Table of Contents

ntroduction of new Fixed and Low Value Assets	. 3
1. Asset module new documents	3
2. Adding new documents	
3. Organize asset classes	
4. Add fixed and low value assets locations	
5. Review the new documents instructions	5
6. Review the general rules for new Directo documents	5
7 Unfinished	E

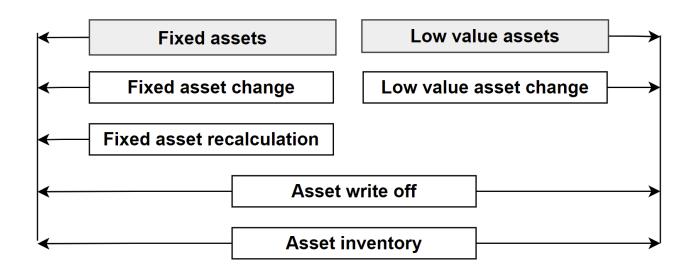
https://wiki.directo.ee/ Printed on 2025/11/25 09:01

Introduction of new Fixed and Low Value Assets

UPDATES

- Data is changed through additional documents if you want to see data history in reports.
- The Fixed Assets depreciation proportion can be calculated by objects and projects.
- The Fixed Asset depreciation can be calculated up to certain date (so far it has been monthly).
- The Fixed Assets are written-off partially (on asset change document).
- The quantity can only be 1 on Fixed Asset card.
- The quantity can be bigger than 1 on Low Value Asset card.
- New fixed asset and low value asset documents cannot be opened from the confirmation. Only the asset write-off document can be opened. The fixed asset card can be opened if confirmation is been used.
- Changing the financial transactions date on documents creates an inconsistency between the data in the balance sheet and the asset module.
- Following documents cannot be opened from the confirmation
 - The Fixed Asset change
 - The Low Value Asset change
 - The Fixed Asset recalculation
 - The Asset inventory
- Following documents can be opened from the confirmation
 - The Asset write-off

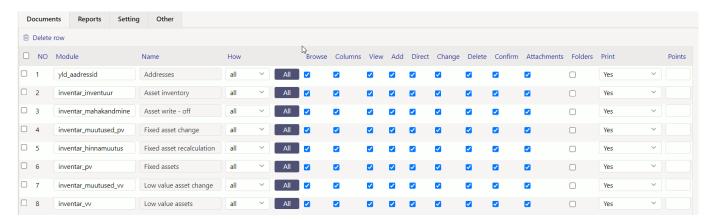
1. Asset module new documents



- Fixed Assets initial fixed asset card created from a purchase invoice, expense, stock depreciations or filled manually.
- Low Value Assets initial low value asset card created from a purchase invoice, expense, stock depreciations or filled manually.
- **Fixed Asset Change** document for changing tangible and intangible assets departments, users, objects, depreciation proportions e.t.c. (INV CHANGE) .
- Low Value Asset Change document for changing low value assets departments, users, objects e.t.c.
- **Fixed Asset recalculation** document for fixed asset upward revaluation, downward revaluation and partial write-off. (INV HIND).
- Asset inventory document for making Fixed Assets and Low Value Assets inventory.
- Asset write-off document for Fixed Assets and Low Value Assets write-off.

2. Adding new documents

Add new documents to the user group, who will use them



- Fixed assets
- Low value assets
- Fixed asset change
- Low value asset change
- Fixed asset recalculation
- Asset inventory
- · Asset write off
- Addresses

3. Organize asset classes

Asset classes must be filled correctly for proper data flow (asset type filling required - so that right cards are formed as fixed asset and low value asset cards).

Instruction: Asset classes

https://wiki.directo.ee/ Printed on 2025/11/25 09:01

4. Add fixed and low value assets locations

Assets location data can be entered to the address block under the departments.

Look instructions:

- Departments addresses
- · Address on fixed asset and low value asset card

5. Review the new documents instructions

Look instructions:

- Fixed assets
- Low value assets
- Fixed asset change
- Low value asset change
- Fixed asset recalculation
- Asset inventory
- Asset write-off

6. Review the general rules for new Directo documents

Instructions: Document views of the new system

7. Unfinished

- Not all new links have been added to the asset list report yet
- Not everything is ready for bulk import and export new fields
- Documents printouts are not currently included

From

https://wiki.directo.ee/ - Directo Help

Permanent link:

https://wiki.directo.ee/en/uued_varadokumendid

Last update: 2022/06/16 13:26

