



Asset Management User Guide

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**Lawson Enterprise Financial
Management**

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Chapter 1

Overview of Asset Management

What Is Lawson Asset Management?

The Lawson® Asset Management application manages the depreciation calculations and reporting requirements needed to satisfy general ledger, tax, and all other depreciation books for assets. Asset management can control all of the assets for up to 9,999 companies. The Asset Management application allows adjustments, transfers, disposals within a company, and the transfer of assets from one company to another.

The Asset Management application has very flexible ways to define assets by location, division, and type, and to structure and restructure assets when they are transferred. The application also maintains history records of all asset transfers and disposals and keeps an audit trail of all changes made to assets.

Asset Management Process Flow

The Asset Management application can be broken down into three main processes: setup, processing, and creating reports.

Setup Tasks

Before using the Asset Management application, you must consider your financial and tax reporting needs and determine the asset management structure or architecture that best fits those needs.

When setting up the Asset Management application, you will define the following elements:

- Depreciation books
- Accounts
- Reporting elements
- Depreciation calculation methods
- Addition templates

Processing Tasks

Adjustment Processing

The Asset Management application lets you adjust asset and asset book information for multiple assets. You can adjust some information by asset, including:

- Work in process
- Simulated
- Tax exempt
- Used
- Type
- Account group
- Accounting unit

You can adjust other information by asset book, including:

- Method
- Life
- Remaining Life
- In-service date
- Convention
- Status
- Life years

Transfer Processing

Asset Management lets you transfer whole or partial individual assets. You can also transfer multiple assets in one operation.

You can transfer individual assets to another:

- Company
- Asset group
- Location
- Location detail
- Division
- Type (or type and subtype)
- Account group
- Accounting unit group
- Default accounting unit

You can transfer multiple assets at one time to another:

- Company
- Location
- Division
- Type (or type and subtype)
- Asset group

Disposal Processing

Asset Management lets you dispose of whole or partial individual assets. You can also dispose of multiple assets using a mass approach. You can allocate

the total proceeds based on the net asset value or based on the original depreciable basis of the assets.

You can reinstate any disposed assets within the year in which it is disposed. You cannot reinstate an asset disposed in the previous year.

Reporting Tasks

Account and Tax Conformity

The Asset Management application features support tax law and generally accepted accounting principles (GAAP). Enhanced tax and GAAP features include:

- **Units of Production**

Under GAAP rules, the units of production calculation is based on the period you define and the unit of measure for the period.

- **Personal Use**

Personal use limitations can apply to any and all asset books you designate. Personal use information is added to each book so that each book computes independently.

- **Adjustments to Accounting Estimates**

Under GAAP rules, when you need to revise estimated useful lives, adjustments to assets are made from the time of the adjustment, and are not retroactive.

Currency

Under Lawson international standards, some amounts are stored in base currency, others in transaction currency, thus incorporating multi-currency amounts.

- **Base Currency**

The following amounts are stored in base currency: item cost, total item cost (asset cost), repairs, and all amounts relating to the General Ledger posting asset book.

- **Multi-Currency**

The following amounts are stored in the transaction currency: asset book depreciable basis, depreciation, tax credit, first year expense, salvage value, repairs, personal use, disposal proceeds disposal expense, gain or loss, deferred gain or loss, insurance values, and replacement values.

Asset Management: A Big Picture

To mirror the Asset Management application's major processes, this user guide is divided into main parts: Setup, Processing, and Analysis and Reporting. This big picture flow illustrates Asset Management's three main

processes, breaks the processes down into sub-processes, and serves as a reminder of where you are in the user guide.



How Asset Management Integrates With Other Lawson Applications

Asset Management integrates with Accounts Payable, Project Accounting, and General Ledger as well as other non-Lawson applications.

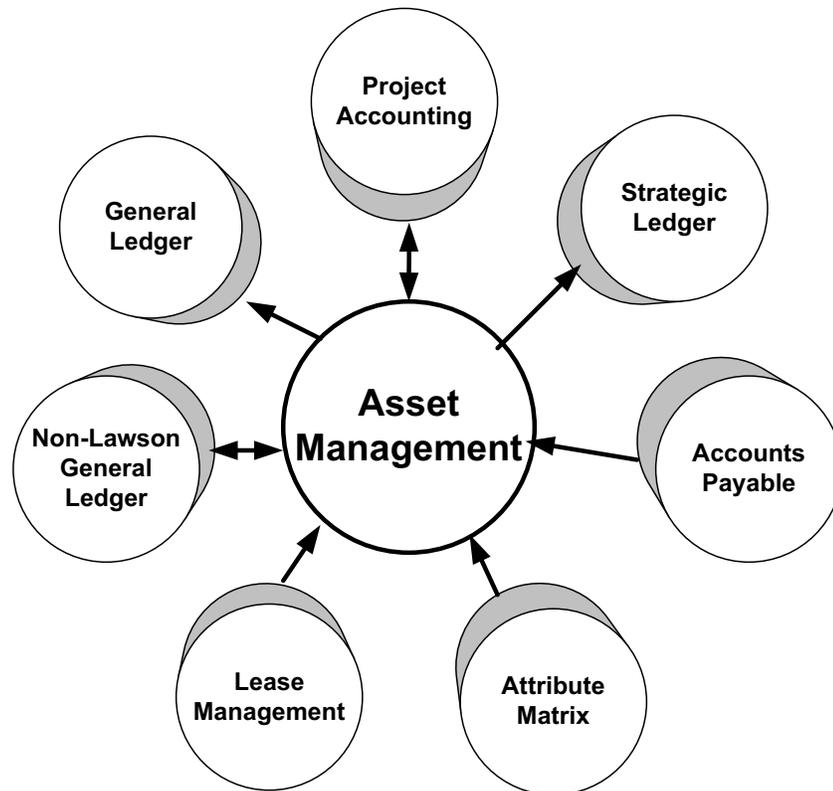
| | |
|--|--|
| Accounts Payable and other applications | An invoice can be created directly in Accounts Payable or it can be created out of a processed Purchase Order in the Invoice Matching application. Asset detail can be associated with an invoice before it is released. Releasing an invoice associated with an asset template automatically sends the Asset Management application all the information it needs to automatically create an asset from the invoice. |
| Project Accounting | Project Accounting transfers the costs of completed activity information to Asset Management for asset creation. Asset Management posts assets and related depreciation to Project Accounting. |
| Lease Management | Lease Management sends the lease information needed to create leased assets for capital leases |
| General Ledger | Asset Management passes journal entry information to General Ledger for each user-specified period, including journal transactions with each addition, adjustment, transfer, disposal and depreciation. |
| Attribute Matrix | Attribute Matrix maintains the ASSET object attributes, valid attribute values, attribute templates, and attribute lists. Asset Management assigns values to ASSET object attributes and uses the attributes as fields for sorting and reporting. |
| Strategic Ledger | Asset Management sends user analysis values to Strategic Ledger for reporting. |

Non-Lawson

Asset Management lets you send journal entries to a non-Lawson general ledger through a custom interface.

The Asset Management application can receive asset records from non-Lawson applications through a custom interface.

Figure 1. Application integration: How Lawson integrates with other Lawson and non-Lawson applications



Asset Management Interfaces

Asset Management interfaces directly with three other Lawson application products:

- Asset Management passes journal entry information to General Ledger for each user-specified period. Asset Management creates journal transactions with each addition, adjustment, transfer, disposal, and disposal reinstatement.
- Accounts Payable sends Asset Management all information needed to automatically create assets from invoices to ease the addition of new asset purchases into the application.
- Project Accounting also interfaces activity information needed for creating assets.

Accounts Payable and Project Accounting Interfaces to Asset Management

The Accounts Payable and Project Accounting interfaces to Asset Management include the following features and capabilities:

Hold Code

Hold codes let you prevent users from updating invoice and activity information. You might want to use a hold code if you combine invoices or activities into one asset and you interface information from Accounts Payable or Project Accounting to Asset Management over time. It can also be used just to keep an interface record from becoming a new asset record.

Combine Invoices or Activities

You can combine multiple invoices or activities to create a single asset record by defining a combine code. All invoices or activities with the same combine code are combined when the interface record is released (updated) by the Asset Management application.

Split Invoices or Activities

Invoice or activity lines from Accounts Payable or Purchase Order and Project Accounting can be split into multiple assets. Use System Option (AM16) to indicate that distribution splitting will be allowed at a company level. For example, distribution lines are always split evenly by the quantity interfaced from AP or AC. A distribution line with a quantity of 6 can only be split into six distribution lines and not 3 distribution lines with a quantity of 2. Splits are entered on the AM15.x screens.

Project Accounting

The Asset Management interface can receive information from Project Accounting. The interface lets you capitalize activities or activity account categories by attaching an asset template to them. You can track activity and asset information about them before transferring them as assets to Asset Management.

Accounting Unit

The accounting unit on the payable distribution line or the activity transaction line is passed to Asset Management. You can override this accounting unit in Asset Management if you want to.

Chapter 2

Setting Up Asset Management

This chapter focuses on performing the required setup tasks for the Asset Management application. Before you can begin using Asset Management to track assets, you must complete the setup tasks described in this chapter.

STOP Before you begin setting up the Asset Management application, you must to define General Ledger accounts, plan account assignments, and determine which General Ledger accounts and accounting units to use in Asset Management.

Upgrading from a Previous Release

If you are upgrading Asset Management from an earlier release, see the Upgrade Information Packet (UIP) for complete information about what tasks you must complete before you use this application. The UIP is available from your Lawson Client Manager.

Concepts in this Chapter

TIP To skip directly to the procedures, see ["Procedures in this Chapter"](#) on page 34

The following concepts provide background and conceptual information for the procedures within this chapter.

- ["What Is a Book?"](#) on page 23
- ["What Is Book Depreciation History?"](#) on page 23
- ["What are Depreciation Conventions?"](#) on page 24
- ["What Is a Calendar?"](#) on page 26
- ["What is a 4-4-5 Calendar?"](#) on page 28
- ["What is a Part 32 Book?"](#) on page 28
- ["What Are Account Groups?"](#) on page 31
- ["What Are Asset Types?"](#) on page 31
- ["What Are Asset Subtypes?"](#) on page 33
- ["What Are Accounting Unit Groups?"](#) on page 33
- ["What Are System Options?"](#) on page 33

What Is a Book?

A book is a ledger of assets that defines parameters for calculating depreciation. For example, a book might define:

- Default depreciation conventions (determine how depreciation is calculated in the first and last year of the asset life),
- Method switching (determines whether the depreciation method should switch to a more advantageous method during an asset's life)
- Depreciation currency (the currency that depreciation is calculated in)

How Are Books Used?

Books are global, and can be used across companies. At least one book must be defined during Asset Management setup. The application gives you the flexibility to define as many books as you need for reporting or compliance needs.

After books are defined, you can assign them to any depreciable asset. Different books can be set up and assigned to the same asset to allow different reporting on the asset, different methods of depreciation for the asset, and so on.

There are two kinds of books: asset books and asset class books. Asset books are used for assets that are depreciated individually. Asset class books are used for assets that are depreciated as a group, known as *asset class*. For more information, see "[What is a Part 32 Book?](#)" on page 28.

Examples

Depending on your company's reporting requirements, you might define one of the following types of books:

- General Ledger posting book (asset book)
- Tax reporting book (asset book)
- Public Utility Commission book (asset class book)

What Is Book Depreciation History?

When you define a book, you can indicate whether to store depreciation history for assets added to the book. If you select this option, the Asset Management application tracks the period and year-to-date history of depreciation expenses for the book and makes the history accessible in reports and online inquiry forms.

When you select the depreciation history option for a book, keep in mind the following impact of your decision: Asset Management will store depreciation history for all the companies and assets that use the book, even if you want to track depreciation for only one company. As a result, transaction files can grow at a fast pace and can quickly take large amounts of space in the database. You should therefore consider setting up processes to monitor the size of the transaction files and purge them periodically.

What are Depreciation Conventions?

Depreciation conventions are used to determine the first and last years' amounts of depreciation to be taken. The Asset Management application provides nine depreciation conventions. One depreciation convention is assigned to a book as the default convention for all assets that use the book. However, you can change the convention from the default convention for individual assets.

The depreciation conventions are:

- FM = Full Month

The asset receives a full month of depreciation during the month it is placed in service. The asset does not receive any depreciation for the month in which it is disposed of.

- HM = Modified Half Month

If the asset is placed in service during the first half of the month, it receives one full month's depreciation; it receives no depreciation for the month in which it is disposed of. If the asset is placed in service during the second half of the month, depreciation calculations begin the following month. In this case, the asset receives a full month's depreciation during the month in which it is disposed of.

- MM = Mid Month

The asset receives one-half of one month's depreciation for the month in which it is placed in service, and one-half of one month's depreciation for the month in which it is disposed of.

- NM = Next Month

The asset begins depreciating the month after it is placed in service, and receives one full month of depreciation for the month in which it is disposed of.

- HY = Half Year

The asset receives one half of a year's depreciation for the first and last year it is in service.

- MY = Modified Half Year

If the asset is in service before the midpoint of the year, it receives a full year's depreciation during its first year, and no depreciation during its last year of service. If the asset is placed in service after the midpoint of the year, depreciation calculations begin the following year, and the asset receives a full year's depreciation for the year in which it is disposed of.

- FY = Full Year

Whenever the asset is placed in service, it receives a full year of depreciation. It receives no depreciation for the year in which it is disposed of.

- AD = Actual Days

The asset receives depreciation for each day it is in service during the fiscal year, beginning with the in-service date. This convention should be used for assets that use calendars with period ending dates that are not month-end dates.

- MQ = Mid Quarter

The asset receives one-half of one quarter's depreciation for the quarter in which it is placed in service, and one-half of one quarter's depreciation for the quarter in which it is disposed of.

NOTE Monthly conventions consider a wall calendar to determine depreciation calculation for a first year asset. Therefore, to ensure accurate depreciation calculation for a depreciation posting schedule that doesn't use month-end posting dates (like a 4-4-5 calendar), use the Actual Days (AD) convention code.

What Is a Calendar?

Calendars are processing schedules and posting periods that asset books use to calculate depreciation, replacement costs, insurance values, and reporting date ranges. Calendars determine:

- The number of periods per closing date
- The period closing date
- Whether books are posting and/or required
- Whether journal entries will be created for the General Ledger application

What is a Depreciation Period?

A depreciation period is not necessarily the same as a calendar period. Calendar periods determine the dates that depreciation is calculated on. However, a calendar period can consist of more than one depreciation period. A typical example is a 4-4-5 calendar where each calendar period consists of four or five depreciation periods.

Because period depreciation is based on the fraction of the total number of depreciation periods in the calendar period rather than a fraction of the total number of calendar periods, you can use this feature to post different amounts to each calendar period. For example, the depreciation for a calendar period that contains four depreciation periods in a calendar year that contains 52 depreciation periods will be $\frac{4}{52}$ nd of the annual depreciation. For a calendar period that contains five depreciation periods, the depreciation will be $\frac{5}{52}$ nd of the annual depreciation.

How are Calendars Used?

The calendar associates a book with a company, so you must define a calendar for each book and each company that will use that book. Calendars are defined by book, company, and year-end date. You must define at least one current calendar. If you try to assign an asset to a company and book that you do not have a calendar defined for, you will receive an error message, and you will have to create the calendar before you can continue with the asset addition.

NOTE A calendar for a Part 32 book must match the company's General Ledger calendar. For more information, see ["What is a Part 32 Book?"](#) on page 28.

The calendar periods and period end dates do not have to match the General Ledger calendar. However, if you plan to use system control, the period end dates for the posting book must match those in the General Ledger application. For more information, see ["What is System Control?"](#) on page 27.

When are Historical or Future Calendars Used?

Historical and future calendars are optional. By default, the Asset Management application assumes that the previous year calendar and next year calendar are identical to the current year calendar and calculates previous year depreciation or future year depreciation projections accordingly. If that is the case for your organization, you do not need to define historical or future calendars.

The only time you will must define a historical calendar is if you need to calculate previous year depreciation and your organization used a different

depreciation calendar in the previous year. For example, your organization might have had a short year in the previous year.

The only time you will must define a future year calendar is if you plan to change the structure of the calendar year for the next year. For example, you might want to switch the tax book from 12 periods to 4 periods. You would need this calendar to make accurate depreciation projections.

What does a Posting Book do?

Posting books transfer journal entries to a general ledger. To do this, posting books take depreciation expense and accumulated depreciation amounts calculated for a book and post this information into journal entries for the general ledger.

IMPORTANT Only one posting book is allowed for a company. After a book and calendar are designated as posting and any asset processing has occurred, the posting designation cannot be changed.

** Posting books are required if you plan to generate and post journal entries either to the Lawson General Ledger application or to a non-Lawson general ledger.

What is System Control?

** System control lets you control the way a subsystem (in this case, Asset Management) interfaces with the General Ledger application. For example, you can be required to close an Asset Management period before you close the equivalent General Ledger period.

System control is set up at the company level in the General Ledger application. For more information, see the *General Ledger User Guide*.

Example

In the following example, company 4321 uses System Control (GL01.1) to require an Asset Management period to be closed before the corresponding General Ledger period. This means that a posting book calendar for company

4321 must have the same period end dates as the General Ledger calendar for period 4321.

Figure 2. Form clip: System Control (GL01.1)

The screenshot shows the Lawson System Control (GL01.1) form. The header includes the Lawson logo and 'SYSTEM CONTROL'. The user is logged in as Jane Doe. The form is divided into several sections:

- Company:** 4321, LGE Corporation
- System:** AM, Asset Management
- Interface Controls:**
 - Journal Hold Code: []
 - Ignore Activity: [N] No
 - Default Company Base Zone: [N] No
 - Default Journal Book: []
- Closing Controls:**
 - Control: [Y] Yes
 - Period, Year: 12, 2000
 - Valid Entry Dates: 09/01/2000 - 12/31/2000
 - Open Periods: 03

At the bottom, there are links for [Multiple Entry](#) and [Systems](#).

What is a 4-4-5 Calendar?

A 4-4-5 calendar is a type of processing schedule that lets you calculate depreciation on a weekly basis and post the depreciation every four or five weeks. The posted period depreciation is calculated with the following formula.

Posted depreciation = Annual depreciation amounts / Total # of depreciation periods for fiscal year * # of depreciation periods for the calendar period

IMPORTANT To ensure accurate depreciation calculation for a depreciation posting schedule that uses a 4-4-5 calendar, define the associated book with an Actual Days (AD) convention.

What is a Part 32 Book?

A Part 32 book is a book defined to calculate depreciation on an asset class rather than an individual asset to satisfy the requirements of the "Part 32 - Uniform System of Accounts of Telecommunication Companies." A Part 32 book can also be called an *asset class book* or an *account book*.

An asset class is a group of assets that meet the definition of a class according to the Part 32 regulations. For example, "Buried Cable" is an asset class for a telecommunication company.

Each asset class is depreciated as a group and must be assigned a unique asset account, defined in an asset type that is dedicated to the asset class. Each asset in the class must be associated with the same Part 32 book.

A Part 32 book must be defined with a “Class Level” depreciation type and be associated with a compute statement that calculates the average asset account balance. A compute statement is *an arithmetic equation consisting of data dictionary items, operation symbols, and numbers*. You define compute statements in the Lawson® Report Writer application.

What is a Depreciation Type?

The book depreciation type indicates whether asset depreciation is to be calculated individually at the asset level, or if it is to be calculated for a whole class of assets at the account level.

All assets associated with a class-level book must also be associated with an asset account used solely by the asset class.

How does a Part 32 Book Differ from a Regular Book?

Part 32 books have the following characteristics:

- Part 32 books can be posting or non-posting books defined with a Class-Level depreciation type.
- Part 32 assets that are added using a Part 32 book must belong to an asset class. All assets that belong to a class must be associated with the same Part 32 book.
- A separate General Ledger asset account must be assigned to each asset class to ensure the integrity of the depreciation calculations. You can use the same accumulated depreciation and depreciation expense accounts for more than one asset class.
- The Asset Management application has access to the General Ledger asset account balances whether or not the Part 32 book is a posting book, provided at least one of the books assigned to the assets in the class is a posting book.
- The depreciation basis for a class or subclass of assets assigned to a Part 32 book is the average asset account balance for that asset class. You must define a compute statement in Lawson® Report Writer to calculate the account balance and assign the compute statement to the Part 32 book. A sample formula to calculate the balance could be:

(beginning of month balance + end of month balance) / 2

- The depreciation amount for a class of assets assigned to a Part 32 book is calculated by multiplying the account balance by a rate provided for the asset class by the state Public Service Commission. You must enter this rate for each asset class.
- A Part 32 book does not use a depreciation convention, a depreciation method, asset life, or remaining asset life.
- An asset can be assigned to a Part 32 book and to a non-Part 32 book to track multiple depreciation methods concurrently, but only one type of depreciation (asset-level or class-level) can be posted to the General Ledger application.

** Because the depreciation basis for Part 32 books is the General Ledger asset account balances, Part 32 book depreciation calculation for a company must be integrated with the company's General Ledger calendar as follows:

- The Asset Management book calendar must match the General Ledger company calendar.
- Before you perform calculation depreciation for Part 32 books, run Journal Posting (GL190) to update the General Ledger asset accounts.

What Are Account Groups?

Account groups are the set of accounts used to create journal entries for adding, transferring, or disposing of assets.

General Ledger Accounts

Accounts groups define the following asset-processing General Ledger accounts for a company:

- Asset clearing
- Proceeds
- Disposal expense
- Gain
- Loss
- Deferred gain
- Deferred loss

The asset clearing account is used for asset additions. The other accounts are used during asset disposals. Together with asset types, account groups define all of the accounts used in processing an individual asset.

IMPORTANT If your company uses Part 32 books to depreciate asset classes, you might want to define account groups used solely for those assets. Lawson highly recommends that the disposal accounts you specify for the account group associated with an asset class match the accumulated depreciation account specified for the asset class type.

How are Account Groups Used?

When you set up the Asset Management application, you must define at least one account group for each company that has assets assigned to it.

You can make changes to the account groups after you define them.

IMPORTANT Changes to account groups are dynamic, however. When you make an account group change, all new assets that use the account group will be affected. Past transactions that used that account group will not be affected.

What Are Asset Types?

Asset types are groups of assets that are categorized by similar characteristics. Asset types define the kind of asset (building, auto, and so on), type of property (personal, real estate, land, and so on), and the posting accounts used during asset processing. The primary purpose of asset types is to provide default accounting information.

General Ledger Accounts

Three General Ledger accounts are associated with asset types:

- Asset account
- Accumulated depreciation account
- Depreciation expense account

These accounts provide default information for the General Ledger transactions associated with depreciation calculations and can be used to create journal entries associated with adding, adjusting, transferring, or disposing of assets. You define these General Ledger accounts when you define asset types.

General Ledger account information is required for every asset type, but not for asset subtypes. If you do not specify account information for an asset subtype, the account information defined for the subtype's asset type will be used.

Examples

Characteristics you might use to categorize asset types include asset life, general ledger accounts, depreciation method, function, use, and so on. Common examples of asset types are furniture-and-fixtures, vehicles, computers, and lease-hold improvements.

How are Asset Types Used?

Asset types are user-definable, and are defined by company. At least one type must be defined for each company you use in the Asset Management application. Every asset must have an asset type that categorizes the asset for reporting purposes and determines which General Ledger accounts are used for asset, accumulated depreciation, and depreciation expense amounts.

Because asset types are used both for reporting and accounting purposes, you must plan the asset types carefully for your reporting and General Ledger processing needs.

NOTE Details on defining an asset class reporting structure are found elsewhere in this user guide. For more information, see ["How Do I Choose an Asset Class Reporting Structure?"](#) on page 63.

IMPORTANT If you use Part 32 books to report on asset class depreciation, you use types as the cornerstone of the asset class reporting structure, and you must define types that are used solely by asset-class assets. An asset class must be associated with a unique asset account defined either for a type, or for a type and subtype or for a type, subtype, and accounting unit. Lawson highly recommends that the disposal accounts you specify for the account group associated with the asset class match the accumulated depreciation account specified for the asset class type.

What Are Asset Subtypes?

Asset subtypes are subcategories of assets within an asset type, used primarily for reporting. If there are variations among the assets of the asset type, you can use an asset subtype to group these variations.

For example, within the asset type Equipment, you might have Computer and Photocopier subtypes. Within the asset type Vehicles, you might have Regular and Luxury subtypes.

How are Asset Subtypes Used?

Asset subtypes are optional, and your company is responsible for deciding whether you will use asset subtypes. If you choose to define asset subtypes, you must first define an asset type.

You can let accounts associated with a type default to its subtypes, or you can assign a separate set of accounts to the subtypes.

NOTE If you use subtypes for asset classes, you should assign a unique asset account to each subtype.

What Are Accounting Unit Groups?

Accounting unit groups designate the accounting units used when journal entries are created during asset processing.

You should assign accounting units to a group if journal entries will be posted to a specific accounting unit. If accounting units are expected to differ between assets, you can specify one default accounting unit during asset creation.

How are Accounting Unit Groups Used?

Accounting unit groups are user-definable and are defined by company. After the accounting unit group (or groups) are defined, you can assign an accounting unit group to each of the asset records or define a default accounting unit.

If you make a change to an accounting unit group, all new transactions using that accounting unit group will be affected. Past transactions will not be affected.

NOTE Accounting unit groups are not required, but they are a convenience that you should take advantage of.

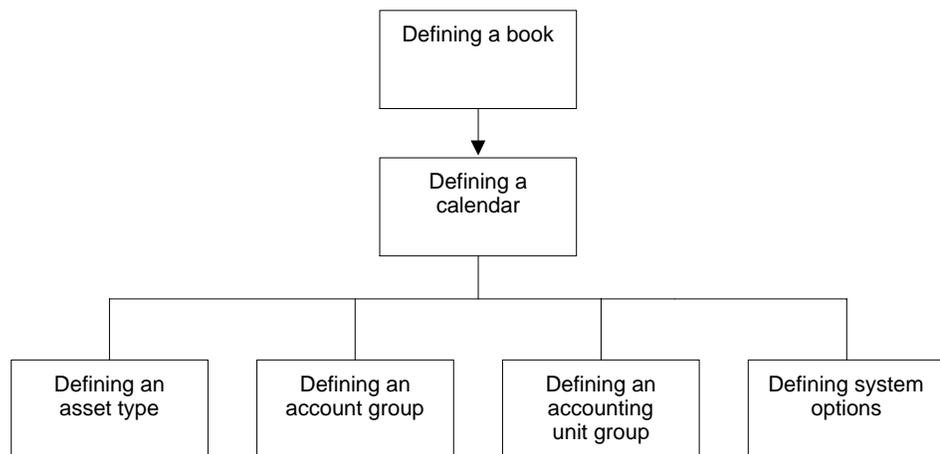
What Are System Options?

System options define the default processing options to be used in the Asset Management application. You can change the default processing options to meet your organization's specific needs. For example, you might want disposal journal entries to display in detail rather than in summary (which is the current default), or you might want to increase processing speed by not displaying journal entries.

Procedures in this Chapter

You must define at least one book, one calendar, one asset type, and one account group. You are not required to define an accounting unit group, but it is likely that your organization will want to take advantage of the accounting unit group functionality. If you the default processing options provided for the Asset Management application do not meet your needs, you should define new default processing options before you start any processing. This chapter provides detailed instructions on completing all of these setup tasks.

Figure 3. Procedure relationship: Required setup tasks



- ["Defining a Book" on page 34](#)
- ["Defining a Calendar" on page 36](#)
- ["Defining a 4-4-5 Calendar" on page 39](#)
- ["Defining an Account Group" on page 39](#)
- ["Defining an Asset Type" on page 42](#)
- ["Defining an Accounting Unit Group" on page 45](#)
- ["Defining System Options" on page 45](#)
- ["Defining a Compute Statement for a Part 32 Book" on page 47](#)

Defining a Book

A book is a ledger of assets that defines parameters for calculating and reporting depreciation. You must define at least one book in the Asset Management application. This procedure outlines the process for defining books.



Need More Details? Check out the following concepts:

- ["What Is a Book?"](#) on page 23
- ["What are Depreciation Conventions?"](#) on page 24
- ["What Is Book Depreciation History?"](#) on page 23
- ["What is a Part 32 Book?"](#) on page 28

STEPS To define a book

1. Access Books (AM00.2) or Book (AM00.1).
2. Define the depreciation book. Consider the following fields.

| | |
|---|---|
| Book | You must type a book ID. |
| Description | You must type a book name or description. |
| Cur (Currency) | You must type the currency code for the book. The book will record all depreciation amounts in the currency you indicate. This field is required. |
| Status | You can indicate whether the status of this book is Active or Inactive. Active is the default. When the status of a book is Inactive, you cannot assign it to any new asset. |
| Conv (Convention) | Use this field to select a default depreciation convention code for the book. The convention code determines how depreciation is calculated for the first and last year an asset is in service. |
| Method Switch | Type or select Y (Yes) in this field if you want the Asset Management application to automatically switch to a second depreciation method when it is advantageous to do so. Details on the Lawson predefined depreciation methods and on the method switching process are found elsewhere in this user guide. For more information, see "How Do Depreciation Calculation Methods Work?" on page 56. For more information, see "What Is Method Switching, and How Does it Affect Depreciation Calculation Methods?" on page 62. |
| Depr Hist (Depreciation History) | Type or select Y (Yes) in this field to store previous year and period depreciation history for the book. The default is N (No). |

NOTE Depreciation history is collected only from the time this field is set to Y (Yes). There is no way to rebuild previous depreciation history records.

- If the book you want to define is a Part 32 book (used to track class-level assets), use the Depreciation Level tab for the book to define the class-level information.

Consider the following fields.

| | |
|----------------|---|
| Type | Select C (Class Level) in this field to indicate that assets associated with this book are to be depreciated along with other assets in their class rather than as individual assets. This option is required for Part 32 books. The default depreciation type is A (Asset Level). |
| Compute | Select the compute statement to be used in calculating depreciation for the class of assets. The compute statement must be defined using Compute Statement (RW50.1). For more information, see "Defining a Compute Statement for a Part 32 Book" on page 47. |

Followup task

- To add the book you just defined to a book group, choose Book Groups to open Book Group (AM10.1). Book groups are used to process or report on multiple books at a time. For more information, see ["Defining Book Groups"](#) on page 75.

Related Reports and Inquiries

| To | Use |
|------------------------|-------------------------------|
| List the defined books | System Setup Listings (AM200) |

Defining a Calendar

Calendars are processing schedules and posting periods that asset books use to report on periods and date ranges and to calculate depreciation, replacement costs, and insurance values.

A calendar associates a book with a company, so you must define a calendar for each book and for each company that will use that book. The following procedure outlines the process for defining calendars.

STOP Before you can define a calendar, make sure the General Ledger company and book associated with the calendar are already defined.



Need More Details? Check out the following concepts:

- ["What Is a Calendar?"](#) on page 26
- ["What does a Posting Book do?"](#) on page 27
- ["What is System Control?"](#) on page 27
- ["What is a Part 32 Book?"](#) on page 28

STEPS To define a calendar

1. Access Current Calendar (AM01.1).
2. Define the calendar. Consider the following fields.

TIP To clone an existing calendar, you can change the company or book name (or company and book name) on one record and use the Add form action to add a new record with the same calendar.

Required Book If you want the book to be used for all new and existing assets that are added to the application, select Y (Yes) in this field.

NOTE This is not a fixed, one-time decision. During conversions, or at any other time, you can change a book's required or not-required status.

Posting Book If you want the book to be a posting book that is used to post journal entries to the General Ledger application, select Y (Yes) in this field. A company can have only one posting book.

For more information, see ["What does a Posting Book do?"](#) on page 27.

Periods Closed This field identifies the number of periods that have already been closed in this fiscal year, and enables processing of the calendar to begin in mid-year.

IMPORTANT If you want to interface an asset or add an asset in mid-year, this field is important. The number of periods closed in the fiscal year must be accurate to get accurate depreciation calculations.

Per (Depreciation Period) Use this field to specify the number of depreciation periods included in each calendar period. Typically, this value is 1, but you can have calendars that require more than one depreciation period per calendar period.

The total number of periods specified in all the Per fields must equal the number of periods specified in the Total Periods field.

IMPORTANT For Part 32 books, the depreciation period is 1 for each calendar period.

Period End Date This field identifies the ending date for a calendar period. You must define at least one period ending date.

** If you plan to use system control, the period end dates for the posting book must match those in the General Ledger application. For more information, see ["What is System Control?"](#) on page 27.

IMPORTANT For Part 32 books, the periods and period end dates must match the General Ledger calendar dates.

Options for Defining Calendars

NOTE Details on historical and future calendars are found elsewhere in this user guide. For more information, see ["When are Historical or Future Calendars Used?"](#) on page 26.

| To | Use |
|--|--|
| Define historical calendars for past years | Historical Calendar (AM01.2) to define an historical calendar. |
| Define future calendars for use in depreciation projections for simulated or actual assets | Future Calendar (AM01.3) to define a future calendar. |

Related Reports and Inquiries

| To | Use |
|---|-------------------------------|
| List the defined current, historical, or future calendars | System Setup Listings (AM200) |

Defining a 4-4-5 Calendar

If you want a 4-4-5 week depreciation posting schedule, you must define a 4-4-5 calendar. The following procedure outlines the process for defining 4-4-5 calendars.

STOP Before you define a 4-4-5 calendar, you should define a book with an Actual Days (AD) depreciation convention. This will provide the most accurate calculation of depreciation for an asset's first and last years.



Need More Details? Check out the following concepts:

- ["What is a 4-4-5 Calendar?"](#) on page 28

STEPS To define a 4-4-5 calendar

1. Access Current Calendar (AM01.1).
2. Define the 4-4-5 calendar. Consider the following fields.

| | |
|----------------------------------|---|
| Total Periods | Type the total number of periods for the calendar (52 or 53). The number of periods in this field must match the total number of periods you enter in the Per (Depreciation Period) fields. |
| Per (Depreciation Period) | To define a 4-4-5 week depreciation posting schedule, define four or five depreciation periods for the calendar period. The total number of depreciation periods you enter here must match the number of periods you enter in the Total Periods field. |

Defining an Account Group

Account groups are sets of accounts used to create journal entries when you add, transfer, or dispose of assets. When you set up Asset Management, you must define at least one account group. The following procedure outlines the process for defining account groups.



Need More Details? Check out the following concepts:

- ["What Are Account Groups?"](#) on page 31

STEPS To define an account group

1. Access Account Group (AM05.1).
2. Define the account group. Consider the following fields.

Clearing Account The asset Clearing Account records initial asset costs incurred when an asset is added in the Asset Management application.

If you plan to interface transactions from Accounts Payable and Project Accounting, you must specify a clearing account for the account group in this field. The clearing account specified must be the same one used in Accounts Payable and Project Accounting when assets are interfaced.

If you use the account group for a leased asset, Asset Management automatically substitutes the lease debt account for the clearance account so that you can use the same account group for a purchased asset or for a leased asset without changing the clearance account.

NOTE The clearing subaccount should have a zero balance at the end of each accounting period.

Proceeds Account The Proceeds posting account typically is a cash or clearing account; it records cash or other items of value that are received when an asset is sold or traded.

NOTE If the asset sales transactions are processed through Accounts Receivable or Cash Management, you should enter a clearing account in this field that matches the clearing account used by Accounts Receivable or Cash Management.

IMPORTANT If you want to define an account group to be used by asset-class assets, Lawson highly recommends that this account match the accumulated depreciation account specified for the type associated with the asset class.

Expense Account The Expense account is the account the Asset Management application will use to post selling costs, such as the advertising expense of the disposed asset.

IMPORTANT If you want to define an account group to be used by asset-class assets, Lawson highly recommends that these accounts match the accumulated depreciation account specified for the type associated with the asset class.

Gain Account
Loss Account Asset Management uses the gain and loss accounts to record the system-generated gains or losses when assets are retired.

IMPORTANT If you want to define an account group to be used by asset-class assets, Lawson highly recommends that these accounts match the accumulated depreciation account specified for the type associated with the asset class.

Options for Defining Account Groups

If you exchange or trade in assets that are subject to GAAP rules on similar assets or United States tax rules on like-kind exchanges, use the Deferred Gain and Deferred Loss accounts on Account Group (AM05.1). These accounts let you defer the gain or loss when you dispose of an old asset until after you have added a new asset.

Deferred Gain Account

You can use the Deferred Gain account when the asset disposal is part of a like-kind exchange; the account records the preliminary gain calculated by the Asset Management application as a liability instead of other income.

Deferred Loss Account

You can use the Deferred Loss account when the asset disposal is part of a like-kind exchange; the account records the preliminary loss calculated by the Asset Management application as an asset instead of an expense.

IMPORTANT If you want to define an account group to be used by asset-class assets, Lawson highly recommends that these accounts match the accumulated depreciation account specified for the type associated with the asset class.

Related Reports and Inquiries

| To | Use |
|---|--------------------------------|
| List the account group setup parameters | Company Setup Listings (AM205) |

Defining an Asset Type

NOTE If you use a Part 32 book, you must define a separate asset type or type and subtype for each asset class that the Part 32 regulations require.

Asset types are groups of assets that are categorized based on similar characteristics, such as asset life, general ledger accounts, depreciation method, function, use, and so on. Common examples of asset types are furniture-and-fixtures, vehicles, computers, and lease-hold improvements. The following procedure outlines the process for defining asset types.



Need More Details? Check out the following concepts:

- ["What Are Asset Types?"](#) on page 31
- ["What Are Asset Subtypes?"](#) on page 33
- ["What is a Part 32 Book?"](#) on page 28

STEPS To define an asset type

1. Access Types (AM06.2).
2. Define the asset type. Consider the following fields.

Asset Type

Use this field to define the name of the asset type. You must define at least one asset type in order to process assets in the Asset Management application.

Asset Subtype To further categorize assets within an asset type, define an asset subtype in this field.

NOTE A subtype cannot exist without a type.

Property You must indicate the kind of property that is associated with the type (Personal, Land, Real, Stock, or Other).

NOTE Real is typically used for vehicles, furnishings, equipment, and so on.

Inv (Inventory) You can indicate whether the assets that use the type are by default part of the physical inventory. You can override this value for individual asset items.

TIP Assets that are part of the physical inventory are identified by item bar codes, and they can be added, transferred, disposed, and inventoried from a handheld terminal.

TIP Assets that are part of the physical inventory are identified by item bar codes, and they can be added, transferred, disposed, and inventoried.

Prod (Product Category) Choose this option to define a Product Category Workbook. A product category uniquely identifies a manufacturer and model number within an asset type or subtype. This is optional information you might want to keep for an asset item.

TIP The Product Category Workbook contains unique product category bar codes that can be scanned by a handheld terminal. For more information, see "[Generating a Product Category Workbook](#)" on page 89.

TIP The Product Category Workbook contains unique product category bar codes.

| | |
|---|--|
| Asset, Accumulated Depr (Accumulated Depreciation), Depreciation Expense | <p>Use these fields to define the General Ledger posting accounts that will be associated with the asset type.</p> <ul style="list-style-type: none"> • The asset account contains the asset cost. • The accumulated depreciation account contains the year-to-date accumulated asset depreciation. • The depreciation expense account contains the expensed depreciation amount. |
| Allocate | <p>Select Y (Yes) in this field if this type allows depreciation expense to be allocated among multiple accounting units.</p> <p>You must select Y (Yes) in the Allocate Depreciation Expense field on System Options (AM16.1) before you can define an allocation for the type.</p> <p>If you select Y (Yes), you must also define the allocation on Depreciation Allocation (AM06.6).</p> <p>You can still define an allocation if this field is set to N (No), but the allocation will be active only if the field is set to Yes.</p> |
| System options Allocate | <p>This field displays the value of the Allocate Depreciation Expense field on System Options (AM16.1). If the value is N (No), you must change it to Y (Yes) before you can define an allocation for an asset type.</p> |
| Star button (*) | <p>Choose this option to open Depreciation Allocation (AM06.6). Use this form to define an allocation that distributes depreciation expense among multiple accounting units.</p> |

Option Related to Defining an Asset Type

| To | Use |
|---|--|
| Define asset class depreciation rates for Part 32 asset types | <p>Asset Class Depreciation Rates (AM06.4).</p> <p>For more information, see "Defining Asset Class Depreciation Rates" on page 72.</p> |
| Define a depreciation allocation for a type | <p>Depreciation Allocation (AM06.6).</p> <p>For more information, see "Defining Depreciation Allocations" on page 74.</p> |

Related Reports and Inquiries

| To | Use |
|---------------------------------|--------------------------------|
| List the asset type definitions | Company Setup Listings (AM205) |

Defining an Accounting Unit Group

Accounting unit groups are used to group and identify the accounting units that the Asset Management application should use to create journal entries when you add, adjust, transfer, or disposing of assets. The following procedure outlines the process for defining accounting unit groups.



Need More Details? Check out the following concepts:

- ["What Are Accounting Unit Groups?"](#) on page 33

STEPS To define an accounting unit group

1. Access Accounting Unit Group (AM09.1).
2. Define the name of the accounting unit group in the Accounting Unit Group field.
3. Define the accounting unit group.

Related Reports and Inquiries

| To | Use |
|---|--------------------------------|
| List the accounting unit group setup parameters | Company Setup Listings (AM205) |

Defining System Options

Use this procedure to set up processing defaults for Asset Management.



Need More Details? Check out the following concepts:

- ["What Are System Options?"](#) on page 33

STEPS To define system options

1. Access System Options (AM16.1).

2. Define the system options. Consider the following fields.

Hold Code Default Select Y (Held) in this field if you want all the Asset Management records interfaced from Accounts Payable (AP) or Project Accounting (AC) to be held in the interface files and not converted to assets until you switch the Hold flag to N (Not Held) on Single Invoice Interface (AM15.1), Combine Invoice Interface (AM15.2), Single Activity Interface (AM15.3), Combine Activity Interface (AM15.4), or Mass Additions (AM115). The default is N (Not Held).

Item Numbering Set the item numbering scheme to S (System) to have the system automatically generate item numbers. The default is T (Tag), which lets the item number inherit the tag number, if it exists.

You can override the default and enter your own item names on any form that lets you add items.

NOTE If you select S (System), the automatically generated number displays on the screen in alphanumeric number order (for example, 1, 10, 2, and so on).

Populate Depreciation Expense Activity Select N (No) in this field if you do not want the depreciation expense activity to default automatically from the Accounts Payable application when you create assets from interfaced invoices. The default is Y (Yes).

Calculate Remaining Life Select Y (Yes) in this field to automatically recalculate the remaining life of an asset when either the in-service date or the asset life is adjusted with the Compute Option field set to Y (Yes). The default is N (No).

Consolidate Disposal JE (Journal Entry) Select Y (Yes) in this field to display summarized disposal journal entries. Select no to display entries in detail form. The default is Y (Yes).

| | |
|---------------------------------------|---|
| Display Journal Entries | Select Y (Yes) in this field to display journal entries before sending them to the General Ledger application. This option applies to additions, adjustments, transfers, and disposals. |
| | IMPORTANT If you select N (No) in this field, the journal entries are sent directly to the General Ledger application without displaying a prompt to verify them. |
| | TIP If you select N (No) in this field, you can still display the entries on the applicable journal entry forms before the entries are released. |
| Allocate Depreciation Expense | Select Yes in this field to indicate that an asset depreciation expense associated with this company can be allocated to multiple accounting units. If you select No, you cannot add an allocation to an asset type. No is the default. |
| Allow Distribution Splitting. | Select Yes in this field to allow distribution splitting of AP invoice and AC activity interface records. The default value is N. |
| Accounts Payable Distributions | Select Summary to include the landed tax amount in the cost that is sent from Accounts Payable to Asset Management. Select Detail to have the landed tax amounts sent as separate distribution lines from Accounts Payable to Asset Management. |

Related Reports and Inquiries

| To | Use |
|---------------------|------------------------------|
| List System Options | System Setup Listing (AM200) |

Defining a Compute Statement for a Part 32 Book

If you define a book as a Class Level book, you must assign a compute statement to the book. This compute statement must calculate the average balance for the asset accounts to be depreciated as an asset class. Use the Report Writer application to define a compute statement.



Need More Details? Check out the following concepts:

- ["What is a Part 32 Book?"](#) on page 28

STEPS To define a compute statement

1. Access Compute Statement (RW50.1).
2. Define the compute statement. Consider the following fields.

| | |
|---------------------|--|
| Compute | Type the name and description of the compute statement. This field is required. |
| Folder | Select the folder that you want to store the compute statement in. Use Folder (RW01.1) to define a new folder. |
| Entry lines | <p>Build the statement to extract an average account balance by using existing amount dictionary names. You can use system-defined dictionary names, or you can create your own dictionary names.</p> <p>Example</p> <p>The following example uses existing Report Writer amount dictionary names to build a formula that calculates the average account balance as:</p> <p><i>(beginning of period balance + end of period balance) / 2</i></p> <p>The formula calculates the beginning of period balance as Current Year to Date Amount (CYDAMT) - Current Period Amount (CPAMT).((CYDAMT - CPAMT) + CYDAMT) / 2</p> <hr/> <p>NOTE You can use the same compute statement for all the Part 32 books. For more information on defining compute statements, see the <i>Report Writer User Guide</i>.</p> |
| Select Usage | Compute Statement (RW50.1) requires you to select at least one application. It does not matter which one you select. The selection has no impact on how the Part 32 compute statement works. |

Chapter 3

Setting Up Reporting Parameters

You can expand reporting options in Asset Management by defining location, division, and disposal property codes. These setup tasks are not required, but you may want to perform them to meet your reporting needs.

Concepts in this Chapter

TIP To skip directly to the procedures, see ["Procedures in this Chapter"](#) on page 53

The following concepts provide background and conceptual information for the procedures within this chapter:

- ["Standard Reporting Structure and Options"](#) on page 51
- ["What Is a Location?"](#) on page 52
- ["What Is a Division?"](#) on page 52
- ["What Is a Disposal Property Code?"](#) on page 52

Standard Reporting Structure and Options

The standard reporting hierarchy reports asset records within each asset type for each company. Within the basic reporting structure there are optional reporting breaks for location and division that you can use once you define location and division codes:

| Reporting breaks and sort order | Required as part of standard AM setup? | To include in reporting structure |
|---------------------------------|--|--|
| Company | Yes | Defined in General Ledger. |
| Accounting Unit* | Yes | Defined in General ledger |
| Location | No | You must define locations. For more information, see "Defining Locations" on page 53. |
| Division | No | You must define divisions. For more information, see "Defining Divisions" on page 54. |
| Type | Yes | You must define at least one type during required setup. You can add more as the application expands. For more information, see "Defining an Asset Type" on page 42. |
| Subtype | No | Might have been defined during required setup. You can add more as the application expands. For more information, see "Defining an Asset Type" on page 42. |

* This option is available in nine reports only.

Designing Reports to Meet Your Needs

NOTE The location and division codes do not have to reflect the General Ledger company accounting structure. You can use them to represent any grouping that is convenient for the reports

You should define the reporting structure according to your asset management and tax reporting needs. The way you define the optional reporting breaks of location, division, and disposal property affects how these details are reported.

What Is a Location?

Locations are labels that you define to group assets for reporting. They can be labels for physical or geographical areas in a company, such as departments, site addresses, or regions. Locations are optional and are subordinate to companies in the reporting hierarchy. You can sort data on reports by location. For example, you can run reports that provide asset information including serial number for use in a physical inventory of assets by location.

A location can comprise multiple *location details*. Location details are used to assign a physical inventory location to bar-coded asset items. For more information, see ["What Is the Location Detail?"](#) on page 82.

What Is a Division?

Divisions are labels that designate legal entities, major divisions, departments, or areas of responsibility in an organization. Divisions can be used to group assets for reporting purposes.

What Is a Disposal Property Code?

Disposal property codes are optional, user-defined labels that group assets being disposed of for reporting purposes.

Why Would I Use Disposal Property Codes?

One reason you might use disposal property codes is for tax reporting requirements. You can classify disposal property by U.S. IRS Tax Code section if this is required for federal tax reporting. The U.S. Tax Code requires reporting on disposal of specific types of assets. Consult your tax advisor to determine whether you have U.S. Federal tax reporting requirements for disposal property.

For example:

| Disposal property | Description |
|--------------------------|---------------------------|
| 1245 | IRS Section 1245 Property |
| 1250 | IRS Section 1250 Property |

Another reason you might use disposal property codes is to provide more details about the specific disposal circumstances when you use the disposal type of Other.

For example:

| Disposal property | Description |
|--------------------------|---------------------|
| STOLEN | Stolen |
| BROKEN | Asset beyond repair |

Procedures in this Chapter

The following optional procedures let you set up reporting categories that you can sort or report on:

- ["Defining Locations" on page 53](#)
- ["Defining Divisions" on page 54](#)
- ["Defining Disposal Property Codes" on page 54](#)



Need More Details? Check out the following concepts:

- ["Standard Reporting Structure and Options" on page 51](#)

Defining Locations

NOTE If you want to run a property report, or if you want to use bar coding to track assets in physical inventory, you must define locations.

You can create location names to organize reporting for assets. Locations are not required for Asset Management. Once you define locations, you can set up reports to report only the assets in a specified location or sort assets by location. Location codes also allow you to include detailed location information on the standard Property Report (AM265).

Use the address fields to record more specific location information.



Need More Details? Check out the following concepts:

- ["What Is a Location?" on page 52](#)

STEPS To define locations

1. Access Locations (AM07.2).
2. For each location, you can define an address, using the Address form tab.

The following fields can be used for the Property Report (AM265):

- District
- County/Locality
- State/Province
- Country

3. For each location, you can define communication information using the Communication form tab.
4. If you use the asset bar-coding feature, you can choose the Detail button to open Location Detail (AM07.3).

For more information, see ["Setting Up Bar Coding" on page 79](#).

Related Reports and Inquiries

| To | Use |
|----------------|------------------------------|
| List locations | System Setup Listing (AM200) |

Defining Divisions

You can create division names to organize reporting for assets. Divisions are not required for Asset Management reporting. After you define divisions, you can set up reports to select only the assets in a specified division or sort assets by division. When you choose to sort assets by location and division, divisions are sorted within each location.

 **Need More Details?** Check out the following concepts:

- ["What Is a Division?"](#) on page 52

STEPS To define divisions

1. Access Divisions (AM08.2).
2. Define divisions and their descriptions.

Related Reports and Inquiries

| If you want to | Use |
|----------------|------------------------------|
| List divisions | System Setup Listing (AM200) |

Defining Disposal Property Codes

Disposal property codes are used for reporting purposes only; they do not affect disposal calculations. Sometimes identifying disposals by property code is a requirement for tax reporting.

After you have defined disposal property codes, you can associate the code with an asset when you dispose of it. Then, you can run a disposal report and select disposal property codes as a report parameter.

 **Need More Details?** Check out the following concepts:

- ["What Is a Disposal Property Code?"](#) on page 52
- ["Why Would I Use Disposal Property Codes?"](#) on page 52

STEPS To define disposal property codes

1. Access Disposal Properties (AM11.2).
2. Define disposal codes and their descriptions.

Chapter 4

Setting Up Processing Parameters

This chapter describes how to define processing parameters for the Asset Management application. This includes defining asset addition templates, defining methods for calculating depreciation, defining methods for calculating the replacement and insured value of assets, defining tax credit tables, defining personal use codes, and defining book groups.

Concepts in this Chapter

TIP For more information, see ["Procedures in this Chapter"](#) on page 66.

The following concepts provide background and conceptual information for the procedures within this chapter:

- ["What Is an Asset Addition Template?"](#) on page 56
- ["How Do Depreciation Calculation Methods Work?"](#) on page 56
- ["What Is a Compute Statement?"](#) on page 58
- ["What Is a Percent Table?"](#) on page 58
- ["What Is a Unit of Production \(UOP\) Table?"](#) on page 59
- ["What Is a Personal Use Code?"](#) on page 59
- ["Depreciation Examples"](#) on page 60
- ["What Is Method Switching, and How Does it Affect Depreciation Calculation Methods?"](#) on page 62
- ["How Is Asset Class Depreciation Calculated?"](#) on page 63
- ["How Do I Choose an Asset Class Reporting Structure?"](#) on page 63
- ["What Is a Depreciation Allocation?"](#) on page 65
- ["What Are Book Groups?"](#) on page 65
- ["What Are Asset Groups?"](#) on page 65

What Is an Asset Addition Template?

An asset addition template contains default asset information common to multiple assets. You can use a template to speed up asset addition. The template provides default data for many fields, and lets you fill or override only the fields that are different from the template. You must use an asset addition template when you interface assets from Lawson applications other than Asset Management or when you scan assets in.

How Do Depreciation Calculation Methods Work?

NOTE Depreciation methods are irrelevant for Part 32 asset books. For more information, see ["What is a Part 32 Book?"](#) on page 28.

Depreciation calculation methods define how annual depreciation is calculated. Each asset within the Asset Management application must have one depreciation calculation method assigned to it. You can assign one of the Asset Management application predefined depreciation calculation methods to the asset, or you can create a custom depreciation calculation method.

| For more information on | See |
|--|---|
| The Asset Management application predefined depreciation calculation methods | "Predefined Asset Management Depreciation Calculation Methods" on page 57 |
| Creating custom depreciation calculation methods | "Using Custom Depreciation Calculation Methods" on page 57 |

Predefined Asset Management Depreciation Calculation Methods

The Asset Management application contains six predefined depreciation calculation methods:

- 125DB (125% declining balance)
- 150DB (150% declining balance)
- 175DB (175% declining balance)
- 200DB (200% declining balance)
- SL (Straight line)
- SYD (Sum of the year's digits)

NOTE The depreciable basis is the total amount that is depreciated.

The following table shows the formulas used for calculating annual depreciation for each depreciation calculation method.

| Method | Annual calculation formula |
|--------|---|
| 125DB | $1.25 * [(Depreciable\ basis - Life\text{-}to\text{-}date\ depreciation + Year\text{-}to\text{-}date\ depreciation) / (Asset\ life\ in\ months / 12)]$ <p>Depreciation calculations stop when: $Depreciable\ basis - Life\text{-}to\text{-}date = Salvage\ value$</p> |
| 150DB | $1.5 * [(Depreciable\ basis - Life\text{-}to\text{-}date\ depreciation + Year\text{-}to\text{-}date\ depreciation) / (Asset\ life\ in\ months / 12)]$ <p>Depreciation calculations stop when: $Depreciable\ basis - Life\text{-}to\text{-}date = Salvage\ value$</p> |
| 175DB | $1.75 * [(Depreciable\ basis - Life\text{-}to\text{-}date\ depreciation + Year\text{-}to\text{-}date\ depreciation) / (Asset\ life\ in\ months / 12)]$ <p>Depreciation calculations stop when: $Depreciable\ basis - Life\text{-}to\text{-}date = Salvage\ value$</p> |
| 200DB | $2 * [(Depreciable\ basis - Life\text{-}to\text{-}date\ depreciation + Year\text{-}to\text{-}date\ depreciation) / (Asset\ life\ in\ months / 12)]$ <p>Depreciation calculations stop when: $Depreciable\ basis - Life\text{-}to\text{-}date = Salvage\ value$</p> |
| SL | $(Depreciable\ basis - Salvage\ value - Life\text{-}to\text{-}date\ depreciation + Year\text{-}to\text{-}date\ depreciation) / (Remaining\ life\ in\ months\ at\ beginning\ of\ year / 12)$ |
| SYD | $(Depreciable\ basis - Salvage\ value) * [(Life\ remaining\ in\ years) / (Life\ in\ years * \{Life\ in\ years + 1\} / 2)]$ |

Using Custom Depreciation Calculation Methods

In addition to offering predefined depreciation calculation methods, the Asset Management application lets you to define custom depreciation calculation methods. For more information, see ["Defining Depreciation Calculation Methods"](#) on page 68.

What Is a Compute Statement?

NOTE The compute statement described in this chapter is different from the compute statement used to calculate depreciation for asset-class (Part-32) books. For more information, see ["Defining a Compute Statement for a Part 32 Book"](#) on page 47.

A compute statement is an equation that lets you define a method for calculating depreciation of an asset, replacement value for an asset, or the insured value of an asset. The compute statement consists of numbers, dictionary items, parentheses, and mathematical operators. You can select predefined dictionary items from a list.

You can use a compute statement to define a calculation method that specifically meets your needs. You cannot use a compute statement with a percent table or a Unit of Production (UOP) table.

What Is a Percent Table?

A percent tables provides an optional method of calculating depreciation based on what percentage of an asset's cost should be depreciated each year.

IMPORTANT You must define a percent table for United States Federal tax depreciation calculations for assets placed in service between 1981 and 1986. Depreciation for such assets must use the Accelerated Cost Recovery System (ACRS). Consult your tax advisor before you set up ACRS percent tables.

You cannot use a percent table with a compute statement or a Unit of Production (UOP) table. For more information, see ["What Is a Unit of Production \(UOP\) Table?"](#) on page 59.

Example

TIP The percentage amounts you specify must total 100%.

If you have an asset with a life span of five years, you might plan the asset's rate of depreciation as follows:

Year 1: 10% of the asset's cost is depreciated

Year 2: 30% of the asset's cost is depreciated

Year 3: 25% of the asset's cost is depreciated

Year 4: 25% of the asset's cost is depreciated

Year 5: 10% of the asset's cost is depreciated

With this example, the annual depreciation calculation would work as follows:

- At the end of Year 1, the annual depreciation would be calculated based on 10% of the asset's cost.
- At the end of Year 2, annual depreciation would be calculated based on 30% of the asset's cost.
- At the end of years 3, 4, and 5, annual depreciation would be calculated based on 25%, 25%, and 10% of the asset's cost, respectively.

What Is a Unit of Production (UOP) Table?

A Unit of Production (UOP) table provides an optional method of calculating depreciation based on the number of units an asset produces in a given period or year. For example, you could base the annual depreciation calculation on how many copies a copier makes in a year.

Calculating Annual Depreciation

To calculate annual depreciation, a UOP table takes the number of units produced for the year, divides it by the total number of units the asset is estimated to produce in its lifetime, and multiplies that by the asset cost to determine the amount of annual depreciation.

(Actual units for the year / Total estimated units for the asset's life) * Basis = Annual depreciation

TIP During the last year of the asset's life, you might need to adjust the total estimated units to match the actual units produced.

For example, if a copier made 20,000 copies in 1999, was estimated to make 100,000 copies in its lifetime, and cost \$50,000, the annual depreciation for 1999 would be \$10,000.

$(20,000 / 100,000) * 50,000 = \$10,000$

What Is a Personal Use Code?

Personal use codes define depreciation limits for "listed" assets. Under U.S. Federal tax laws, a listed asset is an asset with a personal as well as a business use.

Calculating Depreciation for Listed Assets

Personal use codes define an annual limit on the depreciation that can be taken for an asset. The annual depreciation for a listed asset is determined by the Asset Management application in a two-step process:

1. The listed asset's annual depreciation is calculated twice:
 - Once using the asset's designated depreciation calculation method
 - Once using the personal use limit
2. The Asset Management application chooses the lower of these two annual depreciation values as the annual depreciation for the listed asset.

If the personal use limit's annual depreciation calculation is used as the asset's annual depreciation for any of the years that an asset is in service, the asset's basis will not be fully depreciated by the end of the asset's standard life. In this case, you can give the asset a new life span (called a "recovery period"). The recovery period will allow the asset to continue depreciating until the asset's basis reaches zero.

Depreciation Examples

The following examples illustrate how depreciation is calculated for an asset's first and second years using the Asset Management application's predefined depreciation calculation methods and several custom-defined depreciation calculation methods. Information on the sample asset:

- Asset basis: \$6,000
- Asset life: 60 months (5 years)
- Salvage value: 0

Calculating Annual Depreciation

The following table contains annual depreciation calculations for the sample asset based on the Asset Management application's predefined depreciation calculation methods.

| Predefined depreciation calculation method | Year 1 depreciation calculation | Year 2 depreciation calculation |
|--|---------------------------------|---------------------------------|
| 125DB (125% declining balance) | \$1,500.00 | \$1,125.00 |
| 150DB (150% declining balance) | \$1,800.00 | \$1,260.00 |
| 175DB (175% declining balance) | \$2,100.00 | \$1,365.00 |
| 200DB (200% declining balance) | \$2,400.00 | \$1,440.00 |
| SL (Straight Line) | \$1,200.00 | \$1,200.00 |
| SYD (Sum of the year's digits) | \$2,000.00 | \$1,600.00 |

The following table contains annual depreciation calculations for the sample asset based on several custom depreciation calculation methods.

| Custom depreciation calculation method | Year 1 depreciation calculation | Year 2 depreciation calculation |
|---|---------------------------------|---------------------------------|
| Compute statement based on the formula: $[(\text{Depreciable basis} - \text{Life-to-date depreciation}) / (\text{Life remaining} / 12)]$ | \$1,200.00 | \$1,200.00 |
| Percent table based on the percentages: <ul style="list-style-type: none"> • Year 1 = 10% • Year 2 = 30% | \$600.00 | \$1,800.00 |
| UOP table based on the following production values: <ul style="list-style-type: none"> • The asset produced 5,000 units in its first year of service • The asset produced 1,000 units in its second year of service • The asset is expected to produce 9,000 units in its lifetime | \$3,333.33 | \$666.66 |

Calculating Period Depreciation

Once annual depreciation has been calculated, the Asset Management application can calculate period depreciation. To get the period depreciation, the annual depreciation is divided by the total number of periods in the year, as defined on the current calendar.

Current period depreciation is calculated as a fraction of the annual depreciation. The fraction is calculated as the number of depreciation periods divided by the total number of periods for the year, as defined on the current calendar.

For more information, see ["What Is a Calendar?"](#) on page 26.

Examples

For a routine 12-period year in which each period is one month, period depreciation would be 1/12th of the annual depreciation. For example, if the annual depreciation for the year was \$1,200, each period depreciation would be $1200 * 1/12 = \$100$.

In a 4-4-5 calendar, period 1 contains 4 depreciation periods; period 2 contains 5 depreciation periods. The total number of depreciation periods is 52. Assuming an annual depreciation of \$1200.00, period 1 depreciation would be $1200 * 4 / 52 = \$92.30$. Period 2 depreciation would be $1200 * 5 / 52 = \$115.38$.

What Is Method Switching, and How Does it Affect Depreciation Calculation Methods?

When you define books in the Asset Management application, you can allow or prohibit method switching. If you allow method switching on books that use Lawson predefined depreciation methods, the Asset Management application will automatically switch the depreciation calculation method to Straight Line (SL) when it is advantageous to do so.

In addition, you can customize the method switching process. You can select one of three methods of straight line calculation for optional method switches. The three methods trigger the switch to straight line calculations based on original basis or net book value, and calculate on initial or remaining values. To activate the method switch, set the flag on the book (AM00.1) to Yes.

If the SL Calculation field = "D", the method switch occurs when the straight-line depreciation, which is calculated by using the net book value, exceeds the depreciation amount that is calculated by the current method. The actual depreciation amount is then based on the straight-line calculation using the net book value.

NOTE The default value for the SL Calculation field is "D."

If the SL Calculation field = "O", the method switch occurs when the straight-line depreciation, which is calculated by using the original basis, exceeds the depreciation amount that is calculated by the current method. The actual depreciation amount is then based on the straight-line calculation using the original basis.

If the SL Calculation field = "M", the method switch occurs when the straight-line depreciation, which is calculated by using the original basis, exceeds the depreciation amount that is calculated by the current method. The actual depreciation amount is then based on the straight-line calculation using the net book value.

If the SL Calculation field = "N", the SL calculation field is not applicable to the method switch.

IMPORTANT Once this method is created and assets have begun depreciation, the method should not be modified (specifically the SL Calculation selection). If the SL Calculation flag is modified while assets are past the optimization switch point, depreciation amounts will be affected.

You can define a custom depreciation method to switch to a method other than SL. For more information, see ["Defining Depreciation Calculation Methods"](#) on page 68.

How Is Asset Class Depreciation Calculated?

NOTE For more information, see ["What is a Part 32 Book?"](#) on page 28.

For each asset class you define, asset class depreciation is calculated by applying a set annual percentage rate to the average balance of the asset account where the assets in the asset class are stored.

Each asset class is associated with a Part 32 (asset class) book and a unique asset account used solely for assets belonging to the asset class.

How is the Average Account Balance Calculated?

The average account balance is calculated by using the compute statement you assigned to the Part 32 book. For more information, see ["Defining a Compute Statement for a Part 32 Book"](#) on page 47.

For example, you can use the following formula to calculate the average account balance:

(beginning of month balance + end of month balance) / 2

How are the Asset Class Depreciation Rates Used?

You must assign a depreciation rate for each asset classification that you need to track individually. The rates are set by each state's Public Utility Commission (PUC).

NOTE Because the Part 32 book calendar must match the General Ledger company calendar, the number of depreciation periods is the same as the number of calendar periods.

The rates that you enter are annual percentage rates expressed as a decimal value. For example, 15 per cent is expressed as 0.15000. The depreciation calculation program calculates the period depreciation as follows:

*(Average Asset Account Balance * Depreciation Rate) / Number of depreciation periods*

How Do I Choose an Asset Class Reporting Structure?

When choosing an asset class reporting structure, remember that the lowest level of asset classification that you need to track individually must be associated with a unique asset account that no other classification uses.

To assign a unique asset account to an asset class, you can associate the asset class with one of the following:

- A unique type (with a unique asset account assigned to the type)
- A unique type and subtype (with a unique asset account assigned to the subtype)
- A unique type and accounting unit combination (with a unique asset account assigned to the type and a unique accounting unit assigned to the asset class)
- A unique type, subtype, and accounting unit combination (with a unique asset account assigned to the subtype and a unique accounting unit assigned to the asset class)

NOTE This structure lets you use the same type for multiple asset classes.

NOTE This structure lets you use the same subtype for multiple asset classes.

IMPORTANT Lawson highly recommends that asset class depreciation users place access control on the asset accounts used by asset classes so that *only* the Asset Management application can post to these accounts. The accuracy of asset-class depreciation calculations relies on the integrity of the asset account balances. Incorrect balances result in incorrect depreciation calculations that are hard to identify and correct. For more information on placing controls on posting accounts, see the *General Ledger User Guide*.

For the simplest reporting structure, you can define a one-on-one relationship between an asset class and an asset type. If you need to group asset classes for reporting, or if you need to have subclassifications, you have several methods to choose from:

- You can use a type as a main classification and subtypes for subclassifications. Each type-subtype combination must be associated with a unique asset account. And you can assign a depreciation rate to each type-subtype combination. You can report on the depreciation by type, or by subtype.

The type-subtype method may require you to define many type and subtype combinations, with their associated accounts.

- You can associate an accounting unit to a type or to a type-subtype. With this method, you can reuse the same detail account as the asset account but use accounting units to keep track of individual classes. You can report by accounting unit or by accounting unit list.

The accounting unit method lets you use a single type or type and subtype, with its associated accounts, but may require you to create many accounting units.

- If your reporting needs are complex, you can use a combination of the type-subtype and accounting unit methods to meet your needs. For example, you may use subtypes to track related asset classes and accounting units to track multiple jurisdictions for the same asset class.

What Is a Depreciation Allocation?

A depreciation allocation lets you parse depreciation allocation to multiple accounting units.

A depreciation allocation is associated with an asset type and requires both the company's system options and the type to be flagged to allow allocation.

When you associate a new asset with a type defined to use depreciation allocation, the depreciation expense for that asset is distributed among the various accounting units that make up the allocation, according to the percentage allocated to each accounting unit. The distribution occurs when you run Depreciation Calculation and Listing (AM180) and Period Closing (AM190). The depreciation is posted to the depreciation expense account defined for the asset type.

IMPORTANT If you define an asset to use depreciation allocation, you must assign to the asset an expense accounting unit that is included in the depreciation allocation. If the depreciation expense accounting unit is defined in the accounting unit group used by the asset, the depreciation allocation must include that accounting unit. If no depreciation expense accounting unit is identified on the accounting unit group, or if the asset does not use an accounting unit group, the default accounting unit used for the asset must be included in the depreciation allocation.

What Are Book Groups?

Book groups are groupings, or categories, of books that you can use to reference, process, or report on several books at the same time.

What Are Asset Groups?

Asset groups are groupings, or categories, of assets that you can use to reference, process, or report on several assets at the same time.

To group certain assets together for reporting purposes, you can assign an asset group to them. For example, some assets are related but depreciate over different lives.

Asset Group = BLDG (building)

| Asset Number | Description | Life |
|--------------|-------------|----------|
| 2004 | Building | 30 years |
| 2050 | Roof | 15 years |
| 2071 | Parking lot | 10 years |

Procedures in this Chapter

This chapter includes the following procedures for setting up processing parameters:

- ["Defining Asset Addition Templates" on page 66](#)
- ["Defining Depreciation Calculation Methods" on page 68](#)
- ["Defining Replacement or Insurance Methods" on page 69](#)
- ["Defining Tax Credit Tables" on page 70](#)
- ["Defining Personal Use Codes" on page 71](#)
- ["Defining Asset Class Depreciation Rates" on page 72](#)
- ["Defining Depreciation Allocations" on page 74](#)
- ["Defining Book Groups" on page 75](#)
- ["Defining Asset Groups" on page 76](#)

Defining Asset Addition Templates

Asset addition templates store common asset information that defaults into asset records when you add new assets by using quick addition. You can use asset templates to speed asset entry and ensure that new assets are consistently defined. Asset templates do not define asset item information, however. You define asset items manually during asset quick addition.

IMPORTANT Asset addition templates are optional if you add assets directly into the Asset Management application. Asset addition templates are required, however, if you interface asset records from Accounts Payable or Project Accounting, or if you add bar-coded assets from a handheld terminal.

IMPORTANT Asset addition templates are optional if you add assets directly into the Asset Management application. Asset addition templates are required, however, if you interface asset records from Accounts Payable or Project Accounting.

The following procedure outlines the process for defining asset templates.



Need More Details? Check out the following concepts:

- ["What Is an Asset Addition Template?" on page 56](#)
- ["What Are Asset Types?" on page 31](#)
- ["What Are Account Groups?" on page 31](#)
- ["What Are Accounting Unit Groups?" on page 33](#)

STEPS To define an asset template

1. Access Addition Template (AM12.1).

TIP You should use a naming system that can help users of other applications select the right template. For example, you could include the company number as part of the name.

2. Assign a unique name to the template in the Template field.
3. Define detail information and options for the asset template on the Asset Detail and Asset Options tabs. The more detail you enter on the Asset Detail tab, the less detail you'll need to enter each time you add an asset. But, the less detail you enter now, the more broadly you can use the asset template. Consider the following fields.

| | |
|------------------------------|---|
| Company | The company is not required. You can define a template that can be used with any company that is valid for all the selections you define (type, books, account group, accounting unit group). You cannot add the template unless at least one company is valid for all the selections, and you cannot use the template to add an asset for a company that is invalid for any of the options in the template. |
| Type | This field is required. Use this field to associate an asset type to the asset template. Asset types are groups of assets that are categorized based on similar characteristics. |
| Account Group | Use this field to specify an account group for the asset. Account groups identify general ledger accounts used to create journal entries when assets are processed. This field is not required in the template, but will be required when you add an asset. |
| Accounting Unit Group | Use this field to specify an accounting unit group for the asset. This field is not required in the template or when you add an asset. |
| Book | You must select at least one book for the template. Any books defined as required for the company or companies included in the template must be defined on the template. If a book is defined as an Asset Level book and you select D (Depreciable) as the asset category, you must enter a depreciation method and an asset life (in months) for the book. If a book is defined as Class Level (Part 32) book, do not enter a method, life, convention, or depreciation method for the book. |

Related Reports and Inquiries

| To | Use |
|--------------------------------------|-----------------------------------|
| Review the asset template parameters | Addition Template Listing (AM212) |

Defining Depreciation Calculation Methods

TIP These methods do not apply to Part 32 (Class Level) books. For more information, see ["How Is Asset Class Depreciation Calculated?"](#) on page 63.

Depreciation calculation methods define how annual depreciation is calculated. Depreciation calculations for an asset are based on the asset's in-service date, depreciation method, life, and convention.

The Asset Management application provides six predefined depreciation calculation methods. In addition, you can use the Asset Management application to define custom methods that meet your requirements. You can define custom depreciation calculation methods that use compute statements, percent tables, or units of production tables.

The following procedure outlines the process for defining custom depreciation calculation methods.



Need More Details? Check out the following concepts:

- ["How Do Depreciation Calculation Methods Work?"](#) on page 56
- ["What Is a Compute Statement?"](#) on page 58
- ["What Is a Percent Table?"](#) on page 58
- ["What Is a Unit of Production \(UOP\) Table?"](#) on page 59
- ["Depreciation Examples"](#) on page 60
- ["What Is Method Switching, and How Does it Affect Depreciation Calculation Methods?"](#) on page 62

STEPS To define a depreciation calculation method

1. Access Methods (AM02.1).
2. Type or select D (Depreciation) in the Type field.
3. Define a custom depreciation method by defining either a compute statement, a percent table, or a unit of production (UOP) table.
 - Define a compute statement on the Compute tab.
 - Define a percent table on the Percent Table tab.

NOTE Do not use this form to define a compute statement for a Part 32 book. Details on defining a compute statement for a Part 32 book are found elsewhere in this user guide. For more information, see ["Defining a Compute Statement for a Part 32 Book"](#) on page 47.

IMPORTANT You must define a percent table for United States Federal tax depreciation calculations for assets placed in service between 1981 and 1986. Depreciation for such assets must use the Accelerated Cost Recovery System (ACRS). Consult your tax advisor before you set up ACRS percent tables.

- Define a UOP table on the UOP Table Year 1–13 or UOP Table Year 14–26 form tab.

Related Reports and Inquiries

| To | Use |
|---|-------------------------------------|
| Load dictionary values you can use to define a compute statement | Dictionary Load and Listing (AM550) |
| Access a list of the predefined Asset Management depreciation calculation methods | Dictionary Load and Listing (AM550) |
| List all custom depreciation calculation methods | System Setup Listings (AM200) |

Defining Replacement or Insurance Methods

To report on the cost of replacing an asset or on the insured value of an asset, you must define a replacement or insurance calculation method. The replacement method calculates the replacement cost of an asset. The insurance method calculates the insured value of an asset.

This procedure outlines the process for defining replacement and insurance calculation methods.



Need More Details? Check out the following concepts:

- ["What Is a Compute Statement?"](#) on page 58

STEPS To define a replacement or insurance calculation method

1. Access Methods (AM02.1).
2. In the Type field, choose Replacement (R) or Insurance (I).
3. Define a replacement or insurance calculation method by defining either a compute statement, percent table, or Unit of Production (UOP) table.
 - Optional. Define a compute statement on the Compute form tab. For information, see ["What Is a Compute Statement?"](#) on page 58
 - Optional. Define a percent table on the Percent Table form tab. For more information, see ["What Is a Percent Table?"](#) on page 58.
 - Optional. Define a UOP table on the UOP Table Year 1–13 or UOP Table Year 14–26 form tab. For more information, see ["What Is a Unit of Production \(UOP\) Table?"](#) on page 59.
4. Specify the calculation method for calculating the replacement or insured value of an asset book.
 - a. Access Asset Books (AM20.4).
 - b. Specify a replacement method in the Method field on the Replacement tab.

or

Specify an insurance method in the Method field on the Insurance tab.

TIP You must run AM185 at least once to calculate the initial insured and replacement values of the assets. Then you must rerun AM185 periodically to get updated insured and replacement values for the assets.

- Calculate the insured and replacement values for the assets and review a report on the calculated values by running Insurance and Replacement Calculation (AM185).

Related Reports and Inquiries

| To | Use |
|-----------------------------------|-------------------------------|
| List all methods you have defined | System Setup Listings (AM200) |

Defining Tax Credit Tables

Tax credit tables let you define tax credit percentages and year-by-year recapture percentages for assets. You should use tax credit tables when you convert assets that you have taken investment tax credit on.

The following procedure outlines the process for setting up tax credit tables.

STOP You define tax credit tables according to Federal or state tax guidelines. Before you define and use tax credit tables, you should consult your tax advisor.

STEPS To set up a tax credit table

- Access Tax Credit Table (AM03.1).
- Define the name of the new tax credit table in the Tax Credit Table field.
- Define the qualifying, tax credit, and basis reduction percentages for the tax credit table. Consider the following fields.

| | |
|-----------------------------------|--|
| Qualifying percentage | Identifies the percentage of an asset's depreciable basis that qualifies for a tax credit. If you leave this field blank, it defaults to 100%. |
| Tax credit percentage | Used to calculate the tax credit. The system applies the tax credit percentage you define here to the qualifying percentage to get the tax credit. |
| Basis reduction percentage | Used to calculate an asset book's depreciable basis. Each year, the depreciable basis is reduced by the percentage specified here. |

NOTE The percentage amounts you specify in the Recapture Percentage fields must equal 100%.

- Specify the recapture percentages for the tax credits.
A recapture percentage is the percentage of the tax credit that will be recaptured if an asset is disposed of or retired before its service life is expired.

Related Reports and Inquiries

| To | Use |
|------------------------|-------------------------------|
| List tax credit tables | System Setup Listings (AM200) |

Defining Personal Use Codes

A personal use code defines depreciation limits for assets that have a personal as well as a business use. According to U.S. Federal tax laws, these types of assets are considered to be "listed" assets.

The following procedure outlines the process for defining personal use codes.

STOP Personal use codes are used primarily to meet requirements of U.S. Federal tax laws. Consult your tax advisor before you begin defining personal use codes.



Need More Details? Check out the following concepts:

- ["What Is a Personal Use Code?"](#) on page 59

STEPS To define a personal use code

1. Access Personal Use (AM04.1).
2. Define a personal use code. Consider the following fields and pages:

| | |
|-------------|--|
| Book | Select a book to be associated with the personal use code. |
|-------------|--|

| | |
|---------------------|--|
| Personal Use | Define a name for the personal use code. |
|---------------------|--|

| | |
|----------------------|--|
| Annual Limits | To define annual depreciation limits for the personal use code, select Y (Yes) in this field and define the depreciation limits on the Depreciation Limits form tab. |
|----------------------|--|

| | |
|--------------------------------|---|
| Depreciation Limits tab | Use this form tab to define an annual depreciation limit table to use with the personal use code. |
|--------------------------------|---|

NOTE To enable the annual depreciation limits you define on this form tab, you must select Y (Yes) in the Annual Limits field on the Depreciation Options form tab.

| | |
|-------------------------------|---|
| Tax Credit Options tab | Use this form tab to define personal use options for tax credits. |
|-------------------------------|---|

Related Reports and Inquiries

| To | Use |
|------------------------------------|-------------------------------|
| List personal use codes and limits | System Setup Listings (AM200) |

Defining Asset Class Depreciation Rates

If you are using a Part 32 book, you need to define the depreciation rates to be used for each asset class.



Need More Details? Check out the following concepts:

- ["What is a Part 32 Book?"](#) on page 28
- ["How Is Asset Class Depreciation Calculated?"](#) on page 63
- ["How Do I Choose an Asset Class Reporting Structure?"](#) on page 63

STEPS To define asset class depreciation rates

1. Access Asset Class Depreciation Rate (AM06.4).
2. Define the depreciation rates. Consider the following fields.

| | |
|--------------------------|--|
| Book | Select the Part 32 book that you want to define the rates for. |
| Type | Select a type corresponding to an asset class. |
| Subtype | If applicable, select a subtype defined for the type and corresponding to an asset class. |
| Depreciation Rate | Type the depreciation rate defined for the asset class by the state's Public Utility Commission (PUC). |

NOTE The rates entered are annual rates. To calculate period depreciation expenses, the Asset Management application uses this formula:

$$(Average\ Asset\ Account\ Balance * Depreciation\ Rate) / Number\ of\ periods$$

NOTE You do not have to enter data on Asset Class Depreciation Rate (AM06.4) to use this form. You can use both forms separately or in combination to meet your classification needs.

3. To further define rates by company and accounting unit, choose Detail and open Asset Class Depreciation Rate Detail (AM06.5).
4. Define accounting unit rates. Consider the following fields.

| | |
|------------------------|--|
| Book | Select the Part 32 book that you want to define the rates for. |
| Type | Select a type corresponding to an asset class. If applicable, select a subtype defined for the type and corresponding to an asset class. |
| Rate | You can type a default depreciation rate that applies to all the accounting units. If you entered a rate on AM06.4, the rate is displayed in this field. You can override the rate on individual accounting unit lines. |
| Company | Type or select the company that you want to define rates for. The company must be valid for the asset type and book. |
| Accounting Unit | Type or select the accounting unit that you want to define a rate for. NOTE To use this depreciation rate scheme, you should define an accounting unit to correspond to an asset class jurisdiction with its own rate. |
| Rate | Type the depreciation rate applicable to the accounting unit. If you defined a default rate and you do not type a rate in this field, the default rate is used in depreciation calculations. The rates are defined for each asset class by the local Public Utility Commission (PUC). NOTE The rates entered are annual rates. To calculate period depreciation expenses, the Asset Management application uses this formula: <i>(Average Asset Account Balance * Depreciation Rate) / Number of periods</i> |

Related Reports and Inquiries

| To | Use |
|-------------------------------------|--------------------------------------|
| List asset class depreciation rates | Class Depreciation Rate List (AM214) |

Defining Depreciation Allocations

You can allocate depreciation expense to multiple accounting units by associating multiple accounting units to an asset type.

STOP Before you can define and use a depreciation allocation, you must set the Allocate Depreciation Expense field on System Options (AM16.1) to Y (Yes), and you must define the type on Types (AM06.2) with the Allocate field set to Y (Yes).



Need More Details? Check out the following concepts:

- ["What Is a Depreciation Allocation?"](#) on page 65

STEPS To define a depreciation allocation

1. Access Depreciation Allocation (AM06.6).

2. Define the allocation as follows:

| | |
|------------------------|--|
| Company | Select the company that you want to define an allocation for. |
| Type | Select the type (or the type and subtype) that you want to define an allocation for. The type must be a valid type for company. |
| Date (start) | <p>When you first create an allocation, you must type the date when the allocation takes effect.</p> <p>When you make changes to a current allocation, a new allocation is automatically created with the current system date as the start date.</p> <p>You cannot make changes to past allocations. However, you can create allocations with future start and end dates and modify them freely.</p> |
| Date (end) | <p>You can leave this field blank when you first create an allocation.</p> <p>When you make a change to a current allocation, the current system date becomes the end date of the last allocation and the begin date of the new allocation.</p> <p>You can make changes to future allocations without changing the start and end dates.</p> |
| Accounting Unit | <p>Type or select an accounting unit that you want to allocate depreciation expense to. It must be a posting accounting unit.</p> <p>The depreciation expense allocation will be posted to the depreciation expense account defined for the type (or type and subtype).</p> |
| Percent | <p>Type the percentage of the depreciation expense allocated to this accounting unit.</p> <p>The total percentage of all the accounting units must be 100.</p> |

Defining Book Groups

Book groups are collections, or categories, of books that can be processed or reported on. You can use book groups to perform the same process or to run the same report for multiple books. The following procedure outlines the process for defining book groups.

 **Need More Details?** Check out the following concepts:

- ["What Are Book Groups?"](#) on page 65

STEPS To define a book group

1. Access Book Group (AM10.1).
2. Define the name of the new book group in the Book Group field.
3. Define the books that you want included in the book group in the Book fields.



CAUTION Be careful when you combine books that have calendars with different numbers of periods per year. During book group processing, you could close the last period of the year for some books while closing mid-year periods for other books.

Related Reports and Inquiries

| To | Use |
|------------------------------------|----------------------------|
| Generate a list of the book groups | Book Group Listing (AM210) |

Defining Asset Groups

An asset group is a label that you add to a new or existing asset to group it with other assets that have the same label for processing or reporting purposes.

There are two ways to define an asset group:

- You can enter a new asset group name when you add an asset. The asset group is created automatically and you can use Asset Group (AM13.1) to add a description to the asset group name.
- You can predefine asset group names on Asset Groups (AM13.2) and select an asset group when you add an asset.

 **Need More Details?** Check out the following concepts:

- ["What Are Asset Groups?"](#) on page 65

STEPS To define asset groups

1. Access Asset Groups (AM13.2).
2. Type the name and description of each asset group you want to define.

TIP For asset groups that you create when you add an asset, the asset group name defaults as the description. You can change the description.

IMPORTANT You cannot delete asset groups that have assets assigned to them.

Related Reports and Inquiries

| To | Use |
|-------------------------------------|-----------------------------|
| Generate a list of the asset groups | Asset Group Listing (AM213) |

Chapter 5

Setting Up Bar Coding

The Lawson Bar-coding implementations lets you add, transfer, inventory, and dispose of bar-coded assets from a hand-held terminal (HHT). This chapter describes the required and recommended setup tasks for the Lawson Asset Management bar-coding implementation.

STOP Bar coding requires the use of a handheld terminal (HHT) and a bar-code label printer. See your Lawson representative for specific requirements.



WARNING When uploading a file from a handheld terminal, you must disable MS HotSync or any similar software on the PC or Palm Pilot that performs continuous polling of serial ports. Such software interferes with the ActivSync software's ability to recognize the HHT.

Concepts in this Chapter

TIP To skip directly to the procedures, see ["Procedures in this Chapter"](#) on page 86

The following concepts provide background and conceptual information for the procedures within this chapter

- ["What Is the Purpose of Bar Coding?"](#) on page 80
- ["What Information Is Assigned a Bar Code?"](#) on page 81
- ["What Is the Location Detail?"](#) on page 82
- ["What Is a Product Category?"](#) on page 83
- ["How Is the Asset Template Workbook Used?"](#) on page 83
- ["How Does the Bar-Code Label Printer Work?"](#) on page 84

What Is the Purpose of Bar Coding?

Bar coding lets you track physical inventory by associating assets with a unique bar code. Once the system is set up, you can add, inventory, transfer, and dispose of asset items by scanning bar code labels with a handheld terminal, downloading the scanned information to a PC, and transferring the downloaded file to the Lawson Asset Management application, which completes the processing.

Issues to Consider about Bar Coding

Bar coding keeps track only of the physical location and condition of an asset. It does not deal with the financial or accounting aspects of asset management.

Bar coding works in one direction only. Data flows from the handheld terminal to Asset Management, but changes you make in Asset Management do not flow back to the handheld terminal.

You can use several handheld terminals to perform the same operation and feed into the same Asset Management database file. This is typical of an inventory situation, where you might have a different handheld terminal operator performing the inventory in each separate location.

Each asset item is assigned a unique bar code, but there is no bar code for the entire asset. This design allows for partial asset transfers and disposals. Asset Management tracks all the items that belong to an asset by designating the first scanned item as the *parent* item, and adding associated scanned items as a *child* item.

What Information Is Assigned a Bar Code?

NOTE Some assets have vendor-supplied bar-coded numbers. You can scan these bar codes also when adding the assets.

To maximize the returns of a bar-coding system, you want to be able to scan as much information as possible. But you can manually enter any of the data that you can scan.

The Lawson bar-coding implementation provides two types of bar codes: bar codes that are printed as labels and attached to a location or asset, and bar codes that are printed in workbooks and used to speed up data entry.

What are Bar-Code Labels?

There are two types of bar codes that you must physically print as labels and apply:

- The space label identifies the user-defined location of the asset and is typically applied to one consistent spot in the location (for example, the door of a room where assets are stored).
- The asset-item label is a randomly assigned bar code label placed on the item itself.

What are Workbook Bar Codes?

You can generate workbooks that contain scannable data. These workbooks are not required, but they save time and possible typographical errors by letting the HHT operator scan the data rather than type it in. You can generate the following workbooks:

- A Location Detail Workbook contains the name of each location detail in a location in scannable form.
- An Asset Template Workbook contains the name of each asset template in Asset Management in scannable form.
- A Product Category Workbook contains a unique scannable ID for each manufacturer and model.

What Is the Location Detail?

A location detail defines the exact space where an asset item is located. A location detail is a subset of a location and can consist of up to three location levels totalling a maximum of 14 characters.

For example, a location detail gives you the flexibility to locate an asset item in a specific room (level 3) on a specific floor (level 2) of a specific building (level 1) in a city (location).

TIP If you have many location details, you should plan the location detail naming scheme before you start defining any location details.

A location can have an unlimited number of location details. If you print the Location Detail Workbook to a bar-code capable printer, the three location levels are combined and printed as a single space bar code. The location detail bar codes are also printed as space labels and affixed to the physical inventory space that they represent.

You must define the locations and location details before you can print the space labels.

Because assets are bar-coded and tracked at the item level, it is possible for items belonging to the same asset to be in different locations.

Example

The following are possible location details for a location named MINNESOTA:

Location: MINNESOTA

| Location level 1 | Location level 2 | Location level 3 |
|------------------|------------------|------------------|
| CORP | FLR4 | CR-A |
| CORP | FLR4 | CR-B |
| CORP | FLR4 | JACK |
| BLMG | SALES | CR-A |
| BLMG | TRNG | TR-B |

What Is a Product Category?

A product category uniquely identifies a manufacturer and model number within an asset type or subtype. This is optional information you may want to keep for an asset item. You can type the information directly in Asset Management after the asset is added, or you can scan the information in from a Product Category Workbook. When you generate a Product Category Workbook, each manufacturer ID and model number combination is assigned a unique bar code. This bar code is never shown on the asset record. It is just used to interface the product category information to Asset Management.

TIP You use the Product Category Workbook only when adding assets.

The HHT operator can either scan or type the bar code to associate the corresponding product category with an added item.

Example

The following are examples of product categories for an asset type named COMPUTERS:

Type: COMPUTERS

| Manuf ID | Manufacturer | Model Nbr | Description |
|----------|--------------|-----------|----------------|
| 9000 | IBM | AS400 | IBM Maximus |
| 9100 | GATEWAY | G500 | Gateway 2 Hevn |

The following section of the Product Category Workbook shows the bar codes assigned to these product categories:

```

Company: 100                LGE Corporation
Asset Type: COMPUTERS      General Purpose Computers
                                Mfr ID
                                Manufacturer
                                Model Number
                                Item Description
-----
Bar Code
~0000000000000000017&&    9000
                                IBM
                                AS400
                                IBM Maximus
~0000000000000000018&&    9100
                                GATEWAY
                                G500
                                Gateway 2 Hevn
  
```

How Is the Asset Template Workbook Used?

TIP The Asset Template Workbook is used only to add assets. The transfer, disposal, and inventory functions do not involve templates.

When you add an asset item through bar coding, you must enter an asset addition template, which provides the minimum accounting information the Asset Management application needs to process an asset. Asset Management always requires an addition template for any asset interfaced through other Lawson applications.

The Asset Template Workbook lists the asset templates by company and type. If the workbook is printed through a bar-code printer, the HHT operator can either scan the appropriate template or type the name in.

How Does the Bar-Code Label Printer Work?

The Asset Management interface to the bar-code label printer lets you requests only two types of labels: space labels and asset items labels. You can print one or the other; you cannot print both concurrently.

How are Space Labels Generated?

Space labels already exist in the Asset Management application as a location detail. To print a new space label, you just need to specify the location detail and the number of duplicate labels you need. The printer prints the location detail in bar-code form.

How are Item Bar-Code Labels Generated?

There are two kinds of item bar-code labels: reserved and assigned.

- Reserved bar-code labels have been printed but are not yet associated with an item.
- Assigned bar-code labels are associated with an asset item that exists as part of an added asset in the Asset Management application.

Item bar codes must be unique throughout the Asset Management application. They are normally printed sequentially and assigned at random. The Asset Management application keeps track of the next available bar codes and ensures that no duplicate bar codes exist in the application.

NOTE There is one exception: Items that have a quantity higher than 1 use the same bar code for each component of the item. For example, if an item named CHAIRS has a quantity of 50, each of the 50 chairs in the item is assigned the same bar code.

Example

The following example shows a typical bar-code assignment process:

1. An HHT operator receives three new PCs, each with a monitor, CPU, and keyboard.
2. The operator requests nine bar-code labels from the printer. The printer prints the next nine available bar codes and assigns them a status of Reserved.
3. The operator affixes a label on each item in any order.
4. The operator uses the Addition function of the handheld terminal to add the items, with the bar code of each CPU scanned as a parent item, and the bar code of each related accessory scanned as a child item to the appropriate CPU. At this point each item has a bar code associated with it, but the status of the bar codes is still Reserved.
5. The operator downloads the Addition data.
6. The Asset Management department imports the data into an interface file and processes the data to add three different assets, each with three items.
7. When the assets are assigned asset numbers in Asset Management, the status of the bar codes associated with each item becomes Assigned. At this point the asset number is associated with the bar code, and therefore with the physical item.

How are Assigned Bar Code Labels Used?

You can print an already assigned bar code label by specifying the asset number and item number. There are two circumstances when you would print an assigned label:

- You need to reprint a damaged or lost label.
- You want to assign a specific bar code to an existing asset.

The label printer does not let you control the bar code numbers of Reserved bar code labels. However, you can assign any bar code that is not already assigned to an existing asset item by using an adjustment process, and you can then print the assigned bar code label and affix it to the asset item.

Procedures in this Chapter

This chapter includes the following procedures:

- "Generating a Location Detail Workbook" on page 86
- "Generating a Product Category Workbook" on page 89
- "Generating an Asset Template Workbook" on page 91
- "Assigning Bar Codes to Existing Assets" on page 91
- "Printing Bar-Code Labels" on page 94

Generating a Location Detail Workbook

Use this procedure to define location details and generate a Location Detail Workbook

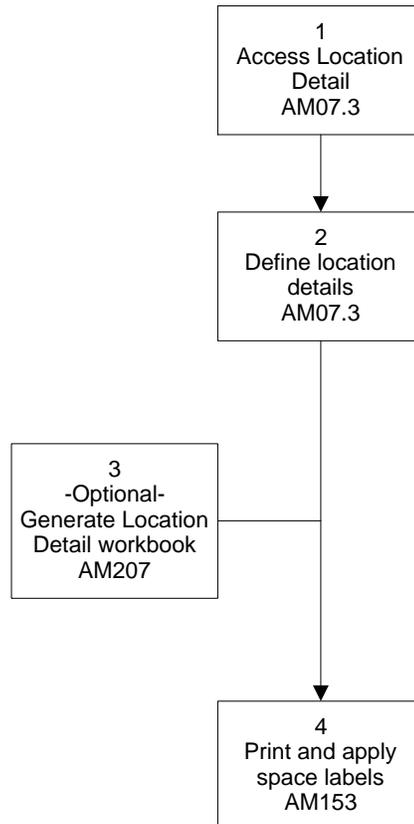
STOP You must define a location before you can define a location detail. You should also plan the location detail naming scheme before you start assigning location details to assets. For more information, see "[Defining Locations](#)" on page 53.



Need More Details? Check out the following concepts:

- ["What Is the Purpose of Bar Coding?"](#) on page 80
- ["What Is the Location Detail?"](#) on page 82
- ["How Does the Bar-Code Label Printer Work?"](#) on page 84

Figure 4. Procedure flow: Generating a Location Detail Workbook



STEPS To generate a Location Detail Workbook

1. Access Location Detail (AM07.3).
2. Define the location details. Consider the following fields.

| | |
|-----------------|---|
| Location | This is a required field. The location detail must be assigned to a location. |
|-----------------|---|

| | |
|---|--|
| Detail Field Size: Level 1, Level 2, Level 3 | You must type the maximum character size for each of the location detail levels you are going to use (at the minimum, Level 1). Asset Management uses these fields to parse the location detail bar code into its components. The total of the three levels cannot exceed 14 characters. |
|---|--|

NOTE All the location details you enter for a specific location are held to the character limits you enter in these fields. You can have a single level-1 location detail of up to 14 characters, or a level-1 and level-2 location detail of up to 14 characters, or a level-1, level-2, and level-3 location detail of up to 14 characters.

| | |
|----------------------------------|--|
| Level 1, Level 2, Level 3 | <ul style="list-style-type: none">• For each level, enter the name of the location detail for that level. The names are alphanumeric and must be within the size limits defined in the Dtl Field Size.• You cannot enter a level 2 location detail without a level 1 location detail, and you cannot enter a level 3 location detail without a level 1 and a level 2 location detail. |
|----------------------------------|--|

NOTE You can enter an unlimited number of location details for any location. Each location detail line must be unique.

3. Generate the Location Detail Workbook, using Location Detail Workbook (AM207).

Consider the following fields.

| | |
|-----------------|---|
| Location | This field is required. You generate a separate workbook for each location. |
|-----------------|---|

**Level 1 Detail,
Level 2 Detail,
Level 3 Detail**

- If you leave all three fields blank, all the location details for the location are included in the workbook.
- If you specify a value in the Level 1 field, and leave the Level 2 and Level 3 fields blank, the workbook includes all the location details that share the same Level 1 value.
- If you specify a value in the Level 1 and Level 2 fields, and leave the Level 3 field blank, the workbook includes all the location details that share the same Level 1 and Level 2 values.
- If you specify a value in the Level 1, Level 2, and Level 3 field the workbook includes a single location detail.

TIP If you enter a Level 2 value, you must also enter a Level 1 value. If you enter a Level 3 value, you must also enter values for Level 1 and Level 2. All the values you enter in these fields must already exist as location detail levels.

4. Print and apply space labels for any location details you need. For more information, see ["Printing Bar-Code Labels"](#) on page 94.

Follow-up Tasks

- Send the Location Detail Workbook print file to a bar-code printer to print a workbook with a scannable location and location details.

Generating a Product Category Workbook

Use this procedure to generate a Product Category Workbook. The product category is optional information that includes the manufacturer and model number of an asset item. You can scan the manufacturer ID in the Workbook to include that information when you add an item.

STOP A product category is attached to an asset type or subtype. You must define the type or subtype before you can define a product category for it. For more information, see ["Defining an Asset Type"](#) on page 42.



Need More Details? Check out the following concepts:

- ["What Is the Purpose of Bar Coding?"](#) on page 80
- ["What Information Is Assigned a Bar Code?"](#) on page 81
- ["What Is a Product Category?"](#) on page 83

STEPS To generate a Product Category Workbook

1. Access Product Category (AM06.3).
2. Define the product categories, Consider the following fields.

| | |
|-----------------------------------|--|
| Company, Type | These fields are required. |
| Manufacturer ID | Type an alphanumeric ID that uniquely identifies the manufacturer. NOTE Each manufacturer and model number combination must be unique. |
| Manufacturer, Model Number | These fields are required and print as text in the workbook. NOTE Each manufacturer and model number combination must be unique. |
| Description | This field is optional. |

3. Generate the Product Category Workbook, using Product Category Workbook (AM206).

Consider the following fields.

| | |
|-------------------------------|---|
| Company, Company Group | You must select either a company or a company group. You cannot select both. |
| Type | If you select a type, the workbook includes only the product categories for that type. If you leave this field blank, the workbook includes all product categories for all types, sorted by company and type. |

Follow-up Task

TIP AM206 generates a unique bar code for each manufacturer ID and model number combination.

- Send the Product Category Workbook print file to a bar-code printer to print a workbook with a scannable bar code.

Generating an Asset Template Workbook

When you add an asset through a handheld terminal, you must specify the asset template to be used for adding the asset. The Asset Template Workbook lets you scan the template instead of typing it in.

STOP Before you generate the Asset Template Workbook, you must define any templates you are going to use in adding the assets from a handheld terminal. For more information, see "[Defining Asset Addition Templates](#)" on page 66.



Need More Details? Check out the following concepts:

- "[What Is the Purpose of Bar Coding?](#)" on page 80
- "[What Information Is Assigned a Bar Code?](#)" on page 81
- "[How Is the Asset Template Workbook Used?](#)" on page 83

STEPS To generate an Asset Template Workbook

1. Access Asset Template Workbook (AM211).
2. Generate an Asset Template Workbook. Consider the following fields.

| | |
|------------------------------------|---|
| Company , Company Group | You must select either a company or a company group. You cannot select both. |
| Type | If you select a type, the workbook includes only the asset templates that use that type. If you leave this field blank, the workbook includes all product categories for all types, sorted by company and type. |

Follow-up Task

- Send the Asset Template Workbook print file to a bar-code printer to print a workbook with a scannable asset template.

Assigning Bar Codes to Existing Assets

When you set up bar coding for the first time, you may already have assets in Asset Management that you want to make part of the physical inventory. Follow this procedure to assign bar codes to already released assets.



Need More Details? Check out the following concepts:

- ["What Is the Purpose of Bar Coding?"](#) on page 80
- ["What Information Is Assigned a Bar Code?"](#) on page 81
- ["What Is the Location Detail?"](#) on page 82
- ["What Is a Product Category?"](#) on page 83
- ["How Does the Bar-Code Label Printer Work?"](#) on page 84

STEPS To assign a bar code to an existing asset

1. Access Additions and Adjustments (AM20.2) – or – Leased Asset Addition and Adjustment (AM21.2).
2. Inquire on the asset you want to assign a bar code to.
3. In the Inventory field, select Y (Yes) to indicate that this asset is part of the physical inventory.
4. Use the Change form action to change the asset and accept the adjustment date. The asset is now in an adjusted state.
5. Access Items (AM20.3 or AM21.3).
6. Inquire on the asset to display asset item information for the asset.

| If you want to | Then |
|--|---|
| <p>Re-use a non-Lawson bar code that already exists on an asset item</p> | <ol style="list-style-type: none"> 1. On the Detail tab for the item, enter the existing bar code and the item condition (Good, Fair, or Damaged). 2. If you want to keep track of the model number and serial number, enter this information in the appropriate fields. 3. On the Location Detail tab, enter the location detail for the item. <hr/> <p>TIP If you want to use a combination of existing and new item bar codes, enter all the existing bar codes for all the existing asset items first to avoid the risk of duplicate bar codes.</p> |
| <p>Assign a new bar code to an asset item</p> | <ol style="list-style-type: none"> 1. Request a bar code label from the bar-code printer and print it. For more information, see "Printing Bar-Code Labels" on page 94. 2. Affix the bar-code label to the item. 3. On the Detail tab for the item, enter the new bar code and the item condition (Good, Fair, or Damaged). 4. If you want to keep track of the model number and serial number, enter this information in the appropriate fields. 5. On the Location Detail tab, enter the location detail for the item. <hr/> <p>TIP The printer prints the next available bar code sequentially. You can request as many bar-code labels as you need for all the items, and affix them at random on the items. But you must keep track of which bar code you place on which item, since you must enter the bar code manually in Asset Management.</p> |

6. Use the Change form action to change the asset items and accept the adjustment date.
7. After you have entered bar codes for all the existing items that you want to include in the physical inventory, release the adjusted assets, using Processing Release (AM170).

Follow-up Task

- Before you add any new assets, perform an initial inventory to reconcile the scanned inventory data with the Asset Management data. For more information, see ["Performing an Inventory"](#) on page 291.

Printing Bar-Code Labels

Use this procedure to generate a comma-separated value (CSV) file that can be downloaded to your PC and imported into bar code label printing software to print bar code or space labels.



Need More Details? Check out the following concepts:

- ["What Is the Location Detail?"](#) on page 82
- ["How Does the Bar-Code Label Printer Work?"](#) on page 84

STOP You must define any location detail for which you want to print a label.

STEPS To print one or more bar-code labels

1. Access Asset Bar Code Labels (AM153).
2. Enter the print request. Consider the following fields.

Print Number of Labels

Use this field to indicate how many labels you need. If you are going to add five new items, for example, request five labels. The printer generates the next five available numbers.

TIP Do not use this field to specify a number of space bar code labels; use the Number of Duplicates field instead.

| | |
|--|--|
| Number of Duplicates | <ul style="list-style-type: none"> For reserved bar codes, you type a number of duplicates for any item with quantities higher than 1. For assigned asset bar codes, or space bar codes, you type a number of duplicates to replace existing damaged bar-code labels. <p>TIP Depending on your inventory practices You could also have duplicate space labels in an inventory space. For example, if a space is a room with several doors, you would probably want to place an identical space label on each door. A space label uniquely identifies a location and location detail</p> |
| Print Asset Bar Code Label: Asset, Item | <p>Use these fields to reprint one or more copies of an assigned bar-code label. Select the asset and item number. The program will find the appropriate bar code.</p> <p>TIP If you use these fields, the Print Number of labels, Location, and Location Level fields must be blank.</p> |
| Print Space Bar Code Label: Location, Location Detail Level 1, Location Detail Level 2, Location Detail Level 3 | <p>Use these fields to print one or more copies of a space label. A space label uniquely identifies a location and location detail.</p> <p>TIP The Location and Location Detail must be defined in Asset Management. You can request duplicates of the space label. The Print Number of Labels, Asset, and Item fields must be blank.</p> |

- Download the comma-separated value (CSV) file to your PC and import the file into bar code printing software.

Chapter 6

Using Attribute Matrix Attributes

This chapter describes Lawson® Attribute Matrix (MX) and provides information on setting up attributes for use within the Asset Management application. Details on assigning attribute values to assets are found elsewhere in this user guide. For more information, see ["Adding Asset Attribute Values to Assets"](#) on page 115. For more information, see ["Adding Asset Attribute Values to Leased Assets"](#) on page 118.

STOP Attribute Matrix (MX) is part of the General Ledger application. You must install and set up the full General Ledger application to use Attribute Matrix.

Concepts in this Chapter

TIP To skip directly to the procedures, see ["Procedures in this Chapter"](#) on page 107

The following concepts provide background and conceptual information for the procedures within this chapter:

- ["What Is Attribute Matrix?"](#) on page 98
- ["How Does Attribute Matrix Work?"](#) on page 99
- ["What Is an Element?"](#) on page 99
- ["What Is an Attribute?"](#) on page 100
- ["What Are Valid Attribute Value Ranges?"](#) on page 101
- ["Where Can I Use Attributes?"](#) on page 102
- ["What Are Attribute Lists?"](#) on page 104
- ["What Is an Attribute Template?"](#) on page 106

What Is Attribute Matrix?

Attribute Matrix (MX) is a powerful tool used to increase reporting, inquiry, and processing capabilities, and make dynamic account generation possible for General Ledger. Attribute Matrix can be integrated within the following Lawson Software applications:

- General Ledger (GL)
- Cash Management (CB)
- Accounts Payable (AP)
- Accounts Receivable (AR)
- Project Accounting (AC)
- Asset Management (AM)
- Lease Management (LM)
- Strategic Ledger (SL)
- Multi-Book Ledger (ML)
- Billing (BL)
- Invoice Matching (MA)
- Order Entry (OE)
- Purchase Order (PO)
- Warehouse (WH)
- Production Order (WO)

The Asset Management application uses Attribute Matrix for the following purposes:

- To group assets for reporting and processing.
- To provide additional information on assets in reports.

How Does Attribute Matrix Work?

Attribute Matrix lets you assign values to Lawson- or user-defined attributes for the purpose of providing more information and more flexibility in reporting. An attribute is essentially a field and as such, it must possess the following characteristics:

- It must be assigned a specific user-defined or Lawson-defined element, which determines the attribute's data type (such as numeric), and maximum size.
- To be used by an application, it must be assigned the object type that identifies the application. For Asset Management, the object type is ASSET.
- To be used for reporting or processing within an application, the attribute must be assigned a value.

You can also create attribute templates, which let you automatically assign values to more than one attribute, and attribute lists, which let you create dynamically or manually a set of list members that can be selected for processing or reporting.

What Is an Element?

Elements are field definition parameters for an attribute. An element defines the attribute field's maximum number of characters and data type. All attributes must be assigned an element. An element must exist before you can define an attribute using that element.

You can define an element as

- Alpha type (up to 32 characters)
- Numeric type (up to 18 characters)
- Signed numeric type (up to 18 characters)
- Date type (up to eight characters).

TIP A user-defined attribute can use any Lawson-defined or user-defined element.

Elements can be Lawson-defined or user-defined.

- You must preload Lawson-defined elements in a one-time operation, before you define your own elements and attributes. For more information, see "[Loading Lawson-Defined Attributes and Elements](#)" on page 107.

Example

Lawson-defined element: LOCATION

Data type: Alpha

Size: 15

NOTE This Lawson-defined element is used for attribute LOCATION. It can also be used for any user-defined attribute of data type Alpha and size 15.

- You can create as many user-defined elements as you want, provided you remain within the data type and size restrictions listed above.

Example

User-defined element: ALPHA 10

Data type: Alpha

Size: 10

NOTE This element can be used for any user-defined attribute of type Alpha and size 10.

What Is an Attribute?

An attribute is a Lawson-defined or user-defined field used to track additional information not predefined by the application field. Attributes are used to group or categorize records for reporting, inquiry, or processing.

Attributes can be specific to:

- An accounting unit or account (GL, IC, PO)
- A cash code (CB)
- A customer (AR, OE, BL, WH)
- A vendor (AP, MA, PO)
- An asset (AM)
- A lease (LM)
- An item (IC, PO, OE, WH, WO)
- An activity (AC)
- A user analysis (SL)
- A transaction (AC, GL, ML, or SL).

Attributes are either Lawson-defined or user-defined.

- You must preload Lawson-defined elements in a one-time operation, before you define your own elements and attributes. For more information, see "[Loading Lawson-Defined Attributes and Elements](#)" on page 107.

Example Lawson-defined attribute: LOCATION

- You can also create your own attributes to store additional information.

Example User-defined attribute: INSURANCE CO

What Are Valid Attribute Value Ranges?

When you define an attribute, you can restrict the values that can be assigned to it by specifying a range (or ranges) of values that are valid for the attribute. You can, for example, provide a list of valid values and ensure that any value assigned to that attribute in Asset Management is validated by Attribute Matrix. If you do not specify any restrictions, the attribute can take on any value that is valid for the defined type and size. You can assign valid value ranges in one of two ways:

- You can manually assign value ranges to each individual attribute as you define it.
- or –
- You can create a non-Lawson file containing multiple valid attribute value ranges for multiple attributes and interface the file to Attribute Matrix.

Example

Assume that you want to keep track of insurance information. You could create three attributes that you can display on asset reports or that you can use to select assets for reporting:

| | |
|-------------------|--|
| Attribute: | INSURANCE CO Insurance Company |
| Element: | ALPHA 32 Type: Alpha Size: 32 |
| Values: | AETNA NEW YORK LIFE PRUDENTIAL |
| Attribute | POLICY NB Policy Number |
| Element: | ALPHA 32 Type: Alpha Size: 32 |
| Values | Blank (means any alphanumeric value allowed) |
| Attribute | DEDUCTIBLE Insurance Deductible |
| Element: | NUMERIC9 Type: Numeric Size: 9 |
| Values | Blank (means any numeric value allowed) |

Where Can I Use Attributes?

NOTE An attribute can be used with more than one object type.

An object type is a label that identifies the specific application and process in which an attribute can be used. Each attribute must be associated with at least one object type. When you select an attribute from within an application, only the attributes that have been assigned the appropriate object type for that application and process will display. Object types are Lawson-defined.

NOTE Ignore the following object types: AMBKS, AMITM, APVND, ICLOC, ICITM, and POBUY. These object types are used only by Lawson-defined data mart attributes and cannot be assigned by users.

The following table lists the attribute values currently available in Attribute Matrix:

| Object type | For attributes assigned to | In this application |
|--------------------|-----------------------------------|---|
| ACCNT | Accounts | General Ledger Inventory Control Purchase Order |
| ACCTU | Accounting units | General Ledger Inventory Control Purchase Order |
| ACGRP | Activity group | Project Accounting |
| ACTRN | Activity transactions | Project Accounting |
| ACTVY | Activities | Project Accounting |
| ASSET | Assets | Asset Management |
| CSHCD | Cash Code | Cash Management |
| CUST | Customer | Accounts Receivable Order Entry Billing Warehouse |
| GLTRN | General Ledger transactions | General Ledger |
| ITEM | Item | Inventory Control Purchase Order Order Entry Warehouse Production Order |
| LEASE | Leases | Lease Management |
| ANLYS | User analyses | Strategic Ledger |
| SLTRN | Strategic Ledger transactions | Strategic Ledger |
| VENDR | Vendor | Accounts Payable Invoice Matching Purchase Order |

ASSET is the only object type used in the Asset Management application.

What Are Attribute Lists?

NOTE You cannot create lists for Project Accounting transactions, General Ledger transactions, Multi-Book Ledger transactions, or Strategic Ledger transactions.

NOTE After you convert an automatic list to a manual list, the manual list loses all connection with any attributes that were originally used to create it.

An attribute list is a set of attributes and value ranges used to select a list of assets. Lists are used in reporting, processing, and other tasks.

Lists can be automatic or manual and can contain a combination of user-defined and Lawson-defined attributes.

- To create an automatic list, you select attributes belonging to object type ASSET and define value ranges for these attributes. Attribute Matrix automatically builds a list of members that meet the criteria specified in the list. The list is updated automatically any time you add a new member that meets the criteria.
- To create a manual list, you first create an empty list without attributes, then choose the Manual List button to enter the assets that belong to the list. You can also convert an automatic list to a manual list, but you cannot convert a manual list to an automatic list.

Example

This example shows how you could create an automatic list allowing you to report on all assets insured by AETNA with no deductible, using the following attributes:

| | |
|-------------------|--|
| Attribute: | INSURANCE CO Insurance Company |
| Element: | ALPHA 32 Type: Alpha Size: 32 |
| Values: | AETNA NEW YORK LIFE PRUDENTIAL |
| Attribute: | POLICY NB Policy Number |
| Element: | ALPHA 32 Type: Alpha Size: 32 |
| Values: | Blank (any alphanumeric value allowed) |
| Attribute: | DEDUCTIBLE Insurance Deductible |
| Element: | NUMERIC9 Type: Numeric Size: 9 |
| Values: | Blank (any numeric value allowed) |

1. Create a list named **AETNA-ZERO** (Aetna, no deductible) with the following attribute value range:

AETNA-ZERO From 0 To 0

2. For each asset that has a no-deductible clause included in the insurance, add the value **AETNA** to the attribute **COMPANY CO**, and add the value 0 (zero) to the attribute **DEDUCTIBLE**. If you also want to show the policy number on reports, add the policy number to the attribute **POLICY NB**.

3. Select **AETNA-ZERO** on reporting or processing forms when you want the report or process to include only assets insured by AETNA with a no-deductible insurance.

Where Can I Use Lists in Asset Management?

You can use lists of ASSET object types in the following Asset Management forms:

Processing Forms

- Mass Lease Release (AM120)
- Invoice Creation (AM310)
- Mass Payment Approval (AM320)

Listings and Reports

- Class Depreciation Rate Listing (AM214)
- Addition Report (AM220)
- Asset or Tag Listing (AM221)
- Asset Book Listing (AM222)
- Item Listing (AM223)
- Repair Report (AM224)
- Adjustment Report (AM225)
- Transfer Report (AM230)
- Item Transfer Report (AM235)
- Disposal Report (AM240)
- Item Disposal Report (AM245)
- Inventory Worksheet (AM250)
- Projection Report (AM255)
- Asset Report (AM260)
- Property Report (AM265)
- Account Balance Report (AM270)
- Transaction Report (AM275)
- Activity Report (AM277)
- Leased Asset Report (AM278)
- Current Year Depreciation Report (AM280)
- Depreciation History Report (AM281)
- Class Depreciation Report (AM282)
- Book Comparison Report (AM285)
- Tax Credit Report (AM290)
- Recapture Report (AM292)
- FASB Reconciliation Report (AM295)

What Is an Attribute Template?

An attribute template is a user-defined group of one or more attribute field values. It provides a quick way to assign multiple attribute values to an asset and to consistently add identical values to several assets. You can modify the values provided by the template once they have been added to the asset.

Example

You want to track insurance information and have already created the following attributes:

| | |
|-------------------|--|
| Attribute: | INSURANCE CO Insurance Company |
| Element: | ALPHA 32 Type: Alpha Size: 32 |
| Values: | AETNA NEW YORK LIFE PRUDENTIAL |
| Attribute: | POLICY NB Policy Number |
| Element: | ALPHA 32 Type: Alpha Size: 32 |
| Values: | Blank (means any alphanumeric value allowed) |
| Attribute: | DEDUCTIBLE Insurance Deductible |
| Element: | NUMERIC9 Type: Numeric Size: 9 |
| Values: | Blank (means any numeric value allowed) |

To assign specific insurance values to these asset attributes, you can manually add the appropriate values to each attribute individually. But assuming the vast majority of the cars you buy are insured with Aetna and have a \$250.00 deductible, you can save time by entering these values in a template and selecting the template for any asset that is a vehicle.

1. Create an attribute template **CAR_INS_TPL** (car insurance template) that contains the following attributes and values:

| | |
|---------------------|-------|
| INSURANCE CO | AETNA |
| DEDUCTIBLE | 250 |

2. When adding an asset for a car, select the **CAR_INS_TPL** template to automatically add these values to the asset.

TIP To assign a different set of values for these attributes, you can create another template, or change the values manually once they have been added.

Procedures in this Chapter

NOTE Details on assigning attribute values to specific assets is found elsewhere in this user guide. For more information, see ["Adding Asset Attribute Values to Assets"](#) on page 115. For more information, see ["Adding Leased Assets"](#) on page 163.

To make use of attributes in Asset Management, you must first preload the Lawson-defined attributes and elements, and define the attributes, attribute templates, and attribute lists you are going to use in Attribute Matrix (MX). Defining attributes involves the following procedures:

- ["Loading Lawson-Defined Attributes and Elements"](#) on page 107
- ["Defining an Element"](#) on page 107
- ["Defining an Attribute"](#) on page 108
- ["Defining an Attribute Template"](#) on page 109
- ["Defining an Automatic List"](#) on page 110
- ["Defining a Manual List"](#) on page 112
- ["Interfacing Valid Attribute Values to Attribute Matrix"](#) on page 113
- ["Adding Asset Attribute Values to Assets"](#) on page 115
- ["Adding Asset Attribute Values to Leased Assets"](#) on page 118

Loading Lawson-Defined Attributes and Elements

Use this one-time procedure to preload the Lawson-defined attributes and elements. Perform this procedure before you define your own attributes and elements.

STEPS To load Lawson-defined attributes and elements

1. Access Attribute, Element Load (MX100).
2. Run the program.

There are no parameters for this program.

Defining an Element

All attributes must be associated with an element. Lawson-defined attributes are associated with Lawson-defined elements. However, you can associate either Lawson-defined or user-defined elements with user-defined attributes.



Need More Details? Check out the following concepts:

- ["What Is an Element?"](#) on page 99

STOP You must define a user-defined element before you define an attribute that uses it.

STEPS To define an element

1. Access Element (MX00.2).

- Define the element. Consider the following fields.

| | |
|---------------------|--|
| Element Name | The element name does not have to match the attribute name, since the element can be used by several attributes. The name must be unique. |
| Data Type | Options are <ul style="list-style-type: none"> A (Alpha) D (Date) N (Numeric) <p>NOTE S (Signed Numeric) is reserved for Lawson-defined elements</p> |
| Field Size | The maximum field size depends on the data type. <ul style="list-style-type: none"> Alpha (up to 32 characters) Date (up to 8 characters) Numeric (up to 18 characters) |

Report and Inquiries

| To | Use |
|----------------------------|-------------------------|
| View a listing of elements | Element Listing (MX200) |

Defining an Attribute

To define an attribute, you need to give it a name and associate it with an element and object type. Optionally, you can assign a range of values and a company group to the attribute.



Need More Details? Check out the following concepts:

- "[What Is an Attribute?](#)" on page 100
- "[What Is an Element?](#)" on page 99
- "[Where Can I Use Attributes?](#)" on page 102
- "[What Are Valid Attribute Value Ranges?](#)" on page 101

STOP If you want to associate a user-defined element with an attribute, you must define the element first.

STEPS To define an attribute

- Access Attribute (MX00.1).

2. Define the attribute. Consider the following fields.

| | |
|-------------------------------------|---|
| Attribute | The attribute's name. |
| Column Heading | You can type a column heading for reports where this attribute is used. |
| Element Name | This is a required field. You can associate a Lawson-defined element or a user-defined element with a user-defined attribute. |
| Objects button | Choose this button to open the Associate Attribute to Objects subform and assign the ASSET object type to the attribute. |
| | NOTE You can also limit the use of the attribute to a company group within the ASSET object type. |
| From Value/Thru Value fields | <p>You can assign a range or ranges of values to the attribute.</p> <ul style="list-style-type: none"> • If you assign value limits, the values you enter within Asset Management must fall within the limits. • If you leave these fields blank, all the values valid for the data type and size are acceptable. |

Report and Inquiries

| To | Use |
|------------------------------|---------------------------|
| View a listing of attributes | Attribute Listing (MX201) |

Defining an Attribute Template

You can define attribute templates that contain lists of attribute values that you can automatically assign to assets.



Need More Details? Check out the following concepts:

- ["What Is an Attribute Template?"](#) on page 106

STOP You must define attributes before you use them in a template.

STEPS To define an attribute template

1. Access Attribute Template (MX05.1).

- Define a template. Consider the following fields.

| | |
|--------------------|--|
| Object Type | A template must be associated with an object type. For Asset Management templates, select ASSET. |
| Template | This is the user-defined template name. |
| Attribute | Select the attribute or attributes to include in the template. |
| Value | For each attribute that you select, enter a value. |

NOTE The value must be consistent with the data type and value range (if applicable) defined for the attribute on MX00.1.

Report and Inquiries

| To | Use |
|---------------------------------------|--------------------------|
| View a listing of attribute templates | Template Listing (MX205) |

Defining an Automatic List

You can create attribute lists that contain a set of attributes and value ranges used to select a group of assets for reporting and processing.



Need More Details? Check out the following concepts:

- ["What Are Attribute Lists?"](#) on page 104

STOP You need to define attributes before you use them in a list. And you must assign the appropriate attribute values to any asset that you want to be a list member.

STEPS To define an automatic attribute list

- Access List (MX10.1).
- Enter the following fields.

| | |
|--------------------|---|
| Object Type | An attribute list must be associated with an object type. For Asset Management lists, select ASSET. |
| List | This is the user-defined list name. |

- Choose the New List button to open Define List (MX10.2) and add the list header information.

Consider the following field.

Sort By Attribute form tab You can specify a sort order to be used in reports. Manual lists do not allow sort orders.

After you have added the information, the program navigates back to MX10.1

4. On MX10.1, define the attribute list. Consider the following fields.

| | |
|-----------------------|---|
| Attribute | Select the attribute or attributes to include in the template. |
| Value range | For each attribute that you select, enter a value range. TIP The values must be consistent with the data type and value range (if applicable) defined for the attribute on MX00.1. |
| Or Group | If you leave this field blank, the relationship between the attributes is an AND relationship, meaning that an asset will belong to the list only if it satisfies all the attribute values. You can type 1 to indicate an OR relationship, meaning that an asset will belong to the list if it satisfies any of the attribute values. NOTE If you need to change the Or Group value, you must first delete the attribute line, then re-enter it with the new Or Group value. |
| Preview button | Choose this button to open Query List Members (LM23.3) and preview the current list members. NOTE As long as the list remains automatic, it gets updated each time you use the Preview button from this form or from the Asset Management application. |

TIP Before an asset displays on the list, you must assign it attribute values that match the list criteria.

- To view the list members, choose the Preview button and open Query List Members (AM23.3).

Report and Inquiries

| To | Use |
|-----------------------------------|----------------------|
| View a listing of attribute lists | List Listing (MX210) |

Defining a Manual List

You can create manual lists where you add the list members manually. Manual lists can contain any assets you want to use as part of a set. You can create a list as manual from the start, or you can convert an automatic list to a manual list. After a list becomes a manual list, it loses its connection with its original attribute definitions. Sort order and attribute values become irrelevant.



Need More Details? Check out the following concepts:

- ["What Are Attribute Lists?"](#) on page 104

STEPS To define a manual attribute list

- Access List (MX10.1).
- Enter the following fields.

| | |
|--------------------|---|
| Object Type | An attribute list must be associated with an object type. For Asset Management lists, select ASSET. |
| List | This is the user-defined list name. |

- Choose the New List button to open Define List (MX10.2).
- Add MX10.2 without entering any other information. The program navigates back to MX10.1.
- Add MX10.1 without entering any attribute information.
- Choose the New List button again to access MX10.2
- Choose the Manual List button to access Manual Asset List (AM23.4)

or

Access Asset Attributes (AM23.1) and choose the Manual List button to open Manual Asset List (AM23.4).

TIP If you want to keep a list as automatic but use an identical list as a manual list, use the Copy button to make a copy of the automatic list and return to AM23.4 to select the copied list and convert it.

8. Inquire on the manual list you want to define members for and add the assets that you want as members of the list. – or – Select an automatic list and convert it to a manual list:
 - a. Inquire on the automatic list and choose the Convert to Manual button to convert the automatic list to a manual list.
 - b. Add or delete list members as needed.



CAUTION This step is irreversible. You cannot convert a manual list back to automatic.

Report and Inquiries

| To | Use |
|-----------------------------------|----------------------|
| View a listing of attribute lists | List Listing (MX210) |

Interfacing Valid Attribute Values to Attribute Matrix

Use this procedure to interface a non-Lawson file of valid attribute value ranges and attach them to attributes in Attribute Matrix. This procedure lets you replace or add to the existing value ranges.

STOP The attributes for which you are interfacing values must already be defined in the Attribute Matrix (MX) application. You must run Attribute, Element Load (MX100) to load all the Lawson predefined attributes with their associated elements and object types. If you are interfacing values for user-defined attributes, you must define the attributes using Attribute (MX00.1).



Need More Details? Check out the following concepts:

- ["What Is an Element?"](#) on page 99
- ["What Is an Attribute?"](#) on page 100
- ["What Are Valid Attribute Value Ranges?"](#) on page 101

STEPS To interface valid attribute values

1. Prepare the non-Lawson attribute file. The file must be in an importable format such as a comma-separated value (CSV) file, and the file fields must match the order, size, and data type of the fields in the MXVALRELDDBIFMVR interface file. The file layout for MXVALRELDDBIFMVR is available on the Web. See your Lawson representative for more information.
2. Transfer the non-Lawson file to the Lawson server.

You can use a standard transfer utility such as **ftp** or the Lawson program **winptxfr**. You might have to rename the file to match your machine's requirements. For example, to transfer file **MX-Interface.csv** on your **c:** drive to a Unix machine and rename it **mxinterf**, use the following command:

```
winptxfr -u mxinterf c:\pathname\MX-Interface.csv
```

3. Load the transferred file into the MXVALRELBIFMVR file, using the following command from the Lawson server prompt:

```
importdb productline MXVALREL mxfilename
```

where *mxfilename* is the name of the non-Lawson attribute value file transferred to your machine in step 2.

4. View and edit the records in MXVALRELBIFMVR, using Attribute Valid Value Maintenance (MX60.1). You can add, change, or delete any records.

Consider the following fields.

| | |
|----------------------------------|--|
| Run Group | This field is required to identify the group of records being interfaced. |
| Sequence | This field uniquely identifies a record within the run group. |
| Attribute | This field identifies the attribute for which values ranges are being loaded. TIP The attribute must exist in Attribute Matrix before you run the interface program. |
| From Value, Through Value | Depending on the options you select in step 5, the value ranges you specify in this field will replace or be added to the existing value ranges for the attribute. TIP You can specify more than one value range for the same attribute. |
| Description | You can type a description for the value range. |

5. Run Attribute Valid Value Interface (MX160) to load valid attribute value ranges to Attribute matrix. Consider the following fields.

| | |
|------------------|---|
| Run Group | You can run the interface program for one run group . If you leave this field blank, the program interfaces all run groups. |
| Attribute | You can run the interface program for one attribute. If you leave this field blank, the program interfaces all attributes for the run group you selected. |

Update Option

- Lawson recommends that you first run MX160 with this field set to R (Report Only) to get a report of what records would be interfaced and what records are in error before you actually update the records.
- Select L (Load) to do a complete reload of all existing values and a load of new values.
- Select A (Append) to append the values to existing values.
- Select U (Update) to ignore existing values that do not overlap with values in the interfaced file, to override values that do overlap, and to add new values.

Update Type

- If you select the default value N (No) and some records are in error, none of the records are interfaced. If all the records are valid, all of the records are interfaced. The report prints both the valid and invalid records.
- If you select Y (Yes), all the valid records are interfaced and deleted from the interface file. Records with errors are not interfaced and can be corrected. The report lists incorrect records.

NOTE This field is not used if the Update Option field is set to R (Report Only).

6. View the report generated by MX160. If it contains errors:
 - a. Correct the records, using MX60.1.
 - b. Run MX160 again.
 - c. Repeat this step until the report shows no errors.

Adding Asset Attribute Values to Assets

You assign attribute values to specific assets in the Asset Management application. The values you enter determine which assets become members of the automatic lists you use to group assets for reporting. You can also use the values to provide additional information on the assets in reports. Asset management lets you enter values for a single asset and multiple attributes, or for a single attribute and multiple assets.

STOP To add values for user-defined attributes, you must first define the attributes. To use an attribute template, you must also define it first. For more information, see "[Using Attribute Matrix Attributes](#)" on page 97.



Need More Details? Check out the following concepts:

- ["What Is Attribute Matrix?"](#) on page 98
- ["How Does Attribute Matrix Work?"](#) on page 99
- ["What Is an Element?"](#) on page 99
- ["What Is an Attribute?"](#) on page 100
- ["What Are Valid Attribute Value Ranges?"](#) on page 101
- ["Where Can I Use Attributes?"](#) on page 102
- ["What Are Attribute Lists?"](#) on page 104
- ["What Is an Attribute Template?"](#) on page 106

STEPS To enter values for one asset and multiple attributes

TIP You can access AM23.1 directly or you can choose Attributes on Additions and Adjustments (AM20.2).

1. Access Asset Attributes (AM23.1).
2. Enter attribute values. Consider the following fields.

| | |
|--------------|---|
| Asset | You must select an asset and use the Inquire form action to display all the attributes of type ASSET in alphabetic order. |
|--------------|---|

| | |
|--------------------------------|---|
| From Attribute Template | You can select a template containing multiple attribute values. Select the Add form action to assign the template attribute values to the attributes. |
|--------------------------------|---|

TIP After you have added the template values, the template name disappears. You can modify the values that you added with a template after they have been added.

| | |
|--------------------|---|
| Position To | You can type an attribute name in this field to locate an attribute that you want to assign a value to. |
|--------------------|---|

| | |
|--------------|---|
| Value | You can enter a value for any of the attributes that are displayed. |
|--------------|---|

NOTE You can add both template and individual values. The values must match the valid value ranges defined for the attribute.

STEPS To enter values for one attribute and multiple assets

1. Access Asset Attributes (AM23.1).
2. Choose Attribute to open Values by Asset Attributes (AM23.2).

3. Enter attribute values. Consider the following fields.

| | |
|------------------|---|
| Attribute | You must select an attribute and use the Inquire form action to display, in numerical order, all the assets that exist in the Asset Management application. |
|------------------|---|

| | |
|--------------------|---|
| Position To | You can type an asset number in this field to find an asset that you want to assign a value to. |
|--------------------|---|

| | |
|--------------|---|
| Value | You can enter a value for any of the assets that are displayed. |
|--------------|---|

NOTE All the values must match the valid value ranges defined for the attribute.

Adding Asset Attribute Values to Leased Assets

You assign attribute values to specific assets in the Asset Management application. The values you enter determine which assets become members of the automatic lists you use to group assets for reporting. You can also use the values to provide additional information on the assets in reports. Asset management lets you enter values for a single asset and multiple attributes, or for a single attribute and multiple assets.

STOP To add values for user-defined attributes, you must first define the attributes. To use an attribute template, you must also define it first. For more information, see "[Using Attribute Matrix Attributes](#)" on page 97.



Need More Details? Check out the following concepts:

- ["What Is Attribute Matrix?"](#) on page 98
- ["How Does Attribute Matrix Work?"](#) on page 99
- ["What Is an Element?"](#) on page 99
- ["What Is an Attribute?"](#) on page 100
- ["What Are Valid Attribute Value Ranges?"](#) on page 101
- ["Where Can I Use Attributes?"](#) on page 102
- ["What Are Attribute Lists?"](#) on page 104
- ["What Is an Attribute Template?"](#) on page 106

STEPS To enter values for one asset and multiple attributes

TIP You can access AM23.1 directly or you can choose Attributes on Leased Asset Addition and Adjustment (AM21.2)

1. Access Asset Attributes (AM23.1).
2. Enter attribute values. Consider the following fields.

| | |
|--------------|---|
| Asset | You must select an asset and use the Inquire form action to display all the attributes of type ASSET in alphabetic order. |
|--------------|---|

| | |
|--------------------------------|---|
| From Attribute Template | You can select a template containing multiple attribute values. Select the Add form action to assign the template attribute values to the attributes. |
|--------------------------------|---|

TIP After you have added the template values, the template name disappears. You can modify the values that you added with a template after they have been added.

| | |
|--------------------|---|
| Position To | You can type an attribute name in this field to locate an attribute that you want to assign a value to. |
|--------------------|---|

| | |
|--------------|---|
| Value | You can enter a value for any of the attributes that are displayed. |
|--------------|---|

NOTE You can add both template and individual values. The values must match the valid value ranges defined for the attribute.

STEPS To enter values for one attribute and multiple assets

1. Access Asset Attributes (AM23.1).
2. Choose Attribute to open Values by Asset Attributes (AM23.2).

3. Enter attribute values. Consider the following fields.

| | |
|------------------|---|
| Attribute | You must select an attribute and use the Inquire form action to display, in numerical order, all the assets that exist in the Asset Management application. |
|------------------|---|

| | |
|--------------------|---|
| Position To | You can type an asset number in this field to find an asset that you want to assign a value to. |
|--------------------|---|

| | |
|--------------|---|
| Value | You can enter a value for any of the assets that are displayed. |
|--------------|---|

NOTE All the values must match the valid value ranges defined for the attribute.

Chapter 7

Interfacing Non-Lawson Assets

This chapter gives an overview of the processes involved in interfacing non-Lawson assets, transactions, and attribute values.

STOP You must plan the conversion carefully and gather all the required data before you start the interface process. For more information, see the conversion documentation.

Concepts in this Chapter

TIP To skip directly to the procedures, see ["Procedures in this Chapter"](#) on page 126

The following concepts provide background and conceptual information for the procedures within this chapter:

- ["Tips about Interfacing"](#) on page 123
- ["How Does the Conversion Number Work?"](#) on page 124
- ["How Is Transaction Interface Used?"](#) on page 124
- ["How Are Bar Codes Applied to Interfaced Assets?"](#) on page 125

Tips about Interfacing

NOTE The file layouts for the Lawson interface files are available on the Web. See your Lawson representative for more information.

You can interface non-Lawson assets into Asset Management with the same basic steps used to interface non-Lawson data into other Lawson applications. Consider the following guidelines:

- You must carefully plan what data you need to interface and what data you can add later.
- The non-Lawson files must be in an importable data format such as a comma-separated-value (CSV) file with fields that exactly match the position, size, and data types of the fields in the corresponding Lawson interface files.

| This non-Lawson file | Must match this Lawson interface file |
|-----------------------------|---|
| Asset file | Asset Interface file (AMASSETCNVDBAMACN) |
| Asset item file | Asset Item Interface file (AMASTITCNVDBAMITC) |
| Asset book file | Asset Book Interface file (AMASTBKCNVDBAMABC) |
| Asset transaction file | Asset Transaction Interface file (AMASTTRCNVDBAMTNC) |
| Asset attribute file | Asset Attribute Interface file (AMASTMXCNVDBAMMCV) |

NOTE AMASSETCNV, AMASTITCNV, and AMASTBKCNVDBAMACN, DBAMITC, and DBAMABC must always be interfaced together.

Asset Management uses one program to interface these five Lawson interface files. You can interface all five files at the same time. You can also interface AMASTTRCNVDBAMTNC and AMASTMXCNVDBAMMCV separately, after you have interfaced the asset, asset item, and asset book records they are associated with.

You correct interface errors at three stages in the process:

- You can modify the non-Lawson data file before you import it.
- You can modify the records in the Lawson interface files before you interface them. You can even add entire records to the files.
 - After you interface records successfully, the interface asset records are deleted from the Lawson interface files and become added, unreleased asset records in the Asset Management application. You can modify the records in Asset Management until you release the assets.

How Does the Conversion Number Work?

Each of the following interface records that are associated with the same asset must have the same conversion number to be interfaced together:

- Asset
- Asset item
- Asset book
- Asset attribute
- Asset transaction

If you interface transaction records or attribute records separately, you can use the conversion number in one of two ways:

- If you interface the transaction or attribute record by conversion number, the Conversion Number field must match the conversion number used to interface the associated asset. Asset Management keeps track of the conversion numbers even after the assets have been interfaced.
- If you interface the transaction or attribute record by asset number, the Conversion Number field must contain the asset number of the previously interfaced associated asset.

IMPORTANT Because the Conversion Number field is alphanumeric (left-justified), but the asset number is numeric (right-justified), the asset number, when entered in the Conversion field, must be zero-filled to the maximum size of the Conversion Number field (10 characters) to be accepted by the interface program. For example, asset number 401 must be entered as 0000000401.

How Is Transaction Interface Used?

When you interface transaction data, you create records of historical transactions in the Asset Management Transaction file (AMTRANSDBAMAMT) and Asset Book Transaction file (AMBKTRANSDBAMABK). These transactions provide historical data for the assets and are not posted to the General Ledger.

After you interface transactions, you need to rebuild period and annual depreciation amounts to make them available for analysis and reporting. Depreciation History Rebuild (AM320) rebuilds these amounts from the interfaced transaction amounts and stores them in the Asset Book History by Period file (AMBKHISTXDBAMABX) and the Asset Book History file (AMBKHISTDBAMABH).

How Are Bar Codes Applied to Interfaced Assets?

If the interfaced assets are part of the physical inventory, each item must have a unique bar code associated with it. There are two ways to assign a bar code to an item. Either way requires you to manually enter the bar code in the bar-code field of the item.

- If the items already have non-Lawson bar codes and you want to keep them, enter the appropriate bar code in each item bar-code field. When the item is interfaced to Asset Management as part of an “Entered” asset, the bar code you entered is assigned to the asset in Asset Management and can never be assigned again.
- If you want to add new item bar codes to each interfaced item, the process is as follows:
 - a. Request as many bar codes as you need from the bar code printer. For more information, see ["Printing Bar-Code Labels"](#) on page 94.
 - b. Affix a bar code (in any order) to each item, taking great care to note the number of the bar code you affixed on each item.
 - c. For each item, enter the bar code manually in the bar-code field of the non-Lawson or Lawson item interface file.

When the items are interfaced to Asset Management as part of an “Entered” asset, the bar code you entered is assigned to the asset in Asset Management and can never be assigned again.

IMPORTANT The Asset Management bar-coding implementation requires each item bar code to be unique within Asset Management. If you are using a mix of non-Lawson and Lawson bar codes, you must first interface the assets that have existing bar codes so that these bar codes are assigned in Asset Management before you request Lawson bar codes for the other asset items. If you do not interface existing bar codes first, you risk having duplicate bar codes.

Procedures in this Chapter

Interfacing asset records involves the following procedures:

- ["Interfacing Assets, Asset Items, and Asset Books" on page 126](#)
- ["Interfacing Asset Transactions" on page 132](#)
- ["Interfacing Asset Attribute Values" on page 135](#)
- ["Rebuilding Depreciation History" on page 137](#)

Interfacing Assets, Asset Items, and Asset Books

Use this procedure to import non-Lawson assets, asset items, and asset books into the Asset Management application and convert them to “Entered” Lawson assets accessible through Additions and Adjustments (AM20.2), Leased Asset Addition and Adjustment (AM21.2), Items (AM20.3 or AM21.3), or Books (AM20.4 or AM21.4).

STOP Before interfacing assets to the Asset Management application, you must perform the setup tasks applicable to the asset. For more information, see ["Setting Up Asset Management" on page 21](#). For more information, see ["Setting Up Reporting Parameters" on page 49](#). For more information, see ["Setting Up Processing Parameters" on page 55](#).

If you are going to associate activities with the interfaced assets, the activities and account categories you enter must be defined in Project Accounting. If you are interfacing leased assets, you must first interface the leases they are associated with. If the interfaced assets are to be bar-coded and part of the physical inventory, you must also set up bar-coding. For more information, see ["Setting Up Bar Coding" on page 79](#).



Need More Details? Check out the following concepts:

- ["Tips about Interfacing" on page 123](#)
- ["How Does the Conversion Number Work?" on page 124](#)
- ["How Are Bar Codes Applied to Interfaced Assets?" on page 125](#)

STEPS To interface assets, asset items, and asset books

1. Prepare the non-Lawson asset, asset item, and asset book files. The files must be in an importable format such as a comma-separated value (CSV) file and the file fields must match the order, file type, and size of the fields in the AMASSETCNVDBAMACN, AMASTITCNVDBAMITC, AMASTBKINV, and AMASTBKCNVDBAMABC interface files. The file layouts for the Lawson interface files are available on the Web. See your Lawson representative for more information.
2. Transfer the non-Lawson files to the Lawson environment, in any order.

You can use a standard transfer utility such as **ftp** or the program **winptxfr**. You may have to rename the file to match your machine's requirements. For example, to transfer the asset file **Interf-Asset.csv** on your **c:** drive to a Lawson server and rename it **intfasset**, use the following command:

winptxfr -u intfasset c:\pathname\Interf-Asset.csv

3. Load each transferred file into the appropriate Lawson interface file, using the following command from the environment prompt:

importdb productline AMASSETCNV assetfilename

where *assetfilename* is the name of the non-Lawson asset file transferred to your machine in step 2.

importdb productline AMASTITCNV itemfilename

where *itemfilename* is the name of the non-Lawson asset item file transferred to your machine in step 2.

importdb productline AMASTBKCNV bookfilename

where *bookfilename* is the name of the non-Lawson asset book file transferred to your machine in step 2.

4. View and edit the asset records in AMASSETCNVDBAMACN using Asset Interface Adjustment (AM96.1).

You can modify any of the fields. Consider the following fields.

| | |
|--|--|
| Conversion Number | This field is required. The number must match the conversion number in the other conversion files for the same asset. |
| Asset Description, Tag Number, Asset Group | <p>This fields are optional.</p> <p>You can type or modify the asset description.</p> <p>Because the system assigns numbers to an asset automatically, you can assign a tag number to help you locate the asset once it is created.</p> <p>If you want to group the asset with other assets, you can assign an asset group to the asset. You can select an existing asset group or create a new one by typing in a new name.</p> |
| Asset Category | This field indicates whether the asset is depreciable or non-depreciable. The default is D (Depreciable). |
| Work in Progress, Tax Exempt, Simulated, Used | These fields Indicate whether the asset is a work in progress (not to be created yet), tax exempt, simulated, or used. |
| Currency Code | This field is used for reporting purposes only. This code does not affect book currency. |

| | |
|---|---|
| Company, Lease | <p>If the asset is a leased asset, these fields contain the lease company and lease number.</p> <p>A lease must be defined for the asset before a leased asset can be interfaced.</p> |
| Location | <p>This field is required if the Inventory field is set to Yes. This field indicates the location of an asset, which is required when asset items are part of the physical inventory and bar-coded.</p> |
| Division | <p>This field is used to assign an asset to a division.</p> <p>Divisions are reporting entities independent of companies. Examples are Corporate or MIS.</p> |
| Company, Type, Account Group | <p>These fields are required.</p> |
| Accounting Unit Group, Def (Default) Accounting Unit | <p>One of these fields is required. Both can be specified if the accounting unit group does not include accounting units for all asset accounts.</p> |
| Def (Default) Expense Activity | <p>You can define an activity to post depreciation expense to. Enter an activity in this field to override the depreciation expense activity defined on the asset type.</p> <p>You can also define an account category to post depreciation expense to. Enter an account category in this field to override the depreciation expense account category defined on the asset type depreciation expense.</p> |
| Classification | <p>This field indicates whether the asset is purchased, associated with an operating lease, or associated with a capital lease. Valid values are:</p> <p style="padding-left: 40px;">P = Purchased</p> <p style="padding-left: 40px;">C = Capital</p> <p style="padding-left: 40px;">O = Operating</p> |
| Owner | <p>You can select an owner for the asset. The owner is responsible for monitoring the asset through its life.</p> |
| Inventory | <p>If the interfaced asset is to be bar-coded and inventoried, enter the physical inventory location of the asset and select Y (Yes) in the Inventory Flag field.</p> |

- View and edit the asset item records in AMASTITCNVDBAMITC, using Item Interface Adjustment (AM97.1).

You can modify any field. Consider the following fields.

| | |
|--|---|
| Conversion Number | This field is required. The number must match the conversion number in the other conversion files for the same asset. |
| Sequence Number | The sequence number is a unique number assigned to each transaction to be transferred into the Lawson system. |
| Item Number | You can assign a user-defined number to the asset item. The item number must be unique within an asset, but can be duplicated from asset to asset. |
| Item Description | This field contains the item description |
| Purchase Date, Item Quantity, Item Cost Base, Item Tax Base | The item purchase date, quantity and cost in base currency are required. If the item cost includes a tax, type the tax amount in base currency in the Item Tax Base field. |
| Item Cost Transaction, Item Tax Transaction | If the asset (transaction) currency is different from the company (base) currency, these fields contain the item cost and tax in transaction currency. |
| Condition | This field contains the assessed condition of the item. Valid values are: G = Good F = Fair D = Damaged |

Item Options tab The fields on this tab provide cross-reference information with other applications.

- **PO Number, Vendor, Vendor Name, Invoice:**

If the asset is associated with a purchase order or accounts payable invoice, you can type in the PO number, PO release number, purchase order code, vendor, vendor name, and invoice number.

- **Bar Code, Location Detail:**

If the interfaced asset is to be bar-coded and inventoried, enter a bar code, and, if applicable, a location detail.

NOTE The location detail fields require the Location field to be defined on the Item Detail tab.

- **Activity:**

You can associate an activity and account category with the item.

6. To update the book conversion interface file before the records are added to the Asset Management system, you can use Additional Book Conversion Adj (AM92.1).
7. View and edit the asset records in AMASTBKCNVDBAMABC, using Asset Book Interface Adjust (AM98.1).

Conversion Number This field is required. The number must match the conversion number in the other conversion files for the same asset.

BookLife Method These are the only required fields to add a book to an asset. However, you may want to enter other relevant data.

NOTE Any book you select must have a valid calendar for the company specified in step 4.

IMPORTANT If you want to interface transactions, attributes, or both, at the same time as their associated assets, items, and asset books, you must perform steps 1 through 4 of the procedures related to interfacing asset transactions and interfacing asset attribute values as described elsewhere in this user guide. (For more information, see ["Interfacing Asset Transactions"](#) on page 132. For more information, see ["Interfacing Asset Attribute Values"](#) on page 135.) Do those steps before you continue on to step 7 of this procedure.

8. Run Asset Management Interface (AM500) to interface the asset, asset item, and asset book records into the Asset Management application.

Consider the following fields.

| | |
|----------------|--|
| Release | Use Y (Yes) in this field to interface asset, asset items, and asset book records. Records that contain data incompatibility errors are not interfaced. Records that are interfaced are removed from the interface files and become "Entered" (unreleased) assets in Asset Management. |
|----------------|--|

IMPORTANT It is strongly recommended that you first run AM500 with the Release field set to N (No) to generate a report of interfaced and rejected records, before you actually interface the records and modify the Asset Management data. This step may save you extensive rework.

| | |
|--|---|
| Company or Company Group, or Company, Lease | You must enter a company, a company group, or a lease (with its associated company). Only one of these fields can have a value. |
|--|---|

| | |
|--------------------|--|
| Error Limit | You can type the maximum number of errors the program can encounter before it stops processing. The default number is 100. |
|--------------------|--|

| | |
|-------------------------|---|
| Files to Convert | <p>If you are interfacing only the asset, asset item, and asset book files, select 2 (Asset/Item/Book) in this field.</p> <p>If you are also interfacing the transaction file, the attribute value file, or both, select 1 (All) in this field.</p> |
|-------------------------|---|

| | |
|--------------------------------|---|
| Conversion Number Range | You can type a range of conversion numbers to interface only the assets corresponding to those numbers. |
|--------------------------------|---|

| | |
|---|---|
| For Transactions and Attributes Only: Conversion | If you are converting only transaction or attribute records (Files to Convert option 3 or 4), indicate whether the program should use the asset number (A) or the conversion number (C) to associate the interfaced attribute or transaction records with the appropriate assets. |
|---|---|

9. View the report generated by AM500. If it contains errors:
 - a. Correct the non-interfaced asset records, using AM96.1, AM97.1, or AM98.1.
 - b. Run AM500 again.
 - c. Repeat this step until the report shows no errors.

Follow-up tasks

- Run Additional Book Conversion (AM502) to add book information to existing assets that are in an 'entered' or 'released' status.
- Release the interfaced assets, using Processing Release (AM170).
- If you want Lawson to recalculate depreciation for a selected asset book, beginning from the in-service date up to, but not including, the current period, you can run Depreciation Recalculation (AM580). This is an optional step.
- If you intend to use Account Balance Report (AM270), use Transaction Balance Update (AM99.1) to enter beginning General Ledger balances for the asset accounts.

Interfacing Asset Transactions

Use this procedure to import non-Lawson historical transaction records into the Asset Management application and convert them to unreleased Lawson asset transaction records .



Need More Details? Check out the following concepts:

- ["Tips about Interfacing"](#) on page 123
- ["How Is Transaction Interface Used?"](#) on page 124

STOP You must interface assets, asset items, and asset books before you can interface their associated transactions. The book for which historical depreciation is recorded must be a posting book with the Depreciation History field set to Yes.

TIP If you are interfacing transaction files at the same time as you are interfacing the associated asset, asset item, and asset book files, perform steps 1 through 4 of this procedure after you perform steps 1 through 6 of the procedure on interfacing assets, asset items, and asset books. For more information, see ["Interfacing Assets, Asset Items, and Asset Books"](#) on page 126.

STEPS To interface asset transactions

1. Prepare the non-Lawson transaction file. The file must be in an importable format such as a comma-separated value (CSV) file and the file fields must match the order, size, and file type of the fields in the AMASTTRCNVDBAMTNC interface file. The file layout is available on the Web. See your Lawson representative for more information.
2. Transfer the non-Lawson file to the machine that contains the Lawson environment.

You can use a standard transfer utility such as **ftp** or the Lawson program **wintxfr**. You may have to rename the file to match your machine's requirements. For example, to transfer file Trans-Interface.csv on your **c:** drive to a Lawson server and rename it transinterf, use the following command:

```
wintxfr -u transinterf c:\\pathname\\Trans-Interface.csv
```

3. Load the transferred file into the AMASTTRCNVDBAMTNC file, using the following command from the environment prompt:

```
importdb productline AMASTTRCNV transfilename
```

where *transfilename* is the name of the non-Lawson transaction file transferred to your machine in step 2.

4. View and edit the unprocessed transaction records in AMASTTRCNVDBAMTNC, using Transaction Interface Adjustment (AM93.1).

Consider the following fields.

| | |
|--|--|
| Conversion Number | <p>This field is required.</p> <p>If you interface the transaction records at the same time as the asset, asset items, and asset book records are interfaced, this field must match the conversion number assigned to the associated asset.</p> <p>If you interface the transaction records after you interface their associated assets, this field can be either the alphanumeric conversion number identifying the interfaced asset with which the transaction is associated, or the numeric asset number automatically assigned to the asset when it was interfaced.</p> <hr/> <p>NOTE If the asset number is used in this field, it must be zero-filled to 10 characters so it is processed as a right-justified numeric field.</p> <hr/> |
| Sequence Number | <p>You must assign a unique number to each transaction to be transferred into the Lawson system. This number will not be the same as the system-generated number assigned to the transaction record when the transaction record is interfaced.</p> <hr/> |
| Transaction Description, Book, Company, Transaction Date, Accounting Unit, Account, Account Type, Process | <p>These fields are required.</p> <p>Account Type represents the type of asset account to which the transaction is posted (such as asset, accumulated depreciation, and so on).</p> <p>Process represents the type of process that produced the transaction (such as addition, adjustment, transfer , and so on)</p> <hr/> |
| Asset Group, Asset Type, Account Group, Activity, Lease | <p>These fields are optional.</p> |

5. Run Asset Management Interface (AM500) to interface the asset transaction records into the Asset Management application.

Consider the following fields.

Release Use Y (Yes) in this field to interface transaction records. Records that contain data incompatibility errors are not interfaced. Records that are interfaced are removed from the interface files.

IMPORTANT It is strongly recommended that you first run AM500 with the Release field set to N (No) to generate a report of interfaced and rejected records, before you actually interface the records and modify the Asset Management data. This step may save you extensive rework.

Company, Company Group, Company, Lease You must enter a company, a company group, or a lease (with its associated company). Only one of these fields can have a value.

Error Limit You can type the maximum number of errors the program can encounter before it stops processing. The default number is 100.

Files to Convert Select 4 (Transactions Only) to interface this file alone.

Conversion If you are interfacing this file alone, you can convert by conversion number or by asset number, depending what number you entered in the Conversion Number field of the interface file.

NOTE If you are converting by asset number, asset numbers entered in the Conversion Number fields must be zero-filled to 10 characters so they are processed as numeric values.

6. View the report generated by AM500. If it contains errors:
 - a. Correct the non-interfaced transactions, using AM93.1.
 - b. Run AM500 again.
 - c. Repeat this step until the report shows no errors.

Follow-up Task

- Rebuild depreciation history. For more information, see "[Rebuilding Depreciation History](#)" on page 137.

Related Reports and Inquiries

For more information, see "[Reports](#)" on page 341.

| If you want to | Use |
|--|--|
| View the interfaced transactions online | Transaction Analysis (AM80.1) |
| To view depreciation history for an asset book | Asset Book Depreciation Analysis (AM90.5) – or – Leased Asset Book Depreciation Analysis (AM91.5) |
| Generate a report of historical transactions | Transaction Report (AM275) |

Interfacing Asset Attribute Values

TIP If you are interfacing attribute value files at the same time as you are interfacing the associated asset, asset item, and asset book files, perform steps 1 through 4 of this procedure after you perform steps 1 through 6 of the procedure on interfacing assets, asset items, and asset books. For more information, see ["Interfacing Assets, Asset Items, and Asset Books"](#) on page 126.

Use this procedure to import non-Lawson attribute value records into the Asset Management application and associate them with interfaced assets.



Need More Details? Check out the following concepts:

- ["Tips about Interfacing"](#) on page 123

STOP If you are interfacing an attribute value file by itself, you must interface the asset records the attributes are associated with before you perform this procedure. Attributes for which you are interfacing values must be defined with the type ASSET in the Attribute Matrix application, and the values you are interfacing must be compatible with the data type, size, and value ranges defined for the attributes.

STEPS To interface asset attribute values

1. Prepare the non-Lawson attribute file. The file must be in an importable format such as a comma-separated value (CSV) file and the file fields must match the order, size, and file type of the fields in the AMASTMXCNVDBAMMCV interface file. The file layout is available on the Web. See your Lawson representative for more information.
2. Transfer the non-Lawson file to the machine that contains the Lawson environment.

You can use a standard transfer utility such as **ftp** or the Lawson program **winptxfr**. You may have to rename the file to match your machine's requirements.

For example, to transfer file Attr-Interface.csv on your **c:** drive to your environment and rename it attrinterf, use the following command:

```
winptxfr -u attrinterf c:\pathname\Attr-Interface.csv
```

3. Load the transferred file into the AMASTMXCNVDBAMMCV file, using the following command from the environment prompt:

```
importdb productline AMASTMXCNV attrfilename
```

where *attrfilename* is the name of the non-Lawson attribute value file transferred to your machine in step 2.

- View and edit the records in AMASTMXCNVDBAMMCV, using Attribute Interface Adjustment (AM94.1).

Consider the following fields.

| | |
|--------------------------|--|
| Conversion Number | <p>This field is required.</p> <p>If you interface the attribute records at the same time as the asset, asset item, and asset book records are interfaced, this field must match the conversion number assigned to the associated asset.</p> <p>If you interface the attribute records after you interface their associated assets, this field can be either the alphanumeric conversion number identifying the interfaced asset that the attribute is associated with, or the numeric asset number automatically assigned to the asset when it was interfaced.</p> <hr/> <p>NOTE If the asset number is used in this field, it must be zero-filled to 10 characters so it is processed as a right-justified numeric field.</p> |
|--------------------------|--|

| | |
|------------------|--|
| Attribute | <p>You must type the attribute to be interfaced.</p> <p>The attribute must be defined an an ASSET attribute in the Attribute Matrix application.</p> |
|------------------|--|

| | |
|--------------|--|
| Value | <p>You must type or select a value for this attribute.</p> |
|--------------|--|

- Run Asset Management Interface (AM500) to interface the asset attribute records into the Asset Management application.

Consider the following fields.

| | |
|----------------|--|
| Release | <p>Use Y (Yes) in this field to interface asset attribute records. Records that contain data incompatibility errors are not interfaced. Records that are interfaced are removed from the interface files.</p> <hr/> <p>IMPORTANT It is strongly recommended that you first run AM500 with the Release field set to N (No) to generate a report of interfaced and rejected records, before you actually interface the records and modify the Asset Management data. This step may save you extensive rework.</p> |
|----------------|--|

| | |
|---|--|
| Company, Company Group, Company, Lease | <p>You must enter a company, a company group, or a lease (with its associated company). Only one of these fields can have a value.</p> |
|---|--|

| | |
|-------------------------|--|
| Error Limit | You can type the maximum number of errors the program can encounter before it stops processing. The default number is 100. |
| Files to Convert | Select 3 (Attributes Only) to interface this file alone. |
| Conversion | If you are interfacing this file alone, you can convert by conversion number or by asset number, depending what number you entered in the Conversion Number field of the interface file. |
| | NOTE If you are converting by asset number, asset numbers entered in the Conversion Number fields must be zero-filled to 10 characters so they are processed as numeric values. |

6. View the report generated by AM500. If it contains errors:
 - a. Correct the non-interfaced attribute values, using AM94.1.
 - b. Run AM500 again.
 - c. Repeat this step until the report shows no errors.

Follow-up Tasks

- Use Asset Attributes (AM23.1) to review and edit the interfaced attribute values for an asset or Values By Asset Attributes (AM23.2) to review and edit the values assigned to a single attribute and multiple assets.

Rebuilding Depreciation History

Use this procedure to rebuild period-to-date and year-to-date depreciation amounts for interfaced assets and make them available for analysis and reporting.

STOP You must interface assets, asset items, asset books, and asset transactions before you can rebuild depreciation amounts.



CAUTION If you entered manual journal entries in Asset Management for prior year depreciation, rebuilding will cause these entries to be duplicated in Asset Management. Consult the Lawson Global Support Center before running this program for advice on avoiding this situation.



Need More Details? Check out the following concepts:

- ["Tips about Interfacing"](#) on page 123
- ["How Is Transaction Interface Used?"](#) on page 124

STEPS To rebuild depreciation history

1. Access Depreciation History Rebuild (AM320).

2. Select the rebuild parameters. Consider the following fields.

Book, Book Group If you enter a book, you cannot enter a book group. You can leave both fields blank, but you can enter a value in only one of these fields.

If you leave both fields blank, the rebuild includes all assets assigned to all books associated with the company or company group.

Company, Company Group You must enter either a company or a company group. You cannot enter both.

Year If you leave the Year field blank, the rebuild includes all years. If you enter a value in the Year field, the rebuild starts with the year you enter.

IMPORTANT If you leave the Year field blank, the program could take a long time to process.

Period Closing If you enter a value in the Period Closing field, you must also enter a value in the Year field. The rebuild will start with that period and year.

Asset List If you enter an asset, the rebuild will include only that asset. The List field must be blank.

If you enter an asset attribute list in the List field, the rebuild will include only the assets that are members of the list. The Asset field must be blank.

If both fields are blank, the rebuild includes all assets for the company or company group.

Rebuild Option Report Option To view a report of the potential impact of the rebuild, you should first run AM320 with the Rebuild Option field set to R (Report Only) and the Report Option field set to either S (Summary) or D (Detail).

TIP This is a highly recommended step.

To rebuild the history files records, run AM320 with the Rebuild Option field set to U (Update). You can also produce a summary or detailed report, or you can select N (No Report) in the Report Option field to produce no report.

Related Reports and Inquiries

Details on online inquiry forms are found elsewhere in this user guide. For more information, see ["Online Analysis and Financial Reporting Self-Service Application"](#) on page 355.

| To | Use |
|--|---|
| View the interfaced transactions online | Transaction Analysis (AM80.1). |
| To view depreciation history for an asset book | Asset Book Depreciation Analysis (AM90.5) or Leased Asset Book Depreciation Analysis (AM91.5) |
| Generate a report of historical transactions | Transaction Report (AM275). |

Chapter 8

Adding Assets

This chapter describes how you can add individual assets directly in the Asset Management application by entering all the data required for each asset manually or by letting an addition template fill in some of the fields. Other ways to add assets are described in other chapters of this user guide.

| To | See |
|--|---|
| Add leased assets directly into Asset Management | "Adding Leased Assets" on page 163 |
| | NOTE Adding leased assets involve processes that parallel very closely the processes described in this chapter. But leased assets require additional setup tasks on the Lease Management application side, and use a separate set of Asset Management forms. |
| Add assets in mass, based on information that already exists in Accounts Payable or Project Accounting, or based on bar-coded data | "Adding Assets from Other Lawson Applications" on page 187 |
| Interface assets or asset attributes from non-Lawson applications | "Interfacing Non-Lawson Assets" on page 121 |

STOP Before you add an asset, you must perform setup tasks. For more information, see ["Setting Up Asset Management"](#) on page 21. For more information, see ["Setting Up Reporting Parameters"](#) on page 49. For more information, see ["Setting Up Processing Parameters"](#) on page 55.

Concepts in this Chapter

TIP To skip directly to the procedures, see ["Procedures in this Chapter"](#) on page 146

The following concepts provide background and conceptual information for the procedures within this chapter:

- ["Adding Assets With Previous In-Service Dates"](#) on page 142
- ["Asset Class Addition Considerations"](#) on page 145

Adding Assets With Previous In-Service Dates

NOTE The end-of-year depreciation amount will be the same, whatever compute option you use.

When you add assets that have an in-service date from the prior period, the Asset Management application lets you account for the depreciation that the asset should already have accumulated.

Use the compute option, on Books (AM20.4), to control when Life-to-Date and Year-to-Date depreciation for the book is calculated. For more information, see ["Adjusting Assets"](#) on page 233.

You can use the compute depreciation option when you add an asset record by using any of the addition procedures (Addition, Mass Addition, Quick Addition).

Calculating Depreciation when an Asset is Added

When you choose to have prior depreciation calculated at the time an asset is added, the entire catch-up depreciation for the prior depreciation period or periods is recovered at the end of the current period. The remaining periods in the year receive the regular depreciation.

Set compute option Y (Yes)
to

| | |
|----------------------------------|--|
| Journal entries generated | <ul style="list-style-type: none">• Asset (debit) and Asset Clearing (credit)• Depreciation Expense (debit) and Accumulated Depreciation (credit) |
|----------------------------------|--|

| | |
|---------------|--|
| Result | The asset book year-to-date amount for the current period is the same as if the asset had been depreciating routinely since its in-service date. |
|---------------|--|

| | |
|----------------------------------|---|
| Additional steps required | If the in-service date for the asset is from a prior, closed year, you must manually post General Ledger journal entries for the accumulated depreciation of the prior year's depreciation expense. |
|----------------------------------|---|

Calculating Depreciation at Regular Period Closes

When you let the system calculate depreciation at the close of each period instead of adjusting it at the time the asset is added, the asset catch-up depreciation for the prior distribution period or periods is spread evenly over the remaining periods for the rest of the current year.

| | |
|----------------------------------|--|
| Set compute option to | N (No) |
| Journal entries generated | <ul style="list-style-type: none"> • Asset (debit) • Asset Clearing (credit) |
| Result | The depreciation for the prior depreciation periods is fully recovered at the end of the current year. |
| Additional steps required | None |
| Comments | When you use the compute option of N (No) for assets with in-service dates from the prior period, the depreciation amounts shown for each period might not be the expected amounts. This is because depreciation must proceed at a higher amount per period than would otherwise be predicted to make the asset's basis depreciate to the end of its life. |

Example: Calculate Depreciation for Prior Period, Current Year

Imagine that an invoice was received for a computer placed in service in the prior month. Use the compute option to have the Asset Management application calculate depreciation expense for the prior month when the asset is added.

| | Debit | Credit |
|---|-------|--------|
| Asset | X | |
| Asset clearing | | X |
| Depreciation expense (prior period) | X | |
| Accumulated depreciation (prior period) | | X |

Effect on General Ledger account balances

The prior month depreciation amount will be transferred to the General Ledger application in the current month.

The current month depreciation expense will be calculated during fiscal period close.

Example: Calculate Depreciation for Prior Period, Prior Year

Imagine that an invoice is received for a desk that was delivered in the prior fiscal year.

1. Use the compute option (when adding the asset) to let the Asset Management application calculate the depreciation expense for any prior periods in the current fiscal year.

NOTE AM20.4 will display the correct life-to-date amount, but prior year depreciation will not be posted to the General Ledger unless you create a journal entry.

2. You must create General Ledger journal entries to post accumulated depreciation for any prior year depreciation expense.
3. Use the Depreciation tab on Books (AM20.4) to view the year-to-date and life-to-date depreciation amounts.

| System-Generated Entries | Debit | Credit |
|---|--------------|---------------|
| Asset | X | |
| Asset clearing | | X |
| Depreciation expense (prior period, current year) | X | |
| Accumulated depreciation (prior period, current year) | | X |
| | | |
| Manual Entries | Debit | Credit |
| Depreciation expense (prior year) | X | |
| Accumulated depreciation (prior period) | | X |

Effect on General Ledger account balances

Both the system-calculated prior period depreciation amount and the manually entered prior fiscal year depreciation amount will be transferred to the General Ledger application in the current month.

The current month depreciation expense will be calculated during fiscal period close.

Asset Class Addition Considerations

TIP Details on setting up the Asset Management application to use asset class depreciation are found elsewhere in this user guide. For more information, see ["How Is Asset Class Depreciation Calculated?"](#) on page 63. For more information, see ["How Do I Choose an Asset Class Reporting Structure?"](#) on page 63.

For asset class depreciation, proper implementation is critical to avoid over-depreciation. The following rules must be strictly enforced:

- All assets that belong to the same asset class must use the same type or type and subtype (and therefore, the same asset account, accumulated depreciation account, and depreciation expense account) and be posted to the same accounting unit.
- The type or type and subtype used must be defined solely for asset class assets and cannot be used for assets that are depreciated individually.
- Assets in one asset class must use a unique asset account not used by any other asset class or asset. The asset account is defaulted from the asset type or asset type and subtype.
- If the asset class is not defined at the accounting unit level, there must be a one-on-one correspondence between an asset type (or asset type and subtype) and an asset class, and the asset account defined for each asset type (or asset type and subtype) must be used only for the asset class.
- If the asset class is defined at the accounting unit level, one asset accounting unit and asset account combination must be used solely for one asset class. In other words, asset classes defined at the accounting unit level can share a type and subtype, but must be associated with a unique accounting unit and type combination or with a unique accounting unit, type, and subtype combination that points to a unique asset account used solely for the asset class.
- The accumulated depreciation and depreciation accounts used by an asset class can be used by other assets or asset classes as well, but all assets that belong to an asset class must use the same accumulated depreciation and depreciation accounting unit and accounts.
- When you add an asset that belongs to an asset class, you should either use only the default accounting unit, or use an accounting unit group that has the same accounting unit defined for the asset, accumulated asset, and depreciation expense accounts. If the asset class is defined at the accounting unit level, you should use the asset class accounting unit when you add an asset that belongs to that class.
- Lawson strongly recommends that you use an account group defined specifically for the asset class, with its disposal accounts identical to the asset class type or subtype's accumulated expense account.
- All assets belonging to an asset class must be associated with the same Part 32 book.

Procedures in this Chapter

The following procedures describe how to:

- Add an asset manually by typing or selecting all the asset information.
- Add an asset with the help of a quick addition template.
- Project asset depreciation with simulated or real assets in order to determine the best depreciation method.
- Keep track of asset repair information.
- Add attribute values to existing assets.
 - ["Adding an Asset Manually" on page 146](#)
 - ["Adding Assets by Using Quick Addition" on page 154](#)
 - ["Projecting Asset Depreciation" on page 161](#)
 - ["Adding Repair Information" on page 162](#)

Adding an Asset Manually

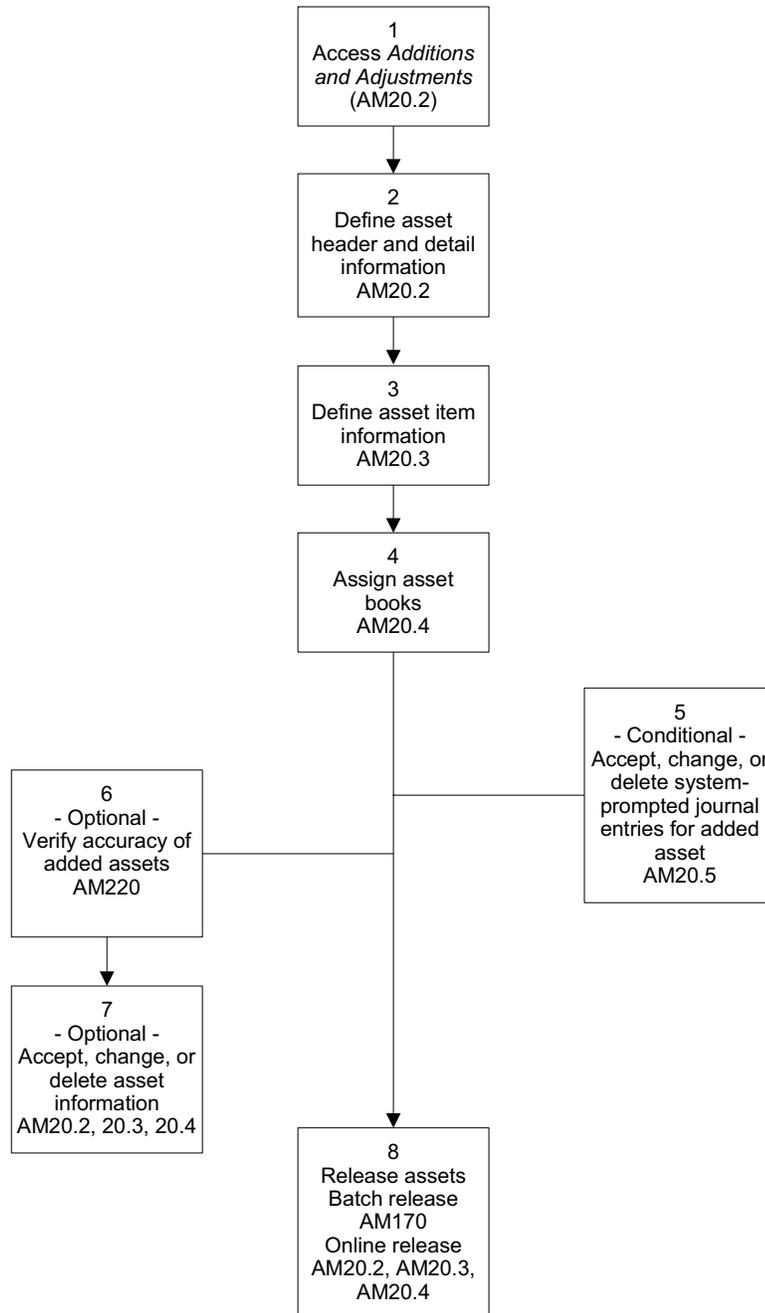
You can define and add an asset by entering all of the necessary asset information on a series of forms, beginning with Additions and Adjustments (AM20.2). When you add an asset, you must define at least one item.

If you assign a posting book to the asset, adding an asset automatically generates entries to the General Ledger that the Asset Management application automatically displays and prompts you to accept, change, or delete. The General Ledger date defaults from the posting book in-service date.

 **Need More Details?** Check out the following concepts:

- ["Adding Assets With Previous In-Service Dates"](#) on page 142
- ["Asset Class Addition Considerations"](#) on page 145

Figure 5. Procedure flow: Adding assets manually



STEPS To add an asset manually

1. Access Additions and Adjustments (AM20.2).

2. Define asset header and detail information. Consider the following fields.

| | |
|-------------------------------------|---|
| Asset | Leave this field blank. The application will generate an asset number when you add this form. <hr/> TIP You can attach a comment or URL to the Asset field. <hr/> |
| Tag | Use the Tag number to create custom identifiers for reporting purposes. <hr/> TIP You can attach a comment or URL to the Tag field. <hr/> |
| Asset Group | You can assign an asset group to the asset for processing or reporting. You can either select an existing asset group or type a new asset group in this field. After you add the asset, you can view the asset group on Asset Groups (AM13.2). <hr/> |
| Company, Type, Account Group | These fields are required. Optionally, you can associate an asset and subtype to an asset. <hr/> IMPORTANT If the asset is part of an asset class, the type (or type, subtype) you select must be used only for assets that belong to the asset class, and the accounts the type (or type, subtype) is associated with must also be used only for that asset class. Lawson strongly recommends that the disposal accounts in the account group all match the accumulated depreciation amount in the type. <hr/> |

Accounting Unit Group, Default Accounting Unit

If you do not select an accounting unit group, you must select a default accounting unit.

If you select an accounting unit group, but the accounting unit group does not provide accounting units for all the required accounts, you will be prompted to also enter a default accounting unit to be used for those accounts not included in the accounting unit group.

IMPORTANT 1) If the asset is part of an asset class, you must use the same accounting unit for the asset, accumulated depreciation, and depreciation expense accounts. You should therefore use either the default accounting unit alone or an accounting unit group that has the same accounting unit specified for the asset, accumulated depreciation, and depreciation accounts. 2) If the asset type is associated with a depreciation allocation, the accounting unit associated with the depreciation expense account must be one of the accounting units on the depreciation allocation.

Location, Owner, Inventory

If you want the asset to be part of physical inventory but are not adding it from a handheld terminal, you must select a location for the asset, and you must select Y (Yes) in the Inventory field. You can also type the name or ID of the "Owner" of the asset, that is the person responsible for tracking the asset in inventory.

If you want the asset to be part of physical inventory, you must select a location for the asset, and you must select Y (Yes) in the Inventory field. You can also type the name or ID of the "Owner" of the asset, that is the person responsible for tracking the asset in inventory.

NOTE You will add the bar code and location detail at the item level.

Currency

This field is used for reporting purposes only. This code does not affect book currency.

Category Option form tab To add a work-in-process, tax-exempt, simulated, or used asset, select Y (Yes) in the appropriate category.

NOTE A work-in-process asset is an asset that is real but incomplete, on which work or activity continues.

When you add asset detail, the program generates an asset number for the new asset and automatically navigates to Items (AM20.3).

3. Define asset item information on AM20.3.
 - a. To ensure that multiple item amounts add up to the cost of the entire amount, type control totals for the quantity or cost of the items on the Control Totals tab.

IMPORTANT Do not enter the control total until you are on the last page of items. If you input control totals and then click More Items, the control total is cleared.

If the item totals do not match the control totals, the application will not let you add the items.

- b. Define at least one item on the Items form tab. At a minimum, type the description, purchase date, quantity, and cost.

If you want to make the asset part of the physical inventory but are not adding the asset through a handheld terminal, the following fields are required:

If you want to make the asset part of the physical inventory, the following fields are required:

Detail form tab The bar code and condition are required. You can optionally enter the serial number and model, which make up the product category, and select the condition of the item (good, fair, or damaged).

You can also add tax information in the Tax field. This field is purely informational and does not send information back to the Lawson® Tax application.

Location Detail form tab You must select or type the location detail for the item.

TIP If you have more than five items to enter, use the More Items form action *before* you use the Add form action to enter more items. After you use the Add form action, the form is considered complete and you must use the Change form action to add more items. You must complete all five item lines before clicking the More Items form action.

The following information is optional and applicable to all items.

Invoice, Activity form tab You can associate an item an invoice, purchase order, or activity. These fields are purely informational and do not send any information back to the Accounts Payable, Purchase Order, or Activity and Project Accounting applications.

When you add the items, the system navigates you automatically to Books (AM20.4).

4. Assign asset books using Books (AM20.4).
 - a. Type or select values for Method and Life for all required books. All required books are displayed.

IMPORTANT For Part 32 (Class Level) books, do not select values for Method, Life, Remaining Life, or Convention. These fields must be blank. If you use more than one Part 32 book, all the assets referencing the same asset class accounts should be assigned the same Part 32 book.

- b. To assign a non required book, type or select a book in the Book field, and type or select all required information.
- c. Complete the rest of the form. Consider the following fields.

Compute Option Because the compute option calculates depreciation when the depreciation needs to be brought up-to-date with the current period, this setting is important when you add an asset that has an in-service date that is before the current, open period.

To update the asset's YTD or LTD depreciation to the current period at this time, set Compute Option to Y (Yes).

If you do not want to update the asset's YTD or LTD depreciation to the current period at this time, set Compute Option to N (No).

NOTE You can set the Compute Option at the asset level or at the book level (Depreciation detail tab). The book level option overrides the asset level option.

For more information, see ["Adding Assets With Previous In-Service Dates"](#) on page 142.

| | |
|--------------------------------|---|
| Depreciation detail tab | <p>At the book level, you can enter a year-to-date and life-to-date value if you are not starting at zero. These values will be updated automatically as the asset matures.</p> <p>You can also override the asset Compute Option at the book level, so that different books may use different compute options.</p> |
| Depr Option detail tab | <p>On this tab, you can type a salvage amount for the asset (the value the asset will have at the end of its life).</p> <p>If the business use for an asset is less than 100 percent, enter the business use percentage in the Business Pct field. To arrive at an adjusted annual depreciation, the application multiplies the asset's annual depreciation by the percentage of business use.</p> <p>If you use the asset for personal use, select a Personal Use code. Use Personal Use (AM04.1) to define a personal use code.</p> |
| Insurance detail tab | <p>On this tab, you can type the insured value of the asset and the select the insurance method used. The application will display the computed insurance value based on the insurance method used.</p> <p>Use Methods (AM02.1) with the Type field set to I (Insurance) to define a method to calculate the insurance value.</p> |
| Replacement detail tab | <p>Use the Replacement detail tab to define replacement value information for the asset.</p> <p>Select a replacement method. The application will display the computed replacement value based on the method used.</p> <p>Use Methods (AM02.1) with the Type field set to R (Replacement) to define a method to calculate the replacement value.</p> |

Tax Option detail tab Use the Tax Option detail tab to define tax option information for the asset. Different books can have different tax options.

You can select a tax credit table that defines tax credit percentages and annual tax credit recapture percentages the book can use for the asset. Use Tax Credit Table (AM03.1) to set up a tax credit table.

Alternatively, you can type in a total tax credit amount to be applied to the asset and the tax credit amount to be applied the first year.

If one of the books added is a posting book, you are prompted to verify journal entries for the asset. The program automatically navigates to Journal Entries (AM20.5).

IMPORTANT If the Display Journal Entries system option is set to N (No) on System Options (AM16.1), journal entries are added without being displayed. You can still open Journal Entries (AM20.5) to see what journal entries were added and to modify them at any time before you release the asset.

TIP If you select the compute option when you assign books to an asset and the asset in-service date is in the prior year, you might want to alter the record to include the prior year's depreciation. For more information, see ["Adding Assets With Previous In-Service Dates"](#) on page 142.

5. Accept, change, or delete system-prompted journal entries related to the asset addition on Journal Entries (AM20.5).
 - a. Change any data in the journal entry, if necessary.
 - b. To accept a journal entry, choose Add. The asset is added.

or

To delete the journal entry, close the form without choosing Add. The asset is added, but the journal entry is not recorded in the General Ledger application. However, it becomes a memo in the history file.



WARNING If you do not accept the journal entries, the General Ledger and Asset Management applications will be out of balance and you will have to add manual adjusting journal entries.

6. Verify the accuracy of added assets by running Addition Report (AM220) for an edit listing of the new assets added to the Asset Management application.
 - a. Select N (No) in the Released field to include only unreleased assets in the report.
 - b. Select a range of in-service or purchase dates to limit the report to the latest assets.
 - c. Use the Transfers field to indicate how inter-company transfers will be displayed in the report. If you leave this field blank, inter-company transfers are included in the Addition report, for the selected company. You can also select 'E' to exclude the transfers or 'O' to only display assets that are inter-company transfers.

NOTE If you leave the Transfers field blank or select 'O', any assets that are set up and transferred in the same year will display on both the Transfer report and the Addition report.

TIP You can change or delete an asset record anytime before you release the asset. However, after you release an asset, you can only adjust, transfer, or dispose of it.

- d. Select the Additional Options tab to filter the report by creator and/or creation date range. When you run the report, only criteria matching the Creator ID and Creation Date range values is displayed.
- 7. If any information is incorrect, return to AM20.2, AM20.3, or AM20.4 to change or delete the asset.
- 8. Release the asset.

| Release Method | Options |
|----------------|--|
| Batch | Run Processing Release (AM170). This will also transfer journal entries to General Ledger. |
| Online | Use the Release form action on: AM20.2, AM20.3, or AM20.4 |

NOTE This procedure produces journal entries. Depending on the procedure and process you want to perform, these entries are transferred to Lawson General Ledger, Strategic Ledger, or Project Accounting.

Related Reports and Inquiries

For more information, see ["Reports"](#) on page 341.

| To | Use |
|--------------------------------|----------------------------|
| List new assets and their tags | Asset, Tag Listing (AM221) |
| List asset books | Asset Book Listing (AM222) |
| List items | Item Listing (AM223) |
| List repairs | Repair Report (AM224) |

Adding Assets by Using Quick Addition

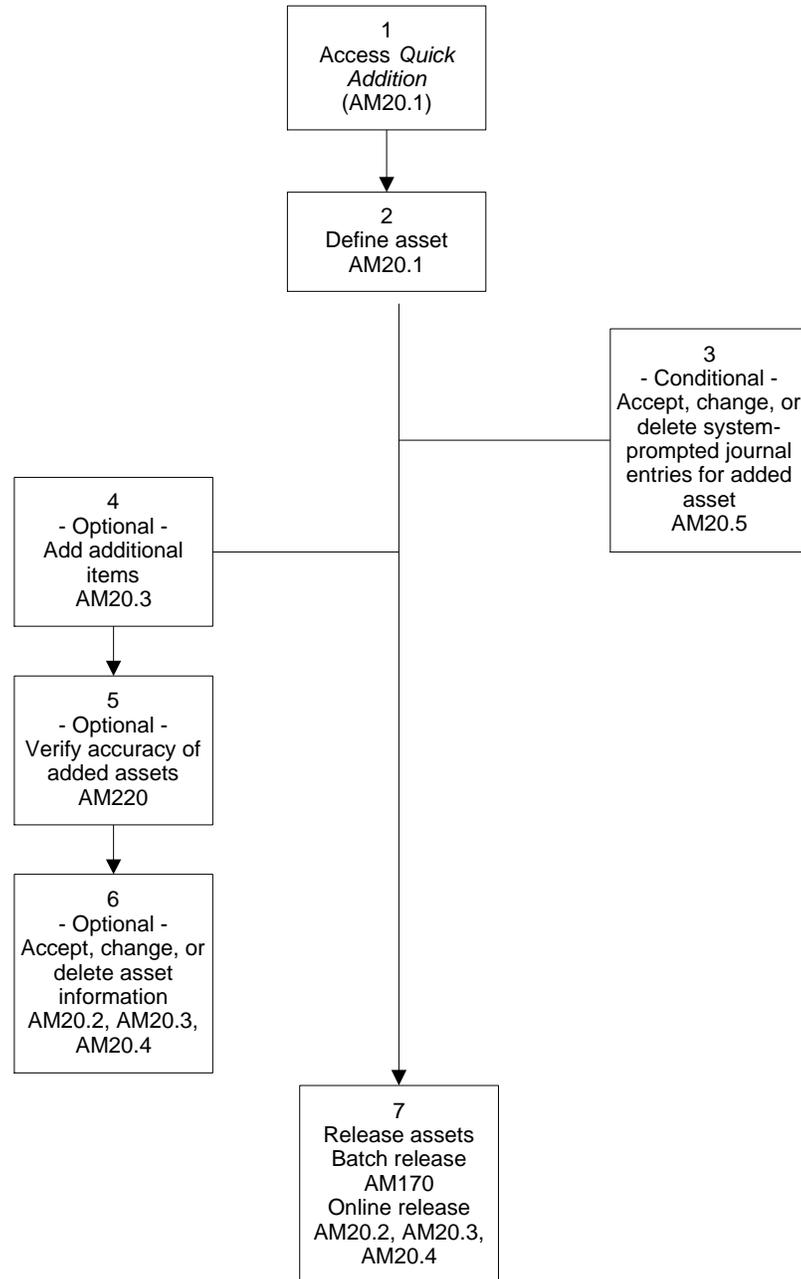
When you use the Quick Addition method to add assets, you select an addition template that most closely matches the information for the asset you want to add. Although you still must enter the asset item information, the Quick Addition method of adding assets is quicker than manually entering all of the asset information because the template provides default data for asset detail and books. You can change any of the defaulting information.

STOP Before you use this procedure, you must define the asset addition template that you are going to use. For more information, see ["Defining Asset Addition Templates"](#) on page 66.

 **Need More Details?** Check out the following concepts:

- ["Adding Assets With Previous In-Service Dates"](#) on page 142
- ["Asset Class Addition Considerations"](#) on page 145

Figure 6. Procedure flow: Adding assets using quick addition



STEPS To add assets using Quick Addition

1. Access Quick Addition (AM20.1) .

2. Define an asset. Consider the following fields.

Template

Type or select the template you want to use for the asset. For more information, see ["Defining Asset Addition Templates"](#) on page 66.

IMPORTANT If the asset you want to add belongs to an asset class, you should use a template defined specifically for that asset class, with a type and default accounting unit or accounting unit group that points to a unique set of asset, accumulated depreciation, and depreciation expense accounts. The template should also associate the assets with a Part 32 (asset class) book. You should not override the template's type and accounting unit or accounting unit group.

Company

If a company is specified on the template, you can accept it as the default. Otherwise, you must type or select the company that the asset is assigned to.

Main tab

Any values entered on the template for the corresponding fields are displayed. You can accept the values or provide your own values. Consider the following points:

- If you do not provide an asset description, the template description defaults.
- If the asset is to be part of a group of assets to be processed and reported on together, you can type the name of a new asset group or select an existing asset group.
- If you want to make this asset part of the physical inventory but are not adding it through a handheld terminal, you must select a location. You can also type the name or ID of the “Owner” of the asset, that is the person responsible for tracking the asset in inventory.
- If you want to make this asset part of the physical inventory, you must select a location. You can also type the name or ID of the “Owner” of the asset, that is the person responsible for tracking the asset in inventory.
- Select Y (Yes) in the Compute Option field if the asset was put in service in a previous period and you want the catch-up depreciation to be calculated.
- If the template does not provide an accounting unit group or a default accounting unit, you must select either an accounting unit group or a default accounting unit, or both an accounting unit group and a default accounting unit.

NOTE If you select an accounting unit group that does not have accounting units selected for all the required accounts, you will be prompted for a default accounting unit.

Items tab

You must enter at least one item. The only required fields are the purchase date, the quantity, and the cost.

If you want to make the asset part of the physical inventory but are not adding the asset through a handheld terminal, the following fields are required:

If you want to make the asset part of the physical inventory, the following fields are required:

- On the Detail tab, you must type or select the bar code and condition. You can optionally enter the serial number and model, which make up the product category.
- On the Location Detail tab, you must select or type the location detail for the item. You can select the entire location detail in the Location Detail Level 1 field, but you must edit that entry and enter the level 2 and level 3 fields in their proper fields.

You can also enter tax information for the item on the Detail tab, and associate the item with an invoice, purchase order, or activity on the Invoice, Activity tab. These fields are just informational and do not send any information back to the Tax, Accounts payable, Purchase Order, or Activity and Project Accounting applications.

TIP If you need to enter more than eight items on this form, use the More Items form action *before* you use the Add form action. After you use the Add form action, you can add new items only by using Items (AM20.3).

Overrides tab

You can override any of the asset or asset book information on the template. Consider the following points:

- The Type, Account Group, and Category fields are required fields. You can either accept the defaults from the template or override them.

IMPORTANT If the asset type is associated with a depreciation allocation, the accounting unit associated with the depreciation expense account must be one of the accounting units on the depreciation allocation.

- If you want this asset to be part of the physical inventory but you are not entering it from a handheld terminal, you must select Y (Yes) in the Inventory fields.
- If you want this asset to be part of the physical inventory, you must select Y (Yes) in the Inventory fields.
- To add a work-in-process, tax-exempt, simulated, or used asset, select yes in the appropriate category.

NOTE A work-in-process asset is an asset that is real but incomplete, on which work or activity continues.

Control Totals tab

Check whether the total number of items added is the total number of items for the asset and the total cost of the items is the total cost entered.

TIP This feature is useful if you are entering a large number of items.

NOTE AM20.1 is an add-only form. To inquire on or change asset information, use Additions and Adjustments (AM20.2).

If the addition template that you use includes a posting book, you will be prompted to verify journal entries for the asset. The program automatically navigates to Journal Entries (AM20.5).

IMPORTANT If the Display Journal Entries system option is set to N (No) on System Options (AM16.1), journal entries are added without being displayed. You can still open Journal Entries (AM20.5) to see what journal entries were added and to modify them at any time before you release the asset.

TIP If you select the compute option, when you assign books to an asset, and the asset in-service date is in the prior year, you may want to alter the record to include the prior year's depreciation.

NOTE You can change or delete an asset record anytime before you release the asset. However, after you release an asset, you can only adjust, transfer, or dispose of it.

3. On AM20.5, accept, change, or delete system-prompted journal entries related to the asset addition.
 - a. To accept a journal entry, choose Add. The asset is added.
 - b. Change any data in the journal entry, if necessary.
 - c. To delete the journal entry, close the form without choosing Add. The asset is added, but the journal entry is not recorded in either the Asset Management or General Ledger applications.
4. Add any additional asset items on Items (AM20.3).
5. Verify the accuracy of asset books by running Addition Report (AM220) for an edit listing of the new assets added to the Asset Management application.
 - a. Select N (No) in the Released field to include only unreleased assets in the report.
 - b. Select a range of in-service or purchase dates to limit the report to the latest assets.
 - c. Select the Additional Options tab to filter the report by creator and/or creation date range. When you run the report, only criteria matching the Creator ID and Creation Date range values is displayed.
6. If any information is incorrect, return to AM20.2, AM20.3, or AM20.4 to change or delete the asset information.
7. Release the asset.

| Release Method | Options |
|----------------|--|
| Batch | Run Processing Release (AM170). This program will also transfer journal entries to the General Ledger application. |
| Online | Use the Release form action on AM20.2, AM20.3, or AM20.4. |

NOTE This procedure produces journal entries. Depending on the procedure and process you want to perform, these entries are transferred to Lawson General Ledger, Strategic Ledger, or Project Accounting.

Related Reports and Inquiries

For more information, see ["Reports"](#) on page 341.

| To | Use |
|--------------------------------|----------------------------|
| List new assets and their tags | Asset, Tag Listing (AM221) |
| List asset books | Asset Book Listing (AM222) |
| List items | Item Listing (AM223) |
| List repairs | Repair Report (AM224) |

Projecting Asset Depreciation

You can project asset depreciation based on specific depreciation method, in-service date, convention, basis, and optional depreciation factors such as salvage amount or salvage percent and table year.

STEPS To define asset projections

1. Access Additions and Adjustments (AM20.2) or Books (AM20.4).
2. Choose Projection to open Projections (AM20.7).
3. Define the depreciation method, life, remaining life, in-service date, convention code, or depreciation basis for the projection.
4. Use the Depr Option form tab to define the projection.

You can define more detailed depreciation information for the projection, including the salvage amount, year-to-date depreciation amount, life-to-date depreciation amount, and table year.

5. Choose Inquire.

Projection Detail (AM20.8) displays the annual depreciation amounts based on the projection data you entered.

6. Run Projection Report (AM255) to calculate future depreciation for assets by book for budgeting, forecasting, or other planning purposes.

You can include simulated and existing assets in this report.

Adding Repair Information

NOTE If you want repair costs to be depreciated, adjust the asset as described elsewhere in this user guide. For more information, see ["Adjusting Assets"](#) on page 233.

You can add asset repair information to existing assets in Asset Management. Asset repair information added in this procedure is used purely for reporting purposes; it does not affect depreciation calculations.

STEPS To add asset repair information

1. Access Additions and Adjustments (AM20.2).
2. Choose Repairs to open Repairs (AM20.6) appears.
3. Define the date the asset was repaired, repair description, currency of repair transaction, cost of the asset repair, or cost of the taxable asset repair amount.
4. Define repair invoice and activity data on the Invoice, Activity tab. On this tab, you can define more detailed repair information such as purchase order information for the leased asset, the vendor name and invoice number associated with the leased asset, and the activity and account category the leased asset is associated with.

Related Reports and Inquiries

For more information, see ["Reports"](#) on page 341.

| To | Use |
|--|-----------------------|
| Generate a report of asset maintenance and repairs | Repair Report (AM224) |

Chapter 9

Adding Leased Assets

A leased asset is an asset associated with a lease defined in the Lease Management application.

This chapter describes how you can add individual leased assets directly in the Asset Management application by entering all the data required for each asset manually or by letting an addition template fill in some of the fields.

Other ways to add assets are described in other chapters of this user guide.

| To | See |
|--|--|
| Add non-leased assets directly into Asset Management | "Setting Up Asset Management" on page 21 |
| Add assets in mass, based on information that already exists in Accounts Payable or Project Accounting, or based on bar-coded data | "Adding Assets from Other Lawson Applications" on page 187 |
| Interface assets, asset transactions, or attribute values from non-Lawson applications | "Interfacing Non-Lawson Assets" on page 121 |

STOP Before you add an asset, you must perform setup tasks. For more information, see ["Setting Up Asset Management"](#) on page 21. For more information, see ["Setting Up Reporting Parameters"](#) on page 49. For more information, see ["Setting Up Processing Parameters"](#) on page 55.

In addition, you must complete the required setup tasks for the lease, as described in the *Lease Management User Guide*.

Concepts in this Chapter

TIP To skip directly to the procedures, see ["Procedures in this Chapter"](#) on page 169

The following concepts provide background and conceptual information for the procedures within this chapter:

- ["Adding Assets With Previous In-Service Dates"](#) on page 164
- ["Asset Class Addition Considerations"](#) on page 167
- ["Interaction between Lease Management and Asset Management"](#) on page 168

Adding Assets With Previous In-Service Dates

NOTE The end-of-year depreciation amount will be the same, whatever compute option you use.

When you add assets that have an in-service date from the prior period, the Asset Management application lets you account for the depreciation that the asset should already have accumulated.

Use the compute option, on Books (AM20.4), to control when Life-to-Date and Year-to-Date depreciation for the book is calculated. Details on how the Compute option is used when you adjust assets is found elsewhere in this user guide. For more information, see ["Adjusting Assets"](#) on page 233.

You can use the compute depreciation option when you add an asset record by using any of the addition procedures (Addition, Mass Addition, Quick Addition).

Calculating Depreciation when an Asset is Added

When you choose to have prior depreciation calculated at the time an asset is added, the entire catch-up depreciation for the prior depreciation period or periods is recovered at the end of the current period. The remaining periods in the year receive the regular depreciation.

| | |
|----------------------------------|---|
| Set compute option to | Y (Yes) |
| Journal entries generated | <ul style="list-style-type: none">• Asset (debit) and Asset Clearing (credit)• Depreciation Expense (debit) and Accumulated Depreciation (credit) |
| Result | The asset book year-to-date amount for the current period is the same as if the asset had been depreciating routinely since its in-service date. |
| Additional steps required | If the in-service date for the asset is from a prior, closed year, you must manually post General Ledger journal entries for the accumulated depreciation of the prior year's depreciation expense. |

Calculating Depreciation at Regular Period Closes

When you let the system calculate depreciation at the close of each period instead of adjusting it at the time the asset is added, the asset catch-up

depreciation for the prior distribution period or periods is spread evenly over the remaining periods for the rest of the current year.

| | |
|----------------------------------|--|
| Set compute option to | N (No) |
| Journal entries generated | <ul style="list-style-type: none"> • Asset (debit) • Asset Clearing (credit) |
| Result | The depreciation for the prior depreciation periods is fully recovered at the end of the current year. |
| Additional steps required | None. |
| Comments | When you use the compute option of N (No) for assets with in-service dates from the prior period, the depreciation amounts shown for each period might not be the expected amounts. This is because depreciation must proceed at a higher amount per period than would otherwise be predicted to make the asset's basis depreciate to the end of its life. |

Example: Calculate Depreciation for Prior Period, Current Year

Imagine that an invoice was received for a computer placed in service in the prior month. Use the compute option to have the Asset Management application calculate depreciation expense for the prior month when the asset is added.

| | Debit | Credit |
|---|-------|--------|
| Asset | X | |
| Asset clearing | | X |
| Depreciation expense (prior period) | X | |
| Accumulated depreciation (prior period) | | X |

Effect on General Ledger account balances

The prior month depreciation amount will be transferred to the General Ledger application in the current month.

The current month depreciation expense will be calculated during fiscal period close.

Example: Calculate Depreciation for Prior Period, Prior Year

Imagine that an invoice is received for a desk that was delivered in the prior fiscal year.

1. Use the compute option (when adding the asset) to let the Asset Management application calculate the depreciation expense for any prior periods in the current fiscal year.

NOTE AM20.4 will display the correct life-to-date amount, but prior year depreciation will not be posted to the General Ledger unless you create a journal entry.

2. You must create General Ledger journal entries to post accumulated depreciation for any prior year depreciation expense.
3. Use the Depreciation tab on Books (AM20.4) to view the year-to-date and life-to-date depreciation amounts.

| System-Generated Entries | Debit | Credit |
|---|--------------|---------------|
| Asset | X | |
| Asset clearing | | X |
| Depreciation expense (prior period, current year) | X | |
| Accumulated depreciation (prior period, current year) | | X |

| Manual Entries | Debit | Credit |
|---|--------------|---------------|
| Depreciation expense (prior year) | X | |
| Accumulated depreciation (prior period) | | X |

Effect on General Ledger account balances

Both the system-calculated prior period depreciation amount and the manually entered prior fiscal year depreciation amount will be transferred to the General Ledger application in the current month.

The current month depreciation expense will be calculated during fiscal period close.

Asset Class Addition Considerations

TIP Details on setting up the Asset Management application to use asset class depreciation are found elsewhere in this user guide. For more information, see ["How Is Asset Class Depreciation Calculated?"](#) on page 63. For more information, see ["How Do I Choose an Asset Class Reporting Structure?"](#) on page 63.

For asset class depreciation, proper implementation is critical to avoid over-depreciation. The following rules must be strictly enforced:

- All assets that belong to the same asset class must use the same type or type and subtype (and therefore, the same asset account, accumulated depreciation account, and depreciation expense account) and be posted to the same accounting unit.
- The type or type and subtype used must be defined solely for asset class assets and cannot be used for assets that are depreciated individually.
- Assets in one asset class must use a unique asset account not used by any other asset class or asset. The asset account is defaulted from the asset type or asset type and subtype.
- If the asset class is not defined at the accounting unit level, there must be a one-on-one correspondence between an asset type (or asset type and subtype) and an asset class, and the asset account defined for each asset type (or asset type and subtype) must be used only for the asset class.
- If the asset class is defined at the accounting unit level, one asset accounting unit and asset account combination must be used solely for one asset class. In other words, asset classes defined at the accounting unit level can share a type and subtype, but must be associated with a unique accounting unit and type combination or with a unique accounting unit, type, and subtype combination that points to a unique asset account used solely for the asset class.
- The accumulated depreciation and depreciation accounts used by an asset class can be used by other assets or asset classes as well, but all assets that belong to an asset class must use the same accumulated depreciation and depreciation accounting unit and accounts.
- When you add an asset that belongs to an asset class, you should either use only the default accounting unit, or use an accounting unit group that has the same accounting unit defined for the asset, accumulated asset, and depreciation expense accounts. If the asset class is defined at the accounting unit level, you should use the asset class accounting unit when you add an asset that belongs to that class.
- Lawson strongly recommends that you use an account group defined specifically for the asset class, with its disposal accounts identical to the asset class type or subtype's accumulated expense account.
- All assets belonging to an asset class must be associated with the same Part 32 book.

Interaction between Lease Management and Asset Management

NOTE For more information, see the *Lease Management User Guide*.

Leased assets differ from regular assets in the following manner:

- Leased assets are associated with a lease company that might or might not be the same as the asset company, and a lease number.
- Leased assets are assigned a classification that must match the lease classification (operating or capital)
- Operating leases can be tracked as assets, but they must have a zero book value.
- More than one asset can be associated with a single lease but the total net book value of all the assets must match either the lease obligation or the net present value (whichever is lower).

What Happens if You Need to Adjust, Transfer, or Dispose of a Leased Asset?

As long as you do not need to change the book basis of a leased asset, you can adjust and transfer a leased asset as you would a non-leased asset. Information on adjusting and transferring assets are found elsewhere in this user guide. For more information, see ["Adjusting Assets"](#) on page 233. For more information, see ["Transferring Assets"](#) on page 249.

If you need to dispose of an asset because the lease on the asset is terminating, you must first close the lease, then dispose of the asset. For more information on closing a lease, see the *Lease Management User Guide*. Details on disposing assets is found elsewhere in this user guide. For more information, see ["Disposing of Assets"](#) on page 265.

If you need to adjust an asset because, for example, you are buying the asset and terminating the lease early, you must first retire the lease, then adjust the asset. For more information on retiring a lease, see the *Lease Management User Guide*. Details on adjusting assets are found elsewhere in this user guide. For more information, see ["Adjusting Assets"](#) on page 233.

Procedures in this Chapter

The following procedures describe how to:

- Add a leased asset manually.
- Add a leased asset with a quick addition template.
- Project depreciation for a real or simulated leased asset.
- Track repair information for a leased asset.
- Add asset attributes to a leased asset.
 - ["Adding a Leased Asset Manually" on page 169](#)
 - ["Adding Leased Assets by Using Quick Addition" on page 177](#)
 - ["Projecting Asset Depreciation" on page 184](#)
 - ["Adding Repair Information" on page 185](#)

Adding a Leased Asset Manually

You can define and add a leased asset by entering all of the necessary asset information on a series of forms, beginning with Leased Asset Addition and Adjustment (AM21.2). When you add a leased asset, you must define at least one item and one book for the asset.

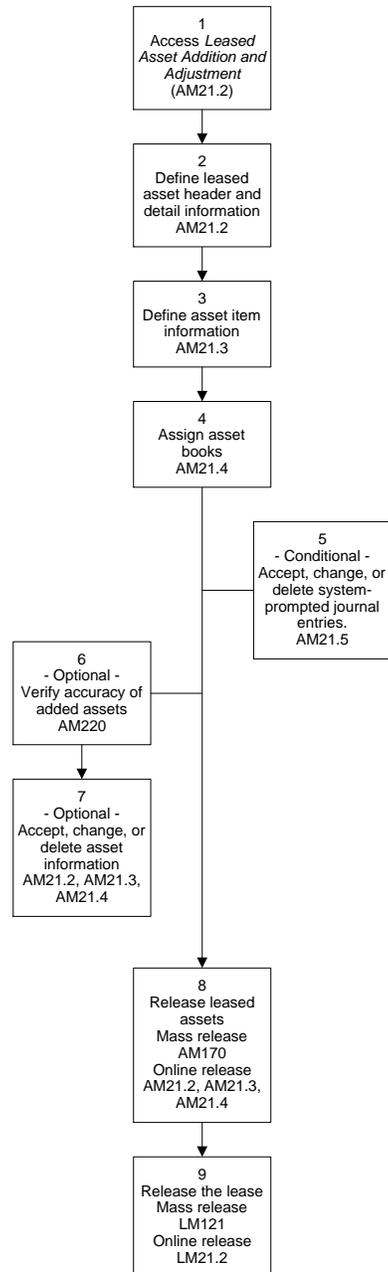
If you assign a posting book to the asset, adding an asset automatically generates entries to the General Ledger application that the Asset Management application automatically displays and prompts you to accept, change, or delete. The General Ledger date defaults from the posting book in-service date.

STOP The lease record must exist and be Unreleased before you can add assets.

 **Need More Details?** Check out the following concepts:

- ["Adding Assets With Previous In-Service Dates"](#) on page 164
- ["Asset Class Addition Considerations"](#) on page 167
- ["Interaction between Lease Management and Asset Management"](#) on page 168

Figure 7. Procedure flow: Adding leased assets manually



STEPS To add a leased asset manually

1. Access Leased Asset Addition and Adjustment (AM21.2).

2. Define leased asset header and detail information. Consider the following fields.

| | |
|-------------------------------------|--|
| Company, Lease | A leased asset is associated with a lease and lease company. The lease company and the asset company can be different companies. |
| Asset | <p>Leave this field blank. The application will generate an asset number when you add this form.</p> <hr/> <p>TIP You can attach a comment or URL to the Asset field.</p> |
| Tag | <p>Use the Tag number to create custom identifiers for reporting purposes.</p> <hr/> <p>TIP You can attach a comment or URL to the Asset field.</p> |
| Asset Group | <p>You can assign an asset group to the asset to make it part of a group of assets to be processed or reported on as a group.</p> <p>You can either select an existing asset group or type a new asset group in this field. After you add the asset, you can view the asset group on Asset Groups (AM13.2).</p> |
| Company, Type, Account Group | <p>These fields are required.</p> <hr/> <p>IMPORTANT If the asset is part of an asset class, the type (or type, subtype) you select must be used only for assets that belong to the asset class, and the accounts the type (or type, subtype) is associated with must also be used only for that asset class. Lawson strongly recommends that the disposal accounts in the account group all match the accumulated depreciation amount in the type.</p> |

Accounting Unit Group, Default Accounting Unit

If you do not select an accounting unit group, you must select a default accounting unit.

If you select an accounting unit group, but the accounting unit group does not provide accounting units for all the required accounts, you will be prompted to also enter a default accounting unit to be used for those accounts not included in the accounting unit group.

IMPORTANT 1) If the asset is part of an asset class, you must use the same accounting unit for the asset, accumulated depreciation, and depreciation expense accounts. You should therefore use either the default accounting unit alone or an accounting unit group that has the same accounting unit specified for the asset, accumulated depreciation, and depreciation accounts. 2) If the asset type is associated with a depreciation allocation, the accounting unit associated with the depreciation expense account must be one of the accounting units on the depreciation allocation.

Location, Owner, Inventory

If you want the asset to be part of physical inventory but are not adding it from a handheld terminal, you must select a location for the asset, and you must select Y (Yes) in the Inventory field. You can also type the name or ID of the "Owner" of the asset, that is the person responsible for tracking the asset in inventory.

If you want the asset to be part of physical inventory, you must select a location for the asset, and you must select Y (Yes) in the Inventory field. You can also type the name or ID of the "Owner" of the asset, that is the person responsible for tracking the asset in inventory.

Currency

This field is used for reporting purposes only. This code does not affect book currency.

Category Option form tab

To add a work-in-process, tax-exempt, simulated, or used asset, select Y (Yes) in the appropriate category.

NOTE A work-in-process asset is an asset that is real but incomplete, on which work or activity continues.

TIP If you have more than five items to enter, use the More Items form action *before* you use the Add form action to enter more items. After you use the Add form action, the form is considered complete and you must use the Change form action to add more items.

When you add leased asset detail, the program generates an asset number for the new asset and automatically navigates to Items (AM21.3).

3. Define asset item information on AM21.3.
 - a. To ensure that multiple item amounts add up to the cost of the entire amount, type control totals for the quantity or cost of the items on the Control Totals tab.

If the item totals do not match the control totals, the application will not let you add the items.

- b. Define at least one item on the Items. At a minimum, type the description, purchase date, quantity, and cost.

If you want to make the asset part of the physical inventory but are not adding through a handheld terminal, the following fields are required:

If you want to make the asset part of the physical inventory, the following fields are required:

| | |
|-----------------------------------|--|
| Detail form tab | The bar code and condition are required. You can optionally enter the serial number and model, which make up the product category. You can also add tax information in the Tax field. This field is just informational and does not send information back to the Lawson\@Tax application. |
| Location Detail form tab | You must select or type the location detail for the item. |
| Invoice, Activity form tab | You can associate an item with an invoice, purchase order, or activity. These fields are just informational and do not send any information back to the Accounts Payable, Purchase Order, or Activity and Project Accounting applications. |

When you add the items, the system navigates you automatically to Books (AM20.4).

4. Assign asset books on Books (AM21.4).
 - a. Type or select values for Method and Life for all required books. All required books are displayed.

IMPORTANT For Part 32 (Class Level) books, do not select values for Method, Life, Remaining Life, or Convention. These fields must be blank.

- b. To assign a nonrequired book, type or select a book in the Book field, and type or select all required information.

c. Complete the rest of the fields. Consider the following fields.

Compute Option Because the compute option calculates depreciation when the depreciation must be brought up-to-date with the current period, this setting is important when you add a leased asset that has an in-service date that is before the current, open period.

To update leased asset's YTD or LTD depreciation to the current period at this time, set Compute Option to Y (Yes).

If you do not want to update the leased asset's YTD or LTD depreciation to the current period at this time, set Compute Option to N (No).

For more information, see ["Adding Assets With Previous In-Service Dates"](#) on page 164.

Depreciation detail tab At the book level, you can enter a year-to-date and life-to-date value if you are not starting at zero. These values will be updated automatically as the asset matures.

You can also override the asset Compute Option at the book level, so that different books may use different compute options.

Depr Option detail tab On this tab, you can type a salvage amount for the asset (the value the asset will have at the end of its life).

If the business use for an asset is less than 100 percent, enter the business use percentage in the Business Pct field. To arrive at an adjusted annual depreciation, the application multiplies the asset's annual depreciation by the percentage of business use.

If you use the asset for personal use, select a Personal Use code. Use Personal Use (AM04.1) to define a personal use code.

Insurance detail tab On this tab, you can type the insured value of the asset and the select the insurance method used. The application will display the computed insurance value based on the insurance method used.

Use Methods (AM02.1) with the Type field set to I (Insurance) to define a method to calculate the insurance value.

| | |
|-------------------------------|--|
| Replacement detail tab | <p>Use the Replacement detail tab to define replacement value information for the asset.</p> <p>Select a replacement method. The application will display the computed replacement value based on the method used.</p> <p>Use Methods (AM02.1) with the Type field set to R (Replacement) to define a method to calculate the replacement value.</p> |
| Tax Option detail tab | <p>Use the Tax Option detail tab to define tax option information for the asset. Different books can have different tax options.</p> <p>You can select a tax credit table that defines tax credit percentages and annual tax credit recapture percentages the book can use for the asset. Use Tax Credit Table (AM03.1) to set up a tax credit table.</p> <p>Alternatively, you can type in a total tax credit amount to be applied to the asset and the tax credit amount to be applied the first year.</p> |

If one of the books assigned to the asset is a posting book, you are prompted to verify journal entries for the asset. The program automatically navigates to Journal Entries (AM21.5).

IMPORTANT If the Display Journal Entries system option is set to N (No) on System Options (AM16.1), journal entries are added without being displayed. You can still open Journal Entries (AM21.5) to see what journal entries were added and to modify them at any time before you release the asset.

5. Accept, change, or delete system-prompted journal entries related to the asset addition on Journal Entries (AM21.5).
 - a. Change any data in the journal entry, if necessary.
 - b. To accept a journal entry, choose Add. The asset is added.

or

To delete the journal entry, close the form without choosing Add. The asset is added, but the journal entry is not recorded in the General Ledger application. However, it becomes a memo in the history file.



WARNING If you do not accept the journal entries, the General Ledger and Asset Management applications will be out of balance and you will have to add manual adjusting journal entries.

TIP If you select the compute option when you assign books to an asset and the asset in-service date is in the prior year, you might want to alter the record to include the prior year's depreciation. For more information, see ["Adding Assets With Previous In-Service Dates"](#) on page 164.

6. Verify the accuracy of added assets by running Addition Report (AM220) for an edit listing of the new assets added to the Asset Management application.
 - a. Select N (No) in the Released field to include only unreleased assets in the report.
 - b. Select a range of in-service or purchase dates to limit the report to the latest assets.
7. If any information is incorrect, return to AM21.2, AM21.3, or AM21.4 to change or delete the asset.
8. Release the leased assets:

TIP You can change or delete an asset record anytime before you release the asset. However, after you release an asset, you can only adjust, transfer, or dispose of it.

| Release Method | Options |
|----------------|--|
| Mass/Batch | Run Processing Release (AM170). This will also transfer journal entries to General Ledger. |
| Online | Use the Release form action on AM21.2, AM21.3, or AM21.4 |

NOTE This procedure produces journal entries; depending on the procedure and process you want to perform, these entries are transferred to Lawson General Ledger, Strategic Ledger, or Project Accounting.

TIP You must release all assets associated with a lease before you can release the lease.

9. Return to Lease Management and release the lease:

| Release Method | Options |
|----------------|---------------------------------------|
| Mass/Batch | Run Mass Lease Release (LM121). |
| Online | Use the Release form action on LM21.2 |

Capital leases will release only if the assets associated with them have been released and if the total book value for all the assets associated with the lease match the lesser of the two amounts displayed in the following fields of the FAS13 form tab of LM21.2:

- Net Present Value
- Lease Obligation

Operating assets have a zero book value.

Related Reports and Inquiries

Details about Asset Management reports are found elsewhere in this user guide. For more information, see ["Reports"](#) on page 341.

| To | Use |
|---|-------------------------------------|
| List new assets and their tags | Asset, Tag Listing (AM221) |
| List asset books | Asset Book Listing (AM222) |
| List items | Item Listing (AM223) |
| List repairs | Repair Report (AM224) |
| Generate a report of reconciled leased asset information by book. | Leased Asset Report (AM278) |
| Inquire on leased asset books | Leased Asset Book Analysis (AM91.1) |

Adding Leased Assets by Using Quick Addition

When you use the Quick Addition method to add leased assets, you select an addition template that most closely matches the information for the leased asset you want to add. Although you still must enter the leased asset item information, the Quick Addition method of adding leased assets is quicker than manually entering all of the leased asset information because the template provides default data for leased asset detail and books. You can change any of the defaulting information.

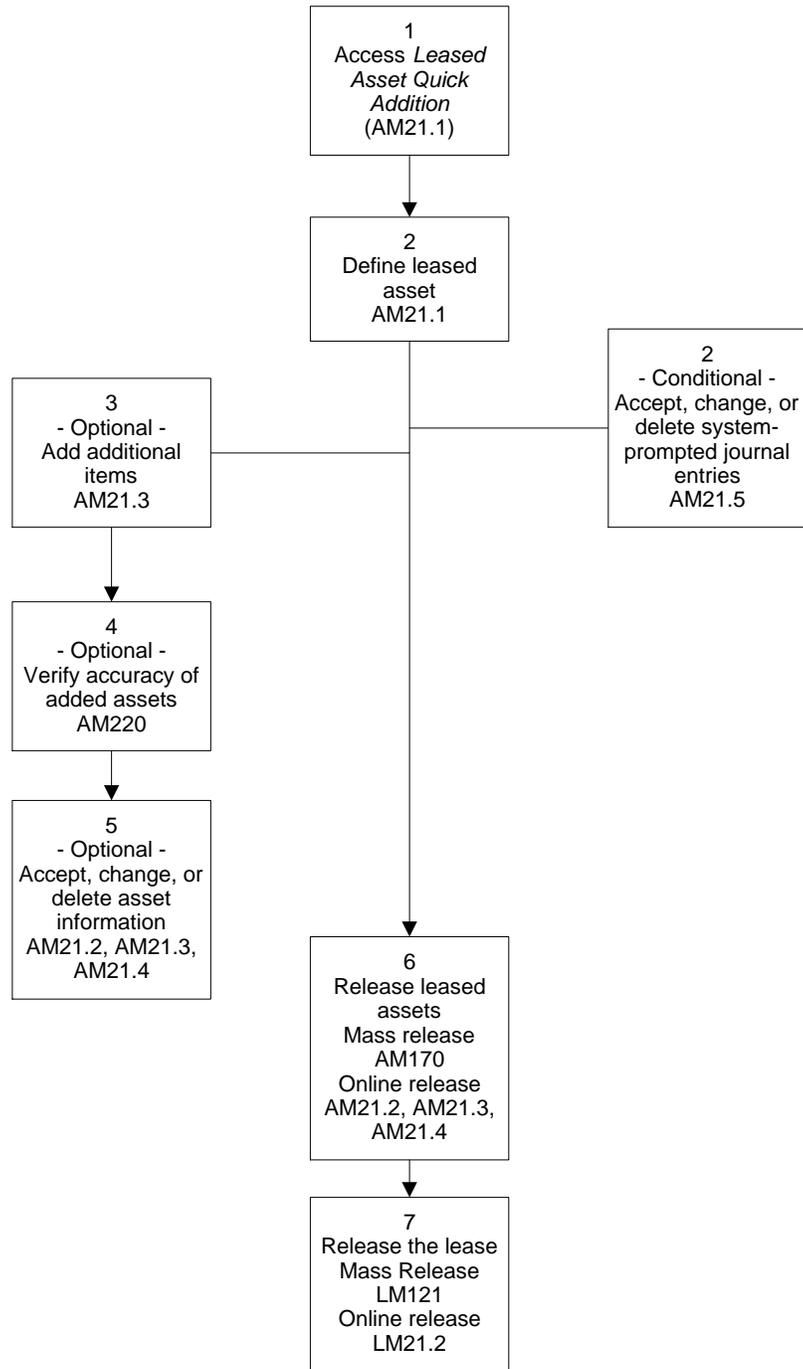
STOP Before you use this procedure, you must define the asset addition template that you are going to use. For more information, see ["Defining Asset Addition Templates"](#) on page 66.



Need More Details? Check out the following concepts:

- ["Adding Assets With Previous In-Service Dates"](#) on page 164
- ["Asset Class Addition Considerations"](#) on page 167
- ["Interaction between Lease Management and Asset Management"](#) on page 168

Figure 8. Procedure flow: Adding leased assets using quick addition



STEPS To add leased assets using Quick Addition

1. Access Leased Asset Quick Addition (AM21.1) .

2. Define an asset. Consider the following fields.

Template

Type or select the template you want to use for the asset. For more information, see "[Defining Asset Addition Templates](#)" on page 66.

IMPORTANT If the asset you want to add belongs to an asset class, you should use a template defined specifically for that asset class, with a type and default accounting unit or accounting unit group that points to a unique set of asset, accumulated depreciation, and depreciation expense accounts. The template should also associate the assets with a Part 32 (asset class) book. You should not override the template's type and accounting unit or accounting unit group.

Company

If a company is specified on the template, you can accept it as the default. Otherwise, you must type or select the company that the asset is assigned to.

Main tab

Any values entered on the template for the corresponding fields are displayed. You can accept the values or provide your own values. Consider the following points:

- If you do not provide an asset description, the template description defaults.
- If the asset is to be part of a group of assets to be processed and reported on together, you can type the name of a new asset group or select an existing asset group.
- If you want to make this asset part of the physical inventory but are not adding it through a handheld terminal, you must select a location. You can also type the name or ID of the “Owner” of the asset, that is the person responsible for tracking the asset in inventory.
- If you want to make this asset part of the physical inventory, you must select a location. You can also type the name or ID of the “Owner” of the asset, that is the person responsible for tracking the asset in inventory.
- Select Y (Yes) in the Compute Option field if the asset was put in service in a previous period and you want the catch-up depreciation to be calculated.
- If the template does not provide an accounting unit group or a default accounting unit, you must select either an accounting unit group or a default accounting unit, or both an accounting unit group and a default accounting unit.

NOTE If you select an accounting unit group that does not have accounting units selected for all the required accounts, you will be prompted for a default accounting unit.

Items tab

You must enter at least one item. The only required fields are the purchase date, the quantity, and the cost.

If you want to make the asset part of the physical inventory but are not adding the asset through a handheld terminal, the following fields are required:

If you want to make the asset part of the physical inventory, the following fields are required:

- On the Detail tab, you must type or select the bar code and condition. You can optionally enter the serial number and model, which make up the product category.
- On the Location Detail tab, you must select or type the location detail for the item. You can select the entire location detail in the Location Detail Level 1 field, but you must edit that entry and enter the level 2 and level 3 fields in their proper fields.

You can also enter tax information for the item on the Detail tab, and associate the item with an invoice, purchase order, or activity on the Invoice, Activity tab. These fields are just informational and do not send any information back to the Tax, Accounts payable, Purchase Order, or Activity and Project Accounting applications.

TIP If you need to enter more than eight items on this form, use the More Items form action *before* you use the Add form action. After you use the Add form action, you can add new items only by using Items (AM21.3).

Overrides tab

You can override any of the asset or asset book information on the template. Consider the following points:

- The Type, Account Group, and Category fields are required fields. You can either accept the defaults from the template or override them.

IMPORTANT If the asset type is associated with a depreciation allocation, the accounting unit associated with the depreciation expense account must be one of the accounting units on the depreciation allocation.

- If you want this asset to be part of the physical inventory but you are not entering it from a handheld terminal, you must select Y (Yes) in the Inventory fields.
- If you want this asset to be part of the physical inventory, you must select Y (Yes) in the Inventory fields.
- To add a work-in-process, tax-exempt, simulated, or used asset, select yes in the appropriate category.

NOTE A work-in-process asset is an asset that is real but incomplete, on which work or activity continues.

Control Totals tab

Check whether the total number of items added is the total number of items for the asset and the total cost of the items is the total cost entered.

TIP This feature is useful if you are entering a large number of items.

NOTE AM21.1 is an add-only form. To inquire on or change existing leased asset information, use Leased Asset Additions and Adjustments (AM21.2).

If the addition template that you use includes a posting book, you will be prompted to verify journal entries for the asset. The program automatically navigates to Journal Entries (AM21.5).

IMPORTANT If the Display Journal Entries system option is set to N (No) on System Options (AM16.1), journal entries are added without being displayed. You can still open Journal Entries (AM21.5) to see what journal entries were added and to modify them at any time before you release the asset.

TIP If you select the compute option, when you assign books to an asset, and the asset in-service date is in the prior year, you may want to alter the record to include the prior year's depreciation. For more information, see ["Adding Assets With Previous In-Service Dates"](#) on page 164.

NOTE You can change or delete an asset record anytime before you release the asset. However, after you release an asset, you can only adjust, transfer, or dispose of it.

3. On AM21.5, accept, change, or delete system-prompted journal entries related to the asset addition:
 - a. To accept a journal entry, choose Add. The asset is added.
 - b. Change any data in the journal entry, if necessary.
 - c. To delete the journal entry, close the form without choosing Add. The asset is added, but the journal entry is not recorded in either the Asset Management or General Ledger applications.
4. Add any additional leased asset items on Items (AM21.3) .
5. Verify the accuracy of asset books by running Addition Report (AM220) for an edit listing of the new assets added to the Asset Management application.
 - a. Select N (No) in the Released field to include only unreleased assets in the report.
 - b. Select a range of in-service or purchase dates to limit the report to the latest assets.
 - c. Select the Additional Options tab to filter the report by creator and/or creation date range. When you run the report, only criteria matching the Creator ID and Creation Date range values is displayed.
6. Select a range of in-service dates to limit the report to the latest assets. If any information is incorrect, return to AM21.2, AM21.3, or AM21.4 to change or delete the asset information.
7. Release leased assets.

| Release Method | Options |
|----------------|--|
| Mass/Batch | Run Processing Release (AM170). This program will also transfer journal entries to the General Ledger application. |
| Online | Use the Release form action on AM21.2, AM21.3, or AM21.4. |

NOTE This procedure produces journal entries. Depending on the procedure and process you want to perform, these entries are transferred to Lawson General Ledger, Strategic Ledger, or Project Accounting.

TIP You must release all assets associated with a lease before you can release the lease.

8. Return to the Lease Management application and release the lease.

| Release Method | Options |
|----------------|---|
| Mass/Batch | Run Mass Lease Release (LM121). Use this form to run a batch FAS13 test on selected leases and/or release leases. |
| Online | Use the Release form action on: LM21.2 |

Related Reports and Inquiries

Details on Asset Management reports are found elsewhere in this user guide. For more information, see ["Reports"](#) on page 341.

| To | Use |
|---|-------------------------------------|
| List new assets and their tags | Asset, Tag Listing (AM221) |
| List asset books | Asset Book Listing (AM222) |
| List items | Item Listing (AM223) |
| List repairs | Repair Report (AM224) |
| Generate a report of reconciled leased asset information by book. | Leased Asset Report (AM278) |
| Inquire on leased asset books | Leased Asset Book Analysis (AM91.1) |

Projecting Asset Depreciation

You can project asset depreciation based on specific depreciation method, in-service date, convention, basis, and optional depreciation factors such as salvage amount or salvage percent and table year.

STEPS To define asset projections

1. Access Leased Asset Addition and Adjustment (AM21.2) or Books (AM21.4).
2. Choose Projection to open Projections (AM21.7).
3. Define the depreciation method, life, remaining life, in-service date, convention code, and depreciation basis for the projection.
4. Use the Depr Option form tab to define the projection.

You can define more detailed depreciation information for the projection, including the salvage amount, year-to-date depreciation amount, life-to-date depreciation amount, and table year.

5. Choose Inquire.

Projection Detail (AM21.8) displays the annual depreciation amounts based on the projection data you entered.

6. Run Projection Report (AM255) to calculate future depreciation for assets by book for budgeting, forecasting, or other planning purposes.

You can include simulated and existing assets in this report.

Adding Repair Information

You can manually add repair information to existing leased assets in Asset Management. The asset name defaults from Leased Asset Addition and Adjustment (AM21.2).

STEPS To add leased asset repair information

1. Access Leased Asset Additions and Adjustments (AM21.2).
2. Choose Repairs to open Repairs (AM21.6) appears.
3. Define the date the asset was repaired, repair description, currency of repair transaction, cost of the asset repair, or cost of the taxable asset repair amount.
4. Define repair invoice and activity data on the Invoice, Activity tab. On this tab, you can define more detailed repair information such as purchase order information for the leased asset, the vendor name and invoice number associated with the leased asset, and the activity and account category the leased asset is associated with.

Related Reports and Inquiries

Details on Asset Management reports are found elsewhere in this user guide. For more information, see ["Reports"](#) on page 341.

| To | Use |
|--|-----------------------|
| Generate a report of asset maintenance and repairs | Repair Report (AM224) |

Chapter 10

Adding Assets from Other Lawson Applications

This chapter describes how to add assets based on information interfaced from:

- Lawson Procurement
- Project Accounting
- Bar-coded data scanned by a handheld terminal

NOTE The Mass Addition process creates assets in an Entered state. You can still modify the assets before you release them.

This process, which lets you add multiple assets interfaced from other Lawson applications or from a handheld terminal, is also called Mass Addition.

This process, which lets you add multiple assets interfaced from other Lawson applications, is also called Mass Addition.

There are other ways to add assets, which are described in other chapters of this user guide.

| If you want to | Then |
|--|--|
| Add non-leased assets directly into Asset Management | For more information, see " Adding Assets " on page 141. |
| Add leased assets directly into Asset Management | For more information, see " Adding Leased Assets " on page 163. |
| | NOTE Adding leased assets involve processes that parallel very closely the processes for adding assets described elsewhere in this user guide. For more information, see " Adding Assets " on page 141. But they require additional setup tasks on the Lease Management application side, and use a separate set of Asset Management forms. |
| Interface assets from non-Lawson applications | For more information, see " Interfacing Non-Lawson Assets " on page 121. |

STOP Before adding an asset to the Asset Management application, you must perform setup tasks. For more information, see "[Setting Up Asset Management](#)" on page 21. For more information, see "[Setting Up Reporting Parameters](#)" on page 49. For more information, see "[Setting Up Processing Parameters](#)" on page 55.

Before interfacing bar-coded assets, you must also complete bar coding setup tasks. For more information, see "[Setting Up Bar Coding](#)" on page 79. If you are interfacing assets from another Lawson application, see that application's documentation for setup requirements.

If you are interfacing assets from another Lawson application, see that application's documentation for setup requirements.

Concepts in this Chapter

TIP To skip directly to the procedures, see ["Procedures in this Chapter"](#) on page 196

The following concepts provide background and conceptual information for the procedures within this chapter:

- ["When are Asset Records Combined?"](#) on page 189
- ["Combining Multiple Interface Records"](#) on page 189
- ["What Records Are Created Using Mass Addition?"](#) on page 191
- ["Splitting Interface Records"](#) on page 191
- ["General Ledger Clearing Accounts and Interfacing"](#) on page 193
- ["Bar-Coding Considerations"](#) on page 194
- ["Can an Asset Added from Lawson Procurement or from Project Accounting Be Part of the Physical Inventory?"](#) on page 194

When are Asset Records Combined?

Sometimes, asset records interfaced into Asset Management from Accounts Payable or Project Accounting can be combined. When combined, the asset records are merged to make one asset with multiple items.

The following three criteria determine when and if asset records will be combined:

1. The same combine description is entered for multiple records.
2. The multiple records are released simultaneously.
3. The information in the following fields is exactly the same (including the upper or lowercase spelling) for all of the assets being combined:
 - Combine field
 - Template field
 - Company field
 - Asset Description field
 - Tag field
 - Asset Group field
 - Accounting Unit field
 - Hold field
 - Currency field

Combining Multiple Interface Records

Using the combine field, you can create a single asset for multiple invoice or activity interface records that have the same combine code. The Combine field is found on the following forms:

| Application | Form |
|--------------------|---|
| Project Accounting | Activity Asset (AC10.3) |
| Accounts Payable | Asset Management (AP22.2) |
| | <p>TIP Access using the AM button on Basic Invoice (AP20.1) or Taxed Invoice (AP20.2).</p> |
| Asset Management | <p>Used while processing a purchase order invoice:</p> <p>PO Line Asset Defaults (AM17.1)</p> <p>PO Line Asset Detail (AM19.1)</p> <p>Used after an invoice or activity is released:</p> <p>Single Invoice Interface (AM15.1)</p> <p>Combine Invoice Interface (AM15.2)</p> <p>Single Activity Interface (AM15.3)</p> <p>Combine Activity Interface (AM15.4)</p> <p>NOTE You can use AM15.1 or AM15.3 to assign a Combine label to interfaced invoice or activity lines, but you must use the Release action on AM15.2, AM15.4, or AM115 to create an asset or activity asset out of combined invoice or activity lines.</p> |

Example

Three pieces of medical equipment, ordered from three different vendors, are intended to make up a single computer system. The three pieces of equipment were invoiced separately. When you transfer the records to Asset Management you want them all to be part of one asset, not three. To do this, you must:

- Enter the same combine term in the combine field for each of the invoices at any point before you actually create the asset.
- Make sure the company, template, and other information is the same on all three records.
- Release all three interface records (to Asset Management) at the same time, using AM15.2 or AM115.

The resulting single asset has three items, one for each original invoice interface record.

What Records Are Created Using Mass Addition?

The Mass Addition method creates new assets for invoice distributions or activities that contain valid addition templates and that have been interfaced to Asset Management. The assets created by the mass addition process consist of asset detail, item, and books as defined on the addition template. One item is automatically created based on the Quantity, Purchase Date, Amount, and Description information transferred from the invoice or activity.

You can use the Combine field to create one asset from multiple interfaced records. This combined asset is created with an item for each invoice or activity interface record that has the same combine indicator.

Splitting Interface Records

Using the Split field, you can create multiple interface records from a single invoice or activity interface record. The Split field is found on the following forms:

| Purpose | Form |
|---|-------------------------------------|
| Single invoice or activity split distributions | Single Invoice Interface (AM15.1) |
| | Single Activity Interface (AM15.3) |
| Combine invoice or activity split distributions | Combine Invoice Interface (AM15.2) |
| | Combine Activity Interface (AM15.4) |

Single Invoice or Activity Split

NOTE To split the distribution line, the Quantity must be greater than 1.

To split a distribution line into multiple distribution lines on Single Invoice Interface (AM15.1) or Single Activity Interface (AM15.3), select 'Yes' in the Split field of an interfaced asset line.

The result is a number of asset lines equal to the original quantity, and a cost (and tax, if applicable) equally divided among the new lines.

You can release each resulting asset line as a separate asset, or you can assign the same Combine label to each line so they can be released as one asset with multiple items (one item per original asset line).

Combine Invoice or Activity Split

NOTE If Copy is selected and the new distribution lines are released without making changes to the combine codes, the split distribution lines are combined into one asset with multiple items.

The functionality for Combine Invoice Interface (AM15.2) and Combine Activity Interface (AM15.4) provides two options: D (Derive) and C (Copy).

- The Derive option is similar to the single invoice or activity split option, except that it can split multiple asset lines assigned the same Combine code into as many lines as the total quantity of the combined assets. The Derive option also assigns a new Combine code to each line, consisting of the concatenation of the original Combine code and a sequential number for each new distribution line created. Use this option to create multiple assets from separate distribution lines.

As with the single invoice or activity split, you can release each new line as a separate asset, or you can change the Combine code and release several or all of these lines as a single asset.

- The Copy option splits multiple asset lines assigned the same Combine code into as many lines as the total quantity of the combined assets.

The Copy option also takes the existing combine code and simply copies it to all of the new distribution lines created.

You can then perform a Combine release to create a single asset with multiple items from the split distribution lines.

The following tables illustrate the two combine splitting options:

| Records in AM15.2 or AM15.4 BEFORE splitting | | | | |
|--|-------------|----------|--------|---------|
| Distribution Line | Description | Quantity | Cost | Combine |
| Line 1 | Computer | 2 | 120.00 | Test |
| Line 2 | Monitor | 2 | 100.00 | Test |

| Records in AM15.2 or AM15.4 AFTER splitting | | | | | |
|---|-------------|----------|-------|--------|------|
| Distribution Line | Description | Quantity | Cost | Derive | Copy |
| Line 1a | Computer | 1 | 60.00 | Test 1 | Test |
| Line 1b | Computer | 1 | 60.00 | Test 2 | Test |
| | | | | | |
| Line 2a | Monitor | 1 | 50.00 | Test 1 | Test |
| Line 2b | Monitor | 1 | 50.00 | Test 2 | Test |

Mass Distribution Split

Alternatively, you can use Mass Distribution Split (AM117) to split all the distribution lines that meet the criteria you specify. AM117 provides the same split options as AM15.1, AM15.2, AM15.3, and AM15.4. It also gives you the option of releasing all the resulting split assets in mass.

General Ledger Clearing Accounts and Interfacing

When interfacing transactions from Accounts Payable and Project Accounting, you are required to enter a General Ledger account. The clearing account entered in each application must match the clearing account designated in the account group assigned to the asset in order for the clearing account to zero out each month.

Here is an example of how the clearing account is used when adding assets from Accounts Payable.

| | Debit | Credit | Source |
|--|--------------|---------------|---------------|
| • Asset Clearing (assigned on the distribution line of Basic Invoice (AP20.1)) | X | | AP175 |
| Accounts Payable Record initial cost entry | | X | AP175 |
| • Asset | X | | AM170 |
| Asset Clearing (defined in Account Group (AM05.1)) Create General Ledger entries | | X | AM170 |

Here is an example of how the clearing account is used when adding assets from Project Accounting.

| | Debit | Credit | Source |
|---|--------------|---------------|---------------|
| • Asset Clearing (defined on Activity Asset (AC10.3)) | X | | AC160 |
| WIP or Expense Transfer activity to Asset -Management system | | X | AC160 |
| • Asset | X | | AM170 |
| Asset Clearing (defined on Account Group (AM05.1)) Create General Ledger journal entries. | | X | AM170 |

Bar-Coding Considerations

The bar-coding addition implementation does not allow data from Lawson Supply Chain Management or from Project Accounting to be interfaced along with the handheld terminal data. When adding an asset from a handheld terminal (HHT), only the following information that is interfaced:

- The company for which the asset is added
- The template used to associate asset accounts with the asset
- The items that make up the asset
- The quantity for each item
- The purchase date of each item
- Each item's product category data, if applicable

After you import the HHT data into the Asset Management AMINTER file, you must manually add an item cost for each item in AMINTER before you can release the items from the interface file to Asset Management.

Can an Asset Added from Lawson Procurement or from Project Accounting Be Part of the Physical Inventory?

You can associate assets interfaced from Lawson Procurement or Project Accounting with a bar code and location so that they can be part of the physical inventory. But you cannot do so with a handheld terminal.

You can associate assets interfaced from Lawson Procurement or Project Accounting with a bar code and location so that they can be part of the physical inventory.

Assets Interfaced from Lawson Procurement

There are multiple ways you can assign a bar code and other physical inventory information to an asset interfaced from Lawson Procurement.

TIP You can access PO Line Asset Details (AM19.1) directly if you know the company, purchase order, and line number for which you want to specify physical inventory information.

- Before an asset is interfaced to Asset Management (before the invoice is released).
 - If you use Purchase Order, you can access PO Line Asset Details (AM19.1) when receiving (PO30.1), returning (PO31.1), adjusting (PO33.1), inspecting (PO34.1), or invoicing (MA43.1) a purchase order line for a capital purchase.

PO Line Asset Details (AM19.1) lets you associate bar code and other physical inventory information to a purchase order asset line detail.
 - If you enter an invoice for a depreciable asset directly in Accounts Payable, you can access Asset Management (AP22.2) to enter bar code and other physical inventory information for each invoice distribution line.
- After the invoices are released and they are written to the Asset Management Interface file, you can manually add a bar code and location detail to each interfaced item on
- After you create assets from the interfaced records, using the Release function of AM15.1, AM15.2, or AM115, you can add physical inventory information to the newly created assets.

Because interfaced assets are created in an Entered state, you can add bar code and other physical inventory information to interfaced asset items on AM20.3 before you release the assets.

- After you release the assets, you can still add bar code information to asset items by using an adjustment. For more information, see ["Assigning Bar Codes to Existing Assets"](#) on page 91.

Assets Interfaced from Project Accounting

For assets interfaced from Project Accounting activities, you can add some physical inventory information for an activity line on AM15.3 or AM15.4, but you can add bar code information only after releasing the interface records, using the Release function of AM15.3, AM15.4, or AM115 to create actual assets.

Because interfaced assets are created in an Entered state, you can add bar code and other physical inventory information to interfaced asset items on AM20.3 before you release the assets.

After you release the assets, you can still add bar code information to asset items by using an adjustment. The process is the same as that described in the topic on assigning bar code to existing assets elsewhere in this user guide. For more information, see ["Assigning Bar Codes to Existing Assets"](#) on page 91.

Procedures in this Chapter

To create assets based on interfaced records created from other Lawson applications or from a handheld terminal, use the Mass Addition method of adding assets. This chapter includes the following procedures:

To create assets based on interfaced records created from other Lawson applications, use the Mass Addition method of adding assets. This chapter includes the following procedures:

- ["Associating Asset Information with Procurement Records" on page 196](#)
- ["Adding Assets from Lawson Procurement" on page 210](#)
- ["Adding Assets from Lawson Project Accounting" on page 216](#)
- ["Adding Bar-Coded Assets from a Handheld Terminal" on page 222](#)
- ["Interfacing Repair Information" on page 230](#)

Associating Asset Information with Procurement Records

The minimum requirement to interface an invoice with Asset Management is that the released invoice must be associated with an asset template. An asset template provides the minimum information required to create an asset when the asset is interfaced.



Need More Details? Check out the following concepts:

- ["What Is an Asset Addition Template?" on page 56](#)

Assets templates are defined using Asset Templates (AM2.1). For more information, see ["Defining Asset Addition Templates" on page 66](#).

Asset information is automatically made available to the Asset Management application when the invoice is released.

In addition, Accounts Payable and other Procurement applications users are also given the option to provide detailed asset information at several points before an invoice is released. Your organization can determine the appropriate stage at which specific asset information can be added.

Invoicing with Accounts Payable

If you create an invoice directly in Accounts Payable, you can provide detailed asset information for each of the invoice distribution lines. When you release the invoice, any information you provided will be interfaced to Asset Management.

STEPS To add asset information to an invoice

1. Access Basic Invoice (AP20.1) or Taxed Invoice (AP20.2).
2. Define your invoice header and distribution lines.

For more information, see the *Accounts Payable User Guide*.

3. For each distribution line that you want to send to the Asset Management application, click the AM button to access Asset Management (AP22.2).
4. Enter any information available to you at this point.

Consider the following fields.

NOTE The only fields that are required are the asset template and quantity. However, it is in your organization's interest to provide as much information as available to you at the time of invoicing. Most fields can be overridden after they are interfaced to Asset Management.

Asset tab:

Addition Template Select the addition template you want to use.

IMPORTANT If you want to interface this distribution line to Asset management as a potential asset or asset item, you must select an asset template.

Quantity Type the quantity for this distribution line.
 For example, you might want to group all the office chairs you buy on one line.
 Asset Management has the option of splitting the distribution lines into individual items if needed.

Asset Description You can type an asset description.
 This is an optional field at this point, but a description will need to be added for an asset to be created in Asset Management

Asset Group You can type or select an asset group. An asset group is a label used to group an asset with other assets that have the same label for processing or reporting purposes.
 If the asset group that you type in does not already exist, it will be created automatically

Combine If you want to combine this distribution line with other interfaced distribution lines to be treated as a single asset, type a one-word combine label on each of the lines you want to be combined. Make sure the label is identical for all the lines you want combined.
 For more information, see "[Combining Multiple Interface Records](#)" on page 189.

Hold Select Yes in this field if you want to hold the creation of an asset until all the components of the asset have been invoiced. The default is No.
 The asset line will be interfaced when the invoice line is released. However, Asset Management will not be able to create an asset from this distribution until the Hold value is changed to No.

| | |
|-----------------------------|--|
| Location | You can select an asset location. For more information, see "What Is a Location?" on page 52. |
| Division | You can select an asset division. For more information, see "What Is a Division?" on page 52. |
| Item tab: | |
| Item | You can type an item number. |
| Description | You can type an item description. |
| Model Number | You can type the item's model number. |
| Serial Number | You can type the item's serial number. |
| Purchase Date | You can enter the item's purchase date. If you do not enter a purchase date, the invoice date defaults. |
| In Service Date | You can enter the item's in-service date, which is the date on which depreciation will start. This date can be different from the purchase date. If you do not enter an in-service date, the invoice date defaults. |
| Bar Code Number | If your organization uses bar-coding and you know the bar code number, you can type it here. IMPORTANT The bar code number must be unique throughout the Asset Management application. |
| Item Location Detail | You can select the item location detail. The location detail is usually used for physical inventory, in conjunction with bar coding. You must select a location before you can select a location detail |
| Tax | You can also add tax information in the Tax field. This field is purely informational and does not send information back to the Lawson Tax application. |

Account tab:

Accounting Unit Group You can select an accounting unit group for this asset.

If you select a value in this field, it will override accounting unit group associated with the template you selected.

Repair tab:

This tab provides information on an existing repaired asset. It is not used by the interface process.

5. Click OK to save the data on AP22.1.
6. To make asset information available to Asset Management, release invoices using one of the following forms:
 - Batch Control (AP25.1)
 - Invoice Release (AP26.1)
 - Batch Release (AP125)
 - Mass Invoice Release (AP126)

For more information, see the *Accounts Payable User Guide* or *Invoice Matching User Guide*.

Invoicing with Other Procurement Applications

If you process a depreciable asset through the Procurement applications (from a requisition to a purchase order to a matched invoiced purchase), you have the opportunity to attach new asset information at several stages in the process.

- At the minimum, you must attach an asset template to a Requisitions (RQ) or Purchase Order (PO) line.

For more information, see ["Attaching an Asset Template to a Procurement Record"](#) on page 200.

- In addition, you can add default asset information to a purchase order distribution line, which overrides or supplements the attached template information, and defaults on any asset detail lines you create later in the process.

For more information, see ["Adding Default Asset Information to a Purchase Order Line"](#) on page 201.

- If you create a purchase order line with a quantity greater than one, you have the option, when receiving, inspecting, or invoicing the items comprising this purchase order line, to split the line into an asset detail record that contains a number of lines equal to the quantity. You can then add information specific to each line.

For more information, see ["Adding Detail Asset Information to a Procurement Record"](#) on page 204.

TIP A Purchase Order invoice must be associated with an asset template in order to interface with the Asset Management application.

Attaching an Asset Template to a Procurement Record

Use this procedure to attach an asset template to a procurement record.

When the record becomes a released invoice, the Asset Management application has all the information it needs to create an asset.

STEPS To attach basic asset template information to a purchase order

IMPORTANT All these forms let you select an asset template *or* an asset number. You can enter one or the other — not both. To interface records to Asset Management, you must select an asset template and leave the asset number field blank. The Asset Management application assigns asset numbers automatically when assets are created from the interfaced records.

- Access any of the following forms (at the appropriate step in the process) and select an asset template.

| Task | To select the asset template: |
|---------------------------|---|
| Entering a requisition | <ol style="list-style-type: none"> 1. Access Requisitions (RQ10.1) 2. Select the Lines tab. 3. On the Line Detail tab, select an asset template. |
| Entering a purchase order | <p>You can associate an asset template on five purchase order entry forms:</p> <ul style="list-style-type: none"> • On Line Defaults (PO20.4), you can select an asset template that will default to all the item lines. To access PO20.4, access Purchase Order Entry (PO20.1), and choose the Default button. • On Purchase Order Entry (PO20.1), you can select an asset template for each purchase order line that you define. To access the asset template field, select the Activity, Asset tab. <hr/> <p>NOTE The asset template you select here overrides the default asset template you selected on PO20.4.</p> <hr/> |

| Task | To select the asset template: |
|-----------------------------------|--|
| Entering a purchase order (cont.) | <ul style="list-style-type: none"> • On Account Distribution (PO21.3), you can select an asset template for each distribution you define for the purchase order line. To access PO21.3: <ol style="list-style-type: none"> i. Access Purchase Order Entry (PO20.1) ii. Define a purchase order line for a depreciable asset. The Mult button appears on both the Detail tab and the Activity, Asset tab. iii. Choose the Mult button. • On Miscellaneous Add-On Costs (PO21.4), you can select an asset template for a purchase order add-on cost. To access PO21.4, access Purchase Order Entry (PO20.1), choose the Header button, then choose the Miscellaneous Add-On Cost button. • On Item Add-On Cost (PO21.5), you can select an asset template for a purchase order line item add-on cost. To access PO21.5, access Purchase Order Entry (PO20.1), choose the More button for the line you want to add an add-on cost to, then choose the Item Add-On Cost button. |
| Entering a GL distribution | <p>On GL Distribution (MA 43.9), you can select an asset template for each of the distribution lines you create for an invoice line number.</p> <p>To access MA43.9, access Invoice Line Detail (MA43.1), and choose the Dist button for the invoice line for which you want to define GL distributions.</p> |

Adding Default Asset Information to a Purchase Order Line

When you associate a purchase order line with an asset template on the Activity, Asset tab of Purchase Order Entry (PO20.1), you have the option to provide asset defaults which override and supplement the information provided by the asset template.

If detail asset lines are created later in the process, the default values will be assigned to each line, with the possibility of overriding them.

STEPS To add default asset information

1. Access Purchase Order Entry (PO20.1).
2. Define a purchase order line with an asset template selected in the Asset Template field.

The Asset Defaults button appears next to the Asset Template field.

3. Choose the Asset Defaults button to access PO Line Asset Defaults (AM17.1).
4. On PO Line Asset Defaults (AM17.1), define the asset line default values.

IMPORTANT None of the fields on these forms are required. Values you select will be interfaced to Asset Management along with the invoiced purchase order line, unless they are overridden later in the process.

Consider the following fields:

Asset tab:

Asset Description You can type an asset description.
This is an optional field at this point, but a description will need to be added for an asset to be created in Asset Management

Tag You can type a tag that will help you locate the asset once it is created.
Asset Management assigns numbers to assets automatically and some users find it useful to have a meaningful name attached to the asset.

Asset Group You can type or select an asset group. An asset group is a label used to group an asset with other assets that have the same label for processing or reporting purposes.
If the asset group that you type in does not already exist, it will be created automatically

Accounting Unit Group If you select an accounting unit group in this field, it will override the accounting unit group associated with the template.

Depr Expense Activity You can select an activity and account category to associate with the depreciation expense for the prospective asset.
If you select values in these fields, they will override the depreciation expense activity and account category values associated with the asset template (if present).

| | |
|----------------|--|
| Combine | If you want to combine this purchase order line with other interfaced purchase order lines to be treated as a single asset, type a one-word combine label on each of the lines you want to be combined. Make sure the label is identical for all the lines you want combined. For more information, see "Combining Multiple Interface Records" on page 189. |
|----------------|--|

| | |
|-------------|--|
| Hold | Select Yes in this field if you want to hold the creation of an asset until all the components of the asset have been invoiced. The default is No. The asset line will be interfaced when the invoice line is released. However, Asset Management will not be able to create an asset from this distribution until the Hold value is changed to No. |
|-------------|--|

Item tab:

| | |
|--------------------|---|
| Item Number | You can type an asset item number for this purchase order line. |
|--------------------|---|

| | |
|-------------------------|--|
| Item Description | You can type an asset item description for this item |
|-------------------------|--|

| | |
|---------------------|--|
| Model Number | If the model number of the purchased item is available at this point, you can type it in this field. |
|---------------------|--|

| | |
|----------------------|--|
| Purchase Date | You can type a purchase order date in the format MMDDYYYY. |
|----------------------|--|

| | |
|------------------------|--|
| In-Service Date | You can enter the item's in-service date, which is the date on which depreciation will start, in the format MMDDYYYY. This date can be different from the purchase date. |
|------------------------|--|

Location tab:

| | |
|-----------------|--|
| Location | You can select an asset location. For more information, see "What Is a Location?" on page 52. |
|-----------------|--|

| | |
|-----------------|--|
| Division | You can select an asset division. For more information, see "What Is a Division?" on page 52. |
|-----------------|--|

| | |
|------------------------|--|
| Location Detail | You can select the item location detail. The location detail is usually used for physical inventory, in conjunction with bar coding. You must select a location before you can select a location detail |
|------------------------|--|

NOTE Although the asset detail capability is primarily meant for purchase order lines with a quantity higher than one, you can still create an asset detail if the purchase order line has a quantity of one. You might want to use this feature if you want to add information not already provided by the asset template or asset defaults (for example, the bar code and serial number).

Adding Detail Asset Information to a Procurement Record

If a purchase order line has a quantity higher than one, you can split the line into its component items and define asset information for each component.

Use PO Line Asset Detail (AM19.1) to split a purchase line order into detail records and define or update asset information for each detail line while a purchase order is being processed.

If you do not use this capability, you can still define asset detail in the Asset Management application after you have interfaced and generated the assets. If you use this feature, you must mark the status of each detail line appropriately as it progresses through the purchase order and invoicing process.

IMPORTANT You can access PO Line Asset Detail (AM19.1) only if all the records on the purchase order line have been associated with an asset template.

STEPS To create or update asset detail records

1. Access PO Line Asset Detail (AM19.1).

You can access this form directly or at one of the following stages:

| Stage | To access PO Line Asset Detail (AM19.1) |
|---------------------------|---|
| After defining a receiver | <p>TIP For more information on receiving a purchased item, see the <i>Purchase Order User Guide</i>.</p> <hr/> <ol style="list-style-type: none"> 1. Access PO Receiving (PO30.1). 2. Add a receiver document for the appropriate purchase order line. 3. On the Details tab for the PO line you want to receive choose the Asset Detail button. |
| After defining a return | <p>TIP For more information on returning a purchased item, see the <i>Purchase Order User Guide</i>.</p> <hr/> <ol style="list-style-type: none"> 1. Access Vendor Return (PO31.1). 2. Add a return document for the appropriate purchase order line. 3. On the Line tab for the PO line you want to return, choose the Accounts tab and click the Asset Detail button. |

After defining an adjustment

TIP For more information on adjusting a received item, see the *Purchase Order User Guide*.

1. Access Receiving Adjustment (PO33.1).
 2. Add an adjustment for the appropriate receiver.
 3. On the Detail tab for the adjustment line you want to adjust, choose the Asset Detail button.
-

After defining an inspection document

TIP For more information on inspecting a received purchase order, see the *Purchase Order User Guide*.

1. Access Inspection Accept or Reject (PO34.1).
 2. Add an inspection document for the appropriate receiver line.
 3. On the Detail tab for the line you want to adjust, choose the Asset Detail button.
-

After invoicing a PO line detail

TIP For more information on invoicing PO line details, see the *Invoice Matching User Guide*.

1. Access Invoice Line Detail - Purchase Order (MA43.1).
 2. Create an unmatched invoice for the purchase order and inquire on the invoice detail lines.
 3. Choose the AM button for the line for which you want to create asset detail.
-

When adjusting
invoice distributions
in Accounts Payable

TIP For more information on adjusting
invoice distributions, see the *Accounts
Payable User Guide*.

1. Access Distribution Adjustments (AP30.2) and display an invoice distribution.
2. On the distribution line for which you want to define asset detail, click the AM button.

IMPORTANT PO Line Asset Details (AM19.1) displays only if the invoice is associated with a PO number the PO line is associated with an asset template. If the invoice is an expense invoice, you will be transferred to Asset Management (AP22.2) instead.

3. If the asset detail record does not exist yet:
 - a. Use the Inquire action to display PO Line Asset Detail Creation (AM19.2).

The system displays the number of asset detail records to be created. The number of records to be created will be the greatest of:

The PO line quantity

or

the quantity received, adjusted, or invoiced (depending at what stage you create the asset detail).

For example, if your purchase order line has a quantity of 3, but the receiver for that line (PO30.1) has a quantity of 5, five detail lines will be created.
 - b. Click OK to create the records.

If asset defaults were entered on Purchase Order Entry (PO20.1), the detail tabs for each line are populated with the default information. You can override that information. You can also enter asset default information at this point by choosing the Asset Defaults button. An asterisk indicates that asset defaults already exist.
4. If you have a large quantity of detail lines, you can reduce the number of displayed lines by selecting the Filter button to access Asset Book Filter (AM19.4).

Only the asset lines meeting the criteria you select on Asset Book Filter (AM19.4) will be displayed.

To enable the filter, you must select Y in the Enable Filter field.
5. Update the asset detail information as needed.

Consider the following fields:

FC

Use this field to add or change asset detail data and update the asset detail line status.

If you create an asset detail field from a Purchase Order document (receiver, return, and so on), you must manually update the status of the detail lines to match the status and total quantities of the detail items on the corresponding Purchase Order document.

TIP You may have more detail lines than you mark up.

You must first mark up as many detail lines as have been received as Received. Then, as the purchase order moves through the process, you must mark up the appropriate number of detail lines as returned, rejected, canceled, invoiced and so on.

Details on valid status values are found elsewhere in this user guide. For more information, see ["Asset Detail Status Values"](#) on page 210.

IMPORTANT You are not required to create an asset detail. However, if you do, you will not be able to release a receiver, a return, an inspection, or an adjustment unless the marked up asset detail lines match the totals and statuses of the corresponding document.

For example if you ordered 4 items received 6, and returned 2, if you create an asset detail for the return page, you will have to first mark 6 detail lines as received, then two of those lines as Returned before you can release the return.

Details on valid status values are found elsewhere in this user guide. For more information, see ["Asset Detail Status Values"](#) on page 210.

Bar Code

If your organization uses bar-coding, you can type a bar code number for the asset item.

TIP The bar code must be unique within the Asset Management application.

Serial Number

You can type the item's serial number.

Asset tab:

| | |
|------------------------------|---|
| Distribution Company | You can select a distribution company for the asset line that is different from the Purchase Order company. |
| Asset Template | If you select an asset template, it will override the asset template selected on the Purchase Order for this line only. |
| Asset Description | <p>You can type an asset description.</p> <p>This is an optional field at this point, but a description will need to be added for an asset to be created in Asset Management</p> |
| Hold | <p>Select Yes in this field if you want to hold the creation of an asset until all the components of the asset have been invoiced. The default is No.</p> <p>The asset line will be interfaced when the invoice line is released. However, Asset Management will not be able to create an asset from this distribution until the Hold value is changed to No.</p> |
| Tag | <p>You can type a tag that will help you locate the asset once it is created.</p> <p>Asset Management assigns numbers to assets automatically and some users find it useful to have a meaningful name attached to the asset.</p> |
| Combine | <p>If you want to combine this purchase order line with other interfaced purchase order lines to be treated as a single asset, type a one-word combine label on each of the lines you want to be combined. Make sure the label is identical for all the lines you want combined.</p> <p>For more information, see "Combining Multiple Interface Records" on page 189.</p> |
| Accounting Unit Group | If you select an accounting unit group in this field, it will override the accounting unit group associated with the template or asset default. |
| Asset Group | <p>You can type or select an asset group. An asset group is a label used to group an asset with other assets that have the same label for processing or reporting purposes.</p> <p>If the asset group that you type in does not already exist, it will be created automatically</p> |

| | |
|------------------------------|---|
| Depr Expense Activity | <p>You can select an activity and account category to associate with the depreciation expense for the prospective asset.</p> <p>If you select values in these fields, they will override any depreciation expense activity and account category values defaulted from the asset template or asset defaults.</p> |
|------------------------------|---|

Item tab:

| | |
|------------------------|--|
| Item | You can type an asset item number and description for this line. |
| Model Number | If the model number of the purchased item is available at this point, you can type it in this field. |
| Purchase Date | You can type a purchase order date in the format MMDDYYYY. |
| In-Service Date | You can enter the item's in-service date, which is the date on which depreciation will start, in the format MMDDYYYY. This date can be different from the purchase date. |
| Invoice | When an invoice is created for this item, you can type the invoice number in this field. |

Location tab:

| | |
|------------------------|---|
| Location | <p>You can select an asset location.</p> <p>For more information, see "What Is a Location?" on page 52.</p> |
| Division | <p>You can select an asset division.</p> <p>For more information, see "What Is a Division?" on page 52.</p> |
| Location Detail | <p>You can select the item location detail.</p> <p>The location detail is usually used for physical inventory, in conjunction with bar coding. You must select a location before you can select a location detail</p> |

6. To view a summary of the total quantities selected (received, rejected, returned, invoiced, assets created, and cancelled), select the Totals button.
7. Return to the Purchase Order or Invoice Matching form from which you updated AM19.1, and release the receiver, adjustment, return, inspection, or invoice match.

Asset Detail Status Values

IMPORTANT Because you are not required to create an asset detail record, you can delete the asset detail at any time by choosing the Delete special action. You might want to do this if you have trouble releasing the appropriate PO document. You can always re-create the asset detail from scratch.

TIP The Receive, Return, Adjust, and Reject functions will concurrently change the status of the line and save any changes to the data.

You can choose the following statuses. The application will only let you select statuses that are valid for the current status of the received items.

- Choose the Change status only to modify data without changing the status of the line.
- Choose Delete to delete a detail line. This function is used only to delete lines when too many asset details were created and the quantity is later adjusted down.
- Choose Receive to mark a detail line as Received. You must mark a detail line as Received before you can change its status to any other. If you adjust a received quantity up, you must mark a corresponding number of additional detail lines as Received. If you adjust the received quantity down, you must delete the extraneous received asset detail lines.
- Choose Reject to mark a detail line as Rejected. The number of lines you mark as Rejected must match the number of rejected items on the inspection document.
- Choose Return to mark a detail line as Returned. The number of lines you mark as Returned must match the quantity returned on the return document.
- Choose Cancel to mark a detail line as Canceled. The number of lines you mark as Canceled must match the PO Cancel quantity.
- Choose Invoice and type the invoice number on the Item tab to mark a detail line as Invoiced.

NOTE The number of Invoiced asset detail lines does not have to match the number of invoiced items on the invoice line.

Related Report

For more information, see "[Reports](#)" on page 341.

| To | Use |
|----------------------------------|--------------------------------|
| List PO asset detail information | PO Asset Detail Report (AM219) |

Adding Assets from Lawson Procurement

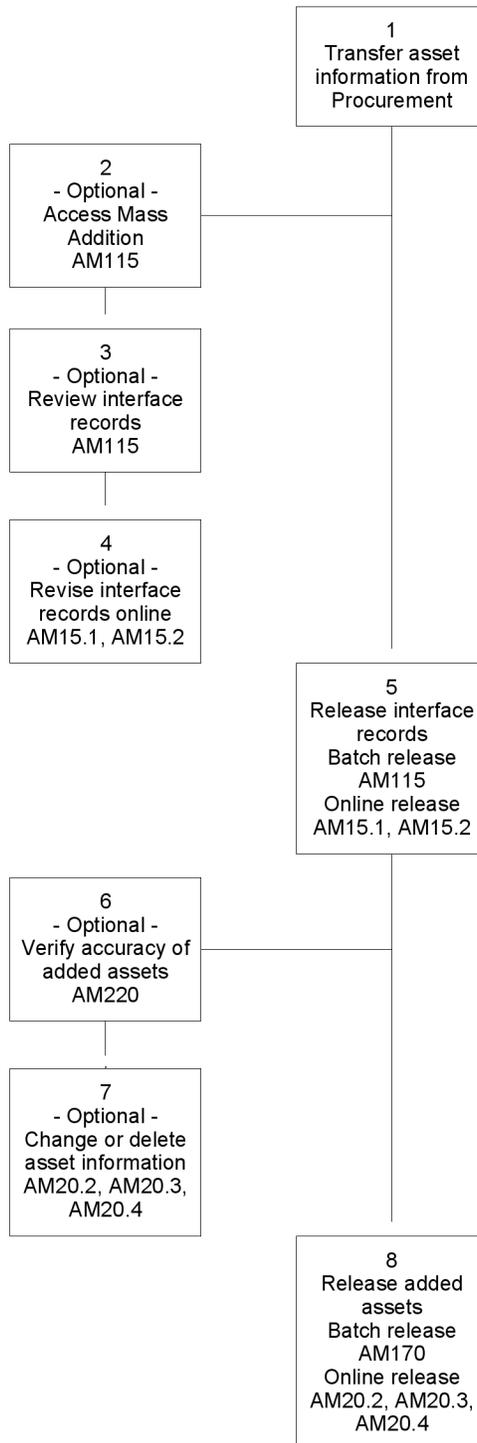
Before you can add asset records from the Lawson Procurement application, you must set up an invoice, associate invoice distribution lines with an asset template, and release the invoice. The application then writes the interface records that you can review and change (if necessary), and release to add assets in Asset Management.



Need More Details? Check out the following concepts:

- ["When are Asset Records Combined?"](#) on page 189
- ["Splitting Interface Records"](#) on page 191
- ["Can an Asset Added from Lawson Procurement or from Project Accounting Be Part of the Physical Inventory?"](#) on page 194

Figure 9. Procedure flow: Adding assets from Procurement



STEPS To add assets from the Procurement application

1. Transfer asset information from the application.
 - a. In the Procurement system code, create an invoice with an asset template and optional detail asset information.
 - b. Release the invoice.

Releasing the invoice makes the invoice asset information available to Asset Management.

For more information, see ["Associating Asset Information with Procurement Records"](#) on page 196.

2. Access Mass Addition (AM115).
3. Review interface records by running AM115.
 - a. Set the Release option set to N (No).
 - b. Set the Source set to I (Invoice).
 - c. To run the report for a more specific set of interface records, use the Selection Options and Additional Options form tabs.
4. Use Single Invoice Interface (AM15.1) or Combine Invoice Interface (AM15.2) to revise interface records before creating assets. Consider the following fields.

| | |
|---|---|
| Asset form tab | Use this form tab to maintain detail information about the asset associated with the invoice. |
| Item form tab | Use this form tab to maintain detail information about asset items. |
| Template Detail Override form tab; Template Category Override form tab | Use these form tabs to override template default information or assign a new template to the asset. |
| Combine | Type a one-word description (eight characters) to indicate that this distribution data needs to be combined with the other interfaced records to create a new asset. For more information, see "When are Asset Records Combined?" on page 189. |

Compute

Because the compute option calculates depreciation in situations when the depreciation needs to be brought up to date with the current period, this setting is important when you add an asset that has an in-service date that is before the current, open period.

If you want to update the asset's YTD or LTD depreciation to the current period at this time, set Compute Option to Y.

If you do not want to update the asset's YTD or LTD depreciation to the current period at this time, set Compute Option to N.

For more information, see ["Adding Assets With Previous In-Service Dates"](#) on page 142.

Hold

Change the default value of N (No) to Y (Yes) to hold the information in the interface. Hold on any record prevents that record from becoming an asset. To allow a record to be an asset, change the Hold value back to N (No).

Split**Single invoice split (AM15.1):**

To split a distribution line with a quantity higher than one into multiple assets, select Yes.

Combine Invoice split (AM15.2):

- Select Derive to create multiple lines with unique combine codes.
- Select Copy to create multiple lines with the same Combine code.

For more information, see ["Splitting Interface Records"](#) on page 191.

5. The interface records have to be released from the interface file into regular Asset Management files. After they are released, the records are deleted from the interface file. They become newly added assets. The new assets then have to be released in the Asset Management application in the same way as assets added manually or by quick addition.

There are two release methods:

| Release Method | Options |
|----------------|---|
| Batch | <p>On AM115:</p> <ol style="list-style-type: none"> 1. Set the Release field to Y (Yes) 2. Set the Source field to I (Invoice) 3. The Compute field determines whether the batch release calculates YTD and LTD depreciation for the assets being added that have in-service dates prior to the current period. There is a compute field on the Single Invoice Interface (AM15.1) and the Combine Invoice Interface (AM15.2) which determines the compute action for individual assets. If the asset compute setting on AM15.1 or AM15.2 is different from the setting on AM115, the compute is assumed to be set to Y. For more information, see "Adding Assets With Previous In-Service Dates" on page 142. 4. Set Posting Entries to Y to accept journal entries created for the newly added assets. 5. In the Posting Date field, enter a date that will be the posting date for the journal entries created for the newly added assets. 6. To run the report for a more specific set of interface records, use the selection options on the Selection Options or Additional Options form tabs. |
| Online | <p>On AM15.1, use the Release line action to release each line item. A different asset is created for each record (detail line) released.</p> <hr/> <p>NOTE Do not use this form to release combined interface records (records that share an identical value in the Combine field). If you use this form, each interface record is released separately and creates a separate asset. To release combined records as a single asset, use AM15.2 or AM115.</p> <hr/> <p>On AM15.2, use the Release form action.</p> |

- All interface records that meet the selection criteria and that are not on hold, are released.
7. Verify the accuracy of released interface records by running the Addition Report (AM220).
 - a. Enter N in the Release field to produce a report of added assets not yet released.
 - b. To view detail of individual asset records, select the Detail value in the Totals field.

NOTE You can change or delete assets before adding the assets. Changes made here will not affect the records in Lawson Procurement.

- c. Select the Additional Options tab to filter the report by creator and/or creation date range. When you run the report, only criteria matching the Creator ID and Creation Date range values is displayed.
- 8. Change or delete the asset information, if any information is incorrect, using Additions and Adjustments (AM20.2), Items (AM20.3), or Books (AM20.4). If you want to make an asset part of the physical inventory:
 - a. Request and print the bar code labels that you need, using Asset Bar Code Labels (AM153).
 - b. Affix a bar code to each item and note which bar code you use for which item and asset.
 - c. Select Y (Yes) in the Inv (Inventory) field of AM20.2.
 - d. Type the bar code and location detail in the appropriate fields of Items (AM20.3).
- 9. Release the added assets.

| Release Method | Options |
|----------------|--|
| Batch | Run Processing Release (AM170). This will also transfer journal entries to General Ledger. |
| Online | Use the Release form action on AM20.2, AM20.3, or AM20.4. |

NOTE This procedure produces journal entries. Depending on the procedure and process you are performing, these entries are transferred to Lawson General Ledger, Strategic Ledger, or Project Accounting.

Optional Procedure: Mass Split Interfaced Records

| To | Use |
|--|----------------------------------|
| Mass split records interfaced from another application | Mass Distribution Split (AM117). |

NOTE This program functions much in the same way as Mass Addition (AM115), except that it applies only to the records that it splits.

For more information, see ["Splitting Interface Records"](#) on page 191.

Adding Assets from Lawson Project Accounting

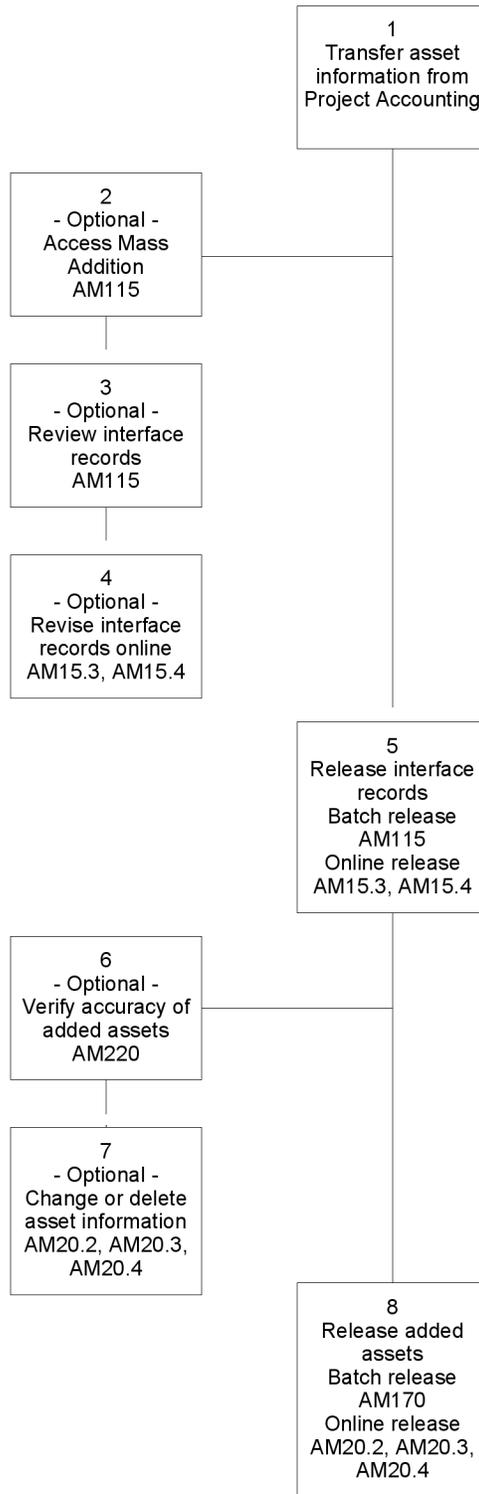
Before you can add asset records from Project Accounting, you must create the interface records from within Project Accounting. After you release the activity in Project Accounting, the application writes the interface records that

you can review, change (if necessary), and then release to add assets to Asset Management.

 **Need More Details?** Check out the following concepts:

- ["When are Asset Records Combined?"](#) on page 189
- ["Splitting Interface Records"](#) on page 191
- ["Can an Asset Added from Lawson Procurement or from Project Accounting Be Part of the Physical Inventory?"](#) on page 194

Figure 10. Procedure flow: Adding assets from Project Accounting



STEPS To add assets from Project Accounting

TIP You can access AC10.3 using the AM button on AC10.1.

1. In Project Accounting (AC):
 - a. Define asset information for the activity using Activity Asset (AC10.3).
Consider the following fields.

| | |
|--------------------------|---|
| Addition Template | Select the addition template you want to use. |
| Quantity | Enter a value of at least one. |
| Combine | Type a one-word description (eight characters) to indicate that this distribution data needs to be combined with the other interfaced accounts payable data (that have the same Combine indicator) to create a new asset. |

For more information, see "[Combining Multiple Interface Records](#)" on page 189.

- b. Release activities using Asset Management Interface (AC160) based on an Activity Group or up to 6 Activities, or an Activity list.
For more information, see the *Project Accounting User Guide*.
2. Access Mass Addition (AM115).
3. Review interface records by running AM115.
 - a. Set the Release option set to N (No).
 - b. Set the Source set to A (Activity).
 - c. To run the report for a more specific set of interface records. Consider the fields. on the Selection Options and Additional Options form tabs.
4. Use Single Activity Interface (AM15.3) or Combine Activity Interface (AM15.4) to revise interface records before creating the assets.

Consider the following fields.

| | |
|---|---|
| Asset tab | Use this form tab to maintain detail information about the asset associated with the invoice. |
| Item tab | Use this form tab to maintain detail information about asset items. |
| Template Detail Override tab; Template Category Override tab | Use these form tabs to override template default information, or assign a different template to an asset. |
| Combine | Type a one-word description (eight characters) to indicate that this distribution data needs to be combined with the other interfaced records to create a new asset. For more information, see " When are Asset Records Combined? " on page 189. |

Compute Because the compute option calculates depreciation in situations when the depreciation needs to be brought up to date with the current period, this setting is important when you add an asset that has an in-service date that is before the current, open period.

If you do not want to update the asset's YTD or LTD depreciation to the current period at this time, set Compute Option to N.

If you do want to update asset's YTD or LTD depreciation to the current period at this time, set Compute Option to Y.

For more information, see ["Adding Assets With Previous In-Service Dates"](#) on page 142.

Hold Change the default value of N (No) to Y (Yes) to hold the information in the interface; as hold on any record prevents that record from becoming an asset until the Hold value is set to N (No).

Split **Single activity split (AM15.3):**

To split a distribution line with a quantity higher than one into multiple assets, select Yes.

Combine activity split (AM15.4):

- Select Derive to create multiple lines with unique combine codes.
- Select Copy to create multiple lines with the same Combine code.

For more information, see ["Splitting Interface Records"](#) on page 191.

5. Release interface records.

The interface records have to be released from the interface file into regular Asset Management files. After they are released, the records are deleted from the interface file. They become newly added assets. The new assets then have to be released in the Asset Management application in the same way as assets added manually or by quick addition.

There are two release options:

| Release Method | Options |
|----------------|--|
| Batch | <p>On AM115:</p> <ol style="list-style-type: none"> 1. Set the Release field to Y (Yes) 2. Set the Source field to A (Activity) 3. The Compute field determines whether the batch release calculates YTD and LTD depreciation for the assets being added that have in-service dates prior to the current period. There is a compute field on the Single Invoice Interface (AM15.1) and the Combine Invoice Interface (AM15.2) which determines the compute action for individual assets. If the asset compute setting on AM15.1 or AM15.2 is different from the setting on AM115, the compute is assumed to be set to Y. For more information, see "Adding Assets With Previous In-Service Dates" on page 142. 4. Set Posting Entries to Y to accept journal entries created for the newly added assets. 5. In the Posting Date field, enter a date that will be the posting date for the journal entries created for the newly added assets. 6. To run the report for a more specific set of interface records, use the selection options on the Selection Options or Additional Options form tabs. |
| Online | <p>On AM15.3, use the Release line action to release each line item. Interface records that are released are assigned a different asset number for each detail line.</p> <hr/> <p>NOTE Do not use this form to release combined interface records (records that share an identical value in the Combine field). If you use this form, each interface record is released separately and creates a separate asset. To release combined records as a single asset, use AM15.4 or AM115.</p> <hr/> <p>On AM15.4, use the Release form action.</p> |

All interface records that meet the selection criteria and that are not on hold, are released.

7. Verify the accuracy of interface records by running the Addition Report (AM220).
 - a. Enter N in the Release field to produce a report of added assets not yet released.
 - b. To view detail of individual asset records, select the Detail value in the Totals field.

NOTE You can change or delete assets before adding the assets. Changes made here will not affect the records in Project Accounting.

- c. Select the Additional Options tab to filter the report by creator and/or creation date range. When you run the report, only criteria matching the Creator ID and Creation Date range values is displayed.
- 8. Change or delete the asset information, if any information is incorrect, using Additions and Adjustments (AM20.2), Items (AM20.3), or Books (AM20.4). If you want to make an asset part of the physical inventory:
 - a. Request and print the bar-code labels that you need, using Asset Bar Code Labels (AM153).
 - b. Affix a bar code to each item and note which bar code you use for which item and asset.
 - c. Select Y (Yes) in the Inv (Inventory) field of AM20.2.
 - d. Type the bar code and location detail in the appropriate fields of Items (AM20.3).
- 9. Release the added assets.

| Release Method | Options |
|----------------|--|
| Batch | Run Processing Release (AM170). This will also transfer journal entries to General Ledger. |
| Online | Use the Release form action on: AM20.2, AM20.3, or AM20.4 |

NOTE This procedure produces journal entries. Depending on the procedure and process you are performing, these entries are transferred to Lawson General Ledger, Strategic Ledger, or Project Accounting.

Optional Procedure: Mass Split Interfaced Records

| To | Use |
|--|----------------------------------|
| Mass split records interfaced from another application | Mass Distribution Split (AM117). |

NOTE This program functions much in the same way as Mass Addition (AM115), except that it applies only to the records that it splits.

For more information, see ["Splitting Interface Records"](#) on page 191.

Adding Bar-Coded Assets from a Handheld Terminal

You can use a handheld terminal (HHT) to scan the space label and bar-code label of each item that makes up an asset, associate it with an asset template, and download the information from the handheld terminal to the Lawson environment to be processed by Asset Management.

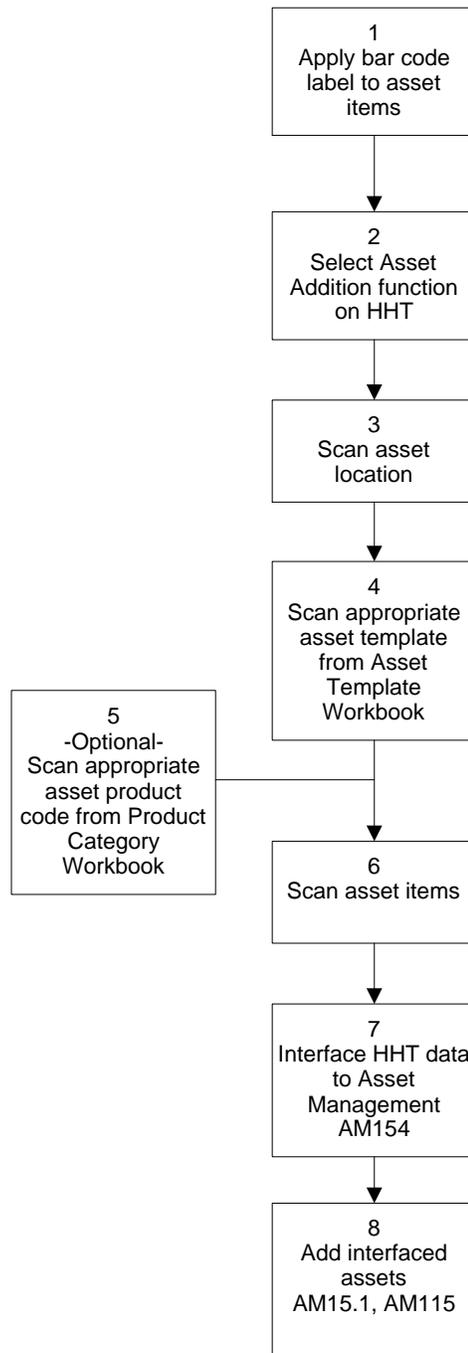
STOP This addition method requires preliminary setup. For more information, see "[Setting Up Bar Coding](#)" on page 79. Make sure you group all the items that make up an asset before you start scanning.



Need More Details? Check out the following concepts:

- "[What Is the Purpose of Bar Coding?](#)" on page 80
- "[What Information Is Assigned a Bar Code?](#)" on page 81
- "[What Is the Location Detail?](#)" on page 82
- "[What Is a Product Category?](#)" on page 83
- "[What Is an Asset Addition Template?](#)" on page 56
- "[How Is the Asset Template Workbook Used?](#)" on page 83
- "[How Does the Bar-Code Label Printer Work?](#)" on page 84
- "[Bar-Coding Considerations](#)" on page 194

Figure 11. Procedure flow: Adding a bar-coded asset from a handheld terminal



STEPS To add a bar-coded asset from a handheld terminal

1. Apply bar code labels to asset items.
 - a. Access Asset Bar Code Labels (AM153). Use only the two following fields.

NOTE Details on printing bar code labels are found elsewhere in this user guide. For more information, see "Printing Bar-Code Labels" on page 94.

Print Number of Labels

Use this field to indicate how many labels you need. If you are going to add five new items, for example, request five labels. The printer generates the next five available numbers.

TIP If you type a number in this field, the Asset, Item, Location, and Location Detail Level fields must be blank.

Number of Duplicates

Type a number of duplicates for any item with quantities higher than 1.

TIP The location detail that you scan remains the default location detail for the next items that you scan until you change it by scanning a different location detail. You can have different locations for asset items belonging to the same asset.

- b. Download the print file to the bar-code label printer.
 - c. Apply the labels to the asset items in any order. If you have items with multiple quantities, apply duplicate bar-code labels to each unit that is part of the item.
2. Select the Asset Addition function on the handheld terminal and open the Asset Addition dialog.
 3. Scan the asset location.
 - Scan the location detail label (also called space label) from the location itself.
 - or
 - Scan the location detail bar code from the Location Detail Workbook.
 4. Scan the appropriate asset template from the Asset Template Workbook.
 5. If you want to attach product category information to the item, scan the appropriate product code (also called manufacturer ID) from the Product Category Workbook.
 6. Scan the asset items.
 - a. Scan the first item bar code and enter P (Parent) in the Item Type field.
 - b. Enter other item information. Consider the following fields.

Company

You can accept the defaulting company or enter a company.

Location

Scan only if the location changes.

NOTE Asset items to be stored in separate locations and still belong to the same asset.

Purchase Date

Type a date in this field if the purchase date is different from the date when the item is scanned.

Item Quantity

Type the quantity of the item if more than 1.

Serial Nbr

You can enter or scan the serial number of the item, if applicable.

- c. Scan the next item associated with the asset (if applicable), enter C (Child) in the Item Type field, and scan the parent item again.

NOTE Consult the handheld terminal documentation for instructions on saving and downloading files.

- d. Repeat steps b through c until you have scanned all the items associated with the asset. Repeat steps 1 through 6 until you have scanned all assets.
7. Interface HHT data to Asset Management.
 - a. Save and download the addition file, named xx-AMADD.txt, to the client PC.
 - b. Transfer xx-AMADD.txt to your environment using a transfer utility such as **ftp**.
 - c. Access AM Bar Code File Interface (AM154) to interface xx-AMADD.txt to the Asset Management AMINTER file.

Consider the following fields.

| Process Type | Select ADD (Addition). |
|--------------|------------------------|
|--------------|------------------------|

- | | |
|------------------|--|
| File Name | <ul style="list-style-type: none"> • If you changed the system-assigned file name of xx-AMADD.txt, type the name of the file in this field. • If you kept the system-assigned file name, the program automatically locates and processes xx-AMADD.txt. |
|------------------|--|

8. Add the interfaced assets.
 - a. Access Single Invoice Interface (AM15.1) or Combine Invoice Interface (AM15.2).
 - b. On AM15.1, select the company and template for which you want to view interfaced asset items
or
On AM15.2, select the company, template, and combine code.
 - c. Modify the displayed data as needed. Consider the following fields.

TIP Use AM15.2 only when an asset has multiple items. The combine code is the bar code of the parent item. You can display the combine codes for selection by company and template. (You do not have to remember the bar codes.)

| | |
|---------------|--|
| Vendor | This is a required field, but you can enter anything you want in this field. It is not edited against Accounts Payable data. |
|---------------|--|

NOTE If the handheld terminal scanned in a product category for the item, the product code (manufacturer ID) defaults to this field.

| | |
|----------------|---|
| Invoice | This is a required field, but you can enter anything you want in this field. It is not edited against Accounts Payable data |
|----------------|---|

| | |
|-----------------|---|
| Quantity | The item quantity is interfaced from the HHT file and should not be modified. |
|-----------------|---|

IMPORTANT Modifying the quantity will cause a mismatch error in the next inventory.

| | |
|------------------|--|
| Cost | This is a required field. You must add the cost of each item. |
| Combine | <p>Each item that displays has a combine code interfaced from the HHT file. The combine code is the parent bar code. All items that have the same combine code get created as one asset.</p> <hr/> <p>IMPORTANT You must delete the combine code of assets that have only one item. If you leave the combine code, you will not be able to release the asset.</p> |
| Asset tab | <p>Consider the following points:</p> <ul style="list-style-type: none"> You can enter an asset description for each asset. If you do not, the template description defaults when the asset is released from the interface file and added to Asset Management. The asset description you type must be identical for each item associated with the asset. Because the compute option calculates depreciation in situations when the depreciation needs to be brought up to date with the current period, this setting is important when you add an asset that has an in-service date that is before the current, open period. <p>If you want to update the asset's YTD or LTD depreciation to the current period at this time, set Compute Option to Y.</p> <p>If you do not want to update the asset's YTD or LTD depreciation to the current period at this time, set Compute Option to N.</p> <p>For more information, see "Adding Assets With Previous In-Service Dates" on page 142.</p> <ul style="list-style-type: none"> Other fields on this tab take on the template values unless you enter other values. |
| Item tab | <p>Most of the fields on this tab are interfaced from the HHT file. You can modify any of the fields, except the Location Detail fields.</p> <hr/> <p>IMPORTANT Modifying the location detail will cause a mismatch error in the next inventory.</p> |

| | |
|---|--|
| Template Detail Override tab, Template Category Override tab | To override template default information, select or type the overriding information. |
|---|--|

| | |
|-------------|--|
| Hold | This field has no significance for bar-coded assets. |
|-------------|--|

NOTE This step deletes records from AMINTER and creates assets with a status of Entered in the Asset Management application.

- d. Release interface records from the interface file into regular Asset Management files.

| Release Method | Options |
|-----------------------|---|
| Batch | <p>On Mass Addition (AM115):</p> <ul style="list-style-type: none"> • Set the Release field to Y (Yes). • Set the Source field to I (Invoice). • The Compute field determines whether the batch release calculates YTD and LTD depreciation for the assets being added that have in-service dates prior to the current period. There is a compute field on the Single Invoice Interface (AM15.1) and the Combine Invoice Interface (AM15.2) which determines the compute action for individual assets. If the asset compute setting on AM15.1 or AM15.2 is different from the setting on AM115, the compute is assumed to be set to Y. For more information, see "Adding Assets With Previous In-Service Dates" on page 142. • Set Posting Entries to Y to accept journal entries created for the newly added assets. • In the Posting Date field, enter a date that will be the posting date for the journal entries created for the newly added assets. • To run the report for a more specific set of interface records, use the selection options on the Selection Options or Additional Options form tabs. |

| Release Method | Options |
|----------------|--|
| Online | To release single-item assets, use the Release line action on AM15.1. A different asset is created for each record (detail line) released. |
| | IMPORTANT Do not use this form to release combined interface records (records that share an identical value in the Combine field). If you use this form, each interface record is released separately and creates a separate asset. |
| | To release combined records as a single asset, use the Release form action on AM15.2. |
| | TIP You can also use AM115 to release combined items as one asset. |

- e. Verify that the assets have been added to Asset Management.
 - Verify added assets by running Addition Report (AM220) with the Release field set to No.
 - Verify added items by running Item Listing (AM223).
- f. Change or delete the asset information, if any information is incorrect, using Additions and Adjustments (AM20.2), Items (AM20.3), or Books (AM20.4).
- g. Release the added assets.

NOTE You can change or delete assets before releasing the assets. The only fields that you should be careful not to modify are the fields used to track physical inventory: location, location detail, and bar code. If you modify these values, you create an inventory mismatch.

| Release Method | Options |
|----------------|--|
| Batch | Run Processing Release (AM170). This will also transfer journal entries to General Ledger. |
| Online | Use the Release form action on AM20.2, AM20.3, or AM20.4. |

NOTE This procedure produces journal entries; depending on the procedure and process you are performing, these entries are transferred to Lawson General Ledger, Strategic Ledger, or Project Accounting.

Interfacing Repair Information

You can interface asset repair information to existing assets in Asset Management from Accounts Payable or Project Accounting.

STEPS To interface asset repair information

1. Define asset repair information as an invoice using Basic Invoice (AP20.1) or Taxed Invoice (AP20.2). – or – Define asset repair information as an activity using Activity (AC10.1).
2. Assign the invoice to the repaired asset using the Repair form tab on Asset Management (AP22.2). – or – assign the activity to the repaired asset, using the Repair form tab on Activity Asset (AC10.3). Consider the following field.

| | |
|--------------|--|
| Asset | Select the asset to which you want to attach the repair information. |
|--------------|--|

TIP This is the only information you need to fill to assign repair information to an asset. The asset must exist in the Asset Management system before you can attach repair information to it.

3. Release the invoice using one of the following forms:
 - Batch Control (AP25.1)
 - Invoice Release (AP26.1)
 - Batch Release (AP125)
 - Mass Invoice Release (AP126)– or –
Release the activity using Asset Interface (AC160).
4. Review interface records by running Repair Releases (AM118).
 - a. Set the Release option set to N (No).
 - b. Set the Source set to I (Invoice) or A (Activity).
 - c. To run the report for a more specific set of interface records, use the selection options on the Selection Options and Additional Options form tabs.
5. Revise interface records online before creating the assets. To revise Accounts Payable interface records, use Repair Invoice Interface (AM18.1). Or, to revise Project Accounting interface records, use Repair Activity Interface (AM18.2).

You can change the asset number (it is valid for the company), the repair date, the amount, the tax amount, and the description.

6. Release interface records into the Asset management system. You can release repairs in batch or online.

| Release Method | Options |
|-----------------------|---|
| Batch | On AM118: <ul style="list-style-type: none"> • Set the Release field to Y (Yes) • Set the Source field to A (Activity) or I (Invoice). • To run the report for a more specific set of interface records, use the selection options on the Selection Options or Additional Options form tabs. |
| Online | On AM18.1 or AM18.2, use the Release line action for each repair line you want to release. |

Related Reports and Inquiries

Details on Asset Management reports are found elsewhere in this user guide. For more information, see ["Reports"](#) on page 341.

| To | Use |
|-------------------------|-----------------------|
| List repair information | Repair Report (AM224) |

Chapter 11

Adjusting Assets

After an asset has been created and released, you can add or change asset information using adjustments. An adjustment is a change to an asset record after the asset is created and journal entries have been transferred to the General Ledger.

Concepts in this Chapter

TIP To skip directly to the procedures, see ["Procedures in this Chapter"](#) on page 237

The following concepts provide background and conceptual information for the procedures within this chapter:

- ["What Are the Differences between Adjusting and Transferring?"](#) on page 234
- ["What Fields Can be Adjusted?"](#) on page 234
- ["What Journal Entries Are Created by Mass Adjustment?"](#) on page 236
- ["What Is the Item Update Adjustment Interface Process?"](#) on page 236

What Are the Differences between Adjusting and Transferring?

The following guidelines can help you decide whether you should perform a transfer or an adjustment:

- You can adjust all asset information except for the asset number and the company. You can transfer only the company, asset tag, asset group, location, and division.
- Whether you choose to adjust or transfer a location or division depends mostly on which reports are better suited to your needs. In addition, you can adjust a division or location one at a time only. But you can mass transfer locations and divisions.
- You can adjust items partially by changing an item line and adding a new item line for the unchanged portion of the item.
- When you transfer partial assets, a new asset is created for the transferred portion of the asset.

What Fields Can be Adjusted?

You can adjust almost any fields except for the asset number. Some field changes generate journal entries. Some field changes also require you to change other fields.

| If you change this field on this form) | You should also change this field (on this form) | JE generated? |
|--|--|---------------|
| Asset description Asset tag Division Currency Owner (AM20.2, AM21.2) | NA | No |
| Location (AM20.1, AM21.2) AND a location detail exists | Location detail (AM20.3, AM21.3) | No |
| Type Account group Accounting unit group Default accounting unit | NA | Yes |

| If you change this field on this form) | You should also change this field (on this form) | JE generated? |
|--|---|------------------|
| Inventory (AM20.2, AM21.2) AND new value is Yes | Bar code (AM20.3, AM21.3) | No |
| | <hr/> NOTE If the asset becomes part of the physical inventory, the bar code field must have a value) <hr/> | |
| Work in process Tax exempt Simulated Used (Category Options tab, AM20.1, AM21.2) | NA | Yes No Yes No |
| Item description (AM20.3, AM21.3) | NA | No |
| Item purchase date (AM20.3, AM21.3) | Date (AM20.4) | No |
| | <hr/> NOTE Change if you want the purchase date and in-service date to match. <hr/> | |
| Item cost (AM20.3) | Basis (AM20.4) | Yes |
| | <hr/> NOTE You cannot change the basis of a <i>leased</i> asset. <hr/> | |
| Basis (AM20.4) | Item cost (AM20.3) | Yes |
| | <hr/> NOTE You cannot change the basis of a <i>leased</i> asset. <hr/> | |
| In-service date (AM20.4, AM21.4) | Item purchase date (AM20.4, AM21.4) | No |
| Life (AM20.4, AM21.4) | Remaining Life (AM20.4, AM21.4) | No |
| | <hr/> NOTE If the Calculate Remaining Life system option is set to Yes on System Options (AM16.1), this field is recalculated automatically if applicable. <hr/> | |

What Journal Entries Are Created by Mass Adjustment?

Mass adjustment creates the same journal entries as individual adjustments, but you cannot approve them.

What Is the Item Update Adjustment Interface Process?

The Asset Management application lets you interface a non-Lawson file of item records to existing assets in Asset Management. This interface process works like the regular interface process, with the following variations:

- You can use this process only to add new items to existing released assets. You cannot use this process to add new items to a new asset or to interface new assets and items.
- The fields in the non-Lawson item adjustment file must exactly match the position, size, and data types of the fields in the Lawson Asset Item Adjustment Interface file (AMASSETINVDBAMITN).
- The asset records that you are adjusting with this interface process can be any released assets in the Asset Management application, regardless of the method used in adding the records.
- After you run Item Update Adjustment Interface (AM551) successfully, the interface asset records are deleted from the Lawson interface file and become unreleased, *adjusted* asset records in the Asset Management application. You can modify the records in Asset Management until you release the assets.

If an item is part of the physical inventory, you must generate and apply a bar code to it, then enter the bar code, location, and location detail manually. You can do so at several stages in the process:

- In the non-Lawson file
- In the AMASSETINVDBAMITN file (using AM51.1)
- In Asset Management after you have interfaced the item record.

Procedures in this Chapter

The procedures in this section describe how to adjust assets individually or in batch, how to adjust the annual depreciation calculated by Asset Management, and how to interface asset item adjustments.

- ["Adjusting Individual Assets" on page 237](#)
- ["Adjusting Multiple Assets \(Mass Adjustment\)" on page 241](#)
- ["Overriding Annual Depreciation" on page 245](#)
- ["Interfacing Asset Item Adjustments" on page 245](#)

Adjusting Individual Assets

NOTE To move an asset from one company to another, you must transfer the asset. For more information, see ["Transferring Assets" on page 249](#).

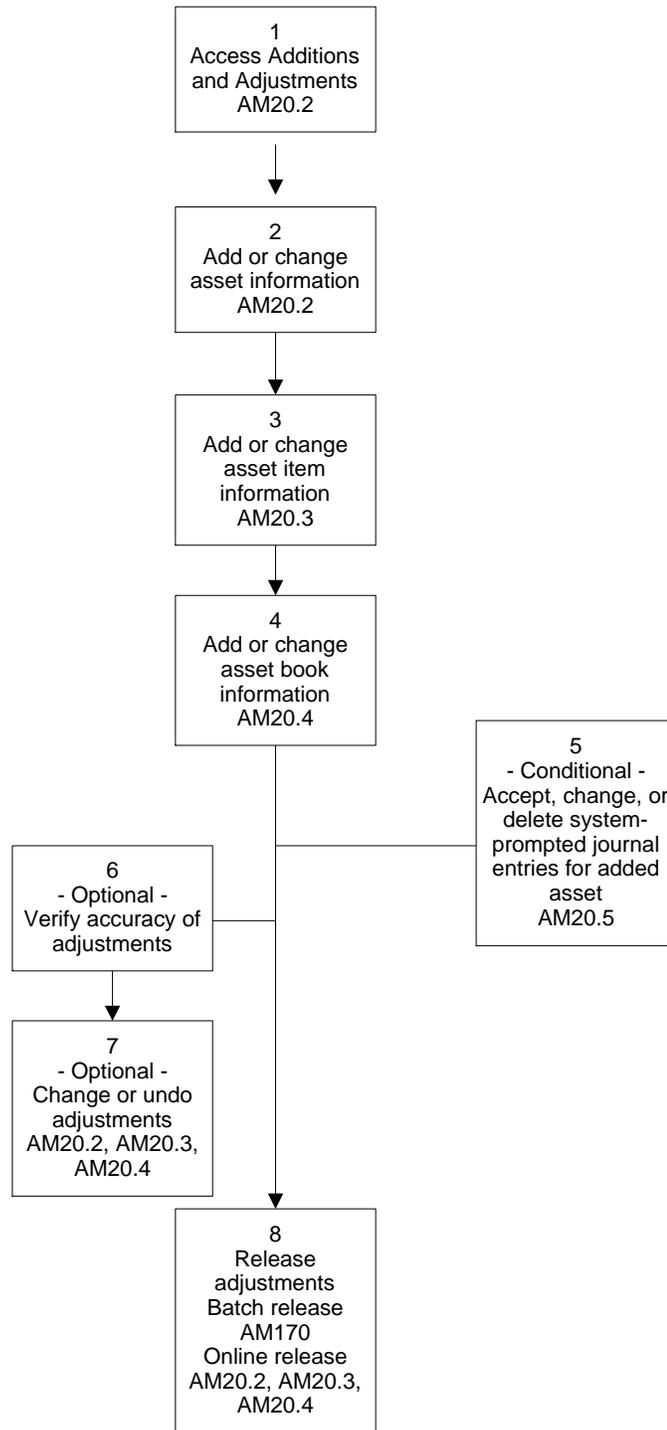
When you adjust asset information one asset at a time, you can add or change any asset information, except for the asset number or the company.



Need More Details? Check out the following concepts:

- ["What Are the Differences between Adjusting and Transferring?" on page 234](#)

Figure 12. Procedure flow: Adjusting individual assets



STEPS To adjust assets

1. Access Additions and Adjustments (AM20.2).

2. Add or change asset information.
 - a. Enter the asset information. Consider the following fields.

| | |
|---------------------|---|
| Asset number | Assigned by Asset Management application and cannot be changed. |
|---------------------|---|

| | |
|---------------------------|---------------------------------------|
| Detail information | Add or change the detail information. |
|---------------------------|---------------------------------------|

| | |
|---------------------------------|---|
| Category Option form tab | Use this tab to change asset category information. For example, you can change a simulated asset to a real asset by changing the simulated field from Y to N. |
|---------------------------------|---|

- b. Enter the adjustment date.

The adjustment you are making affects the asset as of the current, open period, not as of the adjustment date you enter. The adjustment date only determines where the adjustment appears on the Adjustments Report (AM225) which displays adjustments in date sequence. You can enter any date equal to or later than the asset's purchase date as the adjustment date.

3. Add or change asset item information. If you change the Item Cost or Item Purchase Date fields, you should also change the Basis and In-service Date on Books (AM20.4).
4. Add or change asset book information using AM20.4. Consider the following fields.

| | |
|---|---|
| Basis, Method, Remaining Life, In-Service Date, Convention, LTD, YTD | Changing any of the these fields will affect depreciation. Use the Compute option to indicate how these adjustments should be processed for General Ledger journal entries. |
|---|---|

Compute Option Determines the way adjustments affect depreciation over the remaining periods. The three Compute options are:

N - No calculation is made at the time of the adjustment. No journal entry is created to correct current depreciation figures. The effect of the adjustment on depreciation is spread evenly over all the remaining periods of the current year. Next year's depreciation is then based on the asset's features as adjusted.

Y - A calculation is made to reflect the adjustment and to assign all of the effect of the adjustment to the current period. An adjusting journal entry to the Depreciation Expense and Accumulated Depreciation accounts is created.

P - No calculation is made at the time of the adjustment. No journal entry is created. The effect of the adjustment on depreciation is spread evenly over all the periods of the asset's remaining life.

NOTE The Compute Option at the top of the form is valid for all books changed. To select an option that is valid for individual books, use the Compute Option field found on the Depreciation tab at the bottom of the form.

You might be prompted to verify journal entries for the asset if you change an asset with a posting book. The program automatically navigates to Journal Entries (AM20.5).

5. Accept, change, or delete system-prompted journal entries related to the asset change.

IMPORTANT If the Display Journal Entries system option is set to No on System Options (AM16.1), journal entries are added without being displayed. You can still open Journal Entries (AM20.5) to see what journal entries were added and to modify them at any time before you release the asset.

- a. Change any data in the journal entry, if necessary.
- b. To accept a journal entry, choose the Add button. The adjustment is added.

or

To delete the journal entry, close the form without using the Add button. The adjustment is added, but the journal entry is not recorded.

6. Verify the accuracy of adjustments by running the Adjustment Report (AM225) with an N in the Release field to produce a report of adjustment records to be verified.
7. Change or reset the adjustments if any information is incorrect, using AM20.2, AM20.3, or AM20.4.
8. Release the adjustments.

NOTE You can undo an adjustment only while it is in process. If it has been released, you must make any additional changes by repeating the adjustment procedure from the beginning.

| Release Method | Options |
|----------------|--|
| Batch | Run Processing Release (AM170). This will also transfer journal entries to General Ledger. |
| Online | Use the Release form action on AM20.2, AM20.3, or AM20.4 |

NOTE This procedure transfers journal entries to the General Ledger which will be posted as part of the General Ledger process cycle.

Followup Task

If the adjusted assets included user analysis values, complete the Strategic Ledger processing cycle to analyze strategic ledger transaction information. For more information, see the *Strategic Ledger User Guide*.

Related Reports and Inquiries

| To | Use |
|------------------------|---------------------------|
| List asset adjustments | Adjustment Report (AM225) |

Adjusting Multiple Assets (Mass Adjustment)

Use the Mass Adjustment method when you need to change many assets. When you make mass changes to asset and asset book information, the system-generated general ledger journal entries are automatically added and cannot be changed or rejected online.

You can select groups of assets to adjust by:

- Company
- Location
- Division
- Asset group
- Accounting group

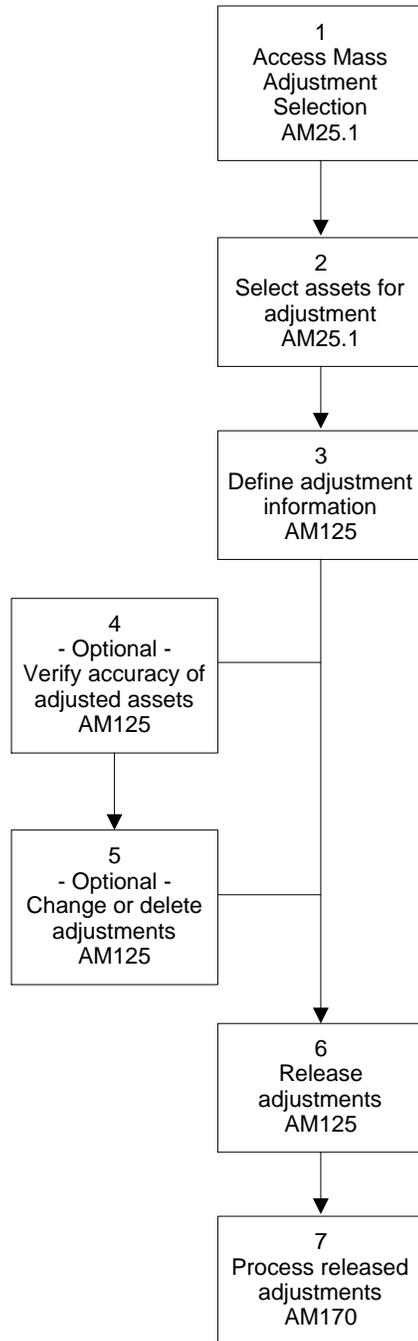
For example, you might change the type, account group or accounting unit group for several assets within the same company, location, or division.

You might use mass adjustments if a corporation has reorganized its General Ledger reporting hierarchy and needs to move all assets currently in Administration to Accounting.

 **Need More Details?** Check out the following concepts:

- ["What Journal Entries Are Created by Mass Adjustment?"](#) on page 236

Figure 13. Procedure flowchart: Mass adjustment



STEPS To mass adjust assets

1. Access Mass Adjustment Selections (AM25.1) and define a selection name containing the selections for the mass adjustment.
2. Select assets for the adjustment. Consider the following fields.

| | |
|--|--|
| Company | You must select the company affected by the adjustment. |
| Company, Lease, Location, Division, Asset Group, Property, Type, Category | You can select values in one or more of these fields to limit the assets available for selection. |
| Select All | <p>To select all or most of the assets that fit the selection:</p> <ol style="list-style-type: none">1. Enter Y in the Select All field.2. Use the Load form function to display the assets that meet the selection criteria that you entered in the From fields.3. Add the mass transfer selection record.4. An X appears next to all selected assets.5. To deselect any assets that you do not want to include in the transfer, enter N in the Select All field and then enter a D in the SC field. <p>If more than eight assets meet the selection criteria, you must page down the list and continue to delete the assets that you do not want to transfer.</p> <ol style="list-style-type: none">6. Choose the Change button to accept the revised selection. <p>To select only a few of the assets that fit the selection:</p> <ol style="list-style-type: none">7. Enter N in the Select All field.8. Use the Load form function to display the assets that meet the selection criteria that you entered in the From fields.9. Enter A in the SC field to mark the assets that you want to transfer. <p>If more than eight assets meet the selection criteria, you must page down the list and continue to add the assets that you want to transfer.</p> <ol style="list-style-type: none">10. Add the transfers.11. An X appears next to all selected assets. |

| | |
|--------------|--|
| Total | Choose the Total button after you have made the selections to view the number of assets selected and their total cost. |
|--------------|--|

| | |
|----------------------|--|
| Filter button | <p>You can use the Filter button to open the Mass Adjustment Filter subform and limit the assets that display for selection:</p> <ol style="list-style-type: none"> 1. Select Yes in the Enable field to enable the filter. 2. Select the location detail, accounting unit group, accounting unit, or asset list. for which you want to display assets. 3. Click on the Checkmark (OK) to enable the display. |
|----------------------|--|

4. Define adjustment information.
 - a. Access Mass Adjustments (AM125).
 - b. Choose the Selection Options tab to specify the selection name, defined on AM25.1, the adjustment date, and the date type used.
 - c. Choose the Asset Adjustments tab to define asset values you want to change. You can change:
 - Work in Process
 - Simulated
 - Tax Exempt
 - Used
 - Type
 - Asset Group
 - Account Group
 - Accounting Unit Group
 - Accounting Unit
 - Depreciation Expense Activity
 - Depreciation Expense Account Category
 - d. Use the Asset Book Adjustments tab to define the asset book values you want to change. You can adjust only one book at a time. You can change:
 - Method
 - Life
 - Remaining Life
 - In-Service Date
 - Convention
 - Status
 - Life Years
5. Verify accuracy of adjustments by running AM125 with N in the Release field.
6. Change or delete the adjustments.
7. Release adjustments.
 - a. Enter Y in the Release field on the Selection Options form tab and select the change form function.
 - b. Submit the job.
8. Process released adjustments using AM170.

NOTE This procedure can transfer journal entries to the General Ledger and to the Strategic Ledger. These journal entries will be posted as part of the General Ledger and Strategic Ledger processing cycles.

Related Reports and Inquiries

| To | Use |
|---------------------------------|---------------------------|
| List results of mass adjustment | Adjustment Report (AM225) |

Overriding Annual Depreciation

During the last period of the year, the Asset Management application gives you the option to override the annual depreciation calculated by the system. This option is applied by asset book and company on an asset-by-asset basis. The following procedure outlines the process for overriding the annual depreciation.

STEPS To override the annual depreciation

1. Access Annual Depreciation Override (AM60.1).
2. Select the book and company you want to override annual depreciation for in the Book and Company fields.
3. Choose the L (Load) or I (Inquire) form action to bring up the assets for the book and company specified.
4. Select the C (Change) line action in the FC (Line Action) field.
5. Specify an override amount for each asset you want to override in the Override field.
6. Select the C (Change) form action to complete the overrides.

Interfacing Asset Item Adjustments

Use this procedure to import non-Lawson asset item data to the Asset Management application and adjust existing released Lawson assets. You cannot modify existing item data; you can only add items to already released assets. Once interfaced, the assets are in an “Adjusted” state and must be released again.

STOP The assets being adjusted must exist in a “Released” state in the Asset Management application.



Need More Details? Check out the following concepts:

- ["What Is the Item Update Adjustment Interface Process?"](#) on page 236
- ["Tips about Interfacing"](#) on page 123
- ["How Are Bar Codes Applied to Interfaced Assets?"](#) on page 125

STEPS To interface asset item adjustments

1. Prepare the non-Lawson asset item file. The file must be in an importable format such as a comma-separated value (CSV) file and the file fields must match the order, size, and file type of the fields in the AMASSETINVDBAMITN interface file. The file layout is available on the Web. See your Lawson representative for more information.

2. Transfer the non-Lawson file to the machine that contains the Lawson environment.

You can use a standard transfer utility such as **ftp** . You may have to rename the file to match your machine's requirements.

3. Load the copied file into the AMASSETINVDBAMITN file, using the following command from the environment prompt:

importdb *productline* AMASSETINV *adjfilename*

where *adjfilename* is the name of the non-Lawson asset adjustment file transferred to your machine in step 2.

4. View and edit the records in AMASSETINVDBAMITN, using Item Update Adjust Interface Maint (AM51.1).

Consider the following fields.

| | |
|--|---|
| Run Group | Type or select the run group name you assigned when you transferred the non-Lawson file to the target machine. |
| Asset, Sequence Number | These fields uniquely identify each item record in the interface file. The asset number must already exist as a released asset in Asset Management. |
| Item Number, Item Description | You are not required to assign an item number or a description to an item. If you do not assign a description, the asset description is used. |
| Purchase Date, Item Quantity, Item Cost Base, | These fields are required to create an item. The item cost is expressed in company base currency. |
| Item Tax Base | If applicable, this field contains the item's tax in base currency. |
| Item Cost, Transaction, Item, Tax Transaction | If the transaction currency is different from the base currency, these fields contain the item cost and tax amounts in transaction currency. |

| | |
|---|--|
| Add to Basis | Indicate whether the cost of the item should be added to the asset base amount. Yes is the default. |
| | TIP This field must be Yes if you select Yes in the Compute Depr field. |
| Compute Depreciation | Determines whether depreciation should be updated when you run Item Update Adjustment Interface (AM551) in step 5. |
| | TIP If you use Yes in this field, you should also use Yes in the Add to Basis field. |
| Item Options tab: Barcode, Location, Location Detail | If the asset to which you are interfacing is part of the physical inventory, you must enter a bar code, a location, and (if applicable) a location detail for the item. |
| Other Item Options fields | Other fields are not required for a successful interface. If applicable, you can type or select a PO number, vendor, invoice number, model number, serial number, or activity associated with the item. |

- Run Item Update Adjustment Interface (AM551) to interface the asset item adjustment records into the Asset Management application.

Consider the following fields.

| | |
|-------------------------------|--|
| Adjustment Date | This field is required |
| Release | Use Y (Yes) in this field to interface asset, asset items, and asset book records. Records that contain data incompatibility errors are not interfaced. Records that are interfaced are removed from the interface files. IMPORTANT It is strongly recommended that you first run AM551 with the Release field set to N (No) to generate a report of interfaced and rejected records, before you actually interface the records and modify the Asset Management data. This step may save you extensive rework. |
| Company, Company Group | You must enter a company or a company group. Only one of these fields can have a value. |

6. View the report generated by AM551. If it contains errors:
 - a. Correct the non-interfaced adjustments, using AM51.1.
 - b. Run AM551 again.
 - c. Repeat this step until the report shows no errors.

Follow-up tasks

- Use Items (AM20.3 or AM21.3) to review or modify the adjusted assets.
- Release the adjusted assets, using Processing Release (AM170).

Chapter 12

Transferring Assets

After you have created and released an asset, you can move the asset to a new company, location, or division by transferring the asset. You can transfer a whole asset or part of an asset. You can initiate a transfer in the Asset Management application or from a handheld terminal.

After you have created and released an asset, you can move the asset to a new company, location, or division by transferring the asset. You can transfer a whole asset or part of an asset. You can initiate a transfer in the Asset Management application.

Concepts in this Chapter

TIP To skip directly to the procedures, see ["Procedures in this Chapter"](#) on page 253

The following concepts provide background and conceptual information for the procedures within this chapter:

- ["What Is a Partial Transfer?"](#) on page 250
- ["What Is Required for Company Transfers?"](#) on page 250
- ["How Is Depreciation Handled for Company Transfers?"](#) on page 251
- ["When Would You Use a Handheld Terminal for Transfers?"](#) on page 251
- ["What Happens When You Transfer a Partial Asset from a Handheld Terminal?"](#) on page 252

What Is a Partial Transfer?

A **partial transfer** is a transfer in which the transferred quantity is less than the total asset quantity. The only way to perform a partial transfer is to transfer an individual asset (rather than using the mass transfer method).

Partial Transfers of Multi-Item Assets

For assets that have more than one item, you create a partial transfer if you transfer fewer than the total number of items for the asset. As part of the transfer procedure in this situation, you select the specific items to transfer. When the transfer process is complete, the items selected for transfer become a separate asset and are assigned a new asset number.

Partial Transfers of One-Item Assets

For assets that have only a single item, you create a partial transfer if you enter a quantity for transfer that is less than the total quantity for that item. When the transfer process is complete, the quantity selected for transfer becomes a separate quantity and is assigned a new asset number.

What Is Required for Company Transfers?

To transfer an asset from one company to another, the following conditions must be true:

| Information | Both companies |
|----------------------------|--|
| Intercompany relationships | Must be defined on Intercompany Relationships (GL25.1) |
| Calendars | Must have identical calendars |

How Is Depreciation Handled for Company Transfers?

When you transfer an asset from one company to another, depreciation values are distributed as follows:

- The From company will retain the year-to-date and life-to-date depreciation for the asset through the prior period expense.
- The To company will receive the current period depreciation and depreciation expense for all future periods.
- The asset cost and accumulated depreciation will be transferred to the To company.

When Would You Use a Handheld Terminal for Transfers?

You would transfer assets from a handheld terminal only under the following conditions:

- The assets that you transfer are already part of the physical inventory.
- You select to transfer partial or whole assets to another location or location detail.

If you are not changing the physical location of an asset, the inventory data is not affected, and you should use one of the other two methods described in this chapter.

When you transfer an asset from a handheld terminal, you must complete the transfer in the Asset Management application.

What Happens When You Transfer a Partial Asset from a Handheld Terminal?

You can transfer partial assets from a handheld terminal. The processing presents the following variations from the regular transfer process.

- If you select several items for transfer, the transfer process creates a separate asset for each item transferred, instead of grouping the items transferred into one asset. After the transfer records are interfaced to Asset Management, they have a status of Transfer in Progress. You cannot change them, but you can delete them.
- If a single asset transfer is associated with multiple transfer records, deleting one transfer record deletes all the transfer records in the set. The asset then returns to its initial state.
- After the transfer records are interfaced to the Asset Management application, they have a status of Transfer in Progress. You cannot change them, but you can delete them.
- If a single asset transfer is associated with multiple transfer records, deleting one transfer record deletes all the transfer records in the set. The asset then returns to its initial state.
- If a single asset transfer is associated with multiple transfer records, releasing one transfer record releases all the transfer records in the set.

Example

Asset 1 has three items:

Item 1 with a quantity of 5

Item 2 with a quantity of 3

Item 3 with a quantity of 2

If you use a handheld terminal to transfer items 2 and 3 and interface the transfer records to the Asset Management application, the resulting asset records are:

Asset 1, with item 1 and a quantity of 5

Asset 2, with item 2 and a quantity of 3

Asset 3, with item 3 and a quantity of 2

All three items have a status of Transfer in Progress until you release them.

All three items can be viewed on Transfers (AM30.1).

Deleting one asset transfer record from AM30.1 deletes all three.

Releasing one asset transfer record from AM30.1 releases all three.

Procedures in this Chapter

You can transfer individual assets or a group of assets. You can also initiate a full or partial asset transfer from a handheld terminal. This chapter includes the following procedures:

You can transfer individual assets or a group of assets. This chapter includes the following procedures:

- ["Transferring Individual Assets" on page 253](#)
- ["Transferring Multiple Assets" on page 257](#)
- ["Transferring Assets from a Handheld Terminal" on page 261](#)

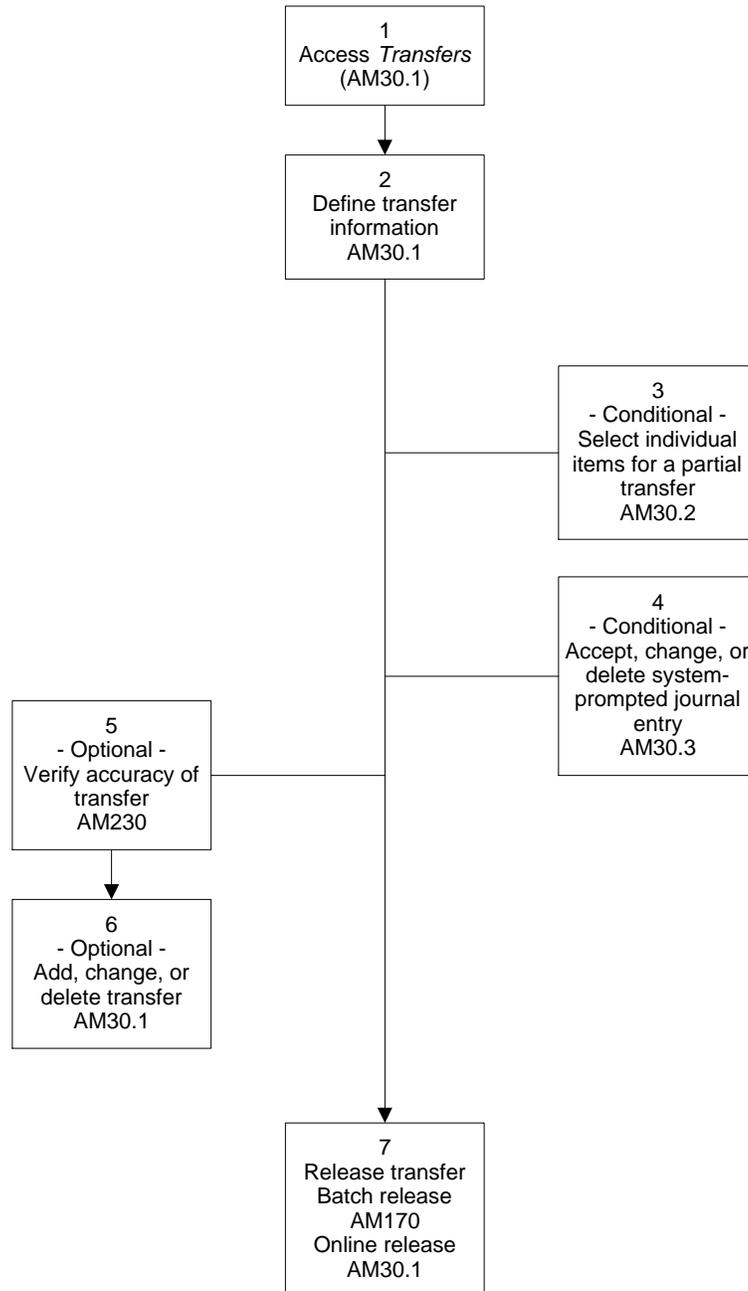
Transferring Individual Assets

You can transfer an entire asset or perform a partial transfer of an asset to a new company, location, or division. When transferring to a new company, some of the existing asset information must be the same for both companies.

 **Need More Details?** Check out the following concepts:

- ["What Is a Partial Transfer?"](#) on page 250
- ["What Is Required for Company Transfers?"](#) on page 250
- ["How Is Depreciation Handled for Company Transfers?"](#) on page 251

Figure 14. Procedure flow: Transferring individual assets



STEPS To transfer individual assets

1. Access Transfers (AM30.1).
2. Type the transfer information, including the number of the asset to be transferred.
3. Choose the Inquire form action.
4. Define the information to transfer. Consider the following fields.–

| | |
|---|--|
| Asset | Inquire on the asset you want to transfer. |
| Transfer Date | The transfer date must be within the current year as defined for all books attached to the asset. |
| Transfer | Indicate whether you want to transfer the entire asset (option F = Full) or just part of the asset (option P = Partial). The default is F (Full). If you select P (Partial) and add this form, the program will transfer you to Items (AM30.2) where you will select the items and quantities to be transferred. |
| Asset Transfer , Account Transfer tabs | When you inquire on the asset you want to transfer, the existing From field values default to the corresponding To fields. However, if you clear the default value from a To field, you must replace it with the correct value – the From value will no longer be assumed. For example, if the asset has a tag and you clear the tag in the To field without replacing it with a new tag or retyping the old tag name, the asset will be transferred without a tag. |

5. Choose the Book Selection tab to map the book transfer of assets.
6. Select the book(s) you will transfer from and the book(s) you will transfer to.
7. If you are transferring less than the total number of items for the asset, the application navigates to Items (AM30.2).

NOTE Currency translation is done at the exchange rate of the asset basis. YTD and LTD depreciation is done at the “to” company’s book currency.

NOTE When the transfer process is complete, the items selected for transfer become a separate asset and are assigned a new asset number.

8. Select the items to be transferred.

If you select to transfer the asset or portion of the asset to a different company, or if you select to change the type, subtype, or accounting unit group, the system navigates to Journal Entries (AM30.3).

IMPORTANT If the Display Journal Entries system option is set to N (No) on System Options (AM16.1), journal entries are added without being displayed. You can still open Journal Entries (AM30.3) to see what journal entries were added and to modify them at any time before you release the transfer.

9. Accept, change, or delete a system-prompted journal entry.
 - a. Verify journal entry.
 - b. Change any data in the journal entry, if necessary.
 - c. To accept a journal entry, choose Add. The transfer is added.

or

To delete the journal entry, close the form without choosing Add. The transfer is added, but the journal entry is not recorded.
10. Verify the accuracy of transfers by running the Transfer Report (AM230) with N (No) in the Release field to produce a report of transfers to be verified.
11. If any information is incorrect on AM30.1, change or delete the transfer on AM30.1.
12. Release the transfer.

NOTE You can select to view either the information that has been transferred from or transferred to, but you cannot view both.

| Release Method | Options |
|----------------|--|
| Batch | Run Processing Release (AM170). This will also transfer journal entries to General Ledger. |
| Online | Use the Release form action on AM30.1 |

NOTE This procedure can transfer journal entries to the General Ledger Strategic Ledger applications. The journal entries will be posted as part of the General Ledger and Strategic Ledger processing cycles.

Related Reports and Inquiries

| To | Use |
|---|-------------------------------|
| List assets transferred during a specified transfer date range or all recent transfers not yet updated by book. | Transfer Report (AM230) |
| List items transferred during a specified transfer date range or all recent transfers not yet updated by book. | Item Transfer Report (AM235) |
| List transactions by transaction type and date range. You can view posting date, asset, tag, account, and transaction amount by process type. | Transaction Analysis (AM80.1) |
| List new assets created by partial transfers. | Asset Analysis (AM70.1) |

Transferring Multiple Assets

NOTE Use this process to transfer *whole* assets. Steps to perform a partial transfer are found elsewhere in this user guide. For more information, see ["Transferring Individual Assets"](#) on page 253.

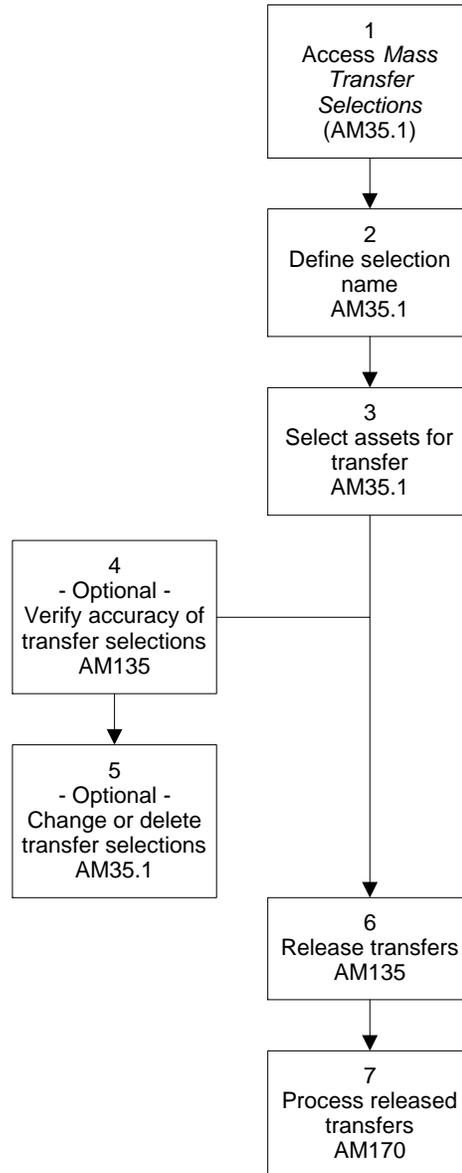
You can perform a mass transfer of an entire set of assets to a new company, location, or division. You select the assets to transfer, then you release the transfer records.

STOP When you transfer assets to another company, some of the existing asset information must be the same for both companies.

 **Need More Details?** Check out the following concepts:

- ["What Is Required for Company Transfers?"](#) on page 250
- ["How Is Depreciation Handled for Company Transfers?"](#) on page 251

Figure 15. Procedure flow: Mass transfer of assets



STEPS To transfer multiple assets

1. Access Mass Transfer Selections (AM35.1).
2. Define a selection name containing all selections for the mass transfer.

The selection name remains in the Asset Management application until the transfer is released; then it is deleted.

3. Select assets for the transfer
 - a. Select the company you want to transfer assets for
 - b. Type or select the selection criteria. Consider the following fields.

| | |
|----------------------|--|
| Filter button | <p>You can Filter to open the Mass Transfer Filter subform and limit the assets that are displayed for selection:</p> <ol style="list-style-type: none"> 1. Select (Yes) in the Enable field to enable the filter. 2. Select the location detail, account group, accounting unit, or accounting unit group that you want to display assets for. 3. Choose OK to enable the display. |
|----------------------|--|

| | |
|-------------|--|
| From | Type or select the From selection criteria. If you select a From value, you must also select a corresponding To value. |
|-------------|--|

| | |
|-----------|---|
| To | <p>Type or select the To criteria. If any To field is left blank, no value will be assigned to the field; the original values will not default from the From fields. If a From value exists, you must have a corresponding To value; if a To value exists without the From value, all the assets meeting the other selection criteria will be transferred to the To value.</p> <p>For example, if the From Location field is blank, but you select a To Location value, all the assets selected will be transferred to the To Location value, regardless of their old location.</p> |
|-----------|---|

| | |
|-------------------|---|
| Select All | To select all or most of the assets that fit the selection criteria, you must follow the Transfer all Assets That Match Criteria procedure, below: |
|-------------------|---|

| | |
|--------------|--|
| Total | Choose the Total button after you have made selections to view the number of assets selected and their total cost. |
|--------------|--|

4. **To transfer all Assets That Match Criteria:**
 - a. Type or select (Y) in the Select All field.
 - b. Choose Load to display the assets that meet the selection criteria that you entered in the From fields.
 - c. Add the mass transfer selection record.

An X appears next to all selected assets.
 - d. To deselect any assets that you do not want to include in the transfer, enter N in the Select All field and then enter a D (Delete) in the SC field.

If more than eight assets meet the selection criteria, you must page down the list and continue to delete the assets that you do not want to transfer.

TIP The deselected assets are deleted only from the selection. They still exist in their original state.

- e. Choose Change to accept the revised selection.
To select only a few of the assets that fit the selection:
- f. Enter N in the Select All field.
- g. Choose Load to display the assets that meet the selection criteria that you entered in the From fields.
- h. Type or select A (Add) in the SC field to mark the assets that you want to transfer.

If more than eight assets meet the selection criteria, you must page down the list and continue to add the assets that you want to transfer.

- i. Add the transfers.

An X appears next to all selected assets.

- 5. Choose the Book Selection tab to map the book transfer of assets.
- 6. Select the book(s) you will transfer from and the book(s) you will transfer to.
- 7. Verify the accuracy of transfer selections by running Mass Transfers (AM135) with an N (No) in the Release field to produce an edit listing of the transfers.
- 8. If any information is incorrect, change or delete the transfer selections on AM35.1.
 - You cannot change the selection name.
 - To delete the entire selection, use the Delete form action.
 - To delete selected assets, use the D (Delete) line function followed by the Change form action.
- 9. Release the transfers by running by Mass Transfers (AM135). Consider the following fields.

| | |
|-----------------------|--|
| Selection Name | Type or select the name of the selection. |
| Date | Type or select the date for the transfer. This can be any date within the current fiscal year. |
| Release | Type or select Y (Yes) to release the transfers. Type or select N to produce an edit listing of the transfers made. |
| Posting Entry | Type or select Y (Yes) to accept the posting entries. If you accept the entries, you must enter a date in the Posting Date field. Type or select N (Yes) to reject the posting entries. |

- 10. Release the transferred assets by using AM170.

NOTE This procedure can transfer journal entries to the General Ledger and Strategic Ledger applications. The journal entries will be posted as part of the General Ledger and Strategic Ledger processing cycles.

Related Reports and Inquiries

| To | Use |
|---|-------------------------------|
| List assets transferred during a specified transfer date range or all recent transfers not yet updated by book. | Transfer Report (AM230) |
| List items transferred during a specified transfer date range or all recent transfers not yet updated by book. | Item Transfer Report (AM235) |
| List transactions by transaction type and date range. You can view posting date, asset, tag, account, and transaction amount by process type. | Transaction Analysis (AM80.1) |

Transferring Assets from a Handheld Terminal

NOTE You cannot use this procedure to change asset financial data.

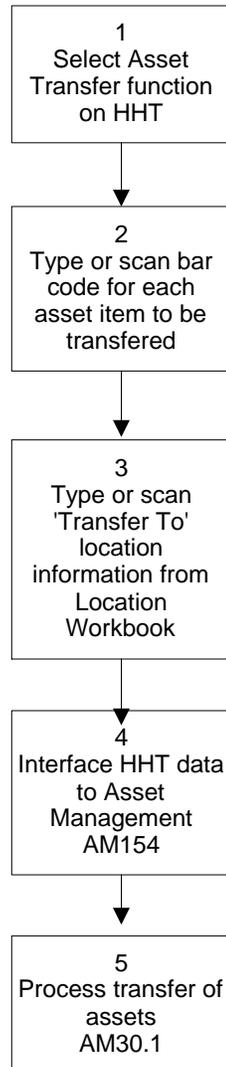
Use this procedure to transfer whole or partial assets to a new location or location detail when the assets are part of the physical inventory.

STOP Asset items must be bar-coded items and part of the physical inventory to be transferred with this method. The assets the items are associated with must be in Released state. For more information, see "[Setting Up Bar Coding](#)" on page 79.

 **Need More Details?** Check out the following concepts:

- ["When Would You Use a Handheld Terminal for Transfers?"](#) on page 251

Figure 16. Procedure flow: Transferring assets from a handheld terminal



STEPS To transfer assets from a handheld terminal

1. Select the Asset Transfer function on the handheld terminal.
2. Type or scan the bar code for each item to be transferred.
 - a. Scan or enter each item's bar code
 - b. If the item has a quantity other than 1, type the quantity to be transferred

TIP You can scan the location and location detail from the space label of the space that the item is transferred to, or from the Location Detail Workbook for the location.

3. Type or scan the location and (optionally) the location detail that the item is transferred to.
4. Interface the HHT data to the Asset Management application.
 - a. Save and download the HHT transfer file, named *xx-AMTRF.txt*, to the client PC.
 - b. Transfer *xx-AMTRF.txt* to your environment using a transfer utility such as **ftp**.
 - c. Use AM Bar Code File Interface (AM154) to interface *xx-AMTRF.txt* to the Asset Management *AMASSETTRFDBAMATF* file.

Consider the following fields.

| | |
|---------------------|---|
| Process Type | Select TRF (Transfer). |
| File Name | <p>If you changed the system-assigned file name of <i>xx-AMTRF.txt</i>, type the name of the file in this field.</p> <p>If you kept the system-assigned file name, the program automatically locates and processes <i>xx-AMTRF.txt</i>.</p> |

NOTE The HHT transfers exist in Asset Management as unreleased transfers.

5. Process the asset transfer:
 - a. Access Transfers (AM30.1)
 - b. Inquire on unreleased transfers.
 - c. Follow the procedure on transferring individual assets. For more information, see "[Transferring Individual Assets](#)" on page 253.

IMPORTANT The assets to be transferred are preselected to match the handheld terminal selections. You cannot change the selections without causing inventory mismatch errors. You can, however, add financial transfer data to the selected transfers. For example, you can enter a new accounting unit group on an interfaced transfer.

Chapter 13

Disposing of Assets

This chapter describes how to dispose of a full or partial asset from the Asset Management application or from a handheld terminal. It also describes how to reinstate a fully disposed asset.

This chapter describes how to dispose of a full or partial asset from the Asset Management application. It also describes how to reinstate a fully disposed asset.

Concepts in this Chapter

TIP To skip directly to the procedures, see ["Procedures in this Chapter"](#) on page 275

The following concepts provide background and conceptual information for the procedures within this chapter:

- ["What is a Disposal Property?"](#) on page 266
- ["What Is a Partial Disposal?"](#) on page 266
- ["What Happens When a Disposal Is Initiated from a Handheld Terminal?"](#) on page 268
- ["What Happens When You Dispose of a Partial Asset from a Handheld Terminal?"](#) on page 269
- ["What Happens When a Disposed Asset is Reinstated?"](#) on page 270
- ["What Are Like-Kind Exchanges?"](#) on page 270

What is a Disposal Property?

Disposal properties are user-defined labels used in disposal reports to further clarify the reason for disposing of a property or to tag disposals for specific reporting needs (for example, tax reports) .

When you dispose of assets, you must specify the type (or method) of disposal involved. Disposal types are application defined.

You can also define disposal properties to indicate methods of disposal not included in the disposal type, or to tag disposals for specific reporting needs.

For example, the disposal type of A (Abandoned) might not be specific enough for your need and you might want to define disposal properties that further explain the disposal type (for example, BROKEN, OBSOLETE, and so on).

Another common example is the use of disposal properties to tag disposals for tax reporting. The U.S. Federal tax code requires reporting on disposal of specific types of property. Consult your tax advisor to determine whether you have U.S. tax reporting requirements for disposal property.

Disposal Report (AM240) includes the disposal property information. You can also use the report's Disposal Options tab to limit the report output to assets of a specific disposal property.

What Is a Partial Disposal?

A partial disposal is a disposal in which the disposal quantity you enter is less than the total asset quantity.

How does Asset Management Process Partial Disposals?

When a disposal is partial, the application creates a new, separate asset out of the disposed quantity and disposes of that new asset.

The application divides the original asset's cost, basis, YTD, and LTD depreciation between the original asset and the new asset. The division depends on the quantity and costs of the original asset's items. You can inquire on an asset's quantity and cost on Items (AM20.3).

Example: Multiple Item Assets With Different Costs

An asset can have multiple items, each with different costs. If one or more items of an asset are disposed, the division of cost, basis, and depreciation is based on a fraction. The cost of the disposed item or items is the numerator and the total asset cost is the denominator. For example:

| Item # | Description | Quantity | Cost |
|---------|-------------|----------|--------|
| 1 | TV | 1 | \$600 |
| 2 | VCRs | 1 | \$400 |
| Totals: | | 2 | \$1000 |

If item 2 is disposed, the new, disposed asset is assigned one item costing \$400, and 2/5ths (400/1000) of the original asset's basis, YTD and LTD depreciation. The original asset retains item 1 and 3/5ths (600/1000) of basis, YTD and LTD depreciation.

Example: Single Item Assets With Item Quantities Greater Than One

An asset can have one item that has a quantity greater than 1. If one or more instances of the item are disposed, the division of cost, basis, and depreciation is based on a fraction. The number of disposed instances is the numerator and the total asset item quantity is the denominator. For example:

| Item # | Description | Quantity | Cost |
|---------|-------------|----------|--------|
| 1 | VCRs | 4 | \$1000 |
| Totals: | | 4 | \$1000 |

If one VCR is disposed, the new, disposed asset is assigned one item with a quantity of 1, cost of 1/4th of \$1,000 or \$250; the new asset is assigned 1/4th of the original asset's basis, YTD, and LTD depreciation. The original asset retains one item with a quantity of 3, cost of 3/4ths of \$1,000 or \$750; it also retains 3/4ths of the basis, YTD, and LTD depreciation.

Example: Multiple Item Assets With Item Quantities Greater Than One

An asset can have both multiple items and items with quantities greater than 1. The division of cost, basis, and depreciation is based on a fraction. The numerator of the fraction is the fraction of the item being disposed multiplied by that item's cost. The denominator is the total asset cost.

For example:

| Item # | Description | Quantity | Cost |
|---------|-------------|----------|--------|
| 1 | TV | 1 | \$600 |
| 2 | VCRs | 2 | \$400 |
| Totals: | | 3 | \$1000 |

If one VCR is disposed of, the new, disposed asset is assigned one item with a quantity of 1 and a cost of one-half of \$400 or \$200. It is assigned 1/5th of the basis, YTD, and LTD depreciation (one-half of 400 divided by 1000 = $200/1000 = 1/5$).

What Happens When a Disposal Is Initiated from a Handheld Terminal?

You would initiate an asset disposal from a handheld terminal only if the assets exist in the Asset Management application as part of the physical inventory; that is, if they have been bar-coded, released, and inventoried.

Initiating a disposal from a handheld terminal ensures that both the inventory and the Asset Management data have a record of the disposal.

On the inventory side, you must specify a location that the asset is disposed to. You can create locations such as TRASH, WAREHOUSE, SOLD, and so on, for this purpose. These locations are not attached to the assets in the Asset Management application.

The disposal data interfaced to the Asset Management application consists of the disposal method and the asset items selected for disposal. After this data is interfaced, you must complete the financial processing of the disposal in the Asset Management application. If the items scanned for disposal do not make up a whole asset, you must process a partial disposal.

What Happens When You Dispose of a Partial Asset from a Handheld Terminal?

A partial asset disposal initiated from a handheld terminal produces the same disposal records as a partial disposal initiated from the Asset Management application:

- If an asset has multiple items, and you dispose of several, but not all, of the items, the disposal process creates a new asset from the disposed items and leaves the nondisposed items in the original asset.
- If an asset has a single item but a quantity larger than one, and you dispose of a partial quantity, the disposal process creates a new asset with a single item containing the disposed quantity, and leaves the original asset with the nondisposed quantity.
- After the disposal records are interfaced to the Asset Management application, both the newly created asset and the original asset have a status of Disposal in Progress. You cannot change the records, but you can delete them.
- You cannot display a newly created disposed asset on Disposals (AM40.1).
- If you delete the original asset disposal from AM40.1, you also delete the asset created by the partial disposal.
- Releasing the partial disposal for the original asset also releases the newly created asset with a status of Disposed.

Example

Asset 1 has three items:

Item 1 with a quantity of 5

Item 2 with a quantity of 3

Item 3 with a quantity of 2

If you use a handheld terminal to dispose of items 2 and 3 and interface the transfer records to Asset Management, the resulting asset records are:

Asset 1, with item 1 (quantity 5)

Asset 2, with item 2 (quantity 3) and item 3 (quantity 2)

Both items have a status of Disposal in Process until you release them.

Only Asset 1 can be viewed on Disposals (AM30.1)

Deleting the Asset 1 disposal record from AM30.1 deletes the new asset and restores Asset 1 to its original state.

Releasing the Asset 1 disposal record from AM30.1 releases both assets. Asset 1 has a status of Released. Asset 2 has a status of Disposed.

What Happens When a Disposed Asset is Reinstated?

You can reinstate a disposed asset if:

- The original disposal was a full disposal.
- The asset was disposed in the current fiscal year.

When you reinstate a disposed asset, the reinstatement program reverses all the journal entries created by the disposal and restores the asset to its status before the disposal.

If you delete an asset reinstatement before you release it, the asset returns to its disposed status, and all the disposal journal entries are reversed.

If you need to dispose a reinstated asset after you release the reinstatement, you must perform a new disposal on the asset.

What Are Like-Kind Exchanges?

NOTE See APB29, *Accounting for Nonmonetary Transactions*, and EITF86-29, *Nonmonetary Transactions: Magnitude of Boot and the Exceptions to the Use of Fair Value* for additional information on GAAP requirements.

A like-kind exchange is a disposal that is being exchanged for a similar asset.

Under certain circumstances, you might be required to defer a portion of the gain on a disposal that is being exchanged for a similar asset.

If the exchange results in a gain smaller than 25 percent, you must recognize gain proportionally and coordinate the disposal of the original asset and the addition of the new asset.

If the exchange results in a loss, or if the gain from the exchange is greater than 25 percent, follow the standard disposal procedure for the disposed asset, and follow the standard addition procedure for the new asset.

Consult your accounting advisor before you decide on a processing method for like-kind exchanges.

Before you dispose of an exchanged asset, you must gather the following information:

- The total gain or loss incurred as a result of the exchange
- The numbers to use for both the old asset disposal and the new asset addition.

For the old asset disposal

You must know the asset basis, proceeds amount, accumulated depreciation amount, and gain or loss amount.

NOTE The disposal program calculates these amounts for you, but if you want to use proportional gain recognition, you must move the loss amount to the Deferred Loss field when prompted for gains or losses, and you must verify the journal entries created before you release the disposal.

For the new asset addition

If you want to use proportional gain recognition, you must calculate the *recognized gain*, *unrecognized gain*, and the *new asset basis* you must use in the asset addition. For more information, see "[Calculations Used in a Like-Kind Exchange Transaction](#)" on page 272.

IMPORTANT For this type of asset addition, the new asset basis is not the declared value of the new asset.

Calculations Used in a Like-Kind Exchange Transaction

- Total gain is the actual gain realized in the exchange. The formula to calculate the total gain is:
$$(Old\ Asset - Accum\ Deprec) + (New\ Asset + Proceeds) = Total\ Gain$$
- Recognized gain is the portion of the total gain you must recognize in the asset addition. The formula used to calculate recognized gain is:
$$Proceeds / (New\ Asset + Proceeds) * Total\ Gain = Recognized\ Gain$$
- Unrecognized gain is the portion of the total gain that you cannot recognize. The formula used to calculate unrecognized gain is:
$$Total\ Gain - Recognized\ Gain = Unrecognized\ Gain$$
- The new asset basis is the asset basis you must use when you add the asset, in place of the declared value of the asset. The formula used to calculate the new asset basis is:
$$New\ Asset - Unrecognized\ Gain = New\ Asset\ Basis$$
- Deferred loss is the temporary loss incurred when you dispose of an exchanged asset. The loss is deferred because it is later offset by the gain from the new asset addition. The disposal program calculates the loss, and you must move the loss to the deferred loss account. The formula used by the program to calculate the loss is:
$$Old\ Asset - (Proceeds + Accum\ Deprec) = Loss$$

Differences Between Like-Kind Exchanges and Regular Disposals and Additions

If a like-kind exchange results in a gain of less than 25 percent, you must coordinate the old asset disposal and new asset addition in the following manner:

- When you dispose the old asset, you must move the loss incurred to the Deferred Loss account.
- When you add the new asset, you must use the Differed Loss account as the Asset Clearing account, and the asset basis that you enter must be the calculated new asset basis described in the previous section.
- When the addition program prompts you to accept the journal entries created, you must adjust the journal entries to clear the Deferred Loss account and add the recognized gain to the Gain account.

Example

Office equipment is exchanged at a gain. The following information has been accumulated from the Asset Management application and the new asset purchase documents.

| | |
|---------------------------------|--------|
| Old Asset Basis | 10,000 |
| Accumulated Depreciation | 2,000 |
| Net Book Value | 8,000 |
| Proceeds | 2,000 |
| New Asset | 9,000 |
| Total Gain | 3,000 |

Use the following formula to determine whether you must recognize gain proportionally:

$$\text{Proceeds} / (\text{New Asset} + \text{Proceeds}) = <25\%$$

$$2,000 / (9,000 + 2,000) = 18\%$$

Calculate the *recognized gain* on the exchange.

$$\text{Proceeds} / (\text{New Asset} + \text{Proceeds}) * \text{Total Gain} = \text{Recognized Gain}$$

$$2,000 / (9,000 + 2,000) * 3,000 = 545$$

Calculate the *unrecognized gain*.

$$\text{Total Gain} - \text{Recognized Gain} = \text{Unrecognized Gain}$$

$$3,000 - 545 = 2,455$$

Calculate the *new asset basis*.

$$\text{New Asset} - \text{Unrecognized Gain} = \text{New Asset Basis}$$

$$9,000 - 2,455 = 6,545$$

The following entries are created for the original asset, from addition through disposal:

| Description | Source | JE # | Account | Debit | Credit |
|---|--------|------|----------------------|--------|--------|
| Add original asset through Accounts Payable | AP175 | 1 | Asset Clearing | 10,000 | |
| | | | | | 10,000 |
| Release Asset in Asset Management | AM170 | 2 | Office Equipment | 10,000 | |
| | | | Asset Clearing | | 10,000 |
| Depreciate asset | AM190 | 3 | Depreciation Expense | 2,000 | |
| | | | Accumulated Depr | | 2,000 |
| Dispose of asset | AM40 | 4 | Cash | 2,000 | |
| | | | Accum Depr | 2,000 | |
| | | | Deferred Loss | 6,000 | |
| | | | Office Equipment | | 10,000 |

When you add, the new asset, override the prompted journal entries to clear the deferred loss and record the recognized gain. In this example, the journal entries should be:

| Description | Source | JE # | Account | Debit | Credit |
|-----------------------------------|---------------|-------------|------------------|--------------|---------------|
| Add new asset | AM20 | 5 | Office Equipment | 6,545 | |
| | | | Deferred Loss | | 6,000 |
| Release asset in Asset Management | AM170 | 2 | Gain | | 545 |

Procedures in this Chapter

You can dispose of individual assets or a group of assets. You can also initiate a full or partial asset disposal from a handheld terminal. This chapter includes the following procedures:

You can dispose of individual assets or a group of assets. This chapter includes the following procedures:

- ["Disposing of Individual Assets" on page 275](#)
- ["Disposing of Multiple Assets" on page 280](#)
- ["Disposing of Assets from a Handheld Terminal" on page 283](#)
- ["Reinstating a Disposed Asset" on page 285](#)
- ["Processing a Like-Kind Exchange Transaction" on page 286](#)

Disposing of Individual Assets

You can dispose of an entire asset or perform a partial disposal.

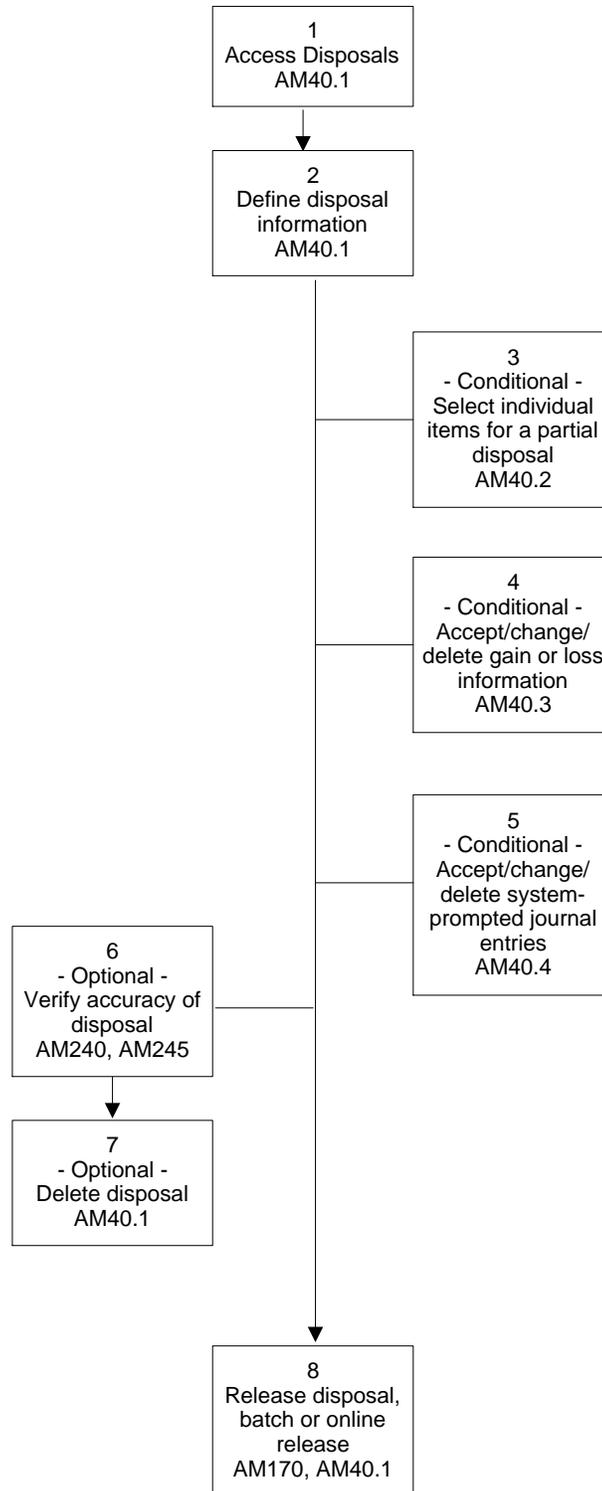
For each asset book, the following amounts are calculated when you dispose of an asset:

- Disposal depreciation expense
- Calculated gain or loss

 **Need More Details?** Check out the following concepts:

- ["What is a Disposal Property?"](#) on page 266

Figure 17. Procedure flow: Disposal of individual assets



STEPS To dispose of assets

1. Access Disposals (AM40.1).
2. Define the disposal information. Consider the following fields.

| | |
|-----------------------------|--|
| Type | Select one of the predefined disposal types. <hr/> NOTE When you report on assets, you have the option to include, exclude, or include only disposed assets; you also have the option to specifically include, exclude or include only disposed assets with a type of Purge. <hr/> |
| Property | To further define the disposal code, add a property code. Property codes are user-defined. |
| Proceeds and Expense | If you enter a value in the Proceeds or Expense fields, you must also enter the currency values. Use these fields to indicate gains or expenses generated by the disposal of an asset. For example, the sale of an asset could generate advertising costs but also result in a net gain if the asset is sold for more than its book value at the time of depreciation. |
| Disposal | Indicate whether you want to dispose of the entire asset (option F = Full) or just part of the asset (option P = Partial). The default is F (Full). If you select P (Partial) and add this form, the program will transfer you to Items (AM40.2) where you will select the items and quantities to be disposed of. |

NOTE If you are disposing of a partial quantity of a one-item asset, you do not need to select items, so AM40.2 is not used. The application navigates directly to Gain or Loss (AM40.3).

3. If you are disposing of fewer than the total number of items for the asset, the application navigates to Items (AM40.2).

Select individual items for a partial disposal.

The application navigates to Gain or Loss (AM40.3).

NOTE When the disposal process is complete, the items selected for disposal become a separate disposed asset and are assigned a new asset number.

4. Accept, change, or delete gain or loss information on AM40.3.
 - a. Accept or override proceeds, selling expense, and disposal depreciation expense.
 - b. To record deferred gain or loss from a like-kind exchange, use the Deferred Gain or Loss field.

If the disposed asset is associated with a posting book, the program automatically navigates to Journal Entries (AM40.4) where it prompts you to accept, modify, or delete the journal entries automatically created by the disposal.

IMPORTANT If the Display Journal Entries system option is set to N (No) on System Options (AM16.1), journal entries are added without being displayed. You can still open Journal Entries (AM40.4) to see what journal entries were added and to modify them at any time before you release the asset.

5. Accept, change, or delete the journal entry on AM40.4.
 - a. Change any data in the journal entry, if necessary.
 - b. To accept a journal entry, choose Add. The asset is disposed of.

or

To delete the journal entry, close the form without choosing Add. The asset is disposed of, but the journal entry is not recorded.

6. Verify the accuracy of disposals by running the Disposal Report (AM240) with an N (No) in the Release field to produce a report of disposals to be verified.
7. If any information is incorrect, delete the disposal record and then add it again on AM40.1.

IMPORTANT After you create a disposal record, you cannot change it. You must delete it and then add a new disposal record.

8. Release the disposal record.

| Release Method | Options |
|----------------|---------------------------------------|
| Batch | Run Processing Release (AM170) |
| Online | Use the Release form action on AM40.1 |

NOTE This procedure can transfer journal entries to the General Ledger and to the Strategic Ledger applications. The journal entries will be posted as part of the General Ledger and Strategic Ledger processing cycles.

NOTE To print assets by a specific disposal code or disposal property, use the Disposal Options form tab.

Related Reports and Inquiries

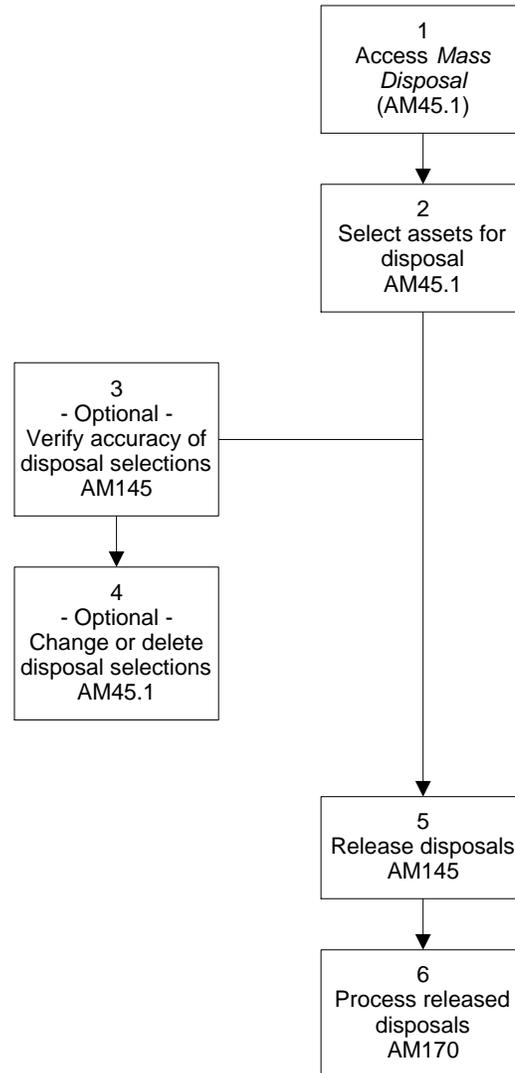
| To | Use |
|---|-------------------------------|
| List assets disposed of during a specified disposal date range or all recent disposals not yet updated by book. | Disposal Report (AM240) |
| List items disposed of during a specified disposal date range or all recent disposals not yet updated by book. | Item Disposal Report (AM245) |
| List disposals for analyzing them by book. You can view asset, tag, date, basis, and book value. | Disposal Analysis (AM95.1) |
| List transactions by transaction type and date range. You can view posting date, asset, tag, account, and transaction amount by process type. | Transaction Analysis (AM80.1) |
| List new assets created by partial disposals along with all other existing assets for a company. | Asset Analysis (AM70.1) |

Disposing of Multiple Assets

NOTE If you want to perform a partial disposal, you must dispose of the individual asset. For more information, see ["Disposing of Individual Assets"](#) on page 275.

Use the Mass Disposal method to select multiple assets for disposal. You select assets based on specific parameters, deselect any selected assets you do not want selected, and then dispose of all the remaining selected assets.

Figure 18. Procedure flow: Mass disposal of assets



STEPS To dispose of multiple assets

1. Access Mass Disposal (AM45.1).
2. Select assets for disposal. Consider the following fields.

| | |
|-----------------------|--|
| Selection Name | The selection name is required. The selection name groups all assets to be disposed together. The selection name remains in the system until the disposal is released. Then the selection name disappears. |
|-----------------------|--|

| | |
|---|---|
| Company, Company, Lease, Location, Division, Type, Asset Group, List | Use these fields to limit the assets that can be selected for disposal. |
|---|---|

| | |
|----------------------|---|
| Filter button | Choose Filter to open the Mass Disposal Filter subform and limit the assets that are displayed for selection: <ul style="list-style-type: none">• Select Y (Yes) in the Enable field to enable the filter.• Select the location, location detail, account group, accounting unit, or accounting unit group that you want to display assets for.• Click on the Checkmark (OK) to enable the display. |
|----------------------|---|

| | |
|-------------------|--|
| Select All | To select all or most of the assets that fit the selection: <ul style="list-style-type: none">• Type or select the selection name, company, and other selection criteria.• Type or select Y (Yes) in the Select All field.• Use the Load form function to display the assets that meet the selection criteria. If more than eight assets meet the selection criteria, you must page down the list of assets.• Add the disposal selection. An X appears next to all selected assets.• To deselect any assets that you do not want to include in the disposal, type or select N (No) in the Select All field, type or select D (Delete) in the SC field, and use the Change form function. |
|-------------------|--|

To select only a few of the assets that fit the selection:

- Type or select the selection name, company, and other selection criteria.
- Type or select N (No) in the Select All field.
- Use the Load form function to display the assets that meet the selection criteria. If more than eight assets meet the selection criteria, you must page down the list of assets and mark the assets that you want to dispose of.
- Type or select A (Add) in the SC field to mark the assets that you want to dispose of.
- Add the disposal selection.
An X appears next to all selected assets.

3. Verify the accuracy of disposal records by running the Mass Disposals (AM145) with an N (No) in the Release field to produce a report of assets to be verified.

Consider the following fields.

| | |
|---------------------------|---|
| Selection Name | Type or select the Selection name that you created using AM45.1. |
| Date | Type or select the date for the disposal. This can be any date within the current fiscal year. |
| Release | Type or select N (No) to produce an edit listing of the disposals made. |
| Proceeds, Expenses | Type the total amount of the proceeds or expenses for all selected assets. |
| Allocation Option | If you entered proceeds or expenses, select an option to indicate how to allocate the proceeds or expenses. The options are B (Book Value) or D (Depreciable Basis). |
| Posting Entries | Type or select Y (Yes) if you want the disposal journal entries to be transferred to General Ledger, Project Accounting, or Strategic Ledger. You must also enter a posting date in the Posting Date field. Type or select N (No) to reject the posting entries. |

4. If the information is incorrect, you can change selection criteria or delete the disposal selection on AM45.1.
 - a. You can change criteria for:
 - Company
 - Account group
 - Type
 - Division
 - Location
 - b. You cannot change the selection name.
 - c. To delete the entire selection, use the Delete form function.
 - d. To deselect selected assets, use the D (Delete) line function followed by the Change form function.
5. Release the disposal record by running Mass Disposals (AM145). Consider the following fields.

| | |
|-----------------------|---|
| Selection Name | Type or select the Selection name that you created using AM45.1. |
| Date | Type or select the date for the transfer. This can be any date within the current fiscal year. |
| Release | Type or select Y (Yes) to release the transfers. Type or select N (No) to produce an edit listing of the disposals made. |

| | |
|----------------------|--|
| Proceeds | Type the total amount of the proceeds or expenses for all selected assets. |
| Allocation | If you entered proceeds or expenses, type or select an option to indicate how to allocate the proceeds or expenses. The options are B (Book Value) or D (Depreciable Basis). |
| Posting Entry | Type or select Y (Yes) if you want the disposal journal entries to be transferred to General Ledger, Project Accounting, or Strategic Ledger. You must also enter a posting date in the Posting Date field. Enter N (No) to reject the posting entries. |

- Release the disposed assets by using AM170.

NOTE This procedure can transfer journal entries to General Ledger and to Strategic Ledger. The journal entries will be posted as part of the General Ledger and Strategic Ledger processing cycles.

Related Reports and Inquiries

| To | Use |
|---|------------------------------|
| List assets disposed of during a specified disposal date range or all recent disposals not yet updated. | Disposal Report (AM240) |
| List items disposed of during a specified disposal date range or all recent disposals not yet updated. | Item Disposal Report (AM245) |

Disposing of Assets from a Handheld Terminal

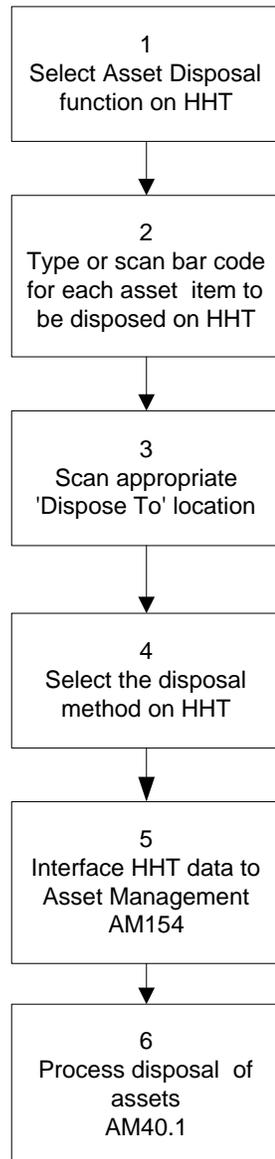
Use this procedure to dispose of whole or partial assets only when the assets are part of the physical inventory.

STOP Asset items must be bar-coded items and part of the physical inventory to be disposed with this method. The assets the items are associated with must be in Released state. For more information, see "[Setting Up Bar Coding](#)" on page 79.

 **Need More Details?** Check out the following concepts:

- ["What Happens When a Disposal Is Initiated from a Handheld Terminal?"](#) on page 268

Figure 19. Procedure flow: Disposing of assets from a handheld terminal



STEPS To dispose of assets from a handheld terminal

1. Select the Asset Disposal function on the handheld terminal.
2. Type or scan the bar code for each item to be disposed.
3. Select a disposal method or accept the default disposal method (Retired).

TIP You can scan the location and location detail from the space label of the space the disposed item is located in, or from the Location Detail Workbook for the location.

4. Scan the “Dispose To” location and optional location detail.

IMPORTANT The “Dispose To” location is required only for inventory purposes. It is not interfaced to the Asset Management application. The disposal locations you define should be used only for disposals. For example, you could define a location named SCRAP for items that are scrapped.

5. Interface the HHT data to the Asset Management application.
 - a. Save and download the HHT transfer file, named xx-AMDSP.txt, to the client PC.
 - b. Transfer xx-AMDSP.txt to your environment by using a transfer utility such as **ftp**.
 - c. Use AM Bar Code File Interface (AM154) to interface xx-AMDSP.txt to the Asset Management AMASSETDSPDBAMASD file.

Consider the following fields.

| | |
|---------------------|--|
| Process Type | Select DSP (Disposal). |
| File Name | If you changed the system-assigned file name of xx-AMDSP.txt, type the name of the file in this field. If you kept the system-assigned file name, the program automatically locates and processes xx-AMDSP.txt. |

TIP The HHT disposals exist in the Asset Management application as unreleased disposals.

6. Process the asset disposal:
 - a. Access Disposals (AM40.1).
 - b. Inquire on the existing unreleased disposals.
 - c. This procedure described elsewhere in this user guide. For more information, see ["Disposing of Individual Assets"](#) on page 275.

IMPORTANT The assets to be disposed are preselected to match the handheld terminal selections. You cannot change the selections without causing inventory mismatch errors. You must, however, complete the rest of the disposal process as described for the method you select.

Reinstating a Disposed Asset

You can reinstate a disposed asset and restore it to a normal asset.

STOP You can reinstate only assets that were disposed within the current fiscal year and that were fully disposed.

STEPS To reinstate a disposed asset

NOTE Journal entries are prompted only if you have a posting book defined for the disposed asset and the disposal created journal entries that must be reversed by the reinstatement.

1. Access Reinstatement Disposed Assets (AM41.1) and type or select the disposed asset number and date of reinstatement.
2. Accept, modify, or reject the journal entries as you are prompted on Reinstatement Journal Entries (AM41.2).
 - a. Change any data in the journal entry, if necessary.
 - b. To accept a journal entry, choose Add. The asset is disposed of.

or

To delete the journal entry, close the form without choosing Add. The asset is reinstated, but the journal entry is not recorded.

IMPORTANT The prompted journal entries reverse the entries made by the disposal and restore all the asset and depreciation accounts to their status before the disposal. If you do not accept the journal entries or if you modify them in any way, you must verify that the General Ledger entries are correct.

3. Return to AM41.1 and select the Release form action to release the reinstatement.

or

Use Processing Release (AM170) to release the reinstatement.

Related Reports and Inquiries

| To | Use |
|---|-------------------------------------|
| Generate a report of reinstated assets. | Reinstated Disposals Report (AM241) |

Processing a Like-Kind Exchange Transaction

When you exchange an asset for a similar asset, and the exchange results in a gain smaller than 25 percent, you must dispose of the old asset, defer the temporary loss incurred, and then add a new asset that clears the deferred loss and acknowledges the recognized gain. The recognized gain is the proportional gain allowed by the Federal tax authorities.

STOP Before you start this procedure, collect the required information on both the disposed asset and the new asset.



Need More Details? Check out the following concepts:

- ["What Are Like-Kind Exchanges?"](#) on page 270

STEPS To process a like-kind asset transaction

1. Determine whether you have a total gain or loss in the exchange.
2. Determine whether gain needs to be recognized proportionally.
 - If you have a total loss or if the gain is greater than 25 percent, follow the standard disposal procedure for the old asset, and then follow the standard addition procedure for the new asset.
 - If you have a gain smaller than 25 percent, continue with step 3.
3. Calculate the recognized and unrecognized gain and new asset basis by using the calculations described for like-kind exchange transactions. For more information, see ["Calculations Used in a Like-Kind Exchange Transaction"](#) on page 272.
4. Process the disposal.
 - a. Access Disposals (AM40.1).
 - b. Define the disposal information. Consider the following fields.

| | |
|-----------------------------|---|
| Type | Select Exchange as the disposal type. |
| Property | You can further define the disposal code by adding a property code. |
| Proceeds and Expense | If you received cash in addition to the exchanged asset, select the transaction currency in the Proceeds Currency field, and type the amount in the Proceeds Amount field. |
| | NOTE If you do not enter a value in the Currency field, the company base currency defaults. |
| Quantity | <p>If you enter a quantity that is less than the total asset quantity and the asset has more than one item, the disposal is a partial disposal and the program navigates to Items (40.2).</p> <p>If you enter the total asset quantity or the asset has only one item, the program navigates to Gain or Loss (AM40.3) and displays the loss incurred in the Gain or Loss field.</p> |

- c. If the disposal is partial, select the items to be disposed on Items (40.2).

After you have selected the items, the program navigates to Gain or Loss (AM40.3) and displays the loss incurred in the Gain or Loss field.

The loss is calculated as follows:

$$\text{Old Asset} - (\text{Proceeds} + \text{Accum Depr}) = \text{Loss}$$
- d. On the Exchange form tab of AM40.3, type the entire loss amount in the Deferred Gain or Loss field.

The program navigates to Journal Entries (AM40.4).

IMPORTANT If the Display Journal Entries system option is set to N (No) on System Options (AM16.1), journal entries are added without being displayed. You can still open Journal Entries (AM40.4) to see what journal entries were added and to modify them at any time before you release the asset.

NOTE To print assets by a specific disposal code or disposal property, use the Disposal Options form tab.

- e. Accept, change, or delete the journal entry on AM40.4.
 - Change any data in the journal entry, if necessary.
 - To accept a journal entry, choose Add. The asset is disposed of.
or –
To delete the journal entry, close the form without choosing Add. The asset is disposed of, but the journal entry is not recorded.
 - f. Disposal Report (AM240) or Verify the accuracy of disposals by running the Disposal Report (AM240) or Item Disposal report (AM245) with an N (No) in the Release field to produce a report of disposals to be verified.
 - g. If any information is incorrect, delete the disposal record and then add it again on AM40.1.
 - h. Release the disposal online, using Disposals (AM40.1)
5. Process the new asset addition.
- a. Define an account group with the deferred loss account defined as the clearing account. For more information, see ["Defining an Account Group"](#) on page 39.
 - b. Define an asset template that contains the account group you just defined. For more information, see ["Defining Asset Addition Templates"](#) on page 66.
 - c. Access Quick Addition (AM20.1).
 - d. Define an asset. For more information, see ["Adding Assets by Using Quick Addition"](#) on page 154. Consider the following added requirements that are specific to this procedure:

| | |
|-----------------|---|
| Template | Use the template you defined in step b. |
| Company | Select the company that was used in the disposal. |

Main form tab Any values entered on the template for the corresponding fields are displayed. You can accept the values or provide your own values.

IMPORTANT Because you are using the deferred loss account as a clearing account, the accounting unit used for the clearing account should be the same as the accounting unit used for the disposed item's deferred loss account.

For more information, see ["Adding Assets by Using Quick Addition"](#) on page 154.

Items form tab You must define at least one item. The only required fields are the purchase date, the quantity, and the cost.

IMPORTANT The total cost must be equal to the new asset basis calculated in step 3.

You can also add bar-code, invoice, or activity information. For more information, see ["Adding Assets by Using Quick Addition"](#) on page 154.

Overrides form tab Override any of the asset or asset book information on the template.

IMPORTANT Do not override the asset group. The account group must be the one you defined in step a.

Control Totals form tab You can check whether the total number of items added is the total number of items for the asset and the total cost of the items is the total cost entered.

TIP This feature is useful if you are entering a large number of items.

- e. Adjust and add the journal entries so they appear as follows:

| Account | Debit | Credit | Description |
|---------------|-------|--------|---|
| Asset | X | | Should be equal to the new asset basis amount calculated in step 3. |
| Deferred Loss | | X | Adjust so it is equal to the deferred loss entered during the old asset disposal. |

| Account | Debit | Credit | Description |
|----------------|--------------|---------------|---|
| Gain | | X | Type the recognized gain amount calculated in step 3. |

NOTE The total of the deferred loss and recognized gain should equal the asset amount.

- f. Release the added asset online on Additions and Adjustments (AM20.2).

Chapter 14

Performing an Inventory

If the assets are bar-coded and part of a physical inventory, you want to perform an inventory periodically to match the inventory with the Asset Management data. This chapter describes the inventory process.

STOP Before you perform an inventory, you must set up bar coding. For more information, see "[Setting Up Bar Coding](#)" on page 79.

Concept in this Chapter

TIP To skip directly to the procedures, see "[Procedure in this Chapter](#)" on page 293

The following concept provides background and conceptual information for the procedures within this chapter.

- "[How does the Inventory Process Work?](#)" on page 292

How does the Inventory Process Work?

The inventory process compares the asset items that are in inventory with the data that resides in Asset Management and checks whether the following data matches:

- The asset item location
- The asset item quantity

The inventory process also lets you note the condition of the item at the time of inventory.

If there are mismatches, the inventory process lets you print or view a listing of the mismatches and provides a reason for the mismatch.

IMPORTANT The inventory process does not correct the mismatches. You must make the necessary changes in Asset Management to match the data with the data produced by the handheld terminals.

After you reconcile all the data, you can update the inventory. Updating the inventory results in the following for each reconciled item:

- The new inventory date replaces the last inventory date.
- The condition of the item is updated with the condition at the time of the inventory.
- Reconciled records are removed from the inventory interface file.

Procedure in this Chapter

You can perform an inventory at any time. You must perform one after you have set up bar coding to make sure you start with a reconciled asset database. This chapter contains the following procedure:

Performing an inventory For more information, see "[Performing an Inventory](#)" on page 293.

Other Procedures Related to Bar Coding

Setting up bar coding For more information, see "[Setting Up Bar Coding](#)" on page 79.

Adding bar-coded assets from a handheld terminal For more information, see "[Adding Bar-Coded Assets from a Handheld Terminal](#)" on page 222.

Transferring assets from a handheld terminal For more information, see "[Transferring Assets from a Handheld Terminal](#)" on page 261.

Disposing of assets from a handheld terminal For more information, see "[Disposing of Assets from a Handheld Terminal](#)" on page 283.

Performing an Inventory

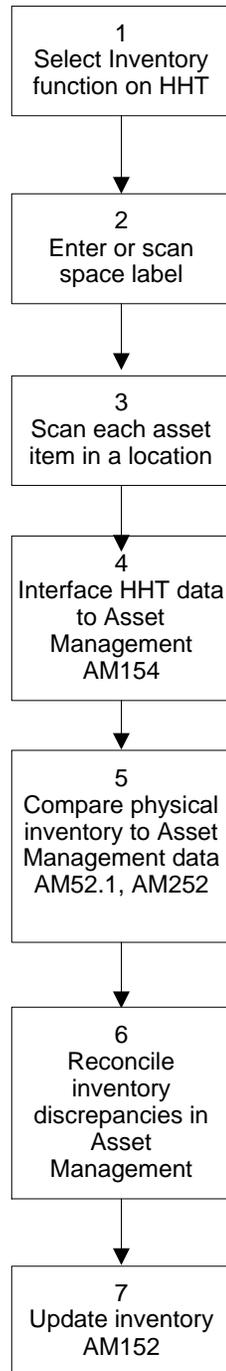
Use this procedure to inventory and reconcile asset items.



Need More Details? Check out the following concepts:

- ["How does the Inventory Process Work?"](#) on page 292
- ["What Is the Location Detail?"](#) on page 82

Figure 20. Procedure flow: Performing an Inventory



STEPS To perform an inventory

1. Select the Inventory function on the handheld terminal (HHT).
2. Scan or enter the space (location detail) label for the location you want to inventory.
3. Scan each item in the location.
 - a. Scan the bar code.
 - b. Enter the condition of the item as G (Good), F (Fair), or D (Damaged).
4. Interface the HHT data to Asset Management.
 - a. Save and download the inventory file, named xx-AMINV.txt, to the client PC.
 - b. Transfer xx-AMINV.txt to your environment, using a transfer utility such as **ftp**.
 - c. Access AM Bar Code File Interface (AM154) to interface xx-AMINV.txt to the Asset Management AMASTITINVDBAMIIV file.

NOTE Consult the handheld terminal documentation for instructions on saving and downloading files.

Consider the following fields.

| | |
|---------------------|---|
| Process Type | Select INV (Inventory). |
| File Name | Kept the system-assigned file name, the program automatically locates and processes xx-AMINV.txt. |

TIP You are likely to repeat steps 5, 6, and 7 several times before the inventory is reconciled. Typically, you would use AM252 first, then use AM152 to update the inventory for reconciled items and remove them from the inventory file, then AM52.1 when you think you have corrected all or most of the mismatches and want to quickly check whether there are any left.

5. Run Inventory Comparison (AM252) for a detailed listing of matched and mismatched items. –

or

Use Interface Update Maintenance (AM52.1) to view items one by one online and diagnose the reason for the mismatch.

- a. Use Inventory Comparison (AM252) to generate a complete and detailed listing of all items in the inventory and their status. For each selected item, the report includes the asset number, the Asset Management and Inventory location detail, the Asset Management and Inventory quantity, the item cost, the bar code, and (if applicable) the serial number, and model. The report also includes messages reflecting the status of every scanned item.

All the fields are optional. Consider the following fields.

| | |
|------------------------------|---|
| Selection Options tab | You can run the report for all the items in AMASTITINVDBAMIIV, or you can select a run group, an inventory date range, a company, a company group, a location, or a location detail level to limit the scope of the report. |
|------------------------------|---|

| | |
|---------------------------|---|
| Output Options tab | <p>You can select one of the following report options:</p> <ul style="list-style-type: none"> • All items in the inventory file • Reconciled items only • Location or quantity mismatch only • Items missing from AM only <p>You can also select a currency for the report and indicate the totals you want to include.</p> |
|---------------------------|---|

TIP AM52.1 displays basic information that lets you quickly check which items need reconciling. But you still need to check the AM252 report to find the asset number of the asset that needs to be corrected and the mismatch detail.

- b. On Interface Update Maintenance (AM52.1) , use the use the Next form action to scroll online through interfaced items and use the Resolve form action to diagnose the mismatch.

IMPORTANT You can add, change, or delete records from the inventory file. However, you should typically reconcile the data by modifying Asset Management records, not inventory records. If you do enter changes on this form, you must manually also change the inventory to match the data you change, so that the next inventory will not show a mismatch. For example, if the location of an item in the Asset Management record is different from the location in inventory and you want the item to be in the Asset Management location rather than the current inventory location, you can change the location on this form to remove the mismatch from the inventory, but you must also physically move the asset to the new location.

Consider the following fields.

| | |
|--|---|
| Run Group, Bar Code, Creation Date, Creation Time | These fields cannot be changed; they uniquely identify each record. |
| Company, Inventory Quantity, Inventory Location, Location Detail Level 1, Location Detail Level 2, Location Detail Level 3, Inventory Date, Condition | These fields display the information in the inventory file. You would not typically modify these fields, but you can. |

Inventory Status This is a display-only field, indicating whether the item reconciliation status. Before you select the Resolve form action, all items have a status of New.

When you use the Resolve form, one of the following statuses displays:

- 1 (Exception) indicates that the item exists in Asset Management but there is a location or quantity discrepancy.
- 2 (No AM Data) indicates that the item does not exist in Asset Management.
- 3 (Non-Inventory Asset) indicates that the asset associated with the inventoried item is designated in Asset Management as a non-inventory asset.
- 5 (Reconciled) indicates that this item has no mismatch

6. Reconcile inventory mismatches in Asset Management. The actions you must take depend on the mismatch status:

| If the message is | Then |
|--|---|
| AM52.1: 1 (Exception) and AM252: CHK LOC | The location does not match. Correct the location on Items (AM20.3). |
| AM52.1: 1 (Exception) and AM252: CHK QTY | The quantity does not match. Correct quantity on Items (AM20.3). |
| AM52.1: 2 (No AM data) and AM252: No AM record found for this bar code | You must locate the correct asset in Asset Management and enter the bar code and location detail information on Items (AM20.3). |
| AM52.1: 3 (Non-Inventory Asset) and AM252: Asset has inventory flag set to "N" | You must change the flag to Y (Yes) on Additions and Adjustments (AM20.2). |
| AM52.1: 3 (Non-Inventory Asset) and AM252: Asset has already been disposed of | Asset Management has disposed of the asset. The asset should be removed from inventory. |

7. Update the inventory. This step removes reconciled items from the inventory file (AMASTITINVDBAMIIIV) and updates the items in Asset Management with the most recent inventory date and condition.
 - a. Access Inventory Update (AM152).
 - b. Enter the inventory criteria. Consider the following fields.

Selection Options tab You must select a company or company group for which to run the inventory.

You can run the inventory for a range of inventory dates, a run group, or an asset. If you leave these field blanks, all the company items in the inventory file are updated.

-
- Release**
- Select N (No) in this field to produce a report of what inventory items would be updated, and what inventory items are still mismatched.
 - Select Y (Yes) to update the reconciled items with the current inventory date and condition.

NOTE As AM152 updates reconciled items, the items are removed from the inventory file . Unreconciled items remain in the file. You can correct mismatched items and run AM152 again until all items are reconciled and removed.

Run Group If you enter a run group and select Yes in the Release field, and all the items in the run group are reconciled, the run group is deleted from the inventory file.

Output Options tab Use this tab to indicate what totals you want in the report.

- c. To check whether some items were missed in the inventory, run Item Listing (AM223). On the Additional Options tab, select (M) Missing Assets Only from the Inventory Assets field. AM223 lists all the items that should have been inventoried but were missed.

| If | Then |
|---|---|
| The item was inventoried before or after the date range specified on AM152 . | You must run AM152 again with a date range that encompasses the missed item. |
| The item was added after the last inventory date and has never been inventoried | You must decide whether you need to do a new inventory right away or whether the item can wait till the next scheduled inventory. |

Chapter 15

Closing Period and Year-End

This chapter focuses on the Asset Management monthly and yearly processing cycles, and on the steps for conducting fiscal period and year-end closings.

Concepts in this Chapter

TIP To skip directly to the procedures, see ["Procedures in this Chapter"](#) on page 301

The following concepts provide background and conceptual information for the procedures within this chapter.

- ["What Is the 40% Tax Rule?"](#) on page 300
- ["What Is a Short Year?"](#) on page 300

What Is the 40% Tax Rule?

The 40% tax rule is a United States tax ruling that applies to depreciation calculations when at least 40 percent of a company's assets placed in service during a fiscal year have been added during the last fiscal quarter. Consult your tax advisor for more information.

What Is a Short Year?

Short years are fiscal years that are shorter than the originally-defined fiscal year. You need to use the short year-end close procedure (instead of the normal year-end closing procedure) when the fiscal year for your company must be revised and ended earlier than previously defined.

Example

Company 123, which has a fiscal year running from January 1st through December 31st is purchased by company ABC, which has a fiscal year that runs from June 1st through May 31st. As a result, company 123 must change its fiscal year to match its new parent company's. To do this, company 123 must close its current fiscal year on May 31st, seven months earlier than the predefined December 31st date. To do this, company 123 must conduct a short-year close.

Procedures in this Chapter

This chapter focuses on three sets of closing procedures: closing a fiscal period, closing at year-end, and closing at short year-end.

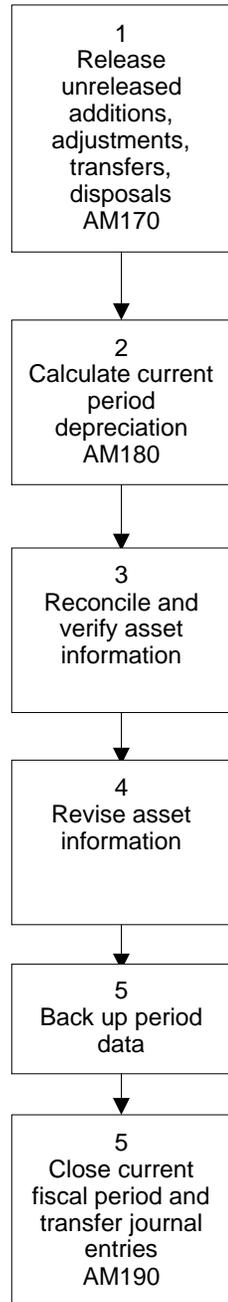
- ["Closing a Fiscal Period" on page 301](#)
- ["Closing Year End" on page 305](#)
- ["Closing at Short Year End" on page 312](#)

Closing a Fiscal Period

The process of closing a fiscal period includes releasing asset records, calculating current period depreciation, reconciling asset records, backing

up data, and posting current period depreciation. The following procedure outlines the process for closing fiscal periods.

Figure 21. Procedure flow: Closing a fiscal period



STEPS To close a fiscal period

1. Release unreleased additions, adjustments, transfers, and disposals by running Processing Release (AM170).

AM170 edits and releases all the unreleased asset processing done during the current period and transfers journal entries to the General Ledger. You must run AM170 before you can continue with closing the fiscal period.

2. Calculate the current period's depreciation by running Depreciation Calculation and Listing (AM180).

IMPORTANT Part 32 book calculations are based on General Ledger account balances. Consequently, before you perform calculation depreciation for Part 32 books, you should make sure the General Ledger asset accounts are updated by running Journal Posting (GL190).

Consider the following fields.

| | |
|-------------------------|--|
| Book, Book Group | To run AM180, you must specify either a book or a book group. AM180 then calculates the current period's depreciation for the book or book group you selected. |
|-------------------------|--|

| | |
|-------------------------------|--|
| Company, Company Group | You must specify either the company or the company group for the book or book group. |
|-------------------------------|--|

| | |
|-----------------------|---|
| Classification | Indicate if you want to calculate depreciation on all assets (A), purchased assets only (P), or capitalized leased assets only (C). |
|-----------------------|---|

| | |
|-----------------------|--|
| Compute Option | Indicate if you want to calculate depreciation for all assets (A), calculate depreciation for all assets added or changed since the last run of this program (S), or list assets and depreciation amounts without actually updating the amounts (L). |
|-----------------------|--|

3. Reconcile and verify asset information by reviewing current period and year-to-date depreciation.

| If you want to | Use |
|--|--|
| Review the current period's depreciation | Depreciation Calculation and Listing (AM180) or Asset Report (AM260) |
| Review the year-to-date depreciation through the current month | Current Year Depreciation Report (AM280) |

4. Revise the asset information if necessary.

5. Close the current fiscal period and transfer the journal entries to General Ledger by running Period Close (AM190).

Consider the following fields.

Release

If you want to review the journal entries before they are posted to the General Ledger, select No with Error Report (N) in this field and run AM190. AM190 will produce a list of journal entries and an error report, but will not post to the General Ledger. At this point you can still revise the asset records and correct errors if necessary.

If you want to post journal entries to General Ledger with depreciation amounts and close the period, and create an error report, select Yes with Error Report in this field and run AM190.

NOTE The Yes With Error Report option can impact the run time and performance of AM190. Consider your time constraints and the number of assets before you choose the Yes With Error Report option.

You can also choose Yes without Error Report, which posts journal entries to General Ledger with depreciation amounts and closes the period without the error report.

IMPORTANT

Running AM190 with the Release field set to Yes is irreversible. Please be sure you are ready for this step.

| | |
|-------------------------------|---|
| Book, Book Group | Select either a book or a book group. |
| Company, Company Group | Select either a company or a company group. |

Related Reports and Inquiries

Run one of the following reports to gather asset information.

| To | Use |
|---|--------------------------------|
| Review assets added during a specified in-service or purchase date range or all recent additions that have not been updated yet | Addition Report (AM220) |
| Review assets adjusted during a specified adjustment date range all recent adjustments that have not been updated yet | Adjustment Report (AM225) |
| Review assets transferred during a specified transfer date range all recent transfers that have not been updated yet | Transfer Report (AM230) |
| Review assets disposed of during a specified disposal date range all recent disposals that have not been updated yet | Disposal Report (AM240) |
| Reconcile asset transactions to General Ledger by company, accounting unit, or account | Account Balance Report (AM270) |
| Compare asset book depreciation information for two books | Book Comparison Report (AM285) |

Closing Year End

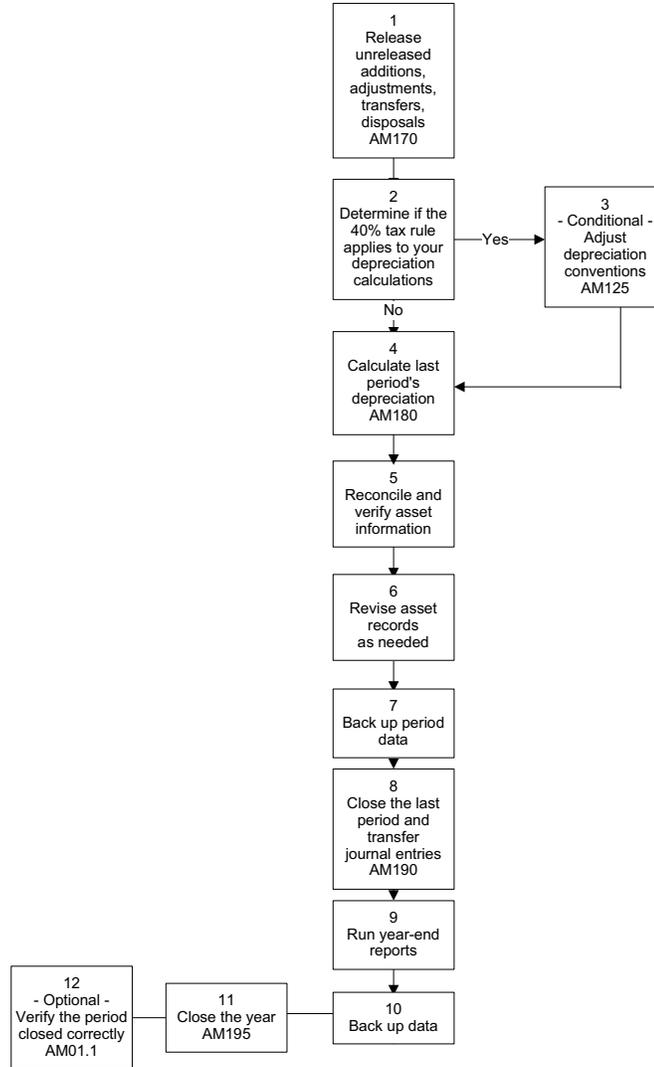
At the end of your company's fiscal year, you must close year-end. The following procedure outlines the process for conducting year-end closing.

STOP Before you can conduct year-end closing, you must be finished adding, adjusting, transferring, and disposing of asset records.

 **Need More Details?** Check out the following concepts:

- "What Is the 40% Tax Rule?" on page 300

Figure 22. Procedure flow: Closing year-end



STEPS To close year-end

1. Release unreleased additions, adjustments, transfers, and disposals by running Processing Release (AM170).

AM170 edits and releases all the unreleased asset processing done during the current period and transfers journal entries to the General Ledger. You must run AM170 before you can continue with closing year-end.

2. Determine if the 40% tax rule applies to the depreciation calculations.
 - a. Access Addition Report (AM220).

- b. Run AM220 to list assets added during the past year. Consider the following fields.

In-Service From Date, In-Service To Date Specify the beginning and end dates for the period you want to report on.

Property Type or select P (Personal) as the type of property you want included in the report.

- c. Run AM220 to track assets added in the last quarter of the same year you specified in step 2b.
- d. Manually compare the reports from steps 2b and 2c to determine if more than 40 percent of the assets placed in service during the year were placed in the last quarter.

| If | Then |
|---|---|
| More than 40 percent of the assets were placed in service during the last quarter | The 40% rule applies to you. You must adjust the tax book conventions. See step 3 for instructions. |
| Less than 40 percent of the assets were placed in service during the last quarter | The 40% rule does not apply to you. You may continue the year-end closing by moving on to step 4. |

- 3. Conditional. If the 40% rule applies to your company, adjust the depreciation conventions for the assets that were placed in service during the fourth quarter of the year.
 - a. Access Mass Adjustments (AM125).
 - b. In the Convention field on the Asset Book Adjustments tab, change the convention code to MQ (Mid Quarter).
 - c. Choose the Change form action.
 - d. Update the changes made in AM125 by running Processing Release (AM170).

You have finished adjusting depreciation conventions. You can now continue with routine year-end closing by moving on to step 4.

- 4. Calculate the last period's depreciation by running Depreciation Calculation and Listing (AM180).

Consider the following fields.

Book, Book Group To run AM180, you must specify either a book or a book group. AM180 then calculates the current period's depreciation for the book or book group you selected.

Company, Company Group You must specify either the company or the company group for the book or book group.

5. Reconcile and verify asset information by running the appropriate reports. The following reports are recommended. For more information, see ["Related Reports and Inquiries"](#) on page 310.
 - Addition Report (AM220)
 - Adjustment Report (AM225)
 - Transfer Report (AM230)
 - Item Transfer Report (AM235)
 - Disposal Report (AM240)
 - Item Disposal Report (AM245)
 - Asset Report (AM260)
 - Account Balance Report (AM270)
 - Transaction Report (AM275)
 - Activity Report (AM277)
 - Current Year Depreciation Report (AM280)
 - Book Comparison Report (AM285)
6. Based on the results of step 5, revise asset records as needed.

NOTE If you have depreciation history enabled for the books, you can use Depreciation History Report (AM281) to report on previous year depreciation history.

7. Back up the data. Once you have closed the period, you can no longer generate reports showing previous period depreciation unless you have depreciation history enabled for the book.
8. Close the last period and transfer journal entries by running Period Close (AM190). Consider the following fields.

Release

If you want to review the journal entries before they are posted to the General Ledger, select No with Error Report (N) in this field and run AM190. AM190 will produce a list of journal entries and an error report, but will not post to the General Ledger. At this point you can still revise the asset records and correct errors if necessary.

If you want to post journal entries to General Ledger with depreciation amounts and close the period, and create an error report, select Yes with Error Report (R) in this field and run AM190.

NOTE The Yes With Error Report option can impact the run time and performance of AM190. Consider your time constraints and the number of assets before you choose the Yes With Error Report option.

You can also choose Yes without Error Report (Y), which posts journal entries to General Ledger with depreciation amounts and closes the period without the error report.

IMPORTANT

Running AM190 with the Release field set to Yes is irreversible. Please be sure you are ready for this step.

| | |
|-------------------------------|---|
| Book, Book Group | Select either a book or a book group. |
| Company, Company Group | Select either a company or a company group. |

9. Run year-end reports. For more information, see ["Related Reports and Inquiries"](#) on page 310.
 - Addition Report (AM220)
 - Adjustment Report (AM225)
 - Transfer Report (AM230)
 - Disposal Report (AM240)
 - Projection Report (AM255)
 - Asset Report (AM260)
 - Property Report (AM265)

NOTE If you have depreciation history enabled for the books, you can use Depreciation History Report (AM281) to report on previous year depreciation history.

- Account Balance Report (AM270)
 - Current Year Depreciation Report (AM280)
 - Book Comparison Report (AM285)
 - Tax Credit Report (AM290)
 - Recapture Report (AM292)
 - FASB Reconciliation Report (AM295)
10. Back up the data. Once you have closed year-end, you can no longer generate reports showing year-to-date depreciation for the year you are closing, unless you have the depreciation history feature enabled for the book.
 11. Report Close the year by running Year End Close (AM195).
 12. Optional. Verify that the year closed correctly.

You can verify that the year-end close has been successful by opening Calendar (AM01.1) and inquiring on the company and book.

| If | Then |
|---|---|
| The calendar shows the calendar for the new fiscal year but not the fiscal year you just closed | The year closed correctly, and you are finished with the year-end close procedure. |
| The calendar for the year you just tried to close is visible | The year-end close has not been completed. Review the year-end close process again. |

Related Reports and Inquiries

The Asset Management application provides year-end reports that are used to gather information on:

- Assets
- Items
- Asset book depreciation
- Asset Management integration with other Lawson systems
- Values used in tax reporting

Reports Used to Gather Asset Information

Run one of the following year-end reports for additional asset information.

| If you want to | Use |
|--|-------------------------------------|
| List assets added during a specified in-service or purchase date range or all recent additions that have not been updated yet | Addition Report (AM220) |
| List assets adjusted during a specified adjustment date range or all recent adjustments that have not been updated yet | Adjustment Report (AM225) |
| List assets transferred during a specified transfer date range or all recent transfers that have not been updated yet | Transfer Report (AM230) |
| List assets disposed of during a specified disposal date range or all recent disposals that have not been updated yet | Disposal Report (AM240) |
| List future depreciation for assets | Projection Report (AM255) |
| List asset financial information by book | Asset Report (AM260) |
| List property assets, including asset basis, asset book value, year-to-date depreciation, and life-to-date depreciation values | Property Report (AM265) |
| List property assets for Part 32 (Class Level) books only. | Continuing Property Records (AM266) |

Reports Used to Gather Item Information

Run one of the following year-end reports for item information.

| If you want to | Use |
|---|------------------------------|
| List items transferred during a specified transfer date range or all recent transfers that have not been updated yet | Item Transfer Report (AM235) |
| List items disposed of during a specified disposal date range or all recent disposals that have not been updated yet. | Item Disposal Report (AM245) |

Reports Used to Gather Asset Book Depreciation Information

Run one of the following year-end reports for asset book depreciation information.

| If you want to | Use |
|--|--|
| Report on current year-to-date depreciation by book | Current Year Depreciation Report (AM280) |
| Generate a report of period, year-to-date, and life-to-date depreciation for asset classes by company, asset accounting unit, and asset account. | Class Depreciation Report (AM282) |
| Generate comparisons of asset book depreciation information for two books | Book Comparison Report (AM285) |
| Generate a report of historical depreciation information. | Depreciation History Report (AM281) |

Reports Used to Gather Application Integration Information

Run one of the following year-end reports for information on how Asset Management is integrated with other Lawson applications.

| If you want to | Use |
|---|--------------------------------|
| Review general ledger account transactions posted to General Ledger by company and account number | Account Balance Report (AM270) |
| Review general ledger account transactions posted to General Ledger by company and transaction type | Transaction Report (AM275) |
| Review journal entries with activity codes posted to Project Accounting by company and activity | Activity Report (AM277) |

Reports Used to Gather Tax Reporting Information

Run one of the following year-end reports to gather Asset Management information for use in tax reporting.

| If you want to | Use |
|---|------------------------------------|
| Review first-year expense elections or tax credit elections by book (use this report to help complete U.S. tax form 3468) | Tax Credit Report (AM290) |
| Review depreciation and tax credit recapture information on an asset book (use this report to help complete U.S. tax forms 4797 and 4255) | Recapture Report (AM292) |
| Review the income tax payable accrual | FASB Reconciliation Report (AM295) |

Closing at Short Year End

Short years are years that have been closed earlier than the originally defined fiscal year. You need to use the short year-end close procedure when the fiscal year for your company must be revised and ended earlier

than previously defined. The following procedure outlines the process for conducting a short year-end close.

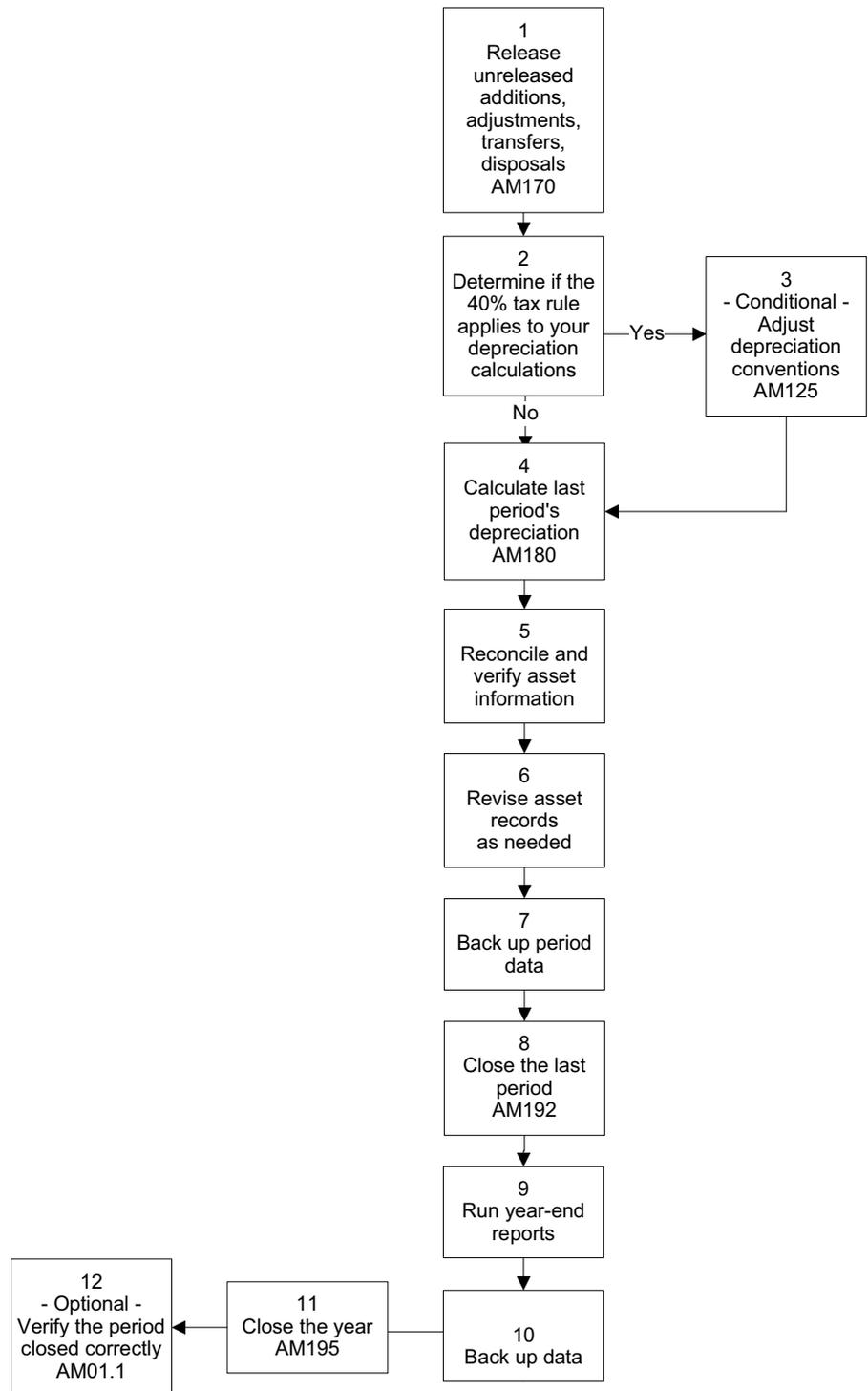
STOP Before you can conduct year-end closing, you must be finished adding, adjusting, transferring, and disposing of asset records.



Need More Details? Check out the following concepts:

- ["What Is the 40% Tax Rule?"](#) on page 300
- ["What Is a Short Year?"](#) on page 300

Figure 23. Procedure flow: Closing at short year-end



STEPS To close a short year

1. Release unreleased additions, adjustments, transfers, and disposals by running Processing Release (AM170).

AM170 edits and releases all the unreleased asset processing done during the current period and transfers journal entries to the General Ledger. You must run AM170 before you can continue with closing year-end.

2. Determine if the 40% tax rule applies to the depreciation calculations.
 - a. Access Addition Report (AM220).
 - b. Run AM220 to track assets added during the past year. Consider the following fields.

| | |
|---|---|
| In-Service From Date, In-Service To Date | Specify the beginning and end date for the period you want reported on. |
|---|---|

| | |
|-----------------|--|
| Property | Type or select P (Personal) as the type of property you want included in the report. |
|-----------------|--|

- c. Run AM220 to track assets added in the last quarter of the same year you specified in step 2b.
- d. Manually compare the reports from steps 2b and 2c to determine if more than 40 percent of the assets placed in service during the year were placed in the last quarter.

| If | Then |
|---|---|
| More than 40 percent of the assets were placed in service during the last quarter | The 40% rule applies to you. You must adjust the tax book conventions. See step 4 for instructions. |
| Less than 40 percent of the assets were placed in service during the last quarter | The 40% rule does not apply to you. You may continue the year-end closing by moving on to step 4. |

3. Conditional. If the 40% rule applies to your company, adjust the depreciation conventions for the assets that were placed in service during the fourth quarter of the year.
 - a. Access Mass Adjustments (AM125).
 - b. In the Convention field on the Asset Book Adjustments tab, change the convention code to MQ (Mid Quarter).
 - c. Choose the Change form action.
 - d. Update the changes made in AM125 by running Processing Release (AM170).
 - e. Recalculate the depreciation for the current period by running Depreciation Calculation and Listing (AM180).

You have finished adjusting the depreciation conventions. You can now continue with routine year-end closing by moving on to step 4.

4. Calculate the last period's depreciation by running Depreciation Calculation and Listing (AM180).

Consider the following fields.

Book, Book Group To run AM180, you must specify either a book or a book group. AM180 then calculates the current period's depreciation for the book or book group you selected.

Company, Company Group You must specify either the company or the company group for the book or book group.

5. Reconcile and verify asset information by running the appropriate reports. The following reports are recommended. For more information, see ["Related Reports and Inquiries"](#) on page 310.

- Addition Report (AM220)
- Adjustment Report (AM225)
- Transfer Report (AM230)
- Item Transfer Report (AM235)
- Disposal Report (AM240)
- Item Disposal Report (AM245)
- Asset Report (AM260)
- Account Balance Report (AM270)
- Transaction Report (AM275)
- Activity Report (AM277)
- Current Year Depreciation Report (AM280)
- Book Comparison Report (AM285)

6. Based on the results of the reconciliation done in step 5, revise the asset records as needed.

7. Back up your data. Once you have closed the period, you can no longer generate reports showing period depreciation for the period you are closing, unless you have the depreciation history feature enabled for the book.

8. Close the last period by running Short Year Close (AM192).

NOTE If you have depreciation history enabled for the books, you can use Depreciation History Report (AM281) to report on previous year depreciation history.

NOTE Short Year Close (AM192) calculates depreciation differently from Depreciation Calculation and Listing (AM180).

If you want to verify the journal entries before they are transferred to General Ledger, run AM192 with the Release field set to N (No). AM192 will generate a list of journal entries you can use review and make last-minute changes. Once you are ready to release the journal entries, run AM192 with the Release field set to Y (Yes).

9. Run year-end reports. For more information, see ["Related Reports and Inquiries"](#) on page 310.

- Addition Report (AM220)
- Adjustment Report (AM225)
- Transfer Report (AM230)
- Disposal Report (AM240)
- Projection Report (AM255)
- Asset Report (AM260)
- Property Report (AM265)
- Account Balance Report (AM270)
- Current Year Depreciation Report (AM280)

NOTE If you have depreciation history enabled for the books, you can use Depreciation History Report (AM281) to report on previous year depreciation history.

- Book Comparison Report (AM285)
 - Tax Credit Report (AM290)
 - Recapture Report (AM292)
 - FASB Reconciliation Report (AM295)
10. Back up the data. Once you have closed the year-end, you can no longer generate reports showing year-to-date depreciation for the year you are closing, unless you have the depreciation history feature enabled for the book.
 11. Close the year by running Year End Close (AM195).
 12. Optional. Verify that the short year closed correctly by opening Calendar (AM01.1) and inquiring on your company and book.

| If | Then |
|--|---|
| The calendar periods for the new year are blank | The year closed correctly, and you are finished with the year-end close procedure. You must rebuild the calendar. |
| The calendar for the short year you just tried to close is visible | The short year-end close has not been completed. Review the short year-end close process again. |

Chapter 16

Maintaining Files

This chapter describes three file maintenance procedures: Purging files, purging books, and rebuilding depreciation history. These procedures are optional and can be performed at any time.

STOP If your company collects depreciation history data, the size of the transaction files can grow too large, impacting system performance. It is recommended that you set up a process to monitor and purge transaction files periodically.

Concepts in this Chapter

TIP To skip directly to the procedures, see ["Procedures in this Chapter"](#) on page 327

The following concepts provide background and conceptual information for the procedures within this chapter.

- ["How does Historical Purge Work?"](#) on page 320
- ["How does Book Purge Work?"](#) on page 323
- ["How Does Disposed Asset Purge Work?"](#) on page 326

How does Historical Purge Work?

TIP If you collect historical transaction data for one of more books, you may need to purge the transaction records more often.

Historical Purge (AM300) lets you purge selected asset records, past or current, from the Asset Management database. You must exercise caution when using this program.

Typically, you would use this program to reduce the size of the database files and is applied only to historical data. You could use it, however, to purge current data such as test data.

You can purge one or more of the following types of records for the company or company group and date range you select:

- Adjustments
- Transfers
- Disposals
- Transactions
- Comments
- URLs
- Repairs

You can also archive the purged data to a set of comma-separated value (CSV) files. The program generates a separate CSV file for each database file affected by the purge selection and saves the files in the following directory:

For UNIX:

\$LAWDIR/productline/work/CSVdirectory where *CSVdirectory* is the same name as the file.

For Windows:

%LAWDIR%\productline\work\CSVdirectory where *CSVdirectory* is the same name as the file.

/LAWDIR/productline/work/CSVdirectory where *CSVdirectory* is the same name as the file.

Archive Files Generated by AM300

| Directory Name | File Name |
|--|----------------|
| \$LAWDIR/productline/work/AMASTBKADJ-OUT (UNIX) | AMASTBKADJ-OUT |
| %LAWDIR%\productline\work\AMASTBKADJ-OUT (Windows) | |
| /LAWDIR/productline/work/AMASTBKADJ-OUT | |
| \$LAWDIR/productline/work/AMASTBKDSP-OUT (UNIX) | AMASTBKDSP-OUT |
| %LAWDIR%\productline\work\AMASTBKDSP-OUT (Windows) | |
| /LAWDIR/productline/work/AMASTBKDSP-OUT | |
| \$LAWDIR/productline/work/AMBKTRANS-OUT (UNIX) | AMBKTRANS-OUT |
| %LAWDIR%\productline\work\AMBKTRANS-OUT (Windows) | |
| /LAWDIR/productline/work/AMBKTRANS-OUT | |
| \$LAWDIR/productline/work/AMASTBKTRF-OUT (UNIX) | AMASTBKTRF-OUT |
| %LAWDIR%\productline\work\AMASTBKTRF-OUT (Windows) | |
| /LAWDIR/productline/work/AMASTBKTRF-OUT | |
| \$LAWDIR/productline/work/AMASTITDSP-OUT (UNIX) | AMASTITDSP-OUT |
| %LAWDIR%\productline\work\AMASTITDSP-OUT (Windows) | |
| /LAWDIR/productline/work/AMASTITDSP-OUT | |
| \$LAWDIR/productline/work/AMASTITADJ-OUT (UNIX) | AMASTITADJ-OUT |
| %LAWDIR%\productline\work\AMASTITADJ-OUT (Windows) | |
| /LAWDIR/productline/work/AMASTITADJ-OUT | |
| \$LAWDIR/productline/work/AMTRANS-OUT (UNIX) | AMTRANS-OUT |
| %LAWDIR%\productline\work\AMTRANS-OUT (Windows) | |
| /LAWDIR/productline/work/AMTRANS-OUT | |

| Directory Name | File Name |
|--|------------------|
| \$LAWDIR / <i>productline</i> / work / AMASSETADJ-OUT (UNIX) | AMASSETADJ-OUT |
| %LAWDIR% \productline\work\AMASSETADJ- OUT (Windows) | |
| <i>/LAWDIR</i> / productline / work / AMASSETADJ-OUT | |
| \$LAWDIR / <i>productline</i> / work / AMASTBOOK-OUT (UNIX) | AMASTBOOK-OUT |
| %LAWDIR% \productline\work\AMASTBOOK- OUT (Windows) | |
| <i>/LAWDIR</i> / productline / work / AMASTBOOK-OUT | |
| \$LAWDIR / <i>productline</i> / work / AMASSETDSP-OUT (UNIX) | AMASSETDSP-OUT |
| %LAWDIR% \productline\work\AMASSETDSP- OUT (Windows) | |
| <i>/LAWDIR</i> / productline / work / AMASSETDSP-OUT | |
| \$LAWDIR / <i>productline</i> / work / AMASTITEM-OUT (UNIX) | AMASTITEM-OUT |
| %LAWDIR% \productline\work\AMASTITEM-OUT (Windows) | |
| <i>/LAWDIR</i> / productline / work / AMASTITEM-OUT | |
| \$LAWDIR / <i>productline</i> / work / AMASTRPAIR-OUT (UNIX) | AMASTRPAIR-OUT |
| %LAWDIR% \productline\work\AMASTRPAIR- OUT (Windows) | |
| <i>/LAWDIR</i> / productline / work / AMASTRPAIR-OUT | |
| \$LAWDIR / <i>productline</i> / work / AMASSET-OUT (UNIX) | AMASSET-OUT |
| %LAWDIR% \productline\work\AMASSET-OUT (Windows) | |
| <i>/LAWDIR</i> / productline / work / AMASSET-OUT | |
| \$LAWDIR / <i>productline</i> / work / AMASSETTRF-OUT (UNIX) | AMASSETTRF-OUT |
| %LAWDIR% \productline\work\AMASSETTRF- OUT (Windows) | |
| <i>/LAWDIR</i> / productline / work / AMASSETTRF-OUT | |
| \$LAWDIR / <i>productline</i> / work / AMASSETCMT-OUT (UNIX) | AMASSETCMT-OUT |
| %LAWDIR% \productline\work\AMASSETCMT- OUT (Windows) | |
| <i>/LAWDIR</i> / productline / work / AMASSETCMT-OUT | |

| Directory Name | File Name |
|--|----------------|
| \$LAWDIR / <i>productline</i> / work / AMCNVASSET-OUT (UNIX) | AMCNVASSET-OUT |
| %LAWDIR% \productline\work\AMCNVASSET- OUT (Windows) | |
| <i>/LAWDIR/productline</i> work / AMCNVASSET-OUT | |
| \$LAWDIR / <i>productline</i> / work / AMASTITTRF-OUT (UNIX) | AMASTITTRF-OUT |
| %LAWDIR% \productline\work\AMASTITTRF- OUT (Windows) | |
| <i>/LAWDIR/productline</i> work / AMASTITTRF-OUT | |
| \$LAWDIR / <i>productline</i> / work / AMASSETURL-OUT (UNIX) | AMASSETURL-OUT |
| %LAWDIR% \productline\work\AMASSETURL- OUT (Windows) | |
| <i>/LAWDIR/productline</i> work / AMASSETURL-OUT | |

IMPORTANT If you want to preserve the archived files, you must copy them to a separate directory. Otherwise, the archived files get overwritten each time you run the program again for the same types of records.

How does Book Purge Work?

NOTE You have the option to specify that you want to purge book and/or book history either by asset or by list. If you chose to purge All, you must change the status of any book you want to purge to I (Inactive).

Book Purge (AM310) Use to remove asset book records from a book and company or company group. You can purge all asset book records, or only historical asset book records.

You can use the historical purge option to remove history records from companies for which you will not collect historical data. The depreciation history option is defined at the book level. Consequently, all companies that use a book with the Depreciation History field set to Y (Yes) on Book (AM00.1) or Books (AM00.2) collect historical transaction data. To reduce the size of the book history files, you can purge unwanted depreciation history records from the database.

You can also archive the purged data to a set of comma-separated value (CSV) files. Asset Management generates a separate CSV file for each database file affected by the purge selection and saves the files in the following directory:

For UNIX:

\$LAWDIR/*productline*/**work**/*CSVdirectory*, where *CSVdirectory* is a directory of the same name as the file.

For Windows:

%LAWDIR%*\productline\work\CSVdirectory* where *CSVdirectory* is the same name as the file.

/LAWDIR/*productline\work/CSVdirectory* where *CSVdirectory* is the same name as the file.

Archive Files Generated by AM310

| Directory Name | File Name |
|--|----------------|
| \$LAWDIR/ <i>productline\work/AMASTBKADJ-OUT</i> (UNIX) | AMASTBKADJ-OUT |
| %LAWDIR% <i>\productline\work\AMASTBKADJ-OUT</i> (Windows) | |
| /LAWDIR/ <i>productline\work/AMASTBKADJ-OUT</i> | |
| \$LAWDIR/ <i>productline\work/AMASTBKDSP-OUT</i> (UNIX) | AMASTBKDSP-OUT |
| %LAWDIR% <i>\productline\work\AMASTBKDSP-OUT</i> (Windows) | |
| /LAWDIR/ <i>productline\work/AMASTBKDSP-OUT</i> | |
| \$LAWDIR/ <i>productline\work/AMASTBKTRF-OUT</i> (UNIX) | AMASTBKTRF-OUT |
| %LAWDIR% <i>\productline\work\AMASTBKTRF-OUT</i> (Windows) | |
| /LAWDIR/ <i>productline\work/AMASTBKTRF-OUT</i> | |
| \$LAWDIR/ <i>productline\work/AMASTBOOK-OUT</i> (UNIX) | AMASTBOOK-OUT |
| %LAWDIR% <i>\productline\work\AMASTBOOK-OUT</i> (Windows) | |
| /LAWDIR/ <i>productline\work/AMASTBOOK-OUT</i> | |
| \$LAWDIR/ <i>productline\work/AMBKHIST-OUT</i> (UNIX) | AMBKHIST-OUT |
| %LAWDIR% <i>\productline\work\AMBKHIST-OUT</i> (Windows) | |
| /LAWDIR/ <i>productline\work/AMBKHIST-OUT</i> | |
| \$LAWDIR/ <i>productline\work/AMBKHISTX-OUT</i> (UNIX) | AMBKHISTX-OUT |
| %LAWDIR% <i>\productline\work\AMBKHISTX-OUT</i> (Windows) | |
| /LAWDIR/ <i>productline\work/AMBKHISTX-OUT</i> | |

| Directory Name | File Name |
|---|----------------|
| \$LAWDIR / <i>productline</i> /work/AMPUHIS-OUT (UNIX) | AMPUHIS-OUT |
| %LAWDIR% <i>productline</i> \work\AMPUHIS-OUT (Windows) | |
| <i>/LAWDIR</i> /productline/work/AMPUHIS-OUT | |
| \$LAWDIR / <i>productline</i> /work/AMASTRECAP-OUT (UNIX) | AMASTRECAP-OUT |
| %LAWDIR% <i>productline</i> \work\AMASTRECAP- OUT (Windows) | |
| <i>/LAWDIR</i> /productline/work/AMASTRECAP-OUT | |

IMPORTANT If you want to preserve the archived files, you must copy them to a separate directory. Otherwise, the archived files get overwritten each time you run the program again for the same types of records.

How Does Disposed Asset Purge Work?

Disposed Asset Purge (AM330) lets you purge selected disposed asset records from the Asset Management database. Because this program permanently deletes records, exercise caution when using this program.

You can archive the purged data to a set of comma-separated value (CSV) files. The program generates a separate CSV file for each database file affected by the purge selection and saves the files in the following directory:

For UNIX:

\$LAWDIR/productline/work/CSVdirectory where *CSVdirectory* is the same name as the file.

For Windows:

%LAWDIR%\productline\work\CSVdirectory where *CSVdirectory* is the same name as the file.

For iSeries:

/LAWDIR/productline/work/CSVdirectory where *CSVdirectory* is the same name as the file.

Archive Files Generated by AM330

If you select Yes in the Archive field, AM330 generates comma-separated value (CSV) files in the work directory. The entire path and file name of all CSV files created prints at the end of the report. The CSV file names include a date and time stamp so files are not overwritten every time AM330 is run.

One CSV file is created for every database file where a record is being purged. The potential files where records are being purged are: AMASSET, AMASTITEM, AMASTBOOK, AMASSETADJ, AMASTITADJ, AMASTBKADJ, AMASSETTRF, AMASTITRF, AMASTBKTRFK, AMASSETDSP, AMASTIDSP, AMASTBKDSP, AMASSETRIN, AMASTITRIN, AMASTBKRIN, AMTRANS, AMBKTRANS, AMBKHIST, AMBKHISTX, comments, URL's, AMASTRPAIR, AMASTMXVAL, AMPUHS, AMASTRECAP. The CSV file contains records for all the purged assets from that database file.

One CSV file is created for every database file where a record is being purged. The potential files where records are being purged are: DBAMAST, DBAMASI, DBAMASB, DBAMASA, DBAMAIA, DBAMABA, DBAMATF, DBAMITR, DBAMABT, DBAMASD, DBAMADS, DBAMABD, DBAMRIN, DBAMRIT, DBAMRIB, DBAMAMT, DBAMABK, DBAMABH, DBAMABX, comments, URL's, DBAMASR, DBAMMXT, DBAMPUH, DBAMRCP. The CSV file contains records for all the purged assets from that database file.

Procedures in this Chapter

This chapter describes the following procedures:

- ["Purging Asset Management Files" on page 327](#)
- ["Purging Asset Books" on page 328](#)
- ["Purging Disposed Assets" on page 330](#)

Purging Asset Management Files

Use this procedure to remove obsolete or unwanted asset records for a company or company group from the Asset Management database files. You can remove any or all of the following record types: adjustments, transfers, disposals, transactions, comments, URLs, or repairs.



CAUTION There is no edit preventing you from deleting current data.



Need More Details? Check out the following concepts:

- ["How does Historical Purge Work?" on page 320](#)

STEPS To purge asset records

1. Access Historical Purge (AM300).
2. Enter purge criteria. Consider the following fields.

| | |
|---|--|
| Date | You can enter a range of dates for the data to be purged. You do not need a date range if you are only deleting conversion numbers. If you are deleting company-specific records, you must enter a date range unless you want to delete current records. |
| Company or Company Group | If you select at least one of the company-specific files, you must select either a company or a company group to which the purge is applied. You cannot select both. |
| Adjustment History, Transfer History, Disposal History, Reinstate History, Transactions, Comments, URLs, Repairs | If you select a group or company group, you must select Y (Yes) in at least one of these fields to indicate what type of record to purge. You can purge any or all of these records from the company or company group for the specified date range. |

| | |
|---------------------------|---|
| Conversion Numbers | Select Y (Yes) in this field if you want to disassociate conversion numbers from the interfaced assets they helped create. |
| | <p>TIP You will typically purge conversion numbers after all the non-Lawson asset, asset transaction, and asset attribute records have been successfully interfaced and there is no reason to keep a asset-to-conversion number cross-reference.</p> |
| Simulated | Indicate whether you want to purge simulated assets along with the other assets (Y) , whether you do not want to purge simulated assets (N), or whether you want to purge only simulated assets (O). The default is N (No). |
| Archive | <p>If you select Y (Yes) in this field, the program creates a comma-separated value (CSV) archive file for each Asset Management database file affected by the purge and saves each file in the following directory:</p> <p>\$LAWDIR/productline/work/ directory (UNIX)</p> <p>%LAWDIR%\productline\work\ directory (Windows)</p> <p>/LAWDIR/productline/work/ directory</p> <p>IMPORTANT AM300 always uses the same file names (one for each type of file) . This means that any time you run AM300 with the Archive field set to Y (Yes), the previously generated purge files are overwritten with the new ones. If you want to preserve a previously archived purge file, you must copy it to a different directory before running AM300 again.</p> |
| Print | If you select Y (Yes) in this file, the program prints a report of what was purged. The default is N (No). |

Purging Asset Books

Use this procedure to remove obsolete or unwanted asset book records for a book assigned to a company or a company group. You can remove all asset book records or only historical asset book records.

STOP Before you can purge all records from a book, you must change the book status to I (Inactive) on Book (AM00.1) or Books (AM00.2).



Need More Details? Check out the following concepts:

- ["How does Book Purge Work?"](#) on page 323

STEPS To purge asset book records

1. Access Book Purge (AM310).
2. Enter purge criteria. Consider the following fields.

| | |
|-------------|--|
| Book | You must select an inactive book from which you want to purge records. |
|-------------|--|

| | |
|---------------------------------|---|
| Company or Company Group | You must select either a company or a company group to which the purge is applied. You cannot select both. The only records purged from the selected book are the records created for the company or company group. |
|---------------------------------|---|

NOTE If you select a company group, the book you select must be used for all the companies in the company group.

| | |
|----------------------|---|
| Asset or List | The asset number contains up to ten numeric characters that uniquely identify an asset. List Attribute categories are selection parameters used to build a list of objects (accounting units). |
|----------------------|---|

| | |
|--------------|---|
| Purge | You can indicate whether to purge all book records (A) or just historical records (H). If you leave this field blank, all book records are purged. |
|--------------|---|

NOTE Historical records are collected only for books that are defined with the Depreciation History field set to Y (Yes) on Book (AM00.1) or Books (AM00.2).

Archive

If you select Y (Yes) in this field, the program creates a comma-separated value (CSV) archive file for each Asset Management database file affected by the purge and saves each file in the following directory:

\$LAWDIR/productline/work/ directory (UNIX)

%LAWDIR%\productline\work directory (Windows)

/LAWDIR/productline/work/ directory

IMPORTANT AM310 always uses the same file names (one for each affected file). This means that any time you run AM310 with the Archive field set to Y (Yes), the previously generated purge files are overwritten with the new ones. If you want to preserve a previously archived purge file, you must copy it to a different directory before running AM310 again.

Print

If you select Y (Yes) in this file, the program prints a report of what was purged. The default is N (No).

Follow-up Task

- If you want to continue writing asset data to the book after you have purged it, you must change its status back to A (Active) on Book (AM00.1) or Books (AM00.2).

Purging Disposed Assets

Use this procedure to remove disposed assets and all related records from the Asset Management database files. You can purge a single asset, a list of assets (using an attribute list), or use the remaining parameters (such as disposal date, company, lease, location or division) to identify the disposed asset records you want to purge.

STEPS To purge disposed assets

1. Access Disposed Assets Purge (AM330), Selection Options tab.
2. Enter the purge parameters. Consider the following fields.

Release

Choose No to run the purge in report only mode. The program generates a report that you can review before purging the records.

Choose Yes to run the purge. The program purges the records and generates a report.

| | |
|---------------------------------|---|
| Archive | Choose Yes to create comma-separated value (CSV) files of the purged data in the work directory. The full patch and file name print on the bottom of the report. Choose No if you do not want AM330 to create CSV files. |
| Asset or List | Optional. Choose or type a single asset or an asset list. You can choose a single asset, an asset list, or use the other selection options to identify the disposed asset records you want to purge. |
| Disposal Date | Optional. You can enter a date range to purge all disposed asset records that fall within a range of disposal dates. Type or choose a start date and an end date. |
| Company or Company Group | Optional. You can choose the company or company group for the disposed asset(s) you want to purge. |
| Company, Lease | Optional. You can choose the lease company or lease of the disposed asset(s) you want to purge. |
| Location | Optional. You can choose the location of the disposed asset(s) you want to purge. |
| Division | Optional. You can choose the division of the disposed asset(s) you want to purge. |
| Asset Group | Optional. You can choose the asset group for the disposed asset(s). |

3. Access the Output Options tab to set up the report output. You can choose to sort the report by lease, location, division, or asset group. The report output will always include a page break after a company.

Chapter 17

Listings

This chapter describes the Asset Management listing programs.

Concepts in this Chapter

TIP To skip directly to the procedures, see ["Procedures in this chapter"](#) on page 335

The following concept provides background and conceptual information for the procedures within this chapter.

- ["What are Listings?"](#) on page 334
- ["How are Attributes Used in Listings?"](#) on page 334

What are Listings?

Listings show the status of the Asset Management data at any point in time. Listing programs generate reports that reflect the state of the Asset Management database. Typically, they do not manipulate data, except for some minimal sorting and totalling. In addition, listings do not provide analytical data. They just show how the data has been set up.

How are Attributes Used in Listings?

NOTE Only automatic lists can specify an attribute sort order.

The Asset Management application uses attributes in listings in one of the following ways:

- As a selection tool, to limit the assets included in a listing to only assets that are members of an automatic or manual attribute list. Many Asset Management listing programs let you select an attribute list.
- As a sorting tool, to generate a listing in the sort order you specified for the attribute list.
- As user-defined fields providing additional information on assets. Some Asset Management listing programs let you specify up to three asset attributes. The values assigned to these attributes for each asset are printed on the listings, below the other asset information.

The following listing programs let you specify asset attribute information:

NOTE These reports also let you select accounting unit attribute lists. For information on defining and using accounting unit attribute lists, see the *General Ledger User Guide*.

- Asset, Tag Listing (AM221)
- Asset Book Listing (AM222)
- Item Listing (AM223)

Procedures in this chapter

This chapter includes the following procedures:

- ["Selecting a Listing Program" on page 335](#)
- ["Defining Asset Attribute Parameters in a Listing" on page 337](#)
- ["Selecting Listing Options" on page 337](#)

Selecting a Listing Program

Asset Management provides the following listings:

| If you want to | Use |
|---|-----------------------------------|
| List one or more of the following setup information: Books Calendars Locations Divisions Disposal property Methods Tax credit tables Personal use codes | System Setup Listings (AM200) |
| List one or more of the following setup information: Account groups Types Accounting unit groups Calendars | Company Setup Listings (AM205) |
| Generate a Product Category Workbook that can be used to scan product category bar codes with a handheld terminal Generate a Product Category Workbook that can be used to scan product category bar codes | Product Category Workbook (AM206) |
| Generate a Location Detail Workbook that can be used to scan location detail bar codes with a handheld terminal Generate a Location Detail Workbook that can be used to scan location detail bar codes | Location Detail Workbook (AM207) |
| List the book groups that have been defined, the books belonging to them, as well as the description and currency code for each book in the book group. | Book Group Listing (AM210) |

| If you want to | Use |
|---|---|
| Generate an Asset Template Workbook that can be used to scan asset template bar codes with a handheld terminal | Asset Template Workbook (AM211) |
| Generate an Asset Template Workbook that can be used to scan asset template bar codes | |
| List setup information for one or more addition templates | Addition Template Listing (AM212) |
| List the asset groups that have been defined (one asset group with or without its assets, all asset groups without their assets, or all asset groups with all their assets) | Asset Group Listing (AM213) |
| List class depreciation rates for a book, book group, or all books. | Class Depreciation Rate Listing (AM214) |
| List summary asset definition information sorted by asset or tag number and totalled by currency. | Asset, Tag Listing (AM221) |
| List all information regarding one or more asset books in asset order | Asset Book Listing (AM222) |
| List the purchase cost, quantity, and any tax entered for selected items. You can specify that you want to view all assets, assets that are non-inventory only, inventory only, current inventory only, or only missing assets. You can view output by Asset Owner. | Item Listing (AM223) |
| List item record information for items to be interfaced to existing assets in Asset Management | Item Adjustment Interface Listing (AM251) |

Defining Asset Attribute Parameters in a Listing

This procedure shows how to use asset attributes to generate a listing for an asset list or to add additional information to a listing.

STOP Before you can use asset attributes in a listing, you must define the attributes and attribute lists you want to use. You must also assign values to each asset you want affected by the attributes. For more information, see ["Using Attribute Matrix Attributes"](#) on page 97.



Need More Details? Check out the following concepts:

- ["How are Attributes Used in Listings?"](#) on page 334

STEPS To use asset attributes in a listing

1. Access the listing program you want to run (AM221, AM222, or AM223).
2. Define the listing parameters. Consider the following fields.

Additional Options form tab: Asset List

To limit the listing to only assets that are members of the list, type or select the name of an asset attribute list in the List field.

TIP If the list is automatic and contains a sort order, the listing follows the sort order. Manual lists cannot have a sort order.

Output Options form tab: Attribute

To include the values of up to three attributes assigned to the assets included in the listing, select the attributes.

TIP The values assigned to these attributes for each asset are printed on the listings, below the other asset information.

Selecting Listing Options

TIP Most listing programs use selection fields similar to AM222. See the online help text for variations.

Most listing programs let you control the amount of data included in the listing. This procedure describes how to select options for an Asset Book Listing, using Asset Book Listing (AM222).



Need More Details? Check out the following concepts:

- ["What are Listings?"](#) on page 334

STEPS To generate an asset book listing

1. Access Asset Book Listing (AM222).

2. Use the Selections Options tab to enter the more common list selection criteria. Consider the following fields.

| | |
|---|---|
| Book | You can select an asset book to list just the information for that book. If you leave the field blank, the listing includes all the books for the company or company group you select. |
| In-service Date | You can limit the listing to just assets with in-service dates within a range of dates you specify. |
| Company or Company Group | One of these two fields is required. You cannot specify both. |
| Classification | The default classification is Purchased. You can select a different classification or combination of classifications to include in the listing. |
| Location, Division, Type, Property, Category | Use any or all of these fields to limit the scope of the listing. If, for example, you enter a location, the listing includes only assets assigned this location. If the Location field is blank, all locations are included. |
| Disposals | <p>You can indicate whether or not to include disposed assets and whether or not disposed items should include assets disposed with the Purge option. You have the following options:</p> <p>Y - Include both disposed and non-disposed assets, including assets disposed with the Purge option.</p> <p>N - Exclude any kind of disposed assets.</p> <p>O - Include only disposed assets, including assets disposed with the Purge option.</p> <p>X - Include disposed and non-disposed assets, excluding assets disposed with the Purge option.</p> <p>D - Include only disposed assets, excluding assets disposed with the Purge option.</p> <p>P - Include only assets disposed with the Purge option.</p> |

3. Use the Additional Options tab to enter additional selection criteria. Consider the following fields.

| | |
|---|---|
| Work in Process, Simulated, Tax Exempt, Used | You can include (Y), exclude (N), or include only (O) any or all of these kinds of assets in the listing. |
| Asset, or List, or Company, Lease | You can limit the listing to one and only one of the following: an asset, an asset list, or a lease. All these fields are optional. |

Tag , Asset Group You can limit the listing to just assets assigned a specific tag, or to just assets belonging to an asset group.

4. Use the Output Options tab to indicate what subtotals and attribute values (if any) you want in the listing, and whether you want a page break between the totals.

Consider the following fields.

Sequence You can request subtotals to be printed by lease, location, division, or type/subtype.

Attribute You can select up to three asset attributes. The values assigned to assets for these attributes are included in the listing.

Page Break You can request a page break between totals.

Chapter 18

Reports

The Asset Management application lets you report on asset data. This chapter provides a description of Asset Management reports. For more information, see "[Setting Up Reporting Parameters](#)" on page 49.

- "[Overview of Asset Management Reports](#)" on page 341
- "[What Is the Released Option?](#)" on page 350
- "[What Is the Preliminary Close Option?](#)" on page 350
- "[How Are Attributes Used in Reports](#)" on page 350
- "[Reporting on Depreciation History](#)" on page 350
- "[Defining Asset Attribute Parameters in a Report](#)" on page 351
- "[Selecting Report Options](#)" on page 352

Overview of Asset Management Reports

Use the following tables to help you select the report your organization needs to run. The table describes the reports available in Asset Management and indicates which Asset Management reports list asset details. Programs flagged with an asterisk (*) allow sorting by accounting unit.

Processing Reports

These reports provide data on specific processing activities.

| Report | Description |
|--------------------------|---|
| Addition Report (AM220)* | Use this report to list assets added and released during a specified in-service date range, or to list all assets entered but not released. This report includes the in-service date, asset basis, and net asset value. The report can also include, exclude, or include only disposed, simulated, tax-exempt, and used assets. You can access the Additional Options tab to filter results by Creator ID and/or Creation date range. |

| Report | Description |
|------------------------------|---|
| Adjustment Report (AM225) | Use this report to list assets adjusted and released during a specified adjustment date range, or to list all recent adjustments not yet updated. All asset, item, and book adjustments are displayed. You can access the Additional Options tab to filter results by Creator ID and/or Creation date range. |
| Transfer Report (AM230)* | Use this report to list assets transferred during a specified transfer date range or all recent transfers not yet updated by book. This report includes the asset basis, year-to-date, and life-to-date depreciation. Because this report prints by book, items are not on this report. This report can print "transfers from," "transfers to," or both. . You can access the Additional Options tab to filter results by Creator ID and/or Creation date range. |
| Item Transfer Report (AM235) | Use this report to list items transferred during a specified transfer date range or all recent transfers not yet updated. This report includes the item cost and tax. Because this report is for items, no asset book information is applicable. You can access the Additional Options tab to filter results by Creator ID and/or Creation date range. |
| Disposal Report (AM240)* | Use this report to list assets disposed of during a specified disposal date range, or to list all recent disposals not yet updated by book. Because this report prints by book, items are not on the report. This report includes the proceeds, asset basis, life-to-date depreciation, asset book value, loss, and gain. You can access the Additional Options tab to filter results by Creator ID and/or Creation date range. The report format is similar to that of the U.S. tax forms Schedule D, and page 1 of the 4797 form. |

| Report | Description |
|-------------------------------------|---|
| Reinstated Disposals Report (AM241) | Use this report to list reinstated assets. For each reinstated asset, the report lists the asset number and description, the disposal date, the reinstatement date, the depreciation basis, the year-to-date depreciation, and the life-to-date depreciation. |
| Item Disposal Report (AM245) | Use this report to list items disposed of during a specified disposal date range, or to list all recent disposals not yet updated. Because this report is for items, no asset book information is applicable. You can access the Additional Options tab to filter results by Creator ID and/or Creation date range. This report includes the item cost and tax. |

Reconciliation Reports

These reports provide reconciliation information.

| Report | Description |
|-----------------------------|---|
| Asset Report (AM260)* | Use this report to reconcile asset financial information by book. Because this report prints by book, items are not applicable for this report. This report includes the asset basis, asset book value, current period depreciation, year-to-date depreciation, and life-to-date depreciation. You can also include disposal assets. |
| Asset Register (AM267) | Run this report to generate a list of assets by asset book and asset number that includes the following information: - Asset number - Asset description - In-service date - Asset cost (not book basis) - Life-to-date depreciation - Depreciation rate (for assets that use the percentage depreciation method) - Year-to-date depreciation |
| Leased Asset Report (AM278) | Use this report to reconcile leased asset information by book. This report includes the asset basis, book value, current period depreciation, year-to-date depreciation, and life-to-date depreciation. |

| Report | Description |
|---------------------------------|--|
| Account Balance Report (AM270)* | <p>Use this report to reconcile General Ledger account transactions that were posted to the General Ledger application by company and account number. This report includes the posting date, asset, tag, transaction type, and transaction amount.</p> <hr/> <p>NOTE You can run this report for non-posting books as well. You can report on any book that has the Depreciation History) field set to Y (Yes) on Book (AM00.1) or Books (AM00.2).</p> |
| Transaction Report (AM275) | <p>Use this report to list transactions for a book and transaction type (such as additions and adjustments). It can also be used as an edit report to display journal entries by transaction type for unreleased processes. This report includes the asset, tag, account, transaction type, posting date, and transaction debit or credit amount.</p> <hr/> <p>NOTE The book can be a non-posting book, but it must be defined with the Depreciation History field set to Y (Yes) on Book (AM00.1) or Books (AM00.2). Depreciation history is recorded only from the time the Depreciation History flag is set.</p> |

| Report | Description |
|-------------------------|---|
| Activity Report (AM277) | Use this report to reconcile journal entries with activity codes that were posted to Project Accounting by company, activity, and book. This report includes the posting date, account, asset, tag, transaction type, and transaction amount. |
| | NOTE The book can be a non-posting book, but it must be defined with the Depreciation History field set to Y (Yes) on Book (AM00.1) or Books (AM00.2). Depreciation history is recorded only from the time the Depreciation History flag is set. |

Tax Reports

These reports provide information that can be used for tax reporting.

| Report | Description |
|---|--|
| Current Year Depreciation Report (AM280)* | Use this report to generate current year asset book information by book. The report includes the asset basis, asset book value, year-to-date depreciation, and depreciation, and life-to-date depreciation by book. The report format is similar to that of the U.S. tax form 4562. You can include disposed assets. |
| Book Comparison Report (AM285) | Use this report to compare asset book depreciation information for two books. Because this report prints by book, items are not applicable for this report. The comparison is for either year-to-date or life-to-date depreciation information. For each book, this report includes the asset basis, asset book value, and either the year-to-date depreciation or life-to-date depreciation; it also includes the depreciation difference between the two books. This report can help you complete U.S. tax forms 1120, schedule M-1, and 4626. You can also include disposal assets. |

| Report | Description |
|------------------------------------|--|
| Depreciable Asset Register (AM287) | Run this report to generate a list of assets by asset book and asset number that includes the following information: Asset number, Asset description, Asset book basis, Asset book value at the start of the current year, Year-to-date depreciation, and Current book value. |
| Tax Credit Report (AM290) | Use this report to list first year expense elections or tax credit elections by book. Because this report prints by book, items are not on the report. This report includes the asset basis, first year expense, qualifying percentage, qualified property amount, and tax credit taken by book in asset life (in years) order. The report can help complete U.S. tax form 3468. |
| Recapture Report (AM292) | Use this report to list depreciation and tax credit recapture by book. Because this report prints by book, items are not on the report. There are two kinds of recapture: depreciation and tax credit. Each option creates a separate report. use AM292 to help you complete U.S. tax forms 4797 and 4255. |
| FASB Reconciliation Report (AM295) | <p>Use this report to compare either book value (FASB 109) or depreciation expense (FASB 96) for the posting and tax books. This report can help determine the income tax payable accrual. Each type of reconciliation report creates a separate report:</p> <ul style="list-style-type: none"> • The book value reconciliation report includes each asset basis, the asset book value, and the difference for each book. • The depreciation expense report includes each asset basis, the new year's annualized depreciation, and the difference for each book. |

| Report | Description |
|-------------------------------------|--|
| Continuing Property Records (AM266) | Use this report to list a list of Part 32 (Class Level) assets only, including the in-service date, physical inventory location, quantity, and book basis. |
| Class Depreciation Report (AM282) | Use this report to list current, year-to-date, and life-to-date depreciation amounts for Part 32 (Class Level) asset class accounts. |

Other Reports

| Report | Description |
|---|--|
| PO Asset Detail Addition Report (AM219) | Use this report to view information on assets interfaced from the purchase order lines as they are processed through the procurement cycle. The report tracks statuses and quantities by company, PO number, PO line number, and asset detail. |
| Inventory Worksheet (AM250) | Use this report as checklist for a physical inventory count. This worksheet includes the asset, tag, item, serial number, quantity, adjusted quantity for manual input, purchase date, and cost. This worksheet can print in either asset number or tag order. |

| Report | Description |
|------------------------------|---|
| Inventory Comparison (AM252) | <p>Use this report to generate a comparison report between the latest physical inventory, as scanned by a handheld terminal, and the data in the Asset Management database files. The report indicates which asset items match and which asset items do not match, with a reason for the mismatch (wrong location, wrong quantity, or not found in Asset Management).</p> <p>Use this report to generate a comparison report between the latest physical inventory and the data in the Asset Management database files. The report indicates which asset items match and which asset items do not match, with a reason for the mismatch (wrong location, wrong quantity, or not found in Asset Management).</p> |
| Projection Report (AM255)* | <p>Use this report to calculate future depreciation for assets by book. The projection can be run for increments of up to 10 years. The smallest increment is one period. You can include both existing assets and simulated assets. The projection includes the remaining asset book life, projection date, and projection depreciation.</p> |
| Property Report (AM265) | <p>Use this report to help prepare U.S. state property tax returns. This report includes the asset basis, asset book value, year-to-date depreciation, and life-to-date depreciation.</p> <p>NOTE The reporting hierarchy for this report is different from that of the other reports. This hierarchy is based on the address information defined for a location. The report totals and sequences by District, County/Locality, State/Province, and Country. You can include disposal assets.</p> |

| Report | Description |
|---|---|
| Repair Report (AM224) | Use this report to list repairs by asset and repair date. The report includes the description, amount, and any tax entered by repair date range. You can include disposed assets. |
| Depreciation Recalculation Report (AM258) | <p>Use this report to review recalculated depreciation values.</p> <p>When you run Depreciation Recalculation (AM580) in Update mode, the system stores updated depreciation values. Use AM258 to review the updated values.</p> |
| Depreciation History Report (AM281) | <p>Use this report to list historical depreciation information. The report includes the asset basis, asset book value, period-to-date depreciation, year-to-date depreciation, and depreciation information by book. The period and period-to-date information prints only if you select the Period report option on the Output Options form tab.</p> <hr/> <p>NOTE Historical depreciation data is recorded and reported only for books that have the Depreciation History field set to Y (Yes) on Book (AM00.1) or Books (AM00.2).</p> <p>An asterisk appears next to the period/year in which the adjustment records are posted.</p> <p>Historical data collection starts when the Depreciation History option is set. You cannot report on depreciation history before the Depreciation History option is set.</p> |
| Depreciation History Report (AM320) | <p>Run this rebuild for selected records to check for balancing records in the history file.</p> <p>If a balancing record exists, you must delete them before you can rebuild the history file.</p> <p>If the sum of the YTD balances in the history table is equal to the LTD total for the asset's book, history is not rebuilt.</p> |

What Is the Released Option?

The Released option in reports lets you report on released or unreleased processes. This option is different from the Release option in update programs that let you run a program in non-update mode first so you can verify the effect of the program without actually updating the database.

What Is the Preliminary Close Option?

The Preliminary Close option in reports lets you generate the same information that would be generated if you were in the process of closing a period, without actually going through the period closing steps.

How Are Attributes Used in Reports

The Asset Management application uses attributes in reports in one of the following ways:

- As a selection tool, to limit the assets included in a report to only assets that are members of an automatic or manual attribute list. Many Asset Management listing programs let you select an attribute list.
- As a sorting tool, to generate a report in the sort order you specified for the attribute list.
- As user-defined fields that provide additional information on assets. Many Asset Management reports let you specify up to three asset attributes. The values assigned to these attributes for each asset are printed on the listings, below the other asset information.

NOTE Only automatic lists can specify an attribute sort order.

NOTE Some of the reports also let you select accounting unit attribute lists. For information on defining and using accounting unit attribute lists, see the *General Ledger User Guide*.

Most of the Asset Management reports let you select asset lists and asset attributes.

Reporting on Depreciation History

Depreciation history Report (AM281) lets you report on depreciation history for posting and non-posting books. For depreciation history to be collected on any book, the book must be defined with the Depreciation History field set to Y (Yes) on Book (AM00.1) and Books (AM00.2).

You cannot rebuild depreciation history for depreciation transactions that occur before the Depreciation History field is set to Y (Yes). For interfaced assets, however, you have the option to interface historical transactions and rebuild depreciation history records. For more information, see ["Interfacing Non-Lawson Assets"](#) on page 121.

Defining Asset Attribute Parameters in a Report

This procedure shows how to use asset attributes to generate a listing for an asset list or to add additional information to a listing.

STOP Before you can use asset attributes in a report, you must define the asset attributes and attribute lists you want to use. You must also assign attribute values to each asset you want included in the attribute lists or for which you want to track attribute information. For more information, see ["Using Attribute Matrix Attributes"](#) on page 97.



Need More Details? Check out the following concepts:

- ["How Are Attributes Used in Reports"](#) on page 350

STEPS To use asset attributes in a listing

1. Access the report program you want to run.
2. Define listing parameters. Consider the following fields.

Additional Options form tab: Asset List

To limit the report to only assets that are members of the list, type or select the name of an asset attribute list in the List field.

TIP If the list is automatic and contains a sort order, the report follows the sort order. Manual lists cannot have a sort order.

Output Options form tab: Attribute

To include the values of up to three attributes assigned to the assets included in the report, select the attributes.

TIP The values assigned to these attributes for each asset are printed on the reports, below the other asset information.

Selecting Report Options

TIP Many Asset Management report forms include the same fields as Addition Report (AM220). For variations, see the online form and field help.

This procedure describes how to select options for the Addition Report on Addition Report (AM220).



Need More Details? Check out the following concepts:

- ["What Is the Released Option?"](#) on page 350
- ["What Is the Preliminary Close Option?"](#) on page 350

STEPS To select report options

1. Access Addition Report (AM220).
2. Choose the Selection Options tab to enter the basic report selection criteria. Consider the following fields.

| | |
|---|---|
| Released | By default, the report includes only released assets. Select N (No) to report on assets that are entered (added) but not released. |
| Date Type, Date | Choose the type of dates for the report, in-service dates or purchase dates, and then enter a date range. |
| Book | You can select a book to include in the report only assets assigned to that book. |
| Preliminary Close | Select Y (Yes) in this field to generate the same information that would be generated if you were in the process of closing a period |
| Company or Company Group | One of these two fields is required. You cannot specify both. |
| Classification | The default classification is Purchased. You can select a different classification or combination of classifications to include in the report. |
| Location, Division, Type, Property, Category | Use any or all of these fields to limit the scope of the report. If, for example, you enter a location, the report includes only assets assigned this location. If the Location field is blank, all locations are included. |

| | |
|------------------|---|
| Disposals | <p>You can indicate whether to include disposed assets and whether disposed items should include assets disposed with the Purge option. You have the following options:</p> <p>Y - Include both disposed and non-disposed assets, including assets disposed with the Purge option.</p> <p>N - Exclude any kind of disposed assets.</p> <p>O - Include only disposed assets, including assets disposed with the Purge option.</p> <p>X - Include disposed and non-disposed assets, excluding assets disposed with the Purge option.</p> <p>D - Include only disposed assets, excluding assets disposed with the Purge option.</p> <p>P - Include only assets disposed with the Purge option.</p> |
|------------------|---|

3. Use the Additional Options tab to enter additional selection criteria.

Consider the following fields.

| | |
|------------------------------------|--|
| Simulated, Tax Exempt, Used | You can include (Y), exclude (N), or include only (O) any or all of these kinds of assets in the report. |
|------------------------------------|--|

| | |
|--|--|
| Asset, or List, or Company, Lease | You can limit the report to one and only one of the following: an asset, an asset list, or a lease. All three fields are optional. |
|--|--|

| | |
|-------------------------|---|
| Tag, Asset Group | You can limit the report to just assets assigned a specific tag, as well as to just assets that belong to an asset group. |
|-------------------------|---|

| | |
|---|---|
| Accounting Unit, or Group, or List | You can limit the report either to assets associated with a specific accounting unit or accounting unit group (or with both an accounting unit and accounting unit group), or to assets associated with accounting units that are members of an accounting unit list. Both fields are optional. |
|---|---|

NOTE Use List (MX10.1) to define an accounting unit list.

| | |
|----------------------------------|--|
| Creator ID, Creation Date | You can filter the report by creator and/or creation date range. When you run the report, only criteria matching the Creator ID and Creation Date range values is displayed. |
|----------------------------------|--|

4. Use the Output Options tab to indicate which subtotals and attribute values (if any) you want in the report, whether you want comments included in the report, and whether you want a page break between the totals you require.

Consider the following fields.

| | |
|--------------------------------|--|
| Comments | If you included comments in the asset definitions, you can indicate whether the report should include the comments. The default is N (No). |
| Page Break | You can request a page break between totals. |
| Sequence, Miscellaneous | By default, the report includes totals by asset. You can also request totals by lease, location, division, accounting unit, type, asset group, category, property, or in-service dates by selecting Yes in any or all of these fields. |
| Attribute | You can select up to three asset attributes. The values assigned to assets for these attributes are included in the report. |

Chapter 19

Online Analysis and Financial Reporting Self-Service Application

This chapter describes the online analysis and Financial Reporting Self-Service application forms available for Asset Management.

STOP You must have the Financial Reporting Self-Service application installed to have access to the Asset Management Self-Service forms. For more information, see your Lawson representative.

Concepts in this Chapter

TIP To skip directly to the procedures, see ["Procedures in this Chapter"](#) on page 360

The following concepts provide background and conceptual information for the procedures within this chapter:

- ["Online Analysis and Listings"](#) on page 356
- ["Displaying Depreciation History"](#) on page 356
- ["What Online Analysis Forms Are Available?"](#) on page 356
- ["What Do Financial Reporting Self-Service Reports Let You Do?"](#) on page 359

Online Analysis and Listings

You can use online analysis programs at any time to view information on assets and asset transactions. You can also view or print the same information by running report programs.

NOTE Asset Management also provides a data mart for online analytical processing. For more information, see ["Asset Management \(AM\) Data Mart"](#) on page 369.

- Online analysis forms give you quick access to current basic data about the assets, such as the book value of assets for a company or the current depreciation. Online analysis forms are useful for a quick check of a small amount of data. You cannot save the information generated by an online analysis program.
- Listings and reports give you a printable record of asset or leased asset data, which can be as comprehensive or as narrow in scope as you want it to be. Reports are more complicated to set up and require several processing steps. You can save reports.

Displaying Depreciation History

Analysis forms let you display depreciation history for posting and non-posting books. For depreciation history to be collected on any book, the book must be defined with the Depreciation History field set to Y (Yes) on Book (AM00.1) or Books (AM00.2).

You cannot rebuild depreciation history for depreciation transactions occurring before the Depreciation History field is set to Yes. For interfaced assets, however, you have the option to interface historical transactions and rebuild depreciation history records. For more information, see ["Interfacing Non-Lawson Assets"](#) on page 121.

What Online Analysis Forms Are Available?

Asset Management provides the following online analysis forms.

| To display | Use |
|--|---|
| Current assets, tags, items, purchase dates and amounts. | Asset Analysis (AM70.1) |
| Asset book information by asset, in-service date, basis value, and book value | Asset Book Analysis (AM90.1) |
| Asset book information by asset, basis value, salvage value, and book value | Asset Book Salvage Analysis (AM90.4) |
| Current or historical period, year-to-date, and life-to-date depreciation information on assets | Asset Book Depreciation Analysis (AM90.5) |
| | <p>NOTE You can display historical depreciation only for asset books that are defined with the Depreciation History flag set to Y (Yes) on Book (AM00.1) or Books (AM00.2). Depreciation history that occurred before the flag was set is not available for display.</p> |
| Asset-class depreciation information for a company, book, and asset type (or type and subtype). | Class Deprecation Analysis (AM90.6) |
| Leased asset book information by asset, in-service date, basis value, and book value | Leased Asset Book Analysis (AM91.1) |
| Leased asset book information by asset, basis value, salvage value, and book value | Leased Asset Book Salvage Analysis (AM91.4) |
| Current or historical period, year-to-date, and life-to-date depreciation information on leased assets | Leased Asset Book Depreciation Analysis (AM91.5) |
| | <p>NOTE You can display historical depreciation only for asset books that are defined with the Depreciation History flag set to Y (Yes) on Book (AM00.1) or Books (AM00.2). Depreciation history that occurred before the flag was set is not available for display</p> |
| Asset disposal information by asset, tag, disposal date, asset basis, and asset book value | Disposal Analysis (AM95.1) |

| To display | Use |
|--|---|
| Book basis, life-to-date depreciation, and book value amounts for the disposed assets included in the analysis | Disposal LTD Analysis (AM95.1) |
| Gain or loss and deferred gain or loss information for disposed assets | Disposal Gain/Loss Analysis (AM95.5) |
| Proceeds and expenses incurred in the disposal of the assets included in the analysis | Disposal Proceeds/Cost Analysis (AM95.6) |
| The posting dates, assets, tags, process types, references, and amounts for any book (posting or non-posting) and accounts associated with a company | Account Analysis (AM75.1) NOTE You can display non-posting book information only if the book is defined with the Depreciation History flag set to Y (Yes) on Book (AM00.1) or Books (AM00.2). |
| The dates, assets, tags, accounts, and amounts of any transactions for any book (posting or non-posting) associated with a company | Transaction Analysis (AM80.1) NOTE You can display non-posting book information only if the book is defined with the Depreciation History flag set to Y (Yes) on Book (AM00.1) or Books (AM00.2). |
| The posting dates, assets, tags, accounts, and amounts of transactions associated with an activity and book (posting or non-posting). | Activity Analysis (AM85.1) NOTE You can display non-posting book information only if the book is defined with the Depreciation History flag set to Y (Yes) on Book (AM00.1) or Books (AM00.2). |

What Do Financial Reporting Self-Service Reports Let You Do?

Financial Reporting Self-Service reports combine the best features of online analysis forms and printable listings or reports, with some added functionality.

- With online analysis forms, you can view limited data at a time, but you can drill around on specific fields to view supporting data.
- With listings and reports, you can display or print comprehensive data, but you cannot drill around on a field.
- With Financial Reporting Self-Service reports you can display comprehensive listings in spreadsheet format, sort the displayed data on each column, and drill around on specific fields of the data. In addition, you can display the data by period in graph form.
- Asset Management provides three Financial Reporting Self-Service *tasks* through which you can access data in the Asset Management database:

| | |
|---------------------|---|
| Assets | Lets you view and drill around on asset data. |
| Books | Lets you view and drill around on asset book data. |
| Transactions | Lets you view and drill around on asset transactions. |

Procedures in this Chapter

This chapter includes the following procedures:

- ["Displaying Analysis Data" on page 360](#)
- ["Using Financial Reporting Self-Service Asset Management Tasks" on page 361](#)

Displaying Analysis Data

This procedure shows how to display analysis data, with Asset Book Analysis (AM90.1) as an example.



Need More Details? Check out the following concepts:

- ["Online Analysis and Listings" on page 356](#)
- ["What Online Analysis Forms Are Available?" on page 356](#)

STEPS To display asset book analysis data

1. Access Asset Book Analysis (AM90.1).
2. Enter the inquiry parameters. Consider the following fields.

Book, Company

These are the only two required fields. If you enter only these two fields, all the assets for the book and company are displayed.

NOTE You can drill around on these two fields.

Company, Lease, Location, Division, Type, Asset Group, In-Service Date

Use these fields to limit the display to a lease, location, division, type, asset group, or range of in-service dates.

NOTE You can drill around on each of these fields.

3. Use the buttons on this form to access the following forms or subforms:
 - a. Use the Filter button to open Asset Book Filter (AM90.3) and further limit the display. An asterisk displays next to the button if the filter is enabled.

Consider the following fields.

Enable Filter

NOTE You must select Y (Yes) in this field for the filter to take effect.

NOTE The Asset Book Filter (AM90.3) subform is also used to filter displays for Asset Book Salvage Analysis (AM90.4) and Asset Book Depreciation Analysis (AM90.5). All online analysis forms have a Filter button.

Asset, Status, Method, Life, Remaining Life, Convention, Book Status, Account Group, Accounting Unit Group, Default Accounting Unit, Property, Category, Tag, Creator, Owner

You can filter the display on any of these parameters. If you enter a value in any of these fields, the display will include only assets with matching values for these fields.

Simulated, Tax Exempt, Used

You can use these fields to include, exclude, or include only simulated assets, tax-exempt assets, or used assets in the display

TIP The Asset Books Totals (AM90.2) subform is also used to display totals for Asset Book Salvage Analysis (AM90.4) and Asset Book Depreciation Analysis (AM90.5). All online analysis forms have a Total button.

- b. Choose the Total button to open Asset Books Totals (AM90.2) and display the basis and book value totals for all the selected assets.
- c. Choose the Salvage button to access Asset Book Salvage Analysis (AM90.4) and display salvage information.
- d. Choose the Depr button to access Asset Book Depreciation Analysis (AM90.5) and display current or historical year-to-date and life-to-date depreciation.

Consider the following fields.

Select, Prd, Yr (Select period, year)

You can display either current (C) or historical (H) depreciation data. If you select H (Historical), you must also select a period and year for the data you want to display.

NOTE Asset Management collects historical data only for books that are defined with the Depreciation History field set to Y (Yes) on Book (AM00.1) or Books (AM00.2). Historical data starts being collected after the field is set to Y (Yes). Previous historical data is not available.

Using Financial Reporting Self-Service Asset Management Tasks

If you have the Financial Reporting Self-Service application installed, you can use the Asset Management tasks to display and analyze asset information.

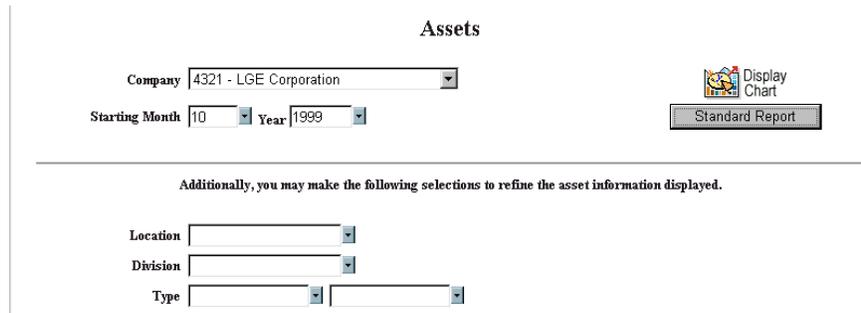
 **Need More Details?** Check out the following concepts:

- "What Do Financial Reporting Self-Service Reports Let You Do?" on page 359

STEPS To display Financial Reporting Self-Service Asset Management data

1. On the Financial Reporting Self-Service application, click on Asset Management.
2. Click on the Asset task to open the Assets dialog.

Figure 24. Form clip: Assets



Assets

Company: 4321 - LGE Corporation

Starting Month: 10 Year: 1999

 Display Chart

Standard Report

Additionally, you may make the following selections to refine the asset information displayed.

Location: []

Division: []

Type: [] []

Consider the following fields.

Company, Starting Month, Year These fields are required.

Location, Division, Type You can use these fields to further limit the display to assets assigned to a division, a location, or a type.

3. To view the data in spreadsheet format:
 - a. Click on Standard Report.

Figure 25. Form clip: Sample Financial Reporting Self-Service Assets report

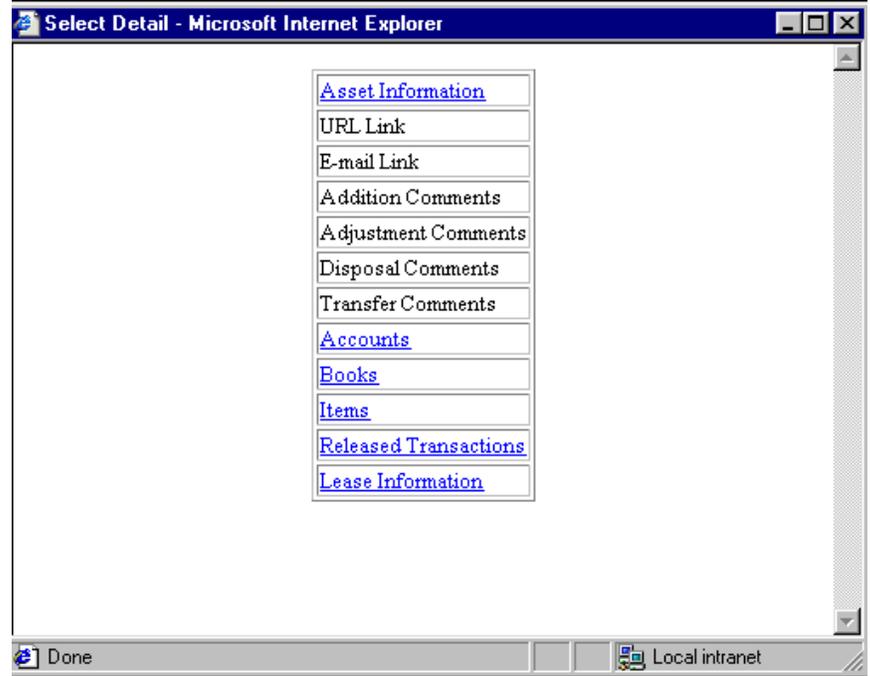
| Description | Asset Tag Group | Company | Location | Division | Type | Date | Quantity | Cost |
|----------------|-----------------|-----------------|----------------|------------|--------------------|------------|----------|----------|
| ◆ leased equip | 2032 | LGE Corporation | | | Computer Equipment | 01/01/2000 | 1 | 18000.00 |
| ◆ Test | 2033 | LGE Corporation | LAWSON CORP HQ | Executive | Computer Equipment | 01/01/2000 | 1 | 456.00 |
| ◆ test | 2034 | LGE Corporation | LAWSON CORP HQ | Accounting | Computer Equipment | 01/01/2000 | 1 | 456.00 |
| ◆ Test | 2039 | LGE Corporation | LAWSON CORP HQ | | Computer Equipment | 01/01/2000 | 1 | 45678.00 |
| Totals | | | | | | | 4 | 64590.00 |

Filter

- b. Refine the report as follows:
 - Click on any column to sort the report on that column.
 - Click on any of the assets to view detailed asset information.

- Click on the diamond-shaped icon at the beginning of each line to display select detail options.

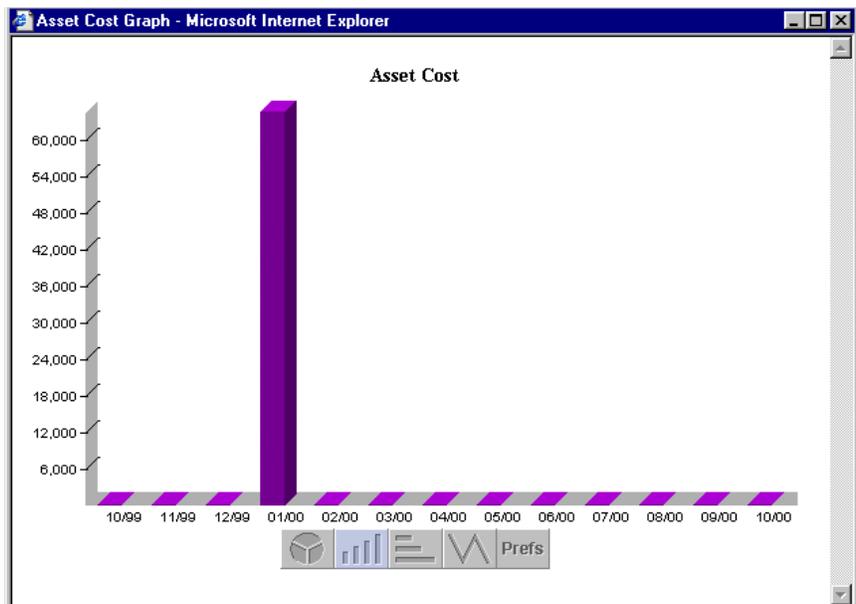
Figure 26. Form clip: Financial Reporting Self-Service Assets report drill-around options



TIP You have a choice of four conventional and one customized graph styles. Click on the bar below the graph to instantaneously change the graph style.

4. To view the data in graph form by period, select Display Chart on the Assets dialog.

Figure 27. Form clip: Assets graph by period



Books Report Example

Clicking on the Books task opens a Books dialog very similar to the Assets dialog. The Books spreadsheet report also has the same sort and drill-around capabilities. You can display information on only one book at a time. You can also display information in graph form.

Figure 28. Form clip: Books

Books

Company:

Book:

Starting Month: Year:

Type: Asset Disposal

Value: Net Original Basis

Display Chart

Additionally, you may make the following selections to refine the asset information displayed.

Location:

Division:

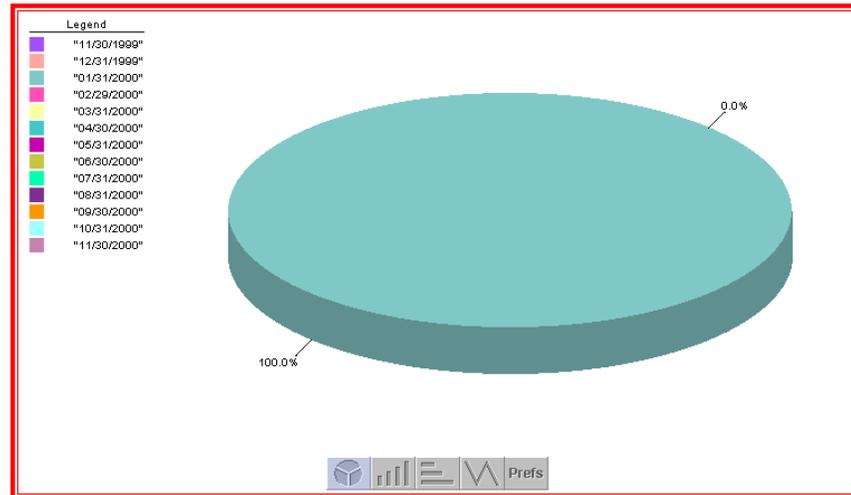
Type:

Figure 29. Form clip: Self-Service Books report

| Description | Asset Tag Group | Location | Division | Type | In Service Date | Life | Remaining Life | Basis | Year to Date Depreciation | Life to Date Depreciation | Book Value |
|----------------|-----------------|----------------|------------|--------------------|-----------------|------|----------------|----------|---------------------------|---------------------------|------------|
| ◆ leased equip | 2032 | | | Computer Equipment | 01/01/2000 | 36 | 36.000 | 18000.00 | | | 18000.00 |
| ◆ Test | 2033 | LAWSON CORP HQ | Executive | Computer Equipment | 01/01/2000 | 60 | 60.000 | 24264.45 | | | 24264.45 |
| ◆ test | 2034 | LAWSON CORP HQ | Accounting | Computer Equipment | 01/01/2000 | 60 | 60.000 | 456.00 | | | 456.00 |
| ◆ Test | 2032 | LAWSON CORP HQ | | Computer Equipment | 01/01/2000 | 60 | 60.000 | 1000.00 | | | 1000.00 |
| Totals | | | | | | | | 43720.45 | 0.00 | 0.00 | 43720.45 |

[Filter](#)

Figure 30. Form clip: Financial Reporting Self-Service Books graph



Transactions Report Example

TIP The Transactions report does not have a graph display alternative.

Clicking on the Transactions task automatically displays all transactions in the system in spreadsheet form.

Figure 31. Form clip: Financial Reporting Self-Service Transactions report

| Transaction Date | Asset Description | Asset Tag | Account | Process | Reference | Transaction Description | Amount |
|------------------|-------------------|---------------------|---------|---------------|--------------|-------------------------|-----------|
| ◆ | | 0 | 0 0 | | | | 0.00 |
| ◆ | 01/31/1998 | Test for AM500/93 | 1336 | 101 17150 0 | Depreciation | Period 1 1998 | 1000.00- |
| ◆ | 02/28/1998 | Test for AM500/93 | 1336 | 101 17150 0 | Depreciation | Period 1 1998 | 1000.00- |
| ◆ | 02/28/1998 | Test for AM500/93 | 1337 | 101 17150 0 | Disposal | Period 2 1998 | 1000.00- |
| ◆ | 03/31/1998 | Test for AM500/93 | 1337 | 101 17150 0 | Disposal | Period 2 1998 | 1000.00- |
| ◆ | 01/31/1998 | Test for AM500/93 | 1336 | 101 81300 0 | Depreciation | Period 1 1998 | 1000.00 |
| ◆ | 02/28/1998 | Test for AM500/93 | 1336 | 101 81300 0 | Depreciation | Period 1 1998 | 1000.00 |
| ◆ | 02/28/1998 | Test for AM500/93 | 1337 | 101 81300 0 | Disposal | Period 2 1998 | 1000.00 |
| ◆ | 03/31/1998 | Test for AM500/93 | 1337 | 101 81300 0 | Disposal | Period 2 1998 | 1000.00 |
| ◆ | 12/01/1999 | test for prior year | 2313 | 101 17000 0 | Addition | ADDITION | 60000.00- |
| ◆ | 01/01/2000 | test for add books | 2427 | 101 17000 0 | Addition | ADDITION | 14400.00- |
| ◆ | 01/01/2000 | test for add books | 2427 | 101 173001234 | Addition | ADDITION | 14400.00 |
| ◆ | 01/01/1999 | items for disposal | 2484 | 101 173501234 | Addition | AM20 ADDITION | 2400.00- |
| ◆ | 01/01/1999 | items for disposal | 2494 | 101 173501234 | Addition | AM20 ADDITION | 2400.00- |
| ◆ | 01/01/2000 | test for add books | 2427 | 101 173501234 | Addition | ADDITION | 400.00- |
| ◆ | 12/01/1999 | test for prior year | 2313 | 101 17400 0 | Addition | ADDITION | 60000.00- |
| ◆ | 01/01/1996 | test | 2438 | 101 17450 0 | Addition | AM21 ADDITION | 24000.00- |
| ◆ | 01/01/1996 | test 4 | 2459 | 101 17450 0 | Addition | AM21 ADDITION | 24000.00- |
| ◆ | 12/01/1999 | test for prior year | 2313 | 101 17450 0 | Addition | ADDITION | 1000.00- |
| ◆ | 01/01/1999 | items for disposal | 2484 | 101 555001234 | Addition | AM20 ADDITION | 2400.00 |
| ◆ | 01/01/1999 | items for disposal | 2494 | 101 555001234 | Addition | AM20 ADDITION | 2400.00 |
| ◆ | 01/01/2000 | test for add books | 2427 | 101 555001234 | Addition | ADDITION | 400.00 |

You can customize the displayed information by clicking on Filter at the bottom of the display to limit the display to an asset, a tag, an account, a process, or a reference. The report also provides the following ways to access detail data:

- Clicking on an asset or a tag displays basic information for the asset.
- Clicking on the diamond icon gives you the choice of looking up the transaction creation history, or asset information. Click on Asset and any of the displayed links to bring up the Select Detail dialog box that lets you access a variety of information.

Figure 32. Form clip: Sample Detail Select dialog box for a transaction line

[AM Transaction Detail](#)

[Transaction Creation](#)

[Asset](#)

[Strategic Ledger](#)

Chapter 20

Using Lawson Business Intelligence to Create Data Marts

This chapter provides an overview of Lawson Business Intelligence functions. You use the Lawson Business Intelligence products to create multidimensional databases and analyze the data in those databases.

What Is Lawson Business Intelligence?

TIP Your implementation might use some or all of the Lawson Business Intelligence components.

Lawson Business Intelligence is a product that joins applications and technology to provide you with a powerful reporting and analysis solution. The many calculations and other analytical features within Lawson Business Intelligence make it an excellent decisions solution for all roles within an organization.

Lawson Business Intelligence is made up of:

- the Analytic Architect (IA) application
- an Online Analytical Processing (OLAP) database
- the Scorecard reporting tool

Analytic Architect

The Analytic Architect application is the backbone of Lawson Business Intelligence. Analytic Architect lets you use data marts types to define, extract, transform, and load Lawson data from the Lawson application database into the Hyperion Essbase OLAP Server or the Microsoft SQL Server Analysis Services. In addition to creating OLAP databases, Analytic Architect can create CSV or Star Schema output for use with a variety of reporting tools.

For more information about the Analytic Architect application, see the *Analytic Architect User Guide*.

OLAP Database

NOTE An OLAP database is also called a cube or data mart.

The data you extract with Analytic Architect is consolidated, summarized, and then transferred to an online analytical processing (OLAP) database. You can use either Hyperion Essbase or Microsoft SQL Server Analysis Services as your OLAP database.

Scorecard

Scorecard is a Lawson-developed analytic tool that allows you to build different configurations of your data that is stored in an OLAP database. With Scorecard you can view your business data, run “what-if” scenarios, pivot data, create charts, drill down into the data, and use DrillAround© to access related data in the Lawson application.

For more information about Scorecard, see the *Scorecard User Guide*.

Asset Management (AM) Data Mart

The Assets Data Mart provides asset data for analysis. This data mart has required dimensions and optional dimensions. The optional dimensions lets you customize the data mart to meet your analysis needs. The data mart includes historic depreciation information regarding transactions and period depreciation for each period for each asset for each book. The data mart provides proper roll ups by skipping missing values.

You can define the dimensions for the Assets Data Mart on Asset Management Analysis Setup (AMDM.1).

The following dimensions are required for the Assets Data Mart.

| Dimension | Description |
|------------------|--|
| Assets | Asset or asset range. |
| Organization | Company, Process Level, and Department. |
| Years | Number of years. |
| Periods | Roll up and down by quarter as well as year-to-date. |
| Books | Book status and currency code. |
| Measures | Book value. |

Use the Data Parameters form tab to indicate whether you want to load the complete data set each time you open the data mart or whether you just want to update the data.

Documentation Conventions and Support

Documentation Conventions

This document uses specific text conventions and visual elements.

Text Conventions

| This | Represents |
|----------------|--|
| bold | A key name or function key name. For example, Shift is a key name and Help (F1) is a function key name. A value or command that you must type exactly as it appears. A program or file name. |
| <i>italics</i> | A manual title or form name. An emphasized word or phrase. A placeholder for a user-defined value or variable. |

Visual Elements

STOP Information that you must know before you attempt the procedure or process.

IMPORTANT Important information that you must consider when you perform the procedure.



CAUTION Cautionary information about actions that involve a risk of possible damage to equipment, data, or software.



WARNING Warning information about actions that involve a risk of personal injury or irreversible destruction to the data or operating system.

Product Documentation

Lawson offers the following product documentation:

- Online help
- User guides and manuals
- Release notes and installation instructions

To find Lawson documentation, see the user interface or <http://support.lawson.com>. To obtain a login password and ID for the Support site, see your organization's Lawson contact or your Lawson client manager.

Global Support Center

Lawson Global Support Center (GSC) services are available to all Lawson customers who are on maintenance support for Lawson products. See the *Global Support Manual* for the following information:

- What information to gather before you contact the GSC
- How to contact the GSC
- How the GSC processes your request
- Which services are standard maintenance and which are billable

To find the *Global Support Manual*, see <http://support.lawson.com>. To obtain a login password and ID for the support web site, see your organization's Lawson contact or your Lawson client manager.

Documentation Contact

We welcome your questions or suggestions about Lawson documentation. Please send comments to documentation@lawson.com.

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