Sisukord

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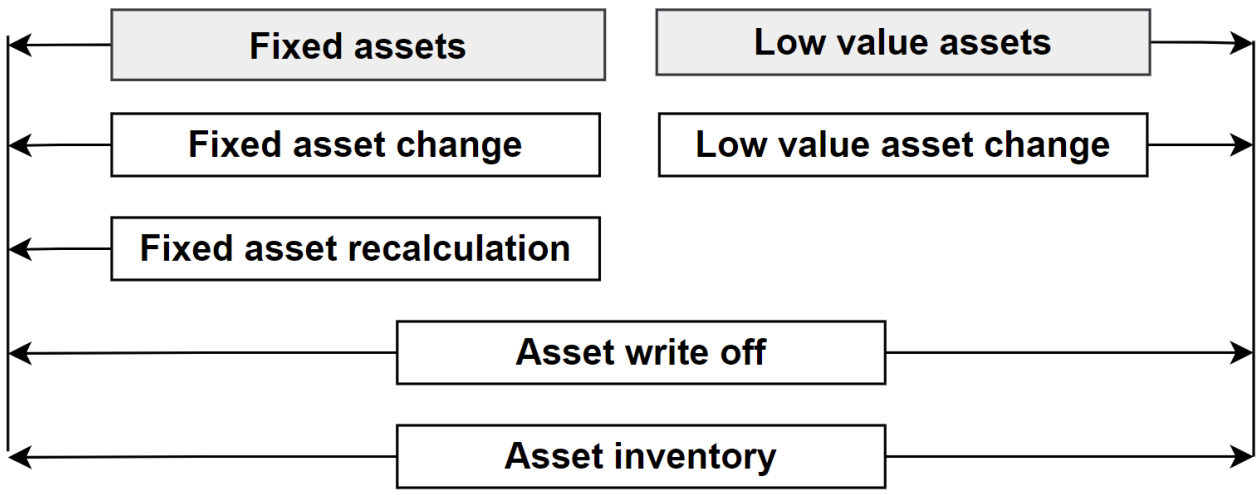
Introduction of new Fixed and Low Value Assets

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

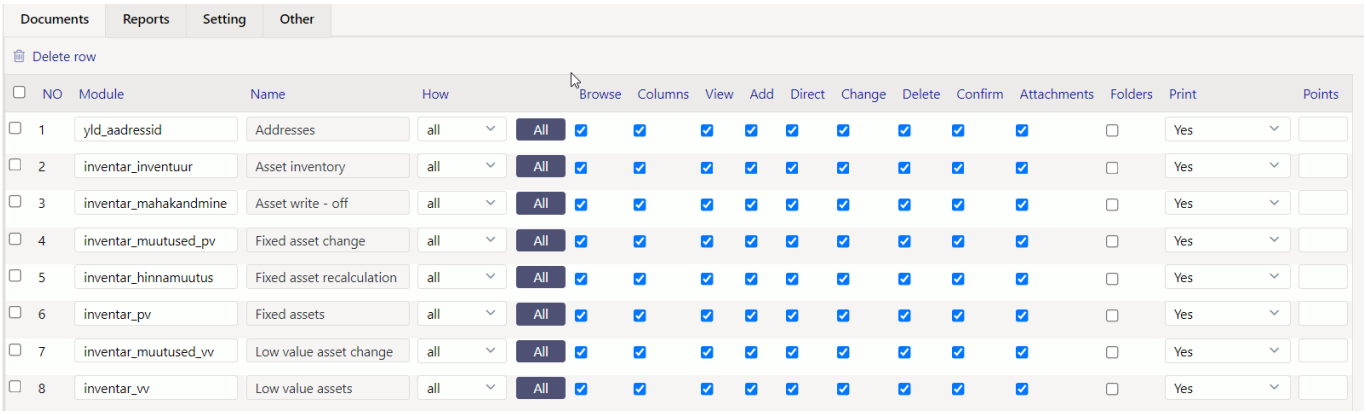
1. Asset module new documents



- **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

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

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