

# Table of Contents

---

Fixed Assets - Startup Outline	3
About Depreciation Methods	4
Straight Line Depreciation	4
Double Declining Balance Depreciation	5
Sum of Year's Digits Depreciation	6
Setting up Fixed Assets	8
Defining Lists in Fixed Assets	9
Defining Fixed Asset Categories	9
Defining Fixed Asset Conditions	10
Defining Fixed Asset Tax Districts	11
Defining Fixed Asset Depreciation Methods	12
Defining Fixed Asset Types	13
Defining Fixed Asset Locations	14
Adding and Editing Fixed Assets	16
Adding an Asset	16
Adding an Asset Using the Bar Code Scanner	18
Editing an Asset	19
Attaching Documents to Fixed Asset Records	19
Deleting an Asset	20
Importing Fixed Asset Data	21
Importing Data from the Bar Code Scanner	21
Importing Fixed Assets from a File	22
For Example	23
For Example	24
Maintaining Assets Using the Bar Code Scanner	25
Printing the Fixed Assets Grid	26
Entering and Posting Depreciation	27
Calculating Fixed Asset Depreciation	27
Printing the Depreciation Journal	28
Posting Fixed Asset Depreciation	28
Closing the Month in Fixed Assets	29
Fixed Assets Reports	30
Customizing Fixed Assets Reports	30
Fixed Assets Labels	33
Customizing and Printing Fixed Asset Labels	34

# Fixed Assets

---

The ACS Fixed Assets module is a management system in which you can keep track of valuable items and equipment. Your organization's fixed assets represent a large financial investment. The cost of acquiring, maintaining and replacing these assets, along with depreciation expense, have a substantial impact on your financial growth. Managing these assets as simply and easily as possible is critical. The ACS Fixed Assets module provides the tools to accomplish this.

In Fixed Assets, you can create lists of specific items in your inventory. For each asset, you can record important information such as acquisition date, cost, maintenance, and useful life. You can then print reports based on the entered information.

You can also select from among various depreciation methods, or create your own depreciation table. ACS can then calculate the depreciation and post it to the general ledger.

# Fixed Assets - Startup Outline

---

To begin using the ACS Fixed Assets module, use the following outline:

- Select the [depreciation method](#) to use.
- [Configure the G/L Interface](#).
- [Set up conditions](#).
- [Set up departments](#).
- [Set up tax districts](#).
- [Set up asset types](#).
- [Set up locations](#).
- [Set up custom depreciation methods](#).
- [Set up asset categories](#).
- [Enter assets](#).

You are now ready to calculate and post depreciation.

# About Depreciation Methods

---

ACS provides three methods to calculate depreciation. These formulas are based on Generally Accepted Accounting Procedures (GAAP). However, if these methods do not meet your organization's needs, you can create a custom depreciation method.

Here's a description of the three GAAP methods of calculating depreciation along with an example of each.

## Straight Line Depreciation

---

Depreciation under this method is a function of time rather than use. This method uses a lump sum derived from a mathematical formula based on the asset's useful life, historical cost, and salvage value.

The following variables are used:

- Historical Cost (H) — the original price or value of the fixed asset at the time of its acquisition
- Salvage Value (S) — the estimated dollar value an asset still holds after its useful life is expired
- Useful Life (U) — the estimated time, expressed in years, that a fixed asset holds its value for an organization. After this period, the asset is usually retired and sold for its salvage value

Straight Line Depreciation uses the following formula:

$$(H - S)/U = \text{Accumulated Depreciation}$$



### For Example

You purchased a van for \$18,500. You expect the van to have a useful life of 15 years and a salvage value of \$9,500, and you decide to use the Straight Line Depreciation method.

- Item — Vehicle
- Historical Cost — \$18,500
- Salvage Value — \$9,500
- Useful Life — 15 years

$$(18,500 - 9,500)/15 = 600$$

The accumulated depreciation is \$600. This means that each year, a depreciation of \$600 is applied to the asset.

# Double Declining Balance Depreciation

---

The Double Declining Balance Depreciation method uses a percentage rate calculated on an asset's useful life and then the percentage is doubled. This percentage is applied to the asset book value at the beginning of the year, but only until the amount is applied to the salvage value.

At the end of the asset's useful life, the book value depreciates in the amount necessary to bring the book value to its salvage value. Because the accumulated depreciation changes each year, the asset book value reduces each year, causing decreasing depreciation.

The following variables are used:

- Historical Cost (H) — the original price or value of the fixed asset at the time of its acquisition.
- Salvage Value (S) — the estimated dollar value an asset still holds after its useful life has expired.
- Useful Life — the estimated time, expressed in years, that a fixed asset holds useful value for an organization. After this period, the asset is usually retired and sold for its salvage value.
- Accumulated Value (A) — refers to the total, cumulative amount of depreciation expense recorded since the fixed asset was acquired. The purpose is to show how much of the total cost of a fixed asset has depreciated over time.
- Asset Book Value (C) — this is the historical cost less the accumulated depreciation. ( $C = H - A$ )

Double Declining Balance Depreciation uses the following formula:

$$C * (2/U) = \text{Depreciation}$$



### For Example

You purchased a video camera for \$850. You expect it to have a useful life of 10 years and a salvage value of \$200. You decide to use the Double Declining Balance Depreciation method.

- Item — Video Camera
- Historical Cost — \$850
- Salvage Value — \$200
- Useful Life — 10 years

#### Year 1

$$C = 850 - 0$$

$$C = 850$$

$$850 * (2/10) = 170$$

The accumulated depreciation for the first year is \$170.

#### Year 2

$$C = 850 - 170$$

$$C = 680$$

$$680 * (2/10) = 136$$

The accumulated depreciation for the second year is \$136.

## Sum of Year's Digits Depreciation

This method uses a percentage rate calculated on fractions where the numerators are based on the number of years of an asset's useful life, and the denominators are constants based upon the total sum of all the numerators added together. Because the denominator remains constant and numerator declines each year, the result is a decreasing depreciation expense.


Sum of Year's Digits Depreciation uses these variables:

- Historical Cost (H) — the original price or value of the fixed asset at the time of its acquisition.
- Salvage Value (S) — the estimated dollar value an asset has after its useful life is expired.
- Useful Life (U) — the estimated time in years that a fixed asset has useful value for an organization. After this period, the asset is usually retired and sold for its salvage value.
- Age (Y) — the age of the asset in years.

$$\text{Denominator (N)} \text{ --- } [(U + 1)/2] * U$$

Sum of the Year's Digits Depreciation uses the following formula:

$$((H - S * (U - Y + 1)) / N = \text{Depreciation})$$

 **For Example**

You buy a new P.A. system for \$10,000. You expect it to have a useful life of 10 years and a salvage value of \$500. You decide to use the Sum of the Year's Digits Depreciation method.

- Item — P.A. System
- Historical Cost — \$10,000
- Salvage Value — \$500
- Useful Life — 10 years

Denominator —  $[(10 + 1)/2] * 10 = 55$

**Year 1**

$$((10,000 - 500) * (10 - 1 + 1)) / 55 = \$1727.27$$

The depreciation for the first year is \$1727.27.

**Year 2**

$$((10,000 - 500) * (10 - 2 + 1)) / 55 = 1554.55$$

The depreciation for the second year is \$1554.55.


# Setting up Fixed Assets

---

In Fixed Assets Setup, you can select your default posting information.

Selecting the posting information saves you time because this information displays in the Add and Edit windows for you. You only need to verify that the information is correct and change it when necessary, such as when you want to post to a period other than the current one.

To select the default posting information

1. Under Advanced Tools, click the **Settings** tab.
2. In the drop-down list, select **Fixed Assets** and click **Go** .
3. Select the appropriate **Posting Month** and **Posting Year**.
4. Select the **Default G/L Source** to use for positing depreciation.
5. To automatically assign the next available item number to a new fixed asset, select **Auto Assign Item Number**.
6. In the **Next Item Number** field, enter the next item number to automatically assign to the next fixed asset you add.
7. When finished, click **OK**.



# Defining Lists in Fixed Assets

---

After setting up your General Ledger interface, you can define asset categories, conditions, tax conditions, depreciation methods, types, and locations.

## Defining Fixed Asset Categories

---




You can add asset categories and use them to group assets by their main function. Categories differ from types in that category is a broader term that includes all assets that fall under a main function. Types are more specific to a particular function.

For example, you can add a category of Office Equipment, and add types of Computers, Printers, and Copiers. In this case, an asset you can assign an asset to the category of Office Equipment and to the type of Computer, Printer, or Copier.

All assets assigned to the same category use the same general ledger accounts for the posting accumulated depreciation and depreciation expense. The life of the asset is also the same for each asset in the category. When you add an asset, you can change any of these fields after selecting the category.


You can add an asset category at any time, and you can add as many categories as you need to meet the needs of your organization.

To add an asset category


1. Under Advanced Tools, click the **Define Lists** tab.
2. In the drop-down list, select **Fixed Assets** and click **Go** .
3. Under Available Lists, select **Asset Categories**, then click **Add**.
4. In the **Category Code** field, enter a three-character alphanumeric code to define the asset category.
5. In the **Description** field, enter a label or name for the asset category.
6. In the **Life (In Years)** field, enter the estimated number of years of usefulness remaining for the assets in this category. To disregard the acquire date when calculating depreciation, select **Ignore Acquire Date**.
7. In the **Asset Account** field, click **Lookup**  to select the General Ledger account code you want to post accumulated depreciation to.
8. In the **Expense Account** field, click **Lookup**  to select the General Ledger expense account code you want to post depreciation expense to.
9. Select the **Depreciation Method** and **Frequency** (Monthly or Yearly). To learn more about depreciation methods, see [About Depreciation Methods](#).
10. Optional: To add another Asset Categories list item, select the **Add Another** check box.
11. Click **OK**.

To update an asset category


1. Under Advanced Tools, click the **Define Lists** tab.

2. In the drop-down list, select **Fixed Assets** and click **Go** .
3. Select **Asset Categories**, then select the asset category you want to change and click **Edit**.
4. Enter the revised information and click **OK**.

To delete an asset category

1. Under Advanced Tools, click the **Define Lists** tab.
2. In the drop-down list, select **Fixed Assets** and click **Go** .
3. Select **Asset Categories**, then select the asset category you want to delete.
4. Click **Delete**, then **Yes**.

To print an asset category list


1. Under Advanced Tools, click the **Define Lists** tab.
2. In the drop-down list, select **Fixed Assets** and click **Go** .
3. Select **Asset Categories**, then click **Print**.
4. Optional: Select to **Include Detail** and/or **Include Inactive Lists** when printing the asset category list.
5. Click **Print**.

## Defining Fixed Asset Conditions


---

Asset conditions assist you in keeping maintenance logs and replacing assets that are in poor condition. You can add a condition at any time, and you can add as many conditions as you need to meet the needs of your organization.


To add a condition

1. Under Advanced Tools, click the **Define Lists** tab.
2. In the drop-down list, select **Fixed Assets** and click **Go** .
3. Under **Available Lists**, select **Conditions**, then click **Add**.
4. Enter a **Condition Code** and **Condition Description**
5. To display the condition record in lists, select **Active**.
6. To add another condition list item, select **Add Another**.
7. Click **OK**.


To update a condition

1. Under Advanced Tools, click the **Define Lists** tab.
2. In the drop-down list, select **Fixed Assets** and click **Go** .
3. Select **Conditions**, then select the condition you want to change.
4. Click **Edit**.
5. Enter the revised information and click **OK**.

To delete a condition

1. Under Advanced Tools, click the **Define Lists** tab.
2. In the drop-down list, select **Fixed Assets** and click **Go** .
3. Select **Conditions**, then select the condition you want to delete.
4. Click **Delete**, then **Yes**.

To print an Asset Condition list report

1. Under Advanced Tools, click the **Define Lists** tab.
2. In the drop-down list, select **Fixed Assets** and click **Go** .
3. Select **Conditions**, then click **Print**.
4. Select as many of the following options as you want to include on the Asset Condition List:
  - Include Detail?
  - Include Inactive Lists?
  - Print Bar Code?
5. Click **Print**.


## Defining Fixed Asset Tax Districts

---


If you operate in a multiple campus environment and need to pay property or other types of taxes to different districts, knowing in which tax district assets are located can save you time and money.

You can print a report that displays each asset and the tax district for the asset. When it's time to pay taxes, you can refer to the report to make sure the asset is located in the district from which you received a tax notice. Since some districts charge higher taxes, you want to make sure you are paying the correct district. You can add a tax district at any time.


To add a tax district

1. Under Advanced Tools, click the **Define Lists** tab.
2. In the drop-down list, select **Fixed Assets** and click **Go** .
3. Under **Available Lists**, select **Tax Districts**, then click **Add**.
4. Enter a **Tax District Code** and **Tax District Description**.
5. To display the tax district in lists, select **Active**.
6. To continue adding tax districts, select **Add Another**.
7. Click **OK**.


To edit a tax district

1. Under Advanced Tools, click the **Define Lists** tab.
2. In the drop-down list, select **Fixed Assets** and click **Go** .
3. Select **Tax Districts**, then select the tax district record you want to change.
4. Click **Edit**.
5. Enter the revised information, and click **OK**.

To delete a tax district

1. Under Advanced Tools, click the **Define Lists** tab.
2. In the drop-down list, select **Fixed Assets** and click **Go** .
3. Select **Tax Districts**, then select the tax district you want to delete.
4. Click **Delete**, then **Yes**.

To print a tax district list

1. Under Advanced Tools, click the **Define Lists** tab.
2. In the drop-down list, select **Fixed Assets** and click **Go** .
3. Select **Tax Districts**, then click **Print**.
4. **Optional:** Select **Include Detail?** and **Include Inactive Lists?**.
5. Click **Print**.

## Defining Fixed Asset Depreciation Methods

---


You can choose which method of depreciation you want to use to depreciate your assets. ACS provides three standard methods of depreciation that you can select. These are Straight Line Depreciation, Double Declining Balance Depreciation, and Sum of Year's Digits Depreciation. To learn more about these methods, see [About Depreciation Methods](#).

In addition to the standard methods, ACS gives you the option of adding a custom method. When you select to add a custom method, you can select accelerated or decelerated. You can also add a depreciation method of your own.


You can add a depreciation method at any time. When adding your own depreciation method, you can enter a percentage of depreciation for up to forty years. You are not required to enter a percentage for all forty years, but your percentages must total one-hundred percent.

You can delete a depreciation method that is no longer in use. If assets are associated with the depreciation method, you receive a prompt to clear the method from all assets before deleting it.


To add a depreciation method

1. Under Advanced Tools, click the **Define Lists** tab.
2. In the drop-down list, select **Fixed Assets** and click **Go** .
3. Under **Available Lists**, select **Depreciation Methods**, then click **Add**.
4. Enter a **Depreciation Code** and **Description**
5. In the **Year 1 - Year 40** fields, enter the percentage amount by which you want the assets to depreciate each year. The **Remaining** field displays the additional percentage amount that you must add to the table.
6. To add another Depreciation Method list item, select **Add Another**.
7. Click **OK**.


To update a depreciation method

1. Under Advanced Tools, click the **Define Lists** tab.
2. In the drop-down list, select **Fixed Assets** and click **Go** .
3. Select **Depreciation Methods**, then select the depreciation method you want to change.
4. Click **Edit**.
5. Enter the revised information and click **OK**.

To delete a depreciation method

1. Under Advanced Tools, click the **Define Lists** tab.
2. In the drop-down list, select **Fixed Assets** and click **Go** .
3. Select **Depreciation Methods**, then select the depreciation method you want to delete.
4. Click **Delete**, then **Yes**.

To print a Depreciation Methods List


1. Under Advanced Tools, click the **Define Lists** tab.
2. In the drop-down list, select **Fixed Assets** and click **Go** .
3. Select **Depreciation Methods**, then click **Print**.
4. Optional: Select **Include Detail** and/or **Include Inactive Lists**.
5. Click **Print**.

## Defining Fixed Asset Types


---

Adding a type to your assets gives you the ability to organize a list of assets by their function. For example, you can set up a type of maintenance equipment for all the equipment you use for repairs. You set up another type for housekeeping equipment. You can add an asset type at any time, and you can add as many types as you want to meet the needs of your organization.

To add an asset type


1. Under Advanced Tools, click the **Define Lists** tab.
2. In the drop-down list, select **Fixed Assets** and click **Go** .
3. Under **Available Lists**, select **Types**.
4. Click **Add**.
5. Enter a **Type Code** and **Type Description**
6. To add another type list item, select the **Add Another** check box.
7. Click **OK**.

To update an asset type


1. Under Advanced Tools, click the **Define Lists** tab.
2. In the drop-down list, select **Fixed Assets** and click **Go** .

3. Select **Types**, then select the type record you want to change.
4. Click **Edit**.
5. Enter the revised information and click **OK**.

To delete an asset type

1. Under Advanced Tools, click the **Define Lists** tab.
2. In the drop-down list, select Fixed Assets and click **Go** .
3. Select **Types**, then select the type you want to delete.
4. Click **Delete**, then **Yes**.

To print an asset type list

1. Under Advanced Tools, click the **Define Lists** tab.
2. In the drop-down list, select **Fixed Assets** and click **Go** .
3. Select **Types**, then click **Print**.
4. **Optional:** Select to **Include Detail** and/or **Include Inactive Lists**.
5. Click **Print**.


## Defining Fixed Asset Locations

---


You can add as many locations as you want to meet the needs of your organization. If your organization is spread over several campuses, assigning a location to assets can make taking inventory much easier. Even if you use only a few buildings for your church or school, knowing which building or room in which an asset is located can save you time when you need to locate an item.

You can update a location at any time. Changes made to a location description are updated immediately on the asset records to which the location is assigned. If you are using bar code labels, you can print a new bar code list for the assets in the updated location. You can also delete a location that is no longer in use. If assets are associated with the location, you receive a prompt to clear the location from all assets before deleting it.

To add a location


1. Under Advanced Tools, click the **Define Lists** tab.
2. In the drop-down list, select **Fixed Assets** and click **Go** .
3. Under **Available Lists**, select **Locations**, then click **Add**.
4. Enter a **Location Code** and **Location Description**.
5. To add another location, select **Add Another**.
6. Click **OK**.

To update a location


1. Under Advanced Tools, click the **Define Lists** tab.
2. In the drop-down list, select **Fixed Assets** and click **Go** .

3. Select **Locations**, then select the location record you want to change,
4. Click **Edit**.
5. Enter the revised information and click **OK**.

To delete a location

1. Under Advanced Tools, click the **Define Lists** tab.
2. In the drop-down list, select **Fixed Assets** and click **Go** .
3. Select **Locations**, then select the location you want to delete.
4. Click **Delete**, then **Yes**.

To print a locations list

1. Under Advanced Tools, click the **Define Lists** tab.
2. In the drop-down list, select **Fixed Assets** and click **Go** .
3. Select **Locations**, then click **Print**.
4. **Optional:** Select **Include Detail**, **Include Inactive Lists**, or **Print Bar Code**.
5. Click **Print**.

# Adding and Editing Fixed Assets

---

In Add/Edit Fixed Assets, you can track your organization's fixed assets. You can track general information such as the purchase or acquired date, serial number, and condition. You can also set up each asset's depreciation method and other base-line information, as well as keep track of maintenance information.

You can add assets manually, or import asset information from a bar code scanner. In addition, you can print a list of fixed assets.



## Adding an Asset

---

The **Asset Info** tab lists general information about the asset, and the **Depreciation** tab contains information about the asset's depreciation schedule and general ledger accounts. When adding an asset, you must complete both the Asset Info tab and the Depreciation tab. You can also add notes about an asset and keep track of maintenance performed on an asset.

Historical cost and depreciable basis are normally the same amount for new items. The depreciable basis is normally less than the historical cost for donated items. Depreciable basis and salvage value are not the same amount.

To add an asset

1. Under Manage Records, click the **Records** tab.
2. In the drop-down list, select **Add/Edit Fixed Assets** and click **Go** .
3. In the Add/Edit Fixed Assets window, click **Add**.
4. Enter an **Item Number** and **Item Description** If **Auto Assign Item Number** is selected in Fixed Assets Setup, the next available number displays in the **Item Number** field.
5. On the **Asset Information** tab, enter general information for the asset.
6. Click on the **Depreciation** tab, then enter the asset's depreciation information.
7. On the **Notes** and **Maintenance** tabs, enter any notes or maintenance details about the asset.
8. To attach a document (such as a scanned sales receipt, picture, or warranty information) to the asset's record, click **Attach Files** . Then, select the document you want to attach and click **Attach**.
9. When finished, click **OK**.

### Additional Field Information



## **Asset Info**

### **Acquired Date**

Enter the date the fixed asset was acquired by your organization. Click the down arrow to select a date in the calendar.

### **Retire Date**

Enter the last date of the asset's useful life. Click the down arrow to select a date in the calendar.

### **Historical Cost**

Enter the original price or value of the fixed asset at the time of its acquisition.

### **Depreciable Basis**

Enter the dollar amount from which an asset's depreciation is calculated. This is either the original cost of a purchased item, or the estimated current value of a donated item. ACS uses the historical cost as the depreciable basis by default.

### **Salvage Value**

Enter the estimated dollar value of the asset when its useful life has expired.

### **AccumDep**

Enter the total, cumulative amount of depreciation expense that has been recorded since you acquired the asset.

## Depreciation

### Asset Category

Enter an asset category. Click the down arrow to select a category in the drop-down list.

### Life (in Years)

Enter the estimated number of years that the fixed asset will hold a useful value for your organization. Click the up and down arrows to increase or decrease the number of years.

### Ignore Acquire Date

Allows you to disregard the acquire date when calculating depreciation for a single asset.

### Asset Account

Enter the general ledger asset account to apply depreciation. Click the down arrow to select an account in the Account Lookup window.

### Expense Account

Enter the general ledger expense account to apply depreciation expense. Click the down arrow to select an account in the Account Lookup window.

### Frequency

Select how often to calculate depreciation on assets in this category.

### Depreciation Method

Select the method to calculate depreciation on assets in this category.

- **Straight Line** — Depreciation is divided evenly over the useful life of the asset.
- **Double-Declining Balance** — An accelerated depreciation method.
- **Sum of Year's Digits** — An accelerated depreciation method.
- **Custom Method** — Enter a custom method created in Define Lists. Click the down arrow to select a method in the drop-down list.

## Adding an Asset Using the Bar Code Scanner

---

### Note

The CPT-711 portable barcode scanner is no longer available.

You can add new assets using the bar code scanner. If you want to scan assets using bar codes, you can enter locations, departments, and conditions in Define Lists. Locations and conditions are located in Fixed Assets Define Lists. Departments are located in General Ledger Define Lists. Print the Location/Department/Condition Bar Code List report from Fixed Assets Reports before you add new assets with the bar code scanner.

To add new assets using the bar code scanner

1. Press **1. Collect Data**.
2. Press **1. Add New**.
3. Scan the location and department on the Location/Department/Condition Bar Code List report.
4. Scan each asset's bar code label for that location and department, and enter any necessary information.
5. When necessary, press ESC to scan a new location and department.

## Editing an Asset


---

You can edit an asset record as needed. For example, you can edit a asset to record maintenance performed on the asset.

When changing an asset depreciation method, you may need to make a journal entry to reconcile past depreciation postings. Also, the IRS requires that you use certain depreciation methods for certain types of assets. If you have any questions on the [method of depreciation](#) you should use, contact your accounting professional or the IRS.

When you change the category assigned to an asset, all fields related to the category update also. The information in the category does not change any posted depreciation amounts. The changes take affect the next time you calculate depreciation for the asset.

To edit an asset

1. Under Manage Records, click the **Records** tab.
2. In the drop-down list, select **Add/Edit Fixed Assets** and click **Go** .
3. Select the asset you want to edit and click **Edit**.
4. On the **Asset Info**, **Depreciation**, **Notes**, and **Maintenance** tabs, make any necessary changes.
5. Click **OK**.



## Attaching Documents to Fixed Asset Records

---



You can attach documents, such as pictures of the asset, receipts, or warranty information, to Fixed Asset records. This means you don't have to keep physical copies of these documents, and it can help your office go green.

To attach a document to an asset record



1. Under Manage Records, click the **Records** tab.

2. In the drop-down list, select **Add/Edit Fixed Assets** and click **Go**  .
3. If the asset already has a record in Fixed Assets, select the asset, then click **Edit**. Otherwise, see [Adding an Asset](#) to learn about adding a fixed asset and attaching documents.
4. In the Add/Edit Fixed Assets window, click **Attach Files**  .
5. In the Manage Attachments window, click **Attach**.
6. Select the file you want to attach, then click **Open**.
7. Once attached, the document's name displays in the window. Click **Open** to view the attached document, or click **Close** to return to the asset record.

To view a document attached to an asset record

1. Under Manage Records, click the **Records** tab.
2. In the drop-down list, select **Add/Edit Fixed Assets** and click **Go**  .
3. In the Add/Edit Fixed Assets window, select the asset's record, then click **Edit**. You can also double-click on the asset record to open it.
4. Click **Attach Files**  . The number of attachments displays beside the icon, and you can also click on the hyperlink to view the attachments.
5. In the Manage Attachments window, select the attachment you want to view, then click **Open**.

To remove an attached document


1. Under Manage Records, click the **Records** tab.
2. In the drop-down list, select **Add/Edit Fixed Assets** and click **Go**  .
3. In the Add/Edit Fixed Assets window, select the asset's record, then click **Edit**. You can also double-click on the asset record.
4. Click **Attach Files**  . The number of attachments displays beside the icon, and you can also click on the hyperlink to view the attachments.
5. Under **Manage Attachments**, select the document you want to remove, then click **Remove**.
6. When the confirmation message displays, click **Yes** to remove the attachment.
7. When the second confirmation message displays, click **Yes** to permanently delete the document. To leave the document in the attached folder but remove it from the record, click **No**.

## Deleting an Asset

---

You can delete an asset that you no longer need to track. Deleting an asset does not delete previous postings to the general ledger.


To delete an asset

1. Under Manage Records, click the **Records** tab.
2. In the drop-down list, select **Add/Edit Fixed Assets** and click **Go**  .
3. Select the asset you want to delete, then click **Delete**.

4. When the confirmation message displays, click **Yes**.

## Importing Fixed Asset Data


---

 **Note**

The CPT-711 portable barcode scanner is no longer available.

In Fixed Assets, you can import data from files and the portable barcode scanner. You can also export Fixed Asset information to a file.

## Importing Data from the Bar Code Scanner

 **Note**

The CPT-711 portable barcode scanner is no longer available.

You can import information into the ACS Fixed Assets module that you collected using the bar code scanner. You must upload the data from the scanner before you import it.


The preferred method of importing data is using the RS232 Cable, which hooks directly to the back of the computer. Here's an example of the plug.



To upload data from the scanner to a file

1. On the bar code scanner, press **2. Upload Data**.
2. On your desktop, double-click the **CPT Scanner** button.
3. Click **Menu**.
4. Click **Receive Data Via RS232-or IrDA**.
5. Select a location to save the file and enter a name.
6. Click **Save**, then **OK**.
7. A prompt displays on the scanner to delete the imported data. Press the **All Data** option on the scanner.
8. Click **Finish**, then **Yes**.

To import the uploaded file

1. Under Manage Records, click the **Records** tab.
2. In the drop-down list, select **Add/Edit Fixed Assets**, then click **Go** .
3. Click **Import**.


4. Click **Import From File**, then click **Next**.
5. Find the import file that you created and click **Open**.
6. The Ready to Import window displays with the items to import. You can change all displayed information, except the item number. Errors in the import file display in red on the **Errors** tab indicating the problem. Once you correct the errors, they automatically move to the **Ready to Import** tab.
7. **Optional:** Click **Print** to print a list of the items.
8. Click **Finish** to import the items. Items on the Errors tab are not imported.

An alternate method of importing data is using the keyboard wedge. The keyboard wedge enables you to upload data directly from the scanner and must be connected before the upload begins.

To set the upload port on the scanner

1. On the bar code scanner, press **3. Utilities**.
2. Press **1. System Settings**.
3. Press **1. Setup Upload Port**.
4. Press **4. Keyboard Wedge**.


To import the uploaded file

1. Under Manage Records, click the **Records** tab.
2. In the drop-down list, select **Add/Edit Fixed Assets**, then click **Go** .
3. Click **Import**.
4. Click **Import From Scanner**, then click **Next**.
5. On the barcode scanner, press **2. Upload**.
6. The bar code scanner displays the records being transferred. The word "Done" displays when the records are transferred. You also hear a beep indicating the transfer is complete.
7. A prompt to delete the imported data displays on the scanner. Press the **All Data** option on the scanner.
8. In ACS, the Ready to Import window displays with the items to import. Errors in the import file display in red on the **Errors** tab indicating the problem. Once you correct the errors, they automatically move to the **Ready to Import** tab.
9. **Optional:** Click **Print** to print a list of the items.
10. Click **Finish** to import the items. Items on the **Errors** tab are not imported.

## Importing Fixed Assets from a File

You can import Fixed Assets from a comma-separated text (.txt) file.

To import assets from a file

1. Under Manage Records, click the **Records** tab.
2. In the drop-down list, select **Add/Edit Fixed Assets**, then click **Go** .
3. In the Add/Edit Fixed Assets window, click **Import**.
4. Click **Import From File**, then click **Next**.
5. Complete the Import process. When finished, click **Close**.

When importing Fixed Assets, ACS recognizes the following descriptors:

**<GROUP>** — Specifies a change in the current location and department for records with a descriptor of <NEW>. <NEW> records that follow a <GROUP> record use that location and department for importing. If the import file does not have a <GROUP> record, <NEW> records will not have an associated location or department. Fields are

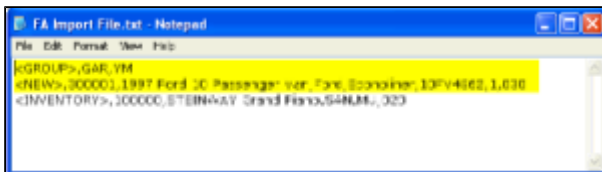
[<GROUP>, Location Code, Department Code]

**<NEW>** — Specifies an asset that needs to be added to the Fixed Assets. Fields are

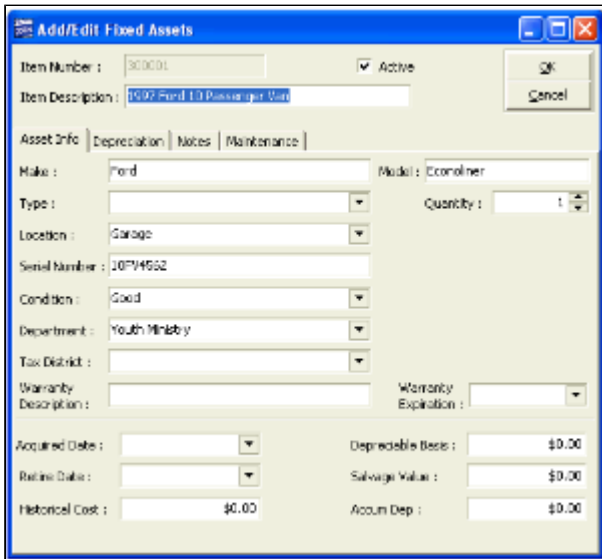
[<NEW>, Item Number, Item Description, Make, Model, Serial Number, Quantity, Condition Code]

## For Example

The highlighted text in the following graphic allows you to import a new item into Fixed Assets.



The item appears in ACS as follows:

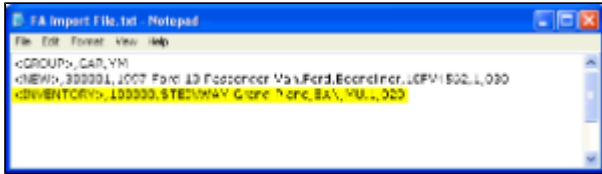


**<INVENTORY>** - Specifies an update to an existing asset in Fixed Assets. Fields are

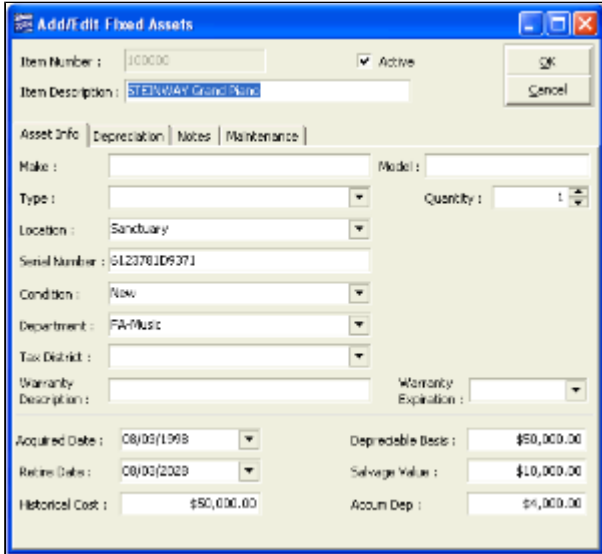
[<INVENTORY>, Item Number, Item Description, Location Code, Department Code, Quantity, Condition Code]

## For Example

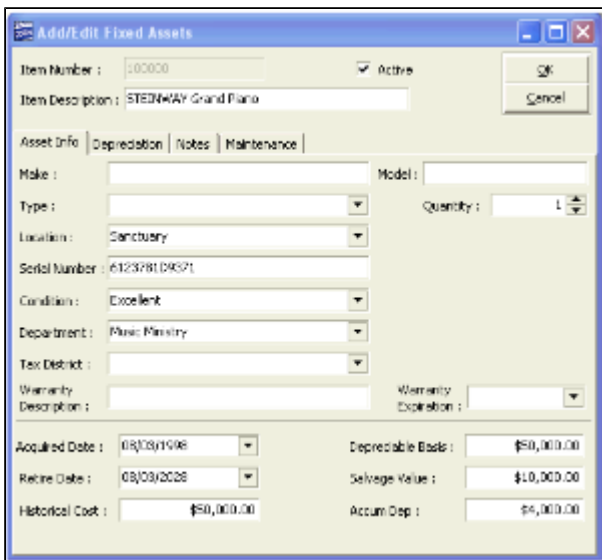
The highlighted text in the following graphic allows you to change an existing item in Fixed Assets.



Before the import, the item appeared as shown in the following graphic.



After the import, the item appears as shown in the following graphic. Notice that the condition and department have changed.



If a record does not import properly, you can click the Errors tab and review the list errors that cannot be imported. You must correct these records to complete a successful import. The following table lists the specifications for an import file. The characters listed in the Length column are the maximum amount for each field.



Field	Length
Item Number	6 characters (can be a combination of alpha and numeric characters)
Item Description	35 characters (can be a combination of alpha and numeric characters)
Make	35 characters (can be a combination of alpha and numeric characters)
Model	30 characters (can be a combination of alpha and numeric characters)
Serial Number	30 characters (can be a combination of alpha and numeric characters)
Quantity	6 characters (can be a combination of alpha and numeric characters)
Condition Code	3 characters (can be a combination of alpha and numeric characters)
Department Code	3 characters (can be a combination of alpha and numeric characters)
Location Code	3 characters (can be a combination of alpha and numeric characters)


## Maintaining Assets Using the Bar Code Scanner

### Note

The CPT-711 portable barcode scanner is no longer available.

You can maintain or take inventory of assets previously entered into Fixed Assets. Before you scan your assets, export asset information and download it to the bar code scanner.

To create the export file

1. Under Manage Records, click the **Records** tab.
2. In the drop-down list, select **Add/Edit Fixed Assets** and click **Go** .
3. Click **Import**.
4. Select **Export Fixed Assets to Lookup File**, then click **Next**.
5. Select a location to save the file, and enter a file name.
6. Click **Save**.

To download the file to the scanner

1. On the bar code scanner, press **3. Utilities**.
2. Press **8. Download Lookup**.
3. On your desktop, locate and double-click **CPT Scanner**. The bar code emulator displays.
4. Click **Menu**.
5. Click **Download Lookup File Via RS-232 or IrDA**.

6. Find the export file that you created, and click **Open**. A message displays indicating that the download is complete.

To maintain or take inventory

1. On the bar code scanner, press **1. Collect Data**.
2. Press **2. Maintain**.
3. Scan the item's bar code label. The asset item information displays.
4. **Optional:** To edit the item's description, scan a new location, department, or condition using the Location/Department/Condition/Bar Code List report. You can also edit the quantity.



#### Note

If you have multiple items labeled with the same bar code number, they share one record in Fixed Assets.


Scan one of the items and set the quantity, or increase the quantity by one as you scan each item. If you scan each of the items separately, only the last item scanned is imported.

## Printing the Fixed Assets Grid

---

In Add/Edit Fixed Assets, you can print a list of assets and their item numbers. You can also customize the grid to display and print other information.

To print a list of assets

1. Under Manage Records, click the **Records** tab.
2. In the drop-down list, select **Add/Edit Fixed Assets** and click **Go** .
3. In the Add/Edit Fixed Assets window, right-click inside the grid, then click **Customize**.
4. In the Customize window, under **Fields**, select the asset information you want to display in the grid, then click **OK**.
5. In the Add/Edit Fixed Assets window, click **Print**.
6. When the report displays, click **Print**.

# Entering and Posting Depreciation

---

You can use Enter/Post Depreciation to calculate depreciation for your [fixed assets](#) and post the depreciation to the [General Ledger](#).

In Enter/Post Depreciation, you can print a depreciation journal to verify the depreciation calculated, as well as using it as an audit record. You also can use Enter/Post Depreciation to close the current month and change the posting month to the next month.

When calculating depreciation, ACS compares the depreciation date to the acquisition date. If less than one year has passed since the asset was acquired, ACS divides the yearly amount by 12 and then multiplies by the number of months in service. The result is the correct depreciation amount for the first year.

## Calculating Fixed Asset Depreciation

---

Keeping accurate records on the value of your assets is the key when it comes to replacing or disposing of them. Calculating and posting depreciation reduces the value of the asset on your books so you know when the time is right to purchase new equipment.


To reflect the decline in value, the asset depreciates over a period of months or years, depending on the life of the asset. You can calculate depreciation on a monthly or yearly basis, and you can include inactive items when you calculate. Use Enter/Post Depreciation to calculate depreciation for your fixed assets and post the depreciation expense to the general ledger. You can print a depreciation journal to verify the depreciation calculated. The depreciation journal can also be used as an audit record.

When calculating depreciation, ACS compares the depreciation date to the acquisition date unless you select **Disregard Acquire Date**. If less than one year has passed since the asset was acquired, ACS divides the yearly amount by 12 and then multiplies by the number of months in service. The result is the correct depreciation amount for the first year.

If you do not enter a Depreciable Basis for an Asset, the Historical Cost is used to calculate depreciation. If a Depreciable Basis is entered for the asset, it is used to calculate depreciation, instead of the Historical Cost. Items are depreciated up to salvage value unless you enter a retire date.

After calculating depreciation, you are ready to [print the Depreciation Journal](#).


To calculate the depreciation of your organization's fixed assets

1. Under Manage Records, click the **Transactions** tab.
2. In the drop-down list, select **Fixed Assets Depreciation** and click **Go** .
3. Click **Calculate Depreciation**.
4. Verify the depreciation date. Click the down arrow to select a date in the calendar.
5. **Optional:** To calculate depreciation for inactive items, select **Depreciate Inactive Items**.

6. Select whether to calculate depreciation for assets whose depreciation is calculated on a Monthly basis, Yearly basis, or both.
7. Click **Begin to calculate depreciation**, then click **OK**.

If you find an error in your depreciation calculations, you can clear the calculations and recalculate.

To clear unposted calculations

1. Under Manage Records, click the **Transactions** tab.
2. In the drop-down list, select **Fixed Assets Depreciation** and click **Go** .
3. Click **Calculate Depreciation**.
4. Click **Clear Current Calculations**.
5. Click **Yes** to clear current calculations.


## Printing the Depreciation Journal

---

After you [calculate asset depreciation](#), you should print the depreciation journal. It provides a printed record of your asset depreciation for your files.

To [post depreciation](#), you must preview or print the Depreciation Journal report.

To print a depreciation journal

1. Under Manage Records, click the **Transactions** tab.
2. In the drop-down list, select **Fixed Assets Depreciation** and click **Go** .
3. Click **Depreciation Journal**.
4. **Optional:** To include assets that have no depreciation in the current set of transactions, select **Include Items with Zero Current Depreciation**.
5. Click **Preview** to view the report, or click **Print** to print the depreciation journal.
6. Click **OK** to return to the Fixed Assets posting menu.


## Posting Fixed Asset Depreciation

---

Posting depreciation automatically posts the calculated amounts to the assigned accounts in the general ledger.

You must [calculate depreciation](#) and [print the depreciation journal](#) before you can post depreciation.

To post depreciation to the General Ledger module

1. Under Manage Records, click the **Transactions** tab.
2. In the drop-down list, select **Fixed Assets Depreciation** and click **Go** .
3. Click **Post Depreciation**.
4. Verify the posting date, or select a different date in the calendar.
5. Verify the **Post Month/Year**. To select a different posting period, click the up and down arrows in the **Month** and **Year** date boxes.


6. In the drop-down list, select a **Transaction Source**.
7. Enter a **Reference Number**, or click **Next** to automatically assign the next available reference number for the selected transaction source.
8. Enter an **Explanation**. Otherwise, the explanation defaults to Asset Depreciation (date).
9. Click **OK**.

## Closing the Month in Fixed Assets

---

After posting depreciation, you close the current month to change the posting month to the next month, and if necessary, the next year.

To close the current month

1. Under Manage Records, click the **Transactions** tab.
2. In the drop-down list, select **Fixed Assets Depreciation** and click **Go**  .
3. Click **Close Current Month**.
4. Click **Yes**.

# Fixed Assets Reports

---

The [ACS Fixed Assets](#) module provides the following list and journal reports to help you keep track of your fixed assets. You can customize and print these reports any time.


Report	Description
<b>Fixed Assets Additions Report</b>	This is a list of fixed assets added to your organization's inventory during a specified range of dates.
<b>Fixed Assets List</b>	This is a complete list of your organization's fixed assets.
<b>Fixed Assets Maintenance List</b>	This is a list of maintenance history on your fixed assets.
<b>Fixed Assets Master List</b>	This is a complete and detailed list of your organization's fixed assets.
<b>Fixed Assets Retirement Report</b>	This is a list of fixed assets retired during a specified range of dates.
<b>Fixed Assets Totals List</b>	This is a detailed listing that separates your organization's fixed assets and depreciation information. You can customize this report to separate assets by tax district.
<b>Location/Department/Condition Bar Code List</b>	This is a listing of bar codes for all locations, departments, and conditions. This listing is used when scanning assets.
<b>Fixed Asset Depreciation Journal</b>	This is a journal of assets and depreciation posted during a specified range of dates.

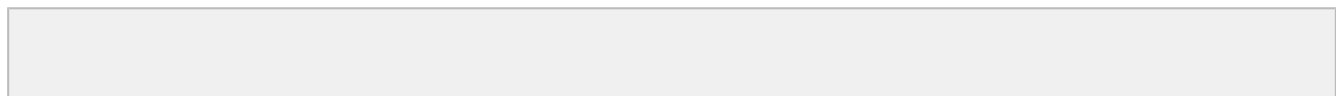
## Customizing Fixed Assets Reports

---

You can customize Fixed Assets reports to display the information your organization needs.

To customize Fixed Asset Reports

1. Under Generate Reports, click the **Reports** tab.
2. In the drop-down list, select **Fixed Assets** and click **Go** .
3. Expand **Lists** or **Labels**, then select the report you want to work with.
4. In the lower sidebar, select a date range for the report (if the report is based on a date range).
5. Click **Customize**
6. Make the necessary selections on the **Report Options** tab, then click **Preview** to display your customized report.



## **Additional Field Information**

The following fields and options are available on the Options tab. Not all options are available for every report.

### **Title**

Displays the title of the report. You can change the ACS title to one of your own.

### **Print Date**

Displays the current date. You can change the Print Date of a report so that a different date displays for Date Printed. This is useful if you are generating reports a couple of days in advance for a committee meeting. However, keep in mind that changing the print date does not affect the information in the report. Once the report is generated, the information does not change, regardless of the Print Date.

### **Report Options**

- **Sort By** — Click in the Sort By box and select the order in which you want the report information sorted. The available options are Description, Code, Category, Condition, Department, Tax District, Depreciation Type, Type, and Location.
- **Page Break** — To direct ACS to insert a page break when encountering a different list type, select the check box. The list types are Category, Condition, Department, Tax District, Depreciation Type, Type, and Location.
- **Print Bar Code** — If you want to include the assets' bar codes when printing the Fixed Assets Lists report, select the check box.
- **Print Uppercase** ---If you want to print the information in all capital letters when printing labels, select the check box.
- **Start Printing at Label** ---Select the number of the label where you want to begin printing.
- **Starting Item #** — When printing labels for items with unassigned item numbers, select the item number where you want to begin printing.
- **Number of Labels** — When printing labels for items with unassigned item numbers, select the number of labels that you want to print.

### **Fixed Asset Options**

- **Include Inactive Items** — To include items in the report that are no longer active, select the check box.
- **Print Multiple Labels (per asset Quantity)** — To print more than one label for multiple items of the same asset, select the check box. For example, if you own three laser printers with the same model number, you can print three labels at once with this option.
- **Search on Acquire Date** — To perform a search for one or all assets purchased or acquired on a particular date or a range of dates, select the check box. Enter the dates you want to use for the search. To search on one date, enter the same date in the Beginning Date and Ending Date fields.
- **Beginning and Ending Date** — Enter the first and last date you want to use in your search. You can also select a date in the calendar.
- **Depreciation Type** — To include only assets using certain depreciation types, select the depreciation type. Or, select All to include all assets regardless of the method of depreciation.
- **Depreciation Frequency** — Select the depreciation frequency (monthly, yearly, or all) you want to include.
- **Maintenance Status** — To include only assets with certain maintenance records, select the appropriate option (Complete, Incomplete, or All).



# Fixed Assets Labels

 **Note**

The CPT-711 portable barcode scanner is no longer available.


You can select the report options you want to include when printing your labels. You can print up to five lines of information on each label. For each line of information, you can select one of twenty ACS data fields to print. You can print the ACS field description or a description of your own.

The following table lists the label formats that you can print in the ACS Fixed Assets module.

Label	Description
<b>Fixed Assets Label Laser (2-Up)</b>	<p>Creates barcode labels for existing fixed assets. Use with the ACS portable barcode scanner and the location/department/condition barcode list to take inventory and import back into ACS. Two columns of labels print per page.</p> <p>To print these labels, use Avery 5161 / ACS 12220 Address Labels: 4" x 1", Paper Size: 8-1/2" x 11" Letter (2 x 10 labels per sheet).</p>
<b>Fixed Assets Label Laser (3-Up)</b>	<p>Creates barcode labels for existing fixed assets. Use with the ACS portable barcode scanner and the location/department/condition barcode list to take inventory and import back into ACS. Three columns of labels print per page.</p> <p>To print these labels, use Avery 5160 / ACS 12215 Address Labels: 2-5/8" x 1", Paper Size: 8-1/2" x 11" Letter (3 x 10 labels per sheet).</p>
<b>Unassigned Item # Label Laser (2-Up)</b>	<p>Create labels to affix to new assets while taking inventory. Scan these with the ACS portable barcode scanner to import information into ACS. Two columns of labels print per page.</p> <p>To print these labels, use Avery 5161 / ACS 12220 Address Labels: 4" x 1", Paper Size: 8-1/2" x 11" Letter (2 x 10 labels per sheet). Print for items that are not in Fixed Assets and import using the ACS bar code scanner.</p>
<b>Unassigned Item # Label Laser (3-Up)</b>	<p>Create labels to affix to new assets while taking inventory. Scan these with the ACS portable barcode scanner to import information into ACS. Three columns of labels print per page.</p> <p>To print these labels, use Avery 5160 / ACS 12215 Address Labels: 2-5/8" x 1", Paper Size: 8-1/2" x 11" Letter (3 x 10 labels per sheet). Print for items that are not in Fixed Assets and import using the ACS bar code scanner.</p>

# Customizing and Printing Fixed Asset Labels

---



 **Note**

The CPT-711 portable barcode scanner is no longer available.

If you use the label scanner, using labels for your fixed assets can make taking inventory a much quicker job. You can print labels at any time. ACS provides four options for printing [fixed assets labels](#) on a laser printer.

After previewing the labels, you can click **Customize** to change the label layout if changes are needed.

To customize and print labels

1. Under Generate Reports, click the **Labels** tab.
2. In the drop-down list, select **Asset Labels** and click **Go** .
3. Under **Reports**, select a label format and click **Customize**.
4. **Optional:** [Make any selections that you want on the Options tab.](#)
5. Click **Label Layout**.
6. Select the fields that you want to print on each line of the labels. To learn more, see the Additional Field Information below.
7. Click **Preview**.
8. When the labels display, click **Print** .

## **Additional Field Information**

### **Line 1 through Line 5**

Select the field that you want to print on the designated line. If you select <None> in a label field, nothing prints on the line. The label layout has a predefined list of label fields.

### **Show Desc.**

Select to print the field description and the data in the field.

### **Text**

Select to enter text on a particular line. If you select Text and do not enter anything, nothing prints on the line.