



# **SumWare Asset Register**

## **User Guide**

20 November 2007

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## TABLE OF CONTENTS

<b>Introduction</b>	<b>4</b>
<b>Installation</b>	<b>5</b>
<b>Getting Started</b>	<b>6</b>
Main Menu	6
Removing Demo Data	10
<b>General Tips</b>	<b>11</b>
Shortcuts and buttons	11
Detail views vs list views	11
Moving between fields	12
Pop-up Lists and Auto complete	12
Entering Dates	12
Found Set	13
<b>Preferences</b>	<b>15</b>
Registration	15
Reports to Excel	16
Change End of Year	17
Custom Fields	17
<b>Adding New Assets</b>	<b>20</b>
<b>Editing Existing Assets</b>	<b>24</b>
<b>Disposing Assets</b>	<b>25</b>
Marking for Disposal	25
Partial Disposals	25
Archiving Assets	27
Deleting Assets	27
<b>Searching for Assets</b>	<b>29</b>
<b>Printing Lists</b>	<b>30</b>
<b>Coding to MoneyWorks export codes</b>	<b>32</b>
<b>Archived Assets</b>	<b>33</b>
<b>Asset Categories</b>	<b>34</b>
Adding a category	34
Finding asset categories	34
Showing assets with a Asset Category	34
<b>Reports</b>	<b>36</b>
Additions Report	36
Disposal Report	37
Location / Responsibility / Department Reports	37
MoneyWorks Expense Report	38
End of Year Report	40

<i>Roll Over</i>	<u>42</u>
<i>Backing Up</i>	<u>46</u>

## Introduction

The SumWare Asset Register is designed for small businesses and schools with a focus on keeping the processes as clear and simple as possible.

It also is designed to have a level of integration with MoneyWorks. 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.

## Getting Started

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



Asset Register.exe

or



Asset Register.app

You will be asked for an account and password.

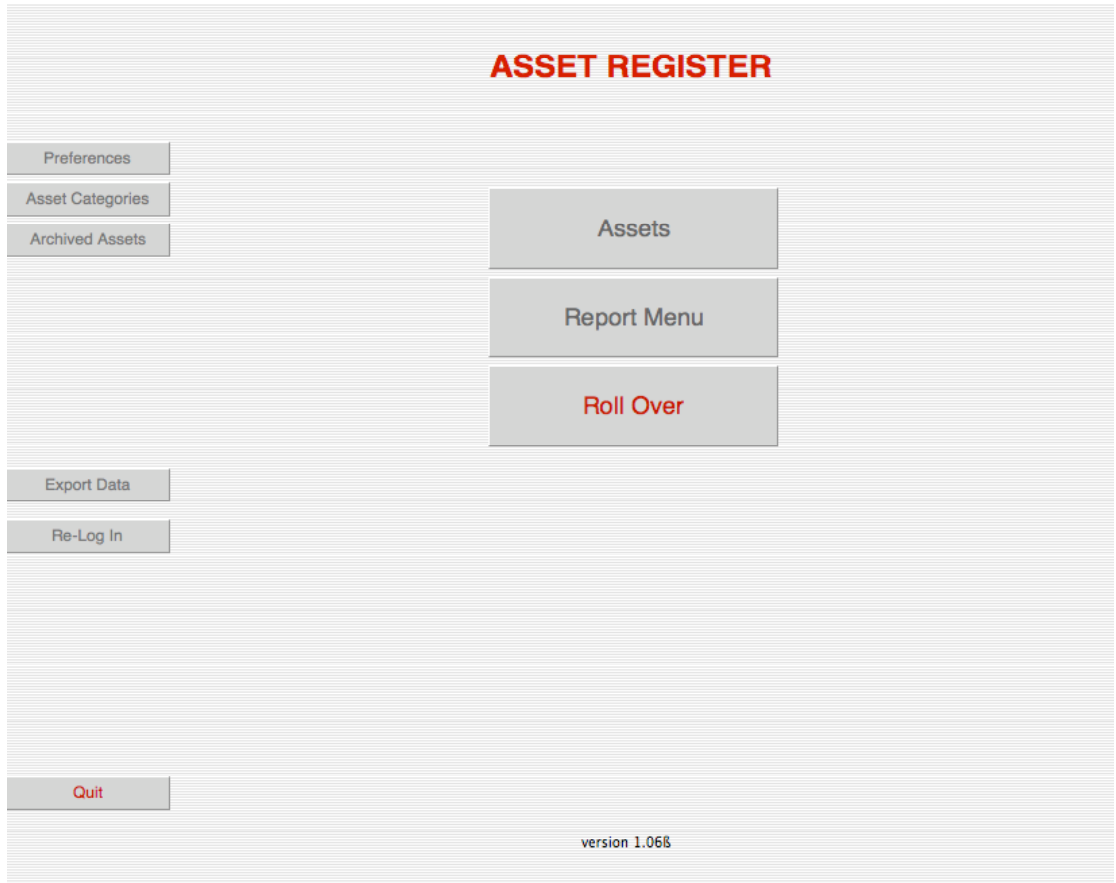
There are two levels of passwording;

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

You are able to change the passwords.

### Main Menu

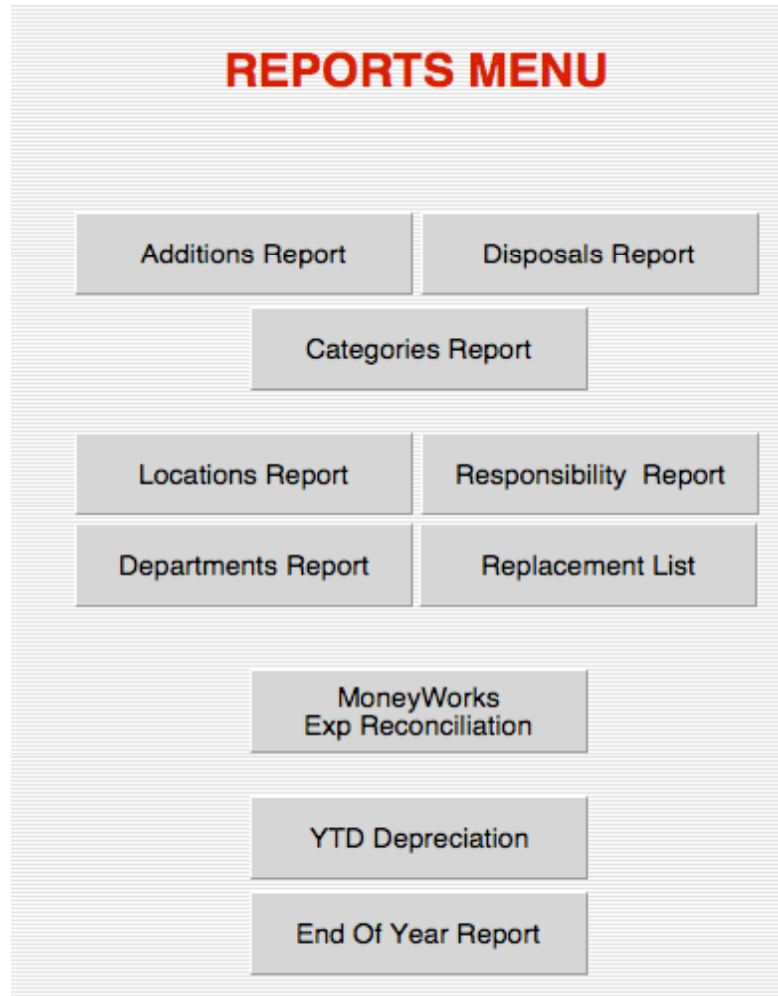
You will now see the Main Menu



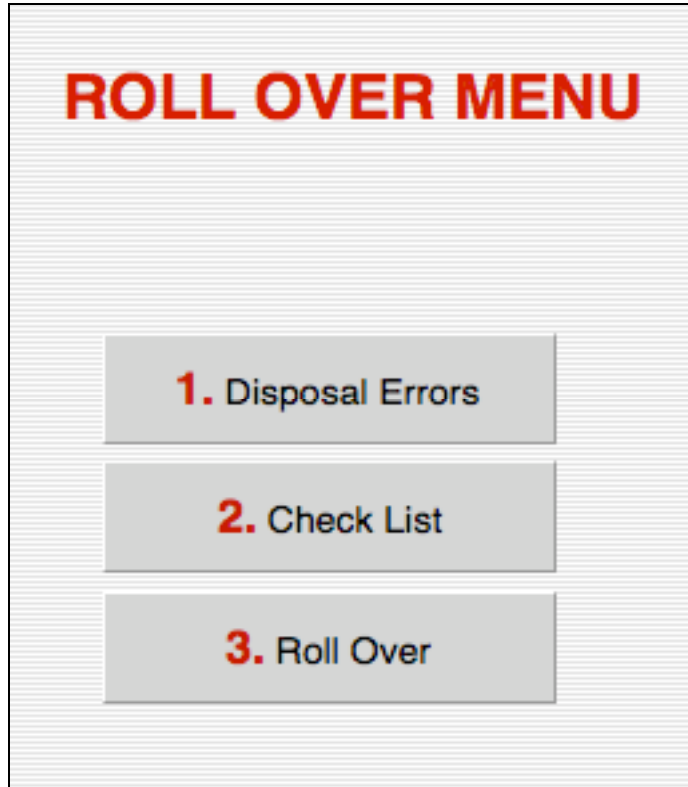
**Assets** will take you to the list of assets currently stored

ASSETS									
484/509 (out of 509)									
item code	date purchased	description	category	location	purchase date	cost price OB	closing book value	annual depreciation	
CE-02122	31/07/1999	Printer Epson Stylus	Computer Equipment		31/07/1999	540	0	0	
CE-02123	31/07/1999	Printer Epson Stylus	Computer Equipment		31/07/1999	540	0	0	
CE-02124	30/10/1999	Computer ibook 366	Computer Equipment		30/10/1999	4013	0	0	
CE-02125	30/10/1999	Computer ibook 366	Computer Equipment		30/10/1999	8026	0	0	
CE-02126	30/10/1999	Computer ibook 366	Computer Equipment		30/10/1999	3882	0	129.4	

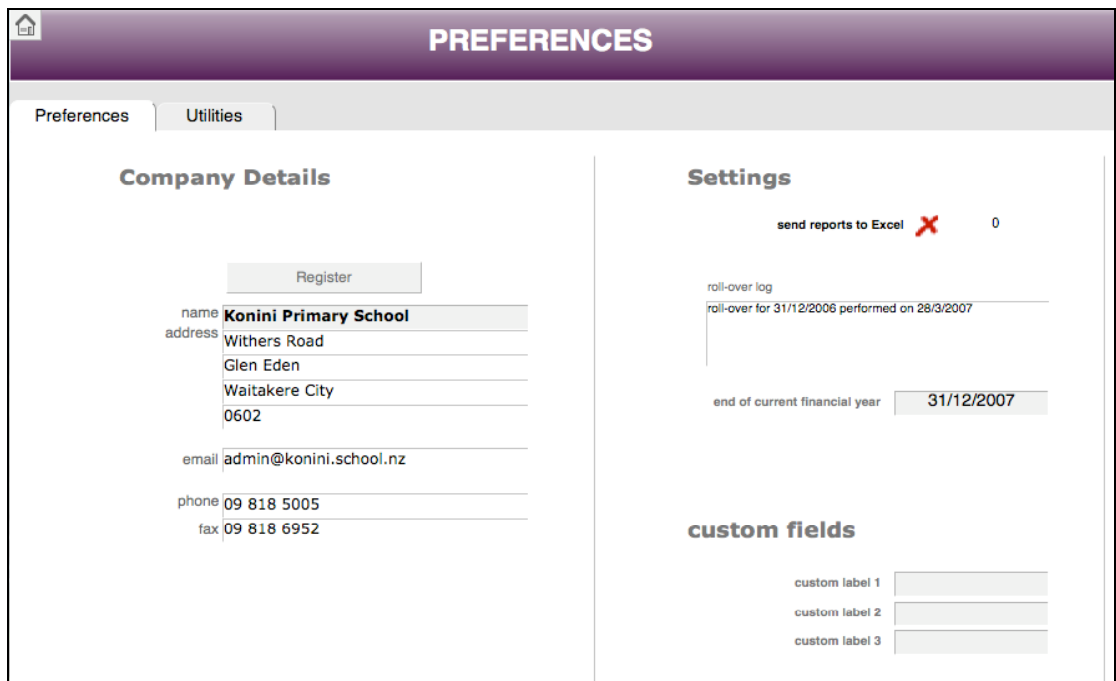
**Report Menu** will take you to the options for reporting



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



**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.

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.

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

### 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.




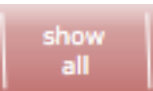





Once you are ready to start with a clean copy of the asset register,

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

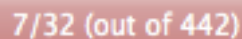
*31/12/2005*

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:

434/509 (out of 509)
ASSETS

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

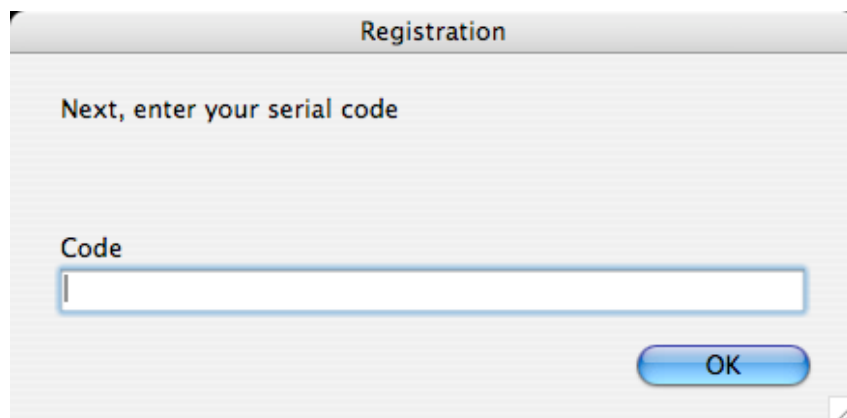
The program has a 60 day trial period. An 'unlock' code will be issued upon payment, which will allow operation beyond the 60 days.

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



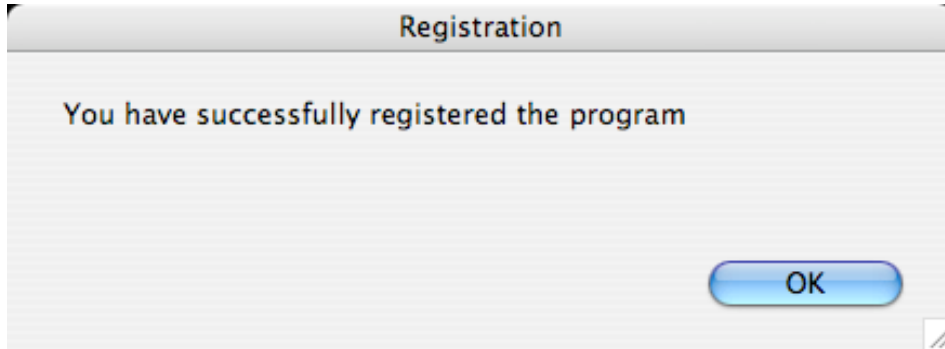
The image shows a dialog box titled "Registration". The text inside says "Please enter your organisation name". Below this is a text input field labeled "Name" containing the text "SumWare Consulting". At the bottom right of the dialog are two buttons: "Cancel" and "OK".

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



The image shows a dialog box titled "Registration". The text inside says "Next, enter your serial code". Below this is a text input field labeled "Code" which is currently empty. At the bottom right of the dialog is a single button labeled "OK".

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 registration form with a "Register" button at the top. The fields are: name (SumWare Consulting), address (PO Box 480), city (Kumeu), region (Auckland), email (support@sumware.co.nz), phone (0-9-411 5432), and 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

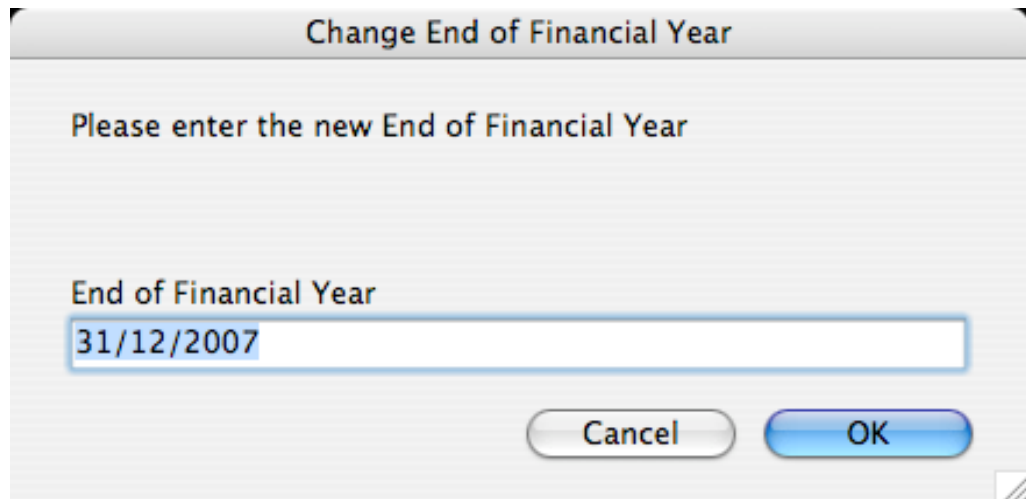
A screenshot of the settings panel. The option "send reports to Excel" is checked with a green checkmark. Below it, a tooltip states "This option is only available if running on version 8 of FileMaker or higher." Other settings like "Disposal Reason List" are partially visible.

## 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 Admin tab.

### other

---

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

## Safe Editing

Depending on how confident you are, you have the choice of either working with the asset register in *safe mode* or *standard mode*.

### safe editing of assets

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

In Safe Mode, editing of asset information is only possible through an Edit Dialog Box:

### safe editing of assets

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

Edit A7000HD4/540Mb Computer & Monitor		Item code CE-03036	
<b>item</b>		<b>detail</b>	
item code	CE-03036	A7000HD4/540Mb Computer & Monitor	make
	CE	Computer Equipment	responsibility
unit price	\$2,283.00	qty 1	cost price \$2,283.00
	27/1/1997	inventory <input type="checkbox"/>	serial# 1011839
		date modified 18/11/2007	location Room 4/1-2
expected life	4 yrs	residual value \$0.00	department
			comments
<b>financial</b>			
depreciation method	CP	look up	dep rate p.a. 25.00 %
		Cancel	Edit Next Asset
			OK

In contrast, in Standard Mode, editing of data is enabled on the Item Detail Screen.

The purpose of the Safe Edit Mode is to help avoid inadvertent changes to the data.

## Adding New Assets

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

**New Asset** end of financial year: 31/12/2007

category

item code

description

date purchased

quantity  unit price  cost price

The fields shown must all be entered.

**Inventory**

Is this item to be marked as Inventory ?

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

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

ASSETS
print detail | new asset | edit asset | delete asset
8/28 (out of 442)

**Airport Extreme Base +**  
COE-00139 -- 28/02/2005
**Computer Equipment**

Details
Admin
History

**item**

item code:  **Airport Extreme Base +**

asset category:  **Computer Equipment**

unit price:  qty:  cost price:

date purchased:  inventory:

date entered:  date modified:

expected life:  yrs residual value:

**detail**

make:

responsibility:

serial#:

location:

department:

comments:

**identification**

---

barcode:

**financial**

depreciation method:   dep rate p.a.:  % annual depreciation:

opening book value:  dep recovered (loss on disposal):

closing cost price:  accumulated depreciation:  capital gain:

closing book value:

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

If you wish to enter asset and expense codes, click on the **Admin** tab. For more information on how to enter MoneyWorks export codes, see MoneyWorks codes on page 32

ASSETS
print detail | new asset | edit asset | delete asset
484/509 (out of 509)

**Vacuum Cleaner Tellus**  
FF-02522 -- 31/03/1995
**Furniture**

Details
History
Admin

**asset / export codes**

asset code 1:  exp code 1:  sale ledger code:

asset code 2:  exp code 2:

new MW code		
MW code	amount	
total allocated		5

**disposal**

Click to mark for disposal

not available unless item is marked for disposal

cost price:

opening book value:

accumulated depreciation:

date disposed:

net sale price:

capital gain:

dep recovered (loss on disposal):

disposal method

Sold

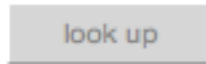
Stolen

Written Off

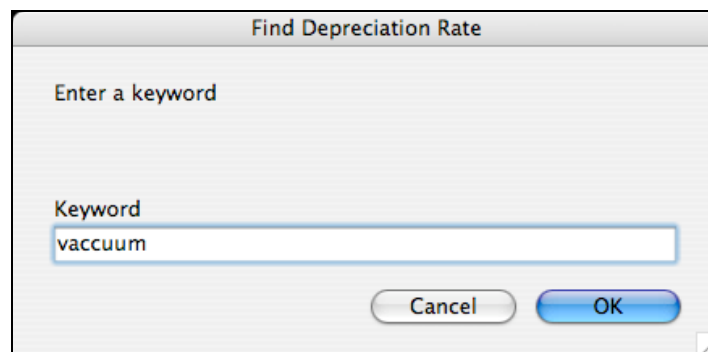
*Depreciation*

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

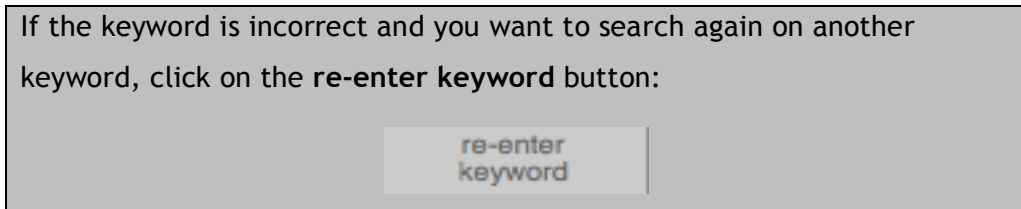
You can use this schedule to look up depreciation rates for any item. Click on the **look up** button to the right of the Depreciation Type field:



Type in a keyword to scan through the possible categories:



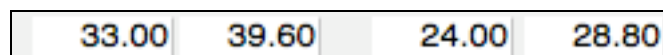
A window appears listing the possible matches



Depreciation Rates (%)		expected life (yrs)	DV	DV + 20% loading	CP	CP + 20% loading
Chemical plant (including soap, detergent, Cigarette manufacturing (CIGR)	Mixers (vacuum)	25	7.50	9.00	5.50	6.60
Cleaning, refuse and recycling (CLEN)	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 Dairy plant (DAIR)	8	22.00	26.40	15.50	18.60
	Barking 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)



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





## Editing Existing Assets

A number of fields can be edited any time. These are indicated by a white background.

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"/>
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 in addition to the general information fields:

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"/>	
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.

### 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.

### 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 <input type="radio"/> Stolen <input checked="" type="radio"/> Written Off
date <input style="width: 80%;" type="text" value="23/3/2007"/>	
accumulated depreciation <input style="width: 80%;" type="text"/>	

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

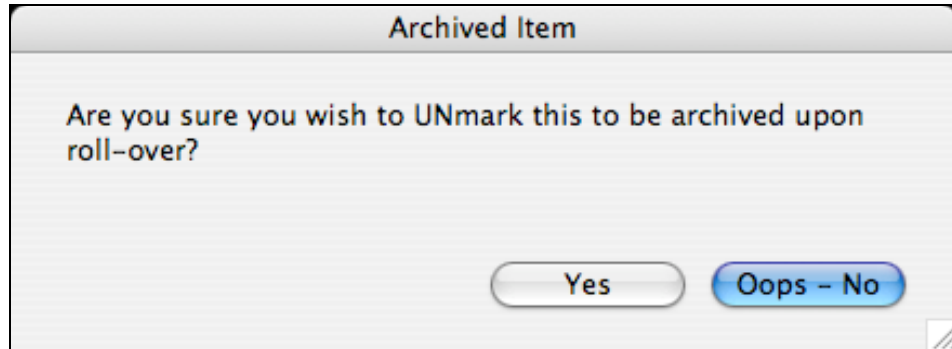
The remaining two items are still in the asset register, while the one item is marked for disposal separately.

## 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).

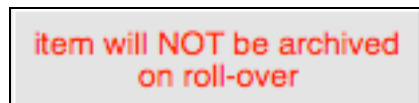
If you don't want to archive an asset on roll-over, click on the button '**this asset WILL be archived on roll-over**' button.

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.

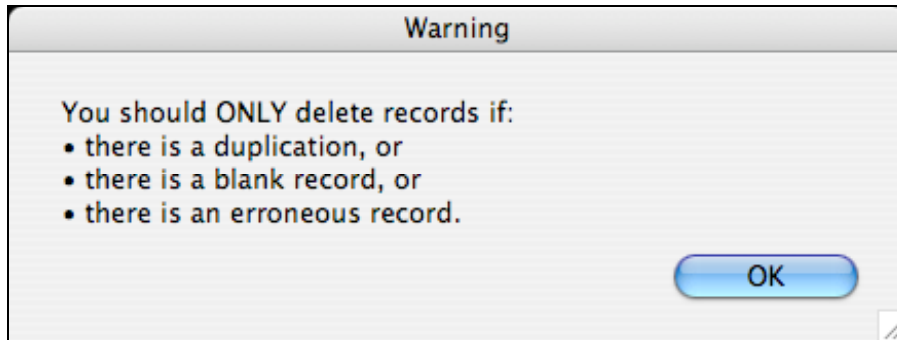
## Deleting Assets

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

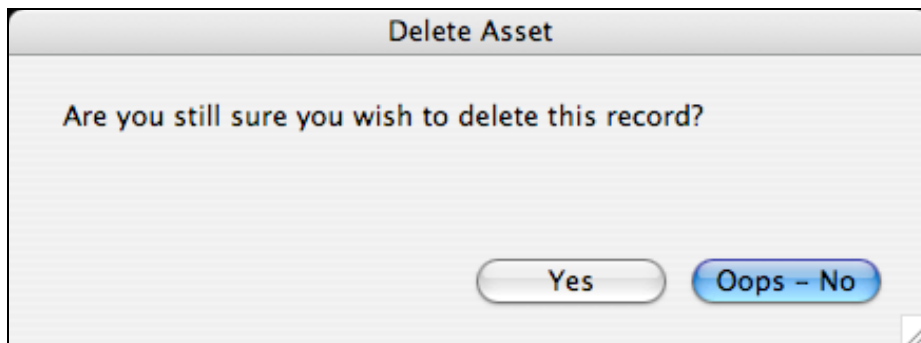
All other items should be marked for disposal, at which point they will be archived in a separate file for future reference.

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**.

## Searching for Assets

Before you attempt this feature, make sure that you understand the concept of the 'Found Set', described earlier in this manual.

Click on the **Find** button at the top of the Asset List or Category screen.



The search screen appears.

Enter the criteria you wish to search for and press the **OK** button or press the **Enter** key on the keyboard.

For advanced and adventurous users, you can press Control / Command - N in order to specify further ('OR') criteria.

Depending on the number of records in the found set, you will either go to the Detail screen (if only one record was found) or the List view (if more than one record was found).

To find records with a particular field empty (such as the opening book value field), enter the symbol '=' (without quotes)

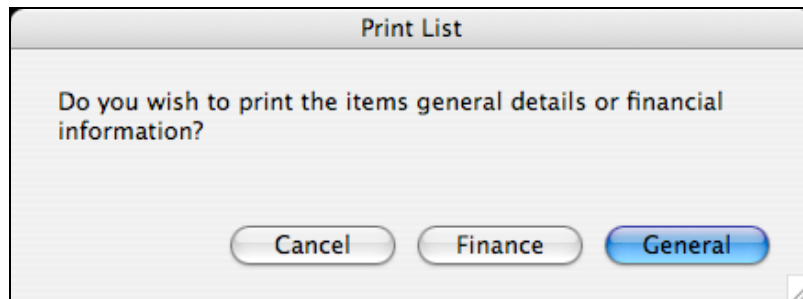
## Printing Lists

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 32 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	Cabling - 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	roof	Buildings	1						\$7000.00	\$1758.00		
CO-00562	15/3/1995	New Classroom	Cultural	1	School Grounds					\$50000.61	\$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-00748	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	26/5/1992	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		Deskstar 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	dep recovered	capital gain on disposal	closing cost price	dep rate	annual dep	closing net book value	closing book value	net book value	asset code	asset code		
BU-00990	24/1/1997	Alteration to Changing Rooms	Buildings	3420.00	2251.00	1069.00	0.00						3420.00	5.0	171.00	2522.00	858.00	0.00	2K30	BU		
BU-00992	8/9/1998	Performing Arts Centre	Buildings	6110.22	3774.00	2336.22	0.00						6110.22	5.0	306.00	4080.00	2030.22	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-03592	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-03595	8/9/1995	Computer Room	Cultural Centre	10228.40	7849.00	2179.40	0.00						10228.40	5.0	501.00	8300.00	1678.40	0.00		CC		
CC-00624	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	0.00		CE1		
CE1-00134	22/8/1991	Sea Club Computer Software	Computer Equipment	680.00	680.00	0.00	0.00						680.00	10.0	0.00	680.00	0.00	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	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	31.1.1995	Data Patch Panels Computer Network & Equipment	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 Appliances 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	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		

### Export List to Excel

Both the standard Asset list as well as the financial list information can be exported to Excel. Only information in the Found Set will be exported and the sort order at the time of exporting will be maintained.

Perform a search of the assets to be exported (for example all additions, or all assets with the Buildings asset category). Click on the **Export to Excel** button at the top of the asset list screen.

If you wish to export the financial information, switch over to the \$ list first.

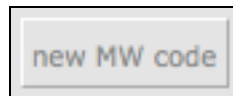
Specify a location and name for your file and click on Save.

## 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"/>	<input type="text" value="\$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:

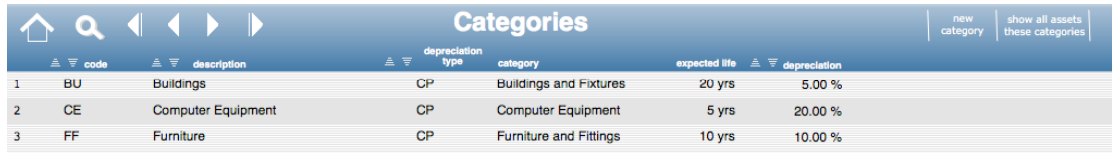
**disposal**

net sale price:     date disposal:

disposal reason:     accumulated depreciation:

## Asset Categories

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.

### Adding a category

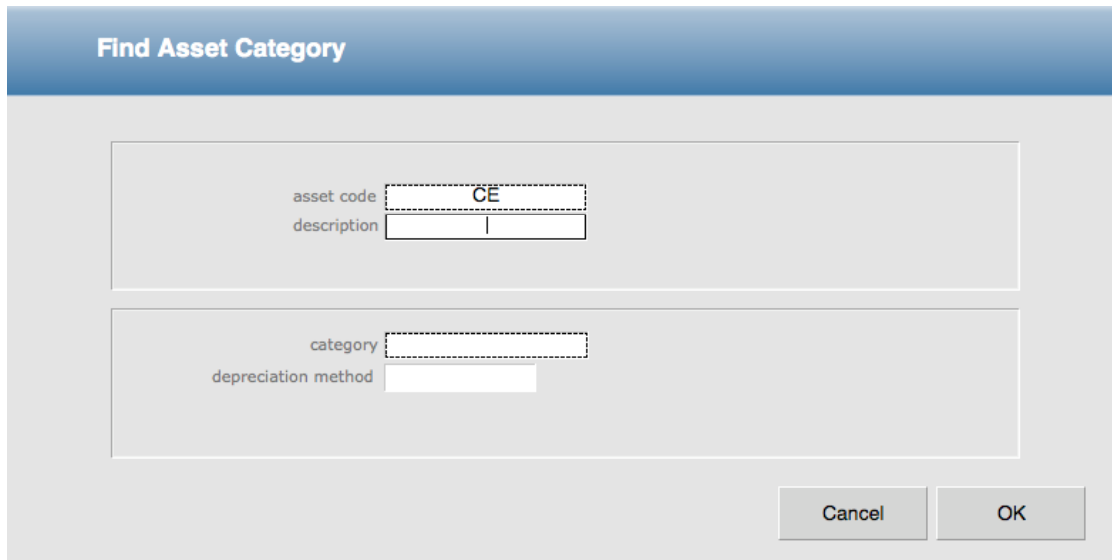
Click on the **new category** button. A new line with empty fields appears:



Enter the fields (except the *expected life*, as this is calculated)

### Finding asset categories

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



### Showing assets with a 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.

## SumWare Asset Register

ASSETS									
488/509 (out of 509)									
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 I/mac 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	

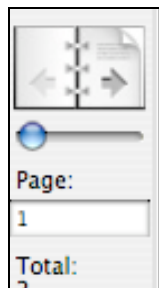
if nothing appears to happen, there are no assets with the categories specified.

## Reports

From the Main Menu, click on the **Report Menu** 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.

### 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.

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?

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:

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 &	2AB0640	
			<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	443.56		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, Rotorua
SF1-00000	1 Piano Stool	31/12/1989	60.00				School Furniture &		

## Replacement List

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

**Replacement Schedule**

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

enter year

- 2007
- 2008
- 2009
- 2010**
- 2011
- 2012

Cancel OK

Choose the year for which you want to see a list of items due for replacement.

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

### 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 32.

This report only includes *additions*.

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

Asset Register for XYZ Company			
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>	

### 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.

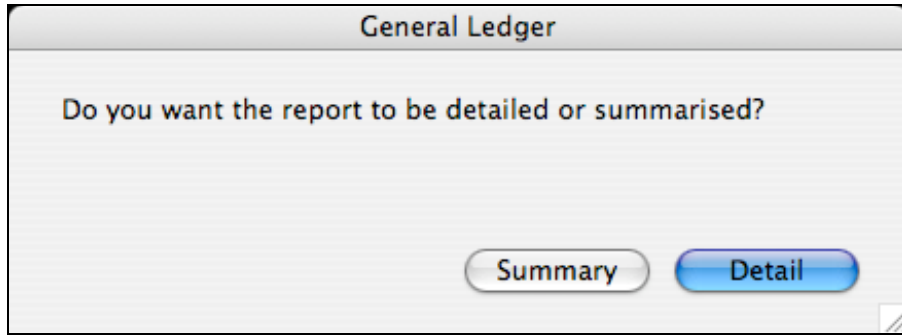
Click on the **End of Year Report** button.

**General Ledger Report**

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

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.

SumWare Asset Register



Choose your required option.

**Asset Register for XYZ Company**  
for financial year ending 31/12/2005  
general ledger

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	net rate depreciation	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
CE1-00295	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
CE1-00615	Computer Network	1.1.1998	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	342.00	658.00	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 (loss 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	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>

printed 23/9/2005 page 1

## Roll Over

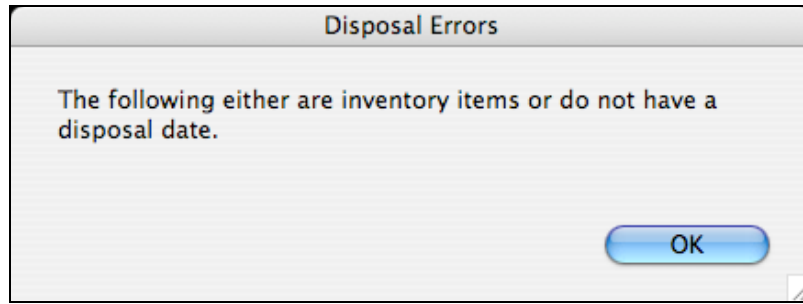
The following is a check list before you perform a roll-over:

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.



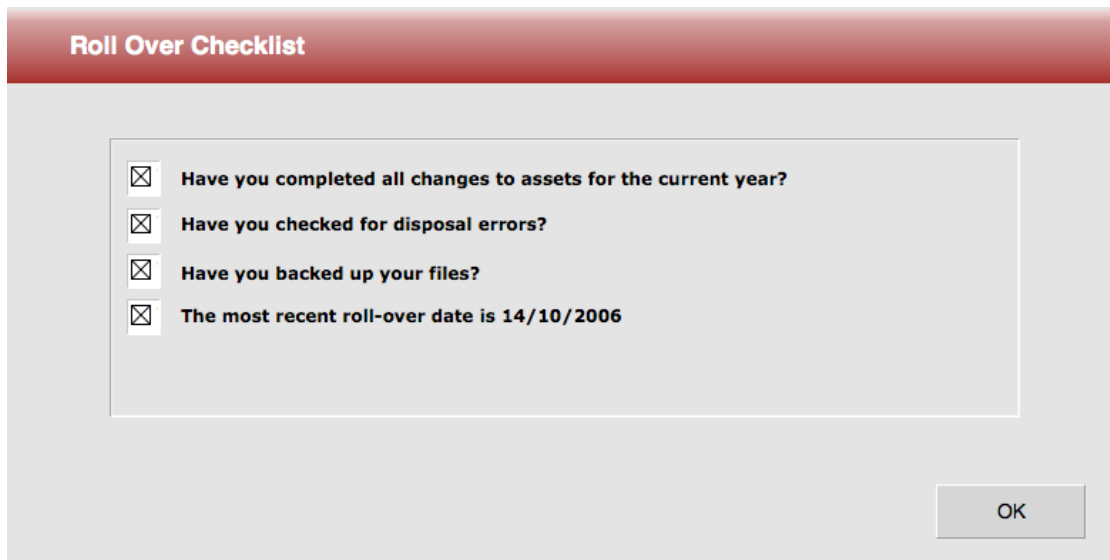
Click on the **Disposal Errors** button. If there are any items without a disposal date, or inventory items marked for disposal, they will be displayed:



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.

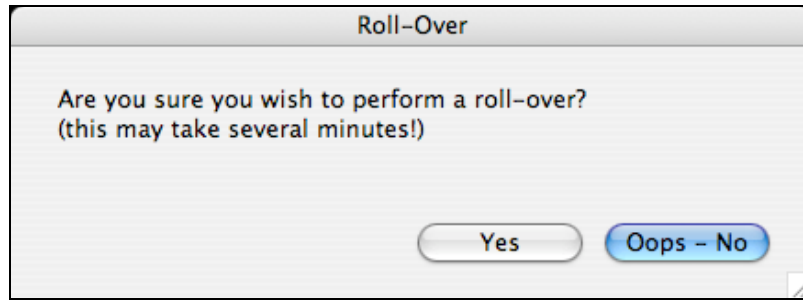


Check off each item once you have completed them.

This is a VERY good time to quit the Asset Register and back up your files! See Backing Up on page 46 below.

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

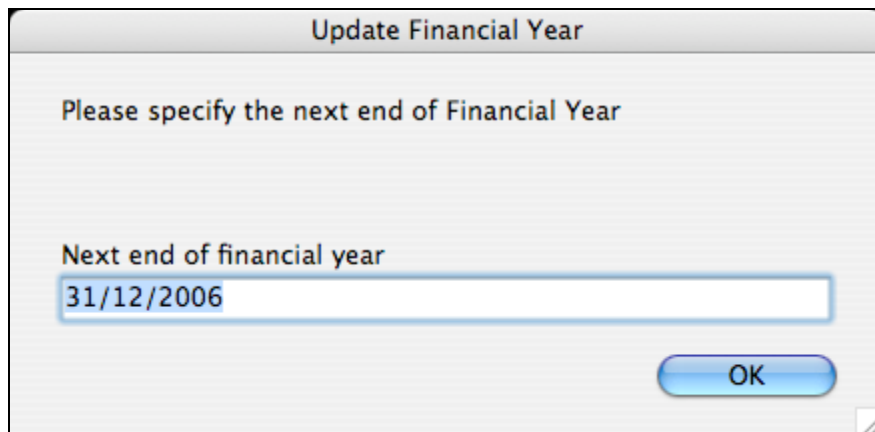
Click on **3. Roll Over**. You get a last chance to change your mind.



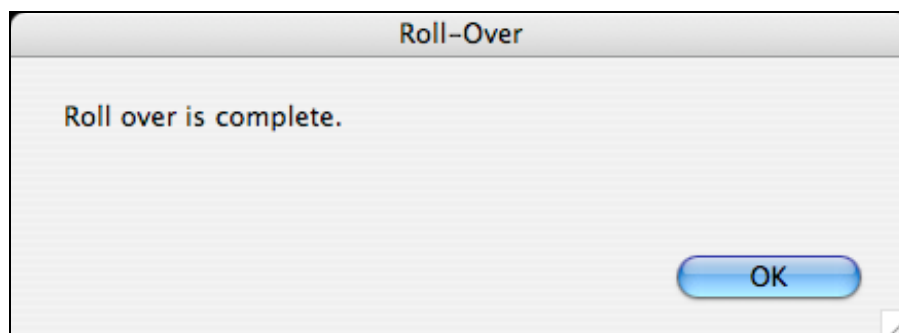
Click on **Yes** if you want to go ahead. A warning appears that the process may take a few minutes depending on the size of your register.

**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.