

PCGENESIS FINANCIAL ACCOUNTING AND REPORTING (FAR) SYSTEM OPERATIONS GUIDE

3/3/2016	Section L: General Ledger Account
5/5/2010	Master Processing

[Topic 4: Capital Asset Tracking, V1.2]

Revision History

Date	Version	Description	Author
3/3/2016	1.2	16.01.00 – Update Logo and Footers.	S. Scrivens
04/10/2014	1.1	14.01.00 – Updated document.	A. Rees
1/3/2014	1.0	13.03.01 – Initial release.	A. Rees

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Overview

PCGenesis allows the ability to store and depreciate capital assets. Users can convert from FasGov or from a Microsoft® Excel spreadsheet.

- Capital Asset Records (or Inventory Items) can be added from user screen input or by file using the *Capital_Asset_Import_Template.xlsx*.
- Users will have the ability to View/Update/Delete Capital Asset Records.
- Depreciation will be calculated once per year at June 30th using the straight Line (SL) depreciation method, initiated by the user.
- The *Final Year Depreciation* process will depreciate the **Balance Remaining** amount so that **Accumulated Depreciation** will equal **Acquisition Cost** to avoid rounding errors.
- Several *Capital Asset Reports* are available including:
 - Assets List
 - Assets List by Facility
 - o Assets Detail
 - Fiscal Year Depreciation Expense
 - Fiscal Year Depreciation Expense by Function
 - Fiscal Year GL Posting
 - Fiscal Year Asset Additions
 - Fiscal Year Disposal
 - Inventory List

Procedure A: Adding Capital Asset (or Inventory Items) Manually

Step	Action
1	From the <i>Business Applications Master Menu</i> , select 1 (F1 - Financial Accounting & Reporting System).

PCG Dist=8991 Rel=05.04.00 08/17/2007 CJD 001 C:\DEVSYS C:\SECOND	_ PX
Financial Accounting & Reporting	MASTER1
FKey Master Menu	
1 Budget Account Master Menu 2 Purchase Order Processing Menu 3 Claim Processing Menu 4 Vendor Check Processing Menu	
 5 Revenue Account Master Menu 6 Accounts Receivable Processing Menu 7 Receipt Processing Menu 8 Cash Management & Investment Management Menu 	
9 Financial Reporting & Month/Yr-End Close Menu 10 Account Master Description File Menu 11 General Ledger Account Master Menu 12 Year End Processing Menu	
13 Special Functions Menu 14 Vendor Master Menu 15 Source Master Menu	
20 File Reorganization	
Master ^{Uset} list □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □	07.03.00

Step	Action
2	Select 11 (F11 – General Ledger Account Master Menu).

S

📒 PCG Dist=8991	Rel=13.02.00	10/22/2013 WHT 005 SV C:\DEVSYS		WHITE	_ 8 ×
		Financial Accounting	& Reporting		GL 00P
FKe	y	General Ledger Accou	unt Master		
	-] Account	Inquiry			
	Account				
3					
5	🛛 Journal	Entry			
6	Asset T	racking Menu			
7	Create F	ASGov Depreciation Journal Entries	5		
		Gov General Ledger Posting Report			
13	Account	Master Description File Menu			
		master bescription i ne menu			
Master ^{User} list					
_F16 🗘 🖓 🖓 🖓	PAY VEND MONITOR MONITOR				
Action					
Select	6 (F6 –	Asset Tracking Menu).			

	PCG Dist=8991 Rel=	13.02.00 10/22/2013 WHT 005			WHITE	_ 8 ×
		Financial	L Accounting	& Reporting		CATOOP
	FKey 	Ca	apital Asset	Menu		
	1	Add Capital Asset Records				
	2	View/Update/Delete Capital /	Asset Records			
	3	Run Depreciation for Capital	Assets			
	4	Capital Asset Reports				
Mas						
F16	← [113] 10r33 <u>PA</u> MONI	YR MONITOR				
tep	Action					
4	Select 1	(F1 – Add Capital A	Asset Reco	rds).		

PCG D	ist=8	991 Rel:	=13.03.01	01/03/20	014 WHT	C 004 5V C	:\DEVSY	5 C:\SEC	OND	WHIT	1		_ 8 ×	
Load f	From	file?		М		Add Ca	pital	Asset					CATADD 01	
nter 1 😵 🗧		ontinue				F8	F	F16	to Exit		FIS Q		13.04.00	
 Act	tion	I												
То	loa	d fron	n file,	enter Y	Y (Ye	es) in th	ne Lo	ad fro	om file	? field	, and s	elect	enter (Ent	te
Ref	er t	o Pro	cedur	e B: A port_T	dding	g Capit	tal As	set (o	r Inven	tory It	ems) U			
 TO	6 🖊 I	er a ca (Ente	-	asset n	nanua	llly, en	ter N	(No)	in the I	Load f	rom fi	le? fie	eld, and sel	ec

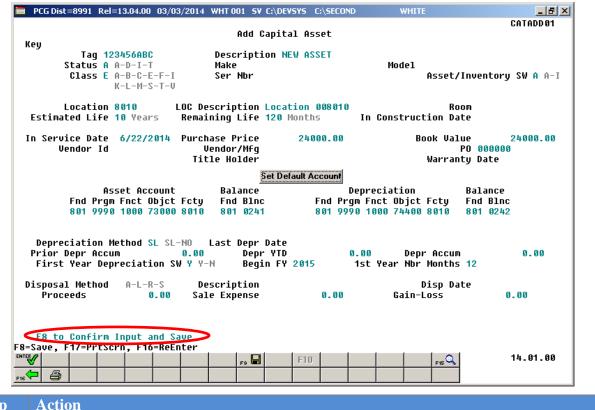
S

PCG Dist=8991 Rel=13.04.00 03/	03/2014 WHT 001 SV C:\DEVSYS	C:\SECOND WHITE	
	Add Capital	Asset	CATADD 01
Key	•		
Tag StatusA-D-I-T	Description	Model	
Class A-B-C-E-F-	Make	Model As	set/Inventory SW _ A-I
K-L-M-S-T-		H5	Sec/invencory Sw _ H ⁻¹
Location	LOC Description		Room
Location Estimated Life <u>0</u> Years	Remaining Life <u> </u> Mon	ths In Constructio	n Date
In Service Date			Value <u>0.00</u>
Vendor Id	Vendor/Mfg	Wa	PO <u>000000</u> rranty Date
			rranty bate
	Set Default		
Asset Accoun	t Balance t Fcty Fnd Blnc	Depreciation	Balance
FNO Prgm FNCT UDJC 000 0000 0000 0000	C FCTY FNO BINC	FNO Prgm FNCT UDJCT FC 000 0000 0000 0000 00	TY FNO BINC
Depreciation MethodS Prior Depr Accum First Year Depreciation : Disposal MethodA-L-R-S	SW Y-N Begin FY	1st Year Nbr Mo Dis	nths <u>0</u> p Date
Proceeds <u>0.00</u>	Sale Expense	<u>0.00</u> Gain-Los	s <u>0.00</u>
ITER=Ualidate, F8=Save, F17 ♥		0 r	14.01.00
Action			
Input information and	l select 🔣 (Enter) to validate.	

	PCG Dist=8991 Rel=13.04.00 03/03/2014 WHT 001 SV C:\DEVSYS C:\SECOND WHITE CATADD01
	Add Capital Asset Key
	Tag Description Status A-D-I-T Make Class A-B-C-E-F-I Ser Nbr K-L-M-S-T-V Asset/Inventory SW A-I
	Location LOC Description Room Estimated Life <mark>_0</mark> Years Remaining Life <mark>_0</mark> Months In Construction Date
	In Service Date Purchase Price 0.00 Book Value 0.00 Vendor Id Vendor/Mfg PO 0000000 Title Holder Warranty Date Set Default Account
	Asset Account Balance Depreciation Balance Fnd Prgm Fnct Objct Fcty Fnd Blnc Fnd Prgm Fnct Objct Fcty Fnd Blnc 800 0000 0000 0000 000 000 000 000 0000 0000
	Depreciation Method SL-NO Last Depr Date Prior Depr Accum0.00 Depr YTD0.00 Depr Accum0.00 First Year Depreciation SW Y-N Begin FY 1st Year Nbr Months _0
	Disposal Method _ A-L-R-S Description Disp Date Proceeds0.00 Sale Expense0.00 Gain-Loss0.00
E	Correct Error Fields and Repeat Correct Error Review Warning NTER=Validate, F8=Save, F17=PrtScrn, F16=Exit F10 F15 Image: F10 Image: F15 Image: F
F	
)	Action
	Required fields include:
	• Description
	• Status
	Class Asset/Investory Switch
	 Asset/Inventory Switch LOC Description
	 Estimated Life (YY)
	 Remaining Life (MM)
	 In Service Date
	 Purchase Price
	 Book Value
	Account
	 Depreciation Method
	 First Year Depreciation SW ('Y' indicates first year to depreciate new asset
	 Begin FY
	• 1 st Year Nbr Months
	 Ist Year Nbr Months Enter the code or select the drop-down selection icon in the Location field to choose the code or select the drop-down selection icon icon icon icon icon icon icon i

Step	Action
10	Select Set Default Account to use Default Account based on the asset's Class field value, as long as the Class field has been entered first. The Asset Account Fcty (Facility) and the Depreciation Account Fcty (Facility) will be defaulted based upon the value in the Location field, if entered. Input the Fnct (Function) field as appropriate for the asset.
11	Input information and select (Enter) to validate.

		. 8 ×
	CATADI Add Capital Asset)01
	Key Tag 123456ABC Description NEW ASSET Status A A-D-I-T Make Model	
	Status A A-D-I-T Make Model Class E A-B-C-E-F-I Ser Nbr Asset/Inventory SW A K-L-M-S-T-V	Â−I
	Location <u>8010</u> LOC Description <u>Location 008010</u> Room Estimated Life <u>10</u> Years Remaining Life <u>120</u> Months In Construction Date	
	In Service Date <u>6/22/2014</u> Purchase Price <u>24000.00</u> Book Value <u>24000</u> . Vendor Id Vendor/Mfg PO <u>0000000</u> Title Holder Warranty Date	. 00
	Set Default Account	
	Asset Account Balance Depreciation Balance Fnd Prgm Fnct Objct Fcty Fnd Blnc Fnd Prgm Fnct Objct Fcty Fnd Blnc <u>801 9990 1000 73000 8010 801 0241 801 9990 1000 74400 8010 801 0242</u>	
	<u>801 9990 1000 73000 8010 801 0241 801 9990 1000 74400 8010 801 0242</u>	
	Depreciation Method SL SL-NO Last Depr Date Prior Depr Accum 0.00 Depr YTD First Year Depreciation SW Y Y-N Begin FY 2015 1st Year Nbr Months 12 Disposal Method A-L-R-S Description Disp Date Disp Date 0.00 Gain-Loss 0.00	<u>)</u>
-	NTER=Validate, F8=Save, F17=PrtScrn, F16=Exit	j
EN	тъу – – – – – – – – – – – – – – – – – – –	. 00
F16		
	Action	
	Select 8 (F8 – Save).	
	Select 🖨 (F17 – Print this data) to obtain a screen print of the Add Capital A	Asse
	The screen print file will be available in the print queue with the name 'PSCNn	nnn



Step	Action
13	Select 8 (F8 –Confirm input and save record).

	PCG Dist=8991 Rel=13.04.00 03/03/2014 WHT 001 5V C:\DEVSYS C:\SECOND WHITE
Ke	CATADD01 Add Capital Asset
ĸe	Tag 123456ABC Description NEW ASSET Status A A-D-I-T Make Model Class E A-B-C-E-F-I Ser Nbr Asset/Inventory SW A A-I K-L-M-S-T-U
E	Location 8010 LOC Description Location 008010 Room Stimated Life 10 Years Remaining Life 120 Months In Construction Date
In	n Service Date 6/22/2014 Purchase Price 24000.00 Book Value 24000.00 Vendor Id Vendor/Mfg PO 000000 Title Holder Warranty Date
	Set Default Account
	Asset Account Balance Depreciation Balance Fnd Prgm Fnct Objct Fcty Fnd Blnc Fnd Prgm Fnct Objct Fcty Fnd Blnc 801 9990 1000 73000 8010 801 0241 801 9990 1000 74400 8010 801 0242
P	Depreciation Method SL SL-NO Last Depr Date rior Depr Accum 0.00 Depr YTD 0.00 Depr Accum 0.00 First Year Depreciation SW Y Y-N Begin FY 2015 1st Year Nbr Months 12
Di	sposal Method A-L-R-S Description Disp Date Proceeds 0.00 Sale Expense 0.00 Gain-Loss 0.00
	Action

	PCG Dist=8991 Rel=13.04.00 03/03/2014 WHT 001 5V C:\DEV5Y5 C:\SECOND WHITE
	CATADD01 Add Capital Asset Key
	Tag Description Status A-D-I-T Make Class A-B-C-E-F-I Ser Nbr K-L-M-S-T-V Ser Nbr Asset/Inventory SW _ A-I
	Location LOC Description Room Estimated Life <u>8</u> Years Remaining Life <u>8</u> Months In Construction Date
	In Service Date Purchase Price Book Value 0.00 Vendor Id Vendor/Mfg PO 000000 Title Holder Warranty Date
	Set Default Account
	Asset Account Balance Depreciation Balance Fnd Prgm Fnct Objct Fcty Fnd Blnc Fnd Prgm Fnct Objct Fcty Fnd Blnc 000 0000 0000 0000 0000 000 0000 000 0
	Depreciation MethodSL-NO Last Depr Date Prior Depr Accum <u>0.00</u> Depr YTD <u>0.00</u> Depr Accum <u>0.00</u> First Year Depreciation SW _ Y-N Begin FY 1st Year Nbr Months _ <u>0</u>
	Disposal Method _ A-L-R-S Description Disp Date Proceeds Sale Expense Gain-Loss 0.00
	ITER=Validate, F8=Save, F17=PrtScrn, F16=Exit
_	Image: Second
0	Action
	Repeat Steps 7 thru 14 to add another asset or inventory record.
	Select $\mathbf{F16} - \mathbf{Exit}$ (F16 – Exit) to exit to the <i>Add Capital Asset Recap</i> screen.

	PCG Dist=8991	Rel=13.03.01	01/03/2014	WHT 005 SV C:\	DEVSYS C:\SECOND	WHITE	_ & ×
				Add Capit	al Asset Recap		CATADD 01
		Total	Records	1	·		
		TUCAL	NECOI US				
	1	Review Prin	t Files fo	or Details			
ENTE	1			Fe 📕	F10	FIS	13.04.00
F16				F8	110	F15 ***	
_							
	Action						
	Select	ER /				to exit to the Capit	
	Calast				(E11 E 'A)		1 4 . 17

	PCG Dist=8991 Rel=13.03.01	11/25/2013 PCW 001 SV C:\DEVSYS Financial Accounting		WHITE	CATOOP
	FKey	Capital Asset	• •		
	 _1 Add Capi	tal Asset Records			
	_2 View/Upc	late/Delete Capital Asset Records			
	<u>3</u> Run Dep	reciation for Capital Assets			
	4 Capital A	sset Reports			
					13.03.01
	Master Userlist FIG US Words PAY MONITOR				10.00.01
tep	Action				
18		-Exit) to return to the G	1 7 1		M
-					<i>Menu</i> , or sel
	(Master) to	return to the Business A	pplications N	Aaster Menu.	

Procedure B: Adding Capital Asset (or Inventory Items) Using Capital_Asset_Import_Template.xlsx

Step	Action
1	From the <i>Business Applications Master Menu</i> , select 1 (F1 - Financial Accounting & Reporting System).

DCG Dist=8991 Rel=05.04.00 08/17/2007 CJD 001 C:\DEVSYS C:\SECOND	_ PX
Financial Accounting & Reporting	MASTER1
FKey Master Menu	
1 Budget Account Master Menu 2 Purchase Order Processing Menu 3 Claim Processing Menu 4 Vendor Check Processing Menu	
 5 Revenue Account Master Menu 6 Accounts Receivable Processing Menu 7 Receipt Processing Menu 8 Cash Management & Investment Management Menu 	
 9 Financial Reporting & Month/Yr-End Close Menu 10 Account Master Description File Menu 11 General Ledger Account Master Menu 12 Year End Processing Menu 	
13 Special Functions Menu 14 Vendor Master Menu 15 Source Master Menu	
20 File Reorganization	
Master User User	07.03.00

Step	Action
2	Select 11 (F11 – General Ledger Account Master Menu).

S

E PCG Dist=8991 Rel=13.02.00 10/22/2013 WHT 005 5V C:\DEV5Y5 C:\SECOND	WHITE	_ 8 ×
Financial Accounting & Reporting		GL 00P
FKey General Ledger Account Master		
 1 Account Inquiry		
2 Account Add/Update		
3 Chart of Accounts		
5 Journal Entry		
6 Asset Tracking Menu		
7 Create FASGov Depreciation Journal Entries		
from FASGov General Ledger Posting Report		
13 Account Master Description File Menu		
Master ^{User} list		
F16 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		
Action		

📒 PCG Dist=8991 Rel=13.02	2.00 10/22/2013 WHT 005 SV C:\DEVSYS C:\SECOND	WHITE _ P X
	Financial Accounting & Reporti	ng CATOOP
FKey	Capital Asset Menu	
 Add	Capital Asset Records	
2 View	w/Update/Delete Capital Asset Records	
<u>3</u> Run	Depreciation for Capital Assets	
4 Capi	ital Asset Reports	
Master ^{User} list		
FIG	END INTOR	

Step	Action
4	Select 1 (F1 – Add Capital Asset Records).

	PCG D	ist=89	991 Rel=1	13.03.01	01/03/20	14 WHT 0	004 SV C:\	DEVSYS C	:\SECOND		WHITE		_ 8 ×
							Add Cap:	ital Ass	et				CATADD 01
l L	.oad ł	From	file?		N								
	nter '	ro ₍ Ca	ntinue						F16 to	Exit		~	13.04.00
		7,	_			_	F8	F10		_	FI	<u>_</u>	13.04.00
F16													
	Ac	tion											
Ī										- T			
	Set	Lo	ad fro	m Fil	e? to '	Y ' (Y	es) and	select	V	(Ente	er).		

S

	PCG Dist=8991 Rel=13.03.00 10/22/2013 WHT 014 5Y C:\DEV5Y5 C:\SECOND WHITE	_ & ×
	Capital Asset File Import	CATADD01
	Enter the upload file Path and Name (e.g.C:\IMPORT\ASSETIMP.CSV) or F10 to Browse for File	
	C:\IMPORT\ASSETIMP.CSU	.
FLITT	Enter=Continue, F10=Browse, F16=Exit	40.00.04
	72. F9	13.03.01
p	Action	
	Create a CSV file based on the Capital_Asset_Import_Template.xlsx.	

	B	Asset_Import_Exa C	D	E	F	L. L.	J	К	L	М	N	0	- = =
A					PCG Asset Import Template								
	NO	TE: Comma	s may not be e	ntered in	o any input field.	,	1						
		1	2	3	4	7	8	9	10	11	12	13	14
		Duplicates Allowed	A-Intangible B=Building C=Construction E=Equipment I=Land Improve K=Kitchen L=Land M=Vehicle-Maint S=Software T=Technology Y=Vehicle-Bus	A= Active D= Disposal I=Inactive T= Transfer	Mar 50 Charaoters	Max 25 Characters			All Dates mmłddłccyy	Years	Months		Max 25 Characters
	Line	Tag	Class	Status	Asset Description	Serial Number	Purchase Price	Net Book ¥alue	In Service Date	Estimated Life (YY)	Remaining Life (MM)	PCG LOC	Location Description
С		123	E	A			25000		6062013		300		HIGH SCHO
) C		456	к		OVEN		11000		4252013	15	180		MIDDLE SC
C C	3 4	456ABC	v		BUS		45000		5022013	10	120		BUS BARN
С	5												

Step	Action
7	Input file path or F10 (F10 Browse for file) to select the import file.

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Select the Capi	al Asset Import	file			<u>? ×</u>
Look jr	: 🗀 Import		💌 🗕 🖻 (* 🎟 •	
My Recent Documents Desktop My Documents My Computer	Archive	st_Import_Example.csv			
Places	File <u>n</u> ame:	Capital_Asset_Import_Examp	le csv	-	pen
	Files of type:	CSV (Comma delimited) (*.csv			ancel
		Lest (coming dominica) (.cs.	0		
Action					
Confirm the pat	h and filena	me are correct and s	elect 💷	oen (Op	en) to choose t

The following screen displays:

Step

8

E PCG Dist=8991 Rel=13.03.00 10/22/2013 WHT 014 5Y C:\DEV5Y5 C:\SECOND WHITE	_ 8 ×
Capital Asset File Import	CATADD 01
Enter the upload file Path and Name (e.g.C:\IMPORT\ASSETIMP.CSV)	
or F10 to Browse for File	
C:\Import\Capital_Asset_Import_Example.csv	
	_
Enter=Continue, F10=Browse, F16=Exit	
	13.03.01
F16 💭 🦾	

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Step	Action
9	Confirm the path and filename are correct and select (Enter) to process.
10	The import file will be read and validated and a recap screen will be displayed.

	PCG Dist=8991 Rel=13.03.01 01/03/2014 WHT 005 5V C:\DEVSY5 C:\SECOND WHITE	_ 8 ×
	Add Capital Asset Recap	CATADD 01
	Total Records 3	
	Error Records 2	
	F8 to Add Items to Asset File, F16 to Exit & Correct CSV File	
	Asset(s) Found with ERRORs!! Exit process and Correct if appropriate	
	Ls Purchase Life Tag In Srvc Amount YY Description Location E 123 06/06/2013 25,000.00 25 HIGH SCH U 456ABC 05/02/2013 45,000.00 10 BUS BARM	HOOL A 1
EN	Review Print Files for Details F8=Add All Asset File Items, F17=PrtScrn, F16=Exit	13.04.00
Fi		
F1	Action	
P II		
F1	Action	cess.
F1	Action If errors are found, the first 15 error records will be listed.	cess.

14Records with errors must be corrected using View/Update/Delete Capital Asset Records.Refer to Procedure C: View/Update/Delete Capital Asset Records for additional
instructions.

	PCG Dist=8991 Rel=13.03.01	01/03/201	4 WHT005 5	C:\DEVSTS C:	SECOND	WHITE	<u>_ 문 ×</u> Catadd 01
			Add Ca	pital Asset	Recap		СНТНООТ
	Total	Records	3				
	Error	Records	2				
	Assets Added from Fil Review Prin		for Details				
EN			For Details			FIE Q	13.04.00
EN'	Review Prin					FIS Q	13.04.00
_ ен 	Review Prin					PIS C	13.04.00
 Р	Review Prin F16=Exit	nt Files (FIS	13.04.00
	Review Prin	iles.	FS	F10			
_	Review Print F16=Exit	iles.	using Vie	F10 F10 ew/Update		Capital Asset	Records.
	Review Print F16=Exit	iles.	using Vie	F10 F10 ew/Update		Capital Asset	Records.
	Review Print F16=Exit	iles.	using Vie	F10 F10 ew/Update		Capital Asset	Records.
	Review Print F16=Exit	iles. n errors e C: Vi	using Vie	ew/Update	Capital I	Capital Asset	Records.
	Review Print F16=Exit Print Main Action Action Review the print for the print	iles. n errors e C: Vi	using Vie iew/Upda	ew/Update te/Delete	Capital A	Capital Asset A	<i>Records</i> . for additional
	Review Print F16=Exit	iles. n errors e C: Vi	using Vie iew/Upda	ew/Update te/Delete	Capital A	Capital Asset A	<i>Records</i> . for additional

	E PCG Dist=8991 Rel=13.03.01 11/25/2013 PCW 001 SV C:\DEVSYS C:\SE	ECOND WHITE	_ <u>_ 8 ×</u>
	Financial Accounting & Re	eporting	CAT 00P
	FKey Capital Asset Men	u	
	1 Add Capital Asset Records		
	2 View/Update/Delete Capital Asset Records		
	3 Run Depreciation for Capital Assets		
	Capital Asset Reports		
	Master Userlist		13.03.01
Step	Action		
19	Select FIG (F16 -Exit) to return to the <i>Gene</i>		M
	(Master) to return to the Business Appl	ications Master Men	пи.
20	To print the report via the Uqueue Print Ma	anager: Select	(Uqueue)
20	To print the report via Microsoft® Word:		
	Follow the instructions provided in the <u>Technik</u>		
	Procedures, Creating the Microsoft®-PCGene		jor Report Printi
	create the macro necessary to use the feature w	vnere appropriate.	

B1. Sample Capital Asset Additions Report

Cls Tag Stat	Deac	LOC Deac	Life In Sryc Dt Rem	Depr Value SW Ser <u>Nor</u>	Inv ObjetErr
E A 123 K A 456 V 456ABC	OVEN BUS	HIGH SCHOOL MIDDLE SCHOOL BUS BARN	06/06/2013 25 300 04/25/2013 15 180 05/02/2013 10 120	25,000.00 SL 11,000.00 SL 45,000.00 SL	73000 A1 73000 A 73200 A1
-	3 Total Records				
	2 Error Records				_
REPORT ID:	2 Error Records CATADD01 L File-Load 22/201313:21	Capital Asset SYSTEM: 8991 - SM	Additions ITH CITY BOARD OF EDUCAT	ION	PAGE: 1
REPORT ID:	CATADD01 L File-Load			ION Depr Value SW Ser Nbr.	PAGE: 1 Inv ObjetEtt

Procedure C: View/Update/Delete Capital Asset Records

Step	Action
1	From the <i>Business Applications Master Menu</i> , select 1 (F1 - Financial Accounting & Reporting System).

PCG Dist=8991 Rel=05.04.00 08/17/2007 CJD 001 C:\DEVSYS C:\SECOND	- BX
Financial Accounting & Reporting	MASTER1
FKey Master Menu	
1 Budget Account Master Menu 2 Purchase Order Processing Menu 3 Claim Processing Menu 4 Vendor Check Processing Menu	
 5 Revenue Account Master Menu 6 Accounts Receivable Processing Menu 7 Receipt Processing Menu 8 Cash Management & Investment Management Menu 	
 9 Financial Reporting & Month/Yr-End Close Menu 10 Account Master Description File Menu 11 General Ledger Account Master Menu 12 Year End Processing Menu 	
13 Special Functions Menu 14 Vendor Master Menu 15 Source Master Menu	
20 File Reorganization	
Master User User	07.03.00

Step	Action
2	Select 11 (F11 – General Ledger Account Master Menu).

S

E PCG Dist=8991 Rel=13.02.00 10/22/2013 WHT 005 5V C:\DEV5Y5 C:\SECOND	WHITE	_ 8 ×
Financial Accounting & Reporting		GL 00P
FKey General Ledger Account Master		
 1 Account Inquiry		
2 Account Add/Update		
3 Chart of Accounts		
5 Journal Entry		
6 Asset Tracking Menu		
7 Create FASGov Depreciation Journal Entries		
from FASGov General Ledger Posting Report		
13 Account Master Description File Menu		
Master ^{User} list		
F16 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		
Action		

📒 PCG Dist=8991 Rel=13.02.00	0 10/22/2013 WHT 005 SV C:\DEVSYS C:\SECOND	WHITE	_ & ×
	Financial Accounting & Reporting		CATOOP
FKey	Capital Asset Menu		
 _1 Add Ca	pital Asset Records		
View/U	pdate/Delete Capital Asset Records		
<u>3</u> Run De	epreciation for Capital Assets		
_4 Capital	Asset Reports		
Master ^{User} list			

Step	Action
4	Select 2 (F2 – View/Update/Delete Capital Asset Records).

	ect ASSET Value	Select Record Type: 💿	Asset			
			Inventory			
ey Cla	ss Taq	Description	Serial Number	Status	Depr	Type
081 C	: 81	GREEN HOUSE	N/A	A	SL	A
082 C	82	PARKING LOT	N/A	Ä	SL	A
083 C		PARKING LOT	N/A	Α	SL	Α
D84 C		SITE LIGHTING - FOOTBALL	N/A	Α	SL	Α
085 C	: 85	TENNIS COURTS	N/A	A	SL	Α
086 C		TRACK	N/A	A	SL	Α
087 C		PARKING LOT	N/A	A	SL	Α
088 C		PARKING LOT	N/A	A	SL	Α
089 C		PARKING LOT	N/A	A	SL	Α
090 C		PARKING LOT	N/A	A	SL	A
D91 C		PARKING LOT	N/A	D	SL	A
092 0		PARKING LOT	N/A	Ą	SL	A
093 E		TRAILER - 28' - 2000	BTMSUT19989903326	A	SL	Ą
094 E		BUS - 12-PASSENGER - 1993 (#93-6		D	SL	Ą
095 E 096 E		BUS - 19-PASSENGER - 1990 (#90-5		D	SL SL	A
096 E 097 E		BUS - 19-PASSENGER - 1990 (#90-7 BUS - 19-PASSENGER - 1992 (#92-1		D D	SL	A
097 E 098 E		BUS - 19-PASSENGER - 1992 (#92-) BUS - 19-PASSENGER - 1992 (#92-2		D	SL	Â
030 E 099 E		BUS - 13-PASSENGER - 1352 (#32-2 BUS - 36-PASSENGER - 1999 (#99-3	3) 16DG7T1C7WJ521591	Å	SL	Ä
100 E		BUS - 36-PASSENGER - 1999 (#99-4		Ä	SL	Ä
100 E		BUS - 36-PASSENGER - 2000 (#00-1		Ä	SL	Ä
			*			
	t Sort Option		Class Option:	Method Opti	on:	
•	Sort by Key	All	💿 All	🖲 All		
0 :	Sort by Class	C A=Active	O A=Intangible	🔷 🔘 SL=Straig	iht Line	
- Ö :	Sort by Status	O D=Disposal	O B=Building	O NO=None		
	Sort by Tag	O I=Inactive	C C=Construction			
~ •	Joit by Tug	O T=Transfer	C E=Equipment			
			O F=Infrastructure			
			O I=Land Improve			
			C K=Kitchen			
			🔘 L=Land			
			🔘 M=Vehicle-Maint			
			🔘 S=Software			
			O T=Technology			
			O V=Vehicle-Bus			
		Select Re-lo	oad Cancel			

Step	Action
5	To help locate the correct asset record, set the <i>Sort Option</i> , <i>Status Option</i> , <i>Class Option</i> , and/or <i>Method Option</i> and select Re-load (Reload assets).

The following screen displays:

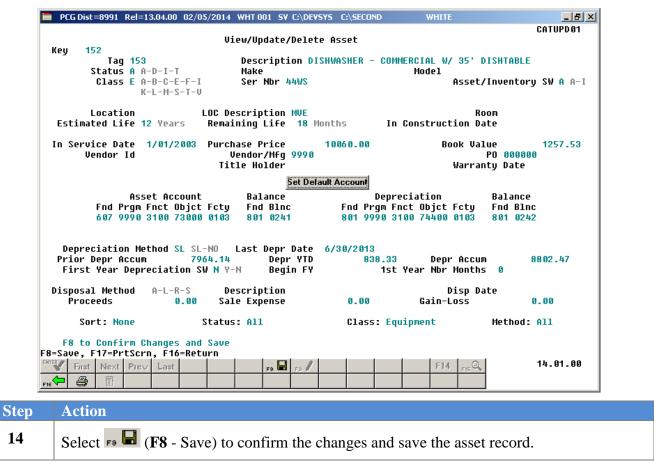
E PC	i Select A	SSET Value				<u>- 0 ×</u>
				Asset		
				nventory		
	Class	Tag	Description	Serial Number	Status Depr	
0093		94	TRAILER - 28' - 2000	BTMSUT19989903326	A SL	A 🔺
0094		95	BUS - 12-PASSENGER - 1993 (#93-6)	2GBHG31J6P4151613	D SL	A 🗌
0095		96 97	BUS - 19-PASSENGER - 1990 (#90-5) BUS - 19-PASSENGER - 1990 (#90-7)	2GBHG31J5L4125691 2GBHG31J5L4131129	D SL D SL	Å
0096	E	98	BUS - 19-PASSENGER - 1990 (#90-7) BUS - 19-PASSENGER - 1992 (#92-1)	2GBHG31J3L4131129 2GBHG31J8N4101874	D SL	Ă
0098		99	BUS - 19-PASSENGER - 1992 (#92-2)	1BAAGCSAXNF047980	D SL	Â
0099		100	BUS - 36-PASSENGER - 1999 (#99-3)	16D67T1C7WJ521591	Ă SL	Â
0100		101	BUS - 36-PASSENGER - 1999 (#99-4)	1GDG7T1C2WJ521790	A SL	A
0101	E	102	BUS - 36-PASSENGER - 2000 (#00-1)	1GDG7T1C7YJ500260	A SL	A
0102		103	BUS - 36-PASSENGER - 2003 (#03-1)	4UZAAXBV63CL72518	A SL	A
0103		104	BUS - 63-PASSENGER - 1995 (#95-2)	1GDM7T1J3SJ515329	A SL	A
0104		105	BUS - 65-PASSENGER - 1987 (#87-4)	1GBM6P1G0HV108237	D SL	A
0105		106 107	BUS - 65-PASSENGER - 1993 (#93-4)	1GDM7T1J8P518718	D SL D SL	A
0105	E	107	BUS - 65-PASSENGER - 1993 (#93-5) BUS - 66-PASSENGER - 1996 (#96-1)	1GDM7T1J1PJ518916 1GDM7T1J6TJ508070	A SL	Å
0108		109	BUS - 66-PASSENGER - 1996 (#96-2)	1GDM7T1J5TJ508070	A SL	Ä
0109		110	BUS - 66-PASSENGER - 1996 (#96-3)	1GDM7T1J7TJ508918	SL	Â
0110		iii	BUS - 72-PASSENGER - 1987 (#87-1)	1GBM6P1G6HV10778	D ŠL	Ä
0111	Ē	112	BUS - 72-PASSENGER - 1987 (#87-2)	1GBM6P1G9HV107815	D SL	A
0112		113	BUS - 72-PASSENGER - 1988 (#88-1)	1BAAGCSA4JF082430	D SL	A _
0113	E	114	BUS - 72-PASSENGER - 1990 (#90-2)	1BAACCSA5MF038053	D SL	A 🔽
Se	lect S	ort Option:	Status Option:	Class Option:	Method Option:	
	Sort I	by Key	⊙ All	O All	💿 All	
	O Sort I	by Class	C A=Active	🔘 A=Intangible	C SL=Straight Lin	e
	O Sort I	by Status	🔿 D=Disposal	🔘 B=Building	🔘 NO=None	
	O Sort I	by Tag	C I=Inactive	C=Construction		
			T=Transfer	E=Equipment		
				O F=Infrastructure		
				O I=Land Improve		
				O K=Kitchen		
				C L=Land		
				O M=Vehicle-Maint		
				C S=Software		
				O T=Technology		
			C-L-1			
			Select Re-loa	d Cancel		

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Step	Action
6	Highlight an item and select Select to select the record.

	PCG Dist=8991 Rel=13.04.00 02/0	5/2014 WHT 001 5V C:\DEVS	YS C:\SECOND	WHITE	_ 8 ×
		View/Update/Delete	Asset		CATUPD01
1	Key 152	•			
	Tag 153		SHWASHER – COMM	ERCIAL W/ 35' DISH	TABLE
	Status A A-D-I-T Class E A-B-C-E-F-I	Make Ser Nbr 44WS		Model Asset/In	entory SW A A-I
	K-L-M-S-T-U			15500,110	
	Location	LOC Description MVE		Room	
	Estimated Life 12 Years	Remaining Life 18 M	onths In		
Ι.		- During During	40010 00	B 1 - 1 - 7	4057 50
1	In Service Date 1/01/2003 Vendor Id	Vendor/Mfq 9990	10060.00	Book Value PO	1257.53
	vendor ru	Title Holder		Warranty	
		Set Defa	ult Account	-	
	Asset Account			ciation Ba	lance
	Fnd Prgm Fnct Objct	Fcty Fnd Blnc	Fnd Prgm Fn	ct Objct Fcty 🛛 Fr	d Blnc
	607 9990 3100 73000	0103 801 0241	801 9990 31	00 74400 0103 80	1 0242
	Prior Depr Accum 79 First Year Depreciation S	64.14 Depr YTD W N Y-N Begin FY	838.33 1st	Depr Accum Year Nbr Months (8802.47)
1	Disposal Method A-L-R-S Proceeds 0.00		0.00	Disp Date Gain-Loss	0,00
	Proceeds 0.00	Sale Expense	0.00	6d111-LUSS	0.00
	Sort: None	Status: All	Class: Equ	ipment Me	thod: All
F1:	=First, F2=Next, F3=Prev, F		u=Select, F17=P	rtScrn, F18=Delete	
ENTE	V First Next Pre∨ Last	F0 🖬 F9 🖊		F14 _{F15} Q	14.01.00
F16	← 叠 簡				
	Action				
	Select F3 🖉 (F9 – mo	odify) to modify an	asset record.		
	Select F14 (F14 to	return to Select As	set Screen)		

	PCG Dist=8991 Rel=13.04.00 02/05/2014 WHT 001 SV C:\DEVSYS C:\SECOND WHITE
	CATUPD01 View/Update/Delete Asset
	Key 152 Tag 153 Description DISHWASHER - COMMERCIAL W/ 35' DISHTABLE Status A A-D-I-T Make Model Class E A-B-C-E-F-I Ser Nbr 44WS Asset/Inventory SW A A-I
	Location LOC Description MVE Room Estimated Life 12 Years Remaining Life 18 Months In Construction Date
	In Service Date <u>1/01/2003</u> Purchase Price <u>10060.00</u> Book Value <u>1257.53</u> Vendor Id Vendor/Mfg <u>9990</u> PO <u>800000</u> Title Holder Warranty Date
	Set Default Account
	Asset Account Balance Depreciation Balance Fnd Prgm Fnct Objct Fcty Fnd Blnc Fnd Prgm Fnct Objct Fcty Fnd Blnc <u>607 9990 3100 73000 0103 801 0241 801 9990 3100 74400 0103 801 0242</u>
	Depreciation Method SL SL-NO Last Depr Date 6/30/2013 Prior Depr Accum 7964.14 Depr YTD 838.33 Depr Accum 8802.47 First Year Depreciation SW N Y-N Begin FY
	Disposal Method _ A-L-R-S Description Disp Date Proceeds0.00 Sale Expense0.00 Gain-Loss0.00
	Sort: None Status: All Class: Equipment Method: All
En	ter=Validate, F1=First,F2=Next,F3=Prev,F4=Last, F8=Save,F9=View, F14=Select,F17=PrtScrn,F16=Return
F16	
ep	Action
)	Note that any errors or warnings will be highlighted. Any errors must be corrected before the asset record can be saved.
)	Select F14 (F14 to return to Select Asset Screen)
l	Select Set Default Account button if desired.
2	Select $(ENTER \text{ to validate})$, and $(F8 - Save)$ to save the asset record.
;	Select First (F1 – First record) to scroll to the first asset record in the file.
	Select Next (F2 – Next record) to scroll to the next asset record in the file.
	Select \underline{Next} (F2 – Next record) to scroll to the next asset record in the file. Select \underline{Prev} (F3 – Prev record) to scroll to the previous asset record in the file.



S

🔲 PCG Dist=8991 Rel=13.0	14.00 02/05/2014 WHT 001 SV C:\DEVS	YS C:\SECOND WHITE	_ 8 ×
Kev 152	View/Update/Delete	Asset	CATUPD 01
Tag 153		HWASHER - COMMERCIAL W/ 35'	DISHTABLE
Status A A-D Class E A-B K-L		Model Asse	t/Inventory SW A A-I
Location Estimated Life 12	LOC Description MVE Years Remaining Life 18 Mo	nths In Construction	Room Date
In Service Date 1/ Vendor Id	01/2003 Purchase Price Vendor/Mfg 9990 Title Holder	10060.00 Book V Warr	alue 1257.53 PO 000000 anty Date
	Set Defa	ult Account	-
Fnd Prgm Fn	Account Balance ct Objct Fcty Fnd Blnc 00 73000 0103 801 0241	Depreciation Fnd Prgm Fnct Objct Fcty 801 9990 3100 74400 0103	
Depreciation Meth Prior Depr Accum First Year Deprec	od SL SL-NO Last Depr Date 7964.14 Depr YTD iation SW N Y-N Begin FY	6/30/2013 838.33 Depr Acc 1st Year Nbr Mont	
Disposal Method A Proceeds	-L-R-S Description 0.00 Sale Expense	Disp 0.00 Gain-Loss	Date 0.00
Sort: None	Status: All	Class: Equipment	Method: All
Changes to Record F1=First, F2=Next, F3 First Next Prev Fie 🗃 🔠	Prev, F4=Last, F9=Modify, F1	E-Select, F17=PrtScrn, F18=D	
p Action			
Verify that the	message "Changes to Red	cord Saved" displays.	
Select FIE (F16 – exit) to exit to the S	Select Capital Asset scre	een.
Select F15 (]	F16 - exit) to exit to the C	Capital Asset Menu scree	en.

	PCG Dist=8991 Rel=13.03.0	11/25/2013 PCW 001 SV C:\DEVSYS Financial Accounting		WHITE	EAT 00P
	FKey	Capital Asset	• •		
	 _1 Add Ca	pital Asset Records			
	View/U	pdate/Delete Capital Asset Records			
	<u>3</u> Run De	preciation for Capital Assets			
	4 Capital	Asset Reports			
	Master Userlist PAY				13.03.01
ер	Action	· · · · · ·			
18		6 -Exit) to return to the G	eneral Ledge	r Account Master	<i>Menu</i> , or se
	Master (Master) t	o return to the Business A	pplications N	Aaster Menu.	

Procedure D: Run Depreciation for Capital Assets

Step	Action
1	From the <i>Business Applications Master Menu</i> , select 1 (F1 - Financial Accounting & Reporting System).

DCG Dist=8991 Rel=05.04.00 08/17/2007 CJD 001 C:\DEVSYS C:\SECOND	_ ð X
Financial Accounting & Reporting	MASTER1
FKey Master Menu	
 1 Budget Account Master Menu 2 Purchase Order Processing Menu 3 Claim Processing Menu 4 Vendor Check Processing Menu 	
5 Revenue Account Master Menu 6 Accounts Receivable Processing Menu 7 Receipt Processing Menu 8 Cash Management & Investment Management Menu	
 9 Financial Reporting & Month/Yr-End Close Menu 10 Account Master Description File Menu 11 General Ledger Account Master Menu 12 Year End Processing Menu 	
13 Special Functions Menu 14 Vendor Master Menu 15 Source Master Menu	
20 File Reorganization	
Master User List User User	07.03.00

Step	Action
2	Select 11 (F11 – General Ledger Account Master Menu).

S

E PCG Dist=8991 Rel=13.02.00 10/22/2013 WHT 005 5V C:\DEV5Y5 C:\SECOND	WHITE	_ 8 ×
Financial Accounting & Reporting		GL 00P
FKey General Ledger Account Master		
 1 Account Inquiry		
2 Account Add/Update		
3 Chart of Accounts		
5 Journal Entry		
6 Asset Tracking Menu		
7 Create FASGov Depreciation Journal Entries		
from FASGov General Ledger Posting Report		
13 Account Master Description File Menu		
Master ^{User} list		
F16 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		
Action		

📒 PCG Dist=8991 Rel=13.02	2.00 10/22/2013 WHT 005 SV C:\DEVSYS C:\SECOND	WHITE	_ 8 ×
	Financial Accounting & Reporting		CATOOP
FKey	Capital Asset Menu		
 Add	Capital Asset Records		
2 View	w/Update/Delete Capital Asset Records		
<u>3</u> Run	Depreciation for Capital Assets		
4 Capi	ital Asset Reports		
Master ^{User} list			
	ENDOR		

Step	Action
4	Select 3 (F3 – Run Depreciation for Capital Assets).

	PCG Dist=8991	Rel=13.04.00	01/02/2014	PCW 001	SV C:\DEVSYS	C:\SECOND	WHITE	_ <u>-</u>
			Select	Asset	Depreciation	ı Fiscal Yı	ear	CATDEPR1
			Input	Fiscal	Year: <u>2014</u>			
_	ENTER=Conti	inue, F16=I	Exit	F.S	, 🗐 🛛 F10			13.03.01
Step	Action							
	Enter the	Input Fig	scal Yea	r field	d and selec		(ENTER) to continu	ıe.
	Note: Th	ne user sho	ould obte	in a .	IE Vouche	er Numb	er before starting th	s process.

	PCG Dist=8991 Rel=13.03.0	01 01/03/2014	WHT 005 SV C:\DEVSYS C:\SECOND	WHITE	
		Calcula	ate Capital Asset Depreciatio Fiscal Year 2014	on Recap	CATDEPR1
	Depreciatio	Records: on Totals:	3 4,133.33		
	Review Prin	nt Files for	r Details		
	F8 to Updat	te Asset Fil	le with Depreciation and Crea	ate JE CSV File	
	F16=Exit, F8=Update	& Create CS	SU, F17=PrtScrn		13.03.01
_					
_	Action				

1	PCG Dist=8991 Rel=13.04.00 01/02/2014 PCW 001 SY C:\DEVSYS C:\SECOND WHITE	
	ASSET JE Voucher Number	CATDEPR1
	Enter JE Voucher Number	
-	Enter=Continue, F17=PrtScrn, F16=Exit Image: A state of the stat	13.03.01
Step	Action	
7	Enter the JE Voucher Number and select ENTER) to continue	·.

8

9

	PCG Dist=8	3991 Rel=	13.04.00	01/02/	2014 PCV	W 001 SV	C:\DEVS	YS C:\9	SECOND		WHITE	1	
						ASSET	ſ JE Fi	ile Cro	eation				CATDEPR1
E	Enter the or F10	JE Expor to Brow			and Nar	ne (e.g.	. C:\Jo	ournal	Entri	es\CAT.	JECYMI).CSV	
c	C:\JOURNAL				102.CSU								
	NOTE: DIR												
ENT	ITER		Enter=	contir	nue, F10)=Browse		Exit					13.03.01
				$ \rightarrow$		F8 -	$\left \right $						-
F16	6		_								_		
D	Action	1											
p	Action			1 (*1			1 0 1				a		
ep	Verify	the pa								•			RNAL
è p	Verify ENTE	the pa RIES∖J	Eccy	ymm	dd.cs	v, or e	nter t	he co	rrect	path	and	filena	ame in the Enter t
p	Verify	the pa RIES∖J	Eccy	ymm	dd.cs	v, or e	nter t	he co	rrect	path	and	filena	ame in the Enter t
ep	Verify ENTR impor	the pa RIES\J t file p	Eccy bath a	ymm and n	dd.csv ame f	v, or e ield , o	nter t or sel	he co ect F	orrect 10 (to	path 5 Bro	and i wse	filena for fi	ame in the Enter t le).
ep	Verify ENTR impor	the particle the particular the particular tensor to the particular tensor of tensor o	Eccy bath a ne ent	ymm and n ered	dd.cs ame f	v , or e ïeld , o prrect,	nter t or sel <i>the n</i>	he co ect F nessa	orrect 10 (to ge "I	path 5 Bro ⁻ <i>nvali</i>	and i wse i d Fil	filena for fi <i>le Id</i> .	ame in the Enter t le). <i>Correct and pres</i>
ep	Verify ENTR impor If the j ENTE	the pa RIES\J t file p filenam R to re	Eccy oath a ne ent etry, o	ymm and n ered or F10	dd.cs ame f	v , or e ïeld , o prrect,	nter t or sel <i>the n</i>	he co ect F nessa	orrect 10 (to ge "I	path 5 Bro ⁻ <i>nvali</i>	and i wse i d Fil	filena for fi <i>le Id</i> .	ame in the Enter t le).
р р	Verify ENTR impor	the pa RIES\J t file p filenam R to re	Eccy oath a ne ent etry, o	ymm and n ered or F10	dd.cs ame f	v , or e ïeld , o prrect,	nter t or sel <i>the n</i>	he co ect F nessa	orrect 10 (to ge "I	path 5 Bro ⁻ <i>nvali</i>	and i wse i d Fil	filena for fi <i>le Id</i> .	ame in the Enter t le). <i>Correct and pres</i>
ep	Verify ENTR impor If the J ENTE. the con	the pa RIES\J t file p <i>filenam</i> <i>R to re</i> <i>rrect in</i>	Eccy oath a ne ent try, o formc	ymm and n ered or F10 ation.	dd.cs ame f is inco 5 to ex	v, or e ïeld , o orrect, it. " wi	nter ti or self <i>the n</i> ill be	he co ect F nessa displ	orrect 10 (to ge "I ayed.	path o Bro Invalit In th	and wse d Fil uis in	filena for fi <i>le Id.</i> estanc	ame in the Enter t le). <i>Correct and press</i> <i>ce, return to Step 5</i>
ep	Verify ENTR impor If the j ENTE	the pa RIES\J t file p <i>filenam</i> <i>R to re</i> <i>rrect in</i>	Eccy oath a ne ent try, o formc	ymm and n ered or F10 ation.	dd.cs ame f is inco 5 to ex	v, or e ïeld , o orrect, it. " wi	nter ti or self <i>the n</i> ill be	he co ect F nessa displ	orrect 10 (to ge "I ayed.	path o Bro Invalit In th	and wse d Fil uis in	filena for fi <i>le Id.</i> estanc	ame in the Enter t le). <i>Correct and pres</i>

	PCG Dist=8991 Rel=13.03.01 01/03/2014 WHT 005 5¥ C:\DE¥5Y5 C:\SECOND WHITE	_ 8 ×
	Calculate Capital Asset Depreciation Recap Fiscal Year 2014	CATDEPR1
	Records: 3 Depreciation Totals: 4,133.33	
	Review Print Files for Details	
	epreciation Posted & JE CSV File Created	
ENT	Enter=Return, F17=PrtScrn	13.03.01
<u>F16</u>		
Step	Action	
10	Select (ENTER) to continue.	
11	A copy of the ASSET file is created as ASSETD prior to posting the depreciation. In the event you need to make a correction and recalcul depreciation, rename ASSETD as ASSET and repeat the process. This	ate the current
	the journal entries have been posted!	

	PCG Dist=8991 Rel=13.04.00 01/02/2014 PCW 002 SV C:\DEVSYS C:\SECOND WHITE	_ 8 ×
	Select Asset Depreciation Fiscal Year	CATDEPR1
	Input Fiscal Year: <u>2014</u>	
ENTER		13.03.01
p	Action	
	Select F_{16} (F16 – exit) to exit to the <i>Capital Asset Menu</i> screen.	
	Verify the depreciation calculations. Make any corrections, if necessary	у.
	Review the Capital Asset Depreciation Report.	

	PCG Dist=8991 Rel=13.04.00 01/02/2014 PCW 002 SV C:\DEVSYS C:\SECOND	D WHITE - 🗗
	Financial Accounting & Repor	
	FKey Capital Asset Menu	
	Add Capital Asset Records	
	2 View/Update/Delete Capital Asset Records	
	3 Run Depreciation for Capital Assets	
	4 Capital Asset Reports	
Ma	aster Userlist	13.03.01
F16		
Step	Action	
14	Select F16 - Exit) to return to the <i>Gene</i>	ral Ledger Account Menu or se
	(Master) to return to the <i>Business Applications M</i>	
15		
	To print the report via the Uqueue Print Mana	
	To print the report via Microsoft® Word: Sele	ect (MS WORD).
	Follow the instructions provided in the <i>Technical</i>	System Operations Guide, User

create the macro necessary to use the feature where appropriate.

D1. Sample Capital Asset Depreciation Report

Stat y Cls Des	scription		2013 : Rem 1		Acquisition Value	2013 Accum Depreciation	2014 Depreciation	2014 Accum Depreciation	2014 Book Value
1 A A DES	SK	10	120	108	500.00	0.00	50.00	50.00	450.00
2 A A TES	ST	10	120	108	1,000.00	0.00	100.00	100.00	900.00
3 A A TES		10	120	108	1,000.00	0.00	100.00	100.00	900.00
4 A A ANG	OTHER TEST	10	120	108	1,000.00	0.00	100.00	100.00	900.00
4 Ite	ems	Totals			3,500.00	0.00	350.00	350.00	3,150.00

D2. Sample Capital Asset Depreciation Report – Debits and Credits

Credit			
350.00			
350.00			
	350.00	350.00	350.00

Procedure E: Capital Asset Reports

Step	Action	
1	From the <i>Business Applications Master Menu</i> , select 1 (F1 - Financial Accounting & Reporting System).	

DCG Dist=8991 Rel=05.04.00 08/17/2007 CJD 001 C:\DEVSYS C:\SECOND	- BX
Financial Accounting & Reporting	MASTER1
FKey Master Menu	
1 Budget Account Master Menu 2 Purchase Order Processing Menu 3 Claim Processing Menu 4 Vendor Check Processing Menu	
 5 Revenue Account Master Menu 6 Accounts Receivable Processing Menu 7 Receipt Processing Menu 8 Cash Management & Investment Management Menu 	
 9 Financial Reporting & Month/Yr-End Close Menu 10 Account Master Description File Menu 11 General Ledger Account Master Menu 12 Year End Processing Menu 	
13 Special Functions Menu 14 Vendor Master Menu 15 Source Master Menu	
20 File Reorganization	
Master User User Image: Second s	07.03.00

Step	Action
2	Select 11 (F11 – General Ledger Account Master Menu).

S

E PCG Dist=8991 Rel=13.02.00 10/22/2013 WHT 005 5V C:\DEV5Y5 C:\SECOND	WHITE	_ 8 ×
Financial Accounting & Reporting		GL 00P
FKey General Ledger Account Master		
 1 Account Inquiry		
2 Account Add/Update		
3 Chart of Accounts		
5 Journal Entry		
6 Asset Tracking Menu		
7 Create FASGov Depreciation Journal Entries		
from FASGov General Ledger Posting Report		
13 Account Master Description File Menu		
Master ^{User} list		
F16 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		
Action		

👅 PCG Dist=8991 Rel=13.02.00	10/22/2013 WHT 005 SV C:\DEVSYS		WHITE	_ 8 ×
	Financial Accounting	& Reporting		CATOOP
FKey 	Capital Asset	Menu		
1 Add Ca	pital Asset Records			
2 View/U	pdate/Delete Capital Asset Records			
<u>3</u> Run De	preciation for Capital Assets			
4 Capital	Asset Reports			
Master Userlist Price Words PAR MONITOR MINITOR				
Action				
Select 4 (F4 –	Capital Asset Reports)			

🔲 PCG	Dist=8991 Rel=13.04.00 02/05/2014 WHT	F OO1 SV C:\DEVSYS C:\SECON	D WHITE	_ 8 ×
	Select As	set Report & Fiscal Yea	ır	CATRPT 01
	Input Fis Options Active CSV FY Srt Stat Cls X X X X X X X X X X X X X X X X	cal Year; <u>2014</u> Select Asset Report: © Assets List © Assets List by Fcty © Assets Detail	(Active for Selected R	eports)
	X X	O FY Depr Exp	(Input Last FY Depr or (Input Last FY Depr or (Input Last FY Depr (Input FY (Input FY or Zero for	Zero for All)))
	Sort Option:	Options Before Selectin Status Option: O All A=Active D=Disposal I=Inactive T=Transfer	Ig Report) Class Option: All A=Intangible B=Building C=Construction E=Equipment F=Infrastructure I=Land Improve K=Kitchen L=Land M=Vehicle-Maint S=Software T=Technology V=Vehicle-Bus	
	ER=Continue, F16=Exit	F10		14.01.00
Step 5	Action All asset reports are initiated	from this screen		
6	Enter the Fiscal Year field.			
7	Select the radio button (••••••••••••••••••••••••••••••••••••		Select Asset Report	option to identify
	Inventory List report will onl assets.	y include inventory it	ems. All other report	s include only
8	Select the radio button sort order.	the left of the desired	Sort Option to ident	ify the report's
9	Select the radio button to to the asset/inventory items sele		Status Option to ide	entify the status of
10	Select the radio button to to the asset/inventory items sele		Class Option to iden	ntify the class of

		Asset Export e Asset File to Load in Excel? (e.g. C:\EXPORT\ASSETRPTCCVYHHOD.CSU 13.03.01 13.03.01 10.05.01 10
	Create Asset File to Load in Excel? © <u>No</u> C Yes	
	Enter the Export file Path and Name (e.g. C:\EXPORT\ASSETRPTCCYYMMDD.CSU or F10 to Browse for File <u>C:\EXPORT\ASSETLST20140102.CSU</u> NOTE: DIRECTORY Must Already Exist	_
Step	Action	
11	Select the radio button to left of the appropriate response in the Create Asset in Excel? field. In order to produce a comma separated data file with the data from select ' Yes '. Otherwise, select ' No '.	
12	If creating an export file: Verify the C:\EXPORT folder exists, or create the appropriate.	folder where
13	If creating an export file: Enter C:\EXPORT\ASSETLSTccyymmdd.csv in the second	13.83.81 13.83.81 Donse in the Create Asset File to Load data file with the data from the report, older exists, or create the folder where FLSTccyymmdd.csv in the Enter File (F10 - to Browse for file) to locate the the "UNABLE TO OPEN ASSET CSV In this instance, return to Step 13 to
	Name and Path for Export File field, or select F10 (F10 - to Browse for file) file manually.) to locate the
14	Select (Enter - Continue).	
	If creating an export file: If the filename is invalid, the "UNABLE TO OPEN FILE 35 = File Not Found" error message displays. In this instance, return enter the correct information.	
	"Processing Request" briefly displays where appropriate.	

PCG Dist=8991 Rel=13.04.00 02/05/2014 WHT 001 SV C:\DEVSYS C:\SECOND _ 8 × WHIT CATRPT01 Select Asset Report & Fiscal Year Input Fiscal Year; 2014 (Active for Selected Reports) **Options Active** CSV C1s Select Asset Report: FY Srt Stat Assets List
 Assets List by Fcty Х х X х X х х Assets Detail
 FY Depr Exp х х X (Input Last FY Depr or Zero for All) х Х Х X (Input Last FY Depr or Zero for All) (Input Last FY Depr) O FY Depr Exp by Fnct х X X O FY GL Posting х х х X O FY Asset Additions Х X Х х (Input FY Х O FY Disposal (Input FY or Zero for All Disposals) х х х X Х O Inventory List Х Х х (Set Options Before Selecting Report) Sort Option: Status Option: Class Option: All
 A=Active
 D=Disposal
 I=Inactive Sort by Key
 Sort by Class All
 A=Intangible © Sort by Status © Sort by Facility C B=Building C C=Construction C Sort by Tag O T=Transfer O E=Equipment O F=Infrastructure O I=Land Improve C K=Kitchen C L=Land O M=Vehicle-Maint 0 S=Software 0 T=Technology Report Complete - Check Print Queue 417 Items Selected O V=Vehicle-Bus ENTER=Continue, F16=Exit 14.01.00 F10 F16 Step Action To create another report, repeat the process starting at *Step 5*, or select **F16 -** Exit) 15 to return to the Capital Asset Menu.

	PCG Dist=8991 Rel=13.04.00 01/02/2014 PCW 002 SV C:\DEVSY5 C:\SECOND WHITE	<u>_8×</u>
	Financial Accounting & Reporting	CAT 00P
	FKey Capital Asset Menu	
	Add Capital Asset Records	
	2 View/Update/Delete Capital Asset Records	
	3 Run Depreciation for Capital Assets	
	4 Capital Asset Reports	
	Master Userlist	13.03.01
Step	Action	
16	Select F16 - Exit) to return to the <i>General Ledger Account</i> I	Master Monu or
	Master (Master) to return to the Business Applications Master Men	<i>l</i> .
17	To print the report via the Uqueue Print Manager: Select	(Uqueue).
	To print the report via Microsoft® Word: Select Mort (MS W	
	Follow the instructions provided in the <u>Technical System Operation</u> Procedures, Creating the Microsoft®-PCGenesis QWORD Macro f	
	$+1$ roceanies, Creating the microsoft \oplus -r Coeffests O word Macro $+$	οι περοπ επιπι

E1. Sample Capital Asset Listing Report

REPORT ID: CATRPTO1 L LIST N DATE: 02/05/201414:26			ital Asset Listi: 1 - SMITH CITY B		F EDUCAT	TON		PAGE :	
exu Cla Statudescription	Depr SW Loo	ation	Ser War.	Sruc Year	YY MM Eat Rem	Acquisition Amount	Accum Depreciation	Book Value	
25 A E GHS FLOOR MACHINE	SL GHS	3	10060270000333.	.2007	12 77	10,547.18	4,907.36	5,639.8	12
26 A B OES BREEZEWAY	SL OES	1		2007	20 170	10,674.00	3,113.25	7,560.7	/5
7 A E GHS RISERS	SL GHS	1		2007	10	10,550.00	6,242.08	4,307.9	12
28 A E JOHN DEERE 72" ZTRAK MOWER		NTENANCE	TC9975C030197	2008	15 117	11,792.88	4,127.50	7,665.3	38
29 A E GHS DRIVERS ED. SIMULATOR					1054	13,022.00	7,162.10	5,859.9	
0 A E GHS DRIVERS ED SIMULATOR #				2007	1054	13,022.00	7,162.10	5,859.9	
1 A E GHS DRIVERS ED SIMULATOR #					10	13,022.00	7,162.10	5,859.9	
32 A E GHS DRIVERS ED SIMULATOR #					1054	13,022.00	7,162.10	5,859.9	90
3 A E GHS DRIVERS ED SIMULATOR #				2007	1054	13,022.00	7,162.10	5,859.9	ю
4 A E GHS DRIVERS ED SIMULATOR #	6 SL GH2	1		2007	10	13,022.00	7,162.10	5,859.9	Ð
5 A E GHS DRIVERS ED SIMULATOR #				2007	10	13,022.00	7,162.10	5,859.9	
86 A E GHS DRIVERS ED SIMULATOR #					1054	13,022.00	7,162.10	5,859.9	
7 A E GHS DRIVERS ED SIMULATOR #					1054		7,162.10	5,859.9	
8 A E GHS DRIVERS ED SIMULATOR #					1054		7,162.10	5,859.9	
9 A E 2009 INTERNATIONAL BUS			4DRBUAAN99B1076			71,000.00	35,500.00	35,500.0	
0 A E 2009 INTERNATIONAL BUS			4DRBUAAN09V1076			71,000.00	35,500.00	35,500.0	
1 A E 2009 INTERNATIONAL BUS			4DRBUAAN29B1076			71,000.00	35,500.00	35,500.0	
2 A E 2009 INTERNATIONAL BUS			4DRBUAAN99B1076			71,000.00	35,500.00	35.500.0	
3 A E 2009 INTERNATIONAL BUS			4DRBUAAN09B1076			71,000.00	35,500.00	35,500.0	
4 A E 2009 INTERNATIONAL 48 PASS						83,800.00	41,900.00	41,900.0	
15 A E 2009 INTERNATIONAL 48 PASS			4DRBUAAN69B1076			83,800.00	41,900.00	41,900.0	
16 A B EPS PHASE 10 CLASSROOM SIN					7. 24	4,900.00	3,500.00	1,400.0	
7 A B GMS PHASE 5 ROOF ON MAIN W					20 173	161,600.00	45,113.33	116,486.6	
18 A C CCMS SOD PLAYING FIELD	SL CO				30 300	22,500.00	3,750.00	18,750.0	
9 A E SOFTWARE LIGHTWPEED TOTAL				2,008		10,200.00	10.200.00	0.0	
0 A B 24 X 48 EDUCATORS GREENHOU					25 240	43,697.00	8,739.40	34,957.6	
1 A B 24 X 48 EDUCATORS GREENHOU					25 240	28,238.30	5,647.65	22,590.6	
52 A B EPS HVAC	SL EPS				20 186	83,943.10	18,887.22	65,055.8	
53 A B EES HVAC	SL EES	5		2008	20 186	72,942.40	16,412.04	56,530.3	36

E2. Sample Capital Asset Listing by Facility Report

REPORT ID: CATRPTO1 Y FCTY RUN DATE: 02/05/201414:26		Asset Listing by 91 - SMITH CITY B		NOI		PAGE :	2
Kau	Depr SW Location	Ser Not.	Sxug YY MM Year Est. Rem	Acquisition Amount	Accum Depreciation	Book Value	
13 A B BUILDING - MTN. VIEW E.S 2010 72 A C FENCING	SL MVES	N/A N/A	2003 60 594 2002 <u>15 42</u>	5,833,948.00 10,665.00	1,020,940,93 8,176,50	4.813.007.07	
73 A C PARKING LOT 74 A C PLAYSET	SL MVES SL MVES	N/A N/A	2002 15 42		270,279.90		0
151 A E COPIER 152 A E DISHWASHER - COMMERCIAL W/ 35' I	SL MVE	SD-3062 44WS	1998 10 0	12,250.00	12,250.00	0.00	0
153 A E FOOD CUTTER/MIXER - 45-QUART	SL MVE SL MVE SL MVE	44WS HCM 450 H-600	2003 12 18	9,038.00	7,908.28 6,932.63		2
154 A E MIXER - 60-QUART 155 A E OVEN - COMBI	SL MVE	BC14E/AA		13,501.00	11,813.34	1,687.66	6
156 A E OVEN - CONVECTION - DOUBLE 157 A E STEAM KETTLE - 40-GALLON	SL MVE	HGC510 FT12-CG	2003 1218		5,213.25		5
	SL MVE SL MVE	M24G200A K74-CEMX-EB	2003 <u>1218</u> 2003 <u>1218</u>		8,505.00	1,215.00	0
160 A E TILT SKILLET 192 A E FOOD CUTTER/MIXER - 45-QUART	SL MVE SL MVE	N/A HCM 450	2003 1218 2003 1218	8,357.00	6,349.88 7,312.41	907.12 1,044.59	_
217 A E COVECTION OVEN 230 A C SOFTBALLFIELD	SL GMS Kitchen SL MVE	MODEL # MCO-GS- N/A	2003 12 21 2006 25 213	7,101.50 467,931.37	6,065.85 135,700.13	1,035.65	
263 A B PORTABLE CLASSROOM \$1 MVE 264 A B PORTABLE CLASSROOM \$2 MVE	SL MVE SL MVE	JDE#5017645 JDE#5017646`	2005 25 205	39,512.00 41,442.00	12,512.13 13,123.30	26,999.87 28,318.70	
272 A E SAVIN COPIER 8035E 309 A B MVE SECURITY SYSTEM	SL MVE SL MVE	M2775202038	20075 0	5,500.00 10,548.80	5,500.00	0.00	ō
382 A B MVE ENERGY SAVING HEATING/AC 396 A C PRE-K WALKWAY	SL MVE SL PRE-K		2010 20 208	98,016.02 31,511.50	13,068.80		2
	Facility 0103	Subtotal Items		7,013,243.19	1.591.162.97		

E3. Sample Capital Asset Detail Report

REPORT ID: CATRPT01 T DETAIL RUN DATE: 01/02/2014 11:30	Capital Asset Detail SYSTEM: 8991 - SMITH COUNTY BOARD OF ED	PAGE: 1
Description GL - Fnd Prgm Fnct Objet Fety Bal - Depr - Fnd Prgm Fnct Objet Fety Bal -	Purchase Price Book Value In Service Life Rem LOC Location Make Model Room Fnd Blnc PO Vendor Vendor/Mfg Title Holder Fnd Blnc Type Last Date Prior Accum Depr YTD Depr Accum Beg Disp Date Cash Proceeds Sale Expense Gain/Loss	Waranty in SW FY MM
00001 E 000001000000 A 85-1006922 SYSTEM DISHWASHING GL - 801-9990-3100-73000-0198 Depr - 801-9990-3100-74400-0198 Disposal	13,500.00 450.00- 01/01/1998 15 0 801-0241 801-0242 SL 06/30/2013 13,050.00 450.00 13,500.00 0.00 0.00 0.00	N
00002 E 00000200000 A 28640/FDGA COOLER WALK-IN GL - 801-9990-3100-73000-0198 Depr - 801-9990-3100-74400-0198 Disposal	25,750.00 858.29- 01/01/1998 15 0 801-0241 801-0242 SL 06/30/2013 24,891.71 858.29 25,750.00 0.00 0.00 0.00	N
00003 E 00000300000 D 12-097-964PF SYSTEM DISHWASHING GL - 801-9990-3100-73000-0189 Depr - 801-9990-3100-74400-0189 Disposal R	10,710.00 1,785.00 01/01/1995 15 0 801-0241 801-0242 SL 06/30/2007 8,211.00 714.00 8,925.00 06/30/2007 0.00 0.00 0.00	N
00004 E 000004000000 A NA CCOLER WALK-IN GL - 801-9990-3100-73000-0189 Depr - 801-9990-3100-74400-0189 Disposal	19,000.00 0.00 01/01/1995 15 0 801-0241 801-0242 SL 06/30/2012 19,000.00 0.00 19,000.00 0.00 0.00 0.00	И
00005 E 000005000000 A 31300/FD GA COOLER WALK-IN GL - 801-9990-3100-73000-0199 Depr - 801-9990-3100-74400-0199 Disposal	24,690.74 823.02-01/01/1999 15 6 801-0241 801-0242 SL 06/30/2013 22,221.68 1,646.04 23,867.72 0.00 0.00 0.00	И

E4. Sample Capital Asset Depreciation Report

REPORT ID: CATRPTO1 D DEPR N DATE: 02/05/201414:48	Capital As SYSTEM: 8991	<pre>set Depreciation - SMITH CITY 1</pre>	on Report BOARD OF EDUCATI	ON FND-10	FY: 2013 FND-100 FRGM-9990		
uCla StatRescuiption	Depr Acct Enct-Chict-Ecty	Sruc Est Year Rem	Acquisition Amount	2013 Depreciation	Accum Depreciation	Book Value	
9 A E 2009 INTERNATIONAL BUS	2700-74600-8012	2008 1060	71,000.00	7,100.00	35,500.00	35,500.00	
0 A E 2009 INTERNATIONAL BUS	2700-74600-8012		71,000.00	7,100.00	35,500.00	35,500.00	
1 A E 2009 INTERNATIONAL BUS	2700-74600-8012		71,000.00	7,100.00	35,500.00	35,500.00	
2 A E 2009 INTERNATIONAL BUS	2700-74600-8012		71,000.00	7,100.00	35,500.00	35,500.00	
3 A E 2009 INTERNATIONAL BUS	2700-74600-8012		71,000.00	7,100.00	35,500.00	35,500.00	
4 A E 2009 INTERNATIONAL 48 PASSENGER BUS			83,800.00	8,380.00	41,900.00	41,900.00	
5 A E 2009 INTERNATIONAL 48 PASSENGER BUS			83,800.00	8,380.00	41,900.00	41,900.00	
5 A B EPS PHASE 10 CLASSROOM SINK CABINET	1000-74200-0188	20087 24	4,900.00	700.00	3,500.00	1,400.00	
7 A B GMS PHASE 5 ROOF ON MAIN WING	1000-74200-0296		161,600.00	8,080.00	45,113.33	116,486.6	
8 A C CCMS SOD PLAYING FIELD	1000-74000-0107		22,500.00	750.00	3,750.00	18,750.00	
0 A B 24 X 48 EDUCATORS GREENHOUSE COMS	1000-74200-0107		43,697.00	1,747.88	8,739.40	34,957.60	
1 A B 24 X 48 EDUCATORS GREENHOUSE GMS	1000-74200-0296		28,238.30	1,129.53	5,647.65	22,590.65	
A B EPS HVAC	2600-74200-0188		83,943.10	4,197.16	18,887.22	65,055.88	
3 A B EES HVAC	2600-74200-2050	2008 20 186	72,942.40	3,647.12	16,412.04	56,530.30	
A A B OES HVAC	2600-74200-4050		85,803,70	4,290,19	19,305.85	66,497,8	
5 A B OES RENOVATION TILE REPLACEMENT	2600-74200-4050		11,692.91	779.53	3,897.65	7,795.26	
6 A C CCMS FENCING	2600-74000-0107	2008 20 181	52,036.00	2,601.80	12,792.18	39,243.82	
7 A E COMS PRESSBOX/BLEACHERS	2600-74400-0107	2008 20 181	38,370.00	1,918.50	9,432,63	28,937.37	
A C CCMS LANDSCAPING	2600-74000-0107		16,276.16	542.54	2,396.22	13,879,94	
1 A B GHS LIVESTOCK RENOVATION AG SHOW BA	1000-74200-0196	2009 25 247	75,946.66	3,037.87	13,417.26	62,529.40	
4 A E 2005 FORD ESCAPE EXT 4X4 WHITE	1000-74400-0196	20095 14	10,800.00	2,160.00	8,280.00	2,520.00	
5 A E 2005 FORD ESCAPE 4X4 BEIGE	1000-74400-0196		10,800.00	2,160.00	8,280.00	2,520.00	
5 A C GHS BASEBALL FIELD IMPROVEMENT PHAS			567,530.10	18,917.67	34,682.40	532,847.70	
B A B OES RENOVATION	1000-74200-4050	2010 20 209	95,723.44	4,786.17	12,364.27	83,359.17	
9 A B GMS WINDOW REPLACEMENT	1000-74200-0296	2011 40 451	226,358.76	5,658.97	13,675.84	212,682.92	
D A B EPS LIGHTING PROJECT	1000-74200-0188		97,589.36	3,252.98	6,505.96	91,083.40	
1 A B GHS LIGHTING PROJECT	1000-74200-0196		283,589,71	9,452,99	14,967.24	268,622.4	
2 A C EPS STORM DRAIN	1000-74000-0188		59,809.87	2,990.49	6,977.81	52,832.06	
3 A B EPS CEILING PROJECT	1000-74200-0188	2010 20 206	78,103.28	3,905.16	11,064.62	67,038.60	
4 A C GHS FIELDHOUSE SEWER/ROAD WIDE/ PRO			93,713.59	4,685.68	11,714.20	81,999.39	
5 A C GHS PAVING PROJECT	1000-74000-0196		254,764.49	12,738.23	33,968.61	220,795.88	
6 A C GMS PAVING PROJECT	1000-74000-0296		48,974.28	2,448.71	7,142.08	41,832.20	

E5. Sample Capital Asset Depreciation by Function Report

REPORT ID: CATRFT01 F FNCT N DATE: 02/05/201414:48	Capital Asset D SYSTEM: 8991	- SMITH	on Re CITY	port by Function BOARD OF EDUCAT	n NON FND-10	FY: 2013 0 PRGM-9990	PAGE :
ayCla	Depr Acct	Saug Est		Acquisition	2013	Accum	Book
StatDescription	Enct:Objet:Ecty	Year	Rem	Amount	Depreciation	Depreciation	Value
85 A C GMS RENOVATION	1000-74200-0296	20110	0	744,025.39	0.00	0.00	738,219.49
86 A C OES PAVING PROJECT	1000-74000-4050	2010 20	206	58,308.70	2,915.44	8,260.41	50,048.29
88 A C EPS PAVING PROJECT	1000-74000-0188	2010 20 :	206	55,921.88	2,796.09	7,922.26	47,999.62
89 A B GHS FIRE ALARM UPGRADE	1000-74400-0196	2012 30	348	64,860.13	2,162.01	2,162,01	62,698.12
95 A B EPS INTERCOM SYSTEM	1000-74200-0188	2010 10	.87.	42,468.00	4,246.80	11,678.70	30,789.30
97 A C EES PAVING PROJECT	1000-74000-2050	2010 20	209	111,138.00	5,556.90	14,355.33	96,782.67
98 A E SERVER	1000-74400-0196	20115	33	13,600.00	2,720.00	6,120.00	7,480.00
DO A E 2008 DODGE RAM 45TRUCK	1000-74400-0196	2011 5	38	21,588.00	4,317.60	7,915.60	13,672.40
04 A E CARRIER HVAC SYSTEM	1000-74400-0196	2011 20	219	53,893.00	2,694.65	4,715.64	49,177.36
07 A B RENOVATE ACHLETIC FLOORING AT CCMS.	1000-74400-0107	2011 15	158	17,210.00	1,147.33	2,103.44	15,106.56
11 A E CARRIER HEAT PUMP	1000-74400-0112	2012 20		11,150.00	511.04	511.04	10,638.96
12 A C PHASE 3 BASEBALL FIELD	1000-74000-0196	20130	0	15,391.99	0.00	0.00	15,391.99
Subtotal Fnct 1000				71,968,623.57	1.428.692.99.	.15.920.046.23	56,042,771.44
74 A C PLAYSET	2100-74000-0103	2003 15	54	16,500.00	1,100.00	11,550.00	4,950.00
76 A C BASEBALL FIELD	2100-74000-0196	1995 15	0	8,334.00	0.00	8,334.00	0.00
77 A C BLEACHERS	2100-74000-0196	1980 25	0	5,344.00	0.00	5,344.00	0.00
78 A C BLEACHERS	2100-74000-0196	1980 25	0	36,069.00	0.00	36,069.00	0.00
80 A C FOOTBALL FIELD	2100-74000-0196	1970 35	0	5,839.00	0.00	5,839.00	0.00
84 A C SITE LIGHTING - FOOTBALL	2100-74000-0196	1980 25	0	45,802.00	0.00	45,802.00	0.00
93 A E TRAILER - 28' - 2000	2100-74400-0196	2000 10	0	10,000.00	0.00	10,000.00	0.00
84 A E INTERCOM/PA SYSTEM	2100-74400-0296	2000 10	0	10,000.00	0.00	10,000.00	0.00
30 A C SOFTBALLFIELD	2100-74000-0103	2006 25	213	467,931.37	18,717.26	135,700.13	332,231.24
32 A C GHS FOOTBALL FIELD BLEACHERS	2100-74000-0196	2005 20	148	114,129.64	5,706.48	43,749.68	70,379.96
52 A E DEXTER 55 V SERIES OPL WASHER	2100-74400-0296	2006 12.	.59	6,488.00	540.67	3,829.75	2,658.25
53 A E DEXTER 55 V SERIES OPL WASHER	2100-74400-0296			6,488.00		3,829.75	2,658.25
55 A B FIELDHOUSE RENOVATION	2100-74200-0196	2007 40	402	855,864.71	21,396.62	139,078.03	716,786.68
56 A B CONCESSION/ PRESSBOX RENOVATION	2100-74200-0196	2006 40	401	548,110.18	13,702.76	90,209.83	457,900.35
66 A C GHS BASEBALL FIELD IMPROVEMENT PHAS	2100-74000-0196	2011 30	338	567,530.10	18,917.67	34,682.40	532,847.70
74 A C GHS FIELDHOUSE SEWER/ROAD WIDE/ PRO	2100-74000-0196	2011 20	210	93,713.59	4,685.68	11,714.20	
96 A C PRE-K WALKWAY	2100-74000-0103	2010 20	205	31,511.50	1,575.58	4,595.44	26,916.06
05 A C BASEBALL FIELD BLEACHERS PHASE II	2100-74000-0196	2012 20	228	116,398.64		5,819,93	110,578.71
Subtotal Fnct 2100				2,946,053.73	92,703.32	606.147.14	2,339,906.59

E6. Sample Capital Asset JE GL Posting Report

REPORT ID: CATRPT01 G GL POST IN DATE: 01/02/2014 11:35		et JE GL Posting SMITH COUNTY BOARD OF ED		FY: 2013	PAGE:	1
EL Acct - FND-PRGM-FNCT-OBJCT-FCTY	Bal Acct - Fnd-Blnc	Debit	Credit			
801 9990 1000 74000 0109		509.85				
801 9990 1000 74000 0198		7,881.32				
801 9990 1000 74200 0103		64,229.55				
801 9990 1000 74200 0106		350,120.61				
801 9990 1000 74200 0109		249,822.07				
801 9990 1000 74200 0111		177,669.64				
801 9990 1000 74200 0189		229,316.82				
801 9990 1000 74200 0198		192,654.04				
801 9990 1000 74200 0199		70,691.12				
801 9990 1000 74200 6595		38,804.55				
801 9990 1000 74400 0189		22,866.08				
801 9990 1000 74400 0198		28,891.79				
801 9990 1000 74800 0109		1,377.50				
801 9990 2220 74200 0103		5,806.95				
801 9990 2220 74200 0106		13,546.92				
801 9990 2220 74200 0109		11,916.40				
801 9990 2220 74200 0111		10,154.44				
801 9990 2220 74200 0189		2,727.14				
801 9990 2220 74200 0198		5,824.94				
801 9990 2220 74200 0199		5,055.17				
801 9990 2300 74200 8010		6,217.34				
801 9990 2400 74200 0103		2,488.69				
801 9990 2400 74200 0106		11,114.10				
801 9990 2400 74200 0109		9,874.39				
801 9990 2400 74200 0111		8,829.94				
801 9990 2400 74200 0189		1,335.57				
801 9990 2400 74200 0198		28,646.39				
801 9990 2400 74200 0199		16,757.33				
801 9990 2400 74200 6595		8,437.28				
801 9990 2500 74400 8010		3,074.60				
801 9990 2600 74000 0109		2,745.86				
801 9990 2600 74000 0189		597.40				
801 9990 2600 74000 0198		35,188.03				
801 9990 2600 74000 0199		4,460.39				
801 9990 2600 74200 0103		1,659.12				
801 9990 2600 74200 0106		3,918.10				
801 9990 2600 74200 0189		26,233.34				
801 9990 2600 74200 0198		51,276.23				

E7. Sample Capital Asset FY Additions Report

UN DATE: 01/02	2/2014 11:39	SYSTEM: 8991 - SM	ITH COUNTY BOARD O	FED				
Stat C: Tag	ls Description	Location	Ser Nbr	In Srve	YY Est		Acquisition Amount	Accum Depreciatio
740003120206	E 2013 CHEVY SILVERADO 2500	99 TRANSPORTATI	1GC1KXCG1DF236398	06/07/2013	8	84	31,596.00	329.1
740003120207	E THOMAS BUS	99 TRANSPORTATI	#S370-1GB2G2BG9D1	06/26/2013	8	96	48,252.00	0.0
DCS801002	L LAND - 28/30 MAIN STREET	28/30 MAIN STRE		05/06/2013	0	0	393,335.60	0.0
DCS0109A	B DOMS FIELDHOUSE	DOMS ATHLETIC F		02/28/2013	50	588	784,193.03	5,227.9
DCS801002A	B CENTRAL OFFICE BUILDING	28 MAIN STREET		05/02/2013	50	588	715,065.27	2,383.5
DCS801002B	B PROFESSIONAL LEARNING CENTER	30 MAIN STREET		05/06/2013	50	588	195,017.80	650.0
WIP0109A	C DOMS FIELDHOUSE	TIGER CIRCLE		02/28/2013	0	0	598,774.32	0.0
			Totals Items			7	2,766,234.02	8,590.0

UN DATE: 01/02/2014 11:4	40	SYSTEM: 8991 -	SMITH COUNTY BOAR	D OF ED		
tat Tag Cls Descripti Acq Amount Book V		Accum Depr Last YTD		m Depr Last Dt Cash Proceeds	Disp Description Sale Expense	
740003120027 E BUS 47,075.00	0.00 47,0	75.00 0.00		0 S 06/30/2012 0.00	A 0.00	06/14/2013 0.00
740003120040 E BUS 57,396.00	0.00 57,39	96.00 0.00		0 S 06/30/2012 0.00	A 0.00	07/02/2012 0.00
740003120042 E BUS 57,396.00	0.00 57,39	96.00 0.00		0 S 06/30/2012 0.00	A 0.00	08/21/2012 0.00
WIP0109 C DCMS FIEI 185,418.71 185,41		0.00 0.00		0 N 06/30/2012 0.00	L 0.00	02/28/2013 0.00
WIP0109A C DCMS FIE1 598,774.32 598,77		0.00 0.00		0 N 00/00/0000 0.00	L 0.00	02/28/2013 0.00
946,060.03 784,19	93.03 161,80	57.00 0.00	161,867.00	0.00	0.00	0.00

E8. Sample Capital Asset FY Disposals Report

E9. Sample Capital Asset Inventory List

Cls Tag			Life		D	Inv	
tat	Desc	LOC Desc	In Srve Dt	Rem	Value	SW Ser Nbr	Objet
A 454	THIRD GRADE DESKS	SMITH CO PRIMARY S	SCH 01/01/2013	10 120	200.00	NO 123291827	00000 I