

CIVICA

Asset Manager Training Notes



Document Control

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1 Introduction

The Department of Education requires schools to use the Asset Manager program in conjunction with RM Finance.

It is important that all users of this software are aware of the following:

- Assets must be entered in the period (month) in which they are purchased. If this is not done, the depreciation on these assets will not be calculated correctly. Note that assets cannot be entered retrospectively. The depreciation is calculated from the month in which the asset is entered into the system and not from the date on which the asset was purchased. The user can enter a note in the Memo field to explain the date change if entering an asset in the month after the purchase.
- The assets datafile must be kept up to date and aligned with the finance datafile. That is, if the finance datafile is in period 11, the assets datafile should also be in period 11. When an end of month rollover is performed in Assets, an end of month rollover should also be performed in Finance. (Assets should be in the following period to send to FREDA).
- The period end process, which includes depreciation, must be carried out at the end of each month. This must be initiated by the user – it will not happen automatically.
- Assets may be flagged in RM Finance by checking the asset box on the expenditure screen or entered manually. (Many schools do this).
- Assets must be imported regularly - in the same month they are flagged in RM Finance - so that they are entered in their month of purchase.
- Asset details must be completed regularly in the month of import, before depreciation, period end and FREDA reporting.

1.1 Defining Assets, Resources and Consumables

The recording of Assets and Resources is a fundamental aspect of an asset management framework and is integral to effective asset management.

- An asset is defined as any property with a value of \$5000 (excluding GST) or more and with a useful life of two or more years.
- A resource is defined as property with a purchase price of between \$1,000 and \$4,999 (excluding GST) and has a useful life of two or more years and portable and attractive.
- Consumables are items that are purchased for daily school consumption and include such items as stationery, pharmaceuticals, cleaning and gardening materials and utensils. Consumable items are not required to be recorded on a register.
- Building Fabric and Infrastructure is any items with same specified exclusions, where a fixed permanent, addition or improvement is made to a school building or site. The following apply:-
 - It must be attached to the building or site.
 - The cost of an item is not a determining factor.
 - New Building Fabric and Infrastructure items are not recorded on the schools Assets or Resources Register

(This may need to change with the new FMIS)

1.2 Training Program

Time	Content
8.45	Coffee and Introductions
9.00	Logging On Menu Bar Overview Control Bar Options Overview Assets Management Accounts Link System Options Viewing Asset Categories Finding and viewing Asset Records Disposing of an Asset Disposing of Assets through the List Function
10.30	Morning Tea
10.50	Asset Manager Workshop Adding Assets directly into Asset Manager Linking Assets Duplicating Assets Entering Assets into RM Finance Importing Assets from RM Finance into Asset Manager Expand Line feature
12.30	Lunch
1.15	Labels Library Collection Safe Back up Period End Period End Reports Ad- Hoc Report Reporting Asset Record Reports Transaction Reports Stock Take List
2.30	Overview Activity

1.3 Training Outcomes

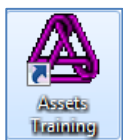
At the end of this training session participants will be able to:

- Set system preferences and create new accounts
- Navigate through the various Asset functions
- Find Asset records, enter User Field information, add a Memo
- Understand the Values, Depreciation, Transaction histories and Historic Costs of Assets
- Dispose of an Asset individually and in bulk
- Search for Assets through the List function
- Add Assets directly into Asset Manager
- Duplicate an Asset
- Enter Assets into RM Finance
- Import Assets from RM Finance into Asset Manager
- Add an Asset Addition
- Create Labels
- Enter the Library Collection
- Produce Period End Reports
- Produce an Ad Hoc Report
- Produce a variety of Transaction Reports
- Produce a Stock Take Report

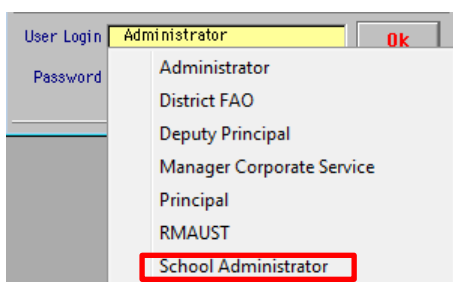
1.4 Logging on to the System

Activity:

- Double click on the **Asset Training** icon on the desktop



- On the Asset Manager Log on Screen, click on **Administrator** to activate the drop down list of current users



- Select the User Login **School Administrator**
- Enter the Password **keys** and press **<Enter>** or click on **OK**

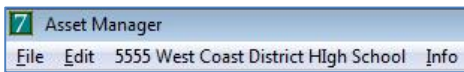
Once logged in, the Asset window opens automatically, click on the , in the top right corner to close it.

Important

When logging on for the first time at school, it is important to change the Password for security purposes. It may also be necessary to link RM Finance to Asset Manager if this has not already been done. Refer to the Asset Manager Manual for further information or contact your Senior Finance Consultant.

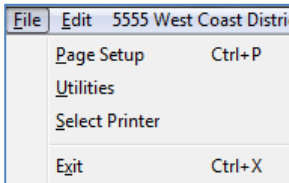
2 Asset Manager Menu Items

The Menu Bar is situated in the top left corner of the screen.



To access a menu bar option, click on the appropriate word to view the drop down menu.

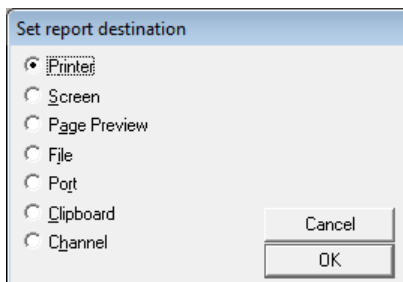
2.1 The File Menu



Page Setup gives access to choose a printer and set page size and/or orientation.

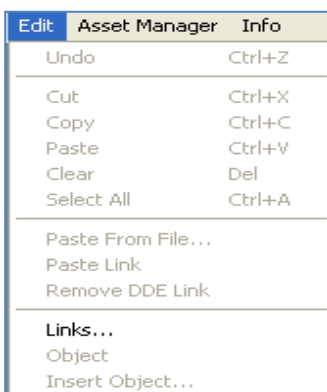
Utilities activates another option for the Top Menu Bar.

Clicking **Select Printer** activates the report destination window.



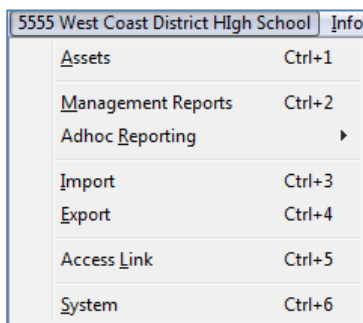
2.2 The Edit Menu

Clicking on **Edit** gives access to the standard cut, copy and paste commands.

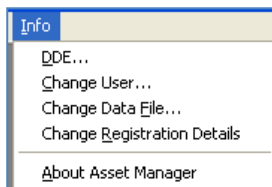


2.3 The School Menu

Clicking on **5555 West Coast District High School** (this is your school number and name) gives access to the Control bar options and the keyboard shortcuts to activate them.



2.4 The Info Menu



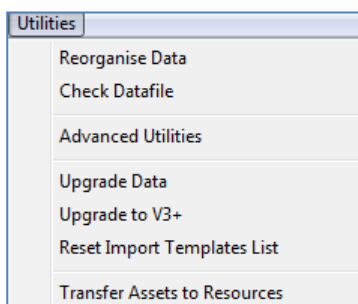
DDE is not used in schools in WA.

Clicking **Change User** activates the Log On screen and is the main function used within this drop down menu.

Change Datafile allows the user to change datafiles. WA schools should not need to access this section.

Change Registration Details should not be accessed as these are set on the datafile.

2.5 The Utilities Menu

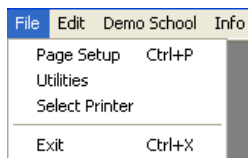


Most **Utilities** functions will be used only by Civica Staff.

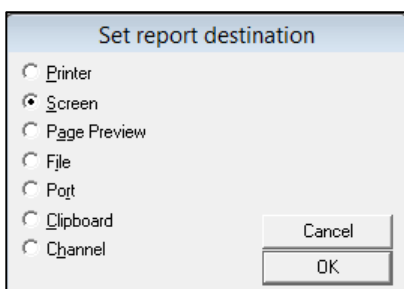
Reorganise Data would be used when upgrading to a later version of Asset Manager.

Activity:

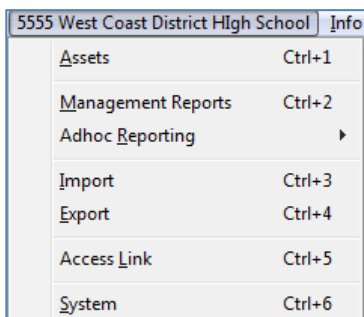
- Click on **File** to view the options



- Click **Select Printer**
- Choose the report destination of **Screen** for training purposes.

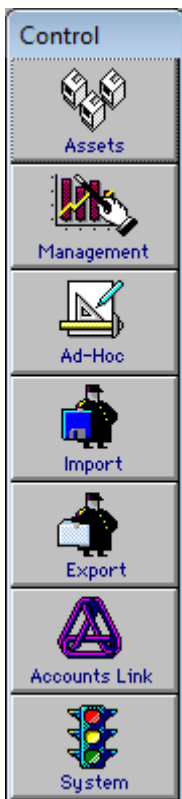


- Click **OK**
- Click on **5555 West Coast District High School** to view the Control bar options and the keyboard shortcuts to activate them.



3 The Control Bar

The **Control** bar provides an easy point and click option to activate the functions within Asset Manager.



Assets – provides the user with access to view, add and edit asset records, perform depreciation, period and year end functions and print various reports and labels for school and department use.

Management – provides the user with access to print the required Management

Report as part of the Period End procedures.

Ad Hoc – allows users to create their own reports using a variety of templates and fields.

Import – allows asset records to be imported into the database. *Department of Education Schools will **not** need to use this function.*

Export – allows asset records to be exported from the database. *Department of Education Schools will **not** need to use this function.*

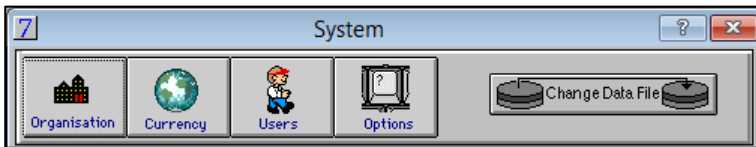
Accounts Link – provides users with the function to import assets directly from RM Finance if they have been flagged as assets on the Expenditure window in the RM Finance package.

System – gives access to enter the school's name and code and to set up new users and allocate access rights. It also provides access to FREDA Reporting and the Stock Take List Report.

4 System Options



This window gives the user access to various system settings.



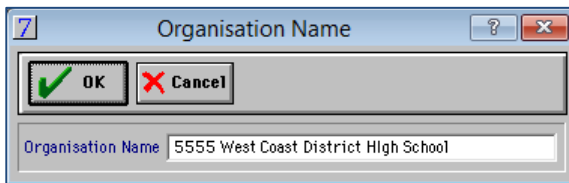
4.1 Organisation



Activity:

System > Organisation

- Key in your four-digit school code and the name of your school



- Click

Note: This will have already be done in your school's datafile.

4.2 Users

System > Users



4.2.1 User Access Rights

Administrator

This user has been created for use by Department of Education's Central Office staff in case they need to assist your school with support. This user has full access rights.

Senior Finance Consultants

This user has full access rights.

Deputy Principal

This user has limited rights, allowing them access to reporting options only. The **Password** is initially set to **keys** but should be changed at your school.

Manager Corporate Services

This user has full access rights. The **Password** is initially set to **keys** but should be changed at your school.

RMAUST

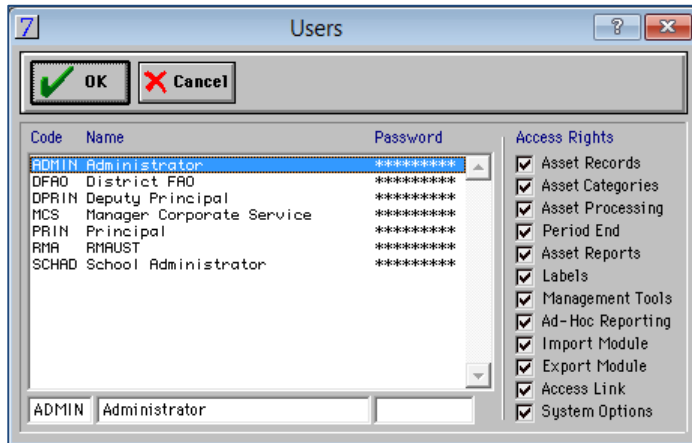
This user has been created for use by Civica staff in the event that they may need to assist your school with technical support. This user has full access rights.

School Administrator

This user has been created for consistency with the users that appear in RM Finance. They have full access rights. Day-to-day processing should be carried out using the MCS's log on.

Activity:

System > Users



The 'Users' dialog box displays a table of existing users and their access rights. The 'ADMIN Administrator' user is selected.

Code	Name	Password	Access Rights
ADMIN	Administrator	*****	<input checked="" type="checkbox"/> Asset Records <input checked="" type="checkbox"/> Asset Categories <input checked="" type="checkbox"/> Asset Processing <input checked="" type="checkbox"/> Period End <input checked="" type="checkbox"/> Asset Reports <input checked="" type="checkbox"/> Labels <input checked="" type="checkbox"/> Management Tools <input checked="" type="checkbox"/> Ad-Hoc Reporting <input checked="" type="checkbox"/> Import Module <input checked="" type="checkbox"/> Export Module <input checked="" type="checkbox"/> Access Link <input checked="" type="checkbox"/> System Options
DFAO	District FAO	*****	
DPRIN	Deputy Principal	*****	
MCS	Manager Corporate Service	*****	
PRIN	Principal	*****	
RMA	RMAUST	*****	
SCHAD	School Administrator	*****	

At the bottom, there are input fields for a new user: Code (ADMIN), Name (Administrator), and Password (empty).

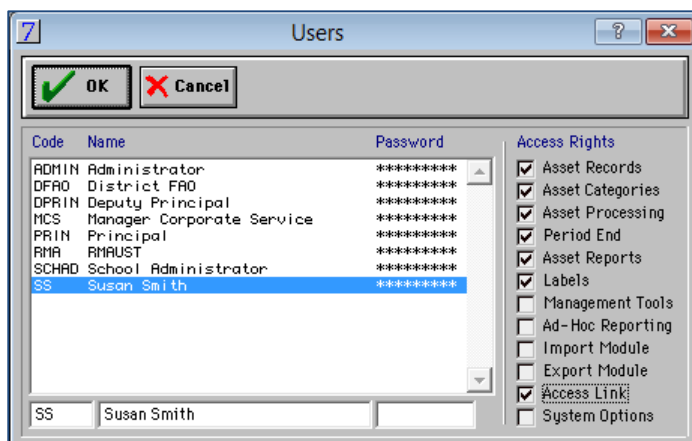
- Click on each of the users to view their access rights.

4.2.2 Adding a New User

Activity:

System > Users

- Click on **School Administrator**
- <Tab>** four times to create a new blank row
- Enter your initials into the first field and **<Tab>**
- Key your full name into the second field and **<Tab>**
- Key in the password **keys** in the third field
- Check each of the Access Rights the boxes as displayed below:



The 'Users' dialog box shows the 'SS Susan Smith' user selected. The 'Access Rights' section is partially checked.

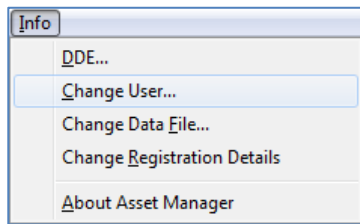
Code	Name	Password	Access Rights
ADMIN	Administrator	*****	<input checked="" type="checkbox"/> Asset Records <input checked="" type="checkbox"/> Asset Categories <input checked="" type="checkbox"/> Asset Processing <input checked="" type="checkbox"/> Period End <input checked="" type="checkbox"/> Asset Reports <input checked="" type="checkbox"/> Labels <input type="checkbox"/> Management Tools <input type="checkbox"/> Ad-Hoc Reporting <input type="checkbox"/> Import Module <input type="checkbox"/> Export Module <input checked="" type="checkbox"/> Access Link <input type="checkbox"/> System Options
DFAO	District FAO	*****	
DPRIN	Deputy Principal	*****	
MCS	Manager Corporate Service	*****	
PRIN	Principal	*****	
RMA	RMAUST	*****	
SCHAD	School Administrator	*****	
SS	Susan Smith	*****	

At the bottom, there are input fields for a new user: Code (SS), Name (Susan Smith), and Password (empty).

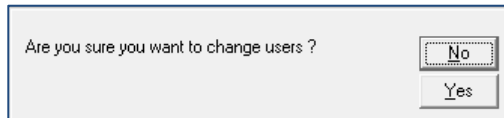
- Click 

Verify that the user has been created successfully

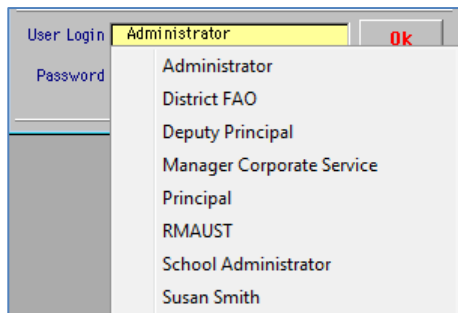
- Click **Info** on the menu bar



- Click **Change User**

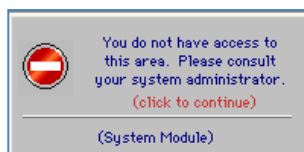


- Click **Yes**
- Click in **User Login**

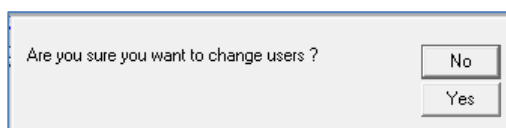


- Click on your name, enter your password and **<Enter>** or click **OK**

- Click 

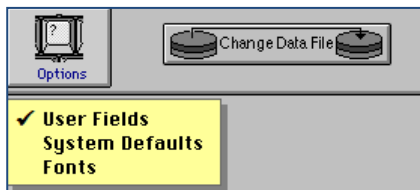


- Click on the message to close it
- Click **Info** and **Change User**



- Click **Yes** to the message
- Log on as **School Administrator**

4.3 Options



4.3.1 User Fields

Activity:

System > Options > User Fields

Sort Keys		Values	
User Key 1	Location	User Value 1	Freq of Lease
User Key 2	CC Number	User Value 2	End Of Lease
User Key 3	CC Name	User Value 3	No. Items
User Key 4	Supply Code	User Value 4	Lease Payment
User Key 5	Warranty Exp		

Project	
Project	Project

Cost Centre	
Cost Centre	Cost Centre

Asset Status Text		Default Text	
Status 1	Owned	Status 1	Open
Status 2	Nil Value	Status 2	Nil Value
Status 3	Sold/Disp	Status 3	Sold
Status 4	DO NOT USE	Status 4	Suspended

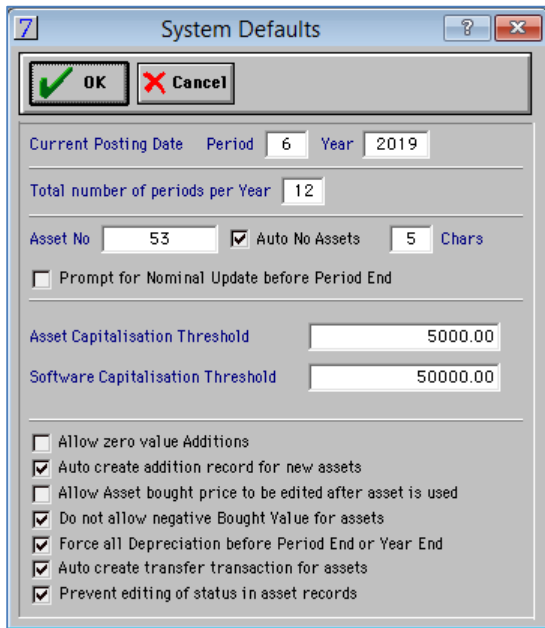
This window lists a number of customised fields that can be used when searching and sorting for reporting purposes. User Fields can be viewed in the Asset Record window and allow for additional information to be recorded.

These User Fields have been set by the Department of Education and must not be changed.

- Close User Fields

4.3.2 System Defaults

System > Options > System Defaults



This window gives information about:

- the posting period, which must be kept in line with RM Finance
- the next asset number which will be assigned
- the number of characters used in the asset code

Note: The asset code is a five digit number, which is automatically padded out with leading zeros. If searching by asset code, the full five-digit number must be used

- the **Asset Capitalisation Threshold** enables administrators to enter and save the current value of the asset threshold; it is automatically populated with 5000 and is editable
- the **Software Capitalisation Threshold** enables administrators to enter and save the current value of the software threshold; it is automatically populated with 50,000

Check boxes are pre-set to allow for:

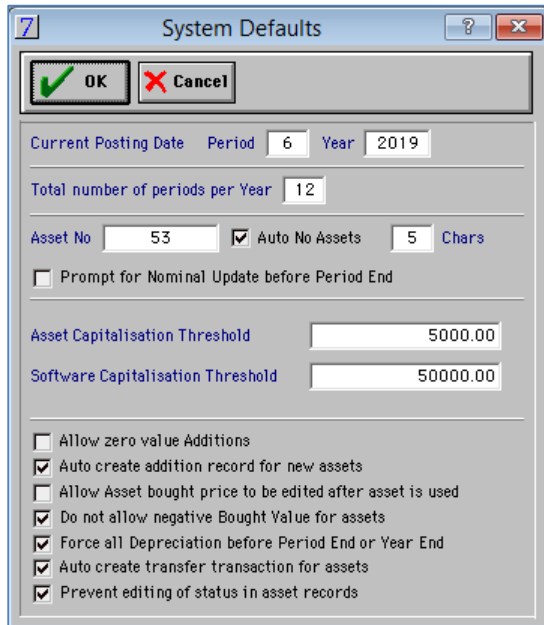
- the auto creation of addition record for new assets
- to force all depreciation before Period End or Year End
- the auto creation of transfer transactions for assets

The following is also prevented:

- allow asset bought price to be edited after the asset is used
- a negative Bought Value for assets
- the editing of an asset status

Activity:

System > Options > System Defaults

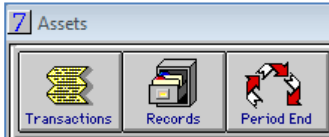


The screenshot shows a 'System Defaults' dialog box with the following fields and options:

- Current Posting Date:** Period Year
- Total number of periods per Year:**
- Asset No:** ☒ Auto No Assets Chars
- ☐ Prompt for Nominal Update before Period End
- Asset Capitalisation Threshold:**
- Software Capitalisation Threshold:**
- ☐ Allow zero value Additions
- ☒ Auto create addition record for new assets
- ☐ Allow Asset bought price to be edited after asset is used
- ☒ Do not allow negative Bought Value for assets
- ☒ Force all Depreciation before Period End or Year End
- ☒ Auto create transfer transaction for assets
- ☒ Prevent editing of status in asset records

- View, then close, this window

5 Assets



Assets contains three options.

5.1 Records

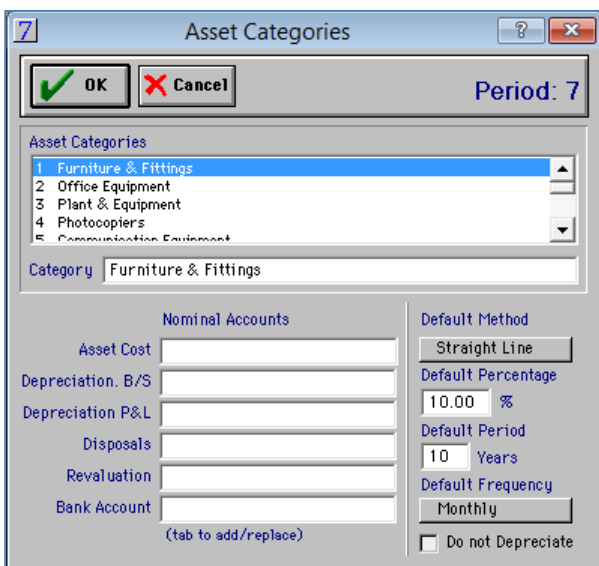


The main area of operation within Asset Manager is the **Records** window.

5.1.1 Categories

Assets > Records > Categories

Categories are used to group like assets together in order to determine their depreciation rate and useful life.



The **Asset Categories** dialog box is shown. It has a title bar with a question mark and a close button. Below the title bar are **OK** and **Cancel** buttons, and a **Period: 7** label. The main area is divided into two sections. The top section, **Asset Categories**, contains a list box with the following items: 1 Furniture & Fittings (selected), 2 Office Equipment, 3 Plant & Equipment, 4 Photocopiers, and 5 Communication Equipment. Below the list box is a **Category** text box containing "Furniture & Fittings". The bottom section is divided into two columns. The left column, **Nominal Accounts**, contains labels for **Asset Cost**, **Depreciation, B/S**, **Depreciation P&L**, **Disposals**, **Revaluation**, and **Bank Account**, each followed by an empty text box. Below these is a note: "(tab to add/replace)". The right column, **Default Method**, contains a **Straight Line** button, a **Default Percentage** of **10.00 %**, a **Default Period** of **10 Years**, a **Default Frequency** of **Monthly**, and a **Do not Depreciate** checkbox which is currently unchecked.

Note: Schools are not to edit any details of any asset category. Categories of assets, depreciation rates and depreciation method are determined by the Department of Education. This window will show the default settings for each category of assets.

Activity:

Assets > Records > Categories

- Click on and view each of the categories
- Click on **Artworks** – this category is not depreciated
- Select **Resources** – this category is not depreciated
- Click on **Software** – this category is depreciated over four years
- Select **Library Collection** –the **Default Percentage** is 100%
- Close the Asset Category window

6 Asset Window Functions



The Asset Functions toolbar allows the user to manage all processes required in Asset manager. The functionality of each icon is explained below.



Values - displays a summary of the current year's transactions



Postings - displays current information on the depreciation postings



User Fields – displays No: of items, Location, CC Number, CC Name, Supply Code Warranty Expiry. **Frequency of Lease/End of Lease/Lease Payment/Residual Costs** are no longer used in DoE schools.



History – displays a list of all previous transactions related to a particular asset



Memo – displays any additional information that has been entered about an asset that has not been entered elsewhere



List – is used to sort groups of assets based on a number of search criteria. Once a Collection of assets is in the List, the assets can be Linked, Mass Disposed, Reported on or Duplicated



Historic Costs – applies when an asset has been revalued. DoE schools do not use this feature as DoE schools must NOT revalue Assets



Revalue Assets – DoE schools are NOT to revalue Assets



Dispose – assets can be disposed or sold. Only assets with a status of 'Owned' or 'Nil Value' can be disposed



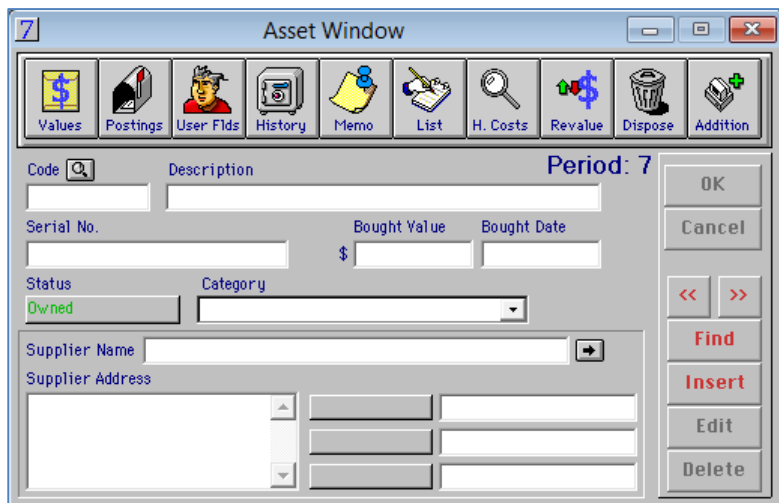
Addition – additions can be made to an existing asset. An addition reflects the purchase of an item that will become an integral part of the asset



7 Finding Assets

The Find function is used to locate an asset and view all information that is stored for the asset. Assets can be searched for using the code or description fields

Activity:

Assets > Records > Assets

The screenshot shows the 'Asset Window' application. At the top is a menu bar with icons for Values, Postings, User Flds, History, Memo, List, H. Costs, Revalue, Dispose, and Addition. Below the menu bar are input fields for 'Code' (with a search icon), 'Description', and 'Period: 7'. There are also fields for 'Serial No.', 'Bought Value' (with a '\$' symbol), and 'Bought Date'. A 'Status' dropdown menu is set to 'Owned', and there is a 'Category' dropdown. Below these are fields for 'Supplier Name' and 'Supplier Address'. On the right side of the window is a vertical column of buttons: 'OK', 'Cancel', '<<', '>>', 'Find', 'Insert', 'Edit', and 'Delete'.

- Click on  to view the record for the last asset on file
- Click on  to view the record for the first asset on file

- Click **Find**
- Enter the code **00034** and **<Enter>**

Note: To search by the Asset code, the full five-digit number must be entered.

The screenshot shows the 'Asset Window' with the following details:

- Code:** 00034
- Description:** WHITEBOARD MOBILE TEAMBOARD 6250
- Serial No.:** 2929387
- Bought Value:** \$ 2500.00
- Bought Date:** 03/12/2008
- Status:** Owned
- Category:** Resources
- Supplier Name:** School Computer Service
- Supplier Address:** 1 May Street, EAST PERTH WA 6005
- Sales Tel.:** 9111 2239

Navigation buttons on the right include: OK, Cancel, <<, >>, Find, Insert, Edit, and Delete.

- Click **Find** again and enter the code **00015**
- **<Enter>**

The record for an artwork is displayed

- Click **Find** and **<Tab>** to the **Description** field

Note: When using the Description field to find assets, users have the choice of entering the full name or part of the name of the asset.

- Type **Computer** and **<Enter>**

The Laptop Acer is displayed.

- Using the **>>** key, scroll through all of the records of computer assets
- Click **Find** and type **Fridge** to the **Description** field
- Press **<Enter>**

The commercial fridge is displayed.

7.1.1 Editing Assets

Activity:

Assets > Records > Assets

- Click **Find** and type **Bus** to the **Description** field
- Press **<Enter>**

The 12 Seater Toyota Hiace is displayed. The record is currently in read only mode.

The Asset Window displays the following information:

Code	Description	Period
00008	BUS 12 SEATER TOYOTA HIACE	7

Serial No.	Bought Value	Bought Date
485758KJL	\$ 65000.00	01/12/2008

Status	Category
Owned	Motor Vehicles

Supplier Name	Supplier Address	Sales Tel.	Service Tel.
Western Toyota	456 Hutton Street OSBORNE PARK WA 6017	9111 4545	9111 1919

- Click **Edit**
- Click into **Service Tel** field (under Sales Tel)
- Enter a new number



Sales Tel.	9111 4545
Service Tel.	9111 1919

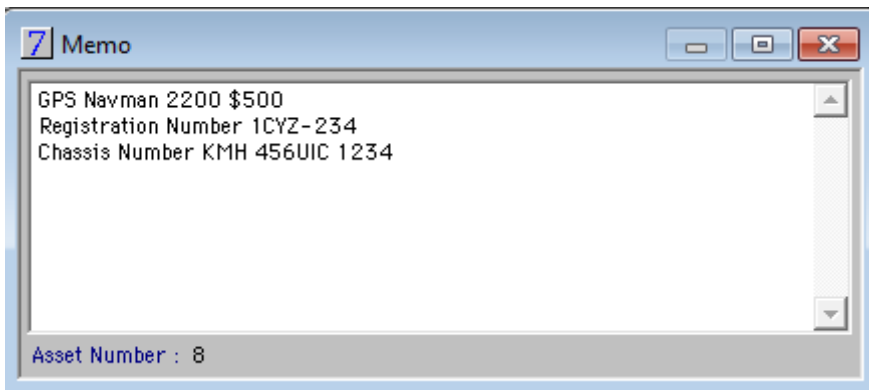
- Click  to the right of **Supplier Name** to view additional supplier details

The Supplier Details window displays the following information:

Purchase	Warranty	Costing
P/O Ref. 878	Start 1 DEC 08	Project
Inv. Ref. 823793	Finish 1 DEC 13	Cost Centre
<input type="checkbox"/> Hire Purchase	Cost	
End Date		

- Close Supplier Details
- Click **OK** to save

- Click 
- Click 
- Record the bus's chassis number



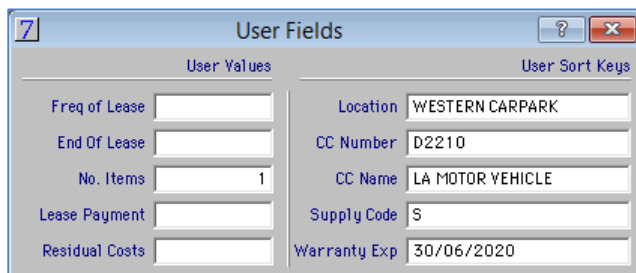
Memo

GPS Navman 2200 \$500
 Registration Number 1CYZ-234
 Chassis Number KMH 456UIC 1234

Asset Number : 8

- Close the Memo 

- Click on **User Fields** 
- Enter the **Warranty Expiry** date of **30/06/20**



User Fields

User Values	User Sort Keys
Freq of Lease	Location: WESTERN CARPARK
End Of Lease	CC Number: D2210
No. Items: 1	CC Name: LA MOTOR VEHICLE
Lease Payment	Supply Code: S
Residual Costs	Warranty Exp: 30/06/2020

- Close the **User Fields** window
- Click **OK** to save

Supply codes are set by the Department of Education for school use.

P **P & C**
S **School**
E **Department of Education**
O **Other**

7.1.2 Values

Assets > Records > Assets > Values



Values displays costs and depreciation information

Values					
Year	2019	Cost	Depreciation	Net Book Value	
Start of Year		65000.00	Start of Year	55249.99	9750.01
Additions			Charge	5416.67	
Disposals			Disposals		
Revaluation			Revaluation		
		Cost	Depreciation	Net Book Value	
End of Year		65000.00	End of Year	60666.66	4333.34

The **Start of Year Cost** field shows the **Net Book Value** for the asset at the start of the year.

Addition shows any additional purchases that become part of the original asset or new assets added during the year

The **Start of Year Depreciation** field shows the amount of depreciation for the previous year.

Net Book Value is the **Cost** minus **Depreciation**

Activity:

Assets > Records > Assets



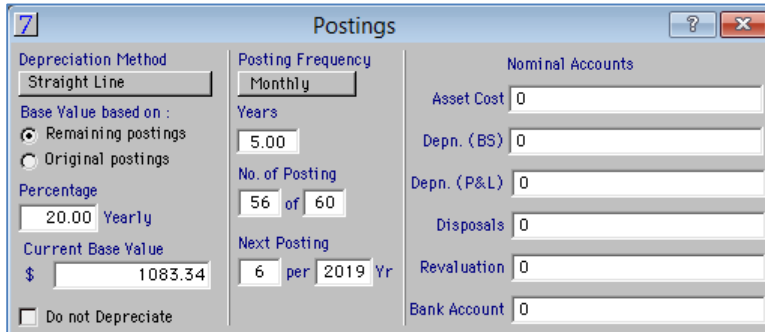
- Click
- View the Values for the bus

Values					
Year	2019	Cost	Depreciation	Net Book Value	
Start of Year		65000.00	Start of Year	55249.99	9750.01
Additions			Charge	5416.67	
Disposals			Disposals		
Revaluation			Revaluation		
		Cost	Depreciation	Net Book Value	
End of Year		65000.00	End of Year	60666.66	4333.34

- Close Values

7.1.3 Postings

Assets > Records > Assets > Postings

A screenshot of the 'Postings' dialog box. It has three main sections: 'Depreciation Method' with 'Straight Line' selected; 'Posting Frequency' with 'Monthly' selected, 'Years' set to 5.00, 'No. of Posting' set to 56 of 60, and 'Next Posting' set to 6 per 2019 Yr; and 'Nominal Accounts' with fields for Asset Cost, Depn. (BS), Depn. (P&L), Disposals, Revaluation, and Bank Account, all set to 0. The 'Base Value based on' section has 'Remaining postings' selected and 'Percentage' set to 20.00 Yearly. The 'Current Base Value' is \$ 1083.34. There is a 'Do not Depreciate' checkbox at the bottom left.

The **Depreciation Method**, **Posting Frequency** and **Percentage** are picked up from the Asset Category selected when entering the asset.

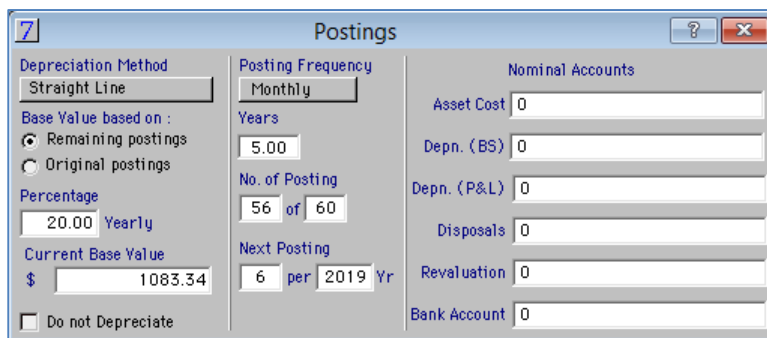
The **Current Base Value** is the monthly depreciation charge.

Activity

Assets > Records > Assets



- Click
- View the Postings for the bus

A screenshot of the 'Postings' dialog box, identical to the one above, showing the same settings for depreciation method, frequency, and nominal accounts.

- Close Postings

7.1.4 History

Assets > Records > Assets > History



The History window will show a running record of the opening and closing Net Book Value of the asset after each month's depreciation has been charged. It displays in chronological order.

History							?	X
Ref.	Period	Type	Start NBV.	Cost Mov.	Dep Mov.	End NBV.		
DEPR MAY 5/2017	DEP	16250.02	0.00	-1083.33	15166.69			
DEPR JAN 1/2018	DEP	15166.69	0.00	-1083.34	14083.35			
DEPR FEB 2/2018	DEP	14083.35	0.00	-1083.33	13000.02			
DEPR MAR 3/2018	DEP	13000.02	0.00	-1083.34	11916.68			
DEPR APR 4/2018	DEP	11916.68	0.00	-1083.33	10833.35			
DEPR MAY 5/2018	DEP	10833.35	0.00	-1083.34	9750.01			
JANUARY 1/2019	DEP	9750.01	0.00	-1083.33	8666.68			
FEBRUARY 2/2019	DEP	8666.68	0.00	-1083.34	7583.34			
MARCH 20 3/2019	DEP	7583.34	0.00	-1083.33	6500.01			
APRIL 20 4/2019	DEP	6500.01	0.00	-1083.34	5416.67			
MAY 2019 5/2019	DEP	5416.67	0.00	-1083.33	4333.34			

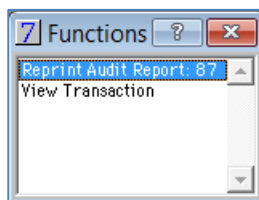
Activity:


Assets > Records > Assets

- Click 

History							?	X
Ref.	Period	Type	Start NBV.	Cost Mov.	Dep Mov.	End NBV.		
DEPR MAY 5/2017	DEP	16250.02	0.00	-1083.33	15166.69			
DEPR JAN 1/2018	DEP	15166.69	0.00	-1083.34	14083.35			
DEPR FEB 2/2018	DEP	14083.35	0.00	-1083.33	13000.02			
DEPR MAR 3/2018	DEP	13000.02	0.00	-1083.34	11916.68			
DEPR APR 4/2018	DEP	11916.68	0.00	-1083.33	10833.35			
DEPR MAY 5/2018	DEP	10833.35	0.00	-1083.34	9750.01			
JANUARY 1/2019	DEP	9750.01	0.00	-1083.33	8666.68			
FEBRUARY 2/2019	DEP	8666.68	0.00	-1083.34	7583.34			
MARCH 20 3/2019	DEP	7583.34	0.00	-1083.33	6500.01			
APRIL 20 4/2019	DEP	6500.01	0.00	-1083.34	5416.67			
MAY 2019 5/2019	DEP	5416.67	0.00	-1083.33	4333.34			

- Double click on **5/2019 depreciation** transaction



- Double click **Reprint Audit Report**
- Click Print 
- View the Re-print audit report

Reprint Audit Report: 87 as at 15:50 on Monday, 10th June 2019 - Period 6

Depreciation Audit

Report No. 87

Reference MAY 2019, Depreciation

Code	Name	Start NBV (\$)	----- Movement -----		End NBV (\$)	Audit
			Cost (\$)	Dep. (\$)		
00001	Straight Line 10.00 % TROPY CABINET	4,333.22		(66.66)	4,266.56	(825)
00002	Straight Line 12.50 % PIANO UPRIGHT DIGITAL YAMAHA C60	5,125.00		(125.00)	5,000.00	(826)
00003	Straight Line 12.50 % PIANO GRAND BABY BEALE	6,406.25		(156.25)	6,250.00	(827)
00004	Straight Line 12.50 % TYMPANI	2,989.51		(72.91)	2,916.60	(828)
00005	Straight Line 20.00 % LIBRARY REFERENCES	6,666.67		(1,333.33)	5,333.34	(829)
00006	Straight Line 10.00 % COMPACTUS 12 BAY	4,875.00		(75.00)	4,800.00	(830)
00007	Straight Line 12.50 % LAMINATOR ROLL 800MM DOCUSEAL 3100	3,843.75		(93.75)	3,750.00	(831)
00008	Straight Line 20.00 % BUS 12 SEATER TOYOTA HIACE	5,416.67		(1,083.33)	4,333.34	(832)
00009	Straight Line 10.00 % BUS 25 SEATER MITSUBISHI ROSA	43,333.22		(666.66)	42,666.56	(833)
00010	Straight Line 20.00 % PHOTOCOPIER KONICA MINOLTA C451	1,666.67		(333.33)	1,333.34	(834)
00011	Straight Line 20.00 % PHOTOCOPIER KONICA MINOLTA C451	1,666.67		(333.33)	1,333.34	(835)
00012	Straight Line 20.00 % PHOTOCOPIER KONICA MINOLTA C451	1,666.67		(333.33)	1,333.34	(836)
00013	Straight Line 12.50 % FRIDGE COMMERCIAL 850L ARCUS 700	4,270.76		(104.16)	4,166.60	(837)
00014	Straight Line 20.00 % SERVER DELL POWEREDGE 4210	833.32		(166.66)	666.66	(838)
14 RECORDS PRINTED		REPORT TOTAL \$	0.00	(4,943.70)		

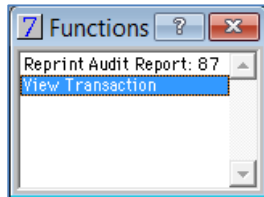
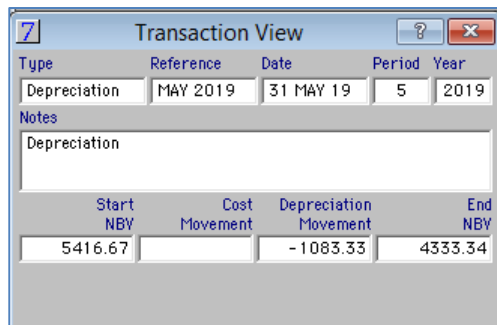
- Close the report

- Double click on **5/2019 depreciation** transaction



Ref.	Period	Type	Start NBY.	Cost Mov.	Dep Mov.	End NBY.
MAY 16	5/2016	DEP	21666.70	0.00	-1083.34	20583.36
DEPR JAN 1/2017	DEP	20583.36	0.00	-1083.33	19500.03	
DEPR FEB 2/2017	DEP	19500.03	0.00	-1083.34	18416.69	
DEPR MAR 3/2017	DEP	18416.69	0.00	-1083.33	17333.36	
DEPR APR 4/2017	DEP	17333.36	0.00	-1083.34	16250.02	
DEPR MAY 5/2017	DEP	16250.02	0.00	-1083.33	15166.69	
DEPR JAN 1/2018	DEP	15166.69	0.00	-1083.34	14083.35	
DEPR FEB 2/2018	DEP	14083.35	0.00	-1083.33	13000.02	
DEPR MAR 3/2018	DEP	13000.02	0.00	-1083.34	11916.68	
DEPR APR 4/2018	DEP	11916.68	0.00	-1083.33	10833.35	
DEPR MAY 5/2018	DEP	10833.35	0.00	-1083.34	9750.01	

- Double click on **View Transaction**

Type	Reference	Date	Period	Year
Depreciation	MAY 2019	31 MAY 19	5	2019

Notes
Depreciation

Start NBY	Cost Movement	Depreciation Movement	End NBY
5416.67		-1083.33	4333.34

- Close the Transaction View and History windows

7.1.5 Historic Costs

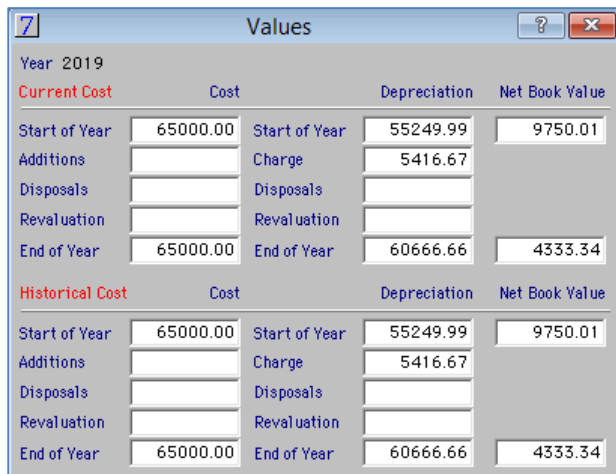
Assets > Records > Assets > Historic Costs

Changes in the valuation of an asset will appear in this window.

Activity:

Assets > Records > Assets

- Click 



The screenshot shows a window titled 'Values' with a tab for 'Year 2019'. It contains two tables: 'Current Cost' and 'Historical Cost'. Both tables have columns for 'Cost', 'Depreciation', and 'Net Book Value'. The 'Current Cost' table shows a start of year value of 65000.00, a charge of 5416.67, and an end of year value of 60666.66, resulting in a net book value of 4333.34. The 'Historical Cost' table shows the same values but with a depreciation of 55249.99 at the start of the year.

Year 2019			
Current Cost		Historical Cost	
	Cost	Depreciation	Net Book Value
Start of Year	65000.00	55249.99	9750.01
Additions		Charge	5416.67
Disposals		Disposals	
Revaluation		Revaluation	
End of Year	65000.00	60666.66	4333.34

- View then close

Important

Department of Education schools must not revalue Assets.

7.1.6 Disposing of an Asset

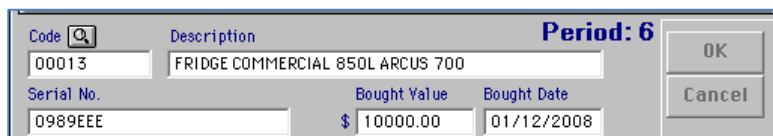
An individual asset can be disposed of once the Principal has determined that the asset or resource is either surplus to requirements, unserviceable or obsolete.

Activity:

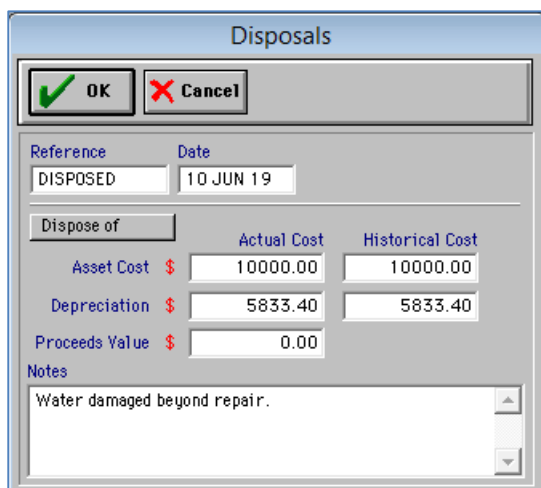
Assets > Records > Assets

Scenario: After a storm, a large refrigerator was damaged beyond repair and permission from the Principal has been received to dispose of it.

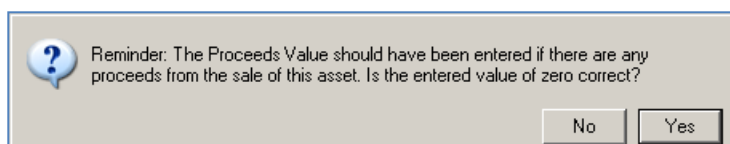
- Click **Find** and **<Tab>** to the **Description** field
- Type **Fridge** and **<Enter>**



- Click 
- Enter the information shown below



- Click 



- Click **Yes** to confirm that the proceeds value is zero

Are you sure you wish to post this Disposal?

No

Yes

- Click **Yes**

The Disposal Audit Report will be sent straight to the printer. There is no option to print to the screen

A copy of the report is shown below.

5555 West Coast District High School - Asset Profit on Disposal Report					
Asset Profit on Disposal Report as at 15:58 on Monday,10th June 2019 - Period 6					
Code	Serial No.	Net Book Value	Proceeds	Profit (\$)	Profit (%)
00013	0989EEE	4,166.60	0.00	(4,166.60)	?
FRIDGE COMMERCIAL 850L ARCUS 700					
Water damaged beyond repair.					

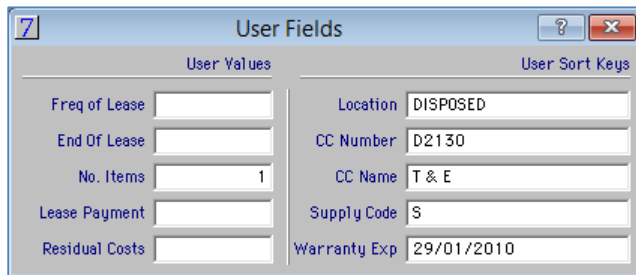
The Asset status is changed to reflect the disposal

Code	Description
00013	FRIDGE COMMERCIAL 850L ARCUS 700
Serial No.	Bought Value
0989EEE	\$ 10000.00
Status	Category
Sold/Disp	Plant & Equipment

Note: The report must be signed by the Principal and MCS before filing

Note: Once an asset has been disposed, its location should be edited to reflect the disposal.

- Click  and 
- In the **Location** field, enter **DISPOSED**
- Enter **1** in **No. Items**



User Fields	
User Values	User Sort Keys
Freq of Lease	Location DISPOSED
End Of Lease	CC Number D2130
No. Items 1	CC Name T & E
Lease Payment	Supply Code S
Residual Costs	Warranty Exp 29/01/2010

- Close the User Fields window
- Click **OK** to save the changes


7.1.7 Assets List

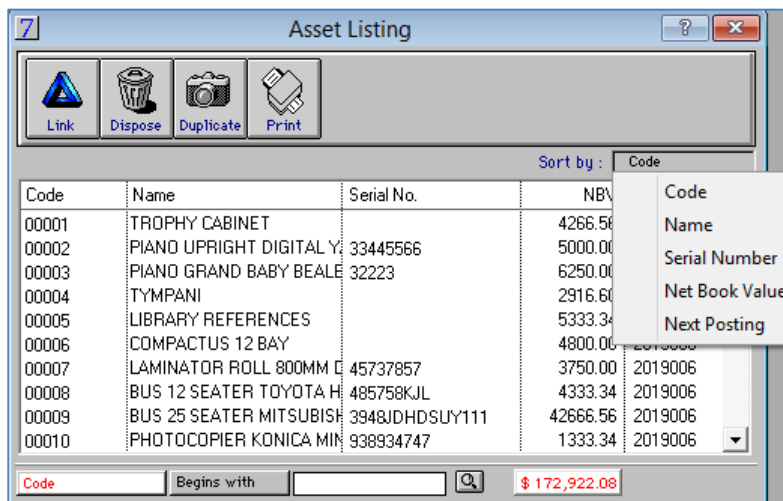


The List window can be used to find and sort a group of assets based upon complex criteria. Once a collection of assets is in the list, the assets can then be linked, mass disposed, reported on, duplicated or grouped by their location.

Activity:

Assets > Records > Assets > List

- Click  to view a list of all assets
- Click on **Sort by Code** (at the top right of the screen) and select **Net Book Value**



Note: Net Book Value is calculated as the original cost of an Asset, minus any accumulated depreciation.

This will list all assets in Net Book Value order from highest to lowest.

- Re-sort the list by **Name**

This will list all assets in alphabetical order

Code	Name	Serial No.	NBV	Next Posting
00008	BUS 12 SEATER TOYOTA H	485758KJL	3250.00	2019007
00009	BUS 25 SEATER MITSUBISHI	3948JDHDSUY111	41999.89	2019007
00057	BUS-MITSUBISHI 16 SEATE	94857-9485	15370.83	2019007
00056	CABINET-WALL		5999.58	2019007
00037	CAMERA DIGITAL CANNON	456213	1026.00	2019007
00038	CAMERA DIGITAL CANNON	456214	1026.00	2019007
00039	CAMERA DIGITAL CANNON	456215	1026.00	2019007
00040	CAMERA DIGITAL CANNON	456216	1026.00	2019007
00041	CAMERA VIDEO HD HDRHC	856748	1395.00	2019007
00042	CAMERA VIDEO HD HDRHC	856749	1395.00	2019007

The List window can be used to search for particular assets.

- Click **Code** (at the bottom left of the screen)

The screenshot shows the 'Asset Listing' window. At the top, there are icons for Link, Dispose, Duplicate, and Print. Below these is a 'Sort by' dropdown set to 'Name'. The main area is a table with the following columns: Code, Name, Serial No., NBV, and Next Posting. The table contains 12 rows of asset data. At the bottom, there is a search bar with a dropdown menu open, showing options: Code, Name, Serial Number, Net Book Value, Next Posting, Location, CC Number, CC Name, Type, and Frequency. The 'Code' option is selected. To the right of the search bar, the total value is displayed as '\$ 172,922.08'.

Code	Name	Serial No.	NBV	Next Posting
00008	BUS 12 SEATER TOYOTA H	485758KJL	4333.34	2019006
00009	BUS 25 SEATER MITSUBISHI	3948JDHDSUY111	42666.56	2019006
00037	CAMERA DIGITAL CANNON	456213	1026.00	2019006
00038	CAMERA DIGITAL CANNON	456214	1026.00	2019006
00039	CAMERA DIGITAL CANNON	456215	1026.00	2019006
00040	CAMERA DIGITAL CANNON	456216	1026.00	2019006
00041	CAMERA VIDEO HD HDRHC	856748	1395.00	2019006
00042	CAMERA VIDEO HD HDRHC	856749	1395.00	2019006
00043	CAMERA VIDEO HD HDRHC	856750	1395.00	2019006
00006	COMPACTUS 12 BAY		4800.00	2019006

- Select **Name**
- Click **Begins with** and select **Contains**

This screenshot shows the search dropdown menu with 'Contains' selected. The 'Name' field is highlighted in the search bar.

- Type **FRIDGE** and click

The search bar now shows 'FRIDGE' entered in the search field, with the search icon visible.

- View a list of computers

The search bar now shows 'COMPUTER' entered in the search field, with the search icon visible.

- View a list of Assets located in the library

The search bar now shows 'LIBRARY' entered in the 'Location' field, with the search icon visible.

7.1.8 Disposing of Assets in Bulk



Mass disposal is a method for selling or disposing of a number of assets at once. The process is similar to disposing of a single asset, except when mass disposal is used, multiple assets are being disposed of at the same time.

Activity:

Assets > Records > Assets > List

A set of workstations have been entered on to the Asset register, however the items are no longer required and have become surplus stock. After permission has been granted from the Principal, it has been decided that the items will be offered for public tender amongst the staff.

- Find the workstations

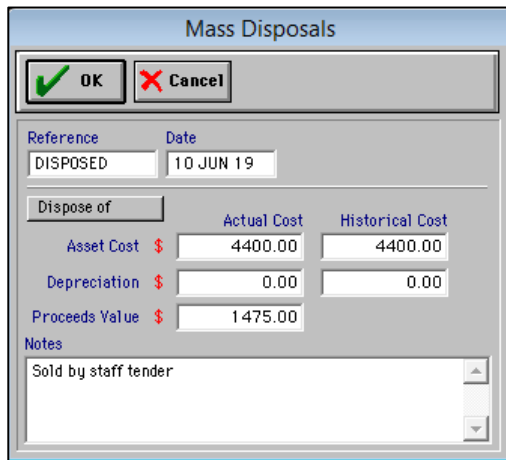
- Highlight the four workstations:

Code	Name	Serial No.	NBV	Next Posting
00049	WORK STATION COMPUTE		1100.00	2018006
00050	WORK STATION COMPUTE		1100.00	2018006
00051	WORK STATION COMPUTE		1100.00	2018006
00052	WORK STATION COMPUTE		1100.00	2018006

- Click



- Enter **Disposed** in the Reference field
- Enter the total amount **\$1475.00** for the work stations
- Enter a note



Mass Disposals

OK Cancel

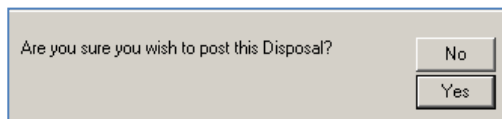
Reference: DISPOSED Date: 10 JUN 19

Dispose of:

	Actual Cost	Historical Cost
Asset Cost \$	4400.00	4400.00
Depreciation \$	0.00	0.00
Proceeds Value \$	1475.00	

Notes: Sold by staff tender

- Click **OK**



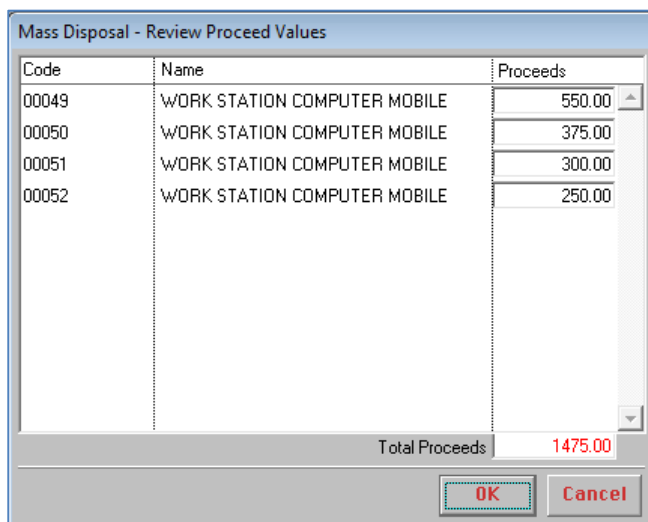
Are you sure you wish to post this Disposal?

No Yes

- Click **Yes**

Proceeds amounts for each asset have been automatically apportioned by Asset Manager. These can be overwritten.

- Change the amounts for each asset to match the screenshot below (<Tab> down through the **Proceeds** fields)



Mass Disposal - Review Proceed Values

Code	Name	Proceeds
00049	WORK STATION COMPUTER MOBILE	550.00
00050	WORK STATION COMPUTER MOBILE	375.00
00051	WORK STATION COMPUTER MOBILE	300.00
00052	WORK STATION COMPUTER MOBILE	250.00

Total Proceeds: 1475.00

OK Cancel

- Click **OK** and 

Disposal Audit Report as at 16:10 on Monday, 10th June 2019 - Period 6

Disposal Audit

Report No. 89

Reference DISPOSED, Sold by staff tender

----- Movement -----						
Code	Name	Start NBV (\$)	Cost (\$)	Dep. (\$)	End NBV (\$)	Audit
00049	None	1,100.00	(1,100.00)		0.00	
	WORK STATION COMPUTER MOBILE					(840)
00050	None	1,100.00	(1,100.00)		0.00	
	WORK STATION COMPUTER MOBILE					(841)
00051	None	1,100.00	(1,100.00)		0.00	
	WORK STATION COMPUTER MOBILE					(842)
00052	None	1,100.00	(1,100.00)		0.00	
	WORK STATION COMPUTER MOBILE					(843)
4 RECORDS PRINTED		REPORT TOTAL \$	(4,400.00)	0.00		

Approved By:

Actioned By:

Signature _____

Signature _____

Name _____

Name _____

Title _____

Title _____

Date _____

Date _____

Comments:




This report must be signed by the Principal and MCS before filing

- View and close the report

Note: After disposing of assets, it is important to edit the Location to **DISPOSED on each asset record.**

- Close the Asset Listing window
- Click **Find**
- Type in the **Code 00049** and <Enter>

- Click  and 
- Change the **Location** to **DISPOSED/SOLD**
- Ensure **1** in **No. Items** has been entered

- Close the **User Fields** window and click **OK** to save
- Click  to take you to the next asset code
- Click **Find**
- Type in the **Code 00050** and <Enter>
- Click  and 
- Change the **Location** to **DISPOSED/SOLD**
- Ensure **1** in **No. Items** has been entered
- Repeat for the remaining items which have been disposed, (codes **00051, 00052**)

Assets > Records > Assets > List

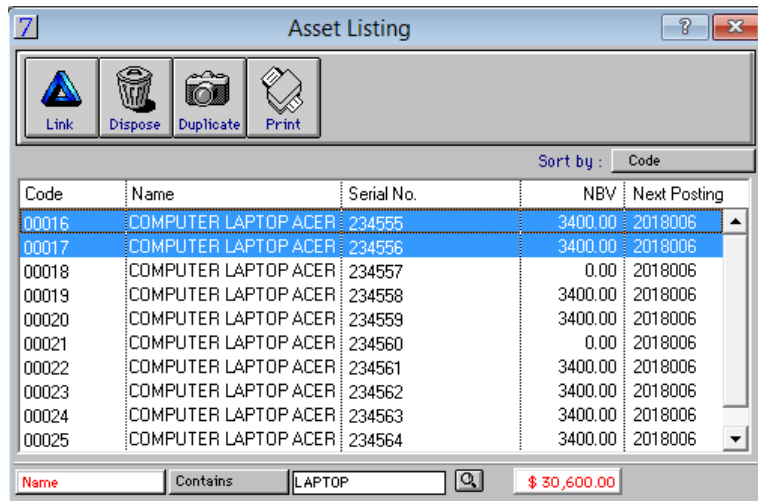
Over the weekend the school has been broken into and two laptop computers have been stolen. It has been deemed that the items are not recoverable, so it is necessary to dispose of them.

- Search for the laptops



A search bar with a 'Name' label, a 'Contains' button, a text input field containing 'LAPTOP', and a magnifying glass icon.

- Highlight the items with the **Codes 16 and 17**




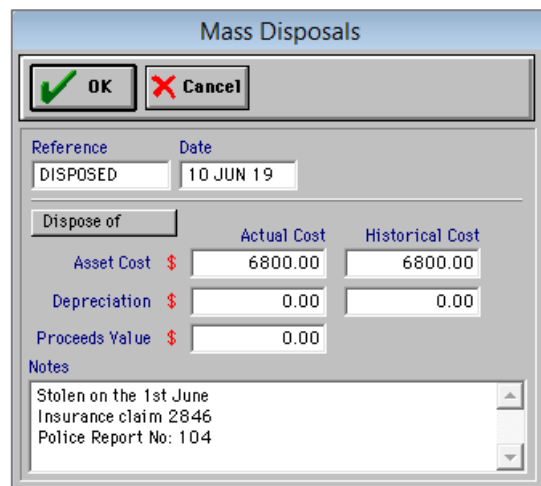
Asset Listing window showing a table of assets. The table has columns: Code, Name, Serial No., NBV, and Next Posting. Rows 16 and 17 are highlighted.

Code	Name	Serial No.	NBV	Next Posting
00016	COMPUTER LAPTOP ACER	234555	3400.00	2018006
00017	COMPUTER LAPTOP ACER	234556	3400.00	2018006
00018	COMPUTER LAPTOP ACER	234557	0.00	2018006
00019	COMPUTER LAPTOP ACER	234558	3400.00	2018006
00020	COMPUTER LAPTOP ACER	234559	3400.00	2018006
00021	COMPUTER LAPTOP ACER	234560	0.00	2018006
00022	COMPUTER LAPTOP ACER	234561	3400.00	2018006
00023	COMPUTER LAPTOP ACER	234562	3400.00	2018006
00024	COMPUTER LAPTOP ACER	234563	3400.00	2018006
00025	COMPUTER LAPTOP ACER	234564	3400.00	2018006

At the bottom, there is a search bar with 'LAPTOP' and a total value of \$30,600.00.



- Click 
- Enter the following:



Mass Disposals dialog box. It has 'OK' and 'Cancel' buttons at the top. Below are fields for 'Reference' (DISPOSED) and 'Date' (10 JUN 19). A 'Dispose of' button is followed by a table for costs. Below the table is a 'Notes' section with a text area containing details about the disposal.

	Actual Cost	Historical Cost
Asset Cost \$	6800.00	6800.00
Depreciation \$	0.00	0.00
Proceeds Value \$	0.00	

Notes:
Stolen on the 1st June
Insurance claim 2846
Police Report No: 104

- Click **OK**



Reminder: The Proceeds Value should have been entered if there are any proceeds from the sale of these assets. Is the entered value of zero correct?

No

Yes

- Click **Yes**

Are you sure you wish to post this Disposal?

No

Yes

- Click **Yes**

Proceeds amounts for each asset have been automatically apportioned by Asset Manager. These can be overwritten

Mass Disposal - Review Proceed Values

Cod	Name	Procee
00016	COMPUTER LAPTOP ACER 6935	0.00
00017	COMPUTER LAPTOP ACER 6935	0.00

Total Proce 0.00

OK Cancel

- Click on **OK** and 

Disposal Audit Report as at 16:16 on Monday, 10th June 2019 - Period 6

Disposal Audit

Report No. 90

Reference DISPOSED, Stolen on the 1st June

----- Movement -----						
<u>Code</u>	<u>Name</u>	<u>Start NBV (\$)</u>	<u>Cost (\$)</u>	<u>Dep. (\$)</u>	<u>End NBV (\$)</u>	<u>Audit</u>
00016	None	3,400.00	(3,400.00)		0.00	
	COMPUTER LAPTOP ACER 6935					(844)
00017	None	3,400.00	(3,400.00)		0.00	
	COMPUTER LAPTOP ACER 6935					(845)
2 RECORDS PRINTED		REPORT TOTAL \$	<u>(6,800.00)</u>	<u>0.00</u>		

Approved By:

Signature _____

Name _____

Title _____

Date _____

Actioned By:

Signature _____

Name _____

Title _____

Date _____

Comments:

Note: This report must be signed by the Principal and MCS prior to filing

- View and close the report


- Close the **Asset List** screen
- Click **Find** and enter the Asset **Code 00016**
- Press **<Enter>**



- Click **Edit** and
- Change the **Location** to **DISPOSED/STOLEN**

User Fields	
User Values	User Sort Keys
Freq of Lease	Location DISPOSED/STOLEN
End Of Lease	CC Number D2505
No. Items 1	CC Name RESOURCES
Lease Payment	Supply Code S
Residual Costs	Warranty Exp 11/12/2012

- Close **User Fields** window and click **OK** to save
- Repeat for the remaining laptop (**Code 00017**)

Hint: Use your right  to take you to the next asset code. <Ctrl/C> the location change and <Ctrl/V> to paste into next record.

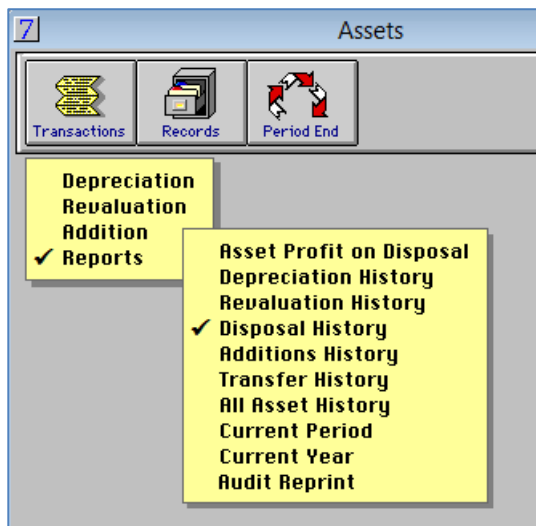
- Close the **Asset Window**

7.1.9 Disposal History

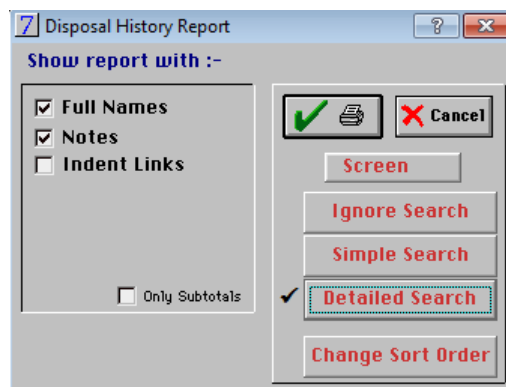
There are two reports which show the disposal history of assets and resources.
The Disposal History report will show any information entered for the disposal of an Asset or a resource and the Asset Profit on Disposal will display any proceeds made from the disposal.

Activity:

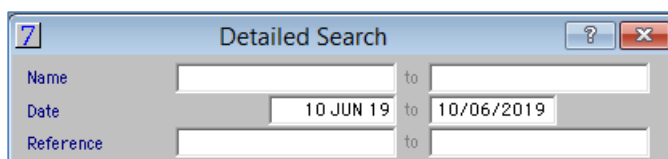
Assets > Transactions > Reports > Disposal History



- Check **Full Names** and **Notes**



- Click **Detailed Search**
- Type these dates and **<Enter>**



Disposal History Report as at 16:19 on Monday, 10th June 2019 - Period 6

----- Movement -----								
Code	Reference	Date	Period	Type	Start NBV (\$)	Cost (\$)	Dep. (\$)	End NBV (\$)
00013	DISPOSED	10 JUN 19	6/2019	SAL	4,166.60	(10,000.00)	5,833.40	
FRIDGE COMMERCIAL 850L ARCUS 700 Water damaged beyond repair.								
00049	DISPOSED	10 JUN 19	6/2019	SAL	1,100.00	(1,100.00)		
WORK STATION COMPUTER MOBILE Sold by staff tender								
00050	DISPOSED	10 JUN 19	6/2019	SAL	1,100.00	(1,100.00)		
WORK STATION COMPUTER MOBILE Sold by staff tender								
00051	DISPOSED	10 JUN 19	6/2019	SAL	1,100.00	(1,100.00)		
WORK STATION COMPUTER MOBILE Sold by staff tender								
00052	DISPOSED	10 JUN 19	6/2019	SAL	1,100.00	(1,100.00)		
WORK STATION COMPUTER MOBILE Sold by staff tender								
00016	DISPOSED	10 JUN 19	6/2019	SAL	3,400.00	(3,400.00)		
COMPUTER LAPTOP ACER 6935 Stolen on the 1st June Insurance claim 2846 Police Report No: 104								
00017	DISPOSED	10 JUN 19	6/2019	SAL	3,400.00	(3,400.00)		
COMPUTER LAPTOP ACER 6935 Stolen on the 1st June Insurance claim 2846 Police Report No: 104								

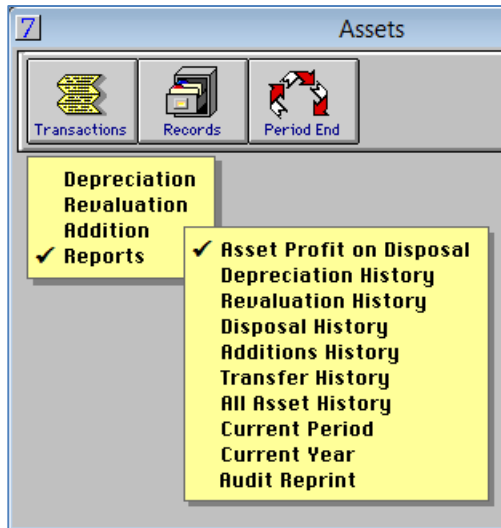
- View then close the report
- Close **Asset Disposal History**

7.1.10 Asset Profit on Disposal

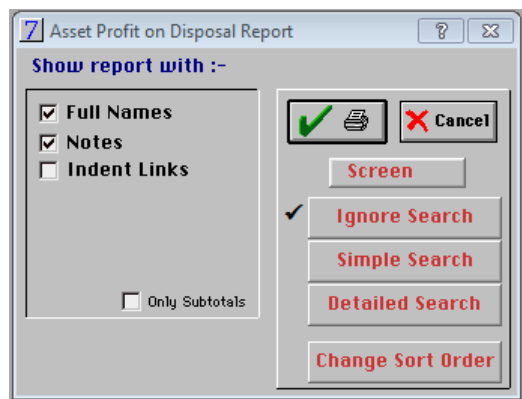
This report will show any proceeds made from the sale of any asset

Activity:

Assets > Transactions > Reports > Asset Profit on Disposal



- Check **Full Names** and **Notes**



- Click 

Asset Profit on Disposal Report as at 16:22 on Monday,10th June 2019 - Period 6

<u>Code</u>	<u>Serial No.</u>	<u>Net Book Value</u>	<u>Proceeds</u>	<u>Profit (\$)</u>	<u>Profit (\$)</u>
00018	234557	3,400.00	0.00	(3,400.00)	?
COMPUTER LAPTOP ACER 6935 Police Report 103487 Insurance Claim 2847653 Date Stolen 13th/14th June 09					
00021	234560	3,400.00	0.00	(3,400.00)	?
COMPUTER LAPTOP ACER 6935 Police Report 103487 Insurance Claim 2847653 Date Stolen 13th/14th June 09					
00013	0989EEE	4,166.60	0.00	(4,166.60)	?
FRIDGE COMMERCIAL 850L ARCUS 700 Water damaged beyond repair.					
00049		1,100.00	550.00	(550.00)	(100.0)
WORK STATION COMPUTER MOBILE Sold by staff tender					
00050		1,100.00	375.00	(725.00)	(193.3)
WORK STATION COMPUTER MOBILE Sold by staff tender					
00051		1,100.00	300.00	(800.00)	(266.7)
WORK STATION COMPUTER MOBILE Sold by staff tender					
00052		1,100.00	250.00	(850.00)	(340.0)
WORK STATION COMPUTER MOBILE Sold by staff tender					
00016	234555	3,400.00	0.00	(3,400.00)	?
COMPUTER LAPTOP ACER 6935 Stolen on the 1st June Insurance claim 2846 Police Report No: 104					
00017	234556	3,400.00	0.00	(3,400.00)	?
COMPUTER LAPTOP ACER 6935 Stolen on the 1st June Insurance claim 2846 Police Report No: 104					

- View the report and **Close**

7.1.11 Entering Assets

When entering new assets, they can be entered directly into Asset Manager by using **Insert** in the **Asset** window, however it is important that schools analyse to the relevant purchase area.

Purchase of assets may be from the Curriculum area, but for reporting purposes these must be recorded in the D1800 through to the D2480 range as set out in the Chart of Accounts.

Purchase of Resources may also be recorded in the Curriculum area or in the D2490 to D2500 range (<\$5000)

Activity: Adding Assets directly into Asset Manager

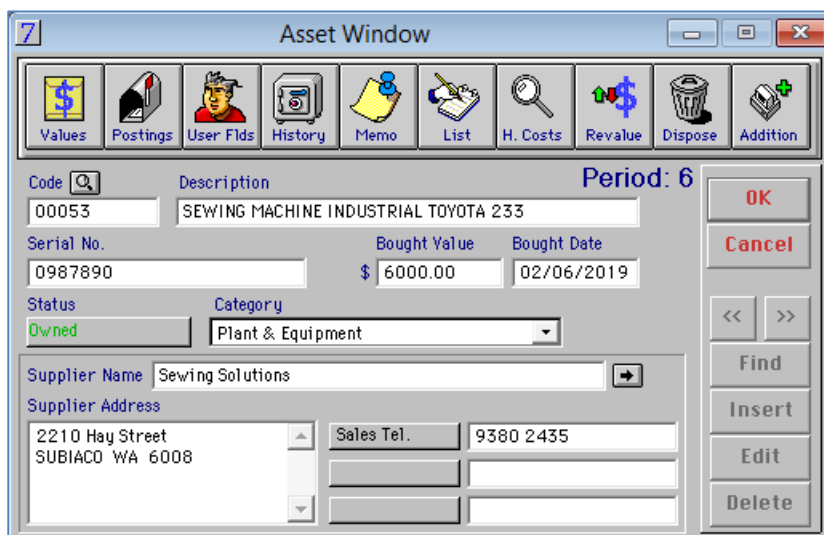
Assets > Records > Assets

The school has purchased a number assets which can be added directly into Asset Manager by using the **Insert** Function.

- Click 

Note: The Asset code is generated automatically.

- Enter the Description: **Sewing Machine Industrial Toyota 233**
- (**<Tab>** to move from one field to the next)
- Enter the Serial Number: **0987890**
- Enter the Bought Value: **\$6000**
- Enter the Bought Date: **02/06/2019**
- Enter the Category: **Plant & Equipment**
- Enter the Supplier Name: **Sewing Solutions**
- Enter the Supplier Address: **2210 Hay Street, Subiaco, WA, 6008**
- Enter the Sales Tel No: **9380 2435**



Note: The threshold value for the Bought Value for assets is set at \$5,000. An error message will be displayed if the user attempts to enter an asset with a Bought Value of less than \$5000. An error message will also be generated if a Bought Date of an asset is not within the current period and year of the data file.



- Click **User Flds** and enter the user field information:

Note: Remember to complete the No. items field.

- Close **User Fields** information and click **OK** to save the new asset details

- Enter the following Assets using the same procedure:

Description: Video Conferencing Unit
Serial No: 456/PUI/789-001
Bought: \$12000.00 (excluding GST)
Date: 05/06/19
Category: Communication Equipment
Supplier: Perth Audiovisual
42 Wittenoom Street
EAST PERTH WA, 6004
Sales Tel: 9377 3994

User Fields

Location: Lecture Theatre
CC Number: D5005
CC Name: English
Supply Code: S
Warranty: 01/07/2021

Note: The analysis code for this asset would be D2350 Purchase of Communication Equipment >\$5000.

Description: Telescope
Serial No: 161008072003
Bought: \$8095 (excluding GST)
Date: 05/06/19
Category: Plant & Equipment
Supplier: Educational Experience Pty Ltd
49 Oakdale Road
GATESHEAD NSW 2290
Sales Tel: (02) 9875 2233

User Fields

Location: Science Lab 1
CC Number: D5310
CC Name: Science
Supply Code: S
Warranty: 12/06/2021

Memo: Includes teaching aids, student activities and 4 laminated classroom posters

Note: The analysis code for this Asset would be D2100 Purchase of Plant and Equipment >\$5000

Description: Cabinet - Wall
Serial No:
Bought: \$6050 (excluding GST)
Date: 01/06/19
Category: Furniture & Fittings
Supplier: Atelier Furniture & Interiors
11 Whyalla Street
WILLETTON WA, 6155
Sales Tel: 9457 5877

User Fields

Location: Admin
CC Number: D2010
CC Name: Admin
Supply Code: S

Note: The analysis code for this Asset would be D2000 Purchase of Furniture and Fittings > \$5000

Note: Remember to complete the No. items field

Description: Bus - Mitsubishi 16 seater
Serial No: 94857-9485
Bought: \$15,500.00
Date: 05/06/19
Category: Buses
Supplier: Skipper Mitsubishi
49 Shepperton Road
VICTORIA PARK WA 6100
Sales Tel: 9415 0000

User Fields

Location: Western Car Park
CC Number: D2255
CC Name: LA BUSES
Supply Code: S
Warranty: 04/06/2024

Note: The analysis code for this Asset would be D2250 Purchase of Buses> \$5000

Note: Remember to complete the No. items field.

7.1.12 Duplicating Assets

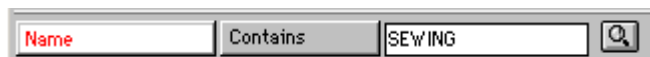
Assets can also be duplicated in the **Asset Listing** window. This is particularly useful if there are multiple assets with the same attributes. The user is able to duplicate the asset and then update the user Information, which saves on additional editing and data entry.

Activity:

Assets > Records > Assets

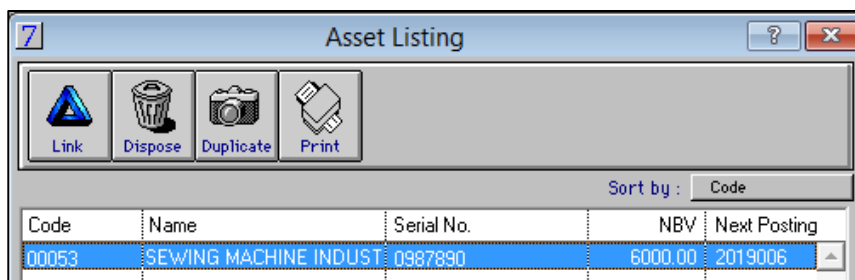
The school has purchased another two Toyota industrial sewing machines in the current period, so it is possible to use the duplicate function to record the same attributes and then edit the user fields accordingly.

- Click **List**
- Enter the following search criteria




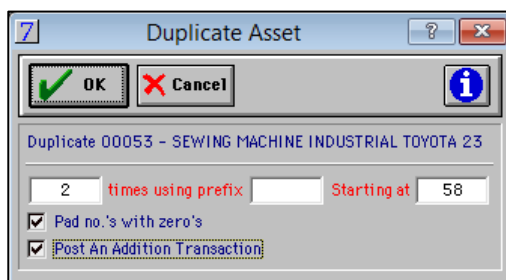
Name Contains SEWING

- Click 
- Highlight **00053 Sewing Machine Industrial**



Code	Name	Serial No.	NBV	Next Posting
00053	SEWING MACHINE INDUST	0987890	6000.00	2019006

- Click  and enter the following





Duplicate 00053 - SEWING MACHINE INDUSTRIAL TOYOTA 23

2 times using prefix Starting at 58

☒ Pad no.'s with zero's

☒ Post An Addition Transaction

- Click 
- Click **Yes** and  to process the transaction and print the Addition Audit Report

There are now two additional lines for the Sewing machine



Asset Listing				
<div> <div>Link</div> <div>Dispose</div> <div>Duplicate</div> <div>Print</div> </div>				
Sort by: Code				
Code	Name	Serial No.	NBV	Next Posting
00053	SEWING MACHINE INDUST	0987890	6000.00	2019006
00058	SEWING MACHINE INDUST	0987890	6000.00	2019006
00059	SEWING MACHINE INDUST	0987890	6000.00	2019006

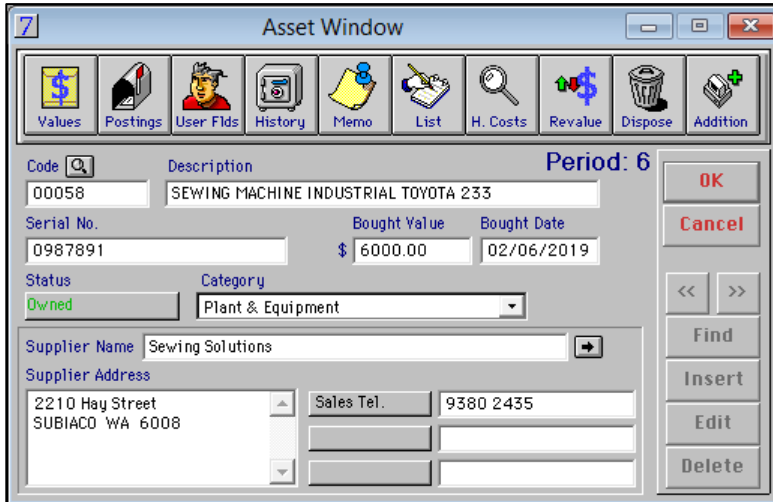
Name Contains SEWING \$ 18,000.00

5555 West Coast District High School - Audit Reports					
Page 1					
Addition Audit Report as at 16:44 on Monday,10th June 2019 - Period 6					
Addition Audit					
Reference 00058, Addition Cost					
Report No. 96					
----- Movement -----					
Code	Name	Start NBV (\$)	Cost (\$)	Dep. (\$)	End NBV (\$) Audit
00058	Straight Line	0.00	6,000.00		6,000.00
	SEWING MACHINE INDUSTRIAL TOYOTA 233				(851)
00059	Straight Line	0.00	6,000.00		6,000.00
	SEWING MACHINE INDUSTRIAL TOYOTA 233				(852)
2 RECORDS PRINTED		REPORT TOTAL \$	12,000.00	0.00	

- Close the report
- Close the **Asset Listing** window

Note: Only duplicate assets in the period in which they were purchased. To complete the duplication process, the serial numbers, purchase dates and User Fields for the new assets may need to be edited.


- Click 
- Enter the **Code 00058** and click **OK** or **<Enter>**
- Click 
- Edit the serial number to 0987891

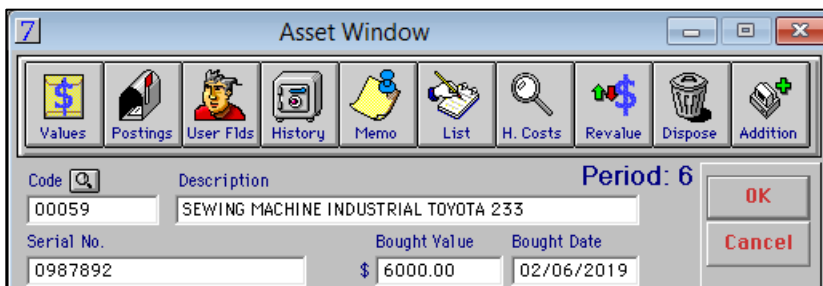


The screenshot shows the 'Asset Window' with the following details:

- Code:** 00058
- Description:** SEWING MACHINE INDUSTRIAL TOYOTA 233
- Serial No.:** 0987891
- Bought Value:** \$ 6000.00
- Bought Date:** 02/06/2019
- Status:** Owned
- Category:** Plant & Equipment
- Supplier Name:** Sewing Solutions
- Supplier Address:** 2210 Hay Street, SUBIACO WA 6008
- Sales Tel.:** 9380 2435

Buttons on the right: OK, Cancel, <<, >>, Find, Insert, Edit, Delete.

- Click **OK**
- Click on the  and repeat for the second duplicated sewing machine with serial number 0987892



The screenshot shows the 'Asset Window' with the following details:

- Code:** 00059
- Description:** SEWING MACHINE INDUSTRIAL TOYOTA 233
- Serial No.:** 0987892
- Bought Value:** \$ 6000.00
- Bought Date:** 02/06/2019

Buttons on the right: OK, Cancel.


- Click  to save the new information

7.1.13 Asset List Reports and Labels

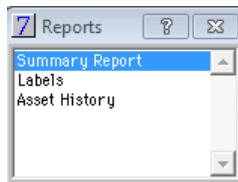
It is possible to print a limited number of reports from the Asset List window which will display the Cost, Depreciation, Net Book Value of an Asset and also the History of an Asset. It is also possible to create Labels with the Asset details.

Activity:

Assets > Records > Assets > List

- Click on  to display all assets
- Highlight a number of assets in the list window

- Click 
- Double click on **Summary Report**



- Click  to print the report to screen

Printed at 16:51 on Monday, 10th June 2019 - Period 6



Code	Cost					Depreciation					Net Book Value	
	Start of Year	Additions	Disposals	Revaluations	End Year	Start Year	Charge	Disposals	Revaluations	End Year	SOY	EOY
00008	65000.00				65000.00	55249.99	5416.67			60666.66	9750.01	4333.34
00009	80000.00				80000.00	34000.12	3333.32			37333.44	45999.88	42666.56
00057		15500.00			15500.00							15500.00
00056		6050.00			6050.00							6050.00
00037	1026.00				1026.00						1026.00	1026.00

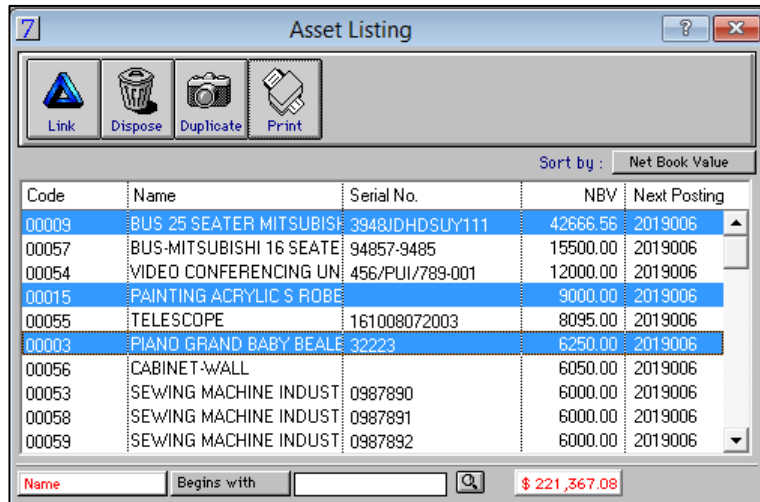
This report displays Cost, Depreciation and Net Book Value information for the selected assets.

- Close the Summary Report


It is also possible to create labels to identify Attributes, Asset Locations, Asset Codes, Serial Numbers, Warranty Expiry dates etc. We will create labels later in training.

Assets > Records > Assets > List

- Click  to display all Assets
- Sort by Net Book Value** 
- Holding down <Ctrl> highlight at least 3 assets:



Code	Name	Serial No.	NBV	Next Posting
00009	BUS 25 SEATER MITSUBISHI	3948JDHDSUY111	42666.56	2019006
00057	BUS-MITSUBISHI 16 SEATE	94857-9485	15500.00	2019006
00054	VIDEO CONFERENCING UN	456/PUI/789-001	12000.00	2019006
00015	PAINTING ACRYLIC S ROBE		9000.00	2019006
00055	TELESCOPE	161008072003	8095.00	2019006
00003	PIANO GRAND BABY BEALE	32223	6250.00	2019006
00056	CABINET-WALL		6050.00	2019006
00053	SEWING MACHINE INDUST	0987890	6000.00	2019006
00058	SEWING MACHINE INDUST	0987891	6000.00	2019006
00059	SEWING MACHINE INDUST	0987892	6000.00	2019006

- Click **Print** and double click on **Asset History**
- Click  to print the report to screen
- A portion of the report is shown below

Code	Name	Serial No
00009	BUS 25 SEATER MITSUBISHI ROSA	3948JDHDSUY111

----- Movement -----							
Reference	Date	Period Type	Start NBV (\$)	Cost (\$)	Dep. (\$)	End NBV (\$)	Audit
00009	12 DEC 08	12/2008 ADD	0.00	80,000.00		80000.00	(9)
Addition Cost							
DEC DEPREC	31 DEC 08	12/2008 DEP	80000.00		(666.67)	79333.33	(61)
JAN DEPREC	31 JAN 09	1/2009 DEP	79333.33		(666.67)	78666.66	(75)
FEB DEPREC	28 FEB 09	2/2009 DEP	78666.66		(666.67)	77999.99	(89)
MARCH DEPR	31 MAR 09	3/2009 DEP	77999.99		(666.67)	77333.32	(103)
APR DEPREC	29 APR 09	4/2009 DEP	77333.32		(666.67)	76666.65	(117)
MAY DEPREC	30 MAY 09	5/2009 DEP	76666.65		(666.67)	75999.98	(131)

A detailed report showing Cost, Depreciation and Net Book Value is displayed for each selected asset.

- Close the report and the **Asset Listing** window

7.2 Importing Assets from RM Finance

When payments for assets are processed as part of an Expenditure Payments batch in RM Finance, they can be flagged by checking the Asset box and then imported into Asset Manager later.

This requires three simple steps:

1. Enter asset transactions in RM Finance, remembering to flag the Asset box
2. Import flagged transactions into Asset Manager
3. Update asset records with user field information.

Note: Schools using Maze will need to enter details manually

7.2.1 Enter Asset Transactions in RM Finance

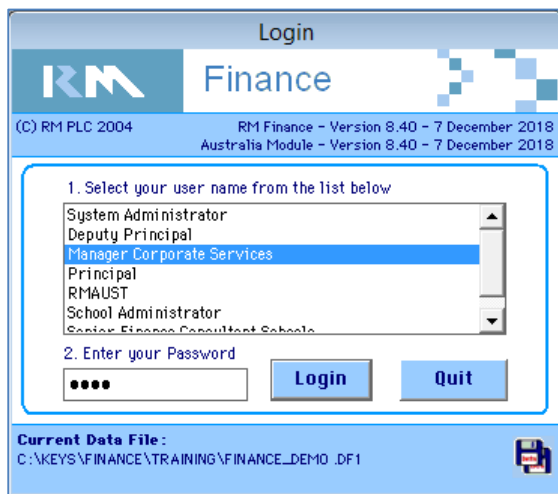
Activity:

RM Finance > Transactions > Expenditure

- Minimise Asset Manager



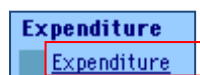
- Double click on the **RM Finance** icon on the desktop
- Highlight **Manager Corporate Services** and enter the password **keys**



- Click **Login**



- Click



Select **Expenditure**

- Select **Cheque** and click **OK**

Expenditure Batch Type Selection

Please Select Batch Type...

☒ Cheque

☐ EFT Batch

☐ BPAY Batch

OK

Reference Ref Number ☒ Create Cheque

☐ Alternative Payee None

- Leave **Create Cheque** ticked
- Enter **ALG 001** <Tab>
- Enter the **Date 10/06/19** (if not on system clock) and <Tab>
- Enter **5500** in **Total** <Tab> <Tab>
- Enter **Batch Ref 23** <Tab>
- Enter the **Detail - Satellite Dish for Internet** <Tab>
- Enter **Budget Code** of **D2355** <Tab>
- Enter the **Line Total** of **5500.00** <Tab>
- Enter **Tax Code 2** <Tab>
- Enter **Order No: 234** <Tab>
- Tick the **Asset Box** ☒ Asset <Tab>
- Enter **Invoice No 336659**

Expenditure

Supplier: ALG001 Algor Burns Computing

Date: 10 JUN 2019 Period: 6

Total: 5500.00

Reference Ref Number ☒ Create Cheque Batch Ref: 23

☐ Alternative Payee None

Add new Expenditure Line

Analysis: D2350 Purchase of Communication Equipment ☒ Asset

Detail: Satellite Dish for Internet

Budget: D2355 Administration Bal.: 0.00

Line Total: 5500.00 O/N: 234 Invoice No: 336659

Tax code: 2 10.00 % Tax: 500.00

Nett: 5000.00

Controls

[Options](#)

☒ **Ok**

- <Tab> to drop the transaction to the lower screen

? This transaction will take the budget D2355 over the set threshold. Continue ?

No **Yes**

- Click **Yes** to the message

Expenditure

Supplier: ALG001 Algor Burns Computing
 Date: 10 JUN 2019 Period: 6
 Total: 5500.00
 Reference: Ref Number ☐ Create Cheque Batch Ref: 23
☐ Alternative Payee None

Add new Expenditure line

Analysis: ☐ Asset
 Detail:
 Budget: Bal.: 0.00
 Line Total: 0.00 O/N: Invoice No.:
 Tax code: % Tax: 0.00
 Nett: 0.00

All Expenditure Lines

Detail	\$ Nett	\$ Tax	\$ Line Total
Satellite Dish for Internet	5000.00	500.00	5500.00
Totals	5000.00	500.00	5500.00

Controls
[Options](#)

Window
[Close window](#)
[Help](#)


- Click or **<Enter>**

Select Fund.

Please select the fund that you will use for the transaction you have just entered.

Cash Management	98765432
*Cheque Account	12345678
Investment A/c	43259878

- Click to the **Cheque Account** or **<Enter>**


 OK to BATCH this Expenditure Transaction ?

- Click **Yes** or **<Enter>** to batch the transaction

- Repeat the above process to enter another expenditure transaction.

Note: It is important for schools to analyse to the relevant Asset purchase area. It is possible to purchase from a curriculum area, but if the asset has a bought value of >\$5000, it must be analyzed in the account range of D1800 through to D2480 of the Chart of Accounts.

Supplier	OFF001
Date	10/06/19
Total	2000
Batch Ref	23
Detail	Television LG
Budget	D5005
Line Total	2000
Tax Code	1
O/N	237
Asset	Tick
Inv. No.	582963

- Click 
- Select the **Cheque Account**
- Click **Yes** to batch the transaction

Note: Although the item is less than \$5000, it may be entered into Asset Manager as a Resource in order to manage the school's resources effectively.

- Repeat for the remaining expenditure transactions

Note: Grandma's Furnishings has an alternative payee. Say Yes to the message to continue the transaction without using the alternative payee.

Supplier	GRA001
Date	10/06/19
Total	5600
Batch Ref	23
Detail	Trophy Cabinet
Budget	D2005
Line Total	5600
Tax Code	2
O/N	002
Asset	Tick
Inv. No.	667788

Note: Schools may elect to use another system to manage resources, but this requires the approval of the Director of Schools Resourcing and Support. Refer to the Assets and Resources Manual on the Finance for Schools Website.

Supplier	SUP001
Date	10/06/19
Total	6600
Batch Ref	23
Detail	Fridge - Commercial
Budget	D2105
Line Total	6600
Tax Code	2
O/N	240
Asset	Tick
Inv. No	582-1040

Check the transactions details before posting

Transactions > Reports



- Select the **Batched Transactions** report

- Uncheck **Income**, **Budget Amendments**, **Cash Management** and **Investment A/c**
- Click 

<u>Posting Detail</u>	<u>Type</u>	<u>Date</u>	<u>Nett</u>	<u>Tax</u>	<u>Total</u>	<u>Voucher</u>
23 ALG001 Algar Burns Computing D2350 Purchase of Communication Equipment D2355 Administration Cheque Account Invoice Number 336659 User Order Number 234 Satellite Dish for Internet Ref Ref Number	ESP	10 JUN 2019	5000.00	500.00 2	5500.00	06
23 OFF001 Office Works D5000 English D5005 English Cheque Account Invoice Number 582963 User Order Number 237 Television LG Ref Ref Number	ESP	10 JUN 2019	1818.18	181.82 1	2000.00	06
23 GRA001 Grandma's Furniture Company D2000 Purchase of Furniture & Fittings D2005 Furniture - Administration Cheque Account Invoice Number 667788 User Order Number 002 Trophy Cabinet Ref Ref Number	ESP	10 JUN 2019	5090.91	509.09 2	5600.00	06
23 SUP001 Supply West D2100 Purchase of Plant & Equipment D2105 Plant and Equipment-Admin Cheque Account Invoice Number 582-1040 User Order Number 240 Fridge-Commercial Ref Ref Number	ESP	10 JUN 2019	6000.00	600.00 2	6600.00	06

<u>Key</u>				<u>Nett</u>	<u>Gross</u>
INC	Income	IC	Income Correction	0.00	
ESP	Expenditure	ESC	Expenditure Correction	0.00	
ACR	Accrual	PRE	Prepayment	17909.09	19700.00
CRT	Creditor	DBT	Debtor	0.00	
ALL	Budget Allocation	VIR	Budget Virement	0.00	
JNL	Journal Transfer	CHG	Internal Charge		
Total Income				0.00	
Budget Amendments				0.00	
Expenditure Against Budget				17909.09	19700.00
Internal Charging				0.00	
Journal Transfers				0.00	

The batch total should be \$17,909.09 Nett and \$19,700.00 Gross

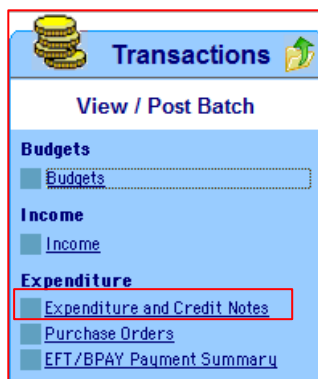
- Check all details carefully, then close the report


Transactions > View Post Batch

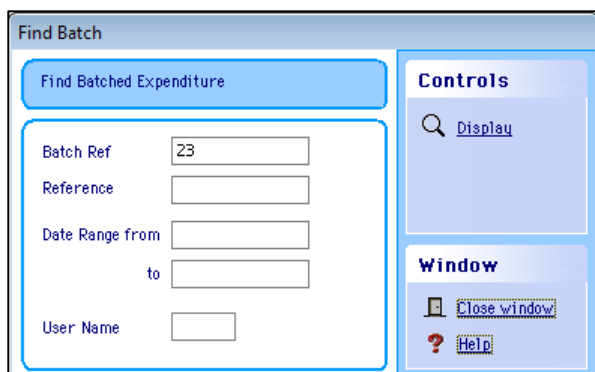
- Click **View/Post Batch**



- Click **Expenditure and Credit Notes**




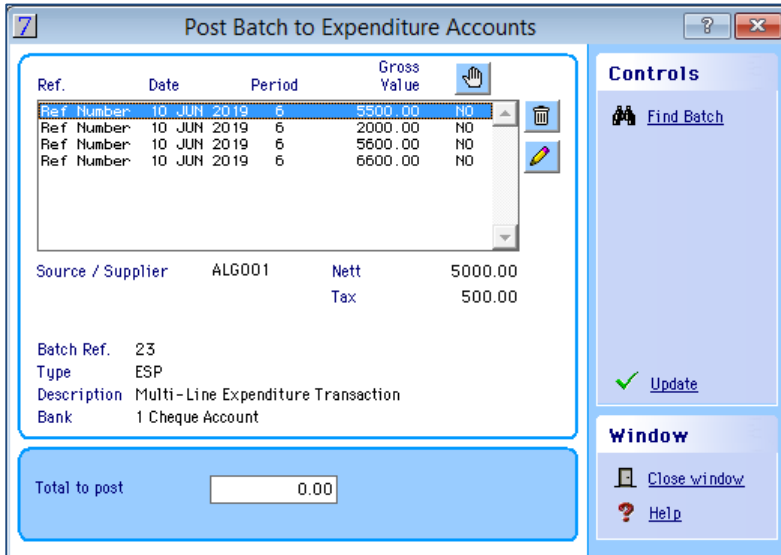
- Enter batch No: **23** into the **Batch Ref** field
- Click  **Display**



To Edit a Batch

Note: If you are in doubt about whether or not you have ticked the Asset box in the posting screen you can check this in the View/Post Batch screen by clicking on the yellow edit pencil.

- Highlight the transaction in the list and click **Edit** 



The 'Post Batch to Expenditure Accounts' window displays a table of transactions. The first transaction is highlighted in blue.

Ref.	Date	Period	Gross Value	Asset
Ref Number	10 JUN 2019	6	5500.00	NO
Ref Number	10 JUN 2019	6	2000.00	NO
Ref Number	10 JUN 2019	6	5600.00	NO
Ref Number	10 JUN 2019	6	6600.00	NO

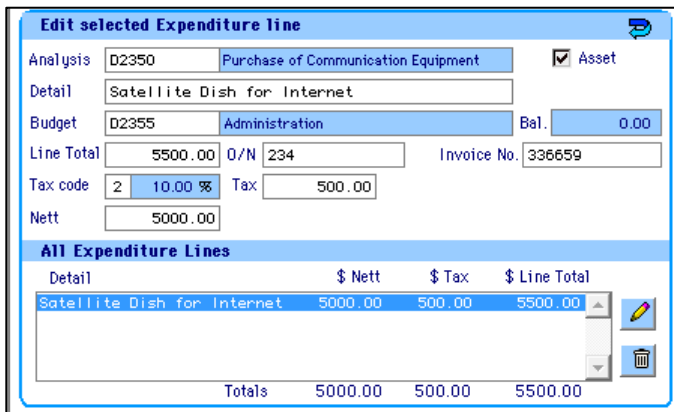
Source / Supplier: ALG001
Nett: 5000.00
Tax: 500.00

Batch Ref: 23
Type: ESP
Description: Multi-Line Expenditure Transaction
Bank: 1 Cheque Account

Total to post: 0.00

Controls
Find Batch
Update
Window
Close window
Help

- Highlight the Expenditure item in the **All Expenditure Lines** window



The 'Edit selected Expenditure Line' window shows details for a selected line item.


Analysis: D2350 Purchase of Communication Equipment ☒ Asset
Detail: Satellite Dish for Internet
Budget: D2355 Administration Bal: 0.00
Line Total: 5500.00 O/N: 234 Invoice No: 336659
Tax code: 2 10.00 % Tax: 500.00
Nett: 5000.00

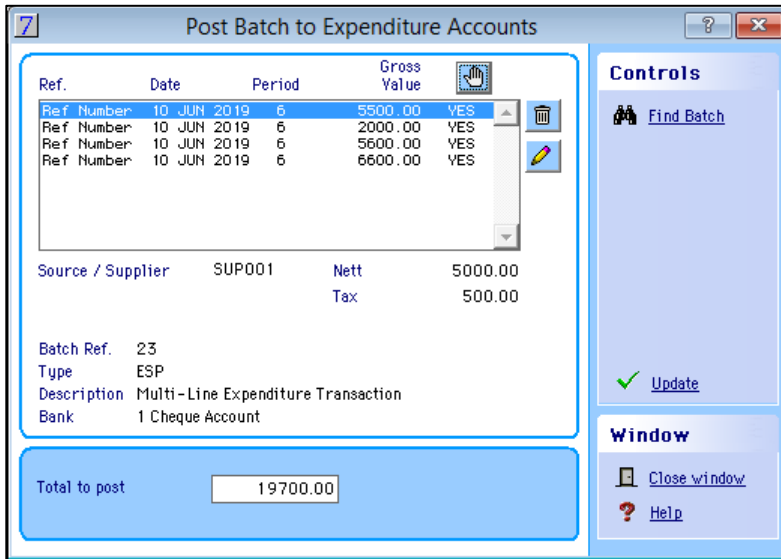
All Expenditure Lines

Detail	\$ Nett	\$ Tax	\$ Line Total
Satellite Dish for Internet	5000.00	500.00	5500.00
Totals	5000.00	500.00	5500.00

- Make the necessary corrections and <Tab> until the **Add New Expenditure Line** section of the screen clears
- <Enter> three times to return to the **Post Batch** window

If you are ready to post the batch

- Click on  to change **NO** to **YES** for all items



Ref.	Date	Period	Gross Value	
Ref Number	10 JUN 2019	6	5500.00	YES
Ref Number	10 JUN 2019	6	2000.00	YES
Ref Number	10 JUN 2019	6	5600.00	YES
Ref Number	10 JUN 2019	6	6600.00	YES

Source / Supplier: SUP001
Nett: 5000.00
Tax: 500.00

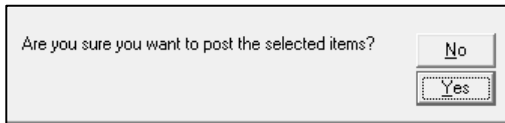
Batch Ref.: 23
Type: ESP
Description: Multi-Line Expenditure Transaction
Bank: 1 Cheque Account

Total to post: 19700.00

Controls: Find Batch, Update (with green checkmark)

Window: Close window, Help

- Click **Update** 



Are you sure you want to post the selected items?

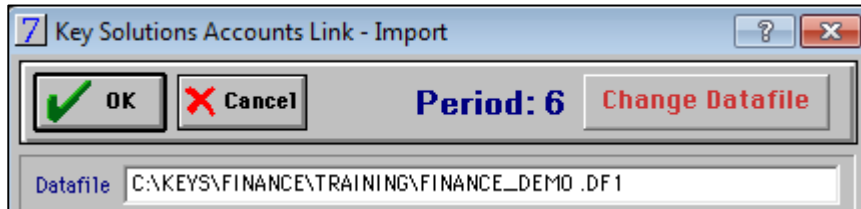
No Yes

- Click **Yes** to post the batch
- Close the **Post Batch** window and minimise **RM Finance**

7.2.2 Import Flagged Transactions into Asset Manager

Activity:

Asset Manager > Accounts Link

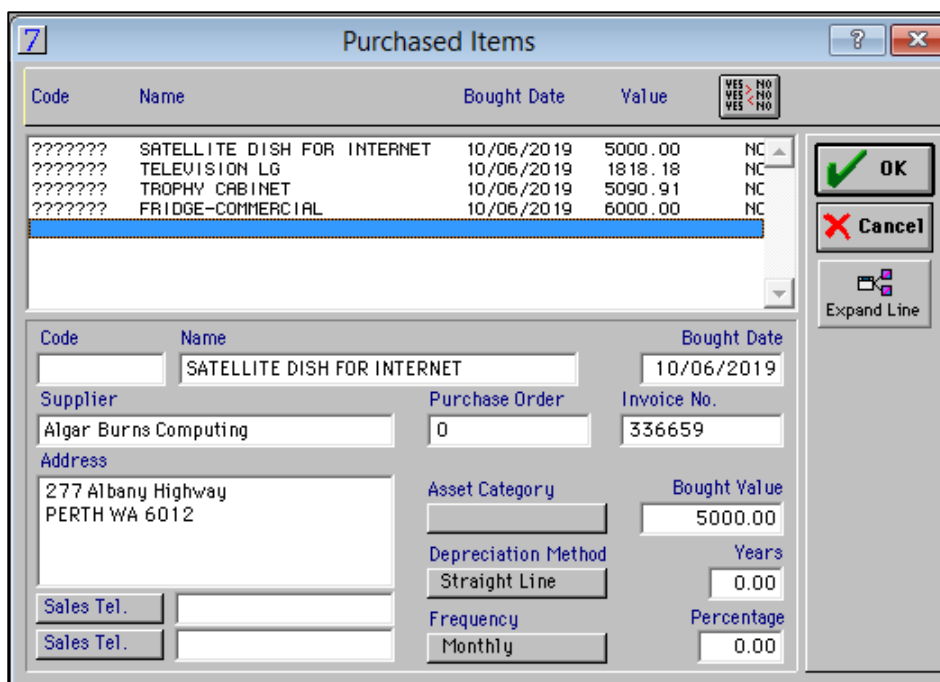


Key Solutions Accounts Link - Import

OK Cancel Period: 6 Change Datafile

Datafile C:\KEYS\FINANCE\TRAINING\FINANCE_DEMO.DF1

- Check that the path to the RM Finance datafile is correct and then click **OK**



Purchased Items

Code	Name	Bought Date	Value	YES NO YES NO
???????	SATELLITE DISH FOR INTERNET	10/06/2019	5000.00	NC
???????	TELEVISION LG	10/06/2019	1818.18	NC
???????	TROPHY CABINET	10/06/2019	5090.91	NC
???????	FRIDGE-COMMERCIAL	10/06/2019	6000.00	NC

OK Cancel Expand Line

Code Name Bought Date

Supplier Purchase Order Invoice No.


Address Asset Category Bought Value

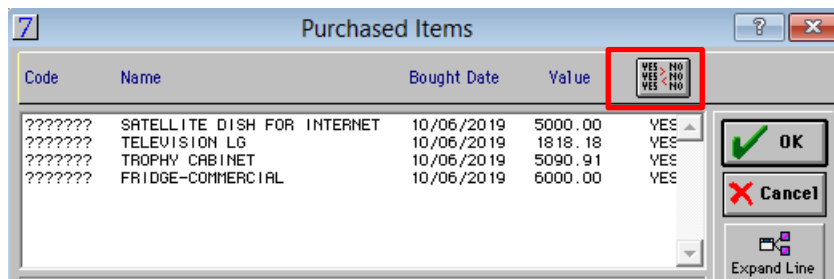
Depreciation Method Years

Sales Tel. Frequency Percentage

Sales Tel. Monthly

Note: An error message will be displayed if the user enters an asset with a Bought Value less than \$5000 or enters the Bought Date of an asset outside of the current period.

- Click  at the top right of the screen to change the **NO** to **YES** for all the assets

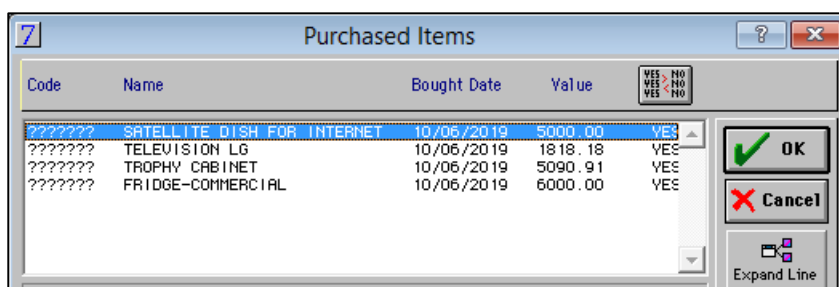


Code	Name	Bought Date	Value	YES/NO
???????	SATELLITE DISH FOR INTERNET	10/06/2019	5000.00	YES
???????	TELEVISION LG	10/06/2019	1818.18	YES
???????	TROPHY CABINET	10/06/2019	5090.91	YES
???????	FRIDGE-COMMERCIAL	10/06/2019	6000.00	YES

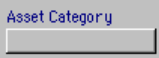
Note: Do not click OK until all items have been assigned a category

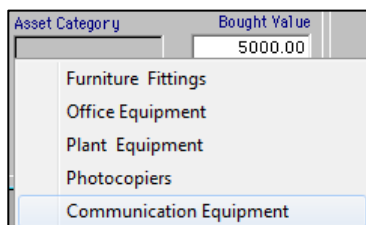
The new assets must be assigned a category

- With the first Asset highlighted



Code	Name	Bought Date	Value	YES/NO
???????	SATELLITE DISH FOR INTERNET	10/06/2019	5000.00	YES
???????	TELEVISION LG	10/06/2019	1818.18	YES
???????	TROPHY CABINET	10/06/2019	5090.91	YES
???????	FRIDGE-COMMERCIAL	10/06/2019	6000.00	YES

- Click on **Asset Category** menu 
- Select the category as displayed below for each of the items



Asset Category	Bought Value
	5000.00
Furniture Fittings	
Office Equipment	
Plant Equipment	
Photocopiers	
Communication Equipment	

Asset	Asset Category
Satellite dish	Communication Equipment
Television LG	Resources
Trophy Cabinet	Furniture Fittings
Fridge - Commercial	Plant Equipment

Note: Do not click OK until all items have been assigned a category

- Click 



Reminder: The expand line facility should have already been used if there is more than one item per line.
OK to update Asset records with the selected purchase items?

No

Yes


- Click **Yes** to update Asset records with the selected purchase items
- Close the **Accounts Link** window

7.2.3 Updating User Information Fields for Imported Assets

The Asset records have now been imported into the assets data file and can be updated with their serial numbers and User Field information.

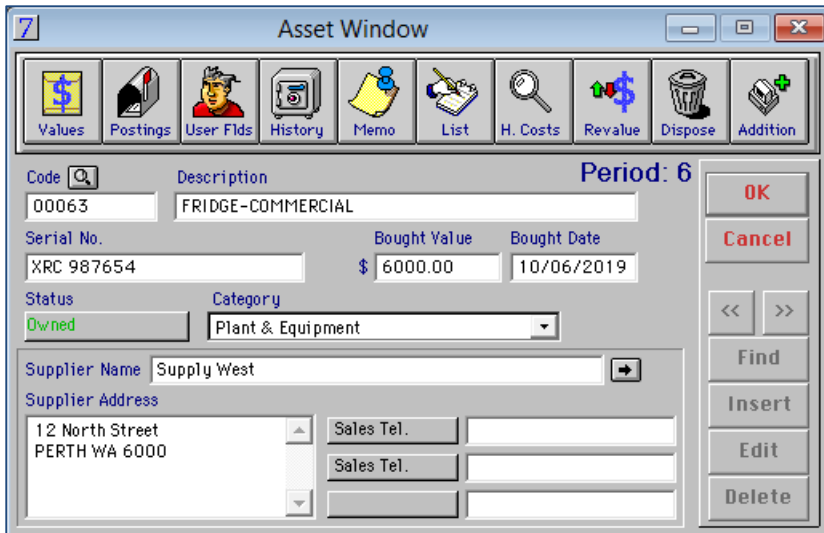
Activity:

Assets > Records > Assets

- Click on  to view the last asset record (this should be the Fridge - Commercial)


Note: The information that has been imported into Asset Manager. The supplier's name and address are included. Click on the arrow at the end of the supplier name field and note that the invoice number has also been imported

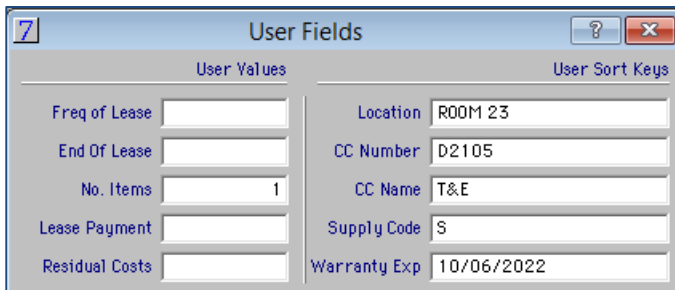
- Click 
- Enter the **Serial No XRC 987 654**



The screenshot shows the 'Asset Window' with the following details:

- Code:** 00063
- Description:** FRIDGE-COMMERCIAL
- Serial No.:** XRC 987654
- Bought Value:** \$ 6000.00
- Bought Date:** 10/06/2019
- Status:** Owned
- Category:** Plant & Equipment
- Supplier Name:** Supply West
- Supplier Address:** 12 North Street, PERTH WA 6000


- Click  and enter the following information



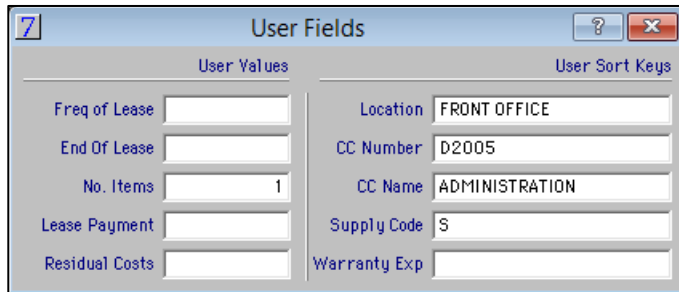
The screenshot shows the 'User Fields' window with the following details:

User Values	User Sort Keys
Freq of Lease	Location: ROOM 23
End Of Lease	CC Number: D2105
No. Items: 1	CC Name: T&E
Lease Payment	Supply Code: S
Residual Costs	Warranty Exp: 10/06/2022


- Close **User Fields** and click **OK**


- Click  to move to the previous asset record for the Trophy Cabinet

- Click **Edit** and 
- Enter the following information




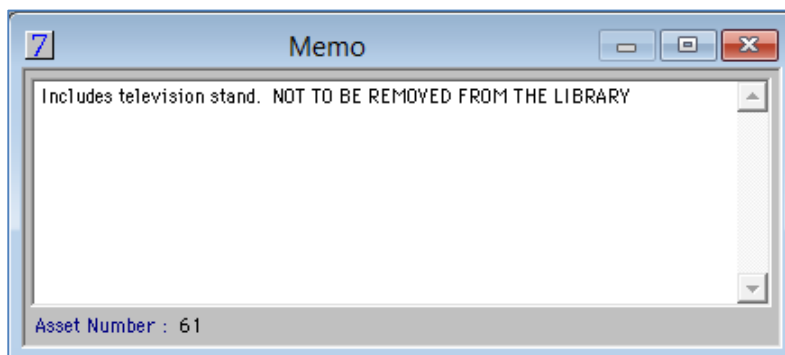
User Values		User Sort Keys	
Freq of Lease		Location	FRONT OFFICE
End Of Lease		CC Number	D2005
No. Items	1	CC Name	ADMINISTRATION
Lease Payment		Supply Code	S
Residual Costs		Warranty Exp	

- Close **User Fields** and click **OK**
- Click  to move to the previous asset record for the LG Television
- Click **Edit** and enter the **Serial No LGTV-410789**



Code	Description	Period: 6
00061	TELEVISION LG	
Serial No.	Bought Value	Bought Date
LGTV-410789	\$ 1818.18	10/06/2019

- Click  and enter the following note:




Includes television stand. NOT TO BE REMOVED FROM THE LIBRARY


Asset Number : 61

- Close the **Memo** window



- Click on  and enter the following

User Fields	
User Values	User Sort Keys
Freq of Lease	Location LIBRARY
End Of Lease	CC Number D5005
No. Items 1	CC Name ENGLISH
Lease Payment	Supply Code S
Residual Costs	Warranty Exp 14/07/2020

- Close **User Fields** and click **OK**
- Click  to move to the previous asset record for the satellite dish



- Click **Edit** and  and enter the following

User Fields	
User Values	User Sort Keys
Freq of Lease	Location LIBRARY
End Of Lease	CC Number D2355
No. Items 1	CC Name ICT
Lease Payment	Supply Code S
Residual Costs	Warranty Exp 14/07/2023

- Close **User Fields** and click **OK**
- Close the **Assets** window

7.2.4 Expanding a Line


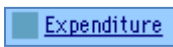
There may be a case where one transaction entered in RM Finance represents more than one asset or resource. In this case, the Expand line feature can be useful as it will expand the transaction into individual assets or resources and then information for each asset/resource can be entered eg: serial number, warranty expiry date.

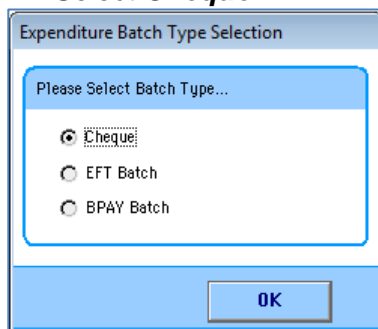
Activity:

RM Finance > Transactions > Expenditure

The school has purchased 10 new printers for use in individual classrooms at a total cost of \$15,000 (\$1500 each gross).

- Maximise Finance

- Click 
- Select 
- Select **Cheque**



Expenditure Batch Type Selection

Please Select Batch Type...

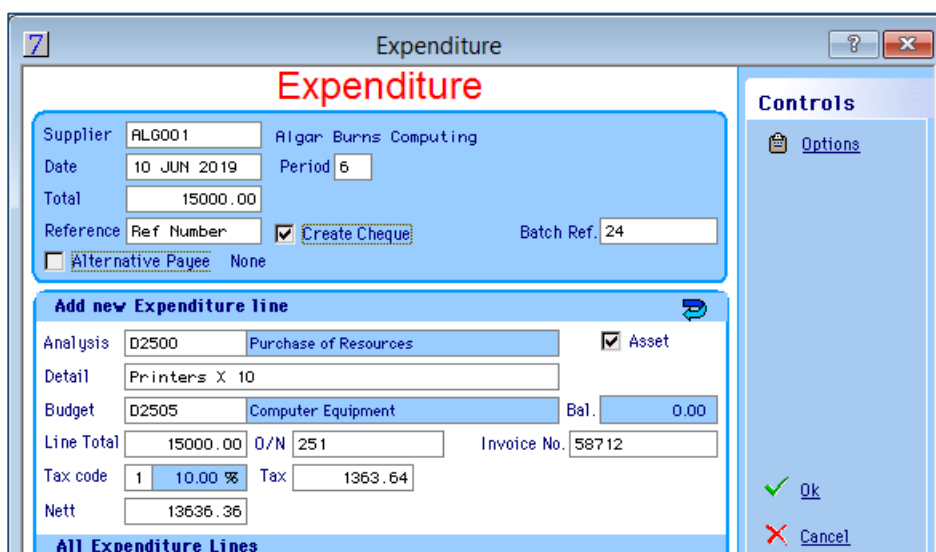
☒ Cheque

☐ EFT Batch

☐ BPAY Batch

OK

- Click **OK**
- Enter the Supplier **ALG001<Tab>**
- Enter the following



Expenditure

Supplier: ALG001 Algar Burns Computing

Date: 10 JUN 2019 Period: 6

Total: 15000.00

Reference: Ref Number ☒ Create Cheque Batch Ref: 24

☐ Alternative Payee None

Add new Expenditure line

Analysis: D2500 Purchase of Resources ☒ Asset

Detail: Printers X 10

Budget: D2505 Computer Equipment Bal: 0.00

Line Total: 15000.00 O/N: 251 Invoice No: 58712

Tax code: 1 10.00 % Tax: 1363.64

Nett: 13636.36

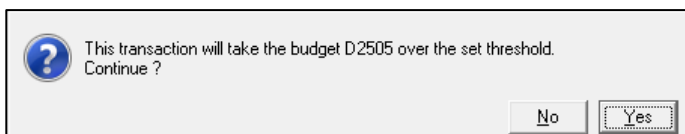
All Expenditure Lines

Controls

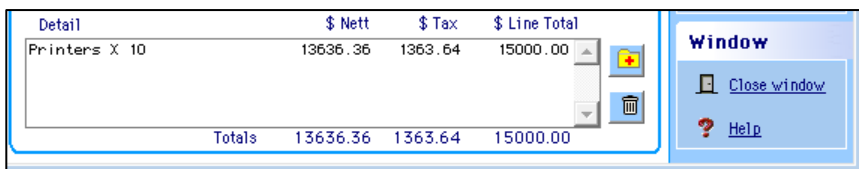
Options

Ok Cancel

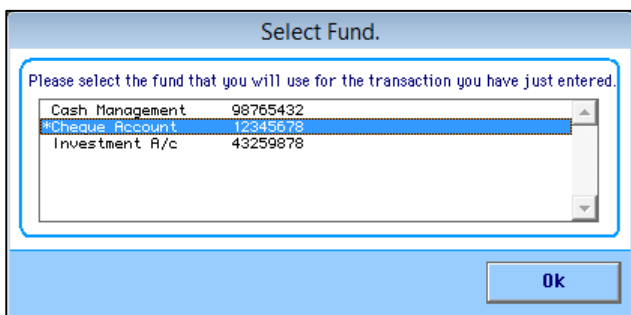
- Ensure the Asset box is ticked ☒ Asset <Tab>
- Enter the **Invoice No 58712**
- <Tab> to drop the transaction to the lower window



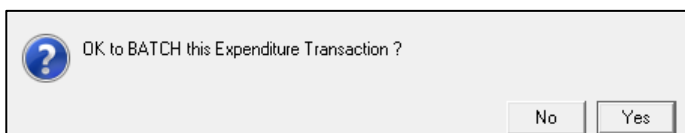
- Click **Yes** to the message



- Click 



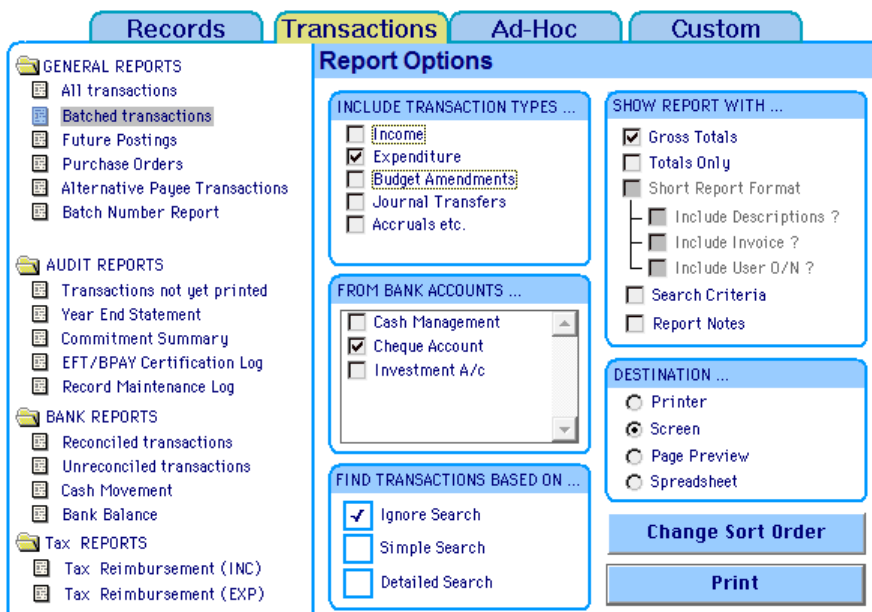
- OK to the **Cheque Account**



- Click **Yes** to batch the transaction

Note: As each asset is less than \$5000, it will be entered into Asset Manager as a Resource in order to manage the school's resources effectively.

- Click  in the **Transactions** menu
- Choose the **Batched Transactions** report



- Uncheck **Income**, **Budget Amendments**, **Investment** and **Cash Management**
- Click **Print**

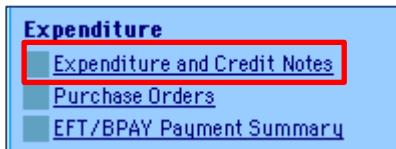
<u>Posting Detail</u>	<u>Type</u>	<u>Date</u>	<u>Nett</u>	<u>Tax</u>	<u>Total</u>	<u>Voucher</u>
24						
ALG001		Algar Burns Computing				
D2500		Purchase of Resources				
D2505		Computer Equipment				
Cheque Account						
Invoice Number		58712				
User Order Number		251				
Printers X 10						
Ref Ref Number	ESP	10 JUN 2019	13636.36	1363.64 1	15000.00	06

- Check the details carefully then close the report

- Go to **View/Post Batch** in the **Transactions** menu





- Click on **Expenditure and Credit Notes**




- Enter **Batch 24** into the **Batch Ref** field

The screenshot shows the 'Find Batch' dialog box. It has a 'Find Batched Expenditure' button and a 'Controls' panel with a 'Display' button. The 'Batch Ref' field contains '24'. There are also fields for 'Reference', 'Date Range from', 'to', and 'User Name'. The 'Window' panel has 'Close window' and 'Help' buttons.

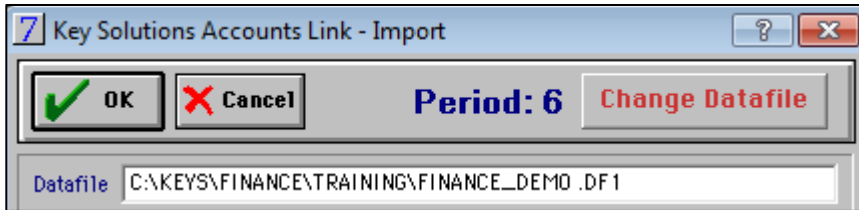
- Click **Display** 
- Click  to change the **NO** to **YES**

The screenshot shows the 'Post Batch to Expenditure Accounts' dialog box. It has a table with columns: Ref., Date, Period, Gross Value, and a checkbox. The table contains one row with 'Ref Number', '10 JUN 2019', '6', '15000.00', and 'YES'. Below the table are fields for 'Source / Supplier' (ALG001), 'Nett' (13636.36), and 'Tax' (1363.64). There are also fields for 'Batch Ref.' (24), 'Type' (ESP), 'Description' (Multi-Line Expenditure Transaction), and 'Bank' (1 Cheque Account). At the bottom, there is a 'Total to post' field with '15000.00'. The 'Controls' panel has a 'Find Batch' button and an 'Update' button. The 'Window' panel has 'Close window' and 'Help' buttons.

- Click  **Update** and **Yes** to post the batch
- Minimise **RM Finance**
- Return to **Asset Manager**

Assets > Accounts Link


- Click 

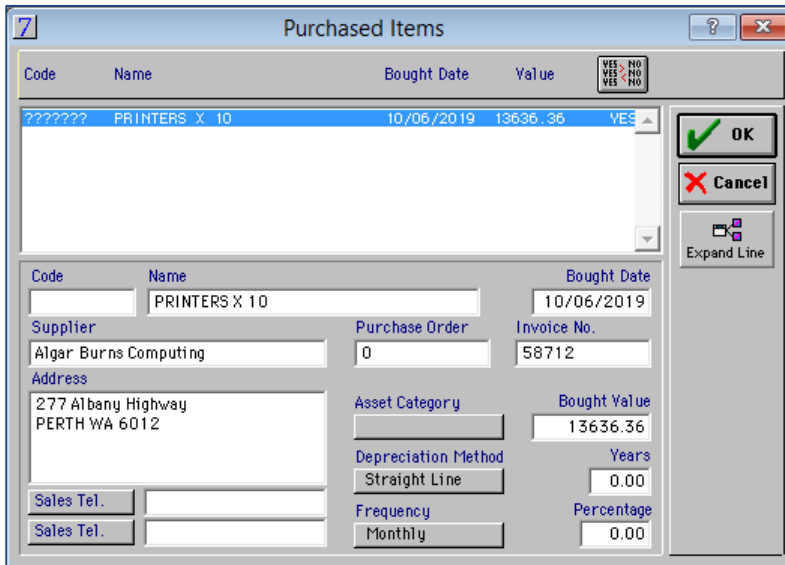


Key Solutions Accounts Link - Import

OK Cancel Period: 6 Change Datafile

Datafile C:\KEYS\FINANCE\TRAINING\FINANCE_DEMO.DF1

- Click  to change the **NO** to a **YES**



Purchased Items

Code	Name	Bought Date	Value	YES/NO
???????	PRINTERS X 10	10/06/2019	13636.36	YES

OK Cancel Expand Line

Code Name Bought Date

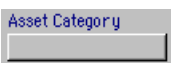
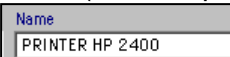
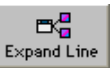
Supplier Purchase Order Invoice No.

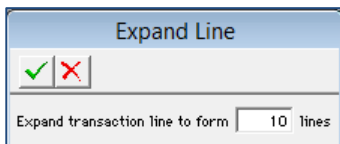
Address Asset Category Bought Value

Sales Tel. Depreciation Method Years

Sales Tel. Frequency Percentage

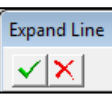
Before using the Expand Line Feature, the Asset or Resource will need to have its category assigned and any editing to the detail will need to be completed before the Expand Line Feature is activated.

- Click on  and select **Resources** (as each printer is less than \$5000)
- Change the **Name** to **Printer HP 2400** 
- Click 
- Enter **10** as the required number of lines



Expand Line

Expand transaction line to form 10 lines

- Click on the green tick 

Expand transaction line to form 10 Asset lines. Are you sure?

No

Yes

- Click **Yes** to expand the transaction

The purchased items window will display 10 items instead of the original one.

The screenshot shows the 'Purchased Items' window. At the top, there is a table with columns: Code, Name, Bought Date, Value, and a status column with 'YES' and 'NO' options. The table contains 10 rows of data, all for 'PRINTER HP 2400' purchased on '10/06/2019' for a value of '1363.64'. To the right of the table are 'OK' and 'Cancel' buttons, and an 'Expand Line' button. Below the table, there is a detailed view of the selected item. It includes fields for Code, Name (PRINTER HP 2400), and Bought Date (10/06/2019). Below these are fields for Supplier (Algar Burns Computing), Purchase Order (0), and Invoice No. (58712). The Address field shows '277 Albany Highway, PERTH WA 6012'. There are also fields for Asset Category (Resources), Bought Value (13636.36), Depreciation Method (None), Years (0.00), Frequency (N/A), and Percentage (0.00). Sales Tel. fields are also present.

- Click **OK**



Reminder: The expand line facility should have already been used if there is more than one item per line.
OK to update Asset records with the selected purchase items?

No


Yes

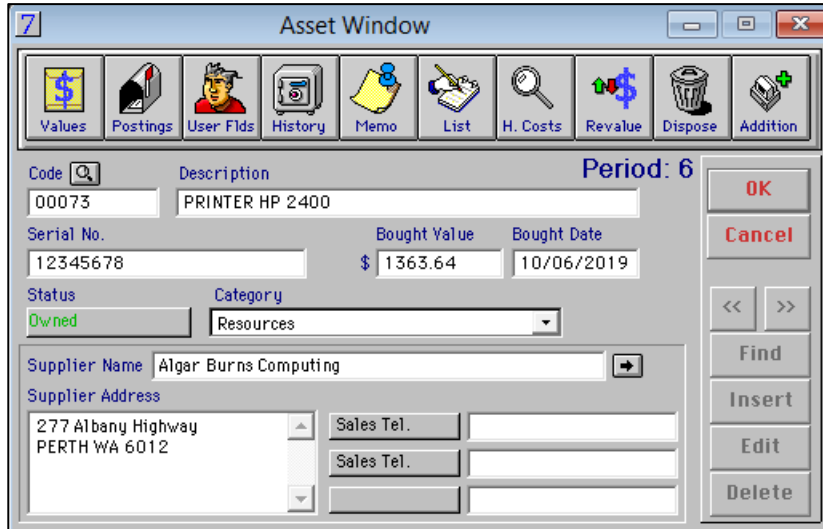
- Click **Yes** to update the Asset records with the selected purchase items

The 10 printers are now ready for serial numbers, user field information and ancillary information (Printer make, model and S/N) to be added.

- Close the Accounts Link window

Assets > Records > Assets


- Click on the last record icon  to view the last asset record – **00073 Printer HP 2400**
- Click **Edit**
- Enter **Serial No 12345678**

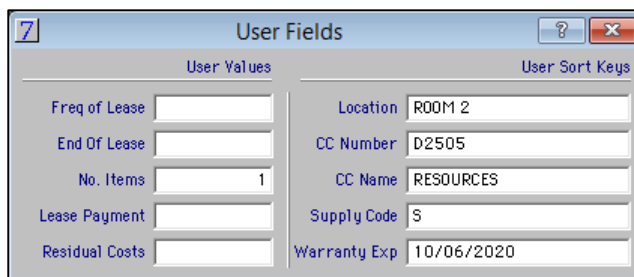


The screenshot shows the 'Asset Window' with the following details:

- Code:** 00073
- Description:** PRINTER HP 2400
- Serial No.:** 12345678
- Bought Value:** \$ 1363.64
- Bought Date:** 10/06/2019
- Status:** Owned
- Category:** Resources
- Supplier Name:** Algar Burns Computing
- Supplier Address:** 277 Albany Highway, PERTH WA 6012

Buttons on the right include: OK, Cancel, Find, Insert, Edit, Delete.

- Click  and enter the following:



The screenshot shows the 'User Fields' window with the following details:

User Values	User Sort Keys
Freq of Lease	Location: ROOM 2
End Of Lease	CC Number: D2505
No. Items: 1	CC Name: RESOURCES
Lease Payment	Supply Code: S
Residual Costs	Warranty Exp: 10/06/2020

- Close **the User Fields** window and click **OK**

Note: At school this process would need to be repeated for the other nine printers. We will not do this in training.

Note: An error message will display if a user attempts to enter an asset with a bought value of less than \$5000 or if an asset is not within the current period and year of the datafile.



7.3 Asset Additions

Asset additions may be made to an existing asset, which depending on the addition, may increase the value of the asset. Any asset addition must be entered into Asset Manager in the month of purchase as asset additions have implications for depreciation.

Activity:


Assets > Records > Assets

The newly purchased commercial refrigerator has unsuitable shelving for storing food, so the school has replaced the existing rack shelving with slide out enclosed drawer shelving at a cost of \$450.

- Click 
- Tab to **Description**, type **Fridge** and **<Enter>**
- Scroll forward  one record to the Fridge Commercial - Code 00063

Code	Description	Period: 6
00063	FRIDGE-COMMERCIAL	
Serial No.	Bought Value	Bought Date
XRC 987654	\$ 6000.00	10/06/2019

Ensure the record for the fridge is the Commercial fridge purchased on 8th June

- Click 
- Add the **Reference 63547** (Which could be a receipt or invoice No:)
- Add the cost of the shelving \$450.00 in the **Addition Value** field
- Add the following note

Addition		
Reference	Date	Addition Value
63547	10 JUN 19	\$ 450.00
Notes		
Kelvinator Compact 6 drawer shelving for Commercial Fridge XRC 987 654		

- Click 

Are you sure you wish to post this Addition?

No

Yes

- Click **Yes** to post the addition



Cancel

Please select the output for the
Addition Audit Report

Screen

- Click



5555 West Coast District High School - Audit Reports

Page 1

Addition Audit Report as at 11:03 on Monday, 10th June 2019 - Period 6

Addition Audit

Report No. 99

Reference 63547, Kelvinator Compact 6 drawer shelving for Commercial Fridge XRC 987 654

----- Movement -----						
Code	Name	Start NBV (\$)	Cost (\$)	Dep. (\$)	End NBV (\$)	Audit
00063	Straight Line FRIDGE-COMMERCIAL	6,000.00	450.00		6,450.00	(867)
1 RECORDS PRINTED		REPORT TOTAL \$	450.00	0.00		

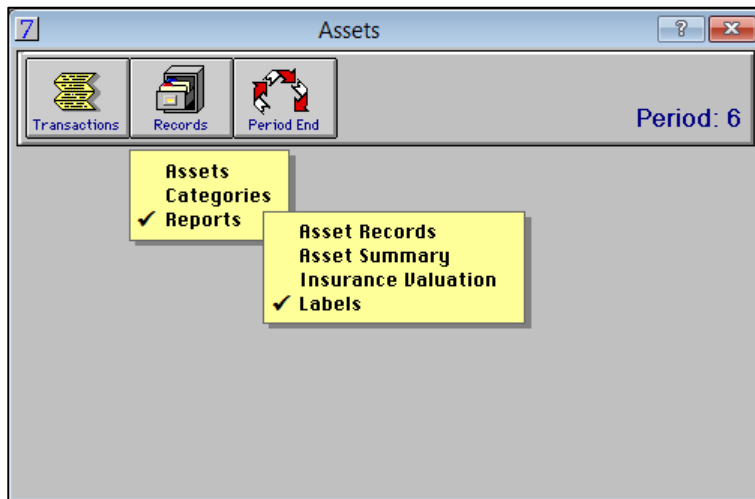
- View, then close the report
- Close the **Assets** window

7.4 Asset Manager Labels

Asset labels can be produced from either the List window or through Records > Reports > Labels. Labels can be printed with information relating to the Asset such as the Name, Code, Serial No. Warranty Expiry date, Bought date and where the Asset will be located and CC Name.

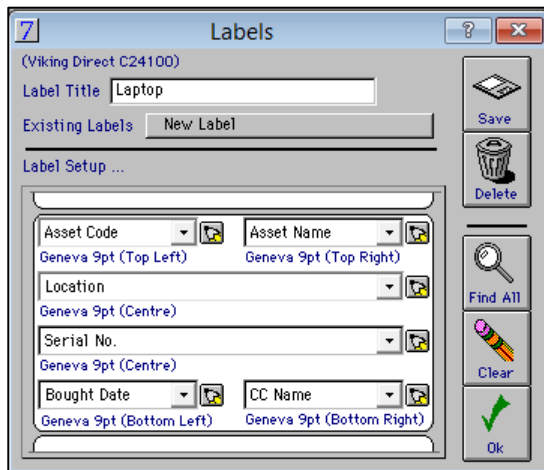
Activity:

Assets > Records > Reports > Labels



The school wishes to create new labels for the newly acquired assets

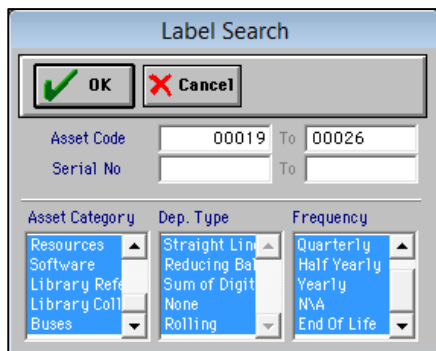
- Enter **Laptop** in the **Label Title** field
- Select the following items from each of the drop-down menus



Note: Clicking on  allows the user to change font and font size




- Click 

- Enter the **Asset Codes** for the laptops – **00019** to **00026**
- Choose the **Asset Category** of **Resources**




The 'Label Search' dialog box contains the following fields and options:

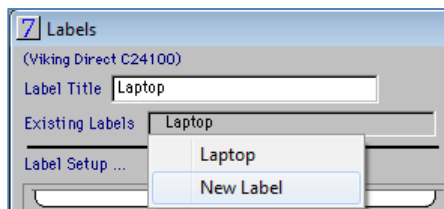
- Buttons:** OK (with a green checkmark icon) and Cancel (with a red X icon).
- Asset Code:** A range from 00019 to 00026.
- Serial No:** Empty fields for start and end values.
- Asset Category:** A dropdown menu with 'Resources' selected. Other options include Software, Library Ref, Library Coll, and Buses.
- Dep. Type:** A dropdown menu with 'Straight Line' selected. Other options include Reducing Bal, Sum of Digit, None, and Rolling.
- Frequency:** A dropdown menu with 'Quarterly' selected. Other options include Half Yearly, Yearly, N/A, and End Of Life.

- Click  and 
- Click 

Note: At school do not print labels from the screen, send them directly to the printer.

- View, then close the labels
- Click  This will save the labels for further use

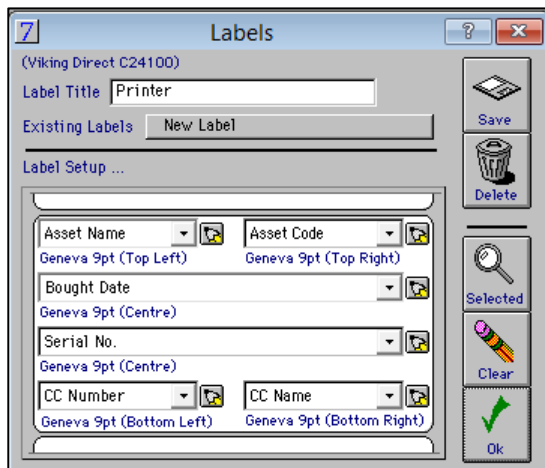
- Select **New Label** from the **Existing Labels** menu



The 'Labels' menu is open, showing the following options:

- Label Title: Laptop
- Existing Labels: Laptop
- Label Setup ...
- New Label (highlighted)


- Enter **Printers**
- Make the following selections

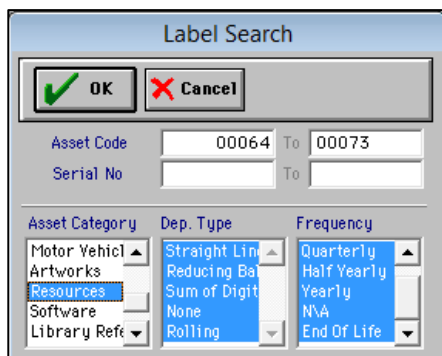


The 'Labels' dialog box shows the following configuration for a printer label:

- Label Title:** Printer
- Existing Labels:** New Label
- Label Setup ...** (button)
- Asset Name:** Geneva 9pt (Top Left)
- Asset Code:** Geneva 9pt (Top Right)
- Bought Date:** Geneva 9pt (Centre)
- Serial No.:** Geneva 9pt (Centre)
- CC Number:** Geneva 9pt (Bottom Left)
- CC Name:** Geneva 9pt (Bottom Right)
- Buttons:** Save, Delete, Selected, Clear, and Ok.

Note: Clicking on  allows the user to change font and font size

- Click 
- Enter the **Asset Codes (00064-00073)** for the **HP Printers**
- Choose the **Asset Category** of **Resources**



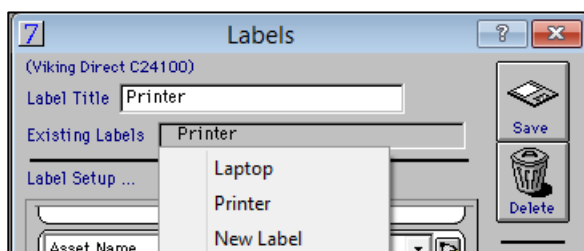
The 'Label Search' dialog box contains the following fields and options:

- OK** (green checkmark) and **Cancel** (red X) buttons.
- Asset Code**: 00064 To 00073
- Serial No**: (empty) To (empty)
- Asset Category**: Motor Vehicle, Artworks, **Resources** (selected), Software, Library Ref.
- Dep. Type**: Straight Line, Reducing Balance, Sum of Digits, None, Rolling.
- Frequency**: Quarterly, Half Yearly, Yearly, N/A, End Of Life.

- Click  and 

- Click 

- Click 



The 'Labels' dialog box shows the following details:

- Window title: **Labels**
- Label Title: **Printer**
- Existing Labels: **Printer**
- Label Setup ...: Laptop, **Printer** (selected), New Label
- Buttons: **Save** (floppy disk icon), **Delete** (trash can icon)

The selections are saved for future use

- **Close**
- Minimise Assets

8 Library Collection

At the end of June and December schools are required to enter purchases from the preceding six month period for Library Collection and Library Collection Replacement Reserve purchases into the Assets module.


1. Expenditure transactions for Library Collection purchases are posted to analysis code D2480.
2. For Parliamentary reporting purposes, funds purchased from the Library Collection Replacement Reserve are expended by transferring the funds to the appropriate C24XX Transferred from Reserves Account. The funds are then budgeted to the relevant D Budget Account with the Expenditure transaction for Library purchases posted to analysis code D2480.
3. For the same purpose, the Donations to the Library Deductible Gift Recipient Fund are expended by transferring the funds from the N29XX to the appropriate C25XX Transferred from Deductible Gift Recipient Fund account. The funds are then budgeted to the relevant D budget account with the Expenditure transaction for the Library purchases posted to analysis code D2480.

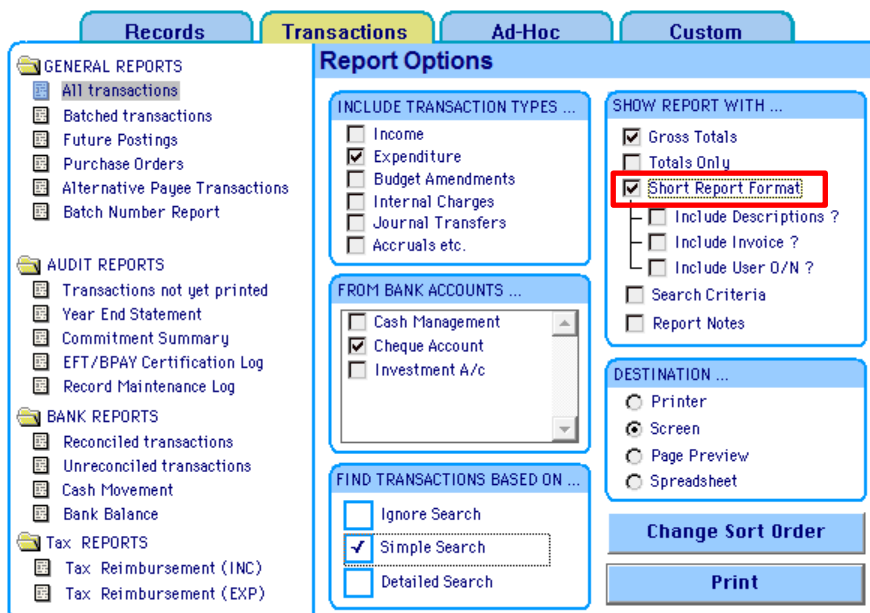
Use the Analysis reports in RM Finance to view the transactions for the required periods for the D2480 analysis code.

8.1 Library Collection Analysis Report

Activity:

RM Finance > Reporting > Transactions

- Maximise Finance
- Select **Reporting** from the main menu 
- Select the **Transaction** tab
- Select **All Transactions**, **Expenditure** and **Short Report Format**



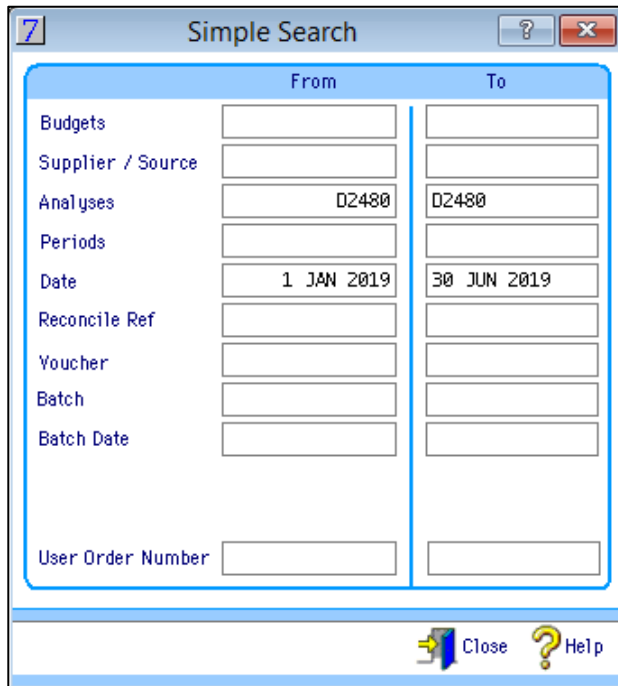
The screenshot shows the 'RM Finance > Reporting > Transactions' interface. The 'Transactions' tab is active. On the left, a tree view shows 'GENERAL REPORTS' with 'All transactions' selected. The 'Report Options' panel on the right contains several sections: 'INCLUDE TRANSACTION TYPES ...' with 'Expenditure' checked; 'SHOW REPORT WITH ...' with 'Short Report Format' checked and highlighted by a red rectangle; 'FROM BANK ACCOUNTS ...' with 'Cheque Account' selected; 'FIND TRANSACTIONS BASED ON ...' with 'Simple Search' selected; and 'DESTINATION ...' with 'Screen' selected. At the bottom of the panel are buttons for 'Change Sort Order' and 'Print'.

- Click Simple Search



This is a close-up of the 'FIND TRANSACTIONS BASED ON ...' section. It contains three radio buttons: 'Ignore Search' (unchecked), 'Simple Search' (checked), and 'Detailed Search' (unchecked).

- Enter the following



The screenshot shows a 'Simple Search' window with a 'From' and 'To' column for various fields. The 'Analyses' field is set to 'D2480' in both columns. The 'Date' field is set to '1 JAN 2019' in the 'From' column and '30 JUN 2019' in the 'To' column. Other fields like 'Budgets', 'Supplier / Source', 'Periods', 'Reconcile Ref', 'Voucher', 'Batch', 'Batch Date', and 'User Order Number' are empty. At the bottom, there are 'Close' and 'Help' buttons.

- Close the simple search window

- Click



Account	Analysis	Budget	Ref	Type	Date	Nett	Tax	Total	Voucher
A&M001	D2480	D5005	1234	SCHAD ESP	28 MAR 2019	1818.18	181.82 1	2000.00	74
BOO001	D2480	D5305	1235	SCHAD ESP	28 MAR 2019	3090.91	309.09 1	3400.00	75
Key							Nett	Gross	
INC	Income	I/C	Income Correction	Total Income			0.00		
ESP	Expenditure	ESC	Expenditure Correction	Budget Amendments			0.00		
ACR	Accrual	PRE	Prepayment	Expenditure Against Budget			4909.09	5400.00	

- Make a note of the total Nett Expenditure against the Library Collection Budget which should be **\$4 909.09**
- Close the report and minimise **RM Finance**

8.2 Entering the Library Collection

Activity:

Assets > Records > Assets

- Click **Insert**
- Enter **Library Collection June 2019** in **Description**
- Enter **Bought Value: 4909.09**
- Enter **Bought Date: 30/06/2019**
- Select **Category: Library Collection**

The screenshot shows the 'Asset Window' application. At the top is a toolbar with icons for Values, Postings, User Flds, History, Memo, List, H. Costs, Revalue, Dispose, and Addition. Below the toolbar are several input fields and buttons. The 'Code' field contains '00074'. The 'Description' field contains 'LIBRARY COLLECTION JUNE 2019'. The 'Period' is set to '6'. The 'Serial No.' field is empty. The 'Bought Value' field contains '\$ 4909.09' and the 'Bought Date' field contains '30/06/2019'. The 'Status' field is set to 'Owned'. The 'Category' dropdown menu is open, showing 'Library Collection'. The 'Supplier Name' and 'Supplier Address' fields are empty. On the right side of the window are buttons for 'OK', 'Cancel', '<<', '>>', 'Find', 'Insert', 'Edit', and 'Delete'.

Note: Enter the Nett value. For the Library Collection, the Bought Date is the date the entry is being made, in either June or December, regardless of when in the preceding six months the items were purchased.

- Click **OK**

9 Period End

9.1 Backing up the Datafile

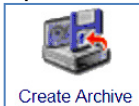
Prior to running the period end function the asset datafile must be backed up. All users must be logged out of the application before running the backup procedure.

Activity:

- Exit Asset Manager



- On the Desktop double click



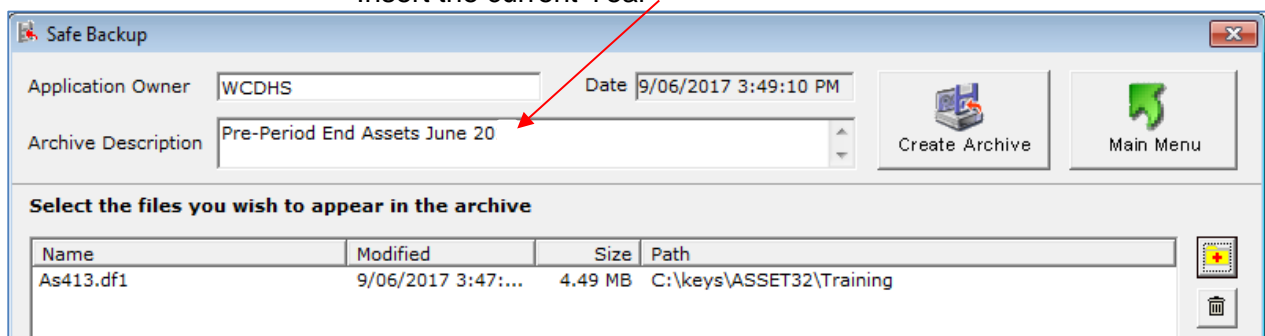
- Double click
- Enter your school as the *Application Owner*
- Enter an *Archive Description* of *Pre-period end Assets June 2019*



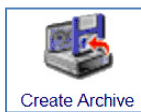
- Click on
- Navigate to *C:\Keys\Assets32\Training\As413*

Note: At school you will navigate to K:\RMBD as described in the Asset Manager Manual.

Insert the current Year

A screenshot of the 'Safe Backup' dialog box. It has a title bar with a close button. Below the title bar, there are two input fields: 'Application Owner' with the text 'WCDHS' and 'Date' with the text '9/06/2017 3:49:10 PM'. Below these is an 'Archive Description' field with the text 'Pre-Period End Assets June 20'. To the right of these fields are two buttons: 'Create Archive' and 'Main Menu'. Below the input fields is a section titled 'Select the files you wish to appear in the archive'. This section contains a table with four columns: 'Name', 'Modified', 'Size', and 'Path'. The table has one row with the following data: 'As413.df1', '9/06/2017 3:47:...', '4.49 MB', and 'C:\keys\ASSET32\Training'. To the right of the table is a small icon of a folder with a plus sign and a trash can icon.

Name	Modified	Size	Path
As413.df1	9/06/2017 3:47:...	4.49 MB	C:\keys\ASSET32\Training

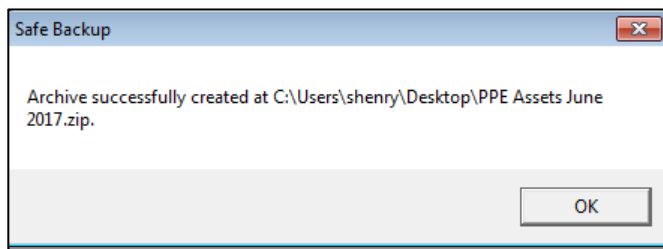


- Click
- Name the **File name:** **PPE Assets June 2019**

File name: PPE Assets June 2019

Note: The backup is saved to the Desktop for training purposes only. At school the backup is saved to a pen drive. For more information refer to New Safe Backup for Non Terminal Server Schools

- *Save to the Desktop*



- Click **OK**
- Close the *Safe Backup* window and log back into *Asset Manager*

9.2 Running Period End

Activity:

Assets > Period End

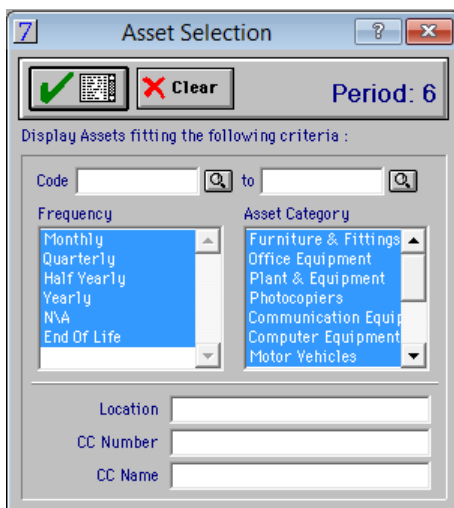
- Click 



There are 23 Asset records that still require Depreciation before you can run a Period or Year End. You will be automatically taken to the Depreciation screen after clicking OK.

OK

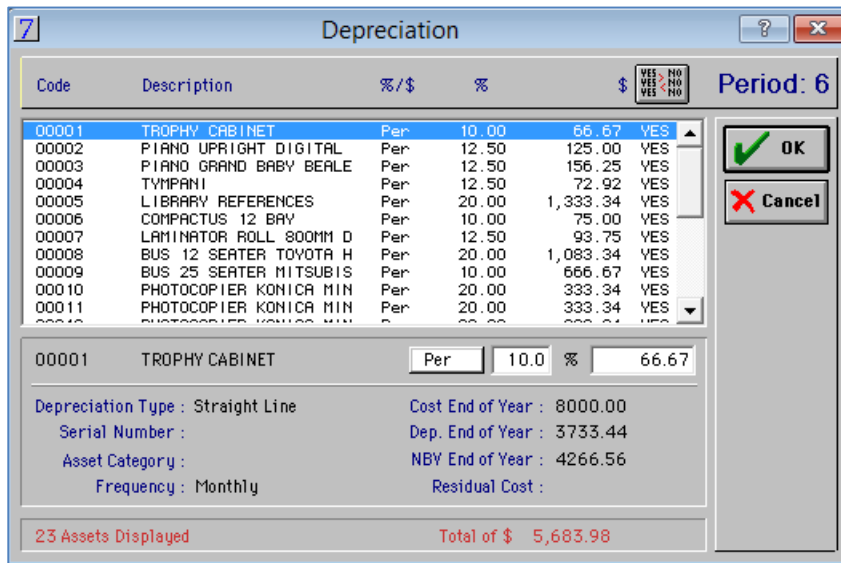
- Click **OK**



The 'Asset Selection' dialog box is shown. It has a title bar with a question mark and a close button. Below the title bar are two buttons: a green checkmark icon and a red 'X' icon labeled 'Clear'. To the right of these buttons is a label 'Period: 6'. Below this is the text 'Display Assets fitting the following criteria :'. There are two search fields labeled 'Code' and 'to', each with a magnifying glass icon. Below these are two lists: 'Frequency' and 'Asset Category'. The 'Frequency' list has options: Monthly, Quarterly, Half Yearly, Yearly, N/A, and End Of Life. The 'Asset Category' list has options: Furniture & Fittings, Office Equipment, Plant & Equipment, Photocopiers, Communication Equipment, Computer Equipment, and Motor Vehicles. At the bottom are three text fields labeled 'Location', 'CC Number', and 'CC Name'.

- Click 

- To depreciate all assets in the **Depreciation** window click on  to change the **No** to a **Yes**



The screenshot shows the 'Depreciation' window with a table of assets. The 'YES' button is highlighted in the top right corner. The table lists assets with their codes, descriptions, depreciation rates, and values.

Code	Description	%/\$	%	\$	YES/NO
00001	TROPHY CABINET	Per	10.00	66.67	YES
00002	PIANO UPRIGHT DIGITAL	Per	12.50	125.00	YES
00003	PIANO GRAND BABY BEALE	Per	12.50	156.25	YES
00004	TYMPANI	Per	12.50	72.92	YES
00005	LIBRARY REFERENCES	Per	20.00	1,333.34	YES
00006	COMPACTUS 12 BAY	Per	10.00	75.00	YES
00007	LAMINATOR ROLL 800MM D	Per	12.50	93.75	YES
00008	BUS 12 SEATER TOYOTA H	Per	20.00	1,083.34	YES
00009	BUS 25 SEATER MITSUBIS	Per	10.00	666.67	YES
00010	PHOTOCOPIER KONICA MIN	Per	20.00	333.34	YES
00011	PHOTOCOPIER KONICA MIN	Per	20.00	333.34	YES

Below the table, the details for asset 00001 (TROPHY CABINET) are shown:

- Depreciation Type : Straight Line
- Serial Number :
- Asset Category :
- Frequency : Monthly
- Cost End of Year : 8000.00
- Dep. End of Year : 3733.44
- NBY End of Year : 4266.56
- Residual Cost :

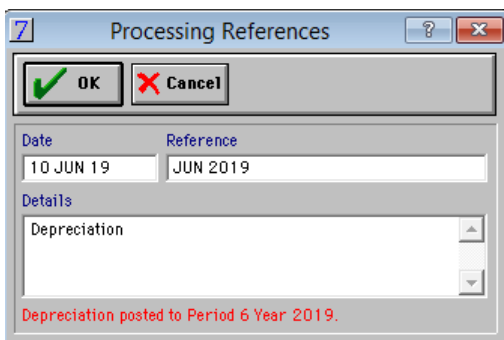
At the bottom, it states: 23 Assets Displayed Total of \$ 5,683.98

- Click 

Important:

When entering the 'Reference' for Period End, use Jun 2019 or June 19. The 'History' screen of an Asset allows for 8 characters, therefore if more than 8 are entered, the reference will not display correctly.

- Enter the following details




The screenshot shows the 'Processing References' window. It has 'OK' and 'Cancel' buttons at the top. Below, there are fields for 'Date' (10 JUN 19) and 'Reference' (JUN 2019). A 'Details' section shows 'Depreciation' selected. At the bottom, a message states: 'Depreciation posted to Period 6 Year 2019.'

- Click 

Are you sure you wish to post the Depreciation?

No

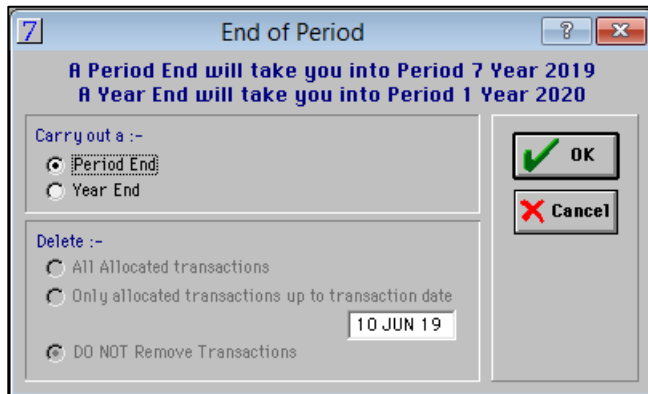
Yes

- Read the message and click **Yes**
- Print  the Depreciation Audit report

A portion of the report is displayed below

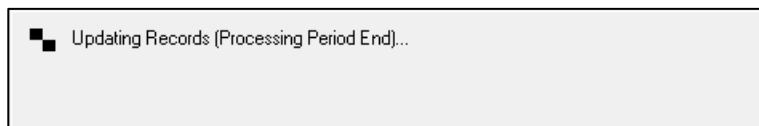
Reference JUNE 2019, Depreciation						
			----- Movement -----			
Code	Name	Start NBV (\$)	Cost (\$)	Dep. (\$)	End NBV (\$)	Audit
00001	Straight Line 10.00 % TROPHY CABINET	4,266.56		(66.67)	4,199.89	(869)
00002	Straight Line 12.50 % PIANO UPRIGHT DIGITAL YAMAHA C60	5,000.00		(125.00)	4,875.00	(870)
00003	Straight Line 12.50 % PIANO GRAND BABY BEALE	6,250.00		(156.25)	6,093.75	(871)
00004	Straight Line 12.50 % TYMPANI	2,916.60		(72.92)	2,843.68	(872)
00005	Straight Line 20.00 % LIBRARY REFERENCES	5,333.34		(1,333.34)	4,000.00	(873)
00006	Straight Line 10.00 % COMPACTUS 12 BAY	4,800.00		(75.00)	4,725.00	(874)
00007	Straight Line 12.50 % LAMINATOR ROLL 800MM DOCUSEAL 3100	3,750.00		(93.75)	3,656.25	(875)
00008	Straight Line 20.00 % BUS 12 SEATER TOYOTA HIACE	4,333.34		(1,083.34)	3,250.00	(876)
00009	Straight Line 10.00 % BUS 25 SEATER MITSUBISHI ROSA	42,666.56		(666.67)	41,999.89	(877)
00010	Straight Line 20.00 % PHOTOCOPIER KONICA MINOLTA C451	1,333.34		(333.34)	1,000.00	(878)
00011	Straight Line 20.00 % PHOTOCOPIER KONICA MINOLTA C451	1,333.34		(333.34)	1,000.00	(879)
00012	Straight Line 20.00 % PHOTOCOPIER KONICA MINOLTA C451	1,333.34		(333.34)	1,000.00	(880)

- View and close the report

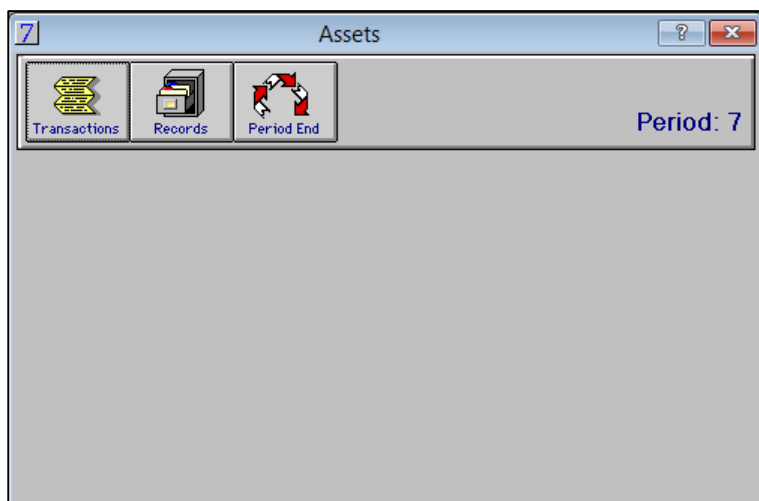


- Click  and  **Yes.**

The records are then updated



You should now be in Period 7



10 Reports

10.1 Period End Reports

After running Period End, two End-of-Month reports should be printed:


1. Management Report (provides a summary of the school's fixed assets)
2. FREDA Asset report


10.1.1 Management Report

Activity:

Assets > Management



- Click on 
- Check that the period and year reflects prior period details

- Close the **Management Report Options** window
- Click **OK** and  and **OK**
- Follow the instructions to change the page orientation to **Landscape**
- View then close the report
- Reset the page orientation to **Portrait**


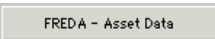
Note: For further details on the Management report, refer to the Asset Manager Manual

At school, do NOT send the Period End Management report to the screen and then the printer as this will cause your computer to freeze. This is a known issue.

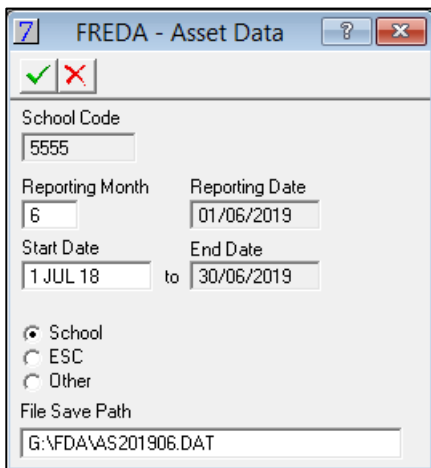
10.1.2 FREDAS Asset Report

Activity:

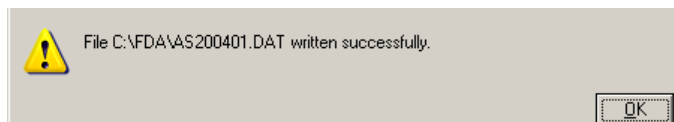
Assets > System

- Click on 
- Click  in the bottom right of the screen
- When running this report for the first time, choose your school type by clicking on the relevant radio button

Note: The start date is always the current financial year of 01/07/20XX



Clicking the green tick will generate and send the report. A confirmation message will also be displayed, but will reflect the G\ drive at your school.



Note: See the Asset Manager Manual for further information on FREDAS Asset Reporting.

10.2 Ad-Hoc Reports

Ad-Hoc Reports allows flexibility for users to create custom reports using a variety of templates and fields. The following Ad-Hoc report will show the Bought Value and Bought Date of Assets and Resources, which may be beneficial when identifying the useful life of an asset or resource

10.2.1 Ad-Hoc Reports Icons



Report set up screen



Report edit screen



Report print preview



Report sent to printer



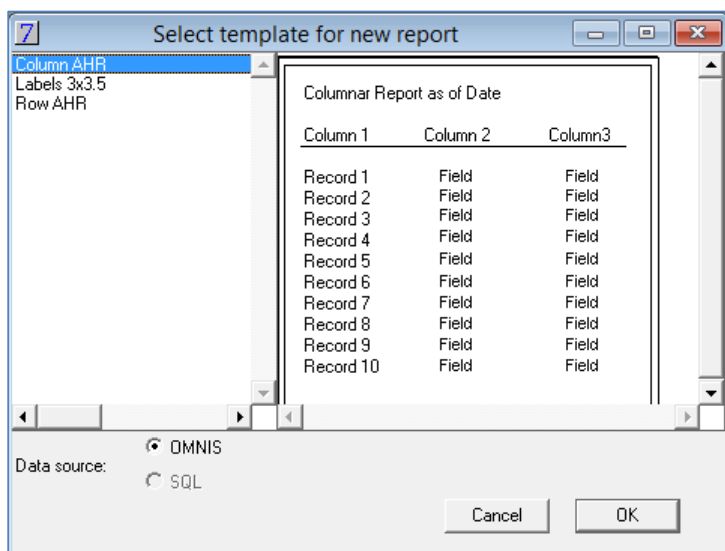
Report export

Activity:

Assets > Ad-Hoc

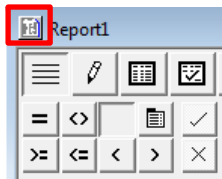


A template window will open with the **Column AHR** highlighted by default

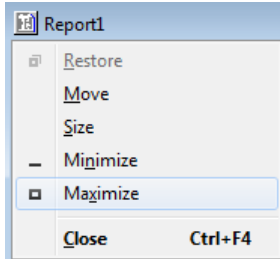


- Click  to select the Column AHR

- Click  to the left of **Report1** in the top left hand corner

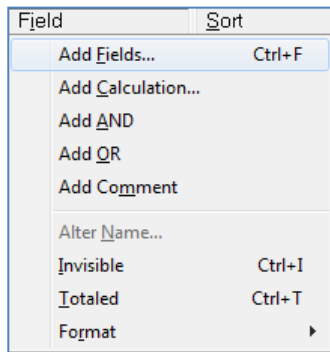
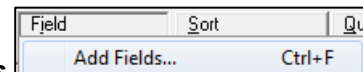


- From the drop down menu

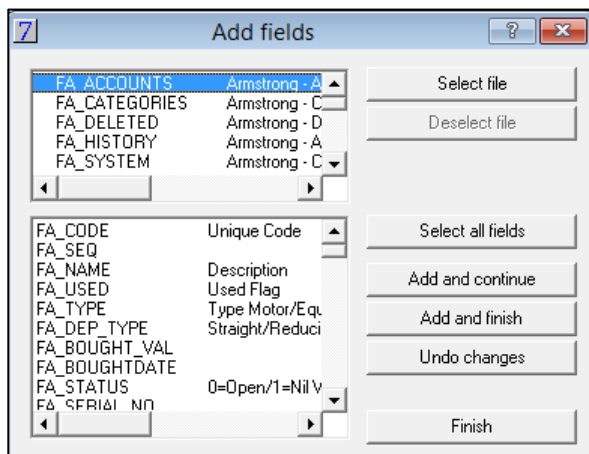


- Select **Maximise**

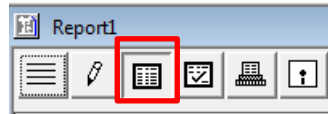
- Click on the **Field**  menu and select **Add Fields**



- Ensure that **FA_Accounts** is selected in the top pane



- Double click on **FA_CODE** in the bottom pane
- Continue to double click **FA_NAME**, **FABOUGHT_VAL**, **FA_BOUGHTDATE** and **FA_TYPE**
- Click **Finish**



- Click Print Preview



Note: Clicking  will send the report to the printer

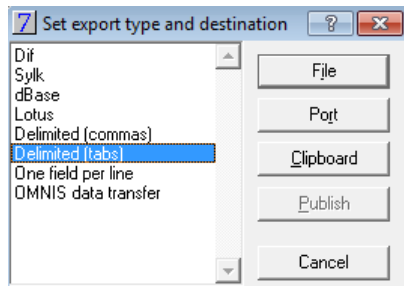
A portion of the report is displayed below

FA_ACCOUNTS.FA_CODE	FA_ACCOUNTS.FA_NAME	FA_ACCOUNTS.FA BOUGHT_VAL	FA_ACCOUNTS.FA BOUGHTDATE	FA_ACCOUNTS.FA TYPE
00001	TROPHY CABINET	8000.00	09/12/2008	
00002	PIANO UPRIGHT DIGITAL YAMAHA C60	12000.00	10/12/2008	
00003	PIANO GRAND BABY BEALE	15000.00	03/12/2008	
00004	TYMPANI	7000.00	04/12/2008	
00005	LIBRARY REFERENCES	80000.00	12/12/2008	
00006	COMPACTUS 12 BAY	9000.00	01/12/2008	
00007	LAMINATOR ROLL 800MM DUCUSEAL 3100	9000.00	15/12/2008	
00008	BUS 12 SEATER TOYOTA HIACE	65000.00	01/12/2008	
00009	BUS 25 SEATER MITSUBISHI ROSA	80000.00	12/12/2008	
00010	PHOTOCOPIER KONICA MINOLTA C451	20000.00	01/12/2008	
00011	PHOTOCOPIER KONICA MINOLTA C451	20000.00	01/12/2008	
00012	PHOTOCOPIER KONICA MINOLTA C451	20000.00	01/12/2008	
00013	FRIDGE COMMERCIAL 850L ARCUS 700	10000.00	01/12/2008	
00014	SERVER DELL POWEREDGE 4210	10000.00	01/12/2008	
00015	PAINTING ACRYLIC S ROBERTSON WATER DREAMING	9000.00	13/12/2008	
00016	COMPUTER LAPTOP ACER 6935	3400.00	01/12/2008	
00017	COMPUTER LAPTOP ACER 6935	3400.00	01/12/2008	
00018	COMPUTER LAPTOP ACER 6935	3400.00	01/12/2008	
00019	COMPUTER LAPTOP ACER 6935	3400.00	01/12/2008	
00020	COMPUTER LAPTOP ACER 6935	3400.00	01/12/2008	
00021	COMPUTER LAPTOP ACER 6935	3400.00	01/12/2008	
00022	COMPUTER LAPTOP ACER 6935	3400.00	01/12/2008	
00023	COMPUTER LAPTOP ACER 6935	3400.00	01/12/2008	
00024	COMPUTER LAPTOP ACER 6935	3400.00	01/12/2008	
00025	COMPUTER LAPTOP ACER 6935	3400.00	01/12/2008	
00026	COMPUTER LAPTOP ACER 6935	3400.00	01/12/2008	
00027	TELEVISION FLATSCREEN SONY KDL4024500	3000.00	02/12/2008	

- Keep the report open

It is also possible to copy and paste the report into an Excel Spreadsheet for further editing if required

- Click Export



- Highlight **Delimited (tabs)** and click 
- Open **Excel** and **Paste**

	A	B	C	D	E	F	G	H	I
1	00001,"TROPHY CABINET",8000.00,"09/12/2008",1								
2	00002,"PIANO UPRIGHT DIGITAL YAMAHA C60",12000.00,"10/12/2008",3								
3	00003,"PIANO GRAND BABY BEALE",15000.00,"03/12/2008",3								
4	00004,"TYMPANI",7000.00,"04/12/2008",3								
5	00005,"LIBRARY REFERENCES",80000.00,"12/12/2008",11								
6	00006,"COMPACTUS 12 BAY",9000.00,"01/12/2008",1								
7	00007,"LAMINATOR ROLL 800MM DOCUSEAL 3100",9000.00,"15/12/2008",2								
8	00008,"BUS 12 SEATER TOYOTA HIACE",65000.00,"01/12/2008",7								
9	00009,"BUS 25 SEATER MITSUBISHI ROSA",80000.00,"12/12/2008",13								
10	00010,"PHOTOCOPIER KONICA MINOLTA C451",20000.00,"01/12/2008",4								
11	00011,"PHOTOCOPIER KONICA MINOLTA C451",20000.00,"01/12/2008",4								
12	00012,"PHOTOCOPIER KONICA MINOLTA C451",20000.00,"01/12/2008",4								
13	00013,"FRIDGE COMMERCIAL 850L ARCUS 700",10000.00,"01/12/2008",3								
14	00014,"SERVER DELL POWEREDGE 4210",10000.00,"01/12/2008",5								
15	00015,"PAINTING ACRYLIC S ROBERTSON WATER DREAMING",9000.00,"13/12/2008",8								
16	00016,"COMPUTER LAPTOP ACER 6935",3400.00,"01/12/2008",9								
17	00017,"COMPUTER LAPTOP ACER 6935",3400.00,"01/12/2008",9								
18	00018,"COMPUTER LAPTOP ACER 6935",3400.00,"01/12/2008",9								
19	00019,"COMPUTER LAPTOP ACER 6935",3400.00,"01/12/2008",9								
20	00020,"COMPUTER LAPTOP ACER 6935",3400.00,"01/12/2008",9								
21	00021,"COMPUTER LAPTOP ACER 6935",3400.00,"01/12/2008",9								
22	00022,"COMPUTER LAPTOP ACER 6935",3400.00,"01/12/2008",9								
23	00023,"COMPUTER LAPTOP ACER 6935",3400.00,"01/12/2008",9								
24	00024,"COMPUTER LAPTOP ACER 6935",3400.00,"01/12/2008",9								
25	00025,"COMPUTER LAPTOP ACER 6935",3400.00,"01/12/2008",9								
26	00026,"COMPUTER LAPTOP ACER 6935",3400.00,"01/12/2008",9								
27	00027,"TELEVISION FLATSCREEN SONY KDL4024500",3000.00,"02/12/2008",9								
28	00028,"TELEVISION FLATSCREEN SONY KDL4024500",3000.00,"02/12/2008",9								
29	00029,"TELEVISION FLATSCREEN SONY KDL4024500",3000.00,"02/12/2008",9								

The report may now be edited in Excel

- Close Excel and Ad Hoc

10.3 Asset Manager Reports

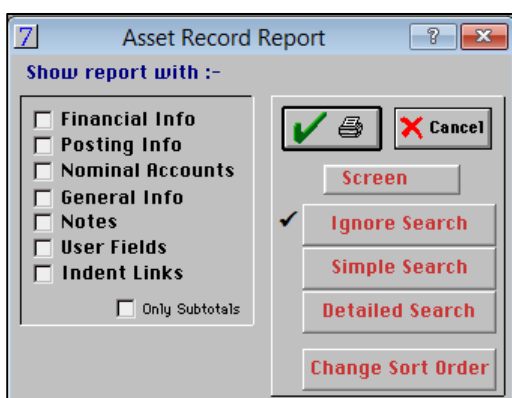
There are two main areas within Asset Manager that give access to a variety of reports. The first is through the Assets window where we can access a range of reports on the assets at our school. The second is through the System window where we have access to the Stock Take List.

10.3.1 Asset Record Reports

Assets > Records > Reports > Asset Records

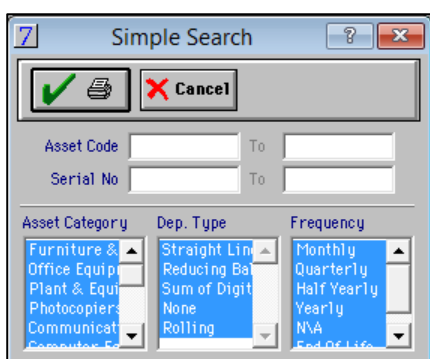


Any combination of options, searches and sort orders can be applied to compile reports



- **Financial Info** will display information held in the **Values** window
- **Posting Info** will display basic posting information, for example the number of depreciation postings to date
- **Nominal Accounts** cannot be used
- **General Info** displays **Supplier** details
- **Notes** displays information held in the **Memo** window
- **User Fields** displays all user field information held

Simple Search allows users to choose assets to report on by category, codes or serial numbers.



Detailed Search provides more comprehensive search options.

Detailed Search

Name		to	
Bought Date		to	
Supplier Name		to	
Location		to	
CC Number		to	
CC Name		to	
Supply Code		to	
Warranty Exp		to	
Freq of Lease		to	
End Of Lease		to	
No. Items		to	
Lease Payment		to	
Residual Cost		to	
Project		to	
Cost Centre		to	

Period to Year to

Information must be entered in both the left and right columns to apply the limits of the search.

Change Sort Order provides options for sorting the information in the report and/or applying subtotals to the report.

Sorting and Subtotals

Available Sorts	Selected Sorts
Code	
Name	
Serial No.	
Asset No.	
Asset Category	
Bought Date	
Next Posting	
Freq of Lease	
End Of Lease	
No. Items	
Lease Payment	
Location	
CC Number	

☒ Ascending
☐ Descending
☒ No Subtotal
☐ Subtotal
☐ New Page

Double clicking on the field name in the **Available Sorts** column will move it to the **Selected Sorts** column to be applied to the report.

Activity:

Assets > Records > Reports > Asset Records

- Check all boxes except **Nominal Accounts**

Information entered into the checked box fields are displayed

- Click  to print to screen

Asset Record Report as at 11:48 on Tuesday, 11th June 2019 - Period 7

Code	Name	Serial No.	NBV	Mon	Y
00001	TROPHY CABINET		4199.89	7	201
Furniture & Fittings					
Supplier Name Sales Tel. Sales Tel.					
Grandma's Furniture Company					
12 The Rise					
PERTH WA 6000					
Warranty					
Start Date Finish Date Renewal Cost 0.00					
P/O No. 0 Inv No. 666666					
Project Cost Centre					
Location OFFICE					
CC Number D2010					
CC Name FURN AND FITTINGS					
Supply Code S					
Warranty Exp					
Bought Value 8000.00 Bought Date: 09/12/2008 Status: Owned					
Cost Depreciation Net Book Value					
Start of Year 8000.00 Start of Year 3400.12 Start of Year 4599.88					
Additions 0.00 Charge 399.99					
Disposals 0.00 Disposals 0.00					
Revaluations 0.00 Revaluations 0.00					
End of Year 8000.00 End of Year 3800.11 End of Year 4199.89					
Frequency : Monthly					
Percentage : 10.00 %					
Type : Straight Line					
Postings : 57 of 120 over 10.00Years					

- Close the report
- Uncheck all boxes and click 


A portion of the report is displayed below

- A report displaying all Assets by Code is displayed

Asset Record Report as at 11:56 on Tuesday, 11th June 2019 - Period 7

<u>Code</u>	<u>Name</u>	<u>Serial No.</u>	<u>NBV</u>	<u>Mon</u>	<u>Yr</u>
00001	TROPHY CABINET		4199.89	7	2019
00002	PIANO UPRIGHT DIGITAL YAMAHA C60	33445566	4875.00	7	2019
00003	PIANO GRAND BABY BEALE	32223	6093.75	7	2019
00004	TYMPANI		2843.68	7	2019
00005	LIBRARY REFERENCES		4000.00	7	2019
00006	COMPACTUS 12 BAY		4725.00	7	2019
00007	LAMINATOR ROLL 800MM DOCUSEAL 3100	45737857	3656.25	7	2019
00008	BUS 12 SEATER TOYOTA HIACE	485758KJL	3250.00	7	2019
00009	BUS 25 SEATER MITSUBISHI ROSA	3948JDHDSUY111	41999.89	7	2019
00010	PHOTOCOPIER KONICA MINOLTA C451	938934747	1000.00	7	2019
00011	PHOTOCOPIER KONICA MINOLTA C451	938934700	1000.00	7	2019
00012	PHOTOCOPIER KONICA MINOLTA C451	938934734	1000.00	7	2019
00013	FRIDGE COMMERCIAL 850L ARCUS 700	0989EEE	0.00	7	2019
00014	SERVER DELL POWEREDGE 4210		499.99	7	2019
00015	PAINTING ACRYLIC S ROBERTSON WATER DREAMING		9000.00	7	2019
00016	COMPUTER LAPTOP ACER 6935	234555	0.00	7	2019
00017	COMPUTER LAPTOP ACER 6935	234556	0.00	7	2019
00018	COMPUTER LAPTOP ACER 6935	234557	0.00	7	2019
00019	COMPUTER LAPTOP ACER 6935	234558	3400.00	7	2019
00020	COMPUTER LAPTOP ACER 6935	234559	3400.00	7	2019
00021	COMPUTER LAPTOP ACER 6935	234560	0.00	7	2019
00022	COMPUTER LAPTOP ACER 6935	234561	3400.00	7	2019
00023	COMPUTER LAPTOP ACER 6935	234562	3400.00	7	2019
00024	COMPUTER LAPTOP ACER 6935	234563	3400.00	7	2019
00025	COMPUTER LAPTOP ACER 6935	234564	3400.00	7	2019
00026	COMPUTER LAPTOP ACER 6935	234565	3400.00	7	2019
00027	TELEVISION FLATSCREEN SONY KDL4024500	KDL998887	3000.00	7	2019
00028	TELEVISION FLATSCREEN SONY KDL4024500	KDL998887	3000.00	7	2019
00029	TELEVISION FLATSCREEN SONY KDL4024500	KDL998887	3000.00	7	2019
00030	VIOLIN 4/4 MICHEAL TODD	4556767	3500.00	7	2019
00031	VIOLIN 4/4 MICHEAL TODD	4556766	3500.00	7	2019
00032	VIOLIN 4/4 MICHEAL TODD	4556768	3500.00	7	2019

- Close the report

- Check **Notes** only and click 



The notes entered in the **Memo** field are displayed

<u>Code</u>	<u>Name</u>	<u>Serial No.</u>	<u>NBV</u>	<u>Mon</u>	<u>Yr</u>
00001	TROPHY CABINET		4199.89	7	2019
00002	PIANO UPRIGHT DIGITAL YAMAHA C60	33445566	4875.00	7	2019
00003	PIANO GRAND BABY BEALE	32223	6093.75	7	2019
00004	TYMPANI		2843.68	7	2019
00005	LIBRARY REFERENCES		4000.00	7	2019
00006	COMPACTUS 12 BAY		4725.00	7	2019
00007	LAMINATOR ROLL 800MM DOCUSEAL 3100	45737857	3656.25	7	2019
00008	BUS 12 SEATER TOYOTA HIACE GPS Navman 2200 \$500 Registration Number 1CYZ-234 Chassis Number KMH 456UIC 1234	485758KJL	3250.00	7	2019
00009	BUS 25 SEATER MITSUBISHI ROSA Registration Number 1CYZ.876 GPS Navman 2200 \$500	3948JDHDSUY111	41999.89	7	2019

Simple Search

- Uncheck all boxes
- Click **Simple Search** and enter **Asset Codes 00001 – 00010**

The Simple Search dialog box is shown with the following settings:

- Asset Code: 00001 To 00010
- Serial No.: (empty)
- Asset Category: Furniture & Office Equipment
- Dep. Type: Straight Line
- Frequency: Monthly

- Click to view the report

Code	Name	Serial No.	NBV	Mon	Yr
00001	TROPHY CABINET		4199.89	7	2019
00002	PIANO UPRIGHT DIGITAL YAMAHA C60	33445566	4875.00	7	2019
00003	PIANO GRAND BABY BEALE	32223	6093.75	7	2019
00004	TYMPANI		2843.68	7	2019
00005	LIBRARY REFERENCES		4000.00	7	2019
00006	COMPACTUS 12 BAY		4725.00	7	2019
00007	LAMINATOR ROLL 800MM DOCUSEAL 3100	45737857	3656.25	7	2019
00008	BUS 12 SEATER TOYOTA HIACE	485758KJL	3250.00	7	2019
00009	BUS 25 SEATER MITSUBISHI ROSA	3948JDHDSUY111	41999.89	7	2019
00010	PHOTOCOPIER KONICA MINOLTA C451	938934747	1000.00	7	2019

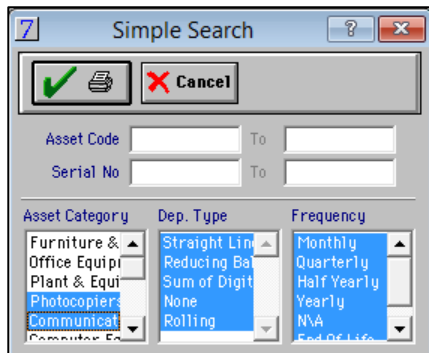
- Close the report
- Clear Asset Code range
- Choose the **Asset Category 'Photocopiers'**

The Simple Search dialog box is shown with the following settings:



- Asset Code: (empty)
- Serial No.: (empty)
- Asset Category: Photocopiers
- Dep. Type: None
- Frequency: Yearly

- Click
- Close the report

- Holding down <Ctrl> select **Communication Equipment** and **Photocopiers**, and click 
- Close the report and Simple Search



The Simple Search dialog box contains the following fields and options:

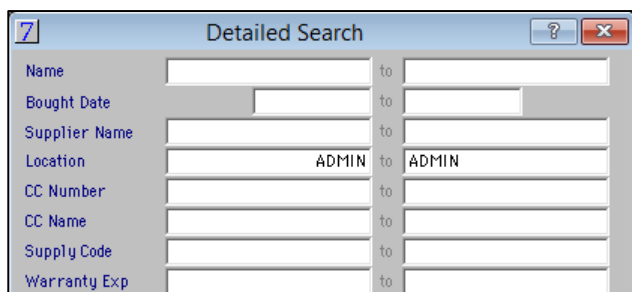
- Buttons:  (checked), 
- Asset Code: [] To []
- Serial No: [] To []
- Asset Category: [Furniture & Office Equip] (dropdown)
- Dep. Type: [Straight Line] (dropdown)
- Frequency: [Monthly] (dropdown)
- Other visible categories: Plant & Equip, Photocopiers, Communicat, Computer Eq
- Other visible Dep. Types: Reducing Ba, Sum of Digit, None, Rolling
- Other visible Frequencies: Quarterly, Half Yearly, Yearly, N/A, End of Life

More than one category can be selected for reporting purposes

Code	Name	Serial No.	NBV	Mon	Yr
00010	PHOTOCOPIER KONICA MINOLTA C451	938934747	1000.00	7	2019
00011	PHOTOCOPIER KONICA MINOLTA C451	938934700	1000.00	7	2019
00012	PHOTOCOPIER KONICA MINOLTA C451	938934734	1000.00	7	2019
00014	SERVER DELL POWEREDGE 4210		499.99	7	2019
00054	VIDEO CONFERENCING UNIT	456/PUI/789-001	11800.00	7	2019
00060	SATELLITE DISH FOR INTERNET		4916.67	7	2019

Detailed Search

- Click **Detailed Search**
- Enter **ADMIN** in both **Location** fields



The Detailed Search dialog box contains the following fields:

- Name: [] to []
- Bought Date: [] to []
- Supplier Name: [] to []
- Location: [ADMIN] to [ADMIN]
- CC Number: [] to []
- CC Name: [] to []
- Supply Code: [] to []
- Warranty Exp: [] to []

- Press <Enter>

Code	Name	Serial No.	NBV	Mon	Yr
00006	COMPACTUS 12 BAY		4725.00	7	2019
00007	LAMINATOR ROLL 800MM DOCUSEAL 3100	45737857	3656.25	7	2019
00010	PHOTOCOPIER KONICA MINOLTA C451	938934747	1000.00	7	2019
00014	SERVER DELL POWEREDGE 4210		499.99	7	2019
00015	PAINTING ACRYLIC S ROBERTSON WATER DREAMING		9000.00	7	2019
00056	CABINET-WALL		5999.58	7	2019

- View then close the report

- Clear **Admin** from the **Location** field
- Search by **CC Number D5005** and press <Enter>

<u>Code</u>	<u>Name</u>	<u>Serial No.</u>	<u>NBV</u>	<u>Mon</u>	<u>Yr</u>
00054	VIDEO CONFERENCING UNIT	456/PUI/789-001	11800.00	7	2019
00061	TELEVISION LG	LGTV-410789	1818.18	7	2019

- Close the report and Detailed Search

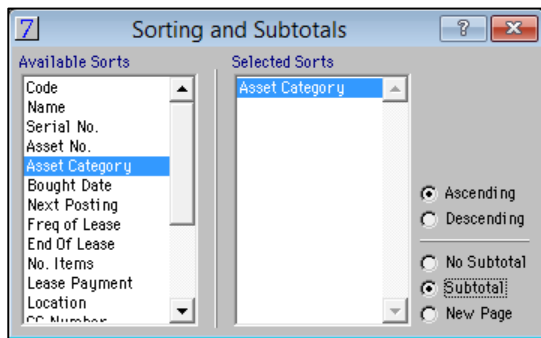
Only Subtotals



The subtotals report will display a total NBV of Assets within their nominated category and displays information entered in the **User Field**, the current month and the year.

- Click Ignore Search
- Check **User Fields**

- Click **Change Sort Order** and double click on **Asset Category**

- Select Subtotal

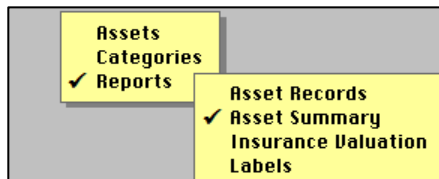


- Close **Sorting and Subtotals**
- Click  
- A portion of the report is displayed below

Asset Record Report as at 12:20 on Monday,10th June 2019 - Period 7						
<u>Code</u>	<u>Name</u>	<u>Serial No.</u>	<u>NBV</u>	<u>Mon</u>	<u>Yr</u>	
00001	TROPHY CABINET		4199.89	7	2019	
	Location OFFICE		Freq of Lease			
	CC Number D2010		End Of Lease			
	CC Name FURN AND FITTINGS		No. Items			
	Supply Code S		Lease Payment			
	Warranty Exp		Residual Cost			
00062	TROPHY CABINET		5048.49	7	2019	
	Location FRONT OFFICE		Freq of Lease			
	CC Number D2005		End Of Lease			
	CC Name ADMINISTRATION		No. Items		1	
	Supply Code S		Lease Payment			
	Warranty Exp		Residual Cost			
00006	COMPACTUS 12 BAY		4725.00	7	2019	
	Location ADMIN		Freq of Lease			
	CC Number D2010		End Of Lease			
	CC Name FURN AND FITTINGS		No. Items			
	Supply Code S		Lease Payment			
	Warranty Exp		Residual Cost			
00056	CABINET-WALL		5999.58	7	2019	
	Location ADMIN		Freq of Lease			
	CC Number D2010		End Of Lease			
	CC Name ADMIN		No. Items		1	
	Supply Code S		Lease Payment			
	Warranty Exp		Residual Cost			
Subtotal for Type Furniture & Fittings			19972.96			

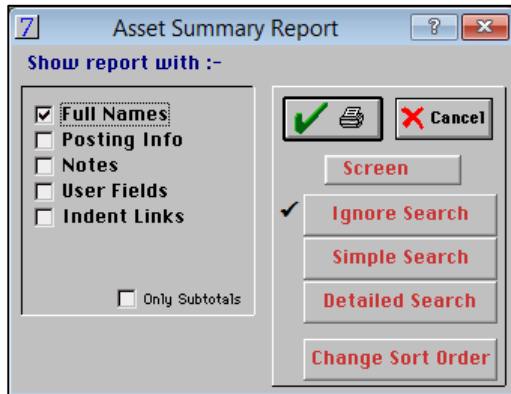
- Close the report and **Asset Record Report** window

Assets > Records > Reports > Asset Summary



This report displays information under the headings of Cost, Depreciation and Net Book Value,

- Check **Full Names**

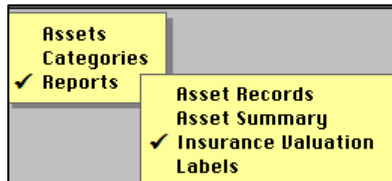


- Click
- Follow the prompts on page orientation
- A portion of the report is displayed below

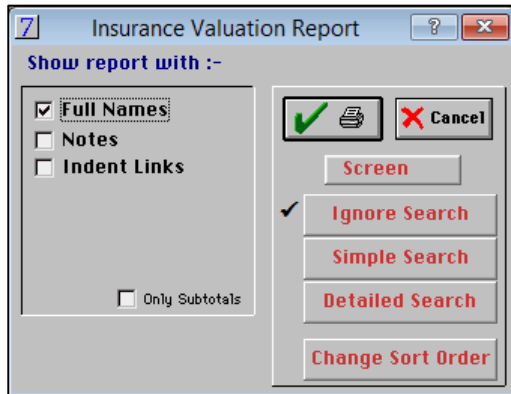
Code	Start of Year	Additions	Disposals	Revaluations	End Year	Start Year	Charge	Disposals	Revaluations	End Year	SOY	EOY
00001	8000.00				8000.00	3400.12	399.99			3800.11	4599.88	4199.89
TROPHY CABINET												
00002	12000.00				12000.00	6375.00	750.00			7125.00	5625.00	4875.00
PIANO UPRIGHT DIGITAL YAMAHA C60												
00003	15000.00				15000.00	7968.75	937.50			8906.25	7031.25	6093.75
PIANO GRAND BABY BEALE												
00004	7000.00				7000.00	3718.83	437.49			4156.32	3281.17	2843.68
TYMPANI												
00005	80000.00				80000.00	67999.99	8000.01			76000.00	12000.01	4000.00
LIBRARY REFERENCES												
00006	9000.00				9000.00	3825.00	450.00			4275.00	5175.00	4725.00
COMFACTUS 12 BAY												
00007	9000.00				9000.00	4781.25	562.50			5343.75	4218.75	3656.25
LAMINATOR ROLL 800MM DOCUSEAL 3100												
00008	65000.00				65000.00	55249.99	6500.01			61750.00	9750.01	3250.00
BUS 12 SEATER TOYOTA HIACE												

- Close the report and the **Asset Summary Report** window

Assets > Records > Reports > Insurance Valuation



This report will display the Net Book Value (written down value), the bought value, the frequency of lease and the start of the year cost for each asset, for insurance valuation purposes.



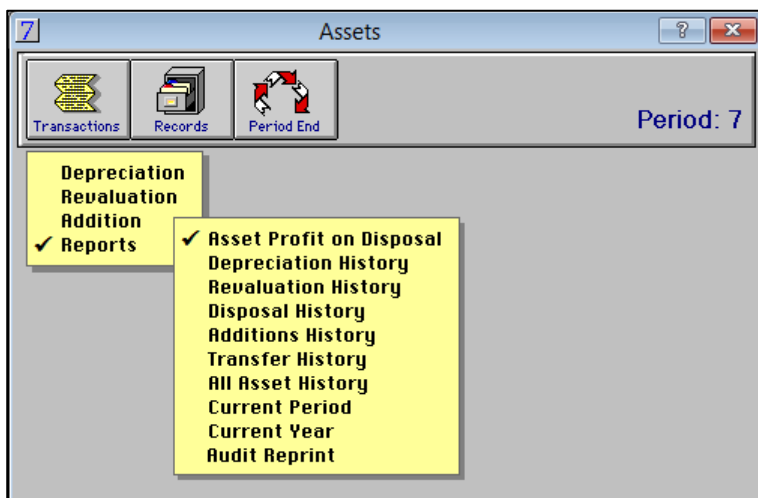
- Check **Full Names** and click
- A portion of the report is displayed below

Code	Serial No.	Net Book Value	Bought Value	Freq of Lease	Start of Year Cost
00001		4,199.89	8,000.00	0.00	8,000.00
TROPHY CABINET					
00002	33445566	4,875.00	12,000.00	0.00	12,000.00
PIANO UPRIGHT DIGITAL YAMAHA C60					
00003	32223	6,093.75	15,000.00	0.00	15,000.00
PIANO GRAND BABY BEALE					
00004		2,843.68	7,000.00	0.00	7,000.00
TYMPANI					
00005		4,000.00	80,000.00	0.00	80,000.00
LIBRARY REFERENCES					
00006		4,725.00	9,000.00	0.00	9,000.00
COMPACTUS 12 BAY					
00007	45737857	3,656.25	9,000.00	0.00	9,000.00
LAMINATOR ROLL 800MM DOCUSEAL 3100					
00008	485758KJL	3,250.00	65,000.00	0.00	65,000.00
BUS 12 SEATER TOYOTA HIACE					
00009	3948JDHDSUY111	41,999.89	80,000.00	0.00	80,000.00
BUS 25 SEATER MITSUBISHI ROSA					
00010	938934747	1,000.00	20,000.00	0.00	20,000.00

- Close the report and **Insurance Valuation Report** window

10.3.2 Transaction Reports

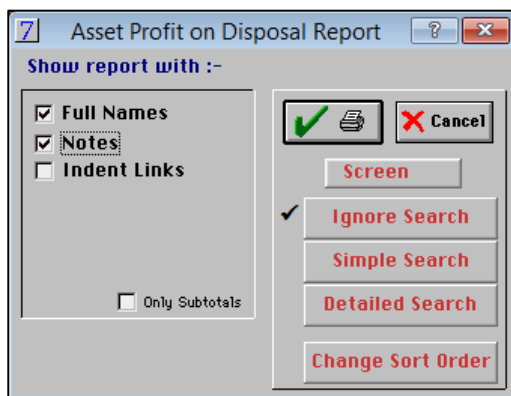
Assets > Transactions > Reports



Activity:

Assets > Transactions > Reports > Asset Profit on Disposal

This report will display any profits (loss) made on disposal of assets across all years



- Check **Full Names** and **Notes** and click
- A portion of the report is displayed below


Asset Profit on Disposal Report as at 12:28 on Monday, 10th June 2019 - Period 7

Code	Serial No.	Net Book Value	Proceeds	Profit (\$)	Profit (\$)
00018	234557	3,400.00	0.00	(3,400.00)	?
COMPUTER LAPTOP ACER 6935					
Police Report 103487					
Insurance Claim 2847653					
Date Stolen 13th/14th June 09					
00021	234560	3,400.00	0.00	(3,400.00)	?

- Close all windows to return to the list of Transaction reports

Assets > Transactions > Reports > Audit Reprint

The Audit Reprint Report is an exact replica of the original audit report and can be used to reprint any audit report that is required.

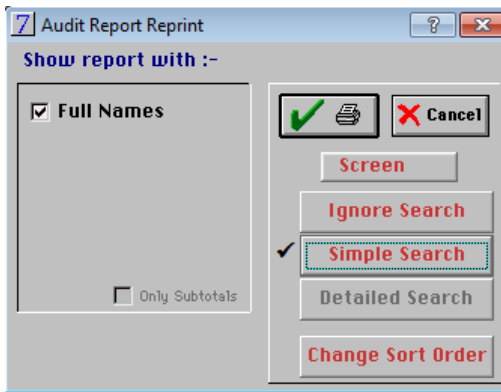


Check **Full Names** and click  

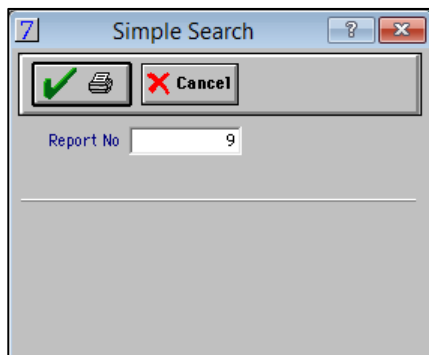
Audit Report Reprint as at 12:30 on Monday,10th June 2019 - Period 7						Report No. 1
Addition Audit from Tuesday,9th December 2008						
Reference 00001, Addition Cost						
----- Movement -----						
<u>Code</u>	<u>Method/Name</u>	<u>Start NBV (\$)</u>	<u>Cost (\$)</u>	<u>Dep. (\$)</u>	<u>End NBV (\$)</u>	<u>Audit</u>
00001	ADD	0.00	5,454.55		5,454.55	(1)
	TROPHY CABINET					
1 RECORDS PRINTED FOR REPORT 1						
REPORT TOTAL \$			5,454.55	0.00		

- View, then close the report

Audit Reprint using Simple Search



- Click on **Audit Reprint**
- Check **Full Names**
- Click on **Simple Search** and enter **Report No 9**



- Click

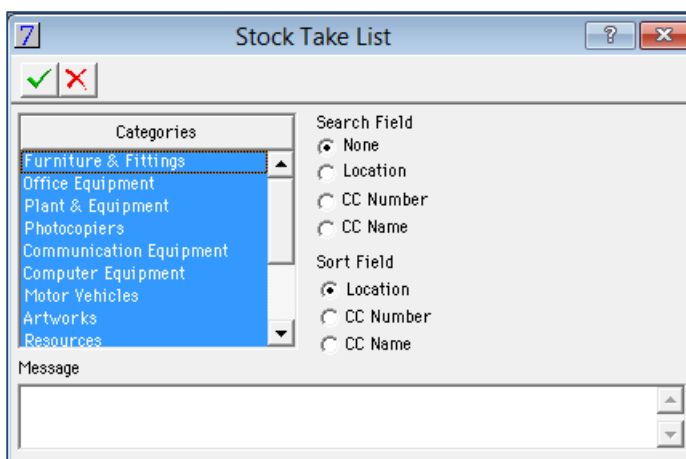
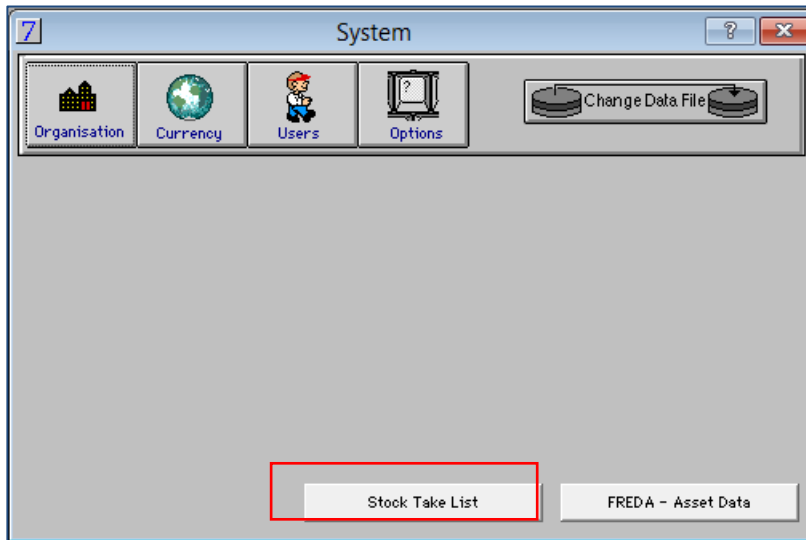
The report will display the Asset code 00009 and details, which is for the Mitsubishi Rosa 25 seater bus.

Audit Report Reprint as at 12:31 on Monday,10th June 2019 - Period 7					
Addition Audit from Friday,12th December 2008					Report No. 9
Reference 00009, Addition Cost					
----- Movement -----					
<u>Code</u>	<u>Method/Name</u>	<u>Start NBV (\$)</u>	<u>Cost (\$)</u>	<u>Dep. (\$)</u>	<u>End NBV (\$)</u> <u>Audit</u>
00009	ADD	0.00	80,000.00		80,000.00 (9)
	BUS 25 SEATER MITSUBISHI ROSA				
1 RECORDS PRINTED FOR REPORT 9					
REPORT TOTAL \$			80,000.00	0.00	

- Close all windows to return to the list of Transaction reports

10.3.3 Stock Take List

System > Stock Take List



The Stock Take List provides options for

- choosing the asset category/ies
- searching
- sorting
- adding notes (**Messages**)

Activity:

System > Stock Take List

- Enter the following note in the **Message** window

Message

Please complete the stocktake for your area and return the completed form to the office by COB ddmmyy

- Click  and  button
- Follow the prompts on page orientation
- View then close the report and **Stock Take List** window

5555 West Coast District High School - Stock Take List

Report printed at 12:35 on Monday, 10th June 2019 - Period 7

Message

Please complete the stocktake for your area and return the completed form to the office by COB dd/mm/yy

Location CC Number CC Name	Asset Code Asset Description Serial N°	Status Bought Date Bought Value	Net Book Value	N° Items	N° on Hand	Check	Comments
	00064 PRINTER HP 2400	Owned 10/06/2019 1363.64	1363.64	0		<input type="checkbox"/>	
	00066 PRINTER HP 2400	Owned 10/06/2019 1363.64	1363.64	0		<input type="checkbox"/>	
	00067 PRINTER HP 2400	Owned 10/06/2019 1363.64	1363.64	0		<input type="checkbox"/>	
	00068 PRINTER HP 2400	Owned 10/06/2019 1363.64	1363.64	0		<input type="checkbox"/>	
	00069 PRINTER HP 2400	Owned 10/06/2019 1363.64	1363.64	0		<input type="checkbox"/>	
	00065 PRINTER HP 2400	Owned 10/06/2019 1363.64	1363.64	0		<input type="checkbox"/>	
	00074 LIBRARY COLLECTION JUNE 2019	Owned 30/06/2019 4909.09	4909.09	0		<input type="checkbox"/>	
	00005 LIBRARY REFERENCES	Owned 12/12/2008 80000.00	4000.00	0		<input type="checkbox"/>	
	00070 PRINTER HP 2400	Owned 10/06/2019 1363.64	1363.64	0		<input type="checkbox"/>	
	00071 PRINTER HP 2400	Owned 10/06/2019 1363.64	1363.64	0		<input type="checkbox"/>	

Stock Take Completed By:

Signature

Name

Title

Date

Signature

Name

Title

Date

- View and close the report

11 Review

Activity:

Write down the steps/path you would take to carry out the following functions:

1. Create a new user and give them access to Asset records, reports and labels only.
2. Change the location details of an asset.
3. Enter a new asset record.
4. Import asset records from RM Finance.
5. Print a report listing all assets and resources in the location ADMIN.
6. Create and save labels for computer equipment.

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12 Support

Should you require support please contact the **Customer Service Centre (CSC)** at the Department of Education.

Contact details below:

Phone Customer Service Centre (CSC)

Metro: 9264 5555

Country: 1800 012 828

Please be prepared to supply your *ID number, contact details* and a *brief description* of the problem.

12.1 Fax (CSC)

9264 4701

Please include your *ID number, contact details* and a *brief description* of the problem.

12.2 Email (CSC)

customer.service.centre@education.wa.edu.au

Please include your *ID number, contact details* and a *brief description* of the problem.

13 Online Manuals and Training Notes

13.1 Civica Education

Online manuals and training notes are available to download in PDF format from the Civica Education website

<http://www.civicaeducation.com.au/>

Select **Integris Support**.

Log in to **Western Australian SIS Schools**.

Username: **school**

Password: **help**


13.2 STIMS Project

The Department's Student Information Management Project (STIMS) website has numerous factsheets and support documents for all SIS Administration modules.

<http://www.det.wa.edu.au/intranet/stims>

Links to the Integris Manuals are also available from the STIMS website or by going to Help within Integris.

ASSET MANAGEMENT REPORT

Click on the Management Report icon on the sidebar/Check radio button to show company total in first column/Click  to print/Change page setup to landscape/Click OK.

Shows the total bought value of assets at the start of year.

Shows value of transactions during year -
Additions: eg new acquisitions.
Disposals: eg assets which have been disposed due to theft or have become obsolete.
Revaluations: Schools are not permitted to do revaluations unless instructed by Central Office.
Transfers: Schools should not transfer between categories. Schools should contact their DFAO for advice.

Statutory Report - Leaden School
as at Period 10 2006

	Company Total	Furniture & Fittings	Office Equipment	Plant & Equipment	Photocopying	Communication Equipment	Computer Equipment	Motor Vehicles	Acoustics	Resources	Software	Library References	Library Collection
<u>Cost</u>													
Start of Year	350,755	33,284	25,256	36,923	24,296		47,592			236,404			
Additions	54,763					10,440	1,800			36,523			
Revaluations													
Disposals	(7,206)						(7,200)						
Transfers													
End of Year	441,318	33,284	25,256	36,923	24,296	10,440	46,192			262,927			
<u>Depreciation</u>													
Start of Year	200,040	6,029	6,452	10,518	19,032		34,698			127,330			
Charge	16,545	2,774	2,432	3,046	4,050	174	3,071						
Revaluations													
Disposals	(5,858)						(5,850)						
Transfers													
End of Year	216,235	8,803	8,882	14,564	23,081	174	33,879			127,233			
<u>Net Book Value</u>													
Start of Year	160,215	27,255	19,205	26,406	5,264		16,934			99,131			
End of Year	225,083	24,481	16,374	22,359	1,215	10,266	14,313			135,694			

Movement changes.

Depreciation information.

Net book value information (bought value less depreciation).

Shows current year's depreciation figures.

Principal to check to ensure that acquisitions of new assets and disposals of assets during the month are entered onto Asset Manager and therefore reflected into the totals on this report.
Principal to sign and date after review.

This report shows transactions and depreciation as at the end of the previous period. The period shown on this report will therefore be the current period less 1 (eg the report produced in period 11 will show 'as at Period 10').