

# Sisukord

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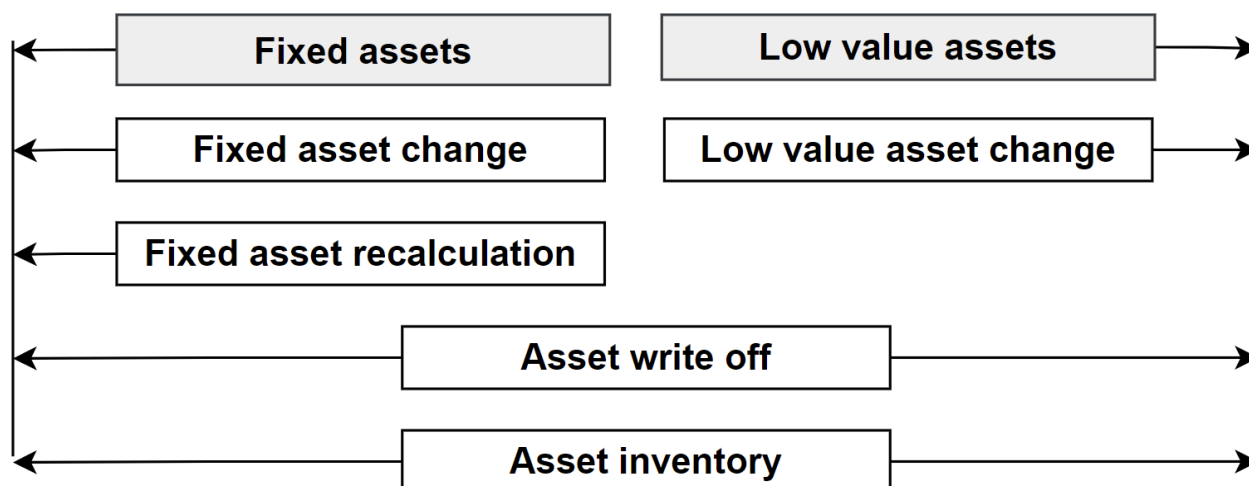


# Introduction of new Fixed and Low Value Assets

## UPDATES

- Data is changed through additional documents - if you want to see data history in reports.
- 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="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 type="checkbox"/>	Yes		
<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 type="checkbox"/>	Yes		
<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 type="checkbox"/>	Yes		
<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 type="checkbox"/>	Yes		
<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 type="checkbox"/>	Yes		
<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 type="checkbox"/>	Yes		
<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 type="checkbox"/>	Yes		

- 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](#)
- [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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