



# FIXED ASSETS

## RELEASE NOTES – DECEMBER 2018

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This document explains new product enhancements added to the ADMINIS Unified Community for Windows **FIXED ASSETS** system.

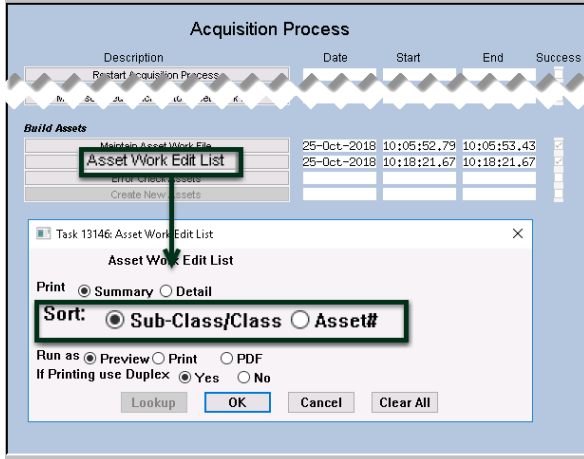
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# 1. ACQUISITION PROCESS ► ASSET WORK EDIT LIST [Enhanced]

ADMINS added a sorting option for the Acquisition Process ► Build Assets ► Asset Work Edit List.



The edit list may be sorted by **Sub-Class/Class** or by Asset number by selecting the matching radio button.

The illustrations show the **“Summary”** option selected.

13146-FAACQEDTWK.REP Printed 30-Nov-2018 at 12:35:33 by THERESA Town of Admins Asset Work Edit List Page 1

Asset	Seq#	Description	Class	SubCls	Original Cost	Salvage Value	Basis	Accum Deprec	Book Value	Entry Status
5321	1	#45919 SARAH D 216 @ #429			70356.00		70356.00		70356.00	Entry Began
5322	1	PO #46391			16216.00		16216.00		16216.00	Entry Began
5323	1	PO#46698 2017-2018			14000.00		14000.00		14000.00	Entry Began
Total By Class					100572.00		100572.00		100572.00	
5324	1		2							Entry Began
Total By Class BUILDINGS & BUILDING IMPROVEMENTS										
*** Total By Sub-Class					100572.00		100572.00		100572.00	
5319	1	stuff	1E	4	35200.00		35200.00		35200.00	Entry Began
Total By Class LAND					35200.00		35200.00		35200.00	
5320	1	PO#45746 ROOF REPLACEMENT PHASE II	2E	4	68330.00		68330.00		68330.00	Entry Began
Total By Class BUILDINGS & BUILDING IMPROVEMENTS					68330.00		68330.00		68330.00	
*** Total By Sub-Class Public Works					103530.00		103530.00		103530.00	
*** Grand Total ***					204102.00		204102.00		204102.00	

Figure 1 Asset Work file Edit List sorted by Sub-Class/Class

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Asset	Seq#	Description	Class	SubCls	Original Cost	Salvage Value	Basis	Accum Deprec	Book Value	Entry Status
5319	1	stuff	1E	4	35200.00		35200.00		35200.00	Entry Began
5320	1	PO#45746 ROOF REPLACEMENT PHASE II	2E	4	68330.00		68330.00		68330.00	Entry Began
5321	1	#45919 SARAH D 216 @ #429			70356.00		70356.00		70356.00	Entry Began
5322	1	PO #46391			16216.00		16216.00		16216.00	Entry Began
5323	1	PO#46698 2017-2018			14000.00		14000.00		14000.00	Entry Began
5324	1		2							Entry Began
*** Grand Total ***					204102.00		204102.00		204102.00	

Figure 2 Asset Work (file) Edit List sorted by Asset Number, summary option shown

[ADM-AUC-FA-1893]



## 2. ASSET CHANGES [Enhanced]

Prior to the software updated, the **Asset Maintenance Screen** was the only place to change the sub-class of an asset. Select **Fixed Assets ▶ Processing ▶ Asset Changes** to access the **Change Asset Entry** screen. To illustrate:

**Change Asset Entry**

Asset# 3737 Seq# 1 Description  
Addl Description  
Asset Activity IU Asset In-Use

GL Effective Change Reason

**Classification**

Class 2G CONSTRUCTION IN PROGRESS [GOV]  
Sub-Class 8 Construction in Progress

**Location**

Location  
Dept Group  
Parcel#  
Address 1  
Address 2  
Address 3  
Contact Info

**Maintain Assets [Classification]**

Asset# 3302 Seq# 1 Description special school chairs  
Addl Description  
Asset Activity IU Asset In-Use

0 Summary 1 Classification 2 Accounting 3 Status History 4 Trx History 5 Deprec History

**Classification** [Use Asset Change to update Class Code]

Class 4E MACHINERY & EQUIPMENT  
Sub-Class 3 Education

Manufacturer  
Make  
Model  
Serial#/Vin#  
Invoice Tag#

Quantity 1,0000  
Year 0000

Figure 3 Before – Sub-Class could only be changed on the Maintain Assets [Classification] Screen

**Change Asset Entry**

Asset# 3302 Seq# 1 Description special school chairs  
Addl Description  
Asset Activity IU Asset In-Use

GL Effective Change Reason

**Classification**

Class 4E MACHINERY & EQUIPMENT  
Sub-Class 3 Education

**Location**

Location  
Dept Group  
Parcel#  
Address 1  
Address 2  
Address 3  
Contact Info

Since **Sub-Class** is often used in combination with the **Class** of an asset, which may only be changed on the **Change Asset Entry** screen, **Sub-Class** may now also be changed on the **Change Asset Entry** screen. More information about changes and asset maintenance is available in documents **FA-220** and **FA-330** in the **Fixed Asset ▶ Help Reference Library**.

Figure 4 After – Sub-Class may be changed on either the Change Asset Entry Screen or the Maintain Assets screen

[ADM-AUC-FA-1892]

## 3. REPORTS ▶ #13621 In Service History Report [New]

ADMINS added a new report that will allow the selection of assets by “In-Service” date. Select **Fixed Assets ▶ Reports ▶ Report Library ▶ [Assets] ▶ 13621 In Service History Report**.

**Report Library**

Report Name	View	Report	
13600-Asset Master List	Sample	Run	
13601-Asset Summary List	Sample	Run	
13604-Asset Register	Sample	Run	
13606-YTD Asset Summary Report	Sample	Run	
-----	Sample		
13616-Disposal History Report	Sample	Run	
13626-Disposal Gain/Loss Report	Sample	Run	
-----	Sample		
13620-Acquisition History Report	Sample	Run	
13621-In Service History Report	Sample	Run	
-----	Sample		
13622-Schedule of Maintenance	Sample	Run	
-----	Sample		
13628-Book Value Report	Sample	Run	
13624-Transaction Audit Trail	Sample	Run	
13634-Asset Labels	Sample	Run	





Task 13621: In Service History Report

### In Service History Report

Required: Enter In Service Date Range (mmddyyyy) From:  To:

Optional: Enter up to 9 Class Codes

Optional: Enter up to 9 Sub-Class Codes

Optional: Enter up to 9 Location Codes

Acquisition Type  All  Added Manually  From Vouchers  From CSV Upload

Run as  Preview  Print  PDF  Excel  
If Printing use Duplex  Yes  No

Tom of Admins  
In Service History Report

Asset	Seq#	Description	Class	SubCls	Location	DepMeth	InService	DisposalDat	Entry Date	Entered By	Type	Book Value
5237	1	HVAC SYSTEM FOR HIGH SCHOOL	4E		HSCH	01	02-Dec-2017	09-Apr-2018	THERESA		From Voucher	490,000.00
5238	1	WATER SYSTEM	3E		DFW	01	15-Dec-2017	09-Apr-2018	THERESA		From Voucher	149,500.00
5242	1	Fire Code Upgrades contract award	9E		SCHOOL	01	03-Aug-2017	09-Apr-2018	THERESA		From Voucher	187,515.48
5243	1	City Wide infrastructure upgrade	7E		TEST	01	03-Aug-2017	09-Apr-2018	THERESA		From Voucher	92,625,000.00
5247	1	Solar Panels	2E		DFW	01	01-Jul-2017	09-Apr-2018	THERESA		From Voucher	176,777.23
5248	1	6 each ford interceptor utility	5E		DFW	01	24-Oct-2017	09-Apr-2018	THERESA		From Voucher	213,334.02
5249	1	2017 Elgin Pelican Street Sweeper	5E		DFW	01	01-Jul-2017	09-Apr-2018	THERESA		From Voucher	181,101.43
5249	2	2017 John Deere 410L loader backhoe	5E		DFW	01	01-Jul-2017	09-Apr-2018	THERESA		From Voucher	84,373.33
5249	3	Street Ejector Station	5E		DFW	01	01-Jul-2017	09-Apr-2018	THERESA		From Voucher	202,378.50
5251	1	DELL POWER SERVER	4E	4	HSCH	01	01-Apr-2017	09-Apr-2018	THERESA		From CSV Load	10,285.71
5272	1	Design services High St Fields Dog Park	9E		HSCH	01	11-Jul-2017	09-May-2018	THERESA		From Voucher	5,000.00
*** Grand Total ***												
94,324,265.70												

Selection Legend:  
Select Entered Range: 01-Jan-2017 to 31-Dec-2017  
Select Type: All Types

Figure 5 In Service History Report as run to Print/Preview/PDF®

Asset	Seq#	Description	Class	SubClass	Location	Depreciation Method	InService	DisposalDat	Entry Date	Entered By	Type	Basis	Accum Deprec	Disposal Amt	Book Value	Voucher Line
5237	1	HVAC SYSTEM FOR HIGH SCHOOL	4E-MACHINERY & EQUIPMENT		HSCH-High School	01-Straight Line	02-Dec-2017	09-Apr-2018	THERESA		From Voucher	500,000.00	10,000.00	0.00	490,000.00	416,279.1
5238	1	WATER SYSTEM	3E-IMPROVEMENTS (OTHER THAN BU		DFW-Public Works	01-Straight Line	15-Dec-2017	09-Apr-2018	THERESA		From Voucher	150,000.00	1,500.00	0.00	148,500.00	416,283.1
5242	1	Fire Code Upgrades contract award	9E-CONSTRUCTION IN PROGRESS		SCHOOL-School Department	01-Straight Line	03-Aug-2017	09-Apr-2018	THERESA		From Voucher	190,683.71	3,178.23	0.00	187,515.48	416,511.1
5243	1	City Wide infrastructure upgrade	7E-INFRASTRUCTURE		TEST-test 2	01-Straight Line	03-Aug-2017	09-Apr-2018	THERESA		From Voucher	95,000,000.00	2,375,000.00	0.00	92,625,000.00	416,512.1
5247	1	Solar Panels	2E-BUILDINGS & BUILDING IMPROV		DFW-Public Works	01-Straight Line	01-Jul-2017	09-Apr-2018	THERESA		From Voucher	182,873.00	5,095.77	0.00	176,777.23	416,517.1
5248	1	6 each ford interceptor utility	5E-VEHICLES		DFW-Public Works	01-Straight Line	24-Oct-2017	09-Apr-2018	THERESA		From Voucher	237,037.80	23,703.78	0.00	213,334.02	416,522.1
5249	1	2017 Elgin Pelican Street Sweeper	5E-VEHICLES		DFW-Public Works	01-Straight Line	01-Jul-2017	09-Apr-2018	THERESA		From Voucher	211,285.00	30,183.67	0.00	181,101.43	416,518.1
5249	2	2017 John Deere 410L loader backhoe	5E-VEHICLES		DFW-Public Works	01-Straight Line	01-Jul-2017	09-Apr-2018	THERESA		From Voucher	90,480.00	6,026.67	0.00	84,373.33	416,519.1
5249	3	Street Ejector Station	5E-VEHICLES		DFW-Public Works	01-Straight Line	01-Jul-2017	09-Apr-2018	THERESA		From Voucher	224,865.00	22,486.50	0.00	202,378.50	416,520.1
5251	1	DELL POWER SERVER	4E-MACHINERY & EQUIPMENT	4-Public Works	HSCH-High School	01-Straight Line	01-Apr-2017	09-Apr-2018	THERESA		From CSV Load	12,000.00	1,714.29	0.00	10,285.71	0
5272	1	Design services High St Fields Dog Park	9E-CONSTRUCTION IN PROGRESS		HSCH-High School	01-Straight Line	11-Jul-2017	09-May-2018	THERESA		From Voucher	5,000.00	0.00	0.00	5,000.00	408,545.1
*** Grand Total***																
94,324,265.70																

Figure 6 In Service History Report as run to Excel®

Column Label (Required Fields are in Bold)	Description of Contents
<b>Enter In Service Date Range</b>	Enter the date range in the format mmddyyyy – for January 1, 2017 through December 31, 2017, enter 01012017 in the “From:” field and 12312017 in the “To:” field. These dates may be selected from the <b>[Lookup]</b> button
Enter up to 9 Class Codes	Class Codes and their use are described fully in the <b>FA-610 Fixed Assets Tables</b> document in the help reference library. For example, sites may choose to designate codes with a suffix of “E” as in “1E” for land are Enterprise fund assets; codes with a suffix of “G” as in “1G” designate Government assets. Up to nine class codes at a time may be used to filter the report.
Enter up to 9 Sub-Class Codes	Sub-class codes may be used as an alternative to class codes or to further filter the assets to be included on the report.
Enter up to 9 Location Codes	Location codes allow the asset list to include only specified locations. This would be useful when providing a report to each location of the fixed assets assigned therein.



Column Label (Required Fields are in Bold)	Description of Contents
<b>Acquisition Type</b>	Four radio buttons are available, allowing the selection of assets depending on how the asset was entered into the system. These acquisition types are described in detail in the <b>FA-200 Acquiring Fixed Assets</b> document available in the <b>Fixed Assets Help Reference Library</b> . <ul style="list-style-type: none"> <li><input type="radio"/> All</li> <li><input type="radio"/> From Vouchers</li> <li><input type="radio"/> Added Manually</li> <li><input type="radio"/> From CSV Upload</li> </ul>
<b>Run As</b>	Preview, Print, <b>PDF®</b> and <b>Excel®</b> . are all options for this report.
If Printing use Duplex	When selecting the Print “Run As” option, if possible print on both sides of the page (duplex) for the default print setting. This saves paper and reduces storage requirements.

[ADM-AUC-FA-1894]

## 4. PREVIEW OF COMING ATTRACTIONS

**ADMINS** conducts annual customer site visits. These visits provide the opportunity to solicit customer recommendations on new features. As a result, the **ADMINS** team is enthusiastically working on a “**User Favorites**” feature to be implemented in the coming months.

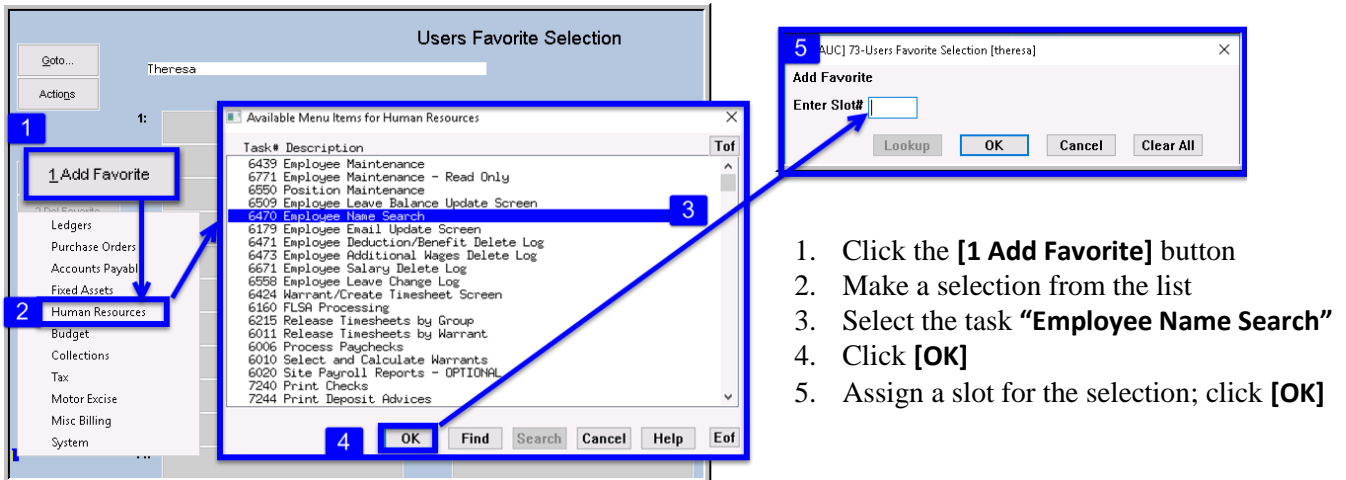
### 4.1. Favorites Screen [New]

**AUC** has hundreds of processes and screens and thousands of reports. To provide ease of use for infrequent users and to allow regular users to customize working with **AUC**, a “**Favorites**” screen is in development. This screen may be set as the user’s home screen that is displayed when accessing **AUC**.



**Figure 7 Select Favorites ▶ User Favorites to access the screen and make selections.**

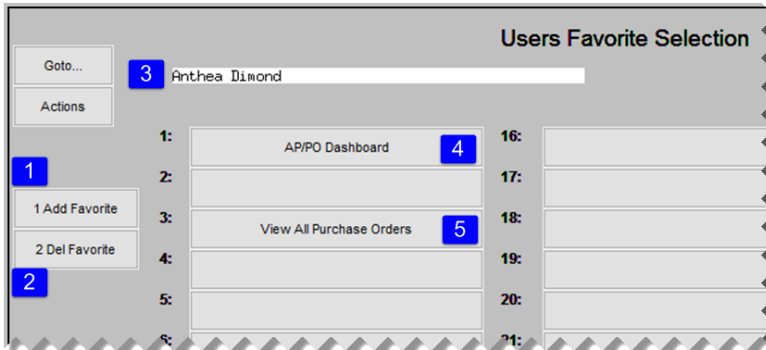
The screen will allow the selection of up to 45 items to be available on the **Favorites** screen. The available screens will be limited to those to which each user is allowed access. All menu, department and account security will remain in effect. Users will make selections from menus.



1. Click the [1 Add Favorite] button
2. Make a selection from the list
3. Select the task “Employee Name Search”
4. Click [OK]
5. Assign a slot for the selection; click [OK]

Figure 8 Steps to create a favorites screen

In the example shown a user has chosen the AP/PO Dashboard and also the PO Query screen.



1. The [1 Add Favorite] button displays a menu of available tasks
2. The [2 Del Favorite] button allows the removal of a favorite from a slot
3. The user’s name as entered in the user profile screen
4. A favorite task in slot #1
5. A second favorite task in slot #3

Figure 9 A user’s selections

[ADM-AUC-SY-8067]

## 5. HELP REFERENCE LIBRARY

The button on the **FA-650 Upload Fixed Assets Acquisition Template** was changed from [View] to [Run] to make all template buttons within the **Help Reference Libraries** consistent.

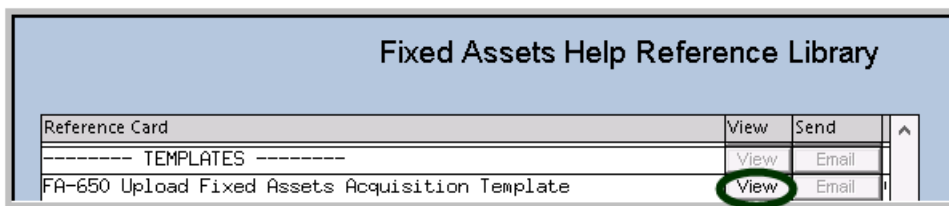


Figure 10 Before

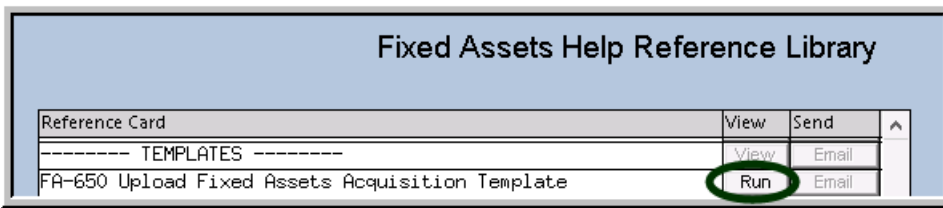


Figure 11 After

### 5.1. New or Updated Documents

The following new or updated documentation was added to the help reference library:

- PROCESSING
  - FA-200 Acquiring Fixed Assets [Updated]
  - FA-210 Disposing of Fixed Assets [Updated]
  - FA-220 Asset Changes [Updated]
  - FA-230 Depreciation Process [Updated]
- MAINTENANCE
  - FA-330 Asset Maintenance [Updated]
- REPORTS
  - FA-510 Asset Reports [Updated]
  - FA-520 Depreciation Reports [Updated]
- TABLES
  - FA-610 Fixed Asset Tables [Updated]
- SYSTEM
  - FA-820 System Administration Kit [Updated]