HansaWorld Enterprise

Integrated Accounting, CRM and ERP System for Macintosh, Windows, Linux, PocketPC 2002 and AIX

Assets

Preface

The HansaWorld Enterprise range of products contains a number of powerful accounting, CRM and ERP systems for the Windows, Macintosh, Linux, PocketPC 2002 and AIX environments.

The programs are designed to make administration and accounting as easy and fast as possible. They are similar in operation regardless of platform. In the specific areas where there are significant differences, these are described and illustrated in full. In all other cases illustrations are taken from the Windows XP version.

This manual covers Hansa's Assets module. Prior to reading it, you should already be familiar with Hansa's Work Area (its modules, registers, windows, menus and buttons, covered in the 'Introduction to HansaWorld Enterprise' manual) and the Customer and Item registers (described in the 'Customers and Suppliers' and 'Items and Pricing' manuals respectively). You should also be familiar with the Purchase and Nominal Ledgers.

Text in square brackets - [Save], [Cancel] - refers to buttons on screen.

How these manuals are organised

Introduction to HansaWorld Enterprise

Introduction	Installing HansaWorld Enterprise, the basic ideas
Work Area	Basic elements of HansaWorld Enterprise: modules, registers, windows, menus, functions, buttons
Accounting Principles	About the place of HansaWorld Enterprise in your business, integration between ledgers, objects
Starting Work	Entering opening balances

Manuals for each Module

Assets	Asset accounting, calculation of depreciation using user-definable depreciation models, revaluation
Cash Book	Inward and outward cash transactions, receipts and payments
Consolidation	Multi-company reporting, subsidiaries and daughter companies
Contracts	Periodic invoicing and repeat billing, contract renewals, contract quotations, contracts from invoices
CRM	Time management using daily or monthly calendar formats. Contact and customer history. Customer letters and mailshots. Target time. Employee time statistics
Currency	Multi-currency in all modules
Customers and Suppliers	Customers and suppliers, customer categories and reports
Expenses	Payments to and from employees
Items and Pricing	Products and services, pricing
Job Costing	Project management. Recording time, expenses and purchases. Instalments. Pricing by consultant, project, task and time of day. Budgets and quotations
Mail	Internal mail, external mail (email), conferences, off-line local mail, chat
Nominal Ledger	Transactions, simulations, budgets and revised budgets. Error correction. Account reconciliation. Transaction templates. Flexible management and financial reports with multi-dimensional analysis and drill-down to transaction level
Production	Multi-level assemblies from components
Purchase Ledger	Purchase invoices, payments and payment suggestions, creditor reports, prepayments, accruals, acceptance
Purchase Orders	Purchase orders, goods receipts and purchase pricing
Quotations	Sending quotations, call backs, pipeline management, opportunity forecasting, and conversion ratio reports
Report Generator	User-definable reports
Sales Ledger	Invoices, receipts, debtor reports and documents, deposits and prepayments, accruals
Sales Orders	Orders and deliveries. Invoices from orders
Service Orders	Management of service stock, invoicing of repairs, warranties
Stock	Deliveries, goods receipts and stock movements, batch and serial number tracking, multi-location stock management
System Module	Settings and parameters. System-wide usage

Contents

HansaWorld Enterprise

Assets

The Assets Module

This module allows your Assets to be integrated with your accounts.

The module calculates the depreciation for each Asset depending on its value and on user-defined depreciation rules. There are two different ways to transfer this depreciation into the Nominal Ledger. You can take the values from the reports and enter them manually, or you can use a special function that automatically creates depreciation transactions in the Simulation register.

You can enter Asset records directly to the Asset register or create them remotely from the Purchase Ledger module. When entering Purchase Invoices, a 'Create Asset' function is available on the Operations menu. If the Purchase Invoice you are processing includes an Asset, this represents a convenient way of adding the new Asset to the Asset register. Each Asset can be classified by Department and Asset Category.

The reports from this module are useful in that they can save much time in preparing final accounts. They can also be used to calculate the net effect on your profit or loss of the sale of an Asset.

Note that the Assets module was rewritten in Hansa version 3.8. The old Fixed Asset register was replaced by the Asset register. If you were using Hansa prior to this version, you should convert your Fixed Assets to Assets. Please refer to the 'Exports' section below on page 155 for full details.

Example

This is a simplified example illustrating how the Assets module can be used in a real situation. We have assumed an ordinary business, with a factory plant on owned land. The factory has a building and some fixed equipment. There is machinery and some other equipment in the factory. There is a (rented) office with office equipment and some other assets, and there is a sales unit with a number of vehicles. The first step in setting up the Assets module to handle the situation is to build up a system of classifying the Assets (using the Asset Categories setting) and to define the Accounts to be used for their depreciation (using the Asset N/L Classes setting). Then we enter a number of Depreciation Models (the formulae by which depreciation is calculated) in their setting and define the Departments that will be responsible for the various Assets. Finally we enter the Assets themselves.

When entering Assets, each is assigned to an Asset Category which, in turn, is assigned to an Asset Class. When accounting for Assets, three Accounts are used: these can vary according to the Asset Class. The three Accounts are

a Fixed Asset Account, an Asset Account for accumulated depreciation and a Profit & Loss Account for the depreciation for the current period.

You may want to consider having additional Nominal Accounts for additions to each Asset during the current financial year, and for disposals. This simplifies the preparation of the Asset note to financial statements.

In the example below we have defined the relevant Accounts for each Asset Class, and entered them in the table. Each Class has a Code and a description, and in addition to the three Accounts we have assigned an Object to each Class. The Objects belong to the Object Type "FA" (fixed assets), defined using the Object Types setting in the Nominal Ledger. The Objects have the same Codes as the Asset Classes. This will be practical later.

Depreciation Models: Browse

Code	Description
20YR	20 years declining
5YR	5 years declining
COMP	Computer Depr, 25% straight line
DECL	30% declining
NODEP	No depreciation
RB	Reducing balance
SL	Straight Line

Departments: Browse

Code	Description
FACT	Factory
OFF	Office
SALES	Sales Department

Asset Categories: Browse

Code	Description
DEMEQ	Demo Equipment
FIXT	Fixtures & Fittings
LAND	Land Assets
OFFEQ	Office Equipment
PLANT	Plant & Machinery
VEHIC	Motor Vehicles
VEHICS	Motor Vehicles for Salesmen

Asset N/L Classes: Inspect

	Code	Obj	Comment	Asset 1	Asset 1 Obj	Depr 1	Depr 1 Obj	Cost 1	Cost 1 Obj
1	LAND	LAND	Land Assets	606		656		536	
2	OFFEQ	OFFEQ	Office Equipment	601		651		531	
3	DEMEQ	DEMEQ	Demo Equipment	602		652		532	
4	PLANT	PLANT	Plant & Machinery	603		653		533	
5	FIXT	FIXT	Fixtures & Fittings	604		654		534	
6	VEHIC	VEHIC	Motor Vehicles	605		655		535	
7									
8									
9									

We will now enter some Assets.

Normally when you start using the Assets module, your business will already have been in operation for some time. You should therefore need to enter all existing Assets, valued on the first day of the current financial year. Let us begin with the land and the factory. The factory building was purchased on 1 January 1997, and has been depreciated by 5% per year. In the Asset register, enter the Inventory Number and Description, and select an Asset Category and a Department (use 'Paste Special' in both cases). Enter the original Purchase Value.
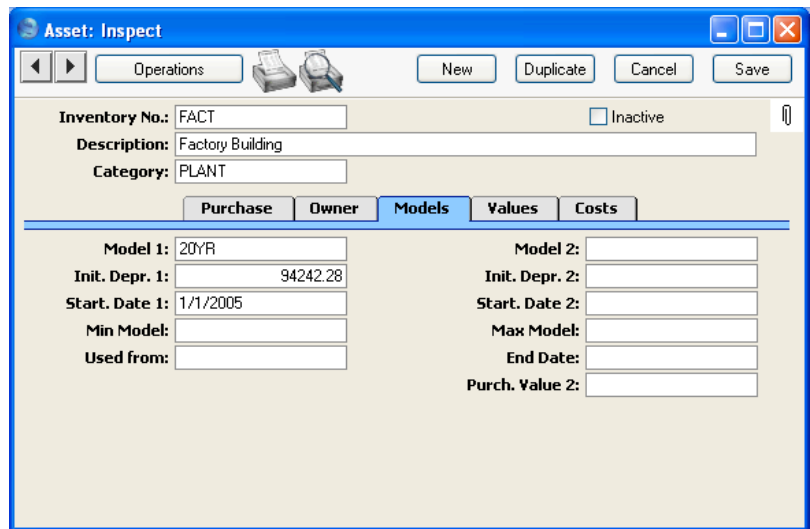

Change to the 'Models' card to specify how depreciation is to be calculated. Enter the first date of the current financial year as the Start Date 1 and select a Depreciation Model. The Start Date is the date when you will start using Hansa to record the depreciation of the Asset. Depreciation incurred prior to this date should be recorded in the Init. Depr 1 field. If the Depreciation Model uses the Straight Line depreciation method, the depreciation calculation will be based on the original Purchase Value. If it uses the Declining Balance depreciation method, the calculation will be based on the value at the start of the current financial year (i.e. the Purchase Value less the Initial Depreciation).

The Model 2, Init. Depr 2 and Start Date 2 fields are used in cases where a second, alternative, depreciation calculation is required.

The example illustrated overleaf uses a Declining Balance depreciation method.
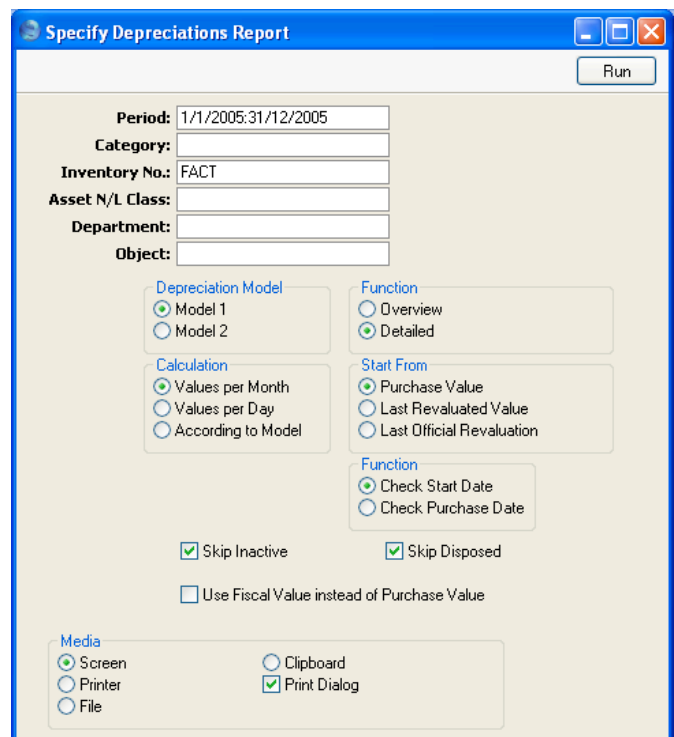
Let us now check the results of all this. We start by producing a Depreciation Report for the whole of 2005. Select the report, enter the Asset Number ("FACT"), and enter 2005 as the period—
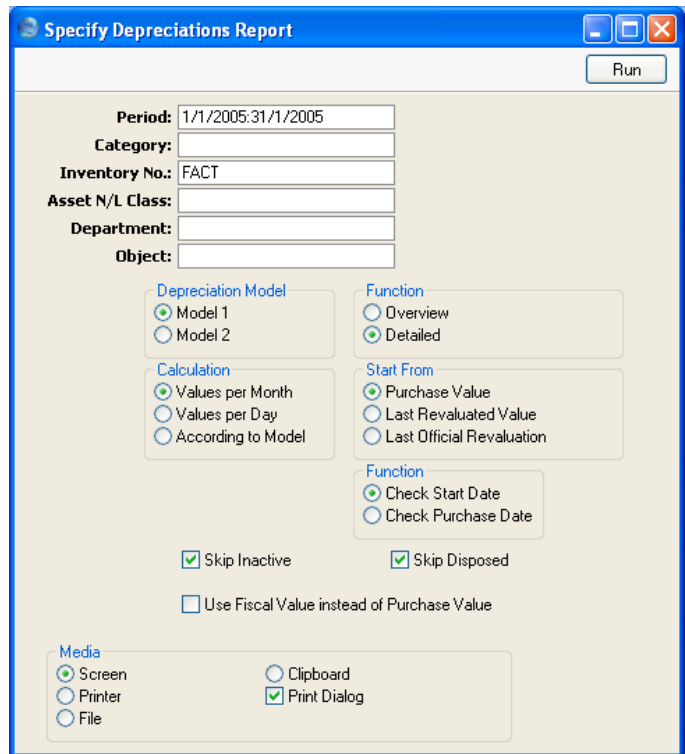
Choose the Detailed option and click [Run] in the Button Bar to produce the report—

Depreciation for 2005 is shown and is added to the accumulated balances from previous years, and the new book value is calculated.

Now let us do this just for January 2005—
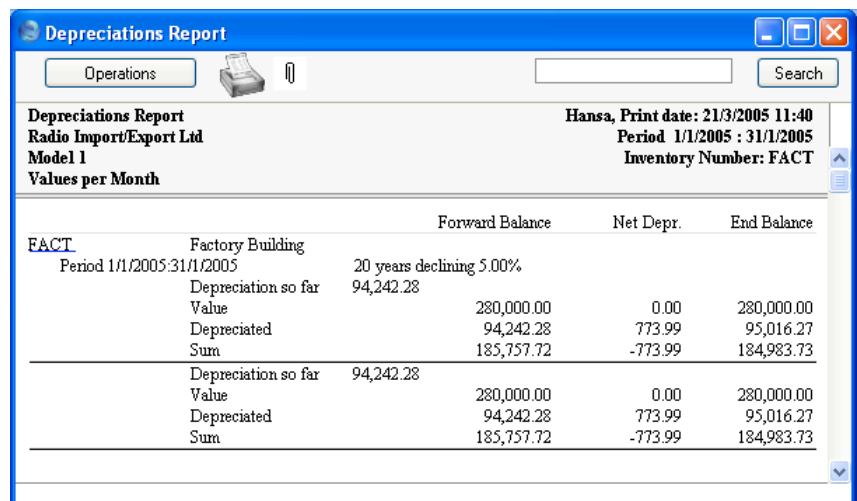
This will calculate the depreciation for just one month.

When you have added all your Assets, you can calculate the total depreciation for each month—

The above report (a Simulation Preview - Depreciations report) shows the depreciation of all Assets for one month (March 2005). You can transfer the information contained in the report to the Nominal Ledger in one of two ways: you can enter it manually to the Transaction register (i.e. copy it from the report); or you can use the 'Create Depreciation Simulations' Maintenance function. The second method creates records in the Simulation register which you can check before converting them into Transactions. You can include these Simulations in Balance Sheet and Profit & Loss reports. The following extract shows a Profit & Loss report for March 2005 with one such Simulation—

This is the Simulation generated by the 'Create Depreciation Simulations' function. It has the appropriate Objects assigned to each posting, which can be used for reporting purposes—

	A/C	Trans Date	Objects	Description	Debit	Credit	V-Cd
1	534		FIXT	Depreciation - Fixtures & Fittings	15.00		
2	654		FIXT	FA - Depn of Fixt/Fittings		15.00	
3	531		OFFEQ	Depreciation - Office Equipment	110.25		
4	651		OFFEQ	FA - Depn of Office Eqmnt		110.25	
5	533		PLANT	Depreciation - Plant & M/C	1547.59		
6	653		PLANT	FA - Depn of Plant & M/C		1547.59	
7	535		VEHIC	Depreciation - Vehicles	541.67		
8	655		VEHIC	FA - Depn of Motor Vehicles		541.67	

No.: 11 **Trans.Date:** 31/3/2005 **Reference:**

Difference: 0.00 **Total:** 2214.51 2214.51

Once it has been ascertained that the Simulation is correct, the month's depreciation figures can be consigned to the Nominal Ledger. This is done using the 'Transactions' function on the Operations menu of the 'Simulations: Browse' window.

For examples illustrating the more specialised features of the Assets module, please refer to the relevant sections later in this manual.

Settings

Introduction

The Assets module has the following settings—
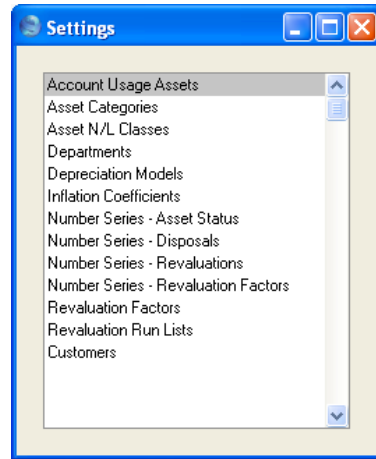
To edit a setting, ensure you are in the Assets module using the Modules menu and click the [Settings] button in the Master Control panel or select 'Settings' from the File menu. The list shown above appears. Then, double-click the relevant item in the list.

Account Usage Assets

This setting allows you to determine the Accounts that will be used as defaults in your Asset Simulations and Transactions. Take care to ensure that the Accounts specified here exist in the Account register, otherwise there is a risk that Simulations and Transactions will not be created.
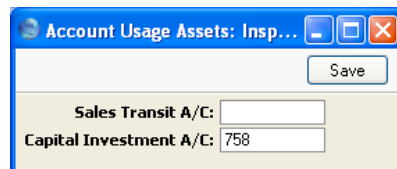
Capital Investment A/C

> **Paste Special**   Account register, Nominal Ledger/System module

Specify here the Account to be debited with the Sales Price of an Asset when it is sold (this is done using a Disposal record of Type "Sale").

If you will be creating "Put In Use" Transactions to record the implementation of your Assets in the Nominal Ledger, the Purchase Value of each Asset will be credited to this Account.

If you revalue an Asset and create a Simulation from the Revaluation using the 'Create NL Simulation' Operations menu function, an increase in value will be credited to this Account, while a decrease will be debited to this Account.

Asset Categories

Each Asset must belong to an Asset Category, while each Asset Category in turn must belong to an Asset Class. Asset Classes control how depreciation is handled in the Nominal Ledger (i.e. the Accounts used), while the Asset Category has two roles—

1. When entering new Assets that are similar, assigning them to the same Category will ensure they use the same Depreciation Models and Objects. Depreciation will therefore be calculated for these Assets using the same formula. You can override these defaults for an individual Asset if necessary.

2. In Portugal, Asset Categories can also be used to control how groups of Assets are treated in reports.

When you select the setting, the 'Asset Categories: Browse' window will be displayed, showing all Categories previously entered. Click [New] to enter a new record, and [Save] to save it.

Code
Specify a unique code, by which the Asset Category may be identified from the various registers and reports in the Assets module. You can enter a maximum of twenty characters.

Inactive
Check this box if the Asset Category is no longer to be used. Closed Categories will appear in the 'Asset Categories: Browse' window but not in the 'Paste Special' list. Assets belonging to the Category will still be included in reports unless they themselves have been marked as Inactive. A closed Category can be re-opened at any time.

Description
The comment that you enter here is shown in the 'Paste Special' list: it should therefore be descriptive enough to make the selection of the correct Asset Category easy for all users.

N/L Class   **Paste Special**   Asset N/L Classes setting, Assets module

Each Asset Category must be assigned an Asset Class. This determines how the depreciation of Assets belonging to the Category will be handled in the Nominal Ledger (i.e. the Accounts used).

Note that you cannot specify an Asset Class in an individual Asset record. Therefore, for depreciation to be

calculated, each Asset must belong to an Asset Category, and each Category must belong to an Asset Class.

Model 1, Model 2	**Paste Special**	Depreciation Models setting, Assets module

Used as default in   Assets

The Depreciation Model determines how the depreciation of an Asset will be calculated. Two Models can be specified for each Asset.

If you specify a Depreciation Model in either or both of these fields, they will be copied automatically to the corresponding fields of an Asset as soon as you assign it to this Category.

Objects	**Paste Special**	Object register Nominal Ledger/System module

Used as default in   Assets

If you specify an Object here, it will be copied automatically to an Asset as soon as you assign it to this Category. You can enter several Objects, separated by commas.

Comment   Record any further notes about the Asset Category here. These notes are not copied to the Comment field of any Assets that you assign to this Category.

Exclude from Reports

Check this box if you do not want Assets belonging to the Category to appear in reports such as the Depreciations Report and the Simulation Preview - Depreciations.

Use the remaining fields and options on this screen to control how Assets belonging to each Category are shown in the Fiscal Year Depreciation, Fiscal Year Revaluations and Fiscal Year Write-offs reports. These reports are designed to satisfy official reporting requirements in Portugal.

Mother Cat.	**Paste Special**	Asset Categories setting, Assets module

Use this field to define hierarchical report headings in the Fiscal Year Depreciation and Fiscal Year Revaluations reports.

The Asset Categories in an example section of these reports might be defined as follows—

Asset Cat.	Mother Cat.	Name	Comment
2000	-	Table II	Main heading
2001	2000	Division I	1st level subheading
2199	2001	Machines and Tools	2nd level subheading
2240	2199	Computers	Assets are assigned to this Category
2319	2001	Transport	2nd level subheading
2340	2319	Motorcycles	Assets are assigned to this Category
2458	2000	Division II	1st level subheading
2459	2458	Intangible Assets	2nd level subheading
2460	2459	Installation Expenses	Assets are assigned to this Category

Enter the report headings and subheadings to the Asset Categories setting in the form of separate records. Leave all fields except the Code, Description and, in the case of subheadings, the Mother Category, blank in these records (Categories 2000, 2001, 2199, 2319 and 2458 in the example).

Build up the report heading hierarchy using the Mother Category field. In each Category representing a subheading, the Mother Category is the Code of the immediately superior heading. So, in the example, one main heading, "Table II", will appear in the Fiscal Year reports. This is represented by Category 2000. Since this is a top-level heading, the Mother Category field in this Category is blank.

This main heading has two subheadings, "Division I" and "Division II", represented by Categories 2001 and 2458 respectively. In these Categories, 2000, the main heading, has been entered as the Mother Category—

Within Category 2001 ("Division I"), there are two further subheadings, "Machines and Tools" and "Transport". These are represented by Categories 2199

and 2319 respectively. In these Categories, 2001, the immediately superior subheading, has been entered as the Mother Category.

This structure is continued down through the hierarchy. In this example, there are three levels of headings and subheadings. Below these, on the fourth level of the hierarchy, are the Categories to which Assets will be allocated. These are the only Categories with N/L Classes and Models, and their Mother Category contains a reference to a Category on the level above—

The result of this hierarchical structure is shown below—

Note that the Codes of the Categories in the example are in numerical order. It is not necessary to adhere strictly to this system, but it is recommended at least that headings have lower number Codes than their subheadings, that first level subheadings have lower number Codes than their second level subheadings, and so on. This will result in the Fiscal Year reports being neater in appearance.

The Fiscal Year reports will be empty if no Category has been assigned a Mother Category.

Min Model, Max Model

> **Paste Special**   Depreciation Models setting, Assets module

In Portugal, there are statutory minimum and maximum rates by which an Asset can be depreciated. Usually the

minimum rate is half the maximum. You should specify the Depreciation Models with the minimum and maximum rates here. If you specify a Depreciation Model in either or both of these fields, they will be copied automatically to the corresponding fields of an Asset ('Models' card) as soon as you assign it to this Category.

If you decide to depreciate an Asset using a greater rate than the maximum or a lower rate than the minimum, it will be necessary to inform the fiscal authorities. In the case of a rate greater than the maximum, the increase in depreciation is shown in the Fiscal Year Depreciation report as a non-fiscal cost (column 15).

Asset Type   Specify the type of Asset that will belong to this Category. This is for information only: it has no effect on how depreciation will be calculated. You can produce Fiscal Year Depreciation reports for Assets belonging to one or more of these types.

Accumulate Depreciation on Fiscal Reports

By default, Assets are listed individually on separate rows in the Fiscal Year reports. Use this option if you would like the Assets belonging to this Category to be grouped together on a single row in the reports.

Asset N/L Classes

Use this setting to control the accounting of depreciation for different groups of Assets.

When you double-click 'Asset N/L Classes' in the 'Settings' list, the following window appears—

Enter each new Asset Class on the first blank line and, when finished, click the [Save] button in the Button Bar to save the changes. To close the window without saving changes, click the close box.

Flip A

Code
Specify a unique code, by which the Asset Class may be identified from the various registers and reports in the Assets module. You can use up to five characters.

Obj.
Paste Special   Object register, Nominal Ledger/System module

You can assign an Object (or several Objects, separated by commas) to each Asset Class.

You can also assign additional Objects to individual Assets as required.

In any Nominal Ledger Transactions representing the depreciation of Assets belonging to this Class, any Objects specified here and in the Asset itself will be assigned both to the credit posting to the Depreciation Account and to the debit posting to the Cost Account.

Comment
The comment or Asset Class name that you enter here will be shown in the 'Paste Special' list: it should

therefore be descriptive enough to make the selection of the correct Asset Class easy for all users.

Accounts	**Paste Special**	Account register, Nominal Ledger/System module

Three Accounts are used to account for the members of the Asset Class and their depreciation. Use these three fields to determine which Accounts are to be used.

Asset   The Asset Account to which the purchase of Assets belonging to this Class will be posted.

If you choose to have a Nominal Ledger Transaction created when an Asset is sold or written off, this Account will be credited with the last value of the Asset (i.e. the Starting Value from the latest Revaluation or, if there aren't any, the Purchase Value from the Asset record).

If you will be creating "Put In Use" Transactions to record the implementation of your Assets in the Nominal Ledger, the Purchase Value of each Asset will be debited to this Account.

If you revalue an Asset and create a Simulation from the Revaluation using the 'Create NL Simulation' Operations menu function, an increase in value will be debited to this Account, while a decrease will be credited to this Account.

If you revalue an Asset using the 'Revaluate Asset Acquisition Value' Maintenance function and create a Simulation using the Russian model, an increase in value will be debited to this Account, while a decrease in value will be credited to this Account.

Depr   Specify here the Account to be credited with the cost of depreciation of members of the Asset Class. You can choose to credit depreciation directly against the Asset Account or against a separate accumulated depreciation Account set up for the purpose.

On disposal, the total depreciation of the Asset over its lifetime will be debited to this Account

and credited to the Cost Account specified in the Disposal record.

If you revalue an Asset using the 'Revaluate Asset Acquisition Value' Maintenance function and create a Simulation using the Russian model, the change in depreciation resulting from the Revaluation will be credited to this Account if the value of the Asset has increased, or debited to this Account if the value of the Asset has decreased.

Cost   This is the expense Account that will be debited with the cost of depreciation of members of the Asset Class.

Asset and Depr are Balance Sheet Accounts and Cost is a Profit & Loss Account.

These Accounts are used if you depreciate an Asset belonging to this Class using its first Depreciation Model. If you depreciate an Asset using its second Depreciation Model, the Accounts specified on flip B are used. Bear in mind that the flip A Accounts are always used in Put In Use Transactions and in Nominal Ledger Transactions created from Disposal and Revaluation records.

Asset 1 Obj   **Paste Special**   Object register, Nominal Ledger/System module

Any Objects specified here will be assigned to all postings to the Asset 1 Account in "Put In Use" and Disposal Transactions (in addition to the Objects in the Obj. field above and in the Asset itself).

Depr 1 Obj   **Paste Special**   Object register, Nominal Ledger/System module

Any Objects specified here will be assigned to all postings to the Depr 1 Account in Depreciation and Disposal Transactions (in addition to the Objects in the Obj. field above and in the Asset itself).

Cost 1 Obj   **Paste Special**   Object register, Nominal Ledger/System module

Any Objects specified here will be assigned to all postings to the Cost 1 Account in Depreciation

Transactions (in addition to the Objects in the Obj. field above and in the Asset itself).

Flip B

Asset 2, Depr 2, Cost 2, Asset 2 Obj, Depr 2 Obj, Cost 2 Obj

These Accounts and Objects operate in the same way as those on flip A, but are used when you depreciate an Asset belonging to this Class using its second Depreciation Model.

Customers
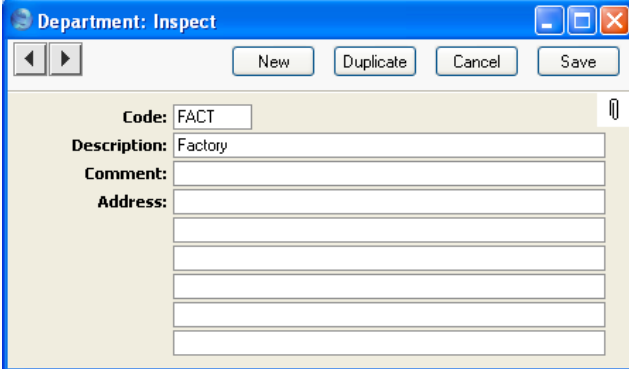
Please refer to the 'Customers and Suppliers' manual for full details of this register.

Departments

Use this setting to record the different Departments in your business. Each Asset can be assigned to a Department. When you move an Asset from one Department to another, you can easily record this change.

To enter a Department, open the 'Settings' list in the Assets module and double-click 'Departments'. The 'Departments: Browse' window is opened, showing Departments already entered. Click [New] in the Button Bar or use the Ctrl-N (Windows and Linux) or ⌘-N (Macintosh) keyboard shortcut. Alternatively, select a Department similar to the one you want to enter and click [Duplicate] on the Button Bar.

The 'Department: New' window is opened, empty if you clicked [New] or containing a duplicate of the highlighted Department.

Code	Enter a Department Code.
Name	Department Name.
Comment	Any comment.
Address	The Address of the Department.

Depreciation Models

Depreciation Models are the formulae that you will use to calculate the depreciation of your Assets. You can use up to two Models in each Asset.

To enter a Depreciation Model, open the 'Settings' list in the Assets module and double-click 'Depreciation Models'. The 'Depreciation Models: Browse' window is opened, showing Depreciation Models already entered. Click [New] in the Button Bar or use the Ctrl-N (Windows and Linux) or ⌘-N (Macintosh) keyboard shortcut. The 'Depreciation Model: New' window is opened.

Code	Enter a unique code by which the Model can be identified. You can use a maximum of five characters.
Name	The complete name of the model.
%	Enter the percentage by which annual depreciation is to be calculated. This will be applied to the Purchase Value of the Asset (entered on the 'Purchase' card of the Asset window) or its Fiscal Value, or to the Starting Value in the latest Revaluation record, if one exists.

Depreciation Method

Each Depreciation Model can use one of four depreciation methods. The method determines how the depreciation is calculated. Check with local legislation as to which method is appropriate for your country of operation.

No Depreciation   No depreciation is calculated.

Straight Line   This method means that the Asset is written down by the same amount each year. It uses the Purchase Value or Fiscal Value as the basis for the calculation, unless the Asset has been revalued. If so, the Starting Value in the latest Revaluation will be the basis for the calculation.

For example, if an Asset cost 100,000 and is to be depreciated by 20% p.a. using the Straight Line method, it will depreciate by 20,000 each year and will be written off after 5 years.

Declining Balance   This method causes the base value of the Asset to decline by the depreciation amount each year.

For example, an Asset which cost 100,000 which is to be depreciated by 20% p.a. using the Declining Balance method will depreciate by 20,000 in the first year and by 16,000 in the second year (20% of 100,000-20,000) and so on. Such an Asset will never be completely written off. In some countries such as Portugal there may be special rules about writing off such an Asset at the end of its useful life. Please refer to your local Hansa representative and your auditor for advice.

If you are calculating depreciation monthly, the base value of the Asset will decline each month. In the above example, depreciation in the first month will be 100,000 x 20% x 1/12 = 1666.66. In the second month, the depreciation will be (100,000 - 1666.66) x 20% x 1/12 = 1638.89, in the third month it will be (100,000 - 1666.66 - 1638.89) x 20% x 1/12 = 1611.57, and so on through the year.

Declining Balance 2

This method is identical to Declining Balance described above if you are calculating depreciation annually.

If you are calculating depreciation monthly, this method is half-way between Straight Line and Declining Balance. It uses the Straight Line method to calculate figures for each month in a calendar year, but the base value is reduced for the next year on a Declining Balance basis. For example, depreciation in the first month of an Asset which cost 100,000 and which is to be depreciated by 20% p.a. using this method will be 100,000 x 20% x 1/12 = 1666.66. In the second month, the depreciation will again be 1666.66, and so on. Every January, the base value will be re-calculated (to 100,000 - (12 x 1666.66) = 80,000 in the example, assuming it was purchased the previous January). Monthly depreciation in the next year will be 80,000 x 20% x 1/12 = 1333.33. The recalculation of the base value always takes place in January, irrespective of when the Asset was purchased, although the result will depend on the purchase date. For example, if the sample Asset was purchased in July, the base value will change to 100,000 - (6 x 1666.66) = 90,000 the following January.

Depending on advice from your auditor or other financial adviser, this may be the preferred Declining Balance method for use in the UK.

Straight Line 2
This method is used in Lithuania and is identical to the Straight Line method described above if you are calculating depreciation for Assets for which there are no Revaluations.

If there is a Revaluation, then depreciation will be calculated using this formula—

(Value on date of Revaluation + Change in Value) * Depreciation %

For example, an Asset was purchased for 2400 on 31/12/2003. Its Residual Value is 1. It will be depreciated by 25% p.a. using this method. To

start with, depreciation is identical to that calculated using the Straight Line method, so the value on 31/12/2005 is 2400 - (600 x 2) = 1200.

The Asset is revalued on 1/1/2006. The Start. Value in the Revaluation is 3000. So, for 2006, depreciation will be (1200 + (3000 - 2400)) x 25% = 450.00, and it will be fully depreciated on 31/12/2009.

If you were using the Straight Line method, annual depreciation after the Revaluation would be 3000 x 25% = 750.00.

Period These options are relevant to Straight Line Depreciation Models only. Declining Balance Models always use the Month option. The option that you choose here will only be used in the Asset History (Portugal) report, the Depreciations Report, the three Portuguese Fiscal reports and the Subsidy Assets report. In all other circumstances, you will choose a period at the moment of calculating depreciation or producing a report.

Month This option will divide the yearly depreciation percentage by 12 to obtain a monthly percentage. For example, an Asset worth 50,000 being depreciated by 5% p.a. will be depreciated by 208.33 per month (50,000 x 0.05 / 12). This figure will always be the same, irrespective of the number of days in the month. The minimum period for the depreciation calculation in reports will be one month, starting from the first day of the month.

Day This option will divide the yearly depreciation percentage by 365 and multiply it by the number of days in the month to obtain a monthly percentage. For example, an Asset worth 50,000 being depreciated by 5% p.a. will be depreciated by 212.33 per 31 day month (50,000 x 0.05 / 365 x 31). This figure will change, depending on the number of days in the month. The number of days is calculated from the depreciation period entered in the specification window of the report or Maintenance function. There is no minimum period for the depreciation calculation.

Year	If you use this option, the minimum period for the depreciation calculation will be one year, starting from the first day of the calendar year.
Round Off	Use these options to determine the rounding method to be used in any depreciation calculations that use this Model.

Inflation Coefficients

Please refer to the section below on page 96 describing the 'Revaluate Asset Acquisition Value' Maintenance function for a description of this setting.

Number Series - Asset Status

Use this setting to define Number Series for records in the Asset Status register. See the next section for details of how to use this setting, with the exception that in this case the N/L field common to all Number Series settings is not used.

Number Series - Disposals

Each record in the Disposal register has its own unique identifying number, based on a sequential series. When you enter a new record to this register, the next number in the series is used. If required, you can have a number of such sequences running concurrently, perhaps representing different years, different departments or different order types.

Use this setting to define these sequences, or Number Series. The different series should not overlap. If you do not define any Number Series, Disposal Numbers will start at 1 and continue consecutively.

When you enter a Disposal record, the next number in the first Number Series entered to this setting will be used as a default; change to the next number in any other Number Series using 'Paste Special'.

For each number sequence, you have a measure of control over whether Nominal Ledger Transactions are generated automatically when you approve Disposals in that sequence. Using 'Paste Special' from the N/L field brings up a selection list containing two options: "GenTrans" and "Do Not GenTrans". Select the first option if Nominal Ledger Transactions are to be generated and the second if they are not. In effect, this feature is an exclusionary one in that you can only choose to not have Nominal Ledger Transactions created for a particular number sequence. If the overall preference (set in the Sub Systems setting in the Nominal Ledger) is to not

have such transactions created, you cannot decide to have them created for a single sequence.

When you double-click 'Number Series - Disposals' in the 'Settings' list, the following window appears—

Enter each new Number Series on the first blank line and, when finished, click the [Save] button in the Button Bar to save the changes. To close the window without saving changes, click the close box.

Number Series - Revaluations

This setting is used to define the number sequences for records in the Revaluation register.

Number Series - Revaluation Factors

This setting is used to define the number sequences for records in the Revaluation Factors setting.

Revaluation Factors, Revaluation Run Lists

Please refer to the section below on page 96 describing the 'Revaluate Asset Acquisition Value' Maintenance function for a description of these settings.

The Asset Register

Enter each Asset as a separate record in the Asset register. This gives a complete list of all the Assets used in the business and will in time contain a complete history of each Asset.

Entering an Asset

You can enter records to the Asset register in two ways—
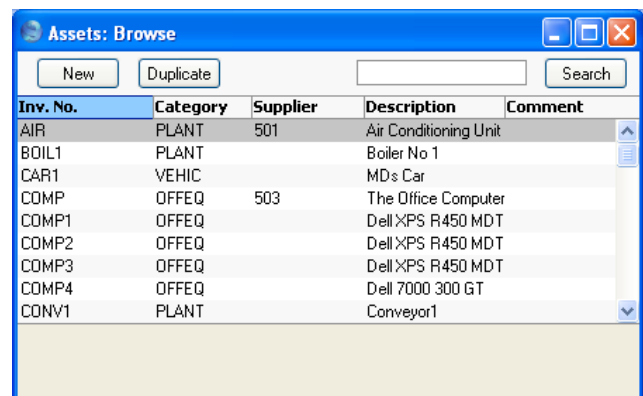
1. Directly to the Asset register in the Assets module; and

2. Using the 'Create Asset' function on the Operations menu of the Purchase Invoice screen. If the Purchase Invoice contains more than one row, a separate Asset record will be created for each row.

    This provides an easy means of creating Assets as soon as they are purchased, ensuring the accuracy of valuations. Note, however, that these Assets will not be given an Asset Category or a Depreciation Model automatically: you must specify these yourself before depreciation can be calculated.

The first of these alternatives is described here: the same screen is used in either case.

In the Assets module, select 'Assets' from the Registers menu, or click the [Assets] button in the Master Control panel.

The 'Assets: Browse' window is opened, showing Assets already entered.

To enter a new Asset, click [New] in the Button Bar or use the Ctrl-N (Windows and Linux) or ⌘-N (Macintosh) keyboard shortcut. Alternatively, select an Asset similar to the one you want to enter and click [Duplicate] on the Button Bar.

The 'Asset: New' window is opened, empty if you clicked [New] or containing a duplicate of the highlighted Asset.

The Asset window has been divided into five cards. At the top of each is the header. This contains the Inventory Number, Inactive check box, Description and Category. There are five named tabs in the header—

By clicking the tabs you can navigate between cards. The record contains the fields described below. Many of these fields are provided to satisfy the accounting requirements of a particular country and will not be used everywhere. If you are in doubt about how to account for Assets in your country, please refer to your local Hansa representative.

Header

Inventory No.   Enter the unique code you want to use to identify the Asset. You can use a maximum of thirty characters.

Description   A name or description of the Asset. In the case of an Asset created from a Purchase Invoice, this will be taken from the Description field of the Purchase Invoice row.

Inactive Check this box to "remove" the Asset from the accounts. Usually, Inactive Assets will not be included in reports and depreciation calculations, although you can choose to include them if you wish. Inactive Assets will also be excluded from 'Paste Special' list of Assets, but will still appear in the 'Assets: Browse' window.

Note that you sell or write an Asset off using the Disposal register, it will not be marked as Inactive automatically, because you might not want to remove the Asset from reports immediately. You should mark it as Inactive yourself when appropriate.

Category **Paste Special** Asset Categories setting, Assets module

You must assign each Asset to an Asset Category. This will contain an Asset Class, which will determine how the depreciation of the Asset will be handled in the Nominal Ledger (i.e. the Accounts used).

If you have specified Objects and Depreciation Models in the Asset Category, these will be brought in to the Asset automatically as defaults.

Purchase Card

Supplier **Paste Special** Suppliers in Customer register

The Supplier from whom the Asset was purchased: enter the Supplier Number or use the 'Paste Special' function. When you press Return, the Supplier's name will be entered into the field to the right. In the case of an Asset created from a Purchase Invoice, this will be taken from the Supplier field of the Purchase Invoice.

Name The Supplier's Name is entered by Hansa after you have entered the Supplier Number.

Pur. Inv. No. The number of the Invoice representing the purchase of the Asset, as recorded in your Purchase Ledger. In the case of an Asset created from a Purchase Invoice, this will be taken from the Purchase Invoice.

Sup. Inv. No. The Supplier's number of the Invoice representing the purchase of the Asset. In the case of an Asset created from a Purchase Invoice, this will be taken from the Sup. Inv. No. field of the Purchase Invoice.

Purch. Date	**Paste Special**	Choose date

The date the Asset was purchased. In the case of an Asset created from a Purchase Invoice, this will be taken from the Purchase Invoice Date.

This date should agree with the Transaction Date used in the Nominal Ledger Transaction representing the purchase of this Asset.

Purch. Value The purchase price of the Asset, excluding VAT. In the case of an Asset created from a Purchase Invoice, this will be taken from the Amount field of the Purchase Invoice row.

Hansa will use the value in this field as the basis for the depreciation calculation when it is calculated using the Depreciation Model 1 specified on the 'Models' card (below). The first Depreciation Model will not calculate depreciation if this field is blank (unless you choose to use the Fiscal Value on the 'Values' card to calculate depreciation). You can specify a separate Purch. Value 2 on the 'Models' card for use with Depreciation Model 2.

If you purchased the Asset before you started using Hansa to calculate depreciation, you should still record the original purchase price here, and you should enter the depreciation from the pre-Hansa period to the Init. Depr field on the 'Models' card. If you are using a Declining Balance Depreciation Model, Hansa will subtract the Initial Depreciation from the Purchase Value and use the result (the net book value) as the basis for the depreciation calculation. If you are using a Straight Line Model, the original purchase price will be used as the basis for the depreciation calculation.

If you need to change the basis for the depreciation calculation, do not make the change here, but use the Revaluation register instead. This will ensure an accurate history is maintained for the Asset and that depreciation continues to be calculated accurately.

If the Quantity on the 'Owner' card is greater than one, this field should contain a figure for the Purchase Value per unit, not the total Purchase Value. Please refer to the description of the Quantity field below on page 41 for details about how its relationship to the Purchase Value

and therefore its role in calculating depreciation changed in Hansa version 4.2.

Prod Date   **Paste Special**   Choose date

If the Asset was one produced by your company, enter its production date here. It is advisable to enter this date in the Purchase Date field above as well, because you can use the Purchase Date as a search criterion in some reports.

VAT   The VAT charged on the purchase price of the Asset. In the case of an Asset created from a Purchase Invoice, this will be calculated using the Amount and VAT Code fields of the Purchase Invoice row.

Serial No.   Enter the Serial Number of the Asset if it has one.

Not Reclaimed   This field can be used in Portugal, where the VAT paid when purchasing an Asset is sometimes not reclaimable (e.g. if the Asset is a car). If the VAT has not been reclaimed for the Asset, enter the amount of VAT here. This figure is for information only, and will be shown in the Asset History (Portugal) report.

Warranty No.   If the Asset is subject to a warranty agreement, record the number of the agreement here.

New/Used   **Paste Special**   Choices of possible entries

Specify here whether the Asset was New or Used when it was purchased. The Portuguese Fiscal Year Depreciation and Fiscal Year Revaluations reports have separate sections for New and Used Assets.

The third choice in the 'Paste Special' list, Repaired, is used for spare parts that are to be treated as Assets. For example, if you fit a new hard disk to a computer (an existing Asset), you should enter the hard disk as a Repaired Asset and you should record the Inventory Number of the computer in the Part Of field on the 'Owner' card. The hard disk will appear on the line above the computer in the Portuguese Fiscal Year Depreciation and Fiscal Year Revaluations reports.

Contract No., Subsidy Value

This field is used together with the Subsidy Value on the 'Values' card in certain countries (e.g. Portugal) when

the Asset was purchased with the help of a subsidy from the European Union. These fields record the number of the EU contract authorising the subsidy, and the value of the subsidy.

The Subsidy Assets report lists Assets with a Subsidy Value, showing the depreciation of the Asset and of the subsidy. In countries such as Portugal, depreciation of a subsidy is treated as income. You should enter a Nominal Ledger Transaction manually to record this income, using the figures shown in the report.

Objects   **Paste Special**   Object register, Nominal Ledger/System module

                      Default taken from   Purchase Invoice, Asset Category

If the Asset belongs to a certain Object in your accounts, and if its depreciation is to be charged against this Object, then enter the Object Code here. You can enter several Objects, separated by commas.

You can also assign Objects to Asset Classes; any Objects that you specify for this Asset will be in addition to those specified for the Asset Class.

In any Nominal Ledger Transactions representing the depreciation of this Asset, any Objects specified here and in the Asset Class (Obj. field) will be assigned both to the credit posting to the Depreciation Account and to the debit posting to the Cost Account.

Comment   Any comment.

Owner Card

Department   **Paste Special**   Departments setting, Assets module

Enter the Department to which the Asset belongs. The Departments setting is described above on page 28.

If you need to change the Department, do not do so here. Use the Asset Status register: this will ensure a dated ownership history is maintained for the Asset (visible using the 'Asset History' Operations menu function and the Asset History report).

Name

The name of the Department is placed here automatically.

Person   **Paste Special**   Person register, System module

If a member of Personnel is responsible for the Asset, you can enter their initials here.

If you need to change the Person, do not do so here. Use the Asset Status register: this will ensure a dated ownership history is maintained for the Asset (visible using the 'Asset History' Operations menu function and the Asset History report).

Part of   **Paste Special**   Asset register, Assets module

If this Asset is part of another Asset, enter the Inventory Number of that Asset here. Again, this field is for information only: it has no effect on how depreciation will be calculated.

Quantity

The number of Assets for this entry: the default is one. If this figure is greater than one, all prices and values entered in the Asset record should be unit figures, not total figures. If this figure is zero, depreciation will not be calculated.

Before Hansa version 4.2, this Quantity did not affect the calculation of depreciation and was for information only. This meant that before version 4.2 the Purchase Value (on the 'Purchase' card) was a total figure, but in 4.2 it became a unit figure. If you have Assets that you entered in Hansa 4.1 or earlier, you should check the Quantity is not zero or blank in any Asset record, otherwise depreciation will not be calculated. If the Quantity in any Asset is greater than one, you should then make sure its Purchase Value is a unit figure (and other figures such as Initial Depreciation, Residual Value and Fiscal Value as well). You can use the 'Update Purchase Value on Asset' Maintenance function to convert Purchase Values to unit figures, but it will not convert the other figures.

Models Card

Use this card to determine how depreciation is to be calculated for this Asset. Specify here the date from which depreciation calculations are to be made and the calculation model(s) to be used. These calculations are made using the 'Create Depreciation Simulations' Maintenance function. The calculations are based on the Purchase Value (on the 'Purchase' card), with an option to use the Fiscal Value on the 'Values' card instead. If you need to change the figure that is the basis for the depreciation calculation at any time, use the Revaluation register.

For example, you have an Asset that was purchased on 1 January 2003 for 50,000. It is to be depreciated by 5% p.a. using a Declining Balance model. You will use Hansa to calculate its depreciation from 1 January 2004, when its Value was 47,500. Enter "1/1/2004" to the Start. Date field, "50,000" to the Purchase Value field on the 'Purchase' card and "2,500" to the Initial Depreciation field. Use the 'Create Depreciation Simulations' Maintenance function to calculate the depreciation for 2004. This function does not update anything in the Asset record: when you run the function again at the end of 2005, it will effectively calculate depreciation for both 2004 and 2005 to arrive at the figure for 2005.

Please refer to the section below on page 81 describing the 'Create Depreciation Simulations' Maintenance function for more details about how depreciation is calculated, together with examples.

Model 1, Model 2 **Paste Special**   Depreciation Models setting,
                      Assets module

                      Default taken from   Asset Category

The Depreciation Model contains the annual percentage by which depreciation is to be calculated, and specifies whether a Straight Line or Declining Balance calculation method is to be used.

Hansa allows two alternative depreciation models for each Asset. All reports and depreciation calculation functions offer you the choice of using either Model. You should define your Models in the Depreciation Models setting, described above on page 29. The first Depreciation Model will calculate depreciation using the Init. Depr. 1 and the Start. Date 1 (both below) and the Purch. Value on the 'Purchase' card or the Fiscal Value on the 'Values' card. The second Depreciation Model will calculate depreciation using the Init. Depr. 2 and the Start. Date 2 (both below) and the Purch. Value 2 (below) or the Fiscal Value on the 'Values' card. If there is no Purch. Value 2, the second Model will use the Purch. Value on the 'Purchase' card.

If you need to change either Depreciation Model, do not do so here. Use the Revaluation register: this will ensure an accurate history is maintained for the Asset and that depreciation continues to be calculated accurately.

Init. Depr. 1, Init. Depr. 2

If some of the value of the Asset is to be depreciated immediately, enter that portion here.

One common reason for using this field will be for an Asset purchased before the Start Date (below), in which case the depreciation prior to that date should be recorded here.

For example, an Asset was purchased for 1000.00. Enter 1000.00 as the Purchase Value on the 'Purchase' card. It was depreciated by 200.00 before the Start Date, so enter 200.00 in the Init. Depr. field. This 200.00 depreciation is not posted to the Nominal Ledger, as it is assumed this was done in your previous system. When you calculate depreciation using a Declining Balance Model, the basis for the depreciation calculation is taken to be 1000.00 -

200.00 = 800.00. If the Depreciation Model is Straight Line, the basis for the depreciation calculation is the original Purchase Value, but the Initial Depreciation is taken into account when calculating the net book value of the Asset at the end of the depreciation period.

If the Quantity on the 'Owner' card is greater than one, this field should contain a figure for the Initial Depreciation per unit, not the total Initial Depreciation.

Start. Date 1, Start. Date 2

Paste Special   Choose date

Enter the date on which the depreciation calculation is to start. Depreciation will not be calculated if the Start Date for the selected Depreciation Model is blank.

When new Assets are purchased, this date is normally the first day of the month in which the Asset was acquired. This is the default, calculated from the Purchase Date on the 'Purchase' card when you enter the Depreciation Model. Check however with the local legislation: in some countries, the date used is the first day of the financial year.

For existing Assets, enter the date when you start using the Assets module to carry out depreciation calculations.

If the date that you enter is not the first day of a month, it will usually be treated as such. If the Asset uses a Declining Balance Depreciation Model, the shortest period for which depreciation can be calculated is one month, and this period must start on the first day of a month. The day is only relevant if a Straight Line Depreciation Model is used and if depreciation is to be calculated per day.

In some countries, it is necessary to create a Nominal Ledger Transaction when an Asset is put into use (i.e. before depreciation calculations can begin). You can do this using the 'Create Put in use Transaction' Operations menu function, and the 'Create Put in use Transactions' Maintenance function. These functions will only create Transactions for Assets whose Start Date 1 is blank. They will also copy the date of the Transaction to both Start Date fields, so depreciation can then be calculated.

Min Model, Max Model

        Paste Special   Depreciation Models setting, Assets module

        Default taken from   Asset Category

These fields are used in Portugal. Please refer to the description of the Minimum and Maximum Model fields in the Asset Categories setting above on page 23 for details.

Used from   **Paste Special**   Choose date

Enter the date when your company started using the Asset, if this is different to the Start Date above. This date has no effect on the calculation of depreciation, but it will be shown in the Asset History (Portugal) report.

The Start Date 1 is copied to this field as the default when you enter the Depreciation Model.

End Date   **Paste Special**   Choose date

Enter the date when your company stopped using the Asset. This is for information only: this date will appear in the Asset History (Portugal) report.

Depreciation will still be calculated for an Asset with an End Date. If you want to stop the calculation of depreciation, you should first write the Asset off or sell it using a Disposal record and then mark it as Inactive.

Purch. Value 2   The purchase price of the Asset, excluding VAT, to be used by the Depreciation Model 2 as the basis for calculating depreciation. If you leave this field empty, it will use the Purch. Value on the 'Purchase' card instead. The second Depreciation Model will not calculate depreciation if this field and the Purchase Value are both blank (unless you choose to use the Fiscal Value on the 'Values' card to calculate depreciation).

If the Quantity on the 'Owner' card is greater than one, this field should contain a figure for the Purchase Value per unit, not the total Purchase Value.

Values Card

Residual Value   If some of the value of the Asset is not to be depreciated, enter that portion here.

For example, an Asset was purchased for 1000.00. Enter 1000.00 as the Purchase Value on the 'Purchase' card. The Residual Value is 200.00, so enter 200.00 here. When depreciation is calculated, the basis for the depreciation calculation is taken to be 1000.00 - 200.00 = 800.00. This applies whether the Depreciation Model is Straight Line or Declining Balance. The Residual Value is not taken into account when calculating the net book value of the Asset at the end of the depreciation period (i.e. the net book value at the end of the first year will be 1000 minus the depreciation).

If the Quantity on the 'Owner' card is greater than one, this field should contain a figure for the Residual Value per unit, not the total Residual Value.

Insurance Value   Enter the insurance value of the Asset. In the case of an Asset created from a Purchase Invoice, this will be taken from the Amount field of the Purchase Invoice row. This figure is used by the Insurance Value report.

Min. Value   This field is used in Portugal, where there is sometimes a statutory maximum price that can be paid for an Asset. For example, the statutory maximum price for a car might be 29930. If you purchase a car for 39900, enter 39900 as the Purchase Value and 29930 as the Minimum Value. The car will be depreciated as normal, using 39900 as the basis for the calculation. The extra price over and above the statutory maximum (39900 - 29930 = 9970 in the example) is also depreciated using the standard depreciation rate: this depreciation figure is shown in the Fiscal Year Depreciation report as a non-fiscal cost (column 15).

Subsidy Value   Please refer to the description of the Contract No. field on the 'Purchase' card above on page 39 for details of this field.

Land Value   If the Asset is a building, its value will usually be made up of two components: the building itself and the land. It is recommended that you enter two records for such an Asset: one for each component. Usually, the land component should not be depreciated, so it should be given a "No Depreciation" Depreciation Model.

                        If the land is being depreciated or it is not possible to enter two separate records, you can enter the value of the land component. This will be for information only: it will be shown in the Asset History (Portugal) report, but it will not affect the calculation of depreciation.

Investment Value   In some countries such as Portugal, if an Asset is sold for a profit and that profit is invested in another Asset, the payment of tax can be delayed.

                        If that situation applies to this Asset, enter the amount reinvested here. This Investment Value is then depreciated using the standard depreciation rate: this depreciation figure is shown in the Fiscal Year Depreciation report as a non-fiscal cost (column 15).

Fiscal Value   If the Asset is a building, its fiscal value (rateable value) can be recorded here. In most cases, this will be for information only: it will be shown in the Asset History (Portugal) report. You can choose to base the calculation of depreciation of each Asset on its Fiscal Value instead of on its Purchase Value.

                        If the Quantity on the 'Owner' card is greater than one, this field should contain a figure for the Fiscal Value per unit, not the total Fiscal Value.

Investment Date   **Paste Special**   Choose date

                        If there is an Investment Value (above), enter the date of investment here. This is recorded for information only.

Printing Asset Details and History

There are two ways to print a document containing the details of an Asset.

1. While entering or inspecting an Asset, click the Printer icon in the Button Bar or select 'Print' from the File menu. If you want to print to screen, click the Preview icon.

2. Click the [Documents] button in the Master Control panel or select 'Documents' from the File menu. Double-click 'Asset put in use' in the 'Documents' list window. Enter the Asset Number (or a range of numbers) to be printed and press [Run].

Whichever method is used, the Form used is determined as follows—

1. Using the Form register in the System module, design the quotation form and name it "PUTINUSE". Use the 'Properties' function on the Operations menu to assign a Document Type of "F/A Put in use". A sample "PUTINUSE" is supplied with Hansa: this can be modified to suit your requirements. Full instructions for using the Form register can be found in the 'System Module' manual.

2. Select the Assets module using the Modules menu.

3. Click the [Documents] button in the Master Control panel or select 'Documents' from the File menu. The 'Documents' list window is opened: highlight 'Asset put in use'.

4. Select 'Define Document' from the Operations menu.

5. In the subsequent window, enter "PUTINUSE" in the Form field of the first line (you can use 'Paste Special' to ensure the spelling is correct).

6. Click [Save] to save the Asset Form definition. From now on, the form that you have designed will be used, from the 'Documents' function and from the Printer icon.

For details about some of the fields you can include in your Asset document, please refer to the description of the Asset Transaction register on page 78. This register allows you to include the full depreciation history of an Asset in an Asset document.

Operations Menu

When an Asset is open in a record window, the Operations menu is available. The menu has two commands.
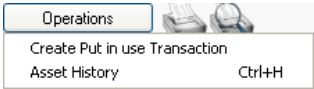
Create Put in use Transaction

In some countries, it is necessary to create a Nominal Ledger Transaction when an Asset is put into use. You can do this for an individual Asset using this function, and for Assets in batches using the 'Create Put in use Transactions' Maintenance function. Please refer to the 'Maintenance' section below on page 93 for full details.

Asset History

This produces a report showing the history of the current Asset, as recorded in the Asset Status register. Please refer to the descriptions of the Asset Status register and of the Asset History report below on pages 67 and 118 respectively for full details.

The Disposal Register

Use the Disposal register when you need to write off or sell an Asset. If so determined in the Sub Systems setting in the Nominal Ledger, Disposal records, when approved, will create Nominal Ledger Transactions with full control over Accounts, Objects etc.

Entering a Disposal record

To open the Disposal register, first ensure you are in the Assets module and then select 'Disposals' from the Registers menu or click the [Disposals] button in the Master Control panel. The 'Disposals: Browse' window is opened, showing Disposal records already entered.

Disposal records are normally shown in transaction number order. The OK column contains a check mark for the Disposal records that have been approved.

From the 'Disposals: Browse' window, click the [New] button in the Button Bar to open a new Disposal record. Alternatively, if one already exists that is similar to the one you are about to enter, find it in the list, highlight it and click [Duplicate].

The 'Disposal: New' window is opened, empty if you clicked [New] or containing a duplicate of the highlighted Disposal record. In the case of the duplicate, the Date of the new Disposal record will be the current date, not the date of the original record.

No.   **Paste Special**   Select from another Number Series

The number of the Disposal record: Hansa will enter the next unused number from the first number sequence entered in the Number Series - Disposals setting. You may change this number, but not to one that has already been used.

Trans Date   **Paste Special**   Choose date

The Transaction date: Hansa enters the current date as a default.

Time   **Paste Special**   Current Time

The time of the Disposal, recorded for information only.

Type   Choose whether the Assets entered in the grid of the Disposal record have been sold or written off. The options cause different Nominal Ledger Transactions to be created when you approve the record: these Transactions are described in the section entitled

'Nominal Ledger Transactions from Disposal records', below on page 54.

Reference   An optional reference field. Any text that you enter here will be copied to the Reference field of the Nominal Ledger Transaction that results from this Disposal record, so it will be shown in the 'Transactions: Browse' window.

A/C   **Paste Special**   Account register, Nominal Ledger/System module

Specify here the Account that is to be used for the gain or loss on disposal. It will be debited with the Purchase Value of the Asset(s) listed in the grid below, credited with the total depreciation of those Assets and, if the Type (above) is "Sale", it will also be credited with the Sales Price(s) entered in the grid.

You can specify an Account in any of the Disposal rows, overriding that entered here.

Use the grid area to list the Assets that are to be sold or written off.

Inventory No.   **Paste Special**   Asset register, Assets module

Enter the Inventory Number of the Asset that is to be sold or written off.

Once the Disposal record has been approved, the Asset will usually not be included in reports and depreciation calculations, although you can explicitly choose to include it if you wish.

Qty   The quantity that you need to sell or write off. The default figure is taken from the Quantity field on the 'Owner' card of the Asset. You can change it if necessary.

Description   Hansa enters the Asset Name in this field: you can change it if necessary.

A/C   **Paste Special**   Account register, Nominal Ledger/System module

You can enter an individual Account number for each row, to override that entered for the Disposal overall.

Objects	**Paste Special**	Object register, Nominal Ledger/System module
	Default taken from	Asset

Any Objects that you have specified in the Asset record will be copied here as a default. You can add further Objects here, separated by commas. In the Nominal Ledger Transaction generated from this Disposal record, any Objects specified here will be assigned to all debit and credit postings resulting from this row (except the debit posting to the Capital Investment Account). Objects specified in the Asset Class to which the Asset belongs will not be shown here, but will appear in the Nominal Ledger Transaction.

Sales Price   If the Type of the Disposal is "Sale", enter the price for which the Asset was sold here. The default figure is the Starting Value from the latest Revaluation or, if there aren't any, the Purchase Value from the Asset.

In the Nominal Ledger Transaction generated from this Disposal record, this figure will be debited to the Capital Investment Account specified in the Account Usage Assets setting and credited to the Account specified in the Disposal record.

If the Type of the Disposal is "Write-off", any figure entered here will not be used in the resulting Nominal Ledger Transaction.

If the Quantity is greater than one, this should be a total figure, not a figure per unit.

Depr.   The total depreciation of the Asset from its Start Date to the end of the month containing the Transaction Date of the Disposal, calculated using Depreciation Model 1. This figure is brought in automatically when the Disposal record is saved for the first time, and it will be updated each time you save if you change the date of the Disposal or the Quantity being sold or written off. When the Nominal Ledger Transaction is created, this figure will be debited to the Depreciation Account in the Asset Class and credited to the Account specified in the Disposal record.

If the Quantity is greater than one, this will be a total figure, not a figure per unit.

Footer

OK   Check this box to approve the Disposal record. After
              saving, you will no longer be able to change it.

              If you have so determined in the Sub Systems setting in
              the Nominal Ledger, a Nominal Ledger Transaction will
              be created in the Transaction register. The nature of this
              Transaction is described in the section entitled 'Nominal
              Ledger Transactions from Disposal records', below on
              page 54.

              When you approve and save a Disposal record, the
              Assets that it contains will not be marked as Inactive
              automatically, because you might not want to remove
              those Assets from reports immediately. You should mark
              them as Inactive yourself in the Asset register when
              appropriate.

              You can use the Access Groups setting in the System
              module to restrict the use of the OK check box in
              Disposals to certain members of staff. Grant or restrict
              access to the "OKing Asset Writeoffs" Action as
              necessary.

              References in this manual to approved Disposal records
              are to those whose OK check box is on.

Comment   Record any comment about the Disposal record here,
              such as the reason for its entry. This comment is shown
              in the 'Disposals: Browse' window and is copied to the
              Text field of the Nominal Ledger Transaction that results
              from this Disposal record. It will therefore be shown in
              the 'Transactions: Browse' window as well.

Nominal Ledger Transactions from Disposal records

An example Nominal Ledger Transaction created from a Disposal record
(that shown in the previous illustration) is shown below. Nominal Ledger
Transactions will be generated automatically when you approve and save
Disposal records if you have so determined in the Sub Systems setting in the
Nominal Ledger. These Transactions will differ, depending on whether the
Type of the Disposal is "Sale" or "Write-off".

Objects will be taken from the Disposal record (which themselves are taken
from the Asset) and from the Asset Class. The Obj. in the Asset Class will be
assigned to all postings (except that to the Capital Investment Account),

while the Asset 1 Obj will be assigned to the credit posting to the Asset Account and the Depr 1. Obj. will be assigned to the debit posting to the Depreciation Account.

Once the Transaction has been generated, you can look at it straight away using the 'Open NL Transaction' function on the Operations menu.

Write-off

If the Type is "Write-off", the Transaction will be constructed as follows—

• The Starting Value from the latest Revaluation record or, if there aren't any, the original Purchase Price of the Asset, is debited to the Account specified in the Disposal record and credited to the Asset Account specified in the Asset Class.

• The total depreciation of the Asset over its lifetime is debited to the Depreciation Account specified in the Asset Class and credited to the Account specified in the Disposal record.

Sale

If the Type is "Sale", the Transaction is similar to that described above, but has two extra postings—

- The Sales Price is debited to the Capital Investment Account specified in the Account Usage Assets setting and credited to the Account specified in the Disposal record.

Operations Menu

The Operations menu for the 'Disposal: New' and 'Disposal: Inspect' windows is shown above. There is no Operations menu for the 'Disposals: Browse' window.

Open NL Transaction

Once you have approved and saved a Disposal record, a Nominal Ledger Transaction will be created if you have so defined in the Sub Systems setting in the Nominal Ledger. This function allows you to view that Transaction.

When you select the function, the Transaction will be opened in a new window.

The Revaluation Register

You should use this register when you want to change the Depreciation Model and/or the figure used as the basis of the depreciation calculation in an Asset. The original record in the Asset register will not be updated, so historical calculations of depreciation for reporting purposes will not be affected.

Entering a Revaluation record

You can enter records to the Revaluation register in two ways—

1.   Directly to the Revaluation register in the Assets module; and

2.   Using the 'Revaluate Asset Acquisition Value' Maintenance function.

     This method uses the Revaluation Factors and Revaluation Run Lists settings. You can use it when you need to create Revaluation records for several Assets at once, and it should also be used in countries where Assets are revalued periodically on state authorisation (usually because of inflation).

The first of these alternatives is described here: the same screen is used in each case. Please refer to the 'Maintenance' section below on page 96 for full details about the second alternative.

To open the Revaluation register, ensure you are in the Assets module and select 'Revaluations' from the Registers menu or click the [Revaluations] button in the Master Control panel.

The 'Revaluations: Browse' window is opened, showing Revaluation records already entered.

To enter a new record, click [New] in the Button Bar or use the Ctrl-N (Windows and Linux) or ⌘-N (Macintosh) keyboard shortcut. Alternatively, select a record similar to the one you want to enter and click [Duplicate] on the Button Bar.

The 'Revaluation: New' window is opened, empty if you clicked [New] or containing a duplicate of the highlighted Revaluation record. In the case of the duplicate, the Transaction Date of the new record will be the current date, not the date of the original one.

Ser No.   **Paste Special**   Select from another Number Series

The number of the Revaluation record: Hansa will enter the next unused number from the first number sequence entered in the Number Series - Revaluations setting. You may change this number, but not to one that has already been used.

Trans. Date   **Paste Special**   Choose date

In countries where a Nominal Ledger Transaction will be created from the Revaluation, specify the date of that transaction here.

In most cases, this Date should be the same as the Starting Dates below, otherwise there is a risk that the Revaluation record will not be found by the depreciation calculation.

Inventory No.   **Paste Special**   Asset register, Assets module

Specify the Asset that is to be affected by this Revaluation record.

Legal Code   This field is only used in Revaluation records created by the 'Revaluate Asset Acquisition Value' Maintenance function. It will contain the Legal Code specified in the Revaluation Factor used by that function to create the Revaluation record.

The Legal Code is used in some countries such as Russia and Portugal, where Assets can be revalued due to inflation. It is the serial number of the official authorisation of the revaluation. Revaluation records that have a Legal Code are usually referred to as "Official Revaluations" in Hansa.

This field cannot be modified.

Description   If you entered the Revaluation directly to the Revaluation register, the name of the Asset will appear here once you have specified the Inventory Number. Otherwise, if the record was created by the 'Revaluate Asset Acquisition Value' Maintenance function, this fact will be recorded here instead.

Starting Date 1, Start Date 2

Paste Special   Choose date

Enter the date on which the depreciation calculation using the revised specification in this Revaluation record is to start. A separate Starting Date can be specified for each Depreciation Model.

For example, an Asset was purchased on 1/1/2004. Two Revaluation records were entered, with Starting Dates of 1/1/2005 and 1/7/2005. Depreciation will be calculated for 2004 using the specification in the Asset record, for the first six months of 2005 using the first Revaluation record, and for the second half of 2005 and thereafter using the second Revaluation record.

It is recommended that the Starting Date should be close to the Transaction Date. When depreciation is calculated for a particular period, Hansa searches for Revaluation records whose Transaction Dates fall in that period and applies them from the Starting Date on. So, a Revaluation record will have no effect if its Starting Date falls within the period but its Transaction Date does not. A Revaluation record will also have no effect if its Starting Date is blank.

Please refer to the description above on page 44 of the Start. Date 1 and 2 fields on the 'Models' card of the Asset record for a discussion about whether these dates should be the first of a month.

Model 1, Model 2 **Paste Special** Depreciation Models setting, Assets module

Specify here the Depreciation Models that are to be used from the Starting Date onwards.

If you don't want to change the Depreciation Models, you can leave these fields blank. This will mean the depreciation calculation will continue to use the Models in the previous Revaluation or, if there are no previous Revaluations, the Models in the Asset record

If you are using a Straight Line Depreciation Model, you should think about whether you need to change the Model when you revalue an Asset. For example, an Asset has a Purchase Value of 50000 and is being depreciated using a 5% Straight Line Depreciation Model. This means the Asset will be depreciated over a period of 20 years, at a rate of 2500.00 per year. If the Asset is revalued to 55000 when it is five years old (i.e. when its remaining life is 15 years) with no change of Depreciation Model, then it will be depreciated over another 20 year period at a rate of 2750.00 per year. If you want the life of the Asset to remain 15 years after the Revaluation, you should change the Model to 6.66% Straight Line. To calculate the new percentage, use the formula—

$$\text{percentage} = \frac{1}{\text{remaining life}} \times 100$$

If you don't want to change the Model, you might consider calculating depreciation using the Start from Last Revaluated Value option. This option assumes that the original value of the Asset was 55000, and that it has already been depreciated for five years at a rate of 2750.00 per year. The remaining life of the Asset will be unchanged at 15 years. By treating the value in the latest Revaluation as the original Purchase Value of an Asset, this option effectively recalculates the depreciation from previous years retrospectively. Depending on advice from your auditor, you may need to record the change in depreciation in the Nominal Ledger.

Start Val 1, Start Val 2

Enter the depreciation base, i.e. the Asset Value to be used as the basis for the calculation of depreciation. You should determine this Value as follows—

If you are using a No Depreciation method, the value is the current book value.

If you are using a Straight Line depreciation method, the value should be the original Purchase Value unless the purpose of the Revaluation record is specifically to change the depreciation base (perhaps because of inflation).

If you are using a Declining Balance method, you should enter the current book value after accumulated depreciation, again unless the purpose of the Revaluation record is specifically to change the depreciation base. You can obtain the current book value by producing a Depreciations Report for the Asset for the period up to the Start Date of the Revaluation record. Then Hansa will continue using the declining balance method correctly.

If you do not enter a figure here, depreciation will continue to be calculated using the Starting Value in the previous Revaluation or, if there are no previous Revaluations, the Purchase Value in the Asset record. If you want the Revaluation to stop the calculation of depreciation, enter a zero value here (or check the Stop Depreciation box below).

Starting Value 1 is used by the Depreciation Model specified in the Model 1 field, and Starting Value 2 by that in the Model 2 field.

If the Quantity on the 'Owner' card of the Asset record is greater than one, this field should contain a figure for the Starting Value per unit, not the total Starting Value.

New Res. Value The new Residual Value of the Asset. If you leave this field blank, the Residual Value from the previous Revaluation record for the Asset or, if there are no previous Revaluation records, the Residual Value from the 'Values' card of the Asset record will be used.

> If the Quantity on the 'Owner' card of the Asset record is greater than one, this field should contain a figure for the Residual Value per unit, not the total Residual Value.

Rev. Factor   **Paste Special**   Revaluation Factors setting,
                                          Assets module

> In the case of a Revaluation created by the 'Revaluate Asset Acquisition Value' Maintenance function, the Code of the Revaluation Factor that caused the record to be created will appear here. This field cannot be modified and is for information only.

Cat.   In the case of Revaluations created by the 'Revaluate Asset Acquisition Value' Maintenance function, the Asset Category to which the Asset belongs will appear here. This field cannot be modified and is for information only.

Stop Depreciation Check this box if you would like to stop calculating depreciation of the Asset from the Starting Date of the Revaluation.

> This check box only takes effect in the latest Revaluation of a particular Asset. For example, an Asset is revalued in January and again in July, and the Stop Depreciation box is checked in both Revaluations. The July Revaluation will cause the Stop Revaluation box in the January Revaluation to be ignored and depreciation will be calculated to the end of June. If the Stop Depreciation box is not checked in the July Revaluation, there will be no interruption in calculating depreciation. If you still need the January Revaluation to stop the calculation of depreciation, set the Starting Value in that Revaluation to zero. In this case, if the Stop Depreciation box in the July Revaluation is not checked, the depreciation calculation will stop in January and resume in July.

Comment   Any comment about the Revaluation record can be entered here.

Operations Menu

When a Revaluation record is open in a record window, the Operations menu is available. The menu has one command.

Create NL Simulation

In some countries, it is necessary to record the change in value of an Asset in the Nominal Ledger. This function will create a Nominal Ledger Simulation for this purpose. Once you have checked and finalised this Simulation, you can convert it into a Transaction using the 'Transactions' function on the Operations menu of the 'Simulations: Browse' window.

You can only create one Simulation from a Revaluation. If a Simulation is not created, the probable causes are—

1. You have already created a Simulation from the Revaluation.

2. The Asset does not belong to an Asset Category, the Category does not belong to an Asset Class or the Asset Class has no Asset 1 Account.

3. You have not specified a Capital Investment Account in the Account Usage Assets setting.

4. There is no valid record in the Number Series - Simulations setting (in the Nominal Ledger). This problem will usually occur at the beginning of a new year.

5. The operation of this function depends on the VAT Law in the Company Info setting in the System module. If the VAT Law is "Default" or "Russian", the function will create Simulations as described below. If the VAT Law is anything else, the function will have no effect.

A sample Simulation created by this function when the VAT Law is "Russian" is shown below. The increase in value of the Asset represented by the Revaluation (compared to the Starting Value 1 in the most recent previous Revaluation or to the Purchase Value of the Asset if there is no previous Revaluation) is debited to the Asset Account specified in the Asset Class and credited to the Capital Investment Account specified in the Account Usage Assets setting. If the Asset has decreased in value, the postings are reversed. The Objects come from the Asset Class (Obj. field) and the Asset itself. The Date is the Transaction Date from the Revaluation. The Inventory Number of the Asset is added to the name of the Asset Account in the Description field in the appropriate row.

	A/C	Trans Date	Objects	Description	Debit	Credit	V-Cd
1	605		VEHIC	FA - Cost of Motor Vehicles CAR1	5000.00		
2	758			Capital Investment a/c		5000.00	
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							

No.: 11 Trans.Date: 1/1/2005 Reference:
Text: Investment

Difference: 0.00 Total: 5000.00 5000.00

If the VAT Law is "Default", the Simulation is as follows—

	A/C	Trans Date	Objects	Description	Debit	Credit	V-Cd
1	655		VEHIC	FA - Depn of Motor Vehicles CAR1		10000.00	
2	605		VEHIC	FA - Cost of Motor Vehicles CAR1	15000.00		
3	758			Capital Investment a/c		5000.00	

No.: 17   Trans.Date: 1/1/2005   Reference:

Text: Investment

Difference: 0.00   Total: 15000.00   15000.00

In this Simulation, the previous depreciation of the Asset is credited to the Depreciation Account specified in the Asset Class, and the increase in value represented by the Revaluation (compared to the Purchase Value of the Asset) is credited to the Capital Investment Account specified in the Account Usage Assets setting. The increase in value represented by the Revaluation (compared to the net book value of the Asset at the time of the Revaluation) is debited to the Asset Account specified in the Asset Class. The Objects come from the Asset Class (Obj. field) and the Asset itself. The Date is the Transaction Date from the Revaluation. The Inventory Number of the Asset is added to the names of the Asset and Depreciation Accounts in the Descriptions field in the appropriate rows.

The Asset Status Register

You should use this register when you want to move an Asset to a different Department and when you want to change the Person responsible for an Asset. The original record in the Asset register will not be updated, so the entering of dated records in the Asset Status register means that a history of each Asset can be built up. You can see this history using the Asset History report and the 'Asset History' function on the Operations menu of the Asset screen.

You can also use this register when you need to carry out a stocktake of your Assets. It is recommended that you use the following procedure—

1. You should print a stock list of your Assets using the Stocktaking List, Assets report. This is effectively a print-out of the Asset Status record(s) containing the results of the previous stocktake and contains spaces where the actual stock figures can be written in. Assets that have never been included in a stocktake (i.e. in an Asset Status record of Type "Inventory") will also be listed in the report.

2. Once you have carried out the stocktake, you should enter the results to a new record in the Asset Status register whose Type is "Inventory". In many cases, you can accomplish this most easily by copying the record representing the previous stocktake.

3. Once you have approved the new Asset Status record, you can enter any discrepancies either to the Disposal or, more likely, to the Asset Status register, depending on the reason for the discrepancy. For example, if you found a particular Asset in a different Department to that in which it is recorded as being stored, you can move it using an Asset Status record whose Type is "Movement".

Entering an Asset Status record

To open the Asset Status register, ensure you are in the Assets module and select 'Asset Status' from the Registers menu or click the [Asset Status] button in the Master Control panel The 'Asset Status: Browse' window is opened, showing Asset Status records already entered. These are normally listed in transaction number order. The OK column contains a check mark for the records that have been approved.

To enter a new Asset Status record, click the [New] button in the Button Bar. Alternatively, if one already exists that is similar to the one you are about to enter, find it in the list, highlight it and click [Duplicate].

The 'Asset Status: New' window is opened, empty if you clicked [Duplicate] or containing a duplicate of the highlighted Asset Status record. In the case of the duplicate, the Date of the new Asset Status record will be the current date, not the Date from the original record.

	Ser No.	**Paste Special**	Select from another Number Series

The number of the Asset Status record: Hansa will enter the next unused number from the first number sequence entered in the Number Series - Asset Status setting. You may change this number, but not to one that has already been used.

	Date	**Paste Special**	Choose date

The Date that the change of status is to take effect or of the stocktake: Hansa enters the current date as a default.

Department, Movement

> **Paste Special** Departments setting, Assets module
>
> If you want to move an Asset from one Department to another, enter the new Department here and choose the Movement option to the right. The Asset History of the Asset will be updated when you approve and save the Asset Status record.
>
> If you choose the Movement option and leave the Department field blank, you will not be able to save the Asset Status record. This removes the risk of moving Assets out of their original Department, but not in to a new one.

Person, Responsible

> **Paste Special** Person register, System module
>
> If you want to change the Person responsible for an Asset, enter the initials of the new Person here and choose the Responsible option to the right. The Asset History of the Asset will be updated when you approve and save the Asset Status record.
>
> If you choose the Responsible option and leave the Person field blank, you will not be able to save the Asset Status record. This removes the risk of moving Assets out of the care of their original Person, but not in to that of a new one.
>
> Note that you cannot choose both the Movement and the Responsible options at the same time. Therefore, you will need to enter two Asset Status records if you want to change both the Department and the Person of an Asset.

Inventory   Whenever you carry out a stocktake of your Assets, you should enter its results in a new record in the Asset Status register, in which this Inventory option is selected. It will probably be easy to copy the record representing the previous stocktake and then to check the quantities are correct. You can do this on screen or on paper having printed the Asset Status document. Assets that have been sold or written off since the last stocktake should be left out of the new record. This new record will provide the contents of the Stocktaking List, Assets

report the next time you print it, and therefore of the next stocktake.

If the stocktake shows that an Asset has moved Department, or that the Person responsible for it has changed, you should include that Asset in the new Asset Status record recording the results of the stocktake (i.e. with the "Inventory" option selected) and in a separate Asset Status record with the "Movement" or "Responsible" option (as appropriate) chosen. The Department and Person fields have no power if the "Inventory" option is selected.

Use the grid area to record the Assets that are to be affected by the change represented by the Asset Status record. For example, if the Movement option has been selected and a New Department specified, all Assets listed in the grid area will be moved to that New Department. If the Type of the Asset Status is "Inventory", use the grid area to record the results of the stocktake (i.e. it should be a list of all your current Assets).

Inventory No.   **Paste Special**   Asset register, Assets module

Enter the Inventory Number of the Asset whose Department or Person is to be changed

Qty   If the Type of the Asset Status record is "Inventory", enter the Quantity of the Asset as recorded in the stocktake.

Description   The Asset Name is entered here automatically after you have entered the Inventory Number.

Comment   Record any comment about the inclusion of the Asset in the Asset Status record here, such as the reason for the change. If you want to record a comment about the Asset Status record as a whole, use the Comment field in the footer below.

Status   **Paste Special**   Choices of possible entries

Record here whether the Status of the Asset has changed to "Found" (the default), "Missing", "On loan", "Borrowed", "Laid off" or "On Repair". This will be most useful when the Type of the Asset Status record is "Inventory" as, in that case, the information will be shown in the Stocktaking List, Assets report.

Person	**Paste Special**	Person register, System module

If the reason for entering the Asset Status record is that the Asset has been lent to a member of staff, record that Person here, and the change the Status (immediately above) to "On Loan".

Footer

OK Check this box to approve the Asset Status record. After approval, it may not be changed.

The changes you have entered will take effect and will be shown in the Asset History report.

References in this manual to approved Asset Status records are to those whose OK check box is on.

Comment Record any comment about the Asset Status record here, such as the reason for its entry. This comment is shown in the 'Asset Status: Browse' window.

Examples

Changing Department and Person

In this example, an Asset is moved from one Department to another. When the Asset was purchased, it was registered in the "GEN" Department—

When the Asset is moved to the "SALES" Department, this is done using an Asset Status record. The new Department is specified, and the Type is set to "Movement". There is no need to specify the old Department—

Once this Asset Status is approved and saved, the change will be shown in the Asset History report—

If the Person responsible for the Asset changes at the same time, this must be registered in a second Asset Status record. This time the Type is

"Responsible", and the new Person is specified in the Person field. Again, there is no need to specify the old Person—

Once again, the change is shown in the Asset History report—

Stocktaking

You can use the Stocktaking List, Assets report as the basis for a stock count of your Assets. When the report is produced for the first time, it will look something like this—

This is a report that you can use as a basis for the stocktaking of Assets. It provides one row per Item, showing the number recorded as being in stock and a space where the actual number can be written in. This information is taken from the Asset register and from records in the Asset Status register whose Type is "Inventory".

The report contains a "Status" column. In the case of Assets that have never been included in an Asset Status record whose Type is "Inventory", this will show "Not Recorded". At the moment in the example, this is case for most Assets because there are no Asset Status records. The two Assets shown as "Disposed" have already been written off or sold through the Disposal register. There is an option to exclude disposed Assets from the report altogether.

When the stock count is carried out, record the results in an Asset Status record of Type "Inventory"—

	Inventory No.	Qty	Description	Comment	Status	Person
1	AIR	1	Air Conditionir ▶		Found	
2	BOIL1	1	Boiler No 1		Found	
3	CAR1	1	MDs Car		Found	
4	COMP	1	The Office Cc ▶		Found	
5	COMP3	1	Dell XPS R45 ▶		On Repair	
6	COMP4	1	Dell 7000 300 ▶		Found	
7	COMP5	1	Dell XPS R45 ▶		Found	
8	COMP6	1	Dell XPS R45 ▶		Found	
9	COMP7	1	Dell XPS R45 ▶		Found	
10	CONV1	1	Conveyor1		Found	
11	FACT	1	Factory Buildi ▶		Found	
12	FACT2	1	Factory Buildi ▶		Found	
13	FIX	1	Fixtures & Fitti ▶		Found	
14	PLOT_NO_1	1	Plot No 123 a ▶		Found	
15	SCAR1	1	1st Salesman ▶		Found	
16	SCAR2	1	2nd Salesmar ▶		Found	
17	YARD	1	The External ▶		Found	
18						

Ser No.: 5
Date: 21/4/2005
Department:
Person:
Part of:

Type
○ Movement
○ Responsible
● Inventory

☑ OK   Comment:

When the time comes to carry out a second stock count, print the Stocktaking List, Assets report again. Enter the date of the last stocktake in the specification window—
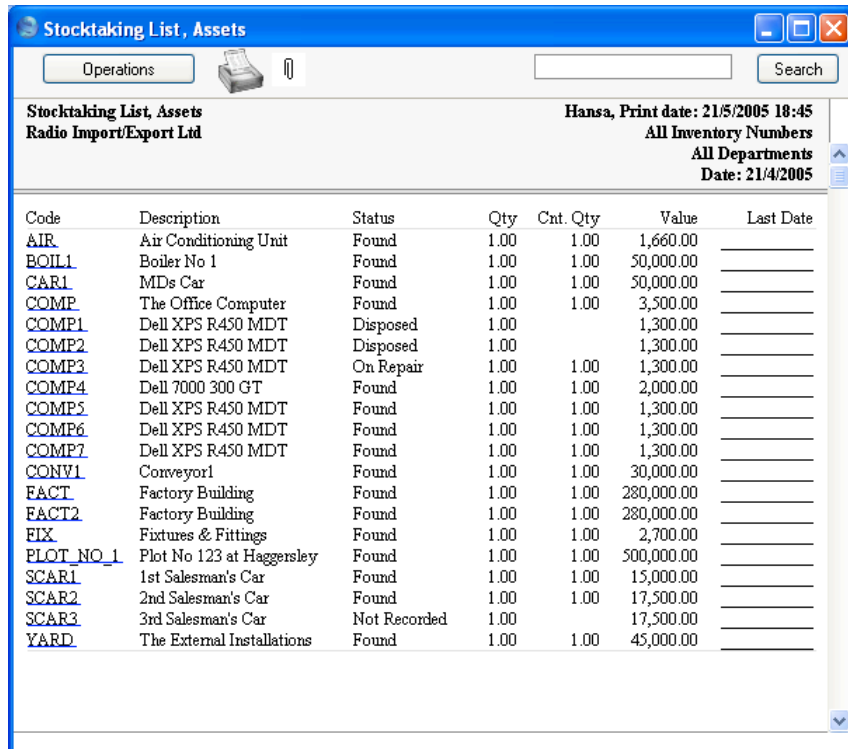
The report looks like this—

Code	Description	Status	Qty	Cnt. Qty	Value	Last Date
AIR	Air Conditioning Unit	Found	1.00	1.00	1,660.00	_____
BOIL1	Boiler No 1	Found	1.00	1.00	50,000.00	_____
CAR1	MDs Car	Found	1.00	1.00	50,000.00	_____
COMP	The Office Computer	Found	1.00	1.00	3,500.00	_____
COMP1	Dell XPS R450 MDT	Disposed	1.00		1,300.00	_____
COMP2	Dell XPS R450 MDT	Disposed	1.00		1,300.00	_____
COMP3	Dell XPS R450 MDT	On Repair	1.00	1.00	1,300.00	_____
COMP4	Dell 7000 300 GT	Found	1.00	1.00	2,000.00	_____
COMP5	Dell XPS R450 MDT	Found	1.00	1.00	1,300.00	_____
COMP6	Dell XPS R450 MDT	Found	1.00	1.00	1,300.00	_____
COMP7	Dell XPS R450 MDT	Found	1.00	1.00	1,300.00	_____
CONV1	Conveyor1	Found	1.00	1.00	30,000.00	_____
FACT	Factory Building	Found	1.00	1.00	280,000.00	_____
FACT2	Factory Building	Found	1.00	1.00	280,000.00	_____
FIX	Fixtures & Fittings	Found	1.00	1.00	2,700.00	_____
PLOT_NO_1	Plot No 123 at Haggersley	Found	1.00	1.00	500,000.00	_____
SCAR1	1st Salesman's Car	Found	1.00	1.00	15,000.00	_____
SCAR2	2nd Salesman's Car	Found	1.00	1.00	17,500.00	_____
SCAR3	3rd Salesman's Car	Not Recorded	1.00		17,500.00	_____
YARD	The External Installations	Found	1.00	1.00	45,000.00	_____

The Status column now takes its cue from the Status field in the grid of the Asset Status record. One Asset is still marked as "Not Recorded": this was purchased after the last stock count.

You can now carry out the second stocktake and enter the results in a new record in the Asset Status register, of the Type "Inventory". It will probably be easy to copy the record representing the previous stocktake and check the quantities are correct.

If there is a discrepancy between the report and the actual stock, you can record this either in the Disposal or, more likely, in the Asset Status register (with a change in Status), depending on the reason for the discrepancy.

The Asset Transaction Register

This register helps maintain a history of your Assets. A new record is created automatically whenever you create a Put In Use Transaction for an Asset, when you write off or sell an Asset using the Disposal register, and when you depreciate an Asset using the 'Create Depreciation Transactions' Maintenance function. The 'Create Depreciation Simulations' Maintenance function will not create records in this register. If you use this latter function to depreciate your Assets, you can enter Asset Transactions manually to maintain a depreciation history for your Assets. If you have switched off the option in the Sub Systems setting in the Nominal Ledger to create Nominal Ledger Transactions from Disposals, this will also prevent Asset Transactions being created from Disposals.

To view Asset Transaction records, select 'Asset Transactions' from the Registers menu in the Assets module, or click the [Asset Trans. (Latvia)] button in the Master Control panel. The 'Asset Transactions: Browse' window is opened. Double-click a record in the list to see its details.

The Transaction Number field contains the serial number of the originating Transaction (i.e. depreciation Transaction, Put in Use Transaction or Disposal), while the other fields and options are self-explanatory.

The Asset Transaction register is only a historical record and has no effect on the future calculation of depreciation. As described above on page 42, there is no reference to any previously saved figures when depreciation is calculated for a new month or year. For example, when you calculate depreciation at the end of 2005 for an Asset purchased at the beginning of 2004, depreciation will effectively be calculated for both 2004 and 2005 to arrive at the figure

for 2005. Each time you calculate depreciation using the 'Create Depreciation Transactions' Maintenance function, a depreciation figure will be stored in the Asset Transaction register, but in future the depreciation calculation will not refer back to these figures. The purpose for storing depreciation figures in the Asset Transaction register is solely so that they can be printed (together with Nominal Ledger Transaction Numbers and Dates) in the Asset Put In Use document as part of an Asset's depreciation history.

If you want to print an Asset's depreciation history in the Asset Put In Use document, include the fields described below when designing the Form. The Document Type of the Form should be "F/A Put in use". Form design in general is described in the 'System Module' manual.

The following fields are printed once per Asset in the Put In Use document—

Fixed Asset Code   The Inventory Number of the Asset.

Fixed Asset Name   The Name of the Asset.

Put In use No.   The Transaction Number of the Put In Use Transaction.

Put In use Date   The Date of the Put In Use Transaction.

Writeoff Number   The Transaction Number of the Disposal Transaction (also the serial number of the Disposal record in the Disposal register).

Writeoff Date   The Date of the Disposal Transaction.

Writeoff Amount   The amount the Asset was depreciated by before it was written off or sold (i.e. the figure in the Depr. field in the Disposal record).

The following fields are printed as many times as necessary (i.e. as many times as there are Asset Transaction records for the Asset), so you can arrange them in a table (be sure to specify a Vertical Spacing in each one)—

transnr   The serial number of the originating Transaction (i.e. depreciation Transaction, Put in Use Transaction or Disposal).

transdate   The date of the Asset Transaction.

Doc Type   The type of the Asset Transaction (Put In Use, depreciation or Disposal).

Res Depr   The book value of the Asset prior to the Asset Transaction.

Sum   The value of the Asset Transaction (usually the Purchase Value in the case of a Put In Use Transaction, monthly

or annual depreciation, or accumulated depreciation on disposal).

An example Form is illustrated below—

This is the output, produced by clicking the Printer or Preview icon in an Asset record—

Maintenance

Introduction

Maintenance functions allow you to carry out certain updating tasks, usually involving batch processing and encompassing all or many of the records in the affected register. There are six such function available in the Assets module. To use them, select 'Maintenance' from the File menu. The following window appears—
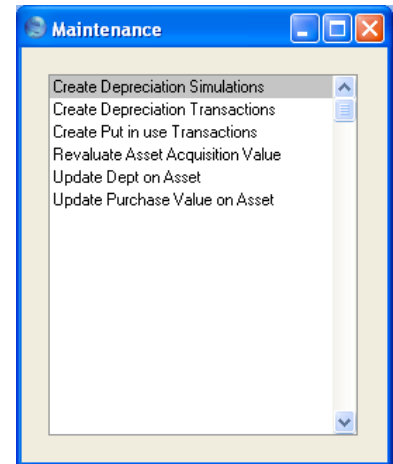
Double-click the chosen option: a specification window will then appear, where you can decide how the function is to operate. Click [Run] to operate the function.

Create Depreciation Simulations

This function will create a record in the Simulation register in the Nominal Ledger representing the depreciation of the selected Assets over the selected period. Using these Simulations, you can test different outcomes on the Balance Sheet and the Profit & Loss report before you confirm the depreciation of each Asset for the month or year.

Once you have checked and finalised a Simulation created by this function, you can convert it into a Transaction using the 'Transactions' function on the Operations menu of the 'Simulations: Browse' window.

The value of the depreciation of an Asset is calculated using one of the two Depreciation Models specified on the 'Models' card of the Asset record and, depending on which Model you use, the Purchase Value on the 'Purchase' card or the Purchase Value 2 on the 'Models' card. As an option you can use an Asset's Fiscal Value instead of its Purchase Value. The Initial Depreciation, if any, will be included in the calculation, as will the Residual Value, if any and if the previous depreciation of the Asset is such that the Residual Value has been reached. Full details of this process, together with an example, can be found in the section above on page 42 describing the 'Models' card of the Asset record.

Note that, because the function creates records in the Simulation register, not in the Transaction register, there is no control to prevent you running it repeatedly for the same Asset for the same period. You can easily delete superfluous records from the Simulation register. However, take care to ensure that you only convert one Simulation for a particular Asset and period into a Transaction.

You can produce a Simulation Preview - Depreciations report before using this function to preview the Simulation that will be created.

If the function does not calculate depreciation for an Asset, the probable causes are—

1. In the Asset record, the Purchase Value or Fiscal Value (as appropriate), Asset Category, Depreciation Model and/or Start Date are blank, or the Quantity is zero.

2. The Asset belongs to an Asset Category that does not have an Asset Class, or the Asset Class does not have a Depreciation or a Cost Account.

3. There is no valid record in the Number Series - Simulations setting (in the Nominal Ledger). This problem will usually occur at the beginning of a new year.

Period	**Paste Special**	Reporting Periods setting, System module

Specify the time period for which depreciation will be calculated. Unless you are using a Straight Line Depreciation Model and the Values per Day option, the period should consist of a selected number of whole months: it will be rounded up if this is not the case.

Category	**Paste Special**	Asset Categories setting, Assets module
	Range Reporting	Alpha

Limit the selection to Assets belonging to a single Asset Category.

Inventory No.	**Paste Special**	Asset register, Assets module
	Range Reporting	Alpha

Enter one or more Assets for which depreciation is to be calculated.

Asset N/L Class	**Paste Special**	Asset Classes setting, Assets module

Limit the selection to Assets belonging to a single Asset Class.

Assets do not have an Asset Class field: each Asset belongs to an Asset Category, and each Category in turn belongs to an Asset Class.

Department	**Paste Special**	Departments setting, Assets module

Limit the selection to Assets belonging to a particular Department. This information will be taken from the latest Asset Status record of Type "Movement" (even if that is later than the depreciation period), or, if there aren't any, from the 'Owner' card of the Asset record.

Trans. Date	**Paste Special**	Choose date

Enter a date to be used as the Transaction Date in the Simulation created by the function. If you do not enter a date, the current date will be used.

Model Use one of these alternatives to determine which of the two Depreciation Models specified on the 'Models' card of each Asset record is to be used to calculate its depreciation.

Calculation These options are relevant to Straight Line Depreciation Models only. Declining Balance Models always use the Per Month option.

Values per Month

This option will divide the yearly depreciation percentage by 12 to obtain a monthly percentage. For example, an Asset worth 50,000 being depreciated by 5% p.a. will be depreciated by 208.33 per month (50,000 x 0.05 / 12). This figure will always be the same, irrespective of the number of days in the month.

Values per Day This option will divide the yearly depreciation percentage by 365 and multiply it by the number of days in the month to obtain a monthly percentage. For example, an Asset worth 50,000 being depreciated by 5% p.a. will be depreciated

by 212.33 per 31 day month (50,000 x 0.05 / 365 x 31). This figure will change, depending on the number of days in the month. The number of days is calculated from the report period.

Start from Last Revaluated Value

Use this option to control how depreciation is calculated if an Asset has at least one Revaluation record. Such Revaluation records will take effect from their Starting Dates (if this option is not used) or from the beginning of the life of the Asset.

If there are no Revaluation records for a particular Asset, this check box will have no effect and depreciation will be calculated as normal.

This option may be useful if you are using a Straight Line Depreciation Model, you did not change the Model in the Revaluation record and you want to ensure the life of an Asset remains the same. By treating the value in the latest Revaluation as the original Purchase Value of an Asset, it effectively recalculates the depreciation from previous years retrospectively. Depending on advice from your auditor, you may need to record the change in depreciation in the Nominal Ledger. This retrospective calculation will take place even when the Starting Date of the Revaluation is later than the report period. So, you might need to make certain that depreciation from past years is calculated and posted to the Nominal Ledger before entering subsequent Revaluations.

Simulation per Asset

In the Simulation created by this function, depreciation of an Asset will be debited to the Cost Account of the Asset Class to which the Asset belongs and credited to the Depreciation Account of the Asset Class.

By default, a single Simulation will be created. If you are not using Objects, this Simulation will contain a single debit posting to each Cost Account (to the value of the accumulated depreciation of all Assets using that Account) and a single credit posting to each Depreciation Account. If you are using Objects, the Simulation will contain single postings for each Object/Account combination.

If you do not want a single Simulation to be created but instead would like one Simulation per Asset, check this box.

Skip Inactive   Check this box if you do not want to calculate depreciation for Assets that have been marked as Inactive.

Skip Disposed   Check this box if you do not want to calculate depreciation for Assets that have been disposed of (i.e. written off or sold using an approved Disposal record).

Use Fiscal Val instead of Purchase Val

Check this box if you want to use the Fiscal Value as the basis for the depreciation calculations, instead of the Purchase Value.

If you use this option, make sure you have specified Fiscal Values for all your Assets. Depreciation will not be calculated for an Asset with no Fiscal Value.

A sample Simulation created by this function is shown overleaf. The depreciation figure is debited to the Cost Account from the Asset Class and credited to the Depreciation Account. The Cost 1 and Depreciation 1 Accounts will be used together with Depreciation Model 1, and the Cost 2 and Depreciation 2 Accounts will be used together with Depreciation Model 2. The Objects in the Asset record will be assigned to both sides of the Transaction. The Obj. and the Cost 1 Obj. or Cost 2 Obj. (depending on the Depreciation Model) from the Asset Class will also be assigned to the debit posting, while the Obj. and the Depr 1 Obj. or Depr 2 Obj. (depending on the Depreciation Model) will also be assigned to the credit posting.

By default, single debit and credit postings are made for each Asset Class, irrespective of the number of Assets. Separate postings are made for each Object combination. If you would like separate postings to be made for each Asset, use the Simulation per Asset option.

Examples

These examples use an Asset with a Purchase Value of 50,000, a depreciation of 5% p.a. and a starting date of 1/1/2000.

Straight Line Model

This Model depreciates an Asset by the same amount each year, using its initial value (i.e. the purchase price) as the basis for the calculation.

Depreciation can only be calculated for periods shorter than one month if you use the Values per Day option. Otherwise, the period must be a number of whole months or years.

Depreciation for 2004

1/1/2004 - 31/12/2004 is entered as the period.

Values per Month 50,000.00 x 0.05 = 2,500.00

Values per Day 50,000.00 x 0.05 / 366 x 366 (2004 is leap year) = 2,500.00

Depreciation for 2005

1/1/2005 - 31/12/2005 is entered as the period.

Values per Month 50,000.00 x 0.05 = 2,500.00

Values per Day 50,000.00x 0.05 / 365 x 365 = 2,500.00

Depreciation for January 2004

1/1/2004 - 31/1/2004 is entered as the period.

Values per Month 50,000.00 x 0.05 / 12 = 208.33

Values per Day 50,000.00 x 0.05 / 366 x 31 = 211.75

Depreciation for December 2004

1/12/2004 - 31/12/2004 is entered as the period.

Values per Month 50,000.00 x 0.05 / 12 = 208.33

Values per Day 50,000.00 x 0.05 / 366 x 31 = 211.75

Depreciation for January 2005

1/1/2005 - 31/1/2005 is entered as the period.

Values per Month 50,000.00 x 0.05 / 12 = 208.33

Values per Day 50,000.00 x 0.05 / 365 x 31 = 212.33

Declining Balance Model

This Model depreciates an Asset by a reducing amount each year, using its initial value (i.e. the purchase price) less the previous depreciation as the basis for the calculation. This initial value declines on a monthly basis.

The Values per Month/Values per Day options do not apply to the Declining Balance Model. Depreciation cannot be calculated for periods of less than one month: the period must be a number of whole months or years.

Depreciation for 2004

$(50,000.00 \times 0.05 / 12) + ((50,000.00 - 208.33) \times 0.05 / 12) + \ldots + ((50,000.00 - 2,244.52) \times 0.05 / 12) = 2,443.50$

1/1/2004 - 31/12/2004 is entered as the period. The starting value declines each month.

Depreciation for 2005

$(47,556.50 \times 0.05 / 12) + ((47,556.50 - 198.15) \times 0.05 / 12) + \ldots + ((47,556.50 - 2,134.83) \times 0.05 / 12) = 2,324.08$

1/1/2005 - 31/12/2005 is entered as the period.

47,556.50 is the starting value at the start of January 2005, taking the depreciation for the previous year into account, and declines further each month.

Depreciation for January 2004

$50,000.00 \times 0.05 / 12 = 208.33$

1/1/2004 - 31/1/2004 is entered as the period.

Depreciation for December 2004

$47,755.48 \times 0.05 / 12 = 198.98$

1/12/2004 - 31/12/2004 is entered as the period.

47,755.48 is the starting value at the start of December 2004, taking the depreciation for the previous 11 months into account.

Depreciation for January 2005

> 47,556.50 x 0.05 / 12 = 198.15

> 1/1/2005 - 31/1/2005 is entered as the period.

> 47,556.50 is the starting value at the start of January 2005, taking the depreciation for the previous 12 months into account.

Declining Balance 2 Model

This Model depreciates an Asset by a reducing amount each year, using its initial value (i.e. the purchase price) less the previous depreciation as the basis for the calculation. Unlike the Declining Balance Model described above, the basis for the calculation does not decline every month but only every January. The depreciation for each month in a calendar year is therefore the same.

The Values per Month/Values per Day options do not apply to the Declining Balance Model. Depreciation cannot be calculated for periods of less than one month: the period must be a number of whole months or years.

Depreciation for 2004

> 50,000.00 x 0.05 = 2500.00

> 1/1/2004 - 31/12/2004 is entered as the period.

Depreciation for 2005

> 47,500.00 x 0.05 = 2,375.00

> 1/1/2005 - 31/12/2005 is entered as the period.

> 47,500.00 is the starting value at the start of January 2005, taking the depreciation for the previous year into account.

Depreciation for January 2004

> 50,000.00 x 0.05 / 12 = 208.33

> 1/1/2004 - 31/1/2004 is entered as the period.

Depreciation for December 2004

50,000.00 x 0.05 / 12 = 208.33

1/12/2004 - 31/12/2004 is entered as the period.

50,000.00 is the starting value at the start of December 2004. The starting value is not reduced until the beginning of the next calendar year.

Depreciation for January 2005

47,500.00 x 0.05 / 12 = 197.92

1/1/2005 - 31/1/2005 is entered as the period.

47,500.00 is the starting value at the start of January 2005, taking the depreciation for the previous 12 months into account.

Each time you run the 'Create Depreciation Simulations' Maintenance function, it effectively calculates the depreciation again for the previous periods before doing so for the current period.

Start from Last Revaluated Value

In this example, the Asset from the previous examples is used again, and there is one Revaluation record with a Starting Date of 1/7/2005 and a Starting Value of 55,000.

If you do not use the Start from Last Revaluated Value option, each Revaluation record will take effect from its Starting Date. If you are using a Straight Line Depreciation Model and you are calculating depreciation on a Per Day basis, each Revaluation record will take effect from the exact Starting Date. If you are calculating depreciation on a Per Month basis, each Revaluation record will take effect from the first day of the month of the Starting Date. If you are using a Declining Balance Model, depreciation is always calculated on a Per Month basis.

Depreciation for 2004

1/1/2004 - 31/12/2004 is entered as the period.

Straight Line	50,000.00 x 0.05 = 2,500.00
Decl. Balance	(decl. mthly from 50,000.00) 2,443.50
Decl. Balance 2	50,000.00 x 0.05 = 2,500.00

Depreciation for 2005

1/1/2005 - 31/12/2005 is entered as the period.

Straight Line

```
  1/1/05 - 30/6/05      50,000.00 x 0.05 x 6/12 = 1250.00
+ 1/7/05 - 31/12/05     55,000.00 x 0.05 x 6/12 = 1375.00
=                                                2625.00
```

Decl. Balance

```
  1/1/05 - 30/6/05   (decl. mthly from 47556.50) 1176.60
+ 1/7/05 - 31/12/05 (decl. mthly from 55000.00) 1360.76
=                                                2537.36
```

Decl. Balance 2

```
  1/1/05 - 30/6/05      47,500.00 x 0.05 x 6/12 = 1187.50
+ 1/7/05 - 31/12/05     55,000.00 x 0.05 x 6/12 = 1375.00
=                                                2562.50
```

If you use the Start from Last Revaluated Value option, the value in the latest Revaluation record (even if its Starting Date is later than the end of the report period) will be used as the original Purchase Value of the Asset. Any intervening Revaluations will be ignored. The depreciation from previous years will therefore be recalculated retrospectively.

Depreciation for 2004

1/1/2004 - 31/12/2004 is entered as the period.

Straight Line   55,000.00 x 0.05 = 2,750.00

Decl. Balance   (decl. mthly from 55,000.00) 2,687.85

Decl. Balance 2   55,000.00 x 0.05 = 2,750.00

Depreciation for 2005

1/1/2005 - 31/12/2005 is entered as the period.

Straight Line   55,000.00 x 0.05 = 2,750.00

Decl. Balance   (decl. mthly from 52,312.15) 2556.49

Decl. Balance 2   52,250.00 x 0.05 = 2,612.50

Create Depreciation Transactions

This function is similar to 'Create Depreciation Simulations' described above, the only differences being that it will create a record in the Transaction register, bypassing the Simulation register, and that it will create separate records for each Asset being depreciated in the Asset Transaction register. Please refer to the description of the 'Create Depreciation Simulations' function above on page 81 for full details.

Take care when using this function: there is no control to prevent its being run repeatedly for the same Asset for the same period.

Create Put in use Transactions

In some countries, it is necessary to create a Nominal Ledger Transaction when an Asset is put into use. You can do this for Assets in batches using this function, and for single Assets using the 'Create Put in use Transaction' function on the Operations menu of the Asset screen. This function finds all Assets within the selected range that do not have a Start Date 1 and creates a single Transaction including them all.

Selecting the 'Create Put in use Transactions' function brings up the 'Specify Put in use Transactions' window—

Department	Paste Special	Asset Categories setting, Assets module

If the function is to consider Assets belonging to a particular Category, specify that Category here.

Inventory No.	Paste Special	Asset register, Assets module
	Range Reporting	Numeric

If the function is to consider a specific Asset (or range of Assets), enter its Inventory Number here.

When you run the function from the Operations menu of the Asset screen, the Inventory Number of the Asset being viewed will be placed here automatically.

Department   **Paste Special**   Departments setting, Assets module

If you want to apply the function to Assets belonging to a particular Department (specified on the 'Owner' card of the Asset screen), specify that Department here.

Transaction Date **Paste Special**   Choose date

Enter a date to be used as the Transaction Date in the Transaction created by the function. If you do not enter a date, the current date will be used.

Trans. Comment Any comment that you enter here will be copied to the Text field in the Transaction created by the function. It will therefore be shown in the 'Transactions: Browse' window.

Capital Inv. A/C **Paste Special**   Account register, Nominal Ledger/System module

Specify here the Account to be credited with the Purchase Value of each Asset in the Transaction created by this function. If you leave this field blank, the Capital Investment Account in the Account Usage Assets setting will be used.

Click [Run] to run the function. It may take a few moments, depending on the number of Assets to be included in the Transaction. When it has finished, you will be returned to the 'Maintenance' list window.

A sample Transaction created by this function is shown on the next page. The Purchase Value of the Asset is debited to the Asset Account specified in the Asset Class and credited to the Capital Investment Account specified in the 'Specify Create Put in use Transactions' window or in the Account Usage Assets setting. The Objects on the debit side come from the Asset and the Asset Class (Obj. and Asset 1 Obj fields).

A single credit posting is made, irrespective of the number of Assets to be included. Separate debit postings are made for each Object combination.

The Transaction Date will be copied to both Start Date fields on the 'Models' card of each Asset. Once an Asset has a Start Date 1, this will stop further Put In Use Transactions being created for that Asset, and depreciation calculations can begin.

If a particular Asset is not included in the Transaction, or no Transaction is created, the probable causes are—

1. The Asset already has a Start Date 1 or does not have a Purchase Value. Note: if there is no Purchase Value, no Transaction will be created, but the Transaction Date will be written to the Start Date 1 field. Remove this date when returning to the Asset to enter a Purchase Value.

2. The Asset does not belong to an Asset Category, the Category does not belong to an Asset Class or the Asset Class has no Asset 1 Account.

3. You did not specify a Capital Investment Account in the 'Specify Create Put in use Transactions' window, and you have not specified a Capital Investment Account in the Account Usage Assets setting.

4. There is no valid record in the Number Series - Transactions setting (in the Nominal Ledger). This might be a fault in the setting itself, or it might be because the default Transaction Number on the 'Ser Nos' card of the current user's Person record or in the Number Series Defaults setting (in the System module) is not in a valid Number Series. This problem will usually occur at the beginning of a new year. If a change is made to the 'Ser Nos' card of the Person record, you will need to quit Hansa and restart for it to take effect.

Revaluate Asset Acquisition Value

This function together with the Revaluation Factors and Revaluation Run Lists settings allows you to create records in the Revaluation register for several Assets at once. It is specifically designed for use in countries where Assets are revalued periodically on state authorisation (usually because of inflation), but can also be used in more general circumstances when it is necessary to revalue several Assets at one stroke.

When you revalue an Asset using this function, a record is created in the Revaluation register. The Starting Value in this record will be used as the basis for calculating depreciation from the Revaluation Starting Date, in place of the Asset's Purchase Value.

Follow these steps—

1. Use the Revaluation Factors setting to define the formulae to be used in calculating the new value of each Asset.

2. If necessary, enter a record in the Inflation Coefficients setting. This will be used in Russia to revalue Assets by different percentages depending on when they were purchased.

3. Use the Revaluation Run Lists setting to specify the Assets that are to be revalued.

4. Use the 'Revaluate Asset Acquisition Value' Maintenance function to create the appropriate records in the Revaluation register.

These settings and the Maintenance function are now described in detail.

Revaluation Factors

Use this setting to define the formulae to be used in calculating the new value of each Asset.

In some countries (e.g. Portugal and Russia), Assets can be revalued due to inflation, on receipt of official authorisation. You should enter a new record

to the Revaluation Factors setting for each authorisation issued. You can enter the serial number of the official authorisation document to the corresponding Revaluation Factor record. From there, it will be copied to all consequent Revaluation records and to Nominal Ledger Simulations and Transactions, providing an easy audit trail.

To enter a Revaluation Factor, open the 'Settings' list in the Assets module and double-click 'Revaluation Factors'. The 'Revaluation Factors: Browse' window is opened, showing Revaluation Factors already entered. Click [New] in the Button Bar or use the Ctrl-N (Windows and Linux) or ⌘-N (Macintosh) keyboard shortcut. The 'Asset Revaluation Factor: New' window is opened.

In this example, we have specified that Assets purchased before January 1st, 2003 are to be revalued by a Rate of 1.5, while those purchased after that date are to be revalued by a Rate of 1.1.

No.	**Paste Special**	Select from another Number Series

The number of the Revaluation Factor: Hansa will enter the next unused number from the first number sequence entered in the Number Series - Revaluation Factors setting. You may change this number, but not to one that has already been used.

Rev. Date	**Paste Special**	Choose date

The date the Revaluation Factor was entered. This is for information only.

Description The comment that you enter here will be shown in the 'Paste Special' list: it should therefore be descriptive enough to make the selection of the correct Revaluation Factor easy for all users.

Legal Date **Paste Special** Choose date

If you are entering a Revaluation Factor because you have received an official authorisation to revalue your Assets, enter the date of the authorisation here.

Legal Code If you are entering a Revaluation Factor because you have received an official authorisation to revalue your Assets, enter the serial number of the authorisation here. This will be copied to the Legal Code field in all Revaluation records created using this Revaluation Factor, and to any Simulations created using the Russian model.

N/L Account **Paste Special** Account register, Nominal Ledger/System module

In some countries, the revaluing of Assets should be recorded in the Nominal Ledger. The 'Revaluate Asset Acquisition Value' Maintenance function can create a Simulation for each Asset Revaluation, which can then be checked and converted to a Transaction. This Simulation is suitable for users in Russia. This Account will be credited with the increase in value of each Asset (or debited if the value decreases) and debited with the change in depreciation resulting from the Revaluation (credited if the Asset decreases in value). No Simulations will be created if this field is blank, or if you enter a non-existent Account.

Use the grid to specify how the value of each Asset is to be recalculated, depending on its Purchase Date. At least one row of the grid should be completed.

Start, End **Paste Special** Choose date

Any Asset whose Purchase Date falls in between these dates will be revalued using the Rate specified in the field on the right.

If you want to revalue all your Assets using a single Factor, you can leave these fields blank. You can also leave the Start Date blank to revalue all Assets

purchased before the End Date, or you can leave the End Date blank to revalue all Assets purchased after the Start Date.

Assets will not be revalued if—

1. They do not have a Purchase Date.

2. They have been marked as Inactive.

3. They have been sold or written off using an approved record in the Disposal register.

Rate

When each Asset is revalued, its Purchase Value and Residual Value will be multiplied by the Rate specified here.

For example, if the Purchase Value of an Asset is 50000 and the Rate is 2, the Starting Value of that Asset in the new Revaluation record will be 50000 x 2 = 100000.

If you want the Starting and Residual Values in the Revaluation to be less than the original figures, use a Rate that is less than 1.

If the Inflation Coefficients setting contains a record with a Valid From date that is the same or earlier than the Run List date (see below), that record will also be used to revalue your Assets. If this Rate is 1, the original value of each Asset will be multiplied by the Coeff. in the Inflation Coefficient record only. If this Rate is not 1, then the original value of each Asset will be multiplied both by this Rate and the Coeff. in the Inflation Coefficient record. If you want to use this Rate only, make sure there are no records in the Inflation Coefficients setting, or that any that are there have Valid From dates that are later than the Run List date.

When you run the 'Revaluate Asset Acquisition Value' Maintenance function, you will be able to choose whether the Rate is to be applied to the original Purchase and Residual Values of an Asset, or to the Starting and Residual Values in the most recent previous Revaluation.

Comment

Any comment.

Inflation Coefficients

The Inflation Coefficients setting provides an alternative method of defining the formulae to be used in calculating the new value of each Asset. It will be used in Russia where Assets can be revalued using official rates to compensate for inflation.

An Inflation Coefficient can only be used together with a Revaluation Factor, it cannot be used instead of a Revaluation Factor. The 'Revaluate Asset Acquisition Value' Maintenance function will have no effect if there are no Revaluation Factors, but it will operate correctly if there are no Inflation Coefficients. If you want to change the value of your Assets using an Inflation Coefficient only and therefore want your Revaluation Factor to have no effect, enter a Rate of 1 in the Revaluation Factor.

Users in Portugal should also enter records in the Inflation Coefficients setting. Inflation Coefficients are not used by the 'Revaluate Maintenance Acquisition Value' Maintenance function in Portugal, but they are used in the Fiscal Year Write-offs report.

To enter an Inflation Coefficient, open the 'Settings' list in the Assets module and double-click 'Inflation Coefficients'. The 'Inflation Coefficients: Browse' window is opened, showing Inflation Coefficients already entered. Click [New] in the Button Bar or use the Ctrl-N (Windows and Linux) or ⌘-N (Macintosh) keyboard shortcut. The 'Inflation Coefficient: New' window is opened.

Valid from	**Paste Special**	Choose date

Enter the date on which the Inflation Coefficient takes effect.

Comment	Any comment.

Use the grid to specify how the value of each Asset is to be recalculated, depending on its Purchase Date. At least one row of the grid should be completed.

Date Any Asset whose Purchase Date falls on or after this date will be revalued using the Coeff. specified in the field on the right.

Coeff. When each Asset is revalued using the Russian model, its Purchase Value will be multiplied by the Coefficient specified here.

For example, if the Purchase Value of an Asset is 50000 and the Coeff. is 2, the Starting Value of that Asset in the new Revaluation record will be 50000 x 2 = 100000.

If you want the Starting Value in the Revaluation to be less than the original Purchase Value, use a Coeff. that is less than 1.

If the Rate in the relevant Revaluation Factor is not 1, then the original value of each Asset will be multiplied both by this Coeff. and the Rate in the Revaluation Factor record. If you want to use this Coeff. only, make sure you have set the Rate in all Revaluation Factor records to 1.

When you run the 'Revaluate Asset Acquisition Value' Maintenance function, you will be able to choose whether the Coeff. is to be applied to the original Purchase Value of an Asset, or to the Starting Value in the most recent previous Revaluation.

Revaluation Run Lists

Use this setting to specify the Assets that are to be subject to the revaluation.

To enter a Revaluation Run List, open the 'Settings' list in the Assets module and double-click 'Revaluation Run Lists'. The 'Revaluation Run Lists: Browse' window is opened, showing Run Lists already entered. Click [New] in the Button Bar or use the Ctrl-N or ⌘-N keyboard shortcut. The 'Revaluation Run List: New' window is opened.

In the example illustrated, we have specified that Assets belonging to the "VEHICS" Category are to be revalued using the Factor illustrated in the previous section. Assets that do not belong to this Category will not be revalued.

| **No.** | **Paste Special** | Select from another Number Series |

The number of the Run List record: Hansa will enter the next unused number from the first number sequence entered in the Number Series - Revaluation Run Lists setting. You may change this number, but not to one that has already been used.

| **Rev. Date** | **Paste Special** | Choose date |

Specify the date of the Run List here. You can only enter one Run List for a particular date.

The 'Revaluate Asset Acquisition Value' Maintenance function will search for the Run List with a specified date and implement it.

This date will be copied to the Transaction Date and the Starting Date 1 and 2 fields in all Revaluation records created using this Run List, and to any Simulations created using the Russian model.

| **Comment** | Any comment. |

Use the grid to list the Assets that are to be subject to the revaluation. Each row can contain a single Asset or all Assets in an Asset Category.

Row Type	**Paste Special**	Choices of possible entries

This field can contain one of two entries: "Asset" or "Asset Category". It indicates whether the Code (the middle field) refers to an Asset or an Asset Category, and also determines the contents of the 'Paste Special' list available from that field. Use 'Paste Special' to increase input speed.

Code	**Paste Special**	Asset register or Asset Categories setting

Specify here the Asset or Asset Category to be revalued. The contents of the 'Paste Special' list will depend on the Row Type.

This field must contain a value: do not leave it blank in the hope of revaluing all Assets.

Factor	**Paste Special**	Revaluation Factors setting, Assets module

Enter the Revaluation Factor that is to be applied to the Asset(s) specified in the field to the left. The Revaluation Factor contains the formula used to calculate the new value of the Asset.

Revaluate Asset Acquisition Value

Once you have entered the Revaluation Factors, Revaluation Run Lists and, if appropriate, Inflation Coefficients as described above, run the 'Revaluate Asset Acquisition Value' Maintenance function to create the appropriate Revaluation records.

The function searches for Revaluation Run Lists with a specified date. It then creates Revaluation records by following the instructions in the grid area of each Run List. For example, the Run List illustrated in the previous section will cause a separate Revaluation record to be created for each Asset belonging to the "VEHICS" Category. Each Asset will be revalued using the Factor illustrated earlier, and, in Russia only, using the Inflation Coefficient applying at the Run List date.

Revaluation records will not be created for Assets that have been disposed of (sold or written off using an approved record in the Disposal register) or marked as Inactive. In addition, a Revaluation record will not be created for

an Asset if one already exists with a Transaction Date that is the same as the Run List Date.

However, Revaluation records will be created for Assets that have been fully depreciated using Straight Line Depreciation Models. For example, an Asset with a 20% Straight Line Depreciation Model will be fully depreciated after five years. A Revaluation record will be created for this Asset if you run this Maintenance function in the sixth or subsequent year. If you do not want this to happen, mark the Asset as Inactive at the end of its life.

Period	**Paste Special**	Reporting Periods setting, System module

This field is only used in Russia, where the change in depreciation resulting from the Revaluation is recorded in the Nominal Ledger. The period over which the change in depreciation is to be calculated will begin with the Start Date of each Asset and end with the last date of the period specified here.

Run List Date	**Paste Special**	Choose date

Specify here the date of the Revaluation Run List record that you want to use to create Revaluation records. You must enter a date if the Maintenance function is to have any effect.

In Russia, if there are any records in the Inflation Coefficients setting, the Maintenance function will search for the one applying at the date specified here (i.e. the one with the nearest date earlier than that specified here).

Start From   Use these options to specify how the new Starting and Residual Values of each Asset are to be calculated.

Purchase Value   The new Starting Value will be calculated by multiplying the Purchase Value of the Asset by

the Rate in the relevant Revaluation Factor record and, in Russia only, by the Coeff. in the relevant Inflation Coefficient record. This figure will appear in the Starting Value 1 and 2 fields in the new Revaluation.

The new Residual Value will be calculated by multiplying the original Residual Value of the Asset by the Rate in the relevant Revaluation Factor record.

Last Revaluated Value

The new Starting Values 1 and 2 will be calculated by multiplying the Starting Values 1 and 2 in the latest existing Revaluation record by the Rate in the relevant Revaluation Factor record and, in Russia only, by the Coeff. in the relevant Inflation Coefficient record. The Transaction Date field in the Revaluation is used to determine which is the latest Revaluation record, not the Starting Date field. If there is no previous Revaluation record, the Purchase Value of the Asset will be used.

The new Residual Value will be calculated by multiplying the Residual Value in the latest Revaluation record by the Rate in the relevant Revaluation Factor record.

Last Official Revaluation

This is similar to the Last Revaluated Value option above, but uses the latest existing Revaluation record with a Legal Code.

N/L Simulation   In some countries, the revaluing of Assets should be recorded in the Nominal Ledger. Use one of these options if you want a Simulation to be created for each Asset Revaluation. You can check this Simulation later and convert it to a Transaction.

If you choose to have Simulations created, one will be created for each Asset. Note that the resulting Simulations are different to those created by the 'Create N/L Simulation' function on the Operations menu of the Revaluation window.

If Simulations are not created when expected, the following are possible causes: there is no valid Number Series for the current year in the Number Series - Simulations setting in the Nominal Ledger; the Asset-Asset Category-Asset Class chain is broken, or valid Accounts have not been entered in the Asset Class; or a valid Account was not entered in the Revaluation Factor record. Note that the function will still create Revaluations, so you will need to delete these Revaluations as well as correcting the error preventing Simulations from being created, before running the function again.

No   Choose this options if you don't want Simulations to be created by the Maintenance function.

Russian   Choose this option if you want Simulations to be created using the Russian model.

If the Asset has increased in value, that increase is debited to the Asset Account specified in the

relevant Asset Class and credited to the N/L Account specified in the relevant Revaluation Factor record. These postings are reversed if the Asset has decreased in value. The Objects in all postings are taken from the Asset Class (Obj. field).

The change in depreciation resulting from the Revaluation is then debited to the N/L Account specified in the relevant Revaluation Factor record and credited to the Depreciation Account specified in the relevant Asset Class. Again, these postings are reversed if the Asset has decreased in value. For example, if an Asset with a 20% Straight Line Depreciation Model increases in value from 50000 to 55000, the amount posted to these two Accounts will be (55000 x 20%) - (50000 x 20%) = 1000. The period for this depreciation calculation will be the life of the Asset so far (i.e. running from the Start Date to the end of the Period entered in the specification window). These two postings will only be made for Assets with a Straight Line Depreciation Model.

The Legal Code from the Revaluation Factor and the Inventory Number of the Asset are copied to the Text field of the Simulation.

The date of the Simulation will be the date of the Revaluation Run List record (i.e. the date that you entered in the 'Specify Revaluate Asset Acquisition Value' window).

You should also choose the Russian model if you want an Inflation Coefficient to affect how the new Asset values are calculated. Usually, these are calculated by multiplying the previous Asset value by the Rate in the relevant Revaluation Factor record. If you choose this option, the previous Asset values are multiplied by the Coeff. in the relevant Inflation Coefficient record as well.

Example

In this example, the Revaluation Factor and Run List illustrated earlier in this section will be applied to these two Assets (because they both belong to the "VEHICS" Asset Category specified in the Revaluation Run List)—

The first Asset has a Purchase Date of 1st January 2002, and therefore will be revalued by a Factor of 1.5 (determined in the Revaluation Factor), while the second Asset was purchased on 1st June 2003 and therefore will be revalued by a Factor of 1.1.

When the 'Revaluate Asset Acquisition Value' function is run, "1/1/2005" is entered as the Run List Date, to ensure the correct Run List is used. The function will create these two Revaluation records (one for each Asset)—

The new value of the first Asset is 15000 x 1.5 = 22500. The new value of the second Asset is 17500 x 1.1 = 18250. These new values appear in both the Starting Value 1 and 2 fields, and will be used as the basis for depreciation calculations the next time these are carried out. How they will be used will depend on whether the Start From Last Revaluated Value option is used. Please refer to the description of the 'Create Depreciation Simulations' Maintenance function above on page 81 for further details and an example.

Update Dept on Asset

This function will be useful if you are using the Rental module and your Assets are also Rental Items. It updates the Department information in the Asset register so that it is the same as the Location information in the Rental Item register.

First, you should specify a Department or Location in the 'Specify Update Dept. on Asset' window. 'Paste Special' lists Locations. You must specify a Department or Location, otherwise the function will have no effect.
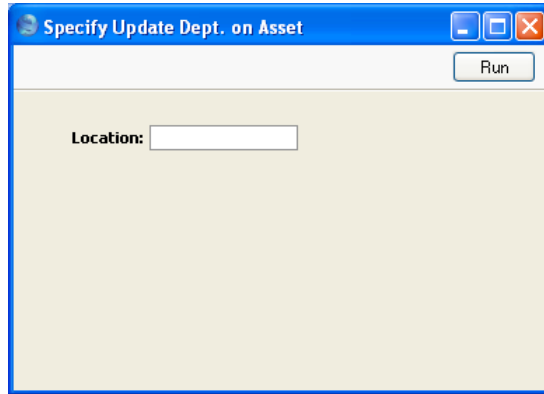
When you press [Run], the function will search for Assets in the specified Department (i.e. those where the Department field on the 'Owner' card contains the Department or Location that you specified). Assets marked as Inactive will be excluded. It will then search in the Rental Item register for the Rental Items that correspond to those Assets. These are Rental Items whose Serial Numbers and Inventory Numbers are both the same as the Serial Number of one of the Assets in the specified Department.

The function will then check whether each Rental Item is in stock. If a Rental Item is in stock, its current Location will be written to the Department field in the corresponding Asset record. If a Rental Item is not in stock, the Original Location in the Rental Item record will be written to the Department field in the corresponding Asset record.

You can produce an Update Dept on Asset report before using this function to preview the Assets whose Departments will be updated.

Update Purchase Value on Asset

Before Hansa version 4.2, the Quantity of an Asset (on the 'Owner' card) did not affect the calculation of depreciation and was for information only. This meant that before version 4.2 the Purchase Value (on the 'Purchase' card) was a total figure, but in 4.2 it became a unit figure. If you have Assets that you entered in Hansa 4.1 or earlier, you should check the Quantity is not zero or blank in any Asset record, otherwise depreciation will not be calculated. If the Quantity in any Asset is greater than one, you should then make sure its Purchase Value is a unit figure (and other figures such as Initial Depreciation, Residual Value and Fiscal Value as well). You can use this Maintenance function to convert Purchase Values to unit figures, although it will not convert the other figures. It will do this by dividing the existing Purchase Value by the Quantity.
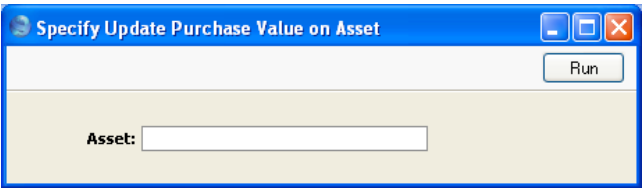
Asset   **Paste Special**   Asset register, Assets module

                         Range Reporting   Alpha

Specify here the Assets whose Purchase Values are to be converted to unit figures.

Documents

Introduction

Use the 'Documents' function to print particular documents or Forms in batches. To begin printing documents, select 'Documents' from the File menu or click the [Documents] button in the Master Control panel. The window illustrated below appears, listing the documents that can be printed from the Assets module. Each item in the list ("Document") will be printed using a different Form.
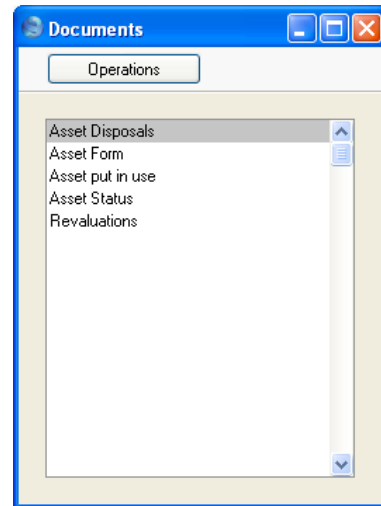
To print a document, follow this procedure—

1. Highlight the relevant item in the list.

2. If you want to fax the document and your hardware can support this feature, select 'Fax' from the Operations menu.

3. Double-click the document name or press the Enter key. A specification window will then appear, where you can determine the documents that you want to be printed (e.g. which Assets are to be printed). This specification window is described in detail below.

4. Click [Run] to print the documents.

5. Close the 'Documents' window using the close box.

To determine the Form that will be used when a document is printed, follow this procedure (when Hansa is supplied, a sample Form is attached to each document)—

1. Design a Form (or change the sample Form supplied to reflect your own requirements) using the Form register in the System module. This process is fully described in the 'System Module' manual.

2. Change to the Assets module and open the 'Documents' window using the 'Documents' item on the File menu or by clicking the [Documents] button in the Master Control panel.

3. Highlight each item in the list and select 'Define Document' from the Operations menu. In the subsequent window, assign a Form (or more than one Form) to the document: this window is fully described in the 'Documents' section of the 'Work Area' chapter in the 'Introduction to HansaWorld Enterprise' manual.

4. You only need use the 'Define Document' function once. Afterwards, Form selection will be automatic.

The process for selecting Assets to be printed is described below. Leave all the fields in the specification window blank if documents for all the Assets in the database are to be printed. If it is necessary to restrict the number of documents printed, use the fields as described.

Asset Disposals, Asset put in use, Asset Status, Revaluations

These documents provide hard copies of any records entered to the registers with the same names. You can print them for a range of records using the 'Documents' function, or for a single record by clicking the Printer icon in a record window. The Asset Put In Use document is printed from the Printer icon in the Asset record. For details about the information that you can include in the Asset Put In Use document, please refer to the description of the Asset Transaction register above on page 78.

When you use the 'Documents' function, double-click one of these options in the 'Documents' list and, when the specification window appears, enter a Serial Number or a range of numbers separated by a colon. Click [Run] to start printing.

Reports

Introduction

As with all modules, to print a report in the Assets module, select 'Reports' from the File menu or click [Reports] in the Master Control panel. Then, double-click the appropriate item in the list.

The following reports are available in the Assets module—
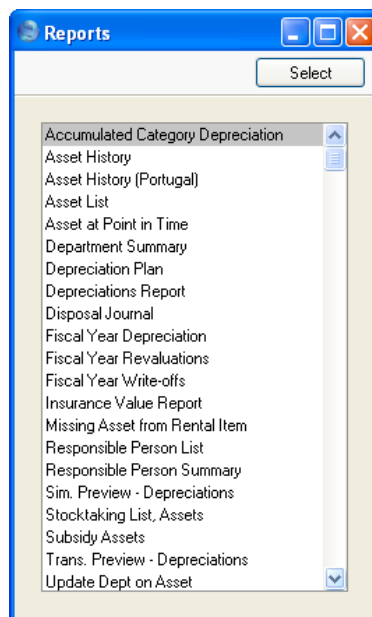
A specification window will then appear, where you can decide what is to be included in the report. Leave all the fields in this window blank if the report is to cover all the Assets in the database. If it is necessary to restrict the coverage of the report, use the fields as described individually for each report.

Where specified below, it is often possible to report on a selection range, such as a range of Assets. To do this, enter the lowest and highest values of the range, separated by a colon. For example, to report on Assets 001 to 010, enter "001:010" in the Asset field. Depending on the field, the sort used might be alpha or numeric. In the case of an alpha sort, a range of 1:2 would also include 100, 10109, etc.

Use the Media options at the bottom of the specification window to determine the print destination of the report. The default is to print to screen. You can initially print to screen and subsequently send the report to a printer by clicking the Printer icon at the top of the report window.

Once you have entered the reporting criteria and have chosen a print destination, click [Run].

With a report in the active window, use the 'Recalculate' command on the Operations menu to update the report after making alterations to background data. You can use the 'Reopen Report Specification' command on the same menu to update the report using different reporting criteria.

Accumulated Category Depreciation

This is a simple report showing for their life to date the total depreciation of the Assets in each Department/Category combination. Assets that do not have a Department are not shown in the report.

To Date   **Paste Special**   Choose date

The report calculates depreciation for the life of each Asset to the date that you specify here. You must enter a date or the report will be empty.

Category	**Paste Special**	Asset Categories setting, Assets module
	Range Reporting	Alpha

If you want to report on the Assets belonging to a particular Category, specify that Category here.

Department	**Paste Special**	Departments setting, Assets module
	Range Reporting	Alpha

If you want to report on the Assets belonging to a particular Department, specify that Department here.

If an Asset has been moved between Departments before the To Date specified above using Asset Status records of Type "Movement", its depreciation will be divided between each Department depending on the time it spent in each one.

Object	**Paste Special**	Object register, Nominal Ledger/System module

If you want to report on the Assets with a particular Object, specify that Object here. If you enter a number of Objects separated by commas, only those Assets featuring all the Objects listed will be shown.

Function   The two formats available for this report are illustrated below—

Category/Department

In this report, the Assets are sorted by Category and then by Department. Depreciation figures for each Asset are not shown. Instead, total depreciation figures for each Category are shown, with subtotals for each Department within the Category.

Department/Category

> This option is similar, but the Assets are sorted by Department and then by Category. Total depreciation figures for each Department are shown, with subtotals for each Category within the Department.

Asset History

This report uses information from the Revaluation, Asset Status and Disposal registers to show what has happened to the selected Assets during the specified period.

When printed to screen, the Asset History report has Hansa's Drill-down feature. Click on the Serial Number of any Revaluation, Asset Status or Disposal record in the report to open that record, or on an Inventory Number to open the Asset record.

This report is the same one as that produced by the 'Asset History' function on the Operations menu of the Asset screen. When you produce it using that function, the report period runs from the Purchase Date of the Asset to the current date, and all four Include options are selected.

Period	**Paste Special**	Reporting Periods setting, System module

Events that occurred during the period specified here will be shown in the report.

Inventory No.	**Paste Special**	Asset register, Assets module
	Range Reporting	Alpha

Enter an Inventory Number (or range of Inventory Numbers) signifying the Assets to be shown in the report.

Objects	**Paste Special**	Object register, Nominal Ledger/System module

If you want to report on the Assets with a particular Object, specify that Object here. If you enter a number of Objects separated by commas, only those Assets featuring all the Objects listed will be shown.

Production Date	**Paste Special**	Choose date
	To report on Assets with a particular Production Date, enter that date here.	
Purchase Date	**Paste Special**	Choose date
	To report on Assets with a particular Purchase Date, enter that date here.	
End Date	**Paste Special**	Choose date
	To report on Assets with a particular End Date, enter that date here.	
Include	Use these options to choose which of the four different kinds of events are to be included in the report: change of Department; change of Person responsible; Revaluation; and sale or write-off. The first two options take information from the Asset Status register, and the last option takes information from the Disposal register.	

Asset History (Portugal)

This is a very detailed report showing the status of each Asset at the end of the report period. The Asset, Cost and Depreciation Accounts from the Asset Class are shown, as are the latest Department and Person from the Asset Status register. Depreciation figures for each fiscal year to the end of the report period are calculated, together with a total depreciation figure. Other information is taken from the Asset record.

When printed to screen, the Assets History (Portugal) report has Hansa's Drill-down feature. Click on an Inventory Number in the report to open the Asset record.

Period	**Paste Special**	Reporting Periods setting, System module

For each Asset shown in the report, depreciation will be calculated to the end of the period specified here. The Department and Person of each Asset will be taken from the last Asset Status record before the end of this period.

Inventory No.	**Paste Special**	Asset register, Assets module
	Range Reporting	Alpha

Enter the Inventory Number (or range of Inventory Numbers) of the Assets to be shown in the report.

Model Use one of these alternatives to determine which of the two Depreciation Models specified on the 'Models' card of each Asset record is to be used to calculate its depreciation.

Calculation Please refer to the section above on page 81 describing the 'Create Depreciation Simulations' Maintenance function for a full description of the Per Day and Per Month options. Choose the According to Model option if you want to use the Period specified in the Depreciation Model of each Asset. If an Asset uses a Declining Balance Depreciation Model, the calculation method will always be Per Month, irrespective of the option that you choose here.

Start From Last Revaluated Value

Please refer to the section above on page 81 describing the 'Create Depreciation Simulations' Maintenance function for a full description of this option.

Asset List

This report lists the Assets in the selection, showing for each most of the information stored in the Asset register. The report does not show depreciation or net book values: if you need a simple list that includes this information, use the Asset At Point Of Time report.

When printed to screen, the Asset List has Hansa's Drill-down feature. Click on an Inventory Number in the report to open the Asset record.

Period	Paste Special	Reporting Periods setting, System module

The report period: Assets whose Purchase Date falls in this period will be listed in the report. Assets with a blank Purchase Date will also be listed. If you want to list all Assets irrespective of Purchase Date, check the Ignore Purchase Date box below.

Inventory No.	**Paste Special**	Asset register, Assets module
	Range Reporting	Alpha

Enter an Inventory Number (or range of Inventory Numbers) signifying the Assets to be shown in the report.

Category	**Paste Special**	Asset Categories setting, Assets module
	Range Reporting	Alpha

Limit the selection to Assets belonging to a single Asset Category, or to a range of Categories.

Department	**Paste Special**	Departments setting, Assets module

If you want to report on the Assets belonging to a particular Department, specify that Department here.

Function   Use these options to control the level of detail to be shown in the report.

Overview   This option simply shows the Inventory Number, Name, Purchase Value and Purchase Date of each Asset.

Detailed   As well as the information shown in the Overview, this option shows the Quantity, Department and Person of each Asset in the selection (all taken from the 'Owner' card of the Asset record) and lists all Revaluations relating to those Assets.

Include Inactive   Check this box if you want to include in the report Assets that have been marked as Inactive.

Include Disposed   Check this box if you want to include in the report Assets that have been disposed of (i.e. written off or sold using an approved Disposal record).

If an Asset has been marked as Inactive and disposed of through the Disposal register, it will only be shown in the report if both Include Inactive and Include Disposed are checked.

Ignore Purchase Date

Check this box if you want to include all Assets in the
report, irrespective of Purchase Date.

Asset at Point in Time

This report is a simple list of Assets sorted by Department, showing their
Inventory Numbers, Names, Purchase Values, Depreciation to a specified
date, net book value at that date, and Purchase Date. Overall totals are
provided, as are totals for each Department. This report can be useful when
you need a list of Assets with current values, and don't need the detail of
other reports such as the Depreciation Report or Depreciation Plan. Bear in
mind, however, that this report does not include Assets that don't belong to a
Department.

Asset	**Paste Special**	Asset register, Assets module

Enter an Inventory Number (or range of Inventory
Numbers) signifying the Assets to be shown in the
report. Disposed and Inactive Assets and Assets that are
not in a Department will not be included in the report.

Asset Category	**Paste Special**	Asset Categories setting, Assets module

Limit the selection to Assets belonging to a single Asset
Category, or to a range of Categories.

Department	**Paste Special**	Departments setting, Assets module

If you want to report on the Assets belonging to a particular Department, specify that Department here. In all cases, this information will be taken from the 'Owner' card of the Asset record.

Date	**Paste Special**	Choose date

For each Asset, the report shows the depreciation up to a specified date, and the net book value at that date. Specify that date here. You must specify a date, otherwise the depreciation column in the report will be empty, and the net book values will be the same as the purchase values.

Department Summary

This report shows the movement of your Assets through the various Departments in your company during the report period.

A sample Department Summary report is shown below—

The report is a list of Departments, showing for each one the Assets that have passed through it during the report period. Within each Department section, the Assets are sorted by Asset Category, and subtotals are provided for each Category and Department.

Up to eight figures can be shown for each Asset, as follows—

Fwd. Bal   The Purchase Value (or, if appropriate, the value from the most recent Revaluation) of an Asset, shown if it entered the Department before the report period began.

P-Price   The Purchase Value of an Asset, shown if it was purchased during the report period and the Department is the first one to which the Asset belonged (i.e. the Department is the one shown on the 'Owner' card of the Asset record).

Move in   The Purchase Value of an Asset, shown if it was moved into the Department during the report period using an Asset Status record of Type "Movement".

These first three columns are used to describe the different ways in which an Asset can be attached to a Department: only one of these will contain a value.

Reval.   If a Revaluation was entered for an Asset during the report period, the change in value will be shown here. This will be determined using the Starting Date 1 of the Revaluation, not the Transaction Date.

The next three columns are used to describe the different ways in which an Asset can be removed from a Department: only one of these can contain a value. None will contain a value if the Asset is still in the Department at the end of the report period.

Write-off   The Sales Price of an Asset, shown if it was included in a Disposal record of Type "Write-off" during the report period.

Sold   The Sales Price of an Asset, shown if it was included in a Disposal record of Type "Sale" during the report period.

Move out   The Purchase Value of an Asset, shown if it was moved out of the Department during the report period using an Asset Status record of Type "Movement".

Balance   The net change in the value of an Asset while it was attached to a particular Department.

When you double-click 'Department Summary' in the 'Reports' list, the following specification window appears. Complete it as described under the illustration, and click the [Run] button to produce the report.

Period	Paste Special	Reporting Periods setting, System module

The report period: the report will show the movements of each Asset during the period specified here. This information will be taken from Revaluations, Disposals and Asset Status records of Type "Movement" whose Dates fall within this period. In the case of Revaluations, the date used is the Starting Date 1, not the Transaction Date. The purchase of an Asset during the report period will also be shown (taken from the Purchase Date field of the Asset record).

Department	Paste Special	Departments setting, Assets module
	Range Reporting	Alpha

Specify a Department (or range of Departments) to show the Assets that passed through it during the report period.

Category	Paste Special	Asset Categories setting, Assets module
	Range Reporting	Alpha

If you want to report on the Assets belonging to a particular Category, specify that Category here.

Object	**Paste Special**	Object register, Nominal Ledger/System module

If you want to report on the Assets with a particular Object, specify that Object here. If you enter a number of Objects separated by commas, only those Assets featuring all the Objects listed will be shown.

Lithuanian Form If you select this option, the report shows the same information, but in a particular format required by users in Lithuania.

Show all By default, the report will only list the Assets that were purchased, moved, revalued or disposed of during the report period. Check this box if you would like all Assets including those that were not subject to any movements to be listed in the report.

The example report illustrated above was produced using this option. If this option were not used, the report would only show Asset 4, which was moved from Department 1 to Department 2 during the report period.

Depreciation Plan

This report calculates depreciation for each Asset over a single calendar year on a month-by-month basis.

As with most reports in the Assets module, you can produce the Depreciation Plan for a future period. The report will then show planned depreciation for the selected Assets, based on information currently in the Asset and Revaluation registers.

Period	Paste Special	Reporting Periods setting, System module

Specify the time period for which depreciation will be calculated. Since the report displays monthly depreciation figures, the period should consist of a selected number of whole months. The first date of the period should be the start of a calendar year. If you specify a period in which these criteria are not met, it will be adjusted automatically.

Header — Enter your own title for the report.

Category	**Paste Special**	Asset Categories setting, Assets module
	Range Reporting	Alpha

If you want to report on the Assets belonging to a particular Category, specify that Category here.

Inventory No.	**Paste Special**	Asset register, Assets module
	Range Reporting	Alpha

Enter one or more Assets for which depreciation will be calculated.

Asset N/L Class	**Paste Special**	Asset Classes setting, Assets module

Limit the selection to Assets belonging to a single Asset Class.

Assets do not have an Asset Class field: each Asset belongs to an Asset Category, and each Category in turn belongs to an Asset Class.

Object	**Paste Special**	Object register, Nominal Ledger/System module

If you want to report on the Assets with a particular Object, specify that Object here. If you enter a number of Objects separated by commas, only those Assets featuring all the Objects listed will be shown.

Depreciation Model

Use one of these alternatives to determine which of the two Depreciation Models specified on the 'Models' card of each Asset record is to be used to calculate its depreciation.

Calculation   Please refer to the section above on page 81 describing the 'Create Depreciation Simulations' Maintenance function for a full description of the Per Day and Per Month options. Choose the According to Model option if you want to use the Period specified in the Depreciation Model of each Asset. If an Asset uses a Declining Balance Depreciation Model, the calculation method will always be Per Month, irrespective of the option that you choose here.

Start From   Please refer to the section above on page 81 describing the 'Create Depreciation Simulations' Maintenance function for a full description of the Purchase Value and Last Revaluated Value options. The Last Official Revaluation option is similar to the Last Revaluated Value option, but uses the latest Revaluation record with a Legal Code.

Function   Assets purchased after the report period are not included in the report. Use these options to choose how "purchased" is defined—

Check Start Date Assets with Start Dates 1 or 2 (depending on whether you are using Model 1 or 2) later than the report period will not be shown.

Check Purchase Date

Assets with Purchase Dates later than the report period will not be shown. The consequence will be that an Asset whose Purchase Date is earlier than or within the report period and whose Start Date is later than the report period will be included in the report, but no depreciation will be calculated. Depreciation is always calculated from the Start Date onwards.

Skip Inactive   Check this box if you do not want to include in the report Assets that have been marked as Inactive.

Skip Disposed   Check this box if you do not want to include in the report Assets that have been disposed of (i.e. written off or sold using an approved Disposal record).

Depreciations Report

This report is a list of Assets showing how the depreciation for each has been calculated.

Note that producing this report does NOT create the actual depreciation transactions. For this you should enter a Transaction in the Nominal Ledger, either manually or using the 'Create Depreciation Simulations' or 'Create Depreciation Transactions' Maintenance functions.

When printed to screen, the Depreciations Report has Hansa's Drill-down feature. Click on an Inventory Number in the report to open the Asset record.

Period	Paste Special	Reporting Periods setting, System module

Specify the time period for which depreciation will be calculated. Unless you are using a Straight Line Depreciation Model and the Values per Day option, the period should consist of a selected number of whole months: it will be rounded up if this is not the case.

Category	**Paste Special**	Asset Categories setting, Assets module
	Range Reporting	Alpha

If you want to report on the Assets belonging to a particular Category, specify that Category here.

Inventory No.	**Paste Special**	Asset register, Assets module
	Range Reporting	Alpha

Enter one or more Assets for which depreciation will be calculated.

Asset N/L Class	**Paste Special**	Asset Classes setting, Assets module

Limit the selection to Assets belonging to a single Asset Class.

Assets do not have an Asset Class field: each Asset belongs to an Asset Category, and each Category in turn belongs to an Asset Class.

Department	**Paste Special**	Departments setting, Assets module

Limit the selection to Assets that belonged to a particular Department at the end of the report period. This information will be taken from the latest Asset Status record of Type "Movement" entered during the report period, or, if there aren't any, from the 'Owner' card of the Asset record.

Object	**Paste Special**	Object register, Nominal Ledger/System module

If you want to report on the Assets with a particular Object, specify that Object here. If you enter a number of Objects separated by commas, only those Assets featuring all the Objects listed will be shown.

Depreciation Model

Use one of these alternatives to determine which of the two Depreciation Models specified on the 'Models' card of each Asset record is to be used to calculate its depreciation.

Function   Use these options to control the level of detail to be shown in the report. For illustrated examples, please refer to the end of the description of this report.

Calculation   Please refer to the section above on page 81 describing the 'Create Depreciation Simulations' Maintenance function for a full description of the Per Day and Per Month options. Choose the According to Model option if you want to use the Period specified in the Depreciation Model of each Asset. If an Asset uses a Declining Balance Depreciation Model, the calculation method will always be Per Month, irrespective of the option that you choose here.

Start From   Please refer to the section above on page 81 describing the 'Create Depreciation Simulations' Maintenance function for a full description of the Purchase Value and Last Revaluated Value options. The Last Official Revaluation option is similar to the Last Revaluated Value option, but uses the latest Revaluation record with a Legal Code.

Function   Assets purchased after the report period are not included in the report. Use these options to choose how "purchased" is defined—

Check Start Date   Assets with Start Dates 1 or 2 (depending on whether you are using Model 1 or 2) later than the report period will not be shown.

Check Purchase Date

                       Assets with Purchase Dates later than the report period will not be shown. The consequence will be that an Asset whose Purchase Date is earlier than or within the report period and whose Start Date is later than the report period will be included in the report, but no depreciation will be calculated. Depreciation is always calculated from the Start Date onwards.

Skip Inactive   Check this box if you do not want to include in the report Assets that have been marked as Inactive.

Skip Disposed   Check this box if you do not want to include in the report Assets that have been disposed of (i.e. written off or sold using an approved Disposal record).

Use Fiscal Val instead of Purchase Val

Check this box if you want to use the Fiscal Value as the basis for the depreciation calculations, instead of the Purchase Value.

If you use this option, make sure you have specified Fiscal Values for all your Assets. Depreciation will not be calculated for an Asset with no Fiscal Value.

The Detailed version of the report is illustrated below using as an example an Asset purchased in 1996 and entered to Hansa in January 2004. The report period (i.e. period for which depreciation is calculated) is January-December 2005. There are three columns as follows—

Forward Balance   This contains four figures—

Depreciation so far The Initial Depreciation from the 'Models' card of the Asset screen (i.e. the depreciation of the Asset prior to being input to Hansa). This is 94,242.28 in the example.

Value The Asset's Purchase Value from the 'Purchase' card of the Asset screen, 280,000 in the example. If there are any Revaluations from before the report period, this figure will be taken from the latest of these.

Depreciated The depreciation (including any Initial Depreciation) calculated by Hansa prior to the report period. In the example, the Initial Depreciation, which covers the period 1/1/1996 to 31/12/2003, is 94,242.28, and the depreciation for the previous year, 1/1/2004 - 31/12/2004, is 9,077.97, producing a total depreciation prior to the report period of 103,320.25.

Sum The Purchase Value less the Depreciated figure (i.e. the value of the Asset at the beginning of the report period).

Net Depr. This column shows the depreciation for the report period. This is 8,634.33 in the example.

End Balance This column shows the value of the Asset at the beginning of the period for which Hansa is recording depreciation (1/1/2004 in the example), the total calculated depreciation (in the example, for the years 2004 and 2005, i.e. the period for which Hansa is

recording depreciation, and therefore not including Initial Depreciation) and the value at the end of the period.

The Overview is more simple, showing only the Purchase Value (or value from the last Revaluation prior to the report period), value at the beginning of the report period, any Revaluations that might apply, the depreciation for the report period and the value at the end of the report period—

Disposal Journal

This report shows selected records from the Disposal register.

Serial No.	**Range Reporting**	Numeric
	Specify the range of Disposal records to be shown in the report. Use a colon (:) to separate the first and last number.	
Period	**Paste Special**	Reporting Periods setting, System module
	Enter the start and end dates of the period to be covered by the report.	
A/C	**Paste Special**	Account register, Nominal Ledger/System module
	Range Reporting	Alpha
	To report on Disposal records with a particular Cost Account, enter the Account Number here.	
Include	Use these options to specify whether Disposal records of Type "Sale" and/or Type "Write-off" are to be listed in the report.	
Function	Use these options to control the level of detail shown in the report.	

Overview   This is a simple list showing Disposal Number, Date and Comment, and the Person responsible for originally entering each Disposal.

Detailed   In addition to the information shown in the Overview, this option lists the Assets included in each Disposal record, showing the Inventory Number, Asset Name, total depreciation and Sales Price.

Fiscal Year Depreciation

The Fiscal Year Depreciation report is designed to satisfy a statutory reporting requirement in Portugal. Please refer to your local Hansa representative for full details.

The report requires that you define a hierarchical structure of Asset Categories, as illustrated in the section describing the Mother Category field in the Asset Categories setting above on page 19.

When printed to screen, the report has nine columns of information. When sent to a printer, there are 15 columns, including Non-Fiscal Cost.

Period	**Paste Special**	Reporting Periods setting, System module

Specify the time period for which depreciation will be calculated. This period should consist of a single fiscal year. Any Assets purchased after this period are shown in the report, but depreciation is shown to be zero.

Category	**Paste Special**	Asset Categories setting, Assets module
	Range Reporting	Alpha

To report on the Assets belonging to a range of Categories, specify that range here. You must specify a range of Categories, otherwise the report will be empty.

Inventory No.	**Paste Special**	Asset register, Assets module
	Range Reporting	Alpha

Enter one or more Assets to be shown in the report.

Asset N/L Class	**Paste Special**	Asset Classes setting, Assets module

Limit the selection to Assets belonging to a single Asset Class.

Assets do not have an Asset Class field: each Asset belongs to an Asset Category, and each Category in turn belongs to an Asset Class.

Depreciation Model

Use one of these alternatives to determine which of the two Depreciation Models specified on the 'Models' card of each Asset record is to be used to calculate its depreciation.

Include Use these options to specify whether normal (active) Assets or those that have been written off are to be listed in the report. Assets marked as Inactive are classified as "normal" in this instance, unless they have been included in an approved Disposal record.

Calculation Please refer to the section above on page 81 describing the 'Create Depreciation Simulations' Maintenance function for a full description of the Per Day and Per Month options. Choose the According to Model option if you want to use the Period specified in the Depreciation

Model of each Asset. If an Asset uses a Declining Balance Depreciation Model, the calculation method will always be Per Month, irrespective of the option that you choose here.

Include   Check the boxes to include Assets of different types in the report. The type of an Asset depends on the Category to which it belongs. At least one option must be chosen or the report will be empty.

Fiscal Year Revaluations

The Fiscal Year Revaluations report is designed to satisfy a statutory reporting requirement in Portugal. Please refer to your local Hansa representative for full details.

The report requires that you define a hierarchical structure of Asset Categories, as illustrated in the section describing the Mother Category field in the Asset Categories setting above on page 19.

Period   **Paste Special**   Reporting Periods setting, System module

Specify the time period for which depreciation will be calculated. This period should consist of a single fiscal year.

Legal Code   The report shows the effects of a single Official Revaluation on the depreciation of your Assets. Specify here the Legal Code of the Official Revaluation that you are interested in. You must enter a Legal Code or the report will be empty.

Model   Use one of these alternatives to determine which of the two Depreciation Models specified in each Revaluation record is to be used to calculate depreciation.

Include   Use these options to specify whether normal (active) Assets or those that have been written off are to be listed in the report. Assets marked as Inactive are classified as "normal" in this instance, unless they have been included in an approved Disposal record.

Calculation   Please refer to the section above on page 81 describing the 'Create Depreciation Simulations' Maintenance function for a full description of the Per Day and Per Month options. Choose the According to Model option if you want to use the Period specified in the Depreciation Model of each Asset. If an Asset uses a Declining Balance Depreciation Model, the calculation method will always be Per Month, irrespective of the option that you choose here.

Start From Last Revaluated Value

Please refer to the section above on page 81 describing the 'Create Depreciation Simulations' Maintenance function for a full description of this option.

Fiscal Year Write-offs

The Fiscal Year Write-offs report is designed to satisfy a statutory reporting requirement in Portugal. Please refer to your local Hansa representative for full details.

The report lists Assets that were sold or written-off during a particular fiscal year. If there is a record in the Inflation Coefficients setting whose Valid From date is the first day of that fiscal year, the appropriate coefficient (depending on the Purchase Date of the Asset) will be shown in the report (column 11) and this will be used in the calculation of the Fiscal Profit/Loss (column 14).

Period	Paste Special	Reporting Periods setting, System module

Specify the time period for which depreciation will be calculated. This period should consist of a single fiscal year.

Model   Use one of these alternatives to determine which of the two Depreciation Models specified in each Revaluation record is to be used to calculate depreciation.

Calculation   Please refer to the section above on page 81 describing the 'Create Depreciation Simulations' Maintenance function for a full description of the Per Day and Per Month options. Choose the According to Model option if

you want to use the Period specified in the Depreciation Model of each Asset. If an Asset uses a Declining Balance Depreciation Model, the calculation method will always be Per Month, irrespective of the option that you choose here.

Start From Last Revaluated Value

Please refer to the section above on page 81 describing the 'Create Depreciation Simulations' Maintenance function for a full description of this option.

Insurance Value Report

This report shows the Insurance Values assigned to each Asset (on the 'Values' card of the Asset record).

Inventory No.	**Paste Special**	Asset register, Assets module
	Range Reporting	Alpha

Enter one or more Assets to be included in the report.

Asset Category	**Paste Special**	Asset Categories setting, Assets module

Limit the selection to Assets belonging to a single Asset Category.

Missing Asset from Rental Item

This report is a list of Rental Items that have not been linked to Asset records. The specification window for this report is empty: when it opens, click [Run] to produce the report.

Responsible Person List

This report is a simple list of Assets, showing the Person who is responsible for each one. At the end of the report there is a separate section listing Assets for which no-one is responsible.

Information about who is responsible for an Asset will be taken from the latest Asset Status record of Type "Responsible", or, if there aren't any, from the 'Owner' card of the Asset record.

When printed to screen, the Responsible Person List report has Hansa's Drill-down feature. Click on an Inventory Number in the report to open the corresponding Asset record.

Asset	**Paste Special**	Asset register, Assets module
	Range Reporting	Alpha

Enter one or more Assets to be included in the report.

Category	**Paste Special**	Asset Categories setting, Assets module
	Range Reporting	Alpha

Limit the selection to Assets belonging to a single Asset Category.

Sorting Use this options to specify whether the Assets in the report are to be listed in Inventory Number order or in Category order.

Include Inactive Check this box if you want to include in the report Assets that have been marked as Inactive. These Assets will be marked as "Closed" in the report.

Include Disposed Check this box if you want to include in the report Assets that have been disposed of (i.e. written off or sold using an approved Disposal record).

If an Asset has been marked as Inactive and disposed of through the Disposal register, it will only be shown in the report if both Include Inactive and Include Disposed are checked.

Responsible Person Summary

This report is similar to the Department Summary, but instead uses Asset Status records of Type "Responsible" to show how the Person responsible for each Asset has changed during the report period. Please refer to the description of the Department Summary report above on page 124 for details.

Simulation Preview - Depreciations

Use this report to preview the Simulation that will be created when you run the 'Create Depreciation Simulations' Maintenance function. It shows the Accounts that will be included in such Simulations and the value of the depreciation that will be posted to those Accounts: if you so choose, you could therefore also use the report as a basis for entering depreciation directly to the Transaction register manually.

Please refer to the section above on page 81 describing the 'Create Depreciation Simulations' Maintenance function for examples showing how depreciation is calculated, and for possible reasons why certain Assets have been omitted from the report unexpectedly.

Period	Paste Special	Reporting Periods setting, System module

Specify the time period for which depreciation will be calculated. Unless you are using a Straight Line Depreciation Model and the Values per Day option, the period should consist of a selected number of whole months: it will be rounded up if this is not the case.

Inventory No.	**Paste Special**	Asset register, Assets module
	Range Reporting	Alpha

Enter one or more Assets for which depreciation will be calculated.

Asset Category	**Paste Special**	Asset Categories setting, Assets module
	Range Reporting	Alpha

Limit the selection to Assets belonging to a single Asset Category.

Department	**Paste Special**	Departments setting, Assets module

Limit the selection to Assets belonging to a particular Department. This information will be taken from the latest Asset Status record of Type "Movement", or, if there aren't any, from the 'Owner' card of the Asset record.

Trans. Date	**Paste Special**	Choose date

Enter the date that you think you will use when you create the depreciation Simulation. This will be shown at the beginning of the report together with the probable Simulation Number (i.e. the next unused number from the first Number Series in the Number Series - Simulations setting).

Model Use one of these alternatives to determine which of the two Depreciation Models specified on the 'Models' card of each Asset record is to be used to calculate its depreciation.

Calculation Please refer to the section above on page 81 describing the 'Create Depreciation Simulations' Maintenance function for a full description of these options.

Simulation per Asset

When you create a Simulation using the 'Create Depreciation Simulations' Maintenance function, depreciation of an Asset will be debited to the Cost Account of the Asset Class to which the Asset belongs and credited to the Depreciation Account of the Asset Class.

By default, the function will create a single Simulation. If you are not using Objects, this Simulation will contain a single debit posting to each Cost Account (to the value of the accumulated depreciation of all Assets using that Account) and a single credit posting to each Depreciation Account. If you are using Objects, the Simulation will contain single postings for each Object/Account combination. This structure will also be used in this report.

If you will not be creating a single Simulation when you run the Maintenance function, but instead will be creating one Simulation per Asset, check this box. The report will list the Simulations that will be created by the Maintenance function.

Skip Inactive Check this box if you do not want to include in the report Assets that have been marked as Inactive.

Skip Disposed Check this box if you do not want to include in the report Assets that have been disposed of (i.e. written off or sold using an approved Disposal record).

Use Fiscal Val instead of Purchase Val

Check this box if you want to use the Fiscal Value as the basis for the depreciation calculations in the report, instead of the Purchase Value.

If you use this option, make sure you have specified Fiscal Values for all your Assets. Depreciation will not be calculated for an Asset with no Fiscal Value.

Stocktaking List, Assets

You can use this report as a basis for the stocktaking of Assets. It is a list of Assets with one row per Asset, showing the quantity recorded as being in stock and a space where the actual quantity can be written in. This information is taken from the Asset register and from records in the Asset Status register whose Type is "Inventory".

The report contains a "Status" column. In the case of Assets that have never been included in an Asset Status record whose Type is "Inventory", this will show "Not Recorded". Otherwise, it will show the Status from the appropriate row of the latest Asset Status record.

Once you have carried out the stocktake, you should enter its results in a new record in the Asset Status register, of the Type "Inventory". It will probably be easy to copy the record representing the previous stocktake and then to check the quantities are correct. You can do this on screen or on paper having printed the Asset Status document. Assets that have been sold or written off since the last stocktake should be left out of the new record. Once you have approved and saved it, this new record will provide the contents of the Stocktaking List, Assets report the next time it is printed, and therefore of the next stocktake.

When printed to screen, the Stocktaking List, Assets report has Hansa's Drill-down feature. Click on an Inventory Number in the report to open the Asset record.

Asset	**Paste Special**	Asset register, Assets module
	Range Reporting	Alpha

Enter one or more Assets to be included in the report. Disposed Assets in the range will be shown (with a Status of "Disposed"), as will those that have been marked as Inactive.

Asset Category	**Paste Special**	Asset Categories setting, Assets module

Limit the selection to Assets belonging to a single Asset Category.

Department	**Paste Special**	Departments setting, Assets module

Limit the selection to Assets belonging to a particular Department. In all cases, this information will be taken from the 'Owner' card of the Asset record.

Person	**Paste Special**	Person register, System module

Limit the selection to Assets belonging to a particular Person. In all cases, this information will be taken from the 'Owner' card of the Asset record.

Last Stocktake	**Paste Special**	Choose date

Enter the date of the last stocktake here. Assets that have not been included in an Asset Status record whose Type is "Inventory" and whose Date is earlier than this date will be shown in the report as "Not Recorded". Otherwise their Status ("Found", "On Repair", etc.) will be taken from the most recent Asset Status record in which they have been included. If you print the report without using the Skip Disposed option (below), Assets sold or written off through the Disposal register prior to this date will be shown as "Disposed".

If you leave this field blank, the date of the last stocktake will be assumed to be the current date.

Object	**Paste Special**	Object register, Nominal Ledger/System module

If you want to list the Assets with a particular Object, specify that Object here. If you enter a number of Objects separated by commas, only those Assets featuring all the Objects listed will be shown.

Skip Disposed	Check this box if you do not want to include in the report Assets that have been disposed of (i.e. written off or sold using an approved Disposal record).
Skip Inactive	Check this box if you do not want to include in the report Assets that have been marked as Inactive.

Subsidy Assets

The Contract Number and Subsidy Value fields on the 'Purchase' and 'Values' cards respectively of the Asset screen are used in certain countries

(e.g. Portugal) when an Asset was purchased with the help of a subsidy from the European Union. These fields record the number of the EU contract authorising the subsidy, and the amount of the subsidy.

This report lists the Assets that have a Subsidy Value, showing the depreciation of the Asset and of the subsidy. In countries such as Portugal, depreciation of a subsidy is treated as income. You should enter a Nominal Ledger Transaction manually to record this income, using the figures shown in the report.

When printed to screen, the Subsidy Assets report has Hansa's Drill-down feature. Click on an Inventory Number in the report to open the Asset record.

Inventory No.	Paste Special	Asset register, Assets module
	Range Reporting	Alpha

Enter one or more Assets to be included in the report. The report will be empty if none of the specified Assets have a Subsidy Value. Inactive and Disposed Assets with Subsidy Values are shown.

Contract No.   Enter a Contract Number to report on Assets that have that Contract Number entered to the field on the 'Purchase' card.

Fiscal End Date   **Paste Special**   Choose date

Depreciation for each Asset will be calculated for the year ending on the date that you specify here. Depreciation will not be calculated if you do not specify a date.

Model   Use one of these alternatives to determine which of the two Depreciation Models specified in each Revaluation record is to be used to calculate depreciation.

Calculation   Please refer to the section above on page 81 describing the 'Create Depreciation Simulations' Maintenance function for a full description of the Per Day and Per Month options. Choose the According to Model option if you want to use the Period specified in the Depreciation Model of each Asset. If an Asset uses a Declining Balance Depreciation Model, the calculation method will always be Per Month, irrespective of the option that you choose here.

Start From Last Revaluated Value

Please refer to the section above on page 81 describing the 'Create Depreciation Simulations' Maintenance function for a full description of this option.

Transaction Preview - Depreciations

Use this report to preview the Transaction that will be created when you next run the 'Create Depreciation Transactions' Maintenance function. In operation, it is the same as the Simulation Preview - Depreciations report: please refer to the description of that report above on page 147 for details.

Update Dept on Asset

The 'Update Dept on Asset' Maintenance function will be useful if you are using the Rental module and your Assets are also Rental Items. It updates the Department information in the Asset register so that it is the same as the Location information in the Rental Item register. Please refer to the description of this function above on page 110 for details.

Before using this function, you can produce an Update Dept on Assets report to preview the Assets whose Departments will be updated.

Exports

Introduction

The 'Exports' function allows you to export information from your Hansa database to tab-delimited text files from where you can incorporate it in word processing programs for mailmerge, in spreadsheets for further statistical analysis or in page make-up programs for incorporation in publicity material or published reports. Alternatively, you can import the information into other Hansa databases or Companies using the 'Automatic' and 'Automatic, manual file search' import functions in the System module. Remember that Reports can also be printed to disk, so most of the information that is stored in Hansa is available to other applications via the medium of the text file.

To begin exporting, select 'Exports' from the File menu or click the [Exports] button in the Master Control panel. The window illustrated below appears. This lists the Exports that can be produced from the Assets module. Double-click the required item in the list. A specification window will then appear, where you can decide the contents of the exported text file. Click [Run] and a 'Save File' dialogue box will appear, where you can name the file and determine where it is to be saved.
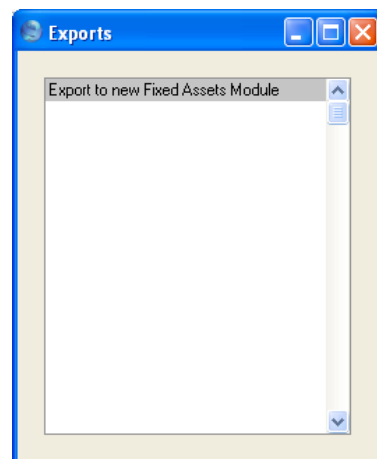
Export to new Fixed Assets Module

The Assets module was rewritten in Hansa version 3.8. The old Fixed Asset register was replaced by the Asset register. If you were using Hansa prior to this version, you should convert your Fixed Assets to Assets. To do this, follow these steps—

1. Referring to the section entitled 'Upgrading from Previous Versions of Hansa' in the first chapter of the 'Introduction to HansaWorld Enterprise' manual, upgrade your database to the new version of Hansa.

2. Back up your database in the usual fashion.

3. Change to the Assets module and select 'Exports' from the File menu or click the [Exports] button in the Master Control panel.

4. When the 'Exports' list window appears, double-click 'Export to new Fixed Assets Module'. Create an export file in the usual way.

5. Change to the System module and import the file created in step 4 using the 'Automatic, manual file search' option.

6. Check that the Asset register contains your Assets as expected.

The following points should be noted—

• The old Fixed Assets module did not have Asset Categories. Each Asset belonged to an Asset Class. In the new Assets module, each Asset belongs to an Asset Category which in turn belongs to an Asset Class. The updating process will create one new Asset Category for each Asset Class, with the same code as the Asset Class. For example, if you have an Asset Class with the code "1", the updating process will create a Category with the code "1". Assets that previously belonged to Class "1" will be assigned to Category "1", and Category "1" will be assigned to Class "1". This will enable depreciation calculations to begin immediately. However, all other fields in the new Category records (e.g. Category Name, default Depreciation Models) will be left blank by the updating process.

• If any of the old Fixed Assets contained a Last ST Date, they will be included in a new record in the Asset Status register, of Type "Inventory". A separate Asset Status record will be created for each Asset. These records will be created as part of the import process, but they will not be approved.

• If any of the old Fixed Assets contained a Sales Date, they will be included in a new record in the Disposal register. This record will be

created as part of the import process, but it will not be approved. If the old record had a Sales Value as well, the Type of the Disposal record will be "Sale". Otherwise, it will be "Write off". The Sales Date will appear in the End Date field in the new Asset record.

- The information in the first row of the grid on card 2 of the old Fixed Asset records will be copied to the equivalent fields in the new Asset records. This grid only had one Start Date field, so this date will appear in both the Start Date 1 and 2 fields in the new Asset record. If the grid had more than one row, Revaluation records will be created for the second and subsequent rows.

HansaWorld Enterprise

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