



PCGENESIS FINANCIAL ACCOUNTING AND REPORTING (FAR) SYSTEM OPERATIONS GUIDE

3/3/2016

Section L: General Ledger Account
Master Processing

[Topic 4: Capital Asset Tracking, V1.2]

Revision History

Date	Version	Description	Author
3/3/2016	1.2	16.01.00 – Update Logo and Footers.	S. Scrivens
04/10/2014	1.1	14.01.00 – Updated document.	A. Rees
1/3/2014	1.0	13.03.01 – Initial release.	A. Rees

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Overview

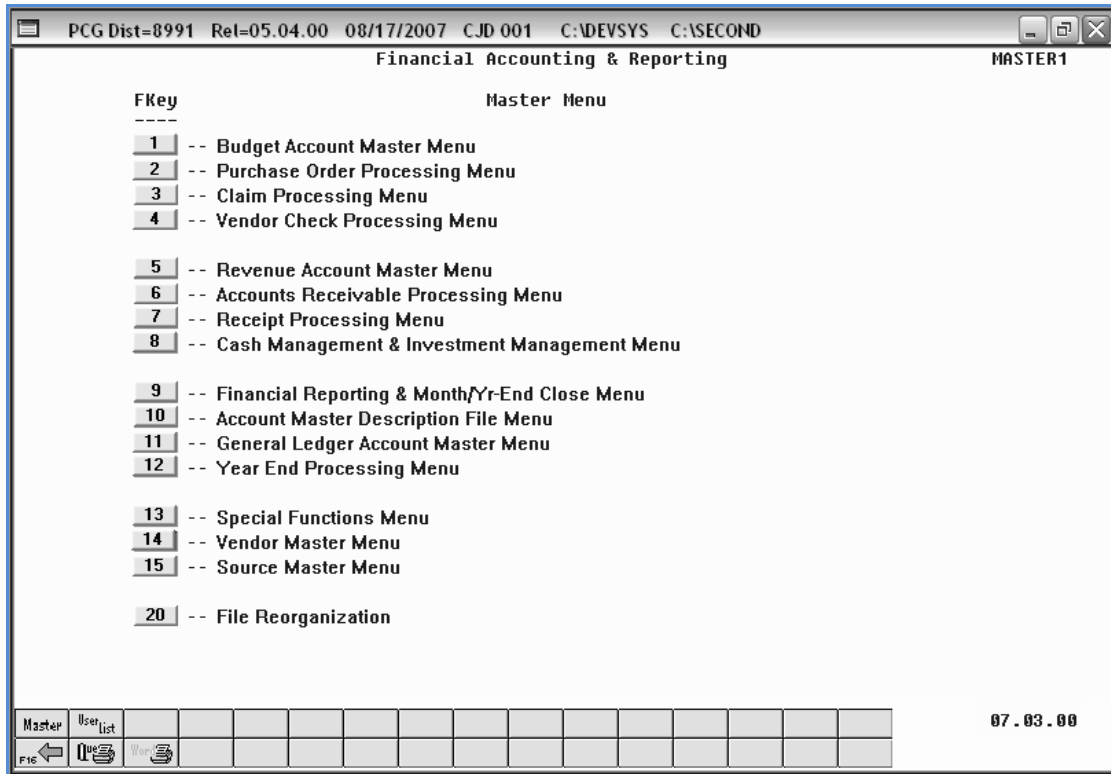
PCGenesis allows the ability to store and depreciate capital assets. Users can convert from FasGov or from a Microsoft® Excel spreadsheet.

- Capital Asset Records (or Inventory Items) can be added from user screen input or by file using the *Capital_Asset_Import_Template.xlsx*.
- Users will have the ability to View/Update/Delete Capital Asset Records.
- Depreciation will be calculated once per year at June 30th using the straight Line (SL) depreciation method, initiated by the user.
- The *Final Year Depreciation* process will depreciate the **Balance Remaining** amount so that **Accumulated Depreciation** will equal **Acquisition Cost** to avoid rounding errors.
- Several *Capital Asset Reports* are available including:
 - Assets List
 - Assets List by Facility
 - Assets Detail
 - Fiscal Year Depreciation Expense
 - Fiscal Year Depreciation Expense by Function
 - Fiscal Year GL Posting
 - Fiscal Year Asset Additions
 - Fiscal Year Disposal
 - Inventory List

Procedure A: Adding Capital Asset (or Inventory Items) Manually

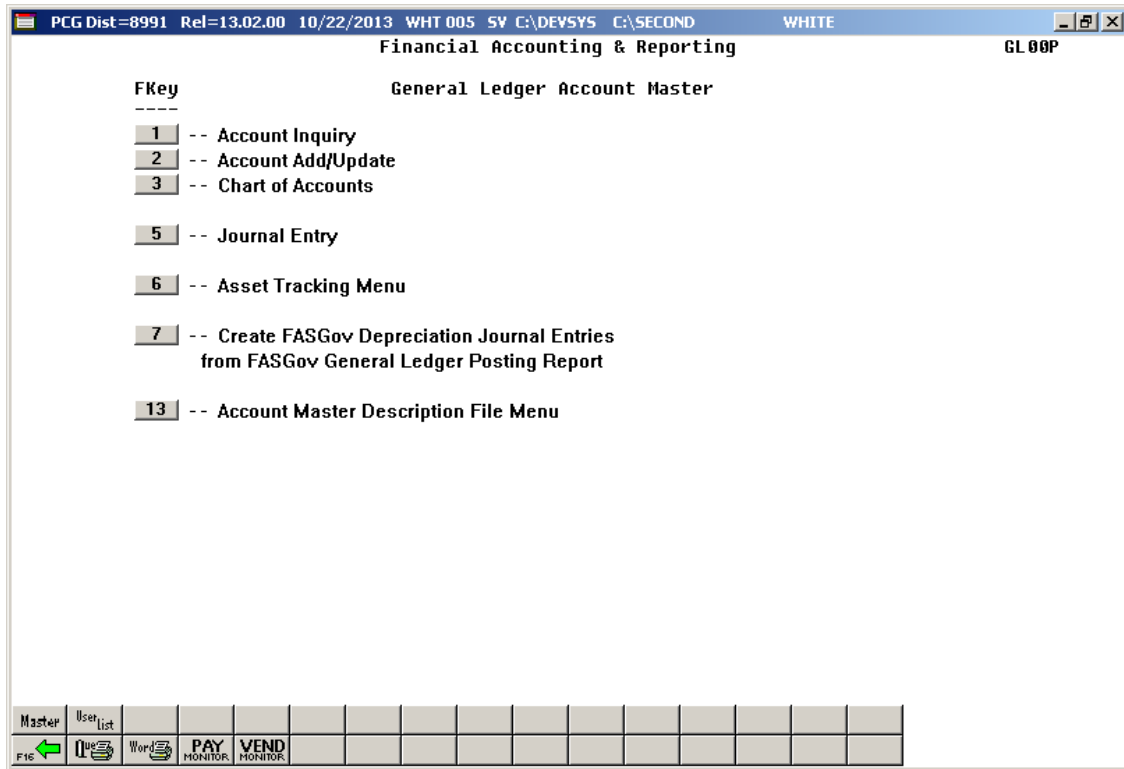
Step	Action
1	From the <i>Business Applications Master Menu</i> , select 1 (F1 - Financial Accounting & Reporting System).

The following screen displays:



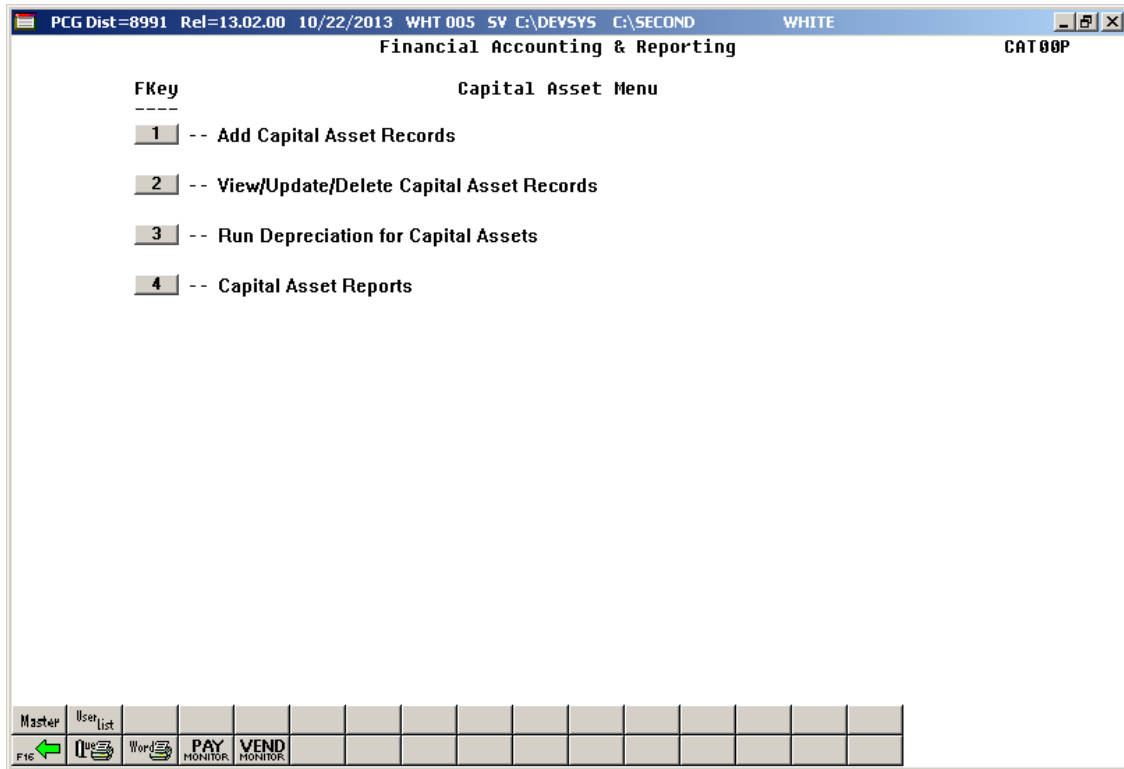
Step	Action
2	Select 11 (F11 – General Ledger Account Master Menu).

The following screen displays:



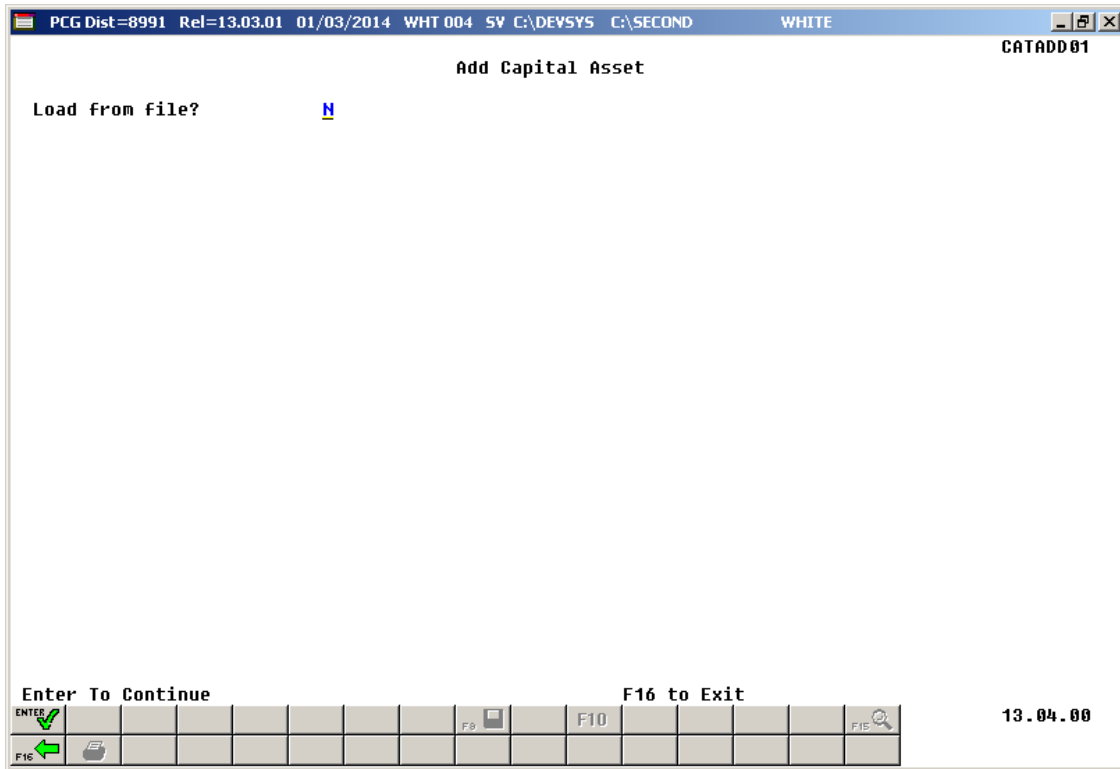
Step	Action
3	Select 6 (F6 – Asset Tracking Menu).



The following screen displays:




Step	Action
4	Select 1 (F1 – Add Capital Asset Records).

The following screen displays:





Step	Action
5	To load from file, enter Y (Yes) in the Load from file? field, and select  (Enter). Refer to <i>Procedure B: Adding Capital Asset (or Inventory Items) Using Capital_Asset_Import_Template.xlsx</i> for additional instructions.
6	To enter a capital asset manually, enter N (No) in the Load from file? field, and select  (Enter).

The following screen displays:


Step	Action
7	Input information and select  (Enter) to validate. Required field errors are highlighted in Red and warnings are highlighted in Yellow .

The following screen displays:

Step	Action
8	<p>Required fields include:</p> <ul style="list-style-type: none"> • Description • Status • Class • Asset/Inventory Switch • LOC Description • Estimated Life (YY) • Remaining Life (MM) • In Service Date • Purchase Price • Book Value • Account • Depreciation Method • First Year Depreciation SW ('Y' indicates first year to depreciate new asset) • Begin FY • 1st Year Nbr Months
9	<p>Enter the code or select the drop-down selection icon  in the Location field to choose the asset's location. Selecting the asset's location will cause the LOC Description field to be populated.</p>

Step	Action
10	Select Set Default Account to use Default Account based on the asset's Class field value, as long as the Class field has been entered first. The Asset Account Fcty (Facility) and the Depreciation Account Fcty (Facility) will be defaulted based upon the value in the Location field, if entered. Input the Funct (Function) field as appropriate for the asset.
11	Input information and select  (Enter) to validate.

The following screen displays:

Step	Action
12	Select 8 (F8 – Save). Select  (F17 – Print this data) to obtain a screen print of the <i>Add Capital Asset</i> screen. The screen print file will be available in the print queue with the name 'PSCNnnnn'.

The following screen displays:

PCG Dist=8991 Rel=13.04.00 03/03/2014 WHT 001 SV C:\DEV\SVS C:\SECOND WHITE CATADD01

Add Capital Asset

Key 1 Tag 123456ABC Description NEW ASSET
 Status A A-D-I-T Make Model
 Class E A-B-C-E-F-I Ser Nbr Asset/Inventory SW A A-I
 K-L-M-S-T-U

Location 8010 LOC Description Location 008010 Room
 Estimated Life 10 Years Remaining Life 120 Months In Construction Date

In Service Date 6/22/2014 Purchase Price 24000.00 Book Value 24000.00
 Vendor Id Vendor/Mfg PO 000000
 Title Holder Warranty Date

Set Default Account

Asset Account	Balance	Depreciation	Balance
Fnd Prgm Fnct Objct Fcty	Fnd Blnc	Fnd Prgm Fnct Objct Fcty	Fnd Blnc
801 9990 1000 73000 8010	801 0241	801 9990 1000 74400 8010	801 0242

Depreciation Method SL SL-NO Last Depr Date
 Prior Depr Accum 0.00 Depr YTD 0.00 Depr Accum 0.00
 First Year Depreciation SW Y Y-N Begin FY 2015 1st Year Nbr Months 12


Disposal Method A-L-R-S Description
 Proceeds 0.00 Sale Expense 0.00 Gain-Loss 0.00

Changes to Record Saved

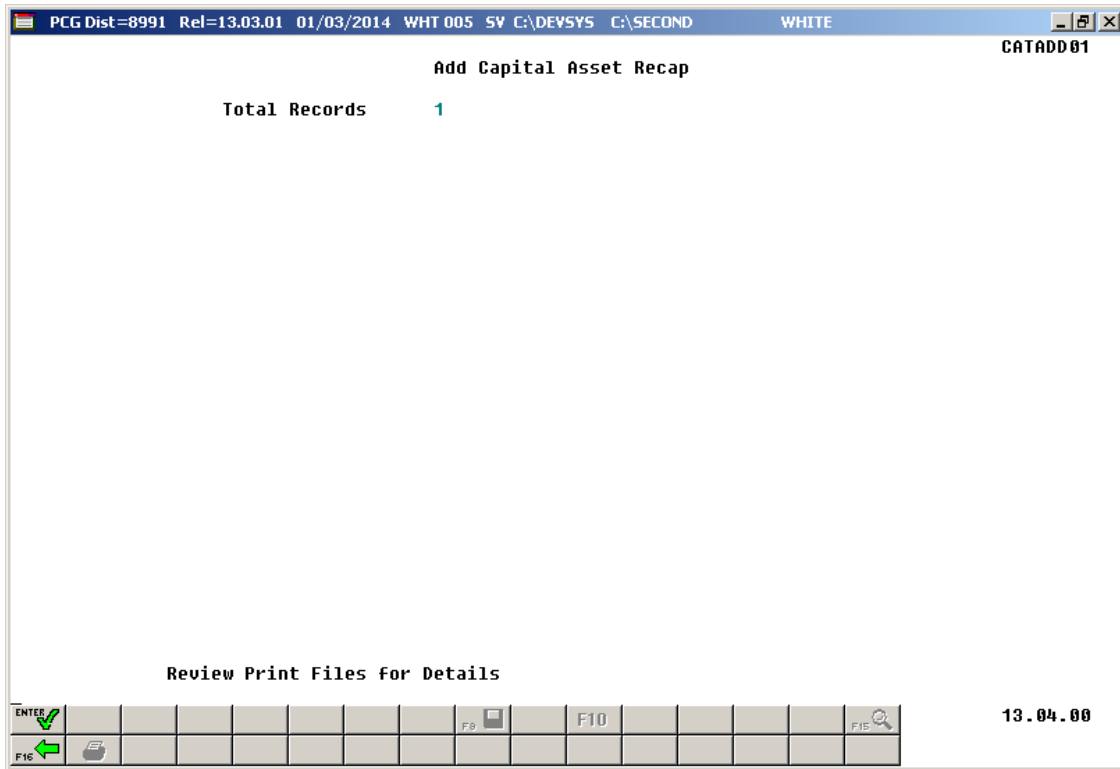
ENTER=Continue



ENTER ✓ F9 F10 F11 F12

14.01.00

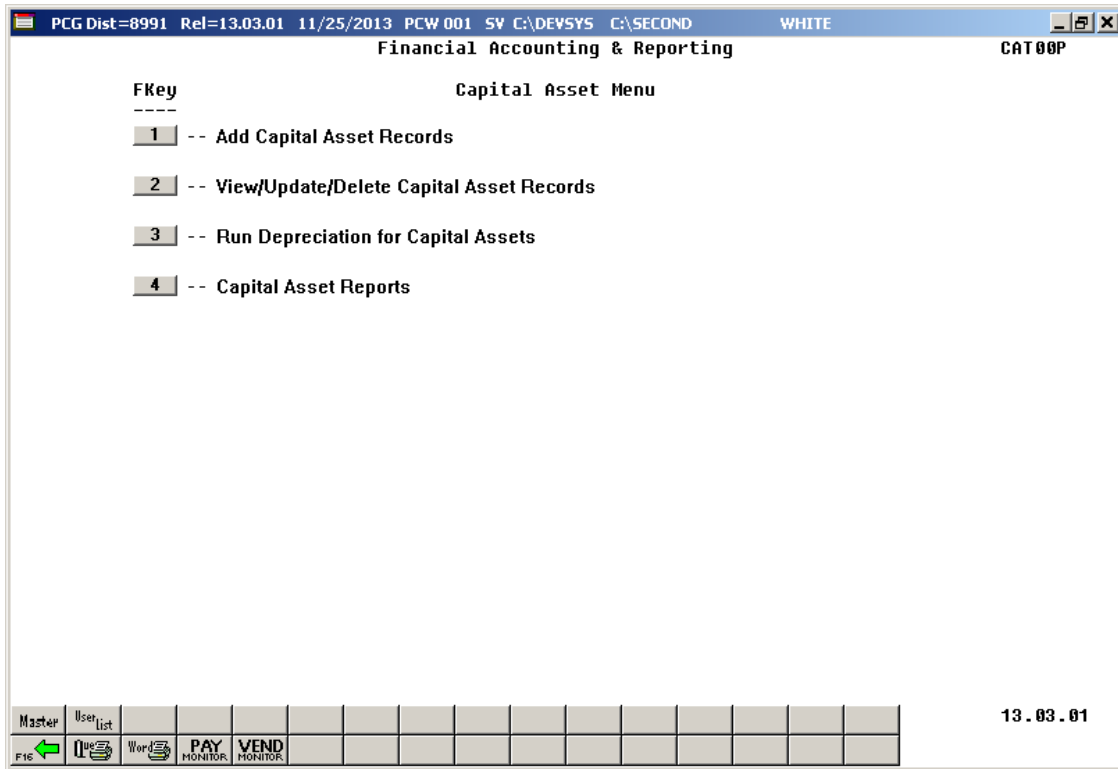
Step	Action
14	Verify "Changes to Record Saved" displays, and select  (Enter) to add another asset or inventory item.



The following screen displays:



Step	Action
17	Select  (Enter) or select  (F16 – Exit) to exit to the <i>Capital Asset Menu</i> .

The following screen displays:

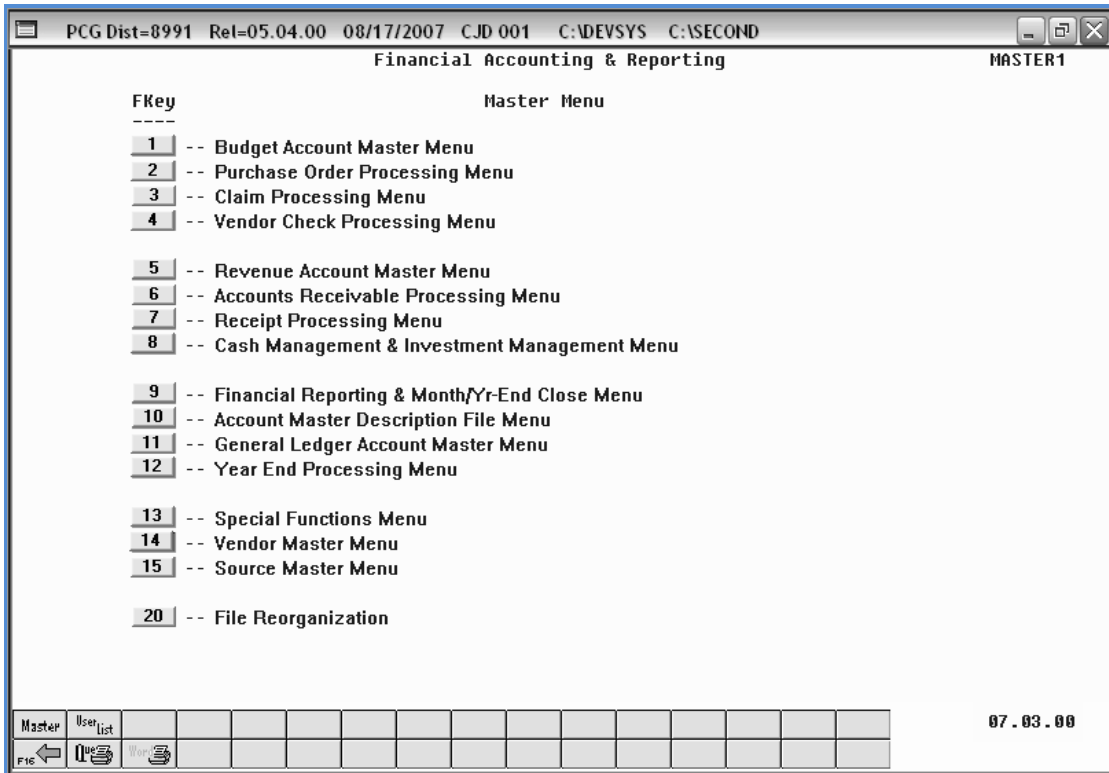


Step	Action
18	Select  (F16 -Exit) to return to the <i>General Ledger Account Master Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .

Procedure B: Adding Capital Asset (or Inventory Items) Using Capital_Asset_Import_Template.xlsx

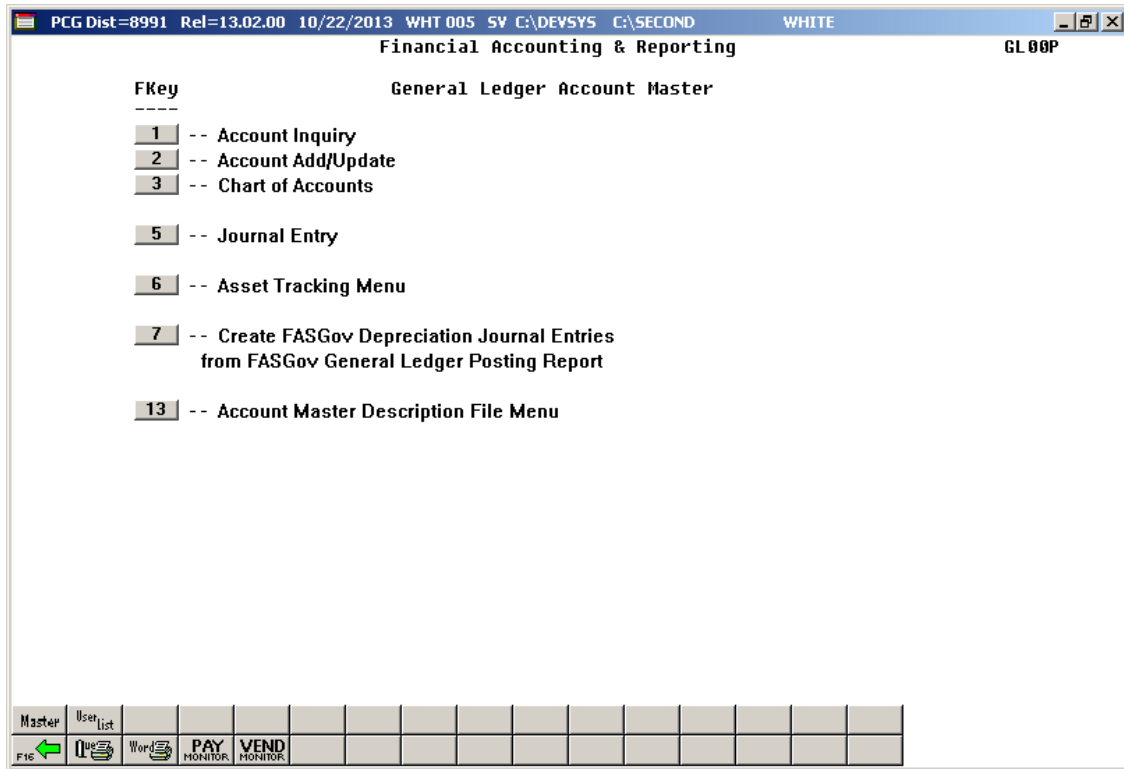
Step	Action
1	From the <i>Business Applications Master Menu</i> , select 1 (F1 - Financial Accounting & Reporting System).

The following screen displays:



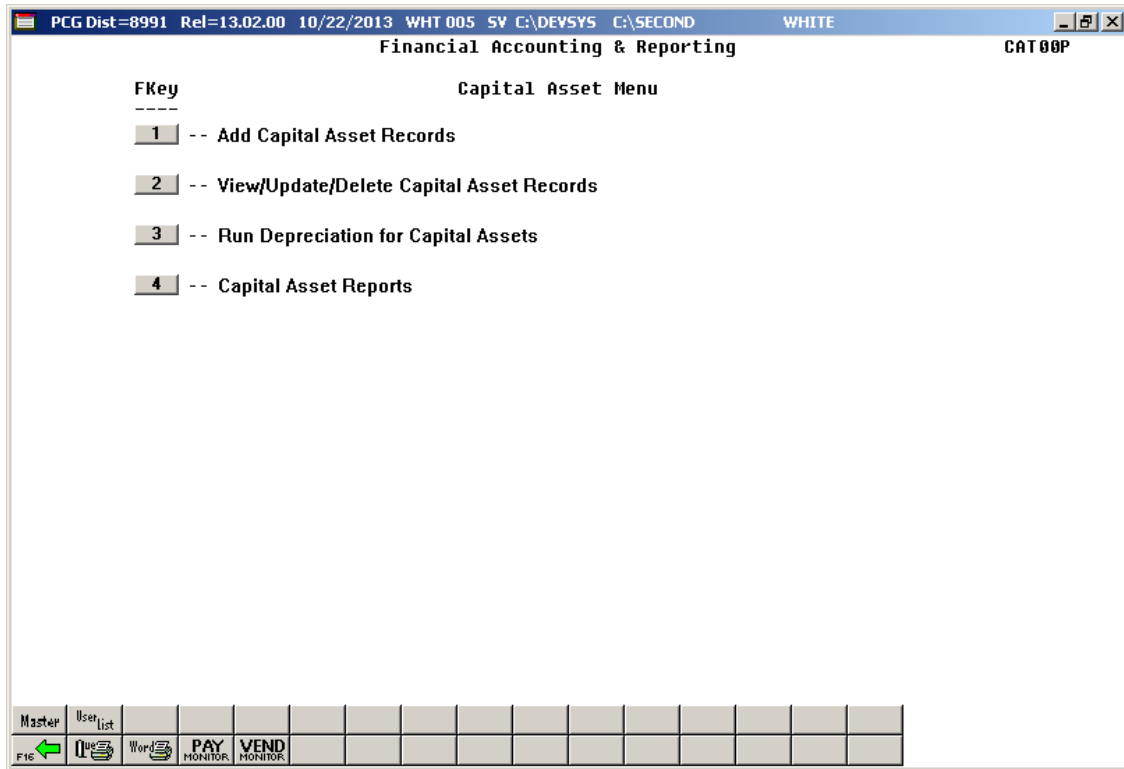
Step	Action
2	Select 11 (F11 – General Ledger Account Master Menu).

The following screen displays:



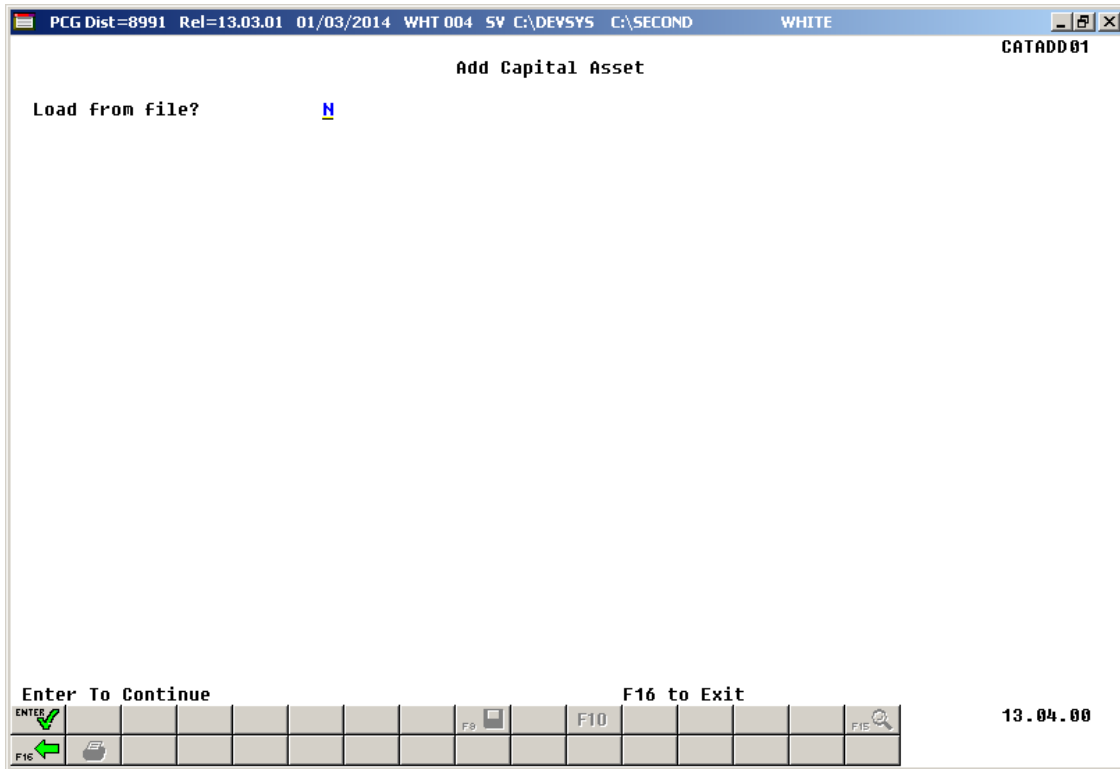
Step	Action
3	Select 6 (F6 – Asset Tracking Menu).


The following screen displays:



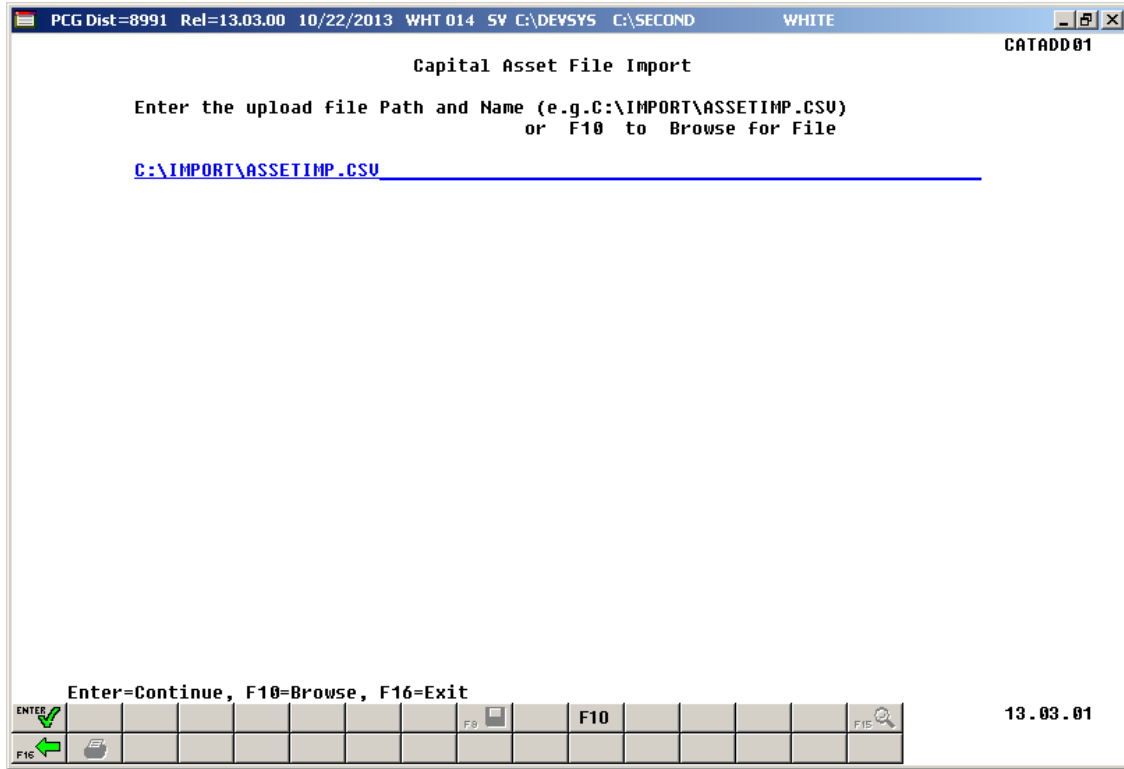
Step	Action
4	Select 1 (F1 – Add Capital Asset Records).

The following screen displays:

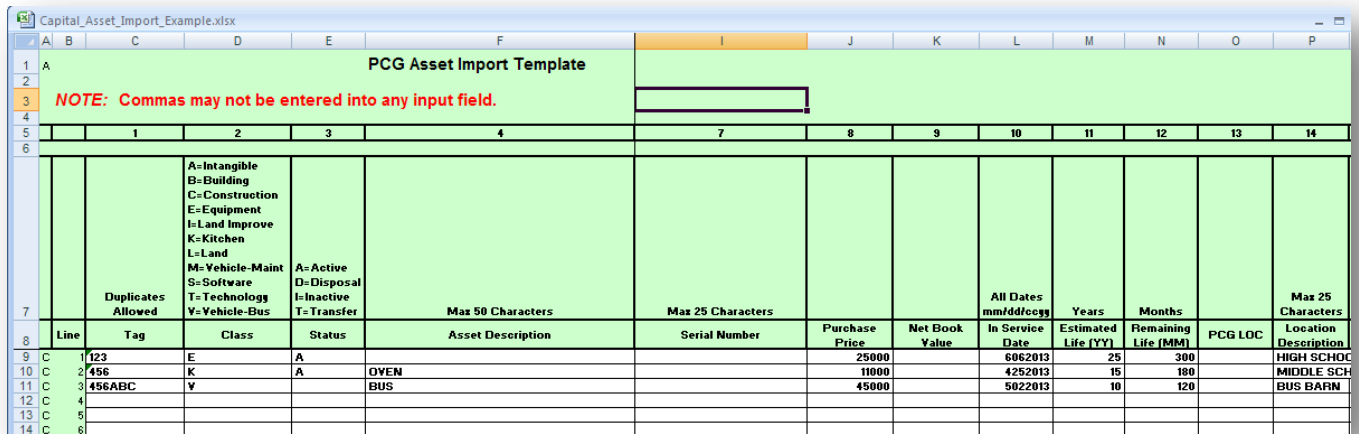


Step	Action
5	Set Load from File? to 'Y' (Yes) and select  (Enter).

The following screen displays:

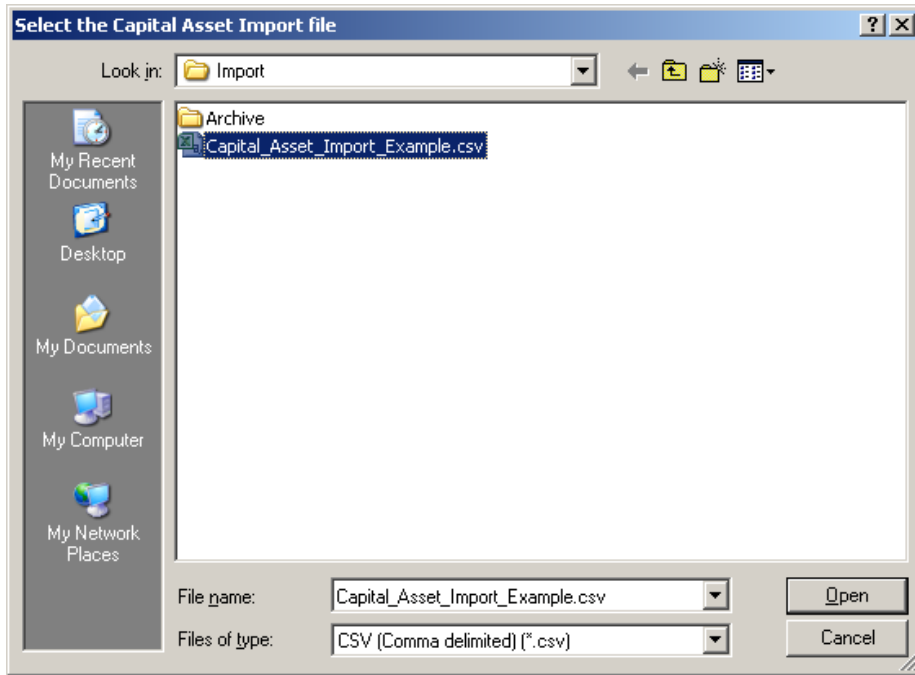


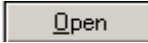
Step	Action
6	Create a CSV file based on the <i>Capital_Asset_Import_Template.xlsx</i> .



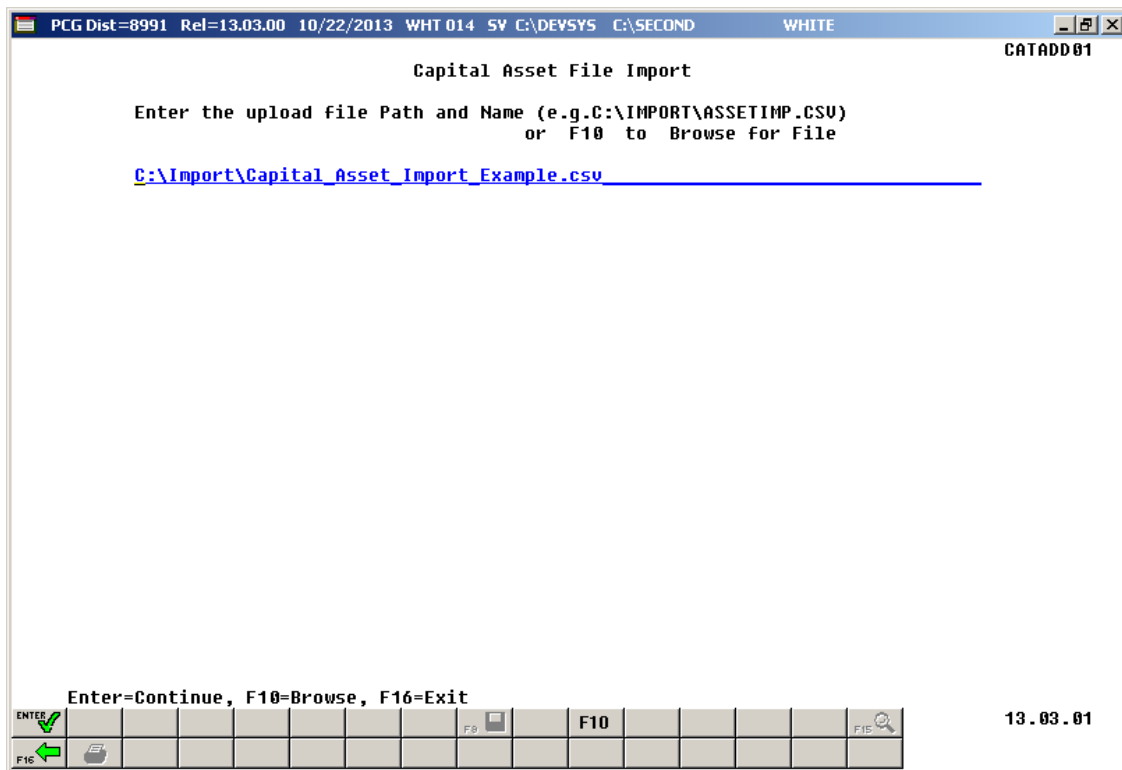
Step	Action
7	Input file path or F10 (F10 Browse for file) to select the import file.


The following screen displays:



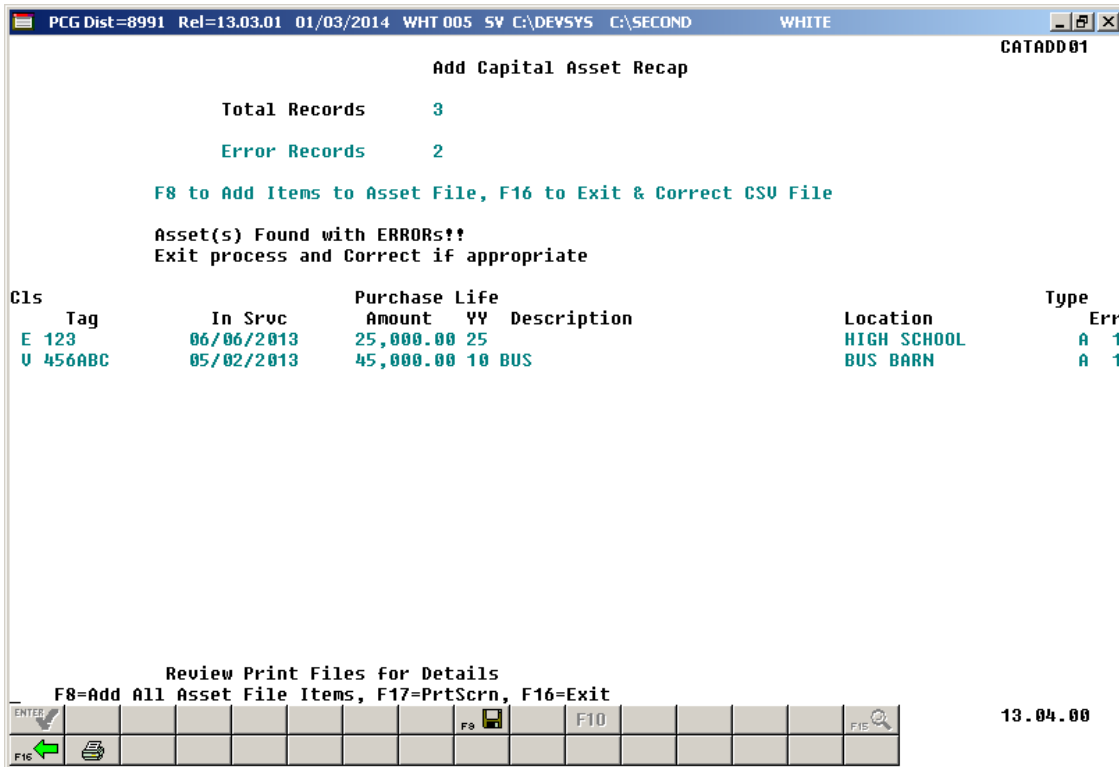
Step	Action
8	Confirm the path and filename are correct and select  (Open) to choose the file.



The following screen displays:



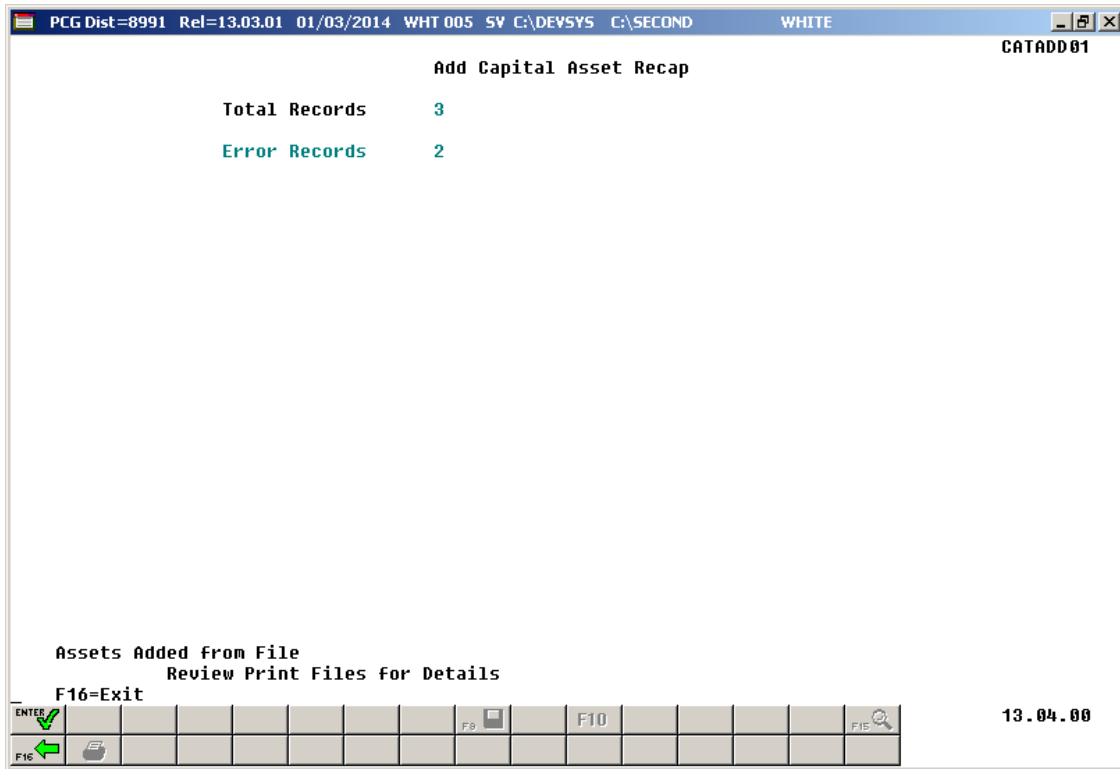
Step	Action
9	Confirm the path and filename are correct and select  (Enter) to process.
10	The import file will be read and validated and a recap screen will be displayed.


The following screen displays:



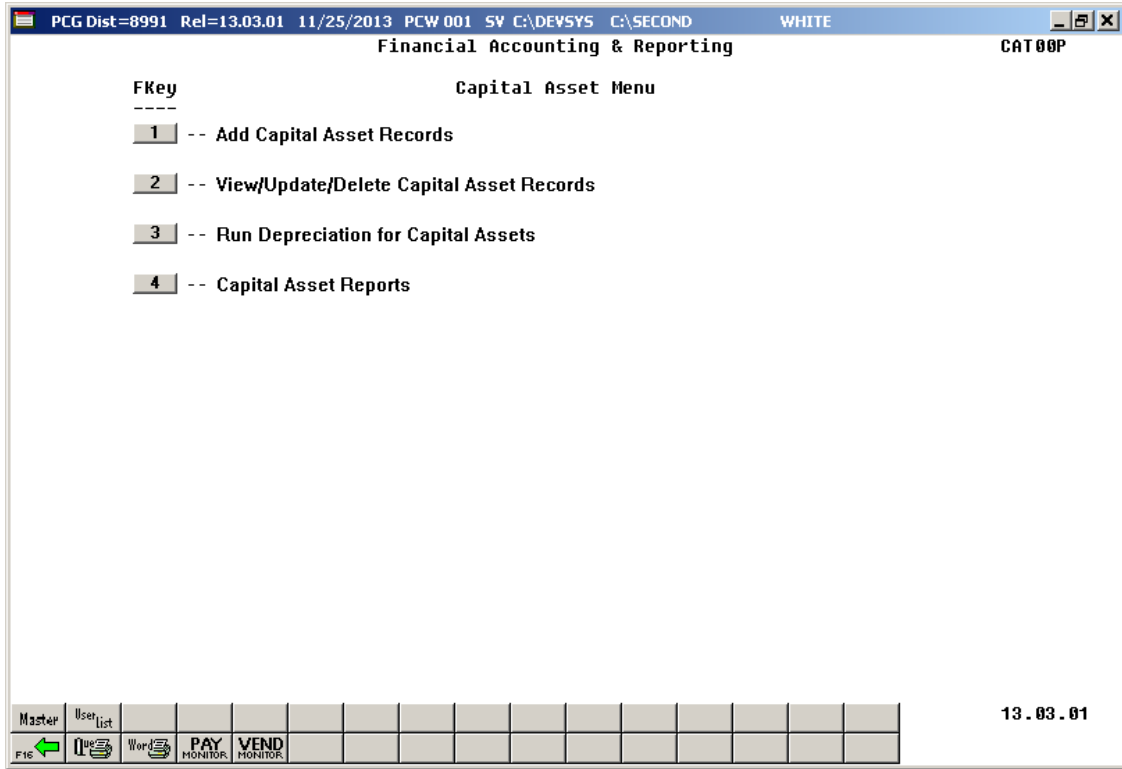
Step	Action
11	If errors are found, the first 15 error records will be listed.
12	Select  (Exit) to exit. Correct errors in file and repeat the process.
13	Select  (F8 – Add all asset file items) to add the assets.
14	Records with errors must be corrected using <i>View/Update/Delete Capital Asset Records</i> . Refer to <i>Procedure C: View/Update/Delete Capital Asset Records</i> for additional instructions.





The following screen displays:



Step	Action
15	Review the print files.
16	Correct assets with errors using <i>View/Update/Delete Capital Asset Records</i> . Refer to <i>Procedure C: View/Update/Delete Capital Asset Records</i> for additional instructions.
17	Review assets using the <i>Capital Asset Reports</i> . Refer to <i>Procedure E: Capital Asset Reports</i> for additional instructions.
18	Select  (F16 – exit) to exit to the <i>Capital Asset Menu</i> screen.

The following screen displays:



Step	Action
19	Select  (F16 -Exit) to return to the <i>General Ledger Account Master Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .
20	<p>To print the report via the Uqueue Print Manager: Select  (Uqueue).</p> <p>To print the report via Microsoft® Word: Select  (MS WORD).</p> <p>Follow the instructions provided in the <i>Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing</i> to create the macro necessary to use the feature where appropriate.</p>

B1. Sample Capital Asset Additions Report

REPORT ID: CATADD01 T File-Trial Capital Asset Additions PAGE: 1
 RUN DATE: 10/22/2013 13:10 SYSTEM: 8991 - SMITH CITY BOARD OF EDUCATION

Cls Tag Stat	Desc	LOC Desc	In Svcs Dt	Life Rem	Value	Depr SW Ser Nbr	Inv Object Err
E A 123		HIGH SCHOOL	06/06/2013	25 300	25,000.00	SL	73000 A 1
K A 456	OVEN	MIDDLE SCHOOL	04/25/2013	15 180	11,000.00	SL	73000 A
V 456ABC	BUS	BUS BARN	05/02/2013	10 120	45,000.00	SL	73200 A 1
3 Total Records							
2 Error Records							

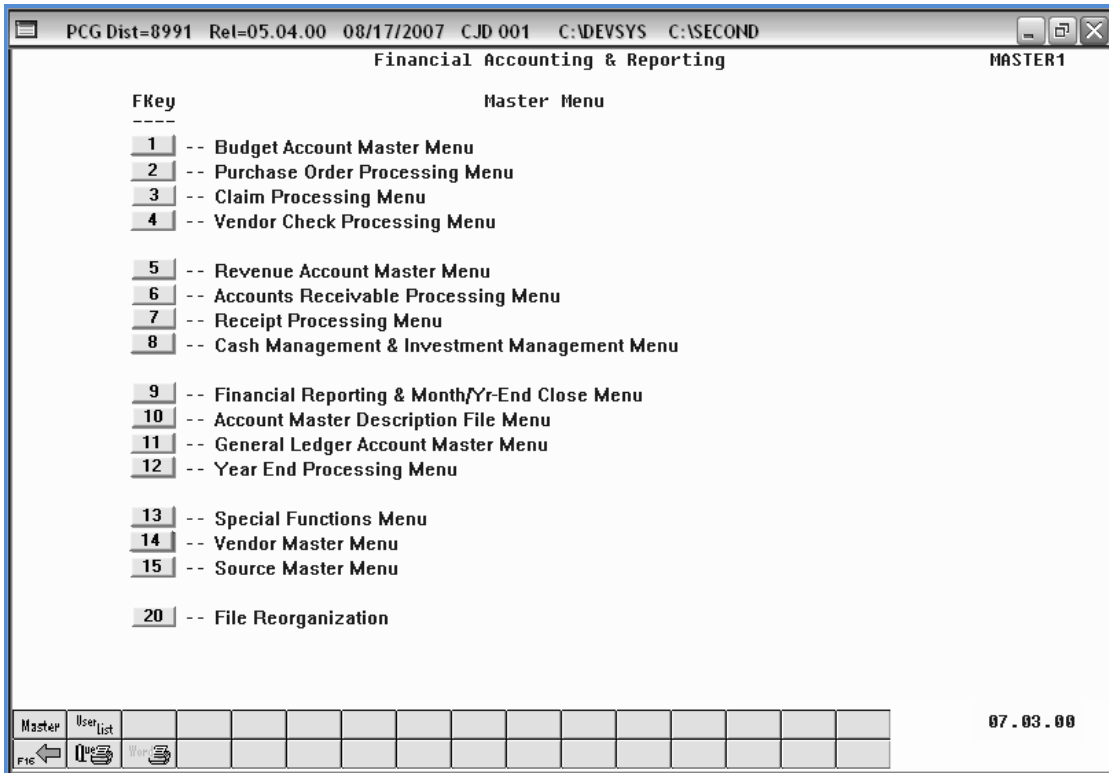
REPORT ID: CATADD01 L File-Load Capital Asset Additions PAGE: 1
 RUN DATE: 10/22/2013 13:21 SYSTEM: 8991 - SMITH CITY BOARD OF EDUCATION

Cls Tag Stat	Desc	LOC Desc	In Svcs Dt	Life Rem	Value	Depr SW Ser Nbr	Inv Object Err
E A 123		HIGH SCHOOL	06/06/2013	25 300	25,000.00	SL	73000 A 1
K A 456	OVEN	MIDDLE SCHOOL	04/25/2013	15 180	11,000.00	SL	73000 A
V 456ABC	BUS	BUS BARN	05/02/2013	10 120	45,000.00	SL	73200 A 1
3 Total Records							
2 Error Records							

Procedure C: View/Update/Delete Capital Asset Records

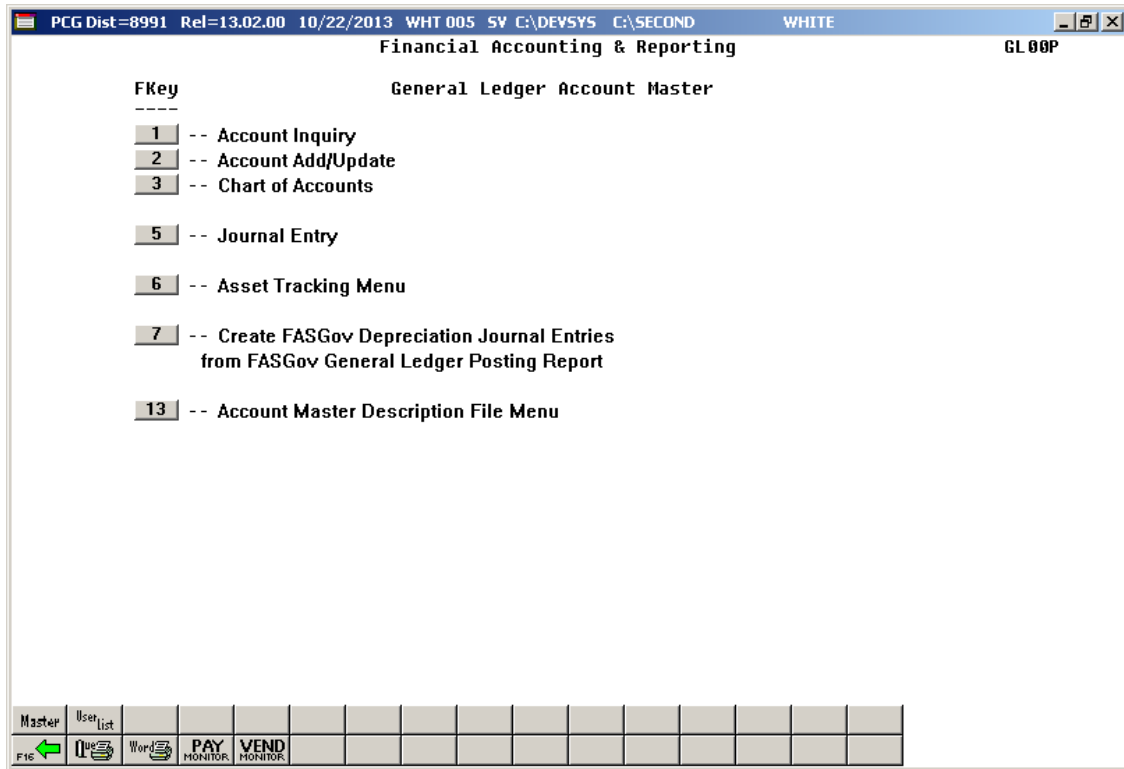
Step	Action
1	From the <i>Business Applications Master Menu</i> , select 1 (F1 - Financial Accounting & Reporting System).

The following screen displays:



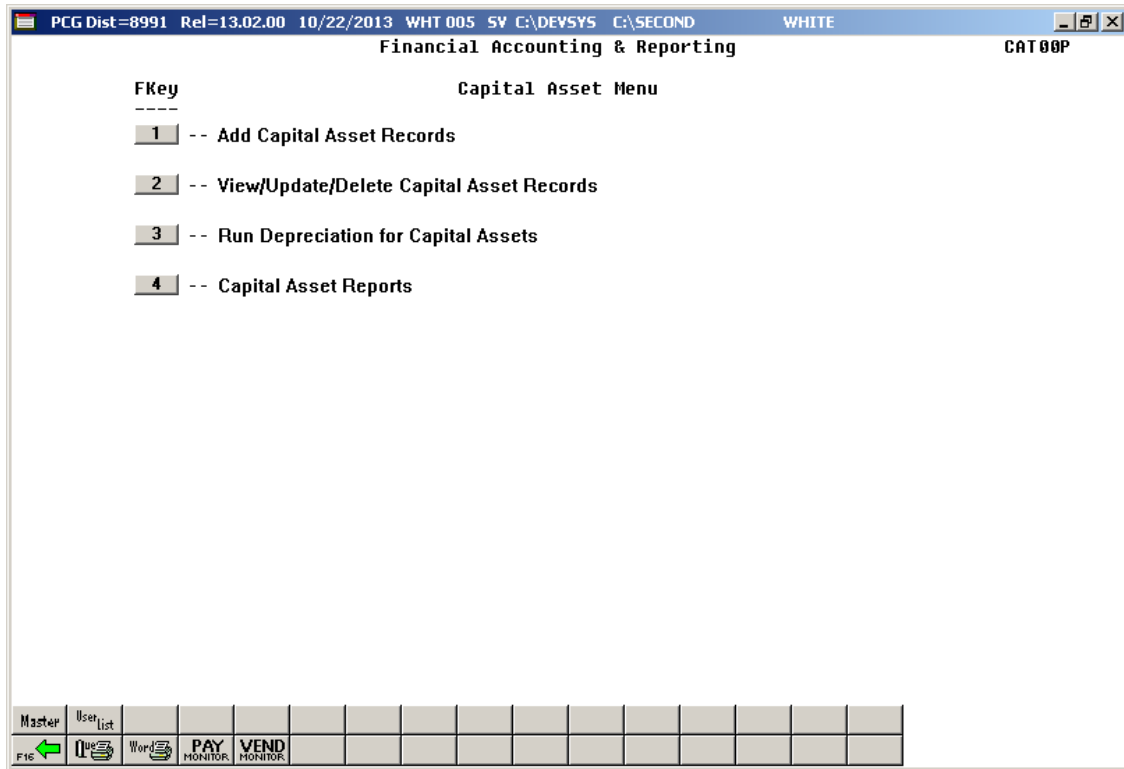
Step	Action
2	Select 11 (F11 – General Ledger Account Master Menu).

The following screen displays:



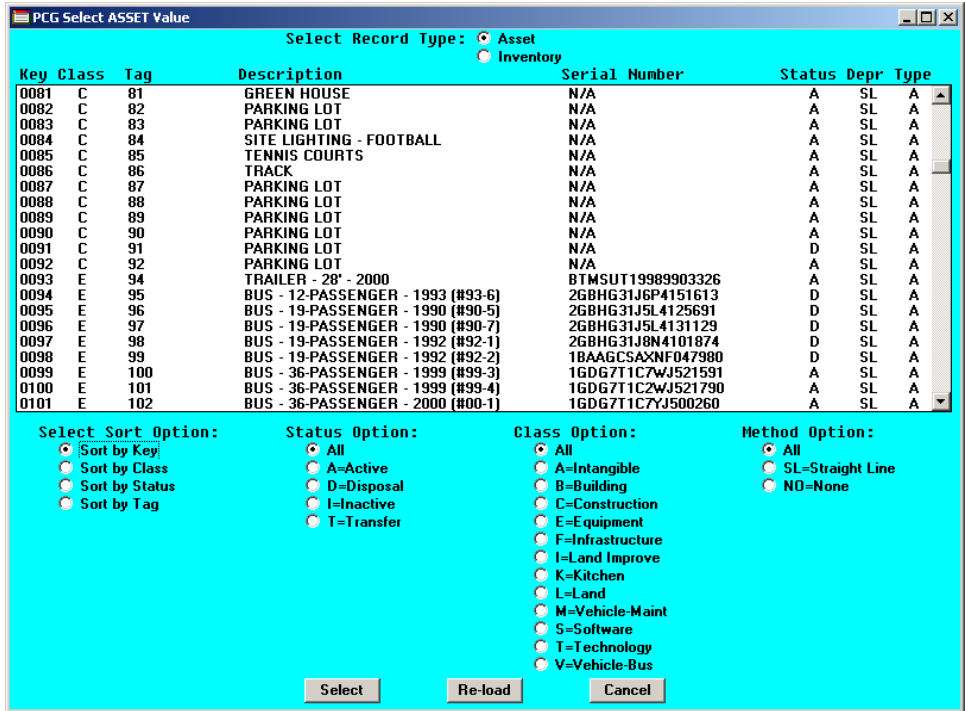
Step	Action
3	Select 6 (F6 – Asset Tracking Menu).

The following screen displays:



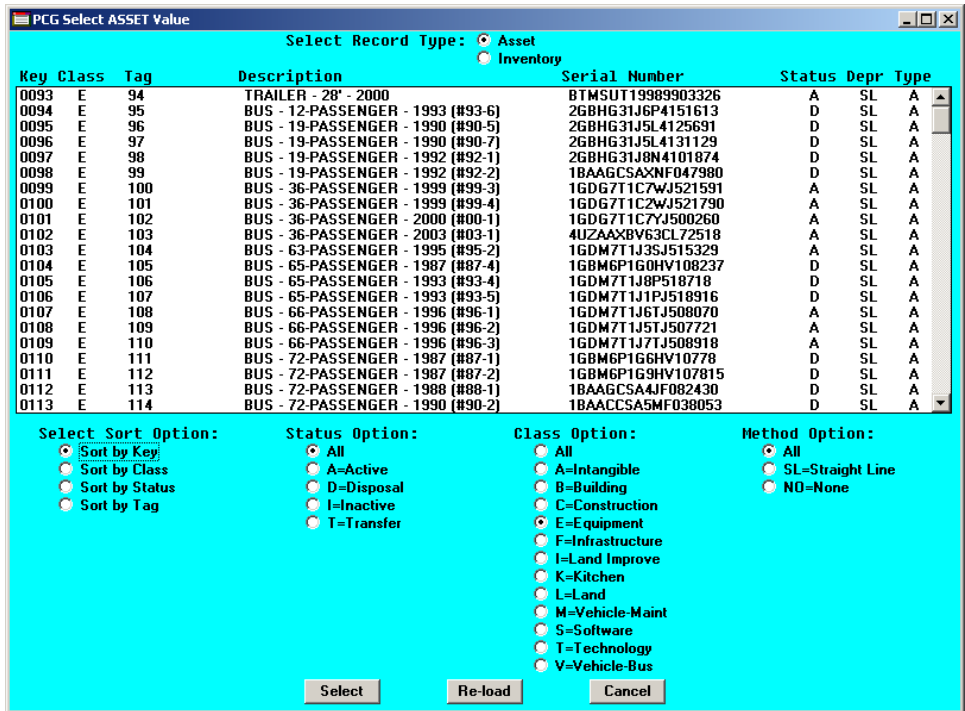
Step	Action
4	Select 2 (F2 – View/Update/Delete Capital Asset Records).

The following screen displays:



Step	Action
5	To help locate the correct asset record, set the <i>Sort Option</i> , <i>Status Option</i> , <i>Class Option</i> , and/or <i>Method Option</i> and select Re-load (Reload assets).

The following screen displays:



Step	Action
6	Highlight an item and select Select to select the record.

The following screen displays:

View/Update/Delete Asset CATUPD01

Key 152
 Tag 153 Description DISHWASHER - COMMERCIAL W/ 35' DISHTABLE
 Status A A-D-I-T Make Model
 Class E A-B-C-E-F-I Ser Nbr 44WS Asset/Inventory SW A A-I
 K-L-M-S-T-U

Location LOC Description HUE Room
 Estimated Life 12 Years Remaining Life 18 Months In Construction Date

In Service Date 1/01/2003 Purchase Price 10060.00 Book Value 1257.53
 Vendor Id Vendor/Mfg 9990 PO 000000
 Title Holder Warranty Date

Set Default Account

Asset Account	Balance	Depreciation	Balance
Fnd Prgm Fnct Object Fcty	Fnd Blnc	Fnd Prgm Fnct Object Fcty	Fnd Blnc
607 9990 3100 73000 0103	801 0241	801 9990 3100 74400 0103	801 0242

Depreciation Method SL SL-N0 Last Depr Date 6/30/2013
 Prior Depr Accum 7964.14 Depr YTD 838.33 Depr Accum 8802.47
 First Year Depreciation SW N Y-N Begin FY 1st Year Nbr Months 0

Disposal Method A-L-R-S Description Disp Date
 Proceeds 0.00 Sale Expense 0.00 Gain-Loss 0.00

Sort: None Status: All Class: Equipment Method: All

F1=First, F2=Next, F3=Prev, F4=Last, F9=Modify, F14=Select, F17=PrtScrn, F18=Delete, F16=Exit

ENTER First Next Prev Last F9 F14 F16

Step	Action
7	Select F9 (F9 – modify) to modify an asset record.
8	Select F14 (F14 to return to Select Asset Screen)

The following screen displays:

PCGDist=8991 Rel=13.04.00 02/05/2014 WHI 001 SV C:\DEV\SVS C:\SECOND WHITE CATUPD01

View/Update/Delete Asset

Key **152**
 Tag **153**
 Status **A** A-D-I-T
 Class **E** A-B-C-E-F-I
 K-L-M-S-T-U

Description **DISHWASHER - COMMERCIAL W/ 35' DISHTABLE**
 Make _____ Model _____
 Ser Nbr **44WS** Asset/Inventory SW **A** A-I

Location _____ LOC Description **MUE** Room _____
 Estimated Life **12** Years Remaining Life **18** Months In Construction Date _____

In Service Date **1/01/2003** Purchase Price **10060.00** Book Value **1257.53**
 Vendor Id _____ Vendor/Mfg **9990** PO **000000**
 Title Holder _____ Warranty Date _____

Set Default Account

Asset Account				Balance		Depreciation				Balance			
Fnd	Prgm	Funct	Objct	Fcty	Fnd	Blnc	Fnd	Prgm	Funct	Objct	Fcty	Fnd	Blnc
607	9990	3100	73000	0103	801	0241	801	9990	3100	74400	0103	801	0242

Depreciation Method **SL** SL-NO Last Depr Date **6/30/2013**
 Prior Depr Accum **7964.14** Depr YTD **838.33** Depr Accum **8802.47**
 First Year Depreciation SW **N** Y-H Begin FY _____ 1st Year Nbr Months **0**

Disposal Method **A-L-R-S** Description _____ Disp Date _____
 Proceeds **0.00** Sale Expense **0.00** Gain-Loss **0.00**

Sort: **None** Status: **All** Class: **Equipment** Method: **All**

Enter=Validate, F1=First,F2=Next,F3=Prev,F4=Last, F8=Save,F9=View, F14=Select,F17=PrtScrn,F16=Return

ENTER ✓ First Next Prev Last F9 F8 F14 F15

Step	Action
9	Note that any errors or warnings will be highlighted. Any errors must be corrected before the asset record can be saved.
10	Select F14 (F14 to return to Select Asset Screen)
11	Select Set Default Account button if desired.
12	Select ENTER (ENTER to validate), and F8 (F8 – Save) to save the asset record.
13	Select First (F1 – First record) to scroll to the first asset record in the file. Select Next (F2 – Next record) to scroll to the next asset record in the file. Select Prev (F3 – Prev record) to scroll to the previous asset record in the file. Select Last (F4 – Last record) to scroll to the last asset record in the file.

The following screen displays:

PCG Dist=8991 Rel=13.04.00 02/05/2014 WHI 001 SV C:\DEV\SYS C:\SECOND WHITE CATUPD01

View/Update/Delete Asset

Key 152 Tag 153 Description DISHWASHER - COMMERCIAL W/ 35' DISHTABLE
 Status A A-D-I-T Make Model
 Class E A-B-C-E-F-I Ser Nbr 44WS Asset/Inventory SW A A-I
 K-L-M-S-T-U

Location LOC Description MUE Room
 Estimated Life 12 Years Remaining Life 18 Months In Construction Date

In Service Date 1/01/2003 Purchase Price 10060.00 Book Value 1257.53
 Vendor Id Vendor/Mfg 9990 PO 000000
 Title Holder Warranty Date

Set Default Account

Asset Account	Balance	Depreciation	Balance
Fnd Prgm Fnct Objct Fcty	Fnd Blnc	Fnd Prgm Fnct Objct Fcty	Fnd Blnc
607 9990 3100 73000 0103	801 0241	801 9990 3100 74400 0103	801 0242


Depreciation Method SL SL-NO Last Depr Date 6/30/2013
 Prior Depr Accum 7964.14 Depr YTD 838.33 Depr Accum 8802.47
 First Year Depreciation SW N Y-N Begin FY 1st Year Nbr Months 0

Disposal Method A-L-R-S Description Disp Date
 Proceeds 0.00 Sale Expense 0.00 Gain-Loss 0.00

Sort: None Status: All Class: Equipment Method: All

F8 to Confirm Changes and Save
 F8=Save, F17=PrtScrn, F16=Return

14.01.00

Step	Action
14	Select  (F8 - Save) to confirm the changes and save the asset record.

The following screen displays:

PCG Dist=8991 Rel=13.04.00 02/05/2014 WHI 001 SV C:\DEV\SYS C:\SECOND WHITE CATUPD01

View/Update/Delete Asset

Key 152 Tag 153 Description DISHWASHER - COMMERCIAL W/ 35' DISHTABLE
 Status A A-D-I-T Make Model
 Class E A-B-C-E-F-I Ser Nbr 44WS Asset/Inventory SW A A-I
 K-L-M-S-T-U

Location LOC Description MUE Room
 Estimated Life 12 Years Remaining Life 18 Months In Construction Date

In Service Date 1/01/2003 Purchase Price 10060.00 Book Value 1257.53
 Vendor Id Vendor/Mfg 9990 PO 000000
 Title Holder Warranty Date

Set Default Account

Asset Account	Balance	Depreciation	Balance
Fnd Prgm Fnct Objct Fcty	Fnd Blnc	Fnd Prgm Fnct Objct Fcty	Fnd Blnc
607 9990 3100 73000 0103	801 0241	801 9990 3100 74400 0103	801 0242

Depreciation Method SL SL-NO Last Depr Date 6/30/2013
 Prior Depr Accum 7964.14 Depr YTD 838.33 Depr Accum 8802.47
 First Year Depreciation SW N Y-N Begin FY 1st Year Nbr Months 0

Disposal Method A-L-R-S Description Disp Date
 Proceeds 0.00 Sale Expense 0.00 Gain-Loss 0.00



Sort: None Status: All Class: Equipment Method: All

Changes to Record Saved

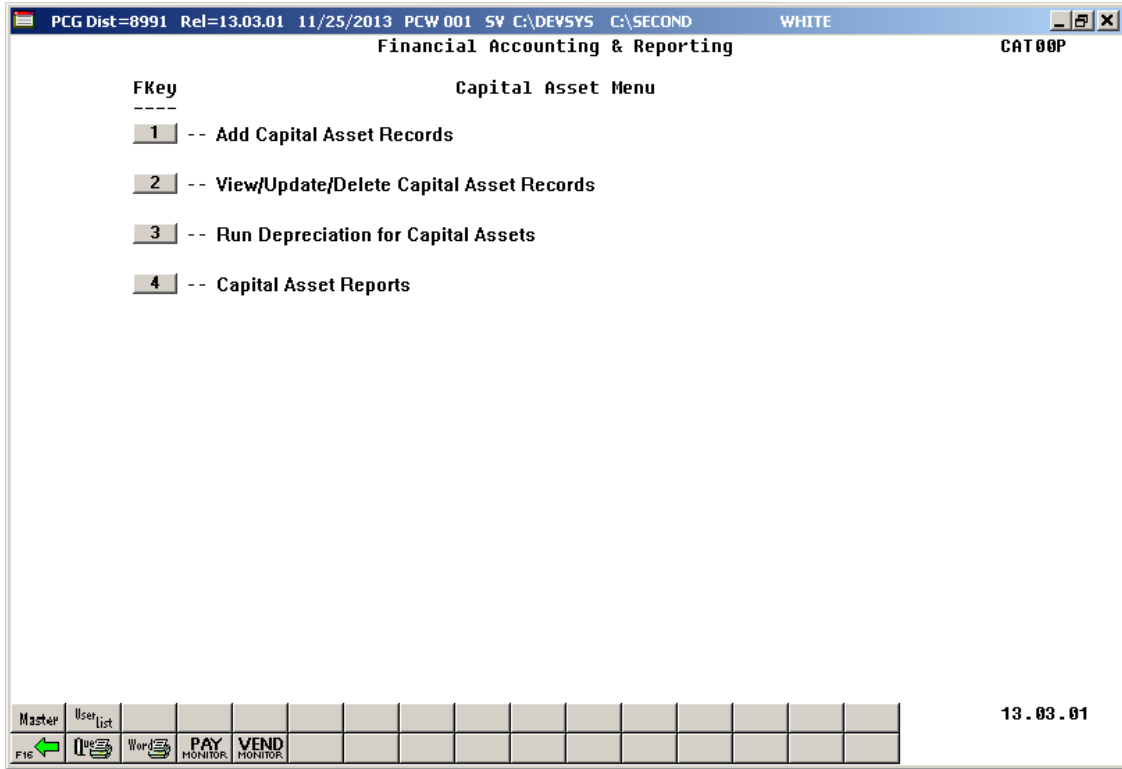
F1=First, F2=Next, F3=Prev, F4=Last, F9=Modify, F14=Select, F17=PrtScrn, F18=Delete, F16=Exit



ENTER First Next Prev Last F9 F3 F14 F16

14.01.00

Step	Action
15	Verify that the message “Changes to Record Saved” displays.
16	Select  (F16 – exit) to exit to the <i>Select Capital Asset</i> screen.
17	Select  (F16 – exit) to exit to the <i>Capital Asset Menu</i> screen.

The following screen displays:

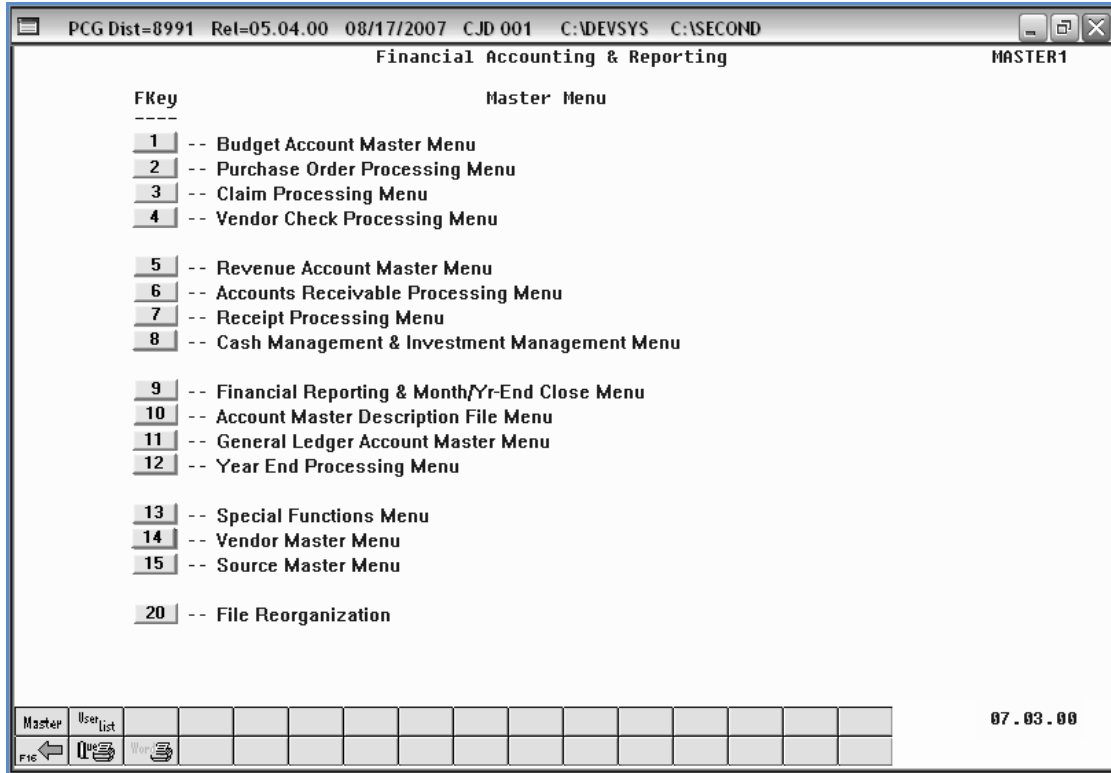


Step	Action
18	Select  (F16 -Exit) to return to the <i>General Ledger Account Master Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .

Procedure D: Run Depreciation for Capital Assets

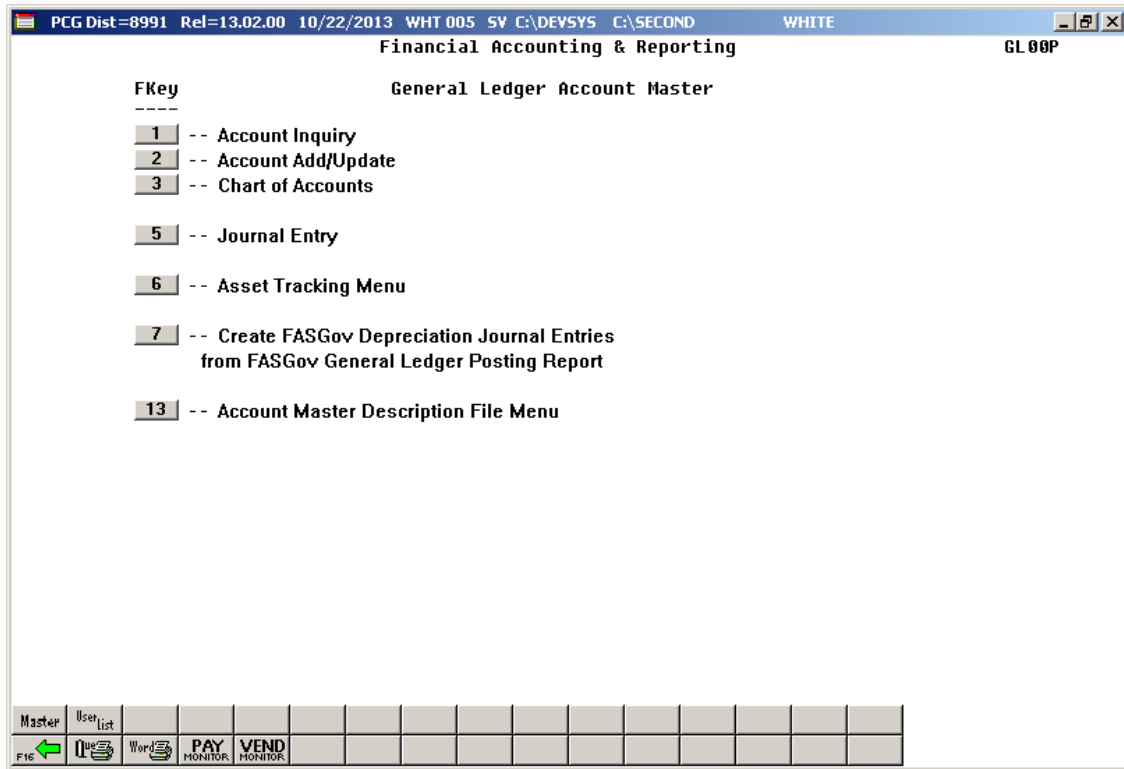
Step	Action
1	From the <i>Business Applications Master Menu</i> , select 1 (F1 - Financial Accounting & Reporting System).

The following screen displays:



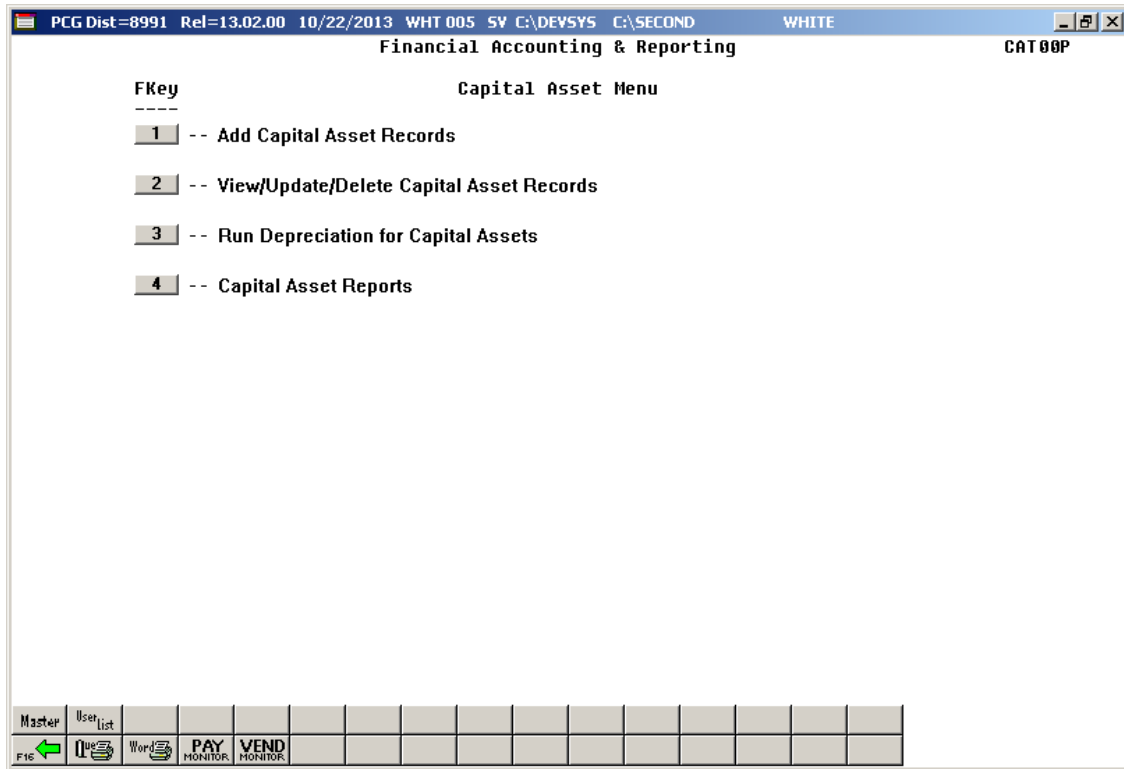
Step	Action
2	Select 11 (F11 – General Ledger Account Master Menu).

The following screen displays:



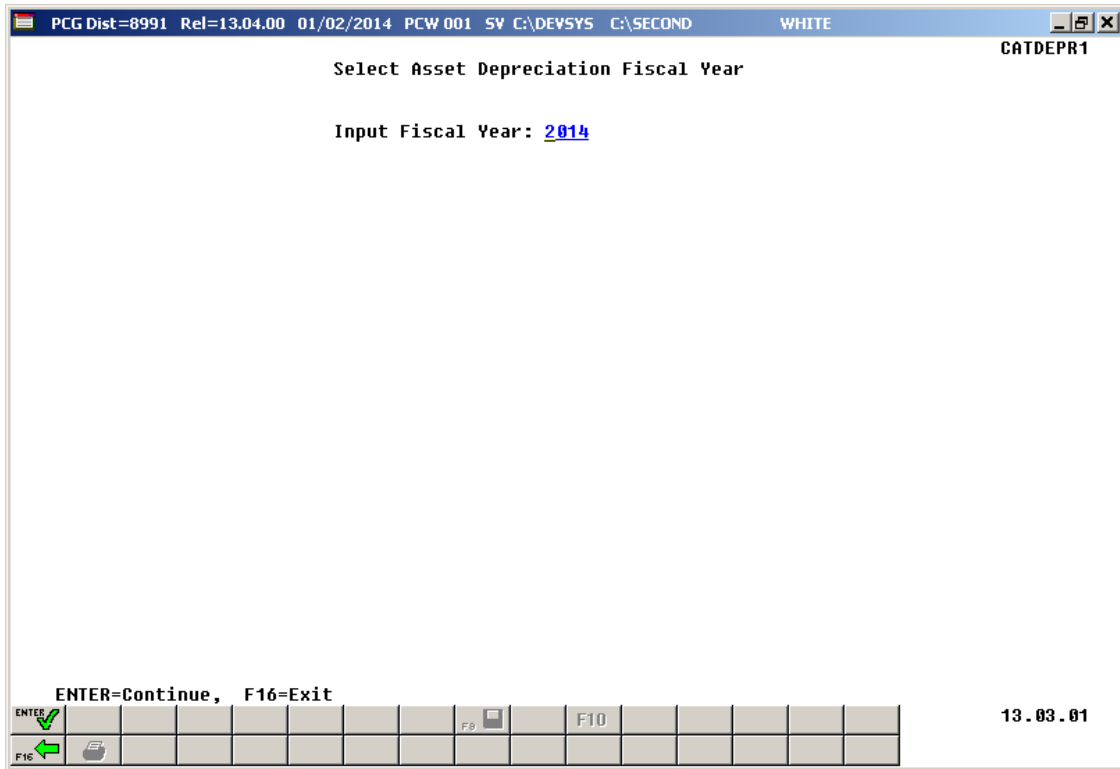
Step	Action
3	Select 6 (F6 – Asset Tracking Menu).


The following screen displays:



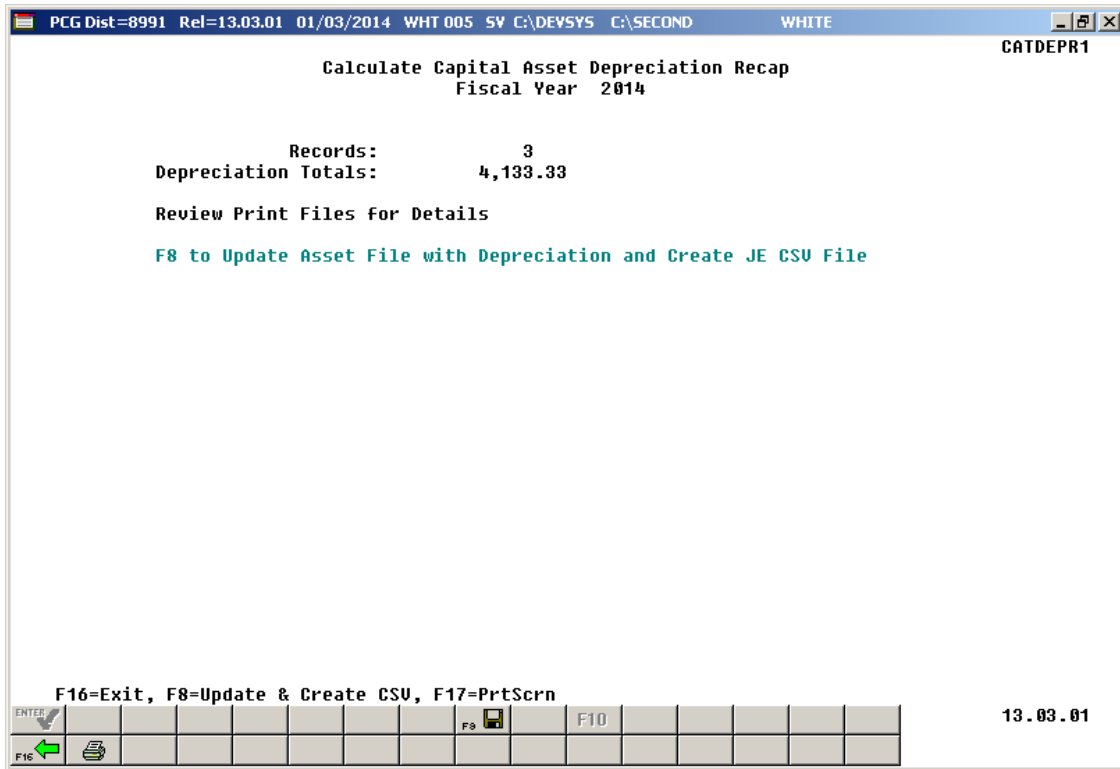
Step	Action
4	Select 3 (F3 – Run Depreciation for Capital Assets).


The following screen displays:



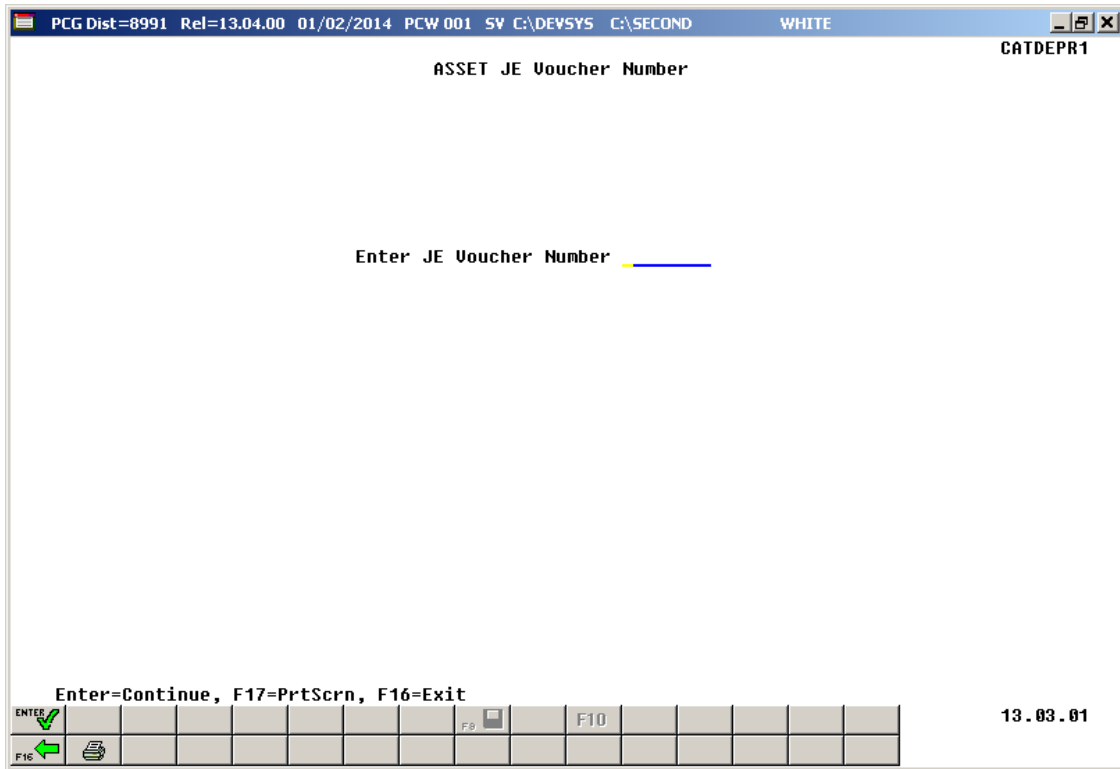
Step	Action
5	Enter the Input Fiscal Year field and select  (ENTER) to continue. <i>Note: The user should obtain a JE Voucher Number before starting this process.</i>


The following screen displays:



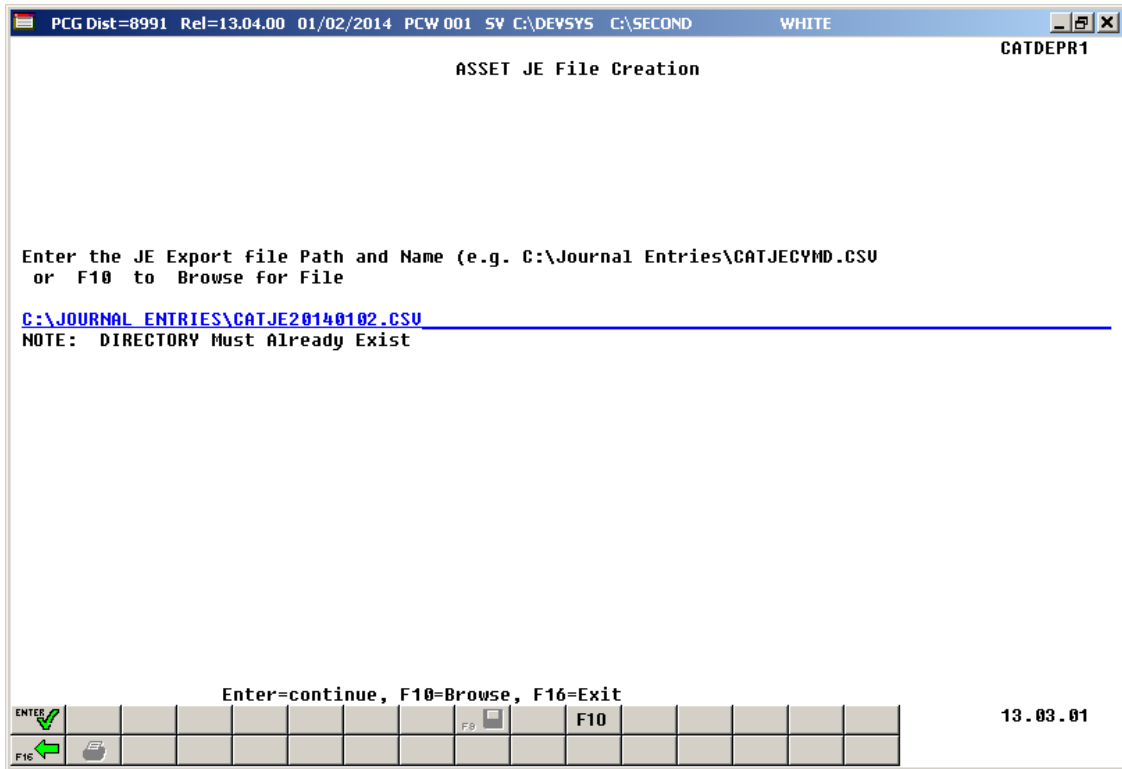
Step	Action
6	Select  (F8 – Save) to update the <i>Asset File</i> with the depreciation and to create the JE CSV file.


The following screen displays:



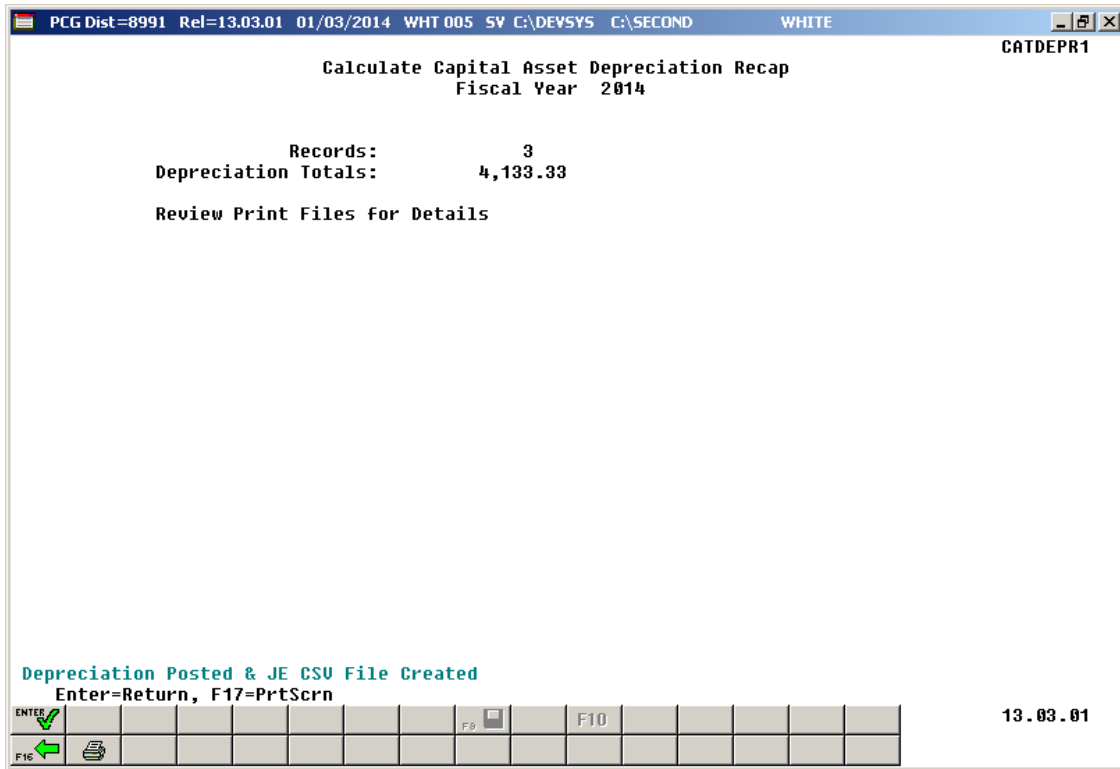
Step	Action
7	Enter the JE Voucher Number and select  (ENTER) to continue.


The following screen displays:



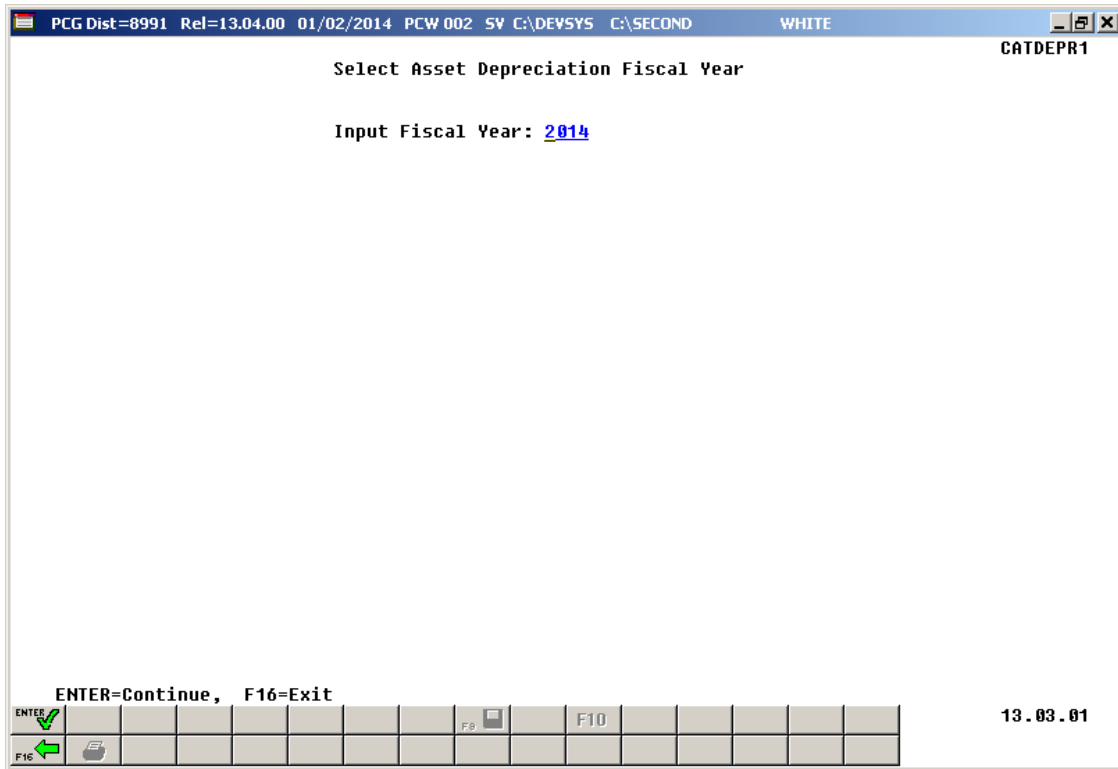
Step	Action
8	<p>Verify the path and filename have defaulted correctly as C:\JOURNAL ENTRIES\JEccymmdd.csv, or enter the correct path and filename in the Enter the import file path and name field , or select F10 (to Browse for file).</p> <p><i>If the filename entered is incorrect, the message “Invalid File Id. Correct and press ENTER to retry, or F16 to exit.” will be displayed. In this instance, return to Step 5 to enter the correct information.</i></p>
9	<p>Select  (ENTER) to post the depreciation, and to create the CSV File for the journal entries.</p>


The following screen displays:



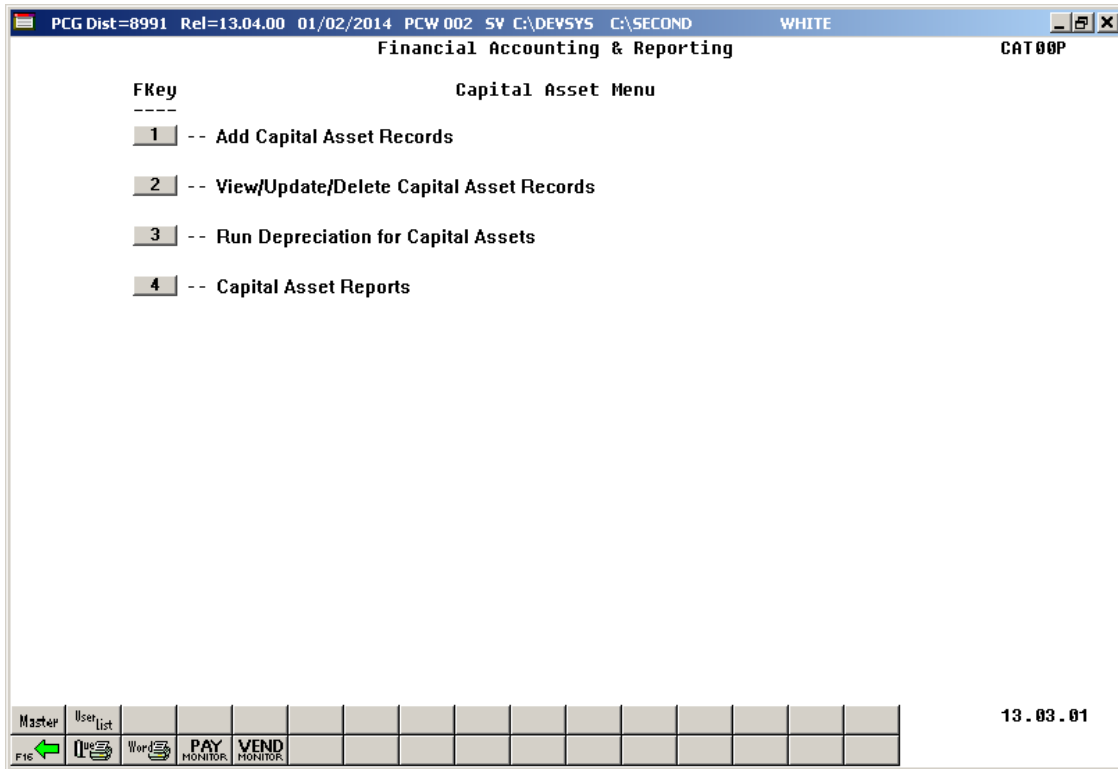
Step	Action
10	Select  (ENTER) to continue.
11	A copy of the ASSET file is created as ASSETD prior to posting the current year depreciation. In the event you need to make a correction and recalculate the current year depreciation, rename ASSETD as ASSET and repeat the process. This is not an option if the journal entries have been posted!





The following screen displays:



Step	Action
12	Select  (F16 – exit) to exit to the <i>Capital Asset Menu</i> screen. Verify the depreciation calculations. Make any corrections, if necessary.
13	Review the <i>Capital Asset Depreciation Report</i> .

The following screen displays:



Step	Action
14	Select  (F16 - Exit) to return to the <i>General Ledger Account Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .
15	<p>To print the report via the Uqueue Print Manager: Select  (Uqueue).</p> <p>To print the report via Microsoft® Word: Select  (MS WORD).</p> <p>Follow the instructions provided in the <i>Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing</i> to create the macro necessary to use the feature where appropriate.</p>

D1. Sample Capital Asset Depreciation Report

REPORT ID: CATDEPR1 D Final Depr 01/02/2014 09:57		Capital Asset Depreciation Report SYSTEM: 8991 - SMITH CITY BOARD OF EDUCATION				FY: 2014	PAGE: 1	
Stat Key Cls Description	Est Life	2013 Rem	2014 Rem	Acquisition Value	2013 Accum Depreciation	2014 Depreciation	2014 Accum Depreciation	2014 Book Value
1 A A DESK	10	120	108	500.00	0.00	50.00	50.00	450.00
2 A A TEST	10	120	108	1,000.00	0.00	100.00	100.00	900.00
3 A A TEST	10	120	108	1,000.00	0.00	100.00	100.00	900.00
4 A A ANOTHER TEST	10	120	108	1,000.00	0.00	100.00	100.00	900.00
4 Items	Totals			3,500.00	0.00	350.00	350.00	3,150.00

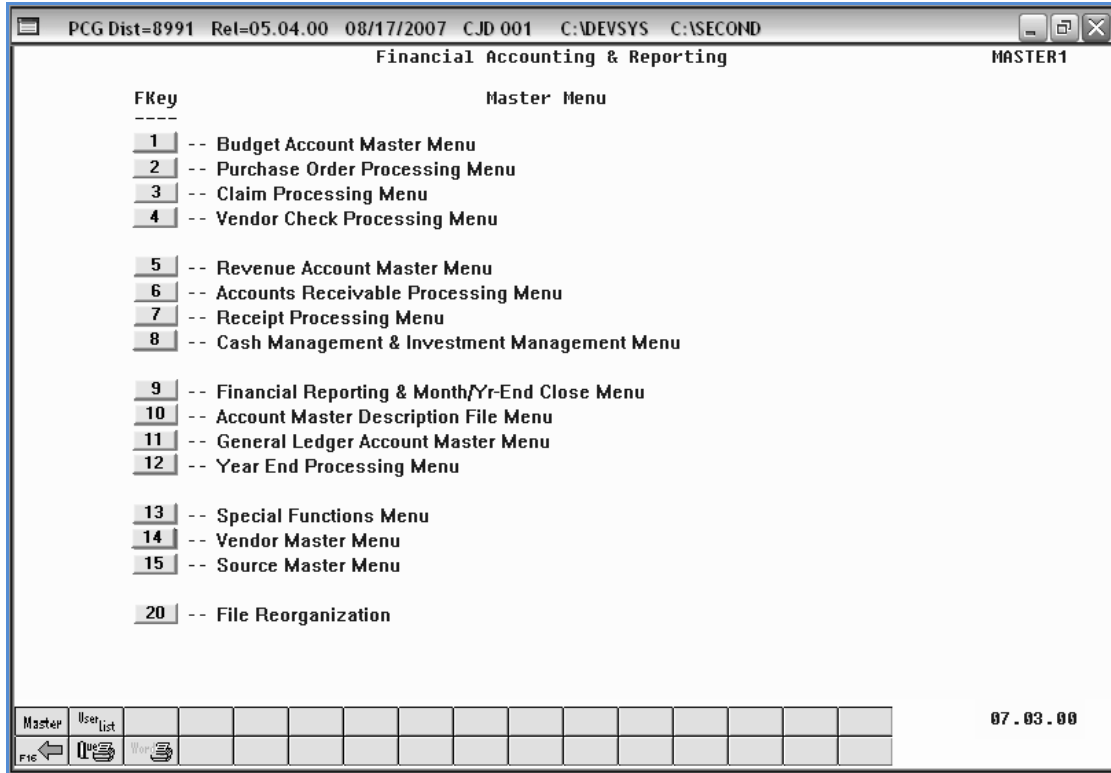
D2. Sample Capital Asset Depreciation Report – Debits and Credits

REPORT ID: CATDEPR1 J Final JE 01/02/2014 09:57		Capital Asset Depreciation Report SYSTEM: 8991 - SMITH CITY BOARD OF EDUCATION		FY: 2014	PAGE: 1
GL Acct - FND-PRGM-FNCT-OBJCT-FCY	Bal Acct - Fnd-Blnc	Debit	Credit		
801 9990 1110 78100 0111		50.00			
801 9990 1600 78100 0106		100.00			
801 9990 1600 78100 0186		100.00			
801 9990 1600 78100 0286		100.00			
	801 0282		350.00		
	TOTALS	350.00	350.00		

Procedure E: Capital Asset Reports

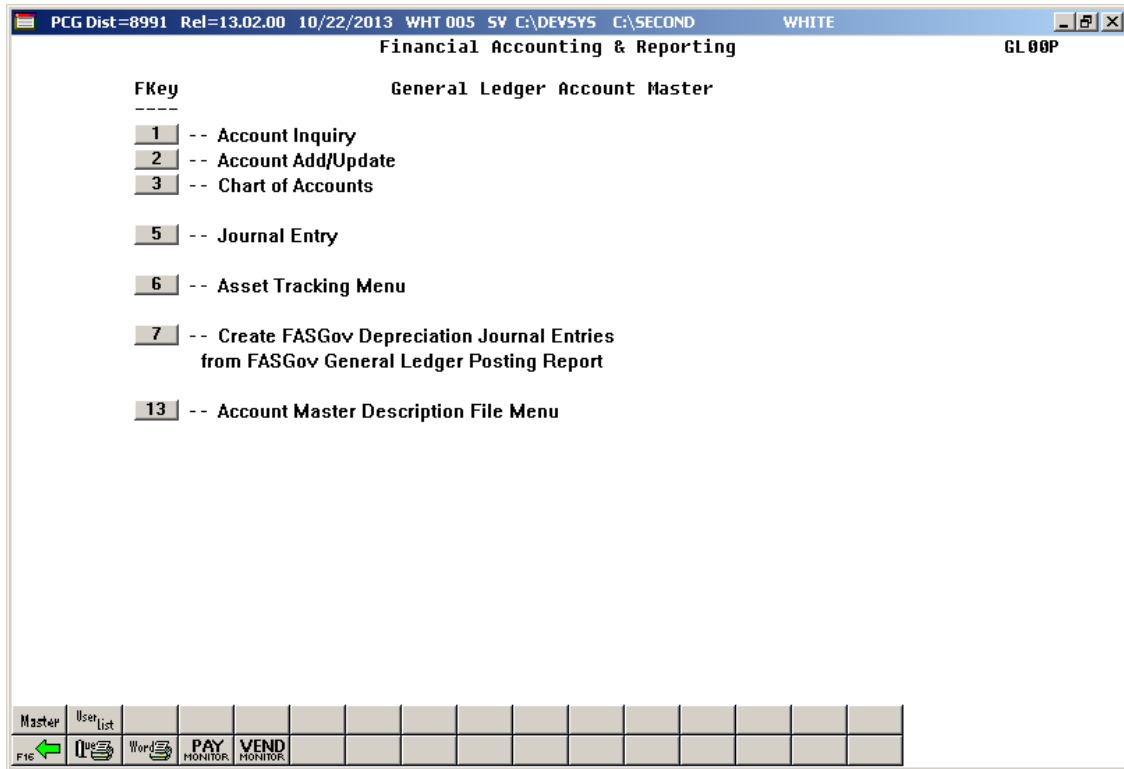
Step	Action
1	From the <i>Business Applications Master Menu</i> , select 1 (F1 - Financial Accounting & Reporting System).

The following screen displays:



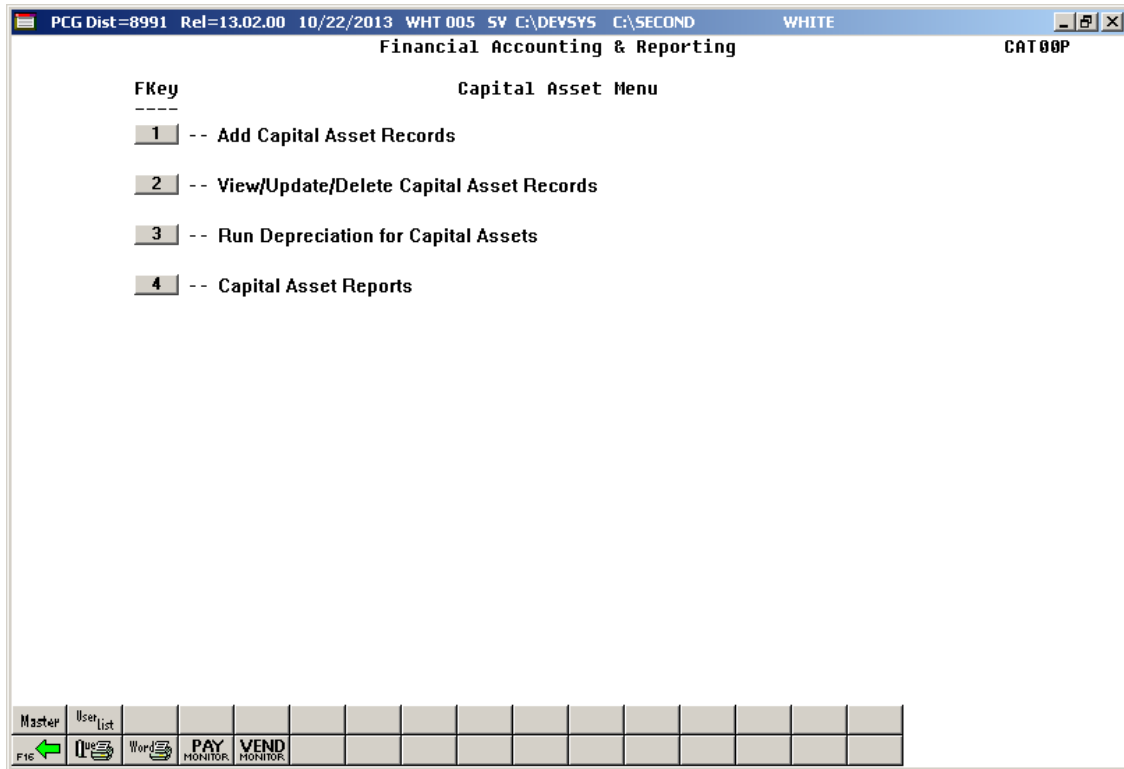
Step	Action
2	Select 11 (F11 – General Ledger Account Master Menu).

The following screen displays:



Step	Action
3	Select 6 (F6 – Asset Tracking Menu).

The following screen displays:

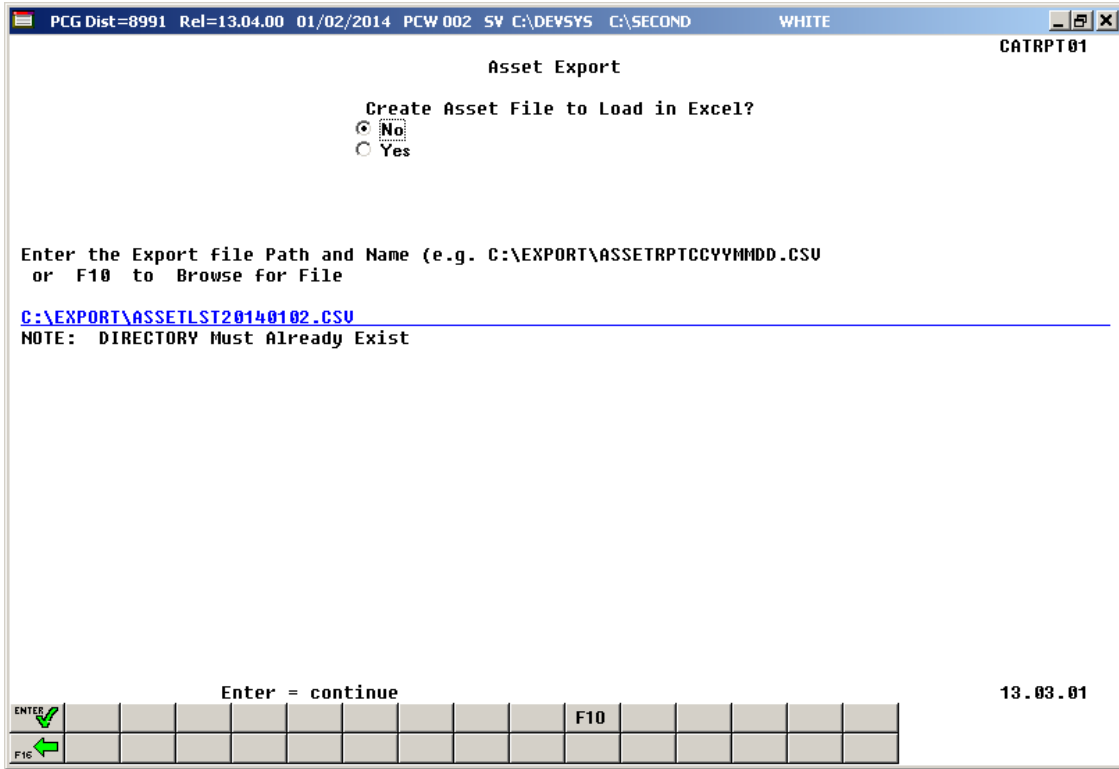





Step	Action
4	Select 4 (F4 – Capital Asset Reports)

The following screen displays:

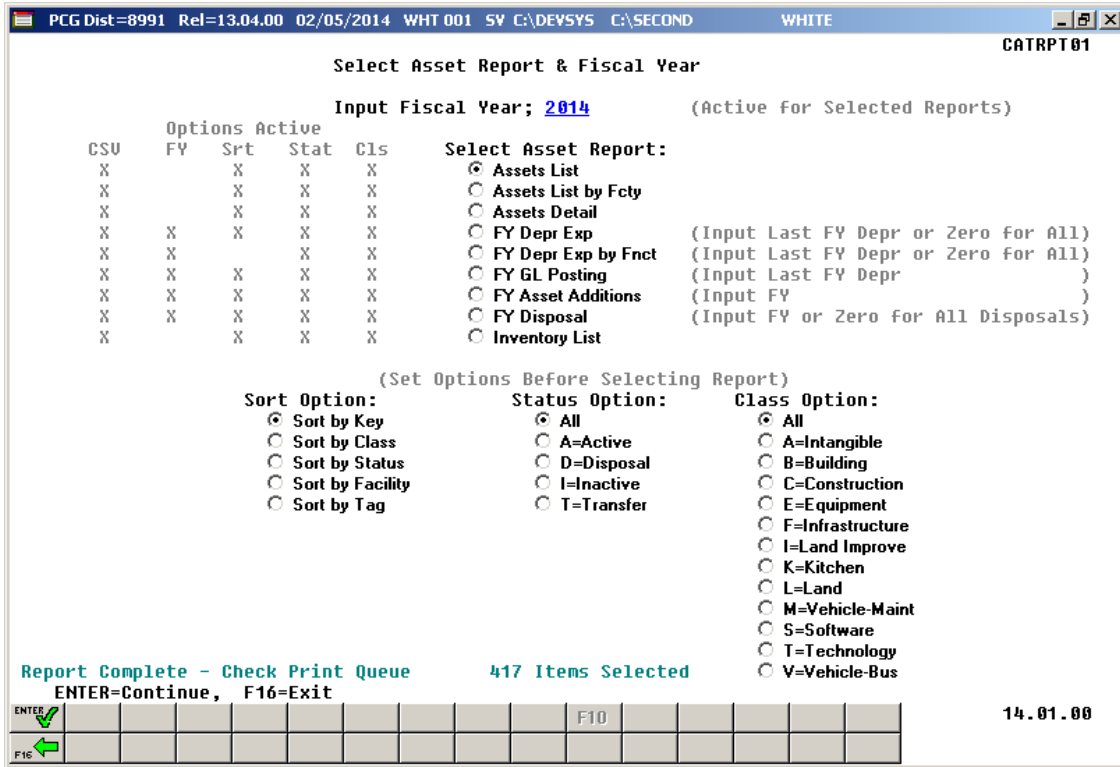
Step	Action
5	All asset reports are initiated from this screen
6	Enter the Fiscal Year field.
7	Select the radio button <input checked="" type="radio"/> to the left of the desired Select Asset Report option to identify the asset report to be created. <i>Inventory List</i> report will only include inventory items. All other reports include only assets.
8	Select the radio button <input checked="" type="radio"/> to the left of the desired Sort Option to identify the report's sort order.
9	Select the radio button <input checked="" type="radio"/> to the left of the desired Status Option to identify the status of the asset/inventory items selected for the report.
10	Select the radio button <input checked="" type="radio"/> to the left of the desired Class Option to identify the class of the asset/inventory items selected for the report.


The following screen displays:



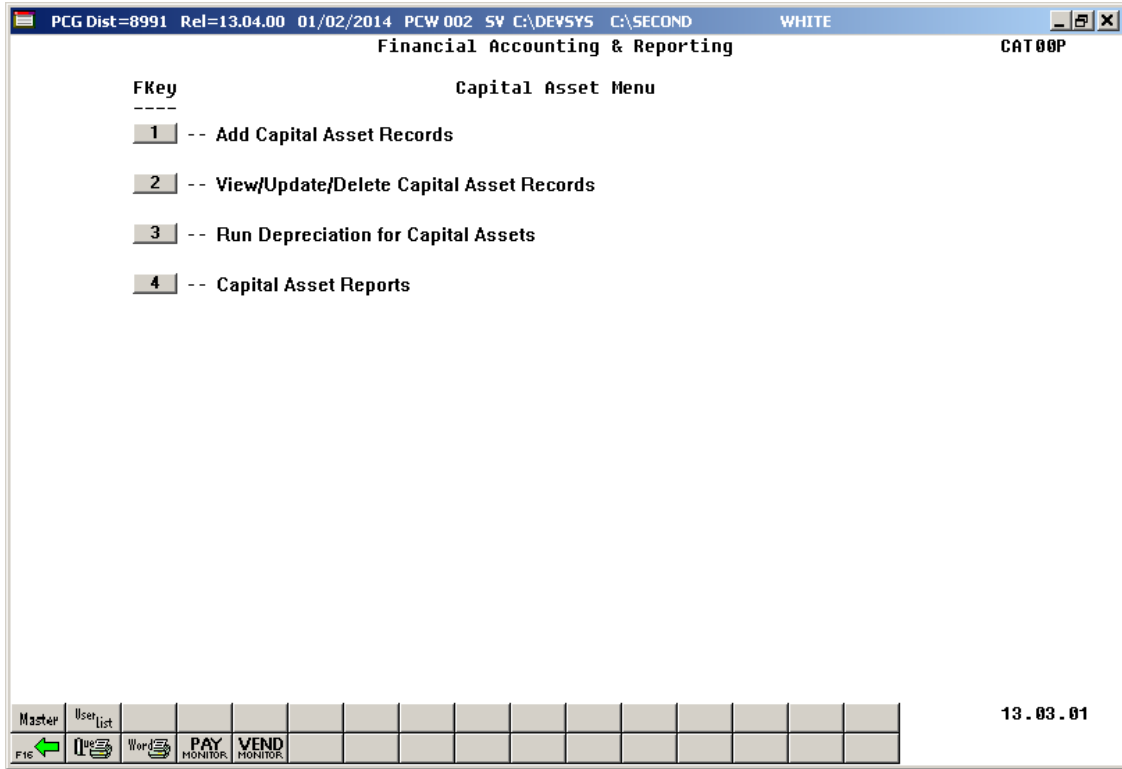
Step	Action
11	Select the radio button  to left of the appropriate response in the Create Asset File to Load in Excel? field. In order to produce a comma separated data file with the data from the report, select 'Yes'. Otherwise, select 'No'.
12	If creating an export file: Verify the C:\EXPORT folder exists, or create the folder where appropriate.
13	If creating an export file: Enter C:\EXPORT\ASSETLSTccyymmdd.csv in the Enter File Name and Path for Export File field, or select  (F10 - to Browse for file) to locate the file manually.
14	Select  (Enter - Continue). If creating an export file: <i>If the filename is invalid, the "UNABLE TO OPEN ASSET CSV FILE 35 = File Not Found" error message displays. In this instance, return to Step 13 to enter the correct information.</i> <i>"Processing Request" briefly displays where appropriate.</i>





The following screen displays:



Step	Action
15	To create another report, repeat the process starting at <i>Step 5</i> , or select  (F16 - Exit) to return to the <i>Capital Asset Menu</i> .

The following screen displays:



Step	Action
16	Select  (F16 - Exit) to return to the <i>General Ledger Account Master Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .
17	<p>To print the report via the Uqueue Print Manager: Select  (Uqueue).</p> <p>To print the report via Microsoft® Word: Select  (MS WORD).</p> <p>Follow the instructions provided in the <i>Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing</i> to create the macro necessary to use the feature where appropriate.</p>

E1. Sample Capital Asset Listing Report

REPORT ID: CAIRPT01 L LIST
 RUN DATE: 02/05/2014 14:26
 Capital Asset Listing
 SYSTEM: 8991 - SMITH CITY BOARD OF EDUCATION
 PAGE: 7

Key Cls	Stat Description	Dep. SW Location	Ser Nbr	Acq. Yr	MM	Acquisition Amount	Accum Depreciation	Book Value
325 A E	GHS FLOOR MACHINE	SL GHS	10060270000333	2007	12 77	10,547.18	4,907.36	5,639.82
326 A B	OES BREEZEWAY	SL OES		2007	20 170	10,674.00	3,113.25	7,560.75
327 A E	GHS RISERS	SL GHS		2007	10 49	10,550.00	6,242.08	4,307.92
328 A E	JOHN DEERE 72" ZTRAK MOWER	SL MAINTENANCE	TC9973C030197	2008	15 117	11,792.88	4,127.50	7,665.38
329 A E	GHS DRIVERS ED. SIMULATOR #1	SL GHS		2007	10 54	13,022.00	7,162.10	5,859.90
330 A E	GHS DRIVERS ED SIMULATOR #2	SL GHS		2007	10 54	13,022.00	7,162.10	5,859.90
331 A E	GHS DRIVERS ED SIMULATOR #3	SL GHS		2007	10 54	13,022.00	7,162.10	5,859.90
332 A E	GHS DRIVERS ED SIMULATOR #4	SL GHS		2007	10 54	13,022.00	7,162.10	5,859.90
333 A E	GHS DRIVERS ED SIMULATOR #5	SL GHS		2007	10 54	13,022.00	7,162.10	5,859.90
334 A E	GHS DRIVERS ED SIMULATOR #6	SL GHS		2007	10 54	13,022.00	7,162.10	5,859.90
335 A E	GHS DRIVERS ED SIMULATOR #7	SL GHS		2007	10 54	13,022.00	7,162.10	5,859.90
336 A E	GHS DRIVERS ED SIMULATOR #8	SL GHS		2007	10 54	13,022.00	7,162.10	5,859.90
337 A E	GHS DRIVERS ED SIMULATOR #9	SL GHS		2007	10 54	13,022.00	7,162.10	5,859.90
338 A E	GHS DRIVERS ED SIMULATOR #10	SL GHS		2007	10 54	13,022.00	7,162.10	5,859.90
339 A E	2009 INTERNATIONAL BUS	SL TRANSPORTATION	4DRBUAAN99B1076	2008	10 60	71,000.00	35,500.00	35,500.00
340 A E	2009 INTERNATIONAL BUS	SL TRANSPORTATION	4DRBUAAN09V1076	2008	10 60	71,000.00	35,500.00	35,500.00
341 A E	2009 INTERNATIONAL BUS	SL TRANSPORTATION	4DRBUAAN29B1076	2008	10 60	71,000.00	35,500.00	35,500.00
342 A E	2009 INTERNATIONAL BUS	SL TRANSPORTATION	4DRBUAAN99B1076	2008	10 60	71,000.00	35,500.00	35,500.00
343 A E	2009 INTERNATIONAL BUS	SL TRANSPORTATION	4DRBUAAN09B1076	2008	10 60	71,000.00	35,500.00	35,500.00
344 A E	2009 INTERNATIONAL 48 PASSENGER	SL TRANSPORTATION	4DRBUAAN49B1076	2008	10 60	83,800.00	41,900.00	41,900.00
345 A E	2009 INTERNATIONAL 48 PASSENGER	SL TRANSPORTATION	4DRBUAAN69B1076	2008	10 60	83,800.00	41,900.00	41,900.00
346 A B	EPS PHASE 10 CLASSROOM SINK CABE	SL EPS		2008	07 24	4,900.00	3,500.00	1,400.00
347 A B	GMS PHASE 5 ROOF ON MAIN WING	SL GMS		2007	20 173	161,600.00	45,113.33	116,486.67
348 A C	CCMS SOD PLAYING FIELD	SL CCMS		2008	30 300	22,500.00	3,750.00	18,750.00
349 A E	SOFTWARE LIGHTSPEED TOTAL TRAFFI	SL GILMER BOE		2008	5 0	10,200.00	10,200.00	0.00
350 A B	24 X 48 EDUCATORS GREENHOUSE CCM	SL CCMS		2008	25 240	43,697.00	8,739.40	34,957.60
351 A B	24 X 48 EDUCATORS GREENHOUSE GMS	SL GMS		2008	25 240	28,238.30	5,647.65	22,590.65
352 A B	EPS HVAC	SL EPS		2008	20 186	83,943.10	18,887.22	65,055.88
353 A B	EES HVAC	SL EES		2008	20 186	72,942.40	16,412.04	56,530.36

E2. Sample Capital Asset Listing by Facility Report

REPORT ID: CAIRPT01 Y FCTY
 RUN DATE: 02/05/2014 14:26
 Capital Asset Listing by Facility
 SYSTEM: 8991 - SMITH CITY BOARD OF EDUCATION
 PAGE: 2

Key Cls	Stat Description	Dep. SW Location	Ser Nbr	Acq. Yr	MM	Acquisition Amount	Accum Depreciation	Book Value	
13 A B	BUILDING - MN. VIEW E.S. - 2010	SL MVES	N/A	2003	60 594	5,833,948.00	1,020,840.93	4,813,107.07	
72 A C	FENCING	SL MVES	N/A	2002	15 42	10,665.00	8,176.50	2,488.50	
73 A C	PARKING LOT	SL MVES	N/A	2002	15 42	352,539.00	270,279.90	82,259.10	
74 A C	PLAYSET	SL MVES	N/A	2003	15 54	16,500.00	11,550.00	4,950.00	
151 A E	COPIER	SL MVE	SD-3062	1998	10 0	12,250.00	12,250.00	0.00	
152 A E	DISHWASHER - COMMERCIAL W/ 35' D	SL MVE	44WS	2003	12 18	10,060.00	8,802.47	1,257.53	
153 A E	FOOD CUTTER/MIXER - 45-QUART	SL MVE	HCM 450	2003	12 18	9,038.00	7,908.28	1,129.72	
154 A E	MIXER - 60-QUART	SL MVE	H-600	2003	12 18	7,923.00	6,922.63	990.37	
155 A E	OVEN - COMBI	SL MVE	BC14E/AA	2003	12 18	13,501.00	11,813.34	1,687.66	
156 A E	OVEN - CONVECTION - DOUBLE	SL MVE	HGCS10	2003	12 18	5,658.00	4,950.75	707.25	
157 A E	STEAM KETTLE - 40-GALLON	SL MVE	FT12-CG	2003	12 18	5,958.00	5,213.25	744.75	
158 A E	STEAMER - 2-COMPARTMENT	SL MVE	M246200A	2003	12 18	8,306.00	7,267.78	1,038.22	
159 A E	TABLE - COLD FOOD - 6'	SL MVE	K74-CRMX-EB	2003	12 18	9,720.00	8,505.00	1,215.00	
160 A E	TILT SKILLET	SL MVE	N/A	2003	12 18	7,257.00	6,349.88	907.12	
192 A E	FOOD CUTTER/MIXER - 45-QUART	SL MVE	HCM 450	2003	12 18	8,357.00	7,312.41	1,044.59	
217 A E	CONVECTION OVEN	SL GMS Kitchen	MODEL # MCC-GS-	2003	12 21	7,101.50	6,065.85	1,035.65	
230 A C	SOFTBALLFIELD	SL MVE	N/A	2006	25 213	467,931.37	135,700.13	332,231.24	
263 A B	PORTABLE CLASSROOM #1 MVE	SL MVE	JDE#5017645	2005	25 205	39,512.00	12,512.13	26,999.87	
264 A B	PORTABLE CLASSROOM #2 MVE	SL MVE	JDE#5017646	2005	25 205	41,442.00	13,123.30	28,318.70	
272 A E	SAVIN COPIER 8035E	SL MVE	M2775202038	2000	05 0	5,500.00	5,500.00	0.00	
309 A B	MVE SECURITY SYSTEM	SL MVE		2006	30 280	10,548.80	2,344.20	8,204.60	
382 A B	MVE ENERGY SAVING HEATING/AC	SL MVE		2010	20 208	98,016.02	13,068.80	84,947.22	
396 A C	PRE-K WALKWAY	SL PRE-K		2010	20 205	31,511.50	4,595.44	26,916.06	
Facility 0103 Subtotal Items						23	7,013,243.19	1,581,162.87	5,432,080.32

E3. Sample Capital Asset Detail Report

REPORT ID: CATRPT01 T DETAIL		Capital Asset Detail										PAGE: 1	
RUN DATE: 01/02/2014 11:30		SYSTEM: 8991 - SMITH COUNTY BOARD OF ED											
Key Cls Tag	Status	Serial Number	Purchase Price	Book Value	In Service	Life	Rem	LOC	Location	Waranty			
Description			Make	Model			Holder	Room					
GL - Fnd Prgm Fnct Objct Fcty	Bal - Fnd Blnc	PO	Vendor	Vendor/Mfg	Prior Accum	Depr YTD	Title	Depr Accum	Begin	SW	FY	MM	
Depr - Fnd Prgm Fnct Objct Fcty	Bal - Fnd Blnc	Type	Last Date	Cash Proceeds	Sale Expense	Gain/Loss							
Disposal - Type Description	Disp Date												
00001 E 000001000000 A 85-1006922			13,500.00	450.00-	01/01/1998	15	0						
SYSTEM DISHWASHING													
GL - 801-9990-3100-73000-0198	801-0241												
Depr - 801-9990-3100-74400-0198	801-0242 SL	06/30/2013	13,050.00	450.00				13,500.00				N	
Disposal			0.00	0.00				0.00					
00002 E 000002000000 A 28640/FDGA			25,750.00	858.29-	01/01/1998	15	0						
COOLER WALK-IN													
GL - 801-9990-3100-73000-0198	801-0241												
Depr - 801-9990-3100-74400-0198	801-0242 SL	06/30/2013	24,891.71	858.29				25,750.00				N	
Disposal			0.00	0.00				0.00					
00003 E 000003000000 D 12-097-964PF			10,710.00	1,785.00	01/01/1995	15	0						
SYSTEM DISHWASHING													
GL - 801-9990-3100-73000-0189	801-0241												
Depr - 801-9990-3100-74400-0189	801-0242 SL	06/30/2007	8,211.00	714.00				8,925.00				N	
Disposal R		06/30/2007	0.00	0.00				0.00					
00004 E 000004000000 A NA			19,000.00	0.00	01/01/1995	15	0						
COOLER WALK-IN													
GL - 801-9990-3100-73000-0189	801-0241												
Depr - 801-9990-3100-74400-0189	801-0242 SL	06/30/2012	19,000.00	0.00				19,000.00				N	
Disposal			0.00	0.00				0.00					
00005 E 000005000000 A 31300/FD GA			24,690.74	823.02-	01/01/1999	15	6						
COOLER WALK-IN													
GL - 801-9990-3100-73000-0199	801-0241												
Depr - 801-9990-3100-74400-0199	801-0242 SL	06/30/2013	22,221.68	1,646.04				23,867.72				N	
Disposal			0.00	0.00				0.00					

E4. Sample Capital Asset Depreciation Report

REPORT ID: CATRPT01 D DEPR RUN DATE: 02/05/2014 14:48		Capital Asset Depreciation Report SYSTEM: 8991 - SMITH CITY BOARD OF EDUCATION				FY: 2013 FND-100 PRGM-9990	PAGE: 6				
Key	Cls	Dept	Acct	Yr	Acq	2013	Accum	Book			
Stat	Description	Frnt	Objct	Esty	Year	Rem	Amount	Depreciation	Depreciation	Value	
339	A E	2009	INTERNATIONAL BUS	2700-74600-8012	2008	10	60	71,000.00	7,100.00	35,500.00	35,500.00
340	A E	2009	INTERNATIONAL BUS	2700-74600-8012	2008	10	60	71,000.00	7,100.00	35,500.00	35,500.00
341	A E	2009	INTERNATIONAL BUS	2700-74600-8012	2008	10	60	71,000.00	7,100.00	35,500.00	35,500.00
342	A E	2009	INTERNATIONAL BUS	2700-74600-8012	2008	10	60	71,000.00	7,100.00	35,500.00	35,500.00
343	A E	2009	INTERNATIONAL BUS	2700-74600-8012	2008	10	60	71,000.00	7,100.00	35,500.00	35,500.00
344	A E	2009	INTERNATIONAL 48 PASSENGER BUS	2700-74600-8012	2008	10	60	82,800.00	8,380.00	41,900.00	41,900.00
345	A E	2009	INTERNATIONAL 48 PASSENGER BUS	2700-74600-8012	2008	10	60	82,800.00	8,380.00	41,900.00	41,900.00
346	A B	EPS PHASE 10 CLASSROOM SINK CABINET	1000-74200-0188	2008	20	24	4,900.00	700.00	3,500.00	1,400.00	
347	A B	GMS PHASE 5 ROOF ON MAIN WING	1000-74200-0296	2007	20	173	161,600.00	8,080.00	45,113.33	116,486.67	
348	A C	CCMS SOD PLAYING FIELD	1000-74000-0107	2008	30	300	22,500.00	750.00	3,750.00	18,750.00	
350	A B	24 X 48 EDUCATORS GREENHOUSE CCMS	1000-74200-0107	2008	25	240	43,697.00	1,747.88	8,739.40	34,957.60	
351	A B	24 X 48 EDUCATORS GREENHOUSE GMS	1000-74200-0296	2008	25	240	28,238.30	1,129.53	5,647.65	22,590.65	
352	A B	EPS HVAC	2600-74200-0188	2008	20	186	83,943.10	4,197.16	18,887.22	65,055.88	
353	A B	EPS HVAC	2600-74200-2050	2008	20	186	72,942.40	3,647.12	16,412.04	56,530.36	
354	A B	OES HVAC	2600-74200-4050	2008	20	186	85,803.70	4,290.19	19,305.85	66,497.85	
355	A B	OES RENOVATION TILE REPLACEMENT	2600-74200-4050	2008	15	120	11,692.91	779.53	3,897.65	7,795.26	
356	A C	CCMS FENCING	2600-74000-0107	2008	20	181	52,036.00	2,601.80	12,792.18	39,243.82	
357	A E	CCMS PRESSBOX/BLEACHERS	2600-74400-0107	2008	20	181	38,370.00	1,918.50	9,432.63	28,937.37	
360	A C	CCMS LANDSCAPING	2600-74000-0107	2009	30	307	16,276.16	542.54	2,396.22	13,879.94	
361	A B	GHS LIVESTOCK RENOVATION AG SHOW BA	1000-74200-0196	2009	25	247	75,946.66	3,037.87	13,417.26	62,529.40	
364	A E	2005 FORD ESCAPE EXT 4X4 WHITE	1000-74400-0196	2008	14	14	10,800.00	2,160.00	8,280.00	2,520.00	
365	A E	2005 FORD ESCAPE 4X4 BEIGE	1000-74400-0196	2008	14	14	10,800.00	2,160.00	8,280.00	2,520.00	
366	A C	GHS BASEBALL FIELD IMPROVEMENT PHAS	2100-74000-0196	2011	30	338	567,530.10	18,917.67	34,682.40	532,847.70	
368	A B	OES RENOVATION	1000-74200-4050	2010	20	209	95,723.44	4,786.17	12,364.27	83,359.17	
369	A B	GMS WINDOW REPLACEMENT	1000-74200-0296	2011	40	451	226,358.76	5,658.97	13,675.84	212,682.92	
370	A B	EPS LIGHTING PROJECT	1000-74200-0188	2011	30	336	97,589.36	3,252.98	6,505.96	91,083.40	
371	A B	GHS LIGHTING PROJECT	1000-74200-0196	2011	30	341	283,589.71	9,452.99	14,967.24	268,622.47	
372	A C	EPS STORM DRAIN	1000-74000-0188	2011	20	212	59,809.87	2,990.49	6,977.81	52,832.06	
373	A B	EPS CEILING PROJECT	1000-74200-0188	2010	20	206	78,103.28	3,905.16	11,064.62	67,038.66	
374	A C	GHS FIELDHOUSE SEWER/ROAD WIDE/ PRO	2100-74000-0196	2011	20	210	92,713.59	4,685.68	11,714.20	81,999.39	
375	A C	GHS PAVING PROJECT	1000-74000-0196	2010	20	208	254,764.49	12,738.23	33,968.61	220,795.88	
376	A C	GMS PAVING PROJECT	1000-74000-0296	2010	20	205	48,974.28	2,448.71	7,142.08	41,832.20	

E5. Sample Capital Asset Depreciation by Function Report

REPORT ID: CATRPT01 F FNCT		Capital Asset Depreciation Report by Function				FY: 2013		PAGE: 4
RUN DATE: 02/05/2014 14:48		SYSTEM: 8991 - SMITH CITY BOARD OF EDUCATION				FND-100 PRGM-9990		
Key	Class Description	Dept Acct	Serial	Est	Acquisition	2013	Accum	Book
		Func	Obj	Year	Amount	Depreciation	Depreciation	Value
385	A C GMS RENOVATION	1000-74200-0296	2011	0	744,025.39	0.00	0.00	738,219.49
386	A C OES PAVING PROJECT	1000-74000-4050	2010	20	58,308.70	2,915.44	8,260.41	50,048.29
388	A C EPS PAVING PROJECT	1000-74000-0188	2010	20	55,921.88	2,796.09	7,922.26	47,999.62
389	A B GHS FIRE ALARM UPGRADE	1000-74400-0196	2012	30	64,860.13	2,162.01	2,162.01	62,698.12
395	A B EPS INTERCOM SYSTEM	1000-74200-0188	2010	10	42,468.00	4,246.80	11,678.70	30,789.30
397	A C EES PAVING PROJECT	1000-74000-2050	2010	20	111,138.00	5,556.90	14,355.33	96,782.67
398	A E SERVER	1000-74400-0196	2011	5	13,600.00	2,720.00	6,120.00	7,480.00
400	A E 2008 DODGE RAM 45 TRUCK	1000-74400-0196	2011	3	21,588.00	4,317.60	7,915.60	13,672.40
404	A E CARRIER HVAC SYSTEM	1000-74400-0196	2011	20	53,893.00	2,694.65	4,715.64	49,177.36
407	A B RENOVATE ATHLETIC FLOORING AT CCMS	1000-74400-0107	2011	15	17,210.00	1,147.33	2,103.44	15,106.56
411	A E CARRIER HEAT PUMP	1000-74400-0112	2012	20	11,150.00	511.04	511.04	10,638.96
412	A C PHASE 3 BASEBALL FIELD	1000-74000-0196	2013	0	15,391.99	0.00	0.00	15,391.99
	Subtotal	Func 1000			71,968,623.57	1,428,692.98	15,920,046.22	56,042,771.44
74	A C PLAYSET	2100-74000-0103	2003	15	16,500.00	1,100.00	11,550.00	4,950.00
76	A C BASEBALL FIELD	2100-74000-0196	1995	15	8,334.00	0.00	8,334.00	0.00
77	A C BLEACHERS	2100-74000-0196	1980	25	5,344.00	0.00	5,344.00	0.00
78	A C BLEACHERS	2100-74000-0196	1980	25	36,069.00	0.00	36,069.00	0.00
80	A C FOOTBALL FIELD	2100-74000-0196	1970	35	5,839.00	0.00	5,839.00	0.00
84	A C SITE LIGHTING - FOOTBALL	2100-74000-0196	1980	25	45,802.00	0.00	45,802.00	0.00
93	A E TRAILER - 28' - 2000	2100-74400-0196	2000	10	10,000.00	0.00	10,000.00	0.00
184	A E INTERCOM/PA SYSTEM	2100-74400-0296	2000	10	10,000.00	0.00	10,000.00	0.00
230	A C SOFTBALLFIELD	2100-74000-0103	2006	25	467,931.37	18,717.26	135,700.13	332,231.24
232	A C GHS FOOTBALL FIELD BLEACHERS	2100-74000-0196	2005	20	114,129.64	5,706.48	43,749.68	70,379.96
252	A E DEXTER 55 V SERIES OPL WASHER	2100-74400-0296	2006	12	6,488.00	540.67	3,829.75	2,658.25
253	A E DEXTER 55 V SERIES OPL WASHER	2100-74400-0296	2006	12	6,488.00	540.67	3,829.75	2,658.25
255	A B FIELDHOUSE RENOVATION	2100-74200-0196	2007	40	855,864.71	21,396.62	139,078.03	716,786.68
256	A B CONCESSION/PRESSBOX RENOVATION	2100-74200-0196	2006	40	548,110.18	13,702.76	90,209.83	457,900.35
366	A C GHS BASEBALL FIELD IMPROVEMENT PHAS	2100-74000-0196	2011	30	567,530.10	18,917.67	34,682.40	532,847.70
374	A C GHS FIELDHOUSE SEWER/ROAD WIDE/ PRO	2100-74000-0196	2011	20	93,713.59	4,685.68	11,714.20	81,999.39
396	A C PRE-K WALKWAY	2100-74000-0103	2010	20	31,511.50	1,575.58	4,595.44	26,916.06
405	A C BASEBALL FIELD BLEACHERS PHASE II	2100-74000-0196	2012	20	116,398.64	5,819.93	5,819.93	110,578.71
	Subtotal	Func 2100			2,946,053.73	92,703.32	606,447.14	2,339,606.59

E6. Sample Capital Asset JE GL Posting Report

REPORT ID: CATRPT01 G GL POST		Capital Asset JE GL Posting		FY: 2013	PAGE: 1
RUN DATE: 01/02/2014 11:35		SYSTEM: 8991 - SMITH COUNTY BOARD OF ED			
GL Acct - FND-PRGM-FNCT-OBJCT-FCTY	Bal Acct - Fnd-Blnc	Debit	Credit		
801 9990 1000 74000 0109		509.85			
801 9990 1000 74000 0198		7,881.32			
801 9990 1000 74200 0103		64,229.55			
801 9990 1000 74200 0106		350,120.61			
801 9990 1000 74200 0109		249,822.07			
801 9990 1000 74200 0111		177,669.64			
801 9990 1000 74200 0189		229,316.82			
801 9990 1000 74200 0198		192,654.04			
801 9990 1000 74200 0199		70,691.12			
801 9990 1000 74200 6595		38,804.55			
801 9990 1000 74400 0189		22,866.08			
801 9990 1000 74400 0198		28,891.79			
801 9990 1000 74800 0109		1,377.50			
801 9990 2220 74200 0103		5,806.95			
801 9990 2220 74200 0106		13,546.92			
801 9990 2220 74200 0109		11,916.40			
801 9990 2220 74200 0111		10,154.44			
801 9990 2220 74200 0189		2,727.14			
801 9990 2220 74200 0198		5,824.94			
801 9990 2220 74200 0199		5,055.17			
801 9990 2300 74200 8010		6,217.34			
801 9990 2400 74200 0103		2,488.69			
801 9990 2400 74200 0106		11,114.10			
801 9990 2400 74200 0109		9,874.39			
801 9990 2400 74200 0111		8,829.94			
801 9990 2400 74200 0189		1,335.57			
801 9990 2400 74200 0198		28,646.39			
801 9990 2400 74200 0199		16,757.33			
801 9990 2400 74200 6595		8,437.28			
801 9990 2500 74400 8010		3,074.60			
801 9990 2600 74000 0109		2,745.86			
801 9990 2600 74000 0189		597.40			
801 9990 2600 74000 0198		35,188.03			
801 9990 2600 74000 0199		4,460.39			
801 9990 2600 74200 0103		1,659.12			
801 9990 2600 74200 0106		3,918.10			
801 9990 2600 74200 0189		26,233.34			
801 9990 2600 74200 0198		51,276.23			

E7. Sample Capital Asset FY Additions Report

REPORT ID: CATRPT01 A FY ADD		Capital Asset FY Additions		FY: 2013	PAGE: 1			
RUN DATE: 01/02/2014 11:39		SYSTEM: 8991 - SMITH COUNTY BOARD OF ED						
Stat Tag	Cls Description	Location	Ser Nbr	In Srvc	YY MM Est Rem	Acquisition Amount	Accum Depreciation	
A 740003120206	E 2013 CHEVY SILVERADO 2500	99 TRANSPORTATI	1GC1HXCG1DF236398	06/07/2013	8 84	31,596.00	329.12	
A 740003120207	E THOMAS BUS	99 TRANSPORTATI	#S370-1GB2G2BG9D1	06/26/2013	8 96	48,252.00	0.00	
A DCS801002	L LAND - 28/30 MAIN STREET	28/30 MAIN STRE		05/06/2013	0 0	393,335.60	0.00	
A DCS0109A	B DCMS FIELDHOUSE	DCMS ATHLETIC F		02/28/2013	50 588	784,193.03	5,227.92	
A DCS801002A	B CENTRAL OFFICE BUILDING	28 MAIN STREET		05/02/2013	50 588	715,065.27	2,383.54	
A DCS801002B	B PROFESSIONAL LEARNING CENTER	30 MAIN STREET		05/06/2013	50 588	195,017.80	650.04	
D WIP0109A	C DCMS FIELDHOUSE	TIGER CIRCLE		02/28/2013	0 0	598,774.32	0.00	
				Totals	Items	7	2,766,234.02	8,590.62

E8. Sample Capital Asset FY Disposals Report

REPORT ID: CATRPT01 P		FY DISP		Capital Asset FY Disposals						FY: 2013		PAGE: 1							
RUN DATE: 01/02/2014 11:40				SYSTEM: 8991 - SMITH COUNTY BOARD OF ED															
Stat Tag	Cls	Description	Pr	Depr	Accum	Depr	Last YTD	Srv	FY	Life	Rem	Depr	Last Dt	Disp	Description	Disp	Date	Gain -	Loss
Acq	Amount	Book	Value					Depr	Accum			Cash	Proceeds	Sale	Expense				
D 740003120027	E	BUS						1994	8	0	S	06/30/2012	A			06/14/2013			
	47,075.00	0.00		47,075.00		0.00		47,075.00				0.00		0.00					
D 740003120040	E	BUS						2000	8	0	S	06/30/2012	A			07/02/2012			
	57,396.00	0.00		57,396.00		0.00		57,396.00				0.00		0.00					
D 740003120042	E	BUS						2000	8	0	S	06/30/2012	A			08/21/2012			
	57,396.00	0.00		57,396.00		0.00		57,396.00				0.00		0.00					
D WIP0109	C	DCMS FIELDHOUSE						2012	50	0	N	06/30/2012	L			02/28/2013			
	185,418.71	185,418.71		0.00		0.00		0.00				0.00		0.00					
D WIP0109A	C	DCMS FIELDHOUSE						2013	0	0	N	00/00/0000	L			02/28/2013			
	598,774.32	598,774.32		0.00		0.00		0.00				0.00		0.00					
	946,060.03	784,193.03		161,867.00		0.00		161,867.00				0.00		0.00					

E9. Sample Capital Asset Inventory List

REPORT ID: CATADD01 A		Record-Add		Capital Asset Additions						PAGE: 1							
RUN DATE: 01/02/2014 11:43				SYSTEM: 8991 - SMITH COUNTY BOARD OF ED													
Cls	Tag	Desc	LOC	Desc	In	Srv	Dt	Life	Rem	Value	Depr	SW	Ser	Nbr	Inv	Objct	Err
A	A																
A	A	454	THIRD	GRADE	DESKS	SMITH	CO	PRIMARY	SCH	01/01/2013	10	120	200.00	NO	123291827	00000	I
1 Total Records																	