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# **ASSET WRITE-OFF**

Document for assets write-off.

- Asset write-off document is created to write off assets.
- At least one asset must be entered on the asset write-off document.
- Low value assets and fixed assets can be written off at the same time on the same document.
- Asset write-off can also be initiated from the Fixed asset or Low value asset card with **Write off** button and from the Assets Inventory document with **write off** button.
- Asset write-off is **proceeded** if it is provided.
- Asset write-off is **confirmed**.
- Transaction INV\_MAHA and depreciation transaction INV (if chosen) till write-off date are created after confirming the document. Information about the write-off is written on the fixed asset card. Low value assets are marked "closed" and an empty transaction is created after Asset write-off is confirmed.
- It is possible to create sales invoice or stock receipt during a write-off.

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Common	n	Proce	eding									
Number			Date		Comment					Invoice date	Invoice series	Invoice client
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Stock receip	pt da	ate	Stock receip	t series	Stock receipt account	Stock re supplier						
		<b></b>		Q	Q		Q					
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# The registry is located Finance → Documents → Asset-write-off

# 1.1. Header buttons

🗄 New 🗇 Save 🗸 Confirm 🖷 Copy 🛞 Discard 🍿 Delete 🖉 Attachments 🖄 Mail 👻 🖨 Print 🝷

- New opens a new unfilled document.
- **Save** saves document.

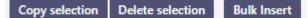
1. Document buttons

- **Confirm** confirms document.
- **Copy** makes a copy of the document. The document has all the same assets as on the original document. There can be only one unsaved draft. Once the new document is saved, a new copy can be made.
- **Discard** the button is active when the document is in draft status (an unsaved changes has been made to the transaction). After pressing the Discard button, the unsaved changes will be removed and the document will be in saved status.
- **Delete** deletes the document. Asks in advance if you are sure you want to delete.
- Attachments allows to attach files to the document.
- Mail allows to send a document by e-mail.
- **Print** prints the document.

## **1.2. Row buttons**

Select filters - different asset fields can be added from here to be used as filters to add all assets that meet the given conditions at the same time.

• Fill document - starts the placement from the first empty line based on the previous filters. At least one filter must be filled for the button to work.



- **Copy selection** copies the selected rows to the copy buffer. To select rows, press on the row number. The button is not active if no rows are selected. Copied rows can be pasted from the row context menu (opens when you right-click on the line number) with "paste rows".
- **Delete selection** -deletes the selected rows. To select rows, press on the row number. The button is not active if no rows are selected.
- **Bulk insert** allows to fill/place rows based on a spreadsheet (mostly excel). The order in which the columns should be is listed in the HELP under the Bulk insert button.
- \_\_\_\_\_\_ these buttons affect the height of the rows.
- 🕒 for exporting table or selected rows to Excel.
- Image: from this button row fields can be selected and unselected. Only selected fields are displayed on the document.

# 2. Document fields

# **2.1. Header fields**

- **Number** document number.
- Date the effect time of the document and the time the transation is created with.
- Comment text field, is placed on transaction.
- **Invoice date** if a sales invoice is created during the write-off, the time entered here will be the time of the created sales invoice.
- **Invoice series** if a sales invoice is created during the write-off, the series entered here will be the series of the created sales invoice.
- Invoice client if a sales invoice is created during the write-off, the client entered here will be

the client of the created sales invoice.

- **Stock receipt date** if a stock receipt is created during the write-off, the time entered here will be the time of the created stock receipt.
- **Stock receipt series** if a stock receipt is created during the write-off, the series entered here will be the series of the created stock receipt.
- **Stock receipt account** if a stock receipt is created during the write-off, the account entered here will be the credit account of the created stock receipt.
- **Stock receipt supplier** if a stock receipt is created during the write-off, the supplier entered here will be the supplier of the created stock receipt.

## 2.2. Row fields

- Code asset code.
- LV ID low value asset ID.
- Write off reason selection from System settings > asset settings > Reasons for writing off inventory.
- Write-off comment text field, is placed on the asset cards write-off section and on the transaction.
- **Calculate amort** NO by default. If Yes, the fixed asset is depreciated to the date of write-off and a depreciation transaction is created in addition to the write-off transaction.
- Action NO by default. If a sales invoice or stock receipt has to be created during write-off, an Invoice or Stock receipt must be selected here.
- **Item** must be filled for generating a sales invoice or stock receipt during write-off (when action is Invoice or Stock receipt). When System settings > Asset settings > Asset item for Sales is filled in, this field is automatically filled after Action Invoice is selected.
- **Sum** the sum of asset that goes to stock receipt. Is filled only when Action Stock receipt is selected.
- **Price** the price of asset that goes to sales invoice. Is filled only when Action Invoice is selected.
- Sales profit/loss computational field. Sum minus Residul value.
- Name, Purchase date, Type, Class, Object, Project, Purchase price, Depreciation, Residual value these fields show information from the asset card marked in the row.

# 3. Fine-tuning

Button I on the right side of the header opens the fine-tuning settings.

Preferences
×

Personal
System

Select asset additional info fields

Image: Restore

Save

• Select asset additional info fields - Allows to add asset information fields to document rows.

# 4. Operation

1. Asset write-off document is **generated** from asset card, asset inventory document or from asset write-off register.

- Asset information is filled in automatically when document is generated from asset card;
- Selected assets information from asset inventory document is filled in automatically when document is generated from asset inventory document;
- Add new button from asset write-off register generates empty document

2. Document rows are filled:

- Using the "Fill document" button. Button only works if at least one filter is filled;
- Manually, double clicking on code field to add assets from the register;
- Information is added to the first empty row, previous rows will not be overwritten

3. Write-offs **cannot be made in advance of the last transaction** (except vehicle fringe benefit tax). It can be done in the past if no subsequent documents have been made and no depreciation has been calculated. Vehicle fringe benefit tax can be calculated.

4. Only existing assets can be placed on the document (assets that have not already been written off).

- 5. Asset-write off can be proceeded;
  - The list of proceeders is also the list of the Inventory Committee.

### 6. Confirming the document:

• The time of the document must be later than the last time the assets on the document rows were modified (except vehicle fringe benefit tax transaction).

### 7. As a result of confirming:

- Document is locked;
- A depreciation transaction is created until the time date (if selected). Information goes on the fixed assets card;
- Write-offs and financial transactions are created to fixed assets. Low-value assets are marked as "Closed" and an empty transaction is created;
- A sales invoice or revenue will be created if selected

### 8. A separate section "WRITE OFF DATA" will appear on the Fixed Asset card.

Data	DataFie	lds Value	correcti	ons Units of pr	oduction method	Users	Proportions	Action
✓ WRITTE	N OFF D	АТА						
Туре		Write off date		Purchase price	Accumulated depreciation	Residual	value	
Tangible as	ets 🔻	01.04.2022	i i i	3000	150		2850	
Write off re	ason	Explanation			Sales amount	Gain/los	s on sales	
Müüdud		Kliendile müü	ïdud		3000		150	

- Type fixed asset type before the write-off;
- Write off date the date of the asset write-off document;
- Purchase price purchase price of the fixed asset;
- Accumulated depreciation accumulated depreciation of fixed assets at the time of write-off;
- Residual value the residual value of fixed asset at the time of write-off;
- Write off reason the reason chosen for the write-off of the asset;
- Explanation comment from the asset write-off document;
- **Sales amount** the selling price of fixed asset (if the asset have been sold during the writeoff);
- **Gain/loss on sales** gain/losses on the sale of asset (if the asset has also been sold during the write-off).

## 9. Financial transactions - Write off

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> TAIDA_ Kopeeri va	DOKUMENT	ta valitud	Massaset	taja												
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#### Financial transaction when writing off fixed assets

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□ Nr へ		<ul> <li>Objektid</li> <li>Otsi</li> </ul>	≁ Projekt					<ul><li>Kreedit</li><li>Otsi</li></ul>	t
			≁ Projekt	<ul><li>Sisu</li><li>Otsi</li></ul>	utid ja arvutisüsteemid				
1	> Otsi		≁ Projekt	Sisu     Otsi     ARVUTI14 Arvu				> Otsi	

An empty financial transaction is created when low value asset is written off

## **10. Financial transactions - write off with amort calculation**

Last update: 2022/04/20 16:21

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### Finants - kanne INV\_MAHA: 100114 [Salvestatud]

Füüp	Numbe	1	Aeg			Seletus		
NV_MAH/		10	0114 31.	12.2022		Mahakandmine amortisatsiooni arvutamisega		
Kopeeri vali	tud Kus	tuta valitud	Massasetaj	a Aseta retsept	Jaga	ressurssidelt		
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1	551136			ARVUTI15 Arvutite	ja arvı	utisüsteemide amortisatsiooni kulu	416.67	
2	125369			ARVUTI15 Arvutite	ja arvu	utisüsteemide kulum		416.67
3	125361			ARVUTI15 Arvutid	ja arvu	itisüsteemid		15000.00
4	125369			ARVUTI15 Arvutite	ja arvu	utisüsteemide kulum	4583.37	
						se põhivara mahakandmisest		

## 11. Financial transactions -write off + sales

Üld M	<b>Aenetlus</b>																
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	100090	26.01.20	22	1	müüsime ä	ra J1206											
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### 1) Write-off transaction

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🗆 Nr 🔨	<ul><li><i>k</i> Konto</li><li>Otsi</li></ul>	<ul><li> Objektid</li><li> Otsi</li></ul>	<ul><li>Projekt</li><li>Otsi</li></ul>	<ul> <li>Sisu</li> <li>Otsi</li> </ul>			Deebet Otsi		Kreedi Otsi
					steemid				Otsi
	> Otsi			> Otsi				>	Kreedit Otsi 10000.00

2) Sales invoice transaction (generated after confirming the sales invoice)

Tüüp	Numbe	r	Aeg		Seletus				
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0									
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								>	
1	> Otsi			> Otsi	t 20%		Otsi	>	Kreedi Otsi 1360.0

12. Financial transactions - write-off + stock receipt

# 5. Generating a sales invoice or stock receipt during a writeoff

- Only one additional document can be created from one write-off, either a sales invoice or stock receipt.
- Sales invoice and stock receipt can only be generated from fixed assets and intangible assets.

# 5.1. Generating a sales invoice

The write-off document can only have the fixed assets from which one sales invoice is created. If multiple invoices have to be made, the write-off must be made on separate documents (one asset write-off for each sales invoice). The precondition for creating a sales invoice is to fill in the invoice fields before confirming the asset write-off document.

#### Header fields that affect sales invoice creation



- **Invoice date** the time of the invoice to be created. It is possible to choose the date from the calendar by clicking the calendar icon;
- **Invoice series** the series where the invoice will be created to. Can be placed from the register that opens by double-clicking the field or by clicking on the magnifying glass using the mini search.
- **Invoice client** the customer (code) to whom the invoice will be created. Can be placed from the register that opens by double-clicking the field or by clicking on the magnifying glass using the mini search.

≁ Action	Ļ	ltem	۶	Price	۶	Sales profit/loss
Search	>	Search	>	Search	Search	
Invoice 💡						0.00

- Action to create an invoice, "Invoice" mus be selected from the drop-down menu;
- **Item** invoice will be created with the item marked here. When Sysem settings > Asset settings > Asset item for Sales is filled, this field is automatically is filled after Action -

Invoice is selected.

- Price the selling price of the asset, invoice will be created with that price.
- **Sales profit/loss** calculated field, will be filled in after entering the price. Price minus Residual value.

# 5.2. Generating a sales stock receipt

The write-off document can only have the fixed assets from which one stock receipt is created. If multiple stock receipts have to be made, the write-off must be made on separate documents (one asset write-off for each stock receipt). The precondition for creating a stock receipt is to fill in the stock receipt fields before confirming the asset write-off document.

Header fields that affect stock receipt creation



- **Stock receipt date** the time of the stock receipt to be created. It is possible to choose the date from the calendar by clicking the calendar icon;
- **Stock receipt series** the series where the invoice will be created to. Can be placed from the register that opens by double-clicking the field or by clicking on the magnifying glass using the mini search.
- **Stock receipt account** credit account of the stock receipt to be generated. Can be placed from the register that opens by double-clicking the field or by clicking on the magnifying glass using the mini search.
- **Stock receipt supplier** suppliers code of the stock receipt to be generated. Can be placed from the register that opens by double-clicking the field or by clicking on the magnifying glass using the mini search.

#### Row fields that affect stock receipt creation

≁ Action			ltem	۶	Sum		
Search		>	Search	$\rightarrow$	Search		
Stock receipt							

- Action To create stock receipt, select "Stock receipt" from the drop-down menu.
- **Item** stock receipt will be created with the item marked here.
- **Sum** the price of the fixed asset (item) that goes to stock receipt.

# 6. Asset write-off opening

Confirmed asset write-off document can be opened:

- From the write-off document press OPEN
- **Under maintenance** Finance > Reports > Maintenance > Document opener.

From the drop-down menu, select INV\_OFF as the document type, then enter the document number you want to open.

#### Written-off fixed asset card before opening:

11/12

#### Põhivara kaardil nähtav mahakandmise väli, hetkehind on 0.

Põhivara <i>l</i>	ARVU	ITI54 Salves	statud							Viimati muutis	(20.04.2022 kell 14:47	7:14) 🧐
eotud dokumend	did: ostu	uarve : 100301	vara ma	hakandmine : 100136	amordi kanne : i	nv_100459						
Kood		Nimi			Klass		Klassi nimi	Tüüp		Arvestusmeetod		
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Arvuta arvestuse	lõpp											
√ КОNTOD												
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#### Mahakandmise avamine hoolduse alt:

	O Hooldus	O Import/Export	Dokumentide avamine	◯ Kasutaja failid	O Robotid	O Digikoristus
Märkus: hoold	us pole pärast (	avamist vaialik - vahe	etabelid uuendatakse automaa	tselt		
INV_MAHA	✓ 1001	-				

#### Põhivara kaart peale mahakandmise avamist:

Kui mahakandmise dokument on avatud, tuleb uuendada põhivara kaarti. Selle tulemusena kaob põhivara kaardilt mahakandmise väli ja hetkehind on sama, mis enne maha kandmist.

Põhivara	ARVU	TI54 Salvestatud								Viimati	muutis	(20.04.2022 kell 14:	:53:08)
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Kood		Nimi		Klass	Klass Klassi nimi			Tüüp		Arvestusmeetod			
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Andmed	Lisavälja	d Lisasummad	Tootmisühiku meetod	Kasutajad	Osakaalu	ıd Tegevuse	ed			De			
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125361	Q	125369	۶51136 C	오 551190	Q	421101	Q	562111	Q				
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Kinnitatud mahakandmise dokumenti avada äärmisel vajadusel!

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