

---

User Reference

# Fixed Assets v10x (ADF)

By CMiC

**CMiC**  
*Computer Methods*  
*international Corp.*

---

# Proprietary Notice

The contents of the CMiC software product, including both this manual and the program components, are proprietary to Computer Methods International Corp. (CMiC), are copyright protected and are considered Confidential Information by CMiC. All rights are reserved by CMiC. A copy of the manual and the program has been provided to the original licensee under license with CMiC strictly for their own use under the terms of the license. All copies of this manual whether in print or electronic format must contain a copy of this Proprietary Notice. Any selling, licensing or other distribution of the contents of either this manual or the program components, whether for profit or not, is unlawful and may subject the violator and the original licensee to termination of license, criminal charges, civil action, or any combination of these.

Copyright © 2018

**Computer Methods International Corp.**

4850 Keele Street

Toronto, Ontario M3J 3K1

Canada

# Risk of Use Notice

The CMiC software product, including both this manual and the program components, is licensed on an “AS IS” basis. The entire risk as to the results of its use is with the licensee. Except in those jurisdictions which impose certain warranties by statute which may not be waived by one or more of the parties, and only to that extent, Computer Methods International Corp. (CMiC) makes no warranties whatsoever, either expressed or implied, with respect to the quality, performance, merchantability or fitness for any particular purpose of any or all components of this software product, except as provided in the licensee’s license agreement. The licensee (and not CMiC or its agents) will be solely responsible for the costs of all service, or of any defect in this software product and any incidental or consequential damages caused or alleged to be caused either directly or indirectly by the software product to the licensee or any other person, including, but not limited to, any interruption of service, or loss of business or anticipatory profits, even if CMiC has been advised of the possibility of such damages.

“Computer Methods International Corp” and “CMiC” are registered trademarks of Computer Methods International Corp. Oracle, Oracle9i™, Oracle Application Server11g™, Oracle Database 11g™, Oracle® Discoverer™ are trademarks or registered trademarks of Oracle Corporation.

# Contents

- FIXED ASSETS.....1**
- OVERVIEW – FIXED ASSETS .....1
- Classifying Assets*.....1
- Expense Tracking*.....2
- MANAGING ASSETS.....3**
- OVERVIEW – MANAGING ASSETS .....3
- ASSET MAINTENANCE .....3
- General – Tab*.....4
- Depreciation – Tab*.....5
- Distribution – Tab*.....7
- Notes – Tab*.....8
- Real Estate – Tab*.....9
- Equipment Detail – Tab*.....10
- ENTERING ADDITIONS AND BETTERMENT'S .....12
- DISPOSING OF AN ASSET .....12
- ASSIGNING EQUIPMENT COST CODES .....13
- MONTHLY PROCESSING .....15**
- OVERVIEW OF TRANSACTION PROCESSING .....15
- Monthly Update Procedure* .....15
- Annual Reporting and Update* .....15
- PREPARE A BATCH.....16
- CALCULATE MONTHLY EXPENSES.....16
- EDIT LIST .....17
- EDIT MONTHLY EXPENSES.....18
- POST BATCH .....18
- CCA REPORT .....19
- UPDATE CAPITAL COST .....20
- QUERYING DATA.....23**
- ASSET (DEPRECIATION) QUERY .....23
- DETAILED ASSET QUERY .....24
- REPORTS & UTILITIES .....27**
- AVAILABLE REPORTS .....27
- PRINT POSTING REPORTS .....27
- SYSTEM CONFIGURATION.....29**
- OVERVIEW – CONFIGURATION .....29
- SET USER DEFAULTS .....29
- FIXED ASSETS CONTROL FILE .....30
- ASSET CATEGORIES .....31
- CCA CLASSES .....32
- INSURANCE GROUPS .....32

**INDEX .....35**

# Fixed Assets

---

## Overview – Fixed Assets

The CMiC Fixed Assets (FA) module is used to keep track of regular expenses attributable to major assets. Strictly speaking, the assets tracked need not be “fixed” because they may be movable equipment such as cars and trucks. However, they must be tangible and must not be consumable.

### Classifying Assets

---

Assets can be classified in various ways.

#### Asset Types

An asset type must be assigned to each asset. These types are predefined and determine what information is applicable to the asset and how expenses are recorded. The following table summarizes the possible asset types.

Asset Type	Code	Expenses Go To	Linked To
Building	B	General Ledger	
Equipment	E	Equipment Costing	Equipment in the EM system
Land	L	General Ledger	
Office Equipment	O	General Ledger	
Property Improvements	P	General Ledger	
Other	T	General Ledger	

As shown in the table, assets of type *Equipment* are treated specially. When an equipment asset is added to the database, either it is automatically linked to an existing piece of equipment with the same code, or a new piece of equipment is created.

#### Asset Categories

Asset categories are user defined. Besides being used to classify assets in the reports they are also used to define default properties for assets in those categories.

#### Equipment Classes

In addition to asset categories, *Equipment* assets may also be classified using the Equipment Classes that are part of the Equipment Costing (EM) system. These classes are not used in the Fixed Asset system.

#### CCA Classes

CCA Classes are used for the annual Capital Cost Reporting required as part of the preparation of income tax returns.

## Expense Tracking

---

The Fixed Asset system tracks only recurring expenses, not acquisition expenses. Also, it does not perform the accounting associated with disposal of assets. It is assumed that the expense calculation and posting program will be run on a monthly basis.

Four kinds of expense are tracked.

- Depreciation
- Insurance
- Interest
- License

Not all of these expenses will be applicable to every asset. For example, interest is charged only to assets purchased with an outstanding loan or mortgage, insurance is charged only to assets that are insured (usually buildings and equipment), and license fees apply only to vehicles used on public roads (i.e. some but not all equipment.) Even depreciation may not apply to land, although you can use the depreciation mechanism to effect depletion of land used for mining or quarrying.

# Managing Assets

## Overview – Managing Assets

Managing and maintaining assets throughout their life cycle includes the following phases.

- Entering new assets
- Modifying properties of existing assets
- Entering additions and betterments to existing assets
- Recording the disposal of assets

These functions are only maintenance functions. None of them have a direct effect on financial data. It is assumed that the purchase of the asset as well as additions and betterment's are handled by the Purchase Order and/or Accounts Payable systems, and that the disposal is handled though Accounts Receivable or General Ledger journal entry.

## Asset Maintenance

The screenshot displays the 'ASSET MAINTENANCE' interface. At the top, there are navigation icons for 'Table Mode', 'Save', 'Exit', and help. Below this is the 'SELECTION CRITERIA' section with a 'Company' dropdown set to 'CC' and a text field containing 'CMIC Construction'. The 'ASSET DETAILS' section includes a search bar and navigation buttons like 'Previous Record' and 'Next Record'. The main area shows fields for '\* Asset' (CX-555), 'Crane Series 500', and '\* Type' (Equipment). A 'Description' field contains 'Large crane with extra addons'. Below this is a tabbed interface with 'General' selected. The 'General' tab contains various fields: 'Capital Approval Code' (876), 'PO Number' (PO201500002), 'Activation Date' (19-May-15), '\* Date Entered' (19-May-15), 'Fair Market Value' (100), 'Replacement Value' (100), 'Insurance Group', 'Interest Type' (Fixed), 'Interest Rate Override' (10), and 'Lien Notes' (Loan: 009-009-TA). There are also radio buttons for 'Own', 'Lease', and 'Rent', and checkboxes for 'Tax Exempt' and 'Is there a Lien?'.

*Pgm: FAASSET – Fixed Asset Maintenance*

Use this screen to enter new assets and maintain the properties of existing assets.

If you want to enter or update an asset belonging to a company other than your default company go to the *Select Company* block and either enter the company code or select it from the LOV.

## General – Tab

---

### Asset Code and Description

(Unique ID for the current company) of the asset consisting of up to 10-characters. The description can be up to 60 characters.

### Type

Select one of the following types from the drop list: Building, Equipment, Land, Office Equipment, Property Improvement, Other. The selection here determines which, if any, of the final two tabs is enabled.

### Capital Approval Code

Memo field for use in queries and reports.

### PO Number

Memo field for use in queries and reports.

### Activation Date

Defaults to the current date but may be overridden. This is the date the asset was acquired or came into use.

### Date Entered

Set automatically to the current date and cannot be changed.

### Fair Market Value

The fair market value is used to calculate insurance expense.

### Replacement Value

Memo field.

### Own/Lease/Rent

Defaults to Own. Depreciation and interest expenses are calculated only for assets that are owned. Leased and rented assets are treated identically, with only insurance and licensing expenses possible.

### Tax Exempt

Defaults to unchecked (not exempt). Memo field.

### Is There a Lien?

Defaults to unchecked (no lien). Memo field.

### Insurance Group

Enter an insurance group code or select it from the LOV. The insurance group is used to determine the rate used to calculate the expense and the accounts to which the expense is to be posted.

### Interest Type

Select one of the values Fixed, Not Applicable, or Variable from the Drop List. If Not Applicable is selected, no interest expense will be calculated for this asset. Fixed and Variable are treated identically by the Monthly Calculation program.

### Interest Rate Override

A default interest rate is defined on the Control File. However, you can override this rate for a specific asset by changing the value in this field. When the default value is in effect the field looks like a display

field. However, unlike normal display fields, you can access this field to enter a value. If there is an overriding value the field looks like a normal input field. You can restore the default by deleting the contents of the field.

## Depreciation – Tab

The screenshot shows the 'ASSET MAINTENANCE' interface. Under 'SELECTION CRITERIA', the company is 'CC' and 'CMIC Construction'. The 'ASSET DETAILS' section shows the asset 'CX-555' with description 'Crane Series 500' and type 'Equipment'. The 'Depreciation' tab is active, showing the following values:

Category	CRANES	Default Method Code	Straight Line
Depreciation Method	Default	CCA Class	10 <input checked="" type="checkbox"/> By Asset
Economic Life	144	Straight-line Amount	5.70
Expected Life in Months	240	Residual Value	6.00
Declining Balance Percent	5	Adjusted Cost Base	120.00
Original Cost	120.00	Accumulated Depreciation	5
Initial Depreciation	5.00	Net Book Value	115.00
Initial Months	0		
Charge Depreciation In:	<input checked="" type="checkbox"/> * Jan <input checked="" type="checkbox"/> * Feb <input checked="" type="checkbox"/> * Mar <input checked="" type="checkbox"/> * Apr <input checked="" type="checkbox"/> * May <input checked="" type="checkbox"/> * Jun <input checked="" type="checkbox"/> * Jul <input checked="" type="checkbox"/> * Aug <input checked="" type="checkbox"/> * Sep <input checked="" type="checkbox"/> * Oct <input checked="" type="checkbox"/> * Nov <input checked="" type="checkbox"/> * Dec		

Pgm: FAASSET – Fixed Asset Maintenance – Depreciation Tab

On this tab page the following information is entered.

### Category

Enter a valid Asset Category code or select it from the LOV. Categories are used both to classify the assets and to define default values for depreciation parameters.

### Depreciation Method

Possible values that can be selected from this Drop List are Default, Straight Line, Declining Balance, and User Defined. The initial value for new assets is Default. If the value of this field is Default the method used will be inherited from the Asset Category and is shown in the display field *Default Method* located to the right of this field.

### Economic Life

Memo item. This is not used, but is located on this tab to allow comparisons with the following *Expected Life* field. If no value is entered the default defined in the Asset Category screen is displayed.

### Expected Life

This field is accessible only if the depreciation method is Straight Line. This value is the number of month's duration that the asset is expected to be used. The value is used in conjunction with the Adjusted Cost Base (ACB) and Residual Value to determine the annual amount of the asset's depreciation. If no value is entered the default defined in the Asset Category screen is displayed.

### Declining Balance Percent

This field is accessible only if the depreciation method is Declining Balance. It is the percentage used in conjunction with the Net Book Value (NBV) each month to calculate the depreciation. If no value is entered the default defined in the Asset Category screen is displayed.

## Original Cost

The original cost of the asset. In order to calculate depreciation, this value must be entered.

## Initial Depreciation

For use in setting up assets that have already depreciated, this field contains the amount by which the asset has depreciation before it was added to the Fixed Assets system.

## Initial Months

This is normally calculated automatically when you commit (insert) a new asset record that has already depreciated (Initial Depreciation is greater than zero.) It is the number of months that the asset has already depreciated before it was entered into the system. This value is calculated from the Activation Date, current date, and the flag (described below) defining seasonal depreciation. For existing assets it is possible to update this value, if desired, but a value entered here for a new asset will be overwritten when the asset record is saved.

## Charge Depreciation in

There is a checkbox for every month in the year. These are used to define seasonal depreciation for assets that are not used year-round. Initially, all of the boxes are checked to signify that the asset depreciates every month. Uncheck the box for any month that you want this asset excluded from all expense calculations – not just depreciation.

## CCA Class

Enter a valid CCA class code or select it from the LOV if applicable. This is used for an annual report used to prepare income tax returns.

## By Asset

Check this box if you want the CCA report to break this asset out onto a separate line. Assets for which this box is not checked will be summarized by CCA class.

## Straight-line Amount

*(Display)* This field displays an estimate of the amount by which this asset will depreciate each year. It is applicable only to assets for which the depreciation method is Straight Line.

## Residual Value

This defaults to a value calculated from the asset's Original Cost and the Residual Rate defined for the asset category. This value (not the rate) may be overridden at the asset level.

## Adjusted Cost Base

*(Display)* The ACB, calculated as the sum of the Original Cost and Additions and Betterment's, is displayed here.

## Accumulated Depreciation

*(Display)* This is a running total of the depreciation charged to this asset to date. It includes the Initial Depreciation as well as all the monthly depreciation expenses.

## Net Book Value

*(Display)* The NBV, calculated as the ACB less Accumulated Depreciation, is displayed here.

## User Defined button

This button is enabled only for assets having the *User Defined* depreciation method.

## Overriding Defaults

When the value of a field is inherited from the asset category, the field looks like a display field. However, unlike normal display fields, you can access this field to enter an overriding value. If there is an overriding value the field looks like a normal input field. You can restore the default by deleting the contents of the field.

If you want to override the default by the same value (i.e. freeze the value so it is not sensitive to future changes to the asset category) you must first change it to another value and then back to the default value.

## User Defined Depreciation

With User Defined Depreciation, you can specify on a year-by-year basis the annual straight-line depreciation rate for an asset. For each asset having user defined depreciation the **[User Defined]** button is enabled. Clicking on this button brings up a window in which you enter a series of years and the corresponding annual depreciation rate. You cannot close this window or commit unless the sum of the rates is equal to 100 or there are no rates specified. In the latter case, no depreciation will be calculated for the asset.

In theory, if the ACB of an asset never changes the NBV will be reduced by the specified percent each year until it equals the residual value. However, if additions or betterment's are applied, it may be necessary to adjust the rates to get the NBV down to the residual value. Although rates for past years can be updated to facilitate this adjustment, it is not possible to delete the lines for past years.

As with the other depreciation methods, user defined depreciation is only calculated if the current month is checked on this tab, and the annual depreciation amount is divided by the number of months checked to determine the monthly amount.

## Distribution – Tab

The screenshot displays the 'ASSET MAINTENANCE' application window. The 'SELECTION CRITERIA' section shows 'Company' set to 'CMIC Construction'. The 'ASSET DETAILS' section shows '\* Asset' as 'CX-555', 'Crane Series 500', and '\* Type' as 'Equipment'. The 'Description' is 'Large crane with extra addons'. The 'Distribution' tab is selected, showing a table of default values for depreciation accounts. The table has columns for 'Dept', 'Account', and 'Name'. The values are: Default Depreciation Expense (Dept: 00, Account: 5300.600, Name: Equipment Depreciation Expense), Depreciation Expense (Dept: 00, Account: 5300.600, Name: Equipment Depreciation Expense), Default Accumulated Depreciation (Dept: 00, Account: 5300.600, Name: Equipment Depreciation Expense), and Accumulated Depreciation (Dept: 00, Account: 5300.600, Name: Equipment Depreciation Expense). Below the table, there is a note: 'The following replaces the depreciation expense account for equipment assets.' and fields for 'Default Equipment Category' (ALL), 'Equipment Category', 'Default Equipment Transaction Code', and 'Equipment Transaction Code'.

*Pgm: FAASSET – Fixed Asset Maintenance – Distribution Tab*

Use this tab page to enter the accounts used when posting depreciation expenses. Distribution accounts for the other expenses are defined either in the Control File (interest and licenses) or Insurance Groups. Notice the default Accounts – these are just for reference so that you are aware that you may be changing the system wide defaults.

This tab page is used to define overrides for information that is defined for the Asset Category. There is no need to fill in anything here if the default distribution applies to the asset. Unlike on the Depreciation tab the inherited values are not shown – only the overrides.

### Depreciation Expense Dept.

This field is accessible only if the asset type is not Equipment. If entered, this must be a valid department for the current company.

### Depreciation Expense Account

This field is accessible only if the asset type is not Equipment. If Depreciation Expense Dept. has been set this is mandatory; otherwise it cannot be entered. This must be a valid GL account for the current company and specified department.

### Accumulated Depreciation Dept.

This must be a valid department for the current company.

### Accumulated Depreciation Account

This is the balance sheet account used to accumulate depreciation. It must be a valid GL account for the current company and specified department. If Accumulated Depreciation Dept. has been set this is mandatory; otherwise it cannot be entered.

### Equipment Category

This field is accessible only if the asset type is Equipment. If entered, this must be a valid equipment category for the current company. Equipment Categories are defined in the Equipment Costing system.

### Equipment Transaction Code

This field is accessible only if the asset type is Equipment. If entered, this must be a valid equipment transaction code for the current company. Transaction codes are defined in the Equipment Costing system. If equipment category is set this is mandatory; otherwise it cannot be entered.

## Notes – Tab

The screenshot displays the 'ASSET MAINTENANCE' application window. At the top, there is a 'Table Mode' button and standard application controls (Save, Exit, Help, etc.). Below this is the 'SELECTION CRITERIA' section with a 'Company' dropdown set to 'ZZ' and a text field containing 'CMIC Construction Inc.'. The 'ASSET DETAILS' section includes a toolbar with icons for Search, Insert, Delete, Previous, Next, Workflows, Report Options, ECM Documents, and User Extensions. Below the toolbar, there are fields for '\* Asset' (618301), 'Description' (WATER TANK-LODI (21000 GAL)), and '\* Type' (Equipment). A tabbed interface is visible at the bottom, with the 'Note' tab selected. The 'Note' tab contains a multi-line text box with the text: 'Need to look into fixing the tank instead of replacing it.' Other tabs include 'General', 'Depreciation', 'Distribution', 'Real Estate', and 'Equipment Detail'.

This tab provides a multi-line text box suitable for entering free format notes.

## Real Estate – Tab

The screenshot shows the 'ASSET MAINTENANCE' interface. At the top, there's a header with 'ASSET MAINTENANCE' and a 'Table Mode' button. Below this is the 'SELECTION CRITERIA' section with a 'Company' dropdown set to 'CC' and a text field containing 'CMIC Construction'. The 'ASSET DETAILS' section includes navigation buttons (Search, Insert Record, Delete Record, Previous Record, Next Record), 'Workflows', 'Report Options', 'ECM', and 'User Extensions'. The asset information is as follows: \* Asset: HOFFICE, Head Office: Head Office, \* Type: Building. The description is 'Head Office in Orlando'. The 'Real Estate' tab is active, showing fields for Roll Number (66-98566-8555), Weight/Measure Code (LS, Lump Sum), (Common) Area (45000), Usable Area (38000), and Zoning Issues (Commercaill Zoning).

*Pgm: FAASSET – Fixed Asset Maintenance – Real Estate Tab*

This tab is disabled unless the asset type is Building or Land.

The following fields contain only memo information. None of this information is used by the Fixed Assets system, even in reports.

### Roll Number

Municipal property roll number.

### Weight Measure Code

Unit used to measure the area.

### (Common) Area

Common area in a building or the area of a piece of land. The word “Common” is suppressed in the prompt if the asset type is Land.

### Usable Area

Usable area in a building. Not applicable to land.

### Zoning Issues

Free format text field to record any zoning issues.

## Equipment Detail – Tab

**ASSET MAINTENANCE** Table Mode Save Exit ? ? ? ? ? ?

**SELECTION CRITERIA**  
Company | CC | CMIC Construction

**ASSET DETAILS**  
Search Insert Record Delete Record Previous Record Next Record Workflows Report Options ECM User Extensions

\* Asset CX-555 Crane Series 500 \* Type Equipment  
Description Large crane with extra addons

**General Depreciation Distribution Note Real Estate Equipment Detail**

Equipment Code  
Make CAT Year 2015  
Model CX-555-HLK License Number C88-7895  
Bought From CAT Corp License State FL Florida  
Serial Number F58E9-ER458-54RD5-64 License Expiry Date 31-May-18  
\* Warranty Type None Cost of License 25  
Warranty Expiry License Months 12  
Registered Owner CMIC Construction Capacity 2  
Assigned to CMIC Construction Gross Weight 1550  
Plate Owner CMIC Construction Insured Value 250  
Disposal Date

Pgm: FAASSET – Fixed Asset Maintenance – Equipment Detail Tab

The tab is disabled unless the asset type is equipment or office equipment.

The Equipment Code field is applicable only to equipment assets and shows the name of the equipment in the Equipment Costing system that this asset is linked to. This link is established when a new asset is saved (committed) in one of two possible ways.

If a piece of equipment already exists with the same code as the asset, the new asset is linked to the equipment.

Otherwise a new piece of equipment with the same code as the new asset is added to the Equipment Costing system. A popup window will be displayed requesting some additional information required to create a piece of equipment. You will be asked to specify the Equipment Class, Home Location, and Actual Location. LOVs are available for all of these.

With the exception of *Cost of License* and *License Months*, the remaining fields described below, are memo fields not used by the Fixed Asset system except possibly in reports.

### Make

Manufacturer or brand name of the equipment or office equipment.

### Year

Model Year if applicable.

### Model

Model number or name as applicable.

### Serial Number

Serial number (may be alphanumeric).

### Warranty Type

One of Standard, None, and Extended.

**Warranty Expiry**

The date when the warranty expires.

**Registered Owner**

The (corporate) entity that legally owns the asset. This is a free format text field. Applicable only to equipment.

**Assigned To**

The person or department using the asset. This is a free format text field.

**Plate Owner**

The (corporate) entity in whose name the license plate is registered. Applicable only to equipment.

**License Number**

The license number is applicable only to equipment.

**License Expiry Date**

The date when the license expires. The field is applicable only to equipment. This is a memo field and has no effect on cost calculations.

**Cost of License**

The cost of the most recent license. The field is applicable only to equipment. This is used in conjunction with the License Months to calculate the monthly license cost for the equipment.

**License Months**

The number of months that the current license covers. The field is applicable only to equipment.

**Capacity**

For trucks and earth moving equipment, this is the tons that the equipment is capable of transporting.

**Gross Weight**

For trucks and earth moving equipment, this is the total of the capacity and the weight of the equipment.

**Insured Value**

Enter the insured value of the equipment piece.

**Disposal Date**

This field will default automatically when a piece of equipment is entered in Disposal of Assets or the date can be manually inserted here.

**License Cost Calculation**

---

The monthly license cost of an equipment asset is calculated as

$$\text{Annual Cost} = 12 \times (\text{Cost of License} / \text{License Months})$$

$$\text{Monthly Cost} = \text{Annual Cost} / \text{Number of months checked on the depreciation tab}$$

# Entering Additions and Betterment's

*Pgm: FAADDBTR – Additions and Betterments*

Use this screen to enter details about additions and betterment's. A history of these entries will be maintained and the value of the additions and betterment's will be added to the original cost to update the adjusted cost base (ACB).

It is not possible to delete or update records for past years, although the current year can be updated and deleted.

When you save your additions and betterment's you will be asked whether you want to “reset the clock” on the assets. If you reply “yes” the monthly depreciation amount will be adjusted to ensure that each asset becomes fully depreciated N months after the date of the addition or betterment, where N is the current value of the Expected Life set up for the asset. If you reply “no” the monthly depreciation amount is adjusted only to allow for the increase in the ACB; the asset will become fully depreciated on the same date as previously.

# Disposing of an Asset

*Pgm: FADISPOS – Disposing of an Asset*

Use this screen to record information about the disposal of assets. Note that this screen does not post revenue from the sale of assets or create AR invoices. It also does not post expenses related to disposal. It does mark an asset as inactive so that it is no longer included in the monthly expense calculation and posting.

The presence of a *Disposal Date* on this form indicates that the asset has been disposed of. If you omit this field, the asset is not considered to have been disposed of.

The *Amount Recovered* is used on the Additions and Deletions Report to calculate the gain or loss from the disposal of the asset. The *Disposal Date* and *Customer for Sale of Asset* are also shown on this report. The '*Amount Recovered*' is also used in the CCA Report and Capital Cost Update.

The *Disposal Approval Code* and *Invoice for Sale of Asset* are memo fields and not used or displayed elsewhere in the Fixed Asset system.

## Assigning Equipment Cost Codes

ASSIGN COMPONENTS TO EQUIPMENT
Save Exit ? ? ? ? ? ?

**SELECTION CRITERIA**

Company

Equipment

Template

**CATEGORY SETUP**

View ▾ | Freeze | Detach | Search | Insert Record | Insert Multiple Records | Delete Record | Workflows | Report Options | Export | ECM | User Extensions

Category	Description	Ctrl Category	Active
ALL	No Components	ALL	<input checked="" type="checkbox"/>

**TRANSACTION CODES**

View ▾ | Freeze | Detach | Search | Insert Record | Insert Multiple Records | Delete Record | Workflows | Report Options | Export | ECM | User Extensions

Transaction Code	Transaction Code Name	Ctrl. Trans. Code	WM	Auto Charge Flag	Production Revenue
100	Parts	ALL	NA	<input type="checkbox"/>	<input type="checkbox"/>
101	Fuel	ALL	NA	<input type="checkbox"/>	<input type="checkbox"/>
102	Insurance	ALL	NA	<input type="checkbox"/>	<input type="checkbox"/>
103	Labour	ALL	NA	<input type="checkbox"/>	<input type="checkbox"/>
104	License	ALL	NA	<input type="checkbox"/>	<input type="checkbox"/>
900	Idle	ALL	NA	<input type="checkbox"/>	<input type="checkbox"/>
999	Rental	ALL	NA	<input checked="" type="checkbox"/>	<input type="checkbox"/>

*Pgm: EMEQCMTN – Assigning Cost Codes*

This screen is actually part of the Equipment Costing system, but is required here to associate equipment category and transaction codes to the equipment corresponding to assets of type equipment.

For details on the use of this screen see the Equipment Costing (EM) manual.



# Monthly Processing

---

## Overview of Transaction Processing

---

The Fixed Assets system allows for the tracking and posting of Depreciation, Insurance Expense Allocation, Interest Expense Allocation, and License Expense Allocation transactions. Through the processing menu, you can create the depreciation batch, run the calculations, review the amounts and post the figures to the General Ledger.

### Monthly Update Procedure

---

The monthly update is used for financial accounting. It creates General Ledger and Equipment Costing transactions and updates accumulated depreciation and net asset value for each asset.

#### Prepare Batch

Use the Batch Preparation form to create a batch of Depreciation transactions to be processed in the system. The system uses the batch facility to accumulate transactions records into distinct groups for any given day.

#### Calculate Depreciation and Expense Allocations

The Monthly Expense Calculation screen is used to create depreciation and expense allocation calculation transactions based on the selection criteria.

#### Print Edit List

The Edit List is used to review transactions before they are posted to the general ledger or equipment costing system.

#### Edit Depreciation and Expense Allocations

The Edit Monthly Expenses screen allows the user to add new record or change the calculated amounts for existing records.

#### Post Batch

Posting a batch updates the accumulators in the Fixed Assets system and creates transactions and updates in the General Ledger and Equipment Costing systems.

### Annual Reporting and Update

---

The annual reporting and update procedure is used to collect information for income tax reporting purposes. It provides the raw information to be put into the Canadian form 1388.

#### 1. CCA Report

Print a report summarizing the Capital Cost Allowance calculations by CCA Class and, optionally, Asset.

#### 2. Update Capital Cost

Save the updated capital cost for each asset.

# Prepare a Batch

Batch Number	Batch Date	* Batch Name	Control Amount	Batch User
10367	07-May-15	FA - test	0	RAFID
10406	20-May-15	FA - May 2015	0	RAFID

Pgm: FABCHENT – Prepare Batch

This screen can also be accessed from the Calculate Monthly Expenses screen, via the **[Create Batch]** button. To create a new batch optionally change the batch date and enter a batch name. Leave the control amount zero. To save the new batch or batches click **[Save]**.

To post a batch, use the Post Batch screen (see *Post Batch* section for details).

# Calculate Monthly Expenses

Company: CC, CMIC Construction  
Batch: 10406, FA - May 2015  
Date of Record: 20-May-15  
Create Batch

From Category: [ ]  
To Category: [ ]  
Asset Type: All  
From Asset: [ ]  
To Asset: [ ]  
Process

Pgm: FACALC – Calculate Monthly Expenses

This screen is used to create batches of expense transactions. You can use it with the default selection parameters to calculate the expenses for all assets at once, or you can specify parameters in order to break it up into smaller batches. If you take the latter approach you cannot create one batch while the previous batch remains unposted (unless you use the special DA user id).

## Selection Criteria (Company & Batch) – Section

Besides the company (which defaults to the user’s defined default company), you must specify in this block the batch and date of record.

If an unposted batch already exists its number will automatically be inserted into the batch number field and you cannot change it. Otherwise click on the **[Create Batch]** button to create a new batch using the Prepare Batch screen shown above. If the **[Create Batch]** button is disabled, clear the **Batch** field and tab away from it to enable the button.

Note that in the first case the specified batch may already have been used as the target for expense calculations, but not yet posted. If it has been used, its contents will be overwritten with the calculations about to be performed.

The date you specify here is the transaction date or reference date for all of the expense transactions you are about to generate. It starts out as the current date but may be overridden.

## Selection Criteria (Category & Asset) – Section

---

If you change none of the fields in this block you will calculate expenses for all assets belonging to the company specified in the first block. However, you can use this block to restrict the batch to a subset of the assets.

### From/To Category

Use one or both of these fields to restrict the batch to one or more contiguous categories. An LOV is available to select these category codes.

### Asset Type

Select a specific asset type if you want to restrict the batch to one asset type. The default is to include all asset types.

### From/To Asset

Use one or both of these fields to restrict the batch to one or more contiguous asset codes (within the specified categories and types.) The LOV that you can use here only shows the assets that meet the preceding criteria.

Once the criteria are correct use the **[Process]** button to start the calculations.

If the batch you selected was previously used for calculation but not posted you will be asked if you want to override the information in the batch. This might happen if you reviewed the edit list, found some errors, made some changes to the asset definitions, and are now recalculating the expenses.

As part of the calculation several validations are performed. The most significant is checking that the equipment category and transaction codes used have been associated with the equipment assets in the batch. If not you will have to use the *Assets > Assign Cost Codes to Equipment* menu option to make the associations.

---

## Edit List

FA FIXED ASSET EDIT LISTING

Save Exit ? ? ? ? ? ?

SELECTION CRITERIA

Company CCC CMIC Test Construction Company

Report Type Unposted

Batch 0255 RAVI 2018-04-12 D

From Category

To Category

Print

*Pgm: FA1000 – Print Edit Listing*

This screen can be used to print edit list for either unposted (the default behavior) or posted batches.

If Report Type is “Unposted”, only unposted batches will appear in the LOV for the Batch parameter. If Report Type is “Posted”, all batches will appear in the LOV.

You can optionally use the From/To Category parameters to restrict the report to a specific range of asset codes.

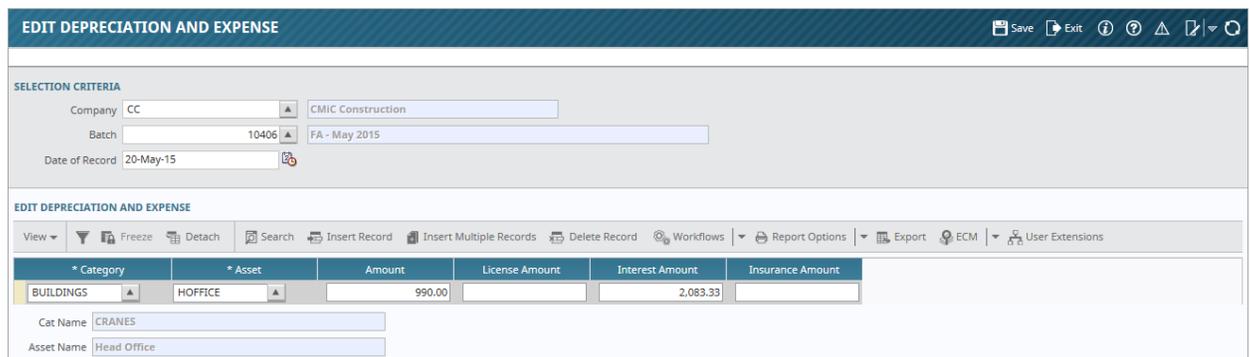
If you find errors in the edit list you can return to the Calculate Monthly Expenses program to recreate the batch. Nothing you do in Calculate Monthly Expenses is final until you have posted the batch.

If you find no errors in the edit list go to the *Transaction > Post Batch* screen to complete the monthly processing cycle.

## Edit Lists for Posted Batches

It is possible to print edit lists for posted batches, but be aware that the accumulated depreciation and net book value shown on such reports will reflect the current state of the assets, not the state when the batch was posted.

# Edit Monthly Expenses



* Category	* Asset	Amount	License Amount	Interest Amount	Insurance Amount
BUILDINGS	HOFFICE	990.00		2,083.33	

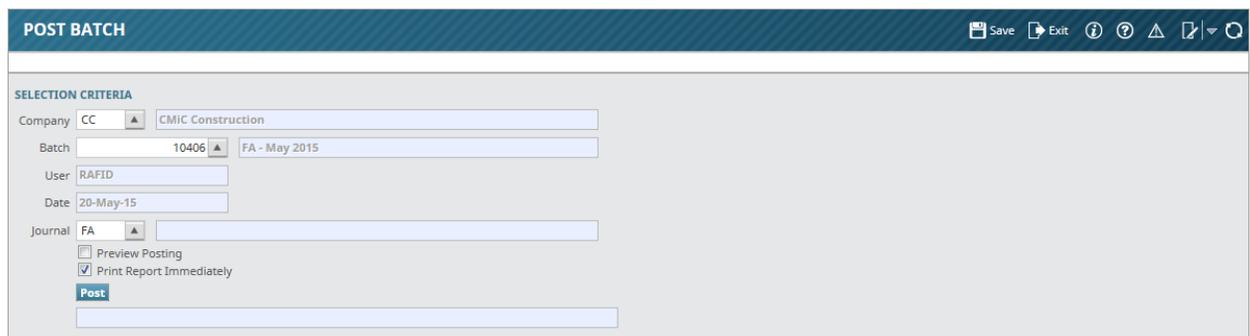
*Pgm: FAEDTDPR – Edit Monthly Calculated Expense Charges*

This program allows the user to change unposted monthly expense calculated amounts, delete and/or add more records before posting the monthly expense batch.

The user can change any value on existing transactions, the system will give a warning a value is entered that according to the system is invalid... such as entering an Amount for a Leased asset, or entering an insurance amount when the asset is not part of an insurance group, but will accept the entry.

To add a new use the Insert Record function and enter the Category, Asset Code and amounts as required. Both the Category and Asset fields have lists of values available.

# Post Batch



*Pgm: FAUPDATE – Posting the Expense Calculation Batch*

Use this screen to post a batch of depreciation, interest, insurance, and license cost transactions.

When you post a batch, the costs in the batch are posted to the general ledger and (if relevant) equipment costing. Also, the accumulators in fixed assets are updated.

This screen will automatically default to the users Default Company. Verify that the company code matches the company code of the batch being posted.

### Batch Number and Date

Enter the batch number to be posted. The Date field will be set to the Batch Posting Date as defined when the Calculate Monthly Expenses screen. This field is not updateable.

### Journal Code

The system will default the journal code from the Fixed Asset control file. The journal code is used to group like transactions together so that they can be viewed in the GL under one query. The journal code usually represents the sub-ledger.

### Preview Posting

To preview the posting reports without actually posting the transaction, check the checkbox Preview Posting and press the [Post] button.

### Print Reports Immediately

Check this box to print the posting report immediately after posting. If left unchecked the posting report will not print during the posting process but can be printed at a later time using the posting utility.

### Delete Reports after Posting

Check this box to delete this posting report at the end of the posting process. Once deleted the report cannot be re-printed at a later date. If left unchecked the posting report can be re-printed at a later time. This field cannot be activated unless the Print Reports Immediately function has been checked.

---

## CCA Report

FA CAPITAL COST ALLOWANCE REPORT

SELECTION CRITERIA

\* Company CC CMIC Construction

Last CCA Report Date

Start Date of Tax Year 01-Jan-15

End Date of Tax Year 31-Dec-15

From CCA Code

To CCA Code

From Category

To Category

From Asset

To Asset

Print

Pgm: FA9100 – CCA Reporting

Run this program to calculate the Capital Cost Allowance for the taxation year just ended. It prints a report that may be used to prepare the T2 Schedule 8 to be attached to Canadian Income Tax returns. This can be run as often as required on all or a subset of the assets, but the final run or runs must take place before the Update Capital Cost program is run to update the un-depreciated capital costs recorded for each asset.

## Company and Last CCA Report Date

The company will default to the users default company and the Last date is the end of the tax year for which the most recent capital cost update took place for the company.

## Start / End Date of Tax Year

*(Required)* The first and last dates of the taxation year covered by the report to be printed. It is possible to put in values defining periods other than a full year in order to allow for fiscal year changes.

Note that the start date must be after the Last CCA Report Date. Because only the most recent value of the un-depreciated capital cost is saved, reports for earlier periods would not be meaningful. These dates default to the year following the Last CCA Report Date and you would not normally need to change them.

## From / To CCA

You may specify either or both ends of a range of CCA class codes to be included. If you leave these empty all CCA classes will be included.

## From / To Category

You may specify either or both ends of a range of asset category codes to be included. If you leave these empty assets in all categories will be included.

## From / To Asset

You may either or both ends of a range of asset codes to be included. If you leave these empty all assets (in the specified CCA classes and/or categories) will be included.

The report will include at least one line for each of the CCA classes specified in the From/To CCA class range. Some assets may be listed on separate lines below the line for their CCA classes if the *By Asset* box on the Depreciation tab of the Asset Maintenance screen has been checked.

---

# Update Capital Cost

UPDATE CAPITAL COSTS

Save Exit ? ? ▲ ↻

SELECTION CRITERIA

Company ZZ CMIC Construction Inc.

Last CCA Report Date 31/Dec/2011

Start Date of Tax Year 01/Jan/2012

End Date of Tax Year 31/Dec/2012

Update

*Pgm: FACCAUPD – Update Capital Cost*

Run this program after the end of a taxation year to update the un-depreciated capital cost of all assets to their value at the end of that taxation year, as shown in the CCA report.

---

**WARNING: This update is irreversible!** Be very careful not to perform it before the final version of all reports have been printed. We suggest that the Capital Cost Update be deferred as long as possible – either until the tax return has been submitted or until just before the CCA report for the next year is to be run for the first time.

---

## Last CCA Report Date

*(Display only)* The end of the tax year for which the most recent capital cost update took place.

## Start / End Date of Tax Year

*(Required)* The first and last dates of the taxation year to be recorded. It is possible to put in values defining periods other than a full year in order to allow for fiscal year changes. Note that the start date must be after the Last CCA Report Date. These dates default to the year following the Last CCA Report Date and you would not normally need to change them.

Use the [**Update**] button to start the update or Exit the form if you do not want to perform the update.

Unlike the CCA report, the update does not allow selection of a subset of the assets based on CCA class, asset category, or asset code. All assets are updated at once. Thus, if you print reports for subsets be very careful that you have printed all your reports before you perform the update.

It is not possible to perform the update for a date range that includes the current fiscal period because you may still be entering new assets, additions and betterment's in that period, or disposals for the year to be reported on.



# Querying Data

## Asset (Depreciation) Query

Code	Name	Cat Code	Original Cost	Adjusted Cost Base	Depr to Date	Net Bo
3	BENZ33	EQUIPMENT	100,000.00	100,000.00	0.00	
4	BENZ44	EQUIPMENT	100,000.00	220,000.00	34,008.75	
8	Series 400 Crane with Bucket	EQUIPMENT	245,675.00	259,950.95	5,000.00	

Pgm: FAASQRY – Asset Query

This query shows, in a table under the **Details** section, the assets' depreciation status for a selected **Company**, **Category**, **Year**, and accounting **Period**. After the query parameters are entered, click [**Query**] to view the results under the **Details** section.

### Selection Criteria

In the **Company** field, select the company for which you want to see the asset query. This field is initially set to your default company.

The **Category** is optional. If you leave it out, all assets will be listed. If you enter a valid category code or select one from the LOV, only assets in that category will be displayed.

The **Year** and **Period** default to the current accounting year and period. They determine what additions and betterment's and what depreciation transactions are included in the ACB and depreciation amounts displayed by the query.

### Query Fields

#### Code

The asset code.

#### Name

The name of the asset.

### Original Cost

The original cost of the asset from the asset definition.

### Adjusted Cost Base

Original cost + additions and betterment's as of the specified period.

### Depr to Date

The depreciation posted up to and including the specified period.

### Net Book Value

The ACB – Depreciation to Date.

### Curr Period Depr

Depreciation posted this period.

### Curr Year Depr

Depreciation posted this fiscal year to date.

### Fair Market Value

Fair Market Value from the asset definition.

---

## Detailed Asset Query

Date Entered	Date Posted	* Batch	Depreciation	Insurance	Interest	License
16/Oct/2015	16/Oct/2015	19546	11,097.23		4,166.67	
			11,097.23		4,166.67	

Pgm: FADTLQRY – Detailed Asset Query

This query allows you to see the individual expenses charged by month to an asset.

### Query Criteria

Select a company, other than your default, if necessary.

Enter or select an asset using the **Asset** field.

Specify the range of dates for which you want to see the transactions for the specified asset. This range defaults to year-to-date.

## Query Fields

---

This block displays the transaction details in chronological order. The Entry Date is the date that the calculations were performed. The Post Date is the date they were actually posted to the GL.

### **Date Entered**

The Date the transaction was created.

### **Date Posted**

The Date the transaction was posted.

### **Batch Number**

The Transaction Batch Number.

### **Depreciation**

The amount of Depreciation posted on the transaction with the grand total for the asset and date range entered displayed at the bottom of the column.

### **Insurance**

The amount of Insurance posted on the transaction with the grand total for the asset and date range entered displayed at the bottom of the column.

### **Interest**

The amount of Interest posted on the transaction with the grand total for the asset and date range entered displayed at the bottom of the column.

### **License**

The amount posted to Licenses on the transaction with the grand total for the asset and date range entered displayed at the bottom of the column.



# Reports & Utilities

---

## Available Reports

### Asset Listing

This is a list of assets along with their classifiers and identifiers, as well as indicators of whether the defaults for depreciation and distribution have been overridden.

### Category Listing

This is a list showing all of the default parameters set up for the categories.

### Additions and Deletions

This shows assets either acquired or disposed of in a specified period along with the cost, proceeds, and gain or loss. It is subtotaled by month of acquisition or disposal.

### Depreciation by Category

This shows the assets' depreciation status by asset category as of a specified accounting period.

### Depreciation by Account

This shows the assets' depreciation status and other information by accumulated depreciation account for a specified range of dates.

### Insurance Report

This shows assets for which insurance expenses are being allocated.

### Expense Details

This is a detailed listing of all General Ledger transactions created by Fixed Assets in an accounting period, subtotaled by account within department, showing the asset, date, and expense type. It also includes total debits by expense type, and total debits and credits.

### Fixed Asset

This report shows only the assets' category and depreciation parameters specified at the asset level. It does not show defaults, other classifiers, or any information about insurance, interest, or license expenses.

---

## Print Posting Reports

Use this utility to manage the printing and deleting of posting reports within your system. Those companies that post large volumes of data and do not want their system tied up during the day with printing processes most often use this utility. Often these companies will defer the printing of posting reports to the evening or the end of the day.

During posting process you have the option to print your reports immediately or print them at a later time using this utility. If you leave the 'Print Reports Immediately' option blank during the posting process, you can return to this utility at a later time and select a range of posting reports that can be printed at one time.

At this time you can also re-print posting reports as well as delete those reports that are no longer required.

All posting reports for the current users default company, will display on the initial entry. The screen can be queried to limit the list. Select the batch or batches to be printed. If the reports are to be deleted after printing check the Delete Box. Press the [**Process**] button to begin the process of printing and/or deleting the selected posting reports.

Each “posting report” actually consists of 2 or 3 reports – the Fixed Asset (currently depreciation only) Posting Report, the GL Summary Posting Report, and (if the batch contained equipment assets) the Equipment Costing Posting Report.

If you are reprinting a posting report from a past period, note that the accumulated depreciation and net book value shown will be the current values not those at the time the posting took place. This should not be a problem in normal use, where the posting report is obtained soon after the actual posting takes place.

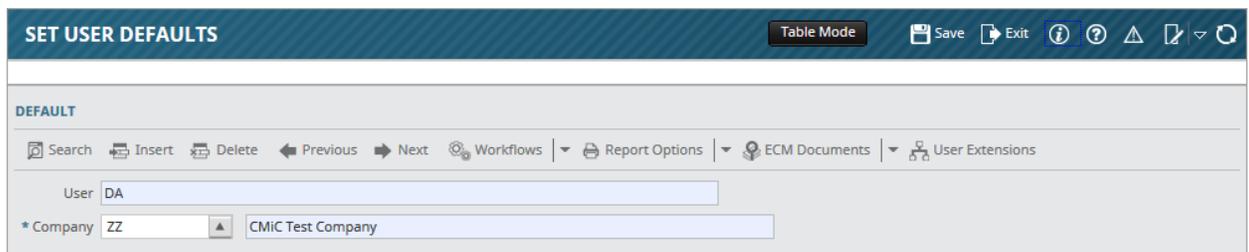
# System Configuration

## Overview – Configuration

Configuring the Fixed Asset system is done on the via the Setup Menu options. The options on this menu, Default Company, Control File, Asset Categories, CCA Classes and Insurance Groups are used infrequently once the system has been configured.

If any of the assets that will be tracked are also pieces of equipment that will be used within the Equipment Costing module then the Equipment Module must have been setup first.

## Set User Defaults



The screenshot shows the 'SET USER DEFAULTS' screen. At the top, there is a title bar with 'SET USER DEFAULTS' and a 'Table Mode' button. Below the title bar, there is a toolbar with icons for Search, Insert, Delete, Previous, Next, Workflows, Report Options, ECM Documents, and User Extensions. The main form area has two input fields: 'User' with the value 'DA' and '\* Company' with the value 'ZZ' and a dropdown menu showing 'CMIC Test Company'.

*Pgm: FASETFM – Set User Defaults*

This screen is used to specify the default company for the user (User ID). Once set, this screen does not need to be re-accessed unless a different default company needs to be specified for the user.

Although this entry defaults to all screens in the Fixed Assets module, the user can change the default company code on any screen by moving to the Selection Criteria section and selecting a new company.

The only field on the screen is **Company**. There is a list of values available, restricted by the current user's security matrix.

# Fixed Assets Control File

Parameter	Value	Dropdown Label
Journal Code	FA	Fixed Assets
* Interest Rate	10.00	
* Interest Expense Department	00	Company Level
* Interest Expense Account	8000.500	EXPENSES
* Interest Cost Category	ALL	No Components
Interest Cost Transaction Code	104	License
* Interest Offset Department	00	Company Level
* Interest Offset Account	5300.400	Equipment Licenses
* License Cost Category	ALL	No Components
License Cost Transaction Code	104	License
* License Offset Department	00	Company Level
* License Offset Account	5300.400	Equipment Licenses

Pgm: FACTRLFM – Fixed Assets Control File

The control file is used to define parameters that are fixed for all assets in a company. For each company that will be using the Fixed Asset system there must be a record in this file.

## Journal Code

The default journal code used when posting transactions. This code is automatically filled in on the posting screen but can be overridden.

## Interest Rate

The default interest rate percentage to be used to calculate interest expenses for assets having either fixed or variable interest. This rate can be overridden for individual assets.

## Interest Expense Department and Account

The department and account to which interest expenses for non-equipment assets are always posted. There is no way to override them.

## Interest Cost Category and Transaction Code

The equipment cost category and transaction code where Interest expenses for equipment assets are always posted. There is no way to override them.

Note that these cannot be validated here, but it is necessary to assign this category and transaction code to every piece of equipment for which interest expenses are to be posted.

The Transaction Code must be entered if Interest Costs will be applied to equipment.

## Interest Offset Department and Account

The department and clearing account to which the offsetting amounts for interest expenses are always posted. There is no way to override them.

## License Cost Category and Transaction Code

The equipment cost category and transaction code where license expenses for equipment assets are always posted. There is no way to override them.

Note that these cannot be validated here, but it is necessary to assign this category and transaction code to every piece of equipment for which license expenses are to be posted.

The Transaction Code must be entered if License Costs will be applied to equipment.

### License Offset Department and Account

The department and clearing account to which the offsetting amounts for license expenses are always posted. There is no way to override them.

## Asset Categories

* Code	Name	* Depreciation Method	* Depreciation Percent	* Expected Life	Economic Life	* Accumulated Deprec. Dept.	* Accumulated Deprec. Account	* Depreciation Expense Dept.	* Depreciation Expense Account
CRANES	CRANES	Straight Line	5	240	144	00	5300.600	00	5300.600
BUILDINGS	Buildings	Straight Line	45	90		00	5000.100	00	5000.100

*Pgm: FAASCAT – Fixed Asset Categories*

Asset categories are used to classify assets in the reports, and to define default properties for assets in that will be assigned to these categories. Asset categories can be used to make smaller asset groups than the pre-defined asset types.

Besides the category name, the columns on this screen are used to define the default properties for assets in this category. These properties are shown in the following table.

### Depreciation Method

One of Declining Balance, Straight Line, or User Defined.

### Depreciation Percent

Percent depreciation used with the declining balance depreciation method.

### Expected Life

This is the number of calendar months that assets in this category are expected to be in use. It is required to compute the depreciation amount used for the straight line depreciation method.

### Economic Life

A memo value for each asset.

### Department and Account Codes for Depreciation Expense

Used for all assets, this is the default balance sheet account used to offset the depreciation expense.

### Equipment Cost Category and Transaction Codes

Used only for *Equipment* assets, these are used for posting depreciation expenses for equipment.

### Residual (Rate) Percent

A percentage used to calculate the residual value of new assets. This is the only category property that cannot be overridden at the asset level.

# CCA Classes

* CCA Class	* Description	* Rate Percent
3	Buildings before 1988	5
6	Frame, Log, Stucco On frame	10
10	Cars and Computers	30

Pgm: FACCAMNT – CCA Reporting Classes

The codes maintained on this screen are used in the annual report that provides Capital Cost Allowance (CCA) amounts required for the preparation of income tax returns. They are not applicable to monthly depreciation. The values entered here are mandated by the tax laws but may change periodically.

# Insurance Groups

SELECTION CRITERIA

Company: CC CMIC Construction

INSURANCE GROUP DETAILS

\* Insurance Group: EQUIPMENT Equipment

\* Insurance Rate: 5.00

\* Expense Department: 00 Company Level

\* Expense Account: 5300.102 Equipment Insurance

\* Offset Department: 01 Equipment

\* Offset Account: 5300.102 Equipment Insurance

\* Cost Category: ALL No Components

Cost Transaction Code: 102 Insurance

Pgm: FAINSGRP – Insurance Groups

These groups are used to define properties required to calculate and post insurance expenses. Like asset categories each asset is assigned to an insurance group. Unlike asset categories, the insurance group may be omitted in the asset definition, and the properties defined by an insurance group cannot be overridden at the asset level.

The following information is required for each insurance group

## Insurance Group

Code and name used to identify the insurance group.

## Insurance Rate

The annual rate percentage used to calculate the insurance expense for assets in this insurance group. This rate cannot be overridden.

## Expense Department and Account

The department and account to which insurance expenses for non-equipment assets are always posted. There is no way to override them.

**Offset Department and Account**

The department and clearing account to which the offsetting amounts for insurance expenses are always posted. There is no way to override them.

**Cost Category and Transaction Code**

The equipment cost category and transaction code to which insurance expenses for equipment assets are always posted. There is no way to override them. Note that these cannot be validated here, but it is necessary to assign this category and transaction code to every piece of equipment for which insurance expenses are to be posted.



# Index

---

## A

Annual Reporting and Update .....	15
Asset (Depreciation) Query .....	23
Asset Categories .....	31
Asset Maintenance.....	3
Assigning Equipment Cost Codes.....	13
Available Reports .....	27

---

## C

Calculate Monthly Expenses .....	16
CCA Classes.....	32
CCA Report.....	19
Classifying Assets.....	1

---

## D

Depreciation - Tab .....	5
Detailed Asset Query .....	24
Disposing of an Asset.....	12
Distribution - Tab .....	7

---

## E

Edit List.....	17
Edit Monthly Expenses .....	18
Entering Additions and Betterment's.....	12
Equipment Detail - Tab .....	10
Expense Tracking .....	2

---

## F

Fixed Assets .....	1
Fixed Assets Control File .....	30

---

**G**

General - Tab.....	4
--------------------	---

---

**I**

Insurance Groups.....	32
-----------------------	----

---

**M**

Managing Assets.....	3
Monthly Processing.....	15
Monthly Update Procedure.....	15

---

**N**

Notes - Tab.....	8
------------------	---

---

**O**

Overview - Configuration.....	29
Overview - Fixed Assets.....	1
Overview - Managing Assets.....	3
Overview of Transaction Processing.....	15

---

**P**

Post Batch.....	18
Prepare a Batch.....	16
Print Posting Reports.....	27

---

**Q**

Querying Data.....	23
--------------------	----

---

**R**

Real Estate - Tab.....	9
Reports & Utilities.....	27

---

**S**

Set User Defaults.....	29
System Configuration.....	29

---

**U**

Update Capital Cost.....	20
--------------------------	----

