

SUPPORT DOCUMENT

Fixed Assets



Contents

Overview	3
Setting Up the Assets Module	3
Creating Locations	3
Disposal Reasons	3
Expense Types.....	3
Depreciation Methods.....	4
Asset Types	4
Asset Master	5
General Tab.....	5
Purchase Information	6
Depreciation History.....	6
Repairs and Maintenance	7
Disposals	8

Overview

The Palladium Fixed Assets module allows you to manage 2 very distinct features. Firstly it allows you to manage and control your assets as required by legislation with the ability to process up to 5 depreciation calculations (commonly known as Asset Registers) per asset. Secondly, you can record all costs against your Assets, record the Usage per asset for a period, then run Efficiency reports per asset.

Setting Up the Assets Module

Before you start processing you need to first Setup the Assets Module. To do this you go to the Assets Module, in the maintenance section.

Maintenance



Assets



Asset Types



Depreciation Methods



Expense Types



Disposal Reasons



Locations

Creating Locations

The create location function allows you to assign locations to assets and transfer items across locations. This also facilitates the Asset count function.

Disposal Reasons

These reason codes could be Sold or Scrapped and assist in analysing your reasons for disposal.

Expense Types

These expense types relate to the recording of costs against an asset in order to assess the efficiency levels of an asset. This could be fuel costs in Litre or Service Fees etc.

Depreciation Methods

The depreciation methods are the different methods you use to depreciate your asset. These methods include:

- Straight line method
- Equal Allowance Method
- Reducing Balance Method
- Immediate Write off Method
- No Depreciation Method
- Variable % Method – this method will allow you to define the number of years over which to write down the asset with custom-defined percentages set per year (as seen in the screen below)

Year Number	Percentage
1	50.00
2	30.00
3	20.00

Asset Types

The Asset Types, or Groups is the way in which the respective assets are maintained in the Ledger Accounts as well as their common methods of depreciation.

We also cater for up to 5 different Depreciation Methods per asset each with the facility to report per Method, or Asset Register. Note that the Asset Registers (Depreciation Methods) can have their own custom name settings that can be found in the **Control Panel >> Options >> Naming Conventions**.

The Other Ledger Accounts such as, Asset Cost and Repairs & Maintenance are used during the Vendor Invoice Process function when Purchasing and allocating costs to assets.

Fixed Assets

Asset Master

This section contains all the information related to the individual Assets, split into the various tabs below.

General Tab

This tab contains all the General Information relating to the asset itself.

The screenshot shows the 'Asset' window in Palladium Accounting. The window title is 'Asset'. At the top, there are fields for 'Number' (ISUZU_SCAM_001) and 'Barcode' (688765383269). Below these is a 'Description' field containing 'Isuzu Double Cab PALLAD01'. A red asterisk and the word 'Required' are visible to the right of the description field. Below the description field is a tabbed interface with the following tabs: 'General', 'Purchase Information', 'Sub Assets', 'Depreciation History', 'Repairs & Maintenance', 'Location', 'Optional Fields', 'Files', and 'Notes'. The 'General' tab is selected. The 'Details' section on the left contains the following fields: 'Asset Type' (Motor Vehicles), 'Cost Center', 'Project', 'Quantity' (1), 'Serial Number', 'Tag Number', 'Disposal Date' (Select a date), 'Disposal Reason', 'Proceeds' (0.00), and 'Location'. The 'Images' section on the right has a checked 'Default Image' checkbox and a preview of a blue Isuzu truck. Below the preview is a navigation bar showing '1 of 1' images. At the bottom of the window, there are checkboxes for 'Inactive' and 'Sub Asset', and 'OK' and 'Cancel' buttons.

Fixed Assets

Purchase Information

This section allows you to set information such as the Purchase information as well as residual values that get used during the depreciation calculation. You can also revalue the assets at any time that will adjust the Depreciable Value dynamically.

The screenshot shows the 'Asset' window with the following data:

- Number: ISUZU_SCAM_001
- Barcode: 688765383289
- Description: Isuzu Double Cab PALLAD01
- Vendor: TST002
- Purchase Date: 2015-07-07
- Insured Value: 290 000.00
- Salvage Value: 0.00
- Replacement Value: 0.00
- Purchase Price: 280 000.00
- Residual Value: 25 000.00
- Revaluation Value: 0.00
- Depreciable Value: 255 000.00
- Depreciate From: 2015-08-01

Depreciation History

This section allows you to set the opening depreciation per Asset Register, as well as list and allow you to edit the various depreciation runs as seen below. Note that you can process a depreciation run 365 times a year if required.

The screenshot shows the 'Asset' window with the following data:

- Number: ISUZU-2CAB-001
- Barcode: 67918212612216
- Description: Isuzu Double Cab Reg AYR UTD ZN

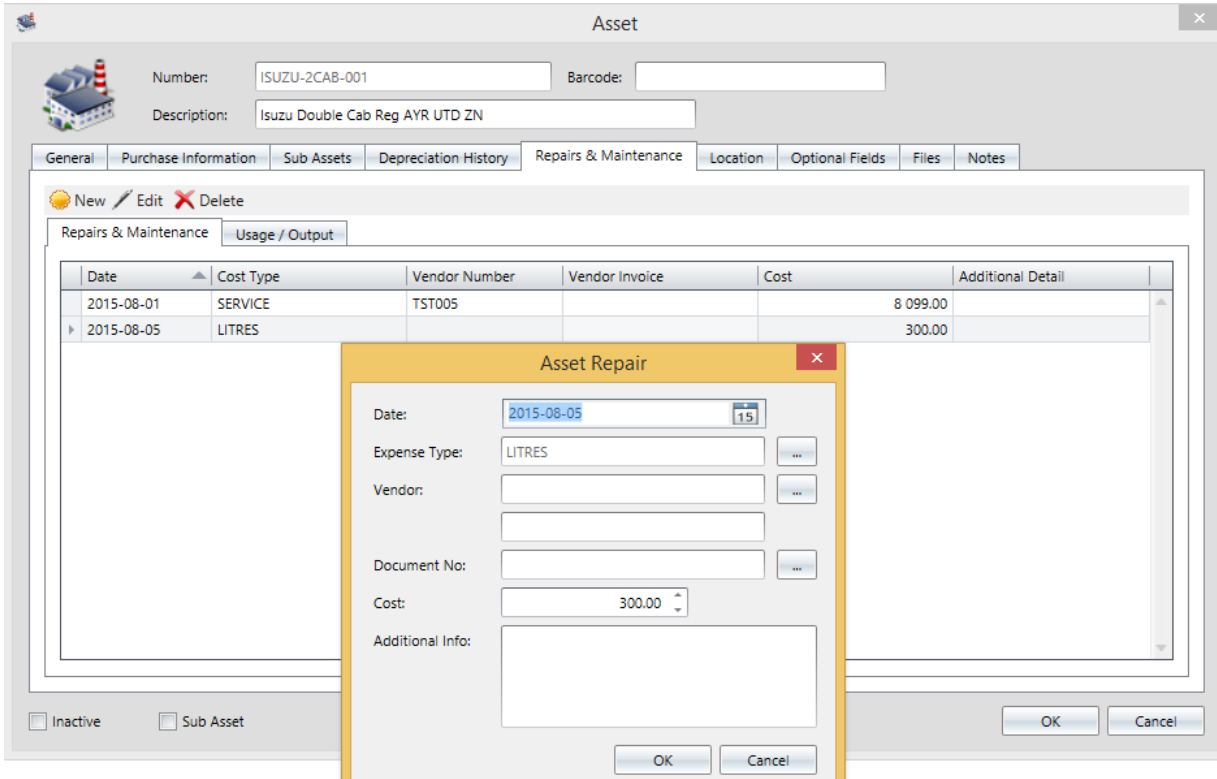
The Depreciation History table is as follows:

Date	Book Value	Tax Value	Depreciation Method 3	Depreciation Method 4	Depreciation Method 5
2015-07-31	6 794.52	11 324.20	0.00	0.00	0.00
2015-08-15	3 287.67	5 479.45	0.00	0.00	0.00
	10 082.19	16 803.65	0.00	0.00	0.00

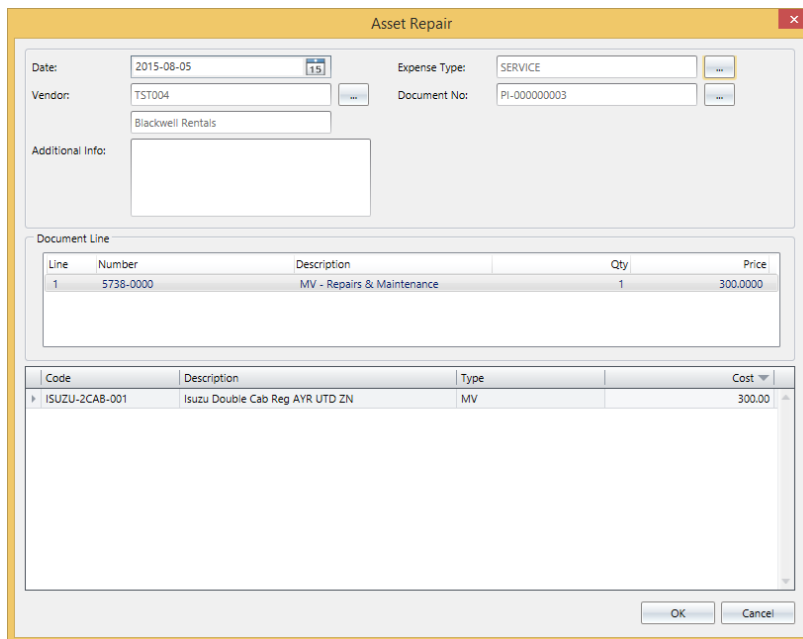
Fixed Assets

Repairs and Maintenance

This feature allows you to capture Costs as well as records usage against the various Assets. This allows you to not only control costs, but you can also generate Asset Efficiency reports such as Km/L or Cost per Unit produced for machinery used in production.

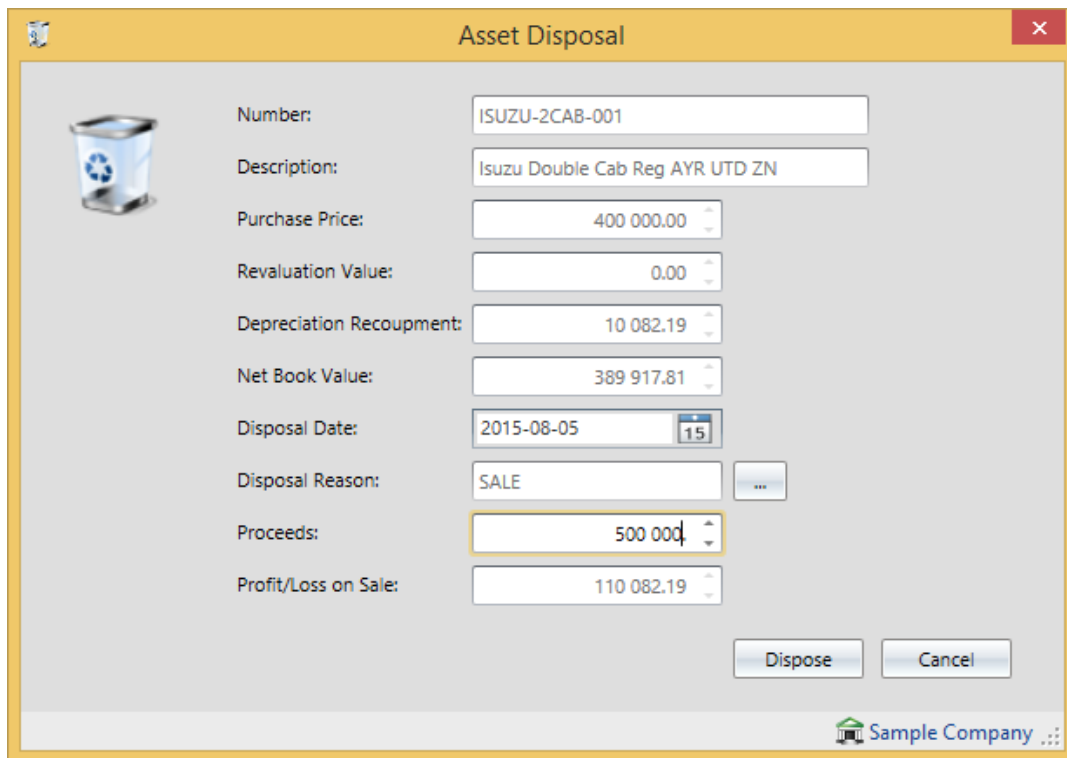


Palladium also facilitates the ability to post these costs directly to the Assets from the Vendor processing screens below with the system Displaying all Assets linked to that specific Repairs and Maintenance Account that is used in the Asset Category setup.



Disposals

You can dispose of assets using Disposal reason codes for ease of reporting and analysis.



Field	Value
Number	ISUZU-2CAB-001
Description	Isuzu Double Cab Reg AYR UTD ZN
Purchase Price	400 000.00
Revaluation Value	0.00
Depreciation Recoupment	10 082.19
Net Book Value	389 917.81
Disposal Date	2015-08-05
Disposal Reason	SALE
Proceeds	500 000
Profit/Loss on Sale	110 082.19

Buttons: Dispose, Cancel

Footer: Sample Company