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# Low Value Assets

The Low Value Assets card is intended for managing low value assets.

The Low Value Assets card works with the following documents

- The Low Value Asset change
- The Asset write-off
- The Asset inventory

The Asset Card and the Low Value Asset Card can not be used at the same time, the data does not move correctly and Directo does not correct errors due to incorrect use.

## Settings

The following settings should be completed before creating low value asset cards:

- Asset classes
- Locations addresses

# Low value asset card

🕀 New 👻	🗇 Save 🛛	🗎 Copy 🝷 🛞 Discard	🔟 Delete 🖉 Attachme	nts 🖾 Mail 🝷 🖨 Pri	int 👻 Change LVA Write	e off		
Low valu	ue asse	et VV001 saved					Last changed by	(20.04.2022 at 15:50:56) 🧐
Related docum	nents: purcł	h invoice : 100094						
	· · · · · · · · · · · · · · · · · · ·							
Code		Name		Class	Class name	Type Lea	asing	4
VV001	Q	Medical device		VV_3 Q	Väikevarad grupp 3	LVA - low value asset:  No	• • •	Rental asset
Master	-	Comment		BAR CODE				
	Q							
Data D	DataFields	Value corrections	Users ID Actio	ons				
V FISCAL DA	АТА							
Start date		Purchase price	Value correction	End date	Purchase price total	Unit price		
23.11.2021	İ	1000	250		1250	178.57		<sup>p</sup>
V PURCHAS	E DATA							
Quantity	Q off	Q current Supplier	Supplier na	me	Purch invoi	ce Purchased	Item	y.
7	0	7 1009	Q Meditsiinis	eadmete OÜ	100094	Q 01.01.2021	<b> </b>	Q
SN		Disposed	Warranty	Extended warranty	Maintenance provider	Maintenance provider name		
Maintonanco		Next maintenance	Action		Q			
Waintenance	<b>m</b>	mext maintenance	Received free of chan					
	4							
Department		User	In charge	Object	Customer code	Customer Name		Project
	Q	JAAN Q	MALLE Q	MYYK Q	G1 Q	Banaanid OÜ		K201 Q
Location								
	Q							
	CE DATA							
			Incurer	Incurer name		Comment		
Insurance list	ist		1007 Q			comment		ير
_		U U	1007	Apple 00				
VRENTAL IN	NFO							
Rental item		Rental unit	Rental start	Rental end				6
	Q	Month 💌	<b></b>					

## **1. Document buttons**

### 1.1. Header fields

#### 🗄 New 🔿 Save 🗃 Copy 🛞 Discard 🍈 Delete 🖉 Attachments 💟 Mail 🍷 🖨 Print 🍷 Change LVA Write off

- New opens a new blank document
- Save saves the document
- **Copy** makes a copy of the document. Only one unsaved draft can be opened at a time. Next copy can be made when new document is saved.
- **Discard** The button is active when the transaction is in draft status or unsaved changes have been made to the entry. After selecting Discard, the unsaved changes will be removed and the transaction will be saved.
- **Delete** deletes the transaction. Asks in advance if you are sure you want to delete. Only these low value asset documents can be deleted which have no operations performed (follow-up documents created etc).
- Attachments allows to associate files with a document
- Mail allows to send a document by e-mail
- **Print** prints the document
- Change LVA allows to make changes to the low value asset
- Write off allows assets to be written off
- 🦾 fine-tuning

Preferenc	ces			$\times$
Personal	System			
Attachment Right	preview			
Select locatio	on additional	info fields		
Select ID tab	le client addi	tional info fields		
			Restore Sav	/e

• Option Select location additional info fields - allows to display various location additional information fields on the low value assets card. Display the required fields

ec Personal V	Save and use 🔛 S	ave as new set			
ctive columns					
change the order of col	umns drag it to the desired	location.			
Nr Name Header	Width Order				
Copy another user	s settings	Conv			
copy another users	ssettings	Сору			
nused columns					
nused columns					
nused columns Find column APARTMENT	CITY/PARISH	0	COUNTRY	0	
nused columns L Find column APARTMENT COUNTY	CITY/PARISH	• •	COUNTRY PLACE NAME	0	

• Option Select ID table client additional info fields - allows to display various client additional information fields on the low value assets card. Display the required fields

#### **Choose columns**

ctive columns		
o change the order of columns drag it to the des	ired location.	
Nr Name Header Width Order		
Copy another users settings	Сору	
Jnused columns		
Jnused columns Q. Find column		
Inused columns Q. Find column ©-INVOICE RECEPTION	ACCOUNT MANAGER	Ο
Inused columns Q Find column ©-INVOICE RECEPTION ADDRESS2	<ul> <li>ACCOUNT MANAGER</li> <li>ADDRESS3</li> </ul>	0
Dinused columns Q Find column ©-INVOICE RECEPTION ADDRESS2 ALLOWED FORMULAS	<ul> <li>ACCOUNT MANAGER</li> <li>ADDRESS3</li> <li>ATTACHMENTS</li> </ul>	0 0 0

- allows to open the attachment view associated with the document

## 2. Document fields

### 2.1. Header fields

- Code: unique ID that can be entered manually or selected from double-click / right-click options
- Name: name of low value asset
- **Class**: asset class code places the financial accounts and type related to the asset class, groups them in the low value asset reports. Selectable by double-clicking / right-clicking. Only classes with a low value asset type can be saved.
- Class name: asset class name
- **Type**: tangible asset TA/intangible asset ITA/low value asset LVA (depreciation is not calculated for low value assets)
- Leasing: options NO, Capital lease, Operating lease information field for the acquisition of a low value asset
- **Rental asset**: checkmark. Allows to select this low value asset for lease contract. Opens the Rental Info section on the Low Value Asset card.
- **Master**: if the low value asset is a part of another low value asset, reports can be taken with the master asset.
- **Comment**: specifying field of the low value asset name
- Bar code: asset bar code
- **Closed**: checkmark

#### 2.2. Data

#### 2.2.1. Fiscal data

- **Start date**: usually low value asset purchase date. Related to the date of purchase. The start of the calculation can be in the same month in the past compared to the date of purchase. Future can be used.
- **Purchase price**: low value asset purchase price
- Value correction: total cost of low value assets additional amounts
- End date: blank by default. The date of write-off shall be the date of write-off.
- Purchase price total: adds up the purchase price and value corrections
- Unit price: calculates the price per unit

#### 2.2.2. Purchase data

- **Quantity**: quantity can be bigger than 1. If low value asset is created from purchase invoice the quantity information is taken from the purchase invoice.
- **Q off**: low value asset written off quantity. Cannot be changed manually.
- **Q current**: low value asset current quantity. For example, if quantity was 5 pc-s and 1 pc was written off, then current quantity is 4 pc-s. Cannot be changed manually.
- Supplier: supplier code on purchase invoice
- Supplier name: supplier name on purchase invoice
- **Purchase invoice**: the purchase invoice number from which the low value asset card was created.
- **Purchased**: purchase invoice date

- Item: item code
- SN: serial number information field
- Disposed: date
- Warranty: date
- Extended warranty: date
- Maintenance provider: maintenance provider code
- Maintenance provider name: name of the maintenance provider
- In maintenance: checkmark
- Maintenance: date (last maintenance / repair)
- Next maintenance: date (next scheduled maintenance / repair)
- Action: selection of different activities- purchase, received free of charge, improvements

#### 2.2.3. Location

- Department: option of department tab
- User: option of the user tab, the code is placed
- In charge: option of the user tab, the code is placed
- Object: object or list of objects with commas
- Customer code: option of the customer tab, the code is placed
- Customer Name: name of the selected customer
- Project: option of the project tab
- Location: address ID

#### 2.2.4. Insurance data

- Insurance list: checkmark, selecting will create an insurance list
- **Insurance cover**: the amount in which the low value asset is insured
- **Insurer**: insurance supplier code
- Insurer name: insurance supplier name
- Comment: text field

### 2.2.5. Rental info

- **Rental item**: an article that is placed on a low value asset contract as a line item or the article under which the low value asset is leased. The field is filled by default when you place an article on a low value asset on rental item field in item card On asset card this field can be replaced.
- **Rental unit**: options month, day, without sunday, workday
- **Rental start**: determines the date when low value asset is offered for rent. It can also be empty or only one of them can be empty.
- **Rental end**: determines the date low value asset lease expires

### 2.3. Data fields

Data fields can be used to add parameters that are not described on the Low Value Asset card and later use in reports. Data fields to be described Lisaväljad. **LINK TULEB ÄRA MUUTA** 

• Type: selection of additional fields described on the low value asset card

- **Content**: the contents of the data field selected in the selection line or added manually
- Parameter: text field

### 2.4. Value corrections

- Date: date start of calculation
- Value correction: adding an amount
- **Object**: object or list of objects with commas
- User: option of the users tab, code is placed
- Comment: text field
- Supplier: option of the suppliers tab, code is placed
- Supplier name: selected supplier name
- **Document**: selection of the list (purchase invoice, expense, written off data, recalculation)
- Number: document number
- Purchased: date
- Action: selection of different activities- purchase, received free of charge, improvements

#### 2.5. Users

- **Type**: low value asset type in the Personnel module. Selection of the drop-down menu. Settings: Vara ja personali vahendite seos
- LV ID: a code is placed on each unit according to the quantity
- User: option of the user tab, the code is placed
- User name: user name is displayed (after saving), cannot be changed
- **Contract**: the document on the basis of which the low value asset was issued to the user. Text field. Not required
- Close out: option of the user tab, the code is placed
- Close out name: name is displayed (after saving), cannot be changed
- Start date: date of issue the low value asset to the user
- End date: date of return of the low value asset or termination of liability
- Comment: explanatory text. Not required

#### 2.6. ID

- LV ID: code is placed on each unit according to the quantity
- **Department**: option of department tab, the code is placed
- User: option of the user tab, the code is placed
- In charge: in charge user name is displayed (after saving), cannot be changed
- **Customer code**: option of the customer tab, the code is placed
- **Object**: object or list of objects with commas
- **Project**: option of the project tab
- Write-off date: date, can be added only from the write-off document
- Location: address ID

#### 2.7. Actions

Shows the activities performed with low value assets (purchase; users, departments e.t.c change;

etc.).

- Date: date
- Action date: date
- Transaction time: date
- Action: action type is displayed
- Who: user name is displayed
- When: action date
- Value: value sum (eg low value asset purchase price cost)
- Transaction: transaction number
- Document: related document number
- Comment: related document comment field information

## 3. Creating a new low value asset card

New low value asset card can be created as follows:

- From the purchase document
- From the expense document
- From the stock depreciation document
- From low value assets register
- By bulk importing low value assets cards

### 3.1. Creating a low value asset card from the purchase invoice document

Enter the purchase invoice, select an asset account in the Account field, to which the cost of low value assets must go.

							000										
No Type	Account	Object	Project	User	Description	Total	VAT code VAT	start	end	WIP Corr.object	Corr.project	S.Receipt	Vendors invoice Subtotal	Resource	Expence	Asset	
1	125361	ADMIN		JOHN	Computer Lenovo	10000.00	0	0.00									NEW FA
2																	

After confirming the purchase invoice, a New LVA button will appear below the third dot at the top of the lines. By pressing the button, a new low value asset card opens with pre-filled information that can be queried from the purchase invoice and which remains directly related to that purchase invoice. Data is added automatically if you select an account in the purchase invoice that matches the account for the asset class.

Accounts: accounts are placed from asset class.

Maintenance, location and insurance data are for information purposes only and can be used as needed.

### 3.2. Creating a low value asset card from the expense document

After confirming the expense, a New LVA button will appear below the third dot at the top of the lines. By pressing the button, a new low value asset card opens with pre-filled information that can be queried from the expense and which remains directly related to that expense. Data is added automatically if you select an account to the expense which matches the account for the asset class.

<b>)</b> <<: Expense 100	0031 <sub>v2</sub> - Work - N	/licrosoft Edge					
🗅 https://log	in.directo.ee/o	cra_directo_jane/fin_k	culutus.asp?me=	0&clr1=1&nur	mber=100031&	hoiatus=	
Close New C Expense Due E	opy Save P	rint 🕕 F OPEN	<< >> Trans	saction Status Co	onfirmed		2
Number 10003 Expender JOHN	31 I	Date 08.03.202 Expender name John Bro	22 wn	Survey		0	
Trans date Type Person	08.03.2022	Signer Asset Start		Pro	D DataFields oject oject	O Proceeding	
Comment Order Int comment	Computer purcha	se Ordinance		Ð	t. Id	-	
Last changed by: TR	IINP 31.03.2022 12	:13:13		Pa	ste Recipe Bulk	Insert	
Currency EUR Rate	Vat Total 1 Rate-D	300.00 Subtotal 0.00 To pay	1500.00 1800.00	Base 150	0.00		
NO Type         Date           1         01.02.1           2         01.02.1	Start 2021	End Sum-T	Rate-D PID	Asset	EW FA	Asset ADD	FA ADD LVA

#### 3.3. Creating a low value asset card from the stock depreciation document

After confirming the stock depreciation, a New LVA button will appear in the end of the rows. By pressing the button, a new low value asset card opens with pre-filled information that can be queried from the stock depreciation and which remains directly related to that stock depreciation.

#### 3.4. Creating a low value asset card from register

The Low Value Asset card can be created from the Low Value Asset register or from the Low Value Asset card.

Finance > Low Value Assets > Add new

There is no pre-filled data on the manually created low value asset card.

#### 3.5. Creating a low value asset card from bulk import module

For large data amounts, it is convenient to use the bulk import module. Provides the ability to import a pre-formatted Excel spreadsheet with low value asset cards information into Directo and as a result, a corresponding number of low value asset cards are created in Directo. Large data updates are also possible through the same module.

Importing large data amounts, it is important to know that the type of asset must be given as a number in the prepared data table:

0 - low value asset 1 - tangible asset 2 - intangible asset 3 - written-off asset

System settings – Asset settings  $\rightarrow$  Asset card is editable – NO/YES. By default the setting is YES

**YES** - all changes can be made directly on the asset card, but reports for an earlier period cannot be taken later - who was in charge etc.

**NO** - changes can only be made on the additional documents. Changes are saved and they can be reported in the past. Option **NO** allows to make changes in fixed assets and low value assets fields, which are not closed on asset card.

If System setting Asset card is editable  $\rightarrow$  N0 the fields below on the asset card will be locked, after depreciation has been calculated for the first time or another document has been issued (Change, Inventory).

Following fields are locked on the **Fixed asset card**:

- Code
- Class
- Type
- Calculation method
- Fiscal data (all the fiscal data on asset card)
- Accounts (all the accounts on asset card)
- Department
- User
- In charge
- Object
- Customer
- Project
- Proportion
- Cost object
- Cost project

Following fields are locked on the **Low value asset card**:

- Code
- Type
- Value correction
- Purchase price total
- Start date
- Purchase price
- End date
- Purchased
- Quantity
- Location
- Department
- User
- In charge
- Object
- Customer
- Project

## 5. Low value asset card confirmation

The low value asset card is not confirmed.

System settings  $\rightarrow$  Asset settings  $\rightarrow$  Asset card must be confirmed (no/yes)applies only to fixed asset cards.

## 6. Low value asset quantity

If more than one similar low value assets are purchased at the same time, is possible to make a separate card for each low value assets or mark the purchased quantity to the quantity cell on one card.

There is a field to track the data for each individual piece **LV ID** and the data is shown on low value asset card tab **id**.

Low value a	sset MONITOR saved					Last changed
Code	Name	Class	Class name		Туре	
MONITOR		VV	Valkevarad	1	LVA - IOW Value asset: •	
Data DataFie	ds Value corrections Users	ID Actions				
V FISCAL DATA						
Start date	Purchase price Value	correction End date	Purchase p	rice total	Unit price	
01.03.2022	1200	0	Ê	1200	400.00	
V PURCHASE DAT						
Quantity Supplie	Supplier name		Purch invoice	Purchased	<b></b>	

#### Separate data can be added to each LV ID

Data	DataFields	Value corrections	Users	ID Ac	tions					
□ No. ∧	۶ LV ID		≁ Department	لا User	ℰ In charge	۶ Customer code	✤ Object	≁ Project	P Write-off date	Location
	> Search		> Search	> Search	> Search	> Search	> Search	> Search	> Search	> Search
1	MONITOR.1		OFFICE	JAAN			ADMIN			01_ROOM
2	MONITOR.2		PROD	KAIE			PROD			102_5_Park
3	MONITOR.3		OFFICE	MARGUS			ADMIN			02_ROOM

## 7. Address on fixed asset and low value asset card

### 7.1. Setting the addresses

Addresses can be configured Settings  $\rightarrow$  Personnel Settings  $\rightarrow$  Departments. Every address can have its own code. The address code **location** is placed on the fixed assets and small assets card. Enter the accuracy of the locations as needed. Use additional fields for location codes as desired.

**Examples** : Company has departments in Tallinn, Tartu, Võru.

- Location codes by city TALLINN, TARTU, VORU
- Location codes by address MOISA\_4
- Location codes by floor MOISA\_4\_7k, MOISA\_4\_9k
- Location codes by rooms (room numbers or names) 01\_ROOM, 02\_ROOM

#### 7.2. Entering addresses location codes

Address settings Settings > Personnel Settings > Departments Add location addresses on departments card at the bottom of the page. Enter asset location addresses to address rows.

Administratior	ı								
CODE		OFFICE							
NAME		Administration							
SUPERIOR		JOHN		>>					
Addresses	Ļ		Ļ						
Code	Street		House	Apartment	Place name	City/Parish	County	Zip	Country
01_ROOM	Park		5		Room 1	Malton	Yorkshire	45878	En
02_ROOM	Park		5		Room 2	Malton	Yorkshire	45878	En

- Code: location code, can be entered manually
- Street: text field
- House: text field
- Apartment: text field
- Place name: text field
- Zip: text field
- City/Parish: text field
- County: text field
- Entering the location code for the first time, fill in all the address fields
- The same location code can be entered under the next department. In this case, enter the location code and the address fields will be filled automatically.

#### 7.3. Use of address location codes

If departments are not in use, create a GENERAL department under which to enter all the desired location codes

- If a department is marked on the Fixed Asset and Low Value Asset card, you can select the locations marked under that department
- If a department is not marked on the Fixed Asset and Low Value Asset card, you can select all the locations
- Locations cannot be associated with objects or projects

### 7.4. Display location fields on the Fixed Asset and Low Value Asset card

The location code is in the data group **LOCATION** on the fixed asset card. More fields of the location code can be displayed under the Fixed Asset card fine-tuning - Asset location additional info fields.

## 8. User management

Low value assets can be linked to users with purpose to have an overview who owns or is responsible for the asset. Users are managed using the fields **User** and **In charge** on the asset main page or in the tab **Users** :

If the quantity of low value assets is bigger than 1 and different users have the low value assets, the users can be marked in tab **ID** and in tab **Users**.

Low va	alue ass	et MONITOR	Draft						Last changed
Code		Name		Class		Class name		Туре	
MONITOR	Q	Monitor Dell		VV	Q	Väikevarad		LVA - low value asset:	Closed
Data	DataFields	Value corrections	Users ID	Actions					
$\checkmark$ FISCAL	DATA								
Start date 01.03.2022	2	Purchase price	Value correction	End date	<b></b>	Purchase pr	ice total 1200	Unit price 400.0	0
V PURCHA	ASE DATA								
Quantity 3	Supplier	Supplier Q	name		Purch invoid	ce Q	Purchased	<b>(</b>	
	ON								
Departmen	nt Q	User	In charge KAIE	Object ADMIN	Q	Project	Q	Location	Q

#### 8.1 Simple user management

Simple user management can be organized using the **User** and **In charge** fields. Persons from the Directo personnel register can be placed in these fields, who then will use or be in charge for the asset.

You can change the person codes on the low value asset card with simple user management, but the data history will not remain and the reports will not be viewable.

#### 8.2 Detailed user management

More detailed user management can be done using the **Users** tab of the assets and the **Assets** tab of Personnel Card.

On Low Value Asset card Users tab can edit and add rows to the Personnel card tab Resources .

If the system setting The asset card is editable=N0 is used, the user data can only be changed through an additional document Low Value Asset change

Data	DataFields	Value cor	rections	Units (	of production me	ethoo	d Use	ers	Proportions Actions			
Copy selec	tion Delete s	election										
🗌 No. 🥎	≁ Type	≁ User	≁ User name	e ۶	Start Date	ş	End Date	۶C	omment	≁ Close out	✤ Close out name	≁ Contract
	Search	> Search	Search	>	Search	> Se	earch	> s	earch	> Search	Search	> Search
	Computer ,	BOB	Bob Brown		08.04.2022					HANNA	Hanna Maria	
1	2											
3	3											
4	L											
1	5											
(	5											

**Type**- asset type in Personnel module. Selection from the drop-down menu. Setup: Põhivara ja personali vahendite seos;

User- selection from users tab. Code is placed;

User name- user name is displayed (after saving), cannot be changed;

Start date- date of issue the low value asset to the user;

End date- asset return date or termination of liability;

Comment- explanatory text. Not required;

**Close out**- selection from users tab. Code is placed;

**Close out name**- name is displayed (after saving), cannot be changed

**Contract**- the document on the basis of which the low value asset was issued to the user. Text field. Not required;

If user is added to the low value asset card through Users tab, then it is immediately in the Assets tab of the corresponding person's personal card:

Employee Card							
Close New Copy Refresh Save PRINT Change Photo 🕅 F	< >> Status:	Changed					2
Survey Event							
Code: BOB							
Name: Bob Brown Date of							
Gender: M							
Group: SUPER V							
Object:							
O User Module O Employment Relationship O Salary Module O Education	O Documents O L	Linked Persons   Assets	Skills O Surveys (0) O P	roceeding O DataFie	elds O Admin O Actions	O Changes	
User Module Employment Relationship Salary Module Education NO Type Asset LV ID Description	O Documents O L Supplier SN	Linked Persons  Assets Cost	Skills O Surveys (0) O P Contract Close out	roceeding O DataFie Close outname St	elds Admin Actions	O Changes Comment P	Project
O User Module         Employment Relationship         O salary Module         Education           NO Type         Asset         LV ID         Description         1         Computer V         A109         Computer Dell         1	O Documents O L Supplier SN	Linked Persons  Assets Cost 12000	Skills         Surveys (0)         P           Contract         Close out         00         HANNA	roceeding O DataFie Close outname St Hanna Maria 04	elds Admin Actions tart Date End Date 8.04.2022	O Changes Comment P	Project
O User Module         Employment Relationship         Salary Module         Education           NO Type         Asset         LV ID         Description           1         Computer V         A109         Computer Dell           2         V         3         V	O Documents O I Supplier SN	Linked Persons  Assets Cost 12000	Skills         Surveys (0)         P           Contract         Close out         P           00         HANNA         P	roceeding O DataFie Close outname St Hanna Maria 04	elds Admin Actions tart Date End Date 8.04.2022	O Changes Comment P	Project
O User Module     Employment Relationship     O Salary Module     Education       NO Type     Asset     LV ID     Description       1     Computer V     A109     Computer Dell       2     V     3     V       4     V     V     V	Documents I U	Linked Persons   Assets  Cost  12000	Skills         Surveys (0)         P           Contract         Close out         HANNA	roceeding O DataFie Close outname St Hanna Maria 04	elds Admin Actions tart Date End Date 8.04.2022	O Changes Comment P	Project
O User Module     Employment Relationship     O Salary Module     Education       NO Type     Asset     LV ID     Description       1     Computer V     A109     Computer Dell       2     V     3     V       4     V     5     V	Documents I U	Linked Persons  Cost	Skills O Surveys (0) O P Contract Close out 10 HANNA	roceeding O DataFie Close outname St Hanna Maria Q	elds Admin Actions tart Date End Date 8.04.2022	Changes Comment P	Project

### 8.3. Setup and usage options

#### 8.3.1. Relation between assets and personnel assets

It is necessary to set the assets **Types**, in order to save assets lines to personnel card tab **Assets**. A list of asset types is created Settings→Personnel settings→Data Types→Asset:

https://login.directo.ee/ocra\_directo\_jane/settings2.asp?tyyp=PERSONAL

Directo setting	S		
All Y Fin	nd setting		Q
System settings >	Personnel Settings > Data types		
Common Settings >	O Employment Relationships	Close Refresh Save	Status: Changed
Finance Settings >	<ul> <li>Educations</li> <li>Documents</li> </ul>		
Personnel Settings 🌱	Asset	NO Name	
Absence types		1 Computer 2 Car	
Data types		4	
Departments		5 6	
		7	

This table creates a list of asset groups as we want to systematize them in the Personnel module. This list does not have to directly match to the asset class list.

Rows without an asset type cannot be saved under personnel card assets. Read more in the Personnel Module Guide.

For **Asset class** is selected to, which personnel module asset type the given class corresponds to:

nance Settings > Asset classes	5 > 125361	
) Back 🗋 New 省	Copy 🛍 Delete 🛛 Save Status: View 🗇 View changelog	
Computers and o	computer systems	
CODE	125361	
NAME	Computers and computer systems	
AMORT ACCOUNT	125369 >>	
DEPR ACCOUNT	551136 »	
STOCK DEPR ACCOUNT	551190 >>>	
ASSET ACCOUNT	125361 >>>	
SALES PROFIT	421101 »	
SALES LOSS	562111 »	
DEPR %	33,3333	
TAXONOMY	×	
MASTER	1253 »	
PERSONNEL ASSET TYPE	Computer 🗸	
ТҮРЕ	Tangible assets 🗸	

17/23

Low Value Assets

The low value asset classes must be compiled in such detail, so that type comes correctly from class, if you want to use the low value asset types on the personnel card.

#### 8.3.2. Setting: Asset has one active in charge user

Settings→System settings→Asset settings→Asset has one active in charge user: specifies whether there can be multiple end-dated rows in the Users tab at one time or not. In other words, can there be multiple users at the same time. Setting options: yes, no:

**Yes**- When a new user is added to the table, the previous user's row is "closed" and its end date is automatically set to one day less than the new user's start date:

Data	DataFields	Value corr	rections U	nits of p	roduction m	neth	nod Us	ers	Proportions Actions	IS				
Copy sele	tion Delete s	election												
🗌 No. ~	≁ Type	≁ User	≁ User name	ş	Start Date	Þ	End Date	ŗ	Comment		≁ Close out	Close out name	ş	Contract
	Search	> Search	Search	> Sei	arch	>	Search	>	Search		> Search	Search	>	Search
	Computer	BOB	Bob Brown		01.03.2022		31.03.2022	Γ			HANNA	Hanna Maria		
	2 Computer 🖥	JOHN	John Brown		01.04.2022	P					HANNA	Hanna Maria		
	3													

Only the last line can be edited and deleted (previous users lines are locked). If you delete the last

2025/06/07 16:18

line, the previous one becomes the active line and can be changed. Also the end date is removed from it.

**No**- all lines are freely editable. Except required fields that must be filled (Type, User, Start date). This means that the asset has multiple concurrent users and the asset is on a several personnel card.

Data	DataFields	Value corr	rections U	nits	of production m	eth	od Us	ers	Proportions	Actions				
Copy selec	tion Delete s	election												
🗌 No. 🥎	≁ Type	≁ User	≁ User name	ş	Start Date	ŗ	End Date	۶	Comment		Close out	≁ Close out name	\$	✤ Contract
	Search	> Search	Search	>	Search	>	Search	>	Search		> Search	Search	>	Search
	Computer ,	BOB	Bob Brown		01.05.2022						HANNA	Hanna Maria		
1	Computer	JOHN	John Brown		01.06.2022						HANNA	Hanna Maria		
□ No. ~	F Type Search Computer Computer	Vser Search BOB JOHN	<ul> <li>✓ User name</li> <li>Search</li> <li>Bob Brown</li> <li>John Brown</li> </ul>	<i>بر</i> ۲	Start Date Search 01.05.2022 01.06.2022	۶ ۲	End Date Search	2	Comment Search		<ul> <li>Close out</li> <li>Search</li> <li>HANNA</li> <li>HANNA</li> </ul>	<ul> <li>Close out name</li> <li>Search</li> <li>Hanna Maria</li> <li>Hanna Maria</li> </ul>	>	<ul> <li>Contract</li> <li>Search</li> </ul>

#### 8.3.3. System setting: Asset and personnel relation

Option **user** and **in charge** is intended for use, when the system setting Asset has one active in charge user=**Yes** is selected.

Specifies which field (user or in charge) on the low value assets tab is updated automatically, when a new user is added to the users tab (the field is locked and cannot be changed manually). This means that the selected field (user or in charge) always has the currently active user or in charge user.

Option **No relation** is intended for use, when the system setting Asset has one active in charge user=**No** is selected, then the fields User and In charge can be changed freely.

### 8.4. Reports

#### ON TÄIENDAMISEL !!

The reports **Asset list** and **Asset history** can be taken by a valid user or in charge user. It means the reports take into account the user / in charge user that are on the asset main page.

Therefore, it is reasonable to turn on the system settings **Asset and Personnel Relation** so that the Users tab active user is also a valid user or a in charge user on the main page.

🗅 <<: Report - Asset	: list <sub>va</sub> - Work - Microsoft Ed	ge						
f https://login	.directo.ee/ocra_directo	jane/yld_inventar_a	aru_nimekiri.asp?shov	vall=jee&inventar=#	110&inv_klass=&viid	le=&objekt=&osakond	=&data1=&data1_t=&lisav_	_sel_item1=&d_klass1=INVE
Code A110	Class	In charge	Object	Department	(Data field)	~	2 🛯	
Description	Comment	Customer	Supplier	Start	(Data field)	~		
SN	Take asset	:	Project	Date	(Data field)	~		
Sorted by Date	✓ Written off	1	End	1	(Data field)	~		
User	Subtotal User	~	Valid		(Data field)	~		
LV ID	Actions Class			~				
🗹 asset 🗹 capital	asset I intangible In char User Depart	ge off Relate	ed 🗌 money 🗌 multip	ele datafields Closed	dates Type	Accounts insurance info Print REPORT	Purchased Customer	master class action LV ID
JOHN Code Start date A110 01.01.2020 1 Total quantity: 1.00	User Class JOHN 125361	Object Project	Department In charge BOB	Code Descriptio A110 Computer	n Comment Bar cod Dell	e SN Quantity 1.00 1.00		
Total items: 1								

## 9. Asset actions

Asset actions codes are created to monitor different assets actions.

For example, in the case of a purchase, the default code is "purchase", the code can be changed before the first depreciation calculation or follow-up documentation is made.

Actions can be used in reports. Some activities appear on the asset card only through additional documents - Fixed Asset change, Low value Asset change, Fixed Asset recalculation, Asset write-off, Asset inventory.

## 10. Low Value Asset register

Register allows to sort, filter low value asset cards, etc.

#### **Buttons**

- Add new opens new empty low value asset card.
- **Browse** entering the low value asset code in the Open code box, opens the low value asset card.
- **Open code** when filling in the column filters, can click the View button to filter the selection.

## **11. Frequently Asked Questions**

### 11.1. How do I get rid of a draft?

• If a draft is left from document, cannot be saved and reports an error, then the error message can be removed by closing the asset card, reopening it and pressing **Discard**.



Image: New with the same with the

All the changes, that have not been saved, will be deleted by pressing **Discard**.

### 11.2. Why can't the draft be saved?

- If the document does not have an active save button, may some fields contain code, that does not exist in Directo.
- If an error message is displayed when filling in the document, the document with such errors cannot be saved until the errors have been corrected.

🗄 New 🔻 🗇 Save 🖷 Co	opy 👻 🛞 Discard 🌐 🛙	Delete 🖉 Attachments 🖂 M	lail 🝷 🖨 Print	- Change LVA	Write off		۵ مر
Low value asset <sup>.</sup>						Last changed by (13.04.2022 at 15:43:09) 🧐	~
Related documents: purch invo	oice : 100256					Object was not found - OBJECT	×
Code Na	me	Class	c	lass name	Туре	4	_
TABLE Q 3 T	ables	VV	QV	/äikevarad	LVA - low value asset:	Closed	

## 12. Examples

### 12.1. Low value asset with quantity of 3

#### 12.1.1. Creating the low value asset card

A low value asset purchased with a purchase invoice, a user and an item filled in on a purchase invoice.

Low value asse	et TABLE2 saved				Last changed by	(13.04.2022 at 15:46:37) 🧐
Related documents: purch	n invoice : <b>100257</b> 0					
Code N TABLE2 Q 3	ame Tables	Class VV Q	Class name Väikevarad	Type LVA - low value as: ▼	Closed	ų
Data DataFields	Value corrections Users ID	Actions				
V FISCAL DATA						
Start date         P           31.03.2022         III	Value correction 600 0	End date	Purchase price total 600	Unit price 200.00		Ļ
<b>∨ PURCHASE DATA</b>						
Quantity Supplier 3 1131	Supplier name Q Wood OY	Purch invo 100257	Dice Purchased Q 31.03.202	2		Ą
Department U	ser In charge	Object ADMIN Q	Project	Location		ų

The data is generated immediately to the **ID** tab

Data	DataFields	Value corrections	Users	ID Act	ions					
			_							
🗆 No. 🧄	≁ LV ID		≁ Department	≁ User	۶ In charge	Customer code	≁ Object	≁ Project	≁ Write-or	ff date 🤌 Location
	> Search		> Search	> Search	> Search	> Search	> Search	> Search	> Search	> Search
1	TABLE2.1				BOB		ADMIN			
2	TABLE2.2				BOB		ADMIN			
3	TABLE2.3				BOB		ADMIN			
			Data is gene immediately	erated y to the ID	tab					

#### Tab **Users** is empty

Data	DataFields	Value correction	s User	s ID A	Actions			
Copy selec	tion Delete s	election						
🗆 No. 🥎	≁ Type	≁ LV ID	≁ User	≁ User name	≁ Contract	Close out	P Close out name	For the second
	Search	> Search	> Search	Search	> Search	> Search	Search	> Search > Search > Search
		7						
	1	7						

#### 12.1.2. Changing Users and Departments through a Low Value Asset Change Document

		enange ena	
Low value asset TA	BLE2 Saved		

• If the Low Value Asset quantity is bigger than 1, the LVA ID must be selected manually

Low valu	ue asset	t char	nge 1002	01 Draft						Last chan	iged by	(13.04.2
Common	Proceedir	ng										
Number	100201	Date 01.04.202	2	Comment LVA Tabel 2 change								
✓ DOCUMEN	IT FILLMENT	г										
ltem		End date	Ê	Select filters Fill docu	ment							
		ľ	<-: <sub>v3</sub> - Work - N	licrosoft Edge								
Copy selection	on 🛛 Delete se	lection	fttps://login	n.directo.ee/ocra_directo_jane	e/t_list2.asp?	unit=put_inventar_id8	target	=1&transmission=postm	nessage&otsing=&inv_	kood=TABLE2&postmes	sageid=exter	nalPlacer
🗆 No. 🥎	لا بر Code	VID	🗙 Close 🟾 🕄	Refresh 🖯 Clear fie	elds 🖺 :	Save view 🎤 Se	tting	s 🔒 Print				
	> Search >	Search										
1 T 2 T	TABLE2 TABLE2	$\mathbf{h}^{\mathbf{a}}$	OPEN	>	Browse					Ro	ows: 20	>
3 T 4	TABLE2			DEPARTME	лт	USER		IN CHARGE	KLIENT	PROJECT		OBJECT
5												
7		- 1	<b>N</b>	Q	>>	Q	>>	Q	Q	Q	>>	Q
8			TABLE2.1					BOB				ADMIN
			TABLE2.2					BOB				ADMIN
			TABLE2.3					BOB				ADMIN

• After selecting LVA ID, activate the fields you want to change

Low v	alue as	sset ch	ange 10	0201 <b>Draft</b>	)						Last changed	l by (
Comm	on Proc	eeding										
Number	10020	Date 1 01.04.2	022	Comment	change							
✓ DOCU	MENT FILL	MENT										
ltem Copy sel	ection Del	End dat	e Bulk Ins	Select filter	s Fill document	•						
O No.	۶ Code	۶ LV ID	≁ User	۶ P user	۶ In charge	チ P in charge	P Department へ	P department	≁ Class	≁ Object	Project	P Quantity
	> Search	> Search	Search	Search	Search	<b>D</b> 111		earch	Search	Search	Search	Search
	1 TABLE2	TABLE2.1			BOB	Position			VV	ADMIN		3
	2 TABLE2	TABLE2.2			BOB	E Freeze left			VV	ADMIN		3
	3 TABLE2	TABLE2.3			BOB	Unfreeze			VV	ADMIN		3
	4											
	5					Filter type						
	6					Text search						
	7					⊖ Select eleme	nt					
	8					Shortcut						
						🔽 Edit fields (d	ocument specific)					

#### • Fill in the fields and confirm the document

🗆 No.	Code	LV ID	Vser	≁ P user	In charge	P in charge	Department ^	P department	≁ clms	🖌 Quantity
	> Search	> Search	> Search	Search	Search	Search	> Search	Search	Search	Search
	1 TABLE2	TABLE2.1	OTT		BOB	BOB	ADMIN		VV	3
	3 TABLE2	TABLE2.3	JOHN		BOB	BOB	PROD		VV	3
	2 TABLE2	TABLE2.2	KRISTI		BOB	вов	SALES		VV	3
	4									
	5				$\overline{}$ .					
	5			Fil	l in the fields a	nd confirm				
	7			the	e document					
	3									

• The confirmed document will have the field columns that were changed

Low v	al	lue as	set cha	ange 100:					
Commo	on	Proce	eeding						
Number		100201	Date 01.04.20	022 🛍	Comment LVA Tabel 2 ch	an	qe		
~ DOCUM	ИE	NT FILLN	IENT	Comment   4.2022   Ite   Select filters   Fill document     Bulk Insert     * User   * P user   * Department ^ * P department   h > Search   Search					
ltem			End date	e titi	Select filters	Fi	ll document		
Copy sele	ecti	on Dele	te selection	Bulk Insert					
No.		🥕 Code	≁ LV ID	≁ User	≁ P user	۶	Department ^	P department	
		> Search	> Search	> Search	Search	>	Search	Search	
	1	TABLE2	TABLE2.1	OTT		A	DMIN		
	3	TABLE2	LE2 TABLE2.3 JOHN		PR	OD			
	2	TABLE2	TABLE2.2	KRISTI		SA	LES		

#### 12.1.3. The low value asset card change

The Users tab shows the changes made by date. Changes are visible when the user is changed.

#### Low value asset TABLE2

Low va	lue ass	et TA	BLE2 💽	wed							Last chang	ed by (13.04.2022 at 15:46:37)	୬
Related doc	uments: purc	h invoice	: 100257										
Code		Name				Class		Class name	Туре				J.
TABLE2	Q	3 Table	es			VV	Q	Väikevarad	LVA - Io	ow value asset: 🔻	Closed		
Data Copy select	DataFields ion Delete	Valu selection	e corrections	User	s ID A	ctions							
□ No. ~	F Type	۶LV	ID	≁ User	V User name	Contract	Close out	P Close out name		Start Date	End Date	≁ Comment	
	Search	> Se	earch	> Search	Search	> Search	> Search	Search		> Search	> Search	> Search	
1	vv1	TABLE	2.1	OTT	Ott Mets		TRIINP	Triin Pukk		01.04.2022		LVA Tabel 2 change	
2	vv1	▼ TABL	2.2	KRISTI	Kristi		TRIINP	Triin Pukk		01.04.2022		LVA Tabel 2 change	
3	vv1	▼ TABL	2.3	JOHN	John Brown		TRIINP	Triin Pukk		01.04.2022		LVA Tabel 2 change	

#### ID tab shows the last changes

Low va	<b>lue asse</b> uments: purcl	et TABLE2 s	aved						Last changed by	(13.04.202	2 at 15:46:37) 🧐
Code TABLE2	Q	Name 3 Tables			Class VV	ر م	<b>Class name</b> Väikevarad	Type LVA - low value asset: V	Closed		Þ
Data	DataFields	Value corrections	Users	D Act	ions						
	6.11415		( D ) ) )	6.11	6 H H	1.5.1		(	6 141 1 10 1 1 1	61.0	<b>₹1 €</b>
U NO. ~	> LV ID		> Department	> User	> In charge	> Search	Code > Object	> Project	Search	> Location > Search	
1	TABLE2.1		ADMIN	OTT	BOB		ADMIN				
2	TABLE2.2		SALES	KRISTI	BOB		ADMIN				
3	TABLE2.3		PROD	JOHN	BOB		ADMIN				

#### Activities tab shows the change information

Low va	lue asse	et TABL	E2 Save	d							Last changed by	/	(13.04.2022	at 15:46:37) 🧐	
Related docu	ments: purch	n invoice : 100	0257												
Code		Name				Class		Class name	Туре		_			ų	
TABLE2	Q	3 Tables				VV	Q	Väikevarad	LVA - low value asse	et: 🔻 🛛 🕻	Closed				
					_										
Data	DataFields	Value con	rections	Users	ID	Actions									
🗆 No. 🥎	ş	Date	ş	Action date	۶	Transaction time	≁ Action		≁ Who		ş	When	۶ Value	≁ Transaction	≁ Document
	Search		Search		Search		Search		Search		Search		Search	Search	Search
1		01.04.2022				01.04.2022	Between depart	ments	TRIINP		13.04.2022	16:18:58		100201	100201
2		31.03.2022				31.03.2022	Purchase		TRIINP		13.04.2022	15:46:37	600		

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Permanent link: https://wiki.directo.ee/en/low\_value\_asset?rev=1656923369



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