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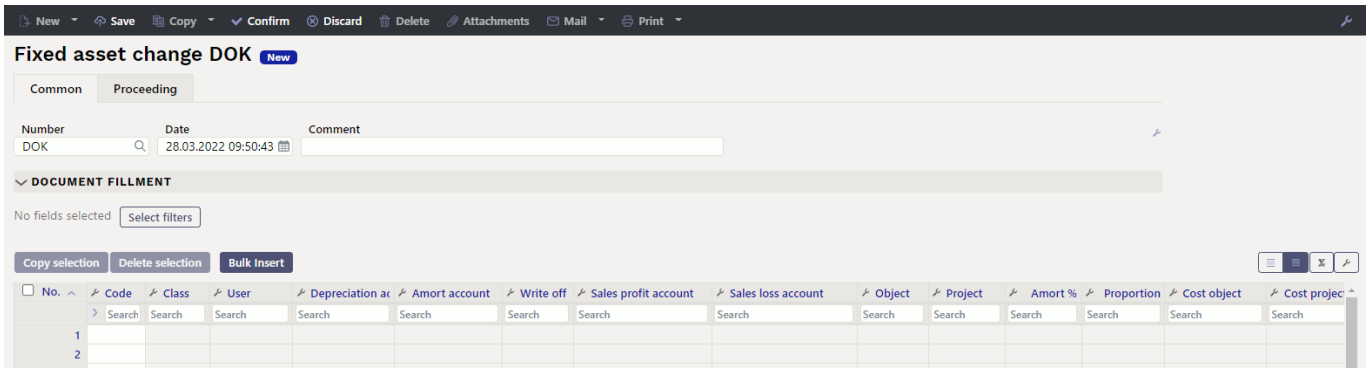
⚠ POOLELI - kasutamiseks alates 21.04.2022 !!!

# FIXED ASSET CHANGE

Document for changing information in the fixed asset fields.

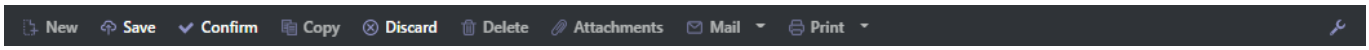
- **Fixed Asset change** document is created to change data (objects, projects, department, user, in charge user, customer etc) on fixed assets card.
- At least one asset must be entered on the fixed asset change document.
- In the header - FILL - user, in charge user, department, objects, projects, customer, location (location ID), location fields (apartment, house nr, street, city) can be selected.
- **From the fine tuning** - more address fields than just Location (address ID) can be selected.
- The columns which **features** are to be changed must first be activated by marking the **Edit field** in those columns.
- **Edit fields** - only fields that are marked as active can be changed.
- **Fixed Asset change** can also be initiated from the **fixed asset card and asset inventory register** with **Change FA** button.
- Row fields can be added, removed and reordered.
- Row columns are locked by default. By clicking on the column is possible to unlock it with the spanner next to the column.
- All the fields that can be changed, can add “previous” fields under the spanner.
- Fixed Asset change is **proceeded** if it is provided.
- Fixed Asset change is **confirmed**. Transaction INV_MUUTUS is formed (examples of the transaction below).
- New data is written to the rows and user tables (existing users and in charge users are terminated). The data in the related registers are changed (for example on the personnel tab in the Assets), etc.

The registry is located `Finance → Documents → Fixed Asset change`.
The fields on the fixed asset card **User, In charge user, Department, Location, Object, Project, Customer, Class, End date** are changed. Allows to monitor the movement of assets and use information in a time-sensitive manner.



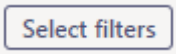

## 1. Document buttons

### 1.1. Header buttons




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

- 

- 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.
-

- 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.
- - 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 transaction is created with.
- **Comment** - text field, is placed on transaction.
- **Document fillment** - the document fillment fields are optional, based on the document type and user. Different combinations of fields can be saved and displayed. The document issuer allows you to place many fixed assets at once, for example department ADMIN all fixed assets or user MALLE all fixed assets.

## 2.2. Row fields

The fields are set by default. The number and layout of the fields are editable - remove, add and reorder fields.

### 2.2.1. Informative non-editable fields

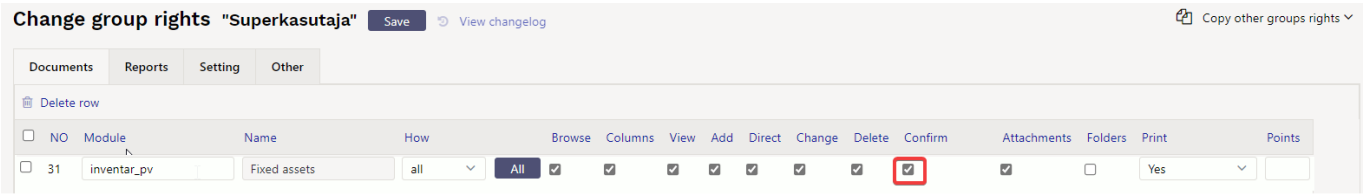
- **Code**- option from fixed asset list. Code is placed.
- **Name**- fixed asset name (shown in Setup - Select additional asset information fields).
- **P User** - user code before changing
- **P In charge** - in charge user code before changing
- **P Department** - department code before changing
- **P Location** - location ID before changing
- **P Calculation method** - calculation method before changing
- **P Client**- client code before changing
- **P Class** - fixed asset class before changing
- **P Asset type account** - fixed asset account before changing
- **P Depreciation account** - depreciation account before changing
- **P Amort account** - expense account before changing
- **P Write-off account** - expense account before changing
- **P Sales profit account** - income account before changing
- **P Sales loss account** - income account before changing
- **P Object** - object(s) before changing
- **P Project** - project before changing
- **P Amort %** - depreciation % per annum before changing
- **P Cost object** - object before changing
- **P Cost project** - project before changing
- **P End date** - the end date of the accounting before changing
- **P Remaining value** - remaining value before changing

### 2.2.2. Editable fields - for all users

- **User** - selection from the list of users, code is placed
- **In charge** - selection from the list of in charge users, code is placed
- **Department** - selection from the list of department, code is placed
- **Location** - location ID
- **Client**- selection from the list of clients, code is placed

### 2.2.3. Editable fields - with the rights inventory (asset) confirm

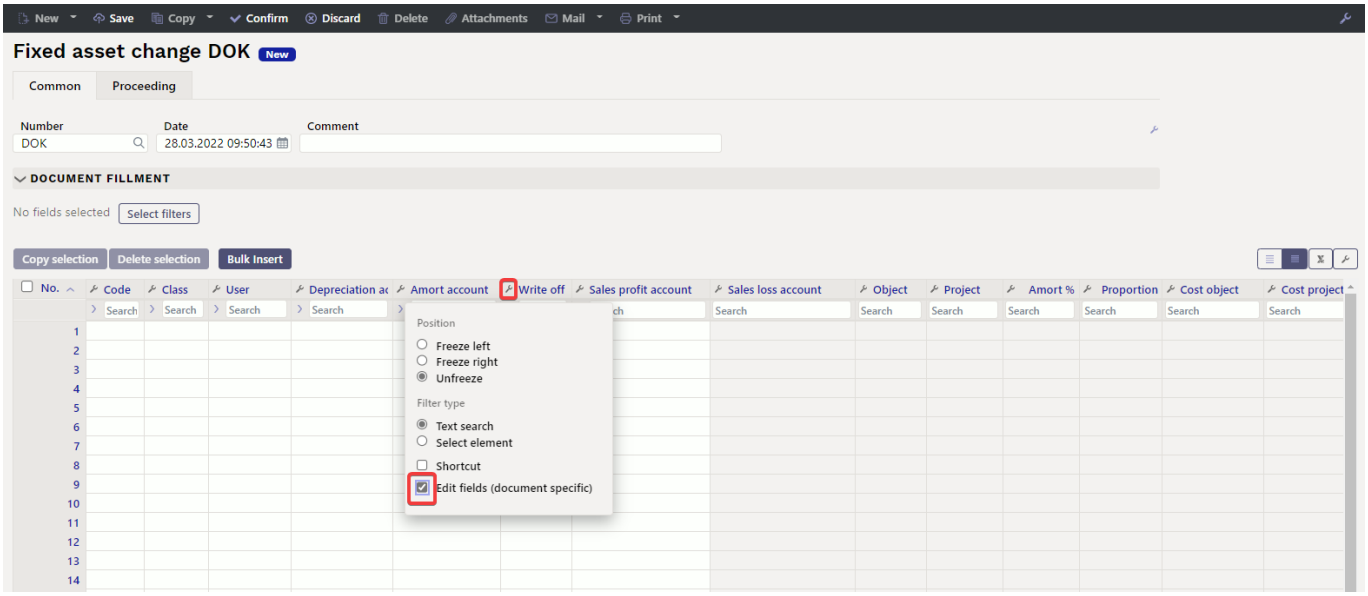
`Settings → Common settings → User groups`. User group SUPER module - inventar_pv confirm the module rights:




Adding the right of confirm, allows to change the following fields in the Fixed Asset Change document:

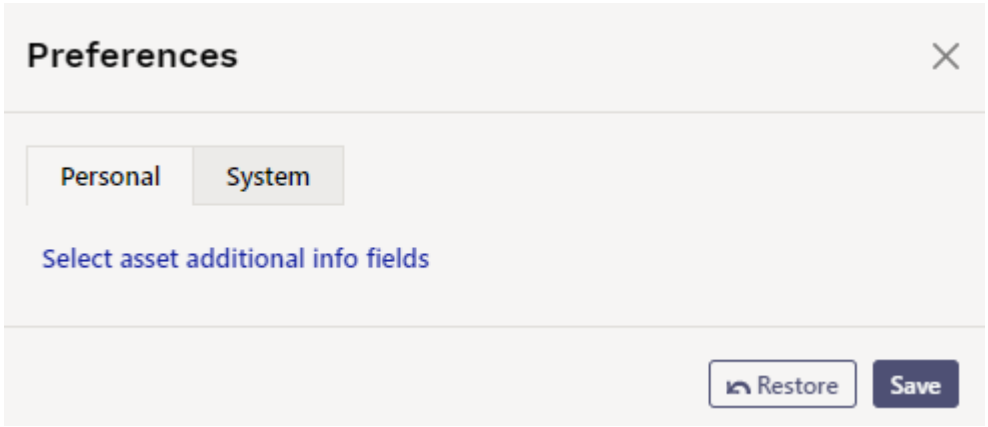
- **Class** - fixed asset class code, Fixed Asset class and all the class accounts are placed.
- **Accounts - asset type** - an asset account with the acquisition cost of fixed assets.
- **Accounts - depreciation** - asset account, for example, “Depreciation of accumulated fixed assets“.
- **Accounts - amort** - expense account, for example, “Depreciation of fixed assets“.
- **Accounts - write off** - expense account used for the write-off
- **Accounts - sales profit** - income account, in which both sales revenue and written-off residual value are entered in the sale of fixed assets, if the selling price is higher than the residual value.
- **Accounts - sales loss** - income account, in which both sales revenue and written-off residual value are entered in the sale of fixed assets, if the selling price is lower than the residual value.
- **Object** - object or objects
- **Project**- project
- **Amort%**- depreciation % per annum
- **Proportion**- number field
- **Cost object**- object or objects list
- **Cost project**- option from projects list, code is placed
- **Calculation method** - depreciation method
- **End date** - date is placed
- **Remaining value** - sum is placed

Pressing the spanner opens the option to add Edit fields:



# 3. Fine-tuning

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




- **Select location additional info fields** - Allows to add address information fields to document rows.
- **Select asset additional info fields** - Allows to add asset information fields to document rows.

# 4. Operation

1. Document is **generated** from register, fixed asset card or from asset inventory document.

- Add new button from fixed asset register generates empty document;
- Editable fix asset field is filled with fixed asset code when document is generated from fixed asset card;
- One or several fixed asset data is editable when document is generated from asset inventory document (location, in charge etc);
- Only non written-off (> 0 active rows) fixed assets can be placed on the document;

2. Document can be proceeded

3. **Confirming the document:**

- New Calculation end must not be earlier than the last depreciation calculation;
- Document must have at least one editable feature;
- Time of the document must be later than the time of registration, last depreciation, last change of the fixed asset;

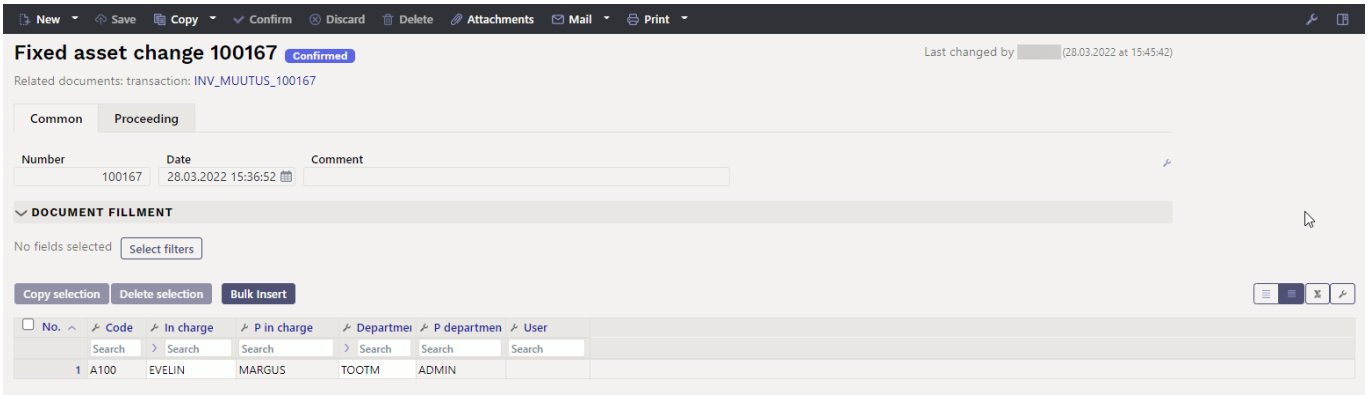
4. **As a result of confirming:**

- New valid features are created in the table (the whole set, including those that were not changed). Previous features remain in the table, but are marked closed.
- Transaction is formed, entry type = INV_CHANGE.

5. The change can be opened from the confirmation if there are no subsequent transactions for the given fixed asset (change, depreciation, inventory, write-off, etc.)

# 5. Examples

## 5.1. In charge user and the department were changed

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