FIXED ASSETS

RELEASE NOTES – SEPTEMBER 2018

This document explains new product enhancements added to the ADMINS 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]**.
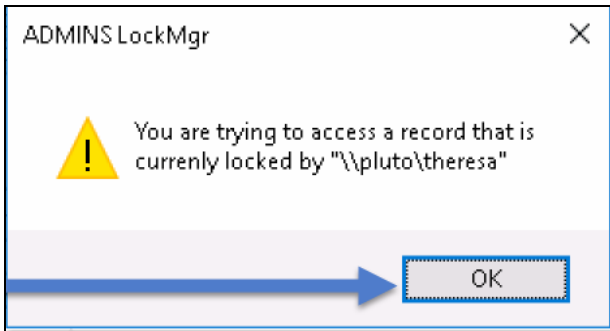

1. The system will display a new screen providing information needed to contact the user who is locking the record. The screen name will be supplied.

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.
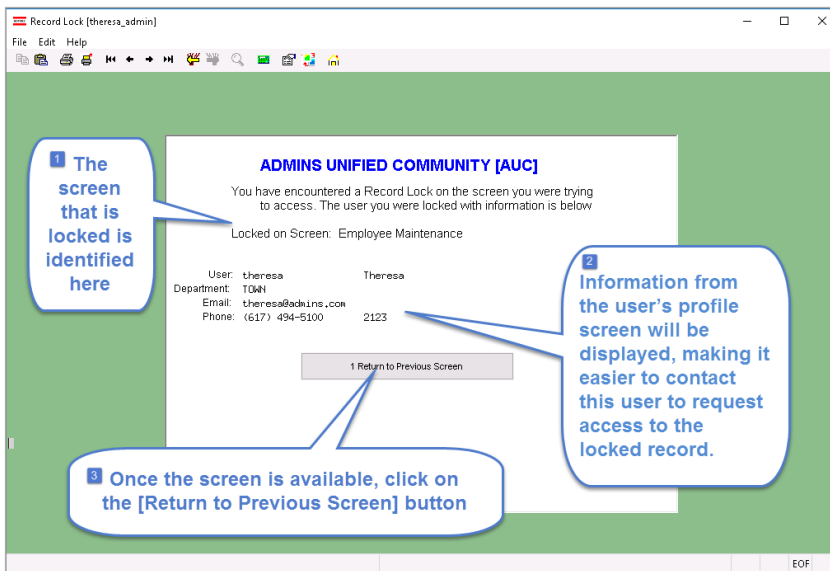
Figure 1 Popup notification that a record is locked

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.**

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

[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.

Figure 5 Before – No Default Depreciation Method Field

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.

Figure 7 Before–Edit List

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13590-FACLSCOD.REP          Printed 22-Aug-2018 at 13:05:00 by THERESA                                          Page 1
                                                    Town of Admins
                                                Classification Edit List

-------|-----------------------------|-------|--------|-----|-------------------------------------------------|----------|
       |                             | Post  | Post   | Dep |                                                 |          |
Code   | Description                 | To GL | Freq   | Mth | Accounting                                      | Status   |
-------|-----------------------------|-------|--------|-----|-------------------------------------------------|----------|
1      | LAND                        | Y     | ANN    | 10  | Asset               9710-000-0000-000-00-00-91004| Active   |
       |                             |       |        |     | 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|          |
------------------------------------------------------------------------------------------------------------------------
1E     | LAND                        | Y     | ANN    | 10  | Asset               9710-000-0000-000-00-00-91004| Active   |
       |                             |       |        |     | 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|          |
------------------------------------------------------------------------------------------------------------------------
1G     | LAND                        | N     | NOPOST | 10  |                                                 | Active   |
------------------------------------------------------------------------------------------------------------------------
1S     | LAND                        | Y     | ANN    | 10  | Asset               9710-000-0000-000-00-00-91004| Active   |
       |                             |       |        |     | 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|          |
------------------------------------------------------------------------------------------------------------------------
2      | BUILDINGS & BUILDING IMPROVEM | Y   | ANN    | 01  | Asset               9710-000-0000-000-00-00-91002| Active   |
       |                             |       |        |     | 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|          |
```

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

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]