



Enterprise ERP  
*powered by Munis®*  
Capital Assets

---

*Procedural Documentation*

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# Capital Assets Life Cycle

## Acquire Assets

1. Import assets into the Enterprise ERP Capital Assets Work File program from a purchase order or an accounts payable invoice, enter them into the Capital Assets New Assets program manually, or use the Import/Export to ASCII program to import assets.
2. Enter asset information.
3. Post the new asset to the general ledger.

## Maintain Assets

- **Adjustments and improvements that impact acquisition cost**
- **Transfers to different general ledger accounts**
- **Disposal of assets with net book value greater than zero**  
Transactions update the general ledger when posted.

- **Adjustments and improvements that impact any value except acquisition cost**
- **Disposal of assets with net book value equal to zero (fully depreciated)**  
Transactions do not update the general ledger when posted.

## Depreciate Assets

Depreciation is based on the depreciation method, book value, salvage value, and life. A journal entry is created to debit depreciation expense and credit the accumulated depreciation asset account if the Depreciation Flag checkbox is set to Yes.

## Process Year End

The Capital Asset Year End Process updates the insured value and the replacement value of the asset based on the asset's subclass code's insured value factor and replacement cost factor.

The Enterprise ERP Capital Asset GASB 34 Report Writer Interface program exports general ledger information to the GASB 34 Reporter Program.

## Retire Surplus Assets/Dispose of Returned or Nonfunctional Assets

If the asset has remaining book value, the Capital Asset Transaction Entry Post program disposal and retirement options create a journal entry debiting the asset's contra account for the book value, crediting the asset account for the acquisition cost, and debiting accumulated depreciation for the asset's life-to-date depreciation amount. When disposing a fully depreciated asset, Munis credits the asset account and debits the accumulated depreciation account for the full amount of the asset. The contra account is not included in this journal entry.

# Accounts Payable Asset List

## Objective

This document provides instructions for completing the Accounts Payable Asset List program. This list provides an itemization of all potential capital assets that have been paid through accounts payable.

## Overview

The Accounts Payable Asset List program prints a list of invoices that were identified as assets in the Accounts Payable Invoice Entry program. This list is used as a worksheet of assets that need to be added to the asset file. After this list has been created, you can use the Post option to identify the asset invoice detail record as being processed. This means that the listing has been reviewed and the invoices do not need to be included in future listings. The invoice line item is marked Y in the Invoice Entry program, which indicates that the item is a capital asset. After the post process completes, the status in Invoice Entry is P (Processed).

Use the Accounts Payable Asset List program when importing accounts payable information in the Capital Asset Work File program.

## Prerequisites

Before you can successfully complete this process, you must ensure that roles granting the necessary permissions have been assigned to your user account. If the roles have not been established, contact the system administrator to have them updated or added into the Enterprise ERP system.

Confirm the following:

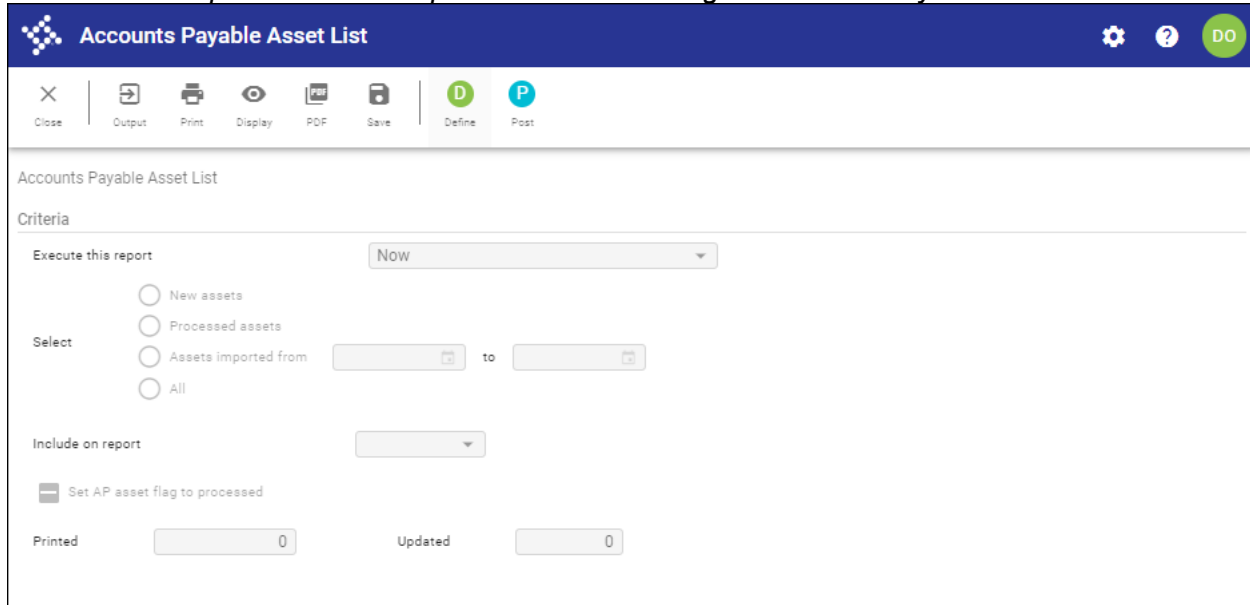
- You have menu access to the Accounts Payable Asset List program.
- There are invoices identified as containing capital assets that are paid through accounts payable.

## Procedure

Use the following steps to complete the Accounts Payable Asset List program:

1. Open the Accounts Payable Asset List program.

*Financials > Capital Assets > Capital Asset Processing > Accounts Payable Asset List*



2. Click Define.
3. Complete the fields according to the following table to define the report.

Field	Description	Notes
Execute This Report	<p>Allows you to use Enterprise ERP Scheduler to process the report:</p> <ul style="list-style-type: none"> <li>• Now—Processes the report immediately; select an output option to view, print, or save the report.</li> <li>• In Background (Now)—Processes the report a single time using the event log and email notification features of Enterprise ERP Scheduler.</li> <li>• At a Scheduled Time—Establishes a specific time when the report runs, using Enterprise ERP Scheduler.</li> </ul>	
Select	<p>Determines the invoices to print:</p> <ul style="list-style-type: none"> <li>• New Assets—Assets that have been recently created and have not yet been processed.</li> <li>• Processed—Assets that have been previously processed.</li> <li>• Assets Imported From—Assets that have been imported.</li> </ul>	

Field	Description	Notes
	<ul style="list-style-type: none"> <li>All—All assets (new, imported, and processed).</li> </ul> If you select Assets Imported From or All, you must complete the Imported Date Range boxes to specify the range of dates within which assets have been imported. Processed assets are created only after new asset invoices have been selected and output.	
Include on Report	Allows you to include the invoice number, the document number, or both on the report.	
Set AP Asset Flag to Processed	Indicates the asset has been identified as Processed in accounts payable invoice detail, if selected. When you click Post, this box is active. It functions as a confirmation.	
Printed	Identifies how many assets have been printed.	
Updated	Indicates how many assets have been updated.	

- Click Accept.
- Click Output on the toolbar.  
The program displays the Output screen.



**Output** [X]

Output type

Munis printer    Printer name: [ ] [Properties]  
 Save    Status:  
 ID:  
 Type:

Comment: Outputs to a printer available to the Munis server. You may accept the default or select a different printer from the list.

Report title  
 ALL ACCOUNTS PAYABLE ASSET LIST  
 [ ]

Output style    Output options

Presentation     Landscape    Copies [ ]  
 Plain Text     Enable hyperlinks if present

[OK] [Cancel]

- Select the output type and specify the output settings.
- Review the report.
- Once the report review is complete, click Post.  
This identifies the assets as processed, and they will not be included again when selecting new assets in the future.

## Report Example

04/08/2021 11:01		ETSO 2020.3 Support Servers - TRAIN										P 1	
dan.olson		ALL ACCOUNTS PAYABLE ASSET LIST										faapa1st	
DOC/INV	PO	INV DATE	ACCOUNT/DESCRIPTION				VOUCHER	AMOUNT	VENDOR				
310	20060032	06/08/06	1000.1	.135.000	.00	.00	.0000.0.5830	.	116	9,500.00	1000	ABC SUPPLY	C
			new windows server										
324	20060010	01/22/06	1100.0	.000.000	.00	.00	.0000.0.5409	.1050	131	6,000.00	1000	ABC SUPPLY	C
			CAST IRON POST STREET LIGHTS										
324	20060010	01/22/06	1000.4	.172.255	.00	.00	.0000.0.5409	.1050	131	6,000.00	1000	ABC SUPPLY	C
			CAST IRON POST STREET LIGHTS										
5635	20070030	11/03/07	1000.1	.135.000	.00	.00	.0000.0.5409	.		480.00	1000	ABC SUPPLY	C
			fixed asset										
5976		08/10/14	1000.4	.172.250	.00	.00	.0000.0.5830	.03235		145,000.00	1005	CRYSTAL DECI	
			Police Services										
135	20060004	01/22/06	1000.2	.210.211	.00	.00	.0000.0.5850	.	83	25,000.00	1007	FORD MOTOR	C
			FORD TAURUS										
136	20060008	01/22/06	1000.1	.135.000	.00	.00	.0000.0.5850	.	84	25,000.00	1007	FORD MOTOR	C
			FORD MUSTANG CONVERTIBLE										
293	20060005	06/08/06	1000.2	.210.219	.00	.00	.0000.0.5850	.	99	20,000.00	1007	FORD MOTOR	C
			FORD EXPLORER										
293	20060005	06/08/06	1000.2	.220.000	.00	.00	.0000.0.5850	.	99	20,000.00	1007	FORD MOTOR	C
			FORD EXPLORER										
295	20060013	06/08/06	1000.2	.210.211	.00	.00	.0000.0.5850	.	101	75,000.00	1007	FORD MOTOR	C
			FORD CROWN VIC POLICE INTERCEP										
305	20060027	06/08/06	1000.2	.220.000	.00	.00	.0000.0.5800	.	111	500,000.00	1007	FORD MOTOR	C
			LADDER TRUCKS										
410	20070015	02/28/07	1000.1	.135.000	.00	.00	.0000.0.5850	.	204	45,000.00	1007	FORD MOTOR	C
			FORD F-350 SUPER DUTY DIESEL Q										
411	20070015	02/28/07	1000.1	.135.000	.00	.00	.0000.0.5850	.	205	90,000.00	1007	FORD MOTOR	C
			FORD F-350 SUPER DUTY DIESEL Q										
6020		01/01/16	1000.1	.135.000	.00	.00	.0000.0.5850	.		23,750.00	1000	ABC SUPPLY	C
			PATIO										
6064	20170001	11/02/16	1022.3	.752.198	.K	.94	.2630.1.0952	.1022		21,750.00	1010	DELL	
			DELL LATITUDE LAPTOP										
6065		11/02/16	1000.1	.135.000	.00	.00	.0000.0.5850	.		7,500.00	1000	ABC SUPPLY	C

# Creating or Improving Assets from Invoices or POs

## Objective

This document provides instructions on identifying and selecting purchase order and invoice records to import into Enterprise ERP Capital Assets to create new asset records or improve existing assets.

## Overview

When you define a purchase order or an accounts payable invoice to include a capital asset, you can draw that record into the Capital Asset Work File program. In this program, you can add additional class and subclass information to create the asset. The Accounts Payable Asset List report should have been created and reviewed prior to this process.

## Prerequisites

Before you can successfully complete this process, you must ensure that roles granting the necessary permissions have been assigned to your user account. If the roles have not been established, contact the system administrator to have them updated or added into the Enterprise ERP system.

Confirm the following:

- You have permission to access the Capital Asset Work File program.
- Invoices or purchase orders have been entered and identified as capital asset invoices or purchase orders.
- The Accounts Payable Asset List report has been created and reviewed.
- Asset improvement invoices have been imported prior to new assets.

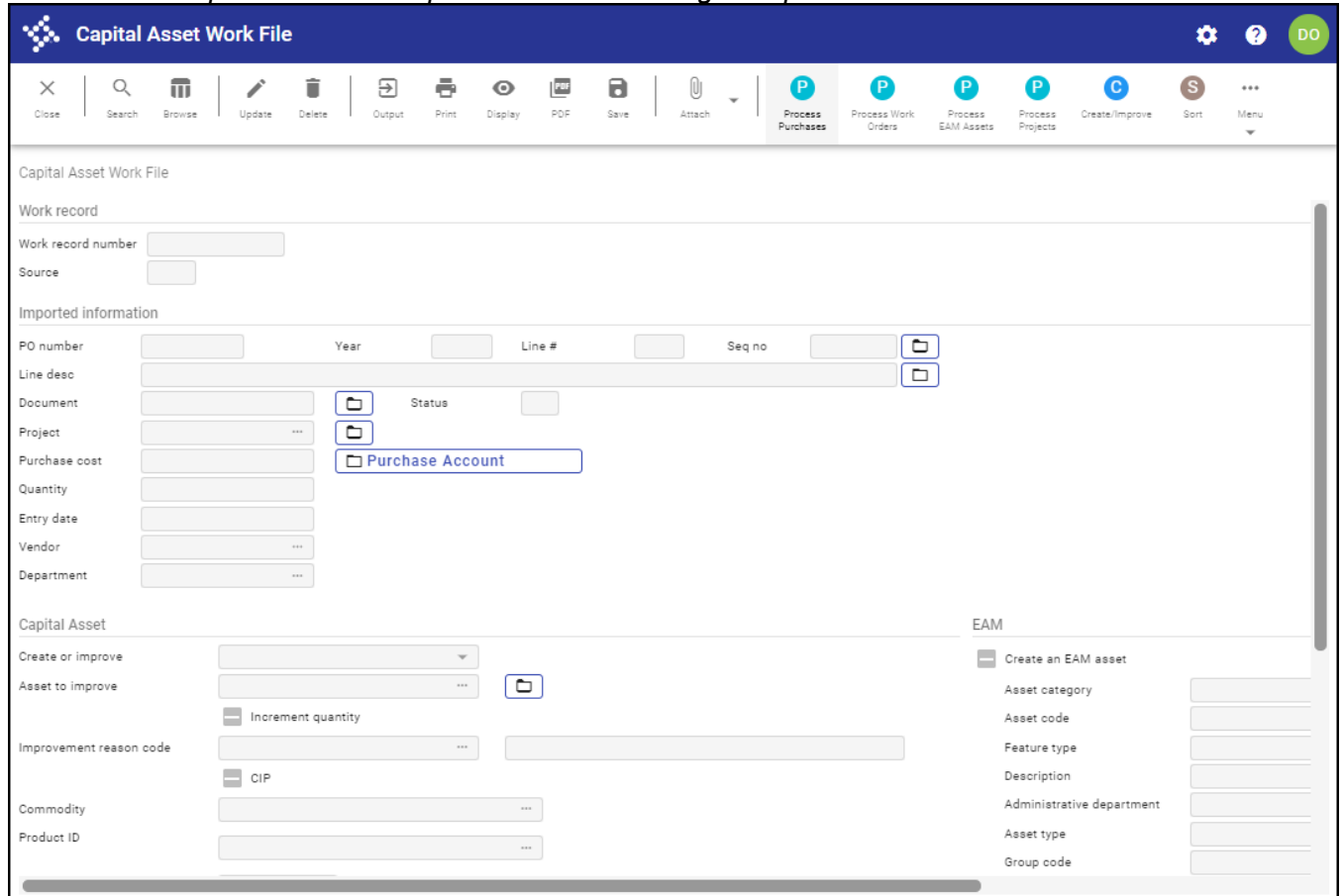


## Procedure

Use the following steps to import and create capital asset records from accounts payable invoices or purchase orders:

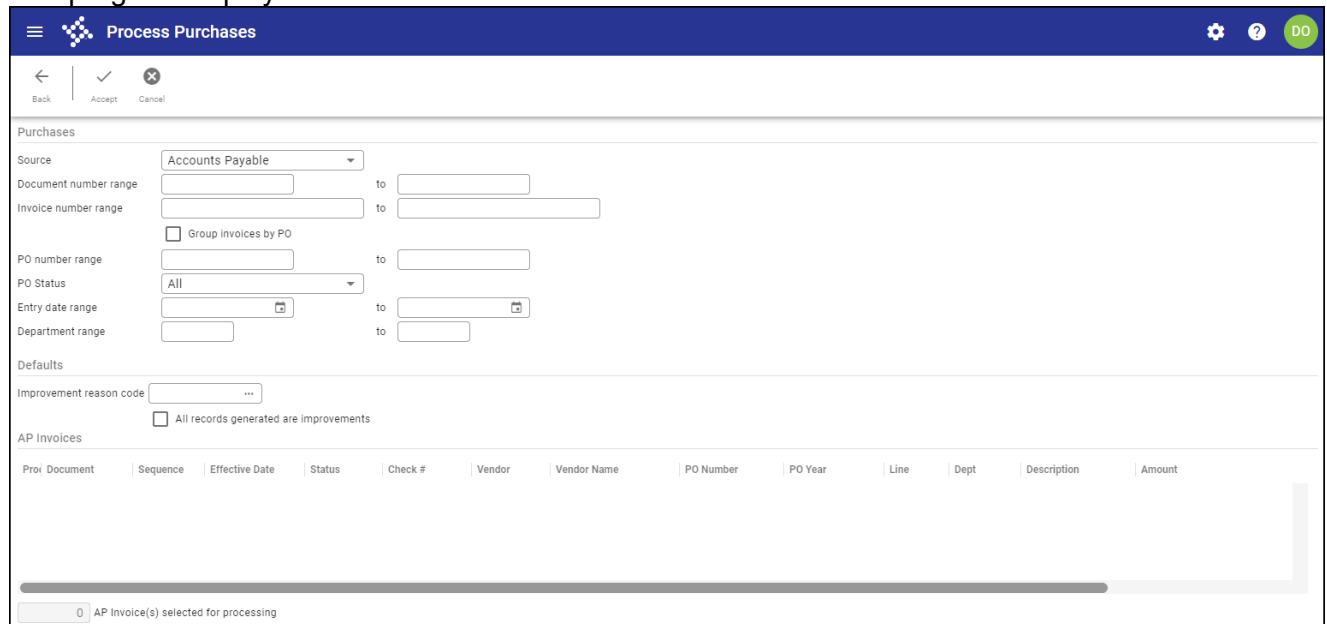
1. Open the Capital Asset Work File program.

*Financials > Capital Assets > Capital Asset Processing > Capital Asset Work File*



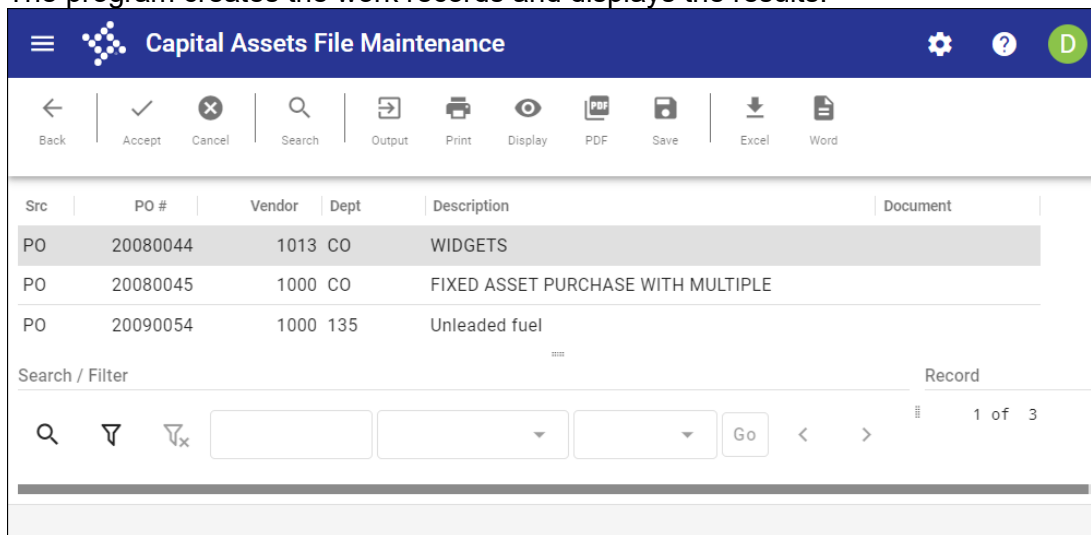
2. Click Process Purchases on the toolbar.

The program displays the Process Purchases screen.



3. From the Source list, select either Accounts Payable or Purchase Orders depending on the type of records to process.
4. Use the remaining fields in the Purchases group to define the range of invoices or purchase orders to select.
5. Complete the Default Reason Code box in the Default Values for Improvements group to assign all of the improvements a single reason code. This box is optional.
6. To set all of the imported improvements as ready for processing, select the Default Improve Flag checkbox.
7. Click Accept.  
The program searches for the purchase orders or invoices that matched your criteria, and refreshes the screen to display those records in the table. The program renames the table based on the record type you selected from the Source list.
8. Review the records.
9. Clear the checkbox in the Process column for any record to exclude it from the import process. Alternatively, use the Select All or Select None options in the toolbar.  
Only invoiced quantities can be individually selected. If you select or clear the checkbox for a single line from a non-invoiced purchase order, the program automatically selects or clears all of the lines from that order.
10. When you have finished selecting records to include, click Process.  
The program displays a confirmation message, which indicates the number of capital asset work records to be created.
11. Click Yes, Create.

The program creates the work records and displays the results.



12. Click Accept to return to the Capital Asset Work File screen, with the first work record created as the active record.
13. Click Browse or use the navigation arrows at the bottom of the screen to find work records that require updating.
14. For each record, click Update and modify the asset information, as required. Refer to the following table for specific field details. Ensure that the Create or Improve list is set to Create for each asset record that you are creating.

Field	Description	Notes
<b>Work Record</b>		
Work Record Number	Contains a sequential number assigned to each new work file record.	
Source	Indicates the source of the work record. A value of AP indicates an invoice or a purchase order that has been invoiced; PO indicates a purchase order that has not been invoiced.	
<b>Imported Information</b>		
PO Number Year Line Number Sequence Number	Display the purchase order number, fiscal year, purchase order line number, and sequence number from which the work record was imported. The values in the boxes are automatically completed by the program during the import process and you cannot access them.	
Line Desc	Provides a description of the imported line. The default description is drawn from the source record.	
Document	Identifies the document number for the invoice.	
Project	Identifies the project code, if applicable.	

Field	Description	Notes
Purchase Cost	Indicates the cost of the purchase. Clicking the on-screen Purchase Account button opens the Purchase Account screen, which displays the account	
Quantity	Indicates the quantity of the items.	
Entry Date	Provides the source record entry date.	
Vendor	Indicates the source vendor for the asset.	
Department	Defines the department to which the capital asset belongs, or the department responsible for the asset.	
<b>Capital Asset</b>		
Create or Improve	Determines whether the work record will improve an existing asset or create a new asset.	
Asset to Improve	Contains the asset number to improve. This box is only available if you selected Improve from the Create or Improve list. The selected asset must be active or retired. The program displays the asset description when you enter a code.	
Improvement Reason Code	Identifies the reason code for the asset improvement. This box is only available if you selected Improve from the Create or Improve list. If you assigned a default reason code on the Process Purchases screen, this box contains the default value, but you can change it.	
CIP	Indicates that the work record is a result of construction in progress.	
Commodity	Contains the commodity code associated with the asset. You can only enter type 4 commodity codes. The default value is completed from Purchase Order Entry. If the combination of class code and subclass code has a commodity code tied to it in Sub-Class Codes, click the field help button for a list of type 4 commodities. These will have the first 5 positions the same as the first 5 positions of the commodity in Sub-Class Codes. If there is no commodity in Sub-Class Codes, click the field help button to display all type 4 commodity codes. The program displays the commodity description when you enter a code.	
Product ID	Defines the product ID of the asset, if applicable. This field is only available if you have selected a commodity code.	

Field	Description	Notes
Class Code	Contains a class code for the asset. The code must exist in the Capital Asset Miscellaneous Codes program. The program displays the class description when you enter a code.	
Sub-class	Holds a subclass code that further defines the asset. The subclass code has a hierarchical relationship with the class code. The same set of subclass codes can be used again for another class code. The program displays the subclass description when you enter a code. The code must exist in Sub-Class Codes.	
Est Life	Sets the estimated useful life of the asset in years. If the Create Capital Asset checkbox is selected, you must enter a number that is not 0 in this box.	
Tag	Identifies an asset tracking number (typically attached to the item with a tag). The default value for the asset tag number is the same value as the asset number, but you can change this. Each asset must have a unique tag number. If you change the default value for the asset tag number, the new value cannot exist for another asset. If the Require Asset Tag checkbox is selected in Capital Asset Settings, the tag number is required; otherwise, the tag number is optional.	
Serial	Contains the unit serial number for the asset.	
Location	Identifies the asset location. When the Class Code and Sub-class fields are completed, the default value of the location is completed by the subclass code selection. The program displays the location description when you enter a code.	
Floor/Room	Indicate the floor and room number where the asset is located. The floor and room number are optional.	
Custodian	Contains a custodian code for this asset. Custodian codes are established in the Custodian Codes program. If a custodian code is associated with the department code, it is the default value for this box.	
Depreciate	Determines whether the asset is subject to depreciation. Selecting this checkbox sets	

Field	Description	Notes
	the asset to depreciate. This box can be used with the Mass Update function, so that multiple records can be updated with the same value.	
Disposal Restriction	Indicates that the asset has a disposal restriction. When you attempt to process the disposal of the asset in Enterprise ERP, the system displays a warning message regarding the disposal restrictions before you can complete the process.	

15. If a Work Order asset record should also be created from the work record, select the Create Work Order Asset checkbox in the Work Order Asset group, and then complete the fields in the group, as required. Refer to the following table for specific field details.

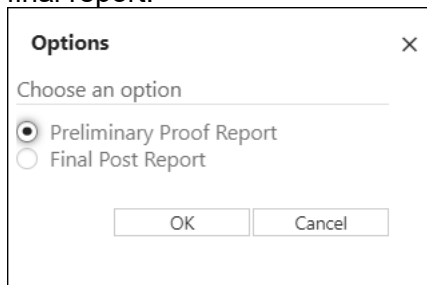
Field	Description	Notes
Asset Type	Determines the type of work order asset to create. The available options are equipment, facility/location, infrastructure, street, and technology. The value selected from this list determines the availability of the remaining fields and the user-defined fields that are displayed in the table.	
Asset Code	Contains the asset identifier code for the new work order asset.	
Infrastructure/Street Type	Defines the infrastructure or street type code if you selected an asset type of Infrastructure or Street. If the asset type is not Infrastructure or Street, this box is not accessible.	
Description	Provides the asset description.	
Admin Department	Identifies the administering department for the asset.	
Class Code	Indicates the work order asset class code. The box is only available if the combination of the asset type and administering department have at least one defined asset class code. If no class codes have been set up for the asset type and department combination, the box is not accessible.	
Group Code	Contains the work order asset group code. The group codes available for entry in the box are determined by the administering department. If the entered department has no defined group codes, you must leave this box blank.	
Field Name Required	Displays any user-defined fields that have been defined for the selected asset type.	

Field	Description	Notes
Code Value	If you have not created any user-defined fields for the selected asset type, the table is empty. If the Required checkbox is selected for a field in this table, you must complete the Code or Value column for that field.	

16. When you have finished updating values, click Accept.

17. Click Create/Improve in the toolbar.

The program displays a dialog box that requires you to select whether to create a proof report or the final report.

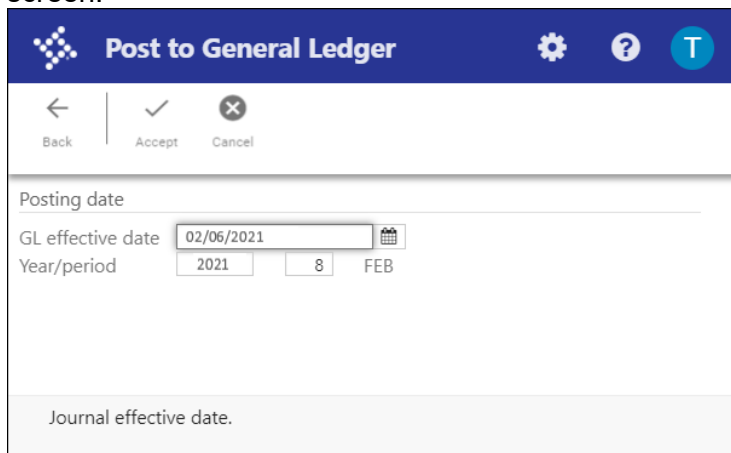


The dialog box is titled "Options" and contains the following elements:

- Close button (X)
- Text: "Choose an option"
- Radio button selected: "Preliminary Proof Report"
- Radio button: "Final Post Report"
- Buttons: "OK" and "Cancel"

18. If you select Preliminary Proof Report and click OK, the program generates a proof report. You must review the proof and make any necessary changes before running the Final Post Report.

19. If you select Final Post Report and click OK, the program displays the Post to General Ledger screen.



The screen displays the following information:

- Header: "Post to General Ledger" with settings, help, and user icons.
- Navigation: Back, Accept, Cancel buttons.
- Posting date: [Empty field]
- GL effective date: 02/06/2021 (with calendar icon)
- Year/period: 2021, 8, FEB
- Journal effective date: [Empty field]

20. Enter values in the GL Effective Date and Year/Period fields, and then click Accept.

The program displays a message indicating the number of asset records to be created and the number of asset records to be improved.

21. Click Yes, Process to create and/or improve the asset records.

The program displays the Output screen.

22. Select an output method and then click OK.

The program displays a message indicating the range of asset tags created.

23. Click OK to return to the Capital Asset Work File program screen.

## Results

Imported assets are available in the New Assets program, where you can review the records, complete any additional required details, and then post the assets to the general ledger. Asset improvement transactions can be viewed using the Transaction History option in New Assets. The asset value is increased by the amount of the improvement.

## GL Impact

For improvements, the asset improvement account in the general ledger is debited for the amount of the accounts payable invoice at the time of posting.

## What's Next?

The asset should be reviewed and additional information entered as needed. New assets should then be posted to the general ledger. No additional action is required for improved assets.



# Creating Assets from Projects

## Objective

This document provides instructions on identifying and selecting project records to import into Enterprise ERP Capital Assets to create new asset records.

## Overview

The Project Import screen imports projects into the Capital Asset Management module in the form of capital assets. You must enter search criteria to define which projects and project actual amounts to include in the import. The selected actual amounts determine the asset purchase cost.

## Prerequisites

Before you can successfully complete this process, you must ensure that roles granting the necessary permissions have been assigned to your user account. If the roles have not been established, contact the system administrator to have them updated or added into the Enterprise ERP system.

Confirm the following:

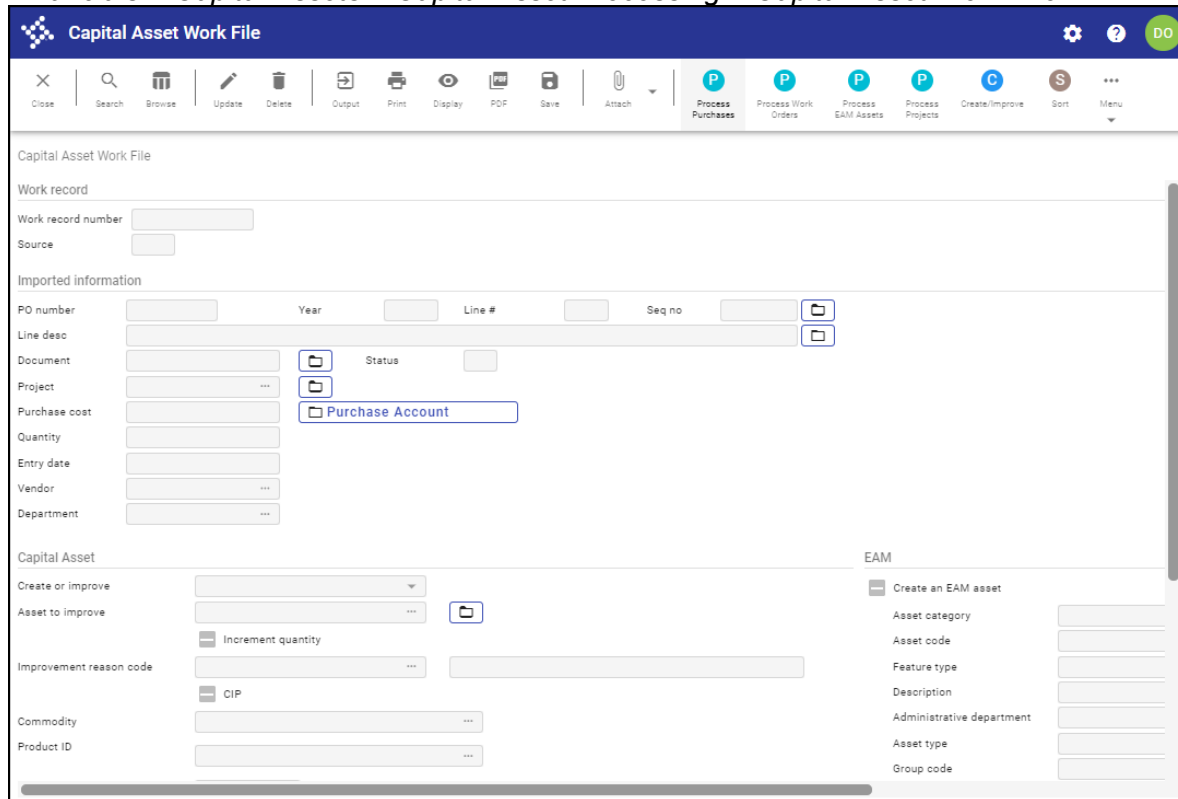
- You have permission to access the Capital Asset Work File program.
- Any projects to be imported have the Create Capital Asset checkbox selected in the Project Master program.
- Project expense strings are set to Include in Asset Cost in the Expense String Maintenance program and have positive actual amounts.
- The Accounts Payable Asset List report has been created and reviewed.

## Procedure

Use the following steps to import and create capital asset records from projects:

1. Open the Capital Asset Work File program.

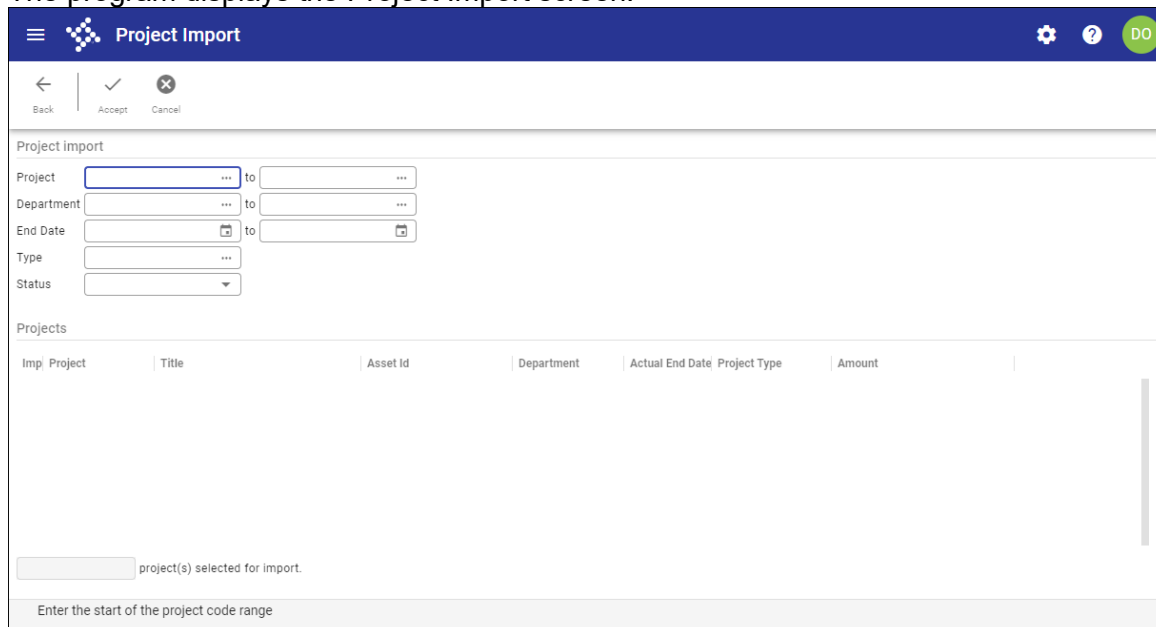
*Financials > Capital Assets > Capital Asset Processing > Capital Asset Work File*



The screenshot shows the 'Capital Asset Work File' application window. The title bar includes a 'DO' button. The toolbar contains icons for Close, Search, Browse, Update, Delete, Output, Print, Display, PDF, Save, Attach, Process Purchases, Process Work Orders, Process EAM Assets, Process Projects, Create/Improve, Sort, and Menu. The main area is divided into several sections:

- Work record:** Fields for Work record number and Source.
- Imported information:** Fields for PO number, Year, Line #, and Seq no. Below these are fields for Line desc, Document, Project, Purchase cost (with a dropdown for 'Purchase Account'), Quantity, Entry date, Vendor, and Department.
- Capital Asset:** Fields for Create or improve (dropdown), Asset to improve, Improvement reason code (with a dropdown for 'CIP'), Commodity, and Product ID.
- EAM:** A section for creating an EAM asset, including fields for Asset category, Asset code, Feature type, Description, Administrative department, Asset type, and Group code.

2. Click Process Projects on the toolbar.  
The program displays the Project Import screen.



The screenshot shows the 'Project Import' application window. The title bar includes a 'DO' button. The toolbar contains icons for Back, Accept, and Cancel. The main area is divided into several sections:

- Project import:** Fields for Project, Department, End Date, Type, and Status.
- Projects:** A table with columns: Imp. Project, Title, Asset Id, Department, Actual End Date, Project Type, and Amount.
- Summary:** A field showing the number of project(s) selected for import.
- Input:** A field for entering the start of the project code range.

3. In the Project fields, define the range of projects to import.
4. Use the remaining fields in the Project Import group to further define the range of projects to select. Refer to the following table for specific field details.

Field	Description	Notes
<b>Project Import</b>		
Project	Defines the range of project codes from which to import asset information.	
Department	Indicates the range of department codes from which to import.	
End Date	Identifies the range of project actual end dates from which to select projects for import.	
Type	Contains the project type to import. Leave the field blank to import all project types.	
Status	Determines the project status to import. Leave the option blank to import projects of all statuses.	
<b>Projects</b>		
	Lists the projects that matched your search criteria.	

5. Click Accept.  
The program searches for the projects that matched your criteria, and refreshes the screen to display those records in the table. The program renames the table based on the record type you selected from the Source list.
6. For each project to import, select the checkbox in the Import column. Alternatively, use the Select All or Select None options on the toolbar to clear or select all of the records in the table.
7. Click Process.  
The program creates the work records and returns to the main program screen with the created work records as the active set.
8. Review the work records and make changes as needed by clicking Update.
9. When all of the work records are accurate, click Create/Improve to post them.  
The program displays the Options dialog box.
10. Select the Final Post Report and click OK.  
The program creates the report and updates the asset information.

## Results

Imported assets are available in the New Assets program, where you can review the records, complete any additional required details, and then post the assets to the general ledger. Asset improvement transactions can be viewed using the Transaction History option in New Assets. The asset value is increased by the amount of the improvement.

## GL Impact

When you create or improve assets for work file records created as a result of running the Project Import, the capital asset account is referenced to build the capital asset's general ledger account.

## What's Next?

The asset should be reviewed and additional information entered as needed. New assets should then be posted to the general ledger. No additional action is required for improved assets.

# Entering Capital Asset Records

## Objective

This document provides instructions on how to enter a capital asset record directly into Enterprise ERP Capital Assets.

## Overview

Typically, capital assets are processed through Accounts Payable and imported into Enterprise ERP Capital Assets. For assets that do not follow this process, such as donated assets, you can enter the assets directly into the Enterprise ERP Capital Assets using the New Assets program.

When entering capitalized assets, both an asset and a contra account are created.

## Prerequisites

Before you can successfully complete this process, you must ensure that roles granting the necessary permissions have been assigned to your user account. If the roles have not been established, contact the system administrator to have them updated or added into the Enterprise ERP system.

Confirm the following:

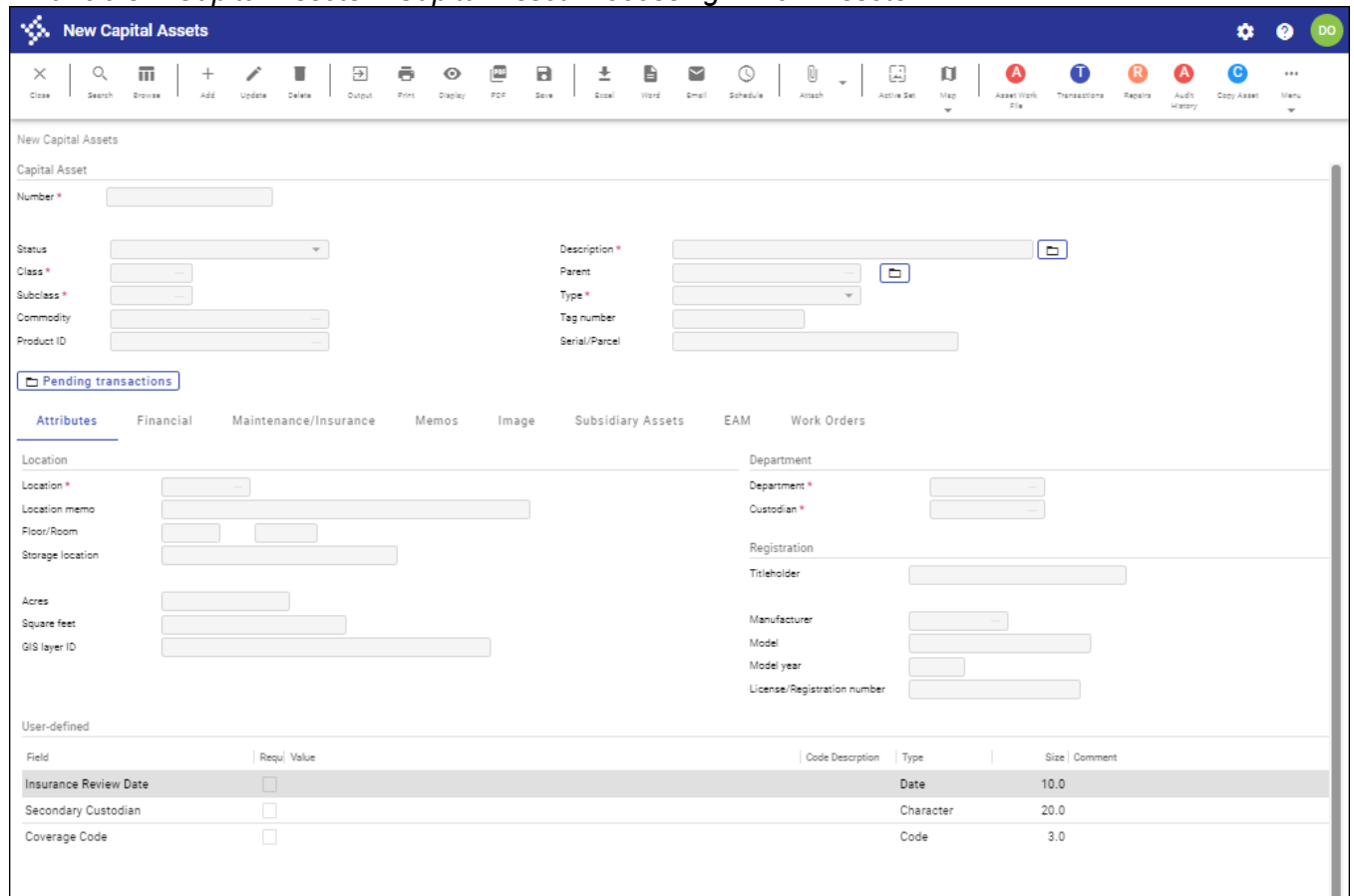
- You have permission to access the New Assets program.
- A depreciation expense and an accumulated depreciation account have been created to depreciate the asset.

## Procedure

Use the following steps to enter a capital asset into the Enterprise ERP system:

1. Open the New Assets program.

*Financials > Capital Assets > Capital Asset Processing > New Assets*



Field	Requi	Value	Code Description	Type	Size	Comment
Insurance Review Date	<input type="checkbox"/>			Date	10.0	
Secondary Custodian	<input type="checkbox"/>			Character	20.0	
Coverage Code	<input type="checkbox"/>			Code	3.0	

2. Click Add on the toolbar.
3. Complete the fields as required, referring to the Field Descriptions table for details.

Field	Description	Notes
<b>Capital Asset</b>		
Number	Defines the asset number. The asset number is required when you are adding a new record and can contain up to 15 alphanumeric characters. If you leave this field blank, the next available asset number, as defined in Capital Asset Settings, is automatically assigned when you save the record.	
Status	Identifies the status of the asset. In the New Assets program, the following statuses are available:	

Field	Description	Notes
	<ul style="list-style-type: none"> <li>• CIP—This status indicates a construction-in-progress (CIP) asset.</li> <li>• New—This is the status of the asset when the record is being entered. Only records with a status of New can be posted to the general ledger.</li> <li>• Held—This status is used if a record requires updates before it can be posted. This status is automatically assigned if there are errors that prevent successful posting to the general ledger. It can be manually assigned as well.</li> <li>• Rejected—This status indicates the asset has been rejected during the workflow process. The asset can be updated and resubmitted to the workflow.</li> </ul> <p>Additional statuses are assigned through other processes:</p> <ul style="list-style-type: none"> <li>• Active—This is the status of the asset once the record is successfully posted to the general ledger.</li> <li>• Retired—This status indicates the asset is retired, and is assigned using the Adjustments and Retirements program.</li> <li>• Disposed—This status is intended for capital assets for which records must be retained indefinitely. You can change the status of retired assets to Disposed using the Transactions option in the</li> </ul>	

Field	Description	Notes
	Adjustments and Retirements program.	
Class	<p>Indicates the class code of the asset. Class codes are required, and they are established in Capital Asset Miscellaneous Codes with a Code Type of CLAS.</p> <p>When you are adding an asset record and this box is active, the Add Code option is accessible on the toolbar. Click Add Code to open the Capital Asset Miscellaneous Codes program and add a new class code.</p> <p>You cannot update the class code if the value of the Post to GL checkbox in Capital Asset Settings is selected, the asset's status is not New, and the value of the Capitalize Flag field is Y. You must use the Transfer option in the Adjustments and Retirements program to update the class code in these circumstances.</p>	
Subclass	<p>Contains the subclass code of the asset.</p> <p>Subclass codes are required when you are adding an asset record. These codes are defined in the Sub-Class Codes program. You can only select or enter subclass codes that have been defined for the selected Class code.</p> <p>After you select the subclass code, the program completes the Estimated Useful Life and Depreciation Flag boxes with the default values from the subclass code, but you can change the values.</p> <p>When you are adding an asset record and this box is active, the Add Code option is accessible on the toolbar. Click Add Code to open the Sub-Class Codes program and add a new subclass code.</p> <p>You cannot update the subclass code if the value of the Post to GL checkbox in Capital Asset Settings is selected, the asset's status is not New, and the value of the Capitalize Flag field is Y.</p>	

Field	Description	Notes
	<p>You must use the Transfer option in the Adjustments and Retirements program to update the subclass code in these circumstances.</p> <p>Selecting a subclass code that has a Depreciation Convention method of Half Year causes the asset's depreciation method to be restricted to 1 - Yearly Straight Line.</p>	
Commodity	<p>Defines the commodity code associated with the asset.</p> <p>The commodity code is optional, but if you type a code in the box, it must be a type 4 commodity code. If the class and subclass codes of the asset have default commodity values, the field help button for this box displays only commodities that are compatible with those codes.</p>	
Product ID	<p>Identifies the product ID of the asset item, if applicable. This box is only available if you have selected a commodity code.</p>	
Description	<p>Contains the asset description.</p> <p>If you complete the Commodity box, the default value for the description is the commodity code description. If you do not complete the Commodity box, the default value for the description is the class or subclass code description.</p> <p>You can enter up to 40 characters in the box, but you can click the folder button to enter additional asset description lines.</p>	
Parent	<p>Indicates the parent asset number that links subsidiary assets, if applicable.</p> <p>The parent asset number can be up to 15 characters in length, and is not required to be a valid Enterprise ERP asset. If you enter a value that is not a valid Enterprise ERP asset, the program displays a warning message, but allows you to continue.</p> <p>When you produce a capital asset report, the Parent Asset number displays between the Asset # and Description.</p>	



Field	Description	Notes
Type	<p>Defines the type of asset: governmental, proprietary, or shared across funds.</p> <p>The type is required.</p> <p>You cannot update the asset type if the value of the Post to GL checkbox in Capital Asset Settings is selected, the asset's status is not New, and the value of the Capitalize Flag field is Y. You must use the Transfer option in the Adjustments and Retirements program to update the asset type in these circumstances.</p>	
Tag Number	<p>Identifies the asset tag number that is used to track the asset. The tag number is typically printed on a sticker attached to the asset item.</p> <p>During entry of a new asset, the default value of the Tag Number box matches the value of the Asset box, but you can change this. Each asset must have a unique tag number.</p> <p>If the Require Asset Tag checkbox is selected in Capital Asset Settings, the tag number is required; otherwise, the tag number is optional.</p>	
Serial/Parcel	<p>Specifies an identifier on the item, such as a serial number, real estate parcel number, or vehicle identification number (VIN).</p> <p>This optional field holds up to 30 characters.</p>	
[Image]	<p>Displays an image of the asset, if applicable. Use the Image tab to upload an asset image.</p>	

## Attributes Tab

Attributes		Financial	Maintenance/Insurance	Memos	Image	Subsidiary Assets	EAM	Work Orders	
Location						Department			
Location *	<input type="text"/>						Department *	<input type="text"/>	
Location memo	<input type="text"/>					Custodian *	<input type="text"/>		
Floor/Room	<input type="text"/>	<input type="text"/>							
Storage location	<input type="text"/>					Registration			
Acres	<input type="text"/>							Titleholder	<input type="text"/>
Square feet	<input type="text"/>							Manufacturer	<input type="text"/>
GIS layer ID	<input type="text"/>					Model	<input type="text"/>		
User-defined						Model year	<input type="text"/>		
						License/Registration number	<input type="text"/>		
Field	Requi	Value	Code Description	Type	Size	Comment			
Insurance Review Date	<input type="checkbox"/>			Character	10.0				
Secondary Custodian	<input type="checkbox"/>			Character	20.0				
Coverage Code	<input type="checkbox"/>			Code	3.0				

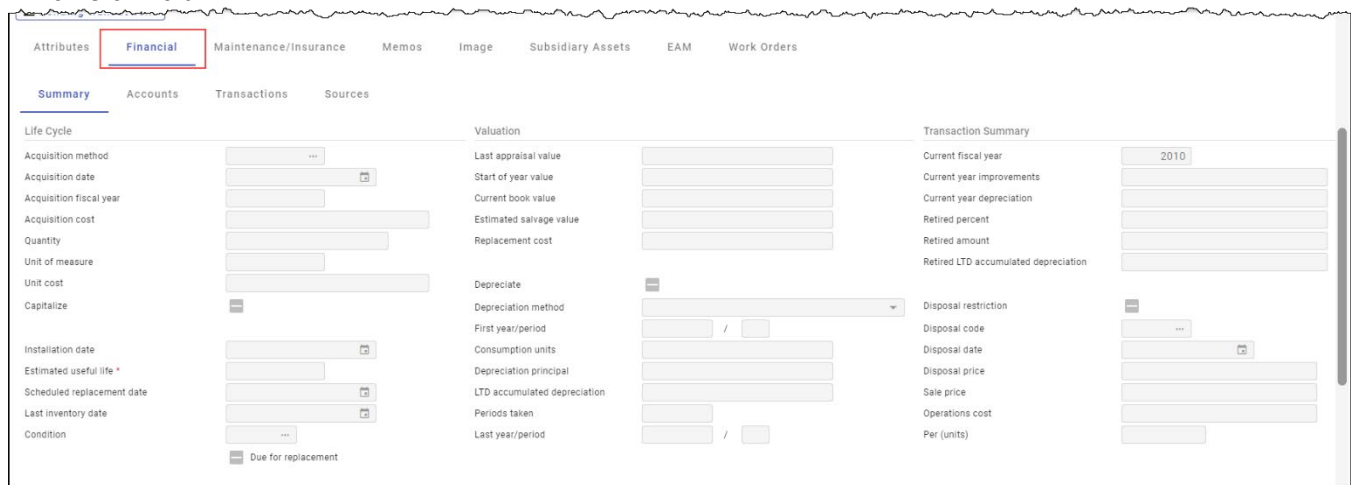
Field	Description	Notes
<b>Location</b>		
Location	<p>Contains the location code, which is required for entry of a new asset. The location code identifies the building or other location where the asset resides. If the Sub-Class Code for this asset has a default location code, that location code is the default value in this box, but you can change this.</p> <p>Location codes are established in Capital Asset Miscellaneous Codes with a Code Type of LOC.</p> <p>When you are adding an asset record and this box is active, the Add Code option is accessible on the toolbar. Click Add Code to open the Capital Asset Miscellaneous Codes program and add a new location code.</p>	
Location Memo	Stores additional information about the asset's location, if applicable. Memo text can contain up to 25 characters.	
Floor/Room	Contain the floor and room number where the asset is stored. This is optional information.	
Storage Location	Indicates the specific location in which the asset is stored, if applicable. This field can contain up to 20 characters. Typically, this field indicates a specific area within the	

Field	Description	Notes
	location code, such as a bay or rack in a garage or a bin or shelf in a warehouse.	
Acres	Provides the size of the property in acres, if applicable. The acreage value is optional and can be up to 99,999.999.	
Square Feet	Indicates the size of the asset in square feet, if applicable. This value is optional and can be up to 999,999,999.	
GIS Layer ID	Specifies the GIS layer in which the asset is found, if applicable.	
<b>Department</b>		
Department	Identifies the department code for the department associated with the asset. The department code is required, and valid entries must exist in the Capital Asset Department Codes program. When you are adding a new asset record and this box is active, the Add Code option is accessible on the toolbar. Click Add Code to open the Capital Asset Department Codes program and add a new department code.  In addition to determining responsibility for an asset, the department code is also a criterion for role-based access to records. If your user role has not been granted access to the department code in Capital Asset Roles, you cannot select or retrieve asset records with that department code.	
Custodian	Sets the custodian code for the asset. The custodian is typically the individual responsible for the asset and the point of contact for any related issues. Custodian codes are required and must exist in the Custodian Codes program. The default custodian code is drawn from the department code, but you can change the value. When you are adding a new asset record and this box is active, the Add	

Field	Description	Notes
	Code option is accessible on the toolbar. Click Add Code to open the Custodian Codes program and add a new custodian code.	
<b>Registration</b>		
Titleholder	Indicates the entity that holds the title to this asset (for example, a bank). Entry of a titleholder is optional, and can consist of up to 20 characters. For a vehicle or heavy equipment, enter the titleholder if the item is being leased.	
Manufacturer	Displays the manufacturer code for this asset. This is optional information, but if you enter a code, it must exist in Insurance/Manufacturer Codes. When you are adding a new asset record and this box is active, the Add Code button is accessible on the toolbar. Click Add Code to open the Insurance/Manufacturer Codes program and add a new manufacturer code.	
Model	Stores the optional model name or number of the asset. You can enter up to 16 alphanumeric characters.	
Model Year	Defines the optional model year of the asset. You can enter up to 4 digits.	
License/Registration Number	Identifies the license or registration number for the asset, which is optional information. You can enter up to 15 alphanumeric characters.	
<b>User-Defined</b>		
Field	Displays a descriptive name for identifying the field. User-defined fields are established and maintained in the User Defined Fields program.	
Required	Indicates whether the user-defined field is required. This box is only accessible when you click Search.	

Field	Description	Notes
Value	Contains the actual data value of the user-defined field. If a user-defined field is required, you must enter a valid value.	
Code Description	Provides a description of the code.	
Type	Identifies the type of field, such as a date, character, or code.	
Size	Specifies the number of characters allowed for the field.	
Comment	Indicates applicable comments.	

### Financial Tab



The screenshot shows the 'Financial' tab selected. It contains several sections: 'Life Cycle' with fields for acquisition method, date, year, cost, quantity, unit of measure, unit cost, and capitalization; 'Valuation' with fields for appraisal value, start of year value, current book value, estimated salvage value, and replacement cost; and 'Transaction Summary' with fields for current fiscal year, improvements, depreciation, retired amount, and disposal details. A 'Due for replacement' checkbox is also visible.

Field	Description	Notes
<b>Summary Subtab</b>		
<b>Life Cycle</b>		
Acquisition Method	Contains the asset acquisition code, which identifies how the asset was acquired. Acquisition method codes are defined in the Capital Asset Miscellaneous Codes program using a Code Type of ACQU. Possible acquisition codes are Leased, Purchased, Donated, and so on. When you are adding a new asset record and this box is active, the Add Code option is accessible on the toolbar. Click Add Code to open	

Field	Description	Notes
	Capital Asset Miscellaneous Codes and add a new acquisition code.	
Acquisition Date	Specifies the date the asset was acquired.	
Acquisition Fiscal Year	Indicates the fiscal year during which the asset was acquired.	
Acquisition Cost	Identifies the cost of acquiring the asset.	
Quantity	Establishes the quantity of the asset.	
Unit of Measure	Indicates the unit of measure of the asset.	
Unit Cost	Specifies the cost per unit of the asset.	
Capitalize	<p>Determines whether the asset should be capitalized or not.</p> <p>For new assets with an acquisition cost greater than or equal to the minimum capitalization amount in Capital Asset Settings, the default value is selected (Yes). If the acquisition cost is less than the minimum capitalization amount, it is not selected (No).</p> <p>If you select this checkbox, the program prompts you to enter the type 1 and type 2 accounts for the asset on the Accounts subtab. The program also prompts you to enter type 5 and type 6 accounts if the Depreciate checkbox for the asset is selected (Yes).</p>	
Installation Date	<p>Identifies the asset installation date or the date the asset was put into use.</p> <p>The default value for this box is the current date, but you can change this to any date on or after the acquisition date from the Main tab.</p>	
Estimated Useful Life	<p>Defines the estimated life of the asset in years, or the number of years the asset is expected to be in use.</p> <p>This field is required, and it directly affects depreciation calculations and amounts. The value must be between 1 and 999. The default value of the box is drawn from the asset subclass code.</p> <p>You cannot update this box if the Post to GL box in Capital Asset Settings is selected, the asset status is not New,</p>	

Field	Description	Notes
	<p>and the asset is capitalized. You must use the Adjustment or Improvement option in the Adjustments and Retirements program to change the estimated useful life in these instances.</p> <p>If the asset is set to depreciate, the estimated useful life is the number of years in which depreciation occurs (in years, even if monthly depreciation is used). The Depreciate Assets program divides the estimated useful life into the depreciation principal in order to calculate the amount of the depreciation to be taken.</p> <p><b>Note:</b> The IRS maintains depreciation guidelines for certain selected assets.</p>	
Scheduled Replacement Date	<p>Provides the date by which the asset is scheduled to be replaced. This date is typically the install date, plus the estimated useful life, minus one day. The date is used by the Due for Replacement List program to create reports.</p> <p>The scheduled replacement date is automatically updated whenever the Estimated Useful Life box is modified and it cannot be prior to the asset acquisition date.</p>	
Last Inventory Date	<p>Displays the date of the last inventory count in which the asset was included. This date must fall between the acquisition date and the current date. This date is automatically updated when you run the Last Inventory Date option in the Adjustments and Retirements program.</p>	
Condition	<p>Indicates the condition of the asset, such as Good, Fair, or Defective. Condition codes are defined in Capital Asset Miscellaneous Codes using a Code Type of COND.</p> <p>When you are adding a new asset record and this box is active, the Add Code option is accessible on the toolbar. Click Add Code to open Capital Asset Miscellaneous Codes and add a new condition code.</p>	

Field	Description	Notes
Due for Replacement	<p>Indicates that the asset is due for replacement, when selected.</p> <p>The value of the checkbox is not constrained by the Scheduled Replacement Date. You can clear or select the checkbox regardless of the value entered in the Scheduled Replacement Date field.</p>	
<b>Valuation</b>		
Last Appraisal Value	<p>Identifies the last appraised value of the asset.</p> <p>The last appraisal value is required, and it can be up to \$999,999,999.00. When you are adding a new asset record, the default value for this box matches the value of the Acquisition Cost box on the Main tab.</p> <p>You cannot update this box if the Post to GL checkbox in Capital Asset Settings is selected, the asset status is not New, and the asset is capitalized. You must use the Adjustment or Improvement option in the Adjustments and Retirements program to change this value in these instances.</p>	
Start of Year Value	<p>Indicates the asset's book value at the beginning of the current fiscal year. The book value is the original value (including any salvage value), less any value already depreciated. When the Capital Asset Year End Process program is run, it copies the Current Book Value amount to this box.</p> <p>The Start of Year Value amount is required, and can be up to \$999,999,999.00.</p> <p>When you are adding a new asset record, the default value for this box matches the value of the Acquisition Cost box on the Main tab.</p> <p>If the Post to GL checkbox in Capital Asset Settings is selected, the asset status is not New, and the asset is capitalized, you cannot update the Start of Year Value box. In this instance, you must use the Adjustment</p>	



Field	Description	Notes
	<p>or Improvement option in the Adjustments and Retirements program to update this value.</p>	
Current Book Value	<p>Provides the asset's book value as of the current date.            This box is automatically updated by the Depreciate Assets program. Depreciation stops when this amount equals the salvage value. The value is required, and can be up to \$999,999,999.00.            When you are adding a new asset record, the default value for this box matches the value of the Acquisition Cost box on the Main tab.            If the Post to GL checkbox in Capital Asset Settings is selected, the asset status is not New, and the asset is capitalized, you cannot update the current book value. In this instance, you must use the Adjustment or Improvement option in the Adjustments and Retirements program to update this value.</p>	
Estimated Salvage Value	<p>Contains the estimated salvage value at the end of the asset's estimated useful life.            The program uses the salvage value as part of the calculation of depreciation principal. Since the salvage amount is never depreciated, it is subtracted from the current book value to arrive at the depreciation principal. Depreciation stops occurring when the salvage value equals the current book value. The salvage value can be up to \$999,999,999.00.            When you are adding a new asset record, the default value is 0.            If the Post to GL checkbox in Capital Asset Settings is selected, the asset status is not New, and the asset is capitalized, you cannot update the salvage value. In this instance, you must use the Adjustment or Improvement option in the Adjustments and Retirements program to update this value.</p>	

Field	Description	Notes
Replacement Cost	<p>Specifies the estimated cost of replacing the asset.</p> <p>When you create a new asset record, the default value matches the Acquisition Cost.</p> <p>The replacement cost is required, and can be up to \$999,999,999.00.</p> <p>The Capital Asset Year End Process program automatically updates the value of the Replacement Cost box each time it is run.</p> <p>If the Post to GL checkbox in Capital Asset Settings is selected, the asset status is not New, and the asset is capitalized, you cannot update this field. In this instance, you must use the Adjustment or Improvement option in the Adjustments and Retirements program to update this value.</p>	
Depreciate	<p>Determines that the asset is subject to depreciation, when selected.</p> <p>This is a required field, and the default value is selected (Yes).</p> <p>If you clear this checkbox (No), the program sets the value of the Depreciation Method list to blank and sets the value of the First Year/Period boxes to 0, but it does not change the value of the Depreciation Principal or LTD Accumulated Depreciation boxes.</p> <p>If the value of this box is No, the Depreciation Method, Depreciation Principal, LTD Accum Dep, and Periods Taken boxes are not accessible.</p> <p>You cannot update this box if the Post to GL checkbox in Capital Asset Settings is selected, the asset status is not New, and the asset is capitalized.</p> <p>You must use the Adjustment or Improvement option in the Adjustments and Retirements program to update this value in that instance.</p>	
Depreciation Method	<p>Defines the frequency at which depreciation occurs for this asset.</p> <p>You must make a selection from this list if the value of the Depreciation Flag box is Y. The default value is selected according to the value in</p>	

Field	Description	Notes
	<p>Capital Asset Settings, but you can change this.</p> <p>If the asset uses a subclass code for which the Depreciation Convention value is Half Year, the Depreciation Method is restricted to 1 - Yearly Straight Line.</p> <p>If you select 3-Yearly Composite Rate or 4-Monthly Composite Rate, the program checks for a class or subclass depreciation rate. If that rate does not exist, the program displays the following message: "To use composite rate depreciation, a depreciation rate must be set up for the subclass."</p>	
First Year/Period	<p>Indicates the first year and period in which to start depreciating an asset. A year and period are required if the value of the Depreciation Flag box is Y.</p> <p>The default values are drawn from the year of the acquisition date converted from a calendar year and month to a fiscal year and period. You cannot enter values that are prior to the acquisition date or after the scheduled replacement date.</p> <p>For assets that depreciate on a yearly basis, the program uses the period to calculate what portion of the first year to depreciate. The period and year entered must be the same as or later than the period and year of acquisition. For annual depreciation, if the value of this box is equal or less than the year entered in Depreciate Assets, depreciation occurs for this asset. If it is equal, one year of depreciation occurs. If it is less by one, two years of depreciation occur, and so on. Annual depreciation also uses the first period value to determine if a full or partial year's depreciation should occur the first year.</p> <p>For monthly depreciation, if the first year and period are equal or less than the year and period entered in Depreciate Assets, depreciation</p>	

Field	Description	Notes
	occurs for this asset. If it is less by one month, the program processes one month of depreciation, and so on.	
Consumption Units	Specifies the units of consumption.	
Depreciation Principal	<p>Identifies the total amount of depreciation to be taken over the life of the asset.</p> <p>When you are adding a new asset record, the default value matches the acquisition cost, but you can change this.</p> <p>The value entered in this box is divided by the Estimated Life to compute an annual or monthly depreciation amount. When the asset added was previously in service, the depreciation principal is the original value (from Acquisition Cost) less the estimated salvage value. The value can be up to \$999,999,999.00.</p> <p>The depreciation principal is required if the Depreciate checkbox is selected (Yes).</p>	
LTD Accumulated Depreciation	<p>Contains the amount that has already been depreciated (inception-to-date depreciation).</p> <p>The default value for this box is 0, and is required when the Depreciate checkbox is selected.</p> <p>This date is automatically updated when you run the Depreciate Assets program.</p>	
Periods Taken	<p>Displays the number of periods for which depreciation has been taken for the asset.</p> <p>The default value for this box is 0.</p> <p>This number is updated when you run the Depreciate Assets program.</p>	
Last Year/Period	<p>Holds the last fiscal year and period in which the asset was depreciated.</p> <p>If the Last Year box is blank, the asset has not been depreciated through the Enterprise ERP system and therefore, the value of the Period box makes no difference.</p> <p>These boxes are accessible when you click Search, but you cannot manually update the year or period.</p>	

Field	Description	Notes
<b>Transaction Summary</b>		
Current Fiscal Year	<p>Defines the current fiscal year for the asset.</p> <p>The year is automatically updated when the Capital Asset Year End Process program completes successfully.</p>	
Current Year Improvements	<p>Provides the total amount of any additions, improvements, and adjustments for the current fiscal year. The box is automatically updated each time a new asset is added or an existing asset is improved or adjusted.</p>	
Current Year Depreciation	<p>Indicates the asset's total depreciation for the current fiscal year. The box is updated each time the Depreciate Assets program is successfully completed.</p>	
Retired Percent	<p>Provides the percentage of the asset that has been retired so far. This box is only used when your organization makes use of the percentage retirement feature.</p>	
Retired Amount	<p>Contains the total dollar value of the retired asset percentage.</p>	
Retired LTD Accumulated Depreciation	<p>Displays the life-to-date accumulated depreciation for the retired portion of the asset.</p>	
Disposal Restriction	<p>Indicates that the asset has restrictions for its proper disposal. When you attempt to process the disposal of the asset in Enterprise ERP, the system displays a warning message regarding the disposal restrictions before you can complete the process.</p>	
Disposal Code	<p>Identifies the reason for the asset's disposal.</p> <p>Disposal codes are defined in the Capital Asset Miscellaneous Codes program using a Code Type of DISP. Disposal codes are optional information.</p> <p>When you are adding a new asset record and this box is active, the Add Code option is accessible on the</p>	

Field	Description	Notes
	toolbar. Click Add Code to open the Capital Asset Miscellaneous Codes program and add a new disposal code.	
Disposal Date	Contains the date that disposal of the asset occurred, or an estimated date for the asset's disposal. When you retire an asset, the Capital Asset Transaction Entry Post program depreciates to the year and period in which this date occurs. The disposal date is optional and cannot be prior to the acquisition date.	
Disposal Price	Displays the cost incurred by the disposal of the asset, such as payments made for hauling away scrap or hazardous material fees. The value can be up to \$999,999,999.00. Entry of a disposal price is optional.	
Sale Price	Represents the dollar amount received from the sale of a disposed or retired asset.	
Operations Cost	Contains the operating cost for the asset. Operating costs are typically defined as the cost of regular maintenance and usage of the asset. A car could be defined at \$0.58 per mile, by entering 0.58 in this box and then entering Mile in the Per (Units) box that follows. The operating cost value can be up to \$999,999,999.00. This cost is optional.	
Per (Units)	Defines the unit of measure used in calculating the operations cost. The per unit information is optional.	
<b>Accounts Subtab</b>		
<b>Purchasing Accounts</b>		
Project Expense String	Specifies the project expense string.	
Project Expense String Description	Provides the description of the project expense string.	
GL Account Type	Specifies the general ledger account type, such as:	

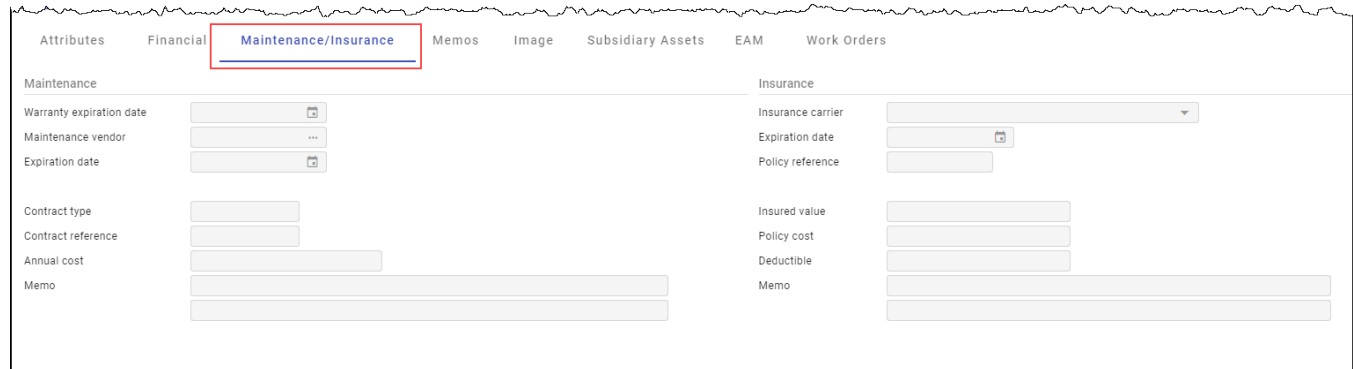
Field	Description	Notes
	<ul style="list-style-type: none"> <li>• 1 - Asset</li> <li>• 2 - Contra</li> <li>• 3 - Profit/Loss</li> <li>• 5 - Depreciation Expense</li> <li>• 6 - Accumulated Depreciation</li> <li>• 9 - PO/AP Accounts</li> </ul> <p>Accounts can only be updated from the New Assets program before the asset is posted. Once the asset is posted, you must use the Change Accounts option on the toolbar of the Transfer screen in the Adjustments and Retirements program to update the account.</p>	
GL Account	Defines the general ledger account number.	
GL Account Description	Displays the description for the general ledger account.	
Amount	<p>Identifies the amount of the asset cost that is expended from the purchasing account.</p> <p>The amount must be greater than zero in order to successfully create the asset.</p>	
<b>GL Accounts</b>		
Capital Asset Account Type	<p>Specifies the type of capital asset account, such as Asset, Contra, Profit/Loss, Depreciation Expense, or Accumulated Depreciation.</p> <p>Accounts can only be updated from the New Assets program before the asset is posted. Once the asset is posted, you must use the Change Accounts option on the toolbar of the Transfer screen in the Adjustments and Retirements program to update the account.</p>	
GL Account Type	<p>Specifies the general ledger account type, such as:</p> <ul style="list-style-type: none"> <li>• 1 - Asset</li> <li>• 2 - Contra</li> <li>• 3 - Profit/Loss</li> <li>• 5 - Depreciation Expense</li> <li>• 6 - Accumulated Depreciation</li> <li>• 9 - PO/AP Accounts</li> </ul>	

Field	Description	Notes
	Accounts can only be updated from the New Assets program before the asset is posted. Once the asset is posted, you must use the Change Accounts option on the toolbar of the Transfer screen in the Adjustments and Retirements program to update the account.	
GL Account	Defines the general ledger account number.	
GL Account Description	Displays the description for the general ledger account.	
Percentage	Indicates the percentage of transactions charged to the account. The sum of all percentages for an account type must total 100. For example, if you enter an account with a percentage value of 40%, you must enter one or more additional accounts that equal 60%.	
<b>Transactions Subtab</b>		
<b>Summary</b>		
Date	Indicates the date of the transaction.	
Effective Date	Establishes the effective date of the transaction.	
Type	Specifies the type of transaction, such as the initial entry of the asset record or a transfer.	
Vendor	Identifies the name of the vendor.	
Purchase Order	Provides the purchase order number.	
Document	Indicates the document number.	
Reason	Specifies a reason for the transaction. If no reason is supplied, the program automatically enters "NOT FOUND" in this field.	
Comment	Indicates comment text for the transaction.	
Quantity	Specifies the quantity of the transaction.	
Amount	Establishes the dollar amount of the transaction.	
<b>Detail</b>		



Field	Description	Notes
Organization	Indicates the org code of the general ledger account associated with the asset.	
Object	Indicates the object code of the general ledger account associated with the asset.	
Project	Specifies the project code for the transaction.	
Debit/Credit	Indicates whether the transaction represents a debit or credit.	
Amount	Establishes the dollar amount of the transaction.	
Journal	Defines the journal number for the transaction.	
Year	Specifies the year of the transaction.	
Period	Identifies the period of the transaction.	
Effective Date	Establishes the effective date of the transaction.	
<b>Sources Subtab</b>		
Purchasing	Specifies purchasing sources. The Maintain Purchasing Sources button allows you to update purchasing sources.	
Funding	Identifies funding sources for the asset. Funding source codes are defined in the Capital Asset Miscellaneous Codes program using a code type of FINA.	

### Maintenance/Insurance Tab



Field	Description	Notes
<b>Maintenance</b>		
Warranty Expiration Date	Indicates the expiration date of the asset's warranty. This is optional information.	
Maintenance Vendor	Identifies the maintenance vendor for asset's maintenance contract or agreement. This is optional information.	
Expiration Date	Specifies the expiration date of the maintenance contract. This is an optional date.	
Contract Type	Describes the type of maintenance contract. The type is optional and can contain up to 10 characters.	
Contract Reference	Contains a reference number or code for a maintenance contract. This is optional information.	
Annual Cost	Displays the annual cost of the maintenance contract. The amount is optional and can be up to 999,999,999,999.99.	
Memo	Provides space in which to add notes or information regarding the maintenance contract. The memo information is optional, but if you complete this box, the information is included in the Microsoft® Excel output.	
<b>Insurance</b>		
Insurance Carrier	Indicates the insurance carrier for the asset. Insurance carrier codes are defined in the Insurance/Manufacturer Codes program. When you are adding a new asset record and this list is active, the Add Code button is accessible on the toolbar. Click Add Code to open the Insurance/Manufacturer Codes program and add a new insurance code. This is optional information.	
Expiration Date	Identifies the expiration date of the insurance policy.	

Field	Description	Notes
	This is optional information.	
Policy Reference	Provides an insurance policy reference number. This is optional information.	
Insured Value	Contains the amount for which the asset is insured. This is optional information.	
Policy Cost	Displays the cost of the insurance policy. This is optional information.	
Deductible	Specifies the deductible amount for the insurance policy. This is optional information.	
Memo	Provides space in which to add any additional information regarding the insurance policy. Memo information is optional.	

### Memos Tab


ATTRIBUTES	FINANCIAL	MAINTENANCE/INSURANCE	<b>MEMOS</b>	IMAGE	SUBSIDIARY ASSETS	EAM	WORK ORDERS
Memos							
Accounting memo	<input type="text"/>						
	<input type="text"/>						
Disposal memo	<input type="text"/>						
Purchase memo	<input type="text"/>						
Improvement memo	<input type="text"/>						
Lease memo	<input type="text"/>						
Loan memo	<input type="text"/>						

Field	Description	Notes
<b>Memos</b>		
Accounting Memo	Allows you to add accounting details related to the asset. Accounting lines can contain up to 50 characters each.	
Disposal Memo Purchase Memo Improvement Memo Lease Memo Loan Memo	Provide space for entry of additional notes or memos about the asset in a variety of categories. You can enter up to 40 alphanumeric characters in each box. The memo information is optional.	

## Image Tab

ATTRIBUTES   FINANCIAL   MAINTENANCE/INSURANCE   MEMOS   **IMAGE**   SUBSIDIARY ASSETS   EAM   WORK ORDERS

Asset Image



[Image](#)   [Remove Image](#)

Field	Description	Notes
<b>Asset Image</b>		
	Provides the uploaded image of the asset. Click Image to select an image file to upload from your workstation. If you click Remove Image to delete the image, the program provides a confirmation message. Click Yes to continue deleting the image file. If an image file has already been uploaded, you must remove it prior to replacing it with a different image.	

## Subsidiary Assets Tab

Attributes   Financial   Maintenance/Insurance   Memos   Image   **Subsidiary Assets**   EAM   Work Orders

Subsidiary Assets

Number	Status	Class	Subclass	Description

Field	Description	Notes
<b>Subsidiary Assets</b>		
Number	Specifies the number of the subsidiary asset.	

Field	Description	Notes
Status	Indicates the status of the subsidiary asset.	
Class	Provides the class code for the subsidiary asset.	
Subclass	Identifies the subclass code for the subsidiary asset.	
Description	Provides the description of the subsidiary asset.	

### EAM Tab

Attributes   Financial   Maintenance/Insurance   Memos   Image   Subsidiary Assets   **EAM**   Work Orders

Associated EAM Assets

Code	Administrative Department	Description	Category	Type

Field	Description	Notes
<b>Associated EAM Assets</b>		
Code	Indicates the asset code.	
Administrative Department	Specifies the administrative department.	
Description	Provides a description of the asset.	
Category	Identifies the asset category.	
Type	Establishes the type.	

### Work Orders Tab

Attributes   Financial   Maintenance/Insurance   Memos   Image   Subsidiary Assets   EAM   **Work Orders**

Work Orders

Date	Work Order	Task	Activity	EAM Asset	Servicing Department	Status	Amount

Field	Description	Notes
<b>Work Orders</b>		

Field	Description	Notes
Date	Specifies the date.	
Work Order	Indicates the work order number.	
Task	Describes the assigned task.	
Activity	Identifies the activity performed.	
EAM Asset	Specifies the EAM asset.	
Servicing Department	Indicates the servicing department.	
Status	Provides the status.	
Amount	Specifies the dollar amount.	

4. Click Accept to save the record.

## Results

You have entered a capital asset record into the Enterprise ERP system.

## GL Impact

The capital asset does not impact the general ledger until posted.

## What's Next?

The capital asset can be posted to the general ledger.

# Activating and Posting Assets

## Objective

This document provides instructions for activating and posting capital assets to the general ledger.

## Overview

Capital assets are typically processed through Accounts Payable and imported into Enterprise ERP Capital Assets. If an asset does not follow this process, such as assets that are donated, you can enter the asset directly into Enterprise ERP Capital Assets using the New Assets program, and then manually post the asset to the general ledger.

## Prerequisites

Before you can successfully complete this process, you must ensure that roles granting the necessary permissions have been assigned to your user account. If the roles have not been established, contact the system administrator to have them updated or added into the Enterprise ERP system.

Confirm the following:

- You have permission to access the New Assets program.
- You have permission to post asset transactions.
- When entering capitalized assets, both an asset and a contra account are created.
- A depreciation expense and an accumulated depreciation account have been created to process asset depreciation.

## Procedure

Use the following steps to post a capital asset to the general ledger:

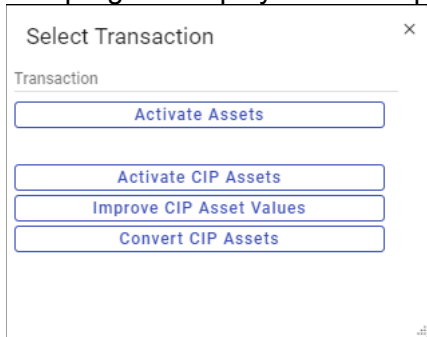
1. Open the New Assets program.  
*Financials > Capital Assets > Capital Asset Processing > New Assets*

Field	Req'd	Value	Code Description	Type	Size	Comment
Insurance Review Date	<input type="checkbox"/>			Date	10.0	
Secondary Custodian	<input type="checkbox"/>			Character	20.0	
Coverage Code	<input type="checkbox"/>			Code	3.0	

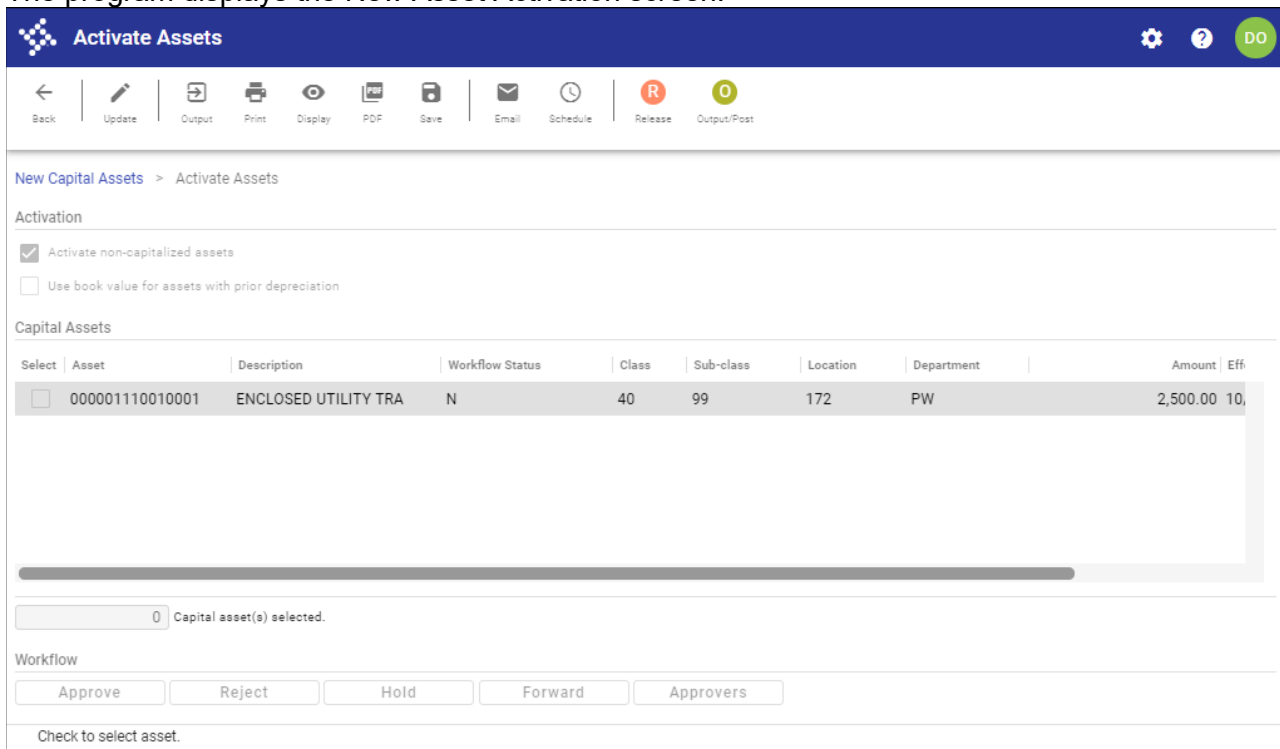
2. Click Search on the toolbar, and then complete the Number box with the number of the asset to post.
3. Click Accept.  
The program displays the asset record.



- Click Transactions on the toolbar.  
The program displays a list of options.



- Select Activate Assets.
- Select whether to activate all records or only the current record.  
The program displays the New Asset Activation screen.



- Click Update and complete the information according to the following table.

Field	Description	Notes
<b>Activation</b>		
Activate Non-Capitalized Assets	Forces the activation of noncapitalized assets and changes their status to A (Active), if selected.	
Use Book Value for Assets with Prior Depreciation	Directs the program to use the asset's current book value instead of the acquisition cost for activation, but only if there is previous depreciation.	

Field	Description	Notes
Effective Date	Specifies the date the transaction affects the general ledger. The default value is the effective date entered on the Effective Date screen, but you can change this for each transaction. If the effective date and year/period are not compatible, General Journal Entry/Proof displays a message, but you are allowed to continue.	
Year/Period	Indicate the fiscal year and period in which the transaction posts to the general ledger. The default value for the year and period is consistent with the entered effective date, but you can change this if you have the appropriate permissions.	
Apply to All	Applies the effective date to all assets in the active set.	
<b>Assets to Activate</b>		
Post	Indicates that the asset is selected for activation, if selected.	
Asset	Displays the asset number to be activated. The asset must have a status of N (New).	
Description	Provides a description of the asset to be activated.	
Workflow Status	Indicates at what stage the asset is in the entry and approval process. <ul style="list-style-type: none"> <li>• N–New: The asset has been added in the Adjustments and Retirements or New Assets programs, but there is currently no transaction data for the asset.</li> <li>• E–Entered: Transaction information has been added for the asset. The program automatically changes the approval flag from N to E when transaction data is entered. You can still make changes to an asset when the approval flag is E.</li> <li>• P–Pending: An asset is pending approval. The program automatically changes the approval flag from E to P when you release an asset. The Post Asset Transactions for Capitalized Assets permission, if assigned to your user role, allows you to</li> </ul>	

Field	Description	Notes
	<p>update transactions with pending workflow; in this case, workflow is reset and you must re-release the transaction item for approval.</p> <p>Transactions are approved, rejected, or held in the approval program.</p> <ul style="list-style-type: none"> <li>• A–Approved: The transaction has been approved in the approval program. You can post approved transactions using Output/Post.</li> <li>• R–Rejected: The transaction has been rejected in the approval program. You can delete rejected transactions using the Delete option.</li> <li>• H–Held: The transaction has been placed on hold by an approver in the approval program. You can delete or modify held transactions using the Update or Delete options. If you modify an asset record, the process begins again at the E–Entered approval flag stage.</li> </ul>	
Class Sub-Class Location Department Amount Effective Date Year Per	Contain information about the asset and are for informational purposes only.	

8. Click Accept to save the information entered.
9. Click Release on the toolbar to release the selected activations for workflow approval. If your organization does not use workflow for capital asset activations, the record is automatically approved.
10. Once the records have been approved, the status box at the bottom of the screen updates to display the number of assets that are ready to be processed.
11. Click Output/Post on the toolbar.  
The program displays the Output screen.

12. Complete the output details, and then click OK.  
The program generates the report and displays a confirmation message.



13. Click Yes to complete the process.

## Results

All selected assets are activated and posted to the general ledger.

## GL Impact

The general ledger is updated for capitalized items. The asset accounts are debited and the contra accounts are credited.

## What's Next?

The asset can now be tracked through capital asset processing.

# Capital Asset Processing – Transactions

## Depreciating Assets

### Objective

This document provides instructions on how to depreciate capital assets.

### Overview

Assets can be set to depreciate as straight line or composite rate yearly, straight line or composite rate monthly, or composite rate yearly forward. There is also a half-year depreciation convention available. How your organization depreciates assets is defined in the Capital Asset Settings program.

This document describes the depreciation process using straight line yearly depreciation.

### Prerequisites

Before you can successfully complete this process, you must ensure that roles granting the necessary permissions have been assigned to your user account. If the roles have not been established, contact the system administrator to have them updated or added into the Enterprise ERP system.

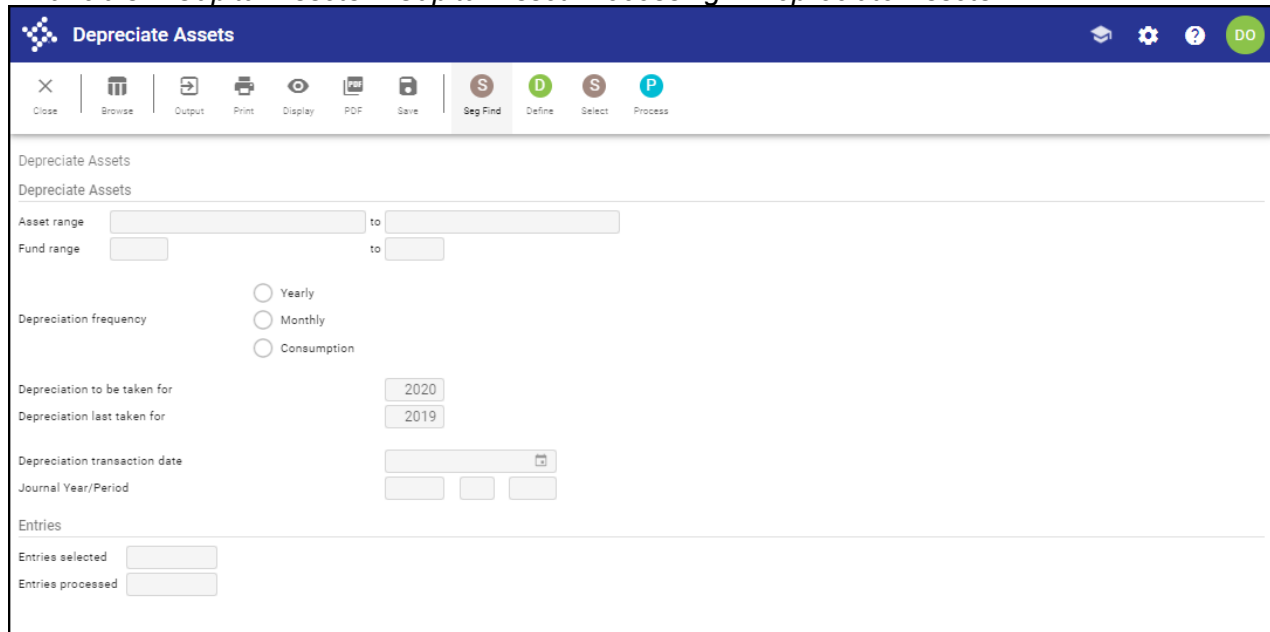
Confirm the following:

- The Post to General Ledger checkbox is selected in the Capital Asset Settings program.
- On the Additional tab in the New Assets program, for each asset to be depreciated, the value of the Depreciation Flag box is Y, the value of the Capitalize Flag box is Y, and the value of the Depreciation Method list is Yearly – STR Line (straight line yearly). In addition, the values of the First Year/Period boxes indicate the year and period that depreciation should begin, and the Depreciation Prin box has been completed.
- Each asset to be depreciated has a Depreciation Expense and Accumulated Depreciation Account included in the CA Accounts group in the Capital Asset Accounts program.

## Procedure

Use the following steps to depreciate assets:

1. Open the Depreciate Assets program.  
*Financials > Capital Assets > Capital Asset Processing > Depreciate Assets*



2. Click Define.
3. Complete the fields according to the following table to define the assets to depreciate.

Field	Description	Notes
<b>Depreciate Assets</b>		
Asset Range	Define the range of assets to be depreciated. Leave the default asset in each box to select all assets.	
Fund Range	Define the range of funds containing assets to be depreciated. Leave the default fund value in each box to select all funds.	
Depreciation Frequency	Specifies the frequency for asset depreciation. The program completes the default value from the Capital Asset Settings program, but you can change this. The program refreshes the available fields according to the option you select.	
Depreciation to Be Taken for	Identify the fiscal year or the fiscal year and period, if depreciating monthly.	
Depreciation Last Taken for	Displays the fiscal year for which depreciation was last taken. If you selected Monthly as your depreciation frequency, the fiscal period is displayed as well. The program	

Field	Description	Notes
	completes this date; it is for display only.	
Depreciation Transaction Date	Determines the date that the depreciation posts to the general ledger.	
Journal Year/Period	Contain the fiscal year and period of the journal entry that is created when assets are depreciated.	
<b>Entries</b>		
Entries Selected	Displays the number of assets selected. The program completes this value when you click Select; this is a display-only value.	
Entries Processed	Displays the number of assets actually depreciated. The program completes this value when the depreciation process completes; this is a display-only value.	

4. Click Accept to save the information entered.
5. Click Select.  
The program displays the total number of assets selected for depreciation in the Entries Selected box.
6. Click Output on the toolbar to create the Asset Depreciation Report and the Journal Proof Report.
7. Select Asset Depreciation Report and Journal Proof to create both reports.  
The program displays the Output screen.
8. Select the output type and applicable report settings.
9. Click OK.  
The program creates the reports and returns to the main program screen.
10. Click Process on the toolbar.  
The program completes the processing and displays the number of assets processed for depreciation in the Entries Processed box.

## Results

The depreciation taken is posted to the general ledger and each asset depreciated is updated to reflect the correct Life to Date Accumulated Depreciation, Number of Periods Taken, and the Last Year and Period Depreciated values. The Last Yearly Depreciation Run box in the Capital Asset Settings program is updated to reflect the last fiscal year depreciation that was run. The general ledger is updated with the total depreciation for each Depreciation Expense and Accumulated Depreciation account.

## GL Impact

The general ledger is updated with the total depreciation for each Depreciation Expense and Accumulated Depreciation account.

## What's Next?

If all assets are depreciated at one time, no other action is required at this time.

# Changing the Capitalization Status

## Objective

This document describes the process for changing the capitalization status for an active capital asset.

## Overview

The Capitalize Flag field on the Additional tab for a Capital Asset record indicates the current capitalization status: Yes or No. The Change Capitalization option allows you to change the capitalization status from Yes to No, or from No to Yes.

## Prerequisites

Before you can successfully complete this process, you must ensure that roles granting the necessary permissions have been assigned to your user account. If the roles have not been established, contact the system administrator to have them updated or added into the Enterprise ERP system.

Confirm the following:

- You have access to the Adjustments and Retirements program.
- You have permissions to maintain asset accounts.

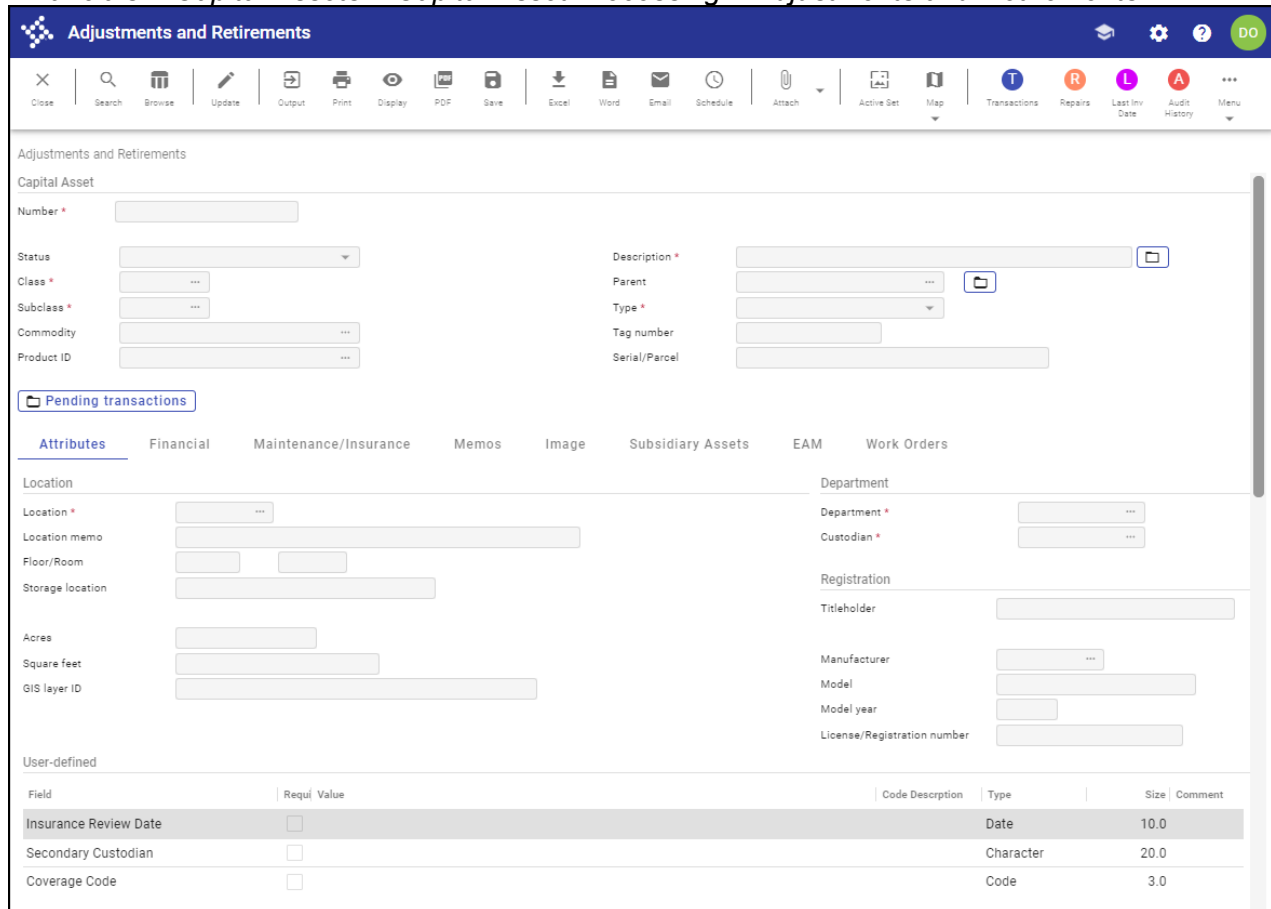


## Procedure

To change the capitalization status:

1. Open the Adjustments and Retirements program.

*Financials > Capital Assets > Capital Asset Processing > Adjustments and Retirements*



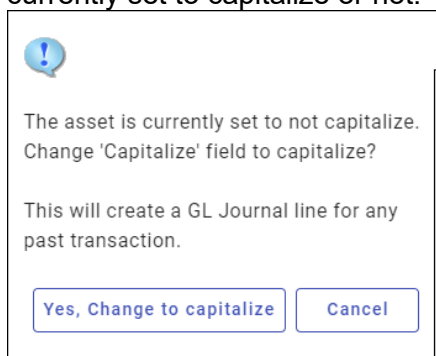
The screenshot shows the 'Adjustments and Retirements' program interface. The main form is titled 'Capital Asset' and contains various fields for asset identification and tracking. The fields are organized into sections: 'Capital Asset' (Number, Status, Class, Subclass, Commodity, Product ID, Description, Parent, Type, Tag number, Serial/Parcel), 'Pending transactions', 'Attributes' (Location, Department, Registration, Titleholder, Manufacturer, Model, Model year, License/Registration number), and 'User-defined' (Insurance Review Date, Secondary Custodian, Coverage Code). The 'User-defined' section includes a table with columns for Field, Requi Value, Code Description, Type, Size, and Comment.

Field	Requi Value	Code Description	Type	Size	Comment
Insurance Review Date	<input type="checkbox"/>		Date	10.0	
Secondary Custodian	<input type="checkbox"/>		Character	20.0	
Coverage Code	<input type="checkbox"/>		Code	3.0	

2. Navigate to the record for which to reset capitalization. You can only reverse capitalization for active assets.

3. Select Change Capitalization from the toolbar.

The program displays a confirmation message, which varies depending on whether the asset is currently set to capitalize or not.

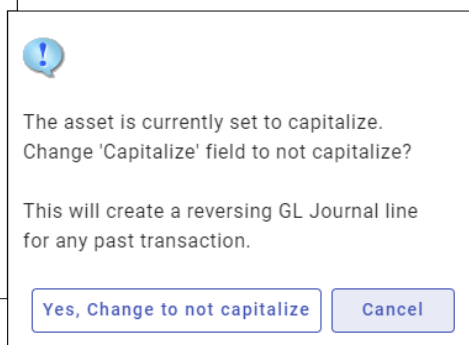


The dialog box contains the following text:

**!**

The asset is currently set to not capitalize. Change 'Capitalize' field to capitalize?

This will create a GL Journal line for any past transaction.



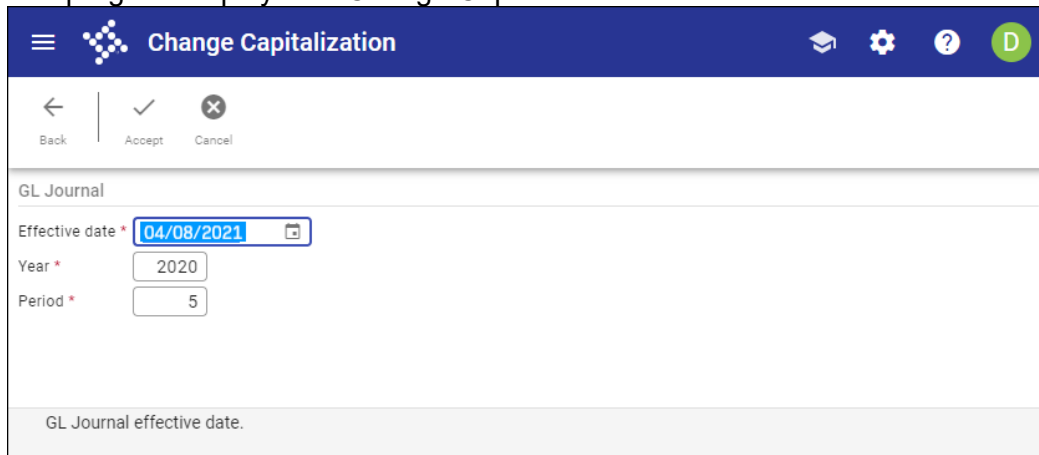
The dialog box contains the following text:

**!**

The asset is currently set to capitalize. Change 'Capitalize' field to not capitalize?

This will create a reversing GL Journal line for any past transaction.

- Click Yes.  
The program displays the Change Capitalization screen.



- Complete the Effective Date, Year, and Period fields, as appropriate.
- Click Accept.  
The program may display a warning message such as the following.



- Click Yes, Continue to proceed with changing the capitalization flag.  
The program displays the Output dialog box.
- Complete the fields, as required, and click OK.  
If the output detects no errors, the program displays a confirmation message.



- Click Yes, Post to complete the process.

The posting process generates a journal and transaction history for the asset's associated transaction history records.

# Retiring a Capital Asset

## Objective

This document provides instructions on how to retire a capital asset.

## Overview

Retiring assets is an important part of asset maintenance. You can retire an asset at any time. When you retire an asset, the status of the asset is updated and any necessary accounting is automatically performed.

## Prerequisites

Before you can successfully complete this process, you must ensure that roles granting the necessary permissions have been assigned to your user account. If the roles have not been established, contact the system administrator to have them updated or added into the Enterprise ERP system.

Confirm the following:

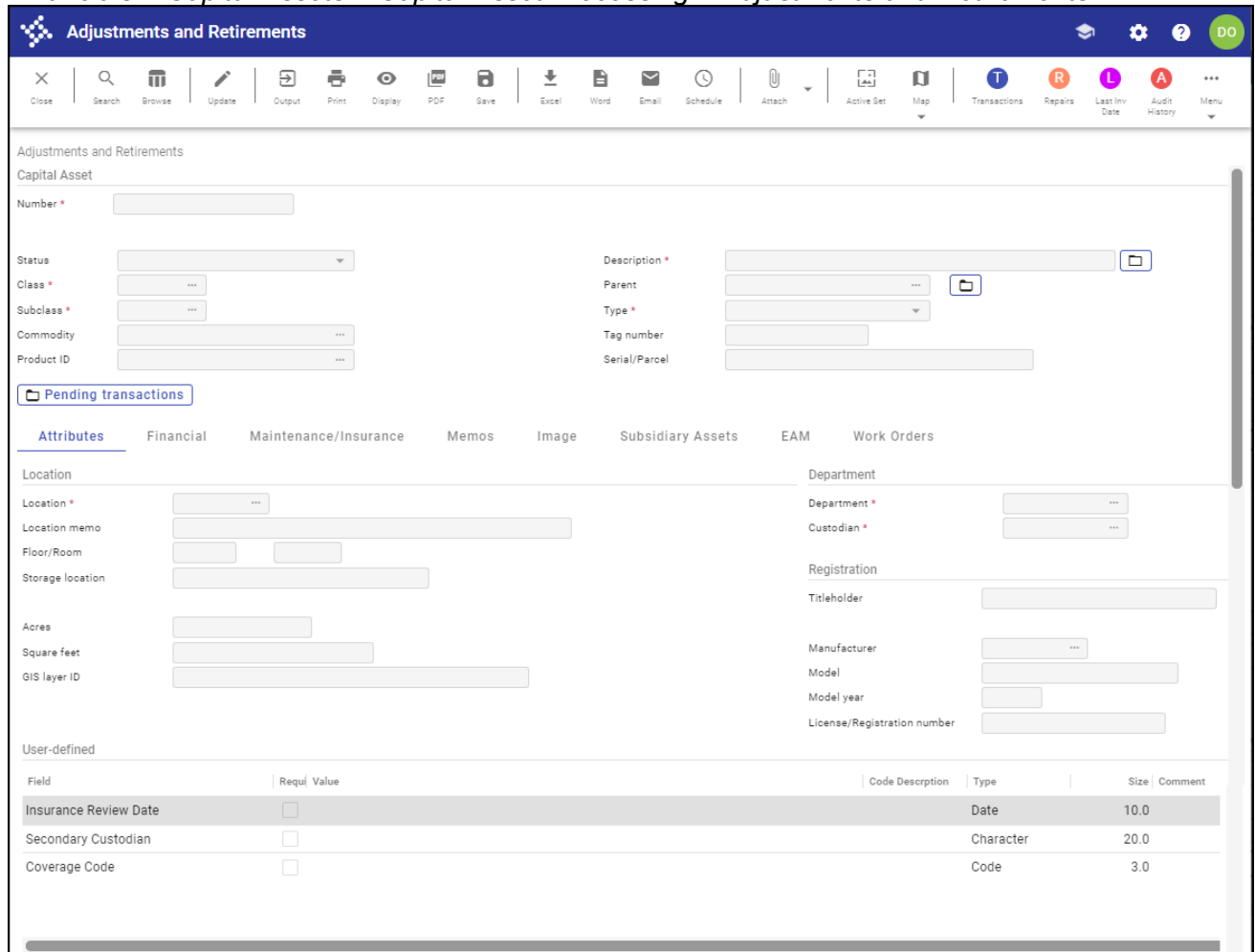
- You have access to the Adjustments and Retirements program.
- You have permissions to maintain asset accounts.
- Disposal codes (code type DISP) have been created in the Capital Asset Miscellaneous Codes program.

## Procedure

Use the following steps to retire capital assets:

1. Open the Adjustments and Retirements program.

*Financials > Capital Assets > Capital Asset Processing > Adjustments and Retirements*



Adjustments and Retirements

Capital Asset

Number \*

Status

Class \*

Subclass \*

Commodity

Product ID

Description \*

Parent

Type \*

Tag number

Serial/Parcel

Pending transactions

Attributes | Financial | Maintenance/Insurance | Memos | Image | Subsidiary Assets | EAM | Work Orders

Location

Location \*

Location memo

Floor/Room

Storage location

Acres

Square feet

GIS layer ID

Department

Department \*

Custodian \*

Registration

Titleholder

Manufacturer

Model

Model year

License/Registration number

User-defined

Field	Requi	Value	Code	Description	Type	Size	Comment
Insurance Review Date	<input type="checkbox"/>				Date	10.0	
Secondary Custodian	<input type="checkbox"/>				Character	20.0	
Coverage Code	<input type="checkbox"/>				Code	3.0	

2. Click Search.
3. In the Number field, enter the asset number to retire.
4. Click Accept.  
The program displays the asset record.

- Click Transactions.  
The program displays a list of options.

**Select Transaction** ✕

Transaction

---

Improve Asset Values

Adjust Asset Values

Retire Assets

Dispose Assets

Reverse Asset Activations

Reverse Asset Retirements

Reverse Asset Disposals

Change Asset Codes/Accounts

- From the list, select Retire Assets.  
The program displays the Retire Assets screen.

✕ **Retire Assets** ⚙️ ? DO

← 🗑️ ✍️ 🗑️ 📄 🖨️ 👁️ 📄 💾 ✉️ 🕒 📎 👁️ 🔴 🟢 🔵

Adjustments and Retirements > Retire Assets

Asset

Asset:

Retirement

Retirement date:

Retirement code:

Retirement cost:

Sale price:

Disposal Restriction

Retire by \*

Percentage:

Amount:

Quantity:

	Current	Adjusted
Depreciation principal	<input type="text"/>	<input type="text"/>
Acquisition cost	<input type="text"/>	<input type="text"/>
SOY value	<input type="text"/>	<input type="text"/>
Book value	<input type="text"/>	<input type="text"/>
Salvage value	<input type="text"/>	<input type="text"/>
LTD accumulated depreciation	<input type="text"/>	<input type="text"/>
Status		<input type="text"/>

Transaction

Effective date \*

Post year/period:

Reason code \*

Workflow status:

Entered by:

GL Journal

Depreciation lines

Capital Asset Account Type	Organization	Object	GL Account Description	Debit	Credit

- Click Update and complete the information according to the following table.

Field	Description	Notes
<b>Asset</b>		

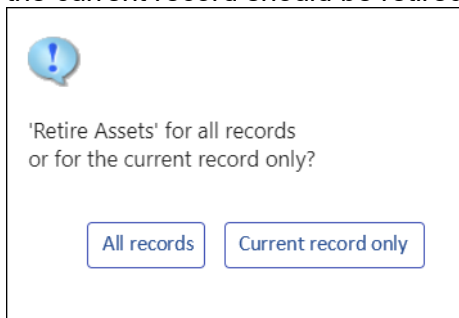
Field	Description	Notes
Asset	Indicates the number of the asset for which the retirement is being made.	
Description	Provides the description for the asset entered in the Asset box.	
<b>Retirement / Disposal</b>		
Disposal Date	Specifies the date to record as the disposal date. This is the date through which the final asset depreciation will be taken. This is a required field.	
Disposal Code	Establishes the disposal code for the asset. Disposal codes are maintained in the Capital Assets Miscellaneous Codes program. This is a required field.	
Disposal Cost	Identifies the disposal cost, if applicable. This is not a required field and does not have any impact on the general ledger. This is an informational only field.	
Sale Price	Indicates the price for which the asset was sold, if applicable.	
Disposal Restriction	Indicates the asset possesses a disposal restriction, when selected. When you attempt to process the disposal of the asset in Enterprise ERP, the system displays a warning message regarding the disposal restrictions before you can complete the process.	
Retire By	Identifies whether to retire the asset by an amount, a percentage, or a quantity. If an asset is partially retired by a quantity, the remaining retirements must also be by quantity.	
Percentage	Contains the percentage of the asset's book value to retire.	
Amount	Indicates the amount of the asset's book value to retire.	
Quantity	Specifies the quantity of the asset to retire. The quantity entered updates the Quantity field value for the asset and adjusts the LTD Depreciation, Depreciation Principle, Current Value, and Retired fields accordingly.	
Status	Displays the asset's status. The program completes this box with Retired. This field cannot be changed.	
Depreciation Principle	Display the current and adjusted amounts of the asset's depreciation principal.	

Field	Description	Notes
Acquisition Cost	Displays the asset's acquisition cost.	
SOY Value	Indicates the dollar amount of the asset's start-of-year value.	
Book Value	Provide the asset's current and adjusted book values.	
Salvage Value	Indicates the asset's salvage value. When the Default Salvage Percentage fields is completed for a subclass code, when you add or update the salvage value, the program displays the Update Salvage Values for Associated Assets confirmation message. Select Yes to update the salvage values for associated assets, overriding any existing salvage values. (Retired or disposed assets are not included.) When you update the acquisition cost, class, or subclass for an asset record, the program displays a Recalculate Default Salvage Value confirmation message.	
LTD Accumulated Depreciation	Identifies the amount of the asset's accumulated depreciation.	
<b>Transaction</b>		
Effective Date	Identifies the effective date for the retirement. The program completes this field with the date you entered on the Effective Date screen. If you change this date, it overwrites the effective date in the Effective Date program for this transaction only. If the effective date and year/period are not compatible, General Journal Entry/Proof displays a message, but you are allowed to continue.	
Post Year/Period	Specify the year and period to be reflected on the journal entry. The default value is the current year and period. The GL effective date and year/period should match. These are required fields.	
Reason Code	Provides a reason for the retirement. Reason codes are maintained in the Capital Asset Miscellaneous Codes program. This is a required field.	
Reason Description	Displays the reason description based on the reason code. The default value is entered from Capital Asset Miscellaneous Codes, but you can	

Field	Description	Notes
	change this. The description can be up to 30 characters.	
Workflow Status	Indicates the workflow status of the transaction.	
Entered By	Specifies the user ID of the person who entered the transaction. This box is only accessible during the Search process.	
<b>GL Journal</b>		
Type	Specifies the asset type. Types are entered for assets in the New Assets program.	
Org Object Proj	Provide the org, object, and project codes for the general ledger account.	
Desc	Displays the account description. The program completes this box according to the account number entered.	
Debit Amount	Indicates the amount debited from the account.	
Credit Amount	Indicates the amount credited to the account.	

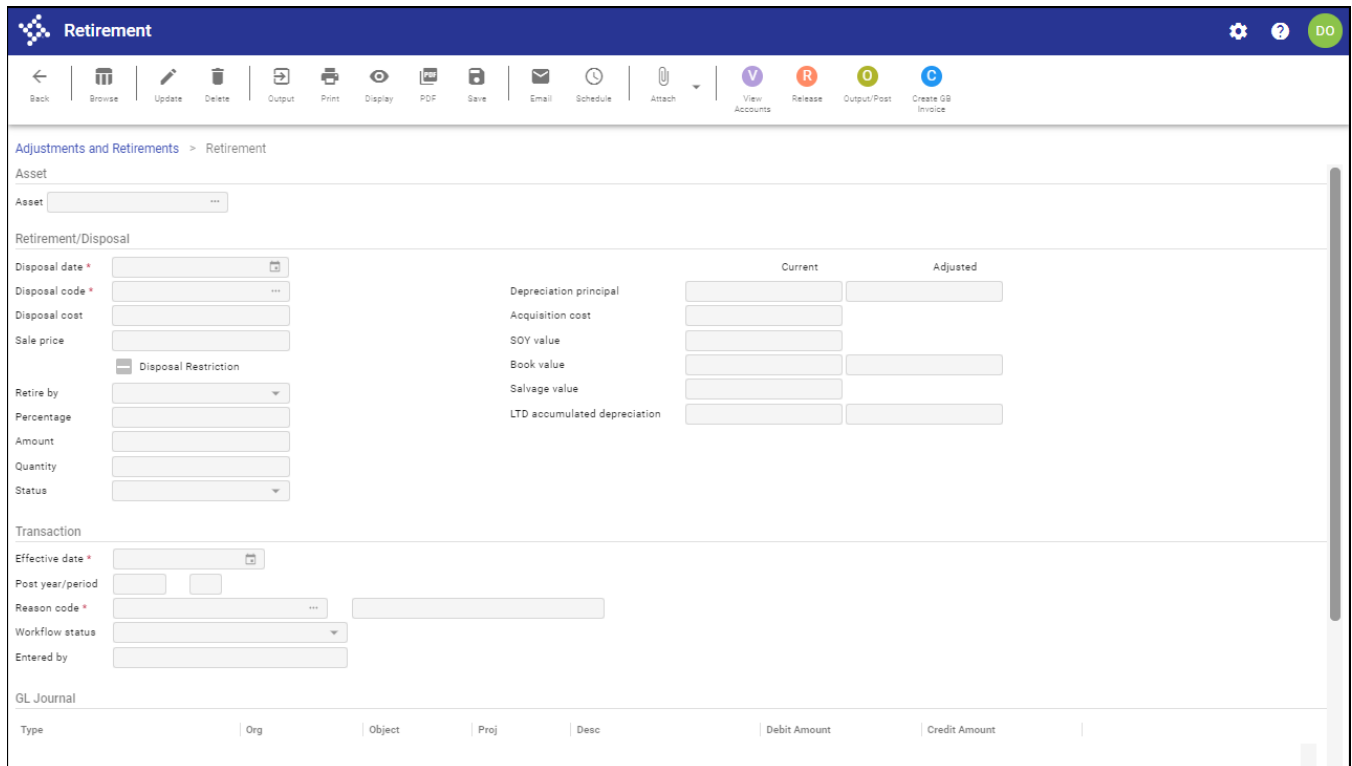
8. Select Retire Assets.

If multiple records are in the active set, the program displays a prompt asking if all records or only the current record should be retired.





9. Select the appropriate option. For this example, select Current Record Only.  
If any transaction errors are present, the program displays the CA Transaction Errors screen with a summary of the error messages that need correction before the asset transaction can occur.  
If transaction errors are not present, the program displays the Retirement screen for the selected asset record.



10. Click Update and complete the fields, as required, referring to the following table for details.
11. Click Accept.  
The program displays a confirmation message, notifying you through what period depreciation will be taken.
12. Click OK.  
The program displays the accounts affected by the journal entry in the GL Journal Entries group at the bottom of the screen.
13. If your organization uses workflow and Capital Asset business rules are enabled, click Release to begin the approval process.
14. Click Output/Post.
15. Select the output type and complete the applicable output settings.
16. Click OK.  
The program creates a proof report, and the program displays a confirmation message.
17. If you are ready to post, click Yes. If you would like to review the reports created prior to posting, click No. If you click No, you will need to complete the Output/Post process again to post the records.

## Results

The asset is retired and the status identified as R–Retired on the Asset Master record. When you retire a capital asset, depreciation is automatically taken for the periods that have passed in the current fiscal year. If the asset is not capitalized, then no journal entries are made when the capital asset is retired.

## GL Impact

If the asset is capitalized, two journal entries are created:

- FAD–Capital Asset Depreciation—Debits the Depreciation Expense account and credits the Accumulated Depreciation account.
- FAR–Capital Asset Retirement—Credits the Asset Account, debits the Contra account, and debits the Accumulated Depreciation account.

## What's Next?

The item remains in the Capital Asset table until the Purge Retired Assets process is completed.

# Disposing of a Capital Asset

## Objective

This document provides instructions on how to successfully dispose of a capital asset.

## Overview

When an asset is disposed of for any reason (sold, traded in, donated), it must be recorded. Disposing of an asset changes the asset's status, but keeps the item in the Capital Asset table until a purge process is completed. If the asset is identified as a capitalized item, journal entries are created. Additionally, if the item is depreciable and has not been fully depreciated at the time of the disposal, journal entries are created for the final depreciation.

## Prerequisites

Before you can successfully complete this process, you must ensure that roles granting the necessary permissions have been assigned to your user account. If the roles have not been established, contact the system administrator to have them updated or added into the Enterprise ERP system.

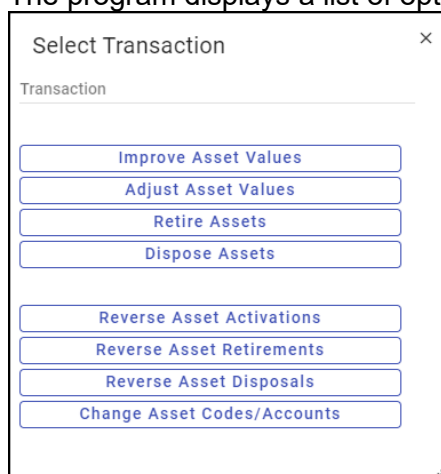
Confirm the following:

- The Capital Asset Miscellaneous Codes program includes at least one disposal code and one reason code.
- You have appropriate permissions to maintain asset accounts.

## Procedure

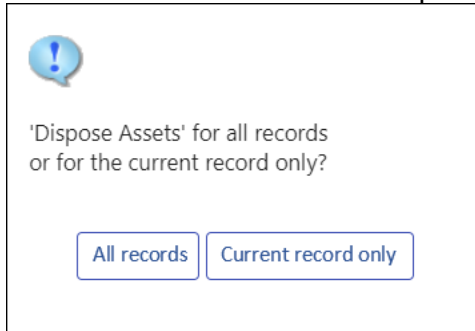
To complete the capital asset disposal process:

1. Open the Adjustments and Retirements program.  
*Financials > Capital Assets > Capital Asset Processing > Adjustments and Retirements*
2. Click Search on the toolbar.
3. Complete the Number box with the number of the asset to be disposed.
4. Click Accept.  
The program displays the asset record.
5. Click Transactions.  
The program displays a list of options.



6. Select Dispose Assets.

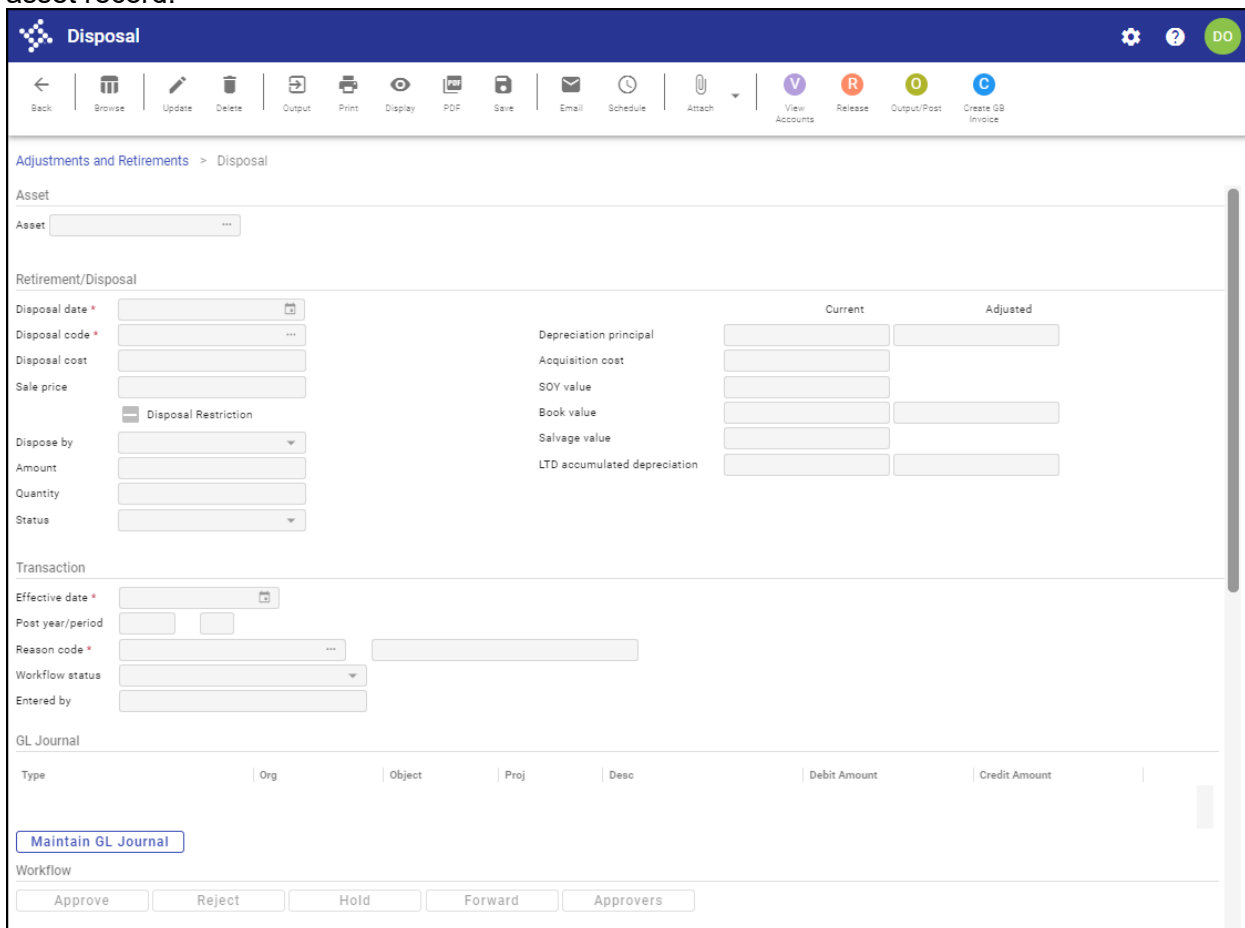
If multiple records are in the active set, the program displays a prompt asking if all records or only the current record should be disposed.



7. Select the appropriate option. For this example, select Current Record Only.

If any transaction errors are present, the program displays the CA Transaction Errors screen with a summary of the error messages that need correction before the asset transaction can occur.

If transaction errors are not present, the program displays the Disposal screen for the selected asset record.



8. Click Update, and complete the fields according to the following table.

Field	Description	Notes
<b>Asset</b>		
Asset	Indicates the number of the asset for which the retirement is being made.	
Description	Provides the description for the asset entered in the Asset box.	
<b>Retirement / Disposal</b>		
Disposal Date	Specifies the date to record as the disposal date. This is the date through which the final asset depreciation will be taken. This is a required field.	
Disposal Code	Establishes the disposal code for the asset. Disposal codes are maintained in the Capital Assets Miscellaneous Codes program. This is a required field.	
Disposal Cost	Identifies the disposal cost, if applicable. This is not a required field and does not have any impact on the general ledger. This is an informational only field.	
Sale Price	Indicates the price for which the asset was sold, if applicable.	
Disposal Restriction	Indicates the asset possesses a disposal restriction, when selected. When you attempt to process the disposal of the asset in Enterprise ERP, the system displays a warning message regarding the disposal restrictions before you can complete the process.	
Retire by	Identifies whether to retire the asset by an amount, a percentage, or a quantity. If an asset is partially retired by a quantity, the remaining retirements must also be by quantity.	
Percentage	Contains the percentage of the asset's book value to retire.	
Amount	Indicates the amount of the asset's book value to retire.	
Quantity	Specifies the quantity of the asset to retire. The quantity entered updates the Quantity field value for the asset and adjusts the LTD Depreciation, Depreciation Principle, Current Value, and Retired fields accordingly.	
Status	Displays the asset's status. The program completes this box with Retired. This field cannot be changed.	
Depreciation Principal	Display the current and adjusted amounts of the asset's depreciation principal.	
Acquisition Cost	Displays the asset's acquisition cost.	

Field	Description	Notes
SOY Value	Indicates the dollar amount of the asset's start-of-year value.	
Book Value	Provide the asset's current and adjusted book values.	
Salvage Value	Indicates the asset's salvage value. When the Default Salvage Percentage fields is completed for a subclass code, when you add or update the salvage value, the program displays the Update Salvage Values for Associated Assets confirmation message. Select Yes to update the salvage values for associated assets, overriding any existing salvage values. (Retired or disposed assets are not included.) When you update the acquisition cost, class, or subclass for an asset record, the program displays a Recalculate Default Salvage Value confirmation message.	
LTD Accumulated Depreciation	Identifies the amount of the asset's accumulated depreciation.	
<b>Transaction</b>		
Effective Date	Identifies the effective date for the retirement. The program completes this field with the date you entered on the Effective Date screen. If you change this date, it overwrites the effective date in the Effective Date program for this transaction only. If the effective date and year/period are not compatible, General Journal Entry/Proof displays a message, but you are allowed to continue.	
Post Year/Period	Specify the year and period to be reflected on the journal entry. The default value is the current year and period. The GL effective date and year/period should match. These are required fields.	
Reason Code	Provides a reason for the retirement. Reason codes are maintained in the Capital Asset Miscellaneous Codes program. This is a required field.	
Reason Description	Displays the reason description based on the reason code. The default value is entered from Capital Asset Miscellaneous Codes, but you can change this. The description can be up to 30 characters.	

Field	Description	Notes
Workflow Status	Indicates the workflow status of the transaction.	
Entered By	Specifies the user ID of the person who entered the transaction. This box is only accessible during the Search process.	
<b>GL Journal</b>		
Type	Specifies the asset type. Types are entered for assets in the New Assets program.	
Org Object Proj	Provide the org, object, and project codes for the general ledger account.	
Desc	Displays the account description. The program completes this box according to the account number entered.	
Debit Amount	Indicates the amount debited from the account.	
Credit Amount	Identifies the amount credited to the account.	

9. Click Accept.  
The program displays the year and month through which depreciation will be taken.
10. Click OK.  
The General Ledger Journal Entries group displays any accounts affected by the disposal posting.
11. If workflow business rules exist for asset disposal, click Release to release the transaction for approval; once the item is approved, continue with the output/post process.
12. Click Output/Post.  
The program displays the Output screen.
13. Select the output type and select the report settings.
14. Click OK.  
The program creates the report and displays the Post confirmation message.
15. If you are ready to post, click Yes. If you would like to review the report created prior to posting, click No. If you click No, you will need to complete the output/post process again to post the records.

## Results

A Capital Asset Disposal Detail Report is generated that lists the asset and disposal information. The status of the asset is changed to Disposed.

## GL Impact

If the Capitalize box is set to Y on the asset, a journal is created with a source code of FAR. The asset account is credited and the contra asset account is debited. Additionally, if the Depreciation box is set to Y and the asset had not yet been totally depreciated, the accumulated depreciation account is also debited.

## What's Next?

The item will remain in the Capital Asset table until the Purge Retired Assets process is run.



# Updating a Capital Asset

## Objective

This document provides instructions on how to update a capital asset record by adding improvement details.

## Overview

The Adjustments and Retirements program is used to process different transactions such as adjustments, improvements, and transfers. Programs adjust accounts, as necessary, if general ledger accounts change due to account function changes. The final step for modifying assets is posting the changes.

## Prerequisites

Before you can successfully complete this process, you must ensure that roles granting the necessary permissions have been assigned to your user account. If the roles have not been established, contact the system administrator to have them updated or added to the Enterprise ERP system.

Confirm the following:

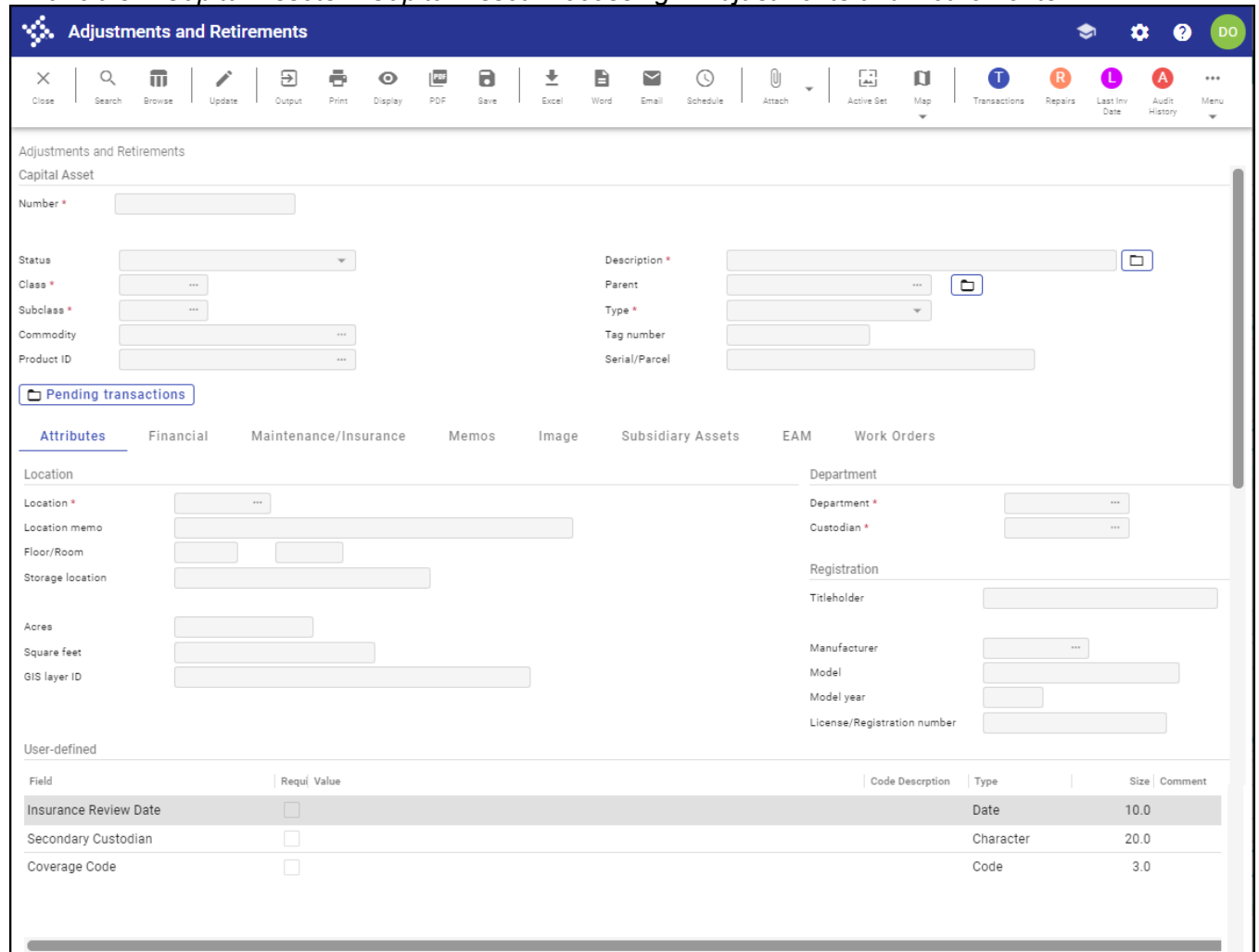
- You have permissions to process capital assets.
- You have access to the Adjustments and Retirements program.

## Procedure

To improve a capital asset:

1. Open the Adjustments and Retirements program.

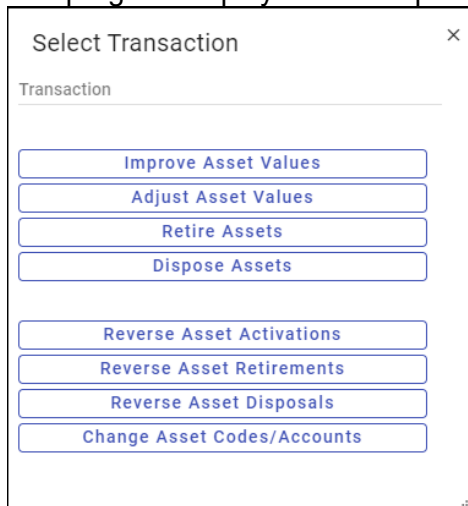
*Financials > Capital Assets > Capital Asset Processing > Adjustments and Retirements*



Field	Requi	Value	Code Description	Type	Size	Comment
Insurance Review Date	<input type="checkbox"/>			Date	10.0	
Secondary Custodian	<input type="checkbox"/>			Character	20.0	
Coverage Code	<input type="checkbox"/>			Code	3.0	

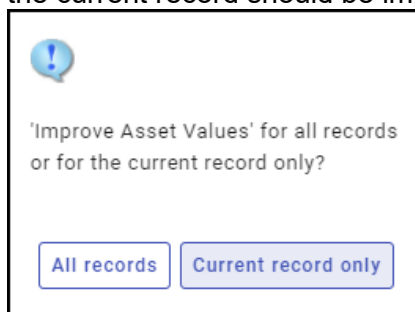
2. Click Search on the toolbar.
3. Complete the Number box with the number of the asset to modify, and then click Accept. The program displays the identified asset record.
4. Click Update.
5. Make any nonmonetary and account changes to the asset record, as required.
6. Click Accept to save the changes.
7. To improve the asset, click Transactions.

The program displays a list of options.



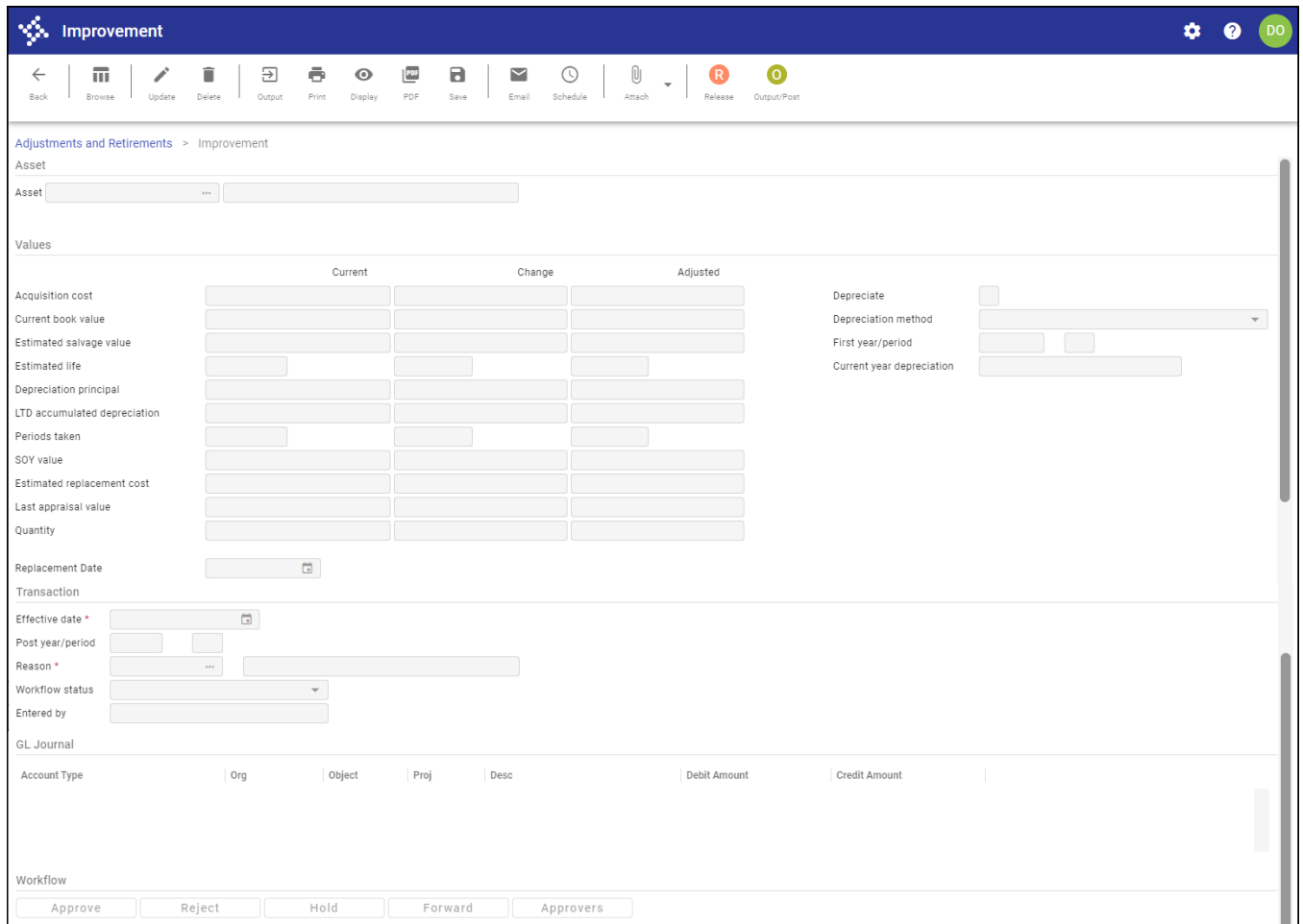
8. Select Improve Asset Values.

If multiple records are in the active set, the program displays a prompt asking if all records or only the current record should be improved.

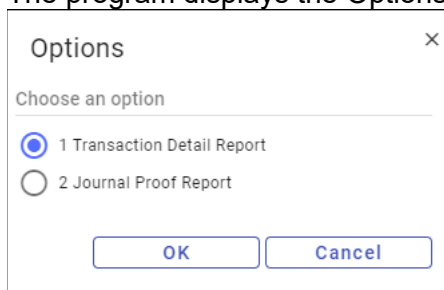


9. Select the appropriate option. For this example, select Current Record Only.

If any transaction errors are present, the program displays the CA Transaction Errors screen with a summary of the error messages that need correction before the asset transaction can occur. If transaction errors are not present, the program displays the Improvement screen.



10. Click Update and enter the improvement changes.
11. Click Accept to save the changes.
12. Click Output on the toolbar to create the Improvement Detail report.  
The program displays the Options dialog box.



13. Select Transaction Detail Report, and click OK.  
The program displays the Output screen.
14. Select the output type and complete the output settings.
15. Click OK.  
The program creates the report.

16. If business rules exist for workflow, click Release to initiate the approval process.
17. When you are ready to post the improvement, click Output/Post.  
The program displays the Post confirmation message.
18. Click Yes to post the improvement.

## Results

The improved asset includes the updated values.

## GL Impact

Changing a class, subclass, location, department, or custodian does not impact the general ledger. However, if the option to make changes to the values or accounts was chosen, journal entries will be created.

## What's Next?

The posting of the improvement ends this transaction. The capital asset resides in the program with the new changes, and depreciation completes as usual.

# Transferring a Capital Asset

## Objective

This document provides instructions on how to transfer an existing capital asset from one department to another.

## Overview

The Adjustments and Retirements program is used to process different transactions such as adjustments, improvements, and transfers. Transfers of capital assets can occur between any departments. The system will make account adjustments where necessary if general ledger accounts change due to account function changes. The final step is to post these changes to the general ledger.

## Prerequisites

Before you can successfully complete this process, you must ensure that roles granting the necessary permissions have been assigned to your user account. If the roles have not been established, contact the system administrator to have them updated or added into the Enterprise ERP system.

Confirm the following:

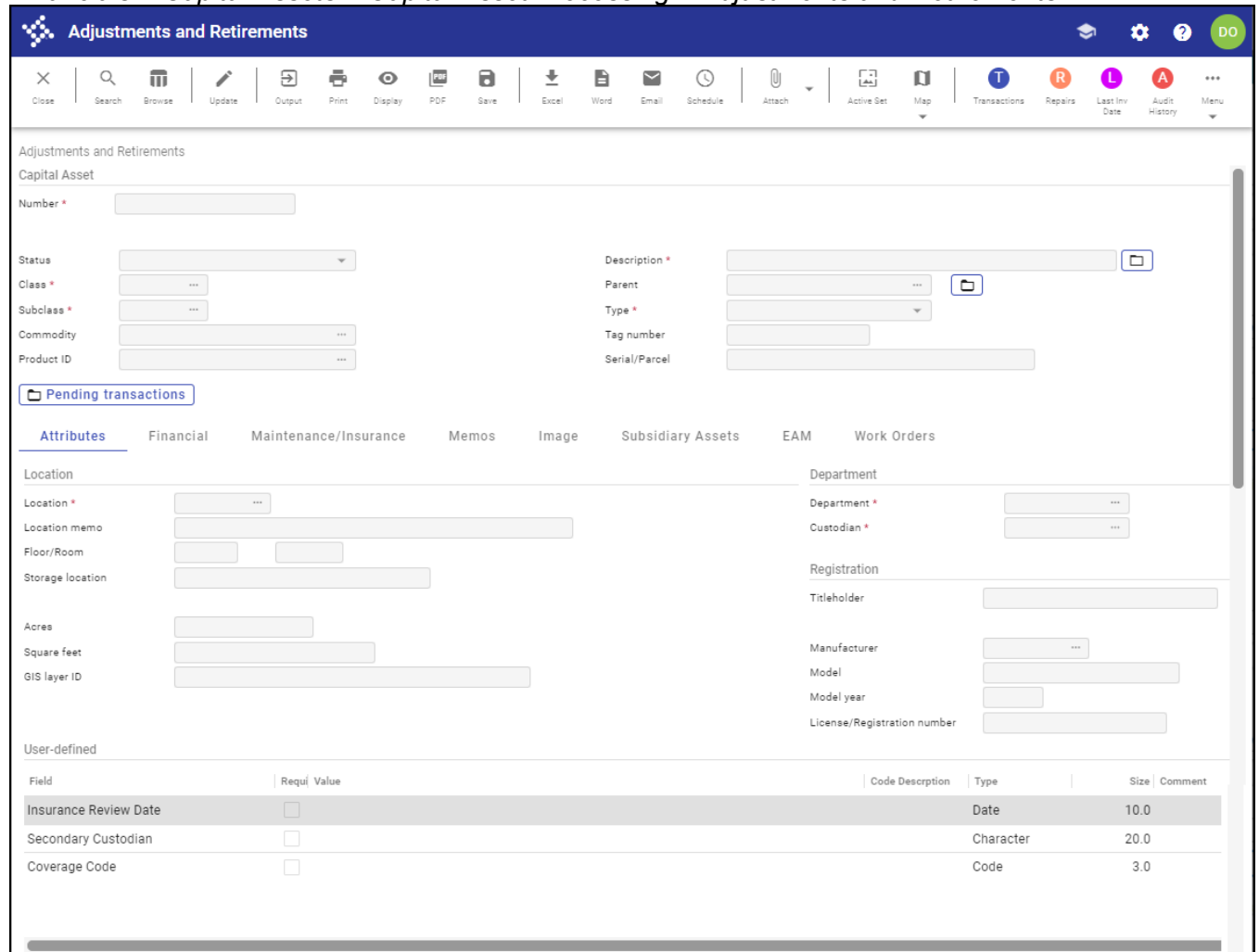
- You have permissions to maintain capital assets.
- You have access to the Adjustments and Retirements program.

## Procedure

Use the following steps to transfer an asset:

1. Open the Adjustments and Retirements program.

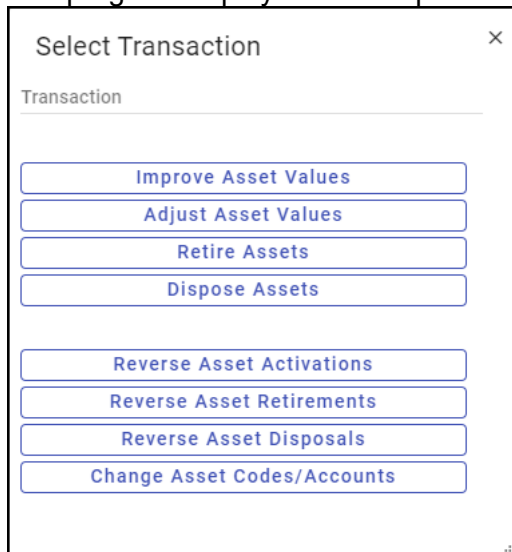
*Financials > Capital Assets > Capital Asset Processing > Adjustments and Retirements*



Field	Requi	Value	Code	Description	Type	Size	Comment
Insurance Review Date	<input type="checkbox"/>				Date	10.0	
Secondary Custodian	<input type="checkbox"/>				Character	20.0	
Coverage Code	<input type="checkbox"/>				Code	3.0	

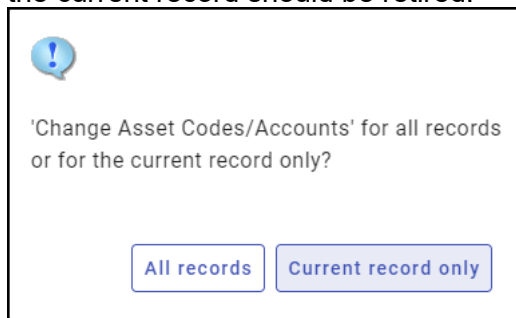
2. Click Search on the toolbar.
3. Complete the Number box with the number of the asset to transfer, and then click Accept. The program displays the identified asset record.
4. Click Update.
5. Make any nonmonetary and account changes to the asset record, as required.
6. Click Accept to save the changes.
7. To transfer the asset, click Transactions.

The program displays a list of options.



8. Select Change Asset Codes/Accounts.

If multiple records are in the active set, the program displays a prompt asking if all records or only the current record should be retired.

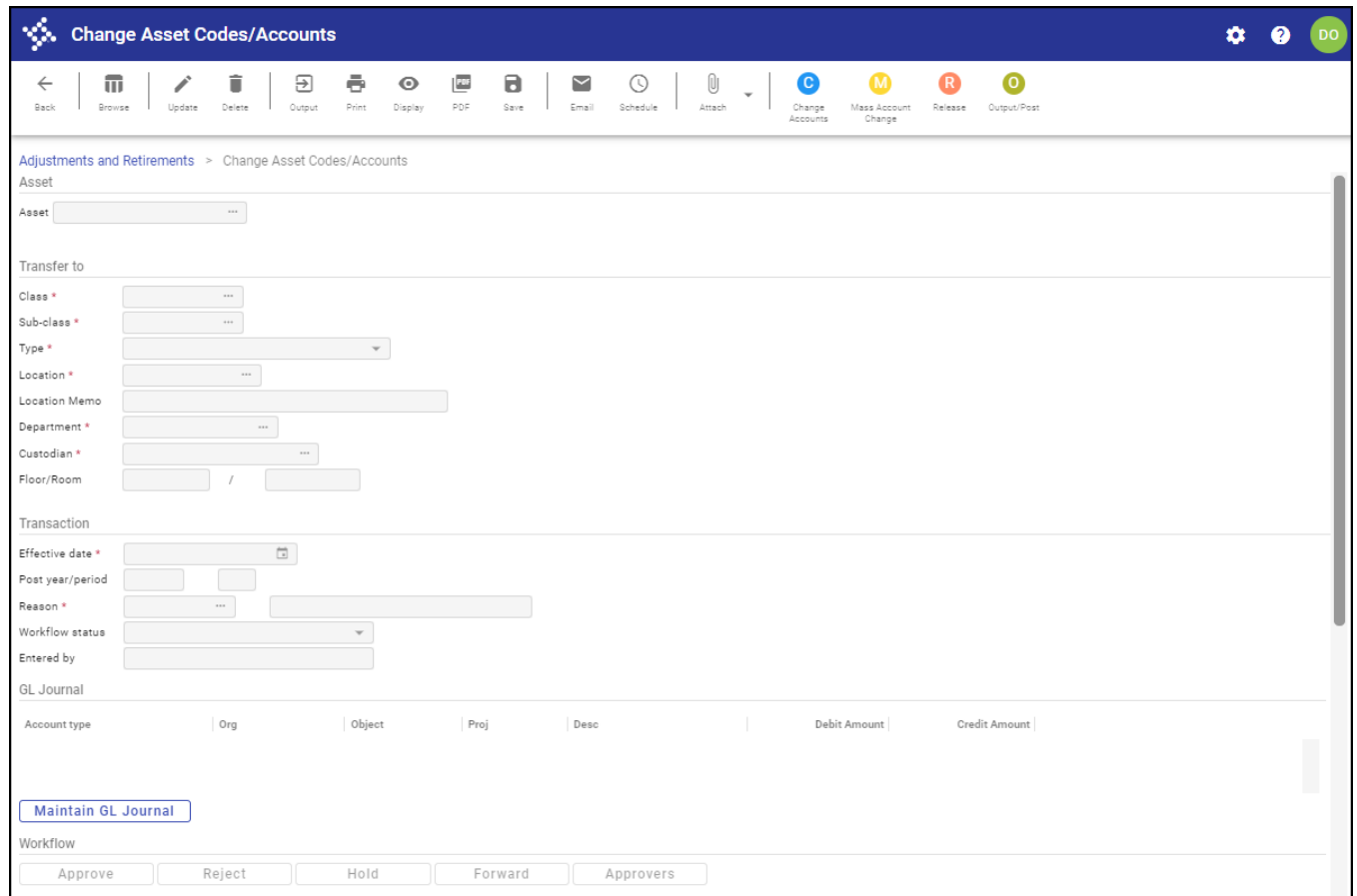


9. Select the appropriate option. For this example, select Current Record Only.

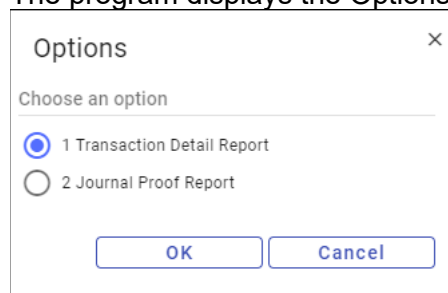
If any transaction errors are present, the program displays the CA Transaction Errors screen with a



summary of the error messages that need correction before the asset transaction can occur. If transaction errors are not present, the program displays the Transfer screen.



10. Click Update and enter the transfer changes necessary.
11. Click Accept to save the changes.
12. Click Output on the toolbar to create the Transaction Detail Report. The program displays the Options dialog box.



13. Select Transaction Detail Report, and then click OK. The program displays the Output screen.
14. Select the output type and complete the output settings.
15. Click OK. The program creates the report.

16. If workflow business rules for transfers exist, click Release to release the transaction to the approval process.
17. Once the transaction is approved and you are ready to post the transfer, click Output/Post. The program displays the Post confirmation message.
18. Click Yes to post the transfer.

## Results

The transferred asset includes the updated class, subclass, location, department, or custodian values.

## GL Impact

Changing a department, location, or custodian does not impact the general ledger. If the asset accounts are changed, the result is to transfer the asset's remaining value to the new asset account.

## What's Next?

The posting of the transfer ends this transaction. The capital asset resides in the program with the new changes, and depreciation processes as usual.

# Capital Asset Year End Process

## Objective

This document provides step-by-step instructions on how to process capital assets for year-end.

## Overview

The Capital Asset Year End Process program updates active capital asset records by adjusting the replacement costs and the insured values, and setting the start-of-year (SOY) values. An audit record will be used to ensure that this program is only run once for each fiscal year, unless the program fails during processing.

## Prerequisites

Before you can successfully complete this process, you must ensure that roles granting the necessary permissions have been assigned to your user account. If the roles have not been established, contact the system administrator to have them updated or added into the Enterprise ERP system.

Confirm the following:

- You have access to the Capital Asset Year End Process program.
- All current year assets have been entered and activated.
- The last depreciation of the year has been completed.
- The program has not been previously run for the current year. (The program can be run only once each year.)

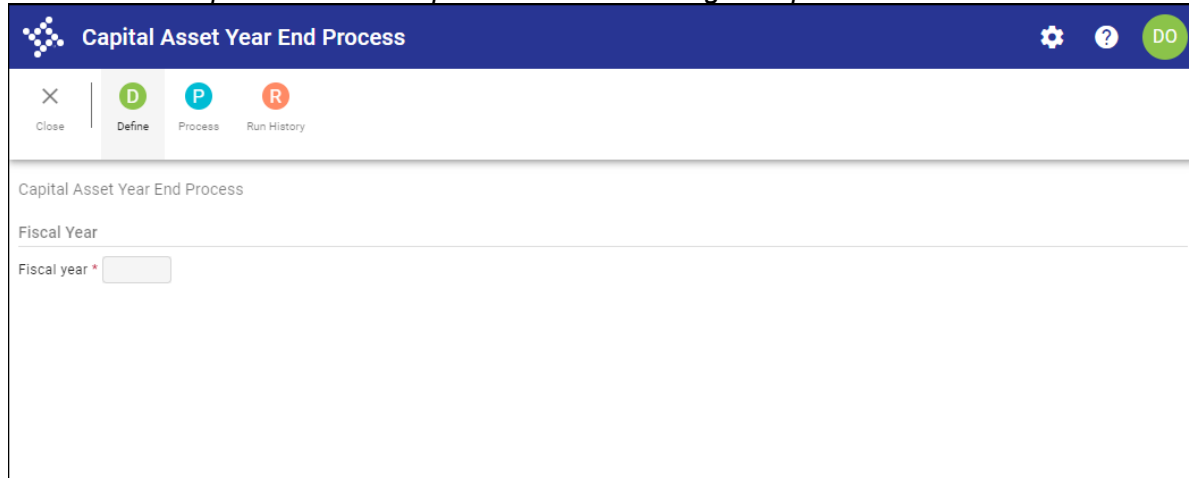
**Important!** The Capital Asset Year End Process program is not a proof/post program; therefore, once the report is printed or saved, the assets are updated. To see the report prior to updating the assets, run the program in the training database using a current copy of live data.

## Procedure

Use the following steps to process capital assets for year-end:

1. Open the Capital Asset Year End Process program.

*Financials > Capital Assets > Capital Asset Processing > Capital Asset Year End Process*



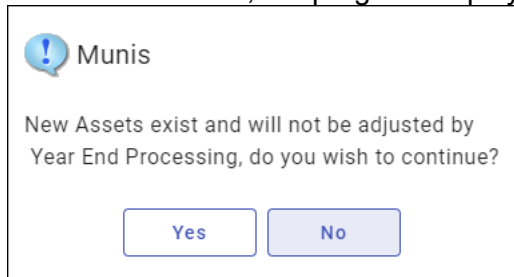
2. Click Define.

The program completes the Fiscal Year box with the fiscal year to be processed.

3. Click Accept to save the year entered.

4. Click Process.

If new assets exist, the program displays the following confirmation message.



5. Click Yes to continue.

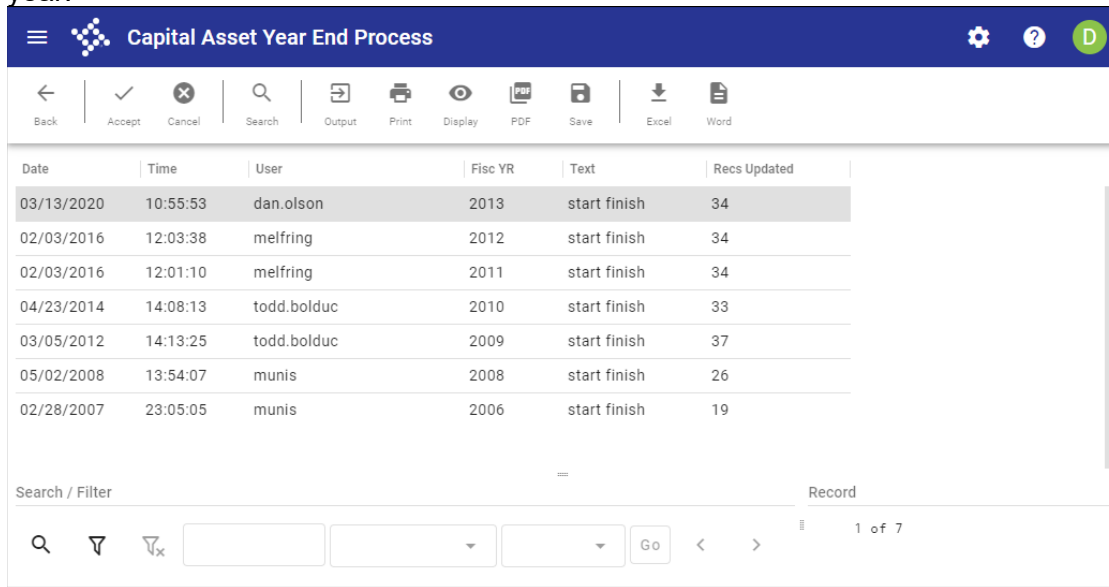
The program displays the Output screen.

6. Select the output type and complete the applicable fields.

7. Click OK.

The program creates the report and updates the replacement cost, insured cost, and start of year values.

8. To confirm what years have been previously processed, from the main Capital Asset Year End Process screen, click Run History. The program displays a list. If a year is skipped, the year-end process can never be run for that year.



Date	Time	User	Fisc YR	Text	Recs Updated
03/13/2020	10:55:53	dan.olson	2013	start finish	34
02/03/2016	12:03:38	melfring	2012	start finish	34
02/03/2016	12:01:10	melfring	2011	start finish	34
04/23/2014	14:08:13	todd.bolduc	2010	start finish	33
03/05/2012	14:13:25	todd.bolduc	2009	start finish	37
05/02/2008	13:54:07	munis	2008	start finish	26
02/28/2007	23:05:05	munis	2006	start finish	19

Search / Filter: [ ] [ ] [ ] [Go] [ ] [ ] [ ] 1 of 7

## Results

Once the program is run, the replacement cost increases or decreases by the factor specified on the subclass code. The insured values also increase or decrease by the factor specified on the subclass code. This process also copies current book values to the Start of Year box on the asset record. Reports, such as the Assets Insured Value List, get reporting information from the details that are stored during the current year-end processing.

## What's Next?

The Assets Insured Value List report can be created.

# Inquiries and Reports

## Objective

This document provides instructions on creating inquiries and reports on Enterprise ERP capital asset records.

## Overview

Capital Asset inquiry and reporting programs can be used to run searches and reports for all of your organization's capital asset records, from acquisition to retirement. There are several specialized programs that create reports for your capital asset records.

## Prerequisites

Before you can successfully complete this process, you must ensure that roles granting the necessary permissions have been assigned to your user account. If the roles have not been established, contact the system administrator to have them updated or added into the Enterprise ERP system.

Confirm the following:

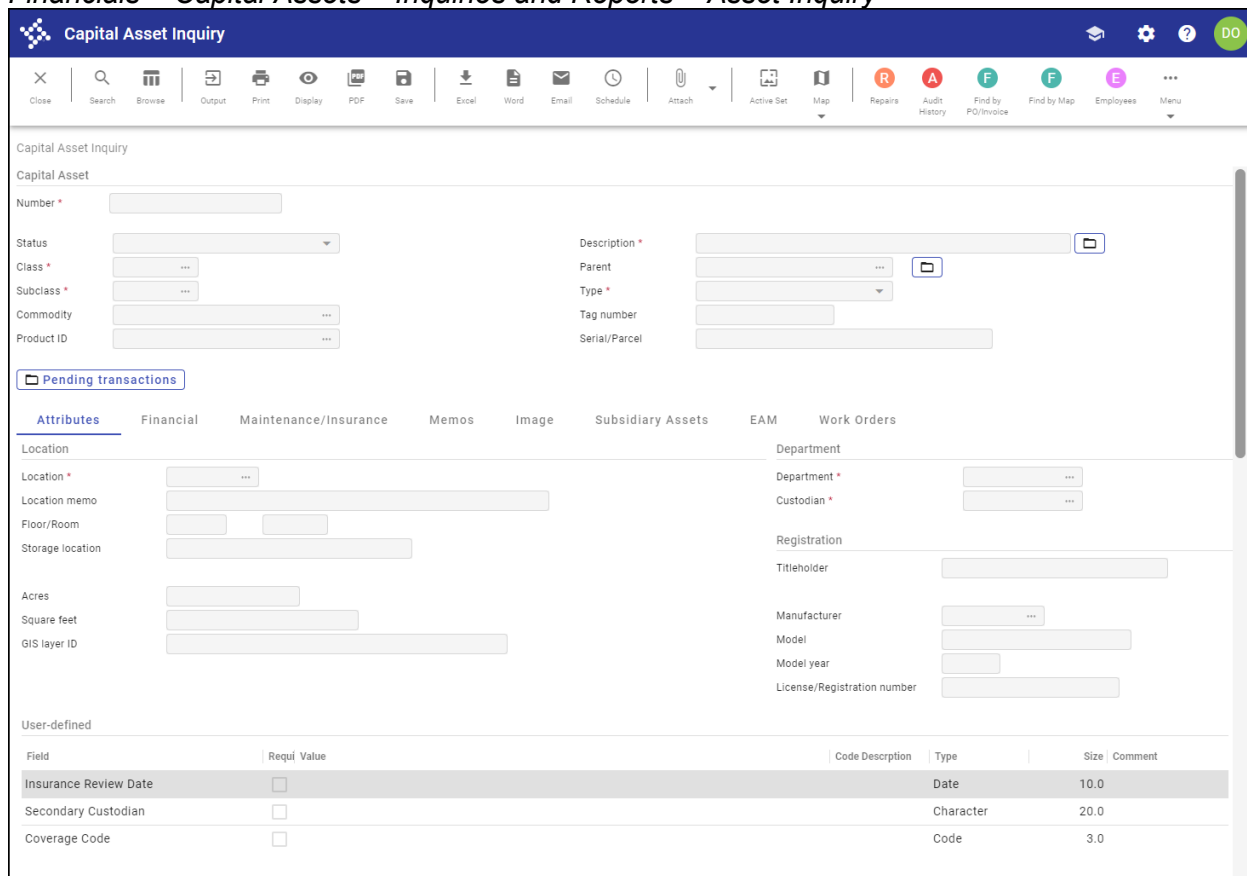
- Capital asset records exist in the system.
- A default Enterprise ERP printer has been set up to create printed reports.

## Asset Inquiry

The Asset Inquiry program is a general purpose inquiry program. You can use it to view assets based on a wide variety of criteria. Assets of any status can be viewed using this program, and you can generate reports directly from this screen.

To view asset details:

1. Open the Asset Inquiry program.  
*Financials > Capital Assets > Inquiries and Reports > Asset Inquiry*



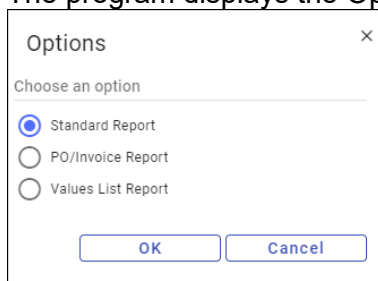
Field	Requi Value	Code Description	Type	Size	Comment
Insurance Review Date	<input type="checkbox"/>		Date	10.0	
Secondary Custodian	<input type="checkbox"/>		Character	20.0	
Coverage Code	<input type="checkbox"/>		Code	3.0	

2. Click Search on the toolbar.
3. Complete any combination of fields to create an active set of records.  
**Note:** The following table does not describe every field on the screen, but provides descriptions for the most commonly searched fields.

Field	Description	Notes
Number	Contains the asset number. Use this box to define an asset or range of assets. To define a range, enter the first and last asset numbers in the range, separated by a colon; for example, 1:100.	
Status	Indicates the asset's status. Using this field as a search value will show all assets with the selected status. For example, to see all	

Field	Description	Notes
	assets that have been retired, select Retired from the list.	
Class	Indicates the class code of a capital asset. Capital asset class codes are maintained in the Capital Asset Miscellaneous Codes program, under the code type CLAS. Use this field to find assets by class. For example, if your organization has a class code of Buildings, use the inquiry function to view a list of all buildings owned as capital assets.	
<b>Attributes Tab</b>		
<b>Location</b>		
Location	Identifies the location at which a capital asset resides. If you enter a code during a search, the program displays all assets for the selected location. If you include a subclass code in the search, the program provides a more specific list of assets.	
<b>Department</b>		
Custodian	Identifies the custodian of the asset. When you define a search value for this field, the program provides a list of assets for which this custodian is responsible.	
<b>Financial Tab</b>		
<b>Summary Subtab</b>		
<b>Life Cycle</b>		
Due for Replacement	Indicates the asset is due for replacement. This checkbox, when selected for a search, creates a list of each asset that needs replacement.	

- Once you have defined your search criteria, click Accept on the toolbar. The program displays the first record in the active set of matching capital asset records; if no records are found, the program displays a 'No records found' message in the status bar.
- For an active set of records, click Browse on the toolbar to view a list of all the records, or use the navigation bar at the bottom of the screen to scroll through the records.
- Use the options in the toolbar to view specific information for the active record.
- Click Output to create a report. The program displays the Options dialog box for choosing the report type.





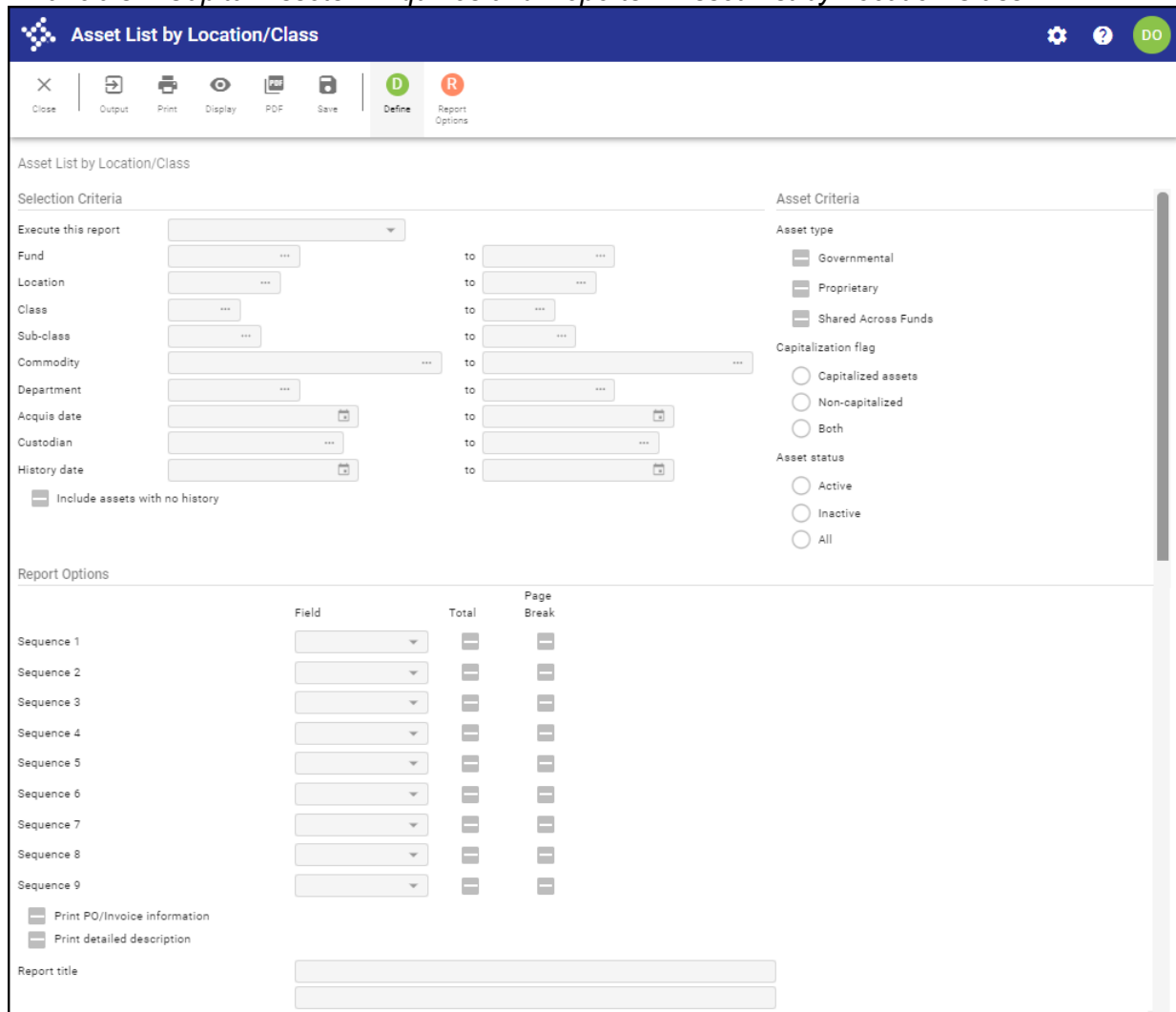
8. Select an option, and then click OK.  
The program displays the Output screen for the selected report type.
9. Select an output type and click OK.
10. Alternatively, click Word to export the report to Microsoft Word; in this case, the program displays an export preferences screen.
11. Select the applicable report options to create your report.

## Asset List by Location/Class

This program generates capital asset reports based on location, class, subclass, department, and acquisition date. It offers fewer fields to use as search criteria than Asset Inquiry, but offers greater customization of output, making it a more specialized reporting program. The Asset List by Location/Class program focuses on code ranges as search criteria.

To create the report:

1. Open the Asset List by Location/Class program.  
*Financials > Capital Assets > Inquiries and Reports > Asset List by Location/Class*



**Asset List by Location/Class**

Close | Output | Print | Display | PDF | Save | Define | Report Options

Asset List by Location/Class

**Selection Criteria**

Execute this report: [Dropdown]

Fund: [Field] to [Field]

Location: [Field] to [Field]

Class: [Field] to [Field]

Sub-class: [Field] to [Field]

Commodity: [Field] to [Field]

Department: [Field] to [Field]

Acquis date: [Field] to [Field]

Custodian: [Field] to [Field]

History date: [Field] to [Field]

Include assets with no history

**Asset Criteria**

**Asset type**

Governmental

Proprietary

Shared Across Funds

**Capitalization flag**

Capitalized assets

Non-capitalized

Both

**Asset status**

Active

Inactive

All

**Report Options**

	Field	Total	Page Break
Sequence 1	[Field]	<input type="checkbox"/>	<input type="checkbox"/>
Sequence 2	[Field]	<input type="checkbox"/>	<input type="checkbox"/>
Sequence 3	[Field]	<input type="checkbox"/>	<input type="checkbox"/>
Sequence 4	[Field]	<input type="checkbox"/>	<input type="checkbox"/>
Sequence 5	[Field]	<input type="checkbox"/>	<input type="checkbox"/>
Sequence 6	[Field]	<input type="checkbox"/>	<input type="checkbox"/>
Sequence 7	[Field]	<input type="checkbox"/>	<input type="checkbox"/>
Sequence 8	[Field]	<input type="checkbox"/>	<input type="checkbox"/>
Sequence 9	[Field]	<input type="checkbox"/>	<input type="checkbox"/>

Print PO/Invoice information

Print detailed description

Report title: [Field]

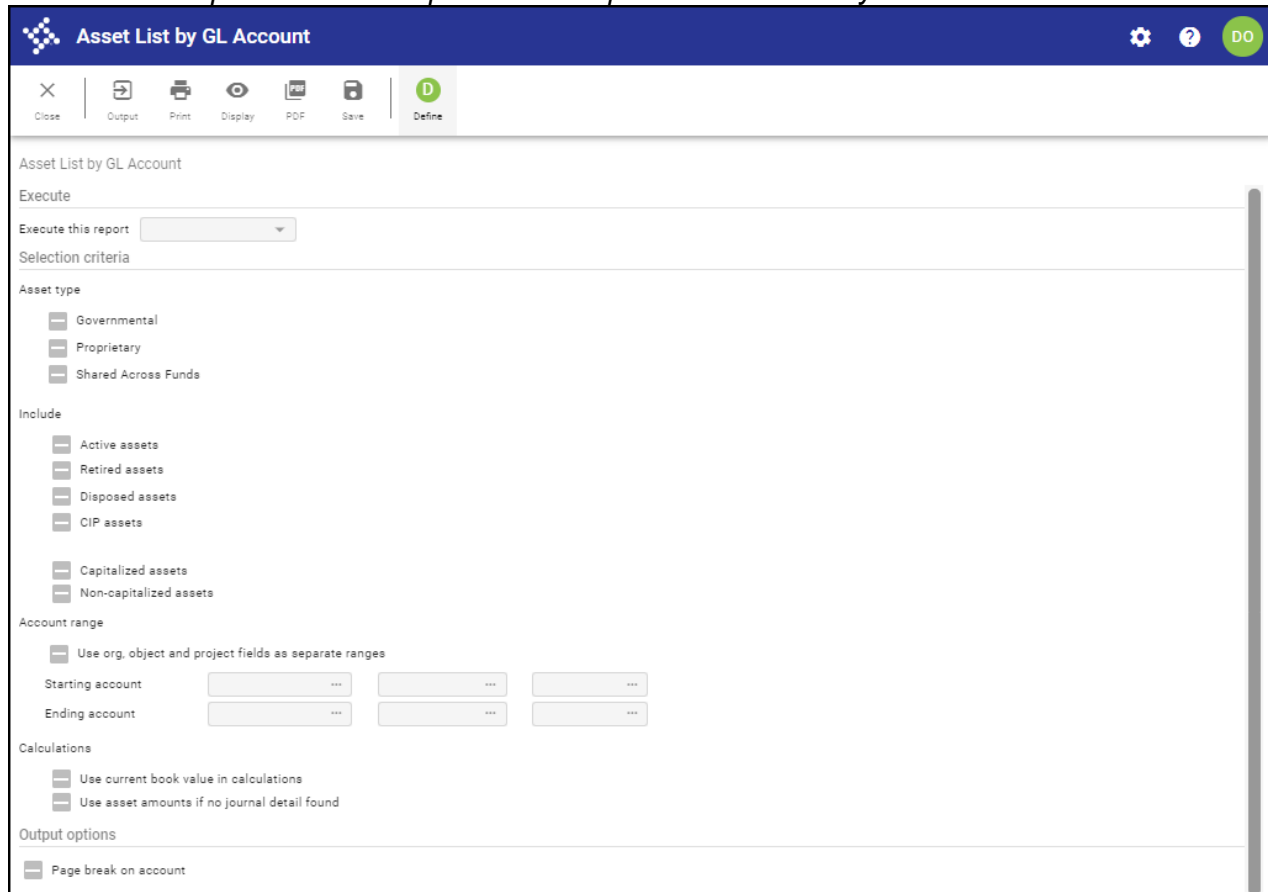
2. Click Define.
3. Enter the code ranges to specify the search criteria. To include assets that do not have a history record, leave the History Date range fields blank.
4. Select the appropriate option for the Asset Type, Capitalization Flag, and Asset Status groups.
5. Select or clear the applicable checkboxes in the Report Options group.
6. Click Accept on the toolbar.  
The program displays a message in the status bar indicating the number of matching records.
7. Click Output to select an output option for the report.

## Asset List by GL Account

This program creates reports of all assets that are associated with a range of general ledger accounts that you define. The report includes asset status and purchase value information. Subtotals for each account and a grand total also appear on the report.

To create the report:

1. Open the Asset List by GL Account program.  
*Financials > Capital Assets > Inquiries and Reports > Asset List by GL Account*



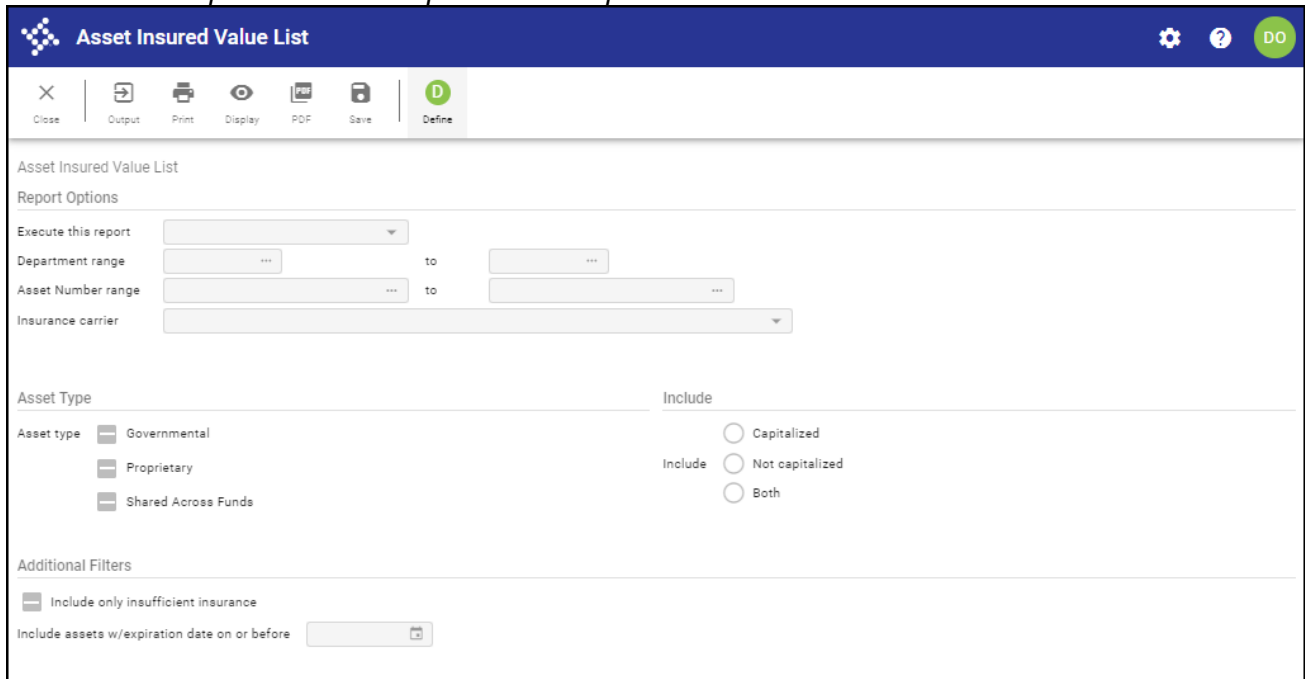
2. Click Define.
3. Complete the fields, as required, to define the asset records to include in the report.
4. Click Accept on the toolbar.
5. Click Output to select an output option for the report.

## Insured Value List

This program creates reports that contain insurance information. You can define your inquiry parameters using department and asset number ranges, or include information for only a specific insurance carrier. The report can be used to highlight assets that have insufficient insurance coverage.

To create the report:

1. Open the Insured Value List program.  
*Financials > Capital Assets > Inquiries and Reports > Insured Value List*



The screenshot shows the 'Asset Insured Value List' configuration window. At the top, there is a toolbar with icons for Close, Output, Print, Display, PDF, Save, and Define. Below the toolbar, the main area is titled 'Asset Insured Value List' and contains several sections:

- Report Options:**
  - Execute this report: [Dropdown menu]
  - Department range: [Text field] to [Text field]
  - Asset Number range: [Text field] to [Text field]
  - Insurance carrier: [Dropdown menu]
- Asset Type:**
  - Asset type:  Governmental,  Proprietary,  Shared Across Funds
  - Include:  Capitalized,  Not capitalized,  Both
- Additional Filters:**
  - Include only insufficient insurance
  - Include assets w/expiration date on or before: [Text field]

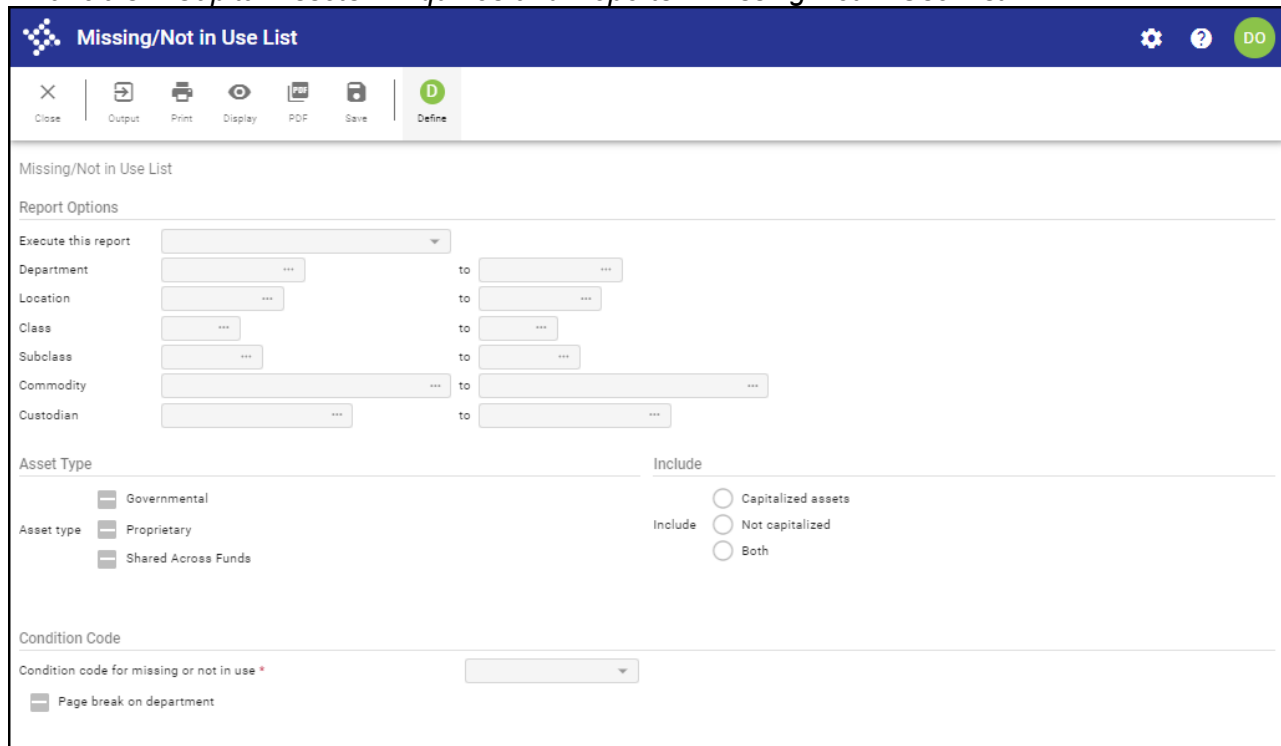
2. Click Define.
3. Complete the fields, as required, to define the records to include in the report.
4. Click Accept on the toolbar.
5. Click Output to select an output option for the report.

## Missing/Not in Use List

Reports generated using this program list assets that are missing or not in use. You are provided with a variety of range options to use when defining your set of included asset records.

To create the report:

1. Open the Missing/Not in Use List program.  
*Financials > Capital Assets > Inquiries and Reports > Missing/Not in Use List*



The screenshot shows the 'Missing/Not in Use List' configuration window. At the top, there is a blue header with the title and a 'DO' button. Below the header is a toolbar with icons for Close, Output, Print, Display, PDF, Save, and Define. The main area is divided into several sections:

- Report Options:** Includes a dropdown for 'Execute this report' and several 'to' range fields for Department, Location, Class, Subclass, Commodity, and Custodian.
- Asset Type:** Features checkboxes for 'Governmental', 'Proprietary', and 'Shared Across Funds'.
- Include:** Features radio buttons for 'Capitalized assets', 'Not capitalized', and 'Both'.
- Condition Code:** Includes a dropdown menu and a checkbox for 'Page break on department'.

2. Click Define.
3. Complete the fields, as required, to specify the report details.
4. Click Accept on the toolbar.
5. Click Output to select an output option for the report.

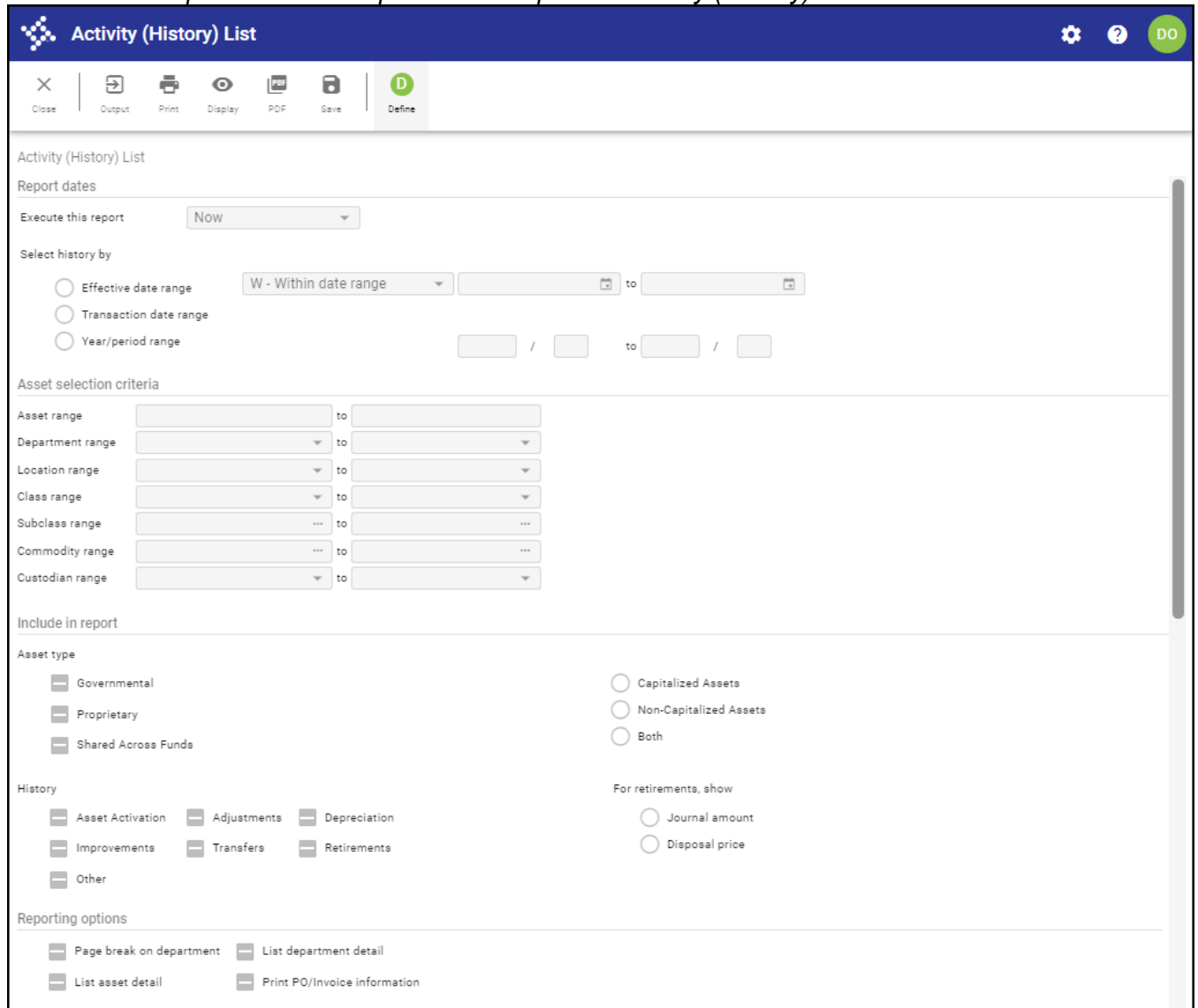
## Activity (History) List

This program generates reports that display asset history activities. Any activity that affects the value of an asset (Add, Adjust, Improve, Transfer, Retire, or Depreciate) is recorded in a history record, and is viewable here. The variety of history information available allows you to create many different reports. For example, you can define a report that shows all depreciation that occurred between two dates. You could also show a full history of improvements made to an asset.

To create the report:

1. Open the Activity (History) List program.

*Financials > Capital Assets > Inquiries and Reports > Activity (History) List*



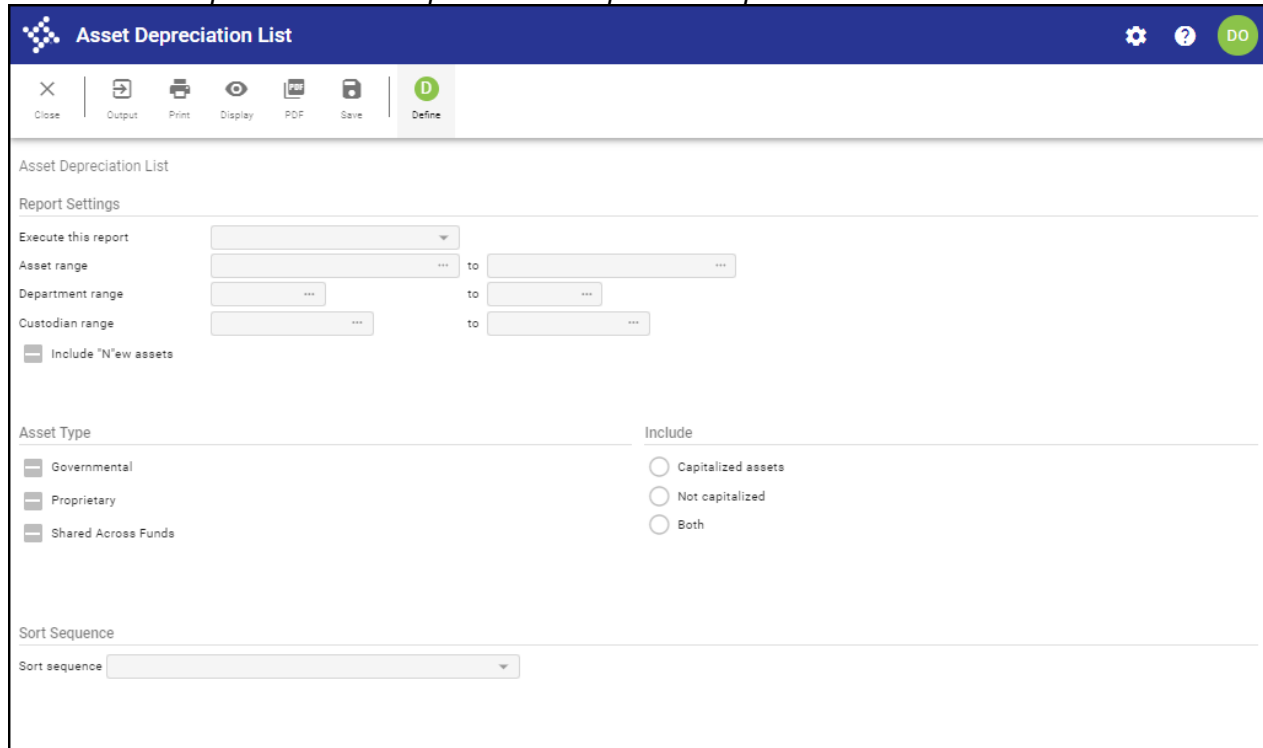
2. Click Define.
3. Complete the fields, as required, to specify the report criteria.
4. Click Accept on the toolbar.
5. Click Output to select an output option for the report.

## Depreciation List

Reports created using this program contain depreciation data such as the estimated life, current book value, salvage value, and accumulated depreciation.

To create the report:

1. Open the Depreciation List program.  
*Financials > Capital Assets > Inquiries and Reports > Depreciation List*



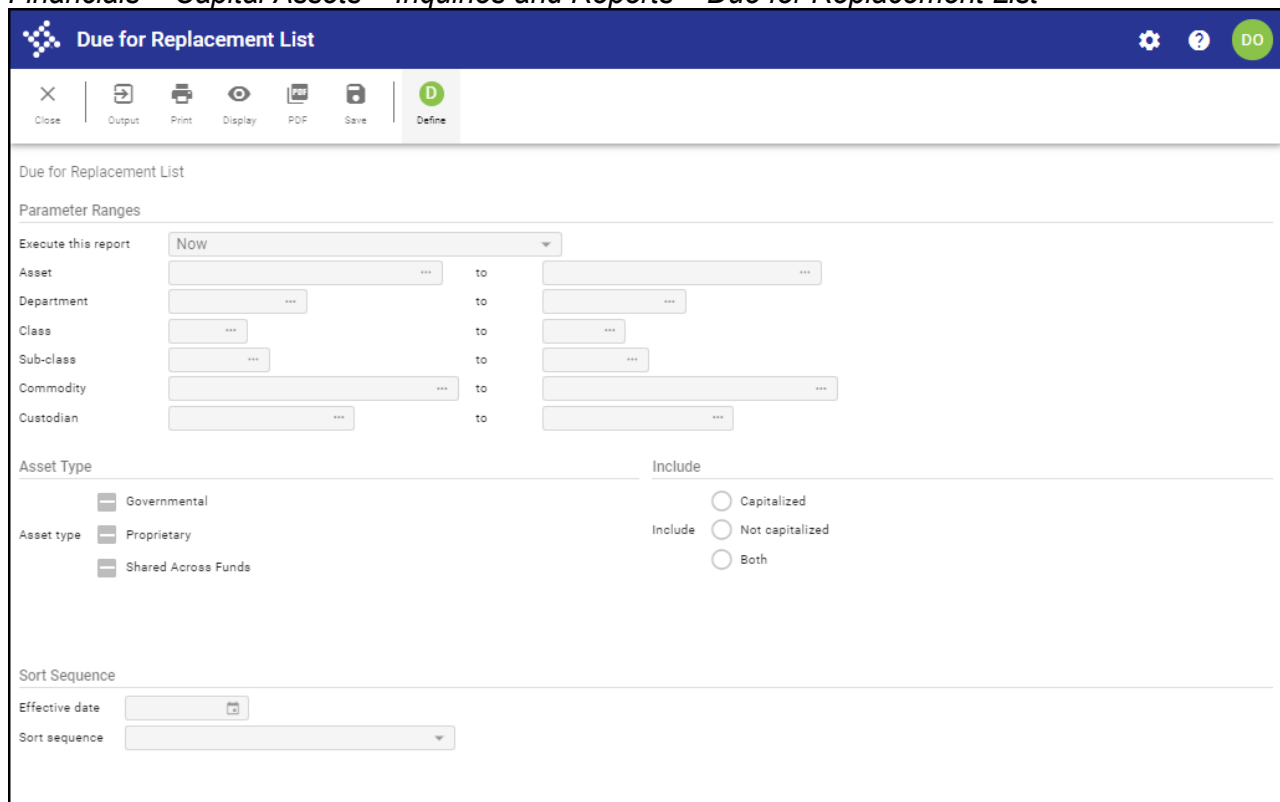
2. Click Define and enter the report criteria.
3. Click Accept to save the information entered.  
The program searches through the capital asset records and displays the number of records found that matched your search criteria in the status bar at the bottom of the screen.
4. Click Output to select an output option for the report.

## Due for Replacement List

This program reports assets that are due for replacement. The program uses the acquisition date, the estimated life, and an effective date to determine these assets. You can use an effective date that occurs in the future so the report can be used as a planning tool.

To create the report:

1. Open the Due for Replacement List program.  
*Financials > Capital Assets > Inquiries and Reports > Due for Replacement List*



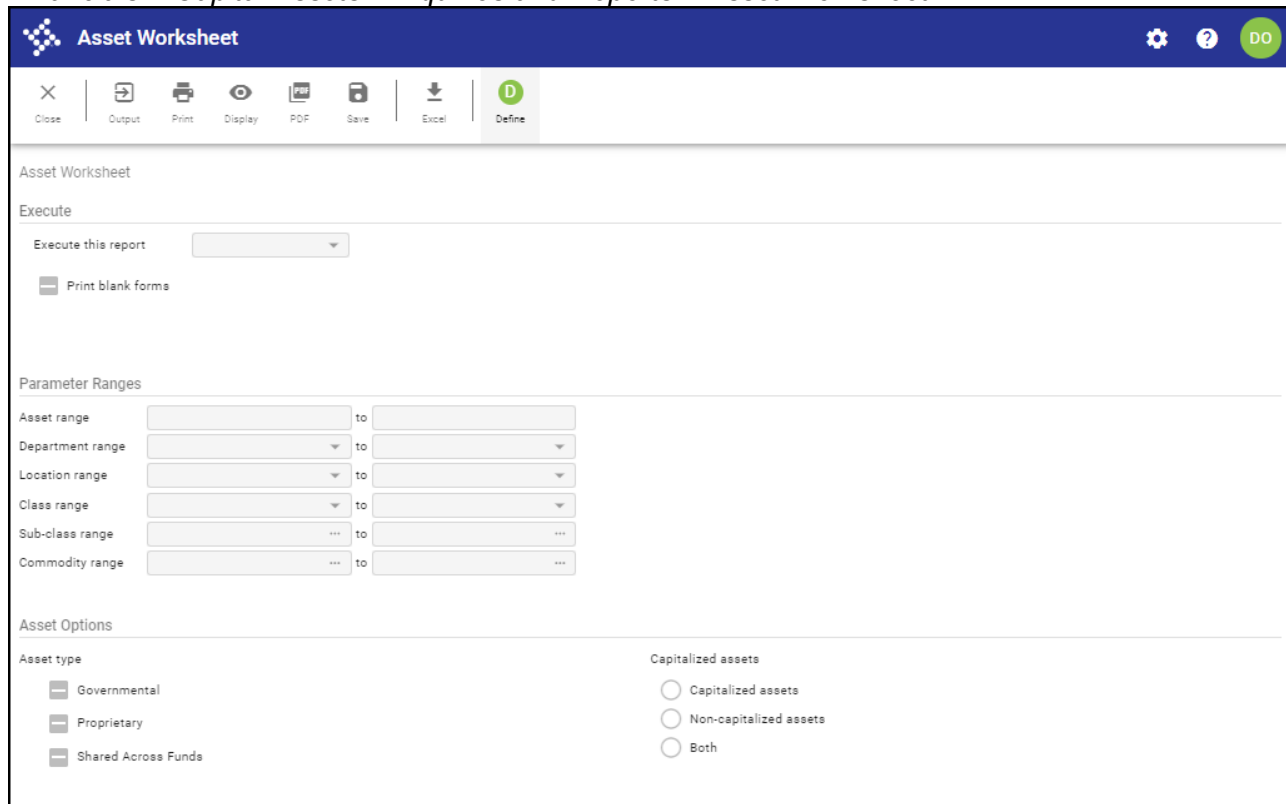
2. Click Define.
3. Complete the fields, as required, to specify the report criteria.
4. Click Accept to save the information entered.
5. Click Output to select an output option for the report.

## Asset Worksheet

This report prints the Capital Asset Master record for one or more assets. Select the Print Blank Forms checkbox to print an empty version of the record. This is useful for sending to a department so department personnel can manually record asset information and then return the completed worksheet to your department for entry into the Enterprise ERP system.

To create the report:

1. Open the Asset Worksheet program.  
*Financials > Capital Assets > Inquiries and Reports > Asset Worksheet*



2. Click Define to enter the report criteria.
3. To create a blank form, select the Print Blank Forms checkbox and leave all remaining fields blank. Otherwise, complete the fields, as required, to specify the report details.
4. Click Accept to save the information entered.
5. Click Output to select an output option for the report.

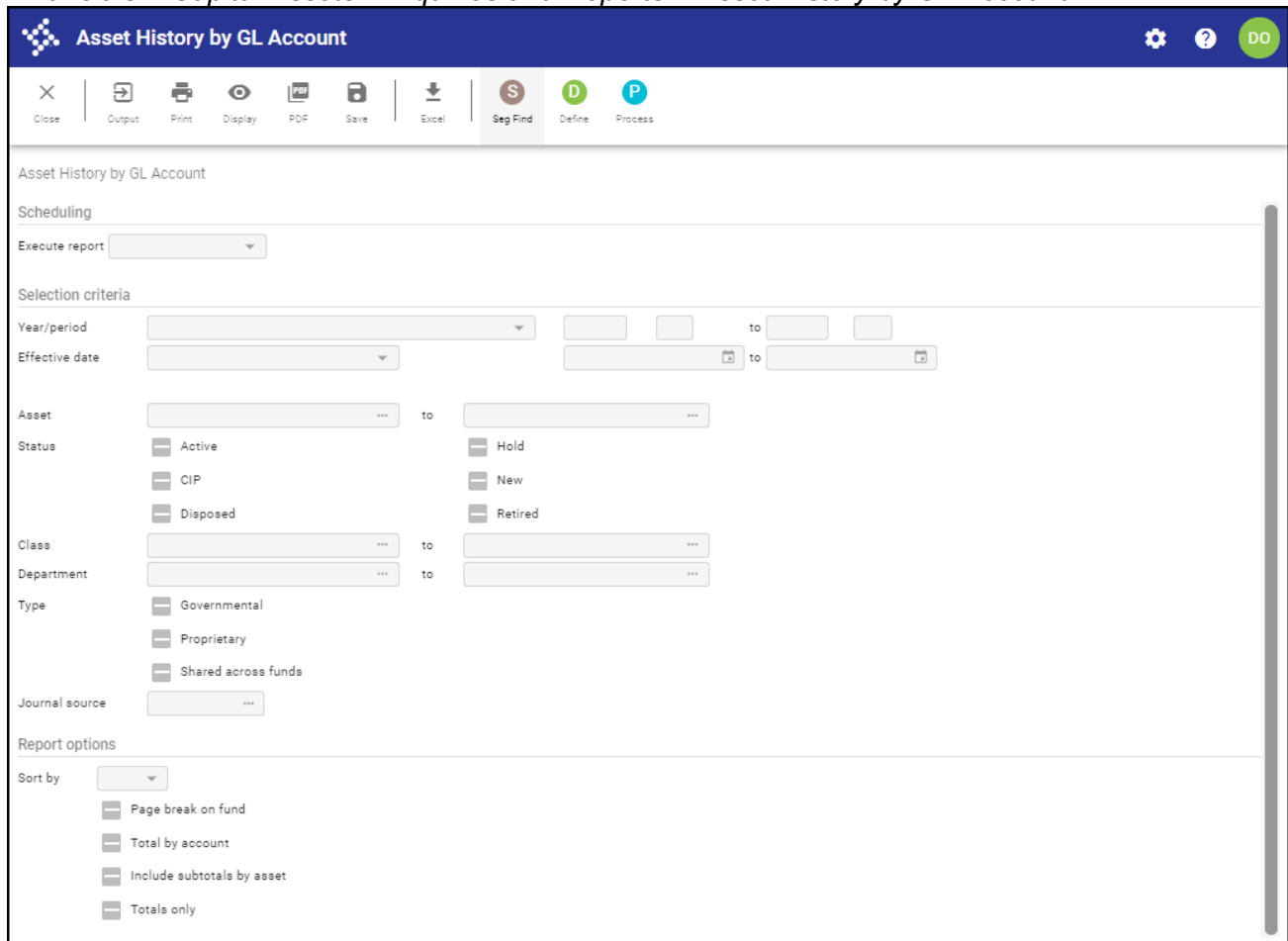


## Asset History by GL Account

This program creates a report of the capital asset general ledger transaction history detail, reported by general ledger account.

To create the report:

1. Open the Asset History by GL Account program.  
*Financials > Capital Assets > Inquiries and Reports > Asset History by GL Account*



2. Click Define.
3. Complete the fields, as required, to identify the assets to include in the report.
4. Click Accept to save the changes.
5. Click Output to select an output option for the report.

## Results

Reports are created and output.

## What's Next?

There are no further steps in the inquiry and reporting action. Saved reports can be accessed from the Saved Reports directory, where they are stored until deleted.

# ACFR/GASB 34 Processing Overview

## Objective

This document provides an overview of the ACFR/GASB 34 reporting process. The ACFR Statement Builder/GASB34 Interface program is available from the Inquiries and Reports submenu of Enterprise ERP Capital Assets. This program creates an interface file for ACFR/GASB 34 processing.

## Overview

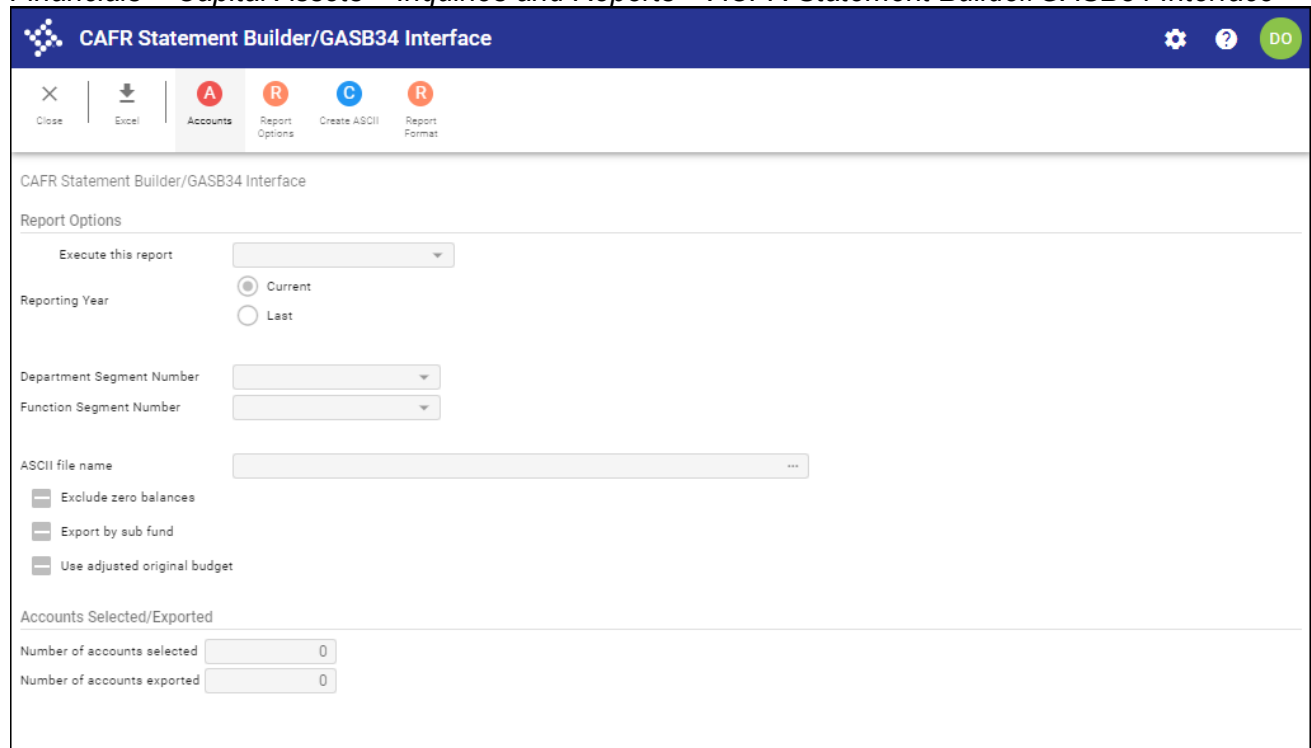
If you plan to transfer depreciation information from Enterprise ERP to the GASB 34 Reporter, you must complete the following before creating the ASCII file in the Report Writer Interface program:

- Depreciate assets and post this information to the general ledger. This step is not required if you plan to enter depreciation information manually using the GASB 34 Reporter Adjustment Entry program.
- Close the current period in Enterprise ERP if you plan to transfer depreciation information into the GASB 34 Reporter from Enterprise ERP. This step is not required if you plan to enter depreciation information manually using the GASB 34 Reporter Adjustment Entry program.

To create a GASB 34 export file:

1. Open the GASB 34 Report Writer Interface program.

*Financials > Capital Assets > Inquiries and Reports > ACFR Statement Builder/GASB34 Interface*



2. Click Accounts.

The program displays the GL Segment Find screen, where you can define the general ledger accounts to include.

3. Click Accept.  
The program returns to the main screen with the Number of Accounts Selected box completed with the number of records found.
4. Click Report Options to define the report processing time, reporting year, segment numbers, and file name.
5. Click Create ASCII.  
The program completes the Number of Accounts Exported boxes with the number of records exported to the file.

In the Report Writer program:

1. Print the GASB 34 Reporter Government Wide Drill Down Report for all major and nonmajor funds and reconcile to the funds' Enterprise ERP Balance Sheets for the last closed period.
2. Print the GASB 34 Reporter Fund Totals Report and confirm that all difference columns show zero balances. Fund Balance Accounts are typically the source of differences and can be re-categorized using the GASB 34 Reporter Net Assets Account Maintenance program. Balances other than zero indicate that errors exist in either the Net Asset Allocation, Wrong Acct Type-Use Acct Type Reset, or that fund balance accounts are out of balance for a fund. Use the Accounts by Fund Report to identify these problems.
3. Modify labels and fund categorizations as needed, including the Accounts by Fund program. Allocating all governmental fund balances in this program is vital for balanced GASB 34 Reporter balance sheets.
4. After confirming Fund Totals Report difference columns have zero balances, make adjustments required to report on the full accrual basis in the GASB 34 Reporter.
5. Print reports in the GASB 34 Reporter.
6. Close the year in the GASB 34 Reporter.

# Appendix A—Workflow Approvals

## Overview

When a capital asset record is released, the program initiates an approval process that is driven by the contents of the transaction. When approvals are pending, required approvers receive notification through email, Hub, or both, indicating that there are records awaiting approval. An approver must review the transaction for validity and ensure that all supporting documentation has been attached. An approver can then choose to approve, reject, hold, or forward a transaction to another user for additional review.

## Prerequisites

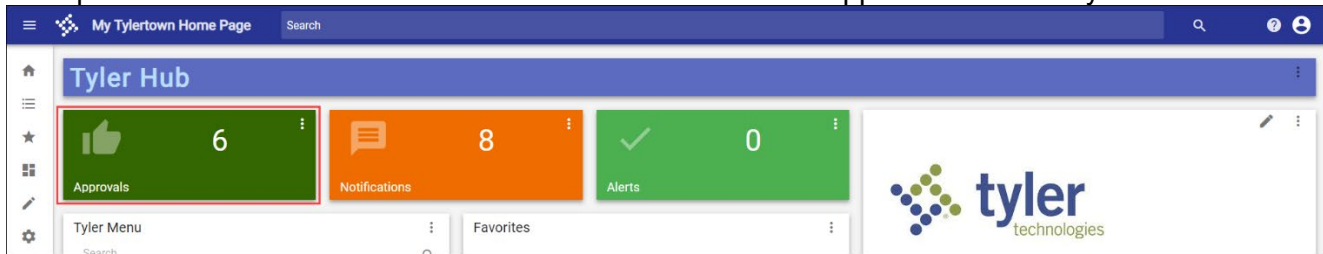
Before you can successfully complete this process, you must ensure that roles granting the necessary permissions have been assigned to your user account. If the roles have not been established, contact the system administrator to have them updated or added into the Enterprise ERP system.

Confirm the following:

- Workflow business rules related to capital assets have been established in the Workflow Business Rules program.
- You are included as an approver in the Workflow User Attributes program, and you are identified as an approver for budget transfer and amendment approval business rules.
- Pending approval records exist.

## Procedure

Enterprise ERP Workflow transactions are accessible from the Approvals card on Tyler Hub.



If you do not have this card, you can add it to a page from the Content Library if you have sufficient permissions.

To approve an item:

1. Click the Approvals card to list all items currently awaiting approval. Use the All Process Codes and All Dates lists to refine the selection criteria.

**Approvals**

All Process Codes ▾
All Dates ▾

SELECT ALL    REFRESH    (0/8)

<input type="checkbox"/>	FAT: Asset Transfers pending approval	2/3/2020
<input type="checkbox"/>	RFC: Request for Check pending approvals 20100027	2/2/2020
<input type="checkbox"/>	RQC: Requisition pending conversion 0.00	1/28/2020
<input type="checkbox"/>	RQC: Requisition pending conversion 445.00	1/28/2020


**FAT: Asset Transfers pending approval**

Created  
Mon Feb 3 2020

Reason  
amount of this transaction is greater than the threshold 0.00

Asset  
12

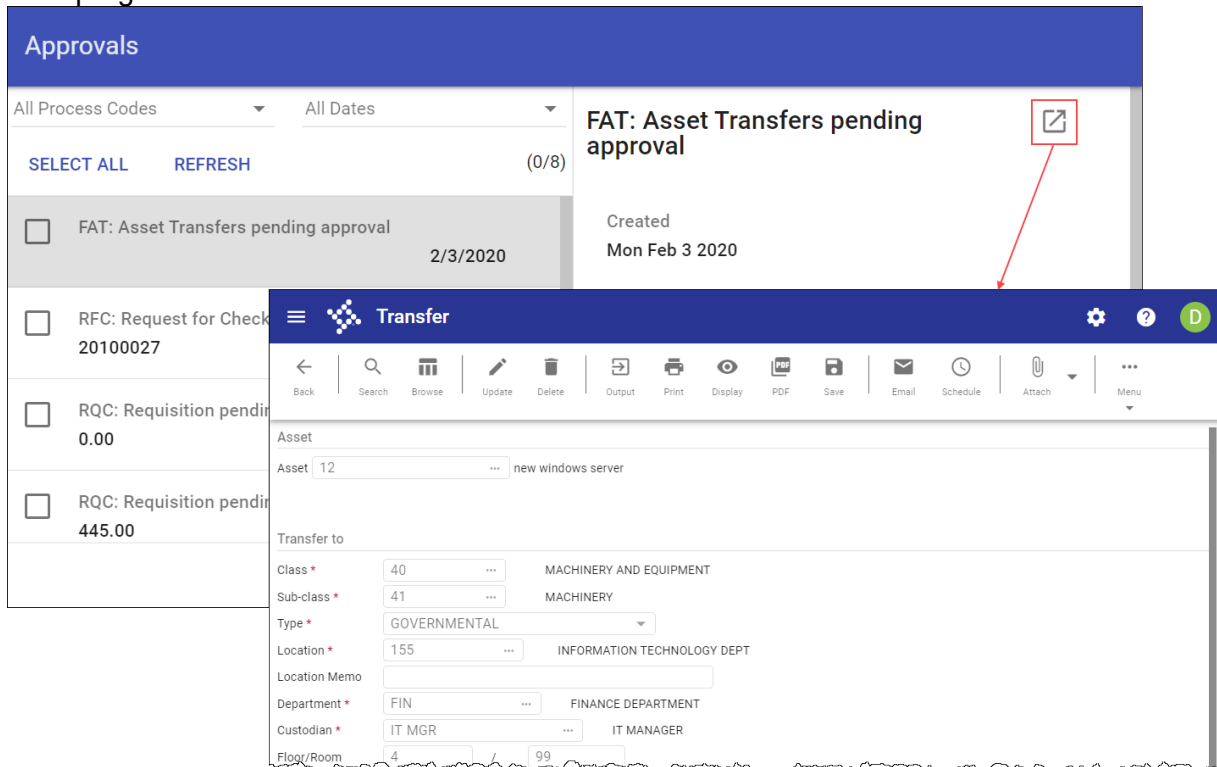
Transaction Amount



CLOSE    SETTINGS

2. Review the items awaiting approval.

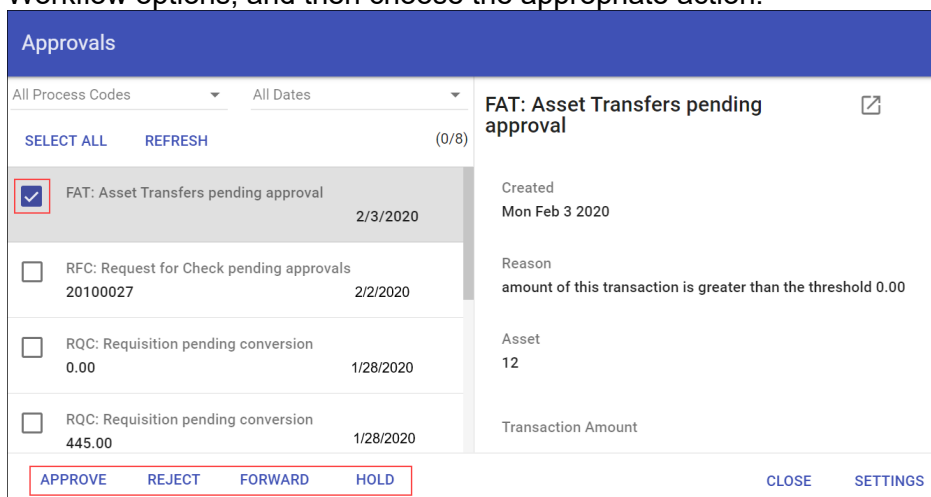
- To view additional information, click the Launch option to view the item in the applicable Enterprise ERP program.



- To approve the item from the Enterprise ERP program, select the Approve option in the Workflow group, if available.



- Alternatively, to approve the item directly from the Approvals card, select the item to display the Workflow options, and then choose the appropriate action.



When you select Approve, Reject, Forward, or Hold, an Optional Comment (Approve) or Required Comment (Reject, Forward, or Hold) box displays. For required comments, enter the reason for the action.

Button	Description
Approve	Identifies the record as approved, and sends notification to the next approver in the sequence, if applicable.
Reject	Rejects the item. You must enter a rejection reason. The program notifies the originator of the record of the rejection and reason. The originator determines the next course of action (alteration and resubmission or deletion).
Forward	Allows you to choose another Enterprise ERP user to review the pending record. If you are approving an item that has been forwarded to you, the Forward option is not available.
Hold	Keeps an item in your approval queue for additional review. The record remains in this state until further action is taken.

## Status Change

The following status changes occur according to the action taken for the transaction:

- Approved records move to the next step of approvers, if necessary. If this is the final approval, the transaction is updated to a status of Approved and is ready for posting.
- Rejected records return to the originator with a note regarding the reason for rejection. The originator takes the next appropriate action for the record (delete the record or update and resubmit it).
- Held transactions remain in the queue until further action is taken by the required approver.
- Forwarded transactions move to the queue of the identified recipient. The recipient reviews and updates the transaction to determine the next step.

## GL Impact

The general ledger is not impacted by this transaction. Transactions do not affect the referenced general ledger accounts until the record is posted.

## What's Next?

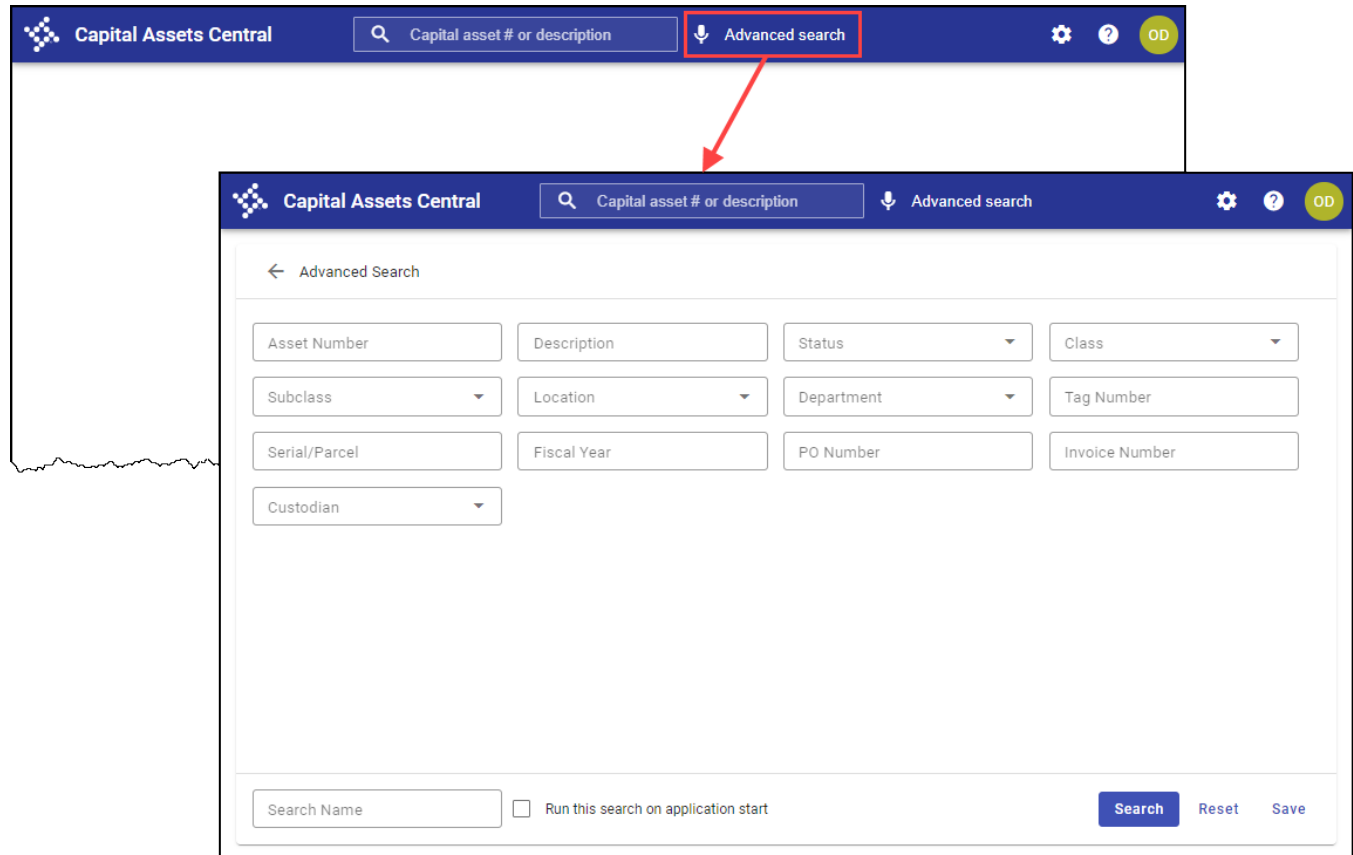
Once transactions have been approved by all identified approvers, they are posted by personnel authorized to post the transactions.

## Appendix B—Capital Assets Central

The Capital Assets Central program allows you to view asset records, attach documents and notes, and, by providing direct access to several Enterprise ERP Capital Assets programs, add and maintain capital asset information.

### Creating an Active Set of Records

When you open Capital Assets Central, the program displays a Search box where you can enter a specific capital asset number or description to find. The Advanced Search option opens the Advanced Search feature.

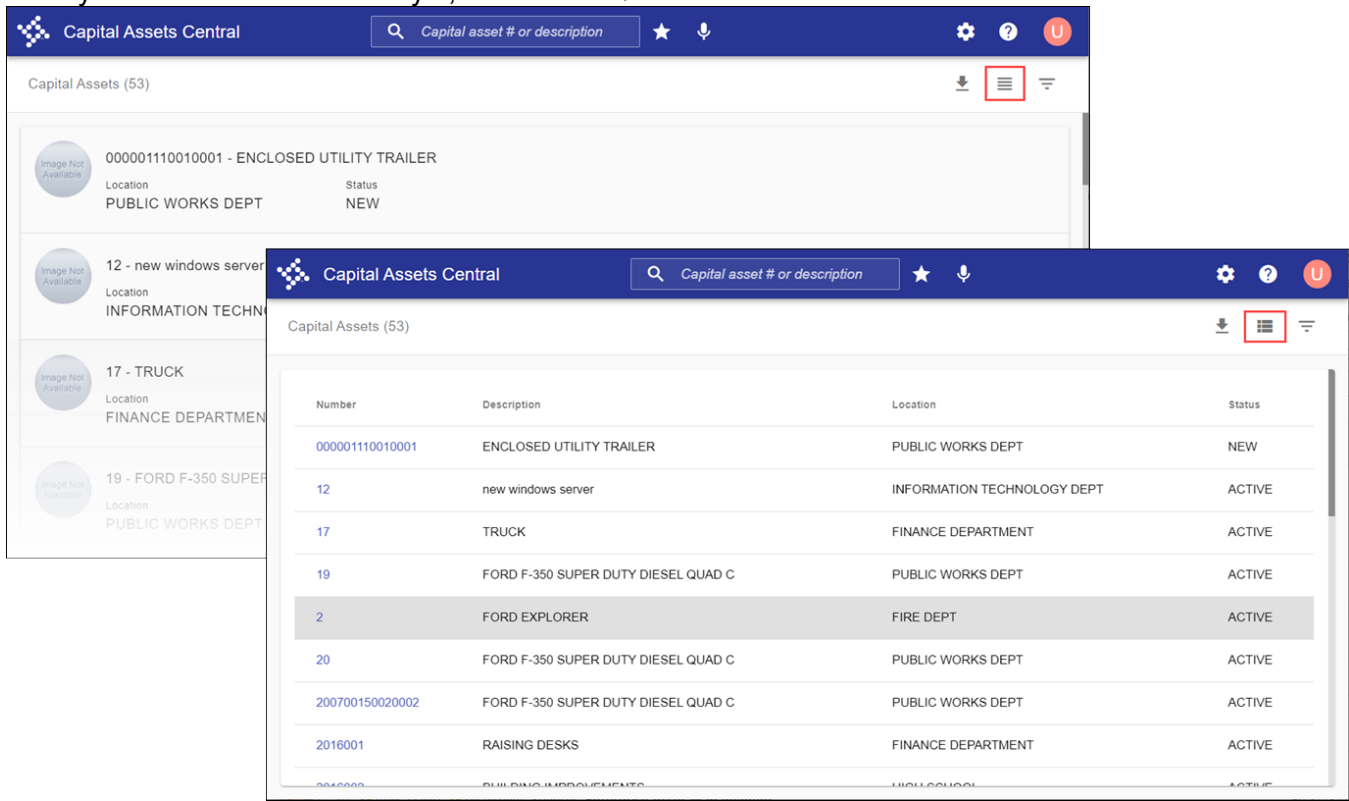


The image shows two overlapping screenshots of the Capital Assets Central web application. The top screenshot shows the main search bar with the text "Capital asset # or description" and a microphone icon next to "Advanced search". A red box highlights the "Advanced search" button, with a red arrow pointing down to the second screenshot. The second screenshot shows the "Advanced Search" page, which contains several search criteria fields: Asset Number, Description, Status (dropdown), Class (dropdown), Subclass (dropdown), Location (dropdown), Department (dropdown), Tag Number, Serial/Parcel, Fiscal Year, PO Number, Invoice Number, and Custodian (dropdown). At the bottom, there is a "Search Name" field, a checkbox for "Run this search on application start", and buttons for "Search", "Reset", and "Save".

The Advanced Search option allows you to find an asset record using multiple text and list fields. Using Advanced Search, you can also save a search for retrieval at a later time using the My Searches list. If you select the Startup Search checkbox for a saved search, the program automatically initiates that search when you open Capital Assets Central.



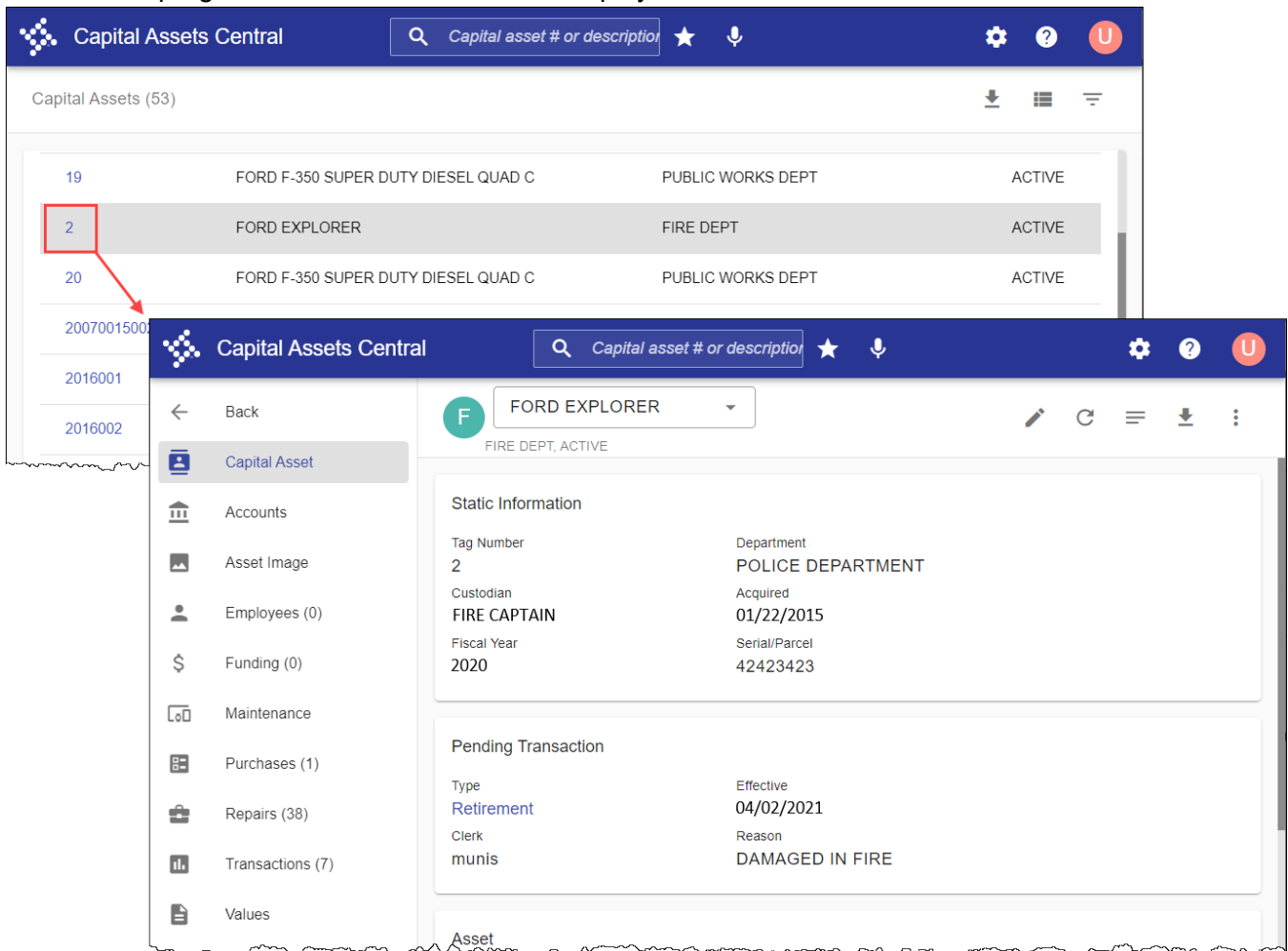
When you initiate a search, Capital Assets Central displays the results in a list or table view. To change the style to either list or table style, click the List/Table View button.



In either view, the Excel option is available on the toolbar; click Excel to export the search results to a *Microsoft Excel* spreadsheet.

## Viewing an Asset Record

In table view, click the asset number to display the asset details. In list view, click the row to display the details. The program refreshes the screen to display the selected record.



The screenshot shows the 'Capital Assets Central' interface. The top section displays a table of capital assets. The second row, representing asset 2, is highlighted in grey. A red box highlights the asset number '2', and a red arrow points from it to the detailed view below.

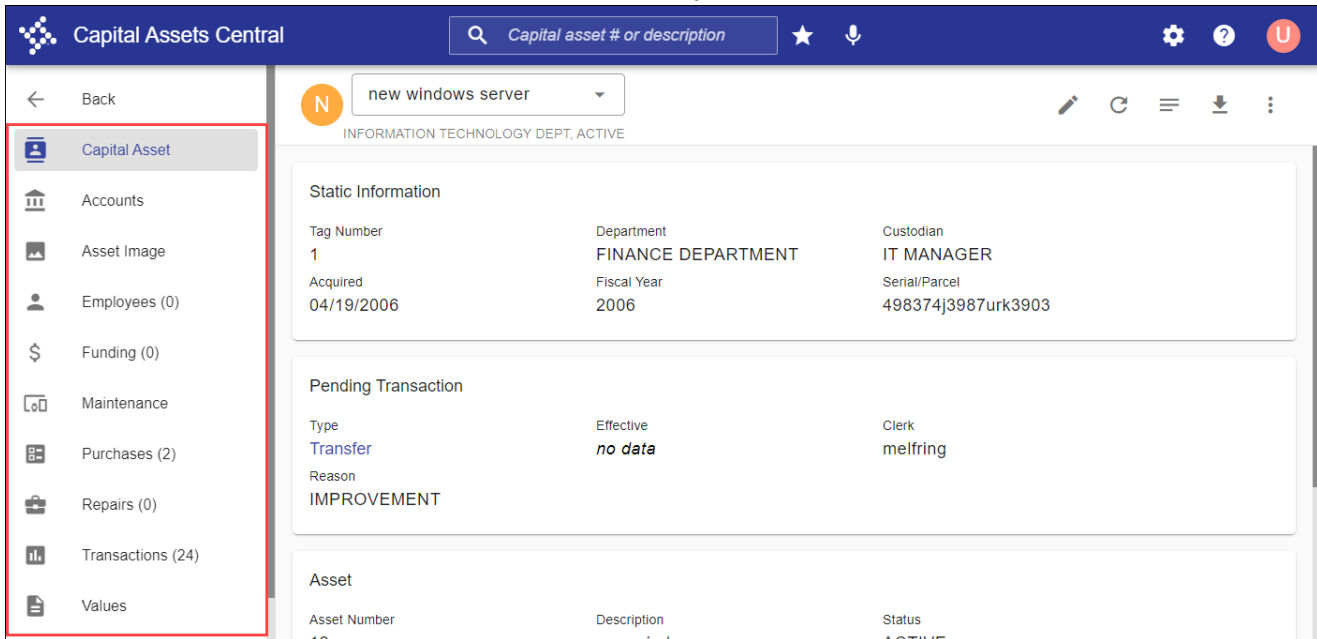
Asset Number	Description	Department	Status
19	FORD F-350 SUPER DUTY DIESEL QUAD C	PUBLIC WORKS DEPT	ACTIVE
2	FORD EXPLORER	FIRE DEPT	ACTIVE
20	FORD F-350 SUPER DUTY DIESEL QUAD C	PUBLIC WORKS DEPT	ACTIVE

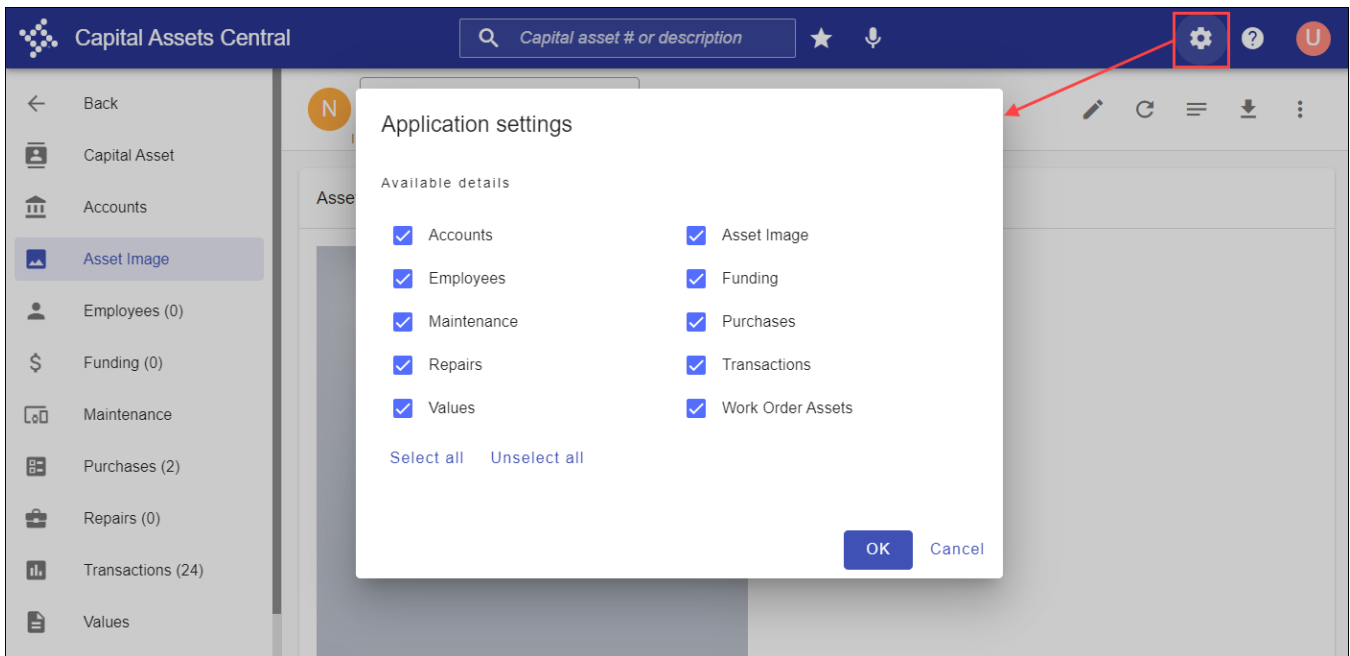
The detailed view for asset 2 shows the following information:

- Static Information:**
  - Tag Number: 2
  - Department: POLICE DEPARTMENT
  - Custodian: FIRE CAPTAIN
  - Acquired: 01/22/2015
  - Fiscal Year: 2020
  - Serial/Parcel: 42423423
- Pending Transaction:**
  - Type: Retirement
  - Effective: 04/02/2021
  - Clerk: munis
  - Reason: DAMAGED IN FIRE

The left side of this screen shows the tabs that display information about the asset.



Click the Settings button to control which tabs display; select or clear the checkboxes as needed and then click OK.

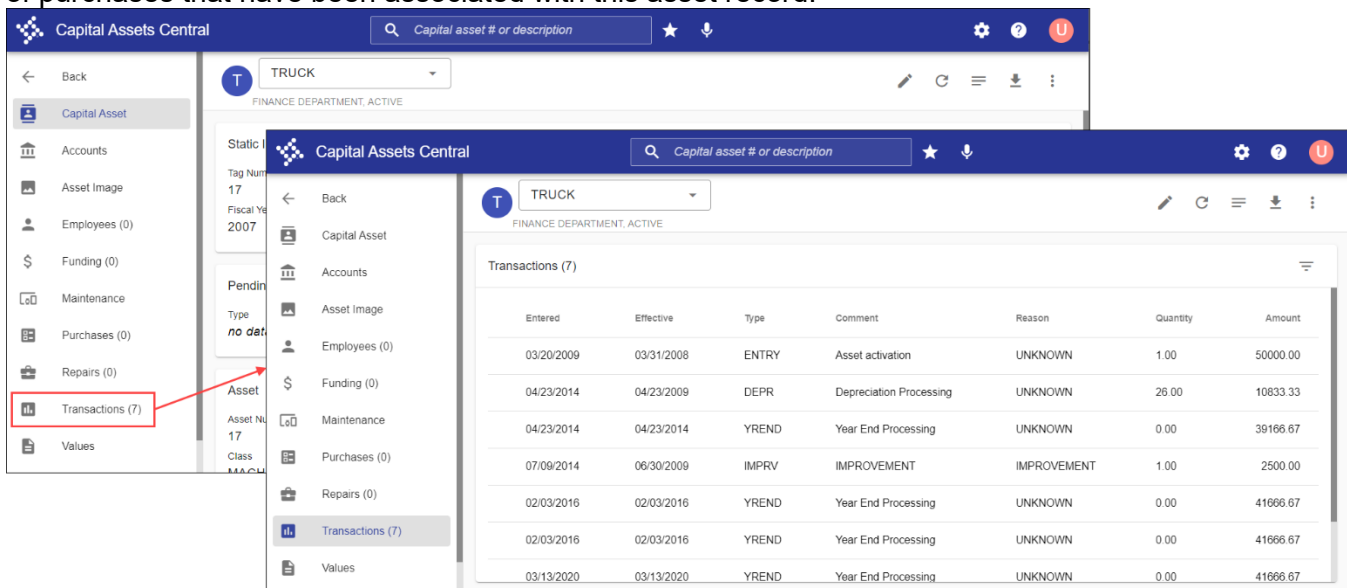


The following table describes the available information tabs.

Tile	Description
Capital Asset	Displays basic details about the asset. This tab is always displayed.
Accounts	Displays the general ledger accounts associated with the asset.

Title	Description
Employees	Displays employees that have been associated with the asset. Click an employee name to view the employee record in Employee Central.
Maintenance	Provides maintenance and insurance information for the asset.
Repairs	Displays the history of repair work orders performed on the asset. A work order can be viewed in Work Orders Central by clicking the work order number.
Values	Displays valuation and depreciation data for the asset, including last appraisal, replacement cost. This tab also displays depreciation information for the asset, including the depreciation method and the number of periods of depreciation that have been taken.
Asset Image	Displays the asset image, if available. Images are attached to capital asset records in the New Assets or Adjustments and Retirements programs.
Funding	Lists the asset's funding sources and percentages.
Purchases	Contains a table that lists the purchases related to the asset. Clicking a vendor name opens the Vendor Central program, where you can view the vendor record. Click a purchase order number to open the Purchase Order Central program with that purchase order as the active record. Click an invoice number to view the invoice in Invoice Central.
Transactions	Displays all transactions involving the asset.
Work Order Assets	Provides any associated work order asset records.

Click an available tab to review details for that category. For example, clicking Purchases displays a list of purchases that have been associated with this asset record.

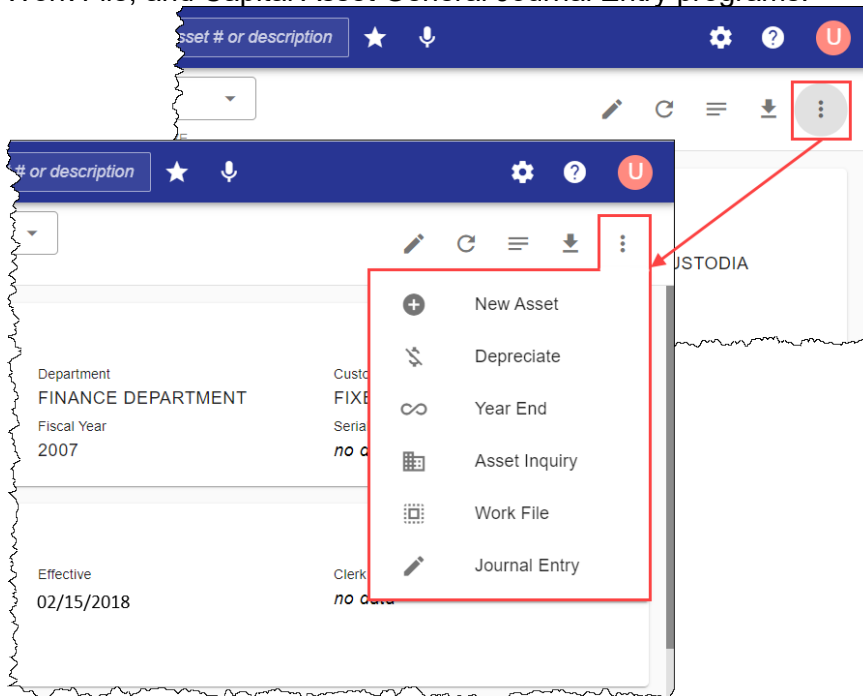


The screenshot shows the Capital Assets Central interface. The top navigation bar includes a search field for 'Capital asset # or description' and a user profile icon. The main content area is divided into a left sidebar and a main panel. The sidebar contains a list of tabs: Capital Asset, Accounts, Asset Image, Employees (0), Funding (0), Maintenance, Purchases (0), Repairs (0), Transactions (7), and Values. The 'Transactions (7)' tab is highlighted with a red box and a red arrow pointing to the main panel. The main panel displays a table of transactions for the asset 'TRUCK' (FINANCE DEPARTMENT, ACTIVE). The table has columns for Entered, Effective, Type, Comment, Reason, Quantity, and Amount. The data rows are as follows:

Entered	Effective	Type	Comment	Reason	Quantity	Amount
03/20/2009	03/31/2008	ENTRY	Asset activation	UNKNOWN	1.00	50000.00
04/23/2014	04/23/2009	DEPR	Depreciation Processing	UNKNOWN	26.00	10833.33
04/23/2014	04/23/2014	YREND	Year End Processing	UNKNOWN	0.00	39166.67
07/09/2014	06/30/2009	IMPRV	IMPROVEMENT	IMPROVEMENT	1.00	2500.00
02/03/2016	02/03/2016	YREND	Year End Processing	UNKNOWN	0.00	41666.67
02/03/2016	02/03/2016	YREND	Year End Processing	UNKNOWN	0.00	41666.67
03/13/2020	03/13/2020	YREND	Year End Processing	UNKNOWN	0.00	41666.67

Click Back to return to the previous asset record screen.

In the program toolbar, the More button provides direct access to the associated programs in Enterprise ERP: New Assets, Depreciate Assets, Capital Asset Year End Process, Asset Inquiry, Capital Asset Work File, and Capital Asset General Journal Entry programs.



The Notes option is available in the toolbar for adding comments to the current record.

