Table of Contents

ASSET WRITE-OFF	
1. Document buttons	
1.1. Header buttons	
1.2. Row buttons	4
2. Document fields	
2.1. Header fields	5
2.2. Row fields	
3. Fine-tuning	6
4. Operation	6
5. Generating a sales invoice or stock receipt during a write-off	9
5.1. Generating a sales invoice	9
5.2. Generating a sales stock receipt	10
6. Asset write-off opening	11
7. Frequently Asked Questions	12
7.1. How can I place all the LV IDs at once?	12

Fix Me! Ta strona nie jest jeszcze kompletnie przetłumaczona. Pomoc mile

3/12

widziana.

(po 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.

Asset w	nic-t											
Common	Proce	eding										
Number		Date		Comment					Invoice date	Invoice series	Invoice client	
DOK	Q	18.03.2022	12:34 🗰							Q		(
Stock receipt	date	Stock receip	ot series	Stock receipt account	Stock re supplier							
			Q	Q		Q						
Conv selectio	Dele	Select filter		cument								×
_		te selection		isert	・ チ Type	✤ Class	≁ Object	≁ Project	۶ Purhcase pri	e م Depreciation		x al va
□ No. ~	≁ Code	te selection	Bulk In	isert	* Y Type Search	・ Class Search	 P Object Search 	 Project Search 	Purhcase priori Search	ee 🖋 Depreciation Search		
□ No. ~	≁ Code	te selection	Bulk In	sert & Purhcase date		Search	110			110	n 🖉 Residua	
□ No. ^ /	≁ Code	te selection	Bulk In	sert & Purhcase date	Search	Search	110			110	n 🖉 Residua	
□ No. ^ /	≁ Code	te selection	Bulk In	sert & Purhcase date	Search VV v	Search	110			110	n 🖉 Residua	
No. ~ /	≁ Code	te selection	Bulk In	sert & Purhcase date	Search VV v VV v VV v VV v	Search	110			110	n 🖉 Residua	
No. ^ / 1 2 3 4 5	≁ Code	te selection	Bulk In	sert & Purhcase date	Search VV V VV V VV V VV V VV V	Search	110			110	n 🖉 Residua	
1 2 3 4	≁ Code	te selection	Bulk In	sert & Purhcase date	Search VV v VV v VV v VV v	Search	110			110	n 🖉 Residua	

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

1. Document buttons

1.1. Header buttons

🗄 New 🗇 Save 🗸 Confirm 🖷 Copy 🛞 Discard 🍵 Delete 🥒 Attachments 🗠 Mail 🝷 🖨 Print 🍷

- 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.
- 📕 for exporting table or selected rows to Excel.
- Content of the selected and unselected. Only selected fields are displayed on the document.

2. Document fields

- Number document number.
- Date the effect time of the document and the time the transation 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.

Preferenc	es	×
Personal	System	
Select asset	additional info fields	
		Restore Save

• 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	DataFie	lds	Value o	orrect	ions	Units of pr	oduction method	Users	Proportions	Actions
	EN OFF D	АТА								
Туре		Write	e off date		Purch	ase price	Accumulated depreciation	Residual	value	
Tangible a	ssets 🔻	01.0	4.2022			3000	150		2850	
Write off	reason	Expla	anation				Sales amount	Gain/los	s on sales	
Müüdud	•	Klier	ndile müü	dud			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 writeoff);
- **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

Üld	Menetlus														
Number		Aeg		Kommentaa	r										Ļ
	100109	30.04.20	22 🟥												
Arve aeg		Arve klie		Arve seeria		Sissetuleku aeg		issetuleku har		Sisset	uleku konto		tuleku seeria		
			Q		Q				Q			Q		Q	
TAIDA_D	DOKUMENT														
Kopeeri val	literal Literature	ta valitud	Massasetaja												
корсен ча			Wassasetaja												
🗆 Nr 🗠	₩⊁ Kood	۶ Nimi	✤ Soetusaeg	🖌 🎤 Tüüp	Projekt	🖗 Soetusmaksui	🤌 Kulun	n 📕 Jääkmal	🤌 Arvuta ar	mort	Fegevus	👂 Summa	Müügihind	Müügi kasum/kahjum	≁ Artik
	Otsi	Otsi	Otsi	– Kõik – 🔻	Otsi	Otsi	Otsi	Otsi	Otsi		– Kõik – 🛛 🔻	Otsi	Otsi	Otsi	Otsi
	ARVUTI14	Server XY	16.02.202		K201	20000.00	1666.6	8 18333.32	(1)		et.				

Financial transaction when writing off fixed assets

pl:asset_write_off

Tüüp	Number		Aeg		Seletus			Vah	e	
INV_MAI		100109	30.04.202	2 🗰	Vara mahakandmine				0	
□ Nr ~	≁ Konto	Objektid	✤ Projekt	≁ Sisu		F	Deebet	ş	Kreedit	
🗆 Nr 🥎		-		SisuOtsi					Kreedit Otsi	
		-		> Otsi	id ja arvutisüsteemid					
1	> Otsi	-		> Otsi ARVUTI14 Arvut	iid ja arvutisüsteemid iite ja arvutisüsteemide kulum			>	Otsi	



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

$10.\ \mbox{Financial transactions}$ - write off with amort calculation

Menetlus														
	Aeg		Kommentaa	r										×
100114	31.12.20	22 🛍	Mahakandr	nine amortisat	siooni arvutamise	ga								
OKUMENT														
itud 🛛 Kustut	a valitud	Massasetaja	1											
₩⊁ Kood	⊁ Nimi	▹ Soetusae	g 🖻 Tüüp	⊁ Projekt	⊁ Soetusmaksui	⊁ Kulum	⊁ Jääkmal	≁ Arvuta amort	F Tegevi	IS	⊁ Summa	Müügihind	Müügi kasum/kahjum	⊁ Arti
			– Kõik – 🖕		Otsi	Otsi	Otsi	Otsi	– Köik –			Otsi	Otsi	Otsi
	100114 OKUMENT tud Kustut	Aeg 100114 31.12.200 OKUMENT tud Kustuta valitud	Aeg 100114 31.12.2022 m OKUMENT tud Kustuta valitud Massasetaja	Aeg Kommentaa 100114 31.12.2022 Kommentaa Mahakandr OKUMENT tud Kustuta valitud Massasetaja	Aeg Kommentaar 100114 31.12.2022 Image: Commentaar OKUMENT Massasetaja	Aeg Kommentaar 100114 31.12.2022 Image: Comment and the second and the s	Aeg Kommentaar 100114 31.12.2022 Image: Commentaar OKUMENT Massasetaja	Aeg Kommentaar 100114 31.12.2022 Image: Commentaar OKUMENT Massasetaja	Aeg Kommentaar 100114 31.12.2022 Mahakandmine amortisatsiooni arvutamisega OKUMENT tud Massasetaja	Aeg Kommentaar 100114 31.12.2022 Image: Commentaar in the second	Aeg Kommentaar 100114 31.12.2022 Mahakandmine amortisatsiooni arvutamisega OKUMENT tud Massasetaja	Aeg Kommentaar 100114 31.12.2022 Image: Commentaar OKUMENT Massasetaja	Aeg Kommentaar 100114 31.12.2022 Mahakandmine amortisatsiooni arvutamisega OKUMENT Massasetaja	Aeg Kommentaar 100114 31.12.2022 Image: Commentaar in the second

Finants - kanne INV_MAHA: 100114 Salvestatud

Tüüp	Numbe		Ae		-	Seletus				
NV_MAH/		10	00114 31	12.2022		Mahakandmine amortisatsiooni arvutamisega				
Kopeeri vali	itud Kus	tuta valitud	Massaseta	a Aseta retsept Ja	aga r	ressurssidelt				
□ Nr へ	≁ Konto	≁ Objektid	≁ Projekt	₽ Sisu		Viimase perioodi amortisatsioonikanne	ş	Deebet	ş	Kreedit
	> Otsi	> Otsi	> Otsi	> Otsi		×	>	Otsi	> 0	Otsi
1	551136			ARVUTI15 Arvutite ja a	arvut	tisüsteemide amortisatsiooni kulu		416.67		
2	125369			ARVUTI15 Arvutite ja	arvut	tisüsteemide kulum				416.67
3	125361			ARVUTI15 Arvutid ja a	arvuti	isüsteemid				15000.00
4	125369			ARVUTI15 Arvutite ja	arvut	tisüsteemide kulum		4583.37		
	551190					e põhivara mahakandmisest		10416.63		

11. Financial transactions -write off + sales

ld Menetlus							
mber	Aeg	Kommentaar					×
100090	26.01.2022	müüsime ära J1206					
e aeg	Arve klient	Arve seeria	Sissetuleku aeg	Sissetuleku hankija	Sissetuleku konto	Sissetuleku seeria	
01.2022	59 (DOK Q		Q	Q	C	2
AIDA_DOKUMENT							
peeri valitud 🗍 Kustu	uta valitud Massasetaj						

1) Write-off transaction

9/12

Tüüp	Number		Ae	9	Seletus				
INV_MAH/		10	0090 26	5.01.2022	müüsime ära J1206				
□ Nr へ	≁ Konto	≁ Objektid	≁ Projekt	≁ Sisu		ž	Deebet	۶ K	reedit
🗆 Nr 🔿	<i>k</i> KontoOtsi	> Objektid> Otsi	ProjektOtsi	 ✓ Sisu > Otsi 			Deebet Otsi	<pre></pre>	
					steemid			> Ots	i
	> Otsi			> Otsi				> Ots	G <mark>reedit</mark> ii 1000.00

2) Sales invoice transaction (generated after confirming the sales invoice) **Finants - kanne ARVE: 100144** [Salvestatud]

Tüüp	Numbe	r	Ae	9	Seletus				
ARVE		10	00144 26	.01.2022	59:Directo				
Kopeeri val	itud Kust	tuta valitud	Massaseta	a Aseta retsept Ja	ga ressurssidelt				
			massasca	a secure sept					
🗆 Nr 🗠	Konto	» Objektid	🤌 Projekt	≁ Sisu		5	Deebet	≁ Kre	edit
	> Otsi	> Otsi	> Otsi	> Otsi		>	Otsi	> Otsi	
1	113101			Nõuded ostjate vastu			8160.00		
				Käibemaks müügiarvet	elt 20%			136	0.0
2	212371			itanoemato matagiantes					
	421101			Vara: J1206 müük					680

12. Financial transactions - write-off + stock receipt

5. Generating a sales invoice or stock receipt during a writeoff

- 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** 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	ş	ltem	۶	Price	ş	Sales profit/loss
Search	>	Search	Σ	Search	Search	
Invoice 🚽						0.00

- Action to create an invoice, "Invoice" mus be selected from the drop-down menu;
- **Item** invoice will be created with the item marked here. When Sysem settings > Asset settings > Asset item for Sales is filled, this field is automatically is 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** 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	۶	ltem	۶	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

诌 New 🔻 🗇 Save	🗸 Confirm	🖬 Copy 🝷	🛞 Discard	前 Delete	OPEN 🖉 Attachments	🗠 Mail 👻	🖨 Print 🔻	
Asset write-o	off 10013	6 Confirme	ed					Last changed by (25.04.2022 at 15:12:53)
Related documents: tran	isaction							

• **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.

		MPUTER Saved	Diet write-off : 100139 las	t depr. : inv_100460			Last changed by (20.04.2022 at 16:41	1:46) 🧐
Code COMPUTER	Q	Name Computer Dell 55		Class 125361 ପ୍	Class name Arvutid ja arvutisüstee	Type Written off	Calculation method Straight line V C Auto	ېر
Data Dat	aFields	Value corrections	Units of production me	thod Users Prop	portions Actions			
WRITTEN OF	FF DATA]						
Type Tangible assets	•	Write off date	Purchase price	Accumulated depreciation 27.78	Residual value 972.22	Sales amount	Gain/loss on sales	Ļ
		01.02.2022	1000	21.10	512.22			
V FISCAL DAT	A							
Start date 01.01.2022	İ	Purchase price	Value correction	Amort % Depreciatio	on Current val	ue End date 0 28.02.2022	Remaining value	۶
Uncounted	0	Month depreciation 0.00	Purchase price total 1000	E end of depr. 31.12.2024	Last depr. date 31.01.2022	Last depr. no 100460	Inventory	
Calculate amort	ization %	Calculate end of amor	ziation					
ACCOUNTS								
Asset Type		Depreciation	Amort	Write off	Sales profit	Sales loss		
125361	Q	125369 Q	551136 Q	551190 Q	421101 Q	562111 Q		
V PURCHASE I	DATA							
Purchased		Purch invoice	Supplier	Supplier name		Action	SN	ې
01.01.2022	Ê	100303 Q	1015 Q	MarkIT Eesti AS		Purchase 🔻		

Opening write-off from maintenance:

O Check	O Maintenance	O Import/Export	Document opener	O User files	O Robots	O Digital cleanup
Notice: main	ntenance is not need	ed after document op	oening - internal tables will	be updated on t	the fly	
INV_OFF	✓ 100139	OPEN	Memorize			

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.

ixed a	asset CO	OMPUTER 💽	Saved	I								Last chan	ged by	(20.04.2022	2 at 16:45:12) 🦉
elated docu	uments: puro	h invoice : 100303	last	depr. : inv_10046	0										
Code		Name				Class		Class nam	e	Туре		Calculation r	nethod		
COMPUTER	RQ	Computer Dell 55				125361	Q	Arvutid ja	arvutisüstee	TA - tangibl	e assets 🔻	Straight line	•	🗌 Auto	
Data	DataFields	Value correctio	ns	Units of produ	ction met	hod Users	Prop	ortions	Actions						
V FISCAL I	DATA														
Start date		Purchase price	chase price Value correction		Amort % Depreciation Current value			e End date		Remaining value		value	ş		
01.01.2022	İ	1	000		0	33.3333		27.78		972.22	28.02.2022				
Uncounted		Month depreciation	n	Purchase price	total	E end of depr.		Last depr.	date	Last depr. n	0	Inventory			
	0	2	7.78		1000	31.12.2024	Ē	31.01.202	2 🟥		100460		Ê		
Calculate ar	mortization %	Calculate end of a	mortz	iation											
~ ACCOUN	ITS														
Asset Type		Depreciation		Amort		Write off		Sales profi	t	Sales loss					
125361	Q	125369	Q	551136	Q	551190	Q	421101	Q	562111	Q				
V PURCHA	SE DATA														
Purchased		Purch invoice		Supplier		Supplier name	•			Action		SN			
01.01.2022		100303	Q	1015	Q	MarkIT Eesti A	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 wi	rite-of	f 100153 [Saved]					Last cha	anged by (20.06.2022 a	at 08:24:35)
Common	Proceed	ding							
Number		Date	Comment			Invoice date	Invoice series	Invoice client	y.
	100153	20.06.2022 07:57:05 🗰						Q	Q
Stock receipt d	late	Stock receipt series	Stock receipt account	Stock receipt supp	olier				
		Q	Q		Q				
∨ TAIDA_DO	KUMENT								
Code		Object	Project	User	In charge				
	Q	Q	Q		Q	Q Select filters	Fill document		

