

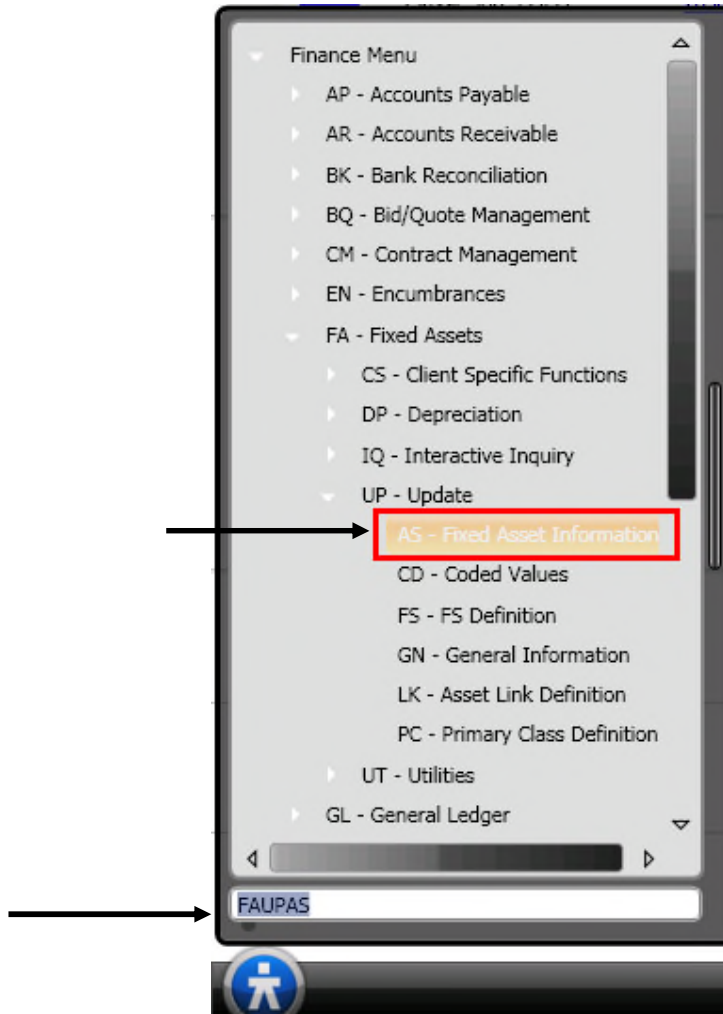
1.1 Fixed Assets Guide

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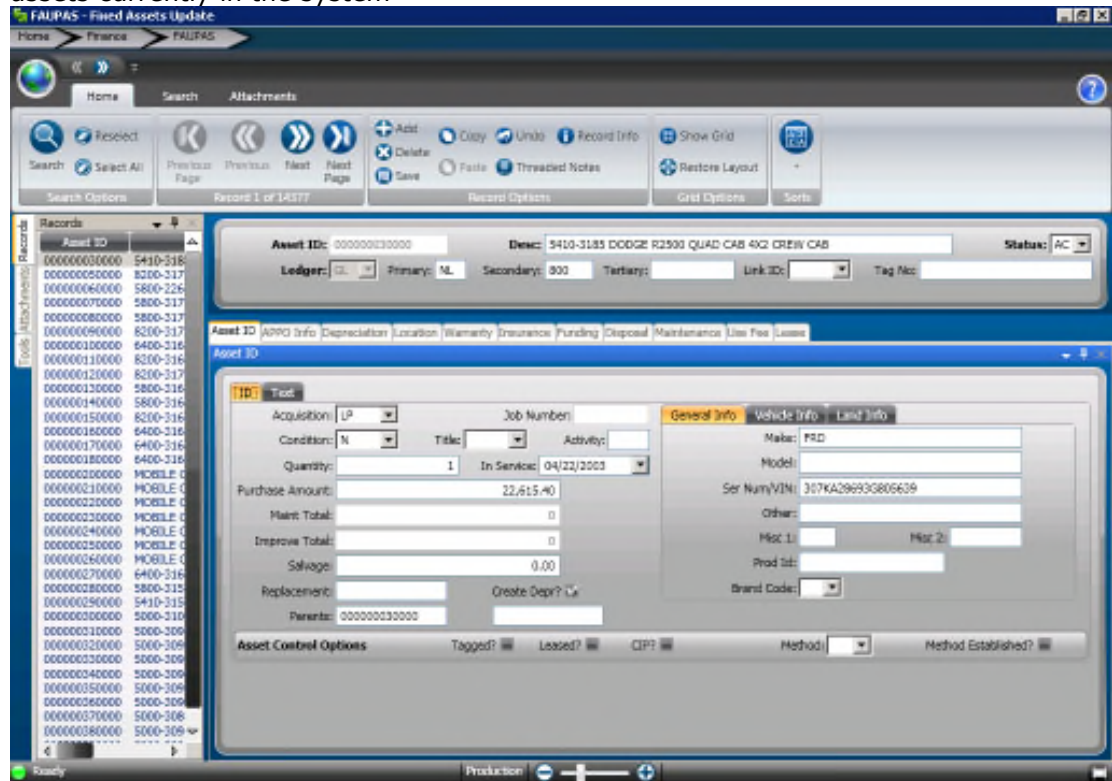
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Section 1: Fixed Asset Screen-FAUPAS

Type **FAUPAS** in the command line and click on the **AS- Fixed Asset Information** link to launch the FAUPAS screen




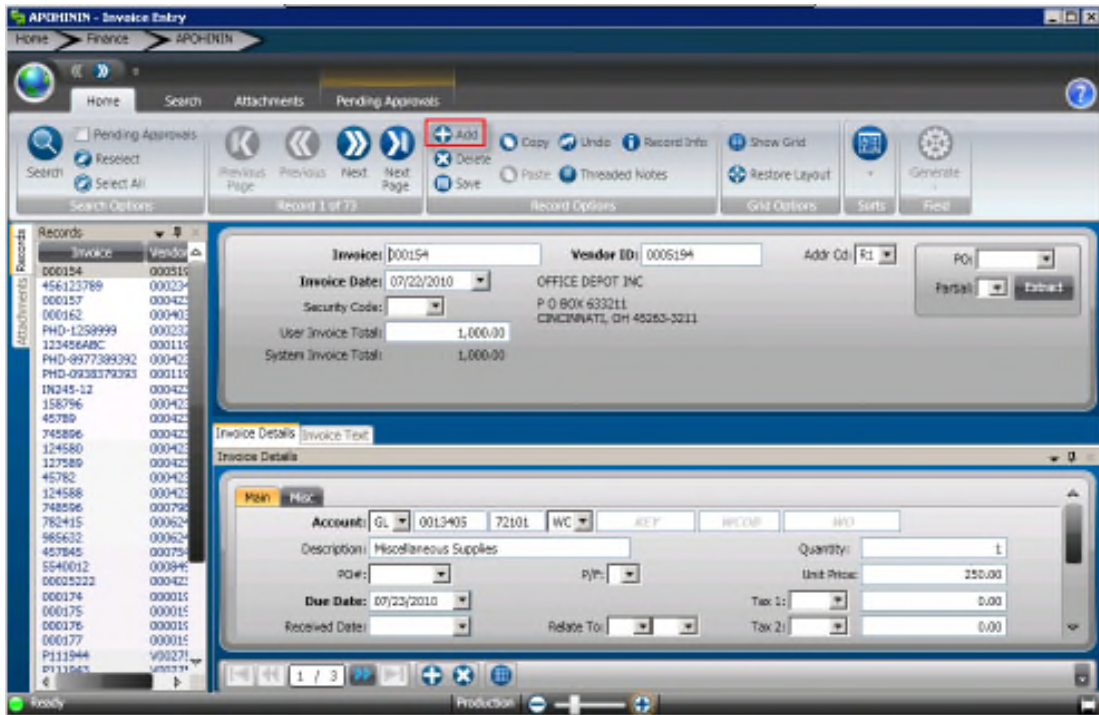
The FAUPAS screen displays in Browse mode & the record list will show all fixed assets currently in the system



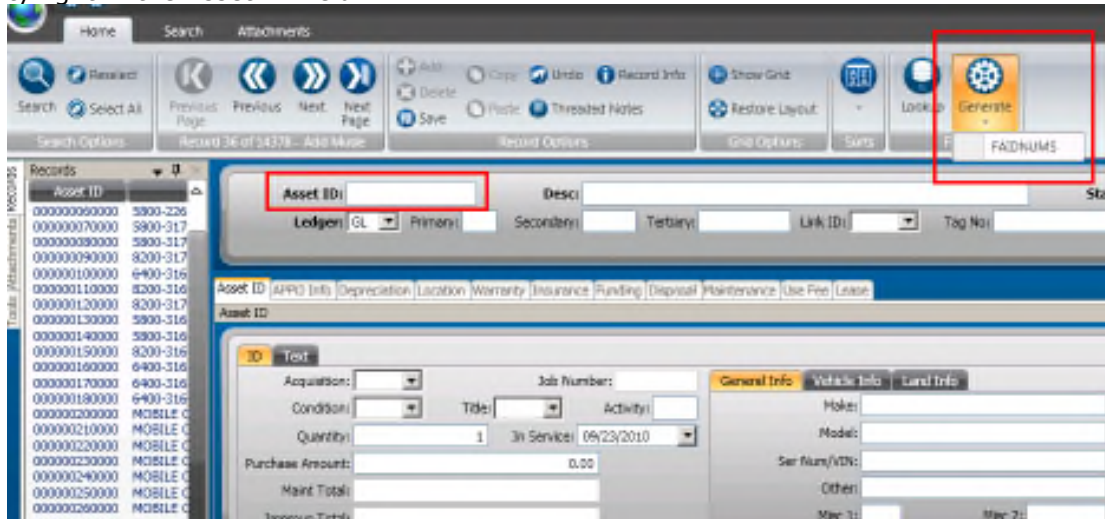
(1) Click on **Maximize** 

Section 2: Creating a Fixed Asset

(1) **Add**-Click on the Add button  to create a **NEW** asset on the top ribbon bar



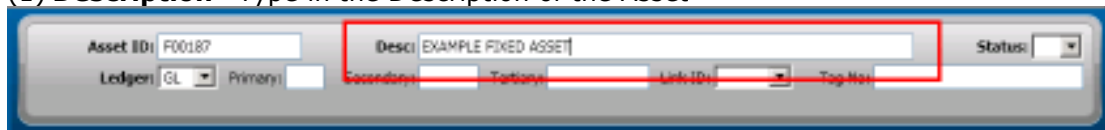
(1) **Asset ID** – The system will assign the next available number. Click on the Fixed Asset field then the click on the “Generate” button from the Ribbon Bar. Select the FAIDNUMS to assign the number. Or you can manually assign the number by simply typing it in the Asset ID field.




(1) Click on the  Button

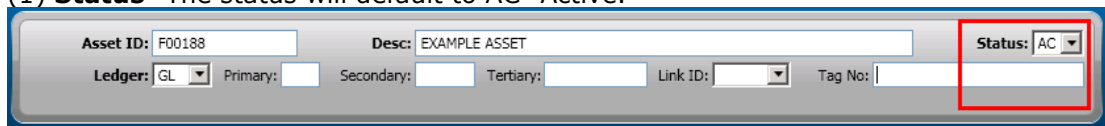
(2) Then click on 

(1) **Description**– Type in the Description of the Asset

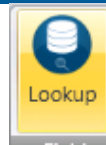
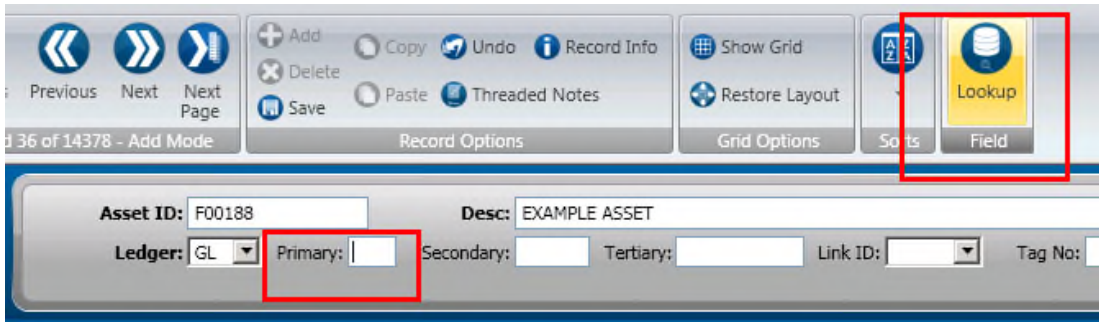


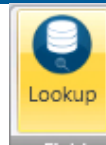
(1) Type in the 

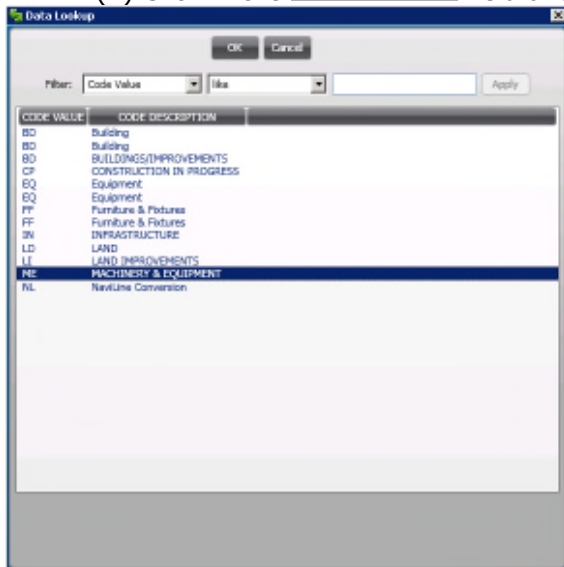
(1) **Status**- The status will default to AC- Active.



(1) **Primary Code**- Click in the Primary Code field then click on the Lookup icon from the Ribbon Bar



(1) Click in the Primary: field and then click on  Button



Select the appropriate Code by highlighting it and clicking OK. Double clicking will also pull the code back into the record

Repeat these steps to lookup the Secondary and Tertiary Codes

(1) **Tag No-** If there is a tag number then enter it in the Tag No field.

Asset ID: P00188 Desc: EXAMPLE ASSET Status: AC
 Ledger: GL Primary: ME Secondary: 045 Tertiary: GRANT Link ID: Tag No:

(1) Enter in the Tag No: 9875554

Asset ID – Fill in fields that correspond with your business practices

Asset ID AP PO Info Depreciation Location Warranty Insurance Funding Disposal Maintenance Use Fee Lease
 Asset ID
 ID Text
 Acquisition: Job Number: General Info Vehicle Info Land Info
 Condition: Title: Activity:
 Quantity: 1 In Service: 09/23/2010
 Purchase Amount: 0.00
 Maint Total:
 Improve Total:
 Salvage: 0.00
 Replacement: Create Depr?
 Parents:
 Asset Control Options Tagged? Leased? CIP? Method: Method Established?

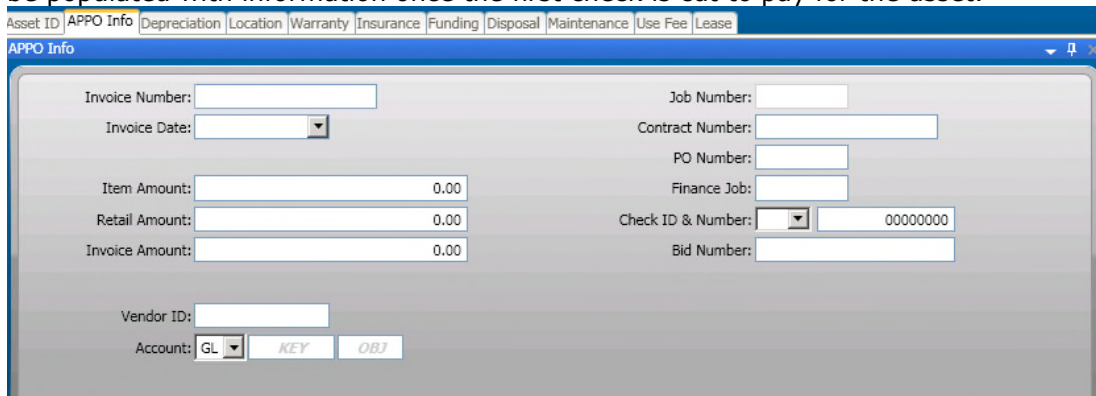
In Service: 09/23/2010

(1) **In Service-** This will default to the current date

(1) **Purchase Amount-** Enter in the Purchase Amount of the Asset. If the Asset was created with the PO to AP interface this will be populated automatically.

Purchase Amount: 0.00

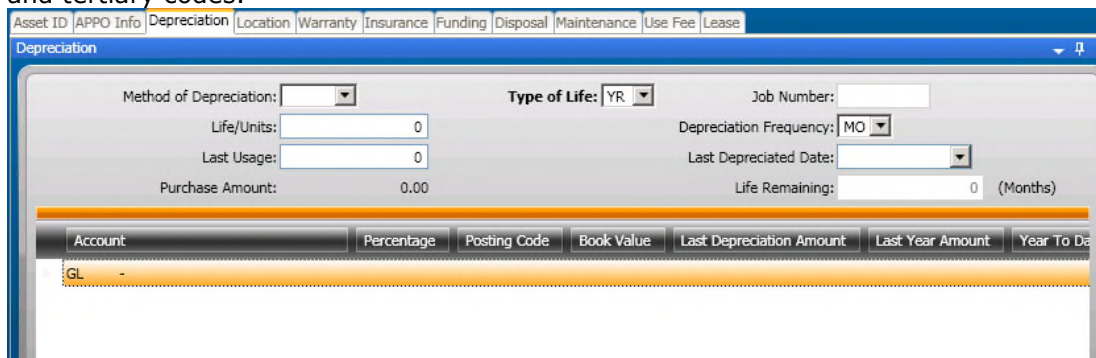
APPO Info - If the asset was created through the PO to FA interface then this tab will be populated with information once the first check is cut to pay for the asset.



The screenshot shows the 'APPO Info' tab with the following fields:

- Invoice Number:
- Invoice Date:
- Item Amount: 0.00
- Retail Amount: 0.00
- Invoice Amount: 0.00
- Vendor ID:
- Account: GL KEY OBJ
- Job Number:
- Contract Number:
- PO Number:
- Finance Job:
- Check ID & Number: 00000000
- Bid Number:

Depreciation - If depreciation is used fill in corresponding fields. This can also be filled in automatically if this has been configured based off of the primary, secondary, and tertiary codes.

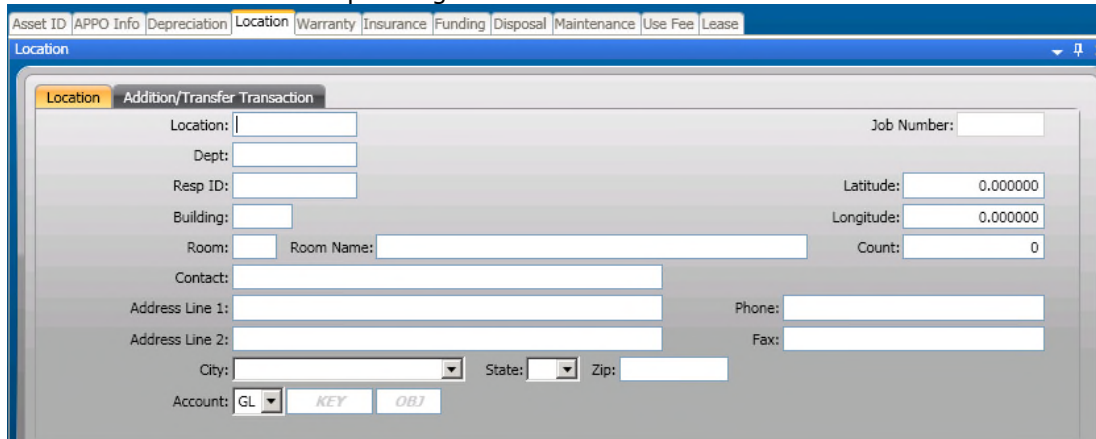


The screenshot shows the 'Depreciation' tab with the following fields:

- Method of Depreciation:
- Life/Units: 0
- Last Usage: 0
- Purchase Amount: 0.00
- Type of Life: YR
- Job Number:
- Depreciation Frequency: MO
- Last Depreciated Date:
- Life Remaining: 0 (Months)

Account	Percentage	Posting Code	Book Value	Last Depreciation Amount	Last Year Amount	Year To Date
GL -						

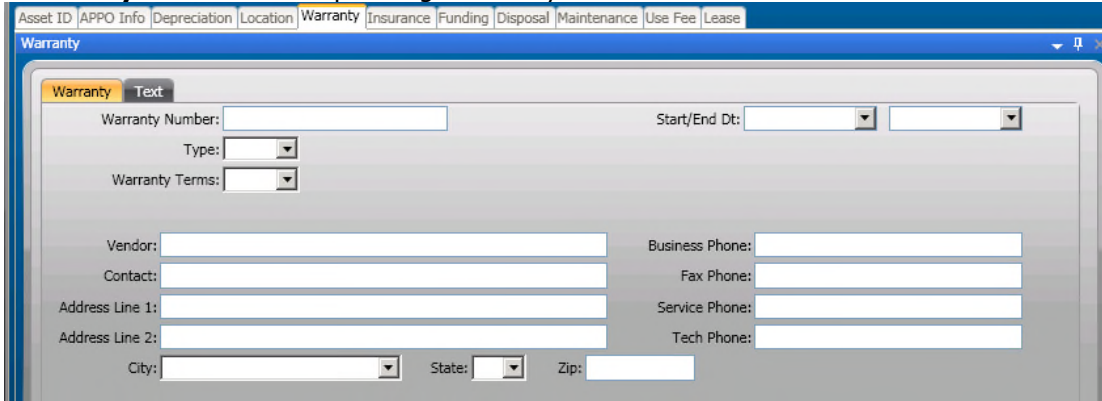
Location - Enter in corresponding Location Information



The screenshot shows the 'Location' tab with the following fields:

- Location:
- Dept:
- Resp ID:
- Building:
- Room: Room Name:
- Contact:
- Address Line 1:
- Address Line 2:
- City: State: Zip:
- Account: GL KEY OBJ
- Job Number:
- Latitude: 0.000000
- Longitude: 0.000000
- Count: 0
- Phone:
- Fax:

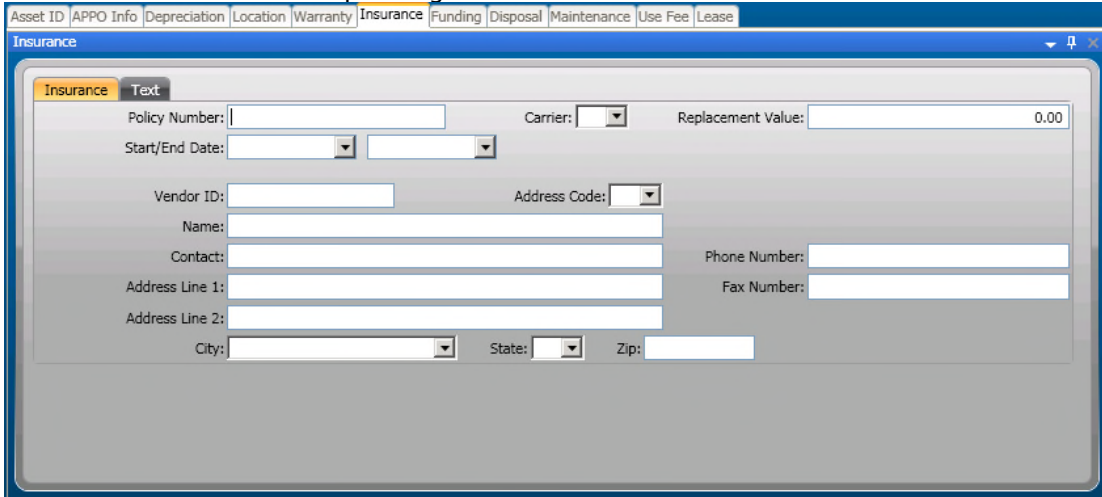
Warranty-Enter in corresponding Warranty Information



The screenshot shows the 'Warranty' tab in a software application. The interface includes a navigation bar with tabs for Asset ID, APPO Info, Depreciation, Location, Warranty, Insurance, Funding, Disposal, Maintenance, Use Fee, and Lease. The 'Warranty' tab is active. The form contains the following fields:

- Warranty Number: [Text Input]
- Start/End Dt: [Date Picker]
- Type: [Dropdown]
- Warranty Terms: [Dropdown]
- Vendor: [Text Input]
- Business Phone: [Text Input]
- Contact: [Text Input]
- Fax Phone: [Text Input]
- Address Line 1: [Text Input]
- Service Phone: [Text Input]
- Address Line 2: [Text Input]
- Tech Phone: [Text Input]
- City: [Dropdown]
- State: [Dropdown]
- Zip: [Text Input]

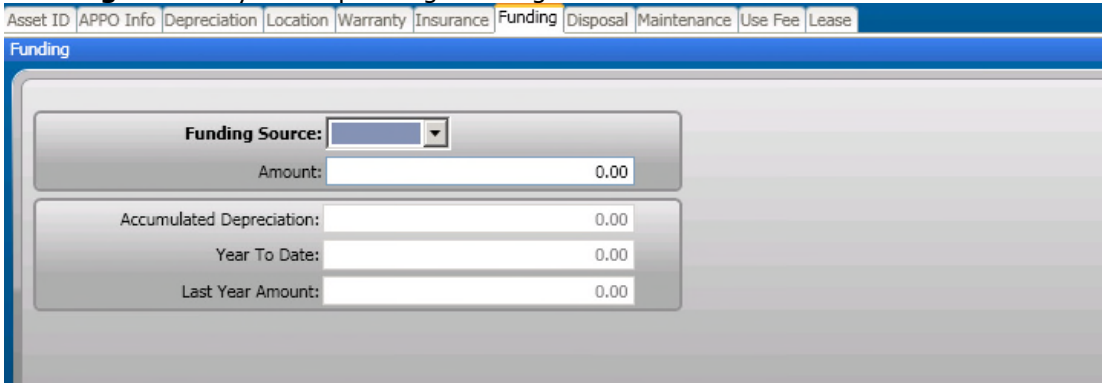
Insurance-Enter in corresponding Insurance Information



The screenshot shows the 'Insurance' tab in the software application. The interface includes a navigation bar with tabs for Asset ID, APPO Info, Depreciation, Location, Warranty, Insurance, Funding, Disposal, Maintenance, Use Fee, and Lease. The 'Insurance' tab is active. The form contains the following fields:

- Policy Number: [Text Input]
- Carrier: [Dropdown]
- Replacement Value: [Text Input] 0.00
- Start/End Date: [Date Picker]
- Vendor ID: [Text Input]
- Address Code: [Dropdown]
- Name: [Text Input]
- Contact: [Text Input]
- Phone Number: [Text Input]
- Address Line 1: [Text Input]
- Fax Number: [Text Input]
- Address Line 2: [Text Input]
- City: [Dropdown]
- State: [Dropdown]
- Zip: [Text Input]

Funding-Enter any corresponding Funding Information



The screenshot shows the 'Funding' tab in the software application. The interface includes a navigation bar with tabs for Asset ID, APPO Info, Depreciation, Location, Warranty, Insurance, Funding, Disposal, Maintenance, Use Fee, and Lease. The 'Funding' tab is active. The form contains the following fields:

- Funding Source: [Dropdown]
- Amount: [Text Input] 0.00
- Accumulated Depreciation: [Text Input] 0.00
- Year To Date: [Text Input] 0.00
- Last Year Amount: [Text Input] 0.00

Disposal-Enter any corresponding Disposal Information

Asset ID | APPO Info | Depreciation | Location | Warranty | Insurance | Funding | Disposal | Maintenance | Use Fee | Lease

Disposal

Disposal: Text Disposal Transaction

Disposal Date: [] Sale Price: [0.00] Job Number: []

Disposal Method: [] Mileage: [0] Authorization for Retirement: []

Disposed to Type: []

Vendor: []

Contact: [] Phone Number: []

Address Line 1: [] Fax Number: []

Address Line 2: []

City: [] State: [] Zip: []

Maintenance-Enter any corresponding Maintenance Information

Asset ID | APPO Info | Depreciation | Location | Warranty | Insurance | Funding | Disposal | Maintenance | Use Fee | Lease

Maintenance

Maintenance: Text

Increased Efficiency? Increased Capacity? Increase Value?

Maint/Improv ID: [] Job Number: []

Description: [] Date: []

Category: [] Method: [] Type: [I]

Work Order: [] Amount: [0.00]

Last Depr Date: [] Mileage: [0]

Last Depr Amount: [0.00] Life: [0] Life Type: []

Life Remaining: [0] Book Value: [0.00]

Accumulated Amount: [0.00]

Account: GL [] KEY [] OBJ []

Use Fee-Enter any corresponding Use Fee Information

Asset ID | APPO Info | Depreciation | Location | Warranty | Insurance | Funding | Disposal | Maintenance | Use Fee | Lease

Use Fee

Percentage: [] Job Number: []

Starting Date: [] Frequency: []

Post Code: []

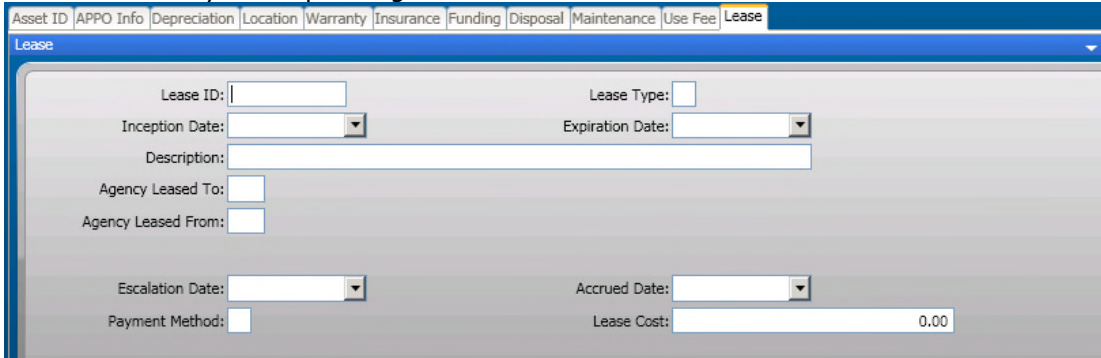
Last Amount: [0.00] Accumulated Amount: [0.00]

Last Date: [] Last Year Amount: [0.00]

Year To Date Amount: [0.00]

Account: GL [] KEY [] OBJ []

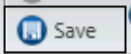
Lease-Enter any corresponding Lease Information



The screenshot shows a software interface for entering lease information. At the top, there is a navigation bar with tabs for Asset ID, APPO Info, Depreciation, Location, Warranty, Insurance, Funding, Disposal, Maintenance, Use Fee, and Lease. The 'Lease' tab is selected. Below the navigation bar, the form contains the following fields:

- Lease ID:
- Lease Type:
- Inception Date:
- Expiration Date:
- Description:
- Agency Leased To:
- Agency Leased From:
- Escalation Date:
- Accrued Date:
- Payment Method:
- Lease Cost:

Saving the Record

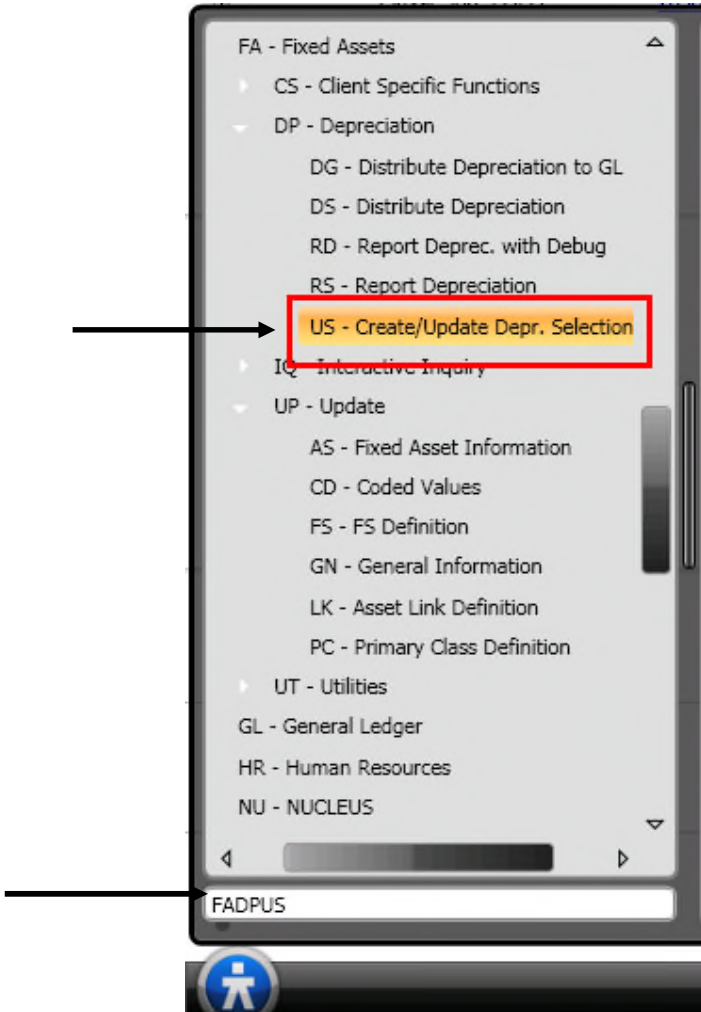
At this time pressing the save  button will save the fixed asset. Any time a change is made to the asset remember to save it.

Section 3: Depreciation Process

Fixed Assets Depreciation is a 3 step process


- (1) Create Depreciation Selection- **FADPUS**
- (2) Report Depreciation- **FADPRS**
- (3) Distribute Depreciation- **FADPDS**

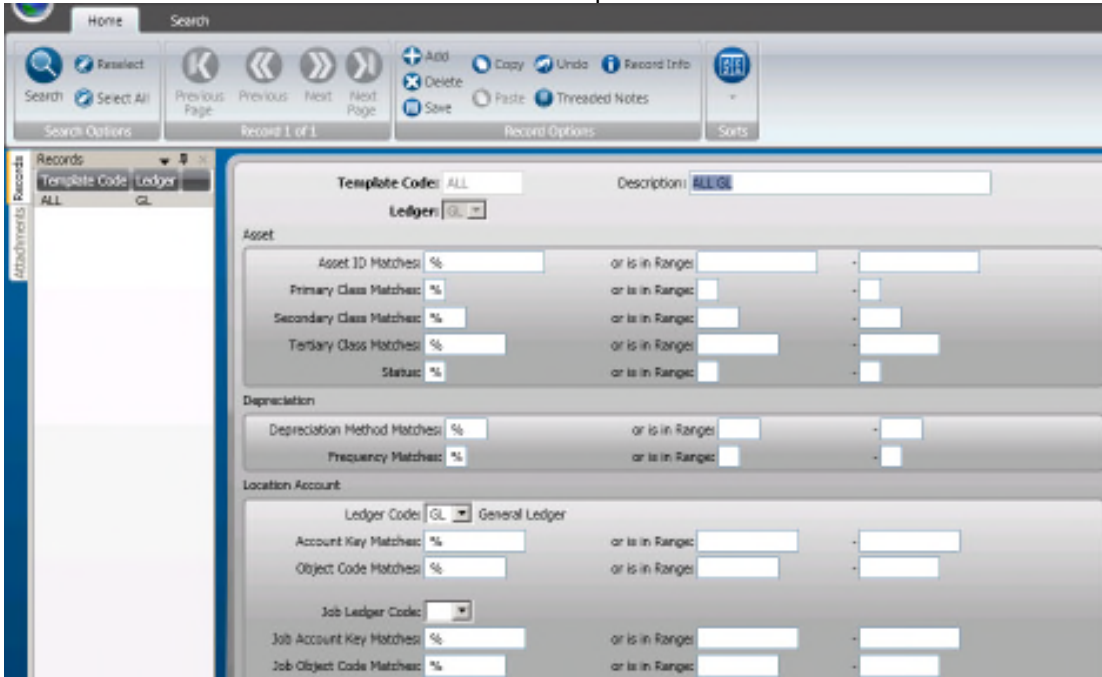
Type **FADPUS** in the command line and click on the **US-** Create/Update Depr. Selection
Selection launch the FADPUS screen



Creating Depreciation Templates-FADPUS

(1) FADPUS- Create/Update Depreciation Selection

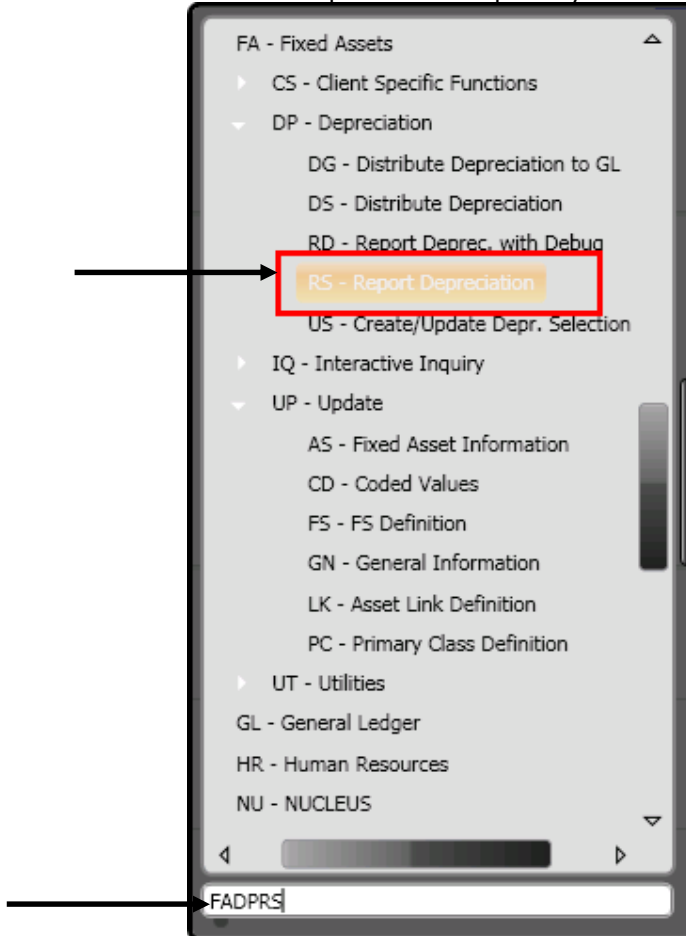
A template must be created in order for the depreciation selection to be run. Depreciation can be run by multiple options. Once the template has been created click on the save  button to save the template.



Depreciation Report-FAUPRS

(2) FADPRS- Report Depreciation

Run the Depreciation Report by launching **FADPRS**



(1) Enter in the Template Code in the Selection Criteria Template field and then Click on the Submit Button

(1) Enter in Template Code in

(2) Click on the **Submit** Button

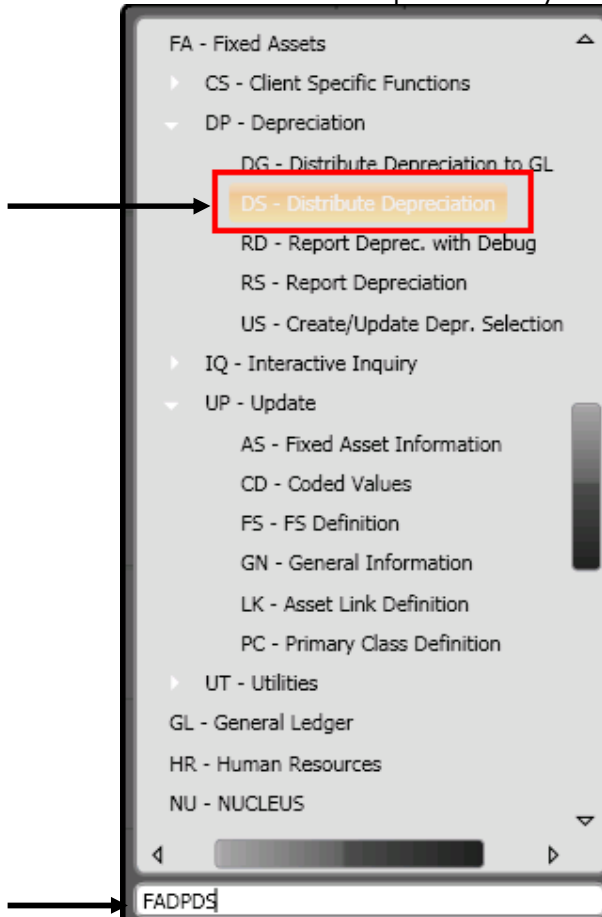
A similar report will be produced to show which assets will be depreciated and by how much. This report can be run as many times as necessary.

ID	P/S/T Class	Description	Purchase Price	In Serv Dt	Stat	Type
			Salvage Value	Last Depr	Freq	Life
001059450000	NL 150	RECORDER TIME LAPSE VIDEO	750.00	01/01/1995	AC	ND
			0.00		MO	84 MO
GL Account	JL Account	Post Ratio	Prior Acc Depr	Curr Depr Amt	New Accum Depr	Pri Book Value
GL 5059600-77692	GL	01 1.00	750.00	0.00	750.00	0.00
001059460000	NL 271	CPU W/MONITOR	1,590.00	01/01/1995	AC	ND
			0.00		MO	60 MO
GL Account	JL Account	Post Ratio	Prior Acc Depr	Curr Depr Amt	New Accum Depr	Pri Book Value
GL 5059600-77692	GL	01 1.00	1,590.00	0.00	1,590.00	0.00
001059470000	NL 273	PRINTER LASER	1,615.00	01/01/1999	AC	ND
			0.00		MO	60 MO
GL Account	JL Account	Post Ratio	Prior Acc Depr	Curr Depr Amt	New Accum Depr	Pri Book Value
GL 5059600-77692	GL	01 1.00	1,130.50	0.00	1,130.50	0.00
001059480000	NL 271	CPU W/MONITOR	1,579.00	01/01/1999	AC	ND
			0.00		MO	60 MO

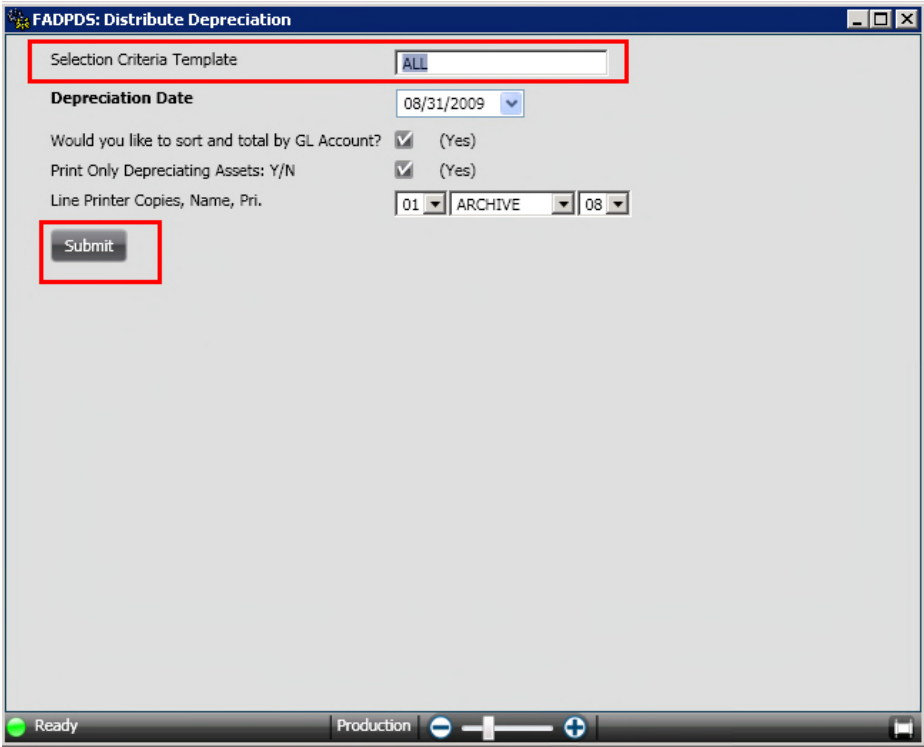
Posting Depreciation-FAUPDS

(3) FADPDS- Distribute Depreciation

Run the Distribute Depreciation by launching **FADPDS**



(1) Enter in the Template Code in the Selection Criteria Template field and then Click on the Submit Button



Two reports will be produced and the depreciation will be posted to the GL

ID	P/S/T Class	Description	Purchase Price	In Serv Dt	Stat	Type
			Salvage Value	Last Depr	Freq	Life
001059450000	NL 150	RECORDER TIME LAPSE VIDEO	750.00	01/01/1995	AC	ND
			0.00		MO	84 MO

GL Account	JL Account	Post	Ratio	Prior Acc Depr	Curr Depr Amt	New Accum Depr	Pri Book Value
GL 5059600-77692	GL	01	1.00	750.00	0.00	750.00	0.00
*** Total Depreciation 5059600-77692:					0.00	***	

Total Purchase Amount:	0.00
Total Depreciation:	0.00
Total Accumulated Depreciation:	750.00