



FIXED ASSETS

RELEASE NOTES – MARCH 2020

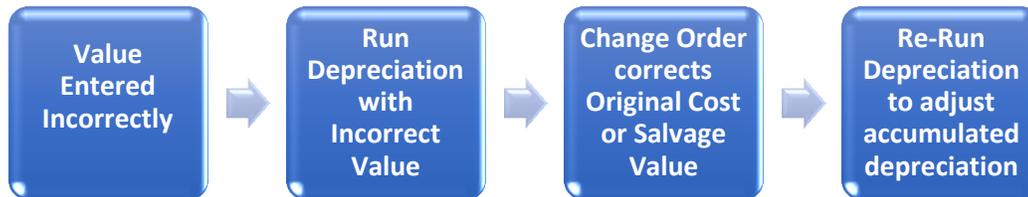
This document explains new product enhancements added to the **ADMINS Unified Community for Windows (AUC) FIXED ASSETS** system.

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1 CHANGES TO ASSET ► Depreciation [Enhancement]

ADMINS now allows the recalculation of depreciation if the original cost or the salvage value of an asset is changed via a change order. Both original cost and salvage value are used to determine the basis for the depreciation calculation.



If, after posting depreciation for an asset, an original cost or salvage value is corrected, the depreciation must be re-run to accurately reflect the accumulated depreciation. Prior to the software update, the asset could not be selected for depreciation again if the asset had been depreciated for the year.

	Asset Original Cost	\$ 179,956.45	
	Useful Life of Asset in Years	10	
	Depreciation	\$ 17,995.65	
A	First Year Depreciation	\$ 8,997.82	(Since this is the first year of depreciation and the asset service date was after the start of the year, divide the depreciation by 1/2)
	Asset Original Cost	\$ 169,956.45	
	Useful Life of Asset in Years	10	
	Depreciation	\$ 16,995.65	
B	First Year Depreciation	\$ 8,497.82	(Since this is the first year of depreciation and the asset service date was after the start of the year, divide the depreciation by 1/2)
	Difference	\$ (500.00)	This amount will post to depreciation

Figure 1 Depreciation Comparison

The system will allow selecting assets for depreciation if the original cost or salvage value has changed subsequent to the most recent depreciation calculation. The process will compare the current date to the most recent transactions and calculate the depreciation. If there is a difference, the asset will be selected for the depreciation calculation.



The calculated depreciation edit list will show an asterisk in the description column for any recalculated depreciation. Complete all the steps and post the depreciation.

13408-FADEPCLCEDT.REP Printed 04-Mar-2020 at 13:34:23 by THERESA Town of Admins
Calculated Depreciation Edit List

Depreciation as of

Asset	Seq#	Description	Post	Year	Basis	Book Value	Year	Calculated Depreciation	Entered Depreciation	Difference
6	1	* Fire Station Wiring	Jun-2019	10	9,800.00	9,504.02	10	194.02	194.02	
7	1	* Police Telecom	Jun-2019	10	67,128.12	64,271.71	10	500.00	500.00	
131	1	* Fire Station #1	Jun-2019	15	30,400.08	29,653.41	15	266.67	266.67	
								960.69	960.69	

Selection Legend: 2
If the description starts with * this indicates recalculated depreciation. The amount shown is the difference between what has already posted as depreciation for the Year and the current calculated depreciation with the new calculation based on a change to the Cost of an Asset.

Figure 2 Edit list – asterisks identify the re-calculated depreciation

Asset #131 is shown in the examples. Go to the **Fixed Assets ▶ Queries ▶ [5 Depreciation History]** screen to see the two depreciation calculations on June 30, 2019; the original and the re-calculation:

Asset Query History [Depreciation History] Asset In-Use

Asset# 131 Seq# 1 Description Fire Station #1
Addl 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

Change Date	Time	User	Calc Date	Year	Amount	Notes
20-Nov-2019	11:37:48,42	ANTHEA	30-Jun-2019	1	746.67	Depreciation Calculated to 30-Jun-2019

X Excel

Figure 3 Depreciation History before the change order and depreciation re-calculated

Asset Query History [Depreciation History] Asset Open Asset In-Use

Asset# 131 Seq# 1 Description Fire Station #1
Addl 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

Change Date	Time	User	Calc Date	Year	Amount	Notes
04-Mar-2020	13:43:16,02	THERESA	30-Jun-2019	1	266.67	Depreciation Re-Calculated to 30-Jun-2019
20-Nov-2019	11:37:48,42	ANTHEA	30-Jun-2019	1	746.67	Depreciation Calculated to 30-Jun-2019

X Excel

Figure 4 After Depreciation History showing both calculations

This works for both increases and decreases to original cost / salvage value and the resulting change to the accumulated depreciation.

[ADM-AUC-FA-1907]



2 QUERIES ► [4 Trx History] ► [X Excel] [Enhancement]

ADMINS added an **Entered** and **Time** column to the **Excel®** list produced from the **Transaction History** screen. Multiple transactions can be **dated** on the same day but processed in the system on different dates. The dates and times that a transaction was processed determines the order in which they will appear in the transaction list.

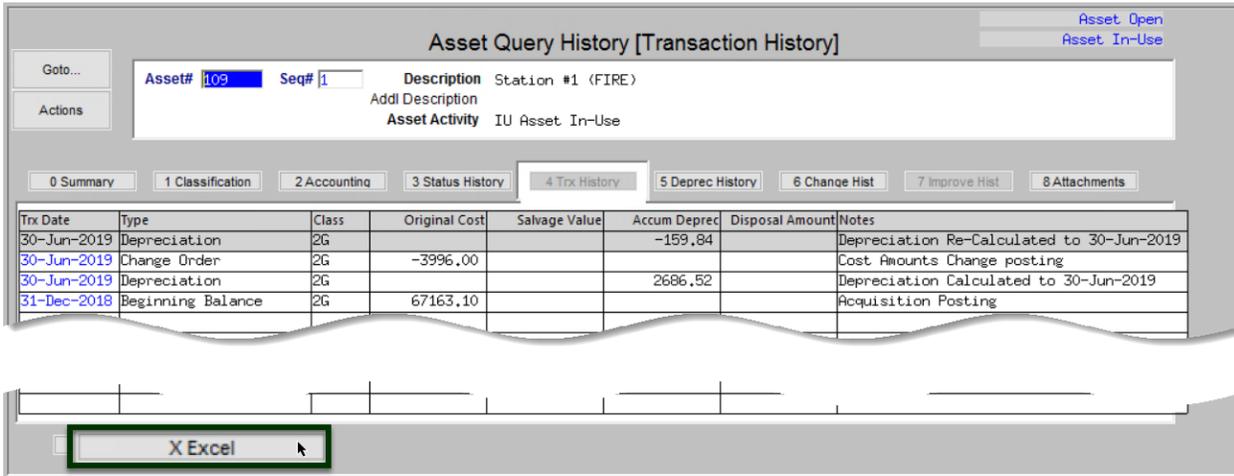


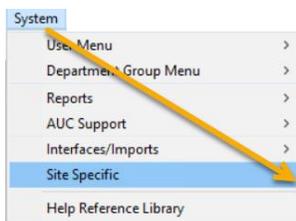
Figure 5 Asset Query History [4 Trx History] tab

Asset	Seq#	Description	Type	Class	Trx-Date	Cost	Salvage-Value	Accum-Deprec	Disposed-Amt	Book-Value	Entered	Time
109	1	Station #1 (FIRE)	Beginning Balance	2G-BUILDINGS & BUILDING IMPROV	31-Dec-2018	63.10	0.00	0.00	0.00	67,163.10	12-Nov-2019	11:56:32
			Depreciation	2G-BUILDINGS & BUILDING IMPROV	30-Jun-2019	0.00	0.00	2,686.52	0.00	64,476.58	20-Nov-2019	11:37:48
			Change Order	2G-BUILDINGS & BUILDING IMPROV	30-Jun-2019	96.00	0.00	0.00	0.00	60,480.58	04-Mar-2020	14:27:39
			Depreciation	2G-BUILDINGS & BUILDING IMPROV	30-Jun-2019	0.00	0.00	-159.84	0.00	60,640.42	04-Mar-2020	14:29:48
		Total Asset 109 / 1			30-Jun-2019	67.10	0.00	2,526.68	0.00	159.84		
		*** Grand Total***				63,167.10	0.00	2,526.68	0.00	159.84		

There are three transactions dated on 30 Jun 2019; the date and time the transactions were processed determines the order (oldest first) on the screen and spreadsheet.

[ADM-AUC-FA-1908]

3 COPY LIVE TO TRAINING [ENHANCEMENT]



ADMINS is pleased to offer this new feature. Now, users with a security level of **20** can initiate a copy of live data to training. To initiate copying live to training, select:

System ► Site Specific ► Copy Live to Training (Batch)

This process will refresh the training module, so verify with other department heads that they are not in the middle of doing any important testing.

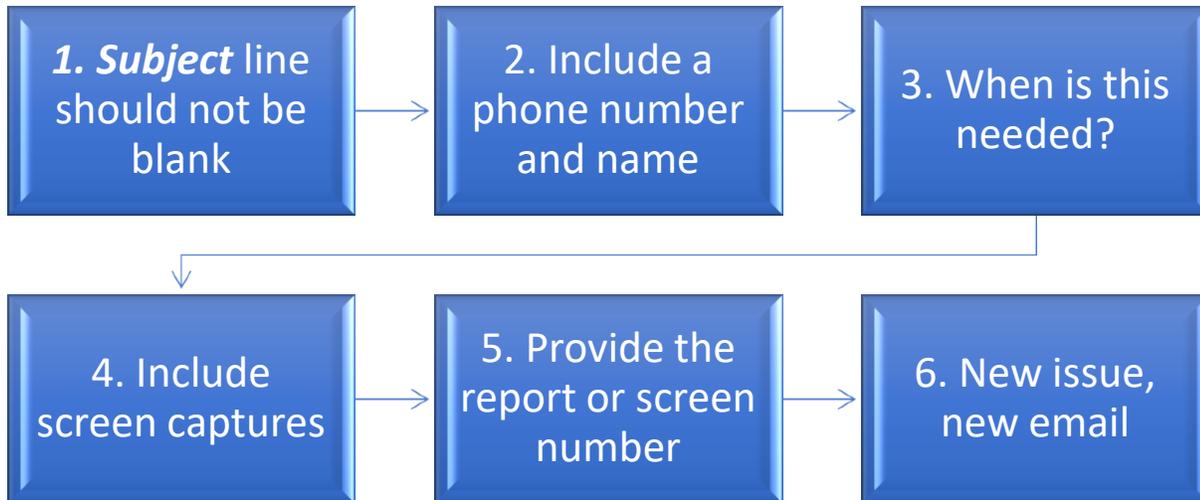


Read the detailed instructions in the **SY-175 Copy Live to Training (Batch)** document in the **Help Reference Library**.

[ADM-AUC-SY-8114]



4 WANT FASTER RESPONSE ON SUPPORT REQUESTS?



To improve the user experience when emailing support@admins.com for assistance, please include the following information on the email:

1. A **Subject:** line should briefly describe the request – for example, **Subject: Timesheet Entry Screen help needed**, or **Subject: Posting Disbursements – need assistance**.
2. Include your **full name** and **contact information**, including the **best phone number** to use when support staff call you.
3. How critical is the request? Is it **urgent**, as in trying to make a **4PM deadline for a bank ACH file**? If it is for the next time, let us know the next time the process will be run.
4. We love **pictures** – they are worth a thousand words–include screenshots when relevant.
5. We love words, too, so describe the problem, and include a **report number** or **screen number** if known.
6. Start a **new email for a new issue**. Use **Reply All** to include the entire support team and allow seamless escalation for complex requests.

5 HELP REFERENCE LIBRARY

The following new or updated documents were added to the Help Reference Library.

5.1 New or Updated Documents

- | | | |
|--------------|----------------------------------|-----------|
| • ----- | FA-115 The Fixed Assets Manual | [Updated] |
| • PROCESSING | FA-220 Asset Changes | [Updated] |
| • SYSTEM | FA-820 System Administration Kit | [Updated] |