



FIXED ASSETS

RELEASE NOTES – SEPTEMBER 2018

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

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1. WHO IS LOCKING A RECORD ON THE UPDATE SCREEN? [New]

ADMINS is pleased to announce a new feature that will identify who you are record-locked with on a new record-locking screen. When a record-lock occurs, a popup screen will appear as shown in Figure 1. Click on **[OK]**.

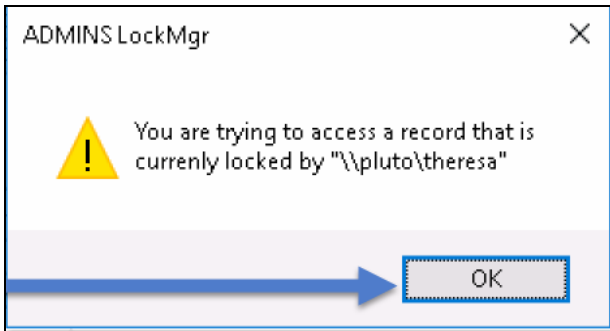


Figure 1 Popup notification that a record is locked

1. The system will display a new screen providing information needed to contact the user who is locking the record. The screen name will be supplied.
2. Contact the user locking the record to ask them to exit the screen.
3. Click on the **[Return to Previous Screen]** button to return to the same record that was previously locked.

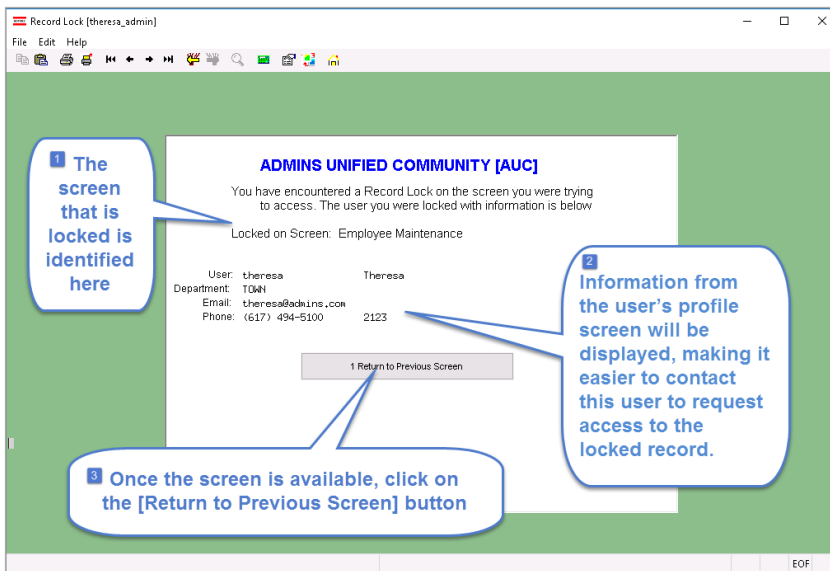



Figure 2–New screen with information about who is locking a record and how to contact them

If the user cannot be contacted to exit the record, proceed to another task by clicking on the  (**[Home]** button). From the home screen, use the menu to select another task.



Detailed information and examples are available in the new document, **FA-710 Locking Screen.**

[ADM-AUC-SY-8063]

2. VOUCHERS BASED ON A PURCHASE ORDER [Enhancement]

Prior to the software update, if a voucher was based on a purchase order, and the purchase order was not flagged as a fixed asset, the voucher could not be flagged as a fixed asset. This was changed to allow more flexibility in the processing of vouchers so that the items may be marked as a fixed asset. The **FA** field is now editable for vouchers created from a purchase order.



As brought in from the Purchase Order, line one was not marked with an "F" in the FA field, and line 2 was marked with an "F".

Enter an "F" in the FA field to flag the item as a Fixed Asset.

Line two is an example of a line on a PO that is marked as "F"; to remove the "F", use <spacebar> + <enter>.

[ADM-AUC-FA-1889]

3. CALCULATE DEPRECIATION [Enhancement]

Three selection criteria were added to the Calculate Depreciation step. Users now have the option to restrict the calculation by Location Code, Class Code and / or Sub-Class Code. This allows for greater flexibility when calculating and posting depreciation.

Figure 3 Before - only the date was entered

All criteria must match or no records will be returned. If just a single value is entered, i.e., just a Location Code for Fire, and Class and Sub-Class are left blank, then all records with a location code of fire will be included in the calculation

Figure 4 After – Filtering options added.

[ADM-AUC-FA-1890]



4. TABLES ▶ Asset Classification ▶ Default Depreciation Method [New]

A new field was added to the Asset Classification table to designate a default depreciation method. This may impact the acquisition and change processes; consult the updated documentation **FA-200 Acquiring Fixed Assets** and **FA-220 Asset Changes** in the Fixed Assets ▶ Help Reference Library.

Asset Classification

Class Code: [Redacted]

Description: [Redacted]
Posting Frequency: [Redacted]

Asset Accounting

Post to GL? Yes No

Asset Account# [0000-000-0000-000-00-000000] [Asset]
 Depreciation Expense [0000-000-0000-000-00-000000] [Liability/Expense]
 Accumulated Depreciation [0000-000-0000-000-00-000000] [Asset]
 Investments in General [0000-000-0000-000-00-000000] [Fund Equity/Expense]

Figure 5 Before – No Default Depreciation Method Field

Asset Classification

Class Code: 2

Description: BUILDINGS & BUILDING
Posting Frequency: ANNUAL
Depreciation Method: 10

Asset Accounting

Post to GL? Yes No

Asset Account# [0710-000-0000-000-00-000000] [Asset]
 Depreciation Expense [0710-000-0000-000-00-000000] [Liability/Expense]
 Accumulated Depreciation [0710-000-0000-000-00-000000] [Asset]
 Investments in General [0710-000-0000-000-00-000000] [Fund Equity/Expense]

Depreciation Method List:

Co	Description	St	Tof
01	Straight Line	A	
10	Do Not Depreciate	R	

Depreciation method 10 tells the system "Do Not Depreciate" (for land, construction in progress).

Figure 6 After–Default Depreciation Method Field

4.1. Classification Edit List

The Asset Classification Table edit list was updated to include the depreciation method field for each code.

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Classification Edit List

Code	Description	Post To GL	Accounting	Status
1	LAND	Y		Active
1E	LAND	Y		Active

Figure 7 Before–Edit List



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Classification Edit List

Code	Description	Post To GL	Post Freq	Dep Mth	Accounting	Status
1	LAND	Y	ANN	10	Asset 9710-000-0000-000-00-00-91004 Depreciation Expense 9710-000-0000-000-00-00-92100 Accum Depreciation 9710-000-0000-000-00-00-92000 Investment in FA 9710-000-0000-000-00-00-91000	Active
1E	LAND	Y	ANN	10	Asset 9710-000-0000-000-00-00-91004 Depreciation Expense 9710-000-0000-000-00-00-92100 Accum Depreciation 9710-000-0000-000-00-00-92000 Investment in FA 9710-000-0000-000-00-00-91000	Active
1G	LAND	N	NOPOST	10		Active
1S	LAND	Y	ANN	10	Asset 9710-000-0000-000-00-00-91004 Depreciation Expense 9710-000-0000-000-00-00-92100 Accum Depreciation 9710-000-0000-000-00-00-92000 Investment in FA 9710-000-0000-000-00-00-91000	Active
2	BUILDINGS & BUILDING IMPROVEM	Y	ANN	01	Asset 9710-000-0000-000-00-00-91002 Depreciation Expense 9710-000-0000-000-00-00-92100 Accum Depreciation 9710-000-0000-000-00-00-92000 Investment in FA 9710-000-0000-000-00-00-91000	Active

Figure 8 After – Column added for Depreciation Method field–Preview/Print/PDF® output

Class_Edit_THERESA[1].xml - Microsoft Excel

	A	B	C	D	E	F	G	H	I
	Code	Description	Post To-GL	Post Freq	Depr Method	Account Type	Account	Account Description	Status
1	1	LAND	Y	ANN	10	Asset Account	9710-000-0000-000-00-00-91004	INVEST IN FA-LAND	Active
2						Depreciation Expense	9710-000-0000-000-00-00-92100	DEP EXPENSE-GENERAL GOVERNMENT	
3						Accum Depreciation	9710-000-0000-000-00-00-92000	ACCUMULATED DEP-GENERAL FUND	
4						Investments in FA	9710-000-0000-000-00-00-91000	INVESTMENT IN FIXED ASSETS	
5									
6									
7									
8	1E	LAND	Y	ANN	10	Asset Account	9710-000-0000-000-00-00-91004	INVEST IN FA-LAND	Active
9						Depreciation Expense	9710-000-0000-000-00-00-92100	DEP EXPENSE-GENERAL GOVERNMENT	
10						Accum Depreciation	9710-000-0000-000-00-00-92000	ACCUMULATED DEP-GENERAL FUND	
11						Investments in FA	9710-000-0000-000-00-00-91000	INVESTMENT IN FIXED ASSETS	
12									
13	1G	LAND	N	NOPOST	10				Active
14	1S	LAND	Y	ANN	10	Asset Account	9710-000-0000-000-00-00-91004	INVEST IN FA-LAND	Active
15						Depreciation Expense	9710-000-0000-000-00-00-92100	DEP EXPENSE-GENERAL GOVERNMENT	
16						Accum Depreciation	9710-000-0000-000-00-00-92000	ACCUMULATED DEP-GENERAL FUND	
17						Investments in FA	9710-000-0000-000-00-00-91000	INVESTMENT IN FIXED ASSETS	
18									
19	2	BUILDINGS & BUILDING IMPROVEMENTS	Y	ANN	01	Asset Account	9710-000-0000-000-00-00-91002	INVEST IN FA-BUILDINGS	Active
20						Depreciation Expense	9710-000-0000-000-00-00-92100	DEP EXPENSE-GENERAL GOVERNMENT	
21						Accum Depreciation	9710-000-0000-000-00-00-92000	ACCUMULATED DEP-GENERAL FUND	
22						Investments in FA	9710-000-0000-000-00-00-91000	INVESTMENT IN FIXED ASSETS	
23									
24	2E	BUILDINGS & BUILDING IMPROVEMENTS	Y	ANN	01	Asset Account	9710-000-0000-000-00-00-91002	INVEST IN FA-BUILDINGS	Active
25						Depreciation Expense	9710-000-0000-000-00-00-92100	DEP EXPENSE-GENERAL GOVERNMENT	
26						Accum Depreciation	9710-000-0000-000-00-00-92000	ACCUMULATED DEP-GENERAL FUND	
27						Investments in FA	9710-000-0000-000-00-00-91000	INVESTMENT IN FIXED ASSETS	

Figure 9 Edit List–After – column added for Depreciation Method–Excel® output

[ADM-AUC-FA-1891]

5. HELP REFERENCE LIBRARY

5.1. New or Updated Documents

- PROCESSING
 - FA–200 Acquiring Fixed Assets [Updated]
 - FA–220 Asset Changes [Updated]
 - FA–230 Depreciation Processing [Updated]
- TABLES
 - FA–610 Fixed Asset Tables [Updated]
- OTHER
 - FA–710 Locking Screen [New]