

DAPREX, INC.

Specialists in Data Processing

Presents...

The Fixed Assets System

For The IBM AS/400 (R)

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Rev. 12/05

INTRODUCTION TO THE FIXED ASSETS SYSTEM

The DAPREX Fixed Assets//400 provides the means to track and depreciate your fixed assets with a direct interface to the General Ledger. The Fixed Assets Manual has been designed to follow the system menus. The menus have been arranged so as to follow a logical work flow and similar jobs have been grouped together: i.e. Maintenance Files, Reports etc. This section outlines the general purpose of each menu option on the Fixed Assets main menu. Each of these is then examined in detail in subsequent sections of the manual.

PROCESS FIXED ASSETS - This is the Fixed Assets Master File, containing all of the pertinent data concerning each asset to be tracked and depreciated.

LIST FIXED ASSETS - A listing of the Fixed Assets Master File data is provided using this option.

VIEW FIXED ASSETS - A screen inquiry provides access to all Fixed Assets data.

INITIAL ENTRY PROGRAMS #9 and #9A - Programs that are used for initial setup of the system.

REFERENCE TABLE MAINTENANCE - All of the table files used for the entry and posting of fixed assets are found on this menu.

REFERENCE TABLE INQUIRY - Inquiries into all of the table files are found on this menu.

REFERENCE TABLE LISTING - Listings of each table file can be printed from this menu.

REPORT PRINTING - A variety of fixed asset listings can be found on this menu.

POST DEPRECIATION DETAILS TO G/L - Proceeds to a submenu from which the creation, edit and update of depreciation entries to the General Ledger can be performed.

ADD-ON DEPRECIATION – This option allows the user to add on additional dollars to be depreciated over the remaining months for an existing asset. I.E. A computer has previously been set up as an asset but additional memory is purchased and the value of that needs to be added to the original purchase price and depreciated over the remaining depreciation months.

CHANGE DEPRECIATION DETAILS – This option allows the user to change the Purchase Price, Accumulated Depreciation, #Months to depreciate and/or the Depreciation Start Date of any asset entered into the system but without POSTED depreciation details. Change of the fields mentioned will result in the recalculation of all the depreciation details.

ACCELERATE/DECELERATE ASSET DEPRECIATION – This option allows the user to change the # of remaining months over which to depreciate an asset, either by increasing or decreasing that number of months. This process can be done for partially depreciated assets ONLY and results in an adjusted monthly depreciation amount for the remaining months as well as a change to the total number of months for depreciation in the Fixed Asset Master File.

PURGE DISPOSED ASSETS – This option allows the user to purge disposed assets from the files as of a selected cutoff date.

LIST ASSETS BY JOB – This option prints the Assets Master information in Job# sequence for all or selected jobs.

START SYSTEM BY CUTOFF DATE – This option should ONLY be used with approval from your DAPREX representative.

CUSTOM FUNCTIONS – This menu contains any custom programs that have been written for a DAPREX customer.

FUNCTION KEYS

Throughout the system, various function keys are utilized for special purposes. This section provides a brief overview of these keys and their functions. While ALL of the functions are described here, only those that are listed at the bottom of a particular screen are available from that screen. It is therefore important to read the screens and use the available HELP text to determine which keys can be used in each job. We have tried to be consistent with the use of these function keys and hope that this enables our users to adapt quickly and easily to our systems.

F3= EXIT	Exit the screen and return to the menu.
F4= SCAN	Scan on any input field for which there is a master file. I.E. - account#.
F8= SEARCH FOR MAD#	Allows you to scan for a MAD#.
F12= PREVIOUS	Go back to the previous screen.
F16= DISPLAY BY CODE/DESC	Displays a table file in code# sequence or alphabetically by description.
F20= ACCEPT/PROCESS	Accepts entries/changes made to a file. It also proceeds to the update portion of a program after selections have been made.

PROFILE OPTIONS

When the DAPREX Fixed Assets system is installed at your location, the installer needs to identify which Profile Options are to be active. Profile Options are system instructions regarding certain types of processing and depending on whether an option is active or not, the system handles certain situations differently. Once set, the Profile Options should not be changed without checking with your DAPREX representative. The Profile menu can be accessed by typing **GO DXPROF** at a command line. Select option 2 from the menu and enter an area code of 'AP' and press **ENTER**. All profile options should be answered with a 'Y' or an 'N'. The generic General Ledger Profile Options are as follows:

Print Disposed Assets After Every Maint. - Prints a Disposed of Assets listing each time you exist from the Process Fixed Assets option. Key an 'N' not to print the report.

Drop Asset# From J/E Explanation - A 'Y' changes the J/E description for depreciation from "DEPREC. - F/A# XXXXXX" to "DEPRECIATION JOURNAL". This happens after the edit list prints and just before the update. The result is that the system summarizes the posting rather than creating journal entries for each asset# on the debit and credit sides.

USING THE DAPREX FILE MAINTENANCE UTILITY

When performing File Maintenance, there are several types of files. The most frequently used first kind is a table file where multiple records can be entered onto the same screen. These files have relatively few fields, all of which fit on the screen. The Product Type File is an example of this type of file. See below.

PRODUCT TYPE FILE		
POSITION TO:		
<u>4=DEL</u>	<u>TYPE</u>	<u>DESCRIPTION</u>
	COM	COMPUTERS
	FUR	OFFICE FURNITURE
	VEH	VEHICLES

When first building this file type, simply key in the necessary data. When all records have been entered or the first screen is full, press **ENTER** to proceed. Press **F20** to accept the new or changed records or **F12** to cancel the new or changed entries. If you have filled the first screen and now want to add more records, type '999' (or as many nines are required to fill the field) at the **POSITION TO** field. This takes you to the end of the file, displaying a blank or partially blank screen on which to make the additional entries. Continue as previously described. When adding records to the file at a later time, either move the cursor to the first blank line and key the new data or enter nines at the **POSITION TO** field. To change/update an existing record, move the cursor to the field in question and key the new data over the old. Press **ENTER** when all changes have been made, and **F20** to accept the changes. To delete a record, key a '4' in the **DLT** field and **ENTER**. Again, press **F20** to confirm the delete.

The other kind of file is one where each record has many associated data fields and so each record is entered on its own screen. The Fixed Asset Master file is this type of file. After entering an asset#, another screen appears with the data entry fields. After keying all of the necessary fields, press **ENTER** to accept the record and **F20** to accept or **F12** to cancel and start again. Continue with the next record to be added.

REFERENCE TABLE MAINTENANCE

The Reference Table Maintenance Menu contains all the programs necessary to create the table files that are used in the Fixed Assets System. The menu appears as below.

- | | |
|------|------------------------------------|
| 1. | PRODUCT TABLE |
| 2. | OWNERSHIP TABLE |
| 3. | PRODUCT TYPE TABLE |
| 4. | PRODUCT CLASS TABLE |
| 5. | PRODUCT CATEGORY TABLE |
| 6. | DEPRECIATION POSTING TABLE |
| 7. | DEPRECIATION TYPE TABLE |
| 8. | LOCATION TABLE |
| 10. | ACCOUNTING PERIOD FILE MAINTENANCE |
| B11. | CLONE ACCOUNTING PERIOD |

Each of these files is discussed in detail with reference to its function and importance within the system. Refer to the On-line HELP text for further explanations of individual fields.

PRODUCT TABLE

The Product table contains all the products to be used in the Fixed Assets system. Each asset to be tracked in the system requires a product# and it is from this product# that the basic asset description is pulled. (The asset itself can also be assigned a more unique description.) Multiple assets can use the same product#: i.e. you own 5 IBM P.C.s. (The product# structure matches that used for the DAPREX Inventory system; a 15 position alpha-numeric code.) Each product can also be assigned a product category, class and type as applicable. The product category and type are optional but the product class is required. The product class in conjunction with the Ownership Type determines how depreciation is posted to the G/L. See sample screen below.

FIXED ASSETS PRODUCTS TABLE MAINT			
<u>DEL</u>	<u>PRODUCT #</u>	<u>DESCRIPTION</u>	<u>CAT CLS TYPE</u>
	1	LIGHT TRUCK	VEH TRK 001
	2	APPLE PC	COM PC 001
	3	EXEC. DESK	FUR DSK 001

OWNERSHIP TABLE

This file contains all the ownership types to be used in the Fixed Assets system. Each asset will be assigned an ownership type which in conjunction with the Product Class, determines how depreciation is posted to the G/L. See sample screen below.

GLFM11 FIXED ASSETS OWNERSHIP MAINT.	
<u>DEL</u>	<u>OWNER # DESCRIPTION</u>
	1 CORPORATE OWNERSHIP
	2 JOINT OWNERSHIP – CORP 1 &3

PRODUCT TYPE TABLE

This file contains a list of all the product types to be used in the Fixed Assets system. The product type of an asset is determined by the product# assigned to that asset. This is the same Product Type that is used in the DAPREX Inventory System. See sample screen that follows.

GLFM12 FIXED ASSETS PRODUCT TYPES MAINT.		
<u>DEL</u>	<u>TYPE CODE</u>	<u>DESCRIPTION</u>
	AC	ADMINISTRATION COMPUTERS
	AF	ADMINISTRATION FACILITY
	FUR	FURNITURE
	LAN	LAND
	MA	MFG MACHINERY
	MF	MFG FACILITY
	OF	OFFICE & ADMINISTRATION
	TR	TRUCKS

PRODUCT CLASS TABLE

This file contains all the product classes to be used in the Fixed Assets system. The product class of an asset is determined by the product# assigned to that asset, which in conjunction with the ownership type determines how depreciation is posted to the G/L. This is the same Product Class that is used in the DAPREX Inventory system.

GLFM14 FIXED ASSETS PRODUCT CLASS MAINT.		
<u>DEL</u>	<u>CLASS CODE</u>	<u>DESCRIPTION</u>
	A	REGULAR
	BUI	BUILDING
	FUR	FURNITURE
	LAN	LAND

PRODUCT CATEGORY TABLE

This file contains all the product categories used in the Fixed Assets system. The product category of an asset is determined by the product# assigned to that asset. This is the same Product Category that is used in the DAPREX Inventory system.

GLFM14 FIXED ASSETS PRODUCT CATEGORY MAINT.		
<u>DEL</u>	<u>CAT. CODE</u>	<u>DESCRIPTION</u>
	B01	BUILDING - \$500,000 & UNDER
	B02	BUILDING - 501-1,000 K\$
	B03	BUILDING - OVER \$1,000,000
	C00	COMPUTERS - PC
	C10	COMPUTERS - MID RANGE
	C20	COMPUTERS - MAIN FRAME
	C30	COMPUTERS - NETWORK SUPPORT

DEPRECIATION POSTING TABLE

The Depreciation Posting table contains the G/L Account/MAD# information for posting depreciation. Each combination of ownership type and product class can have unique posting data, and each combination that has been used in the creation of the Fixed Asset Master file **must** be created in this file for posting to take place. The system uses this table to determine the accounts to be debited and credited (or MAD#s can be used) for each asset. This data can be overridden on an asset by asset basis in the Fixed Asset Master file if necessary. See sample screen below.

FIXED ASSETS DEPRECIATION POSTING TABLE MAINT.						
4=DEL (*)	(*)			ASSET	DEBIT	CREDIT
DEL	OWNER	DESCRIPTION	CLASS	DESCRIPTION	ACCT#	MAD#/ ACCT#
1	FIRST OWNER	TRK	TRUCKS	152000	120000	581000
1	FIRST OWNER	PC	PC'S	120100	837000	160000

F3=EXIT F4=SEARCH (*) F8=SEARCH FOR MAD# (C) DAPREX - 1994

DEPRECIATION TYPE TABLE

This file contains all the depreciation types to be used in the Fixed Assets system. A code for straight line depreciation DOES NOT need to be created as it is the default in the Fixed Asset Master File.

LOCATION TABLE

This file contains all the asset locations to be used in the Fixed Asset Master file. See following example.

FIXED ASSETS LOCATIONS MASTER MAINT.					
POSITION TO					
4=	LOCATION	--- ADDRESS ---			
DEL #	NAME	STREET/CITY	STATE	ZIP	
L1	DOVE HILL CENTER, BLDG #1	15 ROW RD.			
		DOVE HILL	NJ	07010	
L2	NORTON STREET WHS	123 NORTON STREET			
		NORWALK	CT	06854	

ACCOUNTING PERIOD

This file contains the fiscal year periods for each active corporation. If the Accounting Period file was previously entered under the General Ledger menu, it already exists. Assign period numbers and the actual closing date of each period for the fiscal year. A fiscal year may have a maximum of 13 periods, the first period always being 01, regardless of whether it is January or July. (If you want to use 13 periods, general Profile Option #11-Use Accounting Period 13 under area code 'XP' must be set to 'Y'). The Accounting Period file **must** contain data through December of the current CALENDAR year. If your fiscal year ends any time other than December, you **must** build the following fiscal year *at least* through the month of December.

CLONE ACCOUNTING PERIOD

This program allows the user to copy or clone an accounting year record from one Corp/Year to another Corp/Year OR from one Corp/Year to the SAME corporation and a NEW year, (i.e. at the beginning of a new year). The closing dates are incremented by one year when the **FROM** and **TO CORP#** is the same and the **FROM** and **TO YEAR** is different.

In addition to copying the period numbers, names and closing dates, the operator can choose whether or not to copy the period closed data fields, (Valid for G/L Entry, A/R Closed and A/P Closed), depending on whether a record is being copied from one corporation to another for the SAME year or if it is being copied to create a NEW accounting year for the same corporation. If you key a 'Y' to copy the period closed data, the From and To Corp/Yr. Y/N flags for those fields is copied. If you key an 'N' *not* to copy the period closed data, you are prompted as to how each flag should be set, 'Y' or 'N'.)

REFERENCE TABLE INQUIRIES

The Reference Table Inquiries menu contains the following options.

1. **PRODUCT TABLE**
2. **OWNERSHIP TABLE**
3. **PRODUCT TYPE TABLE**
4. **PRODUCT CLASS TABLE**
5. **PRODUCT CATEGORY TABLE**
6. **DEPRECIATION POSTING TABLE**
7. **DEPRECIATION TYPE TABLE**
8. **LOCATION TABLE**

Each menu option permits inquiry into each table file.

REFERENCE TABLE LISTINGS

The Reference Table Listings menu contains the following options.

1. **PRODUCT TABLE**
2. **OWNERSHIP TABLE**
3. **PRODUCT TYPE TABLE**
4. **PRODUCT CLASS TABLE**
5. **PRODUCT CATEGORY TABLE**
6. **DEPRECIATION POSTING TABLE**
7. **DEPRECIATION TYPE TABLE**
8. **LOCATION TABLE**

Each menu option prints a listing of the table file.

INITIAL ENTRY/PROCESS FIXED ASSETS

These menu options are used to enter and update the master file of all the fixed assets to be depreciated. The **'Initial Entry'** option is used **only** when entering fixed assets at installation time when some or all assets have accumulated depreciation and you have that information readily available. (If the accumulated depreciation amounts and remaining months to depreciate are unavailable, use the **'Process Fixed Assets'** option in conjunction with menu option #29- **'Start System by Cutoff Date'**.)

The **'Process Fixed Assets'** option is used for updating asset information on an ongoing basis (excluding depreciation). As new assets are acquired, (those without accumulated depreciation), they are also entered using the **'Process Fixed Assets'** option. (As mentioned above, if the accumulated depreciation and # of remaining months to depreciate are unavailable for existing assets, use this menu option to enter these assets as if they are brand new. Then use menu option #9 - **'Start System by Cutoff Date'** to indicate when the DAPREX system will take over the depreciation of these existing assets.). In order for the system to correctly create depreciation records for an asset, the Accounting Period file **must** contain data through December of the current CALENDAR year. If your fiscal year ends in June, you **must** build the following fiscal year *at least* through the month of December.

There is certain basic information regarding each asset that **must** be recorded in order to have depreciation calculated and posted to the General Ledger. The fields that are key to the creation of depreciation posting entries are:

Description	Enter the description of this fixed asset. This is in addition to the product description. OPTIONAL
Product#	The product# assigned to the asset determines the product class of the asset. A combination of the Product Class and the Ownership type are the key to the G/L Depreciation Posting file, determining which G/L accounts to debit/credit for the posting of monthly depreciation.
Purchase Price	The system uses the purchase price in the calculation of the monthly depreciation amount. The calculation is as follows for straight line depreciation: Purchase Price less Residual Value less Accumulated Depreciation divided by the number of depreciation months entered below. This cannot be changed once the asset has been partially depreciated.
Deprec. Months	The number of months over which to depreciate an asset. If using the Process Fixed Assets menu option, this should always be the total # of months. If using the Initial Entry menu option and the asset has already been partially depreciated, enter ONLY the number of REMAINING months based on the Start Depreciation On Date field. If the asset is fully depreciated do not enter any #months here. This cannot be changed once the asset has been partially depreciated.

Residual Value	The system subtracts the residual value from the Purchase Price prior to calculating the monthly depreciation amount.
Accum. Deprec.	The amount of depreciation that has been taken to date. (This field only appears in the Initial Entry program.) This should include ALL prior months for which depreciation has ALREADY been posted, months prior to the date in the START DEPRECIATION ON DATE field.
Depreciation Type	Determines the formula for depreciation. Leave blank for straight line method.
Start Deprec. On	MMDDYY - Indicate when to start depreciating an asset, if OTHER than the purchase date. If the asset has been partially depreciated, this should be the date for the first system generated depreciation entry.
#Mths in 1st Month	In order to calculate depreciation for more than one month when first posting depreciation for an asset, enter the number of months here. If an entry is made here, the same # of months posting entries will be created for the asset in the period indicated by the 'Start Depreciation On' date in the previous field. If you print the Detail Depreciation Schedule (#11 on Report Menu), the total # of depreciation entries should be equal to the #depreciation months entered above.
G/L Owner Code	The Ownership type along with the Product Class for an asset form the key to the G/L Depreciation Posting file.
Corp/Div/Dept/Job	The coding for these fields determines to which Corp/Div/Dept/Job the debit and credit depreciation entries are to be made for an asset. Entries to the CORP#/DIV#/DEPT#/JOB# DEBIT/CREDIT fields are REQUIRED if the account#s are equal to or greater than 300000. The DEPT# and JOB# fields only appear if the G/L profile flags have been set to use department# and job#. (Refer to the G/L manual for further details.)
G/L MAD#	If a MAD# is to be used to allocate depreciation of an asset, entering the MAD#(s) to be used for the debit and credit of depreciation. This will override the G/L Depreciation Posting data that would normally be used based on the asset's Product Class/Ownership combination.

For all other fields, refer to the on-line HELP text for further details and restrictions. See the following sample entry screen.

GLFM08		FIXED ASSETS MASTER FILE	
ASSET NUMBER: MAR005			
DESC...			
* PRODUCT #.....	..		
* CORPORATION #...		
SERIAL NUMBER...			
PURCHASE PRICE .	MODEL NUMBER....		
PURCHASE DATE...	CONTRACT NUMBER.		
DEPR. MONTHS....	* LOCATION.....		
RESIDUAL VALUE .	CONDITION..... 1		
USEFUL LIFE..... YEARS			
* DEPR. TYPE..... (IF NOT STRAIGHT LINE)		
START DEPR. ON (IF DIFF. FROM PURCHASE DATE)		
IN 1ST MONTH.... (MONTHS TO INCLUDE IN 1ST ENTRY IF MORE THAN ONE)		
* G/L OWNER CODE		
* G/L CORP #: CR	DR	CAPITALIZATION LIMIT.	
* G/L DIV# #: CR	DR	LAST CAPITALIZATION .	
* G/L DPT# #: CR	DR	CAPITALIZATION INTEREST.	
* G/L JOB #: CR	DR	FORBEARANCE MONTHS.....	
* OR MAD# O/R: CR	DR		
STATUS CODE			
NOTES? (Y/N)	STATUS CHANGE DATE		

Once an asset is entered with this information, the system calculates and creates all of the monthly depreciation entries in a separate file. The entries are posted to the G/L at such time as the operator requests from the **'Post Depreciation Details to G/L'** submenu. If at any point in time changes are made to any of the above fields which would alter the G/L posting (i.e. Purchase Price, Residual Value, # Depreciation Months, etc.) respond 'Y' to **RECALCULATE DEPRECIATION ENTRIES?** when prompted. The system will recalculate and recreate the G/L depreciation posting records for that asset. ***If the asset has been depreciated for any prior periods, you MUST then re-run the depreciation G/L Posting for the periods run previously, so the system can "close" the newly-computed amounts for those periods.*** If changes are made to any of these fields but you DO NOT wish to recalculate the depreciation entries, respond with an 'N' at that prompt. The only other field that has an impact on the depreciation, is the **STATUS CODE**. When an asset is created, it is considered 'Active'. The following statuses can also be applied: 'F' is for an asset that has been fully depreciated, 'U' is for an asset 'Under Construction', a 'D' means an asset has been disposed of (see below), an 'X' indicates an asset has been coded to be dropped from all files (and cannot have any posted depreciation amounts) and an 'O' is for Other.

When an asset is marked as disposed, indicate whether it has been Sold, Damaged or Other, (S,D,O). If sold, enter the amount received. You must also enter the disposal date which must be greater than the period ending date of the last posted depreciation entry in FADETP. The system indicates the loss amount that will result from the sale, if any. If disposed of, the system indicates whether there is any remaining value, with the option to cancel. All unposted depreciation posting details are deleted from FADETP.

When an asset is marked as dropped, it cannot have ANY posted depreciation details in FADETP, and it will be removed from all files in the system (FIXASP, FADETP, FAINIP).

LIST FIXED ASSETS

This option prints a master list of all fixed assets that have been entered into the Master file.

VIEW FIXED ASSETS

This menu option allows you to inquire on the fixed assets. The initial screen that appears allows you to search by Asset# or Product#, with an options to view master file information and the depreciation details. See sample screens below.

```

GLIQ43          FIXED ASSETS MASTER FILE INQUIRY

ASSET #: A100   PURCHASED : 9/30/04   PRICE: 10,000.00
DESC: EXECUTIVE DESK                PRODUCT: 10
CORPORATION: 001 DAPREX, INC.        LIFE:
DEPR.MONTHS: 15                      START DATE: 9/30/04
LOCATION: D1    CONDITION :             CURRENT VALUE: 7,916.65
  
```

```

GLIQ43          FIXED ASSETS MASTER FILE

ASSET NUMBER: A100
DESCRIPTION.... EXECUTIVE DESK
PRODUCT #..... 10 OFFICE FURNITURE
CORPORATION #.. 1 DAPREX, INC.
PURCHASE PRICE : 10,000.00   SERIAL NUMBER..:
PURCHASE DATE.. 9/30/04     MODEL NUMBER...:
DEPR. MONTHS... 15          CONTRACT NUMBER:
RESIDUAL VALUE :             LOCATION.....: D1
                               USEFUL LIFE....: YEARS
DEPR. TYPE.....:           (IF NOT STRAIGHT LINE)
DEPR. START.... 9/30/04
IN 1ST MONTH...:           (MONTHS TO INCLUDE IN 1ST ENTRY)
G/L OWNER CODE : 1         FIRST OWNER
G/L COMP #: CR 1           DR 1           CAPITALIZATION LIMIT:
G/L DIV. #: CR 1           DR 1           LAST CAPITALIZATION :
                                       CAPITALIZATION INTEREST:
                                       FORBEARANCE MONTHS.....:

O/R GL/MAD: CR    DR    NOTES? (Y/N) .....:
STATUS CODE ( ,U,D,X,O): ACTIVE  STATUS CHANGE DATE . . : 12/29/04
  
```

```

ASSET # ..... A100
  
```

DESCRIPTION	EXECUTIVE DESK		
PURCHASE PRICE		10,000.00	
INITIAL ACCUM. DEPR.			
ORIGINAL # MONTHS	15		
POSTED G/L DEPREC.		2,083.35	
# OF MONTHS POSTED TO G/L	5		LAST POSTED PD 12/05
\$ REMAINING TO BE POSTED		7,916.65	
# REMAINING MONTHS	10		ENDING PERIOD 10/06

POST DEPRECIATION DETAILS TO G/L

The Post Depreciation menu contains the following options.

1. **SELECT DEPRECIATION DETAILS TO POST/PRINT**
2. **CHANGE DEPRECIATION DETAILS TO POST**
3. **EDIT DEPRECIATION DETAILS TO POST**
4. **UPDATE/POST DEPRECIATION DETAILS TO G/L**
5. **CLEAR G/L WORKFILE (G/L NOT USED)**

Each option is outlined in the following section. Refer to the On-line HELP text for further explanations of individual fields.

SELECT DEPRECIATION DETAILS TO POST/PRINT

This menu option creates the preliminary depreciation entries for a specified Corp# and accounting period. When this job is run, the Fixed Asset files are updated even though the G/L has not been updated. Any fixed asset reports will reflect the updated current value. A listing of the depreciation entries is printed along with an exception report showing any assets which were NOT posted for specific PRIOR periods.

CHANGE DEPRECIATION DETAILS TO POST

Once the preliminary depreciation entries have been created, they can be modified prior to posting to the General Ledger. This option is identical to G/L Journal Entry found on the G/L Daily Processing menu. Any of the created entries can be changed or deleted and additional entries can be made if necessary. Refer to the General Ledger manual for further details. Remember that any changes made to these records WILL NOT AFFECT the fixed assets themselves.

EDIT DEPRECIATION DETAILS TO POST

This option prints an edit list of the depreciation entries. If there are no errors, proceed with the update. If errors are found, return to the '**Change Depreciation Details**' program and make the necessary changes.

UPDATE DEPRECIATION DETAILS TO G/L

This option prints an 'Updated' listing of the edit produced in the previous job and posts the depreciation entries to the General Ledger system. It is identical to G/L Journal Entry Update found on the G/L Daily Processing menu. If General Profile #2 is set to 'Y', the system will summarize the entries and drop the asset# from the JE description so that you do not have individual JE's for each asset# on both the debit and credit sides. Refer to the General Ledger manual for further details. If you are not posting the entries to the G/L, see the next section.

CLEAR G/L WORKFILE (G/L NOT USED)

This option deletes the G/L journal entry transaction file created using option #1 on this menu. If you are not automatically posting the records to the DAPREX or any other G/L package, this should be run each month after the entries have been created and printed. If you do not run this job, the month's entries remain in the file and are added to when you run #1 on this menu for the next month.

REPORT PRINTING

The Report Printing menu contains the following options.

1. **ASSETS BY CORP/ACCOUNT**
2. **ASSETS BY LOCATION**
3. **ASSETS BY SERIAL NUMBER**
4. **ASSETS BY PRODUCT#**
5. **ASSETS BY G/L ACCOUNT#**

7. **LIST OF DISPOSED ASSETS IN FILE**
8. **DEPRECIATION SCHEDULE**
9. **FIXED ASSETS BY LOCATION**
10. **DEPRECIATION SCHEDULE: SEL JOBS**
11. **DETAIL DEPRECIATION SCHEDULE**
12. **CURRENT YEAR ADDITIONS REPORT**
13. **LIST OF ASSETS BY CREDIT ACCT#**

Each report is outlined in the following section. Refer to the On-line HELP text for further explanations of individual fields.

ASSETS BY CORP/ACCOUNT

This menu option lists the fixed assets (for selected corporations) in G/L Asset account# sequence showing the purchase date, asset#, description, product#, purchase price, current value and monthly depreciation amount.

ASSETS BY LOCATION

This menu option lists the fixed assets for selected locations showing the purchase date, asset#, description, product#, purchase price, current value and monthly depreciation amount.

ASSETS BY SERIAL NUMBER

This menu option lists the fixed assets in serial number sequence showing the purchase date, serial#, asset#, description, location, product#, purchase price, current value and monthly depreciation amount.

ASSETS BY PRODUCT#

This menu option lists the fixed assets for selected products showing the purchase date, asset#, description, serial#, purchase price, current value and monthly depreciation amount.

ASSETS BY G/L ACCOUNT#

This menu option lists the fixed assets for selected assets account numbers showing the purchase date, asset#, description, serial#, purchase price, current value and monthly depreciation amount.

LIST OF DISPOSED ASSETS IN FILE

This option prints a list of disposed assets. You can enter a date range as well as a purchase price >= or <= for selection purposes.

DEPRECIATION SCHEDULE

This option prints a Depreciation Schedule for all or selected locations and asset#s.

FIXED ASSETS BY LOCATION

This menu option lists the fixed assets for all or selected locations and asset#s showing the purchase date, asset#, description, product#, purchase price, current value and monthly depreciation amount.

DEPRECIATION SCHEDULE: SELECTED JOBS

This option prints the depreciation schedule for selected job#s.

DETAIL DEPRECIATION SCHEDULE

This option prints a detailed list of all the depreciation G/L posting records for each asset. It can be run for all or selected locations/assets and lists the asset location, asset#, description, purchase price, initial depreciation \$\$, current value, depreciation start date, # depreciation months, each depreciation G/L detail record (one for each period based on the # months), and its status (posted, not posted etc.). This report should be used when building new assets to ensure that the correct records have been built. The report will detect any potential errors (i.e. 2 posting for the same period, a missed period) and print the appropriate error message.

DETAIL DEPRECIATION SCHEDULE

This option prints a list of all assets acquired between a range of purchase dates for a specific Corporation. Each asset is listed along with its purchase date, purchase price, depreciation start Date, #months to depreciate and monthly depreciation amount.

DETAIL DEPRECIATION SCHEDULE

This option prints a list of all assets for a selected corporation in G/L credit account# sequence. The credit account# is the accumulated depreciation account assigned to the asset.

ADD ON DEPRECIATION

This option allows the user to add on additional dollars to be depreciated over the remaining months for an existing asset. I.E. A computer has previously been set up as an asset but additional memory is purchased and the value of that needs to be added to the original purchase price and depreciated over the remaining depreciation months.

Upon selection of this menu option, the following screen appears. Simply enter the add-on amounts and press **ENTER** to display the new price, posted depreciation and new unposted amounts. Press **F20** to accept or **F12** to cancel. The additional amount is equally divided over the remaining UNPOSTED depreciation months.

FIXED ASSETS DEPRECIATION ADD-ON		
ASSET NUMBER	A655	
PURCHASE PRICE	POSTED DEPRECIATION	UNPOSTED DEPRECIATION
9,000.00	5,333.34	2,666.66
ADD-ON AMOUNT. . .	.00	
NEW PRICE	NEW POSTED DEPREC.	NEW UNPOSTED DEPREC.
.00	.00	.00

CHANGE DEPRECIATION DETAILS TO POST

This option allows you to change the GL depreciation posting details that were created when the asset was added to the system. The program can **only** be used for assets for which you have not yet posted ANY depreciation to the G/L. If you had entered an incorrect purchase price, accumulated depreciation amount, # months depreciation, and/or starting depreciation date at the time of adding the asset to the system, those fields can be corrected here and the system will recalculate all of the posting details for the asset. Once all the new data has been entered, press **ENTER** and **F20** to proceed.

ACCELERATE/DECELERATE ASSET DEPRECIATION

This option allows the user to change the # of remaining months over which to depreciate an asset, either by increasing or decreasing that number of months. This process can be done for partially depreciated assets **ONLY** and results in an adjusted monthly depreciation amount for the remaining months as well as a change to the total number of months for depreciation in the Fixed Asset Master File.

As indicated by the first screen to appear when selecting this menu option, it is recommended that the Detail Depreciation Schedule from the Reports Menu be run prior to using this program. All of the

depreciation details should be correct as far as their posted status and amounts before proceeding. Make sure that there are no gaps in the months that have been posted – i.e. Jan – June are posted and then August with July being unposted. If this situation exists, contact your DAPREX representative. After reviewing the depreciation schedule and choosing to proceed, enter the Asset# and press **ENTER**. The following screen is displayed.

GLFM19 ACCELERATE / DECELERATE ASSET DEPRECIATION			
ASSET #	A100		
DESCRIPTION	EXECUTIVE DESK		
PURCHASE PRICE	12,000.00		
INITIAL ACCUM. DEPR.			
ORIGINAL # MONTHS	12		
POSTED G/L DEPREC.	2,000.00		
# OF MONTHS POSTED TO G/L	2	LAST POSTED PD	12/05
\$ REMAINING TO BE POSTED	10,000.00		
# REMAINING MONTHS	10	ENDING PERIOD	8/06
NEW # REMAINING MONTHS	_____		

The user may enter a new #months over which to depreciate the remaining dollars and press **ENTER** to have the system calculate the resulting monthly depreciation amount for the remaining months and the final ending period for the depreciation. If the results are correct, press **F20** to accept. The system then deletes the unposted depreciation records, and recreates them based on the new dollar amount and #months. It also changes the total # months for depreciation in the Fixed Asset Master File. In the example below, the original #months would go from 12 to 7.

GLFM19 ACCELERATE / DECELERATE ASSET DEPRECIATION			
ASSET #	A100		
DESCRIPTION	EXECUTIVE DESK		
PURCHASE PRICE	12,000.00		
INITIAL ACCUM. DEPR.			
ORIGINAL # MONTHS	12		
POSTED G/L DEPREC.	2,000.00		
# OF MONTHS POSTED TO G/L	2	LAST POSTED PD	12/05
\$ REMAINING TO BE POSTED	10,000.00		
# REMAINING MONTHS	10	ENDING PERIOD	8/06
NEW # REMAINING MONTHS	__5__		
RESULTING MONTHLY DEPREC \$	2,000.00		
NEW ENDING PERIOD	05/06		

PURGE DISPOSED ASSETS

This option permanently deletes assets that have been coded as Disposed. When assets are coded as disposed, a Disposal Date is assigned. When running the Purge Job, the user is prompted for a Corp# and cutoff date. All disposed assets whose disposal date is less than or equal to the cutoff date are purged from the files. A list of the purged assets is also produced at this time.

FIXED ASSET DETAIL MAINTENANCE

This option allows you to view all GL depreciation posting details for an asset and to change those that have not yet been posted. The data that can be changed is the GL Corp., Div., Dept., Job, Debit/Credit account# and the monthly amount. The total of the unposted detail entries MUST be equal to the current value of the asset. Once all changes have been made, press **ENTER** and **F20** to accept.

GLFM55		FIXED ASSETS DETAIL MAINTENANCE						
		ASSET NUMBER JJ108			DELL COMPUTER S110144777			
PST	ACT	----- CR GL -----			----- DR GL -----			
CD	PERIOD	CRP/DIV/	DPT/JOB	ACT/MAD	CRP/DIV/DPT/JOB	ACT/MAD	AMT	
P	2/2003	1 1 1		100000	1 1 1	780100	52.25	
	3/2003	1 1 1		100000	1 1	780100	52.25	
	4/2003	1 1 1		100000	1 1	780100	52.25	
	5/2003	1 1 1		100000	1 1 1	780100	52.25	
	6/2003	1 1 1		100000	1 1 1	780100	52.25	
	7/2003	1 1 1		100000	1 1 1	780100	52.25	
	8/2003	1 1 1		100000	1 1 1	780100	52.25	
	9/2003	1 1 1		100000	1 1 1	780100	52.25	
	10/2003	1 1 1		100000	1 1 1	780100	52.25	
	11/2003	1 1 1		100000	1 1 1	780100	52.25	
	12/2003	1 1 1		100000	1 1 1	780100	52.25	
	1/2004	1 1 1		100000	1 1 1	780100	52.25	

LIST ASSETS BY JOB#

This option prints the Assets Master information in Job# sequence for all or selected jobs. Upon selection of this menu option the following screen appears. Select the job#s for which to print the report or key an 'A' as indicated to select ALL jobs. Press **F15** and **F20** to continue.

GLIA33 SELECT JOB NUMBERS TO INCLUDE		
POSITION TO . .		TYPE -A- TO SELECT ALL ___
1=		
SEL	JOB #	DESCRIPTION
	1	PROJECT 1
	2	PROJECT 2 -
	3	PROJECT 3 -
	4	PROJECT 4 -
	5	PROJECT 5 -
	6	JOB 6
	7	JOB #7
	8	JOB #8
	9	JOB #9

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