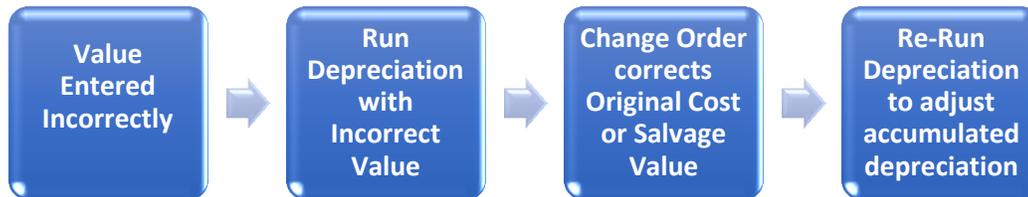# FIXED ASSETS

RELEASE NOTES – MARCH 2020

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

CONTENTS

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.

Value Entered Incorrectly	➡	Run Depreciation with Incorrect Value	➡	Change Order corrects Original Cost or Salvage Value	➡	Re-Run Depreciation to adjust accumulated depreciation

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.

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:

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

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]

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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.
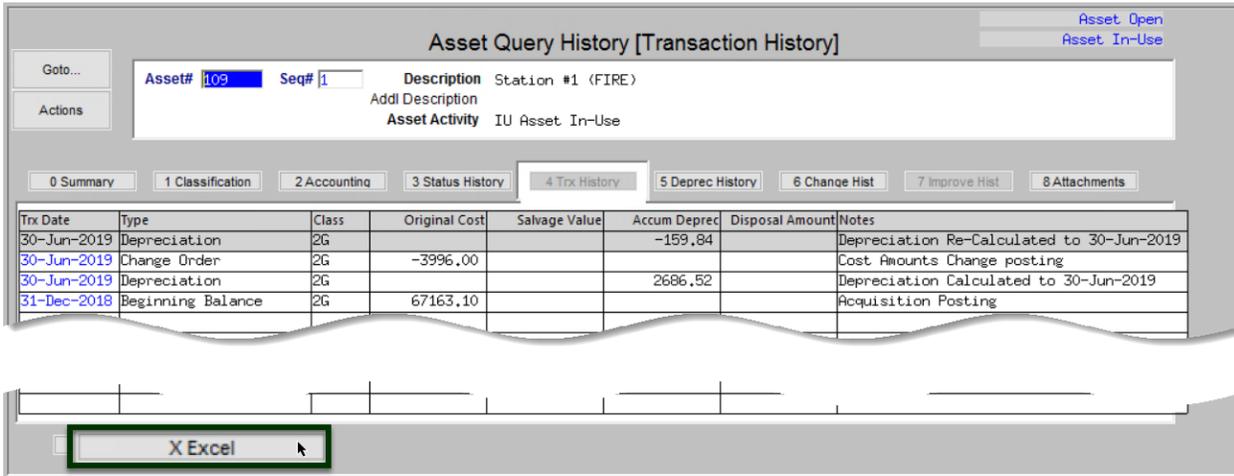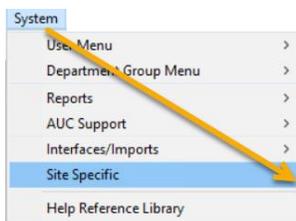

Figure 5 Asset Query History [4 Trx History] tab

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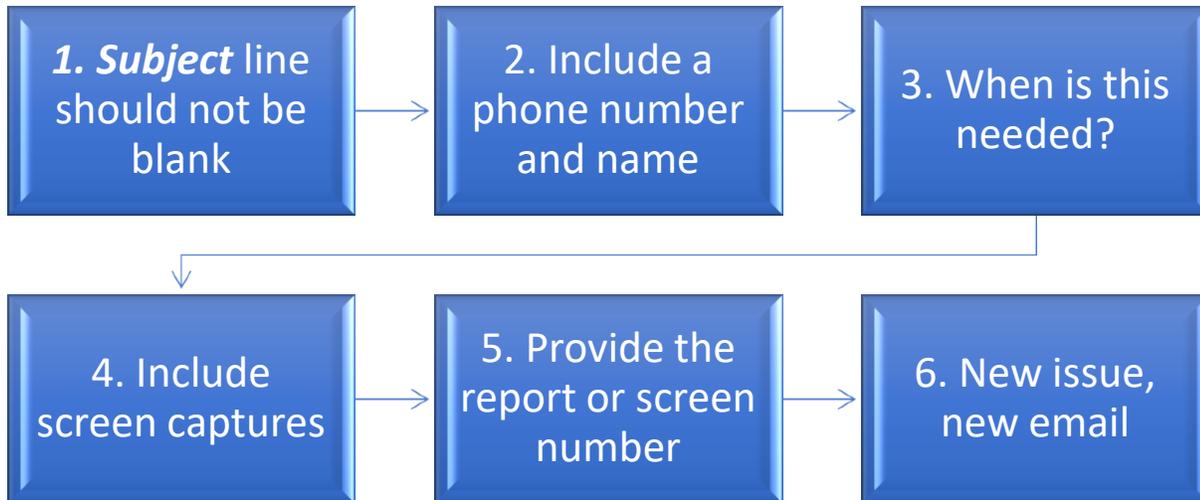
Read the detailed instructions in the **SY–175 Copy Live to Training (Batch)** document in the **Help Reference Library**.

[ADM-AUC-SY-8114]

4   WANT FASTER RESPONSE ON SUPPORT REQUESTS?

1. Subject line should not be blank	2. Include a phone number and name	3. When is this needed?
4. Include screen captures	5. Provide the report or screen number	6. New issue, new email

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]