# **Club Office Fixed Assets**

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## **Overview**

The fixed asset module provides a way to categorize and track fixed assets using either the straight-line depreciation method or a manual, user-defined method. Monthly depreciation can be recorded from within the fixed asset module or if AutoPost is enabled (see configuration information below) depreciation journal entries are generated and posted automatically when a general ledger month is closed.

New         Lookup         Previous         Next         Modify         Save         Delete         Cancel           Asset #         98-10501         Depr. Method         Straight Line            Asset #         98-10501         Depr. Method         Straight Line           Asset #         98-10501         Depr. Method         Straight Line          Asset #          Asset #         200809         201408          Asset #         Asset #         Depr. Stat         200809         201408          Asset #         Asset #         Depr. Stat         20120730         Total Depr Exp         20120730         Total Depr Exp         1006.37         Depr. Exp         102013         Ternis Ball Service #         11:20113         Ternis Ball Service #         10:00.00         Service #         10:00.00	رکارکا						ting month: 2		ent ent peri	<mark>Assets - Curr</mark> <u>H</u> elp	<u>R</u> eport <u>I</u> nfo
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Life Span 120 Service Phone 952-941-0855 Life Left 72 Service Contract JDT-388471	•									1000.00	Residual Value
Life Span         120         Service Phone         952-941-0855         engine. Price included back blade as well.           Life Left         72         Service Contract         JJT-388471	d when 📐	nit. Was 1 year old wh 894 hours on the	sted this un d had only	ens supt sugges purchased it an	Gre		Town Repair	Serviced by		.00	Insured Value
							952-941-0855	Service Phone		120	Life Span
View Journal History							JDT-388471	Service Contract		72	Life Left
View Journal History	~										
							urnal History	View Jo			
Click NEXT to display the next record; PREVIOUS to go back.											

## **Menu Options**



### **File Menu Options**

- **Printer Setup/Margins:** change your printer's settings
- **Last processing date:** displays the last time fixed assets were "depreciated" by the system.
- **Post All Depreciation Now:** generate the current posting period's depreciation records on all active assets. If an asset's depreciation has already been generated by the system during the current period, the entry will not be duplicated. The title bar displays the current G/L period *as it is listed in the general ledger*.

### 🗳 ADMIN @ Fixed Assets - Curre

File Report Info Help Printer setup

Adjust Print Margins

Last processing date: 20120807 Post All Depreciation Now

Exit

### **View Journal History**

When an asset is viewable on the main screen, clicking this button displays a screen that lists the

Joi	ournal History: 98-10501 - John Deere Tractor									Close History		
Journal History												
	adjdate	glacctnum	adjreason	adjamount	user	status	checknum	glperiod	vendnum	fiscal	tempflag	assetnum
۲	20081124@14:26:42	2150	FA-Dep-98-10501	(\$135.43)	ADMIN	N	0	5	0	2008	0	98-10501
_	20081124@14:26:42	6000	FA-DepExp-98-10501	\$135.43		N	0	E	0	2008	٥	98-10501

chronological history of depreciation journal entries for that particular asset. Click the Close History button to return the screen to normal view.

## Configuration

Because most configuration issues are really on a per-asset basis, those settings are made as you create your fixed asset records. However, the security settings that restrict user access to the module and its various features are set in the configuration module, as is the option to enable AutoPost, the system's capability to create depreciation journal entries automatically. The configuration screen is located in the main Club Office system configuration area.

In the above example, a user having user access less than 10 cannot use the Fixed Assets module at all; level 20 is required to add, change or post depreciation to the G/L and a higher level yet is required to delete a fixed asset record.

AutoPost is enabled by selecting the "Let the system make G/L journal entries automatically" option. This setting causes the General Ledger's end-of-month function to automatically activate the fixed asset system and create applicable depreciation journal entries. While AutoPost is certainly a viable option, in practice however, most club controllers choose to make their own G/L journal entries manually.

## **Data Field Descriptions**

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Fields that are shown in **red** text are generally required fields. Holding the mouse cursor above a field for a moment or two displays on-screen information about that field:

- **Asset #:** required. Alphanumeric up to 20 characters in length. The asset # must be unique; no duplicates are allowed. The asset# is one of the sorting methods used by the system for reporting.
- **Description:** required. Up to 50 characters allowed. It's often helpful to be specific about an asset, remembering that any alphabetical listings or lookups are based on the left-to-right characters entered. Example: John Deere Tractor would appear alphabetically in the J's while Tractor, John Deere would appear in the T's with all other items that begin with the word "tractor." Note: The description is the *primary* sorting method used by the module since most people think of assets first by description than any other way.
- **Serial #:** optional, alphanumeric entry up to 35 characters. Helpful for differentiating between identical assets purchased at different times that have different depreciation settings.
  - Example: golf cars, greens mowers. Instead of listing a new fleet of golf cars or greens mowers as single entries, consider entering each golf car or each greens mower separately as individual assets so that each serial number can be entered.
- **Type:** optional, alphanumeric entry up to 3 characters long. Helpful for categorizing assets other than by description, serial number or status. For example, you might use the type field to mark assets depreciated over 5 years differently than those for 20 or 30 years so that you can selectively print special listings.
- **Status:** required. A list of five available status settings appears next to this field when the field becomes active. Choose from the list:
  - **Inactive:** items that you may want listed but are either no longer depreciable or included on the balance sheet. Can also

be used for general data entry as well because the system considers inactive assets



The alphanumeric identifying number or 'tag' for this asset at your facility

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Status Active

(Select below) Inactive

FullyDep

Disposed

0	Access	- Inquire ONLY	
10	Access	- Update/Edit	
10	Access	- Post to G/L	
10	Access	- Delete	
20120	1807	Last posting date	
🖲 l wi	sh to make	e my own G/L journal entries	
Olet	the system	n make G/L journal entries automatically	

more-or-less like scratchpad items and does not check configuration settings for them.

- **Active:** items that are current and depreciable. The system requires that active items have proper configuration settings such as purchase price, life span, life left, etc. so that depreciation can be calculated.
- **Fully Depr:** a fully-depreciated asset which can no longer be depreciated but is included on the balance sheet.
- **Sold:** an asset that has been sold and is no longer carried on the balance sheet, yet the history records for that assets want to be retained.
- **Disposed:** an asset that is no longer carried on the balance sheet because it was either destroyed or thrown away (instead of being sold), yet you want to retain the history records for the asset.
- Accum Depr: required. Enter the G/L account number where accumulated depreciation will be recorded for this asset. This should be a liability account. Some clubs use a single account; others may use multiple accounts for different asset types.
- **Depr. Expense:** required. Enter the G/L account number where depreciation expense will be recorded for this asset. This is an expense account. Some clubs use a single account; others may use multiple accounts for different asset types.
- **Purchase Date:** optional. enter the date in YYYYMMDD format of the date the asset was either acquired or put in service.
- **Purchase Price:** required. Enter the asset's purchase price in this box. Check with your accountant whether sales tax or other initial fees related to the total acquisition cost are to be included in the "purchase price."
- **Purchase Qty:** optional numeric entry. It can be helpful to specify how many pieces comprise the asset when a single purchase represents hundreds of items. For example: purchasing table service utensils (500 forks, 250 knives, 750 spoons, etc.)
- **Purchased From:** optional alphanumeric entry, up to 35 characters. Intended to be the name of the company, vendor, sales rep or other person, etc. from whom the item was purchased.
- **Residual value:** required. Enter the proposed resale value of the item after it has been completely depreciated. This may be a nominal amount or even zero, but consider that most depreciable assets have some value even though they may be many years past their depreciable life. This value can be used as a guideline for selling the item at that point, too. The value is used in the calculation of the amount to be depreciated using the formula: (purchase price) (residual value) = depreciable value.
- **Insured Value:** optional. If the item is to be insured, enter the insured value here. An insurance report is available that lists assets, net book value and insured value to help you determine how much insurance you need to purchase, and thereby save money if you're paying for more insurance than you can reasonably collect if the need arises.
- Life Span: required. Numeric entry for the total number of months the asset is expected to last. One year is 12 months; 10 years is 120 months, etc. Certain kinds of equipment or tools have established industry-standard life spans; check with your club's accountant for more information.
- Life Left: required. Numeric entry for the number of months remaining (unused) of the expected life span of the asset. One year is 12 months, etc. The value is used in calculating depreciation using the formula: (depreciable value)/(life left) = monthly depreciation amount.

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- **Depr. Method:** required. A list of four available methods appears next to this field when the field becomes active. Choose from the list:
  - Straight line: the same amount is to be depreciated each month of the remaining life of the asset. Example: assuming a zero dollar residual value, an asset purchased for \$1200 having a remaining life of 12 months is depreciated at \$1200/12 = \$100 per month. An active asset using the straight line method invokes the internal calculation mechanism built into the module for the automatic calculation and posting of depreciation.
  - **Manual:** this option displays an information box such as the example to the right. The system provides for depreciation reporting that is based on having given the user complete user control of depreciation values.
  - Perpetual: used for items such as land, property, lakes, artwork, etc. that are generally not depreciable but certainly could be listed as fixed assets. The system does not depreciate perpetual assets. Perpetual assets appear as "active" assets in report listings.
- **Depr. Start:** required. This is the starting year/month (YYYYMM) that depreciation is to begin. The system calculates the depreciation stop month based on the following formula: (depreciation start) + (life left in months) = depr. stop month.
- **Depr. Stop:** system managed; not editable.
- **Last Posted:** this is the YYYYMMDD date stamp of the last time depreciation was calculated by the system.
- **Total Depr Exp:** this is the total depreciation recorded throughout the already-used life of the asset. The value can be calculated using the following formula:

((life span) - (life left)) x (monthly depr exp) = total depr exp

- **YTD Depr Exp:** this is the depreciation expense recorded for the current fiscal year.
- Monthly Depr Exp: required. This is the monthly value of depreciation expense and is calculated using the formula: (depreciable value)/(life left) = monthly depreciation amount.
- **Date Sold:** Optional. If an asset is sold, its sale date can be entered here in YYYYMMDD format as part of its historical record. Note that setting this field or selling price does NOT deactivate the asset the user must change the asset's status accordingly.
- **Selling Price:** Optional. If an asset is sold, the selling price can be entered here as part of its historical record. Note that setting this field or selling price does NOT deactivate the asset the user must change the asset's status accordingly.
- **Net Book Value:** for active assets, this value is calculated automatically by the system as monthly depreciation is generated. For manual assets, the calculation must be performed by the end user and entered into this field. The following formula is used:

(Purchase Price) - ((monthly depr exp) x ((life span)-(life left))) = NBV

• **Serviced by/Service Phone/Service Contract:** optional. Sometimes an asset is purchased with a service contract and these fields provide for the convenient storage and



it is assumed that their values do not change

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retrieval of such information. The fields are alphanumeric and in order, allow up to 35, 12 and 20 characters respectively.

• **Notes:** optional. To the right of the "service" fields, a large box appears that may be used for up to 32,000 characters of miscellaneous information about the asset. You might include special acquisition, licensing, financing or repair history information.

## **Procedures**

Managing fixed assets in a timely manner is an important part of keeping your financial picture up-to-date. If you wish to include depreciation in your financial reports on a regular basis instead of only quarterly or annually, the management of fixed assets becomes a structured, time-sensitive issue.

- As assets are acquired, they should be entered into the system immediately. Doing so makes data entry easier as the asset has a nice, clean start date on which to base calculations and generate depreciation history. Entering an asset into the system long after it has been put into service requires that manual calculations be made so that the values are correct *at that time* in the asset's depreciation history.
- Any manually depreciated assets must be verified and edited prior to processing depreciation.
- Depreciation expense should be properly recorded and posted in the general ledger prior to completing financial reports for an accounting period.

**Example:** judging from the large gap between the g/l journal adjustment date@time stamps and the different fiscal years for this asset, it's evident that the fixed asset below has not been managed consistently. Properly done, there should be *monthly* entries for each asset, showing that the proper debits have been applied to depreciation expense and offsetting credits to the related accumulated depreciation accounts, forming a chronological history of the ownership of that asset.

					Journal His	story						
	adjdate	glacetnum	adireason	adjamount	user	status	checknum	glperiod	vendnum	fiscal 🔻	tempflag	assetnum
•	20081124@14:26:42	2150	FA-Dep-98-10501	(\$135.43)	ADMIN	Ν	0	5	0	2008	0	98-10501
	20081124@14:26:42	6030	FA-DepExp-98-10501	\$135.43	ADMIN	Ν	0	5	0	2008	0	98-10501
	20090820@16:29:36	2150	FA-Dep-98-10501	(\$135.43)	ADMIN	Ν	0	7	0	2009	0	98-10501
	20090820@16:29:36	6030	FA-DepExp-98-10501	\$135.43	ADMIN	Ν	0	7	0	2009	0	98-10501

### **Creating a New Fixed Asset Record**

- 1. Click the NEW button.
- 2. Complete the information in the required fields (and other optional fields as you wish).
- 3. Click SAVE.

### **Editing a Fixed Asset Record**

- 1. Lookup the fixed asset by one of the available lookup criteria. Alternately, you may find it easier to scroll down the list of fixed assets in the viewing grid on the rights side of the screen; click on the chosen asset and its settings will be automatically be displayed in the information boxes.
- 2. When the asset is viewable on the screen, click the MODIFY button.
- 3. Click on the field(s) of data requiring changes.
- 4. Click SAVE.

### **Deleting a Fixed Asset Record**

- 1. Lookup the fixed asset by one of the available lookup criteria (or select it from the list of available assets in the display grid on the right side of the screen).
- 2. When it's viewable on the screen, click the MODIFY button.
- 3. Click the DELETE button. You will likely see a warning and/or confirmation message prior to enabling the delete.
- 1. Note that the information from the deleted asset is saved into the fixed **asset log**. A report of these items is available via the report menu.

#### **Posting Depreciation**

To post depreciation on all <u>active</u> assets, click FILE - Post All Depreciation Now. Assets that have not yet been posted during the current month will be posted; assets that have already been posted will not be posted twice.

**Important:** Additions/edits to fixed asset records must be made BEFORE posting depreciation so that the proper journal entries are created. If they are edited afterward, the changes are not retroactive and won't appear until the *next* posting period.

The screen message on the left below appears just prior to the actual calculation/posting operation; following the completion, a "posting complete" message appears:

Post All Depreciation?	Posting Complete
This function will recalculate all active fixed assets and post them to the general journal. Click YES to proceed with the posting; click NO to cancel now.	All fixed assets have been recalculated and posted for the current month.
Yes	OK

- When the fixed asset configuration option to "make my own journal entries" is chosen, the system
- When the "automatic journal entries" option is chosen at the fixed assets configuration screen, journal entries are created directly into the G/L journal.

#### Last Processing Date

The system tracks the date that depreciation is posted. Should you enable the AutoPost function that allows the General Ledger EOM process to activate the fixed asset module to post all assets, the "last processed" date is updated as well. Click the FILE menu option to view the last processing date.

#### **Exporting Data**

A standard Club Office feature is the ability to export data directly from a report that you're viewing on the screen.

Select the export option on the viewing window and a selection box of available export formats will appear. Select the desired format and destination (where you want the exported file to be stored) and click OK. Other options may become available to you depending on the destination you choose.

Export		
<u>F</u> ormat:		
Acrobat Format (PDF)	-	
Destination:		Cancel
Disk file	•	

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#### How to create a mid-life fixed asset

While adding a newly purchased asset is straight-forward, adding one that is already partly depreciated can be a little tricky. Some manual calculations are required, but all in all, it turns out not to be very difficult. For this example, we'll assume the asset has a 7 year life, was purchased for \$70,000, has a residual value of \$2000 and is already 27 months old when it is entered into the system in September 2009 (June 2007 through August 2009 is two years and three months, or 27 months). First, some calculations:

- Depreciable value: \$70000 \$2000 = \$68000
- Monthly depreciation amount: \$68000 / 84 months = \$809.52 per month
- Total depreciation expense to date: \$809.52 x 27 months = \$21857.04

- Total depreciation in current year: \$809.52 x 8 = \$6476.16
- Number of months remaining: 84 27 = 57 months "life left"

🖇 ADMIN @ Fixed		rent G/L perio	od: 7 G/L post	ting month: 2	00908				
jile <u>R</u> eport <u>I</u> nfo New	Lookup	Previous	Next	Modify	Save		Delete	Cancel	Exit
Tou	Foortab	Lienouv		Moduly	<u></u>		Denote	Ganoor	- <u>m</u> r
Asset #	92-55728		Depr. Method	Straight Line				Fixed Assets	
Description	Security System		Depr. Start	200909			Assetnum	Descrip	tion 🔺
Serial #	KN44892775		Depr. Stop	201405			09-2257288	Copier	
Туре	S		Last Posted		-		98-10501	John De	ere Tractor
Status	Active		Total Depr Exp	21857.04			99-23981	Range I	Picker
Accum Depr.	2150.000		YTD Depi Exp	6476.16		▶	92-55728	Security	System
Depr. Expense	6030.000		Monthly Depr Exp	809.53			99-1201	Tennis I	Ball Machine
Purchase Date	20070615		Date Sold	0		⊢			
Purchase Price	70000.00		Selling Price	.00					
Purchase Qty	1		Net Book Value	48142.96					
Purchased From	Acme Security		_						-
Residual Value	2000.00					•			
Insured Value	35000.00		Serviced by	Acme Security					<u>~</u>
Life Span	84		Service Phone	763-555-1212					
Life Left	57	1	Service Contract	AC7839823					
									~
			View Jo	urnal History		,			
		Click NE	XT to display the	e next record;	PREVIOU	5 to	go back.		

The keys to entering mid-life assets are the proper entry of the circled items above, which are based on some very simple arithmetic calculations:

- Life left: 57 months.
- **Depreciation start date:** This must be the date *the system* is to start depreciating the asset, *not the year/month when it was originally acquired*. Since the asset was entered into the database so depreciation would start in September 2009, the start date was entered as 200909, allowing the system to calculate that the last depreciation would be posted in May 2014.
  - If the life left and depreciation start date are not correctly set, the depreciation stop date will not be calculated correctly. In the example above, an asset that was purchased in June 2007, having a full 7 year life (84 months) would obviously stop depreciating at the end of May, 2014. Use the stop date as a checkpoint for the values you enter.
- **Total depreciation expense:** (monthly depreciation value) x (number of months used).

**Note:** The system calculated a monthly depreciation of \$809.53, one penny higher than the manual calculation. However, the manual calculation was rounded *down* because of parts of pennies (\$68000 / 84 months = \$809.5238) which when rounded down, reduces the total depreciation expense by about 10 cents over the 27 months it's already been depreciated. This is enough difference to cause the system to round the new monthly amount up to the next penny. If you're new to working with fixed assets, you'll find the parts-of-pennies rounding issue is quite a common occurrence.

## **Reports**

Because assets can be segmented into several status categories and types, upon choosing a report type, additional selection windows appear that allow choosing the status and user-defined "type":



Samples of fixed asset reports:

Asset #	Description	Ser	ial#	T	vpe Status	Depr. Met	hod
98-10501	John Deere Tractor	J45	D8928F2291132	F	1-Active	1-Straight	Line
	Accum depr. G/L#:	2150.000	Insured value: 0.0	0	Date last post	ed: 20081124	
	Depr. Exp G/L #:	6030.000	Life span (months) 12	:0	Total d	epr.exp:	677.16
	Purchase information Purch Date	: 20031028	Life left (months): 11	5	YT D de	pr.exp:	677.15
	From: City Supply Co.		Depr. Start (YYYYMM			ydepr.exp:	135.43
	Date: 20031028 Price:	17,252.00	Depr. Stop (YYYYMM)	): 201308	Net boo	ok value:	16,574.8
	Quantity purchased : 0				Residu	al value:	1,000.00
	Servicing information		hone Service.co		Date so		
	Town Repair	952-9	41-085 JDT-33	8471	Selling	price :	0.0
99-1201	Tennis Ball Machine	JR5	39841	F	0-Inactive	1-Straight	Line
	Accum depr. G/L#:	.000	Insured value: 0.0	0	Date last post	ed:	
	Depr. Exp G/L #:	2100.000	Life span (months) 60	I	Total d	epr.exp:	465.5
	Purchase information Purch Date	: 19990501	Life left (months): 46		YT D de	pr.exp:	232.7
	From:		Depr. Start (YYYYMM			ydepr.exp:	33.2
	Date: 19990501 Price:	1,995.00	Depr. Stop (YYYYMM)	): 0		ok value:	1,529.5
	Quantity purchased : D					al value:	0.0
	Servicing information	P	hone Service.co	ntract #	Date so		
					Selling	price:	0.0
9-23981	Range Picker	EZ	34981	F	1-Active	1-Straight	Line
	Accum depr. G/L#:	2150.000	Insured value: 0.0	-	Date last post		
	Depr. Exp G/L #:	6030.000	Life span (months) 72		Total d	epr.exp:	412.50
	Purchase information Purch Date	: 20030522	Life left (months): 60			pr.exp:	289.24
	From:		Depr. Start (YYYYMM			ydepr.exp:	34.3
	Date: 20030522 Price:	2,975.00	Depr. Stop (YYYYMM)	): 200804		ok value:	2,562.5
	Quantity purchased: D					al value:	500.00
	Servicing information	P	hone Service.co	ntract #	Date so		
	,				Selling	price :	٥.

Fixed Ass	ets - Valuation					Repo	ort date: 2	0090821			Pag	je #	1
Asset #	Description	Туре	Method	Status	Life	Left	Purch Price	Monthly Depr	YTD Depr.	Total Depr.	Resid. Value	Net Bk Val	Ins
09-2257288	Copier	0	1-Straight L	1-Active	24	11	1,250.00	91.67	91.67	91.67	100.00	1,158.33	
98-10501	John Deere Tractor	F	1-Straight l	1-Active	120	114	17,252.00	135.43	812.58	812.58	1,000.00	16,439.42	
99-1201	Tennis Ball Machine	F	1-Straight l	0-Inactive	60	46	1,995.00	33.25	232.75	465.50	0.00	1,529.50	
99-23981	Range Picker	F	1-Straight l	1-Active	72	60	2,975.00	34.38	289.24	412.50	500.00	2,562.50	

#### Asset identification tags - printed in label format for attaching to the assets

⊤ag# 09-2257288	⊺ag # 98-10501	Tag # 99-1201
Copier	John Deere Tractor	Tennis Ball Machine
M38799KW981	J45D8928F2291132	JR539841

Fixed Assets	- Insurance List			Report date:	200908	21		Page	# 1
Asset #	Description	Туре	Status	Purchase Date	Quantity	Purchase Price	Residual Value	Net Book Value	Insured Value
09-2257288	Copier	0	1-Active	20090101	1	1,250.00	100.00	1,158.33	500.00
98-10501	John Deere Tractor	F	1-Active	20031028	D	17,252.00	1,000.00	16,439.42	0.00
99-1201	Tennis Ball Machine	F	D-Inactive	19990501	D	1,995.00	0.00	1,529.50	0.00
99-23981	Range Picker	F	1-Active	20030522	D	2,975.00	500.00	2,562.50	0.00

Fixed Assets - Service Contract List				R		Page #	1	
Asset #	Description	Туре	Status	Purch Date	Serviced By	Telephone	Contract #	
09-2257288	Copier	0	1-Active	20090101				
98-10501	John Deere Tractor	F	1-Active	20031028	Town Repair	952-941-0855	JDT-338471	
99-1201	Tennis Ball Machine	F	0-Inactive	19990501				
99-23981	Range Picker	F	1-Active	20030522				

Fixed Assets - Depreciation Expense Areas				Report date:	Page #	1		
Asset#	Description	Туре	Status	Accum. Depr. G/	Depr. Exp. G/L	G/L Account		Monthly \$
99-1201	Tennis Ball Machine	F	0-Inactive	.000	2100.000	Equipment	Total this account:	33.25 33.25
09-2257288	Copier	0	1-Active	2130.000	6010.000	Merchandise cost	Total this account:	91.67 91.67
98-10501 99-23981	John Deere Tractor Range Picker	F F	1-Active 1-Active	2150.000 2150.000	6030.000 6030.000		Total this account:	135.43 34.38 169.81

### Projection reports have several additional options and date range choices

Fixed Assets - Detailed Amortization Projection					Date range: 200908 - 201012		12	Report date:20090821		ige# 1	
Asset#	Description	Туре	Lifespan	Life Le ft	Startdate	Stopdate	Depr Month	Monthly \$	YTD Depr Exp.	Total Depr Exp	. NetBook Value
09-2257288	Copier	0	24	10 9 8 7 6 5 4 3 2 1	200906	201005	200908 200909 200910 200911 200912 201001 201002 201003 201004 201005	91.67	91.67 183.34 275.01 366.68 468.35 550.02 91.67 183.34 275.01 366.68	183.3 275.0 366.64 458.3 550.0 641.6 733.3 825.0 916.7 1,008.3	974.99 883.32 5 791.65 9 608.31 6 516.64 8 424.97 9 333.30

Fixed /	Assets Log		Report date: 20090821	Page #	4
Date	Asset #	Description	Action		
20090820	09-2257288	Copier	User: ADMIN - Life Span changed from 24to 12		
20090820	09-2257288	Copier	User: ADMIN - Life Left changed from 12 to 9		
20090820	09-2257288	Copier	User: ADMIN - Life Span changed from 12 to 24		
20090820	09-2257288	Copier	User: ADMIN - Life Left changed from 9 to 12		
20090820	09-2257288	Copier	User: ADMIN - Life Span changed from 24 to 12		
20090820	09-2257288	Copier	User: ADMIN - Life Span changed from 12 to 24		
20090820	09-2257288	Copier	User: ADMIN - Depr. method changed from 1 to 2		
20090820	09-2257288	Copier	User: ADMIN - Depr. method changed from 2 to 3		
20090820	09-2257288	Copier	User: ADMIN - Depr. method changed from 1 to 2		
20090820	09-2257288	Copier	User: ADMIN - Last Posted changed from to 200901	22	
20090820	09-2257288	Copier	User: ADMIN - Total Depr Exp changed from .00 to 1:	23.45	
20090820	09-2257288	Copier	User: ADMIN - Depr. method changed from 2 to 1		
20090820	09-2257288	Copier	User: ADMIN - Total Depr Exp changed from 123.45	to D	
20090820	09-2257288	Copier	User: ADMIN - Purchase Price changed from 1200.01	0 to 2400	
20090820	09-2257288	Copier	User: ADMIN - Total Depr Exp changed from .00 to 1:	200	
20090820	09-2257288	Copier	User: ADMIN - Purchase Price changed from 2400.01	0 to 1200	
20090820	09-2257288	Copier	User: ADMIN - Total Depr Exp changed from 1200.00	to D	
20090820	09-2257288	Copier	User: ADMIN - Date Sold changed from 0 to 2009022	:5	
20090820	09-2257288	Copier	User: ADMIN - Selling Price changed from .00 to 123		
20090820	09-2257288	Copier	User: ADMIN - Selling Price changed from 123.00 to		
20090820	09-2257288	Copier	User: ADMIN - Date Sold changed from 20090225 to		
20090820	09-2257288	Copier	User: ADMIN - Purchase Price changed from 1200.01	0 to 1250	

## Notes