## 1.1 Fixed Assets Guide

1

## Table of Contents
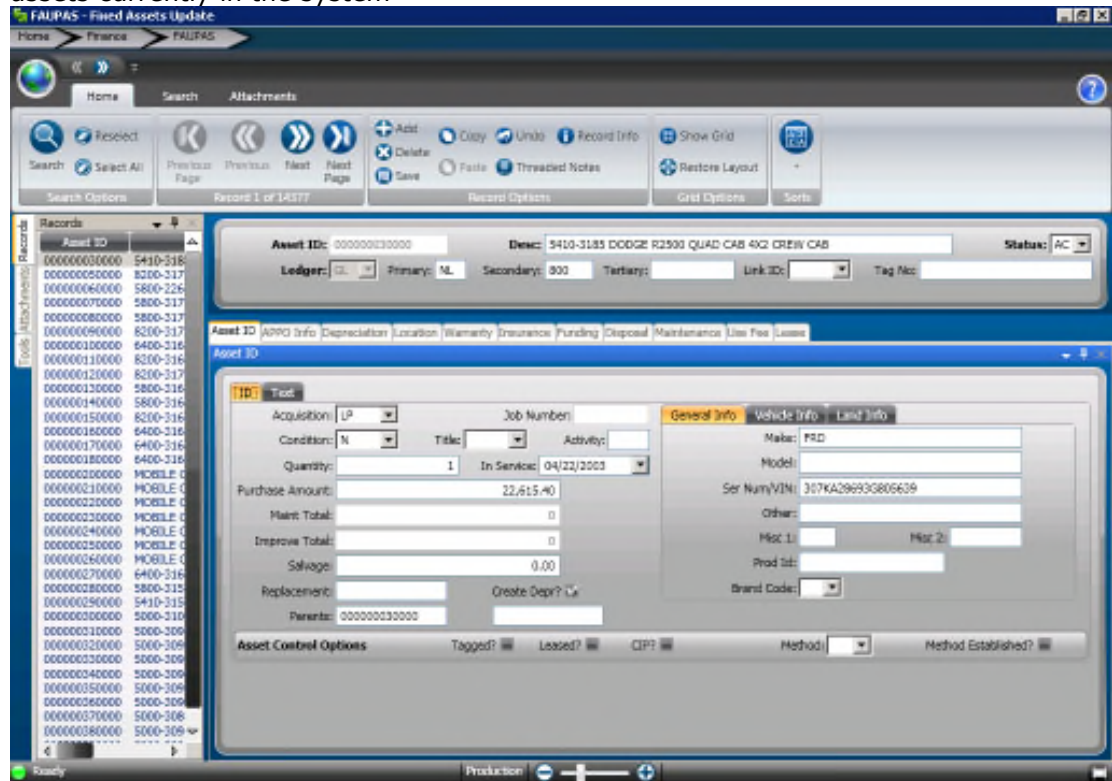
**2**

## Section 1: Fixed Asset Screen-FAUPAS

Type **FAUPAS** in the command line and click on the **AS-** Fixed Asset Information link to launch the FAUPAS screen
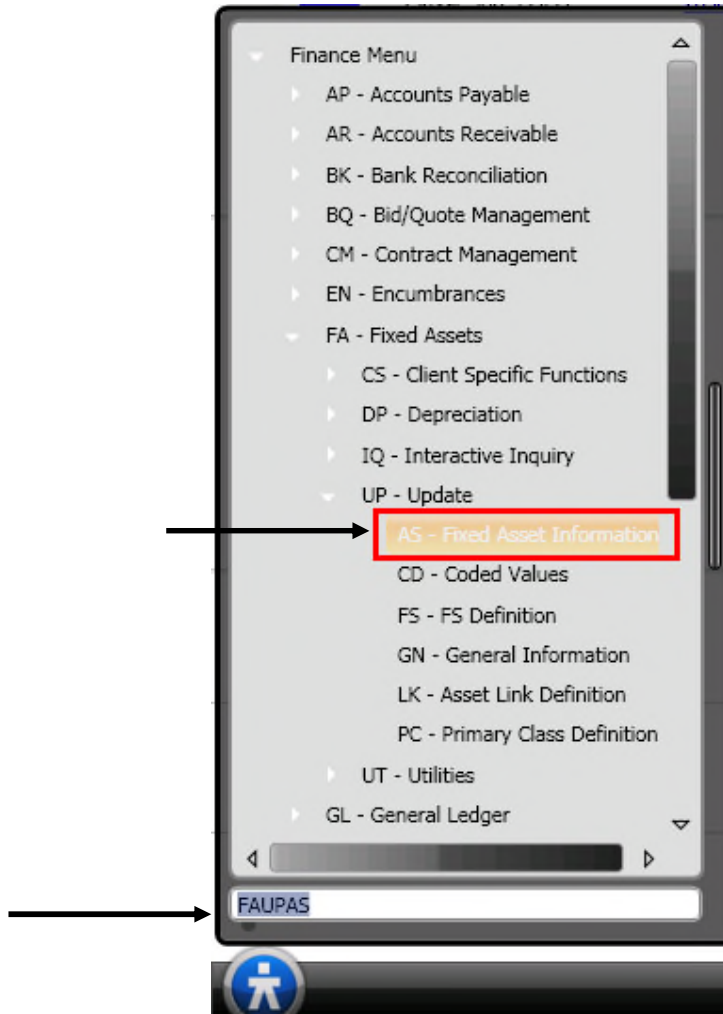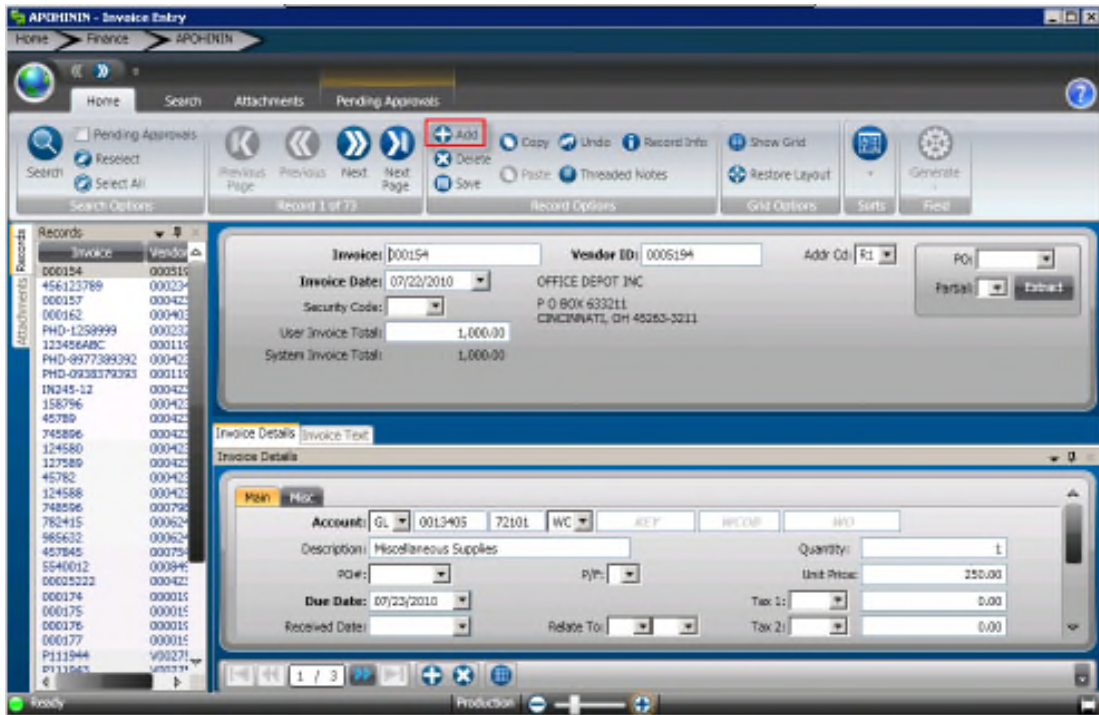
The FAUPAS screen displays in Browse mode & the record list will show all fixed assets currently in the system



(1) Click on **Maximize** ⬜

## Section 2: Creating a Fixed Asset

(1) **Add**-Click on the Add button [⊕ Add] to create a **NEW** asset on the top ribbon
    bar

(1) **Asset ID** – The system will assign the next available number.  Click on the Fixed Asset field then the click on the "Generate" button from the Ribbon Bar.  Select the FAIDNUMS to assign the number.  Or you can manually assign the number by simply tying it in the Asset ID field.
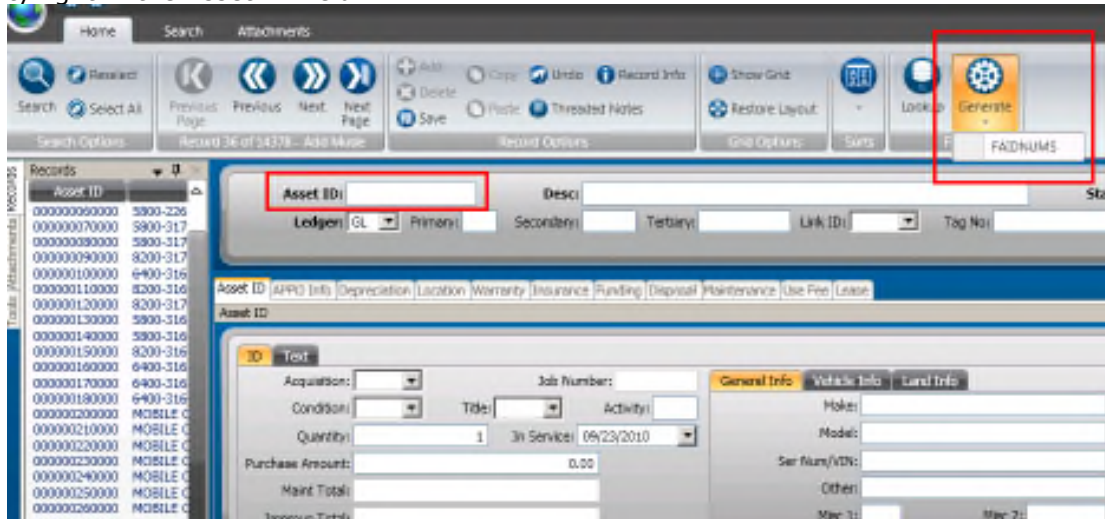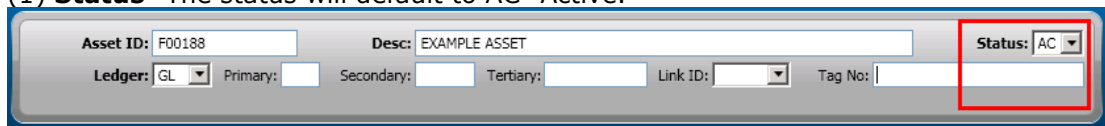


(1) Click on the [Generate] Button

(2) Then click on [FAIDNUMS]

(1) **Description**– Type in the Description of the Asset
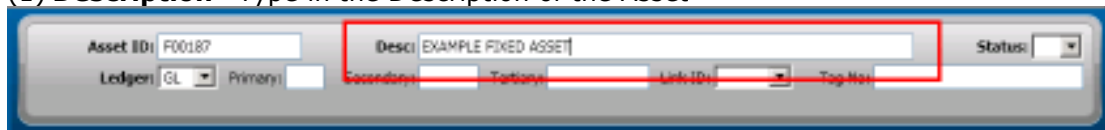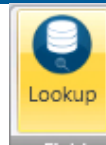


(1) Type in the Desc:

(1) **Status-** The status will default to AC- Active.



6

(1) **Primary Code**- Click in the Primary Code field then click on the Lookup icon from the Ribbon Bar
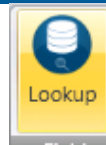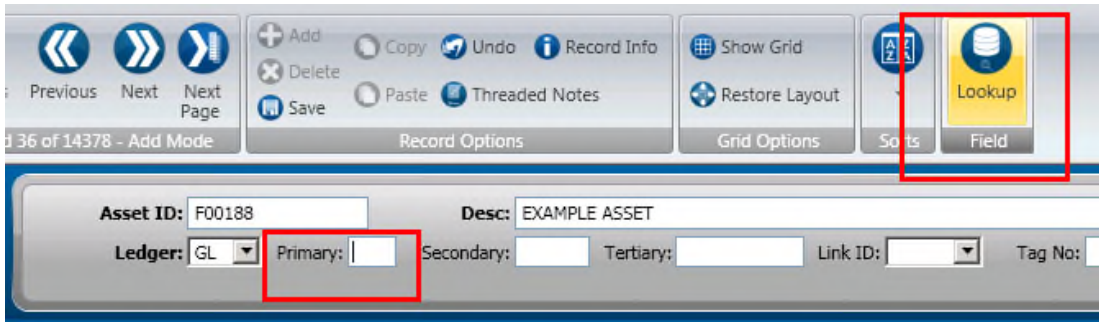


(1) Click in the Primary: field and then click on Lookup Field Button



Select the appropriate Code by highlighting it and clicking OK.  Double clicking will also pull the code back into the record

Repeat these steps to lookup the Secondary and Tertiary Codes

7

(1) **Tag No**- If there is a tag number then enter it in the Tag No field.
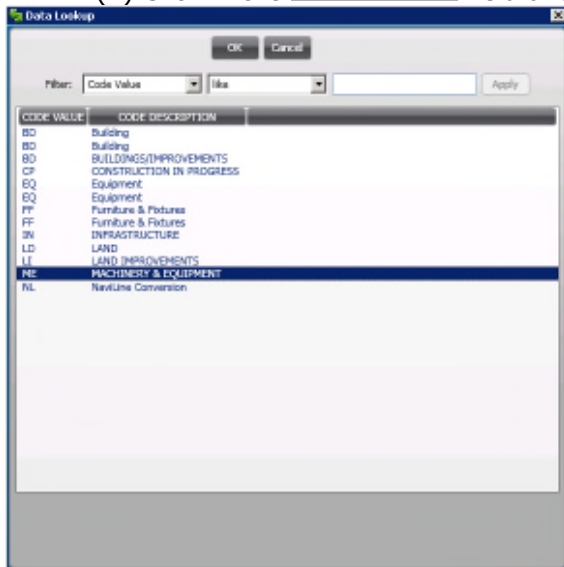
| Asset ID: | F00188 | | Desc: | EXAMPLE ASSET | | | | | | Status: | AC |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Ledger: | GL | Primary: | ME | Secondary: | 045 | Tertiary: | GRANT | Link ID: | | Tag No: | |

(1)Enter in the **Tag No: 9875554**

**Asset ID** – Fill in fields that correspond with your business practices

Asset ID | AP/PO Info | Depreciation | Location | Warranty | Insurance | Funding | Disposal | Maintenance | Use Fee | Lease

Asset ID

ID | Text

| Acquisition: | | | Job Number: | | | General Info | Vehicle Info | Land Info |
|---|---|---|---|---|---|---|---|---|
| Condition: | | Title: | | Activity: | | Make: | | |
| Quantity: | 1 | In Service: | 09/23/2010 | | | Model: | | |
| Purchase Amount: | 0.00 | | | | | Ser Num/VIN: | | |
| Maint Total: | | | | | | Other: | | |
| Improve Total: | | | | | | Misc 1: | | Misc 2: |
| Salvage: | 0.00 | | | | | Prod Id: | | |
| Replacement: | | | Create Depr? ☑ | | | Brand Code: | | |
| Parents: | | | | | | | | |

| Asset Control Options | Tagged? ■ | Leased? ■ | CIP? ■ | Method: ■ | Method Established? ■ |
|---|---|---|---|---|---|
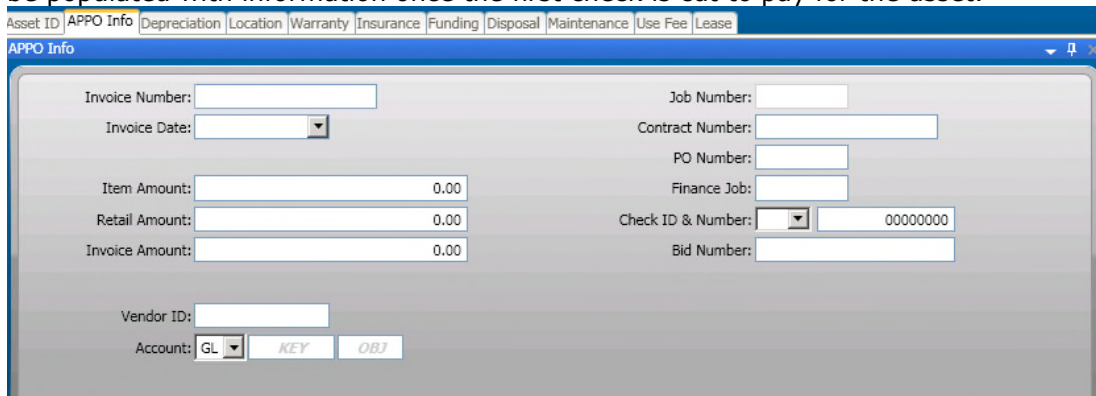
(1) **In Service-** This will default to the current date **In Service: 09/23/2010**

(1) **Purchase Amount-** Enter in the Purchase Amount of the Asset.  If the Asset was created with the PO to AP interface this will be populated automatically.
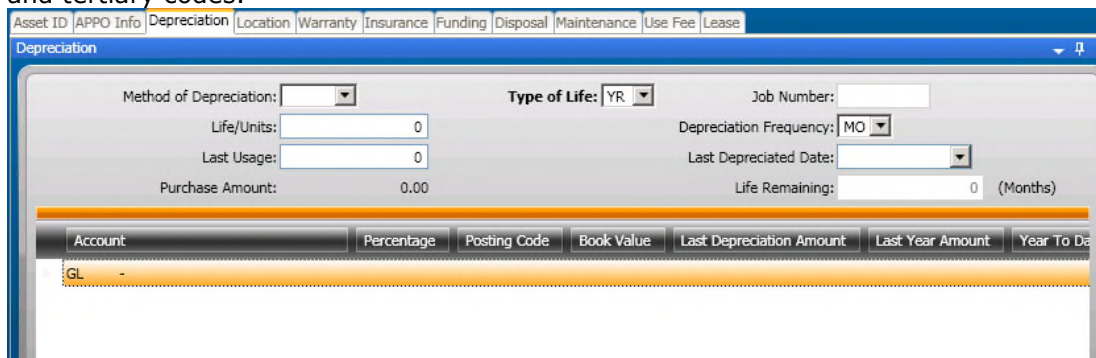
Purchase Amount: 0.00

**8**

**APPO Info**-If the asset was created through the PO to FA interface then this tab will be populated with information once the first check is cut to pay for the asset.



**Depreciation** – If depreciation is used fill in corresponding fields. This can also be filled in automatically if this has been configured based off of the primary, secondary, and tertiary codes.
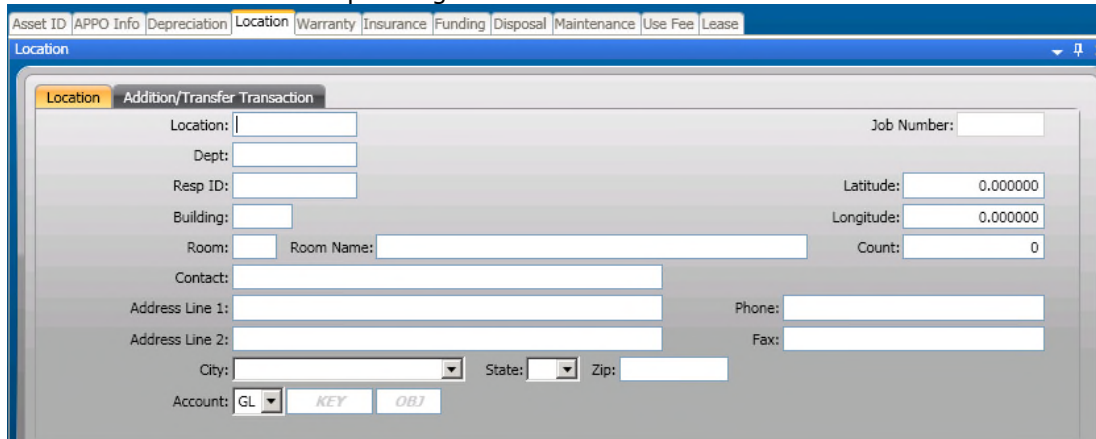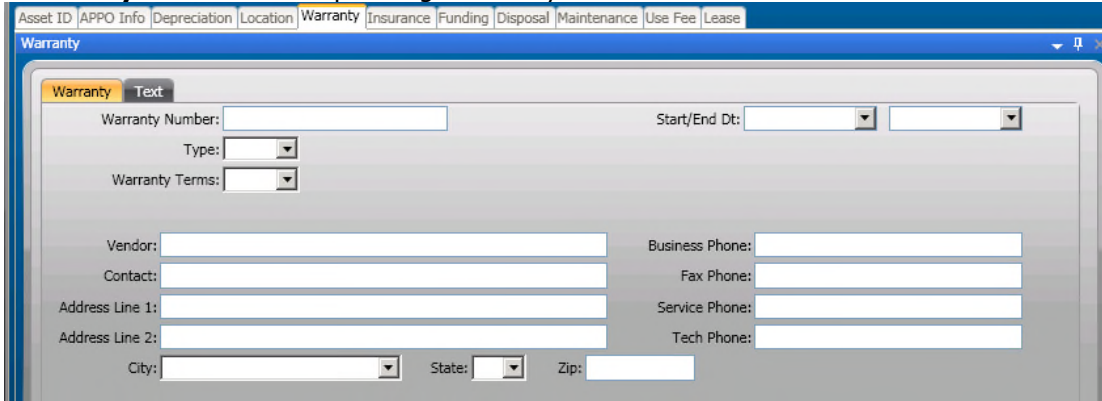


**Location –** Enter in corresponding Location Information



9
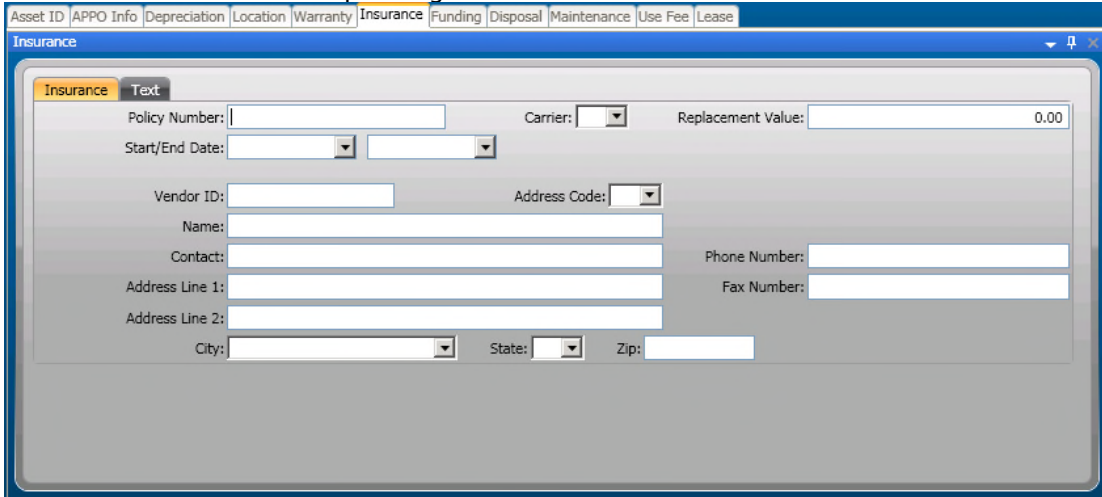
**Warranty-**Enter in corresponding Warranty Information
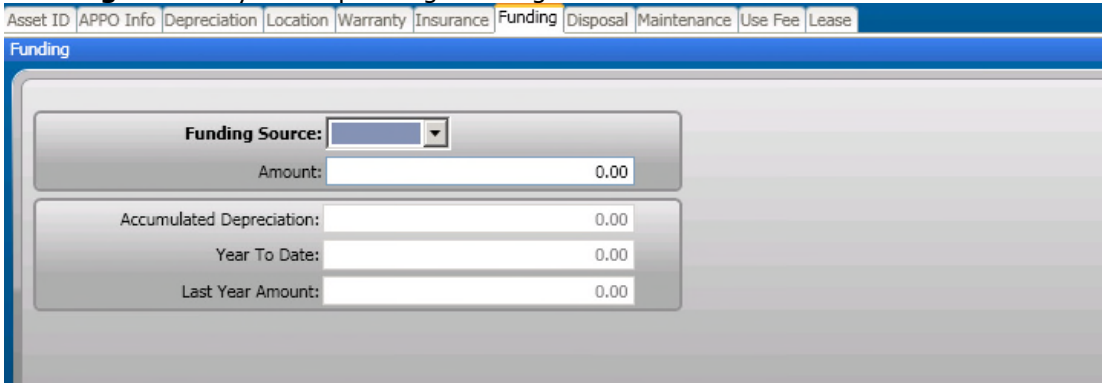


**Insurance-**Enter in corresponding Insurance Information



**Funding-**Enter any corresponding Funding Information



10

**Disposal-**Enter any corresponding Disposal Information



**Maintenance-**Enter any corresponding Maintenance Information



**Use Fee-**Enter any corresponding Use Fee Information



11

**Lease-**Enter any corresponding Lease Information



## Saving the Record

At this time pressing the save  button will save the fixed asset.  Any time a change is made to the asset remember to save it.

## Section 3: Depreciation Process

Fixed Assets Depreciation is a 3 step process
   (1) Create Depreciation Selection- **FADPUS**
   (2) Report Depreciation- **FADPRS**
   (3) Distribute Depreciation- **FADPDS**

Type **FADPUS** in the command line and click on the **US-** Create/Update Depr. Selection launch the FADPUS screen
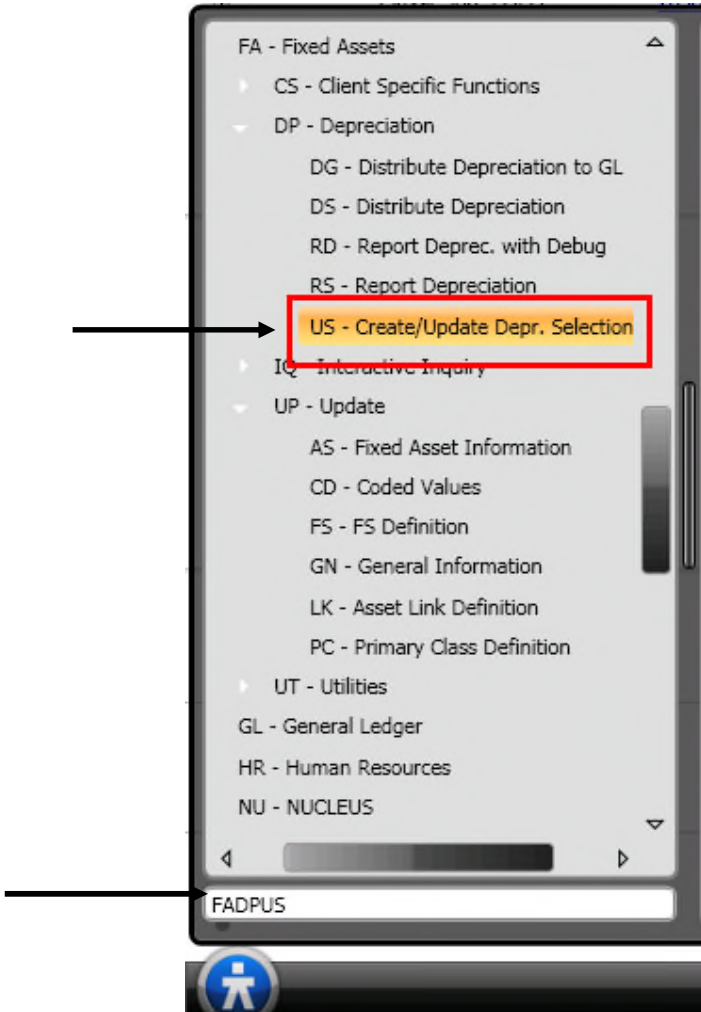
# Creating Depreciation Templates-FADPUS

## (1) FADPUS- Create/Update Depreciation Selection

A template must be created in order for the depreciation selection to be run.
Depreciation can be run by multiple options.  Once the template has been created click
on the save **Save** button to save the template.
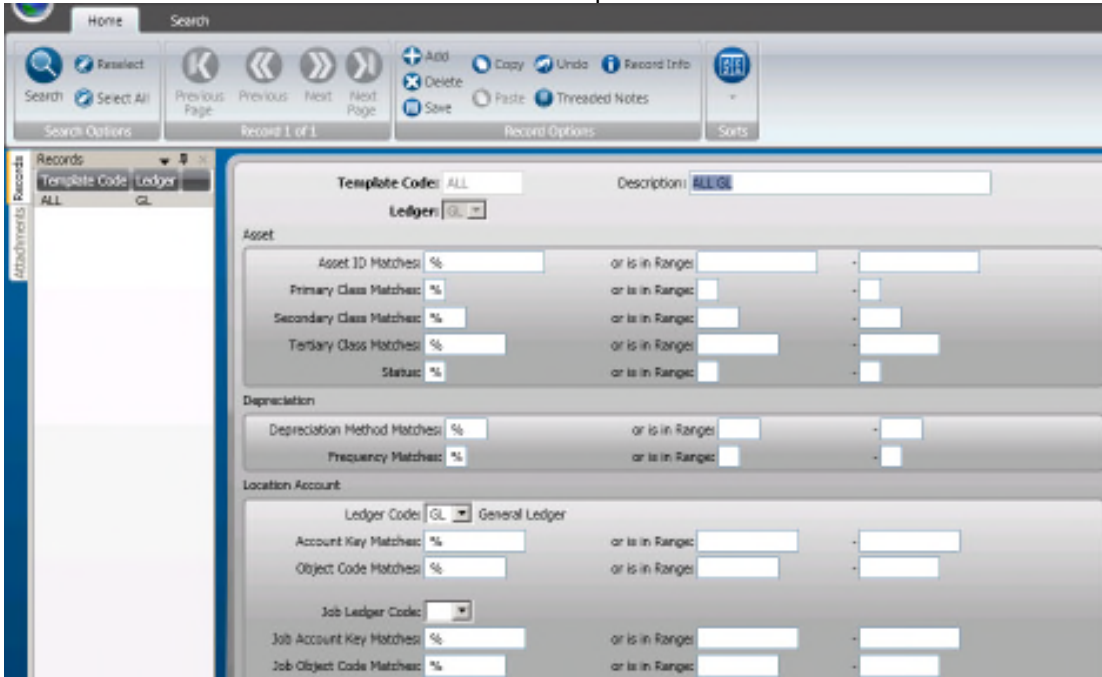
# Depreciation Report-FAUPRS
## (2) FADPRS- Report Depreciation
Run the Depreciation Report by launching **FADPRS**
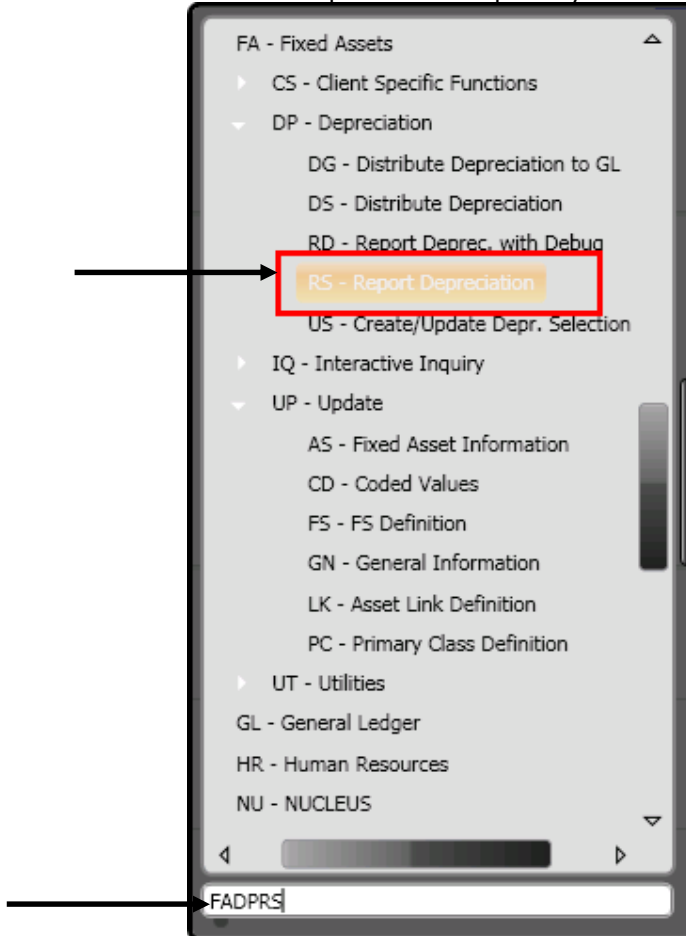
(1) Enter in the Template Code in the Selection Criteria Template field and then Click on the Submit Button



(1) Enter in Template Code in

Selection Criteria Template     ALL

(2) Click on the **Submit** Button

A similar report will be produced to show which assets will be depreciated and by how much.  This report can be run as many times as necessary.

```
ID            P/S/T Class      Description                                Purchase Price  In Serv Dt  Stat     Type
                                                                          Salvage Value   Last Depr   Freq     Life
============= ================ ======================================     =============== ==========  ====     ========
001059450000  NL 150          RECORDER TIME LAPSE VIDEO                          750.00  01/01/1995  AC       ND
                                                                                   0.00              MO       84 MO

GL Account        JL Account         Post  Ratio  Prior Acc Depr   Curr Depr Amt  New Accum Depr  Pri Book Value
----------------- ------------------ ----  ------ ---------------  -------------- --------------- ----------------
GL 5059600-77692  GL                 01    1.00          750.00           0.00          750.00            0.00

============= ================ ======================================     =============== ==========  ====     ========
001059460000  NL 271          CPU W/MONITOR                                    1,590.00  01/01/1995  AC       ND
                                                                                   0.00              MO       60 MO

GL Account        JL Account         Post  Ratio  Prior Acc Depr   Curr Depr Amt  New Accum Depr  Pri Book Value
----------------- ------------------ ----  ------ ---------------  -------------- --------------- ----------------
GL 5059600-77692  GL                 01    1.00        1,590.00           0.00        1,590.00            0.00

============= ================ ======================================     =============== ==========  ====     ========
001059470000  NL 273          PRINTER LASER                                    1,615.00  01/01/1999  AC       ND
                                                                                   0.00              MO       60 MO

GL Account        JL Account         Post  Ratio  Prior Acc Depr   Curr Depr Amt  New Accum Depr  Pri Book Value
----------------- ------------------ ----  ------ ---------------  -------------- --------------- ----------------
GL 5059600-77692  GL                 01    1.00        1,130.50           0.00        1,130.50            0.00

============= ================ ======================================     =============== ==========  ====     ========
001059480000  NL 271          CPU W/MONITOR                                    1,579.00  01/01/1999  AC       ND
                                                                                   0.00              MO       60 MO
```

16

## Posting Depreciation-FAUPDS
**(3) FADPDS- Distribute Depreciation**
Run the Distribute Depreciation by launching **FADPDS**
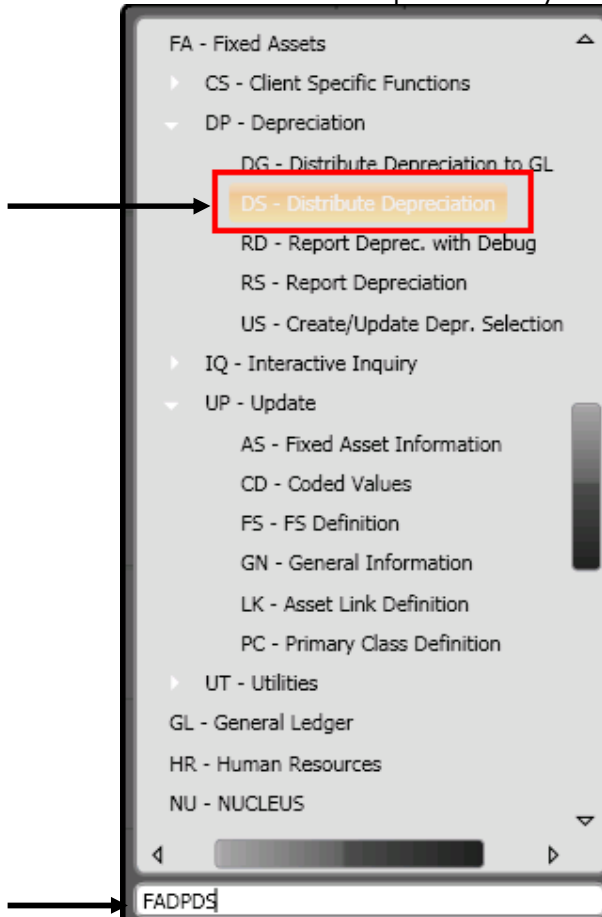
(1) Enter in the Template Code in the Selection Criteria Template field and then Click on the Submit Button



Two reports will be produced and the depreciation will be posted to the GL
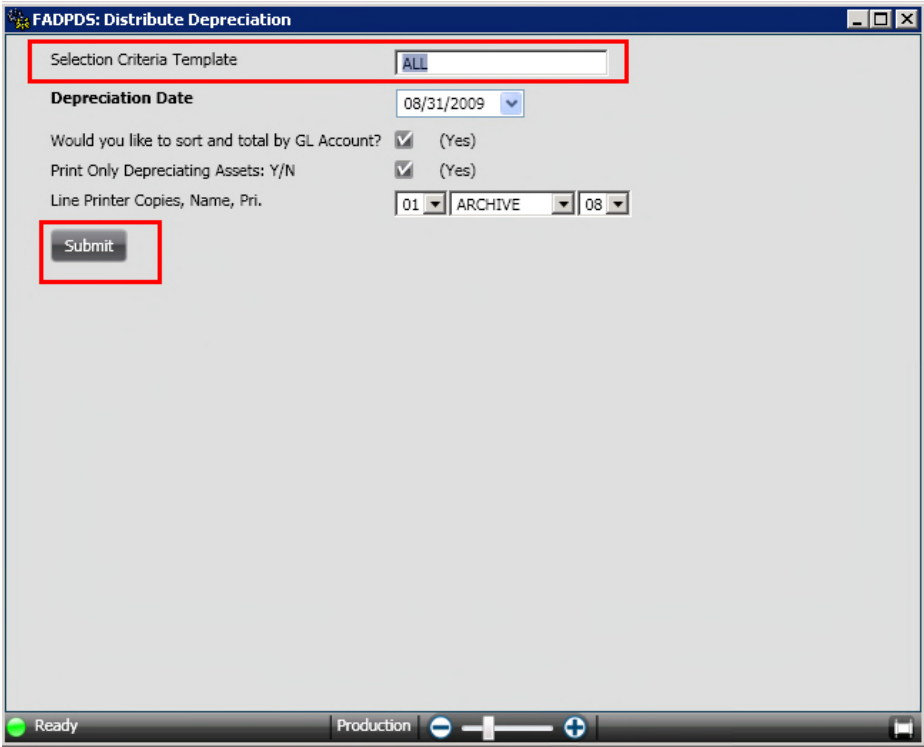
```
ID              P/S/T Class     Description                                Purchase Price   In Serv Dt  Stat    Type
                                                                            Salvage Value   Last Depr   Freq    Life
============    ==============   =======================================    ===============  ==========  ====    ========
001059450000    NL 150          RECORDER TIME LAPSE VIDEO                           750.00  01/01/1995  AC      ND
                                                                                      0.00              MO      84 MO

GL Account         JL Account          Post  Ratio  Prior Acc Depr  Curr Depr Amt  New Accum Depr  Pri Book Value
-----------------  -----------------   ----  ------  --------------  -------------  --------------  --------------
GL 5059600-77692   GL                   01   1.00          750.00           0.00          750.00            0.00
         *** Total Depreciation 5059600-77692:                         0.00 ***


                   Total Purchase Amount:                    0.00

                   Total Depreciation:                       0.00

                   Total Accumulated Depreciation:         750.00
```

18