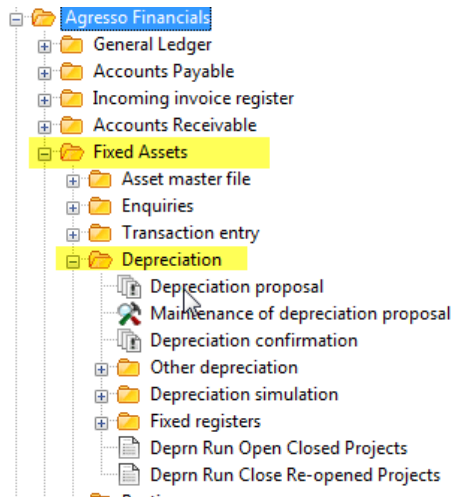


FING-112 Fixed Assets Module

Monthly Depreciation Run

Depreciation is posted on a monthly period basis throughout the financial year. In a normal year, the first depreciation run will be after the accounts are finalised, and will be a catch up of three or more periods in one month.

To run depreciation of existing assets, From Agresso Financials, Fixed Assets and then depreciation



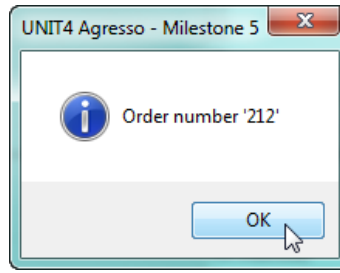
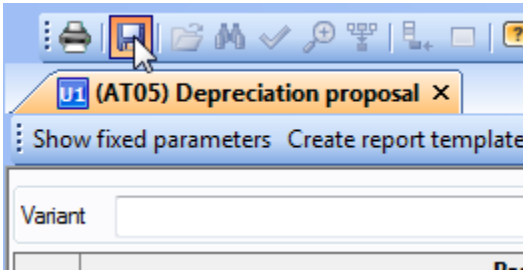
AT05 - Depreciation Proposal

A proposal does not create any entries in the fixed assets module nor posts to the Ledger, it simply assembles a possible 'batch' of entries, which will need to be confirmed to post to the Assets module.

Use the depreciation proposal parameters to filter the assets you want to include in the depreciation run. Normally for all assets only the depreciation period needs to be selected.

Param name		Value
1	Copies	1
2	Server queue	Serial Report Queue
3	Priority	0
4	Printer	DEFAULT
5	E-mail confirmation	<input type="checkbox"/>
6	E-mail distribution	<input type="checkbox"/>
7	Status	N
8	Start date	
9	Start time	
10	Output type	Auto-select
11	BatchID	1803221
12	Depreciation book	*
13	Depreciation period	Mar 2018
14	Depreciation method	All methods
15	Calc. interest options	Run depreciation only
16	AssetID from	
17	AssetID to	
18	Asset group	*
19	Attribute	*
20	Sort by	Depreciation book, asset group and asset ID

If this is the first run of the financial year, select the month you wish to post to, all prior periods will be automatically selected and use the save button on the menu.

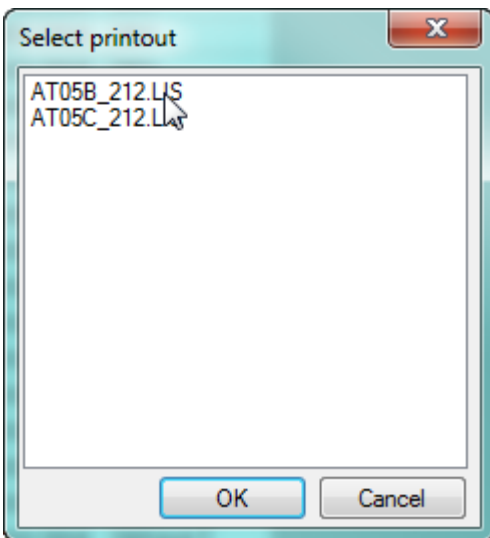


The screen will reward you with an order number which can be reviewed from the 'Maintenance of ordered reports' window



	User	Report	OrderNo	Status	P	Scheduled	Ended	Server queue
?	FOS020							
1	FOS020	AT05	212	T	0	22/03/2018	22/03/2018	DEFAULT
2	FOS020	EI03FIX	21327	T	1	22/03/2018	22/03/2018	EI03
3	FOS020	EI03FIX	21326	T	1	22/03/2018	22/03/2018	EI03

Once the status is 'T' the job has completed and double clicking will open the AT05 report menu



Double Click the report name to open the report. The B report is depreciation proposal detail and a sum total is included at the bottom of the report

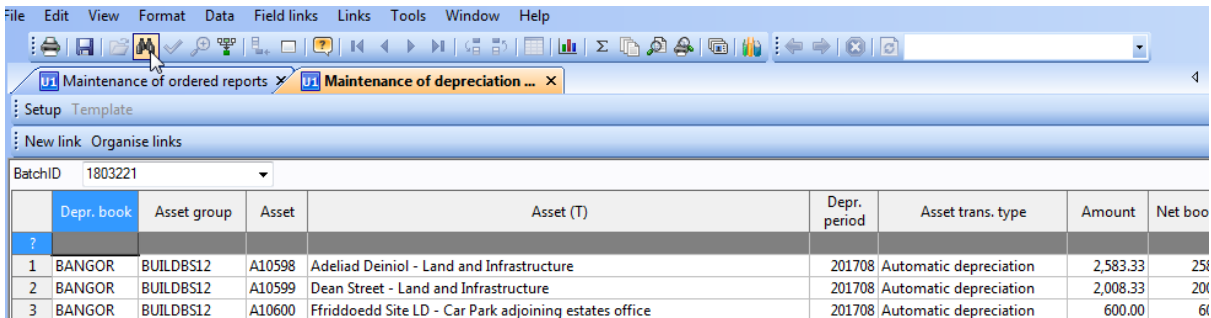
Depreciation book	Asset group	Asset	Input type	Depr. period	Cat1	Cat2	Amount
Depreciation book: BANGOR BANGOR	Asset group: BUILDBS12 BUILDBS12	Asset: A10598 A10598	ND	201708	9902	K65999	2,583.33
							Sum : 2,583.33
							Sum Asset : 2,583.33
Depreciation book: BANGOR BANGOR	Asset group: BUILDBS12 BUILDBS12	Asset: A10599 A10599	ND	201708	9902	K65999	2,008.33
							Sum : 2,008.33
							Sum Asset : 2,008.33
Depreciation book: BANGOR BANGOR	Asset group: BUILDBS12 BUILDBS12	Asset: A10600 A10600	ND	201708	9902	K65999	600.00
							Sum : 600.00

The C report lists all assets where the latest (or last) depreciation run has finished and it is therefore excluded from the proposal.

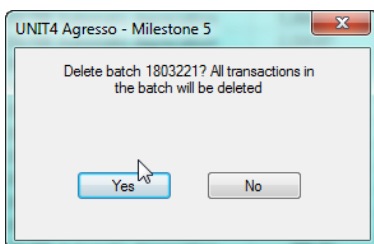
Latest depr. period is updated for the following asset books:

Asset	Depreciation book
A10023	BANGOR
A10024	BANGOR
A10032	BANGOR
A10072	BANGOR
A10073	BANGOR
A10075	BANGOR
A10076	BANGOR
A10103	BANGOR
A10104	BANGOR
.....

Once the proposal is run, the items for depreciation are placed in a temporary table. This table can be viewed via 'Maintenance of depreciation proposal'. Select the batch_id , tab to the grey bar and press the binoculars symbol to populate the screen.

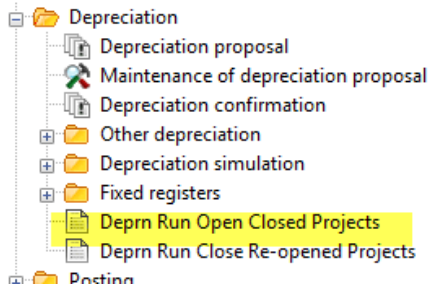


It is possible to remove individual lines from the proposal on this screen by highlighting the line and using Edit, Delete row and save. It is also possible to re-run the whole proposal by selecting the batch_id field and selecting Edit, delete and confirming you wish to delete the proposed batch.



Current Policy is to charge depreciation to the original purchasing project. However, projects may be closed after a project has finished but the depreciation still needs to be posted. A script should be run at this stage, which will review the project codes in the proposal and temporarily re-open the project codes for the posting of depreciation.

From the depreciation menu run 'Deprn Run Open Closed Projects'



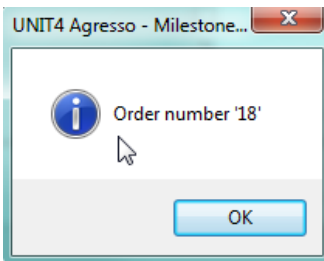
U1 (ATPROJO) Deprn Run Open ...

Show fixed parameters Create report template Log level parameter Tmp table parameter Company List

Variant

	Param name	Value
1	Copies	1
2	Server queue	Serial Report Queue
3	Priority	9
4	Printer	DEFAULT
5	E-mail confirmation	<input type="checkbox"/>
6	E-mail distribution	<input type="checkbox"/>
7	Status	N
8	Start date	
9	Start time	
10	Output type	Auto-select
11	Client	U1
12	Depr Proposal Batch ID	1803221
13	Posting Period	201708

Enter the Batch id and the Posting Period in the ATPROJO process and save



From the Maintenance of Ordered reports, Check the output of the process.

U1 Maintenance of ordered repo...

Setup Template Print report (local) Print report (server) Print log Show report printout S...

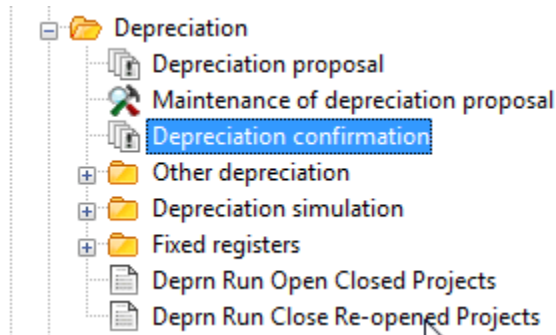
New link Organise links

	User	Report	OrderNo	Status	P	Scheduled	Ended	Server queue
?	FOS020							
1	FOS020	ATPROJO	18	T	9	27/03/2018	27/03/2018	DEFAULT
2	FOS020	EI03FIX	21412	T	1	27/03/2018	27/03/2018	EI03

G14

	A	B	C	D	E	F
1	Fixed Asset Depreciation Run (Open Closed Projects for posting)					
2						
3	Client: U1		Batch id: 1803221			
4	Posting Period: 201708		Run Date: 27/03/2018			
5						
6	Project	Orig Status	Orig Pd to	Open Run	Close Run	
7	B24220	N	201707	ATPO261		
8	B35066	N	201707	ATPO261		
9	B35286	N	201707	ATPO261		
10	B52570	N	201707	ATPO261		
11	B52590	N	201707	ATPO261		
12	G51959	N	201707	ATPO261		
13	R25C21	N	201707	ATPO261		
14						

Now run the Depreciation Confirmation process



For the AT06 process enter the Batch ID, Period and Transaction Date (last day of month)

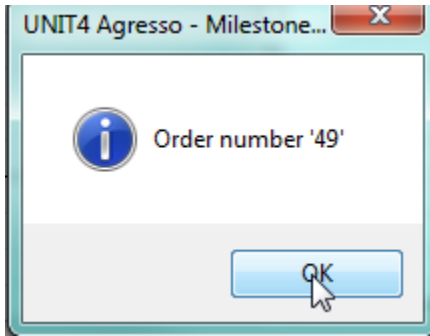
U1 (AT06) Depreciation confirma... x

Show fixed parameters Create report template Log level parameter Tmp table parameter Company List

Variant

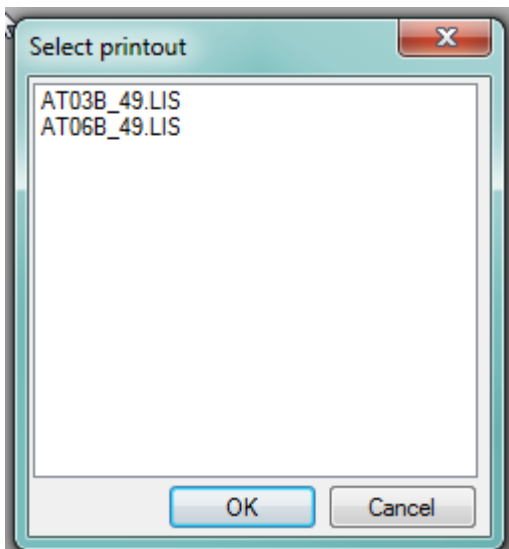
	Param name	Value
1	Copies	1
2	Server queue	Serial Report Queue
3	Priority	0
4	Printer	DEFAULT
5	E-mail confirmation	<input type="checkbox"/>
6	E-mail distribution	<input type="checkbox"/>
7	Status	N
8	Start date	
9	Start time	
10	Output type	Auto-select
11	BatchID	1803221
12	Period	Mar 2018
13	Transaction date	31/03/2018
15	Sort by	Depreciation book, asset group and asset ID

Save



Check the results agree with the proposal via the Maintenance of ordered reports output

	User	Report	OrderNo	Status	P	Scheduled	Ended	Server queue
?	FOS020							
1	FOS020	AT06	49	T	0	27/03/2018	27/03/2018	DEFAULT



There are 2 versions of the report AT03 (with double entry)

```

Report : AT06
Client : U1
User : FOS020
Prifvscol Bangor University
Depreciation confirmation
Page: 1
180327
12:59:28

```

Depr. book	Asset group	Asset	Trans type	Account	Cat1	Cat2	Trans. text	AT tr.date	Asset period	Amount
BANGOR	BUILDBS12	A10598	Automatic depreciati	A41	9902	K65999	Automatic depreciation 201708	180331 201708	180331 201708	2,583.33-
BANGOR	BUILDBS12	A10598	Automatic depreciati	989	9902	K65999	Automatic depreciation 201708	180331 201708	180331 201708	2,583.33
										TOT Debit amount :
										TOT Credit amount :
										TOT Net amount :
										0.00
BANGOR	BUILDBS12	A10599	Automatic depreciati	A41	9902	K65999	Automatic depreciation 201708	180331 201708	180331 201708	2,008.33-
BANGOR	BUILDBS12	A10599	Automatic depreciati	989	9902	K65999	Automatic depreciation 201708	180331 201708	180331 201708	2,008.33
										TOT Debit amount :
										TOT Credit amount :
										TOT Net amount :
										0.00

And AT06 (by asset)

```

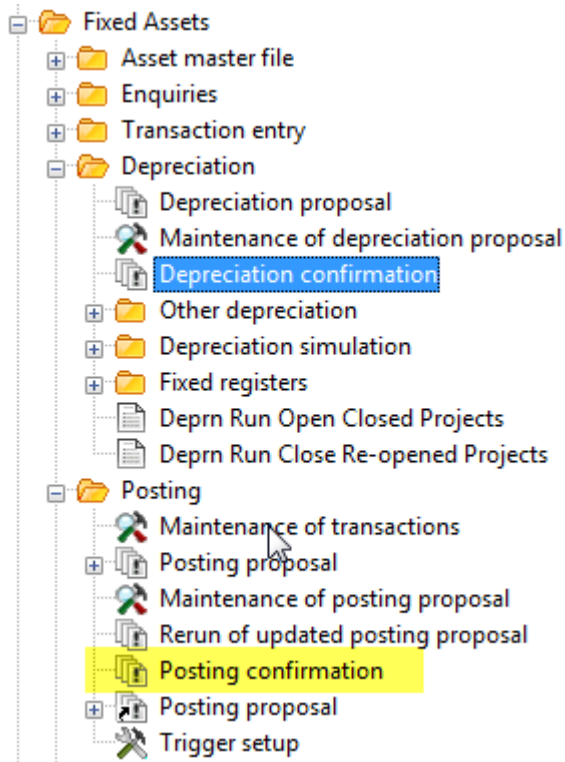
Report : AT06
Client : U1
User : FOS020
Prifvscol Bangor University
Depreciation confirmation
Page: 1
180327
12:59:28

```

Depreciation book	Asset group	Asset	Input type	Asset period	Cat1	Cat2	Amount
Depreciation book: BANGOR	Asset group: BUILDBS12	Asset: A10598					
BANGOR	BUILDBS12	A10599	ND	201708	9902	K65999	2,583.33
							Sum :
							2,583.33
							Sum Asset :
							2,583.33

Once the confirmation has run, the Fixed Assets module has now been updated with the latest depreciation. The next task is to update the General Ledger with the same depreciation.

From the depreciation menu , select Posting and Posting Confirmation



Complete the AT04 process by selecting the Batch ID to post, The transaction type (AT) and enter a brief description

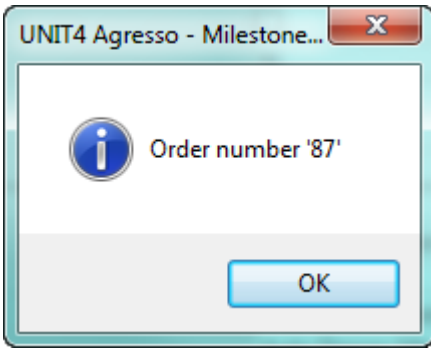
U1 (AT04) Posting confirmation x

Show fixed parameters Create report template Log level parameter Tmp table parameter Company List

Variant

	Param name	Value
1	Copies	1
2	Server queue	Serial Report Queue
3	Priority	0
4	Printer	DEFAULT
5	E-mail confirmation	<input type="checkbox"/>
6	E-mail distribution	<input type="checkbox"/>
7	Status	N
8	Start date	
9	Start time	
10	Output type	Auto-select
11	BatchID	1803221
12	Transaction type	Asset Transactions
13	Action type	
14	Sort by	Depreciation book, asset group and asset ID
17	Description	Auto Deprec Mar 2018

Save



Review the results from the Maintenance of Ordered reports

U1 Maintenance of ordered repo... X

Setup Template Print report (local) Print report (server) Print log Show report printout

New link Organise links

	User	Report	OrderNo	Status	P	Scheduled	Ended	Server queue
?	FOS020	AT04						
1	FOS020	AT04	87	T	0	27/03/2018	27/03/2018	DEFAULT
2	FOS020	EI03FIX	21413	T	1	27/03/2018	27/03/2018	EI03

Report : AT04
Client : U1
User : FOS020

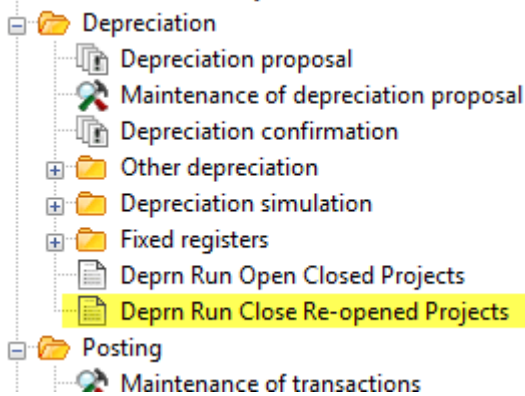
Prifysgol Bangor University
Posting confirmation

Page: 1
160327
19:06:42

Depr. book	Asset group	Asset	Trans type	Account	Cat1	Cat2	Trans. text	AT tr. date	Asset period	Amount
BANGOR	BUILDBS12	A10598	Automatic depreciati	A41	9902	R65999	Automatic depreciation 201708	150331	201708	2,589.33
BANGOR	BUILDBS12	A10598	Automatic depreciati	999	9902	R65999	Automatic depreciation 201708	150331	201708	2,589.33
TOT Debit amount :										2,589.33
TOT Credit amount :										2,589.33
TOT Net amount :										0.00

BANGOR BUILDBS12 A10598 Automatic depreciati A41 9902 R65999 Automatic depreciation 201708 150331 201708 2,589.33

Once posted the final act is to re-close the opened projects.



	A	B	C	D	E	F
1	Fixed Asset Depreciation Run (Open Closed Projects for posting)					
2		+				
3	Client: U1		Batch id: 99999			
4	Posting Period: 201600		Run Date: 27/03/2018			
5						
6	Project	Orig Status	Orig Pd to	Open Run	Close Run	
7	B24220	N	201707	ATPO261	ATPC281	
8	B35066	N	201707	ATPO261	ATPC281	
9	B35286	N	201707	ATPO261	ATPC281	
10	B52570	N	201707	ATPO261	ATPC281	
11	B52590	N	201707	ATPO261	ATPC281	
12	G51959	N	201707	ATPO261	ATPC281	
13	R25C21	N	201707	ATPO261	ATPC281	
14						
15						

Manual Depreciation

Some assets may be on a Manual Depreciation group. The Annual Depreciation

Asset: A 10962 St Mary's PFI Scheme - Impairment of Uni Costs Adjustment

Asset group: **BUILDBSM** **Buildings - Building Structure (Manual)** Status

Asset information

Is entered through the 'Manual Depreciation' Screen and then posted as per Auto Depreciation.

Manual depreciation

Asset information

* Asset: A10962 * Depreciation book: Bangor Depreciatio

St Mary's PFI Scheme - I..

Depreciation book	Net book value	Accumulated depreciation
BANGOR	0.00	434,329.00

Transaction details

Asset trans. date: 31/07/2017 Asset period: 201612

Valuedate: 31/07/2017

Depreciation amount: 12345.67 Currency: GBP Amount: 0

Transaction text

GL Analysis

Depreciation book	Cat 1	Cat 2	Cat 3	Cat 4	Cat 5	Cat 6
BANGOR	1110	H91997	A10962			

Asset Masterfile

The asset Masterfile is where all asset records are held. The record includes a description, dates and original purchase price. Depreciation rates, rules and lifetimes. Original Purchase details including Project and Account. Notes can also be recorded against each asset. There is also an Extra Info tab which contains information brought forward from the older spreadsheet system and cross-reference information such as buildings references.

1 - Asset | 2 - GL Analysis | 3 - Depreciation book | 4 - Address | 5 - Relation | 6 - Extra Info

Asset: A10979 | SUNTEST XXL+FD 400 V

Asset group: EQUIP5 | Equipment (5 Year Life) | Status: Active

Asset information

Parent asset: []

Supplier: A5030 | Ametek (GB) Ltd t/a Atlas MTT

Asset date from: 01/08/2016 | Period from: 201601

Depreciation date from: 01/08/2016 | Period from: 201601

Asset date to: [] | Period to: 0

Depr./capit. base value: 47,874.88

Original value: 0.00 | Original value date: 18/08/2017

Standard value: 0.00 | Standard value date: 18/08/2017

Insurance value: 0.00

Grant

Information

[]

[]

Asset references are automatically generated on new assets and the current series started at A10000. When Capitalisation, Disposal and Depreciation events are recorded in the general ledger, the Asset reference is recorded in Cat3

Account	Account(T)	Period	Trans.date	TT	#	Amount	Cat3	Cat3(T)	Cat6
A31	Assets Buildings - Refurbishment	201700	01/08/2017	YK	175	2,754,690.10	A10991	Music Refurbishment	
A31	Assets Buildings - Refurbishment					2,754,690.10			
K65336	Music Refurbishment					2,754,690.10			

The general ledger account codes in use for Fixed assets are:

Account	Description	Rule	Group
A%			
A01	Assets Equipment - Additions	ACCOUNT RULE3 - Balance Sheet (Fixed Assets)	7
A11	Assets Equipment - Depreciation	ACCOUNT RULE3 - Balance Sheet (Fixed Assets)	7
A21	Assets Buildings - Additions	ACCOUNT RULE3 - Balance Sheet (Fixed Assets)	7
A31	Assets Buildings - Refurbishment	ACCOUNT RULE3 - Balance Sheet (Fixed Assets)	7
A32	Assets Buildings - Leasehold Improves	ACCOUNT RULE3 - Balance Sheet (Fixed Assets)	7
A41	Assets Buildings Depreciation (Additions)	ACCOUNT RULE3 - Balance Sheet (Fixed Assets)	7
A51	Assets Buildings Depreciation (Refurbishments)	ACCOUNT RULE3 - Balance Sheet (Fixed Assets)	7
A52	Assets Buildings Depreciation (Leasehold Improves)	ACCOUNT RULE3 - Balance Sheet (Fixed Assets)	7
A61	Assets Land - Additions	ACCOUNT RULE3 - Balance Sheet (Fixed Assets)	7
A98	Asset sales control account	ACCOUNT RULE3 - Balance Sheet (Fixed Assets)	7
A99	Asset suspense account	ACCOUNT RULE3 - Balance Sheet (Fixed Assets)	7

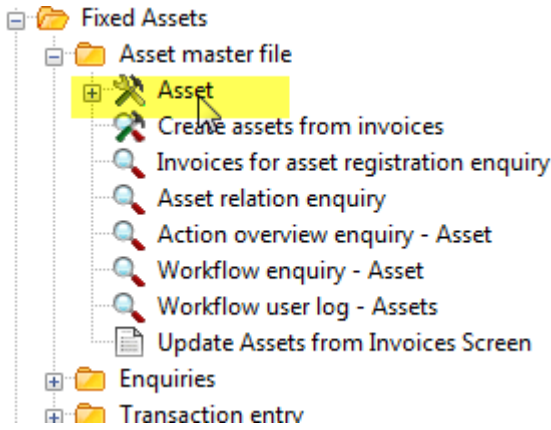
Creating a new asset

The Asset Masterfile entry can be created in 1 of 3 ways:

1. Manually through the Asset Masterfile screen

2. From the 'Create Assets from Invoice ' screen
3. By file upload using AT08 and AT09 format spreadsheets

Creating an Asset Manually



Open the Asset Masterfile screen

A screenshot of the 'Asset' masterfile screen. The window title is 'U1 Asset X'. Below the title bar are links for 'New link' and 'Organise links'. A secondary bar contains 'Change depreciation base', 'Change depreciation start date', and 'Transactions per depreciation book'. A tabbed interface shows '1 - Asset' selected, with other tabs for '2 - GL Analysis', '3 - Depreciation book', '4 - Address', and '5 - Relation'. The main form area contains the following fields:

- Asset: [NEW]
- Asset group: [dropdown]
- Status: Active
- Asset information section:
 - Parent asset: [text box]
 - Supplier: [text box]
 - Asset date from: 28/03/2018
 - Depreciation date from: 28/03/2018
 - Asset date to: [text box]
 - Depr./capit. base value: 0.00
 - Original value: 0.00
 - Standard value: 0.00
 - Insurance value: 0.00
 - Period from (top right): 201708
 - Period from (middle right): 201708
 - Period to (bottom right): 0
 - Original value date: 28/03/2018
 - Standard value date: 28/03/2018
- Grant:

The asset number field will show [new], tab to the next field and enter a description of the asset.

Next select the asset group from the dropdown

Asset group

Asset information

Parent asset

Supplier

Asset date from

Depreciation date from

Asset date to

Depr./capit. base value

Original value

Standard value

Insurance value

Grant

Information

Asset group	ID	Description	S
?			N
1	BUILDBS	Buildings - Building Structure (Zero)	N
2	BUILDBS1	Buildings - Building Structure (1 Year)	N
3	BUILDBS12	Buildings - Building Structure (12 years)	N
4	BUILDBS15	Buildings - Building Structure (15 years)	N
5	BUILDBS2	Buildings - Building Structure (2 years)	N
6	BUILDBS25	Buildings - Building Structure (25 years)	N
7	BUILDBS29	Buildings - Building Structure (29 years)	N
8	BUILDBS3	Buildings - Building Structure (3 years)	N
9	BUILDBS31	Buildings - Building Structure (31 years)	N
10	BUILDBS35	Buildings - Building Structure (35 years)	N
11	BUILDBS43	Buildings - Building Structure (43 years)	N
12	BUILDBS50	Buildings - Building Structure (50 years)	N
13	BUILDBSM	Buildings - Building Structure (Manual)	N
14	BUILDBSM2	Buildings - Building Structure (Manual 2)	N
15	BUILDBSREF15	Buildings - Building Structure Refurbishment (15 years)	N
16	BUILDFO12	Buildings - Fit Out (12 years)	N
17	BUILDFO20	Buildings - Fit Out (20 years)	N
18	BUILDME12	Buildings - Mechanical & Eng (12 years)	N
19	BUILDME20	Buildings - Mechanical & Eng (20 years)	N
20	EQUIP3	Equipment (3 Year Life)	N
21	EQUIP5	Equipment (5 Year Life)	N
22	EQUIPM	Equipment (Manual Depreciation)	N
23	LAND	Land	N
24	LEASEBS39	Buildings - Leasehold Improvements (39 years)	N

The asset group determines the depreciation scheme and life of the asset, associates the asset to the BANGOR depreciation book (the only book we run but other could be created) and this in turn defines the accounts to be used for GL postings for Fixed assets events (depreciation, Capitalisation, Disposal etc.). A full description of each Asset group can be reviewed from Fixed Assets | Fixed Registers | Asset Groups and new asset groups can also be created.

Asset groups x

New link Organise links

1 - Asset group 2 - GL Analysis 3 - Advanced 4 - Depreciation book

Asset group: EQUIP5 Equipment (5 Year Life)

Attribute: ASSET Status: Active

General setup

Posting type: Posting Fixed Index table: Fixed

Depreciation setup

Depreciation start: 1st of current year

Depr. method: Role 1 Fixed Depreciation table: Fixed

Lifetime in periods: 60 Fixed Yearly depr. %: 21.667 Fixed

Frequency of depr.: Periodically Fixed Factor for decl. balance: 1.00 Fixed

Depreciation interest: 0.00 Fixed

Same amount each period Automatically switch to straight line

Maximum yearly depreciation for declining balance

Max. percentage: 100.00 Fixed Percentage value type: Fixed

Figure 1 Example of Asset Group Definition

Now complete the other fields on the Asset tab as required.

Status:

Set to Active. When an asset is disposed of set to 'Parked'

Parent Asset: (Optional)

If the new asset is a part of a bigger asset, enter the parent asset number (must already exist)

Supplier: (Optional)

Enter the ID of the supplier, if known (must exist in the supplier Masterfile). If the supplier does not exist then enter the details of the purchase in the Information field.

Asset Date from ; Depreciation Date from:

Enter the 1st day of the current Financial Year. Current policy is to depreciate all assets by a full year in the first year of purchase.

Asset Date to: (Optional)

For disposals only

Depr./Capit. Base value

The take on value of the new asset in £

Original Value; Standard value; Insurance value (Optional)

Not currently in use

Original Value Date; Standard Value Date:

Can be used for the actual date of Purchase

GL Analysis TAB

Default GL analysis

Cat 1	<input type="text" value="COSTC"/> <i>Cost centre (CC)</i>	<input type="text" value=""/>	<input type="checkbox"/> Fixed
Cat 2	<input type="text" value="PROJECT"/> <i>Project code</i>	<input type="text" value=""/>	<input type="checkbox"/> Fixed

Enter the Original CostC and Project

Depreciation Book TAB

1 - Asset 2 - GL Analysis 3 - Depreciation book 4 - Add

Asset Flux C

Asset group Equip

Depreciation book		£
1	BANGOR	
2		

Select the BANGOR Depreciation Book from the dropdown. The Depreciation Book window will automatically open.

1 - Depreciation book 2 - GL Analysis 3 - Advanced

Asset: [NEW] Flux Capacitor

Depreciation book: BANGOR Bangor Depreciation Book

Cap. status: **Not capitalised** Status: Active

General setup

Posting type: Posting Units: []

Historical asset Index table: []

Depreciation setup

Capitalisation date: 01/08/2017 Capitalisation period: 201701

Depreciation date from: 01/08/2017 Period from: 201701

Depreciation date to: [] Period to: 0

Depr./capit. base value: 10,000.00 Salvage value: 0.00

Residual value: Amount 0.00 Depreciable value: 10,000.00

Depr. method: Role 1 Depreciation table: []

Lifetime in periods: 36 Yearly depr. %: 36.111

Frequency of depr.: Periodically Factor for decl. balance: 1.00

Depreciation interest: 0.00

Same amount each period Automatically switch to straight line

There is nothing to add in these screens they will be populated by the values from the previous screens and the Asset Group previously selected. To close the screen select the Down Arrow icon from the Menu



This will close and show the Depreciation book TAB in completed form

U1 Asset x

New link Organise links

Change depreciation base Change depreciation start date Transactions per depreciation book

1 - Asset 2 - GL Analysis 3 - Depreciation book 4 - Address 5 - Relation 6 - Extra Info

Asset: [NEW] Flux Capacitor

Asset group: EQUIP3 Equipment (3 Year Life) Status: Active

	Depreciation book	Description	Status	Cap. status	Capitalise
1	BANGOR	Bangor Depreciation Book	Active	Not capitalised	<input type="checkbox"/>
2					<input type="checkbox"/>

Note that the status is not capitalised. Capitalisation is a separate process from adding the fixed asset to the Masterfile.

Address TAB; Relation TAB:

Are currently not in use.

Extra Info TAB:

If you have any additional information add to the fields on this TAB. When the annual Departmental Check is made, the answers returned will be updated in this tab and will show in future Departmental returns to help departments identify items.

1 - Asset 2 - GL Analysis 3 - Depreciation book 4 - Address 5 - Relation 6 - Extra Info

Asset: [NEW] Flux Capacitor

Asset group: EQUIP3 Equipment (3 Year Life) Status: Active

Extra Info

Still in use? [] Disposed of? []

Dept Asset Ref: [] Building No: []

Location: []

Serial No/ID/Mark/Reg: []

Funding Source: []

Purchase Year: [] Original Project: []

GIA (Sq Metres): 0.00 MV?: []

CostC Location: []

Notes

	Memo Date	Memo UserID	
1			
2			
3			

Dated Notes can also be added on this screen through the notes table

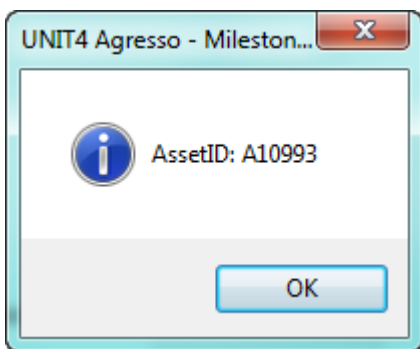
Notes

	Memo Date	Memo UserID	Memo Note
1	28/03/2018	FOS020	To be built into the Time Machine being developed in Engineering
2			
3			

To complete the addition of the new asset to the Masterfile, click the Save on the menu bar



A pop-up will inform you of the new assets ID number



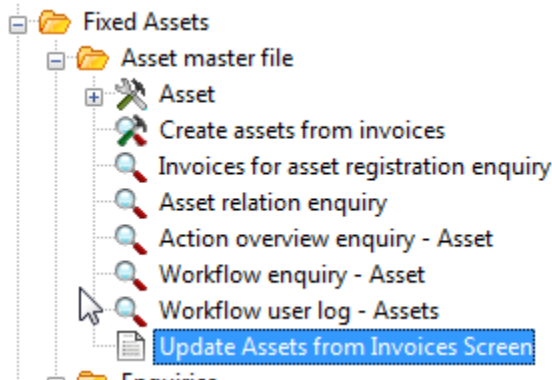
You can continue to add another new fixed assets in the same manner. Once the Masterfile entry has been created, the Capitalisation event will need to be created through the Transaction Entry Capitalisation Screen (See Capitalising the new Asset Page nn)

Create Assets from Invoices

SupplID	Supplier name	TransNo	Account	Trans.date	Period	Curr.amount	Cur	Cat 1	Cat 2	InvoiceNo	
J6565	Jisc Services Limited - Subscriptions	5201603 588		12/09/2016	201602	-25,477.30	GBP	1165	B50102	0000056266	Cancelled 160928 20344408
		19092058 710		22/04/2016	201601	11,133.29	GBP	1161	G54311	G97050	Reversal - Re Enter - Prepaid expe
		19097078 721		17/08/2016	201601	44,072.76	GBP	1161	G54311	G97050	Accrual reversal (tran 19732485)

The create asset from invoice screen allows the creation of an Asset Masterfile record (and capitalisation) directly from transactions already recorded in the General Ledger. The initial selection list needs to be filtered to match the year and types of transactions available for selection. This is achieved by using 'Update Assets from Invoices Screen'

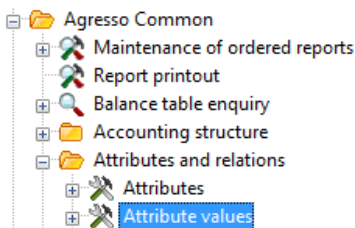
Update Assets from Invoices screen

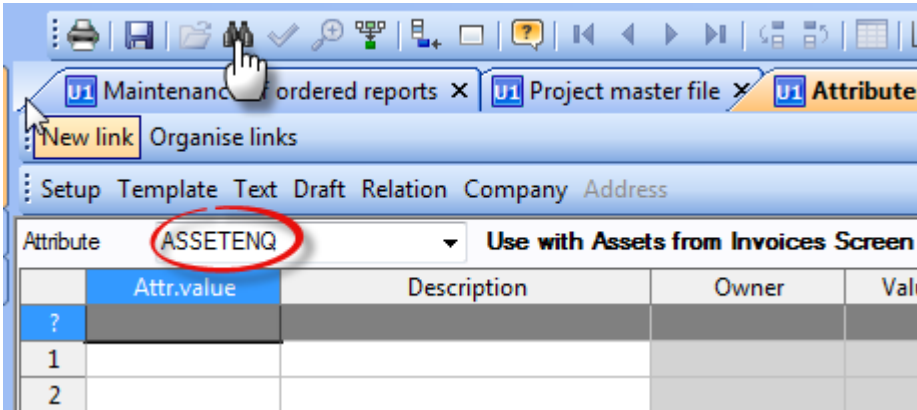


The ATCAPTR process has 2 basic filters – A period Range and a range of Amounts.

Param name	Value
1 Copies	1
2 Server queue	Serial Report Queue
3 Priority	9
4 Printer	DEFAULT
5 E-mail confirmation	<input type="checkbox"/>
6 E-mail distribution	<input type="checkbox"/>
7 Status	N
8 Start date	
9 Start time	
10 Output type	Auto-select
11 Account List	ACCOUNT AND VOUCHER TYPE CAN BE AMENDED IN ATTRIBUTE ASSETENQ
12 Credit Amount	-9999
13 Debit Amount	9999
14 Period From	201701
15 Period To	201712
16 Client	U1

A further set of filters for Account codes and Transaction Types are available within the Attribute 'ASSETENQ'





Attribute ASSETENQ Use with Assets from Invc

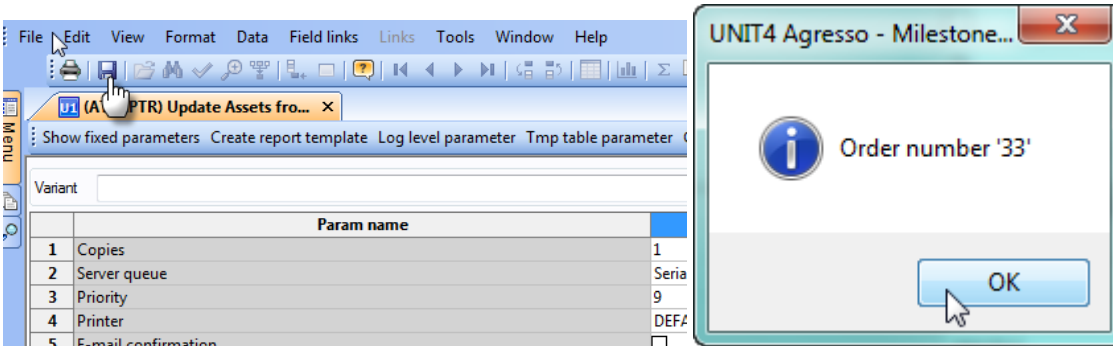
	Attr.value	Description	Owner	Value	Per from	Per to	S
?							
1							
2							
27	761	Account		0.00	0	209999	N
28	779	Account		0.00	0	209999	N
29	801	Account		0.00	0	209999	N
30	815	Account		0.00	0	209999	N
31	833	Account		0.00	0	209999	N
32	851	Account		0.00	0	209999	N
33	856	Account		0.00	0	209999	N
34	860	Account		0.00	0	209999	N
35	891	Account		0.00	0	209999	N
36	AM	Exclude		0.00	0	209999	N
37	AT	Exclude		0.00	0	209999	N

You can accept the list, add or delete entries from the list to suit.

In the Attr.value, enter the Account code to include (and make the description the key word 'Account') or Enter the Transaction type to Exclude (and make the description the key word 'Exclude')

AM/AT Transactions are existing Asset transactions in the GL ledger and would always need to be excluded.

To run APCAPTR process, click the save icon



And an order number will be presented. This can be checked through the Ordered reports screen

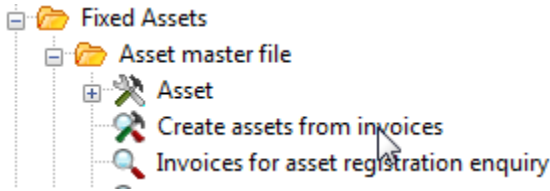
U1 Maintenance of ordered repo... x

Setup Template Print report (local) Print report (server) Print log Show report printout Show

New link Organise links

	User	Report	OrderNo	Status	P	Scheduled	Ended	Server queue
?	FOS020							
1	FOS020	ATCAPTR	33	T	9	17/04/2018	17/04/2018	DEFAULT
2	FOS020	FIN3FIX	21703	T	1	17/04/2018	17/04/2018	FIN3

There is no report attached to the process. Once the status is T you can use the 'Assets from Invoices Screen'



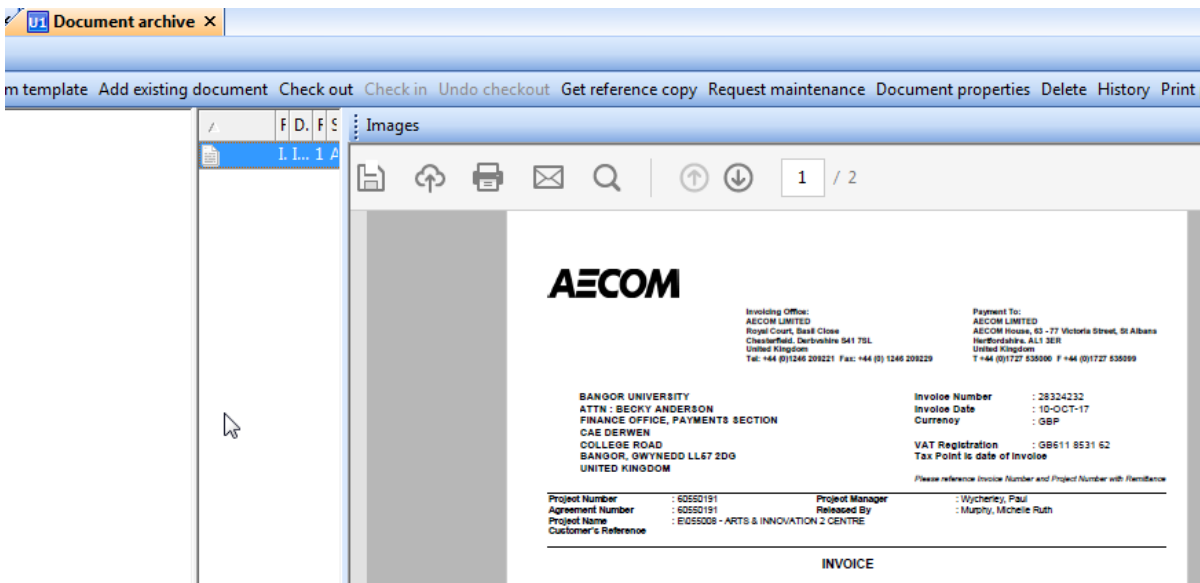
The list can be further filtered by using the grey bar fields with a filter. The example below is filtering on Suppliers starting with A

1 - Invoices 2 - Asset registration

Selection list

<input type="checkbox"/>	SuppID	Supplier name	TransNo	Account	Trans.date	Period	Curr. amount
		A%					
<input type="checkbox"/>	C104075	Anritsu EMEA Ltd	20375129	741	06/06/2017	201701	13,200.
<input type="checkbox"/>	A1360	ADT Fire & Security	20376512	833	03/11/2015	201702	16,048.
<input type="checkbox"/>	D1583	AECOM Ltd	20376519	C09	14/09/2017	201704	14,278.
<input type="checkbox"/>	A0842	Academia Ltd	20376546	705	14/09/2017	201702	10,353.
<input type="checkbox"/>	D1583	AECOM Ltd	20378938	C09	10/10/2017	201704	18,315.
<input type="checkbox"/>	D1583	AECOM Ltd	20381566	C09	06/11/2017	201704	21,654.

The list displays details of the transaction including transaction Number, Period, Amount and description. Further, if the transaction selected is an invoice, a copy of the invoice (or other saved documentation) can be displayed through the document archive window



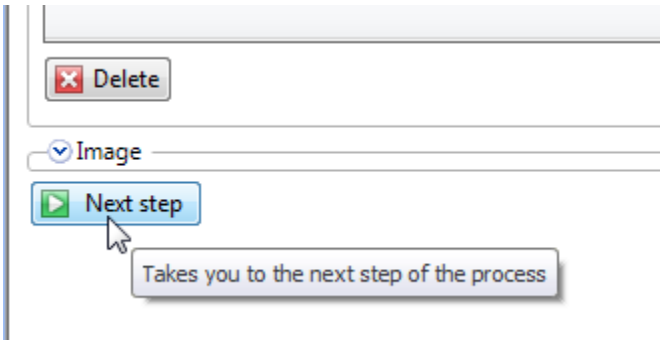
Select one (or more) transactions to capitalise

1 - Invoices 2 - Asset registration

Selection list

<input type="checkbox"/>	SuppID	Supplier name	TransNo	Account
			20378938	
<input checked="" type="checkbox"/>	D1583	AECOM Ltd	20378938	C09

Click next step



The asset registration screen is displayed

1 - Invoices 2 - Asset registration

Sum of selected transactions

Amount	18315.6	Curr. amount	18315.6
--------	---------	--------------	---------

Sum of asset values

Amount	0	Curr. amount	0
--------	---	--------------	---

Asset information

<input type="checkbox"/>	Asset	Asset name	Asset group	Auto-numbering
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

+ Add x Delete Copy row

Depreciation books

<input type="checkbox"/>	Post Y...	Asset trans. t...	Depreciation b...	Asset	Depr./capit. am...	C
<input type="checkbox"/>						

To register the asset select the Asset field of the first line.

- Asset information

<input type="checkbox"/>	Asset	Asset name	Asset group	Auto-numbering ser...	Tra
<input type="checkbox"/>	* [NEW]				

The field will change to [NEW]. Tab to the next field and the Asset number will be automatically assigned on save.

- Asset information

<input type="checkbox"/>	Asset	Asset name	Asset group	Auto-numbering series	Transaction text	Parent asset	SuppID
<input type="checkbox"/>	[NEW]	Gaint Green Toilet Duck	Equipment (3 Year Life)	Fixed Assets			D1583 AECOM Ltd

Add the Asset Name, Select from the list an Asset Group and tab through the auto-numbering series. If this is linked to another Parent Asset enter the parent asset number.

SuppID	Cat 1	Cat 2	Asset date fr...	Period fr...	Depreciation date...	Per fro...	Gra...	Amount	Cur	Curr. amou...
D1583 AECOM Ltd	9902	K65334	01/08/2017	201701	01/08/2017	201701	<input type="checkbox"/>	18,315.6	GBP	18,315.60

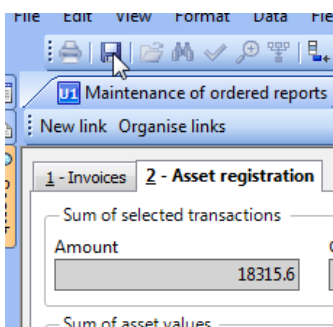
Continue to the Asset Date and the Depreciation date – make both of these the first day of the Financial year of purchase.

Below the asset information, the capitalisation information will build up and does not need to be amended


– Depreciation books

<input type="checkbox"/>	Post Y/N	Asset trans. type	Depreciation book	Asset	Depr./capit. amount	Cur	Curr. amount
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Capitalisation	Bangor Depreciation Bo	[NEW]	18,315.60	GBP	18,315.60

Now save the registration, using the Save icon



You will be returned to the Invoice list tab and a message will inform you of the success together with the Asset Number and the transaction ID for GL posting.

 The transaction has been saved with the registration transaction ID 16867. The asset has been saved with asset ID A10995.

The next asset can now be registered. Further details on the asset can be registered directly through the Masterfile screen.

An additional benefit of this method is that a link is recorded to the original transaction, which can be viewed from the Details – other module enquiry and the document archive will also show any documentation from the original transaction.

UI Details - trans. from other m... x

New link Organise links

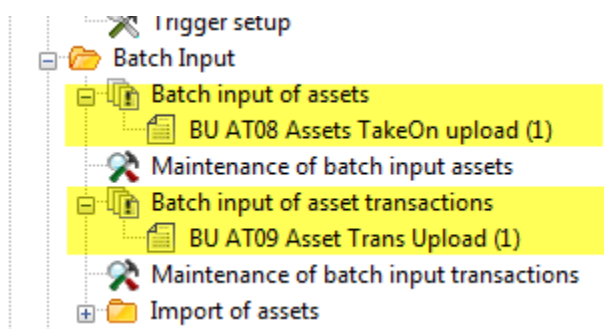
Setup Template

	Asset ID	Depreciation book	Asset trans. ID	TT	TransNo	#	Trans.date	Period	Account	Cat 1	Cat 2	TC	Description	Amount
?	A10995													
1	A10995	BANGOR	0 IB		20378938	2	10/10/2017	201704	C09	9902	K65334	PS		18,315.60
Σ														18,315.60

The Capitalisation event now needs to be posted to the GL. See the section 'Posting the capitalisation on page 23

Uploading Asset records using AT08 and AT09

Assets and depreciation records can also be uploaded to Agresso using formatted spreadsheets and the Batch Input area of Fixed Assets. This would normally only be used for the take-on event.



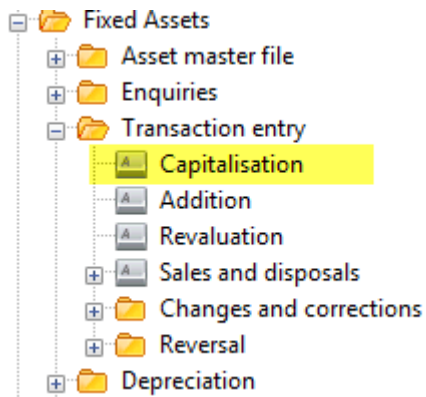
AT08 and AT09 formatted spreadsheets with original take-on data for reference are available from the following :

U:\Bangor University Projects\Agresso\Agresso_workspace\Milestone 5 Upgrade\Fixed Assets

Capitalising the new asset

Once the Masterfile entry has been created for a new asset. The capitalisation event will need to be created in the Fixed Assets module and the General Ledger updated with the resulting Journal.

From the Fixed Asset menu, select Transaction Entry Capitalisation.



Note: When using 'Create Assets from Invoices' this step is not required and can be skipped straight to 'Posting the Capitalisation'

Enter the Asset ID to capitalise and the screen will be completed with values from the Masterfile.

U1 Capitalisation X
New link Organise links

Asset information

* Asset: A10993
Flux Capacitor

* Depreciation book: Bangor Depreciatio

Depreciation book	Depr./capit. base value	Salvage amount
BANGOR	10,000.00	0.00

Transaction details

Asset trans. date: 01/08/2017
Asset period: 201701

Valuedate: 01/08/2017

Amount to capitalise: 0
Currency: GBP
Amount: 0

Salvage amount: 0
Currency: GBP
Amount: 0

Transaction text:

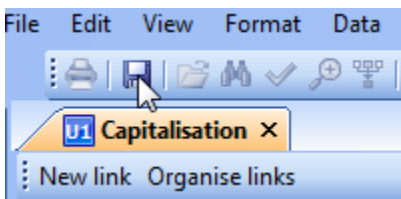
GL Analysis


Depreciation book	Cat 1	Cat 2	Cat 3	Cat 4	Cat 5	Cat 6	Cat 7
BANGOR	1020	G70200	A10993				

Enter the amount to be capitalised.

Amount to capitalise: 10000
Currency: GBP
Amount: 10000

Click the save button on the menu



 The transaction has been saved with the registration transaction ID 16864.

Any further new capitalisations can be done in the same screen. This would then build up a series of registration transactions each with a unique ID. These will be confirmed and posted via the Posting Menu.

For the new asset, The Asset Masterfile will look like this at this stage

1 - Asset 2 - GL Analysis 3 - Depreciation book 4 - Address 5 - Relation 6 - Extra Info

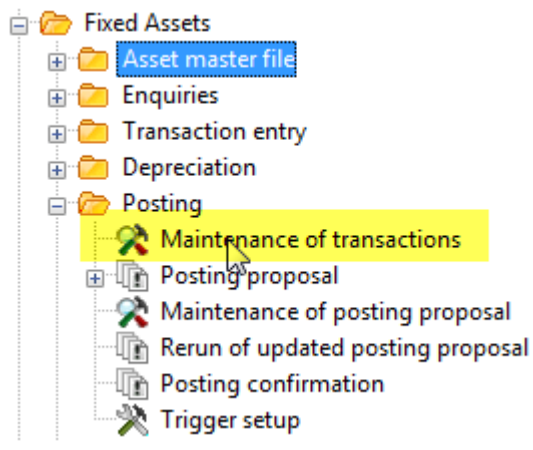
Asset: A10993 Flux Capacitor
 Asset group: EQUIP3 Equipment (3 Year Life) Status

	Depreciation book	Description	Status	Cap. status	Capitalise
1	BANGOR	Bangor Depreciation Book	Active	Registered, not posted	<input type="checkbox"/>

Posting the capitalisation

The Capitalisation transaction is now saved in the maintenance of transactions, ready to be included in a posting proposal followed by a posting confirmation. It is the confirmation that will post to the GL and update the status of the Masterfile.

Select the Posting Menu and maintenance of transactions



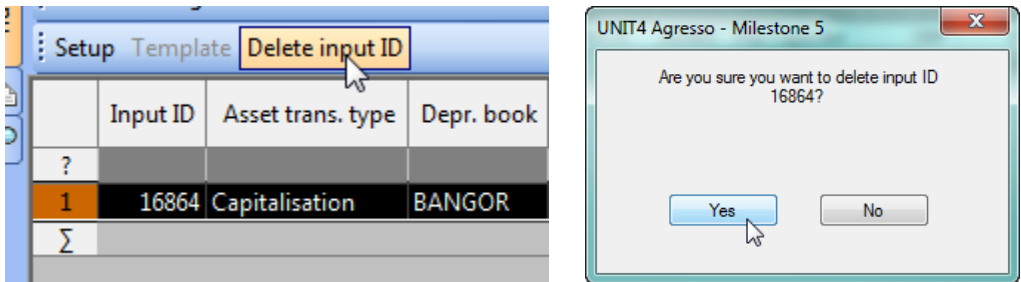
U1 Maintenance of transactions x

New link Organise links

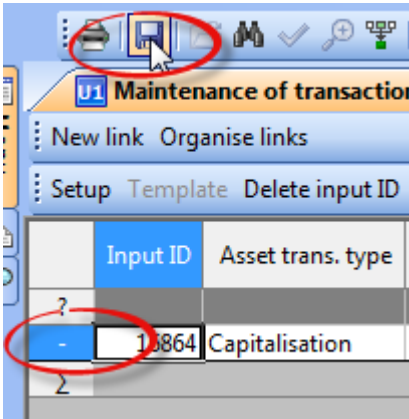
Setup Template Delete input ID

	Input ID	Asset trans. type	Depr. book	Asset	Asset (T)	Text	Cur	Curr. amount	Amount	Asset trans. date	Asset period	Cat1	Cat2	Units
?														
1	16864	Capitalisation	BANGOR	A10993	Flux Capacitor		GBP	10,000.00	10,000.00	01/08/2017	201701	1020	G70200	0
Σ								10,000.00	10,000.00					

This screen lists all the registered transactions that are ready to be included in a posting proposal. The registered transaction can be deleted at this point if for instance there are incorrect details on the transaction. To delete an item, select the input id and click 'Delete Input ID' on the screen menu

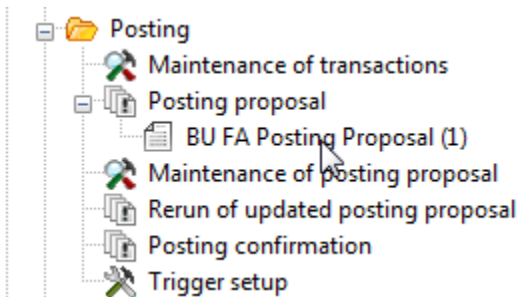


The line number will change to a " – " symbol and all changes can be saved using the Save icon on the Menu



The Capitalisation transaction can then be re-registered with the correct details through the Capitalisation screen.

If the registered transactions are ok, then the proposal can be created using the Posting Proposal



The proposal parameter screen can be used to filter which of the registered transactions you wish to include in the proposal.

Variant		BU FA Posting Proposal (1) (1)
	Param name	Value
1	Copies	1
2	Server queue	Serial Report Queue
3	Priority	0
4	Printer	DEFAULT
5	E-mail confirmation	<input type="checkbox"/>
6	E-mail distribution	<input type="checkbox"/>
7	Status	N
8	Start date	
9	Start time	
10	Output type	Auto-select
11	BatchID	1608251
12	Depreciation book	*
13	AssetID from	
14	AssetID to	
15	Asset group	*
16	Input ID	0
17	Period	Aug 2017
18	Transaction date	01/08/2017
19	Asset trans. type	Capitalisation
20	Attribute	*
21	User	*
22	Sort by	Depreciation book, asset group and asset ID

In this example I have set the Period and Transaction date to the first day of the financial year and also filtered on just Capitalisation transaction types.

MAKE SURE THAT THE APPROPRIATE PERIOD IS OPEN

Click Save



An order will be created and the results viewed in Maintenance of ordered reports.

	User	Report	OrderNo	Status	P	Scheduled	Ended	Server queue
?	FOS020							
1	FOS020	AT03	54	T	0	28/03/2018	28/03/2018	DEFAULT
2	FOS020	EI03FIX	21430	T	1	28/03/2018	28/03/2018	EI03

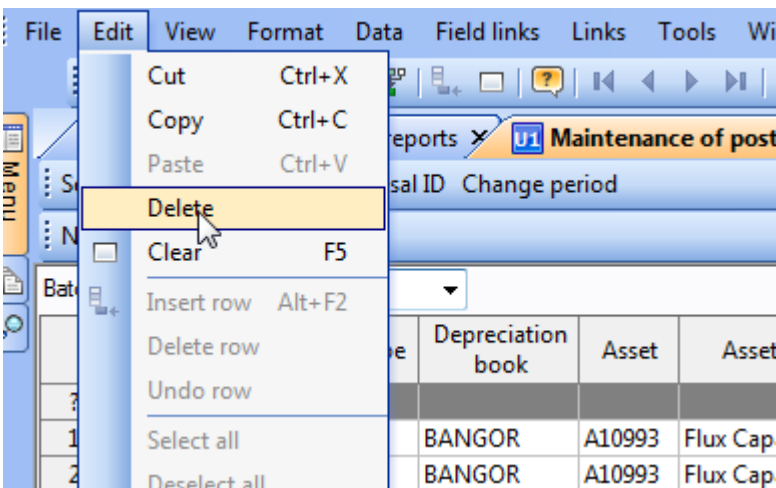
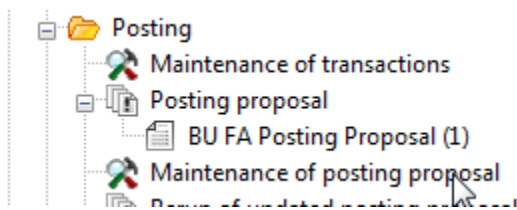
Report : AT03
Client : 01
User : FOS020

Prifysgol Bangor University
BU FA Posting Proposal (1)

Page: 1
180828
13:04:48

Dep. book	Asset group	Asset	Trans type	Account	Cap1	Cap2	Trans. text	AT tr.date	Per	Asset period	Amount
BANGOR	EQUIPS	A10993	Capitalisation	359	1020	070200		170801	201701	201701	10,000.00-
BANGOR	EQUIPS	A10993	Capitalisation	301	1020	070200		170801	201701	201701	10,000.00
TOT Debit amount :											10,000.00
TOT Credit amount :											10,000.00
TOT Net amount :											0.00

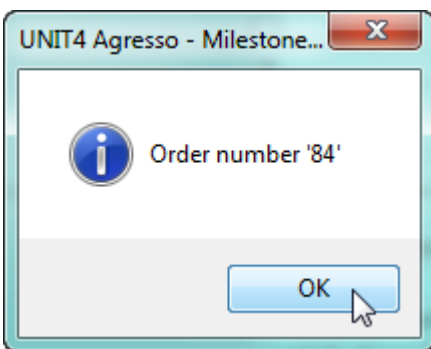
The AT03 report will show which transactions have been selected in the proposal. If this is incorrect, the proposal can be removed through the maintenance of posting proposal screen and re-run



To complete the posting of the capitalisation transactions, run the posting confirmation

Param name	Value
1 Copies	1
2 Server queue	Serial Report Queue
3 Priority	0
4 Printer	DEFAULT
5 E-mail confirmation	<input type="checkbox"/>
6 E-mail distribution	<input type="checkbox"/>
7 Status	N
8 Start date	
9 Start time	
10 Output type	Auto-select
11 BatchID	1608251
12 Transaction type	Asset Transactions
13 Action type	
14 Sort by	Depreciation book, asset group and asset ID
17 Description	Capitalisations 17/18

Select the proposed BatchID, Transaction Type of AT and enter a description. Hit save and the order will be confirmed



Once complete the AT04 report can be viewed from the ordered Reports screen.

User	Report	OrderNo	Status	P	Scheduled	Ended	Server queue
FOS020	AT04	84	T	0	16/04/2018	16/04/2018	DEFAULT

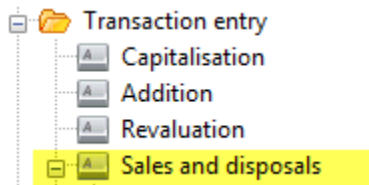
Depr. book	Asset group	Asset	Trans type	Account	Cat1	Cat2	Trans. text	AT tr.date	Asset period	Amount
BANGOR	EQUIP3	A10993	Capitalisation	A01	1020	G70200		170801	201701	10,000.00
BANGOR	EQUIP3	A10993	Capitalisation	A99	1020	G70200		170801	201701	10,000.00-
									TOT Debit amount :	10,000.00
									TOT Credit amount :	10,000.00
									TOT Net amount :	0.00

The entries will now be posted in the Ledger and the status of the Asset will be changed to 'Capitalised'

1 - Asset	2 - GL Analysis	3 - Depreciation book	4 - Address	5 - Relation	6 - Extra Info
Asset	A10993	Flux Capacitor			
Asset group	EQUIP3	Equipment (3 Year Life)	Sta		
Depreciation book	Description	Status	Cap. status	Capitalise	
1 BANGOR	Bangor Depreciation Book	Active	Capitalised	<input type="checkbox"/>	

Disposal/Sale of Asset

Enter disposals and sales of assets through the 'Sales and disposal transaction entry screen



On the General Tab select the Asset by ID, Enter the transaction date, tick Disposal if it's a full disposal. Enter some transaction text and click next step

The 'General' tab is active. It contains the following fields and controls:

- Asset section:**
 - * Asset ID: A10973 (circled in red)
 - * Depreciation book: Bangor Depreciatio (dropdown menu)
- Transaction details section:**
 - Asset trans. date: 31/07/2018 (circled in red)
 - Asset period: 201712 (dropdown menu)
 - Disposal: (circled in red)
 - Valuedate: 31/07/2018 (dropdown menu)
 - Transaction text: Sale of Vehicle (circled in red)
- Next step button:** A green button with a right-pointing arrow and the text 'Next step'. A mouse cursor is clicking it.

The Sales Quantity would normally be left at 100%. Click next step

The 'Sales quantity' tab is active. It contains the following fields and controls:

- Sales quantity section:**
 - Radio buttons for selection: Percentage (selected), Amount, Units.
 - Percentage sold: 100 (text input field)
 - Amount: 27594 (text input field)
 - Units: 0 (text input field)
- Navigation buttons:** 'Previous step' and 'Next step' buttons. A mouse cursor is clicking the 'Next step' button.

Moving to the Sales amount tab, automatically runs an AT05 to calculate the accumulated Depreciation for the asset. A message will be displayed

U1 Sales and disposals ×

New link Organise links

Asset relations

General Sales quantity **Sales amount** Summary

i An AT05 report is ordered (number:218) to calculate the accumulated depreciation. The calculation will be finished in a few seconds. You then must click the "Get accumulated depreciation" button to get the accumulated amount.

Transaction details

Asset ID	A10973
Depreciation book	BANGOR
Capitalised amount	27,594.00
Accumulated depreciation	
Net book value	

Get accumulated depreciation

Sales amounts

Now click the Get accumulated depreciation to populate the screen with the accumulated appreciation

General Sales quantity **Sales amount** Summary

Transaction details

Asset ID	A10973
Depreciation book	BANGOR
Capitalised amount	27,594.00
Accumulated depreciation	11,022.76
Net book value	16,571.24

Get accumulated depreciation

Sales amounts

Sales price	Currency	Amount
10000	GBP	10000
Cost of disposal	Currency	Amount
0	GBP	0

Previous step Next step

The net book value will now be displayed.

Enter any sales price (if applicable) and/or disposal costs (if applicable) and click next step

General Sales quantity Sales amount **Summary**

Asset information

Asset ID **A10973**

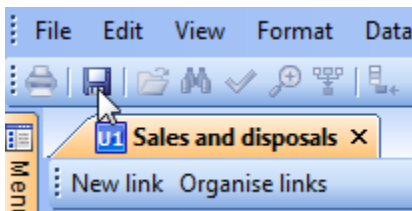
Depreciation book	Capitalised amount to sell	Accumulated depreciation	Percentage sold
BANGOR	27,594.00	11,022.76	100.00

Sales amounts

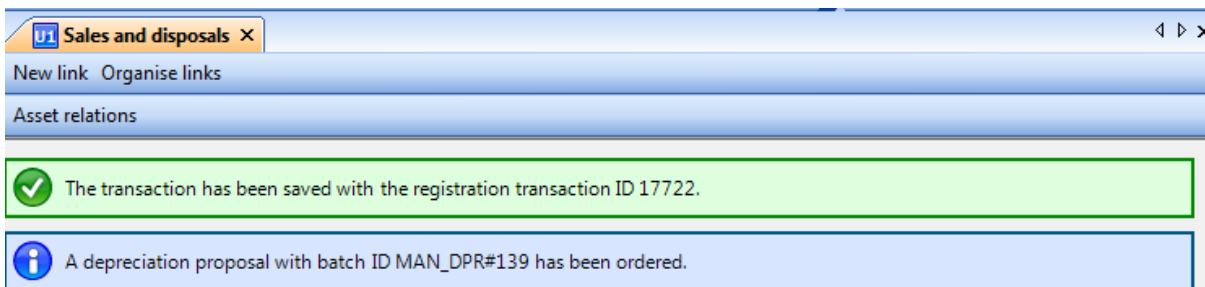
Depreciation book	Net book value	Sales amount	Cost of disposal	Gain	Loss
BANGOR	16,571.24	10,000.00	0.00	0.00	-6,571.24

Previous step

A summary of the transaction values will be displayed and if correct this can be saved using the Save Icon



You will receive a confirming message



The transaction now needs posting to the GL through the Posting Menu. The transactions to be posted can be reviewed prior to a proposal through the Maintenance of transactions screen

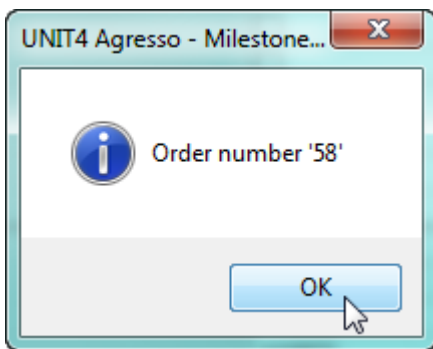
Input ID	Asset trans. type	Depr. book	Asset	Asset (T)	Text	Cur	Curr. amount
?			A10973				
1	17722 Sale	BANGOR	A10973	TOYOTA Hilux Invincible 3.0 d4d 5dr double cab, incl Truckman Top, Tow Ba	Sale of Vehicle	GBP	10,000.00
2	17722 Sale	BANGOR	A10973	TOYOTA Hilux Invincible 3.0 d4d 5dr double cab, incl Truckman Top, Tow Ba	Sale of Vehicle	GBP	11,022.76
3	17722 Sale	BANGOR	A10973	TOYOTA Hilux Invincible 3.0 d4d 5dr double cab, incl Truckman Top, Tow Ba	Sale of Vehicle	GBP	27,594.00
4	17723 Automatic depreciation	BANGOR	A10973	TOYOTA Hilux Invincible 3.0 d4d 5dr double cab, incl Truckman Top, Tow Ba	Automatic depreciation 201709	GBP	459.90
5	17724 Automatic depreciation	BANGOR	A10973	TOYOTA Hilux Invincible 3.0 d4d 5dr double cab, incl Truckman Top, Tow Ba	Automatic depreciation 201710	GBP	459.90
6	17725 Automatic depreciation	BANGOR	A10973	TOYOTA Hilux Invincible 3.0 d4d 5dr double cab, incl Truckman Top, Tow Ba	Automatic depreciation 201708	GBP	459.90
7	17726 Automatic depreciation	BANGOR	A10973	TOYOTA Hilux Invincible 3.0 d4d 5dr double cab, incl Truckman Top, Tow Ba	Automatic depreciation 201711	GBP	459.90
8	17727 Automatic depreciation	BANGOR	A10973	TOYOTA Hilux Invincible 3.0 d4d 5dr double cab, incl Truckman Top, Tow Ba	Automatic depreciation 201712	GBP	445.06
Σ							50,901.42

Note that any auto depreciation up to the disposal date will be ready to also post.

Run a proposal. In this example I have selected just the Asset ID to include.

	Param name	Value
1	Copies	1
2	Server queue	Serial Report Queue
3	Priority	0
4	Printer	DEFAULT
5	E-mail confirmation	<input type="checkbox"/>
6	E-mail distribution	<input type="checkbox"/>
7	Status	N
8	Start date	
9	Start time	
10	Output type	Auto-select
11	BatchID	1608251
12	Depreciation book	*
13	AssetID from	A10973
14	AssetID to	A10973
15	Asset group	*
16	Input ID	
17	Period	Jul 2018
18	Transaction date	31/07/2018
19	Asset trans. type	*
20	Attribute	*
21	User	*
22	Sort by	Depreciation book, asset group and asset ID

Save and The order will be confirmed



The AT03 Proposal report can be viewed from the Ordered reports screen

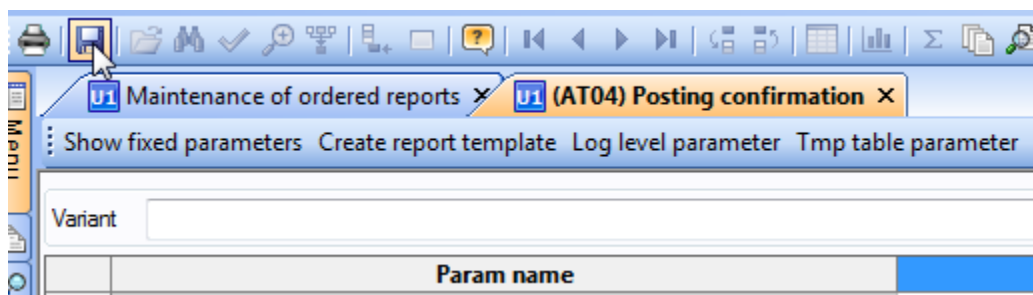
	User	Report	OrderNo	Status	P	Scheduled	Ended	Server qu
?	FOS020							
1	FOS020	AT03	58	T	0	18/04/2018	18/04/2018	DEFAULT

Error list

Depr. book	Asset group	Asset	Trans type	Account	Cat1	Cat2	Trans. text	AT tr. date	Par	Asset period	Amount
BANGOR	EQUIP5	A10973	Automatic depreciati	989	0330	B28711	Automatic depreciation	201708	180331	201712	459.90
BANGOR	EQUIP5	A10973	Automatic depreciati	A11	0330	B28711	Automatic depreciation	201708	180331	201712	459.90-
BANGOR	EQUIP5	A10973	Automatic depreciati	A11	0330	B28711	Automatic depreciation	201709	180430	201712	459.90-
BANGOR	EQUIP5	A10973	Automatic depreciati	989	0330	B28711	Automatic depreciation	201709	180430	201712	459.90
BANGOR	EQUIP5	A10973	Automatic depreciati	A11	0330	B28711	Automatic depreciation	201710	180531	201712	459.90-
BANGOR	EQUIP5	A10973	Automatic depreciati	989	0330	B28711	Automatic depreciation	201710	180531	201712	459.90
BANGOR	EQUIP5	A10973	Automatic depreciati	A11	0330	B28711	Automatic depreciation	201711	180630	201712	459.90-
BANGOR	EQUIP5	A10973	Automatic depreciati	989	0330	B28711	Automatic depreciation	201711	180630	201712	459.90
BANGOR	EQUIP5	A10973	Sale	A99	0330	B28711	Sale of Vehicle	180731	201712	201712	6,571.24-
BANGOR	EQUIP5	A10973	Sale	A99	0330	B28711	Sale of Vehicle	180731	201712	201712	10,000.00-
BANGOR	EQUIP5	A10973	Sale	A98	0330	B28711	Sale of Vehicle	180731	201712	201712	10,000.00
BANGOR	EQUIP5	A10973	Sale	A99	0330	B28711	Sale of Vehicle	180731	201712	201712	27,594.00
BANGOR	EQUIP5	A10973	Sale	A01	0330	B28711	Sale of Vehicle	180731	201712	201712	27,594.00-
BANGOR	EQUIP5	A10973	Sale	A99	0330	B28711	Sale of Vehicle	180731	201712	201712	11,022.76-
BANGOR	EQUIP5	A10973	Sale	A11	0330	B28711	Sale of Vehicle	180731	201712	201712	11,022.76
BANGOR	EQUIP5	A10973	Automatic depreciati	A11	0330	B28711	Automatic depreciation	201712	180731	201712	445.06-
BANGOR	EQUIP5	A10973	Automatic depreciati	989	0330	B28711	Automatic depreciation	201712	180731	201712	445.06
BANGOR	EQUIP5	A10973	Sale	928	0330	B28711	Sale of Vehicle	180731	201712	201712	6,571.24
TOT Debit amount :											57,472.66
TOT Credit amount :											57,472.66
TOT Net amount :											0.00

Note that the value of the sale is posted to Account 928 and the remaining depreciation to 989 and the Asset account A-- zero'd.

If ok the postings can now be confirmed



The Status on the Masterfile will remain as Active. The status should be changed to 'Parked' once the posting have been confirmed and the asset date to completed, so that the item will correctly report.

1 - Asset 2 - GL Analysis 3 - Depreciation book 4 - Address 5 - Relation 6 - Extra Info

Asset: A10973 TOYOTA Hilux Invincible 3.0 d4d 5dr double cab, ind Truckman Top, Tow Bar, Wax Oiling CX16 JXM

Asset group: EQUIP5 Equipment (5 Year Life) Status: Active

Asset information

Parent asset: []

Supplier: P4181 Premier Metal Works(LJ)Ltd

Asset date from: 01/08/2016 Period from: 201601

Depreciation date from: 01/08/2016 Period from: 201601

Status dropdown menu options: Active, Parked, Closed, Terminated

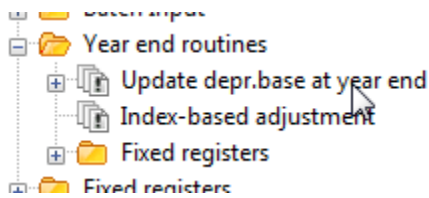
Year End Tasks

1. Agree the Fixed Assets Module to General Ledger
2. Agree to Financial Accounts
3. Once finalised. Update the Depreciation Base.

Updating the Depreciation base

Updating the depreciation base, updates the lifetime remaining figures and closes the year for Fixed Assets.

In Fixed assets , year end routines select 'Update depr.base at year end'



Select the full range of Asset ids and the Year (2017 = 201712, 2018 = 201812 etc..)

U1 (AT14) Update depr.base at y... x		
Show fixed parameters Create report template Log level parameter Tmp table parameter Company List		
Variant		
	Param name	Value
1	Copies	1
2	Server queue	Serial Report Queue
3	Priority	0
4	Printer	DEFAULT
5	E-mail confirmation	<input type="checkbox"/>
6	E-mail distribution	<input type="checkbox"/>
7	Status	N
8	Start date	
9	Start time	
10	Output type	Auto-select
11	AssetID from	A00000
12	AssetID to	A99999
13	Asset group	*
14	Attribute	*
15	Depreciation book	*
17	Year	2017

Save the order and the results can be viewed from ordered reports.

	User	Report	OrderNo	Status	P	Scheduled	Ended	Server queue
?	FOS020	AT14						
1	FOS020	AT14	28	T	0	22/11/2017	22/11/2017	DEFAULT
2	FOS020	AT14						FAULT
3	FOS020	AT14						FAULT
4	FOS020	AT14						FAULT
5	FOS020	AT14						FAULT
6	FOS020	AT14						FAULT
7	FOS020	AT14						PORT
8	FOS020	AT14						STBACK

Select printout

AT14A_26.LIS

AT14B_26.LIS

Two reports are available. The A report contains failures:

Trans date: 171122
 Period from: 201701

Depreciation book	Asset group	Asset	Reason
BANGOR	EQUIP3	A10115	asset is not depreciated for all periods in current year
BANGOR	EQUIP3	A10118	asset is not depreciated for all periods in current year
BANGOR	EQUIP3	A10119	asset is not depreciated for all periods in current year
BANGOR	EQUIP3	A10179	asset is not depreciated for all periods in current year
BANGOR	EQUIP3	A10187	asset is not depreciated for all periods in current year

These will be false positives and will be disposed of assets which have not yet been parked but have an asset end date. Check and set the Masterfile to Parked.

The B report will confirm the records have been updated.

Report : AT14
 Client : U1
 User : FOS020

Prifysgol Bangor University
 Fos020 Variant 1

Trans date: 171122
 Period from: 201701

Depreciation book	Asset group	Asset	Orig. lifetime	Lifetime	Depr. method	Depr. base value
BANGOR	BUILDBS12	A10598	144	108	LNA	279,000.00
BANGOR	BUILDBS12	A10599	144	108	LNA	216,900.00
BANGOR	BUILDBS12	A10600	144	108	LNA	64,800.00
BANGOR	BUILDBS12	A10601	144	108	LNA	64,800.00
BANGOR	BUILDBS12	A10602	144	108	LNA	355,500.00
BANGOR	BUILDBS12	A10603	144	108	LNA	68,400.00
BANGOR	BUILDBS12	A10604	144	108	LNA	19,800.00
BANGOR	BUILDBS12	A10605	144	108	LNA	166,200.00

Once run, the first auto depreciation run of the new financial year can be run

Running the Monthly Fixed Asset (GL to FA) Summary

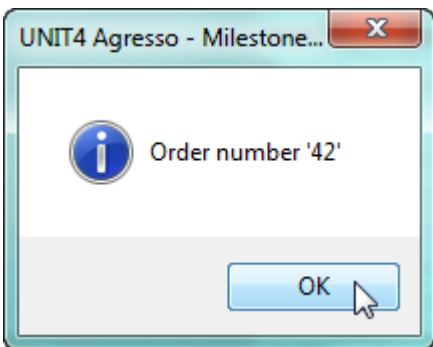
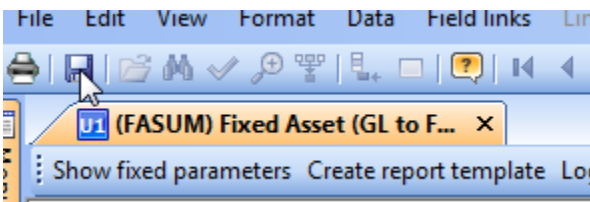
This report compares the Fixed Asset module to the General Ledger and summarises depreciation, take-ons and disposals for the year. It is recommended this is run each period after Auto Depreciation and at the year end once the books have closed.

Personnal Menu, Period End, Fixed Asset (GL to FA Summary)

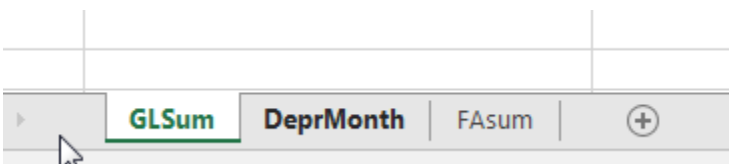
The First and Last Periods should always be the full range for the year 01 to 13

	Param name	Value
1	Copies	1
2	Server queue	Serial Report Queue
3	Priority	9
4	Printer	DEFAULT
5	E-mail confirmation	<input type="checkbox"/>
6	E-mail distribution	<input type="checkbox"/>
7	Status	N
8	Start date	
9	Start time	
10	Output type	Auto-select
12	First Pd of Fin Yr (P1)	201701
13	Last Pd of Fin Yr (P13)	201703

Save the report and an order number will be produced



The report is a multiple sheet excel workbook and contains the following pages



GLSUM is a summary of the General Ledger by Account

201713		
Summary - General ledger		Run Date:
to 201713		18/12/2017
Account	Life to date Total	
A01	22,917,687.40	
A11	(20,908,051.58)	
A21	299,017,803.78	
A31	6,175,262.90	
A32	58,000.00	
A41	(35,934,327.81)	
A51	(875,489.79)	
A52	(5,081.19)	
A61	38,657,535.40	
A98	0.00	
A99	0.00	
Total	309,103,339.11	

DeprMonth is a summary by Asset ID per financial period and includes a comparison to the GL total.

Fixed Assets - Depreciation Summary (B/Fwd)														
to 201713														
Parent Asset	asset_id	asset description	Costc	Project	Asset Group	Full Life	Life Remain	Capitalised	Depreciation	Opening NBV	P1	P2	P3	P4
A10611	A10611	Ffriddoedd Site LA - Ffriddoedd Farm House	9902	K65999	BUILD85	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
A10612	A10612	Normal Site - Store	9902	K65999	BUILD85	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
A10613	A10613	Normal Site - Workshop & Boiler House	9902	K65999	BUILD85	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
A10614	A10614	Science Site - Tanraillt House	9902	K65999	BUILD85	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
A10615	A10615	Top Site - Old Domestic Science Buildings	9902	K65999	BUILD85	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
A10622	A10622	Normal Site - Neuadd Arfon	1110	H91999	BUILD851	1	0	194,258.00	(194,258.00)	0.00	0.00	0.00	0.00	0.00
A10623	A10623	Normal Site - Neuadd Seirioi	1110	H91999	BUILD851	1	0	167,195.00	(167,195.00)	0.00	0.00	0.00	0.00	0.00
A10578	A10598	Adeliad Deiniol - Land and Infrastructure	9902	K65999	BUILD8512	12	9	372,000.00	(93,000.00)	279,000.00	0.00	0.00	0.00	(10,333.32)
A10582	A10599	Dean Street - Land and Infrastructure	9902	K65999	BUILD8512	12	9	289,200.00	(72,300.00)	216,900.00	0.00	0.00	0.00	(8,033.32)
A10585	A10600	Ffriddoedd Site LD - Car Park adjoining estates office	9902	K65999	BUILD8512	12	9	86,400.00	(21,600.00)	64,800.00	0.00	0.00	0.00	(2,400.00)
A10587	A10601	Maer Glan - Land and Infrastructure	0007	K65000	BUILD8513	13	0	86,400.00	(71,600.00)	14,800.00	0.00	0.00	0.00	(3,600.00)

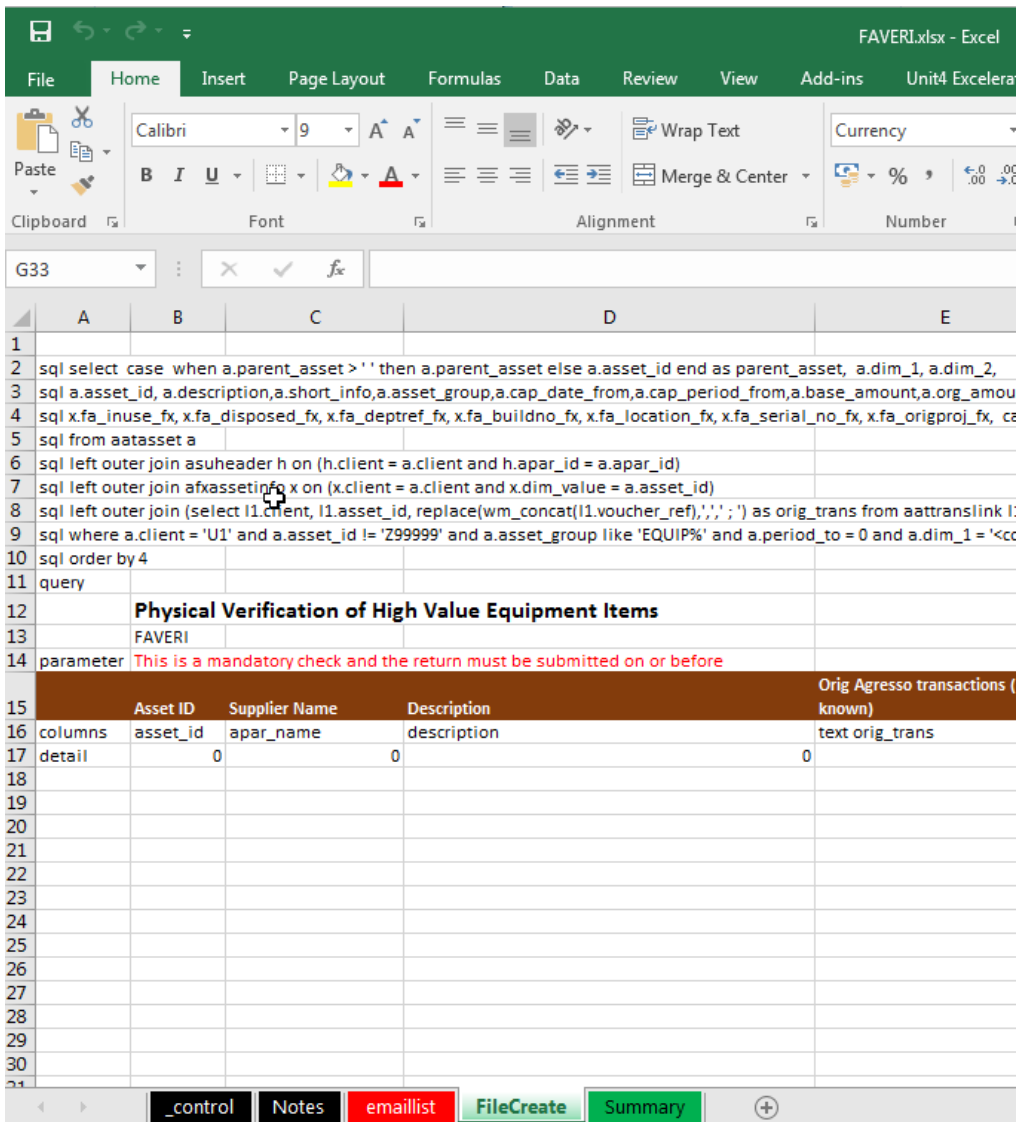
FASum is a summary by Asset and includes annual tests on the completeness of Depreciation and a comparison to the GL

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
Parent Asset	asset_id	asset description	Costc	Project	Asset Group	Full Life	Life Remaining	Disposed of	Capitalised	Brought Forward Depreciation	Opening NBV	Disposals	This Year Additions	Depreciation	
A10000	A10000	App Development for Adult Welsh Learners, 1st payment - 2r	560	B41073	EQUIP5	5	2		15,921.40	(9,552.84)	6,368.56	0.00	0.00	(1,326.84)	
A10001	A10001	App Development for Adult Welsh Learners, 2nd payment	560	B41073	EQUIP5	5	2		8,684.40	(5,210.64)	3,473.76	0.00	0.00	(723.76)	
A10002	A10002	App Development for Adult Welsh Learners, 3rd/Final payme	560	B41073	EQUIP5	5	2		4,342.20	(2,605.30)	1,736.90	0.00	0.00	(361.80)	
A10003	A10003	Mecury 12w Laser	510	APOS10	EQUIP5	5	0		10,927.50	(10,927.50)	0.00	0.00	0.00	0.0	
A10004	A10004	Dimension B5T768, 3D Printer	510	APOS10	EQUIP5	5	0		20,582.00	(20,582.00)	0.00	0.00	0.00	0.0	
A10006	A10006	Mini Mill Machines	510	APOS10	EQUIP5	5	0		4,600.00	(4,600.00)	0.00	0.00	0.00	0.0	

The report will only work for the current asset year and may need some manual adjustment after the year has closed.

Year End Verification – Update Records

DJ has an excelator called FAVERI, which can generate a list of existing assets per CostC (and email them out if desired)



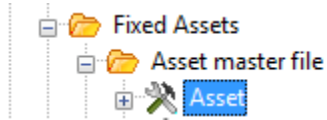
Departments are asked to look at the following data and provide information or amend information.

Please do not insert or delete any rows or columns. Use only the columns indicated for your answers as the results will be uploaded				
Check and amend existing items ; Add for new items				
Dept Ref	Serial No	Build No	Build Desc	Specific Location
All items to be verified in these columns				
In Use?	Disposed?	Sale Proceeds	Notes	

The intention was to build an uploader, however this has not yet been done so the update of data fields will need to be completed manually within the Asset Masterfile.

Any Disposals/Sales etc will also need to be transacted through the Disposal/Sales screen. See Page 29.

From the menu, select Asset



Enter the Asset ID in the Asset field (or use F9 to search by name). The details of the asset will appear on the screen. Select the Extra Info Tab

1 - Asset 2 - GL Analysis 3 - Depreciation book 4 - Address 5 - Relation 6 - Extra Info

Asset: A10001 App Development for Adult Welsh Learners, 2nd payment

Asset group: EQUIP5 Equipment (5 Year Life) Status: Active

Extra Info

Still in use? Disposed of? N

Dept Asset Ref: NO REF Building No: Estate

Location: Location not recorded

Serial No/ID/Mark/Reg: Not recorded

Funding Source: Academic Departments - WFA

Purchase Year: 2014 Original Project: B41073

GIA (Sq Metres): 0.00 MV?:

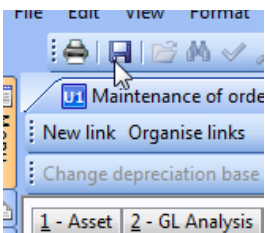
CostC Location:

Notes

	Memo Date	Memo UserID
1		
2		
3		

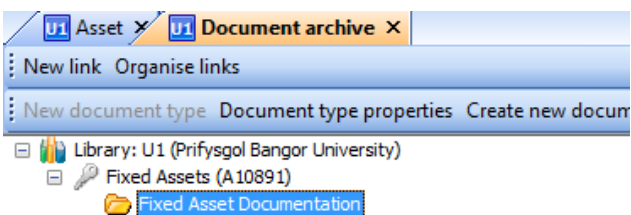
The updated information can be entered in the appropriate fields of this tab.

To Save click the Save icon



Document Archive

The Fixed Asset Masterfile can also retain documents against each asset id in the document archive.



Account Codes in Use

Account	Description	Rule	Group
A%			
A01	Assets Equipment - Additions	ACCOUNT RULE3 - Balance Sheet (Fixed Assets)	7
A11	Assets Equipment - Depreciation	ACCOUNT RULE3 - Balance Sheet (Fixed Assets)	7
A21	Assets Buildings - Additions	ACCOUNT RULE3 - Balance Sheet (Fixed Assets)	7
A31	Assets Buildings - Refurbishment	ACCOUNT RULE3 - Balance Sheet (Fixed Assets)	7
A32	Assets Buildings - Leasehold Improves	ACCOUNT RULE3 - Balance Sheet (Fixed Assets)	7
A41	Assets Buildings Depreciation (Additions)	ACCOUNT RULE3 - Balance Sheet (Fixed Assets)	7
A51	Assets Buildings Depreciation (Refurbishments)	ACCOUNT RULE3 - Balance Sheet (Fixed Assets)	7
A52	Assets Buildings Depreciation (Leasehold Improves)	ACCOUNT RULE3 - Balance Sheet (Fixed Assets)	7
A61	Assets Land - Additions	ACCOUNT RULE3 - Balance Sheet (Fixed Assets)	7
A98	Asset sales control account	ACCOUNT RULE3 - Balance Sheet (Fixed Assets)	7
A99	Asset suspense account	ACCOUNT RULE3 - Balance Sheet (Fixed Assets)	7

928	Losses from Sales of Assets	ACCOUNT RULE1 - Expenditure (Fixed Assets)	9
989	Depreciation	ACCOUNT RULE1 - Expenditure (Fixed Assets)	4

Account Rule

Field	Attribute	User input	Value matrix	Default	Relation	Control
0 Account	ACCOUNT					<input checked="" type="checkbox"/>
1 Category 1	COSTC	Fixed	Category 2			<input type="checkbox"/>
2 Category 2	PROJECT	Mandatory				<input checked="" type="checkbox"/>
3 Category 3	ASSET	Mandatory				<input type="checkbox"/>
4 Category 4		Fixed				<input type="checkbox"/>
5 Category 5	ACTIVITY	Mandatory	ACTIVITY RULE			<input type="checkbox"/>
6 Category 6		Fixed				<input type="checkbox"/>
7 Category 7	ACTGROUP	Mandatory	ACTGROUP	N/A		<input type="checkbox"/>
Currency	CURRENCY	Mandatory		GBP		<input type="checkbox"/>
Tax code	VATCODE	Mandatory		0		<input type="checkbox"/>
Tax system	TAXCAT	Fixed	VAT			<input type="checkbox"/>

As well as Account, Project and Costc. Asset ID is also mandatory so that reports can be run from the GL by Asset ID.

Transaction Types

TT	Description	TC	TS	S
? A%	%Asset%			
1 AM	Asset (Manual Adj)	4	GL	N
2 AT	Asset Transactions	AT	GL	N