



## **FIXED ASSETS SYSTEM**

### **OVERVIEW**

The Fixed Assets System provides the ability to record capital acquisitions. Included is the ability to record information regarding date of purchase, from whom purchased, cost of purchase, scrap value, and life and method depreciation. The system will produce a depreciation schedule and an annual depreciation report, and will automatically post to the General Ledger.

**FIXED ASSETS SYSTEM**  
**MAIN MENU**



DAM	Asset Setup
DAL	Asset List
DACRS	ACRS Table Setup
DLM	LUX Schedule Setup
DGM	Group Setup
DT	Method Setup
DU	Depreciation Update
DYL	Fully Dep. List
DSS	Dep. Schedule Print
	***** Year End *****
DYE1	Method Conversion
DYE2	Acquisition Conversion
DYE3	Year End Update



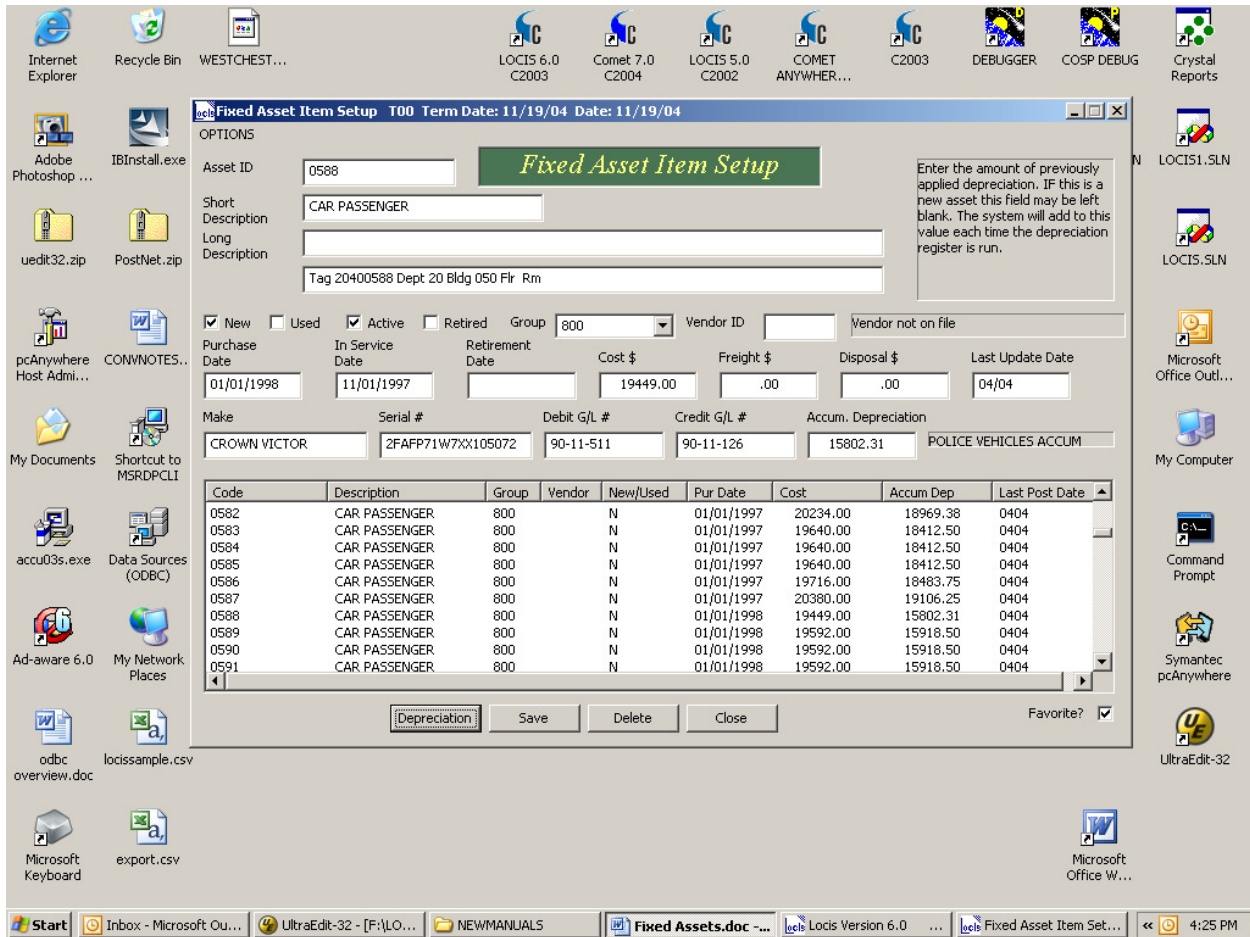
## **INSTALLATION SEQUENCE**

1. Input forms can be found in the back of this manual. Complete the input forms for the ACRS table. Complete the input forms for all of the asset groups. Complete the input forms for all of the depreciation methods. Complete the LUX-AUTO forms. Complete the input forms for the asset master file.
2. Run 'DRMAST' in order to set control record. This is done from the READY prompt from any terminal. All fields should be tabbed through, except for fields 9, 10, and 11. Field number 9 should be set to 40,000 (1988 tax laws). Field 10 is set to '1' if depreciation is to start from the actual purchase date. '2' starts the depreciation at the ½ year mark. '3' depreciates on the mid 1/4. '4' depreciates a full year. Field 11 is set to the same as field 10. (Field 10 and 11 work for Book only.) If the disposition is needed on an individual basis, set fields 10 and 11 to '0'. The last field in this screen controls the fiscal inventory date.
3. Load the sub or minor files in the system first using options. 3, 4, 5, and 6 on the depreciation selector.
4. Load the asset master file using option 1 in the depreciation selector.
5. Run listings on all the files in order to verify.
6. Make any necessary corrections.

## **PROGRAM OPERATION**

All the programs in the depreciation system were created with the maximum flexibility. All programs interact with the Asset Setup program and therefore must be correct before the Asset Setup program will work to its full capacity.

## **ASSET SETUP – (DAMWIN)**



This maintenance program is the heart of the depreciation system. It maintains, adds, and deletes the records in the main file.

ITEM---This 12 character alpha numeric field is the key to these records.

SHORT DESCRIPTION---This 20 character description is used to describe the item in the shortest possible manner. In updates or reports where space is very limited, it is this description that actually displays.

LONG DESCRIPTION---This description only prints on the final schedule printing and the master listing. This description is made up of two 55 character lines.

GROUP CODE---This code is used to report items in a logical order. Reports and listings are divided into groups according to this value.

VENDOR---Vendor code will be used later to link to the INVENTORY SYSTEM.

NEW/USED---(optional) Keeps track of new and used equipment.

PURCHASE DATE---This date is used in the calculation of the depreciation.

IN SERVICE DATE---(optional).

EQUIPMENT COST---Used in calculating the base.

FREIGHT COST---Used in calculating the base.

SERIAL #---(optional).

MAKE---(optional).

STATUS---'A' = active and 'R' = retired. Only 'A' or Active status codes are depreciated.

RETIREMENT DATE---(optional).

DISPOSAL---(optional).

ITC---(optional).

LUX-AUTO & SCHEDULE---These fields are for the limits currently required in the tax laws for luxury items. The schedule code links this record to the proper limits previously set up in the LUX-AUTO FILE.

G/L ASSET ACCOUNT NUMBER AND G/L EXPENSE ACCOUNT NUMBER---  
The depreciation update will update the general ledger using these account numbers, when the interface is activated.

LAST UPDATE---This field is system generated.

METHODS---Methods must be in the method master file before this field can be entered.

T---Table number of the ACRS table.

LIFE---Life of the item is entered in years and months. 3 ½ years is entered as 3 years and 6 months.

PREVIOUS METHOD--- (optional).

PREVIOUS YEAR---(optional).

DB%---Stands for the declining balance percentage used in the calculation of this depreciation. Only those methods with a type of 'D' are allowed to maintain in this field.

DIS TYPE---Stands for the time of disposition and acquisition. 0 = no depreciation, 1 = actual, 2 = ½ year, 3 = mid 1/4, 4 = full year. If the master control record is set, the book DIS TYPE is ignored.

SALVAGE---Is the expected amount of return after liquidating an asset.

ACCUM---Is the total depreciated dollar amount calculated up to the last year end.

**HISTORY FIELDS:**

ITD---Inception to date. Total depreciated dollar amount.

YTD---Year to date. Total depreciation taken this year.

MONTHS 1 THROUGH 12. MONTHLY HISTORY OF DEPRECIATION.

**COMMENTS:**

Comments are reached from the history screen.



## ASSET LIST – (DAL)

ASSET MASTER LIST--- lists the records in the main file in the manner specified.



ITEM OR GROUP ITEM---Will list records in the order that they appear in the asset master file. GROUP: Will list the records sorted by their groups, with group headings.

RANGES---Ranges can be specified for printing specific groups and/or items.

DETAIL---Printing item detail such as 'long description', or 'purchases date' can be left out of the report of left in depending on the users needs.

METHODS---Specifies whether or not the depreciation methods and percentages are printed.

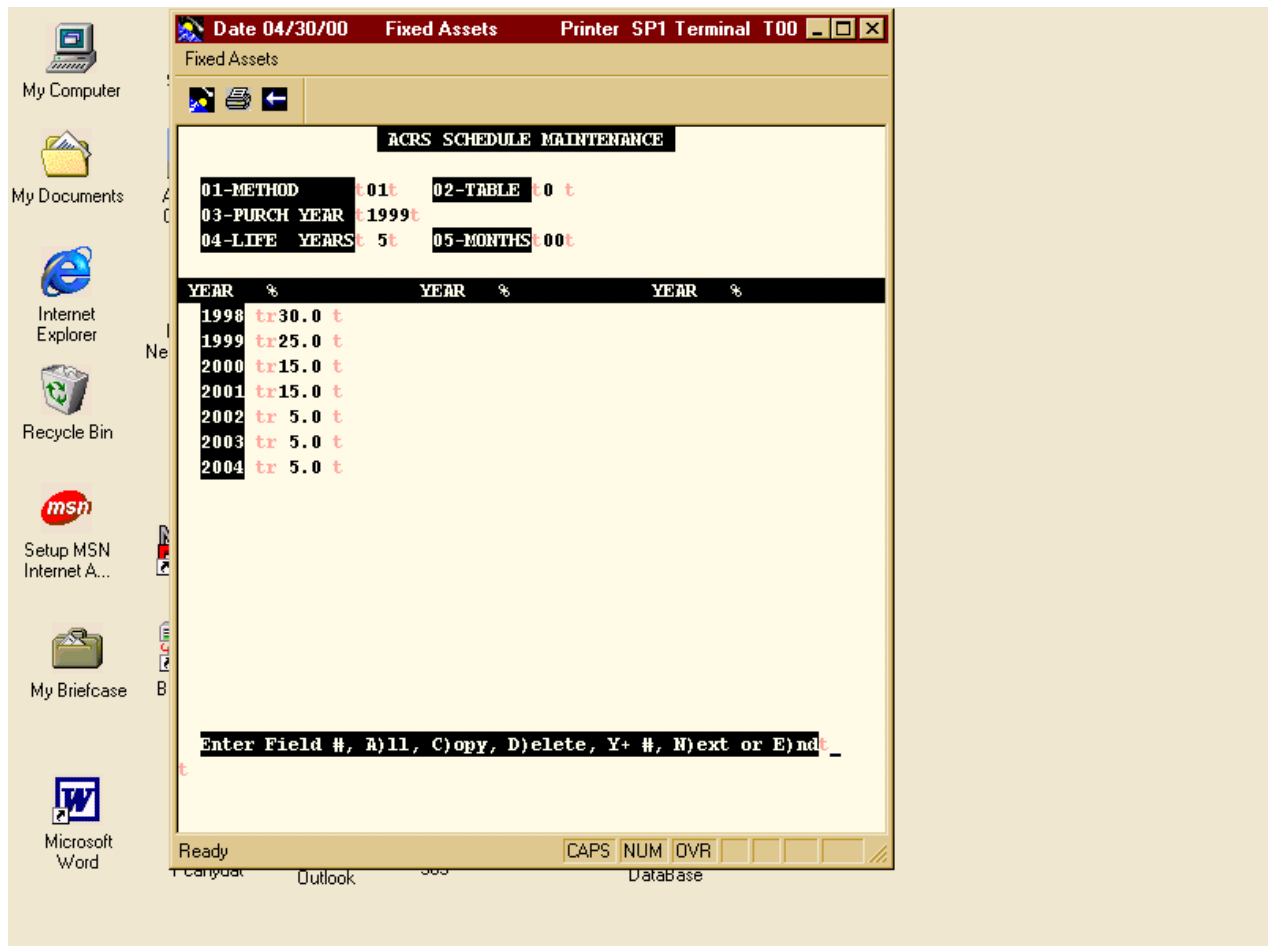
**HISTORY**---Specifies whether or not the item history for depreciation in the past year is included in the list.

**COMMENTS**---Specifies whether or not the item comments are included in the list.

All of the above options are treated independently and therefore can be answered in any combination needed.

## ACRS TABLE SETUP – (DACRS)

### ACRS SCHEDULE MAINTENANCE



**METHOD**---This two character alphanumeric field is used to separate individual tables. During the update process, the system uses the method code as a part of the key to this file.

**TABLE**---This two character field allows multiple tables per method.

**PURCHASE YEAR**---Year of purchase for items using this schedule.

Example: 1988, 1977, 1950, 2010....etc.

**LIFE YEARS**---The life of this schedule in years. Partial years are not entered in this field, and any time less than one year is entered as 0. Example: 1 year = 01, 5 years = 05, 3 ½ years = 3.

**LIFE MONTHS**---This is for the partial year entry. This field is not the life in total months. 2 years would not be entered as 24 months. Example: 3 ½ years is entered as 03 in the LIFE field and 06 in the months field.

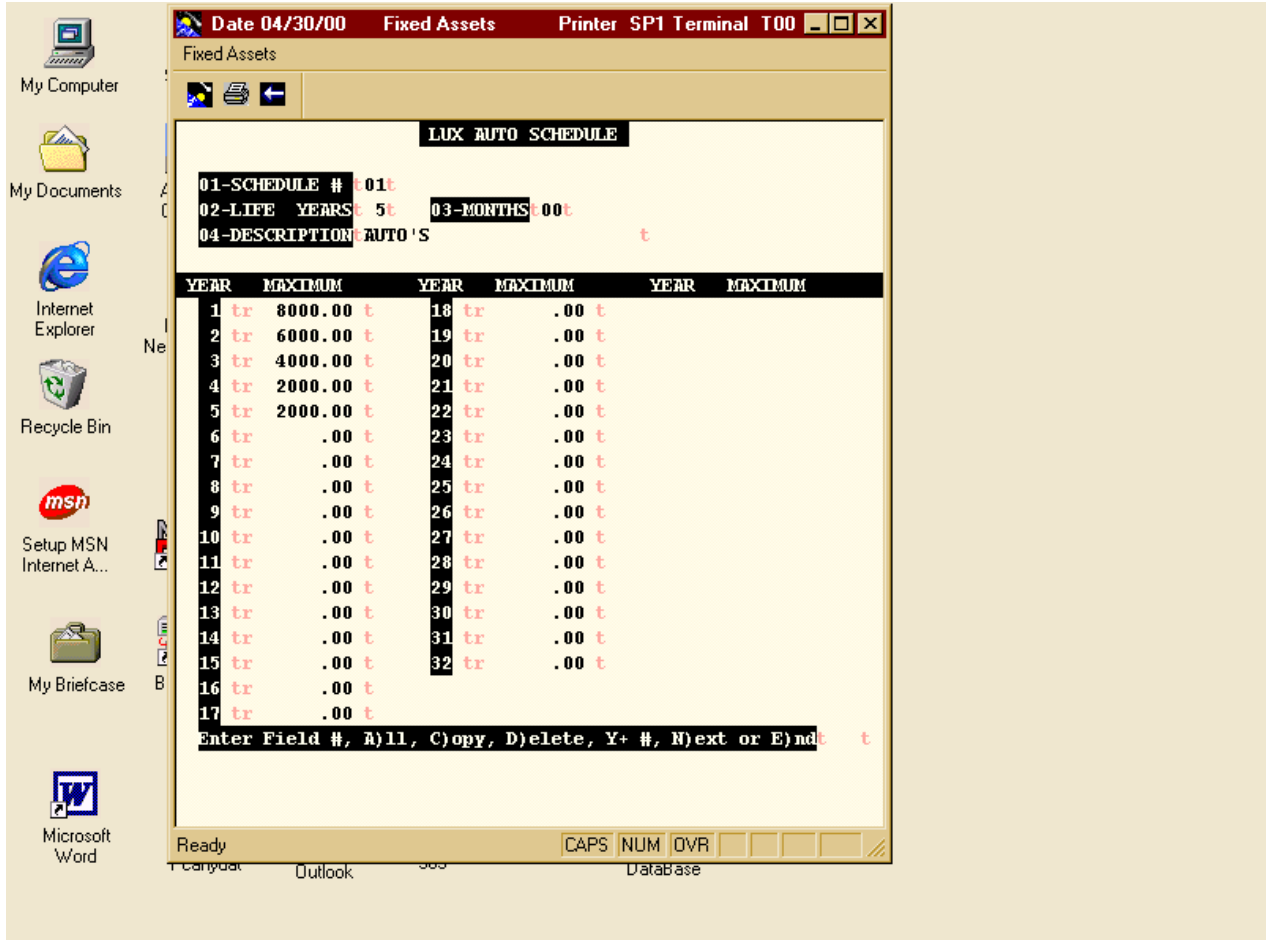
The program will display the years in the model that has been set up. If the life was 10 years, with a purchase year of 1988, the program will display 11 buckets starting with fiscal year 1988. (1988, 1989, 1990, 1992,.....etc.)

The percentages for these years should be entered as 24.5 for twenty four and one half percent. The actual figures can be found in the charts provided by the IRS.

Once a table has been entered, the user is allowed 7 options. ENTER FIELD # will bring the cursor directly to the first four fields. 'A' will maintain all of the fields one by one. 'A' will copy one complete table to a second or new method or year. (If the year is changed all the buckets will be updated and re-listed.) 'D' will delete the table. 'Y + #' or 'Y1988' will allow change to the 1988 percentage. 'N' will bring up the next schedule and 'E' returns to the selector.

# LUX SCHEDULE SETUP (DLM)

## LUX AUTO SCHEDULE



SCHEDULE #---The two character alphanumeric field that separates the individual schedules.

LIFE YEARS---This field holds the number of full years of life for the items on this schedule.

LIFE MONTHS---This field holds the partial years as months.

DESCRIPTION---This field holds 25 characters to describe the schedule.

The system will list the buckets needed for this schedule, for example the life of 5 years gets 5 buckets. The operator should enter the maximum allowable depreciation within the year for each bucket.

1. 8,000.00
2. 4,000.00
3. 2,500.00
4. 750.00
5. 100.00

In the previous example the maximum allowable in this schedule during the 2<sup>nd</sup> year of life is \$4,000.00.

For a detailed description on the options see ACRS MAINTENANCE

## GROUP SETUP - (DGM)

### ASSET GROUP MAINTENANCE



The asset file can be divided into groups for the ease of reporting. This program and the Asset Group File is optional.

ASSET GROUP---This is the four character alphanumeric identifier.

Description: Describes the group in 30 characters and this title will display on reports.

## METHOD SETUP (DT)

### DEPRECIATION METHOD MASTER

**DEPRECIATION METHOD FILE**

01-METHOD CODE 03 t

02-DESCRIPTION STRAIGHT LINE 5 YEARS t

03-CALCULATION TYPE S t

(S=STRAIGHT, D=DECLINING, B=DOUBLE DECLINING, A=ACRS TABLE)

04-ACCEPTABLE LIVES 5 / 00 p 05 t/t p 06 t/t p

(YY/MM) 07 t/t p 08 t/t p 09 t/t p

10 t/t p 11 t/t p 12 t/t p

Enter Field #, A)ll, C)opy, D)elete, F)mc, N)ext or E)nd t

**METHOD CODE**---Two character field and key to this file. This code is also used to link to the ACRS table when the method is specific as 'A' for ACRS.

**DESCRIPTION**---Describes the ACRS table.

**CALCULATION TYPE**-----S = Straight Line Method  
(Base / life)  
D = Declining Balance  
(Base \* (SL \* %) )  
B = Double Declining Balance  
(Base \* (SL \* 200%) )  
A = ACRS table





ACCEPTABLE LIVES---The acceptable life spans under this method. Entered as YY/MM there is a maximum limit of 9 set lives. If no limit on lives is wanted enter 00/00 for the first one.

\*\*\*\*\***IMPORTANT**\*\*\*\*\*

The system requires that only one method always be there. This method is coded "SL", calculation type 'S' and acceptable lives = '00/00'. If this record is missing or if the codes are ever changed, the METHOD CONVERSION program will reset this record. The description is the only field for this record that is user maintainable. (Suggested description: "Straight Line after conversion".)

## DEPRECIATION UPDATE (DU)



This program calculates the depreciation for each item in the Asset master file with an activity code of “A” for active. Individual runs must be made to update ‘BOOK’, ‘TAX’, and ‘ALTERNATE’ must be completed before ‘BOOK’. The final run “BOOK” will also update General Ledger with the current depreciation amounts.

It is best if all three updates are run each month, but the system will handle bimonthly and quarterly run schedules also.

## FULLY DEP LIST (DYL)



This report lists all assets with a status code of 'R' for retired.

\*\*\*\*\* YEAR END \*\*\*\*\*



1.....**METHOD CONVERSION – (DYE1)**

Compares Declining Balance with Straight Line, and lists suggested conversions of 'DB' to 'SL'

2.....**ACQUISITION CONVERSION – (DYE2)**

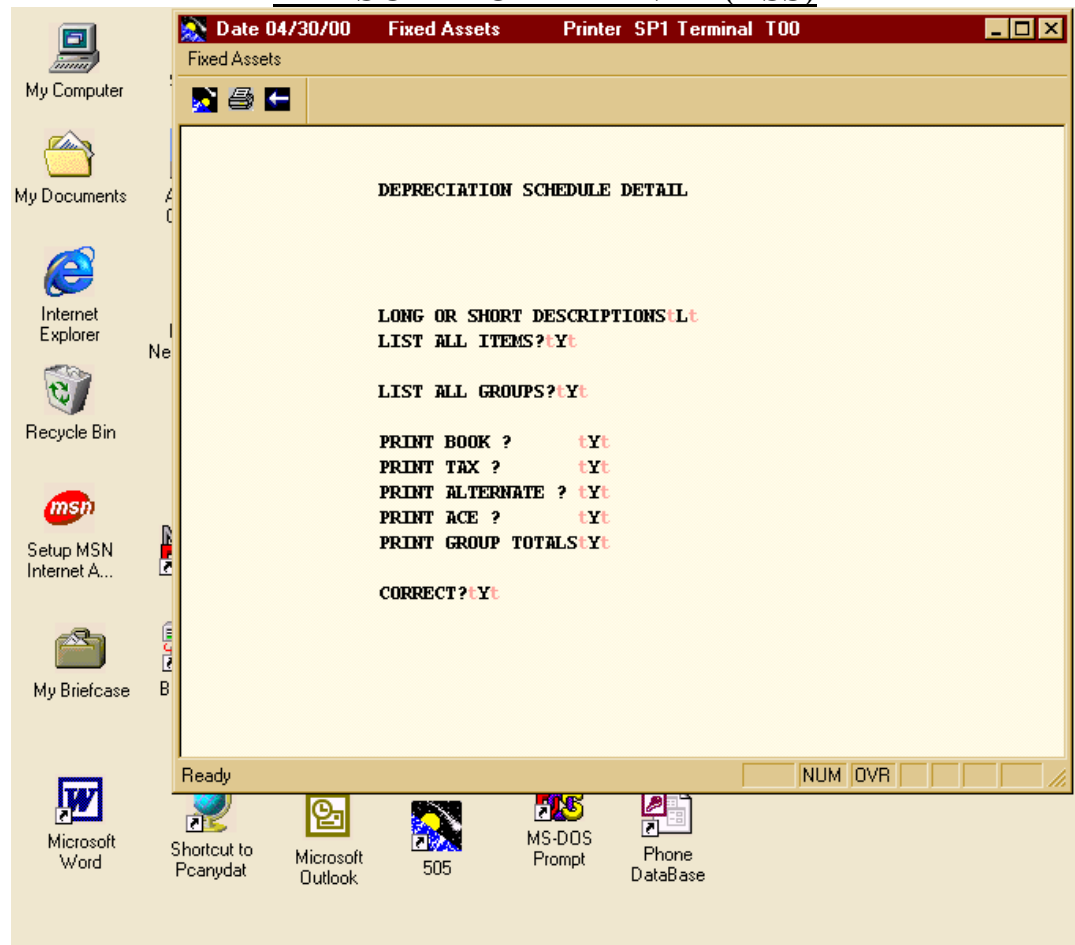
Totals acquisitions in current year, and converts to 'Mid 1/4' convention if percentage is met.

3.....**YEAR-END UPDATE – (DYE3)**

Updated history for the year.

The above three part process closes the depreciation system for the year. Steps 1 and 2 are optional, and not required by the system. The last step, 3, is required before any of the next year's updates can be activated.

## DEP SCHEDULE PRINT – (DSS)



This report lists the current depreciation for the items in the master file. Based on the options and how they are answered, this report can be altered to fit the needs of the user.

**LONG OF SHORT DESCRIPTIONS**---The user can choose the style of descriptions that they will see on the report.

**RANGES**---The user can limit the list to ranges or groups or ITEMS and/or PRODUCT GROUPS.

**BOOK, TAX, or ALTERNATE**---The user can print all three together on one report, or using three separate runs, see them divided on three separate lists. Any combination of these can be used.

**GROUP TOTALS**---This report is printed in group order and based on this question the user can have sub totals for each group within the report.

## ACRS SCHEDULE TABLE

01--METHOD \_\_\_\_\_ TABLE \_\_\_\_\_

02--PURCHASE YEAR \_\_\_\_\_

03--LIFE YEARS \_\_\_\_\_ MONTHS \_\_\_\_\_

04-- % YR 1	YR 2	YR 3	YR 4	YR 5
____. --	____. --	____. --	____. --	____. --
% YR 6	YR 7	YR 8	YR 9	YR 10
____. --	____. --	____. --	____. --	____. --
% YR 11	YR 12	YR 13	YR 14	YR 15
____. --	____. --	____. --	____. --	____. --
% YR 16	YR 17	YR 18	YR 19	YR 20
____. --	____. --	____. --	____. --	____. --
% YR 21	YR 22	YR 23	YR 24	YR 25
____. --	____. --	____. --	____. --	____. --
% YR 26	YR 27	YR 28	YR 29	YR 30
____. --	____. --	____. --	____. --	____. --
% YR 31	YR 32	YR 33	YR 34	YR 35
____. --	____. --	____. --	____. --	____. --
% YR 36	YR 37	YR 38	YR 39	YR 40
____. --	____. --	____. --	____. --	____. --
% YR 41	YR 42	YR 43	YR 44	YR 45
____. --	____. --	____. --	____. --	____. --

**ASSET GROUP MASTER FILE**

01--ASSET GROUP \_\_\_\_\_

02--DESCRIPTION \_\_\_\_\_

01--ASSET GROUP \_\_\_\_\_

02--DESCRIPTION \_\_\_\_\_

01--ASSET GROUP \_\_\_\_\_

02--DESCRIPTION \_\_\_\_\_

01--ASSET GROUP \_\_\_\_\_

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01--ASSET GROUP \_\_\_\_\_

02--DESCRIPTION \_\_\_\_\_



**DEPRECIATION METHOD MASTER**

01--METHOD CODE \_\_\_\_\_

02--DESCRIPTION \_\_\_\_\_

03--CALCULATION TYPE \_\_\_\_\_

(S = STRAIGHT, D = DECLINING, B = DOUBLE DECLINING, A = ACRS TABLE)

04--ACCEPTABLE LIVES    \_\_\_ / \_\_\_    \_\_\_ / \_\_\_    \_\_\_ / \_\_\_    \_\_\_ / \_\_\_

(YY/MM)                    \_\_\_ / \_\_\_    \_\_\_ / \_\_\_    \_\_\_ / \_\_\_    \_\_\_ / \_\_\_

                              \_\_\_ / \_\_\_    \_\_\_ / \_\_\_    \_\_\_ / \_\_\_    \_\_\_ / \_\_\_

01--METHOD CODE \_\_\_\_\_

02--DESCRIPTION \_\_\_\_\_

03--CALCULATION TYPE \_\_\_\_\_

(S = STRAIGHT, D = DECLINING, B = DOUBLE DECLINING, A = ACRS TABLE)

04--ACCEPTABLE LIVES    \_\_\_ / \_\_\_    \_\_\_ / \_\_\_    \_\_\_ / \_\_\_    \_\_\_ / \_\_\_

(YY/MM)                    \_\_\_ / \_\_\_    \_\_\_ / \_\_\_    \_\_\_ / \_\_\_    \_\_\_ / \_\_\_

                              \_\_\_ / \_\_\_    \_\_\_ / \_\_\_    \_\_\_ / \_\_\_    \_\_\_ / \_\_\_

**LUX-AUTO SCHEDULE**

01--SCHEDULE \_\_\_\_\_

02--LIFE YEARS \_\_\_\_\_

03--MONTHS \_\_\_\_\_

04--DESCRIPTION \_\_\_\_\_

YEAR	MAXIUM
01	_____.
02	_____.
03	_____.
04	_____.
05	_____.
06	_____.
07	_____.
10	_____.
11	_____.
12	_____.
13	_____.
14	_____.
15	_____.
16	_____.
17	_____.
18	_____.
19	_____.
20	_____.
21	_____.
22	_____.

**ASSET MASTER FILE**

ITEM \_\_\_\_\_

SHORT DESCRIPTION \_\_\_\_\_

LONG DESCRIPTION \_\_\_\_\_

GROUP \_\_\_\_\_

VENDOR \_\_\_\_\_

NEW/USED when purchased (N or U) \_\_\_\_\_

PURCHASE DATE \_\_\_ / \_\_\_ / \_\_\_

IN SERVICE DATE \_\_\_ / \_\_\_ / \_\_\_

EQUIPMENT COST \_\_\_\_\_.

FREIGHT COST \_\_\_\_\_.

SERIAL # \_\_\_\_\_

STATUS \_\_\_\_\_      A= ACTIVE    B = RETIRED

RETIREMENT DATE \_\_\_ / \_\_\_ / \_\_\_

DISPOSAL\$ \_\_\_\_\_.

ITC\$ \_\_\_\_\_.

LUX-AUTO \_    SCHEDULE \_\_\_\_\_

S/L ASSET ACCOUNT NUMBER \_\_\_\_\_

S/L EXPENSE ACCOUNT NUMBER \_\_\_\_\_

LAST UPDATE \_\_\_ / \_\_\_    (MM/YY)



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