

BS&A Courseware: Fixed Assets

BS&A Software, Inc. | bsasoftware.com | 855 BSASOFT



BS&A Software Courseware

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BS&A Software, Inc.

14965 Abbey Lane

Bath MI 48808

About this Courseware

This courseware assumes students understand the basics of using a Windows-based computer, and are comfortable using the keyboard and mouse. Students should also be comfortable navigating the file structure of their computer in order to create and manage files and folders. Understanding of and experience with printing and using a Web browser is also encouraged.

This courseware is not exhaustive in covering every possible scenario or area of the application. Its intent is to showcase key areas and procedures that are covered in more detail in the software manual, and it has been designed as a reasonable outline of the information and order followed during your training on the software.

BS&A's applications are designed to anticipate every need of your department. As not all municipalities have identical procedures, some aspects of this courseware may not be necessary, while some of your training might involve scenarios not covered by this courseware. Training is tailored to the individual municipality.

Customers and potential customers have unlimited access to our Tech Support department; feel free to contact them at any time with questions.

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Section 1: User Setup and Database Groups

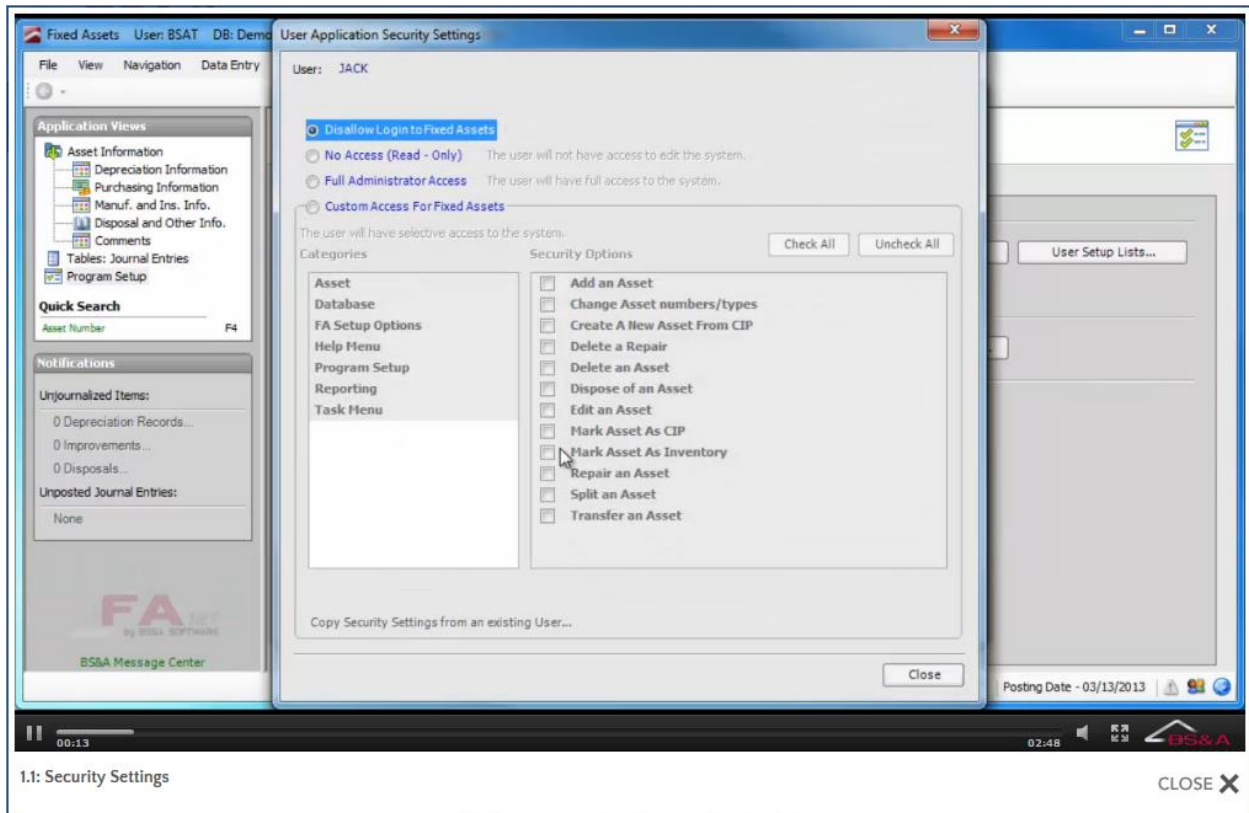


In this section you will learn how to:

- Establish user and password security
- Add users
- Set up Shared Database Groups

Lesson 1.1: Security Settings

Four basic security settings are available: Disallow Login to Fixed Assets; No Access (Read-Only); Full Administrator Access; Custom (Limited) Access.



Disallow Login

Users are initially set to this access when first added (or imported, if using Active Directory users) so that, as an example, access to Payroll is not accidentally given while creating a user for Tax.

No Access (Read-Only)

The user can open the program and look around, but cannot edit any data. This is rarely used, as No Access (Read-Only) users cannot even print a report of the data they are viewing on the screen.

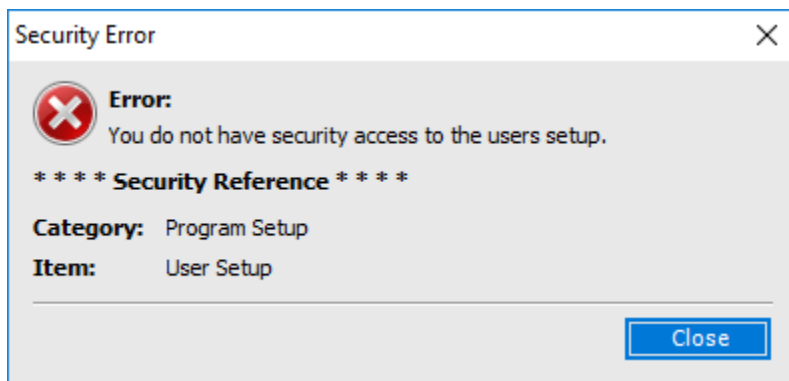
Full Administrator Access

The user will have lookup/edit access to all areas of the current application (a spreadsheet of security settings is available; your trainer will address this, or you may contact Tech Support). These settings are to the BS&A application only. Jack can be set as a Full Administrator Access user in AP, but have custom access set in GL. For full Administrator rights over all BS&A .NET applications, an additional security level exists for Enterprise Administrator.

Enterprise Administrators have the highest security level in the program and have rights to perform tasks that affect both users and user groups in all shared BS&A applications. For example, if Jack should have admin rights in Tax, but restricted rights in GL, do not check this box. If checked, Jack will have admin rights in GL as well. Enterprise Administrators have the rights to add or delete any other user (including an Enterprise user). A user must be marked as "Enterprise" in order to access the Shared Program Folder.

Custom (Limited) Access

Custom access is separated into categories, which are then separated into security options. If a number of users will have the same custom access, you can either copy settings from another user, or set up a User Group (see page 14). If a custom-access user attempts an operation for which he is restricted, the program will pop up a message; for example:



Notes

Lesson 1.2: Password Security

This is an entirely optional feature that allows an Enterprise Admin user to set requirements on individual users' passwords.

1. Go to Program Setup>Administration>Password Security.

The Verify Passwords Against Active Directory... setting should only be used under the direction of I.T. Support. If checked, it will change everyone's password (if already set up) in every BS&A program.

2. Check the Use Password Requirements box.
3. Select your options.


Regarding the other two settings appearing at the top of the screen:

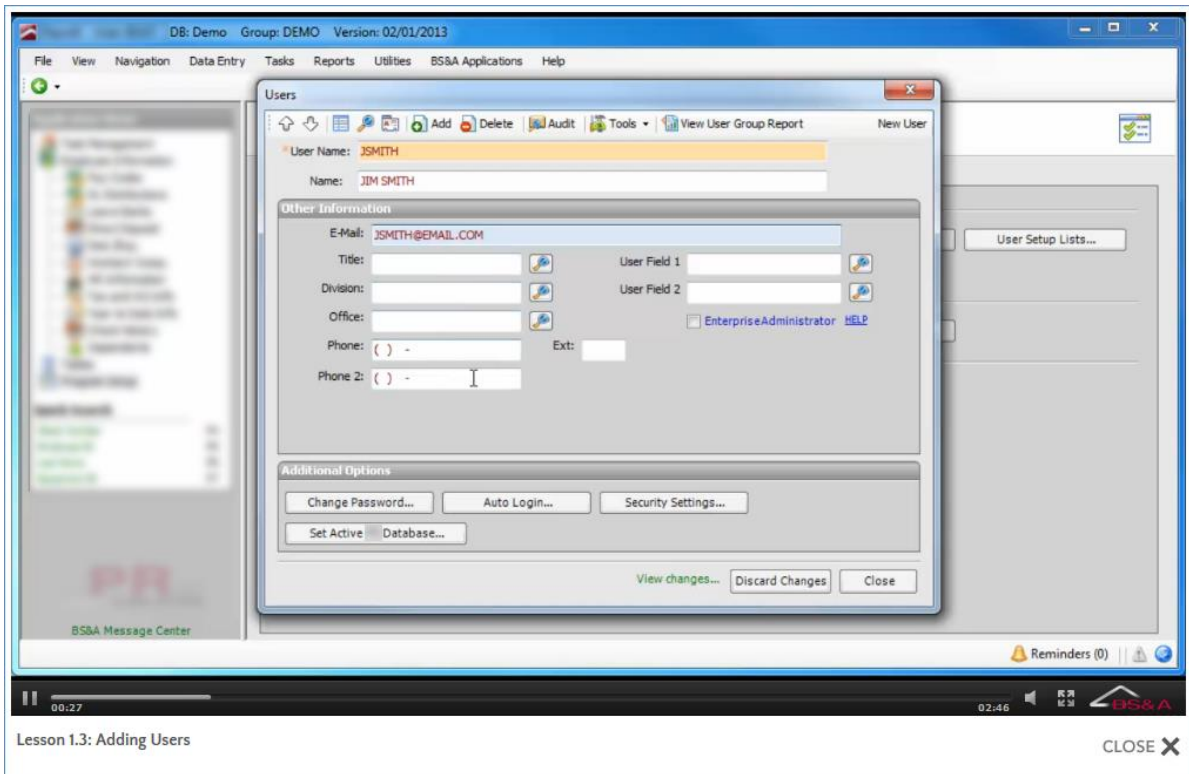
- **BSA Users May Only be Imported from Active Directory.** If checked, the ability to manually add users is eliminated. Users can only be added by importing them from Active Directory.
- **Only Enterprise Admins May Add New Users.** If unchecked, users set up with either Full Administrator Access or with Custom Access to the User setup screen will be able to add users.

Notes

Lesson 1.3: Adding Users

Option 1: Manually Add a User

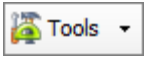
1. Go to Program Setup>Administration>Users.
2. Click  and enter the User Name.
3. (Optional) Enter the full Name, the user's Email, and any fields¹ in the Other Information pane.

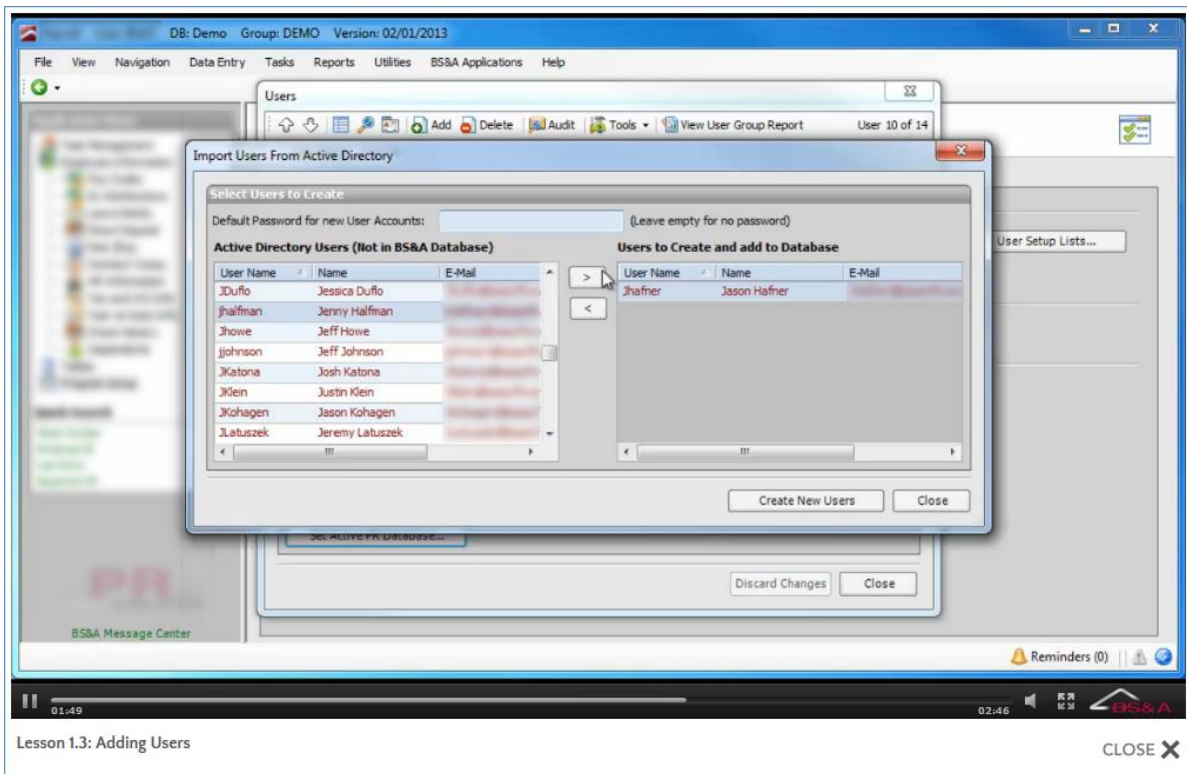


4. If applicable, click Set Active [application name] Database.
5. Once you have all of your users entered, you may (optionally) set passwords (see page 10) and set up either individual security or group security (see page 14).

¹With the exception of Enterprise Administrator; please contact BS&A I.T. Support for assistance.

Option 2: Import Users from Active Directory

1. Go to Program Setup>Administration>Users.
2. Click  >Import Users from Active Directory.
3. (Optional) Set a Default Password.
4. (Optional) Set a Username, Name, and/or Email filter to reduce the amount of names to select from.
5. Move the items from the left column to the right column.
6. Click Create New Users, then Ok.



7. Locate one of the users you just imported.
8. (Optional) Enter or verify the user's Email, and fill out any fields (see footnote) in the Other Information pane.
9. If applicable, click Set Active [application name] Database.
10. Once you have all of your users entered, you may (optionally) set passwords (see page 10) OR activate auto login (see page 12), and set up either individual security or group security (see page 14).

Notes

Lesson 1.4: Set Up Passwords

Follow these instructions if you will be setting up passwords in the BS&A programs as opposed to using Active Directory Auto Login (see page 12).

1. Go to Program Setup>Administration>Users and locate the user.
2. Click Change Password.
3. Type the password (may be subject to some type of password security; see page 5) in New Password and Confirm New Password.
4. Click Save Password.
5. Repeat for additional users.

Notes

Lesson 1.5: Active Directory Auto Login

This is an entirely optional feature that allows an Enterprise Admin user to tell the programs to bypass the step of users having to enter a user name and password, provided the user name matches the user name set up in Active Directory.

1. Go to Program Setup>Administration>Active Directory Auto Login.
2. Select Use Auto Login Feature.
3. Check the Require Active Directory box and enter your Domain Name. Please contact I.T. Support for assistance with the When Auto Login Fails... setting.

At this point, the use of Auto Login is enabled, but users still have to opt in. This can be done through the Users setup screen, or users may do it themselves on their My Settings screen.

Lesson 1.6: Set User or User Group Security

Setup of User/User Group security is not necessary on Enterprise Admins.

Set Individual User Security

This may not be necessary if the individual user will be part of a User Group. If, however, the user is part of a group but will have additional individual security, setup here is necessary.


1. Go to Program Setup>Administration>Users and locate the user.
2. Click Security Settings and set security for the current user. If "Custom Access," go to each Category to receive its security options and check the appropriate boxes to the right.
3. Click Close to return to the Users screen.
4. Repeat for additional users.

Copy Individual User Security Settings (Optional)

Copying a user's custom security settings is helpful when adding additional users that will have much of the same security. For example, Cash Receipting .NET has well over 50 individual security options per user. Setting these options once and copying to multiple users is a faster way to get users up and running. If individual users will be part of a User Group, this may not be necessary.

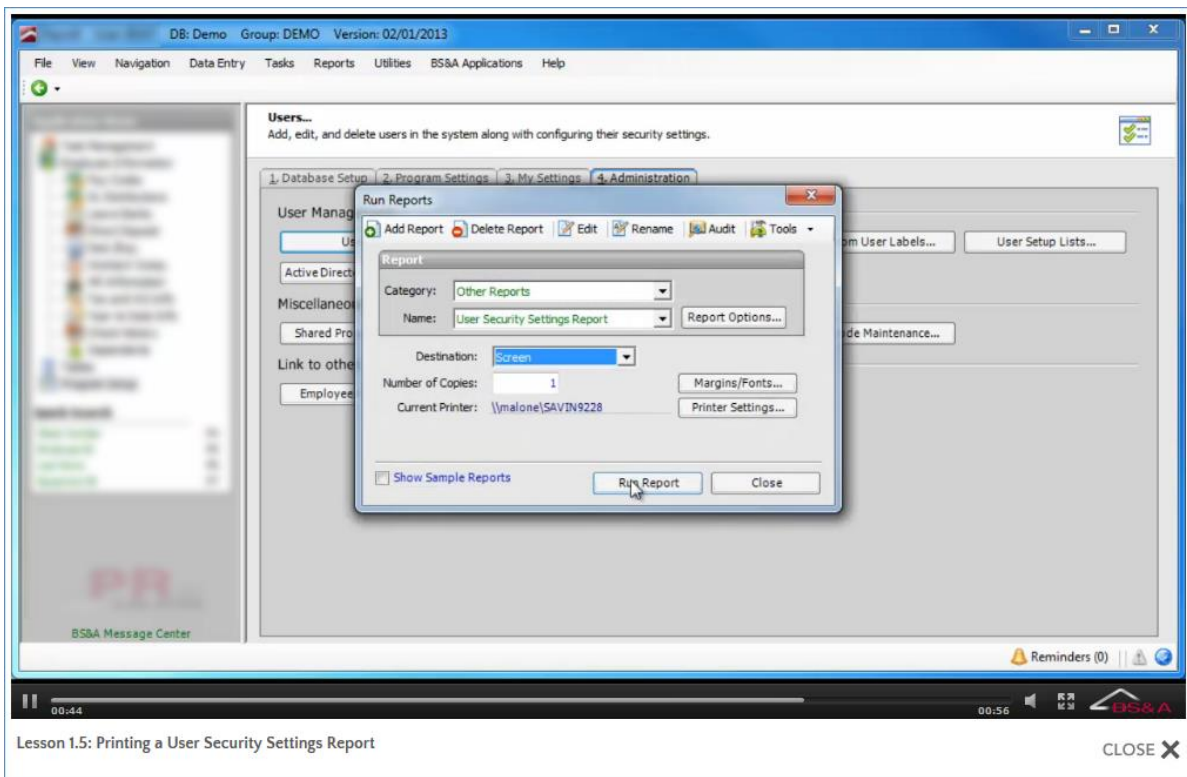
1. Go to Program Setup>Administration>Users and locate the user to copy to.
2. Click Security Settings.
3. Select Custom Access.
4. Click [Copy Security Settings from an existing User](#).
5. Select whether to search by Name or User Name, enter the criteria, and click Ok. If an exact match isn't found, a list of results will appear; double-click the appropriate user name to copy from.

Set User Group Security

1. Go to Program Setup>Administration.
2. Add or import users but do not go into the Security Settings screen.
3. Click Close to exit the Users screen; you will be on the Administration tab of Program Setup.
4. Click User Groups.
5. Click  and enter the Group Name.
6. Enter the Primary Contact and his/her Email. The Primary Contact is typically the one responsible for determining access rights.
7. Click Security Settings.
8. Set security for the current group. If Custom Access, go to each Category to receive its security options and check the appropriate boxes to the right.
9. Click Close to return to the Groups screen.
10. Move the items from the left column to the right column.
11. If one or more of this user group should have elevated security, return to the Users screen to set it up (see above).

Lesson 1.7: Printing a User Security Settings Report

1. Go to Reports>Other Reports and select User Security Settings Report.
2. Click Report Options.
3. Select whether or not to Show User Settings for All Applications.
4. Select whether to Display Settings for All Users (and set its optional filters) or to Display Settings for Specified User (and select the user).
5. Click Ok.
6. Select the (print) Destination and click Run Report.

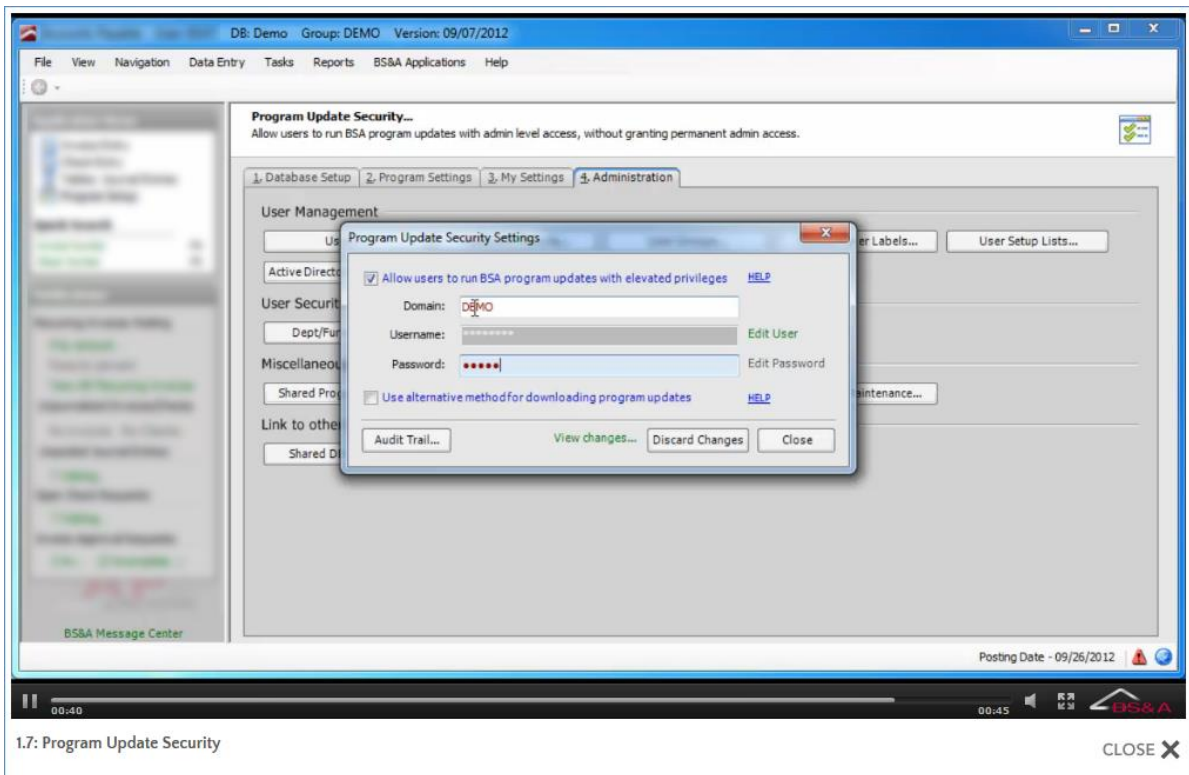


Notes

Lesson 1.8: Program Update Security

Program Update Security is designed for network environments with Windows Restricted Users. This option lets you add a specific Windows user name and password which will be used when a restricted user attempts to execute an update.

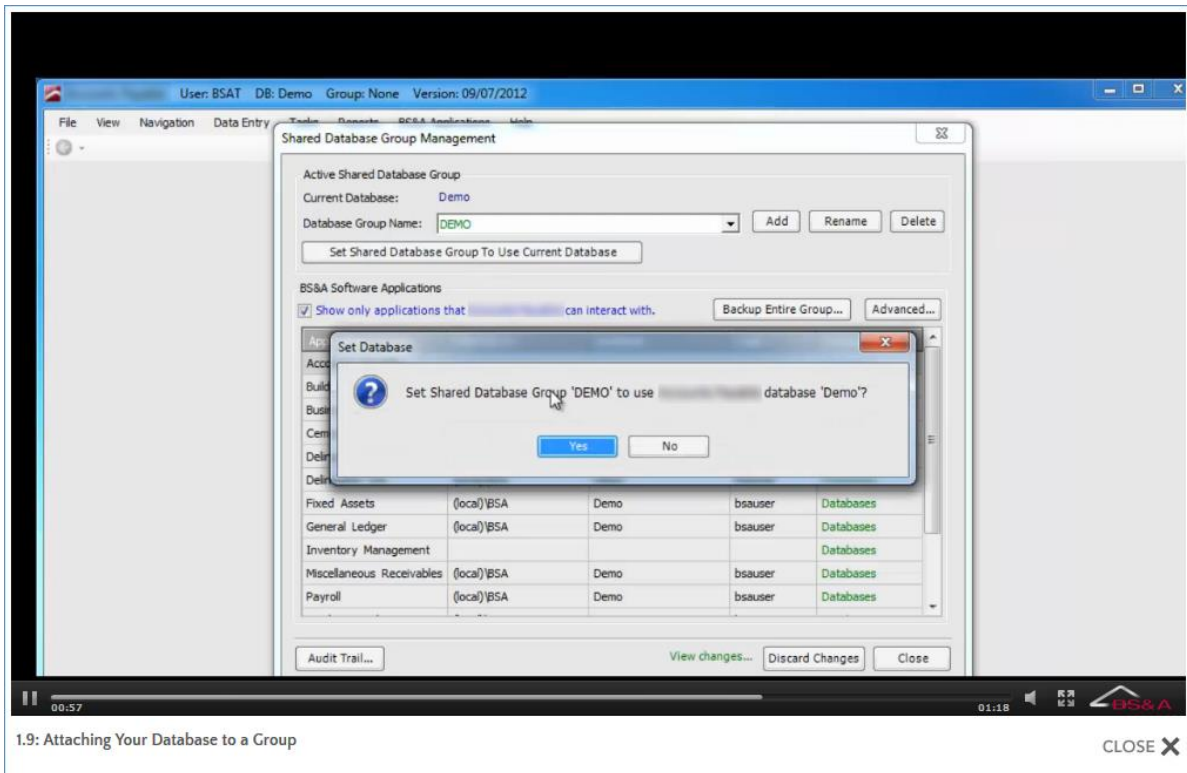
1. Go to Program Setup>Administration>Program Update Security.
2. Check the Allow Users to Run BS&A Program Updates with Elevated Privileges box.
3. Enter the Domain, User Name, and Password. This is the "Windows" user name/password.



Lesson 1.9: Attaching Your Database to a Group

To recap the "Basics" courseware that accompanies this one, Shared Database Groups minimize your database management by linking your BS&A .NET databases. A group only needs to be added in one BS&A application, and is then available in others for you to attach the appropriate databases.

1. Go to Program Setup>Administration>Shared DB Settings.
2. Verify Current Database is displaying your currently active (working) database.
3. Verify Database Group Name is displaying the correct group. Show Only Applications that Fixed Assets Can Interact With is checked by default, displaying only those (installed) BS&A .NET applications that link with Fixed Assets. Verify the database names listed there as well.
4. Click Set Shared Database Group to Use Current Database, then Yes.



5. Click Close.
6. You are prompted that any other currently-open BS&A .NET applications will need to be closed and restarted for the change to take effect; click Ok. All users that have affected BS&A .NET applications open will need to exit and restart.

Notes

Section 2: Program Settings

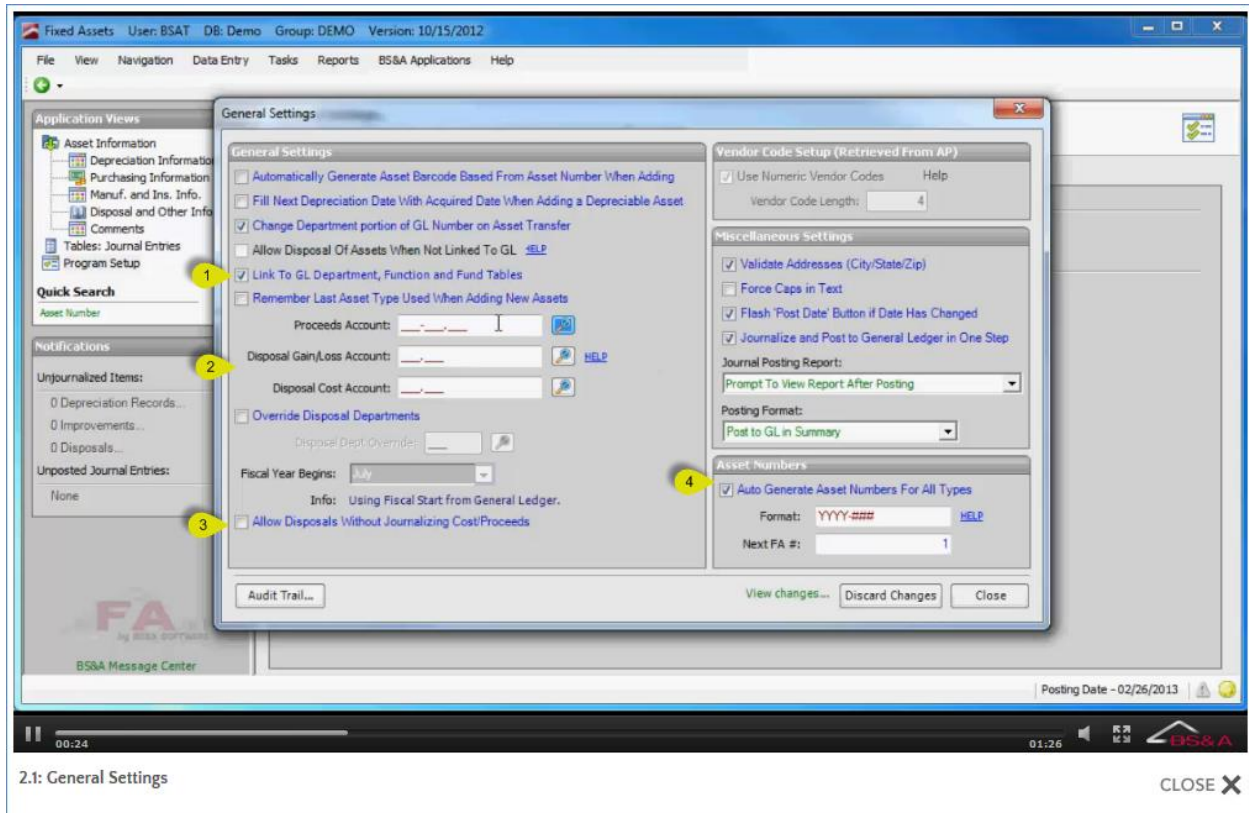


In this section you will learn how to:

- Set general program settings
- Enter your Return Address

Lesson 2.1: General Settings

There will be a discussion of General Settings as they relate to your municipality. Of note are items 1 - 4.



(1) Link to GL Department, Function, and Fund Tables. This lets you access the information in General Ledger (provided your databases are linked), eliminating the need to set it up in Fixed Assets.

(2) Account Fields. These accounts will be applied to every asset added, but can be set differently on the asset type, or overridden on individual assets when necessary.

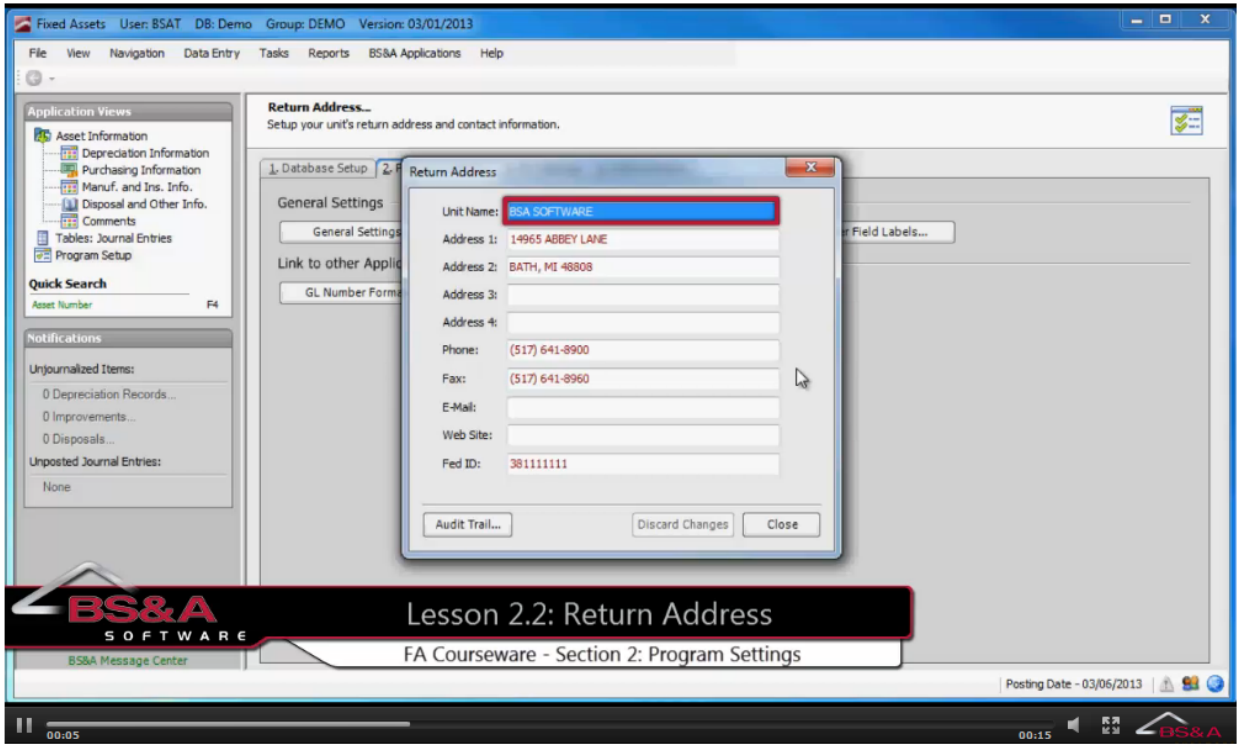
(3) Allow Disposals Without Journalizing Cost/Proceeds. If checked, this allows you to dispose of assets and enter the correct costs and proceeds from the sale of the asset, without any journal entry being created. This is most often useful because the costs associated with selling an asset have been paid already through AP, and the proceeds have been collected already through CR.

(4) Auto Generate Asset Numbers for All Types. If separate asset numbers are not used by asset type (see page 30), this lets the program to automatically assign asset numbers to all assets in the database.

Notes

Lesson 2.2: Return Address

The Unit Name appears on several reports and printouts. Depending on the report, the address may appear as well.



The screenshot displays the 'Return Address' dialog box within the Fixed Assets software. The dialog box is titled 'Return Address' and contains the following fields:

- Unit Name: BSA SOFTWARE (highlighted with a red box)
- Address 1: 14965 ABBEY LANE
- Address 2: BATH, MI 48808
- Address 3: (empty)
- Address 4: (empty)
- Phone: (517) 641-8900
- Fax: (517) 641-8960
- E-Mail: (empty)
- Web Site: (empty)
- Fed ID: 381111111

The background shows the 'Return Address...' window with 'General Settings' and 'Link to other Applications' sections. The software interface includes a menu bar (File, View, Navigation, Data Entry, Tasks, Reports, BS&A Applications, Help), a sidebar with 'Application Views' and 'Quick Search', and a 'Notifications' section. The bottom of the screen features a video player interface with the BS&A Software logo, the text 'Lesson 2.2: Return Address' and 'FA Courseware - Section 2: Program Settings', a 'Posting Date - 03/06/2013', and a 'CLOSE X' button.

Notes

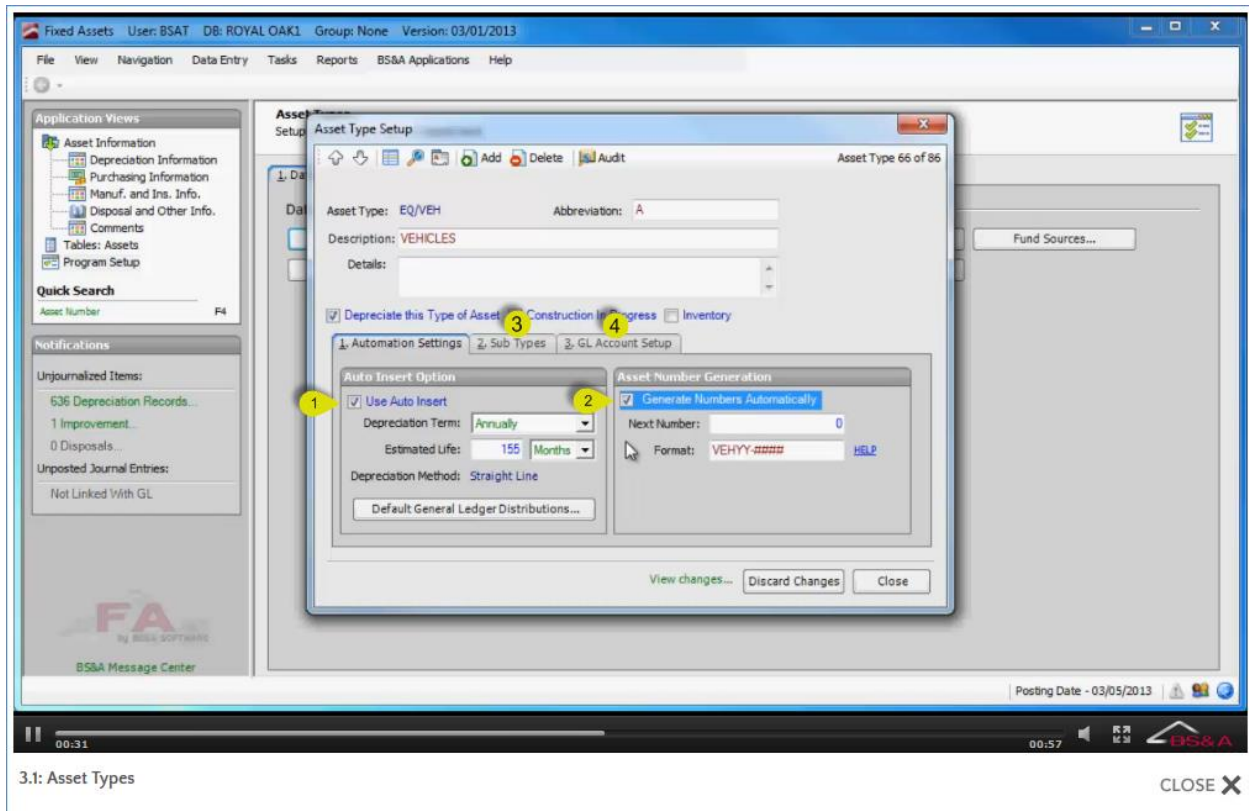
Section 3: Database Setup



In this section you will learn how to:

- Set up asset types
- Set up (or use from GL) departments, fund sources, and function codes
- Set up locations
- Set up (or use from AP) vendors
- Set up insurer codes
- Set up categories

Lesson 3.1: Asset Types



(1) Use Auto Insert. If checked, the Depreciation Term, Estimated Life, and Default General Ledger Distributions you set up will be automatically applied to assets of the current type when added to your database. They can be overridden on an asset by asset basis when necessary.

(2) Asset Number Generation. Tells the program to automatically generate asset numbers according to a specific format as assets are added to your database (recommended). This sets a different format/number per asset type, rather than using the "all" setting in General Settings (see page 24).

(3) Sub Types. Click this tab to further categorize the current asset type.

(4) GL Account Setup. If the current asset type's disposal and cash accounts differ from what is set up in General Settings (see page 24), click this tab to set those up.

Notes

Lesson 3.2: Departments; Fund Sources; Function Codes

Departments, Fund Sources, and Function Codes can be pulled from General Ledger when your databases are linked (see page 24). If not linked, you may set them up in Fixed Assets. Aside from their sorting ability, they can be helpful in reporting, where subtotals by Function or Fund Source may be needed.

The screenshot displays the Fixed Assets software interface with three overlapping windows:

- Department Setup...**: Shows Code: 508, Function: 1264, and Description: RECREATION.
- Fund Source Setup...**: Shows Fund Source: 508, Fund Description: RECREATION, and Fund Type: Enterprise Fund.
- Edit Function Code List**: A table with the following data:

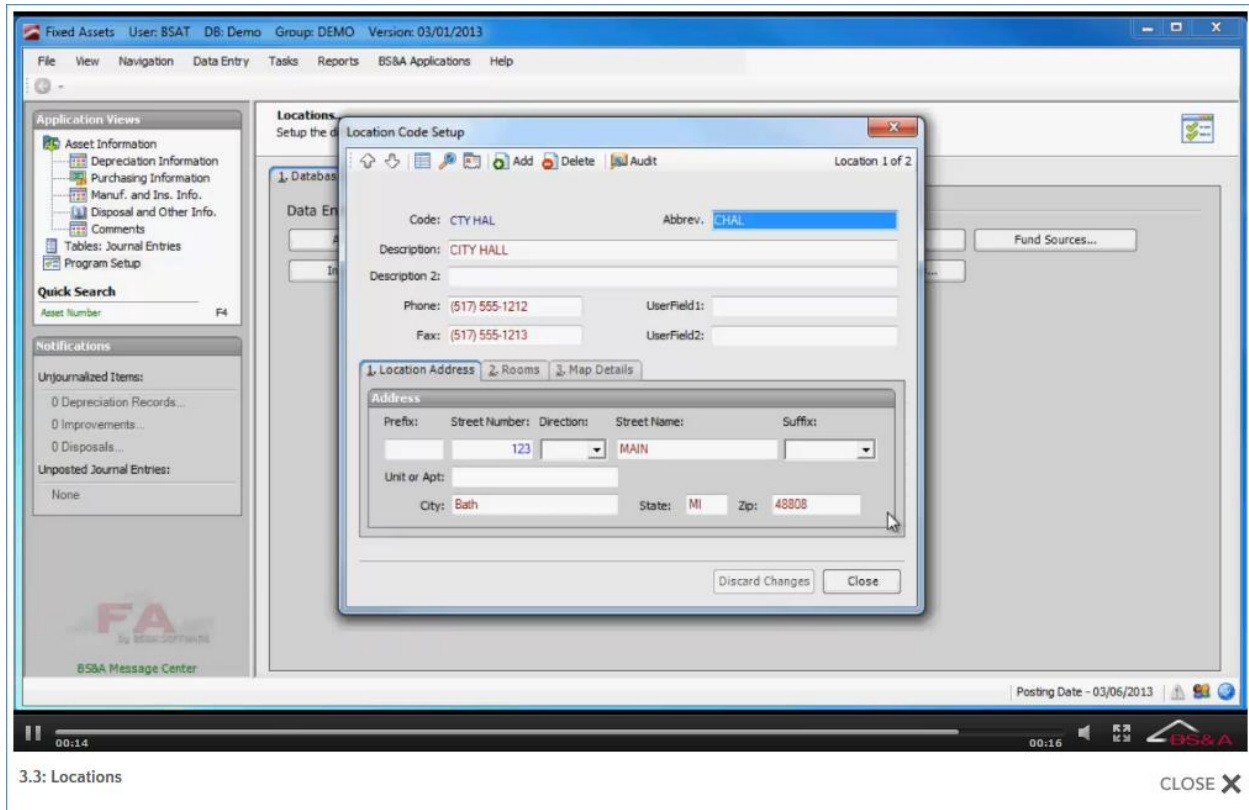
Code	Description
1264	

A red banner at the bottom of the screenshot reads "Program Setup > Database Setup". The interface also shows a sidebar with notifications and a bottom status bar with the text "3.2: Departments; Fund Sources; Function Codes" and a "CLOSE X" button.

Notes

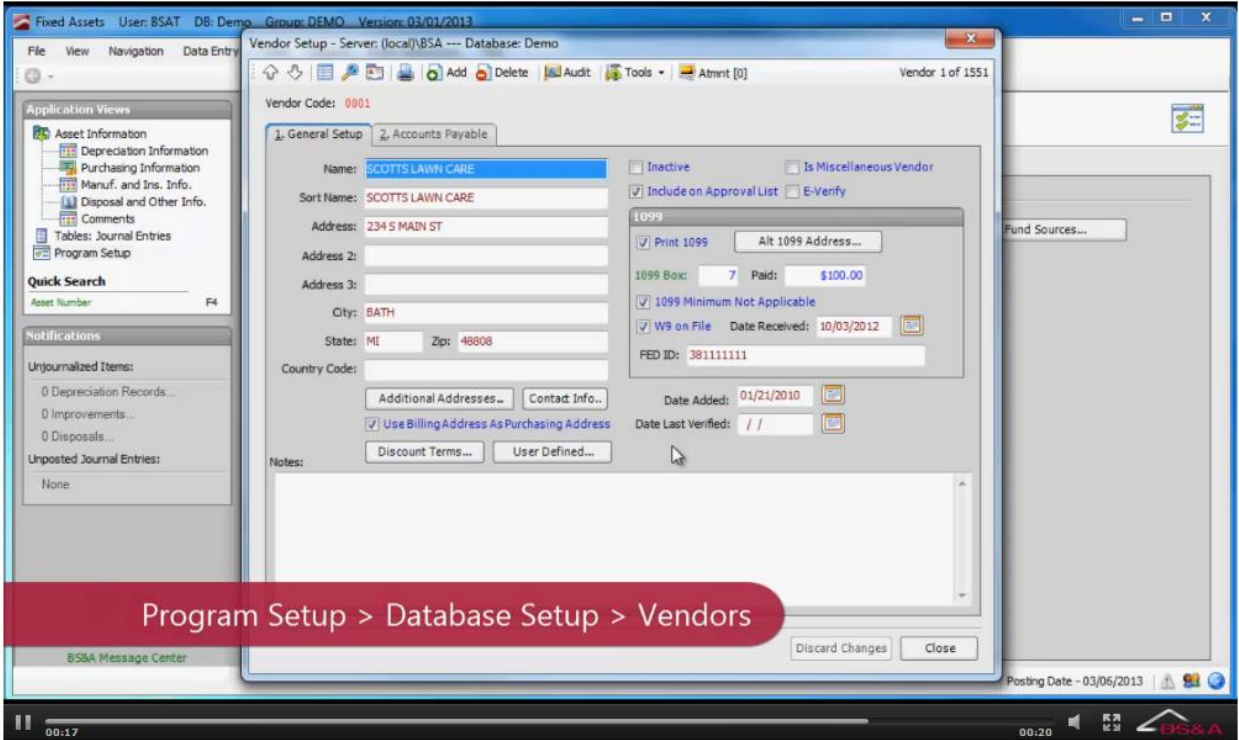
Lesson 3.3: Locations

Location codes allow you to define where a particular asset is located. This is especially useful for municipalities that have many physical locations where assets may be used/stored, in that it can quickly be determined where an asset can be found.



Lesson 3.4: Vendors

Vendors are pulled from Accounts Payable when your databases are linked. Setting up vendors in Fixed Assets can be done if your databases are not linked; please consult the Accounts Payable courseware for more information on vendor setup.



The screenshot displays the 'Vendor Setup' window in the Fixed Assets software. The window title is 'Vendor Setup - Server: (local)\BSA --- Database: Demo'. The vendor code is '0001'. The vendor name is 'SCOTT'S LAWN CARE'. The address is '234 S MAIN ST', city is 'BATH', state is 'MI', and zip is '48608'. The vendor is active and includes on approval list. The 1099 box is '7' and the amount paid is '\$100.00'. The date received is '10/03/2012' and the date added is '01/21/2010'. The window also shows a 'General Setup' tab and a 'Notes' field.

Program Setup > Database Setup > Vendors

3.4: Vendors

CLOSE X

Notes

Lesson 3.5: Insurer Codes

Insurer codes let you define what insurance company holds the policy on a particular asset, in the event individual insurance policies are carried.

Fixed Assets User: BSAT DB: Demo Group: DEMO Version: 03/01/2013

File View Navigation Data Entry Tasks Reports BSA Applications Help

Application Views

- Asset Information
 - Depreciation Information
 - Purchasing Information
 - Manuf. and Ins. Info.
 - Disposal and Other Info.
 - Comments
- Tables: Assets
- Program Setup

Quick Search
Asset Number P4

Notifications

Unjournalized Items:

- 9 Depreciation Records...
- 1 Improvement...
- 0 Disposals...

Unposted Journal Entries:
None

BSA Message Center

Posting Date - 03/13/2013

00:10 00:15

3.5. Insurer Codes

CLOSE X

Program Setup > Database Setup > Insurer Codes

Insurer Codes...
Setup the different insurance providers here

1: Data: **Insurer Code Setup** Insurance Code 1 of 1

Data: Add Delete Audit

Code: FB Abbreviation: FARMBUREAU

Insurer: FARM BUREAU INSURANCE Policy Number: 12312408

Agent: GREG HECKMAN Expiration Date: 12/31/2013

Address Information

Street #: 123 Phone 1: (517) 555-5555

Street Name: E WALNUT ST Phone 2: (517) 555-5556

City: Lansing Fax 1: (517) 555-5557

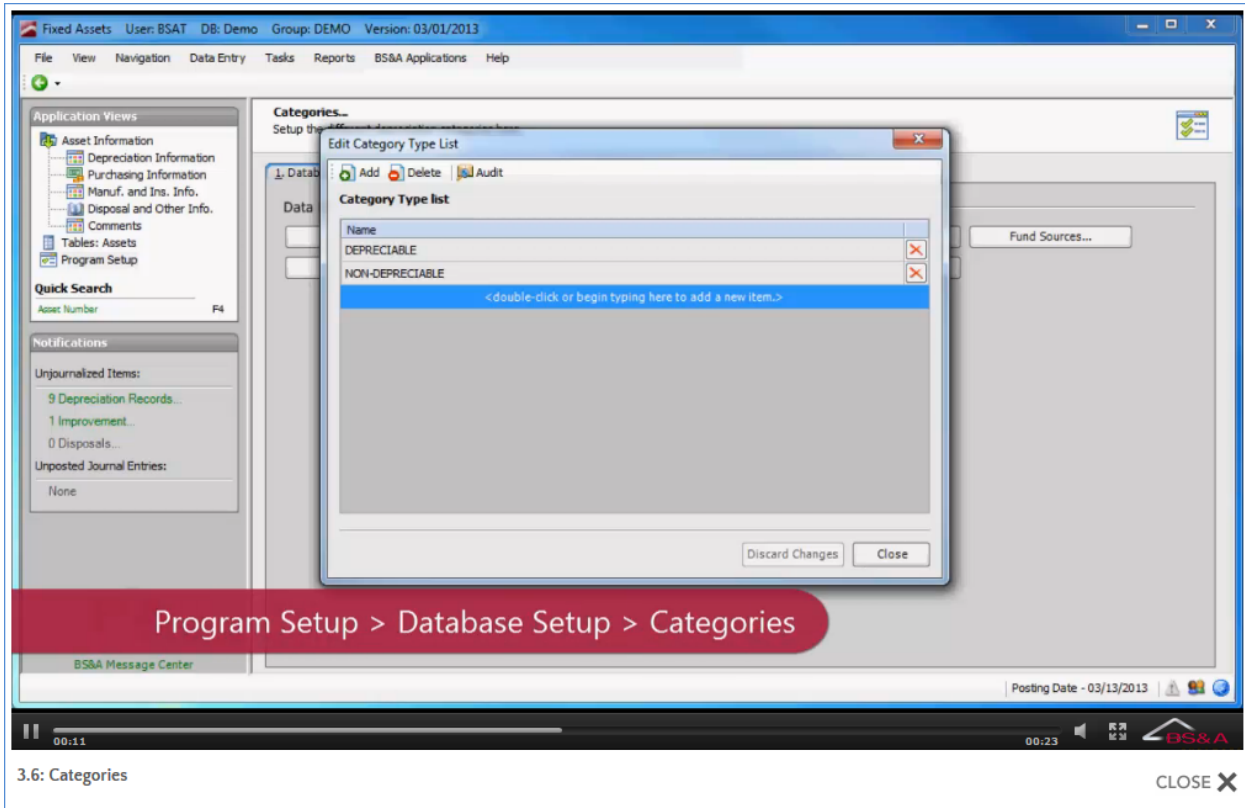
State: MI Zip: 48917 Fax 2: (517) 555-5558

Discard Changes Close

Notes

Lesson 3.6: Categories

Categories are often used as either a duplication of asset types or exactly as pictured, to easily show the difference between depreciable and non-depreciable assets. This prevents you having to look into the asset type to determine whether or not it is non-depreciable.



3.6: Categories

CLOSE X

Notes


Section 4: Asset Management

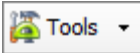


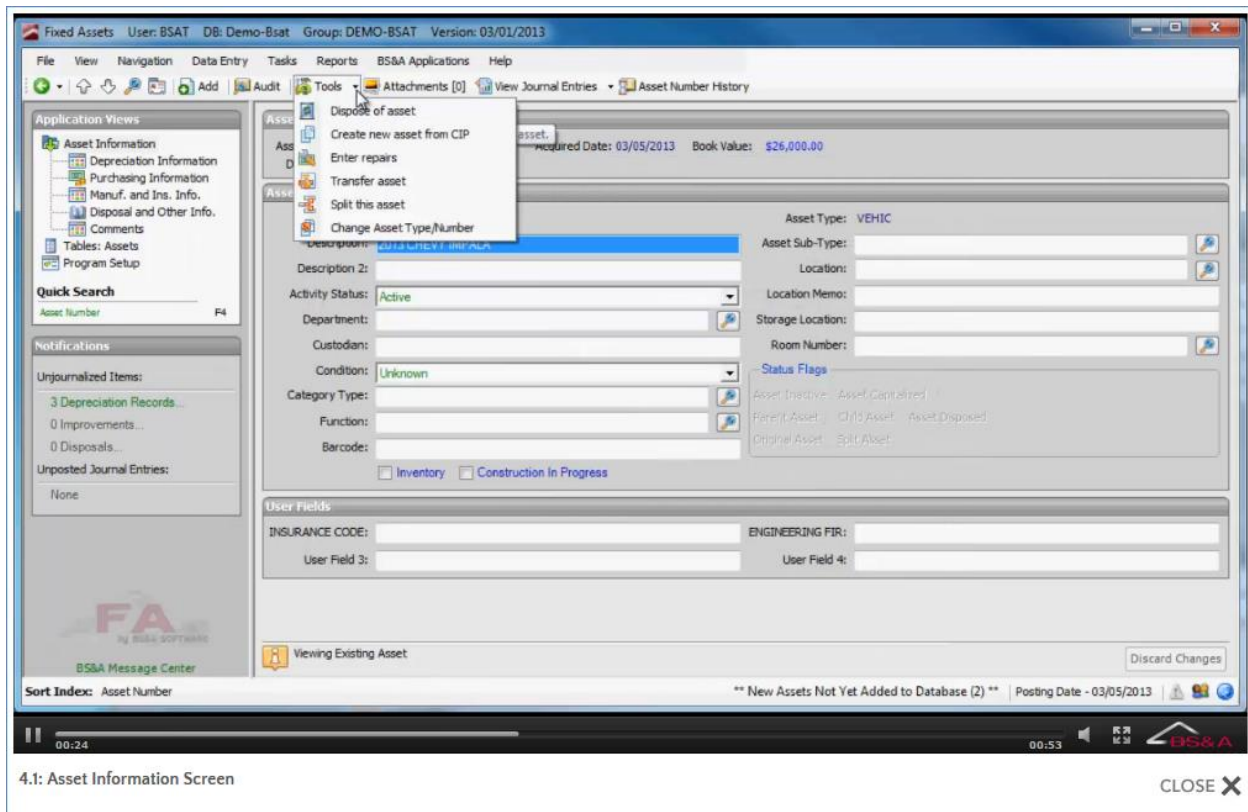
In this section you will learn how to:

- Enter asset information needed for capitalization and depreciation
- Create a new asset from a CIP
- Split an asset
- Change an asset type/number

Lesson 4.1: Asset Information Screen

While Asset Information is highlighted in Application Views, click  to add a new asset. Fill out the information in the Add screen or on the data entry screen after the asset is added.

Another important button on this screen is : Dispose of Asset, Enter Repairs, and Transfer Asset can also be accomplished on the Disposal and Other Info screen.



4.1: Asset Information Screen CLOSE X

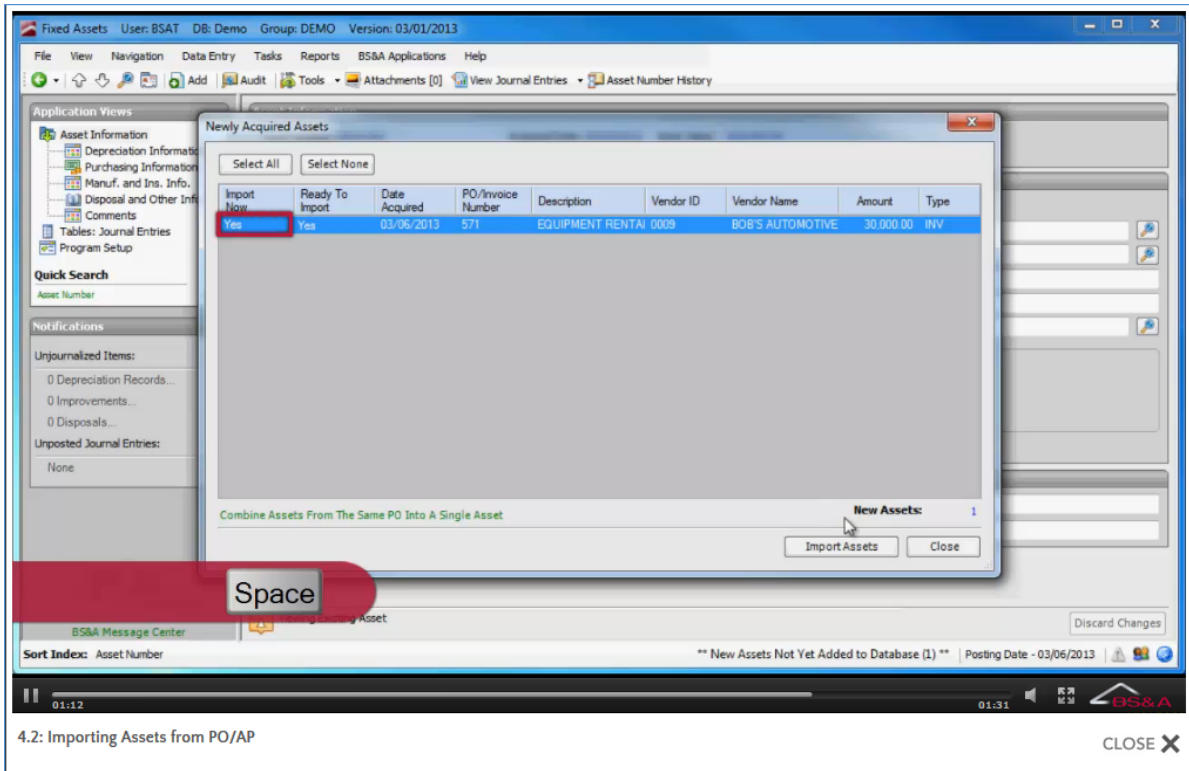
Notes

Lesson 4.2: Importing Assets from PO/AP

Only assets previously exported in BS&A Purchase Order or BS&A Accounts Payable will be available for import. Instructions are in those programs' manuals.

1. Click ** New Assets Not Yet Added to Database (41) **. The number appearing in parentheses reflects the number found.
2. Mark an asset as ready to be imported:
 - i. Double-click the line item.
 - ii. Select the Asset Type.
 - iii. Verify or enter the Asset Number.
 - iv. Verify or select the Department.
 - v. (Optional) Select the Asset Sub Type.
 - vi. (Optional) Select the Location.
 - vii. Verify or enter a Description (and optional Description 2).
 - viii. Verify or enter the Acquisition Date.
 - ix. Select the Method.
 - x. Verify or enter the Purchase Information.
 - xi. Click Close to return to the Newly Acquired Assets screen.


3. Select the assets to import (press your spacebar on an asset to mark it Yes in the Import Now column).

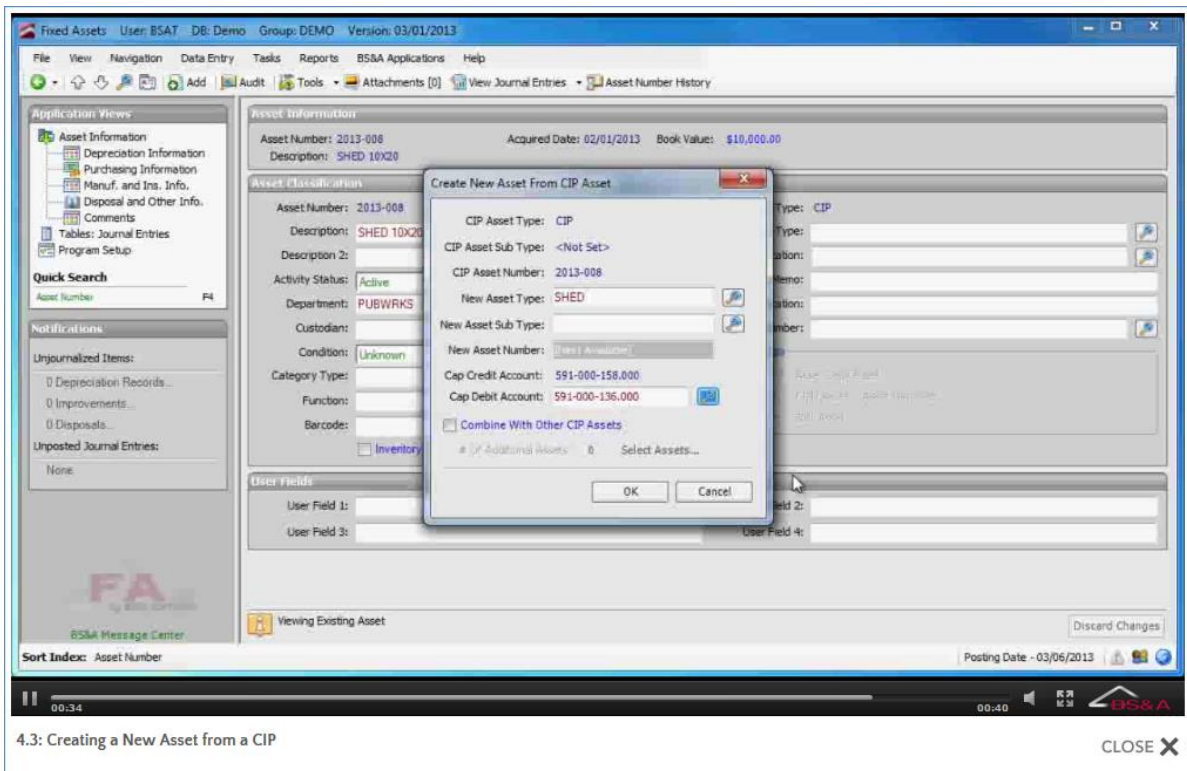


4. Click Import Assets, then Yes to view a report.
5. Carefully review the report before closing it.

Notes

Lesson 4.3: Creating a New Asset from a CIP

1. Go to Asset Information and locate the asset.
2. Click  > Create New Asset From CIP.
3. Select the New Asset Type and (if tracked) the New Asset Sub Type.
4. Verify or enter the New Asset Number.
5. Select the Cap Debit Account.
6. If applicable, check the Combine With Other CIP Assets box and select the assets.

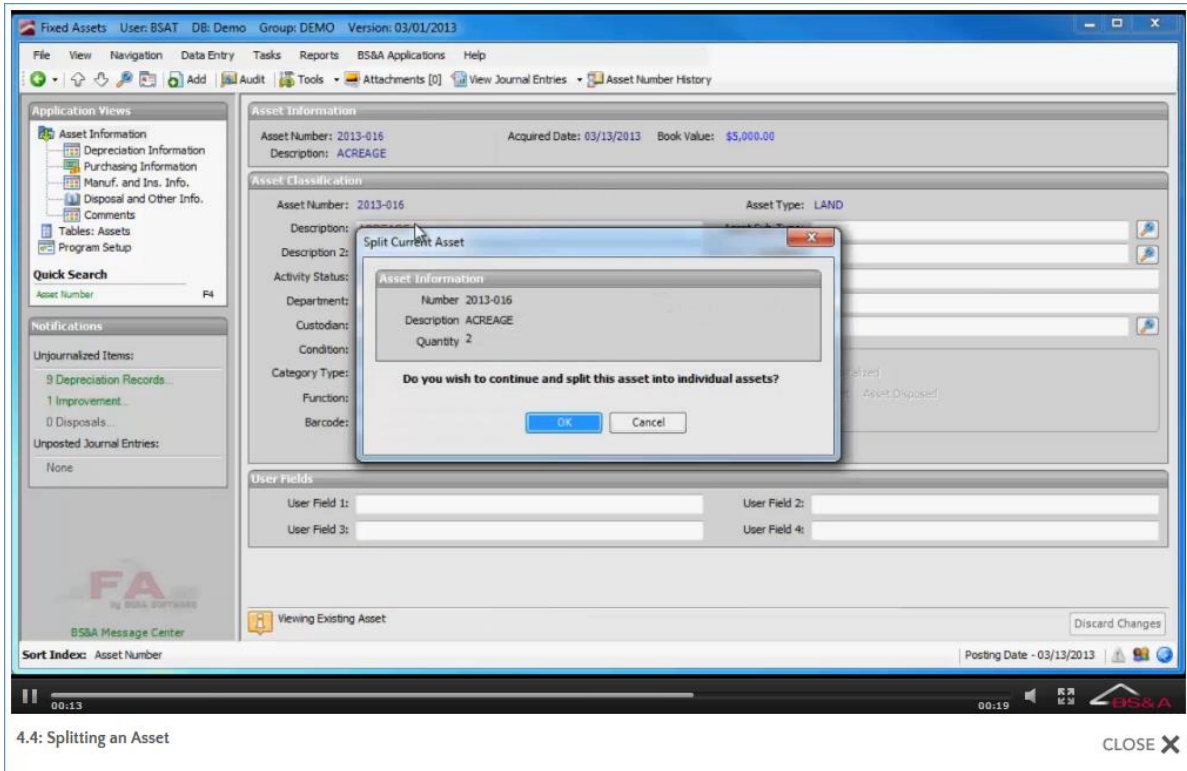


7. Verify the remaining information and click Ok.

Lesson 4.4: Splitting an Asset

1. Go to Asset Information and locate the asset.


2. Click  Tools > Split This Asset.

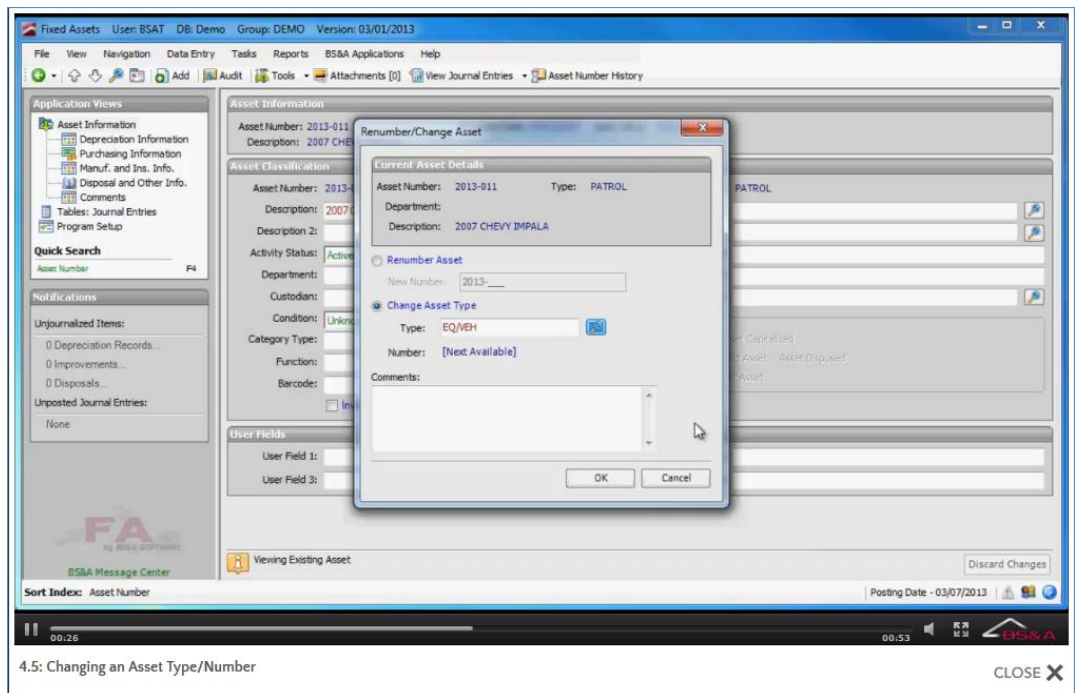


3. Verify the Asset Information and click Ok.

Notes

Lesson 4.5: Changing an Asset Type/Number

1. Go to Asset Information and locate the asset.
2. Click  > Change Asset Type/Number.
 - o Change the Asset Type
 - i. Select the Type.
 - ii. If the type selected is set up to generate numbers, [Next Available] appears in the Number field; otherwise, enter the asset number.



- o Renumber Asset. Enter the new number.
3. Enter an optional Comment and click Ok.

Notes

Lesson 4.6: Depreciation Information Screen

The Asset Depreciation Settings pane (1) lets you determine whether or not to depreciate the asset. If it is to be depreciated, you may select the term (usually monthly or annually) and enter the Next Depreciation Date. The Asset Life pane (2) is used to enter the Estimated Life of the asset.

Fixed Assets User: BSAT DB: Demo Group: DEMO Version: 03/01/2013

File View Navigation Data Entry Tasks Reports B5&A Applications Help

Application Views

- Asset Information
- Depreciation Information
- Purchasing Information
- Manuf. and Ins. Info.
- Disposal and Other Info.
- Comments
- Tables: Journal Entries
- Program Setup

Quick Search
Asset Number F4

Notifications

Unjournalized Items:

- 9 Depreciation Records...
- 0 Improvements...
- 0 Disposals...

Unposted Journal Entries:

None

FA
by B5&A SOFTWARE
B5&A Message Center

Sort Index: Asset Number

Asset Information

Asset Number: 2013-012 Acquired Date: 06/01/2012 Book Value: \$32,525.00
Description: 2007 CHEVY IMPALA

As-Of FYE: 2013-2014

Depreciation Details History

Asset Depreciation Settings

Depreciate Asset

Dep. Term: Monthly (1)

Dep. Method: Straight Line

Last Posted On: 03/01/2013

Next Depr. Date: 04/01/2013

Asset Life

Estimated Life: 10.00 Years (2)

Extended Life: 0.00

Dep. Life: 0.75

Remaining Life: 9.25

GL Distributions	Original	Disposed	Adjusted
Cost:	\$35,000.00	\$0.00	\$35,000.00
Prior Accum. Depr.:	\$0.00	\$0.00	\$0.00 Details...
Fiscal YTD Depr.:	\$2,475.00	\$0.00	\$2,475.00 Details...
Accum. Depr.:	\$2,475.00	\$0.00	\$2,475.00 Details...
Improvements:	\$0.00	\$0.00	\$0.00 Details...
Est. Salvage Value:	\$2,000.00		
Dep. Book Value:		\$0.00	
Depreciable Value:	\$30,525.00	\$0.00	\$30,525.00
Quantity:	1	0	1

Editing Existing Asset

View changes... Discard Changes

Posting Date - 03/07/2013

00:19 01:13 B5&A

4.6: Depreciation Information Screen

CLOSE X

GL Distributions

Enter the account numbers for the depreciation and capitalization accounts to be used for the current asset. The top section represents the accounts that will be used for capitalizing the asset's cost. This cost can be spread among several funds/accounts, but the total percentage must equal 100%. The bottom section represents the accounts that will be used for depreciating the asset's value. Again, this can be spread among multiple funds/accounts, and must equal 100%.

Fixed Assets User: BSAT DB: Demo Group: DEMO Version: 03/01/2013

File View Navigation Data Entry Tasks Reports BSA Applications Help

Application Views

- Asset Information
- Depreciation Information
- Purchasing Information
- Manuf. and Ins. Info.
- Disposal and Other Info.
- Comments
- Tables: Journal Entries
- Program Setup

Quick Search

Asset Number F4

Notifications

Unjournalized Items:

- 9 Depreciation Records...
- 0 Improvements...
- 0 Disposals...

Unposted Journal Entries:

None

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BSA Message Center

Sort Index: Asset Number

Posting Date - 03/07/2013

00:52 01:13

General Ledger Distributions

Capitalization Accounts

GL Debit Account	GL Credit Account	Related Fund	Percent	Amount
591-000-148.000	591-536-728.000		100.00	\$0.00
<double-click or begin typing here to add a new row.>				
Totals:			100.00	\$0.00

Depreciation Accounts

GL Debit Account	GL Credit Account	Related Fund	Percent	Amount
591-000-145.000	591-536-968.000		100.00	
<double-click or begin typing here to add a new row.>				
Totals:			100.00	

Adjusted

\$35,000.00	
\$0.00	Details...
\$2,475.00	Details...
\$2,475.00	Details...
\$0.00	Details...
\$30,525.00	
1	

View changes... Discard Changes

Close

CLOSE X

Depreciation Record List (Details)

To the right of each row of depreciation details is a [Details...](#) command link. Click it to view more information about the accumulated depreciation, fiscal YTD depreciation, or improvement totals:

Fixed Assets User: BSAT DB: Demo Group: DEMO Version: 03/01/2013

Asset Information
Asset Number: 2013-012 Acquired Date: 06/01/2012 Book Value: \$32,525.00
Description: 2007 CHEVY IMPALA

Depreciation Record List - Fiscal Year-to-Date

Date	Method	Term	Depreciable Value	Journalized	Amount	Remaining
07/01/2012	Straight Line	Monthly	\$33,000.00	No	\$275.00	\$32,725.00
08/01/2012	Straight Line	Monthly	\$32,725.00	No	\$275.00	\$32,450.00
09/01/2012	Straight Line	Monthly	\$32,450.00	No	\$275.00	\$32,175.00
10/01/2012	Straight Line	Monthly	\$32,175.00	No	\$275.00	\$31,900.00
11/01/2012	Straight Line	Monthly	\$31,900.00	No	\$275.00	\$31,625.00
12/01/2012	Straight Line	Monthly	\$31,625.00	No	\$275.00	\$31,350.00
01/01/2013	Straight Line	Monthly	\$31,350.00	No	\$275.00	\$31,075.00
02/01/2013	Straight Line	Monthly	\$31,075.00	No	\$275.00	\$30,800.00
03/01/2013	Straight Line	Monthly	\$30,800.00	No	\$275.00	\$30,525.00

Total Amount: \$2,475.00

Adjusted \$35,000.00
\$0.00 Details...
\$2,475.00 Details...
\$2,475.00 Details...
\$0.00 Details...
\$30,525.00

Quantity: 1 0 1

Editing Existing Asset

View changes... Discard Changes

Posting Date - 03/07/2013

4.6: Depreciation Information Screen

CLOSE X

History

Click the History tab to view a graphical representation of the depreciation:

The screenshot shows the 'Fixed Assets' application window. The title bar indicates the user is 'BSAT', the database is 'Demo', and the group is 'DEMO'. The version is '03/01/2013'. The main window is divided into several sections:

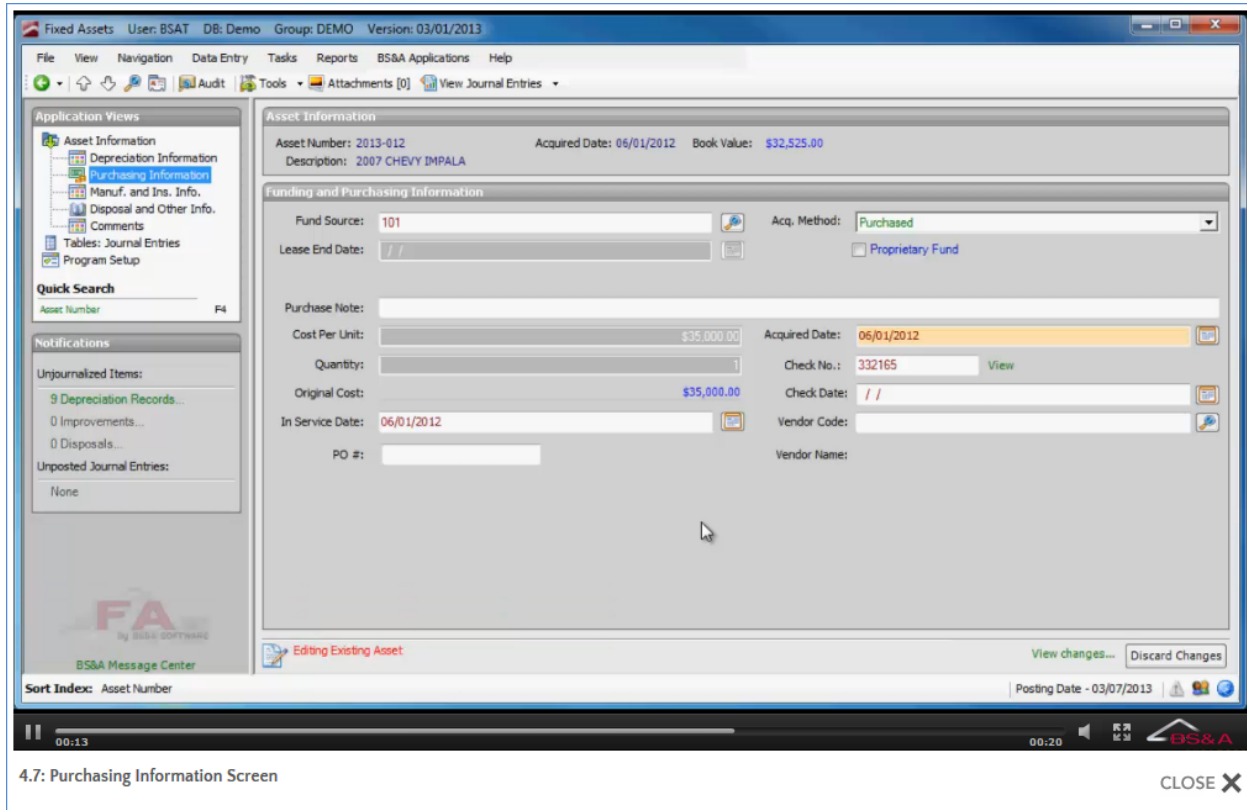
- Application Views:** A sidebar on the left with a tree view containing 'Asset Information', 'Depreciation Information', 'Purchasing Information', 'Manuf. and Ins. Info.', 'Disposal and Other Info.', 'Comments', 'Tables: Journal Entries', and 'Program Setup'. Below this is a 'Quick Search' field with 'Asset Number' and 'F4'.
- Notifications:** A section below the sidebar showing 'Unjournalized Items' (9 Depreciation Records, 0 Improvements, 0 Disposals) and 'Unposted Journal Entries' (None).
- Asset Information:** The main content area at the top right, displaying 'Asset Number: 2013-012', 'Acquired Date: 06/01/2012', and 'Book Value: \$32,525.00'. The description is '2007 CHEVY IMPALA'. There are tabs for 'Depreciation Details' and 'History', with 'History' selected. A 'Print Chart' button is visible.
- Depreciable Value Over Time:** A line chart showing the asset's value over time. The y-axis ranges from 0 to 35,000. The x-axis shows dates from 06/01/2012 to 02/01/2013. The chart shows a steady decline from approximately 33,000 in 2012 to 30,000 in 2013.
- Footer:** Includes 'Sort Index: Asset Number', 'Posting Date - 03/07/2013', and a 'CLOSE X' button.

4.6: Depreciation Information Screen

CLOSE X

Lesson 4.7: Purchasing Information Screen

The information on this screen will pull from Purchase Order or Accounts Payable if the asset was created from a purchase order or an invoice. Purchasing Information lets you track data related to the acquisition of the asset, such as the fund source and acquisition method.



The screenshot displays the 'Fixed Assets' software interface. The main window title is 'Fixed Assets User: BSAT DB: Demo Group: DEMO Version: 03/01/2013'. The interface is divided into several sections:

- Application Views:** A sidebar menu on the left with options like 'Asset Information', 'Depreciation Information', 'Purchasing Information' (highlighted), 'Manuf. and Ins. Info.', 'Disposal and Other Info.', 'Comments', 'Tables: Journal Entries', and 'Program Setup'. Below this is a 'Quick Search' field for 'Asset Number' and a 'Notifications' section showing 'Unjournalized Items' (9 Depreciation Records, 0 Improvements, 0 Disposals) and 'Unposted Journal Entries' (None).
- Asset Information:** A top section showing 'Asset Number: 2013-012', 'Acquired Date: 06/01/2012', and 'Book Value: \$32,525.00'. The description is '2007 CHEVY IMPALA'.
- Funding and Purchasing Information:** The main data entry area with fields for:
 - Fund Source: 101
 - Acq. Method: Purchased
 - Lease End Date: //
 - Proprietary Fund:
 - Purchase Note: (empty)
 - Cost Per Unit: \$35,000.00
 - Acquired Date: 06/01/2012
 - Quantity: 1
 - Check No.: 332165 (with a 'View' link)
 - Original Cost: \$35,000.00
 - Check Date: //
 - In Service Date: 06/01/2012
 - Vendor Code: (empty)
 - PO #: (empty)
 - Vendor Name: (empty)
- Bottom Bar:** Includes 'Editing Existing Asset' (with a red icon), 'View changes...' and 'Discard Changes' buttons, 'Posting Date - 03/07/2013', and system tray icons for time (00:13) and volume.

4.7: Purchasing Information Screen

CLOSE X

Notes

Lesson 4.8: Manufacturer and Insurance Information Screen

The Manufacturer and Insurance Information screen stores data about the manufacturer of the asset and the insurance company providing coverage.

The screenshot displays the 'Fixed Assets' software interface. The main window title is 'Fixed Assets User: BSAT DB: Demo Group: DEMO Version: 03/01/2013'. The interface is divided into several sections:

- Application Views:** A sidebar on the left contains a tree view with 'Manuf. and Ins. Info.' highlighted. Below it is a 'Quick Search' field with 'Asset Number' and 'F4'.
- Asset Information:** Shows 'Asset Number: 2013-002', 'Acquired Date: 03/05/2013', and 'Book Value: \$30,000.00'.
- Manufacturer Information:** Fields include 'Manufacturer: CHEVROLET', 'Model Year: 2013', 'Model Number: IMPALA', and 'Serial Number: 13519357031359'.
- Service Contract Information:** Includes a checked 'Has Service Contract' box, 'Exp. Date: 03/05/2015', and 'Cost: \$500.00'.
- Insurance Information:** A table showing:

Insurer:	FB	Insurance Value:	\$30,000.00
Expiration Date:	12/31/2013	Premium:	\$1,200.00
Policy Number:	12312408	Replacement Cost:	\$35,000.00
Insurance Note:			
- Notifications:** Lists 'Unjournalized Items' (9 Depreciation Records, 1 Improvement, 0 Disposals) and 'Unposted Journal Entries' (None).

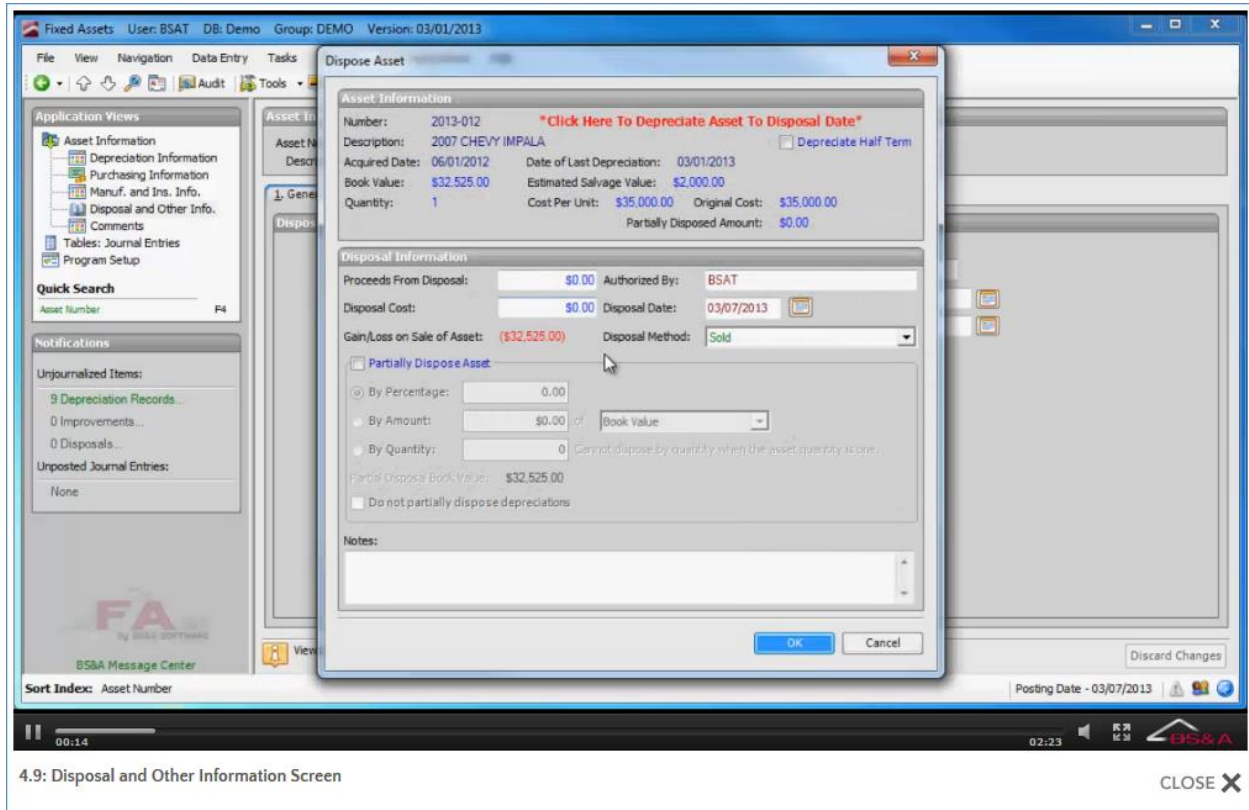
At the bottom, there is a 'BS&A SOFTWARE' logo, a 'Lesson 4.8: Manufacturer and Insurance Info. Screen' title bar, and a 'FA Courseware - Section 4: Asset Management' subtitle. A 'Sort Index: Asset Number' and 'Posting Date - 03/13/2013' are also visible. A 'Discard Changes' button is in the bottom right. A video player control bar at the very bottom shows '00:06' and '00:17'.

4.8: Manufacturer and Insurance Information Screen CLOSE X

Notes

Lesson 4.9: Disposal and Other Information Screen

An Asset Disposal can be done on the General tab of this screen. It can be a complete or partial disposal. When you click the [Click to dispose asset](#) command link on an asset that has not yet been depreciated up to date, a red flag indicates such and lets you go right to the Depreciation screen.

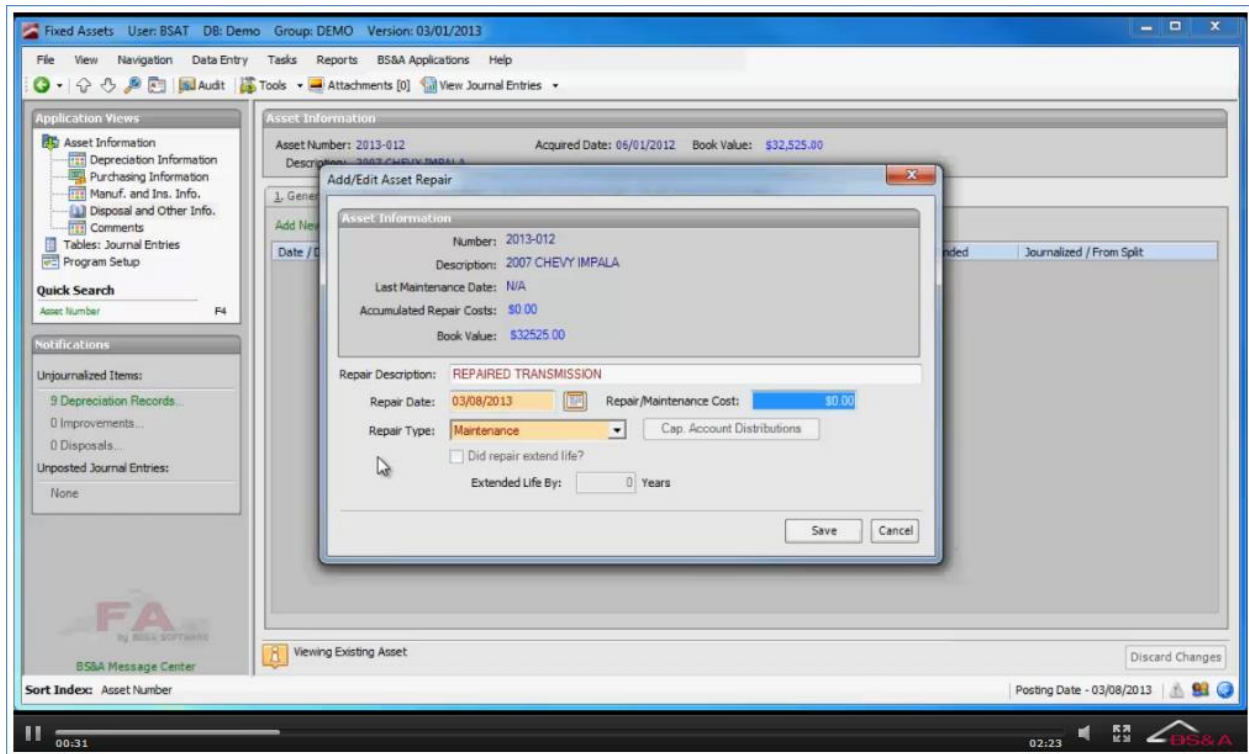


4.9: Disposal and Other Information Screen

CLOSE X

Repairs

Use the Repairs tab to track repairs made to the asset. If a repair is an improvement, rather than maintenance, capitalization journal entries will be created using the capitalization accounts set up on the asset (see page 55). Improvements can extend the useful life of the asset, adding years to the time over which the asset is to be depreciated. This can change the depreciation calculation by including the amount of the improvement to the cost to be depreciated, and spreading this out over the newly extended useful life.

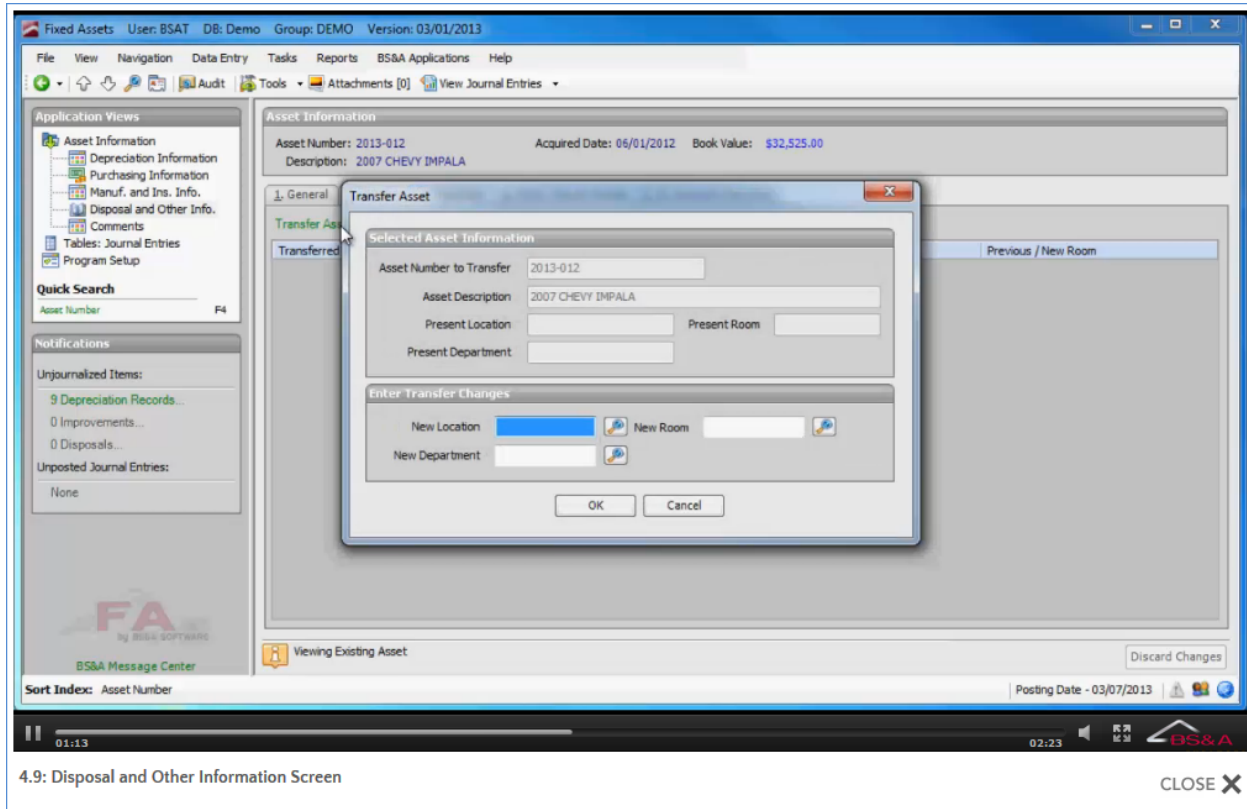


4.9: Disposal and Other Information Screen

CLOSE X

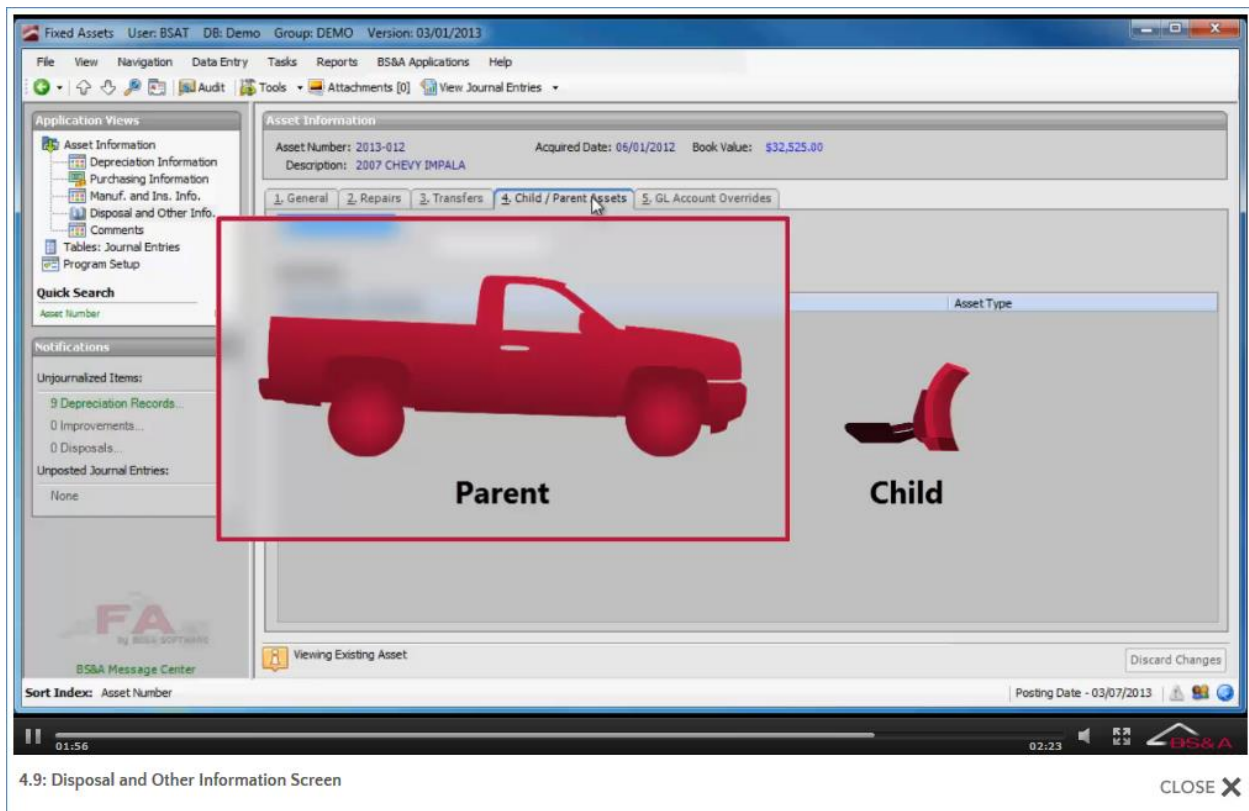
Transfers

A Transfer allows an asset to be "moved." The transfer can be between different departments that might use the asset, or between locations if the asset is no longer to be stored/used at its previous location. An option in General Settings could cause the department portion of the depreciation number to change with a transfer between departments.



Children/Parent Assets

The Children/Parent Assets tab lets you go to a child asset and assign that child to a parent asset. Similarly, when viewing a parent asset (one where child records have been assigned to it), a list of those child assets is provided. A parent/child relationship is intended to link different assets together, in cases where one asset is used in tandem with other assets. The parent asset is typically defined as the asset which would still have functional use without the presence of the child assets. The child assets are dependent upon the parent asset in order to serve their purpose.

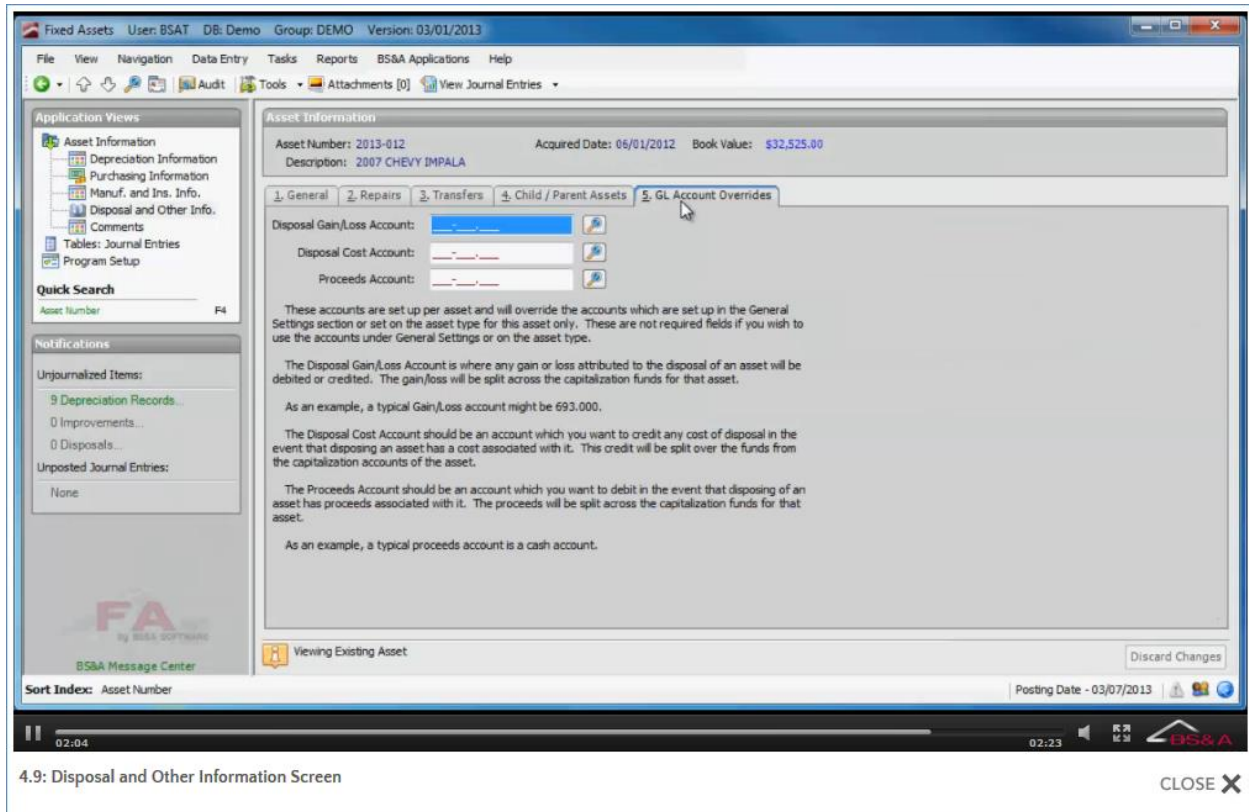


4.9: Disposal and Other Information Screen

CLOSE X

GL Account Overrides

GL Account Overrides is provided for the purpose of overriding the Disposal Gain/Loss, Disposal Cost, and Proceeds accounts set up in General Settings (see page 24). If these fields are blank here, the accounts from General Settings will be used.



The screenshot displays the 'Fixed Assets' software interface. The main window title is 'Fixed Assets User: BSAT DB: Demo Group: DEMO Version: 03/01/2013'. The interface includes a menu bar (File, View, Navigation, Data Entry, Tasks, Reports, BSA Applications, Help) and a toolbar with icons for Audit, Tools, Attachments, and View Journal Entries. On the left, there is a sidebar with 'Application Views' (Asset Information, Depreciation Information, Purchasing Information, Manuf. and Ins. Info., Disposal and Other Info., Comments, Tables: Journal Entries, Program Setup) and a 'Quick Search' field. The main area is titled 'Asset Information' and shows details for Asset Number: 2013-012, Acquired Date: 06/01/2012, and Book Value: \$32,525.00. The description is '2007 CHEVY IMPALA'. Below this, there are tabs for General, Repairs, Transfers, Child / Parent Assets, and GL Account Overrides. The 'GL Account Overrides' tab is active, showing three input fields: 'Disposal Gain/Loss Account', 'Disposal Cost Account', and 'Proceeds Account'. Below these fields, there is explanatory text: 'These accounts are set up per asset and will override the accounts which are set up in the General Settings section or set on the asset type for this asset only. These are not required fields if you wish to use the accounts under General Settings or on the asset type. The Disposal Gain/Loss Account is where any gain or loss attributed to the disposal of an asset will be debited or credited. The gain/loss will be split across the capitalization funds for that asset. As an example, a typical Gain/Loss account might be 693.000. The Disposal Cost Account should be an account which you want to credit any cost of disposal in the event that disposing an asset has a cost associated with it. This credit will be split over the funds from the capitalization accounts of the asset. The Proceeds Account should be an account which you want to debit in the event that disposing of an asset has proceeds associated with it. The proceeds will be split across the capitalization funds for that asset. As an example, a typical proceeds account is a cash account.' At the bottom of the screen, there is a 'Viewing Existing Asset' status, a 'Posting Date - 03/07/2013', and a 'Discard Changes' button. The bottom of the window shows a taskbar with the time 02:04 and system tray icons.

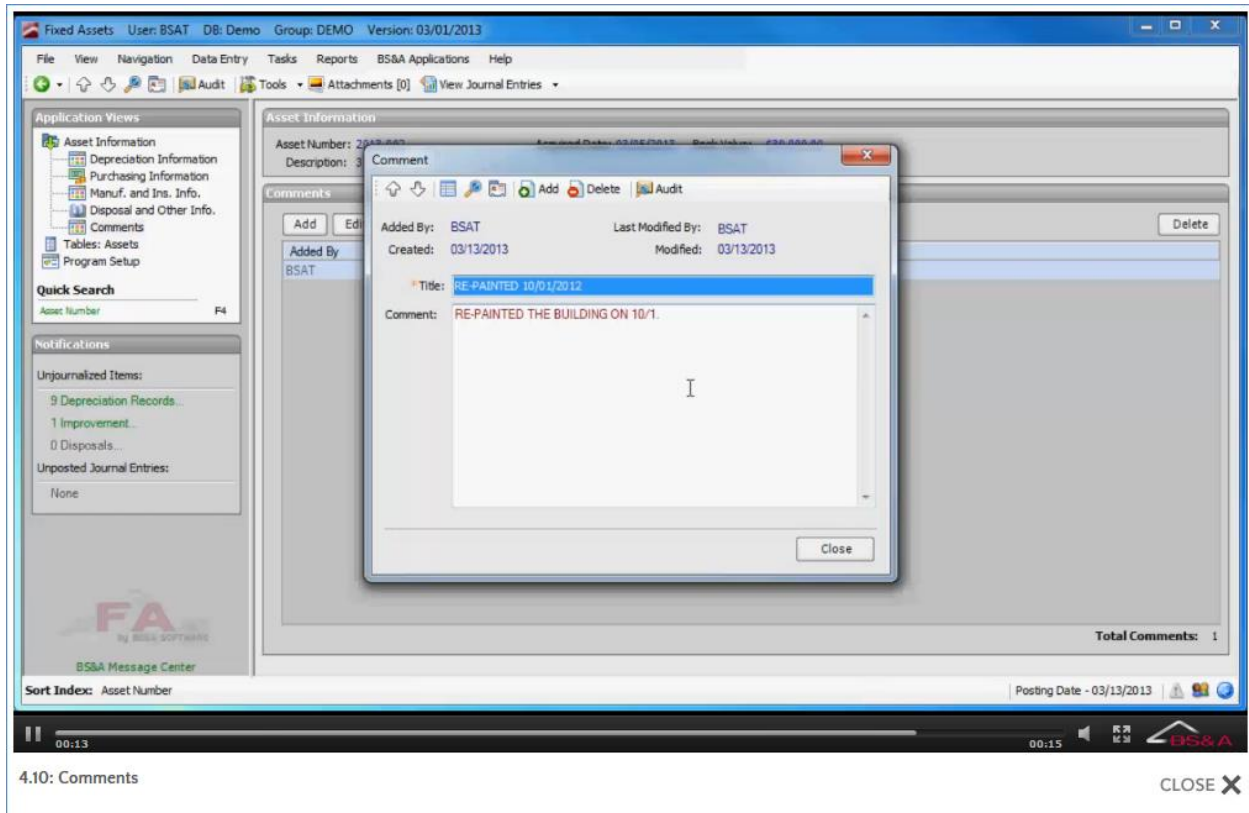
4.9: Disposal and Other Information Screen

CLOSE X

Notes

Lesson 4.10: Comments

The Comments screen is used to store text-based comments about an asset. They can be added at any time, and are stored with the asset in a list format.

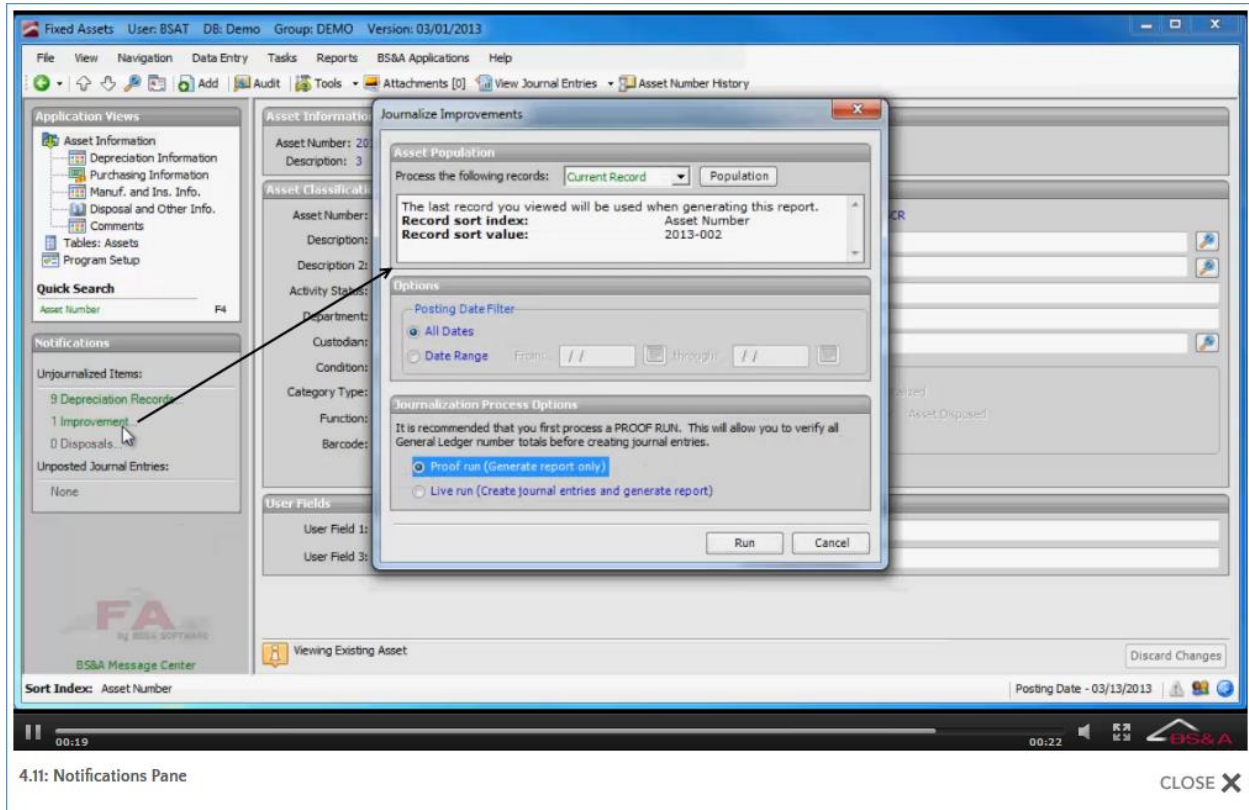


4.10: Comments

CLOSE X

Lesson 4.11: Notifications Pane

The Notifications Pane is located beneath Application Views when an item other than Tables is the active view. It provides basic information about the journal and posting processes in Fixed Assets, and is an alternative to launching those processes from the Tasks menu.



Notes

Section 5: Asset Tasks



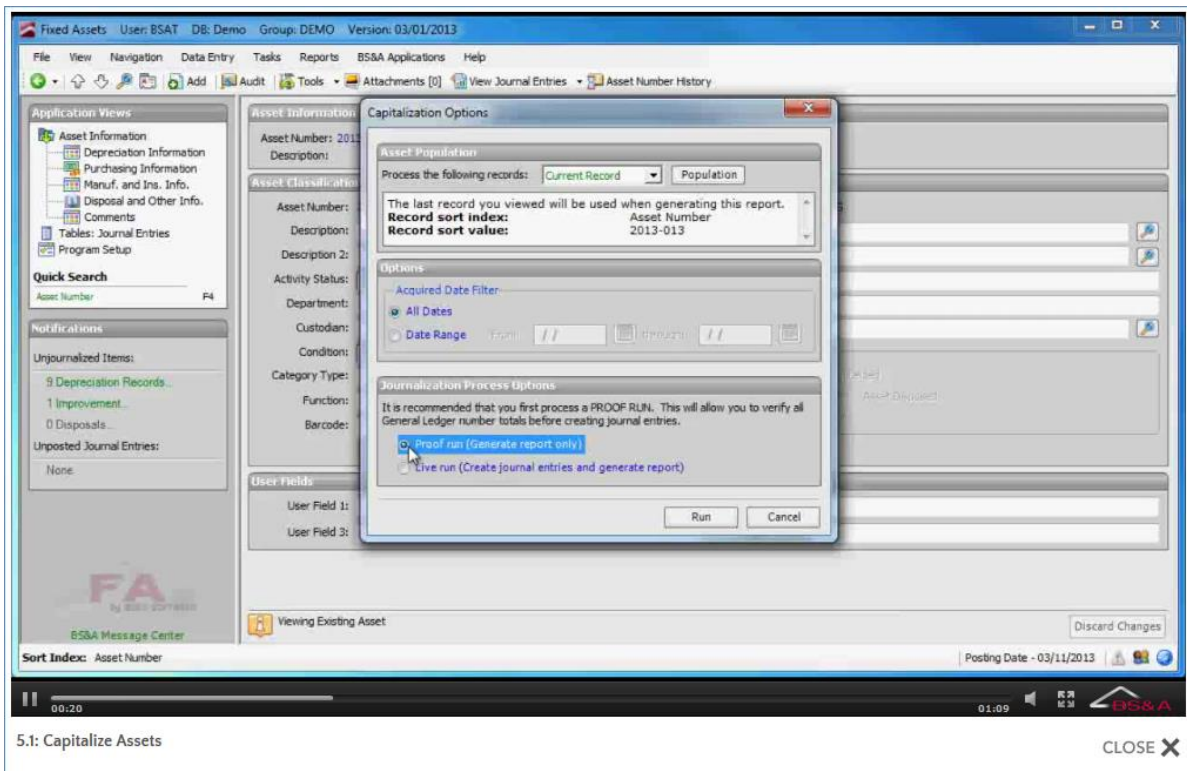
In this section you will learn how to:

- Capitalize assets
- Calculate depreciation and Aged Asset depreciation
- Transfer multiple assets

Lesson 5.1: Capitalize Assets

Capitalized assets are automatically journalized.

1. Go to Tasks>Capitalize Assets.
2. Select the Population.
3. Select your Acquired Date Filter.
4. Proof Run is the default selection. A proof run should always be done before a live run to ensure the data is correct.



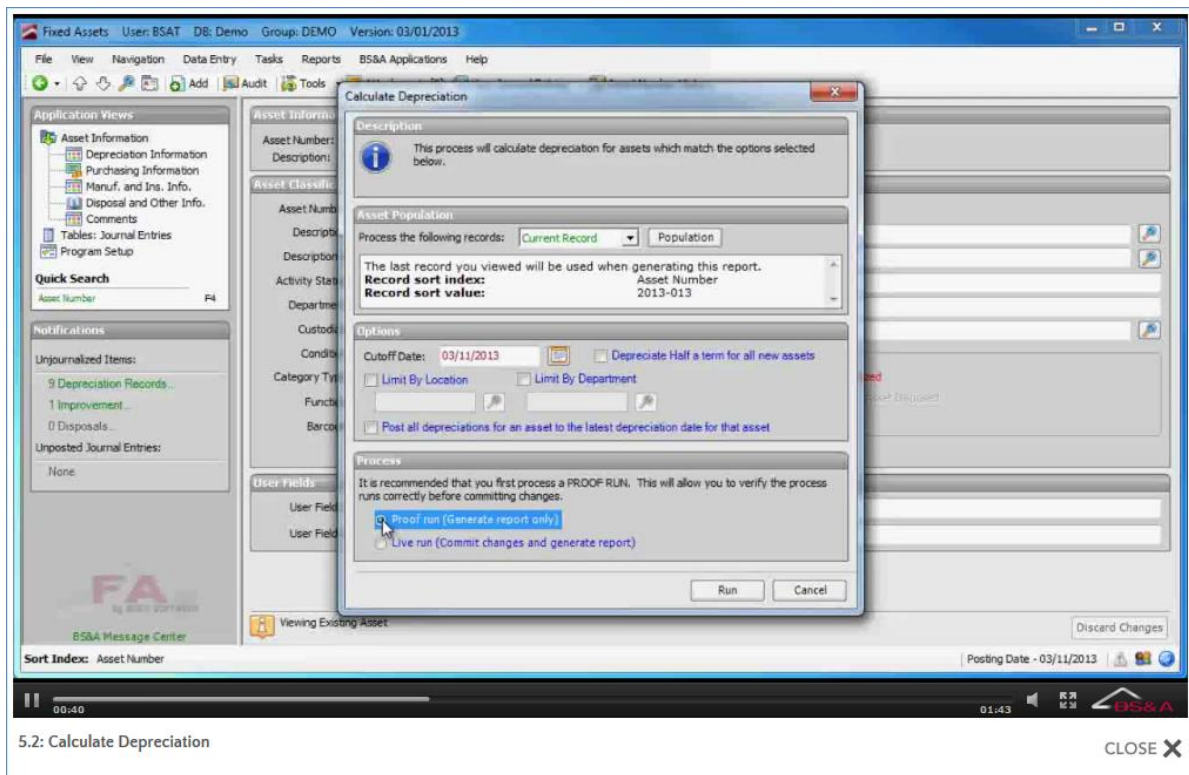
5. Click Run.
6. Select the (print) Destination and click Ok.
7. Carefully review the report before you close it. You are then prompted to proceed with the task. Provided everything is correct, click Yes.
8. If you are not set up to post at the time of journalization, you will need to go to Tasks>Journalize/Post>Post Journal Entries to BSA General Ledger.

Notes

Lesson 5.2: Calculate Depreciation

Only assets marked to be depreciated will be included in this task. Depreciated assets will need to be journalized. It is recommended you journalize the depreciated assets immediately. Instructions are included in this topic.

1. Go to Tasks>Calculate Depreciation.
2. Select the Population.
3. Enter the Cutoff Date.
4. Select whether or not to Depreciate Half a Year for All New Assets.
5. Select whether or not to Limit by Location. If so, select the Location.
6. Select whether or not to Limit by Department. If so, select the Department.
7. Proof Run is the default selection. A proof run should always be done before a live run to ensure the data is correct.



8. Click Run.
9. Carefully review the report before you close it. You are then prompted to proceed with the task. Provided everything is correct, click Yes.
10. Go to Tasks>Journalize/Post>Journalize Depreciation.

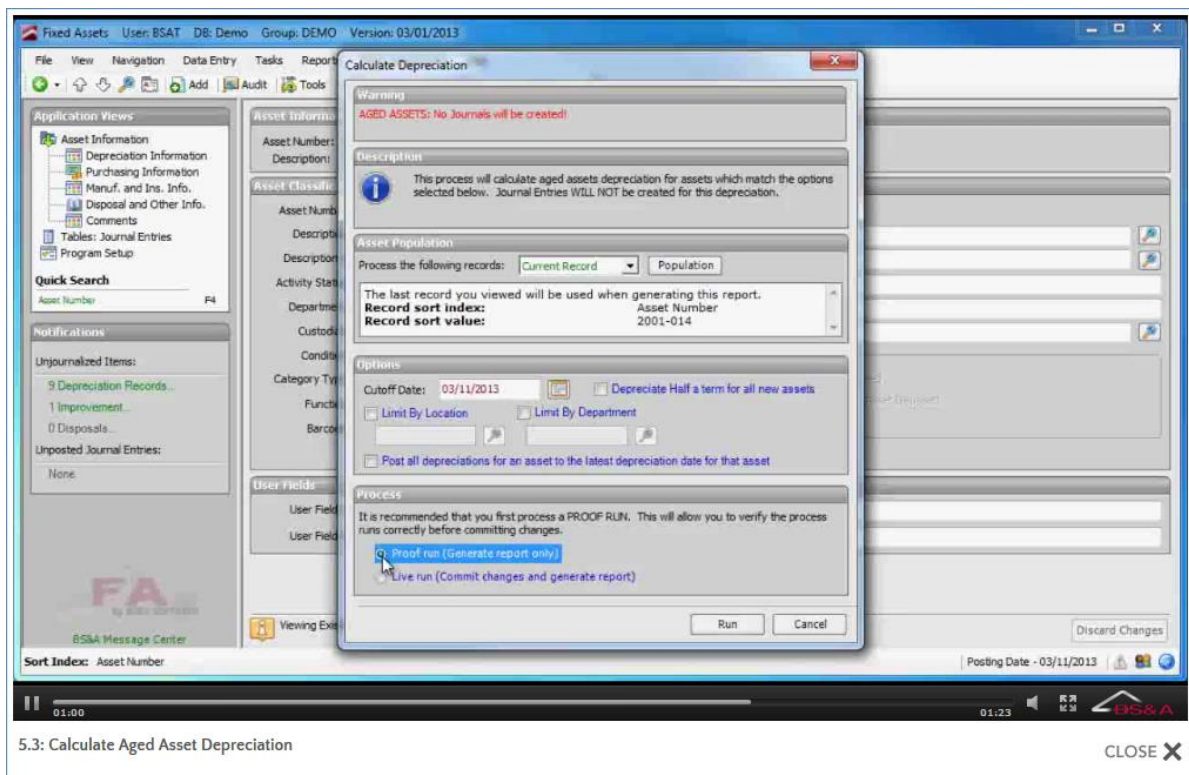
11. Select the Population.
12. Proof Run is the default selection; click Run.
13. Select the (print) Destination and click Ok.
14. Carefully review the report before you close it. You are then prompted to proceed with the task. Provided everything is correct, click Yes.

Notes

Lesson 5.3: Calculate Aged Asset Depreciation

The Calculate Aged Assets task is designed to calculate depreciation for assets acquired prior to your installation of BS&A Fixed Assets. Only assets marked to be depreciated will be included in this task. Assets included in this task are marked as Journalized by the program, but that is only to exclude them from the Journalize Depreciation task. No journal entries are created by the Aged Asset process.

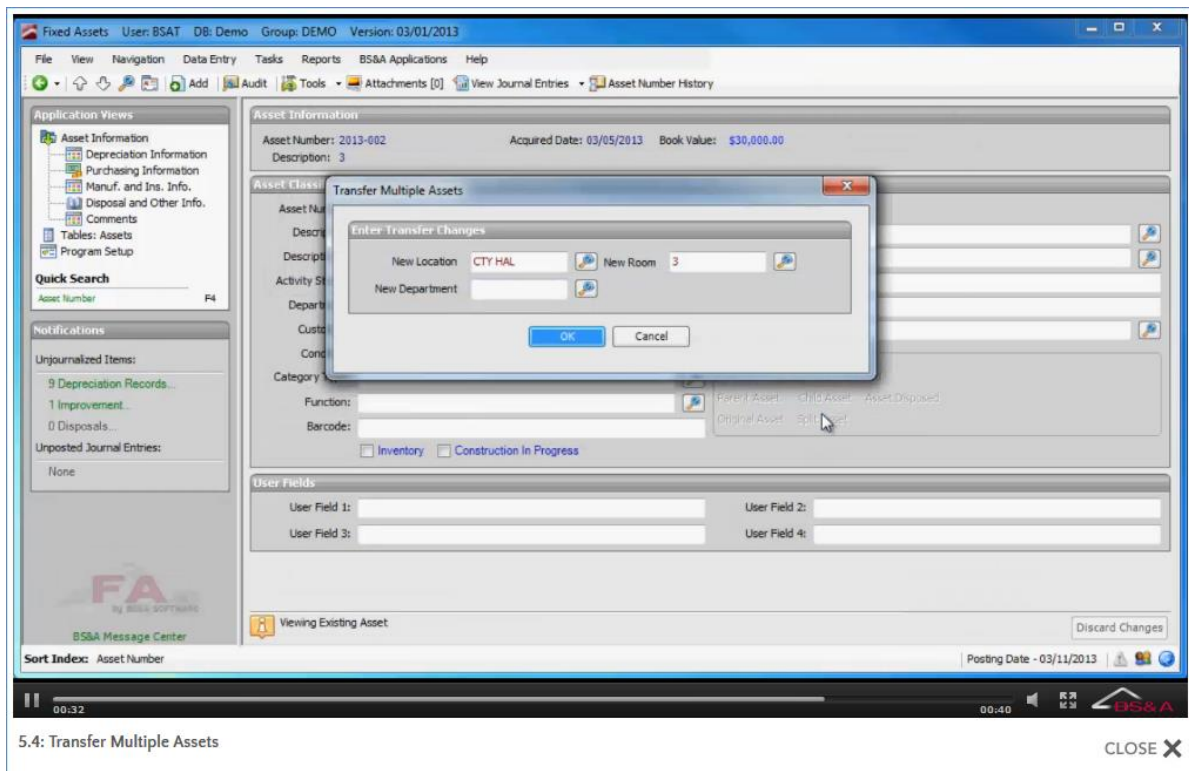
1. Go to Tasks>Calculate Aged Assets.
2. Select the Population.
3. Enter the Cutoff Date.
4. Select whether or not to Depreciate Half a Year for All New Assets.
5. Select whether or not to Limit by Location. If so, select the Location.
6. Select whether or not to Limit by Department. If so, select the Department.
7. Proof Run is the default selection. A proof run should always be done before a live run to ensure the data is correct.



8. Click Run.
9. Carefully review the report before you close it. You are then prompted to proceed with the task. Provided everything is correct, click Yes.

Lesson 5.4: Transfer Multiple Assets

1. Go to Tasks>Transfer Multiple Assets.
2. Select the Population.
3. Click Ok.
4. Select the New Location.
5. If applicable, select the New Room. If the location selected in the previous step was set up with room numbers, those room numbers are presented for selection.



6. If applicable, select the New Department and click Ok.

Section 6: Reports



In this section you will learn about commonly-run reports. Screen shots show the main Report Options screen for each report.

Lesson 6.1: Custom Asset Report

Category: **Asset Reports**

Custom Asset Report - Options

Report Population

Population: Population Options...

Apply Report Options To Population

Apply Advanced Query to Population

Report Format:

Data Filters

Activity Status: Active Idle Inactive Retired

As-Of Fiscal Year End:

Category Type:

Function:

Asset Type:

Asset Subtype:

Condition:

Acq. Method:

Filter:

Filter By Department

Selected Departments: All Depts

Group Parent/Child Assets

Show Subtotals For Parent Assets

Show Disposed Asset Details

Exclude Assets Added and Disposed During The Same Year Show Asset Summary Information

Print Subtotals By... Subtotals Sort Order...

Fund Source Category Asset Type Asset Subtype Location Room Depreciable Date Acquired

Department Function GLNumber: Funding Code CIP

Show Totals Only

Notes

Lesson 6.2: Schedule of GFA Changes

Category: **Asset Reports**

Schedule Of Gfa Changes - Options X

Population Options

Population: All Records Population Options...

Apply Advanced Query to Population

Advanced Query...

Sort Index: Asset Number...

Report Options

Subtotal By Fund Source Optional Report Headings...

Subtotal By Funding Code

Subtotal By Function Code

Subtotal By Department

Subtotal By Asset Type

Subtotal By CIP

Totals Only (do not show individual asset details)

Filter: Fund Source

Select Fund Sources... Selected Fund: All Fund Sources

Start Activity Date: //

End Activity Date: //

Show Zero Original Cost For Newly Acquired Assets In Date Range

Show Original Cost For Disposed Amount

Show Asset Description When Exporting To Excel

Exclude Assets Added and Disposed During The Specified Date Range

Set Fonts... Reset Fonts OK Cancel

Lesson 6.3: Audit Report

Category: **Audit Reports**

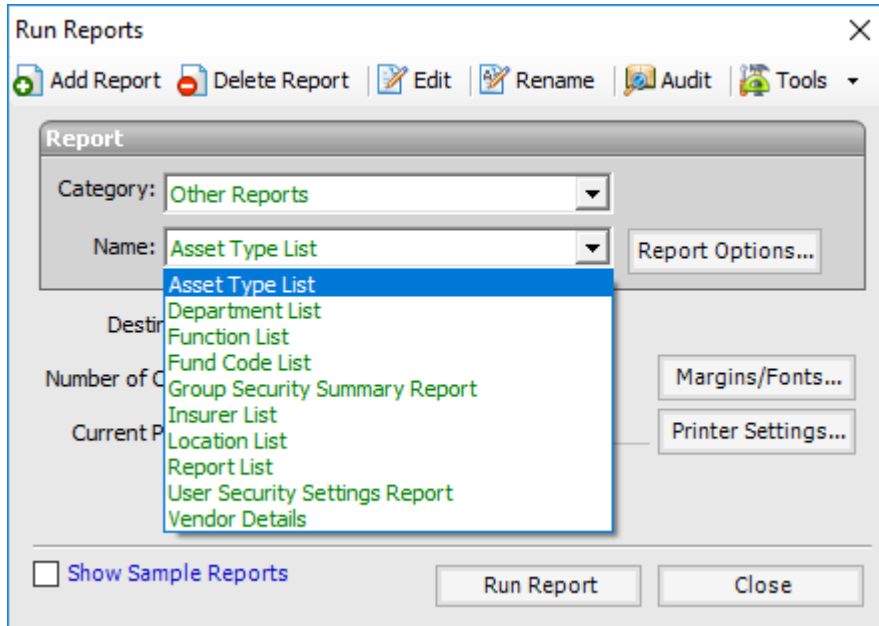
The screenshot shows a dialog box titled "Audit Report - Options" with a close button (X) in the top right corner. The dialog contains the following elements:

- Population:** A dropdown menu showing "Block" and a "Population Options..." button.
- Apply Advanced Query to Population**
Advanced Query...
- Sort Index:** A dropdown menu showing "Date/Time..."
- Do not show Audit Details (Simple Report)**
- Use Audit Description Filters**
Setup Audit Description Filters.
- Filter By Audit Date**
Start: // [calendar icon]
End: // [calendar icon]

At the bottom of the dialog are "OK" and "Cancel" buttons.

Notes

Lesson 6.4: Other Reports



Lesson 6.5: FA Journals Report

Category: **Journal Reports**

Fa Journal Report - Options

Population Options

Population: Population Options...

Apply Advanced Query to Population

Advanced Query...

Sort Index:

Report Options

Filter By Journal Code Optional Report Headings...

Filter By Post Date

Start:

End:

Show Journals For Single Asset Only

Asset Num:

Notes
