

# Sisukord

|  |   |
|--|---|
| <b>Uute Põhi- ja väikevahendite kasutuselevõtmine</b> .....        | 3 |
| <b>1. Asset module new documents</b> .....                         | 3 |
| <b>2. Adding new documents</b> .....                               | 4 |
| <b>3. Organize asset classes</b> .....                             | 4 |
| <b>4. Add fixed and low value assets locations</b> .....           | 4 |
| <b>5. Review the new documents instructions</b> .....              | 5 |
| <b>6. Review the general rules for new Directo documents</b> ..... | 5 |
| <b>7. Unfinished</b> .....   | 5 |

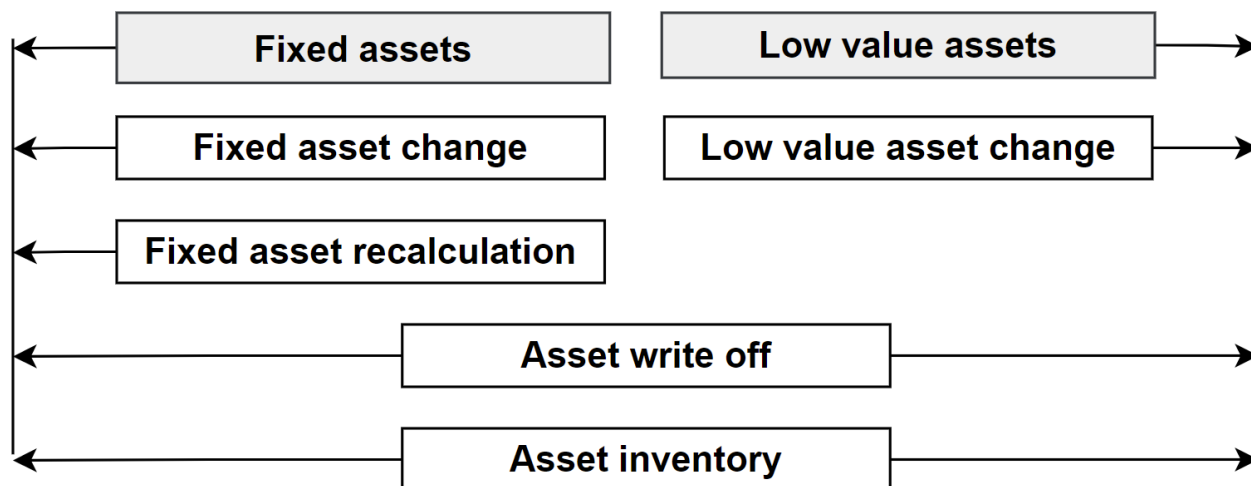


# Uute Põhi- ja väikevahendite kasutuselevõtmine

## UPDATES

- Data is changed through additional documents - if you want to see data history in reports.
- 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, incl. write-off document.
- Changing the financial transactions date on documents creates an inconsistency between the data in the balance sheet and the asset module.

## 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

| Documents                |        |                       |                           |        |         |                                     |                                     |                                     |                                     |                                     |                                     |                                     |                                     |                          |        |                      |
|--------------------------|--------|-----------------------|---------------------------|--------|---------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|--------|----------------------|
| Delete row               |        |                       |                           |        |         |                                     |                                     |                                     |                                     |                                     |                                     |                                     |                                     |                          |        |                      |
| NO                       | Module | Name                  | How                       | Browse | Columns | View                                | Add                                 | Direct                              | Change                              | Delete                              | Confirm                             | Attachments                         | Folders                             | Print                    | Points |                      |
| <input type="checkbox"/> | 1      | yld_aadressid         | Addresses                 | all    | All     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Yes    | <input type="text"/> |
| <input type="checkbox"/> | 2      | inventar_inventuur    | Asset inventory           | all    | All     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Yes    | <input type="text"/> |
| <input type="checkbox"/> | 3      | inventar_mahakandmine | Asset write - off         | all    | All     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Yes    | <input type="text"/> |
| <input type="checkbox"/> | 4      | inventar_muutused_pv  | Fixed asset change        | all    | All     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Yes    | <input type="text"/> |
| <input type="checkbox"/> | 5      | inventar_hinnamuutus  | Fixed asset recalculation | all    | All     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Yes    | <input type="text"/> |
| <input type="checkbox"/> | 6      | inventar_pv           | Fixed assets              | all    | All     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Yes    | <input type="text"/> |
| <input type="checkbox"/> | 7      | inventar_muutused_vv  | Low value asset change    | all    | All     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Yes    | <input type="text"/> |
| <input type="checkbox"/> | 8      | inventar_vv           | Low value assets          | all    | All     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Yes    | <input type="text"/> |

- 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 :

- [Asukohtade aadressid](#)
- [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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