

FIXED ASSET SETTINGS

The Fixed Asset Module is used to *automatically generate* fixed assets in the Fixed Asset Masterfile Module thus reducing the time of the user encoding many individual fixed assets. To begin, Check the Appropriate Account Titles to be regarded as Fixed Assets (*Figure 1*). In this case, **products** which are set up with the account titles of *Furniture and Fixture, Kitchen Equipment, Computer and Electronic Equipment, or Office Materials* for the **Link to Debit Account (For Purchase Journal)**, will be regarded as fixed assets.

Figure 1

The screenshot shows the 'Fixed Asset Account Settings' page. On the left is a sidebar with an 'EXPLORE' menu containing items like Dashboard, Financing, Services, Purchasing, Sales, Inventory, References, Masterfiles, Treasury, Bank Reconciliation, Assets Management, and Settings. The 'Settings' menu is expanded, showing options like Setup Tax, Setup Chart of Accounts, General Configuration, SOA Settings, Fixed Asset Settings (which is selected), Setup User Rights, Create User Account, Setup Company Info, Setup Check Layout, Recurring Template, Email Settings, Email Report Settings, Backup Database, and Audit Trail. The main content area is titled 'Fixed Asset Account Settings' and includes a note: 'Note: Please check the appropriate Fixed Asset Accounts used in Product Management (Link to Debit Account) to be included in the Fixed Asset Generation in Purchase Journal'. Below this is a table with a 'Description' column and checkboxes. The checked items are: Cash on Hand, Cash in Bank - GRB, Petty Cash Fund, Revolving Fund, Account Receivable, Account Receivable OTH, Furniture and Fixture, Accumulative Depreciation, Service Vehicles, Kitchen Equipment, Computer and Electronic Equipment, Appliances and Other Electronic Gadgets, Bank - Check, Bank - Card, Bank - Bank Deposit, Tax, Work In Process Inventory, Bank - Current BDO ACT#9837459879, Accounts Receivable - Trade, and Office Materials. A 'Save Account Changes' button is at the bottom.

Description	Selected
Cash on Hand	<input checked="" type="checkbox"/>
Cash in Bank - GRB	<input checked="" type="checkbox"/>
Petty Cash Fund	<input checked="" type="checkbox"/>
Revolving Fund	<input checked="" type="checkbox"/>
Account Receivable	<input checked="" type="checkbox"/>
Account Receivable OTH	<input checked="" type="checkbox"/>
Furniture and Fixture	<input checked="" type="checkbox"/>
Accumulative Depreciation	<input checked="" type="checkbox"/>
Service Vehicles	<input checked="" type="checkbox"/>
Kitchen Equipment	<input checked="" type="checkbox"/>
Computer and Electronic Equipment	<input checked="" type="checkbox"/>
Appliances and Other Electronic Gadgets	<input checked="" type="checkbox"/>
Bank - Check	<input checked="" type="checkbox"/>
Bank - Card	<input checked="" type="checkbox"/>
Bank - Bank Deposit	<input checked="" type="checkbox"/>
Tax	<input checked="" type="checkbox"/>
Work In Process Inventory	<input checked="" type="checkbox"/>
Bank - Current BDO ACT#9837459879	<input checked="" type="checkbox"/>
Accounts Receivable - Trade	<input checked="" type="checkbox"/>
Office Materials	<input checked="" type="checkbox"/>

The system detects which products are Fixed Assets depending on the setup of the Product in the **Masterfiles Menu -> Product Management** as shown in *Figure 2*. Assign the appropriate **Fixed Asset Account Title** to the **Link to Debit Account (For Purchase Journal)** part of the Form. In this case, the Account Title chosen is *Furniture and Fixture*.

Figure 2

The screenshot shows the 'Product Management' form. The left sidebar is the same as in Figure 1, with 'Product Management' highlighted under the 'Masterfiles' menu. The main form contains fields for PLU (00201220025100), Product Description (Dell Intel I5 1TB 8GB RAM 17 Inches Laptop), Other Description, Brand (NONE), Supplier (Office Warehouse Inc.), Category (Office Equipments), and Tax (Non-vat). There are also checkboxes for 'For Bulk and Retail?' and 'Tax Exempt?'. The right side of the form displays pricing and inventory information: Primary Unit (Bulk), Unit of Measurement (Piece), Inventory type (Non-inventory), Suggested Retail Price (SRP) (0.0000), Discounted Price (0.0000), Dealer's Price (0.0000), Distributor's Price (0.0000), Public Price (0.0000), Purchase Cost (35,000.00), Warning Quantity (Minimum Stock) (0.00), Ideal Quantity (Maximum Stock) (0.00), Link to Credit Account (For Sales Journal) (None), and Link to Debit Account (For Purchase Journal) (Furniture and Fixture). The 'Link to Debit Account' field is highlighted with a red box. 'SAVE' and 'CANCEL' buttons are at the bottom right.

Upon *reviewing* and *posting* Purchase Invoices in the Purchase Journal Module (Figure 3), the System can detect if certain products purchased are Fixed Asset. In the **Fixed Asset Tab**, fixed assets are shown. Clicking the **+ Button** will show the details of the Product as shown in *Figure 3*.

Figure 3

The screenshot shows the 'Fixed Asset' management interface. At the top, there are tabs for 'Review Journal', 'Transaction', and 'Fixed Asset'. The 'Fixed Asset' tab is active. Below the tabs, there's a table with columns: Code, Item, Qty, UM, Price, and Status. A row is highlighted with a red box around the minus button in the 'Qty' column. The details section below the table contains fields for Asset Code, Asset Description, Acquisition Cost, Salvage Value, Acquisition Date, Life (in Years), Location, Category, and Department. A blue box highlights the 'SAVE FIXED ASSET' button at the bottom right.

Code	Item	Qty	UM	Price	Status
00201220025100	Dell Intel I5 1TB 8GB RAM 17 Inches Laptop	5.00	Piece	35,000.00	

Asset Code : 00201220025100
 Asset Description : Dell Intel I5 1TB 8GB RAM 17 Inches Lapt
 Acquisition Cost : 35,000.00
 Salvage Value : 1.00
 Acquisition Date : 07/26/2019
 Life (in Years) : 5.00
 Location : Admin Office
 Category : Office Equipments
 Department : IT

SAVE FIXED ASSET

Fill up all the fields then click the **Save Fixed Asset Button** to automatically generate and add the Product on the **Master List** of the Fixed Assets which can be found in the **Asset Management Menu -> Fixed Asset Management** as shown in *Figure 6*. The system will generate and add the product depending on the *quantity* of the item. In this case, the system generated five (5) assets of the *Dell Intel I5 1TB 8GB RAM 17 Inches Laptop* having its own unique *Asset Code*.

The screenshot shows the 'Fixed Asset Management' dashboard. On the left, there's a sidebar with a menu. The 'Assets Management' menu item is highlighted, and its sub-menu 'Fixed Asset Management' is also highlighted. The main area shows a table with columns: Asset Code, Description, Location, Category, and Action. There are 5 rows of data, each representing a generated asset. A red box highlights the 'Assets Management' menu item, and a blue box highlights the 'Fixed Asset Management' sub-menu item.

System Administrator
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EXPLORE











- Dashboard
- Financing
- Services
- Purchasing
- Sales
- Inventory
- References
- Masterfiles
- Treasury
- Bank Reconciliation
- Assets Management
 - Fixed Asset Management
 - Movement of Assets
 - Depreciation Expense Report

Fixed Asset Management

+ New Asset

Print Export

Search :

Asset Code	Description	Location	Category	Action
00201220025100-5	Dell Intel I5 1TB 8GB RAM 17 Inches Laptop	Admin Office	Office Equipments	 
00201220025100-4	Dell Intel I5 1TB 8GB RAM 17 Inches Laptop	Admin Office	Office Equipments	 
00201220025100-3	Dell Intel I5 1TB 8GB RAM 17 Inches Laptop	Admin Office	Office Equipments	 
00201220025100-2	Dell Intel I5 1TB 8GB RAM 17 Inches Laptop	Admin Office	Office Equipments	 
00201220025100-1	Dell Intel I5 1TB 8GB RAM 17 Inches Laptop	Admin Office	Office Equipments	 

Showing 1 to 5 of 5 entries

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