



# Senior Fixed Assets System Release Bulletin

In this release bulletin, we cover the new features in **FIXED ASSETS**.

## Asset Tracking Report

The new Asset Tracking Report displays information from the **Asset Maintenance** Track tab. You can choose to see only the tracking items for a particular status (scheduled, pending, complete, etc.), tracking action (relocation, maintenance, warranty, etc.), and date range.

Asset Tracking Report									
October 6, 2006 10:17 AM		Your School		All Assets Sorted by I.D.					
Aquisitions From 01/01/2006 To 12/31/2006									
ASSET I.D.	040100401	ASSET NAME	Copy Machine	CLASS	Fixed Equipment	ASSET STATUS	Not Disposed	BOOK VALUE	\$9,100.00
		TRACKING DATE	TRACKING ACTION		TRACKING STATUS		TRACKING DESCRIPTION		
		04/20/2006	Maintenance		Complete		2 year maintenance scheduled		
		09/01/2006	Maintenance		Scheduled		Repair		
ASSET I.D.	040100501	ASSET NAME	Database Server	CLASS	Fixed Equipment	ASSET STATUS	Not Disposed	BOOK VALUE	\$3,846.66
		TRACKING DATE	TRACKING ACTION		TRACKING STATUS		TRACKING DESCRIPTION		
		03/20/2006	Agreement		Signed		Warranty card submitted. Contact 1-800-456-0493 for service.		
		03/24/2006	Warranty		Submitted		100 hour maintenance. Service tech scheduled to come in.		
		04/15/2006	Maintenance		Scheduled		2nd month maintenance		
		05/15/2006	Maintenance		Scheduled				

# Asset ID Tag Number

There is a new field on the **Asset Maintenance** Asset Details tab: ID Tag No. This allows your school to keep track of the ID tag number.

The screenshot shows a software window titled "Asset Maintenance - ( 17\" LCD Monitor )". It has several tabs: "Asset", "Asset Details", "G/L Accounts", "Transactions", "Disposal", "Projected depreciation", "Track", "Media", and "Comments". The "Asset Details" tab is active. Under the "Location" section, there are fields for "Department" (value: 10), "Location" (dropdown menu: Counseling Office), and "Custodian" (value: Zelma Gorden). Under the "Details" section, there are fields for "Serial No" (value: 374720451), "Model No" (value: M0-1042), and "ID Tag No" (value: 10-17-1). The "ID Tag No" field is highlighted with a blue border.

There is also a new report, the Asset Tag Report, which you can use to print a list of assets. The report includes a Notes column.

**Asset Tag Report**

October 6, 2006 10:30 AM

**Your School**

Selected Items, Neither Disposed Nor Inactive Sorted by I.D.

ASSET I.D.	ASSET NAME	DEPARTMENT	LOCATION	ID TAG	NOTES
040100401	Copy Machine	Administrative Offices	Main Office	10-0130-1	
040100501	Database Server	Administrative Offices	Server Room	10-1024-1	
040100602	E-Mail Server	Administrative Offices	Server Room	10-1025-1	
050100001	Telephone cables	Administrative Offices	Main Office	10-8101-1	
050100002	Telephone System	Administrative Offices	Main Office	10-105B-1	
050100601	HP 4050 Laser Printer	Administrative Offices	Main Office	10-4050-1	
060100601	Dimension 5150 (2.80GH	Administrative Offices	Main Office	10-5150-1	
060100602	19" Flat Panel Monitor	Administrative Offices	Main Office	10-19-1	
060100603	eMachine T3410 (2GHz)	Administrative Offices	Counseling Office	10-3140-1	
060100604	17" LCD Monitor	Administrative Offices	Counseling Office	10-17-1	
060100605	19" Flat Panel Monitor	Administrative Offices	Main Office	10-19-2	

## Form 990 Report

There is a new field in **Asset Class Maintenance** where you can specify the classification: Program, Services, Management, etc. This allows you to subtotal by group on the Form 990 report, among other things.

### Establishing Asset Class Groups

Asset class groups are maintained in SYSTEM ADMINISTRATION **Code Maintenance**. You enter a name for each group and a sort number. The groups will be sorted in drop-down lists and on reports using the sort order specified here.

The screenshot shows the 'Code Maintenance' window with the 'Asset Class Groups' code selected. The window contains a table with the following data:

Group	Sort Order
→ Products	1
→ Services	2
→ Management (General/Fundraising)	3
→ Programs	4
→ Property	5

Buttons for 'New', 'Delete', and 'Print' are visible on the right side of the table. At the bottom of the window are 'OK', 'Apply', and 'Cancel' buttons, and a 'NUM' field.

### Selecting Groups in Asset Class Maintenance

If assets in a class should be grouped, you can use the Group drop-down list in **Asset Class Maintenance** to select the appropriate group.

The screenshot shows the 'Asset Class Maintenance - ( Leased Computer Equipment and Software )' window. The 'Class' tab is selected, and the 'G/L Accounts' sub-tab is active. The 'I.D. / Name' section contains the following information:

- I.D.: 070
- Name: Leased Computer Equipment and Software
- Group: Services (highlighted with a blue box)

The 'Depreciation Defaults' section contains the following information:

- Depreciation Method: Do Not Depreciate
- Depreciation Convention: (empty)
- Useful life: 4

Buttons for 'OK' and 'Cancel' are visible at the bottom of the window, and a 'NUM' field is at the bottom right.

## Sorting and Subtotaling by Group on Form 990 Report

You can use these groups on the Form 990 Report to subtotal the assets by group. The Asset Classes can be subtotaled by the groups. The groups would be sorted by the sort key established in **Code Maintenance** (above).

Form 990 Report								
October 11, 2006 10:25 AM		Your School						
I.D.	NAME	10/11/2005			10/11/2006			Depr. for Period
		Depr. Basis	Accum. Depr.	Book Value	Depr. Basis	Accum. Depr.	Book Value	
<b>Products</b>								
040	Fixed Equipment	\$37,696.58	\$22,464.29	\$15,232.29	\$24,066.64	\$24,805.75	\$18,199.15	\$2,341.46
050	Office Equipment	\$16,379.99	\$10,567.16	\$5,812.83	\$16,749.99	\$11,904.75	\$4,874.99	\$1,337.59
060	Desktop and Lapt	\$3,996.76	\$3,896.76	\$100.00	\$6,456.00	\$5,187.96	\$5,164.80	\$1,291.20
070	Leased Computer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
080	Motor Vehicles	\$25,175.00	\$22,275.00	\$2,900.00	\$16,995.00	\$26,523.75	\$12,746.25	\$4,248.75
090	Fixtures and Furn	\$3,111.58	\$2,761.58	\$350.00	\$0.00	\$2,761.58	\$0.00	\$0.00
<b>Products</b>	<b>Total :</b>	<b>\$86,359.91</b>	<b>\$61,964.79</b>	<b>\$24,395.12</b>	<b>\$64,267.63</b>	<b>\$71,183.79</b>	<b>\$40,985.19</b>	<b>\$9,219.00</b>
<b>Property</b>								
010	Land and Land I	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
020	Buildings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
030	Building Services	\$899,000.00	\$179,550.00	\$719,450.00	\$899,000.00	\$199,500.00	\$699,500.00	\$19,950.00
<b>Property</b>	<b>Total :</b>	<b>\$899,000.00</b>	<b>\$179,550.00</b>	<b>\$719,450.00</b>	<b>\$899,000.00</b>	<b>\$199,500.00</b>	<b>\$699,500.00</b>	<b>\$19,950.00</b>
<b>Grand Total :</b>		<b>\$985,359.91</b>	<b>\$241,514.79</b>	<b>\$743,845.12</b>	<b>\$963,267.63</b>	<b>\$270,683.79</b>	<b>\$740,485.19</b>	<b>\$29,169.00</b>