



Asset Manager Admin Guide

Basware P2P 18.2

1 Introduction

1.1 Assets Overview

An asset is any item that the organization decides to track for maintenance or accounting purposes. Assets can be as large as a building or as small as a pencil, depending on business processes. Asset management is used to record the costs, depreciations, transfers, and disposals associated with an asset. Each item is designated as an asset for it to be available in the Asset Tracking and Work Order Management functionality.

For example, the organization purchases a delivery truck and wants to track it as an asset. The initial receipt of the truck is recorded and added to asset tracking. After adding to the item to asset tracking, record the purchase price, warranty information, date acquired, what user it is assigned to, and what status the asset is currently in. The asset can be further defined by using attributes. Maintenance schedules can be recorded and depreciation can be tracked once the date in service is set for the asset.

1.2 Asset Lifecycle

The asset lifecycle forms the basis for an asset since all asset management takes place within the context of this lifecycle.

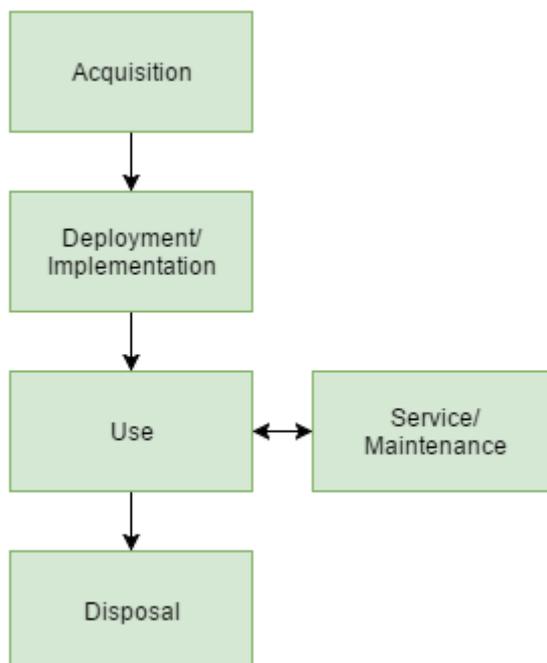


Figure 1: Asset Lifecycle

Acquisition: The lifecycle of an asset starts when the asset is acquired. In the system this begins when an item is received as an asset or added in the system through the Asset Manager Module.

Deployment/Implementation: The second phase is the deployment/implementation stage. During this phase the asset details based on the asset category, such as asset warranty, useful life, current meter, serial number, etc. are stored in the system and the asset is placed into service. This is when depreciation starts.

Use: The asset is fully functional and in use during this stage.

Service/Maintenance: This stage happens concurrently with the Use stage, in which certain service or maintenance tasks can be performed on the asset to extend its lifecycle.

Disposal: The final stage is disposal, when the asset has reached its useful life years the asset can be disposed. Certain costs can be incurred for disposal of the asset or a salvage cost can be realized, which is the anticipated sale price at the end of the useful life.

1.3 Asset Management Principles

Asset management is used to track physical inventory allocated to different users and/or locations. It is used to track the necessary maintenance and depreciation that accompany certain items as well as model and serial numbers. It can track non-stock or stock items (inventory). Asset management also allows the adding of assets to Asset lists. This gives the ability to assign assets to specific users or locations, as well as assigning an asset status or category. Once an asset is assigned to a list, the user can also perform actions on them, such as tagging, maintenance, upgrade, repairs, and depreciation.

In regards to these management principles, they can be broken into three groups:

- Physical aspects
- Financial aspects
- Services aspects

Physical Aspects

The physical aspects of an asset include the category that the asset belongs to, the status of the asset, the maintenance types associated with the asset, and the location and current assignment of the asset.

Financial Aspects

The financial aspect of an asset deals with the asset depreciations.

Depreciation is an estimate of the decrease in the value of an asset caused by “wear and tear,” “obsolescence,” or “impairment.”

Depreciations are used to spread the cost of an asset over its useful life. The system enables the organization to use different methods to account for depreciation such as straight line depreciation, declining balance, etc.



The date set for the Date in Service field for an asset controls when depreciation begins.

Depreciation can be calculated in different ways depending on the organization’s accounting practices.

See [Depreciation Management](#) for more information.

Services Aspects

The services part of an asset mainly deals with work orders that are associated with assets.

The work order management feature is designed to automate the process of entering and completing a work order request. The system helps to manage all work order planning, scheduling, and deploying the services workforce.

2 Asset and Work Order Management

2.1 Asset Management Overview

Asset Management tracks physical inventory allocated to different users and/or locations. It is also used to track the necessary maintenance and depreciation that accompany certain items, as well as model and serial numbers. It tracks non-stock or stock items.

Asset management also allows the addition of assets to asset lists. This gives the ability to assign assets to specific users or locations, as well as assigning an asset status or category. Once assets are assigned to a list, action can be performed on them, such as asset tagging, maintenance, upgrade, repairs, and depreciation.

Asset Management captures and tracks the data automatically needed. Multiple books can be kept and required reports generated. The organization knows what assets it has, what they are worth, and where they are. Key people get asset information quickly and easily. This information can give them the competitive edge needed.

Asset Management enables the user to:

- Track assets including the leasing details, maintenance schedule, and other attributes.
- Check assets in and out of inventory.
- Record costs associated with an asset and calculate the book value at any point in time.
- Define custom attributes for an asset and record values for these attributes.
- Change the asset status at any time and keep a corresponding history record.
- Categorize assets into different categories for reporting purposes.
- Record asset parameters on per asset basis. For example, five items (assets) are received; record them as five different assets with different asset IDs rather than one asset with a quantity of five.
- Notify vendors instantly when work orders are created if they have access to the Vendor Portal.

2.2 Asset Categories

Each asset is assigned a category to help define the asset, and to provide grouping of assets for easier management. Asset categories must exist prior to the asset being added to Asset Management. Some examples of categories are printers, laptops, or software.

The following is required to manage asset categories:

- Access to Assets and Work Order Module
- Permission 81 – Manage Assets

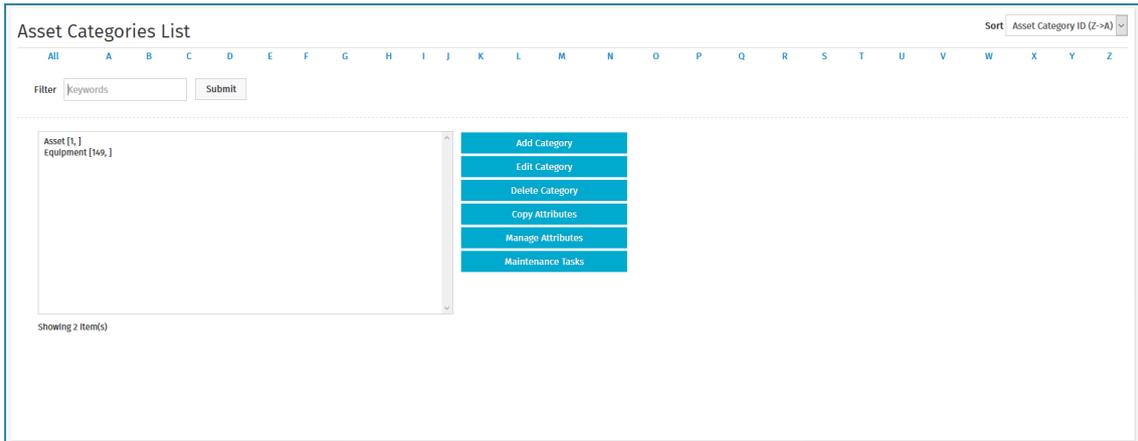


Figure 2: Asset Categories Management page

Table 1: Asset Categories Management Action Definitions

Action	Definition
Add Category	Allows the user to add a new asset category.
Edit Category	Allows the user to edit an existing asset category.
Delete Category	Allows the user to delete an asset category.
Copy Attributes	Allows the user to copy the attributes of one category to another.
Manage Attributes	Allows the user to manage asset category attributes.
Maintenance Tasks	Allows the user to set up maintenance tasks for the asset category.

Asset categories can be sorted based on:

- Asset category ID
- Category description

To sort based on one of these options, select the option in the **Sort** drop-down field and click **Filter/Sort**.

2.2.1 Asset Category Addition and Editing

The Add Asset Category and Edit Asset Category pages have the same attributes.

Figure 3: Add Asset Category page

Table 2: Add Asset Category page field definitions

Field	Definition
Category Desc	Allows the user to enter the category description.
Accounting Code	Allows the user to enter an accounting code for the category.
Default Maintenance OR	Allows the user to enter a maintenance order request number that is associated with the category.
Default Maintenance WO	Allows the user to enter a maintenance work order number that is associated with the category.
Default Warranty (Months)	Allows the user to set a default warranty in months for the category.
Default Useful Life (Years)	Allows the user to set a default useful life for the category.
Default Warranty Start Date	Allows the user to select one of the following for the warranty start date: receipt date, purchase date, or default to blank.
Default Asset Condition Code	Allows the user to select a default asset condition code to be associated with this asset category. The default is none.
Udef 1-2	<p>Allows the user to enter custom information related to the asset category.</p> <hr/> <p> Users can customize the label for these fields by entering a label in system settings 11913 and 11914 respectively. To not display these fields enter <i>hide</i> in the system settings fields.</p>

Table 2: Add Asset Category page field definitions (continued)

Field	Definition
Meter Label	The label for the meter used for the category in the system. For instance, the meter label for a car would be miles.
Warranty Expiration Notification to	Allows the user to select the user(s) in the system to which the warranty expiration notification needs to be sent.



If a user tries to assign Condition Code other than *none* to an asset category that has depreciation set up, the system prompts the user with an error message.

2.2.1.1 Adding an Asset Category

To add an asset category:



1. From the Dashboard, navigate to  > **Assets > Asset Categories**.
2. Click **Add Category**.
3. Complete the required fields.
4. Click **Add Asset Category**.

2.2.1.2 Editing an Asset Category

To edit an asset category:



1. From the Dashboard, navigate to  > **Assets > Asset Categories**.
2. Click **Edit Category**.
3. Complete the required fields.
4. Click **Edit Asset Category**.

2.2.1.3 Deleting an Asset Category

To delete an asset category:



1. From the Dashboard, navigate to  > **Assets > Asset Categories**.
2. Select the asset to delete and click **Delete Category**.
3. Click **OK** on the pop-up window.



If assets are currently assigned to the category being deleted then a message is displayed that the asset category cannot be deleted.

2.2.2 Asset Category to Item Category Association

You can associate asset categories with an item category.

The following are required to perform this function:

- Access to the Admin Tools menu 
- Permission 19 - Manage Catalogs

2.2.2.1 Associating an Asset Category with an Item Category

Asset categories must be created before they can be associated to item categories.

To associate an asset category with an item category:



1. From the Dashboard, navigate to  > **Catalog > Item Categories.**
2. Select the item category to associate with the asset category and click **Edit.**
3. Locate the Asset Category field and select a category from the drop-down list.
4. Click **Edit Category.**

For more information on item categories, refer to the *General Admin Guide*.

2.3 Asset Status

From the moment a new asset enters the system, its status is subject to change. The status of an asset usually reflects at a glance what stage the asset is in its lifecycle.

The system includes 12 default asset statuses, which helps the users to define at a glance what status the asset is. Additional statuses can be added or existing ones can be deleted.

The following permission is required when managing asset statuses:

- 81 – Manage Assets

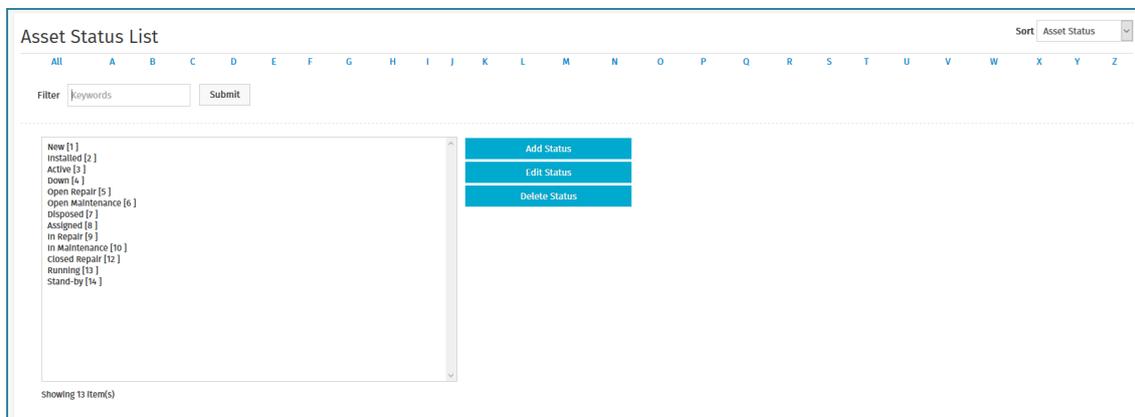


Figure 4: Asset Status Management page

Table 3: Asset Status Management Action Definitions

Action	Definition
Add Status	Allows the user to add a new asset status.
Edit Status	Allows the user to edit an existing asset status.
Delete Status	Allows the user to delete an asset status.

The list of statuses displayed can be sorted based on one of these options:

- Asset Status
- Status Description

To sort based on one of these options, select the option in the **Sort** drop-down field, and click **Filter/Sort**.

2.3.1 Asset Status Addition and Editing

The Add Asset Status and the Edit Asset Status pages have the same fields.

Figure 5: Add Asset Status page

Field	Definition
Status Desc	Enter the name for the Asset Status.

2.3.2 Adding an Asset Status

To add an asset status:



1. From the Dashboard, navigate to  > **Assets > Asset Status**.
2. Click **Add Status**.
3. Enter a name for the asset status.
4. Click **Add Asset Status**.

2.3.3 Editing an Asset Status

To edit an asset status:



1. From the Dashboard, navigate to  > **Assets** > **Asset Status**.
2. Click **Edit Status**.
3. Revise the name for the asset status.
4. Click **Edit Asset Status**.

2.3.4 Deleting an Asset Status

To delete an asset status:



1. From the Dashboard, navigate to  > **Assets** > **Asset Status**.
2. Select the status to be deleted and click **Delete Status**.
3. Click **OK** in the pop-up window.

2.4 Asset Category Attribute Management

When additional fields need to be captured for an asset category in addition to the regular fields, manage attributes can be used to add new fields or edit the added fields.

Add/Edit Asset Category Attributes

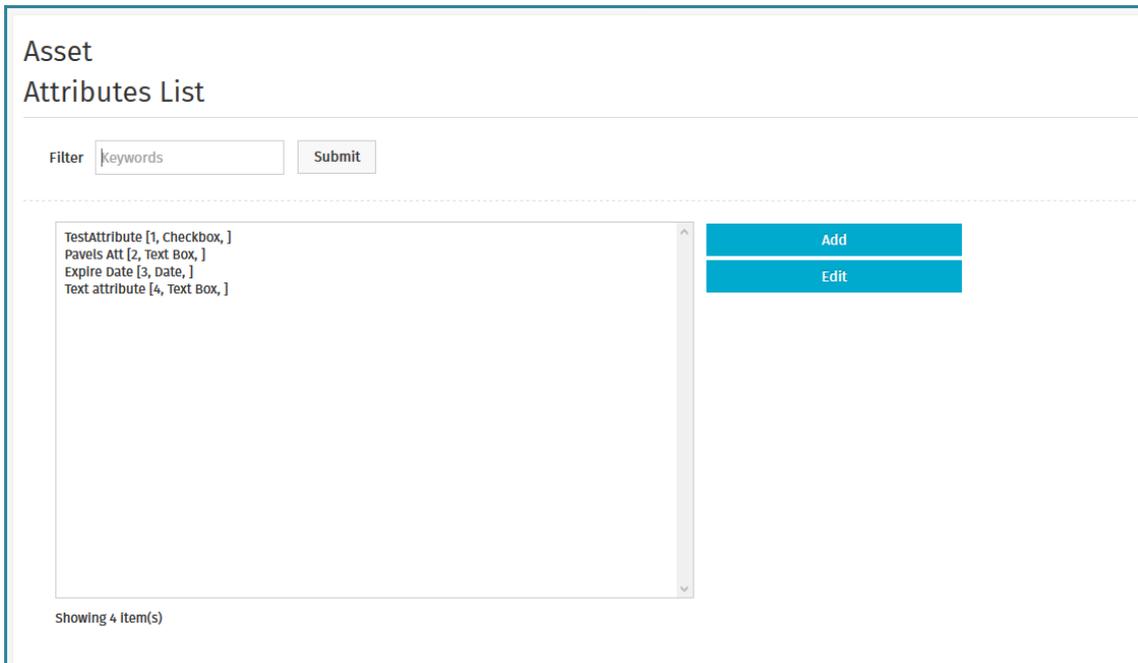


Figure 6: Asset Category Attributes List page

Attributes List Page Action Definitions

Action	Definition
Add	Allows the user to add a new attribute for the selected asset category.
Edit	Allows the user to edit an existing attribute for the selected asset category.

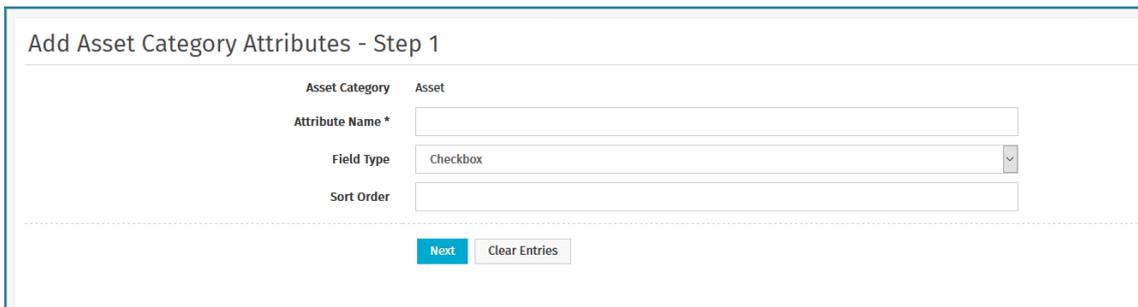


Figure 7: Add Asset Category Attributes – Step 1 page

Table 4: Add Asset Category Attributes Step 1 Page Field Definitions

Field	Definition
Attribute Name	Allows the user to enter the name for the attribute.

Table 4: Add Asset Category Attributes Step 1 Page Field Definitions (continued)

Field	Definition
Field Type	Allows the user to select a field type from the drop-down list. The available options are check box, currency, date, display, numeric, PIT select box, Radio, select box, text area, textbox, and TLA.
Sort Order	Allows the user to enter a numeric value that determines the order in which the custom attributes are listed. If there are several attributes for an asset, these can be defined as to how they are to be listed when Edit Attributes is clicked for an asset from the Asset List page.

Table 5: Field Types and Examples

Field Type	Use for	Example
Check box	Limited number of options where more than one option can be selected or none at all.	Select the Operating System? Windows XP Pro, Windows 2000, UNIX
Currency	A field that allows money to be entered as a value.	\$1.00
Date	A field that allows a date value to be entered or selected from a pop-up.	12/12/2011
Display	A field that shows a value without the ability to modify it.	Created By Tom Smith.
Numeric	A field that allows numeric values only.	7000
PIT Select box	A field that displays a list of attribute values needs to be selected from a query against the system.	All Assets
Radio Button	A field that allows either/or options.	If the attribute values are Yes/No. When assigning Radio as the field type in asset attributes, be sure to separate the information in Label List with slashes.
Select box	A field that displays a list of supplied attribute values needs to be selected.	A list of state names where the value passed is the two character state abbreviation.
Text Area	A field that allows limited area of free form entry.	Anything
Textbox	A field that allows large area of free form entry.	Anything
TLA	A field that allows Account Code Entry.	Account Code field

Figure 8: Add Asset Category Attribute – Step 2 page



Fields in Step 2 vary based on the field type selected in Step 1.

2.4.1 Adding an Asset Category Attribute

To add an asset category attribute:



1. From the Dashboard, navigate to  > **Assets > Asset Categories.**
2. Select the asset category for which attributes are to be added and click **Manage Attributes.**
3. Click **Add.**
4. Enter information in the required fields.
5. Click **Next.**



The information displayed on the Step 2 page varies depending on the field type selected in Step 1.

6. Complete the required fields.
7. Click **Add Data.**

2.4.2 Editing an Asset Category Attribute

To edit an asset category attribute:



1. From the Dashboard, navigate to  > **Assets > Asset Categories.**
2. Select the asset category for which attributes are to be added and click **Manage Attributes.**
3. Select the attribute to be edited and click **Edit.**
4. Enter information in the required fields.
5. Click **Next.**



The information displayed on the Step 2 page varies depending on the field type selected in Step 1.

6. Complete the required fields.
7. Click **Update**.

2.4.3 Copying Asset Category Attributes

The Copy Attributes action simplifies the process of adding attributes to an asset category. Once a set of attributes is added, if there are other categories with similar attributes, then the existing attributes can be copied to the selected asset category instead of repeating the process of adding the same attributes again.

Figure 9: Copy Attributes page

To copy attributes:



1. From the Dashboard, navigate to  > **Assets > Asset Categories**.
2. Select the asset category whose attributes are to be copied, and click **Copy Attributes**.
3. Select the category from which the attributes are copied in the Copy from Category field and in the Copy to Category field select the category to copy the attributes to.
4. Click **Process** to complete copying the attributes to the selected category.

2.5 Parent/Child Relationships

Assets are able to have a parent/child relationship. Parent/child relationships are established when assets are created on a purchase order. The asset has to be linked to another asset on the purchase order. The main item is the parent and all sub items are set as child assets.

When a parent asset is transferred, a list of the child assets is displayed. The assets can be transferred together; however, if the child assets are not selected, the parent/child relationship is broken. A warning message is displayed when a child asset is transferred without the parent.

A warning message is displayed when a child asset is being edited. Modifying the following for child assets breaks the relationship: location, user, or status (to *disposed*). If a parent asset is edited by changing the location, user, or status (to *disposed*) a warning message is displayed and the modifications are not allowed.

2.5.1 Creating Parent/Child Relationships through a Purchase Order



Figure 10: Associate Line Items with Assets page

To create parent/child relationships through a PO:



1. Populate the shopping cart with items to be added as assets with a parent/child relationship.
2. In the Shopping Cart, click **Special Functions > Associate Assets**.
3. Select either an existing asset or an asset on the request to be the parent. Do this for all the assets to be associated with one another.
4. Click **Save and Return**.
5. Complete creating the order request and purchase order.
6. Place and receive the PO. Click **Process** to finish creating the asset.

2.5.2 Creating Parent/Child Relationships When Adding or Editing an Asset

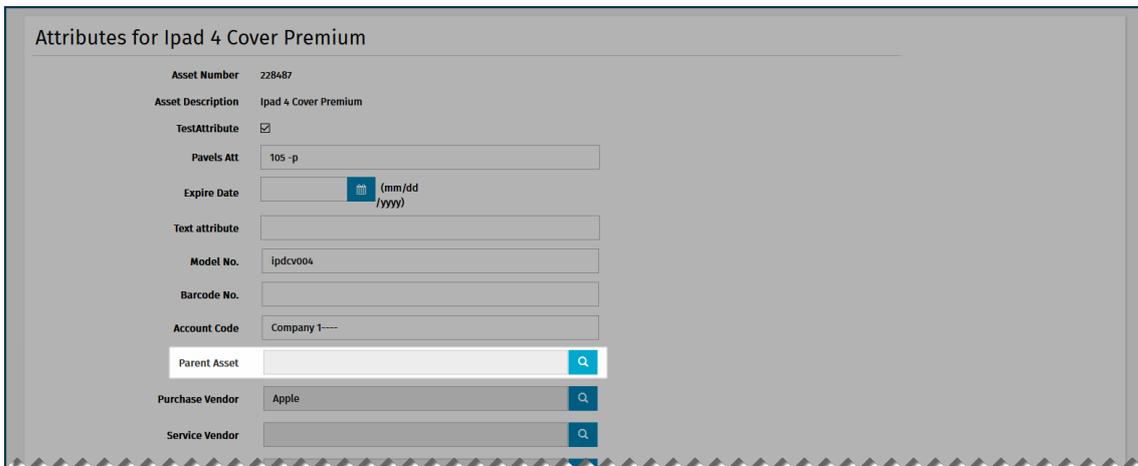


Figure 11: Set Asset Attribute page

To create parent/child relationships when adding or editing an asset:



1. From the Dashboard, navigate to **Assets > Manage Assets**.



2. Click  to add an asset, or select the asset to be edited and click .



The asset you are editing becomes the *child asset*.

3. Click **Edit Attributes**.



4. In the Parent Asset field, select the parent asset by clicking the Search icon .

5. Click **Save**, then click **Finish** to save all changes to the asset.

2.6 Asset Maintenance

The usefulness of an asset depends on how effectively it meets its purpose. For many assets, this depends on the maintenance that is to be performed on the asset. Regular maintenance helps preserve the value of an asset.

The following permissions are required when implementing this functionality:

- 81 – Manage Assets
- 121 – Manage Asset Maintenance

2.6.1 Asset Maintenance Types

Maintenance types help to classify the type of maintenance being performed on an asset.

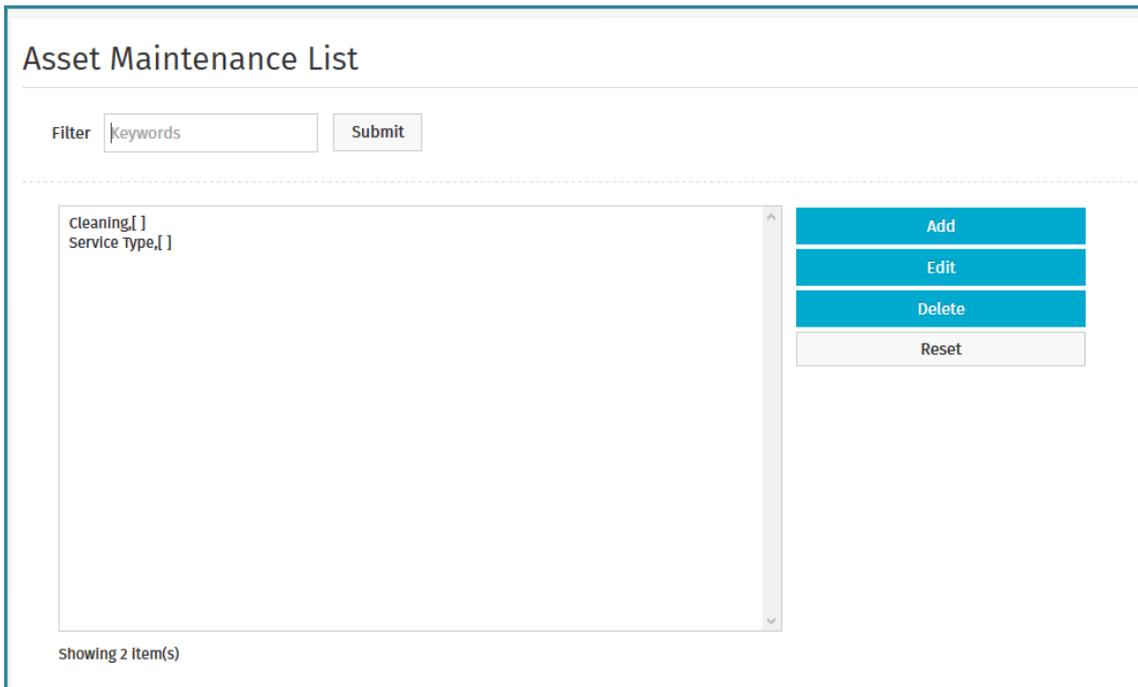


Figure 12: Asset Maintenance Types Management page

Action	Definition
Add	Allows the user to add a new asset maintenance type.
Edit	Allows the user to edit an existing asset maintenance type.
Delete	Allows the user to delete an asset maintenance type.
Reset	Resets any filters applied to the list.

The Add Asset Maintenance Types page and the Edit Asset Maintenance Types page have the same attributes.

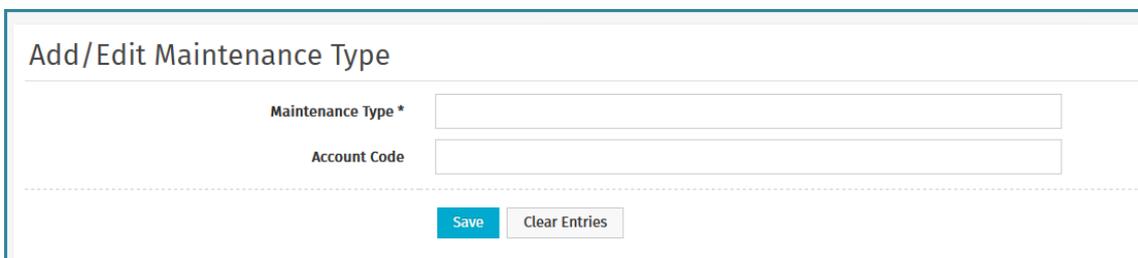


Figure 13: Add/Edit Asset Maintenance Types page

Field	Definition
Maintenance Type	Enter the name for the maintenance type.
Account Code	Enter the account code (GL code) to be associated with this maintenance type.

2.6.1.1 Adding an Asset Maintenance Type

To add an asset maintenance type:

- 1. From the Dashboard, navigate to  > **Work Orders** > **Maintenance Types**.
- 2. Click **Add**.
- 3. Enter the required fields.
- 4. Click **Save**.

2.6.1.2 Editing an Asset Maintenance Type

To edit an asset maintenance type:

- 1. From the Dashboard, navigate to  > **Work Orders** > **Maintenance Types**.
- 2. Select the asset maintenance type to be edited and click **Edit**.
- 3. Edit the necessary fields.
- 4. Click **Save**.

2.6.1.3 Deleting Asset Maintenance Types

To delete an Asset Maintenance Type:

- 1. From the Dashboard, navigate to  > **Work Orders** > **Maintenance Types**.
- 2. Select the asset maintenance type to be deleted and click **Delete**.
- 3. Click **OK** on the pop-up window.

2.6.2 Asset Maintenance Tasks

Asset maintenance can be based on a specified schedule or the meter value of an asset. The maintenance of an asset can be based on the asset category or on individual assets.

Add Maintenance Task

Task Type *

Create Task based on specified schedule
 Create Task based on Meter Value

Create Task for auto update of Meter Value

Inherit All Maintenance Tasks from Asset Category

Figure 14: Asset Maintenance Step 1 page

Maintenance Task

Task Type	Scheduled
Maintenance Type *	Cleaning ▼
Start Date *	<input type="text"/> (mm/dd/yyyy)
End Date	<input type="text"/> (mm/dd/yyyy)
Repeat Every *	Day of Month ▼
Repeat Every/On *	<input type="text"/> 1
Max Repetitions *	<input type="text"/> -1
Auto Create OR Number	<input type="text"/> 0
Auto Create WO Number	<input type="text"/> 0
Location (For OR/WO)	<input type="text"/>
Vendor (For WO)	<input type="text"/>
Notify User(s)	<input type="text"/>
Maintenance Cost	<input type="text"/> 0.00
Ticket #	<input type="text"/>
Udef2	<input type="text"/>
Udef3	<input type="text"/>
Udef4	<input type="text"/>
Udef5	<input type="text"/>
Notes	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>

Finish
Clear Entries

Figure 15: Asset Maintenance Step 2 page

Field	Definition
Maintenance Type*	Select a type from a list of predefined maintenance types from the drop-down list.
Start Date*	<p>Select the date from when the maintenance should start.</p> <hr/> <div style="display: flex; align-items: center;"> <p>The start date must be a future date. It cannot be a past or current date.</p> </div> <hr/>
End Date	Select a date when the maintenance task needs to end.
Repeat Every*	Select how often the maintenance needs to be performed from the drop-down list. The available options are — day of month, day, week, two weeks, month, quarter, half year, or year. See details below this table.
Repeat Every/On*	Enter a numerical value, which decides on what day the maintenance task is performed based on the option selected in Repeat Every field.

Field	Definition
Max Repetitions*	Enter a numerical value to restrict the maximum number of times the maintenance task needs to be performed. If there is no restriction for the number of repetitions, enter -1.
Auto Create OR Number	The number of an existing requisition to be automatically generated when this task is triggered. This can be used automatically to order parts that are required.
Auto Create WO Number	The number of an existing work order to be duplicated each time this task is triggered.
Location (For OR/WO)	Select a location to which the order request is to be delivered.
Vendor (For WO)	Select a vendor to fulfill the work order.
Notify User(s)	Select user(s) to whom notification is sent every time the maintenance task is triggered.
Maintenance Cost	Enter the amount to be associated with the maintenance task. If specified, an automatic entry is made in the asset history with the specified cost.
Udef 1- 5	User defined fields that allow the user to collect specific information that is not collected with the normal fields in the system. If Udef is specified, the value is automatically captured in the asset history if this is an asset related task.
Notes	Enter a description of the maintenance task if needed.

Repeat Every...

- Day of Month: The task is repeated every month on the day specified in the repeat every/on field.
 - Example: If 1 is entered in the repeat every/on field then the task is repeated every month on the 1st.
- Day: The task is repeated every day from the date specified in the start date field and stopped on the date specified in the end date field.
- Week: The task is repeated every week from the date specified in the start date field and stopped on the date specified in the end date field.
- Two Weeks: The task is repeated bi-weekly from the date specified in the start date field and stopped on the date specified in the end date field.
- Month: The task is repeated every number of months specified in the repeat every/on field.
 - Example: If 2 is entered in the repeat every/on field, the task is repeated every 2 months.
- Quarter: The task is repeated every third month from the date specified in the start date field and stopped on the date specified in the end date field.
- Half Year: The task is repeated every sixth month from the date specified in the start date field and stopped on the date specified in the end date field.
- Year: The task is repeated every year from the date specified in the start date field and stopped on the date specified in the end date field.

2.6.2.1 Setting Maintenance Tasks

To set maintenance tasks for an asset:

1. From the Dashboard, navigate to **Assets > Manage > Manage Assets**.
2. Select the asset the maintenance tasks need to be set to and click **More Actions > Set Maintenance**.
3. Select the type of task to be performed by selecting the appropriate radio button.
4. Click **Continue**.
5. If needed, complete the required fields in Add Maintenance Step 2.
6. Click **Finish**.

2.7 Asset Maintenance Management

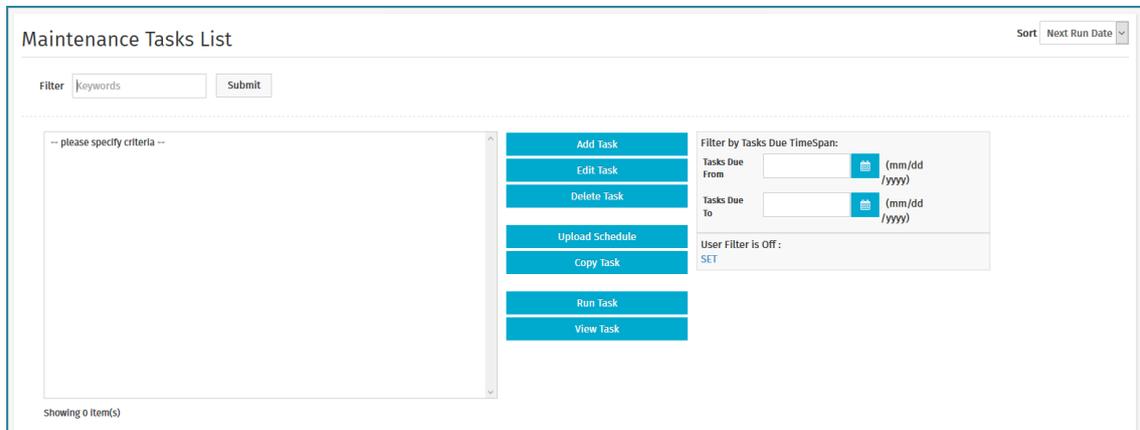


Figure 16: Asset Maintenance Management page

Action	Definition
Add Task	Allows the user to add a new maintenance task.
Edit Task	Allows the user to edit an existing maintenance task.
Delete Task	Allows the user to delete an asset maintenance task.
Upload Schedule	Allows the user to upload a maintenance schedule.
Copy Task	Allows the user to copy an existing maintenance task.
Run Task	Allows the user manually to run the scheduled task.
View Task	Allows the user to view the maintenance task details.

The list of maintenance tasks displayed can be sorted based on these options:

- Next Run Date: Sorts the fields based on their next run date.

- End Date: Sorts the fields based on the end date for the maintenance task.
- Task Type: Sorts based on the maintenance type.

To sort based on one of these options select the option in the Sort drop-down field and click **Filter/Sort**.

2.7.1 Add/Edit Task

To add or edit a task refer to [Setting Maintenance Tasks](#).



Using the **Add Task** action on the Maintenance Tasks List page or **Maintenance Tasks** on the Asset Categories List page the user is only able to add maintenance tasks based on a specified schedule. No other options are available.

2.7.2 Deleting an Asset Maintenance Task

To delete an asset maintenance task:



1. From the Dashboard, navigate to **Assets > Maintenance > Maintenance Tasks**.
2. Select the task to be deleted and click **Delete Task**.
3. Click **OK** on the pop-up delete verification window.

2.7.3 Copying an Asset Maintenance Task

To copy an asset maintenance task:



1. From the Dashboard, navigate to **Assets > Maintenance > Maintenance Tasks**.
2. Select the task to be copied and click **Copy Task**.

2.7.4 Manually Running an Asset Maintenance Task

To run manually an asset maintenance task:



1. From the Dashboard, navigate to **Assets > Maintenance > Maintenance Tasks**.
2. Select the task to be run, and click **Run Task**.

2.7.5 Viewing Asset Maintenance Task Details

To view asset maintenance task details:



1. From the Dashboard, navigate to **Assets > Maintenance > Maintenance Tasks**.
2. Select the task whose details need to be viewed, and click **View Task**.

2.7.6 Uploading an Asset Maintenance Task Schedule

For users to be able to upload asset maintenance tasks, the tasks first need to be added using the import specification. Refer to the *General Admin Guide Chapter 13* Admin Guide - General - Import Specifications for details on import specifications.

The following permission is required:

- 145 – Add Maintenance Records

To upload an asset maintenance task:



1. From the Dashboard, navigate to **Assets > Maintenance > Maintenance Tasks**.
2. Click **Upload Schedule**.
3. Select the import specification added using the **Import Specs** link in the Select Import Specification field.
4. Using **Browse**, select the file to be uploaded and click **Continue**.

2.8 Asset Management

Managing Assets is the core of the Asset module. This is where the attributes are edited, depreciation is set, and ownership is changed. This is also, where the serial number or anything else specific to that asset is recorded and tracked. Asset management provides a centralized location to perform all asset related activities such as adding or editing an asset, creating work orders for the asset, setting maintenance tasks for the asset, etc.

The following permission is required to view the page:

- 81 – Manage Assets
- 118 – View all Assets

ID	Item Name	SKU	Number	Category	Status	Location	Location Group	Serial Number	Barcode
228756	PhotoShop 101	PHTSHPI01	228489	Equipment	New	Verian - HQ	Default Group		11211
228487	Ipad 4 Cover Premium	ipdcv004	228487	Asset	New	Area 4134	Expense Group		
228486	Ipad 4 Cover Premium	ipdcv004	228486	Asset	New	Area 4134	Expense Group		
228485	Ipad 4 Cover Premium	ipdcv004	228485	Asset	New	Area 4134	Expense Group		
228484	Ipad 4 Cover Premium	ipdcv004	228484	Asset	New	Area 4134	Expense Group		
228483	Ipad 4 Cover Premium	ipdcv004	225866	Asset	New	Area 4134	Expense Group		
225865	Project Professional 2010	22B9V-KMCTR-WC93W-X94MD-PG9JR	225865	Equipment	New	Area 4134	Expense Group		

Figure 17: Manage Asset page

Action Name	Definition
 Filter	<p>Allows the user to filter for information provided in the columns.</p> <hr/> <p> When columns are hidden, the information for those columns is returned, however the information is not seen until the columns are unhidden.</p>
 Customize View	<p>Allows the user to select the columns shown when viewing the Manage Assets grid.</p>
 Add Asset	<p>Takes the user to the Add Asset page. The user is able to click the Add icon without having to select an existing asset.</p> <hr/> <p> Users must have permission 81 and 114 to add a work order.</p>
 Edit Asset	<p>Takes the user to the Edit Asset page for the selected asset. If more than one asset is selected, the Edit icon is disabled.</p> <hr/> <p> Users must have permission 81 and 114 to edit a work order.</p>
 Delete Asset	<p>Allows the user to remove an asset from the system.</p>
 Tour	<p>Provides the user with a quick tour of the page by giving highlights of key features. The tour is always available.</p>
Copy Assets	<p>Allows the user to copy an asset exactly as it is and copy it to another asset.</p>
Create Work Order	<p>Allows the user to create a Work Order.</p> <hr/> <p> Only users with permission 114 – Manage Work Orders are able to view this action.</p>
Current Meter	<p>Allows the user to set a current meter on an asset.</p>
Dispose Assets	<p>Allows the user to dispose of an asset without deleting it from the database. The asset status is changed to disposed.</p>
Edit Attributes	<p>Allows the user to edit attributes for the asset.</p>
Bulk Edit	<p>Allows the user to edit up to 100 assets at a time.</p>

Action Name	Definition
Record Action	Allows the user to access the Record Performed Action page to record completed actions on a work order.
Set Maintenance	Allows the user to set maintenance on an asset.  Only users with permission 121 – Manage Asset Maintenance or 145 – Add Maintenance Records are able to view this action.
Transfer Assets	Allows the user to transfer an asset from one user or location to another user and location.  Only users without permission 169 – Restrict from Transferring Assets without a Work Order are able to view this action.
View Asset	Allows the user to view an asset without editing it.
View Depreciation Schedule	Allows the user to view the depreciation schedule for the selected asset if the asset is set up for depreciation.
View History	Allows the user to view the history of an asset.



- If an asset is *in transit*, users can only View Asset, View Asset History, and View Depreciation Schedule.
- If a user has permission 118 but does not have permission 81, then the user can only View Asset and View Asset History.
- A user must select AT LEAST one asset to perform any action on an existing asset.

Add/Edit Assets

The Add Asset page and the Edit Asset page have the same attributes.

The screenshot shows the 'Add Asset' form with the following fields and values:

- Select Asset Item *: Searchable dropdown
- Asset No. *: 228757
- Asset Description: Text field with a 'More' button
- Serial No.: Text field
- Asset Category *: * Select Asset Category (dropdown)
- Asset Status *: * Select Asset Status (dropdown)
- Asset Condition Code: None (dropdown)
- Department or Location: Searchable dropdown
- Assigned to User: Searchable dropdown
- Assigned to (Non System): Text field
- Warehouse: * Do not Warehouse (dropdown)
- Warranty Start Date: Calendar icon, format (mm/dd/yyyy)
- Warranty End Date: Calendar icon, format (mm/dd/yyyy)
- Ticket #: Text field
- Udef2: Text field
- Upload Asset Image: Browse... button, No file selected.
- Notes: Text area

Buttons at the bottom: Clear Entries, Edit Attributes, Finish

Figure 18: Add Asset page

Table 6: Add Asset Page Field Definitions

Field Name	Definition
Select Asset Item	Select the item from the catalog to be set up as an asset.
Asset Number	Enter an asset number. This field is usually pre-populated.
Serial Number	Enter the serial number of the asset.
Asset Category	Select a predefined asset category.
Asset Status	Select the asset status to display the current status of the asset.
Asset Condition Code	Select the asset condition code that is to be associated with this item.
Department or Location	Select a location for the asset from the pop-up window.
Assigned to User	Select a user the asset is assigned to from the pop-up window.
Assigned to (Non-system)	Select a non-system user the asset is assigned to from the pop-up window.
Warehouse	Select a warehouse from the drop-down selection box that the asset item is stocked. When selected and saved, the asset item is established in inventory.

Table 6: Add Asset Page Field Definitions (continued)

Field Name	Definition
Warranty Start Date	Select the warranty start date from calendar pop-up window.
Warranty End Date	<p>Select the warranty end date from calendar pop-up window.</p> <hr/> <p> When editing an asset, the system automatically calculates the warranty end date for an asset when the start date is entered, using the default warranty period specified for the asset category.</p> <hr/>
Upload Asset Image	Upload an image for an asset using Browse.
Udef 1-2	<p>Allows the user to enter custom information related to an asset.</p> <hr/> <p> Users can customize the label for these fields by entering the label in system settings 11911 and 11912 respectively. To not display these fields, enter hide in the system settings fields.</p> <hr/>
Notes	Enter any notes for the asset.

Attributes for Ipad 4 Cover Premium

Asset Number 228486

Asset Description Ipad 4 Cover Premium

TestAttribute

Pavels Att 105 -p

Expire Date (mm/dd/yyyy)

Text attribute

Model No. ipdcv004

Barcode No.

Account Code Company 1----

Parent Asset

Purchase Vendor Apple

Service Vendor

Warranty Vendor

On Contract * Yes No

Contract

Asset URL

Lease ID 0

Date Acquired * 06/15/2016 (mm/dd/yyyy)

Date in Service 06/15/2016 (mm/dd/yyyy)

Date Sold (mm/dd/yyyy)

Current Meter 0.0

Purchase Order No. 716142535847B35847V250344

Acquisition Cost 79.99

Salvage Value 0.00

Useful Life (Years) 0

Replacement Value 0.00

Figure 19: Set Asset Attributes page

Table 7: Set Asset Attributes Page Field Definitions

Field Name	Definition
Model Number	Enter the model number for the asset.
Barcode Number	Enter the barcode number associated with the asset.
Accounting Code	Enter an account code for the asset to be used for financial purposes.
Parent Asset	<p>Select an asset using the Search icon  to associate this asset with another asset. Example: A computer can be associated as being the parent asset of its printer.</p> <hr/> <p> For an asset to appear in the pop-up window, the item must already be added as an asset in the system.</p>

Table 7: Set Asset Attributes Page Field Definitions (continued)

Field Name	Definition
Purchase Vendor	Select the vendor the asset was purchased from.
Service Vendor	Select the vendor to perform the service tasks for the asset.
Warranty Vendor	Select the vendor who holds the warranty for the asset, if different from the purchase vendor.
On Contract	This flag is used for identifying any billing discrepancies when using the work order functionality.
Contract	Select a contract that this asset is associated with if the asset is on contract.
Asset URL	Enter the URL, if any, for the asset.
Lease ID	Enter a lease ID.
Date Acquired	Select the date when the asset was acquired.
Date in Service	Select the date when the asset is placed into service.
Date Sold	Select the date the asset was sold if it has been sold.
Current Meter	Enter a numeric value to set as the current meter value. If asset maintenance is based on usage, this value is incremented after every use.
Purchase Order Number	Displays the purchase number the asset was received and invoiced against.
Acquisition Cost	Enter the cost of acquisition for this asset.
Salvage Value	Enter the trade-in value or market value at the end of the useful life for the asset.
Useful Life (Years)	Enter a numeric value, which represents the years the asset is useful.
Replacement Value	Enter the replacement value of the asset if the asset has been replaced.



The Date in Service field stores the date the asset is placed into service. This is the date the asset starts depreciating. When the date in service is updated the Asset History table is updated.

2.8.1 Add Assets

To add an asset:



1. From the Dashboard, navigate to **Assets > Manage > Manage Assets**.
2. Click .
3. Enter the required fields.

4. If additional attributes are to be added, click **Edit Attributes**.
5. Enter the extended attributes for the asset.
6. Click **Finish**.

2.8.2 Edit an Asset

To edit an asset:

1. From the Dashboard, navigate to **Assets > Manage > Manage Assets**.

2. Select the asset to edit and click .
3. Edit the necessary fields.
4. If additional attributes are to be edited, click Edit Attributes.
5. Edit the additional attributes for the asset.
6. Click **Finish**.

2.8.2.1 Asset Category Changes for Active Assets

You can change the asset category on Edit Asset page. Active assets are assets that have depreciation associated with them. When changing the asset category for active assets the system gives a warning message as given below:

“Depreciation is enabled for this asset. Note that changing the asset category will result in recalculation of the depreciation schedule.”

Changing the asset category for active assets result in deleting the existing depreciation schedule and recalculation of the depreciation schedule again based on the depreciation method set for the new asset category.

2.8.2.2 Condition Code Restriction with Depreciation

When a user tries to assign an asset category with depreciation and condition code to the same asset, an error message is displayed.

2.8.3 Removing an Asset

To delete an asset from the asset list:

1. From the Dashboard, navigate to **Assets > Manage > Manage Assets**.

2. Select the asset to delete and click .
3. Click **OK** on the pop-up window.

2.8.4 Copying an Asset

When adding a new asset, if the asset has the same properties as an existing asset, the asset can be copied instead of creating a new asset.

To copy an existing asset:



1. From the Dashboard, navigate to **Assets > Manage > Manage Assets**.
2. Select the asset to be copied and click **More Actions > Copy Asset**.
3. Click **OK** on the pop-up window.

A success message is displayed with the asset name and number. The copied asset does not have "copy" in the name.

2.8.5 Bulk Edit

When multiple assets need to be edited at one time, bulk edit is used to save time. All the selected assets are editable.

The data in the grid is editable on a line by line basis or all the assets can be updated at once by clicking the Edit icon  at the top of each editable column. When the user opts to update all the assets at once and clicks the Edit icon, a modal specific to the column selected opens.

- Numbers or currency can be adjusted by value or percentage. The system calculates and adjusts each row accordingly.
- Important: The asset cost cannot be less than zero.
- Date columns have calendars.
- The Assigned System User column uses typeahead.
- Fields with updated and unsaved data have a yellow background with a border.

- Click the Save icon  to save changes

- Click the Refresh icon  to undo any saved changes.
- A confirmation is required when refreshing or saving data.
- A progress bar is shown when the asset information is being updated.

The Bulk Edit grid also works with a USB or wireless barcode scanners that are compatible with Windows OS. To configure the barcode scanner, follow the manufacturer's configuration instructions. Once the scanner is configured, the scanner and Inventory Manager are ready to work together.

Once the columns are editable, the user simply places the Barcode column in edit mode with the cursor on the top row, and physically scans the barcodes for all the assets in the list. The system automatically moves to the barcode in the next row to capture the next scanned value.

Item Name	Asset Number	Category	Status	Location	Serial Number	Barcode
PhotoShop 101	228489	Equipment	New	Verian - HQ		11211
Ipad 4 Cover Premium	228487	Asset	New	Area 4134		
Ipad 4 Cover Premium	228486	Asset	New	Area 4134		
Ipad 4 Cover Premium	228485	Asset	New	Area 4134		
Ipad 4 Cover Premium	228484	Equipment	New	Area 4134		
Ipad 4 Cover Premium	225866	Asset	New	Area 4134		
Project Professional 2010	225865	Equipment	New	Area 4134		

Figure 20: Bulk Edit page

Table 8: Bulk Edit Assets Page Definition

Action	Definition
Customize View	Allows the user to select which columns are shown and are editable when doing bulk edits.
Refresh	Allows the user to reset the grid to its last saved state.
Save	Allows the user to save the changes up to this point.
Edit Column	Allows the user to edit the information in an editable column.

Table 9: Bulk Edit Assets Column Definition

Column	Definition
Item Name	The name entered in the system for the asset. This column is displayed by default.
Asset Number	The unique barcode tag used to help keep track of the asset. This column is displayed by default.
Category	The asset category assigned to the asset. This column is displayed by default.
Status	The status the asset is currently assigned. This column is displayed and is editable by default.
Location	The location the asset is currently assigned. This column is displayed by default.
Serial Number	A unique code assigned for identification of a single unit. This column is displayed and is editable by default.

Table 9: Bulk Edit Assets Column Definition (continued)

Column	Definition
Barcode	A graphical representation of a product’s data formed by a two-dimensional pattern of black and white shapes and is read by an optical device. This column is displayed and is editable by default. Allows the ability to bulk edit assets by barcode when a scanner is configured and the Barcode column is editable in the Bulk Edit grid. The cursor needs to be in the top row.
Warranty Start	The date the warranty starts for the asset. This column is displayed by default.
Warranty End	The date the warranty ends for the asset.
Date in Service	The day the asset is put into service. This is the day depreciation starts.
Account Code	The coding segments assigned to the asset for financial purposes.
Assigned System User	The system user assigned to the asset.
Assigned Non-System User	The external user assigned to the asset.
Model Number	The number used to differentiate one product in a series from another by the same manufacturer.
Cost	The acquisition cost of the asset.

2.8.5.1 Bulk Editing Assets

To bulk edit assets:

1. From the Dashboard, navigate to **Assets > Manage > Manage Assets**.
2. Select the assets to be edited and click **More Actions > Bulk Edit**.
3. Perform all necessary edits either by editing individual cells or by using the Edit  icon at the top of editable columns.
4. When all edits are complete, click Save .

2.8.6 Asset Transfer

Transfer Assets can be used to transfer assets from one warehouse to another warehouse or from one user or location to another user or location.

-
-  When assets are received and the Set Date in Service field is set to Yes for the receiving location, the system sets the receiving date as the date in service for the asset. The date in service determines when depreciation calculation starts for an asset.
-

The following permission is required:

- 169 - Allow Asset Transfer without Work Order

Transfer Selected Assets 1-2 of 2 Items processed

Asset No.	Serial No.	Asset Item	Current Location	Current User (System)	Current User (Non System)
228487		Ipad 4 Cover Premium	Area 4134		
228489		PhotoShop 101	Verian - HQ		

Transfer to Inventory

Transfer to Warehouse

Transfer to Location/User

Transfer to Location

Assign to User (System)

Assigned to User (Non System)

Figure 21: Transfer Assets page

2.8.6.1 Transferring an Asset to a Warehouse

To transfer an asset to a warehouse:

1. From the Dashboard, navigate to **Assets > Manage > Manage Assets**.
2. Select the assets to transfer and click **Transfer Assets**.
3. Select the warehouse where the asset is to be transferred to using the drop-down box under **Transfer to Inventory**.



If a warehouse and a location are both selected, which Process action is clicked determines where the asset is transferred. If the Process action in the warehouse section is clicked, the asset is transferred to the warehouse. If the Process action in the location section is clicked, the asset is transferred to the location.

4. Click **Process**.

2.8.6.2 Transferring an Asset to a Location

To transfer an asset to a location:

1. From the Dashboard, navigate to **Assets > Manage > Manage Assets**.
2. Select the assets to transfer and click **Transfer Assets**.
3. Select the location where the asset is to be transferred to using the Search icon .
4. Select the users the asset is to be assigned if needed using the Search icon .



If a warehouse and a location are both selected, which **Process** action is clicked determines where the asset is transferred. If the **Process** action in the warehouse section is clicked, the asset is transferred to the warehouse. If the **Process** action in the location section is clicked, the asset is transferred to the location.

5. Click **Process**.

2.8.7 Viewing Asset Details

To view an asset's details:



1. From the Dashboard, navigate to **Assets > Manage > Manage Assets**.
2. Select the asset to be viewed and click **View Asset**.

2.8.8 Viewing the History of an Asset

The asset history displays the list of actions performed on an asset and the details of the action, such as the following:

- Date
- Action Performed (including the date placed in service)
- By User
- Action Cost
- Asset Value Impact
- Status,
- Shipment
- Source Location
- Destination Location

View Asset Action Details for Asset No. 55328									
Date	Action Performed	By User	Action Cost	Asset Value Impact	Status	Shipment	Source Location	Destination Location	View Action Details
07/01/2015	Other	Sharon	\$ 0.00		New			Verlan - HQ	View
07/01/2015	Service Date	Sharon	\$ 0.00		New			Verlan - HQ	View
07/01/2015	Acquisition	Sharon	\$ 2.95	(+)	New			Verlan - HQ	View

Figure 22: View Asset History page

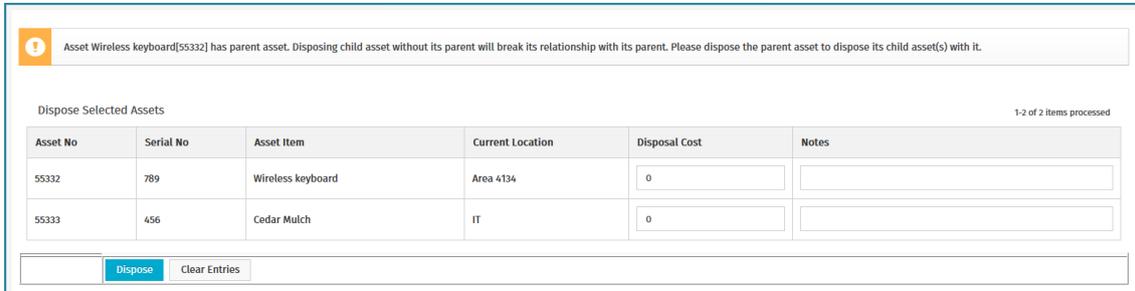
To view the history of an asset:



1. From the Dashboard, navigate to **Assets > Manage > Manage Assets**.
2. Select the asset whose history is to be viewed and click **More Actions > View History**.
3. Click **View** to view the details of each action.

2.8.9 Dispose of an Asset

When an asset is to be disposed without deleting it from the database, and a cost needs to be associated with it for the disposal, *Dispose Assets* is used. Once an asset has been disposed of, it cannot be edited.



Asset Wireless keyboard[55332] has parent asset. Disposing child asset without its parent will break its relationship with its parent. Please dispose the parent asset to dispose its child asset(s) with it.

Dispose Selected Assets 1-2 of 2 items processed

Asset No	Serial No	Asset Item	Current Location	Disposal Cost	Notes
55332	789	Wireless keyboard	Area 4134	<input type="text" value="0"/>	<input type="text"/>
55333	456	Cedar Mulch	IT	<input type="text" value="0"/>	<input type="text"/>

Figure 23: Dispose Assets page

To dispose of an asset:



1. From the Dashboard, navigate to **Assets > Manage > Manage Assets**.
2. Select the assets to dispose of and click **More Actions > Dispose Assets**.
3. Enter a cost associated with the disposal in the Disposal Cost field and enter notes in the Notes field if either of these steps is required.
4. Click **Dispose**.

2.8.10 Setting the Current Meter of an Asset



Set Current Meter 1-2 of 2 items processed

Asset No.	Serial No.	Asset Item	Current Meter	Meter Type
55309		Desktop CPU	<input type="text" value="0"/>	
55311	8	Laptop	<input type="text" value="0"/>	

Figure 24: Set Current Meter page

To set the current meter of an asset:



1. From the Dashboard, navigate to **Assets > Manage > Manage Assets**.
2. Select the asset or assets whose meter value is to be set and click **More Actions > Current Meter**.
3. Enter the meter value in the *Current Meter* field.
4. Click **Set Current Meter**.

2.8.11 Asset Actions

Asset Actions

Asset No. 55311
 Asset Description Laptop
 Asset Actions * * Select an Action
 Maintenance Type * Not Applicable
 Account Code
 Action Cost 0.00
 Udef1
 Udef2
 Udef3
 Udef4
 Udef5
 Action Notes

Save Record Clear Entries

Asset Action History 1-23 of 23 items processed

Date	Action Performed	By User	Action Cost	Status
12/31/2016	Depreciation (Auto)	SUZ	\$ 10.00	New
11/30/2016	Depreciation (Auto)	SUZ	\$ 10.00	New
10/31/2016	Depreciation (Auto)	SUZ	\$ 10.00	New
09/30/2016	Depreciation (Auto)	SUZ	\$ 10.00	New
08/31/2016	Depreciation (Auto)	SUZ	\$ 10.00	New

Figure 25: Record Asset Action page

Field Name	Definition
Asset Number	Displays the number assigned to this asset. This is a non-editable field.
Asset Description	Displays the name of the asset. This is a non-editable field.
Asset Actions	Select a predefined action to be performed.
Maintenance Type	Select a maintenance type from the predefined drop-down list.
Account Code	Enter the account code that the asset is assigned.
Action Cost	Enter the cost of the action performed.
Udef 1 - 5	User Defined Fields that allows the user to collect specific information that is not collected with the normal fields in the system.
Action Notes	Enter a description of the performed action.

Limits to Manual Depreciation Entry

When entering a manual (user) depreciation entry, the system performs validations on that value. If the selected asset uses a depreciation schedule, the user is limited to, at most, the remaining scheduled depreciation. For example:

Acquisition cost: \$ 7,000.00

Salvage value: \$ 2,000.00

Depreciation method: Straight-line

Useful life (years): 5

Yearly Depreciation: \$ 1,000 $((7,000 - 2,000) \div 5)$

Suppose we are in the third year, and the asset has depreciated by \$2,200.00. This means the asset has remaining scheduled depreciation of \$2,800.00. If a user attempts to enter a manual depreciation larger than \$2,800.00, the system displays an error message.

For assets that do not depreciate, or that depreciate with “manual” depreciation method, the most depreciation that a user is allowed to enter is the current value. This is to prevent the asset from having a negative value.

2.8.11.1 Manually Recording an Action against an Asset

To record an action against an asset:



1. From the Dashboard, navigate to **Assets > Manage > Manage Assets**.
2. Select an asset to record an action against it and click **More Actions > Record Action**.
3. Select the action from the Asset Actions drop-down list and a maintenance type from the drop-down list.
4. Enter an account code and a cost for the action performed, if any.
5. Click **Save Record**.

2.8.12 Set Maintenance

Maintenance tasks can be set against an asset using this action. For further details on asset maintenance, refer to [Asset Maintenance Tasks](#).

2.9 Depreciation Management

Depreciation is the loss in value over the useful life of a fixed asset. The depreciation amount for each type of asset needs is calculated differently based on the applicable standards.

Asset depreciation can be computed based on:

- The different depreciation methods such as straight line, declining balance, sum of year digits, or manually.
- Computation can reflect partial year conventions.
- Depreciation methods can be set up by asset category.

The following permission is required when implementing this functionality:

- 131 – Manage Asset Depreciation

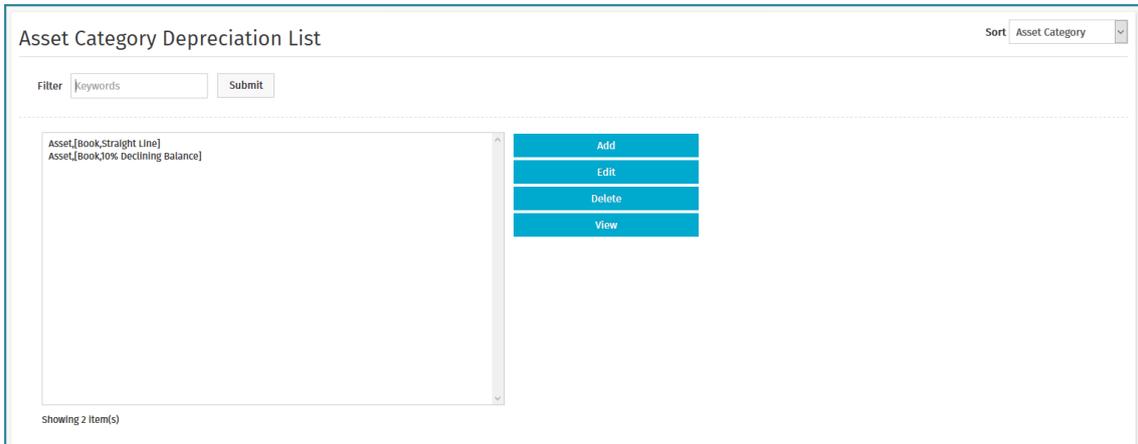


Figure 26: Asset Category Depreciation List page

Action	Definition
Add	Allows the user to add new depreciations for any asset category.
Edit	Allows the user to edit an existing depreciation.
Delete	Allows the user to delete depreciation.
View	Allows the user to view the depreciation details without edit features.

Sort Options

The depreciations setup can be sorted based on one of these options:

- Asset Category
- Depreciation Type
- Depreciation Method

To sort the depreciations based on one of these methods, select the option in the sort drop-down field and click **Filter/Sort**.

Add/Edit Depreciations

Add Depreciation for Asset Category

Asset Category *

Depreciation Type *

Depreciation Method *

Partial Year Convention *

Depreciate up to Useful Life Only * Yes No

Figure 27: Add Depreciation for Asset Category page

Condition Code Restrictions with Depreciation

When a user tries to add depreciation to an Asset Category that has default Condition Code other than “None”, an error message is displayed.

When a user tries to add depreciation to an Asset Category that already has Assets with Condition Codes other than “None”, the user receives an error message.

Restriction of Single Depreciation Method per Asset Category

When a user tries to add more than one depreciation method for an asset category, the system gives the following error message:

Table 10: Add Asset Depreciation Page Field Definitions

Field	Definition
Asset Category	Select a predefined asset category from the drop-down list.
Depreciation Type	Select the accounting book the depreciation is to be applied.

Table 10: Add Asset Depreciation Page Field Definitions (continued)

Field	Definition
Depreciation Method	<p>Select the depreciation calculation method from the drop-down list. The available options are:</p> <ul style="list-style-type: none"> • Manual • Straight Line • Sum of Year Digits • 4%Declining Balance • 4% Declining Balance (Switch to SL) • 5% Declining Balance • 5% Declining Balance (Switch to SL) • 8% Declining Balance • 8% Declining Balance (Switch to SL) • 10% Declining Balance • 10% Declining Balance (Switch to SL) • 15% Declining Balance 15% Declining Balance (Switch to SL) 20% Declining Balance 20% Declining Balance (Switch to SL) 25% Declining Balance 25% Declining Balance (Switch to SL) 30% Declining Balance 30% Declining Balance (Switch to SL) 50% Declining Balance 50% Declining Balance (Switch to SL) 75% Declining Balance 75% Declining Balance (Switch to SL) Double Declining Balance Double Declining Balance (Switch to SL)
Partial Year Convention	<p>Select the type of convention year that the depreciation is calculated on. The available options are:</p> <ul style="list-style-type: none"> • Full year • Full year when in-service before mid-year, half-year otherwise • Half-year • Prorated: full remaining months • Prorated: full remaining months including in-service month • Prorated: full remaining months including in-service month when in service before mid-month • Prorated: full remaining months plus half of in-service month, if not a full month

Table 11: Depreciation Terms

Term	Definition
Acquisition Cost	Price paid to acquire the asset
Useful Life	Period in which an organization expects to receive benefits from an asset
Salvage Value	The estimated scrap value at the end of the useful life of an asset
Book Value	The current value of the asset on the financial statements (acquisition cost – depreciation)

2.9.1 Depreciation Methods

Table 12: Straight Line Depreciation Method

Straight Line	This is the simplest depreciation method that results in the same equal amount of depreciation expense for each full year over the life of the asset.
Depreciation Amount	$(\text{acquisition cost} - \text{salvage value}) \div \text{useful life}$
Example	
Acquisition Cost	\$50,000
Useful Life	5 years
Salvage Value at the End of 5 Years	\$5,000

Table 13: Straight Line Depreciation Schedule

Year	Depreciation Amount	Book Value (Acquisition Cost – Depreciation Taken)
1	\$9,000 $(45000 \div 5)$	\$41,000
2	\$9,000 $(45000 \div 5)$	\$32,000
3	\$9,000 $(45000 \div 5)$	\$23,000
4	\$9,000 $(45000 \div 5)$	\$14,000
5	\$9,000 $(45000 \div 5)$	\$5,000

Table 14: Sum of Digits Depreciation Method

Sum of Digits	A form of accelerated depreciation that provides higher depreciation cost in the early years and lower depreciation cost in later years
Formula	$(\text{acquisition cost} - \text{salvage cost}) \times (\text{current year weight} / \text{sum of years})$
Example	
Acquisition Cost	\$50,000
Useful Life	5 years
Sum of Years	$1 + 2 + 3 + 4 + 5 = 15$
Salvage Value at the end of 5 years	\$5,000
Total Depreciable Cost	\$45,000

Table 15: Sum of Digits Depreciation Schedule

Year	Book Value Year Start	Depreciation Percent	Depreciation Amount	Book Value (Acquisition Cost – Depreciation Taken)
1	\$50,000	33% $(5/15)$	\$15,000 $(45000 \times (5 \div 15))$	\$35,000 $(50000 - 15000)$

Table 15: Sum of Digits Depreciation Schedule (continued)

2	\$35,000	27% (4/15)	\$12,000 (45000 × (4÷15))	\$23,000 (35000-12000)
3	\$23,000	20% (3/15)	\$9,000 (45000 × (3÷15))	\$14,000 (23000-9000)
4	\$14,000	13% (2/15)	\$6,000 (45000 × (2÷15))	\$8,000 (14000-6000)
5	\$8,000	7% (1/15)	\$3,000 (45000 × (1÷15))	\$5,000 (8000-3000)

Table 16: Declining Balance Depreciation methods

Declining Balance (Depreciate Up To Useful Life Only = Yes)	This is an accelerated depreciation method, where higher depreciation is taken during the starting years. This is a more realistic reflection of an asset's actual resale value. The depreciation is based on previous year book value. During the final year of asset's useful life, the asset depreciates by the full remaining value, such that the book value at the end of the year will be equal to the salvage value.
Depreciation Amount	(book value) × ((depreciation percent + 100%) ÷ useful life)
Example	
Acquisition Cost	\$50,000
Useful Life	5 years
Salvage Value at the End of 5 Years	\$5,000
Declining Percent	30%

Table 17: Declining Depreciation Schedule

Year	Book Value Year Start	Depreciation Percent	Depreciation Amount	Book Value (Acquisition Cost – Depreciation Taken)
1	\$50,000.00	26% (130% ÷ 5)	\$13,000.00 (50000.00 × 26%)	\$37,000.00
2	\$37,000.00	26% (130% ÷ 5)	\$9,620.00 (37000.00 × 26%)	\$27,380.00
3	\$27,380.00	26% (130% ÷ 5)	\$7,118.80 (27380.00 × 26%)	\$20,261.20
4	\$20,261.20	26% (130% ÷ 5)	\$5,267.91 (20261.20 × 26%)	\$14,993.29

Table 17: Declining Depreciation Schedule (continued)

Year	Book Value Year Start	Depreciation Percent	Depreciation Amount	Book Value (Acquisition Cost – Depreciation Taken)
5	\$14,993.29	26% (130% ÷ 5)	\$9,993.29 Note: this is larger than the value given by the formula (\$3898.26 = 14993.29 × 26%), in order for end-of-year book value to equal salvage value	\$5000.00

Declining Balance (Depreciate Up To Useful Life Only = No)	This is an accelerated depreciation method, where higher depreciation is taken during the starting years. This is a more realistic reflection of an asset's actual resale value. The depreciation is based on previous year book value. With "Depreciate up to Useful Life Only" option set to "No", the asset continues depreciating using the same formula, until it reaches the salvage value. For very small salvage values, this can take a very long time beyond the end of useful life.
Depreciation Amount	$(\text{book value}) \times ((\text{depreciation percent} + 100\%) \div \text{useful life})$
Example	
Acquisition Cost	\$50,000
Useful Life	5 years
Salvage Value at the End of 5 Years	\$5,000
Declining Percent	30%

Table 18: Declining Depreciation Schedule

Year	Book Value Year Start	Depreciation Percent	Depreciation Amount	Book Value (Acquisition Cost – Depreciation Taken)
1	\$50,000.00	26% (130% ÷ 5)	\$13,000.00 (50000.00 × 26%)	\$37,000.00
2	\$37,000.00	26% (130% ÷ 5)	\$9,620.00 (37000.00 × 26%)	\$27,380.00
3	\$27,380.00	26% (130% ÷ 5)	\$7,118.80 (27380.00 × 26%)	\$20,261.20
4	\$20,261.20	26% (130% ÷ 5)	\$5,267.91 (20261.20 × 26%)	\$14,993.29

Table 18: Declining Depreciation Schedule (continued)

Year	Book Value Year Start	Depreciation Percent	Depreciation Amount	Book Value (Acquisition Cost – Depreciation Taken)
5	\$14,993.29	26% (130% ÷ 5)	\$3898.26 (14993.29 × 26%)	\$11,095.03 Note: this is the end of useful life, but the asset has not reached salvage value yet, so it continues depreciating
6	\$11095.03	26% (130% ÷ 5)	\$2884.71 (11095.03 × 26%)	\$8,210.32
7	\$8210.32	26% (130% ÷ 5)	\$2134.68 (8210.32 × 26%)	\$6,075.64
8	\$6075.64	26% (130% ÷ 5)	\$1075.64 Note: this is smaller than value computed by formula (\$1579.67=6075.64 × 26%) in order to prevent book value from dropping below salvage value	\$5,000.00

Declining Balance (Switch to Straight Line)	This is an accelerated depreciation method, where higher depreciation is taken during the starting years. If depreciation amount to be taken in a year is less than the amount that would be taken by straight-line depreciation, the asset switches to straight-line depreciation. This can be useful for ensuring that the final year does not have a large additional depreciation in order to reach salvage value.
Depreciation Amount	Whichever is larger: (book value) × ((depreciation percent + 100%) ÷ useful life) -or- (book value – salvage value) ÷ (remaining years)
Example	
Acquisition Cost	\$50,000
Useful Life	5 years
Salvage Value at the End of 5 Years	\$5,000
Declining Percent	30%

Table 19: Declining Depreciation Schedule

Year	Book Value Year Start	Depreciation Amount (Declining Balance)	Depreciation Amount (Straight Line)	Book Value (Acquisition Cost – Depreciation Taken)
1	\$50,000.00	*\$13,000.00	\$9,000.00 (50000-5000) ÷5	\$37,000.00

Table 19: Declining Depreciation Schedule (continued)

Year	Book Value Year Start	Depreciation Amount (Declining Balance)	Depreciation Amount (Straight Line)	Book Value (Acquisition Cost – Depreciation Taken)
2	\$37,000.00	*\$9,620.00	\$8,000.00 (37000-5000) ÷4	\$27,380.00
3	\$27,380.00	\$7,118.80	*\$7,460.00 (27380-5000) ÷3	\$19,920.00
4	\$19,920.00	\$5,179.20	*\$7,460.00 (50000-5000) ÷2	\$12,460.00
5	\$12,460.00	\$3,239.60	*\$7,460.00 (50000-5000) ÷1	\$5,000.00



Asterisk (*) indicates which depreciation amount is used

2.9.1.1 Partial Year Conventions

The following partial year conventions apply to the calculation of depreciation during the fiscal year that the asset is placed in service and the last year of the asset’s useful life. Normal calculations apply during the subsequent years of the asset’s life.



- The following partial year conventions apply to the calculation of depreciation during the fiscal year that the asset is placed in service and the last year of the asset’s useful life. Normal calculations apply during subsequent years of the asset’s life.
- The following partial year conventions only apply to partial years. If an asset goes in service on the first day of the year, that year counts as a full year and no partial year convention is used.
- Similarly, for partial year conventions that prorate partial months, these only apply to partial months. If an asset goes in service on the first day of the month, that month is considered a full month, and is not prorated, regardless of selected convention.

Full year	Depreciation is taken for the full calendar year regardless of when the asset was placed in service.
Example	
Asset Placed in Service	5/10/2014
Fiscal Year Starts	January
Depreciation Taken	All 12 months

Full year when in-service before mid-year, half-year otherwise	Depreciation is taken for the full calendar year if the asset was placed in service before midyear. If not, depreciation is taken for half of the year.
Example	

Asset Placed in Service	5/10/2014
Fiscal Year Starts	January
Depreciation Taken	Full year – the asset was placed in service before mid-year. If the asset was placed in service after June 30, the depreciation taken would equal a half-year.

Half-year	Depreciation is taken for half-year regardless of when the asset was placed in service.
Example	
Asset Placed in Service	5/10/2014
Fiscal Year Starts	January
Depreciation Taken	6 months

Prorated: full remaining months	Depreciation is taken for all the remaining months excluding the month the asset was placed in service.
Example	
Asset Placed in Service	5/10/2014
Depreciation Starts	June
Depreciation Taken	7 months (June through December)

Prorated: full remaining months including in-service month	Depreciation is taken for all the remaining months including the month the asset was placed in service.
Example	
Asset Placed in Service	5/10/2014
Depreciation Starts	May
Depreciation Taken	8 months (May through December)

Prorated: full remaining months including in-service month when in service before mid-month	Depreciation is taken for all the remaining months. If the asset was placed in service before the middle of the month, that month also counts. Note: Anything on or before the 15th day of the month is considered a full month, regardless of how many days are actually in the month.
Example	
Asset Placed in Service	5/10/2014
Depreciation Starts	May
Depreciation Taken	8 months (May through December) – If the asset is placed in service on May 16 or later, depreciation is not be taken for May.

Prorated: full remaining months plus half of in-service month, if not a full month	Depreciation is taken for half of the month the asset was placed in service and the full remaining months. Note: if the asset goes in service on the first day of the month, that month counts as a whole month rather than a half month.
Example	

Asset Placed in Service	5/10/2014
Depreciation Starts	May
Depreciation Taken	½ of May, all of June through December

2.9.1.2 Depreciation Schedule

When an asset is scheduled to depreciate, a user can view the depreciation schedule for that asset. This lists the scheduled monthly asset depreciations

Depreciation Schedule for Asset: Laptop - No. 55313

Depreciation Schedule - Asset No.: 55313 - Fiscal Year: 2015 1-6 of 6 items processed

Month	Depreciation Amount	Processed
07/31/2015	20.00	Yes
08/31/2015	20.00	Yes
09/30/2015	20.00	Yes
10/31/2015	20.00	Yes
11/30/2015	20.00	Yes
12/31/2015	20.00	Yes

Depreciation Schedule - Asset No.: 55313 - Fiscal Year: 2016 1-12 of 12 items processed

Month	Depreciation Amount	Processed
01/31/2016	10.00	Yes
02/29/2016	10.00	Yes
03/31/2016	10.00	Yes
04/30/2016	10.00	Yes
05/31/2016	10.00	Yes
06/30/2016	10.00	Yes

Figure 28: View Depreciation Schedule page

Field Name	Definition
Month	Displays the date when this depreciation amount will be recorded. For dates in the past, this represents the date that the amount was recorded.
Depreciation Amount	The amount of depreciation that will be recorded against the asset on this date. For dates in the past, this represents the amount that was recorded on this date.
Processed	This is a Yes or No value, indicating whether or not this depreciation schedule has been processed by the system yet.

If an asset does not have a depreciation schedule, an info message is displayed.

2.9.2 Depreciation Types

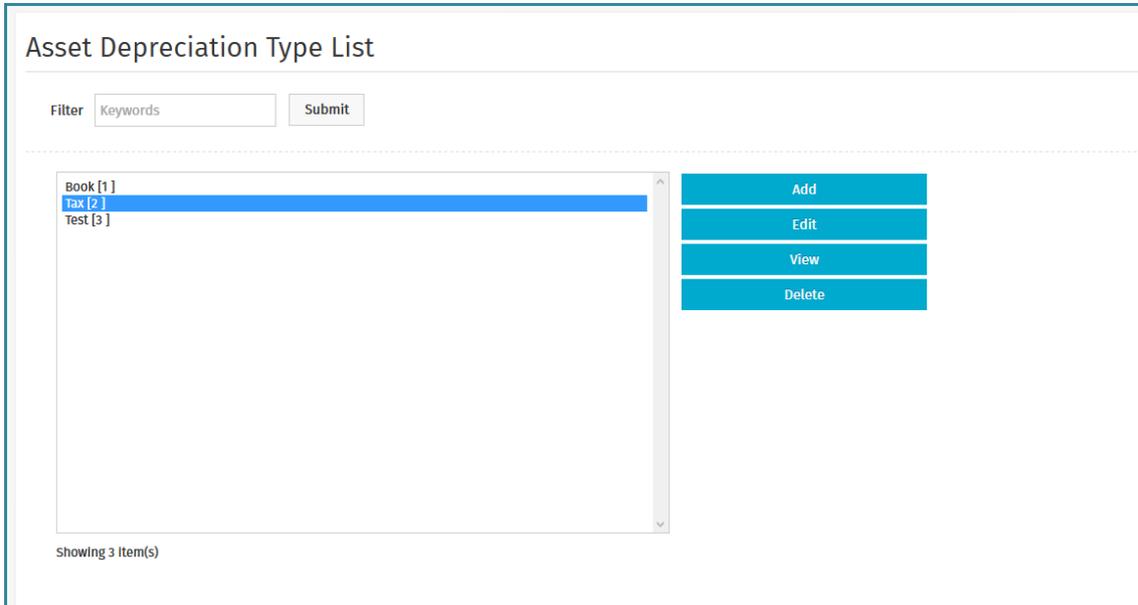


Figure 29: Asset Depreciation Type Management page

Table 20: Asset Depreciation Types Management Page Field Definitions

Field	Definition
Add	Allows the user to add a depreciation type.
Edit	Allows the user to edit a depreciation type.
View	Allows the user to view a depreciation type.
Delete	Allows the user to delete an existing depreciation type.



Depreciations are calculated daily for new or changed assets and a monthly entry is made in the asset history.

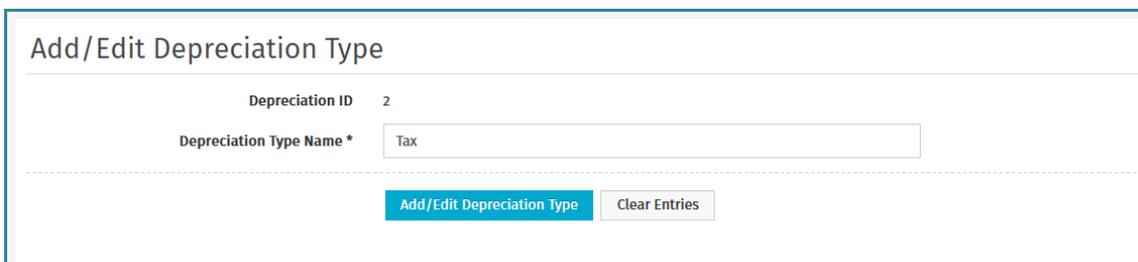


Figure 30: Add/Edit Depreciation Type page

2.9.2.1 Adding or Editing a Depreciation Type

To add/edit a depreciation type:



1. From the Dashboard, navigate to  > **Assets** > **Depreciation Types**.
2. Click **Add**.
3. Enter a name for the depreciation type.
4. Click **Add/Edit Depreciation Type**.

2.9.2.2 Deleting a Depreciation Type

To delete a depreciation type:



1. From the Dashboard, navigate to  > **Assets** > **Depreciation Types**.
2. Select the depreciation type to be deleted and click **Delete**.
3. Click **OK** on the pop-up window.

2.9.3 Depreciation Schedule Recalculation

When certain properties of an asset are modified, the system flags the asset for recalculation of the depreciation schedule.

The following actions cause the system to recalculate the depreciation schedule:

- Edit asset category
- Edit asset acquisition cost
- Edit asset salvage value
- Edit asset date in service
- Edit asset useful life
- Add manual depreciation entry

Actual vs Ideal Depreciation

When the system recalculates the depreciation schedule, it first computes an ideal depreciation schedule. This represents the monthly depreciation entries for the full lifetime of the asset (past, present, and future), if the asset had had its current configuration from the beginning.

The system also computes the actual life-to-date depreciation of this asset.

For any future depreciation entries, the system attempts to reconcile any discrepancies between actual and ideal depreciations. There are three possibilities:

- Actual and Ideal are equal
- Actual is less than Ideal
- Actual is greater than Ideal

Actual and Ideal are Equal

In this situation, the system does not need to make any adjustment. The asset continues depreciating as expected.

Actual is Less than Ideal

In this situation, the system includes “catch-up” depreciation for all months in the current fiscal year. At the end of the current fiscal year, actual and ideal are equal.

The system audits this event with a message similar to the following:

Found accumulated actual depreciation to be less than expected value by 438.28. Adding catch-up depreciation to monthly depreciation for remainder of fiscal year (2015-10-31 – 2016- 03-31)

Actual is Greater than Ideal

In this situation, the excess depreciation is considered “bonus” depreciation. All future depreciations continue at the ideal rate. Depreciation may end early due to the bonus depreciation, if asset reaches salvage value prior to.

The system audits this event with a message similar to the following:

Found accumulated actual depreciation to be greater than expected value by 647.42. This will be considered bonus depreciation, and may shorten overall depreciation schedule.

Examples

Table 21: Initial Asset Configuration

Example	
Example	
Acquisition Cost	\$4,600.00
Useful Life	3 years
Salvage Value at the End of 5 Years	\$1,000.00
Depreciation Method	Straight-line
Date in Service	April 1, 2014
Fiscal Year Start	April
Current Date	October 1, 2015
Monthly Depreciation Amount	\$100.00 (4,600.00 – 1,000.00) ÷ 36
Depreciation Months	18 (No. of depreciable months so far)
Life-to-Date Actual Depreciation	\$1,800.00 (18 × 100.00)
Current Asset Value	\$2,800.00 (4,600.00 – 1,800.00)

Table 22: Initial Depreciation Schedule

Ideal Dep.	Actual Dep.	Dep. Date	Processed?	Asset Value	Notes
100.00	100.00	2014-04-30	Y	4,500.00	
100.00	100.00	2014-05-31	Y	4,400.00	
...
100.00	100.00	2015-09-30	Y	2,800.00	Last entry processed
100.00	100.00	2015-10-31	N	2,700.00	
...

Table 22: Initial Depreciation Schedule (continued)

Ideal Dep.	Actual Dep.	Dep. Date	Processed?	Asset Value	Notes
100.00	100.00	2017-03-31	N	1,000.00	End of asset life

Example 1: Salvage Value Increased

Suppose the asset is re-appraised, increasing the salvage value to \$1,432.00. Under this new configuration, the ideal monthly depreciation is \$88.00/month (given by $(4,600.00 - 1,432.00) \div 36$). After 18 months, the ideal life-to-date depreciation is \$1,584.00 (18×88.00).

At this point, the actual depreciation exceeds ideal appreciation by \$216.00 ($1,800.00 - 1,584.00$). This is considered bonus depreciation. No 'adjustment' depreciation is entered. The asset is depreciated by 88.00/month for the remainder of its life, until it reaches salvage value. The asset ends depreciation early due to the bonus depreciation.

Table 23: Adjusted Depreciation Schedule

Ideal Dep.	Actual Dep.	Dep. Date	Processed?	Asset Value	Notes
88.00	100.00	2014-04-30	Y	4,500.00	Because this is in the past, the actual and ideal do not align.
88.00	100.00	2014-05-31	Y	4,400.00	
...
88.00	100.00	2015-09-30	Y	2,800.00	
88.00	88.00	2015-10-31	N	2,712.00	First future entry: ideal will equal actual. There is no adjustment.
88.00	88.00	2015-11-30	N	2,624.00	
...
88.00	88.00	2016-12-31	N	1,480.00	
88.00	48.00	2017-01-31	N	1,432.00	Actual is less than ideal because asset value will not go below salvage value. Due to bonus depreciation, we reached salvage value earlier than anticipated. This will be the final entry.
88.00	0.00	2017-02-28	N	1,432.00	
88.00	0.00	2017-03-31	N	1,432.00	

Example 2: Salvage Value Decreased

Suppose the asset is re-appraised, decreasing the salvage value to \$568.00. Under this new configuration, the ideal monthly depreciation is \$112.00/month (given by $(4,600.00 - 568.00) \div 36$). After 18 months, the ideal life-to-date depreciation is \$2,016.00 (18×112.00).

At this point, the actual depreciation lags ideal appreciation by \$216.00 ($2,016.00 - 1,800.00$). The system adds “catch-up” depreciation for the remainder of the current fiscal year (Oct. 2015 – Mar. 2016). At the end of the fiscal year, actual and ideal depreciation is equal again. Since there are six months in the current fiscal year in this example, each monthly actual exceeds the ideal by \$36.00 ($216.00 \div 6$). The asset value at the end of life is equal to salvage value.

Table 24: Adjusted Depreciation Schedule

Ideal Dep.	Actual Dep.	Dep. Date	Processed?	Asset Value	Notes
112.00	100.00	2014-04-30	Y	4,500.00	Because this is in the past, the actual and ideal do not align.
112.00	100.00	2014-05-31	Y	4,400.00	
...
112.00	100.00	2015-09-30	Y	2,800.00	
112.00	148.00	2015-10-31	N	2,652.00	First future entry: actual is ideal plus 36.00 of catch-up depreciation
112.00	148.00	2015-11-30	N	2,652.00	
112.00	148.00	2015-12-31	N	2,504.00	
112.00	148.00	2016-01-31	N	2,356.00	
112.00	148.00	2016-02-29	N	2,208.00	
112.00	148.00	2016-03-31	N	2,060.00	Last entry of current fiscal year, which makes this the last entry with catch-up depreciation. All further entries will have actual equal to ideal.
112.00	112.00	2016-04-30	N	1,912.00	
...
112.00	112.00	2017-02-28	N	680.00	
112.00	112.00	2017-03-31	N	568.00	End of asset life. Value has reached salvage cost.

Example 3: Date in Service Moved Later

Suppose the date in service is moved to three months later, on July 1, 2014. The expected depreciation is still \$100.00/month, but there are three historical entries (April-June) which could not be matched to monthly entries. In this case, the system reflects them all as the actual depreciation for the month in

service, and the extra depreciation (\$300.00) is seen as bonus depreciation. This causes the asset to finish depreciating early.

Table 25: Adjusted Depreciation Schedule

Ideal Dep.	Actual Dep.	Dep. Date	Processed?	Asset Value	Notes
100.00	400.00	2014-07-31	Y	4,200.00	The actual depreciation includes the historical depreciations for Apr-Jun.
100.00	100.00	2014-08-31	Y	4,100.00	
...
100.00	100.00	2015-09-30	Y	2,800.00	
100.00	100.00	2015-10-31	N	2,700.00	First future entry: ideal will equal actual. There is no adjustment.
100.00	100.00	2015-11-30	N	2,600.00	
...
100.00	100.00	2017-03-31	N	1,000.00	Asset reaches salvage value. Since there is bonus depreciation, we reached salvage value early. There will be no additional depreciation.
100.00	0.00	2017-04-30	N	1,000.00	
100.00	0.00	2017-05-31	N	1,000.00	
100.00	0.00	2017-06-30	N	1,000.00	

Date in Service Moved Earlier

Suppose the date in service is moved to three months earlier, on January 1, 2014. The expected depreciation is still \$100.00/month, but there are three months (Jan-Mar) which have no corresponding monthly entries. In this case, those months show actual depreciation of 0.00.

As a result, when we get to current date, actual depreciation is lagging ideal by \$300.00. For the depreciation entries for the remainder of the current fiscal year (Oct-Mar), the system adds additional “catch-up” depreciation at \$50.00/month ($300.00 \div 6$). At the end of the current fiscal year, the ideal and actual depreciation are in sync again.

Table 26: Adjusted Depreciation Schedule

Ideal Dep.	Actual Dep.	Dep. Date	Processed?	Asset Value	Notes
100.00	0.00	2014-01-31	Y	4,600.00	No historical depreciation entered in this month

Table 26: Adjusted Depreciation Schedule (continued)

Ideal Dep.	Actual Dep.	Dep. Date	Processed?	Asset Value	Notes
100.00	0.00	2014-02-28	Y	4,600.00	
100.00	0.00	2014-03-31	Y	4,600.00	
100.00	100.00	2014-04-30	Y	4,500.00	This is the first month with a matching historical entry
...
100.00	100.00	2015-09-30	Y	2,800.00	
100.00	150.00	2015-10-31	N	2,650.00	First future entry: actual is ideal plus 50.00 of catch-up depreciation
...
100.00	150.00	2016-03-31	N	1,900.00	Last entry of current fiscal year, which makes this the last entry with catch-up depreciation. All further entries will have actual equal to ideal.
100.00	100.00	2016-04-30	N	1,800.00	
...
100.00	100.00	2017-06-30	N	1,000.00	End of asset life. Value has reached salvage cost.

2.10 Asset Valuation Calculations

When the asset history is updated and the item is flagged to be recalculated, the system recalculates the asset value. The formula to recalculate the asset value is

$$\text{Asset value} = (\text{sum of all appreciations, upgrades, acquisition costs}) - (\text{sum of all depreciations action cost from the Asset History table})$$

After the calculation of the value, the system stores the new value in the Assets table.

Whenever the condition code is changed, the system adds a record to the Asset History table, also known as the Asset Action Details page. The action performed is depreciation (condition code change). The action cost is recorded as a change in the asset value due to a code change. Users are able to view the action cost in the Asset Action History page. The asset value is displayed on the View Asset page.

View Asset Action Details for Asset No. 55332 1-4 of 4 items processed

Date	Action Performed	By User	Action Cost	Asset Value Impact	Status	Shipment	Source Location	Destination Location	View Action Details
07/01/2015	Other	Sharon	\$ 0.00		New			Area 4134	View
07/01/2015	Service Date	Sharon	\$ 0.00		New			Area 4134	View
07/01/2015	Stock	Sharon	\$ 50.00		New			Area 4134	View
07/01/2015	Acquisition	Sharon	\$ 50.00	(+)	New			Area 4134	View

Figure 31: View Asset History page

2.10.1 Viewing Asset History

To view the history of actions for an asset:



1. From the Dashboard, navigate to **Assets > Manage > Manage Assets**.
2. Select the asset whose actions are to be viewed.
3. Click **More Actions > View History**.

2.11 Work Order Categories

Work order categories allow specific categorization of work orders for organizational and reporting purposes.

The following permission is required when implementing this functionality:

- 127 – Manage Work Order Types/Categories

Work Order Category List

Filter:

<ul style="list-style-type: none"> Default (Enabled) Cleaning (Enabled) Outdoor Maintenance (Enabled) Light Bulb Maintenance (Enabled) Test (Enabled) Automotive (Enabled) General Maintenance (Enabled) 	<ul style="list-style-type: none"> <input type="button" value="Add"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Enable"/> <input type="button" value="Disable"/>
---	---

Showing 7 Item(s)

Figure 32: Manage Work Order Categories page

Table 27: Work Order Categories Management Page Action Definitions

Action	Definition
Add	Allows the user to add new work order category.
Edit	Allows the user to edit an existing work order category.
Delete	Allows the user to delete an existing work order category.
Enable	Allows the user to enable a work order category from the list.
Disable	Allows the user to disable a work order category from the list

You can filter the work order categories based on these options:

- All Categories: Select this option to display all work order categories.
- Enabled: Select this option to display only enabled work order categories.
- Disabled: Select this option to display only disabled work order categories.

To filter based on one of these options, select the category of work orders to view from the Filter drop-down field and click **Retrieve**.

To filter for a particular work order category by its name, select all types from the Filter drop-down list and enter the name in the And field then click **Retrieve**.

2.11.1 Addition or Editing of Work Order Categories

The Add Work Order Category and the Edit Work Order Category pages have the same attributes.

Figure 33: Add/Edit Work Order Category page

Table 28: Add/Edit Work Order Category page field definitions

Field	Definition
Work Order Category*	Enter a name for the work order category. This is a required field.
Account Code	Enter an account code to be associated with the work order category.

Table 28: Add/Edit Work Order Category page field definitions (continued)

Field	Definition
Enabled	Select Yes to enable the work order category. Select No to disable the work order category.

2.11.1.1 Adding a Work Order Category

To add a work order category:



1. From the Dashboard, navigate to  > **Work Orders** > **Work Order Categories**.
2. Click **Add**.
3. Complete the required fields.
4. Click **Add Work Order Category**.

2.11.1.2 Editing a Work Order Category

To edit a work order category:



1. From the Dashboard, navigate to  > **Work Orders** > **Work Order Categories**.
2. Select the work order category to be edited and click **Edit**.
3. Change the required fields.
4. Click **Edit Work Order Category**.

2.11.2 Deleting a Work Order Category

To delete a work order category:



1. From the Dashboard, navigate to  > **Work Orders** > **Work Order Categories**.
2. Select the work order category to be deleted and click **Delete**.
3. Click **OK** in the confirmation pop-up.

2.12 Work Order Types

Work order types allow specific categorization of work orders for organizational and reporting purposes.

The following permission is required when implementing this functionality:

- 127 – Manage Work Order Types/Categories

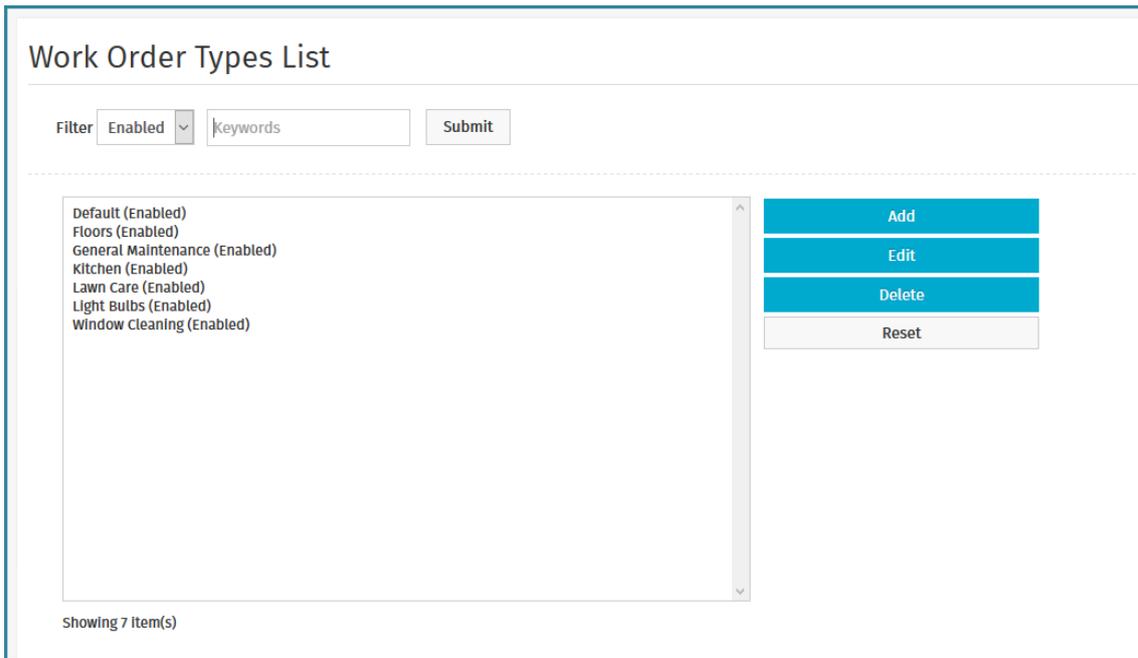


Figure 34: Work Order Types Management page

Table 29: Work Order Types Management page action definitions

Action	Definition
Add	Allows the user to add new work order type.
Edit	Allows the user to edit an existing work order type.
Delete	Allows the user to delete an existing work order type.
Reset	Allows the user to remove any unsaved changes.

You can filter the work order types based on these options:

- All Types: Select this option to display all work order types.
- Enabled: Select this option to display only enabled work order types.
- Disabled: Select this option to display only disabled work order types.

To filter based on one of these options, select the type of work orders to view from the Filter drop-down field and click Retrieve.

To filter for a particular work order type by its name, select all types from the Filter drop-down list and enter the name in the And field then click Retrieve.

2.12.1 Addition or Editing of Work Order Types

The Add Work Order Type and the Edit Work Order Type pages have the same attributes.

Figure 35: Add/Edit Work Order Type page

Table 30: Add/Edit Work Order Type page field definitions

Field	Definition
Work Order Type*	Enter a name for the work order type. This is a required field.
Change Asset Status To*	Select a status from the drop-down list to change the asset status accordingly. This is required field. When a work order is created against an asset with this work order type, the asset status can be set to the specified status. Example: Change the status to in repair when a WO type of emergency maintenance is created for this asset)
Account Code	Enter an account code to be associated with the work order type.
Not to Exceed Amount	Enter the amount that the work order type is not to exceed. This amount is defaulted to the work order header when the work order is created. If 0 is entered, the Not to Exceed Amount is unlimited. The Not to Exceed Amount can be edited when the work order is being created.

Table 30: Add/Edit Work Order Type page field definitions (continued)

Field	Definition
Keywords	<p>Enter the keywords that are to be associated with the work order type. A maximum of 500 characters can be entered. If more than 500 characters are entered, a message is displayed.</p> <hr/> <p> When performing a keyword search, the user needs to enter a minimum of three characters before the keyword is displayed.</p>
Instructions	Enter any instructions that are relevant to the work order requests that are created for this work order type.
Enabled	Select Yes to enable the work order type. Select No to disable the work order type.
User Verification Required Prior to Work Order Closure	Select Yes to require user verification prior to the work order being closed for this work order type. Select No if user verification is not required prior to the work order being closed for this work order type.
Auto Generate Work Order from Work Order Request	Select Yes if the work orders can be auto generate for this work order type. Select No if the work orders cannot be auto generated for this work order type.
Attachment Required	Select Yes if attachments are required for this work order type. Select No if attachments are not required for this work order type.

2.12.1.1 Adding a Work Order Type

To add a work order type:



1. From the Dashboard, navigate to  > **Work Orders** > **Work Order Types**.
2. Click **Add**.
3. Complete the required fields. Refer to [Addition or Editing of Work Order Types](#) for field requirements and validations.
4. Click **Finish**.

2.12.1.2 Editing a Work Order Type

To edit a work order type:



1. From the Dashboard, navigate to  > **Work Orders** > **Work Order Types**.
2. Select the work order type to be edited and click **Edit**.
3. Complete the required fields. Refer to [Addition or Editing of Work Order Types](#) for field requirements and validations.

4. Click **Finish**.

2.12.2 Deleting a Work Order Type

To delete a work order type:



1. From the Dashboard, navigate to  > **Work Orders** > **Work Order Types**.
2. Select the work order type to be deleted and click **Delete**.
3. Click **OK** in the verification pop-up.

2.13 Transfer Work Orders

Transfer Work Orders allow users to transfer assets from location to location or location to warehouse. This is only for assets that are not stocked in any warehouse inventory.

Requirements

Consider the following system settings to create transfer work orders.

Required System Settings

- 12019 – Default Vendor for Internal/Transfer Work Orders
- 12026 – Work Order Type to Indicate Transfer Work Orders

These two system settings have to be enabled for the Create Work Order Transfer menu item to be displayed.

Transfer work orders can only be created from Create Transfer Work Order under the Work Orders menu group. It is recommended that *transfer* is the selected work order type for transfer work order types. The vendor for system setting *12019* needs to be a virtual vendor.

2.14 Work Order Priorities

Work order priorities enable work orders to be prioritized for work order processing. Time limits can be set up for each priority to enable efficient management of work orders.

The following permission is required when implementing this functionality:

- 134 – Manage Work Order Priorities

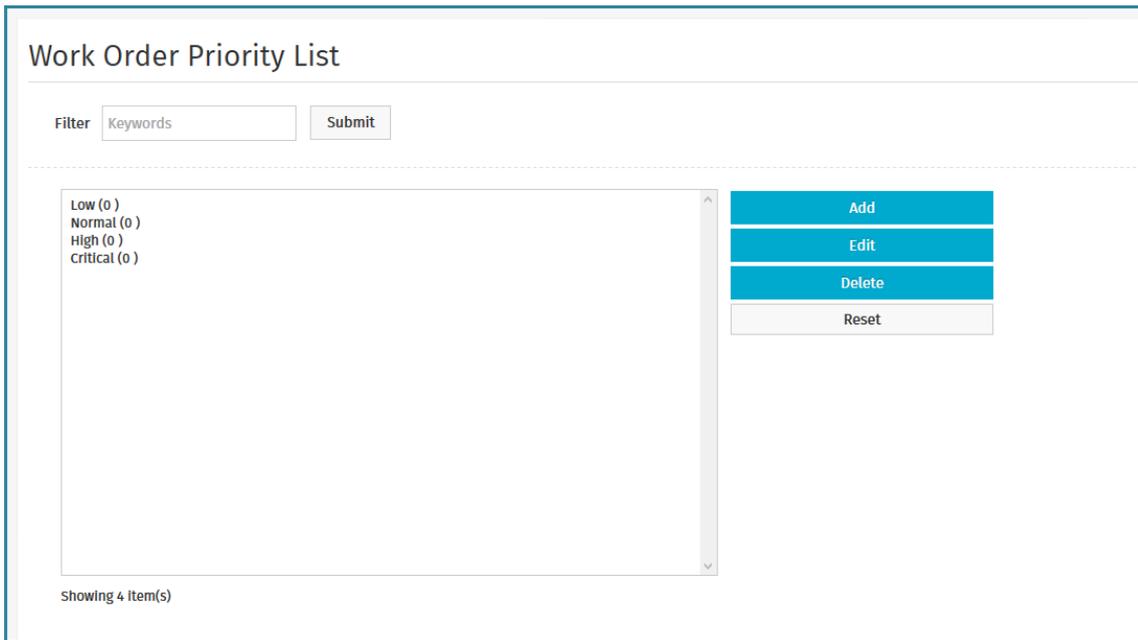


Figure 36: Work Order Priorities Management page

Table 31: Work Order Priorities Management Page Action Definitions

Action	Definition
Edit	Allows the user to edit an existing work order priority.
Add	Allows the user to add new work order priority.
Delete	Allows the user to delete an existing work order priority.
Clear Entries	Allows the user to delete any unsaved entries.

2.14.1 Addition or Editing of Work Order Priorities

The Add Work Order Priorities and the Edit Work Order Priorities pages have the same attributes.

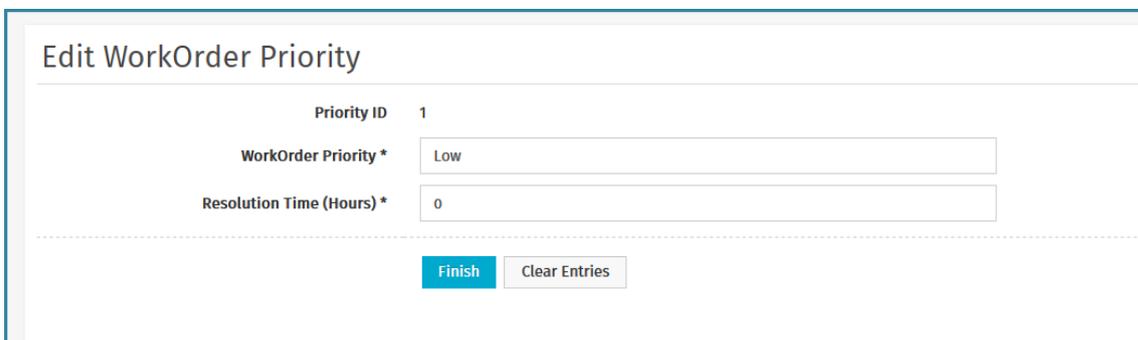


Figure 37: Add/Edit Work Order Priorities page

Field	Definition
Work Order Priority	Enter a name for the work order priority. This is a required field.
Resolution Time (Hours)	<p>Enter the hours for the resolution of the added priority. When specified, the work order end date and time is automatically calculated based on the resolution hours and is used to trigger notifications later.</p> <hr/> <p> When a decimal value is entered, it is rounded off to the base value.</p> <hr/> <p>Example: When 12.3 is entered, it is changed to 12.</p>

2.14.1.1 Adding a Work Order Priority

To add a work order priority:



1. From the Dashboard, navigate to  > **Work Orders** > **Work Order Priorities**.
2. Click **Add**.
3. Complete the required fields. Refer to [Addition or Editing of Work Order Priorities](#) for field requirements and validations.
4. Click **Finish**.

2.14.1.2 Editing a Work Order Priority

To edit a work order priority:



1. From the Dashboard, navigate to  > **Work Orders** > **Work Order Priorities**.
2. Select the priority to be edited and click **Edit**.
3. Complete the required fields. Refer to [Addition or Editing of Work Order Priorities](#) for field requirements and validations.
4. Click **Finish**.

2.14.2 Deleting a Work Order Priority

To delete a work order priority:



1. From the Dashboard, navigate to  > **Work Orders** > **Work Order Priorities**.
2. Select the work order priority to be deleted and click **Delete**.
3. Click **OK** in the confirmation pop-up.

2.15 Vendor Work Order Types

The vendor work order types allow the assignment of vendors to specific work order types. This prevents the random selection of vendors when creating work order requests and work orders.

The following permission is required to access this functionality:

- 127 – Manage Work Order Types

2.15.1 Vendor WO Types Setup

Figure 38: Vendor WO Type Setup – Step 1

Table 32: Vendor WO Types Setup - Step 1 action definitions

Action	Definition
Remove Selected	Allows the user to remove selected vendors from the Selected Vendors.
Assign Selected	Allows the user to add selected vendors from the Available Vendors box to the Selected Vendors box.
Assign WO Types	Allows the user to assign WO types for the selected vendors.
Edit WO Types	Allows the user edit the WO types assigned to the selected vendor This action is only enabled if only one vendor is in the Selected Vendors box.

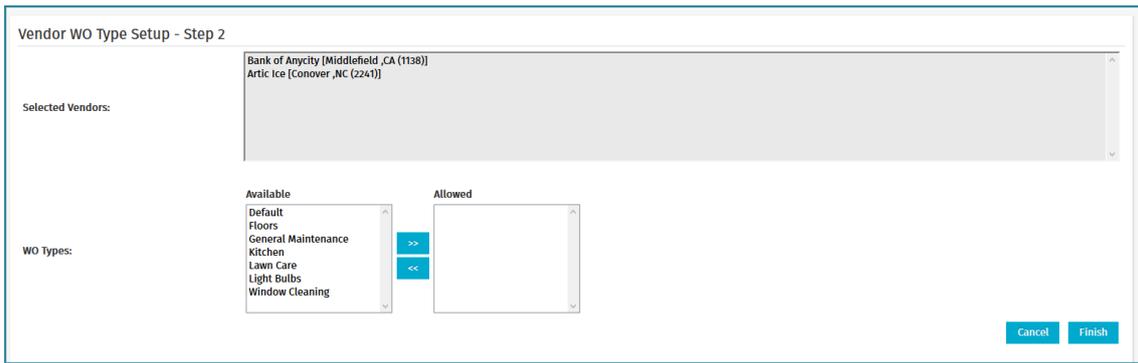


Figure 39: Vendor WO Type Setup – Step 2

Table 33: Vendor WO Types Setup - Step 2 field and action definitions

Action	Definition
Selected Vendors	Displays the selected vendors from step 1.
WO Types	Displays the work types in the system.
Available	Displays the work order types that have not been assigned to the vendors listed above.
Allowed	Displays the work order types that have been assigned to the vendors listed above.
>>	Moves the selected work order types from the Available field to the Allowed field.
<<	Moves the selected work order types from the Allowed field to the Available field.
Cancel	Closes the page and does not save any changes that have been made.
Finish	Saves the changes that have been made, and displays a success message.

2.15.1.1 Adding a Vendor Work Order Type



The vendors to be modified are selected before the work order types to be added are selected.

To add a vendor work order type to specified vendors:



1. From the Dashboard, navigate to  > **Work Orders > Vendor Work Order Types**.
2. Select the vendors that you want to add to the work order type or types.
3. Click **Assign Selected**. The selected vendors are displayed in the Selected Vendors field and removed from the Available Vendors field.



If only one vendor is added to the Selected Vendors field, both the Assign WO Types and Edit WO become active. If two or more vendors are added, only the Assign WO Types becomes active.

4. Click **Assign WO Types**.
5. Select the work type or types that the vendors can be associated with.
6. Click the >> icon. The selected work order types are moved from the Available field to the Allowed field.
7. Click **Finish**.

2.15.1.2 Editing Vendor Work Order Types

Only one vendor can be selected to be edited at a time.

To edit vendor work order types:



1. From the Dashboard, navigate to  > **Work Orders > Vendor Work Order Types**
2. Select the vendor whose work order types need to be edited.
3. Click **Edit WO Types**.
4. Add and remove the necessary work types.
5. Click **Finish**.

2.16 Vendor Work Order Locations

The vendor work order locations allow the assignment of vendors to specific work location. This prevents the random selection of vendors when creating work order requests and work orders.

The following permission is required to access this functionality:

- 127 – Manage Work Order Types

2.16.1 Vendor WO Types Setup

Figure 40: Vendors WO Locations Setup – Step 1

Table 34: Vendor WO Locations Setup - Step 1 action definitions

Action	Definition
Remove Selected	Allows the user to remove selected vendors from the Selected Vendors field.
Assign Selected	Allows the user to add selected vendors from the Available Vendors field to the Selected Vendors field.
Assign Locations	Allows the user to assign work order types for the selected vendors.
Edit Locations	Allows the user edit the work order types assigned to the selected vendor. This action is enabled if only one vendor is in the Selected Vendors box.

Figure 41: Vendor WO Locations Setup – Step 2

Table 35: Vendor WO Locations Setup - Step 2 action definitions

Action	Definition
Remove Selected	Allows the user to remove selected locations from the Allowed Locations field.
Assign Selected	Allows the user to add selected vendors from the Available Locations field to the Selected Locations field.
Cancel	Closes the page and does not save any changes that have been made.
Finish	Saves the changes that have been made, and displays a success message.

2.16.1.1 Adding Vendor Work Order Locations



The vendors to be modified are selected before the work order locations to be added are selected.

To add a vendor work order location:



1. From the Dashboard, navigate to  > **Work Orders > Vendor Work Order Locations.**
2. Select the vendors that you want to add to the work order location or locations.
3. Click **Assign Selected**. The selected vendors are displayed in the Selected Vendors field and removed from the Available Vendors field.



If only one vendor is added to the Selected Vendors field, both the **Assign Locations** and **Edit Locations** become active. If two or more vendors are added, only the **Assign Locations** becomes active.

4. Click **Assign Locations**.
5. Select the locations that the vendors can be associated with.
6. Click **Assign Selected**. The selected work order types are moved from the Available Locations field to the Allowed Locations field.
7. Click **Finish**.

2.16.1.2 Editing Vendor Work Order Locations

Only one vendor's work order locations can be edited at a time.

To edit vendor work order locations:



1. From the Dashboard, navigate to  > **Work Orders > Vendor Work Order Locations**.
2. Select the vendor whose work order locations need to be edited.
3. Click **Edit Locations**.
4. Add and remove the necessary work locations.
5. Click **Finish**.

2.17 Service Types

Service types categorize the items being added by the type of services being performed on assets and work orders.

The following permission is required to access this functionality:

- 10 – Manage Items

Service types are added from the Items page.



For the item type, select service from the drop-down list and complete the other required fields. Refer to *General Admin Guide - Catalog Management* section for further details on adding items.

2.18 Work Order Creation Notification

Notifications can be sent to the creator of the work order request and the backup for the user when a work order is created or when the work order is closed. The mode of notification can be set up using system setting *12053 – Work Order Notification Method 1*.

The available options are:

- None: No notification is sent
- Contact email
- Contact fax
- Contact fax and Contact email

3 Asset Catalog

3.1 Overview

This chapter explains the different methods that are used to add asset items to the catalog. Once the item is added in the system, the asset characteristics can be determined.

3.2 Asset Establishment in the Catalog

There are five different ways to add an asset:

- Through the Item page
- By receiving
- During invoicing
- Adding it directly from Asset List page
- Uploading from an external file — using import specifications, an external file is used to add assets.



It is assumed that item categories, manufacturers, vendor types, and vendors have been added to the system prior to adding items to the catalog. Refer to the *General Admin Guide* for details on these functions. More information on adding items to the catalog is also found in the General Admin Guide.

3.3 Asset Item Creation

You have the option to establish an item as an asset during creation of the catalog item. Before an asset can be tracked, it must first be added to the catalog as an asset item type. Asset items are established in inventory at the time of item creation or when asset item is added to the asset-tracking list.

The following permission is required:

- 10 - Manage Items

Figure 42: Add Item Page - partial view

Figure 43: Add Item Page - step 2

3.3.1 Adding an Asset Item during Item Creation

To add an asset item during item creation:



1. From the Dashboard, navigate to  > **Catalog > Items.**
2. Click **Add.**
3. Select **Asset** from the Item Type drop-down field.
4. Enter all the other required fields and click **Next.**
5. Enter the cost information for the vendors and set the replenishment unit to *auto* or *each*.
6. If the item is to be established in a warehouse, click **Establish in Warehouse.** Enter the necessary fields and click **Add to Warehouse.**
7. Click **Finish.**

Once an asset item is added to the Item List page, in order to establish it in the asset list for tracking, you must either Register the Asset or Receive the Item as an Asset.

3.4 Asset Item Establishment upon Receipt

An order request can be created for a product type item. When it is received as an asset, this automatically places it in the asset list.

If an item on the purchase order is an asset, the system enables a link to edit the asset for users with proper permissions. This allows users to add other information to an asset at the time of receipt like lease ID, warranty date, purchasing price, etc. Alternatively, if system setting *12016 – Enable Receive as an Asset in the PO Receiving Page* is set to Yes, users can check a flag on the Receiving page to receive the item and create an asset record automatically. One asset record is created for each quantity received. For example, if 25 computers are received as assets, then 25 new asset records are created.

The following system setting must be enabled to receive an item as an asset:

- 12016 – Enable Receive as an Asset in the PO Receiving Page

One of the following permissions/permission combinations must also be enabled:

- 8 – Manage Purchase Orders

OR

- 57 – Restrict to Own Purchase Orders
- 2 – Can Receive Items on Own Order Requests

OR

- 33 – Can Receive Items for Selected Locations

SKU (ID)	Description	Unit	Old Receipts	Ordered	Receive	Notes	Receive as an Asset
AAGSK214600 (761518)	2016 At-A-Glance Desk Calendar, White, 22"W x 17"L -- Model: AAGSK214600 2016 Classic Desk Calendar 16 Month (Sept-Dec) Color: White Classic lined format Designed especially for the academic year Features: 22"W x 17"L Seasonal Availability: Yes Julian Dates: Yes Reference Blocks: Full year One month per pa -- Costco(o) [IC Code:]	EACH	0	84	84.0		<input type="checkbox"/>
ALEEL42BME10B (761519)	Alera Elusion Series Mid-Back Swivel and Tilt Mesh Desk Chair, Black -- Model: ALEEL42BME10B Elusion Series Mid-Back Swivel/Tilt Mesh Chair Black Features: Ergonomic design adjusts to fit multiple users Cool, breathable mesh back Contoured seat cushion with premium fabric upholstery and waterfall edge to -- Costco(o) [IC Code:]	EACH	0	8	8.0		<input type="checkbox"/>

Figure 44: Receive Item page

3.4.1 Adding an Asset Item during Receiving

To add an item to the asset list during receiving:



1. Generate a purchase order with the desired asset item.
2. Once the order is received, navigate to **Purchase Orders > Receive > Receive Purchase Orders**.
3. Select the purchase order to be received and click **Receive PO**.

4. Complete the required fields.
5. Check the *Receive as an Asset* checkbox.



When receiving an item already established as an asset, the checkbox is automatically checked and is non-editable.

6. Click **Process Items**.

Once an item is established as an asset, it is always received as an asset.

3.5 Asset Item Establishment during Invoicing

An order request can be created for an asset type item. When it is invoiced, this automatically places it in the asset list.

If the vendor for the asset is set to auto-receive on invoice (in the vendor profile), then the assets ordered are added to the asset list once the invoice is posted. The system includes the information in the Notes field on the Edit Asset page and View Asset page.

The following permissions are required to be able to receive item as an asset.

- 8 – Manage Purchase Orders

OR

- 34 – Can create Purchase Order Invoice

Edit Asset Info : 1 of 1 Item(s)

Item ID 417457

Asset Name PhotoShop 101

Asset Description [More](#)

Asset No. * 228489

Serial No.

Asset Category * Equipment

Asset Status * New

Asset Condition Code None

Department or Location * Verlan - HQ

Assigned to User

Assigned to (Non System)

Warehouse * Do not Warehouse

Warranty Start Date 07/20/2016 (mm/dd/yyyy)

Warranty End Date 07/20/2016 (mm/dd/yyyy)

In Transit No

Ticket #

Udef2

Upload Asset Image No file selected.

Notes Asset Receipt on PO 6957255191B191V98981 with Reference 1948

[Edit Attributes](#) [Finish](#)

Figure 45: Edit Asset page

3.5.1 Adding an Asset Item while Invoicing

To add an item to the asset list when invoicing:



1. From the Dashboard or the catalog, select items from the catalog, create an order request, and generate a purchase order.



The item must be an asset item, and the vendor must be set to auto receive on invoice in the vendor profile.

2. From the Dashboard, navigate to **Purchase Orders > Manage/Track > Purchase Orders**.
3. Select the purchase order to be reconciled and click **Reconcile PO**.
4. Complete the required fields on the Invoice Entry page.
5. Click **Process**.

The item is added as an asset.

3.6 Asset Establishment from the Asset List Page

Another option of establishing an asset is done directly from the Asset List page. The difference here is that the user can enter specific information concerning the asset item, like asset category, asset status, warranty dates, etc.

The following permission is required to add an asset from the asset list.

- 81 – Manage Assets (81)

Manage Assets

ID	Item Name	SKU	Number	Category	Status	Location	Location Group	Serial Number	Barcode
228756	PhotoShop 101	PHTSHP101	228489	Equipment	New	Verian - HQ	Default Group		11211
228487	Ipad 4 Cover Premium	ipdcv004	228487	Asset	New	Area 4134	Expense Group		
228486	Ipad 4 Cover Premium	ipdcv004	228486	Asset	New	Area 4134	Expense Group		
228485	Ipad 4 Cover Premium	ipdcv004	228485	Asset	New	Area 4134	Expense Group		
228484	Ipad 4 Cover Premium	ipdcv004	228484	Asset	New	Area 4134	Expense Group		
228483	Ipad 4 Cover Premium	ipdcv004	225866	Asset	New	Area 4134	Expense Group		
225865	Project Professional 2010	22B9Y-KMCTR-WC93W-X94MD-PC9JR	225865	Equipment	New	Area 4134	Expense Group		

Page 1 of 99 | Showing 1 - 20 of 1,974 items

Figure 46: Asset Management page

Add Asset

Select Asset Item * 

Asset No. *

Asset Description 

Serial No.

Asset Category *

Asset Status *

Asset Condition Code

Department or Location 

Assigned to User 

Assigned to (Non System)

Warehouse

Warranty Start Date  (mm/dd/yyyy)

Warranty End Date  (mm/dd/yyyy)

Ticket #

Udef2

Upload Asset Image No file selected.

Notes

Figure 47: Add Asset page

Table 36: Add Asset Page field definitions

Field	Definition
Select Asset Item	<p>Select an asset item using the Search icon </p> <hr/> <p> For an item to display in this list, the item must first be added from the Item List page as an asset item type.</p>
Asset Number	Auto generated number for the asset.
Serial Number	Enter a serial number associated with the asset.
Asset Category	Select a pre-defined asset category.
Asset Status	Select an asset status that shows what status the asset is currently in.
Asset Condition Code	Select the condition code for this asset. The condition code determines the value of the asset based on its condition.
Department or Location	Select a location to assign the asset.
Assigned to User	Allows a logged-in user to be assigned to the asset by selecting the user from the pop-up window.

Table 36: Add Asset Page field definitions (continued)

Field	Definition
Assigned to (Non System)	Allows the asset to be assigned to an external user.
Warehouse	Allows the user to store the asset in a warehouse.
Warranty Start Date	Allows the user to set a warranty start date.
Warranty End Date	Allows the user to set a warranty end date on the asset.
Upload Asset Image	Allows the user to browse and select the image file for the asset.
Notes	Allows the user to add notes for the asset.

Attributes for Ipad 4 Cover Premium

Asset Number 228486

Asset Description Ipad 4 Cover Premium

TestAttribute

Pavels Att 105 -p

Expire Date (mm/dd/yyyy)

Text attribute

Model No. Ipdv004

Barcode No.

Account Code Company 1----

Parent Asset

Purchase Vendor Apple

Service Vendor

Warranty Vendor

On Contract * Yes No

Contract

Asset URL

Lease ID 0

Date Acquired * 06/15/2016 (mm/dd/yyyy)

Date in Service 06/15/2016 (mm/dd/yyyy)

Date Sold (mm/dd/yyyy)

Current Meter 0.0

Purchase Order No. 716142535847835847V250344

Acquisition Cost 79.99

Salvage Value 0.00

Useful Life (Years) 0

Replacement Value 0.00

Save Clear Entries

Figure 48: Set Asset Attributes Page

Table 37: Set Asset Attributes page field definitions

Field	Definition
Model Number	Enter the model number of the asset if required.

Table 37: Set Asset Attributes page field definitions (continued)

Field	Definition
Barcode Number	Enter the barcode, if a barcode is associated.
Account Code	Enter the accounting code that is assigned to the asset item.
Parent Asset	Select the parent for the asset if a parent/child relationship is to be established.
Purchase Vendor	Select the purchase vendor.
Service Vendor	Select a vendor servicing the asset.
Warranty Vendor	Select the vendor providing the warranty.
On Contract*	Select Yes if the asset is on a contract. If not, select No.
Contract	Select the associated contract if the asset is on a contract.
Asset URL	Displays the URL for the asset if one is assigned.
Lease ID	Enter the lease ID associated with the item.
Department or Location	Select the location for the asset from the pop-up window.
Date Acquired*	Enter the date the asset was purchased.
Date in Service	Enter the date the asset started being used.
Date Sold	Select the date the asset was sold from the calendar pop-up window.
Current Meter	Enter the amount of miles or the calculated usage for the asset.
Acquisition Cost	Enter the cost of the asset at the time of purchase. This should correspond to the purchase order if ordered.
Salvage Value	Enter the trade-in value or market value at the end of the useful life of the asset.
Useful Life (Years)	Enter the useful life of the asset. <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;">  The value in this field is defaulted with the useful life set for the asset category that this asset belongs. </div>
Replacement Value	Entered the cost associated with replacing the asset.

3.6.1 Adding an Asset from Asset List

To add an asset from asset list:



1. From the Dashboard, navigate to **Assets > Manage > Manage Assets**.

2. Click the **Add icon** .
3. In the Select Asset Item field, select the item to be set up as an asset.
4. Complete the other required fields.
5. To set the extended properties of the asset, click **Edit Attributes**.
6. If extended properties for the asset are not needed click **Finish** after Step 3.
7. Complete the required fields.
8. Click **Save**.

3.7 Asset Registration

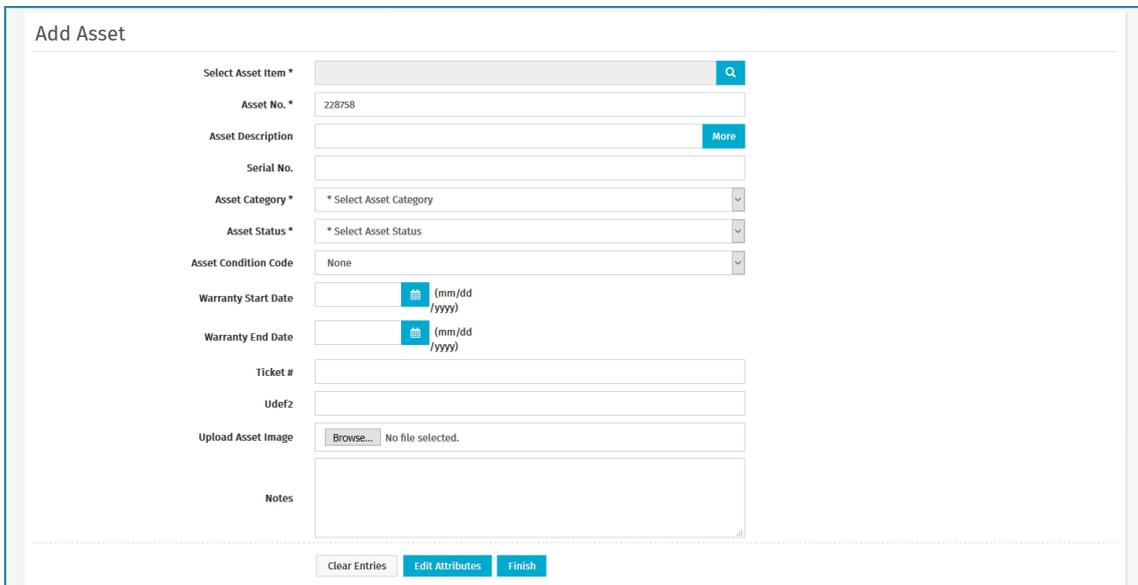
You can register an asset that has not been purchased, from the Asset menu by clicking Register Asset. Also, to establish an asset for tracking, which has been added as an asset item type from Item List page, the item needs to be registered.

The following permissions are required to register an asset.

- 123 – Register Assets

AND

- 122 – View Selected Assets



The screenshot shows the 'Add Asset' form with the following fields and values:

- Select Asset Item: Searchable dropdown
- Asset No.: 228758
- Asset Description: Text field with a 'More' button
- Serial No.: Text field
- Asset Category: * Select Asset Category (dropdown)
- Asset Status: * Select Asset Status (dropdown)
- Asset Condition Code: None (dropdown)
- Warranty Start Date: (mm/dd/yyyy) (calendar icon)
- Warranty End Date: (mm/dd/yyyy) (calendar icon)
- Ticket #: Text field
- Udef2: Text field
- Upload Asset Image: Browse... No file selected.
- Notes: Text area

Buttons at the bottom: Clear Entries, Edit Attributes, Finish.

Figure 49: Add Asset by Registering

3.7.1 Register an Asset

To register an asset that has been added to the catalog:



1. From the Dashboard, navigate to **Assets > Manage > My Assets**.
2. Click the **Add icon** .
3. In the Select Asset Item field, select the item to be set up as an asset.
4. Complete the other required fields.
5. To set the extended properties of the asset, click **Edit Attributes**.
6. If extended properties for the asset are not needed click **Finish** after Step 3.
7. Complete the required fields.
8. Click **Save**.

3.8 Assets in Inventory

Assets can be added to inventory at the time of asset creation using the Items page, when adding/editing an asset from the Asset List page, when receiving an asset into a warehouse, or transferring an asset to another warehouse.

Condition Codes

When an asset is in inventory and is assigned a condition code, the valuation of the asset is calculated as follows:

Asset value = asset acquisition unit price * (quantity in ordered unit/quantity in inventory/asset receiving unit) * % based on condition code.

When an asset is edited and the user changes the condition code, the system calculates the value of the asset based on the new condition code. A confirmation message is displayed to the user when this happens.

Asset Profile

When the asset profiles are created for assets received, the warehouse that the assets were received into is displayed. This is a non-editable field when editing the assets.

Edit Asset Info : 1 of 1 Item(s)

Item ID: 753187

Asset Name: Ipad 4 Cover Premium

Asset Description: [More](#)

Asset No. *: 228486

Serial No.:

Asset Category *: Asset

Asset Status *: New

Asset Condition Code: None

Department or Location *: Area 4134

Assigned to User:

Assigned to (Non System):

Warehouse: WH-02

Warranty Start Date: 06/15/2016 (mm/dd/yyyy)

Warranty End Date: 06/15/2016 (mm/dd/yyyy)

In Transit: No

Ticket #:

Udef2:

Upload Asset Image: No file selected.

Notes: Asset Receipt on PO 716142535847835847V250344 with Reference Rec_71614253584_1

[Edit Attributes](#) [Finish](#)

Figure 50: Edit Asset page displaying warehouse and receiving information

Disposed Assets

When assets in inventory are disposed, the inventory quantity for those assets is adjusted to reflect the disposal. So, if Asset 123 has a quantity of 10 in inventory and 3 are disposed, the inventory quantity is now 7.

Transfer Assets

When an asset in inventory is being transferred to another warehouse and the asset is established in the target warehouse, the quantity for the asset is increased by the number of associated assets being transferred. If Asset 123 is located in the Charlotte warehouse and a quantity of three is being transferred to the Atlanta warehouse (where the asset is already established), the quantity for the asset in the Atlanta warehouse increases by 3 and the quantity for the Charlotte warehouse decreases by three.

If the asset being transferred is not established in the target warehouse, the system sets up the asset as an item in that warehouse. If Asset 123 is located in the Charlotte warehouse and is being transferred to the Memphis warehouse (where the asset is not established), the system adds the asset item to the Memphis warehouse with the quantity that was transferred.

Manually Added Assets

When manually adding an asset, if the asset is associated with a warehouse as an inventory item, the quantity for that inventory item is increased by 1. If a relationship does not exist between the asset and the inventory item for the associated warehouse, the system sets up the inventory item the warehouse with a quantity of 1.

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