

Fixed Assets User Guide

Disclaimer

Fleet-Net® Corporation, wholly owned subsidiary of Avail Technologies, Inc. makes no warranties about the contents of the manual and specifically disclaims any implied warranties of merchantability or fitness for any particular purpose. Fleet-Net® Corporation, wholly owned subsidiary of Avail Technologies, Inc. further reserves the right to make changes to the specifications of the program and contents of the manual without obligation to notify any person or organization of such changes.

Copyright Notice

This software package and manual are copyrighted 2018. All rights reserved worldwide. No part of this publication may be reproduced, transmitted, transcribed, stored in any retrieval system or translated into any language by any means without the express written permission of Fleet-Net® Corporation, wholly owned subsidiary of Avail Technologies, Inc., 9183 W. Flamingo Rd., Suite 110, Las Vegas, Nevada 89147.

License Agreement

The software described in this manual is furnished under a license agreement and may be used or copied only in accordance with the terms of the agreement. Failure to sign this agreement and still use the software is illegal.

Trademark Acknowledgment

Fleet-Net® is the Registered Trademark of Fleet-Net® Corporation, wholly owned subsidiary of Avail Technologies, Inc. Microsoft®, Access®, Windows®, the Windows® Logo, and other Microsoft® Office Products are either registered trademarks or trademarks of Microsoft® Corporation in the United States and/or other countries. The names of actual companies and products mentioned herein may be the trademarks of their respective owners.

Table of Contents

PRODUCT DESCRIPTION	4
FIXED ASSETS IMPLEMENTATION.....	5
ABOUT THIS GUIDE	6
FIXED ASSET CHECKLISTS.....	7
INITIAL SETUP CHECKLIST.....	7
FIXED ASSET STANDARD CYCLES CHECKLIST	7
GENERAL LEDGER SETUP	8
FIXED ASSETS SETUP	9
MISC. MODULE CODE SETUP.....	9
SETUP IMAGE PATHS.....	14
TRANSACTION CONTROL SETUP	16
ASSET CLASS SETUP	16
SEARCH CRITERIA SETUP	17
GRANT DEFINITION.....	17
FIXED ASSET MASTER	18
MASTER.....	19
NEW ASSET	20
ENTER TRANSACTIONS.....	24
DISPLAY TRANSACTIONS.....	25
PRINT TRANSACTIONS.....	26
GRANTS.....	27
NOTES	27
PICTURE.....	28
AUDIT.....	30
DISPOSITION	32
CLONE	33
DELETE.....	34
RENUMBER	35
DEPRECIATION CALCULATION	36
CALCULATION	36
REPORTS.....	37
UPDATE	38
G/L DETAIL AUDIT AND UPDATE.....	39
RUN REPORT.....	39
DISPLAY TOTALS	40
UPDATE	41
FIXED ASSET REPORTS	42
ASSET TRANSACTION REPORTS	44
YEAR END RESET	45
ASSET AUDIT LIST/PURGE.....	46
GRANT DEFINITION.....	47
GRANTS REPORT.....	48

Product Description

Fixed Assets

Fixed Assets is an accounting module that is a comprehensive depreciation system. Depreciation is recorded by individual asset, grant and funding sources. Journal entries to the general ledger are automatically generated.

For each asset, original cost, estimated life, depreciation method, asset class code, funding sources, acquisition date, location and salvage value are maintained. Assets can be separately accounted for and differentiated based on location. Fleet-Net provides an attachment feature that allows the warranty pictures or any scan able item to be attached to a specific asset and can be viewed by users.

Capital grant, asset number, asset category and location track fixed assets and depreciation. Depreciation accounting is done according to the percentage of federal, state, local and operator funds used to acquire the asset. Multiple grant allocation can be entered for each asset.

Monthly and accumulated depreciation are reported in addition to year to date and month to date figures and net book value.

In addition, we've made it very easy to inventory assets using the *Fast Track Bar Code* module. The instructions on how to use the bar code units are identified in the Fast Track Documentation. Please contact Fleet-Net Support if you have not received this.

If you can't find an answer to your question(s) please call our Support Hotline at (800) 258-2762.

Fixed Assets Implementation

It is understood that the Systems Administration Guide had been followed completely and that all other modules are working prior to the Fixed Assets installation.

As with all Fleet-Net for Windows modules, the module must first be installed as directed in the System Administration Guide.

About This Guide

This guide contains standard procedures for operation and a description of each feature released with the module. The module description provides the intended application or use of the module and any comments that relate to this specific module.

Below are features that are used through FNW applications.



To correctly exit a form or exit out of Fleet-Net® completely click on the Fleet-Net® Icon always located in the upper right of every form.



**When the binoculars search function is not available, nor a drop-down list, select 'Ctrl F' as a search tool.

When using this button to search the following sample form will open up. Use any of the search item criteria to find your item select it and it will populate at the bottom of this form. To populate the previous form with the selected item simply hover over the item # and double click it. Close the search form.



Throughout Fleet-Net® modules, there are Green Check marks that will appear next to specific fields. These Green Checkmarks when selected will open the Misc. List Codes form allowing the user to setup the necessary codes and their value for the associated field.



The clock button allows for changing the time entry.



The question mark button opens the search option.



The Stop button aborts the current selection process.



The calendar button allows for quick selection of a specific date via a calendar. Calendar defaults to current date.



The calculator button allows for quick simple calculations on the fly. It opens up your systems calculator.

Fixed Asset Checklists

Initial Setup Checklist

This checklist follows the instructions outlined on the following pages.

Done	Menu	Program/Procedure
_____	GL	(a) General Ledger Setup needs to be completed prior to utilizing the Fixed Asset Module. (Refer to the General Ledger Manual for complete setup up instructions).
_____	FA01	(b) Setup Miscellaneous Codes defined using <u>Miscellaneous Codes Maintenance.</u>
_____	FA01	(c) Setup Image Paths defined using <u>Image Path Setup.</u>
_____	FA01	(d) Setup Tran Control defined using <u>Tran Control Setup.</u>
_____	FA01	(e) Setup Asset Classes defined using <u>Asset Class Setup.</u>
_____	FA01	(f) Setup Search Criteria defined using <u>Search Criteria Setup.</u>
_____	FA	(g) Setup Grant information defined using <u>Grant Definition.</u>

Fixed Asset Standard Cycles Checklist

Done	Menu	Program/Procedure
_____	FA	(a) Create New /Edit a Fixed Asset. <u>Asset Master.</u>
_____	FA	(b) Calculate Depreciation. <u>Depreciation Calculation.</u>
_____	FA	(c) Update Depreciation Calculation to General Ledger. <u>G/L Detail Audit and Update.</u>

General Ledger Setup

The General Ledger must be set up prior to using the Fixed Assets module. If it has not previously been set up,

Click **Financial Systems** from the Main Menu.

Main System Menu

1	Financial Systems	?
2	Payroll Processing	?
3	Human Resources	?
4	Materials Management	?
5	Fleet Facts	?
6	Operations/Statistics	?
7	Planning/Scheduling	?
8	Fast Track	?
9	Leave Scheduling	?
10	Procurement Suite	?
12	System Parameters	?



Show Details
 Find

Vsn: 09.06 [8/24/2017]
Iday FNLV42
MAIN

Click **General Ledger** from the Financial Systems Menu.

Financials

1	General Ledger	?
2	Fixed Assets	?
3	Accounts Payable	?
4	Accounts Receivable	?
16	Return To Previous Menu	?



Show Details
 Find

Vsn: 09.06 [8/24/2017]
Iday FNLV42
FI

Fixed Assets

Fixed Assets

1	Asset Master	?
2	Depreciation Calculation	?
3	G/L Detail Audit and Update	?
4	Fixed Asset Reports	?
5	Asset Transaction Reports	?
6	Year End Reset	?
7	Asset Audit List/Purge	?
8	Grant Maintenance	?
9	Grants Report	?
15	Setup Fixed Assets	?
16	Return to Main Menu	?



Show Details
 Find

Vsn: 09.06 [1/10/2017]
Iday FNLV42
FA

Fixed Assets Setup

Click **Setup Fixed Assets** to setup all required setup to utilize the Fixed Asset Module.

Misc. Module Code Setup

Each Fleet-Net application includes a list of miscellaneous codes that are used within the module. Some of these codes are preset by Fleet-Net (Specific) while others are user defined.

Click **Miscellaneous Code Setup**. The following form displays:

Modify / Add Misc List Codes

Module:

Type:

- AssetMasterReports
- AssignedTo
- Attachments
- Condition
- ControlRecord
- DepreciationCalcReports
- Disposition
- DocumentCode
- Location
- PathToImageFiles
- PathToReports
- TransactionReport
- Type
- Use
- VestedTitle



Field Name	Description
Type	Select from the drop-down list.
Code	Enter a code, either user defined or specific.
Value	Enter a description to define the selected code.

AssetMasterReports (**Specific**) - Enter Codes and Values as shown in table below.

Modify / Add Misc List Codes

Module: FA
 Type: AssetMasterReports

Code	Value
Asset File List Report	FNFA_AssetFileListReport
Assets by Class and Year Report	FNFA_AssetsByClassYearReport
Assets with Funding Report	FNFA_AssetFileWFundingReport
Disposed Assets Report	FNFA_AssetDisposedReport
Fully Depreciated Asset Report	FNFA_FullyDeprAssetReport
Ytd Asset Depreciation Report	FNFA_YtdAssetDeprReport

Print

Code	Value
Asset File List Report	FNFA_AssetFileListReport
Assets By Class and Year Report	FNFA_AssetsByClassYearReport
Assets with Funding Report	FNFA_AssetFileWFundingReport
Disposed Assets Report	FNFA_AssetDisposedReport
Full Depreciated Asset Report	FNFA_FullyDeprAssetReport
Ytd Asset Depreciation Report	FNFA_YtdAssetDeprReport

AssignedTo (**User Defined**)

Modify / Add Misc List Codes

Module: FA
 Type: AssignedTo

Code	Value
1ST FLOOR	
2ND FL RECPT AREA	
ADMIN BLDG	
ADMN DRIVERS MAINT	
ADMN SUPPLY ROOM	
ASSIGNED TO BUSES	
BUS401	

Print

Condition (**User Defined**) Code below reflect the 2017 NTD conditions criteria.

Modify / Add Misc List Codes

Module: FA
 Type: Condition

Code	Value
1	Worn
2	Marginal
3	Adequate
4	Good
5	Excellent

Print

Fixed Assets Users Guide

ControlRecord (**Specific**) - Enter code exactly as shown below; the value is the 2 or 3 character code for the Fixed Asset subsidiary journal in General Ledger. (Suggestions FA or F/A)

Modify / Add Misc List Codes

Module: FA
 Type: ControlRecord

Code	Value
JournalSource	F/A

Print

DepreciationCalcReports (**Specific**) - Enter Codes and Values as shown in table below.

Modify / Add Misc List Codes

Module: FA
 Type: DepreciationCalcReports

Code	Value
Assets Not Depreciated Report	N
Assets Reviewed Report	A
Depreciated Report	D
Errors	E
Fully Depreciated Report	F
GL Detail Postings Sorted by Asset #	G
GL Detail Postings Sorted by Div/Account	P
GL Summary Postings	S

Print

Code	Value
Assets Not Depreciated Report	N
Assets Reviewed Report	A
Depreciated Report	D
Error	E
Fully Depreciated Report	F
GL Detail Posting Sored by Asset #	G
GL Detail Postings Sorted by Div/Account	P
GL Summary Postings	S

Disposition (**User Defined**)

Modify / Add Misc List Codes

Module: FA
 Type: Disposition

Code	Value
D	Damaged or Destroyed
O	Obsoleted
S	Sold
*	

Print

Fixed Assets Users Guide
 DocumentCode (User Defined)

Modify / Add Misc List Codes

Module: FA
 Type: DocumentCode

Code	Value
Warranty	Warranty Documentation
Contract	Purchase Contract
Photo	Photo
*	

Print

Location (User Defined)

Modify / Add Misc List Codes

Module: FA
 Type: Location

Code	Value
ABLDG	Admin Building
ABLDGO	Outside Admin Building
BUS	Bus
SHOP	Maintenance Shop & Offices

Print

PathToImageFile (User Defined) - Code cannot be more than 3 characters.

Modify / Add Misc List Codes

Module: FA
 Type: PathToImageFiles

Code	Value
BLD	T:\Assets\Bldgs\
COM	T:\Assets\Technology\
ME	T:\Assets\MaintEquip\
OE	T:\Assets\OfficeEquip\

Print

PathToReports (User Defined) – Adobe pdf depreciation calculation reports will be exported to the location specified on this form:

Modify / Add Misc List Codes

Module: FA
 Type: PathToReports

Code	Value
DepreciationCalcReports	T:\TechSupport\QA_ENV\906_SLT\
*	

Print

TransactionReport (**Specific**) - Enter Codes and Values as shown in table below.

Modify / Add Misc List Codes

Module: FA
 Type: TransactionReport

Code	Value
Asset Transaction Report	FNFA_AssetTransactionReport
Asset Transactions by GL Div / Account Report	FNFA_AssetTransactionByGIReport

Print

Code	Value
Asset Transaction Report	FNFA_AssetTransactionReport
Asset Transactions by GL Div / Account Report	FNFA_AssetTransactionByGIReport

Type (**User Defined**)

Modify / Add Misc List Codes

Module: FA
 Type: Type

Code	Value
BLD	Building
COM	Communications
OE	Office Equipment
SE	Shop Equipment

Print

Use (**User Defined**)

Modify / Add Misc List Codes

Module: FA
 Type: Use

Code	Value
ACCOUNTING	
BLDG MAINTENANCE	
FAREBOX	
FIXED ROUTE	
FIXED ROUTE LOCAL	
FLEET VEHICLE	

Print

VestedTitle (**User Defined**)

Modify / Add Misc List Codes

Module: FA
 Type: VestedTitle

Code	Value
Owner	O
Transit	T

Print

Setup Image Paths

Click **Setup Image Paths** to define the location and file name of each Fixed Asset image stored on the network. This setup can also be done in the Miscellaneous Code Setup, **PathToImageFile**. Once the images paths and names are stored, they can be attached to each applicable asset.

Field Name	Description
Asset Type	Select the Asset Type from the dropdown list. New types can be added Click Green Checkmark . Value: The location were the images will be stored on the network.

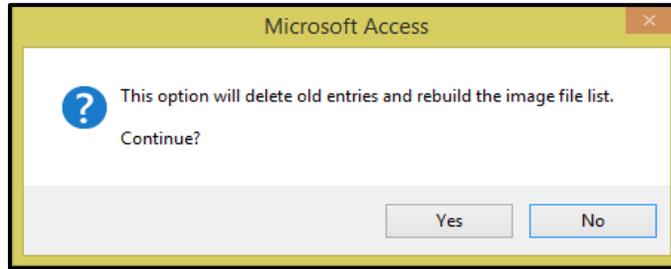
Click **Enter** the following form displays.

Enter the Image File Name to be added to the selected Asset Type. Click **Image Files** to rebuild the image file list. **Important:** Any time files are added or removed, you must click Image Files to repopulate the folder.

Double Click the **File Name** to display the photo attached.

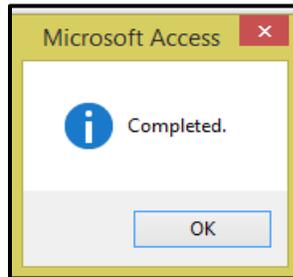
Click **Mode** to change the image to Zoom, Clip or Stretch. Click **Enlarge** to enlarge the image.

Click **Image Files** and the following prompt displays. Again this process, clears out the table and then repopulates it with whatever is in the folder.



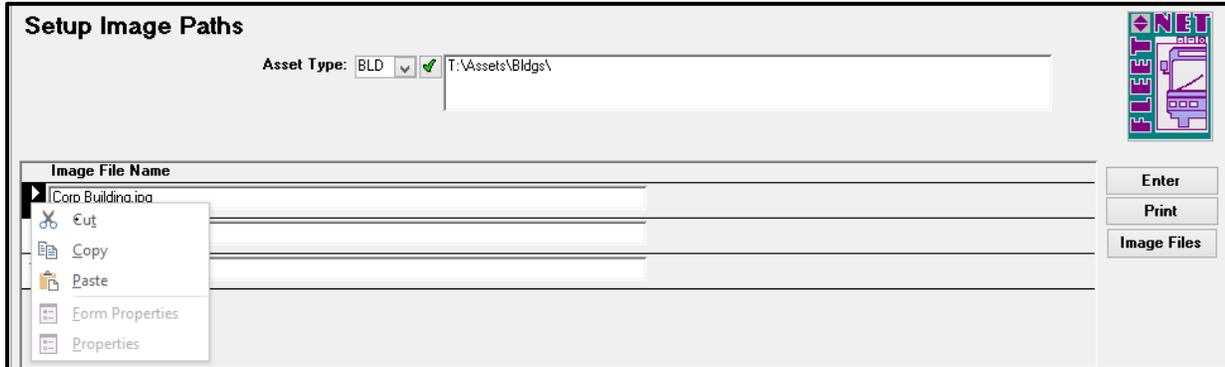
Click **Yes** to continue or **No** to cancel.

Click **OK** on the completion confirmation message.

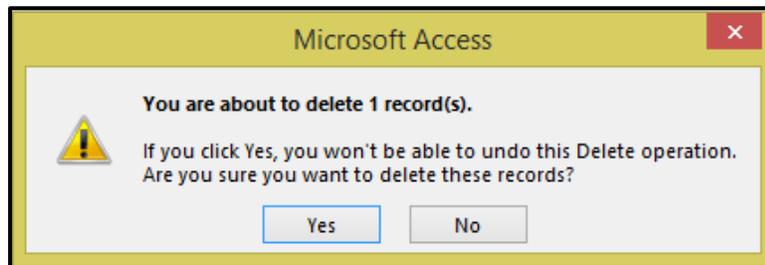


Click **Enter** to review the revised list of Image Files.

Individual line items can be deleted from this list. **Right Click** on the first column.



Click **Cut**. The following message displays.



Click **Yes** to continue; **No** to cancel.

Transaction Control Setup

Click **Tran Control Setup** to define the sequential number of transactions within the Fixed Asset module. The following form displays.

Transaction Control Record Setup Form					
Record Type	Value	Maximum Value	Max Digits	Add Leading Zeros	
▶ TranNumber	47	0		<input type="checkbox"/>	
*				<input type="checkbox"/>	

Field	Max Field Size	Field Type	Description
Record Type			Enter TranNumber as shown above.
Value	12	Numeric	The user can enter a starting number that will be used to sequentially number all Fixed Asset transactions or the field can be left blank and the sequential numbering will start with 1.
Maximum Value			Leave blank.
Max Digits			Leave blank.
Add Leading Zeros			Leave blank.

Asset Class Setup

Click **Asset Class Setup** create Asset Classifications. The following form displays.

ASSET CLASSIFICATIONS		
Class	Description	
▶ 1	Building	
2	Land	
3	Revenue Vehicles	
4	Furnitures & Fixtures	
5	Maintenance Equipment	
6	Administrative Equipment	
7	Service Vehicles	

Field Name	Max Field Size	Field Type	Description
Class	12	Alpha/Numeric	Enter a user defined Asset Class Code. Class Codes facilitate grouping like-assets in reports.
Description	40	Alpha/Numeric	Enter a Description for each Asset Class.

Search Criteria Setup

Click **Search Criteria Setup** is used to define various methods available to search/select assets in the Asset Master file. Click **Asset** from the drop-down option. The following form lists all available fields that can be used for searching: The Seq # allows the user to set what order the field names come up when using **SEARCH** on the Asset Master. It is a best practice to leave space between numbers in case new fields are added.

Search Criteria Setup Form

Search Field Name:

User Field Name	Seq #	Actual Table Name	Actual Field Name
Asset Class	110	FNFA_AssetMasterTable	Class
Asset Number	10	FNFA_AssetMasterTable	Asset
Asset Tag #	60	FNFA_AssetMasterTable	AssetTag
Asset Type	120	FNFA_AssetMasterTable	Type
Assigned To	130	FNFA_AssetMasterTable	AssignedTo
Date Acquired	50	FNFA_AssetMasterTable	DateAcquired

Enter

Grant Definition

Click **Grant Definition** to enter and maintain grant data. **Note:** this module does not communicate with the Grants Module in the system. Grants used for Fixed Assets must be entered manually here.

Grant Maintenance

Add Record Recalc Allocated

Source:	Grant No	Grant Amt	Grant Allocated	Fiscal Year	Capital Grant Div:	Grant Acct (+)	Offset Div:	Capital Offset Acct (-)
F	FAGrant Grant Desc: TestAsset2017	\$100,000.00	\$41,766.06					
F	SEGrant Grant Desc:	\$50,000.00	\$50,000.00					
L	LLGrant Grant Desc: TestAsset2017	\$20,000.00	\$8,663.72					
S	STGrant Grant Desc: TestAsset2017	\$50,000.00	\$12,607.44					

Field Name	Max Field Size	Field Type	Description
Source			Select the Source of the Grant - Required (F – Federal, S – State, L - Local, O – Operator).
Grant No	30	Alpha/Numeric	Enter the applicable Grant Number.
Grant Amount		Currency	Enter the amount of the Grant.
Grant Allocated		Currency	Auto-populates when the Recalc Allocated process is run.
Fiscal Year	4	Numeric	Optional field; see below **
Grant Division	4	Alpha/Numeric	Optional field; see below **
Capital Grant Account	10	Alpha/Numeric	Optional field; see below **
Offset Division	4	Alpha/Numeric	Optional field; see below **
Grant Desc	100	Alpha/Numeric	Enter a description of the Grant.

**The Fiscal Year, Divisions and Accounts on this form are used for amortizing grants. If grants are not amortized these fields can be left blank.

Click **New** to add a new grant option in Fixed Assets. If utilizing Grant Management module, it recommended that the user correlate the Grant #'s in Grant Management with the Grants setup in Fixed Assets.

Click **Recalc Allocated** to recalculate the amount allocated for each grant. When a grant is assigned to an asset, the amount allocated on this form is updated. For instructions on allocating grant money refer to the Asset/Grant Allocation Form section of this manual.

Fixed Asset Master

Click **Asset Master** to add, delete, modify and clone assets. The following form displays.

Fixed Assets		
1	Asset Master	?
2	Depreciation Calculation	?
3	G/L Detail Audit and Update	?
4	Fixed Asset Reports	?
5	Asset Transaction Reports	?
6	Year End Reset	?
7	Asset Audit List/Purge	?
8	Grant Maintenance	?
9	Grants Report	?
15	Setup Fixed Assets	?
16	Return to Main Menu	?

◀ Enter your selection: Show Details

Vsn: 09.06 [1/10/2017] | Iday FNLV42 | FA

Master

Click **Master** to view an existing asset, select the asset from the dropdown list or use the Search Criteria. The default search is by asset number for active assets only. To select an asset that has been disposed of, check the Disposed Asset checkbox. Once this box is checked, only those assets having a 'Date Disposed' will be available for selection.

Fixed Asset Master
NEWTEST
Disposed Assets:

Search
Criteria

Asset # NEWTEST Date Disposed: Date Inactive 1/2/2016

Class Date Purchased: Asset Tag #

Project No. Prev Tag #

Type OE Condition 5

Description 1 Desk Chair Use ACCOUNTING

Description 2 Location ABLDG

Vendor Name Assigned To FRONT DESK

New/Used N Method SL

Depr Start 1/2/2016

Fully Depr On

Est Life(Months) 24

Vested Title Transit

Vested Interest			
Compute Amounts			
<input checked="" type="checkbox"/>	Federal %	0.0000	Amount \$0.00
<input checked="" type="checkbox"/>	State %	0.0000	Amount \$0.00
<input checked="" type="checkbox"/>	Local %	0.0000	Amount \$0.00
<input checked="" type="checkbox"/>	Operator %	0.0000	Amount \$0.00
	Total %	0.0000	Amount \$0.00

Model #

Serial #

Asset Cost \$150.00

Salvage Value \$0.00

Prior Depr \$0.00

Current Depr \$0.00

YTD Depr \$0.00

LTD Depr \$0.00

Last Depr On

Counted

Updated: |day
11/22/2017 4:39:20 PM FNFA_AssetMasterForm

Master

Enter Transactions

Display Transactions

Print Transactions

Grants

Notes

Picture

Audit

Disposition

Add New

Clone

Delete

Renumber

Click **Search Criteria**, select the criteria from the dropdown list. The following form displays. Once search has populated and list of assets sorted by selected option displays. Double click on the Asset number to be viewed.

Fixed Asset Master

Disposed Assets:

Search
Criteria

- Asset Number
- Description 1
- Description 2
- Vendor Name
- Date Acquired

Master

Enter Transactions

Display Transactions

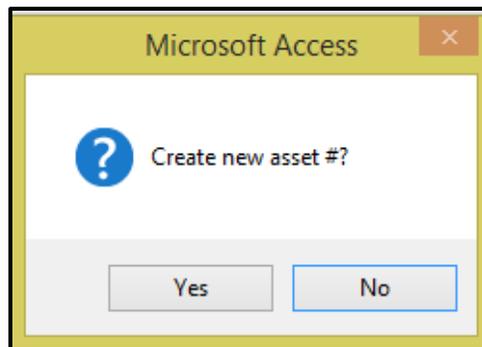
New Asset

Click **Add New** to create a new asset.

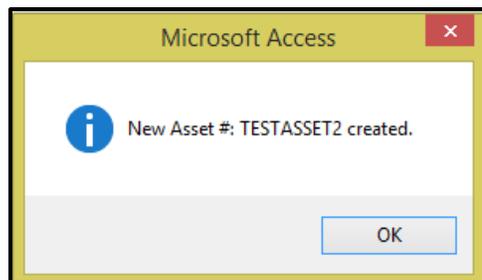


Enter the new Asset #.

Click **Start** the following message displays.



Click **Yes** to continue or **No** to cancel.



Click **Ok**.

Fixed Asset Master NEWTEST Disposed Assets:

Search Criteria

Asset # NEWTEST Date Disposed: Date Inactive: 1/2/2016

Class 4 Date Purchased: Asset Tag # A10006325

Project No. Prev Tag #

Type OE Condition 5 Use ACCOUNTING

Description 1 Desk Chair Location ABLDG Assigned To FRONT DESK

Description 2

Vendor Name

New/Used N Method SL Model # DS-103

Depr Start 1/2/2016 Serial #

Fully Depr On

Est Life(Months) 24 Asset Cost \$150.00

Vested Title Transit Salvage Value \$0.00

Vested Interest Prior Depr \$0.00

Compute Amounts			
<input checked="" type="checkbox"/>	Federal %	80.0000	Amount \$120.00
<input checked="" type="checkbox"/>	State %	20.0000	Amount \$30.00
<input checked="" type="checkbox"/>	Local %	0.0000	Amount \$0.00
<input checked="" type="checkbox"/>	Operator %	0.0000	Amount \$0.00
	Total %	100.0000	Amount \$150.00

Current Depr \$0.00

YTD Depr \$0.00

LTD Depr \$0.00

Last Depr On

Counted

Master

Enter Transactions

Display Transactions

Print Transactions

Grants

Notes

Picture

Audit

Disposition

Add New

Clone

Delete

ReNUMBER

Updated: |day 11/22/2017 4:39:20 PM |FNFA_AssetMasterForm

Field Name	Max Field Size	Field Type	Description
Asset #	20	Alpha/Numeric	Once the asset is selected at the top of the form this field auto-populates.
Class	12	Alpha/Numeric	Select the asset class from the dropdown list. New classes can be added. Click Green Checkmark .
Project No	20	Alpha/Numeric	Enter the project number. (If utilizing Project Tracking recommendation is to correlate the Project #'s in Project Tracking with the fixed asset. Optional field.
Type	3	Alpha/Numeric	Select the asset type from the dropdown list. New types can be added Click Green Checkmark .
Description 1	35	Alpha/Numeric	Enter a description of the asset.
Description 2	35	Alpha/Numeric	Enter a second line of description if applicable.
Vendor Name	25	Alpha/Numeric	Enter the name of the vendor from whom the asset was purchased. Optional field.
New/Used	1	Alpha	Select N – New; U – Used.
Method	2	Alpha	Defaults to SL Required Field .
Depr Start		Date	Enter the date the asset is put into service and should be included in the depreciation calculation Required Field .
Fully Depr On		Date	This field must be left blank in order for the asset to be included in the depreciation calculation. Once the asset is fully depreciated this field will auto-populate.
Est Life (Months)		Number	Enter the Estimated Life in months Required Field .
Vested Title	50	Alpha/Numeric	Select the applicable vested title from the dropdown list. New titles can be added. Click Green Checkmark.
Date Disposed		Date	This field will auto-populate when the asset is disposed of.
Date Purchased		Date	Enter the date that the asset was purchased.
Date Inactive		Date	Enter the date an asset is classed as inactive. The asset will be included in the depreciation calculation.
Asset Tag	12	Alpha/Numeric	Enter the current asset tag number.

Prev Asset Tag	12	Alpha/Numeric	Enter previous asset tag, if applicable.
Condition	1	Alpha/Numeric	Select the applicable condition from the dropdown list. New conditions can be added Click Green Checkmark.
Use	18	Alpha/Numeric	Select the applicable use from the dropdown list. New uses can be added. Click Green Checkmark.
Location	25	Alpha/Numeric	Select the applicable location from the dropdown list. New locations can be added. Click Green Checkmark.
Assigned To	25	Alpha/Numeric	Select the applicable employee/department from the dropdown list. New employees/departments can be added. Click Green Checkmark.
Model #	25	Alpha/Numeric	Enter the model number if applicable.
Serial #	25	Alpha/Numeric	Enter the serial number if applicable.
Asset Cost			This field will auto-populate when the Asset Cost is entered via Transaction Entry. This field cannot be edited on this form.
Salvage Value			This field will auto-populate when the Salvage Value is entered via Transaction Entry. This field cannot be edited on this form.
Prior Depr			This field will auto-populate with the total of current depreciation plus YTD depreciation. This field cannot be edited on this form.
Current Depr			This field will auto-populate with the depreciation from the most recent calculation and update. This field cannot be edited on this form.
YTD Depr			This field will auto-populate with the current year to date depreciation. This field cannot be edited.
LTD Depr			This field will auto-populate with the current life to date depreciation. This field cannot be edited.
Last Depr On			This field will auto-populate with the date depreciation of the most recent depreciation calculation and update.
Counted		Date	Enter the date the asset was last counted.

To allocate the Asset Cost to Grants enter the percentage allocation as outlined below. **Note:** The Cost of Asset needs to be entered in Enter Transaction option prior to selecting the Compute Amount.

Vested Interest **Compute Amounts**

<input checked="" type="checkbox"/>	Federal %	80.0000	Amount	\$120.00
<input checked="" type="checkbox"/>	State %	20.0000	Amount	\$30.00
<input checked="" type="checkbox"/>	Local %	0.0000	Amount	\$0.00
<input checked="" type="checkbox"/>	Operator %	0.0000	Amount	\$0.00
	Total %	100.0000	Amount	\$150.00

Field Name	Field Type	Description
Federal %	Percentage	Enter the percentage of Federal Grants that will be used to purchase the selected asset.
State %	Percentage	Enter the percentage of State Grants that will be used to purchase the selected asset.
Local %	Percentage	Enter the percentage of Local Grants that will be used to purchase the selected asset.
Operator %	Percentage	Enter the percentage of Operator Funds that will be used to purchase the selected asset.
Total %	Percentage	Auto-populates with the sum of percentages entered. Percentages entered must equal 100%.

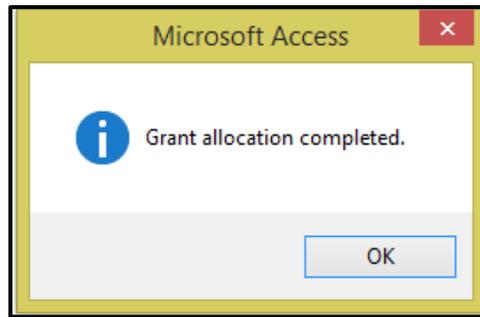
Click **Green Checkmark** to allocate the funds to the Grant for the amount required to fund the purchase of the Asset.

Field Name	Description
Funding Source	Auto-populates based on the Funding Source selected in the Vested Interest section of the Asset Master form.
Grant #	Select the applicable grant(s) that were used to fund the purchase of the selected asset.
Amount Allocated	Enter the amount allocated from the selected grant(s) that were used to purchase the selected asset.
Fiscal Year**	Select the fiscal year from the dropdown list. The fiscal year is used to validate the general ledger divisions and accounts selected in the next four fields.
Accum Div**	Select the applicable Division from the dropdown list for posting accumulated depreciation for the selected asset.
Accumulated Depr Acct**	Select the applicable General Ledger account from the dropdown list for posting accumulated depreciation for the selected asset.
Depr Exp Div**	Select the applicable Division from the dropdown list for posting depreciation expense for the selected asset.
Depr Exp Acct**	Select the applicable General Ledger account from the dropdown list for posting depreciation expense for the selected asset.

** If multiple grants will be assigned to the selected asset **and** the Accumulated Depreciation and/or Depreciation Expense accounts will be the same for each grant and funding source, the posting accounts can be assigned on the Disposition form. Refer to that section of this manual for detailed setup instructions.

If multiple General Ledger account numbers for the Accumulated Depreciation and/or Depreciation Expense will be assigned, they must be assigned using this form.

When the Grant Allocation form is closed, the following message displays.



Click **Compute Amounts**; the program allocates the Asset Cost to each funding source based on the percentage entered. The Amount fields **CAN** be edited; they do not round up or down. Editing the amount will **NOT** change the percentages entered.

Enter Transactions

Enter Transactions must be used to enter purchase cost, cost adjustments, Salvage Value, Prior Depreciation or Dispose of asset amount. This provides a clean audit trail. The following form displays.

Fixed Asset Master 00001 Disposed Assets:

Adjustments Fiscal Year: 2019 Start Date: 7/1/2018 End Date: 6/30/2019

Date	Tran Code	Transaction Description	Amount	Updated	
12/10/2018	A	Cost adjustment	\$0.00	<input type="checkbox"/>	<input type="button" value="GL Dist"/> <input type="button" value="Update"/> <input type="button" value="Delete"/>
	S	Salvage value	Loc: \$0.00	Oper: \$0.00	
	P	Prior depreciation		<input type="checkbox"/>	<input type="button" value="GL Dist"/> <input type="button" value="Update"/> <input type="button" value="Delete"/>
	D	Dispose of asset			
	R	Adjust current/ytld depreciation	Loc:	Oper:	

Field Name	Max Field Size	Field Type	Description
Fiscal Year			Select the fiscal year from the dropdown list. The fiscal year is used to validate the general ledger divisions and accounts selected in the transaction fields.
Date		Date	Enter the transaction date. If journal entries are processed for the transaction, the date entered will be the general ledger date.
Tran Code***	1	Alpha	Available Transaction Codes are: A = Cost Adjustment S = Salvage Value P = Prior Depreciation D = Disposal of an Asset R= Adjust current/YTD depreciation
Transaction Description	50	Alpha/Numeric	Defaults to the Tran Code descriptions listed above. This field can be edited.
Updated			This box cannot be edited. Once the transaction is updated the box will be checked.
GL Dist.			For Transaction Codes "P" or "D" or "R" click to view and/or edit the journal entries that are automatically generated. Editing must be done prior to update.
Update			Click to Update the transaction. Once update, the transaction cannot be edited or deleted.
Delete			Click to delete a transaction that has not been updated.
Fed/State/Local/Operator			These fields auto-populate based on the grant allocation assigned on the Asset Master form.

Tran Codes:

A = Cost Adjustment - This code is used when entering the cost of a new asset or adjusting the cost of an existing asset. When using this code to adjust the cost of an asset, the grant allocation must be adjusted as an Asset Cost cannot exceed the amount of Grant allocation. **No journal entries are created using this Transaction Code.**

S = Salvage Value – This code is used when entering the salvage value of a new asset or adjusting the salvage value of an existing asset. **No journal entries are created using this Transaction Code.**

P = Prior Depreciation – This code is used when entering prior depreciation of an asset (used for the original build-out of the Fixed Asset data) or adjusting prior depreciation on an existing asset. *Journal entries will be generated to post the accumulated depreciation and the depreciation expense.*

D = Disposal of an Asset – This code will be used when an asset is sold or scrapped. *Journal entries backing out the **asset cost** and **accumulated depreciation** will be created when using this code. If there is a difference between asset cost and accumulated depreciation, that amount will be posted to the gain/loss on the sale/disposition of an asset account selected on the Disposition form. Accumulated Depreciation calculated and posted prior to the installation of the 2015 Version of Fixed Assets will NOT be included in the Journal Entries created. Entries can be edited to include the prior amounts.*

R = Adjust Current/YTD Depreciation- This code is used when making an adjustment to the current Depreciation or the YTD Depreciation. *Journal entries will be generated to reverse the accumulated depreciation and the depreciation expense.*

Display Transactions

Click **Display Transactions** to view all transaction associated with the selected asset.

Fixed Asset Master						ASSETTESTCOMP		Disposed Assets: <input type="checkbox"/>	
Date	Tran Code	Transaction Description	Amount	Updated					
4/17/2017		Purchase Cost	\$29,500.00	<input checked="" type="checkbox"/>	GL Dist				
4/17/2017	A	Shipping Costs	\$650.00	<input checked="" type="checkbox"/>	GL Dist				
10/27/2017	C	Depreciation	\$3,768.75	<input checked="" type="checkbox"/>	GL Dist				
10/31/2017	D	Dispose of asset	(\$30,150.00)	<input type="checkbox"/>	GL Dist				
12/31/2017	C	Depreciation	\$1,256.25	<input checked="" type="checkbox"/>	GL Dist				



Master

Enter Transactions

Display Transactions

Print Transactions

Grants

Click **GL Dist.** to review the General Ledger #'s and amounts associated with the selected transaction.

The screenshot shows the 'Fixed Asset Master' interface. At the top, there is a search bar with 'NEWTEST' and a 'Disposed Assets' checkbox. Below this is a table with columns: Date, Tran Code, Transaction Description, Amount, and Updated. Two transactions are listed: one for 1/2/2017 with a cost adjustment of \$150.00, and another for 12/31/2017 for disposing of an asset for \$150.00. A 'GL Dist' button is next to each row. A yellow-bordered window titled 'FNFA_AssetMasterPopUpSubForm' is open, showing a detailed view of the 12/31/2017 transaction. It includes fields for Date, Transaction Amount, and a table with columns: Div #, Account, Title, Debits, Credits, Batch #, Posting Date, and GL Tran #. The table shows two entries: 'COMPUTER SOFTWARE' with a credit of \$150.00 and 'BUILDING DEPRECIATION' with a debit of \$150.00. A 'Totals' row shows \$150.00 in both Debits and Credits columns. A 'Record' bar at the bottom indicates '1 of 2' records.

Print Transactions

Click **Print Transactions** to generate reports for selected Transaction Code and a date range.

Select the Transaction Code from dropdown option or leave blank to generate a report that includes all transaction codes. Select the From Date & Thru Date from the dropdown options. Leave dates blank to generate a report that includes all dates.

This screenshot shows the 'Fixed Asset Master' interface with a confirmation dialog box. The 'Transaction Code' is set to 'A' (Cost adjustment), 'From Date' is '1/2/2017', and 'Thru Date' is '1/2/2017'. A 'Microsoft Access' dialog box is open, displaying the following text: 'Only transaction code: A', 'From Date: 1/2/2017', 'Thru Date: 1/2/2017', and 'Continue?'. There are 'Yes' and 'No' buttons at the bottom of the dialog. A 'Start' button is visible in the main interface next to the dialog box. The right-hand side of the interface shows a vertical menu with buttons for Master, Enter Transactions, Display Transactions, Print Transactions, Grants, Notes, Picture, Audit, Disposition, Add New, Clone, and Renumber.

Click **Start**. Confirmation message displays.

Click **Yes** to continue or **No** to cancel.

Example Report generated when Transaction Code and Dates were left blank.

Fixed Asset Transaction Detail Report									
Asset #: ASSETTESTCOMP Two Way Radio System									
Date	Tran#	Code	Description	Amount	Federal	State	Local	Operator	Updated
4/17/2017	14	A	Purchase Cost	\$29,500.00	\$0.00	\$0.00	\$0.00	\$0.00	<input checked="" type="checkbox"/>
4/17/2017	15	A	Shipping Costs	\$650.00	\$0.00	\$0.00	\$0.00	\$0.00	<input checked="" type="checkbox"/>
10/27/2017	16	C	Depreciation	\$3,768.75					<input checked="" type="checkbox"/>
		Div	Account #	Title	Debits	Credits	Batch #	Tran #	Posting
		00	1110010	ACCUMULATED DEPRECIATION		\$753.75	627	1818	10/27/2017
		00	1110010	ACCUMULATED DEPRECIATION		\$753.75	627	1818	10/27/2017
		00	1110010	ACCUMULATED DEPRECIATION		\$2,261.25	627	1818	10/27/2017
		00	5130001	BUILDING DEPRECIATION	\$753.75		627	1819	10/27/2017
		00	5130001	BUILDING DEPRECIATION	\$753.75		627	1819	10/27/2017
		00	5130001	BUILDING DEPRECIATION	\$2,261.25		627	1819	10/27/2017
				Total:	\$3,768.75	\$3,768.75			
10/31/2017	25	D	Dispose of asset	(\$30,150.00)	\$0.00	\$0.00	\$0.00	\$0.00	<input type="checkbox"/>
12/31/2017	28	C	Depreciation	\$1,256.25					<input checked="" type="checkbox"/>
		Div	Account #	Title	Debits	Credits	Batch #	Tran #	Posting
		00	1110010	ACCUMULATED DEPRECIATION		\$251.25	636	1842	12/31/2017
		00	1110010	ACCUMULATED DEPRECIATION		\$251.25	636	1842	12/31/2017
		00	1110010	ACCUMULATED DEPRECIATION		\$753.75	636	1842	12/31/2017
		00	5130001	BUILDING DEPRECIATION	\$251.25		636	1843	12/31/2017
		00	5130001	BUILDING DEPRECIATION	\$251.25		636	1843	12/31/2017
		00	5130001	BUILDING DEPRECIATION	\$753.75		636	1843	12/31/2017
				Total:	\$1,256.25	\$1,256.25			

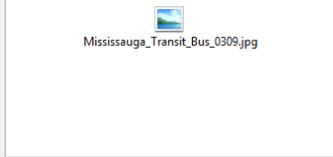
Grants

Click **Grants** to display the grant information associated with the selected asset; these are set up on the Master via the Vested Interest fields. The following form displays. No changes are allowed on this form. **NOTE:** this module does not communicate with the Grants Module; grants are manually entered in Fixed Assets in order to be used for these assets.

Fixed Asset Master						ASSETTESTCOMP		Disposed Assets: <input type="checkbox"/>	
Search Criteria									
Grants Source:	Grant No	Grant Description	Grant Amount	This Asset					
<input type="checkbox"/> F	FAGrant	TestAsset2017	\$100,000.00	\$18,090.00	Master				
<input checked="" type="checkbox"/> L	LLGrant	TestAsset2017	\$20,000.00	\$6,030.00	Enter Transactions				
<input type="checkbox"/> S	STGrant	TestAsset2017	\$50,000.00	\$6,030.00	Display Transactions				
					Print Transactions				
					Grants				

Notes

Click **Notes** to add or modify or delete notes associated with the selected asset. Contracts, orders, photos, warranties can be stored here. There is no limit to the number of NOTES an asset can have. The following form displays.

Fixed Asset Master		ASSETTESTCOMP		Disposed Assets: <input type="checkbox"/>			
Search Criteria							
Document Code: <input type="text" value="Comments"/>		Reference: <input type="text" value="C01"/>					
Comment:		Attachment:					
<input type="text" value="lday 11/1/2017 8:25:23 AM"/>							
Hyperlink: <input type="text"/>							
Created: <input type="text" value="lday"/>		<input type="text" value="11/1/2017 8:25:10 AM"/> FNFA_AssetMasterNotesSubForm					
		Master Enter Transactions Display Transactions Print Transactions Grants Notes Picture Audit Disposition					

Field Name	Max Field Size	Field Type	Description
Document Code	25	Alpha/Numeric	Select the Document Code from the dropdown list. If the code is not available for selection, it can be added. Click Green Checkmark . <i>Required Field.</i>
Reference	30	Alpha/Numeric	Enter a unique reference to identify the note/attachment. <i>Required Field.</i>
Comment		Alpha/Numeric	Clicking in this field creates an automatic date, time, and user's stamp. Notes specific to the selected asset can be entered.
Attachment			Right click in the field to attach a document specific to the selected asset.
Hyperlink	255	Alpha/Numeric	Enter an applicable hyperlink.

Picture

Click **Picture** to add view a photo associated with the selected asset. More photos can be stored under NOTES. The following form displays.

The screenshot shows the 'Fixed Asset Master' application window. At the top, there is a search criteria button and a dropdown menu set to 'ASSETTESTCOMP'. A 'Disposed Assets' checkbox is also present. The main area is divided into two panes: 'Asset Image File' on the left, which is currently empty, and 'Image Files' on the right, which contains a dropdown menu with three options: 'FN Server.jpg', 'FN Server.jpg', and 'Main Server.png'. Below the dropdown is a preview of a server rack. To the right of the preview are buttons for 'Save', 'Clear', 'Mode', 'Delete', and 'Enlarge'. On the far right, a vertical toolbar contains buttons for 'Master', 'Enter Transactions', 'Display Transactions', 'Print Transactions', 'Grants', 'Notes', 'Picture', 'Audit', 'Disposition', 'Add New', 'Clone', 'Delete', and 'Renumber'.

Click the dropdown list (Image Files) to view the saved images available for selection for the Asset Type selected. Once the image has been selected, the Temporary Image field on the right will display the selected image:

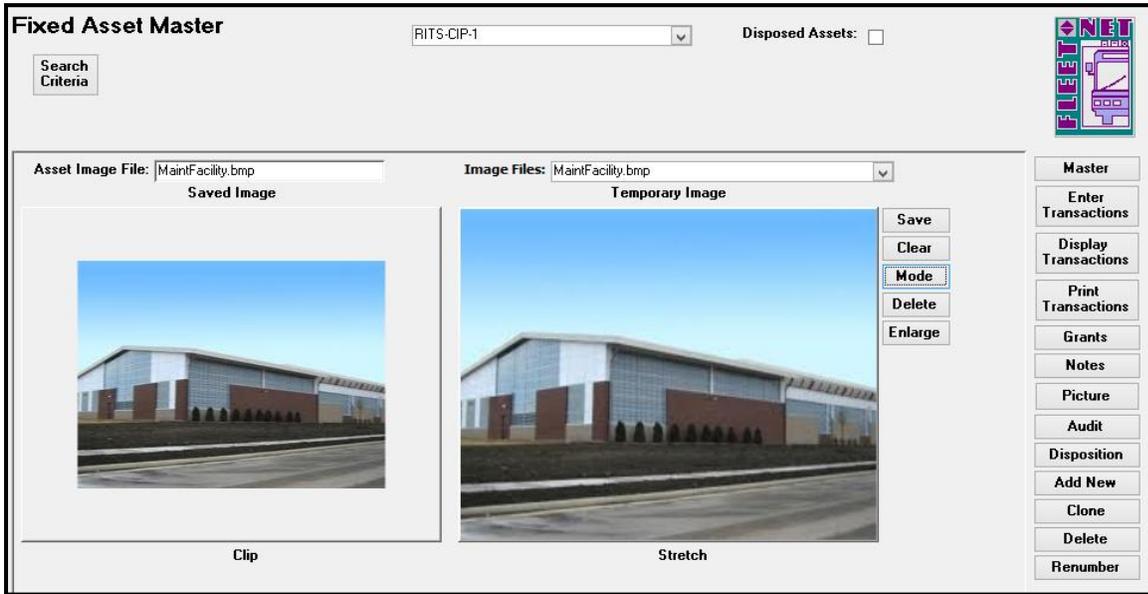
To save the association between the selected asset and the selected image,

Click **Save**.

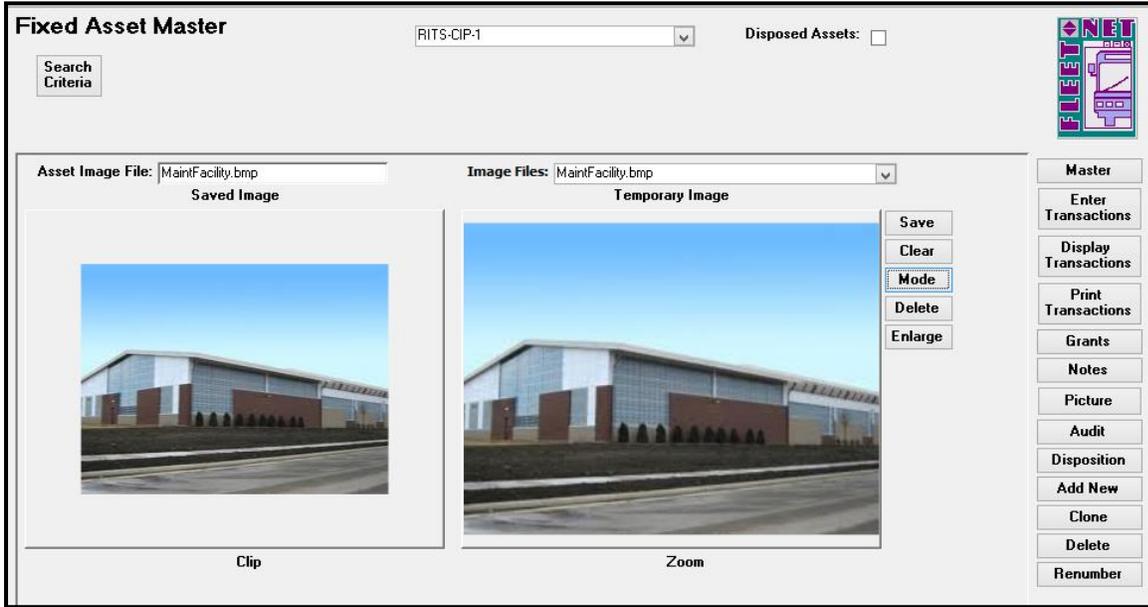
Click **Clear** to remove the preview from the right pane.

Click **Mode** to change the image in the Temporary Image field on the right to Stretch, Zoom or Clip options available.

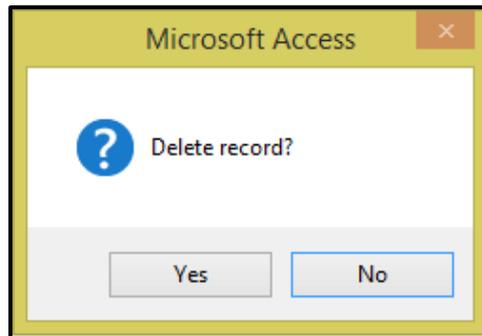
Stretch:



Zoom:

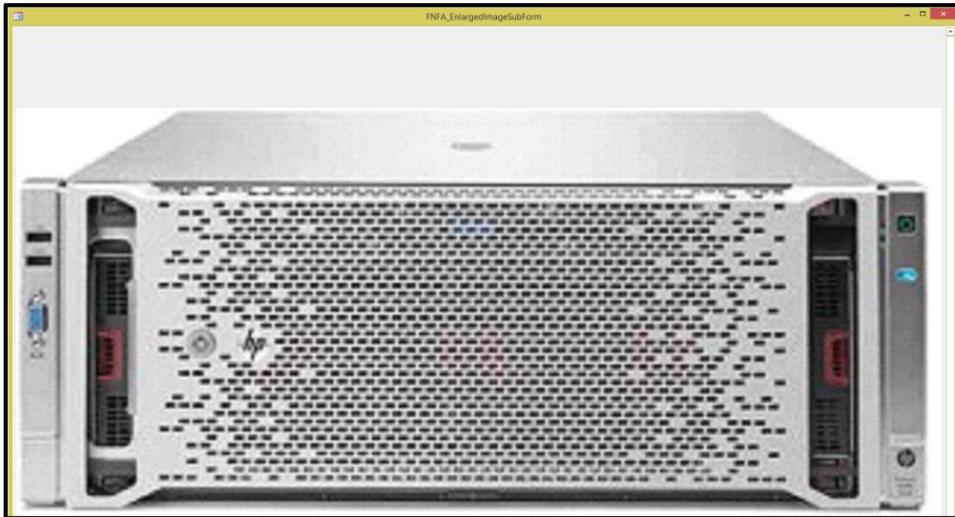


Click **Delete** to delete the image. The following prompt displays.



Click **Yes** to continue; **No** to cancel. Click **OK** on the deletion confirmation message.

Click **Enlarge** to view a full screen view of the selected asset.



Audit

Click **Audit** to view or print an Asset Audit report; the following form displays. Select a Field Name from the dropdown or check the All Fields box to review all fields. Enter the From Date & Thru Date or leave blank to include all dates on the generated report.

Field Name	Max Field Size	Field Type	Description
Field Name			To review changes to a specific, select the field from the dropdown list.
All Fields		Yes/No	Check this box to review changes to all fields
From Date		Date	Enter the review starting date
Thru Date		Date	Enter the review ending date

Click **Display** to display the information on the screen or Click **Print** to print a report with all the selected information includes.

Fixed Asset Master ASSETTESTCOMP Disposed Assets:

Search Criteria

Field Name: All Fields From Date: Thru Date: Display Print

Update Date	Field Name	Old Value	New Value	User Id
Table Name: FNFA_AssetMasterTable				
10/31/2017 11:49:59 AM	DateInactive		10/31/2017	lday
Table Name: FNFA_AssetMasterTable				
10/30/2017 10:52:54 AM	DateLastCounted		10/25/2017	lday
Table Name: FNFA_AssetMasterTable				
10/30/2017 10:44:15 AM	Class	2	4	lday
Table Name: FNFA_AssetMasterTable				
10/30/2017 10:43:22 AM	DatePurchased		4/17/2017	lday
Table Name: FNFA_AssetMasterTable				
10/30/2017 10:43:22 AM	VestedTitle		Owner	lday

Record: 14 of 57 No Filter Search

Master

Enter Transactions

Display Transactions

Print Transactions

Grants

Notes

Picture

Audit

Disposition

Add New

Clone

Delete

Renumber

The display contains the following data:

- Table name where the added or changed data is stored
- Date the data was added or changed
- Field name where the data was added or changed
- Original data
- New or changed data
- User ID of the person logged into Fleet-Net on the computer where the data was added or changed

Asset Master Audit Report				
Asset #: ASSETTESTCOMP		Two Way Radio System		
Table Name : FNFA_AssetAllocationTable				
Update Date	Field Name	Before	After	Updated By
10/27/2017 2:23:00 PM	SourceAmt		18090	lday
10/27/2017 2:23:00 PM	GrantNo		FAGrant	lday
10/27/2017 2:23:00 PM	DepDiv		00	lday
10/27/2017 2:23:00 PM	DepAcct		1110010	lday
10/27/2017 2:23:00 PM	DepOffsetDiv		00	lday
10/27/2017 2:23:00 PM	DepOffsetAcct		5130001	lday
10/27/2017 2:23:00 PM	FiscalYear		2017	lday
10/27/2017 4:26:47 PM	SourceAmt		6030	lday
10/27/2017 4:26:47 PM	GrantNo		STGrant	lday
10/27/2017 4:26:47 PM	DepDiv		00	lday
10/27/2017 4:26:47 PM	DepAcct		1110010	lday
10/27/2017 4:26:47 PM	DepOffsetDiv		00	lday
10/27/2017 4:26:47 PM	DepOffsetAcct		5130001	lday
10/27/2017 4:26:47 PM	FiscalYear		2017	lday
10/27/2017 4:27:25 PM	SourceAmt		6030	lday
10/27/2017 4:27:25 PM	GrantNo		LLGrant	lday
10/27/2017 4:27:25 PM	DepDiv		00	lday
10/27/2017 4:27:25 PM	DepAcct		1110010	lday
10/27/2017 4:27:25 PM	DepOffsetDiv		00	lday
10/27/2017 4:27:25 PM	DepOffsetAcct		5130001	lday
10/27/2017 4:27:25 PM	FiscalYear		2017	lday

Disposition

Click **Disposition** to add or modify information regarding the disposition of the selected asset as well as Accumulated Depreciation and Depreciation Expense accounts. The following form displays.

Note: This information may be set up at any point, however, will be required at the time the asset is disposed of.

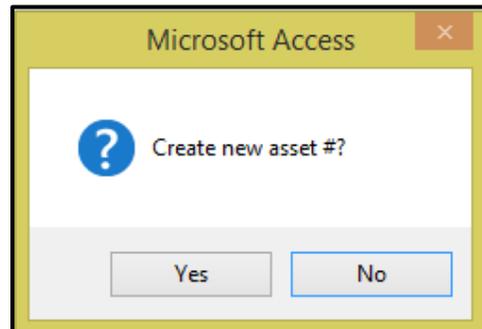
Field Name	Max Field Size	Field Type	Description
Date Disposed		Date	Leave blank until asset is disposed of. At that time enter the date disposed.
Disposition	8	Alpha/Numeric	Select the method of disposition. If the method is not available for selection, it can be added by clicking the green checkmark.
Acquired By	50	Alpha/Numeric	Enter the person/entity that the asset was sold/donated to. This is an optional field.
Gain or loss on sale of asset		Currency	Enter the income received on the sale of the selected asset or the loss (enter as a negative number) on the sale of the selected asset.
Fiscal Year			Select the fiscal year from the dropdown list. The fiscal year is used to validate the general ledger divisions and accounts selected in the next four fields.
Purchase Div:			Select the applicable Division from the dropdown list that was used when posting the acquisition of the selected asset. The division selected will be used for creating reversing entries when the asset is disposed of.
Purchase Account			Select the applicable General Ledger Account from the dropdown list that was used when posting the acquisition of the selected asset. The account selected will be used for creating reversing entries when the asset is disposed of.
Use accounts below for GL Posting		Yes/No	Check this box to use accounts entered in the following fields for posting all Accumulated Depreciation and Depreciation Expense for the selected asset.
Accum Depr Div:			Select the applicable Division from the dropdown list for posting accumulated depreciation for the selected asset.
Depr Expense			Select the applicable General Ledger account from the dropdown list for posting accumulated depreciation for the selected asset.
Notes	255	Alpha/Numeric	Enter any notes applicable to the selected asset.

Clone

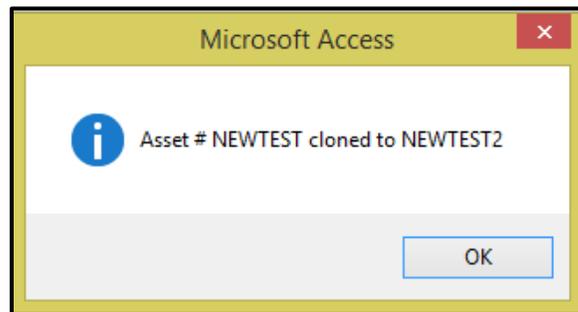
Click **Clone** to copy data from an existing asset to a new asset. Select the asset being copied, from the dropdown or Search criteria. The following form displays.

The screenshot shows the 'Fixed Asset Master' application window. At the top, there is a search criteria dropdown menu set to 'NEWTEST' and a 'Disposed Assets' checkbox. A 'Search Criteria' button is located on the left. The main area is titled 'Clone' and contains a 'New Asset #' input field with 'NEWTEST2' entered. A 'Start' button is positioned below the input field. On the right side, there is a vertical toolbar with buttons for 'Master', 'Enter Transactions', 'Display Transactions', 'Print Transactions', 'Grants', 'Notes', 'Picture', 'Audit', 'Disposition', 'Add New', and 'Clone'.

Enter the user defined number for the new asset (20 alpha/numeric maximum); Click **Start**. The following message displays.



Click **Yes** to continue or **No** to cancel.



Click **OK**.

Note: When the **Clone** function is used all information from the source asset **except cost** is copied to the new asset number. Edits will be necessary to fields such as Serial #, Assigned To, Asset Tag, Previous Tag, etc.

Fixed Asset Master PS500 Disposed Assets:

Asset # Date Disposed: Date Inactive:
 Class Date Purchased: Asset Tag #
 Project No. Prev Tag #
 Type Condition
 Description 1 Use
 Description 2 Location
 Vendor Name Assigned To
 New/Used Method Model #
 Depr Start Serial #
 Fully Depr On Asset Cost
 Est Life(Months) Salvage Value
 Vested Title Prior Depr
 Current Depr
 YTD Depr
 LTD Depr
 Last Depr On
 Counted

Vested Interest **Compute Amounts**

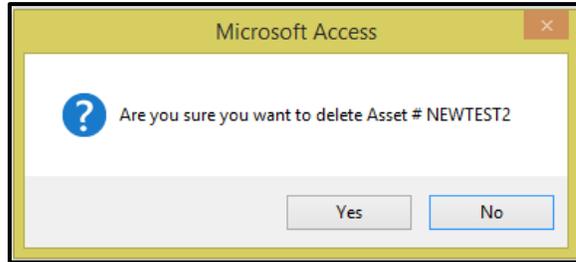
<input checked="" type="checkbox"/>	Federal %	0.00	Amount	\$0.00
<input checked="" type="checkbox"/>	State %	100.00	Amount	\$28.49
<input checked="" type="checkbox"/>	Local %	0.00	Amount	\$0.00
<input checked="" type="checkbox"/>	Operator %	0.00	Amount	\$0.00
	Total %	100.00	Amount	\$28.49

Updated:

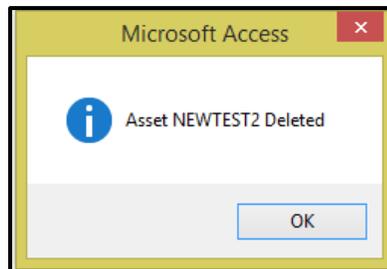
Vsn: 09.06 [6/6/2016]

Delete

Select to delete an asset. The following prompt displays.

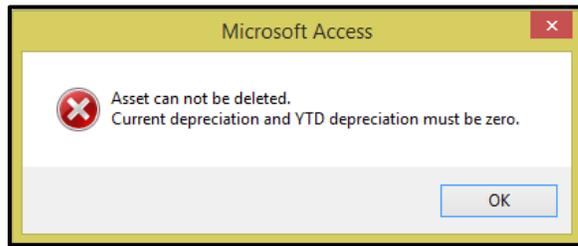


Click **Yes** to continue or **No** to cancel. If **Yes** is selected the following message displays.



Click **OK**.

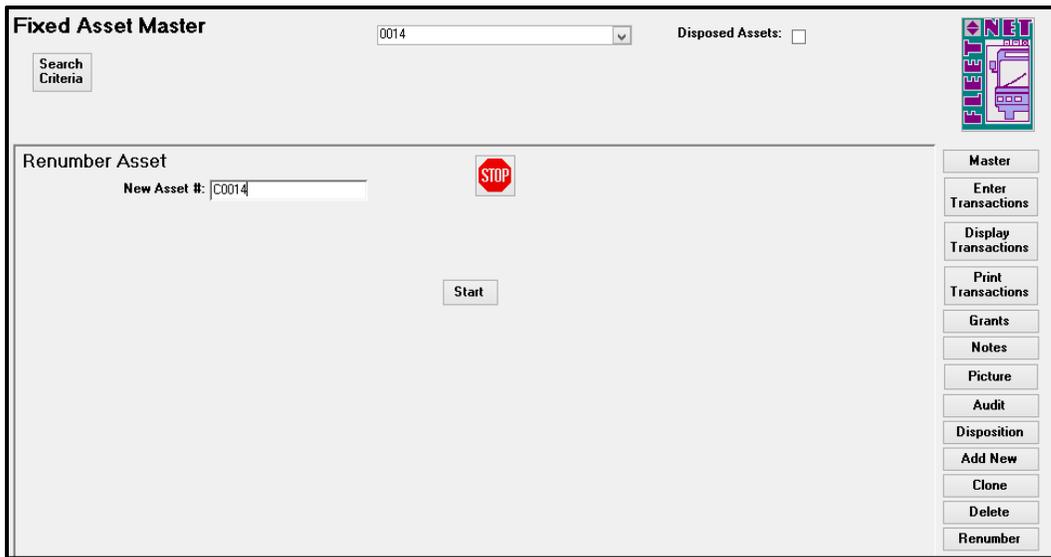
If the asset has current and/or year-to-date depreciation, the following message displays and the asset will not be deleted.



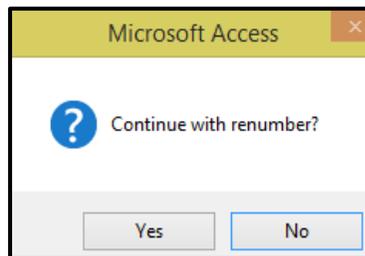
Click **Ok**.

Renumber

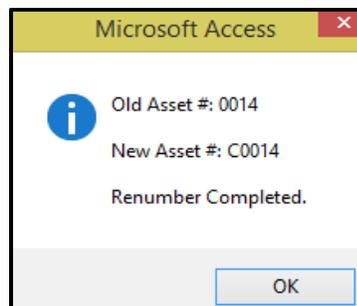
Click **Renumber** to renumber an asset. This will renumber the asset and all the historical records for the asset. The following form displays.



Enter the user defined number for the new asset number (20 alpha/numeric maximum); Click **Start**. The following message displays.



Click **Yes** to continue or **No** to cancel. If **Yes** is selected the following completion confirmation message displays.



Click **OK**.

Depreciation Calculation

Calculation

Click **Calculation** to run a periodic depreciation calculation. This process calculates the depreciation for all assets defined via the Asset Master form and updates the current and year-to-date depreciation. Upon selecting this option, the following form displays.

Asset Depreciation Calculation

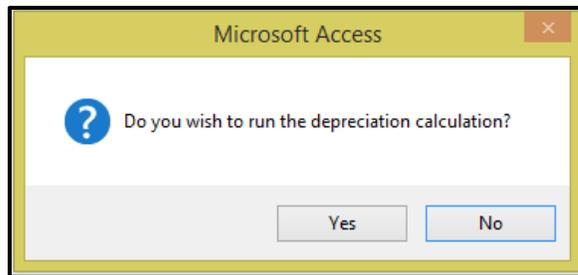



Calculation Date: 

Fiscal Year: 

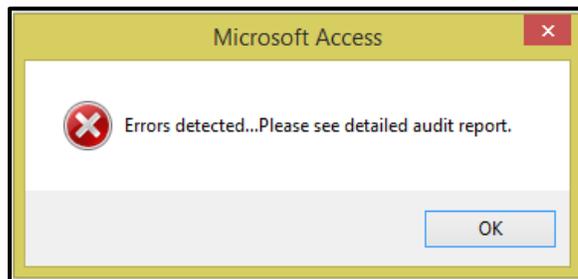
Field Name	Description
Calculation Date	Enter the calculation date or select it using the calendar feature.
Fiscal Year	Select the fiscal year from the drop-down list

Click **Calculation** to activate the depreciation calculation. The following prompt displays.

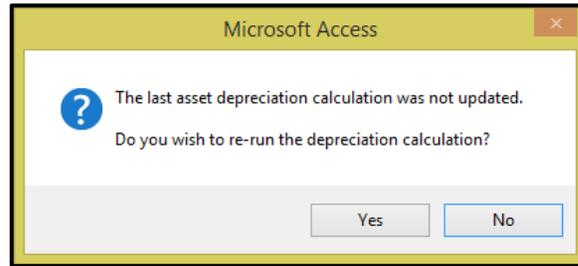


Click **Yes** to continue or **No** to cancel. If **Yes** is selected when the calculation completes and there are no errors, the following message displays.

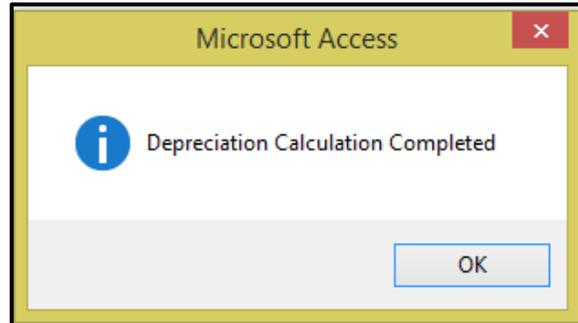
If errors are detected in the calculation process the following message displays. Click **OK**. Review the Detailed Audit Report make correction and run the calculation process again.



If a depreciation calculation has been previously run but not updated the following message displays. Click **Yes** to re-run or **No** to cancel to update the prior depreciation calculation before proceeding.



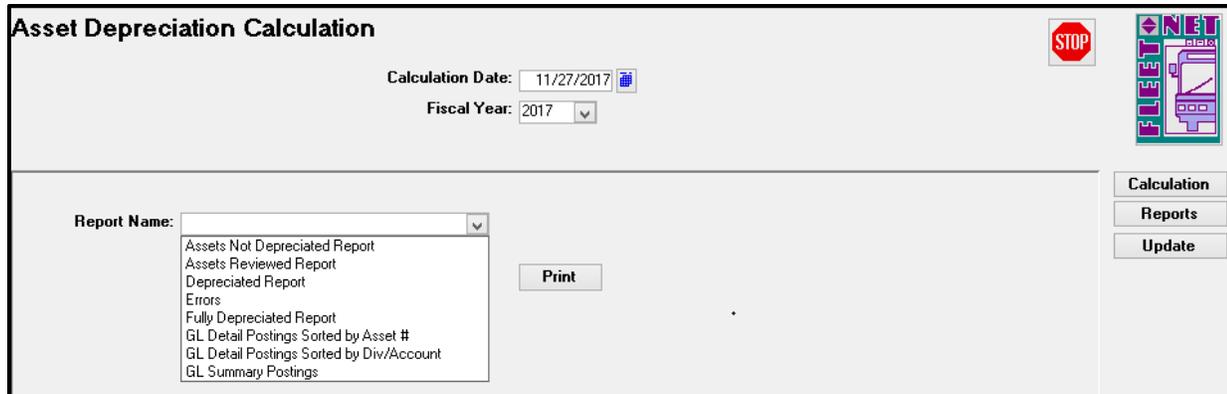
Once Depreciation Calculation is completed. Click **OK**.



Reports

Click **Reports** to review all reports available and print or save the documentation.

The results can be viewed in several different report formats. **NOTE: *Once the calculation is updated, it cannot be reversed and the reports will no longer be available for viewing or printing.***



Assets Not Depreciated Report

Use this report to determine which assets were not depreciated and why. **Fleet-Net recommends that this report be printed and/or saved.**

Assets Reviewed Report

The report lists all assets in the database.

Depreciated Report

The report lists all assets depreciated for the date selected (Prior, Current and Year to Date)

Errors

See *below* Report details all issues associated with the calculation of depreciation.

Fully Depreciated Report

The report lists all assets that are fully depreciated

GL Detail Postings Sorted by Asset

The report lists all assets that were depreciated including the division and account numbers and amounts. **Fleet-Net recommends that this report be printed and/or saved.**

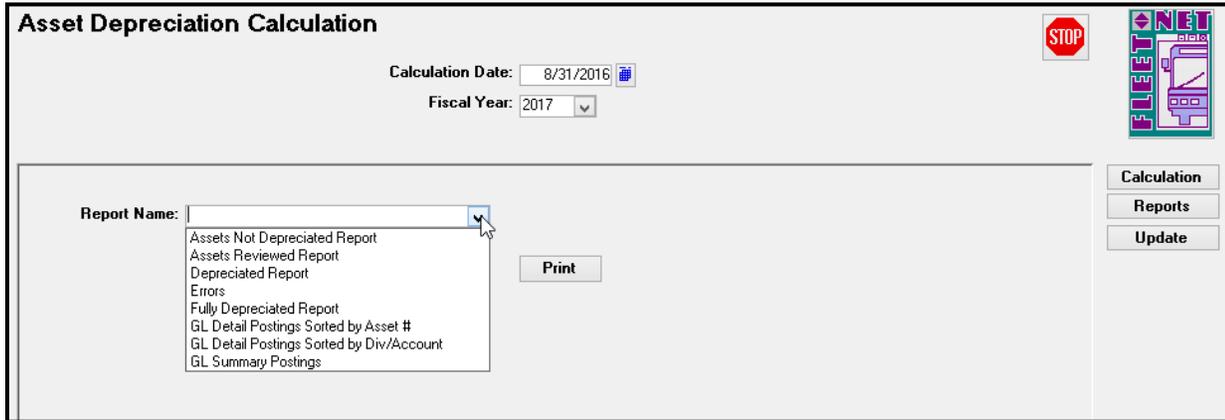
GL Detail Postings Sorted by Div/Account

The report lists all assets that were depreciated including the division and account numbers and amounts.

Fleet-Net recommends that this report be printed and/or saved.

GL Detail Summary Postings

The report summarizes the posting by GL division and account. **Fleet-Net recommends that this report be printed and/or saved.**



Print the **Errors** report to determine which assets need to be edited and which fields within the asset master need to be edited.

Fixed Asset Testing
Fixed Asset Depreciation Calculation

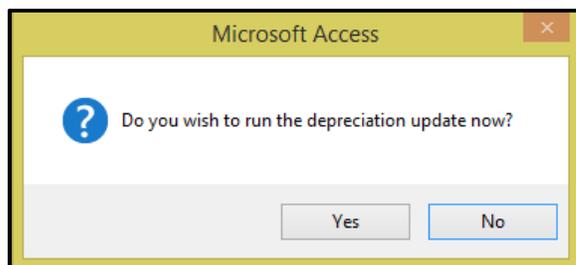
Assets With Errors Calc Date: 8/31/2016

Asset #		Prior Depr	Amount Depr	YTD Depr
P061	2006 INTERNATIONAL 3200 Estimated life is missing.	\$76,054.78	\$0.00	\$0.00
Total:	1	\$76,054.78	\$0.00	\$0.00

Rerun the calculation, review, save and/or print the reports as detailed on the previous page.

Update

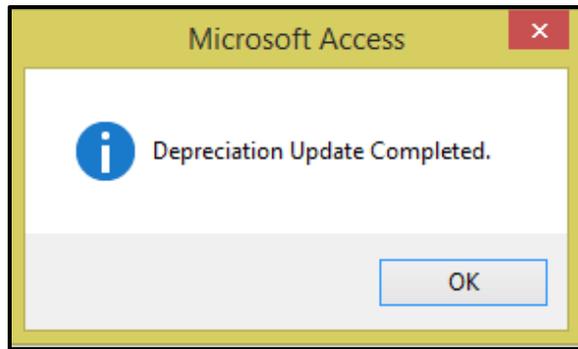
Click **Update** once the calculation is completed with no errors. The following confirmation message displays.



Click **Yes** to continue or **No** to cancel.

Once the calculation is updated, it cannot be reversed and the reports will no longer be available for viewing or printing.

When the update completes, the following message displays.



Click **OK**.

Close the Depreciation Calculation form and select menu item #3 G/L Detail Audit and Update to update the depreciation entries to the General Ledger. (See below)

G/L Detail Audit and Update

Click **G/L Detail Audit and Update** to update the depreciation calculation to the general ledger. The following form displays.

A screenshot of the "General Ledger Journal Update" form. The title "General Ledger Journal Update" is at the top left. Below it are two date fields: "Enter From Date:" and "Enter To Date:", each with a dropdown arrow. To the right of these fields are three buttons: "Run Report", "Display Totals", and "Update GL". At the bottom left, there is a text box containing "Vsn: 09.06 [6/6/2016]". On the right side of the form, there is a logo for "FLEET NET" which includes a stylized truck and the word "FLEET" written vertically.

Run Report

Select the From Date and the To Date from the drop-down options. Click **Run Report**.

The report lists the assets in detail, grouped by the GL account being debited or credited. **Fleet-Net recommends that this report be printed and/or saved.**

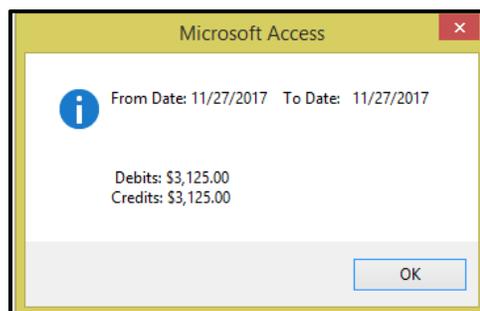
GL Consolidation Detail By Div / Account #						
From Date: 11/27/2017		Thru Date: 11/27/2017				
Asset #	Tran Date	Tran #	T/C	Description	Debits	Credits
00 1110002 LEASEHOLD IMPROVEMENTS						
TESTASSET2	11/27/2017	52	C	Depreciation		\$2,500.00
					Account Total:	\$2,500.00
00 1110010 ACCUMULATED DEPRECIATION						
TESTASSET2	11/27/2017	52	C	Depreciation		\$156.25
TESTASSET2	11/27/2017	52	C	Depreciation		\$468.75
					Account Total:	\$625.00
00 5130001 BUILDING DEPRECIATION						
TESTASSET2	11/27/2017	52	C	Depreciation	\$156.25	
TESTASSET2	11/27/2017	52	C	Depreciation	\$468.75	
TESTASSET2	11/27/2017	52	C	Depreciation	\$2,500.00	
					Account Total:	\$3,125.00
					Division Total:	\$3,125.00
					Report Total:	\$3,125.00

Once the detail report is closed, a summary report displays. **Fleet-Net recommends that this report be printed and/or saved.**

GL Consolidation Summary By Div / Account #						
From Date: 11/27/2017		Thru Date: 11/27/2017				
Div #	Account #	Tran Date	Title		Debits	Credits
00	1110002	11/27/2017	LEASEHOLD IMPROVEMENTS			\$2,500.00
					Account Total:	\$2,500.00
00	1110010	11/27/2017	ACCUMULATED DEPRECIATION			\$625.00
					Account Total:	\$625.00
00	5130001	11/27/2017	BUILDING DEPRECIATION		\$3,125.00	
					Account Total:	\$3,125.00
					Division Total:	\$3,125.00
					Report Total:	\$3,125.00

Display Totals

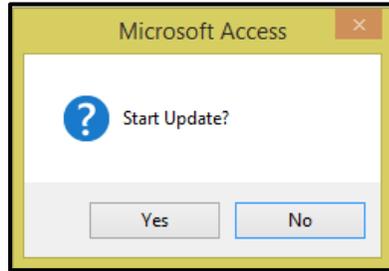
Click **Display Totals** to display the total dollar value for the depreciation for the specified period.



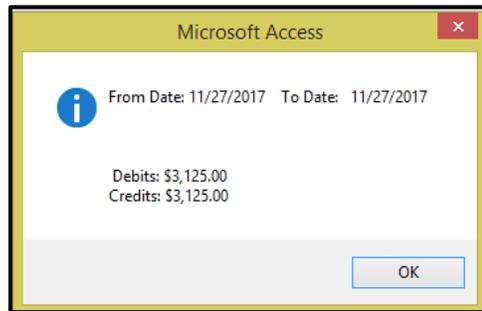
Click **OK**.

Update

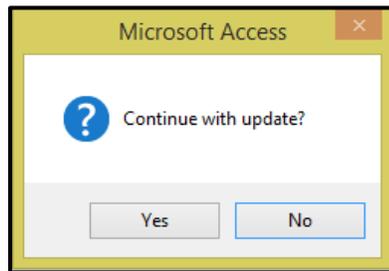
Click **Update GL** to update the depreciation to the General Ledger. The following prompt displays.



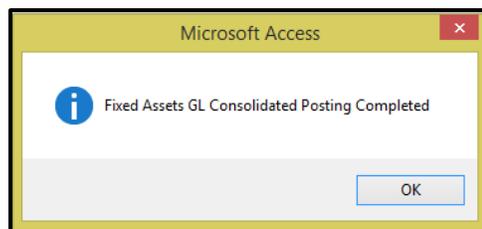
Click **Yes** to continue or **No** to cancel. If **Yes** is selected the following message displays.



Click **OK**. The following prompt displays.



Click **Yes** to continue, or **No** to cancel.



Click **OK**.

Fixed Asset Reports

Click **Fixed Asset Report**. If report will be on one single Asset select the asset from the drop-down option and Select the report from the drop-down list. If report will be on all Assets, check the box for All Assets or if report is to be on disposed Assets, check the box for Disposed Assets.

Asset Master Report Form

Search Criteria

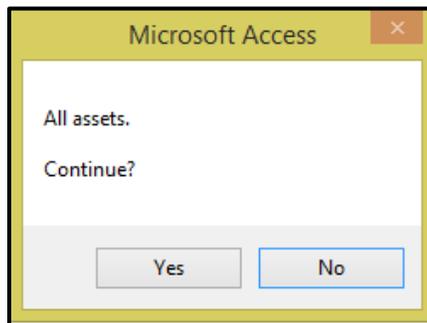
Asset #: All Assets: Disposed Assets:

Report Name:

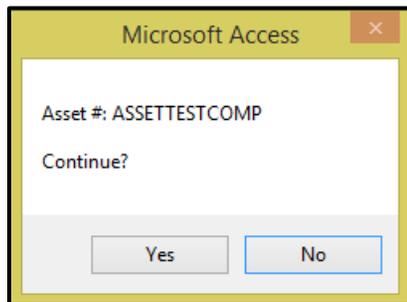
- Asset File List Report
- Assets by Class and Year Report
- Assets with Funding Report
- Disposed Assets Report
- Fully Depreciated Asset Report
- Ytd Asset Depreciation Report

Start

Select the report to be generated from the drop-down options. If All Assets and or Disposed Asset boxes are checked the following message displays.



Click **Yes** to continue or **No** to Cancel. If a single Asset is selected the following message displays.



Click **Yes** to continue or **No** to Cancel.

Fixed Assets Users Guide
Asset File List Report

Asset File Listing By Asset #				
Asset #: 1001	Asset Tag #: 125-100	Dep Start: 10/10/2007	Cost:	\$50,000.00
Desc 1: Bus Lift	Prev Tag #: 07-100	Fully Dep: 10/10/2012	Salvage:	\$0.00
Desc 2: Bay 1	Model #: LT-2017	Counted: 10/25/2017	Prior Depr:	\$0.00
Vendor: Lift-IT	Serial #: 45-6235870-20365	Method: SL	Cur Depr:	\$50,000.00
Location: SHOP	Type: SE	Est Life: 60	YTD Depr:	\$50,000.00
Assign To: INSTALLED IN SERVER	New/Used: N	Condition: 5	Book Val:	\$0.00
Class: 3		Date Purchased: 10/10/2007		
Use: MAINTENANCE		Disposed: 10/30/2017		
Federal: 100.00%	State: 0.00%	Local: 0.00%	Operator: 0.00%	
Last Updated: 10/31/2017 11/11/2017 4:48:58 PM FNFA_AssetMasterForm				
Asset #: FA-L-1001	Asset Tag #: Various	Dep Start: 6/1/2017	Cost:	\$26,337.22
Desc 1: Outside Lighting	Prev Tag #: N/A	Fully Dep:	Salvage:	\$0.00
Desc 2: 20 Lights around building	Model #: A26	Counted: 10/25/2017	Prior Depr:	\$500.00
Vendor: Penna Lighting	Serial #: Various	Method: SL	Cur Depr:	\$1,463.18
Location: BLDGO	Type: BLD	Est Life: 36	YTD Depr:	\$5,121.13
Assign To: ADMIN BLDG	New/Used: N	Condition: 5	Book Val:	\$20,716.09
Class: 1		Date Purchased: 6/1/2017		
Use: SECURITY		Disposed: 11/1/2017		
Federal: 70.00%	State: 20.00%	Local: 10.00%	Operator: 0.00%	
Last Updated: 10/31/2017 11/15/2017 10:15:12 AM FNFA_AssetMasterForm				

Assets by Class and Year Report Includes Year Acquired Information.

Fixed Assets By Class Year Report								
Asset #	Tag #	Depr Start Inactive	Asset Cost	Est Life	Prior Depreciation	Description	Vendor # Serial #	Location
Asset Class: 1			Year Acquired: 2017					
FA-L-1001	Various	6/1/2017	26,337.22	36	500.00	Outside Lighting 20 Lights around building	Penna Lighting Various	BLDGO
			Class 1 2017 Totals:		500.00			
			Class 1 Totals:		500.00			
Asset Class: 2			Year Acquired: 2017					
TESTASSET20172	200-100	10/2/2017	6,550.00	60	0.00	Server Head End Room	Compu-Tex 456853167-102568841	ABLDG
			Class 2 2017 Totals:		0.00			
			Class 2 Totals:		0.00			
Asset Class: 3			Year Acquired: 2007					
1001	125-100	10/10/2007 10/27/2017	50,000.00	60	0.00	Bus Lift Bay 1	Lift-IT 45-6235870-20365	SHOP
			Class 3 2007 Totals:		0.00			
			Class 3 Totals:		0.00			
			Grand Totals:		500.00			

Assets with Funding

Asset File Listing With Funding Source				
Asset #: 1001	Asset Tag #: 125-100	Depr Start: 10/10/2007	Cost:	\$50,000.00
Desc 1: Bus Lift	Prev Tag #: 07-100	Fully Dep: 10/10/2012	Salvage:	\$0.00
Desc 2: Bay 1	Model #: LT-2017	Counted: 10/25/2017	Prior Depr:	\$0.00
Vendor: Lift-IT	Serial #: 45-6235870-20365	Method: SL	Cur Depr:	\$50,000.00
Location: SHOP	Type: SE	Est Life: 60	YTD Depr:	\$50,000.00
Assign To: INSTALLED IN SERVER	New/Used: N	Condition: 5	Book Val:	\$0.00
Class: 3		Date Purchased: 10/10/2007		
Use: MAINTENANCE		Disposed: 10/30/2017		
Federal: 100.00%	State: 0.00%	Local: 0.00%	Operator: 0.00%	
Grant Source (F=Federal, S=State, O=Operator, L=Local)				
Grant Number		Description	Amount	
F	SEG grant		\$50,000.00	
Last Updated: 10/31/2017 FNFA_AssetMasterForm Wednesday November 01, 2017 4:48:58 pm				

Fixed Assets Users Guide
Disposed Assets Report

Disposed Assets By Asset #				
Asset #: 1001	Asset Tag #: 125-100	Acquired: 10/10/2007	Cost:	\$50,000.00
Desc 1: Bus Lift	Prev Tag #: 07-100	Fully Depr: 10/10/2012	Salvage:	\$0.00
Desc 2: Bay 1	Model #: LT-2017	Counted: 10/25/2017	Prior Depr:	\$0.00
Vendor: LIT-IT	Serial #: 45-6235870-20365	Method: SL	Cur Depr:	\$50,000.00
Location: SHOP	Type: SE	Est Life: 60	YTD Depr:	\$50,000.00
Assign To: INSTALLED IN SERVER	New/Used: N	Condition: 5	Book Val:	\$0.00
Class: 3		Disposed: 10/30/2017	Profit/Loss:	\$0.00
Use: MAINTENANCE		Disposition: S		
Federal: 100.00%	State: 0.00%	Local: 0.00%	Operator: 0.00%	AcquiredBy: LuAnn Day
Last Updated: lday 11/1/2017 4:48:58 PM FNFA_AssetMasterForm				

Fully Depreciated Assets

Fully Depreciated Assets				
Asset #: 1001	Asset Tag #: 125-100	Dept start: 10/10/2007	Cost:	\$50,000.00
Desc 1: Bus Lift	Prev Tag #: 07-100	Fully Depr: 10/10/2012	Salvage:	\$0.00
Desc 2: Bay 1	Model #: LT-2017	Counted: 10/25/2017	Prior Depr:	\$0.00
Vendor: LIT-IT	Serial #: 45-6235870-20365	Method: SL	Cur Depr:	\$50,000.00
Location: SHOP	Type: SE	Est Life: 60	YTD Depr:	\$50,000.00
Asgnd To: INSTALLED IN SERVER	New/Used: N	Condition: 5	Book Val:	\$0.00
Class: 3		Date Purchased: 10/10/2007		
Use: MAINTENANCE		Disposed: 10/30/2017		
Federal: 100.00%	State: 0.00%	Local: 0.00%	Operator: 0.00%	
Last Updated: lday FNFA_AssetMasterForm Wednesday November 01, 2017 4:48:58 pm				

Ytd Asset Depreciation Report

Asset Ytd Depreciation Report				
Asset #	Description	Prior Depr	YTD Depr	Total Depr
1001	Bus Lift	\$0.00	\$50,000.00	\$50,000.00
FA-L-1001	Outside Lighting	\$500.00	\$5,121.13	\$5,621.13
TESTASSET20172	Sewer	\$0.00	\$327.50	\$327.50
Total:	3	\$500.00	\$55,448.63	\$55,948.63

Asset Transaction Reports

Select the Asset, All Assets and/or Disposed Assets.

Select the Transaction Code from drop-down options.

Select the From and Thru Dates from drop-down options.

Check the Include GL Detail is applicable.

If Transaction Code, and From & Thru Dates are left blank and All Asset box is checked the report will be generated to include all Transactions for All Assets.

Select the Transaction Report to be generated.

Fixed Assets Users Guide
Asset Transaction Report

Asset Transaction Report									
From Date: **Beg**		Thru Date: **End**							
Date	Tran #	Code	Description	Amount	Federal	State	Local	Operator	Updated
Asset #: ASSETTE STCOMP			Two Way Radio System						
4/17/2017	14	A	Purchase Cost	\$29,500.00	\$0.00	\$0.00	\$0.00	\$0.00	<input checked="" type="checkbox"/>
4/17/2017	15	A	Shipping Costs	\$650.00	\$0.00	\$0.00	\$0.00	\$0.00	<input checked="" type="checkbox"/>
10/27/2017	16	C	Depreciation	\$3,768.75					<input checked="" type="checkbox"/>
10/31/2017	25	D	Dispose of asset	(\$30,150.00)	\$0.00	\$0.00	\$0.00	\$0.00	<input type="checkbox"/>
12/31/2017	26	C	Depreciation	\$1,256.25					<input checked="" type="checkbox"/>
Asset #: TESTASSET2			Sales Area Modules						
7/1/2017	48	A	Purchase Cost	\$20,000.00	\$16,000.00	\$3,000.00	\$1,000.00	\$0.00	<input checked="" type="checkbox"/>
7/1/2017	51	A	Cost adjustment	\$10,000.00	\$8,000.00	\$1,500.00	\$500.00	\$0.00	<input checked="" type="checkbox"/>
11/27/2017	52	C	Depreciation	\$3,125.00					<input checked="" type="checkbox"/>

Asset Transaction By GL Div/Account Report

Asset GL Transactions By Div / Account #									
From Date: **Beg**		Thru Date: **End**							
Asset #	Tran Date	Tran #	T/C	Description	GL Batch #	GL Tran #	Posting	Debits	Credits
00 1040002	COMPUTER SOFTWARE								
NEWTEST	12/31/2017	47	D	Dispose of asset	720	2031	12/31/2017		\$150.00
Account Total:									\$150.00
00 1050001	BUILDING PROJECT								
1001	10/31/2017	22	D	Dispose of asset	637	1846	10/31/2017		\$50,000.00
Account Total:									\$50,000.00
00 1110002	LEASEHOLD IMPROVEMENTS								
TESTASSET2	11/27/2017	52	C	Depreciation	721	2033	11/27/2017		\$2,500.00
Account Total:									\$2,500.00
00 1110010	ACCUMULATED DEPRECIATION								
1001	10/30/2017	20	C	Depreciation	628	1821	10/30/2017		\$50,000.00
1001	10/31/2017	22	D	Dispose of asset	637	1845	10/31/2017	\$50,000.00	
ASSETTE STCOMP	10/27/2017	16	C	Depreciation	627	1818	10/27/2017		\$753.75
ASSETTE STCOMP	10/27/2017	16	C	Depreciation	627	1818	10/27/2017		\$753.75
ASSETTE STCOMP	10/27/2017	16	C	Depreciation	627	1818	10/27/2017		\$2,261.25
ASSETTE STCOMP	12/31/2017	26	C	Depreciation	636	1842	12/31/2017		\$251.25
ASSETTE STCOMP	12/31/2017	26	C	Depreciation	636	1842	12/31/2017		\$251.25
ASSETTE STCOMP	12/31/2017	26	C	Depreciation	636	1842	12/31/2017		\$753.75

Year End Reset

Click **Year End Reset**, only after all reports for period 12 have been printed and **prior** to running a depreciation calculation for the new fiscal year. This process adds the YTD depreciation to the prior and LTD depreciation fields. Both the year-to-date and current depreciation fields are then set to zero.

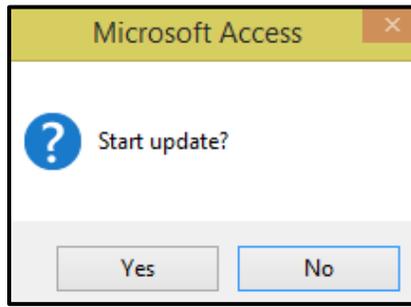
Click **OK**.

Year End Reset

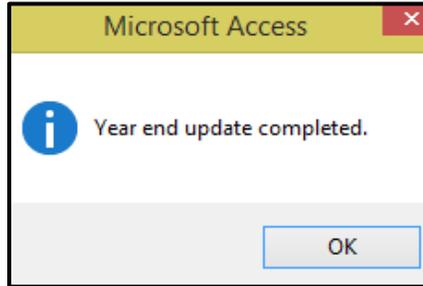


Year End Reset will add YTD Depreciation to Prior Depreciation and set YTD Depreciation and Current Depreciation to \$0.00.

Click OK to continue or Exit Button to Cancel.



Click **Yes** to continue or **No** to cancel.



Once Reset is completed Click **OK**.

Asset Audit List/Purge

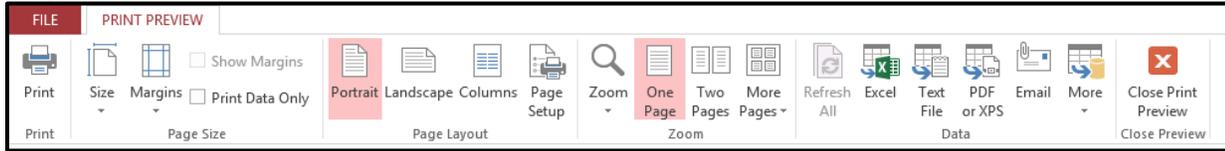
Click **Asset Audit List/Purge** the report prints newly created assets as they were originally setup and all modifications to existing assets for the date range entered. The report includes a page break for each asset.



Once the report has been generated it can be printed or saved prior to purging the information.

Asset Audit Purge Report				
From Date: 1/1/2017		Thru Date: 12/31/2017		
Asset #: 1001				
Table Name : FNFA_AssetAllocationTable				
Update Date	Field Name	Before	After	Updated By
10/30/2017 8:43:46 AM	SourceAmt		50000	day
10/30/2017 8:43:46 AM	GrantNo		SE Grant	day
10/30/2017 8:43:46 AM	DepDiv		00	day
10/30/2017 8:43:46 AM	DepAcct		1110010	day
10/30/2017 8:43:46 AM	DepOffsetDiv		00	day
10/30/2017 8:43:46 AM	DepOffsetAcct		5130001	day
10/30/2017 8:43:46 AM	FiscalYear		2017	day
Table Name : FNFA_AssetMasterTable				
Update Date	Field Name	Before	After	Updated By
10/30/2017 8:33:54 AM	Asset	New record	1001	day
10/30/2017 8:37:11 AM	Desc1		Bus Lift Bay 1	day
10/30/2017 8:37:11 AM	DateAcquired		10/10/2007	day
10/30/2017 8:37:11 AM	EstLife		50	day

When Close Print Preview option is selected.



The following message displays.



If audit history is to be purged, Fleet-Net recommends that the report generated in the previous step be printed and/or saved. If **Yes** is selected the data will be purged, other than doing a restore from a backup, there is no way to retrieve the data. Data does not have to be purged or Click **No** to cancel.

Grant Definition

Use this form to enter grants and allocate grants to Assets.

Grant Maintenance										
Source:	Grant No	Grant Amt	Grant Allocated	Fiscal Year	Capital Grant Div:	Grant Acct (+)	Offset Div:	Capital Offset Acct (-)		
F	00003 - CA-90-Y193	\$628,144.18	\$628,282.10	2013	00	1110104000	00	3040901000		
Grant Desc: FY 2003 Operating and Capital Formula--Sec 5										
F	00004 - CA-90-Y290	\$614,351.98	\$614,351.98							
Grant Desc: FY 2004 Operating and Capital Formula--Sec. 5										
F	00006 - CA-03-0620	\$990,315.04	\$990,315.04							
Grant Desc: Purchase of 1 Hydrogen Fuel Cell Bus										
F	00007 - CA-90-Y036	\$498,729.91	\$498,729.91							
Grant Desc: Operating and Capital Formula--Sec 5307										
F	00008 - CA-90-Y128	\$333,029.61	\$333,029.61							
Grant Desc: FY 2002 Operating and Capital Formula										
F	00009 - CA-90-X918	\$820,476.39	\$820,476.39							
Grant Desc: Operating and Capital Formula--Sec. 5307										

When a new grant is entered via the Add Record button or by going to the end of the list to a blank record, the user will key in the Source, Number and Amount.

Once the user puts an amount in the Asset Master, via the green check mark, and updates, this amount will be added to the Grant Allocated field in Grant Maintenance.

Field Name	Max Field Size	Field Type	Description
Source	1	Alpha	Select the Funding Source from the drop-down list (F = Federal, S = State, L = Local, O = Operator).
Grant No	30	Alpha/Numeric	Enter the applicable Grant Number.
Grant Amount		Currency	Enter the total amount of the grant.
Fiscal Year	4	Numeric	This is an optional field. The GL setups on this form pertain to amortizing grant funds.
Capital Grant Div	3	Alpha/Numeric	This is an optional field. The GL setups on this form pertain to amortizing grant funds.
Grant Acct	10	Alpha/Numeric	This is an optional field. The GL setups on this form pertain to amortizing grant funds.
Offset Div	3	Alpha/Numeric	This is an optional field. The GL setups on this form pertain to amortizing grant funds.
Offset Acct	10	Alpha/Numeric	This is an optional field. The GL setups on this form pertain to amortizing grant funds.
Grant Desc	100	Alpha/Numeric	Enter a user defined description of the grant.

Grants Report

Generates a report listing all Grants and applicable information.

GrantNo	GrantDesc	Src	Grant Amount	Grant Allocated	Fiscal Year	Capital Div Account	Capital Offset Div Account
FAGrant	TestAsset2017	F	\$100,000.00	\$41,886.06			
FAGrant2		F	\$25,000.00		2017		
LLGrant	TestAsset2017	L	\$20,000.00	\$10,163.72			
SEGrant		F	\$50,000.00	\$50,000.00			
STGrant	TestAsset2017	S	\$50,000.00	\$17,107.44			