



SHSI Series V

Accounting Systems

Fixed Assets

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Part



1 Welcome to Series 5 Fixed Assets



The Series 5 Fixed Assets system is one segment of a fully integrated set of Financial Applications. It provides management and depreciation functions for your company's Fixed Assets.

The Fixed Assets system may be run stand-alone, or in conjunction with other applications. It functions as a subsidiary system to the Series 5 General Ledger system.

This help is designed both as a course in using the Series 5 Fixed Assets and as an ongoing reference while you are working with the program.

Getting started – new users

- Study the [Introduction](#) ^[9] and Quick Start Tutorials sections to familiarize yourself with the basics of the application.
- Check out all the links in the **Help** tab – plenty of help is available!

Getting started – users upgrading from prior revisions

- See the [History of Enhancements](#) ^[10] for a quick summary of the major changes and where to find the functions you are looking for.
- Even if you are an experienced Fixed Assets user, please run through the [Introduction](#) ^[9] and Quick Start Tutorials sections quickly to get up to speed with what has changed in the latest version of the program.

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Part



2 Introduction

The topics in this section provide some basic information about the Fixed Assets system, what it is for and what you can do with it.

2.1 Product Overview

The Fixed Assets system provides maintenance and control of your company's Fixed Assets. It provides for the tracking of Assets for up to five different reporting entities. For example, you may track depreciation for G/L Book Value, or for Tax purposes, totally independent of one another. Depreciation may be processed either on a monthly or annual basis, and a number of different reports are available. It also produces distributions that interface to the <%PRODFAMIL%> General Ledger system.

- Record and maintain your Fixed Assets Information**
- Calculation of Asset Depreciations**
- Disposing of Assets**
- Depreciation Forecasting**

The Fixed Assets system handles the Assets for a single company. If you have more than one company, then you need only to set up additional Series 5 company systems, one for each. Each F/A company may be interfaced into it's own G/L, or into a corporate G/L system.

2.2 Fixed Assets Features

A brief summary of some of the major features of the Series 5 Fixed Assets system!



Maintain up to Five Depreciation Entities

Assets may be set up to be depreciated using up to five different approaches. Each is defined as a Depreciation Entity, each with their own Fiscal Period, which can optionally generated G/L Distributions. For each Asset for each Entity, you may define different Depreciation Method, Basis for Depreciation Amount, Salvage value and Asset or Depreciation Expense accounts. Each Entity may be depreciated totally independent of one another.



Asset Master Codes

Assets are defined with an 8 character alphanumeric code. They also may be defined with a product Serial Number and/or company Tag Label.



5 Year Depreciation Forecast

The Asset Maintenance function provides a 5 year Depreciation Forecast display as a snap-shot into the future for each Asset.



User Defined G/L Account # ie., 9999-99-9999999 - 999

The G/L Account number is divided into two parts. The Main Account #, and the Profit Center. The Main Account can have up to 18 digits and can be segmented into up to four segments. The Profit Center may be 3, 4 or 5 digits in size. You get to define the size as required.



Export to Spreadsheet capabilities

The Series 5 provides for the dumping of data to your favorite spreadsheet. Data can be written directly to Microsoft's Excel, or tab-delimited text files.

Data Export is offered for the following transactions, master records or analysis:

- **Asset Master Data**
 - ➤ **F/A Distributions**
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t:



Using the Series 5 Fixed Assets can be fun

Don't believe it? Give it a try.

2.3 History of Enhancements

Over the lifespan of the Fixed Assets system a number of major enhancements and minor fixes have been applied. Following is a brief summary.

[New and Different – Enhancements and Fixes in F/A](#)

 For 2014

☐ **Fiscal Period Maintenance - "Ready for Year-End Processing"**

When assets are depreciated for the last period of your fiscal year, internally, a flag is set to prevent further postings, or the disposal of assets, until the Year-End process is executed. Now, that flag is displayed as a check-box in the Fiscal Period maintenance screen; and may be set or cleared as required. *(July-02-2014)*

☐ **Resizing the Asset Codes Maintenance Grid Window**

When the bottom of the display window is grabbed by the mouse and re-sized vertically, the grid will also be re-sized and populated with more rows of information as needed. *(March-03-2014)*

☐ **Asset Codes Maintenance**

The Asset Codes Export function has been enhanced to provide the functionality to save the selected fields to be exported as a template that may be reused. There are also two system defined templates that may be chosen. *(March-03-2014)*

➡ For 2013

☐ **Asset Codes Maintenance**

Access rights may be granted to individual menu items in the Fixed Asset system. The Asset Codes Maintenance function previously supported "Full" and "Restricted" access. "Restricted" access only allowed users to Modify the asset. Now, "Semi-Restricted" access has been introduced for the Asset Codes Maintenance function. Users with "Semi-Restricted" cannot Delete or Purge assets. *(May-29-2013)*

☐ **Asset Codes Maintenance**

A problem was discovered when printing an Asset list grouped by Location or Category. The problem has been fixed. *(March-20-2013)*

➡ For 2011

☐ **Manufacturer's Name/Code Maintenance**

Assets may now be recorded with the Manufacturer's Name. Manufacturer's Names are validated by the system with a new Manufacturer's Codes Maintenance routine. When entering or selecting a Manufacturer in the Asset Maintenance function, a "Lookup" window may be selected, displaying a list of defined Manufacturers. Also, when editing the Manufacturer's field in Asset Maintenance, if the code/name entered has not already been defined, the operator will be asked if it is to be added. *(May-16-2011)*

☐ **New Fields Introduced to the Asset Master record**

An assortment of new fields have been introduced to the Asset Master record. The Asset Maintenance, and other functions have been revised accordingly. The following fields are new:

- Model Number
- Manufacturer Name
- Warranty Period (days)
- Asset On-Loan or Used By field

- Purchase PO Number

Also, in the Asset Codes Maintenance, the grid screen display has been revised so that the Manufacturer is displayed as one of the columns, and Assets may be displayed sorted by Manufacturer. *(May-16-2011)*

Upgrade function

When the software with this enhancement is installed, the program **UPGRADFA** must be compiled, defined as a User Function, and executed.

▣ **New Feature to Attach Supporting Documents to Assets**

You may now attach a variety of different documents to Master Asset records. Up to 15 separate documents may be selected, and attached and viewed from the Asset Codes Maintenance functions. The different types of documents support are as follows:

- PDF
- Bitmap (*.BMP files)
- JPEG
- TIFF
- ASCII Text (*.TXT files)
- MS Word 2003 documents
- MS Word 2007 documents
- MS Excel 2003 documents
- MS Excel 2007 documents
- ASCII Text (*.txt files)

(Apr-14-2011)

For 2010

▣ **Asset Codes Maintenance - Adding new Assets**

When adding a new asset, the system previously required that a "Depreciated Upto Date" be entered, whereby the date entered had to be the last day of the fiscal period for which assets were last depreciated. This is no longer the case. Now when a new asset is added, (that has not been depreciated), no date should be entered. The Asset Maintenance routines have been revised accordingly. Also, the Asset Depreciation function has been revised so that these new assets will be correctly depreciated. *(July-15-2010)*

▣ **Asset Class Group Codes Maintenance**

A new code has been introduced into the Fixed Asset system. A "Class Group Code" may be created which is basically used to categorize assets for Canadian Depreciation methods. Codes are defined in a format of XXX-PPPPPP-9999, where XXX is one of the Canadian Tax Classes, PPPPPP is a user defined code, and 9999 may be used to indicate the year in which the asset was put into service. Assets that have a Class Group Code assigned will automatically use a Declining Balance Depreciation method. For each Class Group code defined, you may specify the % that is to be applied in the 1st year, and in subsequent years. *(July-15-2010)*

▣ **Asset Codes Maintenance - Import Function**

A new function has been introduced that provides the ability to import Master Asset and Asset Entity record data into the system. It provides for new Assets to be loaded, or for existing Assets to be updated. The data loaded may be a tab-delimited file, a CSV file, or an Excel spreadsheet. *(June-02-2010)*

☐ **Asset Codes Maintenance**

If an asset has been fully depreciated, but had a Salvage Value, you may edit the Salvage Value and (for Straight Line methods), set an "Adjusted Life Left". If this change resulted in a non-zero Net Book Value, you would hope that it would be depreciated, the next time Depreciations are computed. However, if you don't set the "Depreciated Up-To Date" to the day just prior to the Current Period's starting date, this would not occur.

The Asset Maintenance routine has been enhanced to advise the operator that if the Salvage Amount, or the Adjusted Life Left is changed, that results in a Net Book Value, then they should also edit the Depreciated Up-To date. *(Jan-29-2010)*

☐ **Asset Depreciation**

Assets defined with a Straight Line Depreciation having an "Adjusted Life Left" and a Net Book Value, were not being depreciated. The problem has been fixed. *(Jan-29-2010)*

For 2009

☐ **Asset Codes Maintenance**

A new function has been introduced to the pop-up menu that is presented when a given Asset, row of the grid display, is right-clicked. The function **Select Asset for Disposal** may be chosen to have the given Asset recorded to be disposed of. A record will be written into the Asset Disposal transaction file. By default, it will be recorded with its Reason for Disposition as "Abandoned", and with ZERO Proceeds amount. The asset is not actually disposed of until the **Disposal of Assets** operation is evoked, and the Post function executed. The properties of the disposed asset may be changed prior to them being posted. *(Dec-18-2009)*

☐ **F/A Distributions Inquiry - Export**

When exporting F/A Distributions, the option to have the resulting file emailed was defaulting as being set. This has been changed so the default is not to email the exported file. *(Dec-12-2009)*

☐ **Functions Exporting to Excel Spreadsheets**

For those functions that export data to Excel spreadsheets, the following enhancements have been made:

- When titles are output, they will be formatted as bold in 14-point
- When legends are output, they will be formatted as bold in 12-point
- When headers are output, they will be formatted as bold and italic
- Dollar amount data column will be formatted for "Currency", (where \$ signs will be displayed with 2 decimal places)

The following applications have been revised accordingly (*Dec-11-2009*) :

- Fixed Asset Maintenance – Asset export
- F/A Distributions Inquiry – Export

▣ **Asset Codes Maintenance**

When exporting Asset properties the "Date Purchased" field was not being output correctly. The problem has been fixed. (*Dec-10-2009*)

▣ **Asset Codes Maintenance**

It is now possible to edit an Asset's Asset Code. Previously, once an asset was added to the system, it was not possible to change the code that was assigned. (*April-27-2009*)

▣ **Asset Codes Maintenance**

The grid that displays the list of Assets in the Asset Codes Maintenance function has been revised. It now displays Asset Code, Supplier, Description and Serial Number as the 1st four columns. Also the "Detailed" Asset report now includes the Supplier Name for each Asset. (*March-18-2009*)

 For 2008

▣ **On-Line Help**

The Fixed Assets system now has On-Line Help. You can access these help files from the application's screens or menu bars. (*Aug-2008*)

[New and Different – Enhancements and Fixes in all Series 5 Systems](#)

 For 2014

▣ **Support for Office 365**

The printing routines, and the import/export routines have been enhanced to provide support for MS Word and MS Excel in Office 365. (*Oct-01-2014*)

▣ **Series 5 User Logon Profile Maintenance**

A new property has been introduced to the Series 5 Logon User's profile. You may now specify the Default Import/Export File type for each user. When Importing or Exporting data the selected default will now be automatically set. The Import/Export routines has been revised to use the specified default. (*Mar-26-2014*)

 For 2013 **Generating Documents and Reports as MS Word Documents**

When output is generated as an MS Word Document, an entry in the runtime configuration file is used to define the output orientation, font name, font size, and where applicable, a Template. The system has been enhanced to now provide for 40 character font names and template filenames. (Increased from 25 characters) *(July-03-2013)*

 **Attach Supporting Documents function**

The ability to attach documents to different Series 5 Transactions Master Code records has been enhanced. You may now attach an HTML file or a link to a Web Page. Also, when displaying JPEG or Bit-Map files, the Microsoft Office Picture Viewer Utility will be employed.

Also, when adding a new attachment, the system will default the path to a folder that should exist in the directory designated to be the "Temporary" directory associated to each Company System. You should create a directory named "Attachments" in that directory, (if it's not already there). *(Jun-27-2013)*

 **Series 5 Outlook Email Reading**

Series 5 applications may now make use of a new routine that provides the ability to read email from MS Outlook. Currently used by the A/P and O/P Manager Approval functions, emails are read that were sent from designated approval managers. The internal driver used to read emails using calls to Microsoft Office Outlook. The following capabilities associated to reading emails are now possible:

- Emails are read from program selected in-boxes
- Filters may be set to read only emails from selected Senders or emails with a specified character string within the Subject line
- Up to 3 attachments may be read and passed to the S5 application
- Sub-folders within a designated In-Box may be created by the system
- Emails may be deleted or moved to different sub-folders

(May-26-2013)

 For 2012 **Series 5 Import/Export Functions**

When importing or exporting data fields from/to MS Excel, after the process has been completed, the EXCEL.EXE process was not being terminated, (due to a problem with Windows, or there is some secret function to do so). The problem has been fixed. Now, when Excel is launched from Series 5, it's Process Id is detected, and once the import/export is completed, the process is "Killed" using a system call using the TASKKILL DOS command. *(Nov-12-2012)*

 **Series 5 Import/Export Functions**

When importing or exporting data fields from MS Excel, tab-delimited, or CSV data

files, the system will now handle text fields up to 200 characters in length. (Sept-18-2012)

Series 5 Launching Microsoft Calendar

The Series 5 Applications make calls to the Microsoft Calendar routine to display a calendar, and accept the operator's selection of a date. In order to make use of this feature, the Microsoft Calendar must be registered on all client computers executing Series 5. MSCAL.OCX may be found in **lmslocx** on the AcuGT, (Extend 9.xx), installation CD for Windows. If you cannot locate it on the release CD, a copy is included in the Series 5 release directory in **S5UTIL**. (June 25-2012)

This is accomplished by executing the following command from the designated DOS Command Prompt:

REGSVR32.EXE S5UTIL\MSCAL.OCX

where:

For System	From Directory	Comments
Windows Server 2003 & 2008 - 64 bit	C:\Windows \SysWOW64	Right click on the Command Prompt and select "Run as Administrator"
Windows XP and 7	C:\Windows \System32	Right click on the Command Prompt and select "Run as Administrator"
earlier Windows	C:\Windows\System	

Reports and Forms generated as MS Word Documents

All reports and forms that are generated as MS Word Documents may now have an assorted formatting properties applied to the text that is generated. The following formatting capabilities may be applied:

- "Formatting Regions", defined as ranges of lines, for a page may be formatted with a particular font type and size and be set as Bold, Italic, Underlined, Shaded, or as Reverse Video. Up to 5 different regions may be defined and activated under program control as the page is being populated with text.
- "Tab Sets" may be defined consisting of up to 10 tab settings per line. The types of tabs include Left-Tab, Right-Tab, Center-Tab, and Decimal-Aligned-Tab. Up to 20 different Tab Sets may be defined and activated under program control as the page is being populated with text. As the line of reporting text is output, the tabs are inserted and any preceding spaces are removed. (This basically now allows the use of variable pitch fonts, when outputting columns of data, ensuring proper alignment).
- Individual words or sub-strings, within a print line, may now be output as Bold, Italic, Underlined, Shaded, or as Reverse Video. On a given page, up to 50 sub-strings may be formatted in this manner. On a given line, up to 6 sub-strings may be formatted in this manner.
- Single, (thick or thin), and Double Lines may now be inserted at any position

within a page. As the page is being populated with text, the lines are defined to the printing routines with position and sizing set under program control. Up to 40 line may be output per page.

These types of formatting controls could be implemented for Invoices, Purchase Orders, Customer Statements, A/P Checks or Customer Quotes. In order to take advantage of these features, the appropriate applications' program must be programmatically customized. Contact Sentinel Hill Software Inc., for more information. further details. (Apr-24-2012) *HS5_Enhancements_to_ALL_Systems-2011-2013.xml*

☐ **All Series 5 Applications offering Export Functions**

When entering export selection options, if the operator was to click on the "About Exporting" information tab, an error was being reported that the "File did not exits". This problem has been fixed. Now you may freely select any filtering or output options tab when they are presented without any problems. (March-09-2012)

☐ **Using Windows' Logon Usernames**

New functionality has been introduced to the Series 5 Main menu Signon process. You may now define to have the Series 5 system use the client's Windows Logon Code as the User Code for signing in to Series 5. If set, when Series 5 is launched, the Windows Signon Code will be used. The User-Logon screen will be presented, but only the Password field may be displayed for keyboard entry. ***(If the given Series 5 User Logon profile had a blank password entered, then the User-Logon screen will not be presented at all. Control will be transferred directly to the Main Menu screen.)***

For systems that are set to use the Windows User Logon code, user's will ONLY be able to log in to Series 5 using the Windows Logon Code. The function to "**Repeat User's Logon**", found under the Main Menu's File drop-down menu will be disabled. **Note however, if a user has their System Management Access set to Full, they will still be able to "Repeat User's Logon", and sign on as a different user.**

For systems that do not wish to use the Windows logon, the default will still be set to that defined by the PC Client user's **SHSI_USER_NAME** environment variable. (Feb-28-2012)

☐ **Bitmapped Images in Series 5**

All Series 5 applications that load bitmapped images have been revised to expect the image filenames to be in upper case. (Feb-28-2012)

Upper Case Bitmap Files

On UNIX systems, please make sure that all bitmap files in the bin/images folder have uppercase file names.

☐ **Series 5 File Error Handling Routine**

The logic used to report serious file I/O errors has been enhanced to correctly identify the full folder path for any sequential text files that might be generated. Previously in

some cases, the error message displayed incorrectly showed the path that was assigned as the Data Files Directory assigned to the Company System. This problem has been fixed. *(Jan-30-2012)*

☐ **Series 5 Directory/Folder Selection "Browse" Feature**

For any application that requires entry or selection of a directory path, a "Browse" push button is presented. The operator could click this button, and the Windows Folder browse dialogue window would be presented. Previously, only descendants of the user's default working folder are shown. The system has been revised to now display only those folders which are descendants of the root directory of the Directory Path field associated to the "Browse" button. So now, if you were to enter C:\ in the Directory Path, when the "Browse" button is clicked, you would be able to browse any directory on your computer's "C" drive. Setting the Directory Path blank, or to something other than a drive letter designation, would result in only being able to browse descendants of the user's default working directory. *(Jan-18-2012)*

☐ **"Series 5 File Error Handling Routine**

The logic used to report serious file I/O errors has been enhanced to identify errors associated to the use of AcuServer. Previously, 9D-104 errors were reported as an "AcuServer Connection Failure". Now, all 9D-XX errors are identified, and the applicable message displayed. *(Jan-10-2012)*

☐ **Reports and Forms generated as MS Word Documents**

All reports and forms that are generated as MS Word Documents are now created protected as "Read-Only" documents. A password may be used to un-lock them. Refer to the applicable documentation for further details. *(Jan-10-2012)*

 For 2011

☐ **Series 5 Import/Export Routine**

The generic routine to handle importing and exporting of data, (to spreadsheet or character delimited files), has been enhanced to provide for CSV files that do not have/allow quotes around character strings. *(Dec-12-2011)*

☐ **"CALLEREQ" Program**

The CALLEREQ program has been revised to call either the W/M's E-Request Service routine or the new P/I's On-Demand Billing Service routine. It no longer resides as a program belonging to the W/M system, rather, it has been moved into the S/M, (System's Management) directory and library. Please ensure the correct compile script files are installed. *(Nov-11-2011)*

☐ **Interfacing with MS Office Excel and Word**

The logic provided to launch MS Excel or MS Word has been expanded to handle the case where MS Office was installed in **C:\Program Files (x86)\Microsoft Office \Office**. (Previously the system only looked in in **C:\Program Files\Microsoft Office \Office** . *(Oct-03-2011)*

☐ **Series 5 Email Generation**

A number of different application functions offer the ability to automatically generate and send emails. This includes the emailing of invoices, purchase orders, statements, customer quotes, reports and other messages.

The internal driver used to send emails has been enhanced to generate and send emails using calls to Microsoft Office Outlook, (rather than to the MAPI library). As a result, the following capabilities associated to sending emails are now possible:

- Emails may be sent as Plain Text, Rich Text, or as HTML
- Emails may be generated when executing as either a thin-client or FAT client
- Emails may now be sent with copies going to Cc users and Bcc
- The text message associated to emails are now loaded from user created/maintained data files, rather than being coded from within the application software. These text files may be either plain ASCII text, or HTML files and contain up to 8192 characters. Except for specific types of emails, these files **MUST BE LOCATED** in the directory named **Email-Templates** located in each Company System's designated reports directory.
- Provides support for 120 character email addresses, and 140 character subject line

(Sept-20-2011)

☐ **Importing \$ Numeric Cells from Spreadsheet**

A problem has been identified and fixed when importing \$ formatted columns of data from spreadsheet. If any headings were specified, and they exceeded 22 characters in length, the number being input and recorded was ZERO. The problem has been fixed.

(July-25-2011)

☐ **Generating Reports as MS Word Documents**

The Series 5 printing routines had the ability to generate output as an MS Word document. This function has been enhanced to provide support for Office 2010 Word utility. Now, when presented with the print options screen, and the operator chooses to "Save To Disk", they may choose to output as an Office 2007/2010 or Office 2003 Word document. The system will automatically append either the .DOCX or the .DOC extension, and generate the document using the correct file format. *(June-14-2011)*

☐ **Import/Export Functions**

The import and export function has been enhanced to provide support for Office 2010 EXCEL utility. Now, when presented with the import/export options screen, the operator may select to load from, or output to, either an Excel 2007/2010 Workbook, or an Excel 97-2003 Workbook. The system will automatically append either the .XLSX or the .XLS extension, and read or write the spreadsheet using the correct file format.

(June-14-2011)

☐ **Generic Search Function**

In all Series Series 5 applications where a grid screen is presented for the entry of transactions, or the maintenance of master codes, a "Search" function is provided. This function has been enhanced in the cases where the operator has chosen to

search for a given record where a Date is chosen as the search criteria. Now the following literal label is displayed, "mm/dd/yy", indicating the desired format that the date should be entered as. As well, the date entered may now be as "*mmddy*", "*mmddy*", "*mm/dd/yy*", or "*mm/dd/yyyy*", depending on the mood of the operator. (May-02-2011)

▣ **New Feature to Attach Supporting Documents to assorted Master Code Records and Transactions**

You may now attach a variety of different documents to assorted Master Code records, and Transactions. Up to 15 separate documents may be selected, and attached and viewed from the applicable functions in assorted Series 5 systems. These documents may also be viewed where applicable. The different types of documents supported are as follows:

- PDF
- Bitmap (*.BMP files)
- JPEG
- TIFF
- ASCII Text (*.TXT files)
- MS Word 2003 documents
- MS Word 2007 documents
- MS Excel 2003 documents
- MS Excel 2007 documents
- ASCII Text (*.txt files)

(Apr-14-2011)

▣ **Printing to Windows Spooler**

The Series 5 provides for the definition of Printer Queues. As a property to each Series 5 Printer Queue, you may define a "Captured Printer". When a report is generated and a given Series 5 Printer Queue is chosen that has a "Captured Printer", the report prints directly to the associated network printer. If the Printer Queue does not have a "Captured Printer" defined, then a Windows "Printer Select" dialogue box window is displayed. Previously, the the Series 5 system made a call to have the "Printer Select" window displayed which was an older style, compatible with older versions of Windows. Now a new call is made displaying a modern Windows XP/7 "Printer Select" Window. (Feb-09-2011)

▣ **System Captured Windows Maintenance**

The Series 5 provides for the definition of Printer Queues. As a property to each Series 5 Printer Queue, you may define a "Captured Printer". When a report is generated and a given Series 5 Printer Queue is chosen that has a "Captured Printer", the report prints directly to the associated network printer. The routine used to capture a Windows printer was not working correctly under Windows 7. This problem has been fixed. (Feb-09-2011)

 For 2010

▣ **Default Reporting Output Destination**

In all Series 5 applications that generate reports that might normally be printed, a Print

Options screen is presented. From this screen, the operator may choose to have the output directed to a printer; to be "Archived", to be just displayed to the screen to "Browse"; or output as an MS Word or PDF file. The default output has been changed to be just displayed to the screen to be "Browsed". (Previously it was defaulted to be output to a printer).

Additionally, should you desire to set the default output, you may do so by inserting a variable in the runtime Configuration file. The variable SHSI_RPT_DESTINATION with a single numeric argument, will provide the default target for generated reports, where you would set the argument as follows:

1 - To the Printer	17 - To Disk as an MS Word 2003 document
2 - Archived	26 - To Disk as an MS Word 2007 document
3 - Both the Printer and Archived	35 - To Disk as a PDF document
4 - To be just Browsed	

Note that if the applicable application already determined the target output, these defaults will NOT be used. (Oct-13-2010)

☐ **Data File "Properties" function**

In all Series 5 applications that maintain master codes records, or provide for the entry or inquiry of transaction or history records, under File on the menu bar, the Properties function will display information about the related files. This function has been enhanced to now display 12 numeric digits for both the files size, and the number of records in the file. Also, now the version of the Vision file is displayed, along with the number of volumes that are used to hold the data and the index keys for the associated file(s). (Sept-01-2010)

☐ **Using the Mouse Wheel to navigate Series 5 Grid Screens**

In all Series 5 applications that use a paged grid screen, (those showing rows of master codes and/or transaction records similar to a spreadsheet), the operator may now navigate forwards and backwards through the records using the Mouse Wheel. If the Ctrl-Key is also pressed while twirling the mouse, 4 rows of data are skipped instead of just 1. (If when you spin the mouse too fast, and a "Stack Overflow" error occurs, in the runtimes Configuration file, add the variable PERFORM_STACK 384 and it should work OK) Note that this new feature is only available for systems with at least AcuGT Rev 8.1.3 (July 27-2010)

☐ **MS Excel System Error Recovery**

The Series 5 family of applications offers the ability to import to, and export from, an MS Excel Workbook document. System error that could be generated while outputting to and/or inputting from, MS Excel documents were causing Series 5 applications to terminate with a not too friendly error message. The errors that were particularly annoying were as follows:

- When importing from an Excel document with a filename, selected from the application, that did not actually exist, (and the operator had forgotten to "Browse" to choose the particular file).

- When a user attempted to generate output as an MS Excel document, but they did not have MS Excel installed, or it was installed in a location other than the default, a fatal error occurred.

The import/export routines have been enhanced to now capture any system errors that were being generated from MS Excel. A reasonably friendly error message will now be displayed, and the particular application will continue processing. (In most cases, the import/export will just be abandoned). *(May-31-2010)*

▣ **Compiling with INTEL Native mode**

A problem has been discovered when compiling with the Intel native mode. This option must be removed from the S5_GCBL.BAT compiler macro that can be found in the S5 \util directory. (Basically replace the **set NATIVE=--intel** command with **set NATIVE=** command. *(May-21-2010)*

▣ **Generating Standard Forms as MS Word Documents**

The Series 5 generates a number of different forms. For example, A/P Checks, Invoices, Picking Tickets, Statements and Purchase Orders. Variables within the runtime configuration file may be set up that are used to indicate how the forms are to be generated and/or printed. Arguments to these variables indicated whether the form was printed, archived, and/or saved as MS Word documents. The 2nd argument, used to define the output, may now have the following values:

- WORD2003
- PRINT&WORD2003
- ARCHIVE&WORD2003
- WORD2007
- PRINT&WORD2007
- ARCHIVE&WORD2007

Existing arguments associated to WORD will be interpreted as WORD2003.

The applications that generated these forms have been enhanced to now recognize arguments that indicate the forms are to be generated as Office 2007 Word or Office 2003 Word documents. *(May-21-2010)*

▣ **MS Word System Error Recovery**

The Series 5 printing routines had the ability to generate output as an MS Word document. System error that could be generated while outputting to and/or automatic printing of MS Word documents were causing Series 5 applications to terminate with a not too friendly error message. The errors that were particularly annoying were as follows:

- When outputting to an MS Word document that had a template defined, and the given template file was not set up for that user, a fatal error occurred.
- When outputting to an MS Word document that was supposed to be automatically printed, but the given network printer was either offline, or that segment of the network was not active, a fatal error occurred.
- When a user attempted to generate output as an MS Word document, but they did not have MS Word installed, or it was installed in a location other than the default, a fatal error occurred.

The printing routines have been enhanced to now capture any system errors that were being generated from MS Word. A reasonably friendly error message will now be displayed, and the particular application will continue processing. (In most cases, the generation of the report will just be abandoned). (May-21-2010)

▣ **Generating Reports as MS Word Documents**

The Series 5 printing routines had the ability to generate output as an MS Word document. This function has been enhanced to provide support for Office 2007 Word utility. Now, when presented with the print options screen, and the operator chooses to "Save To Disk", they may choose to output as an Office 2007 or Office 2003 Word document. The system will automatically append either the .DOCX or the .DOC extension, and generate the document using the correct file format. For users that have Office 2007 installed, the default File Type will be the Office 2007 Word, but they may choose either Office formats. For users that do not have Office 2007 installed, the default File Type will be the Office 2003 Word, and they will not be able to choose Word 2007 or the PDF formats. (May-20-2010)

▣ **Automatic Sending of Emails**

The Series 5 system has the capability of automatically sending emails. Emails are sent by making a call to a MAPI.Library, which in turn sends the email using Microsoft Outlook. If the receiver's email address is prefixed with "LN:" or "Ln:", (indicating that they are Lotus Notes users), then instead of using MAPI, a DOS command call is made using the command line defined by the runtime configuration variable "DOS_MAIL_CMD", to actually send the email. Within this command line, there are pseudo variables, that would be replaced with the Subject, Receivers Name and Address and the path to an Attachment. This capability has been enhanced to now provide for sending the email with 2 attachments. The new pseudo variable %ATTACHMENT2% will be replaced with the full path to a 2nd attachment, if applicable. (May-03-2010)

▣ **Import/Export Functions**

The import and export function has been enhanced to provide support for Office 2007 EXCEL utility. Now, when presented with the import/export options screen, the operator may select to load from, or output to, either an Excel 2007 Workbook, or an Excel 97-2003 Workbook. The system will automatically append either the .XLSX or the .XLS extension, and read or write the spreadsheet using the correct file format. For users that have Office 2007 installed, the default File Type will be the Excel 2007 Workbook, but they may choose either Excel format. For users that do not have Office 2007 installed, the default File Type will be the Excel 97-2003 Workbook, and they will not be able to choose Excel 2007. (May-03-2010)

▣ **Import/Export Functions**

When the import/export screen is presented and a particular directory and file is selected for processing, if the operator clicks on the Back push-button, (to go back and change an option of prior screens), upon re-displaying the import/export screen, the originally selected file/directory was being reset to the program's default. This problem has been fixed. (Mar-24-2010)

☐ **Generating Sub-Documents as MS Word or PDF Files**

The Series 5 printing routines had the ability to generate a sub-document as an MS Word document. (A sub-document might be a single Invoice or Customer Statement, generated with a unique filename). This functionality has been enhanced to have the sub-document generated as either an MS Word document, or a PDF document. These sub-documents may be generated at the same time, totally independent from, their normal "printed" versions. When generated as Word documents or PDF documents, MS Word Templates may be used to define the properties of the resulting document with watermarks and headers and footers. *(Mar-15-2010)*

☐ **Import functions from Excel Spreadsheets**

The Series 5 import function offers the option to input from an Excel spreadsheet. In any application that loaded data in this manner, it was difficult to determine when all valid rows of data had been loaded. The Excel import function has been enhanced so that it will correctly stop once valid rows of data have been loaded. (Previously, the system would attempt to load up to 65,436 rows of data and when executing any given Import function it would appear as if the system has hanging). *(Mar-03-2010)*

☐ **Printing of Report as PDF Documents**

All reports and forms that are generated from the Series 5 applications may now be saved as PDF documents. This option is available only to users that have Microsoft's Office 2007 installed on their systems. When the Print Options screen is presented, click the **Save To** check box, and select **PDF Document** from the associated **Save As** drop list. *(Feb-23-2010)*

☐ **Browsing to Select Files and/or Directories Functions**

All routines that offer the functionality to click a "Browse" button to present the operator with a window from which a directory, or a file, can be selected have been revised. Under Windows 7, the clicking of the "Browse" caused a "nested input of events" syndrome to occur. In effect, repeatedly displaying the browse window. The logic for these routines have been revised to avoid this problem. *(Jan-28-2010)*

☐ **Encryption/Decryption Function**

The subroutine has been revised to now handle 8 digit numeric seeds. This was done to accommodate the A/R system that now has 8 digit documents numbers. All existing encrypted fields will still be able to be decrypted. *(Jan-24-2010)*

 For 2009

☐ **Printing of Reports in Series 5**

The Series 5 printing function has been enhanced to offer the option of printing multiple copies of reports, forms, invoices, orders, etc. A new entry field has been added to the print options sub-screen labeled **# of Copies**. You may select to have up to 9 copies printed. These copies printed will be automatically collated.

Multiple Copies

The ability to have the system print multiple copies is a feature that is provided as a function of the Windows operating system, and the driver for your printer. If either does not support multiple copies, then setting a value other than 1, will have no effect.

This feature is available only to users executing on Windows system, either directly, or as thin clients.

As well, fields on the Print Options sub-screen have been reorganized slightly to accommodate the new field. (Fields and display prompts associated to outputting reports to a Print Queue are now enclosed within a frame.

Where applicable, in all Series 5 applications, the size of display windows and/or tab sub-screens have been adjusted accordingly. (Dec-22-2009)

▣ **Export functions to Office 2007 Excel Spreadsheets**

The Series 5 import/export function offers the option to output/input to an Excel spreadsheet. Office 2003 Excel had allowed for 65,500 rows, and Office 2007 Excel allows for 1,000,000 rows. When exporting data, the Series 5 system would automatically start outputting to a 2nd worksheet when 65,500 rows were reached. The system will now switch to a 2nd worksheet depending on which version is being used.

As well, the Spreadsheet I/O routines have been enhanced to support up to 999,999 rows of data. (Dec-16-2009)

▣ **Exporting to Excel Spreadsheets functions**

The logic used to export to Excel spreadsheets has been enhanced. In the assorted Series 5 applications, those functions that offer functions to export to an Excel spreadsheet have the ability to perform the following:

- Create multiple worksheets
- Select a specific worksheet to be populated
- Format titles, legends and headers in larger fonts, as bold, and/or as italic
- Have data columns justified left, center or right
- Have a data column formatted for "Currency", (where \$ signs will be displayed with 2 decimal places)
 - For Office 2003 Excel negative numbers are displayed with parenthesis around them
 - For Office 2007 Excel negative numbers are displayed in red with parenthesis around them

Where applicable, in most of the Series 5 applications, these new capabilities have been introduced. (Dec-10-2009)

▣ **Import and Export functions to Excel Spreadsheets**

The Series 5 import/export function offers the option to output/input to an Excel spreadsheet. If the user selected to launch Excel after exporting data, the system

incorrectly assumed Office 2003 was installed, and it's Excel utility was being executed. If you only have Office 2003, then this would not have been a problem. The system now correctly detects the version of Excel to launch. (Nov-11-2009)

☐ **Selecting Dates from Lookup Calendars**

When executing under Windows VISTA, dates were not properly being returned. The year was loaded incorrectly as year ZERO which resolved to a date falling in the year 2000. The problem has been fixed. (Oct-28-2009)

☐ **Automatic Disabling of User who Fail to Correctly Logon**

As a new security feature, as an option, you may select to have users that fail to correctly log in to Series 5 after a specified number of times, automatically disabled from logging in again. Before they can use the Series 5 system again, the System's Manager, or Series 5 Gatekeeper must modify their Logon Properties record. This option may be selected with a new field found on System Control Options screen. (Oct-22-2009)

☐ **User Logon Passwords**

Passwords now must contain at least one numeric digit, and one alpha character, and be at least 8 characters in length. (Oct-22-2009)

☐ **Import and Export functions to Excel Spreadsheets**

The Series 5 import/export function offers the option to output/input to an Excel spreadsheet. If that output/input option is selected, and Excel is not installed on the user's workstation, a message will now be displayed. Previously, the system assumed it was installed, and when it attempted to call Excel to build/read the spreadsheet, the program would bomb out with an error. This will no longer happen. (June-02-2009)

☐ **Outputting Reports and Invoices as MS Word Documents**

Any Series 5 generated reports, invoices, statements, etc, may be output as an MS Word document. For any MS Word documents that are generated, a Template may also be specified, (as defined in a Series 5 Configuration file variable). These templates must be installed on each users workstation in the **C:\Documents and Settings\ folder. For users with Office 2007 these templates need an extension of **.DOTX**. For earlier versions of MS Office, the templates need an extension of **.DOT**. The system has been enhanced so that if from the Series 5 Print Options screen, MS Word output is chosen, it will test for the occurrence of the designated template file for the particular type of output being generated. If the template cannot be located, an error message is displayed. Previously, if when generating the output, the MS Word utility could not find the template, the system displayed an evil looking message, and would abort. (June-02-2009)**

☐ **Main Menu User Logon**

When a user fails to logon after 5 attempts of entering their User Code and Password, the system exits. Now, as well, an entry will be recorded in the User Access Log file. (April-04-2009)

Encryption/Decryption Function

A new subroutine has been developed that provides the functionality to encrypt and decrypt data fields. The algorithm used is based on a Vigenere Cipher. This would be considered a "strong" encryption. The subroutine is made available to any Series 5 application that requires encryption of any given data record field. (March-11-2009)

Series 5 Grid Management Screens

In any of the Maintenance or Transaction Inquiry routines that listed items in a grid whereby a given item, such as a Customer Code or a G/L Account, could be selected. If there were no item on file to be listed, sometimes transactions for the next item on file were being displayed, but the entry field was not being updated. This problem has been fixed. Also, now a message will be displayed indicating that no records were found for the item entered, but the next highest item's items were being displayed. (Feb-03-2009)

For 2008

Using AcuGT Rev 8.1

With the recent release of Rev 8.1 of AcuGT, we have discovered that the INTEL native mode, on certain occasions cause Memory Access errors. The batch file used to compile programs `S5\util\s5_gcbl.bat` must be edited to have the variable NATIVE set to nothing. (Nov-15-2008)

User Logon Passwords

The Series 5 system now requires all passwords to be made up of at least 8 non-space characters, at least one of which must be a numeric digit. Also, if a users password has expired, they will be offered the opportunity to assign a new password, after entering the old password. The rules for password entry will apply. (Oct-7-2008)

Import and Export and User Interface Applications

An error occurred when exporting to an Excel spreadsheet if the 1st character the output string was a "+", "=", or "-" character. In this case, Excel expected a valid formula. If this was not the case, a terminating error was displayed. The problem has been fixed. Now the Series 5 software will automatically insert a single quote"" character in front of the string before inserting to the cell. (Oct-7-2008)

User Access Maintenance

The Series 5 User Access maintenance routine has been enhanced to simplify the steps to establish new users and give/deny access rights. (Sept-24-2008)

- The Enable and Enable-Like functions have been simplified. In each case, you now just highlight the "Red" head that is to be given access rights, and click the Enable or Enable-Like push button, (or right click, and select the desired function

from the pop-up menu.

- For the Enable-Like function, a drop-down list will be presented, from which you can select the user that already has access rights, whose rights are assigned to the new user.
- The Copy function has been simplified. If you highlight a "Green" head user that is already enabled, and select Copy from the Edit menu's drop-down menu, you will be able to select one of the users that has no access rights in drop-down list that is presented. (The Copy is basically the reverse of the Enable-Like function)
- For "Green" head users that are already enabled, when right-clicked, the pop-up menu has 2 new functions - "Set All Items to Full Access" - "Set All Items to No Access". These will make it easier to set up and maintain the users' access rights.
- A pop-up window will now be displayed, when any given menu-item in the tree is right-clicked. You will be able to set the access to either "No Access", or to "Full Access" directly, without having to edit the properties sub-screen.

☐ **User Access Maintenance**

The Series 5 User Access has been enhanced to support up to 250 Logon Users. Formerly was limited to 100 users. *(Sept-10-2008)*

☐ **Print Manager and Browser**

The Series 5 reporting and printing routines have been enhanced to handle filenames of up to 30 characters long. The UPGRADSM utility must be executed to have the Report-Manager file's records rebuilt to accommodate the larger field. *(Aug-25-2008)*

☐ **Import and Export and User Interface Applications**

In all applications that offer the opportunity to load from or read a text based interface file where a **BROWSE** button had been provided, you will now be able to select files that have a "-" or a SPACE in the filename or the directory path. *(Aug-25-2008)*

☐ **Import/Export Functions**

The import and export function has been enhanced to provide support for Office 2007 EXCEL utility. The system will identify Office 2007 utilities by seeing if Excel.EXE can be found in the clients's C:\Program Files\Microsoft Office\Office12 folder. For exporting, the files will be created with the ***.XLSX** extension; and if selected to be launched, Office 2007 Excel will now correctly be executed. *(Aug-25-2008)*

☐ **On-Line Help**

The Series 5 systems now have On-Line Help. You can access these help files from the application. In all functions that offer a menu bar, clicking Help will display a drop-down menu offering General Help, Help on the particular function, and Help about Grids. For menu items that don't have a menu bar, if help is available, a help icon may be clicked to display Help about the particular screen. (Note that help may not actually

be available in all cases where offered in the drop down menus) (*Aug-10-2008*)

☐ **Broadcast Messages**

The Series 5 Broadcast messages have been increased in size. You may now specify 3 lines of 80 character lines of message text to be displayed. The files used to hold these messages have been renamed to be EMERGENCY.DAT and BROADCASTS.DAT. (*Aug-10-2008*)

☐ **Application User Access Analysis Export**

A new function has been introduced to each applications' User Access Maintenance function. You may now Export to a spreadsheet an analysis table of users access rights. Each row of the table is a menu item, and each column is a Logon User. It provides a quick snapshot of which users have access to any particular function. (*July-15-2008*)

☐ **User Access Logging**

As an option, your systems manager can turn on the option to log user access to all the systems' menu items. (*June-15-2008*)

Major F/A Features not Found in Series 4

☐ **Generic Asset selections for Reports**

All reporting functions now have a generic Assets selection filter screen. It allows you to randomly select different Assets to be reported.

☐ **New Fields for the Asset Master Records**

New fields in the Asset Master record include Serial Number, Tag Label and Asset Category. Assets may now also be associated to an Asset Class for Pooling for Canadian Depreciation methods. Assets may now be accessed and displayed sorted by Asset Code, Serial Number, Tax, Asset Category, Description, Supplier, Location, Date Purchased, Asset Class and Category.

2.4 Getting Help

There are a number of different sources of help in Series 5. In addition to this help file you can also access the Power Point tutorials and Sentinel Hill Software support.

To get started, your main source of information should be this help file. We have designed it to provide all the information you will need for using and learning the Fixed Assets.

Before contacting support, please make sure that you really can't find the information you

need here. Thanks!

– Displaying the help

- The quickest way to display the help is to press **shift-F1**. If context-sensitive help is available it will be displayed automatically.
- Most screens will have a **Help** button that displays relevant information when clicked.



- On the Series 5 main menu screen, and each application menu screen on the menu-bar click **Help** then **On-Line Help** .

– Contacting Sentinel Hill Software support

- Direct email support is available from the Sentinel Hill Software team at support@sentinel-hill.com. You can send an email to this address automatically by clicking on the **support@sentinel-hill.com** graphic on the Licensing tab screen displayed after clicking Help / About on each systems' menu.
- If you have a Support Contract, you may contact Sentinel Hill support center directly at 1-800-663-8354.

– Summary of Fixes and Enhancements

- For each application, a detailed history of the changes that have been made is available from our website at [Series 5 Fixes and Enhancements](#).

– Getting a printed user manual

You can download formatted PDF versions of the documentation for each application from our website with the following links:

Accounts Payable	Miscellaneous Invoicing
Accounts Receivable	Fixed Assets
Customer Order Processing	Web Access Management
Inventory Management	Series 5 Systems Manager
Purchase Order Processing	Professional Invoicing

Part



3 The Basic User Interface

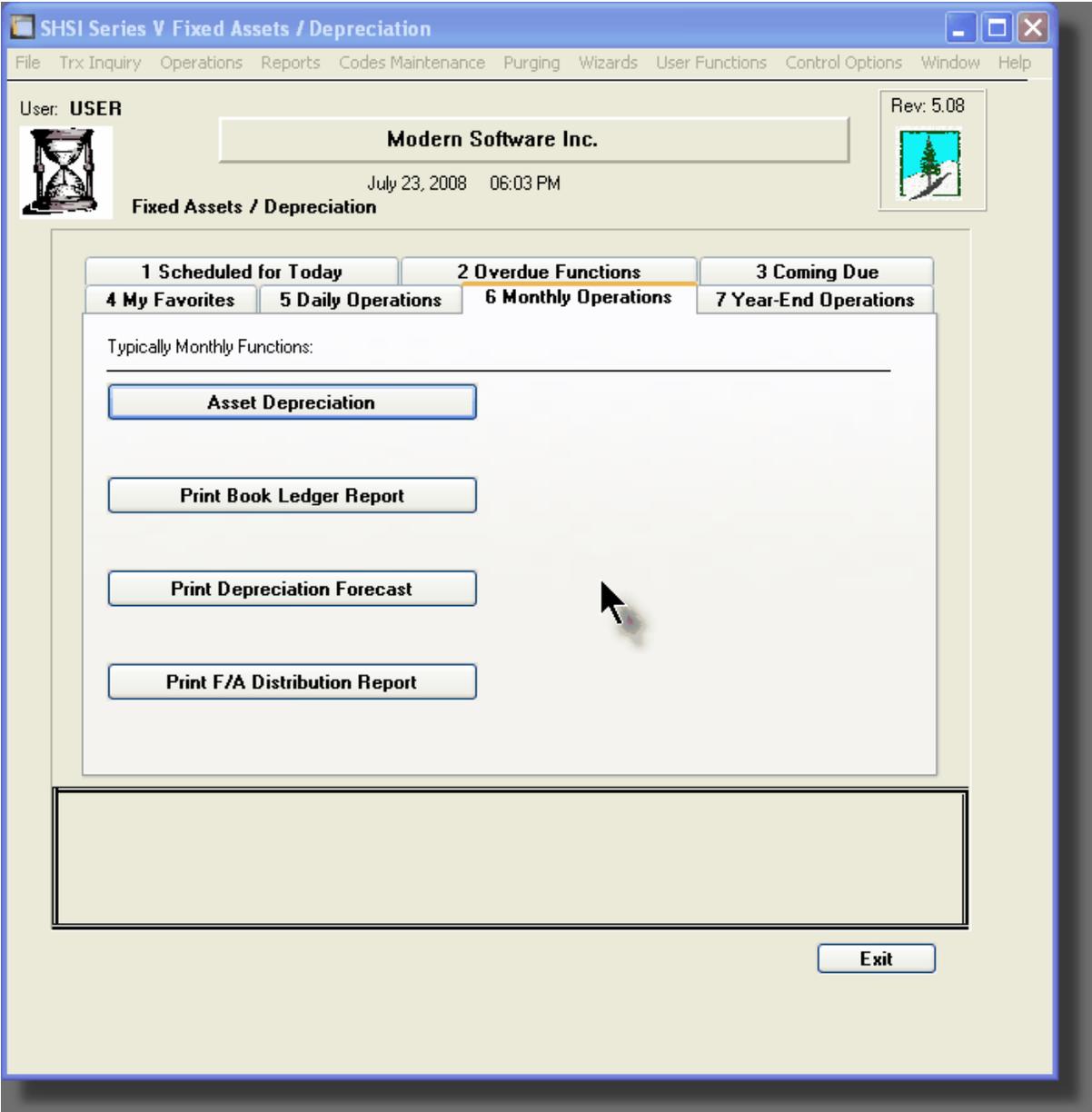
Throughout the Series 5 system applications, there are a number of basic common types of screens to provide a consistent operation. These are discussed in this chapter and it's related sub-topics.

3.1 Fixed Assets Application Menu

Each Application has a primary menu screen. These menu programs all operator in the same manner, and basically offer the same types of functions.

The instructions below explain the features available and how to customize some of the sub-screens. For detailed instruction on the actual application, refer to the related topics in the [Fixed Assets Menu Functions](#)¹³² and [The F/A Menu](#)¹³² chapters.

Here is the F/A menu that will be used to identify the different functions available to most other applications' menus.



- Applications' Menu Bar

All functions available to a given user may be accessed from the menu bar at the top of the screen. Menu items are grouped according to the type of functions for each application.



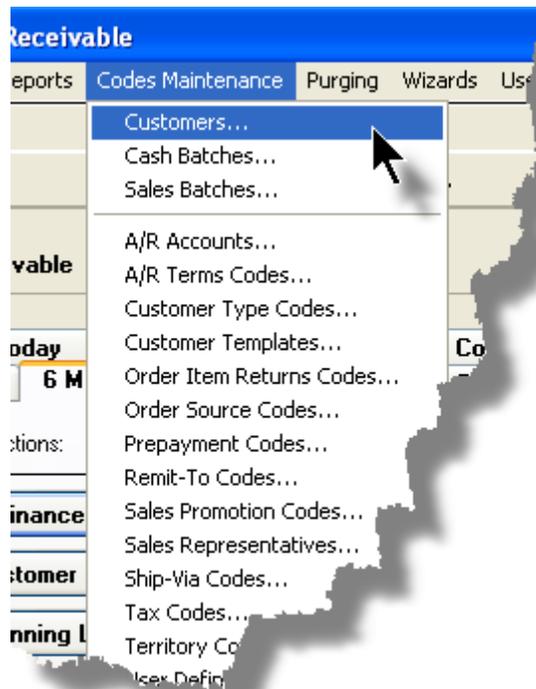
— Applications' Menu Bar

The following menu bar groups of functions are defined:

Menu Bar Group	Types of Application Functions
File	For the Reports Manager, Batch Job Processor, and other File Management functions
Trx Inquiry	For functions that offer screen Inquiry of current or archived data, or interactive analysis
Operations	For Asset Depreciation, Disposal of Assets and other typically daily, monthly or annual functions
Reports	For the generations of reports
Code Maintenance	Maintenance functions for defining and updating master code files
Purging	Functions that Purge History files
Wizards	For setting up and/or launching user defined Wizards
User Functions	For launching user created programs or other Window's Utilities
Control Options	For defining preferences for the operation of the Fixed Assets system; and for defining User Access rights to each menu item
Window	Functions to manage the simultaneous execution of up to 9 of the applications' functions
Help	Displays licensing information, launches Help, or executes a Monitor displaying users currently using the system

For example, to select the Customer Codes Maintenance function:

1. Click Codes Maintenance in the menu bar.

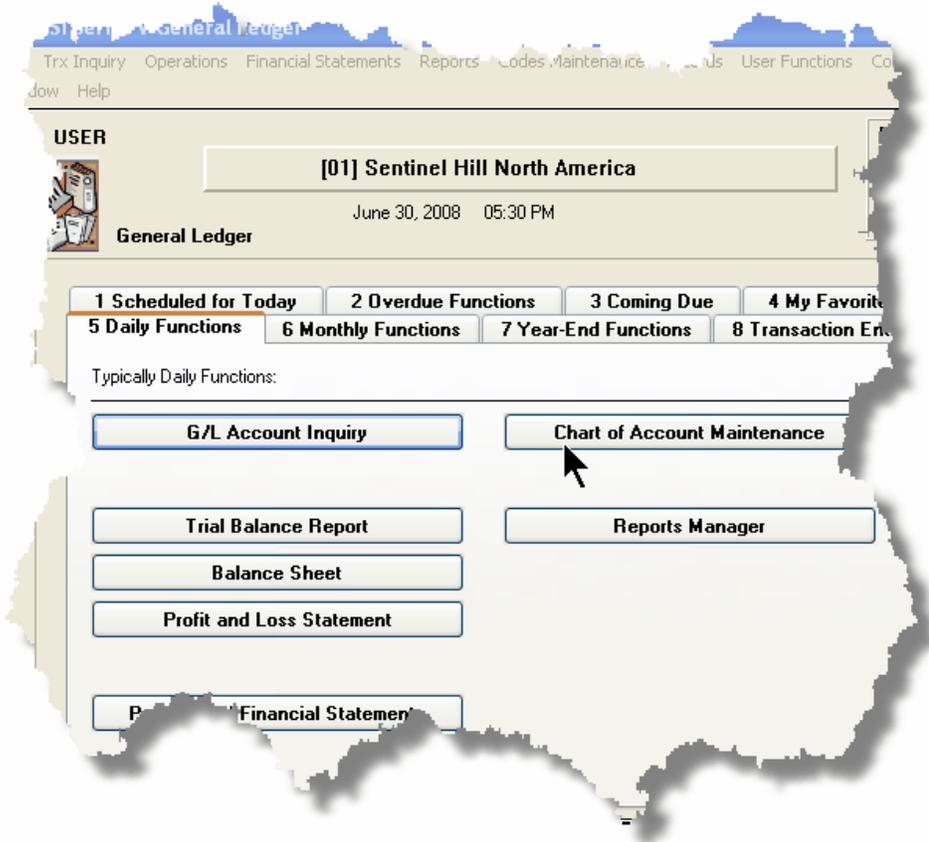


2. Select **Customers...** from the drop-down menu and the Customer Codes Maintenance screen will be displayed.

– Daily Operations - Monthly Operations, Year-End Operations and Transaction Entry tabbed sub-screens

Tabbed sub-menus are provided on the application menus that offer common types of functions. Each of the applications menus offer tabbed sub-screens that have those functions that would be typically invoked a certain times, or to enter Transactions.

For example, those menu functions in the G/L system that might be executed on a daily basis:



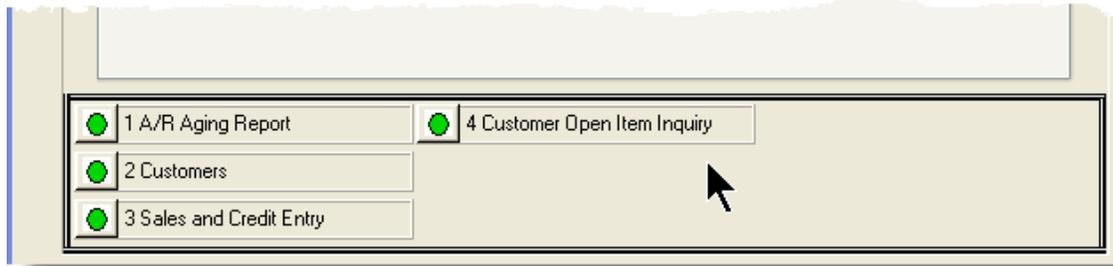
1. Click on the applications' **Daily Functions** tab.
2. Click on the desired function push button.

3.1.1 Multi-Threaded Windows

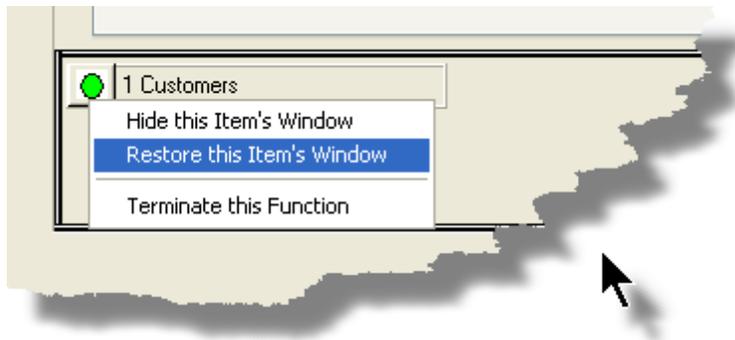
The applications menus provide the ability to select and execute up to 9 functions all at the same time. Each executes in their own window independent of one another.

 Execute multiple functions from the Applications' menu simultaneously

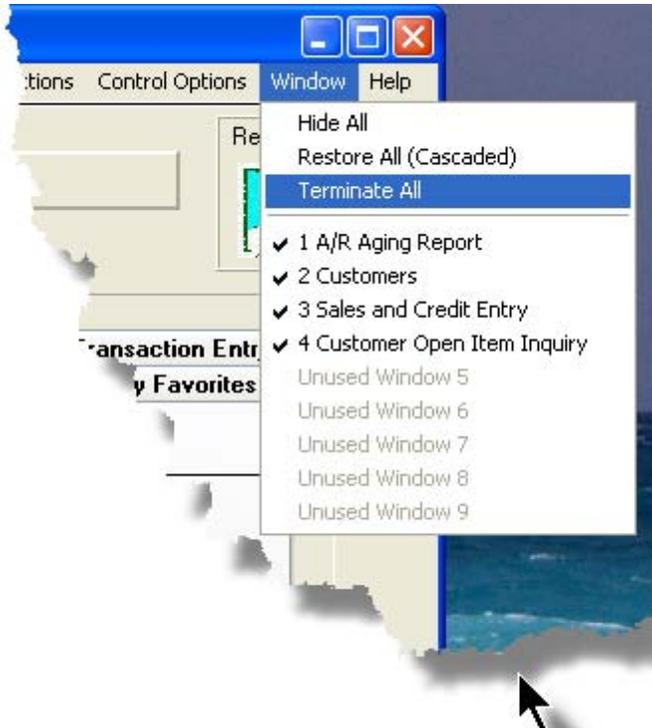
- The functions that have been launched are displayed in the frame at the bottom on the application menu



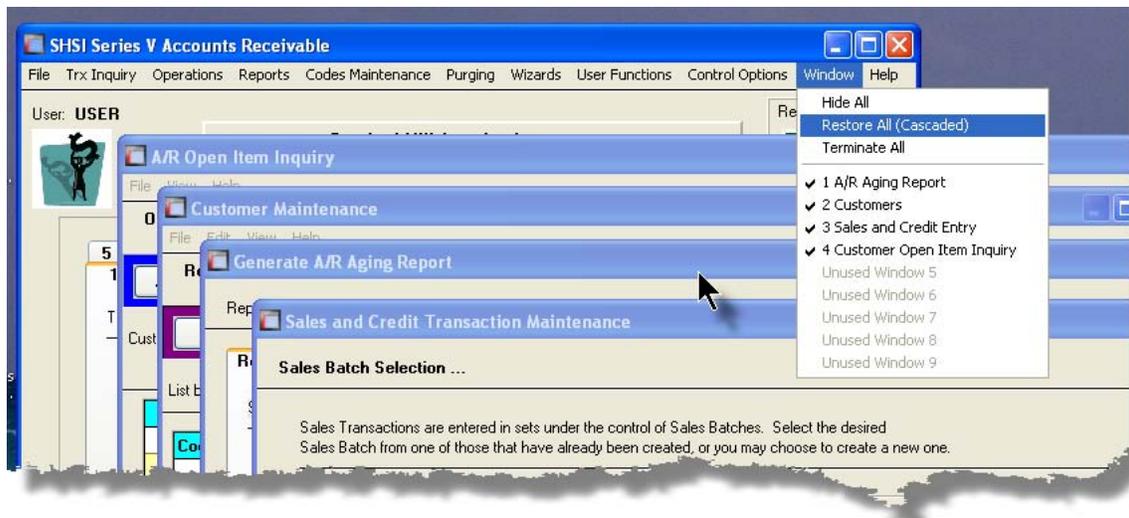
- If you right click the icon associated to an executing function, a drop-down menu will appear from which you can hide or restore it's screen, or terminate the function.



- The functions that have been launched are visible as items under the menu bar's **Window** sub-menu



- You may terminate, hide or cascade the executing functions windows by selecting the appropriate function from the menu bar's **Window** sub-menu



- You may hide, or redisplay a particular executing function by clicking on it's entry in the menu bar's Window sub-menu

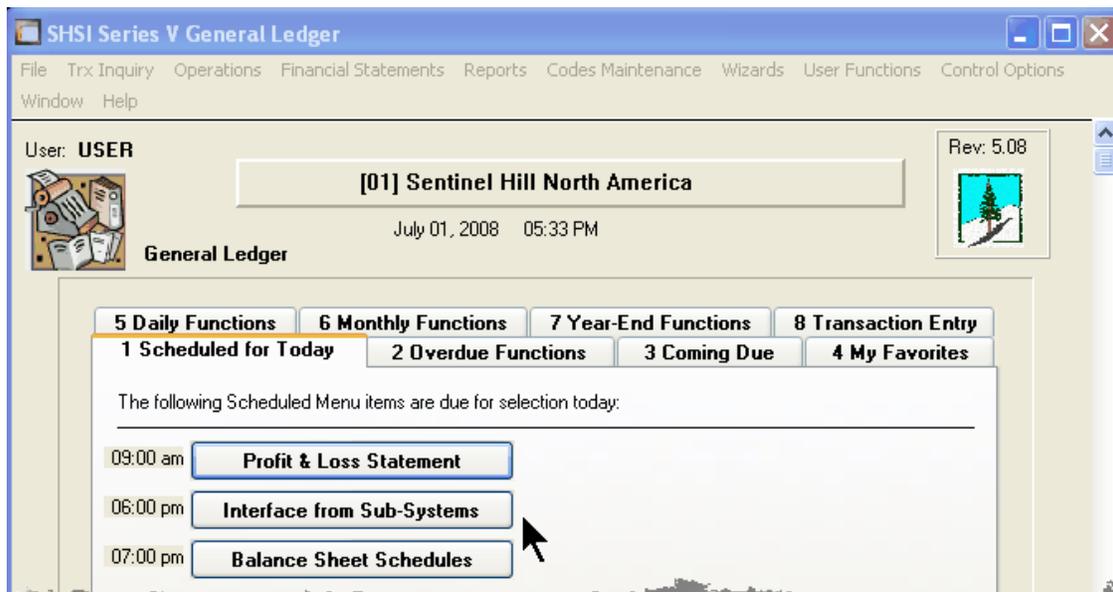
3.1.2 Scheduled Menu Functions

The Series 5 Menus offers the ability to define certain functions to be scheduled for particular times of the day at specified intervals. Tabbed sub-screens display those functions that have been scheduled and are **Overdue**, **Due for Today**, or **Coming Due**. The operator must click the push button in the sub-screen to select these functions to have them executed. Once the function is finished, the operator will be prompted to reschedule the job.

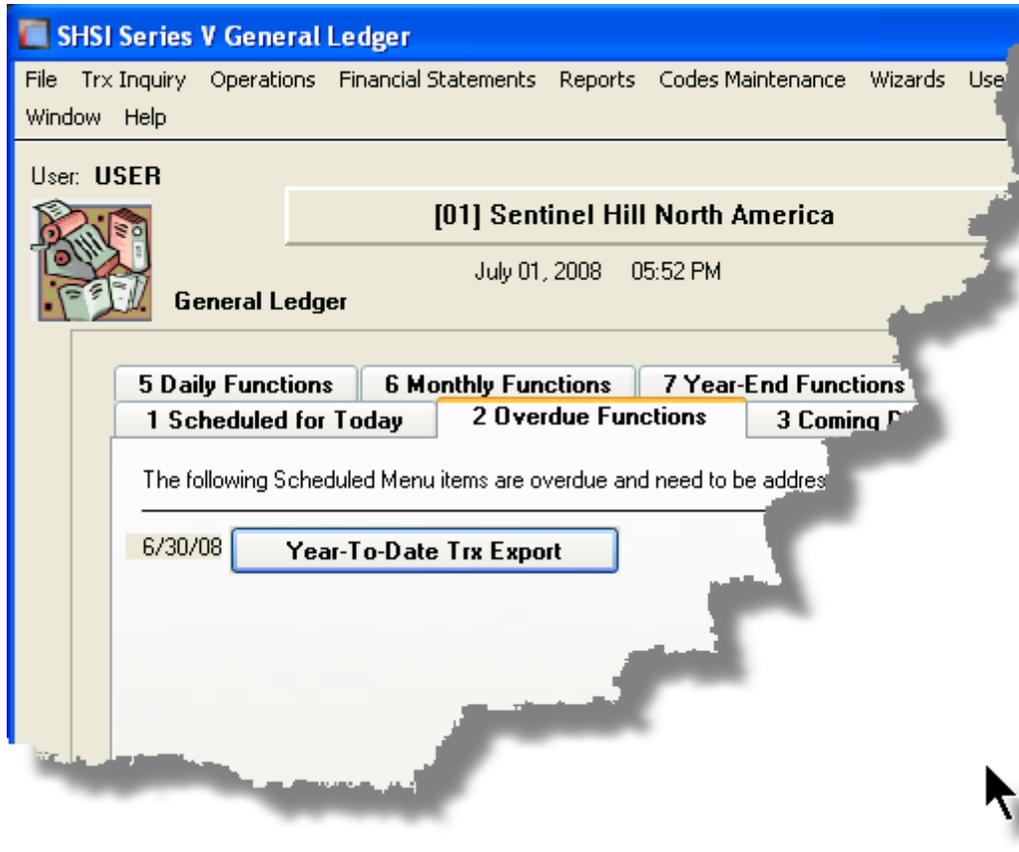
Refer to the section on [Users Scheduled Menu Functions](#)¹¹⁸ under the [User Access Management](#)¹¹¹ Chapter for the steps to set up the Scheduled functions.

– Scheduled Menu Sub-Screen Examples

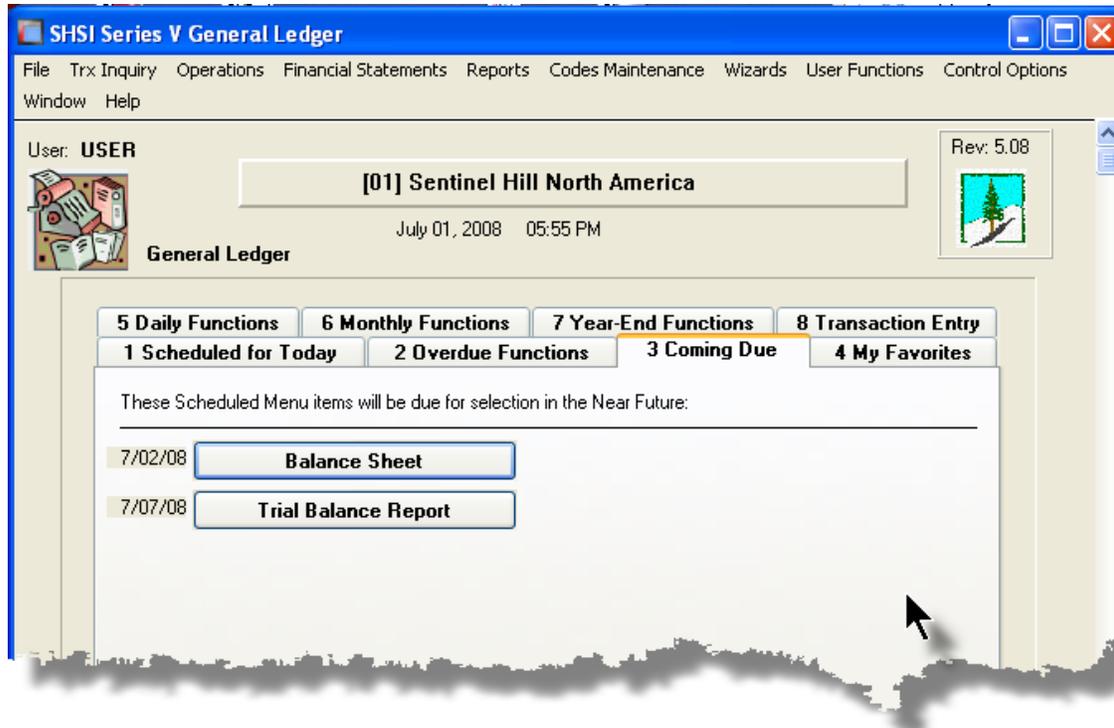
- For menu functions that are scheduled to be launched today:



- For menu functions that are scheduled, but were not launched on the day they were due. They are Overdue:

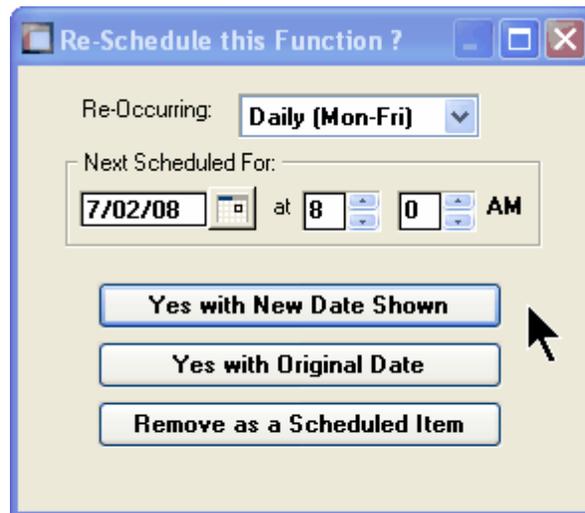


- For menu functions that are scheduled, but for a date in the future:



— Rescheduling Scheduled Functions

Once a scheduled menu item's process has completed, a screen is presented to the operator offering to have the menu item rescheduled.



1. The fields will default so the function will be scheduled as defined.
2. You may have the item rescheduled using one of the following intervals:



3. Click on the applicable push button as required.

3.2 Grid Processing Screens

The Series 5 applications have been developed around the concept that the operator should be able to navigate easily through the master codes data sets or batches of transactions that are being worked with. To accomplish this, the assorted accounting systems have made use of a graphical control known as a grid.

The grid control is basically a table that provides the operator with a list of the data records being worked with, and controls to navigate through the associated file. Individual fields may be edited, pop-up menus may be displayed for related functions, and the cursor up/down and Page up/down keys may be used to move around rows and columns of data.

The screens that display these grids also offer a number of functions that the operator can manage or manipulate the particular records' information. These are fairly consistent throughout the Series 5 accounting systems.

Grid screens are typically developed for the following types of menu functions:

- Master Code Maintenance routines
- Transaction Entry routines
- Data Inquiry routines
- Operations that require the operator to perform some type of function to easily set or edit properties of a specific type of data record

Here is an example of a grid based screen that offers most of the controls typical of a Transaction Entry function. *(In this case there are 2 rows in information for each data item being displayed).*

Standard Journal Transaction Entry

File Edit View Help

Standard Journal Transaction Entry Session: APACCR

Menu Bar of applicable functions

Select to add, modify, delete, or print an Edit List. To have the transactions recorded on the ledger, select the "Post" function.

Coloured frame of Push Buttons of major functions that can be performed

Click to Exit

Click to hide the Window

New Modify Delete Print Full Edit List Print Exception Edit List Post

List by: Journal ID # Go To Trxs with JID #: Refresh Transaction Ledger Date: 2/29/08 Transaction Document Date: 2/29/08

JID #	G/L Account #	S/L Project	Trx Date	Debit	Credit	Ref Batch	Ref Doc #	Ref Doc	Auto	Acr	CtB
		MESSENG	2/29/08	300.00							
		ES-BULK	2/29/08					DATA & IMAGE PURCHASE			Y
15	064-3222-040		2/29/08	22,500.00				MICS CORRESPONDENT INV ACCRUAL			Y
17	064-3310-040		2/29/08	6,603.60							Y
18	064-3310-040		2/29/08	12,116.00				CHARLES JONES LLC ROYALTY ACCRUAL			Y
23	064-4910-060		2/29/08					CONSULTANT FEE-IT HOUSTON			Y
27	021-2690-100		2/29/08					CONSULTANT FEE-IT GLENDALE			Y
		ACCRUED EXPENSES UDS - A	2/29/08	83,759.29				TRADE ACCOUNTS PAYABLE ACCRUAL			Y
Control Totals:				8	of	Transactions.	Total Debits: \$	83,759.29			0.00

Refresh the grid display with the record of the key that is entered here

Click to Refresh the grid display to the 1st record satisfying and filters and update any applicable status fields

List By drop-down list to have the items displayed sorted in different orders

Click to display a search window to enter a search string search

Grid Navigation Push Buttons to position to the next/prior Item or Screen or to the Start/End of the list

Double click any given row to have the associated record edited

Right click a field in any given row to have a pop-up menu displayed offering applicable functions that can be executed

Totals applicable to the items displayed in the grid

Status bar displays the Sort Option, and the current Search Field and String

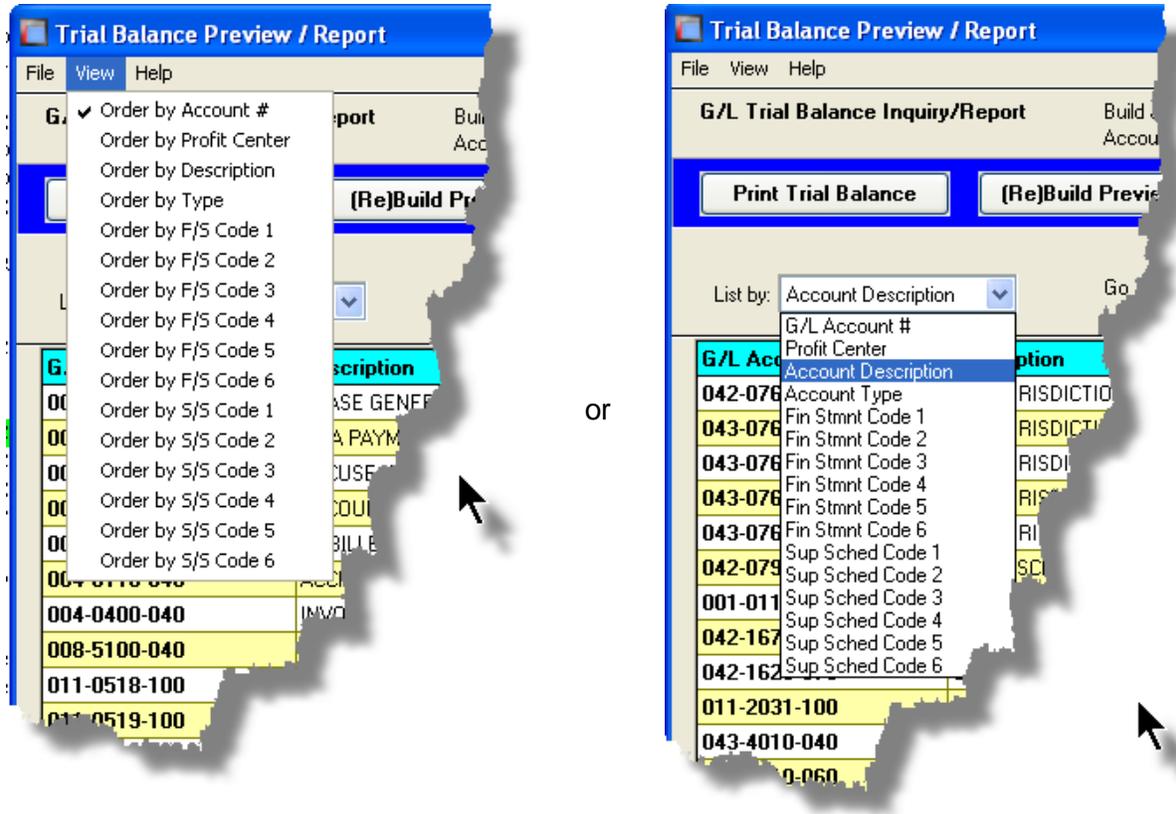
WARNING: The Ledger and Document Dates assigned to these Transactions have not been updated since the last time this Standard Trx Set was Posted

Edit and Update Session and Trx Dates Now

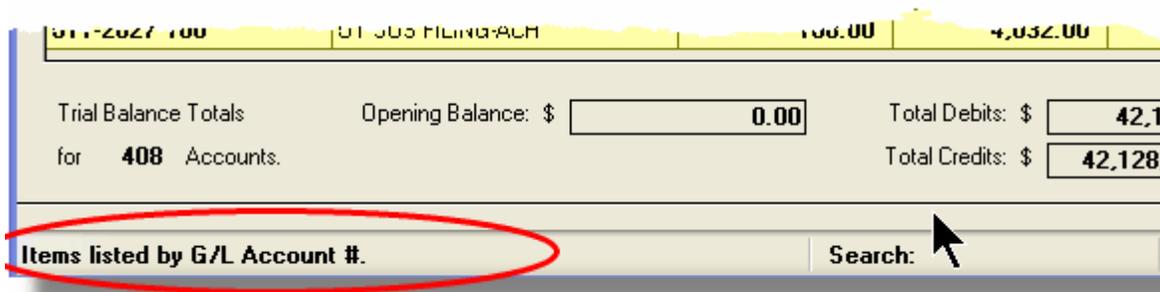
Items are listed by JID # (order entered). Search: for:

= List-By or View Options Menu

In those grid applications where the items may be displayed using different sort criteria, click on **View** in the menu-bar for a drop-down menu of selections; or make the selection from the **List-By** drop-down list.

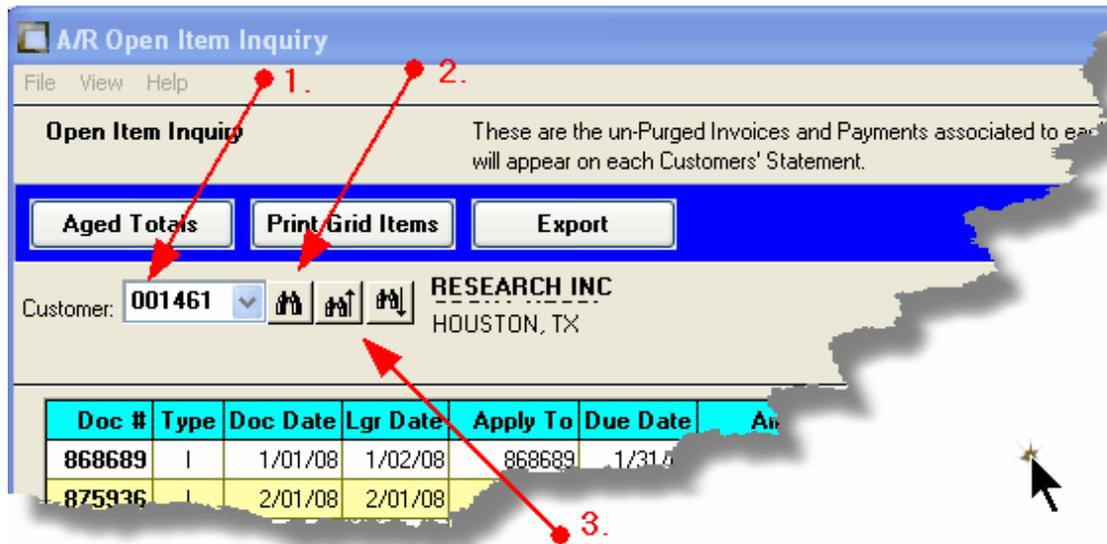


A description of the sort order is displayed in the status bar at the bottom of the screen.



- "Fast Button" Frame Tasks Push Buttons

In all the grid based screen functions, the major operations that could be performed are displayed as Push Buttons in a brightly colored frame. This is referred to as the "Fast Button" Frame.



In this example there are three ways that a given Customer may be selected:

1. Enter the Customer Code whose items are to be displayed in the grid.
2. Click on the  icon to have the Customer "Lookup" window displayed and select the desired customer.
3. Click on the "Find Prior" or "Find Next" icons for the prior or next Customer Code on file with items to be displayed

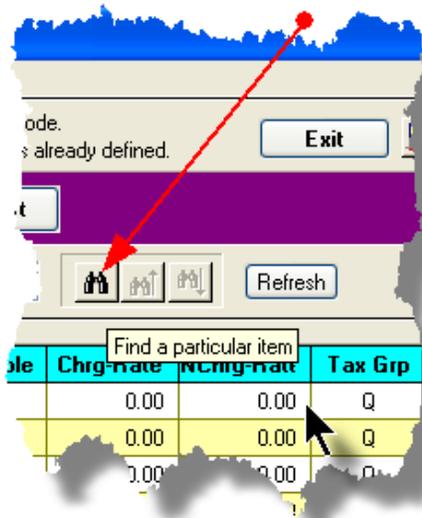
Processing Tip

When a grid application that offers a code to be selected is initially displayed, that field is normally blank. If you wish to just display items for the 1st code on file, click on the "Find Next" icon push button and the system will do the rest.

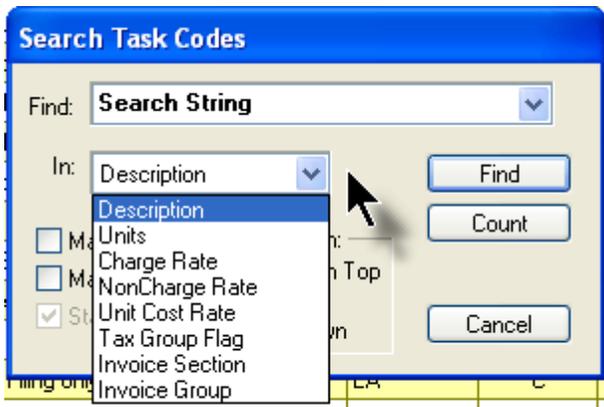
— Search Function

In all the grid based screen functions, a Search function is provided.

1. Click on the Search icon.



- 2. The Search window will be displayed. Enter the string or number to be searched in the **Find** field and select the particular field of the given record to be tested.



- 3. Set the searching options as desired and click on the **Find** push button. (If you rather just get a count of the # of records that satisfy the search, click on the **Count** push-button
- 4. If a record is found, then the grid will be refreshed with that item displayed. Also, the Search Backward/Forward icons will be enabled, and you could then search back or forward by clicking on the appropriate buttons.



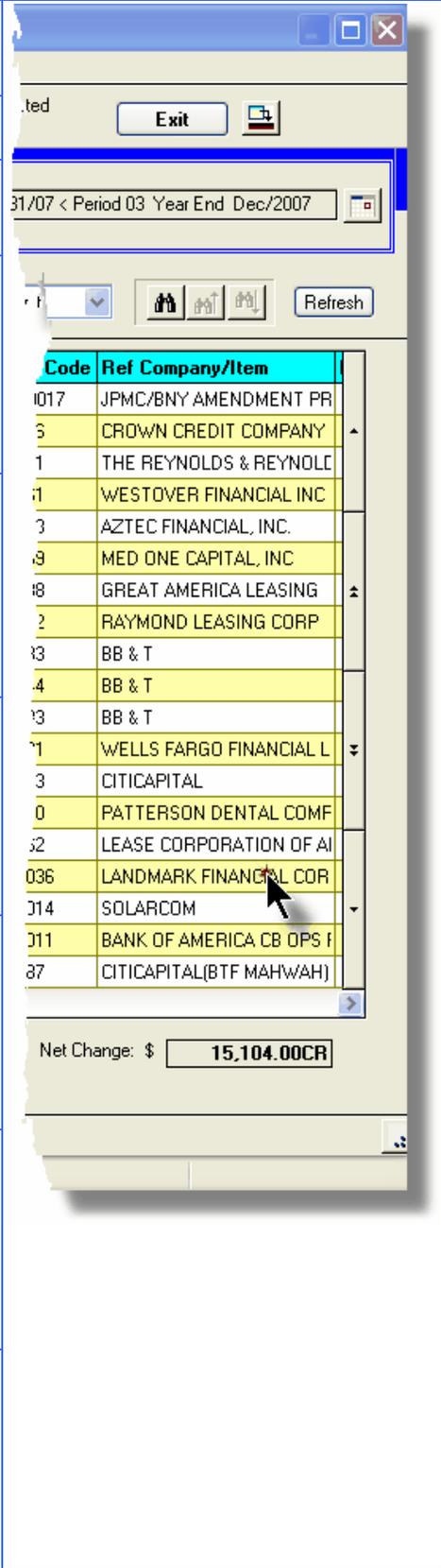
5. The current search string, and name of the field tested is displayed in the status bar at the bottom of the screen.



Grid Navigation Buttons

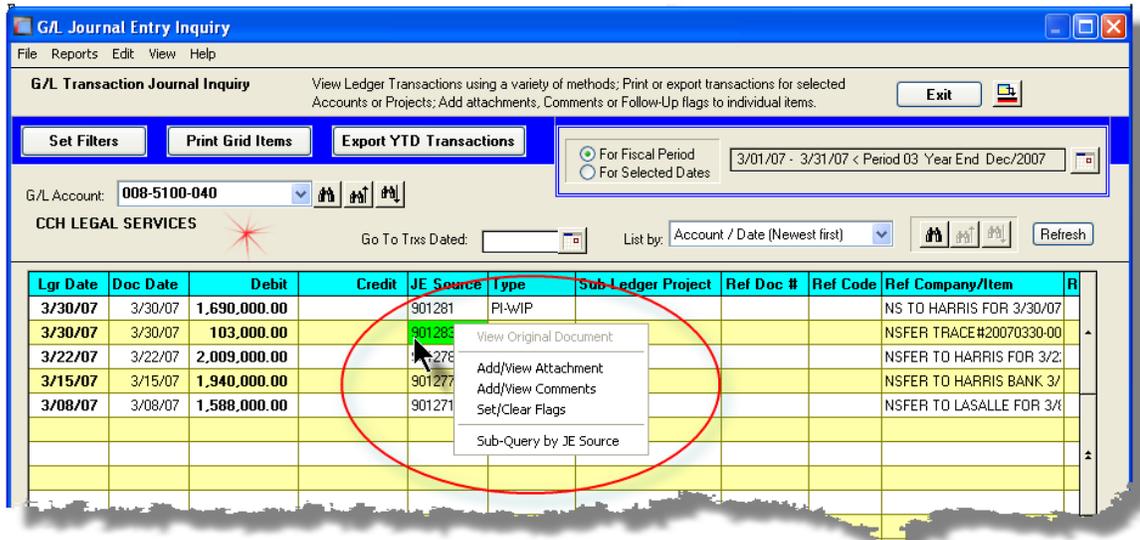
To move through a file of records that are accessed or displayed using the grid, use the Navigation Buttons found at the right side of the screen.

Navigation To	Keyboard Key or Mouse Click	Graphic
The next grid row	Cursor-Down Key or rotate the mouse wheel towards you	

Down 4 grid rows	Hold the Ctrl-key and rotate the mouse wheel towards you		
The prior grid row	Cursor-Up Key or rotate the mouse wheel away		
Up 4 grid rows	Hold the Ctrl-key and rotate the mouse wheel away		
The 1st row of the next screen	Click bottom down button		
The 1st row of the current screen, or the row just before the 1st row of the current screen	Click top up button		
The last row of the next screen	Page-Down key, or click the lower dbl-down button		
The 1st row of the prior screen	Page-Up key, or click the top upper dbl-down button		
The 1st record on file	Hold the shift key and click the top up button		
The last record on file	Hold the shift key and click the bottom down button		

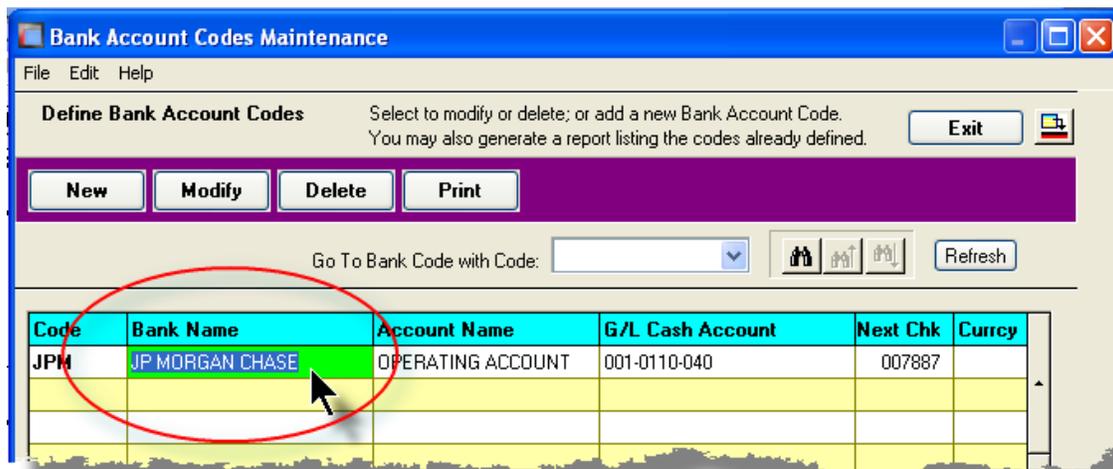
Grid Row Pop-Up Menus

For most of the grid based menu item screens, you can right-click a given row to have a pop-up menu of the functions that would be applicable to the record represented in the row.



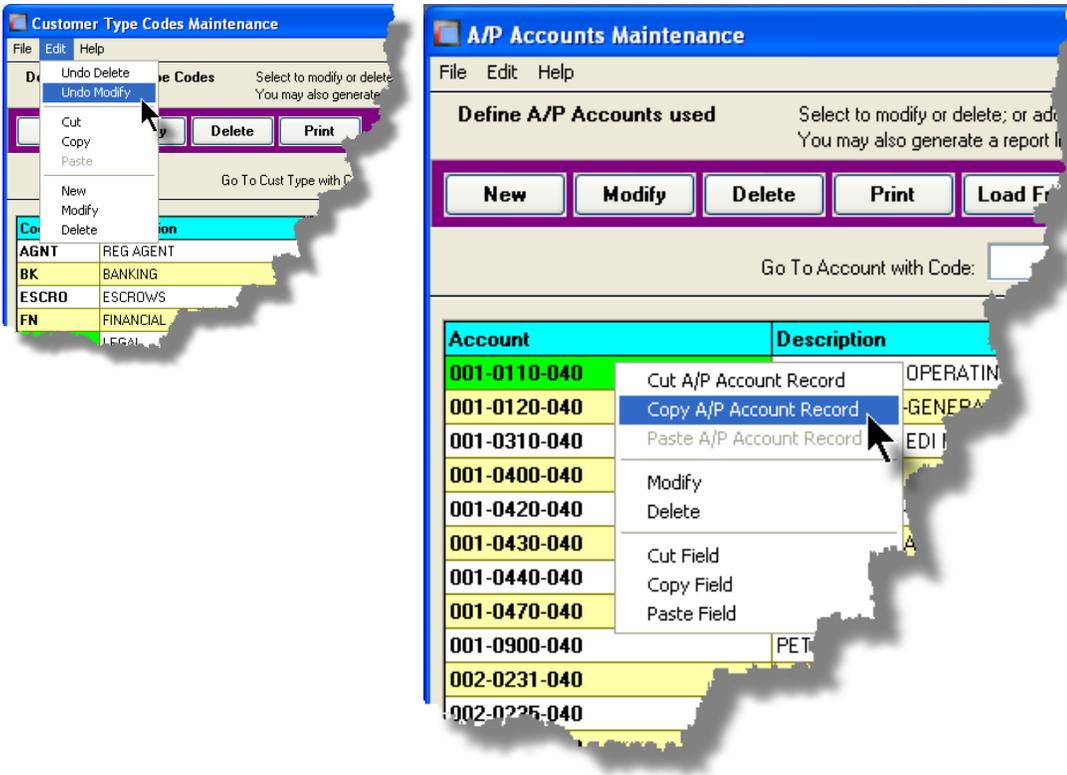
Editing Cell Contents Directly on the Grid

In a number of code maintenance applications, descriptive fields may be edited directly on the grid. If this is allowed, when those particular cells are double clicked, the contents of the cell will be highlighted. the operator may then key in the new value.



Standard Record Editing Functions

Most of the grids in the Series 5 system's applications provide an Edit drop-down menu from the menu bar. This offers functions to Cut, Copy and Paste the associated records belonging to the grid. For codes maintenance applications, there are also functions to Undo the last deleted item; and to Undo the last edited item. From the drop down menu under Edit in the menu-bar, click the desired function. (In most cases, these functions are also available from the pop-up menu displayed when a row in the grid is right-clicked).



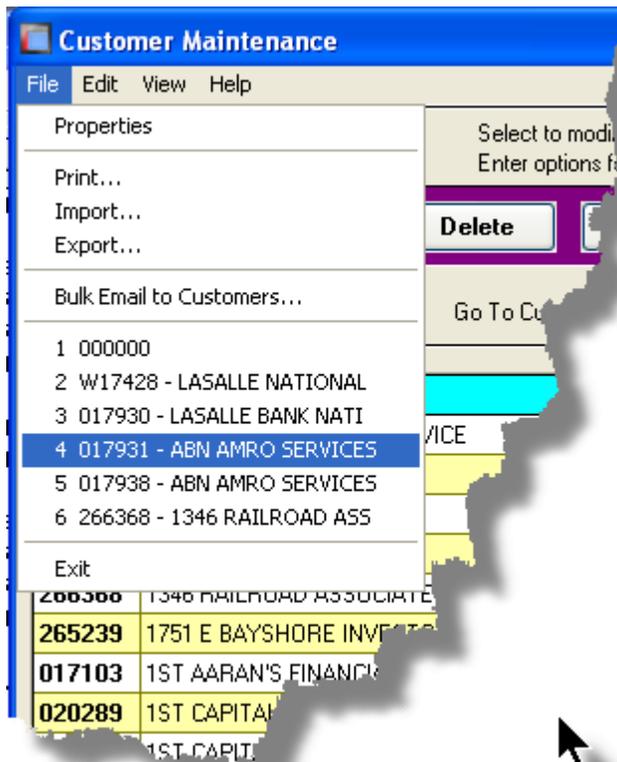
Warning

The Undo Delete, Undo Modify, Cut, Copy and Paste functions are only operable while working in the particular function. If you exit the function associated to the grid, when you return, any Cut, Modified or Deleted record may not be Pasted or Undone.

Most Recently Accessed Items Menu

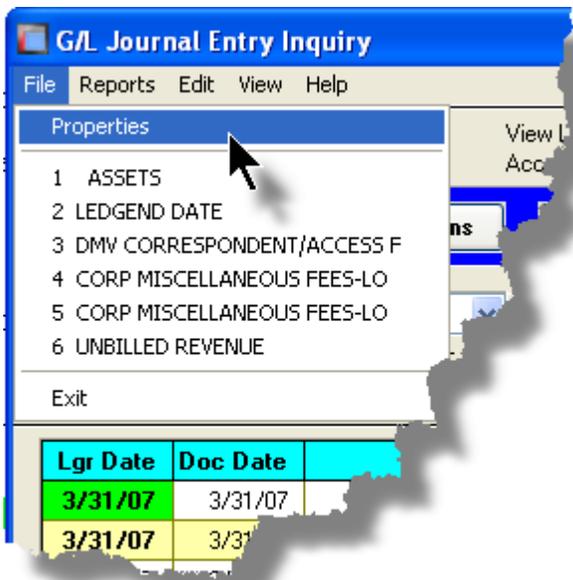
In the drop down menu under File in the menu-bar, most grid screens will provide a list of the

last 6 items that were added or edited . You can click on any one these to position to it.

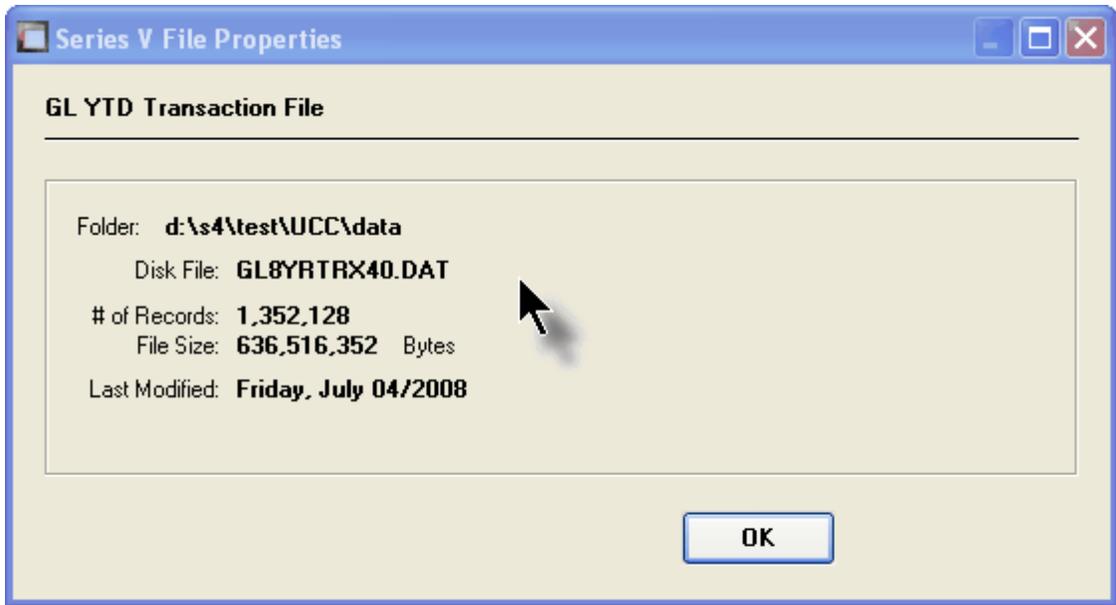


— Grid File Properties Menu Function

In almost all applications using a grid screen, the rows of data displayed represent a data record in a file. The Properties function found in the drop down menu under **File** in the menu-bar, when clicked will display some properties about the displayed file.



The Properties Screen displayed shows the names of the files, the # of records, and the size.



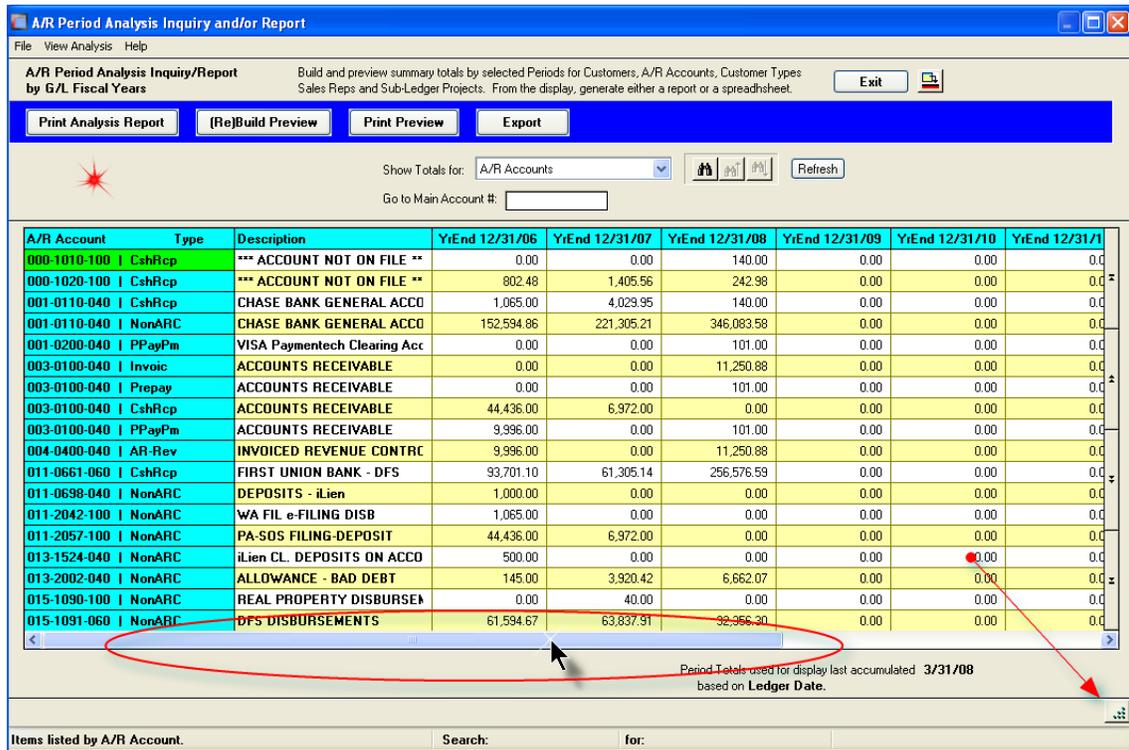
— Grid Slide Bar and Full Screen Expand Push Button

In most cases, the columns of data displayed in the grid can be displayed in the screen's window. There are a few functions that have too many columns of data to fit.

If there are more columns defined that can't all fit on the screen at once, there will be a slide bar displayed at the bottom of the grid. The operator may slide it over with the mouse to view

the hidden columns of data.

If there is an  icon in the lower right corner of the screen, clicking on this will expand the screen laterally to its full size. (You will need to have a wide screen for this to be effective).

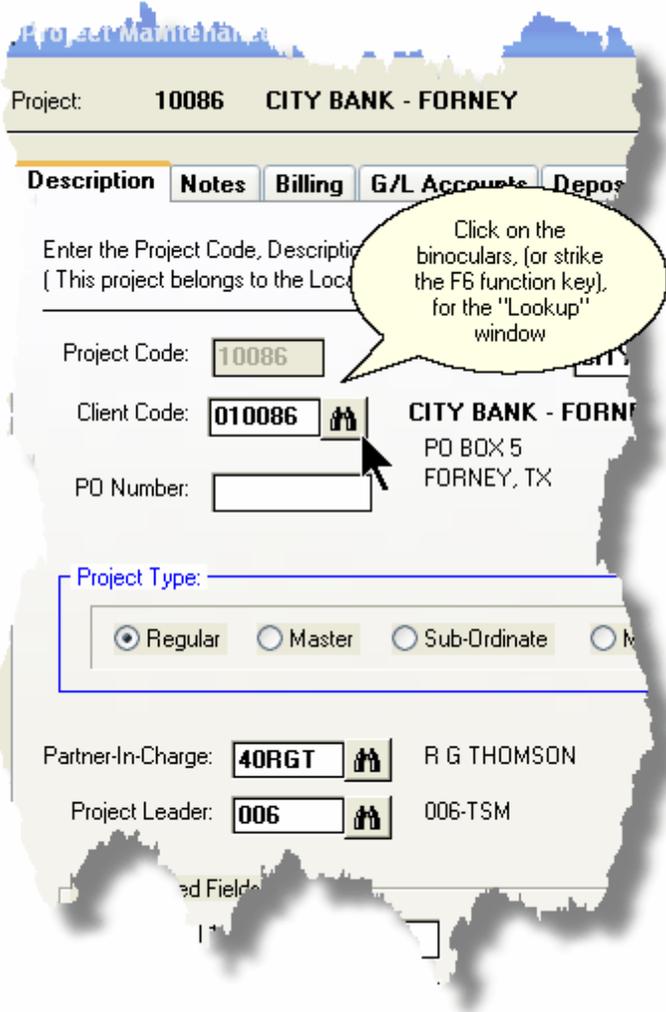


A/R Account	Type	Description	YrEnd 12/31/06	YrEnd 12/31/07	YrEnd 12/31/08	YrEnd 12/31/09	YrEnd 12/31/10	YrEnd 12/31/11
000-1010-100	CshRcp	*** ACCOUNT NOT ON FILE **	0.00	0.00	140.00	0.00	0.00	0.00
000-1020-100	CshRcp	*** ACCOUNT NOT ON FILE **	802.48	1,405.56	242.98	0.00	0.00	0.00
001-0110-040	CshRcp	CHASE BANK GENERAL ACCO	1,065.00	4,029.95	140.00	0.00	0.00	0.00
001-0110-040	NonARC	CHASE BANK GENERAL ACCO	152,594.86	221,305.21	346,083.58	0.00	0.00	0.00
001-0200-040	PPayPm	VISA Paymentech Clearing Acc	0.00	0.00	101.00	0.00	0.00	0.00
003-0100-040	Invoice	ACCOUNTS RECEIVABLE	0.00	0.00	11,250.88	0.00	0.00	0.00
003-0100-040	Prepay	ACCOUNTS RECEIVABLE	0.00	0.00	101.00	0.00	0.00	0.00
003-0100-040	CshRcp	ACCOUNTS RECEIVABLE	44,436.00	6,972.00	0.00	0.00	0.00	0.00
003-0100-040	PPayPm	ACCOUNTS RECEIVABLE	9,996.00	0.00	101.00	0.00	0.00	0.00
004-0400-040	AR-Rev	INVOICED REVENUE CONTRC	9,996.00	0.00	11,250.88	0.00	0.00	0.00
011-0661-060	CshRcp	FIRST UNION BANK - DFS	93,701.10	61,305.14	256,576.59	0.00	0.00	0.00
011-0698-040	NonARC	DEPOSITS - iLien	1,000.00	0.00	0.00	0.00	0.00	0.00
011-2042-100	NonARC	WA FIL e-FILING DISB	1,065.00	0.00	0.00	0.00	0.00	0.00
011-2057-100	NonARC	PA-SOS FILING-DEPOSIT	44,436.00	6,972.00	0.00	0.00	0.00	0.00
013-1524-040	NonARC	iLien CL. DEPOSITS DN ACCO	500.00	0.00	0.00	0.00	0.00	0.00
013-2002-040	NonARC	ALLOWANCE - BAD DEBT	145.00	3,920.42	6,662.07	0.00	0.00	0.00
015-1090-100	NonARC	REAL PROPERTY DISBURSEM	0.00	40.00	0.00	0.00	0.00	0.00
015-1091-060	NonARC	DFS DISBURSEMENTS	61,594.67	63,837.91	32,956.30	0.00	0.00	0.00

3.3 Code "Lookup" Window

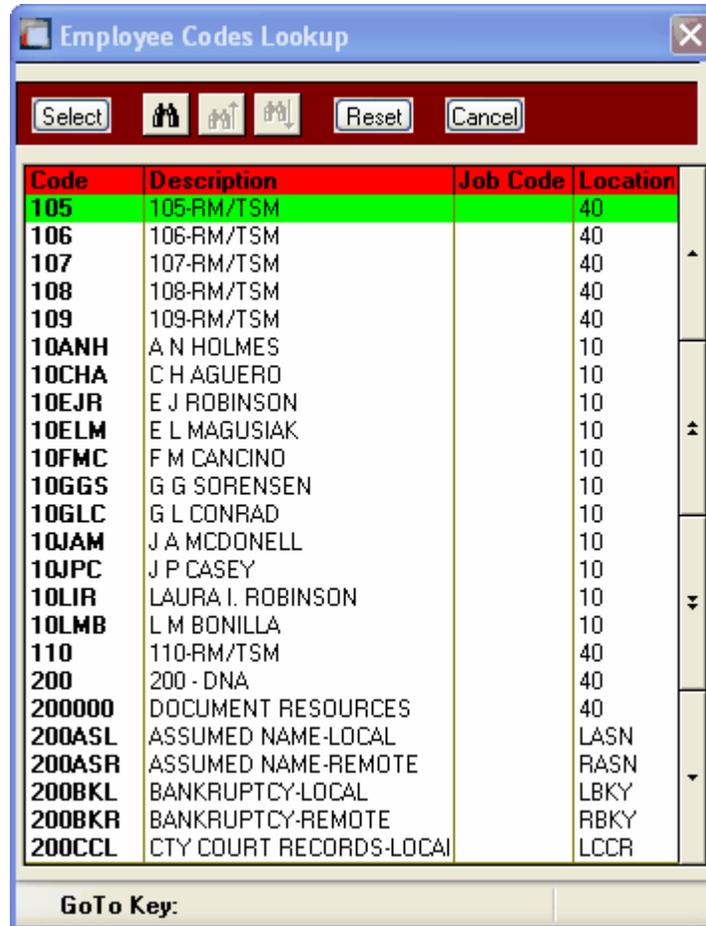
Throughout each of the Series 5 applications there may be master codes that must be entered into a field on a screen. In most cases there will be an icon  of a pair of binoculars located to the right of the field. If you click on the binoculars, a "Codes Lookup" window will be displayed, from which you can browse for and select a code.

Here is an example of fields with the binoculars icon for entering master codes in the Professional Invoicing system.



- Code "Lookup" Window

All "Lookup" windows basically have the same characteristics and controls.



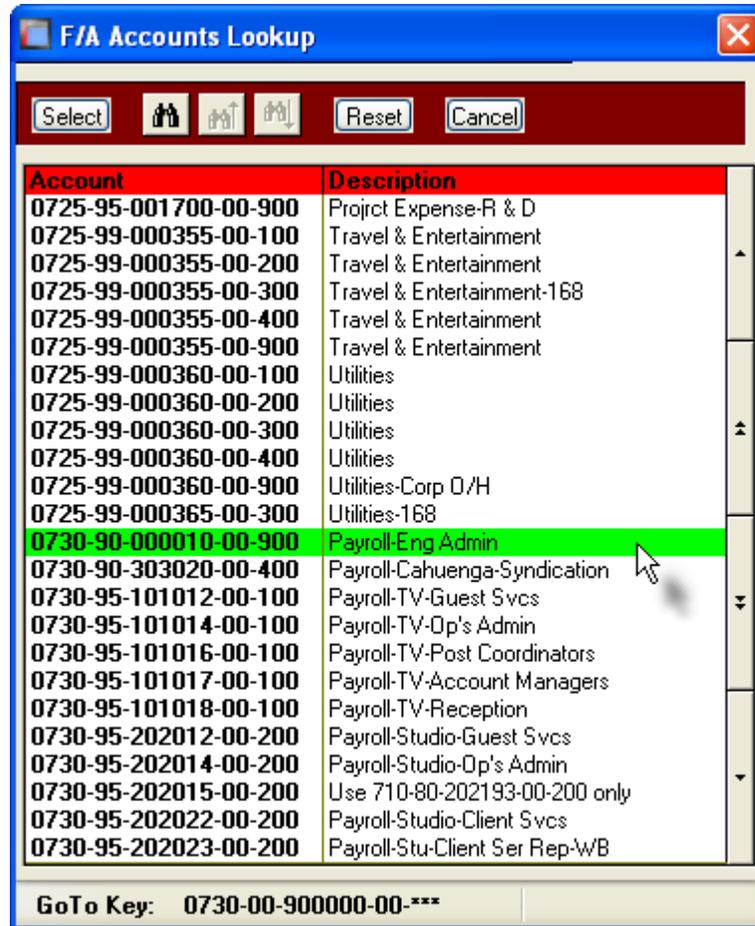
- ❖ Select a particular code by navigating to it in the window and double clicking the row, or clicking the **Select** push button
- ❖ To exit the Lookup window without selecting an item, click on the **Cancel** push button
- ❖ A Search window may be activated by clicking on the  binoculars icon
- ❖ Move through the codes in the window by clicking on the grid navigate bar icons (on the right), or the cursor up/down keys, or the Page Up/Down keys.
- ❖ If you know the 1st few letters of the code you are wanting, you can type these, and the grid will redisplay showing the item closest to the **Goto Key** that you have typed. (To reset the Goto Key string, strike the ESC key, or click the **Reset** pushbutton).

108	108-RM/TSM	40
109	109-RM/TSM	40
10ANH	A N HOLMES	10
10CHA	C H AGUERO	10
10EJR	E J ROBINSON	10
10ELM	E L MAGUSIAK	10
10FMC	F M CANCINO	10
10GGS	G G SORENSEN	10
10GLC	G L CONRAD	10
10JAM	J A MCDONELL	10
10JPC	J P CASEY	10
10LIR	LAURA I. ROBINSON	10
10LMB	L M BONILLA	10
110	110-RM/TSM	40
200	200 DNA	40

GoTo Key: 10G

- G/L Account "Lookup" Window

For "Lookup" windows offering a G/L Account to be selected, a similar window with the same characteristics and controls is displayed.

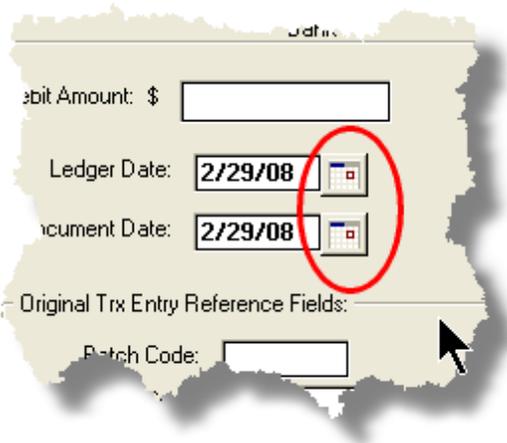


The main difference is the entry of the GoTo Key:

- ❖ As each numeric digit is entered, the system will attempt to redisplay showing the closest **Goto Key** account
- ❖ For systems with more than one G/L Account Main segment, enter either the Space-Bar, or the "-" character to indicate entry of the next Account Bank segment
- ❖ Only the G/L Account Main number is recognized. Don't bother trying to enter the Profit Center portion
- ❖ In the above screen example, you could have entered **730-** or **073090** to have the system position itself in the grid as shown
- ❖ Once the number of digits in the G/L Account's Main number has been entered, the GoTo Key fields is cleared, and a different number may be started

3.4 Date "Lookup" Window

Throughout the Series 5 applications there is the need to enter dates. With each date entry field there will be an icon  of a calendar located to the right of the field.



If you click on the calendar, a "Date Lookup" window will be displayed, from which you can choose a date.

– Date entry "Lookup" Window

Here is the "Date Lookup" window.



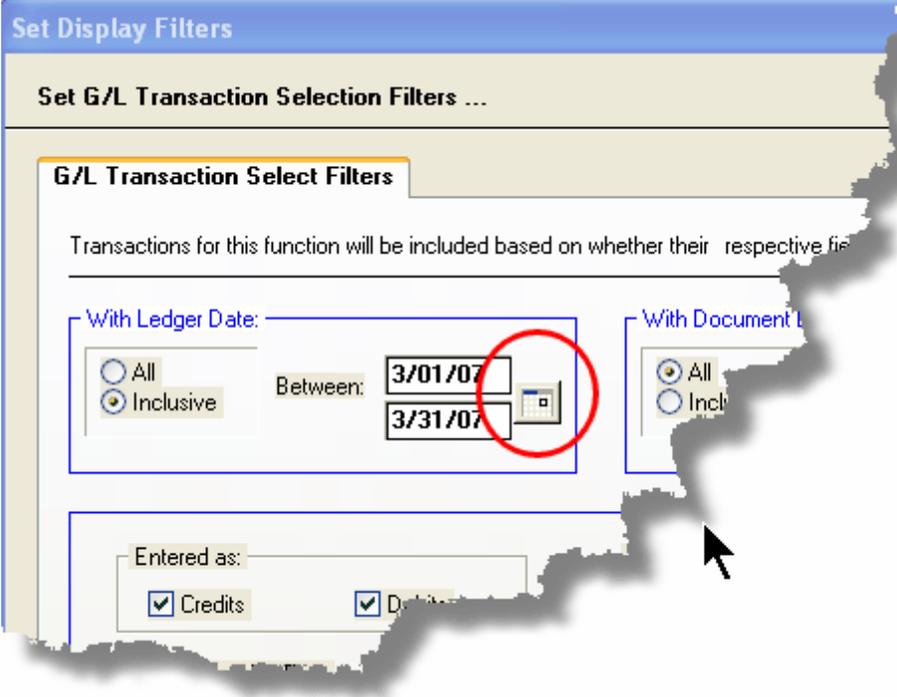
- ❖ Select a particular date by double-clicking it on the calendar
- ❖ Select a particular **Month** or **Year** by selecting it from the given drop down list fields
- ❖ Move to the next or previous Years and Months by clicking on the navigate buttons at the bottom

- ❖ Exit without selecting a date by clicking on the **Cancel** push button

3.5 Date Range "Lookup" Window

Throughout each of the Series 5 applications there may be a need to enter a range of dates. In most cases there will be an icon  of a small calendar located to the right of the fields.

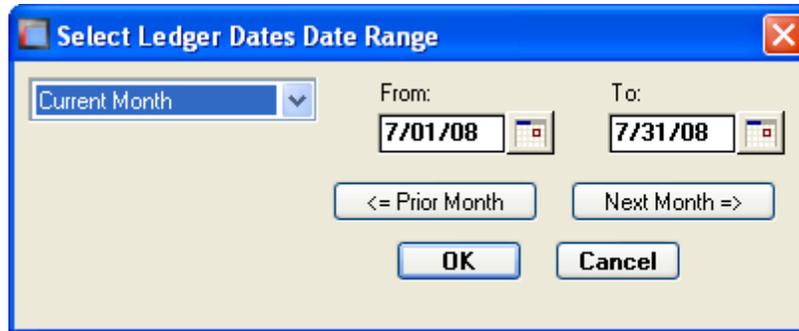
Here is an example of selecting a range of Ledger dates in one of the G/L system's functions.



If you click on the calendar, a "Date Range Lookup" window will be displayed, from which you can enter the starting/ending dates, or choose from a variety of different date range possibilities from a drop down select field.

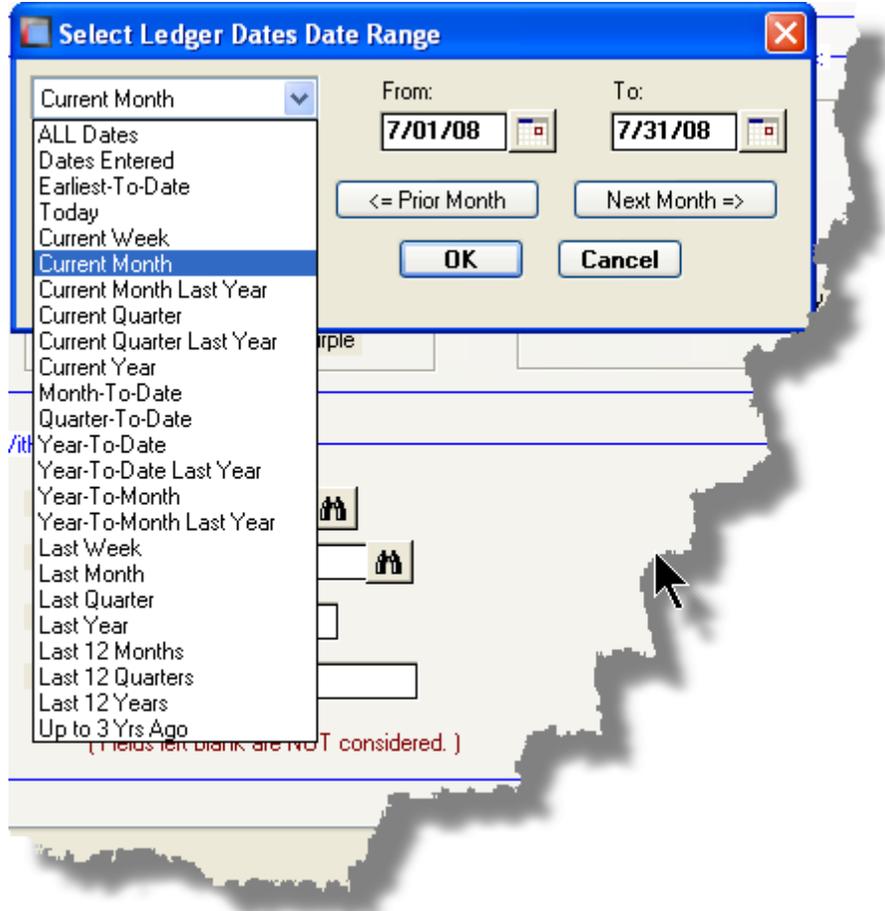
– Date Range "Lookup" Window

The window for entering a range of dates, (or selecting one from a drop down list).



You may choose, or set, a given date range using a variety of methods:

- ❖ Enter the dates in the **From** and **To** fields
- ❖ Click on the little calendar icons to have a calendar displayed from which a data can be chosen
- ❖ Click on the **Prior ...** or **Next ...** push buttons to adjust the dates accordingly
- ❖ Choose a particular date range from the drop down list



Part



4 Starting and Using the F/A System

In order to use any of the Series 5 system applications, each user must go through a sign-on process.

The following steps are required.

1. Signon using the users assigned User Code and Password.
2. Select the Company System that is to be processed. (If only one Company system is defined, then this step is not required).

3. From the Main Menu screen, click the Fixed Assets icon.



4.1 User Logon

Each user must first log in to use any of the Series 5 applications.

Key Information

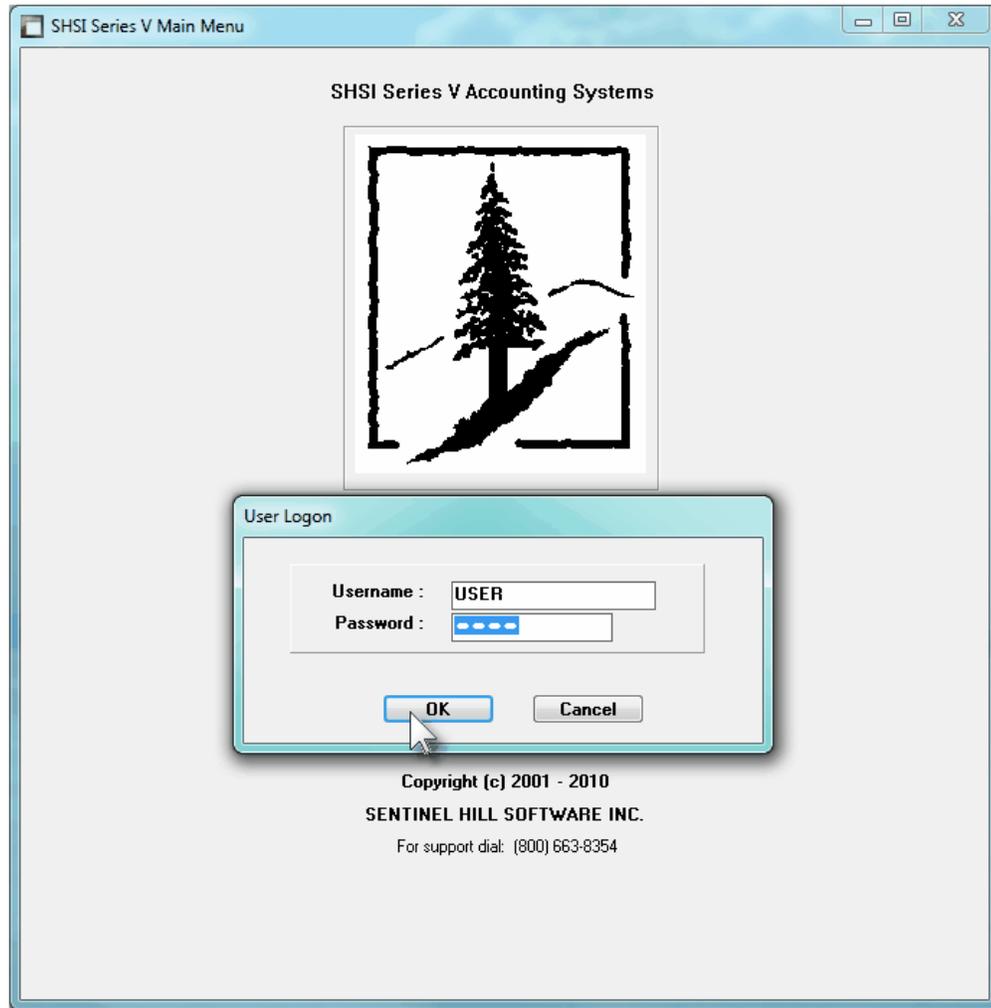
Your Systems Manager, or designated "Gate Keeper" must first create a User Profile before any user can sign on to the system.

User Logon Screens

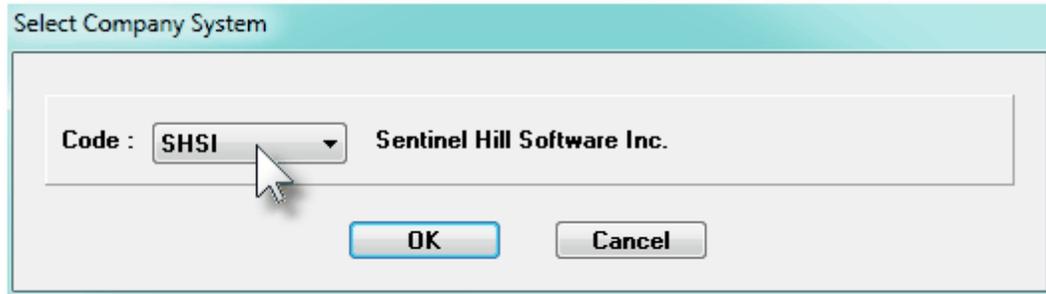
1. Click on the Series 5 application icon that has been set up on your desktop.



2. Enter your User Code and Password. If setup by your Systems manager, the Username Code will default to that defined by the **SHSI_USER_NAME** DOS Environment Variable.



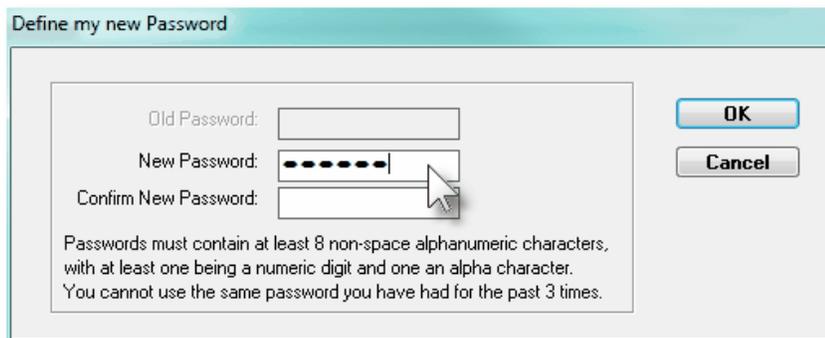
- You must enter the correct password to get into the system.
 - You will have five attempts at entering the correct Username and Password combination
 - Your Systems Manager may have established the rule that passwords must be renewed at some interval of time. (ie., every 3 months). If this is the case, the system will warn you 21 days ahead of time, that you will need to change the password. If it has expired, you will have to contact your System Administrator, or your Gatekeeper to set up a new password for you.
3. If you have defined more than one Company System, select the company to be worked with:



— Defining a New Password

On occasion, you may be required to define a new password. You can have your Systems Manager, or the designated Gate Keeper assign you a new password, or you can do that yourself.

1. From the Main Menu's menu bar, click on **My Own Setup**, and from the drop down menu, click on **Change My Password**. The following screen will be displayed:



2. Enter your old password
3. Enter your new password in both fields presented. There are a few rules about the password you are allowed to use:
 - ✓ The password must contain at least 8 non-space characters
 - ✓ The password must contain at least 1 numeric digit and 1 alpha character
 - ✓ You cannot use the same password that you have used for the last 3 times
 - ✓ The password will time-out after a pre-determined period of time. (As setup by your Systems Manager)
 - ✓ If you fail to enter the password correctly after a number of tries, (as setup by your Systems Manger), you will be disabled from logging in. You will have to contact your System Manager to have your profile re-enabled.

4. Click **OK** to proceed.

4.2 Series 5 Main Menu

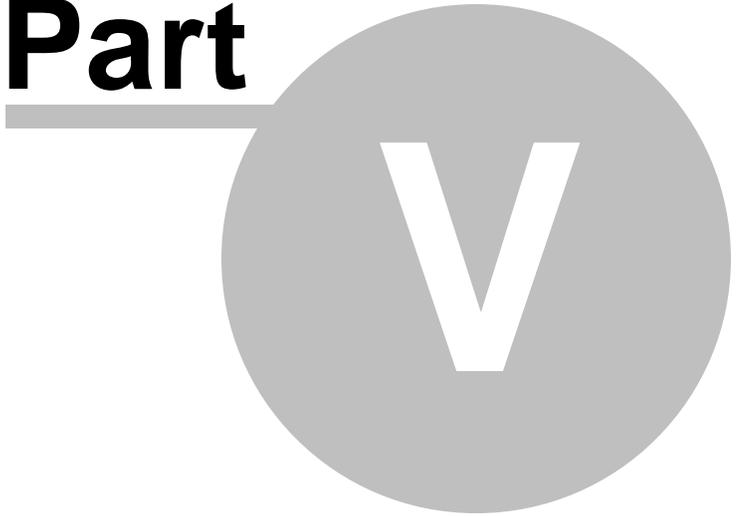
The Series 5 Main Menu screen provides each of the bitmap buttons for each application that has been defined on your system.

Series 5 Main Menu



Launch the F/A application by clicking it's associated graphic.

Part



5 Basic Processing Procedures

Throughout the Series 5 system applications, a variety of functions provide standard processing options screens. These are documented in this chapter and its related sub-topics.

5.1 Background or Night Processing

Many of the Series 5 applications provide the ability to execute a number of their reporting and processing functions in the background as a batch job. You might choose to execute an application as a Batch Job so that your terminal may be free to be used for other activity, or so that a report could be delayed to be executed in the evening when the demands on your computer system are less. In order to process jobs in the background a PC terminal, running Windows, must be dedicated to executing the Batch Job Processor utility.

Some of the features of Batch processing:

- **Jobs may be queued to one of 5 different Job Queues**
- **Jobs may be queued with different Priorities**
- **Jobs may be queued to execute after a specified time of day (for Night Processing)**
- **Jobs may be defined as "Re-Occurring" at a variety of time intervals**
- **A Batch Job Manager can control and/or change individual jobs waiting to be executed**
- **Each Job has a Parameter Control file that can be edited**
- **Each completed Job has an Execute Audit Log file that may be viewed**
- **Multiple Batch Job Processor may execute simultaneously**

The ability to submit jobs to execute in the Background Job Processor is a privilege granted to individual users for each application's menu functions. It is also possible to define the option that a given operation **MUST** be executed by the Job Processor; and alternatively, that the job must execute after 6:00 PM in the evening.

5.1.1 Selecting Jobs for Background Processing

Only certain jobs have been set up to optionally execute using the Batch Job Processor. These are mainly functions that generate reports, or functions that need to be executed every night, or those functions requiring extensive CPU processing.

Processing Note

Batch Processing is a feature that carried over from the days when processors were relatively slow compared to today. As such, only a limited number of functions have been set up to execute in this manner. If there are any functions that you feel should be revised to execute in the Batch, please make your request to the development team at Sentinel Hill Software Inc.

If an application has been set up for Batch Processing, then typically on the last screen used to enter processing options, there will be a prompt at the bottom. Set the check box if you wish to execute the job in Batch. *If the user's access for the given menu item is set such that the job must be executed as a batch job, the check-box will be set, and disabled.*

Report: **ARAGING.RPT** Print an A/R Aging Report ...

Report Options Good/Bad Customers Customer Selects Demographic Selects **Print Options**

Select where to have this report printed to. You may choose any combination of the possible destinations. Reports that are 'Archived' to the Reports Manager can be browsed or reprinted at a later date.

Direct Generated Document(s) to:

Screen Browser Archive to Reports Manager

Print Queue: WPRINT1 Lines/Page 60

Save to: C:\Documents and Settings\My Documents\SHS\UCC

Save as: MS WORD Document Browse

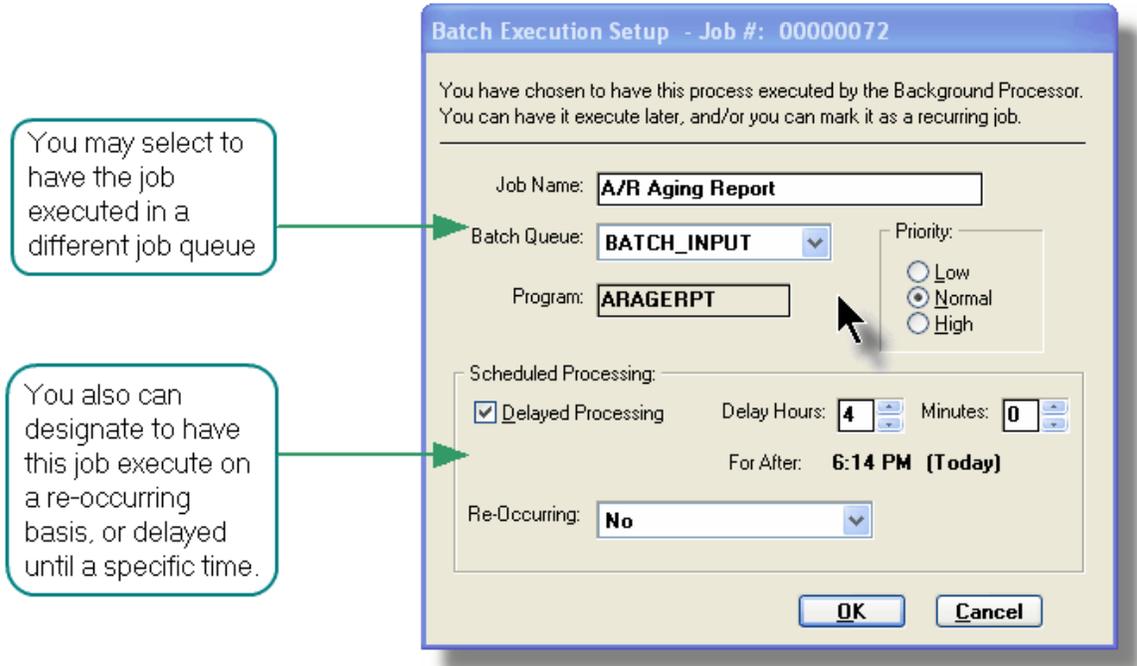
Send a copy to E-Mail Recipient

Report Header User Note:

(This text will appear at the top of the 1st page and may be used so you can personalize your report).

Execute as a Batched Background Job < Back Create Report Cancel

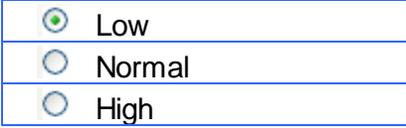
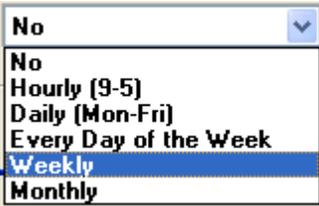
If you set the **Execute as Batched Background Job** check-box, the following options screen is displayed:



Once the **OK** push button is clicked, then the job will be submitted to the Job Batch Queue to wait for it's time to be executed. In the meantime, you may continue with other functions, or exit the Series 5 application totally. Notice that every job is assigned a unique number. This may be used to track the job using the Batch Job Manager.

Batch Execute Setup Field Definitions

Job Name	X(30)
By default, is the name of the Report or Operation. The job may easily be tracked by the Batch Job Manager using this name.	
Batch Queue	drop-list
The system provides pre-defined Batch Queue names. Each job may be dispatched to a particular queue to be processed. Your System's Manager may have defined multiple queues, each with different execute priorities, or on different processors.	
Program	
This field defines the name of the Series 5 program this is executed. It may not be changed.	
Priority	radio-buttons

<p>The priority will determine how quickly the batch request is executed. The default setting is determined from the User's access properties for the given application.</p>	
<p>Delayed Processing</p>	<p><i>check-box</i></p>
<p>Should you wish to have this job execute at some designated time of the day, set this check-box. You will then be able to set the Delay Hours and Minutes. The delay will default such that the job would be executed after 6:00 pm today.</p>	
<p>Re-Occurring</p>	<p><i>drop-list</i></p>
<p>When a job is initially queued, you may set this option to have it automatically re-occur at one of the defined intervals. After it eventually executes, it will automatically re-queue itself to execute. Note that any date parameters or filters associated to the application, will automatically be updated based on the given interval chosen.</p>	

5.1.2 Batch Job Management

The Batch Job Manager is available to each of the Series 5 applications. Whenever an application's function is queued to be executed by the Batch processor, an entry is recorded in the Batch Job file. The Batch Manager allows you to view the status of the job, put it on Hold, have it re-queued, or even delete it.

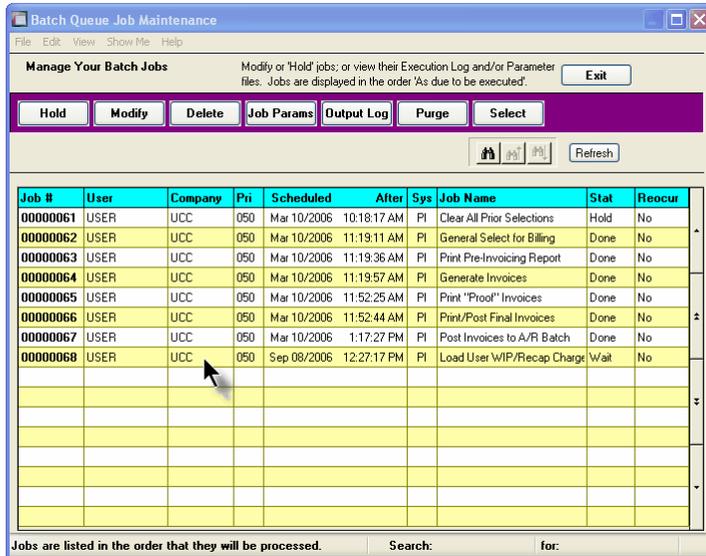
+ Accessing the F/A Batch Job Manager

From either the F/A Main menu, or any application, select **Batch Job Processing** from the **File** drop-down menu.



Batch Job Queue Manager Grid Screen

Maintenance and monitoring of the Batch Jobs is done with a Series 5 grid screen.



"Fast Buttons"

Hold	Put a Hold on the the selected Job
Modify	Modify the properties of the selected job
Delete	Delete the selected Job
Job Params	Display and edit the Job's execution parameters with Notepad
Output Log	View the output log generated when the selected job was executed.
Purge	Have those jobs satisfying a number of filters deleted from the system
Select	Set filters for the items that are displayed in the grid

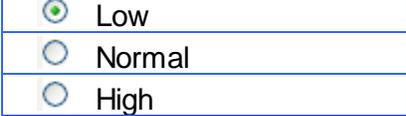
— Modifying a Job in the Batch Queue

1. In the grid, navigate to the row listing the job that is to be modified.
2. Double-click the row, or right-click the row to have a drop-down menu displayed, then click **Modify**, or just click on the **Modify** button in the "Fast Button" frame. The Job's properties screen will be displayed.

3. Edit any given field as required. Note in particular, that if a job has been placed on "Hold", or if it has completed, you can click on the Reset Status to "WAITING" check box, and the job will be executed at the next opportunity after the specified execution time.
4. You can also view and edit the system command line that is used to launch the particular job. This is the shell or Command Prompt command that is issued. **YOU SHOULD NOT NORMALLY EVER NEED TO EDIT THIS COMMAND LINE.**
5. Click the **Update** push button at the bottom of the screen.

— Batch Job Properties Screen Field Definitions

Batch Queue	<i>drop-list</i>
--------------------	------------------

<p>The system provides pre-defined Batch Queue names. Each job may be dispatched to a particular queue to be processed. Your System's Manager may have defined multiple queues, each with different execute priorities, or on different processors.</p>	
<p>Re-Occurring</p>	<p><i>drop-list</i></p>
<p>A job that has already completed, may be set up to have it automatically re-occur at one of the defined intervals. After it eventually executes, it will automatically re-queue itself to execute. Note that any date parameters or filters associated to the application, will automatically be updated based on the given interval chosen.</p>	
<p>Priority</p>	<p><i>radio-buttons</i></p>
<p>The priority will determine how quickly the batch request is executed. The default setting is determined from the User's access properties for the given application.</p>	
<p>Queued for Execution - Date and Time</p>	<p><i>(mm/dd/yy)</i></p>
<p>You can set to have this job execute at some designated time of a particular date.</p>	
<p>Reset Status to "WAITING"</p>	<p><i>check-box</i></p>
<p>If a job has completed, or if it has been placed "On-Hold", then you can reactivate it and have it execute again. <i>(Depending on the function, you may have to re-edit the Job Parameters to set up correct dates of report options).</i></p>	

Grid Display Search options

You may search for specific records displayed in the grid using a number of relevant fields.

Click on the  Search icon.

A search string may be entered for the following fields:

- Job Name
- Job Number

Grid Display and Purge Filters Screen

If your company makes use of Batched Jobs, over a period of time you may have a great number of Job History records. You can limit the number of items that are displayed in the grid. The same filter fields are also available to the Purge function.

1. Click on **Selections** in the "Fast Button" frame. The Archive Report selection filters screen will be displayed.

2. Set the applicable filters
3. Click the **OK** push-button. The grid will be redisplayed showing only those reports satisfying the selected filters.

Filters Screen Field Definitions

Systems

radio-buttons & drop down list

Click the **All** button, or the **Selected** button with a specific application from the drop down list. Only those jobs generated from the selected system will be listed.

Company System	radio-buttons & drop down list
Click the All button, or the Selected button with a specific Company for which job records are to displayed or processed.	
Batch Execute Queue	radio-buttons & drop down list
Click the All button, or the Selected button with a specific Batch Queue. Only those jobs generated and processed by by the selected queue will be listed.	
Execute Date	radio-buttons & (mm/dd/yy) entry fields
Click the All button, or the Selected button with a date range. Only those jobs that executed within the range of dates entered will be listed.	

– Putting a Job "On-Hold"

If a job has not yet executed, and for whatever reason, you want to put it on hold, you can do so. (Perhaps to change a parameter or priority).

1. In the grid, navigate to the row listing the Job to be put on-hold.
2. Right-click the row to have a drop-down menu displayed, then click **Hold**, or just click on the **Hold** button in the "Fast Button" frame.
3. A hold verification screen will be displayed. Click the **Put On Hold** button to proceed.
4. The Job's status will be set accordingly.
5. To re-activate the Job, you will have Modify it, and click the **Rest Status to "WAITING"** check-box.

– Purging old "Completed" Job Control Records

Over a period of time, your users may have generated a great number of Job records. If you wish, you may delete them to reduce the overhead, make available more disk space, or just to get rid of them.

1. Click on the **Purge** button in the "Fast Button" frame.
2. The Purge options screen will be displayed. (This is the same screen as used for the Grid Display filters).
3. Click the **OK** push-button. The system will remove all those jobs satisfying the selected filters.

5.1.3 The Batch Job Processor

In order to process any Fixed Assets function jobs that might have been queued to be run in the background, or at night, a PC terminal running Windows must be dedicated to executing the Batch Job Processor utility. This is basically another Series 5 program that gets launched from the Batch Job Management function.

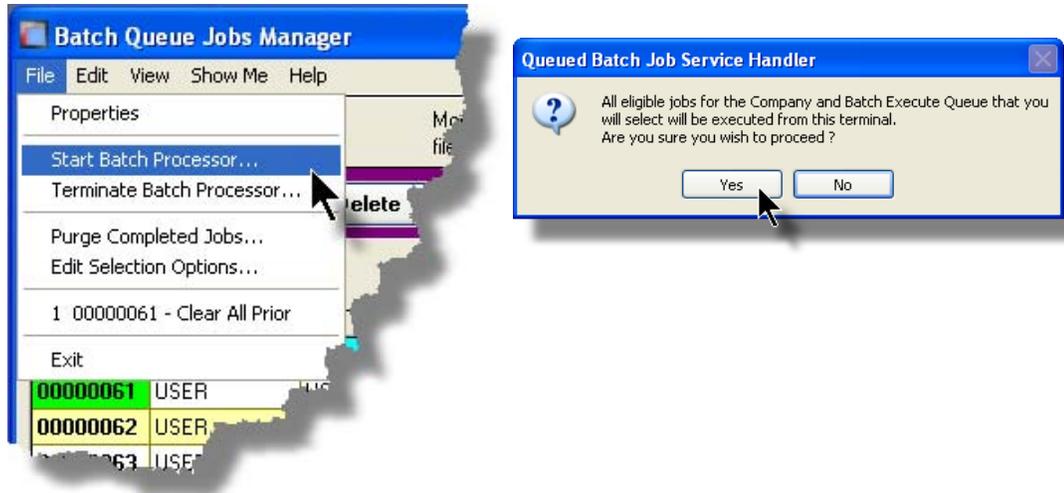
Some of the features of Batch Processor Utility:

- **The Processor Utility is launched from the File drop-down menu from the Batch Job Manager**
- **Multiple instances of the Processor Utility may execute at the same time on different client terminals**
- **Each Processor Utility may be set up to service jobs sent to a particular Batch Execute Queue**
- **Each Processor Utility may be set up to service jobs generated for a particular Company Systems**
- **Each Processor Utility may be set up to service jobs generated for a particular application**
- **An Execution Log screen is available that displays the last 10 jobs that have executed**
- **The window within which the Job Processor executes can be toggled between two sizes. In Expanded mode it shows the details and log of executing jobs; In Brief mode, it just shows a small general status screen**

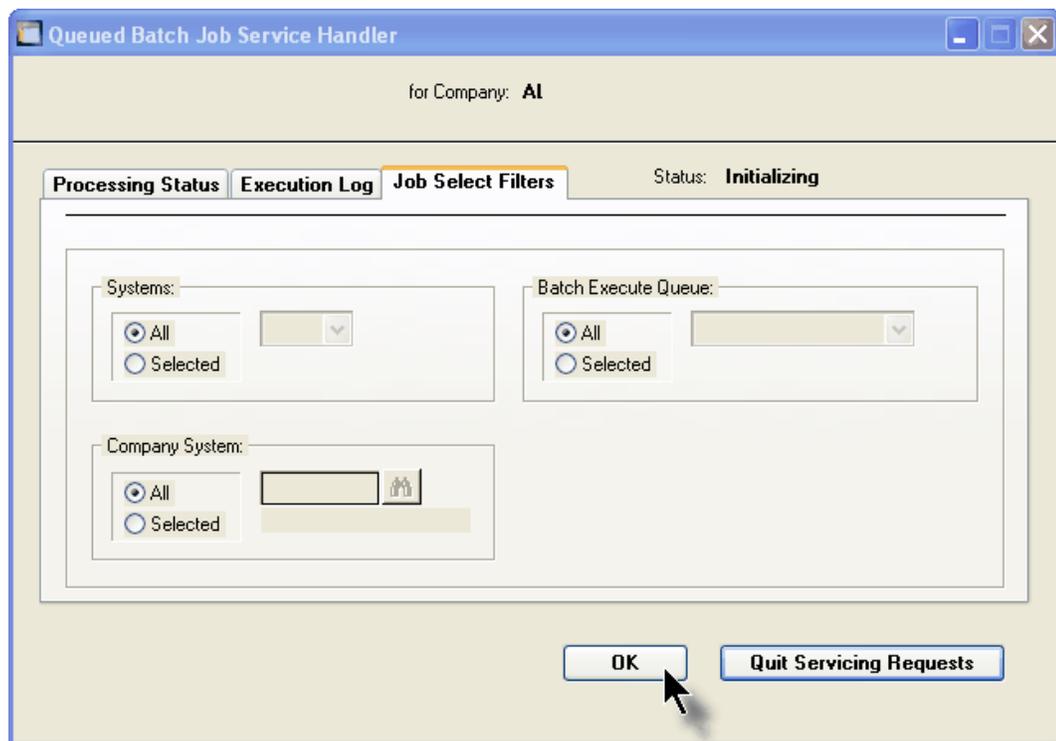
– Launching the Series 5 Batch Job Processor Utility

From the Batch Job Manager screen:

1. Click on **Start Batch Processor** from the **File** drop-down menu. A prompt will be displayed confirming the launch of the Job Processor.



2. Click the **Yes** button, then the Job Service Handler screen will be displayed and you will be able to set a number of filters that are used to select particular jobs that are to be accepted. *(By default All jobs will be processed).*



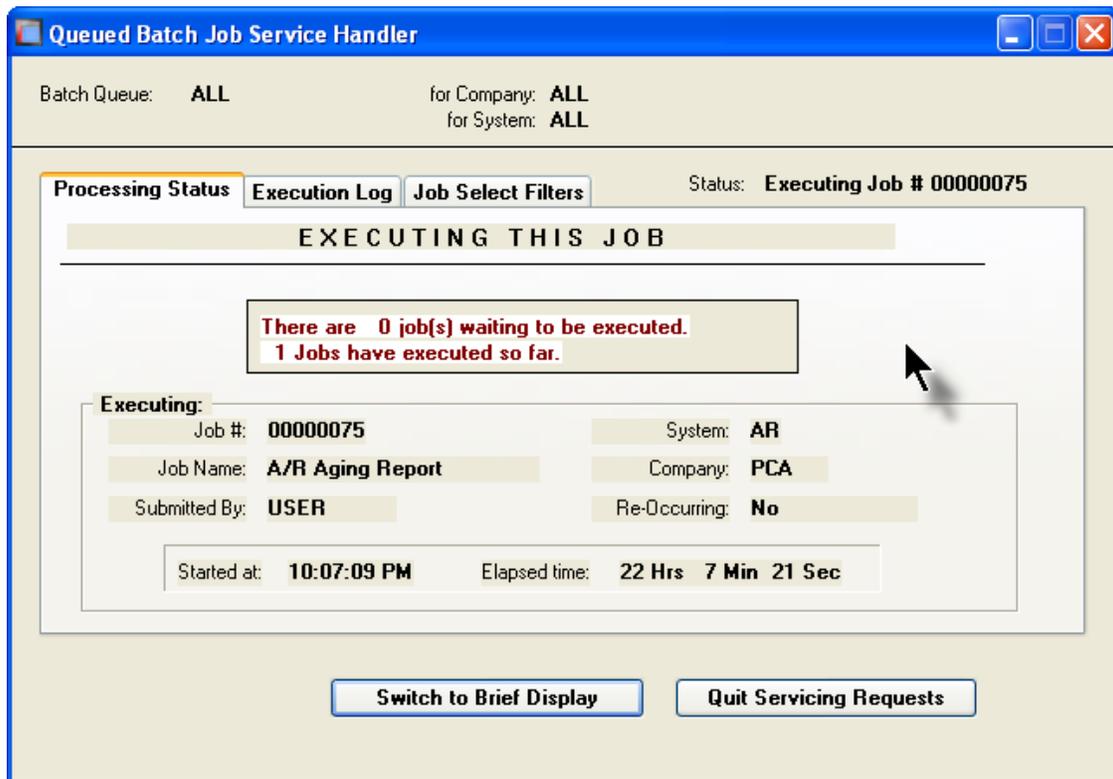
3. Click **OK** and the Job Processor will trundle off and wait for a job that it can execute.

Processing Note

The Batch Job Processor, when launched, is executed as an entirely new task in its own window. You can switch back to the Batch Job Manager window, exit that, and do whatever you please without disturbing the Job Processor.

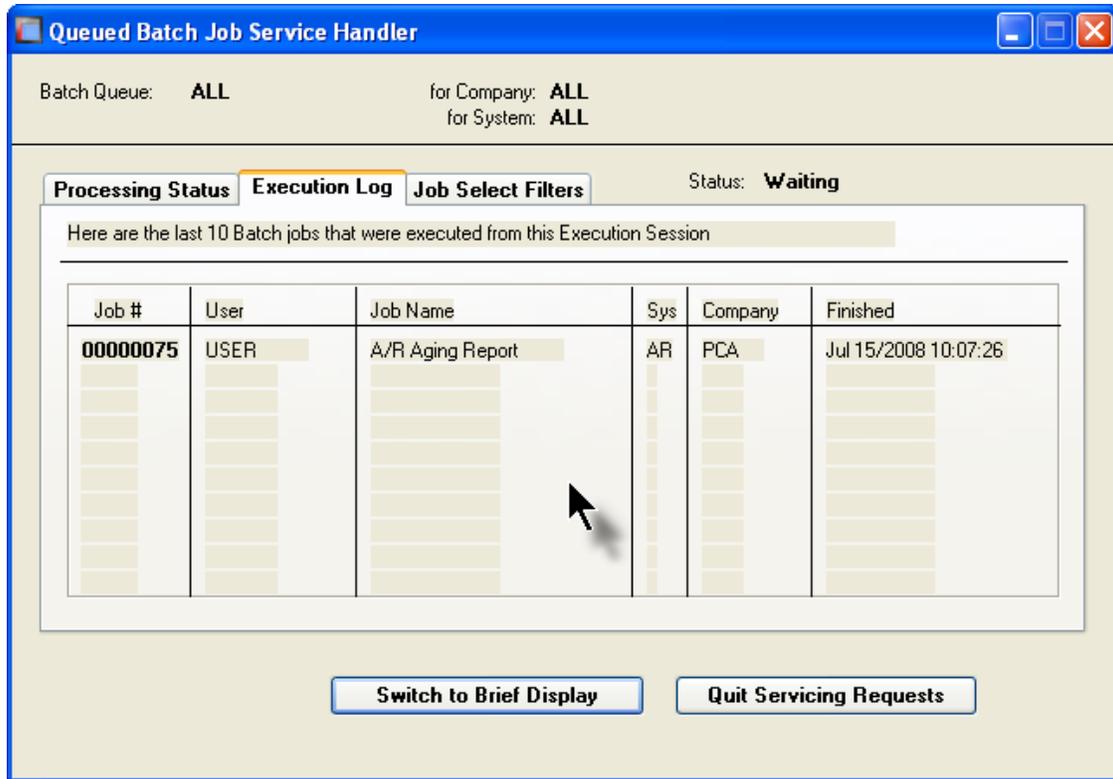
Processing Status Tab Screen

As jobs are executing, you can view their status on the Processing Status tab screen. It displays the jobs that is currently executing, or the last job that was executed.



Execution Log Tab Screen

A table is kept displaying the last ten jobs that have executed since the Job Processor has started.



Job Processor "Brief" Window

If you are not interested in view the progress of the batched jobs, you can switch the window to a "Brief" display. From which you can switch back to an "Expanded" display.



Job Select Filters Screen Field Definitions

Systems

radio-buttons & drop down list

Click the **All** button, or the **Selected** button with a specific application from the drop down list. Only those jobs generated from the selected system will be executed.

Company System

radio-buttons & drop down list

Click the **All** button, or the **Selected** button with a specific Company for which job records are to be executed.

Batch Execute Queue

radio-buttons & drop down list

Click the **All** button, or the **Selected** button with a specific Batch Queue. Only those jobs submitted to the selected queue will be executed.

5.2 Data Importing and Exporting

In several Series 5 applications, the ability to import or export data from/to external sources has been implemented. There are standard import/export data screens that are displayed.

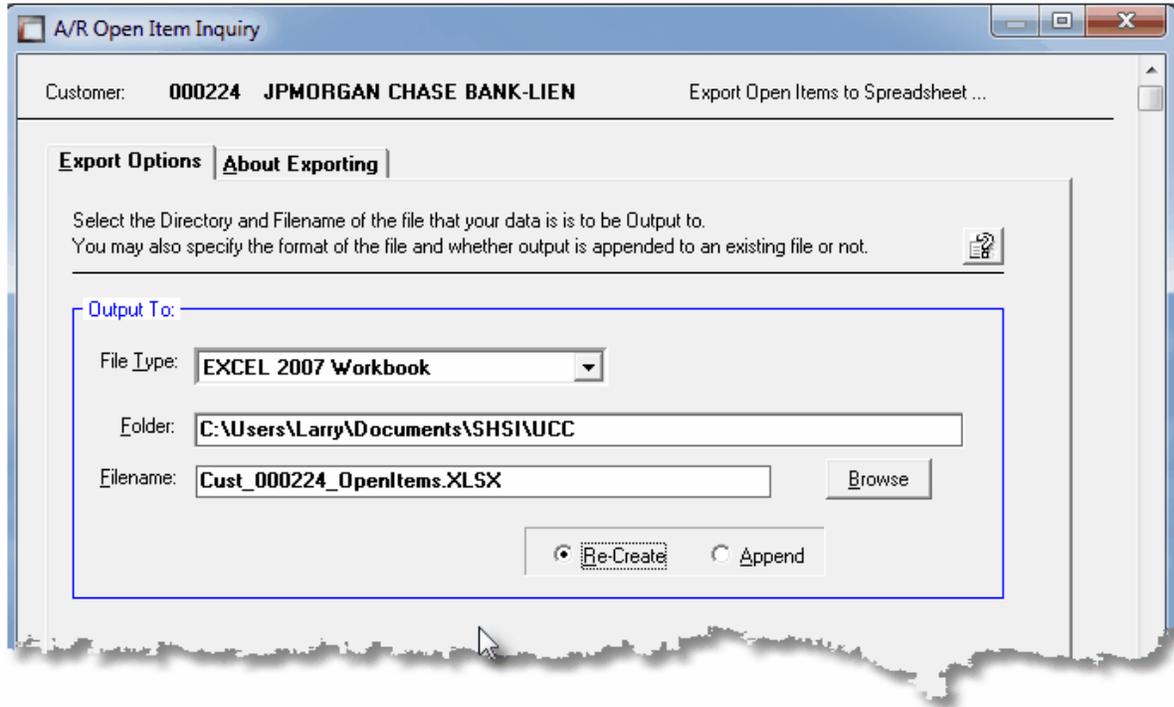
A number of different data formats are supported. These include:

- **MS Excel Workbooks**
- **Tab Delimited Text**
- **Lotus Text (Comma Delimited with quotation marks)**
- **Slash "\" Delimited Text**
- **CSV Text (Comma Delimited)**

5.2.1 Data Export Functions

Many of the Inquiry and assorted master Code Maintenance menu items offer the ability to export data.

When selected, the following options screen is presented:



— Selecting Export Format Options

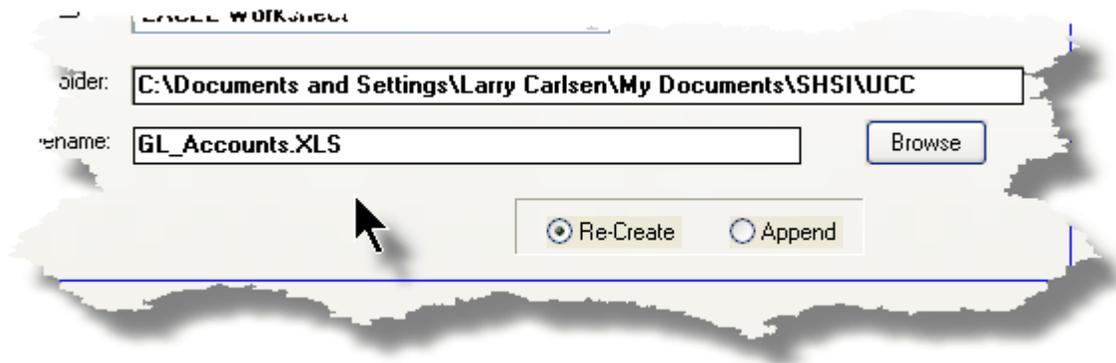
Normally, the Export Options screen will be presented with all fields defaulted for the particular application and function. However, you may want to revise the format of the output data and where it is to be generated. The following steps may be taken:

1. Determine the format of the data to be output. From the drop down list select from the following:

Data Input Format	Comments
→ EXCEL 2007/2010 Workbook	An Office 2007 or 2010 MS Excel workbook is opened, and data is output directly to the 1st worksheet's designated rows and columns. A maximum of 950,000 rows may be output to each sheet.
→ EXCEL 97-2003 Workbook	An Office 2003, or earlier, MS Excel workbook is opened, and data is output directly to the 1st worksheet's designated rows and columns. A maximum of 65,530 rows may be output.
→ Tab Delimited Text	The output columns of data are separated with the <tab> character. A maximum of 65,530 rows may be output.
→ CSV Comma Delimited Text	The columns of data are output separated with a comma <,> character. Strings are output within the

	double quote, <">, character. A maximum of 99,999 rows may be processed.
⇒ 20/20 Text	Formatted for an older spreadsheet utility.
⇒ Lotus Text	The columns of data must be comma separated with quotation marks around each field.
⇒ Slash Delimited Text	The columns of data must be separated with the "\" character.

2. You may then select the folder to which the file is created and the name of the file. You can click the push button to locate or change the location.



Thin Client Processing Tip

If executing as a Thin Client user you should select output as Tab Delimited Text. Over a slow network, output to an Excel Spreadsheet is disgustingly slow. If you want the output to be on your PC, then make sure that the "Thin Client" Unix Home Page in your User Logon Profile contains a path on the UNIX server. (Files are actually 1st created on the UNIX server, then copied to the PC client).

Field Definitions

File Type:

drop-down list

Select the file type that is to be generated. This field will default to the type that is defined in the Series 5 User Logon Profile. *(Note that if the the particular import/export function requires a specific format other than an Excel Spreadsheet, the default from the User Logon Profile is not set as the default).*

Folder:

X(90)

Enter the name of the directory folder to which the exported data is to be written to. This will default to the directory path defined in the Users Logon Profile established by your Systems Manager. You may click the Browse button to select a different folder.

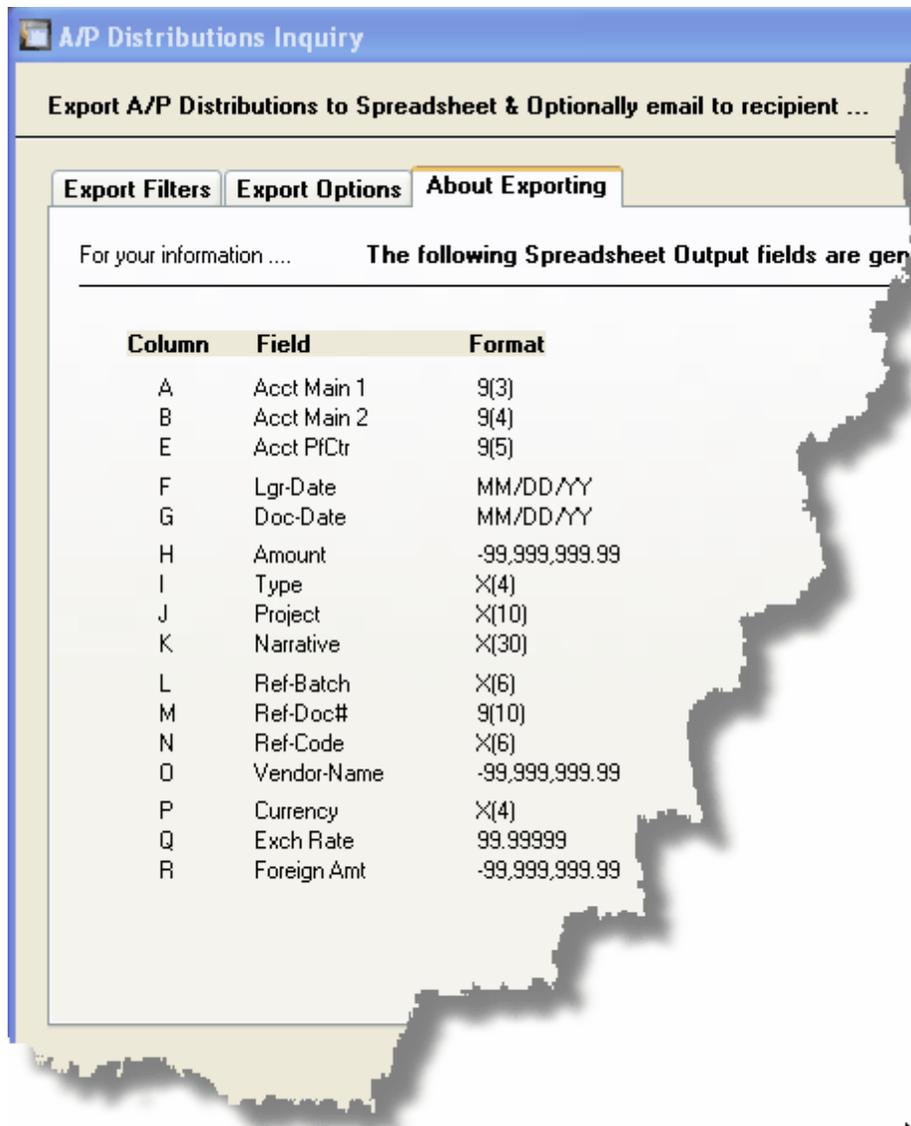
You may click on the **Browse** button to locate the desired directory. Only those folders which are descendants of the root directory, of that which is defined by the Folder field, can be displayed. So if you wish to choose a folder on your "C" drive, enter **C:** in the Folder field before clicking the "Browse" button. Setting the Folder field blank, or to a path that does not have a drive letter designation, would result in only being able to browse descendants of the user's default working directory.

Filename: **X(50)**

The filename will default to a name applicable to the type of data. You may change if you so desired.

- About Exporting Tab Screen

Along with the Export Options tab screen there will be an About Exporting tab screen. This provides the operator with information about which fields are output to which columns, (assuming MS Excel output).



The codes displayed under the Format column indicated the type and size of the data. Here are some examples:

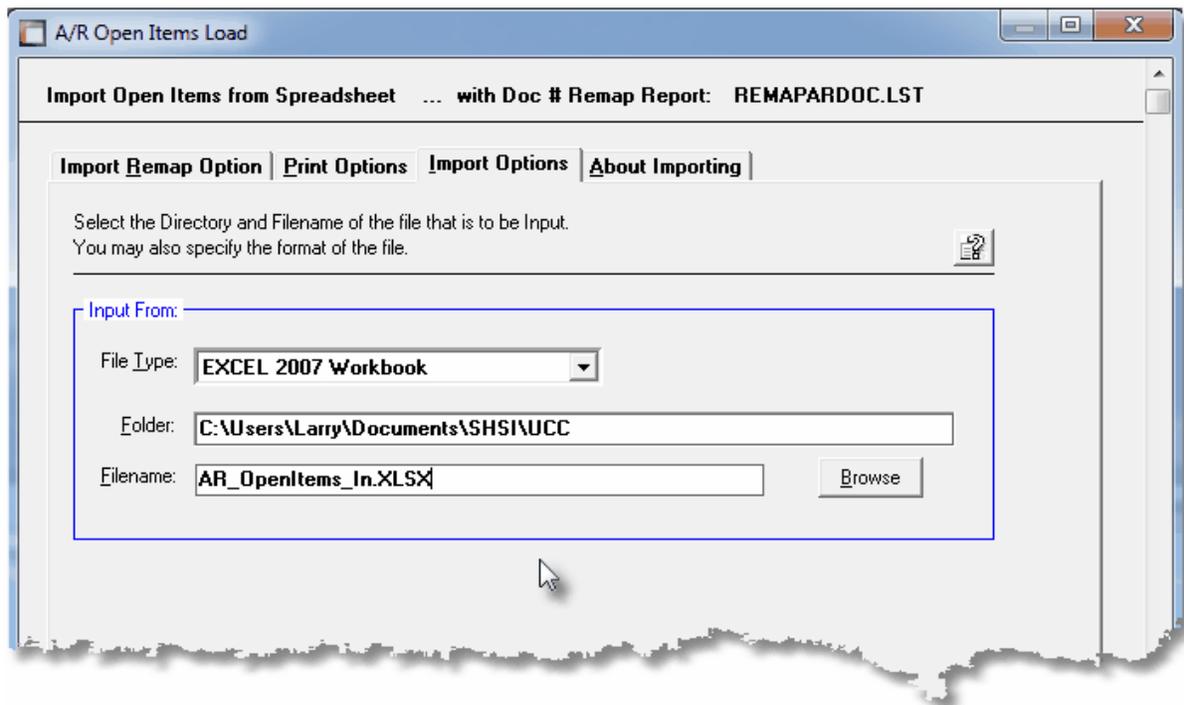
Data Format	Comments
→ X(30)	30 character alphanumeric
→ 9(6)	6 digit numeric integer
→ MM/DD/YY	6 digit date in mm/dd/yy order
→ -9,999,999.99	signed numeric amount with 2 decimal places

⇒ 9(8)-9(5)	G/L Account # 999999999999999999-99999
⇒ S9(9)	signed 9 digit integer

5.2.2 Data Import Functions

Many of the Inquiry and assorted master Code Maintenance menu items offer the ability to import data.

When selected, the following options screen is presented:



– Selecting Import Format Options

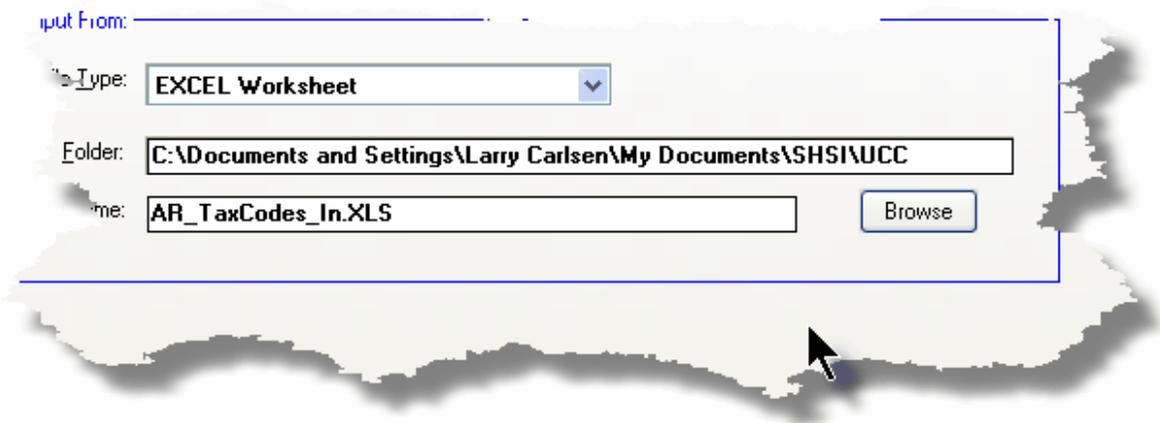
Normally, the Import Options screen will be presented with all fields defaulted for the particular application and function. However, you may want to revise the format of the input data and where it is to be loaded from. The following steps may be taken:

1. Determine the format of the data to be input. From the drop down list select from the following:

Data Input Format	Comments
⇒ EXCEL 2007/2010 Workbook	An Office 2007 or 2010 MS Excel workbook is opened, and data is read directly from the 1st worksheet's

	designated rows and columns. A maximum of 950,000 rows may be processed.
⇒ EXCEL 97-2003 Workbook	An Office 2003, or earlier, MS Excel workbook is opened, and data is read directly from the 1st worksheet's designated rows and columns. A maximum of 65,530 rows may be processed.
⇒ Tab Delimited Text	The input columns of data must be separated with the <tab> character. A maximum of 65,530 rows may be processed.
⇒ CSV Comma Delimited Text	The columns of data must be separated with a comma <,> character. Strings must begin and end with the double quote, <">, character. A maximum of 99,999 rows may be processed.
⇒ 20/20 Text	Formatted for an older spreadsheet utility.
⇒ Lotus Text	The columns of data must be comma separated with quotation marks around each field.
⇒ Slash Delimited Text	The columns of data must be separated with the "\" character.

2. You may then select the folder from which the file is to be loaded from and the name of the file. You can click the push button to locate or change the location.



Thin Client Processing Tip

If executing as a Thin Client user you will appreciate considerably faster processing of large data files when you process input as Tab Delimited Text. Over a slow network, input to an Excel Spreadsheet is disgustingly slow. If loading the input from your PC, then make sure that the "Thin Client" Unix Home Page in your User Logon Profile contains a path on the UNIX server. (Files are actually 1st copied to the UNIX server, then read

into the system).

— Field Definitions

File Type:***drop-down list***

Select the type of data that is to be loaded. This field will default to the type that is defined in the Series 5 User Logon Profile. *(Note that if the the particular import/export function requires a specific format other than an Excel Spreadsheet, the default from the User Logon Profile is not set as the default).*

Folder:***X(90)***

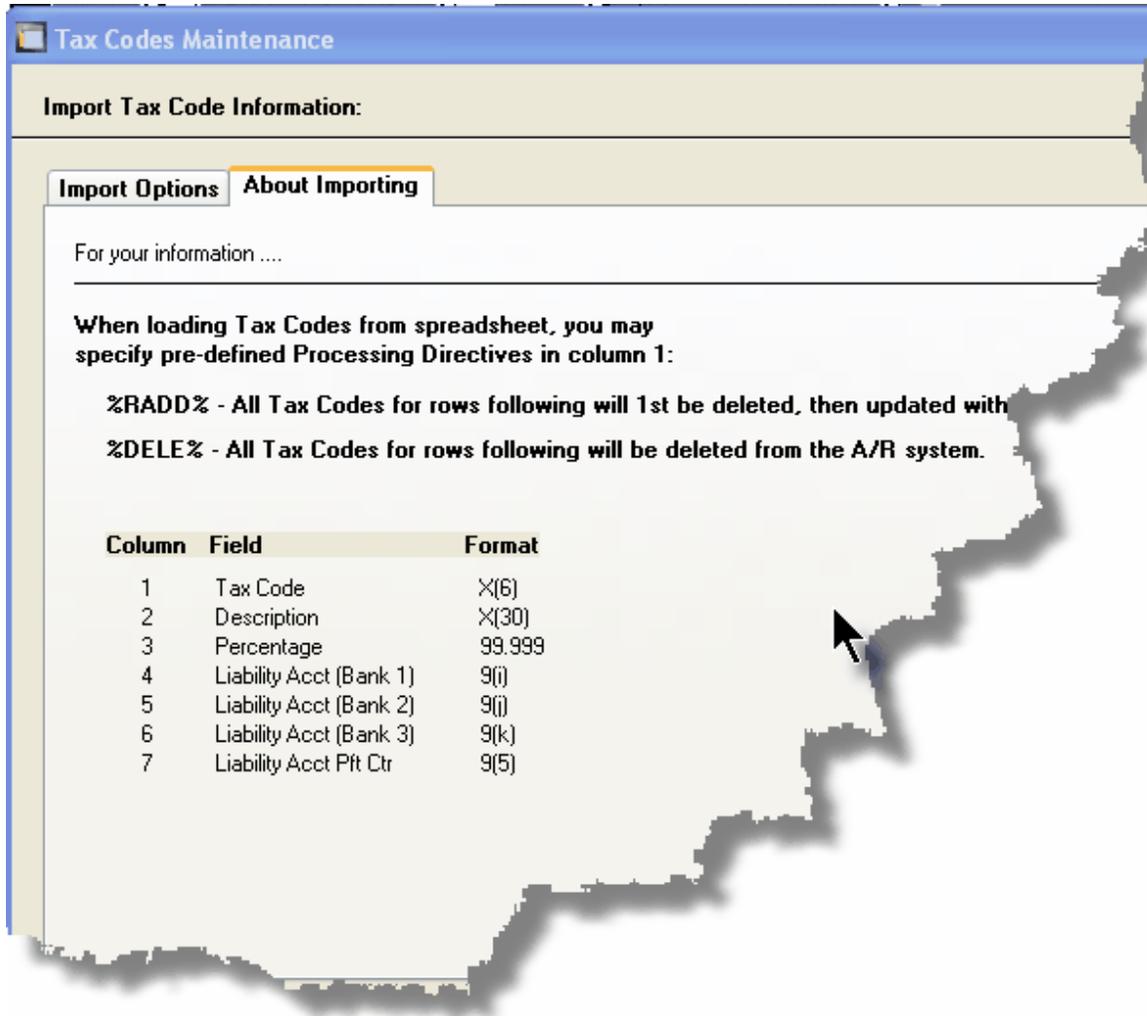
Enter the name of the directory folder from which the imported data is to be read from. This will default to the directory path defined in the Users Logon Profile established by your Systems Manager. You may click the Browse button to select a different folder.

Filename:***X(50)***

The filename will default to a name applicable to the type of data. You may change if you so desired.

— About Importing Tab Screen

Along with the Export Options tab screen there will be an About Exporting tab screen. This provides the operator with information about which fields are output to which columns, (assuming MS Excel output).



The codes displayed under the Format column indicated the type and size of the data. Here are some examples:

Data Format	Comments
⇒ X(30)	30 character alphanumeric
⇒ 9(6)	6 digit numeric integer
⇒ MM/DD/YY	6 digit date in mm/dd/yy order
⇒ -9,999,999.99	signed numeric amount with 2 decimal places
⇒ 9(8)-9(5)	G/L Account # 9999999999999999-99999
⇒ S9(9)	signed 9 digit integer

In some of the import functions, you can specify a Processing Directive in column 1 of your input data file. These are basically commands that direct the system to process the rows of data following in a special way. These commands are typically only provided for the input of Master Code records.

<i>Pseudo Command</i>	<i>Comments</i>
⇒ %RADD%	If the data record being input is already defined on file, it is 1st deleted. Then a new record is written with the data loaded. (In some cases, the record being written may have other fields that would be initialized when the new record is written.
⇒ %DELE%	Once a Master Code is identified, the associated record on file is deleted. No data is subsequently input.

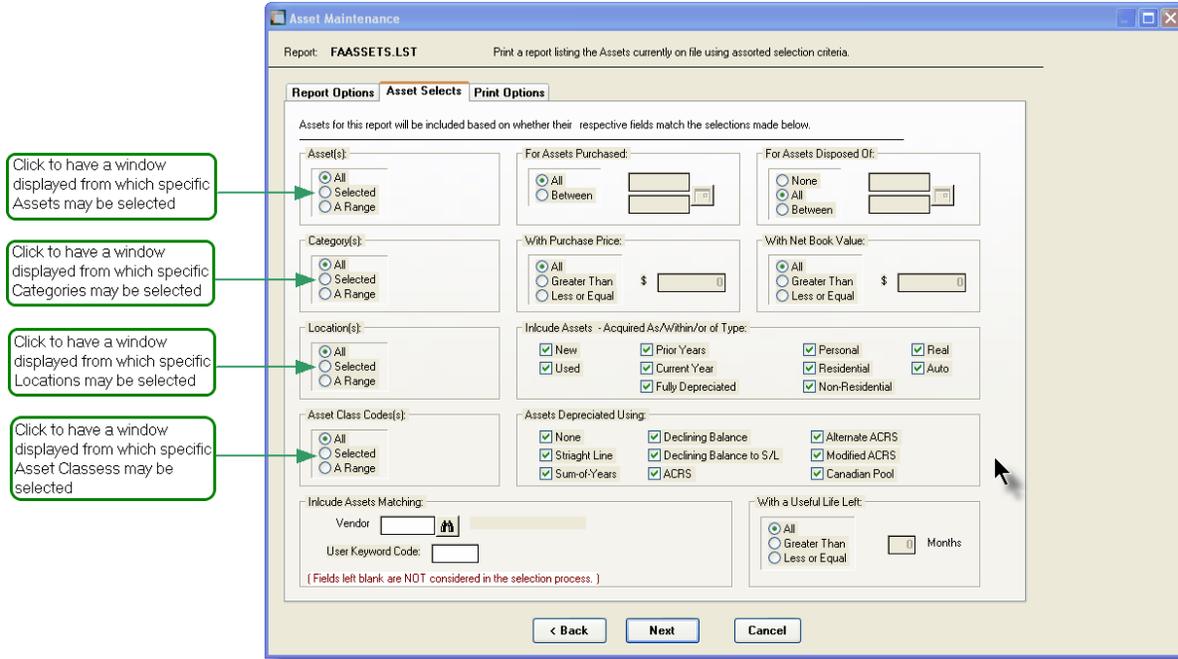
5.3 Record Processing Filters

In each Series 5 application, there is normally a primary Master Code or Transaction that is typical to most reporting and query activities. As such, in these functions, there is usually a screen that displays a number of fields associated to the Master Code or Transaction that may be set in order to limit the records or transactions being processed.

These filtering or selection screens provide the ability to select all codes, ranges of codes, or selected codes of the assorted Master Codes.

5.3.1 Asset Select Filters

Most reporting and inquiry functions available in the Fixed Assets application, are based on the F/A Asset Master record. These routines provide the operator an opportunity to set filters such that only selected assets are reported or inquired upon. The following screen is presented where applicable:



In particular, for Assets, Categories, Locations and Asset Class Codes, you may choose to provide filters for Selected Codes or a Range of Codes. If the **A Range** radio button is clicked, then enter the starting and ending codes for the range of items that are wanted on the report. If the **Selected** radio button is clicked, then a window will be displayed from which you can select codes that are to be reported.

Field Definitions

Asset(s)	radio-buttons
Click to include all, selected or a range of Assets that are to be processed.	
<input checked="" type="radio"/> All	All Assets are considered
<input type="radio"/> Selected	A window is displayed from which specific items may be chosen
<input type="radio"/> A Range	Specify a Starting and Ending Asset Code for a range of items to be processed
Category(s)	radio-buttons
To consider only those Assets that have been assigned as being a particular Asset Category, click to include all, a selected or a range of Types.	
<input checked="" type="radio"/> All	All Assets are considered regardless of Category
<input type="radio"/> Selected	A window is displayed from which specific items may be chosen
<input type="radio"/> A Range	Specify a Starting and Ending Asset Category for a range of

<input type="text"/>		items to be processed
Locations(s)		<i>radio-buttons</i>
To consider only those Assets that have been assigned to particular Locations, click to include all, a selected or a range of Locations.		
<input checked="" type="radio"/> All	All Assets are considered regardless of Location	
<input type="radio"/> Selected	A window is displayed from which specific items may be chosen	
<input type="radio"/> A Range	Specify a Starting and Ending Location Code for a range of items to be processed	
Asset Class Code(s)		<i>radio-buttons</i>
To consider only those Assets that have been assigned to particular Asset Class Codes, click to include all, a selected or a range of Class Codes.		
<input checked="" type="radio"/> All	All Assets are considered regardless of Asset Class	
<input type="radio"/> Selected	A window is displayed from which specific items may be chosen	
<input type="radio"/> A Range	Specify a Starting and Ending Asset Class Code for a range of items to be processed	
with Matching - Vendor		X(6)
An A/P Vendor code may be specified for each asset. Select only those assets whose Vendor Code matches that which was entered. Leave the field blank if it is NOT to be considered as a filter.		
with Matching - User keyword Code		X(5)
A user defined Keyword Code may be specified for each asset. Select only those assets whose Keyword Code matches that which was entered. Leave the field blank if it is NOT to be considered as a filter.		
For Assets Purchased Dates		<i>radio-buttons</i>
To consider only those Assets that have been purchased within a specified date range, click the Between radio button and enter the range of dates.		
<input checked="" type="radio"/> All	All Assets are considered regardless of purchase date	
<input type="radio"/> Between	Enter a range of dates within which the asset's Purchase Date must fall in order to be processed.	
For Assets Disposed Dates		<i>radio-buttons</i>

To consider only those Assets that have been disposed of within a specified date range, click the Between radio button and enter the range of dates.

<input checked="" type="radio"/> All	All Assets are considered regardless of date disposed of
<input type="radio"/> Between	Enter a range of dates within which the asset's Disposed of Date must fall in order to be processed.

For Assets with Purchase Price

radio-buttons

To consider only those Assets whose Purchase Price was greater than or less than a given threshold.

<input checked="" type="radio"/> All	All Assets are considered regardless of Purchase Price
<input type="radio"/> Greater Than	Only those Assets whose Purchase Price is greater than the amount entered will be processed.
<input type="radio"/> Less or Equal	Only those Assets whose Purchase Price is greater than the amount entered will be processed.

For Assets with Net Book Value

radio-buttons

To consider only those Assets whose Net Book Value is greater than or less than a given threshold.

<input checked="" type="radio"/> All	All Asset are considered regardless of Net Book Value
<input type="radio"/> Greater Than	Only those Assets whose Net Book value is greater than the amount entered will be processed.
<input type="radio"/> Less or Equal	Only those Assets whose Net Book value is greater than the amount entered will be processed.

Select Assets Acquired As New or Used

check-boxes

Set or clear the applicable check-boxes to include only those assets that were acquired as New or Used.

Select Assets Acquired Within Prior Years or the Current Year

check-boxes

Set or clear the applicable check-boxes to include only those assets that were acquired this year, or in prior years.

Select Assets of Given Types

check-boxes

Set or clear the applicable check-boxes to include only those assets of particular types.

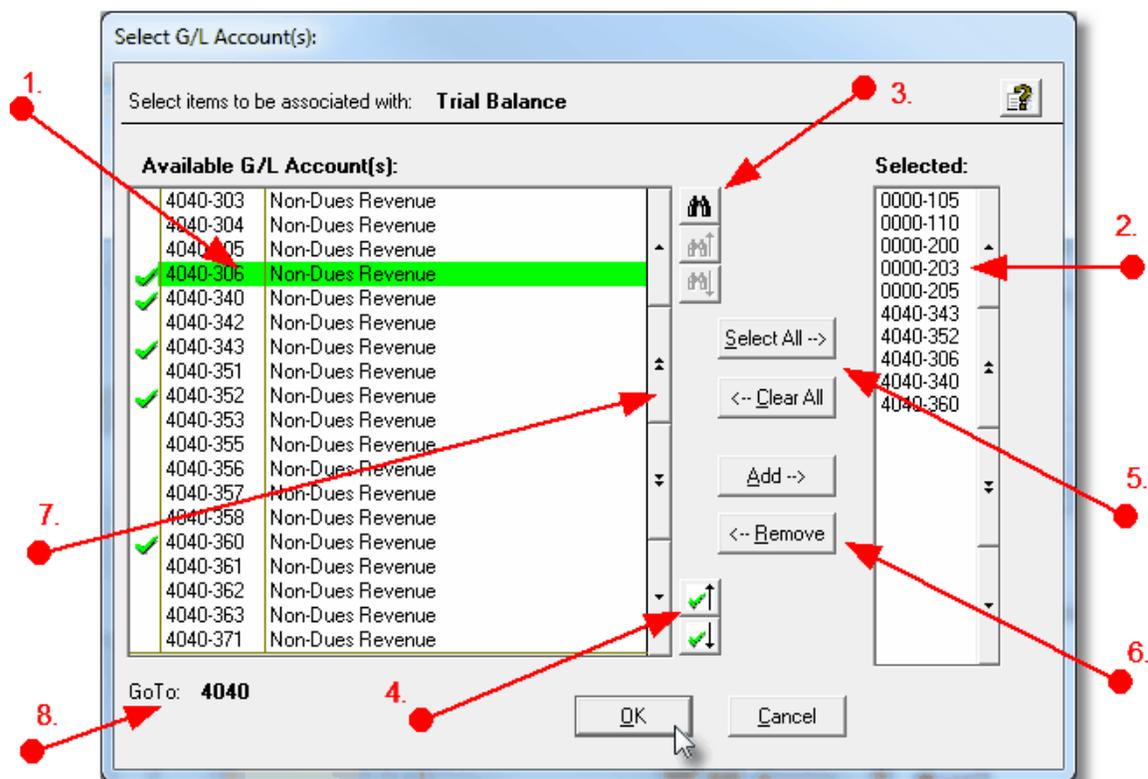
Select Assets using Specific Depreciation Methods

check-boxes

Set or clear the applicable check-boxes to include only those assets that are being depreciated using particular methods.

— Selecting Specific Assets, Asset Types or Sale Reps for Reporting

If you clicked to have **Selected** Assets, Asset Types, or Sales Reps from the **Asset Select Filters** screen, then a window, similar to the one that follows, is displayed. From the grid display on the left, double-click the items that are to be included in the report, or query.



1. Double click an item in the left pane to have it included.
2. The codes of those items that have been chosen are displayed in the right pane.
3. Search for a particular code by clicking on the  binoculars icon.



4. Click on the  push button icons to position to the previous or next item, in the left

- pane, that has already been selected.
5. Click to have "ALL" items selected or unselected.
 6. When a particular previously selected item is highlighted in the right pane, click the  button to have it unselected.
 7. Use the grid navigate buttons to move through the list of possible items.
 8. If you know approximately the code that you wish to select, start typing it. As each character is keyed in, the system will reposition itself to the closest matching item, and redisplay the items in the left pane. As each character is typed, it will be displayed as the GoTo string. To clear the GoTo string, press the <Esc> key on the keyboard.

Processing Tip

Selecting specific items in this manner requires more overhead when processing. If possible, you should select a range of items from the filters screen.

5.4 Report Generation and Printing

Most of the Series 5 applications generate reports or forms that need to be printed. The system offers a variety of options for selecting the format in which reports are generated and how they are actually to be printed. Reports may be generated as follows:

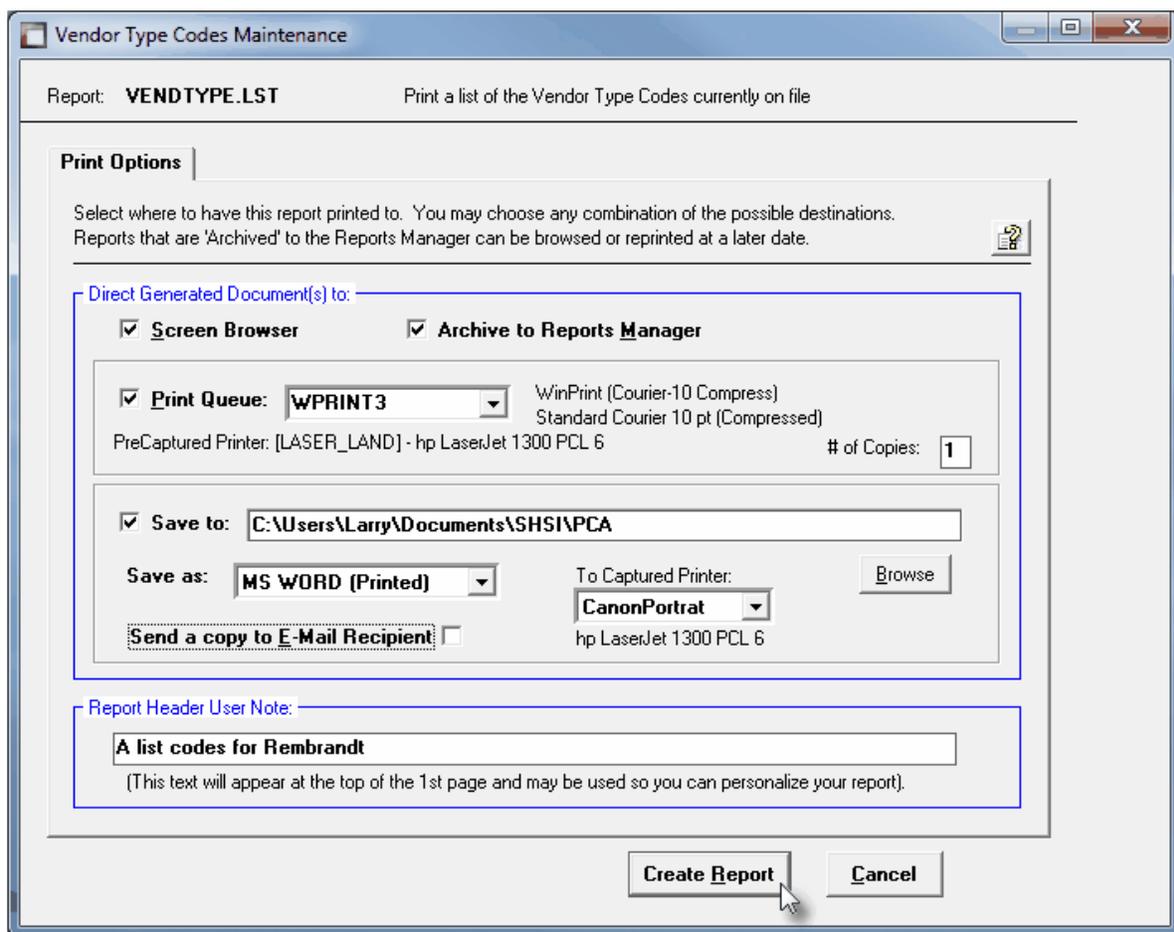
- **Viewed by the Series 5 Report Browser**
- **Printed to a selected printer**
- **"Archived" for later reference**
- **Saved as an ASCII text file or MS Word file**
- **Emailed to specified recipients**
- **Any combination of the above**

When a report is to be actually printed, any of the Series 5 defined Print Queues may be selected. An unlimited number of Printer Queues may be set up by your System Administrator. Each Queue has a variety of properties associated that means you can pretty

will print to any of your network defined printers using different fonts or margin settings. (Refer to the chapter on **Defining Series 5 Print Queues** in the Systems Management Help or manuals).

5.4.1 Report Options Screen

When any kind of report or form output is to be generated, the following window screen is displayed:



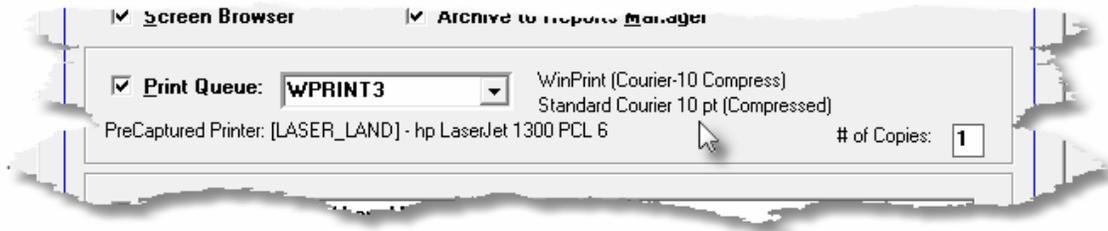
➔ Selecting Report Generation Options

Normally, the Print Options screen will be presented with all fields defaulted for typical report handling. However, you may want to revise how and where the report is to be generated. The following steps may be taken:

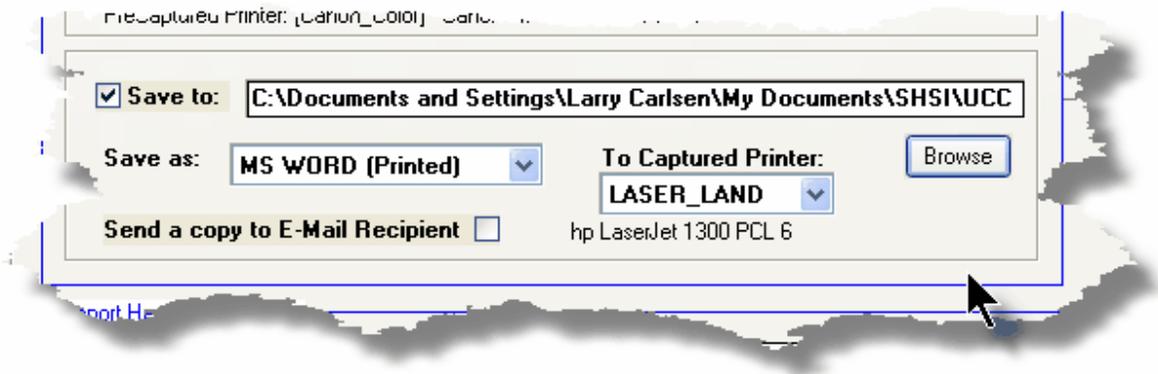
1. Determine where the generated report is to be directed. Click the appropriate check-box. You may choose one or more from the following:

Output To	Comments
<input checked="" type="checkbox"/> Screen Browser	Output is displayed to the screen using the Series 5 Report Browser ¹⁰³ .
<input checked="" type="checkbox"/> Archived to Report Manager	Output is saved as an "Archived" report. It may be viewed and reprinted using the Series 5 Report Manager ¹⁰³ . It will remain on the system until purged.
<input checked="" type="checkbox"/> Print Queue	Output will be directed to the selected Series 5 Printer Queue. This may be any printer that has been defined on your network. When selecting to output to a Printer Queue, you may select to have up to 9 copies printed, (as long as that feature is supported by your operating system, and printer).
<input checked="" type="checkbox"/> Saved to Disk as an MS Word Document	The output is written to an MS Word Document in the specified folder.
<input checked="" type="checkbox"/> Saved to Disk as an MS Word Document and printed	The output is written to an MS Word Document in the specified folder. It is also printed to the designated Captured Printer from within Word.
<input checked="" type="checkbox"/> Saved to Disk as an ASCII Text file	The output is written as a text file to the specified folder. This would be useful only if you needed to parse the file with some 3rd party utility.
<input checked="" type="checkbox"/> Saved to Disk as a PDF Document	The output is written to a PDF Document in the specified folder.

2. When selected to direct the report output to a Printer Queue, you may select a Series 5 Printer Queue from the drop down list. ***(The list will contain each of the printers that has been assigned to the particular Company System that you are working in).*** When the Print Queue has been selected, the system will echo the Description, the Font, and if applicable, the network assigned printer name of the Captured printer.



3. When selected to direct the report **Saved To Disk** you must select to save it as an MS Word Document, an MS Word Document Printed, a PDF Document, or an ASCII Text File. In either case you need to have specified the folder to which the file is saved. The default is the directory that is defined in the Series 5 User's Logon Profile field labeled as the **User's "My Documents" folder Pathname**. You can click the **Browse** push button to locate or change the folder where the file is to be stored.



4. If saving to an **MS Word Document Printed**, then after generated, the document will be printed from within Word. You will need to select a specific Captured Printer. Captured Printers are defined by your Systems Manager using the Captured Windows Printers maintenance function available from the Series 5 main menu under the System Maintenance drop down sub-menu. (Refer to the chapter on **Defining Series 5 Captured Windows Printers** in the Systems Management Help or manuals).

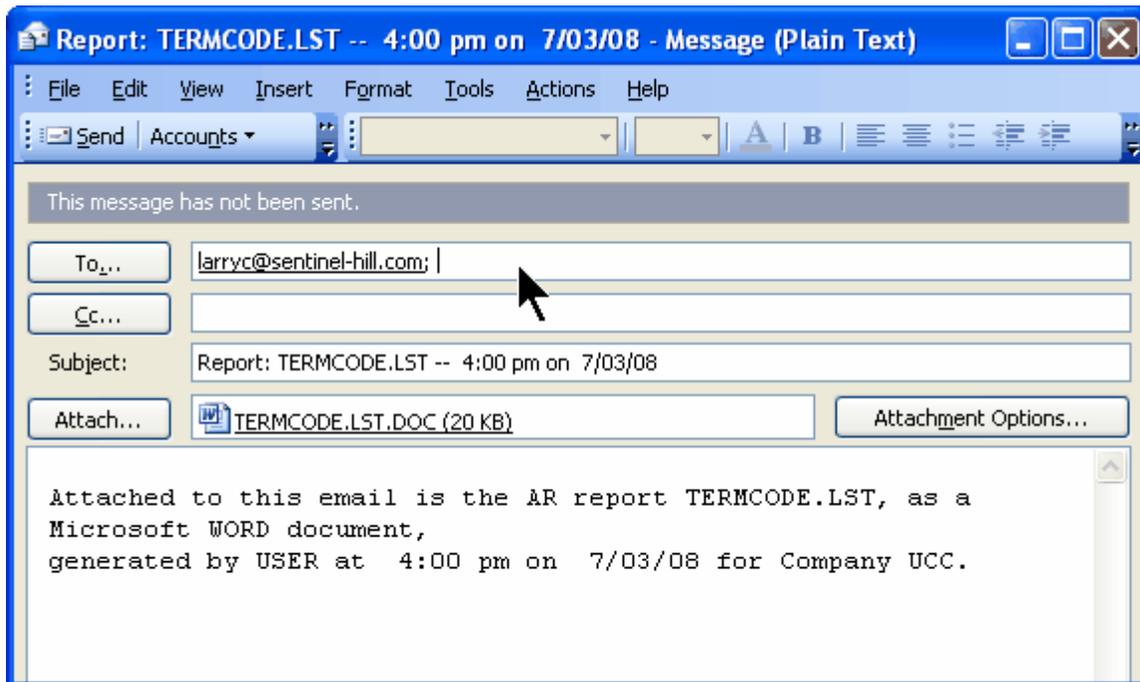
Setup Tip

If you wish to be able to generate your reports as Word or PDF documents, your Systems Manager must have defined pertinent variables in the AcuGT runtime configuration file. For simple reports you specifically need to have set up the variable **MSWORD-DEFAULT-SPECS**. This defines whether the document is generated as Portrait or Landscape, the Font Name and Font Size and an optional Template that might be applied to the document when it is created. (Refer to the chapter **Setting up for MS Word** in the Systems Management Help or manuals.)

If templates are used to format the output to MS Word or PDF documents, they must be installed on each user's individual client PC. On Windows XP clients, these must be saved to the **C:\Documents and Settings\<PC UserName>\Application Data\Microsoft\Templates** folder. On Windows VISTA and Windows 7 clients, these must be saved to the **C:\Users\<PC UserName>\AppData\Roaming\Microsoft\Templates** folder.

For users of Office 2003 the file must be named with a **xxxx.dot** extension. For users of Office 2007 or later, the file must be named with a **xxxx.dotx** extension.

5. When a report is saved to disk, you may also select to have the generated disk file email to a given recipient. Set the check-box accordingly. After the report is generated, the window to send an email will be displayed. You can select the recipient(s), and edit the text of the message and click the Send button to send the email.



Protected MS Word Documents

When reports of forms are output as MS Word Documents, they are generated in protected "Read-Only" mode. If you really need to un-protect it, the password is **SENTINELHILL**.

Field Definitions

Screen Browser:

check-box

Set the check mark to have the report displayed to the screen using the Screen Browser utility.	
Archive to Reports Manager:	<i>check-box</i>
Set the check mark to have the report output as an "Archived Report". This may later be viewed and/or reprinted from the Reports Manager.	
Print Queue:	<i>check-box</i>
Set the check mark to have the report output to a printer.	
Print Queue:	<i>drop-down list</i>
Select the the Series 5 Printer Queue to which the report is to be output to.	
# of Copies:	9
When outputting to a Printer Queue, you may specify how many copies are to be printed. You can print up to 9 copies. This is a feature that is offered only on WIndows XP, VISTA and Windows 7, and is dependant on the type of printer and it's drivers. When multiple copies are chosen, they are printed collated.	
Save To:	<i>check-box</i>
Set the check mark to have the report output to a disk file, or folder, on your system as either an MS Word Document, a PDF Document, or a simple ASCII text file.	
Save To:	<i>X(90)</i>
Enter the name of the directory folder to which the saved-to-disk report is to be written. This will default to the directory path defined in the Users Logon Profile established by your Systems Manager. You may click on the Browse button to locate the desired directory. Only those folders which are descendants of the root directory, of that which is defined by the Save-To field, can be displayed. So if you wish to choose a folder on your "C" drive, enter C:\ in the Save-To field before clicking the "Browse" button. Setting the Folder field blank, or to a path that does not have a drive letter designation, would result in only being able to browse descendants of the user's default working directory.	
Save As:	<i>drop-down list</i>

Select to have the output saved as an Office Word document, an Office Word document that is printed from Word, as a PDF document, or as an ASCII text file. If chosen to Save to "MS Word Printed", then you must select the Captured Printer to which the report is to be printed.

To Captured Printer:

X(12)

If chosen to Save to "MS Word Printed", then you must select the Captured Printer to which the report is to be printed. This must be a valid network printer that was captured using the Captured Windows Printers maintenance function available from the Series 5 main menu under the System Maintenance drop down sub-menu. (*Refer to the Systems Management Help if required*).

Send a copy to E-Mail Recipient:

check-box

If chosen to save the report to a disk file, you may also select to have an email sent with the generated disk file as an attachment. Set the check mark to have the report emailed.

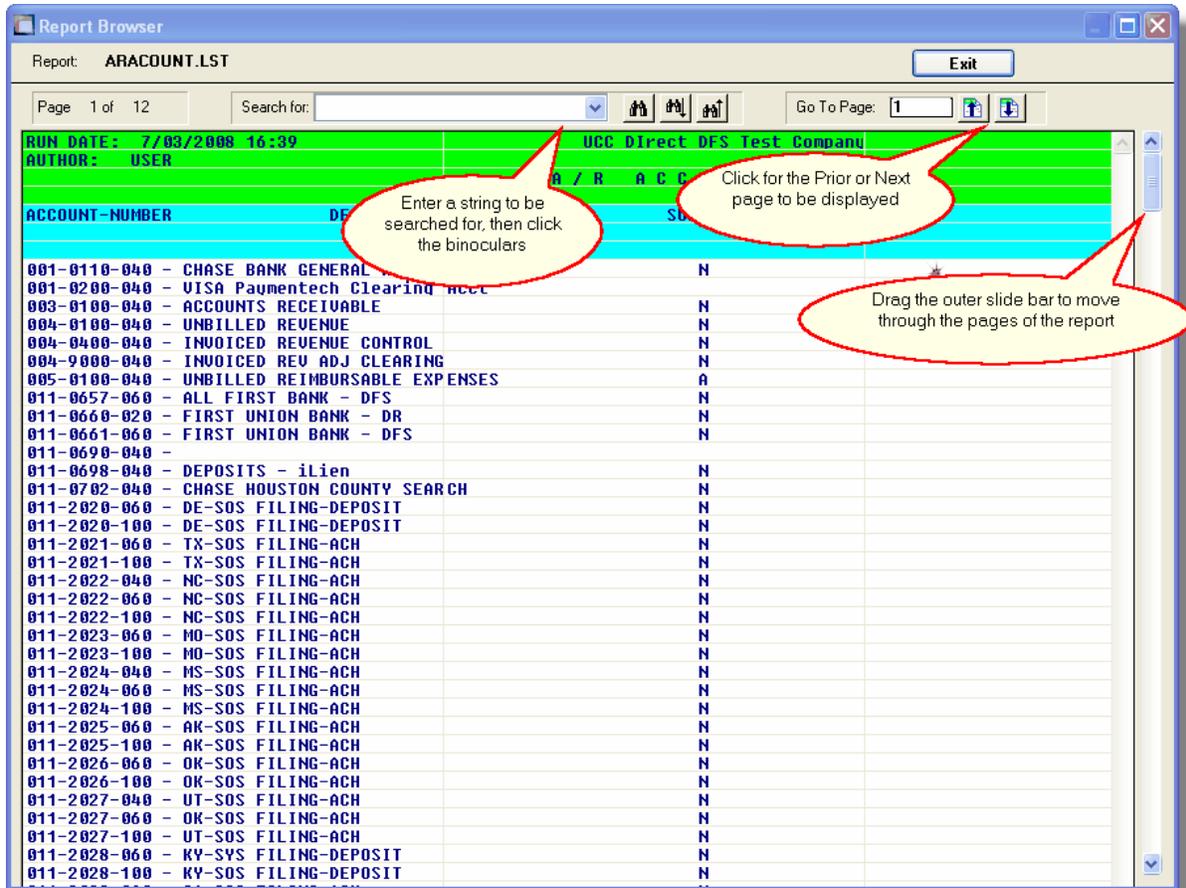
Report Header User Note:

X(100)

If you need to personalize the report, the text you enter here will be printed at the top of the 1st page.

5.4.2 Report Browser

When selected to direct a report output to the Screen Browser, or from the Reports Manager you have selected a particular report, the Series 5 Report Browser screen window will be shown.



You may navigate around the report in number of ways:

Graphic or Control to click	Action
Slide bar to the right	Position to up or down through the pages of the report. As you drag the slide bar, the 1st data line of each page is displayed at the bottom of the screen.
	Enter a search string. This may be text, or a number as it would be printed in the report. The drop down list contains previously entered search strings.
	Search for the entered search string. The page where the string is found will be displayed, and the line containing the text will be displayed in red.
	Search Forward or Backward for the entered search string.

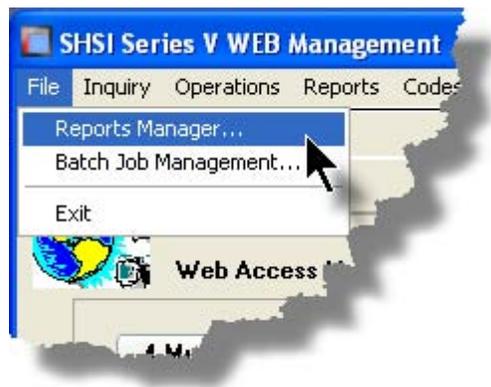
	Display the select Page.
	Display the Prior or Next page of the report.

5.4.3 Archived Reports Management

The Reports Manager is available to each of the Series 5 applications. Whenever a report is generated, the operator may have chosen to direct the output to be "Archived". These archived reports may be viewed and printed using the Reports Manager.

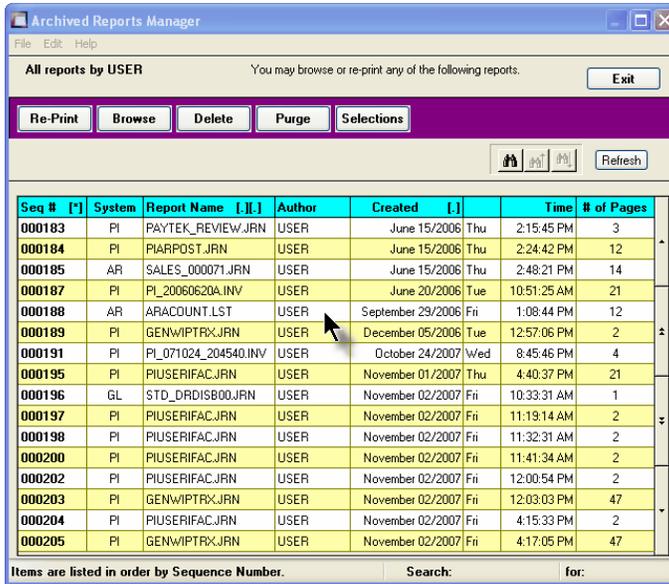
+ Accessing the F/A Reports Manager

From either the F/A Main menu, or any application, select **Reports Manager** from the **File** drop-down menu.



Reports Manager Grid Screen

Maintenance of the Archived reports is done with a Series 5 grid screen.



"Fast Buttons"

Re-Print	Print the selected report
Browse	Browse the selected report
Delete	Delete the selected Archived report
Purge	Have reports satisfying a number of filters deleted from the system
Selections	Set filters for the items that are displayed in the grid

— Viewing an Archived Report

1. In the grid, navigate to the row listing the report that is to be viewed.
2. Double-click the row.
3. The [Report Browser](#) ¹⁰⁵ window will be displayed.

Process Warning

The "archive" report files are stored in a sub-directory under the folder specified to be used for the company's data files. These files are not in any type of format that can be used, other than directly from the Reports Manager utility.

Re-Printing an "Archived" Report

1. In the grid, Navigate to the row listing the report that is to be printed.
2. Right-click the row to have a drop-down menu displayed, then click **Re-Print**, or just click on the **Re-Print** button in the "Fast Button" frame. The Re-Print options screen will be displayed.

The screenshot shows the "Archived Reports Manager" dialog box. At the top, it displays "6 page Archived AR Report: ARDIST.RPT" and "Created: Thursday, June 15/2006 9:38 AM". The main section is titled "Re-Print Options" and contains the following elements:

- A text box with the instruction: "Select where to have this report Re-printed to. You may choose any combination of the possible destinations. You may also select a range of pages, and have the Archived Report deleted afterwards."
- A section titled "Direct Generated Document(s) to:" containing:
 - Checkboxes for "Screen Browser" (unchecked) and "Archive to Reports Manager" (unchecked).
 - A checked checkbox for "Print Queue:" with a dropdown menu set to "WPRINT3". Below it, the text "WinPrint (Courier-10 Compress) Standard Courier 10 pt (Compressed)" and "PreCaptured Printer: [LASER_LAND] - hp LaserJet 1300 PCL 6" is visible.
 - A "Save to:" text box containing "C:\Documents and Settings\Larry Carlsen\My Documents\SHSI\UCC".
 - A "Save as:" dropdown menu set to "MS WORD Document" and a "Browse" button.
 - A checkbox for "Send a copy to E-Mail Recipient" (unchecked).
- A section titled "Re-Print Options:" containing:
 - Input fields for "Re-Print from page:" (1) and "to:" (6).
 - A checkbox for "Delete the Archived Report after being printed ?" (unchecked).

At the bottom of the dialog are two buttons: "Reprint Report" and "Cancel".

3. Enter the reprint options. Basically you can either print the report, or save it to disk as an MS Word or ASCII text file. Notice that you can also specify a range of pages that are to be printed.
4. Click the **Reprint Report** push button at the bottom of the screen.

Grid Display Search options

You may search for specific records displayed in the grid using a number of relevant fields.



Click on the Search icon.

A search string may be entered for the following fields:

- Sequence #
- Report Name

Grid Display Sort options

You may choose to have the items in the grid displayed using a number of sorts. These include:

- By Sequence #
- By System then Report Name
- By Report Name Extension, then System, then most recent date
- By the date created (with the most recent ones listed first)

To change the displayed sort order:

1. Click on the heading of the column of data which is to be used for the sort. Only those columns with a [.] can be used. The column that is currently used for the sort has [*] displayed.

Seq # [.]	System	Report Name [.]	Author	Created [*]	Time	# of Pages
000513	AR	STATEMENT_STA	USER	May 31/2008	Sat 2:15:49 PM	2,174
000486	AR	SALES_000086.JRN	USER	April 02/2008	Wed 2:38:55 PM	5
000		56_000043.JRN		1-18-2008	Wed 1:53:53 PM	2

Grid Display and Purge Filters Screen

Over a period of time, your users will probably be generating a great number of "Archived" reports. You can limit the number of items that are displayed in the grid. The same filter fields are also available to the Purge function.

1. Click on **Selections** in the "Fast Button" frame. The Archive Report selection filters screen will be displayed.

2. Set the applicable filters
3. Click the OK push-button. The grid will be redisplayed showing only those reports satisfying the selected filters.

— Filters Screen Field Definitions

Systems	radio-buttons & drop down list
Click the All button, or the Selected button with a specific application from the drop down list. Only those reports generated from the selected system will be listed.	
Report Types	radio-buttons & drop down list
Click the All button, or the Selected button with a specific report name extension from the drop down list. Only those reports with their report name extension matching that which was selected will be listed.	

Users	radio-buttons & drop down list
Click the All button, or the Selected button with a specific user from the drop down list. Only those reports generated by the selected user will be listed.	
Date Generated	radio-buttons & (mm/dd/yy) entry fields
Click the All button, or the Selected button with a date range. Only those reports generated within the range of dates entered will be listed.	
Report Name Template	X(20)
Enter a template to be used to match the report names to be listed. The "\$" will match any single character. Use the "*" character immediately before or after the ".", or as the 1st character, to match a string of characters.	

– Delete an "Archived" Report

1. In the grid, navigate to the row listing the report that is to be deleted.
2. Right-click the row to have a drop-down menu displayed, then click **Delete**, or just click on the **Delete** button in the "Fast Button" frame.
3. A delete verification screen will be displayed. Click the **Remove-It** button to proceed.
4. Both the entry in the tables, and it's corresponding "Archive" file will be deleted.

– Purging old "Archived" Reports

Over a period of time, your users will probably be generating a great number of "Archived" reports. If you wish, you may delete them to reduce the overhead, make available more disk space, or just to get rid of them.

1. Click on the **Purge** button in the "Fast Button" frame.
2. The Purge options screen will be displayed. (This is the same screen as used for the Grid Display filters).
3. Click the OK push-button. The system will remove all reports satisfying the selected filters.

5.5 User Access Management

The Series 5 system provides for User Access security at the menu item level for each application, based on a users' sign-on code.

There are two user access records that must be established before any given user can access the system.

	Data	Accessed From	Comments
1.	User Logon Profile Record	The main menu's System Maintenance drop-down menu	Each user must have a Logon Profile record before they can be set up with any Application's Access rights. The user's sign-on code, password, email address, and default documents pathname are defined. Only users with full system Management access rights can maintain the Logon Profile records.
2.	User Application Access Record	The F/A menu's Control Options drop-down menu	A separate Access record must be established in each application that the user needs to execute. In those Fixed Assets systems with multiple companies, a separate Access record must be defined for each company. The user's default printer and each individual menu items access rights are defined.

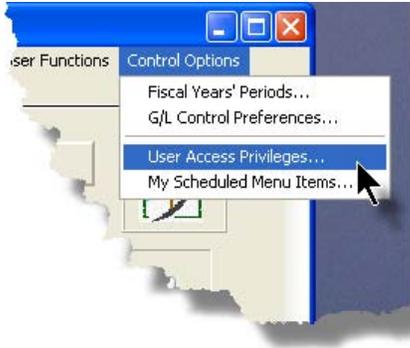
Once the User Access for a user is established, they may define specific menu items to be scheduled. That is, an icon will appear in a tabbed sub-screen in the applications menu on the date that it has been scheduled. Refer to the section on [Scheduled Menu Functions](#)^[39] under the [Fixed Assets Application Menu](#)^[32] Chapter for further information and the topic following.

— Accessing F/A Users' Access Maintenance Function

From the F/A menu, select **User Access Privileges** from the **Control Options** drop-down menu.

Processing Tip

If your company requires strict controls as to which individual is entitled to set up User Access rights, then a Gate Keeper may have been established. (See the topic on System Control Options found in the Systems Manager's Help for further information). If this is



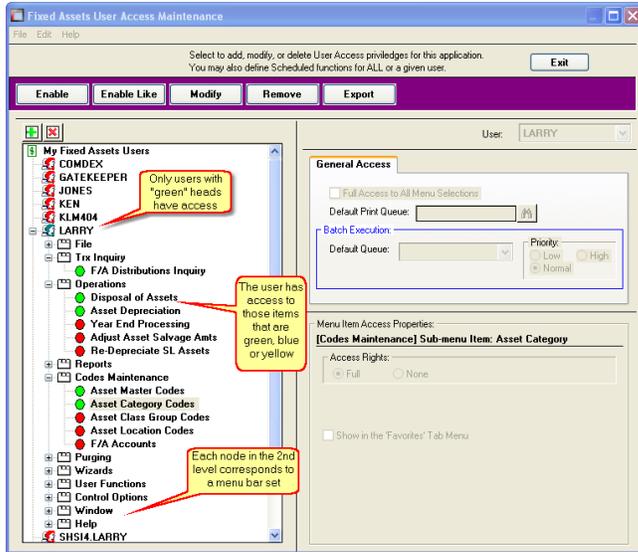
the case, then the designated Gate Keeper will be the only individual that will be able to select the User Access Privileges maintenance function.

5.5.1 Defining Users' Access Rights

The Users' Access Rights record holds information about the users' privileges - ie., which menu items they can access.

F/A User Access Maintenance Tree Screen

Maintenance of the User Access properties is done in a tree structure. Following is the screen that is displayed listing each user that has been defined with a Logon Access record.



"Fast Buttons"	
Enable	Setup to give the highlighted "Red Head" user access to the application.
Enable Like	Select a "Red Head" user and click on the "Enable Like" button. The user's access rights will be applied to all other "Green Head" users that have been enabled.
Modify	Modify the General Access properties of the highlighted "Green Head" user.
Remove	Remove all access rights for the highlighted "Green Head" user.
Export	Generate a spreadsheet showing Users in the application and the application in each row.

Characteristics of the screen to note:

- Each user defined with a Logon Access record is shown. Those users with a green head have a User Access record set up for this application. Those with red heads have no access.
- Click on the **+** next to the green heads to expand the tree to display the applications' menu bar topics.
- Click on the **+** next to the topic to expand the tree to display each of the associated drop-down menu functions. You can easily identify the access rights by the graphic next to the menu name.

- - All users always have access
- - Full access
- - Restricted access
- - No access

- The top right pane of the screen is used to edit the properties associated to the user.
- The bottom right pane of the screen is used to assign the access rights to the selected menu item
- Note that you can set the check-box to the menu item displayed in the My Favorites tab

sub-screen of the application menu.

- Expand or collapse the sub-trees of all Users with access by clicking the icons.



— Establishing Access for a User

1. First make sure that the user's User Code is visible in the tree as a  red head. If a User Code has not been set up, this needs to be done. User Logon Profiles are defined by your Systems Manager using the User Logon Profiles maintenance function available from the Series 5 main menu under the System Maintenance drop down sub-menu. (Refer to the chapter on **Defining Series 5 User Logon Profiles** in the Systems Management Help or manuals).

2. You can Enable the User using one of four methods:

- I. Double click the  red head, or
- II. Highlight the node of the user to be set up, and click **Enable** in the "Fast Button" frame,..... or
- III. Highlight the node of the user to be set up, and right-click to display the pop-up menu. Then click on **Enable This User**, or
- IV. Highlight the node of the user to be set up, and right-click to display the pop-up menu. Then click on **Enable User Like Another**

In each case, the General Access tab sub-screen on the top of the right pane of the window will be activated.

- If the user is to have access to all menu items, set the **Full-Access** checkbox
 - Select, if any, the **Print Queue** that this user is most likely to be using. This will be displayed as the default when they generate a report.
 - Click on the **Add It** push button
3. At this point, the user is established, but if you had not given them Full Access, you need to set the Access Rights of each of the menu items that they are allowed to access.
 - Expand the tree of the newly added user by clicking on the  icon next to his now  green head
 - Expand the tree of each of the application's menu bar topics
 - Double-click the menu item to which you want to allow access. The Access Properties fields for the given menu item will be displayed at the bottom of

the right pane of the window.

- Click the applicable **Access Rights** radio-button
- If this menu item is to be shown in the User's Favorites sub-screen, set the check-box
- If this menu item is to be scheduled, select the desired **Re-Occurring** frequency and set an initial scheduled date
- Click the **OK** push button
- Repeat for the next menu item

4. This potentially could be a lot of effort to set up all your users. If you have a number of users that will each have the same access rights, you can build the table for the 1st user, then copy it. Perform the following steps:

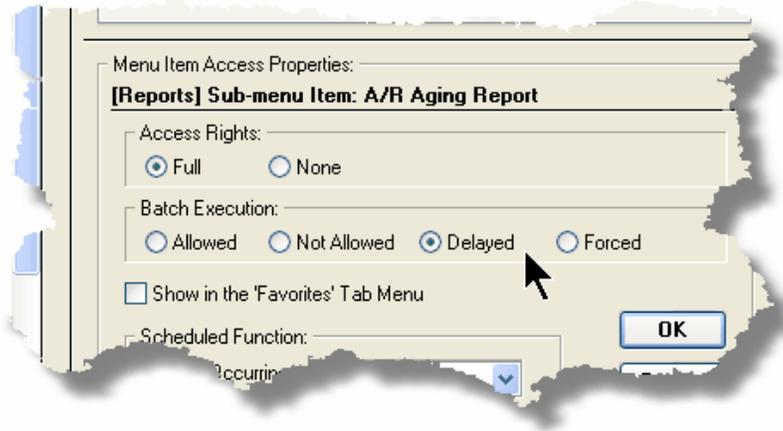
- Highlight the read head of the User that you wish to enable access for
- Click on **Enable Like** in the "Fast Button" frame or in the pop-up menu
- Select the User Code of the currently enabled user that you want the new user to have the same access privileges.
- Click on the **Select User** push button
- Keep the same access rights values, or change them as required.
- Click on the **Add It** push button again
- The new user is now set up with the copied user's access rights
- You may now go ahead and change any of the Access Rights of the menu items as needed

– Batch Job Execution Access

If the particular menu item has been set up to provide the option to be executed in the Series 5 Batch Job Processor, then in order for the user to make use of this, the appropriate access rights must be assigned. Four variations are offered:

- ❖ Allowed - The user can decide when the menu item is executed, whether or not to submit it to the Job Processor
- ❖ Not Allowed - The user may not select to execute the job using the Job Processor
- ❖ Forced - When the menu item is chosen, and after any processing options or filters are entered, the job will be automatically submitted to the Job Processor to be executed

- ❖ Delayed - The job will be automatically submitted to the Job Processor to be executed after 6:00 pm the same day.



– Modifying Access for a User

1. Highlight the  green head of the User to modified
2. If you wish to modify the General Access properties
 - Click **Modify** in the "Fast Button" frame, or right-click and click on **Modify** in the pop-up-menu
 - The right pane of the window will be activated
 - Make the necessary changes and click the **Update** push-button
3. If you wish to change the Access properties of a particular menu item
 - Double-click the menu item to which you want to allow access. The Access Properties fields for the given menu item will be displayed at the bottom of the right pane of the window.
 - The Access Properties fields for the given menu item will be displayed at the bottom of the right pane of the window
 - Make the necessary changes and click the **OK** push-button.
4. If you wish to change the Access properties of a particular menu item in a slightly more elegant manner

- Highlight the menu item of interest, and right-click to display the pop-up menu.
- You can either give full access, or remove access totally, depending on the already assigned access
- Make the necessary changes and click the **OK** push-button.

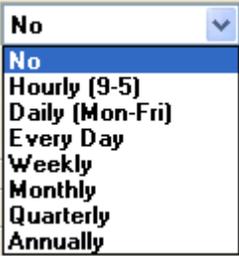
– Removing Access for a User

1. Highlight the  green head of the User to removed.
2. Click **Remove** in the "Fast Button" frame, or right-click and click on **Remove** in the pop-up-menu:
3. Click the Yes push-button in the prompt.

– General Access tab sub-screen Field Definitions

Full Access to All Menu Selections	<i>check-box</i>
For the user if checked, then he/she will have full access to all menu items.	
Default Print Queue	<i>X(20)</i>
Select the Series 5 Printer Queue that this user would typically by using. When any of the reporting functions are executed, this printer will be displayed as the default. Print Queues are defined by a System Maintenance function. (<i>Refer to the Systems Management Help if required</i>).	
Batch Execution - Default Queue	<i>drop down list</i>
Jobs submitted by this user to the Series 5 Batch Job Processor will use the selected Queue	
Batch Execution - Priority	<i>radio-buttons</i>
Jobs submitted by this user to the Series 5 Batch Job Processor will have the selected priority	

Menu Item Access Property sub-screen Field Definitions

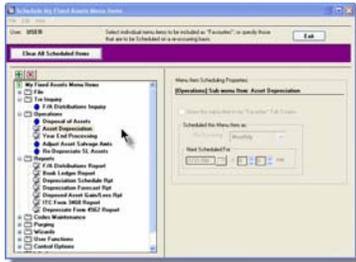
Access Rights	<i>radio-buttons</i>
Click Full, Semi-Restricted, Restricted, or None. Those menu items that offer Semi-Restricted or Restricted as options generally have multiple functions, some of which will not be granted to the user.	
Show in the 'Favorites' Tab Menu	<i>check-box</i>
If checked, the corresponding menu item will be displayed as a push-button on the Fixed Assets application's menu on the My Favorites tabbed sub-screen.	
Scheduled Function - Re-Occurring	<i>drop down list</i>
To set up this menu item to be scheduled, select a frequency, other than "No". The corresponding menu item will be displayed as a push-button in either the Scheduled for Today, Overdue Function or Coming Due tabbed sub-screen on the Fixed Assets application's menu.	
Scheduled Function - Next Scheduled For	<i>(mm/dd/yy)</i>
Enter the date and time at which this particular scheduled function is to be executed.	

5.5.2 Users Scheduled Menu Functions

Users may choose to select specific menu items to appear on the **Favorites** or **Scheduled** sub-screens when the Fixed Assets menu is displayed. (Refer to the Scheduled Menu Functions topic in the chapter on The Basic User Interface for a description of these menu sub-screens).

My Scheduled Menu Items Screen

Users set up the scheduled functions in a tree structure. Following is the screen that is displayed listing each menu-set and sub-functions.

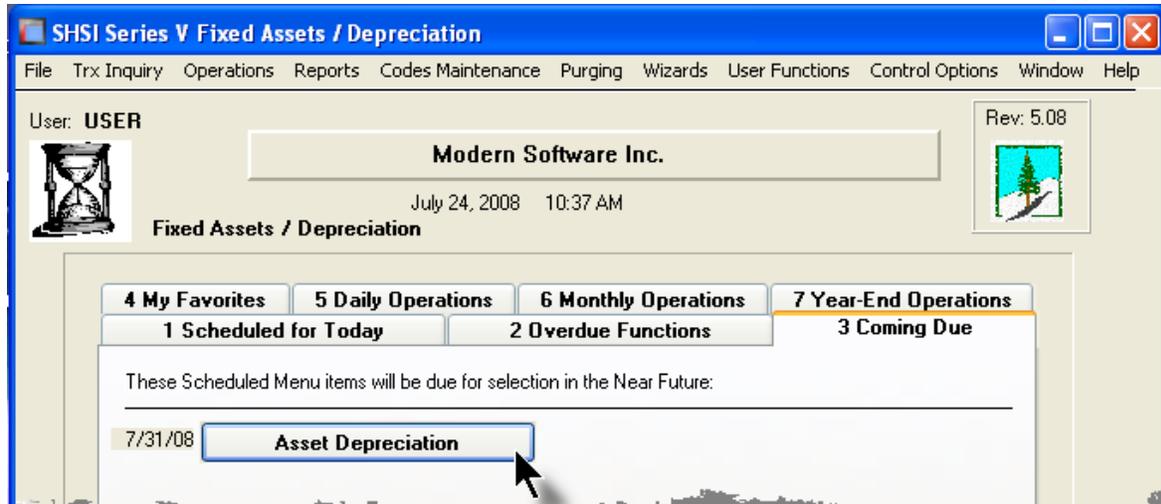


Characteristics of the screen to note:

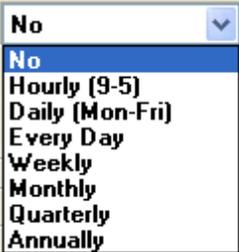
- Click on the  next to each of the primary menu topics to expand the tree to display each of the associated drop-down menu functions. Only those items with the  icon can be scheduled.
- The right pane of the screen is used to edit the properties associated to the scheduled item.
- Note that you can set the check-box to the menu item displayed in the My Favorites tab sub-screen of the application menu.
- Expand or collapse the sub-trees of all Users with access by clicking the   icons

— Defining a Scheduled Menu Item

1. When the screen is displayed, click on the green "Plus-sign" of the   icons to expand the tree structure to show each menu item.
2. Double-click the clock icon next to the menu item to be scheduled. The right pane of the window will be activated.
 - If this menu item is to be shown in the User's Favorites sub-screen, set the check-box
 - Select the desired **Re-Occurring** frequency and set an initial scheduled date
 - Click the **OK** push button
 - Repeat for the next menu item
3. The menu item will appear on the applicable Fixed Assets tabbed sub-screen when next refreshed displayed.



– Menu Item Access Property sub-screen Field Definitions

<p>Show in the 'Favorites' Tab Menu</p>	<p><i>check-box</i></p>
<p>If checked, the corresponding menu item will be displayed as a push-button on the Fixed Assets application's menu on the My Favorites tabbed sub-screen.</p>	
<p>Scheduled Function - Re-Occurring</p>	<p><i>drop down list</i></p>
<p>To set up this menu item to be scheduled, select a frequency, other than "No". The corresponding menu item will be displayed as a push-button in either the Scheduled for Today, Overdue Function or Coming Due tabbed sub-screen on the Fixed Assets application's menu.</p>	
<p>Scheduled Function - Next Scheduled For</p>	<p><i>(mm/dd/yy)</i></p>
<p>Enter the date and time at which this particular scheduled function is to be executed.</p>	

5.6 Wizard Management

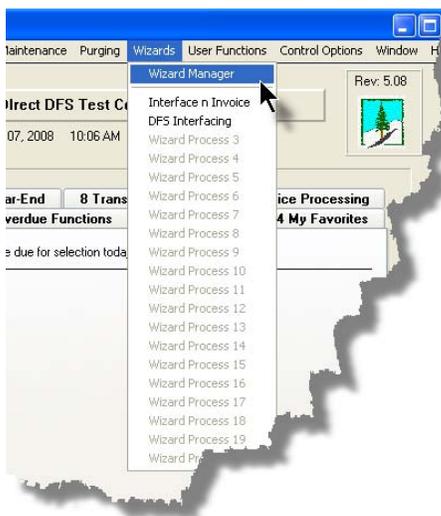
Each of the Series 5 system provides for the opportunity to define a number of Wizards. A wizard is a program that automatically performs a series of steps. Each step is a menu item that is associated to the application.

Basic properties and features of a Wizard:

- ❖ Wizards are user defined
- ❖ Define up to 20 Wizards for each application
- ❖ Each Wizard can be created with up to 10 menu functions
- ❖ Wizards can be launched from the applications' menu
- ❖ As Wizards are executed, each step is displayed on the screen and it can be aborted at any time

— Accessing the F/A Wizard Functions

From the F/A menu, click on **Wizards** to display the drop-down menu. Select **Wizard Manager** to maintain your Wizards, or if any are defined, click to launch.



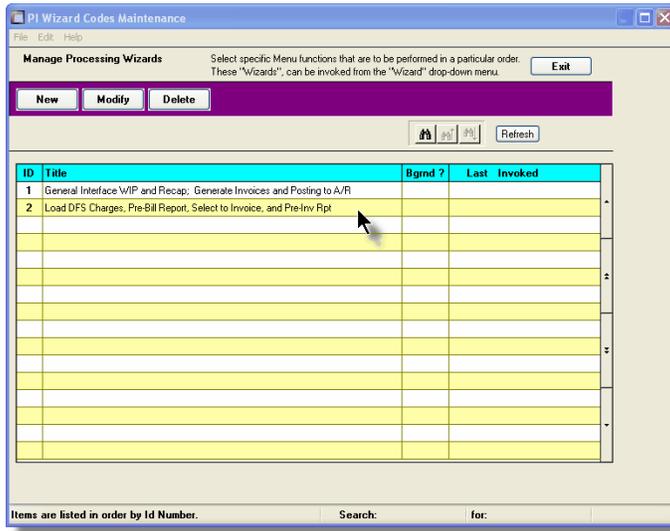
Processing Tip

If in a given application there are a series of menu items that are always performed, a Wizard may be created that will automatically launch each of these steps.

5.6.1 Maintaining Your Wizards

Wizard Manager Grid Screen

Maintenance of the Wizards is done with a Series 5 grid screen.



"Fast Buttons"

New	Add a new Wizard
Modify	Modify the Wizard highlighted in the grid
Delete	Delete the Wizard highlighted in the grid

Building a New Wizard

Setting up a Wizard consists of two basic parts. First, enter it's properties, then secondly, define each of the application's menu items that are to be executed by the wizard.

1. In the grid, click on the **New** button in the "Fast Button" frame.
2. The **Properties** screen will be displayed.
3. Enter a Wizard #, description, and any instructions to be displayed when it executes.
4. Click the **Next >** button at the bottom of the screen to proceed to the next tabbed sub-screen to define each step to be performed.
5. The **Processing Steps** grid screen will be displayed.
6. Click the New button to display a screen listing each of the possible menu items that can be used by the Wizard.
7. Select the item from the list and click the **OK** button. Each item selected will be displayed in the **Processing Steps** grid.

– Modify an existing Wizard

1. In the grid, navigate to the row displaying the wizard that is to be modified.
2. Double-click the row, or right-click the row to have a drop-down menu displayed, then click **Modify**, or click on the **Modify** button in the "Fast Button" frame.
3. The Wizard Properties sub-screen is displayed with two tabbed sub-screens. Make the necessary changes to either sub-screens, and click the **Update** button to proceed.

– Delete an existing Wizard

1. In the grid, navigate to the row displaying the wizard that is to be modified.
2. Double-click the row, or right-click the row to have a drop-down menu displayed, then click **Modify**, or click on the **Modify** button in the "Fast Button" frame.
3. The Wizard Properties sub-screen is displayed with two tabbed sub-screens. Make the necessary changes to either sub-screens, and click the **Update** button to proceed.

– Wizard Properties tab Screen

The Properties screen displays those fields used to identify it, and displayed when used.

– Wizard Properties Screen Field Definitions

Wizard # **9(2)**

This is a unique # used to identify the wizard.

Menu Bar Description **X(25)**

This is the description that will be displayed on the applications menu.

Title **X(70)**

This is a title that is displayed on the Wizard's execution screen.

Launch Instructions **4 lines of X(90)**

These instructions are displayed on the Wizard's execution screen

Background Execution**check-box**

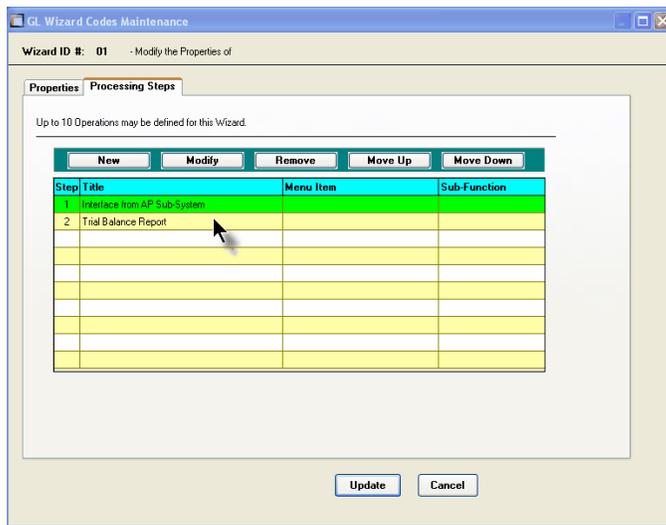
Set to determine whether or not the Wizard can be executed in the Series 5 Background processor. *(The feature associated to this field has not yet been implemented).*

Confirmation Email**check-box and X(40)**

Set to have an email sent when the wizard is finished processing. *(The feature associated to these fields has not yet been implemented).*

Wizard Processing Steps tab Screens

The Processing Steps screen is a grid that displays each of the the menu items that are executed by the Wizard.



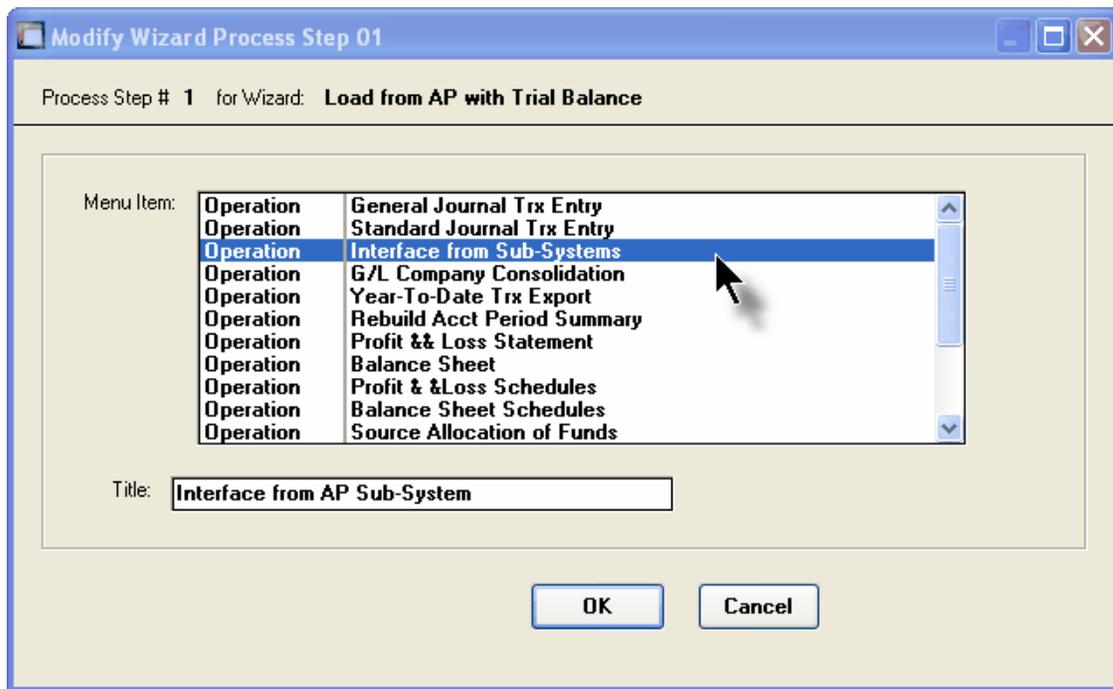
"Fast Buttons"	
New	Add a new Process Step
Modify	Modify the Process Step highlighted in the grid
Remove	Delete the Process Step highlighted in the grid
Move Up	Shift the highlighted Process Step up 1 row in the grid
Move Down	Shift the highlighted Process Step down 1 row in the grid

The following functions are provided for using the push-buttons:

- New** - To add a new step to the table
- Modify** - To change the currently selected grid item
- Remove** - To delete the currently selected grid item

- Move Up - To move the currently selected grid item up in the table
- Move Down - To move the currently selected grid item down in the table

The following screen is provided for selection of each step. The items listed are those F/A system menu items that have been configured to be executed using the Wizard.



Wizard Steps Screen Field Definitions

Menu Item

list-box

The list is made up of those menu items that may be selected as a step by the Wizard.

Title

X(40)

This is the title of the processing step. This field defaults to the name used in the applications' menu. It may be changed.

Grid Display Search Options

You may search for specific records displayed in the grid using a number of relevant fields.



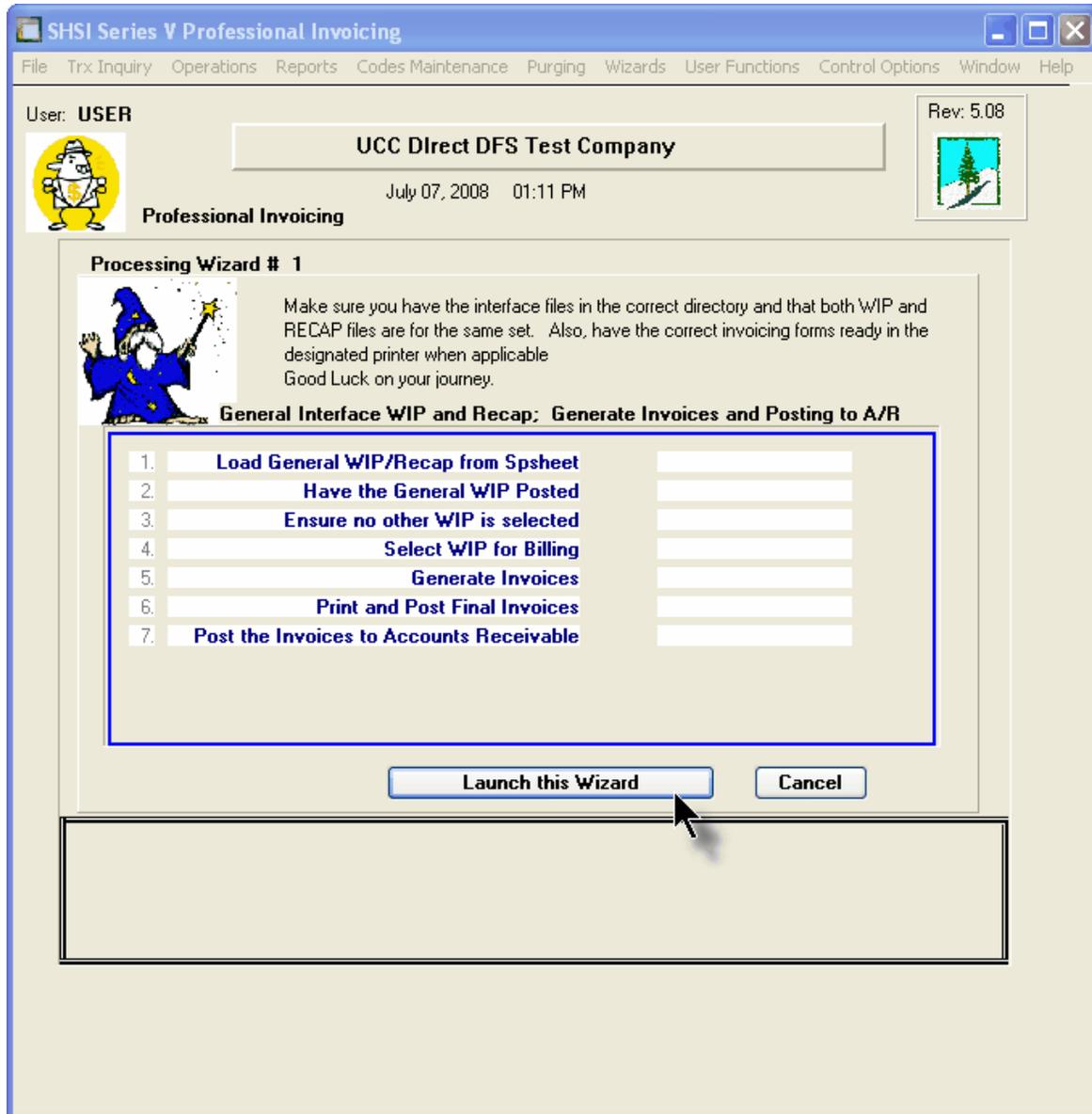
Click on the Search icon.

A search string may be entered for the following fields:

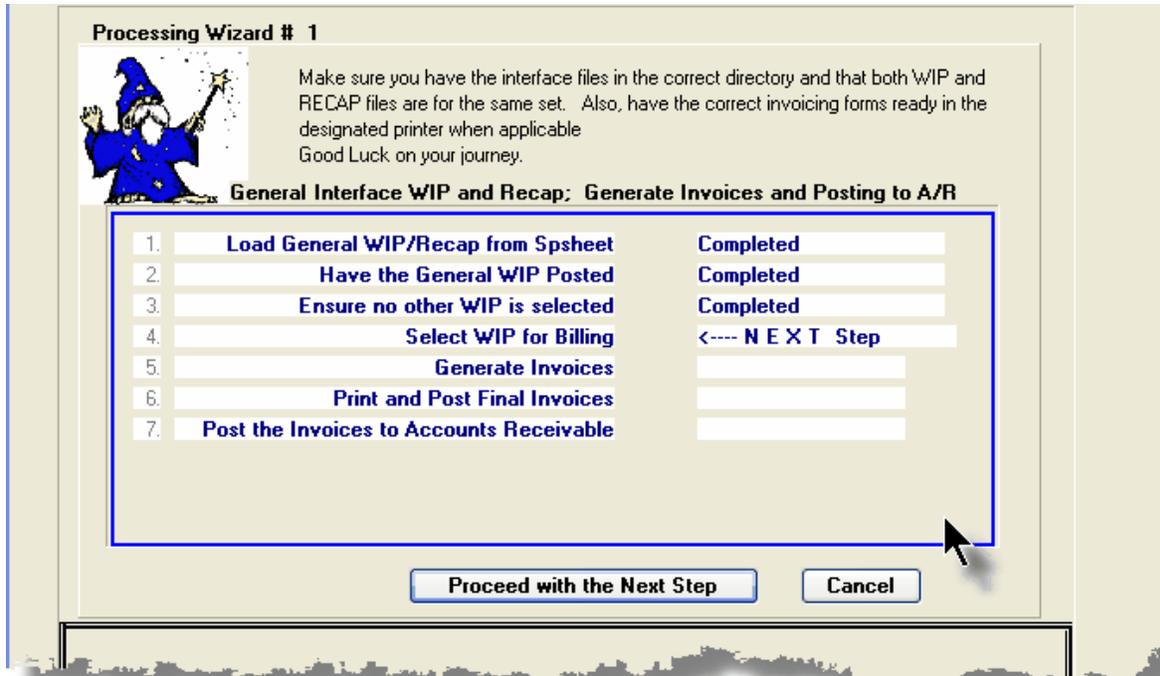
- Title
- Wizard ID #

5.6.2 Wizard Execution Screen

When a Wizard is launched from a given applications' menu, the following screen is displayed.



Click on the **Launch this Wizard** push-button to have it started. As each step is executed it's status is displayed in the table.

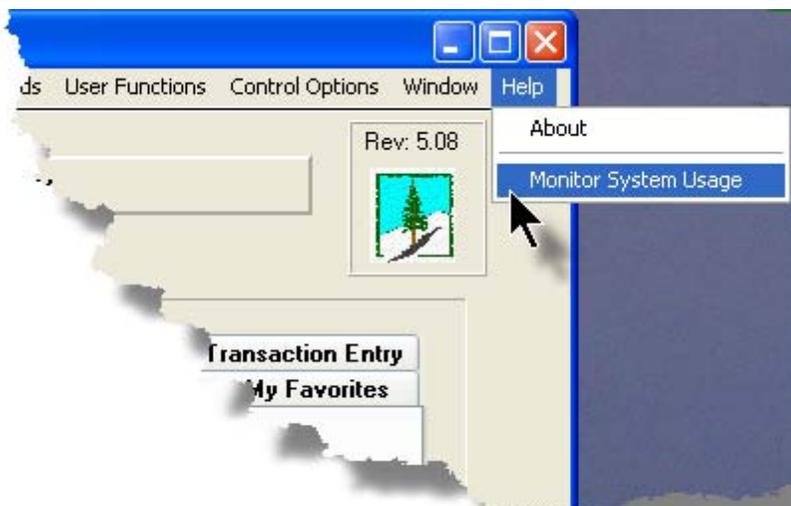


As each step is finished, you must click on the **Proceed with the Next Step** button, or you can abandon the Wizard by clicking on the **Cancel** push-button.

5.7 Monitor System Usage

TheSeries 5 keeps track of which users are currently logged into the system, and what menu function they are executing.

This screen may be displayed by selecting Monitor System Usage from the drop-down menu under any applications' menu bar that contains Help as a topic.



The following is an example of the Monitor display screen:

System Access Monitor									
These are the users currently accessing the system as of 10:35:08 am									
PID	Username	Company System	Sys	Function	GL Company	Started		Elapsed Time	Access Code
101-0	SHS14.LARRY	PCA	IM	IM Menu		10:33:42	7/04/08	0:01:26	0
101-1	SHS14.LARRY	PCA	IM	Inventory Item Master		10:33:45	7/04/08	0:01:23	1
251-0	USER	UCC	AR	Monitor System Usage		10:34:38	7/04/08	0:00:30	1
251-1	USER	UCC	AR	Customers		10:33:01	7/04/08	0:02:07	1
251-2	USER	UCC	AR	Customer Open Item Inquiry		10:33:06	7/04/08	0:02:02	1
351-0	SHS14.LARRY	UCC	GL	GL Menu	40	10:34:21	7/04/08	0:00:47	0
351-1	SHS14.LARRY	UCC	GL	Trial Balance Report	40	10:34:26	7/04/08	0:00:42	1
351-2	SHS14.LARRY	UCC	GL	G/L Account Trx Inquiry	40	10:34:31	7/04/08	0:00:37	1

Processing Tip

Should you discover that there are items listed, but you know that there are no users in the system, ask your Systems Manager to purges these records. (There is a System Maintenance function that will delete all the records used in displaying the items on this screen).

Part



6 Fixed Assets Menu Functions

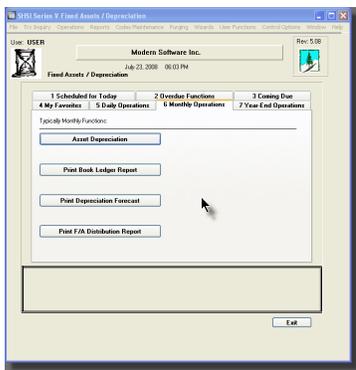
All functions for the F/A system can be accessed from the menu bar at the top of the menu screen.

They are divided into types of functions. Each section following describes each set of common types of functions.

6.1 The F/A Menu

The Fixed Assets Menu screen provides your access to all functions offered in the F/A system.

Fixed Assets Main Menu



- All functions associated to the Series 5 Fixed Assets system are available from this screen
- Each function can be found within the sub-menu displayed under the menu-bar associated to the type of the function
- A number of tab sub-screens are available from which associated functions may be selected
- If menu functions have been set up to be scheduled, they may appear within tabbed sub-screens labeled **Scheduled for Today**, **Overdue Functions**, or **Coming Due**
- The **My Favorites** tab sub-screen will have any menu-functions that have been so define by the User Access Privileges function that may have been set up by your Systems Manager or Gate Keeper
- You can select up to 9 menu item functions at a time, each executing in their own window
- Access to specific menu items may be granted or denied from the User Access privileges function. (**Those functions that you are denied access to will be displayed in the drop-down menus as dimmed items**)

– Menu Bar Headings

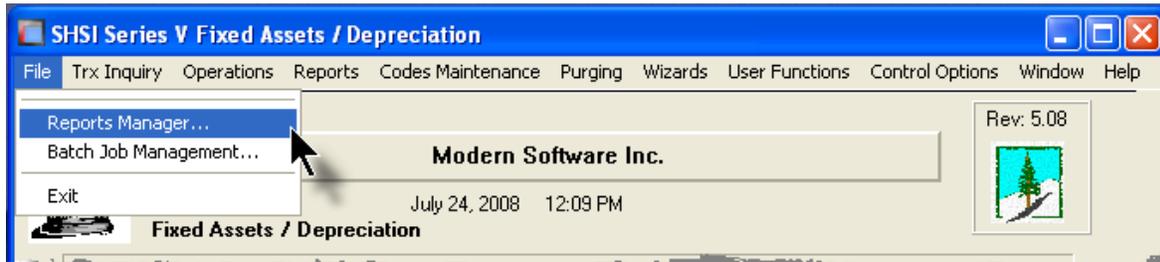
The menu bar is divided into major categories of functions. *(Follow the link in each item below for further information on each function).*

File	For accessing the Archived Reports Manager, and the Batch Job Processor utilities.
Trx Inquiry 	For those functions that provide inquiry to assorted historic transactions and/or analysis.
Operations 	For those menu items that provide basic operational functions.
Reports 	For generating all the reports associated to the Fixed Assets system.
Codes Maintenance 	Those menu items for maintaining the assorted master codes used in the Fixed Assets system.
Purging 	Those menu items for Purging outdated historical transaction records used in the Fixed Assets system.
Wizards 	For user defined Wizards.
User Functions	For menu items to launch user defined programs or Windows utilities. (Refer to the Systems Management Help for details on setting up)
Control Options 	For setting up control preferences and User Access rights to the Fixed Assets system.
Window 	For managing the multi-threaded windows that might have been activated by the user.
Help	Basic help, and a function to display those users currently in the Series 5 system.

6.2 File Management

The topics in this chapter describe functions and procedures that are available under the **File** drop down menu on the Fixed Assets menu. These menu items are used to perform assorted File Processing type functions. In particular, the function to access and view Archived Reports is found here.

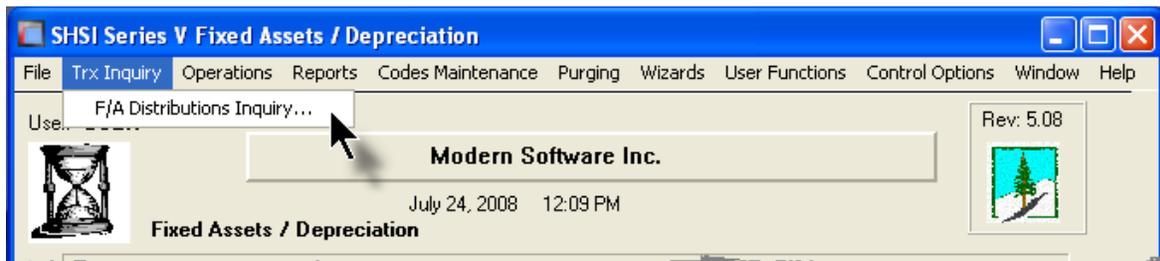
These functions are available from the F/A Menu Bar as shown:



6.3 Inquiry Functions

The topics in this chapter describe functions and procedures that are available under the **Trx Inquiry Options** drop down menu on the Fixed Assets menu. These menu items are used to perform assorted screen inquiry functions.

These functions are available from the F/A Menu Bar as shown:



6.3.1 F/A Distributions Inquiry

The F/A Distribution Inquiry function provides easy access and display of the distributions that have been generated from the Series 5 Fixed Assets/Depreciation system. Detail distributions for each G/L account may be viewed within a grid screen, output to a report, exported to spreadsheet and/or purged. It provides for a variety of different ways of selecting and displaying the each G/L Account along with their respective distributions.

Some of the features of the Inquiry function are as follows:

- Specific Types of Distributions may be selected for display
- G/L Accounts may be selected to have their Distributions displayed
- A function is provided that will compute the total Debits and Credits for each type Distribution using a variety of assorted filters
- A function is provided that will export distributions to an Excel spreadsheet, or a tab-delimited text file

- The F/A Distribution report may be generated from the inquiry grid screen

F/A Distributions

ONLY those distributions that have NOT been interfaced to the G/L system are available for display.

Once interfaced to the G/L they should be deleted so as to ensure that they will not be interfaced a 2nd time. ***(An option is provided with the interface function to have them automatically deleted).***

The F/A Distributions Inquiry function is launched from the F/A Menu's **Trx Inquiry** drop-down menu.



6.3.1.1 Distributions Inquiry Grid Screen

F/A Distributions for a selected G/L Account for selected Types, are displayed to the screen managed using a Series 5 grid processing screen. You can easily navigate through the items for a specific G/L account number.

From the "Fast Buttons" frame, push buttons are provided that can be used to display Distribution Type Totals, Set Display Filters, generated an F/A Distribution Report, and have items Purged.

F/A Distributions Inquiry Grid

DB Amount	CR Amount	Lgr Date	Doc Date	Entity	Asset Code	Asset Class	Batch
	\$ 813.08CR	9/30/07	0/00/00	1	M0512001	--	DEPCAL
	\$ 813.08CR	9/30/07	0/00/00	1	M0512002	--	DEPCAL
	\$ 2,556.02CR	9/30/07	0/00/00	1	M0705001	--	DEPCAL
	\$ 406.54CR	10/31/07	10/31/07	1	M0512001	--	DEPCAL
	\$ 406.54CR	10/31/07	10/31/07	1	M0512002	--	DEPCAL
	\$ 1,278.01CR	10/31/07	10/31/07	1	M0705001	--	DEPCAL
	\$ 406.54CR	11/30/07	11/30/07	1	M0512001	--	DEPCAL
	\$ 406.54CR	11/30/07	11/30/07	1	M0512002	--	DEPCAL
	\$ 1,278.01CR	11/30/07	11/30/07	1	M0705001	--	DEPCAL
	\$ 406.54CR	12/31/07	12/31/07	1	M0512001	--	DEPCAL
	\$ 406.54CR	12/31/07	12/31/07	1	M0512002	--	DEPCAL
	\$ 1,278.01CR	12/31/07	12/31/07	1	M0705001	--	DEPCAL
	\$ 406.54CR	1/31/08	1/31/08	1	M0512001	--	DEPCAL
	\$ 406.54CR	1/31/08	1/31/08	1	M0512002	--	DEPCAL
	\$ 1,278.01CR	1/31/08	1/31/08	1	M0705001	--	DEPCAL
	\$ 406.54CR	2/29/08	2/29/08	1	M0512001	--	DEPCAL

27 Distributions Total Debits: \$ 0.00 Total Credits: \$ 20,910.90CR Net Total: \$ 20,910.90CR

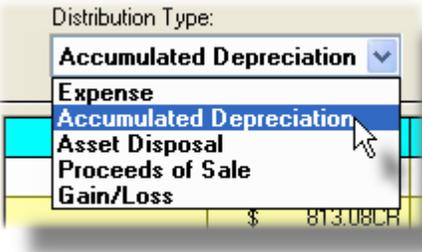
Asset Expense Distributions in ascending order by Ledger Date. Search: for:

The "Fast Buttons" frame provides the push buttons to have items printed, purged, exported, or to display a Distributions Type Summary screen.

"Fast Buttons"	
Summary Totals	To have a Distributions Type Totals summary screen displayed. Filters may be specified to select only those distributions based on a variety of criteria.
Set Filters	To have a number of different filters set to limit the distributions that are displayed to the grid.
Report	To have an F/A Distribution Report generated.
Export	To have the distributions for a selected date range exported to either a tab-delimited file, or an Excel spreadsheet. The exported file, as an option, may be automatically emailed to a specified recipient.
Purge	To have distribution records purged. A

range of dates may be entered thus purging only those items up to a specified date.
(You would only have to use this function if distributions are NOT interfaced to the Series 5 G/L system)

Some of the special features of this "Inquiry" grid are as follows:

<p>➤ Select the Distribution Type for the types of Distributions that are to be displayed. Once chosen, then specific accounts may be selected to have their Distributions displayed.</p>	
<p>➤ A given G/L Account may be chosen either by entering its account number directly, choosing it using the Lookup binoculars icon, or by having the next or previous G/L Account displayed that has distributions on file. <i>(Click the binocular icon with the up/down arrow to display transactions that exist for the prior/next occurrence of that code on file).</i></p>	

6.3.1.2 Inquiry Display Filters

To limit the distributions that are to be displayed to the grid, the following screen is displayed to offer a number of different filters:

— Grid Display Filters Screen - Field Definition

Documents Dated	<i>radio-buttons and (mmdyy)</i>
Select to have All distributions listed regardless of their Ledger Date; or only those for a given date range. If an inclusive range is selected, enter the starting/ending dates. Click the calendar icon for a common set of ranges to be presented.	
For Profit Center(s)	<i>radio-buttons and 9(5)</i>
Select to have All distributions listed regardless of their Profit Centers; or only those for a given range of Profit Centers. If an inclusive range is selected, enter the starting/ending Profit Centers.	
Distributions for Asset Code(s)	<i>radio-buttons and x(8)</i>
Select to have All distributions listed regardless of the Asset they were generated for; or	

for only those that were for a range of Assets. If a range is selected, enter the starting/ending Asset Code.	
Include only Documents — for Batch Code	X(6)
To have only those distributions listed that were generated for a particular function. <i>(Leave the field blank if it is not to be considered as a selection filter) .</i>	
Include only Documents — for Asset Entity	9(1)
To have only those distributions listed that were generated for a specific Asset Entity. <i>(Leave the field blank if it is not to be considered as a selection filter).</i>	
Include only Documents — for Asset Class	X(15)
To have only those distributions listed that were generated for Assets that belong to a particular Asset Class Group. Asset Classes are used for grouping Assets for Canadian corporations. <i>(Leave the field blank if it is not to be considered as a selection filter) .</i>	

6.3.1.3 F/A Distribution Report

The F/A Distribution report lists all the distributions that have been generated from the Series 5 Fixed Assets/Depreciation system, that have not yet been interfaced to the General Ledger system. Distributions for a given G/L Account are listed together, but accounts may be sorted and/or grouped using a variety of different criteria. As well, assorted filters may be applied to limit the items that are listed in the report.

A Distribution report may be generated at any time. It should always be produced prior to interfacing the F/A distributions into the G/L system.

When Interfacing to G/L

When distributions are interfaced to the G/L system, they are normally purged from the F/A system. **(They always should be purged when interfaced to G/L).** Once items are interfaced, they no longer will be available for listing on the F/A Distribution report.

Print F/A Distribution Report

Report: **FADIST.RPT** Print the F/A Distribution to G/L Report ...

Report Options **Print Options**

Specify selection options to determine the Distributions that will be included on this report.

Report Type: **Detail** Grouped by: **Distribution Type**

Sorted by: **Account / Asset Code**

Distributions with Ledger Date:

Not Considered Between: -

Inclusive

Distributions for Asset Code(s):

All A Range

For Profit Centre(s):

All A Range

For Distribution Account(s):

All A Range

Include only Distributions Generated for:

Batch Code: Asset Entity:

Asset Class:

(Fields left blank are NOT considered in the selection process.)

Include only the following Distribution Type(s):

Depreciation Expenses Proceeds from Sales of Assets

Accumulated Depreciation Disposal of Assets

Other Gain/Loss of Sale

Next **Cancel**

The report generated, if archived, will be catalogued with a report name of **FADIST.RPT**.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (Refer to the topic titled [Report Generation and Printing](#)⁹⁷ for full details).

— Distribution Report Options Screen - Field Definition

Report Type	drop-list			
Select whether the report is to be generated in Detail or Summary.	<table border="1"> <tr> <td>Detail</td> </tr> <tr> <td>Summary by Date</td> </tr> <tr> <td>Summary by Account</td> </tr> </table>	Detail	Summary by Date	Summary by Account
Detail				
Summary by Date				
Summary by Account				
<ul style="list-style-type: none"> • For "Detail", each distribution for each G/L Account is listed • For "Date Summary", debit and credit totals are reported for each G/L Account for each date • For Account Summary", debit and credit totals are 				

reported for each G/L Account.

For each type of report, a summary is printed at the end listing the total Debits, total Credits, and the Net Change for each Type of Distribution on file.

Distributions Grouped By

drop-list

When the report is printed, the Accounts will be grouped based on their respective Types of Distributions. Sub-totals are printed for each grouping.

Distribution Type
Profit Center / Distribution Type
Distribution Type / Profit Center
Distribution Type / Asset Class
Distribution Type / Entity
Entity / Distribution Type

Distributions Sorted By

drop-list

When the report is printed, the Distributions may be sorted with sub-totals printed, in a variety of different ways.

Account / Asset Code
Account / Ledger Date
Account / Document Date
Account / Project Code
Asset Code / Account
Document Date / Account
Project Code / Account

Distributions with Ledger Date

radio-buttons and (mmdyy)

Select to have All distributions listed regardless of their Ledger Date; or only those for a given date range. If an inclusive range is selected, enter the starting/ending dates. Click the calendar icon for a common set of ranges to be presented.

For Profit Center(s)

radio-buttons and 9(5)

Select to have All distributions listed regardless of their Profit Centers; or only those for a given range of Profit Centers. If an inclusive range is selected, enter the starting/ending Profit Centers.

For Distribution G/L Accounts

starting/ending 9(18) - 9(5)

If you wish to only list distributions for a range of accounts, (or a single account), click the Selected radio-button. You may then enter Starting and Ending G/L Account numbers. To revert back to All accounts, click the ALL icon.

Distributions for Asset Code(s)

radio-buttons and X(8)

Select to have All distributions listed regardless of the Asset they were generated for; or for only those that were for a range of Assets. If a range is selected, enter the starting/ending Asset Code.

Include only Distributions — for Batch Code	X(6)
To have only those distributions that were generated by a particular application code. <i>(Leave the field blank if it is not to be considered as a selection filter)</i> .	
Include only Distributions — for Asset Entity	9(1)
To have only those distributions listed that were generated for a particular Asset Entity. <i>(Leave the field blank if it is not to be considered as a selection filter)</i> .	
Include only Distributions — for Asset Class	X(8)
To have only those distributions listed that were generated for Assets that belong to a particular Asset Class Group. Asset Classes are used for grouping Assets for Canadian corporations. <i>(Leave the field blank if it is not to be considered as a selection filter)</i> .	
Include only Distributions — for Type(s)	check-boxes
A check-box is presented for each of the types of Distributions that may be generated in the F/A system. Click-or un-click to have the particular type listed or not, in the report.	

6.3.1.4 Distributions Export

This function is provided so that F/A Distributions may be exported to either an MS Excel spreadsheet, or a tab-delimited text file. These files might then be interface to another third-party General Ledger system, or to a Series 5 General Ledger system at perhaps the head office.

If the target system has it's financials in a different currency, then a conversion factor may be applied.

As well, the option to have the exported file emailed is provided.

– Distribution Export Options Screen - Field Definition

Distributions with Ledger Date	<i>radio-buttons and (mmdyy)</i>
Select to have All distributions exported regardless of their Ledger Date; or only those for a given date range. If an inclusive range is selected, enter the starting/ending dates. Click the calendar icon for a common set of ranges to be presented.	
Currency Conversion	<i>check-box</i>
Select to have all distributions converted to a different currency. The rate used is determined from the currency code selected. (The currency codes must be defined, and for the period of distributions being exported, the rate should either be that on the last date, or an average). The exported file will contain both the original amount, and the converted amounts.	
Email	<i>check-box</i>
If after the export file has been created, you wish to have it automatically emailed, set the check box. Enter the Recipient's Name and email Address.	

– Distribution Export Data Format

The following fields are output to an Excel spreadsheet, a tab-delimited text file, or a CSV text file. The output file, by default, is named **FADist_XXXXXX_yyyymmdd.XLS** where **XXXXXX** is the Series 5 Company system code, and **yyymmdd** is the cut-off date for the range of Ledger Dates selected.

Column #	Excel Column	Field	Format
1	A	* G/L Account Main Segment-1	9(i)
2	B	* G/L Account Main Segment-2	9(i)
3	C	9(i)
4	D	G/L Account Profit Center	9(5)
5	E	Ledger Date	MM/DD/YY
6	F	Document Date	MM/DD/YY
7	G	Distribution Amount	-99,999,999.99
8	H	Distribution Type	X(4)
9	I	Sub-Ledger Project	X(10)
10	J	Asset Class	X(15)
11	K	Narrative	X(30)
12	L	Reference Batch Code	X(6)
13	M	Reference Entity	9(1)
14	N	Reference Asset Code	X(8)
15	N	Asset Desc	X(40)
16	O	Currency Code	X(4)
17	P	Exchange Rate	99.99999
18	Q	Foreign Amount	-99,999,999.99

* Each segment of the G/L Account's Main number is output into it's own column.

6.3.1.5 Distributions Purge

This function is provided in the event that the F/A system is being used without the Series 5 General Ledger system. As such, distributions would either be listed in a report, or exported, but not interfaced to the Series 5 General Ledger, and hence, not automatically purged.

F/A Distributions Inquiry

F/A Distribution Purge ...

Purge Options

F/A Distributions are normally interfaced to the General Ledger system as a function performed on request. At that time, they are deleted from the F/A system. You should proceed with this Purge only if you do not have a General Ledger associated to this Company System's F/A.

Distributions with Ledger Date:

Not Considered Between: 1/01/75
 Inclusive 4/10/09

OK Cancel

— Distribution Purge Options Screen - Field Definition

Distributions with Ledger Date

radio-buttons and (mmdyy)

Select to have All distributions deleted regardless of their Ledger Date; or only those for a given date range. If an inclusive range is selected, enter the starting/ending dates. Click

the calendar icon for a common set of ranges to be presented.

6.3.1.6 Summary Totals Display

This function accumulates totals of each of the Distributions Types that are generated within the F/A system. It displays total Debits, total Credits, and the Net Change for the range of distributions satisfying the filters selected.

The following screen is displayed:

F/A Distributions Inquiry
Compute Totals for selected F/A Distributions ...

Totals

For the selection criteria entered, the following totals have been tallied for
13,048 F/A Distributions dated from as early as 9/30/07 upto 5/31/08

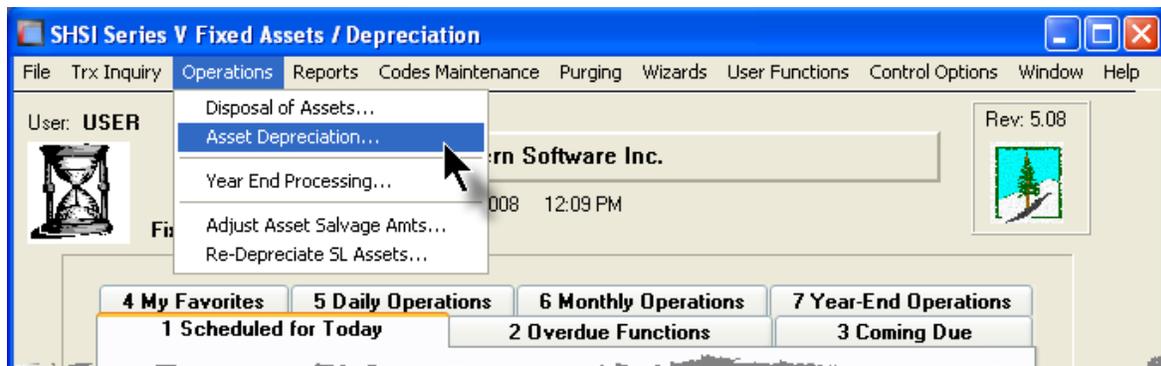
	Debits	Credits	Net Change
Depreciation Expense:	3,151,408.27	0.00	3,151,408.27
Accumulated	4,199.52	3,151,408.27 -	3,147,208.75 CR
Asset Disposals:	0.00	9,045.00 -	9,045.00 CR
Proceeds from Sales:	5,000.00	0.00	5,000.00
Gain/Loss from Sales:	0.00	154.52 -	154.52 CR
Total:	3,160,607.79	3,160,607.79 CR	0.00

OK

6.4 Operational Functions

The topics in this chapter describe functions and procedures that are available under the **Operations** drop down menu on the Fixed Assets menu. These menu items are used to perform the major processing functions in the Fixed Assets system. In particular, the functions for Disposing of Assets and for Computing Depreciation are found here.

These functions are available from the F/A Menu Bar as shown:



6.4.1 Disposal of Assets

This Fixed Asset operation is used to remove an asset from service following its sale or at the end of its productive life. The retirement of the asset should be recorded, and depending on the method of depreciation and the actual life span of the asset, certain adjustments to the depreciation amounts made. Where appropriate, investment credits may also be recorded.

The asset must be disposed for all reporting entities. When selected to be disposed, the system will display information pertinent to each entity.

Disposing of Assets in the Last Fiscal Period of the Year

All disposed assets for a given period **MUST BE POSTED** prior to any depreciation amount being computed for the period. If you need to dispose an asset in the last period of your fiscal year, it must be done prior to computing and posting the depreciations.

The system will NOT LET YOU DISPOSE OF ASSETS after depreciating the last fiscal period of the year and before executing the Year End Operation.

All disposed assets for a given period **MUST BE POSTED** prior to any depreciation amount being computed for the period.

The process of entering the Disposed Asset information is performed by entering the disposals as transactions. These transactions will be kept on file and may be edited and reviewed, (by having an Edit List printed), before actually being Posted.

The Net Book Value at the time of disposition is defined as follows:

$$\text{Net Book Value} = \text{Cost} - \text{Life To Date Depreciation}$$

(But offered as options when the asset is disposed, if the Year-to-Date Depreciation is reversed, or the Disposal period Depreciation is Calculated, the Life-to-Date Depreciation will be adjusted accordingly).

When Assets are disposed of, the following Asset Master and Asset Entity fields are updated:

- Asset Master - Disposal Date
- Asset Master - Reason for Disposal

- Asset Entity - Status is set as Disposed Of
- Asset Entity - Proceeds Amount as entered
- Asset Entity - ITC Recaptured Amount as entered
- Asset Entity - Annual and Current Period Depreciation amounts are set to ZERO
- Asset Entity - Year-to-Date Depreciation amount is set to ZERO only if specified when the Asset Depreciation properties are entered

When assets are disposed for a Reporting Entity that has been flagged to Create GL Distributions, then when posted, the following G/L Distributions are generated:

Posting of Disposed of Assets			
<i>Account</i>	<i>Derived from</i>	<i>Debit</i>	<i>Credit</i>
Accumulated Depreciation	Asset Master	Prior + Year-to-Date Depreciation	
Asset	Asset Master		Basis for Depreciation
Proceeds	As entered	Proceeds Amount	
Gain or Loss	F/A Control Preferences		Proceeds Amount + Net Book Value

Purging Disposed of Assets

Those assets that have been marked as disposed remain on the system until they are purged. This may be accomplished by selecting the [Purge Disposed of Assets](#) ²¹⁸ function, or by selecting the applicable option when the [Year End Processing](#) ¹⁵⁶ operation is executed.

Managing the entry of Disposed Assets transactions is done using a Series 5 grid screen.

Asset Disposal Processing Grid

Asset	Description	Date	Disposition	Enty	YTD Rev?	Prd Dep?	NetBook Value	Proceeds	ITC Recap
B0106010	THOMSON MULTI-MEDIA	6/20/08	Traded-In	1		Y	2,239.50	1,500.00	0.00
B0209032	HIGH TECH INDUSTRIES	6/18/08	Abandoned	1		Y	1,120.89	0.00	0.00
L0609002	ACCORD ELECTRICAL SER	6/18/08	Sold	1		Y	2,137.07	2,000.00	0.00

The "Fast Buttons" frame provides the push buttons to launch the most common functions associated to the Disposal of Assets.

"Fast Buttons"	
New	Add a new Disposed Asset Transaction
Modify	Modify the Disposed Asset Transaction highlighted in the grid
Delete	Delete the Disposed Asset Transaction highlighted in the grid
Edit List	Generate an Edit list of all the transactions on file
Post	Post the transactions information to the Asset Master files

Select Assets for Disposal from Asset Maintenance

Assets may be selected for disposal from the Asset Maintenance function. The pop-up menu function Select Asset for Disposal may be selected, and a Disposal Transaction record will be written. When this Disposal of Assets function is executed, those assets will be displayed in the grid.

The Edit List report generated, if archived, will be catalogued with a report name of **FADISPOSALS.LST**. The Journal when the transactions are posted, if archived, will be catalogued with a report name of **FADISPOSALS.JRN**.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (Refer to the topic titled [Report Generation and Printing](#)^[97] for full details).

Asset Disposal Transaction - Properties Screen

The following screen is displayed to enter the details associated to the Disposed Of Asset::

The screenshot shows the 'Disposal of Assets' window with the following details:

- Disposal of Asset: **L0609002** - Modify this Transaction
- Asset: **L0609002** **ACCORD ELECTRICAL SERVICE** Location: **B**
- ELECTRICAL WORK PLUS LABOR FOR** Serial #:
- MB'S SCREENING ROOM** Tag:
- Purchased: **9/05/06** Cost: \$ **3,017.18**
- Disposal Date: **6/18/08**
- Reason for Disposition: **Sold**
- Disposal Proceeds Account: **100 - 99 - 000045 - 00 -- 900**
Cash-Sanwa Bank Disb
- 1 - FINANCIAL STATEMENT PURPOSES**
- For this Entity, specify depreciation options, and enter the proceeds amount from the disposition.
- Reverse any Depreciation taken so far in this Fiscal Year for this Asset ?
- Have the Depreciation computed and taken for the Current Period for this Asset ?
- Proceeds Amount from the Sale or Disposition of this Asset: \$ **2,000.00**
- Basis for Depreciation: \$ **3,017.18** Year-to-Date Depreciation: \$ **0.00** Disposal Net Value: \$ **2,137.07**
- Prior Years Depreciation: \$ **838.20** Current Period Depreciation: \$ **41.91** Profit/Loss on Disposition: \$ **137.07**
- Buttons: **Update** **Cancel**

Asset Disposal Properties Screen - Field Definition

Asset	X(8)
Select the Asset being disposed of. This field is presented only when adding a new Asset that is to be disposed of.	
Date	(mmdyy)
Enter the date on which the Asset was disposed of. It must fall within the Current Reporting Period for each of the Entities in which the Asset is defined for. This is also used as the Ledger Date for any G/L Distributions that are generated.	
Reason for Disposition	drop-list
Select the reason for the asset being disposed of. This is recorded in the Asset Master record properties. These are defines as follows:	
Abandoned	- The Asset was removed from service and abandoned. This normally indicates that no salvage value will be recorded. The proceeds amount will default to ZERO.
No Disposition	- The Asset is no longer in service and has not actually been disposed of, but an estimated salvage value amount may be desired.
Involuntary Conversion	- Property as a result of its destruction in whole or in part, theft, seizure, requisition or condemnation is compulsorily or involuntarily removed from service.
Sold	- The Asset was sold.
Traded-In	- The Asset was traded for another. There may have been cash transfer involved in the trade too.
Tax-Free Transaction	- The Asset was acquired by another corporation in a taxfree liquidation or reorganization.
Disposition of Business	- The asset was retired as a result of termination or disposition of a business or operation.
Disposal Proceeds Account	9(18) - 9(5)

Abandoned
No Disposition
Involuntary Conversion
Traded-In
Tax-Free Transaction
Disposition of Business

When an Assets is Disposed of, the proceeds realized from the transaction must be distributed to a G/L account. In cases where the asset was sold for cash, you would use a G/L Cash Account. If the Asset was traded in, a different account would be used. The default account initially assigned to this field is derived from the [F/A Control Preferences](#)

225.

Asset Entity - Reverse Year-to-Date Depreciation	check-box
---	------------------

This field is used to determine whether the system should back out any depreciation amount that has been taken so far for this fiscal year based on the computation of the Net Book Value. If this check-box is set, the applicable reversing distributions are generated, the Asset's Accumulated Depreciation Year-to-Date amount is set to ZERO and the Net Book Value is recomputed accordingly.

Asset Entity - Compute Current Period Depreciation	check-box
---	------------------

This field is used to determine whether the system should calculate the Asset's Current Period Depreciation and included it in the Year-to-Date Depreciation, which in turn, is used to compute the Net Book Value from it's disposition. The default is for the check-box to be set. If this check-box is set, the appropriate distributions are generated, the Asset's Accumulated Depreciation Year-to-Date amount is updated and the Net Book Value is recomputed accordingly.

Asset Entity - Macrs ITC Recapture Amount	\$ 99,999,999.99
--	-------------------------

For Assets that are depreciated using MACRS, enter the portion of the Tax Credit which was originally taken, but now needs to be recaptured because of early disposition.

Asset Entity - Proceeds Amount from Sale or Disposition of Asset	\$ 99,999,999.99
---	-------------------------

Enter the dollar amount reflecting the amount of cash, other assets, or services received from the sale or other disposition of the Asset.

Asset Entity - Profit/Loss Amount	\$ 99,999,999.99
--	-------------------------

This field is computed and displayed using the following formula:

$$\text{Profit/Loss} = \text{Proceeds Amount} - \text{Net Book Value}$$

A loss will appear as a negative amount.

6.4.2 Asset Depreciation

With this operation sub-menu selection, the system will compute the depreciation amount for each eligible asset. One Reporting Entity may be selected at a time. You may choose to generate a Depreciation Edit List, from which you can check to ensure that all new assets have been added, or that Disposed Assets are properly posted, prior to actually posting the Depreciations. This function should be executed at the end of each accounting period as defined for each Reporting Entity.

Depreciation amounts will be calculated for all assets that have their Accumulated Depreciation Up-To Date equal to the last day of the previous period, or the first day of the current period. Assets with other dates will be flagged with a warning message, and the depreciation WILL NOT be computed.

If you inadvertently Depreciate Assets before the end of the Period

If after depreciating your assets, you accidentally selected to depreciate them again, depreciations are generated for the next period. Distributions for both the initial depreciations, and the next period depreciations will have been generated, but both sets will have their respective periods Ledger Dates. When these are interfaced to G/L all will be fine.

However, to deal with assets that are added, you need only adjust the Current Period back one period, and proceed as if everything was OK. Next month when you go to execute the Depreciations, only those that have been newly added will be depreciated. The system will skip over those that were inadvertently depreciated the month before.

After the Depreciations have been posted for a given Reporting Entity, the system will automatically set the Current Period, to the next period of it's Entity Period Table. If the posting was for the last period of the fiscal year, then the Current Period will set to indicate Ready for Year-End.

When depreciation is computed for a Reporting Entity that has been flagged to Create G/L Distributions, then when posted, the Depreciation Amount is posted as a Debit to the Depreciation Expense Account specified for the asset and as a Credit to the Accumulated Depreciation Account specified for the asset. If a Sub-Ledger Project Code is defined for the asset, it will be recorded with the distributions and eventually flow through to the G/L and the sub-ledger systems.

The following G/L Distributions are generated:

Asset Depreciation			
Account	Derived from	Debit	Credit
Depreciation Expense	Asset Master	Depreciation Amount	
Accumulated Depreciation	Asset Master		Depreciation Amount

Some points to note when depreciating assets:

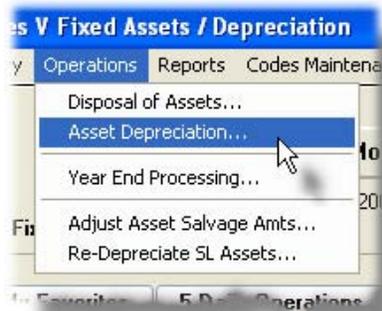
- The field **Use Mid-Quarter Convention for MACRS** applies only to assets depreciated using the MACRS rule. If this check-box is selected, the mid-quarter convention will be applied to all Personal and Auto assets placed in service in the current year, otherwise, the mid-year convention is applied.
- Distributions to G/L will be generated only if for the selected Reporting Entity, its Generate G/L Distributions property in the F/A Control Preferences is set.
- The system ONLY Depreciates an Asset when the following holds true:
 - ❖ The asset has not been Disposed Of
 - ❖ The Asset Accumulated Up-To Date equals the Prior Period's Ending Date or the Current Period's Starting Date

System with Multiple Reporting Entities

If your assets are set up under multiple Reporting Entities, the depreciations must be computed and posted for each Entity separately.

+ Accessing the Calculate Depreciation function

From the F/A Main menu, select **Asset Depreciation** from the **Operations** drop-down menu.



→ Calculate Depreciation - Options Screen

The following screen is presented when computing Asset Depreciation:

Generic Asset Selection Filters

In addition to the selection filter fields described in this topic, the [Generic Asset Select Filters](#)⁹²⁾ screen will also be presented, providing additional fields to refine the selection criteria.

The Depreciation Edit list or Journal reports generated, if archived, will be catalogued with a report name of **DEPRCALCee_mmyy.LST** or **DEPRCALCee_mmyy.JRN** where **ee** is the Asset Entity and **mmyy** is the period ending date.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (Refer to the topic titled [Report Generation and Printing](#)⁹⁷⁾ for full details).

— Field Definitions

Depreciation Entity

9(1)

The depreciation calculations may only be executed for one reporting entity at a time. Select that entity. If only one Entity is defined in the system, that entity will be automatically assigned.						
Use Mid-Quarter Convention for MACRS Assets	<i>radio-buttons</i>					
When computing the depreciation for those assets defined with MACRS method, if this check-box is set, then the Mid-Quarter Convention will be used for all Personal and Auto assets placed in service within the current fiscal year. Leaving it unchecked, then the Mid-Year Convention will be used.						
Generate Edit List or Post Depreciations with a Register	<i>radio-buttons</i>					
Specify whether to just have an edit list report generated, or to have the depreciations computed and applied to the assets.						
List Assets Sort	<i>drop-list</i>					
To have the Assets listed on the Edit List or Register, sorted by one of the available fields.	<table border="1"> <tr><td>Asset Code</td></tr> <tr><td>Asset Description</td></tr> <tr><td>Asset Code / Grouped by Location Code</td></tr> <tr><td>Date Purchased (Newest 1st) / Grouped by Category</td></tr> <tr><td>Date Purchased (Oldest 1st) / Grouped by Asset Class</td></tr> </table>	Asset Code	Asset Description	Asset Code / Grouped by Location Code	Date Purchased (Newest 1st) / Grouped by Category	Date Purchased (Oldest 1st) / Grouped by Asset Class
Asset Code						
Asset Description						
Asset Code / Grouped by Location Code						
Date Purchased (Newest 1st) / Grouped by Category						
Date Purchased (Oldest 1st) / Grouped by Asset Class						
Detail or Summary Report	<i>radio-buttons</i>					
When selecting to produce just the Edit List, it may be generated as either a Summary or a Detail report. The Detail report lists each asset with its depreciation amounts. The Summary report just lists totals of depreciation amounts grouped by Asset Category, Depreciation Account, Expense Accounts, Asset Class and Location. <i>(The Detail version of the Edit list also prints the Summary totals).</i>						

6.4.3 Year End Processing

The Series 5 Fixed Assets system maintains one year worth of data at any time. Each year represents one Fiscal Year. Once the depreciations have been computed for a given entity, for the last period of the year, the Year End Close process must be executed. This function needs to be executed for each Entity that is defined in the Fixed Assets system.

As an option, the Year End Process will also purge any Assets that have been disposed of as of a specified date. *(Note that if you don't wish to have the Assets Purged at this time, the*

Purge Disposed Assets function may be chosen at any time).

When the Year End Close process is executed, for each Asset, the following steps are performed:

- The Depreciation Amount Year-to-Date amount is added to the Prior Depreciation Total field
- The Depreciation Amount Year-to-Date field is set to ZERO
- The Remaining Life of the asset is reduced
- The Reporting Entity's Period Table is updated with the next year's period dates
- If there is only one Reporting Entity, then the Fiscal Year Ending Date field found in the Fixed Assets Control Preferences is updated. **(If there are more than one Reporting Entities you must update this field after the last Entity has had it's Year End Close function run, and before attempting to compute depreciations for the 1st period of the new year).**

Calculate Depreciation for the Last Period of the Fiscal Year

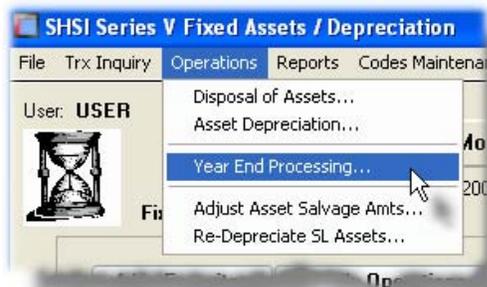
For each Entity defined in the system, the Year End Close function must be executed, ONLY after the Depreciations are computed for the last period of the respective reporting entity. In the table shown in the screen, the Status will be displayed as **READY FOR YEAR END**.

Control Preferences - Fiscal Year-End Date

If there are more than one Reporting Entities, after executing the Year-End Close for all of them, you must set the Fiscal Year Ending Date field found in the F/A Control Preferences. If you don't do this, depreciation amounts cannot be computed in the next year.

+ Accessing the F/A Year End Close Processing Function

From either the F/A Main menu, select **Year End Processing** from the **Operations** drop-down menu.



Year End Close - Options Screen

Before proceeding with the Year End function, the following screen is displayed:

Fixed Asset System Year-End Close

Fixed Asset Year-End Close Function ...

Year-End Close Options

Select the Entity to be Closed and applicable options.
Your current Fiscal Year End is: **5/31/09** (As defined in your Preferences)

Current Status of your Reporting Entities:

Entity	Description	Current Period / Status
1	FINANCIAL STATEMENT PURPOSES	6/01/08 to 6/30/08
2		
3		
4		
5		

Entity to be Closed: 1 FINANCIAL STATEMENT PURPOSES

Delete Assets that have been Disposed of? On or Prior To:

OK Cancel

Year End Close Options Screen - Field Definitions

Depreciation Entity	9(1)
The depreciation calculations may only be executed for one reporting entity at a time. Select that entity. If only one Entity is defined in the system, that entity will be automatically assigned.	
Delete Disposed-Of Assets	check-box & (mmdy)
If you wish to have Disposed Of Assets purged during the Year-End Close process, set the check-box, and enter the cut-off date. Assets disposed prior to the date entered will	

be deleted from the system.

6.4.4 Adjust Asset Salvage Amounts

With this Fixed Assets function you may have the system re-compute the Salvage Value for all, or selected, assets under a given Reporting Entity, that use the Straight Line depreciation method. You may wish to carry out this function if you wish to modify the **Salvage** Values by some fixed factor.

Adjusting the Salvage Values

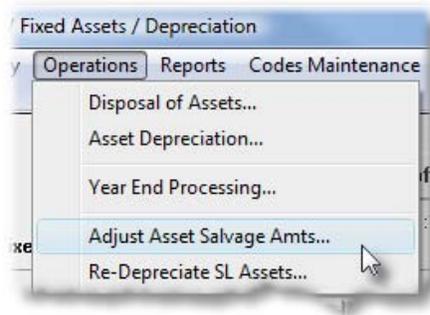
Remember that when the Salvage Value of an Asset is changed, then the Asset's Book Value will also change, which in turn will effect the Depreciation amounts.

Formula for Computing Salvage Values

$$\text{Salvage Value} = \text{Actual Cost} \times \text{Cost Factor \%} / 100$$

+ Accessing the F/A Recompute Asset Salvage Values Function

From either the F/A Main menu, select **Adjust Asset Salvage Amounts** from the **Operations** drop-down menu.



Recompute Asset Salvage Values - Options Screen

Before proceeding with the Year End function, the following screen is displayed:

When executing this function, the operator is presented with the standard [Asset Select Filters screen](#)^[92]. This allows you to specify selected or ranges of Assets, Categories, Locations, Asset Classes, and/or only those assets satisfying a variety of filter criteria.

The Asset listing report, if archived, will be catalogued with a report name of **NEWSALVGAMT.LST**.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (Refer to the topic titled [Report Generation and Printing](#)^[97] for full details).

– Recompute Asset Salvage Values Options Screen - Field Definitions

Depreciation Entity	9(1)
The calculations may only be executed for one reporting entity at a time. Select that entity. If only one Entity is defined in the system, that entity will be automatically assigned.	
Update Asset record with new Salvage Value	check-box
Depending whether or not you want the Asset Master record to be actually updated with the new Salvage value, set the check-box accordingly. (You may just want to produce the report for a "what if" scenario).	
Salvage Cost Factor %	9(2)
This defines the factor to be applied in computing the new Salvage values. This is a percentage that is applied to the Actual Cost of the Asset. (ie., if you wish the Salvage value to be 30% of the Cost, enter a value of 30 in this field).	

6.4.5 Re-Depreciate Straight Line Assets

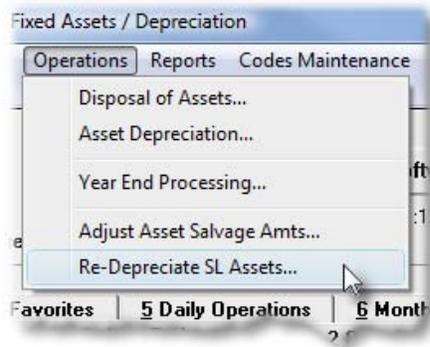
With this Fixed Assets function you may have the system re-compute the Depreciation Amounts for all, or selected, assets under a given Reporting Entity, that use the Straight Line depreciation method. You may wish to carry out this function after adjusting the **Life**, the **Salvage Value**, or the **Cost Basis for Depreciation** amounts for one or more of your assets. For the selected assets, the Prior Years Depreciation, and the Current Year-to-Date Depreciation amounts are recalculated.

Recomputed G/L Distributions

Even though the Prior Years Depreciation amounts are changed, there are **NO CORRECTING GL DISTRIBUTIONS GENERATED** to the Fixed Asset Depreciation or Expense accounts.

+ Accessing the F/A Re-Depreciate Straight Line Assets Function

From either the F/A Main menu, select **Re-Depreciate SL Assets** from the **Operations** drop-down menu.



Re-Depreciate Straight Line Assets - Options Screen

Before proceeding with the Year End function, the following screen is displayed:

The screenshot shows a Windows-style dialog box titled "Recompute Straight Line Assets' Depreciation Amounts". The window has a title bar with standard minimize, maximize, and close buttons. Below the title bar, the text "Re-Compute Straight Line Assets' Depreciation" is on the left, and "with Report: REDEPRECIAT.LST" is on the right. The main area contains three tabs: "Re-Calculation Options" (selected), "Asset Select Filters", and "Print Options". Under the "Re-Calculation Options" tab, there is a text box with the following text: "This function is used to recompute the Prior Years and Year-To-Date Depreciation amounts for selected assets. Only assets using Straight Line Depreciation are recomputed. Note that no G/L distributions are generated. Select the Entity to be processed and the applicable processing options." Below this text is a section titled "For Depreciation Entity:" containing a dropdown menu with "1" selected and the text "FINANCIAL STATEMENT PURPOSES". Below the dropdown, it says "Current Period: 6/01/08 thru 6/30/08". At the bottom of the main area, there is a checkbox labeled "Have the Asset updated with the recomputed values. (As opposed to just generating a preview edit report)". At the bottom of the dialog box, there are two buttons: "Next" and "Cancel". A mouse cursor is pointing at the "Next" button.

When executing this function, the operator is presented with the standard [Asset Select Filters screen](#)^[92]. This allows you to specify selected or ranges of Assets, Categories, Locations, Asset Classes, and/or only those assets satisfying a variety of filter criteria.

The Asset listing report, if archived, will be catalogued with a report name of **REDEPRECIAT.LST**.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (Refer to the topic titled [Report Generation and Printing](#)^[97] for full details).

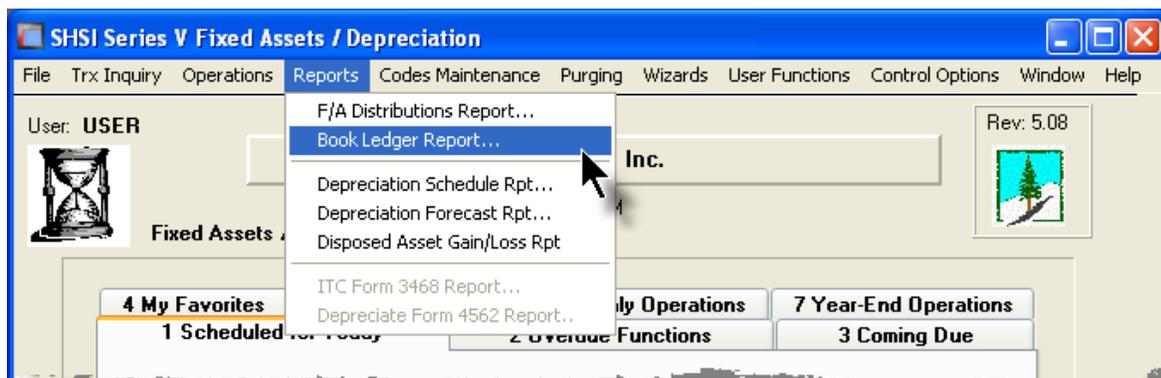
Re-Depreciate Straight Line Assets Screen - Field Definitions

Depreciation Entity	9(1)
The calculations may only be executed for one reporting entity at a time. Select that entity. If only one Entity is defined in the system, that entity will be automatically assigned.	
Update Asset record with new Values	check-box
Depending whether or not you want the Asset Master record to be actually updated with the new Depreciation amount, set the check-box accordingly. (You may just want to produce the report for a "what if" scenario).	

6.5 Reporting Functions

The topics in this chapter describe functions and procedures that are available under the **Reports** drop down menu on the Fixed Assets menu. These menu items are used to generate and print the reports associated to the Fixed Assets system.

These functions are available from the F/A Menu Bar as shown:



6.5.1 F/A Distribution Report

The F/A Distribution Report function can be invoked directly from either the [F/A Distribution Inquiry function](#) ¹³⁴ grid screen, or from the Reports drop-down menu from the A/R menu.



The F/A Distribution report lists all the distributions that have been generated from the Series 5 Fixed Assets/Depreciation system, that have not yet been interfaced to the General Ledger system. Distributions for a given G/L Account are listed together, but accounts may be sorted and/or grouped using a variety of different criteria. As well, assorted filters may be applied to limit the items that are listed in the report.

A Distribution report may be generated at any time. It should always be produced prior to interfacing the F/A distributions into the G/L system.

When Interfacing to G/L

When distributions are interfaced to the G/L system, they are normally purged from the F/A system. **(They always should be purged when interfaced to G/L).** Once items are interfaced, they no longer will be available for listing on the F/A Distribution report.

Print F/A Distribution Report

Report: **FADIST.RPT** Print the F/A Distribution to G/L Report ...

Report Options **Print Options**

Specify selection options to determine the Distributions that will be included on this report.

Report Type: **Detail** Grouped by: **Distribution Type**

Sorted by: **Account / Asset Code**

Distributions with Ledger Date:

Not Considered Between:

Inclusive

Distributions for Asset Code(s):

All A Range

For Profit Centre(s):

All A Range

For Distribution Account(s):

All A Range

Include only Distributions Generated for:

Batch Code: Asset Entity:

Asset Class:

(Fields left blank are NOT considered in the selection process.)

Include only the following Distribution Type(s):

Depreciation Expenses Proceeds from Sales of Assets

Accumulated Depreciation Disposal of Assets

Other Gain/Loss of Sale

Next **Cancel**

The report generated, if archived, will be catalogued with a report name of **FADIST.RPT**.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (Refer to the topic titled [Report Generation and Printing](#)⁹⁷ for full details).

— Distribution Report Options Screen - Field Definition

Report Type	drop-list			
<p>Select whether the report is to be generated in Detail or Summary.</p> <ul style="list-style-type: none"> • For "Detail", each distribution for each G/L Account is listed • For "Date Summary", debit and credit totals are reported for each G/L Account for each date • For Account Summary", debit and credit totals are reported for each G/L Account. <p>For each type of report, a summary is printed at the end listing the total Debits, total Credits, and the Net Change for each Type of Distribution on file.</p>	<table border="1"> <tr> <td>Detail</td> </tr> <tr> <td>Summary by Date</td> </tr> <tr> <td>Summary by Account</td> </tr> </table>	Detail	Summary by Date	Summary by Account
Detail				
Summary by Date				
Summary by Account				

Distributions Grouped By	<i>drop-list</i>							
When the report is printed, the Accounts will be grouped based on their respective Types of Distributions. Sub-totals are printed for each grouping.	<table border="1"> <tr><td>Distribution Type</td></tr> <tr><td>Profit Center / Distribution Type</td></tr> <tr><td>Distribution Type / Profit Center</td></tr> <tr><td>Distribution Type / Asset Class</td></tr> <tr><td>Distribution Type / Entity</td></tr> <tr><td>Entity / Distribution Type</td></tr> </table>	Distribution Type	Profit Center / Distribution Type	Distribution Type / Profit Center	Distribution Type / Asset Class	Distribution Type / Entity	Entity / Distribution Type	
Distribution Type								
Profit Center / Distribution Type								
Distribution Type / Profit Center								
Distribution Type / Asset Class								
Distribution Type / Entity								
Entity / Distribution Type								
Distributions Sorted By	<i>drop-list</i>							
When the report is printed, the Distributions may be sorted with sub-totals printed, in a variety of different ways.	<table border="1"> <tr><td>Account / Asset Code</td></tr> <tr><td>Account / Ledger Date</td></tr> <tr><td>Account / Document Date</td></tr> <tr><td>Account / Project Code</td></tr> <tr><td>Asset Code / Account</td></tr> <tr><td>Document Date / Account</td></tr> <tr><td>Project Code / Account</td></tr> </table>	Account / Asset Code	Account / Ledger Date	Account / Document Date	Account / Project Code	Asset Code / Account	Document Date / Account	Project Code / Account
Account / Asset Code								
Account / Ledger Date								
Account / Document Date								
Account / Project Code								
Asset Code / Account								
Document Date / Account								
Project Code / Account								
Distributions with Ledger Date	<i>radio-buttons and (mmdyy)</i>							
Select to have All distributions listed regardless of their Ledger Date; or only those for a given date range. If an inclusive range is selected, enter the starting/ending dates. Click the calendar icon for a common set of ranges to be presented.								
For Profit Center(s)	<i>radio-buttons and 9(5)</i>							
Select to have All distributions listed regardless of their Profit Centers; or only those for a given range of Profit Centers. If an inclusive range is selected, enter the starting/ending Profit Centers.								
For Distribution G/L Accounts	<i>starting/ending 9(18) - 9(5)</i>							
If you wish to only list distributions for a range of accounts, (or a single account), click the Selected radio-button. You may then enter Starting and Ending G/L Account numbers. To revert back to All accounts, click the ALL icon.								
Distributions for Asset Code(s)	<i>radio-buttons and X(8)</i>							
Select to have All distributions listed regardless of the Asset they were generated for; or for only those that were for a range of Assets. If a range is selected, enter the starting/ending Asset Code.								
Include only Distributions — for Batch Code	<i>X(6)</i>							
To have only those distributions that were generated by a particular application code.								

<i>(Leave the field blank if it is not to be considered as a selection filter) .</i>	
Include only Distributions — for Asset Entity	9(1)
To have only those distributions listed that were generated for a particular Asset Entity. <i>(Leave the field blank if it is not to be considered as a selection filter) .</i>	
Include only Distributions — for Asset Class	X(8)
To have only those distributions listed that were generated for Assets that belong to a particular Asset Class Group. Asset Classes are used for grouping Assets for Canadian corporations. <i>(Leave the field blank if it is not to be considered as a selection filter).</i>	
Include only Distributions — for Type(s)	check-boxes
A check-box is presented for each of the types of Distributions that may be generated in the F/A system. Click-or un-click to have the particular type listed or not, in the report.	

6.5.2 Book Ledger Report

This menu selection is used to produce a report of all assets for a particular Reporting Entity, grouped by the Asset Account, Expense Account and a variety of other asset related codes. In effect, all assets with the same Asset Account and Expense Account will be grouped together and totalled for the selected grouping.

When setting up to generate the report, you may specify a ranges of Asset Accounts, Expense Accounts or Purchase Years to be used in selecting the Assets to be printed.

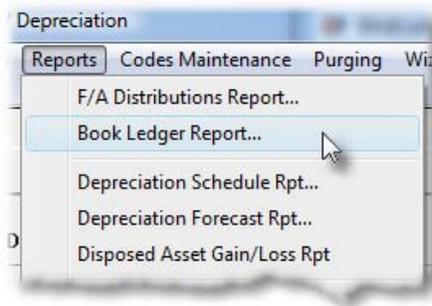
This report can be used to determine if the mid-quarter convention should be applied to assets depreciated using the MACRS depreciation method. Select this report with ALL Asset Accounts and ALL Expense Accounts. The percentage of the assets that were placed in service in the last quarter will be printed on the report. If this percentage is greater than 40%,

the mid-quarter convention should be applied when calculating depreciation for MACRS assets. Note that the percentage only applies to assets whose property type is either [P] or [A], (for Personal or Auto assets). Percentage is computed with the following formula:

$$\frac{\begin{array}{l} \$ \text{ Value of Non-Real Assets Placed in Service in the 4th} \\ \text{Quarter} \\ \% = \\ \hline \text{x 100} \\ \$ \text{ Value of Non-Real Assets Placed in Service for the Year} \end{array}}$$

+ Accessing the Book Ledger Report Function

From either the F/A Main menu, select **Book Ledger Report** from the **Reports** drop-down menu.



Book Ledger Report - Options Screen

The following screen is displayed for the entry of the report selection options:

Asset Account Ledger Report

Report: **FABOOKLDGR01.RPT** Generate Fixed Assets Depreciation Schedule Report ...

Ledger Report Options | **Asset Select Filters** | **Print Options**

Select the Entity to be processed and the applicable reporting options.

For Depreciation Entity:

Entity: **1** **FINANCIAL STATEMENT PURPOSES**
Current Period: 6/01/08 thru 6/30/08

Report Type: Detail Summary

Asset Grouping: **Depreciation Starting Year Ending**

Sort Assets by: **Asset Code**

For Asset Account(s):
 All A Range

For Expense Account(s):
 All A Range

Next **Cancel**

When executing this function, the operator is presented with the standard [Asset Select Filters screen](#)^[92]. This allows you to specify selected or ranges of Assets, Categories, Locations, Asset Classes, and/or only those assets satisfying a variety of filter criteria.

The Asset listing report, if archived, will be catalogued with a report name of **FABOOKLDGRnn.RPT**.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (Refer to the topic titled [Report Generation and Printing](#)^[97] for full details).

Book Ledger Report Screen - Field Definitions

Report Type

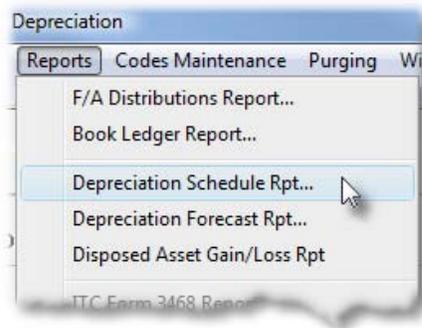
Depreciation Entity	9(1)
The report may be generated only for one reporting entity at a time. Select that entity. If only one Entity is defined in the system, that entity will be automatically assigned.	
Report Type	radio buttons
Specify whether the report is generated as a Detail or Summary report. For the Summary report, only the totals for each Account are listed.	
Analysis For Assets Grouped By	drop-down list
Assets are listed grouped by Asset Account, Expense Account, and for whichever code is selected by this field.	Depreciation Starting Year Ending Asset Category Asset Class Location Code Supplier Name A/P Vendor Code
Sort Assets By	drop-down list
To have the Assets listed sorted by one of the available fields.	Asset Code Asset Description Serial Number Tag Code Date Purchased (Oldest 1st) Basis for Depreciation Net Book Value Period Expense Amount
For Asset Account(s)	Starting/Ending 9(18)-9(5)
The report may be generated for either all Asset regardless of their assigned G/L Asset Accounts, or for only those Assets whose Asset Account fall within a range. Click the applicable radio-button, and enter the starting and ending accounts as needed.	
For Expense Account(s)	Starting/Ending 9(18)-9(5)
The report may be generated for either all Asset regardless of their assigned G/L Expense Accounts, or for only those Assets whose Expense Account fall within a range. Click the applicable radio-button, and enter the starting and ending accounts as needed.	

6.5.3 Depreciation Schedule

This menu selection is used to produce a report showing a summary schedule of the annual amounts of depreciation of the selected assets for a particular Reporting Entity. For each Asset, the Annual Depreciation is computed and printed along with the estimated Remaining Life, the Prior Year Depreciation and the Year-to-Date Depreciation.

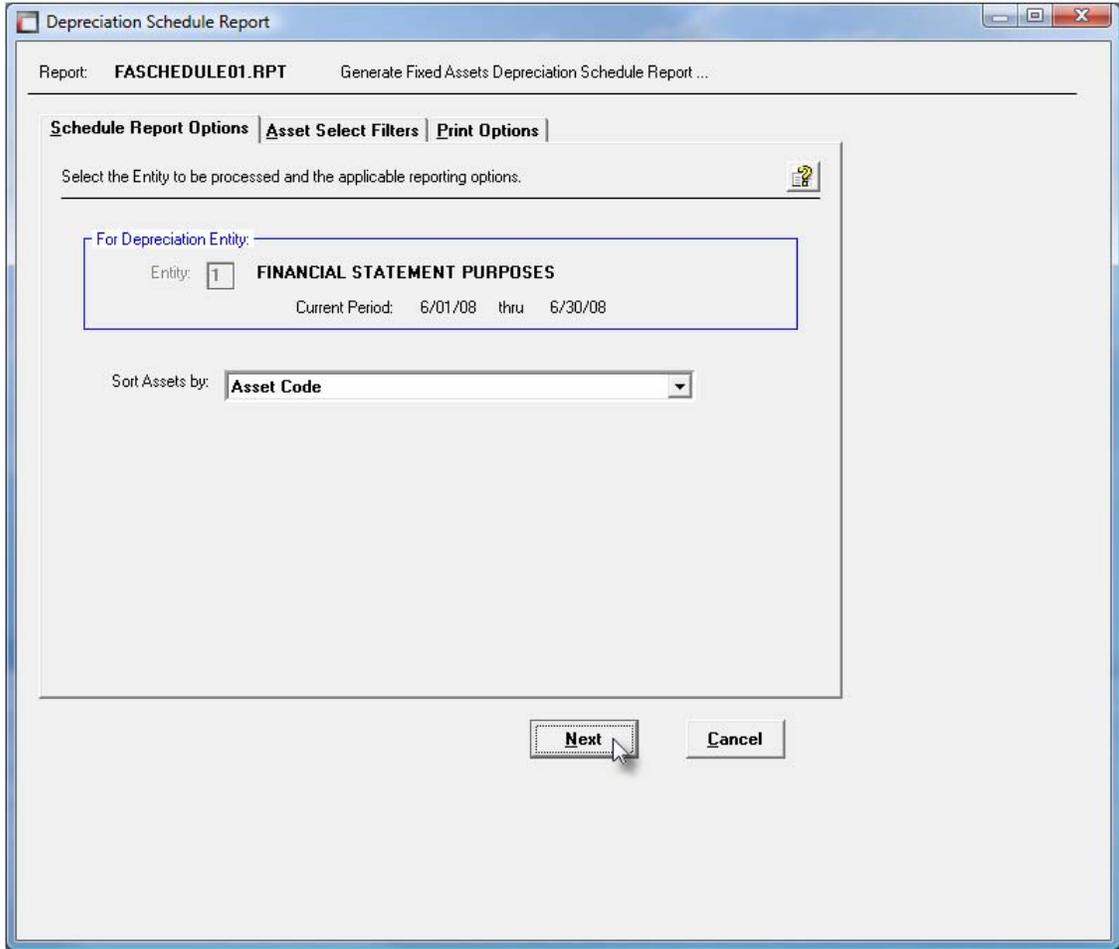
+ Accessing the Depreciation Schedule Report Function

From either the F/A Main menu, select **Depreciation Schedule Report** from the **Reports** drop-down menu.



 Depreciation Schedule Report - Options Screen

The following screen is displayed for the entry of the report selection options:



Report: **FASCHEDULE01.RPT** Generate Fixed Assets Depreciation Schedule Report ...

Schedule Report Options | **Asset Select Filters** | **Print Options**

Select the Entity to be processed and the applicable reporting options. 

For Depreciation Entity:

Entity: **FINANCIAL STATEMENT PURPOSES**

Current Period: 6/01/08 thru 6/30/08

Sort Assets by:

Next **Cancel**

When executing this function, the operator is presented with the standard [Asset Select Filters screen](#)^[92]. This allows you to specify selected or ranges of Assets, Categories, Locations, Asset Classes, and/or only those assets satisfying a variety of filter criteria.

The Asset listing report, if archived, will be catalogued with a report name of **FASCHEDULEnn.RPT**.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (Refer to the topic titled [Report Generation and Printing](#)^[97] for full details).

– Depreciation Schedule Report Screen - Field Definitions

Report Type

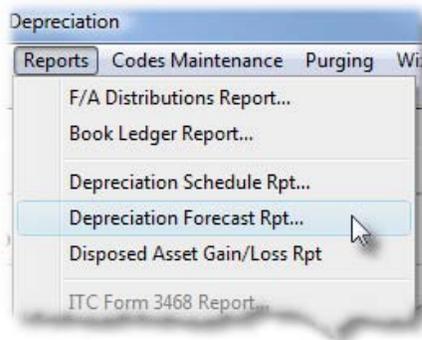
Depreciation Entity	9(1)						
The report may be generated only for one reporting entity at a time. Select that entity. If only one Entity is defined in the system, that entity will be automatically assigned.							
Sort Assets By	drop-down list						
To have the Assets listed sorted by one of the available fields.							
<table border="1"> <tr> <th>Asset Code</th> </tr> <tr> <td>Asset Description</td> </tr> <tr> <td>Asset Code / Grouped by Location Code</td> </tr> <tr> <td>Date Purchased (Newest 1st) / Grouped by Category</td> </tr> <tr> <td>Date Purchased (Oldest 1st) / Grouped by Asset Class</td> </tr> <tr> <td>Date Purchased (Oldest 1st) / Grouped by Year</td> </tr> </table>		Asset Code	Asset Description	Asset Code / Grouped by Location Code	Date Purchased (Newest 1st) / Grouped by Category	Date Purchased (Oldest 1st) / Grouped by Asset Class	Date Purchased (Oldest 1st) / Grouped by Year
Asset Code							
Asset Description							
Asset Code / Grouped by Location Code							
Date Purchased (Newest 1st) / Grouped by Category							
Date Purchased (Oldest 1st) / Grouped by Asset Class							
Date Purchased (Oldest 1st) / Grouped by Year							

6.5.4 Depreciation Forecast Report

This menu selection is used to produce a report listing all Assets for a particular Reporting Entity. For each Asset, the Depreciation is computed and printed for each of the next five years into the future.

+ Accessing the Depreciation Forecast Report Function

From either the F/A Main menu, select **Depreciation Forecast Report** from the **Reports** drop-down menu.



➔ Depreciation Forecast Report - Options Screen

The following screen is displayed for the entry of the report selection options:

Depreciation Forecast Report

Report: **FAFORECAST01.RPT** Generate Fixed Asset Depreciation Forecast Report ...

Forecast Report Options | **Asset Select Filters** | **Print Options**

Select the Entity to be processed and the applicable reporting options. ?

For Depreciation Entity:

Entity: **FINANCIAL STATEMENT PURPOSES**

Current Period: 6/01/08 thru 6/30/08

Sort Assets by:

Next **Cancel**

When executing this function, the operator is presented with the standard [Asset Select Filters screen](#)^[92]. This allows you to specify selected or ranges of Assets, Categories, Locations, Asset Classes, and/or only those assets satisfying a variety of filter criteria.

The Asset listing report, if archived, will be catalogued with a report name of **FAFORECASTnn.RPT**.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (Refer to the topic titled [Report Generation and Printing](#)^[97] for full details).

– Depreciation Forecast Report Screen - Field Definitions

Report Type

Depreciation Entity	9(1)
The report may be generated only for one reporting entity at a time. Select that entity. If only one Entity is defined in the system, that entity will be automatically assigned.	
Sort Assets By	drop-down list
To have the Assets listed sorted by one of the available fields.	

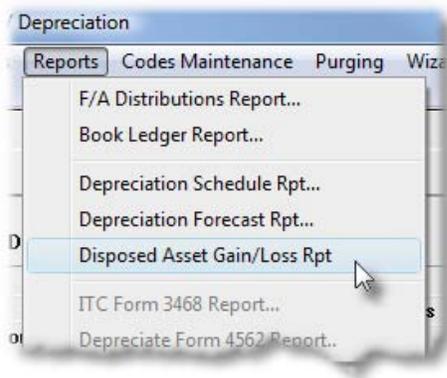
Asset Code
Asset Description
Asset Code / Grouped by Location Code
Date Purchased (Newest 1st) / Grouped by Category
Date Purchased (Oldest 1st) / Grouped by Asset Class
Date Purchased (Oldest 1st) / Grouped by Year

6.5.5 Disposed Asset Gain/Loss Report

Once Assets are disposed of in the system, they remain on file in the Asset Master file until they are purged. However, they are flagged as being disposed. This menu selection generates a report listing the Disposed Assets showing their respective Gain or Loss amounts.

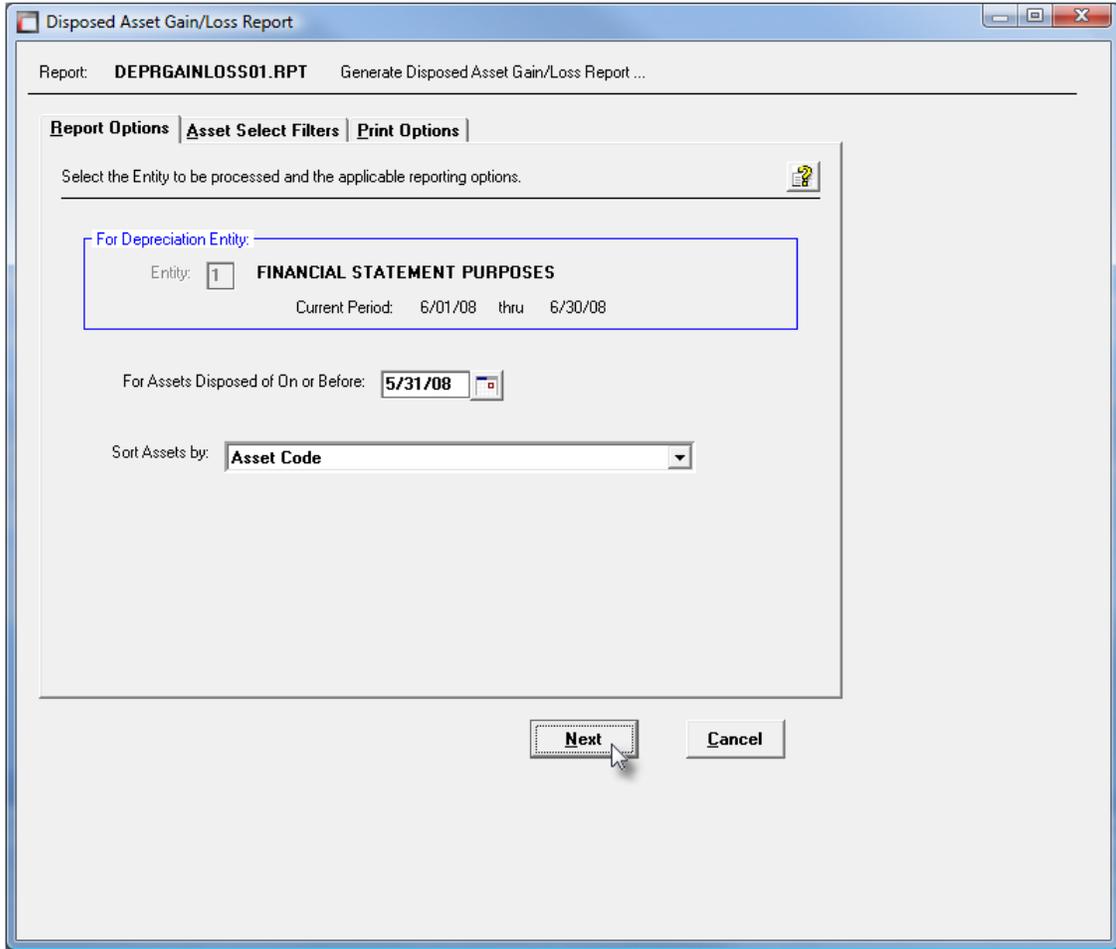
+ Accessing the Asset Gain/Loss Report Function

From either the F/A Main menu, select **Disposed Asset Gain/Loss Report** from the **Reports** drop-down menu.



 Disposed Asset Gain/Loss Report - Options Screen

The following screen is displayed for the entry of the report selection options:



Report: **DEPRGAINLOSS01.RPT** Generate Disposed Asset Gain/Loss Report ...

Report Options | **Asset Select Filters** | **Print Options**

Select the Entity to be processed and the applicable reporting options. 

For Depreciation Entity:

Entity: **FINANCIAL STATEMENT PURPOSES**

Current Period: 6/01/08 thru 6/30/08

For Assets Disposed of On or Before: 

Sort Assets by: 

Next **Cancel**

When executing this function, the operator is presented with the standard [Asset Select Filters screen](#)^[92]. This allows you to specify selected or ranges of Assets, Categories, Locations, Asset Classes, and/or only those assets satisfying a variety of filter criteria.

The Asset listing report, if archived, will be catalogued with a report name of **DEPRGAINLOSSnn.RPT**.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (Refer to the topic titled [Report Generation and Printing](#)^[97] for full details).

Asset Gain/Loss Report Screen - Field Definitions

Report Type

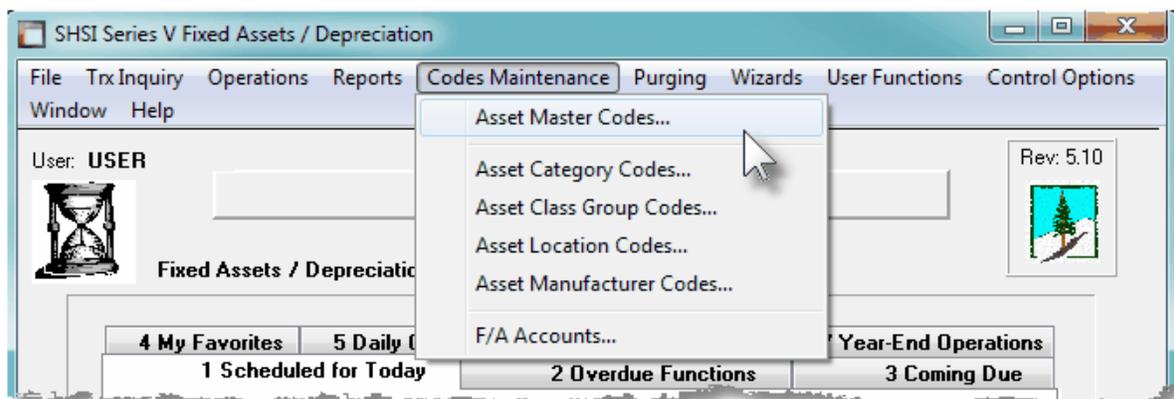
Depreciation Entity	9(1)
The report may be generated only for one reporting entity at a time. Select that entity. If only one Entity is defined in the system, that entity will be automatically assigned.	
For Assets Disposed On/Before Date	(mmddyy)
Only those Assets that were Disposed Of, on or before, the date specified will be listed on the report.	
Sort Assets By	drop-down list
To have the Assets listed sorted by one of the available fields.	

Asset Code
 Asset Description
 Asset Code / Grouped by Location Code
 Date Purchased (Newest 1st) / Grouped by Category
 Date Purchased (Oldest 1st) / Grouped by Asset Class
 Date Purchased (Oldest 1st) / Grouped by Year

6.6 Master Code Maintenance Functions

The topics in this chapter describe functions and procedures that are available under the **Codes Maintenance** drop down menu on the Fixed Assets menu. These menu items are used to maintain the Master Codes used in the F/A. In particular, the function to Maintain your Assets is found here.

These functions are available from the F/A Menu Bar as shown:



6.6.1 Asset Codes Maintenance

Assets that are used in the production or sale of other assets or services and that have a useful life longer than one accounting period are called plant and equipment, or fixed assets. The term fixed assets traditionally has referred to items of plant and equipment, is generally being replaced by the more descriptive **plant and equipment**, or **property, plant and equipment**, or **land, buildings and equipment**.

A productive or service life longer than a single accounting period distinguishes an item of plant and equipment from an item of supplies. If an item is consumed in a single accounting period, its cost is charged to the period of consumption. The productive life of a plant asset, on the other hand, is longer than one period. It contributes to production for several periods; and its cost must be allocated to these periods on some fair basis.

When an asset is purchased, a quantity of usefulness will contribute to production throughout the life of the asset. However, since the life of any asset generally is limited, this quantity of usefulness is also limited, and will be consumed by the end of the asset's useful life. When assets are depreciated, this is nothing more than a process of allocating and charging the cost of this usefulness to the accounting periods that benefit from the asset's use.

This menu function is used to define your fixed assets, identify how they are to be depreciated, and specify their productive life.

There are two different types of records that are used to maintain your company assets:

Asset Master – These records define the specific properties of each asset. This includes an asset code, description, serial number, date purchased, price, the supplier's name, its location, and perhaps a category and/or grouping code.

Asset Entity – The Series 5 Fixed Assets system provides for managing the depreciation of assets using five different reporting approaches. That is, a single asset can be analyzed and depreciated five different ways. For example one method might be for tax purposes; and another for booking to the G/L. Each method is referred to as an Asset Reporting Entity. For each Entity that is defined, a separate Asset Entity record must be set up for each asset.

The Asset Entity record holds those properties associated to its depreciation. These include the method, useful life, the type of asset, the date that it was put into service, and the G/L accounts used when expense and depreciation distributions are generated.

The Asset Master Code Maintenance function is used to manage the information about your company **property, plant and equipment**, or in simple terms, your assets, for the purpose of depreciation. The following sub-functions are available:

- Assets may be added, copied, deleted and modified

- An Asset listing may be generated and printed
- The properties for selected Assets may be exported to spreadsheets
- Assets may be selected to be Disposed of

The Fixed Asset Maintenance function is launched from the A/P Menu's **Codes Maintenance** drop-down menu.



➔ Adding Assets to the System

When setting up your company assets for the Series 5 system, there will be two types of assets that must be dealt with. Those assets that are newly acquired, and those that were purchased in past fiscal years, or within the current year prior to the current period. Each must be entered in a slightly different manner. On the Asset's Depreciation property's tab, there are three fields that basically must be entered correctly. For new assets, enter ZERO amounts.

With Assets purchased prior to the current period, any prior depreciation amounts must be recorded:

	<i>Asset Acquired in the Current Fiscal Year</i>	<i>Asset Acquired in Previous Fiscal Years</i>
Depreciated Up-To Date –	Select the Fiscal Period End date for which all other assets have been depreciated up to. If the first period has not yet been depreciated, enter the ending date of your prior fiscal year.	
Prior Years Depreciation –	Enter ZERO.	Enter the total Depreciation amount that has already been taken up to the end of the prior fiscal year end.
Year-to-Date Depreciation –	Enter the total Depreciation amount that has already been taken for this current fiscal year. If the first period has not yet been depreciated, enter ZERO.	

For each Asset, for each Entity that is defined in the system, a separate depreciation method may be set up. For each Asset Entity, G/L accounts must be specifically assigned. The Series 5 system provides for the definition of an Asset Category. Those accounts that must be set up for each Asset Entity, (including the Asset account, the Disposal Gain/Loss account, the Depreciation Expense account and the Accumulated Depreciation account), may be defined as a defaults to each Asset Category. Make sure that when an asset is added to the system, an applicable Asset Category has already been created, and assign it to the Asset properties before the Depreciation property screen fields are entered.

Deleting Assets from the System

After an Asset has been added to the system, for whatever reason, you may wish to remove it from the Fixed Asset system. There is a delete function that will accomplish this task. However, if there has been any depreciation amounts recorded against the asset, it should be removed by formally disposing of it. this way, all applicable G/L distributions will be generated.

Once assets have been disposed off, they may then be purged as an option when the Year End Procedure is executed, of by selection the Purge Disposed Assets operation.

Asset Depreciation Forecast

The Asset Codes Maintenance routines offer the capability to define and update the properties associated to the companies assets. For each Asset, for each Entity that is defined, a separate depreciation method may be set up. In each case, there is an additional properties screen that is provided that displays the computed depreciation amounts for the next 5 years. It displays all relevant depreciation amounts, dates and parameters as well as Depreciation Amounts and Net Book Value for Prior Years, Year-to-Date, Current-Year, and the next 4 years.

Disposing of Assets

Normally, Assets must be selected to be disposed of using the Disposal of Assets operation. As a convenience, assets may be selected to be disposed of directly from the Asset Maintenance grid screen. Right-click a particular asset, and a pop-up menu is presented. The menu item **Select Asset for Disposal** may be selected. This will have a Disposal Transaction record written, which when the Post function of the Disposal of Assets operation is evoked, will have the asset formally disposed of. Note that when the Disposal Transaction record is written, it is recorded with the asset being marked as being **Abandoned** with a Proceeds Amount of **ZERO**.

6.6.1.1 Depreciation Methods

Depending on the type of Asset, and the particular Entity that the asset's depreciation amounts are being computed for, the Series 5 provides for a number of different Depreciation Method.

Methods of Depreciation

The method of depreciation is determined by the method that is assigned to the Asset's Entity properties. Vendor Address screen is used to define the name, address and contact information. You must also assign a Vendor Code, which will be used to track all associated documents.

Multiple Depreciation Methods per Asset

A given Asset may be defined with more than one Method of Depreciation. If two different Fixed Asset Entities have been established, then for each Entity a different method may be selected for each Asset in the system.

For example you might have a separate Entity that is used to compute depreciation expense that is used strictly for recording in the General Ledger; and a second Entity that computes expense for tax reporting. For **The Books**, you might typically select a Straight Line depreciation, but for **the Taxman**, the appropriate method.

The following table outlines the assorted Depreciation Methods:

Asset Depreciation Methods	
Straight Line	
	<ul style="list-style-type: none"> ✓ Averages out the rate of use of the asset over the expected useful life ✓ Basically uses the same percentage of Net Cost for each period depreciation ✓ Period-Depreciation = $\\$ \text{Basis for Depreciation} / \text{Life of Asset in Months}$ ✓ At some point prior to the end of the life, an Adjusted Life Left may be assigned that forces the system to continue computing depreciation for the extra period specified.
Sum-of-Years Digits	
	<ul style="list-style-type: none"> ✓ Is an accelerated method of depreciation ✓ The Depreciation Percentage of each year decreases based on a formula using the number of years of useful life. ✓ The total Depreciation adds up to 100%
Declining Balance	
	<ul style="list-style-type: none"> ✓ Each year's Depreciation is based on a fixed % ✓ The Depreciation % is defined for the asset ✓ Depreciation is a % of the Declining Balance, which is the Net Book Value at the

- beginning of the year
- ✓ Automatically switches to Straight Line in the first year that the Straight Line Depreciation amount would be greater than the Declining Balance Depreciation

Declining Balance with Switch to Straight Line

- ✓ Each year's Depreciation is based on a fixed %
- ✓ The Depreciation % is defined for the asset
- ✓ Depreciation is a % of the Declining Balance, which is the Net Book Value at the beginning of the year.
- ✓ Switches to Straight Line after a specified number of months

Accelerated Cost Recovery Systems (ACRS)

- ✓ Is a Cost Recovery system based on tables which apply classes of property over specific recovery periods.
- ✓ Depreciation is computed for Personal Assets that are in a 3, 5, or 10 year class
- ✓ Depreciation is computed for Real Property that are in a 15, 18 or 19 year class

Alternate Accelerated Cost Recovery Systems (ACRS)

- ✓ Is a Cost Recovery system based on the Straight Line method
- ✓ It does not take into account the Salvage Value of the asset.

For Personal Assets	
<i>Class</i>	<i>With Life</i>
3	26, 60 or 144 months
5	60, 144 or 300 months
10	120, 300 or 420 months

For Real Assets	
<i>Class</i>	<i>With Life</i>
18	216 months
19	228 months

Modified Accelerated Cost Recovery Systems (MACRS)

- ✓ Is a Cost Recovery system for assets placed into service after December 31, 1986

MACRS	
<i>Asset Type</i>	<i>Class</i>
Personal	3, 5, 7, 10, 15 or 20 years

Luxury Autos	5 years
Residential Property	27.5 years
Non-Residential Property	31.5 years

6.6.1.2 Fixed Assets Grid Screen

Assets are maintained using a Series 5 grid processing screen.

Asset Master Codes Maintenance Grid

The screenshot shows the 'Asset Maintenance' window with a menu bar (File, Edit, View, Help) and a toolbar with buttons for New, Modify, Delete, Print, Import, and Export. Below the toolbar is a search area with 'List by: Asset Code' and 'Go To Asset with Code:'. The main area contains a table with the following columns: Code, Description, Manufacturer, Serial Number, Acquired, Supplier, Location, \$ Price, \$ Net Book, and Tag Label. The table lists various assets such as SHADOW UPGRADE KIT, POWER MAC G4, HD9150 DOWNCONVERTER, and several HDTV SERIAL DIGITAL CONVERTERS. At the bottom, there is a status bar with 'Assets listed sorted by Asset Code.', a search field, and a 'for:' label.

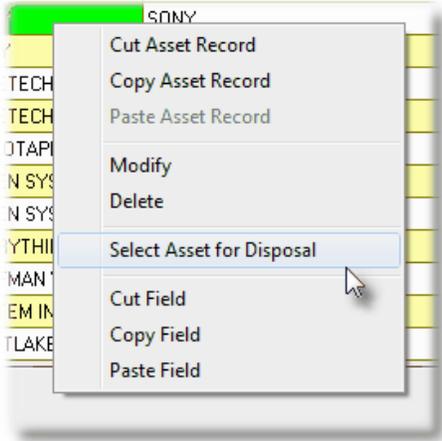
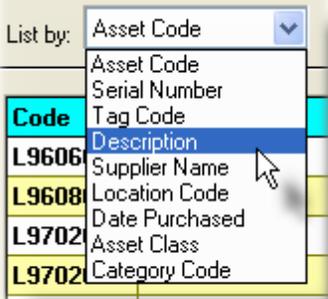
Code	Description	Manufacturer	Serial Number	Acquired	Supplier	Location	\$ Price	\$ Net Book	Tag Label
B0009002	SHADOW UPGRADE KIT			8/25/00	DA VINCI SYSTEMS	B	13,938.75	0.00	
B0009003	POWER MAC G4 500MHZ 256MB 20GB		#B01601H5G	9/01/00	PERSONAL SUPPORT CD	BG	5,492.90	0.00	
B0009004	HD9150 DOWNCONVERTER/AFTERBUF		#09004738	9/08/00	EVERTIZ	B	7,565.00	0.00	
B0009005	NU DRIVE 4SX-411 4-AXIS STEP			9/06/00	NATIONAL INSTRUMENTS	FLR	3,041.19	0.00	
B0010001	HDTV SERIAL DIGITAL CONVERTER		00870	10/02/00	PRECO, INC	B	2,490.31	0.00	
B0010002	HDTV SERIAL DIGITAL CONVERTER		00871	10/02/00	PRECO, INC.	B	2,490.31	0.00	
B0010003	HDTV SERIAL DIGITAL CONVERTER		00872	10/02/00	PRECO, INC.	B	2,490.30	0.00	
B0010004	HDTV SERIAL DIGITAL CONVERTER		00873	10/02/00	PRECO, INC.	B	2,490.30	0.00	
B0010005	HDTV SERIAL DIGITAL CONVERTER		00874	10/02/00	PRECO, INC	B	2,490.30	0.00	
B0010006	HDTV SERIAL DIGITAL CONVERTER		00875	10/02/00	PRECO, INC.	B	2,490.30	0.00	
B0010007	MEDIA DOCK LVD TOWER SYSTEM		99MM4659	9/28/00	3 POINT DIGITAL	B	2,839.38	0.00	
B0010008	GIGA CHANNEL EXP CABINET UPGRD		GNN816	10/05/00	RFX	B	5,966.55	0.00	
B0010009	FH1636 DTV UPGRD KIT/PROCESSOR		120	9/27/00	PHILIPS	B	24,022.19	0.00	
B0010012	HDTV SERIAL DIGITAL TO SVGA		760	10/17/00	PRECO, INC.	B	2,493.75	0.00	
B0010013	BVM20E1U 20" SUPER GI DISPLAY			10/23/00	SONY ELECTRONICS, IN	B	10,781.12	0.00	
B0010016	DIGITAL VIDEO I/O UPGRD FOR			10/13/00	RFX	FLR	2,156.63	0.00	
B0010017	MIX FARM CARD			10/09/00	WESTLAKE AUDIO	B	3,169.26	0.00	
B0010018	AVR DIGITAL VIDEO			9/29/00	WESTLAKE AUDIO	B	21,151.81	0.00	
B0011001	BVMD14H1U MONITOR			10/19/00	SONY ELECTRONICS	B	4,357.50	0.00	
B0011002	BVMD14H1U MONITOR			10/19/00	SONY ELECTRONICS	B	4,357.50	0.00	
B0011003	BVMD14H1U MONITOR			10/19/00	SONY ELECTRONICS	B	4,357.50	0.00	
B0011004	BVMD14H1U MONITOR			10/19/00	SONY ELECTRONICS	B	4,357.50	0.00	
B0011005	BVMD14H1U MONITOR			10/19/00	SONY ELECTRONICS	B	4,357.50	0.00	
B0011006	BVMD14H1U MONITOR			10/19/00	SONY ELECTRONICS	B	4,357.50	0.00	

The "Fast Buttons" frame provides the push buttons to have item printed, specific reports generated, or items that have been selected to be marked Manually Paid or ZERO Balance purged, posted.

"Fast Buttons"	
New	Add a new Fixed Asset
Modify	Modify the Fixed Asset highlighted in the grid
Delete	Delete the Fixed Asset highlighted in the grid
Print	Generate a report listing the Fixed Assets on file

Import	Import new Fixed Assets from a spreadsheet, CSV or Tab-Delimited text file.
Export	Export selected Fixed Assets to a spreadsheet

Some of the special features of this "Inquiry" grid are as follows:

<ul style="list-style-type: none"> ➤ If any specific row is right-clicked, a pop-up menu is displayed. A number of functions may be performed associated to the Fixed Asset's invoice ➤ Of particular interest is the function to Select Asset for Disposal. If this is chosen for an asset, a Disposal Transaction record will be written, and it would be marked as Disposed of by the Disposal of Assets operation when it's post function is evoked. 	
<ul style="list-style-type: none"> ➤ The option to List By provides the option to browse through the Fixed Assets either by Asset Code, Description, and a number of other applicable attributes. 	

If the function to have the Assets printed is selected, the report if archived, will be catalogued with a report name of **FAASSETS.LST**.

The Print Options tab screen will be displayed, from which you can select to direct the output

to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (Refer to the topic titled [Report Generation and Printing](#)^[97] for full details).

6.6.1.3 Asset Master Properties Screen

When adding a new Asset, there is one tabbed screen to define the basic properties and characteristics of the asset. There will also be a separate screen for each Asset Entity that is defined in the Series 5 system used to record properties associated to calculation of depreciation.

There is also a separate screen for each Entity that displays forecasted depreciations for the current, and the next 4 years. These screens are not presented when adding an asset.

Asset Codes

When assigning Asset Codes, you can utilize your creative juices to devise an appropriate format for the code. Remember that when Assets are listed on the various reports, they are sequenced order by their Asset Code. When entering Asset Codes, numeric codes are always right justified and padded with leading spaces. Alpha-numeric codes are left as entered. When assigning alpha-numeric codes remember that if the code is not always left justified, items may not appear in the order expected.

Asset - Properties Tab Screen

The Properties screen is used to define the Asset Code, Description, Date Purchased. Basic characteristics of the asset.

Some points to note when setting up your assets:

- When editing the assets, within the display grid, they may be listed sorted by Asset Code, Serial Number, Tag, Description, Supplier Name, Category or Location Code. Try to be consistent as to the format of these fields so the sorted display makes sense.

- Enter the appropriate Asset Category with the the asset is first being added, as the G/L Accounts that must be entered for Depreciation properties will be defaulted from the selected Asset Category's properties.
- Enter the actual Purchase Date and Purchase Price on the Properties tab screen. There are additional fields on the Depreciation tab screens to record the Depreciation Start Date and the Basis Amount for Depreciation. These generally should be the same dates and amounts, however depending on tax rules and/or the depreciation method chosen, you may wish to have different dates or amounts.
- If you wish to attach a scanned image of a document that is associated to the asset, a photo, or a spreadsheet or MS Word document

Asset: **B0205007 VIDTEK HD/SD MULTIFMT** - Modify the Properties of

Properties Depreciation - FINANCIAL Forecast - FINANCIAL

Enter the Asset Code, and Description, along with basic properties for the Asset.
 [Assets are also keyed by Serial#, Tag Code, Location and Category for reporting and query functions].

Asset Code: **B0205007** Description: **VIDTEK HD/SD MULTIFMT MONITOR**
 Serial Number: **VIDTEK HD/SD MULTIFMT** **W/AUDIO LEVEL PHASE OPTION**
 Tag Label: Model Number:
 User Keyword Code: Manufacturer:

Purchased:
 New Used Price: \$ **15,774.74**
 A/P Vendor Code: Supplier Name: **PRECO, INC** S/N: **050200434**
 PD Number: Warranty Period (Days): **0**

Asset Location: **B** BURBANK OTHER Asset Class: [Group-Pool-Year]
 Asset Category:
 On Loan or Used By:

Entity	Life (mth)	Depr. Method	Depr Start	Depr. Basis \$	Prior Yrs Depr. \$	YTD Depr. \$	Life Left	Net Book \$
1 FINANCIAL	84	Straight Line	6/01/02	15,774.74	12,338.46	0.00	0	1,858.81

Add/View Attached Document(s) Update Cancel

Asset Properties Screen - Field Definitions

Asset Code	X(8)
This is the code that is used to identify the asset throughout the Series 5 Fixed Assets system. This code is carried in all data records that refer to a given asset.	

Serial Number	X(20)
This field is used to record a serial number that the supplier or manufacture has tagged the asset with. The Serial Number is used as an alternate key for displaying or reporting on assets.	
Tag Label	X(16)
This field is used to record a tag code or number that your company has assigned to the asset. The Tag Label code is used as an alternate key for displaying or reporting on assets.	
User Keyword Code	X(6)
This is a field that may be used to categorize the asset based on some code that is unique to your company business that you may wish to assign to the assets. This field is provided as a selection filter on the generic Asset Select screen presented with most reporting applications.	
Description	3 of X(40)
These four fields may be used to describe the asset. The 1st descriptive field is used as an alternate key for displaying or reporting on assets.	
Model Number	X(20)
This field is used to record a Model number that might be used to describe the asset.	
Manufacturer's Name	X(20)
<p>Enter the name of the Manufacturer of the asset. The Manufacturer Name is used as an alternate key for displaying or reporting on assets. This field is also validated, and may be selected from it's "List-of-Values" window by clicking on the binoculars.</p> <p>If the code that is entered has not already been defined to the system, the system will ask if it is to be written as a new Manufacturer's Code. Clicking Yes, will have the system write it as a new Manufacturer's Code.</p>	
Purchased - Date	(mmdyy)
This is the actual date the asset was purchased. There is another date field provided on the asset's Depreciation properties screen. This date is meant to record the date the asset was purchased. The date on the Depreciation screen is the date that the asset was actually placed in service. Generally these dates would be the same. However,	

there may be instances where they are different. For example if you wish to have the system compute more, or less, depreciation that is to be taken in the first year, the Depreciation Start Date could then be fudged as needed.

This field is provided as a selection filter on the generic Asset Select screen presented with most reporting applications. The Purchase Date is also used as an alternate key for displaying or reporting on assets.

Purchased - New or Used

radio-buttons

Set the appropriate radio-button.

Purchased - Price

\$ 99,999,999.99

This is the actual cost of the asset was purchased. There is another field provided on the asset's Depreciation properties screen that will be used as the amount to be used for depreciation purposes. Generally these amounts would be the same. However, there may be instances where you may wish them different. For example if you wish to have the system compute more, or less, depreciation that is to be taken in the first year, the Basis for Depreciation amount could then be fudged as needed.

This field is provided as a selection filter on the generic Asset Select screen presented with most reporting applications.

Purchased - AP Vendor Code

X(6)

If the Series 5 Accounts Payable system is being used, and the asset was purchased from one of the suppliers, enter their Vendor Code. This field is provided as a selection filter on the generic Asset Select screen presented with most reporting applications.

Purchased - Supplier Name

X(40)

Enter the name of the company or individual from whom the asset was acquired. The Supplier Name is used as an alternate key for displaying or reporting on assets.

Purchase Order Number

X(10)

If applicable, enter the Purchase Order number under which the asset was purchased.

Warranty Period (Days)

9999

If applicable, you may record the number of days for the asset will be covered under the supplier's, or manufacturer's warranty. This field is provided for information purposes only.

Asset Location	X(6)
Assets may be assigned a Location Code. These codes must be pre-defined within the Asset system using the Location Code Maintenance function. This field is provided as a selection filter on the generic Asset Select screen presented with most reporting applications. The Asset Location code is used as an alternate key for displaying or reporting on assets.	
Asset Category	X(6)
Assets may be assigned a Category Code. These codes must be pre-defined within the Asset system using the Category Code Maintenance function. This field is provided as a selection filter on the generic Asset Select screen presented with most reporting applications. The Asset Category code is used as an alternate key for displaying or reporting on assets.	
Asset Class (Group-Pooling Year)	drop-list
Assets may be assigned a Class Code. These codes must be pre-defined within the Asset system using the Asset Class Code Maintenance function. This field is provided for use by Canadian users of the Fixed Assets system. Assets are pooled for depreciation purposes. The Asset Class code is used as an alternate key for displaying or reporting on assets.	
On-Loan or Used By	X(30)
If applicable, you may record the person's name, or the department, who has possession of the asset. This field is provided for information purposes only.	

6.6.1.4 Asset Depreciation Properties Screen

When adding a new asset, or editing an existing one, there are at least two different tabbed screens that are required. There is one for the asset physical properties, and for each Asset Entity defined in the Fixed Asset system, one to define the properties associated to its depreciation.

Asset - Entity Depreciation Tab Screen

There will be a individual Depreciation tab screen for each Entity defined in the Series 5 Fixed Assets system. For each Entity, a different depreciation method, along with applicable parameters, must be defined.

Some points to note when defining the assets' depreciation method:

- The G/L Accounts used for the Depreciation properties will be defaulted from the Asset Category that is selected from the asset's properties screen.
- The Basis for Depreciation is the amount that is used by the depreciation routines for the associated Entity. The amounts initially entered for the Expense Bonus and Salvage Values will be subtracted by the system so the true basis cost will be used.
- If the asset being entered is actually one that was acquired in a Prior Year, then the Depreciated Up To date should be set to the last day of the Prior Fiscal Year. In this case the Prior Years Depreciation amount must be entered.
- If the asset being entered is one that was acquired in a Prior Period of the Current Year, then the Depreciated Up To date should be set to the last day for which Depreciations were generated for the given Entity; and then the Year-to-Date Depreciation amount must be computed on your calculator and assigned.

The Depreciation method associated to each Asset Entity are maintained by the following screen:

The screenshot shows the 'Asset Maintenance' window for asset '00208001 MICHAEL I. RUDIN INC.'. The 'Depreciation - FINANCIAL' tab is active. The 'Entity' is '1 FINANCIAL STATEMENT' and the 'Current Period' is '6/01/08 thru 6/30/08'. The 'Asset Status' is 'Prior Year Asset'. The 'Starting From' date is '9/01/02' with a 'Useful Life' of '72' months. The 'Method' is 'Straight Line' and the 'Asset Type' is 'Personal'. The 'Adjusted Life Left' is '0' months. Financial values include: Basis for Depreciation: \$ 9,191.79; Depreciated Up To: 5/31/08; Depreciation Bonus: \$ 0.00; Prior Years Depreciation: \$ 8,808.54; Salvage Value: \$ 0.00; and Year-to-Date Depreciation: \$ 0.00. Four account selection boxes are present: Asset Account (200 - 95 - 000300 - 00 -- 100), Depreciation Expense Account (750 - 95 - 000510 - 00 -- 100), Disposal Gain/Loss Account (650 - 99 - 000600 - 00 -- 900), and Accumulated Depreciation Account (200 - 95 - 000350 - 00 -- 100). 'Update' and 'Cancel' buttons are at the bottom.

— Asset Depreciation Screen - Field Definitions

Depreciation Start Date	<i>(mmdyy)</i>
--------------------------------	----------------

This date is the date that the asset was actually placed into service. Generally this date would be the same as the actual purchase date. However, there may be instances where they are different. For example if you wish to have the system compute more, or less, depreciation that is to be taken in the first year, the Depreciation Start Date could then be fudged as needed.

Useful Life (Months)

999

The useful life of an asset is defined in months. For example 5 years would be recorded as 60 months. (Completion of this field is not necessary for assets using **ACRS** or **MACRS** methods).

Method

drop-list

Select the depreciation method to be used for this asset for this Entity. (The available methods are described above in the topic titled [Depreciation Methods](#)^[182]). Depending on the method selected, different fields may be presented for entry of related properties.

Straight Line — Adjusted Life Left (Months)

9(3)

For assets using Straight Line, it is possible to adjust the remaining life left of the asset. Enter the number of months that the item is to continue depreciating. The extra monthly depreciation amount will be computed as follows:

$$\text{Monthly Depreciation} = \text{Net Book Value} / \text{Adjusted Life Left}$$

After each depreciation, it will be automatically decremented.

Hoping to Have this Asset Depreciated

If an asset has been fully depreciated, but had a Salvage Value, you may edit the Salvage Value and (for Straight Line methods), set an "Adjusted Life Left". If this change resulted in a non-zero Net Book Value, you would hope that it would be depreciated, the next time Depreciations are computed.

However, if you don't set the "Depreciated Up-To Date" to the day just prior to the Current Period's starting date, this would not occur. If the Salvage Amount, or the Adjusted Life Left is edited, that results in a Net Book Value, then a message will be displayed advising the operator that they should also edit the Depreciated Up-To date.

Declining Balance — DB Rate Factor

9.9

When a Declining Balance depreciation is chosen, a Rate Factor must be entered as a value between 1.0 and 2.0. Under the Declining Balance method, depreciation of up to twice the straight-line rate, without considering salvage value, may be applied each year for assets having an estimated life of three or more years.

The Percentage is computed using the following formula:

$$\text{Depreciation Percentage} = \frac{100 \times \text{DB Rate Factor}}{\text{Asset Life in Years}}$$

The following table summarizes the percentage that would result for different Rate Factors:

Rate Factor	3 year Life	5 year Life	10 year Life
1.0	33.3 %	20 %	10 %
1.5	50.0 %	30 %	15 %
2.0	66.6 %	40 %	20 %

Declining Balance — Switching to Straight Line after Months

999

When a Declining Balance with Switch to Straight Line Depreciation is chosen, the Switch is the period that the Declining Balance method switches to Straight Line. Generally this takes place at the mid-point of the life of the asset, but this variable gives the ability to specify the switch at any time during the life of the asset.

ACRS — Depreciating Class (Years)

drop-list

When either of the **ACRS**, **Alternate ACRS** or **MACRS** depreciation is chosen, a Depreciation Class must be entered. For **ACRS** and Alternate **ACRS** valid classes are 3, 5, 10, 15, 18 and 19 years. For **MACRS** valid classes are 2, 5, 7, 10, 15, 20, 27.5 and 31.5 years.

MACRS — % Used for Business

9.99 %

This field is displayed for an asset using **MACRS** depreciation with a 5 Year Class with Category of Auto. Enter the Business Proportion of Use as a value between ZERO and 1. (For example enter 1 for 100%, .6 for 60 %, .25 for 25%).

Pooled by Class (Canadian) - Depreciating Class (Years)

drop-list

To have the Assets grouped by their Asset Class, (Group Pool Year Code), that was assigned on it's Properties tab screen. Applicable for Canadian companies computing depreciation for tax purposes. For **Class Pooling**, valid classes are 5, 8 and 10 years. (This method is reserved for a future enhancement.)

Asset Type

drop-list

Select the type of Asset. In most cases assets will fall

under the category type of Personal.

When either of the **ACRS**, or **Alternate ACRS** depreciation is chosen, only 3, 5 and 10 year properties can be marked as Personal. 15, 18 and 19 year property must be marked as Real.

When the **MACRS** depreciation is chosen, (method 7), 3, 7, 10, 15 and 20 year assets must be marked as Personal. A 5 year asset may be Personal or Auto, and a 27.5 year asset must be Residential, and a 31.5 year asset must be Non-Residential.

Personal
Real
Residential
Non-Residential
Auto

Basis for Depreciation

\$ 99,999,999.99

This amount is the true Basis for Depreciation. Initial Expense Bonus and Salvage values will be subtracted later as required, so the full Book Value should be entered here.

Depreciation Bonus

\$ 99,999,999.99

The amount of the Bonus should be added to the first year's depreciation.

Salvage Value

\$ 99,999,999.99

Enter the portion of the cost of the asset that can be recovered at the end of its productive life.

Hoping to Have this Asset Depreciated

If an asset has been fully depreciated, but had a Salvage Value, you may edit the Salvage Value and (for Straight Line methods), set an "Adjusted Life Left". If this change resulted in a non-zero Net Book Value, you would hope that it would be depreciated, the next time Depreciations are computed.

However, if you don't set the "Depreciated Up-To Date" to the day just prior to the Current Period's starting date, this would not occur. If the Salvage Amount, or the Adjusted Life Left is edited, that results in a Net Book Value, then a message will be displayed advising the operator that they should also edit the Depreciated Up-To date.

Depreciated Up To Date

(mmddyy)

When the asset is first entered as a Current Purchased acquisition, this field will default to the last day of the previous fiscal period for the associated reporting entity. If the asset is entered as a Prior Year acquisition, this field will default to the last day of the prior fiscal year. ***(If you really must change the date, the system will allow you to do so and if you do, your asking for trouble !!).***

Prior Years Depreciation	\$ 99,999,999.99			
This amount is the total depreciations that have been recorded up to the start of the current Fiscal Year. The system updates this amount when the year-end operation is executed. This amount should not be edited except when adding a new asset that was acquired in prior years, for which a depreciation amount was computed and booked.				
Year-to-Date Depreciation	\$ 99,999,999.99			
This amount is the total depreciations that have been recorded during the current Fiscal Year up to, and not including, the current period. The system computes the amount presented. This amount should not be edited except when adding a new asset that was acquired during the current year, prior to or within the period that depreciations have already been computed for and booked.				
Asset Account	9(18) - 9(5)			
This G/L account is used to record the value of the Asset in the G/L system. When the asset is disposed, this account will be Credited with the Basis for Depreciation value of the asset.				
Disposal Gain/Loss Account	9(18) - 9(5)			
Upon disposal of the asset, the gain or loss amount incurred will be Credited to this G/L account.				
Depreciation Expense Account	9(18) - 9(5)			
This G/L account is used to record the Depreciation Expense computed for the asset as a Debit to the G/L system.				
Accumulated Depreciation Account	9(18) - 9(5)			
This G/L account is used to record the Depreciation of the Asset as a Credit to the G/L system.				
ACRS — Investment Tax Credit Option	drop-list			
When either of the ACRS , or Alternate ACRS depreciation is chosen, a Tax Credit option will be presented. Different rates are provided for 3 Year properties. (A different list is presented depending on Depreciation Class selected for the asset.	<p>For 3 Year Class:</p> <table border="1"> <tr> <td>None</td> </tr> <tr> <td>A - 6% Tax Cr. and reduce Basis by 3%</td> </tr> <tr> <td>B - 4% and no reduction in Basis</td> </tr> </table> <p>For Other Classes:</p>	None	A - 6% Tax Cr. and reduce Basis by 3%	B - 4% and no reduction in Basis
None				
A - 6% Tax Cr. and reduce Basis by 3%				
B - 4% and no reduction in Basis				

<div style="border: 1px solid black; padding: 2px;"> None A - 10% Tax Cr and reduce Basis by 5% B - 8% and no reduction in Basis </div>	
ACRS — Investment Tax Credit Amount	\$ 99,999,999.99
<p>Depending on the Tax Credit option selected, a Tax Credit will be computed using the following formula:</p> $\text{Tax Credit} = \text{Basis for Depreciation} \times \text{ITC \%}$ <p>Also, the Basis for Depreciation amount is reduced by the Initial Expense Bonus amount as computed depending on the Tax Credit option selected:</p> $\text{Basis for Depreciation} = \text{Basis for Depreciation} - \text{ITC Bonus}$	

6.6.1.5 Asset Depreciation Forecast Screen

For each of the Entities for which an Asset is defined for, a Forecasting screen is provided. It presents a summary of the depreciation amounts that have been taken in the past, along with the significant amounts contributing to it's depreciation. There is also a table displayed showing the scheduled Depreciation Amounts, and resulting Net Book values, for up to four years into the future.

 Asset - Entity Forecast Tab Screen

The following screen is presented, *(for display only)*:

Asset Maintenance

Asset: **00208001 MICHAEL I. RUDIN INC.** - Modify the Properties of

Properties | **Depreciation - FINANCIAL** | Forecast - FINANCIAL

Depreciation Summary and Forecasted Totals for this Asset.

Entity: **1 FINANCIAL STATEMENT** Current Period: **6/01/08** thru **6/30/08** for Year Ending:

Depreciation Summary:

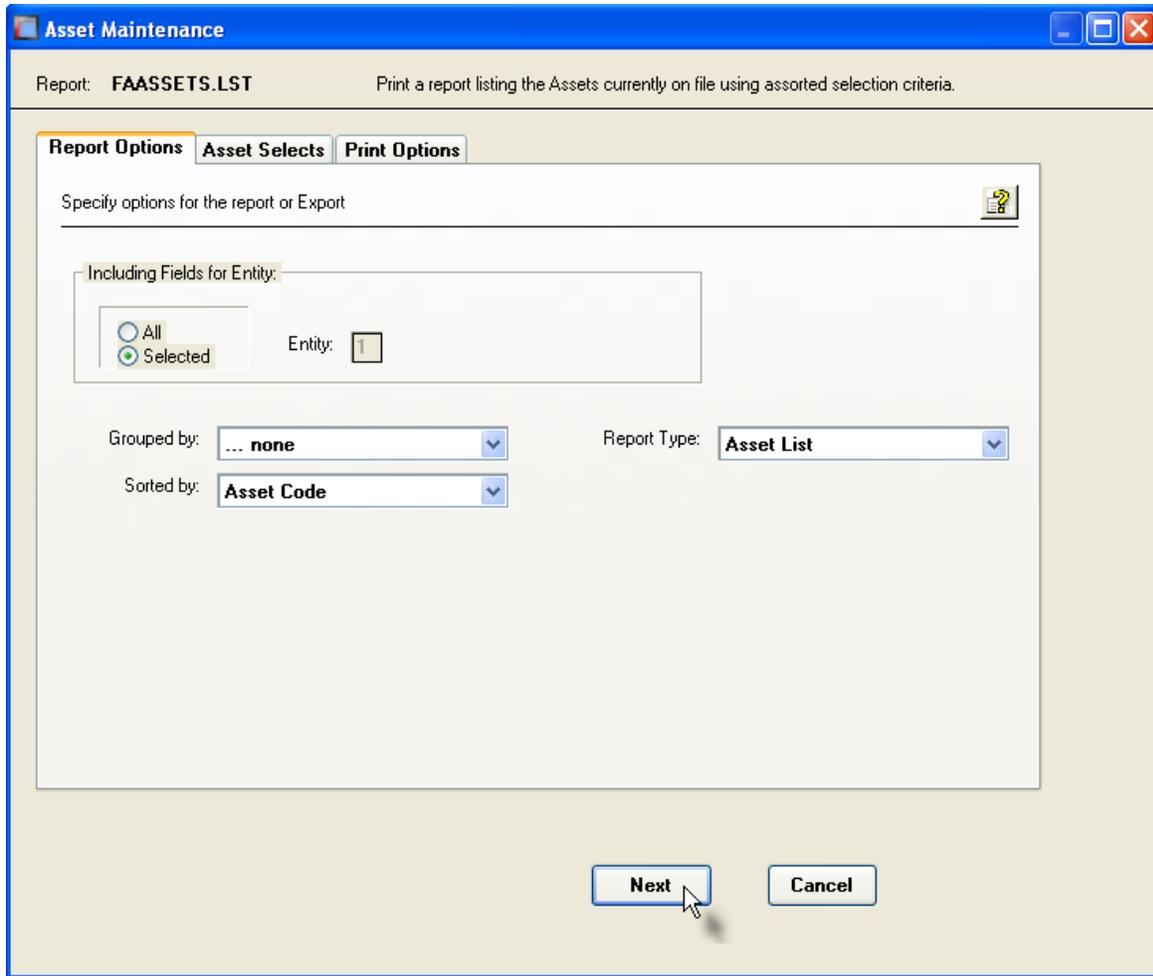
Basis for Depreciation: \$	<input type="text" value="9,191.79"/>	Depreciation Start Date:	<input type="text" value="9/01/02"/>
Prior Years Depreciation: \$	<input type="text" value="8,808.54"/>	Depreciation Up-To:	<input type="text" value="5/31/08"/>
Year-to-Date Depreciation: \$	<input type="text" value="0.00"/>	Usefull Life (Months):	<input type="text" value="72"/>
Current Period Depreciation: \$	<input type="text" value="127.66"/>	Life Remaining (Months):	<input type="text" value="3"/>

Depreciation Forecast:

	Period Ending	Depreciation Amount	Net Book Value
Prior Years:	<input type="text" value="5/31/08"/>	\$ <input type="text" value="8,808.54"/>	\$ <input type="text" value="383.25"/>
Year-to-Date:	<input type="text" value="5/31/08"/>	\$ <input type="text" value="0.00"/>	\$ <input type="text" value="383.25"/>
Current Year:	<input type="text" value="5/31/09"/>	\$ <input type="text" value="383.25"/>	\$ <input type="text" value="0.00"/>
Current Year + 1:	<input type="text" value="5/31/10"/>	\$ <input type="text" value="0.00"/>	\$ <input type="text" value="0.00"/>
Current Year + 2:	<input type="text" value="5/31/11"/>	\$ <input type="text" value="0.00"/>	\$ <input type="text" value="0.00"/>
Current Year + 3:	<input type="text" value="5/31/12"/>	\$ <input type="text" value="0.00"/>	\$ <input type="text" value="0.00"/>
Current Year + 4:	<input type="text" value="5/31/13"/>	\$ <input type="text" value="0.00"/>	\$ <input type="text" value="0.00"/>

6.6.1.6 Reporting and Exporting Filters

The Asset List Report and Data Export functions display a filters screen that provide a number of different selection parameters. If you are wanting to select only a few Assets that satisfy a particular set of criteria, it's quite possible that it can be done using this screen.



When executing the purge, the operator is presented with the standard [Asset Select Filters screen](#)^[92]. This allows you to specify selected or ranges of Assets, Categories, Locations, Asset Classes, and/or only those assets satisfying a variety of filter criteria.

The Asset listing report, if archived, will be catalogued with a report name of **FAASSETS.LST**.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (Refer to the topic titled [Report Generation and Printing](#)^[97] for full details).

Generic Asset Selection Filters

In addition to the selection filter fields described in this topic, the [Generic Asset Select Filters](#)^[92] screen will also be presented, providing additional fields to refine the selection criteria.

Field Definitions

For Entity	<i>radio-buttons</i>
Select to output each Asset's Depreciation properties for all Entities, or just a selected Entity.	
Report Type	<i>drop-down list</i>
Choose the type of listing to be generated.	
<ul style="list-style-type: none"> • Asset List — one line per asset shows Code, Serial #, Tag, Category, Location, Purchase Date, Description and Supplier. • Detail — shows all available information about the Asset • Labels — outputs the Tag Labels , 7 per line 	
Assets Grouped By	<i>drop-down list</i>
To have the Assets listed grouped by one of the available fields. A new page is started for each unique occurrence of the selected group, along with subtotals at the end. <i>(Not presented as a field when exporting Assets)</i>	
	
Assets Sorted By	<i>drop-down list</i>
To have the Assets listed sorted by one of the available fields. If Assets were grouped, they are sorted within the group as well. <i>(Not presented as a field when exporting Assets)</i>	
	
Export Template	<i>drop-down list</i>
When the export function is executed, only those fields that are selected are exported. To avoid having to select specific fields every time the export function is executed,	

Templates are provided with specific fields already selected.

There are a number of standard Export Templates that are available, and customized templates may also be created. When the export is finished, the operator will have the opportunity to save the fields that were chosen as a template for future use.

none ... select my own items
System - Basic Info
System - Descriptive with Disposal/Depr Amts.
LARRY - LARRY TEST

+ Asset Export - Field Selection Screen

If the option to have the Assets properties exported is selected, you may choose which fields are to be output. A screen presenting the available fields is displayed. Click the field to be selected and a check mark will be displayed. The name of the field is also listed in a table on the right side of the screen.

As a bonus, once you define the set of fields that are to be exported, you can save those rules as a template to be used at a later date.

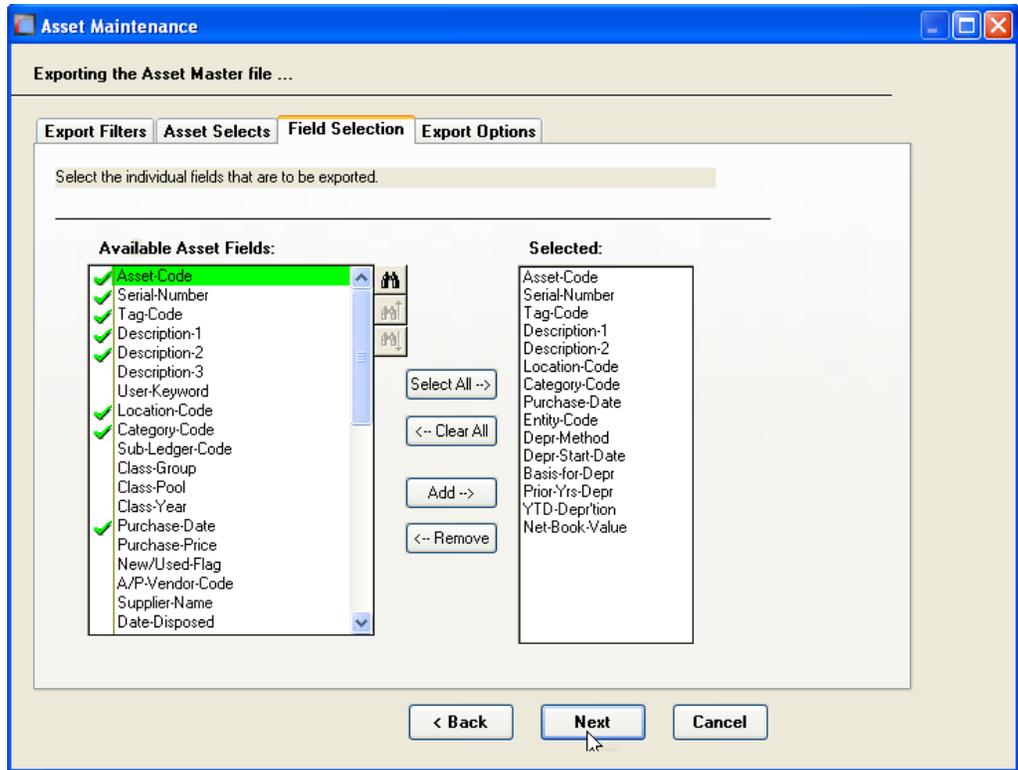
The following screen is displayed from which selected fields may be selected. On the left side of the screen, double click to have a particular field included, or excluded.

The selected fields are output to an Excel spreadsheet, a tab-delimited text file, or a CSV text file. The output file, by default, is named **FA_Assets.XLS**

Some points to note when exporting Asset Items:

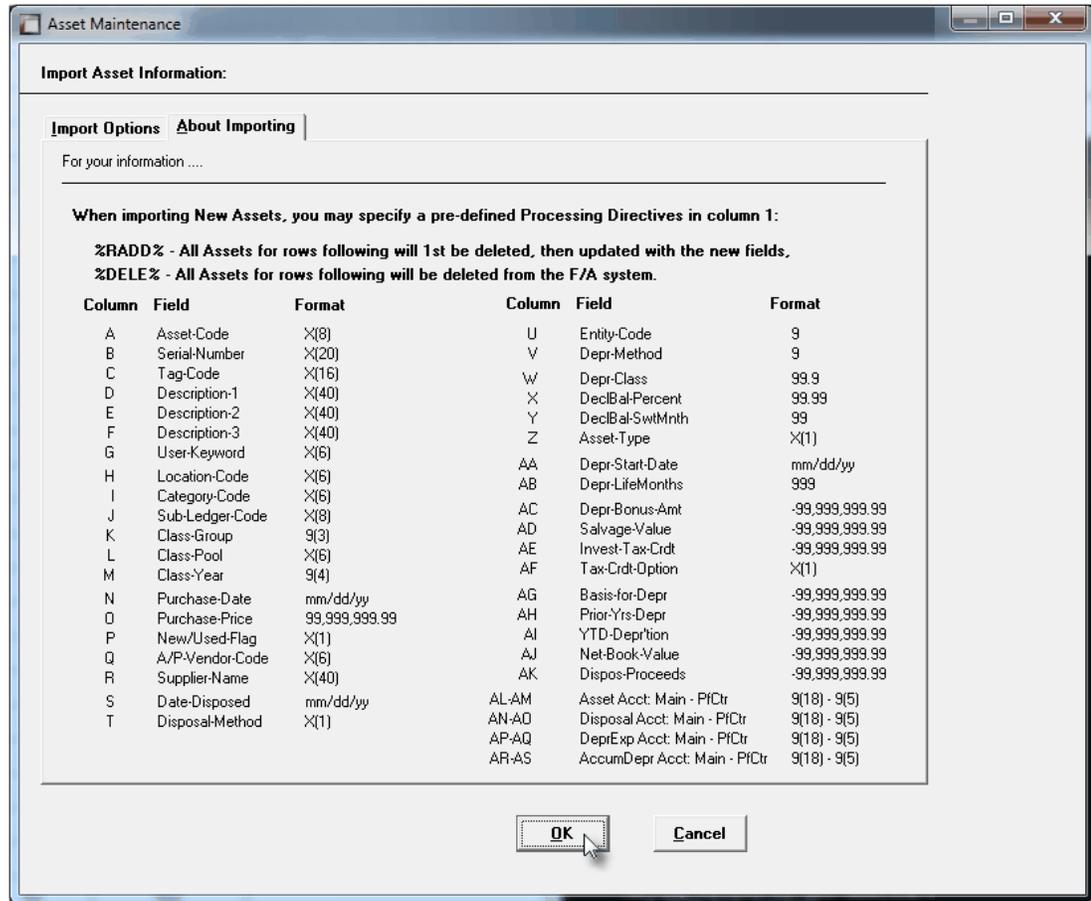
- A heading row is output to the spreadsheet.
- You can select which fields are output. Then once the export is finished, the field selections may be saved as a template to be reused.

The following screen is presented, from which specific fields may be selected. (A number of fields are pre-selected).



6.6.1.7 Importing Asset Records

New Assets, or Assets defined from another Fixed Asset system, may be loaded into the Series 5 system directly from an Excel spreadsheet, or a tab-delimited file. There is normally 2 records kept on file for each Asset. The Asset Master record, and the Asset Entity record. The import function provides the ability to load one Entity Asset record for each Asset Master item. The standard Series 5 Import screens will be presented when the specific function is launched. The layout of the columns on the spreadsheet are defined with the following screen:



+ Asset Master Import Data Formats

When the Assets are imported, the following fields are input from an Excel spreadsheet, a tab-delimited text file, or a CSV text file. The default input filename is **FA-Assets_In.XLS**.

The following table defines the Asset entry fields:

Column #	Excel Column	Field	Format
1	A	Asset Code (required)	X(8)
2	B	Serial Number (if applicable)	X(20)
3	C	Tag or Label Code Code	X(16)
4	D	Description Line 1	X(40)
5	E	Description Line 2	X(40)
6	F	Description Line 3	X(40)

7	G	User Defined Keyword	X(6)
8	H	Asset Location Code	X(6)
9	I	Asset Category Code	X(6)
10	J	Sub-Ledger Project Code	X(8)
11	K	Asset Class Group Code (Canadian)	999
12	L	Asset Class Pool Code (Canadian)	X(6)
13	M	Asset Class Year (Canadian)	9999
14	N	Purchase Date mm/dd/yy or YYYYMMDD	mm/dd/yy
15	O	Purchase Price	99,999,999.99
16	P	New/Used Flag "N" or "U"	X(1)
17	Q	A/P Vendor Code	X(6)
18	R	Supplier Name	X(40)
19	S	Date Asset was Disposed, (or Zero)	mm/dd/yy
20	T	Method of Disposal "A" - Abandoned "N" - Non Disposition "I" - Involuntary Convert "S" - Sold "T" - Traded In "X" - Tax Free Disposition "D" - Business Disposition	X(1)
21	U	Entity Asset Code (as defined by system)	9
22	V	Depreciation Method 1 - Not to be Depreciated 2 - Straight Line 3 - Sum-of-Years Digits 4 - Declining Balance 5 - Declining Balance switching to S/L 6 - Accelerated Cost (ACRS) 7 - Alternate ACRS 8 - Modified ACRS (MACRS) 9 - Pooled by Class (Canadian)	9
23	W	ACRS Class	99.9
24	X	Declining Balance Percentage	99.99

25	Y	Declining Balance Switch # of Months	99
26	Z	Asset Type "P" - Personal "R" - Real "H" - Residential "N" - Non-Residential "A" - Auto	X
27	AA	Depreciation Starting Date	mm/dd/yy
28	AB	Life of Asset in Months	999
29	AC	Depreciation Bonus Amount	99,999,999.99-
30	AD	Asset Salvage Value	99,999,999.99-
31	AE	Investment Tax Credit (ITC) Amount	99,999,999.99-
32	AF	ITC Tax Credit Option blank - None "A" - 6% Tax Cr. reduce Basis by 3% "B" - 4% and no reduction in Basis	X
33	AG	Basis for Depreciation	99,999,999.99-
34	AH	Prior Years Depreciation	99,999,999.99-
35	AI	Accumulated Depreciation Year-to-Date	99,999,999.99-
36	AJ	not used	99,999,999.99-
37	AK	Disposed Asset Proceeds Amount	99,999,999.99-
38	AL	G/L Asset Account Main	9(18)
39	AM	G/L Asset Account Profit Center	9(5)
40	AN	G/L Gain/Loss Account Main	9(18)
41	AO	G/L Gain/Loss Account Profit Center	9(5)
42	AP	G/L Depreciation Expense Account Main	9(18)
43	AQ	G/L Depreciation Expense Account Pft Ctr	9(5)
44	AR	G/L Accum Depreciation Acct Main	9(18)

45	AS	G/L Accum Depreciation Acct Profit Center	9(5)
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6.6.2 Asset Category Codes Maintenance

Assets may grouped by Category. Depending on the type of asset, whether a machine, office furniture, automobile, computer equipment, or whatever, you can assign a category.

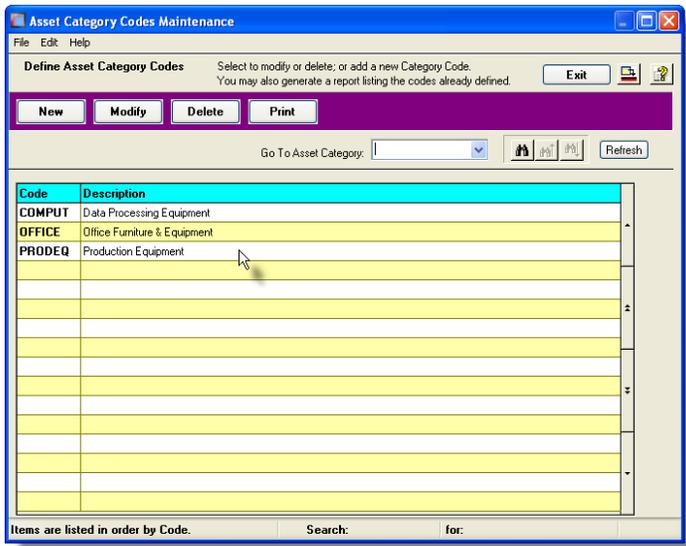
Asset Category Codes are defined as one of the properties that is associated to each master Asset Code on file. You may, in effect, categorize your assets based on different Category Types. The Asset Category is used as a filter in many of the reporting and analysis functions that are based on assets. It is also used for sorting or grouping Assets.

The Category Codes defined here are listed in the Series 5 [F/A Category Code LOV Lookup](#) window.

The Category Codes Maintenance function is accessed from the F/A Main menu, by select [Asset Category Codes...](#) from the [Codes Maintenance](#) drop-down menu.

Asset Category Codes Maintenance Grid

Categories are maintained using a Series 5 grid processing screen.



"Fast Buttons"	
New	Add a new Categor
Modify	Modify the Category highlighted in the gr
Delete	Delete the Category highlighted in the gr
Print	Generate a report li Category Codes al file

Edit an existing Category Code by double-clicking it's associated row. Standard Series 5 grid controls apply.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (Refer to the topic titled [Report Generation and Printing](#)⁹⁷ for full details).

The report listing the Category Codes on file, if archived, will be catalogued with a report name of **FACATEGORY.LST**.

➔ Asset Category Code - Properties Screen

The properties for each Asset Category are defined with the following screen:

The screenshot shows a window titled "Asset Category Codes Maintenance" with a blue header. Below the header, it says "Asset Category Code: OFFICE - Modify the Properties of". A descriptive paragraph explains that Asset Category Codes are used for grouping assets for reporting and query purposes, and that Asset Distribution Accounts are assigned to these categories. A help icon is visible on the right.

The main area contains several fields:

- Category Code: **OFFICE**
- Description: **Office Furniture & Equipment**
- Asset Account: **200 - 95 - 000300 - 00 -- 200** (Office Furniture_Equip)
- Depreciation Expense Account: **750 - 95 - 000510 - 00 -- 200** (Depr Expense-Office Furn_Equ)
- Disposal Gain/Loss Account: **650 - 99 - 000600 - 00 -- 900** (Gain/[Loss] on Sales of Assets)
- Accumulated Depreciation Account: **200 - 95 - 000350 - 00 -- 200** (Accum Depr-Office Furn_Equip)

At the bottom, there are "Update" and "Cancel" buttons. A mouse cursor is pointing at the "Update" button.

— Field Definitions

Asset Category	Asset Category
This is the alphanumeric code assigned to the Category. Enter this code when a Category code needs to be used within the Fixed Assets system.	

Description	X(30)
Is a description of the Category. This is printed on most reports, and is displayed to most screens where the Category Code is utilized.	
Asset Account	9(18) - 9(5)
When this Category is selected for a new Asset that is added to the system, this account will automatically be assigned to that asset's Asset Account. This G/L account is used to record the value of the Asset in the G/L system. When the asset is disposed, this account will be Credited with the Basis for Depreciation value of the asset.	
Disposal Gain/Loss Account	9(18) - 9(5)
When this Category is selected for a new Asset that is added to the system, this account will automatically be assigned to that asset's Disposal Gain/Loss Account. Upon disposal of the asset, the gain or loss amount incurred will be Credited to this G/L account.	
Depreciation Expense Account	9(18) - 9(5)
When this Category is selected for a new Asset that is added to the system, this account will automatically be assigned to that asset's Depreciation Expense Account. This G/L account is used to record the Depreciation Expense computed for the asset as a Debit to the G/L system.	
Accumulated Depreciation Account	9(18) - 9(5)
When this Category is selected for a new Asset that is added to the system, this account will automatically be assigned to that asset's Accumulated Depreciation Account. This G/L account is used to record the Depreciation of the Asset as a Credit to the G/L system.	

6.6.3 Asset Class Codes Maintenance

Assets may grouped by Class Group Codes. You typically would set up a new Class Group for the different Classes of assets that are acquired in any given year. (The Class Grouping is used in Canada for asset depreciation).

The Class Group code is actually may of of three segments:

- Class Group – The Group identifies the Depreciation Class for tax purposes. Assets belonging to a particular Group would each be depreciated using the same rate over a given period of time. Groups would be established for 5, 8 or 10 years of expected life use.
- Class Pool – The Pool identifies the type of assets for tax purposes. Pools may be established for Automobile, or Office Equipment, or Property.
- Class Year – Used for the 4 digit Year in which assets were acquired.

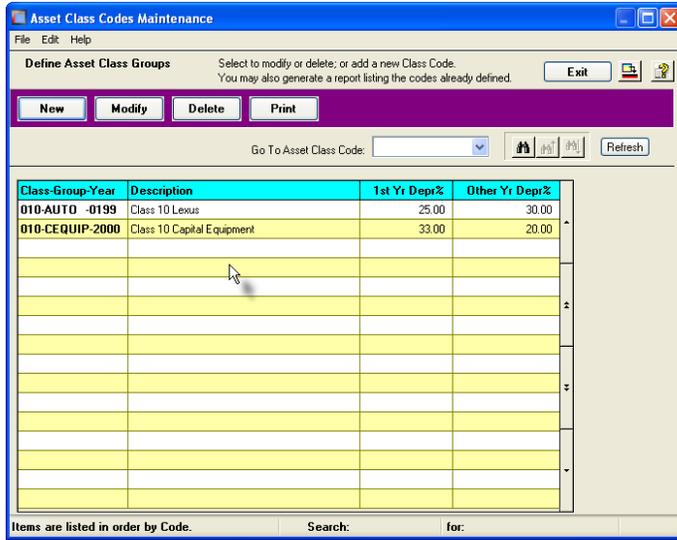
Assets that have Class Group Codes assigned would be depreciated using the Pooled by Class method in Canada.

The Class Group Codes defined here are listed in the Series 5 [F/A Class Group Code LOV Lookup](#) window.

The Class Group Codes Maintenance function is accessed from the F/A Main menu, by select **Asset Class Group Codes...** from the **Codes Maintenance** drop-down menu.

Asset Class Group Codes Maintenance Grid

Class Groups are maintained using a Series 5 grid processing screen.



"Fast Buttons"

New	Add a new Class G Code
Modify	Modify the Class G Code highlighted in
Delete	Delete the Class G Code highlighted in
Print	Generate a report li Class Group Code on file

Edit an existing Class Group Code by double-clicking it's associated row. Standard Series 5 grid controls apply.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (Refer to the topic titled [Report Generation and Printing](#)^[97] for full details).

The report listing the Class Group Codes on file, if archived, will be catalogued with a report name of **FACCLASSGRP.LST**.

➔ Asset Class Group Code - Properties Screen

The properties for each Asset Class Group are defined with the following screen:

Asset Class Codes Maintenance

Class Group Code: 010-CEQUIP-2000 - Modify the Properties of

Assets may be categorized by Class-Group-Year. You may then access, and report your assets by Class. In Canada, you may depreciate sets of Assets by their Class.

Class Group: Class Pool: Year:

Description:

Straight Line Depreciation % (When Assets are depreciated by Asset Class)

1st Year: Subsequent Years:

Notes:

Field Definitions

Class Group	9(3)
This is the numeric code assigned to the Class Group. This should correspond to either a 3, 5 or 10 year group of assets.	
Class Pool	X(6)
This is a code that is used to identify a group a a particular type of assets for the purpose of depreciation.	
Class Year	9(4)
This is the Year that is used to identify a group a a particular type of assets all purchased within that year.	
Description	X(40)

Is a description of the Class Group. This is printed on most reports, and is displayed to most screens where the Group Code is utilized.	
Straight Line Depreciation % – First Year	99.99 %
This is the percentage applied against the asset's original Basis for Depreciation to compute the 1st years depreciation amount.	
Straight Line Depreciation % – Subsequent Years	99.99 %
This is the percentage applied against the asset's Net Book Value, each year, to compute the subsequent years depreciation amounts.	
Notes	2 lines of X(60)
These fields are provided so user notes may be recorded.	

6.6.4 Asset Location Codes Maintenance

Assets may grouped by Location. Depending on where the asset is physically located, you can assign a Location Code.

Asset Location Codes are defined as one of the properties that is associated to each master Asset Code on file. You may, in effect, categorize your assets based on different Locations. The Asset Location is used as a filter in many of the reporting and analysis functions that are based on assets. It is also used for sorting or grouping Assets.

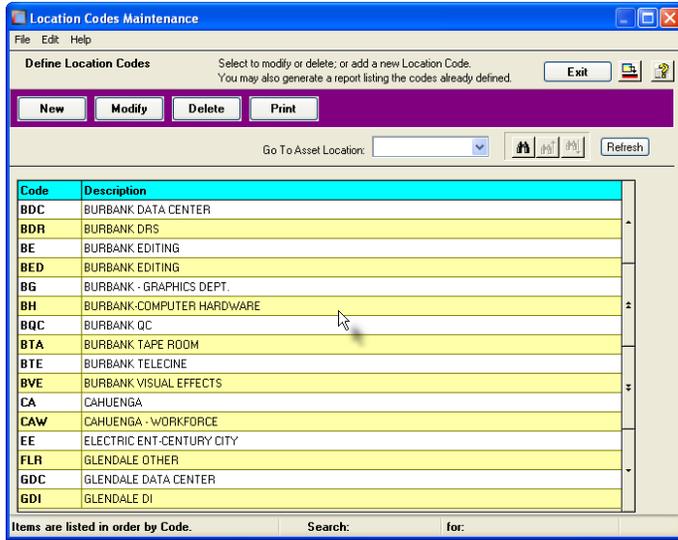
The Location Codes defined here are listed in the Series 5 [F/A Location Code LOV Lookup](#)⁵⁴ window.

The Location Codes Maintenance function is accessed from the F/A Main menu, by select **Asset Location Codes...** from the **Codes Maintenance** drop-down menu.



Asset Location Codes Maintenance Grid

Locations are maintained using a Series 5 grid processing screen.



"Fast Buttons"

New	Add a new Location
Modify	Modify the Location highlighted in the grid
Delete	Delete the Location highlighted in the grid
Print	Generate a report listing Location Codes all file

Edit an existing Location Code by double-clicking its associated row. Standard Series 5 grid controls apply.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (Refer to the topic titled [Report Generation and Printing](#)^[97] for full details).

The report listing the Location Codes on file, if archived, will be catalogued with a report name of **FALOCATION.LST**.

Asset Location Code - Properties Screen

The properties for each Asset Location are defined with the following screen:

Location Codes Maintenance

Location Code: **BH** - Modify the Properties of

Location codes may be associated to specific Assets.
Asset Location may be used as a filter for a number of reports and queries.

Location Code: **BH**

Description: **BURBANK-COMPUTER HARDWARE**

Update **Cancel**

Field Definitions

Asset Location	X(6)
This is the alphanumeric code assigned to the Location. Enter this code when a Location code needs to be used within the Fixed Assets system.	
Description	X(30)
Is a description of the Location. This is printed on most reports, and is displayed to most screens where the Location Code is utilized.	

6.6.5 Asset Manufacturers Maintenance

One of the properties that is associated to an Asset is a Manufacturer's Code or Name. Depending on the type of Asset, you may wish to record the name of the company that manufactured it, (as well as the supplier).

Asset Manufacturer Codes are defined as one of the properties that is associated to each

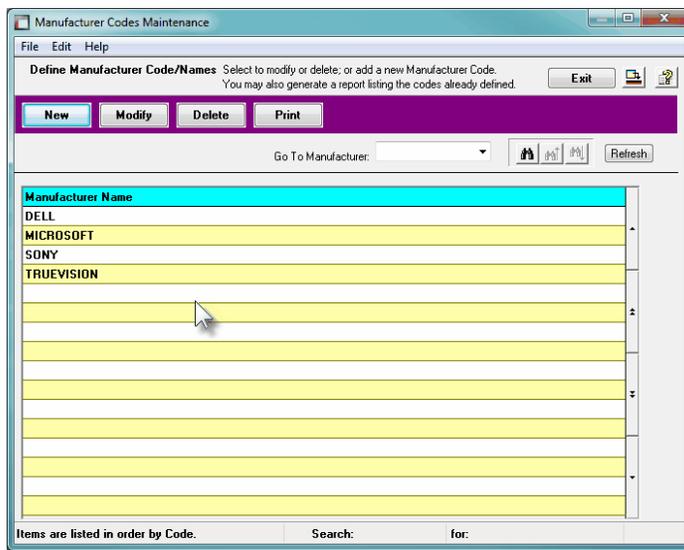
master Asset Code on file. You may, in effect, categorize your assets based on their Manufacturers. The Asset Manufacturer is used as a filter in many of the reporting and analysis functions that are based on assets. It is also used for sorting or grouping Assets.

The Manufacturer Codes defined here are listed in the Series 5 [F/A Manufacturer Code LOV Lookup](#)^[54] window.

The Manufacturer Codes Maintenance function is accessed from the F/A Main menu, by select **Asset Manufacturer Codes...** from the **Codes Maintenance** drop-down menu.

Asset Location Codes Maintenance Grid

Manufacturers are maintained using a Series 5 grid processing screen.



"Fast Buttons"

New	Add a new Manufac Code
Modify	Modify the Manufac Code highlighted in
Delete	Delete the Manufac Code highlighted in
Print	Generate a report li Manufacturer Code already on file

Edit an existing Manufacturer Code by double-clicking it's associated row. Standard Series 5 grid controls apply.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (Refer to the topic titled [Report Generation and Printing](#)^[97] for full details).

The report listing the Manufacturer Codes on file, if archived, will be catalogued with a report name of **FAMANUFACT.LST**.

Asset Manufacturer Code - Properties Screen

The properties for each Asset Manufacturer are defined with the following screen:

Manufacturer Codes Maintenance

Location Code: - Modify the Properties of

Manufacturer codes may be associated to specific Assets.
 Manufacturer may be used as a filter for a number of reports and queries.

Manufacturer

Field Definitions

Asset Manufacturer	X(20)
This is the alphanumeric code assigned to the Manufacturer. Enter this code when a Manufacturer code, or name, needs to be used within the Fixed Assets system.	

6.6.6 F/A Account Codes Maintenance

All G/L Accounts that may have distributions generated from the Fixed Assets system must be defined and maintained using this function. This includes all Asset, Gain/Loss, Depreciation Expense and Accumulated Depreciation Expense accounts. In effect, validating all F/A accounts provides a system-wide safeguard against operators accidental entering an invalid, or non-existent account.

The F/A Accounts defined here are listed in the Series 5 [F/A Accounts LOV Lookup](#)⁵⁴ window.

Loading Accounts from the G/L Chart-of-Accounts

All G/L Accounts in the Series 5 system must normally always be defined in the G/L system. It may seem redundant having to define them in the F/A as well. However there are many arguments in support to having the applicable F/A accounts ONLY defined within the F/A.

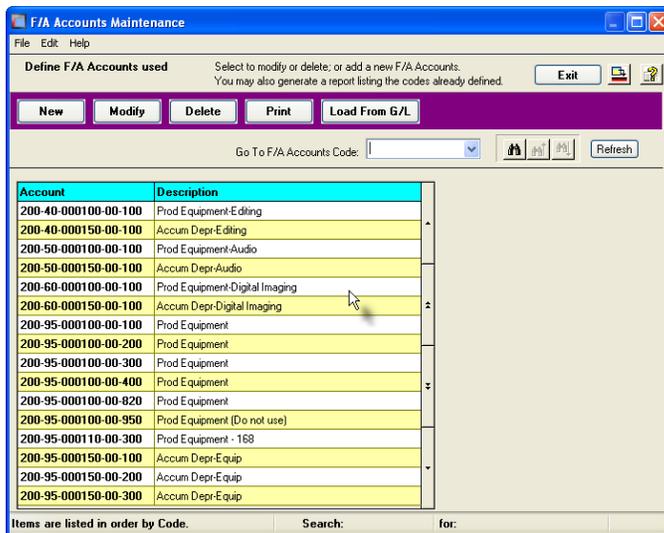
To make it easier to support, the system offers a function that will copy all posting accounts defined within the G/L's Chart-of-Accounts to the F/A account validation file.

Click the **Load From G/L** push button found on the "Fast Buttons" frame.

The F/A Account Codes Maintenance function is accessed from the F/A Main menu, by select **F/A Accounts...** from the **Codes Maintenance** drop-down menu.

F/A Account Codes Maintenance Grid

F/A Accounts are maintained using a Series 5 grid processing screen.



"Fast Buttons"

New	Add a new F/A
Modify	Modify the F/A / highlighted in the
Delete	Delete the F/A / highlighted in the
Print	Generate a report the F/A Account on file
Load from G/L	Loads all the posting accounts from the Chart-of-Accounts

Edit an existing F/A Account by double-clicking it's associated row. Standard Series 5 grid controls apply.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (Refer to the topic titled [Report Generation and Printing](#)^[97] for full details).

The report listing the F/A Accounts on file, if archived, will be catalogued with a report name of **FAACCOUNTS.LST**.

F/A Account - Properties Screen

The properties for each F/A Account are defined with the following screen:

F/A Accounts Maintenance - Modify the Properties of

F/A Account: **200-60-000150-00-100**

F/A Accounts are defined for validation with the F/A system.
All F/A Account also need to be defined in their respective G/L Systems.

F/A Account: **200 - 60 - 000150 - 00 -- 100**

Description: **Accum Depr-Digital Imaging**

Update **Cancel**

Field Definitions

F/A Account	9(18)-9(5)
This is the G/L Number assigned to the Account. The format of the number is defined by a property associated to the Series 5 Company System.	
Description	X(30)
Is a description of the account. This is printed on most F/A reports, and is displayed to most F/A screens where the account is utilized.	

6.7 Purging

The topics in this chapter describe functions and procedures that are available under the **Purging** drop down menu on the Fixed Assets menu. These menu items are used to remove old history records to free up disk space and overhead in the related data files.

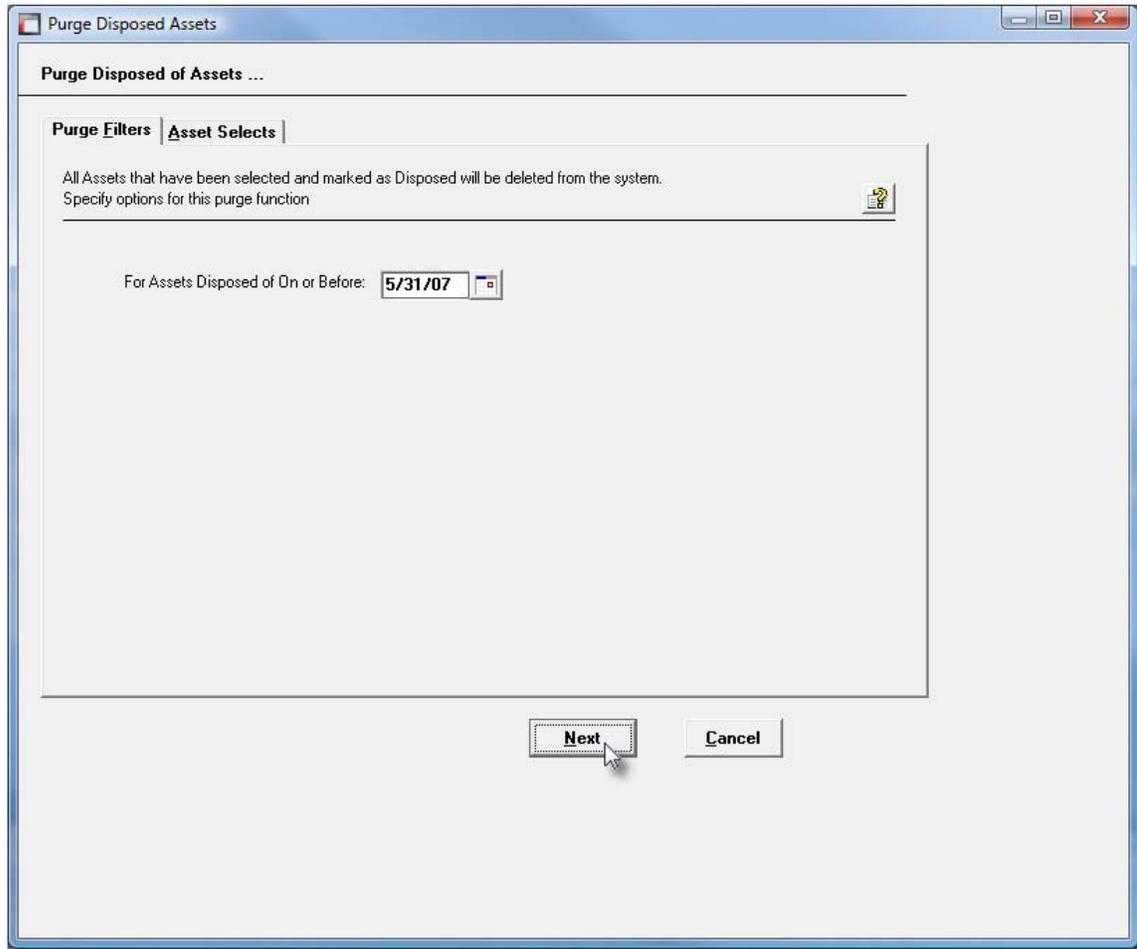
These functions are available from the F/A Menu Bar as shown:



6.7.1 Purge Disposed-Of Assets

Assets are Disposed of using the [Disposal of Assets operation](#)¹⁴⁷. When an Asset is disposed, its Asset properties record is marked accordingly, and remains on the system until purged. This may be accomplished by executing this Purge Disposed of Assets function, or by selecting the applicable option when the [Year End Processing](#)¹⁵⁶ operation is executed.

The following screen is displayed for entry of the options and filters that may be set when Purging the Disposed Of Assets.



When executing the purge, the operator is presented with the standard [Asset Select Filters screen](#)^[92]. This allows you to specify selected or ranges of Assets, Categories, Locations, Asset Classes, and/or only those assets satisfying a variety of filter criteria.

– Disposed Asset Purge Options Screen - Field Definition

Assets Disposed On or Before Date	(mmdyy)
Enter the cut-off date for which disposed assets are to be removed from the system. All Assets that were disposed of on or before the entered date will be deleted from the Asset Master file.	

6.8 Control Option Functions

The topics in this chapter describe functions and procedures that are available under the **Control Options** drop down menu on the Fixed Assets menu. These menu items are

used to set up control options, and user access rights to the application.

These functions are available from the F/A Menu Bar as shown:



6.8.1 Entity Fiscal Periods

The F/A system provides for the capability to define up to 5 separate Asset Entities. Each entity maintains its own period table, and may have a different number of periods depending on its use.

Accounting periods are a company's means of identifying to the G/L software its fiscal year and reporting periods. Up to 13 periods may be defined for the Fiscal Year. Each period is given a start and end date which is used to identify a particular reporting period.

All accounting transactions are entered using both a transaction and ledger date. The ledger date determines which period the amount is recorded in. If accounting periods have not been set up, these entries will not be recorded correctly. This application should be executed after defining new Reporting Entities in the F/A Control Preferences function.

The Fiscal Year End date for each Entity is the last period's ending date as entered for these tables.

Normally you would specify the actual number of reporting periods that you have in the G/L. For entities used for tax, you would probably choose only 1 period. If you choose 1, 2, 4, 12 or 13, (presumably matching the number in your GL), then when depreciation is computed, the annual amount is divided by 1, 2, 4, 12 or 13 accordingly.

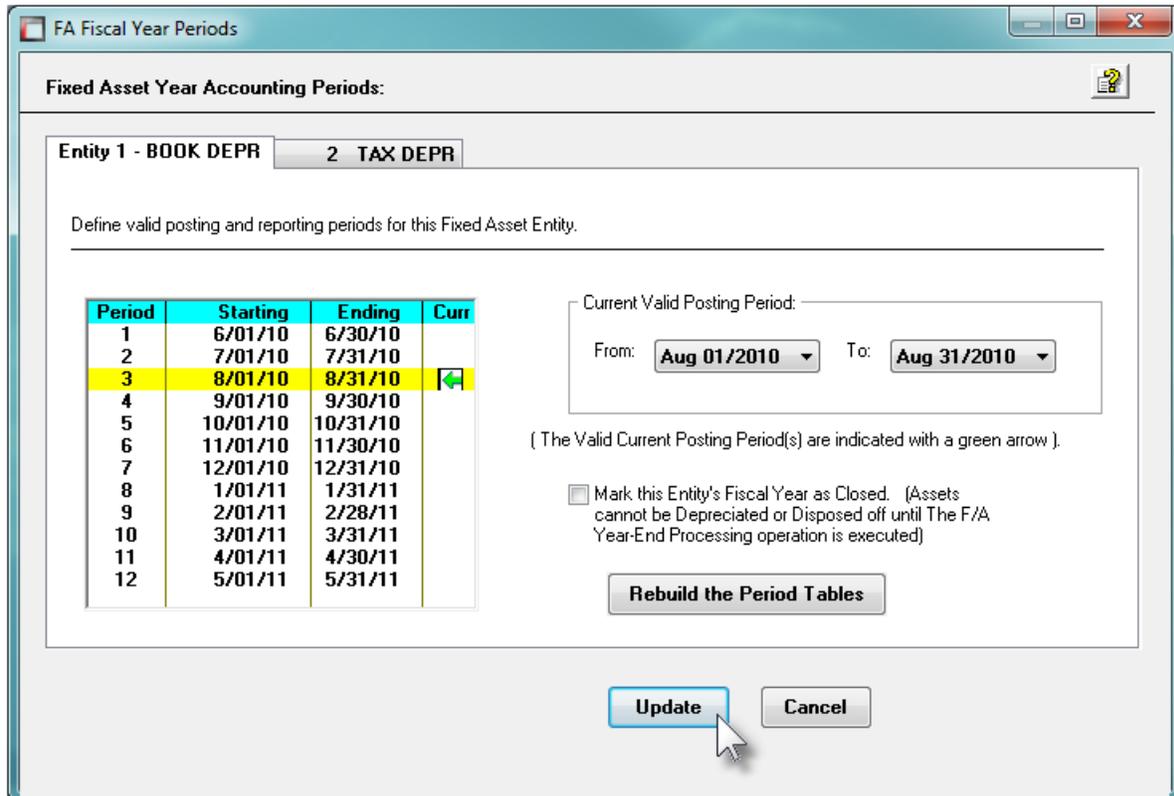
Once the accounting periods have been set up, there should never be a need to rebuild them. Performing year end [#12 - Year End Close Procedures], automatically sets up the next years' periods, (except when other than 12 periods have been used). In this case, the start and end dates for each period will have to be re-entered.

6.8.1.1 Entity Period Screen

There is a separate tab screen for each Entity defined on your system.



Following is the screen for each Entity defined.



Fixed Asset Year Accounting Periods:

Entity 1 - BOOK DEPR 2 TAX DEPR

Define valid posting and reporting periods for this Fixed Asset Entity.

Period	Starting	Ending	Curr
1	6/01/10	6/30/10	
2	7/01/10	7/31/10	
3	8/01/10	8/31/10	
4	9/01/10	9/30/10	
5	10/01/10	10/31/10	
6	11/01/10	11/30/10	
7	12/01/10	12/31/10	
8	1/01/11	1/31/11	
9	2/01/11	2/28/11	
10	3/01/11	3/31/11	
11	4/01/11	4/30/11	
12	5/01/11	5/31/11	

Current Valid Posting Period:

From: Aug 01/2010 To: Aug 31/2010

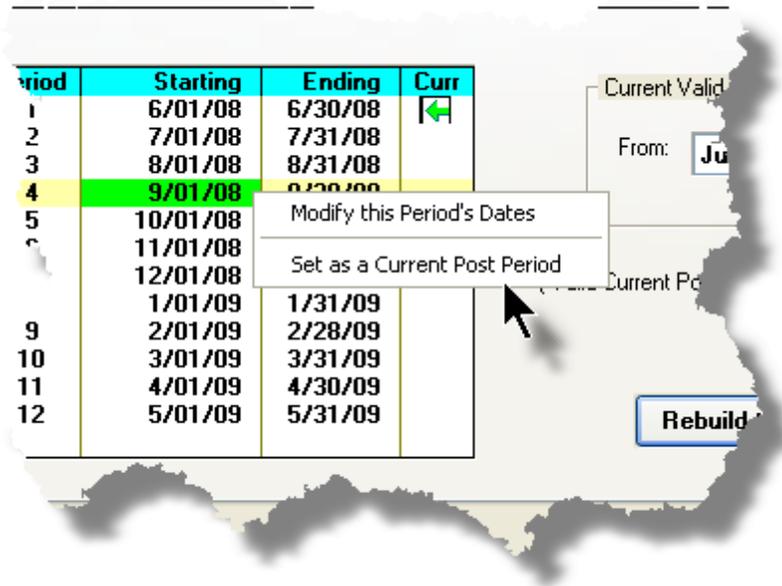
(The Valid Current Posting Period(s) are indicated with a green arrow).

Mark this Entity's Fiscal Year as Closed. (Assets cannot be Depreciated or Disposed off until The F/A Year-End Processing operation is executed)

Rebuild the Period Tables

Update Cancel

- The Current Period is indicated by the  icon
- If you right click the row for any of the periods, a drop down menu will be displayed. You can either edit the dates, or set the selected period to be the Current Valid Posting Period



Field Definitions

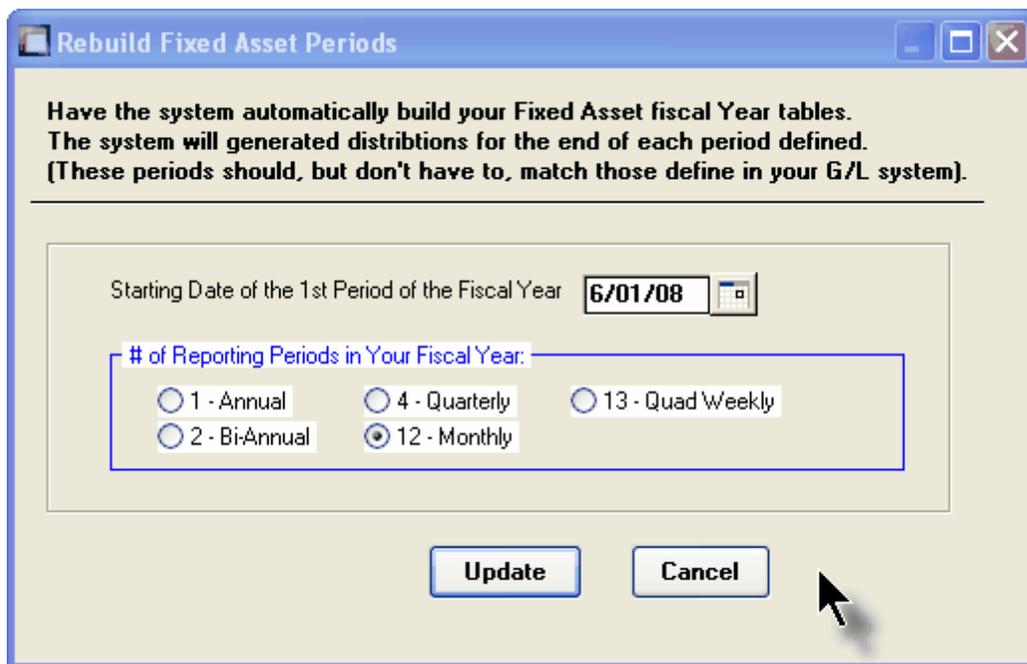
Current Valid Posting Period	(mm/dd/yy)
All transactions entered into the G/L system must fall within the date range specified. In the Fiscal Period Table, the Current Valid Period is indicated by the ← graphic.	
Rebuild the Period Tables	push-button
If at any time you wish to have the system automatically rebuild the periods, click this push-button.	
Mark Entry Fiscal Year as Closed	check-box
<p>The system will set this check-box after posting asset depreciations for the last period of your fiscal year. Once set, no further postings may be performed. (Including the Disposal of Assets).</p> <p>If there is need to clear this setting, you may un-check this box, AT YOUR OWN RISK. This check-box typically should never be set, or cleared manually, unless directed by Sentinel Hill support personnel.</p>	

6.8.1.2 Building the Entity Period Table

After establishing a new Entity, you must define the periods table before any Assets may be entered, or reporting is done.

Building the Entity Fiscal Periods Table for the First Time

When initially setting up each Entity, you must establish the starting date of the 1st period of your Fiscal year. You must also define the number of periods in your reporting year. Once these are entered, you may select to have the system automatically build the tables.



Rebuild Fixed Asset Periods

Have the system automatically build your Fixed Asset fiscal Year tables.
The system will generated distributions for the end of each period defined.
(These periods should, but don't have to, match those define in your G/L system).

Starting Date of the 1st Period of the Fiscal Year 

of Reporting Periods in Your Fiscal Year:

1 - Annual 4 - Quarterly 13 - Quad Weekly
 2 - Bi-Annual 12 - Monthly

1. Enter the starting date of the 1st period of the 1st year which you will have data. (Whether loaded from your previous system, or for which you will start entering data with). You could also click on the calendar icon to choose a date.
2. Click the Update push button to have the Period Tables for the year built by the system, based on the properties you have selected.
3. When control transfer back to the Period Table screen, you must select the Current Valid Posting Period from the drop down list.

– Field Definitions

Starting Date of 1st Period of the Fiscal Year	<i>(mm/dd/yy)</i>
Determines the starting date of the year. The Fiscal Periods tables will be built based on the date entered.	
# of Reporting Periods	<i>radio-buttons</i>
Specify the # of reporting fiscal periods in your year. Typically you should select 12 or 13 periods. The Fiscal Periods tables will be built based on the selection. <i>(Note that if you select 13 periods, you will have to edit the dates in the tables).</i>	

6.8.2 F/A Control Preferences

The F/A Control Preference function governs the overall structure of the F/A system for the specific Company System that your are signed on with.

– Accessing the F/A Control Properties for the first time

When setting up the system for the first time, a message will be displayed advising you that the FA Control is not available. Click the **Yes** button. You will then be advised of an Error 35. At this point you need to click the **Yes** button again to proceed.



The F/A system preferences window will be displayed. There are a number of different categories of options, each grouped in a tabbed sub-screen. As you finish editing each screen, click the **Next >** button at the bottom.

Setup Tip

As you may not have actually entered any Master Code records that may be referenced in these screens, just enter any value.

(Particularly in the Accounts fields). You can also come back to edit the Control Preferences later.

Once your F/A Control Preferences is established, the system can then be used.

6.8.2.1 General Tab Screen

Defines the properties for basic Fixed Assets processing.

Modify F/A Control Preferences

Fixed Assets / Depreciation Control: - Modify the Properties of

General Depreciation Entities

Specify the name of the Company, the fiscal Year End date, and options for interfacing to G/L. Also, provide your default Disposal Proceeds account, and other control settings.

Company Information:

Company Name:

G/L Company Code: Fiscal Year End:

Generate Depreciation Expense Distributions with Sub-Ledger Project Codes

Allow for an extra Year of Depreciation for ACRS Assets if a Net Book Value still exists after the Expected Life has lapsed.

Disposal Proceeds Account:
Cash-Sanwa Bank Disb

Default Print Queue for F/A:

Field Definitions

Company Name

X(35)

This field is used for information purposes only. The name that appears at the top of the Fixed Assets menu is determined from the Series 5 company system that is being worked on.

G/L System Company Code	X(8)
For users with the Series 5 General Ledger system, enter the G/L reporting Company Code of the company to which distributions from this F/A system are to be recorded. If you don't have multiple companies defined in the G/L, then enter **SINGLE in this field.	
Fiscal Year End	(YYMMDD)
This is the Year End date of your company. This date is used throughout the F/A system.	
Generate Depreciation Expense Distributions with Sub-Ledger Projects	check-box
The Series 5 systems provide the capability of recording a Sub-Ledger Project Code with specific types of distributions. When Depreciation Expense distributions are written, if applicable, and the Asset has a sub-ledger Project associated to it, then the Project Code will be recorded and will be carried forward to the General Ledger system with the journal entry that is recorded there. Set the check-box if you are using Sub-Ledger codes.	
Allow for an Extra Year of Depreciation for ACRS Assets if a Net Book Value still exists after the Expected Life has lapsed	check-box
This applies to Assets that use the Accelerated Cost Recovery method (ACRs). If the expected life of an asset has been achieved and a Net Book Value still exists, setting this check-box, an extra year of depreciation for the remaining amount will be taken.	
Disposal Proceeds Account	9(18) - 9(5)
When an Assets is Disposed of, the proceeds realized from the transaction must be distributed to a G/L account. In cases where the asset was sold for cash, you would use a G/L Cash Account. If the Asset was traded in, a different account would be used. The account specified in this field should be that which is typically used, since this is used as the default by the Dispose of Assets application.	
Default Print Queue for F/A	X(20)
Select the Series 5 Printer Queue that would be used to typically print the reports generated for this Fixed Assets system. When any of the reporting functions are executed, this printer will be displayed as the default, unless overridden by the user's assigned Printer Queue. Print Queues are defined by a System Maintenance function. <i>(Refer to the Systems Management Help if required).</i>	

6.8.2.2 Depreciation EntitiesTab Screen

The Fixed Assets system allows for 5 different Entities to be defined. Assets may be set up to be depreciated using up to five different approaches. Each is defined as a Depreciation Entity, each with their own Fiscal Period, which can optionally generated G/L Distributions. For each Asset for each Entity, you may define different Depreciation Method, Basis for Depreciation Amount, Salvage value and Asset or Depreciation Expense accounts. Each Entity may be depreciated totally independent of one another.

Modify F/A Control Preferences

Fixed Assets / Depreciation Control: - Modify the Properties of

General **Depreciation Entities**

There are five separate Reporting Entities that may be used to depreciate your assets using different methods. Depreciation computed for a given entity, as an option, will be booked to the General Ledger. For each Entity that is to be set up, a description must be entered.

Entity	Description	Create G/L Distributons ?
1	FINANCIAL STATEMENT PURPOSES	<input checked="" type="radio"/> Yes <input type="radio"/> No
2		<input type="radio"/> Yes <input type="radio"/> No
3		<input type="radio"/> Yes <input type="radio"/> No
4		<input type="radio"/> Yes <input type="radio"/> No
5		<input type="radio"/> Yes <input type="radio"/> No

Update **Cancel**

— Field Definitions

Entity Description

X(30)

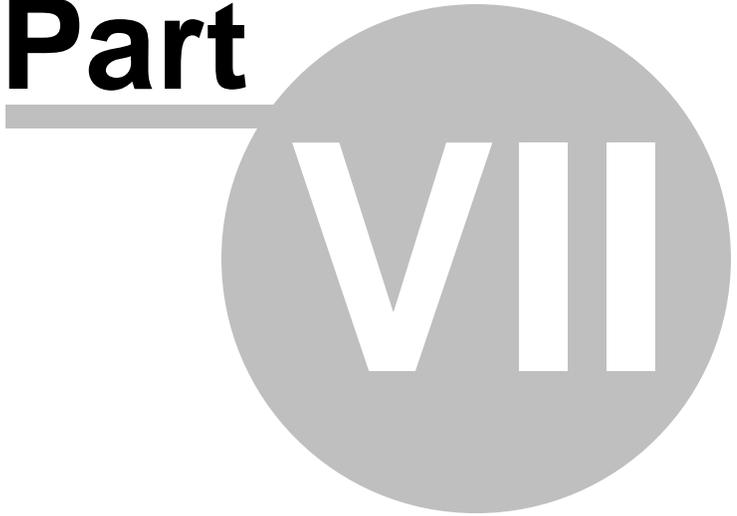
This is the description of the Entity being established. (*Entering a description, establishes the entity in the system*).

Create G/L Distributions ?

radio-buttons

For this Entity, if G/L Distributions are to be generated then Assets are depreciated, then set the Yes radio-button. ***You would typically have NOT have distributions generated for an Entity that is used to compute depreciations for Tax purposes.***

Part



7 Appendix

7.1 F/A Data Files

The Series 5 system provides for a reasonably flexible approach to defining where your data files are kept on your system. Your System's Manager will have established how this is configured. *If you are accessing this documentation to figure that out, please refer to the help for "Fixed Assets Systems Management".*

Regardless whether processing under UNIX, or MS Windows, the structures of the file system will be similar, and the name of the files are the same. Remember that UNIX filenames are case sensitive.

7.1.1 Data Directory Structure

Each Company maintained on your system will have a directory structure that is separate from one another.

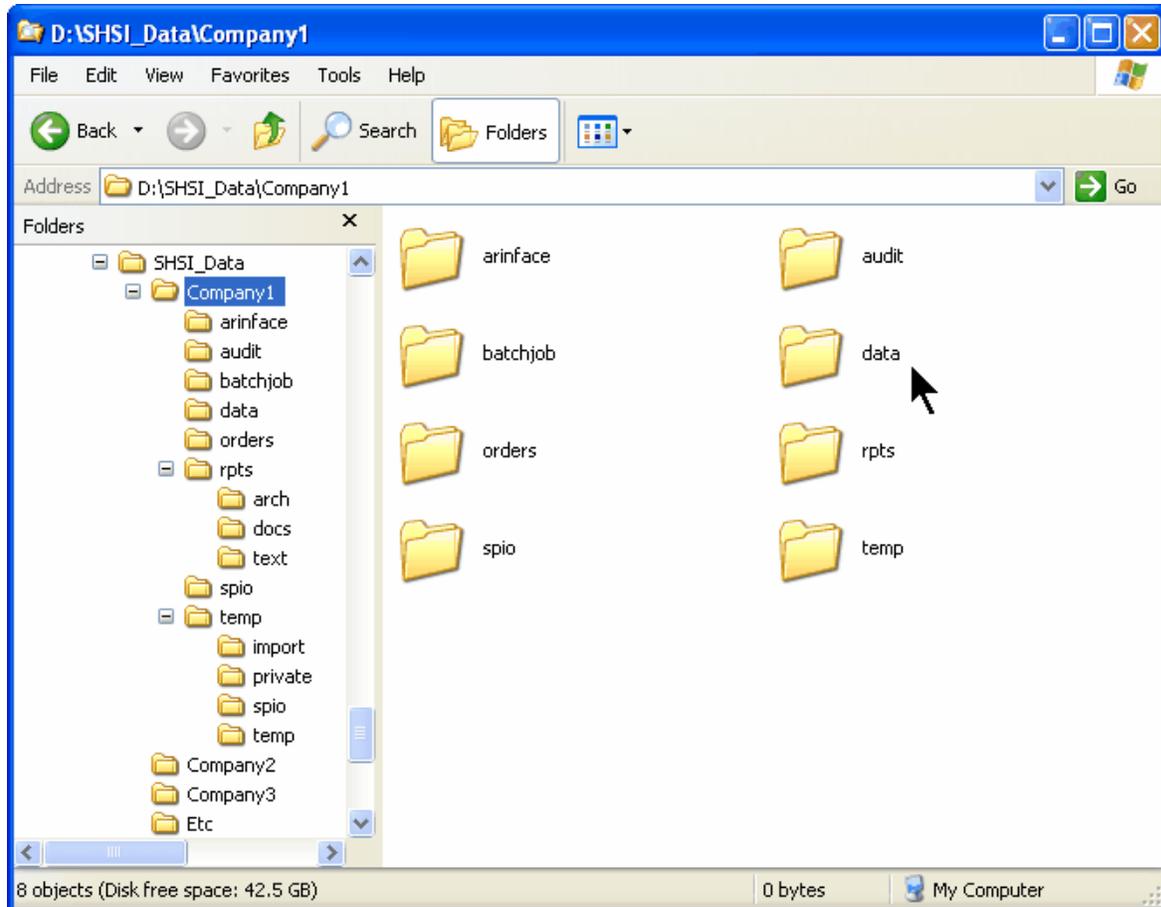
Important Note

The Series 5 system allows you to maintain accounting files for a number of different companies systems. The data files for each of these companies should be kept in a separate directory structure.



Sample Directory Structure under Windows

This tree diagram shows the structure for 3 Companies defined in this system, one of which has been expanded for this display.



- ❖ Structures for 3 companies are shown under the SHSI_Data folder. **Company1**, **Compan2** and **Company3**
- ❖ The Series 5 Control files are stored in the **d:\SHSI_Data\etc** sub-folder.
- ❖ The actual accounting data files are stored in the **data** sub-folder within each **Companyi** directory
- ❖ Archived reports are stored in the **rpts\arch** sub-folder

Edit an existing Company by double-clicking it associated row. Standard Series 5 grid controls apply.

7.1.2 F/A System Control Files

These files are used to hold the information to manage your Fixed Assets data files. They may be be found in the directory specified for the associated company system. There is only one of each of the following files.

 F/A System Control files

Filename	Description
CODSELECT.XXX	Used by those applications that offer record filtering screens. If a set of random codes are selected as filters, they are stored temporarily in this file.
FACONTROL.XXX	Holds the Control properties information for the F/A system
FAPERIODCTL.XXX	Holds the Period Table for each F/A Entity defined
FLEXCTRL.XXX	Holds the definition of the G/L Account Number.
RECENTS.XXX	A number of maintenance and processing functions remembers the most recently accessed codes. These are stored in this file.
USERACC5.XXX	Holds the access rights of all users to all Series 5 systems.

Please Take Notice

The actual extension of the filenames listed will be that defined in the properties for your particular Company System.

7.1.3 F/A Company Data Files

These files are used to hold the master codes and transaction records used by the F/A application. They may be found in the directory specified for the associated company system.

 F/A System Data files

Filename	Description
ASSETMASTER.XXX	Holds the master Fixed Asset records.
ASSTENTITY.XXX	Holds the Asset Entity record. For each asset record, there is one Asset Entity record for each Entity that is defined in your system. All the information associated to the assets' depreciation is found in this record.

DEPRCALCWRK.XXX	This is a work file that is created when the Asset Depreciation function is executed.
FA4CASTWRK.XXX	This is a work file that is created when the Depreciation Forecast Report function is executed.
FAACCTFL.XXX	Holds the valid F/A accounts that are used in the system.
FACATEGORY.XXX	Hold the master F/A Asset Category Codes records.
FACLASSGROUP.XXX	Hold the master F/A Asset Class Codes records.
FADISPOSALS.XXX	Holds the Disposed Asset Transaction records. As assets are selected for disposal, one of these records is written. When the set of Disposed Asset Transactions are posted, these records are deleted from the system.
FADISTFILE.XXX	Holds the F/A Distribution records until they are interfaced to the General Ledger system. If not using the G/L system, they remain on file until an the F/A Distribution report is generated with the purge option chosen.
FALLOCATION.XXX	Hold the master F/A Asset Location Codes records.

7.2 System Operational Variables

Some aspects of the Series 5 F/A system can be controlled through runtime configuration variables. This mechanism provides a great deal of flexibility, because these variables can be modified by each site as well as directly by an AcuGT program.

Configuration variables are maintained in a runtime configuration file. This standard text file can be modified by the host system's text editor. Each entry in the runtime configuration file consists of a single line. All entries start with a keyword, followed by one or more spaces or tabs, and then one or more values.

These variables may also be defined in each operators' execution environment. On both UNIX and Windows systems, these would be defined as environment variables.

7.2.1 Environment Variables

The following variables may be defined for the operator's environment. Under UNIX, these may be seen by entering the shell **env** command. Under Windows, these may be seen by entering the DOS **set** command.

Variable	Description	Description
APPDATA	C:\Documents and Settings \xxxxxx\Application Data	The 1st 2 characters are used to determine the users' Home Drive on their PC. (Is set up by Windows)
SHSI_USER_NAME	SHSI5.LARRY	The default Signon User code used when signing onto the system from a client PC.
USERNAME	SHSI	The Windows client signon name. Used to determine the operators actual "/My Documents" folder pathname. (Is set up by Windows)
S5_DIR	D:\S5	Required ONLY by the user building the Series 5 executables

7.2.2 Configuration Variables

The following variables may be defined in the runtime configuration file. These variables can only be defined or updated by your Systems Manager, or support staff from Sentinel Hill Software Inc.

Processing Tip

If you need to maintain different sets of operating environments on your system, you may do so by setting up different runtime configuration files. In this case, the different environments would execute totally independent of one another. In particular, the two variables that would provide total independence are **SHSI_CTRL_PATH** and **CODE-PREFIX**.

Control and File Management Variables

The following variables are used to define the location of different sets of files used by the Series 5 applications. (Those in red are critical to proper execution)

Variable	Default or Sample Argument	Description
ACURUN_NAME	wrun32	The name of the AcuGT runtime. Used to build the command line for Background Job Execution
ccc_SPIO_PATH	d:\acctg\comp \spidir	The default directory used for import/export for Series 5 Company System ccc. This is also used as the directory where the form letters for A/R Dunning Letters are stored.

ccc_ORTXT_PATH	d:\acctg\comp\txorders	The default directory used for importing O/P Text Orders for Series 5 Company System ccc
ccc_TRXTXT_PATH	d:\acctg\comp\trxinput	The default directory used for importing A/R and A/P transactions for Series 5 Company System ccc
ccc_IMAUDIT_PATH	d:\acctg\comp\imaudit	The default directory used for maintaining O/P Inventory Audit files for Series 5 Company System ccc
ccc_DUNLETTER_PATH	d:\S5\dun-templates	The default directory used for maintaining A/R Dunning Letter template files for Series 5 Company System ccc
CODE_PREFIX	d:\S5\bin\runs	The directory path in which the executable programs reside.
IAMESS_x1	"OK to Sell Text line 1"	<p>Lines of text displayed in O/P when an item is out of stock, and operator is prompted. These are the 3 lines used in the prompt. The x is used to allow for different sets of texts for different Inventory Activity Codes that may have been set up for the Inventory Item in question.</p> <ul style="list-style-type: none"> • A - Active • F - Forecasted • O - Obsolete • F - Planned • D - Discontinued • C - Cancelled • I - Needs Information • S - Suppressed
IAMESS_x2	"OK to Sell Text line 2"	see above
IAMESS_x3	"OK to Sell Text line 3"	see above
HELP_PREFIX	d:\S5\bin\help	The directory path in which the Help files reside.
IMAGE_PREFIX	d:\S5\bin\images	The directory path in which all bitmapped images are stored.
LAUNCH_BCKGRND_CMD	wrun32 -d -c d:\s5\etc\cblcfgui	This is the shell command that is used to execute jobs submitted for execution in the Background Job Processor
m-THIN-DRIVE-MAP	/user/larry/data	On thin client systems, when attempting to print to, or save text export to a file on mapped drive M, (which is mapped to a directory on the UNIX server), then the file will actually be written to the directory path specified as the argument
MANIFEST_IN_PATH	d:\acct\comp\manif-dir	
PI-INV-DESCN	B Software Development	Defines the Invoice Layout Generation Type and Descriptive text printed on P/I Invoices for

		charges that are sub-totalled by their WIP Consolidation Flag when set to N , (where N = 1, 9)
SHSI_ACUCON- EREQUEST-MODE	1, 2, 3, or 4	Used to determine how E-Requests are handled by the Web Management system: <ul style="list-style-type: none"> ➤ 1 - Use AcuConnect on a remote server ➤ 2 - Use AcuConnect initiated from the E-Request Server program running on the PC ➤ 3 - Don't use AcuConnect at all. Process requests directly from the E-Request Server program on the PC ➤ 4 - Use AcuConnect only for requests that don't generate MS Word or Excel documents
SHSI_CTRL_PATH		The Series 5 applications are controlled using a number of system files. These files are stored in the directory path defined here.
SHSI_JOBQ_PATH		When functions are set up to be executed in the Background or Night Job Processor, information about the job is stored in a file that is written in the directory path defined here.
SHSI_REMOTE	BRANCH10	If entering A/P Transactions in a remote branch where the Batch file is to be transmitted to head office, this is the 8 character branch code embedded in the A/P Batch's created by field.
SORT_DIR	c:\windows \temp	The directory path in which temporary sort files are created used by the system. On FAT systems, this path should be on the users PC. On THIN systems, it should be on the UNIX server.
WIN32_NATIVECTL S	1 or 0	Set to 1 to enable the workstation's theme in how the Windows controls are displayed. This is only available to Windows XP, Windows Vista and Windows 7 using Acu-GT 8.1 or later.
V-VERSION	3	The default Revision of the type of AcuGT files to be used. Must be set to 3

— Mail Management Control Variables

The following variables are used to define to define Forms that may be printed. The argument strings are printer command strings that are unique to the given types of printers.

<i>Variable</i>	<i>Default or Sample Argument</i>	<i>Description</i>
DOS_MAIL_CMD	d:\s5\util \DOSEMAIL	%RECEIVER_NAME % RECEIVER_ADDRES S% %SENDER_NAME% % SENDER_ADDRESS % SUBJECT% %MESSAGE_FILE% %ATTACHMENT% %ATTACHMENT2%
		The shell command that is executed on Windows systems to have email sent using a mail program other than MS Outlook, (or other MS mail programs). In the Series 5 system, is used to access a 3rd party utility to send email to Lotus Notes users. Each pseudo variable will be replaced with the applicable string, or path.
DOS_MAIL_PATH		The directory path in which the temporary mail messages are created on the Windows PC when mail is sent using the DOS_MAIL_CMD
UNIX_MAIL_CMD		The shell command that is executed on UNIX systems to have email sent
UNIX_MAIL_PATH		The directory path in which the temporary mail messages are created on the UNIX server when mail is sent using the UNIX_MAIL_CMD.
WEB_EDOCS_DIRECTORY	d:\s5\WEB-Etmp	The directory path in which temporary files are created used to send attachments as emails on MS Windows platforms.

— Printer Control Variables

The following variables are used to define Forms that may be printed. The argument strings are printer command strings that are unique to the given types of printers.

<i>Variable</i>	<i>Default or Sample Argument</i>	<i>Description</i>
<my queue name 1>	PRINTER1 -P SPOOLER	Defines a Series 5 Print Queue named PRINTER1 that is designated as a Windows printer. When the runtime opens a file assigned to " -P SPOOLER ", it automatically initiates a job with the Windows spooler and constructs print pages in accordance

		<p>with the program. The runtime uses the default printer and font. If the user looks for the job in the spooler, it is named with the current title of the AcuGT-GT window.</p> <p><i>Note that you must also set up a Printer Queue named PRINTER1 using the Printer Queue Maintenance function found on the Main Menu under System Maintenance on the menu bar.</i></p>														
<my queue name 2>	LARRYPRINTER2 -P SPOOLER-DIRECT	<p>Defines a Series 5 Print Queue named LARRYPRINTER2. You would define the queue with -P SPOOLER-DIRECT if a Series 5 form was to be assigned to this printer output, or if the application formatted the printout with embedded control codes. In this case, the print job to be sent to the printer via the Windows spooler, but the program does not use the spooler to format the pages. You must use embedded control codes to handle formatting (much as you would under UNIX if you used the UNIX spooler).</p>														
<my queue name 3>																
	<p>The following variables are used to identify the default settings for the different types of special forms that may be printed. Each variable must have 3 arguments, as follows, providing the Queue Name, the Create Option, and the Target output:</p> <p style="text-align: center;"><cccc>-FORM-Q <Queue-Name> <Create-Option> <Output-Target></p> <p>where:</p> <p><cccc> is the Series 5 Company System code to which the variable is to be applied to</p> <p><Queue-Name> is one of the Series 5 Queues that has been defined</p> <p><Create-Option> is either RECREATE, APPEND or DISTINCT</p> <p><Output-Target> is one of the following:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 15%;">PRINTER</td> <td>- Output to the selected Printer Queue</td> </tr> <tr> <td>PRINT</td> <td>- Output to the selected Printer Queue</td> </tr> <tr> <td>ARCHIVE</td> <td>- Output only as Archived</td> </tr> <tr> <td>DISK</td> <td>- Output only as Archived</td> </tr> <tr> <td>PRINT&ARC</td> <td>- Output to the selected Printer Queue and have Archived</td> </tr> <tr> <td>HIVE</td> <td>- Output to the selected Printer Queue and</td> </tr> <tr> <td>BOTH</td> <td>- Output to the selected Printer Queue and</td> </tr> </table>		PRINTER	- Output to the selected Printer Queue	PRINT	- Output to the selected Printer Queue	ARCHIVE	- Output only as Archived	DISK	- Output only as Archived	PRINT&ARC	- Output to the selected Printer Queue and have Archived	HIVE	- Output to the selected Printer Queue and	BOTH	- Output to the selected Printer Queue and
PRINTER	- Output to the selected Printer Queue															
PRINT	- Output to the selected Printer Queue															
ARCHIVE	- Output only as Archived															
DISK	- Output only as Archived															
PRINT&ARC	- Output to the selected Printer Queue and have Archived															
HIVE	- Output to the selected Printer Queue and															
BOTH	- Output to the selected Printer Queue and															

	<p>have Archived</p> <p>BROWSE - Output to the Series 5 Browser</p> <p>ASCIIDISK - Output to disk as an ASCII Text document</p> <p>WORDDISK - Output to disk as an MS Word document</p> <p>PRINT&WORD - Output to disk as an MS Word document and to selected Printer</p> <p>ARCHIVE&WORD - Output to disk as an MS Word document and have Archived</p> <p>WORD2003 - Output to disk as an MS Word 2003 document</p> <p>PRINT&WORD2003 - Output to disk as an MS Word 2003 document and to the selected Printer</p> <p>ARCHIVE&WORD2003 - Output to disk as an MS Word 2003 document and have Archived</p> <p>WORD2007 - Output to disk as an MS Word 2003 document</p> <p>PRINT&WORD2007 - Output to disk as an MS Word 2003 document and to the selected Printer</p> <p>ARCHIVE&WORD2007 - Output to disk as an MS Word 2003 document and have Archived</p> <p>PDFDISK - Output to disk as a PDF document</p> <p>PRINT&PDF - Output to disk as a PDF document and to the selected Printer Queue</p> <p>ARCHIVE&PDF - Output to disk as a PDF document and have Archived</p>	
ccc-OP-INVOICE-Q	<my queue name> RECREATE BOTH	Print Queue used for O/P Invoices
ccc-OP-INV-REPRINT-Q	<my queue name> RECREATE PRINT	Print Queue used for O/P Reprinted Invoices
ccc-OP-POS-INVOICE-Q	<my queue name> RECREATE BOTH	Print Queue used for O/P Point-of-Sales Invoices
ccc-OP-QUOTE-PRINT-Q	<my queue name> RECREATE ARCHIVE& PDF	Print Queue used for O/P Customer Quotes
ccc-xxx-PACKSLIPS-Q	<my queue name>	Print Queue used for O/P Packing Slips for Location xxx

	RECREATE BOTH	
ccc-xxx-PICKS-Q	<my queue name> RECREATE BOTH	Print Queue used for O/P Pick Tickets for Location xxx
ccc-xxx-QPICKS-Q	<my queue name> RECREATE BOTH	Print Queue used for O/P QuickPick Ticket for Location xxx for
ccc-AP-CHECK-Q	<my queue name> RECREATE BOTH	Print Queue used for A/P Checks
ccc-AP-QUICK- CHECK-Q	<my queue name> RECREATE BOTH	Print Queue used for A/P Quick Checks
ccc-AR-STATEMENT- Q	<my queue name> RECREATE DISK	Print Queue used for A/R Statements
ccc-PI-INVOICE-Q	<my queue name> RECREATE PRINT&W ORD	Print Queue used for PI Invoices
ccc-PI-INV-REPRINT- Q	<my queue name> RECREATE ARCHIVE& WORD	Print Queue used for PI Reprinted Invoices
ccc-PURCHASE- ORDER-Q	<my queue name> RECREATE ARCHIVE& WORD2007	Print Queue used for PO Purchase Orders
ccc-PO- REQUISITION-Q	<my queue name> RECREATE ARCHIVE& WORD	Print Queue used for PO Requisitions
ccc-QI-INVOICE-Q	<my queue name> RECREATE PDFDISK	Print Queue used for QI Invoices
ccc-QI-INV-REPRINT- Q	<my queue name>	Print Queue used for QI Reprinted Invoices

	RECREATE ARCHIVE& WORD	
FMnnn-DESC	For Dual Page Dunning Letters	Report Print Form # nnn - The description of the form displayed on the print options screen
FMnnn-INIT	<text string>	Report Print Form # nnn - Printer command string to Initialize print job
FMnnn-RESET	<text string>	Report Print Form # nnn - Printer command to reset printer
FMnnn-SELECT-TRAY-1	<text string>	Report Print Form # nnn - Printer command string to select paper from tray 1
FMnnn-SELECT-TRAY-2	<text string>	Report Print Form # nnn - Printer command string to select paper from tray 2
FMnnn-SELECT-TRAY-3	<text string>	Report Print Form # nnn - Printer command string to select paper from tray 3
FMnnn-ODD-PAGE-HEAD	<text string>	Report Print Form # nnn - Printer command string for odd page headers
FMnnn-ODD-PAGE-FOOT	<text string>	Report Print Form # nnn - Printer command string for odd page footers
FMnnn-EVEN-PAGE-HEAD	<text string>	Report Print Form # nnn - Printer command string for even page headers
FMnnn-EVEN-PAGE-FOOT	<text string>	Report Print Form # nnn - Printer command string for even page footers
FMnnn-RPT-DATE-LINE	<text string>	Report Print Form # nnn - Printer command string for report date line
FMnnn-RPT-TITLE	<text string>	Report Print Form # nnn - Printer command string for report title line
FMnnn-RPT-LEGENDS	<text string>	Report Print Form # nnn - Printer command string for report legends lines
FMnnn-RPT-HEADERS	<text string>	Report Print Form # nnn - Printer command string for report headers lines
FMnnn-USER-CODE-1	Lii <text string>	Report Print Form # nnn - Printer command string for User defined action at Line ii
FMnnn-USER-CODE-2	Lii <text string>	Report Print Form # nnn - Printer command string for User defined action at Line ii
FMnnn-USER-CODE-3	Lii <text string>	Report Print Form # nnn - Printer command string for User defined action at Line ii
FMnnn-USER-CODE-4	Lii <text string>	Report Print Form # nnn - Printer command string for User defined action at Line ii
FMnnn-USER-CODE-5	Lii <text string>	Report Print Form # nnn - Printer command string for User defined action at Line ii
FMnnn-USER-CODE-6	Lii <text string>	Report Print Form # nnn - Printer command string for User defined action at Line ii

FMnnn-USER-CODE-7	Lii <text string>	Report Print Form # nnn - Printer command string for User defined action at Line ii
FMnnn-USER-CODE-8	Lii <text string>	Report Print Form # nnn - Printer command string for User defined action at Line ii
FMnnn-USER-CODE-9	Lii <text string>	Report Print Form # nnn - Printer command string for User defined action at Line ii
FMnnn-USER-CODE-10	Lii <text string>	Report Print Form # nnn - Printer command string for User defined action at Line ii
MSWORD-DEFAULT-SPECS	"LANDSCAPE" "Courier New" 8	Defined specifications for outputting Series 5 reports to an MS Word Document Arguments are: <Orientation> <FontSize> <Template-Name> <ul style="list-style-type: none"> • The font must be defined on the clients PC • Orientation must be LANDSCAPE or PORTRAIT • The Template is an MS Word defined template and must be stored in MS Word's Template directory
MSWORD-AR-STMT-SPECS	LANDSCAPE "Courier New" 8	Defined specifications for outputting A/R Statements to an MS Word Document
MSWORD-CS-INV-SPECS	PORTRAIT "Courier New" 8 Invoice-Template	Defined specifications for outputting Cement Shipment Invoices to an MS Word Document
MSWORD-DUNSTMT-SPECS	LANDSCAPE "Arial" 10 Letter-Template	Defined specifications for outputting A/R Dunning Letters to an MS Word Document
MSWORD-GL-FINS-SPECS	LANDSCAPE "Courier New" 8	Defined specifications for outputting G/L Financial Statements to an MS Word Document
MSWORD-OP-FINS-SPECS	PORTRAIT "Courier New" 8 Invoice-Template	Defined specifications for outputting O/P Invoices to an MS Word Document
MSWORD-OP-QUOTE-SPECS	PORTRAIT "Courier New" 10 Quotes-Template	Defined specifications for outputting O/P Quotes to an MS Word Document

MSWORD-PAKSLIP-SPECS	LANDSCAPE "Courier New" 8 Pack-Template	Defined specifications for outputting O/P Packing Slips to an MS Word Document
MSWORD-PI-INV-SPECS	PORTRAIT "Courier New" 8 Invoice-Template	Defined specifications for outputting P/I Invoices to an MS Word Document
MSWORD-PO-FORMS-SPECS	PORTRAIT "Courier New" 10 purchase_order.dot	Defined specifications for outputting P/O Purchase Orders to an MS Word Document
MSWORD-PO-REQS-SPECS	PORTRAIT "Courier New" 10 requisition.dot	Defined specifications for outputting P/O Requisitions to an MS Word Document
MSWORD-QI-INV-SPECS	PORTRAIT "Courier New" 8 Misc-Invoice-Template	Defined specifications for outputting Q/I Miscellaneous Invoices to an MS Word Document
MSWORD-WEB-RPT-SPECS	LANDSCAPE "Courier New" 7	Defined specifications for outputting E-Request server reports to an MS Word Document
XXX-BITMAP	Row Column Pixel-Height Pixel-Width Filename	For Series 5 Printer Queue XXX Outputs the specified bitmap file to the given row/column of the page at the specified pixel Height/Width on every page of the report.
SHSI-RPT-DESTINATION	4	Sets the default output target selection for all reports generated in Series 5 that are not programmatically targeted. The argument is an integer digit representing the desired target as follows: <ul style="list-style-type: none"> 1 - To the printer 2 - Archived 3 - Both the printer & Archived 4 - to be Browsed Only 8 - to disk as an ASCII file 17 - To disk as an MS Word 2003 document 19 - To disk as an MS Word 2003 document & Archived

		<p>26 - To disk as an MS Word 2007 document 30 - To disk as an MS Word 2007 document & Archived 35 - To disk as an MS Word 2007 saved as a PDF file</p> <p>You would typically have the argument set to either 1, 2 or 4.</p>
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— Web Server Control and File Management Variables

The following variables are used to define the location of different sets of files used by the Series 5 CGI service routines executing on a Web Server.

Variable	Default or Sample Argument	Description
CODE-PREFIX	/web/.../shweb/ acubin	The directory path in which the executable CGI programs reside.
SHSI-WEB-LOG-FILE	/web/.../shweb/ acutemp	The full path and filename which is used to log messages, generated by the system, by CGI service routines executing on a Web server.
SHSI-WEB-TRACE-MODE	0 or 1	If = 1, then messages are output to the execution error log file. Should be set to zero unless specifically need to debug the execution of CGI service routines.
WEB-COMPANY-1	40	The Series 5 Company code assigned to Web Company 1 (Code embedded in Web Page ID codes)
WEB-COMPANY-2	50	The Series 5 Company code assigned to Web Company 2
WEB-COMPANY-3	SHSI	The Series 5 Company code assigned to Web Company 3
WEB-COMPANY-4	PCA	The Series 5 Company code assigned to Web Company 4
WEB-COMPANY-5	AUSI	The Series 5 Company code assigned to Web Company 4
WEB-OP-LOCATION-1	10	The Inventory Warehouse Location code for orders submitted over the Web for Company 1
WEB-OP-LOCATION-2	20	The Inventory Warehouse Location code for orders submitted over the Web for Company 2

WEB-OP-LOCATION-3	30	The Inventory Warehouse Location code for orders submitted over the Web for Company 3
WEB-OP-LOCATION-4	40	The Inventory Warehouse Location code for orders submitted over the Web for Company 4
WEB-OP-LOCATION-5	EAST	The Inventory Warehouse Location code for orders submitted over the Web for Company 5
WEB-EDOCS-DIRECTORY	/web/.../shweb/ acutemp	The directory path in which temporary files are created used to send attachments as emails on UNIX web servers.
WEB-MGMT-CTRL-PATH	@accserver:/acctg/ shsi_ctrl	For CGI service routines on a Web server, defines the directory path of the location where the Series 5 control files reside.

7.3 Runtime Error Codes

These Unfortunately things don't always operate the way they should. For a variety of reasons, the application will on occasion generate some nasty looking error codes and messages.

These can be divided up into three categories of errors:

- Application generated Errors
- Microsoft Word or Excel generated Errors

Generally when an error occurs the application that was executing will bomb out. Any of these errors should be immediately reported to you System Manager, or to Sentinel Hill Software's support team.

When reporting an error, please attempt to record the following bits of information:

- What application you were executing
- What menu item you were executing
- What screen was being displayed just before the error was reported
- What field or control your mouse was position on when the error occurred
- What key or control was struck or clicked when the error occurred
- If possible, identify the Transaction record, or Master Code record that was being operated on at the time
- The error code, along with the accompanying descriptive text, if any.

Please Take Note

If it is at all possible, you should get a screen shot of your screen with the error message displayed. This would greatly assist in identifying the cause of the error.

7.3.1 Application Error Codes

Here is a description of the assorted errors generated from the application that will cause it to terminate abnormally.

Error Code	Message	Possible Problem
24	Disk full for Indexed file WRITE	There is not enough disk space allocated to the data folder the data file resides in
30-XX	Hardware Error Failure	There is a serious hardware failure. The secondary code value xx is set by the operating system.
34	Disk full for Sequential file WRITE	There is not enough disk space allocated to the data folder the data file resides in
35	File not found for Open	The application attempted to open a file that could not be found. Contact your Systems Manager or Sentinel Hill Software support for assistance.
37-07	User does not have permission to access file	The user does not appropriate access rights to open the file
37-XX	System failure on opening a file	The application attempted to open the file in the wrong mode
37-99	Windows runtime not network enabled	Non-Networked runtime attempted to open a file on a remote system
39-XX	File Mismatch on OPEN	An older version of the file was being accessed, or application programming error. The secondary code value xx indicates the type of mismatch.
41	File Already Open	An application programming error. Contact Sentinel Hill Software support.
42	File Not Open	An application programming error. Contact

		Sentinel Hill Software support.
47-XX	File not opened in the correct mode	An application programming error. Contact Sentinel Hill Software support.
48-XX	File not opened in the correct mode	An application programming error. Contact Sentinel Hill Software support.
49-XX	File not opened in the correct mode	An application programming error. Contact Sentinel Hill Software support.
94-10	Too many files opened by process	The max number of files has been reached. The configuration variable MAX-FILES should be increased.
98	The file has become corrupt	The file has become corrupt for some reason. You must use the AcuGT's vutil utility to rebuild the file. Contact your Systems Manager or Sentinel Hill Software support for assistance. (From a DOS or UNIX prompt you will need to issue the command vutil32 -rebuild filename).
9C	Max number of locks specified.	The max number of files that can be locked has been reached. Either the configuration variable MAX-LOCKS should be increased, or an application programming error has caused the problem. (By default MAX-LOCKS is the same as MAX-FILES)
9D-XX	Internal error from host file system	An internal error has occurred when attempting to access a file over the network using AcuGT's Acuserver running on the primary server. The most likely problem is that the host server network is down, or the host server file server process has failed. Contact your Systems Manager. The xx is the host system's error code.

7.3.2 Microsoft Utility Errors

TheSeries 5 systems internally makes calls to Microsoft's Word and Excel utilities. On occasion, these utilities will report an error which causes the application to abort. Here are the documented errors that have been encountered to date.

From	Message	Possible Problem
Word	Unable to satisfy the requested call	When attempting to print a document directly from Word, and a problem exists on the network, or the remote printer is probably not turned on.
Excel	Class is not licensed for use	When outputting a string to a spreadsheet there

(error 800A03EC)	was a "=", "+", or "-" character in the 1st character of the string. Excel thinks this is the start of an equation that does not make sense. If possible insert the "'", (single quote), character as the 1st character of the string being output.
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