

# SumWare Asset Register

*Business*

## User Guide

20 November 2007

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SumWare Asset Register

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## Introduction

The SumWare Asset Register Business is designed for small businesses and schools with a focus on keeping the processes as clear and simple as possible. It integrates with the accounting software MoneyWorks in a number of areas.

For more information on MoneyWorks, see:

[www.cognito.co.nz](http://www.cognito.co.nz)

## Installation

Unzip if necessary, and copy the folder to the required location. You may like to create a short cut to the main file.

Two additional files (supplied with the solution) are required for integration with MoneyWorks:

- MoneyWorks Plug-in which needs to be EITHER in the Extensions folder of the Asset Register *Business* (if the program is run as a run-time), OR in the Extensions folder inside the FileMaker folder (if run under FileMaker).
- FMToMW.imp import map, which must be placed in the Import Maps folder which is located in the MoneyWorks folder.

## Getting Started

Double-click on **Asset Register Business** (this may be shown with the extension .exe if you run a PC or .app if you run a Macintosh).



xxx **Asset Register.exe** or **Asset Register.app**

You will be asked for an account and password.

There are two levels of passwording;

Account	Password	Access Levels
admin	adm1n	Create, edit, delete items
staff	s	Browse only

You are able to change the passwords.

## Main Menu

You will now see the Main Menu



In the Manage menu, you are able to view information (assets, categories, etc). Go here when you want to view lists of assets, search assets, or view details.

Click on the **Processes** button to perform certain actions such as importing assets from MoneyWorks, export depreciation information to MoneyWorks or roll over.

**Preferences** displays a screen in which you can specify your organisation's details, as well as some administrative settings.

**Asset Categories** lists the asset categories stored; some common categories may be pre-entered. You can add your own asset categories.

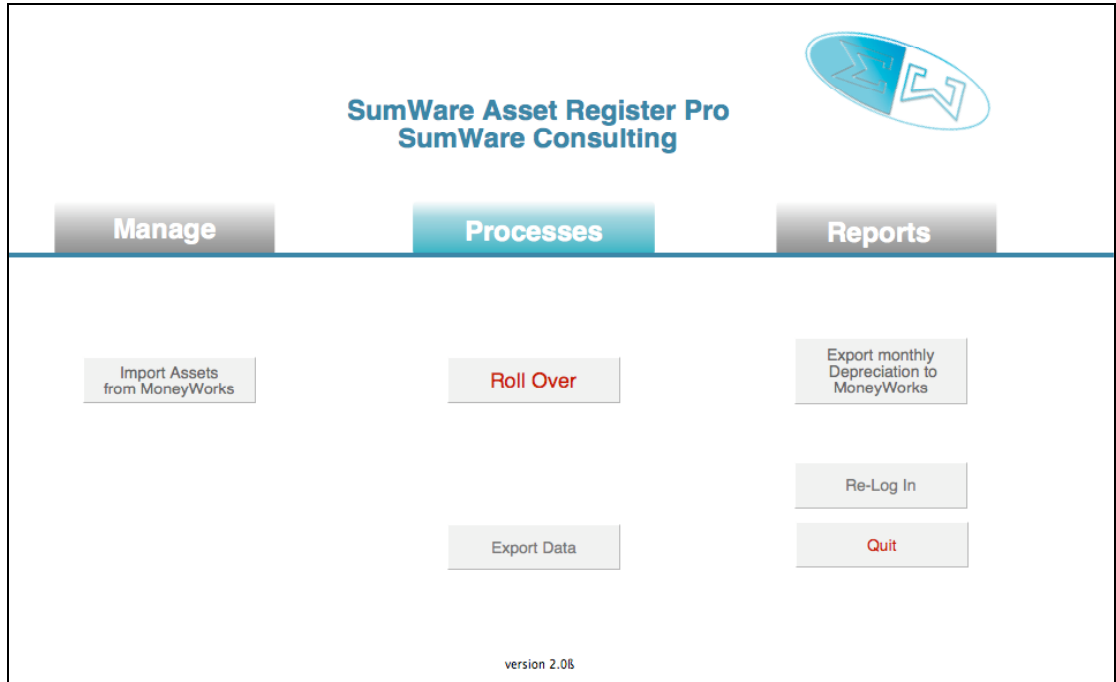
	code	description	depreciation type	category	expected life	depreciation
1	BU	Buildings	CP	Buildings and Fixtures	20 yrs	5.00 %
2	CE	Computer Equipment	CP	Computer Equipment	5 yrs	20.00 %
3	FF	Furniture	CP	Furniture and Fittings	10 yrs	10.00 %

**Archived Assets** takes you to the list of items which have been disposed and subsequently archived at roll-over time.

**Locations** allow you to standardise the locations that assets are held at, thus enabling reporting on assets by location.

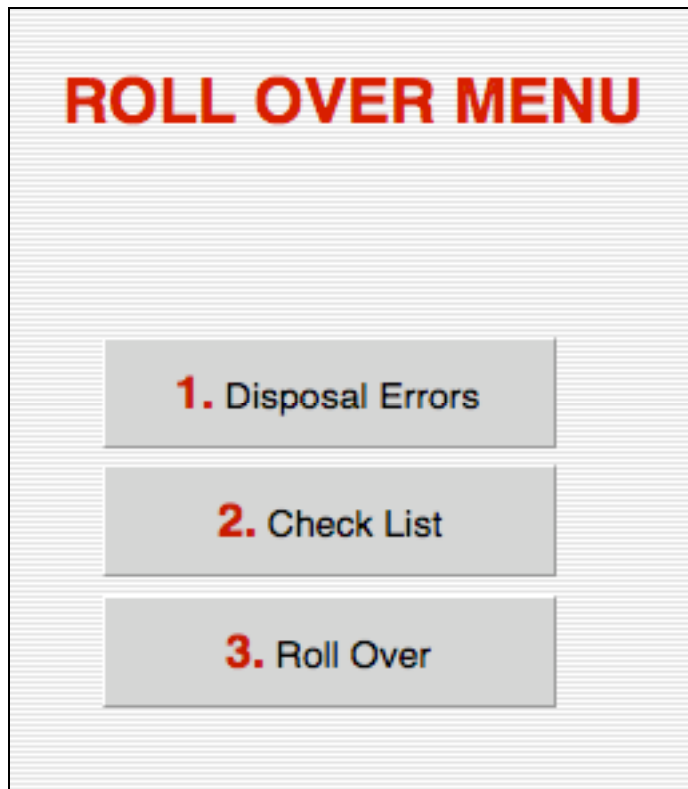
**Re-log in** allows you to change the access level without quitting the program.

**Quit** safely quits the program.



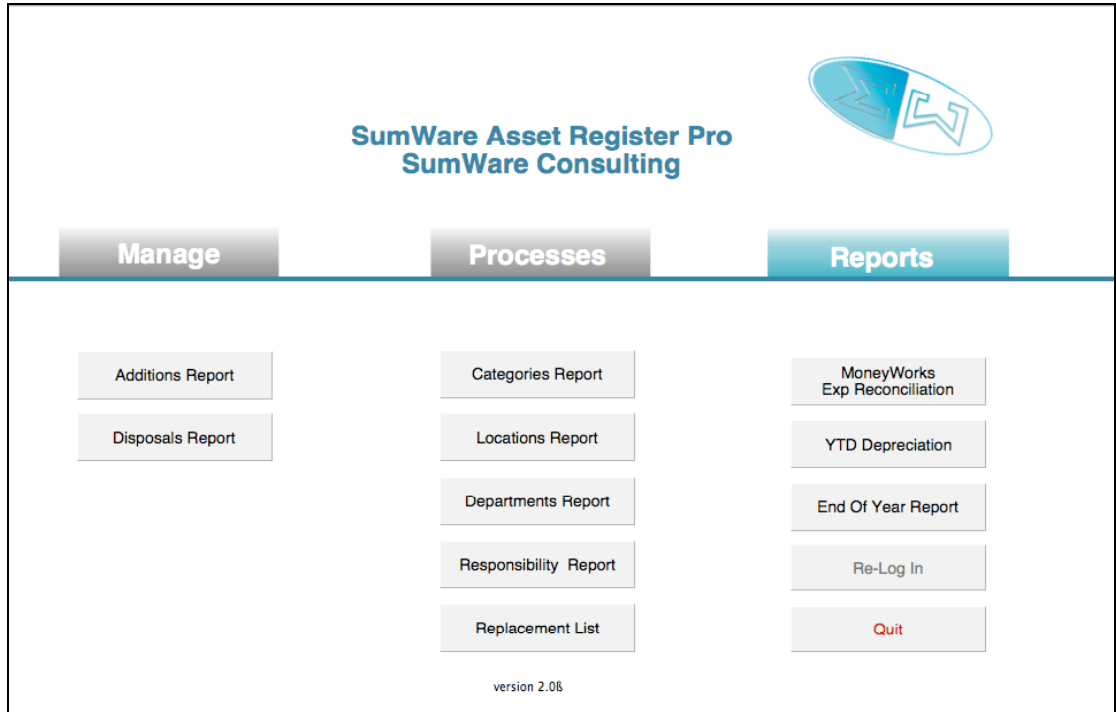
**Import Assets from MoneyWorks** imports highlighted transactions directly from MoneyWorks.

**Roll over** will take you to the roll-over menu (you can safely click on it to have a peek!)



## Export monthly/annual depreciation data to MoneyWorks

calculates the depreciation for each asset category and creates journal entries in MoneyWorks accordingly.



The Report menu gives a number of reporting options, each of which is described in this document.

### Removing Demo Data

In all likelihood the copy of the software that you have will have some 'demo data'; fictitious assets that you can have a play with before entering your own data.




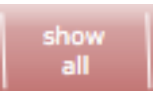





Once you are ready to start with a clean copy of the asset register,

1. Go to the **Preferences**, then click on the **Utilities** tab.
2. Click on the **Show All Records** button (nothing appears to happen, but trust us! It does!)
3. Click on the **Delete All Records** button.

You will be asked to confirm the deletion of records.

## General Tips

### Shortcuts and buttons

Main Menu	 or Command / Control 1
List view	
Enter Find mode	
Show All records	 or Command / Control - J
First record	
Previous or Command-↑	
Next or Command-↓	
Last	
Sort buttons	

### Detail views vs list views

**Detail views** consist of a screen full of data pertaining to the currently viewed entity, e.g. asset. The tabs across the top will show further information pertaining to the same record.



To move from detail view to the list view, click on the **List** button:



**List views** contain brief information about each entity in the list. Fields cannot be edited in this view, except in the Asset Categories file. Clicking on a list row displays the detail tab for that entry.

### Moving between fields

When editing data, you can either

1. enter a field by clicking in the field using the mouse,
2. or press the **Tab** key to move from field to field in a specified order,
3. or press the **Shift** and **Tab** keys to go back through.

### Pop-up Lists and Auto complete

*Pop-up lists:* These lists can appear in some fields, to help you select an option instead of typing. By clicking into the field you activate the list. To add an entry not already in the pop-up list, click again in the field (or press the **Esc** key on your keyboard), The cursor appears in the field; simply type your entry.

To re-activate a pop-up list, press the **Esc** key

Some lists may be a lot longer therefore the whole list will not appear on the screen. Use the scroll bar on the right of the pop-up list to view further options.

*Auto-complete:* some fields try to guess at the entry you are typing in, without a pop-up list appearing. The guesses will be based on entries in the same field in other records.

### Entering Dates

When entering dates into the Asset Register, use the / key to separate the day, month and year. It is good practice to type in the full year, not just the last two digits e.g. 17/7/2002. Never type in

a date using the month name, even if this is what is displayed after you have entered the date.

So, for Australian/New Zealand date formats, you may enter the last day of 2005 as

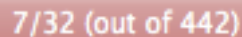
*31/12/2005*

but you may not enter 31/dec/2005 nor 12/31/2005 nor 31 December 2005.

## Found Set

The Found Set is an important concept for users of databases. It represents the records that met certain criteria after a Find; either one you have performed yourself or as part of a button's functionality.

At any one time you can view the number in the found set in the asset detail and list view: at the top right of the screen you will see some numbers:



7/32 (out of 442)

The first number indicates the number of the current record. The second number is the number of records in the found set. The last number (*out of*) indicates the total number of records in the file.

To return to working with the entire set of assets, click on the **Show All** button at the top of the Asset Detail and List views or press **Command / Control – J**.

Until you do another search, or run another procedure, a number of processes will only operate on the found set, such as:

- Sorting
- Printing
- Reporting (in some cases)

This can be a very helpful feature, in some cases!

For example, if you wish to print out a list of items marked for disposal, perform a find for items:

Find Asset

<input type="checkbox"/>	description	<input type="text" value="vacuum"/>	date purchased	<input type="text"/>
	cost price	<input type="text"/>	depreciation method	<input type="text"/>
	category	<input type="text"/>		<input type="text"/>

opening book value	<input type="text"/>	disposal reasons	<input type="radio"/> Sold <input type="radio"/> Stolen <input type="radio"/> Written Off
closing book value	<input type="text"/>		
marked for disposal	<input type="checkbox"/>	marked for archiving on roll-over	<input type="checkbox"/>
		inventory	<input type="checkbox"/>

The resulting list can then be printed off by clicking on the **Print** button at the top of the screen:

ASSETS

show all
print detail
new asset
find additions
find disposals
print summary
434/509 (out of 509)

item code	date purchased	description	category	location	purchase date	cost price Cdp	closing book value	annual depreciation
<input type="checkbox"/> OE-02447	30/09/1995	Playground Equipment			30/09/1995	7676.73	0	0
<input type="checkbox"/> OE-02448	30/09/1995	Teapots			30/09/1995	152.78	0	0
<input type="checkbox"/> OE-02449	31/03/1996	Digital Phone Ana			31/03/1996	215	111.48	5
<input type="checkbox"/> OE-02450	31/03/1996	Fridge/Freezer			31/03/1996	684.44	11.58	17

Asset Register for XYZ Company  
for financial year ending 31/12/2005  
asset list (details)

item code	date purchased	description	category	qty	location	responsibility	make	serial #	dept	cost price	closing book value	comments
BU-00636	16.5.1997	Carpet	Buildings	1	Staffroom					\$2201.80	\$0.00	
BU-00752	28.2.1999	Performing Arts Centre	Buildings	1					Buildings	?	\$0.00	

## Preferences

### Registration

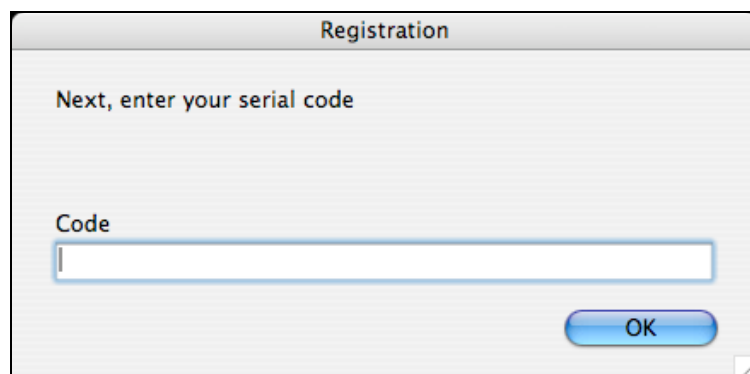
The program has a 60 day trial period. An 'unlock' code will be issued upon payment, which will allow operation beyond the 60 days.

To register, click on the **Register** button, and enter your organisation name.



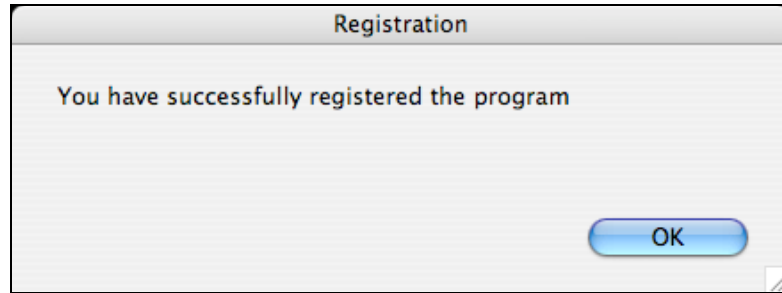
The image shows a dialog box titled "Registration". Inside, it says "Please enter your organisation name". Below this is a text input field with the label "Name" and the text "SumWare Consulting" entered. At the bottom right, there are two buttons: "Cancel" and "OK".

Next, enter the registration number you have been issued with upon payment.



The image shows a dialog box titled "Registration". Inside, it says "Next, enter your serial code". Below this is a text input field with the label "Code" and a cursor at the beginning. At the bottom right, there is an "OK" button.

If the code is correct, the programme is unlocked and you can continue to work with it.



You can now enter the other company details.

A screenshot of a registration form. At the top is a "Register" button. Below it are several input fields:

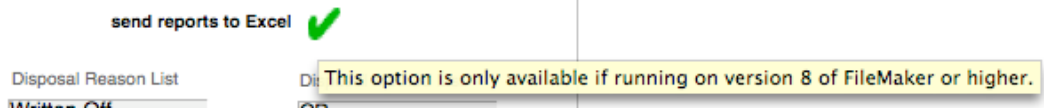
- name: **SumWare Consulting**
- address: PO Box 480
- City: Kumeu
- Region: Auckland
- email: support@sumware.co.nz
- phone: 0-9-411 5432
- fax: 0-9-411 5434

### Reports to Excel

Any reports generated by the programme can be exported to Excel rather than printed on paper. Simply turn this option on in the preferences

(note that this is only available if you run the Asset Register under FileMaker 8 or higher).

### Settings




### Safe Editing

The Asset Register saves data as you enter it; you do not need to manually save it (as you would in most other applications).

However that may unnerve some more novice users! In which case the safe editing mode only allows editing in a special dialog box.

More confident users may like to set this setting to off, allowing editing directly in the asset detail screen.

**safe editing of assets**   
 only allows editing of assets through  
 a dialog box and with Admin access

### Change depreciation frequency

Specify whether you wish depreciation to be calculated by month or year:

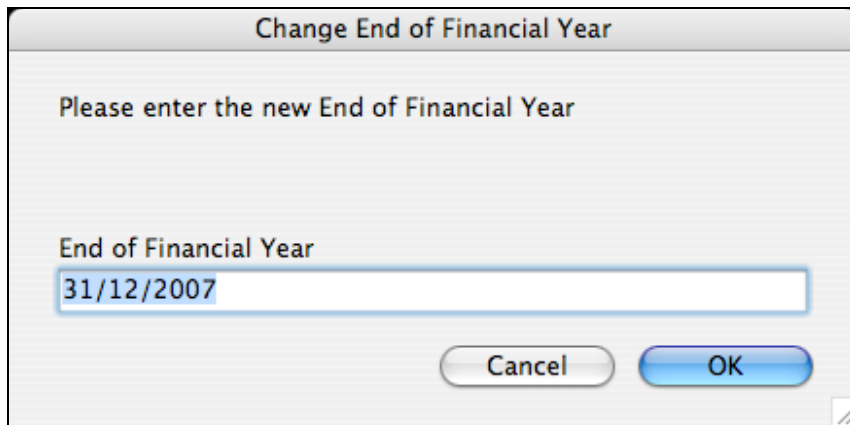
depreciation frequency | **monthly**

### Change End of Year

This setting can only be changed if logged on with the admin password

Click on the end of year date (the cursor turns into a hand).

Enter the new End of Financial Year.



Change End of Financial Year

Please enter the new End of Financial Year

End of Financial Year  
31/12/2007

Cancel OK

### Custom Fields

We recognize that different business have different requirements, so we have added three custom fields which can be used as required.

For example, you may wish to store a cheque number with each acquisition:

### custom fields

custom label 1	Cheque #
custom label 2	custom field 2
custom label 3	custom field 3

change the label 1 field to 'cheque', and the cheque field is now available on the Asset detail screen:

## detail

---

make	<input type="text"/>
responsibility	<input type="text"/>
serial#	<input type="text"/>
location	<input type="text"/>
department	<input type="text"/>
cheque #	12776
comments	<input type="text"/>

custom fields 2 and 3 are stored on the **Identification** tab.

### custom

---

custom field 2	<input type="text"/>
custom field 3	<input type="text"/>

## Adding New Assets

Addition descriptions are shown in **blue** to distinguish them from other items.

Either-

From the Asset List or Detail screen, click on the **New Asset** button.

Or-

On the Manage Main Menu, click on the **New Asset** button.

The screenshot shows the 'New Asset' form with the following data:

category	CE	Computer Equipment
item code	CE-02563	
description	printer	
date purchased	23/3/2007	
quantity	2	unit price \$325.00 cost price \$650.00

The fields shown must all be entered.

The dialog box asks: "Is this item to be marked as Inventory?" with "Yes" and "No" options.

Next, indicate whether the item should be marked as an *inventory* item.

Inventory items are not strictly assets and are not rolled over.

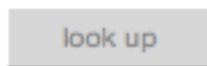
The screenshot shows the 'iBook' software interface for asset management. The top bar includes the 'iBook' logo, the asset ID 'COMP-06572 -- 19/12/2007', and the category 'Computers' with a quantity of '2'. Below this are tabs for 'Details', 'Identification', 'Disposal', 'Accounting', 'Management', and 'History'. The 'Details' tab is active, showing two main sections: 'item' and 'detail'. The 'item' section contains fields for item code (COMP-06572), asset category (COMP Computers), unit price (\$2,012.00), quantity (2), cost price (\$4,024.00), date purchased (19/12/2007), date entered (19/12/2007), expected life (5 yrs), and residual value (\$0.00). The 'detail' section includes fields for make (Apple), responsibility (John), serial# (7737377), location (A1 A Block), and department (Science). A 'financial' section at the bottom shows depreciation method (CP), depreciation rate (20.00%), annual depreciation (\$805.00), opening book value, closing cost price (\$4,024.00), accumulated depreciation (\$805.00), and closing book value (\$3,219.00). A 'look up' button is visible next to the depreciation rate field.

Enter any further information, such as the details on the right side of the screen. You can also override the quantity, residual value, and depreciation method.

*Depreciation*

The SumWare Asset Register Business contains the current depreciation schedule provided by the IRD in New Zealand at the time of writing.

You can use this schedule to look up depreciation rates for any item. Click on the **look up** button to the right of the Depreciation Type field:



Type in a keyword to scan through the possible categories:

The dialog box is titled 'Find Depreciation Rate'. It contains a text input field with the label 'Enter a keyword' and the text 'vaccuum' entered. Below the input field are two buttons: 'Cancel' and 'OK'.

A window appears listing the possible matches

If the keyword is incorrect and you want to search again on another keyword, click on the **re-enter keyword** button:

re-enter  
keyword

Search Depreciation Rates

re-enter keyword

**Depreciation Rates (%)**  
click on depreciation rate required

		expected life (yrs)	DV	DV + 20% loading	CP	CP + 20% loading
Chemical plant (including soap, detergent,	Mixers (vacuum)	25	7.50	9.00	5.50	6.60
Cigarette manufacturing (CIGR)	Steaming vacuum chamber (leaf)	15.5	12.00	14.40	8.00	9.60
Cleaning, refuse and recycling (CLEN)	Vacuum cleaners (commercial type)	5	33.00	39.60	24.00	28.80
Cleaning, refuse and recycling (CLEN)	Vacuum cleaners (domestic type)	3	50.00	60.00	40.00	48.00
Cleaning, refuse and recycling (CLEN)	Vacuum cleaners (motorised, pedestrian controlled for	8	22.00	26.40	15.50	18.60
Paint plant (PAIP)	Packing machines (vacuum)	10	18.00	21.60	12.50	15.00

(use the scroll bar on the right to view further choices.)

Next, click on the depreciation rate required (out of the 4 options; DV and CP)

33.00 39.60 24.00 28.80

The option you click on is copied into the depreciation method and rate fields in the item detail screen:

depreciation method **DV** look up dep rate p.a. **33.00** %

### Management Values

In some cases you may wish to stick with the depreciation as provided by the IRD, but have different depreciation rates (and expected life) for management purposes to indicate a more realistic replacement regime.

On the Management tab, adjust the depreciation rate and expected life (the latter may be overridden, unlike the expected life for IRD purposes) where they differ from the IRD dictated values.

By default the management depreciation rates and expected life is the same as those entered on the Detail Tab.

iBook COMP-06572 - 19/12/2007 Computers dy: 2

Details Identification Disposal Accounting Management History

management finances

depreciation method **CP** dep rate p.a. **20.00** % annual depreciation **\$805.00**

opening book value **\$4,024.00** expected life **5** yrs

closing cost price **\$4,024.00** accumulated depreciation **\$805.00** closing book value **\$3,219.00**



## Editing Existing Assets

A number of fields can be edited any time. These are indicated by a white background (note that if you are operating the Asset Register in Safe mode, most fields may only be edited through the Edit detail dialog box).

Others depend on whether the item has been rolled over.

If the item is an addition (i.e. has not been rolled over yet), you are able to change the cost price and the date purchased:

edit Vacuum Cleaner Tellus		item code FF-02522						
cost price	<input type="text" value="688.89"/>	date purchased <input type="text" value="31/03/1995"/>						
<table border="1"> <tr> <td>annual depreciation</td> <td><input type="text" value="\$0.00"/></td> </tr> <tr> <td>closing book value</td> <td><input type="text" value="\$0.00"/></td> </tr> <tr> <td>accumulated depreciation</td> <td><input type="text" value="\$688.89"/></td> </tr> </table>			annual depreciation	<input type="text" value="\$0.00"/>	closing book value	<input type="text" value="\$0.00"/>	accumulated depreciation	<input type="text" value="\$688.89"/>
annual depreciation	<input type="text" value="\$0.00"/>							
closing book value	<input type="text" value="\$0.00"/>							
accumulated depreciation	<input type="text" value="\$688.89"/>							
		<input type="button" value="Cancel"/> <input type="button" value="OK"/>						

If the item has been rolled over, you are able to only adjust the opening book value:

edit Chainsaw Shindaiwa		item code PM-02526						
cost price	<input type="text" value="\$466.67"/>	date purchased <input type="text" value="30/08/1998"/>						
opening book value	<input type="text" value="\$97.19"/>							
<table border="1"> <tr> <td>annual depreciation</td> <td><input type="text" value="\$31.00"/></td> </tr> <tr> <td>closing book value</td> <td><input type="text" value="\$66.19"/></td> </tr> <tr> <td>accumulated depreciation</td> <td><input type="text" value="\$322.81"/></td> </tr> </table>			annual depreciation	<input type="text" value="\$31.00"/>	closing book value	<input type="text" value="\$66.19"/>	accumulated depreciation	<input type="text" value="\$322.81"/>
annual depreciation	<input type="text" value="\$31.00"/>							
closing book value	<input type="text" value="\$66.19"/>							
accumulated depreciation	<input type="text" value="\$322.81"/>							
		<input type="button" value="Cancel"/> <input type="button" value="OK"/>						

## Disposing Assets

Once assets are sold, stolen or withdrawn, they need to be marked for disposal. For future reference, they are archived on roll-over.

Items marked for disposal are shown in **red** to distinguish them from other items.

### Marking for Disposal

Find the item in the database and go to the **admin** tab.

-Either-

Click on the **flag this item for disposal** button and enter the *date disposed*, *cost price* and *method of disposal* fields.

-Or-

Click on the **disposal method** option applicable (e.g. sold, written off or stolen) and fill out other details.

If the item is sold, enter a net sale price.

### Partial Disposals

In some cases you may want to dispose only a portion of the asset. For example, you may have entered 3 vacuum cleaners in one record:

unit price	\$799.99	qty	3	cost price	\$2,399.97
------------	----------	-----	---	------------	------------

If one is damaged beyond repair, you will need to dispose of one of the three, but leave the other two in the asset register.

To achieve this, in the Admin tab, click on the **partial disposal** button.

partial  
disposal

Confirm that you want to dispose part of the asset.

part disposal Vacuum Wet & Dry
item code PM-02529

quantity <input style="width: 80%;" type="text" value="3"/>	net sale price <input style="width: 80%;" type="text" value="\$0.00"/>
number to be disposed <input style="width: 80%;" type="text" value="1"/>	method <input type="radio"/> Sold
date <input style="width: 80%;" type="text" value="23/3/2007"/>	<input type="radio"/> Stolen
accumulated depreciation <input style="width: 80%;" type="text"/>	<input checked="" type="radio"/> Written Off

Enter the number you wish to dispose (which of course must be less than the quantity), edit the disposal date if required, and enter a net sale price (if applicable) and disposal method.

Click on OK.

**Vacuum Wet & Dry**
"no allocation"

PM-02562 -- 31/08/1999

Details
History
Admin

**item**

---

item code	PM-02562	Vacuum Wet & Dry	
asset category	PM		
unit price	\$799.99	qty	1
cost price	\$799.99	inventory	<input type="checkbox"/>
date purchased	31/08/1999	date modified	23/03/2007
date entered		residual value	\$0.00
expected life	10 yrs		

**detail**

---

make	<input type="text"/>
responsibility	<input type="text"/>
serial#	<input type="text"/>
location	<input type="text"/>
department	<input type="text"/>
Cheque #	<input type="text"/>
comments	Partial disposal of 1 units on 23/3/2007

**financial**

---

depreciation method	CP	dep rate p.a.	10.00 %	annual depreciation	\$0.00
opening book value	\$125.49	dep recovered (loss on disposal)	-\$125.49	capital gain	
closing cost price	\$0.00	accumulated depreciation	\$0.00	closing book value	\$0.00

to be disposed

The remaining two items are still in the asset register, while the one item is marked for disposal separately.

## Exporting Disposal Information to MoneyWorks

Once an item has been disposed, a journal entry may be exported to MoneyWorks.

First, ensure that MoneyWorks is open in the background.

Click on the **Export Disposal to MW** button on the detail screen of the asset (Admin tab). Confirm that you wish to export the relevant information to MoneyWorks.

A moment later (if all has gone well!), a dialog appears advising that the entry is now in MoneyWorks and a message on the detail screen advises you that the export has taken place.

*exported to MW  
on 28/11/2007*

export  
disposal to MW

Check the journal in MoneyWorks:

Account	Account Name	Description	Debit	Credit
7100	Office Equipment	Disposal of asset Resource Trolley :- Reverse out cost price	0.00	413.00
7110	Off. Eq. Accum. ...	Disposal of asset Resource Trolley :- Reverse out accumulated depreciation	413.00	0.00

### *Mechanics of the export*

Date	Type	Detail.Description		
Sale		-ve of		
Date	JN	asset	value	Reverse out Cost Price
Sale		accum	+ve of	
Date	JN	Dep	value	Reverse out Cost Price
Sale		Loss on	-ve of	To realise Loss on Sale/ Depreciation recovered on
Date	JN	Sale	value	sale
Sale		capital	-ve of	
Date	JN	Gain	value	To realise Capital Gain on sale
Sale			+ve of	
Date	JN	Sale Price	value	Reverse Sell value

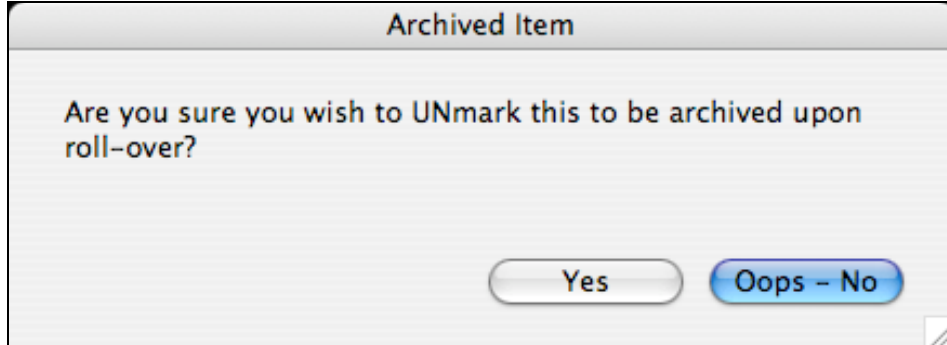
Any lines with a zero or empty value is deleted before exporting to MoneyWorks

### Archiving Assets

Assets are optionally archived (in fact, by default when marking an item to be disposed at roll-over, it is also flagged to be archived).

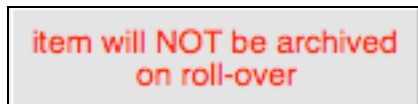
If you don't want to archive an asset on roll-over, click on the button '**this asset WILL be archived on roll-over**' button.

You will be asked to confirm:



click on **Yes** to confirm.

The button will now change text and appearance:



Click on the button again to revert.

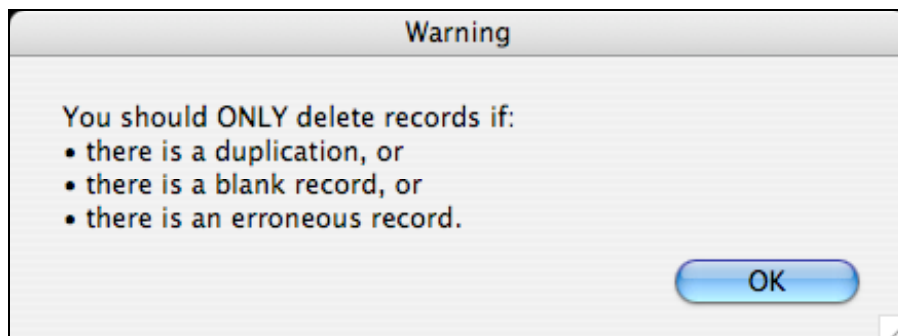
### Deleting Assets

Assets should only be deleted if they were entered in error, are duplicated or there is a blank record.

All other items should be marked for disposal, at which point they will be archived in a separate file for future reference.

Find the appropriate record and show in Detail view. Click on the **Delete** button at the top right of the screen.

You are warned that you should only delete items under certain circumstances:



Click on **OK**.



If you still want to delete the record, click on **Yes**.



## Management Expected Life

While the IRD has specific depreciation rates associated with each category of assets, in some cases Management has guidelines that these same items need replacing at a different rate than the IRD rates may suggest.

As a result, it is possible to store (and report on) a second set of financial figures separate to those used for tax purposes. The replacement schedule and End of Year reports can reflect either these main (IRD) numbers or the management figures.

By default, the numbers are the same as the IRD numbers, but may be altered as required.

Alter the management numbers on the **Management** tab on the Asset detail screen.

The screenshot shows the 'Whiteboards' interface with the following details:

- Whiteboards** (top left): 11-01236 -- 14/02/2006
- Furniture & Fittings 3000** (top right): qty: 2
- Navigation tabs:** Details, Identification, Admin, **Management**, History
- management finances** (section header):
  - depreciation method: **CP**
  - dep rate p.a.: **10.00** %
  - annual depreciation: **\$28.00**
  - opening book value: [empty field]
  - expected life: **10.00**
  - closing cost price: **\$308.01**
  - accumulated depreciation: **\$28.00**
  - closing book value: **\$280.01**

When running the Replacement Report, indicate whether you want to base the list on the IRD numbers or the management numbers:

The dialog box titled 'Replacement Schedule' contains the following text and options:

Do you want to base the replacement on the standard expected life, or the management (adjustable) expected life?

Buttons: **M'ment** (disabled), **Standard** (active)

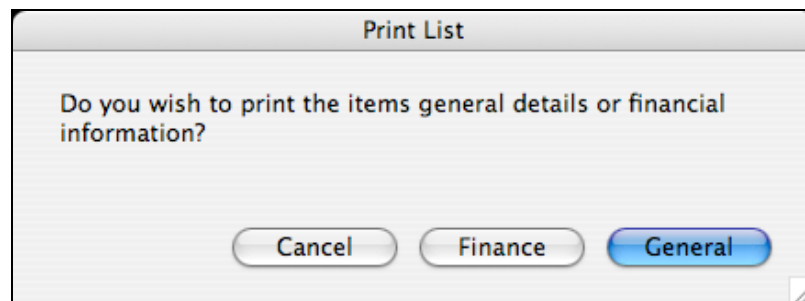
## Printing Lists

Lists of items may be printed by going to the Asset list view. Narrow down the records by doing a search as described in Searching on page 33 if required.

Sort the list according to how you want the sort order to come out on the printed list.

Next, click on the **Print** button at the top of the screen.

Specify whether you want to print general or financial information.



Asset Register for XYZ Company													
for financial year ending 31/12/2007													
asset list (details)													
asset code	date purchased	description	category	qty	location	responsibility	make	serial #	dept	cost price	living book value	comments	
BU-00660	3/4/1997	Alteration to Changing	Buildings	1						\$3420.00	\$698.00		
BU-00662	8/9/1998	Performing Arts Centre	Buildings	1	School Grounds					\$6110.22	\$2030.22		
BU-00751	10.2.1999	Cabing - 3 new classrooms-	Buildings	1					Buildings	\$2513.67	\$666.67		
BU-00826	31/7/2000	Installation of electrical	Buildings	1						\$631.10	\$247.10	IFS Electrical	
BU-01043	22/9/2005	top	Buildings	1						\$7000.00	\$1758.00		
CO-00562	15/3/1995	New Classroom	Cultural	1	School Grounds					\$50320.61	\$8216.61		
CO-00565	8/5/1995	Computer Room	Cultural	1	Between					\$10028.40	\$1678.40		
CO-02604	30/11/1995	Carpet	Cultural	1	Deans Office					\$644.44	\$127.44		
EI-00116	15/11/1991	Library Computer Programme	Computer	1	Learning Centre					\$600.00	\$0.00		
EI-00134	22/8/1991	Data Club Computer	Computer	1	Learning Centre					\$800.00	\$0.00		
EI-00159	27/10/1993	Music Computer Software	Computer	1	Music Room	Liam Ryan			Music	\$1032.00	\$0.00		
EI-00811	1.1.1996	Computer Network	Computer	1						\$2626.42	\$0.00		
EI-00813	31.1.1996	Extra Patch Panels	Computer	1						\$2721.18	\$0.00		
EI-00711	13.1.1999	Computer cabling	Computer	1	Learning Centre				Computer	\$2696.30	\$0.00		
EI-00727	31.1.1999	Power outlets for Computer	Computer	1	Learning Centre				Computer	\$600.00	\$0.00		
EI-00728	1.4.1999	Site Licences-7 Classworks	Computer	7			Apple			\$595.00	\$0.00		
EI-00729	22.4.1999	Site Licence-Filemaker Pro	Computer	1	Finance Dept				Finance	\$720.00	\$0.00		
EI-00730	12.5.1999	Computer Software-4	Computer	4			Apple			\$362.00	\$0.00		
EI-00746	11.12.1999	Computer and telephone	Computer	1					Computer	\$4000.00	\$0.00	Process payment - Bal. \$9,100 paid	
EI-00749	17.12.1999	Computer - Network -	Computer	29		Steven Brown	Apple Mac			\$4000.00	\$0.00		
EI-00750	17.12.1999	Computer - Network -	Computer	5						\$5380.00	\$0.00		
EI-01039	13/8/2005		Computer	1						\$1000.00	\$358.00		
E2-00081	31/7/1999	1 "Commodore" Personal	Computer	1	Learning Centre					\$850.00	\$0.00		
E2-00121	31/8/1992	1 Hard Drive	Computer	1	Learning Centre				Computer	\$667.00	\$0.00		
E2-00140	24/9/1991	Hard Drive for Computer	Computer	1	Learning Centre					\$750.00	\$0.00		
E2-00148	25/4/1991	Printer	Computer	1	Learning Centre	Pupils		TJ 10912DR		\$84.00	\$0.00		
E2-00149	31/7/1999	3 "Panasonic" Printers	Computer	3	Learning Centre					\$900.00	\$0.00		
E2-00167	25/5/1992	2 Sekona Printers	Computer	2	Learning Centre					\$1190.00	\$0.00		
E2-00179	31/7/1999	1 "Xerox" Printer	Computer	1	Learning Centre					\$7800.00	\$0.00		
E2-00188		Deskender Printer	Computer	1	Office			3014850196		\$1900.00	\$0.00		
E2-00196	25/11/1991	Computer - Library	Computer	1	Learning Centre					\$1705.00	\$0.00		

or

# SumWare Asset Register

Asset Register for XYZ Company for financial year ending 31/12/2007 asset list (\$)																				
item code	date purchased	description	category	opening cost	opening accumulated depreciation	opening book value	addition value	addition date	disposal value	disposal date	day received	capital gain on disposal	closing cost price	day sold	annual dep.	closing net book value	closing book value	net book value	asset code	asset code
BU-0060	24/1/1997	Alteration to Changing Rooms	Buildings	3420.00	2251.00	1069.00	0.00						3420.00	5.0	171.00	2522.00	898.00	0.00	2K30	BU
BU-0092	8/9/1998	Performing Arts Centre	Buildings	6110.22	3774.00	2336.22	0.00						6110.22	5.0	306.00	4080.00	2036.22	0.00	2K30	BU
BU-00751	10.2.1999	Cabling - 3 new classrooms	Buildings	2513.67	1501.00	1012.67	0.00						2513.67	5.0	126.00	1627.00	886.67	0.00		BU
BU-00826	31/1/2000	Installation of electrical	Buildings	631.10	352.00	279.10	0.00						631.10	5.0	32.00	364.00	247.10	0.00	2K32	BU
BU-01043	22/9/2005	test	Buildings	1000.00	217.00	783.00	0.00						1000.00	5.0	50.00	267.00	733.00	0.00		BU
CC-0352	15/3/1995	New Classroom	Cultural Centre	5250.61	41578.00	16942.61	0.00						5250.61	5.0	2626.00	4924.00	8316.61	0.00		CC
CC-0355	8/5/1995	Computer Room	Cultural Centre	10228.40	7949.00	2179.40	0.00						10228.40	5.0	501.00	8300.00	1678.40	0.00		CC
CC-0364	30/11/1995	Carpet	Cultural Centre	644.44	485.00	159.44	0.00						644.44	5.0	32.00	517.00	127.44	0.00		CC
CE1-00118	15/11/1991	Library Computer Programme	Computer Equipment	500.00	500.00	0.00	0.00						500.00	10.0	0.00	500.00	0.00			CE1
CE1-00134	22/6/1991	Sea Club Computer Software	Computer Equipment	690.00	690.00	0.00	0.00						690.00	10.0	0.00	690.00	0.00			CE1
CE1-00159	27/10/1990	Music Computer Software	Computer Equipment	1032.00	1032.00	0.00	0.00						1032.00	10.0	0.00	1032.00	0.00			CE1
CE1-00611	1.1.1995	Computer Network	Computer Equipment	5826.42	5826.42	0.00	0.00						5826.42	10.0	0.00	5826.42	0.00	0.00		CE1
CE1-00613	31.1.1996	Data Patch Panel Computer Network & Cable	Computer Equipment	2721.16	2721.16	0.00	0.00						2721.16	10.0	0.00	2721.16	0.00	0.00		CE1
CE1-00711	13.1.1999	Computer cabling	Computer Equipment	2686.30	2686.30	0.00	0.00						2686.30	10.0	0.00	2686.30	0.00	0.00		CE1
CE1-00727	31.1.1999	Power outlets for Computer Equipment	Computer Equipment	500.00	500.00	0.00	0.00						500.00	10.0	0.00	500.00	0.00	0.00		CE1
CE1-00728	1.4.1999	Site Licence-7	Computer Equipment	295.00	295.00	0.00	0.00						295.00	10.0	0.00	295.00	0.00	0.00		CE1
CE1-00729	22.4.1999	Site Licence-Transfer prog	Computer Equipment	720.00	720.00	0.00	0.00						720.00	10.0	0.00	720.00	0.00	0.00		CE1
CE1-00730	12.5.1999	Computer Software-4 Applications 3.0	Computer Equipment	352.00	352.00	0.00	0.00						352.00	10.0	0.00	352.00	0.00	0.00		CE1
CE1-00748	11.12.1999	Computer and telephone cabling for Network	Computer Equipment	4000.00	4000.00	0.00	0.00						4000.00	10.0	0.00	4000.00	0.00	0.00		CE1
CE1-00749	17.12.1999	Computer - Network Ethernet cards	Computer Equipment	4030.00	4030.00	0.00	0.00						4030.00	10.0	0.00	4030.00	0.00	0.00		CE1

Printed 23/6/2003

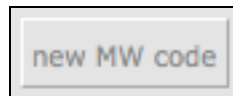
Page 1

## Coding to MoneyWorks export codes

In some cases you may wish to assign portions of an asset's cost to different export codes for MoneyWorks.

Once the item has been entered, and details have been filled out, go to the **Admin** tab in the Detail view.

Click on the **new MW exp** button in the asset and export codes section.



A line appear in the portal to the right of the button with the cost of the item already pre-entered. Enter the MoneyWorks code and change the amount if required.

Any subsequent items entered automatically pre-enter the outstanding amount.

The total allocated amount will appear in red until the entire purchase price has been allocated.

MW code	amount
<input type="text"/>	\$2000.00
total allocated	
	\$2000

Repeat until the cost price matches the sum of the allocations.

## Archived Assets

Once items are rolled-over and archived, the items are sent to the Archived Assets file.

Note that the colour distinguishes the assets file from the archived asset file.

ARCHIVED ASSETS				
item code	date disposed	description	category	location
BU01867	22/9/2005	Staffroom Alterartions	Buildings	
BU01868	22/9/2005	Office Alterartions	Buildings	

Click on a record to view a record in Detail view:

delete asset
Archived Assets

Details
History

item code  
**BU01868**

category  
**BU Buildings**

description  
**Office Alterartions**

date purchased  
**31/3/1997**

inventory

**financial**

cost price:     quantity:

residual value:

depreciation method:     dep rate p.a.:

**details**

make:

responsibility:

serial#:

location:

comments:

**disposal**

net sale price:     date disposal:

disposal reason:     accumulated depreciation:

## Asset Categories

Asset categories group certain types of assets together; they may *tend* to have the same depreciation methods and rates, and they will always have the same MoneyWorks codes for purposes of depreciation, capital gain, etc.

You can also group categories together using the Category Group field; the programme allows reporting on the category grouping rather than Asset Category in the General Ledger.

For example, you may have several buildings which each have Furniture and Fittings. Each might have its own MoneyWorks codes to separate the cost for each building. However, if you describe each as 'Furniture & Fittings' in the Category Group field, you can choose to report at end of year on either the individual buildings (i.e. by Asset Category) or overall (by Category Group).

To add a new category, on the Main Menu click on the **Asset Categories** button.

	code	description	depreciation type	category	expected life	depreciation
1	BU	Buildings	CP	Buildings and Fixtures	20 yrs	5.00 %
2	CE	Computer Equipment	CP	Computer Equipment	5 yrs	20.00 %
3	FF	Furniture	CP	Furniture and Fittings	10 yrs	10.00 %

A list of categories appears. Click on an asset category to view details:

The screenshot shows the 'Asset Categories' interface for 'Buildings'. At the top, there is a navigation bar with a home icon, a menu icon, and navigation arrows. The title 'Asset Categories' is centered, and on the right, there are buttons for 'new category' and 'show all assets this category'. Below the navigation bar, the main title 'Buildings' is displayed. A 'Details' tab is active, showing a form with the following fields:

- asset category: BU Buildings
- dep type: CP
- dep rate: 25.00%
- expected life: 4 yrs
- total monthly depreciation for Buildings: \$852.75

On the right side, under 'MW codes', there are several input fields:

- asset cost code: [ ]
- asset accumulated depreciation code: 1204
- loss on sale / depreciation recovered / capital gain on sale: [ ]
- depreciation expense code: 1251

### Adding a category

On the Asset Category detail screen, click on the **new category** button. Enter a unique code and fill in the rest of the information.

The depreciation type and rates are *default* values only, and may be overridden for individual assets.

Enter the fields (except the *expected life* and *total depreciation*, as these are calculated).

### Finding asset categories

Use the **Find** button to search for particular categories:

**Find Asset Category**

asset code	CE
description	

category	
depreciation method	

### MoneyWorks codes

You can choose to automatically create monthly or annual depreciation journal entries in MoneyWorks for each asset category.

Note: the FMtoMW.imp0 import map and the MoneyWorks plug-in must be installed correctly for this feature to be available. See 'Installation' earlier in this document.

In order to do this, each asset category must have valid MoneyWorks codes matching account in your MoneyWorks document.

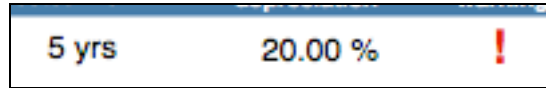
**MW codes**

---

asset cost code	1234
asset accumulated depreciation code	1235
loss on sale / depreciation recovered	1236
capital gain on sale	1237
depreciation expense code	1238

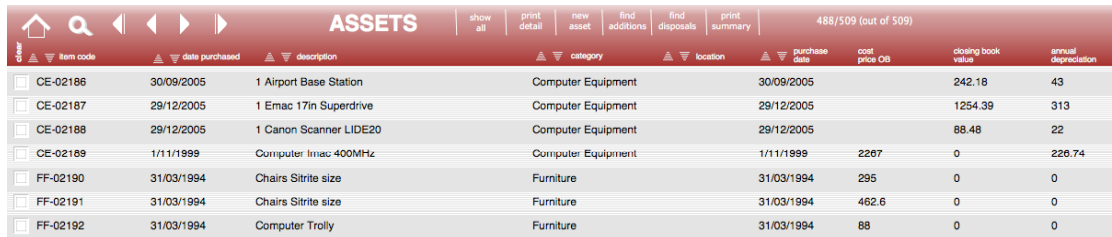
If the MW codes for an asset category are incomplete, a red exclamation mark in the list view will alert you to this.

## SumWare Asset Register



### Showing assets with an Asset Category

Search for the Asset Categories as per above, then, in the category list view, click on the **show all assets these categories** button.



A screenshot of the ASSETS list view in SumWare Asset Register. The table displays a list of assets with columns for item code, date purchased, description, category, location, purchase date, cost price OB, closing book value, and annual depreciation. The table shows 6 rows of data.

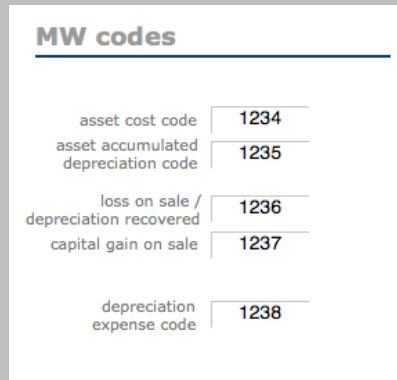
item code	date purchased	description	category	location	purchase date	cost price OB	closing book value	annual depreciation
CE-02186	30/09/2005	1 Airport Base Station	Computer Equipment		30/09/2005		242.18	43
CE-02187	29/12/2005	1 Emac 17in Superdrive	Computer Equipment		29/12/2005		1254.39	313
CE-02188	29/12/2005	1 Canon Scanner LIDE20	Computer Equipment		29/12/2005		88.48	22
CE-02189	1/11/1999	Computer IImac 400MHz	Computer Equipment		1/11/1999	2267	0	226.74
FF-02190	31/03/1994	Chairs Sitrite size	Furniture		31/03/1994	295	0	0
FF-02191	31/03/1994	Chairs Sitrite size	Furniture		31/03/1994	462.6	0	0
FF-02192	31/03/1994	Computer Trolley	Furniture		31/03/1994	88	0	0

if nothing appears to happen, there are no assets with the categories specified.

## Export Depreciation to MoneyWorks

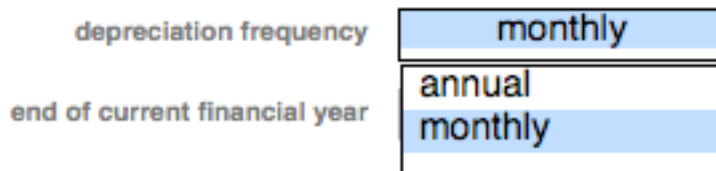
Depreciation can be exported to MoneyWorks either by month or by year.

Note: each asset category must have valid MoneyWorks codes entered against it.



MW codes	
asset cost code	1234
asset accumulated depreciation code	1235
loss on sale / depreciation recovered	1236
capital gain on sale	1237
depreciation expense code	1238

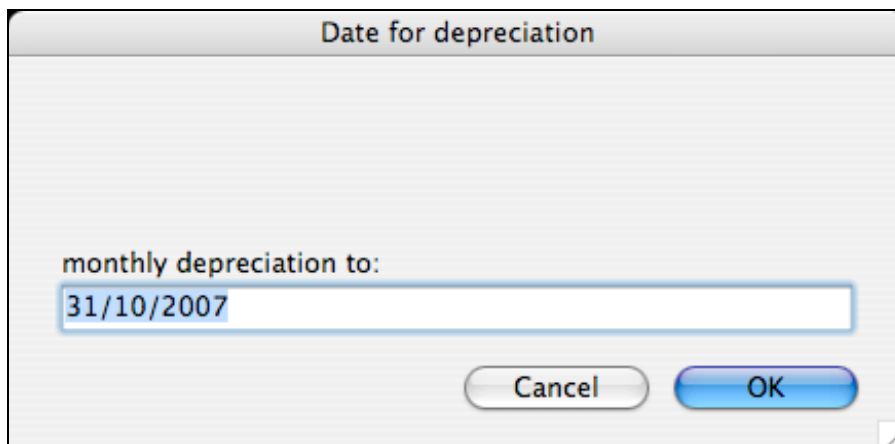
To change this setting, go to the Preferences screen and click on the depreciation frequency:



depreciation frequency	monthly
end of current financial year	annual monthly

click on the **Export monthly/annual depreciation to MoneyWorks** button.

Confirm the action and enter the end date of the month to exported.



Date for depreciation

monthly depreciation to:

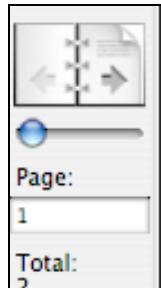
31/10/2007

Cancel OK

## Reports

From the Main Menu, click on the **Reports** button.

Each of the reports may span across multiple pages when being viewed. To view further pages, use the book icon at the top left:



Click on the **Continue** button, and choose to **Print** or **Cancel** according to your requirements.

Zoom out or in of reports by clicking on the respective 'mountain' buttons at the bottom left of the screen.



### Additions Report

Includes all items that have been added to the Asset Register since the last time there was a roll-over.

Click on the **Additions Report** button.

Asset Register for XYZ Company								
for financial year ending 31/12/2005								
asset additions								
Computer Equipment								
code	description	addition value	addition date	dep rate pa	annual depreciation	closing accumulated depreciation	closing book value	residual value
CE3-00000	monitors	\$4,000.00	23/9/2005	13.54%	\$542.00		\$3,458.00	\$0.00
		<b>\$4,000.00</b>			<b>\$542.00</b>	<b>\$3,458.00</b>	<b>\$3,458.00</b>	

### Disposal Report

All items marked for disposal.

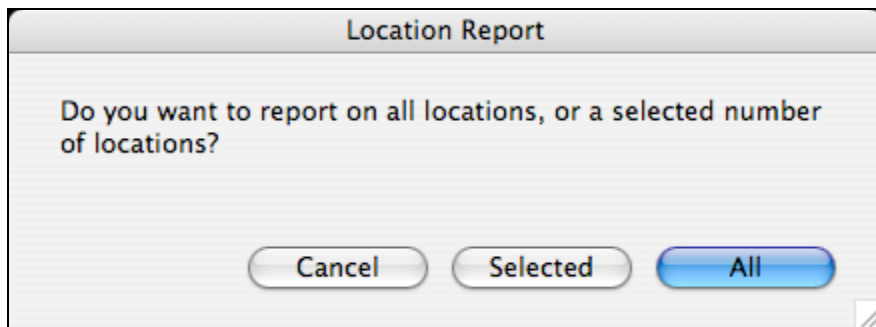
Click on the **Disposal Report** button.

## SumWare Asset Register

Asset Register for XYZ Company													
for financial year ending 31/12/2005													
disposals													
Computer Equipment													
code	description	date purchased	opening cost price	opening accumulated depreciation	opening book value	addition value	addition date	disposal value	disposal date	depreciation recovered loss on disposal	capital gain on disposal	closing cost price	disposal method
CE1-00147	Apple Stylewriter Printer	24/2/1993	835.00	\$835.00	\$0.00	\$0.00				23/9/2005			stolen
CE1-00212	Computer	31/12/1989	2,782.00	\$2,782.00	\$0.00	\$0.00				23/9/2005			written off
			<b>3,617.00</b>	<b>\$3,617.00</b>	<b>\$0.00</b>	<b>\$0.00</b>							

### Location / Responsibility / Department Reports

These all work in a similar manner, and require you to specify whether the report should include all or selected locations / responsibilities / departments:



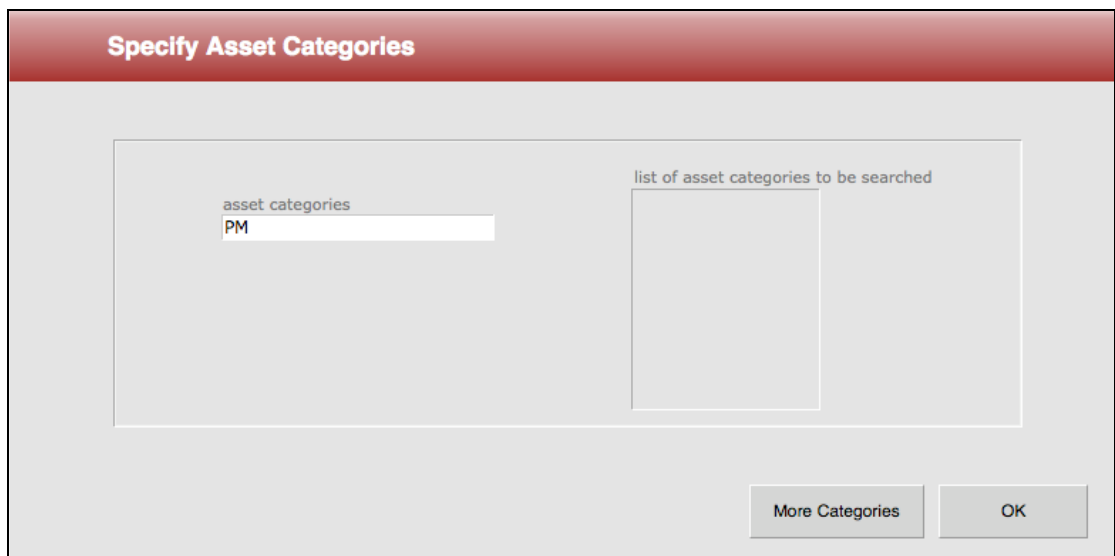
Location Report

Do you want to report on all locations, or a selected number of locations?

Cancel Selected All

If you choose **ALL**, you will go directly to the report screen (this may take a few seconds where the asset register holds a large number of items).

If you choose **Selected**, you will be asked to specify which categories you wish to include:



Specify Asset Categories

asset categories

PM

list of asset categories to be searched

More Categories OK

Choose the location (in this example), and if you wish to include multiple locations, click on the **More Locations** button. Locations

previously chosen will appear in the grey box to remind you what you have already requested.

Click on the **OK** button when you have chosen all the locations (/ responsibilities / departments).

Asset Register for XYZ Company									
for financial year ending 31/12/2005									
location report									
<b>Music Department</b>									
code	description	purchase date	purchase price	department	responsibility	make	asset category	serial #	comments
SF1-00123	1 DAC800 Amplifier	30/1/1992	577.78	Music			School Furniture &	2480640	
			<b>577.78</b>						
<b>Music Room</b>									
code	description	purchase date	purchase price	department	responsibility	make	asset category	serial #	comments
CE1-00159	Music Computer Software	27/10/1993	1,032.00	Music	Liam Ryan		Computer Equipment		
CE2-00857	PC Pentium 3 866MHz	15/12/2000	2,551.11				Computer Equipment	SN# IN1701151200	PB Tech Ltd
CE2-00858	IBM 20Gb Hard Drive	20/12/2000	373.33		Carl Rayner	IBM	Computer Equipment		PB Tech Ltd
CE2-00859	HP DC RW	20/12/2000	448.56		Carl Rayner	HP	Computer Equipment		PB Tech Ltd
CE2-00863	PC Pentium 3 500 Computer	13/1/2000	1,405.33				Computer Equipment	SN# IN1701151200	PB Tech Ltd
CE2-00876	EP-7 Digital Piano (Second	8/5/2000	500.00		Carl Rayner	Roland	Computer Equipment	AC41803	D Trembach, Retoria
SF1-00008	1 Piano Stool	31/12/1999	60.00				School Furniture &		

### Replacement List

Note: this report includes only items depreciated using the CP method.

Replacement Schedule

note: this list only includes items that have a CP depreciation type

enter year

2010

2007

2008

2009

2010

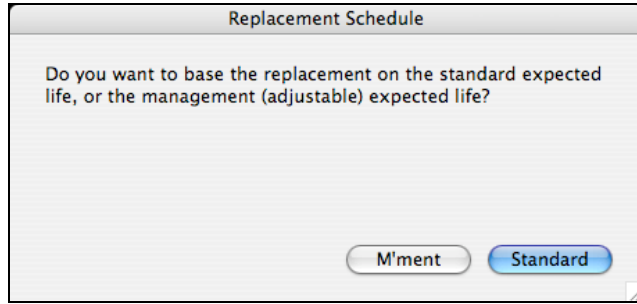
2011

2012

Cancel

OK

Choose the year for which you want to see a list of items due for replacement. Specify whether you want a replacement list based on the IRD depreciation rates or the management values.



A list of items together with date due for replacement appears.

Replacement Schedule for 2010							
code	description	date purchased	unit price	qty	cost price	residual value	due for replacement
AUV-00027	4 x Sony CD Recorders	28/02/2005					28/2/2010
AUV-00028	2 xKodak Digital Cameras	31/03/2005					31/3/2010
AUV-00029	1 Kodak Digita; Camera	31/03/2005					31/3/2010
AUV-00030	LGV9 VCR/DVD Combo Player	30/09/2005					30/9/2010
AUV-00032	Caliphone PA300 + Mounting	30/09/2005					30/9/2010

### Monthly / Quarterly Report

**IMPORTANT!** This report runs on the current found set of assets. Make sure you do your search in the asset screen before running this report.

Note that the Monthly report requires A3 paper, so only print this report if you have this size available.

Click on the Monthly or Quarterly Report button and specify the month (or quarter) you wish to report to.

**YTD Depreciation**

enter period

- 1 January
- 2 February
- 3 March
- 4 April
- 5 May
- 6 June
- 7 July
- 8 August
- 9 September
- 10 October
- 11 November
- 12 December

Cancel OK

**fixed asset depreciation schedule**

nu. name of asset	cost	begln dep.	depreciation/year rate of dep	amount	the previous year (2006)			the current year (2007)												up to (2007)					
					depreciation 2006	accumulated	net value 31/12/2006	Jan-07	Feb-07	Mar-07	Apr-07	May-07	Jun-07	Jul-07	Aug-07	Sep-07	Oct-07	Nov-07	Dec-07	total 2007	accumulated depreciation	net value 31/12/2006			
13-00027 Piano	4352	Dec-90	10.0%	0	0	4352	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4352	0
13-00034 Electronic Organ	1900	Dec-90	10.0%	0	0	1900	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1900	0
13-00038 Misc sound equipment	1560	Dec-90	10.0%	0	0	1560	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1560	0
13-00039 Orchestral music sets	907	Dec-90	10.0%	0	0	907	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	907	0

### MoneyWorks Expense Report

As new assets are added to the register, you may wish to code them against multiple MoneyWorks codes for reconciliation purposes. For more information, see MoneyWorks Export codes on page 33.

This report only includes *additions*.

Click on the **MoneyWorks Exp Reconciliation** button.

<b>Asset Register for XYZ Company</b>			
for financial year ending 31/12/2005			
MoneyWorks expense codes			
<b>44</b>	<b>CE3 Computer Equipment</b>		
	<i>description</i>	<i>amount</i>	<i>item code</i>
	monitors	\$2,000.00	CE3-00000
		<b>\$2,000.00</b>	23/9/2005
<b>55</b>	<b>CE3 Computer Equipment</b>		
	<i>description</i>	<i>amount</i>	<i>item code</i>
	monitors	\$2,000.00	CE3-00000
		<b>\$2,000.00</b>	23/9/2005
		<b>\$4,000.00</b>	

**Year to Date Report**

Choose the month to which you wish to report:

**YTD Depreciation**

enter period

11	November
----	----------

- 1 January
- 2 February
- 3 March
- 4 April
- 5 May
- 6 June
- 7 July
- 8 August
- 9 September
- 10 October
- 11 November
- 12 December

Cancel

OK

and as above, specify whether you wish to report on all or only some asset categories. A 'this month' and 'YTD depreciation' column is displayed as part of this report.

## SumWare Asset Register

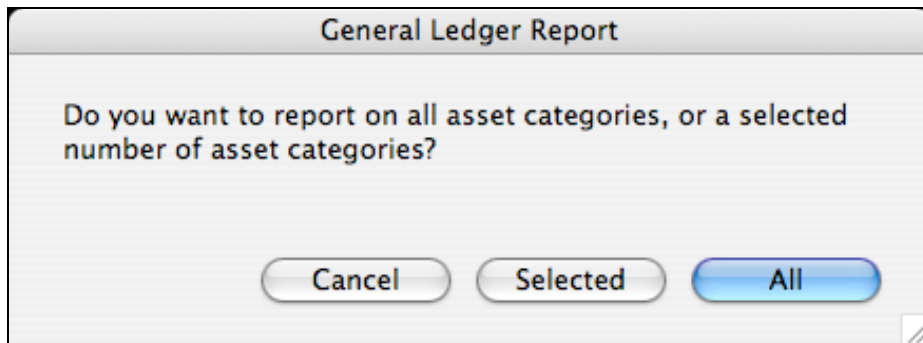
Asset Register for SumWare Consulting												
YTD Calculation to November												
	opening cost price	opening accumulated depreciation	opening book value	addition value	disposal value	depreciation recovered (loss on disposal)	capital gain on disposal	closing cost price	this month dep'n	YTD depreciation	closing accumulated depreciation	closing book value
				15,019.38				15,019.38	0.00	0.00	0.00	15,019.38
Buildings	256,841.45	78,561.48	178,279.97	0.00	200.00	-663.40		255,833.85	852.75	9,380.25	88,650.28	167,183.57
Computer Equipment	286,727.75	228,007.41	58,720.34	34,376.11	106.00			284,796.36	2,345.72	25,802.92	219,848.55	64,947.81
Classroom Furniture	190,436.57	102,118.88	88,317.69	66,251.14	10.00	10.00		256,267.71	1,131.02	12,441.19	115,271.09	140,996.62
Grounds Equipment	81,924.16	51,293.04	30,631.12	22,209.43				104,133.59	893.61	9,829.72	62,016.37	42,117.22
Library	89,864.96	44,688.96	45,176.00	8,671.46	0.00	-5,260.52		88,068.44	506.08	5,566.92	45,554.50	42,513.94
Office Equipment	103,042.06	65,782.94	37,259.12	23,669.61	100.00	100.00		123,235.66	1,135.34	12,488.73	75,931.00	47,304.66
Office Furniture	32,589.38	20,217.63	12,371.75	0.00	5.00	-13.59		32,467.38	168.13	1,849.45	22,131.80	10,335.58
	<b>1,041,426.33</b>	<b>590,670.34</b>	<b>450,755.99</b>	<b>170,197.13</b>	<b>421.00</b>	<b>-5,721.51</b>		<b>1,159,822.37</b>	<b>7,032.65</b>	<b>77,359.18</b>	<b>629,403.59</b>	<b>530,418.78</b>

printed 28/11/2007 page 1

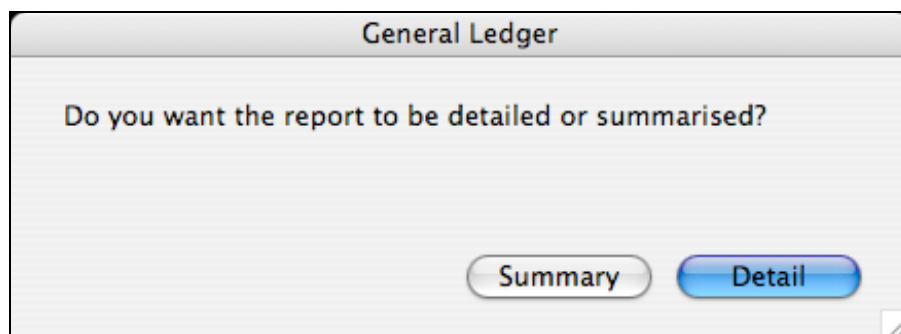
### End of Year Report

The End of Year report (or ledger) can be shown as a summary or in detail and may cover all or only selected categories.

Click on the **End of Year Report** button.



If you choose **All**, the screen will display all items in the Asset Register. This may take a few moments if there are a large number of records.



Choose your required option.

If you choose the Summary option, you can also choose to report by asset categories, or the Group categories.

SumWare Asset Register

Asset Register for XYZ Company for financial year ending 31/12/2005 general ledger																
Computer Equipment																
code	description	date purchased	opening cost price	opening accumulated depreciation	opening book value	addition value	addition date	disposal value	disposal date	depreciation recovered (less on disposal)	capital gain on disposal	closing cost price	net annual depreciation	closing accumulated depreciation	closing book value	
CE1-00118	Library Computer Programme	15/1/1991	500.00	500.00	0.00	0.00						500.00	10.00	\$0.00	500.00	0.00
CE1-00134	Data Cub Computer	22/8/1991	680.00	680.00	0.00	0.00						680.00	10.00	\$0.00	680.00	0.00
CE1-00147	Apple Stylewriter Printer	24/2/1993	835.00	835.00	0.00	0.00		23/9/2005				10.00	\$0.00	0.00	0.00	0.00
CE1-00139	Music Computer Software	27/10/1993	1,032.00	1,032.00	0.00	0.00						1,032.00	10.00	\$0.00	1,032.00	0.00
CE1-00212	Computer	31/12/1989	2,782.00	2,782.00	0.00	0.00			23/9/2005			10.00	\$0.00	0.00	0.00	0.00
CE1-00225	1 Macintosh Personal	31/12/1989	4,600.00	4,600.00	0.00	0.00						4,600.00	10.00	\$0.00	4,600.00	0.00
CE1-00596	Cabling - Network	27/10/1995	13,890.12	13,890.12	0.00	0.00						13,890.12	10.00	\$0.00	13,890.12	0.00
CE1-00611	Computer Network	1.1.1996	5,826.42	5,826.42	0.00	0.00						5,826.42	10.00	\$0.00	5,826.42	0.00
CE1-00613	Extra Patch Panels Computer	31.1.1996	2,721.16	2,721.16	0.00	0.00						2,721.16	10.00	\$0.00	2,721.16	0.00
CE1-00711	Computer cabling	13.1.1999	2,686.30	2,686.30	0.00	0.00						2,686.30	10.00	\$0.00	2,686.30	0.00
CE1-00727	Power outlets for Computer	31.1.1999	500.00	500.00	0.00	0.00						500.00	10.00	\$0.00	500.00	0.00
CE1-00728	Site Licences-7 Clarisworks	1.4.1999	295.00	292.00	3.00	0.00						295.00	10.00	\$3.00	295.00	0.00
CE1-00729	Site Licences-Filemaker Pro	22.4.1999	720.00	702.00	18.00	0.00						720.00	10.00	\$18.00	720.00	0.00
CE1-00730	Computer Software-4	12.5.1999	352.00	338.00	14.00	0.00						352.00	10.00	\$14.00	352.00	0.00
CE1-00748	Computer and telephone	11.12.1999	4,000.00	3,633.00	367.00	0.00						4,000.00	10.00	\$367.00	4,000.00	0.00
CE1-00749	Computer - Network -	17.12.1999	4,030.00	3,661.00	369.00	0.00						4,030.00	10.00	\$369.00	4,030.00	0.00
CE1-00750	Computer - Network -	17.12.1999	5,330.00	4,941.00	489.00	0.00						5,330.00	10.00	\$489.00	5,330.00	0.00
CE1-01039		13/8/2005	1,000.00	942.00	58.00	0.00						1,000.00	10.00	\$100.00	442.00	558.00
			<b>51,780.00</b>	<b>49,862.00</b>	<b>1,918.00</b>	<b>0.00</b>						<b>48,163.00</b>	<b>1,360.00</b>	<b>47,605.00</b>	<b>558.00</b>	

or

Asset Register for XYZ Company for financial year ending 31/12/2005 general ledger														
	opening cost price	opening accumulated depreciation	opening book value	addition value	disposal value	depreciation recovered (less on disposal)	capital gain on disposal	closing cost price	annual depreciation	closing accumulated depreciation	closing book value			
Computer Equipment	51,780.00	49,862.00	1,918.00	0.00				48,163.00	1,360.00	47,605.00	558.00			
Computer Equipment	480,632.36	480,632.36	0.00	0.00				480,632.36	0.00	480,632.36	0.00			
Computer Equipment	1,328.89	1,328.89	0.00	4,000.00				5,328.89	542.00	1,870.89	3,458.00			
	<b>533,741.25</b>	<b>531,823.25</b>	<b>1,918.00</b>	<b>4,000.00</b>				<b>534,124.25</b>	<b>1,902.00</b>	<b>530,108.25</b>	<b>4,016.00</b>			

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## Roll Over

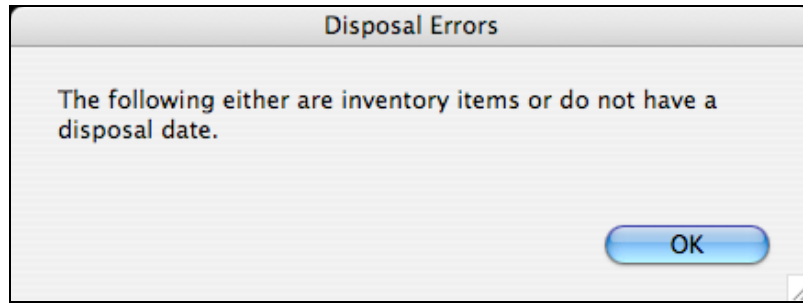
The following is a check list before you perform a roll-over:

1. Enter all data relevant to the financial year
2. Check for disposal errors
3. Back up your files to a CD
4. Check your last roll-over date – is it correct?

Once you have ensured that all data has been entered and checked, on the Main Menu, click on the **Roll Over** button.



Click on the **Disposal Errors** button. If there are any items without a disposal date, or inventory items marked for disposal, they will be displayed:



Item code	date purchased	description	category	qty	location
CE1-00225	31/12/1989	1 Macintosh Personal Computer with Mouse	Computer Equipment	1	Office
CE1-00596	27/10/1995	Cabling - Network	Computer Equipment	1	

You can now make the necessary changes and return to the Roll Over menu.

Click on the **Check List** button.

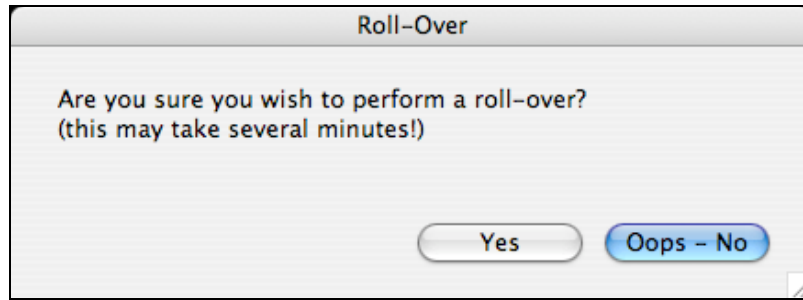


Check off each item once you have completed them.

This is a VERY good time to quit the Asset Register and back up your files! See Backing Up on page 52 below.

Start the Asset Register again and click on the **Roll Over** button again.

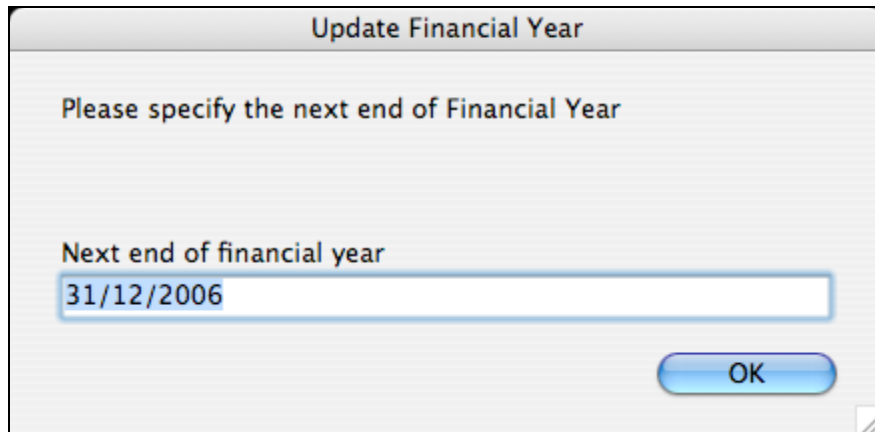
Click on **3. Roll Over**. You get a last chance to change your mind.



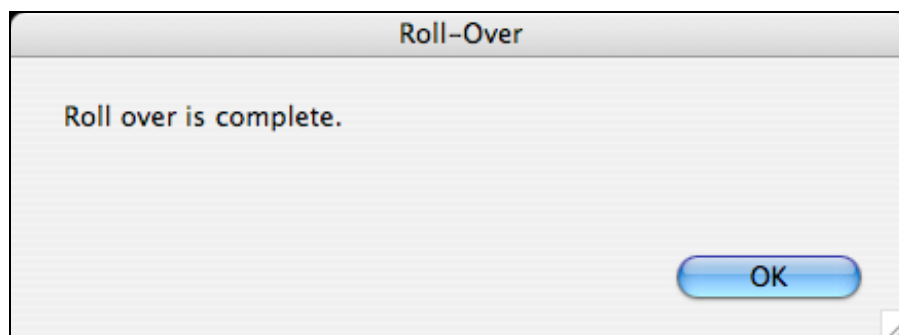
Click on **Yes** if you want to go ahead. A warning appears that the process may take a few minutes depending on the size of your register.

**IMPORTANT!! DO NOT INTERRUPT THIS PROCESS!!**

A dialog box asking for the end of the next financial year appears;



Roll over is now complete.



The previous year's opening and closing balances and depreciation are copied into the assets' history files for future reference:

# SumWare Asset Register

item code	asset category	description		date purchased	inventory
CE3-00000	CE3	Computer Equipment	monitors	23/9/2005	<input type="checkbox"/>

history				
end of year	open	close	depreciation	
31/12/2005		\$3,458.00	\$542.00	

## Backing Up

This probably should be at the start of this manual! Frequent backups are essential in case of corruption of the files, theft/fire, etc.

Back ups should be easy (else they won't happen), regular and kept away from the computer. CDs, especially the rewriteable ones are a good option, as are the USB sticks now available at very reasonable prices.

Keep multiple back ups! If you back up every week, say, keep 4 back ups; one for each week.

Week 1 → back up to disk 1

Week 2 → back up to disk 2

Week 3 → back up to disk 3

Week 4 → back up to disk 4

Week 5 → back up to disk 1

This way you have a leap frog system which will save your bacon if all goes awry.

To back up, QUIT THE ASSET REGISTER FIRST!!!

Copy the entire Asset Register to your back up media (this should take 10 or 20 seconds; if it appears to be instantaneous, you may well be backing up a short cut; not much good when it comes to restoring).

Take your back up away from your computer; off site.