 **Viewpoint**
Jobpac Connect[™]

**Asset and Plant Hire
Module Guide
Version: 1.0**

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Overview

The Jobpac Asset module integrates the accounting requirements and the management of assets into one package. The core of the module is a unique Asset Number. This Asset Number works in much the same manner as a Job number in the Jobpac system. Throughout the life cycle of an asset all relevant financial and management data will be stored against the unique Asset Number.

Assets are grouped into classifications for management, costing and billing. Defaults can be applied to the classification in general, although these defaults can be overridden at the asset level.

What is an Asset?

The Jobpac Asset Module is usually interested in tangible assets like plant and tools. Intangible assets and futures are not included in this sort of register.

Profile of an Asset

The system provides the ability to build up a comprehensive profile of each asset that includes:

- Asset description and classification.
- Technical Details.
- Leasing Details.
- Valuation Methods.
- Asset Hire to Projects based on Daily and Monthly Rates.
- Asset Hire to projects via Plant timesheets
- Billing Details.
- Depreciation rates.

Asset Accounting

General Functions are:

- To maintain multiple asset registers by statutory entity i.e. Multi Ledger system across Work ID's.
- To maintain multiple versions of asset data.
 - Book (Statutory Accounts).
 - Tax.
- To provide for various means of financing of assets
 - Capitalised Assets
 - Finance Leases
 - Operating Leases
 - Novated Leases
- "Other" Assets
 - Managed Assets (No cost data, only used for Billing and Physical Control)
- To maintain multiple classifications of assets (independent of financing)
 - Land
 - Buildings
 - Leasehold Improvements

Asset and Plant Hire

- Plant
- Vehicles
- Computers
- Office Equipment
- Furniture & Fittings
- “Other” e.g. Employees.
- Calculation and posting of various accounting entries to the general ledger e.g. Additions, Disposals, Depreciation, Lease Payments, Finance Charges, Amortisation and Plant Hire to Projects.
- End of Month processing and posting for all financial transaction

There is a range of accounting issues that the system handles and they all include the different methods that are required for tax and statutory purposes:

- **Operating Leases** Including lease payment schedules and lease profiles.
- **Finance Leases** Including lease payment schedules, lease profiles, amortisation, finance charges, residual payments and transfer of a leased asset to a capitalised Asset.
- **Depreciation** The system provides a process that calculates the depreciation transactions for all capitalised assets and automatically creates the journals that can be posted into the Jobpac system.
- **Addition of Assets.** The system automatically creates the necessary addition transactions.
- **Disposal of Assets** The system automatically creates the necessary depreciation transactions for disposed assets.

Setup of Assets and Plant

Key Asset System Parameters

For a full list, see descriptions in System Admin.

Parameter	Description	Recommended Setting
FAAUDT	Turn on Asset auditing	Y
FABILL	Plant Hire Accounting period. Mandatory. Use period of Data to be loaded e.g. 202106 for June 21. Assets periods for not use the FACTOR parameter.	YYYYMM
FABLCS	Cost Billing Accounting period. Same as FABILL. If Cost Billing is not required, leave this parameter BLANK.	YYYYMM
FACBIL	Cost Bill all records	Y
FACBDP	Determines what is included in Cost Billing	NN
FACOST	Default Credit Recovery for Cost Billing. Set GL account. This workid, and default Planning code. Mandatory	
FADBRT	Default Billing Rate Type	STD
FADEPN	Depreciation Period. Same as for FABILL	YYYYMM
FADSCC	Default Sundry Charge Planning Code. Make sure this is setup in the Billing Planning code screen	SCH
FADSPR	Disposal Reason code	YO
FAFVTP	Default Valuation Type	REVAL
FAEOM	EOM parameters	YNDY
FAFLNS	Last Finance Lease Accounting Period. Same as FABILL	YYYYMM
FAINRF	Last EOM Internal Ref number	0000000001
FAOPLS	Last Operating Lease Accounting Period. Same as FABILL	Set to Y
FAORJC	Set to FA always	FA
FAPRIC	Allow PurchasePrice/Date change	Y
FAPTSH	Expense Recovery for Timesheets. Set the same GL as FACOST. Last two positions should be YY	000000000999YY
FARATE	Stopt zero rate Asset Timesheet posting	Y
FARVAL	Re-Valuation	YREVLTYN
FAWKID	Limits you to the current workid	Y

Asset Family Code

The Asset 'Family' Code Indicates the Type or Family of Asset, is a mandatory field that must be entered when creating an Asset, and must be one of the following predefined codes

Code Description

- B** Buildings
- C** Computers
- E** Employees
- F** Furniture & Fittings
- L** Land
- O** Office Equipment
- P** Plant
- V** Vehicles

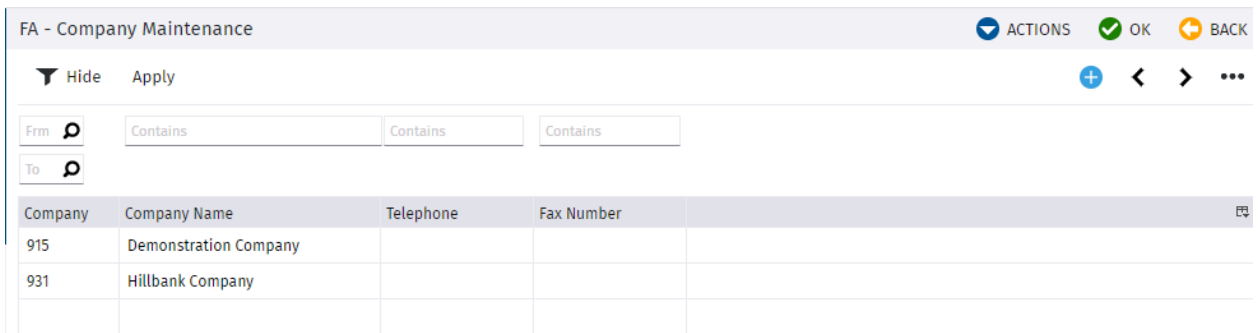
There are different Business rules for how the Asset is processed with Jobpac, depending on the value of the Asset Family code, for example Asset Hire Billing Location records can only be created for Assets with a Family code of 'C' (Computers) or 'P' (Plant)

The Asset Family Code can also be used to Control Asset Security. Security for View or Update Access for Assets can be setup for individual or all Asset Family Codes.

These do not need to be setup, they are 'Hard Coded' in the system.

Company Codes

This is a mandatory code. The workid is always used for this. Set this up in the **Setup Asset Codes** menu item



Company	Company Name	Telephone	Fax Number
915	Demonstration Company		
931	Hillbank Company		

State

State is used throughout the system as a means to describe where the asset is located or where the asset is controlled from. These need to be setup, if they are used in the asset register.

Set this up in the **Setup Asset Codes** menu item

Asset and Plant Hire

FA - State Maintenance ACTIONS OK BACK

Hide Apply + < > ...

From To

State	Description
NSW	New South Wales
QLD	Queensland

Payment Method

Payment Methods are used in the leasing functionality, so that payment reports can be grouped by Payment Method because each one is treated separately.

Set this up in the **Setup Asset Codes** menu item

FA - Payment Method Maintenance ACTIONS OK BACK

Hide Apply + < > ...

915 From To

Company	Method	Description
915	DD	Direct Debit

Payment Frequency

Payment Frequency is used in the Leasing functionality to describe how often a lease is paid. The factor field is how many months are in the period. The shortest frequency allowed is monthly.

Set this up in the **Setup Asset Codes** menu item

FA - Payment Frequency Maintenance ACTIONS OK BACK

Hide Apply + < > ...

915 From To

Company	Frequency	Description	Month Factor
915	MTH	Monthly	1

UOM Maintenance

Unit of Measure (UOM) maintenance allows to define the unit in which the asset item is measured.

Set this up in the **Setup Asset Codes** menu item

Asset and Plant Hire

FA - Unit of Measure Maintenance ACTIONS OK BACK

Hide Apply + < > ...

From

To

UOM	Description
D	Daily
H	Hourly

Disposal Reason code

This can be used when assets are disposed.
Set this up in the **Setup Asset Codes** menu item

Fixed Assets - Cancel Reason Codes Maintenance ACTIONS OK BACK

Hide Apply + < > ...

From

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Code	Description
SOLD	Asset sold to third party
SS	Staff Sale
WO	Written off

Business Owner

Business Owners can be setup to allocate the owner for the asset item throughout Jobpac.
Set this up in the **Setup Asset Codes** menu item

Registration Type

Registration type can be setup to classify types of Registration when maintaining Registration details within Asset Maintenance.

Set this up in the **Setup Asset Codes** menu item

Edit Registration Type ACTIONS OK BACK

< > ...

Type	Description
M	Maintenance Scheduled
R	Registration
W	Workcover Inspection

Asset User Security

Set up Asset Security

Asset User Security can be to allocate user access privileges to an asset based on Workid, classification, responsibility, category, group and subgroup. A user may be given access to view, update or limited access to an asset.

To access the Asset User Security > **Assets** > **Asset Configuration** > **Asset User Security**

The screenshot shows a table with columns: User Id, Name, Wkid, Family, Resp, Category, Grp, Sub Grp, View/Update, and an edit icon. The table contains three rows of data:

User Id	Name	Wkid	Family	Resp	Category	Grp	Sub Grp	View/Update	
BOUDAMO	Damien Bourke - Jobpac	***						U	
INGCHAO	Chamika Ingilizian	***						U	
TEOTECO	Teck Teo - Jobpac	***						U	

Select the Add icon to add a user

The form includes input fields for: User, Work Id, Asset Family, Responsibility, Category, Group, and Subgroup. At the bottom, there are radio buttons for Access Type: View Access, Update Access (selected), and Limited.

Field	Definition
User.	Enter the User Name
Workid	Workid the User has access to – leave blank for access to All Workids. If blank it will display as *** on the Security enquiry.
Asset Family	Asset Family Code - if it is Blank, User has access to Assets with any Asset Family Codes.
Responsibility	Classification Responsibility Code - if it is Blank, User has access to Assets with any Responsibility Code.
Category	Classification Category Code - if it is Blank, User has access to Assets with any Category Codes
Group	Classification Group Code - if it is Blank, User has access to Assets with any Group Codes.
Sub Group	Classification Subgroup Code - if it is Blank, User has access to Assets with any Subgroup Codes.
Access Type	The Access Type the user has for the asset. i.e. - View Access (Can just view (but not modify) any Asset Data) - Update Access (Can Modify any Asset Details) - Limited. Do not use.

Asset and Plant Hire

Asset System Audit report

The Asset System Audit Report can be run (if the Asset System Parameter **FAAUDT** has been set to 'Y' (Yes)) to provide an Audit of all Key Fixed Asset Data changes (Covers Asset Additions, Changes, deletions, and changes to other Key Asset System Data)

To access the Asset System Audit report > Asset > Asset Configuration > Asset System Audit Report.

Fixed Assets Audit Report by User
ACTIONS OK BACK

Start User:

Finish User:

Report Option: PDF Excel

View the report

Start Date:

Finish Date:

Also Show Added Records

Also Show Deleted Records

Field	🔍
Asset Owner	
Hire Purchase Fin. Lease Flag	
Asset Expense Recovery Workid	
Asset Expense Recovery Account	
Hourly Hire Normal Rate	
Hourly Hire Overtime Rate	
Hourly Hire Idle Rate	
Hourly Hire Broken Rate	
Hourly Hire Sunday Rate	
Hourly Hire Normal Rate- Night	
Hourly Hire O/Time Rate- Night	

Selection Criteria

Description

(Fields in bottom part of screen)

Key Asset Fields that can be removed or Included in the report (By default all fields are included). They can be de-selected.

Cost Billing Default Accounts

There is a cost billing process available in the asset module. This process will pick up the cost of depreciation, amortisation, finance lease monthly payment, Finance Lease charges, and finance lease interest, and charge it to a nominated GL account or a Job and Cost centre. This happens automatically.

This is different to the Hire Billing of assets to internal projects.

Cost billing default accounts are set up by classification responsibility and category. An asset cost will automatically be charged to the default account unless an asset Cost Billing Instruction is specified.

To access the Cost Default Accounts select **> Assets> Asset Configuration > Cost Default Accounts.**

FA - Cost Default G/L Account Maintenance

ACTIONS OK BACK

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Co.	Res	Responsibility Description	Cat	Category Description	Wkid	G/L Account	G/L Account Description
915	QLD	Queensland	IT	Computers	915	10007400	Revenue Recovery for Plan
915	QLD	Queensland	LB	Land and Buildings	915	10007400	Revenue Recovery for Plan
915	QLD	Queensland	LS	Leased	915	10007400	Revenue Recovery for Plan
915	QLD	Queensland	MV	Motor Vehicles	915	10007400	Revenue Recovery for Plan
915	QLD	Queensland	OE	Office Equipment	915	10007400	Revenue Recovery for Plan
915	QLD	Queensland	PL	Plant	915	10007400	Revenue Recovery for Plan

When the End of Month process is run, the depreciation cost, amortisation cost, finance lease cost, interest on lease payments and finance charges are picked up for each asset and costed to the GL account nominated above. The other side of this transaction (asset Revenue) is costed to the workid and GL account nominated in the parameter FACOST.

If this process is not required, then the cost defaults above can be set to the same GL account as nominated in FACOST. This results in a zero entry for this transaction.

Another way of preventing this process from happening at all is to remove the parameter FABLCS.

If the process is required, there is a facility to setup a Cost Billing Instruction for each asset. This Cost Billing Instruction will determine which Job, cost centre or GL account the monthly cost (as described above) will go to.

Parameters FACBAC, FACBDP, and FACBIL can control the actions of the Cost Billing Instruction.

How to setup a Cost Billing Instruction is documented later in this document.

Classifications

Introduction

The Asset module revolves around a Classification structure that every Asset must have. The structure groups assets together so that data such as billing amounts and depreciation rates can be defaulted to a group or by the individual asset. It allows for data standards to be set and maintained as well as providing a basic reporting structure.

The Classification is made up of five parts and every asset must have all parts of a Classification:-

- Company (also known as Workid within the rest of Jobpac)
- Responsibility
- Category
- Group
- Subgroup

Valid Asset Classifications have to be created by first setting up each of the five components shown above, and then putting them together into logical sets.

Once the component codes have been created they are then combined to form the Valid Classifications that will be used to group like types of assets.

Classification codes are user defined, but should be setup bearing in mind how Depreciation, Capital Costs, and Billing are structured in the General Ledger.

Responsibility Code

To access the Responsibility codes, select > Assets> asset Configuration> Asset Classifications

The responsibility code could reflect the location of the asset and may include:

- State(s), (NSW, QLD...)
- Organisational Divisions etc.
- A Job Role or Individual who is responsible for the ownership and control of an asset.

Company	Responsibility	Description
915	NSW	New South Wales
915	QLD	Queensland
915	VIC	Victoria

Category

The Category of an asset is the generic group of an asset such as:

- Motor Vehicles,

Asset and Plant Hire

- Furniture and Fittings,
- Office Equipment
- Plant

FA - Classification Category Maintenance

ACTIONS OK BACK

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915 From Contains

915 To

Company	Category	Description
915	IT	Computers
915	LB	Land and Buildings
915	LS	Leased
915	MV	Motor Vehicles
915	OE	Office Equipment
915	PL	Plant

Group

Group codes can define a subset of the Category. Examples of Groups are:

- Trucks, (category Motor Vehicles)
- Tables, (category Furniture & Fittings)
- Photocopiers (category Office Equipment).

FA - Classification Group Maintenance

ACTIONS OK BACK

Hide Apply

915 From Contains

915 To

Company	Group	Description
915	APP	Appliances
915	BUI	Buildings
915	CON	Containers
915	EXC	Excavators
915	GEN	Generators
915	LAN	Land
915	LAP	Laptop
915	MOT	Motor Vehicle
915	PRT	Printers
915	RIP	Rippers
915	SED	Sedan
915	TRA	Trailer
915	TRK	Trucks
915	UTE	Utilities

Subgroup

Subgroup codes can define a subset of the Group. Examples of Groups are:

- Trucks greater than 4 tonne (Category Motor Vehicles, Group Trucks)
- Board Tables, (Category Furniture & Fittings, Group Tables)

Asset and Plant Hire

- Colour Photocopiers (Category Office Equipment, Group Photocopiers).

This level is often not used, unless there are many assets that may require this level of classification.

FA - Classification Sub-Group Maintenance ACTIONS OK BACK

Hide Apply + < > ...

915 From Contains

915 To

Company	Sub-group	Description
915	ZZ	Not Used

Valid Classifications

Valid Classification allows you to combine the five components specified above (Company, Responsibility, Category, Group and Subgroup) to form a Valid Asset Classification that will be used to group like types of Assets.

To access the Valid Classifications Maintenance, select > Asset > Asset Configuration>Asset Classifications>Classification Setup.

FA - Classification Maintenance ACTIONS OK BACK

Hide Apply + < > ...

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915 To To To To To To

Co	Res	Responsibility Desc	Cat	Category Description	Grp	Group Description	Sub	Sub-group Description	Act	Dis
915	QLD	Queensland	IT	Computers	LAP	Laptop	ZZ	Not Used	3	
915	QLD	Queensland	LB	Land and Buildings	BUI	Buildings	ZZ	Not Used		
915	QLD	Queensland	LB	Land and Buildings	LAN	Land	ZZ	Not Used	1	
915	QLD	Queensland	LS	Leased	MOT	Motor Vehicle	ZZ	Not Used	17	
915	QLD	Queensland	OE	Office Equipment	APP	Appliances	ZZ	Not Used	2	
915	QLD	Queensland	OE	Office Equipment	PRT	Printers	ZZ	Not Used	2	
915	QLD	Queensland	PL	Plant	CON	Containers	ZZ	Not Used	2	
915	QLD	Queensland	PL	Plant	EXC	Excavators	ZZ	Not Used	5	
915	QLD	Queensland	PL	Plant	GEN	Generators	ZZ	Not Used	1	
915	QLD	Queensland	PL	Plant	RIP	Rippers	ZZ	Not Used	1	
915	QLD	Queensland	PL	Plant	TRA	Trailer	ZZ	Not Used	5	
915	QLD	Queensland	PL	Plant	TRK	Trucks	ZZ	Not Used	1	

Addition/Disposal Account Maintenance

Introduction

This menu allows you to define the Addition and Disposal Accounts at the System, Classification or Asset Override Level.

System defaults for Capital and Disposal accounts are established, and these can be overridden at Classification level, or as asset level.

Within Disposal Accounting, there are 2 different Disposal Account Options as seen in the Addition/Disposal Account Maintenance screens below:

OPTION (A) caters for Clients that do not want to Post the Net Result, but show separately the individual components for a Disposal. This Option involves the:

- Disposal Cost Account
- Disposal Provision for Depreciation Account, and the
- Disposal Proceeds Account.

OPTION (B) caters for Clients who calculate the Net Result of Asset Cost, Provision for Depreciation, and The Disposal proceeds, and then the result is posted to the Profit account (if a Credit Net Result) or Loss Account (If a Debit Net Result). This Option involves the:

- Profit on Disposal of Asset Account.
- Loss on Disposal of Account.

Addition/Disposal Accounts – System Level Accounts

The Addition/Disposal Account setup can be established at the system (or Workid Level), and can be created for both Book (BK) and TAX Depreciation Methods.

To access Addition/Disposal Accounts at a System Level select > Assets > Asset Configuration Addition/Disposal A/c's> System Level Accounts.

Edit System Level Addition/Disposal Accounts
ACTIONS OK BACK

Work Id 915 Demonstration Company

Accounting :

Capital Account	10002141	⌵	Plant Capital	10002141	⌵	Plant Capital
Asset Revaluation Reserve Account		⌵			⌵	
Asset Clearing Account	10002191	⌵	Asset Purchase Clearing	10002191	⌵	Asset Purchase Clearing

Disposal Accounts :

OPTION (A)

- Disposal Cost		⌵			⌵	
- Disposal Provision for Depreciation		⌵			⌵	
- Disposal Proceeds		⌵			⌵	

OPTION (B)

- Profit on Disposal of Asset	10007005	⌵	Gain on Disposal of Fixed	10007005	⌵	Gain on Disposal of Fixed
- Loss on Disposal of Asset	10009005	⌵	Loss on Sale of Fixed Ass	10009005	⌵	Loss on Sale of Fixed Ass

Disposal Clearing Account

	10002192	⌵	Asset Disposal Clearing	10002192	⌵	Asset Disposal Clearing
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Addition/Disposal Accounts – Classification Level Accounts

To access Addition/Disposal Accounts at a System Level select > Assets>Asset Configuration > Addition/Disposal A/c' > Classif'n Level Overrides.

Right click on the item you wish to edit the addition/disposal accounts for and select **Edit Additions/Disposals Account Details**.

The same screen as the system default is displayed, and entries can be overridden

Display Classification Additions/Disposals Accounts

ACTIONS OK BACK

Hide Apply

Co.	Resp	Cat	Grp	Group Description	Sub	Subgroup Description
915	QLD	IT	LAP	Laptop	ZZ	Not Used
915	QLD	LB	BUI	Buildings		
915	QLD	LB	LAN	Land	ZZ	Not Used
915	QLD	LS	MOT	Motor Vehicle	ZZ	Not Used
915	QLD	OE	APP	Appliances	ZZ	Not Used
915	QLD	OE	PRT	Printers	ZZ	Not Used
915	QLD	PL	CON	Containers	ZZ	Not Used
915	QLD	PL	EXC	Excavators	ZZ	Not Used
915	QLD	PL	GEN	Generators	ZZ	Not Used
915	QLD	PL	RIP	Rippers	ZZ	Not Used
915	QLD	PL	TRA	Trailer	ZZ	Not Used

Addition/Disposal Accounts – Asset Level Accounts

The Addition/Disposal Account setup can be established at the Asset Level, and can be created for both Book (BK) and TAX Depreciation Methods. To access Addition/Disposal Accounts at a System Level select > Assets... > FA Controls... > Addition/Disposal A/c's... > Asset Level Overrides.

Right click on the item you wish to edit the addition/disposal accounts for and select **Edit Additions/Disposals Account Details**.

Display Asset Override Additions/Disposals Accounts

ACTIONS OK BACK

Hide Apply

Co.	Asset	Resp	Cat	Grp	Sub	Asset Description	Typ	Dsp	Override
915	B0003	QLD	LB	LAN	ZZ	LHI - Curtin Avenue PVARD	C	N	N
915	C0001	QLD	IT	LAP	ZZ	Laptop - Dell Latitude E5570	C	N	N
915	C0002	QLD	IT	LAP	ZZ	Laptop - Dell Latitude E5570	C	N	N
915	C0003	QLD	IT	LAP	ZZ	Laptop - Dell Latitude E5570	C	N	N

Parent Tab

FA - Assets Maintenance : Asset Listing ACTIONS OK BACK

Include the following tabs in the download :

Classification Parent Location Depn/Amort Finance Leases/Hire Purchase Purchase Technical Disposal Billing Operating Lease

CLASSIFICATION **PARENT** LOCATION DEPN/AMORT FINANCE LEASES/HIRE PURCHASE PURCHASE TECHNICAL DISPOSAL BIL

Hide Apply Clear XLS + < > ...

Wkid	Asset	Description	FA	Tp	Res	Cat	Grp	Sub Grp	Plan Code	Current Job	Ste	Man Ast	Parent Asset#	Parent Asset Description	DS
915	B0003	LHI - Curtin Avenue PYA...	B	C	QLD	LB	LAN	ZZ			QLD	N			N
915	C0001	Laptop - Dell Latitude E...	C	C	QLD	IT	LAP	ZZ			QLD	N			N
915	C0002	Laptop - Dell Latitude E...	C	C	QLD	IT	LAP	ZZ			QLD	N			N
915	C0003	Laptop - Dell Latitude E...	C	C	QLD	IT	LAP	ZZ			QLD	N			N
915	C0004	Laptop computer	C	C	QLD	IT	LAP	ZZ	INT	1000		N			N
915	E0001	Kyocera Printers	O	C	QLD	OE	PRT	ZZ			QLD	N			N

An Asset Can Be identified as a Parent Asset (Enter Parent Asset Number field within Asset Maintenance of all ‘Child’ Assets) to Identify or Group ‘Child’ Assets within a single ‘Parent’ Asset.

The Asset Listing Report can then be used to create a ‘Parent Assets’ Report (part of report selection criteria) for a Particular Parent Asset to list all the Associated Child Assets for the specified Parent Asset

Field	Positioner Field Description
Plan Code	Billing Planning Code of Current Hire Billing Location (if it exists)
Current Job	Job Number (if specified) specified for Current Hire Billing Location Record
Ste	State Code (if specified) specified for Current Hire Billing Location Record
Man Ast	Managed Asset Flag
Parent Asset#	‘Y’ Managed Asset (Purchase price equals zero)
	‘ ’ (Blank) Non Managed Asset (Purchase price not equal to zero)
	If the displayed Asset has a link to a Parent Asset, the Parent Asset Number is shown

Location Tab

If the asset is being hired out to a project, the project details display here

FA - Assets Maintenance : Asset Listing ACTIONS OK BACK

Include the following tabs in the download :
 Classification Parent Location Depn/Amort Finance Leases/Hire Purchase Purchase Technical Disposal Billing Operating Lease

CLASSIFICATION PARENT **LOCATION** DEP/AMORT FINANCE LEASES/HIRE PURCHASE PURCHASE TECHNICAL DISPOSAL BIL

Hide Apply Clear XLS + < > ...

Wkid	Asset#	Description	Plan Code	%	Cst Wid	Cur Job	Cost Code	CT	G/L Wid	G/L Account	Person	Rate	Rate Timf	€
915	P0003	CONTAINER 8FT...												
915	P0004	GENERATOR PE...	INT	100.00	915	1000	1040	OT	915	10008005	James	400.00	D	
915	P0005	Excavator - Vol...	INT	100.00	915	1000	1060	OT	915	10008005	Jim	200.00	D	

Field	Positioner Field Description
Plan Code	Billing Planning Code of Current Hire Billing Location (if it exists)
%	Percentage of the total allocations of the Current Hire Billing Location Record. Normally 100%. If the Location Hire record has more than one dissection, the first will display. The % will be less than 100.
Cst Wid	Job Workid
Cur Job	Job Number
Cost Centre	Cost Centre – Cost Code Cost Centre – Cost Type
G/L Wid	Workid for Overhead General Ledger Account
G/L Account	Overhead General Ledger Account
Person	Person responsible – Name or Position
Rate	Billing \$ Rate. If a default rate has been set for this classification it will appear here even though there are no Hire Billing instructions
Rate Timf	Billing Rate Timeframe D Daily M Monthly H Hourly

To also Display the Resource code (if they are used on the project) on the **Location** Tab, select **Resource/Person** from the options on the **Actions** menu.

Depn/Amort Tab

FA - Assets Maintenance : Asset Listing ACTIONS OK BACK

Include the following tabs in the download :
 Classification Parent Location Depn/Amort Finance Leases/Hire Purchase Purchase Technical Disposal Billing Operating Lease

CLASSIFICATION PARENT LOCATION **DEPN/AMORT** FINANCE LEASES/HIRE PURCHASE PURCHASE TECHNICAL DISPOSAL BIL

Hide Apply Clear XLS + < > ...

Wkid	Asset	Description	Purch Date	Purchase Price	Mth	D/A Rate	Depr/Amort to Date	Depr/Amort WDV	Monthly Cost	Expiry Date
915	B0003	LHI - Curtin Avenue PYARD	24/07/2017	71,375.00	P	20.00	66,953.99	4,421.01	1,212.37	31/07/2022
915	C0001	Laptop - Dell Latitude E5570	1/03/2018	1,750.00	P	100.00	1,750.00			31/01/2022
915	C0002	Laptop - Dell Latitude E5570	1/03/2018	1,750.00	P	100.00	1,750.00			31/01/2022
915	C0003	Laptop - Dell Latitude E5570	1/03/2018	1,750.00	P	100.00	1,750.00			31/01/2022
915	C0004	Laptop computer	12/03/2022	2,000.00	P	100.00	109.58	1,890.42	109.58	31/03/2023
915	E0001	Kyocera Printers	1/07/2019	234,126.42	P	25.00	234,126.42		4,752.23	31/03/2022
915	E0002	NMF Office Printers	1/08/2021	263,796.25	P	25.00	53,878.26	209,917.99	7,046.22	30/06/2025
915	E0003	Air Conditioner	1/01/2017	523.00	P	100.00	523.00			31/01/2022

Field	Positioner Field Description
Purch Date	Asset Purchase Date
Purchase Price	Asset Purchase Price
Mth	Current Depreciation or Amortisation Method/Type P Prime Cost D Diminishing Balance
Depreciation/Amortisation Rate	Current Depreciation or Amortisation Percentage Rate
Depreciation/Amortisation To Date	Total Depreciation or Amortisation amount for the Asset up to the end of the Previous Accounting period
Depreciation/Amortisation WDV	Current Written Down Value
Monthly Cost	Assets Monthly Cost for the previous Accounting Period. The Monthly Cost may be Asset Depreciation/Amortisation amounts, plus any relevant Finance Interest and Fees. Governed by parameter FACBDP.
Expiry Date	Date Depreciation/Amortisation finishes.

Finance Leases/Hire Purchase Tab

FA - Assets Maintenance : Asset Listing ACTIONS OK BACK

Include the following tabs in the download :
 Classification Parent Location Depn/Amort Finance Leases/Hire Purchase Purchase Technical Disposal Billing Operating Lease

CLASSIFICATION PARENT LOCATION DEP/AMORT **FINANCE LEASES/HIRE PURCHASE** PURCHASE TECHNICAL DISPOSAL BIL

Hide Apply Clear XLS + < > ...

Wkid	Asset	Description	Tp	Purchase Price	Start Date	Finish Date	Residual Value	Int %	Lessor	Pay Date	Amou
915	E0001	Kyocera Printers	C	234,126.42	21/03/2018	20/03/2022		7.40	KYOCERA	15/05/2018	5,650.00
915	E0002	NMF Office Printers	F	263,796.25	1/08/2021	31/07/2025	.01	7.40	KYOCERA	15/09/2021	6,366.00
915	E0003	Air Conditioner	C	523.00							
915	E0004	Bar Fridge	C	181.00							
915	M0001	Isuzu N Series 2D Cab C...	F	34,238.52	19/09/2017	18/09/2022	.01	5.11	TOYOTA	15/11/2017	647.85
915	M0002	2017 Isuzu NPR65	F	42,698.19	20/12/2017	19/12/2022	.01	5.27	TOYOTA	15/02/2018	811.06
915	M0003	Holden Colorado RG 2....	F	26,227.20	31/05/2017	30/05/2022	.01	5.02	TOYOTA	15/07/2017	495.18

Field	Positioner Field Description
Purchase Price	Asset Purchase Price
Start Date	Finance Lease Start Date
Finish Date	Finance Lease End Date
Residual Value	Finance Lease Residual Amount
Int %	Interest Percentage rate
Lessor	Lessor Company used for Finance Lease
Pay Date	Finance Lease First Regular Payment Date
Amount	Finance Lease Regular Payment Amount

Purchase Tab

FA - Assets Maintenance : Asset Listing ACTIONS OK BACK

Include the following tabs in the download :
 Classification Parent Location Depn/Amort Finance Leases/Hire Purchase Purchase Technical Disposal Billing Operating Lease

CLASSIFICATION PARENT LOCATION DEP/AMORT FINANCE LEASES/HIRE PURCHASE **PURCHASE** TECHNICAL DISPOSAL BIL

Hide Apply Clear XLS + < > ...

Wkid	Asset	Description	Purchase Date	Purchase Price	CAPITAL REQ NO	Rgn Ste	Creditor	WDV
915	M0016	Toyota Hilux SR Double Cab	17/01/2019	26,513.61				6,573.31
915	M0017	Toyota Hilux SR Double C/Chass	1/12/2018	25,893.40				5,880.08
915	P0001	RIPPER 14T	26/08/2020	1,900.00				1,421.17
915	P0002	CONTAINER 10FT HAZCHEM	9/10/2020	6,680.00				5,918.72
915	P0003	CONTAINER 8FT HAZCHEM	9/10/2020	5,750.00				5,094.76
915	P0004	GENERATOR PETROL	24/09/2020	1,271.82				971.53
915	P0005	Excavator - Volvo ECR145	20/05/2020	125,000.00				105,925.10

Field	Positioner Field Description
Capital Req No	C.E.R Approval Number. This C.E.R. number is a Capital Expenditure Requisition (or Capital Expenditure Request) number, i.e. an approval to buy an asset. It is usually a form that is prepared and submitted for Board or management approval to proceed with the acquisition. Any approval number depending on the approval system
Rgn Ste	State Code recorded for the current Asset Registration record
Creditor	Supplier of the Asset
WDV	Current Written Down Value of asset

To also display further details of the Current Registration record on the **Purchase** Tab, select **Creditor/Reg No** from the options on the **Actions** menu. This will then display the following fields (instead of the Creditor and WDV fields)

Field	Positioner Field Description
Registration Number	Registration Number recorded for the current Asset Registration record
Expiry Date	Expiry Date of the current Asset Registration record

Technical Tab

FA - Assets Maintenance : Asset Listing ACTIONS OK BACK

Include the following tabs in the download :
 Classification Parent Location Depn/Amort Finance Leases/Hire Purchase Purchase Technical Disposal Billing Operating Lease

CLASSIFICATION PARENT LOCATION DEP/AMORT FINANCE LEASES/HIRE PURCHASE PURCHASE **TECHNICAL** DISPOSAL BIL

Hide Apply Clear XLS + < > ...

Wkid	Asset	Description	Asset Make	Asset Model	Asset Serial No	UOM	Meter	Reading Date
915	M0016	Toyota Hilux SR Double Cab						
915	M0017	Toyota Hilux SR Double C/Chass						
915	P0001	RIPPER 14T						
915	P0002	CONTAINER 10FT HAZCHEM			BBUU1500039			
915	P0003	CONTAINER 8FT HAZCHEM			BBUU8500046			
915	P0004	GENERATOR PETROL	SABER	SABGEN9KBP				
915	P0005	Excavator - Volvo ECR145	Volvo	ECR145CL				

Field	Positioner Field Description
Asset Make	Asset Make
Asset Model	Asset Model
Asset Serial Number	Asset Serial Number
UOM	Unit of Measure for the most recent Meter Reading for the Asset
Meter	Meter Reading (number) for the most recent Meter Reading for the Asset
Reading Date	Reading Date for the most recent Meter Reading for the Asset

To also display further Technical details on the **Technical** Tab, select **Serial/Engine** from the options on the **Actions** menu. This will then display the following

FA - Assets Maintenance : Asset Listing ACTIONS OK BACK

Include the following tabs in the download :
 Classification Parent Location Depn/Amort Finance Leases/Hire Purchase Purchase Technical Disposal Billing Operating Lease

CLASSIFICATION PARENT LOCATION DEP/AMORT FINANCE LEASES/HIRE PURCHASE PURCHASE **TECHNICAL** DISPOSAL BIL

Hide Apply Clear XLS + < > ...

Wkid	Asset	Description	Engine Make	Engine Model	Number	Vin	Fuel Type	Man Year
915	M0016	Toyota Hilux SR Double Cab						
915	M0017	Toyota Hilux SR Double C/Chass						
915	P0001	RIPPER 14T						
915	P0002	CONTAINER 10FT HAZCHEM						
915	P0003	CONTAINER 8FT HAZCHEM						
915	P0004	GENERATOR PETROL						
915	P0005	Excavator - Volvo ECR145				VCECR145H001109...		

Field	Positioner Field Description
Fuel Type	Fuel Type *Blank Blank D Diesel G Gas O Oil P Petrol T Other
Man Year	Year of Make

Disposal Tab

FA - Assets Maintenance : Asset Listing ACTIONS OK BACK

Include the following tabs in the download : Classification Parent Location Depn/Amort Finance Leases/Hire Purchase Purchase Technical Disposal Billing Operating Lease

CLASSIFICATION PARENT LOCATION DEPN/AMORT FINANCE LEASES/HIRE PURCHASE PURCHASE TECHNICAL **DISPOSAL** BIL

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915 From Contains From From From From From Contains Contains

915 To To To To To To To

Wkid	Asset	Description	Purchase Price	Disposal Date	Disposal Amount	Disposal R.E.C	Disposal Debtor	Disposal Reason
915	B0003	LHI - Curtin Avenue PYARD	71,375.00					
915	C0001	Laptop - Dell Latitude E5570	1,750.00					
915	C0002	Laptop - Dell Latitude E5570	1,750.00					

Field	Positioner Field Description
-------	------------------------------

Disposal - R.E.C.	R.E.C. stands for Retirement of Existing Capital - it is the reverse of C.E.R. (Capital Expenditure Requisition).
Disposal - Debtor	Debtor used for Disposal
Disposal - Reason	Disposal Reason Description (from disposal code)

Billing Tab

FA - Assets Maintenance : Asset Listing ACTIONS OK BACK

Include the following tabs in the download : Classification Parent Location Depn/Amort Finance Leases/Hire Purchase Purchase Technical Disposal Billing Operating Lease

NT LOCATION DEPN/AMORT FINANCE LEASES/HIRE PURCHASE PURCHASE TECHNICAL DISPOSAL **BILLING** OPERATING LEASE

Hide Apply Clear XLS + < > ...

915 From Contains From From From From From From From From Contains

915 To To To To To To To To To To To

Wkid	Asset	Description	%	DefBill Wkid	DefBill Job	DefBill Cost Code	DefBill CT	DefBill Resource	DefBill Acct Wkid	DefBill Acct Number	DefBill Person Responsible
915	M0006	Holden Colorado MY18 4W...									
915	M0007	Colorado LS Space Cab 4x...	100.00	915	1000	2060	MT		915	10008002	
915	M0008	Colorado LS Crew Cab 4x4									
915	M0009	Colorado LS single Cab 4x4									
915	M0010	Colorado LS Crew Cab 4x4 ...									
915	M0011	Holden Colorado LS Space...	100.00	915	1000	1020	PR		915	10008000	Robert

The above screen displays the Current Asset Cost Billing Instruction Record.

To display the Default Cost Billing Instruction on the **Billing** Tab, select **Current/Default** from the options on the **Actions** menu. This will then display the following. These are the Cost Defaults Accounts defaults mentioned earlier in the document.

Asset Enquiry - Right Click Options

When a specific asset is selected via Right Click, a list of options is presented.

This display is also the starting point for other asset enquires as detailed below and they are all listed by right clicking on the desired asset. For example if you right click and select **Technical Data**, you will be taken to a screen that shows all the technical data for that specific asset.

Option	Option Description
Display Written Down Value	Displays the Written down value, Original depreciable value and Depreciation to date for both Book and Tax Depreciation.
Display Lease Details	Displays any applicable Operating or Finance lease Details
Location History	Displays any current Hire or Sundry Charge Location Records
Costing History	Displays any Cost Billing Instructions for the Asset
Technical Data	Displays & Records the technical information about the Asset such as V.I.N. or Serial number
Meter Readings	Allows recording of any Meter Readings for the Asset

Asset and Plant Hire

Option	Option Description
Registration Record	Records Registration information
Valuation Record	Records different Valuation types
Display Addition Details	Shows the Asset Purchase Date, Addition Transaction and Addition Journals
Display Sale Details	Shows the Profit and Loss Information, and the Disposal Journal
Update Asset Details	Allows user to edit Asset details
Disposal	Displays Disposal information
Change Asset Classification	Change the Asset Classification fields
Overrides	Displays Asset Depreciation Override General Ledger Accounts
Add Sundry Charge Location	Add Sundry Charge Location
Sundry Charge via Date Entry	Add Sundry Charge Location via Date Entry
Sundry Charge via Date Select	Add Sundry Charge Location via Date Selection
Amortisation Transaction	Display Amortisation Transactions (if Asset is a Finance Lease)
Delete Asset	Delete Asset

Display Written Down Value

Asset Maint/Enquiry, Right Click select **Display Written Down Value** shows the Book and Tax written down value of the asset. You may also right click and select **Display Depreciation Transactions** which shows the depreciation movement by accounting period.

Should you require further information you can also select one of these accounting periods and right click and select **Transaction Details** which will show you the details of the posted transactions.

Display Lease Details

Asset Maint/Enquiry, Right Click select **Display Lease Details** displays an enquiry screen which shows any relevant Operating or Finance Lease Details

Display Asset Finance Leases											ACTIONS	OK	BACK	
Work Id	915		Demonstration Company											
Asset	M0001		Isuzu N Series 2D Cab Chassis											
Start	End	Lessor	Agreement	Original Finance Value	Payment	Amount	Method	Freq						
19/09/2017	18/09/2022	TOYOTA	TOYOTA01	34,238.52	15/11/2017	647.85	DD	MTH						

Asset and Plant Hire

Display Asset Finance Leases ACTIONS OK BACK

Work Id 915 Demonstration Company
Asset M0001 Isuzu N Series 2D Cab Chassis

Start	End	Lessor	Agreement	Original Finance Value	Payment	Amount	Method	Freq	
19/09/2017	18/09/2022	TOYOTA	TOYOTA01		15/11/2017	647.85	DD	MTH	

- Edit
- Delete
- Payments
- Lease Cat
- Early Payout
- Print Cat

These options provide a drill down to details of the lease.

The Early Payment option can be entered here. It is described in the Lease section further in the document.

Location History

This displays the history of hiring this asset to projects and business units

Asset Maint/Enquiry, Right Click select **Location History** displays an enquiry screen which shows any Displays and any current Hire Billing Location Records.

This only applies to Family codes C, V, P

A new asset hire record can be setup here. This is shown later in the document.

FA - Assets Location Instruction Listing ACTIONS OK BACK

Work Id 915 Demonstration Company
Asset M0011 Holden Colorado LS Space Cab Asset Quantity 1 Show History

Hide Apply + < > ...

From Date	Return Date	Type Desc	Budget To Date	Charged To Date	Locn Qty	Location Description	Plan Code	Sundry Charge Date	Meter	UOM	Inc Wkid	Income GL Account	Billing Rate	C
15/02/2022		Actual			1	Building Pr...	INT				915	10007400	1000.00	N

- Select Location
- Display Billing Transactions
- Delete

Costing History

Asset Maint/Enquiry, Right Click select **Costing History** displays an enquiry screen which shows any Asset Cost Billing Instruction records

Asset and Plant Hire

New Cost Billing Instruction records can be setup here. This is shown later in the document

FA - Assets Cost Instruction Listing ACTIONS OK BACK

Work Id 915 Demonstration Company
Asset P0004 GENERATOR PETROL

Hide Apply + < > ...

From From From Contains From From Contains
To To To To To To

From Date	To Date	Charge To	Location	Inc Wkid	Income Account	Comments
24/09/2020			Buildin	915	10007400	

Select Cost
Delete
Prompt

Right-click to show available options

Technical Data

Asset Maint/Enquiry, Right Click select **Technical Data** you may record the technical specifications of the asset, such as VIN, Engine Number etc.

Select **Additional Data** from the **Actions** menu to further details such as warranty period, eTag etc.

Meter Readings

Asset Maint/Enquiry, Right Click select **Meter Readings**. You can record meter readings against an Asset and these may be whatever readings are relevant. For example the vehicles would have kilometres travelled recorded but a crane may have hours used against it. The reading is recorded as at a certain date.

Select **Add Meter Reading** from the **Actions** menu to add a Meter Reading. You must enter the Date of the reading and the UOM (Unit of Measure).

For information only.

FA - Meter Reading Maintenance ACTIONS OK BACK

Work Id 915 Demonstration Company
Asset E0001 Kyocera Printers

Hide Apply + < > ...

From From From Contains
To To To

Date	Reading	UOM	Description
31/03/2022	2500	PAGES	Pages

Asset and Plant Hire

Registration Record

Asset Maint/Enquiry, Right Click select **Registration Record** allows you to enter the details of a vehicles completed registrations such as scheduled maintenance, road registration and workcover inspection.

Select **Add Mode** from the **Actions** menu to add a registration detail you are required to enter Date, Registration Type, State and Details.

Display Addition Details

Asset Maint/Enquiry, Right Click select **Display Addition Details** is an Enquiry only screen showing Purchase Date and Price.

This displays the GL transactions that took place when the Asset was added.

Display Asset Addition				⌵ ACTIONS ✔ OK ⏪ BACK
Work Id	915	Demonstration Company		
Asset	C0004	Laptop computer		
Classification				
Resp	QLD	Queensland		
Category	IT	Computers		
Group	LAP	Laptop		
Subgroup	ZZ	Not Used		
Purchase Date	12/03/22			
Journals :				
Addition Debit	2,000.00	915	10002121	
Addition Credit	2,000.00-	915	10002191	
Accounting Period	MAR22			
Calculation Date	14/03/22			
Calculation Time	18:58:46			
Internal Reference	0000000020			

Display Sale Details

Asset Maint/Enquiry, Right Click select **Display Sale Details** displays an enquiry screen which shows both the book and tax disposal of that asset.

Should you require more information you may **Display Journal** from the **Actions** menu which gives you an enquiry of the transaction details.

Display Asset Disposal				⌵ ACTIONS ✔ OK ⏪ BACK		
Work Id	730	2017 PLANT		Disposal :		
Stat Co.				Date	1/09/17	
Asset	02/114	Liebherr 256HC		Debtor		
				R.E.C		
⏪ ⏩ ⋮						
Method	Purchase	Proceeds Generated	PROFIT/ <LOSS>	Accumulated	Original Cost of the	⌵
BK	1/04/2017	200,000.00	26,328.76	7,649.92	181,321.16	
TAX	1/04/2017	200,000.00	24,748.64	6,069.80	181,321.16	

Display Disposal Journal
ACTIONS OK BACK

Work Id	730	2017 PLANT		
Stat Company				
Asset	02/114	Liebherr 256HC		
Method	BK			
Purchase Date	1/04/17			
Classification :				
Resp	009	Yard	Disposal :	
Category	002	Cranes/Forklifts	Date	1/09/17
Group	011	Cranes - Liebherr	Debtor	
Subgroup	F04	256 HC	R.E.C	
Journals :				
Proceeds	200,000.00	1301899	Acc Per	SEP17
Profit/Loss	26,328.76	130740400	Int Ref	0000000063
Original Cost	181,321.16-	1301851	Calc Date	27/09/17
Accum Depn	7,649.92	1301853	Calc Time	8:49:35

Update Asset Details

Asset Maint/Enquiry, Right Click select **Update Asset Details** allows the user to edit a number of fields in relation to that Asset.

Edit Asset
ACTIONS OK BACK

Work Id	915	Demonstration Company		
Asset code	M0002	<u>2017 Isuzu NPR65</u>		
Asset Quantity	<input type="text" value="1"/>			
Asset Type	F	Finance Lease	<input type="checkbox"/>	H/P Finance Lease
Asset Family	<input type="text" value="V"/>	VEHICLES		
Classification				
	Resp	Category	Group	Subgroup
	QLD	LS	MOT	ZZ
State	<input type="text" value="QLD"/>	Queensland		
Purchase Date	<input type="text" value="1/01/2018"/>	Disposal Date		
Purchase Price	<input type="text" value="42,698.19"/>	Disposal Price	0.00	
Creditor	<input type="text"/>	Debtor		
C.E.R. Approval Number	<input type="text"/>	R.E.C. Number	<input type="text"/>	
Statutory Company				
Stocktake Last Date	<input type="text" value="15/02/2022"/>			
Asset Parent Code	<input type="text"/>			

* = Price/Date has been changed

Field	Field Description
Purchase Date	<p>Date of Purchase of Asset</p> <p>If the Asset Purchase Date is changed (only allowed if Asset System Parameter FAPRIC is set to 'Y'), when the next Asset End Of Month Process is run, the Depreciation will be re-calculated from the New Purchase Date to the current Accounting period (based on the current Asset Purchase price and current Depreciation rate) to determine what the new Asset Written Down Value (WDV) should be at the end of the current Accounting Period. The Depreciation Amount for the current Accounting Period is therefore the New WDV for the current month MINUS the WDV amount from the Asset Depreciation Transaction for the Previous Accounting Period.</p>
Purchase Price	<p>Purchase Price of Asset</p> <p>If the Asset Purchase Price is changed (only allowed if Asset System Parameter FAPRIC is set to 'Y'), when the next Asset End Of Month Process is run, the Depreciation will be re-calculated from the current Purchase Date to the current Accounting period (based on the new Asset Purchase price and current Depreciation rate) to determine what the new Asset Written Down Value (WDV) should be at the end of the current Accounting Period. The Depreciation Amount for the current Accounting Period is therefore the New WDV for the current month MINUS the WDV amount from the Asset Depreciation Transaction for the Previous Accounting Period.</p>

Disposal

Record the disposal information - the Disposal date of the Asset, the amount received, the Debtor who purchased the Asset and the reason for the Disposal.

Dispose of Fixed Asset
ACTIONS OK BACK

Work Id	915	Demonstration Company	
Stat Co.			
Asset	M0004	2017 Holden Colorado LS 4x4	Purchase :
Quantity	1		Date 1/02/18
			Price 27,399.61
			C.E.R.
Classification :			
Resp	QLD	Queensland	
Cat	LS	Leased	Capitalised :
Group	MOT	Motor Vehicle	Date 6/02/22
Subgroup	ZZ	Not Used	Price 0.01
Disposal :			
Date	<input type="text"/>		
Amount	<input type="text"/>		
R.E.C.	<input type="text"/>		
Debtor	<input type="text"/>		
Reason	<input type="text"/>		

Field	Definition
Date	Disposal Date
Amount	Disposal Amount
R.E.C.	R.E.C. stands for Retirement of Existing Capital - it is the reverse of C.E.R. (Capital Expenditure Requisition).
Debtor	Purchaser of the Asset
Reason	Disposal Reason Code. This field may not be there, be an optional field or a mandatory field depending on a system Parameter (FADSPR)

Change Asset Classification

This allows the user to change any of the Classification fields (Responsibility, Category, Group or Subgroup) for the Asset. The classification combination must exist in the previously defined classifications.

Change Asset Classification

 ACTIONS
 OK
 BACK

Work Id	915	Demonstration Company
Asset	80003	LHI - Curtin Avenue PYARD
Purchase Date	24/07/17	
Purchase Price	71,375.00	
Classification		
Responsibility	QLD	Queensland
Category	LB	Land and Buildings
Group	LAN	Land
Subgroup	ZZ	Not Used
New Classification :		
Responsibility	<input type="text"/>	
Category	<input type="text"/>	
Group	<input type="text"/>	
Subgroup	<input type="text"/>	

Overrides

This displays the Asset Depreciation Override if it exists. i.e. a different depreciation rate than the classification for that asset.

Add Sundry Charge Location

Asset Maint/Enquiry, Right Click select **Add Sundry Charge Location** allows the User to Create a Sundry Charge Location record to bill a project with a Sundry cost.

The Sundry Charge Date will be the last Working Day of the Current Accounting Period.

FA - Sundry Charge Location Maintenance

 ACTIONS
 OK
 BACK

Work Id	915	Demonstration Company
Asset	C0004	Laptop computer
Income G/L Acc.	<input type="text"/>	<input type="text"/>
Planning Code	SCH	Sundry Charge
Charge Amount	<input type="text"/>	
From date	30/04/2022	
Comments	<input type="text"/>	
State		
Sundry Charge Date	<input type="text"/>	Meter <input type="text"/> UOM <input type="text"/>
Breakdown Total		

Hide Apply

From	Frm <input type="text"/>	From <input type="text"/>	From <input type="text"/>	Frm <input type="text"/>	From <input type="text"/>	From <input type="text"/>	From <input type="text"/>
To	To <input type="text"/>	To <input type="text"/>	To <input type="text"/>	To <input type="text"/>	To <input type="text"/>	To <input type="text"/>	To <input type="text"/>

%	Wkid	Job	Cost Code	CT	Activity	Overhead	

Asset and Plant Hire

Sundry Charge via Date Entry

Asset Maint/Enquiry, Right Click select **Sundry Charge via Date Entry** allows the User to Create a Sundry Charge Location record via copying details from an existing Hire Billing Location record. There must be an existing Hire Billing Location record for this to work.

In this case, the User can enter a Sundry Charge Date, and a Sundry Charge Amount

FA - Sundry Charge Creation Via Date
ACTIONS OK BACK

Work Id	915	Demonstration Company
Asset	C0004	Laptop computer
Sundry Charge Date	<input type="text" value="22/04/2022"/>	<input type="text"/>
Sundry Charge Amount	<input type="text" value="450.00"/>	<input type="text"/>

Then **OK** will pick up the existing Hire Billing Location Record.

FA - Sundry Charge Location Maintenance
ACTIONS OK BACK

Work Id	915	Demonstration Company
Asset	C0004	Laptop computer
Income G/L Acc.	915	10007400 Revenue Recovery for Plan
Planning Code	SCH	Sundry Charge
Charge Amount	<input type="text" value="450.00"/>	
From date	<input type="text" value="30/04/2022"/>	
Comments	<input type="text"/>	
State		
Sundry Charge Date	<input type="text" value="22/04/2022"/>	Meter <input type="text"/> UOM <input type="text"/>
Breakdown Total	100.00	

Hide Apply
+ < > ...

From	Frm	From	From	Frm	From	From
To	To	To	To	To	To	To
%	Wkid	Job	Cost Code	CT	Activity	Overhead
100.00	915	1000	1010	PR		10008000

If there is more than one Hire Billing Location record, any of them can be selected.

Sundry Charge via Date Select

This allows the User to Create a Sundry Charge Location via copying details from an existing Sundry Charge Location

Amortisation Transaction

This shows the Book and Tax written down value of the Finance Lease in a similar fashion to Depreciation.

Delete Asset

An asset can be deleted providing there are no transactions for the asset, i.e. depreciation

Asset Maint/Enquiry – Action Options

For each Tab within the Asset Maintenance/Enquiry there is also an **Actions** menu where you can select various functions. For example, following is the **Actions** menu for the Classifications Tab:

- Prompt
- Refresh
- Add Asset
- Clear Filters
- Next Tab
- Add Managed Asset
- Show Classification
- Upload Sundry Charge
- Active Filters
- Download Hire Instructions
- Upload Hire Instructions

Asset and Plant Hire

Add Asset

Select **Add Asset** from the **Actions** menu to add a Capitalised Asset to the asset register.

Add Asset
ACTIONS OK BACK

Work Id	915	Demonstration Company
Asset Code	C0005	Laptop
Serial Number	<input type="text"/>	
Asset Owner		
Classification :		
Responsibility	<input type="text"/>	
Category	<input type="text"/>	
Group	<input type="text"/>	
Subgroup	<input type="text"/>	
Purchase :		
Date	<input type="text"/>	
Price	<input type="text"/>	
Creditor	<input type="text"/>	
C.E.R. Approval Number	<input type="text"/>	
Asset Type	<input type="text"/>	<input type="checkbox"/> H/P Finance Lease
Asset Family	<input type="text"/>	
Asset Quantity	<input type="text" value="1"/>	
Parent Asset	<input type="text"/>	
State	<input type="text"/>	

See Add and Asset later in this document.


Add Managed Asset

A Managed Asset is one that is recorded in the system as capitalised but with a purchase price of zero. It does not appear on financial reports and is in the system for management purposes only such as billing and location recording.

Upload Sundry Charge

Not working

Data Download Function

Within the Asset Maintenance Program, there is a function to Download the Asset Data to an EXCEL spreadsheet (see below). Use  .

The exact data downloaded to an Excel Spreadsheet depends on

- The Active Filter being used
- What Tabs have been selected (in the Download Tab Selection area) to be included in the Download (note that the 'Classification' Tab is always selected)

Download/Upload Hire instructions

Asset and Plant Hire

The Download option will download all existing Hire Billing Location Records to a spreadsheet. They can be updated, and existing hire records completed, and new Hire Billing Location Records added back.

Hiring Assets to Internal Projects (Hire Billing)

Plant (Asset Family Code 'P') or Computer (Asset Family Code 'C') or Vehicle (Family V) type Assets can be hired out (on a Monthly, Daily, or Hourly (Hourly hires can only be setup via Plant Timesheet processing) for a fixed number of days or on an ongoing basis from a starting date. The Asset can be hired to a Jobpac Job and Cost Centre or to an Overhead General Ledger Account number.

Daily and Monthly Type Hire Billing Location Records are billed to the Job or Overhead General Ledger Account number as part of the Asset End of Month Asset Hire Billing Location Processing.

Hourly Hire Billing Location Records are manually billed to the Job or Overhead General Ledger Account number as part of the Plant Timesheet Process.

Setting a Hire Billing Location Record

From the Asset Enquiry, select the 'Location History' option from the asset. An existing location can be modified, or a new Hire Billing Location record added.

FA - Assets Location Instruction Listing

Work Id 915 Demonstration Company
 Asset P0005 Excavator - Volvo ECR145 Asset Quantity 1 Show History

Hide Apply

From Date	Return Date	Type Desc	Budget To Date	Charged To Date	Locn Qty	Location Description	Plan Code	Sundry Charge Date	Meter	UOM	Inc Wkid	Income GL Account	Billing Rate	C
15/02/2022		Actual		31/03/2022	1	Building Pr...	INT				015	10007400	200.00	N

Context menu options: Select Location, Display Billing Transactions, Delete

The existing Hire Billing Location can be displayed

FA - Asset Location Instruction Maintenance

Work Id 915 Demonstration Company
 Asset P0005 Excavator - Volvo ECR145 Asset Quantity 1

Income G/L Acc 915 10007400 Revenue Recovery for Plan
 Delivery Docket Number

Planning Code INT Internal Hire
 Return Docket Number

Billing Rate 200.00 Rate Timeframe D (D=Daily, M=Monthly) Billing Rate Type STD

Quantity 1 State

From date 15/02/2022 Budget Return Actual Return

Comments

Breakdown Total 100.00

Hide Apply

%	Wkid	Jobs	Cost Code	CT	Activity	Overhead	Person Responsible
100.00	915	1000	1060	OT		10008005	Jim

Asset and Plant Hire

As there is no return date, the End of Month rollover for Assets will charge the project 1000, \$200 per day for each day in the month, and will continue to do this every month until and Actual Return date is entered.

Only one open hire instruction record can exist at a time. The open one can be completed by entering a return date, then adding a new Hire instruction record (Use Add Location Instruction). The Start Date of this instruction must be greater than the Return date of the previous instruction.

The new Hire Billing Location screen is displayed.

FA - Asset Location Instruction Maintenance ACTIONS OK BACK

Work Id 915 Demonstration Company
 Asset P0005 Excavator - Volvo ECR145 Asset Quantity 1
 Income G/L Acc 915 10007400 Revenue Recovery for Plan Delivery Docket Number
 Planning Code INT Internal Hire Return Docket Number
 Billing Rate 500.00 Rate Timeframe D (D=Daily, M=Monthly) Billing Rate Type STD
 Quantity 1 State
 From date 16/03/2022 Budget Return Actual Return
 Comments
 Breakdown Total

Hide Apply + < > ...

From	From	From	From	From	From	From	From	From	From	Contains
To	To	To	To	To	To	To	To	To	To	

%	Wkid	Jobs	Cost Code	CT	Activity	Overhead	Person Responsible

When data has been entered, the summary is displayed below

FA - Assets Location Instruction Listing ACTIONS OK BACK

Work Id 915 Demonstration Company
 Asset P0005 Excavator - Volvo ECR145 Asset Quantity 1 Show History

Hide Apply + < > ...

From Date	Return Date	Type Desc	Budget To Date	Charged To Date	Locn Qty	Location Description	Plan Code	Sundry Charge Date	Meter	UOM	Inc Wkid	Income GL Account	Billing Rate	C
16/03/2022		Actual			1	Building Pr...	INT				915	10007400	500.00	N
15/02/2022	15/03/2022	Actual		31/03/2022	1	Building Pr...	INT				915	10007400	200.00	N

For each open Hire Billing Location record, the 'Charged to' date is updated at the end of each month.

Refunding Hire Charge

If an asset has been hired to a project for longer than it should have been, then a Return date in a previous month can be entered. At EOM, the system will work out the difference in hire charges from the entered date and the charged to date, and will produce a credit for the project.

Sundry Charge Location Maintenance

Sundry Charge Location records allow for creation of Sundry (one off) charges to be created for the current Accounting Period via a special type of Asset Hire Billing Location Records.

Entry of Sundry or One off changes will create a Hire Billing Location record using a Sundry Charge Planning Code and a Daily Rate (the Sundry Charge) for the last day of the Current Accounting Period. Multiple Sundry Charge Location records can be created for each Accounting Period.

Sundry Charge Location records have the following additional fields

- Sundry Charge date
- Meter Reading
- UOM (Unit of Measure) Code

Sundry Charge Location records are also different to Normal Hire Billing Location records in that:

- The Rate Timeframe defaults to 'D' (Daily)
- Quantity defaults to 1
- Budget Return Date defaults to the last day of current Accounting period
- Actual Return Date defaults to the last day of current Accounting period

During The Asset End of Month Process, Sundry Charge Location records are processed in exactly the same way as standard Daily Hire Transaction records. This is because a Sundry Hire Billing Location record is basically a standard Hire Billing Location record that has a Daily Rate and is only ever for one day (which happens to be the last day of the relevant Accounting period).

Adding a New Asset

Adding a New Asset Manually

To add an asset to the asset register, select > **Assets > Asset Maintenance > Add an Asset.**

When you add a new asset the owning company will be displayed. The asset number can be manually entered or system generated (parameter FAASNO). Select *OK* and confirm.

The screenshot shows the 'Add Asset' form with the following fields: Work Id (915), Demonstration Company, and Asset (C0005). There are 'ACTIONS', 'OK', and 'BACK' buttons at the top right.

Select **OK** and the following screen is returned.

The screenshot shows the 'Add Asset' form with the following fields: Work Id (915), Demonstration Company, Asset Code (C0005), Serial Number, Asset Owner, Classification (Responsibility, Category, Group, Subgroup), Purchase (Date, Price, Creditor, C.E.R. Approval Number), Asset Type (with H/P Finance Lease checkbox), Asset Family, Asset Quantity (1), Parent Asset, and State.

Enter New Asset Details

Field	New Asset Field Description
Asset Description	Detailed Description of the Asset (Mandatory Field)
Serial Number	Serial Number of the Asset (Optional)
Vehicle Driver	Vehicle Driver of the Asset (Optional)
Classification Details	Responsibility, Category, Group, Subgroup (Mandatory fields)
Purchase Date	Date of Purchase (Mandatory field)
Purchase Price	Purchase Price of Asset (Mandatory field)

Asset and Plant Hire

Field	New Asset Field Description
Creditor	Supplier of the Asset (Optional)
C.E.R Approval Number	A C.E.R. number is a Capital Expenditure Requisition (or Capital Expenditure Request) number, i.e. an approval to buy an asset. It is usually a form that is prepared and submitted for Board or management approval to proceed with the acquisition. (Optional)
Asset Type	Mandatory Field already defined in Jobpac C Capitalised F Finance Lease N Novated Lease O Operating Lease
Hire Purchase Finance Lease Flag	Set to 'Y' (Yes) on 'N' (No). This is only relevant for a Finance Lease (Asset type = 'F'), and indicates the Finance Lease will have both BK (Book) and TAX Depreciation.
Asset Family	Mandatory Field already defined in Jobpac B Buildings C Computers E Employees F Furniture & Fittings L Land O Office Equipment P Plant V Vehicles
Asset Quantity	Quantity of Asset (Generally 1)
Parent Asset Workid	Parent Asset Workid if applicable
Parent Asset Number	Parent Asset number if applicable

This new asset will pick up defaults, like depreciation rate, from the Classification rate. If a different rate is required, then an override for that asset must be entered. Use **Assets>Depreciation>Asset Overrides**.

Asset Additions Accounting

After An Asset has been created, the next Asset End of Month process will create an Asset Additions Transaction and an Asset Addition Journal. The Asset Accounting for Additions of Assets is as follows:

Dr Capital Account (amount = Asset Purchase Price)

Cr Asset Clearing Account (amount = Asset Purchase Price).

See the 'Additions/Disposals Account Maintenance' section for details on how to define these accounts

Asset and Plant Hire

Add Managed Asset

There is a different entry option for adding a managed asset. A managed asset is one that is recorded in the system as capitalised but with a purchase price of zero. It does not appear on financial reports and is in the system for management purposes only such as billing and location recording.

To add a Managed Asset to the Asset Register, select > Asset & Plant > Asset Maint and Forecast > Add a Managed Asset.

A Managed Asset is one that is recorded in the system as capitalised but with a purchase price of zero. It does not appear on financial reports and is in the system for management purposes only such as billing and location recording.

When you add a new Managed Asset the owning company will be displayed. The Asset number can be manually entered or system generated. Select **OK** and confirm.

Complete the relevant Asset identification number. Select *OK* and the following screen is returned:

Field	New Managed Asset Field Description
Description	Detailed Description of the asset (Mandatory field)
Classification Details	Responsibility, Category, Group, Subgroup (Mandatory fields)
Purchase Date	Mandatory field
Creditor	Supplier of the asset (Optional)
C.E.R Approval Number	A C.E.R. number is a Capital Expenditure Requisition (or Capital Expenditure Request) number, i.e. an approval to buy an asset. It is usually a form that is prepared and submitted for Board or management approval to proceed with the acquisition. (Optional)
Asset Type	Automatically set to 'C' (Capitalised)

Field	New Managed Asset Field Description
	Mandatory Field already defined in Jobpac
Asset Family	B Buildings
	C Computers
	E Employees
	F Furniture & Fittings
	L Land
	O Office Equipment
	V Vehicles
Asset Quantity	Quantity of Asset
Parent Asset Workid	Parent Asset Workid if applicable
Parent Asset Number	Parent Asset number if applicable

Uploading New Assets

If you have a large number of assets, they can be uploaded via a spreadsheet. This function is available as a menu option 'Upload New Assets'

Depreciation

Introduction

An asset that is not leased may be depreciated each month until it is disposed of or its written down value is reduced to zero.

There is a monthly depreciation calculation run that is part of the EOM process that creates the required Asset and General Ledger transactions.

When an asset is depreciated the General Ledger account of the asset owning company will be debited with the calculated depreciation amount and the accumulated depreciation account for the asset owning company will be credited with it.

Depreciation is calculated on a daily basis and acquisitions and disposals made mid-month are taken into account. This means that monthly depreciation mounts will be different and depend on the no of days in the month. Late additions are allowed for. The asset purchase price will be used by all methods as the basis for calculation. A previously leased assets purchase price for tax purposes is the lease residual amount.

The Asset System also allows for a different Depreciation Rate for Amortisation while the Asset is a Finance Lease, and a different Rate for Depreciation while the Asset is Capitalised.

An asset that has a purchase price under a specified limit as set in the Asset Control file, (e.g. \$500), is written down to zero in its month of purchase.

The system holds the fact that a fixed asset was previously leased so that special tax provisions may be applied.

There is no facility in the Asset system for adjusting depreciation charges so they must be done outside of the system directly into the General Ledger.

Depreciation charges to Jobs and Departments are handled by Cost Billing functionality.

Depreciation Types

Two type of depreciation are available.

1. Prime Cost
This uses the Purchase price as the base for depreciation.
2. Diminishing Balance
This initially uses the Purchase price as the basis for depreciation, and then the Written Down Value at the start of each financial year for the life of the asset.

Asset and Plant Hire

Depreciation Methods

The system can cater for multiple depreciation methods for multiple companies. Each company and method required must be set up in the Depreciation Methods Control table.

To enter the depreciation methods, select > **Assets > Depreciation > Depreciation Methods.**

FA - Depreciation Method Maintenance

Hide Apply

915 From Contains =

915 To

Company	Method	Description	Calc Depn
915	BK	Book	
915	TAX	Tax depreciation	

Depreciation Rates

Depreciation rates are initially applied to an asset via the Classification of that asset. If the depreciation rate needs to be different for an asset then an override must be set up for that asset.

Classification Depreciation Rates

To enter classification rates select > **Assets > Depreciation > Classification Rates.**

FA - Classification Depreciation Rates Maintenance

Hide Apply

915 Frm Contains Frm Contains Frm Contains Frm Contains

915 To To To To

Co.	Resp	Responsibility Desc	Cat	Category Description	Grp	Group Description	Sub	Sub-group Description
915	QLD	Queensland	IT	Computers	LAP	Laptop	ZZ	Not Used
915	QLD	Queensland	LB	Land and Buildings	BUI	Buildings	ZZ	Not Used
915	QLD	Queensland	LB	Land and Buildings	LAN	Land	ZZ	Not Used
915	QLD	Queensland	LS	Leased	MOT	Motor Vehicle	ZZ	Not Used
915	QLD	Queensland	OE	Office Equipment	APP	Appliances	ZZ	Not Used
915	QLD	Queensland	OE	Office Equipment	PRT	Printers	ZZ	Not Used
915	QLD	Queensland	PL	Plant	CON	Containers	ZZ	Not Used
915	QLD	Queensland	PL	Plant	EXC	Excavators	ZZ	Not Used

Depreciation rates can be changed using 'Select'

FA - Classification Depreciation Rates Maintenance

Work Id 915 Demonstration Company
Responsibility QLD Queensland
Category IT Computers
Group LAP Laptop
SubGroup ZZ Not Used

Hide Apply

From From From From From From
To To To To To To

Mth	Rate	Typ	Depn GL Acc Debit	Depn GL Acc Credit	Depreciation Rate Type
BK	100.000	P	10009222	10002221	B
TAX	100.000	P	10009222	10002221	B

Asset and Plant Hire

The information that needs to be provided is as follows: -

- Depreciation Type – (P)rime Cost or (D)iminishing Balance.
- Annual Depreciation Percentage Rate.
- General Ledger Account for Depreciation Debit.
- General Ledger Account for the Provision for Depreciation Credit.
- Depreciation Rate Type ('Depn Rate Type' Column).
 - 'A' – Amortisation - The Depreciation Rate is ONLY used for Amortisation for Finance Lease Assets
 - 'D' – Depreciation – The Depreciation Rate is ONLY used for Depreciation for Capitalised Assets Finance Lease Assets
 - 'B' – Both – The Depreciation Rate is used for BOTH Amortisation and Depreciation

These needs to be two entries - Book and Tax method.

If separate rates for depreciation and amortisation are required, they can both be entered here

Asset Depreciation Overrides

It is possible to have an Asset with different Depreciation control information than the Asset's Classification and this is known as an Asset Override. These are useful for accelerated depreciation where it can be proved that the asset has a shorter life span than normal. When Depreciation is calculated the system checks for as Asset Override and if there isn't one uses the Classification rates and accounts. You enter the same information for an Asset Override as a Classification.

To maintain classification depreciation rates, select > **Assets > Depreciation > Asset Overrides**.

Display Asset Depreciation Overrides ACTIONS OK BA

Hide Apply < > •

Co.	Asset	Rsp	Cat	Grp	Sub Grp	Asset Description	Typ	Dsp	Override
915	B0003	QLD	LB	LAN	ZZ	LHI - Contains - P1000	C	N	N
915	C0001	QLD	IT	LAP	ZZ	Laptop - Dell Latitude E5570	C	N	N
915	C0002	QLD	IT	LAP	ZZ	Laptop - Dell Latitude E5570	C	N	N
915	C0003	QLD	IT	LAP	ZZ	Laptop - Dell Latitude E5570	C	N	N
915	E0001	QLD	OE	PRT	ZZ	Kyocera Printers	F	N	N

Asset and Plant Hire

Then select Edit Overrides. If no overrides exist, then a blank screen presents, and the depreciation date must be entered in the same fashion as for classification rates.

Edit Asset Depreciation Overrides						ACTIONS	OK	BA
Work Id	915	Demonstration Company						
Stat Co								
Asset	M0001	Isuzu N Series 2D Cab Chassis						
Category	LS							

MTD	Rate	Typ	Depreciation Debit	Depreciation Credit	Rate Type (A=Amortisation, D=Depreciation, B=Both)

It is recommended that Rate type by set to B unless there is a specific need to set separate rates for Depreciation and Amortisation.

Depreciation Transactions by Internal Reference

During EOM processing a unique internal reference number (parameter) is automatically created for each EOM run and is written to the GL transaction file for each transaction in that EOM run.

To display depreciation transactions by internal reference, company and/or asset number, select: **> Assets > Depreciation > Depn Trs by Int Ref.**

You need to enter in the top selection fields the internal reference number, company number and/or the asset number. (the screen is initially blank)

Display Depreciation Asset Transactions by Internal Reference							ACTIONS	OK	BA
<input type="text" value="0000000001"/> <input type="text" value="915"/> <input type="text" value="From"/>									
Int Ref	Co.	Asset	Asset Description	MTD	Period				
0000000001	915	B0003	LHI - Curtin Avenue PYARD	BK	JAN22				
0000000001	915	C0001	Laptop - Dell Latitude E5570	BK	JAN22				
0000000001	915	C0002	Laptop - Dell Latitude E5570	BK	JAN22				
0000000001	915	C0003	Laptop - Dell Latitude E5570	BK	JAN22				
0000000001	915	E0003	Air Conditioner	BK	JAN22				
0000000001	915	E0004	Bar Fridge	BK	JAN22				

On each line you can right click and select ► *Display Transaction Details* should you require further information about the transaction.

Asset and Plant Hire

Classification Depreciation Rate Report

A Report is available that lists all classifications and their depreciation control data so they may be regularly reviewed.

To access the Classification Depreciation Rate Report select > **Assets > Depreciation > Reports > Classification Rates** from the Jobpac main menu.

FAQEPFR		Asset Management							BOUDAM0	19/03/22	9:55:57	Pag	
Depreciation Data by Classification													
Co.	Rsp	Cat	Grp	Sub	Subgroup	Description	Method	Rate	Typ	Rate Type	Debit	Credit	Number
915	QLD	IT	LAP	ZZ	Not	Used	BK	100.000	P	Depn. and Amortisation	10009222	10002221	3
915	QLD	IT	LAP	ZZ	Not	Used	TAX	100.000	P	Depn. and Amortisation	10009222	10002221	3
915	QLD	LB	LAN	ZZ	Not	Used	BK	20.000	P	Depn. and Amortisation	10009221	10002211	1
915	QLD	LB	LAN	ZZ	Not	Used	TAX	20.000	P	Depn. and Amortisation	10009221	10002211	1
915	QLD	LS	MOT	ZZ	Not	Used	BK	25.000	P	Depn. and Amortisation	10009226	10002261	1
915	QLD	LS	MOT	ZZ	Not	Used	TAX	25.000	P	Depn. and Amortisation	10009226	10002261	1

The last column 'Number', is the no of assets with that depreciation rate

Asset Overrides

There is also an Asset Override Report that lists all the Assets with Depreciation Overrides.

To access the Asset Override Report select > **Assets > Depreciation > Reports > Asset Overrides** from the Jobpac main menu.

Depreciation Exception

The Depreciation Exception report lists fixed assets with a written down value but no Depreciation control information either at Classification or Asset level. The Monthly Depreciation calculation will only run if there are no entries on this report.

To access the Depreciation Exception Report select > **Assets > Depreciation > Reports > Depreciation Exception** from the Jobpac main menu. Note: This report can be run at any time during the month and it is also run automatically as part of the End of Month procedure. The Depreciation End of Month run will stop if it finds an entry on this report!

Depreciation Schedule Reports

There are 2 different types of Depreciation Schedule Reports.

The Depreciation Schedules are reports that list detailed information around a flexible selection criterion. They have many uses including reconciling the Jobpac General Ledger and End of Month Statutory Reporting.

Standard Depreciation Schedule Report

To access the Depreciation Schedule Reports select > **Assets > Depreciation > Reports > Depreciation Schedule**

This is the key report for reporting status of depreciation of all assets.

915 Demo Stock/Assets TEST BK Fixed Assets Depreciation Report From JAN22 To FEB22																
Company Name	Category	Asset	Asset Description	Purchase Date	Cost Opening Bal	Cost Additions	Cost Transfers In	Cost Disposals	Cost Closing Bal	WDV Opening Bal	WDV Transfers In	WDV Disposals	Depreciation Amount	Depreciation Type	Depreciation Rate	Closing Balance
Demonstration Company	Computers	C0001	Laptop - Dell Latitude E5570	01/03/2018	0.00	1,750.00	0.00	0.00	1,750.00	0.00	0.00	0.00	1,750.00	P	100.0000	0.00
Demonstration Company	Computers	C0002	Laptop - Dell Latitude E5570	01/03/2018	0.00	1,750.00	0.00	0.00	1,750.00	0.00	0.00	0.00	1,750.00	P	100.0000	0.00
Demonstration Company	Computers	C0003	Laptop - Dell Latitude E5570	01/03/2018	0.00	1,750.00	0.00	0.00	1,750.00	0.00	0.00	0.00	1,750.00	P	100.0000	0.00
Demonstration Company	Computers		Total		0.00	5,250.00	0.00	0.00	5,250.00	0.00	0.00	0.00	5,250.00			0.00
Demonstration Company	Land and Buildings	B0003	LHI - Curtin Avenue PYARD	24/07/2017	0.00	71,375.00	0.00	0.00	71,375.00	0.00	0.00	0.00	65,741.62	P	20.0000	5,633.38
Demonstration Company	Land and Buildings		Total		0.00	71,375.00	0.00	0.00	71,375.00	0.00	0.00	0.00	65,741.62			5,633.38
Demonstration Company	Leased	M0004	2017 Holden Colorado LS 4x4	01/02/2018	0.00	0.00	27,399.81	0.00	27,399.81	0.00	419.97	0.00	419.97	P	25.0000	0.00
Demonstration Company	Leased		Total		0.00	0.00	27,399.81	0.00	27,399.81	0.00	419.97	0.00	419.97			0.00
Demonstration Company	Office Equipment	E0003	Air Conditioner	01/01/2017	0.00	523.00	0.00	0.00	523.00	0.00	0.00	0.00	523.00	P	100.0000	0.00
Demonstration Company	Office Equipment	E0004	Bar Fridge	01/01/2017	0.00	181.00	0.00	0.00	181.00	0.00	0.00	0.00	181.00	P	100.0000	0.00

Depreciation Schedule by Job Report

The Depreciation Schedule by Job Report shows 36 months of Depreciation and Replacement Values once the Asset is fully depreciated.

This report is only used if Cost billing has been implemented and depreciation is debited to jobs at the end of each month. .

Depreciation Forecast Report

The Depreciation Forecast Report allows you to see the current forecast depreciation cost for the business based upon accounting period, particularly helpful when budgeting.

To access the Depreciation Forecast Reports **select > Assets > Depreciation > Reports > Forecast Depreciation** from the Jobpac main menu.

This report only covers depreciation not amortisation, and is run for period within a Financial year.

Asset Disposals

A fixed asset can be disposed of and the Asset system can process the necessary accounting.

Disposal instructions may be entered throughout the month and they are processed in the monthly disposal update. The update is part of the monthly Depreciation run and disposal occurs before the Depreciation calculation.

Disposal Accounting

Disposal accounting includes:-

- **Depreciation** – calculated in the normal way up to the date of disposal. If the asset was disposed of prior to the current month the depreciation will be adjusted. Depreciation is credited and debited as normal.
- **Profit/Loss** – calculated as Sale Proceeds – (Original Cost – Accumulated Depreciation). A positive is a credit to profit and a negative is a debit to loss.
- **Accumulated depreciation** – Debited.
- **Proceeds** – Debited with the disposal amount.
- **Original Cost** – Credited.

Within Disposal Accounting, there are 2 different Disposal Account Options as seen in the following screen:

Edit System Level Addition/Disposal Accounts
⌵ ACTIONS

Work Id 915 Demonstration Company

Accounting :

Capital Account	1000214	⌵	Plant Capital		1000214	⌵	Plant Capital	
Asset Revaluation Reserve Account		⌵				⌵		
Asset Clearing Account	10002191	⌵	Asset Purchase Clearing		10002191	⌵	Asset Purchase Clearing	

Disposal Accounts :

OPTION (A)

- Disposal Cost		⌵				⌵		
- Disposal Provision for Depreciation		⌵				⌵		
- Disposal Proceeds		⌵				⌵		

OPTION (B)

- Profit on Disposal of Asset	10007005	⌵	Gain on Disposal of Fixed		10007005	⌵	Gain on Disposal of Fixed	
- Loss on Disposal of Asset	10009005	⌵	Loss on Sale of Fixed Ass		10009005	⌵	Loss on Sale of Fixed Ass	

Disposal Clearing Account

	10002192	⌵	Asset Disposal Clearing		10002192	⌵	Asset Disposal Clearing	
--	----------	---	-------------------------	--	----------	---	-------------------------	--

OPTION (A) caters for Clients that do not want to Post the Net Result, but show separately the individual components for a Disposal. This Option involves the:

Either of the above Disposal Accounts Options are defined at the Company, or Classification or Asset Override Level

For OPTION (A), the End of Month Disposal Journal Account postings are as follows:

Asset and Plant Hire

Debit **Disposal Cost Account** (amount = Asset Purchase Price).

Credit **Capital Account** (amount = Asset Purchase Price).

Debit **Provision for Depreciation account** (amount = accumulated Depreciation to date)
(this is sourced from Credit Account in Depreciation Rate account setup at Classification or Asset Override level).

Credit **Disposal Provision for Depreciation account** (amount = accumulated Depreciation to date).

Debit **Disposal Clearing Account** (amount = Disposal price).

Credit **Disposal Proceeds** (amount = Disposal price).

For OPTION (B), the End of Month Disposal Journal Account postings are as follows:

Debit **Disposal Clearing Account** (amount = Disposal price).

Credit **Capital Account** (amount = Asset Purchase Price).

Debit **Provision for Depreciation Account** (amount = accumulated Depreciation to date)
(this is sourced from Credit Account in Depreciation Rate account setup at Classification or Asset Override level).

Credit **Loss on Disposal of Asset Account or Profit on Disposal of account**
or Debit (amount = Loss OR Profit on Sale of Asset).

Book and Tax values will be calculated and recorded in the Asset System although only journals are created for Book values.

Note: Capital Gains must be handled outside the Fixed Assets System.

Asset Disposals Report

You may run a listing of all assets disposed of over a period of time.

To access the Asset Disposals Report select > **Assets > Depreciation > Reports > Disposals from the Jobpac main menu.**

Disposal Entry

Once an asset is registered as disposed it will have the disposed status although the accounting will not take place until the next monthly update.

To enter the Disposal information, use the '**Disposal**' right hand click against an Asset in the Asset Enquiry.

Dispose of Fixed Asset
⌵ ACTIONS

Work Id	915	Demonstration Company	
Stat Co.			
Asset	P0006	SECURITY COVERS FOR RB010	Purchase :
Quantity	1		Date 16/09/20
			Price 3,760.00
			C.E.R.
Classification :			
Resp	QLD	Queensland	
Cat	PL	Plant	Capitalised :
Group	EXC	Excavators	Date
Subgroup	ZZ	Not Used	Price 0.00
Disposal :			
Date	<input type="text"/>	<input type="text"/>	<input type="text"/>
Amount	<input type="text"/>	<input type="text"/>	<input type="text"/>
R.E.C.	<input type="text"/>	<input type="text"/>	<input type="text"/>
Debtor	<input type="text"/>	<input type="text"/>	<input type="text"/>
Reason	<input type="text"/>	<input type="text"/>	<input type="text"/>

Field	Definition
Date	Disposal Date (Mandatory)
Amount	Disposal Amount – Can be zero
R.E.C.	R.E.C. stands for Retirement of Existing Capital - it is the reverse of C.E.R. (Capital Expenditure Requisition). (Optional)
Debtor	Purchaser of the Asset (Optional)
Reason	Disposal Reason Code. This field may not be there, be an optional field or a mandatory field depending on a system Parameter (FADSPR)

If the Disposal Reason code field appears, use the Prompt function key while the cursor is in the Reason code field. This will provide a list of Valid Reason Codes:

Asset and Plant Hire

Operating Leases

Operating and Novated leases are treated exactly the same in the Asset system and both will be referred to as Operating leased assets. Although these types of leases are not strictly assets of a company they can be recorded within this system so they may be managed.

NB. This is a rarely used function

There is no Amortisation or Depreciation of an Operating Leased asset.

Operating Lease Assets can be billed to Jobs and Departments as part of the Hire Billing function.

No other journals are produced at EOM for Operating lease assets.

Lease Company

Every Lease Company that is dealt with must be set up in the Lease Company Control table.

To create Lease Companies select > **Assets > Operating Lease > Lease Companies.**

Lease Co	Lease Company Name	BSB No.	Bank Account No.	Branch Description
KYOCERA	KYOCERA	999999	13123123	NORWOOD
TOYOTA	Toyota	999999	234234234	BROWNING

New lease companies are added directly into this screen

Default Accounts

Default General Ledger Accounts are set up at the Classification level of Company, and Category. Each Category should correspond to a standard accounting category, although they do not have to. These defaults are used when a lease is set up and should rarely change.

Required for each Company and Category are:-

- General Ledger account for Suspense Credit.
- General Ledger account for lease debit.

Co.	Category	Category Description	Suspense Credit	Op Lease Debit
015	LS	Leased	10003670	10002105

Operating Leased Assets

The following screen displays all Operating Leased assets in the Asset system and it is from here that we can maintain the lease profile and view detailed payment schedules and monthly transactions.

To display Operating Lease Assets select > **Assets > Operating Leases > Operating Leased Assets**.

The screenshot shows the 'Add Asset' interface. At the top, there are buttons for 'ACTIONS', 'OK', and 'BACK'. Below this is a search bar with '015' entered and a 'Contains' filter. A table lists assets with columns: Co., Asset, Asset Description, Purchase Date, Purchase Price, and Disposed. The first row is highlighted, and a context menu is open over it, showing 'Lease Profiles' and 'Lease Transactions' options.

Co.	Asset	Asset Description	Purchase Date	Purchase Price	Disposed
015	M0018	Sedan - Operating Lease	15/03/2022	32,000.00	N

Select Lease Profiles, then Add

The screenshot shows the 'Edit Operating Lease Detail' screen. It contains various input fields for lease information: Work Id (015), Asset (M0018), Lease Start Date (15/03/2022), Lease End Date (15/03/2025), Lessor (TOYOTA), Lease Agreement Number (LAN123214), and Regular Payment Frequency (MTH). Below these is a 'Payments' table with columns for Date, Amount, and Method. At the bottom, there are fields for 'Payment Accounting' with Credit (10003670) and Debit (10002105) codes.

Payments	Date	Amount	Method
First	15/04/2022	800.00	DD
Regular	15/05/2022	800.00	DD
Last	15/03/2025	800.00	DD

Asset and Plant Hire

When you add an Operating lease you input all lease profile information and then when you press enter the full and detailed payment schedule is calculated using the dates input. The schedule will begin with the first payment date and amount and the second payment date will be the date keyed into the regular payment date. After that the payment dates are whatever the timeframe is until the last payment date is reached. This can be tricky so until you are familiar with the calculated dates check what you input very carefully after the calculation has taken place. If the generated payment schedule is incorrect just delete it and start again or edit it.

Lease start date and end date are for information only and have no effect on the generation of the payment schedule.

The Operating Lease Capital Cost is based upon the Purchase Price of the Asset.

Once all the above data has been entered the Asset System can generate a detailed payment schedule for the whole of the life of the Asset that may be used to provide payment instructions and confirmations as well as calculate the monthly operating lease journals required for General Ledger accounting.

The system does not produce these journals.

Display Asset Operating Leases ACTIONS OK BACK

Work Id 015 Demonstration Company
Asset M0018 Sedan - Operating Lease

Start	End	Lessor	Agreement	Payment	Amount	Method	Freq
15/03/2022	15/03/2025	TOYOTA	LAN123214	As per lease	800.00	DD	MTH

Edit
 Delete
 Display Detailed Profile

This displays the schedule

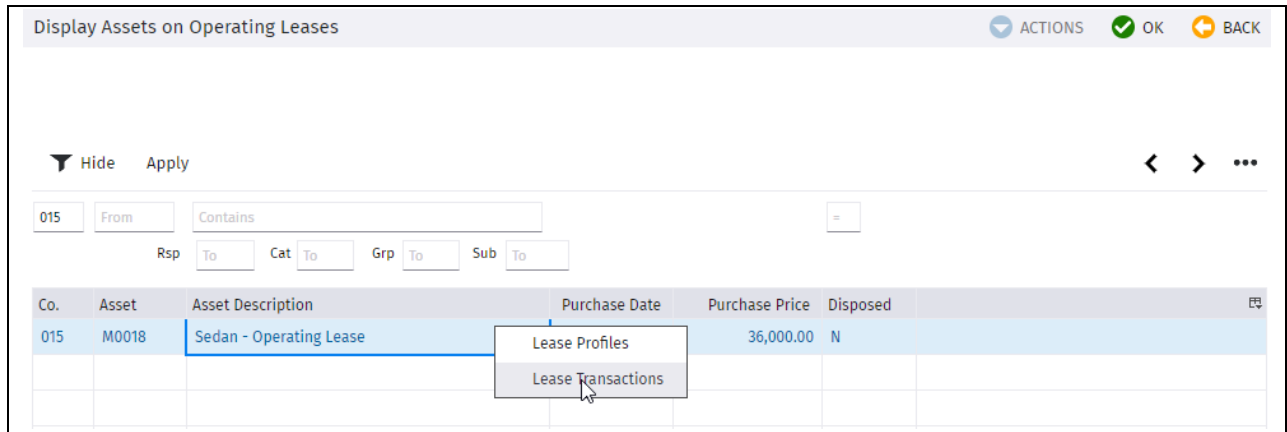
Display Operating Lease Profile ACTIONS OK BACK

Work Id 015 Demonstration Company
Asset M0018 Sedan - Operating Lease

Period	MTD	Date	Amount	Type	Lessor	Agreement
APR22	DD	15/04/2022	800.00	F	TOYOTA	LAN123214
MAY22	DD	15/05/2022	800.00	R	TOYOTA	LAN123214
JUN22	DD	15/06/2022	800.00	R	TOYOTA	LAN123214
JUL22	DD	15/07/2022	800.00	R	TOYOTA	LAN123214
AUG22	DD	15/08/2022	800.00	R	TOYOTA	LAN123214
SEP22	DD	15/09/2022	800.00	R	TOYOTA	LAN123214
OCT22	DD	15/10/2022	800.00	R	TOYOTA	LAN123214
NOV22	DD	15/11/2022	800.00	R	TOYOTA	LAN123214
DEC22	DD	15/12/2022	800.00	R	TOYOTA	LAN123214
JAN23	DD	15/01/2023	800.00	R	TOYOTA	LAN123214
FEB23	DD	15/02/2023	800.00	R	TOYOTA	LAN123214
MAR23	DD	15/03/2023	800.00	R	TOYOTA	LAN123214
APR23	DD	15/04/2023	800.00	R	TOYOTA	LAN123214
MAY23	DD	15/05/2023	800.00	R	TOYOTA	LAN123214

Operating Lease Transactions

Operating Leased Assets, right click select **Lease Transactions**.



This displays the monthly transactions in the General Ledger

Operating Lease Reports

The Operating Lease Reports can be accessed via the following menu:

Operating Leases - Payments Due Report

A Lease Payment schedule report can be run at any time during the month and as many times as necessary. It shows lease payments due by each payment method (Cheque, EFT etc. within an accounting period for each Lessor.

The report can be used firstly to check the payments due. If payments are incorrect then go back to the lease profile and make the necessary changes. The accounting transactions are generated from the lease profile and the books won't balance if you pay a different amount than on the schedule.

Operating Leases - Payment Details Report

A detailed report is available that shows all operating lease payments made for an accounting period.

Operating Leases - Lessor Report

A detailed report is available that shows all operating lease payments made by Lease Company for an accounting period.

Operating Leases - Suspense Account Reconciliation

A report is available to reconcile the General Ledger suspense account. All the Operating lease payment amounts should have been debited to this account and the monthly update should have credited this account, therefore leaving a zero net result.

To access the Suspense Account Reconciliation select > *Assets* > *Operating Leases* > *Reports* > *Suspense A/c Reconciliation* from the Jobpac main menu.

Operating Leases - Payment Debit Reconciliation

Asset and Plant Hire

A report is available to reconcile the General Ledger payment account.

Operating Leases - Forecast Future Costs Report

You can run a report that will predict the future Operating Lease costs. It does this by listing payments due according to the lease profiles already in the system. It does no estimation of possible future purchases so these must be taken into account.

Operating Leases Expiring

You can run a report that will list leases expiring in a selected timeframe. This report can be the basis for deciding what will happen to the operating leased assets. Some may be returned to the lessor and others kept.

Operating Leases with No Profile Report

All Operating leased assets should have a profile unless they are very new. There is a report that lists operating leased assets without a profile. The monthly lease update cannot go ahead if there are some assets without a profile.

Finance Leases

An Asset purchased under a Finance Lease is recognised on the Company Balance Sheet as an asset with a corresponding lease liability which reduces with every lease payment.

At the end of each month a Finance Lease update takes place and this creates the required accounting journals and automatically posts them to Jobpac. The Asset System holds details of the individual Asset transactions and they may be linked to the General Ledger via the Internal Reference.

The update can include:

- Acquisitions.
- Payments.
- Amortisation.
- Transfers.

The monthly update cannot go ahead if a finance lease does not have a profile or an amortisation rate.

On a monthly basis amortisation is recognised and offset against the asset. For Statutory purposes asset costs will be amortisation, interest and other sundry charges (stamp duty and F.I.D.).

Lease Company

Every Lease Company that is dealt with must be set up in the Lease Company Control table. This is the same as for Operating Leases.

Finance Lease Default Accounts

You can set up Finance Lease default accounts so that when a lease profile is entered a set of General Ledger Accounts to be used for accounting, automatically appears on the data entry screen. This will avoid data keying problems and ensure a standard set of accounts. The defaults are set up at Category level.

To create Default Accounts select > **Assets > Finance Leases > Default Accounts**.

Edit Finance Lease Default Accounts

ACTIONS
OK
BACK

Hide Apply
< > ...

Co.	Cat	Category Description
015	LS	Leased

< > ...

Payment Credit	10003660
Payment Debit	10003195
Current Liability	10003195
Non-Current Liability	10004050
Leased Asset	10002105
Fixed Asset	10002105
Accum Amortisation	10002161
Amortisation Debit	10009226
Accum Depreciation	10002161
Interest Charges	10009611

Asset and Plant Hire

Financed Leased Assets

The display of financed leased assets is the area where the lease profiles are set up and maintained. You can also view payment schedules and all the accounting history.

To display Leased Assets select > Assets > Finance Leases > Financed Lease Assets.

Display Assets on Finance Lease ACTIONS OK BACK

*Hire Purchase Finance Lease

Hide Apply < > ...

Rsp Cat Grp Sub

015 M0001 Contains F

Co.	Asset	Asset Description	Asset Type	Purchase Date	Purchase Price	⌵
015	M0001	Isuzu N Series 2D Cab Chassis		1/04/2018	34,238.52	
015	M0002	2017 Isuzu NPR65		1/01/2018	42,698.19	
015	M0003	Holden Colorado RG 2.8 Crew Ca		1/06/2017	26,227.20	
015	M0005	2017 Holden Utility		12/02/2018	31,508.14	
015	M0006	Holden Colorado MY18 4WD Crew		1/03/2018	27,471.04	
015	M0007	Colorado LS Space Cab 4x4 allo		1/09/2018	27,793.99	

Profiles

Assets on Financial Lease right click and select **Profiles** to give details of that finance asset lease.

Display Asset Finance Leases ACTIONS OK BACK

Work Id 015 Demonstration Company
Asset M0001 Isuzu N Series 2D Cab Chassis

+ < > ...

Start	End	Lessor	Agreement	Original Finance Value	Payment	Amount	Method	Freq	⌵
19/09/2017	18/09/2022	TOYOTA	TOYOTA01	34,238.52	15/11/2017	647.85	DD	MTH	

Then select **Edit**

Asset and Plant Hire

Edit Finance Lease Detail
ACTIONS OK BACK

Work Id	015	Demonstration Company
Asset	M0001	Isuzu N Series 2D Cab Chassis
Lease Start Date	<input type="text" value="19/09/2017"/>	
Lease End Date	<input type="text" value="18/09/2022"/>	
Lessor	<input type="text" value="TOYOTA"/>	Toyota
Agreement Number	<input type="text" value="TOYOTA01"/>	
Interest Rate	<input type="text" value="5.11"/>	
Arrears or Advance	<input type="text" value="R"/> Arrears	
Residual Amount	<input type="text" value="0.01"/>	
Regular Payment Frequency	<input type="text" value="MTH"/>	

Payments :	Date	Amount	Mtd	Fin Charge
First	<input type="text" value="15/10/2017"/>	<input type="text" value="647.85"/>	<input type="text" value="DD"/>	<input type="text"/>
Regular	<input type="text" value="15/11/2017"/>	<input type="text" value="647.85"/>	<input type="text" value="DD"/>	<input type="text"/>
Last	<input type="text" value="18/09/2022"/>	<input type="text" value="647.85"/>	<input type="text" value="DD"/>	<input type="text"/>

General Ledger Accounts :	
Lease Payment CR	<input type="text" value="10003660"/>
Lease Payment DR	<input type="text" value="10003195"/>
Current Liab	<input type="text" value="10003195"/>
Non-Current Liab	<input type="text" value="10004050"/>
Amortisation	<input type="text" value="10009226"/>
Accum Amort	<input type="text" value="10002161"/>
Leased Assets	<input type="text" value="10002105"/>
Fixed Assets	<input type="text" value="10002105"/>
Accum Depn	<input type="text" value="10002161"/>
Interest Charges	<input type="text" value="10009611"/>

Existing Profiles can be changed.

Early Payout of Finance lease

Right click and select **Early Payout** to process the early payout of a Finance Lease.

Early Lease Payout
ACTIONS OK BACK

Work Id	015	Demonstration Company
Asset	M0001	Isuzu N Series 2D Cab Chassis
Lease Start	<input type="text" value="19/09/17"/>	
Lease End Date	<input type="text"/>	
Last Payment Date	<input type="text"/>	
Last Payment	<input type="text"/>	

New Finance Lease

When you initially create a new Finance Lease, the Asset is created entered in the usual way with the Asset type set to 'F' (Finance Lease).

You create a new Finance Lease inputting all lease profile information. When you press enter, the full and detailed payment schedule is calculated using the dates and amounts input

Note: After that the payment dates are whatever the timeframe is until the last payment date is reached. This can be tricky so until you are familiar with the calculated dates check whatever you input very carefully after the calculation has taken place. If the generated payment schedule is incorrect just delete it and start again or edit it. Lease start date and end date are for information only and have no effect on the generation of the payment schedule.

Asset and Plant Hire

To add a new lease profile > Assets > Finance Leases > Finance Leased Assets, right click **Profiles**, and then **Add** from the Actions menu. Two options can be displayed

If Parameter FAFNBL position 1 is set to Y, then the interest rate is calculated by the system.

If Parameter FAFNBL position 1 is set to N, then the interest rate must be entered.

Auto Interest Rate Calculation

Edit Finance Lease Detail

▼ ACTIONS
 ✔ OK
 ↶ BACK

Work Id	015	Demonstration Company
Asset	M0019	Vehicle - Finance lease

Lease Start Date	18/03/2022				
Lease End Date					
Lessor					
Agreement Number					
Interest Rate	0.00				
Arrears or Advance	A	Advance			
Residual Amount					
Regular Payment Frequency	M				
Number of Repayments					
Original Finance Value					
Value of the Asset	48,000.00				
Total Interest Payable					

Payments :					
	Date	Amount	Mtd	Fin Charge	
First					
Regular					
Last					

General Ledger Accounts :	
Lease Payment CR	10003660
Lease Payment DR	10003195
Current Liab	10003195
Non-Current Liab	10004050
Amortisation	10009226
Accum Amort	10002161
Leased Assets	10002105
Fixed Assets	10002105
Accum Depn	10002161
Interest Charges	10009611

Interest Rate Entry

Edit Finance Lease Detail

▼ ACTIONS
 ✔ OK
 ↶ BACK

Work Id	015	Demonstration Company
Asset	M0019	Vehicle - Finance lease

Lease Start Date	18/03/2022				
Lease End Date					
Lessor					
Agreement Number					
Interest Rate	0.00				
Arrears or Advance	A	Advance			
Residual Amount					
Regular Payment Frequency	M				

Payments :					
	Date	Amount	Mtd	Fin Charge	
First					
Regular					
Last					

General Ledger Accounts :	
Lease Payment CR	10003660
Lease Payment DR	10003195
Current Liab	10003195
Non-Current Liab	10004050
Amortisation	10009226
Accum Amort	10002161
Leased Assets	10002105
Fixed Assets	10002105
Accum Depn	10002161
Interest Charges	10009611

Term	Definition
Interest Rate	The interest Rate is either entered Manually or Automatically depending on the value of the 'FAFNVL' parameter position 1. If the Interest Rate is calculated Automatically, the 'Number of Repayments' and 'Original Finance Value' fields will need to be entered.
Arrears or Advance	Indicates whether payments are made in Advance (field value is 'A') or Arrears (field value is 'R'). This field can be prompted
Residual Amount	Residual Amount
Regular Payment Frequency	Regular Payment Frequency. This field can be prompted (ONLY entered if Interest rate is calculated Automatically).
Number of Repayments	Number of Finance Lease Repayments (ONLY entered if Interest rate is calculated Automatically).
Original Finance Value	Value of Finance Lease (ONLY entered if Interest rate is calculated Automatically).
Value of the Asset	Purchase Price of Asset (Display Only)
Total Interest Payable	Total Interest Payable for term of lease (Calculated by the system)
First Payment Date	Date of the First Payment.
First Payment Amount	First Payment Amount
First Payment Method	This field can be prompted
First Payment Finance Charge	First Payment Finance Charge
Regular Payment Date	Date of the First Regular Payment. Also indicates day of the month all other Regular Payments will be Made on. The Day part of the Payment Date must not be greater than 28 as payments may go over years and the highest numbered day common to all months is 28. Usually enter the date of the second payment.
Regular Payment Amount	Regular Payment Amount
Regular Payment Method	This field can be prompted
Regular Payment Finance Charge	Regular Payment Finance Charge
Last Payment Date	Date of the Last Payment.
Last Payment Amount	Last Payment Amount
Last Payment Method	This field can be prompted
Last Payment Finance Charge	Last Payment Finance Charge

Once you have entered all the profile details and pressed the Enter key, the system will generate the profile for the whole of the life of the asset's lease. This is known as the 'Lease Cat' Details generated by accounting period are:-

Asset and Plant Hire

- Payment amount.
- Outstanding liability amount.
- Finance charge – stamp duty and FID.
- Interest Charge
- Liability reduction

Upload of Finance Leases

There is a menu option that allows the uploading of finance leases.

Upload - Asset Finance Lease Upload (Add Mode) ✕

1

Open Template

Click here to open a new template then populate with your new data and save locally. Or, skip this step if you have a template already prepared.

2

Upload To Server

Click here to locate your excel file and upload it to the Jobpac Connect Cloud.

3

Validate And Insert

Check additional upload options if you see any below, then click here to validate and insert the uploaded data into your database.

✕ **Close**

FAAFINLEAS

Assets must first be added to the system

Capitalisation/Transfers

When the final lease payment is paid the asset is capitalised. This is recognised as a transfer on an Asset Register Report from the date capitalised the Asset is depreciated.

For Book purposes the original Asset cost is used for Prime cost calculations and the previous amortisation amount is treated as Accumulated Depreciation to give a written down value. For tax purposes the opening balance is the residual amount. From then on the asset is treated as capitalised but all of its previous lease transaction history is available.

The liability is removed by payment of the residual amount to the Lessor. If the liability amount is not reduced to zero the difference is applied to the Asset Finance Charge.

The following journals are required to capitalise a leased asset:-

- Credit Leased Asset with the Original Cost.
- Debit Fixed Asset with the Original Cost.
- Debit Accumulated Amortisation with Total Asset Amortisation.
- Credit Accumulated Depreciation with Total Asset Amortisation.

You cannot dispose of a Finance Leased asset as the system will only allow for disposal of a capitalised asset. Therefore where required you will need to payout the lease and depreciate the asset for a day. The system holds the fact that a fixed asset was previously leased so that special tax provisions may be applied.

Capitalisation/Transfers Report

Asset and Plant Hire




A report is available that will show you transfer details by asset for a selected accounting period range

Early Payout of Finance Lease

A finance lease may be paid out at any time and the asset capitalised. This is essentially no different from capitalising an asset that has had a full term lease. This is a special facility available whenever you want to end the lease earlier than expected. Normally the system will automatically transfer a leased asset to fixed asset at the end of the lease and no user action is required.

You enter the lease end date, last payment date and the last payment amount and the system will recalculate the lease profile. The lease end date will be the last day the asset is treated as a leased asset and depreciation will apply from the day after.

The asset will be capitalised and processed exactly the same as any full term asset. Once capitalised its cost for tax purposes will be the opening month's outstanding liability.

Early Lease Payout		 ACTIONS  OK  BACK
Work Id	015	Demonstration Company
Asset	M0001	Isuzu N Series 2D Cab Chassis
Lease Start	19/09/17	
Lease End Date	<input type="text" value=""/>	
Last Payment Date	<input type="text" value=""/>	
Last Payment	<input type="text" value=""/>	

Finance Lease Payments

Finance Lease payments are made up of:-

- Fixed finance charges = stamp duty and FID.
- Interest charge = (opening liability * Interest rate) / 365 * Days in period.
- Liability reduction = lease payment – (finance charge + interest charge).

When an asset profile is entered these details are calculated for each accounting period and are available for the full term of the lease. The system produces a Lease payment schedule which will show, by Payment method and Date the payments due.

When the Monthly update runs it creates the journals for the lease payment accounting and automatically posts them to Jobpac. The journals are:-

- Credit Finance Lease Suspense with payment amount.
- Debit Liability with the liability reduction.
- Debit finance charge with the stamp duty and FID and interest.

The liability reduction must be applied so that the current liability is the amount for the current calendar year for a year ahead and the remaining balance non-current. So a lease in its final year would have all its liability as current.

Even if a lease is not paid monthly the interest charge is still calculated and journalled therefore increasing the lease liability.

Asset and Plant Hire

Payment transaction history is available to view from the system and shows all the individual payment details by asset.

Amortisation

The Finance leased asset is amortised throughout its lease period. An Amortisation update is run at the end of each month and it calculates the amortisation amounts and automatically journals them into Jobpac. Transaction details are available in the asset system.

Amortisation is calculated from the Date of Purchase using the Purchase Price up to the date the asset is capitalised after which depreciation takes over. The amortisation rate and type is the assets classification depreciation book (BK) default or TAX Default (in the case of Hire Purchase Finance Leases), unless an override is instructed at the asset level. This ensures that when the asset is capitalised its depreciation rate will automatically be the same as its amortisation rate.

Amortisation amounts are calculated in exactly the same way as Depreciation:-

$$(\text{Amortisation \%} / \text{Number Days in Year}) / \text{Number Days in Month.}$$

If an asset is acquired mid-month this is taken into account. Amortisation is calculated up to the day before the date capitalised. Amortisation costs can be recovered in the cost billing procedure.

Finance Lease Reports

Finance Lease Amortisation Report

You can run a report that will show you all the amortisation details for an accounting period range and use it to check and reconcile the General Ledger accounts.

Payments Due Report

A Lease Payment schedule report can be run at any time during the month and as many times as necessary. It shows lease payments due by each payment method (cheque, EFT etc.) within an accounting period for each Lessor.

The report can be used firstly to check the payments due. If payments are incorrect then go back to the lease profile and make the necessary changes. The accounting transactions are generated from the lease profile and won't balance if you pay a different amount from the one on the schedule.

Finance Lease Exception Report

Before the end of month Finance Lease update can run all leased asset are checked to make sure they have a profile and an amortisation rate. If an asset is missing either of these things it will be listed on the lease exception report. End of month cannot go ahead of there are any entries on this report. You can run this report at any time throughout the month and it must be run immediately before month end.

Asset and Plant Hire

Finance Lease Lessor Report

A Lessor report is available that shows by Accounting Period, Lessor and Lease agreement number the lease payments made. It may be used to check payments made to individual lease companies and may even be sent to lease companies as a payment summary.

Finance Lease Category by Agreement Report

A report is available that lists all lease profile information at asset or lease agreement level.

Finance Lease Forecast Future Costs Report

You can run a report that will predict the future Finance Lease costs. It does this by listing payments due according to the lease profiles already in the system. It does no estimation of possible future purchases so these must be taken into account.

Finance Leases Expiring

A report is available that will show you all the Finance leases expiring in a selected accounting period range. It can be used to check the profiles and take the required actions in returning or keeping the assets.

Finance Lease Transaction Report

The Payment Detail report shows all payment transaction details for an accounting period range and may be used to check and reconcile the General Ledger accounts.

Assigning Costs to Assets

Instead of recording data against a Job or Department in the Jobpac General Ledger it may be assigned directly to an Asset.

The main areas in Jobpac where this may occur:

- Purchase Orders.
- Invoices (A/P or A/R).
- Direct Debits.
- Delivery Dockets.
- Work orders.
- Journals.

The Jobpac system accepts an Asset Number and a Cost type and interfaces with the asset system to retrieve a General Ledger Account. To make this work you just need to set up Asset Cost Types.

Note: The Asset Cost Types are NOT the same as the Job Costing Cost Types

Maintenance of Asset Cost Types

Any number of asset cost types can be set up, and linked to GL accounts. The GL accounts can be set against the asset, or an asset classification, or for the company.

Asset Cost types must be first set up in the asset system with default General Ledger Account Numbers at the system level. This information is used as default data when defining Asset Cost Types at the Classifications and Asset Override levels.

To create Cost Codes at the system level, select > **Asset > Asset Costs > Cost Types**

FA - Cost Type Maintenance						ACTIONS
<input type="checkbox"/> Hide Apply						+
From	<input type="text" value="Contains"/>	From	<input type="text" value="From"/>	=	<input type="text"/>	
To	<input type="text"/>	To	<input type="text"/>		<input type="text"/>	
Type	Description	Def Wkid	Default G/L Account	Header		
FU	Fuel and Oil	015	10009362			
IN	Insurance	015	10009365			
MT	Maintenance	015	10009363			
OT	Other Costs	015	10009361			
RE	Registration	015	10009364			

Asset and Plant Hire

Classification Cost Types

GL accounts for Cost Types can be overridden at the Classification level

To create Cost Codes at the Classification level, select > **Assets > Asset Costs > Classification Cost Types.**

Right click on the Classification and **Select.**

FA - Classification Cost Type Maintenance ACTIONS

Hide Apply

Co	Res	Responsibility Desc	Cat	Category Description	Grp	Group Description	Sub Grp	Sub-Group Description
015	QLD	Queensland	IT	Computers	LAP	Laptop	ZZ	Not Used
015	QLD	Queensland	LB	Land and Buildings	BUI	Buildings	ZZ	Not Used
015	QLD	Queensland	LB	Land and Buildings	LAN	Land	ZZ	Not Used
015	QLD	Queensland	LS	Leased	MOT	Motor Vehicle	ZZ	Not Used
015	QLD	Queensland	OE	Office equipment	APP	Appliances	ZZ	Not Used

Then override GL accounts can be entered for select Cost types

Asset Cost Type Overrides

You can also define Cost Types at the Asset level within a particular Workid

Right click Option on the Display Classification Cost Types Screen and select **Edit Overrides.**

Display Asset Cost Type Overrides ACTIONS

Hide Apply

Co.	Asset	Rsp	Cat	Grp	Sub Grp	Asset Description	Typ	Dsp	Override
015	B0003	QLD	LB	LAN	ZZ	LHI - Curtin Avenue PYARD	C	N	N
015	C0001	QLD	IT	LAP	ZZ	Laptop - Dell Latitude E5570	C	N	N
015	C0002	QLD	IT	LAP	ZZ	Laptop - Dell Latitude E5570	C	N	N
015	C0003	QLD	IT	LAP	ZZ	Laptop - Dell Latitude E5570	C	N	N

Asset Cost Reports

Asset Cost Report

A report is available that lists all assets costs assigned to the asset excluding the financial costs.

To access the Asset Cost Report select > **Asset > Asset Costs > Reports > Asset Cost Report** from the Jobpac main menu.

Asset Cost and Income Report

A report is available that lists all costs assigned to an asset including finance charges. It also shows income generated from asset hire.

Hire Billing

There are two types of Billing in the Asset system.

- Hire - Charging a Job or Department for the hire of an asset which involves setting a charge out for the asset for a timeframe. The Asset system stores the location of an asset and this is where its hire levy is charged. If a hire charge is made there must be a hire instruction.
- Cost - There is also charging for a Job or Department for the real cost of an asset. The cost may be Asset Depreciation/Amortisation, Operating Lease or Statutory Finance Lease costs. This is explained elsewhere in this document.

An asset's location for hire purposes is kept so that there is a record of current and past locations. Location of an asset could be:

- a Job,
- Overhead department,
- Storage,
- Maintenance
- Anything else defined within the system.

The system is flexible and it is possible to charge Hire or Cost, both or none.

There are two end of month calculation runs, one for Billing Hire and another for Billing Cost. Asset hire and cost charges are calculated, recorded and a journal produced which is posted to the Jobpac system into the current accounting period. General Ledger transactions are generated at Job and cost centre or department level and asset level transactions in the asset system.

Monthly, daily and hourly hire can be charged. A full month of hire results in the full monthly charge and a part month of hire is calculated as the proportion of number of days of hire. Daily hire assumes a seven-day working week to Friday. So four weeks of daily hire would result in twenty eight days of charges. Assets are charged from the date commenced to the return date inclusive.

It may not be possible to process the entire asset billing in the correct month. A new job may not have been set up, or an asset is late getting onto the system. Therefore the system will handle back dated hire billing instructions for both outgoing and incoming hire. The system will only create journals for the current Accounting Period. Credits will be created automatically for late returned assets where they have already been charged.

For assets with multiple quantities the billing amount will be calculated as normal and then multiplied by the asset quantity.

Billing a credit amount can do adjustments to Hire Billings that cannot be achieved via back-billing.

Hire Billing Planning Codes

A Planning Code is used to describe where an asset is. Theoretically, an asset could be:

- in storage,
- being maintained,
- externally hired or
- internally hired.

Asset and Plant Hire

You can set up your own set of codes to match the business needs.

To create Planning Codes select > **Asset > FA Controls > Billing > Billing Planning.**

FA - Billing Planning Code Maintenance							ACTIONS
Hide Apply							
015	Frm	Contains	=	=	=	=	
015	To						
Co.	Plan	Description	Billable	Availability	Idle	Sundry Charge	
015	INT	Internal Hire	Y	Y	N	N	
015	SCH	Sundry Charge	Y	Y	N	Y	
015	STO	Storage	N	Y	Y	N	

Each code has four indicators:-

Billable – If set to Yes Billing hire charges will be calculated and charged according to the Billing Instruction.

Availability – If set to Yes means that the asset is ready to be hired. For example an asset in storage would be available for hire.

Idle – This indicator defines an Idle Location Record. An Idle Asset is defined as active (non Disposed) assets with no location instruction or a location instruction with a Planning code defined as an “Idle” Type Planning Code.

Sundry Charge – This indicator defines a certain type of Location record. Sundry Charge Location records allow for creation of Sundry (one off) charges to be created for the current Accounting Period. Multiple Sundry Charge Location records can be created for each Accounting Period.

In fixed assets, if the planning code is not setup in billing default account maintenance the system will use the default planning code defined in system parameter FACOST position 14 to 16.

Billing Rate Type

An asset may have a number of Billing rates and these may be set up in the system for easy data entry. Each different rate is identified by a Billing Rate Type. You can use the Type to set up Billing defaults.

To create Billing Rate Types select > **Assets > FA Controls > Billing, > Billing Rate Type.**

FA - Billing Rate Type Maintenance		ACTIONS
Hide Apply		
From	Contains	
To		
Type	Description	
STD	Standard	
EDP	Computer Equipment	

Asset and Plant Hire

Hire Billing Defaults

You can set up defaults for location instruction so that data entry is simpler and more accurate. The Billing defaults can be set up at Company, Responsibility and Category level. The Billing rate type and the Income General Ledger Account may be set up. The Income account will default to the Billing Instruction entry screen (Asset Hire Billing Location record).

To create Billing Defaults select > **Assets > FA Controls > Billing > Billing Defaults.**

FA - Billing Defaults Account Maintenance ACTIONS

Hide Apply +

015	From	From	From	From	From	From	From	From	Contains	From	Contains
015	To	To	To	To	To	To	To	To		To	

Co.	Res	Cat	Income Wkid	Income GL Account	Cost Centre	Billing Rate Type	Billing Rate Description	Planning Code	Planning Code E
015	QLD	LS	015	10007400		STD	Standard	INT	Internal Hire
015	QLD	PL	015	10007400		STD	Standard	INT	Internal Hire

Hire Billing Rates (Classification level)

Hire Billing rates may be set at Classification or Asset level and may be a daily or monthly rate. A rate set at Asset level is known as an Override Rate. The Internal Hire Billing rate set up as the default will be the one that appears as the default rate on the Billing Instruction screens.

The setting of Billing rates is optional and if an asset does not have a Classification rate or an override then location entry screens will have zero rate and the Billing rate may be entered at that point. If a Billing rate is changed then all assets already on hire will remain with their original rates and only assets hired after the change of rate will pick up the new rate.

To create/maintain Billing Rates at the classification level, select > **Assets > Asset Billing > Set Daily/Monthly Rates**

Display Classifications ACTIONS

Hide Apply

Co.	Rsp	Cat	Grp	Sub	Tot	Rate	Group Description	Subgroup Description
015	QLD	IT	LAP	ZZ	3		Laptop	Not Used
015	QLD	LB	BUI	ZZ	0		Buildings	Not Used
015	QLD	LB	LAN	ZZ	1		Land	Not Used
015	QLD	LS	MOT	ZZ	19		Motor Vehicle	Not Used
015	QLD	OE	APP	ZZ	2		Appliances	Not Used
015	QLD	OE	PRT	ZZ	2		Printers	Not Used
015	QLD	PL	CON	ZZ	2		Containers	Not Used
015	QLD	PL	EXC	ZZ	5		Excavators	Not Used
015	QLD	PL	GEN	ZZ	1		Generators	Not Used
015	QLD	PL	RIP	ZZ	1		Rippers	Not Used

Asset and Plant Hire

Then Select the Classification and **Billing Rates**

Edit Classification Billing Rates							ACTIONS	OK	BACK
Work Id	015	Demonstration Company							
Resp	QLD	Queensland							
Category	LS	Leased							
Group	MOT	Motor Vehicle							
Subgroup	ZZ	Not Used							

Billing Rate Code	Billing Rate Type Description	Billing Rate Amount	Billing Rate Description	Date	Timeframe (D=Daily, M=Monthly)	Rate Charge Applied
STD	Standard	500.00	Standard Vehicle Hire	15/03/2022	M	N

Only if the 'Rate Change applied' flag is set to 'N' (No), you can right click and select **Apply Rate Changes** to apply the selected Rate change to relevant open Hire Billing Location Records for the Classification. After this has been done, the 'Rate Change applied' flag will be set to 'Y' (Yes).

There is an option to Preview these changes before they occur.

Edit Classification Billing Rates							ACTIONS	OK	BACK
Work Id	015	Demonstration Company							
Resp	QLD	Queensland							
Category	LS	Leased							
Group	MOT	Motor Vehicle							
Subgroup	ZZ	Not Used							

Billing Rate Code	Billing Rate Type Description	Billing Rate Amount	Billing Rate Description	Date	Timeframe (D=Daily, M=Monthly)	Rate Charge Applied
STD	Standard	500.00	Standard Vehicle Hire		M	N

- Billing Rate History
- Apply Rate Changes
- Preview Rate Changes
- Delete

Classification Billing Rates – Billing Rate History

On a Classification Billing Rates line, Right click and select **Billing Rate History**.

This enables the User to see the past History of Billing Rates for the Classification.

Asset Override Billing Rates

To create/maintain Billing Rates at the Asset level select Billing Rate Override from the main menu.

The process is the same as for Classification Billing Rates

Classification Level Billing Rate Changes

Billing rates may also be changed (by a percentage or by a Dollar amount) across a group of Classifications. These changes can be positive or negative.

Note that these changes apply to Billing Rates at the Classification Level, and NOT to Billing Rates in Open Hire Billing Location Records.

To Change Billing Rates at the classification level, select > **Assets > FA Controls > Billing > Billing Rate change.**

Select **Apply Rate Changes** from the **Actions** to apply the selected Rate change to all Rates for the selected Classification.

There is a preview option to see what classifications will change.

Hire Billing Reports

Billing Rate Change History Report

A report is available that provides a History of Classification Billing Rate Changes.

Asset and Plant Hire

Non-Billing Days

The system allows for non-billing days to be entered. For example there may be Christmas shutdown period.

To create Non-Billing Days select > Assets > FA Controls > Billing > Plant Non-Billing Days.

What's On Site Reports

There is a facility where a Job or Department can list all the Assets currently on hire to them. You can use this to estimate billings for the month and to correct any problems such as wrong cost centres before the billings run takes place. The report could also be used by the Asset system administrator to review location instructions before a Hire Billings run.

Asset and Plant Hire

Hourly Plant Hire Billing via Timesheets

Jobpac has functionality that allows plant assets to be hired out internally and billed on a **daily** or **monthly** basis.

NB. Timesheets can only be entered against asset marked with a Family code of 'P'

Creating Hourly Billing Rates

To create the billing rates for plant items select Hourly Rates (Timesheets)

The following screen will be displayed.

Plant Maintenance - Plant Listing

INCOME RATES

Hide Apply

Wkid	Asset	Description	Income Wkid	Income Account	Income Description	On Hire Date	Off Hire Date
15	P0010	VOLVO EXCAVATOR					
15	P0011	VOLVO ECR58 EXCAVATOR 2017	15	10007400	Revenue Recovery for Plant Hir		
15	P0012	Trailer - Water Trailer					
15	P0013	DUAL AXLE BOX TRAILER					
15	P0014	CHEIEFTAIN FUEL TRAILER					
15	P0015	CAR TRAILER					

While on the Income Tab **Select** will display the following screen

Plant Maintenance - Plant Details

Asset P0011 VOLVO ECR58 EXCAVATOR 2017

Expense recovery

Work id 15 15 Demo Stock/Assets MASTER

Account 10007400 Revenue Recovery for Plant Hir

Dates

On Hire

Off Hire

Rates	Normal	Overtime	Idle	Broken	Sunday
Day	100.0000				100.0000
Night	140.0000				140.0000

This is a Pump Asset

Registration

Rego Expiry

The income account can be entered, and the specific day and night rates can be entered.

The following details can be entered.

Term	Definition
Work ID	Enter the owning Work ID number
Account	Enter the default income account that the revenue from the hire will be allocated to.
Dates On Hire/Off Hire	Enter dates for the period that the item is hired out. This is a reference only field and entry is not mandatory.

Term	Definition
Rates	Enter the hourly rates for the item

Ignore any reference to Pump Assets, and Assigning Pump Crew.

NB. The Sunday Rates should always be entered in case a Sunday date is entered in the Plant timesheets by mistake.

Selecting the Rates tab will display the various hourly rates that apply to the assets.

Plant Maintenance - Plant Listing											ACTIONS	OK	BACK					
INCOME		RATES																
Hide	Apply																	
From	P0010	Contains	From	From	From	From	From	From	From	From	From	From	From	From	From	From	From	
To	To		To	To	To	To	To	To	To	To	To	To	To	To	To	To	To	
Wkid	Asset	Description	Day Rate Normal	Day Rate Overtime	Day Rate Idle	Day Rate Broken	Night Rate Normal	Night Rate Overtime	Night Rate Idle	Night Rate Broken	☰							
15	P0010	VOLVO EXCAVATOR																
15	P0011	VOLVO ECR58 EXCAVATOR 201	100.0000				140.0000											
15	P0012	Trailer - Water Trailer																
15	P0013	DUAL AXLE BOX TRAILER																
15	P0014	CHEIEFTAIN FUEL TRAILER																
15	P0015	CAR TRAILER																

Entering Plant Timesheets.

The details of hourly hire can be entered by **Enter Plant Timesheets**

Fixed Assets - Plant Timesheet Entry																ACTIONS	OK	BACK
Overriding Cost Type for Upload <input type="checkbox"/>																		
Hide	Apply																	
From	From	From	From	From	From	From	From	From	From	From	From	From	From	From	From	From	From	=
To	To	To	To	To	To	To	To	To	To	To	To	To	To	To	To	To	To	
Date	Wkid	Asset	Seq#	Hours NT	Hours OT	Hours Idle	Hours Broken	Wkid	Job	Cost Code	CT	Account	Docket#	Shif D/N	☰			
21/03/2022	15	P0011	1	8.00				15	1000	1340	MT	10008002		D				

You can prevent the entry and posting of FA plant timesheets if rates are 0 by setting parameter FARATE to Y. This relates to normal rate and Sunday rate. The user will be issued with an error when trying to enter a timesheet if the rate is 0. In posting, the timesheet entries will be rejected and will be highlighted in the posting audit report.

Asset and Plant Hire

Complete details as required. The following details can be entered.

Term	Definition
Date	Enter the date of the hire
Work ID	Enter the owning work id
Asset	Enter the Asset Number
Sequence No	Enter the sequence number of the transaction against the item. This will be 1 for the first entry and so on.
Hours	Enter the number of hours that apply in each category
Work ID	Workid of Job
Job	Enter the job number that the asset was used on. The user entering the timesheets must have access to the job being used. This security can be bypassed by using the parameter FAPTSH position 15.
Cost Centre	Enter the cost code and cost type that the asset was used on
Resource	Enter the Resource code related to the Job (if used)
Account	This will default from the cost centre details for the job. Where a job is not charged enter the GL account.
Docket No	Enter a Docket no if one applies
Shift D/N	Enter D or N depending on whether Day or Night shift rates are to be charged.

Reviewing and Posting Timesheets

When all the plant timesheets have been entered they are ready to be posted. To review and post a timesheet select **Post Timesheets**

The following screen will be displayed.

▼ ACTIONS
 ✔ OK
 ↩ BACK

Fixed Assets - Plant Timesheet Posting

Start Asset: LHI - Curtin Avenue PYARD
 Finish Asset: CAR TRAILER
 Start Job: Building 1
 Finish Job: Building 2- Retention 10%
 Group code:
 Reporting unit:
 Reporting sub unit:
 Include transactions up to:
 Include non job related transactions
 Post timesheets
 Report sequence: By Date
 By Job
 By Group Code/RU/SU
 Report Option: PDF
 Excel
 View the report

This screen allows the review and posting of timesheet entries. Enter the following details.

Term	Definition
Start Asset	Enter the first asset for review
Finish Asset	Enter the last asset to be reviewed
Start Job	Enter the first job to be reviewed
Finish Job	Enter the last job to be reviewed
Group Code	Reporting Unit, Reporting Sub Unit – if used enter relevant details (Blank means ALL)
Include Transactions Up to	Enter the date of the last transaction to be reviewed
Include Non Job related Transactions	Tick to include transactions costed directly to GL accounts
Post Timesheets	Tick to automatically post transactions without review. Leave blank to allow for the review of transactions. It is recommended that the setting be left blank initially. This will produce a review report.
Report Sequence	Select the sorting sequence required.
View the Report	Ensure the check box selected and then select OK

This will generate a Plant T/S Posting PREVIEW report.

If all transactions are correct re-run the report with the post transactions flag set to Y. This will post the timesheets with the following report.

Batch# : L0001		Plant T/S Posting Audit Report 915 Demo Stock/Assets TEST										Generated FAP1PSTAU1				
Co.	Date	Asset	Seq#	Wkid	Account	MT	OT	Idle	Broken	Wkid	Job	Cost Centre	Account	Docket#	Shift (D/I/O)	Comments/Errors
915	21/03/22	P0011	1	915	10007400		8.00			915	1000	1340	/MT	10008002		D Line posted successfully

These transactions post immediately to the job and general ledger. Batch numbers starting with L are used for Plant Timesheet posting.

Reverse Time Sheet Posting

The posted timesheets can be reversed if necessary by Reverse Plant Timesheets. You need to know the batch number from the posting report. Run first without ticking the Post reversal.

Fixed Assets - Plant Timesheet Reversal

⌵ ACTIONS
✔ OK
⏪ BACK

Batch number	<input type="text" value="L0001"/>		
Start Asset	<input type="text" value="B0003"/>	LHI - Curtin Avenue PYARD	
Finish Asset	<input type="text" value="P0015"/>	CAR TRAILER	
Start Job	<input type="text" value="AJ001"/>	AJ001- First Test Job	
Finish Job	<input type="text" value="4000"/>	VP Test Job	
Group code	<input type="text" value=""/>		
Reporting unit	<input type="text" value=""/>		
Reporting sub unit	<input type="text" value=""/>		

Include non job related transactions
 Post reversal
 Report sequence: By Date By Job By Group Code/RU/SU
 Report Option: PDF Excel
 View the report

This will generate a Plant T/S Reversal PREVIEW report. If all transactions are correct re-run the report with the post transactions flag set to Y. This will post the timesheets.

This process reverses the transactions in the asset module and to the job and in the general ledger.

Billing Instructions for Hourly Plant Billing

When the timesheets have been completed a Hire billing instruction will be created against the asset. To review a billing instruction, use the asset enquiry, Location History

Note: The amount charged will show as the total for the day, not split into the various hourly rates. In Addition the Hire Billing Location record will be closed, as it has already been posted to the General Ledger via the Plant Timesheet Posting process.

End of Month Billing for Hourly Plant Billing

Plant timesheets must be posted before the EOM billing process is run. Unposted timesheets will not be posted by the EOM run

If both Daily/Monthly Hire Billing instructions exist and Plant Time sheets have been posted for the same asset, the EOM process will reduce the value of the Hire Billing instruction by the value of the Plant Time sheets posted.

Asset and Plant Hire

Entry of Hire Billing Instructions by Delivery Docket

Plant Departments usually load items onto a truck and deliver them to a site and so require a reproducible Delivery Docket and a simple way of entering location instructions for the batch of assets.

Entry of a New Delivery Docket

Delivery Docket are set up for a Jobpac Job and then asset items added to it. Each asset may be charged to different Cost Centres within the Job and you can choose to accept the standard billing rate or override it. Once set up it may be printed or enquired upon.

To create Delivery Dockets select > **Assets > Asset Maintenance > Delivery Dockets.**

Delivery docket header information is first entered.

The screenshot shows the 'Enter Delivery Docket' form. It includes fields for:

- Resp: QLD
- Job: 015, 1000, Building Project
- Address: 234 Military Road, Cremorne NSW 2030
- Site Contact: Robert
- Carrier: (empty)
- Delivery Instructions: Arrive before 9 am
- Docket Number: DD000001
- Site Ref: SI-0043
- Actual Date Out: 20/03/2022
- Anticipated Return: 31/05/2022
- Registration Number: (empty)

 The form has 'ACTIONS', 'OK', and 'BACK' buttons at the top right.

The select OK. A grid displays and assets can be added

The screenshot shows the 'Plant Delivery Docket' form, which is identical to the previous one but includes a grid of assets below. The grid has columns for Asset, Qty, Cost Code, CT, Comments, Rate, Timeframe (D=Daily, M=Monthly), Resp, and Asset Name.

Asset	Qty	Cost Code	CT	Comments	Rate	Timeframe (D=Daily, M=Monthly)	Resp	Asset Name
P0004	1	1180	MT		200.00	D	QLD	GENERATOR PETROL
P0007	1	1450	MT		300.00	D	QLD	TRIAXLE TAG TRAIL...

 The form also has 'ACTIONS', 'OK', and 'BACK' buttons at the top right, and navigation icons (+, <, >, ...) at the bottom right of the grid area.

This process enters Hire Billing Instructions and links it to a delivery docket number. The start date is the Actual Date out. The return date is blank.

Entry of Returns by Return Docket

When an Asset is returned from a location it has to be marked as such by entering the To date on the Location Instruction. Billings hire will be calculated up to this date.

When Plant is returned to a Yard from a Job, a New Docket is required that lists of all items returned to a Yard in the same load. Multiple numbered assets can be part returned and the system calculates quantities left on the Job and creates the necessary additional instruction automatically.

Return Docket for a Job and all assets assigned to that job will be displayed ready for you to enter a quantity returned against those assets that are being returned.

Asset and Plant Hire

Once set up the Return Docket may be printed or enquired upon. To create a Return Docket select **Return Dockets**, then **Add Return docket**.

ACTIONS OK BACK

Enter Return Docket

Responsibility: Return Docket:

Job: Site Ref:

Address:

Actual Date Returned:

Carrier: Registration Number:

Instructions:

Selecting OK will list all assets currently located at the nominated job.

ACTIONS OK BACK

Process Return Dockets

Responsibility: Return Docket:

Job: Building Project Site Ref:

Address:

Return Date:

Carrier: Registration Number:

Return Instructions:

Hide Apply < > ...

Qty In	Asset	Description	Hired Date	Qty	Billing Comments
	M0011	Holden Colorado LS S	15/02/2022	1	
	P0004	GENERATOR PETROL	20/03/20...	1	
	P0005	Excavator - Volvo EC	15/02/2022	1	
	P0007	TRIAXLE TAG TRAILER	20/03/20...	1	
	P0009	2020 VOLVO EXCAVATOR	7/03/2022	1	

Enter **QTY In** against each of the assets that will be returned to the Yard.

This will set the return date on the Hire Billing instructions, and the EOM process will complete the Hire Billing.

Client Billing Rates for Assets that are Hired to Projects.

If the project that is hiring asset items via the Hire Billing Timesheet function in Jobpac, Client billing rates can be setup to come through on the Cost Plus Progress Claim.

Select Plant Client Billing Rate

ACTIONS OK BACK

Plant Client Cost Plus Billing Rates

Hide Apply + < > ...

From	From	Frm	From	From	From	From	From	Contains	From	From
To	To	To	To	To	To	To	To		To	To
Job	Cost Code	CT	Res	Cat	Grp	Sub	Description		Day Rate	Night Ra
			QLD	PL			All plant items		200.0000	240.0000
			QLD	PL	EXC	ZZ	Excavators		170.0000	210.0000
1000			QLD	PL	CON	ZZ	Containers		150.0000	200.0000
1000			QLD	PL	EXC	ZZ	Excavators		150.0000	200.0000
1000	1340	MT	QLD	PL	RIP	ZZ	Rippers		100.0000	150.0000

Asset and Plant Hire

This is a hierarchical table. It can be setup as required. When a plant asset is used on a timesheet, the entry will come through in the Cost Plus maintenance screen. The system will check to see if the Job and classification matches entries in this screen. If they do then the billing rates used in the cost plus system will come from the rates table above.

Cost Billing

There is a cost billing process available in the asset module. This process will pick up the cost of depreciation, amortisation, lease monthly payment, Finance Lease charges, and finance lease interest, and charge it to a nominated GL account or a Job and Cost centre. This happens automatically.

This is different to the Hire Billing of assets to internal projects.

Cost billing default accounts are set up by classification responsibility and category. An asset cost will automatically be charged to the default account unless an asset Cost Billing Instruction is specified

When the End of Month process is run, the depreciation cost, amortisation cost, finance or operating lease cost, interest on lease payments and finance charges are picked up for each asset and costed to the GL account nominated above. The other side of this transaction (asset Revenue) is costed to the workid and GL account nominated in the parameter FACOST.

If this process is not required, then the cost defaults above can be set to the same GL account as nominated in FACOST. This results in a zero entry for this transaction.

Another way of preventing this process from happening at all is to remove the parameter FABLCS.

If the process is required, there is a Facility to setup a Cost Billing Instruction for each asset. This Cost Billing Instruction will determine which Job, cost centre or GL account the monthly cost (as described above) will go to.

Parameters FACBAC, FACBDP, and FACBIL can control the actions of the Cost Billing Instruction.

Setting up a Cost Billing Instruction

This can be done from the Asset enquiry. Select the Asset with the option ‘Costing History’

From Date	To Date	Charge To	Location	Inc Wkid	Income Account	Comments
			(No cost inst to display)			

Then Select **Add Cost Instruction**

FA - Asset Cost Instruction Maintenance

▶ ACTIONS
 ✔ OK
 ↩ BACK

Work Id 915 Demonstration Company
 Asset M0002 2017 Isuzu NPR65

Income G/L Account

From Date To Date

Comments

Breakdown Total

Hide Apply

+
◀
▶
⋮

From	From	From	From	From	From	From	From	Contains
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

%	Wkid	Job	Cost Code	CT	Activity	Overhead	Person Responsible
100.00	915	1000	1060	OT		10008005	

The Income GL account comes from the FACOST parameter. Then Costing details are added. These can be to more than one cost centre but must add to 100%.

At EOM, the system picks up various costs associated with the Asset and cost them to the Job in the instruction

If FACBDP position 1 is set to N or not present, then the following costs are included in this transaction

- Depreciation
- Amortisation
- Finance Lease Charges
- Finance Lease Interest
- Finance Lease Payment

If FACBDP position 1 is set to Y, then the following costs are included in this transaction

- Depreciation
- Finance Lease Charges
- Finance Lease Interest
- Finance Lease Payment

If FACBIL position 1 is set to Y, then cost billing applies to all assets.

If FACBIL position 1 is set to N, then Plant assets are excluded from the Cost Billing.

(Perhaps because the Hire rate is set to include these costs)

At EOM, when this Cost Billing occurs, there is a hierarchy that determines what costing is used

1. If Cost Billing Instruction exists, then the Cost Billing is used
2. If Cost Billing does not exist, then the Cost Billing default is used.

Valuation and Revaluation of Assets

Valuation Type

An asset may be valued in a number ways and each type is set up in the Valuation Type table. To access the Valuation types, select > **Assets...** > **FA Controls...** > **Valuation Type**.

Company	Code	Description
915	RESIDL	Residual Value
915	REVAL	Revaluation
915	RPLMNT	Replacement

These are particular Valuation Codes that are treated in particular ways within Fixed Assets:

'RESIDL' Valuation Type

Many assets have pre-defined Residual values, i.e. we may not wish to continue Depreciating the Asset to a Written Down Value (**WDV**) of zero, and so some Clients prefer Depreciation to stop at the residual value (optionally) defined per Asset.

When a '**RESIDL**' Valuation type entry is established, it controls when the depreciation calculation will stop, i.e. when the **WDV** is less than or equal to the amount in the '**RESIDL**' Valuation (Residual Value) for the Asset, Depreciation will not be calculated. Therefore the only portion of an Asset that will be depreciated will be the **Purchase Price** less the **Residual Value** equalling the **Depreciable Value**.

The Depreciation calculation will start from the Purchase Date and be based on the Depreciable value, not the purchase price until the **WDV** is less than or equal to the Residual Value, when Depreciation stops. This is setup in the **Valuation Record Maintenance** option per Asset based on the As at Date that the residual value applies from. This is done this way, as the residual value may change as at a future date etc. The '**RESIDL**' valuation type is also used in conjunction with the '**REVAL**' Valuation Type

'REVAL' Valuation Type

The revaluation data and value is setup per asset in the **Valuation Record Maintenance** option and the Valuation Types to use when setting up the valuations are as follows.

Revaluation = '**REVAL**'
Residual values = '**RESIDL**'

The Depreciation calculation is then based on the depreciable value being calculated as the amount recorded for the '**REVAL**' Valuation type minus the Value recorded for the '**RESIDL**'

Asset and Plant Hire

Valuation type. The Depreciation rate per month is then applied to this Depreciable value, not to the Purchase price as would otherwise be the case.

Note that you shouldn't use this method for Depreciation in the same Workid as the usual method of Depreciation.

The Revaluation ('**REVAL**' Valuation) at a specific date represents that the entire Asset register has been revalued (as per Accounting standards). Once a Revaluation ('**REVAL**' Valuation) is recorded a Company is required to continue revaluing its entire Asset register on a 12 monthly basis. That is why the Revaluation ('**REVAL**' Valuation) record is recorded per asset with a date. The Revaluation amount recorded overrides the purchase price and the incremental difference between Purchase price and Revaluation is added/subtracted to the Written Down Value ('**WDV**') of the Asset.

The Depreciation calculations continue from the point of revaluation in both **BK** and **TAX** using the Revaluation ('**REVAL**' Valuation) amount rather than Purchase price, or using the revised Depreciable value if a Residual values ('**RESIDL**') value exists over the defined useful life (controlled by the depreciation percentage nominated)

'RPLMNT' Valuation Type

The Replacement ('**RPLMNT**') Valuation value is used when a User defined depreciation method is setup e.g. **CLC** (Calculated Depreciation) and is typically used when an Asset is fully Depreciated i.e. Written Down Value ('**WDV**') equals zero, or the Written Down Value ('**WDV**') is less than or equal to the Residual Value, and the business still requires the profit or Cost Centres that utilise the Asset, to continue to be charged for the benefit of having the Asset and also ensure that a replacement provision is being established in G/L to contribute towards the eventual Asset replacement.

Otherwise, Profit Centres etc. tend to hold onto Assets (in some Companies) when an Asset is fully Depreciated, when Depreciation expense is the only charge out that they incur. Using a calculated Depreciation method ensures that they bear a realistic charge for that type of Asset or Plant item, irrespective of how old it is.

When a user defined Depreciation method is flagged as **Calculated Depreciation** (separate flag in the Depreciation Method/Rate maintenance program), the Replacement ('**RPLMNT**') Valuation value is retrieved, and Depreciation calculations will start for that method from the date setup in the valuation table for the Replacement ('**RPLMNT**') Valuation record. General Ledger journals are not created and if the General Ledger postings are required, this process is completed by the user manually after the Asset End of Month Process.

Valuation Type to allow for Revaluation of an Asset from an Effective Date

This Valuation Type allows the User to be able to recalculate the Depreciation for an Asset where there has been a revaluation from a point in time (the 'Effective' Date of the Revaluation) that must be in the current Financial year. Note that this will ONLY apply for Assets using Depreciation Method '**P**' (Prime Cost).

This **Revaluation** Valuation Type is defined by the Asset System parameter **FARVAL** – see below

- **FARVAL** - This Parameter will allow for Revaluation of an Asset from a point in time (Effective Date) to permit Depreciation of an Asset starting from the Revaluation Amount and the Revaluation Effective date. The Revaluation Amount and the Revaluation Effective date will be recorded in the Valuation Maintenance Area for an Asset, using the Asset Valuation Type defined within this Parameter. Note that this Revaluation logic will ONLY apply for Assets using Depreciation Method 'P' (Prime Cost).
 - **position 1** of parameter (set to 'Y')
 - 'Y' - Allow for Revaluation of an Asset from a point in time (Effective Date)
 - 'N' or **Blank** - Do not allow for Revaluation of an Asset from a point in time (Effective Date)
 - **positions 2 to 7** of parameter (only applicable if position 1 of parameter is set to 'Y') (set to '**REVLTN**')
 - 6 character description of default Asset Valuation type that will be used for Asset Revaluations. Clients should be strongly recommended to use '**REVLTN**' as the default type. Note that the following predefined Asset Valuation Types **MUST NOT BE** used for this Parameter:
 - REVAL
 - RPLMNT
 - RESIDL

(See the 'Valuation Record' Section elsewhere in the Document for further details)

Display Asset Valuations

Asset valuation information may be recorded against each asset. There can be as many valuation types as you require and these are set up in the valuation type control file. Valuations can be done as often as required and they are recorded by date and type.

Displaying the different Asset Valuations that an asset may have is available via > Assets > Assets Maint/Enquiry > More Asset Reports > Valuations **or** > Assets > Add Assets > More Plant Reports > Valuations. Please refer to the above sections for further information.

Valuation Bulk Entry

You can enter valuation data by individual asset or for those occasions when lots of assets have been valued there is a bulk entry facility. As you enter the function a screen displays every asset with some valuation data and if you press the function key F9 you have a blank screen into which you add new valuation data. You can enter as many lines of data as you wish.

Select > Assets & Plant > Add Asset > Plant Menu > Valuation Bulk Entry.

Select ► **Add** from the **Actions** menu to add bulk valuation types and values.

Asset	Asset Description	Type	Date	Amount	Active/Inactive
A00002	CIG Transarc Welder	INSURE	25/02/2002	1000.00	A
A00003	Dell Notebook	INSURE	1/03/2005	9000.00	A
A00003	Dell Notebook	REVAL	1/03/2005	8000.00	A
C00001	Ballera Camp	INSURE	30/06/2005	900000.00	A
C00001	Ballera Camp	MARKET	30/06/2005	850000.00	A
E00001	Holden Calias RMT455	INSURE	30/06/2005	50000.00	A
E00001	Holden Calias RMT455	REPL	30/06/2005	65000.00	A
L00001	CAT RM500 Reclaimer/Stablisier	INSURE	30/06/2005	45000.00	A
L00001	CAT RM500 Reclaimer/Stablisier	RESIDB	21/08/2009	46100.00	A
L00001	CAT RM500 Reclaimer/Stablisier	RESIDT	21/08/2009	46200.00	A
L00001	CAT RM500 Reclaimer/Stablisier	REVAL	30/08/2006	34000.00	A
M00001	Bricksaw S654T	MARKET	28/02/2005	450.00	A
000001	Isuzu excavator FGG544	RESIDL	1/03/2005	10000.00	A
000001	Isuzu excavator FGG544	REVAL	1/05/2005	345000.00	A

Asset Bulk Valuations

Valuation Report

Once some valuation data has been entered into the system you can run a valuation report that will list assets that have some valuation data recorded against them.

To access the Asset Valuation Report select > Assets > Depreciation > Reports

Asset and Plant Hire

You can also select viewing preferences for the report. Select the required report option: Spool file or PDF or Excel. Click *OK* and you are prompted 'Do you wish to proceed?' Click *Yes* to proceed or *No* to cancel and the report displays.

Selection Criteria	Description
Responsibility	Responsibility Code
Category	Category Code
Group	Group Code
Subgroup	Subgroup Code
Use Valuation Type	Any of the defined Valuations

Asset Reports

Registrations Due Report

Once Registration information has been entered into the system for assets you can run reports that will list assets approaching expiry dates of registration. You can use this report to identify all the vehicles that need re-registering.

No Registrations Report

A report is available that will list assets with no registration details.

Asset Listing

A report is available that lists assets based on a flexible selection criteria. A download from the Asset Enquiry is also available

Asset Deletions Report

You may run a report which shows all of the assets in a particular category that have been deleted over a defined period of time.

Common Assets

This report shows Assets that have a quantity for the Asset that is greater than one, and how many of that quantity are out on hire, and how many are still in stock.

Asset Purchase Price/Date Exception Report

A report is available that details which Assets have had the Purchase Price or Purchase Date changed over a specified time period.

Hire Billing Reports

What's on Site Reports

Reports are available that list all assets currently located at a project or a Department.

These reports include all assets currently on hire to a project, plus any assets that have a hire Billing Instruction not yet posted.

Hire Billing Location Report

A report is available that lists all assets and show where the asset is located. It may be used as a checking report and to see which assets are not on hire.

Real Time Utilisation Report

Asset and Plant Hire

A report is available that summarises the percentage of time an asset was hired out, with total at the Classification level.

Hire Charges by Job Report

A report is available that will list all assets on hire to a Job and show the hire charges. It included only assets with posted hire to the project.

Hire Charges by Billing Department Report

A report is available that will list all assets on hire to a Department and show the hire charges. It included only assets with posted hire to the Department

Missing Plant Timesheet Report

A report is available that will show any assets that do not appear on plant timesheets.

Plant Timesheet Report

A report is available that will give you an audit report of any plant timesheets posted.

Computer Maintenance Charges

A report is available that will give you a listing of all Hire Billing Location charges for Assets with a Family Code of 'C' (Computers), that have been allocated to a Job within the specified Job range.

Plant Hire Charges

A report is available that will give you a listing of all Hire Billing Location charges for Assets with a Family Code of 'P' (Plant), that have been allocated to a Job within the specified Job range.

Computer Lease/Depreciation Charge

A report is available that will give you a listing of all Cost Billing (includes Depreciation and Lease Costs) charges for Assets with a Family Code of 'C' (Computers), that have been allocated to a Job within the specified Job range.

Plant Lease/Depreciation Charge

A report is available that will give you a listing of all Cost Billing (includes Depreciation and Lease Costs) charges for Assets with a Family Code of 'P' (Plant), that have been allocated to a Job within the specified Job range.

Office Equipment Depreciation Charge

A report is available that will give you a listing of all Cost Billing (includes Depreciation and Lease Costs) charges for Assets with a Family Code of 'O' (Office Equipment), that have been allocated to a Job within the specified Job range.

Furniture & Fittings Depreciation Charge

Asset and Plant Hire

A report is available that will give you a listing of all Cost Billing (includes Depreciation and Lease Costs) charges for Assets with a Family Code of 'F' (Furniture and Fittings), that have been allocated to a Job within the specified Job range.

Billing Exception Report

This report will list all assets that will have costs charged out to a Job or Department that do not have a Cost Billing Instruction. Having entries on this report will stop the end of month run as you must have a Cost Billing Instruction for charges to be assigned to. Make sure that this report has no entries before submitting the end of month run.

Asset and Plant Hire

Hire Billing Enquiries

Plant Hire Billing Enquiry

You can view Job hire charges for Plant assets and drill down to detail transactions.

Display Asset Billing Hire Transactions ACTIONS OK BACK

Hide Apply < > ...

Job	Job Description	Asset	Asset Description
1000	Building Project	M0018	Sedan - Operating Lease
1000	Building Project	P0007	GENERATOR PETROL
1000	Building Project	P0008	Volvo ECR145
1000	Building Project	P0007	TRAILER TAG TRAILER
1000	Building Project	P0009	2020 VOLVO EXCAVATOR
1000	Building Project	P0011	VOLVO ECR58 EXCAVATOR 2017

Computer Hire Billing Enquiry

You can view Job hire charges for Computer assets and drill down to detail transactions

Display Asset Billing Hire Transactions ACTIONS OK BACK

Hide Apply < > ...

Job	Job Description	Asset	Asset Description
1000	Building Project	C0001	Laptop - Dell Latitude E5570

Change Billing Cost Centre

You can change the Billing Cost Centre for Plant and Computer hire to a Job. All subsequent Billing will be charged to the new Cost Centre.

End of Month Processing

At the end of each month important assets runs take place to update the various asset modules. Costs and charges are calculated and assigned.

Each run creates transactions that remain in the asset system and writes transactions to the Jobpac General Ledger. The General Ledger transactions can be at account total level with details available in the asset system, or detailed level transaction sent through to the general ledger.

Before End of Month

Before you can submit the end of month run there are some reports that must be checked. These reports can be run at any time during the month but must be checked immediately before submitting the monthly update.

To access these reports select > Assets End of Month > EOM Submission.

Operating Lease Exception Report

This report shows you assets identified as an operating or Novated leased asset but with no lease profile. Having entries on this report will not affect the end of month and it will still run. Use this report as a check that all assets that should have a lease profile do have one.

.Finance Lease Exception Report

This report shows you assets identified as financed leased assets but with either no lease profile or amortisation rate. Having entries on this report will stop the end of month run as every financed leased asset must have a profile.

Depreciation Exception Report

This report will list all assets without depreciation rates either at classification or override level. Having entries on this report will stop the end of month run as every capitalised asset must be depreciated. Make sure that this report has no entries before submitting the end of month run.

Cost Billing Exception Report

This report will list all assets that will have costs charged out to a Job or Department that do not have a Cost Billing Instruction. Having entries on this report will stop the end of month run as you must have a Cost Billing Instruction for charges to be assigned to.

Disposals Report

The disposals report list all assets marked as disposed for the current month. It can be used as a double check that they are genuine disposals before all the accounting takes place.

Additions Report

The additions report list all assets entered into the system as a capitalised asset with a value. It can be used as a double check that they are genuine additions before all the accounting takes place.

Asset and Plant Hire

Check Journal file

The journal file report lists all entries in the asset journal interface file which should be empty before the end of month run can be submitted. Ensure that it is empty before submitting end of month. If it is not empty, it could mean journals from the previous month have not been processed.

Submit Monthly Update

Once all the above reports have been checked you can submit the end of month update. The first part of the EOM process will run the above reports, and check they are empty (except additions and disposals).

This will run all the asset module monthly processes that calculate and assign costs and charges. General Ledger journals will be created in the asset journal interface file ready for you to review and post. Do not use the asset system whilst the monthly update is taking place.

This uses the standard EOM scheduler. It is important the asset EOM is run separately and before Job Cost EOM, so any hire charges costed to projects will update the jobs before costs are locked in by Job cost EOM. This is not necessary if the Hire Billing function is not used.

End of Month Batch Processing ACTIONS OK BACK

Select Work Ids To Run Current Periods

Wkid	Work Id Description	GL	AP	AR	JC	Stock	PR	FA	
010	Master *Viewpoint Training Environment	JUN19	JUN19	JUN19	JUN19		JUN19	JUN19	
011	VTR11 MASTER	JUN19	JUN20	JUN19	JUN19		JUN19		
012	VTR12 MASTER	JUN19	JUN20	JUN19	JUN19		JUN19		
013	VTR 13 MASTER	JUN19	JUN20	JUN19	JUN19		JUN19		
014	VTR 14 MASTER	JUN19	JUN20	JUN19	JUN19		JUN19		
015	15 Demo Stock/Assets MASTER	MAR22	MAR22	MAR22	MAR22	MAR22	MAR22	MAR22	
016	VTR16 MASTER	JUN19	JUN20	JUN19	JUN19		JUN19		
017	VTR17 MASTER	JUN19	JUN20	JUN19	JUN19		JUN19		

Note: A context menu is visible over row 015 with options 'Select' and 'Delete'.

More detail on how to use the EOM scheduler are contained in the Function Guide for EOM

After End of Month Update

Once the monthly run has finished and confirmation reports have been produced for every module you can go on to the next stage. The asset system may be accessed again and all monthly transactions are available for viewing.

At this stage the General Ledger journals are still in the interface file and not posted. There is a parameter to control this. The recommended setting are:

System Parameter Maintenance - Details ACTIONS OK BACK

Parm Code: FAEOM Fixed Assets EOM by WKID Work Id: 15 15 Demo Stock/Assets MASTER
 Parm Value: YNDY Type: *ALPHA

Field#	Type	Description	Str	Len	Alphanumeric	Number
01	*ALPHA	Run FAEOM for on Work ID at atime. This should be Y...	1	1	Y	
02	*ALPHA	Post FAEOM Journals automatically ('Y'), Manually ('N')	2	1	N	
03	*ALPHA	Summary or Detail level journals. Summary = blank ...	3	1	D	
04	*ALPHA	Zero checking for detail level journals. If above = 'D'	4	1	Y	

Asset and Plant Hire

To view them, select Check Journal File. This returns a report that lists the transaction that will make up the journals for the General Ledger.

Review this report. It is looks OK, then select 'Create Journal Batch'. This will prepare a number of GL Journals and leave them unposted in the General Journal entry screen.

They can be posted from there.

Asset Renumbering

Sometimes it is necessary to renumber an asset. For example vehicles are held in the system using the Registration number as the unique identifier so it is simple to allocate costs to them. When a vehicle changes states its registration number changes. Also if we re-lease an asset we set up another asset but would still like to refer to the original asset number.

When an asset is renumbered all the asset system files are updated as well as some of the major Jobpac files.

The actual renumber process can be submitted to run at a time of your choosing. Use the option 'Edit Renumber List' to enter the new asset numbers. Select **Add** from the Actions menu

015 From

Company	Asset Code	New Asset Code	Description

An entry screen displays, and Old and New numbers can be added.

Company	Asset Code	New Asset Code	Description
015	M0007	M0020	Colorado LS Space Cab 4x4 allo
015			
015			
015			
015			

When all have been entered, run the option Asset Renumber List to check your entries. Then run the option Renumber Processing. You can schedule when this runs. It is best to do this out of hours.

Scheduled Date: 20/03/2022

Time: 175745

Job Queue: QBATCH

Forecasting

To assist with Plant forecasting use the option **Forecast Plant Hire**

There are 4 reports

- Forecast Cost of Internal Plant Hire.
- Forecast Costs Report.
- No Forecast Date Report.
- Forecast Income Report.

Forecast Cost of Internal Plant Hire

You can view a screen that will show you the forecast cost of internal plant hire for a Job.

You enter a Job and Cost Centre and then a screen will show all assets on hire to that selection. If a forecast date is present a forecast cost to complete is displayed. That is the number of days hire from the last billed to date up to the forecast return date by the daily hire rate. If the asset is only partly on hire to the Job that is taken into account. As are asset quantities, a total of all forecast cost to completes is shown.

Forecast Costs Report

A report is available that will show the Forecast cost of internal plant hire to a job. It shows similar information to the Forecast cost enquiry.

No Forecast Date Report

The accuracy of data for the forecast cost enquiries and reports rely on a forecast date being present. If no forecast date is present the forecast cost to complete is set to zero. This report lists all plant assets on hire to a job without a forecast date.

Forecast Income Internal Plant Hire Report

An internal plant hire cost to a Job is income to the Plant department and a report is available that lists the forecast income from plant hire.