



# FAVORITE FIXED ASSET FEATURES

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# AGENDA

## Asset General Information

- Auto-Generate Next Asset ID
- Asset Suffix
- Master Asset ID
- Purchase Button
- Auto Add Book Info

# AGENDA

## Transactions

- Projections
- Depreciation and Reversing
- Using Asset Groups
- Retirements
- Intercompany Transfer
- GL Posting

# AGENDA

## Reports

- Fixed Asset to General Ledger Reconciliation
- Depreciation Detail
- SmartLists

## Inquiry

- Financial Detail Inquiry
- Fixed Asset Batch Inquiry

# AUTO-GENERATE NEXT ASSET ID

Financial > Setup > Fixed Assets > Company

Fixed Assets Company Setup

File Edit Tools Help sa Fabrikam, Inc. 4/12/2017

<b>Corporate Book</b>	INTERNAL
Description	Internal

Auto Generate Next Asset ID  
**Next Asset ID** 2017-004

Options

- Require Asset Account
- Auto Add Book Info
- User Data Auto Format
- Default Asset Label from Asset ID
- Validate Custodian
- Allow Reporting Ledgers
- Reset History in Detail
- Post In Detail

Purchasing Options

- Post PM through to FA
- Post POP through to FA
  - by Account
  - by Receipt Line
- Include Matching Invoices
- Delete Purchasing Transactions Immediately

Accounts User-Defined

OK Clear

# ASSET SUFFIX

Financial > Cards > Fixed Assets > General

Asset General Information

File Edit Tools View Help sa Fabrikam, Inc. 4/12/2017

Save Clear Purchase

Purchases

<b>Asset ID</b>	2017-002	1	Status	Active
<b>Description</b>	2017 Ford Fusion Hybrid			
Extended Description	Ford Fusion			
Short Name				
Master Asset ID				
<b>Class ID</b>	AUTO	<b>Acquisition Date</b>	2/1/2017	
<b>Type:</b>	New	Currency ID		
<b>Property Type:</b>	Personal	Acquisition Cost	\$29,000.00	
<a href="#">Account Group ID</a>				
<a href="#">Physical Loc ID</a>		<a href="#">Location ID</a>	CT	
Asset Label		<b>Quantity</b>	1	
<a href="#">Structure ID</a>		Last Maintenance		
<a href="#">Custodian</a>		Date Added	2/1/2017	
Manufacturer Name				

Auto Add Book Info

by Asset ID

# MASTER ASSET ID

Financial > Cards > Fixed Assets > General

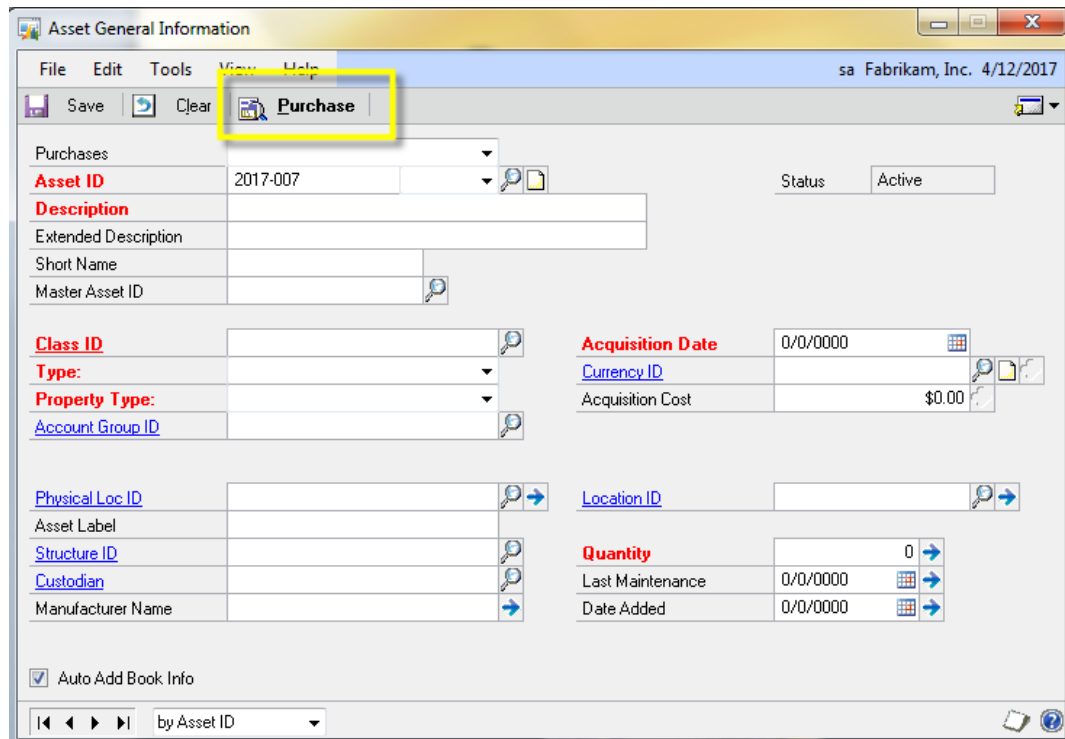
The screenshot displays the 'Asset General Information' window for 'sa Fabrikam, Inc.' dated 4/12/2017. The window contains the following fields and values:

Purchases	2017-006	1	Status	Active
<b>Asset ID</b>	2017-006	1		
<b>Description</b>	12 Conference Room Chairs			
Extended Description	12 Conference Room Chairs			
Short Name	Chairs			
<b>Master Asset ID</b>	2017-005-001			
<b>Class ID</b>	FURN	<b>Acquisition Date</b>	2/1/2017	
<b>Type</b>	New	Currency ID	Z-US\$	
<b>Property Type</b>	Personal	Acquisition Cost	\$10,000.00	
<b>Account Group ID</b>				
<b>Physical Loc ID</b>	BIRGE PARK ROAD	<b>Location ID</b>	CT	
Asset Label		<b>Quantity</b>	1	
<b>Structure ID</b>		Last Maintenance	0/0/0000	
<b>Custodian</b>		Date Added	2/1/2017	
Manufacturer Name				

Additional options include 'Auto Add Book Info' (unchecked) and a search filter set to 'by Asset ID'.

# PURCHASE BUTTON

Financial > Cards > Fixed Assets > General





# AUTO ADD BOOK INFO

Financial > Setup > Fixed Assets > Book

Book Setup

File Edit Tools Help sa Fabrikam, Inc. 4/12/2017

Save Clear Delete

**Book ID** INTERNAL

Description Internal

Calendar ID DEFAULT

**Current Fiscal Year** 2017

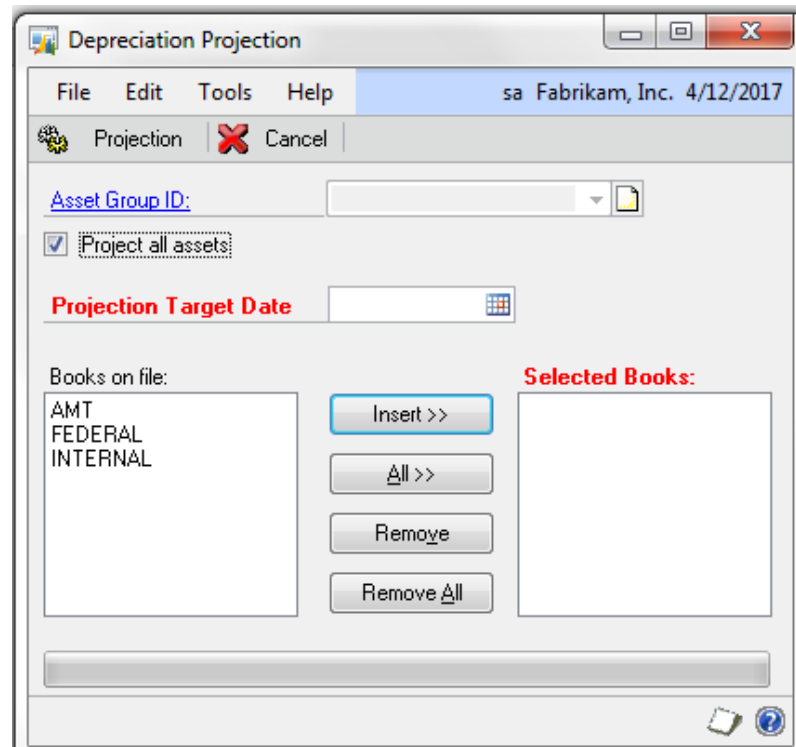
**Depreciation Period** Periodic

Auto Add Book Info

by Book ID

# PROJECTIONS

Financial > Routines > Fixed Assets > Projections



# DEPRECIATION & REVERSING

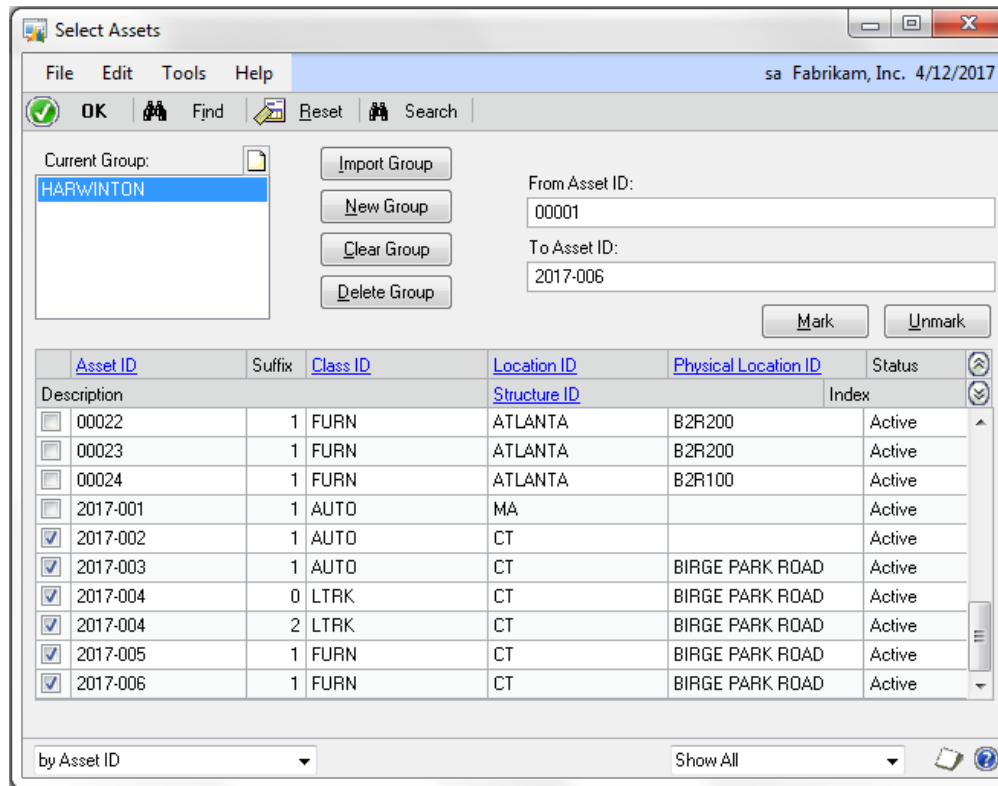
Financial > Routines > Fixed Assets > Depreciate

The screenshot shows a window titled "Depreciation Process Information" with a menu bar (File, Edit, Tools, Help) and a title bar indicating the user is "sa Fabrikam, Inc." on "4/12/2017". The window contains the following elements:

- A toolbar with a "Depreciate" button (with a gear icon) and a "Cancel" button (with a red X icon).
- An "Asset Group ID:" field with a dropdown arrow and a help icon.
- Two checkboxes: "Depreciate all assets" (checked) and "Reverse depreciation" (unchecked).
- A "Depreciation Target Date" field with a calendar icon.
- Two list boxes: "Books on file:" containing "AMT", "FEDERAL", and "INTERNAL"; and "Selected Books:" which is currently empty.
- Four buttons between the list boxes: "Insert >>", "All >>", "Remove", and "Remove All".
- A scrollbar at the bottom of the dialog.
- Standard window control buttons (minimize, maximize, close) in the top right corner.

# USING ASSET GROUPS

Financial > Transactions > Fixed Assets > Select Assets



# RETIREMENTS

Financial > Transactions > Fixed Assets > Retire

Retirement Maintenance

File Edit Tools Help sa Fabrikam, Inc. 4/12/2017

Retire Clear Cancel

Asset ID: 2017-001 1 2017 Honda Civic

Retirement Date: 00000000 Retirement Event: 2

Retirement Type: [Dropdown]

Retirement Code: [Field] Currency ID: Z-US\$

Quantity	Cost	Percent	Cash Proceeds	Non-Cash Proceeds	Expenses of Sale
Originating Amounts					
0	\$0.00	100.00%	\$0.00	\$0.00	\$0.00
0	\$0.00	0.00%	\$0.00	\$0.00	\$0.00

0 \$0.00 100.00%

by Asset ID

# INTERCOMPANY TRANSFER

Financial > Transactions > Fixed Assets > Intercompany Transfer

**Fixed Asset Intercompany Transfer**

File Edit Tools Help sa Fabrikam, Inc. 4/12/2017

Transfer Clear Cancel

**Company ID** [ ]

Transfer Event [ ]

Partial Transfer

Cost \$0.00  
 Quantity 0  
Percent 100.00%

Create new asset ID for destination company record

**Destination Company Asset Setup**

<b>Class ID</b>	[ ]
Physical Location ID	[ ]
Structure ID	[ ]
<b>Account Group ID</b>	[ ]
Location ID	[ ]
Master Asset ID	[ ]

**Originating Company Asset Retirement**

Retirement Event	[ ]
<b>Currency ID</b>	Z-US\$
Cash Proceeds	\$0.00
Non-Cash Proceeds	\$0.00
Expense of Sale	\$0.00

**Spread Options:**

- Use this amount for each Asset
- Average evenly over each Asset
- As a percentage of Corporate Cost
- As a percentage of Corporate Net Book

# GL POSTING

Financial > Routines > Fixed Assets > GL Posting

Fixed Assets General Ledger Posting

sa Fabrikam, Inc. 4/12/2017

Process Save Post Delete

Batch ID: FAT17X000000000 Book ID: INTERNAL

Posting Date: 4/12/2017

Reference:

Select: Period  All  From:  To:

Restrictions:

Insert >> Remove

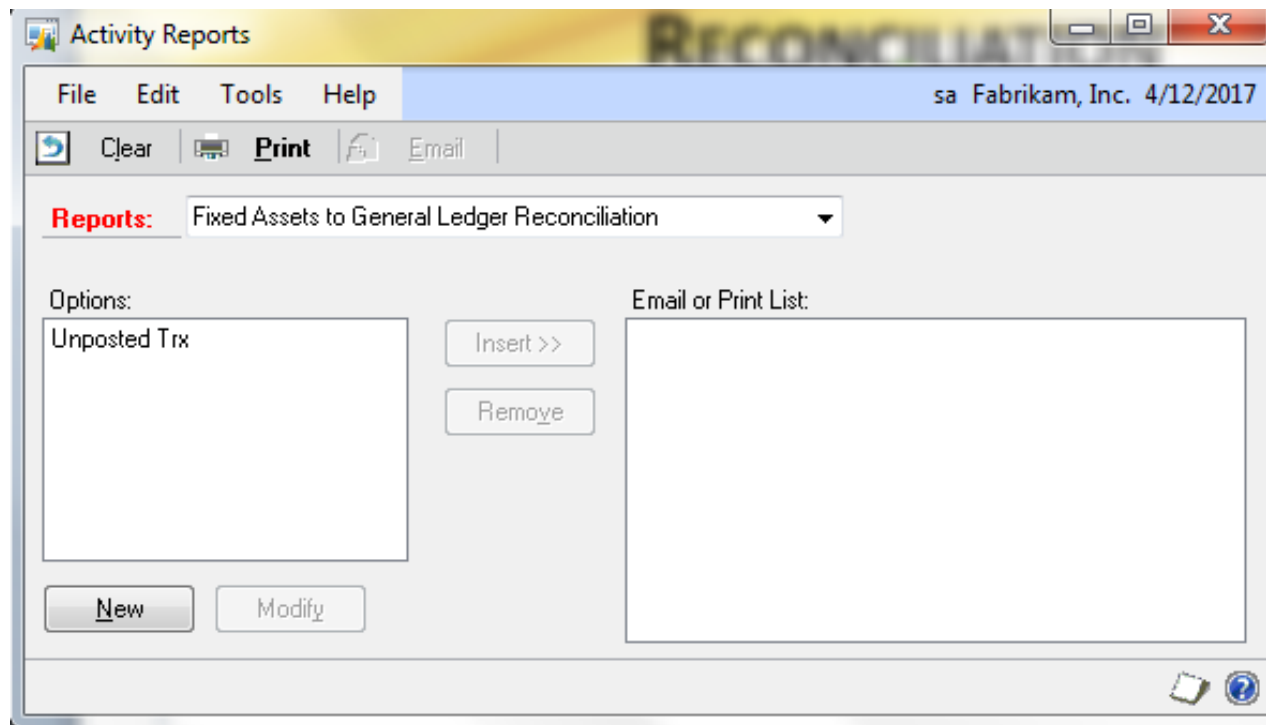
Asset ID	Source Doc	Account	Debit	Credit
Year-Period	Trx. Acct Type	Description		Distribution Reference
Totals:				

Totals:



# FIXED ASSETS TO GENERAL LEDGER RECONCILIATION

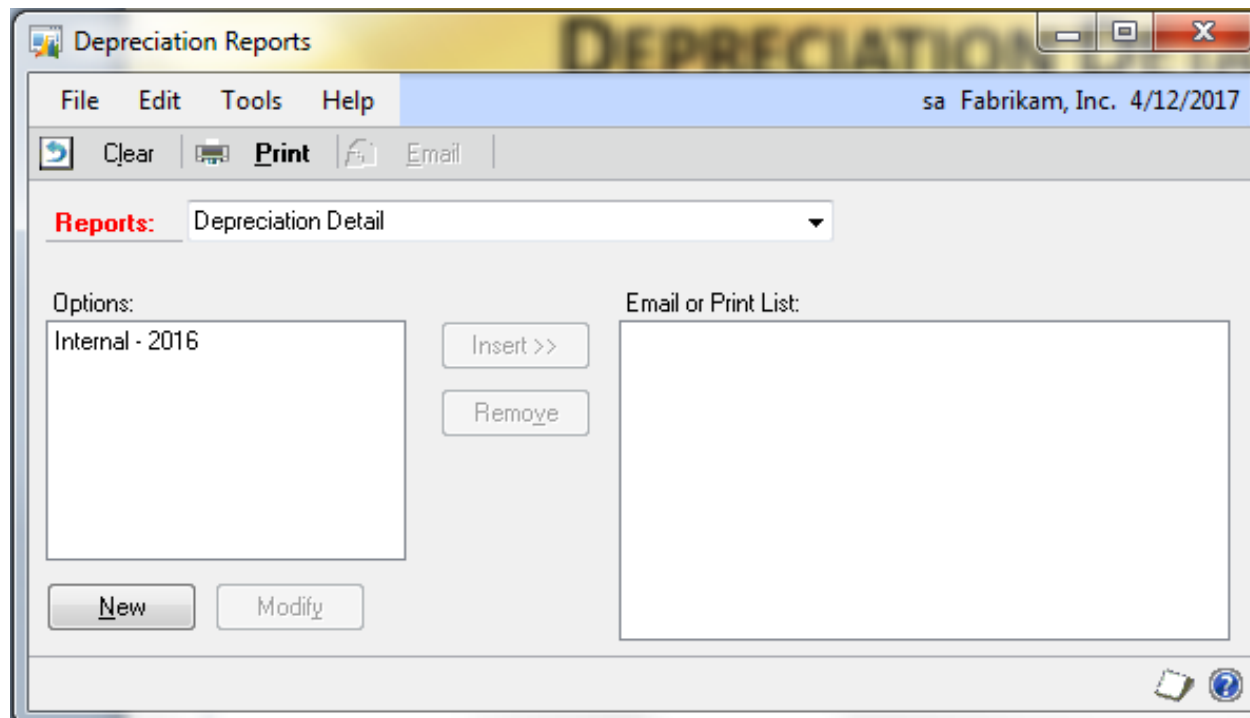
Financial > Reports > Fixed Assets > Activity





# DEPRECIATION DETAIL

Financial > Reports > Fixed Assets > Depreciation



# FINANCIAL DETAIL INQUIRY

Financial > Inquiry > Fixed Assets > Financial  
Detail

The screenshot shows the 'Financial Detail Inquiry' window for 'sa Fabrikam, Inc. 4/12/2017'. The window includes a menu bar (File, Edit, Tools, Additional, Help), a toolbar (OK, Find, Redisplay), and search fields for Asset ID (2017-002) and Book ID (INTERNAL). The main area contains filters for Period (2014-000), Transaction Account Type (All Types), and Source Doc. (All Documents). A table displays transaction details for the asset.

FA Period	Batch Number	Transaction Acct. Type	Trans. Date	Src Doc.	Amount
2017-002	FATR00000004	Cost	4/17/2013	FAADD	\$29,000.00
2017-002	FATR00000004	Clearing	4/17/2013	FAADD	(\$29,000.00)
2017-002	FATR00000005	Depreciation	5/7/2013	FADEP	\$483.33
2017-002	FATR00000005	Reserve	5/7/2013	FADEP	(\$483.33)
2017-003	FATR00000006	Depreciation	5/7/2013	FADEP	\$483.33
2017-003	FATR00000006	Reserve	5/7/2013	FADEP	(\$483.33)
2017-004		Depreciation	12/4/2013	FADEP	\$483.33
2017-004		Reserve	12/4/2013	FADEP	(\$483.33)
2017-005		Depreciation	12/4/2013	FADEP	\$483.33

# FIXED ASSET BATCH INQUIRY

Financial > Inquiry > Fixed Assets > Batches

Asset ID	Source Doc	Account	Debit	Credit
00001-001	FADEP	000 -6200 -00	\$11.90	\$0.00
00001-001	FADEP	000 -1505 -00	\$0.00	\$11.90
00002-001	FADEP	000 -6200 -00	\$14.29	\$0.00
00002-001	FADEP	000 -1505 -00	\$0.00	\$14.29
00003-001	FADEP	000 -6200 -00	\$7.74	\$0.00
00003-001	FADEP	000 -1505 -00	\$0.00	\$7.74
00004-001	FADEP	000 -6230 -00	\$709.17	\$0.00
00004-001	FADEP	000 -1535 -00	\$0.00	\$709.17
00006-001	FADEP	000 -6210 -00	\$25.00	\$0.00
00006-001	FADEP	000 -1515 -00	\$0.00	\$25.00
00007-001	FADEP	000 -6210 -00	\$6.67	\$0.00
Totals:			\$4,896.10	\$4,896.10

# THANK YOU FOR ATTENDING

Questions?

Don't forget to fill out your evaluation form