RM Asia-Pacific
Asset Manager Manual

RM
RM Asia-Pacific

Document Control

Ver.	Reason	Who	Date
1.0	Document Control & Footers added	Adam Catterall (RMA-WA)	03/07/03
1.1	Changes to reflect $5000 limit change	Sharyn Oswald (RMA-WA)	14/07/03
1.2	Minor changes	Adam Catterall (RMA-WA)	15/07/03
1.3	Minor changes after review	Adam Catterall (RMA-WA)	16/07/03
1.4	Minor change before print	Adam Catterall (RMA-WA)	10/09/03
1.5	Formatting for web	Adam Catterall (RMA-WA)	12/03/04
1.6	Major formatting and corrections update	Michael Schmidt (RMA-WA)	21/06/05
1.7	Updates for version 4.11	Tracey Scattini (RMA-WA) Proofed Megan Capicchiano (RMA-WA)	24/02/06
1.8	Further proofing	Michael Schmidt (RMA-WA)	30/03/06
1.9	Minor changes	Michael Schmidt (RMA-WA)	15/05/06
2.0	Corrected page breaks	Paul Gabelich (RMA-WA)	26/06/06
2.1	Updates for version 4.12	Jill Ryan (RMA-WA)	12/02/07
2.2	Further Proofing	David McLean (RMA-WA)	12/02/07
2.3	Minor changes	Jill Ryan (RMA-WA)	27/04/07
2.4	Minor formatting	Paul Gabelich (RMA-WA)	30/04/07
2.5	Updated for version 4.13 and new manual format	Sandy Maxwell (RMA – WA)	14/05/08

Copyright

Intellectual Property

Contents

RM Asia-Pacific

Asset Manager Manual

Introduction

1

1   Introduction

This manual is designed to provide a guide to using this software in conjunction with the RM Finance package in WA Government schools.

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 – *not from the date the asset was purchased!*

If an Asset cannot be entered into the correct period, it is imperative that the District Finance and Administration Officer is contacted.

The assets data file must be kept up to date and aligned with the RM Finance data file. That is, if the RM Finance data file is in period 11, the Assets data file should also be in period 11. When an end of month rollover is performed in RM Finance, an end of month rollover should also be performed in Assets.

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 must be flagged in RM Finance by checking the asset box on the expenditure screen.

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 Notational Conventions

Throughout this manual the following conventions are used:

- Buttons that are displayed on screen and can be "clicked" using the mouse are described in **bold** text. For example:
- Click the **OK** button.

Keys that can be pressed from the keyboard are described in **<bold text within angled brackets>**. For example:

- Press the **<Tab>** key.

Special points to note are displayed in red, bold italicised text. For example:

Note: This is a note.

Remember to keep passwords confidential at ALL times

Buttons - An area of the screen with a word or instruction that can be clicked with the mouse to perform a function.

Radio Buttons - Click the circle next to an option you wish to apply when making multiple choices. The system will fill in the radio button to indicate that a selection has been made.

Clicking - The method of operating the mouse. Position the pointer over a button or icon then press the left hand button.

Cursor - A marker, often a vertical line that shows the point at which data can be entered onto the screen.

- Data file - A name to describe the file that you create to hold your data.

- Field - An area of the screen into which data can be entered.

- Tab - The method of moving from one field to the next, represented as **<Tab>.** To move backwards through the fields **<Shift+Tab>**.

- Icon - An item, usually represented by a picture, which can be clicked with the mouse to select a specific function/task.

2

2 Getting Started

2.1 Installation of Asset Manager Software

Prior to your using Asset Manager, the software will have been installed on your computer. In most cases the Asset Manager software will be stored on the hard drive of each individual workstation. The school's data file, which needs to be shared by all users, will reside on the server.

2.2 Starting Up

- Double click on the **Asset Manager** icon on the desktop.

If your data file has been linked to the Asset Manager software the following logon screen is displayed:
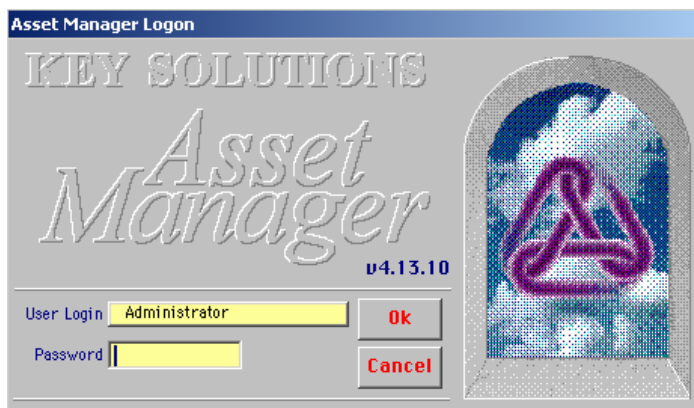
Users can now logon to the system – please go to Section 2.4 for details.

2.3   Selecting your data file

If your data file has not previously been linked to Asset Manager the Change data file screen will be displayed:
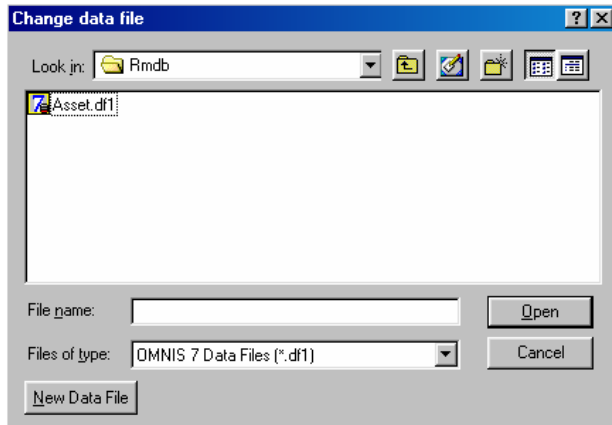
Users will need to navigate to the correct drive, directory and file. Generally this will be as follows: K:\RMDB\ASSETS.DF1

- Once the correct file has been located, double click on the filename.

2.4   Logging on

Perform the following the first time you log on to Asset Manager.

- Click **Administrator** and a list of users is displayed
- Select the user **School Administrator**

Into the **Password** field enter: KEYS

- Click **OK**

Note: The system will allow you 3 attempts to log on successfully. If you exceed this number it will display a message informing you that you should contact the System Administrator for access and will then return you to Windows. Double-click on the Asset Manager icon to try again.
It is extremely important that this password is changed for security purposes. Refer to the Section 2.5.3 on setting up users and passwords.

2.4.1 Logging on as a different user

- Click the box next to the 'User Login' where 'Administrator' is displayed.
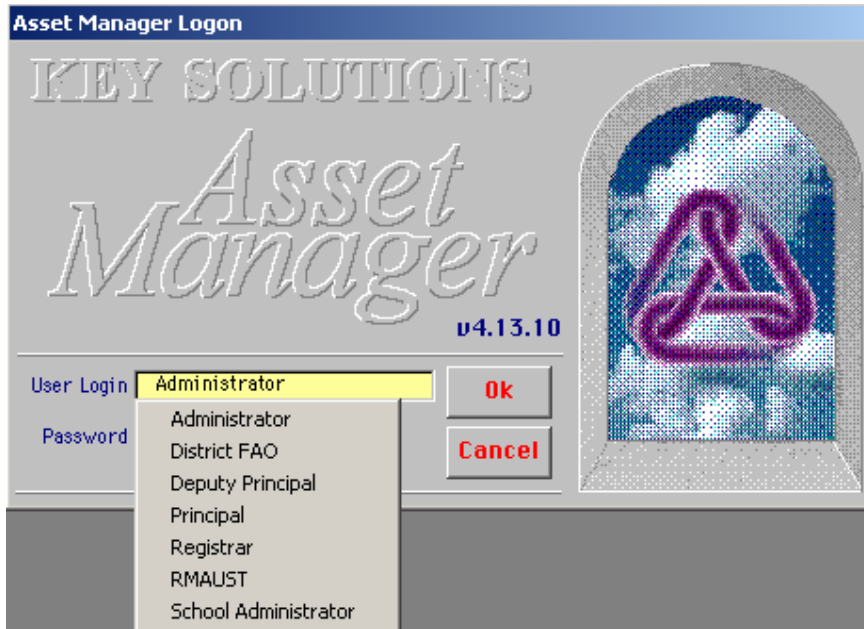
If user names have been set up a drop down list of users is displayed as illustrated above.

- Click on the correct user name.
- Enter your password.
- Click on **OK.**

Note: If users have not been set up refer to Section 2.5.3 .

2.5 System Options

System options can be set by clicking on the Traffic Light button.

This will display the system options screen.
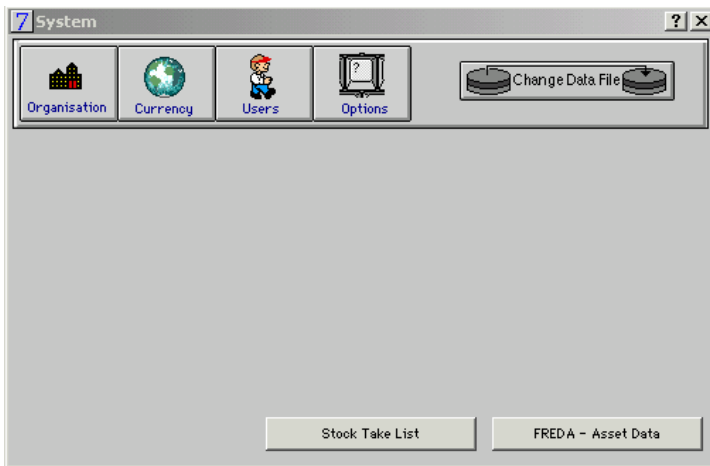
2.5.1 Organisation

- Clicking on **Organisation** will display the Organisation Name screen.
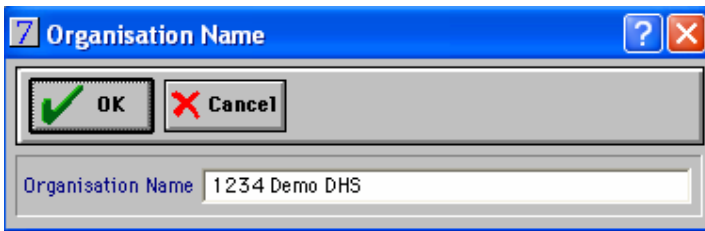
- Type your school code and name here.

Asset Manager will display the code and name at the top of your reports and also on the top menu bar.
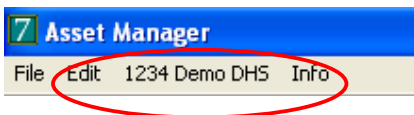
2.5.2 Currency

- Clicking on **Currency** will display the Currency screen.
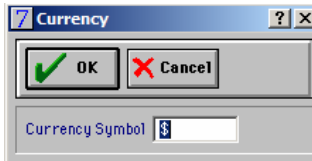
- Ensure that the $ symbol is displayed here.

2.5.3 Users

- Clicking on **Users** will display the Users screen.
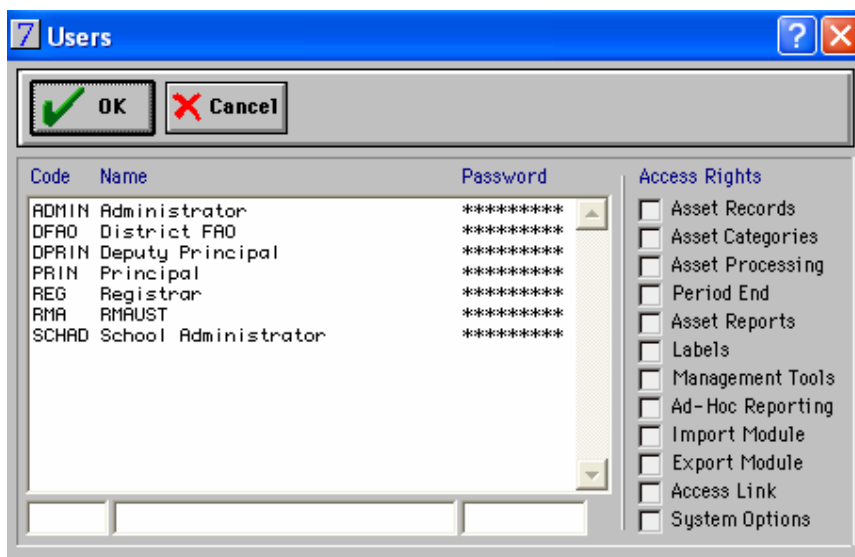
To set up a new user

- Click the last user in the list
- Press **<tab>** to move through the fields until a blank line is created
- Enter the details of the new user – code, name and password
- Check the relevant boxes on the right hand side to set the required access rights for this user
- Click **OK**

In the following example, a new user Sally Smith has been set up with access rights to everything except System Options.

Editing an existing user

- Click the user you wish to edit
- Press **<tab>** to move to the field you wish to adjust
- Enter the appropriate details
- Press **<tab>** to move to the next field if required
- Check the boxes on the right hand side if you wish to alter the access rights for this user
- Click **OK**

Deleting a user

- Click the user you wish to edit
- Press **<tab>** to move to the first field
- Press <delete>
- Click **OK**
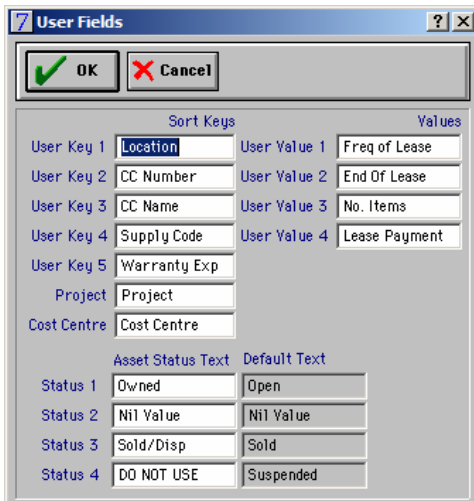
2.5.4 Options

Clicking on **Options** will display the following three choices.

2.5.5 User fields

The purpose of this section is to allow for individual customisation of fields – to suit different organisations. For Western Australian government schools, this section will have previously been set up as follows:
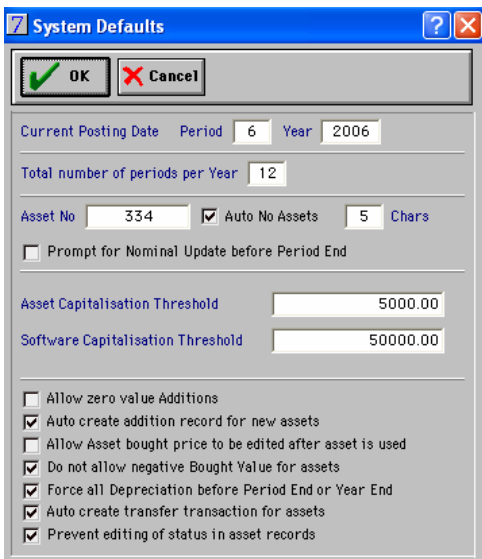
This should not need to be changed unless you are instructed to do so by the Department of Education & Training.

System Defaults

This section will be pre-set in your data file before use and should not need adjusting.

Period

The period will be set to the current period that is the current month. Periods 1-12 correspond to January – December.

Asset No

The Asset Number is used internally by Asset Manager to maintain a unique identifier for every asset entered into the system. This field should contain the next asset number to be allocated.

Auto No Assets
This box should be checked on to ensure that Asset Manager will automatically generate the next asset number when new assets are entered onto the system.

Chars
The chars field represents the number of digits to be allocated to the asset number. If the asset number contains fewer digits than this number, extra zeros will be placed before the asset number. For example, if this field is set to 5, asset numbers will be 5 digits long as follows:
00001, 00002, 00003…00100, 00101, 00102…01001, 01002…

Asset Capitalisation Threshold
The asset capitalisation threshold is a specified limit set by the Treasurer's Instruction. It is currently set at $5000 (although there is the possibility that this may change in the future). Users are prevented from entering items into all asset categories apart from Resources (number 9), Software (number 10) and Library Collection (number 12) where the bought value of the item is less than the asset capitalisation threshold.

Software Capitalisation Threshold
The software capitalisation threshold is a specified limit set by the Treasurer's Instruction. It is currently set at $50000 (although there is the possibility that this may change in the future). Users are prevented from entering items into the software category (number 10) if the bought value of the software is less than the software capitalisation threshold.

Prompt for Nominal Update
This field cannot be used in conjunction with RM Finance. Leave this box unchecked.

Allow Zero Value Additions
This option gives the user the ability to make an addition to an item which has been fully depreciated i.e. an item with a net book value of zero (Nil Value asset). Leave this box unchecked.

Auto Create an Addition Record for New Assets
This box will be checked on. An addition transaction will automatically be created for each new asset and the user will not be prompted to do this every time a new asset is entered.

Allow Asset Bought Price to be Edited after Asset is Used
This option allows the purchase price of an asset to be edited after an asset has been depreciated. Leave this box unchecked.

Do Not Allow Negative Bought Value for Assets
This box will be checked on. This option, when checked, prevents assets with a negative value to be entered by the user.

Force all Depreciation before Period End or Year End

This box will be checked on. This option will allow the user to step through the depreciation process and then run the period end.

Auto Create Transfer Transactions for Assets

When a user performs a transfer of an asset from one category to another, (via Assets > Records > Assets > Edit >) and selects a different category from the drop down list, it is a requirement that WA users create a transfer transaction. To prevent user error, the system option entitled 'Auto create transfer transaction for assets' must be ticked.

Prevent editing of Status in Asset Records

User errors may occur because the user chooses to edit the status of an asset to disposed, rather than carrying out the correct disposal procedure (i.e. clicking on the dispose button). It is required that the user be prevented from simply editing the status of an asset to disposed. To achieve this, this system option will be ticked by default.

Fonts

This option is used to alter the system wide font table. This table is used internally by Asset Manager to control which fonts appear on **ALL** standard reports. You should not change the report font settings unless you are fully aware of all the consequences. RM does not recommend changing the fonts.

2.5.6 Change data file

This option allows you to change to another data file. As schools will only be using one data file to keep track of their assets you should not need to use this option. If for some reason it is necessary to do so refer to Section 2.3.

2.5.7 Stock Take List

This button allows the user to generate a Stock Take Report. The Stock Take Report contains a signature block at the end of the report.
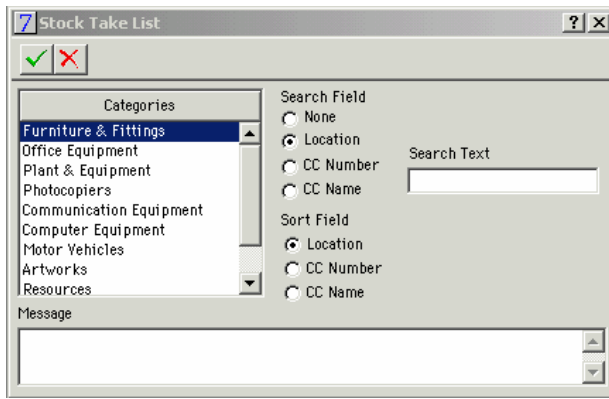
Categories

The user can choose to print all items for a specific category by highlighting a line in the categories box. All categories can be selected by clicking on the first category and dragging down.

Search Field

Radio buttons for Search fields can be used to further refine the Asset search. Choosing a radio button for either Location, CC Number, or CC Name requires the user to enter the required search text.

Note: It is vital to have correct and consistent data. For example Admin is not considered the same as Administration and will result in different locations for reporting purposes.

Sort Fields

Items in the Stock Take Report can be sorted by Location, Cost Centre Number or Cost Centre Name by clicking on the appropriate radio button.

Message

A message can be entered to appear on the report. The message is displayed at the beginning of each section of the report.

To run the Stock Take List

- Click **System** in the Control Bar and then **Stock Take List**
- Select Search and Sort options
- Enter appropriate text in the Message Box
- Click the green tick
- Choose the required output, screen or printer
- Click **OK** to change the page layout to Landscape, select the radio button for Landscape and click on **OK**
- Follow the prompts to reset the page layout to Portrait

Demo School - Stock Take List

Report printed at 08:48 on Friday,11th

Message

Please return completed report to Registrar by close of business Week 9 of this term.

Location CC Number CC Name	Asset Code Asset Description Serial Nº	Status Bought Date Bought Value	Net Book Value	Nº Items	Nº on Hand	Check	Comments
ADMIN 4002 COPIER RESERVE	00018 PHOTOCOPIER CANON NP4540 FDEO 1233	Nil Value 01/06/1988 6900.00	0.00	1		☐	
ADMIN 4002 COPIER RESERVE Service Contract:Canon Australia:	00053 CANON NP 6045 PHOTOCOPIER RBJ01038	Owned 02/08/1999 11635.00	8537.21	1		☐	
ADMIN 1010 ADMIN	00329 PHOTOCOPIER CANON 90709878879	Owned 01/05/2000 12000.00	10600.00	1		☐	

Stock Take Completed By:

Signature _____   Signature _____

Name _____   Name _____

Title _____   Title _____

Date _____   Date _____
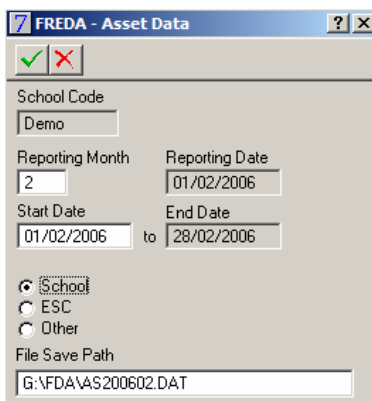
2.5.8 FREDA Asset Reporting

FREDA Asset reporting is accessed through the System window. A button is displayed at the base of this screen.

> *Note: Ensure that the period end process has been completed prior to running the FREDA Asset Report.*

2.5.9 To run the FREDA Report

- Click **System** on the Control Bar.
- Click **FREDA – Asset Data.**
- Click relevant School type, (School, ESC or other) the first time the report is run. The selection and corresponding path will be saved.
- Click the green tick to send the report.
- Click **OK** to confirm that the report has been run and close the FREDA Asset window.

Reporting Month

The reporting month will default to the previous period of the data file. If the current period is period 7 then the reporting period will be period 6.

Reporting Date

The reporting date will be set to the first day of the reporting month and the end date will be set to the last day of the reporting month.

Start Date

The Start date will default to the first of July prior to the current reporting month.

The Path

The path is made up of three components:
Assets FREDA Report – AS
Current Year – 2006 (in the above example)
Reporting Period – 02 (in the above example)

FREDA Reports

When assets have been entered within the Library Collection category for the same financial year they will display on the FREDA report as one Brought Value total with no depreciation value in column 2 for 5 years. In period 6 five years from that financial year, for those assets which have reached the end of their life, the period depreciation (Column 2) will show the full depreciation amount of all assets within the Library Collection for that financial year and the life depreciation (column 3) will show this same figure. The net book value column (column 4) will show the net book value of remaining Library Collection assets, if any, which are yet to be depreciated.

3

3   Asset Records

The assets section is where most of the day-to-day operations will be performed.

- Click the Assets button on the sidebar. The main assets window is displayed.
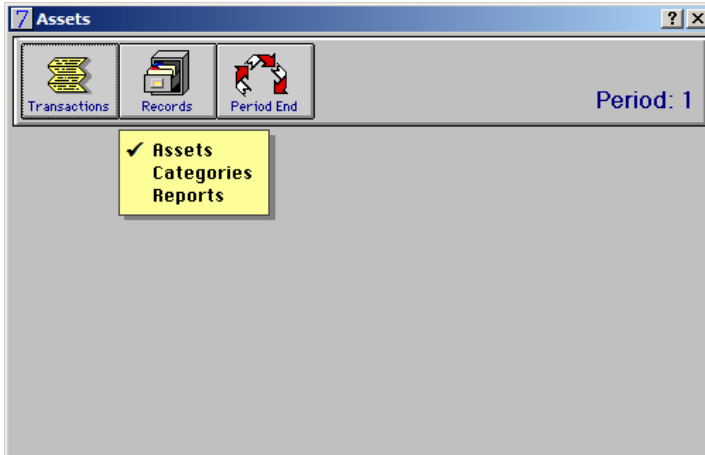
- Click **Records** to display the three options listed above.

3.1   Assets

This section will be used regularly for entering, editing and viewing asset details.
- Select **Assets.**
- Click **Records.**
- Click Assets. The second asset window is displayed.
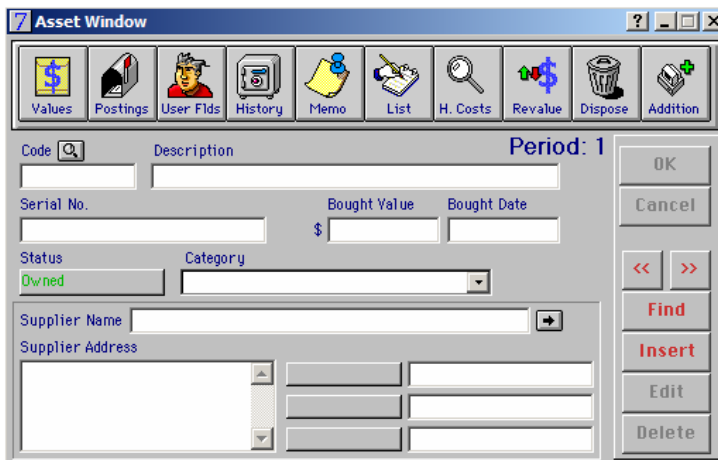
This section allows the user to record and retrieve all information connected with each asset. Assets can be disposed of, revalued and additions can be made.

Please refer to section 3.1.4 for details on reading each field.

3.1.1 Finding an Asset

- Click **Find**
- Enter the code (if you know it) or the name (description)
- Click **OK**

Note: You are able to find on any field where the mouse becomes an 'I' cursor. Do not <tab> out of the required field as the system performs the search function based on the field where the cursor is positioned.

- Another way to view records is to use the scroll buttons « » .

3.1.2 Editing the Details of an Asset

Find the asset you wish to edit (see Section 3.1.1 above)
- Click **Edit**
- Edit details as required
- Click **OK**

Note: Most fields can be edited at any time but the bought value and bought date fields are locked once a transaction (e.g. depreciation) has been posted for that asset. These fields may only be edited in the period the assets were entered (i.e. before any depreciation has been run).

If an asset has not been 'used' (i.e. it has been entered in the current period and has no transactions against it) and the Edit button is clicked, certain values must be verified before the changes to the asset are saved.

If you attempt to edit an asset 'Status', the drop down list under will be disabled and clicking on it will have no action.

Please refer to section 3.1.4 for details on reading each field.

3.1.3 Deleting an Asset

- Find the asset you wish to delete (see Section 3.1.1)
- Click **Delete**

- Click **OK**

Note: Assets cannot be deleted if they have transactions attached to them (for example, if an asset has been depreciated).

3.1.4 Entering a New Asset via the Keyboard

New assets can be either entered directly into Asset Manager or they can be flagged as assets in RM Finance and the details then transferred into Asset Manager. For details on how to load assets already flagged in RM Finance refer to Section 7 'Accounts Link'.

Note: Assets imported from RM Finance will need to have additional details entered in Asset Manager such as serial number, location etc.

Entering new assets directly into Asset Manager

- Select **Assets**
- Click **Records**
- Click **Assets**
- Click **Insert**

For every asset the following details should be entered:

Code
The code is a unique string that will identify the asset. Asset Manager will produce this code automatically as the automatic asset numbers check box in system defaults will have been selected. Every asset must have a code.

Serial No.
The serial number field is an optional field that can contain the unique serial number for the asset. For example if the asset is a car this may well be the VIN (Vehicle Identifier Number). If an asset has a serial number this must be entered onto the system to facilitate stock takes.

Status

The Status drop down list shows whether the asset is owned, fully depreciated (nil value), sold or disposed. Asset Manager automatically calculates when an asset has completely depreciated or has been sold, and changes the status accordingly. Under normal circumstances, new assets will be entered with a status of **Owned**. The status of the new asset will be set to Status 1 (Owned) and will not be able to be changed.

Category
The Category drop down list contains all the categories that an asset could belong to as described in Section 3.2.

Bought Value

The bought value field should show for how much the asset was purchased. If an asset has been donated to the school, the normal purchase value should be used.

The bought value of the asset must be verified before the asset can be saved.

For resources, the total of the resources should be entered. For example, for a set of 10 books at $15.00 each, $150.00 should be entered in the bought value field.

If the asset category selected is any category **apart** from **Resources** (category 9), **Software** (category 10), or **Library Collection** (category 12) then the bought value must be >= the Asset Capitalisation Threshold (as entered in the System Defaults window section 2.5.5).

If it is not, the user will receive the following message.
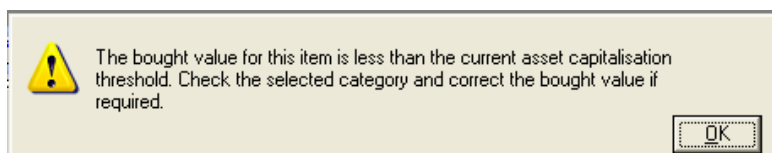
If the asset category selected is Software (category 10) then the bought value must be >= the Software Capitalisation Threshold (as entered in the System Defaults window section 2.5.5).

If it is not then the user will receive the following message.
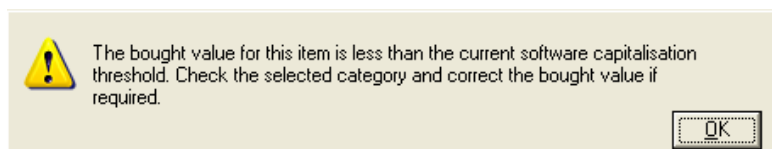
If the asset category selected is Resources (category 9) or Library Collection (category 12) then no additional checks will be applied to the bought value.

Date
The bought date must be in the current Asset Manager period. New assets cannot be future dated and cannot be entered with a date prior to the current period.
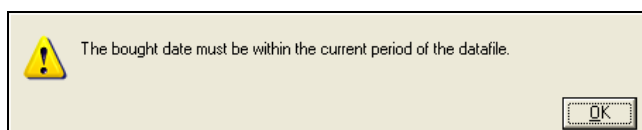
If a future date is entered a warning message will be generated and the user will be required to enter a date in the current period.

The date you have entered is in advance of the current period. Please enter a valid date.

OK
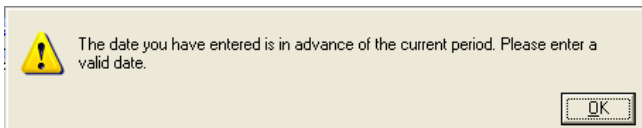
Supplier Name and Address

The supplier name and address can be entered together with three different phone numbers for the asset. Each of these phone numbers can be set to one of the 5 pre-defined types of Sales Tel, Sales Fax, Service Tel, Service Fax or Mobile. These can be set by clicking on the grey boxes to the right of the supplier address. A drop down box is displayed and the desired option can be selected.
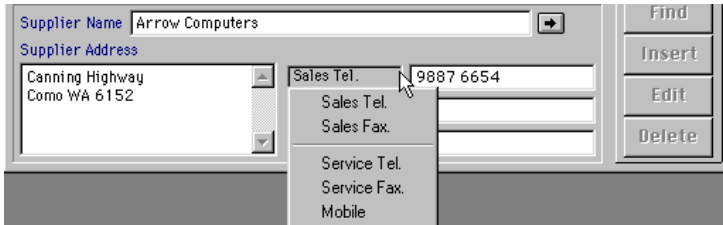
Supplier Details

By clicking on the arrow next to supplier name an additional window is displayed.
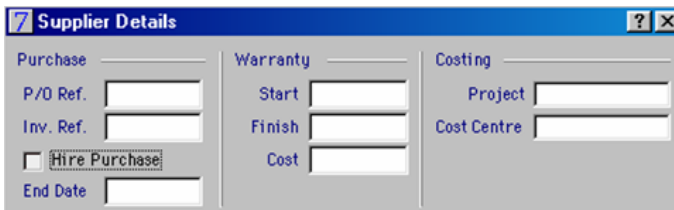
P/O Ref. and Inv Ref.

The purchase order reference and the invoice reference can be entered for an easy cross-reference to RM Finance. If these details have been entered into RM Finance then they will be imported into these fields.

Leased Assets

Note: Assets leased through the Department Of Education & Training's lease scheme must not be added to Asset Manager. Contact your DFAO for further information.

Warranty

This screen also allows the user to store the start and end dates of the asset's warranty contract, together with any associated cost.

Costing

Entering costing details will allow the system to create a costing journal, which is not related to RM Finance. Do not enter any details in these fields.
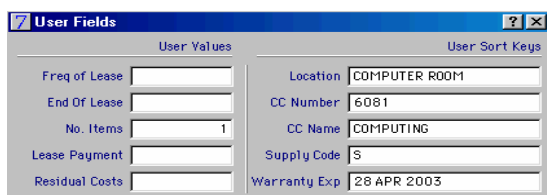
User Defined Fields

Once the above fields have been set up the user defined fields need to be completed as follows.

- Click the User Flds button ![User Flds] at the top of this window.

The user fields window is displayed.

The following details should be completed.

Location

Enter the usual location of the asset.

Note: It is useful to compile a list of standard school locations for the user to enter, as at a later date the user may want to produce reports by location and it will be helpful if the locations are standard.

CC Number

Enter the cost centre number associated with the asset.

CC Name

Enter the cost centre name associated with the asset.

Supply Code

Enter the appropriate supply code, as follows, to indicate who supplied the asset:
P for P&C
S for School
E for DET
C for CAMS
O for Other

Frequency of Lease/End of Lease/Lease Payment/Residual Costs

These fields are no longer used in DET schools.

Number of Items

Only one Asset item is recorded for each Asset Code, therefore the number of items for Assets must always be '1'. For resources, the number of resources in the group or set can be entered. i.e. For a set of fifteen books, enter the number '15'. This field will not be used to calculate the Bought Value amount.

Ancillary Items/Memo window

If you wish to enter any ancillary items that are not classified as assets in their own right, these details should be entered in the memo field. For example, you must record that a computer has an associated monitor, keyboard etc. You may wish to record that a laptop computer has a case. The memo window can also be used to record additional information about an asset that has not been entered elsewhere.

- Click the Memo button ![Memo] at the top of the screen. The following memo screen is displayed.

Enter the details of any ancillary items. The maximum amount of space available is 32,000 characters – about 8 pages of A4.

- Click **OK** to save all details.

3.1.5 Values

The values window displays a summary of the current year's transactions.

- Click the Values button ![Values] at the top of this window. The following screen is displayed:

Cost Fields

The **Start of Year** cost field contains the value of the asset as carried forward from the previous year or when asset data was imported into Asset Manager (i.e. this field will display the bought value of the asset).

The **Additions** cost field contains the total of all the additions transactions that have occurred on the asset in the current year. These will be the bought value plus any further acquisitions related to the asset, such as extra RAM for a computer. The effect of making additions is that they will be depreciated at the same frequency as the main asset.

Example: An asset has 10 postings left and an addition is made. The addition will be depreciated over 10 postings, not its normal amount.

The **Disposals** cost field contains the total of all the disposal transactions that have occurred on the asset in the current year. These transactions can be either the total sale of the asset or the sale of a portion of the asset.

Once an asset has been disposed of fully the status will automatically change to **Sold**.

The **Revaluation** cost field contains the total of all the revaluation transactions that have occurred on the asset in the current year. These revaluations can be both upwards (positive) and downwards (negative). NOT used in DET WA schools.

The **End of Year Cost** field adjusts the start of year amount by the additions, disposals and revaluations.

Depreciation Fields

The **Start Of Year** depreciation field contains the value of the asset depreciation as carried forward from the previous year or when asset data was imported into Asset Manager.

The **Charge** depreciation field contains the total amount of depreciation that has been posted against the asset during the current year.

The **Disposals** depreciation field contains the total amount of depreciation that has been disposed of against the asset during the current year.

The **Revaluation** depreciation field contains the total amount of depreciation that has been added back during the current year.

The **End of Year Depreciation** field displays the total amount of depreciation for the asset for the year.

Miscellaneous Fields

Clicking on the **year** will display a year drop down list so that figures from other years can be viewed.

The **Net Book Value** (written down value of the asset) is equal to the **End of Year Cost** minus the **End of Year Depreciation**. If set for the current year, this field will display the current net book value for the asset.

3.1.6 Postings

This window displays current information on the depreciation postings.

- Click the Postings button ![Postings icon] Postings at the top of this window.

The **current base value** shows the amount by which the asset will be depreciated each month. It is automatically calculated by the system. In the above example this asset has been depreciated 75 times. These fields cannot be altered as they are calculated using the standard categories and bought price of the asset.

Note: The Nominal Accounts cannot be modified as this is only designed for use with ledger accounting software.

3.1.7 History

The Asset History window displays a list of all the previous transactions related to a particular asset.

- Click the History button ![History icon] at the top of the screen.

The list is displayed in chronological order and consists of seven columns:

Reference
The reference field shows the reference that was typed in by the user at the time of the transaction.

Period
The period is calculated by the system and shows the period and year of the transaction.

Type
The type shows the type of transaction. The different types are DEP - Depreciation, ADD - Addition, SAL - Disposed and REV – Revaluation.

Start NBV
This field shows the starting net book value of the asset before the transaction began.

Cost Mov.
This field shows the asset cost movement that the transaction created.

Dep Mov.
The depreciation movement shows the effect that the transaction had on the yearly depreciation.

End NBV
This field shows the net book value of the asset after the transaction was completed.

If a particular line in the asset history window is double-clicked, the asset history drill down functions can be used.

Displaying further history details

- Further detail can be obtained about any transaction in the history window by double-clicking on the item.

The history drill down functions window is displayed.
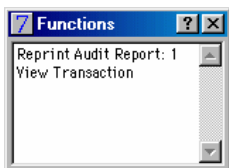
You can now select to either reprint the original audit report or view the transaction in more detail.

To view the transaction in more detail

- Double-click on **View Transaction.** The transaction view window is displayed:

This has the advantage of displaying the descriptive notes field. It also summarises all other information in a clear fashion.

3.1.8 List

This 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 or duplicated.

- Click the **List** button at the top of the screen. The Asset Listing screen is displayed:

Displaying all assets

- Click the spy glass at the bottom of the screen

To search for selected assets

- Click the **Code** box at the bottom of the screen. The following drop down box is displayed:

```
Code
Name
Serial Number
Net Book Value
Next Posting

Location
CC Number
CC Name

Type
Frequency
```

- Click the item on which you wish to base the search
- Click the **Begins With** box at the bottom of the screen. The operator drop down box is displayed as follows:

```
Begins with
Contains
Is Equal to
Less than
Greater than
```

- Click the operator you wish to select
- Enter the search value in the empty field

For example, to find all assets, which begin with the letter 'A' you would use the following search:

```
Name        | Begins with | A
```

Click the spy glass or press **<enter>** to display the matching assets

To sort the assets

To sort the assets currently in the list

- Click the box next to **Sort By** at the top right of the screen. The following drop down box is displayed:

```
Sort by :  Code
    NB\       Code
   0.0(       Name
   0.0(       Serial Number
   0.0(       Net Book Value
   0.0(       Next Posting
```

- Click the item on which you want to sort

RM
RM Asia-Pacific

To link assets

Asset linking can be used to connect related assets together. For example a car phone may be linked to the car in which it is fitted.

- Click the main asset in the Asset Listing screen

- Click Link button.

The Asset Linking window is displayed.
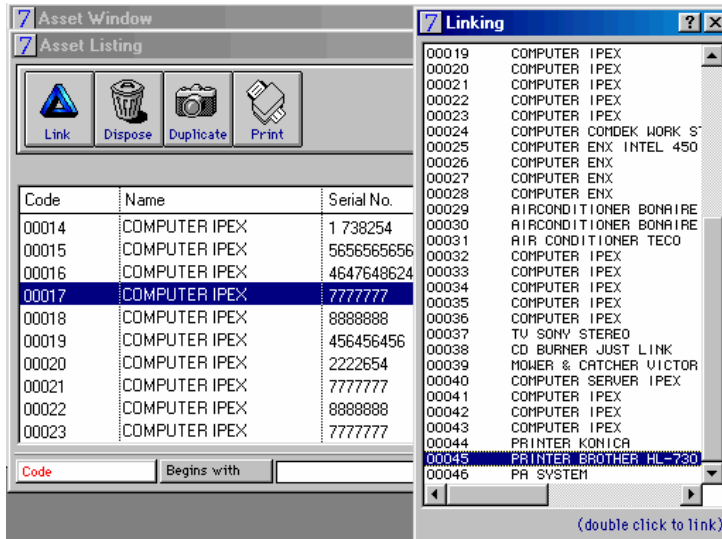
- Double-click on the asset to which you wish to link the selected asset

The following message is displayed:
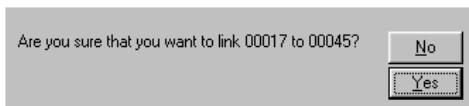
- Click **Yes** to establish the link

Note: If the currently selected asset is already linked then clicking on the link button will prompt the user as to whether they want to remove the existing link from the asset. If you answer No to this question the linking procedure will be aborted as an asset can only be linked to one other item.

Performing a mass disposal of assets

Mass disposal is a method for selling or disposing of a number of assets at once. The process is similar to disposing of one asset at a time, except that in a mass disposal a number of assets are being handled at once. Also when using a mass disposal, each entire asset must be disposed.

Select all the assets in the list to be disposed.

> *Note: You can select assets by dragging your mouse over them if they are consecutive or by holding down the <Ctrl> key and clicking on each asset that you wish to select if they are not adjacent in the list.*

- Click Dispose button.

The asset disposal window is displayed.

The only fields that can be altered are the reference, date, notes and proceeds value fields. The asset cost and depreciation fields are calculated by the system for all the assets that have been selected and cannot be altered. When the OK button is clicked, the following message will be displayed if the entered proceeds value is zero.

If the proceeds value of zero is not correct click on 'No'. The Mass Disposals window will be displayed and the correct proceeds value can be entered.

If the proceeds value of zero is correct then click on 'Yes' to proceed. A screen similar to the following is then displayed.

Enter the appropriate amount for each asset disposed.

- Click **OK.**

The system will check each selected asset in turn to see if it can be sold. All assets that can be sold will have their disposals posted and printed on a disposal audit report.

To duplicate an asset

Assets can be created (duplicated) using the duplication feature of Asset Manager. This can be useful if say, 20 identical computers have been purchased. Once the details of one computer have been entered into the system, this item can then be duplicated 19 times. The attributes of these duplicates (such as serial numbers) can then be edited as necessary.

- Click the asset you wish to duplicate

- Click the Duplicate button. The duplicate asset window is displayed:

You can now specify how many duplicates to create. The above example will create 10 duplicates starting at asset number 47 and will pad the asset number with zeroes so that it is in the default form (e.g. 00047).

The **post an addition transaction** should be checked on if the asset has just been purchased. This will then create an addition transaction for each new item.

> *Note: The newly created assets from the duplication will inherit all the properties of the original asset including the contents of the postings, user and general tabs in the asset record window. No transactions will be duplicated.*
>
> *To ensure correct FREDA reporting, the duplication feature must not be used to create new assets unless the asset to be duplicated was purchased in the current period.*

The duplicated assets should now be edited to reflect their individual details such as serial numbers etc.

Print

The print option allows a number of different reports to be printed relating to those assets chosen.

* Click the asset on which to report (or select a range/group of assets)

* Click the Print button. The reports screen is displayed.

Summary Report

This report gives a summary of the cost, depreciation and net book value of the assets selected.

Labels

This report will print labels for the selected assets.

Asset History

This report will show the postings that have occurred to date for the selected assets.

3.1.9 Historic Cost

* Click H.Costs button.

Historic cost applies when an asset has been revalued. If the depreciation charge of the re-valued asset will make a material difference to the accounts, then the depreciation and net book value must be stated as the value of the asset that existed prior to revaluation. Schools will probably not need to use this feature, as it is unlikely that assets will be re-valued.

Revalue Assets

DET Western Australia schools are NOT to revalue Assets.

3.1.10 Disposing of an Asset
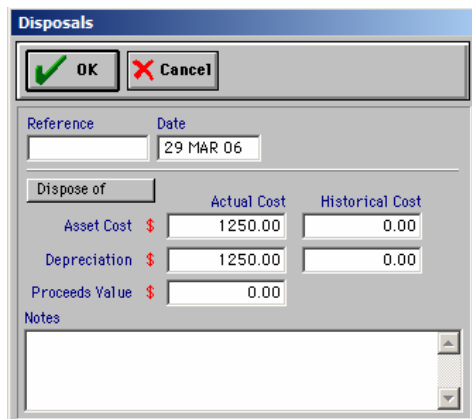
Individual assets can be disposed of either completely or partially. Only assets with a status of Owned or Nil Value can be disposed.

- Click Dispose button.

This is a Nill Value Asset.
Are you sure you wish to proceed?   No   Yes
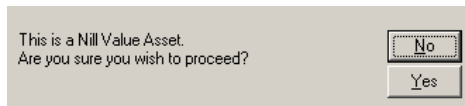
- Click **Yes**. The Disposals window is displayed:

In this window the user can enter a reference for the transaction, the date of disposal, descriptive notes and the proceeds value (if any). Assets can be disposed of in either percentage or value terms. The method of disposal can be chosen by clicking on the **Dispose of** box.

The following drop down menu is displayed:
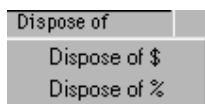
In most cases schools will probably want to dispose of the asset in its entirety but the facility does exist to enable the user to dispose of only a certain percentage/value of an asset and to specify different percentages of asset cost and depreciation to be disposed.

Notes: Any transaction that is posted within this window can be viewed or re-printed in the Asset Record History window.

The mass disposal facility can be used to dispose of more than one asset at a time (see Section 3.1.8).

When disposing of an asset the Location field should be changed to 'Disposed'. This will ensure that disposed items appear in a separate category when printing reports by location. Note that the Stock Take Report does not show items with a status of Sold/Disposed.

- Click OK [✔ OK] to post the disposal.
- If the entered proceeds value is zero then the following message will be displayed.

> Reminder: The Proceeds Value should have been entered if there are any proceeds from the sale of this asset. Is the entered value of zero correct?
>
> No   Yes
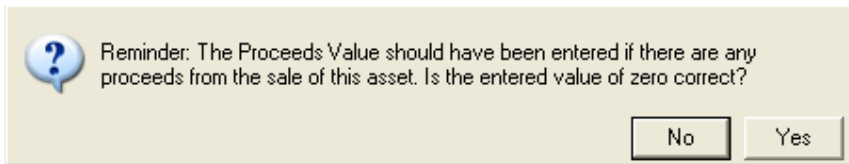
- If the entered value of zero is not correct click on 'No'. The correct proceeds value can then be entered.
- If the entered value of zero is correct click on 'Yes' to continue.

- The following message will then be displayed:

> Are you sure you wish to post this Disposal?   No
>   Yes

- Click **Yes** to continue and the Disposal Audit report will automatically be sent to the default printer as shown below.

Disposal Audit Report as at 15:06 on Thursday,23rd February 2006 - Period 1
Disposal Audit   **Report No. 42**
Reference TR,

			----- Movement -----			
Code	Name	Start NBV ($)	Cost ($)	Dep.($)	End NBV ($)	Audit
00003	Straight Line COMPUTER NIMROD 386-33	0.00	(2,166.00)	2,166.00	0.00	(922)
1 RECORDS PRINTED		**REPORT TOTAL $**	**(2,166.00)**	**2,166.00**		

Approved By:

Signature _____

Name   _____

Title   _____

Date   _____

Actioned By:

Signature _____

Name   _____

Title   _____

Date   _____

Comments:

_____
_____
_____
_____
_____

RM Asia-Pacific
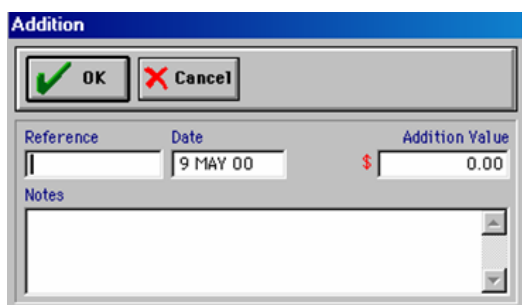
3.1.11 Making an Addition to an Asset

Asset Manager allows an addition to be made to an existing asset. An addition reflects the purchase of an item that will become an integral part of the asset. An addition can be made to any asset that has not been disposed.

Find the asset to which you wish to make the addition.

- Click the Addition button

Enter the reference for the addition, the date the item was added to the asset, descriptive notes and the value for the addition item.

- Click **OK**

Note: When an addition is made, the addition will be depreciated at the same frequency as the main asset. For example, an asset has 10 postings left and an addition is made. The addition will be depreciated over 10 postings by an adjusted amount (taking the addition cost into account).

3.2   Categories

The category field is used to group related assets together. The Department of Education & Training has designated the following asset categories to be used in WA schools. These categories should not be altered unless official advice to do so is received from the Department of Education & Training. The listed depreciation rates are those required for reporting to Treasury and should not be changed.

Department of Education & Training Asset Categories

Category	Dep. Rate (%)	Years
1 Furniture & Fittings	10	10
2 Office Equipment	12.5	8
3 Plant & Equipment	12.5	8
4 Photocopiers	20	5
5 Communication Equipment	20	5
6 Computer Equipment	25	4
7 Motor Vehicles	20	5

8 Artworks	Nil	
9 Resources	Nil	
10 Software	25	4
11 Library References	20	5
12 Library Collection	100	5
13 Buses	10	10

Depreciation Methods

Straight Line depreciation is the most commonly used depreciation method and the easiest to calculate (refer section 3.2.1). It is the standard for WA Government schools.

However it is now a requirement that school's library collections are depreciated using a different method. This depreciation method is a **Rolling Depreciation** (refer section 3.2.2).

3.2.1 Straight Line Depreciation

In this method, the value of the asset is reduced by a fixed amount each time the asset is depreciated. This amount is based on a percentage of the cost price of the asset divided by the life of the asset.

Depreciation Percentage

This is the annual depreciation percentage for the asset category, and is designated for each category.

Depreciation Period (Number of Years)

The depreciation percentage multiplied by the number of years should equal 100.

Depreciation Frequency

The depreciation frequency will be set to monthly. This means that depreciation will be posted each month.

Do Not Depreciate

This box will be checked only for those categories containing items which are not depreciable i.e. Artworks and Resources.

Nominal Accounts

This section of Asset Manager cannot be used in conjunction with RM Finance so is not relevant to WA Government schools.

Example of Straight Line Depreciation

Asset	Cost Price	Category	Dep %	No of Years
Board Room Table	$6000	Furniture & Fittings	10%	10

This asset is to be depreciated over 10 years. This means that at the end of the ten-year period the written down value of the asset will be zero.

The asset will be depreciated by the same value each month until its value is reduced to zero.

Total number of months in the ten year period = 10 X 12 = 120

Monthly depreciation	= Cost of asset / total number of months = 6000 / 120 = $50
Written down value of this asset at the end of month 1	= $50 = 6000 – 50 = $5950
Written down value of this asset at the end of month 2	=5950 – 50 = $5900
Written down value of this asset at the end of year 1	= $5400
Written down value at the end of year 10	= 0

3.2.2 Rolling Depreciation

Assets using Rolling Depreciation will not have any depreciation carried out until the end of their life. When the end of their life is reached (refer End of Life) then they are fully depreciated (100%) in one operation. Rolling Depreciation appears as an option in the dropdown list for Default Method on the Assets>Records>Categories window.

Default Percentage

The default percentage for this method is 100%. When Rolling Depreciation is selected by the user the default percentage will be automatically set to 100 by the software.

Default Period

The default period for this method is 5 years. When Rolling Depreciation is selected by the user the default period is automatically set to 5 by the software.

Default Frequency

The default frequency for this method is 'End of Life'. This appears in the default frequency dropdown list. When Rolling Depreciation is selected by the user the default frequency is automatically set to End of Life by the software.

End of Life

When depreciating using rolling depreciation all items tagged with this method **which are entered into Asset Manager within one financial year (July – June) will be treated the same**.

For example, items purchased between Period 7 2006 and Period 6 2007 (inclusive) will all reach the end of their life in Period 6 2011. It does not matter in which specific period each asset was

purchased – just that each was purchased within the same financial year. This means that these items will be excluded from the depreciation operation and will not appear in the depreciation window until Period 6 2011.

When depreciation is run for Period 6 2011 these items will be fully depreciated (100%) and their net book value will be zero.

3.3   Reports

This section provides a number of set reports that can be customised by the use of searching and sorting options.

- Click **Assets** on the sidebar.
- Click **Records.**
- Click Reports. The following list of reports is displayed.
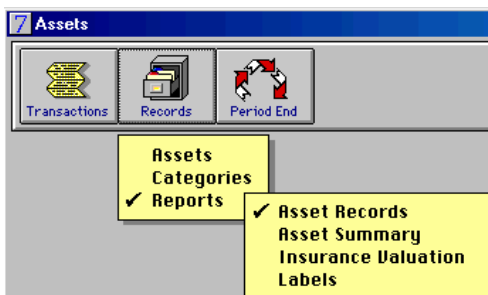
Report Options

- Clicking on the Asset Records, Asset Summary or Insurance Valuation report will firstly display a screen similar to the following:

From here the user can specify the information to be included on the report by checking the boxes on the left-hand side, and can also define searching and sorting options as required.
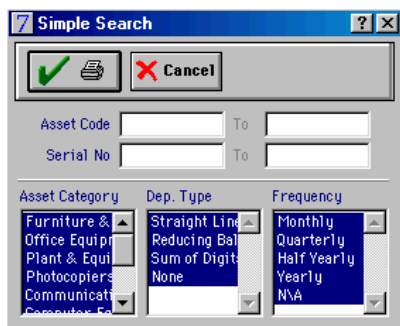
Only Subtotals

The **Only Subtotals** check box is designed to be used in conjunction with the **Change Sort Order Option** (see below). Once a sort has been selected and a subtotal selected for that sort using the Change Sort Order option, if the only subtotals box is checked a summary report showing subtotals for the selected information will be produced. In the screenshot below, the Asset Category (with subtotal) is the selected sort and the Only Subtotals box has been checked.

```
Somewhere High School - Record Reports
                                                                  Page 1
Asset Record Report as at 05:06 on Saturday,9th October 1999 - Period 6

 Code        Name                        Serial No.      Net Book Value Mon   Yr


 Subtotal for Type Furniture & Fittings                       5845.80
 _____

 Subtotal for Type Plant & Equipment                         10329.18
 _____

 Subtotal for Type Photocopiers                               5958.35
 _____

 Subtotal for Type Communication Equipment                    927.65
 _____

 Subtotal for Type Computer Equipment                        15135.41
 _____

 Subtotal for Type Artworks                                   1050.00
 _____
```

Simple Search

This search enables the user to search on a range of asset codes, a range of serial numbers, the asset category, the depreciation type and the depreciation frequency.

- To define your search click on **Simple Search**. The following screen is displayed.

This would probably be most useful to schools in obtaining a report on certain categories. For example, if a report was required on all categories apart from resources, the desired categories should be highlighted in the left-hand column.

Detailed Search

The detailed search provides more comprehensive search options, as can be seen in the figure below.

This could be useful if a report on a particular location or cost centre etc were required. Once the search options have been entered the user can close this window and click on OK to produce the report.

Sort Order
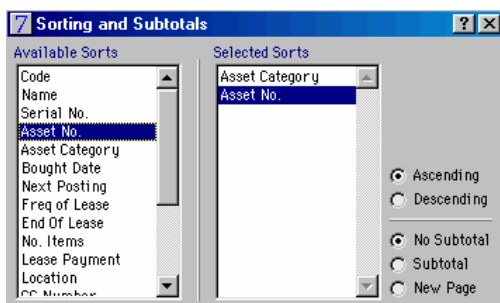
To sort on a particular field, that field should be double-clicked in the available sorts list on the left-hand side. Asset Manager will copy the field into the selected sorts list box from where other attributes can be defined for each sort. For example, each sort can be set as either ascending or descending by clicking the appropriate radio button. Each sort can also have the no subtotal, subtotal or new page option set. These options can be set by clicking on each sort in turn and checking the appropriate buttons. The example above will firstly sort on asset category and then, within each category, arrange the assets in order of asset number.

3.3.1 Asset Record Report

This report shows a list of all assets entered into the system, giving full details for each asset. It will display two assets per page.

```
Demo School - Record Reports
                                                                     Page 1

Asset Record Report as at 11:32 on Monday,30th April 2007 - Period 6
_____

   Code       Name                              Serial No.          NBV Mon   Yr

   00001      PUBLIC ADDRESS SYSTEM CHIAYO       R7813101          0.00   6 2006
Communication Equipment
Ancillary Equipment -MICROPHONE H/H W/LESS:Service Contract:MIKE:Service Phone -354 4835:


   Supplier Name
   ACTION AUDIO
                             Warranty
                             Start Date        Finish Date        Renewal Cost     0.00

                             P/O No.             Inv No.
                             Project           Cost Centre
        Location DEPUTY'S OFFICE                             Freq of Lease
       CC Number 3004                                        End Of Lease
         CC Name GENERAL SCHOOL EQUIP                        No. Items            1
      Supply Code P                                          Lease Payment
     Warranty Exp 01 AUG 1991                                Residual Cost
     Bought Value 1250.00        Bought Date: 01/08/1990     Status: Nil Value
                     Cost                  Depreciation           Net Book Value
   Start of Year      1250.00 Start of Year     1250.00 Start of Year       0.00
      Additions          0.00        Charge        0.00
      Disposals          0.00     Disposals        0.00
   Revaluations          0.00  Revaluations        0.00
     End of Year      1250.00   End of Year     1250.00  End of Year        0.00
```

The above example shows what will be displayed if all the checkboxes are ticked. However, it may be useful to display this report showing essential information only and sorted and subtotalled on location as described below.

Displaying the Asset Record report sorted by location
- Click **Change Sort Order**.
- Double-click on Location.
- Click either Subtotal or New Page (if you want each location on a separate page).
- Close the Sort and Subtotals box.
- Click the tick.

3.3.2 Asset Summary Report

This report displays information under the headings of Cost, Depreciation and Net Book Value, as illustrated below. Seven assets can be displayed per page. The example below shows a portion of the report, if all options are selected.

```
Demo School - Asset Summary Report
                                                                                              Page 1
Printed at 13:05 on Thursday,30th March 2006 - Period 3

                  ┌───────────── Cost ─────────────┐  ┌───────────── Depreciation ─────────────┐  ┌ Net Book Value ┐
Code      Start of Year  Additions  Disposals Revaluations   End Year   Start Year   Charge  Disposals Revaluations   End Year       SOY        EOY

00002        1000.00                                    1000.00     1000.00                                          1000.00
COMPUTER  APPLE MAC CLASSIC HD
           Ancillary Equipment -KEYBOARD APPLE MAC SK1267WV03NPRINTER TF 26501 T/C0090Z1A:
............................................................................................................................
00003        2166.00                                    2166.00     2166.00                                          2166.00
COMPUTER NIMROD 386-33
           Ancillary Equipment -KEYBOARD DFK101A11 S/N 30921673MONITOR 386DX-33 TO50900PRINTER FUJITSU DL1250 MA00269611:
```

3.3.3 Insurance Valuation Report

This will display the net book value (written down value), the bought value, the frequency of lease and start of year cost for each asset, for insurance valuation purposes, with all options selected.

```
Demo School - Record Reports
                                                                        Page 1
Insurance Valuation Report as at 10:16 on Wednesday,29th March 2006 - Period 1

  Code        Serial No.      Net Book Value     Bought Value    Freq of Lease   Start of Year Cost

  00001       R7813101                 0.00         1,250.00             0.00            1,250.00
  00002       E127037MO435X/A          0.00         1,000.00             0.00            1,000.00
  00003       9211-16702-001           0.00         2,166.00             0.00            2,166.00
  00004       01AMB15-0169125          0.00         2,228.00             0.00            2,228.00
  00005       1057284                  0.00         2,245.00             0.00            2,245.00
  00006       1051793                  0.00         2,675.00             0.00            2,675.00
  00007       01-AMB150244566          0.00         1,670.00             0.00            1,670.00
  00008       RA90637 2K               0.00         1,550.00             0.00            1,550.00
  00009       752445                   0.00         2,306.00             0.00            2,306.00
```

3.3.4 Labels

This allows labels to be printed for all or a selected group of assets.
- Clicking on this option will display the following screen.
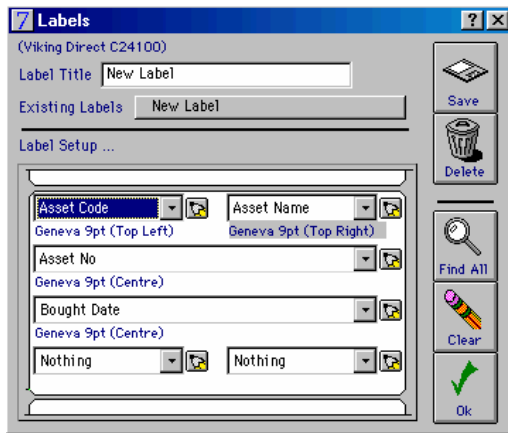
- Clicking on the down arrow to the right of each of these boxes will allow the user to select the item to appear in each of these positions.

Asset Manager then allows a choice of four fonts for each item. The font can be selected by clicking on the pencil icon to the right of each box.

- When this is clicked the following text definition window is displayed.
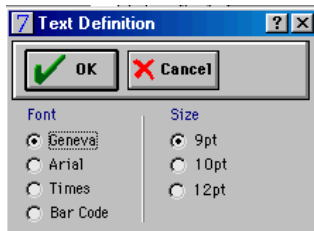
Note: It is necessary to have a barcode font installed before barcodes can be printed. Contact RM if you require further information on barcode fonts.

Label Size

The label size is designed to fit the following labels:
Unistat 38933

Clearing Settings

Clicking on the **Clear** button will clear all settings on the label screen.

Saving Label Settings

Clicking on the **Save** button will enable you to save your label settings with an appropriate name so they can be accessed at a later date. Clicking on the box next to **Existing Labels** will display a drop down box with a list of all labels, which have been saved.
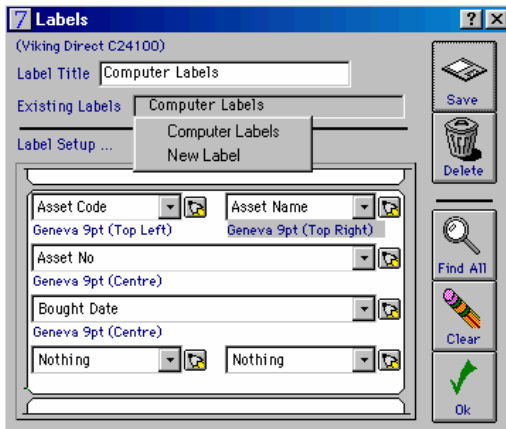
To Select the Assets

- Clicking on the **Find All** button will enable you to select the assets for which to print labels.

To Delete a Saved Label

- Clicking on the **Delete** button will enable you to delete a label, which has previously been saved.

To Print the Labels

- Clicking on the **OK** button will allow you to print the labels to your selected destination (screen or printer).

```
00004          COMPUTER BBC   128

                  4
          01/03/1989
```

Asset Manager Manual

Asset Transactions

4

4   Asset Transactions

The **Transactions** section allows the user to carry out transactions, such as depreciation on assets.

*   Click the Assets button [Assets] on the sidebar. The main assets window is displayed:
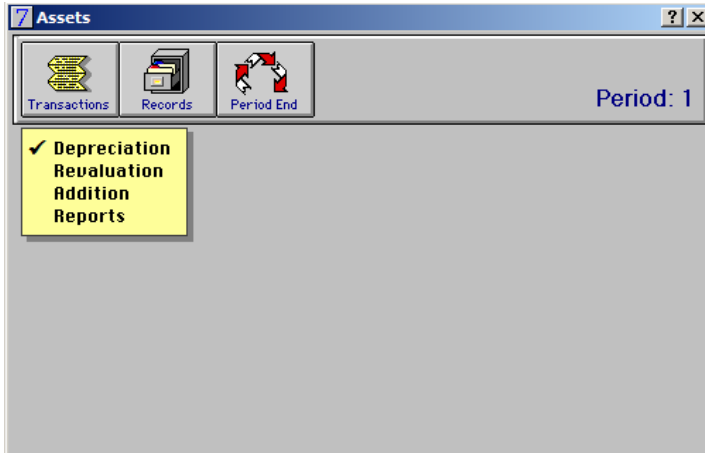
*   Click **Transactions** to display the four options listed above.

4.1   Depreciation

The depreciation window is used to post depreciation for an individual asset or group of assets. Depreciation of assets must be done each month prior to period end. This window will only be accessed in this way by the District Finance and Administration Officer for correction purposes.

The depreciation process will run automatically when the Period End button is clicked. The user will then step through running depreciation for the period and then be returned to the Period End function. See Section 5 for instructions on how to complete the Period End process.

4.2   Revaluation

DET Western Australia schools are advised NOT to revalue Assets.

4.3   Addition

This is the process used to make an addition to an asset. Refer to Section 3.1.11 for details.

4.4 Reports

This Section provides another set of reports that can be customised by the use of searching and sorting options.

- Click **Assets** on the sidebar.
- Click **Transactions.**
- Click **Reports**. The following list of reports is displayed:
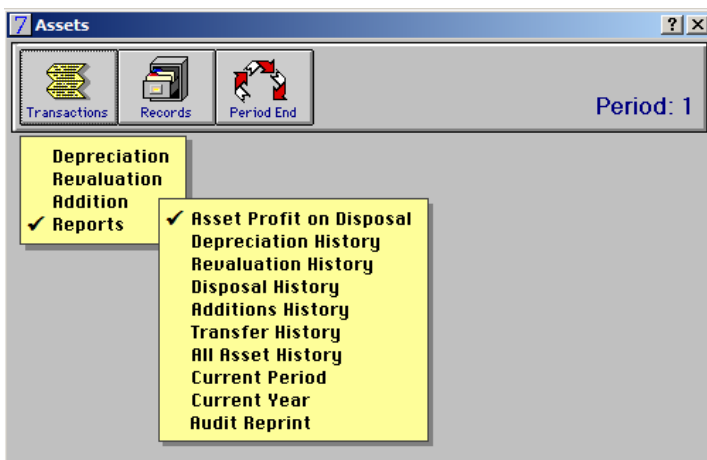
All reports (except for the Audit Reprint report) can be customised to include selected additional information and support the use of searching and sorting options.

Refer to the Section 3.3 for details on searching and sorting options.

4.4.1 Asset Profit on Disposal Report

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

4.4.2 Depreciation History Report

This report will display a full listing of all the depreciation charged to assets in the past.

```
Demo School - Transaction Reports
                                                                     Page 1

Additions History Report as at 16:20 on Thursday,26th April 2007 - Period 6

                                              ----- Movement -----
Code       Reference       Date    Period Type  Start NBV ($)    Cost ($)    Dep.($)   End NBV ($)
00327      00327         1 APR 00  4/2000 ADD                   34,000.00              34,000.00
VEHICLE - MAZDA 626
Addition Cost


00328      00328         3 APR 00  4/2000 ADD                      550.00                 550.00
LIGHT FITTING
Addition Cost


00329      00329         1 MAY 00  5/2000 ADD                   12,000.00              12,000.00
PHOTOCOPIER CANON
Addition Cost
```

4.4.3 Revaluation History Report

This will display details of all re-valuations that have taken place in the past or in selected periods.

4.4.4 Disposal History Report

This will print a report of all disposals that have taken place in the past or in selected periods.

```
Demo School - Transaction Reports
                                                                     Page 1

Disposal History Report as at 10:14 on Friday,27th April 2007 - Period 6

                                              ----- Movement -----
Code       Reference       Date    Period Type  Start NBV ($)    Cost ($)    Dep.($)   End NBV ($)
00251      DISPOSED      1 APR 07  6/2006 SAL        750.00     (750.00)
HALOGEN LAMPS
Water damaged - unable to be repaired

00268      DISPOSED      1 APR 07  6/2006 SAL        850.00     (850.00)
FRIDGE  KELVINATOR
Water damaged - unable to be repaired
```

4.4.5 Additions History Report

This report will display any assets that have been added in the selected period as well as any additions that have been made to existing assets.

```
Demo School - Transaction Reports
                                                                     Page 1

Additions History Report as at 16:20 on Thursday,26th April 2007 - Period 6

                                              ----- Movement -----
Code       Reference       Date    Period Type  Start NBV ($)    Cost ($)    Dep.($)   End NBV ($)
00327      00327         1 APR 00  4/2000 ADD                   34,000.00              34,000.00
VEHICLE - MAZDA 626
Addition Cost

00328      00328         3 APR 00  4/2000 ADD                      550.00                 550.00
LIGHT FITTING
Addition Cost

00329      00329         1 MAY 00  5/2000 ADD                   12,000.00              12,000.00
PHOTOCOPIER CANON
Addition Cost
```

4.4.6 Transfer History Report

This will report on any transfer transactions that have occurred in the selected period.

4.4.7 All Asset History Report

This will display details of every transaction that has occurred on each asset in the selected period.

```
Demo School - Transaction Reports
                                                                   Page 1

All Asset History Report as at 10:28 on Wednesday,29th March 2006 - Period 1

                                              ----- Movement -----
Code      Reference       Date   Period Type  Start NBV ($)    Cost ($)    Dep.($)    End NBV ($)
00024     MAR DEP      31 MAR 00  3/2000 DEP       312.64                  (104.21)        208.43
PHOTOCOPIER CANON NP4050
End of March Depreciation

00024     APR DEP      30 APR 00  4/2000 DEP       208.43                  (104.22)        104.21
PHOTOCOPIER CANON NP4050
End of April Depreciation

00024     MAY DEP      30 MAY 00  5/2000 DEP       104.21                  (104.21)
PHOTOCOPIER CANON NP4050
End of May Depreciation
```

4.4.8 Current Period Report

This report will list all the transactions that have taken place during the current period.

```
1234 Sample School - Transaction Reports
                                                                   Page 1

Current Period Report as at 11:31 on Saturday,28th June 2003 - Period 6

                                              ----- Movement -----
Code      Reference       Date   Period Type  Start NBV ($)    Cost ($)    Dep.($)    End NBV ($)
00007     DISP        28 JUN 03  6/2003 SAL     2,018.65    (5,734.00)    3,715.35
FORPARK AUSTRALIA


00011     STOLEN      28 JUN 03  6/2003 SAL       167.12    (2,000.00)    1,832.88
VIDEO CAMERA PANASONIC
                                                                 .

00001     JUN         28 JUN 03  6/2003 DEP        29.63                   (14.82)         14.81
LAMINATOR THERMAL
End of June Depreciation

00006     JUN         28 JUN 03  6/2003 DEP       279.99                   (10.77)        269.22
POLISHER ELECTRIC
End of June Depreciation

00008     JUN         28 JUN 03  6/2003 DEP     2,196.20                   (64.59)      2,131.61
DESK OFFICE
End of June Depreciation

00009     JUN         28 JUN 03  6/2003 DEP        16.47                   (16.47)
TV/VIDEO PANASONIC COMBINATION
End of June Depreciation
```

4.4.9 Current Year Report

This report will list all the transactions that have taken place for the selected period.

```
Demo School - Transaction Reports
                                                                      Page 1

Current Year Report as at 13:10 on Thursday,30th March 2006 - Period 3
_____
                                             ----- Movement -----
Code      Reference        Date   Period Type  Start NBV ($)   Cost ($)   Dep.($)   End NBV ($)
00031              29 MAR 06  1/2006 DEP        239.50                (18.42)      221.08
KONICA PLAIN PAPER FAX MACHINE


00033              29 MAR 06  1/2006 DEP        347.40                 (8.69)      338.71
WHITEBOARD/PINUP BOARDS


00034              29 MAR 06  1/2006 DEP        322.99                (14.04)      308.95
VHC-C MOVIE CAMERA


00037              29 MAR 06  1/2006 DEP        330.07                (12.70)      317.37
KEYBOARD/YAMAHA PSR-530


00038              29 MAR 06  1/2006 DEP         38.47                (19.24)       19.23
DIGITAL CAMERA   MODEL MVCFD71
```

4.4.10 Audit Reprint Report

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

```
Demo School - Audit Reports
                                                                      Page 1

Audit Report Reprint as at 10:31 on Wednesday,29th March 2006 - Period 1
Depreciation Audit from Friday,31st March 2000                  Report No. 1
Reference MAR DEP, End of March Depreciation
_____
                                         ----- Movement -----
Code      Method/Name           Start NBV ($)   Cost ($)   Dep.($)   End NBV ($)  Audit

00024     Straight Line    20.00 %    312.64              (104.21)     208.43      (1)
          PHOTOCOPIER CANON NP4050
00031     Straight Line    12.50 %  1,086.82               (18.42)   1,068.40      (2)
          KONICA PLAIN PAPER FAX MACHINE
00032     Straight Line    20.00 %  1,659.82               (69.16)   1,590.66      (3)
          RADIO MIC REC & H/H TRANSMITT.
00033     Straight Line    10.00 %    746.95                (8.69)     738.26      (4)
          WHITEBOARD/PINUP BOARDS
00034     Straight Line    12.50 %    968.83               (14.04)     954.79      (5)
          VHC-C MOVIE CAMERA
```

Asset Manager Manual

Period End

5

5   Period End

For reporting and data management reasons Asset Manager is a period based application. This means that typically every month the System Administrator will have to carry out a period end. This process essentially summarises all the transactions so that a period-by-period set of reports can be produced. Running depreciation is an automated process and run as part of the period end procedures.

Note: It is advisable to take a backup of your assets data file before performing a period end. This can be done by using the Safe Backup Utility. Refer to Section 8 for instructions on how to use this program.

5.1   Performing a period end and depreciation

- Click **Assets** on the sidebar.
- Click **Period End.**
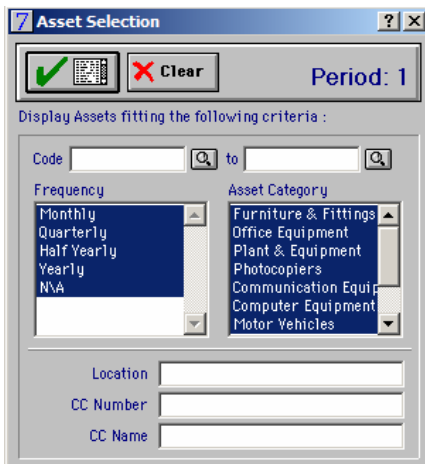
Note: The user is forced to depreciate before carrying out a period end if the system option has been selected. It is not possible to reverse a period end or to revert to the prior period. The system will only permit one depreciation transaction per period.

A message screen is displayed.
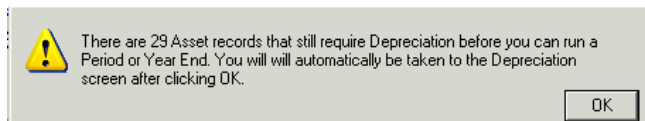
- Click **OK.** The user will be taken to the depreciation assets selection window.

Note: All new assets purchased during the period need to be imported via the Accounts Link or manually entered prior to running Period End. For information on importing see Section 7.
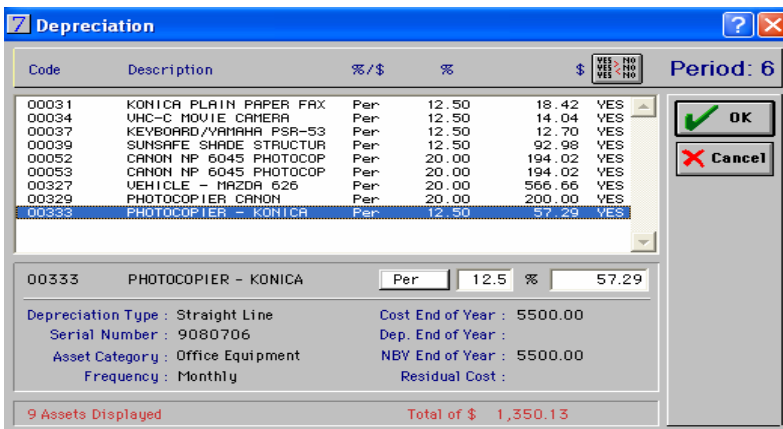
5.1.1 Displaying all Assets for Depreciation Selection

- Click to select all assets

Note: This will only select assets in categories that are depreciable. Resources, Artworks and Software will not be selected. Assets that have been fully depreciated, sold or disposed will also not be selected. Library Collection assets will only appear when they reach the end of their life.

5.1.2 Performing Depreciation on the Assets

Once the assets have been selected they are displayed in the depreciation window:

- Click to change each 'NO' to a 'YES' (all assets will be depreciated)

Note: Particular assets can also be selected for depreciation from this list. Double-click on each asset to be depreciated and the 'NO' will change to a 'YES' for each asset clicked. This function must only be used by the District Finance and Administration Officer for correction purposes.

Once all the assets have been selected the system will display the total value of the depreciation in the total field at the bottom of the screen.

```
9 Assets Displayed                    Total of $   1,350.13
```

- Click **OK** to post the depreciation. The system will display the Processing References screen:
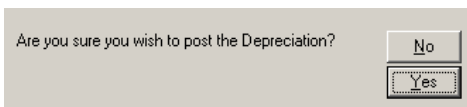
```
[7] Processing References                    [?][X]
  [✓ OK]  [✗ Cancel]

Date             Reference
15 MAY 06        APRIL
Details
Depreciation for April 2006.        [▲]
                                    [▼]
Depreciation posted to Period 4 Year 2006.
```

- Enter the reference and details for this depreciation.
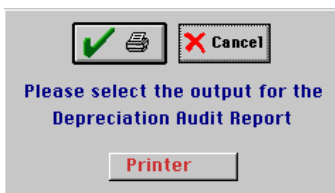
Note: The information typed into these fields is displayed on related reports.

- Click **OK.** The following is displayed:

```
Are you sure you wish to post the Depreciation?        [No]
                                                       [Yes]
```

- Click **Yes** to post the depreciation. The system will then give a prompt to print out the audit report associated with the transactions processed:

```
[✓ 🖨]  [✗ Cancel]

Please select the output for the
Depreciation Audit Report

     Printer
```

```
Demo School - Audit Reports                                              Page 1

Depreciation Audit Report as at 12:12 on Monday,15th May 2006 - Period 4
Depreciation Audit                                                  Report No. 56
Reference APRIL, Depreciation for April 2006.

                                          ----- Movement -----
Code        Name                 Start NBV ($)   Cost ($)   Dep.($)  End NBV ($)  Audit

00031       Straight Line  12.50 %    184.24                 (18.42)     165.82
            KONICA PLAIN PAPER FAX MACHINE                                         (1165)
00033       Straight Line  10.00 %    321.34                  (8.68)     312.66
            WHITEBOARD/PINUP BOARDS                                               (1166)
00034       Straight Line  12.50 %    280.87                 (14.04)     266.83
            VHC-C MOVIE CAMERA                                                    (1167)
00037       Straight Line  12.50 %    291.98                 (12.69)     279.29
            KEYBOARD/YAMAHA PSR-530                                               (1168)
00039       Straight Line  12.50 %  3,161.39                 (92.98)   3,068.41
            SUNSAFE SHADE STRUCTURE                                               (1169)
00052       Straight Line  20.00 %    776.10                (194.03)     582.07
            CANON NP 6045 PHOTOCOPIER                                             (1170)
00053       Straight Line  20.00 %    776.10                (194.03)     582.07
            CANON NP 6045 PHOTOCOPIER                                             (1171)
00327       Straight Line  20.00 %  6,799.98                (566.67)   6,233.31
            VEHICLE - MAZDA 626                                                   (1172)
00328       Straight Line  10.00 %    330.12                  (4.59)     325.53
            LIGHT FITTING                                                        (1173)
00329       Straight Line  20.00 %  2,600.00                (200.00)   2,400.00
            PHOTOCOPIER CANON                                                     (1174)
00330       Straight Line  20.00 %     23.31                  (1.67)      21.64
            NOKIA MOBILE TELEPHONE                                               (1175)
00331       Straight Line  20.00 %    280.00                 (20.00)     260.00
            FAX MACHINE                                                          (1176)
00332       Straight Line  12.50 %  2,447.92                 (26.04)   2,421.88
            COMPUTER - I-MAC WITH BUILT IN I-SIGHT                               (1177)

13 RECORDS PRINTED              REPORT TOTAL $         0.00  (1,353.84)
```

> Reference and Details on this line are those entered by the user in the Processing References screen.

If the report is not printed at this time it can be printed from the **Transaction Reports** section.

Note: Once an asset has been depreciated it is removed from the list and cannot be depreciated again until a period end has been performed.

When depreciation has been posted, the history will be updated as will all values associated with the asset. All reports will now reflect the new Net Book Value (written down value).

After depreciation for the period has been completed the user will be returned to the Period End section where the following screen will be displayed.

- Click ![✔ OK] to start the period end. The system will display the following message:

Are you sure you wish to initiate a period end?
No
Yes
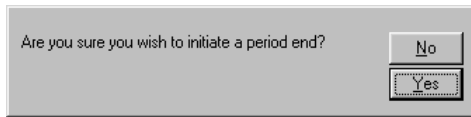
- Click **Yes** to continue.

The period end will be now be carried out. This process may take several minutes depending on the number of transactions and assets that have been entered onto the system. Whilst the Period End is in progress other users can still log on to the Asset Manager data file but will be restricted to viewing information only. If another user attempts to edit information a black padlock is displayed until Period End processing is complete.

Once the period end is complete the main assets window will be displayed.

The current year and period can then be checked in System > System Defaults.

Note: After completing the period end process it is necessary to run the FREDA Asset report. See Section 2.5.9 for instructions on running the report.

Print the Management Report (see Section 6) and any other reports required by the school.

5.2   Performing a Year End

Year End is activated through the same screen as period end.

Note: It is advisable to take a backup of your assets data file before performing a period or year end. This can be done by using the Safe Backup Utility. Refer to Section 8 for instructions on how to use this program.

- Click **Assets** on the sidebar.
- Click **Period End**. A message similar to the following is displayed:
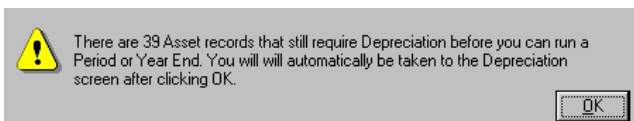
- Click **OK**.

Perform the depreciation as described in Section 5.1

The End of Period screen with the year end option selected will now be displayed as illustrated below.

Ensure that the **DO NOT Remove Transactions** button is checked on.

- Click [✔ OK] to start the year-end. The system will display the following message:
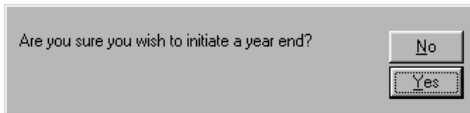
- Click **Yes** to continue with the year-end.

The current year and period can then be checked in System > System Defaults.

Note: After completing the Year End process it is necessary to run the FREDA Asset report. See Section 2.5.9 for instructions on running the report.

Print the Management Report (see Section 6) and any other reports required by the school.

Asset Manager Manual
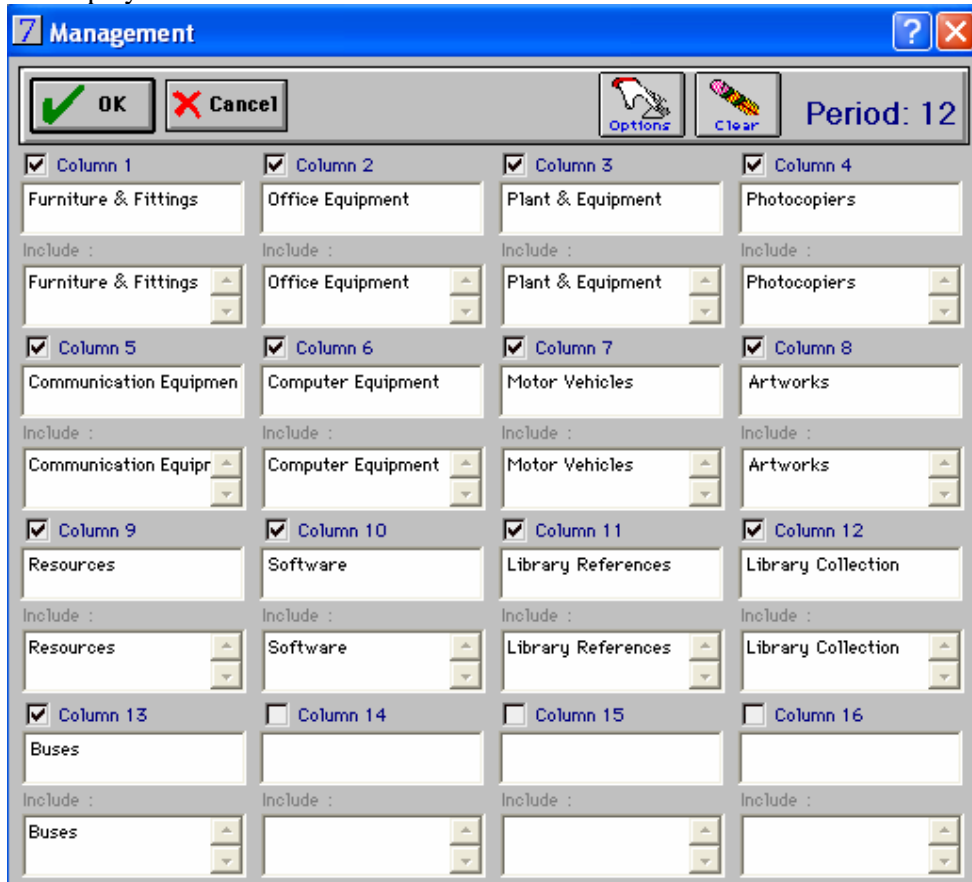
Management Report

6

6   Management Report

This section can be used to produce summary reports of your school's fixed assets. These reports can also be customised to show selected asset categories and to group asset categories if desired. Other reporting options are also available.

- Click the Management button [Management] on the sidebar. The Management Report screen is displayed:

The above screen shot shows the default settings for the report which will be displayed when the window first opens.

6.1   Producing the Management Report

- Click [OK] to produce the report

If the report is printed with these settings all asset categories will be displayed in the following format:

```
Statutory Report - 1234 Demo DHS
as at Period 11 2007

                    Company Total  Furniture &    Office     Plant &    Photocopiers Communication  Computer      Motor      Artworks    Resources
                                   Fittings       Equipment  Equipment               Equipment      Equipment     Vehicles
Cost

Start of Year        1,242,961                               33,681     76,413                       12,014                               1,120,853
                     ─────────     ─────────      ─────────  ─────────  ─────────     ─────────      ─────────     ─────────  ─────────   ─────────

Additions              259,935     5,140                                                             5,192                                   31,038
Revaluations
Disposals             (113,953)                                         (36,020)                                                           (77,933)
Transfers
                     ─────────     ─────────      ─────────  ─────────  ─────────     ─────────      ─────────     ─────────  ─────────   ─────────

End of Year          1,388,943     5,140                     33,681     40,393                       17,206                               1,073,958

Depreciation

Start of Year          446,721                               31,219     68,474                       12,014                                 335,014
                     ─────────     ─────────      ─────────  ─────────  ─────────     ─────────      ─────────     ─────────  ─────────   ─────────

Charge                  28,225     128                       1,868      3,832                         541
Revaluations
Disposals              (80,754)                                         (36,020)                                                           (44,734)
Transfers
                     ─────────     ─────────      ─────────  ─────────  ─────────     ─────────      ─────────     ─────────  ─────────   ─────────

End of Year            394,192     128                       33,087     36,286                       12,555                                 290,280

Net Book Value

Start of Year          796,240                               2,462      7,938                                                               785,839
End of Year            994,751     5,012                     594        4,107                        4,651                                  783,678
```

Note that the above figure shows only a section of the report.

6.1.1 Printing the Report

- Select the report destination from the drop down menu
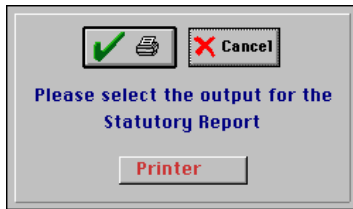
Note: When a paper copy of the report is required, print the Management Report directly to the printer (i.e. do not view to screen first).

- Click **OK**.

When printing the Management Report the default settings for the Page Setup must be changed to Landscape.

- The following message is displayed:
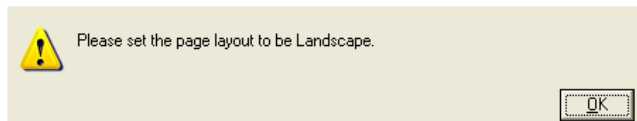
- Click **OK**. The **Page Setup** window will be launched.
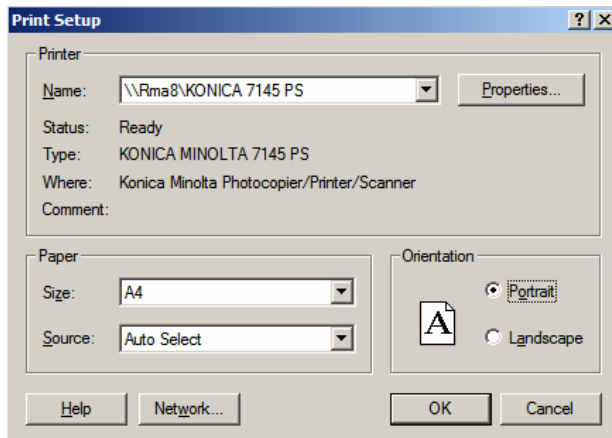
- Click **Landscape.**
- Click **OK.**

After printing the Management Report, you will be prompted to re-set the report orientation to portrait.
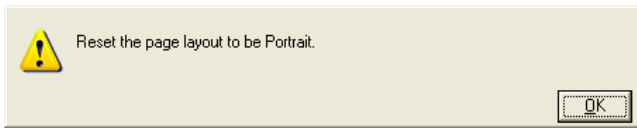
Note: If all 13 asset categories are printed, this report will be printed on 2 pages. If all categories are not required, then please follow the instruction in section 6.2 below.

6.2   Customising the Report

6.2.1 Clearing the Default Settings

- Click Clear button to clear the current report settings

6.2.2 Defining the Report's Columns

The report can consist of up to 16 different columns and each column can contain figures relating to one or more categories. To define a column:

Ensure the appropriate column check box is checked on.

- Double-click in the **Include** window

The Add Type window is displayed:
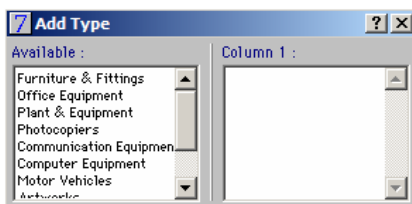
- Double-click on the categories in the available list to be included. A category can be removed from the list by double-clicking on it in the column box.

Note: Categories can be combined into one column if necessary.

- Close the Add Type window when you have made your selection.

- Type the name for the column in the window below the column check box.

- Repeat the above process for all columns required.

6.2.3 Setting Report Options

- Click the **Options** button
- The Management Report Options screen is displayed:

Displaying Totals
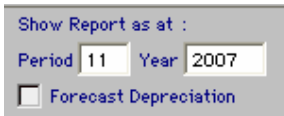
Asset Manager gives the user the option of including the total of the school's asset figures on the management report. The Company Total feature will create another column in the management report containing all the categories. This column can either be the first (leftmost) or last (rightmost) column on the report. This is determined by selecting one of the following options.

Selecting Reporting Period
A particularly powerful feature of this report is its ability to report on the current period as well as any past period.

The period and year can be selected by editing the information in the relevant fields at the bottom of the screen.

Show Report as at :

Period 11   Year 2007

☐ Forecast Depreciation

The report can also be run for future periods and will forecast depreciation if this box is checked.

Report Title and Magnitude of Rounding
You can now set the report title and the magnitude of rounding for the amounts.
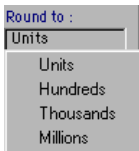
To change the report title

- Click the **Report Title** Field.
- Delete the existing title.
- Type the new title.

To specify the rounding

- Click the **Units** box. A drop down menu is displayed:

Round to :
Units

Units
Hundreds
Thousands
Millions

- You can now select whether the report should round the amounts to units, hundreds, thousands or millions.

Note: When the report is printed any rounding that is not to units will be shown at the top of the report.

- Once all options have been set close the options window by clicking on the exit cross ☒

- Click on ✔ OK to produce the report.

7

7   Accounts Link

Assets can be imported into Asset Manager directly from an RM Finance data file.

In order for this to occur, the assets must have previously been flagged in the RM Finance data file by checking the assets box on the Expenditure or Purchase Order screens.

RM Finance Expenditure screen

Refer to the RM Finance manual if more detail is required.

7.1   Importing Assets from RM Finance

- Click Accounts Link button on the sidebar. The Accounts Link – Import screen is displayed:

7.1.1 Selecting the RM Finance Data File

The first time you use this link the RM Finance data file will need to be located.
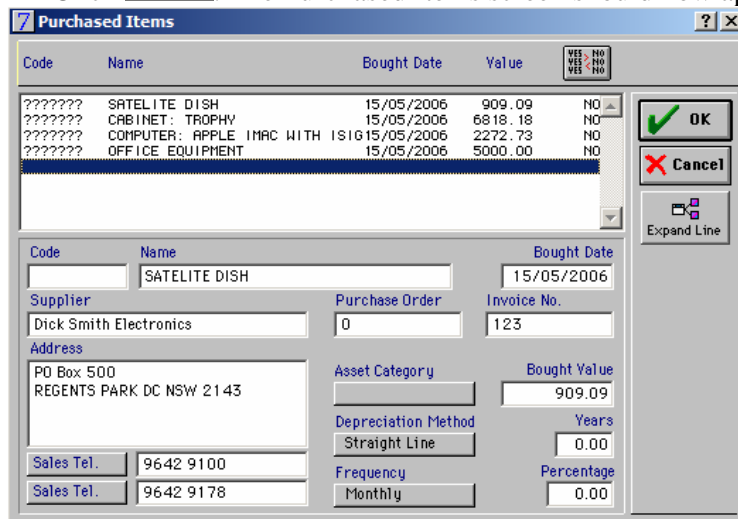
- Click **Change Datafile**. The Change data file screen is displayed:
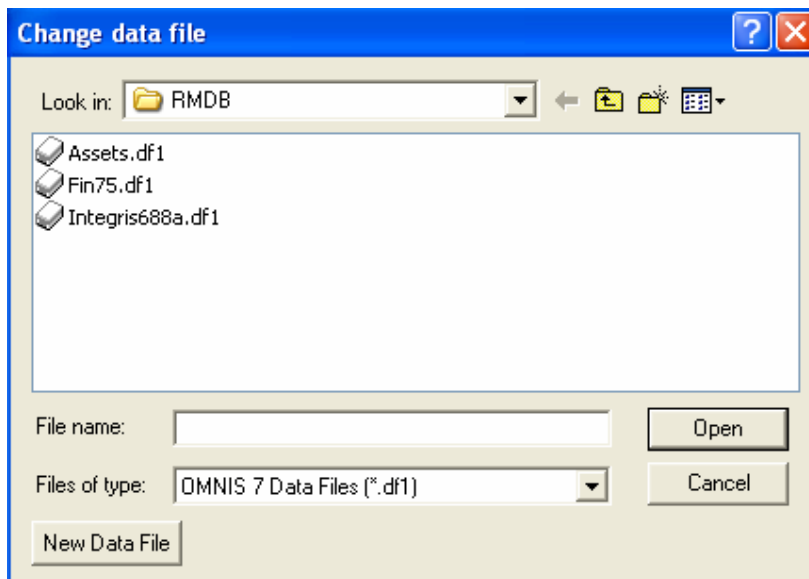
The RM Finance data file now needs to be located. This will usually be:
K:\RMDB\ Fin75.df1

Once this file has been located double-click on it to have it displayed in the Accounts Link – Import window.

- Click the **Nett button** next to Import Bought Values less GST.

- Click **✔ OK**. The Purchased Items screen should now appear.

Note: Assets can be imported once only from RM Finance. It is therefore important that all assets in this list have the "YES" symbol displayed before clicking on OK. If assets have a "NO" symbol displayed the details of those assets will be lost and will have to be entered manually.

For each asset in the list:
- Double-click on an item in the top window ('NO' will change to 'YES').
- Click the **Asset Category** box. A drop down box is displayed showing all asset categories:

Furniture Fittings
Office Equipment
Plant Equipment
Photocopiers
Communication Equipment
Computer Equipment
Motor Vehicles
Artworks
Resources
Software
Library References
Library Collection
Buses

- Double-click on the desired category.

Once this has been done for all assets and any invoices with multiple assets have been expanded (see Section 7.1.3):

- Click ✔ OK to proceed.

- All bought dates and bought values of the assets selected for importing will then be checked by the software.

- If any of the bought dates do not fall within the current period of the Asset Manager datafile then a message similar to the following will be displayed.

Line 1: The date you have entered is in advance of the current period. Please enter a valid date.

OK

Line 1: The bought date must be within the current period of the datafile.

OK
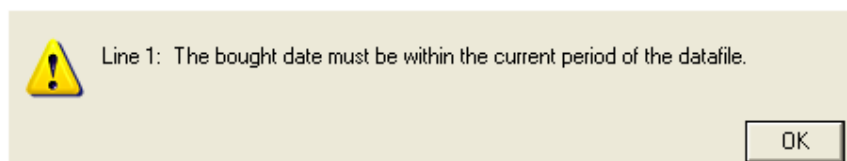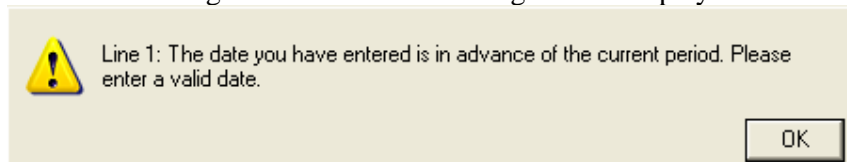
- If any of the bought values do not meet the requirements then a message similar to the following will be displayed.

> ⚠ Line 1: The bought value for this line is less than the current asset capitalisation threshold. Check the selected category and correct the bought value if required.
>
> [OK]

> ⚠ Line 1: The bought value for this line is less than the current software capitalisation threshold. Check the selected category and correct the bought value if required.
>
> [OK]
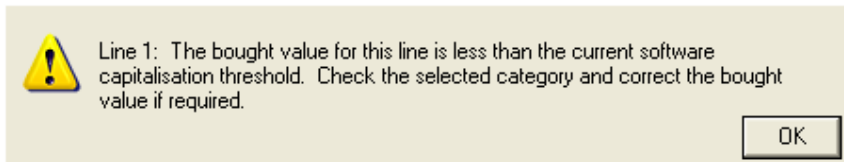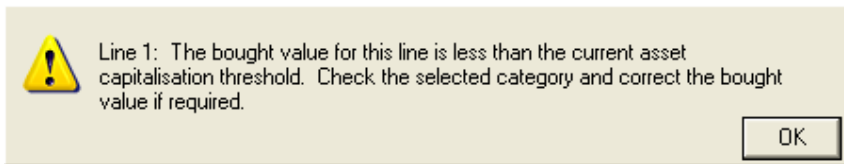
- If any error messages are received corrections must be made as required.
- Once all bought dates and bought values have been verified to be correct then the following reminder message will be displayed.

> ❓ 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]
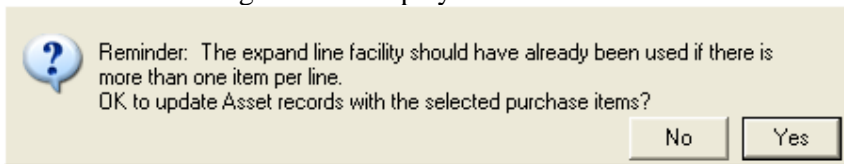
- Click **Yes** if it is appropriate to do so. The Accounts Link – Import window is displayed. (Click No if you want to use the expand line facility as outlined in section 7.1.3).

> **7 Key Solutions Accounts Link - Import**   ? X
>
> [✓ OK] [✗ Cancel]   Period: 7   [Change Datafile]
>
> Datafile K:\RMDB\FIN75.DF1
> Import Bought Values As: ⦿ Nett   ◯ Gross
> Search for
> Start Audit Number [   ]
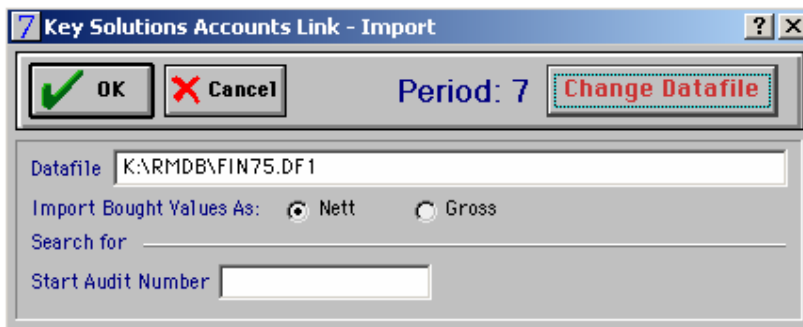
These assets can now be viewed through the main asset window. Note that for assets imported in this way the following details will now have to be completed as outlined below.

7.1.2 Completing Details for Imported Assets

The following details will need to be completed for each asset imported:
- Find the asset (refer to Section 3.1.1).
- Click **Edit.**
- Amend name of Asset to be in line with naming convention.
- Enter the Serial Number for the asset (if appropriate).

- Click the arrow to the right of Supplier Name.
- Enter any warranty details.
- Click **User Fields.**
- Enter Location, CC Number, CC Name, Supply Code and Leasing Details (if any).
- Click **Memo.**
- Enter any ancillary items or other notes.
- Click **OK** to save details.

7.1.3 The Expand Line Feature

Example: Your school has purchased 40 new computers. This has been entered into RM Finance as one item with a total cost of $80000. When this comes across to Asset Manager there will be one entry with the description '40 Computers' and the bought value will be $80000. This is obviously not satisfactory for Asset Manager, as each computer needs to be entered as a separate item with its own cost. The expand line feature will allow you to break the one entry into 40 separate entries, and will automatically calculate the cost of each (by dividing the total by 40).
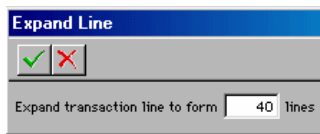
To use this feature:
- Click **Accounts Link** on the sidebar.
- Click **OK** to import the assets from RM Finance or RM Finance. The following screen is displayed (showing the example listed above):

- Double-click on the item (40 Computers) in the upper window.
- Click the grey box under Asset Category.
- Select the correct category (Resources in this example).
- Click in the **Name** field.
- Change the name as desired (e.g. Computer).
- Click **Expand Line**. The following screen is displayed:
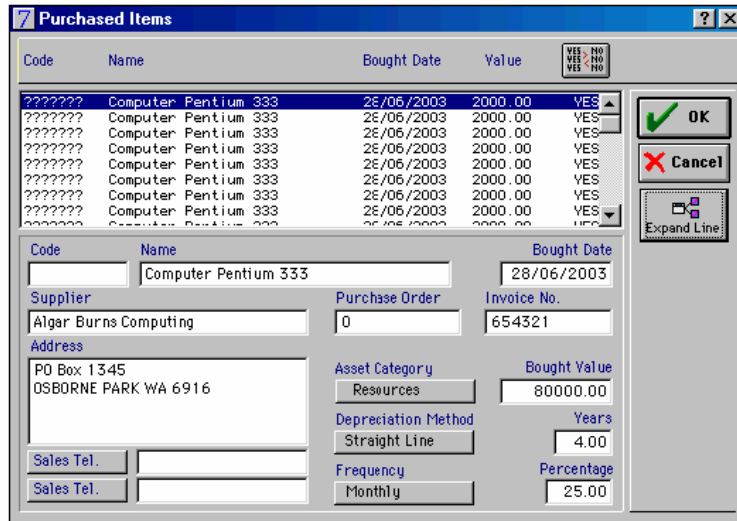
- Enter the required number of lines (40 in the above example).
- Click the green tick .
- Click **Yes**. The item is now expanded into 40 items as can be seen below:

<div style="border:1px solid black">

Note: It is possible to enter the bought value of the item before expanding it. It is also possible to edit the individual items' name and value once they have been created in this screen. This could be useful if not all items had the same name and/or value, or if it was necessary to remove a component of the cost such as post and packing.

</div>

- When all adjustments have been made click on **OK.** The following message will be displayed:

- Click **Yes** to confirm the addition of these assets.

RM Asia-Pacific

Asset Manager Manual

Making Backups

8

8   Making Backups

8.1   Using the Safe Backup Program

You can use the Safe Backup Utility provided to make a backup of your Asset Manager data file at any time and to any location. Prior to starting the safe backup program you must ensure that there are no users logged into the program. Otherwise the backup will fail.

8.1.1   To start the safe backup program

- Navigate to C:\keys\Safe Backup

- Double-click on **SafeBackup.exe**
- The following screen is displayed:
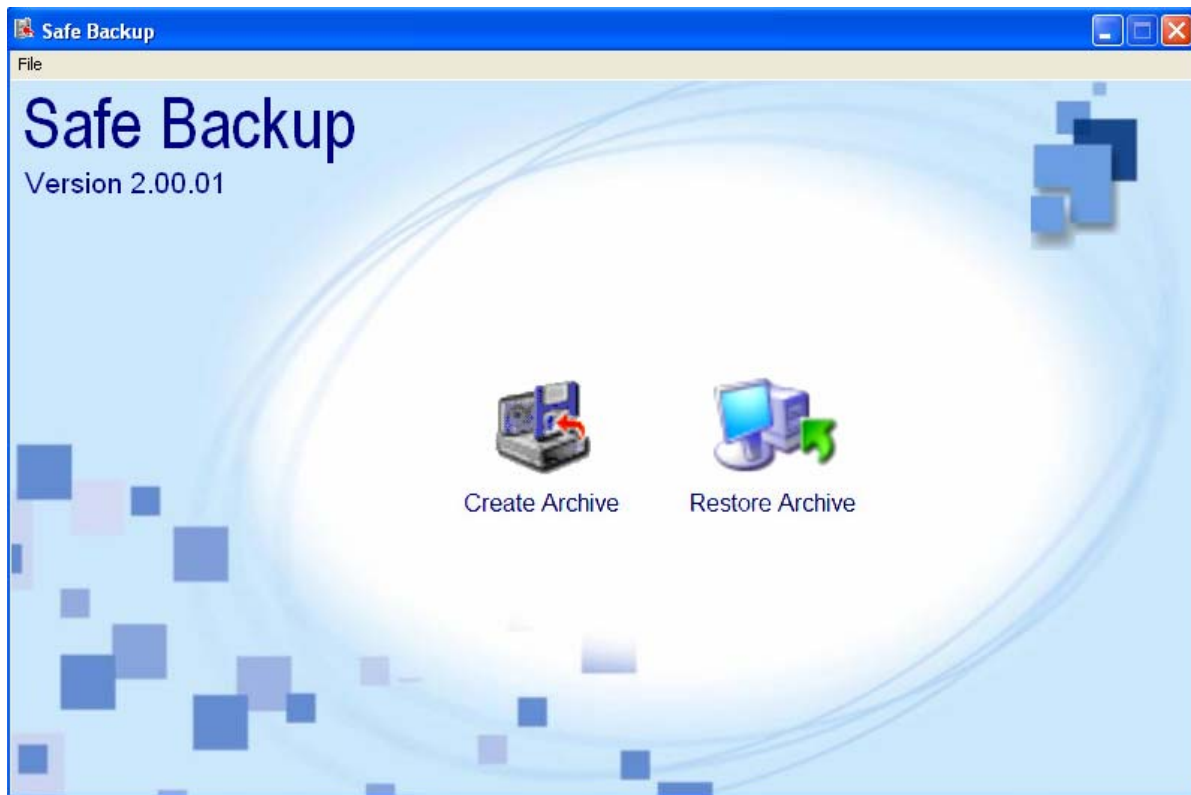
8.1.2   To backup your data file

- Click on **Create Archive**. The following screen is displayed:
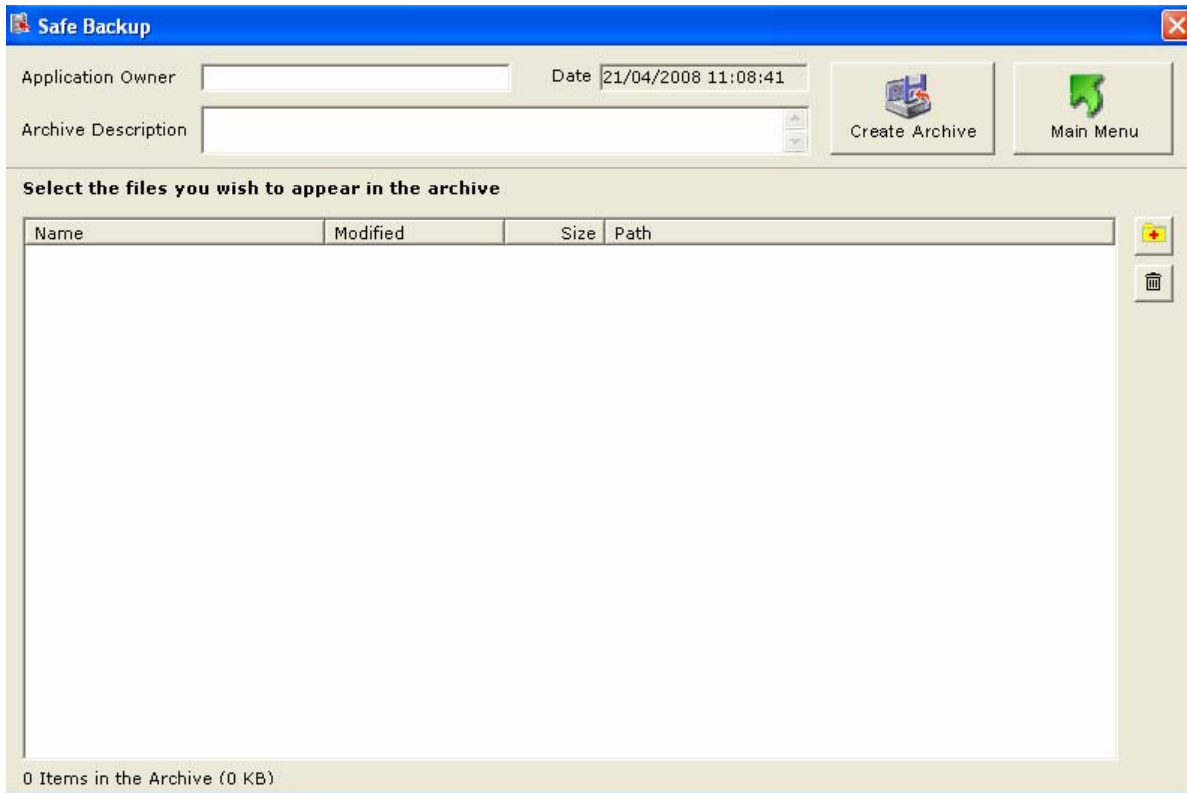
- Enter the **name** of your school as the Application Owner (optional)
- Enter any **details** describing the backup as the Archive Description (optional)
- Click on the **Add** button on the right hand side
- Navigate to the location of the file to backup (K:\RMDB)
- Select your school's asset datafile (Assets.df1)
- The datafile will be displayed on the Safe Backup screen
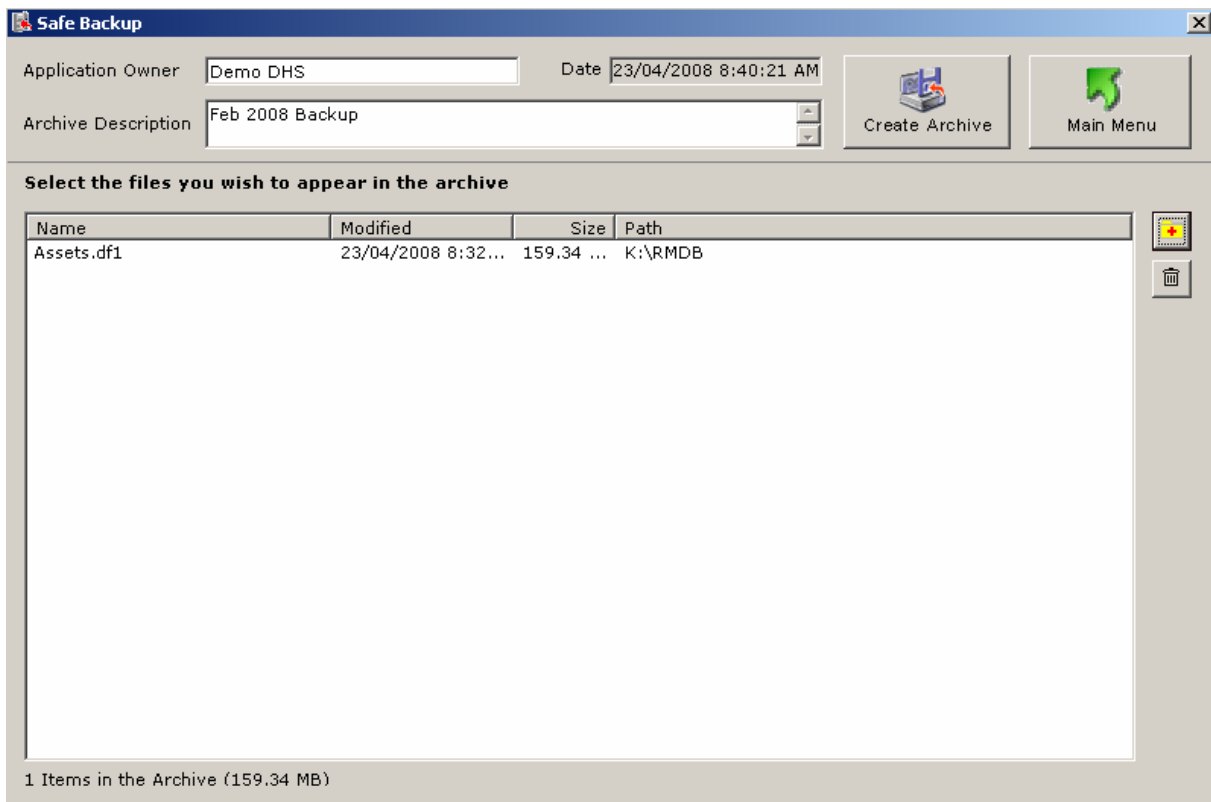
- Click on the **Create Archive** button
- Navigate to the location where you want the backup file to be stored
- Enter the name for the archive (backup) file
- Click on Save
- The backup file will be created
- If the backup is successful a message similar to the following will be displayed

- Click on OK

Note: The backup file will automatically be compressed and will be given a file extension of .zip

8.1.3 To restore your data from a backup

Note: If you are required to restore your data from a backup, you MUST contact the Customer Service Centre on 9264 5555, prior to commencing the restore.

To restore your data from a backup taken previously:
- Start the Safe Backup program (refer to steps outlined above in Section 8.1.1).
- Click on **Restore Archive**. The following screen is displayed:
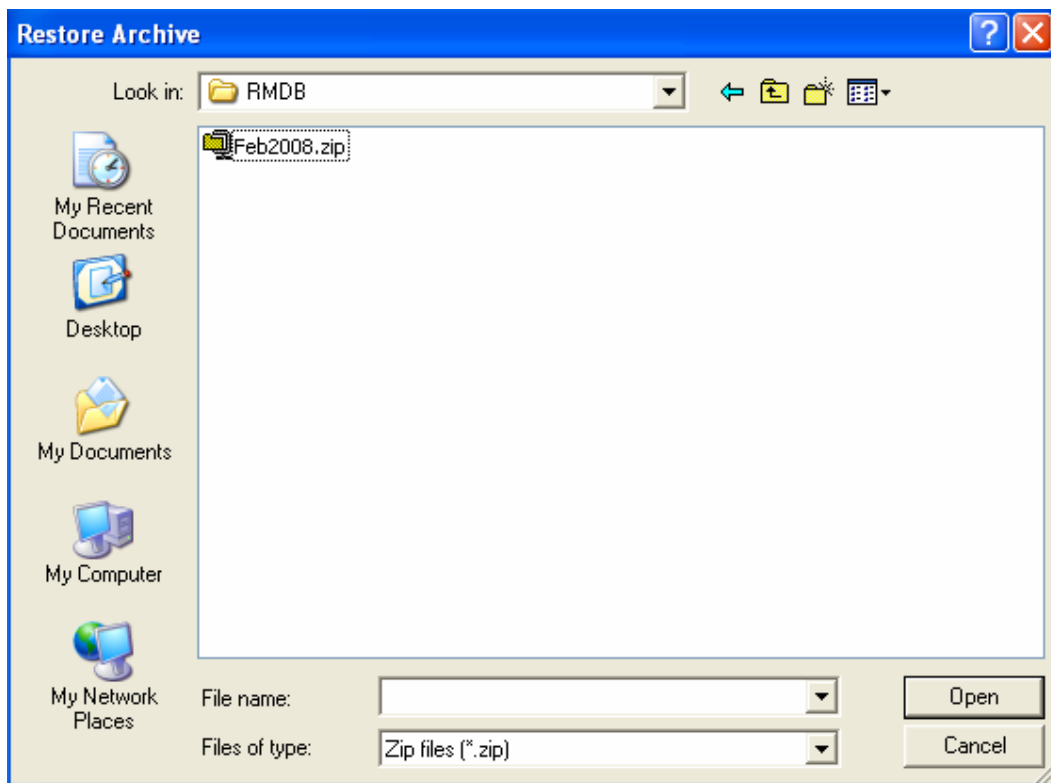
- Navigate to the location where the backup file is stored
- Select the backup (.zip) file to be restored. It will then appear in the Safe Backup window as illustrated below.
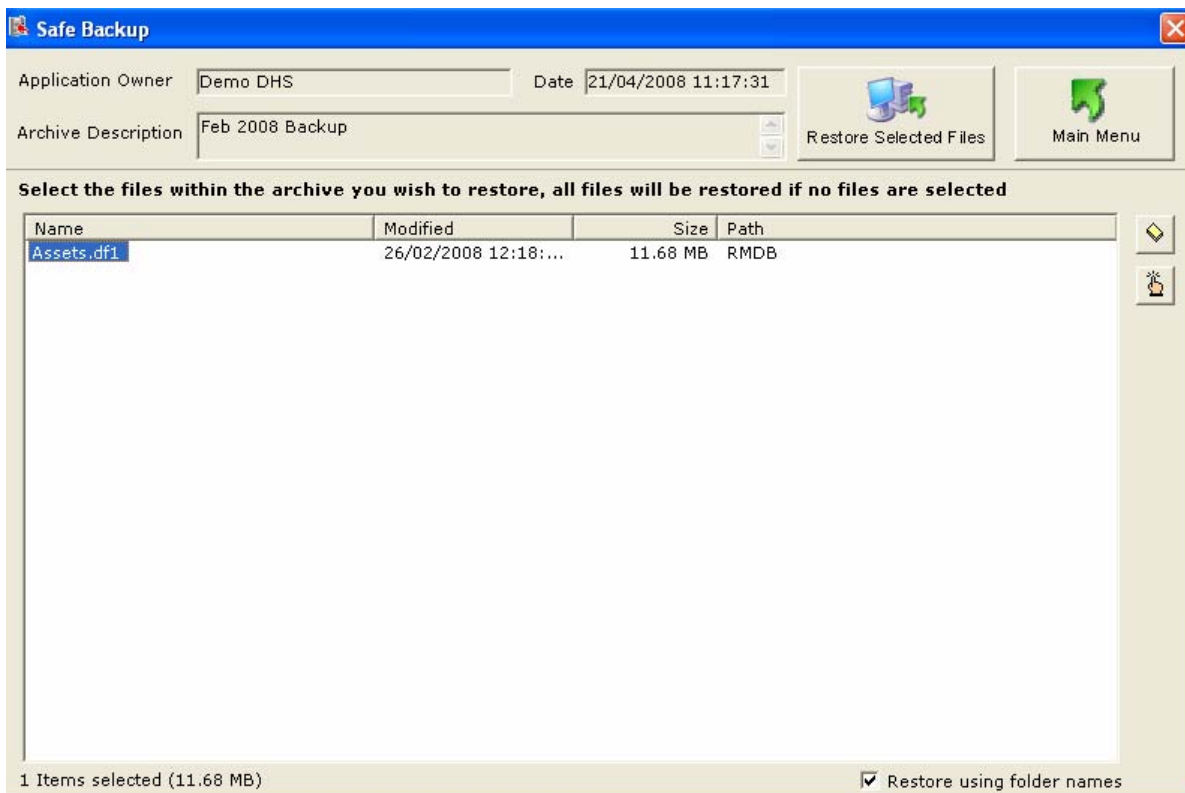
- Highlight the file to be restored (Assets.df1)

- Click on

- (Alternately do not highlight any files and click on 'Restore Entire Archive'. This will restore all files displayed on the screen.)

- Navigate to the location where the restored file should be saved

Note: Extreme caution should be taken at this point. Do NOT overwrite your previous assets datafile.

- If no file of the same name exists in the selected location then the file will be restored.
- If a file with the same name already exists in the selected location then a message similar to the following will be displayed.

- Click on **No** and restart the restore process to choose a different location
- The following message will be displayed in this case

RM Asia-Pacific
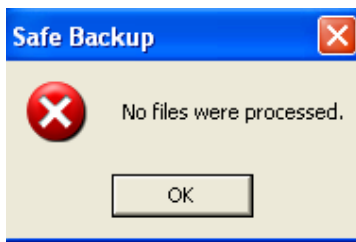
Asset Manager Manual

Import, Export & Ad Hoc

9

9   Import, Export & Adhoc

9.1   Import

- Import can be accessed by clicking on the Import button.

This section is used to import asset records into the database. RM will have imported all asset records prior to schools using Asset Manager and as such schools should not use this section unless advised. As schools are unlikely to import data further detail will not be given on this section.

9.2   Export

- Export can be accessed by clicking on the Export button.

This section is used to export records from the database. Currently it is unnecessary for schools to export data, therefore further detail will not be given on this section.

9.3   Ad-hoc

- Ad-hoc can be accessed by clicking on the Ad-hoc button

This section will allow users to create their own reports using a variety of templates and fields. However, as it is anticipated that users will not need to create their own reports, further detail will not be given on this section.

10
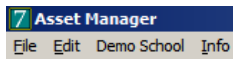
10 Menu bar

The Top Line Menu bar at the top left hand corner of the screen and can be accessed by clicking on the appropriate word.

10.1 File

- Click **File.** The following drop down menu is displayed:
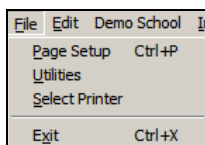
10.1.1 Page Setup

This will allow the user to change from Portrait to Landscape etc. For more information on Page Setup see Section 6 on Printing the Management Report.

10.1.2 Utilities

- Click **Utilities.** The tool bar will change to the following:
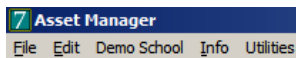
- Click **Utilities** on the tool bar. The following drop menu is displayed:
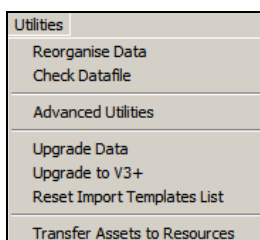
Reorganise Data

When you upgrade your Asset Manager to a later version, the first time a user opens the program the following warning message is displayed.
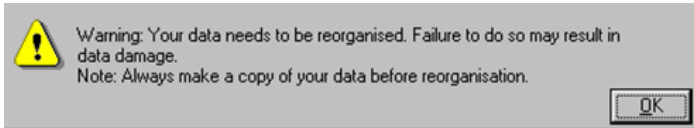
- Click **OK.**
- Exit from Asset Manager.

Make a backup of your data, for more information on Backups see Section 8.

- Re-start Asset Manager.

A warning screen is displayed as above.

- Click **OK.**
- Log into the program as usual.
- Click **File.**
- Click **Utilities** on the drop down menu.
- Click **Utilities** on the tool bar.
- Click Reorganise Data. The following warning message is displayed:
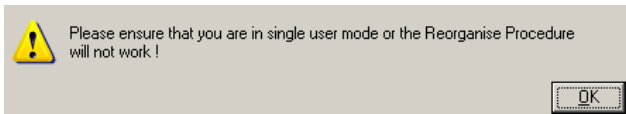
Ensure you are the only user logged on.

- Click **OK.** The following message is displayed:
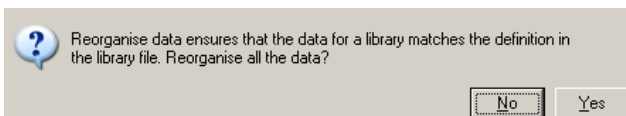
- Click **Yes**. The following message is displayed:
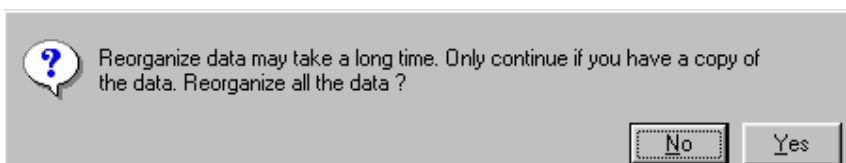
- Click **Yes.**

> *Note: The data may take some time to reorganise and it depends on the size of your data file as to the length of time required.*

The following message is displayed:

- Click **OK.**

Check Data file

This is for use by RM technical support staff.

Advanced Utilities

This is for use by RM technical support staff.

Upgrade Data

This is for use by RM technical support staff.

Upgrade to V3+

This is for use by RM technical support staff.

Reset Import Templates List

This is for use by RM technical support staff.

Transfer Assets to Resources

Do not use unless directed to do so by central or district office staff.

10.1.3 Select Printer

Select Printer allows the user to set as a default for the Asset Manager where reports are to be printed. This may be changed when printing individual reports. The default printer for Asset Manager may also be selected at this point.

- Click Select Printer. The following screen is displayed:
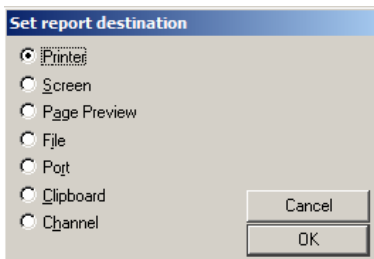
- Select the report destination.
- Click **OK.** The Set Printer Name screen is displayed listing printers available for use from this computer:
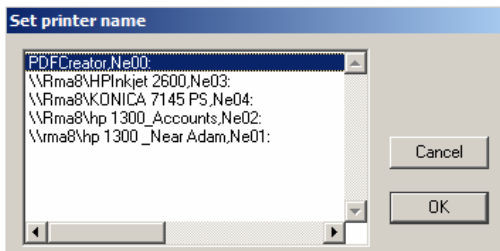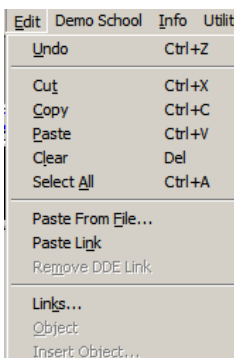

- Select the appropriate printer. (If no printers appear in the window, no printers have been set up. Printers must be set up through Windows first).
- Click **OK.**

10.1.4 Exit

Allows the user to exit the program. It has the same effect as using the ☒ in the top right hand corner.

10.2 Edit

Clicking on the edit menu on the top menu bar will display the following pull down menu.

This will enable you to use some of the windows editing features in Asset Manager.

10.3 Asset Manager

This will show the name of your school. It will give you access to the same functions that are displayed on the sidebar. For further information on any of the listed functions see the relevant section in this manual.

- Click **Asset Manager** or the Name of your school. The following pull down menu is displayed:

Demo School	Info	Utilities	
Assets			Ctrl+1
Management Reports			Ctrl+2
Adhoc Reporting			▶
Import			Ctrl+3
Export			Ctrl+4
Access Link			Ctrl+5
System			Ctrl+6

10.4 Info

- Click **Info**. The following pull down menu is displayed:

Info	Utilities
DDE...	
Change User...	
Change Data File...	
Change Registration Details	
About Asset Manager	

10.4.1 DDE

DDE stands for Dynamic Data Exchange, which is not activated for Western Australian Government schools.

10.4.2 Change User

This option allows a different user to log on. The previous user does not need to exit Asset Manager.

- Clicking on this option will display the logon screen.

10.4.3 Change Data file

This allows the user to change data file. Under normal circumstances WA schools will have only one data file and users should not need to access this section.

10.4.4 Change Registration Details

Allows the user to change the registration name of the school and serial number. The registration details should not be changed therefore users should not need to access this section.

10.4.5 About Asset Manager

This screen will display some technical information about Asset Manager. The screen can be closed by clicking anywhere on the Info screen.
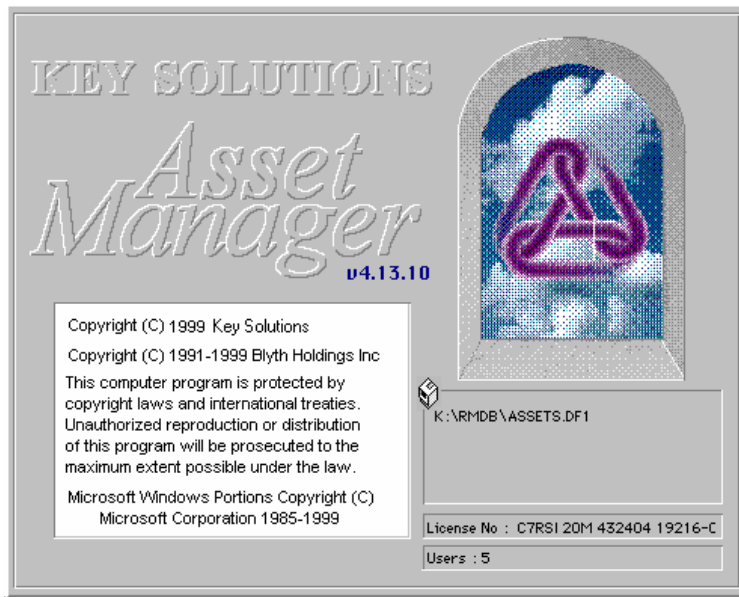
11

11 Appendices

11.1 Reports Quick Cross Reference Guide

12

12 Index