total for each Account Type will also be included.

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5 Commit the Account Assignment batch.

- Open the **Commit Account Assignment** window (FA> Account Assignment> Commit).
- Click the Confirm icon  to commit the batch.
- If any of the assets included in the batch are associated with uncommitted transactions, you will not be able to commit the batch. The Jobs Viewer Exceptions window (SS> Utilities> Show Scheduled Jobs> Detailed Error Message icon ) will

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display the process and batch number for each asset that includes uncommitted transactions.

FA> Adjustments

Adjust Accumulated Depreciation of an Asset

Summary

The Accumulated Depreciation Adjustments process allows the user to modify the accumulated depreciation on assets. The entry generated in the general ledger will affect the Accumulated Depreciation account type and the Depreciation Expense account type.

Step by Step

1 Open or create an Adjustments batch.

- Select the Adjustments palette in FA> Adjustments. This will expand the Adjustments palette and display the steps of the Adjustments batch process.
- Modify an existing batch or create a new Adjustments batch.
  - Select a batch number from the drop-down menu at the top of the Adjustments palette to select an existing batch.
  - Select New from the Adjustments batch number drop-down menu to create a new batch. This will open the **New Batch** window.

- If there are open batches in the Adjustments process, you can create a new batch without affecting the open batches.
- Enter a **Batch Month** and **Batch Year**. These fields default to the current calendar period and are for reference only.
- Click the Generate icon to populate the **Batch Number** field with the next available batch number. Batch numbers are limited to five digits and must be unique within the batch month of the batch year.
    - You can also manually create a new batch by entering a Batch Number and clicking the Save icon.
- Highlight the batch in the batch number drop-down menu on the Adjustments palette and press DELETE to delete the batch.

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2 Open the Adjustments window (FA> Adjustments> Adjustments).

- The Adjustments window will display all of the open adjustments in the batch.
- Highlight an adjustment and click the Delete icon or press DELETE to remove the adjustment from the batch.
- Highlight an adjustment and click the Modify icon or press ENTER to edit the selected adjustment.
- Click the Create icon drop-down menu and select New Accumulated Depreciation Adjustment from the list. This will open the Accumulated Depreciation Adjustment window.

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3 Create the Adjustment.

- The Accumulated Depreciation Adjustments window is used to create an accumulated depreciation adjustment on a fixed asset. The **Asset** section is used to select the asset that will be adjusted and to specify the effective date of the adjustment.
    - Enter the **Asset** you would like to adjust or click the field label to select an asset from a list.
        - Only active assets can be adjusted. If you select a new asset, an error message will appear when you attempt to save the Value Adjustment window.
        - Fixed assets are created and maintained on the Fixed Asset Maintenance window (FA> Maintenance> Fixed Asset).
            - When fixed assets are initially created, their status is set to New. A new fixed asset must be installed in order to update the asset status to Active. Fixed assets are installed in the Install Assets process (FA> Install Assets).
        - The **Asset Description** and **Install Date** will automatically populate after the asset is selected.
    - Enter a **Tran Date** for the adjustment.
    - Enter an optional **Tran Description** for the adjustment. This field can be up to 50 characters long.
- The **As Of Transaction Date** section will display the selected fixed asset details as of the date specified in the Tran Date field above.

- The **Adjustment** section is used to enter the adjusted values for the asset.
    - Enter the **Accum Depreciation** adjustment for the fixed asset.
        - Entering a positive value in this field will increase the resulting fixed asset accumulated depreciation by the amount entered. Entering a negative value will decrease this amount. You cannot, however, enter an adjustment amount that will result in a negative accumulated depreciation value in the Result section to the right.
- While the **Result** section will automatically update to reflect the changes made in the Adjustment section, you can alternatively make changes directly in the Results section. This allows you to specify the desired accumulated depreciation after the adjustment in the Results section and the Adjustment section will display the adjustment required to achieve that value.
- Click the Save icon  the save the value adjustment. This will return you to the Adjustments window.
- Once all of the desired adjustments have been added to the batch, click the Confirm icon  to proceed to the next step.

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4 Print the Adjustment Proof List.

- Open the **Proof List** window (FA> Adjustments> Proof List).
- Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You

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can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).

- Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
- Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
- Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Spring-brook formatting found on the printed version of the report.
- Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).

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5 Print the GL Distribution Report.

- Open the **Print GL Distribution** window (FA> Adjustments> GL Distribution).
- Enter the **Journal Entry Date** for the adjustment. This date will determine the fiscal year and fiscal period the adjustment will be recorded to the general ledger.
- Select the desired **Report Type** from the drop-down menu.
  - The Summary version of the report will display the Account Number, Account Description, Net change to the account, Fund Totals and Report Totals. The report will be organized by account number.

- The Detail version of the report will display everything included in the summary report as well as the Asset name, Asset description, and Debits and Credits for each account and fund.

- Check the **Subtotal by Dept.** toggle to include department subtotals on the report.
- Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
    - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
    - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
    - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
    - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).

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6 Commit the Adjustments batch.

- Open the **Commit Adjustments** window (FA> Adjustments> Commit).
- Click OK or press ENTER to commit. This will open an Information window will display the journal entry number, fiscal year and fiscal period. Select OK.

- An Information window will display that the transactions have been committed. Select OK.

FA> Adjustments

Adjust the useful life of an asset

Summary

The Life Adjustments process allows the user to modify the life on assets. The entry generated in the general ledger will affect the Accumulated Depreciation account type and the Depreciation Expense account type.

Step by Step

1 Open or create an Adjustments batch.

- Select the Adjustments palette in FA> Adjustments. This will expand the Adjustments palette and display the steps of the Adjustments batch process.
- Modify an existing batch or create a new Adjustments batch.
  - Select a batch number from the drop-down menu at the top of the Adjustments palette to select an existing batch.
  - Select New from the Adjustments batch number drop-down menu to create a new batch. This will open the **New Batch** window.

- If there are open batches in the Adjustments process, you can create a new batch without affecting the open batches.
- Enter a **Batch Month** and **Batch Year**. These fields default to the current calendar period and are for reference only.
- Click the Generate icon to populate the **Batch Number** field with the next available batch number. Batch numbers are limited to five digits and must be unique within the batch month of the batch year.
    - You can also manually create a new batch by entering a Batch Number and clicking the Save icon.
- Highlight the batch in the batch number drop-down menu on the Adjustments palette and press DELETE to delete the batch.

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2 Open the Adjustments window (FA> Adjustments> Adjustments).

- The Adjustments window will display all of the open adjustments in the batch.
- Highlight an adjustment and click the Delete icon or press DELETE to remove the adjustment from the batch.
- Highlight an adjustment and click the Modify icon or press ENTER to edit the selected adjustment.
- Click the Create icon drop-down menu and select New Life Adjustment from the list. This will open the Life Adjustment window.

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3 Create the Adjustment.

- The Life Adjustments window is used to create a life adjustment on a fixed asset. The **Asset** section is used to select the asset that will be adjusted and to specify the effective date of the adjustment.
    - Enter the **Asset** you would like to adjust or click the field label to select an asset from a list.
        - Only active assets can be adjusted. If you select a new asset, an error message will appear when you attempt to save the Value Adjustment window.
        - Fixed assets are created and maintained on the Fixed Asset Maintenance window (FA> Maintenance> Fixed Asset).
            - When fixed assets are initially created, their status is set to New. A new fixed asset must be installed in order to update the asset status to Active. Fixed assets are installed in the Install Assets process (FA> Install Assets).
        - The **Asset Description** and **Install Date** will automatically populate after the asset is selected.
    - Enter a **Tran Date** for the adjustment. This will default to today's date.
    - Enter an optional **Tran Description** for the adjustment. This will appear on the Transactions tab of the Fixed Asset Maintenance window.
        - This field can be up to 50 characters long.
- The **As Of Transaction Date** section will display the selected fixed asset details as of the date specified in the Tran Date field above.

- The **Adjustment** section is used to enter the adjusted values for the asset.
    - Enter the **Life Remaining** adjustment for the fixed asset.
        - Entering a positive value in this field will increase the resulting fixed asset life remaining by the amount entered. Entering a negative value will decrease this amount. You cannot, however, enter an adjustment amount that will result in a negative life remaining value in the Result section to the right.
- While the **Result** section will automatically update to reflect the changes made in the Adjustment section, you can alternatively make changes directly in the Results section. This allows you to specify the desired life remaining after the adjustment in the Results section and the Adjustment section will display the adjustment required to achieve that value.
- Click the Save icon  the save the value adjustment. This will return you to the Adjustments window.
- Once all of the desired adjustments have been added to the batch, click the Confirm icon  to proceed to the next step.

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4 Print the Adjustments Proof List.

- Open the **Proof List** window (FA> Adjustments> Proof List).
- The Proof List will display the amounts to be adjusted on each asset. The amount will represent the difference between the current accumulated depreciation amount and the new depreciation amount recalculated based on the new life.

- Example: An asset's useful life was changed from 10 years to seven years. The original cost minus the salvage value is $10,000.00 and the original life is 10 years. After two years, the depreciation would be $2,000.00:
    - $10,000.00 / 10 years = $1,000.00 per year of depreciation. $1,000.00 * 2 years of life used = $2,000.00.
- When calculating the adjusted depreciation, the original cost minus the salvage value is still $10,000.00, but the life is now seven years. After two years, the depreciation would be $2,857.14:
    - $10,000.00 / 7 years = $1,428.57 per year of depreciation. $1,428.57 * 2 years of life used = $2,857.14.
- The difference of the new accumulated depreciation of $2,857.14 and the current accumulated depreciation of $2,000.00 is $857.14.
- If the life is adjusted up, the value displayed on the proof list will be negative.

- Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
    - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
    - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
    - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.

- Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).

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5 Print the GL Distribution Report.

- Open the **Print GL Distribution** window (FA> Adjustments> GL Distribution).
- Enter the Journal Entry Date for the adjustment. This date will determine the fiscal year and fiscal period the entry will be recorded to the general ledger.
- Select the **Report Type** you would like to generate.
  - The Summary report will display the Account Number, Account Description and Net change in amount. A report total will also be provided.
  - The Detail report will display everything included in the Summary report as well as detailed Debit and Credit information.
- Check the **Subtotal by Dept.** toggle if desired.
- The Accumulated Depreciation account and Depreciation Expense account is determined from the distribution on the asset.
- Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
  - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.

- Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
- Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
- Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).

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6 Commit the Adjustments batch.

- Open the **Commit Adjustments** window (FA> Adjustments> Commit).
- Click OK to commit the batch.

FA> Adjustments

Value Adjustments

Summary

The Value Adjustments process allows you to modify the value of an asset. The general ledger entry will affect the Asset account type and the Fixed Asset Investment account type for the difference in the original cost, and the Accumulated Depreciation account type and the Depreciation Expense account type for the recalculated accumulated depreciation.

Step by Step

1 Open or create an Adjustments batch.

- Select the Adjustments palette in FA> Adjustments. This will expand the Adjustments palette and display the steps of the Adjustments batch process.
- Modify an existing batch or create a new Adjustments batch.
  - Select a batch number from the drop-down menu at the top of the Adjustments palette to select an existing batch.

- Select New from the Adjustments batch number drop-down menu to create a new batch. This will open the **New Batch** window.
- If there are open batches in the Adjustments process, you can create a new batch without affecting the open batches.
- Enter a **Batch Month** and **Batch Year**. These fields default to the current calendar period and are for reference only.
- Click the Generate icon  to populate the **Batch Number** field with the next available batch number. Batch numbers are limited to five digits and must be unique within the batch month of the batch year.
    - You can also manually create a new batch by entering a Batch Number and clicking the Save icon  .
- Highlight the batch in the batch number drop-down menu on the Adjustments palette and press DELETE to delete the batch.

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2 Open the Adjustments window (FA> Adjustments> Adjustments).

- The Adjustments window will display all of the open adjustments in the batch.
- Highlight an adjustment and click the Delete icon  or press DELETE to remove the adjustment from the batch.
- Highlight an adjustment and click the Modify icon  or press ENTER to edit the selected adjustment.

- Click the Create icon  drop-down menu and select New Value Adjustment from the list. This will open the Value Adjustment window.

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3 Create the Adjustment.

- The Value Adjustments window is used to create a value adjustment on a fixed asset. The **Asset** section is used to select the asset that will be adjusted and to specify the effective date of the adjustment.
    - Enter the **Asset** you would like to adjust or click the field label to select an asset from a list.
        - Only active assets can be adjusted. If you select a new asset, an error message will appear when you attempt to save the Value Adjustment window.
        - Fixed assets are created and maintained on the Fixed Asset Maintenance window (FA> Maintenance> Fixed Asset).
            - When fixed assets are initially created, their status is set to New. A new fixed asset must be installed in order to update the asset status to Active. Fixed assets are installed in the Install Assets process (FA> Install Assets).
        - The **Asset Description** and **Install Date** will automatically populate after the asset is selected.
    - Enter a **Tran Date** for the adjustment.

        - Enter an optional **Tran Description** for the adjustment. This field can be up to 50 characters long.
    - The **As Of Transaction Date** section will display the selected fixed asset details as of the date specified in the Tran Date field above.
    - The **Adjustment** section is used to enter the adjusted values for the asset.
        - Enter the **Value** adjustment for the fixed asset.
            - Entering a positive value in this field will increase the resulting fixed asset value by the amount entered. Entering a negative value will decrease this amount. You cannot, however, enter an adjustment amount that will result in a negative asset value in the Result section to the right.
        - If the fixed asset that is being adjusted is a mass asset, you can adjust the **Quantity** field in the same manner as the Value field.
    - While the **Result** section will automatically update to reflect the changes made in the Adjustment section, you can alternatively make changes directly in the Results section. This allows you to specify the desired value after the adjustment in the Results section and the Adjustment section will display the adjustment required to achieve that value.
    - Click the Save icon  the save the value adjustment. This will return you to the Adjustments window.
    - Once all of the desired adjustments have been added to the batch, click the Confirm icon  to proceed to the next step.

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4 Print the Adjustments Proof List.

- Open the **Proof List** window (FA> Adjustments> Proof List).
- The Proof List will report, in detail, the amounts to be adjusted on each asset. The amounts will represent the difference between the current original life and the new original life and the current accumulated depreciation amount and the new accumulated depreciation amount recalculated based on the new original cost.
    - Example: An asset's original cost of $3,600.00 is adjusted to $4,000.00, difference of $400.00. The accumulated depreciation is recalculated. The original cost is $4,000.00 / 7 years = $571.43 per year of depreciation. $571.43 * 4.5 years of life used = $2,571.45. The difference of the new accumulated depreciation of $2,571.45 and the current accumulated depreciation of $2,314.31 is $257.14.
- Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
    - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
    - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
    - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
    - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).

5 Print the GL Distribution.

- Open the **Print GL Distribution** window (FA> Adjustments> GL Distribution).
- Enter the **Journal Entry Date** for the adjustment. This date will determine the fiscal year and fiscal period the entry will be recorded to the general ledger.
- Select Summary or Detail from the **Report Type** drop-down menu.
    - The Summary report will display the Account Number, Account Description, Net Account Totals, Fund Total and Report Total.
    - The Detail report will display the information displayed on the summary report as well as detailed listings of individual credits and debits within each account, department and fund.
- Check the **Subtotal by Dept** toggle if desired.
- Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
    - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
    - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
    - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Spring-brook formatting found on the printed version of the report.

- Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).

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6 Commit the Adjustments batch.

- Open the **Commit Adjustments** window (FA> Adjustments> Commit).

FA> Adjustments

Salvage Value Adjustments

Summary

The Salvage Adjustments process allows you to modify the original cost of an asset. The general ledger entry will affect the Accumulated Depreciation account type and the Depreciation Expense account type for the recalculated accumulated depreciation.

Step by Step

1 Open or create an Adjustments batch.

- Select the Adjustments palette in FA> Adjustments. This will expand the Adjustments palette and display the steps of the Adjustments batch process.
- Modify an existing batch or create a new Adjustments batch.
  - Select a batch number from the drop-down menu at the top of the Adjustments palette to select an existing batch.
  - Select New from the Adjustments batch number drop-down menu to create a new batch. This will open the **New Batch** window.

- If there are open batches in the Adjustments process, you can create a new batch without affecting the open batches.
- Enter a **Batch Month** and **Batch Year**. These fields default to the current calendar period and are for reference only.
- Click the Generate icon to populate the **Batch Number** field with the next available batch number. Batch numbers are limited to five digits and must be unique within the batch month of the batch year.
    - You can also manually create a new batch by entering a Batch Number and clicking the Save icon.

- Highlight the batch in the batch number drop-down menu on the Adjustments palette and press DELETE to delete the batch.

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2 Open the Adjustments window (FA> Adjustments> Adjustments).

- The Adjustments window will display all of the open adjustments in the batch.
- Highlight an adjustment and click the Delete icon or press DELETE to remove the adjustment from the batch.
- Highlight an adjustment and click the Modify icon or press ENTER to edit the selected adjustment.
- Click the Create icon drop-down menu and select New Salvage Value Adjustment from the list. This will open the Salvage Value Adjustment window.

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3 Create the Adjustment.

- The Salvage Value Adjustments window is used to create a salvage value adjustment on a fixed asset. The **Asset** section is used to select the asset that will be adjusted and to specify the effective date of the adjustment.
    - Enter the **Asset** you would like to adjust or click the field label to select an asset from a list.
        - Only active assets can be adjusted. If you select a new asset, an error message will appear when you attempt to save the Salvage Value Adjustment window.
        - Fixed assets are created and maintained on the Fixed Asset Maintenance window (FA> Maintenance> Fixed Asset).
            - When fixed assets are initially created, their status is set to New. A new fixed asset must be installed in order to update the asset status to Active. Fixed assets are installed in the Install Assets process (FA> Install Assets).
        - The **Asset Description** and **Install Date** will automatically populate after the asset is selected.
    - Enter a **Tran Date** for the adjustment.
    - Enter an optional **Tran Description** for the adjustment. This field can be up to 50 characters long.
- The **As Of Transaction Date** section will display the selected fixed asset details as of the date specified in the Tran Date field above.

- The **Adjustment** section is used to enter the adjusted values for the asset.
    - Enter the **Salvage Value** adjustment for the fixed asset.
        - Entering a positive value in this field will increase the resulting fixed asset salvage value by the amount entered. Entering a negative value will decrease this amount. You cannot, however, enter an adjustment amount that will result in a negative salvage value in the Results section to the right.
- While the **Result** section will automatically update to reflect the changes made in the Adjustment section, you can alternatively make changes directly in the Results section. This allows you to specify the desired salvage value after the adjustment in the Results section and the Adjustment section will display the adjustment required to achieve that salvage value.
- Click the Save icon  the save the value adjustment. This will return you to the Adjustments window.
- Once all of the desired adjustments have been added to the batch, click the Confirm icon  to proceed to the next step.

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4 Print the Adjustments Proof List.

- Open the **Print Proof List** window (FA> Adjustments> Proof List).
- The Proof List will report in detail the amounts to be adjusted on each asset. The amounts will represent the difference between the current depreciable amount and the new depreciable amount. The current accumulated depreciation amount and the

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new accumulated depreciation amount will recalculate based on the new salvage value.

- Example: An asset with a useful life of 3 years and an original cost of $1000.00 has the salvage value adjusted from $100 to $0. The asset has been installed for 1 year. The accumulated depreciation is recalculated. ($1000 - $100)/3 = $300 accumulated depreciation is adjusted to $1000/3 = $333 accumulated depreciation. The journal entry would be a $33 debit to Depreciation Expense and a $33 credit to Accumulated Depreciation.

- Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
  - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
  - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
  - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Spring-brook formatting found on the printed version of the report.
  - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).

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5 Print the GL Distribution.

- Open the **Print GL Distribution** window (FA> Adjustments> GL Distribution).
- Enter the Journal Entry Date for the adjustment. This date will determine the fiscal year and fiscal period the entry will be recorded to the general ledger.
- Select Summary or Detail from the **Report Type** drop-down menu.
    - The Summary report will display the Account Number, Account Description, Net Account Totals, Fund Total and Report Total.
    - The Detail report will display the information displayed on the summary report as well as detailed listings of individual credits and debits within each account, department and fund.
- Check the **Subtotal by Dept** toggle if desired.
- Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
    - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
    - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
    - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Spring-brook formatting found on the printed version of the report.
    - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).

6 Commit the Adjustments batch.

- Open the **Commit Adjustments** window (FA> Adjustments> Commit).
- This will open an Information window will display the journal entry number, fiscal year and fiscal period. Select OK to commit the batch.

FA> Adjustments

Major Repair Adjustments

Summary

The Major Repair Adjustments process allows you to modify all the values associated with an asset. This process combines the functionality of the Accumulated Depreciation Adjustment, Life Adjustment, Value Adjustment, and Salvage Value Adjustment into one adjustment process. This process is often used when restoring or rebuilding a fixed asset.

Step by Step

1 Open or create an Adjustments batch.

- Select the Adjustments palette in FA> Adjustments. This will expand the Adjustments palette and display the steps of the Adjustments batch process.
- Modify an existing batch or create a new Adjustments batch.
  - Select a batch number from the drop-down menu at the top of the Adjustments palette to select an existing batch.
  - Select New from the Adjustments batch number drop-down menu to create a new batch. This will open the **New Batch** window.

- If there are open batches in the Adjustments process, you can create a new batch without affecting the open batches.
- Enter a **Batch Month** and **Batch Year**. These fields default to the current calendar period and are for reference only.
- Click the Generate icon to populate the **Batch Number** field with the next available batch number. Batch numbers are limited to five digits and must be unique within the batch month of the batch year.
    - You can also manually create a new batch by entering a Batch Number and clicking the Save icon.
- Highlight the batch in the batch number drop-down menu on the Adjustments palette and press DELETE to delete the batch.

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2 Open the Adjustments window (FA> Adjustments> Adjustments).

- The Adjustments window will display all of the open adjustments in the batch.
- Highlight an adjustment and click the Delete icon or press DELETE to remove the adjustment from the batch.
- Highlight an adjustment and click the Modify icon or press ENTER to edit the selected adjustment.
- Click the Create icon drop-down menu and select Major Repair Adjustment from the list. This will open the Major Repair Adjustment window.

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3 Create the Adjustment.

- The Major Repair Adjustments window is used to create a major repair adjustment on a fixed asset. The **Asset** section is used to select the asset that will be adjusted and to specify the effective date of the adjustment.
    - Enter the **Asset** you would like to adjust or click the field label to select an asset from a list.
        - Only active assets can be adjusted. If you select a new asset, an error message will appear when you attempt to save the Major Repair Adjustment window.
        - Fixed assets are created and maintained on the Fixed Asset Maintenance window (FA> Maintenance> Fixed Asset).
            - When fixed assets are initially created, their status is set to New. A new fixed asset must be installed in order to update the asset status to Active. Fixed assets are installed in the Install Assets process (FA> Install Assets).
        - The **Asset Description** and **Install Date** will automatically populate after the asset is selected.
    - Enter a **Tran Date** for the adjustment.
    - Enter an optional **Tran Description** for the adjustment. This field can be up to 50 characters long.
    - Check the **Reset Depreciation** toggle if you would like to completely reset the asset's depreciation when the major repair adjustment is committed.
        - When checked, the asset's install date will be reset to the Tran Date entered above. This toggle is often checked when an existing asset is

rebuilt or refurbished and all future depreciation should be calculated from that rebuild date.

- If this toggle is NOT checked, the original install date on the asset record will be used to calculate depreciation.

- The **As Of Transaction Date** section will display the selected fixed asset details as of the date specified in the Tran Date field above.
- The **Adjustment** section is used to enter the adjusted values for the asset.
  - Enter the **Value** adjustment for the fixed asset.
    - Entering a positive value in this field will increase the resulting fixed asset value by the amount entered. Entering a negative value will decrease this amount. You cannot, however, enter an adjustment amount that will result in a negative asset value in the Result section to the right.
  - If the fixed asset that is being adjusted is a mass asset, you can adjust the **Quantity** field in the same manner as the Value field.
  - Enter the **Salvage Value** adjustment for the fixed asset.
    - Entering a positive value in this field will increase the resulting fixed asset salvage value by the amount entered. Entering a negative value will decrease this amount. You cannot, however, enter an adjustment amount that will result in a negative salvage value in the Results section to the right.
  - Enter the **Life Remaining** adjustment for the fixed asset.
    - Entering a positive value in this field will increase the resulting fixed asset life remaining by the amount entered. Entering a negative value will decrease this amount. You cannot, however, enter an adjustment

amount that will result in a negative life remaining value in the Result section to the right.

- Enter the **Accum Depreciation** adjustment for the fixed asset.
    - Entering a positive value in this field will increase the resulting fixed asset accumulated depreciation by the amount entered. Entering a negative value will decrease this amount. You cannot, however, enter an adjustment amount that will result in a negative accumulated depreciation value in the Result section to the right.

- While the **Result** section will automatically update to reflect the changes made in the Adjustment section, you can alternatively make changes directly in the Results section. This allows you to specify the desired values after the adjustment in the Results section and the Adjustment section will display the adjustment required to achieve those values.
- Click the Save icon  the save the major repair adjustment. This will return you to the Adjustments window.
- Once all of the desired adjustments have been added to the batch, click the Confirm icon  to proceed to the next step.

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4 Print the Adjustments Proof List.

- Open the **Proof List** window (FA> Adjustments> Proof List).

- The Proof List will report, in detail, the values to be adjusted on each asset. For detailed examples of how those values will be calculated, please see the Proof List section for each of the FA Adjustment types.
- Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
    - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
    - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
    - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Spring-brook formatting found on the printed version of the report.
    - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).

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5 Print the GL Distribution.

- Open the **Print GL Distribution** window (FA> Adjustments> GL Distribution).
- Enter the **Journal Entry Date** for the adjustment. This date will determine the fiscal year and fiscal period the entry will be recorded to the general ledger.

- Select Summary or Detail from the **Report Type** drop-down menu.
    - The Summary report will display the Account Number, Account Description, Net Account Totals, Fund Total and Report Total.
    - The Detail report will display the information displayed on the summary report as well as detailed listings of individual credits and debits within each account, department and fund.
- Check the **Subtotal by Dept** toggle if desired.
- Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
    - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
    - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
    - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Spring-brook formatting found on the printed version of the report.
    - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).

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6 Commit the Adjustments batch.

- Open the **Commit Adjustments** window (FA> Adjustments> Commit).
- This will open an Information window will display the journal entry number, fiscal year and fiscal period. Select OK to commit the batch.

FA> Calculate Depreciation

Calculate Depreciation on Installed Fixed Assets

Summary

The Calculate Depreciation process is used to calculate depreciation on active, installed fixed assets. Depreciation is calculated based on the install date, so assets cannot be depreciated until they have been installed (Assets are installed in FA> Install Assets).

The general ledger entry from the Calculate Depreciation process will be a debit to the Depreciation Expense account type and a credit to Accumulated Depreciation.

Step by Step

1 Open or create a Depreciation batch.

- Select the Calculate Depreciation palette in FA> Calculate Depreciation. This will expand the Calculate Depreciation palette and display the steps of the Calculate Depreciation process.

- Modify an existing batch or create a new Calculate Depreciation batch.
    - Select a batch number from the drop-down menu at the top of the Calculate Depreciation palette to select an existing batch.
    - Select New from the Calculate Depreciation batch number drop-down menu to create a new batch. This will open the New Batch window.
        - The Batch Month and Batch Year of the Calculate Depreciation batch is used for reference only and is not necessarily the fiscal month and year the transactions in the batch will be posted to.
- Click the **Generate** icon  to save the batch.

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2 Select the asset to depreciate.

- Once you have selected or created a batch, click **Calculate Depreciation** to open the **Calculate Depreciation** window (FA> Calculate Depreciation> Calculate Depreciation).
- In the **Selection** drop-down menu, select All, Yearly, Half Year, Monthly, Unit Based or Single to filter the assets you will choose from.
    - The depreciation designation is determined on the Fixed Asset Maintenance window (FA> Maintenance> Fixed Asset> General tab> Depreciation Method field).
- In the **Options** drop-down menu, select Standard or Exact.
    - The **Exact** option will allow yearly, half yearly and monthly depreciated assets to be calculated by an exact date for use with disposals. Only the **Tran Date**

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field will be active. Enter a transaction date in the Tran Date field or select one by clicking the drop-down menu.

- Click the **Asset** field label to select the asset to depreciate if you have chosen Single Asset from the Selection drop-down menu.
- To depreciate assets with an original cost of a set dollar amount, enter the value in the **Meets/Exceeds** field.
    - For example, if you want to depreciate assets with an original value equal to or greater than $5,000.00, enter 5,000.00 in the Meets or Exceeds field.
- Click the **Confirm** icon  to commit the batch immediately or enter a date and time in the field next to the Confirm icon to schedule the batch to commit at a later time.
    - You can view the progress of the batch on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).

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3 Test for depreciation batch exceptions.

- Open the **Exceptions** window (FA> Calculate Depreciation> Exceptions).
- The Exceptions window will display any exceptions that resulted from the batch generate step.
- If the generate step did not produce any exceptions, an information window will appear.

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4 Print the Calculate Depreciation Proof List.

- Open the **Proof List** window (FA> Calculate Depreciation> Proof List).
- The proof list will display, in detail, the amount calculated for each asset.
- In the description column, the actual mathematical formula will display for each asset. The system calculates depreciation from the install date to the date selected in the Calculate Depreciation step.
- The application will validate that the accumulated depreciation is equivalent to the depreciation table. Validation includes: original cost, salvage value, life, install date and life used.
- Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
    - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
    - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
    - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Spring-brook formatting found on the printed version of the report.
    - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).

5 Print the GL Distribution.

- Open the **Print GL Distribution** window (FA> Calculate Depreciation> GL Distribution).
- Select the **Journal Entry Date** from the drop-down menu.
    - This will auto populate the dates that appear in the **Fiscal Period** and **Fiscal Year** fields.
    - The Journal Entry Date will also determine the fiscal period and year the depreciation entry is recorded in the general ledger.
    - Usually this date will correspond to the date that the depreciation was calculated through.
- Select either Summary or Detail from the **Report Type** drop-down menu.
- Check the **Subtotal by Department** toggle if desired.
- Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
    - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
    - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
    - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.

- Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).

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6 Commit the depreciation batch.

FA> Disposals

Dispose of a Fixed Asset

Summary

The disposals process is used to dispose of an active fixed asset upon retirement or sale of the asset. The general ledger entry from the Disposal process will be a credit to the Asset account type for the original cost, a debit to the Accumulated Depreciation account type for the total accumulated depreciation and the net difference to the Disposal account type.

If an account is specified in the **Fixed Asset Investment** account field, the original cost will be recorded to the FA Investment account type instead of the Asset account type. If a sale price is specified for a disposed fixed asset, that amount will debit the Gain/Loss account type.

Run the Depreciation Adjustments process and click the **Exact** toggle before disposing of the asset to make sure all depreciation is applied.

Step by Step

1 Open or create a Disposals batch.

- Select the Disposals palette in FA> Disposals. This will expand the Disposals palette and display the steps of the Disposals process.
- Modify an existing batch or create a new Disposals batch.
    - Select a batch number from the drop-down menu at the top of the Disposals palette to select an existing batch.
    - Select New from the Disposals batch number drop-down menu to create a new batch. This will open the New Batch window.
        - The Batch Month and Batch Year of the Disposals batch is used for reference only and is not necessarily the fiscal month and year the transactions in the batch will be posted to.
- Click the Generate icon  to save the batch.

---

2 Select the assets for disposal.

- Open the **Dispose Assets** window (FA> Disposals> Disposal).
    - The Dispose Assets window will display all pending disposal transactions.
    - Click the Add icon  to open the Fixed Asset Selection window. Filter the displayed assets with the search options and select an asset to dispose. Click the Confirm icon  to return the selected asset to the Dispose Assets window.
    - Enter the **Effective Date** of the disposal in the Effective Date field. This date can be unique for each asset included in the disposals batch.

    - This date does not need to correspond with the Journal Entry date specified on the GL Distribution step below.
- Enter an optional disposal description in the **Transaction Description** column.
- If you are disposing of part or all of a mass asset, the **Mass Asset** toggle will be checked and you will need to specify some additional disposal details.
    - Enter the number of mass assets you would like to dispose of in the **Quantity to Dispose** field. If you are disposing of all of the individual elements of a mass asset, enter the same number as the Quantity field.
    - The **Depreciation to Dispose** and **Value to Dispose** fields will automatically update to reflect the depreciation and value amounts that will be disposed based on the number of mass assets entered in the Quantity to Dispose field. These values can be edited if desired.
    - The formulas used to automatically determine these values are:

$$\text{Depreciation to Dispose} = \frac{\text{(Accumulated Depreciation - Disposed Depreciation)}}{\text{Quantity}} \times \text{Quantity to Dispose}$$

$$\text{Value to Dispose} = \frac{\text{Book Value}}{\text{Quantity}} \times \text{Quantity to Dispose}$$

- The **Sale Price** column is used to specify a sale price for the asset and reduce the total amount disposed.

- During the GL Distribution step, this amount will debit the Gain/Loss account type.
- This field will not be enabled when disposing of mass assets.

- Click the Confirm icon  when complete.

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3 Print the Disposals Proof List.

- Open the **Proof List** window (FA> Disposals> Proof List).
- The proof list will display in detail the amounts to be disposed for each asset.
- In the **Fixed Asset Maintenance** window for an individual fixed asset, the Transaction tab will display the uncommitted disposal entry. The user may find this a helpful tool to understand the effect of the disposal process before committing the batch.
- Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
  - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
  - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.

- Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Spring-brook formatting found on the printed version of the report.
- Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).

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4 Print the GL Distribution.

- Open the **Print GL Distribution** window (FA> Disposals> Proof List).
- Enter the date you want the journal entry to be recorded in the general ledger in the **Journal Entry Date** field. Usually this date will correspond to the date of the disposal.
- Select either Summary or Detail from the **Report Type** drop-down menu.
- Check the **Subtotal by Department** toggle if desired.
- The report will show the journal entry that will be recorded into the general ledger based on the distributions on each asset.
- Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
    - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.

- Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
- Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Spring-brook formatting found on the printed version of the report.
- Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).

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5 Commit the Disposals batch.

- Open the **Commit Adjustments** window (FA> Disposals> Commit Adjustments).
- Click the OK button to commit the batch.

FA> Install Assets

Install Assets

Summary

The Install Assets process is used to install fixed assets that have been created either in FA> Maintenance> Fixed Asset Maintenance> Create/New icon or the Work Order module. When assets are first created in the Fixed Asset module, they are created with a *New* status. The Install Assets process will change the status of the asset to *Active* and allow the asset to be depreciated.

The general ledger entry from the Install Assets process will be a debit to the Asset account type and a credit to the FA Investment account type as designated in the distribution.

If you are using the Work Order module to create fixed assets, use this process to install the asset that was created.

Step by Step

1 Open or create an Install Assets batch.

- Select the Install Assets palette in FA> Install Assets. This will expand the Install Assets palette and display the steps of the Install Assets process.
- Modify an existing batch or create a new Install Assets batch.
    - Select a batch number from the drop-down menu at the top of the Install Assets palette to select an existing batch.
    - Select New from the Install Assets batch number drop-down menu to create a new batch. This will open the New Batch window.
        - The Batch Month and Batch Year of the Install Assets batch is used for reference only and is not necessarily the fiscal month and year the transactions in the batch will be posted to.
- Click the Save icon  or press ENTER to save the batch.

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2 Install Assets.

- Open the **Install Assets** window (FA> Install Assets> Install Assets).
    - The Install Assets window displays a list of all the Fixed Assets that are ready to be installed.
    - Change the **Effective Date** field to the actual date of installation. The effective date is the date used to calculate depreciation and cannot be modified once the asset is installed. This date can be unique for each asset included in the Install Assets batch.

        - This date does not need to correspond with the Journal Entry date specified on the GL Distribution step below.
    - Enter the **Transaction Description** for the installation transaction. This description will appear on the Transaction tab of the Asset Maintenance window.
    - If you have just added a fixed asset through the Fixed Asset Maintenance window (FA> Maintenance> Fixed Assets), the newly added fixed asset may not display on the Install Assets window. Click the Add icon to search for and add the new asset.
- Highlight the fixed assets you would like to install and click the Confirm icon .

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3 Print the Install Assets Proof List.

- Open the **Proof List** window (FA> Install Assets> Proof List).
- The fields for this report are Asset, Asset Description, Date, Transaction Type, Description, Quantity and Amount. The report will also include a total amount for the batch.
    - The Description field will populate with the Transaction Description column from the Install Assets window.
- Click the Print icon to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).

- Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
- Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
- Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Spring-brook formatting found on the printed version of the report.
- Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).

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4 Print the GL Distribution.

- Open the **Print GL Distribution** window (FA> Install Assets> GL Distribution).
- Select the **Journal Entry Date** from the drop-down menu.
  - This will auto populate the dates that appear in the **Fiscal Period** and **Fiscal Year** fields.
  - The Journal Entry Date will also determine the fiscal period and year the entry is recorded in the general ledger.
  - The journal entry date will default to the current date, not one of the effective dates entered on the Install Assets window (FA> Install Assets> Install Assets).
- The Print GL Distribution report will reflect the distributions set up on the asset.

- Select either Summary or Detail from the **Report Type** drop-down menu.
    - The Summary report will display the Account Number, Account Description, Net Account Totals, Fund Total and Report Total.
    - The Detail report will display the information displayed on the summary report as well as detailed listings of individual credits and debits within each account, department and fund.
- Check the **Subtotal by Department** toggle to include department subtotals in the report.
- Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
    - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
    - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
    - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Spring-brook formatting found on the printed version of the report.
    - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).

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5 Commit the Install Assets batch.

- Commit the Install Assets batch (FA> Install Assets> Commit Installations).
    - Committing the assets will make a permanent record in the application.
    - Click the OK button to install the assets.
- A journal entry will be created in the general ledger if GL interface is selected.
- The asset is now available to be depreciated, adjusted or disposed.

FA> Maintenance> Fixed Asset

Fixed Asset Maintenance

Summary

The Fixed Asset Maintenance menu item is used to create fixed assets, modify fixed assets and display all other information on the fixed asset, including activity. This is the master file for each individual asset.

Step by Step

1 Open the Fixed Asset Selection window (FA> Maintenance> Fixed Asset).

- The **Fixed Asset Selection** window will display all of the fixed assets in the database.
- Enter information into the Search Criteria section and click the **Refresh** icon to filter the fixed assets in the window.

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2 Create or edit a fixed asset.

- Select a fixed asset and click the Modify icon  or click the Create icon  to open the **Fixed Asset Maintenance** window.

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3 Complete the information in the General tab.

- Enter the asset information.
  - Enter a user defined asset code in the **Asset** field. This code can be up to 20 characters in length.
  - The **Status** field will display the status of *New* until the asset is installed. Once installed, the asset will display the status of *Active*.
  - Enter an asset description in the **Description** field. This description can be up to 50 characters long.
  - Enter a location in the **Location** field or click the field label to select a location from a list. Locations are user defined and usually represent a physical location. They are created and maintained on the Location Maintenance window (FA> Maintenance> Location).
  - Determine how the depreciation for the fixed asset will be calculated in the **Depreciation Method** drop-down menu.
    - Select None if you do not want to calculate depreciation on the fixed asset.
    - Select Monthly or Yearly to calculate depreciation on a monthly or yearly basis.

        - Select Half Year Convention to record six months of depreciation the first year the asset is acquired and six months of depreciation the last year of the asset's life. The depreciation will be computed this way regardless of the actual date the asset was acquired.
        - Select Unit Based to calculate depreciation based on unit readings such as miles or hours.
- Check the **Mass asset** toggle if the new asset is a mass asset.
    - The mass assets functionality is used to create groups of assets. This group of assets will be treated as a single asset, sharing dates, values and depreciation rates.
        - For example, a city might install 1,000 utility poles in a single year. The asset code for this mass asset would be *Utility Poles 2010* and the value entered in the Quantity field would be 1,000. These poles would be depreciated by the system as if they were a single asset.
        - If more poles are installed later in the year, a quantity value adjustment batch can be used to update the quantity and the value of the mass asset.
        - If each individual asset in the mass asset needs to be tracked, the **Log** tab can be used to assign a unique code and description to each asset. Unique attachments, such as work order printouts or location photographs, can also be added to each asset on this tab.
    - Checking this toggle will enable the **Quantity** field to the right.

- Enter the **Date Purchased** if different than the current date. This date can be edited until depreciation is calculated.
- The **Date Installed** and **Date Disposed** fields will only be populated when the asset is installed and disposed.
- The **Date Replaced** is an optional field that can be used to record when the asset was replaced.
- The **Equipment Code** field is used to attach a piece of equipment to the fixed asset. Equipment codes are created and maintained on the Equipment Maintenance window (WO> Maintenance> Equipment).
- The **Quantity** field is used to record the total number of individual assets included in a mass asset.
    - For example, if the mass asset is *Utility Poles*, the quantity field is used to record the total number of poles being installed and depreciated.
    - This field is only enabled if the **Mass asset** toggle is checked.
- The **Life** and **Life Unit** fields will automatically populate after you have selected the asset class.
- The **Life Used** field will only populate after the asset has been installed and depreciation has been calculated.
- Enter the **Original Cost** and **Salvage Value** of the asset.
    - The Original Cost and Salvage Value fields can have up to four decimal places. An asset will never be depreciated below its Salvage Value.
    - New fixed assets are not required to have an original cost.
- The **Accumulated Depreciation** field will not be enabled. As depreciation is recorded on the asset in FA> Calculate Depreciation, it will accumulate in this

field.

    - The Accumulated Depreciation field will only display depreciation that has been committed in FA> Calculate Depreciation.
    - The Accumulated Depreciation field will display up to four decimal places.

- The formula for the **Book Value** field is the Original Cost of the asset minus any Accumulated Depreciation on the asset.
    - The Book Value field does not include the salvage value of the asset.
    - The Book Value field will display on the Asset Listing report (FA> Reports> Asset Listing).
    - The Book Value field can display up to four decimal places.

- Complete the **Identifiers** section of the General tab.
    - Click the **Class** field label in the Identifiers section to select an asset class.
        - The Class field will populate the Life and Life Unit fields, as well as the toggles on how the asset will be depreciated in the Fixed Asset section. These values are the defaults that were set up when creating the Class in FA> Maintenance> Class.
        - If you do not want the default values populated from the Class field you can override them.
    - Click the **Department** field label to select a department. Department codes are used to group employees together into departments. They are created and maintained on the Department Maintenance window (SS> Maintenance> Department).
    - Enter the **Make**, **Model**, **Serial Number** and **Lot** if the information is relevant.

- Complete the **Purchase Info** section of the General tab.
    - The **Purchase Order** field will auto populate if the asset was created from the PO module. The same is true with the **Vendor** number and **Invoice** number fields.
        - If the asset is not set up from the PO/AP module, the user can enter the vendor number and invoice number for the asset if desired.
    - The **Fund Source** is user defined and optional. Any Fund Source entries saved under one asset become available to all assets.
- Complete the **Detail** section of the General tab.
    - Enter a warranty expiration date in the **Warr Exp Date** field or select one from the drop-down menu.
        - This is an optional field.

---

4 Complete the Transactions tab.

- The **Transaction** tab will display all the transactions on the selected asset. The columns will show the Committed status, Post Date, Transaction Date, type of Transaction, Action Type, Value, Quantity, Life, Salvage Value, Disposals, Fiscal Year, Fiscal Period and Description.
- Click the Expand button next to a transaction to display the detailed transaction information. If the transaction is not committed you will not be able to view the transaction detail information.

---

5 Complete the Components tab.

- The **Components** tab allows the user to assign other fixed assets, as components, to an existing asset. For example, an airbag is a component on a vehicle asset. This is informational only. The assets are not dependent or linked to one another in the system.

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6 Complete the Log tab.

- The **Log** tab is used to assign unique codes and descriptions to individual assets included in a mass asset. This tab will only be enabled if the **Mass asset** toggle on the General tab is checked. All of the individual log entry codes associated with the mass asset will be displayed.
- Highlight a log entry code and click the Delete icon  to delete the selected code.
- Click the Create icon  to create a new log entry. This will create a new line item in the data grid below.
- Enter a **Code** for the new asset log entry. This field can accommodate up to 15 characters.
    - For example, if the current mass asset code is *Utility Poles 2010* and the asset consists of 1,000 utility poles, each pole could be assigned a unique code, such as 2010-0001, 2010-0002, 2010-0003, etc.
    - There are no unique code requirements for the log entry code, so if you want to assign a unique code for each entry, be sure to enter the codes carefully.

- Enter an optional **Description** for the asset log entry. This field can accommodate up to 64 characters.
    - In the example above, the description field could be used to record the utility pole installation address.
- Highlight a log entry code and click the Attachments icon to attach a document to that specific log entry.
    - In the example above, the attachments tool could be used to attach completed installation work order paperwork or location photographs.
    - Attachments assigned to a specific log entry code will only be accessible when that log entry code is highlighted.
- Click the Save icon when complete.

---

7 Complete the Accounts tab.

- The **Accounts** tab displays the accounts assigned to the asset if these are different than the default accounts set up in the Class Maintenance or Fixed Asset module setup steps.
- If accounts are entered in this window, they will override any other account defaults in the system for this asset.
- Click the Create icon drop-down menu and select the type of account you would like to add.

- Adjust the **Percent** column on this asset to distribute specific percentages to different account numbers for each account type.
- The total for each account type must not exceed 100% in order for the asset to be saved.

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8 The Work Orders tab.

- The **Work Orders** tab will display the Work Order Number, Description, Status, and Completion Date of any work orders associated with the fixed asset. This tab will not provide any work order details until a transaction history exists.

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9 Complete the Miscellaneous tab.

- The **Miscellaneous** tab allows the user to set up miscellaneous fields and values. These are all user defined and can be edited at any time.
  - Miscellaneous field labels are set up using the Miscellaneous Field Labels window (SS> Utilities> Miscellaneous Field Labels).
- Click the Save icon  when the fixed asset is complete.

---

10 Track any changes made to the fixed asset.

- Click the Audit Trail icon  to open the Audit Trail window.
- Use the Search Criteria section to sort the displayed audit history.
- The Audit Trail section will provide details about any changes made to the fixed asset record including the date of the change, type of change made, user that made the change, and data table that was edited.

FA> Maintenance> Class

Class Maintenance

Summary

If you are creating assets that have similarities such as the same useful life and general ledger accounts, you can group these asset characteristics into an asset class so you can quickly assign these similarities to each asset you create.

Step by Step

1 Open the Class Selection window (FA> Maintenance> Class).

- The **Class Selection** window will display all of the class codes in the database.
- Highlight a class code and click the Delete icon  or press DELETE to delete the selected class code.
  - Class codes that are attached to existing assets cannot be deleted.
- Highlight a class code and click the Modify icon  or press ENTER to edit the selected class code.

- Click the Create icon  or press INSERT to create a new class code. This will open the Class Maintenance window.

---

2 Create a new class code.

- Enter a unique class code in the **Class Code** field. A Class Code can be up to 10 characters in length.
    - This is a required field and cannot be edited once the class code has been saved.
- Enter a **Description** for the class code. The Description can be up to 48 characters in length.
- Enter the expected **Life** for these assets. This value must be greater than zero.
    - This value corresponds with the units selected in the **Life Units** field below.
- In the **Depreciates** field, select None, Monthly or Yearly depreciation periods.
    - These selections are defaults for assets assigned this class but can be over-ridden on the individual asset master.
- Select the default general ledger accounts to be used for this class if these are different than the defaults specified on the FA Setup window (FA> Utilities> Setup> Default Accounts section).
    - Partial accounts can also be attached to class codes in the event that the costs associated with the assets within this class need to be distributed to different accounts within the same fund.

- The **Departments** section is used to associate departments with the class code.
  - Click the Create icon  to attach a department to the class code. This will open the Department Selection window.
  - Highlight a department and click the Confirm icon  to attach the department to the class code.
  - Departments are created and maintained on the Department Maintenance window (SS> Maintenance> Department).
  - Once a department is attached to the class code, click the Ellipsis icon  in the Account Number column to associate a GL account with the department.
- Click the Save icon  when complete.

FA> Maintenance> Location

Location Maintenance

Summary

Location Maintenance is used to create locations for organizing fixed assets. These are user defined and usually represent a physical location. Location codes are used for reports and in the display window for Fixed Assets. Locations entered in the FA module will also display in the System Setup module under shipping addresses for use with the PO and/or WO modules.

Step by Step

1 Open the Location Maintenance window (FA> Maintenance> Class).

- The **Location Maintenance** window will display all of the locations in the database.

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2 Create or edit a Location.

- Select an existing Location or click the Create icon  to create a new Location.
- Enter a location name in the **Name** field. A location name can be up to 15 characters in length.
- Enter the **Contact** at this location and the address information. These fields are optional.
- Enter any **Comments** that are relevant.
- If this location is used more frequently than any other, check the **Default** toggle.
- Click the Save icon  when complete.

FA> Quick Asset Entry

Import Assets or Accounts in Quick Entry

Summary

The Quick Asset Entry window is used to import fixed assets or asset accounts into the Fixed Assets module. This process is often used when a large number of assets need to be added to the system at one time.

Step by Step

1 Open or create a Quick Asset Entry batch.

- Select the Quick Asset Entry palette in FA> Quick Asset Entry. This will expand the Quick Asset Entry palette and display the steps of the process.
- Modify an existing batch or create a new Quick Asset Entry batch.
  - Select a batch number from the drop-down menu at the top of the palette to select an existing batch.
  - Select New from the Quick Asset Entry batch number drop-down menu to create a new batch. This will open the New Batch window.

- The Batch Month and Batch Year of the Quick Asset Entry batch is used for reference only and is not necessarily the fiscal month and year the transactions in the batch will be posted to.

- Click the Generate icon  to populate the **Batch Number** field with the next available batch number. Batch numbers are limited to five digits and must be unique within the batch month of the batch year.
- You can also manually create a new batch by entering a Batch Number and clicking the Save icon  .

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2 Import the fixed assets.

- Open the **Import Assets** window (FA> Quick Asset Entry> Import).
- The **Import File Type** drop-down menu is used to determine which type of file will be imported.
  - Select Assets to import a spreadsheet containing general asset information. Click the Display icon  to see the asset details that can be imported.
  - Select Accounts to import a spreadsheet containing asset account information. Click the Display icon to see the asset account details that can be imported.
- Enter a **File Name** path or click the field label to browse to the spreadsheet you would like to import.

- The spreadsheet import file must be in comma-separated value (.csv) format. If you are importing a standard MS Excel spreadsheet, you must save a copy of the spreadsheet as a .csv file first.

- Click the Display icon  to display the expected .csv file layout. Each item will display as a separate column on the .csv spreadsheet.
    - The expected import format for Asset file types is not the same as the expected format for Account file types.
- Click the Confirm icon  to import the fixed asset information.
    - If the import file contains any information that conflicts with previously created or installed accounts, assets or asset details, an error message will appear and the conflicts will be displayed. For example, if an imported asset is assigned to a location that does not exactly match a location that already exists in the application, that asset will not be imported and an error message will clarify the conflict.

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3 Edit the imported assets.

- Open the **Edit Assets** window (FA> Quick Asset Entry> Edit).
    - Each of the columns on the Edit Assets window represents a column on the import file. If all of the desired asset details were included in the import file, confirm that everything is accurate and proceed to the Proof List step. If you would like to specify additional asset details that were not included in the import file or edit any of the imported data, make those changes in this

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window.

- Each column represents a field in the **Fixed Asset Maintenance** window (FA> Maintenance> Fixed Asset Maintenance).
    - The only column that cannot be edited on imported assets is the **Asset** column.
- Columns that display the Pencil icon  can be edited by entering a different value or selecting a different value from the drop-down menu. Columns that display the Search icon  can be edited by entering a new value or by clicking the Ellipsis icon  to open a selection window.
- The **Status** field is the status of the asset and can be set to New, Active or Disposed.
    - If the status of an asset is set to New, you will need to process the asset through the **Install Assets** window (FA> Install Asset) in order to generate depreciation on the asset.
    - If the asset is set up as Active, you will not have to process the asset in FA> Install Assets because the asset will already be installed.
- Click on a column heading to sort the assets by that column.
- If the Life, Life Used, Accumulated Depreciation, Original Cost or Salvage Value fields are edited, click the Recalculate icon  drop-down menu to recalculate the accumulated depreciation or life used based on the edited values.
- Highlight an asset and click the Create icon  drop-down menu to attach GL accounts to the selected asset. These accounts will be used in the specified

transactions.

- By default, all imported assets will be assigned the accounts specified on the class associated with the imported assets (FA> Maintenance> Class). If the class associated with the imported assets does not specify the GL accounts, the GL accounts specified on the FA Setup window will be used (FA> Utilities> Setup> Default Accounts section). If an account is specified on the individual asset, it will override all default accounts.
- Click the Expand button next the selected asset to edit the distribution for the attached accounts. You can attach multiple GL accounts to a single account type, but the total distribution for each account type must not exceed 100% in order for the asset to be saved.

- Highlight an asset and click the Delete icon  or press DELETE to remove the asset from the import list.
- Click the Save icon  when complete.

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4 Print the Proof List.

- Open the **Quick Asset Entry Proof List** window (FA> Quick Asset Entry> Print Distribution Proof List).
- There are no print options for this report.

- Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
    - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
    - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
    - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Spring-brook formatting found on the printed version of the report.
    - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).
- The report will display the Asset Name, Description, Class, Life, Life Used, Accumulated Depreciation and Salvage Value for each imported asset. The report will also display the type of account, account number, distribution percentage and account type total for each GL account attached to the imported asset

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5 Commit the Quick Asset Entry batch.

- Open the **Quick Asset Entry Commit** window (FA> Quick Asset Entry> Commit).
- Click the OK button to commit the batch.

- Imported assets with a status of New must be processed through the Install Assets process before they are available in the other systems.

FA> Reporting Tools> Query Manager

Query Manager

Summary

The Query Manager feature is used to create customized reports. This is a comprehensive tool that allows you to build custom reports by selecting the columns that will be included rather than generating reports based on pre-programmed standard reports. The Query Manager feature has two steps; create a report template using the Reporting Tools palette (FA> Reporting Tools> Query Manager), and then generate the report using the Reports palette (FA> Reports> Query Manager).

This document describes how to create query manager report templates.

Step by Step

1 Open the Query Manager Selection window (FA> Reporting Tools> Query Manager).

- The **Query Manger Selection** window will display a list of all the templates created in the application.

- Each of the templates in the window can be used to create a query manager report using the Reports palette (FA> Reports> Query Manager).
- Highlight a query manager report and press DELETE or click the Delete icon  to delete the report.
- Highlight a report and press ENTER or click the Modify icon  to open the selected report.
- Click the Create icon  to create a new query manager template. This will open the **Query Manager Maintenance** window.

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2 Enter the general information about the report.

- The **General** tab is used to enter general report information.
  - The **Report Name** field is used to enter the name of the report. When the report is generated (FA> Reports> Query Manager), the report name will display on the Jobs Viewer window as the description of the job.
  - The **Report Header** field is used to enter the report header name. The report header will display at the top of the printed version of the report when it is generated (FA> Reports> Query Manager). The report header is generally the title of the report.
  - The **Orientation** field is used to select how the report will print. This option can be changed when the report is generated (FA> Reports> Query Man-

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ager).

- Check the **Print Grand Totals** toggle to include report totals on the report.

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3 Select how you would like to sort and group the information on the report.

- The **Sorts** tab is used to select how the information on the report will be grouped and sorted. This is a required step because if you do not include sort criteria on the report, the report will not display any information.
- The **Available Sorts** section displays the fields that can be used to sort and group the report. Move fields from the Available Sorts section to the **Selected Sorts** section to add the sort to the report. You can add up to seven sorts to the report.
    - Double click on a field to move it to the Selected Sorts section.
- The following examples assume your fixed assets format has three sections: asset, location and department. If your fixed assets format has more than three sections, the examples will still apply, but you will have to interpret the examples to fit your own fixed assets format.
- If you would like to generate a report that displays a single line item for each asset, move only the Asset field from the Available Sorts section to the Selected Sorts section. While you can change how the report will display using the Sort Properties section, by default, the report will look like the following:

	Column 1	Column 2	Column 3
Asset 1	XXX	XXX	XXX
Asset 2	XXX	XXX	XXX

- If you would like to generate a report that displays a single line item for each asset and then total those assets by department, first add the Department field and then add the Asset field to the Selected Sorts section. By default, the report will look like the following:

	Column 1	Column 2	Column 3
Asset 1	XXX	XXX	XXX
Asset 2	XXX	XXX	XXX
Department 1	**XXX**	**XXX**	**XXX**
Asset 1	XXX	XXX	XXX
Asset 2	XXX	XXX	XXX
Department 2	**XXX**	**XXX**	**XXX**

- The first several fields that display in the Available Sorts section will vary depending on the format of your general ledger accounts.
- The **Sort Properties** section is used to select how each sort will display on the report. Highlight a sort in the Selected Sorts section and then change the toggle values in the Sort Properties to customize how the sort will display.
    - Check the **Print Header** toggle if you would like the sort to display above the grouping.
    - Check the **Print Footer** toggle if you would like the sort to display below the header and include a sort total. By default this toggle will be checked.
    - Check the **Double Space** toggle if you would like to add a blank line after each sort.

- Check the **Page Break** toggle if you would like to add a page break after each sort. For example, if you are sorting the report by department and asset, you can check this toggle so that each new department will display at the top of a new page.

- The **Underline** drop-down menu is used to insert a single or double underline under the highlighted Selected Sort.

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4 Select the information to include on the report.

- The **Columns** tab is used to select the column that will display on the report.
- The **Available Columns** section displays the columns you can add to the report.
- The **Selected Columns** section displays the columns that are on the report. For example, if the Account Number field is in the Selected Columns section, the Account Number will display on the report (0001-0000-0001).
- Add columns to the report by moving them from the Available Columns to the Selected Columns section. Double click on a field in the Available Columns section to add the field to the report, or double click on a field in the Selected Columns section to remove fields from the report.
- The order that the fields display in the Selected Columns section determines the order in which they will display on the report. The fields at the top of the Selected Columns section will display at the far left of the report.
    - Highlight a field in the Selected Columns section and click the Up or Down buttons to change the position of the field.

---

5 Specify how the report will be sorted by asset.

- The **Asset Filters** tab is used to add default asset and miscellaneous field filters to the report. When the report is generated (FA> Reports> Query Manager), the information entered on this tab will populate on the window. Users will be able to modify the filters or run it as it was created.
- The **Asset** section is used to filter the report by asset characteristics.
    - Fixed assets are created and maintained in the Fixed Asset Maintenance window (FA> Maintenance> Fixed Assets). The information displayed in the Asset section will appear on the General tab of the Fixed Asset Maintenance window.
- The **Miscellaneous** section is used to filter the report by the miscellaneous fields associated with the fixed asset.
    - The fixed asset miscellaneous fields information is displayed on the Fixed Asset Maintenance window (FA> Maintenance> Fixed Asset> Miscellaneous tab).

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6 Specify how the report will be sorted by transaction.

- The **Transaction Filters** tab is used to add default transaction and account filters to the report. When the report is generated (FA> Reports> Query Manager), the information entered on this tab will populate on the window. Users will be able to modify the filters or run it as it was created.

- The **Transaction** section is used to filter the report by the transactions associated with the fixed assets.
    - The fixed asset transaction information is displayed on the Fixed Asset Maintenance window (FA> Maintenance> Fixed Assets> Transactions tab).
- The **Account** section is used to filter the report by the accounts associated with the fixed assets.
    - The fixed asset account information is displayed on the Fixed Asset Maintenance window (FA> Maintenance> Fixed Assets> Accounts tab).

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7 Save the report.

- Click the Save icon  when complete to save the Query Manager template. Once the template has been saved, you can use it to generate a report from the Reports palette (FA> Reports> Query Manager).

FA> Reports> Assets by Fund

Assets by Fund Report

Summary

The Asset by Fund Report groups and totals the asset transactions by GL fund. The transactions that display on the report will also be grouped by the type of transactions such as Asset, Investment in Fixed Assets, Depreciation Expense and Accumulated Depreciation.

When an asset is installed, there will be an asset and investment in fixed assets transaction. When an asset is depreciated, there will be an accumulated depreciation and a depreciation expense transaction. When an asset is disposed, there will be an asset and a disposal transaction. Since the disposal transaction does not display on the report, only the asset transaction will display on the report.

Step by Step

1 Open the **Assets by Fund** Report (FA> Reports> Assets by Fund).

2 Configure the report.

- The **Transaction Date From** and **Transaction Date To** fields are used to filter the transactions that will display in the report.
    - You can examine the transaction associated with an asset on the Fixed Asset Maintenance window (FA> Maintenance> Fixed Asset> Transactions tab).
- The **Section 1 From** and **Section 2 To** fields are used to filter the transactions that will be included in the report by fund.
    - The report will display the total transactions for each fund included in the report.
    - The Fund fields will not format the value to match the format of the fund.
- Check the **Show GL accounts** toggle to include the GL accounts associated with the transactions in the report. If this toggle is not checked, the report will only display the total transactions by fund.
- Check the **Show assets** toggle to include the asset number and asset description in the report.
- The report will display the Fund and Description for each transaction. The GL Account and Asset number will also be displayed if the corresponding toggles are checked. A report total will also be provided.

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3 Print the report.

- Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show

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Scheduled Jobs).

- Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
- Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
- Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Spring-brook formatting found on the printed version of the report.
- Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).

FA> Reports> Asset Listing

Asset Listing Report

Summary

The Asset listing report displays the book value and depreciation of a filtered list of assets.

Step by Step

1 Open the **Asset Listing** Report (FA> Reports> Asset Listing).

2 Configure the report.

- Check each **Status** you would like to include in the report. At least one status must be selected in order to process the report.
  - Press CTRL+A and then press SPACE to select all of the displayed statuses.
  - The asset status is set on the Fixed Asset Maintenance window (FA> Maintenance> Fixed Asset> General tab> **Status** drop-down menu).
- Check each **Location** you would like to include in the report. At least one location must be selected in order to process the report.

    - The location is specified on the Fixed Asset Maintenance window (FA> Maintenance> Fixed Asset> General tab> **Location** field).
    - Locations are created and maintained on the Location Maintenance window (FA> Maintenance> Location).
- The **Asset From** and **Asset To** fields are used to filter the report by fixed asset number.
    - Enter a fixed asset number or click the field label to select one from a list.
- The **Transaction Date From** and **Transaction Date To** fields are used to filter which depreciation transactions will be included in the Period Depreciation column on the report. Depreciation not included in the Period Depreciation column will display in the Before Period Depreciation column on the report.
    - The depreciation transactions are filtered by the transaction date.
    - You can view the transaction date of a depreciation transaction on the Fixed Asset Maintenance window (FA> Maintenance> Fixed Assets> Transaction tab> Transaction Date column).
- The **Class** field is used to filter the report by the class attached to the fixed assets.
    - Classes are attached to fixed assets on the Fixed Asset Maintenance window (FA> Maintenance> Fixed Asset> General tab> **Class** field).
    - Classes are created and maintained on the Class Maintenance window (FA> Maintenance> Class).
- The **Department** field is used to filter the report by the department attached to the fixed assets.
    - Departments are attached to fixed assets on the Fixed Asset Maintenance window (FA> Maintenance> Fixed Asset> General tab> **Department** field).

- Departments are created and maintained on the Department Maintenance window (SS> Maintenance> Department).

- The **Depreciation** drop-down menu is used to determine if the report will include all assets, only assets set to depreciate or only assets set not to depreciate.
    - An asset's depreciation setting is set up on the Fixed Asset Maintenance window (FA> Maintenance> Fixed Asset> General tab> **Depreciation** drop-down menu).
- The remaining fields can be used to filter the assets by miscellaneous fields.
- The report will display the Asset number, Description, Purchase Date, Life, Adjusted Cost, Before Period Depreciation, Period Depreciation, Total Depreciation and Book Value. The report will also provide totals for the cost, depreciation and value amounts.

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3 Print the report.

- Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
    - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
    - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.

- Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Spring-brook formatting found on the printed version of the report.
- Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).

FA> Report> Detail Distribution

Detail Distribution Report

Summary

The Detail Distribution report displays transaction details and distributions for a filtered set of transactions associated with fixed assets.

Step by Step

1 Open the **Detail Distribution** Report (FA> Reports> Detail Distribution).

2 Configure the report.

- Check each **Location** you would like to include in the report. At least one location must be selected in order to process the report.
  - By default, all locations will be selected. The Select All  and Deselect All  icons can be used to select or deselect all the displayed locations. These icons can also be used to select or deselect the included statuses and types.

    - The location is specified on the Fixed Asset Maintenance window (FA> Maintenance> Fixed Asset> General tab> **Location** field).
    - Locations are created and maintained on the Location Maintenance window (FA> Maintenance> Location).
- Check each **Status** you would like to include in the report. At least one status must be selected in order to process the report.
    - The asset status is set on the Fixed Asset Maintenance window (FA> Maintenance> Fixed Asset> General tab> **Status** drop-down menu).
- Check each transaction **Type** you would like to include in the report. At least one transaction type must be selected in order to process the report.
    - Transactions can be viewed on the Transactions tab of the Fixed Asset Maintenance window.
- Select the type of report you would like to run from the **Report Mode** drop-down menu.
    - The Summary report displays the Account, Description, Debit Amount and Credit Amount. The report also provides a report total.
    - The Detail report displays the Asset, Transaction Type, Transaction Description, Transaction Date, Fiscal Year, Fiscal Period, Debit Amount and Credit Amount. The report also provides a report total.
- The **Fiscal Year From**, **Fiscal Year To**, **Fiscal Period From** and **Fiscal Period To** fields are used to filter the transactions included in the report by fiscal year and fiscal period.
    - The Fiscal Year From and Fiscal Year To fields will default to the current fiscal year.

    - The Fiscal Period From field will default to 1. The Fiscal Period To field will default to 12.
- The **Transaction Date From** and **Transaction Date To** fields are used to filter which transactions will be included in the report by transaction date.
    - You can view the date of a transaction on the Fixed Asset Maintenance window (FA> Maintenance> Fixed Assets> Transactions tab> Transaction Date column).
- The **Class** field is used to filter the report by the class attached to the fixed assets.
    - Classes are attached to fixed assets on the Fixed Asset Maintenance window (FA> Maintenance> Fixed Asset> General tab> **Class** field).
    - Classes are created and maintained on the Class Maintenance window (FA> Maintenance> Class).
- The **Department** field is used to filter the report by the department attached to the fixed assets.
    - Departments are attached to fixed assets on the Fixed Asset Maintenance window (FA> Maintenance> Fixed Asset> General tab> **Department** field).
    - Departments are created and maintained on the Department Maintenance window (SS> Maintenance> Department).
- The **Asset From** and **Asset To** fields are used to filter the report by fixed asset number.
    - Enter a fixed asset number or click the field label to select one from a list.
- The fields on the Miscellaneous tab can be used to filter the assets by the values specified in the miscellaneous fields on the assets (FA> Maintenance> Fixed Asset> Miscellaneous tab).

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3 Print the report.

- Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
    - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
    - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
    - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Spring-brook formatting found on the printed version of the report.
    - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).

FA> Reports> Query Manager

Query Manager

Summary

The Query Manager is a powerful and flexible reporting tool used to create and/or run user-defined reports.

The Query Manager feature has two steps; create a report template using the Reporting Tools palette (FA> Reporting Tools> Query Manager), and then generate the report using the Reports palette (FA >Reports> Query Manager).

Step by Step

1 Open the Fixed Asset Query Manager window (FA> Reports> Query Manager).

- The **Query Manager** window allows you to build a report that includes a broad range of user-defined information.

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2 Select a report template from the General Tab.

- Select a Query Manager template name in the **Report Name** drop-down menu.
    - Query Manager templates are created and maintained in the **Query Manager Maintenance** window (FA> Reporting Tools> Query Manager> **Create** icon).
- The **Print To** and **Orientation** fields will automatically populate with the information associated with the selected Report Name.

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3 Print the report or adjust the filter settings.

- The **Asset**, **Status/Location**, **Transaction**, **Account** and **Miscellaneous** tabs will automatically populate with the filter information designated when the selected report template was created. This allows you to create a report template with detailed filters and then quickly run the report at any point in the future.
- You can override each of the automatically populated filter fields each time you run the report.

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4 Filter the report with the Asset Tab.

- The **Asset** tab allows you to filter the transactions that will be used in the calculation of the debit and credit fields by specific asset information.
    - Click the **Asset Type** drop-down menu to limit the report to only Regular Assets, only Mass Assets or All assets.

- Click the **Asset From** and **Asset To** field labels to open the Fixed Asset Selection window. Here you can filter the transactions that will be included in the debit and credit fields by a selected range of assets.
- Enter dollar amounts in the **Price From** and **Price To** fields to filter the transactions that will be included in the debit and credit fields.
    - The dollar amount associated with the Price From and Price To fields is maintained in the Fixed Asset Maintenance window (FA> Maintenance> Fixed Asset> General tab> **Original Cost** field).
- Select a depreciation configuration in the **Depreciates** drop-down menu.
    - The depreciation configuration is maintained in the Fixed Asset Maintenance window (FA> Maintenance> Fixed Asset> General tab> **Depreciation** field).
- Enter purchase dates in the **Purchase From** and **Purchase To** fields.
    - The purchase dates are maintained in the Fixed Asset Maintenance window (FA> Maintenance> Fixed Asset> General tab> **Date Purchased** field).
- Enter disposal dates in the **Disposal From** and **Disposal To** fields.
    - The disposal dates can be viewed in the Fixed Asset Maintenance window (FA> Maintenance> Fixed Asset> General tab> **Date Disposed** field).
    - Disposal dates are determined by the Effective Date field in the Dispose Assets window (FA> Disposals> **Effective Date** field).

- Click the **Class** field label to filter the transactions that will be included in the debit and credit fields by the selected class code.
    - Class codes are created and maintained in the Class Code Maintenance window (FA> Maintenance> **Class**).

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5 Filter the report with the Status/Location Tab.

- The **Status/Location** tab allows you to filter the transactions that will be used in the calculation of the debit and credit fields by asset status and location.
    - Select one or more asset statuses in the **Status** field to filter the transactions that will be included in the debit and credit fields. The status of an asset can be viewed in the Asset Maintenance window (FA> Maintenance> Fixed Asset Maintenance> General tab> **Status** field).
    - Select one or more asset locations in the **Location** field to filter the transactions that will be included in the debit and credit fields. The location of an asset can be viewed in the Asset Maintenance window (FA> Maintenance> Fixed Asset Maintenance> General tab> **Location** field).

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6 Filter the report with the Transaction Tab.

- The **Transaction** tab allows you to filter the transactions that will be used in the calculation of the debit and credit fields by transaction type and date.

- Select each **Transaction Type** field to filter the transactions that will be included in the debit and credit fields. The transaction type of an asset transaction can be viewed in the Asset Maintenance window (FA> Maintenance> Fixed Asset Maintenance> Transaction tab> **Transaction** column).
    - If you want to report on an asset's original cost, you should select Install and Original Cost Adjustments because those are the only two processes that affect the original cost field.
    - If you want to report on Depreciation or Accumulated depreciation, you would select Depreciation and Depreciation Adjustment.
- Select each **Action Type** that should be included in the report.
- Enter a date range in the **Date From** and **Date To** fields to filter the debit and credit fields by transaction over a date range.
    - If you are reporting on all activity since the installation of the asset you would want to leave this date range blank.
- Check the **Include uncommitted** toggle to include uncommitted transactions in the debit and credit fields.

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7 Filter the report with the Account Tab.

- The **Account** tab allows you to filter the transactions that will be used in the calculation of the debit and credit fields by general ledger account.
    - Select the account types to include in the report in the **Type** field. All transactions that affected the general ledger accounts attached to those account

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types will be pulled into the report.

- The general ledger accounts attached to an asset can be viewed in FA> Maintenance> Fixed Asset Maintenance> Accounts tab. If you change the general ledger accounts attached to these account types, the historic data that will be pulled into the report will not be affected. The filter selects transactions to be included in the report based on the account type, not the specific general ledger account attached to the account type.
- If you have split the account type to distribute transaction amounts to multiple general ledger accounts, the transaction portion divided to each GL account will be included in the report.

- If you want to filter the transactions by a specific general ledger account, or range of accounts, click the **Account From** and **Account To** field labels to filter the report by a range of general ledger accounts. This will open a list of general ledger accounts to select from.
- Check the **Include accounts without transactions** toggle to include those accounts in the report.

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8 Filter the report with the Miscellaneous Tab.

- The **Miscellaneous** tab allows you to filter the transactions that will be included in the calculation of the debit and credit fields by user-defined fields.
  - Miscellaneous field labels are set up using the Miscellaneous Field Labels window (SS> Utilities> Miscellaneous Field Labels).

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9 Print the report.

- Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
    - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
    - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
    - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Spring-brook formatting found on the printed version of the report.
    - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).

FA> Transfers

Transfers

Summary

The Transfer process is a batch approval process that allows you to change the location and class of an asset. You can process only one asset at a time.

The process will transfer out the book value of an asset using the general ledger accounts set up on the class of the asset and then transfer in the book value amount to the general ledger accounts of a selected asset class.

If you do not want the transfer process to be an approval process, assets can be manually transferred from the asset maintenance window in the Fixed Asset Maintenance window (FA> Maintenance> Fixed Asset). Manual transfers will not create a journal entry, and there will be no record of the transfer.

Step by Step

1 Open or create a Transfers batch.

- Select the Transfers palette in FA> Transfers. This will expand the Transfers palette and display the steps of the Transfers process.
- Modify an existing batch or create a new Transfers batch.
    - Select a batch number from the drop-down menu at the top of the palette to select an existing batch.
    - Select New from the Transfers batch number drop-down menu to create a new batch. This will open the New Batch window.
        - The Batch Month and Batch Year of the Transfers batch is used for reference only and is not necessarily the fiscal month and year the transactions in the batch will be posted to.
- Click the Save icon  or press ENTER to save the batch.

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2 Transfer the assets.

- Open the **Transfer** window (FA> Transfers> Transfer).
    - You can process only one asset at a time using this process.
    - Enter an asset number or click the **Asset** field label to select one from a list.
    - Enter a **Trans Date**. The Transaction Date will not determine the fiscal period and year the transfer is posted to.
    - Select the **New Location** in the drop-down menu.
        - Locations are set up in the Location Maintenance window (FA> Maintenance> Location). Locations set up in other modules, such as

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inventory locations in Inventory Control or shipping locations set up in System Setup will not display in the drop-down menu.

- Select a **New Class** from the drop-down menu. This field will not default to the current class attached to the asset.
    - The selected class must have an Asset, Fixed Asset Investment and Accumulated Depreciation general ledger account set up. You can set up and view the general ledger accounts attached to a class in the Class Maintenance window (FA> Maintenance> Class> Maintenance section).
    - The account class selected in this drop-down menu will determine the general ledger accounts used when transferring the asset.
    - The transfer process will transfer out the book value of the asset using the general ledger accounts set up on the original class of the asset and transfer in the book value amount to the general ledger accounts of the asset class selected in the drop-down menu.
        - If you have manually changed the general ledger accounts attached to an asset in the Fixed Asset Maintenance window (FA> Maintenance> Fixed Asset> Accounts tab), then those general ledger accounts will be used to transfer out the asset. If these general ledger accounts have been changed since the asset has been installed you may be able to create unbalanced general ledger when you transfer the book value out of a general ledger account that never contained the original book value of the asset. This will apply to assets that you have created journal entries for when you installed the asset.

        - By attaching a new class to the asset you will change the general ledger accounts attached to the asset in the Fixed Assets Maintenance window (FA> Maintenance> Fixed Asset Maintenance> Accounts tab).
    - Click the Confirm icon  when complete.

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3 Print the GL Distribution Report.

- Open the **Print GL Distribution** window (FA> Transfers> GL Distribution).
- Enter a Journal Entry Date. The journal entry date will determine the fiscal period and fiscal year the journal entries will be posted to.
- Select a detail option for the report.
    - The summary option will display the general ledger account number, the general ledger account description and the net transaction amount. The report will be grouped and totaled by fund.
        - The net transaction amount will display the net effect on the general ledger account, not the line item detail.
    - The detail option will display the general ledger account number, the general ledger description, debit amount, credit amount and net transaction amount. The detail report will be grouped and totaled by GL account and fund.
- Check the **Subtotal by Dept** toggle to include department totals on the report.

- Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
    - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
    - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
    - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Spring-brook formatting found on the printed version of the report.
    - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).

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4 Commit the Transfers batch.

- Open the **Commit Transfers** window (FA> Transfers> Commit).
    - Once you have committed a transfer you cannot roll-back the transaction.

FA> Utilities> Setup

Set up the Fixed Assets Module

Summary

The Utilities menu is where you set up default information and define the way you want the Fixed Asset module to work.

Step by Step

1 Open the **Fixed Asset Setup** window (FA> Utilities> Setup).

2 Set up the **Asset Defaults** section.

- The Asset Defaults section is used to establish defaults for new assets.
- In the **Depreciation Frequency** field, select either Yearly or Monthly as the default depreciation frequency.
- In the **Life Units** field, select either Years or Months as the default life measurement.

- Check the **Half Year Convention** toggle to record six months of depreciation the first year the asset is acquired and six months of depreciation the last year of the assets life. The depreciation will be computed this way regardless of the actual date the asset was acquired.
    - This method is only available if Yearly is selected in the **Depreciation Frequency** field.
- Check the **GL interface enabled** toggle if the General Ledger module will interface with the Fixed Assets module.
    - Interfacing the GL module to the FA module allows you to track GL account numbers on fixed assets when transactions are generated in FA processes.
    - If the GL interface enabled toggle is checked many of the batch processes in the Fixed Assets module will have a step titled GL Distribution added to the palette. The GL Distribution report will display the journal entries created by the process and will also display the journal entry date.

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3 Set up the **Default Accounts** section.

- The Default Accounts section is used to select the default GL accounts that will be used in Fixed Asset module transactions. The default GL accounts entered in these fields will be overridden if there are GL accounts attached to the asset record.
- There are two ways to attach GL accounts to an asset record: manually attaching GL accounts to the asset using the Fixed Asset Maintenance window, or manually attaching GL accounts to an asset class and then attaching the class to an asset using the Fixed Asset Maintenance window.

    - GL accounts can be manually attached to an asset using the Fixed Asset Maintenance window (FA> Maintenance> Asset> Select an asset> Accounts tab).
    - You can also attach GL accounts to an asset class using the Edit Asset Classes window (FA> Maintenance> Class> Open a class> Distribution section). When you attach the account class to the asset record using the Fixed Asset Maintenance window (FA> Maintenance> Asset> Select an asset> General tab> Class field), the GL accounts on the class will populate on the asset as if you manually entered them onto the asset.
- The **Asset Account** is the GL account that represents the value of the asset.
    - The asset account is credited during the disposal of the asset (FA> Disposal).
    - The asset account will be debited during the Install Assets process (FA> Install Assets).
    - The asset account will be debited/credited during the Value Adjustment process (FA> Adjustments) for the difference of the original cost.
- The **Accumulated Depreciation Account** is a contra-asset account that represents the accumulated decline in the value of the asset.
    - The accumulated depreciation account is credited during the Calculate Depreciation process (FA> Calculate Depreciation) to increase amount of accumulated depreciation.
    - The accumulated depreciation account is debited during the Disposal process (FA> Disposal) to reverse the accumulated depreciation on the asset.
    - The accumulated depreciation account is debited/credited during the Depreciation Adjustment process depending on if the depreciation adjustment either increases or decreases the accumulated depreciation on the asset.

- The accumulated depreciation account will be debited/credited during the Life Adjustments process (FA> Adjustments) depending on if the modified life of the asset will distribute the depreciation over a longer or shorter period of time.
- The accumulated depreciation account will be debited/credited during the Value Adjustment process (FA> Adjustment) for the amount of the recalculated depreciation.
- Debit/Credit Salvage Value Adjustment for the amount of the recalculated depreciation.

- The **Depreciation Expense Account** is the reduction in value of the asset during a fiscal period/year.
  - The depreciation expense account is debited during Calculate Depreciation process (FA> Calculate Depreciation) to expense the reduction in value of the asset.
  - The depreciation expense account is debited/credited during the Depreciation Adjustment process (FA> Adjustment).
  - The depreciation expense account is debited/credited during the Life Adjustment process (FA> Adjustment) depending on if the modified life span of the asset will distribute the depreciation over a longer or shorter period of time.
  - The depreciation expense account is debited/credited during the Value Adjustment process (FA> Adjustments) for the amount of the recalculated depreciation.
  - The depreciation expense account is debited/credited during the Salvage Value Adjustment process (FA> Adjustments) for the amount of the recalculated depreciation.

- The **Disposal Account** is the value of the asset when it is disposed of (asset less accumulated depreciation).
    - The disposal account is debited/credited for the net of the asset account and accumulated depreciation during the Disposal process (FA> Disposal).
- The **Gain/Loss Account** is the value of the Sale Price recorded when a fixed asset is disposed of.
    - The gain/loss account will be debited during the GL Distribution step of the Disposals process.
- The **Fixed Asset Investment Account** represents improvements/investments into existing assets.
    - The fixed asset investment account will be debited/credited during the Value Adjustment process for the difference of the original cost.
- Click the Save icon  when the setup is complete.

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4 Track any changes made to the FA Setup window.

- Click the Audit Trail icon  to open the Audit Trail window.
- Use the **Search Criteria** section to sort the displayed audit trail.
- The **Audit Trail History** section will provide details about any changes made to the setup window including the date of the change, type of change made, user that made the change, and data table that was edited.
