Opera 3 Fixed Assets

Accreditation
Training Courseware

Pegasus Software Ltd
Accreditation Training Courseware

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Introduction

About Opera 3

Opera 3 is the most versatile and user-friendly accounting, supply chain management, payroll & HR, manufacturing and reporting solution from Pegasus Software. A modular solution, Opera 3 enables you to select the components that match your current business model, whilst making it possible to add further functionality as requirements change. This means that the capability or capacity of a system can be seamlessly expanded whilst safeguarding the investment.

For more information about Opera 3, select the Solutions link on the Pegasus web site.

About this Guide

This Accreditation Training Courseware offers an accompanying guide to the accreditation training course.

If you are new to Opera 3, read the Getting Started section of the Opera 3 Help that covers the application in more detail. You can access this from the Windows Start menu, or by using the F1 Key or Help menu when you have logged in to the product.

Opera 3 is available for both Visual FoxPro and SQL Server database platforms. This Accreditation Training Courseware applies to both database platforms, however, there are certain elements that are only included in one or the other database, and as such, the relevant sections or paragraphs are clearly identified with the following labels:

[SQL] – only relevant if you are running the application on an SQL Server database.

[VFP] – only relevant if you are running the application on a Visual FoxPro database.

Sections that are not identified with these labels are relevant to both database types.

For more information, see the section Functional Differences between Opera 3 Enterprise & Opera 3 Enterprise SQL section in the release guide.

Introducing the module

The Fixed Assets module allows you to keep a complete register of assets, from their initial acquisition through to disposal. There are four depreciation methods that can be calculated by the system, depreciation being deducted until the asset's residual value is reached. Depreciation and disposal details to-date can be recorded for assets acquired in previous periods or years.

The system can record details of any Finance or Operating Lease and HP/Lease Purchase assets as well as company owned assets. For assets that do not fall into any of these categories, you can use another type called ‘Other’. Changes in expected life, depreciation rate or method and revaluations are all possible; these can be backdated to the start of the asset’s life.

Feedback

Pegasus is interested to hear your views on the documents we provide. To give your feedback, send an email to training@pegasus.co.uk. Please type “O3Training_Accreditation_FIN50FixedAssetsR3.2.docx Accreditation Training Courseware” in the subject box.

Please note that product support is not offered through the above email address.

Key

Icon	Meaning
Example – Examples	Useful Hint, Tip or Note. General Comments / Notes
	Useful Report obtained from clicking on the print icon while sitting on the form
	During the literature, some basic Question and Answer / Troubleshooting points are discussed. May include a few did you knows…
	Website link
	Exercises / Example solution
	Report to XLS
	Potential Report Enhanced from Opera 3 (more than simple field adjustments)
Question *Answer* FAQ	FAQs – Only
	Action Menu example of the corresponding form.

Training Literature Releases

Release	Added Information
R1.0	Originating Document for Opera II v6.70
R2.0	Uplifted with new features up to latest 6.91 Opera II release.
R3.0	Originating document (Uplift to O3) and Chapter adjustment. Includes new Action Menu shots
R3.1	Updates for SEPA details
R3.2	Minor updates for v2.13

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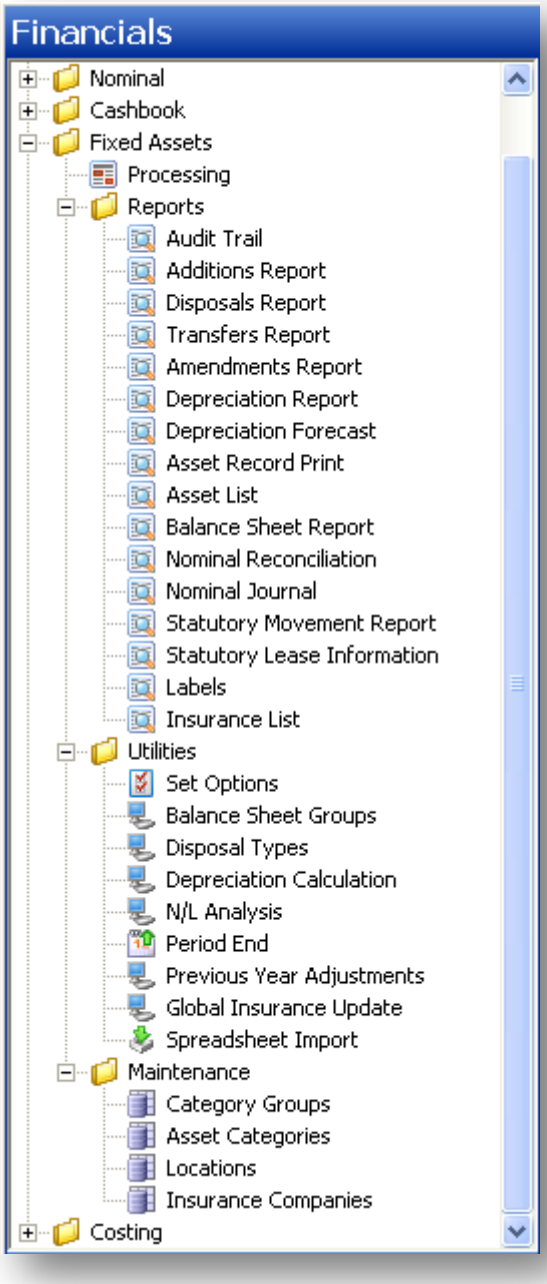
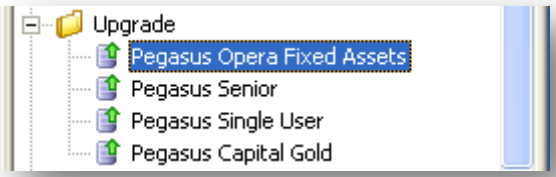
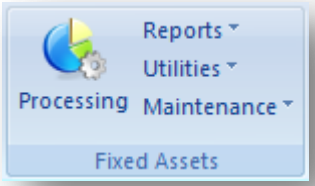
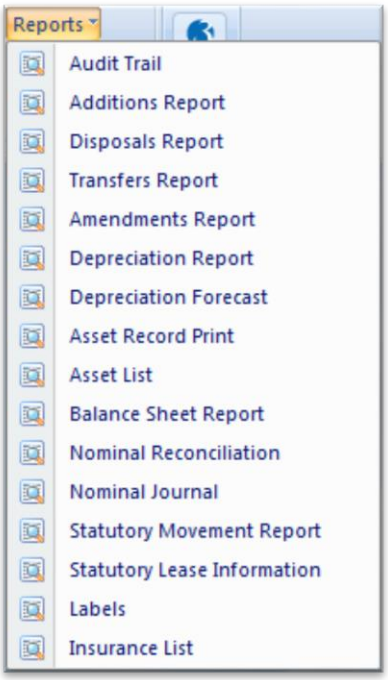
Module Menu Structure

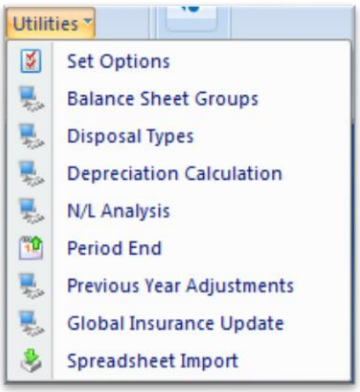
The following sections will cover the functionality of the options in this module as outlined in the image below which shows each menu option contained in this module.






Reports
Utilities
Processing
Maintenance
Fixed Assets


Reports
Audit Trail
Additions Report
Disposals Report
Transfers Report
Amendments Report
Depreciation Report
Depreciation Forecast
Asset Record Print
Asset List
Balance Sheet Report
Nominal Reconciliation
Nominal Journal
Statutory Movement Report
Statutory Lease Information
Labels
Insurance List


Utilities
Set Options
Balance Sheet Groups
Disposal Types
Depreciation Calculation
N/L Analysis
Period End
Previous Year Adjustments
Global Insurance Update
Spreadsheet Import

Maintenance
Costing
Category Groups
Asset Categories
Locations
Insurance Companies

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Glossary (of Menu Structure)

Navigator Folder	Command	Purpose
Fixed Assets	Processing	Every asset on the register is given an asset number. It is also possible to specify sub-assets by using the extra four-character code after the asset number. The processing screen allows the user to create, maintain and process transactions for Fixed Assets.
Reports	Audit Trail	Various standard reports are available as listed on the left.
	Additions Report	
	Disposals Report	
	Transfers Report	
	Amendments Report	
	Depreciation Report	
	Depreciation Forecast	
	Asset Record Print	
	Asset List	
	Balance Sheet Report	
	Nominal Reconciliation	
	Nominal Journal	
	Statutory Movement Report	
	Statutory Lease Info	
	Labels	
	Insurance List	
Utilities	Set Options	This menu option allows the user to determine how the Asset module will operate. It contains a number of processing controls and system defaults.
	Balance Sheet Groups	These groups form the columns on various reports and every asset on the register belongs to one of these groups.
	Disposal Types	The Disposal Types option allows the user to define descriptions for different asset disposal methods which are used to explain the reason for an asset being disposed of.
	Depreciation Calculation	The **Depreciation Calculation** in Utilities will update each asset on the register with any depreciation due in this period.
	N/L Analysis	Running the N/L Analysis will prepare the data as required for the NL posting in the Transfer file. If not linked to a NL, a report

		can be created and is real time is in use, post the journal immediately.
	Period End	Any items that have been marked for deletion will be removed. The current Fixed Assets period number will be incremented by one.
	Previous Year Adjustments	The **Previous Year Adjustments** function in Utilities allows an asset's Capital Cost, Depreciation to date or Residual Value figures in last year's Nominal Ledger to be adjusted. The function is also available when not linked to Nominal Ledger to update the asset record for last year.
	Global Insurance Update	
	Spreadsheet Import	
Maintenance	Category Groups	Category Groups are an optional reporting tool in the Fixed Assets module. Every asset created belongs to an Asset Category which defines elements such as its expected life, depreciation method and depreciation rate.
	Asset Categories	Asset Categories are used to group together similar assets that share the same depreciation method and balance sheet grouping.
	Locations	Locations allow you to specify where an asset is physically being kept. These can be used in addition to cost centres and are mainly for reporting purposes.
	Insurance Companies	This is an optional part of the Fixed Asset register. Insurance Companies allows you to keep a record of insurance policies that relate to assets on the register.
Upgrade	Pegasus Opera Fixed Assets	Upgrade routine to convert Fixed Assets data from an existing Opera 16 system into the current Opera 3 company.

Notes

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The Module

The Fixed Assets module allows you to keep a complete register of assets, from their initial acquisition through to disposal.

There are four depreciation methods that can be calculated by the system:

- Straight Line Amount
- Straight Line Percentage
- Reducing Balance
- Immediate Write Down.

A Manual Depreciation method is also available to cater for anything else.

Depreciation and disposal details to-date can be recorded for assets acquired in previous periods or years.

The system can record details of any Finance or Operating Lease and HP/Lease Purchase assets as well as Company Owned. An 'Other' type is also available for items that do not fall into any of these categories.

Changes in expected life, depreciation rate or method and revaluations are all possible on the system. These can be backdated to the start of the asset's life. The Fixed Assets module can be run stand-alone or be linked to Nominal Ledger. When linked, journals to Nominal Ledger can be automatically posted for depreciation, revaluations and disposals.

As the following list details, this module provides support for a number of other modules which are reliant on its database of assets. Each of these modules is dynamically linked to the asset information with real-time access and updates including;

Nominal Ledger: Journals to Nominal Ledger can be automatically posted for depreciation, revaluations and disposals.

Purchase Order Processing / Purchase Ledger: A matching product will optionally be created alongside the asset to allow related sales to be easily entered in the Sales Order Processing. Purchase details related to the assets will be available in this module.

Document Management: The documents stored or generated by the system (e.g. hire agreements, MOT reminders etc.) will be 'filed' against associated Asset record stored in this modules.

Notes

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1 Set-Up

1.1 System Requirements

Opera II 6.7x.xx or above installed and working. Any version of Opera 3.

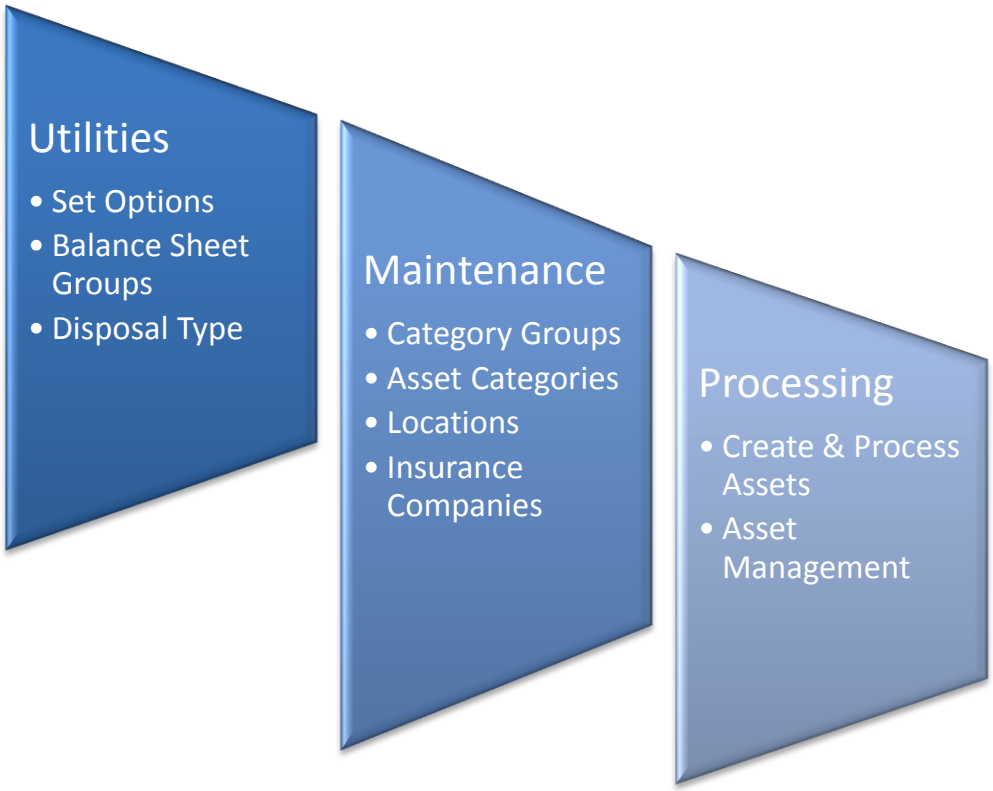
1.2 Pre-Requisites

Regardless whether Fixed Assets is present, the 6.70.00 release is introducing a change in Available Nominal Classes. For further technical details, please refer to section regarding Nominal Ledger changes.

The user will now have the ability and choice to redefine their Types to select Current Assets or Fixed Assets (rather than just Assets). Ones which are marked as Fixed Assets will provide the opportunity for an Asset to be created from a PL Invoice or a POP/PIR Invoice (not based on a stock record).

1.3 Recommended Order of Set-up

Pre-Req - Nominal Accounts settings and links (optional / Dependant) and a basic understanding of Fixed Assets.



Set-up

Notes

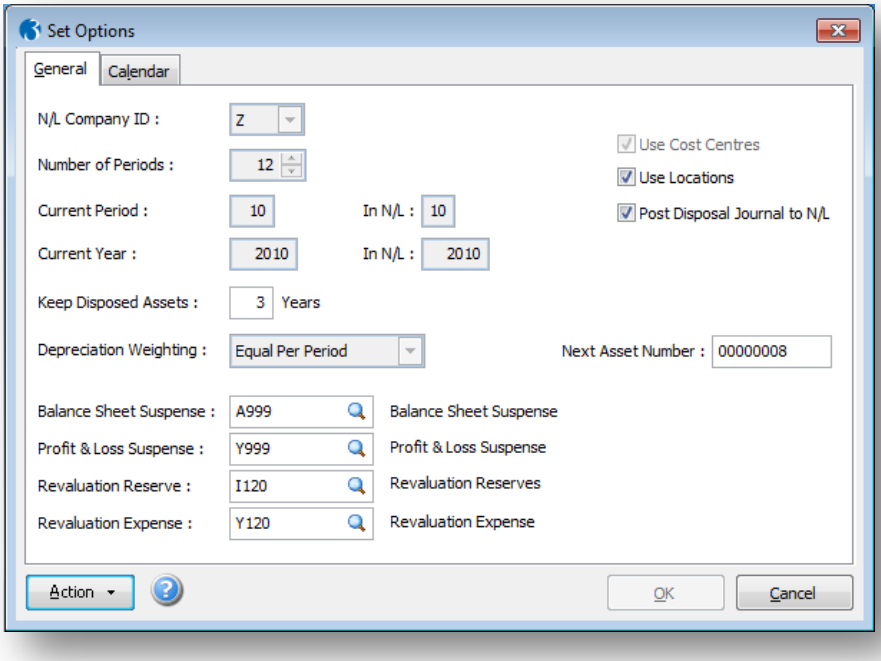
1.4 Utilities Records

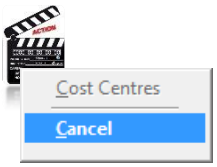
This section goes through the records that are required to be set-up within the Utilities group. This includes Set Options which offer various settings that govern the workings of the module. This is an essential part of the set-up process.

1.4.1 Set Options

Use the **Set Options** command to specify options and Nominal Ledger accounts that affect the operation of Fixed Assets. Records and parameters within the Utilities section are the first elements to set up. Please note the following details are held in the FPARM table.

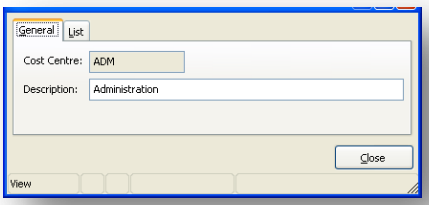
You do not need to complete all options before you begin. If Fixed Assets is linked to the Nominal Ledger, the accounts need to be set up beforehand. The **Set Options** command is an exclusive process, which means you cannot change option settings while other forms or processes that involve Fixed Assets are active.





Box	Description
NL Company ID	The company code for Nominal Ledger linked to Fixed Assets. It is only enabled if you have chosen to link Fixed Assets to the Nominal Ledger by ticking the Fixed Assets to Nominal box on the **Company Profiles** form. You can link Fixed Asset to the same company's Nominal Ledger or to a different company's Nominal Ledger. **Note:** To link to a different company's Nominal Ledger, the Cost Centres in Nominal option in both the Fixed Asset company and the Nominal Ledger company must both be either ticked or not ticked.
Number of Periods	The number of financial periods in the year. If Fixed Assets is not linked to the Nominal Ledger, you can enter the number of periods here. If Fixed Assets is linked to the Nominal Ledger you can change the number of periods on the Set Options form in the Nominal Ledger.

Notes

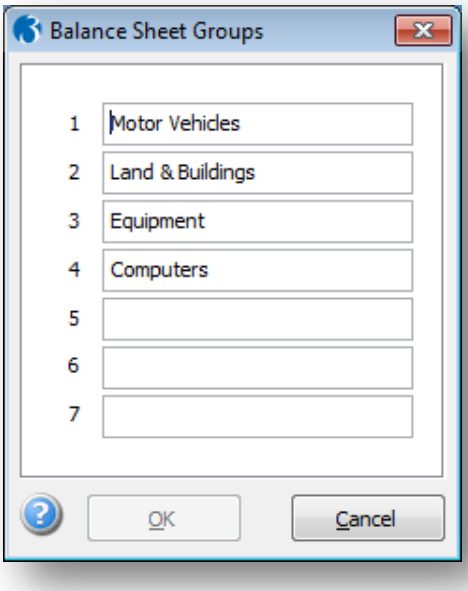
Current Period	This is the current Fixed Assets period number. Enter '1' to use Fixed Assets at the start of the year, otherwise enter the relevant period number. If Fixed Assets is linked to the Nominal Ledger, you can change the current period on the Set Options form in the Nominal Ledger. This is automatically incremented each time the Period End in Fixed Assets is run.
Current Year	This is the current year in Fixed Assets. This is automatically incremented when the Period End command is run in the last period in Fixed Assets. If Fixed Assets is linked to the Nominal Ledger, you can change the current year on the Set Options form in the Nominal Ledger.
In N/L	If Fixed Assets is linked to a Nominal Ledger, the **In N/L** box displays the current period and year in the Nominal Ledger.
Disposed Asset Keep	The number of years you want to keep disposed asset records. At the end of the specified number of years, disposed asset records are removed when you run the last Period End of the year.
Depreciation Weighting	**Equal Per Period**: Depreciation calculated per period will be the same regardless of how many days there are in each period. For example, an asset will depreciate by the same value in a 30 day period as it does for a 50 day period.
	Days In Period: Depreciation calculated for a period depends on the number of days in it. For example, an asset will depreciate twice as much in a 60 day period as it does in a 30 day period.
Nominal Ledger Accounts	
If Fixed Assets is linked to the Nominal Ledger, the Balance Sheet Suspense, Profit and Loss Suspense, Revaluation Reserve, and Revaluation Expense accounts must already be set up in the Nominal Ledger Accounts command. Some accounts must be set up as Balance Sheet accounts, others as Profit and Loss accounts. See the Nominal Ledger Types Help topic for details. If Fixed Assets is not linked to the Nominal module, these account boxes can be used for analysis and reporting purposes in Fixed Assets.	
Balance Sheet Suspense	This account must be a Balance Sheet account. It is used only if an invalid Balance Sheet account is found when the Nominal Ledger is updated.
Profit and Loss Suspense	This account must be a Profit and Loss account. It is used only if an invalid Profit and Loss account is found when the Nominal Ledger is updated.
Revaluation Reserve	This account must be a Balance Sheet account. If Fixed Assets is linked to the Nominal Ledger you must enter a Revaluation Reserve account to do asset revaluations.
Revaluation Expense	This account must be a Profit and Loss account. If Fixed Assets is linked to the Nominal Ledger you must enter a Revaluation Expense account to do asset revaluations.
Cost Centres	
Use Cost Centres	 If you do not use the Nominal Ledger in Opera 3, or Fixed Assets is not linked to the Nominal Ledger, you can select this option if you want to use cost centre analysis in Fixed Assets. The cost centre maintenance form is then enabled on this form's **Action** menu.

Notes

Use Cost Centres…	Using Cost Centres allows an asset to belong to different departments and have its depreciation apportioned accordingly. If Fixed Assets is linked to the Nominal Ledger, the use of cost centres is controlled by the Cost Centres in Nominal option on the **Company Profiles** form in the System module.
Use Locations	This option allows assets to be 'allocated' to different locations. This means you can keep track of asset records at particular locations (for example, buildings, factories, or offices) using the reports in Fixed Assets. If selected, you can create locations in the Locations command.
Post Disposal Journal to N/L	This option is only enabled if Fixed Assets is linked to the Nominal Ledger. If the option is ticked the Nominal Ledger is updated when assets are disposed or part-disposed in Fixed Assets.
Next Asset Number	New asset records can be automatically numbered starting from the number you enter in this field. You can include letters in the field but the last four characters must be numeric in order for the system to be able to assign a new number. If you leave this field blank you can specify your own numbers when you create assets.

1.4.2 Balance Sheet Groups

Balance Sheet Groups is where the names of balance sheet reporting groups are entered. These groups form the columns on various reports and every asset on the register belongs to one of these groups. Every asset on the register belongs to one of these groups and therefore any movements in that asset will be recorded under the correct column on the Statutory Movement Report.



Therefore any information associated with each asset may be grouped and analysed under these headings for report purposes. The following image shows the screen used to enter and change these reporting groups:

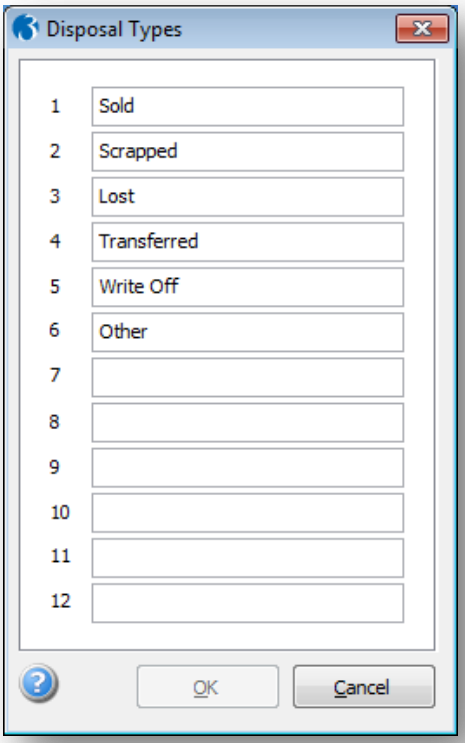
To Add Balance Sheet Groups

1. Open the **Fixed Assets** folder, click **Utilities** and then click **Balance Sheet Groups**.
2. Add a description for each Balance Sheet group you need. For example, 'Land and Buildings', or 'Fixtures and Fittings'.
3. Click **OK**.

1.4.3 Disposal Types

Notes

Disposal Types are defined so that they can be used when assets are either partly or fully disposed. They explain the reason for an asset being disposed. You must add disposal types before you can dispose an asset in Fixed Assets.



To Add Disposal Types

1. Open the **Fixed Assets** folder, click **Utilities** and then click **Disposal Types**.
2. Add a description for each Disposal Type you need. For example, 'Sold', or 'Scrapped'.
3. Click **OK**.

Notes

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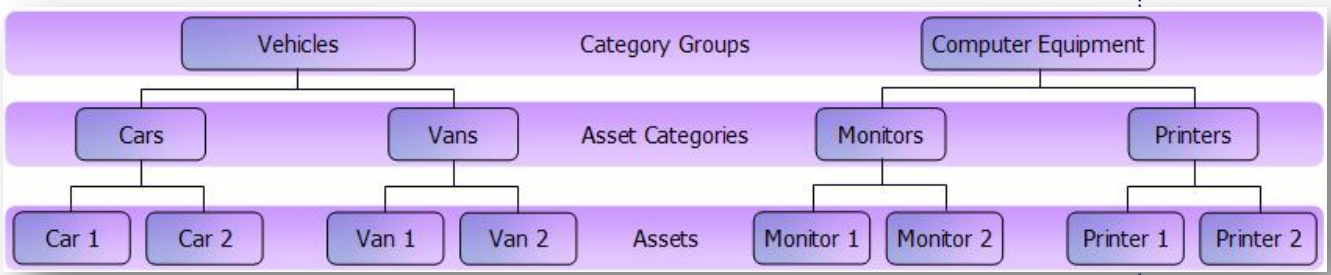
2 Maintenance

Various Maintenance records will need to be created for Processing and Analysis purposes. These records are often associated to processing records created such as “an Asset” and various respective analysis details.

2.1 Category Groups

Category Groups are an optional reporting tool in the Fixed Assets module. Every asset created belongs to an Asset Category which defines elements such as its expected life, depreciation method and depreciation rate.

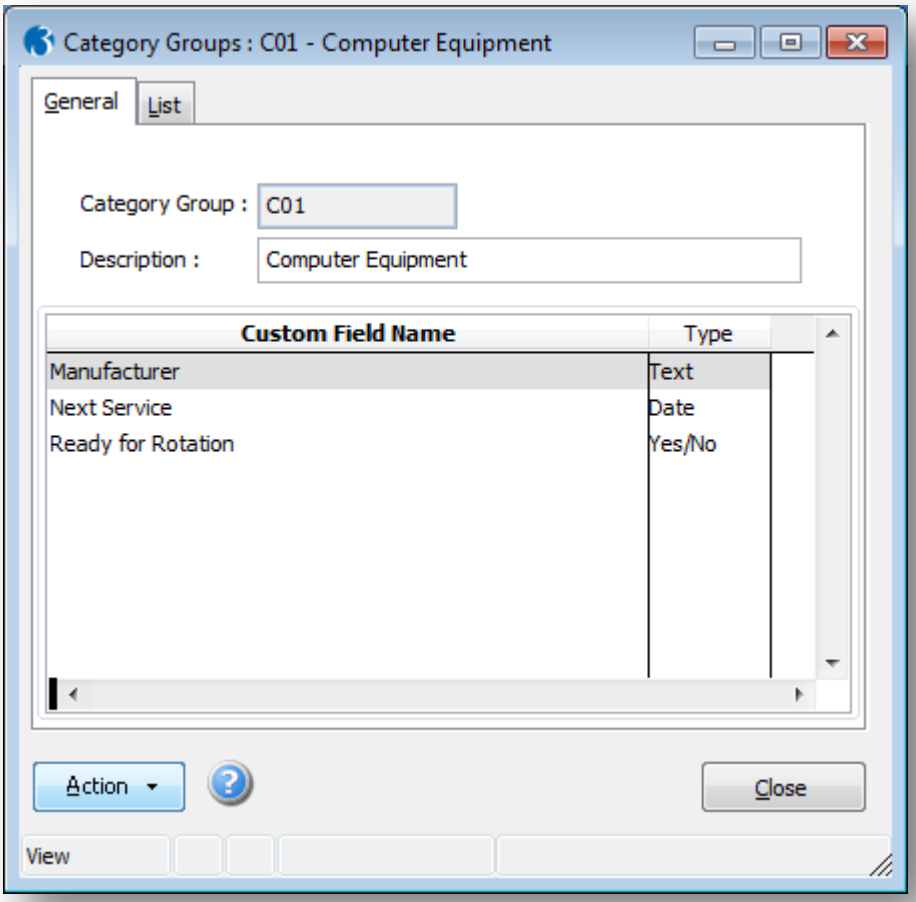
These Asset Categories can be further grouped into Category Groups which would then allow reporting to be done at three levels. Each Category group is given a four character code and a text description.



Although every asset must belong to an Asset Category, it is not mandatory for every Asset Category to belong to a Category Group.

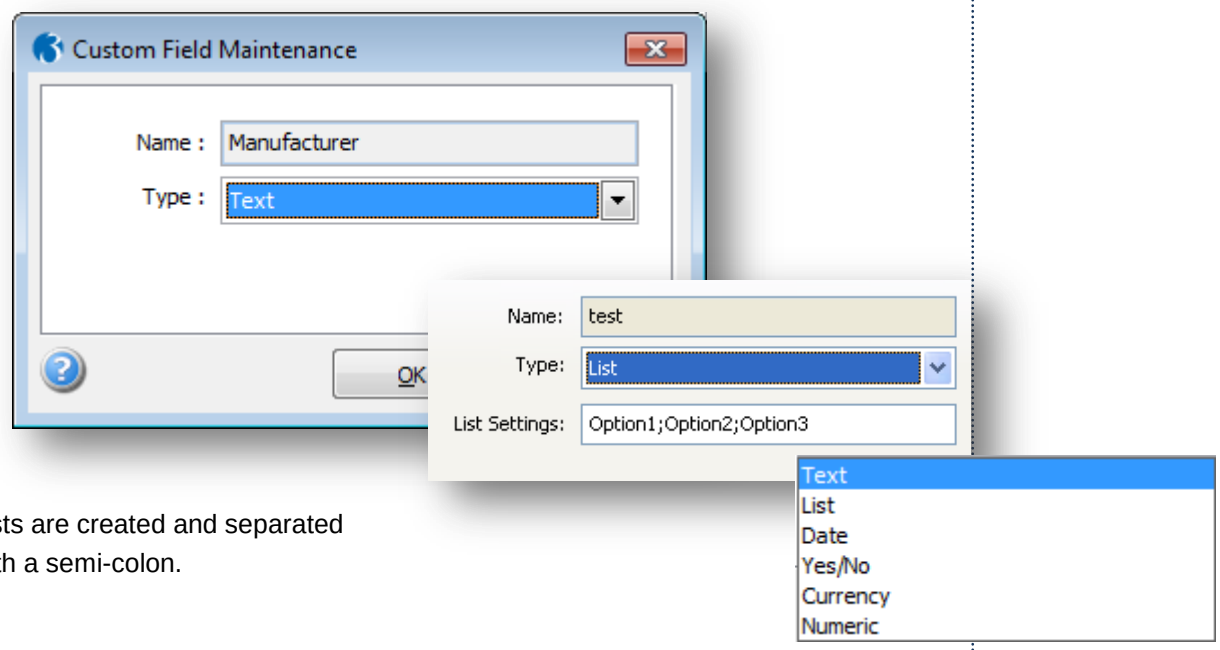
However, if Category Groups are used it gives an extra reporting level. For example, in the diagram above reporting can be achieved on individual assets, or by reporting on the CARS Asset Category it would include all assets belonging to that category. But by reporting on the Category Group VEHICLES the report would include all cars and all vans in one go.

Notes



Once a Category Group has been created, there is the ability to create Custom Fields (FGRPCF table) which may be used for reference purposes and are listed on the Detail screen.

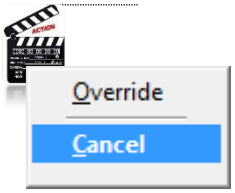
Custom fields can be Text, List, Date, Yes/No, Currency or Numeric formats.



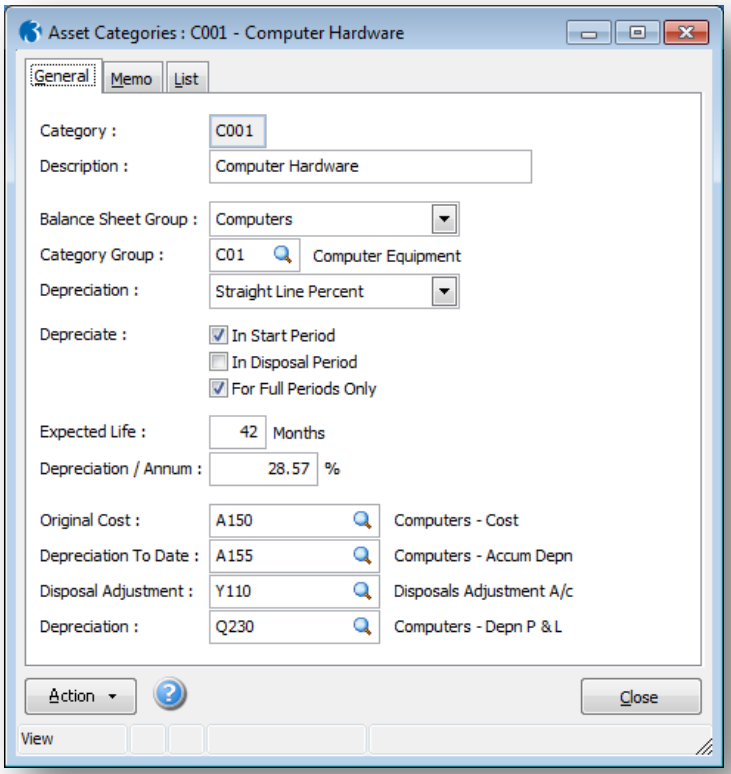
Lists are created and separated with a semi-colon.

2.2 Asset Categories

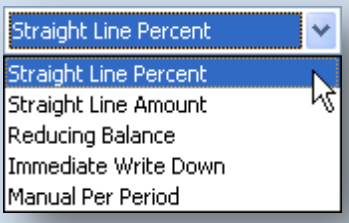
Notes



Asset Categories are used to group together similar assets that share the same depreciation method and balance sheet grouping. They can also be used for the purposes of reporting to group and sub-total similar assets together. Whilst these category settings will be taken on by an asset when it is created and linked to the Asset Category, certain details can be overridden on a per asset basis.



Note: If you change any of the boxes on an Asset Category after it has been linked to an asset, you need to use the **Override** command on the **Action** menu to change the details on the assets. For more information, see the Asset Category Override command.

Box	Description
Category	The unique code for the Asset Category.
Description	The description for the Asset Category.
Balance Sheet Group	The Balance Sheet Group for the Asset Category, for example 'Buildings', or 'Motor Vehicles'. Balance Sheet groups are defined in the Balance Sheet Groups command and are mandatory.
Category Group	Category Groups can be used as an extra level of reporting. They are defined in the Category Groups command and are optional.
Depreciation	The depreciation method for the Asset Category. The methods available in Fixed Assets are Straight Line Amount, Straight Line Percent, Reducing Balance, Immediate Write Down or Manual Depreciation per period.  Details of each of these methods are contained within the Depreciation Methods section in the Appendix.

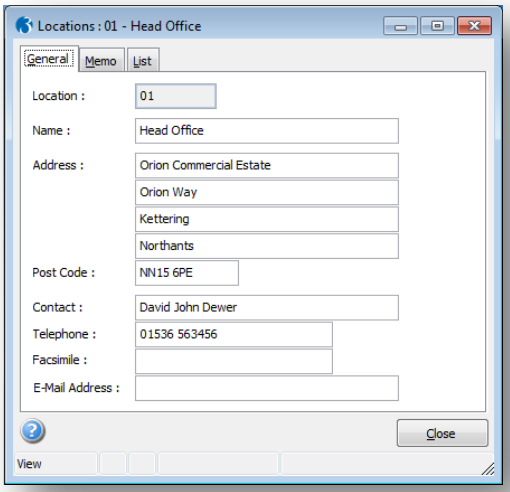
Notes

Depreciate In Start Period	When this option is ticked, depreciation calculations begin in the period in which the depreciation start date falls. When the option is not ticked depreciation is not calculated until the period after the depreciation start date.
Depreciate In Disposal Period	When this option is ticked, depreciation is calculated in the period that an asset is disposed.
Depreciate For Full Periods Only	When this option is ticked, depreciation is always calculated for the whole period, even if an asset is purchased or disposed of part way through a period.
Expected Life	The expected life for the asset. Depreciation is deducted over this period of time.
Depreciate / Annum / Period	This box only applies where the depreciation method selected is 'Straight Line Percent'. It is used to calculate the straight line depreciation percentage for the year. A default percentage is calculated on the basis of the **Expected Life**. If you change it, the **Expected Life** is recalculated.
Nominal Ledger Accounts	
If Fixed Assets is linked to the Nominal Ledger, the Original Cost, Depreciation To Date, Disposal Adjustment, and Depreciation accounts must already be set up in the Nominal Ledger Accounts command. Some accounts must be set up as Balance Sheet accounts, others as Profit and Loss accounts. See the Nominal Ledger Types Help topic for details. If Fixed Assets is not linked to the Nominal module, these account boxes can be used for analysis and reporting purposes in Fixed Assets. These details will be taken on by an asset when it is created and linked to this Asset Category, however certain details can then be overridden per asset.	
Original Cost	The Nominal Ledger account for the original cost values for assets in this category. This account must be a Balance Sheet account.
Depreciation To Date	The Nominal Ledger account for the depreciation to date values for assets in this category. This account must be a Balance Sheet account.
Disposal Adjustment	The Nominal Ledger account for the disposal adjustment values for assets in this category. This account must be a Profit and Loss account.
Depreciation	The Nominal Ledger account for the depreciation values for assets in this category. This account must be a Profit and Loss account.

2.3 Locations

The Locations function is only available if Use Locations is switched ON in Set Options. Locations allow you to specify where an asset is physically being kept. These can be used in addition to cost centres and are mainly for reporting purposes.

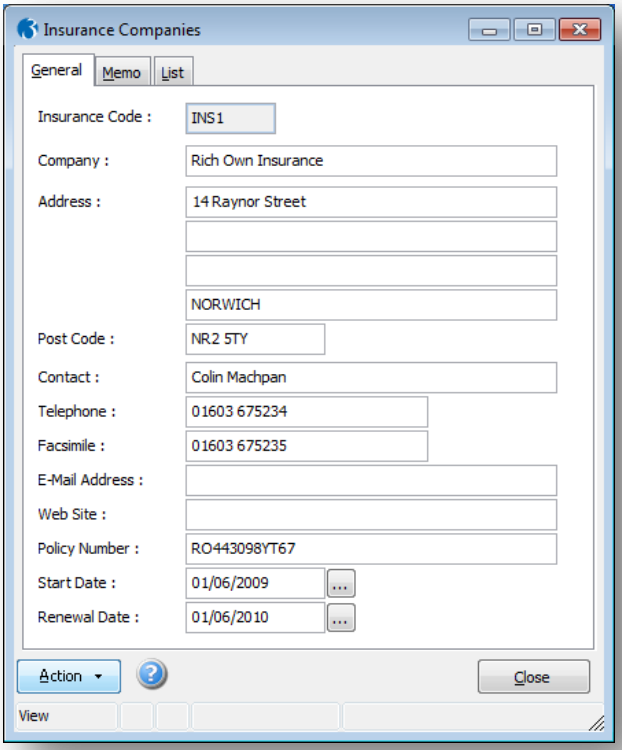
For example, 5 PC's might all have their depreciation costs apportioned to the same Nominal Ledger cost centre but can also be seen to be kept in five different locations.

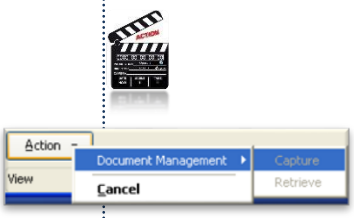


Each location can be given a name, address, telephone/fax number and contact details. Please refer to the Transfers section for details of moving assets between locations.

Notes

2.4 Insurance Companies





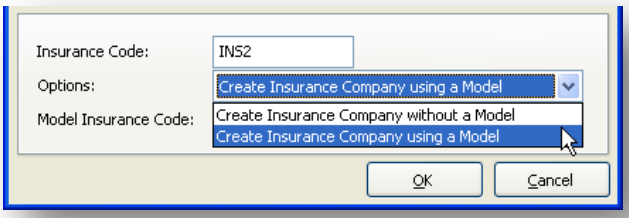
This is an optional part of the Fixed Asset register. Insurance Companies allows you to keep a record of insurance policies that relate to assets on the register.

The name, address, telephone/fax number and contact details etc of each company can be recorded.

Each asset created on the register can be linked to one of these companies. The policy numbers and renewal dates can be reported on through the Insurance List report.

Document Management has also been integrated into the Insurance Company element.

You also have the ability to use existing records as models when creating a new record.



Exercise – Set-Up Fixed Assets Practical 1 of 2

(Time Allowed 10-15 Minutes)

Notes

Objectives

At the end of this practical assignment you will be able to:

-*Categorise Assets into groups using the Category function*

-*Define asset attributes using the Asset Categories function*

-*Identify locations using the Locations function*

1. The following items need to be added to the existing Fixed Assets Register.

2. A new category Group suitable for Office Equipment with custom attributes of Serial Number, Make, Model and Number.

3. A new Asset Category for Photocopiers belonging to the Office Equipment group and the Equipment Balance Sheet Group

4. A new Asset Category for Fax Machines belonging to the Office Equipment group and the Equipment Balance Sheet Group

5. Both the Photocopiers and the Fax Machines have an expected life of 36 months and depreciate using the Straight Line Percent method.

6. The Nominal Ledger has cost, depreciation and disposal accounts for Equipment that should be used for these assets.

7. A Location for Stationery Store and Reception at the Orion Head Office.

Notes

Accreditation Training Courseware

3 Processing

The next section covers the processing aspect of the module, including creating new records and processing them respectively.

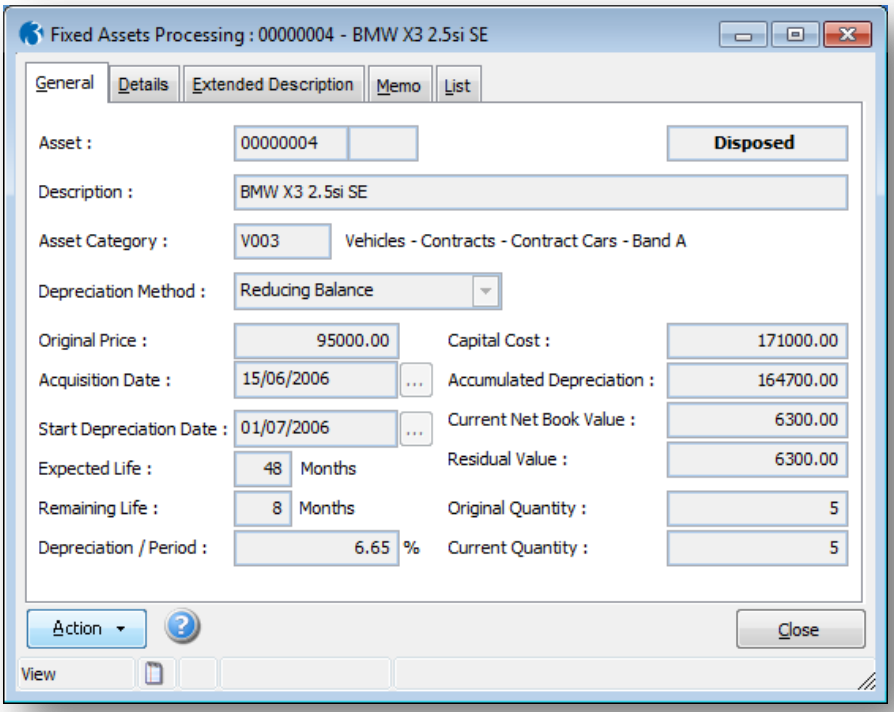
3.1 Asset Creation

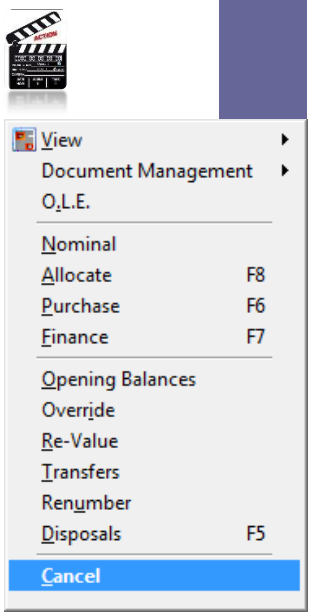
Every asset on the register is given an asset number. It is also possible to specify sub-assets by using the extra four-character code after the asset number.

For example, a PC might be an asset. If the hard disk and CD drive in the PC are also separate assets, they may be created as sub-assets of the PC.

Asset No.	Sub No.	Description
A000001		PC
A000001	0001	HARD DISK DRIVE
A000001	0002	CD DRIVE

This makes is possible to identify which assets are in some way related to others, both on the screen and on reports.





General: This tab allows the main asset information to be entered/viewed and various processing actions to be performed.

Processing

Notes

Details: This tab allows the user to enter the list of custom information as defined against this asset's Category Group.

Ext Desc: This tab allows an extended a more detailed description of the asset to be entered.

Memo: This tab allows a notepad of information to be recorded against each asset. List: this tab operates in a similar fashion to most options within Opera 3 and allows the user to view and quickly access any already defined assets.

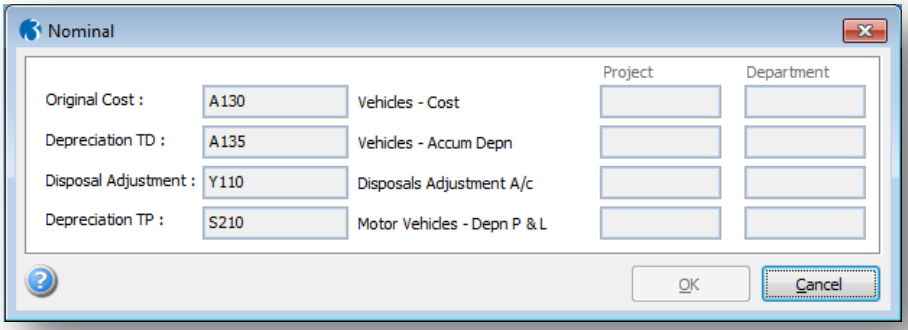
To Add a New Asset

1. Open the **Fixed Assets** folder, and click **Processing.**
2. On the **Record** menu, click **New**, or press **CTRL+N**.
3. Update the boxes provided. If you use cost centres or locations, the Allocate form is displayed for you after you have updated the boxes on the Processing form.
4. If Fixed Assets is linked to the Nominal Ledger, click Nominal from the **Action** menu and update the boxes.
5. To update purchase details for the asset, click Purchase Details from the **Action** menu or select **F6**.
6. To update finance details for assets that are not company owned, Finance from the **Action** menu or select **F7**.
7. On the **Record** menu, click **Save**, or press **CTRL+S**.

Asset Category Setting		Default Start Date
Depreciation in Start Period	**Depreciation for Full Periods**	
Ticked	Ticked	First day of month of acquisition
Ticked	Not ticked	Acquisition date
Not ticked	Ticked	First day of month after acquisition

3.1.1 Nominal

Each asset is linked to an asset category which has four Nominal Ledger accounts that are used when the Nominal Ledger is updated. In most circumstances these accounts will be correct for the assets in the asset category. However, you may want to change the accounts for individual assets. The **Nominal** form is where you do this.



If Fixed Assets is linked to the Nominal Ledger, these accounts must already be set up in the Nominal Ledger Accounts command. Some accounts must be set up as Balance Sheet accounts, others as Profit and Loss accounts. See the Nominal Ledger Types Help topic for details.

If Fixed Assets is not linked to the Nominal module, these account boxes can be used for analysis and reporting purposes in Fixed Assets.

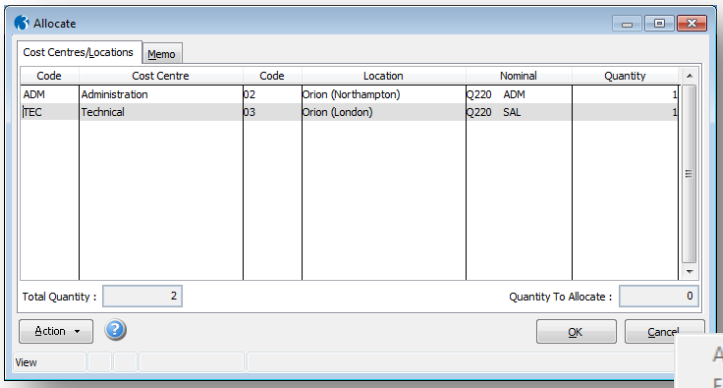
Notes

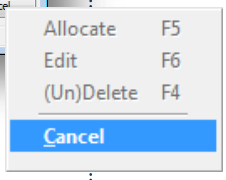
3.1.2 Allocate

The **Allocate** form is relevant if cost centres or locations are used in Fixed Assets. This is where you specify the actual location of individual new assets. For example, you may have one asset record for ten laptop computers, but four of them are located at the head office, while the others are held by sales people who work away from the office. The Allocate command is where you define the location of these assets and, if necessary, the cost centre as well.

You can use locations if the Use Locations option in **Set Options** in Fixed Assets is ticked.

If Fixed Assets is not linked to the Nominal Ledger, you can use cost centres if the Use Cost Centre option in **Set Options** is ticked. In this situation you maintain your cost centres using a form on the **Maintenance** menu in Fixed Assets. If Fixed Assets is linked to the Nominal Ledger, you can use cost centres if the Cost Centres in Nominal option on the **Company Profiles** form in the System module is ticked. Cost Centres are then maintained in the Nominal Ledger.



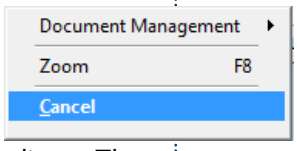


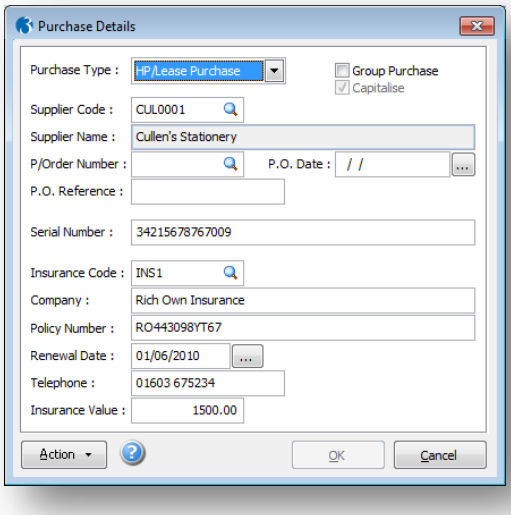
If an Asset has been created using PL or POP/PIR, allocations must take place (if in use) prior to an Asset being available for depreciation.

Note: If you use the **Advanced Nominal Ledger** feature, and the Nominal Ledger accounts you use here are set to use additional dimensions, you can add the dimensions to the boxes on the form. By default the dimensions are called 'Project' and 'Department' but these descriptions can be changed. For more information, see the Advanced Nominal Ledger Help topic.

3.1.3 Purchase

The **Purchase** form is where you can enter information about the acquisition of the asset. For example, whether the asset is a bought, leased or hire purchase item. The **Purchase Type** field on the form also controls whether you can use the Finance form as that only applies to assets that are not 'Company Owned'.





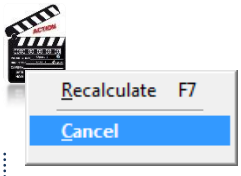
You can also drill-down to any purchase order image held in Purchase Order Processing.

The Action menu offers a zoom for any further details if appropriate and also offer Document Management integration if available.

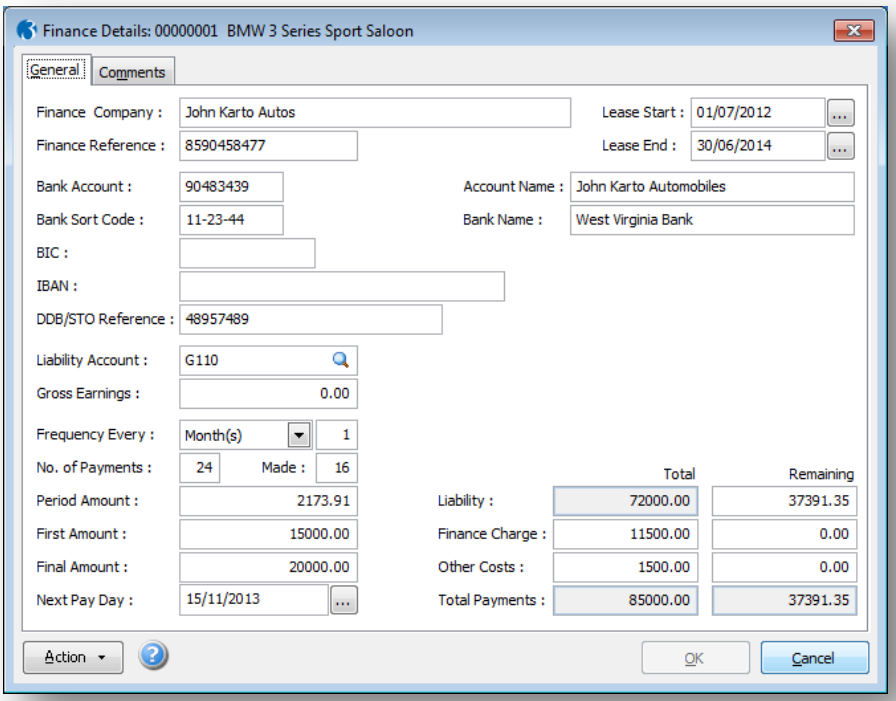
Note: The details on this form are for memorandum purposes only. They are not used for processing asset transactions in Fixed Assets.

3.1.4 Finance

Notes



The **Finance** form is only relevant for assets that are not set as **Company Owned** on the Purchase form. It is where you record details of each asset's finance details, including the finance company's details, bank account details and payment details.



Note: The details on this form are for memorandum purposes only. However, the Next Pay Day and Remaining values are updated during the Period End in Fixed Assets.

Payment Details: If you have entered the Lease Start & End dates, you can set finance payments details for the asset.

Total and Remaining Values: These boxes display the original and remaining charges for the finance agreement. You can calculate the Remaining values after entering the total Finance Charge and Other Costs by pressing the F7 key or by clicking Recalculate on the Action menu. The calculated values take into account the number of payments already Made, and the Interim and First amounts. For example, if the finance charge is £2000, the interim payment is £150, and the first amount is £125, the number of payments made is 2, the remaining value is calculated as £1725 (£2000 - (£150 + £125)).

If payments have already been made when these details are created, the **F7 - Calculate** function will use the details entered to calculate the remaining values left to be paid. It will use the value of payments made to first reduce the Finance Charge, then the Other Costs before beginning to reduce the original obligation value.

If the system calculates that the values entered will either pay too much or not enough to the finance company from the number of payments remaining a warning will be displayed on screen as you select **OK**.

Notes

The **Finance** form is only relevant for assets that are not set as **Company Owned** on the Purchase form. It is where you record details of each asset's finance details, including the finance company's details, bank account details and payment details.

Note: The details on this form are for memorandum purposes only. However, the Next Pay Day and Remaining values are updated during the Period End in Fixed Assets.

Box	Description
Finance Company	The name of the finance company.
Finance Ref	An internal reference or one supplied by the finance company.
Lease Start & End	The dates the lease agreement starts and ends.
Bank Account & Sort Code	The lease company's bank details that are used for payments.
BIC	The Bank Identifier Code. This is used for memo purposes only.
IBAN	The International Bank Account Number. This is used for memo purposes only.
Note: Bank Identifier Codes (BICs) and International Bank Account Numbers (IBANs) are used to identify banks across national borders. The structure and length of the codes are defined by the International Organization for Standardisation (ISO) so must be entered accurately. The length of these codes can vary: - BICs: minimum length 8 characters, maximum length 11 characters - IBANs: minimum length 5 characters, maximum length 34 characters.	
Account Name	The name of the recipient, for example 'Finance One Ltd'.
Bank Name	The name of the bank, for example 'Eastern Rock'.
DDB/STO Reference	Direct debit or standing order references if applicable.
Liability Account	The Balance Sheet Nominal Ledger account that the finance obligation liability is posted to.
Gross Earnings	The gross earnings for this asset if applicable.
Payment Details: If you have entered the Lease Start & End dates, you can set finance payments details for the asset.	
Frequency Every	The frequency that payments are to be made. You can select **Days**, **Months**, **Years,** or **None**. For example, if you select **Months and** enter '3', this indicates that finance payments are made quarterly. If you select **None**, all the boxes below this one are disabled. **Note:** The box is disabled if the **Lease Start** and **Lease End** boxes are empty.
No. of Payments	The total number of payments to be made must be specified here. This determines when the payments stop. The number of payments that have been made can be entered in the **Made** box. **Note:** This box is updated by 1 when the Period End command is run.
Interim Amount	This box is for any provisional payment amount, perhaps before the total finance amount has been agreed with the finance company.
First Amount	The amount of the first payment. This may be different to the interim amount if the overall value needs adjustment to match the total finance amount.
Final Amount	The amount of the final payment.
Next Pay Day	The next pay day for the finance payment. **Note:** This box is updated to the next pay day when the Period End command is run. For example, if the first pay day entered is 23 June 2009, and the payment frequency is every month, the **Next Pay Day** is set to 23 July 2009.

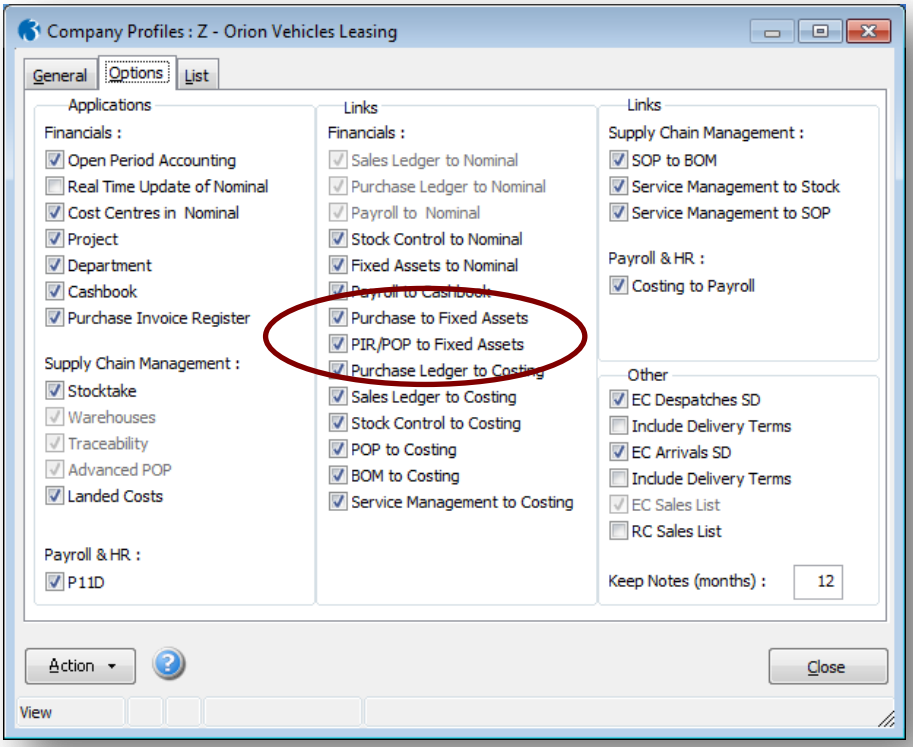
Notes

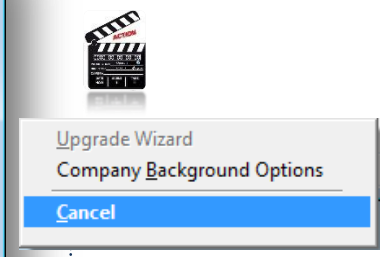
Total and Remaining Values: These boxes display the original and remaining charges for the finance agreement. You can calculate the Remaining values after entering the total Finance Charge and Other Costs by pressing the F7 key or by clicking Recalculate on the Action menu. The calculated values take into account the number of payments already Made, and the Interim and First amounts. For example, if the finance charge is £2000, the interim payment is £150, and the first amount is £125, the number of payments made is 2, the remaining value is calculated as £1725 (£2000 - (£150 + £125)).	
Liability	The asset's Capital Cost value from the Processing form. This is the liability or your obligation to the finance company for the asset.
Remaining Liability	The remaining liability that takes into account the amounts already paid.
Finance Charge	The finance charge you have agreed with the finance company.
Remaining Finance Charge	The remaining finance charge for the asset. The value is reduced by the payment amount for the period when the Period End command is run.
Other Costs	Any other finance costs you have agreed with the finance company.
Remaining Other Costs	The remaining other costs for the asset. The value is reduced by the payment amount for the period when the Period End command is run.

Asset from another Ledger

There is an optional link between Fixed Assets and the Purchase Ledger, Purchase Invoice Register and Purchase Order Processing Module.

Notes



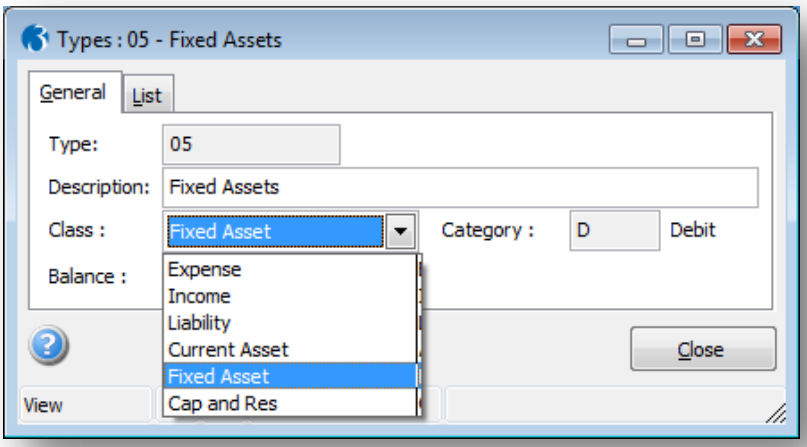


These links can be switched on per company in Company Profiles – Options.

With these options set there is a back-to-back link available to create Fixed Assets from a Purchase Ledger Invoice, POP or PIR Invoice.

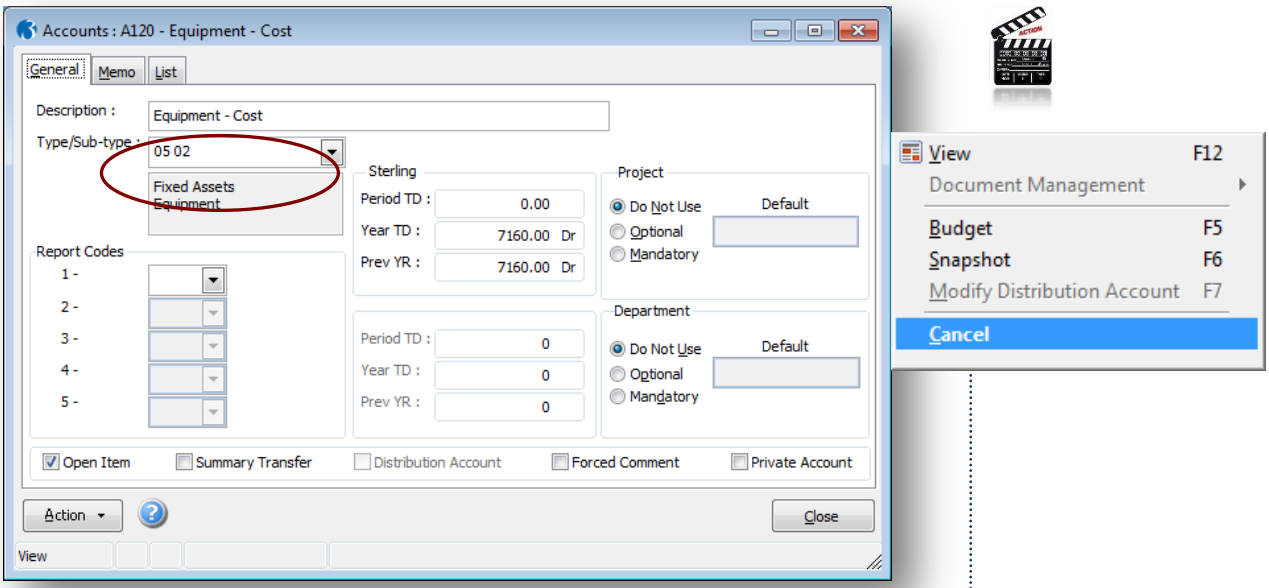
3.2.1 Nominal Accounts Preparation

The 6.70.xx release of Opera 3 introduces a split of the Asset Class. The Classes offered in this release onwards will be “Current Asset” & “Fixed Asset”. All existing Asset account will automatically adopt the Current Asset title, which means there is a requirement to alter which accounts are of a Fixed Asset type and will invoke the back-to-back link if used on a PL, PIR or POP Invoice.

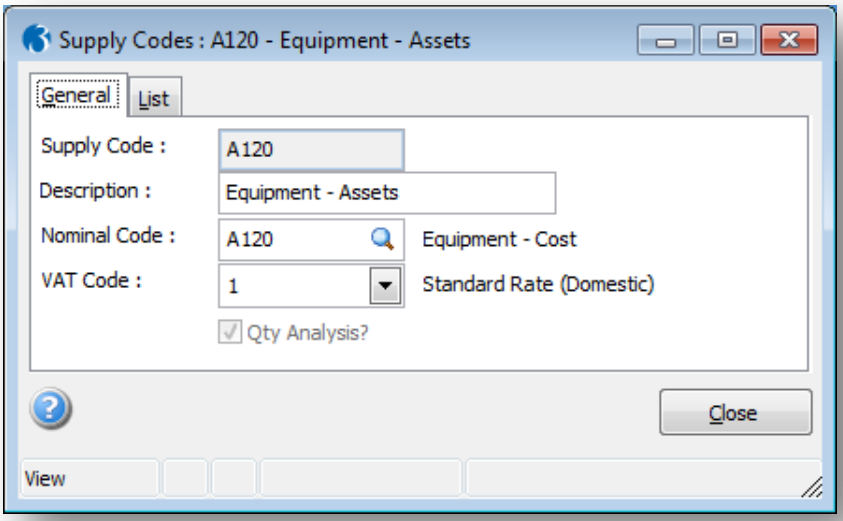


Assigning the Type deemed a Fixed Asset to a Nominal Account, mean this will offer the back-to-back functionality.

Notes



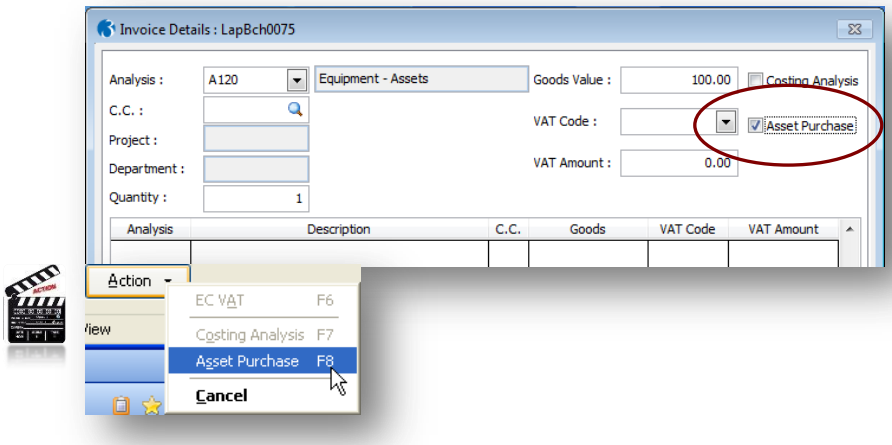
If the respective Nominal Code is defined against a supply code, this will then mean the ability to create an Asset will be offered when posting an invoice.



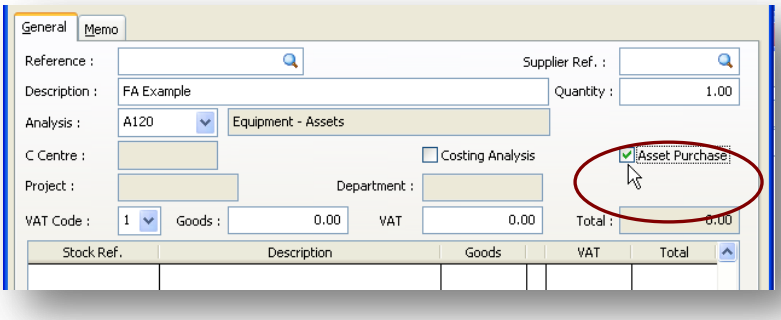
3.2.2 Creating an Asset on the back of a PL, PIR or POP invoice

When posting a PL, PIR or POP Invoice and using an appropriate Supply Code and not using a stock code for the later two, an option will be available to create the Fixed Asset.

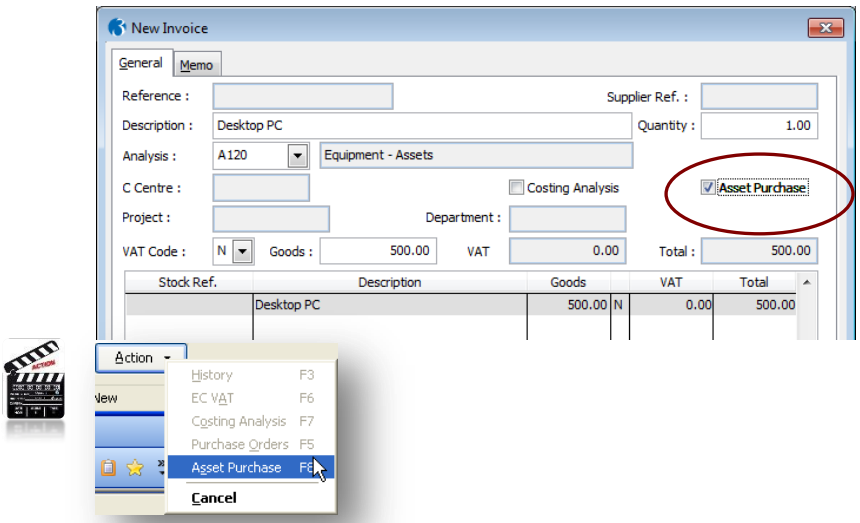
PL



PIR



POP



When this box is selected the system will then start the process of creating a Fixed Asset for that line. In PL you will get the prompt for the Asset Purchase immediately, while in PIR and POP you will get the message when confirming the line.

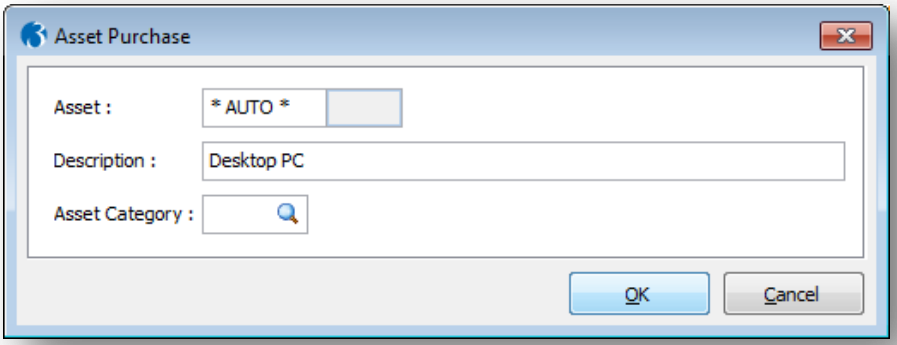
Notes

Asset Purchase –

Please note that the asset purchase can only be performed and used with Description only lines rather than a Stock item.

Generally speaking Stock items are purchased for resale or used to build or manufacture an assembly of some kind and as such would not be classed as a Fixed Asset.

Notes



Asset

The Asset number will be automatically created based on the settings from Set Options, however may be over-ridden at this stage.

Description

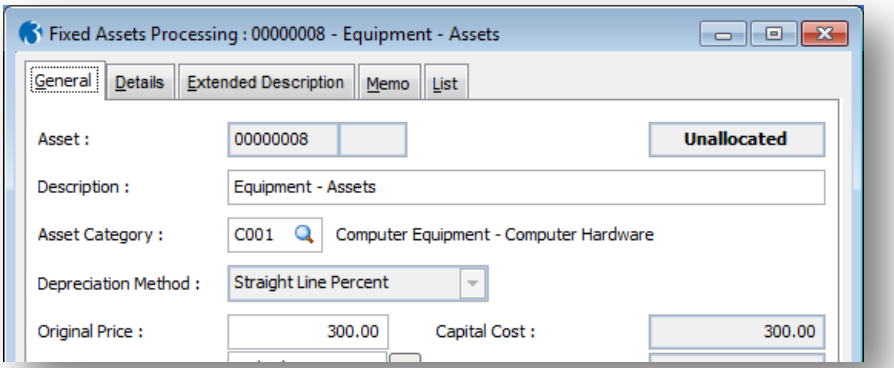
A description for the Asset record to be created which can be over-ridden at this stage.

Category

You must select a category for the Asset record to be created.

3.2.3 Completing the Asset record

Once the Asset record has been created, the user must complete the record details in Fixed Assets Processing.



It will be at an Unallocated stage if Cost Centre or Locations are in use and the Asset must be allocated as appropriate before Depreciation can be run. If Locations or Cost Centres are not in use, the Asset will be at “New” status allowing the user to make necessary amendments before it becomes live after the first depreciation run.

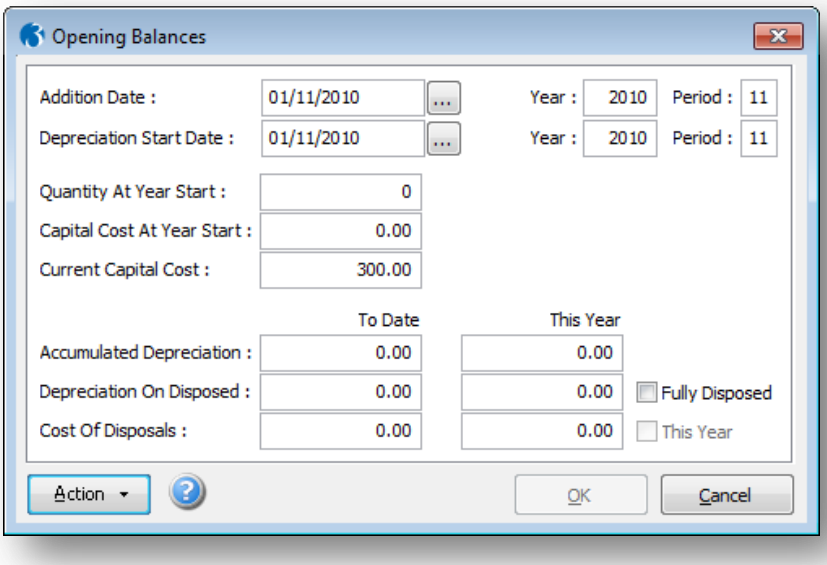
The user can now follow the previous sections (chapter 4 onwards) in editing the required forms available for the Asset.

3.3 Asset Processing

The next section discuss all the Processing options available on the processing form.

3.3.1 Opening Balances

The Opening Balances form is where you enter starting values for assets that were acquired in an earlier period or year that are added to Fixed Assets. You can enter the asset's capital cost, depreciation to-date, disposals values, and so on for each asset you add to Fixed Assets. To enter opening balances, the status of the asset must be New but you can also use the form as a view when an asset is Live.

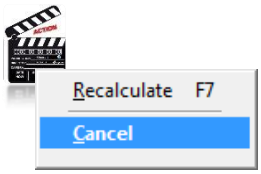


The details you enter here are primarily concerned with depreciation to-date and the value of any assets, or any part of an asset, which has already been disposed of. The way in which the values are treated depends on how you complete the opening balance entries.

The following table explains the different approaches you should take when adding an asset to Fixed Assets, and the effect on an asset record after the Depreciation Calculation is first run.

Scenario	Action
The asset was acquired in this period.	In this situation you should not add any changes to the Opening Balances form. If you create a new asset without entering any opening balances, the Depreciation Calculation will: • create a transaction in this period for this period's depreciation • create a transaction in this period for any previous periods' depreciation for this year • calculate depreciation for previous years but without creating a transaction • update the asset's This Period, This Year, and To-Date values for all the depreciation

Notes



Note: If you calculate depreciation for this year, it will not include this period's depreciation. This period's depreciation will be calculated by the Depreciation Calculation command.

You can only enter opening balances for an asset before depreciation is calculated for it. The boxes are disabled after depreciation is run but you can use the form to view the details.

The asset was acquired in this period…	• generate Nominal Ledger postings for depreciation this year and this period.
The asset was acquired this year or in a previous year, the depreciation method has not changed, and the Nominal Ledger has not been updated in this year.	In this situation you should not add any changes to the Opening Balances form. If you create a new asset without entering any opening balances, the Depreciation Calculation will: • create a transaction in this period for this period's depreciation • create a transaction in this period for any previous periods' depreciation for this year • calculate depreciation for previous years but without creating a transaction • update the asset's This Period, This Year, and To-Date values for all the depreciation • generate Nominal Ledger postings for depreciation this year and this period.
The asset was acquired this year or in a previous year, the depreciation method has changed since the end of the previous year, and the Nominal Ledger has not been updated in this year.	In this situation you should add the previous year balances on the Opening Balances form. If you create a new asset and enter just to-date values as at the end of the previous year but leave this year's opening balance values at zero, the Depreciation Calculation will: • create a transaction in this period for this period's depreciation • create a transaction in this period for any previous periods' depreciation for this year • update the asset's This Period, This Year, and To-Date values for all the depreciation including what you entered for previous years on the Opening Balances form. • generate Nominal Ledger postings for depreciation this year and this period. **Tip**: You can calculate the previous year's depreciation by pressing the F7 key or by clicking Recalculate on the Action menu after entering the Addition Date to the Current Capital Cost boxes.
The asset was acquired this year or in a previous year and the Nominal Ledger has already been updated.	In this situation you should add the previous year and this year balances on the Opening Balances form. If you create a new asset and enter to-date values as at the previous year end, plus this year balances, the Depreciation Calculation will: • create a transaction in this period for this period's depreciation • update the asset's This Period, This Year, and To-Date values for all the depreciation including what you entered for previous years and this year on the Opening Balances form. • generate Nominal Ledger postings for the depreciation this period only. **Tip:** You can calculate both the previous years plus this years depreciation up to last period by pressing the F7 key or by clicking Recalculate on the Action menu after entering the Addition Date to the Current Capital Cost boxes.

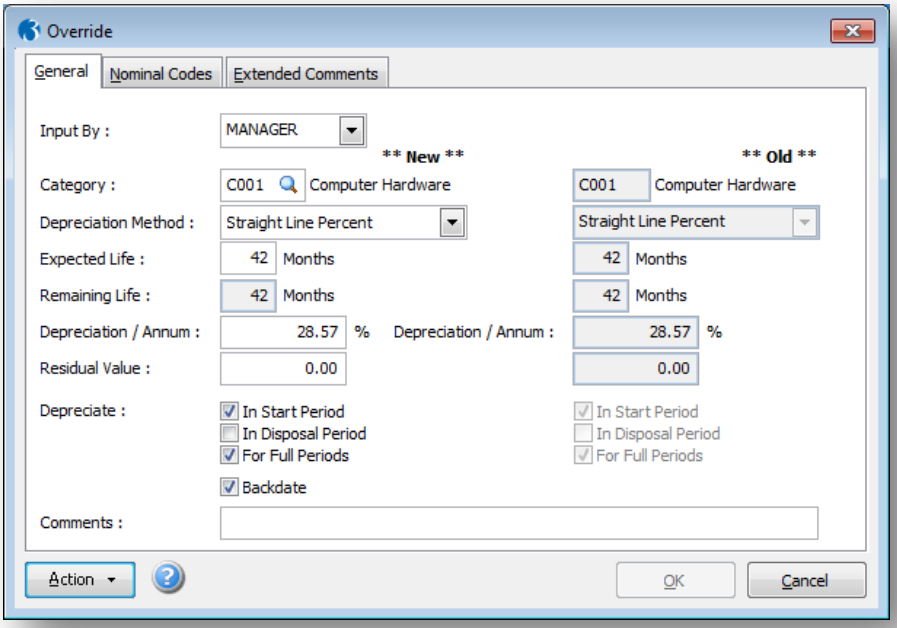
Notes

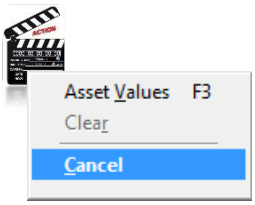
Notes

1. Open the Fixed Assets folder, and click Processing.
2. Find the asset using List tab, the search icon on the toolbar, or by pressing CTRL+F.
3. On the Action menu, click Opening Balances.
4. Update the boxes provided using the guidance in the table above.
5. Click OK.

3.3.2 Override

The **Override** form is where you can change an asset's settings if you make a mistake when you add it to Fixed Assets or perhaps most typically after it has had depreciation calculated for it and its status is Live. For example, if an asset is created in this period and depreciation is calculated for it, you can reverse the calculation or reset the asset record's status to New.





Note: If the Override menu is disabled, the Depreciation Calculation has already been run for this period and the Nominal Ledger has been updated. After you run the Period End command the Override menu is enabled again.

Tip: You can also use the Override option in the Asset Category command on the Maintenance menu to override settings for all assets in a particular category

You can change most of the attributes of an asset including the depreciation method, depreciation rate or the asset category. The changes you make will take effect the next time you run the Depreciation Calculation. A full override can be run on asset records with the status New, Live or Fully Depreciated. If the status is Disposed, only the category can be changed.

The form displays both the old and the new settings so you can compare them before you commit the changes. The **Old** heading shows the asset settings at the beginning of this period. You can check the asset's values before making any changes by pressing the **F3** key. If you want to reverse an override after committing your changes and closing the form, you can click the **Clear** command on the **Action** menu.

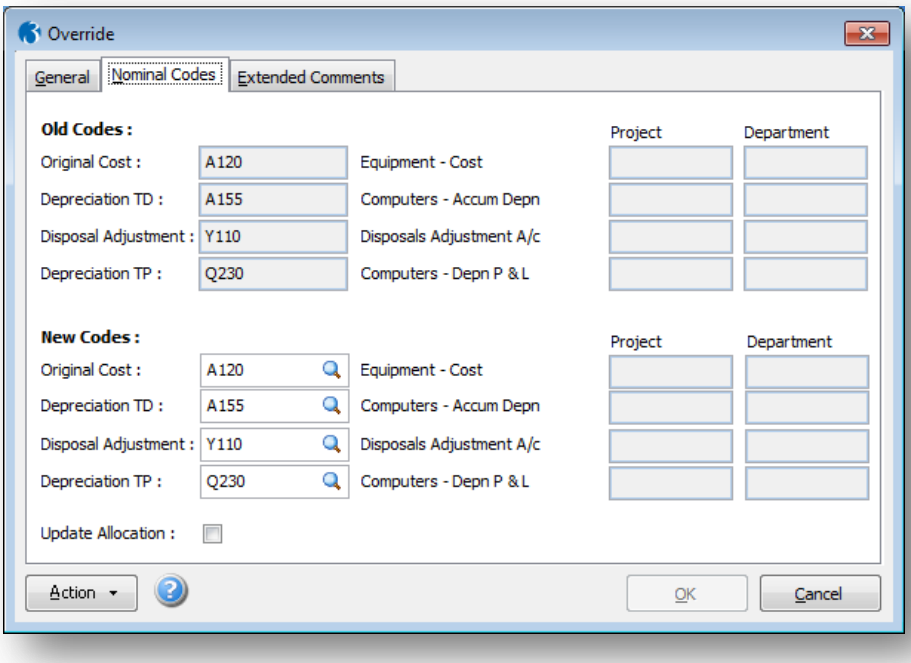
Any changes made on the screen can be backdated to the start of the asset's life.

Notes

If the Backdate box is **ON** the system will work out the difference between depreciation already calculated using the old settings and what would have been calculated using the new settings. An adjustment will then be posted in the current period for any difference. All future depreciation calculations, including the current period, will use the new settings.

If the Backdate box is **OFF** the system will not post any adjustment transactions. Instead, the new depreciation rate will be enough to depreciate the new value over the remaining life of the asset.

Nominal Accounts that have been defined may also be overridden.



When the Update Allocation box is **ON** the changes made will be reflected on all allocation records for the asset. When the Update Allocation box is **OFF** existing allocations will not be affected by the change.

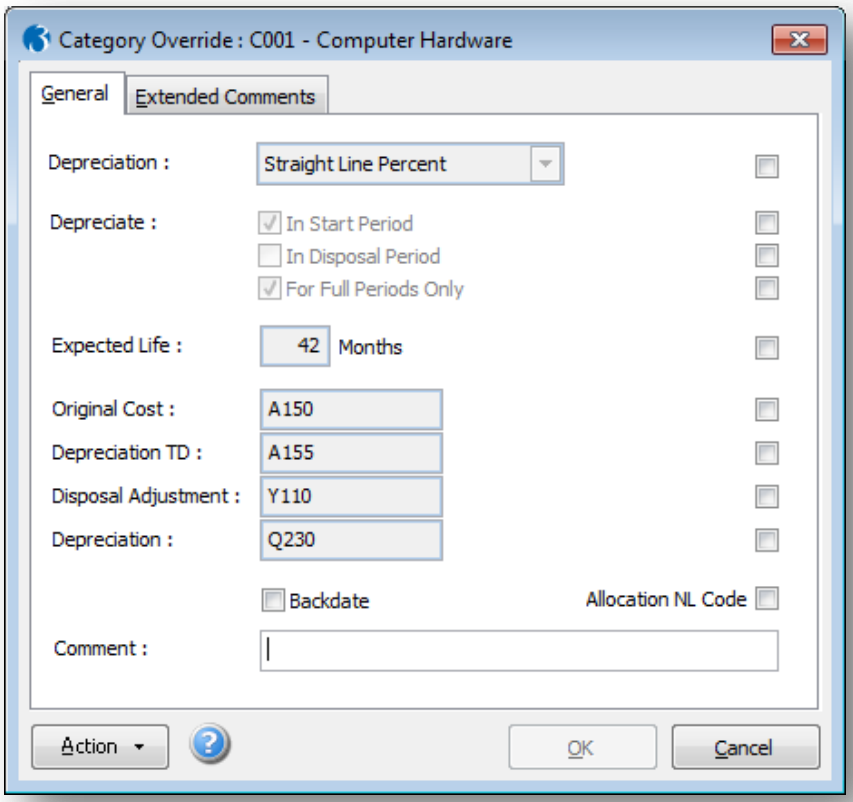
The user has access to an Asset Value snap-shot from the action button if required.

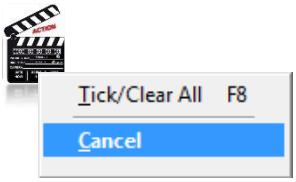
1. Open the **Fixed Assets** folder, and click **Processing.**
2. Find the asset using **List** tab, the search icon on the toolbar, or by pressing CTRL+F.
3. On the **Action** menu, click **Override**. You must undo the Depreciation Calculation for the asset if it has been run for this period by clicking the **Yes** button to the question 'Do you wish to undo the depreciation run?'.
4. Update the boxes provided.
5. Click **OK**.

3.3.2.1 Global Asset Override

Notes

The **Category Override** function performs the same job as Overriding an asset, except it enables many assets belonging to the same category to be processed at the same time. A Category Override is performed by editing the required Asset Category to reflect the new settings. The Override function from within the Asset Categories screen must then be selected.





To Override Asset Categories

1. Open **the Fixed Assets folder**, click **Maintenance** and then click **Asset Categories**.
2. Change the necessary settings for the Asset Category. Then select **Override** on the **Action** button.
3. On the **Category Override** form, tick one or more boxes adjacent to the settings you have changed. Then add a comment, and if necessary, an extended comment.
4. Click **OK**.

The system will offer a check box next to each item on the Asset category screen. Check the box **ON** if you wish the value currently held in the existing asset to be overwritten by the one currently held on the Asset Category screen.

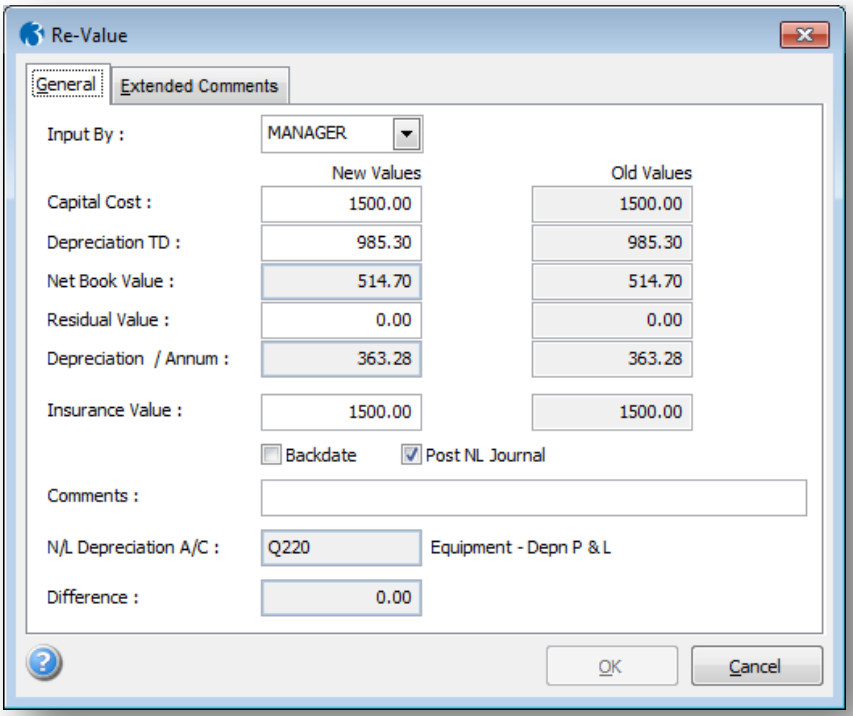
The 'Backdate' and 'Update Allocations' check boxes have the same purpose as within the normal Override function.

After using **OK** to confirm the check box settings the system will list all assets that belong to the category. The Drop-down can then be used to choose exactly which assets should be changed before pressing 'F9' (accept) to perform the overrides.

Notes

3.3.3 Revalue

The **Revalue** form is where you revalue an asset to change the capital cost or adjust the accumulated depreciation. These changes take effect immediately so you don't need to run the Depreciation Calculation as well. Nominal Ledger adjustments are created and are posted directly to the Nominal Ledger if the Real Time Update of Nominal Ledger feature is used, or as part of the batch update in the N/L Analysis command.



You can only use the command for live assets if there are no transactions for the asset in this period. When you revalue an asset, you can change either the capital cost or the depreciation to date values on the form. You cannot change both at the same time. If you change the capital cost for an asset acquired in this year, the original cost value is also changed. If you change the capital cost for an asset acquired in an earlier year, the original cost value is not changed.

You can change the residual value and insurance value regardless of whether you change the capital cost or the depreciation to date.

There are three types of revaluation that you can make:

Revaluation of an asset acquired this year

Revaluations can be made for an asset added in this year, that is for those assets where the **Acquisition Date** falls in this year. If you change the capital cost for an asset added in this year, both the original price and capital cost are updated. Revaluations can result in changes to the annual or period depreciation amount.

You can change the capital cost and original cost for assets added to Fixed Assets this year. A Nominal Ledger adjustment is posted for depreciation calculated so far this year.

Notes

Nominal Ledger postings

If the **Post NL Journal** is ticked, the Nominal Ledger is updated in this way:

- When the capital cost is reduced, the difference between the old and the new value is credited to the asset's Original Cost account, and the Profit and Loss account in **Set Options** in the Nominal Ledger is debited.
- When the capital cost is increased, the difference between the old and the new value is debited to the asset's Original Cost account, and the Profit and Loss account in **Set Options** in the Nominal Ledger is credited.

Note: If Fixed Assets is not linked to the Nominal Ledger, the nominal analysis can still be reported so you can make manual postings.

Revaluation of an asset acquired in previous years

Revaluations can be made for an asset acquired in an earlier year, that is for those assets where the **Acquisition Date** falls in a previous year. If you change the capital cost of a prior year asset, the capital cost is updated and depreciation is zeroised.

You can choose whether the postings are backdated or not. If they are not backdated, the expected life and depreciation start dates of the asset and the annual or period depreciation rate will change. When backdating revaluations, an adjustment is posted in the current period for the previous periods' depreciation. This will not affect part disposals, but might change the annual or period depreciation rate.

Note: You need to ensure that the Revaluation Reserve account and the Revaluation Expense account are entered in **Set Options** in Fixed Assets.

Nominal Ledger postings

If the **Post NL Journal** is ticked, the Nominal Ledger is updated in this way:

- If the capital cost is increased, the difference between the old and the new capital costs is debited to the Revaluation Reserve account and the Original Cost account is credited. If the new net book value is greater than the old net book value, the difference for the accumulated depreciation is debited to the Depreciation (to date) account and the Revaluation Reserve account is credited.
- If the capital cost is reduced, the difference between the old and the new capital costs is credited to the Revaluation Expense account and the Original Cost account is debited. If the new net book value is less than the old net book value, the difference for the accumulated depreciation is credited to the Depreciation (to date) account and the Revaluation Reserve account is debited.

Note: If Fixed Assets is not linked to the Nominal Ledger, the nominal analysis can still be reported so you can make manual postings.

Depreciation To Date adjustment (any asset)

A depreciation to date adjustment can be made on either an asset added in this year asset or added in a previous year. For current year assets, an adjustment is automatically backdated to the beginning of the year and a depreciation adjustment is posted.

Nominal Ledger postings

Notes

If the **Post NL Journal** is ticked, the Nominal Ledger is updated in this way:

- If the depreciation to date is increased, the difference between the old and the new depreciation to date amounts is debited to the Depreciation (this period) account and the Depreciation (to date) account is credited.
- If the depreciation to date is reduced, the difference between the old and the new depreciation to date amounts is credited to the Depreciation (this period) account and the Depreciation (to date) account is debited.

Note: If Fixed Assets is not linked to the Nominal Ledger, the nominal analysis can still be reported so you can make manual postings.

To Revalue the Capital Cost of an Asset

1. Open the **Fixed Assets** folder, and click **Processing.**
2. Find the asset using **List** tab, the search icon on the toolbar, or by pressing CTRL+F.
3. On the **Action** menu, click **Revalue**. To post a revaluation, the asset must be live without any transactions for the period.
4. Under the **New Values** heading:
   i. Enter a new capital cost.
   ii. Leave the depreciation to date box unchanged.
   iii. Enter a new residual value and insurance value if appropriate.
   iv. If the asset was acquired in an earlier year, tick the **Backdate** box if you want to backdate adjustments to the start of the asset's life. Assets acquired in this year are automatically backdated to the start of the year.
   v. Tick the **Post NL Journal** box to update the Nominal Ledger with the value displayed in the Difference box. If you use the Real Time Update of Nominal Ledger feature, and the system date is within the current Nominal Ledger period, the journal is posted straight away.
5. Click **OK**. The system will calculate the depreciation that should have been posted each period using this new value and compare it to what was actually posted. An adjustment is posted in this period for the difference.

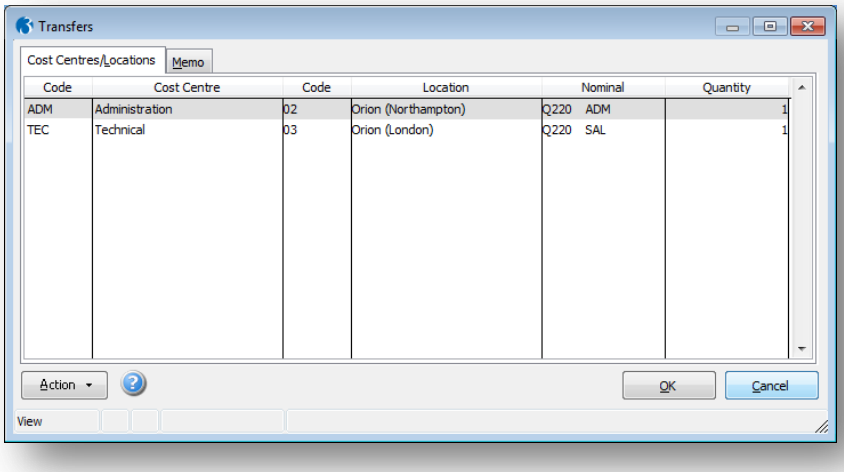
To Adjust the Depreciation To Date

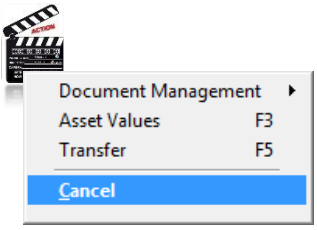
1. Open the **Fixed Assets** folder, and click **Processing.**
2. Find the asset using **List** tab, the search icon on the toolbar, or by pressing CTRL+F.
3. On the **Action** menu, click **Revalue**. To post a revaluation, the asset must be live without any transactions for the period.
4. Under the **New Values** heading:
   vi. Leave the capital cost box unchanged.
   vii. Enter a new depreciation to date value.
   viii. Enter a new residual value and insurance value if appropriate.
   ix. If the asset was acquired in an earlier year, tick the **Backdate** box if you want to backdate adjustments to the start of the asset's life. Assets acquired in this year are automatically backdated to the start of the year.
   x. Tick the **Post NL Journal** box to update the Nominal Ledger with the value displayed in the Difference box. If you use the Real Time Update of Nominal Ledger feature, and the system date is within the current Nominal Ledger period, the journal is posted straight away.
5. Click **OK**. The system will calculate the depreciation that should have been posted each period using this new value and compare it to what was actually posted. An adjustment is posted in this period for the difference.

3.3.4 Transfers

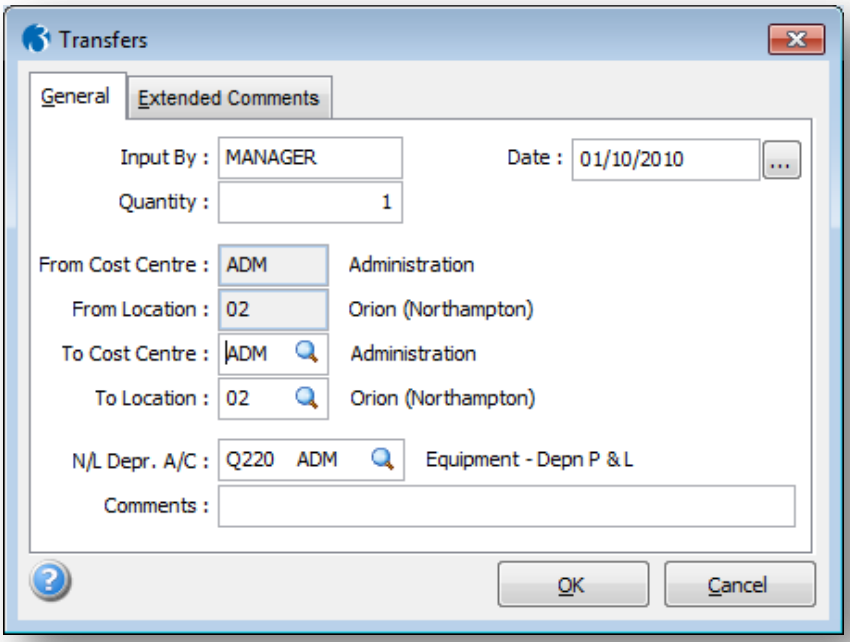
Notes

The **Transfers** form is where you record the movement of an asset between cost centres or locations. It is only relevant if you use either cost centres or locations in Fixed Assets. You can only transfer assets with a status of New, Live or Fully Depreciated. You can also change the Nominal Ledger account for depreciation postings when you transfer an asset.





Highlight the cost centre/location from which the asset is to be transferred and press **F5 - Transfer**.



1. Open the **Fixed Assets** folder, and click **Processing.**
2. Find the asset using **List** tab, the search icon on the toolbar, or by pressing CTRL+F.
3. On the **Action** menu, click **Transfers.**
4. **C**lick **Transfer** on the **Action** menu again, or press **F5**.
5. Update the boxes on the form.
6. Click **OK**.

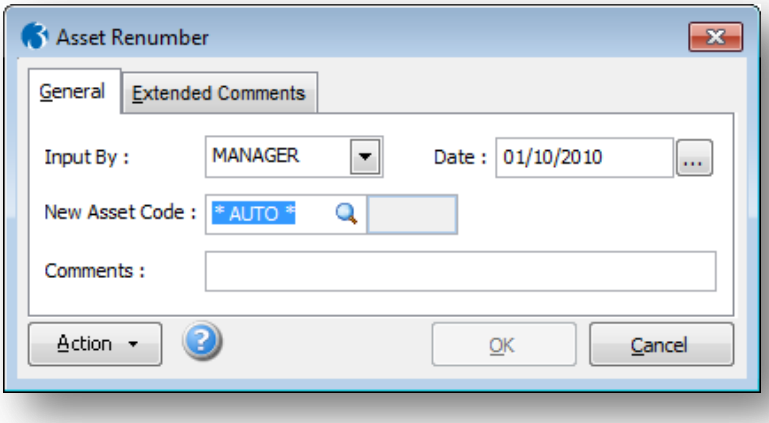
Notes

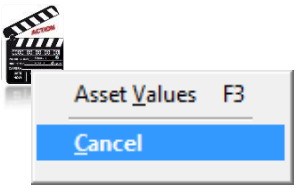
3.3.5 Renumber

The **Renumber** form is where you can change the code used for an asset. You can renumber assets with a status of New, Live or Fully Depreciated if the asset does not have any transactions in the period. Because of this, the best time to renumber an asset is directly after running a period end.

You can also change a main asset into a sub-asset if the main asset does not itself have sub-assets.

A Renumber can only be performed as the first transaction for an asset in the current period.





1. Open the **Fixed Assets** folder, and click **Processing.**
2. Find the asset using **List** tab, the search icon on the toolbar, or by pressing CTRL+F.
3. On the **Action** menu, click **Renumber**. You can renumber assets with a status of New, Live or Fully Depreciated if the asset does not have any transactions in the period. Because of this, the best time to renumber an asset is directly after running a period end.
4. Update the boxes provided.
5. Click **OK**.

The old asset number is retained with a status of 'Renumbered', all existing transactions are moved to the new number. A line is added to the asset memo identifying what the new asset number is. No further processing can be performed on the old asset number.

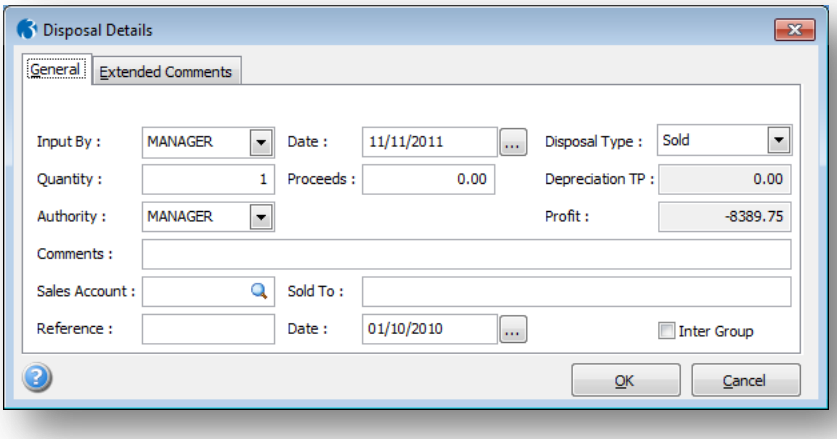
The new asset number is created and will hold all existing transactions from the old number. A line is added to the asset memo identifying what the old asset number was.

3.3.6 Disposals

The **Disposals** form is where you enter the details of the disposal of an asset. If an asset's quantity is more than 1, you can dispose part of an asset. The effect of disposing assets is immediate and is reflected in the asset's status. You can only dispose of assets if their status is either live or fully depreciated. If you are selling an asset and use the **Sales Ledger** in Opera 3, you can select a sales account from the ledger for the transaction.

Notes

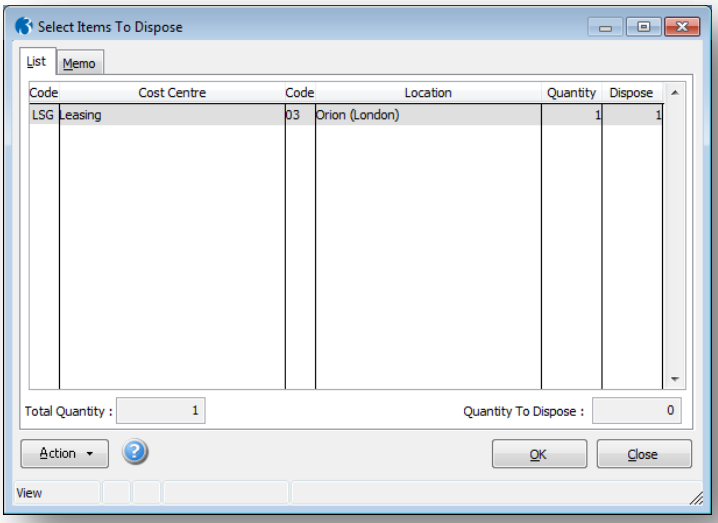
Before you can dispose an asset, you need to create one or more Disposal Types. For example, you could create disposal types for 'Sold' or 'Scrapped'.

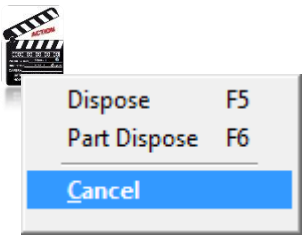


The profit on the disposal of an asset is calculated according to the value you enter in the **Proceeds** box and the current net book value for the asset. For part disposals, the calculation of net profit or loss takes into account the quantity disposed and the quantity held prior to the disposal. If only part of an asset is disposed and the quantity is allocated to more than one cost centre or location, you can select the allocation from which the asset will be disposed.

After the asset has been disposed, the disposal figures are updated on the asset along with the 'this year' and the 'to-date' depreciation, and the asset's capital cost is changed to reflect the new quantity of the asset.

1. Open the **Fixed Assets** folder, and click **Processing.**
2. Find the asset using **List** tab, the search icon on the toolbar, or by pressing CTRL+F.
3. On the **Action** menu, click **Disposals**. You can only dispose of assets if their status is either live or fully depreciated.
4. If this is the first disposal for the asset for this period, the **Disposals Details** form is displayed. Update the boxes provided.
5. If other disposals have been posted for the asset in this period, the **Disposals** grid is displayed. To post another disposal, press **F5** or click **Dispose** on the **Action** menu. Then update the boxes provided.





Notes

6. Click **OK**. The **Select Items To Dispose** form is displayed.
7. Press **F5** or click **Dispose** on the **Action** menu to fully dispose an asset.
8. Press **F6** or click **Part Dispose** on the **Action** menu to partly dispose an asset. A form is displayed so you can enter the quantity you want to dispose.
9. Click **OK** when the Quantity To Dispose is zero. After you post a disposal the **Disposals** grid displays the assets that have disposed in this period. Click **OK** again to finish the disposal posting.

The asset record and Nominal Ledger will be affected in the following way:-

In The Register

- A disposal transaction will be immediately created against the asset.
- The asset's Capital Cost will immediately decrease by the cost of the disposed quantity.
- The asset's Accumulated Depreciation figure will immediately decrease by the depreciation to-date of the disposed quantity.
- The assets Residual Value will immediately decrease by the residual value of the disposed quantity.
- The asset's Net Book Value will immediately decrease by the net book value of the disposed quantity.
- The cost and depreciation to-date of the disposed quantity will be immediately reflected in the View, Totals screen.
- After the Depreciation Calculation has been performed, the depreciation amounts of the disposed quantities are shown as separate transactions on the asset.

In Nominal Ledger *(after transfer)*

- The Original Cost Account will be credited with the cost of the disposed quantity.
- The Disposal Adjustment Account will be debited with the cost of the disposed quantity.
- The Disposal Adjustment Account will be credited with the amount of depreciation this period for the disposed quantity.
- The Depreciation To-Date Account (BS) is debited with the amount of depreciation this period for the disposed quantity.
- The postings to Nominal Ledger will only be made if the 'Post Disposal' option is **ON** in Utilities.

The **Totals** view screen will be updated with the cost and depreciation of the disposed quantities to-date.

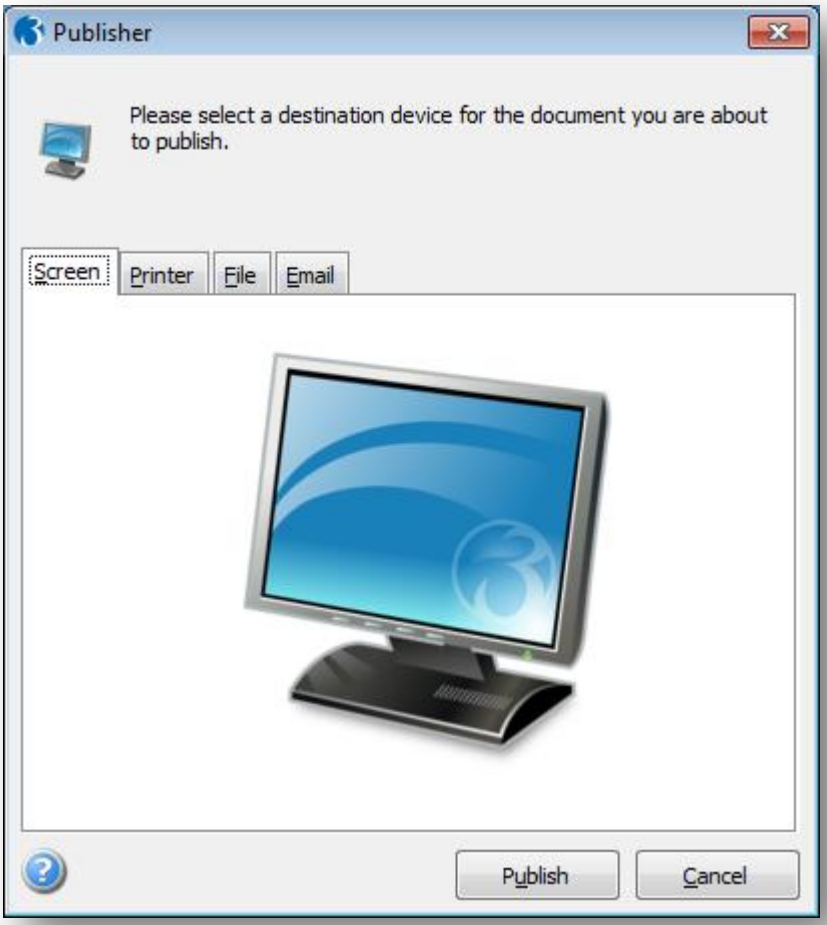
Notes

Accreditation Training Courseware

4 Reports

4.1 Publishing a Report

Fixed Assets reports can be accessed via the Reports Menus in the respective Module. It is possible to tailor the layout of these reports under development mode (ADMIN). Once your report criteria has been selected and any matching data found, a Publisher form will be presented allowing a choice of Screen, Printer, File or Email output.



To print a report;

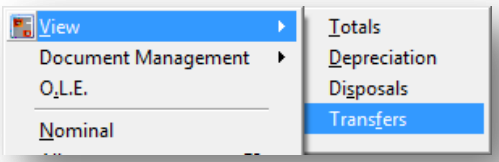
1. Open the required module folder, click Reports and then click appropriate report
2. Define the range of records you want included in the report by entering From and To values.
3. Click OK.

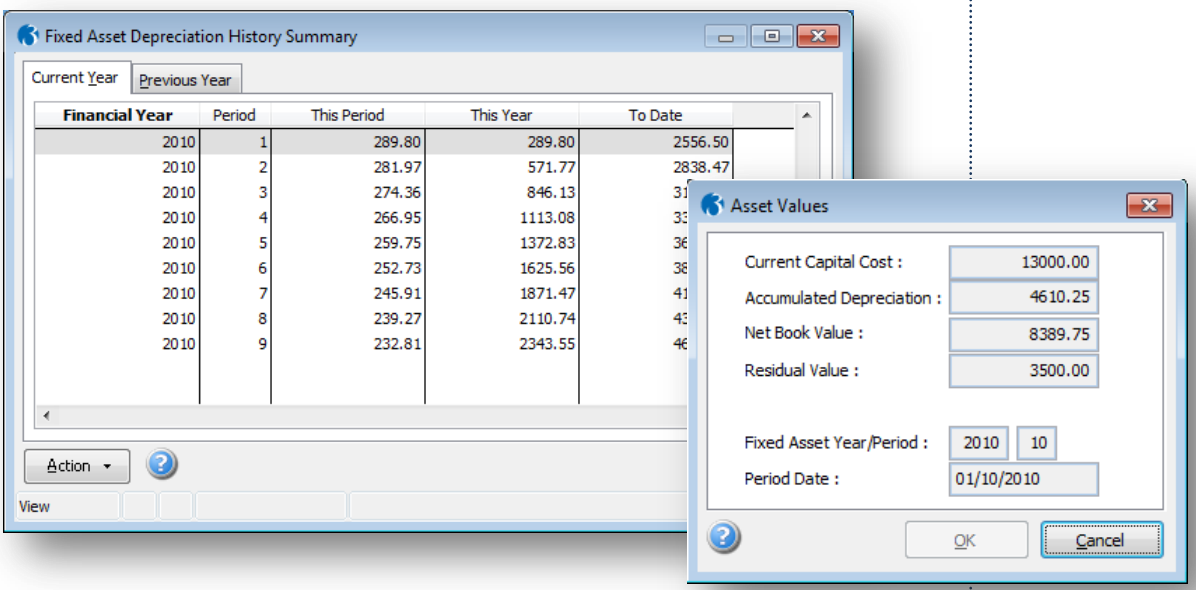
Reports

4.2 To View Asset Details

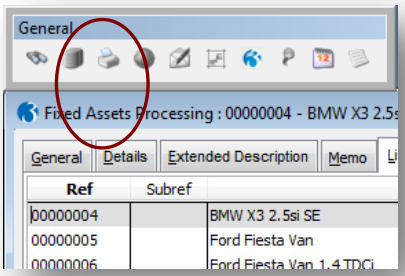
Notes

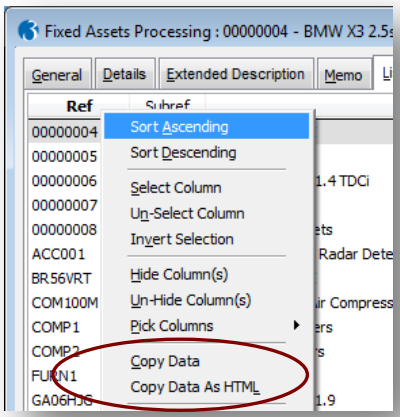
1. Open the **Fixed Assets** folder, and click **Processing.**
2. Find the asset using **List** tab, the search icon on the toolbar, or by pressing CTRL+F.
3. On the **Action** menu, click **View.**
4. Click **Totals**, **Depreciation**, **Disposals**, or **Transfers** as appropriate.





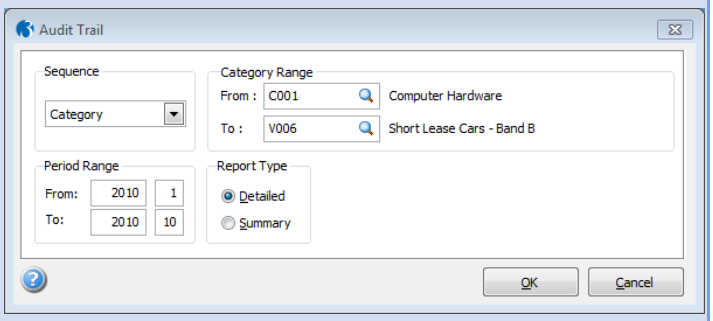
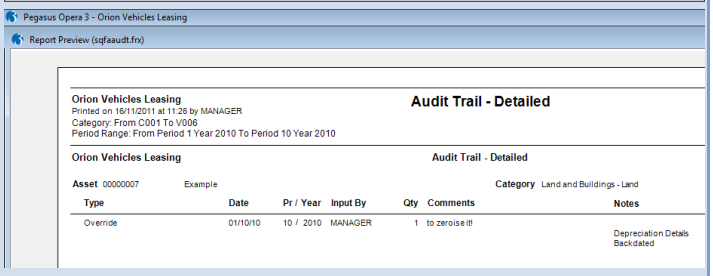
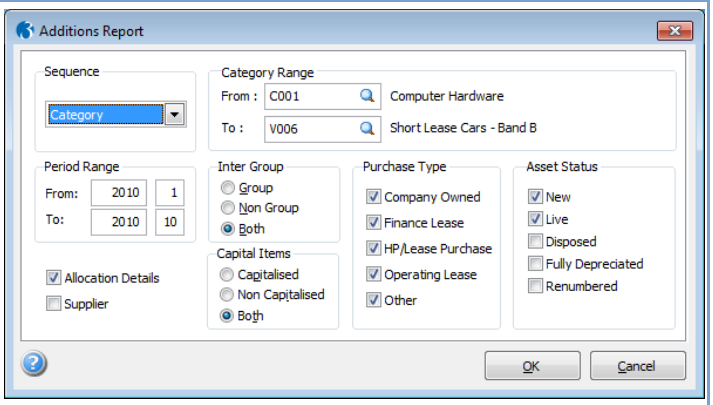
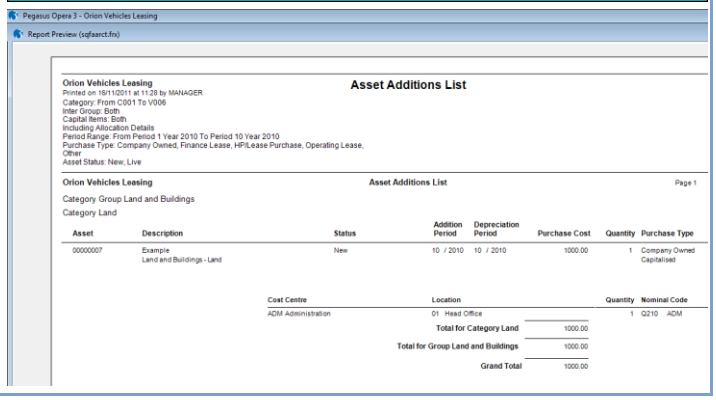
Remember the “Hidden Reports” which are available in forms which have the printer icon highlighted in the toolbar as well as the Right-Click Export functionality.





Notes

4.3 List of Reports

Name & Description	Example
Audit Trail This report lists all changes to asset details or status that have taken place for each asset in summary or detailed form. You can choose the sequence for the report (category, asset or date) and select on a range of categories, assets, cost centres, locations, years and periods.	 
Additions Report This report lists all additions to the asset register. You can select the sequence (category, asset, cost centre, location or date) and choose a range of categories, assets, cost centres or locations, years and periods. Various selection fields allow you to choose the data required including: - purchase type (company owned, financed leased, HP/lease purchase, operating lease or other) - Asset status (new, live, disposed of, fully depreciated or renumbered) - inter group (group, non-group or both) - Capital items (capitalised, non-capitalised or both) - Supplier details - Allocation details	 

Notes

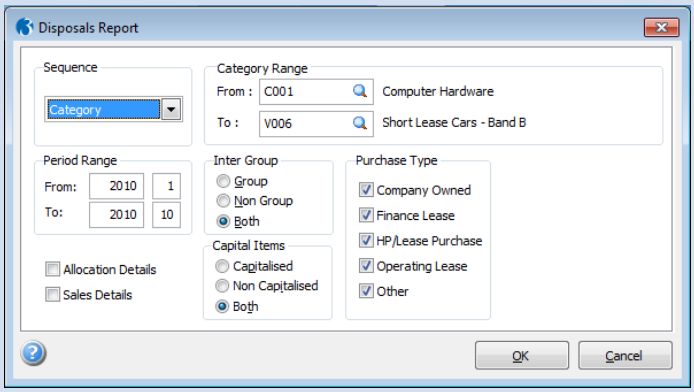
Disposals Report

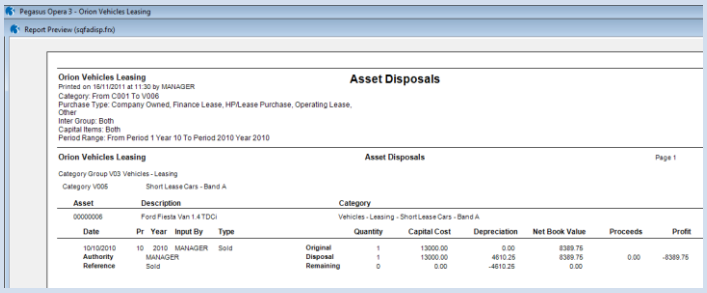
This report lists the disposal and part disposal records for the asset register.

You can select the sequence (category, asset, cost centre, location or date) and choose a range of categories, assets, cost centres or locations, years and periods.

Various selection fields allow you to choose the data required including:

- purchase type (company owned, financed leased, HP/lease purchase, operating lease or other)
- Asset status (new, live, disposed of, fully depreciated or renumbered)
- inter group (group, non-group or both)
- Capital items (capitalised, non-capitalised or both)
- Sale details
- Allocation details

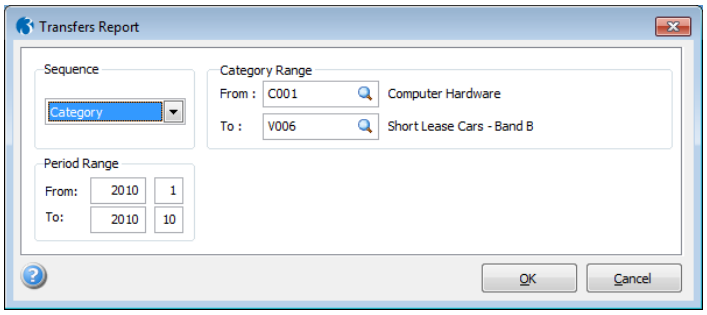


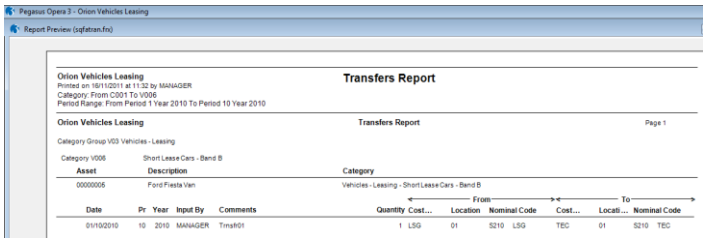


Transfers Report

This report lists all transfers of an asset and from cost centres and locations and is only available if cost centres and locations are in use.

You can select the sequence (category, asset, cost centre, location or date) and choose a range of categories, assets, cost centres or locations, years and periods.

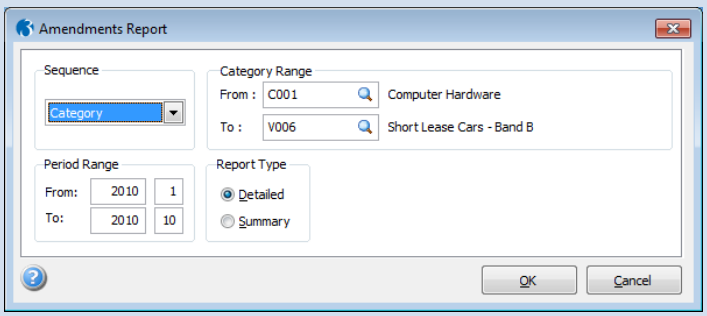


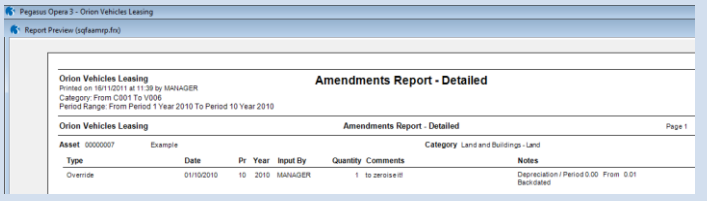


Amendments Report

This report lists all revaluations, overrides, previous year adjustments and renumbering of assets that have taken place, in summary or detailed form.

You can select the sequence (category, asset, cost centre, location or date) and choose a range of categories, assets, years and periods.





Notes

Depreciation Report

This report prints all depreciation details for the ranges specified.

You can select the sequence (category, asset, cost centre or location) and choose a range of categories, assets, cost centres, locations, years and periods.

Various selection fields allow you to choose the data required including:

- purchase type (company owned, financed leased, HP/lease purchase, operating lease or other)

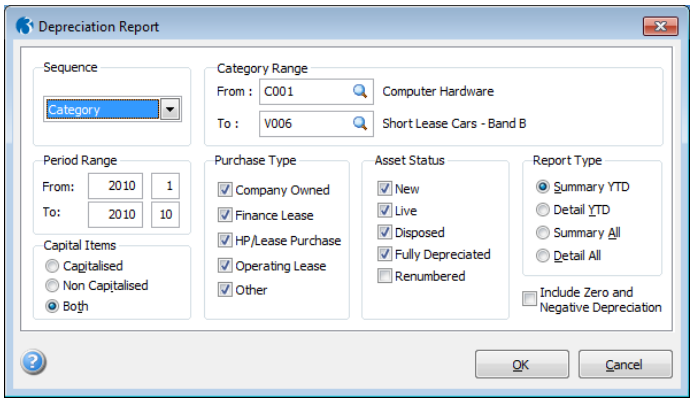
- Asset status (new, live, disposed of, fully depreciated or renumbered)

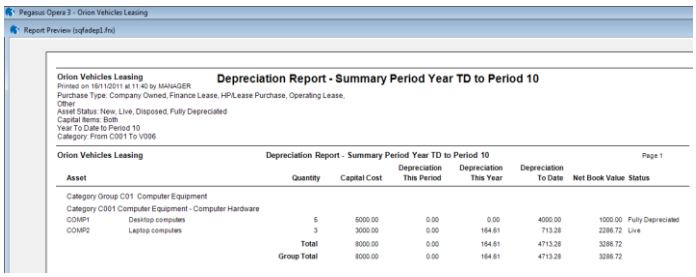
- Capital items (capitalised, non-capitalised or both)

You can choose whether to include zero depreciated assets and four report types are available:

* Summary period year to-date
* Detailed period year to-date
* Summary all periods
* Detail all periods

The YTD reports only report on the current year - any date range entered is disregarded.





Depreciation Forecast

This report prints the future depreciation provisions for live and new capitalised assets from the current period to any period in this year or next year.

You can select the sequence (category, asset, cost centre or location) and choose a range of categories, assets, cost centres, locations, years and periods.

You to choose what type of capital items to include (capitalised, non-capitalised or both).

Six report types are available:

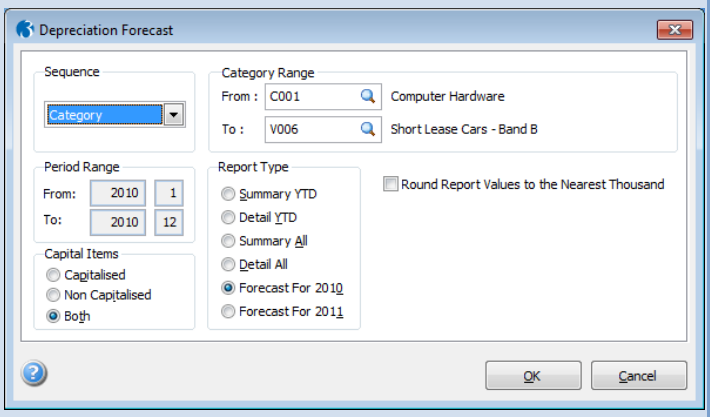
* Summary period year to-date
* Detailed period year to-date
* Summary all periods
* Detail all periods
* Forecast for this year
* Forecast for next year

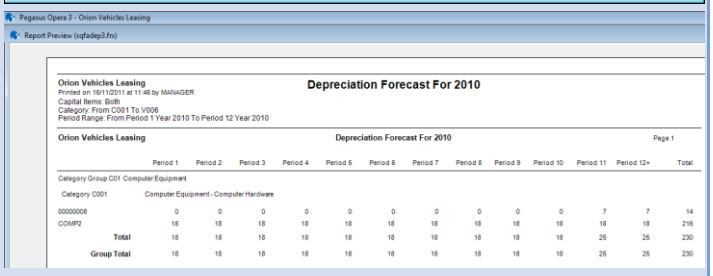
'Period year to-date' ONLY report on the current year.

'All periods' report from the current period to any specified period.

'Forecast for' are only for the specified year.

An option is also provided to specify the rounding.





Notes

Asset Record Print

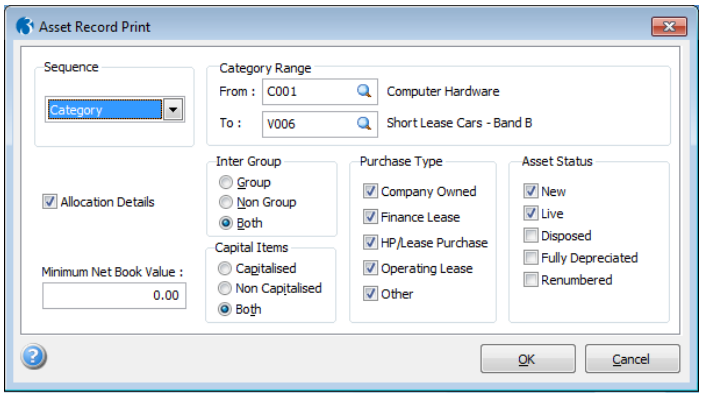
This report prints all details of an asset, each one starting a new page.

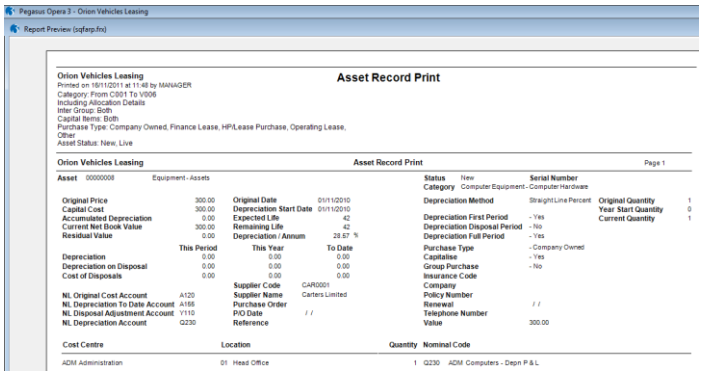
You can select the sequence (category, asset, cost centre or location) and choose a range of categories, assets, cost centres and locations.

Various selection fields allow you to choose the data required including:

- purchase type (company owned, financed leased, HP/lease purchase, operating lease or other)
- Asset status (new, live, disposed of, fully depreciated or renumbered)
- Capital items (capitalised, non-capitalised or both)
- inter group (group, non-group or both)

You can specify a minimum net book value and choose whether to include allocation records in the printout.





Asset List

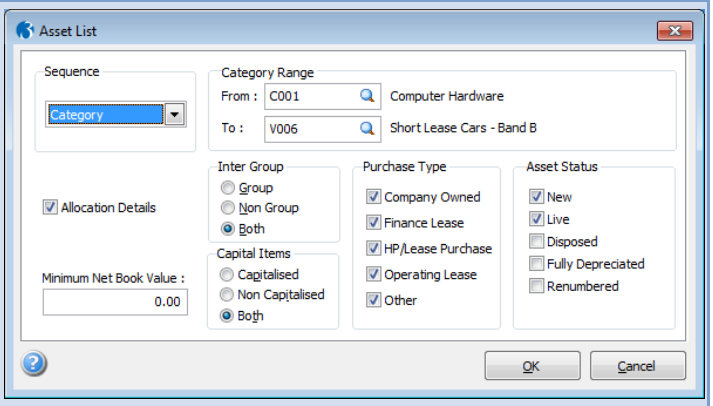
This report prints the asset records in a simple listing format without the level of detail included in the Asset Record Print.

You can select the sequence (category, asset, cost centre or location) and choose a range of categories, assets, cost centres and locations.

Various selection fields allow you to choose the data required including:

- purchase type (company owned, financed leased, HP/lease purchase, operating lease or other)
- Asset status (new, live, disposed of, fully depreciated or renumbered)
- Capital items (capitalised, non-capitalised or both)
- inter group (group, non-group or both)

You can specify a minimum net book value and choose whether to include allocation records in the printout.



Notes

Balance Sheet Report

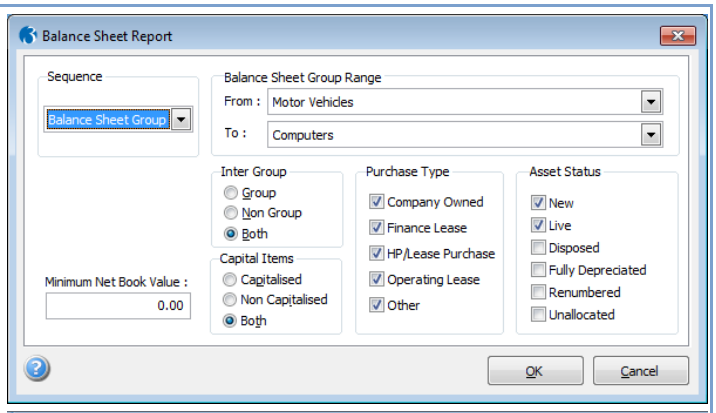
This report lists assets grouped by balance sheet type.

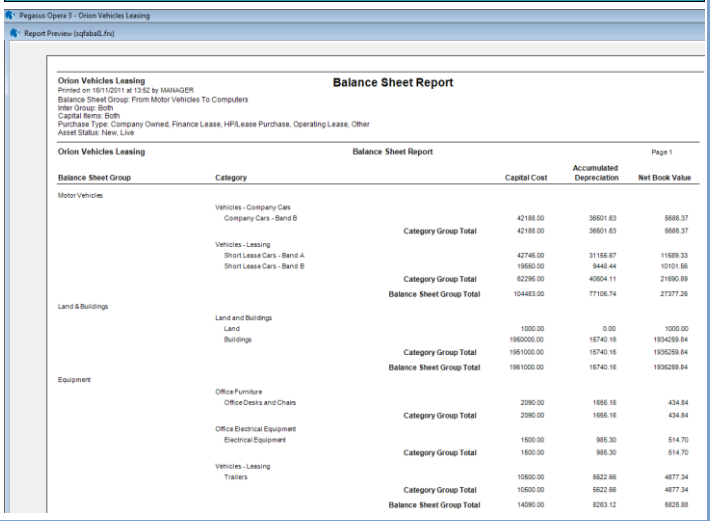
You can select the sequence (balance sheet or cost centre) and choose a range of balance sheets and cost centres.

Various selection fields allow you to choose the data required including:

- purchase type (company owned, financed leased, HP/lease purchase, operating lease or other)
- Asset status (new, live, disposed of, fully depreciated or renumbered)
- Capital items (capitalised, non-capitalised or both)
- inter group (group, non-group or both)

You can specify a minimum net book value.





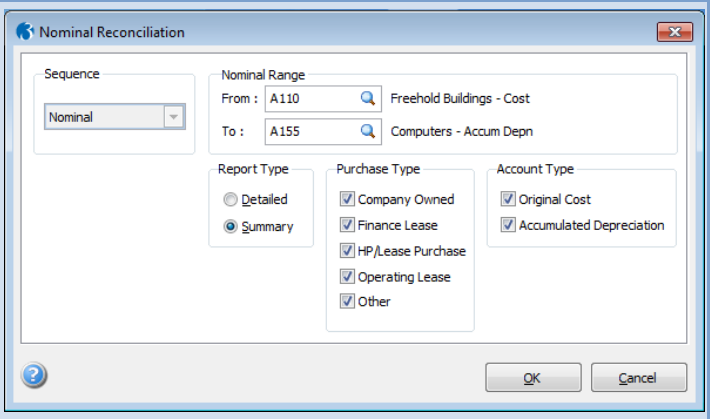
Nominal Reconciliation

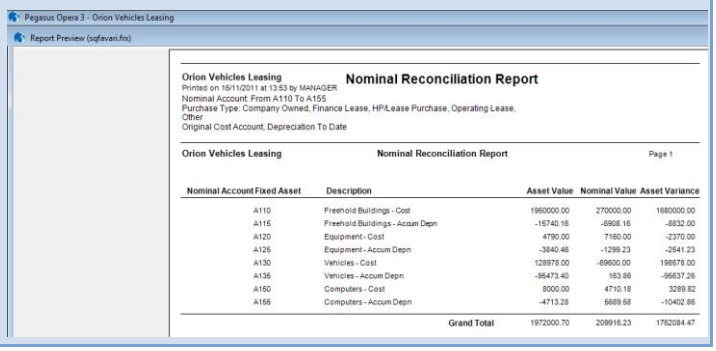
This report provides a check between the Fixed Asset module and the Nominal Ledger in detailed or summary form. Where Nominal Ledger is not linked, this report shows what postings would be made which can be used as a reference for manual postings.

You can select on a range of accounts.

Various selection fields allow you to choose the data required including:

- purchase type (company owned, financed leased, HP/lease purchase, operating lease or other)
- account type (original cost or accumulated depreciation)





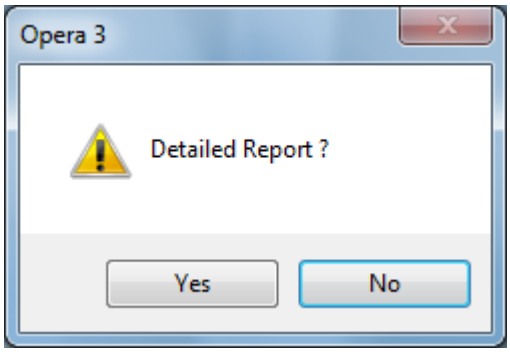
Notes

Nominal Journal

Prints the nominal journal that should be posted to the Nominal Ledger for the Fixed Assets register's current period. No postings are made. The report prints one journal for disposals and another for depreciation.

The **Nominal Journal** report prints the nominal journal that would be posted to the Nominal module for the current period if the N/L Analysis command was used. You cannot run the report unless all the live assets have been depreciated in this period and Fixed Assets is linked to the Nominal Ledger in **Company Profiles**.

If you use the Real Time Update of Nominal Ledger feature, this report may not be useful because the Nominal Ledger is updated directly after running the depreciation calculation.



Pegasus Opera 3 - Orion Vehicles Leasing

Report Preview (SQFANOML.frx)

Orion Vehicles Leasing
Printed on 11/16/11 at 13:55 by MANAGER
DUMMY RUN - NO UPDATE

Nominal Analysis of Fixed Assets (Journal)

Orion Vehicles Leasing — Nominal Analysis of Fixed Assets (Journal) DUMMY RUN - NO UPDATE

Nominal	Code	Debit	Credit	Reference		
S210	TEC	221.65		00000006	Ford Fiesta Van	Depreciation 10/2010
A135			221.65			Depreciation 10/2010
Total		221.65	221.65			
A130			13000.00	00000006	Ford Fiesta Van 1.4 TDCi	Disposal 10/2010 Sold
A135		4610.25				Disposal 10/2010 Sold
Y110		13000.00				Disposal 10/2010 Sold
Y110			4610.25			Disposal 10/2010 Sold
Total		17610.25	17610.25			
Q220	ADM	15.14		ACC001	Uniden LDR6157 Radar Detec	Depreciation 10/2010
A125			15.14			Depreciation 10/2010
Q220	SAL	15.13				Depreciation 10/2010
A125			15.13			Depreciation 10/2010
Total		30.27	30.27			
Q230	ADM	12.19		COMP2	Laptop computers	Depreciation 10/2010
A155			12.19			Depreciation 10/2010
Q230	SAL	6.10				Depreciation 10/2010
A155			6.10			Depreciation 10/2010
Total		18.29	18.29			
Q220	ADM	2.45		FURN1	Office Furniture	Depreciation 10/2010
A125			2.45			Depreciation 10/2010
Q220	LSG	3.06				Depreciation 10/2010
A125			3.06			Depreciation 10/2010
Q220	SAL	2.45				Depreciation 10/2010
A125			2.45			Depreciation 10/2010
Total		7.96	7.96			
S210	ADM	99.42		GA06HJG	Ford Galaxy Tdi 1.9	Depreciation 10/2010
A135			99.42			Depreciation 10/2010
Total		99.42	99.42			

Pegasus Opera 3 - Orion Vehicles Leasing

Report Preview (SQFANOMJ.frx)

Orion Vehicles Leasing
Printed 11/16/11 at 13:56 by MANAGER
DUMMY RUN - NO UPDATE

Nominal Analysis of Fixed Assets (Journal)

Orion Vehicles Leasing — Nominal Analysis of Fixed Assets (Journal) DUMMY RUN - NO UPDATE

Nominal	Code		Debit	Credit
A115		Freehold Buildings - Accum Depn		209.34
A125		Equipment - Accum Depn		38.23
A130		Vehicles - Cost		13000.00
A135		Vehicles - Accum Depn	3677.45	
A155		Computers - Accum Depn		18.29
Q210	ADM	Freehold Buildings - Depn P & L	41.67	
Q210	SAL	Freehold Buildings - Depn P & L	167.67	
Q220	ADM	Equipment - Depn P & L	17.59	
Q220	LSG	Equipment - Depn P & L	31.25	
Q220	SAL	Equipment - Depn P & L	17.58	
Q230	ADM	Computers - Depn P & L	12.19	
Q230	SAL	Computers - Depn P & L	6.10	
S210	ADM	Motor Vehicles - Depn P & L	176.16	
S210	LSG	Motor Vehicles - Depn P & L	368.86	
S210	SAL	Motor Vehicles - Depn P & L	237.94	
S210	TEC	Motor Vehicles - Depn P & L	221.65	
Y110		Disposals Adjustment A/c	8389.75	
		Totals	13265.86	13265.86

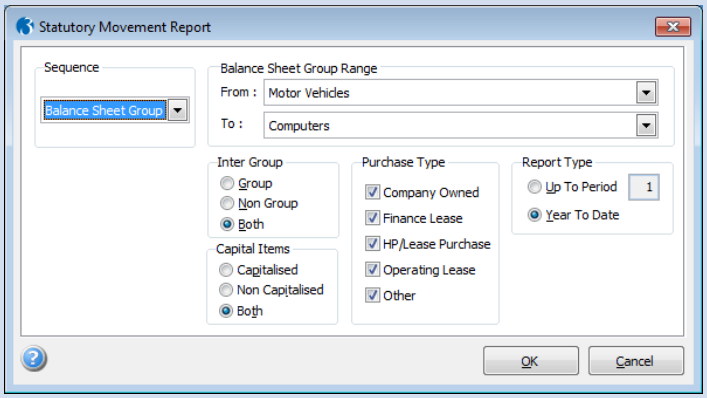
Statutory Movement Report

This report provides the statutory movement report by balance sheet type.

You can select the sequence (balance sheet, category or cost centre) and choose a range of categories, cost centres, years and periods.

Various selection fields allow you to choose the data required including:

- purchase type (company owned, financed leased, HP/lease purchase, operating lease or other)
- Asset status (new, live, disposed of, fully depreciated or renumbered)



Notes

- inter group (group, non-group or both)

- Capital items (capitalised, non-capitalised or both)

The report can be either up to period + enter period number or year to-date (according to the sequence selected).

Note - To report on assets that are disposed of in the Opening Balance routine, you must ensure the flag This Yr. is selected and that the values in the 'Depreciation on Disposed TY' and the 'Cost of Disposals TY' fields are updated for the report to be correct.

Pegasus Opera 3 - Orion Vehicles Leasing

Report Preview (sqfasm1.frx)

Orion Vehicles Leasing — **Statutory Movement Report**

Printed on 16/11/2011 at 13:56 by MANAGER
Balance Sheet Group: From Motor Vehicles To Computers
Report Type: Year To Date
Inter Group: Both
Capital Items: Both
Purchase Type: Company Owned, Finance Lease, HP/Lease Purchase, Operating Lease, Other
Depreciation Methods: Reducing Balance, Manual Per Period, Straight Line Amount, Straight Line Percent

Orion Vehicles Leasing — **Statutory Movement Report**

	Motor Vehicles	Land & Buildings	Equipment	Computers	Total
Cost					
At 01 January 2010	131478.00	1950000.00	15290.00	8000.00	2104768.00
Additions This Year	0.00	1000.00	0.00	0.00	1000.00
Revaluation Adjustment	0.00	0.00	0.00	0.00	0.00
Disposals This Year	13000.00	0.00	0.00	0.00	13000.00
At 31 October 2010	118478.00	1951000.00	15290.00	8000.00	2092768.00
Accumulated Depreciation					
At 01 January 2010	81460.06	13856.10	8464.81	4548.67	108329.64
Depreciation This Year	13966.81	2093.40	1103.46	182.90	17346.57
Revaluation Adjustment	0.00	0.00	0.00	0.00	0.00
Disposals This Year	4610.25	0.00	0.00	0.00	4610.25
At 31 October 2010	90816.62	15949.50	9568.27	4731.57	121065.96
Net Book Value					
At 31 December 2009	50017.94	1936143.90	6825.19	3451.33	1996438.36
At 31 October 2010	27661.38	1935050.50	5721.73	3268.43	1971702.04

Statutory Lease Info

This report provides the statutory leasing disclosure obligation report by balance sheet type.

Various selection fields allow you to choose the data required including:

- Purchase type (financed leased, HP/lease purchase, operating lease or other)

- Asset status (new, live, disposed of, fully depreciated or renumbered)

- inter group (group, non-group or both)

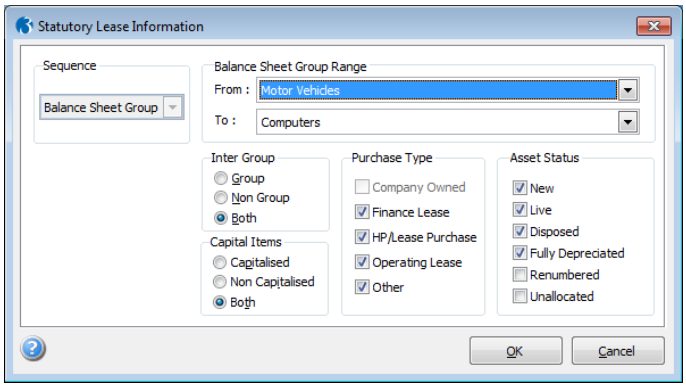
- Capital items (capitalised, non-capitalised or both).

How the report works:

'Within 1 Year' - This value will be all assets that expire in the next financial year (based on current year calendar), and the payments that are due in that year.

'Within 2-5 years' - This value will be all assets that expire within 2 - 5 years (based on current year calendar), and the payments that are due in a typical year.

'Over 5 years' - This value will be all assets that expire in more than 5 years (based on current year calendar) and the payments that are due in a typical year.



Pegasus Opera 3 - Orion Vehicles Leasing

Report Preview (sqfasl.frx)

Orion Vehicles Leasing — **Statutory Lease Information**

Printed on 16/11/2011 at 14:04 by MANAGER
Balance Sheet Group: From Motor Vehicles To Computers
Inter Group: Both
Capital Items: Both
Purchase Type: Finance Lease, HP/Lease Purchase, Operating Lease, Other
Asset Status: New, Live, Disposed, Fully Depreciated

Orion Vehicles Leasing — **Statutory Lease Information**

	Motor Vehicles	Land & Buildings	Equipment	Computers	Total
FINANCE LEASE					
Within 1 Year	0.00	0.00	0.00	0.00	0.00
Within 2-5 Years	0.00	0.00	0.00	0.00	0.00
Over 5 Years	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00
HP/LEASE PURCHASE					
Within 1 Year	0.00	0.00	0.00	0.00	0.00
Within 2-5 Years	0.00	0.00	0.00	0.00	0.00
Over 5 Years	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00
OPERATING LEASE					
Within 1 Year	0.00	0.00	0.00	0.00	0.00
Within 2-5 Years	0.00	0.00	0.00	0.00	0.00
Over 5 Years	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00
OTHER					
Within 1 Year	0.00	0.00	0.00	0.00	0.00
Within 2-5 Years	0.00	0.00	0.00	0.00	0.00
Over 5 Years	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00
GRAND TOTAL	0.00	0.00	0.00	0.00	0.00

Notes

Labels

This option prints labels for assets, locations or cost centres.

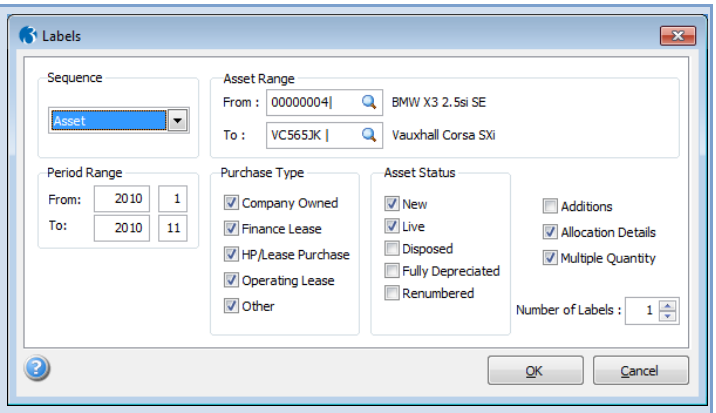
You can select a range of assets, cost centres or locations and years/periods.

Various selection fields allow you to choose the data required including:

- purchase type (company owned, financed leased, HP/lease purchase, operating lease or other)
- Asset status (new, live, disposed of, fully depreciated or renumbered)

Options are provided to choose additions only and allocation details.

Multiple quantity labels can be printed if required.



Insurance List

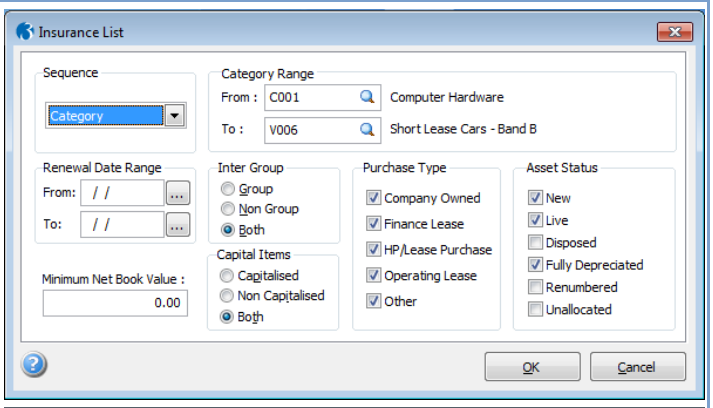
This report provides a listing of the insurance company details with insurance values for a selected range of asset records.

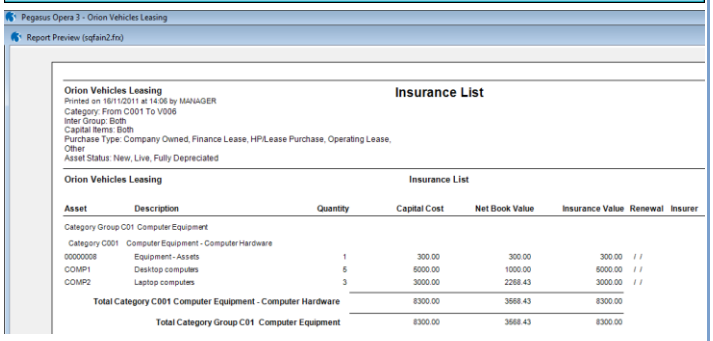
You can select the sequence (asset, category, cost centre, location or insurance group) and choose a range of categories, cost centres, assets and insurance codes and renewal dates.

Various selection fields allow you to choose the data required including:

- purchase type (company owned, financed leased, HP/lease purchase, operating lease or other)
- Asset status (new, live, disposed of, fully depreciated or renumbered)
- inter group (group, non-group or both)
- Capital items (capitalised, non-capitalised or both)

You can also specify a minimum net book value.





Notes

Accreditation Training Courseware

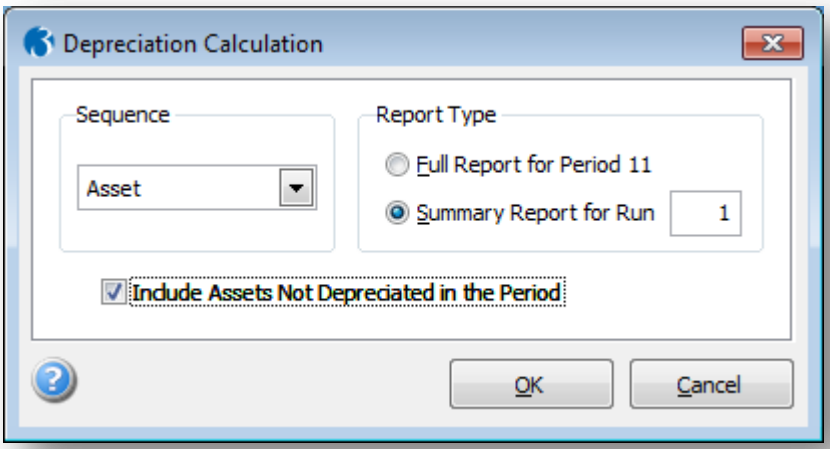
5 Utilities

5.1 Depreciation Calculation

The **Depreciation Calculation** in Utilities will update each asset on the register with any depreciation due in this period. Please refer to the **Depreciation Methods** section for details of the calculations performed.

You can still run the depreciation calculation for new assets you add later in this period.

1. Open the **Fixed Assets** folder, click **Utilities** and then click **Depreciation Calculation**.
2. Select a **Sequence** from the list box:
3. Select **Asset** to sequence the depreciation report by the asset reference.
4. Select **Category** to sequence the report by the Asset Category linked to each asset. A page break is inserted between each asset category.
5. Select a **Report Type**:
6. A **Full Report** shows details of all assets including those that have already had depreciation calculated for this period. The comments section of the depreciation report shows a note if the asset is fully depreciated, if depreciation is backdated and also if there is no depreciation.
7. A **Summary Report** shows details for the assets processed during that depreciation calculation.
8. Tick the **Include Assets Not Depreciated in the Period** box to include assets that will be depreciated by a zero amount in the period (for example, manual depreciation with zero for this period). Assets that have not been depreciated in the period (for example, fully depreciated assets) are not included.
9. Click **OK**.



The **Depreciation Calculation** command calculates the depreciation due in this period for each asset in Fixed Assets. If an asset record is allocated to a number of locations, a separate depreciation record is calculated for each location. The command also processes any disposed assets for the period.

Utilities

Notes

If any new assets have been added to Fixed Assets in this period, the depreciation calculated will depend on the details entered on the Opening Balance form for the asset. You would normally run the depreciation calculation at the end of each period and then run the Period End command.

After the depreciation calculation, assets are marked as depreciated for the period. You can run the depreciation calculation more than once in a period but an asset cannot be depreciated twice in the same period. If you add new assets you can run the depreciation calculation again to depreciate those assets. A new asset's status is changed from 'New' to 'Live' when the first depreciation is run and it is possible to reset the status back to 'New' using the Override command. However, after the depreciation calculation is run and the **Period End** command is run, you cannot revert a 'Live' asset to the previous status of 'New'.

Note: You can normally run the depreciation calculation for an asset once in any period. Each asset included in the calculation is marked as having being depreciated. If you need to calculate depreciation on an asset again because details on the asset were wrong, for example the incorrect depreciation method was used, run the Override command for the asset to reverse the depreciation, and then run **Depreciation Calculation** again.

Box	Description
Sequence	The depreciation report can be printed in either Asset sequence or Category sequence.
Include Assets Not Depreciated in the Period	If selected the report includes assets that have been depreciated by a zero amount in the period (for example, manual depreciation with zero for this period). Fully depreciated assets are not included on the report.
Full Report for Period x	The report includes depreciation details for all assets that have been depreciated in this period.
Summary Report for Run x	The report includes depreciation details for assets added to Fixed Assets and assets that have been changed in the Override command since the last depreciation calculation.

Depreciation Methods in Fixed Assets

Method	Description
Straight Line Amount	The annual depreciation amount is calculated using the formula: *number of periods in year/number of periods in expected life * asset's capital cost - residual value.* Each period's depreciation amount is calculated using the formula: annual depreciation amount / number of periods in the year. For example, in a 12 period year, if an asset's expected life is 60 months, its capital cost is £5000 and residual value is £1000: the annual depreciation amount is: 12/60 * (£5000 - £1000) = £800 per annum, and the monthly depreciation amount is £800 /12 = £66.67.
Straight Line Percentage	The annual depreciation rate is calculated using the formula:(100 x Number of Periods In Year)/Number of periods in expected life. Each period's depreciation amount is calculated using the formula: annual depreciation rate/ number of periods in the year. For example, in a 12 period year, if an asset's expected life is 60 months, the annual depreciation rate for the asset is: 12/60 = 20%, and the depreciation rate per period is 20% /12 = 0.0167%.
Reducing Balance	The depreciation rate is expressed as a percentage per period. It is calculated using the formula: $1 - \frac{\text{Residual Value}}{\text{Capital Cost}} \wedge \frac{1}{\frac{\text{Expected Life In Periods}}{12} \times \frac{\text{Number Of Periods In Year}}{1}} * 100$

Notes

	For example, in a 12 month period year, if an asset's expected life is 60 months, its capital cost is £10,000 and residual value is £1000, the depreciation rate per period is expressed as: $= 1 - \frac{1000}{10000} \wedge \frac{1}{\frac{60}{12} \times \frac{12}{1}}$ $= 1 - \frac{1}{10} \wedge \frac{1}{60}$ = 1 - 0.96235 = 0.03765 x 100 = depreciation rate per period = 3.76%.
Immediate Write Down	This calculates the remaining depreciation amount for an asset, then writes down the asset to its residual value by using the formula: Capital Cost - Depreciation To Date - Residual Value.
Manual Depreciation per period	If you want to depreciate assets using a different formula that is not provided in Fixed Assets, you can enter a manually calculated amount in the Override command rather than use the Straight Line Amount, Straight Line Percent, or Reducing Balance methods.

Disposals

Disposals posted on an asset record cannot be undone once the depreciation calculation has been run. You can undo depreciation calculations for individual assets using the Override command in Fixed Assets Processing. If you undo a depreciation calculation in this way you will need to run the depreciation calculation again.

Depreciation Report

Depreciation transactions for this period are created on each asset and the depreciation to-date, depreciation this-year and current net book value are updated. A depreciation report is displayed after depreciation is calculated:

- The **Full Report** shows details of all assets including those that have already had depreciation calculated for this period. The comments section of the depreciation report shows a note if the asset is fully depreciated, if depreciation is backdated and also if there is no depreciation.
- The **Summary Report** shows details for the assets processed during that depreciation calculation.

If **Include Zero Depreciation Assets** is selected, the report includes assets that are depreciated by a zero amount in the period (for example, manual depreciation with zero for this period). Assets that have not been depreciated in the period (for example, fully depreciated) will not be included.

Nominal Ledger Postings

The Depreciation Account (Profit and Loss) is debited and the Depreciation To-Date Account (Balance Sheet) is credited with the amount of depreciation this period. These accounts are defined on the Asset Category that is linked to each asset.

Note: Extra depreciation or adjustment transactions may also be posted as a result of other transactions made during the period.

Notes

Real Time Update of Nominal Ledger

If Fixed Assets is linked to the Nominal Ledger and the Real Time Update of Nominal Ledger option on the **Company Profiles** form is ticked, the Nominal Ledger is updated automatically at the end of the process.

If you use this feature, unless a message is displayed to the contrary, either the Nominal Ledger or the Nominal Ledger Transfer file is updated:

The Nominal Ledger is updated if the current period/year in Fixed Assets is the same as in the Nominal Ledger or earlier than the Nominal Ledger.

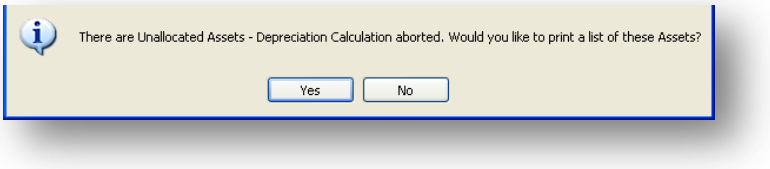
The Transfer file is updated if the current period/year in Fixed Assets is later than the Nominal Ledger.

Batch Update of Nominal Ledger

If Fixed Assets is linked to the Nominal Ledger but the Real Time Update of Nominal Ledger option is not ticked, you must update the Nominal Ledger separately in the N/L Analysis and the Fixed Assets Transfer commands.

Unallocated Assets

If unallocated assets exist in the register the depreciation run will be stopped and an Audit report offered.



The normal period depreciation calculated will be posted and affect the asset record in the following way:-

In The Register A depreciation transaction for the current period will be created for

(after Dpr. Calc Run) each location at which the asset is held.

- The asset's Accumulated Depreciation figure will increase by the amount of depreciation this period.
- The asset's Net Book Value figure will decrease by the amount of depreciation this period.

In Nominal Ledger The Depreciation Account (P&L), is debited with the amount of

(after transfer) depreciation this period.

- The Depreciation To-Date Account (BS) is credited with the amount of depreciation this period.

Notes

Extra depreciation or adjustment transactions may also be posted as a result of other transactions made during the period. An Audit report is created for the depreciation run.

Pegasus Opera 3 - Orion Vehicles Leasing

Report Preview (SQFADEPR.frx)

Orion Vehicles Leasing
Printed on 11/16/11 at 14:22 by MANAGER
Summary Report for Run 1 for Period 11
Including Zero Depreciated Assets
Asset Sequence

Depreciation Report

Orion Vehicles Leasing — **Depreciation Report**

Asset	Description	Nominal		Cap. Cost	Qty	<--- Depreciation This Period	---> To Date	N.B.V.	Comments
00000005	Ford Fiesta Van			12000.00	1	215.33	4659.79	7340.21	
	Reducing Balance	2.85	%						
	C.C. TEC Loc. 01	S210	TEC		1	215.33			
00000007	Example			1000.00	1	0.00	0.00	1000.00	Zero Depreciation
	Manual Per Period	0.00							
	C.C. ADM Loc. 01	Q210	ADM		1	0.00			
00000008	Equipment - Assets			300.00	1	7.14	7.14	292.86	
	Straight Line Percent	28.57	%						
	C.C. ADM Loc. 01	Q230	ADM		1	7.14			
ACC001	Uniden LDR6157 Radar Detector			1500.00	2	30.27	1045.84	454.16	
	Straight Line Amount	363.28							
	C.C. ADM Loc. 02	Q220	ADM		1	15.14			
	C.C. TEC Loc. 03	Q220	SAL		1	15.13			
COMP2	Laptop computers			3000.00	3	18.29	749.86	2250.14	
	Straight Line Percent	14.63	%						
	C.C. ADM Loc. 01	Q230	ADM		2	12.19			
	C.C. SAL Loc. 03	Q230	SAL		1	6.10			
FURN1	Office Furniture			2090.00	13	7.81	1670.93	419.07	
	Reducing Balance	1.83	%						
	C.C. ADM Loc. 01	Q220	ADM		4	2.40			
	C.C. LSG Loc. 02	Q220	LSG		5	3.00			
	C.C. SAL Loc. 03	Q220	SAL		4	2.41			
GA06HJG	Ford Galaxy Tdi 1.9			12788.00	1	95.65	10359.89	2428.11	
	Reducing Balance	3.79	%						
	C.C. ADM Loc. 01	S210	ADM		1	95.65			

5.2 Nominal Analysis

The **Nominal Analysis** function in Utilities performs one of two functions, depending upon whether Fixed Assets is linked to Nominal Ledger or not. It can only be performed if a depreciation calculation has been performed on all assets.

If Fixed Assets *is* linked to Nominal Ledger, the Nominal Analysis will populate the Nominal Ledger transfer file with all depreciation, revaluation adjustments, disposal and depreciation adjustment transactions for the current Nominal period. This information is then picked up and posted to Nominal Ledger by the 'Fixed Asset Transfer' routine in Nominal Ledger Utilities. An 'Audit Trail Report' is also created showing the transaction details being put into the transfer file.

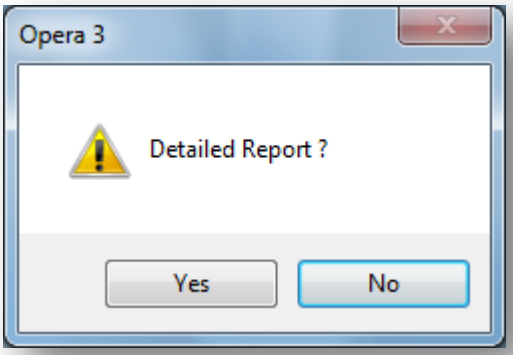
If Fixed Assets *is not* linked to Nominal Ledger, the Nominal Analysis will simply produce a report of the depreciation, revaluation adjustments, disposal and depreciation adjustment transactions that must be manually posted to the Nominal Ledger.

Only Assets that have the 'Capitalise' box within the Purchase button checked **ON** will have their details sent to the transfer file. Those with it checked **OFF** do not update the Nominal Ledger.

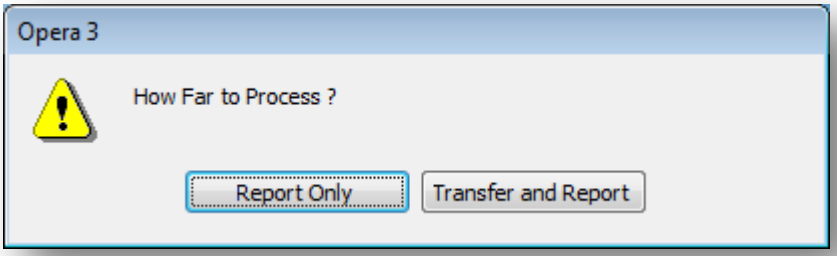
Notes

If you do not use the Real Time Update of Nominal Ledger feature, the **N/L Analysis** command creates a transfer file of Nominal Ledger postings for depreciation calculations, disposals and revaluations. The transfer file is used in the Fixed Assets Transfer command in the Nominal Ledger to update the Nominal Ledger accounts. Only assets that have the Capitalise box selected on the **Purchase Details** form in Fixed Assets Processing are included in the transfer file and update the Nominal Ledger.

When running the Analysis the user if offered to select whether a detailed report is required.



The user the selects whether to run just the report or transfer (populate the NL Transfer file) and report.

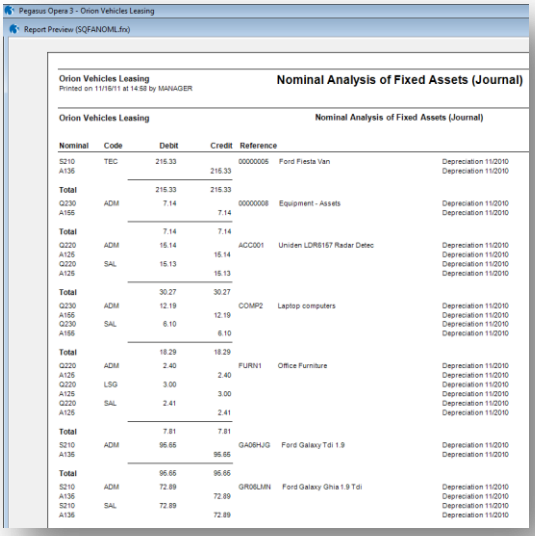


Note: If you use another software product's Nominal Ledger, use the Nominal Journal report to manually update your Nominal Ledger.

Notes

1. Open the **Fixed Assets** folder, click **Utilities** and then click **N/L Analysis**.
2. You now have a choice of reports:
3. Click **Yes** on the 'Detailed Report?' form to view a report that displays asset-level detail of the period's depreciation calculations, and disposals and revaluations and a second report that displays rolled-up values for each Nominal Ledger account code that will be updated.
4. Click **No** on the 'Detailed Report?' form to view a summary report that includes only the rolled-up values for each Nominal Ledger account.
5. You now have a choice of update options:
6. Select the **Report Only** button to see the postings that would be generated without updating the transfer file. This gives you the chance to review the journals and make amendments before updating the transfer file that updates the Nominal module.
7. Select the **Report and Update** button to view a report and update the transfer file.
8. Click **OK**.

The system then produces the journal report.


Pegasus Opera 3 - Orion Vehicles Leasing

Report Preview (SQFANOMLfrx)

Orion Vehicles Leasing
Printed on 11/16/11 at 14:58 by MANAGER

Nominal Analysis of Fixed Assets (Journal)

Orion Vehicles Leasing — Nominal Analysis of Fixed Assets (Journal)

Nominal	Code	Debit	Credit	Reference		
S210	TEC	216.33		00000005	Ford Fiesta Van	Depreciation 11/2010
A135			216.33			Depreciation 11/2010
Total		216.33	216.33			
Q230	ADM	7.14		00000008	Equipment - Assets	Depreciation 11/2010
A155			7.14			Depreciation 11/2010
Total		7.14	7.14			
Q220	ADM	16.14		ACC001	Uniden LDR6157 Radar Detec	Depreciation 11/2010
A125			16.14			Depreciation 11/2010
Q220	SAL	15.13				Depreciation 11/2010
A125			15.13			Depreciation 11/2010
Total		30.27	30.27			
Q230	ADM	12.19		COMP2	Laptop computers	Depreciation 11/2010
A155			12.19			Depreciation 11/2010
Q230	SAL	6.10				Depreciation 11/2010
A155			6.10			Depreciation 11/2010
Total		18.29	18.29			
Q220	ADM	2.40		FURN1	Office Furniture	Depreciation 11/2010
A125			2.40			Depreciation 11/2010
Q220	LSG	3.00				Depreciation 11/2010
A125			3.00			Depreciation 11/2010
Q220	SAL	2.41				Depreciation 11/2010
A125			2.41			Depreciation 11/2010
Total		7.81	7.81			
S210	ADM	96.66		GA06HJG	Ford Galaxy Tdi 1.9	Depreciation 11/2010
A135			96.66			Depreciation 11/2010
Total		96.66	96.66			
S210	ADM	72.89		GR06LMN	Ford Galaxy Ghia 1.9 Tdi	Depreciation 11/2010
A135			72.89			Depreciation 11/2010
S210	SAL	72.89				Depreciation 11/2010
A136			72.89			Depreciation 11/2010

Note: If the message 'No Transfer details found' is displayed, the transfer file already includes the depreciation details for this period. These depreciation details must be transferred to the Nominal Ledger by running the Fixed Assets Transfer command in the Nominal Ledger.

You cannot run the **N/L Analysis** command unless all the assets have been depreciated in the current period. This ensures that all the necessary depreciation postings are posted to the Nominal Ledger

Important: Once the transfer file has been updated, you cannot add assets or create any new transactions until the Period End has been carried out..

Transfer Reports

You have a choice of reports:

- The **Detailed Report** actually includes two separate reports. The first report displays asset-level detail of the period's depreciation calculations, disposals and revaluations. The second report displays rolled-up values for each Nominal Ledger account code that will be updated.
- The **Summary Report** includes only the rolled-up values for each Nominal Ledger account code that will be updated.

Report and Update, or Update Only

After selecting either a detailed or summary report, you have the choice of only viewing a report without updating the transfer file, or both viewing a report and updating the transfer file:

- The **Report Only** button allows you to see the postings that would be generated without updating the transfer file. This gives you the chance to review the journals and make amendments before updating the transfer file that updates the Nominal module.
- The **Report and Update** button allows you to both view a report and update the transfer file.

Notes

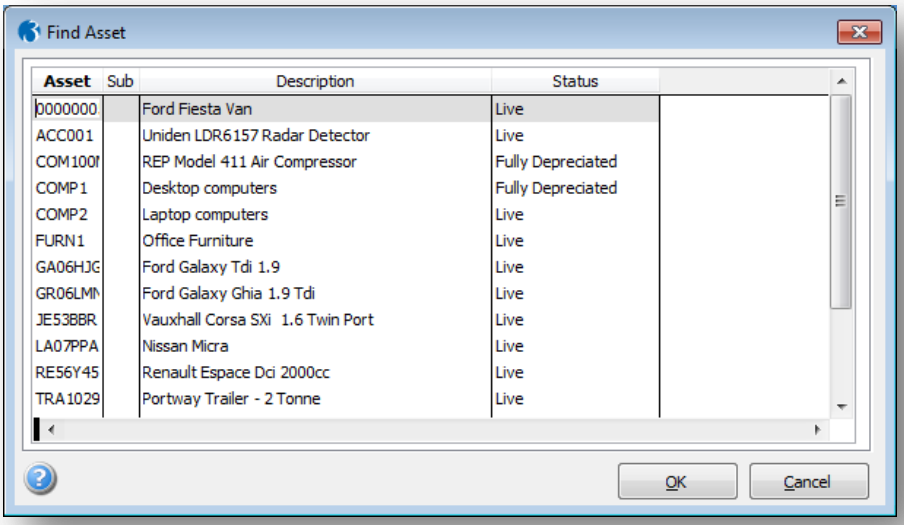
5.3 Previous Year Adjustments

The Previous Year Adjustments function in Utilities allows an asset's Capital Cost, Depreciation to date or Residual Value figures in last year's Nominal Ledger to be adjusted. The function is also available when not linked to Nominal Ledger to update the asset record for last year.

A Previous Year Adjustment can only be performed as the first transaction in a period. The posting is immediately made to the last period of last year's Nominal Ledger and cannot be undone. The current year's Profit & Loss Balance Brought Forward account will also immediately reflect the previous year adjustment.

The Previous Year Adjustments command is an exclusive (this needs exclusive access to the Fixed Assets data files so you will not be able to use Fixed Assets until the process ends) process that either changes the depreciation already charged to an asset, or changes the net book value of an asset. Any changes to depreciation are posted to the current period.

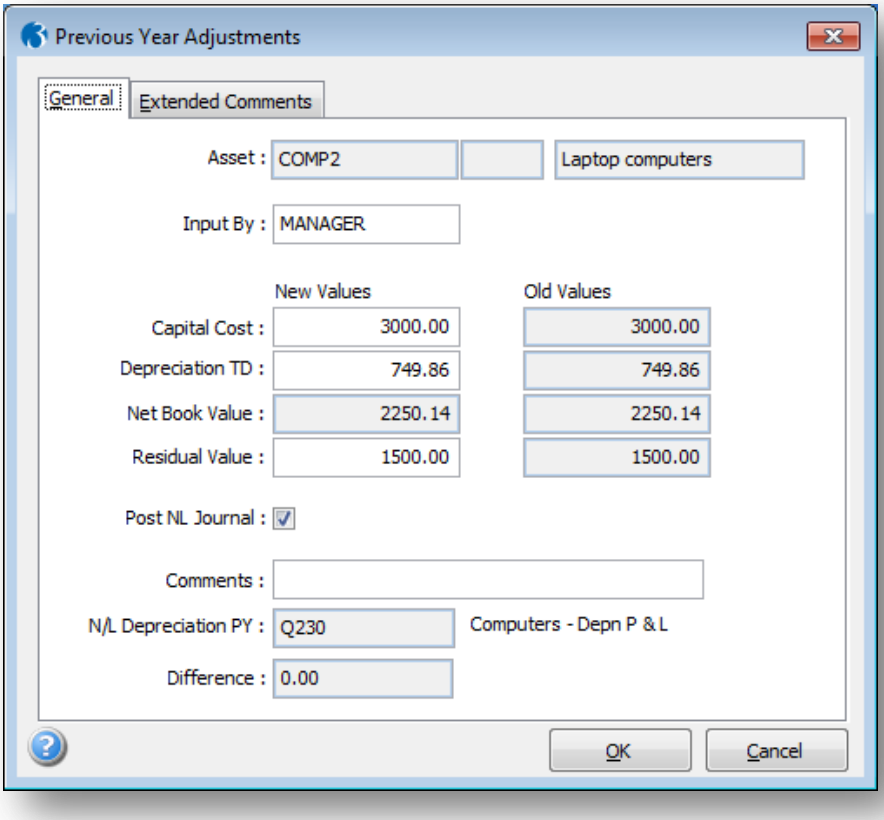
You can only select either 'live' or 'fully depreciated' assets that existed in the previous year. You can also only use this command if nothing has happened in Fixed Assets in the current period.



When the adjustment is posted, both the previous year's Nominal Ledger and this year's Nominal Ledger can be updated if both Fixed Assets and the Nominal Ledger are in the same financial year. You do not need to run the N/L Analysis command even if you do not use the Real Time Update of Nominal Ledger feature.

The Previous Year Adjustments form displays both the new and the old values so you can compare them before posting the adjustment.

Notes



To Post a Previous Year Adjustment

1. Open the **Fixed Assets** folder, click **Utilities** and then click **Previous Year Adjustments**.
2. On the **Find Asset** form, select an asset from the list. Then click **OK**.
3. To revalue an asset:
   i. Enter the adjusted value in the **Capital Cost** box.
   ii. Enter the residual value in the **Residual Value** box.
   iii. Tick the **Post NL Journal** box to update the Nominal Ledger. Fixed Assets and the Nominal Ledger must be both in the same financial year for the Nominal Ledger to be updated.
   iv. Add a comment to explain the adjustment.
   v. Click **OK**.
4. To change an asset's depreciation to-date value:
   i. Enter the adjusted value in the **Depreciation TD** box.
   ii. Enter the residual value in the **Residual Value** box.
   iii. Tick the **Post NL Journal** box to update the Nominal Ledger. Fixed Assets and the Nominal Ledger must be both in the same financial year for the Nominal Ledger to be updated.
   iv. Add a comment to explain the adjustment.
   v. Click **OK**.

Notes

5.3.1 How Fixed Assets and the Nominal Ledger are updated

The updates in Fixed Assets and the Nominal Ledger depend on the type of previous year adjustment that is posted. Fixed Assets and the Nominal Ledger must be both in the same financial year for the Nominal Ledger to be updated.

Increasing Previous Year Depreciation To-date

This table describes what happens in Fixed Assets and the Nominal Ledger when the previous year's depreciation to-date for an asset is increased. The Nominal Ledger is updated if the Post NL Journal box is ticked.

What Happens in Fixed Assets	Posted To	When
1. The assets accumulated depreciation increases by the difference between the old and new depreciation to-date values. 2. The assets net book value decreases by the difference between the old and new depreciation to-date values. **Note**: If this is not the first period of the year, a depreciation adjustment transaction for the difference between the old and new depreciation this year amount will be created after the depreciation calculation is run.	This period	Immediately
What Happens in the Nominal Ledger	**Posted To**	**When**
1. The Balance Sheet Depreciation To-Date account is credited with the difference between the old and new depreciation to-date values. 2. The Profit and Loss Depreciation account is debited with the difference between the old and new depreciation to-date values. **Note:** These accounts are set up on the asset's Category Group.	Last year (final period)	Immediately
3. The Balance Sheet Depreciation To-Date account is credited with the difference between the old and new depreciation to-date values. 4. The Profit and Loss Brought Forward account is debited with the difference between the old and new depreciation to-date values. **Note**: The Profit and Loss Brought Forward account is set up in the **Set Options command** in the Nominal Ledger.	This year (first period)	Immediately
5. The depreciation adjustment for the difference is posted in the same way as the normal period depreciation.	This period	When the N/L Analysis is run.

Notes

Decreasing Previous Year Depreciation To-date

This table describes what happens in Fixed Assets and the Nominal Ledger when the previous year's depreciation to-date for an asset is decreased. The Nominal Ledger is updated if the Post NL Journal box is ticked.

What Happens in Fixed Assets	Posted To	When
1. The assets accumulated depreciation decreases by the difference between the old and new depreciation to-date values. 2. The assets net book value increases by the difference between the old and new depreciation to-date values. **Note**: If this is not the first period of the year, a depreciation adjustment transaction for the difference between the old and new depreciation this year amount will be created after the depreciation calculation is run.	This period	Immediately
What Happens in the Nominal Ledger	**Posted To**	**When**
1. The Balance Sheet Depreciation To-Date account is debited with the difference between the old and new depreciation to-date values. 2. The Profit and Loss Depreciation account is credited with the difference between the old and new depreciation to-date values. **Note**: These accounts are set up on the asset's Category Group.	Last year (final period)	Immediately
3. The Balance Sheet Depreciation To-Date account is debited with the difference between the old and new depreciation to-date values. 4. The Profit and Loss Brought Forward account is credited with the difference between the old and new depreciation to-date values. **Note**: The Profit and Loss Brought Forward account is set up in the Set Options command in the Nominal Ledger.	This year (first period)	Immediately
5. The depreciation adjustment for the difference is posted in the same way as the normal period depreciation.	This period	When the N/L Analysis is run

Notes

Increasing Previous Year Revaluations

This table describes what happens in Fixed Assets and the Nominal Ledger when an asset's previous year value is increased. The Nominal Ledger is updated if the Post NL Journal box is ticked.

What Happens in Fixed Assets	Posted To	When
1. The assets capital cost is changed to the new value entered. 2. The assets accumulated depreciation to-date is changed: i. If this is the first period of the year, the accumulated depreciation to-date is set to zero. ii. If this is not the first period of the year, the accumulated depreciation to-date is changed to the depreciation up to the end of the last period. 3. The asset's net book value is changed: i. If this is the first period of the year, the net book value is changed to the new capital cost. **ii.** If this is not the first period of the year, the net book value is set to the difference between the new capital cost and depreciation up to the end of the last period.	This period	Immediately
4. If this is not the first period of the year, a backdated adjustment is posted for the depreciation up to the end of the last period.	This period	After the Depreciation Calculation is run
What Happens in the Nominal Ledger	**Posted To**	**When**
1. The Revaluation Reserve account is credited with the difference between the old net book value at the start of the year and new net book value. 2. The Depreciation To-Date account is debited with the old depreciation to-date value. 3. The Original Cost account is credited with the difference between the old capital cost value and new capital cost value.	Last year (final period)	Immediately
4. The Revaluation Reserve account is credited with the difference between the old net book value at the year start and new net book value. 5. The Depreciation To-Date account is debited with the old depreciation to-date value. 6. The Original Cost account is credited with the difference between the old capital cost value and new capital cost value.	This year (first period)	Immediately
7. If this is not the first period of the year, a backdated adjustment is posted in addition to the normal period depreciation.	This period	When the N/L Analysis is run

Notes

Decreasing Previous Year Revaluations

This table describes what happens in Fixed Assets and the Nominal Ledger when an asset's previous year value is decreased. The Nominal Ledger is updated if the Post NL Journal box is ticked.

What Happens in Fixed Assets	Posted To	When
1. The assets capital cost is changed to the new value entered. 2. The assets accumulated depreciation to-date is changed: i. If this is the first period of the year, the accumulated depreciation to-date is set to zero. ii. If this is not the first period of the year, the accumulated depreciation to-date is changed to the depreciation up to the end of the last period. 3. The asset's net book value is changed: i. If this is the first period of the year, the net book value is changed to the new capital cost. ii. If this is not the first period of the year, the net book value is set to the difference between the new capital cost and depreciation up to the end of the last period.	This period	Immediately
4. If this is not the first period of the year, a backdated adjustment is posted for the depreciation up to the end of the last period.	This period	After the Depreciation Calculation is run
What Happens in the Nominal Ledger	**Posted To**	**When**
1. The Revaluation Expense account is credited with the old depreciation to-date value. 2. The Depreciation To-Date account is debited with the old depreciation to-date value. 3. The Original Cost account is credited with the difference between the old capital cost value and new capital cost value.	Last year (final period)	Immediately
4. The Profit and Loss Brought Forward account is credited with the old depreciation to-date value. 5. The Depreciation To-Date account is debited with the old depreciation to-date value. 6. The Original Cost account is credited with the difference between the old capital cost value and new capital cost value.	This year (first period)	Immediately
7. If this is not the first period of the year, a backdated adjustment is posted in addition to the normal period depreciation.	This period	When the N/L Analysis is run

5.4 Period End

Notes

Caution: You cannot change your financial year in the Nominal Ledger once you have run the final **Period End** in Fixed Assets. If you intend to change your financial year in the Nominal Ledger, possibly by extending it beyond the existing number of periods, you must not run this command until you have done so.

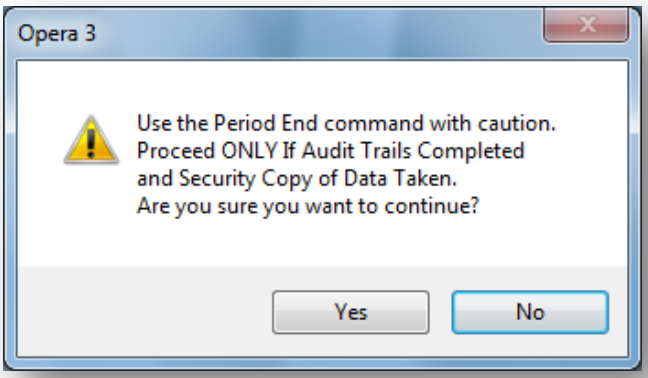
The **Period End** command is an exclusiveprocess that closes the current period in Fixed Assets and opens the next period. It can only be run after the Depreciation Calculation and the Nominal Analysis commands have been run.

These updates are completed in the **Period End** command:

- Any items that have been marked for deletion are removed.
- The period number in Fixed Assets is incremented by one.
- Leased assets are updated with the next payment date and the number of remaining payments.
- If the period is the last in the year, these additional tasks are done:
  i. Any fully disposed assets are removed if they have been kept for the number of years set by the Keep Disposed Assets option in **Set Options**.
  ii. The next period number starts at '1' and the period start and end dates are updated for the new year.
  iii. You are asked if you want to print the Statutory Movement Report.

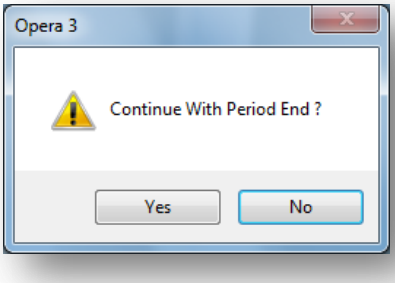
To Run the Period End

1. Take a backup of your data using the Backup command in the **System** module.
2. Print all the necessary reports and audit trails from the **Reports** folder for the current period.
3. Open the **Fixed Assets** folder, click **Utilities** and then click **Period End**.
4. Click **Yes** to confirm you have backed up your data and run the necessary reports, then click **Yes** again to start the Period End. At the year end, a check is made to see if the Statutory Movement Report has been printed. If it has not, you are given the opportunity to print it.
5. Click **OK** when the Period End is finished.

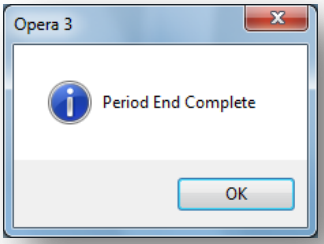


The system will automatically detect if the period end being performed also marks the end of the year. During the year end procedure the system will also remove any fully disposed assets that have been kept for the required number of years as set in Utilities. In the case of a year end, the next period number will begin at 1 and the period start and end dates will be updated with the new year number.

Notes



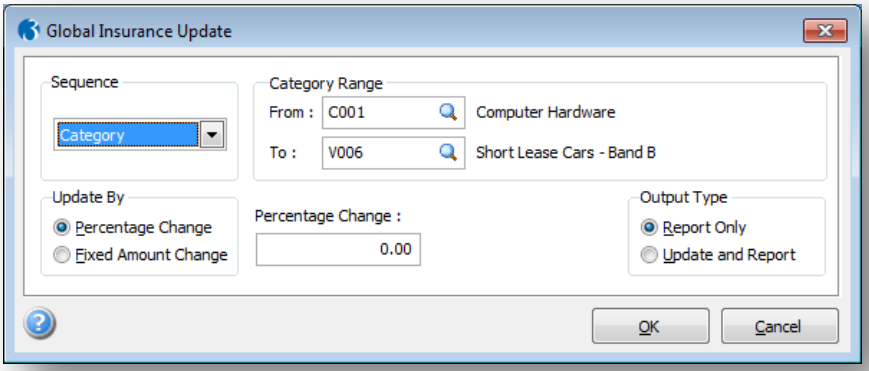
Click Yes to continue and this will run the Fixed Assets period end.



5.5 Global Insurance Update

The **Global Insurance Update** command updates the insurance value of individual assets or a range of assets. The insurance value is held on the Purchase Details form for each asset. Only assets that have an insurance value (greater than zero) are updated in this command. You can select a range of assets using asset references, asset categories, or insurance companies that are attached to assets. Updates can be done using a percentage amount or a fixed amount.

The global update can be by asset, category or insurance company and can be in the form of a percentage or a fixed amount.



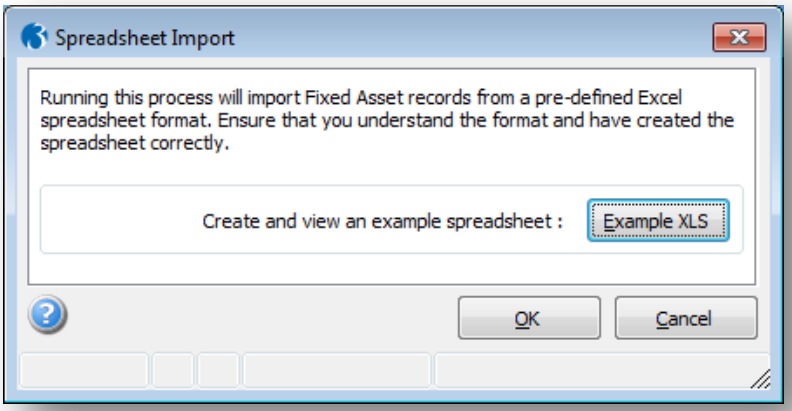
To Update Insurance Values

1. Open the **Fixed Assets** folder, click **Utilities** and then click **Global Insurance Update**.
2. Update the boxes. If you select the **Update and Report** option, you cannot cancel the update after you click **OK**. The report is displayed and the assets are updated.
3. Click **OK**.

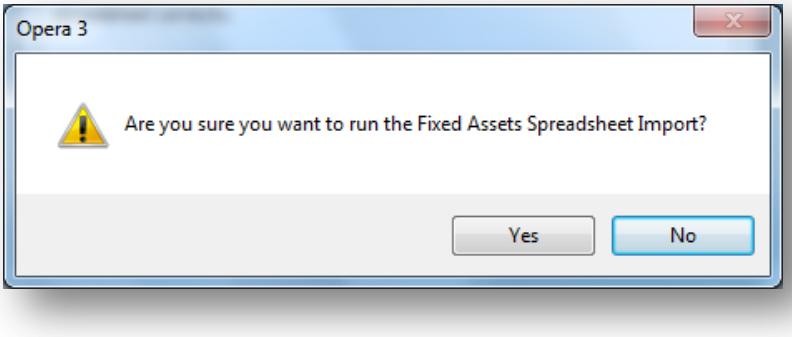
Notes

5.6 Spreadsheet Import

Opera 3 offers the ability to import assets via a spreadsheet import routine (similar concept to SPM spreadsheet import).



To import a spreadsheet, you must ensure the correct format is used (clicking on Example XLS offers an example layout) and that the spreadsheet is called FixedAssetsImport.xls), and then click the OK button.



Clicking Yes will confirm you wish to continue with the import.

To Import a Spreadsheet

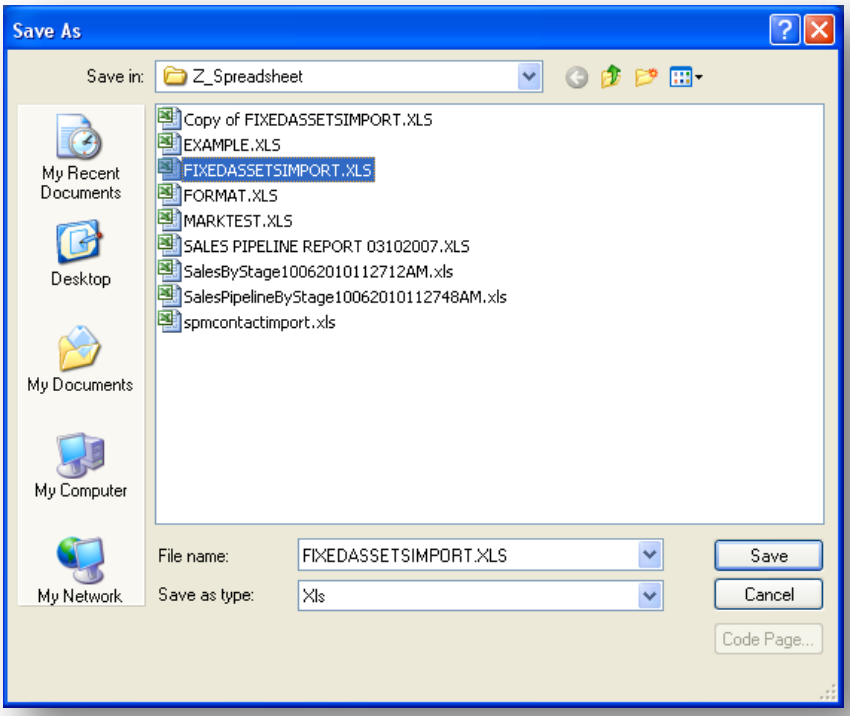
1. Open the Fixed Assets folder, click Utilities and then click Spreadsheet Import.
2. What you do next depends on whether you already have a spreadsheet in the correct format.
   - Click **OK** if you have a spreadsheet called FixedAssetsImport.XLS in the *?_Spreadsheet* (the sub folder. The import then validates and imports the records in the spreadsheet and produces a report.
   - Click the **Example XLS** button to create and view an example spreadsheet. You can then save the spreadsheet in the *?_Spreadsheet* (sub folder and update it with the records you want to import. Then run the **Spreadsheet Import** command again.
3. Once the import is complete, print the audit report and check the details are correct.

5.6.1 Example XLS

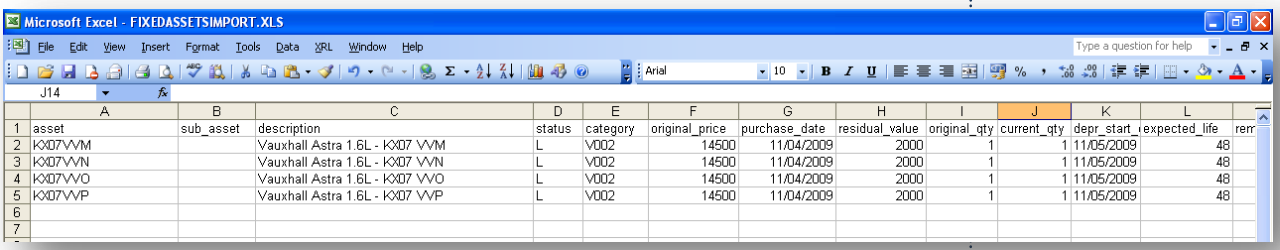
Notes

Excel Version – Have found best to save as a low and older version of Excel when using later versions of Office – save as – v5 / 95 should avoid any potential problems.

When clicking on the Example XLS button, you can save the example to a required location and a defined file name.



The example spreadsheet is then created and opened. The user may now manipulate the data as required.



	A	B	C	D	E	F	G	H	I	J	K	L
1	asset	sub_asset	description	status	category	original_price	purchase_date	residual_value	original_qty	current_qty	depr_start_	expected_life
2	KX07VVM		Vauxhall Astra 1.6L - KX07 VVM	L	V002	14500	11/04/2009	2000	1	1	11/05/2009	48
3	KX07VVN		Vauxhall Astra 1.6L - KX07 VVN	L	V002	14500	11/04/2009	2000	1	1	11/05/2009	48
4	KX07VVO		Vauxhall Astra 1.6L - KX07 VVO	L	V002	14500	11/04/2009	2000	1	1	11/05/2009	48
5	KX07VVP		Vauxhall Astra 1.6L - KX07 VVP	L	V002	14500	11/04/2009	2000	1	1	11/05/2009	48
6												
7												

Tip: Import your data into the Demonstration Data company (Orion Vehicles Ltd - Company Z) before importing data into your company. When you are comfortable with the results, take a backup of your company's data before running the import in your company.

Notes

5.6.2 Spreadsheet Import Structure

Field	Description	Type	Length	Notes
asset	Asset Reference	C	8	
sub_asset	Asset Sub Reference	C	4	This can be blank
description	Asset Description	C	40	
status	Asset Status	C	1	N = New, L = Live, D = Disposed, F = Fully Depreciated, R = Renumbered, U=Unallocated (no C/Centre or Location)
category	Asset Category	C	4	Must be a valid category in the category table (FCATG)
original_price	Original Price	N	13	Include two decimal places
purchase_date	Purchase Date	D	8	Cannot be later than the end of the Fixed Assets year
residual_value	Residual Value	N	13	Include two decimal places
original_qty	Original Quantity	N	8	Cannot be zero or less. If an asset is split over more than one location, this quantity is for all locations.
current_qty	Current Quantity	N	8	Cannot be less than zero or the original quantity
depr_start_date	Depreciation Start Date	D	8	Cannot be less than the acquisition date
expected_life	Expected Life	N	4	
remaining_life	Remaining Life	N	4	Cannot be more than expected life
depr_rate	Depreciation Rate	N	13	Include two decimal places
depr_todate	Depreciation To Date	N	13	Include two decimal places
current_nbv	Current Net Book Value (NBV)	N	13	Include two decimal places. The import fails if the capital cost less the depr. to date does not equal the NBV
capital_cost	Capital Cost	N	13	Include two decimal places
purchase_type	Purchase Type	C	1	C=Company Owned, F=Finance Lease, H=HP/Lease Purchase, L=Operating Lease, O=Other
capitalise	Capitalised Indicator	L	1	Must be either TRUE or FALSE
cost_centre	Cost Centre	C	4	
location	Location	C	4	
quantity	Quantity	N	8	The quantity at the location. If an asset is split over more than one location, this quantity is for each location.
nl_depr_alloc	Allocation Nominal depr. account	C	8	Only if Fixed Assets is linked to the NL.
cost_year_start	Asset cost at the start of the year	N	13	Include two decimal places
qty_year_start	Quantity at the start of the year	N	8	
nbv_year_start	NBV at the start of the year	N	13	Include two decimal places
depr_this_year	Depreciation this year	N	13	Include two decimal places

Notes

Processing - Fixed Assets Practical Exercise 2 of 2

(Time Allowed 15-20 Minutes)

Objectives

At the end of this practical assignment you will be able to:

- Create a number of assets through the processing menu
- Allocate Assets to various locations
- Create opening balances for assets of the Register using Opening Balances
- Dispose of assets using the Disposal function
- Perform a depreciation calculation using Depreciation Calculation
- Check depreciation figures through the View or Opening Balances function
- Create a new Asset using the PL Module.

The following Asset records must be created as follows: -

Asset Number	:	PC005
Description		Canon HX5 Photocopier
Category		Photocopiers
Original Price	:	£3,500
Date		13/10/2009
Res. Value		£500.00
Quantity	1	

Asset Number	:	FM006
Description		Canon Fax Machine L770
Category		Fax Machines
Original Price	:	£6,000
Date		02/01/2009
Res. Value		£700.00
Quantity	2	

1. Allocate the Photocopier to the Stationery Store location and indicate that it is a Company Owned asset.
2. Allocate the Fax Machines to the Reception location and indicate that these are a Company Owned asset.
3. The Photocopier was acquired last year and therefore needs an Opening Balance entered. The auditors have confirmed that you must record the depreciation details as of the end of last year as £291.67. The Nominal Ledger for this year has not yet been updated.
4. The Fax Machines, however, were acquired during the current year, but Nominal Ledger has not been updated with the depreciation.
5. Asset number **00000005 Company Car – Reg No KN51 ONV** has been sold to an employee of Orion Leasing and must be disposed of accordingly. The proceeds of the sale are £10,000.
6. After the opening balance and disposal has been entered, perform a depreciation calculation and check the updated figures on the View Opening Balances screen.

Exercise continues onto next page…

Notes

7. Now the company posts a Purchase Ledger invoice for a piece of equipment that needs to be created as an Asset.
8. Ensure that the NL Account A120 is using a Fixed Assets Class.
9. Post a new PL invoice using A120 as the Supply Code and create an Asset on the back to the Invoice.
10. Complete the Asset ready for a depreciation run to be processed.

Accreditation Training Courseware

Appendix

Appendix A – Upgrading Opera 16 Fixed Assets Data to Opera 3

If you have existing Opera Fixed Assets data but already running Opera 3 for your other requirements, this can be upgraded into Opera 3 using the available Upgrade routine.

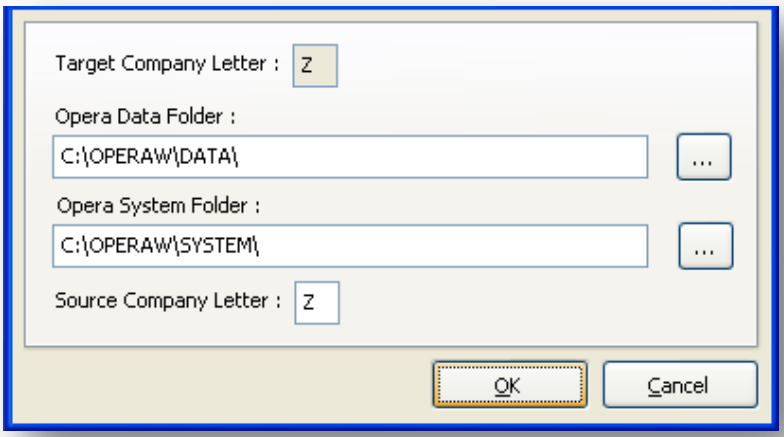
Pre-requisites would be to ensure the Nominal Codes used, exist within the current Opera 3 data structures.

Please note that the full Opera Upgrade now includes Opera Fixed Assets. This procedure requires exclusive access, please ensure all users and connections are out of the system. Ensure a complete back-up of both Opera and Opera 3 has been taken prior to Upgrading.

To upgrade the Fixed Assets data from the Opera system process the following steps;

Run the Pegasus Opera Fixed Assets option from the Upgrade module.

The user will be prompted with the Upgrade Screen. Enter the appropriate details.



Target Company Letter

Contains the Target Company ID – where the data is to be upgraded to.

Opera Data Folder

Specify the Opera data directory (C:\OPERAW\DATA is the default location but this will be dependant on installation)

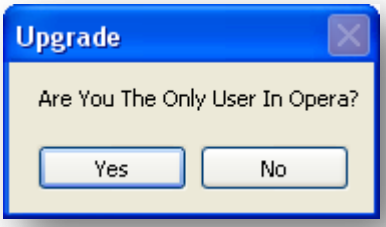
Opera System Folder

Specify the Opera data directory (C:\OPERAW\SYSTEM is the default location but this will be dependant on installation)

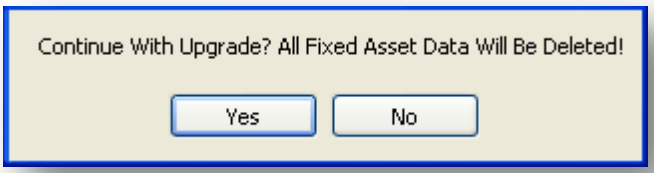
Source Company Letter

Contains the Source Company ID – where the data is coming from.

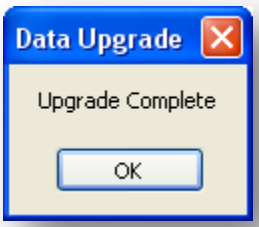
Click OK



Confirm you are the only user in Opera 3



Confirm to continue (Fixed Assets Data within Opera 3 for the target company will be removed).



Click OK to confirm the Upgrade Completion

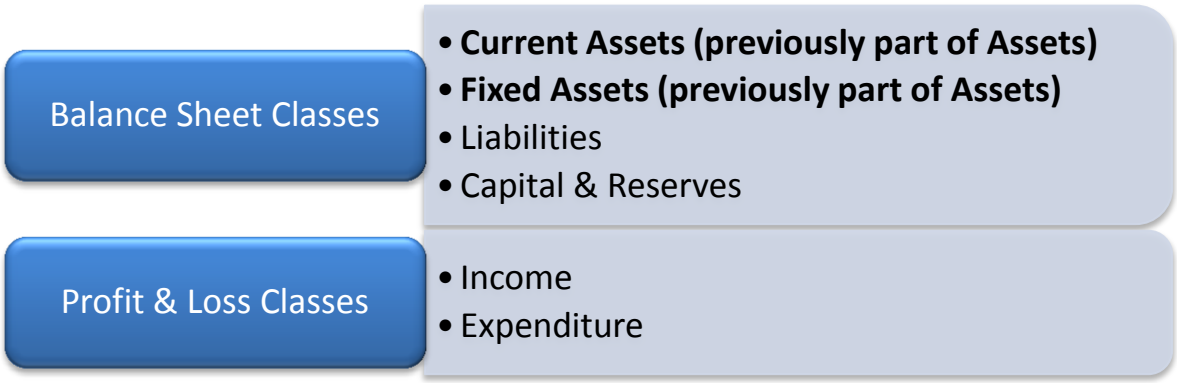
NB – There could be spurious existing data in the Fixed Assets tables due to numerous reasons. It is recommended that this is cleared prior to the upgrade, though these should be replaced by the Opera 16 FA Conversion.

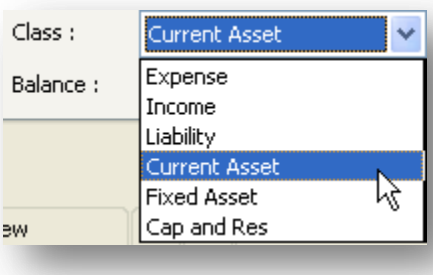
Appendix B – Other Module Changes

There are various changes across the modules and accompanying applications to be aware of.

Nominal Ledger

Nominal Classes have now been added to and now offer 6 different classes (regardless whether Fixed Assets is present).

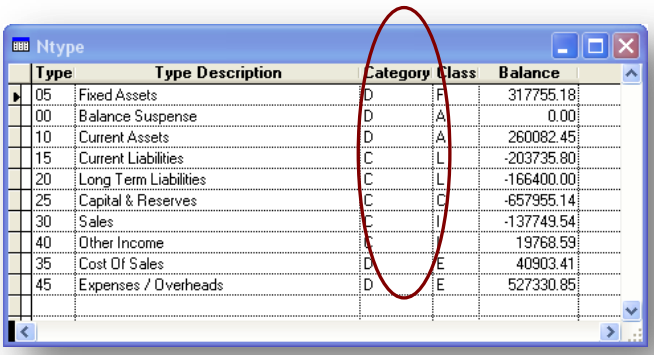




The upgrade will not alter any of the data in regards to the Class Type held in the tables. What is meant by this is as follows;

Records which were of a Type "Asset" which had an "A" Type identifier are still valid but will now linked to the Current Asset type. Fixed Assets will have a Type "F" in the data.

This should no direct affect on Matrix reports, however reports created using the pre-defined Nominal Classes, in Reporter Reports, XRL, Executive Dashboards or PIM may be affected is any changes are made or descriptions used (if some types are changed from A to F, or description Asset being used which is no longer available).



Ntype

Type	Type Description	Category	Class	Balance
05	Fixed Assets	D	F	317755.18
00	Balance Suspense	D	A	0.00
10	Current Assets	D	A	260082.45
15	Current Liabilities	C	L	-203735.80
20	Long Term Liabilities	C	L	-166400.00
25	Capital & Reserves	C	C	-657955.14
30	Sales	C	I	-137749.54
40	Other Income	C	I	19768.59
35	Cost Of Sales	D	E	40903.41
45	Expenses / Overheads	D	E	527330.85

Purchase Ledger / POP / PIR

Can be linked (back-to-back) linked to FA. This is determined by the Nominal Class/Type settings used. Will offer a tick box and respective FA creation form if appropriate. New fields in PLINE and PANAL respectively.

Reporting (External)

Reporter Reports (6.70.00), XRL (1.41.00), Dashboards (2.50.00) and PIM (1.82.00) have all been updated (in their respective new releases) to incorporate the new tables of Fixed Assets.

PDM (2.10.00) for Document Management Integration

Appendix C – Depreciation Methods

Straight Line Percent

The annual depreciation rate is calculated by:-

$$\frac{100 \times \text{Number of Periods In Year}}{\text{Number of periods in expected life}}$$

For example, if there are 12 periods in a year and the asset's expected life is 48 months, the annual depreciation rate for the asset is:-

48 mths = 4 years = 48 periods, therefore $\frac{100 \times 12}{48} = 1200 = 25\%$

Therefore the annual depreciation amount for the asset is 25% of the difference between the Capital Cost and Residual Value.

For example, if the Capital Cost is £5000.00, with a Residual Value of £800.00 the value depreciated each year is:-

$$(£5000.00 - £800.00) \times \frac{25}{100} = £1050.00$$

Straight Line Amount

This form of depreciation is identical to Straight Line Percent except the Annual Depreciation Rate is expressed as a value rather than a percentage.

For example, the above scenario would have a Depreciation Rate of £1050.00

Reducing Balance

The depreciation rate is expressed as a percentage per period and is calculated by :-

$$1 - \frac{\text{Residual Value}}{\text{Capital Cost}} \wedge \frac{1}{\frac{\text{Expected Life In Months}}{12} \times \frac{\text{Number Of Periods In Year}}{1}}$$

multiplied by 100 to obtain the percentage rate.

For example, if the Capital Cost is £10,000.00 with a Residual Value of £1000.00. There are 12 periods in a year and the asset's expected life is 60 months.

$$1 - \frac{1000.00}{10{,}000.00} \wedge \frac{1}{\frac{60}{12} \times \frac{12}{1}}$$

$$= 1 - \frac{1}{10} \wedge \frac{1}{60}$$

= 1 - 0.96235

= 0.03765 x 100

= Depreciation Rate of 3.76% per period.

Therefore, the amount of depreciation for each period will be 3.76% of the current Net Book Value:-

	Period 1	Period 2	Period 3
Capital Cost	10,000	10,000	10,000
Residual Value	1,000	1,000	1,000
Depreciation To-Date	NIL	376.00	737.86
Net Book Value	10,000	9624.00	9262.14
Depreciation This Period	376.00	361.86	348.25

Immediate Write Down

This method causes the system to fully depreciate the asset in the current period. The period depreciation amount is calculated by:-

Capital Cost - Depreciation To-Date - Residual Value

For example, if the Capital Cost is £10,000.00, the Depreciation To-Date is £1086.11 and the Residual Value is £1000.00, the depreciation amount for the period would be £7913.89.

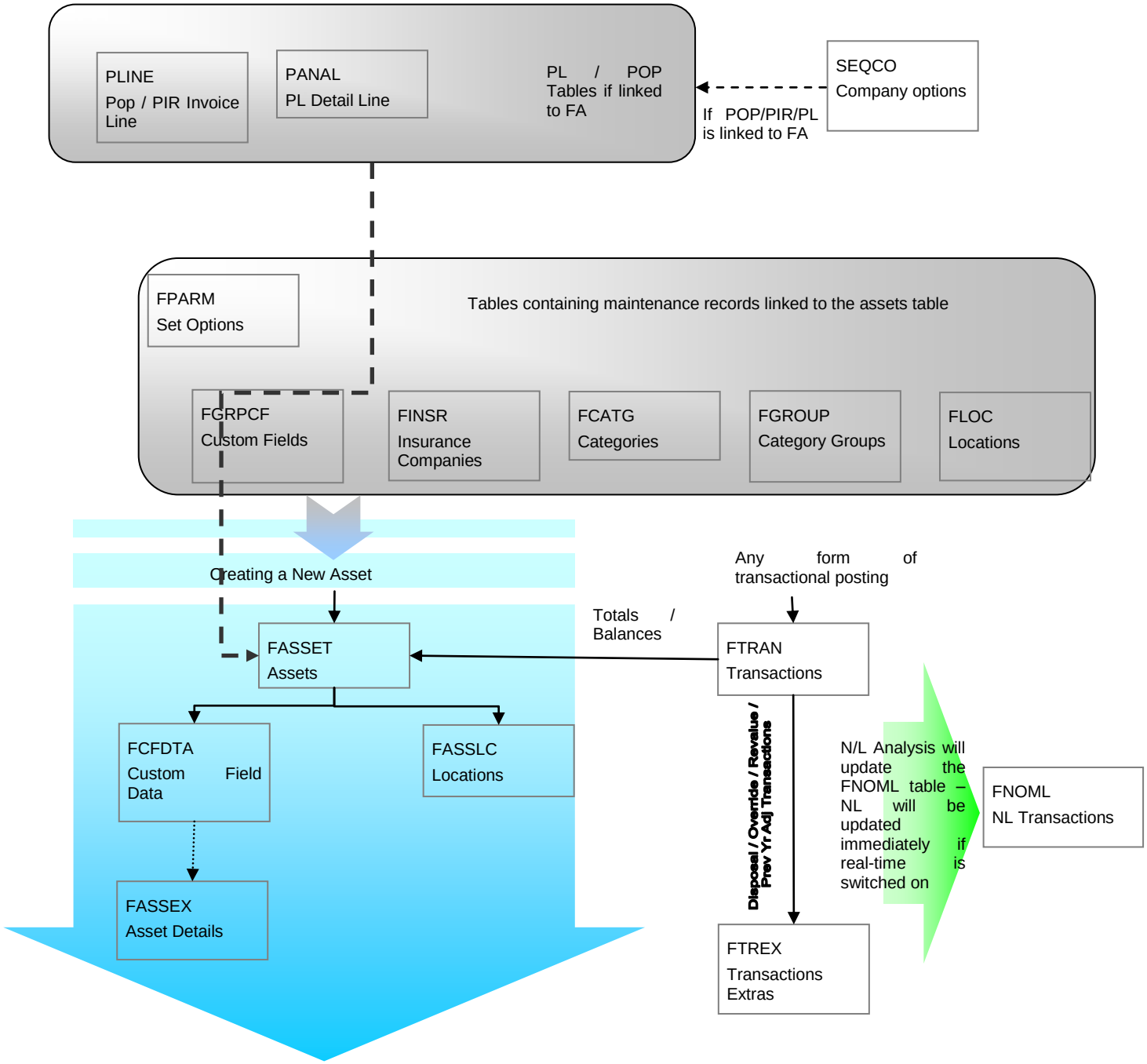
Manual Depreciation Method

Other forms of depreciation can be catered for using the manual depreciation method. This involves the operator each period entering in the value to depreciation for the asset.

The depreciation amount is entered within the Override function within Asset Processing.

Appendix D – Data Structures & Technical Information

The following pages contain the Database Structures of the Fixed Assets Module as of the 6.70.00 release. There may be a few additions that have not been updated since the official release.



Joins Information

TABLE	JOIN
FASSET	LEFT JOIN fasset ON fasslc.fs_asset=fasset.fa_asset AND fasslc.fs_sub=fasset.fa_sub
FASSET	LEFT JOIN fasset ON ftran.ft_asset=fasset.fa_asset AND ftran.ft_sub=fasset.fa_sub
FASSET	LEFT JOIN FASSET ON FCFDTA.FD_ASSET = FASSET.FA_ASSET AND FCFDTA.FD_SUB = FASSET.FA_SUB
FASSEX	LEFT JOIN fassex ON fasset.fa_asset=fassex.fe_asset AND fasset.fa_sub=fassex.fe_sub
FASSEX	LEFT JOIN fassex ON fasset.fa_asset=fassex.fe_asset AND fasset.fa_sub=fassex.fe_sub
FASSEX	LEFT JOIN fassex ON fasset.fa_asset=fassex.fe_asset AND fasset.fa_sub=fassex.fe_sub
FCATG	LEFT JOIN fcatg ON fasset.fa_catg=fcatg.fc_catg
FCATG	LEFT JOIN fcatg ON fasset.fa_catg=fcatg.fc_catg
FCATG	LEFT JOIN fcatg ON fasset.fa_catg=fcatg.fc_catg
FGROUP	LEFT JOIN fgroup ON fcatg.fc_cagrp=fgroup.fg_cagrp
FGROUP	LEFT JOIN fgroup ON fcatg.fc_cagrp=fgroup.fg_cagrp
FGROUP	LEFT JOIN fgroup ON fcatg.fc_cagrp=fgroup.fg_cagrp
FGROUP	LEFT JOIN FGROUP ON FGRPCF.FR_CAGRP = FGROUP.FG_CAGRP
FGRPCF	LEFT JOIN FGRPCF ON FCFDTA.FD_FIELD = FGRPCF.FR_CAGRP
FINSR	LEFT JOIN finsr ON fasset.fa_insr=finsr.fi_insr
FINSR	LEFT JOIN finsr ON fasset.fa_insr=finsr.fi_insr
FINSR	LEFT JOIN finsr ON fasset.fa_insr=finsr.fi_insr
FLOC	LEFT JOIN floc ON fasslc.fs_loc=floc.fl_loc
FTREX	LEFT JOIN ftrex ON ftran.ft_asset=ftrex.fr_asset AND ftran.ft_sub=ftrex.fr_sub AND ftran.ft_year=ftrex.fr_year AND ftran.ft_period=ftrex.fr_period AND ftran.ft_type=ftrex.fr_type AND ftran.ft_dispno=ftrex.fr_dispno

Codes of interest

Breakdown of Codes	
Transaction Types	
Type	***Description***
S	Disposal
M	Renumber
A	Addition
R	Revalue
T	Transfer
D	Depreciation Allocation
O	Override
P	Period Depreciation
E	Depreciation on Allocation on Disposed or Previous Years Adjustment
Y	Previous Years Adjustment
Fixed Assets Record	
Status	***Description***
N	New
L	Live
S	Disposed
F	Fully Depreciated
R	Renumbered
U	Unallocated
Depr. Method	
1	Straight Line Percent
2	Straight Line Amount
3	Reducing Balance
4	Immediate Write Down
5	Manual
Purchase Type	
C	Company Owned
F	Finance Lease
H	HP/Lease Purchase
L	Operating Lease
O	Other

Pegasus Opera 3 Enterprise VFP Database Structures (F Tables)

Table : **FASSET** Table Description : **Assets**

Field Name	Description	Type	Length	DPs	Further information
FA_ASSET	Asset	C	8	0	
FA_SUB	Sub Asset	C	4	0	
FA_DESC	Description	C	40	0	
FA_STATUS	Status	C	1	0	N = NewL = LiveS = DisposedF = Fully DepreciatedR = Renumbered
FA_CATG	Category	C	4	0	
FA_DEPMETH	Depr. Method	N	1	0	1 = Straight Line Percent2 = Straight Line Amount3 = Reducing Balance4 = Immediate Write Down5 = Manual
FA_ORGCOST	Original Price	N	13	2	
FA_ORGDATE	Date	D	8	0	
FA_RESDVAL	Residual Value	N	13	2	
FA_ORGQTY	Orig Qty	N	8	0	
FA_CURQTY	Curr Qty	N	8	0	
FA_DEPRST	Start Depr.	D	8	0	
FA_EXPLIFE	Expected Life	N	4	0	
FA_REMLIFE	Remaining Life	N	4	0	
FA_DEPRATE	Depr. Rate	N	13	2	
FA_DEPRTD	Accum. Depr.	N	13	2	
FA_CURNBV	Current NBV.	N	13	2	
FA_CURCOST	Capital Cost	N	13	2	
FA_NLCA	Original Cost A/C	C	12	0	
FA_NLDT	Depreciation TD A/C	C	12	0	
FA_NLDA	Disposal Adj. A/C	C	12	0	
FA_NLDP	Depreciation Account	C	12	0	
FA_PURTYPE	Purchase Type	C	1	0	C=Company OwnedF=Finance LeaseH=HP/Lease PurchaseL=Operating LeaseO=Other
FA_INTER	Inter Group Purchase	L	1	0	
FA_CAPTLSE	Capitalise Lease	L	1	0	
FA_SUPPLR	Supplier Account	C	8	0	
FA_SUPPNAM	Supplier Name	C	30	0	
FA_SUPPPO	P Order No.	C	10	0	
FA_PODATE	PO Date	D	8	0	
FA_POIMAGE	PO Image	M	10	0	
FA_SUPPREF		C	20	0	
FA_SERIAL	Serial Number	C	30	0	
FA_INSRCOM	Insurance Company	C	30	0	
FA_INSRNO	Insurance Policy No	C	30	0	
FA_INSRDAT	Insr Renewal	D	8	0	
FA_INSRTEL	Insurance Tel	C	20	0	
FA_INSRVAL	Insurance Value	N	13	2	
FA_FCOMP	Finance Company	C	30	0	
FA_FSTDT	Start Date	D	8	0	
FA_FENDT	End Date	D	8	0	
FA_FREF	Reference	C	15	0	
FA_FBNKACC	Bank Account	C	9	0	
FA_FBNKDSC	Bank Account Desc	C	30	0	
FA_FBNKSRT	Bank Sort Code	C	8	0	
FA_FBNKNAM	Bank Name	C	30	0	
FA_FOBLACC	Obligation Nominal	C	12	0	
FA_FDDBSTO	DDB SO Reference	C	20	0	
FA_FMEMO	Additional Text	M	10	0	

FA_FGROSS	Gross Earnings	N	13	2	
FA_FFREQTP	Frequency Type	C	9	0	DailyWeeklyMonthly
FA_FFREQAM	Frequency Amount	N	3	0	
FA_FNUMPAY	Number of Payments	N	3	0	
FA_FPAYMNT	Payment Amount	N	13	2	
FA_F1STPAY	First Payment Amount	N	13	2	
FA_FLSTPAY	Final Payment Amount	N	13	2	
FA_FNXTDUE	Next Payment Date	D	8	0	
FA_FPAYMDE	No. of Payments Made	N	3	0	
FA_FCHRGT	Total Finance Charge	N	13	2	
FA_FOTHRT	Total Other Costs	N	13	2	
FA_FOBLIG	Remaining Obligation	N	13	2	
FA_FCHRGR	Remaining Fin Charge	N	13	2	
FA_FOTHRR	Remaining Other Cost	N	13	2	
FA_CTYPE	Asset Details Type	N	1	0	
FA_DEP1ST	First Per. Depr.	L	1	0	
FA_DEPLST	Disposal Period Depr	L	1	0	
FA_DEPFULL	Full Periods Depr.	L	1	0	
FA_DEPRUN	Dep Run This Month	N	3	0	
FA_ADDPER	Addition Period	N	2	0	
FA_ADDYEAR	Addition Year	N	4	0	
FA_DEPPER	Depr. Start Period	N	2	0	
FA_DEPYEAR	Depr. Start Year	N	4	0	
FA_YRCOST	Cost Year Start	N	13	2	
FA_YRQTY	Qty. Year Start	N	8	0	
FA_YRNBV	NBV. Year Start	N	13	2	
FA_DEPRTP	Depr. TP	N	13	2	
FA_DEPRTY	Depr. TY	N	13	2	
FA_DPDSTP	Depr Disp TP	N	13	2	
FA_DPDSTY	Depr Disp TY	N	13	2	
FA_DPDSTD	Depr Disp TD	N	13	2	
FA_DSPVTP	Disp TP Value	N	13	2	
FA_DSPVTY	Disp TY Value	N	13	2	
FA_DSPVTD	Disp TD Value	N	13	2	
FA_DETAILS	Asset Details	M	10	0	
FA_COMMENT	Comments	M	10	0	
FA_DISPNO	Disposal Number	N	8	0	
FA_OPDISP	Disposal (Open Bal)	L	1	0	
SQ_MEMO	Memo	M	10	0	
SQ_CRDATE	Date Created	D	8	0	
SQ_CRTIME	Time Created	C	8	0	
SQ_CRUSER	User Created	C	8	0	
SQ_AMDATE	Date Last Amendment	D	8	0	
SQ_AMTIME	Time Last Amendment	C	8	0	
SQ_AMUSER	User Last Amended	C	8	0	
FA_INSR	Insurance Code	C	4	0	
FA_OPDISTY	Disposal TY Open Bal	L	1	0	
FA_PLINVRF	PIR Invoice Reference	C	12	0	PIR Invoice Reference
FA_PLINVLN	PIR Invoice Line No	N	7	0	PIR Invoice Line No
FA_NLCAJOB	Original Cost NL Department	C	8	0	
FA_NLCAPRJ	Original Cost NL Project	C	8	0	
FA_NLDTJOB	Depreciation TD NL Department	C	8	0	
FA_NLDTPRJ	Depreciation TD NL Project	C	8	0	
FA_NLDAJOB	Disposal Adj NL Department	C	8	0	
FA_NLDAPRJ	Disposal Adj NL Project	C	8	0	
FA_NLDPJOB	Depreciation NL Department	C	8	0	
FA_NLDPPRJ	Depreciation NL Project	C	8	0	
FA_OASSET	Old Asset Reference	C	8	0	
FA_OSUB	Old Asset Subref	C	4	0	

Table : **FASSEX** Table Description : **Asset Details**

Field Name	Description	Type	Length	DPs	Further information
FE_ASSET	Asset	C	8	0	
FE_SUB	Sub Asset	C	4	0	

FE_NAME	Name	C	30	0	Land and Buildings
FE_ADDR1	Address Line 1	C	30	0	Land and Buildings
FE_ADDR2	Address Line 2	C	30	0	Land and Buildings
FE_ADDR3	Address Line 3	C	30	0	Land and Buildings
FE_ADDR4	Address Line 4	C	30	0	Land and Buildings
FE_PSTCODE	Post Code	C	8	0	Land and Buildings
FE_TEL	Telephone Number	C	20	0	Land and Buildings
FE_FAXNO	Facsimile	C	20	0	Land and Buildings
FE_CONTACT	Contact	C	20	0	Land and Buildings
FE_LOCDEED	Location of Deeds	C	20	0	Land and Buildings
FE_LEASET	Terms of Lease	C	20	0	Land and Buildings
FE_LEASED	Lease Expiry Date	D	8	0	Land and Buildings
FE_COLOUR	Colour	C	20	0	Motor Vehicles
FE_ENGINE	Engine Size	C	4	0	Motor Vehicles
FE_REGNUM	Reg No	C	7	0	Motor Vehicles
FE_CHSNUM	Chassis Number	C	20	0	Motor Vehicles
FE_FLTNUM	Fleet Number	C	10	0	Motor Vehicles
FE_REGDATE	Reg Date	D	8	0	Motor Vehicles
FE_RFLDATE	Tax Due Date	D	8	0	Motor Vehicles
FE_MOTDATE	MOT Date	D	8	0	Motor Vehicles
FE_TMILES	Total Mileage	N	10	0	Vehicle
FE_BMILES	Business Mileage	N	10	0	Motor Vehicles
FE_PMILES	Private Mileage	N	10	0	Motor Vehicles
FE_HW	Hardware Config.	C	40	0	Computer
FE_OS	Operating System	C	40	0	Computer
FE_SCR	Screen	C	40	0	Computer
FE_MOU	Mouse	C	40	0	Computer
FE_OTH	Other	C	40	0	Computer
FE_KEY	Keyboard	C	40	0	Computer
FE_SW	Software	C	40	0	Computer
FE_MAINTBY	Maintained By	C	30	0	Motor VehiclesEquipmentComputer
FE_MNTTEL	Maintenance Tel	C	20	0	Motor VehiclesEquipmentComputer
FE_WARDAT	Warranty Expiry Date	D	8	0	Motor VehiclesEquipmentComputer
FE_MNTDAT	Next Service Date	D	8	0	Motor VehiclesEquipmentComputer
FE_MNTCOST	Service Cost To Date	N	13	2	Motor VehiclesEquipmentComputer
FE_REPVAL	Replacement Value	N	13	2	Land and BuildingsMotor VehiclesEquipmentComputer
FE_REPDATE	Replacement Date	D	8	0	Motor VehiclesEquipmentComputer
FE_MNTREF	Maintenance Ref	C	20	0	EquipmentComputer
FE_MILESD	Mileage Record Date	D	8	0	

Table : **FASSLC** Table Description : **Asset/Locations**

Field Name	Description	Type	Length	DPs	Further information
FS_ASSET	Asset	C	8	0	
FS_SUB	Sub Asset	C	4	0	
FS_LOC	Location	C	4	0	
FS_CNTR	Cost Centre	C	4	0	
FS_QTY	Quantity	N	8	0	
FS_NLDP	Nominal Account	C	12	0	
FS_OLDNLDP	Old Nominal Account	C	12	0	
FS_TMPWRK	Temporary Work Area	N	8	0	
SQ_MEMO	Memo	M	10	0	

Table : **FCATG** Table Description : **Categories**

Field Name	Description	Type	Length	DPs	Further information
FC_CATG	Category	C	4	0	
FC_DESC	Description	C	30	0	
FC_BSGRP	Bal.Sheet Group	N	1	0	
FC_CAGRP	Category Group	C	4	0	
FC_DEPMETH	Depreciation Method	N	1	0	1 = Straight Line Percent2 = Straight Line Amount3 = Reducing Balance4 = Immediate Write Down5 = Manual
FC_DEP1ST	First Per. Depr.	L	1	0	

FC_DEPLST	Disposal Period Depr	L	1	0	
FC_DEPFULL	Full Periods Depr.	L	1	0	
FC_EXPLIFE	Expected Life	N	4	0	
FC_DEPRATE	Depr Rate	N	13	2	
FC_NLCA	Original Cost A/C	C	12	0	
FC_NLDT	Depreciation TD A/C	C	12	0	
FC_NLDA	Disposal Adj. A/C	C	12	0	
FC_NLDP	Depreciation Account	C	12	0	
SQ_MEMO	Memo	M	10	0	

Table : **FCFDTA** Table Description : **Custom Field Data**

Field Name	Description	Type	Length	DPs	Further information
FD_ASSET	Asset	C	8	0	
FD_SUB	Sub Asset	C	4	0	
FD_FIELD	Field Name	C	50	0	
FD_VALUE	Field Value	M	4	0	

Table : **FGROUP** Table Description : **Category Groups**

Field Name	Description	Type	Length	DPs	Further information
FG_CAGRP	Category Group Code	C	4	0	
FG_DESC	Description	C	30	0	

Table : **FGRPCF** Table Description : **Custom Fields**

Field Name	Description	Type	Length	DPs	Further information
FR_CAGRP	Category Group	C	4	0	
FR_FIELD	Field Name	C	50	0	
FR_TYPE	Field Type	N	2	0	
FR_FORMAT	Field Format	M	4	0	

Table : **FINSR** Table Description : **Insurance Companies**

Field Name	Description	Type	Length	DPs	Further information
FI_INSR	Insurance Code	C	4	0	
FI_NAME	Company	C	30	0	
FI_ADDR1	Address Line 1	C	30	0	
FI_ADDR2	Address Line 2	C	30	0	
FI_ADDR3	Address Line 3	C	30	0	
FI_ADDR4	Address Line 4	C	30	0	
FI_PSTCODE	Post Code	C	8	0	
FI_CONTACT	Contact	C	30	0	
FI_TEL	Telephone	C	20	0	
FI_FAXNO	Facsimile	C	20	0	
FI_POLICY	Policy Number	C	30	0	
FI_START	Start Date	D	8	0	
FI_RENEWAL	Renewal Date	D	8	0	
SQ_MEMO	Memo	M	10	0	
FI_EMAIL	E-Mail	C	60	0	
FI_WWWPAGE	Web Page	C	40	0	

Table : **FLOC** Table Description : **Locations**

Field Name	Description	Type	Length	DPs	Further information
FL_LOC	Location	C	4	0	
FL_NAME	Name	C	30	0	
FL_ADDR1	Address Line 1	C	30	0	
FL_ADDR2	Address Line 2	C	30	0	
FL_ADDR3	Address Line 3	C	30	0	
FL_ADDR4	Address Line 4	C	30	0	
FL_PSTCODE	Post Code	C	8	0	
FL_CONTACT	Contact	C	30	0	
FL_TEL	Telephone	C	20	0	
FL_FAXNO	Facsimile	C	20	0	

FL_KEY1	Key 1 Field	C	5	0	
FL_KEY2	Key 2 Field	C	5	0	
FL_KEY3	Key 3 Field	C	5	0	
FL_KEY4	Key 4 Field	C	5	0	
SQ_MEMO	Memo	M	10	0	
FL_EMAIL	E-Mail	C	60	0	

Table : **FNOML** Table Description : **Nominal Transfer**

Field Name	Description	Type	Length	DPs	Further information
FX_NACNT	Account	C	8	0	
FX_NCNTR	Cost Centre	C	4	0	
FX_DATE	Date	D	8	0	
FX_VALUE	Value	N	13	2	
FX_TREF	Reference	C	40	0	
FX_COMMENT	Comments	C	40	0	
FX_DONE	Transferred	C	1	0	Blank=Current, Y=Done, A=Advanced
FX_BSACC	Balance Sheet Accnt	L	1	0	
FX_PROJECT	Nominal Project	C	8	0	
FX_JOB	Nominal Department	C	8	0	
FX_UNIQUE	Unique ID	C	10	0	
FX_JRNL	Journal Number	N	8	0	

Table : **FPARM** Table Description : **Options**

Field Name	Description	Type	Length	DPs	Further information
FP_PERIODS	Periods	N	2	0	
FP_PER1	Period 01	D	8	0	
FP_PER2	Period 02	D	8	0	
FP_PER3	Period 03	D	8	0	
FP_PER4	Period 04	D	8	0	
FP_PER5	Period 05	D	8	0	
FP_PER6	Period 06	D	8	0	
FP_PER7	Period 07	D	8	0	
FP_PER8	Period 08	D	8	0	
FP_PER9	Period 09	D	8	0	
FP_PER10	Period 10	D	8	0	
FP_PER11	Period 11	D	8	0	
FP_PER12	Period 12	D	8	0	
FP_PER13	Period 13	D	8	0	
FP_PERNO	Current Period	N	2	0	
FP_YEAR	Current Year	N	4	0	
FP_EOY	End Of Year	D	8	0	
FP_KEEP	Keep Assets	N	3	0	Keep Disposed of Assets for Number of Years
FP_NLPL	Profit And Loss Susp	C	12	0	
FP_NLBS	Balance Sheet Susp	C	12	0	
FP_NLVR	Revaluation Reserve	C	12	0	
FP_NLVE	Revaluation Expense	C	12	0	
FP_USECNTR	Use Cost Centres	L	1	0	If set to True Cost Centre facilities are enabled.This option is ignored if linked to NL.
FP_USELOC	Use Locations	L	1	0	If set to True Location facilities are enabled.
FP_DPRWGHT	Depr. Weighting Days	L	1	0	If set to True then Depreciation is weighted onthe Days in a period, rather than equally for eachperiod.
FP_NLCOMP	Nominal Company ID	C	1	0	Blank if Current company?
FP_AUTONUM	Auto Start Number	C	8	0	
FP_UNLDISP	Post Disp. to NL	L	1	0	If set to True the NL is updated with DisposalJournals.This is only available if linked to NL is set toTrue.
FP_ACTIVE	Delete Live Assets	L	1	0	This Field Will Be Set True by the senior importand Will allow LiveAssets to be deleted, this is to enable the systemto be tidied.At Dep Calc This WIll be Set to False
FP_BSGRP1	Bal.Sheet Group 1	C	20	0	
FP_BSGRP2	Bal.Sheet Group 2	C	20	0	

FP_BSGRP3	Bal.Sheet Group 3	C	20	0
FP_BSGRP4	Bal.Sheet Group 4	C	20	0
FP_BSGRP5	Bal.Sheet Group 5	C	20	0
FP_BSGRP6	Bal.Sheet Group 6	C	20	0
FP_BSGRP7	Bal.Sheet Group 7	C	20	0
FP_DSTYP1	Disposal Type 1	C	15	0
FP_DSTYP2	Disposal Type 2	C	15	0
FP_DSTYP3	Disposal Type 3	C	15	0
FP_DSTYP4	Disposal Type 4	C	15	0
FP_DSTYP5	Disposal Type 5	C	15	0
FP_DSTYP6	Disposal Type 6	C	15	0
FP_DSTYP7	Disposal Type 7	C	15	0
FP_DSTYP8	Disposal Type 8	C	15	0
FP_DSTYP9	Disposal Type 9	C	15	0
FP_DSTYP10	Disposal Type 10	C	15	0
FP_DSTYP11	Disposal Type 11	C	15	0
FP_DSTYP12	Disposal Type 12	C	15	0
FP_CTYPE1	Asset Details Type 1	C	20	0
FP_CTYPE2	Asset Details Type 2	C	20	0
FP_CTYPE3	Asset Details Type 3	C	20	0
FP_CTYPE4	Asset Details Type 4	C	20	0
FP_CTYPE5	Asset Details Type 5	C	20	0
FP_CTYPE6	Asset Details Type 6	C	20	0
FP_CTYPE7	Asset Details Type 7	C	20	0
FP_CTYPE8	Asset Details Type 8	C	20	0
FP_CTYPE9	Asset Details Type 9	C	20	0
FP_DEPRUN	Depreciation Run	N	3	0
FP_TRNSFR	Transfer Run For Per	L	1	0
FP_PER14		D	8	0
FP_PER15		D	8	0
FP_PER16		D	8	0
FP_PER17		D	8	0
FP_PER18		D	8	0
FP_PER19		D	8	0
FP_PER20		D	8	0
FP_PER21		D	8	0
FP_PER22		D	8	0
FP_PER23		D	8	0
FP_PER24		D	8	0

Table : **FTRAN** Table Description : **Transactions**

Field Name	Description	Type	Length	DPs	Further information
FT_ASSET	Asset	C	8	0	S M A R T D O P E Y
FT_SUB	Sub Asset	C	4	0	S M A R T D O P E Y
FT_TYPE	Type	C	1	0	S M A R T D O P E YS = DisposalM = RenumberA = AdditionR = RevalueT = TransferD = Depreciation AllocationO = OverrideP = Period DepreciationE = Depreciation Allocation on Disposed orPrevious Years AdjustmentY = Previous Years Adjustment
FT_DATE	Date	D	8	0	S M A R T D O P E Y
FT_PERIOD	Period	N	2	0	S M A R T D O P E Y
FT_YEAR	Year	N	4	0	S M A R T D O P E Y
FT_REF1	Comments	C	30	0	S M A R T D O P E Y
FT_COMMENT	Ext. Comments	M	10	0	S M A R T D O P E Y
FT_INPUTBY	Input By	C	8	0	S M A R T D O P E Y
FT_DEPRTY	Depreciation TY	N	13	2	S P Y D E R
FT_QTY	Quantity	N	8	0	S T D E Y
FT_DEPRTP	Depreciation Value	N	13	2	S D E Y P
FT_OLDLOC	Old Location	C	4	0	S T
FT_OLDCNTR	Old Cost Centre	C	4	0	S D E
FT_DEPRTD	Depreciation TD	N	13	2	R E D S P Y
FT_DISPNO	Disp Number	N	8	0	S
FT_LOC	Location	C	4	0	T D E

FT_CNTR	Cost Centre	C	4	0	T D E
FT_OLDNLDP	Old Nominal Account	C	12	0	T
FT_NEWNLDP	New Nominal Account	C	12	0	T
FT_NLDP	Org Depr TP A/C	C	12	0	D O S E Y
FT_NASSET	New Asset Code	C	8	0	M
FT_NSUB	New Sub Code	C	4	0	M
FT_SEQ	Seq No (Deprec)	N	3	0	D E
FT_LIFEUSE	Life Used	N	4	0	P
FT_WRITDWN	Written Down	L	1	0	P
FT_DEPRUN	Depreciation Run	N	3	0	D P E S
FT_TRNSFR	Transferred To NL	L	1	0	D
FT_CURCOST	Current Cost	N	13	2	D

Table : **FTREX** Table Description : **Transactions Extra**

Field Name	Description	Type	Length	DPs	Further information
FR_ASSET	Asset	C	8	0	S O R Y
FR_SUB	Sub Asset	C	4	0	S O R Y
FR_TYPE	Type	C	1	0	S O R YS = DisposalO = OverrideR = RevalueY = Previous Years Adjustment
FR_PERIOD	Period	N	2	0	S O R Y
FR_YEAR	Year	N	4	0	S O R Y
FR_DISPNO	Disp Number	N	8	0	S
FR_DSPNAME	Sold To	C	30	0	S
FR_REVALUE	Revalue Amount TD	N	13	2	R Y
FR_BACKDAT	Back Date Override	L	1	0	R O
FR_PSTJRNL	Post Nominal Journal	L	1	0	R Y
FD_DEPFULL	Dif Full Period Depr	L	1	0	O
FD_NLDA	Dif Disp Adj A/C	C	12	0	O
FD_NLDP	Dif Depr TP A/C	C	12	0	O
FD_NLCA	Dif NL Cost A/C	C	12	0	O
FD_NLDT	Dif Accm Depr A/C	C	12	0	O
FR_EXPLIFE	Org Expected Life	N	4	0	O
FR_REMLIFE	Org Remaining Life	N	4	0	O
FR_DEP1ST	Org 1st Period Depr	L	1	0	O
FR_DEPLST	Org Disp Month Depr	L	1	0	O
FR_CATG	Org Category	C	4	0	O
FR_DEPFULL	Org Full Per Depr	L	1	0	O
FR_NLCA	Org Orig Cost A/C	C	12	0	O
FR_NLDT	Org Depr TD A/C	C	12	0	O
FR_NLDA	Org Disp Adj A/C	C	12	0	O
FR_NLALLOC	Update Alloc Nominal	L	1	0	O
FD_CATG	Dif Category	C	4	0	O
FD_DEPMETH	Dif Depr Method	N	1	0	O
FD_EXPLIFE	Dif Expected Life	N	4	0	O
FR_INTER	Inter Group	L	1	0	S
FR_DEPRATE	Org Depr Rate	N	13	2	S R O Y
FR_RESDVAL	Org Residual Value	N	13	2	S R O
FR_CURCOST	Org Current Cost	N	13	2	S R Y
FR_CURNBV	Org NBV Current	N	13	2	S R Y
FR_INSRVAL	Org Insurance Value	N	13	2	S R Y
FR_PROLOSS	Profit or Loss Amnt	N	13	2	S
FD_CURCOST	Dif Current Cost	N	13	2	S R Y
FD_RESDVAL	Dif Resd Value	N	13	2	S R O
FD_CURNBV	Dif NBV Current	N	13	2	S R Y
FD_INSRVAL	Dif Insurance Val	N	13	2	S R
FD_DEPRATE	Dif Depr Rate	N	13	2	S R O Y
FD_DEPRTD	Dif Depr TD	N	13	2	S R Y
FD_DEPRTY	Dif Depr TY	N	13	2	S R Y
FD_REMLIFE	Dif Remaining Life	N	4	0	O
FD_DEPRTP	Dif Depr TP	N	13	2	S
FD_DEP1ST	Dif First Per Depr	L	1	0	O
FR_DSPTYPE	Disposal Type	C	15	0	S
FD_DEPLST	Dif Disp Period Dep	L	1	0	O
FR_DSPINV	Disp Inv No.	C	10	0	S

FR_DEPMETH	Org Depr Method	N	1	0	O
FR_DSPINVD	Disp Inv Date	D	8	0	S
FR_ORGQTY	Org Quantity	N	8	0	S
FR_DSPVAL	Disposal Proceeds	N	13	2	S
FR_DSPDEPR	Depr. Disposal TD.	N	13	2	S
FR_DSPACC	Sales Account	C	8	0	S
FR_DEPRST	Org Start Depr.	D	8	0	R
FR_DEPPER	Org Period Depr.	N	2	0	R
FR_DEPYEAR	Org Year Depr.	N	4	0	R
FR_AUTHOR	Authority	C	10	0	S

Accreditation Training Courseware

Other Guides and Help

The following user documents are also provided with the respective software. Guides are available from various sources including Answerlink, the Opera 3 CD and from the Opera 3 Client installation's main folder, normally *C:\Program Files\Pegasus\Client XXX\User documents (where XXX is either VFP or SQL)*. Some guides are also available from the Opera 3 Help menu or respective software Help menu.

Readme File

The Readme file is an HTML document. It contains late breaking news and any other release specific important information.

Note: This file can also be accessed from the Opera 3 CD Installation Menu with regards to Opera 3.

Release Guide

When new versions are released such as Opera 3, they are normally accompanied by a Release Guide that contains information such as What's New in this Release, Release History, and Functional Differences between versions.

Note: This guide can also be accessed from the Opera 3 CD Installation Menu with regards to Opera 3.

Installation Guide

The Installation Guide is provided to help you install the application in your chosen Windows environment. It contains technical information and advice to ensure the installation process is successful.

Demonstration Data Guide

This guide is provided to assist the use of the demonstration data and contains pertinent information that is not contained elsewhere in the product documentation. It is recommended that the Help be used at the same time.

Implementation Guide

The Implementation Guide provides a high-level view of an application such as Opera 3 and how to approach an implementation. It details how the modules are integrated, and recommends the order in which elements should be set up.

System Requirements Guide

The System Requirements Guide details the minimum and recommended computer hardware and software requirements that are required to install and use software such as Opera 3 Enterprise and Opera 3 Enterprise SQL.

It also includes guidance on using Opera 3 Enterprise and Opera 3 Enterprise SQL in a Terminal Services environment run in Windows Server 2003 and Windows Server 2008 (32-bit & 64-bit).

Help

F1 Help provides details of all the functions available in the application.

Document Management & Executive Dashboards Guides

Installation Guides are available for both Document Management and Executive Dashboards. A user guide is also available for Executive Dashboards. Help for Document Management is in the Opera 3 Help.

Note: The guides are in the respective folders on the Opera 3 CD and can be accessed from the Opera 3 CD Installation Menu.