

Sisukord

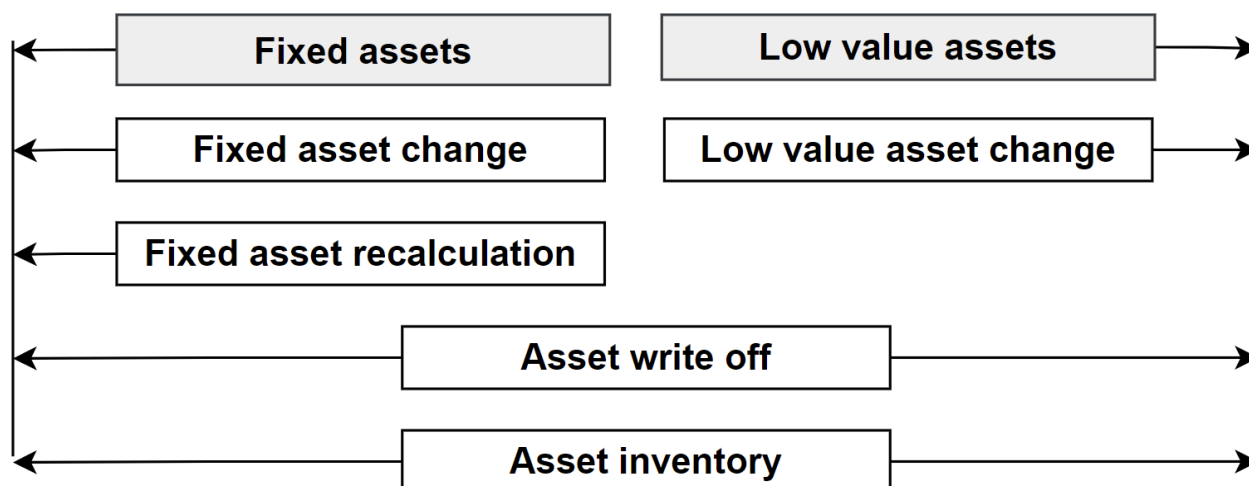
- Introduction of new Fixed and Low Value Assets** 3
- 1. Asset module new documents** 3
- 2. Adding new documents** 4
- 3. Organize asset classes** 4
- 4. Add fixed and low value assets locations** 4
- 5. Review the new documents instructions** 5
- 6. Review the general rules for new Directo documents**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

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="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 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 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 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 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 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 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 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 :

- [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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