

FLEXX[®]
Fixed Assets
Reference Manual
Version 7.0L0

Databyte



Copyright 1990 - 2011 Databyte

All Rights Reserved.

Reproduction or publication of the software or manual, in any format, is prohibited.

Databyte is a division of E.K. Databyte Consulting Corp.

FLEXX is a registered trademark of E.K. Databyte Consulting Corp.

Databyte makes no representations or warranties with respect to the contents of this document and specifically disclaims any implied warranties of merchantability or fitness for a particular purpose. Further, Databyte reserves the right to revise this document and to make changes from time to time in its content without being obligated to notify any person of such revisions or changes.
Portions of this Guide are derived from the VISION reference manual and are protected by various Unify Corporation Copyrights.

Table of Contents

1.0 Introduction.....	1
1.1 About Fixed Assets.....	1
1.2 About This Manual.....	2
1.3 Fixed Asset Sequence of Operations.....	4
2.0 Starting Fixed Assets.....	5
3.0 Fixed Assets Master Table	8
3.1 Fixed Asset Warranty/Maintenance Table.....	13
3.2 Fixed Asset Text.....	15
3.3 Fixed Asset Book Detail.....	16
3.4 Generate Depreciation Schedule.....	19
3.5 Generate GL Transactions from Fixed Assets.....	21
4.0 Fixed Assets Management Menu	23
4.1 Fixed Asset Journal Table.....	24
4.2 Depreciation Method.....	26
4.3 Depreciation Percentage Table.....	28
4.4 Depreciation Category.....	30
4.5 Fixed Asset Movement.....	32
4.6 Fixed Asset Disposal.....	34
4.7 Fixed Asset Service Company Information.....	36
4.8 Switch Depreciation Method Process.....	38
4.9 Change Fixed Asset Code Routine.....	40
5.0 Fixed Asset Maintenance Function	42
5.1 Fixed Asset Usage Screen.....	42
5.2 Create New Maintenance Job.....	45
5.3 Sub Jobs.....	46
5.4 Asset Maintenance Summary Screen.....	47

5.5 Job Revenue/Expense Review 49

6.0 Extracting Fixed Asset Information 50

6.1 Asset Movement History51

6.2 Depreciation Schedule Overview53

6.3 Printing Standard Fixed Asset Reports56

7.0 Integration With Purchasing & Receiving 59

1.0 Introduction

1.1 *About Fixed Assets*

The Fixed Assets module automates the tedious, time consuming functions that are part of accounting for Fixed Assets. Using Fixed Assets, you can;

- △ Set up and maintain an unlimited number of assets.
- △ Track the “ownership” of the asset as it moves around.
- △ Generate depreciation schedules.
- △ Record depreciation through the use of an unlimited number of “books” i.e. depreciation for tax purposes, depreciation for accounting purposes etc.
- △ Use multiple depreciation methods.
- △ Generate depreciation journal entries.
- △ Create Asset maintenance jobs to track and cost maintenance activities.
- △ Print numerous user defined reports.

Fixed Assets and FLEXX

The Fixed Asset module is fully integrated with these FLEXX modules.

- △ General Ledger (GL). Fixed Assets uses GL accounts to assign to the asset itself, for purposes of recording depreciation expense and accumulated depreciation. Fixed Assets also generates GL transactions.
- △ Purchase Order (PO). Fixed Assets provides a cross reference to the PO number if the asset was purchased with a PO.
- △ Accounts Payable (AP). Fixed Assets provides a cross reference to the Vendor who supplied the asset.

1.2 *About this Manual*

Content

This manual describes the screens and functions within Fixed Assets. It contains the following sections:

- Δ Starting Fixed Assets; describes how to get into the Fixed Asset module.
- Δ Working with Fixed Assets; describes the Fixed Asset screens you use to find, add, update and delete the Fixed Asset Master Table, generate depreciation schedules and send the resulting depreciation figures to the FLEXX General Ledger.
- Δ Managing Fixed Assets: describes how to dispose of Fixed Assets, set up depreciation percentages, categories and journals, and how to record the movement and ownership of the asset.
- Δ Extracting Fixed Asset Information; describes how to print reports, and how to perform on-screen queries.

Assumptions

Please become familiar with the standard features of the FLEXX system, including how to select menu options, move around the screen, use Zoom and wildcards and how to find, add, update and delete records.

Table Setup

Tables

The Fixed Asset Application requires the following tables listed below. These will be set up, by your System Administrator. For more information on the required and optional tables see the FLEXX Getting Started Manual.

Setup System Tables:

- Δ Company Table
- Δ Division Table
- Δ Company/Division Table
- Δ Vendor Code
- Δ GL Account Table
- Δ GL Period Table

Autogen Fields

The description “AUTOGEN” is a term meaning; automatic system generated number. Autogeneration is set up in the Next Number Table which is accessible from the Setup File Maintenance Menu. The Next Number Table allows the user to select the starting number for FA Transactions, or AUTOGEN will use the next available number in sequence following the user defined starting number.

The word “AUTOGEN” or “999999” is then displayed where an autogenerated number will be inserted when the record has been successfully added. Each time AUTOGEN or 999999 is displayed, it will retrieve the next available alpha or numeric value from the Next Number Table for that field and insert the new number into the field when you commit the transaction with the ADD/UPDATE function key.

Notes

Autogenerated numbers are controlled by your System Administrator.

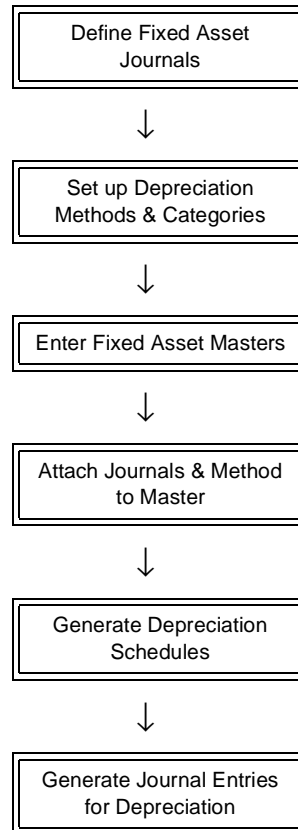
Manual Conventions

We use an asterisk (*) to indicate wildcards. However, different database systems use different symbols for wildcards. See the table below. Ask your System Administrator which symbol to use.

Database	To Match All	To Match One
MS SQL Server	%	_(underscore)
Oracle	%	_(underscore)
Sybase	%	_(underscore)

- Δ Information that you enter and information that appears on the screen appears in bold type. Example: Enter Y in the **Begin Process?** field.
- Δ References to other sections are italicized. Example: *See 2.0 Starting FA.*

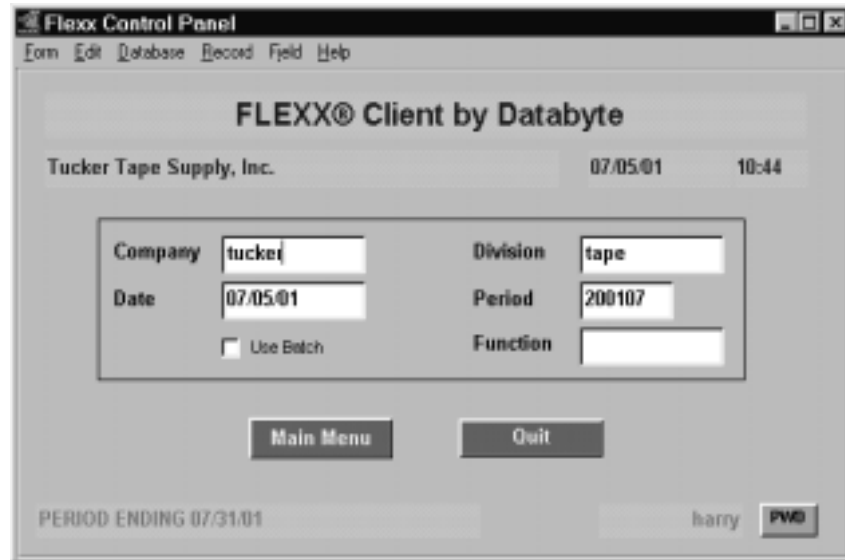
1.3 *Fixed Asset Sequence of Operations*



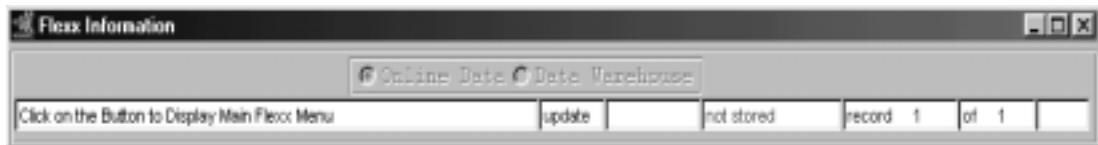
2.0 Starting Fixed Assets

To start Fixed Assets

Log on to FLEXX. The Session defaults screen appears.



The screenshot shows the 'Flex Control Panel' window. The title bar reads 'Flex Control Panel' and the menu bar includes 'Form', 'Edit', 'Database', 'Record', 'Field', and 'Help'. The main title is 'FLEXX® Client by Databyte'. Below this, it displays 'Tucker Tape Supply, Inc.' and the date/time '07/05/01 10:44'. A central form contains the following fields: 'Company' with 'tucker', 'Division' with 'tape', 'Date' with '07/05/01', 'Period' with '200107', and 'Function' which is empty. There is a checkbox for 'Use Batch' which is unchecked. Below the form are two buttons: 'Main Menu' and 'Quit'. At the bottom left, it says 'PERIOD ENDING 07/31/01'. At the bottom right, there is a user name 'harry' and a 'PMD' button.



The screenshot shows the 'Flex Information' dialog box. It has a title bar 'Flex Information' and a menu bar with 'Online Data' and 'Data Warehouse'. The main area contains a table with the following data:

Click on the Button to Display Main Flex Menu	update	not stored	record 1	of 1

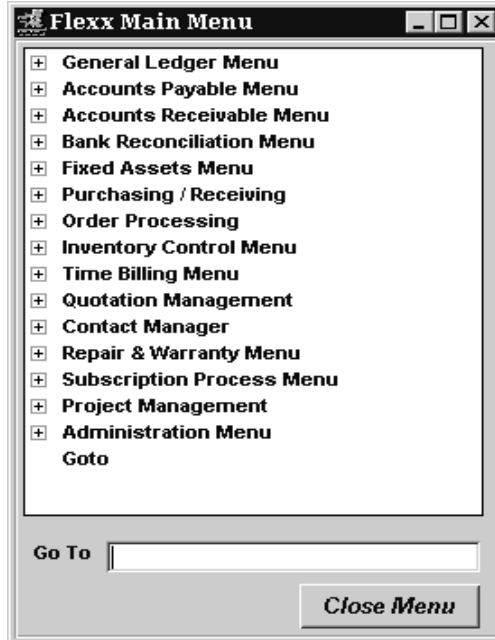
This screen lets you set up the defaults for the session. For example, if you plan to work with accounts in one company/division during a session, enter the company and division codes here. During the session, these codes appear automatically in the **Company** and **Division** fields whenever you have a blank screen or new record. You can overwrite the session defaults any time they appear on a screen.

Fields

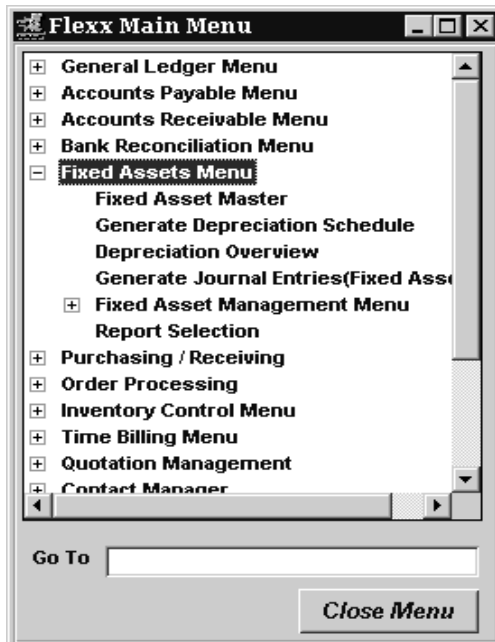
The following fields appear on the screen.

Field	Entry	Default	Reqd
Company	The default company code. Use Zoom to select from a list of companies.	Set by System Administrator	Y
Division	The default division code. Use Zoom to select from a list of divisions.	Set by System Administrator	Y
Date	The default date.	System Date	Y
Period	The default period number.	GL Period Table	Y
Use Batch	Select this option by clicking the box. Batch control lets you group similar Contact Manager transactions together and enter, edit and post them as a whole using a unique batch number. Each Contact Manager transaction in the batch still has a transaction number. If you selected B/C, the Batch Control screen appears when you first go to add a transaction.		Y
Function	To quickly access a specific FLEXX module, enter the code for the module, then <<press Main Menu>>. Example: To go straight to Fixed Assets and bypass the Main Menu, type mainfa in this field and <<press Enter>> Twice. See the Session Defaults section of your <i>Getting Started</i> manual for more information.		N
Buttons			
Main Menu	Access the FLEXX main menu		
Quit	Terminate the FLEXX session.		
PWD	Press this button to change both the user's Logon password and the FLEXX Authorization password (See <i>Administration Manual, User Master description</i>).		

Press **Main Menu**. The FLEXX Main Menu appears.



Select Fixed Assets. The FA Main Menu appears.



3.0 Fixed Assets Master Table

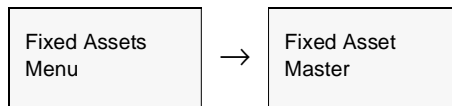
Description

The Fixed Asset Master screen is where the Asset Code is first established. This form contains significant information about each Fixed Asset.

Use the Fixed Asset Master Table to:

- Δ Add new Fixed Assets.
- Δ Find existing Fixed Assets by entering selection criteria.
- Δ Update/Delete existing Fixed Asset records. Note that once an FA depreciation has been posted, the asset can no longer be deleted.
- Δ Create Asset Maintenance jobs and subjobs.

Select



The Fixed Asset Master Table appears in Find mode. To add new Fixed Assets, press << Clear to Add >>




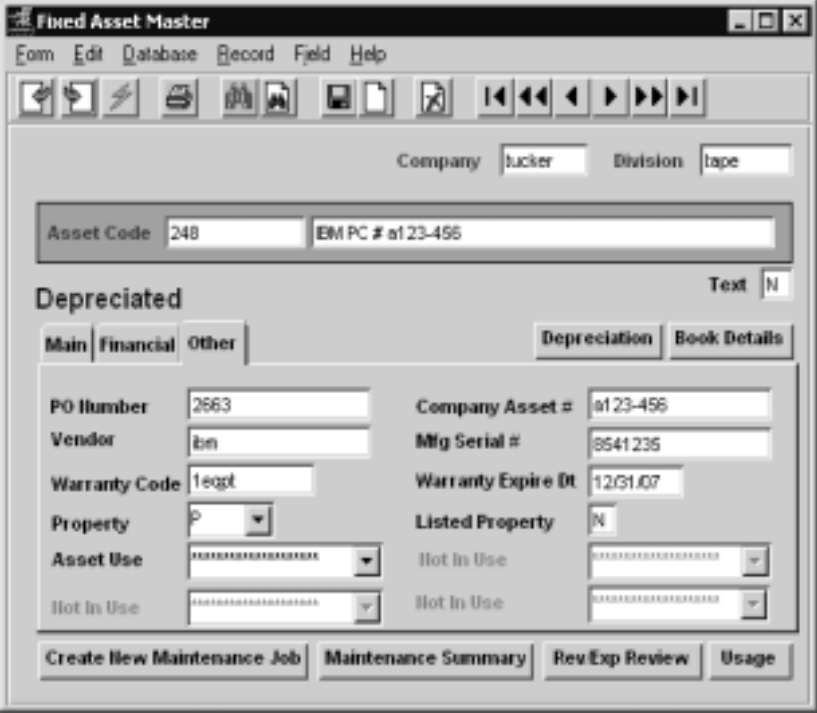
After the FA record has been created, Press <<Next Form >> to make further selections.

Fields

The following fields appear on the screen.

Field	Entry	Default	Reqd
Company	The code for the company taking ownership of the asset.	Session Default	Y
Division	The code for the division taking ownership of the asset.	Session Default	Y
Asset Code	User defined asset code to identify the asset. The code used to identify assets can be both alphabetic and/or numeric characters. To ensure that assets appear in correct order for FLEXX reports, it is critical that the codes used are all the same length. For example, if assets were identified as follows, 80, 81 and 800 they would appear on reports as 80, 800 and 81. To correct this, the assets should be coded as 080, 081 and 800. They would now appear in the correct numerical order for reporting needs.	Autogen value	Y
Description	A more formal description of the asset.		N
Text	<<Zoom>> to enter or review text. The Fixed Asset Master Table must be updated (saved) before access to the text screens are allowed. (See Sec 3.2 Fixed Asset Text).	N	N
Buttons:			
Depreciation	Press this button to display the Depreciation Schedule form, which will display the schedule generated when the Generate Depreciation Schedule function is run. (See Sec. 6.2)		
Book Details	Press this button to display the Fixed Asset Book Detail form (See Sec. 3.3).		
Main tab the Main tab displays the following fields:			
Custodian	The name of the person responsible for the asset.		N
Class	The class code to assign the asset to a class. A reference only field.		N
Location	The code for the physical location of the asset. Assets can be moved and tracked from one location to another. (See Sec 4.5 Fixed Asset Movement).		Y
Group	The Asset Group Code to assign the asset to a group. A reference only field.		N
Acquisition Value	The initial cost of acquiring the asset. This cost figure is used as the basis for calculating the correct depreciation expense.		Y
Acquisition Date	The date that the asset was acquired.	Session Default	N
Disposal Date	The date the asset was disposed of. This field is updated by FLEXX when the Fixed Asset Disposal routine is run and cannot be manually changed or entered. (See Sec 4.6 Fixed Asset Disposal).	System Generated	N
Start Depreciation Date	The date to actually start depreciating the asset in FLEXX. If you are entering assets that were owned prior to using FLEXX this date will still be the date that you want FLEXX to start depreciating the asset, not the original depreciation start date. Any depreciation taken before using FLEXX is entered in the Fixed Asset Book Detail (See Sec. 3.3).	Session Default	Y
Proceeds	The proceeds earned from disposing of the asset are entered as part of the Fixed Asset Disposal. (See Sec 4.6 Fixed Asset Disposal). Once this routine is run, FLEXX updates the Proceeds field. It cannot be manually entered.	System Generated	N

Field	Entry	Default	Reqd
<p>The Financial screen displays the following fields:</p> 			
Asset Category	<p>The Depreciation Category code used to determine the method of depreciation and the respective FLEXX General Ledger Account numbers for depreciation expense and accumulated depreciation. (See Sec 4.4 Depreciation Category). A default can be set up using the Application Control Table fa category value.</p> <p>Note: This field is used by the Generate Journal Entries from Fixed Asset (See Sec. 3.5) routine and must be defined. Otherwise the generation routine will fail.</p>		Y
Asset Account	<p>The respective FLEXX General Ledger Division Code and Account Number used to post the asset acquisition value at the time of asset disposal.</p> <p>The actual asset purchase value is posted to the GL either by using the FLEXX Accounts Payable module and running the Generate G/L Transactions - Vouchers, or by entering a journal entry in the FLEXX General Ledger. The FLEXX Fixed Assets module doesn't update the G/L for the acquisition.</p>		Y
Debit Account	<p>The respective FLEXX General Ledger Division Code and Account Number to record the depreciation expense resulting from using the Generate Depreciation Schedule (See Sec 3.4) and GL Transaction Generation (See Sec 3.5).</p>	Category	Y
Credit Account	<p>The respective FLEXX General Ledger Division Code and Account Number to record the accumulated depreciation entry resulting from using the Generate Depreciation Schedule (See Sec 3.4) and GL Transaction Generation (See Sec 3.5).</p>	Category	Y

Field	Entry	Default	Reqd
Status	Status of the fixed asset; can be: <ul style="list-style-type: none"> •n - New; asset record has been created but has not yet been depreciated. •s - Depreciated; asset has had the Generate Depreciation Schedule routine run. •d - Disposed; asset has been disposed of. 		
The Other screen displays the following fields: <div style="border: 1px solid black; padding: 5px; margin: 5px 0;">  <p>The screenshot shows the 'Fixed Asset Master' window with a menu bar (Form, Edit, Database, Record, Field, Help) and a toolbar. Below the toolbar, there are fields for 'Company' (lucker) and 'Division' (tape). A large text field contains 'Asset Code 248' and 'EM PC # a123-456'. A 'Depreciated' section has a 'Text' field set to 'N'. Below this are tabs for 'Main', 'Financial', and 'Other', with sub-tabs for 'Depreciation' and 'Book Details'. The 'Main' tab is active, showing fields for 'PO Number' (2663), 'Vendor' (bn), 'Warranty Code' (1eqpt), 'Property' (P), 'Asset Use', and 'Hot In Use'. The 'Depreciation' sub-tab shows 'Company Asset #' (a123-456), 'Mfg Serial #' (8541235), 'Warranty Expire Dt' (12/31/07), and 'Listed Property' (N). At the bottom are buttons for 'Create New Maintenance Job', 'Maintenance Summary', 'Rev Exp Review', and 'Usage'.</p> </div>			
PO Number	The Purchase Order number if the fixed asset was acquired using FLEXX Purchase Order.		N
Company Asset #	An Asset number assigned by the company to identify the asset.		N
Vendor	The Vendor Code if the asset was acquired using FLEXX Purchase Order.		N
Mfg. Serial #	The Serial Number of the asset assigned by the manufacturer.		N
Warranty Code	User defined code to identify and record the warranty details if applicable. (See Sec 3.1 Warranty/Maintenance Table)		N
Warranty Expire Date	The date the warranty expires as determined by the warranty code.	Warranty Code	N
Property	The Property Tax Code if the asset is personally owned. For reference only.		N
Listed Property	Y (Yes) or N (No) - determine if the asset is listed property. For reference only.		N

Field	Entry	Default	Reqd
fa attr1 - fa attr4	These are 4 user definable attribute fields that can be used to enter additional asset definitions. The labels can be defined to any desired value by accessing the corresponding Master Type Table and entering the label value in the Heading field.		N
Buttons: The following buttons are used in the Fixed Asset Maintenance function with Job Costing and are only functional if the Job Costing application is enabled (by Application Control setting).			
Create New Maintenance Job	Press this button to create a new Job Contract Entry in the Project Management (Job Costing) module. (See Sec. 5.2) See the Project Management manual for details on this form.		
Maintenance Summary	Press this button to display the Asset Maintenance Summary Screen. (See Sec. 5.4) This screen is used in the Job Costing function of FA Maintenance.		
Rev/Exp Review	Press this button to display the Job Revenue/Expense Review Screen (See Sec.5.5). This screen is used in the Job Costing function of FA Maintenance. See the Project Management manual for details on this form.		
Usage	Press this button to display the Fixed Asset Usage Screen (See Sec. 5.1)		

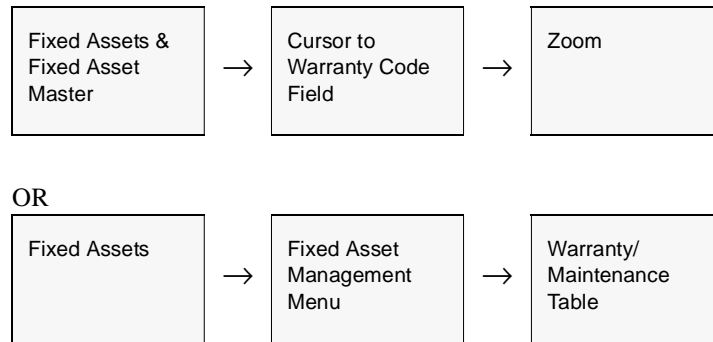
Press <<Add/Update>> when all entries have been made. Select Fixed Asset Book Detail to define the corresponding asset depreciation book values. (See Sec 3.3).

3.1 Fixed Asset Warranty/Maintenance Table

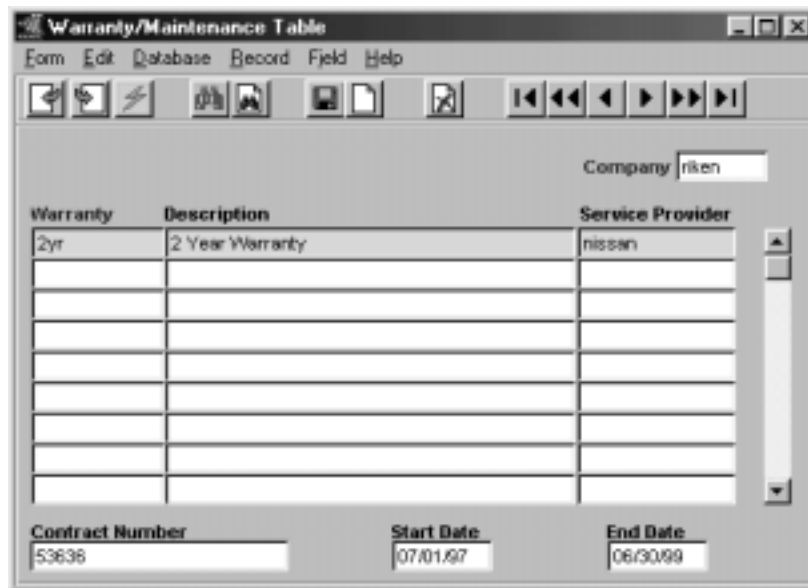
Description

This form can be used to set up an unlimited number of Warranty Codes to be used to track warranties and service agreements by asset.

Select



The Fixed Asset Warranty/Maintenance Table appears in Add/Update mode.



Fields

The following fields appear on the screen.

Field	Entry	Default	Reqd
Company	The Company Code.	Session Default	Y
Warranty	User defined Warranty code to identify the warranty. The warranty code used doesn't need to be unique. This will allow the same code to be used for different time periods.		Y
Description	A more formal description of the warranty code.		N
Service Provider	The Service Provider Code to identify the company performing the warranty work. <i>(See Sec 4.7 Service Company)</i>		N
Contract Number	Enter the warranty contract number.		N
Start and End Dates	The time period during which the warranty is in effect.		N

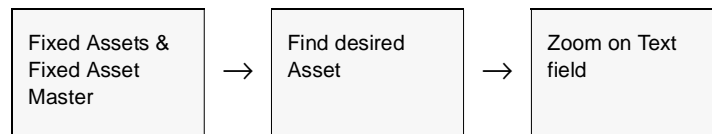
3.2 Fixed Asset Text

Description

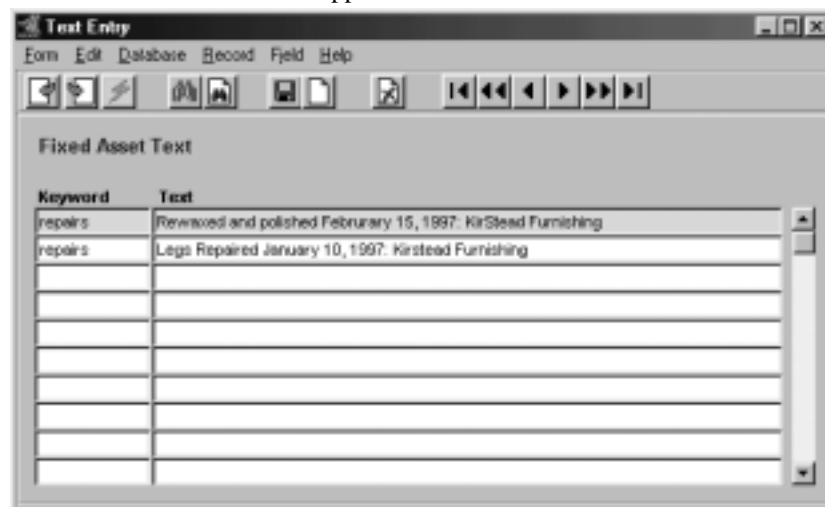
For a fixed asset selected using the Fixed Asset Master screen, use the Text to:

- Δ Add unlimited comments about the asset. For example, the text could be used to keep a historical record of changes made to the asset. Enter as many lines as you want, then press <<Add/Update>>.
- Δ View, Modify, or Delete comments.

Select



The Fixed Asset Text screen appears in Find Mode.



Fields

The following fields appear on the screen.

Field	Entry	Default	Reqd
Keyword	A word indicating the type of comment. Example: Notes or Info .		Y
Text	The comment.		N

3.3 Fixed Asset Book Detail

Description

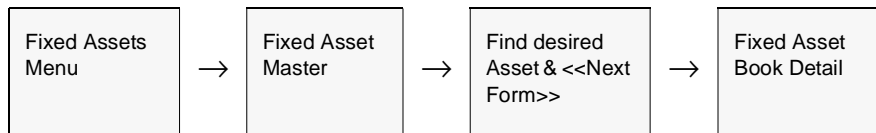
For a Fixed Asset selected on the Fixed Asset Master screen, use the Fixed Asset Book Detail screen to:

- Δ Set up multiple books to record and calculate depreciation for accounting posting purposes, for tax purposes, or for other non-posting comparison purposes.
- Δ Assign multiple depreciation methods, e.g. straight line, reducing, double declining balance, etc.
- Δ Enter any previous depreciation expense already recorded.
- Δ Enter any salvage value.

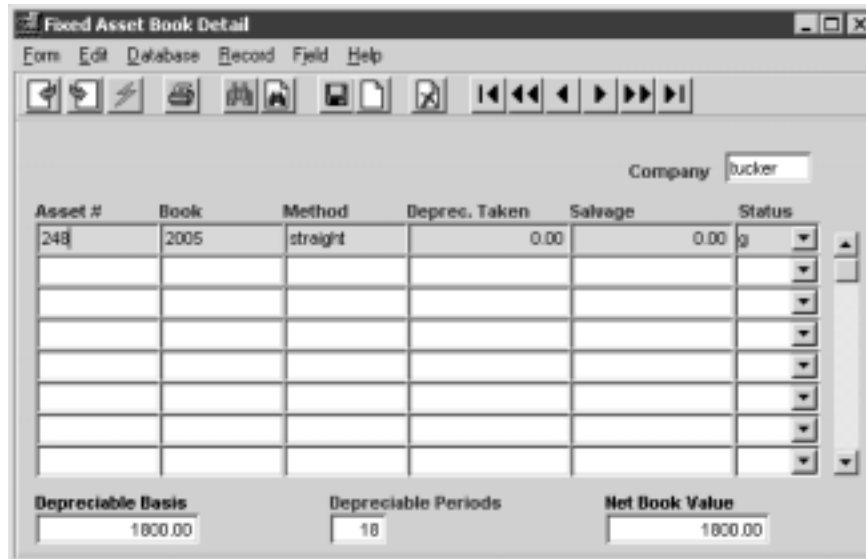
Note

There can be only one Posting book defined for each asset (*see Sec. 4.1 for the book assignments*). The settings of that book will be used for posting the depreciation to the GL. The non-posting books are only used for comparison purposes.

Select



The Fixed Asset Book Detail appears in Update mode.



Fields

The following fields appear on the screen.

Field	Entry	Default	Reqd
Company	The Company Code.	Fixed Asset Master	Y
Asset #	The Fixed Asset Code for the asset to be set up with the depreciation method and related information.	Fixed Asset Master	Y
Book	The Fixed Asset Book Code to be used to calculate and record depreciation expense for multiple reasons, i.e. for accounting purposes, for tax purposes, etc. (See Sec 4.1 Fixed Asset Journal).		Y
Method	The depreciation method to be used to calculate depreciation expense, i.e. straight line, declining balance, etc. (See Sec 4.2 Depreciation Method).		Y
Depreciation Taken	Any depreciation expense that has been recorded for this specific Fixed asset before using the FLEXX Fixed Asset module. Any value entered here will affect the Net Book Value figure used to calculate the depreciation expense.		Y
Salvage	Any known salvage value for this asset. FLEXX will deduct this value from the acquisition value, to determine the depreciable basis before generating the depreciation schedule. However, for some depreciation methods it is not subtracted.		Y
Status	After all of the details of the Fixed Asset have been entered and the Generate Depreciation Schedule utilized (See Sec. 3.4), FLEXX will assign a status of "g" - for depreciation schedule generated. Once the detail has a status of "g" the record can't be updated. If the Generate Depreciation Schedule hasn't been run the status remains "n". (See Sec 3.4 Generate Depreciation Schedule).	System Generated "n"	Y
Depreciable Basis	Value determined by FLEXX based on the Acquisition value entered on the Fixed Asset Master and the salvage value. The resulting value is equal to the total depreciation that FLEXX will calculate for this asset, for most methods.	System Generated	Y
Depreciable Periods	The total number of periods to depreciate this asset for. A default value will appear here. The value is based upon the multiplication of the number of depreciable periods per year as defined on the Fixed Asset Journal Table (See Sec. 4.1) and the number of years defined on the Depreciation method form (See Sec. 4.2). This value serves only as a default and can be overridden if needed. This number can vary depending upon whether the asset is being depreciated for tax purposes or accounting purposes. This field is used by FLEXX for all depreciation methods except for the "acrs" declining balance methods. If you are calculating depreciation expense using this method, ensure that the number of periods defined in the Fixed Asset Journal Table, by Book, is correct. If the assets being entered are fully depreciated already but it is still needed to record them, enter a depreciable period of 1 (FLEXX will not allow a depreciable period of 0). When the Generate Depreciation Schedule is run (See Sec. 3.4) the resulting depreciation amount (See Depreciation Overview Sec. 6.2) will be zero.		Y
Net Book Value	Value determined by FLEXX based on the Acquisition value entered on the Fixed Asset Master less depreciation taken previously as well as any depreciation currently posted to the GL for any periods less than or equal to the session default period.	System Generated	Y

Notes

Depending upon how many Fixed Asset Book Codes have been defined in the Fixed Asset Journal Table (*Sec. 4.1*), on <<Previous Form>>, the message “Not all books have been entered, continue to exit? [N]” may appear if there are fewer books defined for the asset than those set up in the Journal Table. This is not an error condition but a warning prompt only and may be bypassed by selecting “Yes”. Once all of the Books have been entered, the depreciation schedules can be automatically generated using the Generate Depreciation Schedule (*Sec 3.4*).

3.4 Generate Depreciation Schedule

Description

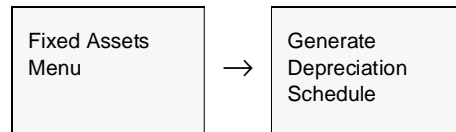
The Generate Depreciation Schedule is used to calculate depreciation amounts based on the acquisition values, depreciation methods, salvage values, periods and prior depreciation defined on the Fixed Asset Master Table.

Once the depreciation schedule has been generated, the Fixed Asset Book Detail status flag (See Sec. 3.3) is updated from “n” to a “g” - Generated. Once the detail has a status of “g” the record can no longer be modified

Note

To review the generated Depreciation Schedule, select Depreciation Schedule Overview from the menu (See Sec. 6.2)

Select



The Generate Depreciation Schedule appears in Add/Update mode.



Fields

The following fields appear on the screen.

Field	Entry	Default	Reqd
Company	The Company Code assigned to the Fixed Assets for which depreciation will be generated.	Session Default	Y
Division	The Division Code assigned to the Fixed Assets for which depreciation will be generated.	Session Default	Y
Fixed Asset#	The Fixed Asset Code for the asset to be depreciated or accept the default to select all Fixed Assets that have a status of "n". Fixed Assets with a status of "n" haven't had depreciation schedules generated. NOTE: FLEXX will not generate another depreciation schedule for Fixed Assets that have been disposed and the Fixed Asset Disposal routine used. (See Sec 4.6 Fixed Asset Disposal).	*	Y
Book	The Fixed Asset Book Code to generate depreciation only for that Book i.e. tax purposes or accept the default to select all Books.	*	Y
Start	Press button to start generating depreciation schedules.		

Notes

If the process fails with a conflict id, <<zoom>> on the Process ID field (box next to Start button), determine if the conflicting process ('r' status) should still be running, Force it to completion if not, and rerun the process (see Administration Guide, Sec 4.1 for details).

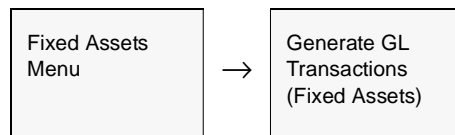
3.5 Generate GL Transactions from Fixed Assets

Description

This procedure uses the depreciation expense generated for each asset to produce the underlying journal entry in the FLEXX General Ledger.

The routine should be run for each GL period that a depreciation schedule entry has been generated. This will ensure the depreciation expense has been posted to the GL.

Select



The Generate Journal Entries from Fixed Assets screen appears in Update mode.



Fields

The following fields appear on the screen

Field	Entry	Default	Reqd
Selection Criteria			
Company	The Company code.	Session Default	Y
Division	The Division Code.	Session Default	Y
Class	The fixed asset Class code from the Fixed Asset Master Table.	*	N
Category	The fixed asset Category code from the Fixed Asset Master Table.	*	N
Location	The fixed asset Location code from the Fixed Asset Master Table.	*	N
Start & End Date	The fixed asset Depreciation Date as defined on Depreciation Overview Schedule. These dates must exactly match the Schedule start and end dates; i.e. 02/01/99 and 02/28/99(See Sec 6.2).	Session Default	Y
Asset #	The Fixed Asset Code originally defined on the Fixed Asset Master Table.	*	N
Generation Criteria			
Date	The date that the transaction is generated. This date appears on the GL transaction.	Session Default	Y
Division Code	The division code to be used on the GL transaction header record only. The detail is determined by the division codes on each Fixed Asset Master Record.	Session Default	Y
Period	The period that will be used to record the depreciation expense in the FLEXX General Ledger. The period selected should be consistent with the start and end dates previously selected.	Session Default	Y
Batch	Batch Number to be applied to the transaction in the GL, if using Batch Control.		N
GL Transaction Description	The description that will appear in the GL. (i.e. November '95 Depreciation Expense).	No Batch	N
Start	Press button to start the generation process.		
GL Transaction	The GL transaction number resulting from running this process. As this process is being run, FLEXX updates the Depreciation Schedules of each Fixed Asset selected with the following: <ul style="list-style-type: none"> • The posted field is flagged with a "p" • The GL Period is updated with the period in the generation criteria. • The GL Transaction Field is updated with the GL Transaction Number resulting from running this procedure. 	Autogen	Y

4.0 Fixed Assets Management Menu

Description

This section describes numerous tables that need to be set up before using the Fixed Asset module, as well as other procedures to assist in the management of Fixed Assets.

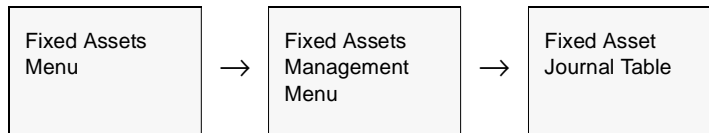
- Δ Fixed Asset Journal Table.
- Δ Depreciation Method.
- Δ Depreciation Percentage Table.
- Δ Depreciation Category.
- Δ Fixed Asset Movement.
- Δ Fixed Asset Disposal.
- Δ Service Company Information
- Δ Warranty/Maintenance Table

4.1 Fixed Asset Journal Table

Description

Use this form to set up unlimited journals or “books” to assist in the tracking of depreciation for accounting purposes, tax purposes, etc.

Select



The Fixed Asset Journal Table appears in Find mode. To add a new journal/book, <<press Add/Update>>

Valid Books	Posting Book	Description	Periods/Year	Fiscal Yr End
book	y	Accounting Books	12	12/31/67
federal	n	Federal Books	12	12/31/67
internal	n	Internal Books	12	12/31/67
state	n	State Books	12	12/31/67
tax	n	Books for tax purposes	12	12/31/67

Fields

The following information appears on the screen.

Field	Entry	Default	Reqd
Company	The Company Code.	Session Default	Y
Valid Books	The name of the journal/book to be used to calculate and record depreciation expense. Used in conjunction with Depreciation Method. (See Sec 4.2 Depreciation Method).		Y
Posting Book	<p>“Y” - Yes if this Book will be used as the underlying record to create and post depreciation entries through to the FLEXX General Ledger. When the Generate GL Transactions routine is run, it checks this field to determine which depreciation entries to use.</p> <p>“N” - No if the Fixed Asset Journal Book is used to track depreciation for non-accounting purposes. (i.e. tax reasons) and will not be recorded by the FLEXX General Ledger).</p>		Y
Number of Periods/Year	Number of depreciation periods per year. This field can be used in conjunction with the number of years defined on the Depreciation Method form (See Sec. 4.2) to determine the number of Depreciable Periods appearing on the Fixed Asset Book Detail form (See Sec. 3.3). This calculates a default number which can be overridden if needed.		Y
Fiscal Year End	The fiscal year end of the company. For Information purposes only.		Y

Note:

Only one book can be defined as a Posting book. It will be the book used for posting the asset depreciation to the GL.

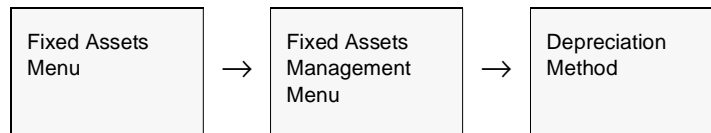
4.2 Depreciation Method

Description

The Depreciation Method form lists the depreciation methods set up to be used by FLEXX, with the exception of the “acrs” method. These predefined depreciation codes (i.e. straight, syd etc.) must be used and can NOT be renamed by an end-user. If additional depreciation methods or different depreciation codes are needed, please contact DATABYTE.

For method “acrs”, refer to section 4.3.

Select



The Depreciation Method Table appears in Find mode. To view the existing methods, press <<Find>>

Method	Description	Type	Yrs
acrs	Accelerated Cost Recovery	mm	0
acrs20	Accelerated Cost 20%	mm	0
acrs30	Accelerated Cost 30%	mm	3
acrs40	Accelerated Cost 40%	mm	8
double	Double Declining Balance	mm	0
maocrs	Modified ACRS	mm	0
nondeprec	Non Depreciable Asset	mm	0
reducing	Declining Balance	mm	5
straight	Straight Line	mm	5
syd	Sum of Years digits	mm	5

Fields

The following fields appear on the screen.

Field	Entry	Default	Reqd
Method	<p>The following depreciation methods are set up in FLEXX, and are the only ones that can be used. If any other depreciable methods are needed, contact Databyte.</p> <ul style="list-style-type: none"> • straight - Straight Line Depreciation. This method takes the acquisition value of the asset, less any prior depreciation taken, less any salvage value to determine a Depreciable Value. This Depreciable Value is then divided by the number of periods defined on the Fixed Asset Book Detail Table. (See Sec 3.3 <i>Fixed Asset Book Detail</i>). • syd - Sum of the Years Digits. This is an accelerated method where depreciation expense each year is determined by multiplying the acquisition value of the asset, less any prior depreciation taken, less any salvage value, by a fraction that gets smaller and smaller each year. These fractions are calculated by using the sum of the digits that make up the life of the asset as the denominator, and the exact year of life in reverse order as the numerator. • reducing - Declining Balance. This method determines the monthly depreciation expense by taking the acquisition value of the asset, less any prior depreciation taken, less any salvage value to calculate a Depreciable Value. This Depreciable Value is then multiplied by 1.5 and divided by the number of periods defined on the Fixed Asset Book Detail Table. (See Sec 3.3) • acrs - Accelerated Cost Recovery System. This method is similar to straight line depreciation except, it ignores the salvage value of the asset and uses a predetermined percentage (See Sec 4.3 <i>Depreciation Percentage Table</i>), to determine the monthly depreciation expense. Depreciation is calculated by taking the Acquisition value of the asset less any prior depreciation taken to determine a Depreciable Value. This Depreciable Value is then multiplied by the percentage figure defined in the Depreciation Percentage Table and divided by the number of periods defined on the Fixed Asset Journal Table. (See Sec 4.1). • double - Double. This method determines the monthly depreciation expense by taking the acquisition value of the asset, less any prior depreciation taken, less any salvage value to calculate a Depreciable Value. This Depreciable Value is then multiplied by 2 and divided by the number of periods defined on the Fixed Asset Book Detail Table. (See Sec 3.3). • Nondeprec - Non Depreciable Asset. This method is used for non depreciable assets such as land. 		
Type	Not used in FLEXX, for user information Only, to identify the type of depreciation represented. Predefined values are "hy" - half year, "mm" - Mid month, and "mq" - Mid quarter.		Y
Years	Default number of years for this method. This field can be used in conjunction with the number of depreciable periods per year as defined on the Fixed Asset Journal Table (See Sec. 4.1). These two values multiplied together will determine the Fixed Asset Book detail form (See Sec. 3.3). This calculated number only serves as a default which can be overridden if needed.		Y

4.3 Depreciation Percentage Table

Description

The Depreciation Percentage Table allows you to set up multiple percentages for use with the Accelerated Cost Recovery System (“acrs”) depreciation method. This table is used only for the “acrs” depreciation method. (See Sec 4.2).

Select



The Depreciation Percentage Table appears in Find Mode. To add a new percentage press <<Clear to Add>>

Method	Year	Percentage
acrs20	1	20.000
acrs20	2	20.000
acrs30	1	30.000
acrs30	2	30.000
acrs30	3	30.000

Fields

The following fields appear on the screen.

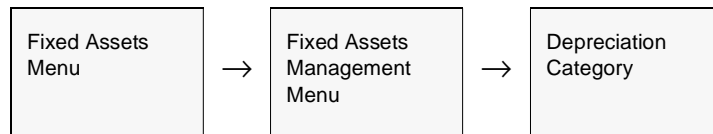
Field	Entry	Default	Reqd
Method	The ARCS Depreciation method to be assigned the percentage. i.e. ACRS20 for use with 20%, ACRS30, 30% etc.		Y
Year	The year for which the percentage will be used when the depreciation schedule is calculated. The percentage for the first year will be used for the first year's entries. Then the second entry will be used and so on. There must be enough entries in this table for the longest depreciation schedule you will calculate by this method. The years should be 1, 2, 3, etc. So, if it will take 5 years at a rate of 20% (acrs20) to fully depreciate, the asset must have 5 acrs20's set, i.e.;		N
	acrs20 1 20% acrs20 2 20% acrs20 3 20% acrs20 4 20% acrs20 5 20%		
Percentage	The desired percentage expressed as 20.00 for twenty percent, etc.	0.00	Y

4.4 Depreciation Category

Description

The Depreciation Category form is used to set up multiple depreciation categories for purposes of assigning the asset Default Depreciation Expense and Accumulated Depreciation Expense GL account numbers. This category is also required by the Generate Journal Entries from Fixed Assets routine (*See Sec. 3.5*).

Select



The Depreciation Category form appears in Add/Update mode.

Category	Description
computer	Computer Equipment
equipment	Office Equipment
office	office furniture
standard	Standard

Debit Account: tape 9500 Credit Account: tape 3050

Fields

The following fields appears on the screen

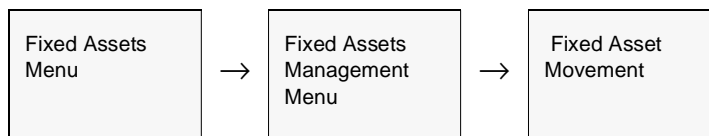
Field	Entry	Default	Reqd
Category	User defined code to define the Depreciation Category.		Y
Description	A more formal description of the category.		N
Debit Account	Default Debit account Division and Number to record the depreciation expense of assets assigned to this Depreciation Category.		Y
Credit Account	Default Credit account Division and Number to record the accumulated depreciation of assets assigned to this Depreciation Category.		Y

4.5 Fixed Asset Movement

Description

This routine allows you to reassign an existing Fixed Asset to a new physical location, a new custodian, and new FLEXX GL Account numbers for depreciation expense and accumulated depreciation.

Select



The Fixed Asset Movement Table appears in Find mode. To assign new demographic and General Ledger information to assets, press <<Add/Update>>

NOTE:

This process will not update depreciation records that have already been posted to the FLEXX General Ledger.

Fields

The following fields appear on the screen.

Field	Entry	Default	Reqd
Company	The Company Code of the asset(s) to be moved.	Session Default	Y
Division	The Division Code of the asset(s) to be moved.	Session Default	Y
Asset #	The Fixed Asset Code of the asset to be moved or accept the default to select all assets. If a single asset is selected, once it has been entered here, the following fields are filled with the information from the Fixed Asset Master Table (See Sec 3.0): Custodian, Location, Debit Division, Debit Account, Credit Division and Credit Account.	*	Y
Custodian	The custodian originally assigned to the Fixed Asset.	Asset Code	Y
Location	The location originally assigned to the Fixed Asset.	Asset Code	Y
Debit Division & Account Number	The Debit Division and General Ledger Account Number originally assigned to the asset.	Asset Code	Y
Credit Division & Account Number	The Credit Division and General Ledger Account Number originally assigned to the asset	Asset Code	Y
Movement Date	The date the Fixed Asset was updated with new information.	Session Default	Y
Custodian	The name of the present custodian appears. This can be accepted or a new custodian entered.	Asset Code	N
Location	The current location appears. This can be accepted or a new location entered.	Asset Code	Y
Reason	The reason for the change in the existing Fixed Asset Information. i.e. New Employee.		N
Debit Division & Account Number	The Division and General Ledger Account Number used to record depreciation expense appears. This can be accepted or a new Division and Account Number entered.	Asset Code	Y
Credit Division & Account Number	The Division and General Ledger Account Number used to record the change to Accumulated Depreciation appears. This can be accepted or a new Division and Account Number entered.	Asset Code	Y
Start	Press Button to begin Fixed Asset Movement		

Notes

FLEXX will not allow any updates to be made to Fixed Assets that have been disposed of and the Fixed Asset Disposal Routine utilized. (See Sec 4.6). Message “Unable to update depreciation schedules with new accounts” will be displayed.

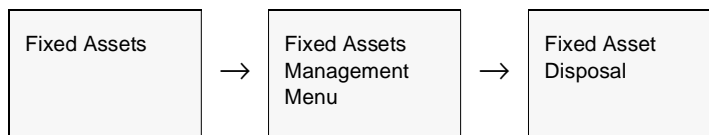
4.6 Fixed Asset Disposal

Description

The Fixed Asset Disposal routine is used to record asset disposals in the Fixed Asset Module (sold, deleted, etc.). After this routine is run, the Disposal Date and the amount of the Proceeds are updated on the Fixed Asset Master Table (See Sec 3.0). Any depreciation expense not posted to the General Ledger (by running the Generate GL Transactions from Fixed Assets routine) will be deleted at this time.

Also, this routine will automatically generate a GL transaction to post the 'book value' of the asset (the undepreciated value) to the GL account specified as the Disposal Account.

Select



The Fixed Asset Disposal form appears in Add/Update mode.

Selection Criteria	
Company	tucker
Division	tape
Asset #	238
Close Asset Maintenance Jobs?	<input checked="" type="checkbox"/>

Generation Criteria	
Disposal Dt	06/13/07
Proceeds	150.00
Reason	Sold
Period	200706
Batch	
G.L. Desc	Sale FA # 238
Disposal Account	tape 4000

Start Idle G.L. Transaction

Fields

The following fields appear on the screen.

Field	Entry	Default	Reqd
Selection Criteria			
Company	The Company Code of the asset to be disposed.	Session Default	Y
Division	The Division Code of the asset to be disposed.	Session Default	Y
Asset #	The Asset Code of the asset to be disposed.		Y
Close Asset Maintenance Job?	If Fixed Asset Maintenance was used with this asset (part of the Job Costing function - See Sec. 5.0), the associated Maintenance Job can also be closed at the time the asset is disposed.		N
Generation Criteria			
Disposal Date	The date the asset was disposed.	Session Default	Y
Proceeds	The amount of the proceeds from disposing of the asset.		Y
Reason	Reason for the disposal.		N
Period	The GL Period that the disposal proceeds are to be posted in.	Session Default	Y
Batch	The batch number to be used if running in Batch Mode.		N
G/L Desc	The description to be used on the GL Transaction generated at time of posting. Will default to "FA Disposal - Asset #"		
Disposal Account	The GL account to be used when posting the undepreciated value (book value) of the asset.		Y
Start	Press Button to begin Fixed Asset Disposal.		

Notes

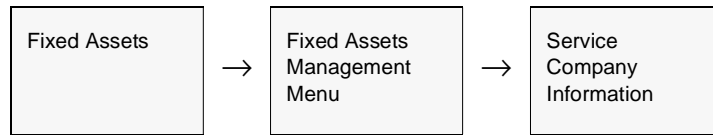
If the process fails with a conflict id, <<zoom>> on the Process ID field (box next to Start button), determine if the conflicting process ('r' status) should still be running, Force it to completion if not, and rerun the process (see Administration Guide, sec 4.1 for details).

4.7 Fixed Asset Service Company Information

Description

The Service Company Information form can be used to record information about the service companies providing warranty coverage for the defined fixed assets.

Select



The Service Company Information Table appears in Add/Update mode.

Service Company Information	
Company	nken Code nissan
Name	Nissan Manufacturing
Address	2750 Nissan Way
	Building 2
	Seattle WA 98401 USA
P.O. Box	<input type="checkbox"/>
Residential	<input type="checkbox"/>
Phone	206-555-9999
Contact	Mz. Julie Brown

Fields

The following fields appear on the screen.

Field	Entry	Default	Reqd
Company	The Company Code.	Session Default	Y
Code	The Service Code to identify the company providing the warranty coverage.		Y
Name	The full name of the company providing the warranty coverage.		N
Address 1	The first line of the service company address.		N
Address 2	The second line of the service company address.		N
City/State/ Country/Zip	The City, State, Country and Zip Code of the service company.		N
Phone	The phone number of the service company.		N
Contact	The contact person at the service company.		N

4.8 Switch Depreciation Method Process

Description

The Switch Depreciation Method Process is used to recompute unposted depreciation amounts. The process will only function if the posting book, as defined on the Fixed Asset Journal Table, is the book that is changed, and is unposted. This function would be used if a depreciation schedule had been generated for an item using one method (i.e. straight) and then needed to be changed using another method (i.e. reducing).

Note that the status of the book needs to be 'n' – not generated for this process to work

Select



The following Screen appears.



Fields

The following fields appear on the screen.

Field	Entry	Default	Reqd
Company	The company code.	Session Default	Y
Division	The division code.	Session Default	Y
Fixed Asset #	The code used to identify the FA that needs a depreciation schedule created for each method. The FA must have no disposal date.		Y
Book #	The Fixed Asset Book Code to be used to calculate and record depreciation for multiple reasons (i.e. accounting purposes, tax purposes etc.) (See Sec 4.1).		N
Batch #	If batch process is being used, enter the batch number to be used.		N
Start	Press Button to start the process.		

Process:

After the Depreciation schedule has been generated for a particular asset using a specific method, the schedule can be changed using the Switch Depreciation Method Process. First, the new method to be used for that asset needs to be defined in the Fixed Asset Journal Table, and the status for the entry needs to be changed to 'n' – not generated. The Switch Depreciation Method Process will now change the existing depreciation schedule based on the specifications of the new method.

4.9 Change Fixed Asset Code Routine

Description

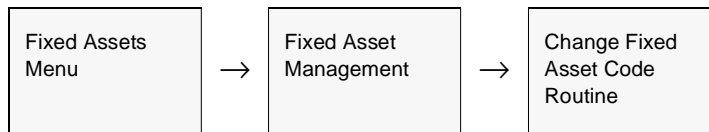
The Change Fixed Asset Code Routine is used to change the code of a validly defined Fixed Asset to a new value. All references to the original code will be transferred to the new code.

Note that this routine will not merge FA definitions implying the Original and New codes cannot be the same.

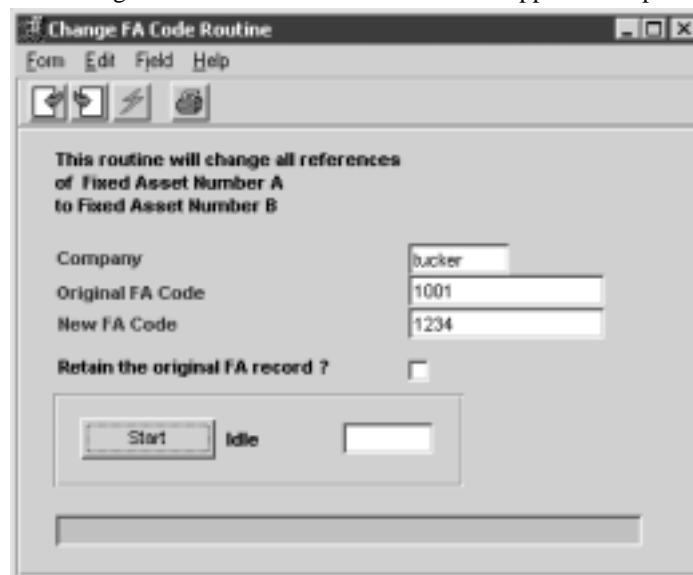
Note:

If the process fails with a conflict id, <<zoom>> on the Process ID field (box next to Start button), determine if the conflicting process ('r' status) should still be running, Force it to completion if not, and rerun the process (*see Administration Guide, sec 4.1 for details*).

Select



The Change Fixed Asset Code Routine screen appears in Update mode.



Fields

The following fields appear on the screen.

Field	Entry	Default	Reqd
Company	The company code where the asset is defined.	Session Default	Y
Original FA Code	The code of the Fixed Asset to be changed.		Y
New FA Code	The code the asset is to be changed to.		Y
Retain Original FA Record?	Set this flag if the original FA code is to be kept. Note that only the Fixed Asset header records will be kept; all other referenced data will be changed to the new code. This setting can be useful when using a FA definition as a template for creating new FA definitions.	OFF	
Start	Press Button to start the process.		

5.0 Fixed Asset Maintenance Function

Description

The Fixed Asset Maintenance function is used to perform and record maintenance and service activity on certain fixed asset equipment. The FLEXX Fixed Asset module together with the FLEXX Project Management module are used to record and track this activity. The following forms and fields are used to record this maintenance activity. Those forms that are part of the Fixed Asset module will be described here. However, those that are part of other modules will only be shown so as to show their association with the Fixed Asset forms.

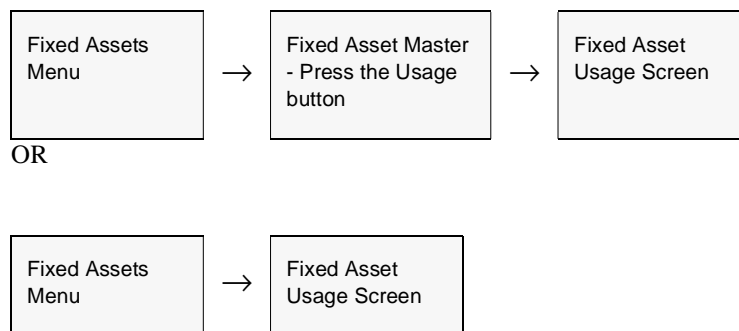
5.1 Fixed Asset Usage Screen

Description

The Fixed Asset Usage Screen is used to define the different usage values the asset will be tracked by (e.g. number of hours or days or months used, number of miles driven, etc.). The usage Units parameters (e.g. hours, days, miles, etc.) are defined on the Fixed Asset Master “Group” code Master Types Table and can be different for different ‘groups’ of assets. This will be shown following this description.

The usage values can be defined as Lower and Upper Limit settings. If only one usage value is required, use the Lower Limit field and leave Upper Limit blank (or enter 0.0).

Select



The following screen appears in Find mode. Press Clear to Add to enter the values for the specific date.

Note that the headings of the two usage columns are the parameters defined on the particular asset’s Master Types Group Table (zoom on the FA Master Group field).

Fields

The following fields appear on the screen.

Field	Entry	Default	Reqd
Company	The company code.	Session Default	Y
Asset Code	The code used to identify the Fixed Asset equipment.	FA Master	Y
Usage Date	The date for the usage record.	Session Default	Y
Hours	The Lower and Upper limits of the asset’s first (or primary) usage value (e.g. Hours, Days, Months, Miles, etc.)		Y
Months	The Lower and Upper limits of the asset’s second usage value.		N
Text	Press the Text button to enter new or display existing text.		

As stated above, the Usage parameters are defined on the Fixed Asset “Group” Master Types Table, described below.

Fixed Asset Usage Parameters

To access the Group Master Types Table, <<zoom>> on the Group field of the Fixed Asset Master - Main form. This will display the green Fixed Asset Group Codes Master Types table. Press <<Next Form>> to display the corresponding Master Type Detail form (# 127).

The screenshot shows a window titled "Master Type Detail" with a menu bar (Form, Edit, Database, Record, Field, Help) and a toolbar. The main area contains a table with the following data:

Value	Description	Sys Status	Seq	Default
group1	Group 1	group1	0	<input checked="" type="checkbox"/>
group2	Group 2	group2	5	<input type="checkbox"/>
group3	Group 3	group3	10	<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

Below the table, there are two sections:

- Asset Usage1 UOM:** A dropdown menu showing "Hours".
- Asset Usage2 UOM:** A dropdown menu showing "Months".

At the bottom left, there are two checkboxes labeled "c" and "d", both of which are currently unchecked.

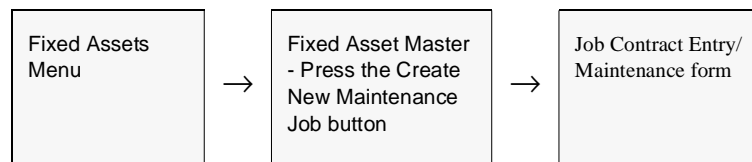
Each Group code can be defined with its unique corresponding two usage parameters in the Asset Usage1 UOM and Asset Usage2 UOM fields.

5.2 Create New Maintenance Job

Description

The Job Contract Entry/Maintenance form is used to create the FA Maintenance job entry that will be used to record the particulars about the maintenance activity. It can be either a “master” or “subjob”, where a subjob requires a master job to be linked with.

Select



The Job Contract form appears in Update mode.

The screenshot shows a software window titled "Job Contract Entry/Maintenance" with a menu bar (Form, Edit, Database, Record, Field, Help) and a toolbar. The form is in "Update" mode, indicated by the "CLOSED" label. Key fields include:

- Company: Tucker
- Job Code: 10002-00
- Date: 03/15/06
- Customer: Tucker Supply
- Job Category: maint
- Description: Service vehicle 1001
- Asset Code: 1001
- Scheduled Date: 03/15/06
- Start Date: 03/15/06
- End Date: 03/15/06
- Next Maint. Date: 04/15/06

 The form also includes sections for "Tracking", "Address", and "Bid Details", and buttons for "Rev/Exp Review" and "Sub Jobs".

For complete details on completing this form, please refer to the FLEXX Project Management manual, topic Job Contract Entry/Maintenance where all fields are described.

5.3 Sub Jobs

Description

Once a Job Contract record has been created, Sub Jobs can be entered to define any number of specific components of the maintenance job. Each sub-job entered will create a unique Job Contract record, but as Job Type “subjob”, and will be automatically linked to the original “master or parent job.

On the “master” Job Contract record, press the Sub Jobs button to display the following screen, in Update mode.

Sub Job	Description	Status	Resource Settings
01	Task 1	c	n Multiple Res.
02	Task 2	c	n Multiple Res.
			Multiple Res.
			Multiple Res.
			Multiple Res.
			Multiple Res.
			Multiple Res.
			Multiple Res.
			Multiple Res.

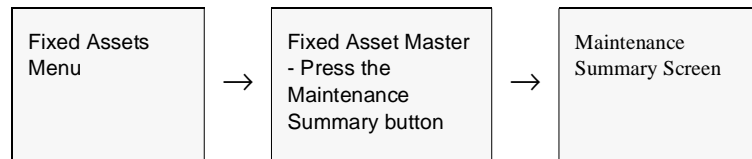
For complete details on completing this form, please refer to the FLEXX Project Management manual, topic *Sub Job Entry/Maintenance Form* where all fields are described.

5.4 Asset Maintenance Summary Screen

Description

The Asset Maintenance Summary Screen is an inquiry screen used to review the maintenance jobs created. The data can be searched by Asset Code, Job Code, Date, Next Maintenance Date, and Status. The screen can also be used to adjust certain fields that were set on the Job Contract form.

Select



The Maintenance Summary form appears in Update mode.

Job Code	Description	Date	Next Maint. Date	Status	Text
10002-00	Service vehicle 1001	03/15/06	04/15/06	c	N
10001-00	Service Asset 1001	02/14/06	03/14/06	c	N

	Hours		Months	
	Lower Limit	Upper Limit	Lower Limit	Upper Limit
Usage Since Job Code 10001-00	90.0	0.0	0.0	0.0
Current Usage as of 03/15/06	300.0	0.0	1.0	0.0

Fields

The following fields appear on the screen.

Field	Entry	Default	Reqd
Company	The company code.	Session Default	Y
Asset Code	The code used to identify the Fixed Asset equipment.	FA Master	Y
Job Code	The job code of the job created for this asset maintenance activity.	Job Contract	Y
Description	The Job Description as entered on the Job Contract Entry form.	Job Contract	N
Date	The date the Job Contract was entered.	Job Contract	Y
Next Maint. Date	The date the next maintenance is to be performed.	Job Contract	N
Status	The job status; can be: <ul style="list-style-type: none"> •o - Open •a - Active •cm - Complete •c - Closed •cn - Cancelled •cr - Credit Hold •ch - Customer Hold 		Y
Text	Will indicate Y/N if there is underlying text on this record.	N	N
Job Type	The type of job for this record; can be: <ul style="list-style-type: none"> •master - this is a Master job •subjob - this is a subjob of a Master job. 	Job Contract	Y
Text	Press the Text button to enter new or display existing text.		
Asset Usage			
Usage since Job Code	The usage values for this asset since this job was created.	System Generated	Y
Current Usage as of	The current usage values as of the latest date on the Fixed Asset Usage Screen (Sec. 5.1)	Fixed Asset Usage Screen	Y

Note:

The Maintenance Summary Screen will by default display only the “master” job records. If all job records are to be shown (i.e. “master” as well as all “subjob” records), do a FIND with the Job Type field left blank.

5.5 Job Revenue/Expense Review Screen

The Job Revenue/Expense Review Screen is used to review all the details of jobs created for the various maintenance activities.

Select



The Job Revenue/Expense Review Screen appears in Update mode.

Job: BODY WORK
Resource: No Resource Code
Company: Jucker Job Code: H10015-00

GL Account: tape 9000 Department: sale Warehouse: main

Job Category	Tax Date	Resource	Asset Code	UOM	Units	Rate	Est Amt	Test
e 10023 a1	07/18/05	none	440	EA	1.00	29.16	29.16	N
r 10023 a1	07/18/05	none	440	EA	1.00	100.00	100.00	N

Posting: Debit, Credit, GL Tran, GL Period: 200507

Affiliates: Customer: harry, Vendor, Employee, Division: tape

Affiliates Class: Customer: AT, Vendor, Employee, Salesperson: 0077

Est./Act. Source: wod Workorder #: 2240 Parent Job

Expense Totals		Revenue Totals	
Units	Amount	Units	Amount
Estimate: 0.00	0.00	Estimate: 0.00	0.00
Actual: 1.00	29.16	Actual: 1.00	100.00

SKU: SKU Code: cws-200 Analysis: ce

For complete details on completing this form, please refer to the FLEXX Project Management manual where all fields are described.

6.0 Extracting Fixed Asset Information

Description

This section describes

- Δ How to do on-screen inquiries with regard to Asset Movement History and Depreciation.
- Δ Printing standard reports.

FLEXX takes advantage of the full search abilities of UNIX to allow searches of the data to be done using wild cards, >,<, ranges (~), etc.

Notes

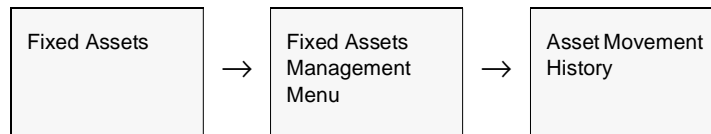
While in find mode, the Fixed Asset Master Table screen can be used to, in conjunction with selection criteria, search the database to respond to all sorts of queries (i.e. all assets at a certain location, all assets of a certain class, all assets by division, all assets in the “ownership” of a certain custodian etc.

6.1 Asset Movement History

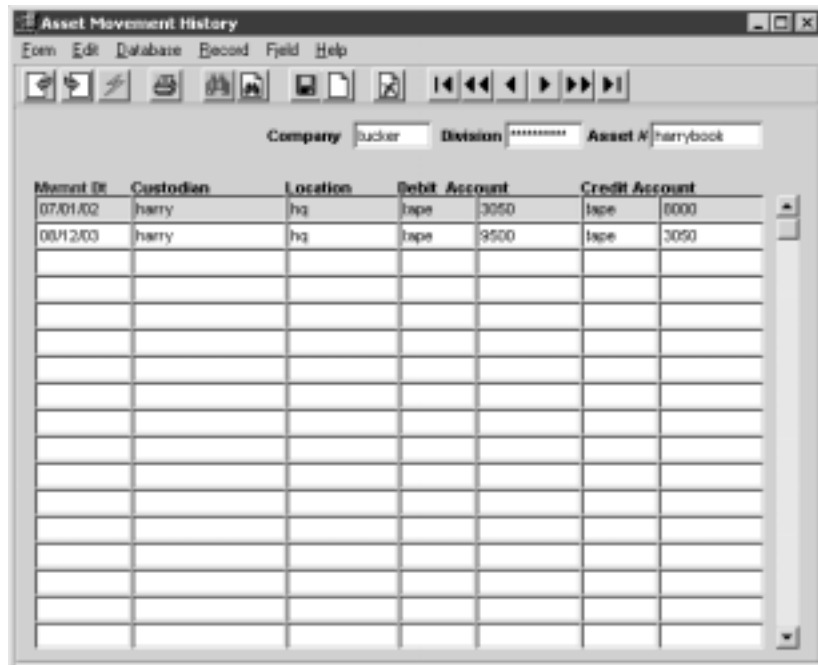
Description

The Asset Movement History form is used as an inquiry screen to review the movements of assets. Such changes as Custodian, Location, or GL Account numbers will be recorded by the Fixed Asset Movement function (Sec. 4.5), and can be displayed on this form.

Select



The Asset Movement History form appears in Find mode. To review an asset's history, enter the search parameters and press <<Find>>



Fields

The following fields appear on the screen.

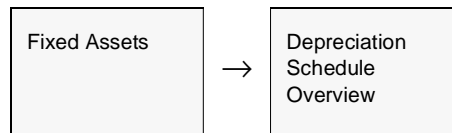
Field	Entry	Default	Reqd
Company	The Company Code of the asset(s) to be moved.	Session Default	Y
Division	The Division Code of the asset(s) to be moved.	Session Default	Y
Asset #	The Fixed Asset Code of the asset that was moved.		Y
Movement Date	The date the Fixed Asset was updated with new information.		Y
Custodian	The custodian assigned to the Asset after the move.		Y
Location	The location of the Asset after the move.		Y
Debit Division & Account Number	The Debit Division and GL Account Number of the Asset after the move.		Y
Credit Division & Account Number	The Credit Division and GL Account Number of the Asset after the move.		Y

6.2 Depreciation Schedule Overview

Description

The Depreciation Overview screen displays, by Asset Number and by Book, the depreciation schedules generated for the particular asset by running the Generate Depreciation Schedule routine. This is a view only screen and no update is allowed. Should it be necessary to change the Debit Division and Account, or the Credit Division and Account after the Generate Depreciation Schedule has been run for an asset, use the Fixed Asset Movement procedure (See Sec. 4.5) or regenerate the depreciation schedule (See Sec. 3.4).

Select



The Depreciation Overview screen appears in Find mode.

The screenshot shows a window titled "Depreciation Overview" with a menu bar (Form, Edit, Database, Record, Field, Help) and a toolbar. The "Company" field is set to "tucker" and the "Book" field is set to "2006". The main table displays depreciation data for Asset # 248, with columns for Method, Period, Dep. Date, GL Period, Disposal, and Amount. Below the table, there are summary fields for Acquisition Value, Deprec. Taken, Salvage Value, and Total, as well as Debit and Credit Account information.

Asset #	Method	Period	Dep. Date	GL Period	Disposal	Amount
248	straight	1	09/01/05	200509	*****	8.33
248	straight	2	10/01/05	200510	*****	8.33
248	straight	3	11/01/05	200511	*****	8.33
248	straight	4	12/01/05	200512	*****	8.33
248	straight	5	01/01/06	200601	*****	8.33
248	straight	6	02/01/06	200602	*****	8.33
248	straight	7	03/01/06	200603	*****	8.33
248	straight	8	04/01/06	200604	*****	8.33
248	straight	9	05/01/06	200605	*****	8.33
248	straight	10	06/01/06	200606	*****	8.33
248	straight	11	07/01/06	200607	*****	8.33
248	straight	12	08/01/06	200608	*****	8.33
248	straight	13	09/01/06	200609	*****	0.04

Acquisition Value	Deprec. Taken	Salvage Value	Total
100.00	0.00	0.00	8.33

Debit Account	Credit Account	Posted	GL Trans
tape 9500	tape 3050	n	*****

Fields

The following fields appear on the screen.

Field	Entry	Default	Reqd
Company	The Company Code for the company that has "ownership" of the assets.	Session Default	Y
Book	The Book Code of the book to be reviewed, or leave blank to see all books.		N
Asset #	The Asset Code of the asset to be reviewed or leave blank to see all asset depreciation schedules.		N
Method	The depreciation method used by the Generate Depreciation Schedule routine.	System Generated	Y
Period	The depreciation period (not GL Period) associated with this entry (i.e. year).	System Generated	Y
Dep. Date	The date generated as a result of running the Generate Depreciation Schedule (See Sec. 3.4). This date is crucial and is used in combination with the GL Transaction Generation routine to assign GL Periods to each depreciation expense record calculated. For example, if I create a new asset, fill in all the book detail information and then generate the depreciation schedule, the schedule is created, however I only have one GL period in existence so far. So the GL Period field has 9612 defined for the first record and null values for the rest. The depreciation dates generated are 12/15/96, 01/01/97, 02/01/97 etc. I now run the GL Transaction Generation routine using Start and End dates of 12/01/96 and 01/10/97. As a result of using this selection range the depreciation date of 01/01/97 which originally had a period with a null value, now has a period of 9612.		
GL Period	The GL Period assigned the depreciation record as a result of using the GL Transaction Generation routine. See preceding example as described under Dep. Date. This may be NULL for entries that have not been processed by the GL generation process.		
Disposal	Displays the date the asset was disposed of. This field is updated when the Fixed Asset Disposal routine is run. (See Sec 4.6).	System Generated	
Amount	The amount of depreciation expense to be recorded for the period. This field can be updated by using the Generate Depreciation Schedule. (See Sec 3.4).	System Generated	Y
Acquisition Value	The initial cost of acquiring the asset.	Fixed Asset Master	N
Depreciation Taken	Provides a running total of the total amount of depreciation expense recorded in the FLEXX General Ledger so far. This total is updated as a result of utilizing the Generate Journal Entries routine. (See Sec 3.5). Total also includes any depreciation expense recorded for this asset before using the FLEXX Fixed Asset module (as recorded on the Fixed Asset Book Detail (See Sec. 3.3)).	System Generated & Fixed Asset Book Detail	Y
Salvage Value	Any known salvage value for this asset.	Fixed Asset Book Detail	N
Total	Value determined by FLEXX based on the Acquisition value entered on the Fixed Asset Master (See Sec 3.0) less any salvage value less any depreciation taken before using the FLEXX Fixed Asset module.	System Generated	Y

Field	Entry	Default	Reqd
Debit Account	The respective FLEXX General Ledger Division Code and Account Number to record the depreciation expense resulting from running the Generate Depreciation Schedule (See Sec 3.4) and GL Transaction Generation (See Sec 3.5). These will be blank for non-posting accounts.		Y
Credit Account	The respective FLEXX General Ledger Division Code and Account Number to record the accumulated depreciation expense resulting from running the Generate Depreciation Schedule (See Sec 3.4) and GL Transaction Generation (See Sec 3.5). These will be blank for non-posting accounts.		Y
Posted	System updated as a result of running the GL Transaction Generation (See Sec 3.5) with "n" signifying that the depreciation expense has not been posted in the FLEXX General Ledger and "p" meaning that it has.	System Generated	Y
GL Trans	GL transaction number updated as a result of running the GL Transaction Generation (See Sec 3.5) to identify the resulting journal entry.	System Generated	Y

6.3 Printing Standard Fixed Asset Reports

Description

Reporting within Fixed Assets is the same as in all FLEXX modules. The kind of reports you can generate depends on which ones your company has set up in the system.

The following table lists the standard Fixed Asset reports:

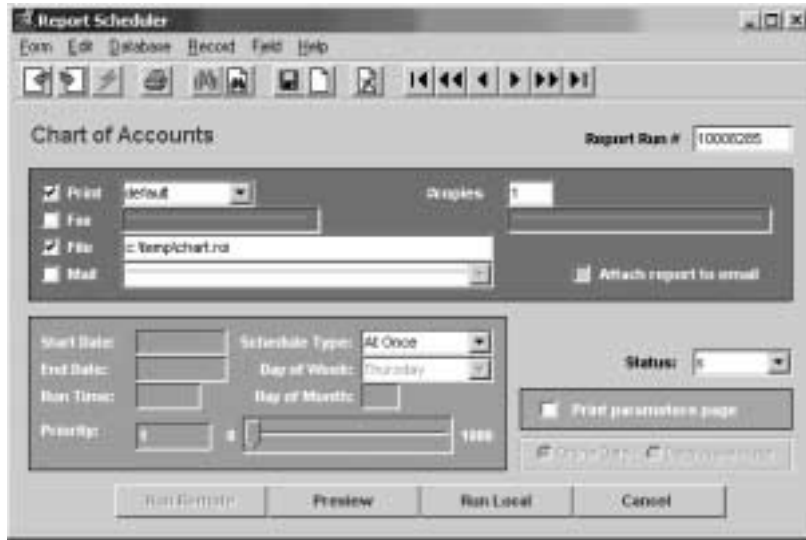
Report Code	Report Title	Description
astmaint	Asset Maintenance Report	Report listing all Fixed Asset maintenance job activity, by Asset code, Date, and Job code.
deprpt1	Depreciation Expense Report by Account Number	Report displays current & year to date depreciation expense, by asset, sorted by GL account number.
displistc	Fixed Asset Disposal Listing	Report lists all assets that have been disposed.
facurvalc	Fixed Asset Current Value Report	Report provides a current value summary of all defined Fixed Assets.
fadist	Fixed Asset Distribution Report	Provides a schedule of fixed asset depreciation expense not yet posted to the FLEXX General Ledger (using GL Transaction Generation) for the posting book only.
fa1ist	Fixed Asset Summary Listing Report	Report provides summary information based upon selection criteria such as class, category, location custodian, etc. for assets currently in use. (i.e. not disposed)
upmaint	Up-Coming Asset Maintenance Report	Report provides a list of all upcoming Asset Maintenance jobs, selected by the Next Maint. Date values specified on the Job header form.

Procedure

To print a Fixed Asset report:

- Δ Select **Report Selection** from the Fixed Asset Menu.
- Δ Position your cursor on the report you want to print.
- Δ << Press Select Report>>. The report selection criteria appears along with the report title and control number.
- Δ Enter the selection criteria. The following table indicates which fields you must enter criteria into to select the report.

Δ <<Press Run Report>> to display the following printing option.



Fields

Enter the following information to print the report.

Field	Entry	Default	Reqd
Print	Select the print box to send the report output to a printer.		Y
Print Device	The printer name. This will be the printer specified as the Default on the User Master for this user.	default	Y
# Copies	Enter the number of copies of the report desired.	1	Y
Fax	Select the fax box to fax the report. This functionality only works if fax software has been installed and configured to FLEXX specifications.		Y
Fax Number	Enter the fax telephone number.		Y
File	Select the file box to send the report output to a file, otherwise leave blank. This file can be used to reprint the report at any time.		Y
File Name	The user-defined name of the file to send the output to. Your System Administrator sets up this field.	System Generated	
Mail	Select the Mail box to have the report server send you an e-mail on print completion. This functionality only works when reports are being "scheduled".	User Master	N
Mail Address	The e-mail address to be used.	User Master	
Attach report to email	Select this box to have the report "rox" file sent to the designated e-mail address as an attachment. If Actuate is loaded the report can then be viewed or printed.		
The following fields are only active (lit) if the FLEXX Report Server is installed and active.			

Field	Entry	Default	Reqd
Start Date	The date to start the printing schedule for this report.	Session Default	Y
End Date	The date when the print schedule is to end.	Session Default	Y
Run Time	The time of day when the print schedule is to be started.	Internal Time Clock	Y
Priority	The scheduling priority. Once the report scheduler has determined which reports are eligible to be run for the specified date or time, they are then prioritized with 1000 being the highest and 0 the lowest priority.	1	
Schedule Type	The type of schedule to use; can be: <ul style="list-style-type: none"> • At Once – to be run immediately. This is the only option for Preview or Run Local. • Run Once – run only once (no repeats). • Daily – run schedule each day for the period entered. • Weekly – run the schedule once a week. • Monthly – run the schedule once a month 	At Once	
Day of Week	The day of the week the report is to be scheduled.	Session Default	
Day of Month	The month date the report is to be scheduled. Note that when defining the Day of Week or Day of Month settings, only one or the other can be set. FLEXX will enter the other corresponding value to match.	Session Default	
Status		s	
Print Parameters Page	Select this box to have a cover sheet printed with the report, displaying the selection criteria used to produce the report. This can be controlled with the Application Control variable <i>parampage</i> setting.	marked	
Buttons			
Run Remote	Press this button to send the report to the Report Scheduler to be printed.		
Preview	Press this button to preview the report only. It can be printed from the preview screen.		
Run Local	Press this button to print the report on the local printer (i.e. not schedule the printing)		
Cancel	Press Cancel to cancel the operation. This is the same as pressing <<Previous Form>>. It will not cancel printing if the report has already been sent to the printer or scheduler.		

7.0 Integration With Purchasing & Receiving

Description

Fixed Assets Master and Book Detail can be automatically loaded when receiving PO detail and transferring to voucher. *For more details see Purchasing & Receiving Section 3.5, Purchase Order Transaction Detail.*

The source of various fields on Fixed Assets Master and Detail is summarized below:

Fixed Assets Master

Destination Field	Source Field
Asset Code	System Autogen
Description	Description of Purchase Order
Location	Warehouse of Purchase Order
Acquisition Date	Received Date of Purchase Order
Start Depreciation Date	Received Date of Purchase Order
PO Number	PO Number
Vendor	Vendor of Purchase Order
Serial Number	Serial Number if entered on receiving
Category	Application Control Table
Debit Account	Depreciation Category
Asset Account	SKU GL Code Expense Account
Credit Account	Depreciation Category

Fixed Assets Book Detail

Destination Field	Source Field
Method	Application Control Table
Book	Posting Book
Depreciable Periods	Journal Table & Depreciation Method