# FIXED ASSETS

# RELEASE NOTES – MARCH 2019

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

## Contents

# 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.
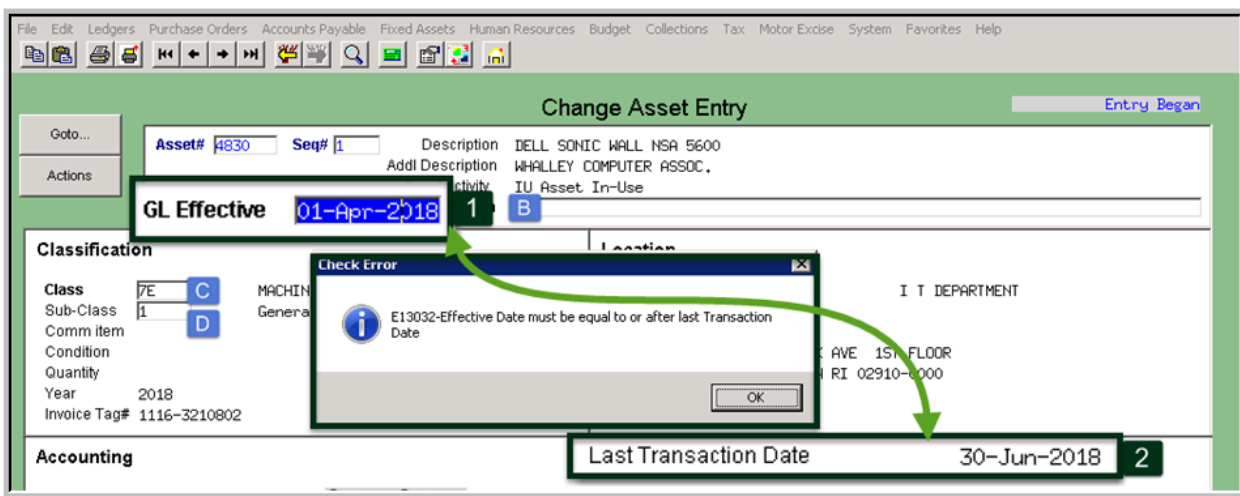


**Figure 1 Last Transaction Date and Error Checking added to the change processing screen**

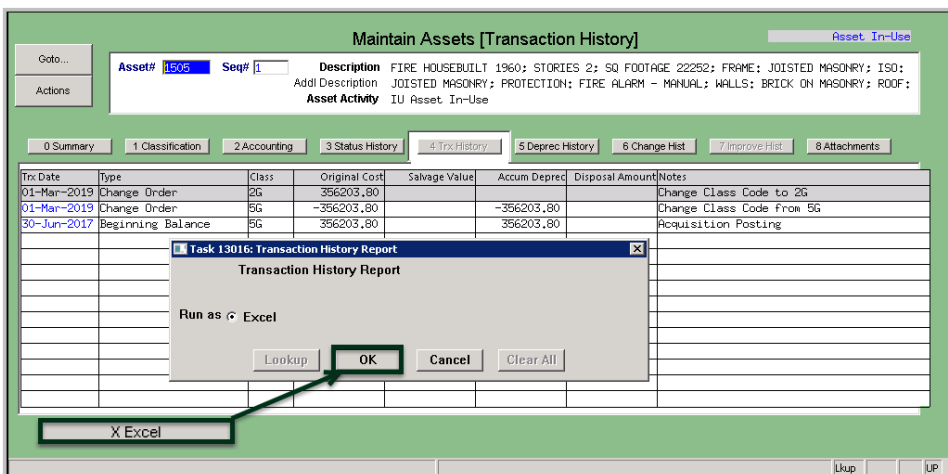## 1.2.    Fixed Assets ▶ Maintenance Maintain Assets ▶ [4 Trx History] Tab [Enhancement]
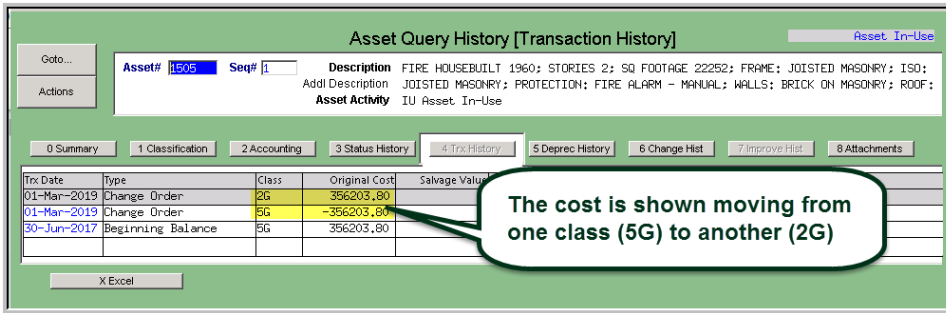
Select **Fixed Assets ▶ Maintenance ▶ Maintain Assets** and enter the asset# for which the class code has changed.  To see the new **"Class"** column on this screen click **[4 Trx History]**.

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



**Figure 2 Transaction History Tab of the Maintain Assets Screen**

## 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]



**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]



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

The **Year to Date Report**, run in detail, shows the net zero increase and decrease for the Construction in Progress and Building classes.
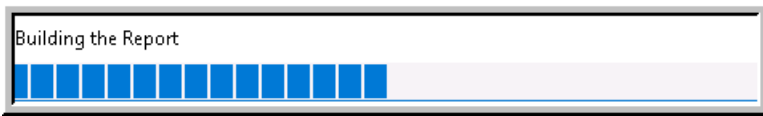
Compare the reports from June 2018 (Figure 5) to June of 2019 (Figure 6):



**Figure 6 The YTD Report as of June 2019 shows the transfer from Construction in Progress to Infrastructure**
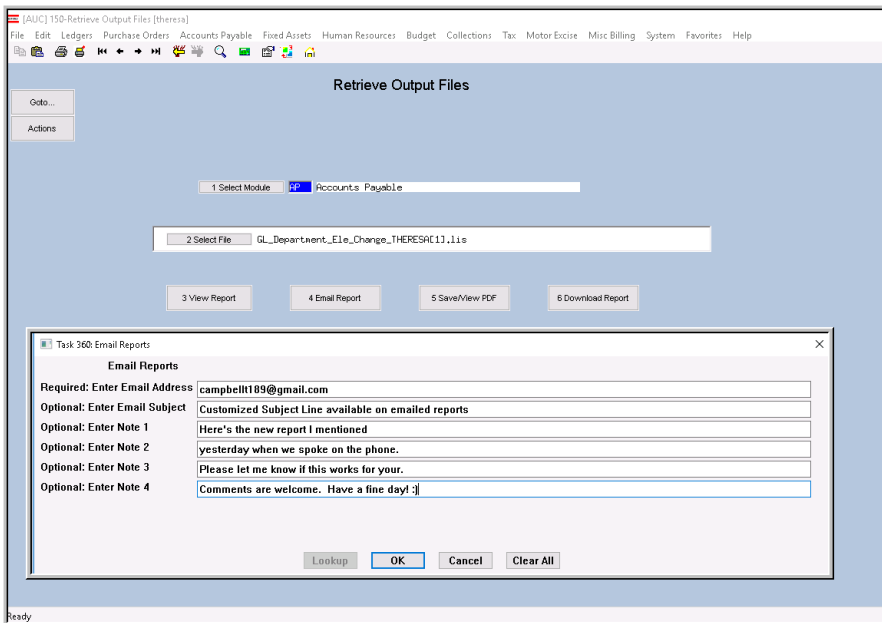
[ADM-AUC-FA-1895]

# 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.
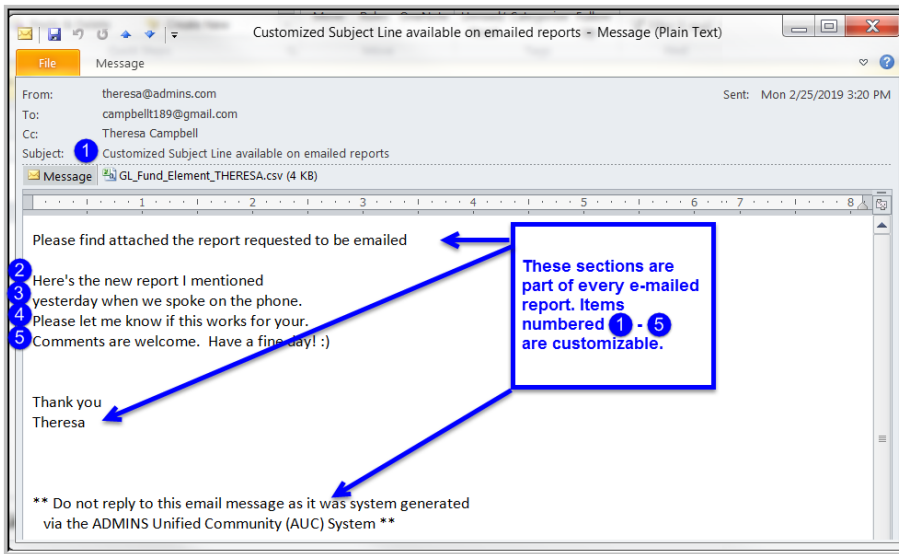
[ADM-AUC-SY-8093]

## 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

|  |  | FA–115 The Fixed Asset Manual | [Updated] |
| --- | --- | --- | --- |
| • | PROCESSING | FA–220 Asset Changes | [Updated] |
| • | QUERIES | FA–410 Querying Fixed Assets | [Updated] |
| • | OTHER | FA–715 Favorites Screen | [New] |