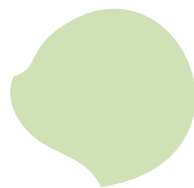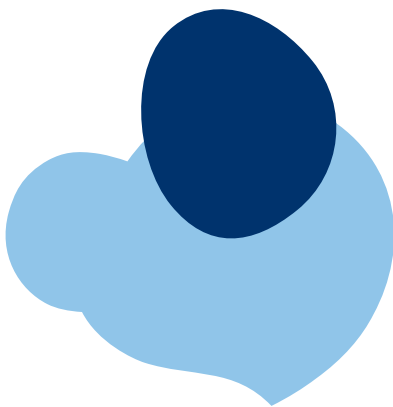# Sage Evolution

by Sage Pastel

Fixed Assets

Everything you need to keep a register of your assets.

sage

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by Sage Pastel

South African Company Law requires that businesses keep a register of their fixed assets as part of their accounting records. However, managing your company's fixed assets can be tedious and time-consuming.

Fixed assets are physical items such as desks, computers, cars and machinery which you acquire to run your business. As you use assets, they depreciate or become obsolete. You can legally expense depreciation in your accounts and for tax purposes.

Managing your fixed assets includes the following tasks:

- Tracking each asset's value, both from a tax and an accounting point of view.
- Depreciating assets correctly using an appropriate depreciation rate and method.
- Updating the replacement values of your fixed assets for insurance purposes.
- Accurately recording any sale, disposal or loss of assets.
- Maintaining an accurate Fixed Assets Register which records information such as date of purchase, date of disposal, purchase price, accumulated depreciation, net book value, profit or loss on sale etc.

The Sage Evolution Fixed Assets module automates all of these processes. Once you provide the initial information, the system takes over and manages your assets for you.

One of the realities of fixed assets processing is that companies frequently change depreciation rules as legislation allows and as company policy changes. Some changes are retroactive to when you purchased the asset. Sage Evolution Fixed Assets calculates its values dynamically from the start of each asset's life, which makes retroactive changes simple.

Stand-Alone or Integrated

One of the main reasons for a fixed assets package is to derive values from fixed asset activities and post these values into your General Ledger. You can accomplish this in three ways:

Method	Explanation
Directly into Sage Evolution	You install Sage Evolution Fixed Assets as an additional module seamlessly into the Sage Evolution Accounting Suite. The system transfers information directly into the General Ledger module.
Directly into Pastel Partner	You install Sage Evolution Fixed Assets as a stand-alone module and link it directly into Pastel Partner (Version 9 and higher). The system then creates a General Ledger batch in Pastel Partner.
Manually/Stand-alone	You install Sage Evolution Fixed Assets as a stand-alone module, and enter General Ledger codes that correspond to your accounting system. You then derive the values to post to the General Ledger via the Sage Evolution Fixed Assets reports.

Grouping Assets

Keeping physical track of assets is a tedious process. Some assets are identical such as chairs and desks. Some are unique (vehicles), and others look similar but are different inside (computers). Computers are an example of assets that are complex to manage.

They change constantly - you add memory, replace a hard drive and so on. Keeping track of these changes manually or on a spreadsheet is tedious at best, impossible at worst. Sage Evolution Fixed Assets allows you to group and link assets in logical ways so that your asset records mirror your physical assets as closely as possible. You have the following capabilities:

Feature	Benefit
Multiple Units	You can group identical assets into one record - for example, 20 chairs. This simplifies the asset register considerably. You can sell or dispose of one or more units, and have the ability to split the asset into one or more separate assets at any time.
Master and Sub Assets	Sub assets allow you to group assets together. For example, adding an additional hard drive to a computer. If you create a separate asset for the hard drive, it becomes difficult to manage which hard drive is in which computer. Instead, you can create the hard drive as a sub asset of the computer asset.
Asset Type	You link each asset to an asset type. The asset type contains the book and tax depreciation methods for the asset, as well as General Ledger integration information. You define once how a particular type of asset such as desks, cars or computers work. When you add a new asset, you link it to an asset type and the system knows how to depreciate it.
Cost Centre, Department, Location	These are three optional analysis codes used to track where assets physically are in your company and who is responsible for them.

Management Features

Sage Evolution Fixed Assets contains optional management features to assist you in managing your fixed assets:

Add New Asset

Feature	Benefit
Capital Expenditure Budgets	You can create capex budgets and process capex orders prior to creating an asset. The advantage is that you can report at any stage on "over" and "under" budget areas.
Suppliers	You can create supplier records. You use these for record keeping purposes if you purchase assets regularly from the same supplier.
People	You can create and use a database. You use this to track people within your company who are responsible for fixed asset duties. You can also use it for contacts at your suppliers.

Depreciation

Sage Evolution Fixed Assets supports seven depreciation methods that cater for all your possible needs. The methods are:
• Equal Allowance • Reducing Balance • Units of Usage • Plant and Machinery • Immediate Write-off • 0% Depreciation • Straight Line

Fixed Assets Processing

Tracking and Changing Depreciation

The primary function of Sage Evolution Fixed Assets is to calculate book and tax depreciation. If you make a retroactive adjustment, the system calculates an adjustment per period. You can process adjustments in their respective periods or in the current period.

Changing the Value of an Asset

You can revalue an asset at any time. This could be an upward or downward revaluation. In line with legislative requirements, the system uses the new value to calculate book depreciation. For tax depreciation, the system always uses the original value.

Overriding Assets

Sometimes an asset's life changes dramatically from the original lifespan you intended. For example, it may suffer damage or it may have been overused. You use the Override Assets feature to specify how many periods of useful life remain for the asset. The system will then depreciate the remaining value equally over these periods.

Selling/Disposing of Assets

Assets do not keep forever. They wear out and cease to be of use or are sold. Sage Evolution Fixed Assets handles all the calculations and postings required when you cease to use an asset.

Transferring Assets

You can analyse depreciation costs by asset type or cost centre. If you transfer an asset from one cost centre to another, the system leaves the accumulated depreciation in the old cost centre, and assigns future depreciation to the new cost centre. You can transfer individual assets, or you can perform group transfers of assets.

Blocking Assets

It can happen that you wish to suspend depreciation of an asset for a time. For example, you may have an expensive piece of machinery that you currently do not use. You have the ability to freeze the asset for a specified amount of time. During this period, the system does not calculate depreciation for the asset.

Fixed Assets Reporting

Sage Evolution Fixed Assets contains optional reports to assist you in managing your fixed assets:

Report	What it does
Asset Details	This report lists asset details.
Book Depreciation	This report details book depreciation per asset.
Tax Depreciation	This report details tax depreciation.
GL Batch Report	This report details General Ledger account postings.
Book Sold	This report details book values for sold or scrapped assets.
Assets Purchased	This report details purchases.
Revaluations	This report details revaluations.
Tax Sold	This report details tax values for assets you sell or scrap.
Transferred	This report details the assets you transfer.
Asset Impairment Listing	This report details asset impairment values per asset.
Asset Consolidation Listing Report	This is a consolidated report of all assets including current values.

Annual Renewal Fee

Sage Evolution Fixed Assets is subject to an annual renewal fee. This business model provides a number of important benefits including: updates, upgrades and first line telephonic and e-mail support. The compulsory annual renewal is payable on the anniversary date of registration of the application.

System Requirements

	Single User	Workstation	Server (< 10 users)	Server (11 – 20 users)
Hardware				
Minimum	Single Core 1 Ghz	Single Core 1 Ghz	Dual Core 2Ghz	Dual Core 2Ghz
Recommended	Dual Core or more 2Ghz or faster	Dual Core or more 2Ghz or faster	Quad Core or more 2Ghz or faster	Quad Core or more 2Ghz or faster

PLEASE NOTE: 32-bit (x86) and 64-bit (x64) processors are supported.

	Single User	Workstation	Server (< 10 users)	Server (11 – 20 users)
Operating System				
Minimum	Microsoft® Windows 7 Professional Edition Service Pack 1 or later	Microsoft® Windows 7 Professional Edition Service Pack 1 or later	Windows Server 2008 R2 Standard Edition Service Pack 2 or later	Windows Server 2008 R2 Standard Edition Service Pack 2 or later

PLEASE NOTE: Windows 7/8 Starter and Windows 7/8 Home Premium editions are not supported by Sage Evolution.

	Single User	Workstation	Server (< 10 users)	Server (11 – 20 users)
RAM				
Minimum	2GB	2GB or more	4GB or more	4GB or more
Recommended	4GB or more	4GB or more	6GB or more	8GB or more

PLEASE NOTE: Minimum 1GB (32-bit) or 2GB (64-bit)

	Single User	Workstation	Server (< 10 users)	Server (11 – 20 users)
Screen Resolution				
Minimum	1024 x 768	1024 x 768	1024 x 768	1024 x 768

Database Server	
Recommended	Microsoft® SQL Server 2008 R2 - Service Pack 1 or later
Supported	Microsoft® SQL Server 2012

Additional Software Requirements (Server and Workstation)	
Minimum	Microsoft® Excel 2007 or later (for the Business Intelligence Centre module)
Minimum	.Net 4.00 framework (included in installation disc for the Bank Manager and Cash Manager modules)

FTP (File Transfer Protocol) Server	
Recommended	Microsoft® FTP running IIS 6.0 or later (for Branch Accounting environments)

Additional Important Information	
Recommended	If you have 11 users or more on your network, we strongly recommend you speak to your Sage Evolution Business Partner regarding the system requirements recommended for your specific environment.

Other System Requirements

• DVD Rom.
• 256 Colour VGA or SVGA Graphics. Microsoft DirectX 9 graphics device with WDDM driver.
• To use touch capabilities in Windows 8, you need a tablet or a monitor that supports multi-touch.
• The online help requires Internet Explorer version 6 or higher, or a compatible browser.
• Up-to-date network drivers, service packs and updates for your network and operating systems.
• Windows 7 & 8 personal computers/notebooks need to ensure that the recommended RAM memory requirements and Video Graphics adapters are met.
• The above serves as a guideline. Hardware requirements may differ depending on the operating system and the version of SQL Server.
• For Microsoft® SQL Server 2012, please note that there are additional software requirements to adhere to. Please refer to the SQL Server documentation for more information.