



SUNGARD PUBLIC SECTOR
FIXED ASSETS

IFAS
Integrated Financial &
Administrative Solution

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SunGard Public Sector Bi-Tech LLC

890 Fortress Street

Chico, CA 95973

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doc@bi-tech.com

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1 Overview

1.1 Introduction

The Fixed Assets Inventory System monitors assets from the time of acquisition until retirement. Fixed Assets is integrated with the Purchasing, Accounts Payable, and General Ledger modules of IFAS (Integrated Financial & Administrative Solution). Functions include assignment of an asset ID, posting of standard depreciation, asset retirement, disposal, and sale to the GL.

1.1.1 Additional Features

Asset IDs and descriptions are not created in FA until the POUPRC receiving process is complete.

Provisions can be made in the Purchasing system to automatically enter asset quantity at receiving time.

The acquired asset's price, acquire date, invoice number, purchase order number, check number, vender ID, and expense account number are automatically updated at the time of the check payment from the Purchasing system.

1.1.2 Security

To set up security for Fixed Assets, please refer to the Security User Guide. The class determination is based on the types of activities per groups of operators.

1.1.3 FA Reports

All functions formerly handled in the Fixed Assets Reports (FARE) are now performed by SunGard Public Sector Bi-Tech's PC product Click, Drag, and Drill (CDD). Please refer to the Click, Drag, and Drill User Guide for more information about designing and creating user-defined Fixed Asset reports.

1.2 Key Features

The SunGard Public Sector Bi-Tech LLC Fixed Assets Inventory System, FAIS, is designed to help you monitor and report on all capitalized and non-capitalized fixed assets. Specifically, FAIS allows you to keep track of the asset and related asset information from the time of acquisition until it is purged from the Fixed Assets database. In addition to monitoring the asset, FAIS also performs a number of depreciation calculations and makes all required entries to the General Ledger. The major emphasis has been placed on the flexible and interactive retrieval of needed information from the Fixed Assets database.

System handles all asset information updates interactively.

System maintains a chronology of the asset's location by employee, room, building, or lot.

Access to information is straightforward and easy. The Fixed Assets Inventory System includes standard reports and immediate online inquiry to any data in the system. Security-protected reports can be run at the user's networked computer or on the Internet from any Web browser. Asset information extraction for reporting or from the interactive INQUIRY facility may specify the following selection criteria in a "mix and match" fashion:

- Asset IDs
- Location Codes
- Acquisition Dates
- Deletion Dates
- Obsolescence Dated
- Sale Dates
- Book Value
- Market Value
- Purchase Price
- Depreciation Code
- Responsible Person IDs
- PO Number
- Client-Assigned Codes
- Maintenance Dates
- Insurance Codes
- Project Codes
- Manufacturer's Codes
- Warranty Dates
- License Renewal
- Installation Dates

Utilize depreciation calculations including straight line methods. Depreciation may also be calculated by units of production or units expended.

If desired, defer depreciation until the next full year for acquisitions in the present year to avoid partial year complexities.

Define all entries to the General Ledger at the time of installation. Selectively post to the General Ledger or the Assets database only if desired.

Collect together special individual codes and descriptions to any asset, allowing you to have user-defined groupings of asset information. This powerful feature may be used to schedule maintenance, plan for replacement, or perform client-defined modeling instructions critical during the planning phase for budget purposes.

System posts a fail-safe audit trail of all entries to the General Ledger.

1.2.1 Barcoding

Automate the data collection process in both the Fixed Asset and the Stores Inventory Modules with the barcode scanning system.

Increase speed and accuracy to improve productivity.

Automate the initial data population process.

System assists in the conversion from a non-barcode tagging process to a barcode-based tag and can assist in cyclical Fixed Asset inventories.

1.3 Getting Started

1.4 Flow Diagram

1.4.1 The Integration Picture

The following abbreviations are used in referencing the various systems within IFAS:

AP Accounts Payable

GL General Ledger

FA Fixed Assets

NU NUCLEUS

PR/PO Purchasing

PE Person/Entity

1.5 Basic Steps

2 Setup

2.1 Basic Setup

2.1.1 FAUPGN - Fixed Asset General Information Screen:

The Fixed Asset General Information Screen must be defined prior to using the Fixed Assets subsystem. There are multiple questions that need to be answered. There must be a General Information record for each ledger associated with Fixed Assets. The first question, "Create FADEPR Using Primary Class Defaults" tells the system if and how Primary Class Defaults will be used to write a record to the Depreciation screen. The second question "Verify Purchase Amount against Item Amounts" will either force totals to match, warn if totals don't match, or won't verify that totals match before updating a record. The next questions tell the system to keep common data in sync when changes occurs on the associated screen. The final questions pertain to tracking various transactions within the FA subsystem. "Track Asset Transactions" tells the system to track all transactions. Transactions are defined as Additions, Transfers In, Transfers Out, Disposals, and Depreciation. If tracking is set to 'Y' in each of the fields, any transfers made on the Location screen from one Location, Department, Responsible ID, or Asset Account, to another will be kept track of to be viewed via standard report FA1200. Also, the fields that are set to 'Y' will be required on the Location screen.

Create FADEPR Using Primary Class Defaults:	<input type="text" value="Y"/>		
Verify Purchase Amount Against Item Amounts:	<input type="text" value="Y"/>		
Limit Sum of Funding Source to = Purchase Price:	<input type="text" value="W"/>		
Check for Unique Serial Number:	<input type="text" value="W"/>		
Update FAIDNT amt when update FAAPPO?	<input checked="" type="checkbox"/>	Update FADEPR when update FAAPPO?	<input checked="" type="checkbox"/>
Update FAIDNT and FADEPR when update FAFNDSRC?	<input checked="" type="checkbox"/>		
Update FAAPPO when update FAFNDSR?	<input checked="" type="checkbox"/>		
Track Asset Transactions?	<input checked="" type="checkbox"/>	Location Changes?	<input checked="" type="checkbox"/>
Department Changes?	<input checked="" type="checkbox"/>	Asset Account Changes?	<input checked="" type="checkbox"/>
Responsible ID Changes?	<input checked="" type="checkbox"/>		
		Ledger:	<input type="text" value="GL"/>
		Multi-Ledger?	<input type="checkbox"/>
		Start	<input type="text" value="0"/>
		End	<input type="text" value="0"/>

2.1.2 POUPGN - PO/AP to FA Interface:

The first setup step requires accessing the Purchasing General Information screen (**POUPGN**). On this screen, make sure the question regarding the Fixed Asset interface is set to yes. (This step is required.)

Step 1: To establish an automatic entry from receiving for a tag ID, go to the Purchasing General Information screen (POUPGN) and check the Use the PO to FA interface field.

Ledger Code: 00

Default EN Division: GEN

Default Expiration Date: NO

Default Printing Format: JG

Encumber by default

Use PO to FA interface

Use ledger code as format ID

2.1.3 Common Code - FASL / TRIAD:

The next step is to set Fixed Assets into a TRIAD Environment. This is done through a common code in Nucleus (NUUPCD), as shown below. The code category is 'FASL' and the value is 'TRIAD'. (This step is required.)

Code Category:	<input type="text" value="FASL"/>	Code Value:	<input type="text" value="TRIAD"/>	Ledger:	<input type="text" value="00"/>
Short Desc:	<input type="text"/>				
Medium Desc:	<input type="text" value="Use TRIAD for Fixed Assets"/>				
Long Desc:	<input type="text"/>				

<u>Associated Numeric Values</u>	<u>Associated Codes</u>	<u>Associated Descriptions</u>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

In Nucleus Common Codes (NUUPCD), browse for FASL/TRIAD. If you are unable to locate it, create the following entry:

Code Category: FASL

Code Value: TRIAD

This code tells IFAS that TRIAD Fixed Assets is being used instead of SmartDB.

2.1.4 Common Code - SYNO / FAIDNUMS:

The common code is optional. In Nucleus Common Codes (NUUPCD), browse for SYNO/FAIDNUMS. If you are unable to locate it, create the following entry:

Code Category:	<input type="text" value="SYNO"/>	Code Value:	<input type="text" value="FAIDNUMS"/>	Ledger:	<input type="text" value="00"/>
Short Desc:	<input type="text"/>				
Medium Desc:	<input type="text"/>				
Long Desc:	<input type="text"/>				

<u>Associated Numeric Values</u>	<u>Associated Codes</u>	<u>Associated Descriptions</u>
<input type="text" value="0.00012"/>	<input type="text" value="FA"/> <input type="text" value="06"/>	<input type="text"/>
<input type="text" value="0.00012"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Code Category: SYNO

Code Value: FAIDNUMS

Numeric Value(1): Current seed number, expressed as 0.##### (e.g., '123' is shown as 0.00123).

Numeric Value(2): Number of times seed generator has been used, expressed as 0.#####.

Code(1): The seed prefix and length (e.g., 'FA 06' will generate the number 'FA000123').

This common code sets up the seed asset ID number structure. By placing the word "ADD" in the tag number field on the receiving screen, the next sequentially generated seed number with any prefix and of the specified length will be used as the asset ID number. This is useful for assigning temporary tag numbers before the permanent number is known.

Note: On this screen, you may choose the prefix and number that you would like the Asset ID's to start with. In the example above, the system is set up for a six-digit number that begins with a prefix of 'FA'. There have been 86 numbers generated to date, and the next Asset ID to be generated will be FA000012.

2.1.5 Common Code - APFA / MULTI:

Most PO line items which are purchasing fixed assets have a quantity of one. It is possible to order multiple assets on a single line item. AP payments more accurately update the Fixed Assets module for multi-asset line items. To utilize this function, the common code APFA MULTI must be set up. Clients who purchase multiple fixed assets on a single line item and do not utilize the secondary reference field in AP should create the following entry in Nucleus Common Codes (NUUPCD):

Code Category:	<input type="text" value="APFA"/>	Code Value:	<input type="text" value="MULTI"/>	Ledger:	<input type="text" value="00"/>
Short Desc:	<input type="text"/>				
Medium Desc:	<input type="text"/>				
Long Desc:	<input type="text"/>				

<u>Associated Numeric Values</u>	<u>Associated Codes</u>	<u>Associated Descriptions</u>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Code Category: APFA

Code Value: MULTI

Note: The Purchasing extraction must be used in the AP module.

After extraction, the Asset ID will be placed in the Secondary Reference field.

2.1.6 Setup:

Terms and Definitions

Concepts

2.2 Intermediate Setup

2.2.1 Primary Class Defaults

Primary Class Defaults are used to create depreciation defaults on the Depreciation tab (FAUPAS). When an asset is assigned a particular primary class, a depreciation record will be written on the depreciation screen for the asset. There are two steps in defining Primary Class Defaults. The first step is to define groupings of assets by creating a primary class in FA Coded Values (FAUPCD). The second step is to assign depreciation values to the primary class. Therefore, all assets with the same primary class will have the same depreciation defaults.

Asset ID	APPO Info	Depreciation	Location	Warranty	Insurance	Funding	Disposal	Maintenance	Use Fee	Lease	
Method of Depreciation:		SL	Job Number:		125481						
Life/Units:		5	Type of Life:		YR	Depreciation Frequency:		MO			
Last Usage:		0									
Purchase Amount:		7,250.00	Book Value:		3,050.00						
Last Depreciation Amount:		1,400.00	Accumulated Amount:		4,200.00						
Last Depreciated Date:		12/31/2005	Last Year Amount:		1,400.00						
Life Remaining:		24 (Months)	Year To Date Amount:		1,400.00						
Posting Codes:											
Depreciation Account:		GL	500000	5110	PR	PROJ	ACCT	02			
Accumulated Depreciation:		GL	KEY	OBJ	DP	WAUT	ACT	02			
										Record 1 of 1	

Step 1 - Primary Class Code Definition (FAUPCD):

The first step is to define a primary class in FA Coded Values (FAUPCD). The Code ID is 'PC' and the Code Value and Description are user defined. In this example, we establish a Primary Class 'VE' for Vehicles. (Remember the length of the code value is 2 characters.)

The screenshot shows the FAUPCD screen with the following fields:

- Ledger: General Ledger
- Code ID: Primary Class
- Code Value:
- Code Description:

Step 2 - Primary Class Definition (FAUPPC):

Define the defaults for a particular Primary Class. This is done via the Primary Class Definition screen (FAUPPC). The values placed in the fields on this screen will appear on the FA Depreciation screen when a Primary Class is added to an asset on the FA Asset ID screen.

The Primary Class of 'VE' has been previously defined. Upon tabbing out of the field, the description will default.

It is only necessary to fill in the fields that need to be defaulted on the FA Depreciation screen.

The screenshot shows the FAUPPC screen with the following fields:

- Ledger:
- Primary Class: Vehicles
- Secondary Class:
- Tertiary Class:
- Type of Depr: GL Straight Line
- Frequency: GL Monthly
- Life:
- Posting Code:
- Depreciation Account: ...

The FA Depreciation screen, shown below, illustrates from where these account numbers and posting codes are pulled. Each posting code will have a description that will tell you which code to use. For example, Post Code 05 will have a description of 'FINANCE'. Then you only have to know what type of asset you are dealing with to choose the correct code. The depreciation expense account number must be entered on the bottom of this screen. These account numbers may be defaulted in via Primary Class Defaults.

Asset ID:	<input type="text"/>	Desc:	<input type="text"/>	Tag No:	<input type="text"/>
Ledger:	GL	Primary:	FF	Secondary:	COMP
		Tertiary:	TERT01	Link ID:	6
				Status:	AC

Asset ID	PO Info	Depreciation	Location	Warranty	Insurance	Funding	Disposal	Maintenance
Method of Depreciation:		SL5	Job Number:		<input type="text"/>			
Life/Units:		<input type="text"/>	Type of Life:	YR	Depreciation Frequency:		YR	
Last Usage:		<input type="text"/>						
Purchase Amount:		<input type="text"/>	0.00	Book Value:		<input type="text"/>		
Last Depreciation Amount:		<input type="text"/>		Accumulated Amount:		<input type="text"/>		
Last Depreciated Date:		<input type="text"/>	Last Year Amount:		<input type="text"/>			
Remaining Life:		<input type="text"/>	(Months)	Year To Date Amount:		<input type="text"/>		
Depreciation Expense:		FQ	11	FUN	DEPT	OBJ	Posting Codes:	
Accumulated Depreciation:		GL	FINANCE				02	05

Once this information has been entered into IFAS, the rest of the process is handled by the system.

2.2.3 Common Code - FADP / CONTROL:

This common code is optional. The common code FADP / CONTROL is used to enable an automatic adjustment should the original Purchase Price or In Service Dates change. When the FADP / CONTROL common code is present, and an asset adjustment is made, a note will appear in the Notes column of the Depreciation Report.

Code Category: Code Value: Ledger: ▼

Short Desc:

Medium Desc:

Long Desc:

<u>Associated Numeric Values</u>	<u>Associated Codes</u>	<u>Associated Descriptions</u>
<input type="text"/>	<input type="text" value="ADJUST"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Code Category: FADP

Code Value: CONTROL

Code(1): ADJUST

Development - Oracle
6/4/2007 4:46:27 PM

User: gary

Depreciation Report
Job: 332162

Post Dt:4/30/2007
Prog: FAdepr 7.9.0.53

Sel Template:

Asset ID P/S/T Class	Description Account	Post Ledger	Purchase Price Salvage Value	In Serv Dt Last Depr	Stat Freq	Type Life	Notes
A00136 01 02 01	Has blank ledger -	NO DP	12,000.00 0.00	01/01/2005 04/30/2007	AC MO	SL 0060 YR	DEBUG> depre
	Prior Accum Depr:	5,600.00	Curr Depr Amt:	0.00	New Accum Depr:	5,600.00	
	Prior Book Value:	6,400.00			New Book Value:	6,400.00	
*** Total Depreciation -:			0.00	***			
A00136 010002000000008	For ticket 263879 000000-0001	NO GL DP	1,000.00 0.00	07/29/2005 04/30/2007	AC MO	SL 0060 YR	Curr Depr Ar
	Prior Accum Depr:	350.00	Curr Depr Amt:	0.00	New Accum Depr:	350.00	
	Prior Book Value:	650.00			New Book Value:	650.00	
A00136 01 0201	Pickup Truck 000000-0001	NO GL DP	1,499,900.00 0.00	07/01/2006 04/30/2007	AC MO	SL 0060 YR	Curr Depr Ar
	Prior Accum Depr:	249,983.33	Curr Depr Amt:	0.00	New Accum Depr:	249,983.33	
	Prior Book Value:	1,249,916.67			New Book Value:	1,249,916.67	
A00136 01 0201	Dump Truck 000000-0001	NO GL DP	2,500,000.00 0.00	07/02/2006 04/30/2007	MI MO	SL 0060 YR	Curr Depr Ar
	Prior Accum Depr:	416,666.67	Curr Depr Amt:	0.00	New Accum Depr:	416,666.67	
	Prior Book Value:	2,083,333.33			New Book Value:	2,083,333.33	
A00136 01 0201	Sports Car 000000-0001	NO GL DP	250,000.00 0.00	07/03/2006 04/30/2007	AC MO	SL 0060 YR	Curr Depr Ar
	Prior Accum Depr:	41,666.67	Curr Depr Amt:	0.00	New Accum Depr:	41,666.67	
	Prior Book Value:	208,333.33			New Book Value:	208,333.33	
A00136 01	JEH DEPR Test 000000-0001	NO GL DP	3,300.00 0.00	03/22/2006 04/30/2007	AC MO	SL 0060 YR	DEBUG> depre
	Prior Accum Depr:	715.00	Curr Depr Amt:	0.00	New Accum Depr:	715.00	
	Prior Book Value:	2,585.00			New Book Value:	2,585.00	
*** Total Depreciation 000000-0001:			0.00	***			
A00136 01	GL ledger 000000-1234	01 GL DP	3,000.00 0.00	01/01/2004 04/30/2007	AC YR	SL 0060 MO	DEBUG> depre
	Prior Accum Depr:	2,000.00	Curr Depr Amt:	0.00	New Accum Depr:	2,000.00	
	Prior Book Value:	1,000.00			New Book Value:	1,000.00	

2.2.4 Common Code - POFA / CONTROL:

This common code is optional. In this step you can create an automatic flag on a Purchase Request Item for a Fixed Asset. This is accomplished by using specified object codes designed for Capital Purchases. The use of this Nucleus common code (**NUUPCD**) allows you have a Fixed Asset that is purchased and placed into the FA database.

Go to the Nucleus Common Codes screen (NUUPCD). In browse mode search for POFA/Control. If you are unable to locate it, create the following entry:

Code Category:	<input type="text" value="POFA"/>	Code Value:	<input type="text" value="CONTROL"/>	Ledger:	<input type="text" value="00"/>
Short Desc:	<input type="text" value="AUTO"/>				
Medium Desc:	<input type="text"/>				
Long Desc:	<input type="text" value="To set control flagging for FA in PO item screen."/>				

<u>Associated Numeric Value</u>	<u>Associated Codes</u>	<u>Associated Descriptions</u>
<input type="text" value="10.00000"/>	<input type="text" value="OBJ"/>	<input type="text" value="6100,5110,8000,8200"/>
<input type="text"/>	<input type="text" value="ADD"/>	<input type="text"/>
<input type="text"/>	<input type="text" value="LOC"/>	<input type="text"/>
<input type="text"/>	<input type="text" value="FAWARR"/>	<input type="text" value="Y"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Code Category: POFA

Code Value: CONTROL (To automatically default items in purchasing as fixed assets.)

The Short Description can be set to AUTO to fill in the FA flag on the POUPPR Item screen. It can also be set to "MAN" to allow manual flagging or blank.

Numeric Value(1): Low amount; Item dollar amount must not be less than this to flag it as a fixed asset.

Numeric Value(2): High amount; Item dollar amount must not be greater than this to flag it as a fixed asset.

Code(1): Enter the Object or Object Group name, as defined in General Ledger General Information (GLUPGN) for FA posting.

Code(2): Enter the word "ADD."

Code(3): Can be set to LOC to tell IFAS to use the location from POUPRC to create the FA Location record.

Descriptions(1-5): List and/or range of Object or Object Group codes that will post as a fixed asset.

If the conditions in the associated values, codes, and descriptions are met, this common code will cause an item in the purchasing system to become a fixed asset. In doing so, the word "FIXED ASSET" will appear in the Tag Number field on the receiving screen, thus alerting the receiver to enter a valid asset ID number into this field. See an example of the common code screen below.

***The setup for the automated entry into Fixed Assets is now complete.**

2.2.5 Common Code - POFA / CONTROL2:

The common code POFA / CONTROL2 is used to establish a minimum depreciation value. If desired, Associated Value #5 can be utilized to define the starting point for asset depreciation. For example, if your organization only depreciates assets that have a value greater than or equal to \$5,000, a common code should be defined establishing this starting point.

Please refer to the Common Code user guide for specific details.

2.3 Advanced

Under Construction

2.4 Best Practices

Under Construction

3 Processes

3.1 Fixed Assets Tutorial

3.1.1 Overview

The Fixed Asset system monitors assets from the time of acquisition to retirement. The fundamental goal of this subsystem is to provide a flexible and extensive data structure to meet the specific needs of the client. Fixed Assets is integrated with the Purchasing, Accounts Payable and General Ledger modules of IFAS. The functions of this module include assignment of an asset ID, posting of depreciation to the GL, user security, and reporting.

- There are multiple data-entry screens to allow you to track a variety of information. These screens include: Asset ID, funding sources, location, depreciation, warranty, insurance, maintenance and improvements, Accounts Payable/ Purchasing information, use fee, lease and disposal.
- There are two different ways that an asset can be entered into the Fixed Asset database. The first is through the automated entry of the asset at receiving time. The other is to manually input the asset information into the system.
- Automated entry of an asset into the FA database is done through the Purchasing and Accounts Payable modules of IFAS. In order for this automated entry to occur, there are a few setup steps that must be taken. The interface setup consists of two required steps and two optional steps designed to make this process subject to less user error.
- The General Ledger also has an interface with the Fixed Assets module. This interface facilitates the depreciation posting process. Through the use of a subsystem interface and posting codes, depreciation will be automatically posted to expense and accumulated depreciation accounts.

3.1.2 Automated Entry into the Fixed Assets Database

The automated entry into the FA database consists of a series of steps within the Purchasing and Accounts Payable modules of IFAS. The first of these steps include:

- Creating a Purchase Request.
- Printing the PO.
- Receiving the asset.

Upon completion of these three steps the asset will be created in FA. The asset will be created on the **Asset Id** screen, which is the main identification screen for an asset.

IFAS requires a PR# and Vendor ID on this screen.

***Note:** Other fields may be required at your site.

Step 2 - Define Purchase Request Items:

The next step is to define the line item on the purchase request using the Items tab in **POUPPR**. The field on this screen that will need to be populated for the FA interface is the 'FA' field. If object codes are being used to automatically flag a purchase as a fixed asset, this field will have a default value in it.

Code	Duty Amt	Changed	Fixed Asset?	Print Item?	Join Code
	0.00	Y	N	Y	
	0.00	Y	N	Y	
	0.00		N	Y	
	0.00	Y	N		
	0.00				

This example is utilizing the automatic flag by the object code of 6100. The FA field default enters a 'Y' into this field to start the FA interface process. All other fields are used as normal. Enter in the quantity, cost, units, GL account number, and description. If defaults for object codes are not used, then a 'Y' must be manually entered into this field. Likewise, if this field has been flagged for a non-fixed asset purchase, the value can be overridden by entering a 'N'.

Step 3 - Accounts Payable Processing:

Create AP Set:

The first step in the AP process is to create an AP set to pay for these goods. In the AP set, use extraction to pull up the PO information. This is accomplished by entering data into four fields on this screen. The four fields used are:

- PO #.
- Type.

- Invoice #.
- Invoice date.

After entering the data into these four fields, extraction will pull the rest of the information from the purchase order. It is at this time that shipping charges could be split among the items on the PO. To split these shipping charges and have the price plus the percentage of shipping for that item carry over to FA, enter a code plus the shipping amount. The code to split shipping charges is defined in Nucleus (**NUUPCD**), with a Code Category of 'APSP' and a value of 'SF' (Split Freight). After pressing enter to save this set, you are ready to proof and distribute.

Process AP Set Proof:

To proof this set enter the menu mask **APOHBTBP**. A Set Proof listing will be produced for verification of correct amounts, accounts, etc. If this set is correct, then distribute the set (**APOHBTDS**).

Process AP Select for Pay:

Next, select the set that was created for payment. This is done using the mask **APOHPPSP**. Select entries to let the system know that these invoices are ready for payment.

*Note: Many options may be used when selecting entries for payment, such as set ID, due date, PEID, etc.

Generate AP Select for Pay Report:

To report on the selection for payment just entered, run the mask **APOHPPRP**. This will give a listing of what has been selected for payment.

Process AP Check Print:

Run the check printing process in **APOHPPPA**.

Review FA APPO Info Record:

After the check printing process has completed the AP/PO information will have been copied into the FA database. The copy of this information will be carried over to the **APPO Info** tab in FA.

Asset ID	APPO Info	Depreciation	Location	Warranty	Insurance	Funding	Disposal	Maintenance	Use Fee	Lease
Invoice Number:	INV-124						Job Number:	124129		
Invoice Date:	01/02/2001						Contract Number:	CONT-87		
Item Amount:	12,000.00						PO Number:	PONO		
Retail Amount:	12,000.00						IFAS Job:	00008765		
Invoice Amount:	12,000.00						Check ID, Number & Date:	AP 00000099		
							Bid Number:	J		
Vendor ID:	00000339									CRANE, WALTER
Account:	GL	500000	1200	PR		PROJ				ACCT

Record 1 of 1

Now that the last step has been completed, the automated process is finished. Two screens have been created in the FA database, without the PO/AP staff having any significant extra work.

3.1.3 Depreciation Methods

The following depreciation methods are available. With the exception of None, all methods are calculated using the Base Formula with the variable being the derivation of the In Service Date:

Base Formula

Period Depreciation = (Purchase Amount – Salvage Value) / Life

Straight Line – SL

This is the most frequently used method.

Straight Line 2 – SL2

This method is identical to SL except it does not place the asset into service until the beginning of the fiscal year following acquisition for purposes of calculating depreciation. No depreciation will be posted for the initial portion of the year in which the asset was actually acquired.

Straight Line 3 – SL3

This method is identical to SL with the exception that the process shifts the acquired date to the beginning of the month in which the asset was acquired for purposes of calculating depreciation.

Straight Line 4 – SL4

This method is identical to SL with the exception that the process shifts the acquired date to the beginning of the month following acquisition for purposes of calculating depreciation.

Straight Line 5 – SL5

This method is identical to SL with the exception that the process looks at the acquired date of the asset and chooses between method SL3 or SL4 based upon whether the acquisition date is closer to the beginning or the end of the month in which the asset was acquired.

Straight Line 6 – SL6

This method is identical to SL with the exception that the process shifts the acquired date to the middle of the fiscal year for purposes of calculating depreciation.

Straight Line 8 – SL8

This method is identical to SL with the exception that the initial depreciation is calculated for a six month period. Thereafter, it is calculated as SL.

None – Non-Depreciating

This method provides is used if you do not wish to depreciate the asset.

3.1.4 Fixed Asset Depreciation

Depreciation is the allocation of the cost of an asset over a period of time for accounting and tax purposes. It represents a decline in the value of property due to general wear and tear or obsolescence.

There are three depreciation options available:

Reporting Depreciation (FADPRS)

Reporting Depreciation with Debug (FADPRD)

Distributing Depreciation (FADPDS)

Reporting Depreciation

After the selection template is created (FADPUS), run the report of selected assets to verify that the correct assets have been selected (FADPRS). The reporting and distributing functions looks and work exactly the same. The only difference is that the report is a test run, while the distribution is the actual process.

After running this menu option, a job summary tailsheet and depreciation report will be generated that describes the assets selected, the depreciation amounts, and the GL posting process. If this information is correct, then the distribution (FADPDS) option can be run.

Select the menu FADPRS to execute the Report Depreciation function.

Enter the FA Depreciation Selection Template (as defined on FADPUS), the Depreciation Date, select desired Sort & Print options.

FA - Fixed Assets

- DP - Depreciation
 - DS - Distribute Depreciation
 - RD - Report Deprec. with Debug
 - RS - Report Depreciation
 - Selection Criteria Template
 - Depreciation Date**
 - Would you like to sort and total by GL Account?
 - Print Only Depreciating Assets: Y/N
 - Line Printer Copies, Name, Pri.

Submit

DOC

01/31/2007

(No)

N

01 WORKFLOW 08

Tailsheet for Workflow Output**IFAS Job Number: 125905****IFAS User: HEIDI****Output**

Starting Tailsheet, 1/24/2008 8:49:42 AM

Starting FAdepr version:7.9.0.127 1/24/2008 9:04:53 AM

Mask : TDFADPRS

GLLedger : GL

JLLedger : PR

```
-----*-----
      Selection Template : DOC
      Depreciation Date : 01/31/2007
      Sort & Total by GL Account : NO
      Print Only Depreciating Assets : N
      LP Copies, Name, Pri, & Option : 01WORKFLOW08
      JobNumber : 125905
-----*-----
```

```
-----*-----
      Fixed assets selected : 2
      Fixed assets depreciated : 2
      Maintenance selected : 0
      Maintenance depreciated : 0
-----*-----
```

Modtst33 Account 7.9.0 ** Report Only ** Depreciation Report Post Dt:01/31/2007
 1/24/2008 9:04:56 AM User: HEIDI Job: 125905 Prog: FADepr 7.9.0.127 Sel Template:

ID P/S/T Class	Description Account	Post Ledger	Purchase Price Salvage Value	In Serv Dt Last Depr	Stat Freq	Type Life	Notes Disposal Dt
FACOMP 02 COMP RPT	Dell Computer 500000-1000/700-0100	02 GL PR	3,200.00 0.00	01/01/2007	AC MO	SL 3 YR	
	Prior Accum Depr:	0.00	Curr Depr Amt:	88.89	New Accum Depr:	88.89	
	Prior Book Value:	3,200.00			New Book Value:	3,111.11	
FATRUCK VE 000 RPT	2007 Ford F250 - Maintenance 500000-1825/200-0100	02 GL PR	28,500.00 3,200.00	01/01/2007	AC MO	SL 3 YR	
	Prior Accum Depr:	0.00	Curr Depr Amt:	702.78	New Accum Depr:	702.78	
	Prior Book Value:	28,500.00			New Book Value:	27,797.22	
	Total Purchase Amount:		31,700.00				
	Total Depreciation:		791.67				
	Total Accumulated Depreciation:		791.67				

Reporting Depreciation with Debug

This menu option is similar to the Reporting option, such that it simulates a trial run. In addition to the Depreciation Report, it displays the specific values (i.e., Common Code settings, Post Date, In Service Date, Purchase Amount, Salvage Value, Life, Last Depreciation Date, Accumulated Depreciation Amount, etc....) that are used in calculating the depreciation amount for each asset selected. This report can be used to reconcile the depreciation amounts. The debug information will be located on the tailsheet in Documents Online.

Select the menu FADPRD to execute the Report Depreciation with Debug function.

Enter the FA Depreciation Selection Template (as defined on FADPUS), the Depreciation Date, select desired Sort & Print options.

FA - Fixed Assets

- DP - Depreciation
 - DS - Distribute Depreciation
 - RD - Report Deprec. with Debug
 - Selection Criteria Template
 - Depreciation Date**
 - Would you like to sort and total by GL Account?
 - Print Only Depreciating Assets: Y/N
 - Line Printer Copies, Name, Pri.

Submit

DOC

01/31/2007

(No)

N

01 WORKFLOW 08

Tailsheet for Workflow Output

IFAS Job Number: 125907**IFAS User: HEIDI****Output**

Starting Tailsheet, 1/24/2008 8:53:45 AM

Starting FADepr version:7.9.0.127 1/24/2008 9:08:55 AM

Mask : TDFADPRD

GLLedger : GL

JLLedger : PR

----- * -----
Selection Template : DOC
Depreciation Date : 01/31/2007
Sort & Total by GL Account : NO
Print Only Depreciating Assets : N
LP Copies, Name, Pri, & Option : 01WORKFLOW08
JobNumber : 125907
----- * -----

Common Code POFA/CONTROL2

Threshold for depreciation : 0.00

Common Code FADP/CONTROL

Make fixed asset adjustment : False

Zero last depreciation amount : True

Skip old disposed assets : False

Use life remaining : False

Common Code FAFG/DISPOSE

Translated DI status : AD

Translated DI status (SL8) : AD

Update DI status to (SL8) : DZ
----- * -----

----- * -----
Begin CalculateDepreciation

Asset ID : FACOMP
 Depreciation method : SL
 Posting date : 1/31/2007
 In-service date : 1/1/2007
 Adjusted in-service date : 1/1/2007
 Last depreciation date : (null)
 Fiscal Year begin date : 7/1/2007
 Fiscal Year crossed : True
 Purchase amount : 3,200.00
 Value-added maintenance amount : 0.00
 Net purchase amount : 3,200.00
 Accum. depreciation amount : 0.00
 Book value : 3,200.00
 Salvage value : 0.00
 Life : 36
 Life remaining : 36

----- * -----

Monthly Depreciation Amount : 88.89
 Calculated accum. depr. amount : 0.00
 Depreciation range:
 start (in-service date) : 1/1/2007
 end (posting date) : 1/31/2007
 Current depreciation period : 1
 Current depreciation amount : 88.89

----- * -----
End CalculateDepreciation

Current depreciation amount : 88.89
 Current depreciation period : 1

----- * -----
FADepr update values (asset)

faid : FACOMP
 ledger : GL
 lastamt : 88.89
 lastdt : 1/31/2007
 liferem : 35
 bookamt : 3,111.11
 accamt : 88.89
 lyramt : 0.00
 ytdamt : 88.89
 faJob : 125907

----- * -----

```

----- * -----
Begin CalculateDepreciation
      Asset ID : FATRUCK
      Depreciation method : SL
      Posting date : 1/31/2007
      In-service date : 1/1/2007
      Adjusted in-service date : 1/1/2007
      Last depreciation date : (null)
      Fiscal Year begin date : 7/1/2007
      Fiscal Year crossed : True
      Purchase amount : 28,500.00
Value-added maintenance amount : 0.00
      Net purchase amount : 28,500.00
      Accum. depreciation amount : 0.00
      Book value : 28,500.00
      Salvage value : 3,200.00
      Life : 36
      Life remaining : 36
----- * -----
      Monthly Depreciation Amount : 702.78
      Calculated accum. depr. amount : 0.00
      Depreciation range:
      start (in-service date) : 1/1/2007
      end (posting date) : 1/31/2007
      Current depreciation period : 1
      Current depreciation amount : 702.78
----- * -----
End CalculateDepreciation
      Current depreciation amount : 702.78
      Current depreciation period : 1
----- * -----
FADepr update values (asset)
      faid : FATRUCK
      ledger : GL
      lastamt : 702.78
      lastdt : 1/31/2007
      liferem : 35
      bookamt : 27,797.22
      accamt : 702.78
      lyramt : 0.00
      ytdamt : 702.78
      faJob : 125907
----- * -----
      Fixed assets selected : 2
      Fixed assets depreciated : 2
      Maintenance selected : 0

```

Distributing Depreciation

The Distribute Depreciation menu option is used to actually process and distribute the depreciation. Upon completion of the process, the FA Depreciation and FA Maintenance screens are updated as are the designated GL postings. The GL postings are based upon the GLUTSPSI Fixed Asset setup. The following reports will be generated: Depreciation Report, Distribution Report, and FA Postings.

Note: In the IFAS system, the following factors are taken into consideration when determining the depreciation amounts: Common Codes, Status, In Service Date, Purchase Amount, Salvage Value, Asset Life, Depreciation Method, Depreciation Frequency, FA Maintenance Records, and Depreciation Date.

Select the menu FADPDS to execute the Distribute Depreciation function.

Enter the FA Depreciation Selection Template (as defined on FADPUS), the Depreciation Date, select desired Sort & Print options.

FA - Fixed Assets

- DP - Depreciation
 - DS - Distribute Depreciation
 - Selection Criteria Template
 - Depreciation Date
 - Would you like to sort and total by GL Account?
 - Print Only Depreciating Assets: Y/N
 - Line Printer Copies, Name, Pri.
 - Options

Submit

DOC

01/31/2007

(No)

N

01 WORKFLOW 08

Modtst33 Account 7.9.0
1/24/2008 9:29:12 AM

User: HEIDI

Depreciation Report
Job: 125911

Post Dt:01/31/2007
Prog: FADepr 7.9.0.127

Sel Template:

ID P/S/T Class	Description Account	Post Ledger	Purchase Price Salvage Value	In Serv Dt Last Depr	Stat Freq	Type Life	Notes Disposal Dt
FACOMP 02 COMP RPT	Dell Computer 500000-1000/700-0100	02 GL PR	3,200.00 0.00	01/01/2007	AC MO	SL 3 YR	
	Prior Accum Depr:	0.00	Curr Depr Amt:	88.89	New Accum Depr:	88.89	
	Prior Book Value:	3,200.00			New Book Value:	3,111.11	
FATRUCK VE 000 RPT	2007 Ford F250 - Maintenance 500000-1825/200-0100	02 GL PR	28,500.00 3,200.00	01/01/2007	AC MO	SL 3 YR	
	Prior Accum Depr:	0.00	Curr Depr Amt:	702.78	New Accum Depr:	702.78	
	Prior Book Value:	28,500.00			New Book Value:	27,797.22	
Total Purchase Amount:			31,700.00				
Total Depreciation:			791.67				
Total Accumulated Depreciation:			791.67				

Modtst33 Account 7.9.0 01/31/07 D I S T R I B U T I O N R E P O R T Page 1
 THU, JAN 24, 2008, 9:14 AM --req: HEIDI-----leg: GL PR--loc: BI-TECH---job: 125913 #J191----prog: FA560 <1.33>--report id: FASPPPOST

Rec	PC	Lvl	GL Account	Description	Trns Desc	Debit	Credit	
TTL	K		500000-1000	HLG Key - 500000 Pooled Cash		88.89		
			700 -0100	New Storage Room Salaries				
Total			500000			88.89	**	
TTL	K		500000-1825	HLG Key - 500000 Accumulated Depr			88.89	
Total			500000				88.89 **	
Detail Total								
Summary Total							88.89	88.89
GRAND TOTAL							88.89	88.89

Modtst33 Account 7.9.0 TDFADPDS F / A P O S T I N G S Page 1
 THU, JAN 24, 2008, 9:14 AM --req: HEIDI----leg: GL PR--loc: BI-TECH---job: 125913 #J191----prog: GL250 <2.8 >--report id: GLTRPOST

Ledger: GL

GL Account / Project Account	SUB Ref.	*-----Primary-----*	*Object Title	Trans. Description	Debit	Credit
=====	=====	Reference	**Org Key Title	Date	=====	=====
500000-1000/700	-0100	TTLFA		01/31/07	AutoID: FADE Job: 88.89	0.00
500000-1000					*Pooled Cash 88.89*	0.00*
500000-1825		TTLFA		01/31/07	AutoID: FADE Job: 0.00	88.89
500000-1825					*Accumulated Depr - Oth 0.00*	88.89*
500000					**HLG Key - 500000 88.89**	88.89**
Account Key Totals					88.89	88.89
** GRAND TOTAL **					88.89	88.89

Modtst33 Account 7.9.0 TDFADPDS F / A P O S T I N G S Page 1
 THU, JAN 24, 2008, 9:14 AM --req: HEIDI-----leg: GL PR--loc: BI-TECH---job: 125913 #J191----prog: GL250 <2.8 >---report id: GLPOST02

Ledger: GL

A U D I T R E P O R T

MO/YR!	BEFORE Debit	BEFORE Credit	BEFORE Net	POSTING Debit	POSTING Credit	POSTING Net	NEW Debit	NEW Credit	TOTALS Debit	TOTALS Credit	TOTALS Net
01/07!	37,189.46	37,189.46	0.00!	88.89	88.89	0.00!	37,278.35	37,278.35	37,278.35	37,278.35	0.00!
08/07!	130,820.14	130,820.14	0.00!	0.00	0.00	0.00!	130,820.14	130,820.14	130,820.14	130,820.14	0.00!
09/07!	39,225.53	39,225.53	0.00!	0.00	0.00	0.00!	39,225.53	39,225.53	39,225.53	39,225.53	0.00!
10/07!	8,647.30	8,647.30	0.00!	0.00	0.00	0.00!	8,647.30	8,647.30	8,647.30	8,647.30	0.00!
11/07!	58,515.62	58,515.62	0.00!	0.00	0.00	0.00!	58,515.62	58,515.62	58,515.62	58,515.62	0.00!
12/07!	12,599.80	12,599.80	0.00!	0.00	0.00	0.00!	12,599.80	12,599.80	12,599.80	12,599.80	0.00!
01/08!	3,600.00	3,600.00	0.00!	0.00	0.00	0.00!	3,600.00	3,600.00	3,600.00	3,600.00	0.00!
06/08!	15,000.00	15,000.00	0.00!	0.00	0.00	0.00!	15,000.00	15,000.00	15,000.00	15,000.00	0.00!
12/08!	59,500.00	59,500.00	0.00!	0.00	0.00	0.00!	59,500.00	59,500.00	59,500.00	59,500.00	0.00!
01/09!	4,958.34	4,958.34	0.00!	0.00	0.00	0.00!	4,958.34	4,958.34	4,958.34	4,958.34	0.00!
03/09!	9,916.66	9,916.66	0.00!	0.00	0.00	0.00!	9,916.66	9,916.66	9,916.66	9,916.66	0.00!
12/09!	7,500.00	7,500.00	0.00!	0.00	0.00	0.00!	7,500.00	7,500.00	7,500.00	7,500.00	0.00!
06/10!	9,600.00	9,600.00	0.00!	0.00	0.00	0.00!	9,600.00	9,600.00	9,600.00	9,600.00	0.00!
12/10!	28,800.00	28,800.00	0.00!	0.00	0.00	0.00!	28,800.00	28,800.00	28,800.00	28,800.00	0.00!
TOTAL!	425,872.85	425,872.85	0.00!	88.89	88.89	0.00!	425,961.74	425,961.74	425,961.74	425,961.74	0.00!

Estimated Useful Life in Months

IFAS calculates depreciation on a monthly basis. The system then multiplies the result by the number of months the asset has been in service for the period specified. This means that the system provides for posting depreciation for partial as well as full years of service.

3.2 Tutorial #2: Fixed Asset P.O. Receiving

This step-by-step guide is intended to walk you through the fixed asset receiving process.

3.2.1 Step 1: Getting to the Purchase Order Receiving Screen

Enter POUPRC in the type ahead window of your Dashboard, or select it from your menu tree.

3.2.2 Step 2: Working with the Screen

Receiving Items:

1. Enter the Purchase Order Number in the first field.
2. Tab out of the field

The Purchase Order Information will be displayed.

Previous Next Options Record 1 of 5

PO Number: P000182 Date Received: 05/08/2002 Carrier:

Vendor: BCS TECH CENTER Freight:

End Use: JEANINE LEMOIJUE Packing:

Ship To: 567

PO Item	Description	Notes	Units	Qty Accepted	Qty Rejected	Serial #
0001	ECONOMY FOOT		EACH			
0002	ADJ HEIGHT M		EACH			
0003	MEDIUM FLOOR	Fixed Asset	EACH			
0004	MEDIUM MOBIL	Fixed Asset	EACH			
0005	GLOW STICKS }		EACH			

Notice that items 3 and 4 have 'Fixed Asset' in the 'Notes' field. Fixed Assets must be received one at a time.

Items on Purchase Orders that have Asset Object Codes and are over a predetermined dollar amount are automatically flagged as Fixed Assets.

If you receive an item that is a fixed asset and it is not flagged as a fixed asset in the 'notes' column, the purchase order must be sent back to Purchasing before receiving can be done.

3. To make data entry easier, arrange the fields in the order illustrated below.

Previous Next Options Record 5 of 5

PO Number: P000182 Date Received: 05/08/2002 Carrier:

Vendor: BCS TECH CENTER Freight:

End Use: JEANINE LEMOIJUE Packing:

Ship To: 567

Items		Remarks								
PO Item	Description	Notes	Qty Accept	Serial #	Asset ID	Location	Qty Ordere	Receiv	Units	Qt
0001	ECONOMY FOOT		1				1	1	EACH	
0002	ADJ HEIGHT M		1				1	1	EACH	
0003	MEDIUM FLOOR	Fixed	1	123456	5879	5670001	3	2	EACH	
0004	MEDIUM MOBIL	Fixed	1	235846	5880	5010009	3	1	EACH	
0005	GLOW STICKS		2				2	2	EACH	

Enter '1' in the 'Qty Accepted' field

Enter the Serial Number in the 'Serial #' Field

Enter the CUSD Number in the 'Asset ID' Field

Enter the location in the 'Location' field

*Remember, you may only receive one fixed asset per line

Click the 'Save' Button to save the record.



3.3 Fixed Assets Interface Process

When creating a purchase order (POUPPR), use the Items tab to define the items on the PO. If using the POFA CONTROL common code and the GL object, object group or item amount fall into the criteria defined in the common code, the FA field on the screen will be flagged with a "Y". This field can be manually entered if the common code is not being used, or other criteria exist. This FA flag is used later during the receiving process.

The screenshot displays a software interface for creating a purchase order. At the top, there are fields for PR: 1, PO: P0001882, Status: PO, Sec Cd: J, Aprv: APRV, and Next: . Below this is a header section with tabs for Vendor, RemitTo, ShipTo, BillTo, Reqst'd, Aprv'd, Printed, Details, Dates, Blanket, Req. Codes, and Misc. The Vendor section shows JGV2 with address AP and a list of items: JGV2 AP 1 OF 4, JGV2 AP 2 OF 4, JGV2 AP 3 OF 4, JGV2 AP 4 OF 4, and JGV2 AP CITY. The Details section includes fields for Confirm, Account (JGV2VENDACCT), Bid #, Contract #, End Use, and Buyer (JGB1). The PO Total is \$25.00. The Items table below has columns for Amount, Tax Code, Tax Amt, Charge C, Charge A, Duty Code, Duty Amt, Changed I, Fixed Asset?, Print Item?, Join Code, and Warehouse. A dropdown menu is open over the Fixed Asset? column, showing options: No, No, Y Yes. The bottom navigation bar includes tabs for Items, Taxes, Miscellaneous, Account Distribution, and Item Shipping.

Amount	Tax Code	Tax Amt	Charge C	Charge A	Duty Code	Duty Amt	Changed I	Fixed Asset?	Print Item?	Join Code	Warehouse
0.00		0.00		0.00		0.00	Y	Y	Y		
0.00		0.00		0.00		0.00	Y				
0.00		0.00		0.00		0.00					
0.00		0.00		0.00		0.00	Y				

During the receiving process (POUPRC), "Fixed Asset" is displayed in the Tag Number field to remind the receiver that this item is a fixed asset. At this time, a tag number or "ADD" should be entered into the field. Upon pressing enter to receive the item, the asset will be created in the Fixed Assets subsystem with either the tag number given or the system generated number and the description, coming from the first line of the item description within purchasing. This constitutes the creation of the Fixed Asset Asset ID record (FAUPAS).

After the item has been received, Accounts Payable extracts the receiving information into a set, based on PO number (APOHBTUB). The set is subsequently distributed to OH and GL (APOHBTDS). The select for payment is done (APOHPPSP) and then the payment of selected

entries is run (APOHPPPA). It is during this payment process that fixed assets is then updated with the Fixed Asset APPO Info information. The acquired date, acquired price, invoice number, PO number, check number, vendor ID and expense account number are recorded for the asset.

The fixed asset then needs to be manually updated with more detailed information concerning model number, manufacturer, location, depreciation schedule, etc.

3.3.1 Creating Multiple Fixed Assets with One Receiving Record

If a PO item has been created with a quantity greater than one and you want the multi-item to have individual assets created for it, follow the steps below:

1. Receive multi-item with a quantity 1 receiving record ; this creates one asset record that represents the multi-item.

Note: The POUPRC screen only allows 1,0, or -1 receivment quantities.

2. Use Fixed Assets screens to fill/enter information about the asset created.

3. Use the FA copy utility to duplicate that asset as many times as quantity used in multi-item.

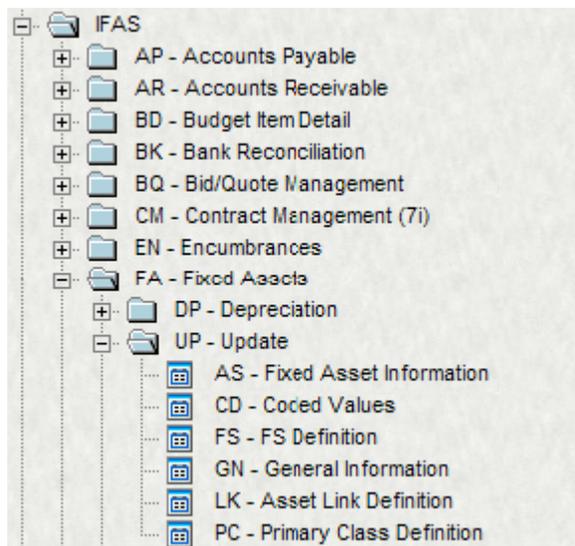
The advantage to this process is that you enter FA information (classification, site info, etc.) just once. The disadvantage is that AP information will only populate the original asset in Fixed Assets, not the copies.

4 Process Reference

4.1 Entry

4.1.1 Fixed Asset Update Data Entry Screens

Next, it is time to take a look at the data entry screens in the FA Module.



The mask used to enter these main screens is **FAUPAS**. A brief description of each data entry screen follows:

The screenshot displays the 'Asset ID' screen in the FAUPAS system. At the top, there are several input fields: 'Asset ID' (FAGL_790), 'Desc' (FA GL Assetz), 'Tag No.', 'Ledger' (GL), 'Primary' (02), 'Secondary' (COMP), 'Tertiary' (TERT01), 'Link ID', and 'Status' (AC). Below these is a navigation bar with tabs for 'Asset ID', 'APPO Info', 'Depreciation', 'Location', 'Warranty', 'Insurance', 'Funding', 'Disposal', 'Maintenance', 'Use Fee', and 'Lease'. The main area is divided into two sections: 'ID' and 'Text'. The 'ID' section contains fields for 'Acquisition', 'Condition', 'Quantity' (1), 'Purchase Amount' (15,000.00), 'Maint Total', 'Improve Total', 'Salvage' (3,000.00), 'Replacement', and 'Parents'. The 'Text' section has tabs for 'General Info', 'Vehicle Info', and 'Land Info'. Under 'General Info', there are fields for 'Make' (n), 'Model', 'Ser Num/VIN', 'Other', 'Misc 1', 'Misc 2', 'Prod Id', and 'Brand Code'. At the bottom, there are 'Asset Control Options' including checkboxes for 'Tagged', 'Leased', and 'CIP', a 'Method' dropdown, and a 'Method Established' checkbox.

Asset ID — Asset Identification. Stores basic asset information details. This is the only required screen out of all ten screens.

APPO Info — AP/PO Information. Holds the financial information regarding the purchase.

Depreciation — Depreciation Information. Holds all depreciation specifications, current amounts, and accumulated amounts. If Primary Class defaults are used, this screen will be created automatically.

Location — Site Information. Holds information about where the asset is located and who is responsible.

Warranty — Warranty Information. Holds all relevant warranty information.

Insurance — Insurance Information. Holds all relevant insurance information.

Funding — Funding Source. Holds information regarding the source of funds used to purchase this asset.

Disposal — Disposal Information. Holds relevant disposal information of the asset. Once this screen is completed, ‘Status’ of the asset will be changed to ‘DI’ for disposed, and will no longer be depreciated.

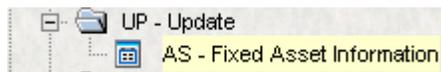
Maintenance — Maintenance and Improvements. Keeps track of all maintenance and improvement information. Opportunity to track an increase the life of asset.

Use Fee — Use fee information.

Lease — Lease information.

The FA Asset ID information is the only required screen to record and track an asset. The other tabs are optional depending on how many details you would like to record.

All of the documentation regarding each field on these tabs is located in the Help file that is attached to the software.



Fixed Asset Information Screen (FAUPAS).

4.1.2 Create New Depreciation Record with Asset ID

Allow the user to decide if they want to have a new depreciation record created as they enter the associated asset identification record.

Update or create a FAGEN (TDFAUFGN) record for the “GL” ledger. Set the “Create FADEPR Using Primary Class Defaults” field to “P”. This is assuming that the user’s default ledger is “GL”. Next create/update/verify a FAPCDEF (TDFAUFGD) record. Include values for the

Primary (required), Secondary (optional), and Tertiary (optional) classes as well as one or more of the other fields to identify the desired default values for the depreciation record.

Go to the FAIDNT screen (TDFAUPAS) and create a new record. Note that there is a new field on the “Asset ID” tab named “Create Depr”. In this example the “Create Depr” check box will be un-checked. If you attempt to save the asset without checking the “Create Depr” checkbox. A warning will be displayed saying that a depreciation record will not be created for the asset. If you hit enter again, the record will be saved without creating a corresponding depreciation record.

If you want to create the depreciation record when you create the asset, follow the same steps as above except check the “Create Depr” check box. Hit enter to save the asset. No warning will be displayed and the depreciation record will be created for you.

The Create Depr check box may be checked or un-checked by the user while in ADD mode only. The user may change the value of this field even if the FAGEN field “Create FADEPR Using Primary Class Defaults” is set to “Y” or “N”. Note that a new depreciation record will only be created when the FAIDNT record is added if there is a FAPCDEF record AND the “Create Depr” field is checked. With this in mind, changing the FAIDNT “Create Depr” field to “Y” when there is no FAPCDEF record will not yield a new depreciation record. Additionally, changing the “Create Depr” to “N” when a FAPCDEF record exists will still not yield a new depreciation record.

When the user enters the FAIDNT record in BROWSE mode the “Create Depr” field is disabled and can not be changed by the user. The “Y” or “N” value in BROWSE mode identifies the existence of an associated depreciation record.

4.2 Processing

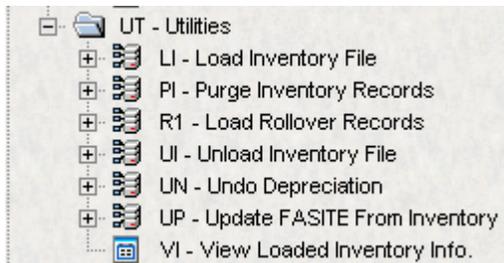


Fixed Asset Distribute Depreciation (FADPDS).

Fixed Asset Report Depreciation with Debug (FADPRD).

Fixed Asset Report Depreciation(FADPRS).

4.3 Utilities



Fixed Asset Load Inventory File (FAUTLI).

Fixed Asset Purge Inventory Records (FAUTPI).

Fixed Asset Load Rollover Records (FAUTR1).

Fixed Asset Unload Inventory File (FAUTUI).

Fixed Asset Undo Depreciation (FAUTUN).

Fixed Asset Update FASITE from Inventory (FAUTUI).

Fixed Asset View Loaded Inventory Information (FAUTUI).

4.3.1 Change Asset Id (FAUTCI)

4.3.2 Delete Asset ID (FAUTDE)

4.3.3 Loading / Unloading Inventory Files in Fixed Assets

The Fixed Asset system now contains an inventory storage screen for the user to view any information transferred to the FA system. This is typically done using a Fixed Asset Utility program to load information created external to the SunGard Public Sector Bi-Tech LLC Suite software.

There are two options for transferring this type of information. One is to unload FA information, putting the data in an ASCII file. The other option is to read a ASCII file and insert the information into multiple FA tables, if necessary.

There are two new menu options for doing this.

Unload Inventory File (FAUTUI) unloads the FA system to a user-defined ASCII flat file that can be located in Documents Online.

The Load Inventory File (FAUTLI) options will read an ASCII file and insert the records into the FA system. This file must also reside in a directory accessible by the server across the network, be 8 characters long, starting with a letter character, followed by either letters or numbers. All information except standard echo fields will be imported from the interface file.

Load Inventory File (FAUTLI)

Overview

The Load Inventory File (FAUTLI) utility is used for updating the fixed asset subsystem based on data located in an input file. If a fixed asset already exists, the input file's data is used to update the fixed asset. If a fixed asset does not already exist, the input file's data is used to create a new fixed asset. This utility can be used to update the fixed asset subsystem's inventory data only, and not all data associated with the fixed asset subsystem. This is useful when updating the inventory table, running a report to show fixed assets that are out of sync with inventory, and manually making changes to the fixed asset subsystem as need be. TDFAUTUP could be used in order to automate making the changes to this subsystem if the user desires to eliminate all inconsistencies between inventory and other fixed asset tables.

Input File Format

The input file should contain the following information. All of these fields represent one asset to update/insert, and should exist as one line per asset in the file.

FA ID, columns 1-12, length 12

Updates: FAPINV Asset ID, FAIDNT Asset ID, FASITE Asset ID, FAAPPO Asset ID, FADEPR Asset ID.

Description, columns 13-42, length 30

Updates: FAIDNT Desc.

In Service Date, columns 43-52, length 10, default <today's date>
Format: MM/DD/CCYY (for example: 12/04/2004)
Updates: FAPINV In Service Date, FAIDNT In Service Date.

Purchase amt, columns 53-70, length 18, default '0.00'
Format: Do not put any commas or "\$" in this field.
Updates: FAPINV Purchase Amount, FAIDNT Purchase Price, FAAPPO Item Amount, FAAPPO Invoice Amount.

Make, columns 71-95, length 25, default 'Make'
Updates: FAPINV Make, FAIDNT Make.

Model, columns 96-120, length 25, default 'Model'
Updates: FAPINV Model, FAIDNT Model.

Serial No, columns 121-145, length 25 default 'Serialno'
Updates: FAPINV Serial #, FAIDNT Serial#/VIN.

License, columns 146-153, length 8, default 'License'
Updates: FAPINV License, FAIDNT License.

Year, columns 154-157, length 4, default 'Year'
Updates: FAPINV Year, FAIDNT Year.

Quantity, columns 158-161, length 4, default '1'
Updates: FAIDNT Quantity.

Location, columns 162-171, length 10, default 'Lctn'
Updates: FAPINV Location Code, FASITE Location.

Dept, columns 172-181, length 10, default 'Dept'
Updates: FAPINV Dept. FASITE Dept.

Responsible ID, columns 182-193, length 12, default 'Rpid'
Updates: FAPINV Replace ID, FASITE Resp. ID.

Building, columns 194-197, length 4, default 'bldg'
Updates: FAPINV Bldg, FASITE Building.

Room, columns 198-201, length 4 'Room'
Updates: FAPINV Room, FASITE Room.

Count, columns 202-205, length 4, default is 0.
Updates: FASITE Count, FAPINV Count.
Note: The count field must be a numeric, blank, or null.

Key, columns 206-215, length 10, default 'key'
Updates: FAPINV Key, FASITE Key, FAAPPO Key.

Object, columns 216-223, length 8, default 'obj'
Updates: FAPINV Object, FASITE Object, FAAPPO Object.

PO, columns 224-231, length 8, default 'PO#'
Updates: FAPINV PO. FAAPPO PO.

Vendor, columns 232-243, length 12 default 'Vendor'
Updates: FAPINV Vendor. FAAPPO Vendor.

Invoice date, columns 244-253, length 10, default is today's date
Format: MM/DD/CCYY (for example: 12/04/2004)
Updates: FAPINV Invoice Dt., FAAPPO Invoice Dt.

Category (Primary Class), columns 254-255, length 2, default 'PC'.
Updates: FAPINV Type, FAIDNT Primary Class (PC)
Note: The Category field in FAIDNT can only hold 2 characters.

Between Category and Subtype, there are 2 blank characters, columns 256-257.

Subtype (Secondary Class), columns 258-261, length 4, default 'Sub'
Updates: FAPINV Sub Type, FAIDNT Secondary Class (SC)

Status, column 262, length 1
Updates: FAPINV Load Status, FAIDNT Status
Note: If the Status is "A", utility will put "AC" into the FAIDNT status, and if the Status is "D", it will put "DI" into FAIDNT status.

Inventory date, columns 263-272, length 10
Format: MM/DD/CCYY (for example: 12/04/2004)
Updates: FAPINV Inventory Dt

Tag, columns 273-292, length 20, default FA ID
Updates: FAIDNT tag.

Cost, columns 293-304, length 12, default is '0'
Updates: FAPINV Original Cost

Replacement, columns 305-316, length 12, default is '0'
Updates: FAPINV Replacement Cost.

Condition, columns 317-320, length 4, default is 'NEW'
Updates: FAPINV Condition, FAIDNT Condition.

User Interface

Select the menu FAUTLI to execute the utility.

Enter the name of the inventory flat file that you wish to load. (Note: The file needs to reside on the 7i server, and path and file name must be specified.).

Select the checkbox at the “Insert only to FAPINV and don’t update/insert other tables?” prompt if you wish to only update the Fixed Asset Inventory (FAUTVI); otherwise, leave the checkbox unselected. This will update all of the fixed asset subsystem.

The utility will now run and output results of the Inventory import.



The output report from this utility will be sent to Documents Online.

Development - Oracle
5/30/2007 1:36:29 PM

User: gary

Fixed Assets Inventory Input Report
Job: 330955

Post Dt: 5/30/2007
Prog: BMIIn 7.9.0.53

Asset ID	Building	Room	Location	Inventory Dt	Purchase \$	Error Condition
FA0000000001	BLDG	ROOM	GARAGE	7/1/2006	1499900.00	
FA0000000002	BLDG	ROOM	GARAGE	7/2/2006	2500000.00	
FA0000000003	BLDG	ROOM	HOME	7/3/2006	250000.00	
FA0000000004	BLDG	ROOM	HOME	7/4/2006	250000.00	

Unload Inventory File (FAUTUI)

Overview

The Unload Inventory File (FAUTUI) utility is used for exporting the fixed asset subsystem to an ASCII file located in Documents Online. The file name is defined by the user at run time. If a file already exists with the same name, the existing file will be overwritten. To avoid this make sure to rename old files if you wish to preserve their contents.

Output File Contents

The following information will be written to the output file from the Fixed Assets Subsystem:

Tag (20)
Description (30)
In Service Date (10)
Purchase Amount (18)
Make (25)
Model (25)
Serial Number (25)
License (8)
Year (4)
Quantity (4)
Location (10)
Department (10)
Responsible ID (12)
Building (4)
Room (4)
Count (4)
Key (10)
Object (8)
PO (8)
Vendor (12)
Invoice Date (10)
Primary Class (Type) (4)
Secondary Class (SubType) (4)
FA ID (12)
Original Amount (Purchase Amount) (12)

Replacement Amount (12)
Condition (4)

Note: The (#) value represents the field length in the flat file.

User Interface

Select the menu FAUTUI to execute the utility.

Enter the name of the inventory flat file that you wish to create.

Enter the Location Code(s) of the assets that you wish to include. Only assets matching this location code will be written to the output file. If you wish to specify all, then enter the % wildcard value.

Enter the Department Code(s) of the assets that you wish to include. Only assets matching this department code will be written to the output file. If you wish to specify all, then enter the % wildcard value.

Enter the Status Code(s) of the assets that you wish to include. Only assets matching this status code will be written to the output file. If you wish to specify all, then enter the % wildcard value.

The utility will now run and output results of the Inventory import.

The screenshot displays a software interface with a tree view on the left and a data table on the right. The tree view is expanded to show the 'FA - Fixed Assets' module, which includes sub-modules like 'UT - Utilities'. The 'UT - Utilities' module is further expanded to show several utility options, including 'UI - Unload Inventory File'. The 'UI - Unload Inventory File' option is selected, and a 'Submit' button is visible below it. To the right of the tree view, a data table is displayed with the following content:

Name of the Flat File	BMIOUT
Location Code to Unload	%
Department Code to Unload	%
Status Code to Unload	AC

The Output file and the tail sheet can be located from Documents Online

Tailsheet for Workflow Output

IFAS Job Number: 125930

IFAS User: HEIDI

Output

Starting Tailsheet, 1/24/2008 1:28:41 PM

Starting BMIOut version:7.9.0.127 1/24/2008 1:43:53 PM

Mask : TDEFAULT

GLLedger : GL

JLLedger : PR

-----*

Flat File : BMIOUT

Location Code : @

Department Code : @

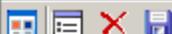
Enter Status Code : AC

JobNumber : 125930

Writing 39 record(s) to BMIOUT report

ended, 1/24/2008 1:28:57 PM

BMIOUT



FACHGB	FA Change ID Test	02/27/20041.00		
FACHGZ	FA Change ID Test	02/27/20041.00		
FATRANS	FA Trans Test - No Flag	10/04/200710000.00		
123456FA	gadget	11/19/2007500.00		
JGTAG107A	Generator, Honda	01/07/20081.00		
Tag-123	QA FA All Screens	01/01/200112000.00	make	model
Tag-123	QA FA All Screens	01/01/200112000.00	make	model
Tag-123	QA FA All Screens - GL Ledger	01/01/200112000.00	make	model
HGTEST1	Test	01/01/2005150000.00	make test1	
HGTEST2	make	01/01/2005156000.00	make test 2	
Tagno	BMIIN TestCB1	01/01/200012000.00	Make	Model
QA377763_A	test	01/01/200525000.00		
tag 123	7.9 Pre-Testing	01/01/200515000.00		
Tagno	BMIIN TestCB1	01/01/200012000.00	Make	Model
tag	A FA Test	01/01/20005000.00		
QAFAMI_1	QA790 FAMI - ND Maintenance	01/01/200630000.00		
QAFAMI_11	QA790 FAMI - Improv/IV Life	01/01/200630000.00		
QAFAMI_12	QA790 FAMI - Improv/IV Life	01/01/200630000.00		
QAFAMI_13	QA790 FAMI Maint/Inc Val Month	01/01/200630000.00		
QAFAMI_2	QA790 FAMI - ND Maintenance	01/01/200630000.00		
QAFAMI_3	QA790 FAMI - ND Maintenance	01/01/200630000.00		
QAFAMI_4	QA790 FAMI - ND Improv, No IV	01/01/200630000.00		
QAFAMI_5	QA790 FAMI - ND Improv, No IV	01/01/200630000.00		
QAFAMI_6	QA790 FAMI - Improv, IV	01/01/200630000.00		
QAFAMI_7	QA790 FAMI - ND Improv, IV, Dt	01/01/200630000.00		
QAFAMI_8	QA790 FAMI - ND Improv, IV, \$00	01/01/200630000.00		
tag	A FA Test	01/01/20005000.00		
Tag-123	QA FA All Screens	01/01/200112000.00	make	model
QA_381559	Asset to Undo	01/01/200525000.00		
QA_381559_A	Test 381559	01/01/200525000.00		
QA_381559_C	Test FAUNDO 381559	01/01/200540000.00		
QA_392033_A	Test Ticket 392033	07/01/200540000.00		
QA_393292_A	Test Ticket 393292	07/01/200526000.00		
QA_393292_B	Test Ticket 393292	07/01/200526000.00		
QA_393292_C	Test Ticket 393292	07/01/200526000.00		
tag-no123	QA 790 Client Beta 1	01/01/200515000.00	make	model
tag-no123	QA 790 Client Beta 1	01/01/200515000.00	make	model
QA_SEL_EQ	QA Selection Test - Equals	01/01/200625000.00		
Tagno	BMIIN Test	01/01/200012000.00	Make	Model

Update Location From Inventory (FAUTUP)

Overview

If the data looks good in FAPINV, you can run FAUTUP on the job number so that it will put the data into FA. (When using job number, include leading zeros.)

For each FA ID in FAPINV with that job number, if that FA ID doesn't already exist in FAIDNT:

1. TDFAUTUP will create a record for these screens: FAIDNT, FASITE, and FAAPPO.
2. Also, if there is an FAPCDEF record for the ledger and the Primary Class (PC, Category) for the input record, it will create an FADEPR record based on the FAPCDEF record.

For each FA ID in FAPINV with that job number, if it is already in FAIDNT, TDFAUTUP will update the FAIDNT and FASITE information.

5 User Interface

Under Construction

5.1.1 Purge Inventory Records (FAUTPI)

Use the mask FAUTPI to remove all records for a given Job Number. Enter the job Number at the prompt. This program will remove all records from fa_pinv, f_appo, fa_depr, fa_site and fa_idnt with that given Job Number. This is usually done prior to a reload of data.



To view tail sheet go to Documents Online.

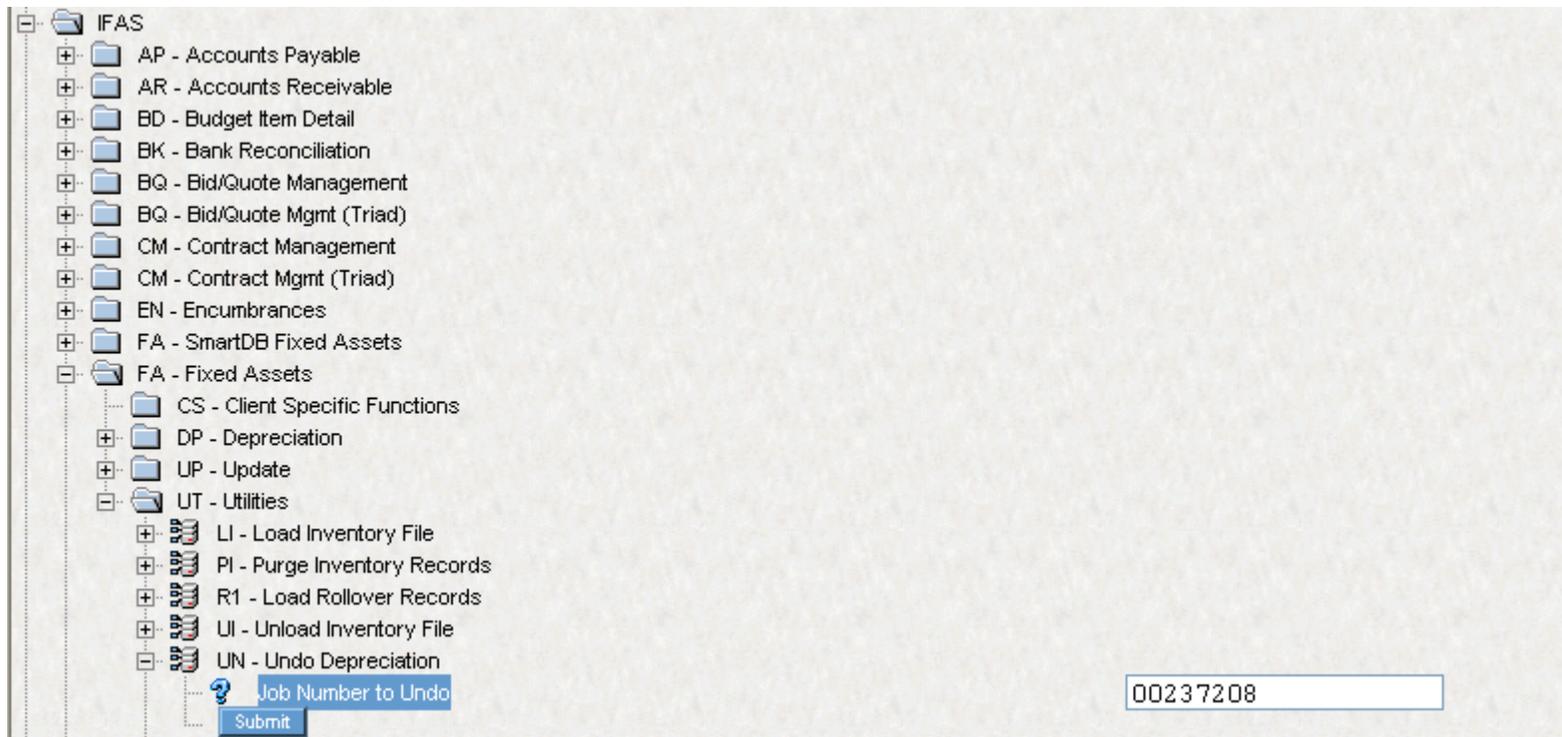
```
Tailsheet BMIUndo
Starting BMIUndo <7.9.0.44> 5/4/2007 3:02:34 PM

                Mask : TDFAUTPI
            GLLedger : GL
            JLLedger : PR
----- * -----
                Undo Job Number : 1234

Entering BMIUndo.
Selection criteria: _faLedger == [GL], _jobNumber == [1234]
FAPinvDelete.RowCount == [1]
FAAppoDelete.RowCount == [1]
FADeprDelete.RowCount == [1]
FASiteDelete.RowCount == [1]
FAIdntDelete.RowCount == [1]
Considered 5 Modified 5
Exiting BMIUndo. Deleted: FAIDNT 1 FAAPPO 1 FASITE 1 FAPINV 1 FADEPR 1
Time Ended: 5/4/2007 3:02:41 PM
Total Time spent in execution: 00:00:07.0929782

FataIs Encountered in Utility:
```

5.1.2 Undo Depreciation (FAUTUN)



Use the mask T DFAUTUN to undo prior depreciation, calculation and posting to the ledger. This utility will reset all asset information in the Fixed Assets system back to a state before depreciation was calculated. Enter the specific job number and press Submit. This must be the job number used when the distribution of depreciation tool was used (TDFADPDS). If you do not know the job number used when calculating depreciation but you do know the depreciation date, use the TDFADPRS report in order to locate the job number corresponding to the depreciation date.

Note: This procedure only affects the Fixed Assets system. You must perform the undo process in the GL or primary ledger also.

The output report can be found in Documents OnLine

Development - Oracle
Thu, Apr 26, 2007, 04:45 PM User: sbi

Undo Depreciation Report
Job: 321118

FAUndo <7.9.0.42>

UNDO Job: 00237208

Page 1

Asset ID	Stat	Last Depr Amt	Last Date	Last Usage	Rem L	Book Value	Acc Depr Amt	Last Year Amt	YearToDate Amt
012345 - Test it: again, d									
Pre UNDO:	DI	833,333.33	02/28/2006		345	299,138,791.19	861,209.14	27,875.81	833,333.33
Post UNDO:	DI	833,333.33	02/28/2006		345	299,138,791.19	861,209.14	27,875.81	833,333.33
012345 - Test it: again, d									
Pre UNDO:	DI	833,333.33	02/28/2006		345	299,138,791.19	861,209.14	27,875.81	833,333.33
Post UNDO:	DI	3,333.36	02/28/2006		45	18,749.95	6,250.05	0.00	0.00

5.2 Reports

5.2.1 Fixed Asset Reporting

Each of the standard Fixed Assets reports can be run via 7i, CDD.Net, or the CDD Application. Additionally, the CDD application can be utilized to create any other custom Fixed Asset reports that may be needed.

5.2.2 Fixed Asset Standard Reports

FA0010: Fixed Asset Code Listing

FA1000: Fixed Asset File Listing

FA1110: Fixed Asset Maintenance & Improvement History

FA1120: Fixed Asset Location Transactions

FA1130: Fixed Asset Depreciation History

6 Troubleshooting

Under Construction

7 Advanced/Special Configuration

Under Construction

8 Module Integration

8.1 Posting

Under Construction

8.2 Security

Under Construction

8.3 Interfaces

8.3.1 Interface List

PE to FA

Verification of existing vendor entries within the Person/Entity database may be defined as a user option.

GL to FA

Account Keys and Object Codes entered in the FAACCT screen are validated from the General Ledger account structure.

FA to GL

Depreciation amounts can be posted to the General Ledger using the assigned posting code and/or a FA posting strategy entry in **GL UT SP SI**.

PR/PO to FA

Creating a purchase request or purchase order with “Y” entered in the FA field will automatically establish an FAID and description in the Fixed Assets system.

AP to FA

Accounts Payable may update fixed asset information on the FAAPPO screen, during payment of an item. The update posts the actual dollar amount for the asset cost and purchase date.

9 Implementation

9.1 Dependencies

9.2 Template Project Plan

9.3 Agendas

10 FAQ

Under Construction