

HOW TO MANAGE AND MAINTAIN FIXED ASSETS

The Assets module provides the option to manage and maintain company fixed (long-term) assets, which are subject to depreciation.

Fixed assets are commonly managed in two categories:

- Assets that produce revenue, such as rental equipment
- Assets that don't produce revenue, such as office equipment or company-used vehicles

An asset may be serialised with a forklift or an excavator, for example.

However, it is possible to manage multiple quantities (non-serialised and serialised) of assets with one asset record, for example, crowd control barriers or fence panels. These assets are managed as 'bulk assets' in Baseplan Enterprise. Special processes and configuration is required.

Asset records can be created through one of the following methods:

- Migrating asset records from a legacy system (data conversion/data migration) from the back end using SQL scripts
- Creating the asset record(s) manually from the *Asset Master* screen
- Processing of purchase order(s) (system generated asset record) through:
 - Pre Delivery process (Stock / PDW) - one asset per PDW / purchase order
 - Purchase Orders (Line Type 'A') – one asset per purchase order
 - RFQ (Request for Quote) – multiple assets (serialised/non-serialised) per purchase order
- Importing asset records, using an Excel spreadsheet (template)

This document describes the process of maintaining serialised assets with a quantity of one by:

- Adding an asset record manually through the *Asset Master* screen
- Processing an asset purchase order (Line Type 'A') – one asset per purchase order

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CREATING AN ASSET RECORD MANUALLY

The mandatory fields are:

- Main Asset Number
- Description 1
- Branch
- Report Group
- Purchase Date
- Purchase Cost
- GL Group
- Group (Depreciation Method)
- Cost

1. From the Menu, select **Assets > Asset Master**
2. Click ADD NEW
3. Enter the **Main Asset Number** or click on  to generate the next number
4. Enter **Description 1**
5. Select a **Report Group** from the drop down list
6. Select a **Branch** from the drop down list
7. Enter a **Purchase Date**
8. Enter a **Cost**
9. Select a **GL Group** from the drop down list
10. Select a **Group** from the drop down list
11. Click SAVE

This will save the asset record. The **Status** of the asset will be updated to 'ON HOLD'.

PURCHASING AN ASSET

Assets may be purchased through:

- Pre Delivery process
- RFQ process
- Purchase Orders process

Pre-Delivery Wizard

The advantage of using the *Pre-Delivery Wizard* screen for the purchase of an asset is that the system will progressively run through the process of:

- Purchasing/receipting serialised item(s) into stock (Purchase Orders)
- Creating the equipment record (Equipment Ledger)
- Creating the asset record (Asset Master)
- Adding parts and labour to increase the cost of existing serialised item(s) (Service Jobs) – if required
- Making the asset available for rent, post completing the required procedures

OR

- Selling the asset through Sales Quotes/Sales Orders

The *Pre-Delivery Wizard* screen is a central point for purchasing and asset initiation process.

It is commonly used when purchasing assets that are either transferred into the rental fleet or sold as new stock.

Note: This provides the option to purchase one asset at a time.

Please refer to the 'How to Use the Pre Delivery Wizard Process' guide for more information.

RFQ

The RFQ (Request for Quote) is a purchase order process that provides the option to purchase multiple assets at a time.

It provides the option to purchase:

- Serialised assets
- Non-serialised assets (Bulk Assets)

Please refer to the 'How to Use the RFQ Process' guide for more information.

Asset Purchase Orders

Purchasing an asset through the *Purchase Orders* screen provides the option to purchase one asset at a time.

The purchase order is to be processed using the normal process, using the purchase order line type 'A'.

The system will create an asset record (*Asset Master* screen) from the purchase order information, when the purchase order is received. A 'temporary asset number' will be assigned to the asset record.

Processing the Purchase Order

1. From the Menu, select **Purchase Orders > Purchase Orders**
2. Enter the relevant supplier details and delivery information as required

In the *Details* panel:

3. Select **Line Type** 'A' from the drop down list
4. Enter '1' in **Qty Ord**
5. Enter the description of the equipment in the **Desc** field
6. Enter the **Unit Cost excl GST**
7. Select the relevant account components from the **Major Code, Minor Code, Account Code, Sub Acc** drop down lists
8. Click SAVE to save the detail line
9. Process the purchase order following the usual process

When the purchase order is received, the system will create an asset record in the *Asset Master* screen with a 'temporary asset' number in the **Main Asset Number** field. The system will populate the purchase order details of the asset as per the purchase order information.

The **Status** of the asset will be 'ON HOLD'.

Processing the Supplier Invoice

Process the supplier invoice following the usual process.

After the supplier invoice is posted, the **Supplier Invoice** field is updated with the supplier's invoice number on the *Asset Master* screen.

ASSET INITIATION PROCESS

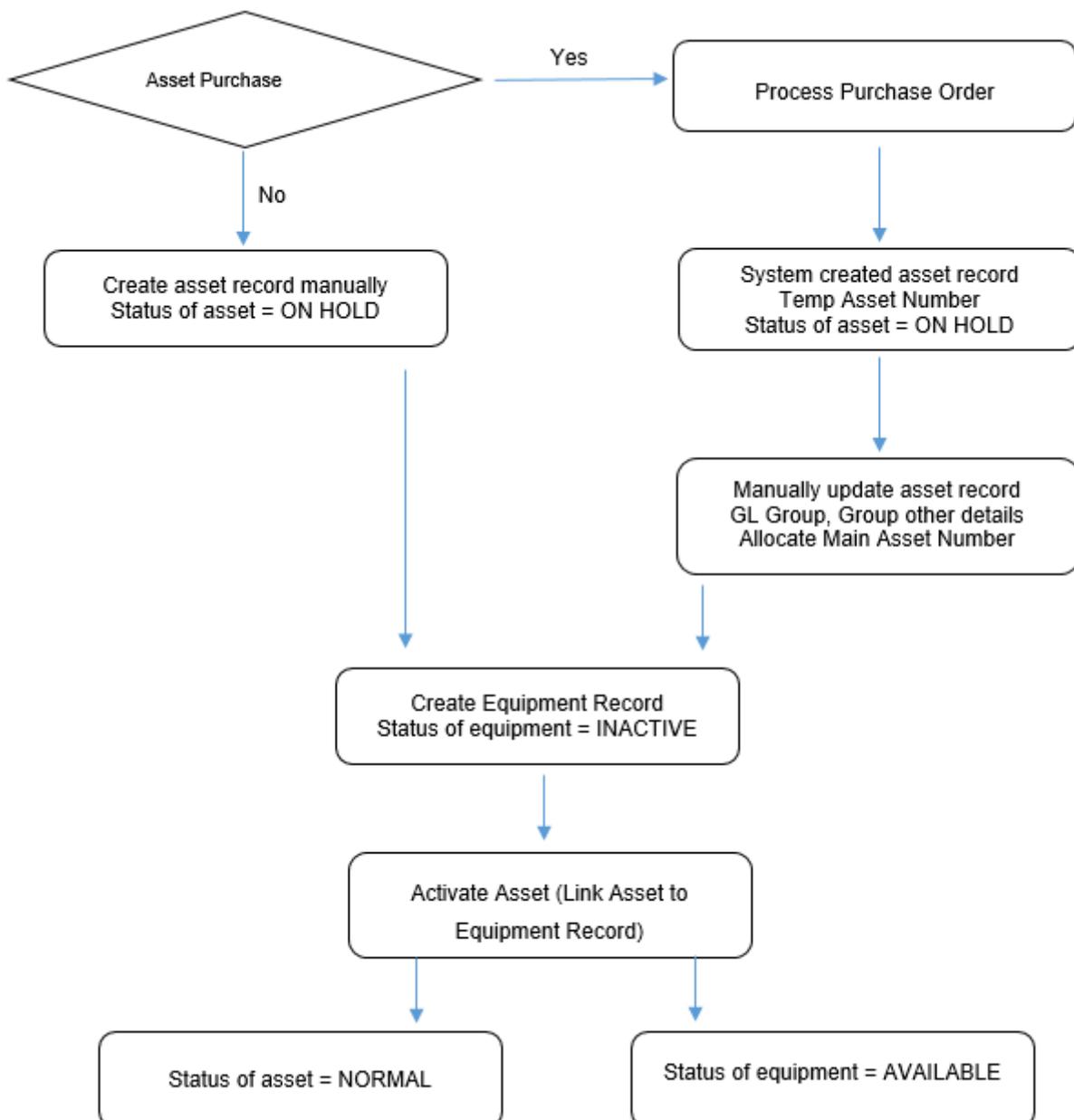
Process Flow

The process flow for a new asset is shown below.

It includes the steps from asset creation (through a purchase order or through manual entry on the *Asset Master* screen) through to asset activation.

An asset that is part of the rental equipment must have an equivalent equipment record.

Whilst the asset record is 'ON HOLD' the equipment record must be 'INACTIVE'. The relevant equipment status can be achieved through configuration.



Linking Asset and Equipment Record

The asset record must be linked by the **Link to Equipment No** field in the *Asset Master* screen to the relevant equipment record.

On the equipment record (*Equipment Ledger* screen), the link to the asset record is displayed in the **Asset No / ID** field.

Linking through Asset Activation

The link between the asset record and the equipment record can be created through the asset activation.

The activation process will:

- Update the **Status** on the asset record to 'NORMAL'
- Update the **Status** on the equipment record to 'AVAILABLE'
- Link the asset record to the equipment record

Please refer to the '[Activation](#)' section in this document for more information.

Updating Link from Equipment to Asset Record

After initially linking the equipment record and asset record, the **Asset No/ID** field on the *Equipment Ledger* screen is locked. However, the link can be updated if required.

For example: The initial link between asset record and equipment record was incorrect.

1. From the Menu, select **Equipment Management > Equipment Ledger**
2. Display the relevant equipment record
3. Select **Views > Purchase Info**

This will open the *Purchase Info* screen.

4. Click EDIT
5. Remove the link on the **Asset ID** field
6. Click SAVE
7. Click EDIT
8. Select the new link from the **Asset ID** drop down list
9. Click SAVE

10. Click CLOSE

This will close the *Purchase Info* screen and return to the *Equipment Ledger* screen.

The equipment record and asset record will be updated with the new link.

ASSET ACTIONS

Activation

This procedure 'activates' asset records where the **Status** of the asset(s) is 'ON HOLD'. Once an asset has been 'activated', the **Status** of the asset will be updated to 'NORMAL'.

1. From the Menu, select **Assets > Asset Master**
2. Display the relevant asset record
3. Select **Actions > Activation**

This will open the *Asset Activation* screen.

The **Asset Counter** field defaults to the **Asset ID** field on the *Asset Master* screen, indicating the asset that will be 'activated'. The **Activation Date** defaults to today's date.

Note: This procedure also provides the option to activate all assets with the **Status** of 'ON HOLD'.

4. Check the **All Asset** checkbox, if all relevant assets are to be 'activated'. Leave blank to 'activate' the displayed asset only.
5. Change the **Activation Date**, if required
6. Select the **Linked Equipment** from the drop down list, if the asset is part of the rental equipment
7. Click OK

The asset record on the *Asset Master* screen will be updated and the transaction details will be displayed in the *Asset Details* screen.

The **Status** of the asset will be updated to 'NORMAL'.

Adjust Accounting Depreciation

1. From the Menu, select **Assets > Asset Master**
2. Display the relevant asset record
3. Select **Actions > Adjust Accounting Depreciation**

This will display the *Adjust Accounting Depreciation* screen.

4. Enter the **Date From** and the **Date To**
5. Enter the **Depreciation Amount**
6. Click OK

The asset record on the *Asset Master* screen will be updated and the transaction details will be displayed on the *Asset Details* screen.

Adjust Tax Depreciation

1. From the Menu, select **Assets > Asset Master**
2. Display the relevant asset record
3. Select **Actions > Adjust Tax Depreciation**

This will display the *Adjust Tax Depreciation* screen.

4. Enter the **Date From** and the **Date To**
5. Enter the **Depreciation Amount**
6. Click OK

The asset record on the *Asset Master* screen will be updated and the transaction details will be displayed in the *Asset Details* panel.

Change Main/Sub Asset Numbers

1. From the Menu, select **Assets > Asset Master**
2. Display the relevant asset record
3. Click **Actions > Change Main/Sub Asset Number**

This will display the *Change Main/Sub Asset Number* screen.

4. Enter the new **Main Asset Number**
5. Enter the new **Sub Asset Number**, if applicable
6. Click SAVE

The asset record on the *Asset Master* screen will be updated.

Correct Equipment Number Link

This procedure is only available for assets purchased through the RFQ process.

Cost Adjustment

The cost adjustment procedure provides the option to adjust the **Cost, Current Value, Tax Cost and Current Tax Cost** of an asset record. The **Status** of the asset must be 'NORMAL'.

This procedure should be used where a purchase order has been raised for an asset and the supplier invoice value is different from the purchase order receipt value.

Posting the supplier invoice will update the GL. Posting the cost adjustment will update the asset record, hence the cost adjustment process does not have an effect on the GL.

1. From the Menu, select **Assets > Asset Master**
2. Display the relevant asset record
3. Select **Actions > Cost Adjustment**
4. Enter the **Cost Adjustment Date**
5. Enter the **Cost Variation** or **Tax Variation**

Note: The variation amount is the amount to adjust the asset by. **For example:** An asset value is \$47,000.00 and is to be adjusted to \$46,500.00, the cost adjustment should be entered as **-\$500.00**.

6. Click SAVE

The asset record on the *Asset Master* screen will be updated and the transaction details will be displayed in the *Asset Details* panel.

Manual Depreciation

The manual depreciation procedure provides the option to depreciate assets prior to 'activation'. This means, the **Status** of the asset can still be 'ON HOLD', however the asset may be depreciated manually.

1. From the Menu, select **Assets > Asset Master**
2. Display the relevant asset record
3. Select **Actions > Manual Depreciation**

This will open the *Manual Depreciation* screen.

4. Enter the **Depreciated Amount**
5. Enter the **Date from** and the **Date to**
6. Enter the **Date from** and the **Date to**
7. Check the **Post to GL** checkbox
8. Click SAVE

The asset record on the *Asset Master* screen will be updated and the transaction details will be displayed in the *Asset Details* panel.

Return to Stock

This procedure provides the option to create a stock record (*Stock Master* screen) from the asset record (*Asset Master* screen). A serialised stock record (PDW) is created as part of the return process. This provides the option to prepare an asset for sale.

1. From the Menu, select **Assets > Asset Master**
2. Display the relevant asset record
3. Select **Actions > Return to Stock**

This will open the *Return to Stock* screen.

4. Enter the **Return to Stock Date**
5. Select the **Item Code** from the drop down list
6. Select the **Warehouse** from the drop down list
7. Click SAVE

This will create a stock record (*Stock Master* screen). The asset record on the *Asset Master* screen will be updated and the transaction details will be displayed in the *Asset Details* screen.

The **Status** of the asset will be updated to 'DISPOSED'.

Revalue

The revalue asset procedure provides the option to adjust the **Cost, Current Value, Tax Cost** and **Current Tax Cost** of an asset.

The **Status** of the asset must be 'NORMAL' to adjust/revalue the asset record.

1. From the Menu, select **Assets > Asset Master**
2. Display the relevant asset record
3. Select **Actions > Revalue**
4. Enter the **Revalue Date**
5. Enter the **Cost Variation** or **Tax Variation**

Note: The variation amount is the amount to revalue the asset by.

For example: An asset value is \$47,000.00 and is to be adjusted to \$46,500.00, the revaluation should be entered as **-\$500.00**.

6. Click SAVE

The asset record on the *Asset Master* screen will be updated and the transaction details will be displayed in the *Asset Details* screen.

Note: The revaluation process will also update the GL.

Scrap / Dispose

This procedure provides the options to dispose or scrap an asset.

1. From the Menu, select **Assets > Asset Master**
2. Display the relevant asset record
3. Select **Actions > Scrap > Dispose**

This will open the *Dispose of an Asset* screen.

Disposal

If the asset is to be disposed, customer information must be entered.

1. Select the relevant **Customer Code** from the drop down list
2. Select the relevant **Site Code** from the drop down list
3. Enter the **Date of Disposal**
4. Enter the **Sale Price**
5. Click OK

The *Customer Invoices / Credit Notes* screen will be opened and the customer invoice will be displayed.

The customer invoice is to be processed following the usual process.

When the invoice is posted:

- The asset record will be updated on the *Asset Master* screen and the transaction details will be displayed in the *Asset Details* panel.
- The **Status** of the asset will be updated to 'DISPOSED'.

Scrapping

If the asset is to be scrapped, customer information is not required.

1. Enter the **Disposal Date**
2. Enter '0' in the **Sale Price**
3. Click OK

The asset record will be updated on the *Asset Master* screen and the transaction details will be displayed in the *Asset Details* panel.

The **Status** of the asset will be updated to 'SCRAPPED'.

Suspend

This procedure provides the option to suspend depreciation calculations for a specified period. After the suspension period has elapsed, depreciation calculations will resume.

Note: The asset record will still be displayed on the **Calculated Depreciation Report – By Group**, with the previous depreciation details.

1. From the Menu, select **Assets > Asset Master**
2. Display the relevant asset record
3. Select **Actions > Suspend**

This will display the *Suspend Depreciation* screen.

4. Enter the **Suspend Start Date**
5. Enter the **Suspend Finish Date**
6. Click SAVE

The asset record will be updated on the *Asset Master* screen and the transaction details will be displayed in the *Asset Details* panel.

The **Status** of the asset will remain as 'NORMAL'.

ASSET VIEWS

Asset Details

All transactions related to the asset record are displayed in the *Asset Details* panel.

1. From the Menu, select **Assets > Asset Master**
2. Display the relevant asset record
3. Select **Views > Asset Details**

This will open the *Asset Details* screen.

4. Click CLOSE

This will close the *Asset Details* screen and return to the *Asset Master* screen.

Asset Locations

Asset Locations are relevant to bulk assets only.

Asset Movements

Asset Movements are relevant for bulk assets only.

Audit Trail

If Auditing Services are installed and running, any change to asset records will be listed in the audit trail.

1. From the Menu, select **Assets > Asset Master**
2. Display the relevant asset record
3. Click **Views > Audit Trail**

This will open the *Audit Trail for Asset Master* screen.

The relevant audit information will be displayed.

4. Click CLOSE

This will close the *Audit Trail for Asset Master* screen and return to the *Asset Master* screen.

Bulk Assets

The *Bulk Assets (Time spent in branch by period)* screen lists the selected bulk asset and the time spent within the respective branch(es).

1. From the Menu, select **Assets > Asset Master**
2. Display the relevant asset record
3. Select **Views > Bulk Assets**

This will open the *Bulk Assets (Time spent in branch by period)* screen.

4. Click CLOSE

This will close the *Bulk Assets (Time spent in branch by period)* screen and return to the *Asset Master* screen.

Comments

A comment regarding the asset record may be entered.

1. From the Menu, select **Assets > Asset Master**
2. Display the relevant asset record
3. Select **Views > Comments**

This will open the *Notes* screen.

4. Click EDIT
5. Enter the relevant comment(s)
6. Click SAVE
7. Click CLOSE

This will close the *Notes* screen and return to the *Asset Master* screen.

Finance

Please refer to the 'How to Use Asset Finance' guide for more information.

Tax Info

Please refer to the ['Tax Depreciation'](#) section in this document for more information.

PROCEDURES

Activate Invoiced Equipment

This procedure relates to assets purchased through the RFQ process and provides the option to activate multiple equipment lines purchased on one purchase order and invoiced on one invoice.

Asset Activation

1. From the Menu, select **Assets > Procedures > Asset Activation**

This will open the *Asset Activation* screen.

Please refer to the [‘Activation’](#) section in this document for more information.

Asset records can also be ‘activated’ from the **Actions** Menu on the *Asset Master* screen.

Depreciation

This procedure calculates the book depreciation for all assets to the relevant depreciation date, where the **Status** of the asset is ‘NORMAL’.

The depreciation parameters can be selected from the **Group** field when the asset record is created.

Note: There is the option to change the depreciation parameter on the asset record itself.

The following procedures relate to the depreciation of assets:

- Depreciation – depreciates all asset records with a **Status** of ‘NORMAL’
- Depreciation to GL – posts the depreciated transactions to the General Ledger
- Manual Depreciation –depreciates all asset records with a **Status** of ‘ON HOLD’ (prior to activation)
- Suspend Depreciation – suspends the depreciation of asset records from a specific period of time
- Adjust Account Depreciation - adjusts the last calculated depreciation amount

Depreciation Methods

Listed below are the methods of depreciation.

- Straight Line - Under the **straight line depreciation** method, the value of a fixed asset is reduced with the same depreciation amount over the lifetime of an asset.
- Diminishing - Under the **diminishing depreciation** method, the amount of depreciation is calculated as a fixed percentage of the current fixed asset value. The depreciation amount decreases every year, as it is based on the current fixed asset value.
- Utilisation-Based Depreciation - This method only applies to assets linked to serialised equipment. Utilisation-based depreciation reduces the amount of depreciation for a depreciation period based on the utilisation of the equipment within the specific period.

For example: If an item has only been used for 50% during the relevant period, the depreciation amount will be half of what it normally would be.

- There are parameters for lower and higher threshold, so that if the utilisation is above the higher threshold or below the lower threshold, then it will use the threshold instead.
- Variable Declining - In the second year of depreciation, the system will use either Straight Line or Diminishing depreciation, depending on the highest value calculation.

Depreciation Run

The following steps are recommended to run the depreciation:

1. Ensure that all assets that are to depreciate are 'activated' [**Status** of asset(s) is 'NORMAL']
2. From the Menu, select **Assets > Procedures > Depreciation**

This will open the *Asset Depreciation* screen.

3. Enter the depreciation date in the **Date To** field
4. Click CALCULATE DEPRECIATION

Note: The system will calculate the depreciation only for preview, but will not create any journal entries at this stage.

A message will display when the depreciation calculation has been completed.

Info: "Calculated Depreciation has been completed successfully".

5. Click OK

6. Click PREVIEW

This will open the *Report Viewer* screen and display the report with the (suggested) depreciated amount for applicable assets (Report: **Calculated Depreciation Report - by Group**).

7. Click CONFIRM if the depreciation figures are as expected.

The asset record will be updated on the *Asset Master* screen and the transaction details will be displayed in the *Asset Details* panel. **Note:** The asset transactions will **not** be posted to the GL at this stage.

Posting the Depreciation to GL

1. From the Menu, select **Assets > Procedures > Depreciation to GL**

2. Click POST

This will post the transactions to the GL and the MTD figures will be set to zero.

The asset record will be updated on the *Asset Master* screen and the transaction details will be displayed in the *Asset Details* panel.

Distribute Additional Cost

This is used for bulk assets only.

End of Month

1. From the Menu, select **Assets > Procedures > End of Month**

This will open the *End of Month* screen.

The **Current Period** and **Next Period** will be displayed.

2. Click OK

The system will display a message.

Info: "This will close the current period. Do you want to continue"?

3. Click YES

This will move the assets into the next period. All MTD figures will be updated to zero.

Import Assets

If there a number of assets to be imported into the Asset Master, the asset records may be uploaded via an Excel spreadsheet.

A customer should discuss this requirement with a Baseplan Consultant, and Baseplan will provide the relevant Excel template.

Before progressing with the import, the following steps must be completed:

- Obtain Baseplan Import Asset Template
 - Add the relevant asset information to the template
 - Save the template on a nominated network folder
-
1. From the Menu, select **Assets > Procedures > Import Assets**
 2. Select the relevant location from the network drive
 3. Click OPEN
 4. Follow the prompts

Once the asset records are uploaded on the *Asset Master* screen, follow the usual procedure to maintain the asset records.

Tax Depreciation

The tax depreciation parameters are defaulted from the group that is assigned to the asset record(s) and can be viewed on the *Tax Info* screen from the *Asset Master* screen.

Tax Info

1. From the Menu, select **Assets > Asset Master**
2. Display the relevant asset record
3. Select **Views > Tax Info**

This will display the *Tax Depreciation Info* screen.

Tax Depreciation Run

1. From the Menu, select **Assets > Procedures > Tax Depreciation**

This will display the *Tax Depreciation* screen.

2. Select the asset from the **Asset Counter** drop down list or check the **All Asset** checkbox
3. Enter the depreciation date in the **Date to** field
4. Click VIEW PENDING

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