



Fixed Assets Management (FAM)



User Guide

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Getting Started

This User Guide describes the use of Fixed Assets Management (FAM) on your ADP accounting logon (-A).

Purpose

Your new **FAM** enhancement offers you:

- No extra PC required.
- Allows each New dealer to customize setups with user-defined company codes, department codes, and asset groups.
- Accounting interface feature posts standard entries for you, and terminates posting when asset is depreciated to zero or asset is disposed of.
- Uses straight-line, ACRS or MACRS methods
- Inventory reporting module allows you to run periodic check-off sheets for any user-defined setup field. You can run a listing of all equipment in parts, or all computer terminals in the entire dealership, or all PC's, etc.
- Stores year-to-date and inception-to-date totals on each asset and asset group for easy year-end reporting
- Reports useful asset valuation information useful for insurance or buy-sell purposes.

Typing Conventions

- When you read the instruction <Enter> in the steps that follow, after typing the FAM command hit the carriage return.
- The forward-slash key ("/") will get you out of any screen and will abort all updating.
- The period key (".") will move the cursor directly to the processing prompt.

Start Here

- Before you begin using FAM make sure FAM is loaded onto your system (-A).
- The FAM software should have been loaded via phone line to your computer.
- You can verify this by typing in **FAM** at the Function prompt while in your Accounting system. If the FAM Main Menu displays, then proceed.
- If the message "Invalid Routine Name" or "Invalid Function" displays, then call your Customer Service Representative to correct the problem.

Organization of This Manual

The figure below shows the Main Menu screen of the Fixed Assets Management (FAM) application. Each chapter in this manual will demonstrate a Main Menu function of the FAM application and review prompts and responses for that operation. As illustrated in the example below, the bold item indicates a prompt for user input and the paragraphs beneath it are the user options and instructions for continuing the operation.

At the Function prompt, enter FAM. The FAM Main Menu (shown in the figure below) is displayed.

```

FAM) Fixed Assets Management System                (c) 1993 Car Ink (c) ADP
                                                DD MM YY   HH:MM

        SU  Setups & Utilities
        CS  Calculate Standard Entries
        RE  Report Standard Entries
        IS  Interface Standard Entries
        FA  Fixed Assets Reporting
        FR  Fixed Assets Reporting with Residual

        Enter your selection -or- 'EX'it :

PORT 6015                LOGON SLS-A                COMPANY
    
```

Figure 1 FAM Main Menu

Enter your selection –or- ‘EX’it :

At this prompt, type in the menu selection you want to access and hit the <Enter> key to continue.

SU-Setups & Utilities

This function allows you to setup the FAM application.

At the FAM main menu, enter **SU** to access the Setup & Utilities function.

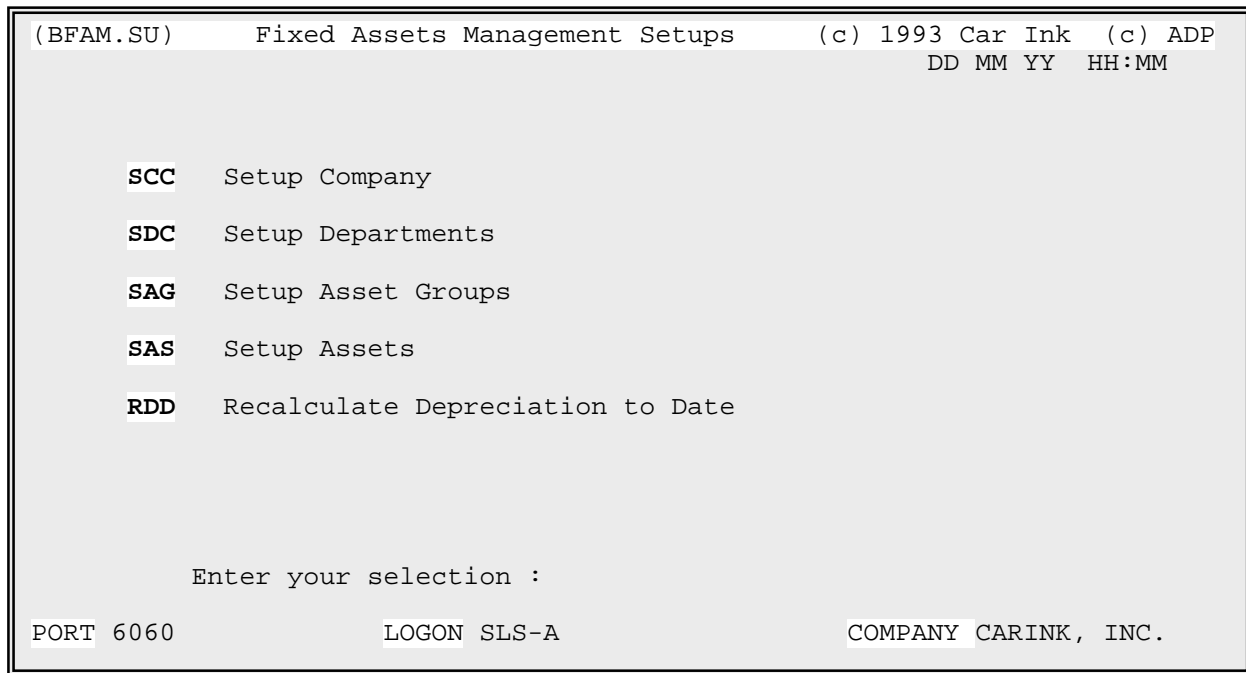


Figure 2 FAM Setups and Utilities Menu

Enter your selection:

At the prompt, enter the setup selection.

SCC - Setup Company

This feature allows you to setup your company. If you have only one company for the related Accounting Logon, then setup only one company code. If you have multiple companies, then use any code you can easily remember.

At the SU main menu, enter **SCC** to access the Setup & Utilities function.

```
(BSCC) Setup Fixed Asset Company DD MM YY

Company Code.....:

1) Company Name.....:
2) Depreciation Method.....:
3) Asset Billing (Y/N) ?...:
4) ACCT Company Code.....:

PORT      0          LOGON CI-A          COMPANY ADP, INC
```

Figure 3 Company Setup

Company Code

Enter the company code you wish to setup. Enter up to 5 alphanumeric characters to designate a company code, and then hit the <Enter> key. The application will display a new prompt asking you if you wish to add a new item (**NEW ITEM (Y/N) ?**). Type in a "Y" and hit the <Enter> key to advance to the next prompt. To view a list of existing setups, type a "?" and hit the <Enter>. The figure below shows a sample company code listing.

Valid Company Codes				
COMP. CODE	Company Name.....	DEPR. TYPE	ASSET BILLING?	.. ACCT company
1	CARINK DODGE, INC	1	N	1

Figure 4 Sample Company Code Listing

Company Name:

Enter the company name - up to 30 characters - then hit the <Enter> key to advance to the next prompt. The application will display a new line of acceptable codes for the depreciation method.

Depreciation Method:

Referring to the codes in the lower left of the screen, indicate the code for the depreciation method you would like to use for this company. For example: 1 Straight Line 2 ACRS 3 MACRS 0 (no not depreciate). After you have typed in the appropriate code, hit the <Enter> key to advance to the processing prompt. Any asset assigned to this company will be depreciated according to this method.

Asset Billing:

Enter 'Y' for yes or 'N' for no to include in asset billing. If you answer yes to asset billing you will have access to a second screen in SAS. This screen will prompt you to enter billing term, current payment number, deposit, advanced payment, residual amount, and comment.

ACCT Company Code:

Enter the account company code.

'FI'le 'D'elete 'EX'it -or- #:

At the processing prompt, type "FI" to save and file the parameters for this company setup. Enter "D" to delete this item from the setups list. Enter 'EX' to exit to cancel changes or a # to access.

SDC - Setup Departments

Each department must be setup in the *Fixed Asset System*. Typical setups should include Parts, Service, New Cars, and Used Cars. Depending on your particular GL setup, you might also include Administrative, Body Shop, Get Ready, etc.

At the SU main menu, enter **SDC** to access Setup Departments function.

(BSDC)	Setup Fixed Asset Departments	DD MM YY
Department Code....		
1) Department Name....		
PORT 6060	LOGON SLS-A	COMPANY CARINK, INC.

Figure 5 Setup Departments

Department Code:

Enter up to 5 alphanumeric characters to designate a department code, then hit the <Enter> key. The application will display a new prompt asking you if you wish to add a new item (NEW ITEM (Y/N) ?). Type in a "Y" and hit the <Enter> key to advance to the next prompt. To view existing setups, type in a "?" and hit the <Enter>.

Department Name:

Enter the department name - up to 30 characters - and hit the <Enter> key to advance to the processing prompt.

'FI'le 'D'elete 'EX'it -or- #:

At the processing prompt, type "FI" to save and file the parameters for this company setup. Enter "D" to delete this item from the setups list. Enter 'EX' to exit to cancel changes or a # to access.

SAG – Setup Asset Groups

The objective of setting up Asset Groups is for reporting and classification purposes. It can be as simplistic or as elaborate as you desire. You should at least setup a group for each of the following equipment, furniture & fixtures, and company vehicles.

At the SU main menu, enter **SAG** to access the setup asset group function.

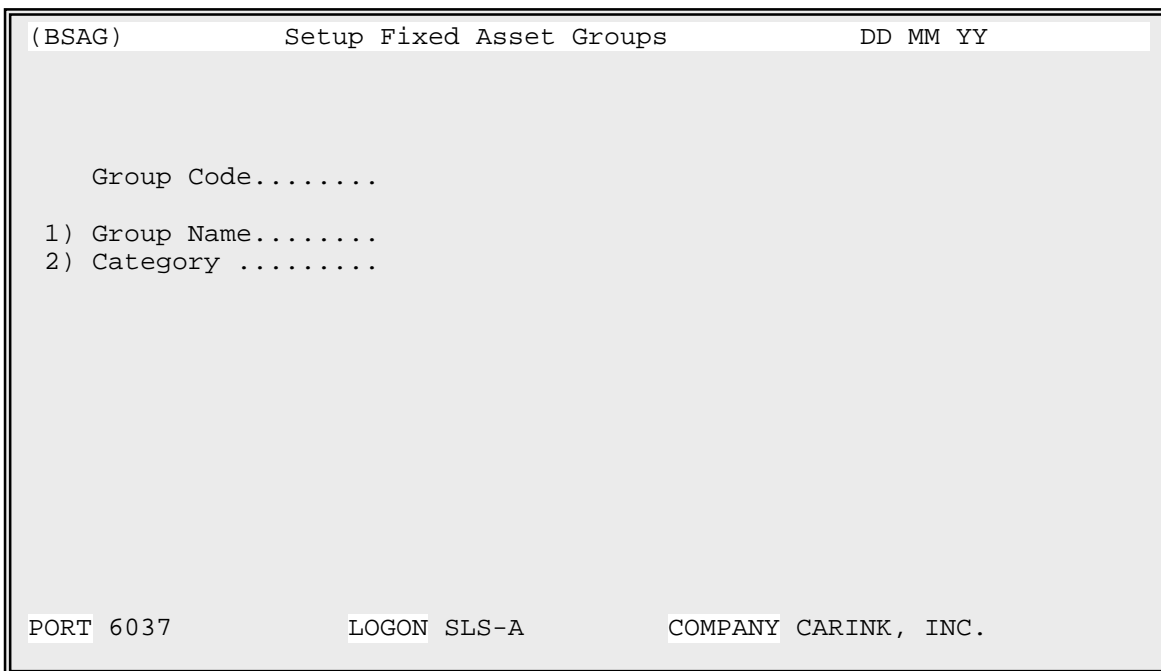


Figure 6 Set Asset Groups

Group Code:

Enter up to 5 alphanumeric characters to designate a group code and hit the <Enter> key. The application will display a new prompt asking you if you wish to add a new item (NEW ITEM (Y/N) ?). Type in a "Y" and hit the <Enter> key to advance to the next prompt. To view a list of existing setups, type in a "?" and hit the <Enter>

Group Name:

Enter the group name, up to 30 characters and hit the <Enter> key to advance to the processing prompt.

Category:

Enter the category. 1=BLDG/IMPR 2=M&S EQUIP 3=P&A EQUIP
4=FURN/FIX 5=CO VEH 6=LSE HLDS.

'F'ile 'D'elele 'EX'it -or- #:

At the processing prompt, type "F" to save and file the parameters for this company setup. Enter "D" to delete this item from the setups list. Enter 'EX' to exit to cancel changes or a # to access.

SAS – Setup Assets

When setting up assets, you should have the following pieces of information for each item:

- Stock Number of the asset
- The Asset Group it belongs to
- Acquisition Date
- Life of the Asset
- Acquisition Cost
- Ledger number to which to post depreciation

At the SU main menu, enter **SAS** to setup assets main menu.

```

(BFAM.SAS)                SETUP ASSET                DD MM YY
(S1)
COMPANY NUMBER.....      ASSET STOCK NUMBER.....

1) Description.....
2) Group.....           Amount to Depreciate.
3) Department.....      Monthly Depreciation.
4) Acquisition Date..... 8) Depr to Date...
5) Num Months to Depreciate 9) Terminate Date.
6) Acquisition Cost..... 10) Accum Depr Acct
7) Residual Amount.....

.....AUTOMATIC ACCOUNTING PROMPTS.....PAGE:
LN# Account... Description... ..Percent .....Amount ....Control

PORT 6037                LOGON SLS-A                COMPANY ADP, INC.
    
```

Figure 7 Setup Assets

COMPANY NUMBER:

Type in the code of the company this asset is associated with. Type in a “?” to view the list of company codes. Hit the <Enter> key to advance to the next prompt.

ASSET STOCK NUMBER:

Type in the stock number of the asset. Hit the <Enter> key to advance to the next prompt.

Description:

Type in a brief description of asset. Hit the <Enter> key to advance to the next prompt.

Group:

Assign the asset to the appropriate Asset Group (previously setup using the SAG function). Hit the <Enter> key to advance to the next prompt.

Department:

Assign the asset to a department by typing in a Department Code, (previously setup using SDC function). Hit the <Enter> key to advance to the next prompt.

Acquisition Date:

Enter the date the asset was placed into service. The date format is all numeric "MMDDYY". Hit the <Enter> key to advance to the next prompt.

No. of Months to Depreciate:

Enter the number of months that constitute the life of the asset. Hit the <Enter> key to advance to the next prompt. If you have any questions on asset types, such as buildings, equipment, land etc., contact your tax advisor.

Acquisition Cost:

Enter the book-value or cost of the asset when placed into service.

Depreciation Amount:

The application will display the depreciation amount, per month, based on your other entries.

Depr. To Date:

If the asset has started accumulating depreciation, multiply the depreciation amount times the number of months in the asset life that have passed. For new assets, this is not needed.

Terminate Date:

The terminate date will be calculated by the program based on your entry in the **No. of Months to Depreciate** field. By manually entering a date in this field, you are overriding the system's depreciation calculations on the item. You can enter a current date to indicate that you no longer want to accumulate depreciation on this asset. Only modify this entry if the asset is disposed of prior to the end of its term.

Accum Depr Acct:

Enter the general ledger account number to post accumulated depreciation to (this is a mandatory field).

Account:

Enter the expense account number for the asset.

Description:

This description field is what becomes the CONTROL2 field in accounting. When the interface to accounting is running, the program creates a record in GL.JE.WIP for that company. The record ID's are <company ID>* <so>* <refer>*1 and each subsequent ID will change the extension to 2 and so on.

Percent:

Enter the percentage for the asset.

Amount:

Enter the amount for the asset.

Control:

Enter the control number for the asset.

(F)ile, (E)xit, (V)oid, (M)ore Lns, (C)hg Ln, (D)el Ln, (B)ck, (F)wd, (S1), (S2) or #:

Enter 'F' to file, 'E' to exit, 'V' to void the asset, 'M' for more lines, 'C' to change a line, 'D' to delete a line, 'B' to go backwards, 'F' to forward, 'S1' to scroll to page one, 'S2' to scroll to page two.

RDD – Recalculate Depreciation to Date

This function will prompt you for the number of months to re-calculate DEPR-TO-DATE and PMT.NO based on the latest CS calculation. The recalculation (RDD) is used after you have changed depreciation methods, (for example, straight line to MACRS). This change will be reflected on an existing asset in the setups (the SAS function from the Setups and Utilities sub-menu). The numbers are used when interfacing new months. Changes should also show up after running CS and RE from main FAM menu.

At the SU main menu, enter **RDD** to access recalculate depreciation to date function.

```

(FAM.RDD)          Recalculate Depr to Date          DD MM YY
Note:  This function will prompt you for the number of
       months to re-calculate DEPR-TO-DATE and PMT.NO
       based on the latest CS calculation.

       Number of Months .....

PORT 6037          LOGON SLS-A          COMPANY CARINK, INC.

```

Figure 8 RDD Menu

Number of Months

At this prompt, enter a value to indicate the period of time – in months – for which you wish to re-calculate depreciation after changing the depreciation method.

CS - Calculating Standard Entries

Each month, you should execute Calculate Standard Entries for your assets based on the setups in SU. This process will take into consideration the current accounting month and the current status of each asset. If an asset is terminated through the *Terminate Asset Screen* or the asset has been depreciated to zero, then no standard entries will be generated. Otherwise, entries will be generated based on your setups.

At the FAM main menu, enter **CS** to access the Calculating Standard entries function.

```
(FAM) Fixed Assets Management System (c) 1993 Car Ink
(c) ADP
Processing entries for month beginning
for non-terminated, non-depreciated assets in service as of 01/01/00
or for non-terminated but depreciated assets not reaching the Billing
Term.

[401] NO ITEMS PRESENT

Key RETURN:
```

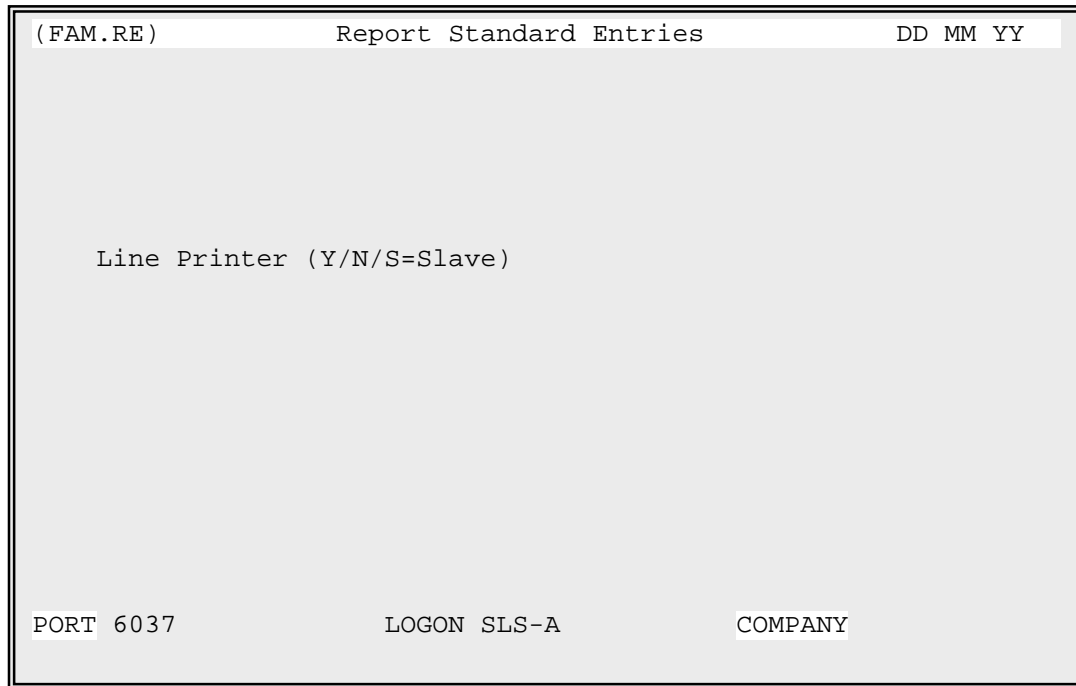
Figure 9 CS Processing Screen

The standard entry file will be calculated for the current accounting month. Use RE to print out the results of the calculation.

RE-Reporting Standard Entries

Once you have run function CS to calculate your entries, run function RE to print out the results. Do this before you actually interface with function IS so you may correct any errors before posting into accounting.

At the FAM main menu, enter **RE** to access the Reporting Standard Entries function.



```
(FAM.RE)          Report Standard Entries          DD MM YY

Line Printer (Y/N/S=Slave)

PORT 6037          LOGON SLS-A          COMPANY
```

Figure 10 Sample Reporting Standard Entries

Line Printer (Y/N/S=Slave):

At this prompt, enter "N" to print on screen. Enter "Y" for line printer. Enter "S" for slave printer.

IS-Interfacing Standard Entries

Once you have run function CS to calculate your standard entries, and RE to print out the results, you can proceed to **IS** to interface the entries into accounting. The entries will be interfaced in to the current month only. They will not be posted to schedules until you enter the Post to Schedules prompt in PAC.

At the main menu, enter **IS** to access the Interfacing Standard Entry. The application will prompt you for the company number you wish to interface.

```
(FAM)Fixed Assets Management System (c)1993 CarInk (c)ADP
Enter company number:
```

Figure 11 Interfacing Standard Entries

Enter company number:

Type in the number of the company you wish to interface. The entries will now interface into accounting.

Once interfaced for a given month, you cannot re-interface entries. This is done so that items are not double-posted if function IS is run more than once. If you do run IS more than once, then it will only interface items that have been added to the file since the previous interface.

FA-Fixed Assets Reporting

The Fixed Asset Register reports the database for each stock number in your system.

At the FAM main menu, enter **FA** to access the Fixed Asset Report Entry Screen.

```
(BFAM.FA)          Report Fixed Asset Setup          DD MM YY

1) Line Printer (Y/N/S=Slave)...:
2) Company Number(s) or ALL.....:
3) Department(s) or ALL.....:
4) Group(s) or ALL.....:

PORT 6037          LOGON SLS-A          COMPANY CARINK, INC.
```

Figure 12 Fixed Asset Report Entry Screen

```

REPORT: BFAM.FA                                >>RUN TIME AND DATE<<
PAGE: 1                                FIXED ASSETS MANAGEMENT SYSTEM      HH:MM:SS  DD MM YY
                                R E P O R T   F I X E D   A S S E T   S E T U P
=====
--
STOCK#..DESCRIPTION...CO.DEPT GROUP TERM. ACQUISITION TERMINATE DEPR...DIST..DIST...DIST...DEPRECIATION DEPR..
          COST          DATE          STOP  ACCTS PCENTS AMOUNTS  TO DATE  ACCT
          DATE
GROUP :          0.00          0.00          0.00          0.00          0
DEPT :          0.00          0.00          0.00          0.00          0
COMPANY :          0.00          0.00          0.00          0.00          0
TOTAL FIXED ASSETS REPORTED :          0.00          0.00          0.00          0.00          0
Key <RETURN> to Continue or <CNTRL>-X to Stop :

```

Figure 13 Sample Fixed Asset Management Report Screen

Viewing the Fixed Assets Report

The instructions below tell you how to generate the Fixed Assets Report onto the screen. The report screen will display a prompt in the lower left of the screen. Your entries at this prompt will allow you to page through the on-screen report or exit the report and return to the FAM Main Menu.

Where do you want the report

Enter "N" to print on screen

Company No. or ALL

Enter a single company number to print a report for an individual company, or enter "ALL" to report all companies.

Department or ALL

Enter a single department number to print a report for an individual department, or enter "ALL" to report all departments.

Group(s) or ALL

Enter a single group code or a series of group codes separated by spaces, or enter "ALL" to report all groups.

<RETURN> to Continue 'EX'it -or- 'C'hange :

Hit the <Enter> key to process the transaction.

Paging through the Report Screen

Key <RETURN> to Continue or <CNTRL>-X to Stop :

Hit the <Enter> key to page through the report. Exiting the Report Screen

Exiting from the Report Screen

Key <RETURN> to Continue or <CNTRL>-X to Stop :

Type <Control >+X at this prompt to exit from the report screen.

Printing the Report

Where do you want the report

- Enter "Y" for line printer to print ?
- Enter "S" for slave printer

Company No. or ALL

Enter a single company number to print a report for an individual company, or enter "ALL" to report all companies.

Department or ALL

Enter a single department number to print a report for an individual department, or enter "ALL" to report all departments.

Group(s) or ALL

Enter a single group code or a series of group codes separated by spaces, or enter "ALL" to report all groups.

<RETURN> to Continue 'EX'it -or- 'C'hange :

Hit the <Enter> key to process the transaction.

Changing Report Definitions

From any prompt, type a period and hit the <Enter> key to send the cursor to the processing prompt.

<RETURN> to Continue 'EX'it -or- 'C'hange :

Type "C" at the prompt and hit the <Enter> key. The program will prompt you to enter the line number to change.

Enter # to Change :

Type in the number of the line you wish to edit and hit the <Enter> key to send the cursor to that prompt. After making your change, hit the <Enter> key again to send the cursor back to the processing prompt.

Canceling the Transaction

From any prompt, type a period and hit the <Enter> key to send the cursor to the processing prompt.

<RETURN> to Continue 'EX'it -or- 'C'hange :

Type **"EX"** and hit the <Enter> key to cancel the transaction and return to the FAM Main Menu.