

# **FIXED ASSETS MODULE**

# Windows Fixed Assets Module Software

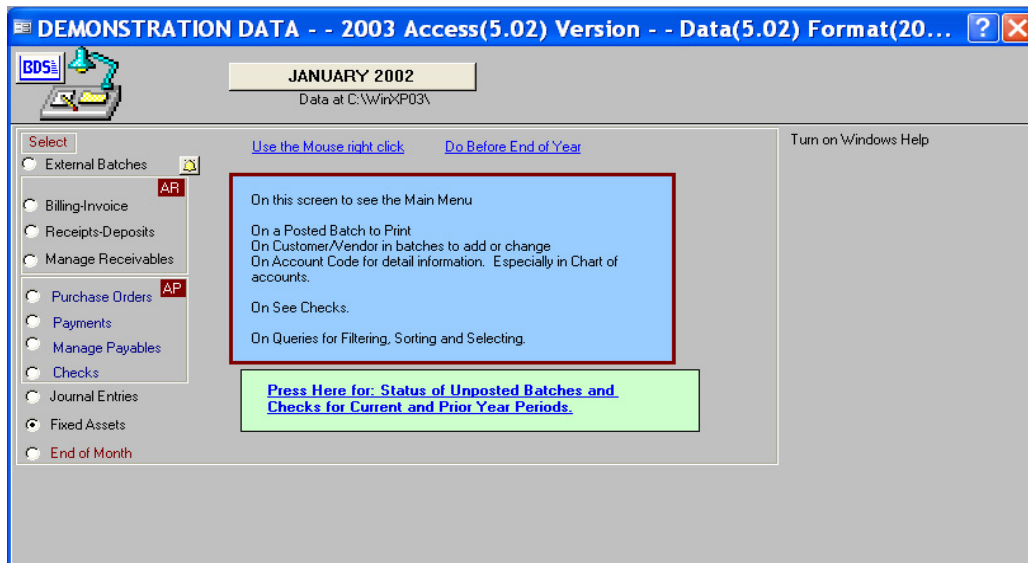
## INSTALLATION

The installation of this module is handled by a unique password obtained from Banyon Data Systems, Inc. If you have purchased this module to the Windows Fund Accounting (WinFund) software simply contact BDS and we will turn the module on for your use.

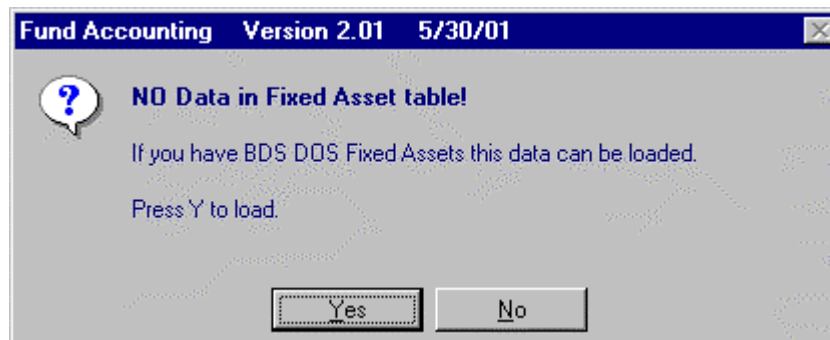
**\*\*\*We can convert an existing spreadsheet into the Fixed Assets Software. Call us at 800-229-1130 for conversion cost and information.**

## Setup Procedures

The Fixed Assets module software is accessed by clicking on the fixed asset menu option on the Fund Accounting Desktop located on the lower portion of the window below Journal Entries.



The first time fixed assets is accessed the message below will appear if no data has previously been converted or entered. This message will ask if there is any DOS fixed assets from data to load in from Banyon. Click no to start entering your assets from scratch.



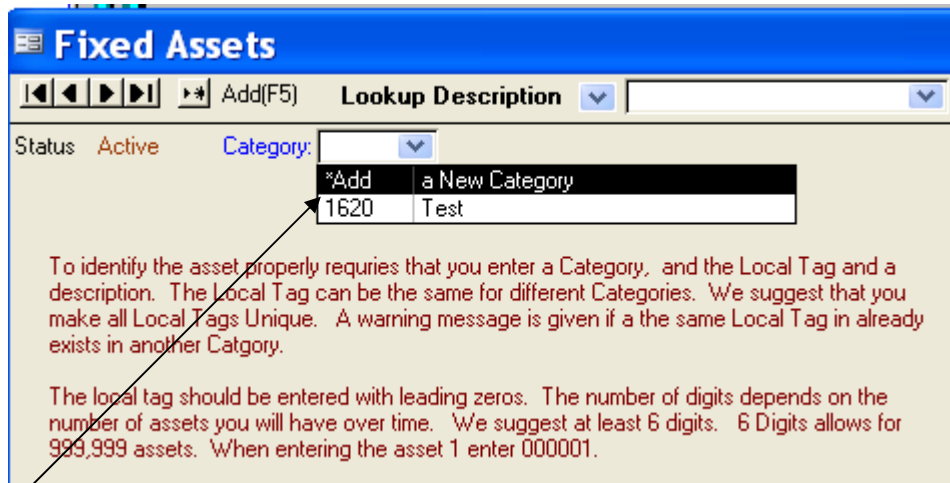
\*\*\*\* An optional way of accessing fixed assets is from the payment batch screen while you are paying a vendor.

You can either enter a new fixed asset from the main fixed asset screen or from a payment batch. From a payment batch, click on fixed assets in the top left of the screen

This simply opens the fixed asset screen; where you can now add a new asset by clicking on add button or pressing f5

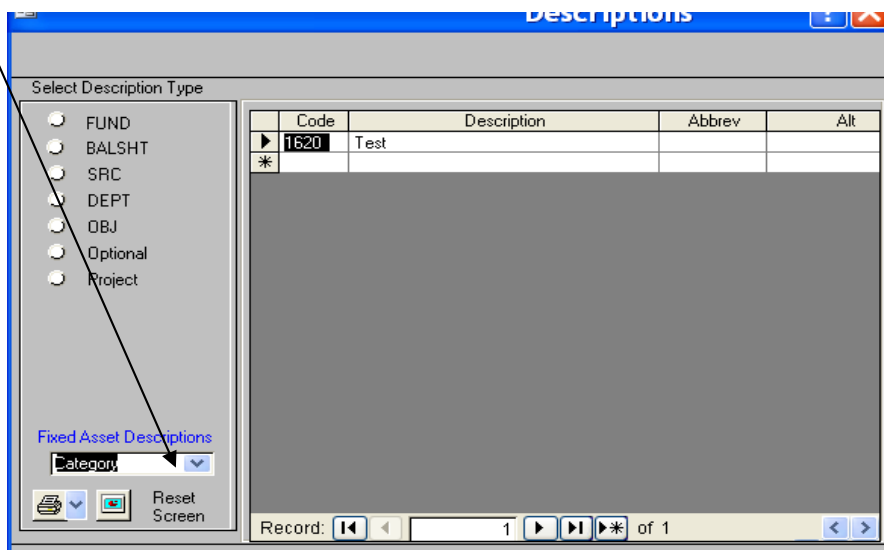
➡ Add(F5)

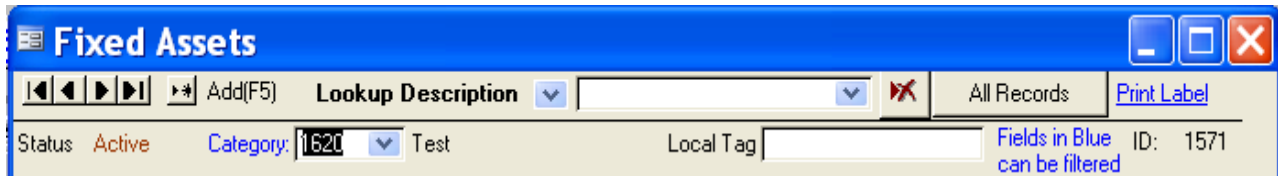
Next, the following screen will appear to assign a category or add new categories.



To set up categories select New Category to display the descriptions set up screen.

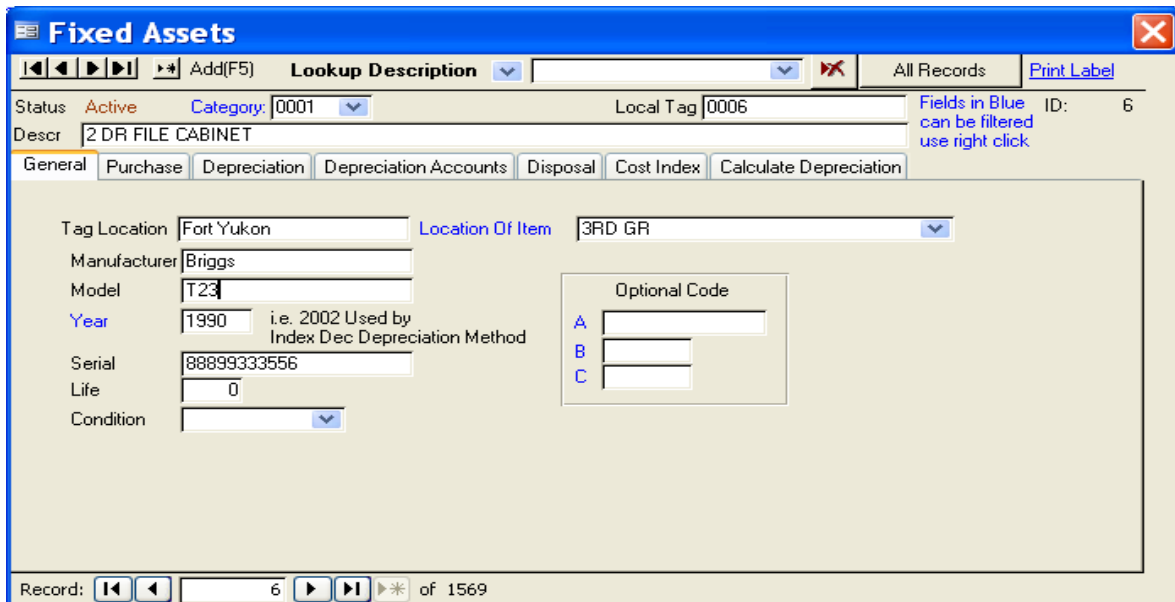
Next, in the bottom left choose Category in the Fixed Asset Description drop down. Next enter a code and description. These codes will now be available in the drop down for category from the fixed asset screen.





Once the categories are set up, select the category to assign the asset to and then assign a local tag #. The local tag number must be unique to each asset. Once the tag # is filled in, tabs will appear to enter information about the asset.

## GENERAL TAB



\*\*\*\*Fields in blue can be filtered on. For example to scroll through all assets in category 0001 right click on 0001 and choose filter by selection. Next, use the arrows to scroll through the assets in that category.

To get all data back, right click again on the category # and choose remove filter/sort. The same filtering can be done on year and location of item.

You can also right click and select filter for and type in a specific name to search for. To see other filtering options, please refer to the report writer manual where it talks about using the words and / or to get ranges of information.

The optional code fields are used to group any assets together for reporting purposes.

## Other Asset Option Tabs

**Purchase Tab:** This tab contains information about acquisition of the asset. Complete each field (cell). The Vendor cell has a drop-down arrow that will search the vendor records of the fund accounting program. Click on the vendor or add new.

The screenshot shows the 'Fixed Assets' window with the 'Purchase' tab selected. The 'Vendor' field is set to 'GATEWAY' with ID # 9328. The 'Acquired Date' is 9/26/1994, 'Invoice' is 83904, and 'Check #' is 2384. The 'Unit Price' is 500.00 and 'Shipping' is \$50.00. The 'FUND' dropdown is set to 101, 'PROGRAM' to 41110, and 'Source' to 102. The 'Total Price' field is empty.

**The Acquired Date will default to the current date. If different date is needed, enter that date.**

Finish the cell entries for PO, invoice, check number, quantity, physical count, price (cost), replacement, salvage, etc.

### Fund, Program, Source:

This area is optional to use. If you want to assign assets to a specific fund and program (department), then these will need to be built in the descriptions area so they show up in the drop down. This is typically used for reporting purposes by grouping assets together. To set up the account codes, go to the category drop down and select new category or right click anywhere and choose descriptions.

The screenshot shows the 'Descriptions' window. On the left, 'Select Description Type' has radio buttons for FUND, BALSHT, SRC, DEPT, OBJ, Optional, and Project. Below this is a 'Fixed Asset Descriptions' section with a dropdown menu set to 'Fund' and a 'Reset Screen' button. The main area is a table with columns: Code, Description, Abbrev, and Alt. The first row has Code '101' and Description 'General Fund'. A second row has a '\*' in the Code column. The status bar at the bottom shows 'Record: 1 of 1'.

The screenshot shows a dropdown menu titled 'Descriptions'. It contains two options: 'List' and 'Physical Inventory' with a right-pointing arrow.

Next, under the fixed assets description drop down select fund. Now build all funds you want available to be used. Do the same for program and source.

**Depreciation:** This tab contains the information about the assets depreciated amounts, projections and method used to calculate the depreciation. The database already holds the standard methods used including:

- StraightLn (Straight Line)
- Sum of Year
- Double Depreciation
- Index Depreciation
- None

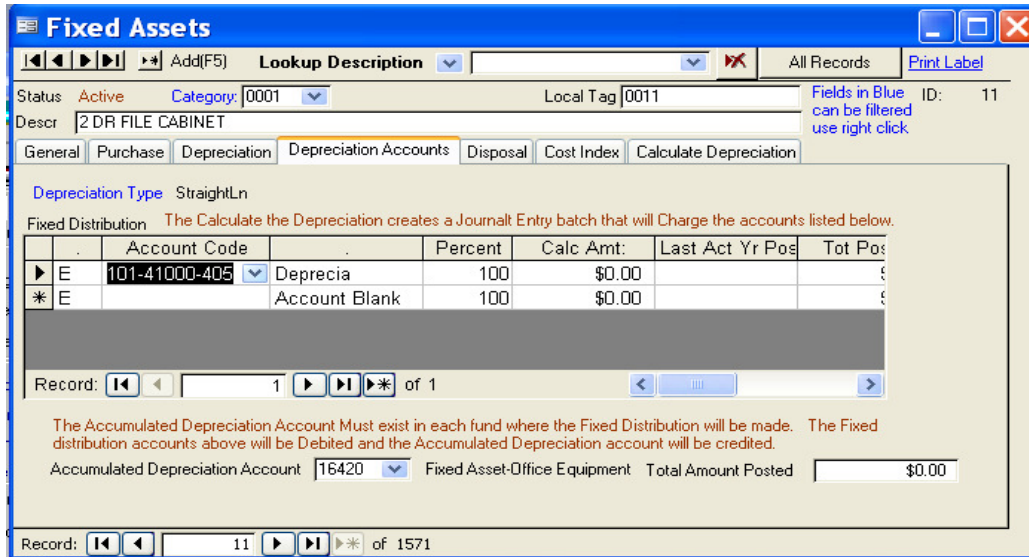
The screenshot shows the 'Fixed Assets' application window. The 'Depreciation' tab is active. The asset description is 'TELEVISION'. The depreciation type is set to 'StraightLn'. The full year depreciation is set to 'No'. The acquired date is '9/26/1994'. The formula for depreciation is shown as  $\text{Depreciation for a Year} = (\text{Original Cost} - \text{Salvage Value}) / \text{Life of Asset}$ .

| Starting Date of fiscal year | Total Price | - Depreciation | = Book Value | Depreciation Current Year | Life | Remaining Life |
|------------------------------|-------------|----------------|--------------|---------------------------|------|----------------|
| 01/01/1999                   |             | Zero           |              |                           |      |                |
| 01/01/2000                   |             | Projection 1   |              |                           |      |                |
| 01/01/2001                   |             | Projection 2   |              |                           |      |                |
| 01/01/2002                   |             | Projection 3   |              |                           |      |                |

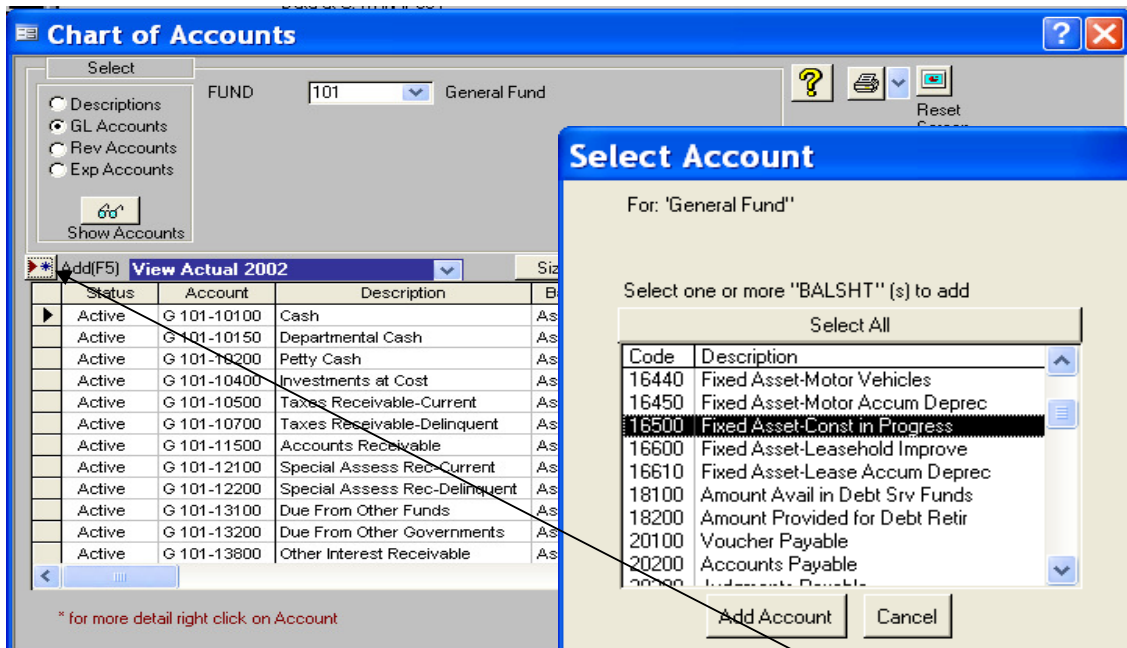
Additional fields include: Starting Date of fiscal year (01/01/1999), Total Price (\$0.00), Depreciation Current Year (0), and Remaining Life (0). There are also fields for 'Value after Posting', 'Replacement Cost', 'Nbr of Months Depr calculated', and 'Salvage Value'.

Straight Line Depreciation is the most widely used method of depreciating assets. You should confirm with your accountant or auditor what is the correct method to be used by your organization.

**Depreciation Accounts:** This is where you will assign the account codes for depreciation. The software will then create journal entries after the depreciation is calculated. **The accounts entered here will be debited and then the Accumulated depreciation account will be credited.**



**\*\*\*\*\*Important note. The accumulated depreciation account must be in each fund used. To double check this, close out of fixed assets and go to view, then chart of accounts. Next click GL Accounts and choose the fund you are working with. Make sure the balance sheet account you want credited is in the fund**



If the balance sheet account is not listed in the fund, click the add button and the select account screen will show up. Highlight the code and choose add account.



**Disposal Tab:** If an asset is disposed,

The screenshot shows the 'Fixed Assets' window with the 'Disposal' tab selected. The asset is currently 'Active'. The description is '2 DR FILE CABINET'. The amount is \$0.00. The status is 'to Disposed'. The depreciation type section contains the following text: 'Assets that are depreciated when disposed will be depreciated for the year disposed. Check this asset to see if the 'Full Year' depreciation flag is set properly using the Depreciation T.ab. If not full year the asset will be depreciated though the month disposed.' There is a checkbox for 'All Disposed Items can be excluded from the Depreciation Calculation.' which is currently unchecked. The record number is 8 of 1571.

**\*\*\*\*Important note. Check to see if the Full Yr. Depreciation option says yes or no under the depreciation tab. If the full year says no, then the asset will be depreciated through the month disposed.**

If you have removed an asset by mistake you may press the Change Status button again to move it back to an Active status.

**Cost Index Tab:** is only used by the Index Depreciation type.

**Calculation Tab:** This tab calculates the depreciation based on the calculation method chosen and other setup features.

## Steps

1. Calculate Depreciation- Fill in starting date of fiscal year and then press calculate button. \*\*\*\*If you did not fill in an accumulated depreciation account under the depreciation accounts tab, do it here. If it is filled in under the depreciation accounts tab, it does not have to be entered here.

**\*\*\*\*Important Note. If you want the system to create a journal entry batch during post, check the box**

**\*\*\*\*Also, you can calculate depreciation as many times as needed. Once it is posted, you DO NOT WANT TO CALC AGAIN.**

2a. If errors were found, click on the preview errors to print and view. These errors will need to be fixed before posting depreciation.

2b. Once errors are fixed or if no errors are found, preview calculated depreciation report, the preview distribution report, & the projection report.

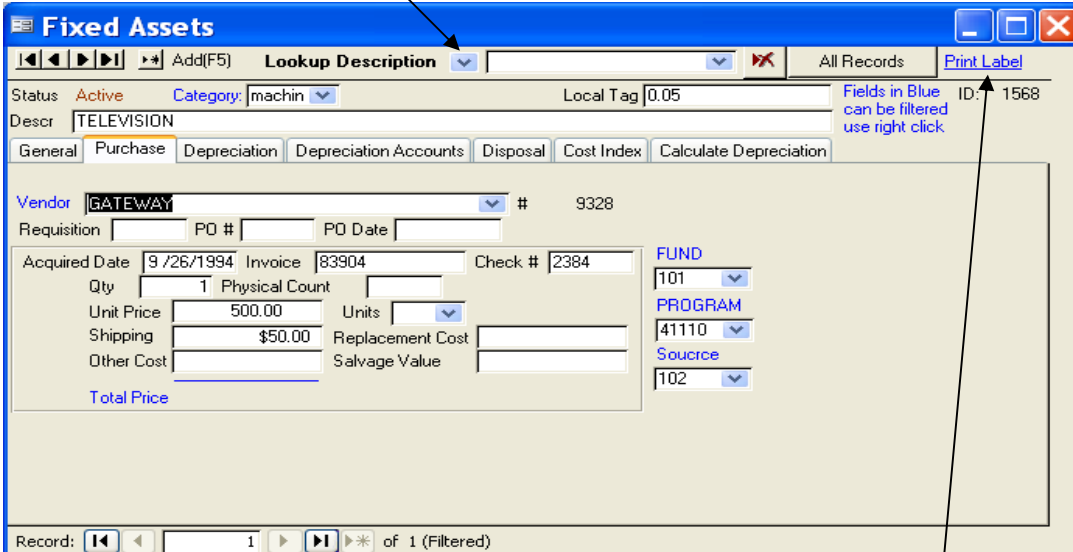
### 3. MAKE A BACK UP

4. Click the Post Depreciation to Fixed Assets button. If you checked the box to create the journal entry batch, then it will automatically be done. \*\*NOTE (you do not have to click the create JE batch option. That is only used if you need to re-create the batch for some reason.

5. Run the Assets Report and the Disposed Report.

## Printing a label:

Look up the asset by tag # or description. This example is showing the assets being looked up by description. To change and look up by tag# click on the drop down and choose look up tag #.



Fixed Assets

Add(F5) Lookup Description All Records Print Label

Status Active Category: machin Local Tag 0.05 ID: 1568  
Fields in Blue can be filtered use right click

Descr TELEVISION

General Purchase Depreciation Depreciation Accounts Disposal Cost Index Calculate Depreciation

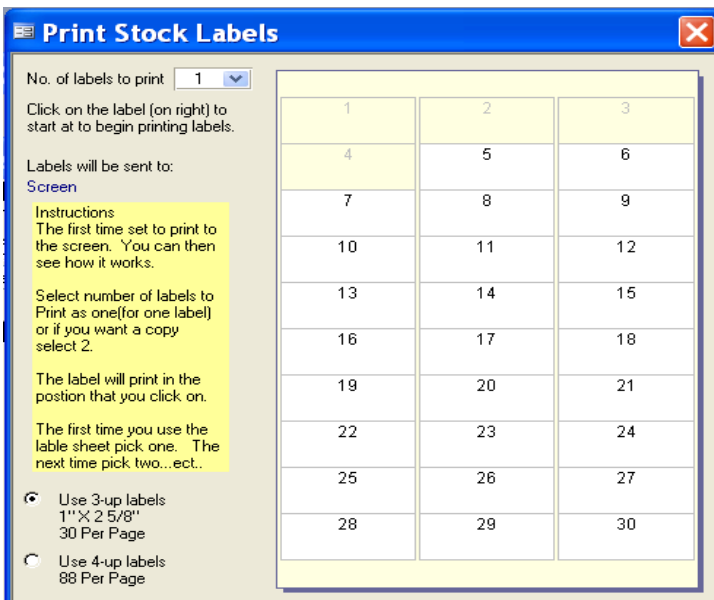
Vendor GATEWAY # 9328

Requisition PO # PO Date

Acquired Date 9/26/1994 Invoice 83904 Check # 2384 FUND 101  
Qty 1 Physical Count Units PROGRAM 41110  
Unit Price 500.00 Replacement Cost Source 102  
Shipping \$50.00 Salvage Value  
Other Cost  
Total Price

Record: 1 of 1 (Filtered)

Once the Asset is looked up click on the print label button in the top right



Print Stock Labels

No. of labels to print 1

Click on the label (on right) to start at to begin printing labels.

Labels will be sent to:  
Screen

Instructions  
The first time set to print to the screen. You can then see how it works.

Select number of labels to Print as one(for one label) or if you want a copy select 2.

The label will print in the position that you click on.

The first time you use the lable sheet pick one. The next time pick two...ect..

Use 3-up labels  
1'' X 2 5/8''  
30 Per Page

Use 4-up labels  
88 Per Page

|    |    |    |
|----|----|----|
| 1  | 2  | 3  |
| 4  | 5  | 6  |
| 7  | 8  | 9  |
| 10 | 11 | 12 |
| 13 | 14 | 15 |
| 16 | 17 | 18 |
| 19 | 20 | 21 |
| 22 | 23 | 24 |
| 25 | 26 | 27 |
| 28 | 29 | 30 |

This option is set to use 1X2 5/8 labels. Simply click on the label you want the information to print on. This allows you print one label at a time and not waste any labels. Ex. If you click your cursor on position 5, that is the spot on the label where the information will print. You will be able to see a preview before sending to your printer.