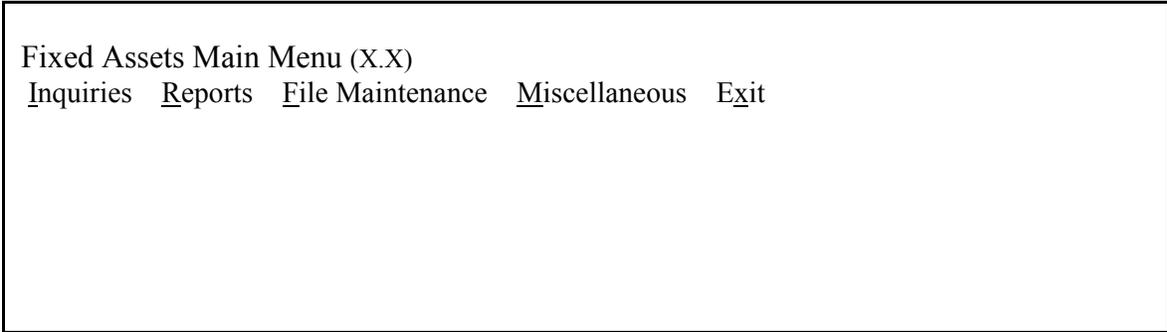# FIXED ASSETS MANUAL
## (Last Updated 03/2016)

To begin....
User enters the Fixed Assets program by clicking on to the FIXED ASSETS Icon.

If a password has been previously entered in the Setup file, a password screen will appear. User must type a valid password and press Enter or press Esc to exit back to the Windows desktop. Depending upon how printer info has been set up, a screen will display asking user to specify which station/user is opening Fixed Assets. By choosing which station/user is opening the program, the program knows which printer# should be the default.

After the program loads the following menu will display (note: a photo (jpg file) can be displayed on the main menu by moving a file named FAMgr.jpg into the program folder (usually Assets.win):

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Fixed Assets Main Menu (X.X)
 Inquiries   Reports   File Maintenance   Miscellaneous   Exit

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**Inquiries** selection provides user with a series of programs that will assist in locating fixed asset records by item# or description. Go to Section 1.

**Reports** selection provides user with several programs designed to print fixed assets data to a printer, display to screen, or write to a csv file. Go to Section 2.

**File Maintenance** selection provides the user with several programs intended to maintain fixed assets or related codes. Go to Section 3.

**Miscellaneous** provides the user with a program to create a fixed-length text file to import into an another database.

**Exit** selection returns the user to the Windows desktop.

**Backing up data files**...
Periodically user should backup the Fixed Asset files.

Occasionally a  backup of the Asset records should be made. If user has a flash drive or CD-Writer then the Assets.win folder could be backed up on that media either by themselves or along with other folders. If you have any kind of automatic backup make sure Assets.win folder is part of that backup.

# Section 1
## Inquiries

Upon selecting the Inquiries menu option the following choices display:

```
1 - Display Fixed Assets
2 - Display Location Codes
3 - Display Dept Codes
```

**Selection 1** allows user to view a list of assets in either item no. or description sequence by selecting either "Item#" or "Description" as the display sequence. User may control the items that display by entering a category, location, or dept code. Only items that match will display. Leaving the category, location, or dept codes blank means that the computer should not be influenced by that code. For example, if user enters a category code but leaves the location and dept codes blank the system will only be influenced by the category code. Leaving all codes blank means all items should be displayed. Since user may want to skip over some items, a beginning item number (if displaying in item# seq) or description (if displaying in desc seq) may be entered. Also user may enter a beg/end purchase date. Items that do not have a purchase date that falls within the beg/end purchase date will not display.

Once user has entered all values user should select "Begin Display" to begin. If the screen fills user may use the scroll bar to display more records. If user would like to print the screen, the command "Print Screen" may be selected. Selecting "Exit" will exit out of the program.

**Selection 2** allows user to view a list of location codes in either code or description sequence by selecting the "Code or "Description" display sequence options.

Once user has selected the display sequence user should select "Begin Display" to begin. If the screen fills user may use the scroll bar to display more records. If user would like to print the screen, the command "Print Screen" may be selected. Selecting "Exit" will exit out of the program.

**Selection 3** allows user to view a list of dept codes in either code or description sequence by selecting the "Code or "Description" display sequence options.

Once user has selected the display sequence user should select "Begin Display" to begin. If the screen fills user may use the scroll bar to display more records. If user would like to print the screen, the command "Print Screen" may be selected. Selecting "Exit" will exit out of the program.

## Section 2
### Reports

Upon selecting the Reports menu option the following choices display:

```
1 - Fixed Assets List
2 - Location Codes List
3 - Dept Codes List
4 - Depreciation Report
```

**Selection 1** allows user to print a list of fixed assets in either item no or description sequence by selecting either the "Item#" or "Description" print sequence.

User may control which items print by selecting among the "Include Which" options where the choices are "Undisposed Items Only", "Disposed Items Only", or "Both". NOTE: there is a question on each Fixed Asset record that defines whether it has been disposed of.

User may further control which records print by entering a beginning and ending item number or description and beg/end purchase dates. Leaving beginning and ending values as initially displayed means all items should be included.

User may further control which fixed assets print by entering a category, location, or dept code. Only items that match will print. Leaving the category, location, or dept codes blank means that the computer should not be influenced by that code. For example, if user enters a category code but leaves the location and dept codes blank the program will only be influenced by the category code. Leaving all codes blank means all items should be printed for the range entered.

If user would like additional advancing between each record on the report, user may enter a value of 1-3 in the "#Blank Lines" field (0=single spacing). The current date initially displays as the Report Date but it may be changed.

If a station/user name was selected when Fixed Assets was opened the corresponding printer# (1-3) will be the default - otherwise printer #1 will be the default printer although no matter which printer# is the default it can be changed. When ready user may select the "Print" command to begin the report. When user is ready to exit the program, the "Exit" command may be selected. Optionally user may select "Print to Screen" which displays records to the screen for preview. Also user may select "Print to csv File" which creates a comma-separated file to import into a database or spreadsheet. When this selection is made (and user clicks on "Print") a file name can be entered (default = Assets.csv) which will be stored in the Assets.win folder.

**Selection 2** allows user to print a list of location codes in either code or description sequence by selecting between the print sequence options of "Code Sequence" and "Description Sequence". The current date initially displays as the Report Date but it may be changed.

If a station/user name was selected when Fixed Assets was opened the corresponding printer# (1-3) will be the default - otherwise printer #1 will be the default printer although no matter which printer# is the default it can be changed. When ready user may select the "Print" command to begin the report. When user is ready to exit the program, the "Exit" command may be selected.

**Selection 3** allows user to print a list of dept codes in either code or description sequence by selecting between the print sequence options of "Code Sequence" and "Description Sequence". The current date initially displays as the Report Date but it may be changed.

If a station/user name was selected when Fixed Assets was opened the corresponding printer# (1-3) will be the default - otherwise printer #1 will be the default printer although no matter which printer# is the default it can be changed. When ready user may select the "Print" command to begin the report. When user is ready to exit the program, the "Exit" command may be selected.

**Selection 4** allows user to print a list of items being depreciated showing the purchase amount, current book value, accum depreciation amount, etc. In order to be included on the report the item must have a valid depreciation method code. This report may be printed in item no. or description sequence.

User may further control which records print by entering a beginning and ending item number or description and beg/end purchase dates. Leaving beginning and ending values as initially displayed means all items should be included.

User may further control which fixed assets print by entering a category, location, or dept code. Only items that match will print. Leaving the category, location, or dept codes blank means that the computer should not be influenced by that code. For example, if user enters a category code but leaves the location and dept codes blank the system will only be influenced by the category code. Leaving all codes blank means all items should be printed for the range entered.

If user would like additional advancing between each record on the report, user may enter a value of 1-3 in the "#Blank Lines" field (0=single spacing).The current date initially displays as the Report Date but it may be changed.

If a station/user name was selected when Fixed Assets was opened the corresponding printer# (1-3) will be the default - otherwise printer #1 will be the default printer although no matter which printer# is the default it can be changed. When ready user may select the "Print" command to begin the report. When user is ready to exit the program, the "Exit" command may be selected. Optionally user may select "Print to Screen" which displays records to the screen for preview.

## Section 3
### File Maintenance

Upon selecting the File Maintenance menu option the following choices display:

```
1 - Maintain Assets
2 - Maintain Location Codes
3 - Maintain Dept Codes
4 - Maintain Setup (Parameter) File
5 - Calculate Depreciation
```

# Selection 1 allows user to add, change, or delete fixed asset records. (If using location and dept codes, selections 2 and 3 should already have been performed).

**Add**... this option allows user to add a new asset to the fixed asset file. This routine is started by selecting the "Add" option or pressing F1 key. All fixed assets must be given a unique item no (numbers/and or letters). See below for detail explanation of each field:

| | |
|---|---|
| Item No | this is the unique identifier for each asset. This may be numbers and/or letters. If using all numbers care should be taken to use the same amount of numbers for each item. For example if using four digits, item 1 would be entered as 0001, item 99 would be entered as 0099, item 101 would be entered as 0101. This way user will be able to get a true numerical printout later. |
| Category | this code is used to categorize assets that have some common traits. For example if user later wants a list of all office equipment, a code could be entered (such as "OE") on all office equipment items. A list of valid codes can be set up on the Setup screen for verification. F8 can be pressed to see the list of valid codes. |
| Serial No. | if asset has an identifying serial or model number it may be entered here. |
| Description | the name of the asset is entered here. |
| Qty | the number of items on hand. Leaving blank is the same as having one. |
| Purchase Date | date item was purchased. Enter as MM/DD/YYYY. |
| Use Limited to | the purpose of the item or the reason it was purchased. |

| Disposed of | if item is still in use enter "N". If it has been disposed of enter "Y". |
|---|---|
| Disposed of Date | if item has been disposed of, enter the date in MM/DD/YYYY format. |

Original Cost          the original purchase price of the item.

Book Value          the current book value of the asset. This would normally be the same as the Original Cost if entering a new item. If entering an old item this would normally be the Original Cost less Accumulated Depreciation.

Accum Depreciation    how much depreciation the item has accumulated since it was purchased. This would be zero for a new item.

Est Salvage Value     how much salvage value the item is estimated to have upon its disposal in the future.

Estimated Life        how years the item is expected to be used.

Depn Method       user defined depreciation method. Ex: 1=Straight Line, 2=Declining Balance, etc.

Depreciation Yrs      number of years the item has been depreciated.

Date Last Depreciation  the date that depreciation was last calculated and updated for this item. This date should be entered in MM/DD/YYYY format. No entry would be made for a new item. Then this date is changed the first time the item is depreciated.

Location Code       a code identifying the location of the item. This code must have already been setup through Location Code file maintenance. F8 may be pressed to view a list of valid codes If not applicable simply skip.

Dept Code           a code identifying the department or room the item is found. This code must have already been setup through Dept Code file maintenance. F8 may be pressed to view a list of valid codes. If not applicable simply skip.

Remarks (3 lines)     enter any additional remarks about this item.

Once the above info has been entered user may select the "Save" command (F12 key moves to the "Save" command) to save the record or "Cancel" to abort the entry.


**Edit**... this option is used by the user to review or change any fields in an asset that have changed or were incorrectly inputted. The record to be edited must first be displayed on the screen. To do this user may index the description of the item (at the bottom of the screen) and press **Enter** to access the closest matching desc or user may select Lookup command or press F8 to display a list of records beginning with the closest value to the indexed desc. Optionally user may enter an item# and press Enter to access a specific record or select Lookup command or press F8 to display a list starting at the closest value to the indexed item#. If displaying a list user may use the mouse to select any of the records to view the entire contents. Once the desired record is displayed user may

select the "Edit" option or F2 to begin editing. User may move to the field to be edited by pressing the Tab or Enter keys or user may use the mouse to point and click. To save the edited record user selects "Save" (F12 moves to "Save") or "Cancel" may be selected to cancel the edit.

**Delete**.. if a record needs to be deleted, user must first display the record to the screen. To do this the user may index the description of the item (at the bottom of the screen) and press **Enter** to access the closest matching desc or user may select the Lookup command or press F8 to display a list beginning with the closest value to the indexed desc. User may also enter an item# (from the item# field) and press Enter to access a specific item# or select the Lookup command or press F8 to display a list of records beginning with closest matching item#. If displaying a list user may use the mouse to select any of the records to view the entire contents. Once the desired record is displayed user may select the "Delete" option or press F3.

**Exit**... after all maintenance is done user may select the "Exit" command to exit the program.

# Selection 2 allows user to add, change, or delete location records. Location codes are used when setting up fixed asset records to describe where fixed assets are located.

**Add**... this option allows user to add a new location code record. This routine is started by selecting the "Add" option or pressing F1 key.  All location codes must be given a unique item no (numbers/and or letters). See below for detail explanation of each field:

Location Code   this is the unique identifier for each location. This may be numbers and/or letters. If using all numbers care should be taken to use the same amount of numbers for each item. For example if using four digits, item 1 would be entered as 0001, item 99 would be entered as 0099, item 101 would be entered as 0101. This way user will be be able to get a true numerical printout later.

Description       this is the description of the location.

Once the above info has been entered user may select the "Save" command  to save the record or "Cancel" to abort the entry.

**Edit**... this option is used by the user to review or change any fields in a location code that have changed or were incorrectly inputted. The record to be edited must first be displayed on the screen. To do this user may index the code (at the bottom of the screen) and press **Enter** or user may press F8 to perform a lookup beginning with the indexed location code. If performing a lookup user may use the mouse to select any of the records to view the entire contents. Once the desired record is displayed user may select the "Edit" option or F2 to begin editing. User may move to the field to be edited by pressing the TAB key or user may use the mouse to point and click. To save the edited record user selects "Save"  or "Cancel" may be selected to cancel the edit.

**Delete**.. if a record needs to be deleted, user must first display the record to the screen. To do this user may index the code (at the bottom of the screen) and press **Enter** or user may press F8 to perform a lookup beginning with the indexed location code.  If performing a lookup user may use the mouse to select any of the records to view the entire contents. Once the desired record is displayed user may select the "Delete" option or F3.

**Exit**... after all maintenance is done user may select the "Exit" command to exit the program.

# Selection 3 allows user to add, change, or delete dept records. Dept codes are used when setting up fixed asset records to describe where fixed assets are located.

**Add**... this option allows user to add a new dept code record. This routine is started by selecting the "Add" option or pressing F1 key.  All dept codes must be given a unique item no (numbers/and or letters). See below for detail explanation of each field:

Dept Code        this is the unique identifier for each dept. This may be numbers and/or letters. If using all numbers care should be taken to use the same amount of numbers for each item. For example if using four digits, item 1 would be entered as 0001, item 99 would be entered as 0099, item 101 would be entered as 0101. This way user will be be able to get a true numerical printout later.

Description        this is the description of the dept.

Once the above info has been entered user may select the "Save" command (F12 key moves to the "Save" command)  to save the record or "Cancel" to abort the entry.

**Edit**... this option is used by the user to review or change any fields in a dept code that have changed or were incorrectly inputted. The record to be edited must first be displayed on the screen. To do this user may index the code (at the bottom of the screen) and press **Enter** or user may press F8 to perform a lookup beginning with the indexed dept code. If performing a lookup user may use the mouse to select any of the records to view the entire contents. Once the desired record is displayed user may select the "Edit" option or F2 to begin editing. User may move to the field to be edited by pressing the TAB key or user may use the mouse to point and click. To save the edited record user selects "Save" or "Cancel" may be selected to cancel the edit.

**Delete**.. if a record needs to be deleted, user must first display the record to the screen. To do this user may index the code (at the bottom of the screen) and press **Enter** or user may press F8 to perform a lookup beginning with the indexed dept code.  If performing a lookup user may use the mouse to select any of the records to view the entire contents. Once the desired record is displayed user may select the "Delete" option or F3.

**Exit**... after all maintenance is done user may select the "Exit" command to exit the program.

**Selection 4** allows user to maintain the Setup file. The Setup file is used to define certain recurring values. The first item is the municipality name. This is normally your city/town name.

If user is going to perform the depreciation calculation function within the software then the user should define what numeric codes will represent the two depreciation methods...straight line (SL) and double declining balance (DDB). For example "1" could represent SL and "2" could represent DDB.

If user wants to restrict entry into the program, a Password may be entered. This password would then need to be entered to enter the program.

During entry of an asset a "category" code can be entered. This allows user to print and display items by category (type). If user would like to have the category verified as being valid, enter up to 40 category codes that will be used later when entering assets. Leaving these blank does not mean you are not using category codes but rather that if you do use them they will not be verified.

Up to three printer names are allowed. The most common printer name should be entered as printer #1. The format of the printer name should either be "Prtname:" followed by the name of the printer as defined in Windows printer properties (ex: "Prtname:Canon BJC-4300"). For each printer user may enter a station/user name (ex: Bill's PC). By filling in station/user names a drop-down menu will be displayed when opening Fixed Assets so user can select which station or user is opening the program which will make the corresponding printer# the default.

After entering values user should select "Save and Exit" to update the record to disk or "Cancel" command to cancel the entry.

**Selection 5** allows user to perform the depreciation calculation function. The depreciation is calculated only on those items which have a valid depreciation method code or where the "Date Last Depn" for an item is prior to the indexed depreciation date. The following fields get updated by performing this function:   Book Value    Accum Depreciation    Depreciation Years

 No depreciation will be calculated on items where the following is true:
   a. Book value or purchase price is zero.
   b. Salvage value is equal to or greater than book value.
   c. Accum depreciation is equal to or greater than purchase price.
   d. Estimated life is zero.
   e. The purchase date is greater than the date being depreciated.

As the calculation is being made a journal is printed. The "Print Sequence" options may be selected to print in either item number or description sequence and user may enter a beg/end item or desc should only some of the items need be depreciated. The depreciation date entered should normally be a year-ending date. Care should be taken that the depreciation date be indexed correctly in that certain key calculations are based on this date. The current date defaults automatically as the report date but it may be changed.  The "Update Selection" options allow to get an audit journal first to check the calculation before the actual update is done.

If a station/user name was selected when Fixed Assets was opened the corresponding printer# (1-3) will be the default - otherwise printer #1 will be the default printer although no matter which printer# is the default it can be changed. When ready user may select the "Print" command to begin the report Since updating the depreciation is a major step, user must confirm that the update should proceed. When user is ready to exit the program, the "Exit" command may be selected.

## INITIAL SETUP

1. Enter values in Setup File (#4 under File Maintenance)

2. Enter location codes (#2 under File Maintenance)

3. Enter dept codes (#3 under File Maintenance)

4. Enter fixed assets (#1 under File Maintenance)

## SAMPLE FIXED ASSET SCREEN

Item No: A1005                 Catgy: OE                Serial No: B10123-100125

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Description: Canon A100 Copier Model 10        Qty 1            Purchase Date:01/03/2012
Use Limited to: Copies for City Business                        Disposed of: N  00/00/0000

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Original Cost: 4100.00          Book Value: 2400.00          Accum Depn: 600.00
  Est Sal Val: 100.00           Est Life: 5 yrs
Depn Method: 1 SL                Depn: 2 yrs          Date Last Depreciation: 12/31/2014

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Location Code: CH    City Hall              Remarks: Serviced by Okla Copier Inc.
  Dept. Code:  WD    Water Dept.                     Ph: 823-8745  Fax:823-5236
                                                      300 W Main St, Duncan OK

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# DEPRECIATION NOTES

The program currently calculates depreciation for an item by one of two methods... straight line and double declining balance.

Straight Line - this method depreciates the same amount each year. The amount of depreciation is computed by taking the original cost (less salvage value) and dividing by the number years of expected life. For example if an item cost $500.00 and the estimated salvage value is $50.00 and the life of the item is 5 years, the annual depreciation would be $95.00 (500.00 - 50.00 / 5). Note: the first year's depreciation will be a fraction of this amount if purchased in the middle of the year).

Double Declining Balance - this method depreciates more dollars in the first years than in the last. The amount of depreciation is computed by taking a percentage times a declining book value. In this method the percentage is computed by dividing the years of life by 100 and then doubling it. For example a five year item would be 40% (5 / 100 X 2). In the above example using double declining balance the depreciation would be as follows:

        Year 1 (500.00 X 40%) = 200.00
        Year 2 (300.00 X 40%) = 120.00
        Year 3 (180.00 X 40%) =  72.00
        Year 4 (108.00 X 40%) =  43.20
        Year 5 ( 64.80 X 40%) =   14.80*
                        ----------
                        $450.00

        *The last year is odd because the total depreciation can not exceed original cost less salvage value.

In order to properly calculate depreciation certain fields within an item must be set up properly. These fields are as follows:
a. Purchase Date -  should reflect the date the item was purchased.
b. Orig Cost    -   should reflect the amount paid for the item.
c. Book Value   -   should reflect the present value of the item,
d. Accum Depn   -  should reflect how much has already been depreciated.
e. Est Sal Value -  should reflect how much this item will be worth at the  end of its life.
f. Est Life      -     the number of years in this item's life.
g. Depn Method   - the numeric code that represents a depreciation method.
h. Depn Yrs     -    the number of years already depreciated.
i. Date Last Depn- the date this item was last depreciated.

Keep in mind when performing the depreciation report or calculation that items will be skipped totally if:
 a. There is no value for deprecation method code.
 b. The "Date Last Depreciation" is greater than the current depreciation date entered by user.

When performing the depreciation calculation the amount calculated will be zero if:
 a. Book value or purchase price is zero.
 b. Salvage value is equal to or greater than book value.
 c. Accumulated depreciation is equal to or greater than purchase price.
 d. Estimated life is zero.
 e. The purchase date is greater than the date being depreciated.

The program assumes that depreciation will be run at least once a year. In other words the most depreciation that will be calculated is one year. The program will not calculate two years of depreciation at once.

# KEYBOARD USAGE

The mouse can be the primary device for navigating around screens. However most functions can also be done by using the keyboard as described below:

To move from field to field use the **TAB** key. Enter key will work on the Assets maintenance screen.

To move back to the previous field use **SHIFT-TAB**.

To choose between **Option** buttons use **LEFT and RIGHT Arrows**. NOTE: Option buttons are two or more choices in a rectangular box where only one selection can be made. (ex: the Print Sequence options in the Fixed Assets List are Option buttons).

If a **Command** box is surrounded by dots, pressing **ENTER** will execute it. Ex: the "Save" and "Cancel" fields on File Maintenance screens are Command boxes.

In File Maintenance programs user may press **F1, F2, or F3** keys to select Add, Edit, or Delete functions.  **F8** key is used to perform lookups. **F12** key moves to the "Save" command.

The choices from the drop-down menus (from Main Menu) can be displayed by pressing ALT and the letter underlined. Then the program may be accessed by pressing **UP and DOWN Arrows**. Then **ENTER** may be pressed to select. If any of the selections from the drop-down menus have a letter underlined, pressing this letter will select the program.