

RSCCC Asset Management

May 2009



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Where Do I Begin?

You are responsible for accounting for both current and non-current assets. You need to track data such as:

- Date of purchase
- Description of the item
- Purchase price
- Life expectancy
- Location of the item
- Inventory number and/or bar code
- Fund from which it was purchased.
- Function of how it is used

You may refer to the IRS Publication 946 – How to Depreciate Property. This document outlines the following:

- property that can and/or cannot be depreciated;
- depreciation methods;
- repairs and improvements;
- basis for depreciation;
- recovery periods;
- service dates;
- conventions.

1. What is a capital asset?

- Unit cost is \$5,000 or greater
- Useful life is estimated at more than one year.
- Recorded under object code 66XX, excluding 6660 (library books and media)
- Can be purchased, lease-purchased, gift/donation, construction in progress

2. What is an inventory item?

- Items under \$5,000 of value with replacement value; such as printers, computers, laptops, tables, etc.

3. Run the Capital Outlay Expenditure report

The report provides a listing of all transactions posted with the object code category 66XX. It offers the options to include 639X records or use the fixed assets cross-reference table for the Function type. It prints any check transactions made from the credit memo associated with those object codes. The report is useful for reviewing items posted to the capital outlay. The report can be a source for determining items to be posted to the Asset Management application.

Report information displays based on the masked account codes set in the User Profiles table for the signed-on user.

- RSCCC – FIN1200-Capital Outlay Expenditure Report.

Report Name - Capital Outlay Expenditure Report

Report ID: FIN1200 File ID: C
 User ID: LORRAINE Curr Per: 03
 Next Per: 04

Enter Selection Criteria:

Parameter Description	Value
Sort by Fund/Acct (A), Function (F), Organization (O), Program (P)	A
Use Current (C), Year-To-Date (Y), Year-To-Date, Current, Next (A)	A
Add special 639X Codes... # (single), X (all), N (none)	N
Accounting Period Current (C), Next (N), All (A)	A

Buttons: Run Preview, Clear Options, Exit

NOTE:

Use Current (C), Year-To-Date (Y), Year-To-Date, Current, Next (A):

- If C is chosen, then the report will display all current transactions that correspond with the accounting period chosen.

Examples:

- If C is chosen with accounting period C, then the report will display all transactions for the current accounting period.
- If C is chosen with accounting period N, then the report will display all transactions for the next accounting period.
- If C is chosen with accounting period A, then the report will display transactions for both the current and next month accounting periods.
- If Y is chosen, then the report will reflect all transactions prior to the current accounting period and will not include any of the current or next accounting period transactions.
- If A is chosen, then the report will reflect both prior and current transactions.

Examples:

- If A is chosen with accounting period C, then the report will display transactions from both the YTD and current accounting period.
- If A is chosen with accounting period A or N, then all transactions will display.

Add special 639X codes....# (single), X (all), N (none):

The value for the 639X account should be # (single) (example: 9=6399, or =6395).

Sort Order: Fund/Account										Month of April		File ID: C	
										Year-to-Date			
Typ	End-Fnc-Obj	So-Org-Prog	Trans Dt	Vendor Nbr	P.O. Nbr	Ref Nbr	Check Nbr	Vendor Name	Reason	Expenditure Amount			
CK	161-11-6639	00-001-911000	11-13-2008	00160	007780	042450	DELL MARKETING, L.P.	SERVERS		3,114.00			
CK	161-11-6639	00-041-911000	11-13-2008	00160	007780	042450	DELL MARKETING, L.P.	SERVERS		1,030.00			
CK	161-11-6639	00-042-911000	11-13-2008	00160	007780	042450	DELL MARKETING, L.P.	SERVERS		1,030.00			
CK	161-11-6639	00-044-911000	11-13-2008	00160	007780	042450	DELL MARKETING, L.P.	SERVERS		1,030.00			
CK	161-11-6639	00-101-911000	11-13-2008	00160	007780	042450	DELL MARKETING, L.P.	SERVERS		1,030.00			
CK	161-11-6639	00-102-911000	11-13-2008	00160	007780	042450	DELL MARKETING, L.P.	SERVERS		1,030.00			
CK	161-11-6639	00-103-911000	11-13-2008	00160	007780	042450	DELL MARKETING, L.P.	SERVERS		1,030.00			
CK	161-11-6639	00-104-911000	11-13-2008	00160	007780	042450	DELL MARKETING, L.P.	SERVERS		1,030.00			
CK	161-11-6639	00-105-911000	11-13-2008	00160	007780	042450	DELL MARKETING, L.P.	SERVERS		1,030.00			
CK	161-11-6639	00-106-911000	11-13-2008	00160	007780	042450	DELL MARKETING, L.P.	SERVERS		1,030.00			
CK	161-11-6639	00-107-911000	11-13-2008	00160	007780	042450	DELL MARKETING, L.P.	SERVERS		1,030.00			
CK	161-11-6639	00-108-911000	11-13-2008	00160	007780	042450	DELL MARKETING, L.P.	SERVERS		1,030.00			
CK	161-11-6639	00-109-911000	11-13-2008	00160	007780	042450	DELL MARKETING, L.P.	SERVERS		1,030.00			
CK	161-11-6639	20-041-911001	09-29-2008	99525	091908	041126	HILLJIE MUSIC CENTER	BASS CLARINETS		10,438.00			
CK	161-11-6639	20-041-911005	09-29-2008	99525	993778	041126	HILLJIE MUSIC CENTER	WRONG ACCOUNT		-10,438.00			
CK	161-11-6639	20-041-911005	09-18-2008	99525	993778	041126	HILLJIE MUSIC CENTER	INSTRUMENTS		10,438.00			
CK	161-12-6639	01-998-911000	10-09-2008	00173	006958	041625	LODDE BUSINESS SYSTEM PRINT SHOP DEPARTMENT			18,995.00			
CK	161-12-6639	02-998-911000	12-04-2008	00160	008091	042871	DELL MARKETING, L.P.	EQUIPMENT		5,637.20			
CK	161-41-6639	77-750-999000	10-23-2008	00160	006954	041986	DELL MARKETING, L.P.	KRONOS SERVER		5,577.20			
CK	161-51-6631	00-936-999000	10-29-2008	00483	102908	042129	C. E. LITTLEFIELD AUTO SA	HALF TON EXTENDED XL		10,650.00			
CK	161-51-6631	05-998-999000	11-13-2008	02082	111308	042519	SA LONE STAR TRUCK & EI TRUCK			19,500.00			
CK	161-51-6639	00-936-999000	10-30-2008	00429	103008	042145	FARMERS TRACTOR & EQL TRACTOR			13,600.00			
CK	161-51-6639	00-936-999000	12-17-2008	97000	008402	043358	MUSTANG EQUIPMENT	PURCHASE ZTRAC MOWER		6,260.00			
CK	161-51-6639	05-998-999000	11-13-2008	02124	111308	042605	DOGGET EQUIPMENT SER	FORKLIFT		15,800.00			
CK	161-52-6631	00-998-999000	01-29-2009	00897	007652	044093	SAM PACK'S FIVE STAR FOI POLICE DEPARTMENT			2,452.08			
CK	161-52-6631	00-998-999000	01-29-2009	00897	007204	044093	SAM PACK'S FIVE STAR FOI POLICE DEPARTMENT			22,743.92			

4. From Reports > Finance Reports > Asset/Inventory Item Report.

This report is a list of transactions meeting object code criteria as C or I as indicated on the Asset Management Cross-Reference table. The listing can be printed when the import file is created. It should be printed before retrieving records into the Asset Management application.

- FIN4000 – Transactions by Capital Asset/Inventory

PO Nbr	End-Fnc-Obj-So-Orig-Prog	Vendor Nbr	Vendor Name	Invoice Nbr	Check Nbr	Check Date	Expense Amt
007505	697-81-6629-00-001-999000	03580	PFLUGER ASSOCIATES, L.P.	2179	001081	03-27-2009	7,935.30
	697-81-6629-00-001-999000			2136	001081	03-27-2009	7,053.60
007659	699-81-6639-00-041-999000	01574	HILLYARD	2726852	000975	03-27-2009	11,950.00
	699-81-6639-00-041-999000			2720166	000975	03-27-2009	10,779.00
008050	161-81-6629-04-998-999000	99240	ORTH, HEATH A.	370902	047227	03-20-2009	41,435.00
008214	699-81-6629-00-041-999000	00709	J.R., INC.	110019905	000976	03-27-2009	2,194.65
008298	699-81-6629-00-041-999000	02402	DEMCO, INC.	3439860	000974	03-27-2009	20,972.00
031909	161-81-6629-00-044-999000	99240	ORTH, HEATH A.	1150903	047227	03-20-2009	550.00
031909	161-81-6629-00-044-999000	01322	PSI	600027	047240	03-20-2009	1,225.00
	161-81-6629-00-042-999000			604556	047240	03-20-2009	1,416.50
	161-81-6629-00-044-999000			604548	047240	03-20-2009	2,218.50
032609	161-81-6629-00-042-999000			600036	047466	03-27-2009	405.00
	161-81-6629-00-042-999000			608817	047466	03-27-2009	3,126.50
	161-81-6629-00-044-999000			608809	047466	03-27-2009	700.00
	161-81-6629-02-001-999000			608820	047466	03-27-2009	2,705.75
032609	161-81-6629-04-998-999000	05682	CIVIL ENGINEERING CONSULTANT: 200902169270	047339	047339	03-27-2009	862.75
032709	697-81-6629-00-001-999000	01322	PSI	604554	001082	03-27-2009	3,917.00
032709	697-81-6629-00-998-999000	05682	CIVIL ENGINEERING CONSULTANT: 200902169278	001079	001079	03-27-2009	717.50
	697-81-6629-00-998-999000			200901169278	001079	03-27-2009	2,118.75
094009	697-81-6629-00-001-999000			200901169276	001079	03-27-2009	2,660.00
	697-81-6629-00-001-999000			200902169276	001079	03-27-2009	1,087.50
094245	161-81-6629-08-041-999000	98652	CALENCE, LLC	P10813745	047331	03-27-2009	234.02
	161-81-6629-08-041-999000			0046657	047331	03-27-2009	15,067.25
094246	161-81-6629-08-998-999000			0046767	047331	03-27-2009	27,560.23

5. Locate last year's Audit report. It will resemble the report below.

	Beginning Balances	Increases	Decreases	Ending Balances
Governmental activities:				
<i>Capital assets not being depreciated:</i>				
Land	\$ 1,756,940	\$ 132,540	\$ --	\$ 1,889,480
Construction in progress	17,426,378	1,829,326	17,127,304	2,128,400
Total capital assets not being depreciated	19,183,318	1,961,866	17,127,304	4,017,880
<i>Capital assets being depreciated:</i>				
Buildings and improvements	66,122,873	18,307,046	--	84,429,919
Equipment	6,390,136	841,802	263,360	6,968,578
Total capital assets being depreciated	72,513,009	19,148,848	263,360	91,398,497
<i>Less accumulated depreciation for:</i>				
Buildings and improvements	(22,306,376)	(2,815,543)	--	(25,121,919)
Equipment	(5,163,453)	(522,041)	(263,360)	(5,422,134)
Total accumulated depreciation	(27,469,829)	(3,337,584)	(263,360)	(30,544,053)
Total capital assets being depreciated, net	45,043,180	15,811,264	--	60,854,444
Governmental activities capital assets, net	\$ 64,226,498	\$ 17,773,130	\$ 17,127,304	\$ 64,872,324

Check with your auditors regarding the following:

- What convention will be used?
 - FM – Full Month
 - HY – Half Year
- What recovery periods for each property class?
 - Land
 - Vehicles
 - Buildings
 - Vehicles
 - Furniture and Equipment
- What is the actual date the item was acquired or put in service? You may find these on the original invoices or auditors may have the information.
- Do you have any “unallocated” items that need to be depreciated? These are items such as; empty buildings that are not being used, but still need to be depreciated.
- What about “salvage value” on disposed items?

Asset Management Set Up

Asset Management tables must be set up to provide the means for entering user/district preferences, setting defaults, and matching codes with descriptions. Please follow the order as indicated below.

Table Set Up

- Catalog (optional)
- Status Code
- Insurance Code (optional)
- Gain Code
- Condition Code
- Property Class
- Fiscal Year
- District Options (district defaults)

1. [Catalog](#) - The Catalog tab is used to create the catalog table. The codes entered on the catalog table are used to break up large groups of like items (e.g., furniture, classroom furniture, desks) into smaller groups. This will speed up record entry and inventory management by placing the description from the catalog table into the record. This is a user-defined table, so you may use any codes/descriptions.

Catalog	Status Code	Insurance Code	Gain Code	Condition Code	Property Class Code
Catalog Nbr	Description				
11002	VANS				
11003	TRACTORS				
12001	HIGH SCHOOL				
12004	ALTERNATIVE SCHOOL				
12041	SIXTH GRADE				
12042	JR HIGH SCHOOL				
12043	ENRICHMENT CENTER				
12044	MIDNIGHT JR HIGH SCHOOL				
12101	ELEMENTARY				
12102	VALLEY ELEMENTARY				
12103	INDIAN ELEMENTARY				
12104	HOPE ELEMENTARY				
12105	HARBOUR ELEMENTARY				
12106	HIDDEN ELEMENTARY				
12107	COUNTRY ELEMENTARY				
12108	ELM ELEMENTARY				
12109	KRIEWALD ELEMENTARY				
12251	FOOD SVS. FAC.				
12700	CENTRAL OFFICE				
12871	TRANSPORTATION				
12936	PLANT SERVICES				
12947	MACDONAND CAMPUS				
12957	FALLS ROAD				
12967	AG BARN				
13000	EQUIPMENT				
13003	PLANT SERVICE EQUIP.				

Examples:

- 1100 – Furniture
- 1110 – Office Furniture
- 1120 – Desks

2. [Status Code](#) - The Status Code Table tab allows you to enter user-defined status codes and descriptions for managing assets in the system. This is a user-defined table, so you may use any codes/descriptions.

Status Code	Status Description
A	ACTIVELY USED ITEM
D	DISPOSED/AUCTION
E	ENTERED IN ERROR
I	INACTIVE ITEM
L	LOSS/STOLEN
R	TRADE-IN/RETURN
S	SOLD
T	TRANSFER

Examples:

- A – Actively Used Item
- E – Entered in Error
- I – Inactive Item
- O – Out of Warranty
- R – Returned to Manufacturer
- S – Salvaged

3. [Insurance Code](#) - The Insurance Code tab is used to establish a listing of the insurance companies or policies that provide the liability, casualty, and operations insurance coverage for assets and equipment managed by the district. This is a user-defined table, so you may use any codes/descriptions. This is optional information.

Examples:

- ALL – Allstate
- FAR – Farmers
- STF – State Farm

4. [Gain Code](#) - The Gain Code Table Maintenance screen is used to record how each asset item was obtained (i.e., purchased, donated, and supplied by grant) and to define the value based on the method of acquisition. This is a user-defined table, so you may use any codes/descriptions.

Catalog	Status Code	Insurance Code	Gain Code	Condition Code	Property Class Code
			Gain Code	Gain Description	
			A	AUCTION	
			B	BONDS	
			D	DONATE	
			G	GRANT	
			L	LEASE	
			P	PURCHASE	

Examples:

- B – Bond Funds
- D – Donated
- G – Grant
- I – Inherited
- L – Leased
- P – Purchased

5. [Condition Code](#) - The Condition Code Table is used to describe the condition or plans for future uses of the item. This table is a good planning tool for budget purposes. This is a user-defined table, so you may use any codes/descriptions.

Catalog	Status Code	Insurance Code	Gain Code	Condition Code	Property Class Code
				Condition Code	Condition Description
				E	EXCELLENT
				G	GOOD
				R	REPAIR
				S	STOLEN/MISSING
				U	UNUSEABLE

Examples:

- G – Good
- M – Missing
- P – Pending Sale
- S – Serviceable
- U – Unserviceable

6. [Property Class Code](#) - The Property Class Code tab is used to assign a class to a group or type of asset that uses the same Depreciation Method, Recovery Period, and Convention. This is a user-defined table, so you may enter any property class/description. There are only two Depreciation Methods available, Straight Line (SL) and No Depreciation (ND) (used for land or other assets that do not lose value). Only SL depreciation uses the two conventions available, Full Month (FM) and Half Year (HY).

Example 1:

Property Class Code	Property Class Description	Deprec Method	Recovery Period	Convention
1510	LAND	ND - No deprecia	0.00 FM - Full month	
1520	BUILDING & IMPROVEMENTS	SL - Straight line	30.00 FM - Full month	
1525	PORTABLE BUILDINGS	SL - Straight line	15.00 FM - Full month	
1530	CONSTRUCTION IN PROGRESS	ND - No deprecia	0.00 FM - Full month	
1540	AUDIO-VISUAL EQUIP.	SL - Straight line	3.00 FM - Full month	
1541	FURNITURE	SL - Straight line	5.00 FM - Full month	
1542	DATA PROCESSING EQUIP.	SL - Straight line	3.00 FM - Full month	
1543	CARS/TRUCKS/TRAILER/TRACTORS/VANS	SL - Straight line	8.00 FM - Full month	
1544	BUSES	SL - Straight line	15.00 FM - Full month	
1549	OTHER EQUIPMENT	SL - Straight line	8.00 FM - Full month	
1549-C	CAFETERIA EQUIP.	SL - Straight line	8.00 FM - Full month	
1550	MISC.	SL - Straight line	10.00 FM - Full month	
1555	INFRA STRUCTURE	ND - No deprecia	30.00 FM - Full month	
DONATE	DONATIONS	ND - No deprecia	0.00 FM - Full month	

Example 2:

Property Class Code	Property Class Description	Deprec Method	Recovery Period	Convention
BUILDINGS	BUILDINGS & IMPROVE.	SL - Straight line	40.00 FM - Full month	
CONSTRUCT	CONSTRUCTION IN PROG	ND - No deprecia	0.00 FM - Full month	
FURNITURE	FURNITURE & EQUIP.	SL - Straight line	5.00 FM - Full month	
LAND	LAND PURCHASE & IMPR	ND - No deprecia	0.00 FM - Full month	
LEASEPURCH	ASSETS PURCHASED C.L	SL - Straight line	5.00 FM - Full month	
VEHICLES	VEHICLES	SL - Straight line	5.00 FM - Full month	

Example 3:

Property Class Code	Property Class Description	Deprec Method	Recovery Period	Convention
BUILDIMP	BUILDING IMPROVEMENTS	SL - Straight line	30.00 FM - Full month	
BUILDINGS	BUILDINGS	SL - Straight line	30.00 FM - Full month	
BUSES	BUSES	SL - Straight line	10.00 FM - Full month	
CARS	CARS	SL - Straight line	5.00 FM - Full month	
COMPUTERS	COMPUTER EQUIPMENT	SL - Straight line	3.00 FM - Full month	
CONSTRUCTI	CONSTRUCTION IN PROGRESS	ND - No deprecia	0.00 FM - Full month	
EQUIPMENT	EQUIPMENT	SL - Straight line	5.00 FM - Full month	
LAND	LAND	ND - No deprecia	0.00 FM - Full month	
LANDIMP	LAND IMPROVEMENTS	ND - No deprecia	0.00 FM - Full month	
VEHICLES	TRUCKS VANS	SL - Straight line	5.00 FM - Full month	

Example 4:

Property Class Code	Property Class Description	Deprec Method	Recovery Period	Convention
BLDGE	BUILDING & LAND IMPROVEMENTS	SL - Straight line	40.00 FM - Full month	
BUS	BUSES	SL - Straight line	10.00 HY - Half year	
CAP LS BUS	PROPERTY UNDER CAPITAL LEASE BUSES	SL - Straight line	10.00 FM - Full month	
CAP LS EQU	PROPERTY UNDER CAPITAL LEASE EQUIP	SL - Straight line	5.00 FM - Full month	
CIP	CONSTRUCTION IN PROGRESS	ND - No deprecia	0.00	
EQUIP	EQUIP & VEHICLES	SL - Straight line	5.00 FM - Full month	
FURN	FURNITURE	SL - Straight line	5.00 FM - Full month	
LAND	LAND	ND - No deprecia	0.00	
VEH	VEHICLES	SL - Straight line	5.00 FM - Full month	

[Fiscal Year](#) - The Fiscal Year table allows you to define the month and year ranges for each fiscal year for the school district. The first fiscal year entry should be defined for the earliest in service date for an asset. These entries are used by the program to calculate depreciation for all capital assets.

The screenshot shows a software window titled "Fiscal Year" with a "File ID" field containing the letter "C". Below the title bar is a table with the following columns: "Fiscal Year", "From Month", "From Year", "To Month", and "To Year". The table contains 27 rows of data, representing fiscal years from 1982 to 2008. At the bottom left of the window, it says "Rows: 1 of 45".

Fiscal Year	From Month	From Year	To Month	To Year
1982	09	1981	08	1982
1983	09	1982	08	1983
1984	09	1983	08	1984
1985	09	1984	08	1985
1986	09	1985	08	1986
1987	09	1986	08	1987
1988	09	1987	08	1988
1989	09	1988	08	1989
1990	09	1989	08	1990
1991	09	1990	08	1991
1992	09	1991	08	1992
1993	09	1992	08	1993
1994	09	1993	08	1994
1995	09	1994	08	1995
1996	09	1995	08	1996
1997	09	1996	08	1997
1998	09	1997	08	1998
1999	09	1998	08	1999
2000	09	1999	08	2000
2001	09	2000	08	2001
2002	09	2001	08	2002
2003	09	2002	08	2003
2004	09	2003	08	2004
2005	09	2004	08	2005
2006	09	2005	06	2006
2007	07	2006	06	2007
2008	07	2007	06	2008

7. [Asset Management Options](#) - The Asset Management Options window allows user to select preferences for running the Asset Management System.

The screenshot shows a dialog box titled "District Asset Management Options" with a "File ID" field containing "C". The dialog has a "Retrieve" button and a "Print" button. The "Asset Management Options" section contains the following settings:

- Automatic Item Numbering:
- Next Available Item Number:
- Use Catalog Description:
- Allow Alpha Item Numbers:
- Current Fiscal Year:
- Default Gain Code:
- Default Status Code:

Entering Information

There are two options for entering information into the Asset Management System:
Manually entering information through the Inventory Maintenance window tabs.
Retrieving asset information from finance.

1. [Inventory Record](#)

Item Nbr:	Description:
0000001773	PLANT SVS/DISTR. CENTER/CATERPILLER FORKLIFT
Catalog Nbr:	Serial Nbr:
	SN# 90293732
Vendor Nbr:	Vendor Name:
98821	EQUIPMENT DEPOT
Inventory Type:	Campus:
C - Capital assets	803 - SWISD CENTRAL DISTRIB
Status:	Local Use1:
A - ACTIVELY USED ITEM	07/08
Department:	Local Use2:
DISTR.	0.00
Room Nbr:	Local Use3:
	0.00
Gain Code:	Number of Units:
P - PURCHASE	1
From Year:	Unit Cost:
	5,056.28
To Year:	Total Cost:
	5,056.28
Condition:	Insurance Code:
E - EXCELLENT	
Acquired Date:	Insurance Value:
08-27-2008	0.00
Last Inven Date:	Sale Price:
09-01-2007	0.00
Disposal Date:	Expense of Sale:
00-00-0000	0.00
Estimated Life:	Primary Inven Nbr:
0.00	
Sold To:	
On Loan To:	
Dt Last Update:	
12-02-2008	

Allows you to create capital and/or inventory asset records manually or by importing asset management records from the finance application.

Note: A capital asset (C type record) can only be changed to an inventory asset (I type record) after the depreciation record has been deleted.

- The item number will be entered if the **Automatic Item Numbering** field is selected in the options record.
- The item description will display if the **Use Catalog Descriptions** field is checked in the options record.
- When improvements are made to a capital asset, a new item number and depreciation record should be created for the improvement. The **Primary Inventory Number** field allows you to relate the new item to the original item number.

2. [Transaction Record](#)

Inventory Records	Transaction Records	Depreciation Distribution Records	Book Records	Manufacturer Information			
Account Code	Account Description	PO Nbr	Check Nbr	Trans Typ	Effective Date	Vendor Nbr	Vendor Name
1615166390598899000		00004251	00040909	0 - Original tr	08-27-2008	98821	EQUIPMENT DEPOT

Item Nbr:	0000001773	Description:	PLANT SVS/DISTR. CENTER/CATERPILLER FORI
Account Code:	161-51-6639.05-998-899000		
Account Description:			
Purchase Order Number:	00004251		
Check/Voucher Nbr:	00040909		
Transaction Type:	0 - Original trans		
Effective Date:	08-27-2008		
Vendor Number:	98821		
Vendor Name:	EQUIPMENT DEPOT		
Amount:	5,056.28		
Reason:	CATERPILLAR FORKLIFT/MOD# 2WP4500		

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Allows you to enter the budget code where the item was **purchased**.

Transaction types:

- **O = Original**
 - New transactions.
 - Affects depreciation cost.
 - The Book Record will default to depreciation cost, if this is a new amount. If a Book Record was already created, then change it to reflect the changes made to the Transaction Amounts.
- **C = Capitalized**
 - Used when upgrading items (i.e., remodeling) or making changes to the original amount.
 - Affects depreciation cost.
 - Book record is not affected and must be manually changed.
- **M = Maintenance**
 - Used when upgrading items (i.e., new lockers, painted hallways) that will not change the depreciation of the item.

Used when upgrading items (i.e., new lockers, painted hallways) that will not change the depreciation of the item

Enter a **new** transaction when:

- Existing transaction amounts change.
- No other transactions exist.
- If amounts need to be entered multiple times for different account codes.
- As additional purchases or improvements are made to an asset.

Transaction changes:

- If an amount is incorrect, then a new transaction should be created for the difference in the amount, either positive or negative amounts can be added.
- If you change the transaction amount (either type "O" or type "C"), then you will also need to change the amount manually on the book record.
- If you add a type "M" the inventory and book amounts will not need to be changed.
- **A transaction cannot be deleted**, but you can add a new positive or negative transaction record to change the original ("O" type) amount. If you add a new transaction record (either an "O" or "C" type) the inventory record will automatically be changed. However, you will need to change the amount manually for the Book record.

3. [Depreciation Distribution Records](#)

Account Code	Percent	Account Code Description
XXXXXXXXXXXX8XXXX	100.000%	Account Code not in Finance

Used to define how the record is **used** by the district. You will need to enter the percentage per function code.

- Enter a new distribution.
- Change an existing distribution.
- Delete an existing distribution.
- Delete all depreciation distributions for an item.
- Used for capital assets only (inventory type = C).
- Each account code is a separate depreciation record.
- There should be a distribution record for each year that the depreciation is calculated.
- Added during end-of-year processing after the initial records have been entered.
- Required account number elements are function and fiscal year.

4. [Book Records](#)

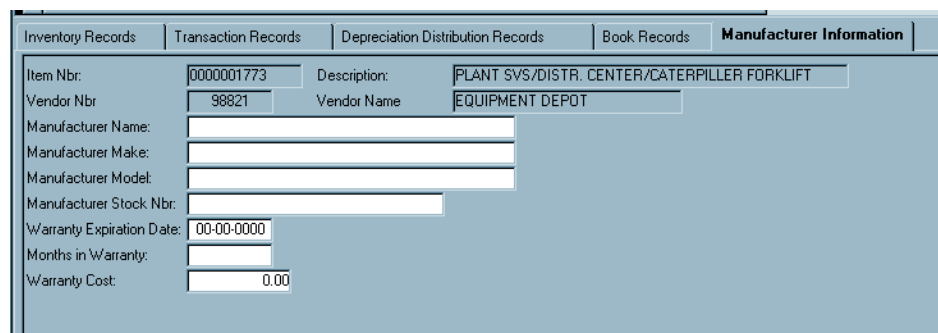
Item Nbr:	000001773	Description:	PLANT SVS/DISTR. CENTER/CATERPILLER FORI
Book Type:	GP - GAAP		
Property Class:	1543 - CARS/TRUCKS/TRAILER		
Date In Service:	08-27-2008		
Deprec Method:	SL - Straight line		
Recovery Period:	8.00		
Deprec Cost:	5,056.28		
Adjusted Basis:	5,056.28		
Convention:	FM - Full month		
Salvage Value:	0.00		
Gain/Loss Amt:	0.00		
Unallocated Funds:	<input type="checkbox"/>		
Business Pct:	0.000%		

This record indicates how depreciation will be calculated and brings together all information pertaining to the item so that the system can depreciate it based on the parameters.

You can:

- Enter a new book.
 - Change an existing book.
 - A book record **cannot** be deleted. However, you can change the inventory type from (“C” to “I”) and recalculate the item to remove the depreciation information.
 - Used for capital asset only (inventory type = C).
- Property class.
- These codes are user defined. You can chose to use the capital outlay codes (1510, 1520, 1531, 1539, etc) or meaningful codes (land, buildings, vehicles, furn, equip, bldg/imp, construction, etc)
- Depreciation method.
- ND – No depreciation will be calculated
 - SL – Straight line depreciation
- Recovery period.
- Depreciation amount.
- Currently only one book type is used (GP - Generally Accepted Accounting Procedures).
- Depreciation conventions are:
- FM - to figure depreciation after the first full month.
 - FY - to figure depreciation after the first full year.
- Unallocated funds flag assets that cannot be allocated to a specific budget code. The system does not search for depreciation distribution account codes, and it is reported in the unallocated depreciation line of the financial statements. This will default to “N”. These would be items that have no specific use.
- Salvage value should be entered (if known) for each item that has been disposed.

5. [Manufacturer Information](#)



Inventory Records	Transaction Records	Depreciation Distribution Records	Book Records	Manufacturer Information
Item Nbr:	0000001773	Description:	PLANT SVS/DISTR. CENTER/CATERPILLER FORKLIFT	
Vendor Nbr	98821	Vendor Name	EQUIPMENT DEPOT	
Manufacturer Name:				
Manufacturer Make:				
Manufacturer Model:				
Manufacturer Stock Nbr:				
Warranty Expiration Date:	00-00-0000			
Months in Warranty:				
Warranty Cost:	0.00			

- Allows you to maintain information on the make, model, and warranty information for an asset.
- This information is not mandatory for depreciation; however, it is useful for retrieving information for the manufacturer and tracking warranty expiration information.

Retrieve Records From Finance

You can choose to add both capital and inventory items. Before you retrieve records from Finance:

1. Run the Capital Outlay report from finance. This will help to identify the object codes that need to be set up in the next step.

Typ	Fnd-Fnc-Obj-So-Orq-Prg	Trans Dt	Vendor Nbr	P.O. Nbr/ Ref Nbr	Check Nbr	Vendor Name	Reason	Expenditure Amount
CK	161-41-6639-00-750-599000	12-02-2004	05682	077900	012128	MAILING & PACKAGING SYST MAIL SYSTEM		12,783.00
CK	161-51-6631-00-936-599000	10-21-2004	00101	078287	011245	PHILPOTT MOTOR COMPAN 4 DOOR SEDAN		19,801.00
Fund/Account 161 / 5 Total Expenditures								32,584.00
CK	240-35-6639-00-001-599000	12-06-2004	02780	008492	012895	KITCHEN RESOURCES, L.P. VULCAN HART STEAMER		7,012.00
Fund/Account 240 / 5 Total Expenditures								7,012.00
CK	699-81-6629-02-102-599000	10-07-2004	05682	100704	001092	CIVIL ENGINEERING CONSUI SUN VALLEY WATER EASEME		172.50
CK	699-81-6629-02-102-599000	10-18-2004	03580	101704	001095	PFLUGER ASSOCIATES, P.L.LI PROFESSIONAL SERV.-SUN V.		5,441.16
CK	699-81-6629-02-102-599000	11-05-2004	05744	076977	001099	JDERIS GENERAL CONTRAC SV CONSTRUCTION		300,448.00
CK	699-81-6629-02-102-599000	11-17-2004	05682	111704	001100	CIVIL ENGINEERING CONSUI SUN VALLEY USA & WATER E.		67.50
CK	699-81-6629-02-102-599000	11-17-2004	01322	111720	001101	PSI PROFESSIONAL FEES		7,104.00
CK	699-81-6629-02-102-599000	11-19-2004	05744	076977	001102	JDERIS GENERAL CONTRAC SV CONSTRUCTION		152,486.00
CK	699-81-6629-02-102-599000	12-17-2004	01322	121720	001104	PSI PROFESSIONAL SERVICES		3,519.00
CK	699-81-6629-02-103-599000	10-26-2004	97072	077702	001096	KELL MUNOZ ARCHITECTS IC CONTRACTED SERVICES		22,595.00
CK	699-81-6629-02-103-599000	11-19-2004	97072	077702	001103	KELL MUNOZ ARCHITECTS IC CONTRACTED SERVICES		32,014.28
CK	699-81-6629-02-105-599000	10-07-2004	05682	100604	001092	CIVIL ENGINEERING CONSUI PROFESSIONAL SERV INDIAN		6,541.25
CK	699-81-6629-02-107-599000	10-26-2004	02341	102604	001097	QUINNEY ELECTRIC, INC. ELECTRICAL POWER-BIG COL		12,663.00
Fund/Account 699 / 5 Total Expenditures								543,056.69
CK	699-81-6629-00-109-599000	11-23-2004	05682	112304	000829	CIVIL ENGINEERING CONSUI PROF. SVCS. RENDERED		1,342.50
CK	699-81-6629-00-109-599000	11-23-2004	97084	112304	000830	FUGRO CONSULTANTS LP PROF SVCS & MATERIALS REI		82.50
CK	699-81-6629-00-109-599000	12-17-2004	05682	121720	000833	CIVIL ENGINEERING CONSUI PROFESSIONAL SERV.-KRIEW.		67.50
CK	699-81-6629-00-109-599000	12-17-2004	05682	121720	000833	CIVIL ENGINEERING CONSUI PROFESSIONAL SERV.-KRIEW.		112.50
CK	699-81-6629-00-998-599000	10-18-2004	97012		000826	ARTURO VASQUEZ CONSTR CHANGE ORDERS		-6,500.00
CK	699-81-6629-00-998-599000	10-26-2004	01525	977637	000827	AVNET NETWORK HARDWARE		30,579.60
CK	699-81-6629-00-998-599000	10-26-2004	01525	977637	000827	AVNET NETWORK HARDWARE		22,842.00
CK	699-81-6629-00-998-599000	10-26-2004	01525	977637	000827	AVNET NETWORK HARDWARE		5,298.00
CK	699-81-6629-00-998-599000	10-26-2004	01525	977637	000827	AVNET NETWORK HARDWARE		5,298.00
CK	699-81-6629-00-998-599000	10-26-2004	01525	977637	000827	AVNET NETWORK HARDWARE		899.00
CK	699-81-6629-00-998-599000	10-26-2004	01525	977637	000827	AVNET NETWORK HARDWARE		2,649.00
CK	699-81-6629-00-998-599000	10-26-2004	01525	977637	000827	AVNET NETWORK HARDWARE		7,947.00

2. Set up the [Asset Management Cross Reference](#) table in Finance. You can use the Capital Outlay Report from the previous step.

Object / Subobject	Object Description	Type
6629.02	BLDG.PURCHASE.CONSTRUCT.FEES	C - Capital assets
6629.00	BLDG.PURCHASE.CONSTRUCT.FEES	C - Capital assets
6631.00	VEHICLES	C - Capital assets
6631.05	VEHICLES	C - Capital assets
6639.00	FURNITURE & EQUIPMENT	C - Capital assets
6639.01	FURNITURE & EQUIPMENT	C - Capital assets
6639.02	FURNITURE & EQUIPMENT	C - Capital assets
6639.05	FURNITURE & EQUIPMENT	C - Capital assets
6639.20	FURNITURE & EQUIPMENT	C - Capital assets
6639.77	FURNITURE & EQUIPMENT	C - Capital assets
6629.04	BLDG.PURCHASE.CONSTRUCT.FEES	C - Capital assets
6629.08	BLDG.PURCHASE.CONSTRUCT.FEES	C - Capital assets
6629.41	BLDG.PURCHASE.CONSTRUCT.FEES	C - Capital assets
6629.52	BLDG.PURCHASE.CONSTRUCT.FEES	C - Capital assets

3. Check the User Asset Management Cross Reference Table on the Finance Options Table.

4. In Finance, select [Extract to Asset Management](#) from the Utilities menu.

5. Click Print to print the extract file report, then Click Yes to create the text file.

Year 1 Fiscal Year 9 Accounting Periods 03 to 03
 Year 2 Fiscal Year Accounting Periods to

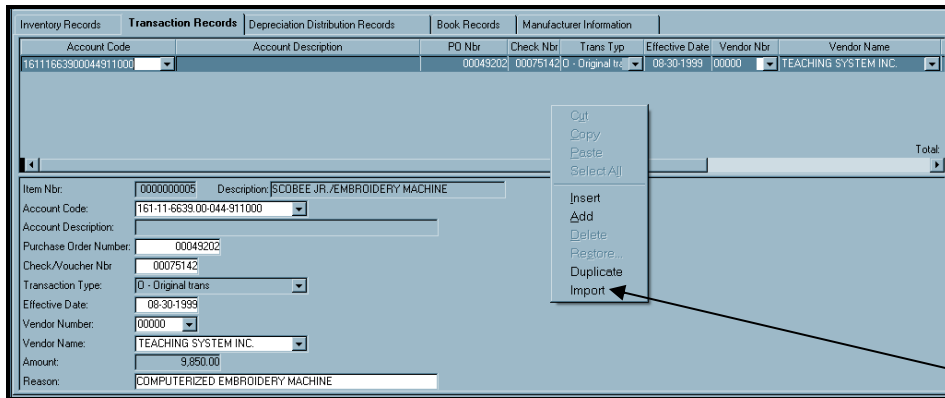
File ID: C

Fnd-Fnc-Obj So-Org-Prog	Vendor Nbr	Vendor Name	Acct per	PO Nbr	Type	Invoice Nbr	Check Date	Check Nbr	Amount
161-81-6629.00-042-999000	05682	CIVIL ENGINEERING CONSULTAN	03	993861	C	20090116927	03-05-2009	044877	681.25
161-81-6629.00-042-999000	01322	PSI	03	032609	C	608817	03-27-2009	047466	3,126.50
161-81-6629.00-042-999000	02411	BRAD BURKE TENNIS COURTS, IN	03	094315	C	PAY APP #5	03-20-2009	047139	117,803.80
161-81-6629.00-042-999000	02411	BRAD BURKE TENNIS COURTS, IN	03	094315	C	PAY APP #6	03-27-2009	047340	30,697.36
161-81-6629.00-042-999000	01322	PSI	03	031909	C	604556	03-20-2009	047240	1,416.50
161-81-6629.00-042-999000	01322	PSI	03	032609	C	600036	03-27-2009	047466	405.00
161-81-6629.00-044-999000	01322	PSI	03	031909	C	604548	03-20-2009	047240	2,218.50
161-81-6629.00-044-999000	99240	ORTH, HEATH A.	03	031909	C	1150903	03-20-2009	047227	550.00
161-81-6629.00-044-999000	02411	BRAD BURKE TENNIS COURTS, IN	03	094309	C	PAY APP #5	03-20-2009	047139	64,921.10
161-81-6629.00-044-999000	01322	PSI	03	031909	C	600027	03-20-2009	047240	1,225.00
161-81-6629.00-044-999000	01322	PSI	03	032609	C	608809	03-27-2009	047466	700.00
161-81-6629.00-044-999000	05682	CIVIL ENGINEERING CONSULTAN	03	993860	C	20081216927	03-05-2009	044877	681.25
161-81-6629.00-044-999000	02411	BRAD BURKE TENNIS COURTS, IN	03	094309	C	PAY APP #6	03-27-2009	047340	19,419.90
161-81-6629.02-001-999000	99790	R. L. RHODE GENERAL CONTRAC	03	094326	C	PAY APP # 2	03-27-2009	047480	146,370.25
161-81-6629.02-001-999000	01322	PSI	03	032609	C	608820	03-27-2009	047466	2,705.75
161-81-6629.02-001-999000	03580	PFLUGER ASSOCIATES, L.P.	03	094578	C	2129	03-20-2009	047231	91,200.00
161-81-6629.02-001-999000	03580	PFLUGER ASSOCIATES, L.P.	03	094578	C	2180	03-27-2009	047460	47,027.62
161-81-6629.04-998-999000	05682	CIVIL ENGINEERING CONSULTAN	03	032609	C	20090216927	03-27-2009	047339	862.75
161-81-6629.04-998-999000	99240	ORTH, HEATH A.	03	008050	C	370902	03-20-2009	047227	41,435.00
161-81-6629.08-001-999000	98652	CALENCE, LLC	03	094304	C	0048393	03-27-2009	047331	130,075.00
161-81-6629.08-001-999000	98652	CALENCE, LLC	03	094304	C	0048465	03-27-2009	047331	2,750.00
161-81-6629.08-001-999000	98652	CALENCE, LLC	03	094304	C	0048319	03-27-2009	047331	9,341.75
161-81-6629.08-001-999000	98652	CALENCE, LLC	03	094304	C	0048322	03-27-2009	047331	91,935.23
161-81-6629.08-001-999000	98652	CALENCE, LLC	03	094304	C	0048575	03-27-2009	047331	20,625.00
161-81-6629.08-001-999000	98652	CALENCE, LLC	03	094304	C	0048469	03-27-2009	047331	11,495.00

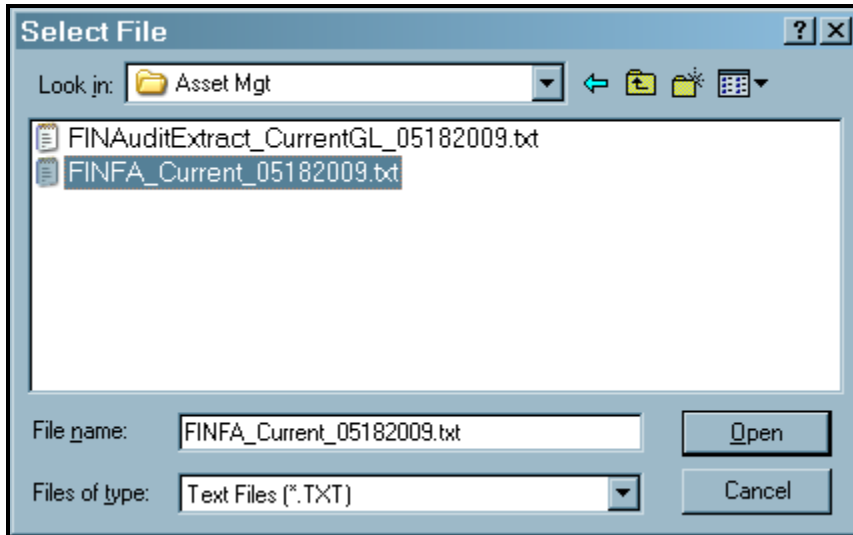
Process Cancel Print Save As...

6. In Asset Management, use the, [Transaction Records](#) tab to import the records created from finance in the previous step.

1. Right-click and select Import from the shortcut menu.



2. Select the file that you created from Finance and click OPEN to continue.



3. After you open the file, click OK to process the records from the text file created from finance. The system will import each line of the file as one record, so if your report has 10 computers for \$50,000 (each at \$5,000), then you will need to bring the first item with the \$5,000 amount and enter four more items for the remaining of the \$50,000. The system will import one record at a time.

Fnd-Fnc-Obj-So-Org-Prog	Vendor Nbr	Vendor Name	Inventory Type	Po Nbr	Check / Voucher	Invoice Nbr	Check Date	Expense Amount	Month
697-81-6629-00-001-999000	03580	PFLUGER ASSOCIATES,	C	007505	001081	2136	03-27-2009	7,053.60	03
697-81-6629-00-001-999000	03580	PFLUGER ASSOCIATES,	C	007505	001081	2179	03-27-2009	7,935.30	03
699-81-6639-00-041-999000	01574	HILLYARD	C	007659	000975	2720166	03-27-2009	10,779.00	03
699-81-6639-00-041-999000	01574	HILLYARD	C	007659	000975	2726852	03-27-2009	11,950.00	03
161-81-6629-04-998-999000	99240	DRTH, HEATH A.	C	008050	047227	370902	03-20-2009	41,435.00	03
699-81-6629-00-041-999000	00709	J.R., INC.	C	008214	000976	110019905	03-27-2009	2,194.65	03
699-81-6629-00-041-999000	02402	DEMCO, INC.	C	008298	000974	3439860	03-27-2009	20,972.00	03
161-81-6629-00-042-999000	01322	PSI	C	031909	047240	604556	03-20-2009	1,416.50	03
161-81-6629-00-044-999000	01322	PSI	C	031909	047240	600027	03-20-2009	1,225.00	03
161-81-6629-00-044-999000	01322	PSI	C	031909	047240	604548	03-20-2009	2,218.50	03
161-81-6629-00-044-999000	99240	DRTH, HEATH A.	C	031909	047227	1150903	03-20-2009	550.00	03
161-81-6629-00-042-999000	01322	PSI	C	032609	047466	600036	03-27-2009	405.00	03
161-81-6629-00-042-999000	01322	PSI	C	032609	047466	608817	03-27-2009	3,126.50	03
161-81-6629-00-044-999000	01322	PSI	C	032609	047466	608809	03-27-2009	700.00	03
161-81-6629-02-001-999000	01322	PSI	C	032609	047466	608820	03-27-2009	2,705.75	03
161-81-6629-04-998-999000	05682	CIVIL ENGINEERING CDI	C	032609	047339	2009021692	03-27-2009	862.75	03
697-81-6629-00-001-999000	01322	PSI	C	032709	001082	604554	03-27-2009	3,917.00	03
697-81-6629-00-998-999000	05682	CIVIL ENGINEERING CDI	C	032709	001079	2009011692	03-27-2009	2,118.75	03
697-81-6629-00-998-999000	05682	CIVIL ENGINEERING CDI	C	032709	001079	2009021692	03-27-2009	717.50	03
697-81-6629-00-001-999000	05682	CIVIL ENGINEERING CDI	C	094009	001079	2009011692	03-27-2009	2,660.00	03
697-81-6629-00-001-999000	05682	CIVIL ENGINEERING CDI	C	094009	001079	2009021692	03-27-2009	1,087.50	03
161-81-6629-08-041-999000	98652	CALENCE, LLC	C	094245	047331	0046657	03-27-2009	15,067.25	03

4. The system will create a transaction record, and an Inventory record. User will need to complete the Inventory record, then go to the Distribution record and add the "usage information", and then complete the Book record for all "C" capitalized items greater than \$5,000. You will not need to create the Distribution or Book record for "I" inventory records under \$5,000.

Account Code	Account Description	PO Nbr	Check Nbr	Trans Typ	Effective Date	Vendor Nbr	Vendor Name
69981663900041999000	FURNITURE & EQUIPMENT	00007659	00000975	O - Original tr	03-27-2009	01574	HILLYARD

Item Nbr:	AUTO	Description:	
Account Code:	699-81-6639-00-041-999000		
Account Description:	FURNITURE & EQUIPMENT		
Purchase Order Number:	00007659		
Check/Voucher Nbr:	00000975		
Transaction Type:	O - Original trans		
Effective Date:	03-27-2009		
Vendor Number:	01574		
Vendor Name:	HILLYARD		
Amount:	10,779.00		
Reason:			

- An Inventory Record will be created and you will need to complete the record by entering the missing information.

Inventory Records		Transaction Records	Depreciation Distribution Records	Book Records	Manufacturer Information
Item Nbr:	AUTO	Description:			
Catalog Nbr:		Serial Nbr:			
Vendor Nbr:	01574	Vendor Name:	HILLYARD		
Inventory Type:	C - Capital assets	Campus:			
Status:	A - ACTIVELY USED ITEM	Local Use1:			
Department:		Local Use2:	0.00		
Room Nbr:		Local Use3:	0.00		
Gain Code:	P - PURCHASE	Number of Units:	1		
From Year:		Unit Cost:	10,779.00		
To Year:		Total Cost:	10,779.00		
Condition:		Insurance Code:			
Acquired Date:	00-00-0000	Insurance Value:	0.00		
Last Inven Date:	00-00-0000	Sale Price:	0.00		
Disposal Date:	00-00-0000	Expense of Sale:	0.00		
Estimated Life:	0.00	Primary Inven Nbr:			
Sold To:					
On Loan To:					
Dt Last Update:	00-00-0000				

- Select the Depreciation Distribution Record tab, right click and select add to complete the information for a capitalized item. At a minimum, you will need to select a function indicating how the item is used. Multiple lines may be appropriate.

Account Code	Percent	Account Code Description
XXXXXXXXXXXXXXXXXXXX9XXXXX	100.000%	Account Code not in Finance

- Then select the Book Record tab, select the correct property class from the dropdown and the screen fills with the defaults from the property class table. You can override any information you wish.

Inventory Records		Transaction Records	Depreciation Distribution Records	Book Records	Manufacturer Information
Item Nbr:	0000001814	Description:	Test record		
Book Type:	GP - GAAP				
Property Class:	1525 - PORTABLE BUILDINGS				
Date In Service:	03-01-2009				
Deprec Method:	SL - Straight line				
Recovery Period:	15.00				
Deprec Cost:	10,779.00				
Adjusted Basis:	10,779.00				
Convention:	FM - Full month				
Salvage Value:	0.00				
Gain/Loss Amt:	0.00				
Unallocated Funds:	<input type="checkbox"/>				
Business Pct:	0.000%				

- When one record has been completed repeat the process in step 6.

Merge Asset Management Text File

The Merge Asset Management Text File utility allows you to upload Asset Management tables that were created using another type of software. All records being merged must have an item number or bar code. The item number or bar code becomes the item number for the Asset Management application inventory record. If no item number or bar code exists, then the record is not added to or updated in the Asset Management application.

Note: When you create the merge text file from the vendor's software, please name it "UPccddd" (where ccddd is the county-district number).

Asset Management Merge Text File Layout

Field	Length	From/To	Type	Description
Existing RSCCC Item #	10	1-10	Character	
Quantity	5	11-15	Numerical	
Description	50	16-65	Character	
Campus	3	66-68	Character	0 fill
Room	8	69-76	Character	
Manufacturer	20	77-96	Character	
Model	20	97-116	Character	
Serial #	30	117-146	Character	
Last Inventory Date *	8	147-154	Date	yyyymmdd
Cost	11	155-165	Numerical	2 decimal positions
Account Code	20	166-185	Character	Left Justified
Method *	2	186-187	Character	
Life *	4	188-191	Numerical	2 decimal positions
Bar Code	10	192-201	Character	

Merge Process Defaults

- If the cost is not numeric, then it defaults to zeros.
- The total value = number of units x unit cost.
- If the last inventory date is spaces, then the system date is used.
- The status code defaults to "A".
- If the Life field is blank or not numeric in the text file, then the estimated life defaults to 10 and prints on the Inventory Upload Report.
- If the inventory type changes (i.e., from an "I" to a "C") during an update, then a message is printed on the Inventory Upload Report.
- The default depreciation method is "SL".
- The Unallocated field defaults to "N" in the Book table.
- The Percent field defaults to 100% in the Depreciation Distribution table.
- The Book Type field defaults to "GP - GAAP" (Generally Accepted Accounting Principles) in the Book table.
- If the account code in the text file is spaces, then the account code entered in the Default Account Code for Capital Items field of the Merge Asset Management Text File window is used in the Transaction table.

- If this is a new record in the Asset Management application, then the default transaction type is “O” (original) in the Transaction table.

Merge Process

Caution: Prior to initiating merge asset management text files procedures, Perform an export of all records. Do not proceed until a valid export of all current year data exists.

1. From the Utilities menu, select Merge Asset Management Text File. The Merge Asset Management Text File window is displayed.

2. Under **Option**, select the type of action to be taken with records (this is a required field):

- The [Add New Only](#) field is the default. If selected, then only new asset records are merged into the Asset Management application.

If there is no item number or bar code for a record in the upload file, then the record is not added to the Asset Management records, and the message “No item nbr or bar code. Not processed.” will be printed on the Inventory Upload Error Report.

If the item number record does not already exist in the Asset Management application and it does exist in the merge text file, then it is a new record to be added to the Asset Management Item Master table (GIccddd) and the Transaction table (GTccddd).

The amount you entered in the Amount to be used to determine asset type field will determine whether the item number record is merged as a C type (Capital item) or an I type (Inventory item) record.

If the item number record is a type C item, then it is added to the Asset Management Depreciation Distribution table (GDccddd) and the Book table (GBccddd).

The item number record information prints on the Inventory Upload Report indicating that the record was added to the Asset Management application.

If the item is found in the Asset Management inventory file, then this is not considered a new record, and the “Item XXXXXXXXXXXX exists. Not added.” message is printed on the Inventory Upload Error Report to indicate that this record was not added to the Asset Management application.

- Select the [Update Existing Only](#) field to update asset records that already exist in the Asset Management application. This will allow tracking of items that have been moved from one room or campus to another.

If the item number record already exists in the Asset Management application, then the program updates data in the Item Master table (Glccdd) and in the depreciated cost and basis of adjustment columns of the Book table (GBccdd). A before and after image of the record is displayed on the Inventory Upload Report. This enables you to verify how the record was changed.

If the record does not exist in the Asset Management application, then the record is not updated, and the message “Item XXXXXXXXXXXX does not exist. Not updated.” is printed on the Inventory Upload Error Report.

- Select the [Add New and Update Existing](#) field to merge new and update existing records in the Asset Management application. Records are added and/or updated, and a before and after image of the record is printed on the Inventory Upload Report.

If the item number record already exists in the Asset Management application, then the program updates the data in the Item Master table (Glccdd) and in the depreciated cost and basis of adjustment columns of the Book table (GBccdd). A before and after image of the record is displayed on the Inventory Upload Report. This enables you to verify how the record was changed.

3. In the **Property Class** field, type the user defined ten-character alpha or numeric (e.g., 123AB) code that are assigned to item records being merged. The code must exist in the Property Class Code table before it can be used in this field. This is a required field. This can be used to identify records processed through the upload (i.e. property class “upload”, this property class needs to be in the property class code table and then you can do a list by “upload” property class and change the records appropriately).
4. In the **Current Year for Depreciation (YYYY)** field, type the four-digit fiscal year in the YYYY format. This is the fiscal year (i.e., 2004 for school year 2003-2004) for which the asset depreciation is calculated
5. In the **Amount to determine asset type** field, the system defaults to 5,000.00, but the user can enter any value assigned by the district up to 999,999,999.99. The value entered determines the threshold for items to be capitalized.

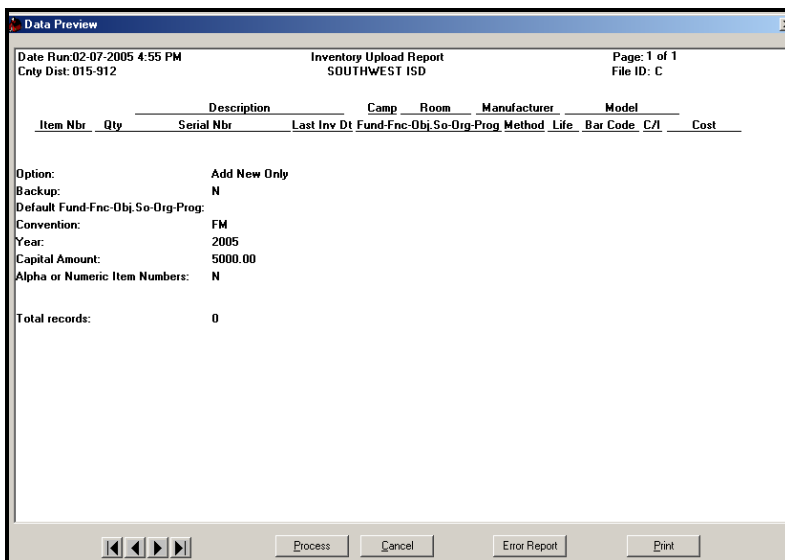
If an item is equal to or greater than this value, then it is a capitalized item and is an inventory type C record in the Item Master table. The program also creates an inventory record, transaction record, depreciation distribution record, and a book record for the item.

If an item is less than the value indicated, then it is an inventory item and is an inventory type I record in the Item Master table. The program creates an inventory and transaction record for the item.

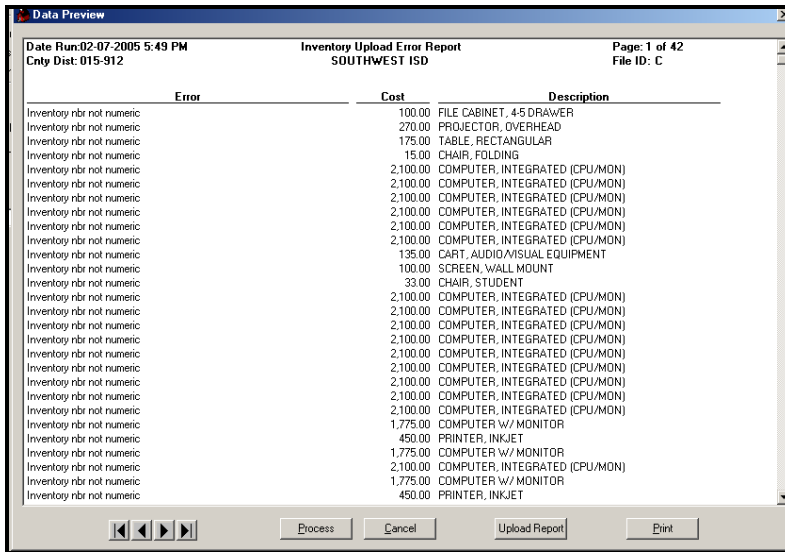
6. In the **Default Account Code for Capital Items** field, type a valid 20-digit general ledger account code to assign assets that exceed the value entered in the Amount to determine Asset type field. This account represents the accounts from which the items were purchased, and any exceptions can be changed after the merge process is complete. This is the default account code for the transaction record.
7. Click Execute to start the merge process. Cancel stops the merge process and closes the window without completing the task. The system displays a dialog box asking if you want to create a system backup. This is highly recommended.
8. Click Yes. The Export Asset Management Tables dialog box is displayed.

In the **Import Path** field, perform one of the following functions (this is a required field):

- Browse to the drive and folder name where your import file is located (i.e., C:\Asset Mgt\dbccddd_mmddyyy_bam.rsfl).
 - Click Execute to continue with the export or Cancel to close the dialog box without processing.
 - The **File ID** field is a display only and reflects the current file ID with which the user is signed on.
 - In the **Function Type** field, the Export option is preset and cannot be changed.
 - In the **Export Path** field, perform one of the following functions:
 - Type the drive and file name of where to export a copy of the tables.
 - If you select **No**, then the backup is not performed and the merge function is initiated.
9. You will be presented with the Inventory Upload Report as shown below.



10. You can toggle to the Error Report and an Inventory Upload Error Report is displayed as shown below:



- Review the report using the scroll bars.
- The report button allows users to toggle between the two reports.

If the Inventory Error Report is displayed, then click Upload Report, and the Inventory Upload Report displays a listing of all assets that were uploaded.

If the Upload Report is displayed, then click error report, and the Inventory Upload Error Report displays a listing of all errors from the merge process or the selected parameters if there were not errors.

- Click Print to print a copy of the displayed report.
- Click Process to complete the inventory upload or Cancel to return to the Merge Asset Management Text File window without completing the upload process.

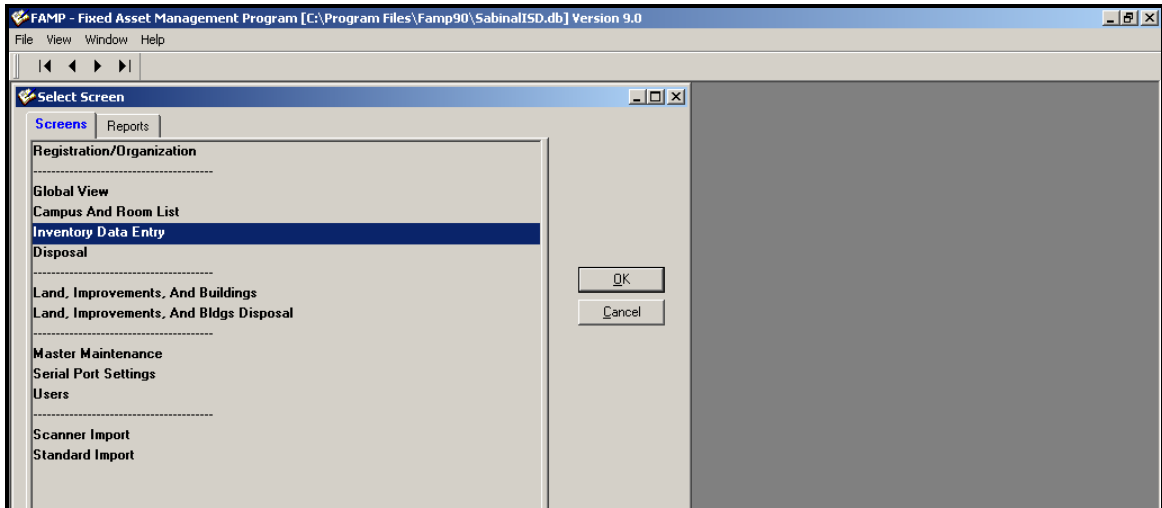
An information message is displayed if there were item numbers with alpha characters in the merge file and the Allow Alpha Item Numbers option was not selected on the District Asset Management Options window. Click OK to close the application dialog box.

- From the Tables menu, select District Asset Management Options. The District Asset Management Options window is displayed.
- Select the Allow Alpha Item Numbers field.
- Click to save selected options.
- Click to close the district options window and return to the Merge Asset Map Text File.
- Click Execute to continue the Merge process.

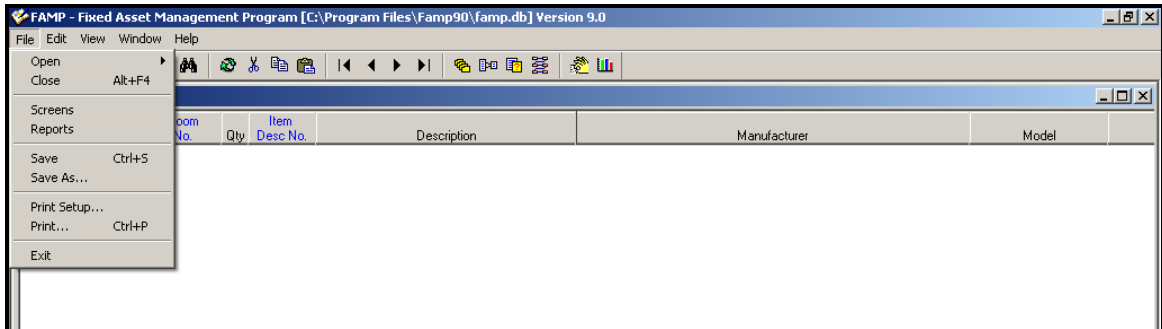
RCI Software Screen Prints

These screen are from the RCI Software. They indicate how to create the file that will merge into RSCCC.

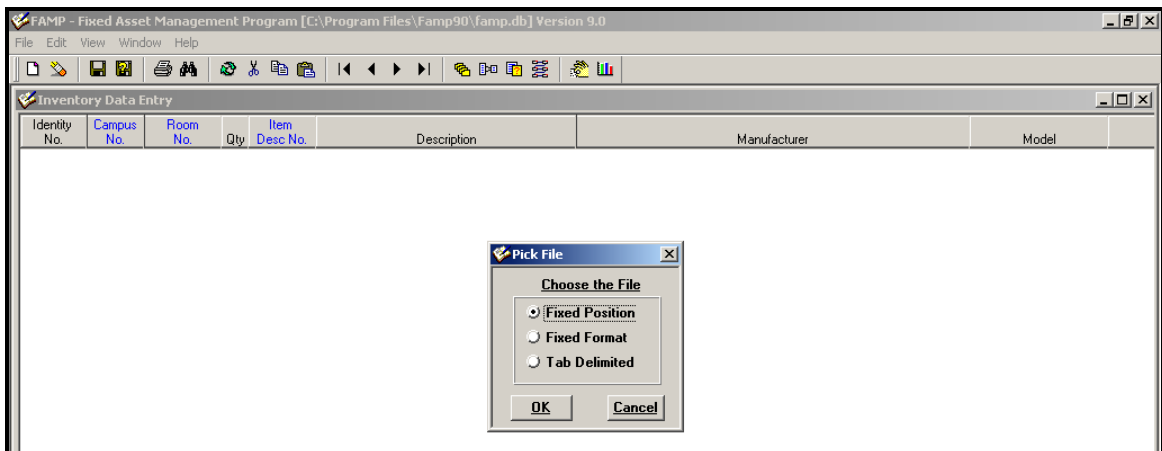
Select the screen you wish to create the merge file.



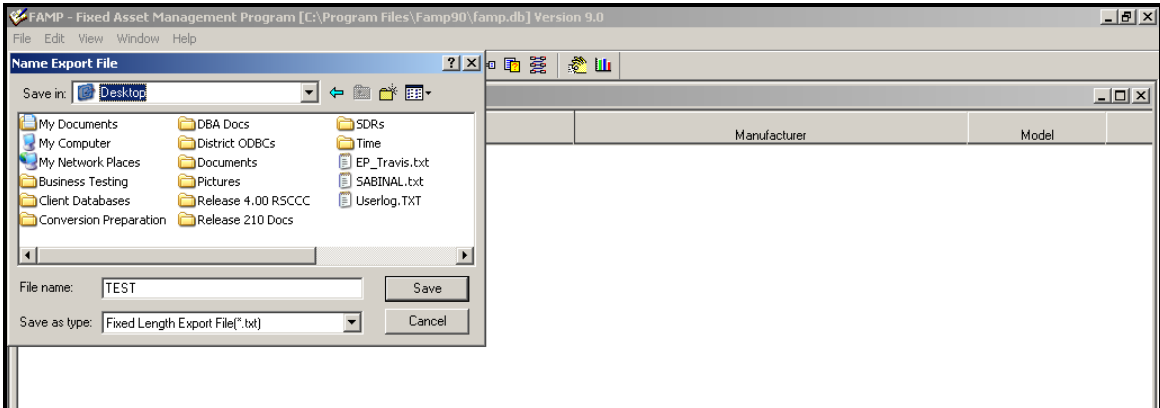
Go to File and select "Save As".



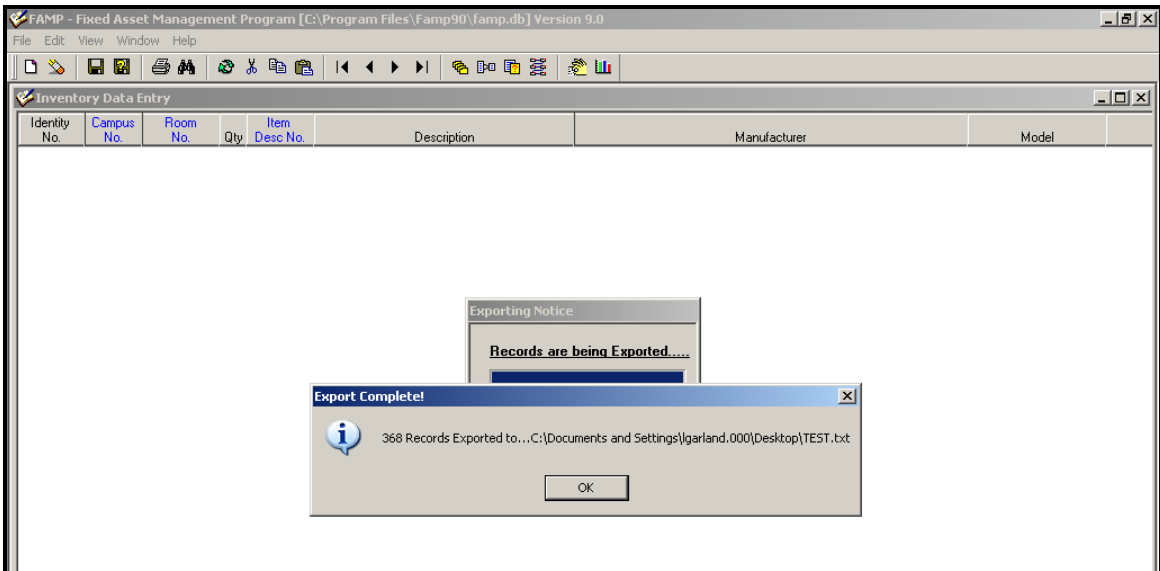
Select the file type "Fixed Position".



Select a folder where the file can be saved.



The message indicates how many records are being exported from RCI and will be available to merge into RSCCC.



Requirements for Depreciation

The following information is required in order to calculate depreciation for capitalized items:

- Inventory records.
- Transaction records.
- Depreciation distribution records.
- Book records.

Before you begin calculations:

1. Make sure that the required information is completed, as noted below.
2. Print [BAM1100](#) - Auditor Analysis Report and make sure that no errors exist.
3. Print [BAM1150](#) - Capital Assets/Inventory Report.
4. Print [BAM1650](#) - Property Class Listing.
5. The auditors should have provided you with the following for your book record:
 - Convention (FM/HY).
 - Recovery periods for property classes.
 - Which capital items are not disposable?
6. You have disposed of items for the year you are calculating.
7. You have removed any previous year's disposed items.

The Following Records and Fields are Required for Depreciation Calculation

1. [Inventory Records](#):

Fields required for depreciation calculations include the following:

- **Inventory Type** - Inventory type ("C" for capitalized items - \$5000.00 and over).
- **Number of Units** - Quantity of units in the inventory.
- **Unit Cost** - Cost per unit.
- **Total Cost** - Total cost of the item. This is a calculated field.
- **Acquired Date** - Date the item was acquired (MMDDYYYY).
- **Disposal Date** - Date the item was disposed.

2. [Transaction Records](#):

Fields required for depreciation calculations include the following:

- **Transaction Type** - An "O" original transaction type must be entered for each item. If corrections are made to the amount entered with an "O" transaction type, then you will need to enter a "C" change transaction type to correct the amount.
- **Transaction Amount** - Type the amount of the current transaction.
- This amount can be positive or negative. Changes to the **Amount** field will cause a new transaction to be written with the new amount.
- If an incorrect amount was originally entered, then a reverse transaction should be created for the same amount but with the opposite sign.

3. [Depreciation Distribution Records:](#)

Fields required for depreciation calculations include the following:

- In the **Year** field, type the four-digit year for the records to be added or viewed using the CCYY format. This year must be the same year in the Asset Management Options table, and it also must be included in the Fiscal Year table.
- The **Description** field is display only and reflects the item selected in the grid at the top of the window. The system populates the grid on the tab with the account code and percentage of each distribution for the item depreciation.
- In the **Account Code** field, there are two ways to select accounts that share the depreciation amount. Account number breakdown is a usage breakdown. Use as many lines as necessary, one line for each function.
- If a partial account code is entered, then the system fills the blank spaces with XXX. This account code is edited against the General Ledger file for validity. To add other account codes, right-click and select add from the shortcut menu. Another row is provided to add another account code.
- Click Chart of Accounts. A Chart of Accounts dialog box displays a listing of all account codes and their descriptions. Use the scroll bar on the right side of the dialog box to scroll through the listed accounts, and select the first account code.
- You can delete individual Depreciation Distribution records by selecting a distribution record. Right-click and select Delete from the shortcut menu. The selected distribution is removed from the record.
- You can delete all Depreciation Distribution records for an item for a year by selecting all the distribution records. Right-click and select Delete from the shortcut menu.
- In the **Percent** field, type the percentage of usage to be distributed to each account code. The percentages entered must total to 100 percent.

4. [Book Records](#)

Fields required for depreciation calculations include the following:

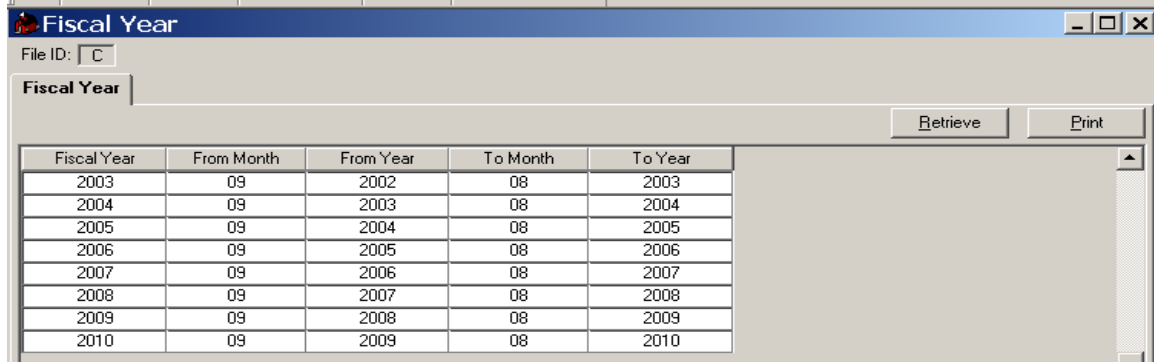
- **Property Class** - select the property class description from the drop-down list.
- **Deprec Method** - select a valid depreciation method code from the drop-down list.
- **Convention** - enter a valid convention. There are two conventions available, Full Month (FM) and Half Year (HY). This field is required for depreciation calculations.
- **Recovery Period** - enter the number of years required to fully depreciate items in the property class.
- **Date in Service** - type the date that the record was entered into service in the MMDDYYYY format. If entering a new record, then this field is populated from the **Date Acquired** field of the Inventory Record, or you can override this with a different date.

Calculating Depreciation

Before Calculating Depreciation

The following steps must be completed in before proceeding with the End of Year Process

1. Make sure the current fiscal year and the next fiscal year are listed in the Fiscal Year table.



The screenshot shows a window titled "Fiscal Year" with a "File ID:" field containing "C". Below the title bar is a "Fiscal Year" tab. To the right of the tab are "Retrieve" and "Print" buttons. The main area contains a table with the following data:

Fiscal Year	From Month	From Year	To Month	To Year
2003	09	2002	08	2003
2004	09	2003	08	2004
2005	09	2004	08	2005
2006	09	2005	08	2006
2007	09	2006	08	2007
2008	09	2007	08	2008
2009	09	2008	08	2009
2010	09	2009	08	2010

2. Items have been entered, locations changed, etc.
 - All "C" Capitalized items must have an Inventory Record, Transaction Record, Depreciation Distribution Record (no necessary if not allocated), and Book Record.
 - All "I" Inventory items must have an Inventory Record and a Transaction Record ONLY.
3. Items no longer in use should be disposed by doing the following.
 - Change the Status Code – Inventory Record
 - Enter a Date Disposed – Inventory Record
 - Enter Sale Price – Inventory Record
 - Enter who the item was sold to – Inventory Record
 - Enter Salvage Value – Book Record
 - Enter Gain/Loss Amt – Book Record
4. Run the following reports
 - Auditor's Analysis Report w/Errors
 - If you have errors, they must be fixed
 - Property Class Code Report
 - This should balance with the figures in the Auditors Analysis Report Above
 - Capital Asset Items Report

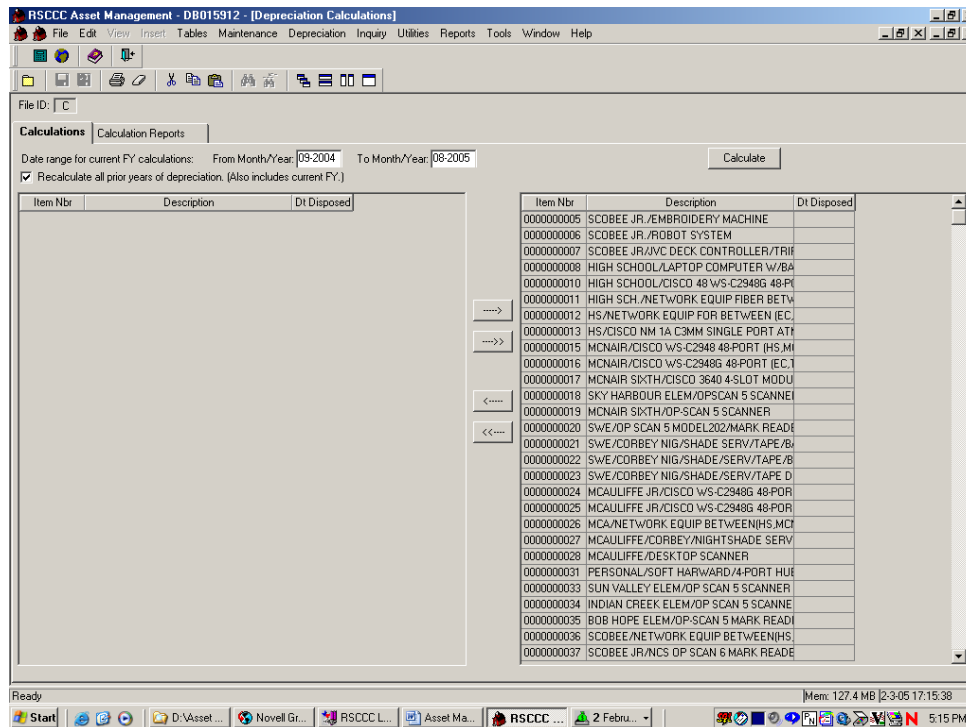
Now Let's Calculate Depreciation

The Calculations tab is used to select inventory items and to calculate their depreciation for the selected periods. Users can:

1. Calculate depreciation for one month or multiple months within the current fiscal year (set on the Asset Management Options window)
2. Calculate only the current fiscal year depreciation or all years the asset was in service.
3. Run this depreciation calculation screen multiple times for any year of depreciation.

Performing Depreciation Calculations

1. From the Depreciation menu, select Depreciation Calculations. The Depreciation Calculations window is displayed with Calculations as the default tab. All available inventory numbers and their descriptions are displayed in the left side of the window.



2. The **File ID** field is display only and reflects the current file ID with which the user is signed on.
3. In the **From Month/Year** field, type the beginning date for the current fiscal year depreciation in the MM-YYYY format. The From date is the date that the item was put into service. This can be done more than once for the same record.
4. In the **To Month/Year** field, type the ending date for the current fiscal year calculations in the MM-YYYY format. The To date is the end of the current fiscal year. This date must be within a 12-month period from the beginning date.

5. Only select the **Recalculate all prior years of depreciation (Also, includes current fiscal year)** field to recalculate the depreciation of the selected assets for all years in service.
 - If not selected, then depreciation is calculated for the current fiscal year only.
 - It is recommended that you copy your data to new file ID, than you can recalculate all years.
6. Click **Calculate** to calculate the depreciation of all selected inventory numbers and the Depreciation Calculation Item Summary Report is produced.

Data Preview - Depreciation Calculations

Date Run: 05-18-2009 2:54 PM
 Cnty Dist: 900-800
 Depreciation Calculation Item Summary Report
 TxEIS ISD
 Current FY Date Range: 07-2007 thru 06-2008
 Page: 1 of 7
 File ID: C

Inven Nbr	Description	CV	Depr			Nbr	Cost	Prev Deprec	Curr Deprec	Accum Depr	Book Value
			Yr	Pd	Per Mos						
000000010	SECONDARY FIT EQUIPMENT FM	FM	2008	6	5	10	350,220.00	291,850.00	58,370.00	350,220.00	.00
000000011	DATAKOM PHONE/INTERNET FM	FM	2008	6	10	12	214,423.00	83,982.34	21,442.30	105,424.64	108,998.36
000000012	04 CAMPUS BUS 30	FM	2008	5	10	12	58,842.00	21,085.05	5,884.20	26,969.25	31,872.75
000000013	ISD FIT EQUIP	FM	2008	5	5	12	62,004.00	40,302.60	12,400.80	52,703.40	9,300.60
000000015	HES MAIN BLDG	FM	2008	31	40	12	1,168,865.00	864,473.21	29,221.63	893,694.84	275,170.16
000000018	LMS ADDITION BLDG	FM	2008	31	40	12	300,610.00	222,326.15	7,515.25	229,841.40	70,768.60
000000019	LMS BAND HALL BLDG	FM	2008	31	40	12	127,972.00	94,645.96	3,199.30	97,845.26	30,126.74
000000020	LMS AG BLDG	FM	2008	31	40	12	157,928.00	116,800.92	3,948.20	120,749.12	37,178.88
000000021	ADMINISTRATION BLDG	FM	2008	31	40	12	99,232.00	73,390.33	2,480.80	75,871.13	23,360.87
000000022	FIELD HOUSE BLDG	FM	2008	31	40	12	166,081.00	122,830.60	4,152.02	126,982.62	39,098.38
000000023	LMS 9 CLRM ADDITION BLDG FM	FM	2008	21	40	12	273,570.00	135,075.19	6,839.25	141,914.44	131,655.56
000000024	HES ATRIUM CONVERSION BL FM	FM	2008	20	40	12	91,036.00	42,293.81	2,275.90	44,569.71	46,466.29

*** Indicates depreciation years without distribution history records.

Process Cancel Print Save As...

7. When you click **Process**, the system displays a dialog box asking if you want to create a system backup. It is highly recommended that a backup be created.
 - Click **Yes**. The Export Asset Management Tables dialog box is displayed.
 - If you select **No**, then the backup is not performed, and the depreciation calculations are automatically performed.
 - Review the report, using the scroll bars.
 - Click Print to print a copy of the report. You must literally read between the lines. Be sure that you have checked all messages that appear on this report. Some messages may be valid. Fix the items that are incorrect and recalculate.
 - Click Cancel to return to the Calculations tab without depreciating the selected assets.
 - If the report is correct, then click Process to depreciate the selected inventory items.

Calculation Reports

1. From Depreciation > Depreciation Calculations > Calculation Reports > Depreciation Detail Schedule.

The Auditors will need this report for items that are currently depreciating.

Report	GenRpt
Depreciation Detail Schedule	<input checked="" type="checkbox"/>

Buttons: **Generate Reports** **Select ALL Reports**

2. From Reports Menu > Depreciation Reports > BAM2000 – Depreciation Detail Schedule.

The Auditors will need this report to indicate the items that FULLY depreciated for the year you are calculating depreciation.

You can also, select to print “C” Currently Depreciating . This is the same report as produced in item 1.

Parameter Description	Value
Enter Depreciation From Year (YYYY)	2008
Enter Depreciation To Year (YYYY)	2008
Sort by Item Nbr (1), Fund (2), Func (3), Obj (4), Pgm (5), Property Class(6)	6
Separate allocated and unallocated items? (Y/N)	Y
Select New Items (N), Disposed Items (D), or blank for ALL	
Print Detail (D) or Account Summary (S), or blank for ALL	
Select Item Nbr(s), or blank for ALL	
Select Property Class(es), or blank for ALL	
Enter significant account code digits to select on	
Select Current Depreciation (C), Fully Depreciated (F), or blank for ALL	F

3. From Depreciation > Historical Depreciation Schedule Inquiry

Year	Period	Nbr Months	Prev Deprec	Curr Deprec	Accum Deprec
2004	1	5	.00	5,167.00	5,167.00
2005	2	12	5,167.00	12,400.80	17,567.80
2006	3	10	17,567.80	10,334.00	27,901.80
2007	4	12	27,901.80	12,400.80	40,302.60
2008	5	12	40,302.60	12,400.80	52,703.40

Year	Account Code	Percent	Deprec Amt
2008	199-11-XXXXXX-8-XXXX	100.000	12,400.80

Reports Needed to Reconcile

1. Capital Outlay Report from finance – This should verify against all new items on the Auditors Analysis Report.
2. Auditors Analysis Report – Choose the option to list errors. Review the errors. Verify this report against the Property Class Listing.
3. Property Class Listing – Choose to sort by property class to verify against the Auditors Analysis Report.
4. Status Report – If you have items that you are removing.
5. Depreciation Calculation Report – Choose just the fiscal year you are depreciating (i.e. from 2004 to 2004). You will need to select the function sort. This should only list items that are currently depreciating.
6. Capital Assets/Inventory Listing – Choose the Capital Assets. This list is helpful if above reports are out of balance.
7. Auditor's Final Report

Before Ending Fiscal Year

Caution: Prior to initiating end-of-year procedures, perform an export of all records. Do not proceed until a valid export of all current year data exists.

1. Copy current to New File ID – This allows you to maintain the integrity of last year's depreciation as it was audited.
2. Optional: Remove all unwanted records by changing the status code on the Inventory Records tab of the Inventory Maintenance screen. You may wish to print a report by status code for these prior to deleting these records. These might be records that are true errors and are not required in the Asset Management files or records that were disposed in the previous depreciation year.

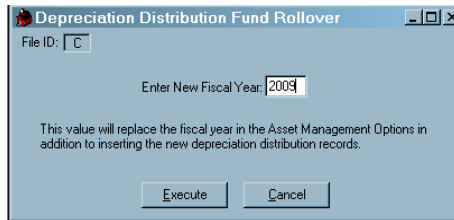
Caution: If you have calculated depreciation for capitalized items, you must dispose of the item and remove it properly. Be sure that you run a report by status code for the codes you are removing. This is for your records.

3. Initialize Audit Tables - You have the option of initializing the Inventory Audit table, the Transaction Audit table, and/or the Book Audit table. After the auditors have completed their audit, it is recommended that you initialize all three files to remove the audit trail records from the files.
4. Roll the Depreciation Distribution records to the next year by running the Mass Update of Depreciation Distribution Records utility. This will create a new distribution record for the records that are still depreciating and it will change the year in the district options record.
5. Enter any new inventory items that were purchased during the new depreciation year.
6. Dispose of items that you sold or destroyed during the new depreciation year by:
 - On the Inventory Record tab of the Inventory Maintenance screen.
 - In the **Last Date Inventoried** field, enter the date the item was last inventoried.
 - In the **Disposal Date** field, enter the date the item was disposed of. This is mandatory for calculations.
 - On the Sale/Disposal of Capital Asset window, enter the sale price for the item in the **Sale Price** field so that you can maintain additional information on the item's disposal.
7. After items have been disposed of and the new items added, then you are ready to calculate depreciation for the new fiscal year.

End of Year Process

Caution: Prior to initiating the end of year process, perform an Export by File ID.

1. From Utilities, select Fiscal Year Processing, then [Depreciation Distribution Fund Rollover](#).



This will create a new distribution record for the record year and change the year in the district options record table.

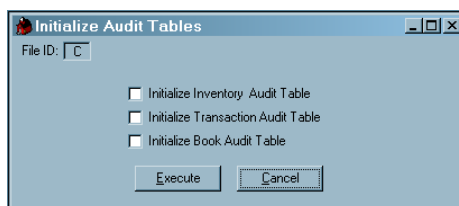
The Depreciation Distribution Fund Rollover utility. . .

- Will to create new depreciation distribution records and
- update the fiscal year of the General Ledger account codes in the depreciation distribution records.
- Capital asset records that are selected must meet the following criteria:
 - They must exist in the current logged-on file ID.
 - They must exist in the current fiscal year, as compared to the asset management options table.
 - They have not been fully depreciated.
 - They have not been disposed.

Note: The depreciation distribution fund rollover process modifies files, so it is recommended that you create a backup of your files before running this process.

2. From utilities, select Fiscal year Processing, then [Initialize Audit Tables](#)

The Initialize Audit Tables utility will to delete all selected historical audit files, based on the file ID. When this program is run ALL existing audit tables selected will be deleted. This doesn't need to be done each year, but should be done periodically because these history files will get large.



Note: The initialize audit tables process modifies files, so it is recommended that you create a backup of your files before running this process.

You have the option of initializing the Inventory Audit table, the Transaction Audit table,

and/or the Book Audit table. After the auditors have completed their audit, it is recommended that you initialize all three files to remove the audit trail records from the files.

3. From utilities, select Fiscal year Processing, then [Mass Delete](#)

The Mass Delete utility allows you to selectively drop records for capital assets, inventory items and the associated files. The records that are selected for deletion are based on the acquired date range and the status codes that are entered on the screen. The user may also delete closed Check Out Inventory records that are no longer needed.

Note: The Mass Delete process modifies files, so it is recommended that you create a backup of your files before running this process.

The screenshot shows the 'Mass Delete' utility window. It features a 'File ID:' field at the top. The main section is titled 'Capital Assets and Inventory' and contains a checked checkbox for 'Delete Capital Asset and Inventory Records'. Below this, the 'Records to Delete' section has three radio button options: 'Inventory Master and all Associated Records' (selected), 'Audit Tables Only', and 'Both'. Under 'Inventory Types', there are three radio button options: 'Capital Assets' (selected), 'Inventory', and 'Both'. There are four input fields: 'From Date:' (format MMDDYYYY), 'To Date:' (format MMDDYYYY), 'Item Nbrs:' (with a dropdown arrow), and 'Status Codes:' (with a dropdown arrow). The bottom section is titled 'Check Out' and has a checked checkbox for 'Delete Check Out Records' and a 'Check Out Return Date:' field (format MMDDYYYY). At the bottom of the window are 'Execute' and 'Cancel' buttons.

- Under **Capital Assets and Inventory**, select Delete Capital Asset and Inventory Records. The Records to Delete and Inventory Types options are activated.
- Under **Records to Delete**, select from the following:
 - Inventory Master and all Associated Records to delete inventory master records and all associated records. Also, Under **Inventory Types**, the following options are activated:
 - Capital Assets - if selected, the program requires **Status Codes** field to be completed.
 - Inventory
 - Both - if selected, the program requires **Status Codes** field to be completed.
 - Audit Tables Only - allows users to select one or more types of audit table records to be deleted.
 - Inventory Audit Table - Records selected are based on the date acquired.

- Transaction Audit Table - Records selected are based on the effective date.
- Book Audit Table - Records selected are based on the date in service.
- In the **From Date** field, type the beginning date to use when evaluating records for deletion. If no date is entered, 00000000 is assumed.
 - This date is compared to the inventory audit acquired date to delete inventory audit records, the transaction audit effective date to delete transaction audit records, and the book audit date in service to delete book audit records.
 - This date is also used when removing inventory and associated records based on the status codes entered.
- In the **To Date** field, type the ending date to use when evaluating records for deletion. If no date is entered, 12319999 is assumed.
 - This date is compared to the inventory audit acquired date to delete inventory audit records, the transaction audit effective date to delete transaction audit records, and the book audit date in service to delete book audit records.
 - This date is also used when removing inventory and associated records based on the status codes entered.
- Under **Check Out**: (if you use the Inventory Check Out feature)
 - Select **Delete Check Out Records** field to delete check out records.
 - In the **Check Out Return Date** field, type the date for which completed records (return date not blank) should be deleted. All records with a return date less than or equal to the date entered will be deleted.

Calculation Formula Per GASB 34

FM (Full Month)

- Depreciation rate = $1/\text{Recovery Period}$ (example: $1/20$ years = .05)
- Number of months is from Date In Service to end of Fiscal Year (example: 01/30/2001 will be 7 months (Jan thru Aug) = $7/12$ or .58333)
- Calculation for first month is Depreciation Cost x Depreciation Rate x # months or $\$8,129.09 \times .05 \times .58333 = 237.097$ or \$237.10 will be
- depreciated the first year the item was put in service.

HY (Half Year)

- Depreciation rate = $1/\text{Recovery Period}$ or $1/20$ years = .05 (half year is .05)
- Calculation for first year is Depreciation Cost x Depreciation Rate x half year or $\$8,129.09 \times .05 \times .5 = 203.2272$ or \$203.23.
- Next year the calculation will be $\$8,129.09 \times .05 \times 1 = 406.4545$ or \$406.46.
- Changes to the depreciation amount can be made using the Inventory Transactions Maintenance screen.

NOTE

When changes are made, the depreciation can be recalculated to reflect the change in **the** item.