



FIXED ASSETS

RELEASE NOTES – MARCH 2019

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

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1. TRANSFERRING AN ASSET

Municipalities tracking Fixed Assets need to move assets between classes, for example, when a Construction in Progress asset is completed and transitioned to a Building, or a building during renovations.

1.1. Change Asset Entry Screen [Enhancement]

ADMINS added a “Last Transaction Date” field to the Accounting section of the screen. When processing a change, the GL Effective Date must be *the same as or after* the “Last Transaction Date”. To learn more about this, read the [FA-220 Asset Changes Document](#) in the Help Reference Library.

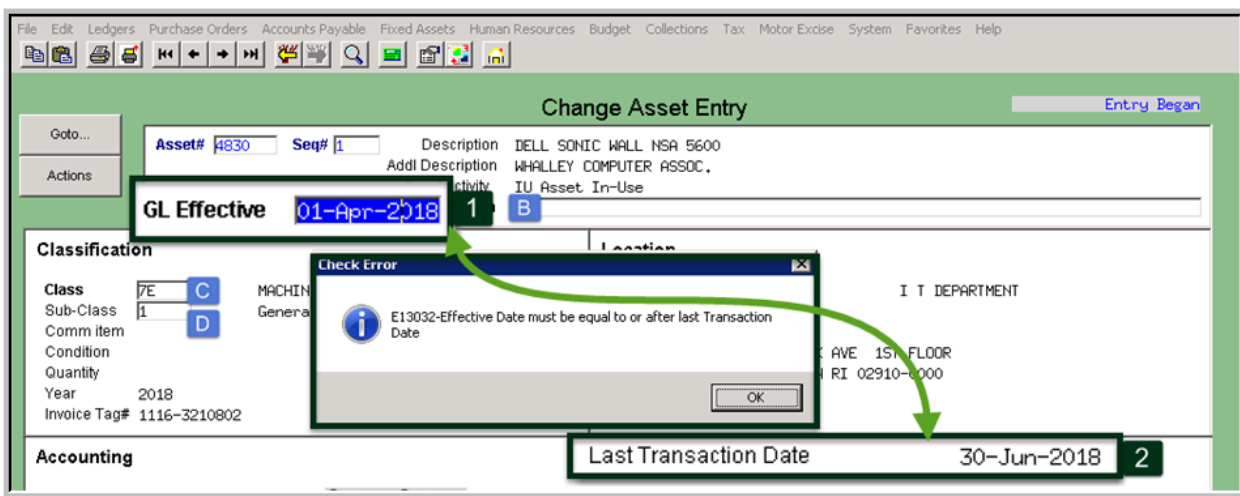


Figure 1 Last Transaction Date and Error Checking added to the change processing screen

1.2. Fixed Assets ► Maintenance Maintain Assets ► [4 Trx History] Tab [Enhancement]

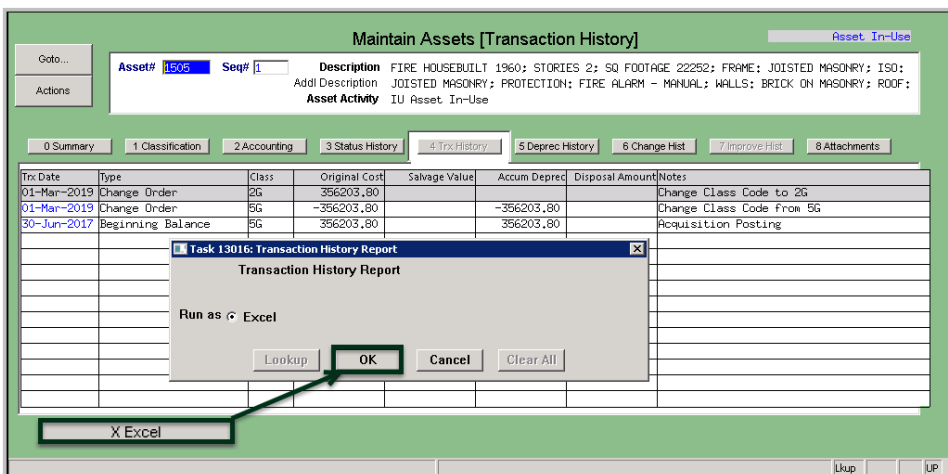


Figure 2 Transaction History Tab of the Maintain Assets Screen

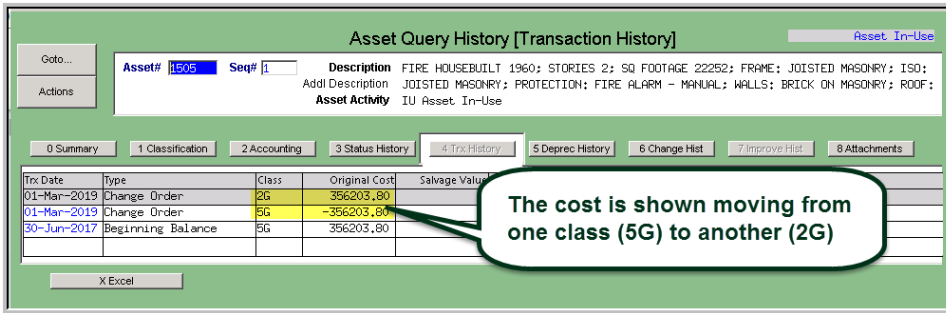
Select **Fixed Assets ► Maintenance ► Maintain Assets** and enter the asset# for which the class code has changed. To see the new “Class” column on this screen click **[4 Trx History]**.

Click on the **[X Excel®]** button to view a spreadsheet of the transaction history as shown in Figure 4.



1.3. Asset Query ▶ Transaction Query Screen [Enhancement]

ADMINS added the Class Code to the Asset Query [4 Trx History] screen.



Click on the [X Excel®] button to view a spreadsheet of the transaction history as shown in Figure 4.

Figure 3 Asset Query History [4 Trx History] tab

1.3.1. Class Code and Description Shown on the Excel List [Enhancement]

Asset	Seq#	Description	Type	Class	Trx Date	Original Cost	Salvage Value	Accum Deprec	Disposed Amt	Book Value
1505	1	FIRE HOUSEBUILT 1960; STORIES 2; SQ FOOTAGE 22252; FRAME JOISTED MASONRY; ISO: JOISTED MASONRY; PROTECTION: FIRE ALARM - MANUAL; WALLS: BRICK ON MASONRY; ROOF: IU Asset In-Use	Beginning Balance	5G-BUILDINGS & BUILDING IMPROV	30-Jun-2017	356,203.80	0.00	356,203.80	0.00	0.00
			Change Order	5G-BUILDINGS & BUILDING IMPROV	01-Mar-2019	-356,203.80	0.00	-356,203.80	0.00	0.00
			Change Order	2G-CONSTRUCTION IN PROGRESS	01-Mar-2019	356,203.80	0.00	0.00	0.00	356,203.80
Total Asset 1505 / 1						356,203.80	0.00	0.00	0.00	356,203.80
*** Grand Total***						356,203.80	0.00	0.00	0.00	356,203.80

Figure 4 The same Excel output is available either from the Maintain Assets or the Asset Query screen [4 Trx History]

1.4. Reports ▶ YTD Report Detail [Enhancement]

Asset	Seq#	Description	30-Jun-2017 Cost	Increase	Decrease	30-Jun-2018 Cost
4,647	1	TRAFFIC CONTROL EQUIPMENT	0.00	8,300.00	0.00	8,300.00
Total By Class: MACHINERY & EQUIPMENT [GOV]			0.00	8,300.00	0.00	8,300.00
Total By Sub-Class: Public Safety			0.00	8,300.00	0.00	8,300.00
9,997	1	Well - Lake Nagog Aquifer	0.00	3,815,750.00	0.00	3,815,750.00
Total By Class: CONSTRUCTION IN PROGRSSS [ENT]			0.00	3,815,750.00	0.00	3,815,750.00
1,634	1	SURREY/BELVEDERE DRAINAGE IMPROVEMENTS	0.00	13,077.00	0.00	13,077.00

The Year to Date Report, run in detail, shows the net zero increase and decrease for the Construction in Progress and Building classes.

Figure 5 – The YTD Report as of June 2018 shows Asset #9997 as Construction in Progress

Asset	Seq#	Description	30-Jun-2018 Cost	Increase	Decrease	30-Jun-2019 Cost
4,647	1	TRAFFIC CONTROL EQUIPMENT	8,300.00	0.00	0.00	8,300.00
Total By Class: MACHINERY & EQUIPMENT [GOV]			8,300.00	0.00	0.00	8,300.00
Total By Sub-Class: Public Safety			8,300.00	0.00	0.00	8,300.00
9,997	1	Well - Lake Nagog Aquifer	3,815,750.00	0.00	-3,815,750.00	0.00
9,998	1	Build new wastewater treatment plant on Spectacl Pond Road	0.00	4,350,750.00	0.00	4,350,750.00
Total By Class: CONSTRUCTION IN PROGRSSS [ENT]			3,815,750.00	4,350,750.00	-3,815,750.00	4,350,750.00
4,634	1	SURREY/BELVEDERE DRAINAGE IMPROVEMENTS	13,077.00	0.00	0.00	13,077.00
Total By Class: LAND IMPROVEMENTS [GOV]			13,077.00	0.00	0.00	13,077.00
9,997	1	Well - Lake Nagog Aquifer	0.00	3,815,750.00	0.00	3,815,750.00
Total By Class: INFRASTRUCTURE [ENT]			0.00	3,815,750.00	0.00	3,815,750.00

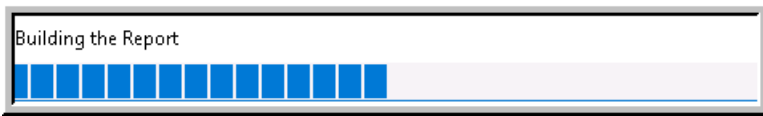
Compare the reports from June 2018 (Figure 5) to June of 2019 (Figure 6):

Figure 6 The YTD Report as of June 2019 shows the transfer from Construction in Progress to Infrastructure

[ADM-AUC-FA-1895]



2. REPORTS

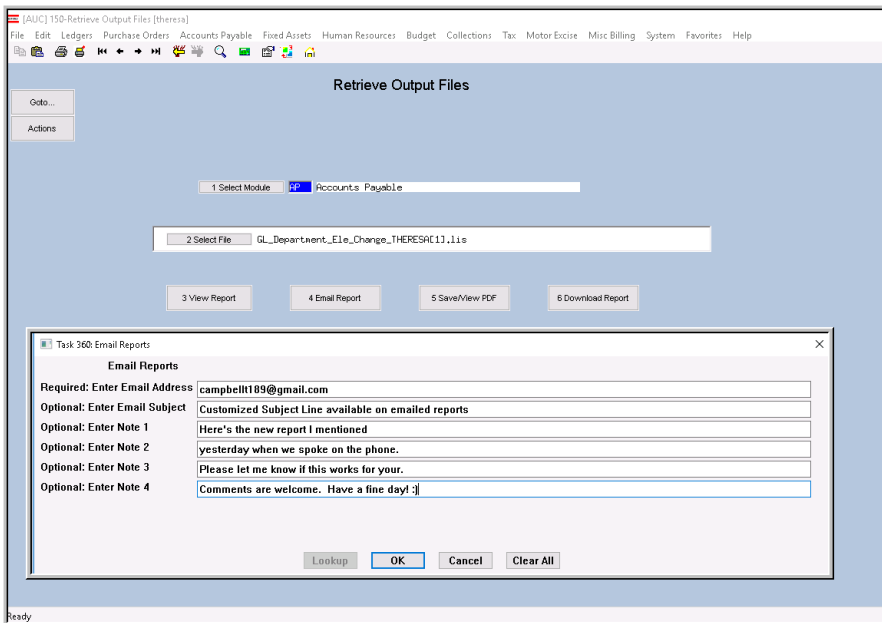


A change was made for all reports. In the past, this progress bar image was displayed as reports were running. This was causing an issue with some **Excel®**

reports; **ADMINS** turned this feature off for now and will reinstate it at a later time.

[ADM-AUC-SY-8093]

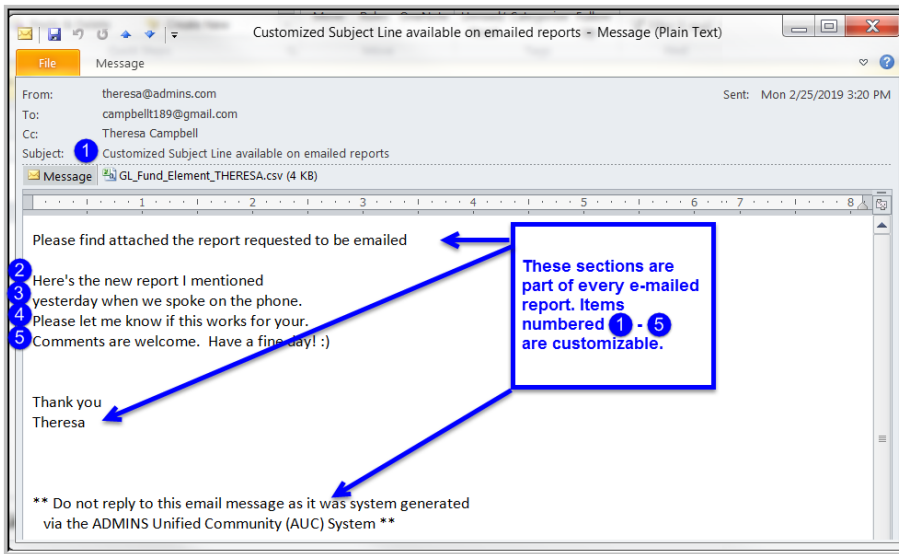
2.1. Retrieve Output Files [Enhancement]



ADMINS offers the Retrieve Output file feature on every module, allowing all **AUC** users to send a report to any valid email address. With this software update, **ADMINS** is pleased to announce a customized subject line for email reports.

Select the file and click on **[4 Email Report]**. Fill in the prompts as shown in Figure 7.

Figure 7 New Subject Line field is an optional field on the Email Reports form



The result is shown in Figure 8. Most output formats (.lis, .xml, .xls) are converted to PDF prior to emailing. If mailing a .csv file, the .csv format is retained.

Figure 8 Email with attached file

[ADM-AUC-SY-8084]

3. HELP REFERENCE LIBRARY

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

3.1. New or Updated Documents

- | | | |
|--|--|--|
| <ul style="list-style-type: none"> • PROCESSING • QUERIES • OTHER | <ul style="list-style-type: none"> FA-115 The Fixed Asset Manual FA-220 Asset Changes FA-410 Querying Fixed Assets FA-715 Favorites Screen | <ul style="list-style-type: none"> [Updated] [Updated] [Updated] [New] |
|--|--|--|