



FIXED ASSETS

RELEASE NOTES – DECEMBER 2019

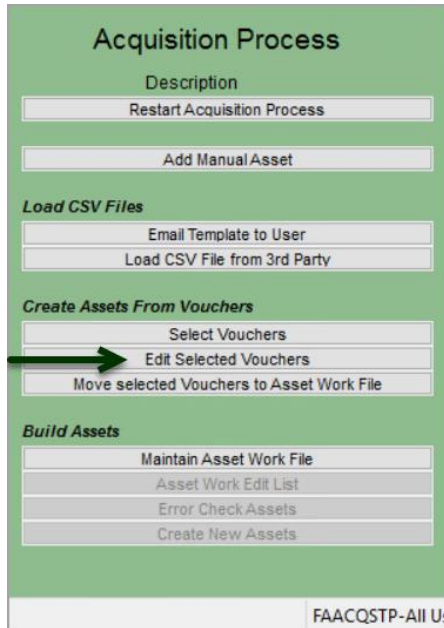
This document explains new product enhancements added to the **ADMINS Unified Community for Windows (AUC) FIXED ASSETS** system.

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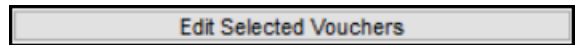


1 ACQUIRE ASSETS STEPS MENU



To use the **Acquire Assets Steps Menu**, select **Fixed Assets** ▶ **Processing** ▶ **Acquisition Process**.

ADMINS added the Purchase Order number **[8 PO#]** column to the **Edit Selected Vouchers** screen.



1.1 Sort By PO # on the [Edit Selected Vouchers] Screen [Enhancement]

ADMINS add a Purchase Order number **[8 PO#]** and Line # column to the **Edit Selected Vouchers** screen.

4 Vouch#	Line	5 VO Date	6 Vendor Name	7 Item Desc	8 PO#	9	10	11	12	13	14	15	16	17	18	19	20	
423997	1	27-Apr-2018	ADTECH SYSTEMS, INC.	PO #46391	46391													
418782	1	27-Jan-2018	HONEYWELL INTERNATIO	PO #46568 12 @ #14.80	46568													
419040	1	02-Feb-2018	HONEYWELL INTERNATIO	PO #46568 12 @ #14.80	46568													
420540	1	22-Feb-2018	HONEYWELL INTERNATIO	PO #46568 12 @ #14.80	46568													
422138	1	23-Mar-2018	HONEYWELL INTERNATIO	PO #46568 12 @ #14.80	46568													
423631	1	20-Apr-2018	HONEYWELL INTERNATIO	PO #46568 12 @ #14.80	46568													
424704	1	10-May-2018	HONEYWELL INTERNATIO	PO #46568 12 @ #14.80	46568													
426793	1	15-Jun-2018	HONEYWELL INTERNATIO	PO #46568 12 @ #14.80	46568													
418770	1	27-Jan-2018	DELTA BECKWITH ELEVA	PO#46573 ELEVATOR CHAIR	46573													
422132	1	23-Mar-2018	DELTA BECKWITH ELEVA	1/1/18-3/31/18	46573													
426786	1	15-Jun-2018	DELTA BECKWITH ELEVA	4/1/18-6/30/18	46573													
419719	1	09-Feb-2018	NORRIS, MURRAY & PEL	PO#46696 SUPERINTENDE	46696													
419562	2	09-Feb-2018	VENDETTI MOTORS INC	BUDGET	46699													
421922	1	17-Mar-2018	VENDETTI MOTORS INC	FEB ATHLETICS	46699													
424813	1	10-May-2018	VENDETTI MOTORS INC	PO #46699 ATHLETICS	46699													
426823	1	15-Jun-2018	VENDETTI MOTORS INC	BUDGET	46699													
418737	1	27-Jan-2018	BLACKSTONE GAS COMPA	DEC	46699													
420028	1	16-Feb-2018	BLACKSTONE GAS COMPA	JAN	46699													
421803	1	16-Mar-2018	BLACKSTONE GAS COMPA	FEB	46711													
422886	1	05-Apr-2018	BLACKSTONE GAS COMPA	MARCH	46711													
424361	1	04-May-2018	BLACKSTONE GAS COMPA	APRIL	46711													
418767	1	27-Jan-2018	DIRECT ENERGY BUSINE	DEC	46711													
					46711													
					46723													

This will allow multiple components purchased with a single purchase order to be easily assigned the same **Asset Number**.

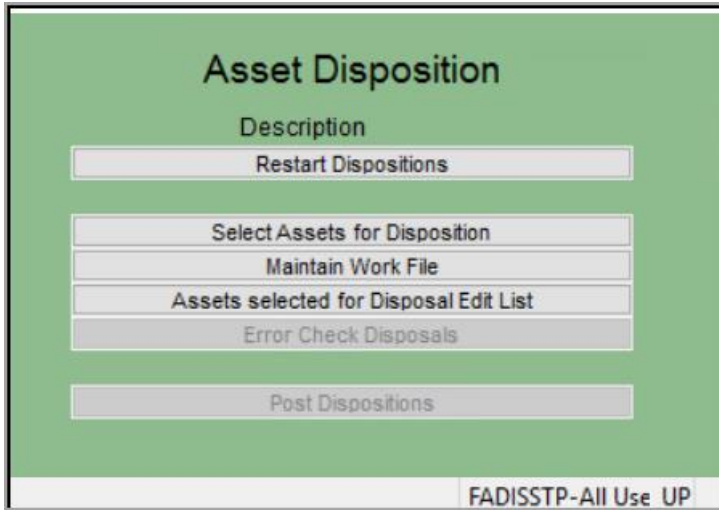
Click on the **[8 PO#]** button at the top of the column to sort by purchase order number; enter a purchase order number or use the double black arrow to view the top or bottom of the dataset.

Figure 1 Edit Selected Vouchers screen now allows sorting by Purchase Order number

[ADM-AUC-FA-1896]



2 ASSET DISPOSITION [Enhancement]



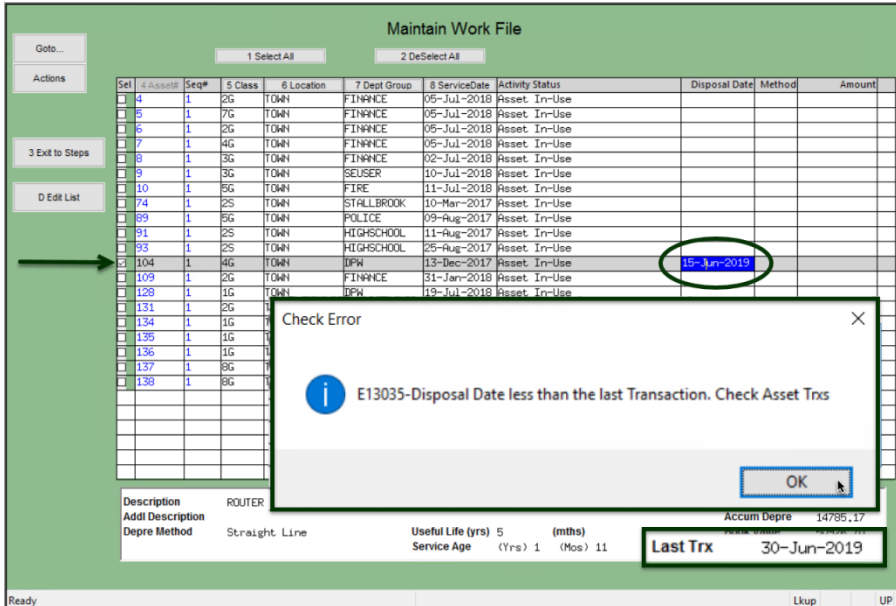
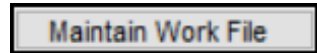
ADMINs enhanced the disposition process to create a transaction that reduces **Original Cost** and **Accumulated Depreciation** (if any) and displays the **Disposal Amount**.

In addition, ADMINs added the following:

- error checking for valid dates on the Maintain Work File screen in the Asset Disposition Process,
- Maintenance and Query screen accounting tab information, and
- more information on disposals and a legend on the Year to Date Summary report. (See section 4.1 below.)

[ADM-AUC-FA-1904]

2.1 Maintain Work File Screen



The **Maintain Work File** screen now prevents inputting a disposal date that precedes the last transaction date. The last transaction date for each asset is shown at the bottom right of the screen.

The “Disposal Date less than the last Transaction. Check Asset Trxs” message will be displayed.

Click **[OK]** and input a valid date.

Figure 2 Maintain Work File screen where disposal date, method and amount are entered on each asset to be disposed

[ADM-AUC-FA-1904]



2.2 Maintenance Screen Changes

Maintain Assets [Accounting]

Asset# [1] Seq# [1] Description FY19 Annual License & Support
Add Description
Asset Activity IU Asset In-Use [READ ONLY]

0 Summary 1 Classification 2 Accounting 3 Status History 4 Trx History 5 Deprec History 6 Change Hist 7 Improve Hist 8 Attachments

Accounting [Use Asset Change to update Accounts]

Post to GL Yes No
Asset Master Account 0000-000-0000-000-00-00000
Depreciation Expense Account 0000-000-0000-000-00-00000
Accumulated Depreciation Account 0000-000-0000-000-00-00000
Investments in General Fixed Assets 0000-000-0000-000-00-00000

Cost/Value [Use Asset Change to update Costs/Values]

Original Cost	79920,00
Salvage Value	7992,00
Basis	71928,00 [Original Cost less Salvage Value]
Accumulated Deprec	7192,80
Disposal Amount	64735,20 [Basis less Accum Deprec]
Book Value	[Basis less Accum Deprec less Disposal]

Depreciation [Use Asset Change to update Depreciation Method]

Original Cost
Salvage Value
Basis
Accumulated Deprec
Disposal Amount
Book Value

Depreciation Method
Date put into Service
Useful Life (Yrs)
Useful Life (Mos)
Posting Frequency
Last Posted

W Asset List X Error Check Lkup UP

When an asset is disposed, the **Cost/Value** section of the **Maintain Assets ▶ [2 Accounting]** screen shows notes describing the calculations used to arrive at the displayed values.

As shown in **Figure 3**, the highlighted area identifies the **Disposal Amount** as **(Basis less Accum Deprec)**

Figure 3 New descriptive text on the Cost/Value section of the Maintain Assets ▶ [2Accounting] tab

[ADM-AUC-FA-1904]

3 QUERIES [Enhancement]

The **Queries ▶ View All Assets ▶ [Select] ▶ Asset Query History ▶ [Accounting]** tab **Cost/Value** section was enhanced with a description of the calculation for the disposal amount.

Asset Query History [Accounting]

Asset# [1] Seq# [1] Description FY19 Annual License & Support
Add Description
Asset Activity IU Asset In-Use

0 Summary 1 Classification 2 Accounting 3 Status History 4 Trx History 5 Deprec History 6 Change Hist 7 Improve Hist 8 Attachments

Cost/Value [Use Asset Change to update Costs/Values]

Original Cost	79920,00
Salvage Value	7992,00
Basis	71928,00 [Original Cost less Salvage Value]
Accumulated Deprec	7192,80
Disposal Amount	64735,20 [Basis less Accum Deprec]
Book Value	[Basis less Accum Deprec less Disposal]

Depreciation [Use Asset Change to update Depreciation Method]

Depreciation Method 01 Straight Line
Date put into Service 05-Jul-2018
Useful Life (Yrs) 5
Useful Life (Mos)
Posting Frequency ANN Annual Mid-Year
Last Posted 30-Jun-2019 [Depreciation last posted]

X Asset List Lkup UP

Figure 4 The Asset Query History ▶ [Accounting] tab Cost/Value section

[ADM-AUC-FA-1906]



4 REPORTS [ENHANCEMENTS]

Figure 5 Prompt with Optional: Enter up to 9 class codes filter field

ADMINS updated all reports to retain the class code values entered when running the reports. Each report has a prompt, similar to the one shown here in **Figure 5**.

For any reports that offer an **Optional Class Code** filter, the class codes will be retained from the last time the report was run. To clear the class codes and report on other class codes, click on the **[Clear All]** button.

4.1 #13606 YTD Asset Summary Report [Enhancement]

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
-----	-----	-----
13616-Disposal History Report	Sample	Run
13626-Disposal Gain/Loss Report	Sample	Run
-----	-----	-----
13620-Requisition History Report	Sample	Run
13621-In Service History Report	Sample	Run
13618-Asset Change History Report	Sample	Run
13622-Schedule of Maintenance	Sample	Run
-----	-----	-----
13628-Book Value Report	Sample	Run
13624-Transaction Audit Trail	Sample	Run
13634-Asset Labels	Sample	Run

Prior to the software update, if the **“Include Disposed Assets from Prior Years No”** radio button was selected, assets that had been disposed **on** the **“As of Date”** from the **prior year** (e.g., 06/30/2018) were being listed on the report. The logic was changed to use **“less than or equal to”** instead of **“less than”** so that sites that post disposals with the last date of the fiscal year can exclude assets disposed of **on or before** the date entered.

Entering an **“As of Date”** of **30-Jun-2018** will now **exclude assets disposed of on or before 30-Jun-2018** and if the **No** radio button is selected only include assets disposed of **since** that date.

Select **Fixed Assets** ▶ **Reports** ▶ **Report Library** ▶ **[Assets]** ▶ **#13606 YTD Asset Summary Report** to run this report:

The Disposal amount shown on the YTD report will be the Cost of the Asset as of the date it was disposed.

This amount may differ from the Disposal amount shown on the Accounting Tab Cost / Value screens. The Disposed amount on the **Maintain** and **Query** asset screen **Accounting Tabs (Figure 3)** will show the **cost remaining** on the asset at the time of disposal.



Town of Admins YTD Asset Summary Report												
Asset	Seq#	Description	30-Jun-2019 Cost	Increase	Decrease	30-Jun-2020 Cost	30-Jun-2019 Accum Deprec	Increase	Decrease	30-Jun-2020 Accum Deprec	30-Jun-2020 Disposed	30-Jun-2020 Net Book
Sub-Class:												
Class: MACHINERY & EQUIPMENT												
1	1	F19 Annual License & Support	79,920.00			79,920.00	7,192.80			7,192.80		72,727.20
2	1	F19 Annual Service fees	11,000.00	(11,000.00)							11,000.00	
3	1	July 2018	9,000.00	(9,000.00)			850.00	(850.00)			9,000.00	
Total By Class: MACHINERY & EQUIPMENT			99,920.00	(20,000.00)		79,920.00	8,042.80	(850.00)		7,192.80	20,000.00	72,727.20
Total By Sub-Class:			99,920.00	(20,000.00)		79,920.00	8,042.80	(850.00)		7,192.80	20,000.00	72,727.20
Sub-Class: Sewer Enterprise												
Class: MACHINERY & EQUIPMENT												
104	1	ROUTER DRILL	82,139.85			82,139.85	14,785.17			14,785.17		67,354.68
Total By Class: MACHINERY & EQUIPMENT			82,139.85			82,139.85	14,785.17			14,785.17		67,354.68
Total By Sub-Class: Sewer Enterprise			82,139.85			82,139.85	14,785.17			14,785.17		67,354.68
*** Grand Total ***			82,139.85	99,920.00	(20,000.00)	162,059.85	22,827.97	(850.00)		21,977.97	20,000.00	140,081.88
Selection Legend:												
As of Date: 06302020												
Select Class: 4G												
Include Disposed Assets: N												
Sort By: By Sub-Class/Class												
Report In: Detail												
Note: Costs and Net Book amounts do NOT include Salvage Costs if any												

Figure 6 YTD Summary report showing the new legend and disposal amounts

[ADM-AUC-FA 1898]
[ADM-AUC-FA-1904]

4.2 #13616 Asset Disposal Excel® Report [Enhancement]

ADMINS added four columns to the Excel® version of the #13616 Asset Disposal report. The new columns show the **Original Cost**, **Salvage Value**, **Basis**, and **Accumulated Depreciation**.

	A	B	C	D	E	F	G	H	I	J	K	L
	Asset	Seq#	Description	Class	SubCls	Location	ServiceDate	Disposal Amount	Disposal Date	Method	Sale Amount	
2	2	1	F19 Annual Service fees	4G		TOWN	05-Jul-2018	9,900.00	23-Oct-2019	3	0.00	
4	*** Grand Total ***							9,900.00			0.00	

Figure 7 Before #13616 Asset Disposal report

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
	Asset	Seq#	Description	Class	SubCls	Location	ServiceDate	Original Cost	Salvage Value	Basis	Accumulated Depreciation	Disposal Amount	Disposal Date	Method	Sale Amount	
3	62	1	2017 Chevy Tahoe	5G	2	TOWN	03-Jan-2017	37,913.56	0.00	37,913.56	0.00	37,913.56	30-Jun-2017	4	37,913.56	
4	66	1	FRONT LOADER	5G	4	TOWN	01-Feb-2017	108,975.00	0.00	108,975.00	0.00	108,975.00	30-Jun-2017	4	108,975.00	
5	83	1	PO #45923	4G	3	TOWN	02-Jun-2017	10,000.00	1,000.00	9,000.00	0.00	9,000.00	30-Jun-2019	1	9,000.00	
6	85	1	Silver Lake Splash Pad	3G	6	TOWN	17-Jul-2017	10,837.36	0.00	10,837.36	0.00	10,837.36	30-Jun-2019	1	10,837.36	
7	2	1	F19 Annual Service fees	4G		TOWN	05-Jul-2018	11,000.00	1,100.00	9,900.00	0.00	9,900.00	23-Oct-2019	3	0.00	
8	80	1	Patio & Wall/Splash Pad Silver Lake	8G	6	TOWN	25-Apr-2017	12,982.01	0.00	12,982.01	0.00	12,982.01	31-Dec-2019	4	10,000.00	
9	*** Grand Total ***							191,707.93	2,100.00	189,607.93	0.00	189,607.93			176,725.92	

Figure 8 After – four new columns on #13616 Asset Disposal report when run as Excel®

[ADM-AUC-FA-1900]



4.3 #13620 Acquisition History Report [Enhancement]

Prior to the software update, the **Acquisition History Report** run as **Excel®** did not have **Original Amount** and **Salvage Value** columns. **ADMINS** added the columns as shown in **Figure 10**. The additional columns are available exclusively when run as **Excel®**, due to page width limitations.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
Asset	Seq#	Description	Class	SubClass	Location	Depreciation-Method	InService	DisposalDat	Entry Date	Entered By	Type	Basis	Accum-Deprec	Disposal-Amt	Book Value
1	1	FY19 Annual License & Support	4G-MACHINERY & EQUIPMENT	-	TOWN-Town Hall	01-Straight Line	05-Jul-2018		23-Oct-2019	ANTHEA	From Voucher	71,928.00	0.00	0.00	71,928.00
2	1	F19 Annual Service fees	4G-MACHINERY & EQUIPMENT	-	TOWN-Town Hall	01-Straight Line	05-Jul-2018		23-Oct-2019	ANTHEA	From Voucher	9,900.00	0.00	0.00	9,900.00
4	3	July 2018	2G-BUILDINGS & BUILDING IMPROV	-	TOWN-Town Hall	01-Straight Line	05-Jul-2018		23-Oct-2019	ANTHEA	From Voucher	7,481.72	0.00	0.00	7,481.72
5	4	Level Funding July 2018	2G-BUILDINGS & BUILDING IMPROV	-	TOWN-Town Hall	01-Straight Line	05-Jul-2018		23-Oct-2019	ANTHEA	From Voucher	110,000.00	0.00	0.00	110,000.00
6	5	Level Funding July 2018	7G-INFRASTRUCTURE	-	TOWN-Town Hall	01-Straight Line	05-Jul-2018		23-Oct-2019	ANTHEA	From Voucher	482,300.00	0.00	0.00	482,300.00
7	6	July 2018	3G-IMPROVEMENTS (OTHER THAN BU	-	TOWN-Town Hall	01-Straight Line	05-Jul-2018		23-Oct-2019	ANTHEA	From Voucher	5,919.57	0.00	0.00	5,919.57
8	7	August 2018	3G-IMPROVEMENTS (OTHER THAN BU	-	TOWN-Town Hall	01-Straight Line	05-Jul-2018		23-Oct-2019	ANTHEA	From Voucher	57,128.12	0.00	0.00	57,128.12
9	8	June 2018	3G-IMPROVEMENTS (OTHER THAN BU	-	TOWN-Town Hall	01-Straight Line	02-Jul-2018		23-Oct-2019	ANTHEA	From Voucher	179,956.45	0.00	0.00	179,956.45
10	9	N/A	3G-IMPROVEMENTS (OTHER THAN BU	-	TOWN-Town Hall	01-Straight Line	10-Jul-2018		23-Oct-2019	ANTHEA	From Voucher	29,326.62	0.00	0.00	29,326.62
11	10	Active Shooter Packs (10)	5G-VEHICLES	-	TOWN-Town Hall	01-Straight Line	11-Jul-2018		23-Oct-2019	ANTHEA	From Voucher	7,760.00	0.00	0.00	7,760.00
12		*** Grand Total***										961,700.48	0.00	0.00	961,700.48

Figure 9 Before – the Acquisition History Report Run as Excel® did not show Original and Salvage columns

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
Asset	Seq#	Description	Class	Depreciation-Method	InService	DisposalDat	Entry Date	Type	Original-Co	Salvage-V	Basis	Accum-Deprec	Disposal-A	Book Value			
1	1	FY19 Annual License & Support	4G-MACHINERY	01-Straight Line	05-Jul-2018		23-Oct-2019	From Voucher	79,920.00	7,992.00	71,928.00	0.00	0.00	71,928.00			
2	1	F19 Annual Service fees	4G-MACHINERY	01-Straight Line	05-Jul-2018	23-Oct-2019	23-Oct-2019	From Voucher	11,000.00	1,100.00	9,900.00	0.00	9,900.00	0.00			
4	3	July 2018	4G-MACHINERY	01-Straight Line	05-Jul-2018		23-Oct-2019	From Voucher	9,000.00	500.00	8,500.00	0.00	0.00	8,500.00			
5	4	Level Funding July 2018	2G-BUILDINGS	01-Straight Line	05-Jul-2018		23-Oct-2019	From Voucher	110,000.00	0.00	110,000.00	0.00	0.00	110,000.00			
6	5	Level Funding July 2018	7G-INFRASTRU	01-Straight Line	05-Jul-2018		23-Oct-2019	From Voucher	482,300.00	0.00	482,300.00	0.00	0.00	482,300.00			
7	6	July 2018	3G-IMPROVEM	01-Straight Line	05-Jul-2018		23-Oct-2019	From Voucher	5,919.57	0.00	5,919.57	0.00	0.00	5,919.57			
8	7	August 2018	3G-IMPROVEM	01-Straight Line	05-Jul-2018		23-Oct-2019	From Voucher	57,128.12	0.00	57,128.12	0.00	0.00	57,128.12			
9	8	June 2018	3G-IMPROVEM	01-Straight Line	02-Jul-2018		23-Oct-2019	From Voucher	179,956.45	0.00	179,956.45	0.00	0.00	179,956.45			
10	9	N/A	3G-IMPROVEM	01-Straight Line	10-Jul-2018		23-Oct-2019	From Voucher	29,326.62	0.00	29,326.62	0.00	0.00	29,326.62			
11	10	Active Shooter Packs (10)	5G-VEHICLES	01-Straight Line	11-Jul-2018		23-Oct-2019	From Voucher	7,760.00	0.00	7,760.00	0.00	0.00	7,760.00			
33		*** Grand Total***							961,700.00	96,700.00	961,700.00	0.00	0.00	961,700.00			

Figure 10 After – the Acquisition History Report Run as Excel® includes Original and Salvage columns

[ADM-AUC-FA-1899]

4.4 #13608 YTD Depreciation [Enhancement]

Select **Fixed Assets** ► **Reports** ► **#13608 YTD Depreciation** to run the report:

Report Library

- Report Name: 13608-YTD Depreciation
- 13610-Depreciation Projections
- 13614-No Depreciation Report

Task 13608: YTD Depreciation

YTD Depreciation

Required: As of Date (mmddyyyy)

Optional: Enter up to 9 Class Codes

Optional: Enter up to 9 Sub-Class Codes

Optional: Enter up to 9 Location Codes

Print: Summary Detail

Sort: Sub-Class/Class Class/Sub-Class Location

Include Disposed Assets from Prior Years Yes No

Run as: Preview Print PDF Excel

If Printing use Duplex: Yes No

Buttons: Lookup, OK, Cancel, Clear All

Entering an “As of Date” of **30-Jun-2018** will now **exclude assets disposed of on or before 30-Jun-2018** and if the **No** radio button is selected only include assets disposed of **since** that date.

ADMINS added a legend to the report that shows the selections made when running the report.



13608-FADEPYTDTRPT.REP Printed 25-Nov-2019 at 14:48:00 by [redacted] Page 3
Town of Admins
YTD Depreciation

Asset	Seq#	Description	01-Jan-2019 Accum Deprec	Increase	Decrease	01-Jan-2020 Accum Deprec
*** Grand Total ***				86,634.40		86,634.40

Selection Legend:
As Of Date: 01012020
Include Disposed Assets: N
Sort By: By Sub-Class/Class
Report In: Detail

[ADM-AUC-FA-1898]

4.5 #13610 Depreciation Projections Report [Fix]

Description	Year_1	Year_2	Year_3-5	Year_6-10	Year_11-15	Year_16-20	Year_21-30	Year_31-40	Year_41+	Total Deprec	Book Value
Class: BUILDINGS & BUILDING IMPROVEMENTS	11,000.00	11,000.00	33,000.00	55,000.00	0.00	0.00	0.00	0.00	0.00	110,000.00	110,000.00
Class: IMPROVEMENTS (OTHER THAN BUILDING)	27,233.08	27,233.08	81,699.24	136,165.36	0.00	0.00	0.00	0.00	0.00	272,330.76	272,330.76
Class: MACHINERY & EQUIPMENT	16,085.60	16,085.60	48,256.80	0.00	0.00	0.00	0.00	0.00	0.00	80,428.00	80,428.00
Class: VEHICLES	517.33	517.33	1,551.99	2,586.65	2,586.70	0.00	0.00	0.00	0.00	7,760.00	7,760.00
Class: INFRASTRUCTURE	48,230.00	48,230.00	144,690.00	241,150.00	0.00	0.00	0.00	0.00	0.00	482,300.00	482,300.00
Sub-Class:	103,086.01	103,086.01	309,198.03	434,902.01	2,586.70	0.00	0.00	0.00	0.00	952,818.76	952,818.76
Class: BUILDINGS & BUILDING IMPROVEMENTS	4,179.86	4,179.86	12,539.58	20,899.30	20,899.28	13,432.60	13,432.60	13,432.60	13,432.60	89,563.18	89,563.18
Class: VEHICLES	10,641.41	10,641.41	23,695.23	0.00	0.00	0.00	0.00	0.00	0.00	44,888.05	44,888.05
Class: MISCELLANEOUS	3,532.50	7,065.00	21,915.00	19,687.50	0.00	0.00	0.00	0.00	0.00	52,200.00	52,200.00
Sub-Class: Public Safety	18,383.77	21,886.27	58,059.81	40,588.80	20,899.28	13,432.60	13,432.60	13,432.60	13,432.60	186,651.23	186,651.23
Class: BUILDINGS & BUILDING IMPROVEMENTS	4,378.79	4,378.79	13,136.39	15,756.00	15,756.00	15,756.00	15,756.00	15,756.00	15,756.00	74,467.97	74,467.97
Sub-Class: Education	4,378.79	4,378.79	13,136.39	15,756.00	15,756.00	15,756.00	15,756.00	15,756.00	15,756.00	74,467.97	74,467.97
Class: MACHINERY & EQUIPMENT	1,862.82	1,862.82	5,588.46	0.00	0.00	0.00	0.00	0.00	0.00	9,314.10	9,314.10
Sub-Class: Public Works	1,862.82	1,862.82	5,588.46	0.00	0.00	0.00	0.00	0.00	0.00	9,314.10	9,314.10
Class: MACHINERY & EQUIPMENT	14,785.17	14,785.17	44,355.52	0.00	0.00	0.00	0.00	0.00	0.00	73,925.86	73,925.86
Sub-Class: Sewer Enterprise	14,785.17	14,785.17	44,355.52	0.00	0.00	0.00	0.00	0.00	0.00	73,925.86	73,925.86
*** Grand Total***	142,446.56	145,979.06	430,338.21	491,244.81	39,241.98	29,188.60	29,188.60	29,188.60	29,188.60	1,297,177.92	1,297,177.92

ADMINS corrected the error that was generated when the projection report was run.

Select Fixed Assets ▶ Reports ▶ Report Library ▶ [Depreciation] to run this report.

Figure 11 #13610 Depreciation Projections Report run as Excel® in summary format

[ADM-AUC-FA-1899]

4.6 Excel® Reports [Enhancement]

13601-FADETSUMLST.REP

Town of Admins
Asset Summary List

Asset Seq#	Description	Class	SubCls	Location	Original-Cost	Salvage-Value	Basis	Accum-Deprec	Disposed-Amt	Book-Value
4	1 Level Funding July 2018	2G		TOWN	110,000.00	0.00	110,000.00	5,500.00	0.00	104,500.00
Total Asset 4					110,000.00	0.00	110,000.00	5,500.00	0.00	104,500.00
5	1 Level Funding July 2018	7G		TOWN	482,300.00	0.00	482,300.00	24,115.00	0.00	458,185.00
Total Asset 5					482,300.00	0.00	482,300.00	24,115.00	0.00	458,185.00
6	1 July 2018	2G		TOWN	10,000.00	200.00	9,800.00	295.98	0.00	9,504.02
Total Asset 6					10,000.00	200.00	9,800.00	295.98	0.00	9,504.02
7	1 August 2018	4G		TOWN	67,128.12	0.00	67,128.12	2,856.41	0.00	64,271.71
Total Asset 7					67,128.12	0.00	67,128.12	2,856.41	0.00	64,271.71

Users frequently ask for assistance to re-run an Excel® report – and provide an image or photocopy sample that was produced around the same time last year. To help support@admins.com staff provide quicker answers, many AUC Excel® reports will now

include the **report number and name** in the upper left corner of the report, similar to what is shown on reports run as **Print/Preview/PDF®**. ADMINS also now includes the **username** at the bottom right of the reports.



To see this information while working on the **Excel®** spreadsheet, select **View ▶ Page Layout** view.

Asset	Seq#	Description	Class	SubCls	Location
4	1	Level Funding July 2018	2G		TOWN
		Total Asset 4			
5	1	Level Funding July 2018	7G		TOWN
		Total Asset 5			
123	1	Vin # 1fm5k8ar2jgb58677	5G	2	TOWN
		Total Asset 123			
128	1	(BELLINGHAM EASEMENTS) MECHANIC, MAPLE AND SO. MAPLE ST	1G	5	TOWN

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By THERESA

This information is also available on the **preview or printed Excel®** output.

[ADM-AUC-SY-8133]

5 HELP REFERENCE LIBRARY

5.1 New or Updated Documents

- FA-115 The Fixed Assets Manual [Updated]
- PROCESSING FA-200 Acquiring Fixed Assets [Updated]
- MAINTENANCE FA-330 Asset Maintenance [Updated]
- TABLES FA-610 Fixed Asset Tables [Updated]
- SYSTEM FA-820 System Administration Kit [Updated]