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Ta strona nie jest jeszcze完全に翻訳されました。お手伝いください。
 (skompletowaniu usuń ten komentarz)

ASSET WRITE-OFF

Document for assets write-off.

- **Asset write-off** document is created to write off assets.
- At least one asset must be entered on the asset write-off document.
- **Low value assets** and **fixed assets** can be written off at the same time on the same document.
- Asset write-off can also be initiated from the Fixed asset or Low value asset card with **Write off** button and from the Assets Inventory document with **write off** button.
- Asset write-off is **proceeded** if it is provided.
- Asset write-off is **confirmed**.
- Transaction INV_MAHA and depreciation transaction INV (if chosen) till write-off date are created after confirming the document. Information about the write-off is written on the fixed asset card. Low value assets are marked „closed” and an empty transaction is created after Asset write-off is confirmed.
- It is possible to create sales invoice or stock receipt during a write-off.

The registry is located Finance → Documents → Asset-write-off

No.	Code	LV ID	Name	Purchase date	Type	Class	Object	Project	Purchase price	Depreciation	Residual value
1					VV						
2					VV						
3					VV						
4					VV						
5					VV						
6					VV						
7					VV						
8					VV						

1. Document buttons

1.1. Header buttons



- **New** - opens a new unfilled document.
- **Save** - saves document.
- **Confirm** - confirms document.
- **Copy** - makes a copy of the document. The document has all the same assets as on the original document. There can be only one unsaved draft. Once the new document is saved, a new copy can be made.
- **Discard** - the button is active when the document is in draft status (an unsaved changes has been made to the transaction). After pressing the Discard button, the unsaved changes will be removed and the document will be in saved status.
- **Delete** - deletes the document. Asks in advance if you are sure you want to delete.
- **Attachments** - allows to attach files to the document.
- **Mail** - allows to send a document by e-mail.
- **Print** - prints the document.

1.2. Row buttons

- **Select filters** - different asset fields can be added from here to be used as filters to add all assets that meet the given conditions at the same time. Must take into account that exact match is searched when using filters. If filter „Name” is selected, a word car is typed and button „Fill in the document” is pressed, then all assets whose name contains the word car, will be added to the document (for example car, car 1, yellow car etc.).
- **Fill document** - starts the placement from the first empty line based on the previous filters. At least one filter must be filled for the button to work.



- **Copy selection** - copies the selected rows to the copy buffer. To select rows, press on the row number. The button is not active if no rows are selected. Copied rows can be pasted from the row context menu (opens when you right-click on the line number) with „paste rows”.
- **Delete selection** - deletes the selected rows. To select rows, press on the row number. The button is not active if no rows are selected.
- **Bulk insert** - allows to fill/place rows based on a spreadsheet (mostly excel). The order in which the columns should be is listed in the HELP under the Bulk insert button.
- - these buttons affect the height of the rows.
- - for exporting table or selected rows to Excel.
- - from this button row fields can be selected and unselected. Only selected fields are displayed on the document.

2. Document fields

2.1. Header fields

- **Number** - document number.
- **Date** - the effect time of the document and the time the transaction is created with.
- **Comment** - text field, is placed on transaction.
- **Invoice date** - if a sales invoice is created during the write-off, the time entered here will be the time of the created sales invoice.
- **Invoice series** - if a sales invoice is created during the write-off, the series entered here will be the series of the created sales invoice.
- **Invoice client** - if a sales invoice is created during the write-off, the client entered here will be the client of the created sales invoice.
- **Stock receipt date** - if a stock receipt is created during the write-off, the time entered here will be the time of the created stock receipt.
- **Stock receipt series** - if a stock receipt is created during the write-off, the series entered here will be the series of the created stock receipt.
- **Stock receipt account** - if a stock receipt is created during the write-off, the account entered here will be the credit account of the created stock receipt.
- **Stock receipt supplier** - if a stock receipt is created during the write-off, the supplier entered here will be the supplier of the created stock receipt.
- **Document fillment** - the document fillment fields are optional, based on the document type and user. Different combinations of fields can be saved and displayed. The document issuer allows you to place many fixed assets or low value assets at once, for example department ADMIN all fixed assets or low value assets or user MALLE all fixed assets or low value assets.



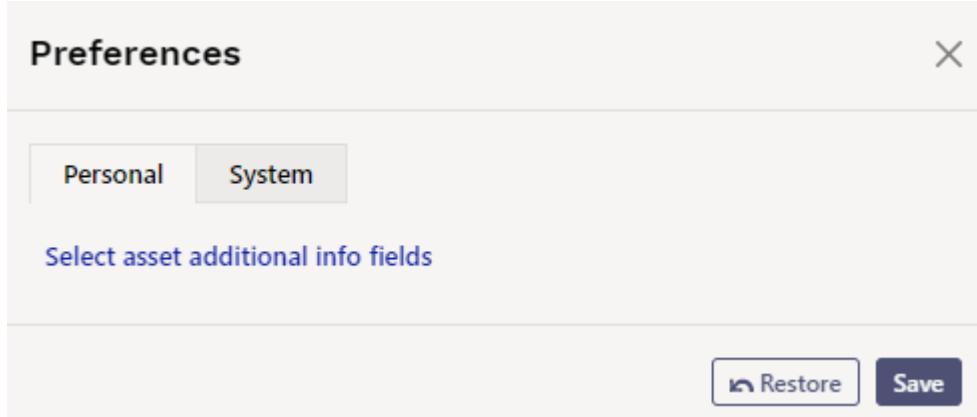
Only an exact match is placed!

2.2. Row fields

- **Code** - asset code.
- **LV ID** - low value asset ID.
- **Write off reason** - selection from [Finance settings > Asset write off reason list](#). Provided list, can be changed.
- **Write-off comment** - text field, is placed on the asset cards write-off section and on the transaction.
- **Calculate amort** - NO by default. If Yes, the fixed asset is depreciated to the date of write-off and a depreciation transaction is created in addition to the write-off transaction.
- **Action** - NO by default. If a sales invoice or stock receipt has to be created during write-off, an Invoice or Stock receipt must be selected here.
- **Item** - must be filled for generating a sales invoice or stock receipt during write-off (when action is Invoice or Stock receipt). When [System settings > Asset settings > Asset item for Sales](#) is filled in, this field is automatically filled after Action - Invoice is selected.
- **Sum** - the sum of asset that goes to stock receipt. Is filled only when Action - Stock receipt is selected.
- **Price** - the price of asset that goes to sales invoice. Is filled only when Action - Invoice is selected.
- **Sales profit/loss** - computational field. Sum minus Residual value.
- **Name, Purchase date, Type, Class, Object, Project, Purchase price, Depreciation, Residual value** - these fields show information from the asset card marked in the row.

3. Fine-tuning

Button  on the right side of the header opens the fine-tuning settings.



- **Select asset additional info fields** - Allows to add asset information fields to document rows.

4. Operation

1. Asset write-off document is **generated** from asset card, asset inventory document or from asset write-off register.

- Asset information is filled in automatically when document is generated from asset card;
- Selected assets information from asset inventory document is filled in automatically when document is generated from asset inventory document;
- Add new button from asset write-off register generates empty document

2. Document rows are filled:

- Using the „Fill document” button. Button only works if at least one filter is filled;
- Manually, double clicking on code field to add assets from the register;
- Information is added to the first empty row, previous rows will not be overwritten

3. Write-offs **cannot be made in advance of the last transaction** (except vehicle fringe benefit tax). It can be done in the past if no subsequent documents have been made and no depreciation has been calculated. Vehicle fringe benefit tax can be calculated.

4. Only existing assets can be placed on the document (assets that have not already been written off).

5. Asset-write off can be proceeded;

- The list of proceeders is also the list of the Inventory Committee.

6. Confirming the document:

- The time of the document must be later than the last time the assets on the document rows were modified (except vehicle fringe benefit tax transaction).

7. As a result of confirming:

- Document is locked;
- A depreciation transaction is created until the time date (if selected). Information goes on the fixed assets card;
- Write-offs and financial transactions are created to fixed assets. Low-value assets are marked as „Closed” and an empty transaction is created;
- A sales invoice or revenue will be created if selected

8. A separate section „WRITE OFF DATA” will appear on the **Fixed Asset card**.

Data	DataFields	Value corrections	Units of production method	Users	Proportions	Actions																				
WRITTEN OFF DATA <table border="1"> <tr> <td>Type</td> <td>Write off date</td> <td>Purchase price</td> <td>Accumulated depreciation</td> <td>Residual value</td> </tr> <tr> <td>Tangible assets</td> <td>01.04.2022</td> <td>3000</td> <td>150</td> <td>2850</td> </tr> <tr> <td>Write off reason</td> <td>Explanation</td> <td>Sales amount</td> <td colspan="2">Gain/loss on sales</td> </tr> <tr> <td>Müüdud</td> <td>Kliendile müüdud</td> <td>3000</td> <td colspan="2">150</td> </tr> </table>							Type	Write off date	Purchase price	Accumulated depreciation	Residual value	Tangible assets	01.04.2022	3000	150	2850	Write off reason	Explanation	Sales amount	Gain/loss on sales		Müüdud	Kliendile müüdud	3000	150	
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Müüdud	Kliendile müüdud	3000	150																							

- **Type** - fixed asset type before the write-off;
- **Write off date** - the date of the asset write-off document;
- **Purchase price** - purchase price of the fixed asset;
- **Accumulated depreciation** - accumulated depreciation of fixed assets at the time of write-off;
- **Residual value** - the residual value of fixed asset at the time of write-off;
- **Write off reason** - the reason chosen for the write-off of the asset;
- **Explanation** - comment from the asset write-off document;
- **Sales amount** - the selling price of fixed asset (if the asset have been sold during the write-off);
- **Gain/loss on sales** - gain/losses on the sale of asset (if the asset has also been sold during the write-off).

9. Financial transactions - Write off

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1	ARVUTI14	Server XY	16.02.2022	MPV	K201	20000.00	1666.68	18333.32	Ei	Ei																																																																							

Financial transaction when writing off fixed assets

Finants - kanne INV_MAHA: 100109 Salvestatud						
Tüüp	Number	Aeg	Seletus	Vahemäär		
INV_MAI	100109	30.04.2022	Vara mahakandmine	0		
Kopeeri valitud	Kustuta valitud	Massasetaja	Aseta retsept	Jaga ressurssideilt		
<input type="checkbox"/> Nr	<input type="checkbox"/> Konto	<input type="checkbox"/> Objektid	<input type="checkbox"/> Projekt	<input type="checkbox"/> Sisu	<input type="checkbox"/> Deebet	<input type="checkbox"/> Krediid
	Otsi	Otsi	Otsi	Otsi	Otsi	Otsi
1	125361			ARVUTI14 Arvutid ja arvutisüsteemid		20000.00
2	125369			ARVUTI14 Arvutite ja arvutisüsteemide kulum		1666.68
3	551190			ARVUTI14 Kulu materiaalse põhivara mahakandmisest		18333.32



An empty financial transaction is created when low value asset is written off

10. Financial transactions - write off with amort calculation

Vara mahakandmine 100114 Kinnitatud						
Seotud dokumendid: kanne: INV_MAHA_100114						
Üld Menetlus						
Number Aeg Kommentaar						
100114 31.12.2022 Mahakandmine amortisatsiooni arvutamisega						
TAIDA_DOKUMENT						
Kopeeri valitud Kustuta valitud Massasetaja						
<input type="checkbox"/> Nr	<input type="checkbox"/> Kood	<input type="checkbox"/> Nimi	<input type="checkbox"/> Soetus-aeg	<input type="checkbox"/> Tüüp	<input type="checkbox"/> Projekt	<input type="checkbox"/> Soetusmaksu
Otsi	Otsi	Otsi	Otsi	Otsi	Otsi	Otsi
1	ARVUTI15	Väike ser...	16.02.2022	MPV	K201	15000.00 4166.70 10833.30
						Jah Ei

Finants - kanne INV_MAHA: 100114 Salvestatud									
Tüüp	Number	Aeg	Seletus	Vahemäär					
INV_MAH	100114	31.12.2022	Mahakandmine amortisatsiooni arvutamisega						
Kopeeri valitud Kustuta valitud Massasetaja Aseta retsept Jaga ressurssideilt									
Viimase perioodi amortisatsioonikanne									
<input type="checkbox"/> Nr	<input type="checkbox"/> Konto	<input type="checkbox"/> Objektid	<input type="checkbox"/> Projekt	<input type="checkbox"/> Sisu	<input type="checkbox"/> Deebet	<input type="checkbox"/> Krediid			
	Otsi	Otsi	Otsi	Otsi	Otsi	Otsi			
1	551136			ARVUTI15 Arvutid ja arvutisüsteemid amortisatsiooni kulu		416.67			
2	125369			ARVUTI15 Arvutid ja arvutisüsteemide kulum		416.67			
3	125361			ARVUTI15 Arvutid ja arvutisüsteemid		15000.00			
4	125369			ARVUTI15 Arvutid ja arvutisüsteemide kulum		4583.37			
5	551190			ARVUTI15 Kulu materiaalse põhivara mahakandmisest		10416.63			

11. Financial transactions - write off + sales

Vara mahakandmine 100090 Kinnitatud						
Seotud dokumendid: arve: 100144 kanne: INV_MAHA_100090						
Üld Menetlus						
Number Aeg Kommentaar						
100090 26.01.2022 müüsite ära J1206						
Arve aeg Arve klient Arve seeria Sissetuleku aeg Sissetuleku hankija Sissetuleku konto Sissetuleku seeria						
26.01.2022	59	DOK				
TAIDA_DOKUMENT						
Kopeeri valitud Kustuta valitud Massasetaja						
<input type="checkbox"/> Nr	<input type="checkbox"/> Kood	<input type="checkbox"/> Nimi	<input type="checkbox"/> Soetus-aeg	<input type="checkbox"/> Tüüp	<input type="checkbox"/> Projekt	<input type="checkbox"/> Soetusmaksu
Otsi	Otsi	Otsi	Otsi	Otsi	Otsi	Otsi
1	J1206	J1206 vara	MPV			10000.00 3336.00 6664.00
						Arve Ei

1) Write-off transaction

Finants - kanne INV_MAH: 100090 Salvestatud

Tüüp	Number	Aeg	Seletus
INV_MAH/	100090	26.01.2022	müüsime ära J1206
Kopeeri valitud Kustuta valitud Massasetaja Aseta retsept Jaga ressurssideilt			
<input type="checkbox"/> Nr <input type="checkbox"/> Konto <input type="checkbox"/> Objektid <input type="checkbox"/> Projekt <input type="checkbox"/> Sisu			
1	125361	J1206 Arvutid ja arvutisüsteemid	10000.00
2	125369	J1206 Arvutite ja arvutisüsteemide kulum	3336.00
3	421101	J1206 Kasum materiaalse põhivara müüst	6664.00

2) Sales invoice transaction (generated after confirming the sales invoice)

Finants - kanne ARVE: 100144 Salvestatud

Tüüp	Number	Aeg	Seletus
ARVE	100144	26.01.2022	59:Directo
Kopeeri valitud Kustuta valitud Massasetaja Aseta retsept Jaga ressurssideilt			
<input type="checkbox"/> Nr <input type="checkbox"/> Konto <input type="checkbox"/> Objektid <input type="checkbox"/> Projekt <input type="checkbox"/> Sisu			
1	113101	Nõuded ostjate vastu	8160.00
2	212371	Käibemaks müügiarvetelt 20%	1360.00
3	421101	Vara: J1206 müük	6800.00

12. Financial transactions - write-off + stock receipt

5. Generating a sales invoice or stock receipt during a write-off

- Only one additional document can be created from one write-off, either a sales invoice or stock receipt.
- Sales invoice and stock receipt can only be generated from fixed assets and intangible assets.

5.1. Generating a sales invoice

The write-off document can only have the fixed assets from which one sales invoice is created. If multiple invoices have to be made, the write-off must be made on separate documents (one asset write-off for each sales invoice). The precondition for creating a sales invoice is to fill in the invoice fields before confirming the asset write-off document.

Header fields that affect sales invoice creation

Invoice date	Invoice series	Invoice client
<input type="button" value="Calendar icon"/>	<input type="button" value="Search icon"/>	<input type="button" value="Search icon"/>

- Invoice date** - the time of the invoice to be created. It is possible to choose the date from the calendar by clicking the calendar icon;
- Invoice series** - the series where the invoice will be created to. Can be placed from the register that opens by double-clicking the field or by clicking on the magnifying glass using the mini search.

- **Invoice client** - the customer (code) to whom the invoice will be created. Can be placed from the register that opens by double-clicking the field or by clicking on the magnifying glass using the mini search.

Row fields that affect sales invoice creation

Action	Item	Price	Sales profit/loss
Search	> Search	> Search	Search
Invoice			0.00

- **Action** - to create an invoice, „Invoice” must be selected from the drop-down menu;
- **Item** - invoice will be created with the item marked here. When System settings > Asset settings > Asset item for Sales is filled, this field is automatically filled after Action - Invoice is selected.
- **Price** - the selling price of the asset, invoice will be created with that price.
- **Sales profit/loss** - calculated field, will be filled in after entering the price. Price minus Residual value.

5.2. Generating a sales stock receipt

The write-off document can only have the fixed assets from which one stock receipt is created. If multiple stock receipts have to be made, the write-off must be made on separate documents (one asset write-off for each stock receipt). The precondition for creating a stock receipt is to fill in the stock receipt fields before confirming the asset write-off document.

Header fields that affect stock receipt creation

Stock receipt date	Stock receipt series	Stock receipt account	Stock receipt supplier
<input type="button" value="Calendar"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- **Stock receipt date** - the time of the stock receipt to be created. It is possible to choose the date from the calendar by clicking the calendar icon;
- **Stock receipt series** - the series where the invoice will be created to. Can be placed from the register that opens by double-clicking the field or by clicking on the magnifying glass using the mini search.
- **Stock receipt account** - credit account of the stock receipt to be generated. Can be placed from the register that opens by double-clicking the field or by clicking on the magnifying glass using the mini search.
- **Stock receipt supplier** - suppliers code of the stock receipt to be generated. Can be placed from the register that opens by double-clicking the field or by clicking on the magnifying glass using the mini search.

Row fields that affect stock receipt creation

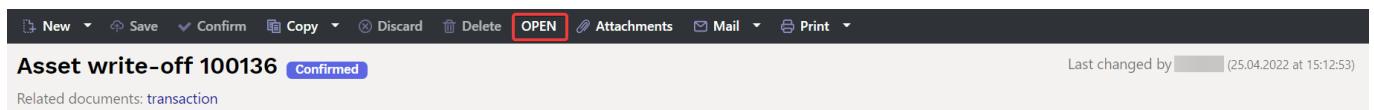
Action	Item	Sum
Search	> Search	> Search
Stock receipt		

- **Action** - To create stock receipt, select „Stock receipt” from the drop-down menu.
- **Item** - stock receipt will be created with the item marked here.
- **Sum** - the price of the fixed asset (item) that goes to stock receipt.

6. Asset write-off opening

Confirmed asset write-off document can be opened:

- From the write-off document - press OPEN

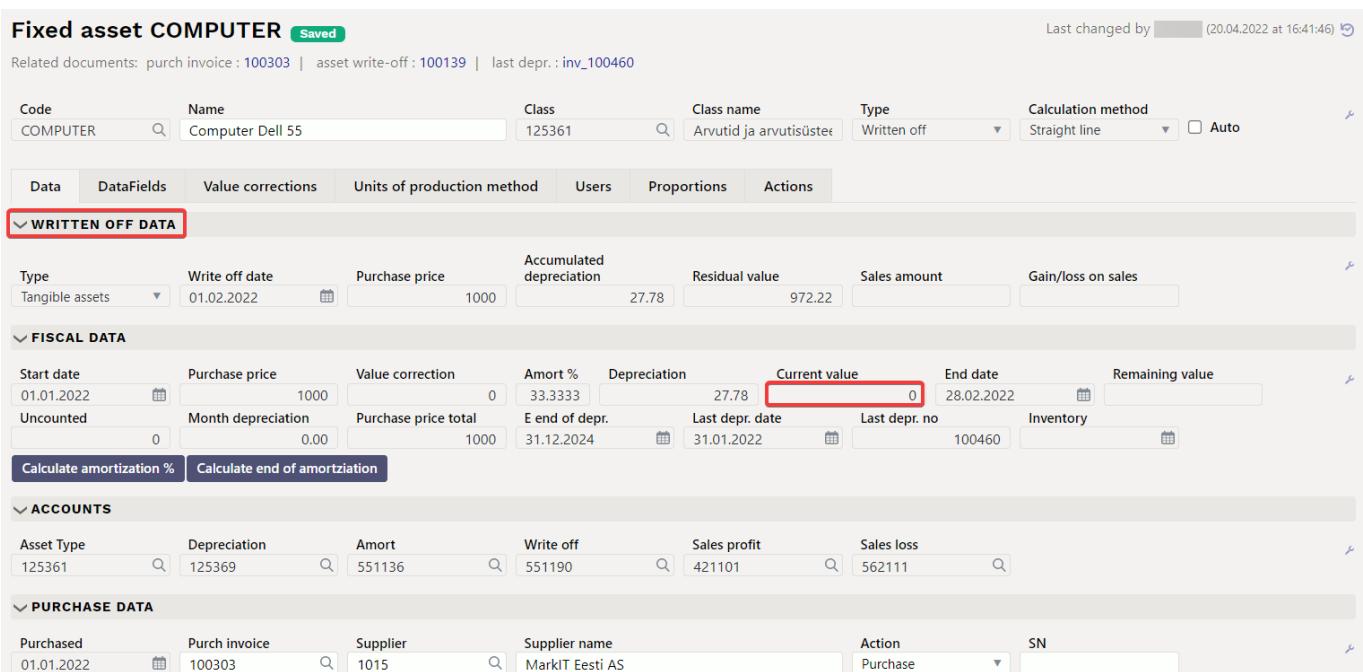


- Under maintenance - Finance > Reports > Maintenance > Document opener.

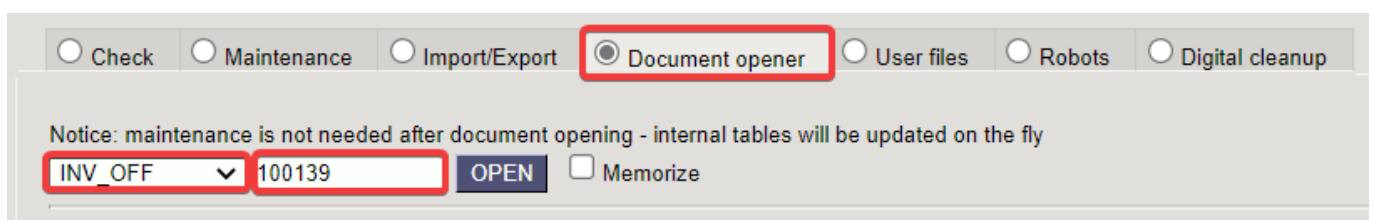
From the drop-down menu, select INV_OFF as the document type, then enter the document number you want to open.

Written-off Fixed asset card before opening:

Written-off field is displayed on Fixed asset card, current value is 0.



Opening write-off from maintenance:



Written-off fixed asset card after opening:

Once the write-off document is opened, the fixed asset card must be updated. As a result the fixed asset card write-off field disappears and the current value is the same as before the write-off.

Fixed asset COMPUTER Saved

Related documents: purch invoice : 100303 | last depr. : inv_100460

Code	Name	Class	Class name	Type	Calculation method
COMPUTER	Computer Dell 55	125361	Arvutid ja arvutisüsteemid	TA - tangible assets	Straight line

Data DataFields Value corrections Units of production method Users Proportions Actions

FISCAL DATA

Start date	Purchase price	Value correction	Amort %	Depreciation	Current value	End date	Remaining value
01.01.2022	1000	0	33.3333	27.78	972.22	28.02.2022	
Uncounted	Month depreciation	Purchase price total	E end of depr.	Last depr. date	Last depr. no	Inventory	
		1000	31.12.2024	31.01.2022	100460		

ACCOUNTS

Asset Type	Depreciation	Amort	Write off	Sales profit	Sales loss
125361	125369	551136	551190	421101	562111

PURCHASE DATA

Purchased	Purch invoice	Supplier	Supplier name	Action	SN
01.01.2022	100303	1015	Marklit Eesti AS	Purchase	



Open the confirmed write-off document if absolutely necessary!

7. Frequently Asked Questions

7.1. How can I place all the LV IDs at once?

If there are more than one low value assets on one low value asset card and it is necessary to place all low value assets at once:

- select CODE from DOCUMENT FILLMENT filters
- place CODE to low value asset cell
- press **Fill document**.

This will place all LVIDs on the document that are not currently written off.

Asset write-off 100153 Saved

Common Proceeding

Number	Date	Comment	Invoice date	Invoice series	Invoice client
100153	20.06.2022 07:57:05				
Stock receipt date	Stock receipt series	Stock receipt account	Stock receipt supplier		

TAIDA_DOKUMENT

Code	Object	Project	User	In charge	Select filters	Fill document
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Last update: 2024/09/24 17:03