

The **Financial** EdgeTM

Configuration Guide for Fixed Assets

101811

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Fixed Assets Configuration



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Warning: The program administrator can hide the **Configuration** link so only users with the proper security rights can access *Configuration*.

Configuration is an important area in which you make decisions and define settings that affect the overall success of **The Financial Edge** programs. *Configuration* contains utilities your organization should address when setting up **Fixed Assets**, and useful features you can use to customize the program. If you have just installed or converted to **Fixed Assets**, be sure to follow the procedures outlined in the Setting Up Fixed Assets chapter of the *Getting Started Guide* before you begin entering data.

In **Fixed Assets**, *Configuration* contains features and settings to effectively track your organization's fixed assets and their depreciation. These settings affect functions and details that can increase the efficiency of your record keeping, speed data entry, provide security checks-and-balances, and generally optimize the performance of **The Financial Edge** programs. For example, you can define business rules in *Configuration* to control a wide variety of functions, including allowing Do Not Post as a post status, checking for duplicate assets automatically, and allowing or disallowing various depreciation methods.

With other *Configuration* features, you can create tables and distribution templates to speed data entry. You can rename fields to reflect your organization's terminology, then hide them or make them required on certain types of records. You can also customize the program by creating special categories of information called attributes and attaching them to your records to aid in tracking and reporting.

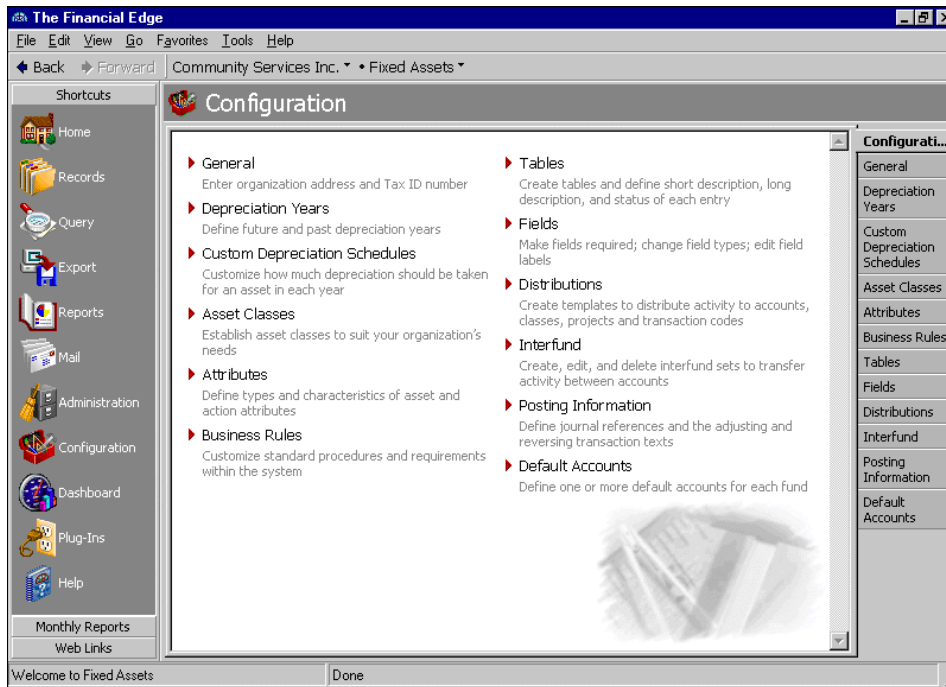
Warning: Only those users with supervisor rights should have access to *Configuration*. With table entries in particular, it is important you limit access to adding and editing rights to maintain consistency in your database.

Because *Configuration* impacts the entire program, it is closely linked to *Security*. Only users with supervisor rights should have access to *Configuration*. With table entries in particular, it is important you limit access to adding and editing rights to maintain consistency in your database. The **Business Rules** link is accessible only to users with Supervisor rights.

Configuration Links

The Configuration page contains links to help you define settings for **Fixed Assets**. *Configuration* options are grouped into categories which appear as links. Simply click a link to view options for that particular category.

To access *Configuration*, from the navigation bar, select *Configuration*. The Configuration page appears.



Note: To change your organization's name, contact Customer Support at www.blackbaud.com.

General. Click this link to make changes to your organization's basic information such as address, phone number, and tax identification number. Although your organization's name is displayed on this page, it is not editable.

Depreciation Years. Click this link to define, edit, and delete depreciation years and periods. You can add unlimited depreciation years to the database, but each depreciation year must have a unique name or identification. When you define depreciation years, you can divide each depreciation year into a maximum of 13 periods. You must define depreciation years before you can add asset records or transactions. All transactions must fall within a defined depreciation year.

Custom Depreciation Schedules. Click this link to create a depreciation schedule that meets your needs. With this feature, you define the number of depreciation years and the percentage of depreciation distributed to each year.

Asset Classes. Click this link to define broad asset classes you can use to group similar asset records. For example, you can create an asset class called Passenger Vehicles that contains asset records for a school bus and a 15-passenger van. The asset classes you add on the Asset Classes page appear as table entries in the **Class** field of an asset record.

Attributes. Click this link to define types and characteristics of action and asset attributes. Attributes are bits of useful information you can attach to a record for tracking or reporting purposes.

Business Rules. Click this link to set business rules that customize standard procedures and requirements in *Fixed Assets*. With security settings, the Supervisor can hide this link from certain users. Business rules are ways for you to control functions and displays throughout *Fixed Assets*. Business rules affect all users of the program. Using pre-defined rules, you can decide whether to allow Do Not Post as a post option, whether to accept over-budget spending, and which depreciation methods users can use.

Tables. Click this link to access the Tables page, which provides a centralized location for adding, creating, and editing all *Fixed Assets* and shared tables. Using tables throughout *The Financial Edge* increases data entry speed and accuracy by supplying lists of options users can access quickly. Various pre-existing tables appear on the Tables page for your convenience. If a table entry becomes obsolete, you can make it inactive.

Fields. Click this link to make fields required, change field types, and edit field labels. Fields are used throughout *The Financial Edge* as a faster means of data entry. Although all *The Financial Edge* programs have a **Fields** link, the fields available vary depending on the particular program. You can use this link to change field status from optional to required, so the field must contain an entry before you can save the record. You can also hide fields you do not use to make them invisible to your users, and you can view the field's lookup status. A lookup field displays a list of entries from which to select the field value.

Distributions. Click this link to create account and transaction distribution templates. Creating and using distributions in *Fixed Assets* is an efficient way to distribute activity to accounts, projects, classes, and transaction codes when entering new assets. Projects are available only with the optional module *Projects and Grants*.

Interfund. Click this link to create, edit, and delete interfund sets to transfer activity between accounts in different funds.

Posting Information. Click this link to build journal references for posting to *General Ledger*, and to define journal values for asset acquisitions, asset improvements, accumulated depreciation, year to date depreciation, period depreciation, annual depreciation, asset disposals, and interfund entries. Journal references help you identify transactions after posting.

Default Accounts. Click this link to establish default accounts for accumulated depreciation, depreciation expense, disposal gain, disposal loss, disposal proceeds, fixed assets credit, and reclassification accounts. Reclassification accounts are similar to interfund entries and are used to balance debit and credit accounts by class, or project.

Depreciation Methods. Click this link to select a depreciation method. The fields and possible field entries that appear vary depending on the method you select. Using depreciation method business rules, the program administrator can hide a depreciation method to prevent its use.

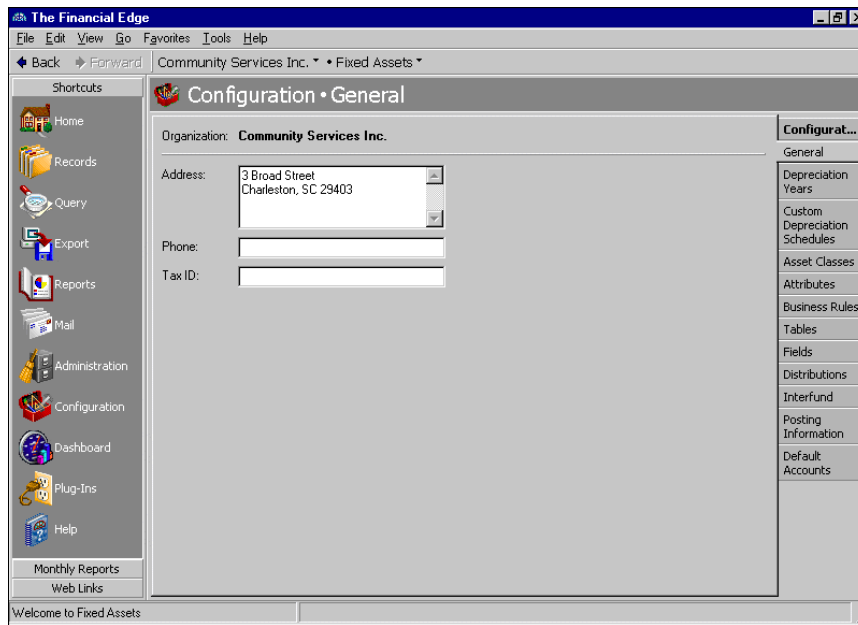
General Configuration

On the General page, you can define default information for your organization, such as address, phone number, and tax identification number. This information appears on printed documents and correspondence. The name of your organization at the top of the page is for informational purposes and cannot be changed. To change the name of your organization, contact Customer Support. Other information on the General page can be edited any time.

► Adding information to the General page

Note: To change your organization's name, contact Customer Support at www.blackbaud.com.

1. From the Configuration page, click **General**. The General page appears, with your organization's name listed at the top of the page.



2. In the **Address** field, enter your organization's address information.
3. In the **Phone** field, enter your organization's telephone number.
4. In the **Tax ID** field, enter your organization's federal tax identification number.
5. When you exit the General page, your general settings are saved automatically.

Depreciation Years Configuration

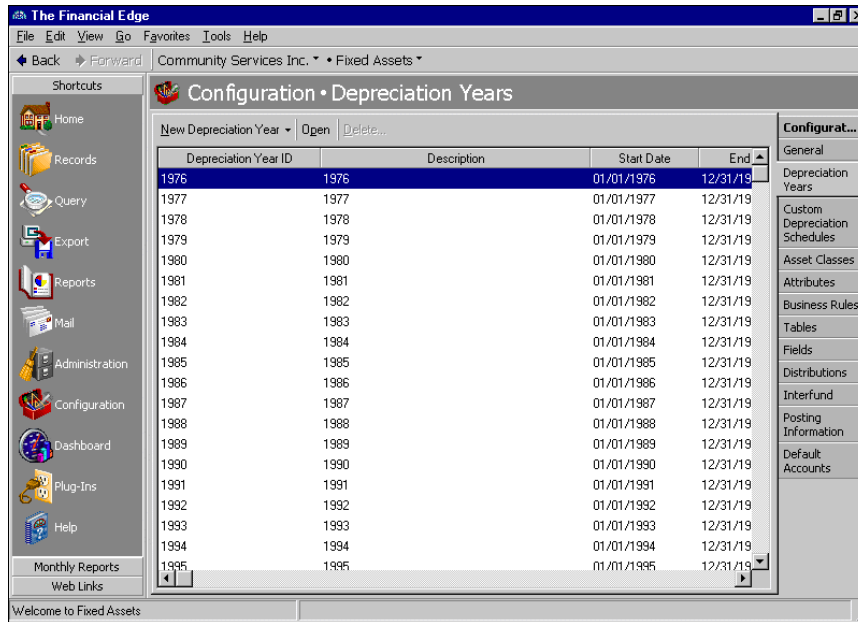
A depreciation year is an accounting cycle that is divided into periods and used to expense asset cost over the useful life of the asset. You should define past and present depreciation years during the initial **Fixed Assets** setup process, but you can also add unlimited depreciation years later, as long as you assign each depreciation year a unique name or ID. When you define a depreciation year, you can divide it into a maximum of 13 periods you use to track depreciation. When you post a fixed asset transaction, the post date determines the depreciation year in which the entry appears. All transactions must fall within a defined depreciation year.

By defining future depreciation years, you can create depreciation transactions for future periods. Using past depreciation years, you can enter historic information to include in reports that compare one year against another.

Warning: You cannot delete depreciation years after you add transactions!

► Adding a new depreciation year

1. From the Configuration page, click **Depreciation Years**. The Depreciation Years page appears.



2. In the **Year Type** field, select “New Depreciation Year (Past)” to create a past depreciation year, or “New Depreciation Year (Future)” to create a future depreciation year.
3. Click **New Depreciation Year**. The <Type> Depreciation Year(s) screen appears.

Depreciation Year ID:

Description:

There are depreciation periods in this depreciation year.

Period	Start Date	End Date
1	01/01/2002	
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		

Create past depreciation years following this period format.

4. In the **Depreciation Year ID** and **Description** fields, enter an identification and description for the year.
5. In the **There are [] depreciation periods in this depreciation year** field, select a number of periods for the depreciation year.
6. To copy periods from an existing depreciation year, click **Copy From**, then select a depreciation year and click **Select**. To automatically complete the periods based on the previous depreciation year, click **Auto-Complete**. To delete all rows from the grid, click **Clear All**.
7. Define starting and ending dates for each period in the **Start Date** and **End Date** columns.

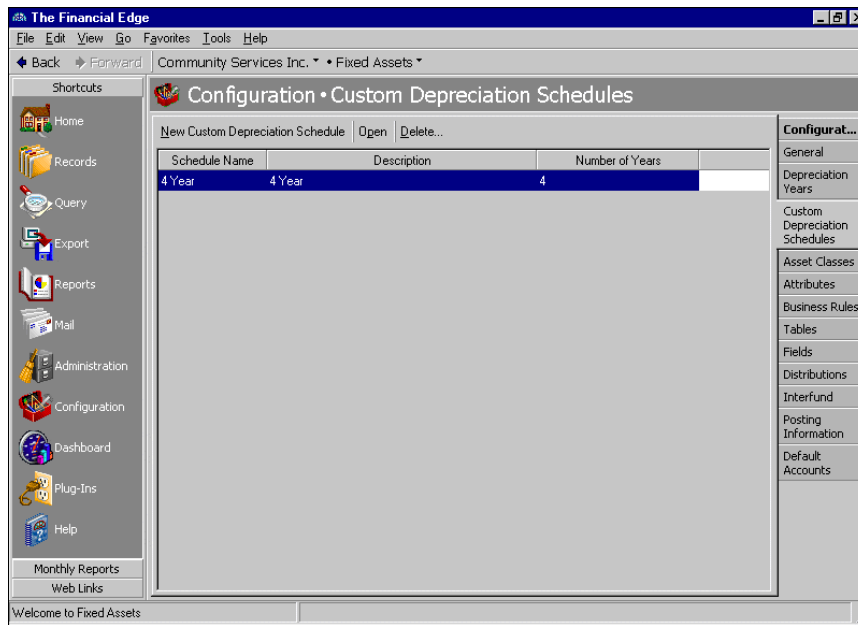
8. In the **Create [] <type> depreciation years following this period format** field, select the number of depreciation years to create using this format. The default field entry is "1".
9. To save the depreciation year and return to the Depreciation Years page, click **Save and Close**.
10. To sort the information in the grid in ascending or descending order by depreciation year ID, description, start date, or end date, click the **Depreciation Year ID**, **Description**, **Start Date**, or **End Date** heading.

Custom Depreciation Schedules Configuration

If one of the predefined depreciation schedules does not suit your needs, you can create your own depreciation schedule on the Custom Depreciation Schedules page. Here, you define the total number of years and the percent of depreciation per year. You are not required to fully depreciate the asset, but **Fixed Assets** warns you if the percent for a year is left blank.

► Adding a custom depreciation schedule

1. From the Configuration page, click **Custom Depreciation Schedules**. The Custom Depreciation page appears.



2. Click **New Custom Depreciation Schedule**. The Add Custom Depreciation Schedule page appears.

Add Custom Depreciation Schedule

File Edit View Year Help

Save and Close Cancel Previous Next Copy Help

Schedule Name:

Description:

Number of Years:

Year	Distribution %
Year 01	
Year 02	
Year 03	
Year 04	
Year 05	
Year 06	
Year 07	
Year 08	
Year 09	
Year 10	

Copy From... Clear All Distribute Evenly

Total percentage depreciated: 0.000%

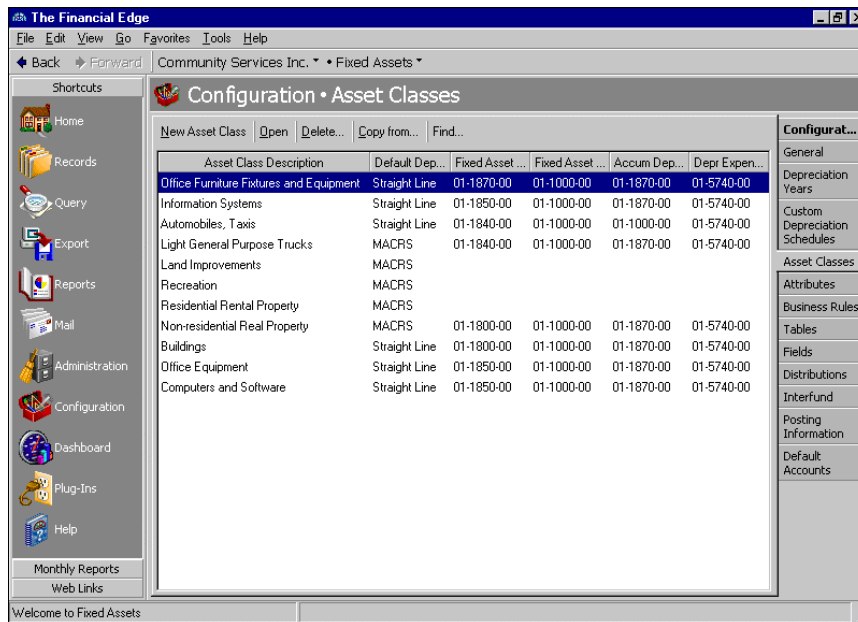
3. In the **Schedule Name** field, enter a name for the schedule.
4. In the **Description** field, enter a description.
5. In the **Number of years** field, enter the number of years to track depreciation for the asset.
6. The **Year** column is for informational purposes only and displays the number of years selected in the **Number of years** field.
7. In the **Depreciation %** column, enter a percent depreciation for the desired years.
8. To copy another depreciation schedule, click **Copy From** and select a year to copy. Click **OK**. The information from the original schedule appears in the new grid.
9. To divide the distribution evenly among all years, click **Distribute Evenly**.
10. To delete all years from the grid, click **Clear All**.
11. To save the new depreciation schedule and return to the Custom Depreciation page, click **OK**.

Asset Classes Configuration

Asset classes help you organize fixed assets by providing a broad heading under which you can place groups of similar asset records. Then you can easily sort, query, or run reports on those records based on the asset class. You can use the classes predefined in **Fixed Assets**, create new asset classes from scratch, or you can use the **Copy from** button to create a new asset class based on an existing class. When you create an asset class, the fields available vary based on the depreciation method you select. To save time when entering new asset records, class defaults appear automatically when you select an asset class.

► Creating a new asset class

1. From the Configuration page, click **Asset Classes**. The Asset Classes page appears.



2. Click **New Asset Class**. The New Asset Class page appears.

3. On the General tab, in the **Class description** field, enter a description.

Note: The fields you see on the General tab vary depending on the depreciation method you select. Valid entries for each field also depend on the depreciation method. For more information about depreciation methods, see “Depreciation Methods” on page 53.

4. In the **Depreciation method** field, select a depreciation method to use for this class of assets. Additional fields appear based on the method you select.

5. In the **Recovery period**, **Convention**, **Method**, **Useful life**, **Salvage value**, **Property class**, and **Rate** fields, enter required information for the depreciation method. For more information about depreciation methods and valid field entries, see the Depreciation Methods chapter.
6. In the **Default Accounts for Asset Acquisition and Improvement Transactions** frame, in the **Debit account** field, enter the asset account to debit when acquiring or improving assets in this class. When you create new acquisition and improvement transactions, this number appears by default on the Distribution tab.
7. In the **Credit account** field, enter the account to credit when acquiring or improving assets in this class. When you create new acquisition and improvement transactions, this number appears by default on the Distribution tab.

Note: When the binoculars appear in an account field, you can use the small binoculars to search for an account segment or use the large binoculars to search for an account number.

8. Select the Distribution tab.

9. If the debit and credit accounts are in different funds, **Fixed Assets** automatically inserts an existing interfund entry in the **Interfund** field to balance the accounts. If you have not created a balancing interfund entry for those accounts on the Interfund page, you cannot save the distribution. For more information about interfund entries and entry sets, see “Interfund Configuration” on page 40.

Note: If you enter debit and credit account numbers on the Distribution tab, they appear by default in the distribution grid of any new records you add within the same class.

10. In the **DR Account Number** column, enter a debit account for the distribution. When you enter a debit account number, the description appears automatically in the **DR Account Description** column.
11. In the **Percent** column, enter the percentage of the distribution for that row.
12. In the **CR Account Number** column, enter a credit account for the distribution. When you enter a credit account number, the description appears automatically in the **CR Account Description** column.

Note: When the binoculars appear in the **Project ID** column, you can use them to search for a project ID number.

13. If you have the optional module *Projects and Grants*, enter a project ID number in the **Project ID** column. When you enter a valid project ID number, the description appears automatically in the **Project Description** column.

14. In the **Class** column, select a class for the distribution.
15. If you have the optional module *Projects and Grants* and have defined transaction codes, additional columns appear, based on the number of transaction codes you have defined. In the grid, select a value for each transaction code.
16. To enter different debit and credit transaction distributions, select a row by clicking the gray button to the left of the line, then click **Distribution**. To enter a debit transaction distribution, select **DR Distribution**. To enter a credit transaction distribution, select **CR Distribution**.

To use a default distribution, click **Load Distribution**. From the box, select a distribution or click **Add New** to add a new distribution.

To divide the distribution evenly among all accounts entered in the distribution grid, click **Distribute Evenly**.

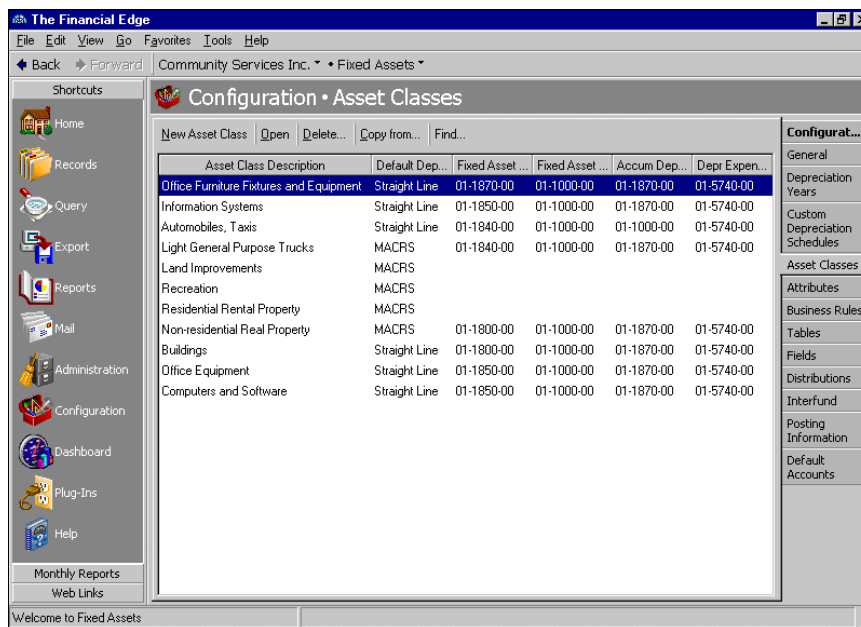
To view attribute information, click **Attributes**.

To delete all rows of the grid, click **Delete All**.

17. To save the asset and return to the Asset Classes page, click **Save and Close**.

► Creating an asset class using a template

1. From the Configuration page, click **Asset Classes**. The Asset Classes page appears.



2. In the grid, select the asset class you want to copy.

- From the action bar, click **Copy from**. The New Asset Class page appears with the same depreciation method, default accounts, and distributions as the original asset class.

- On the General tab, in the **Class description** field, enter a description.
- Make changes to the depreciation method, default accounts, and distributions as needed.
- To save the asset and return to the Asset Classes page, click **Save and Close**.

Attribute Configuration

Attributes add flexibility to your record keeping by defining and storing special information about a wide variety of record types for reporting purposes. You can identify a category for the attribute, make the attribute required or unique, and store entries specific to that category.

Note: You can enter attribute table entries on the Tables page of *Configuration* or on the Attributes tab of an asset record.

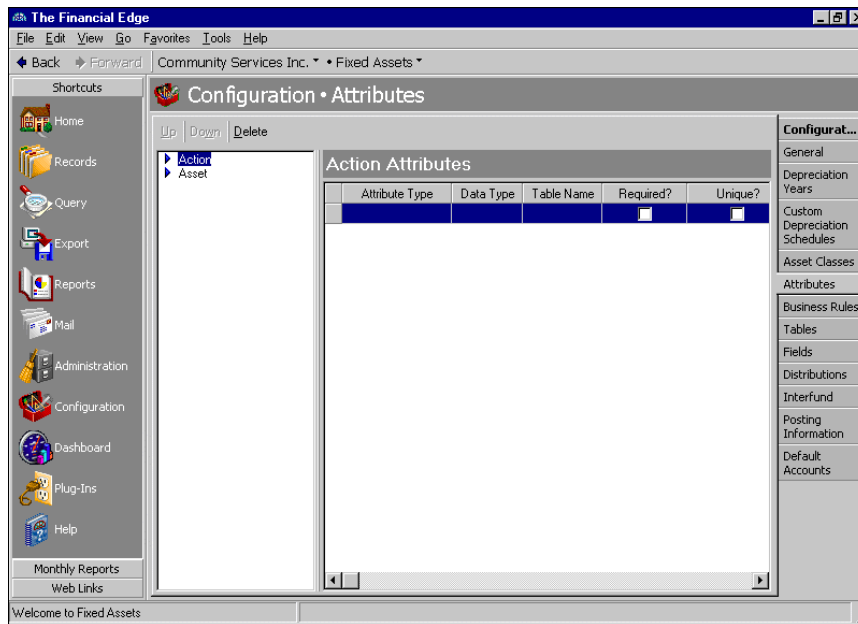
Use attributes to define specialized information for your records, such as information you want to track, but for which no field exists. You can define new attributes using a variety of data types, including text, date, yes/no, number, currency, or table. When you create attribute tables, you can enter table entries from the Tables page of *Configuration* or directly on the Attributes tab of asset records. By enabling *Security* settings, the Supervisor can lock table entries to prevent users from adding, changing, or deleting table entries. For more information about tables and table entries, see “Table Configuration” on page 19.

Warning: Before you can delete an attribute from *Configuration*, you must first delete it from all records.

On the Attributes page, you can add, edit, move, and delete asset and action attributes, and you can print attribute reports.

► Adding an attribute

1. From the Configuration page, click **Attributes**. The Attributes page appears.



2. In the box on the left, select **Action** or **Asset**. The attributes grid appears on the right.
3. In the **Attribute Type** column, enter a name for the attribute, for example, “Approved By” or “Warranty Expiration Date”.

Note: If you define the data type as a table, you can select an existing table or create a new one.

4. In the **Data Type** column, select a type to define the field’s format. Several data types are available, including Text, Date, Number, Currency, Table, and Yes/No.

If you select Table as the data type, enter a table name in the **Table Name** column.

Note: If you select **Unique**, each record must contain a different attribute.

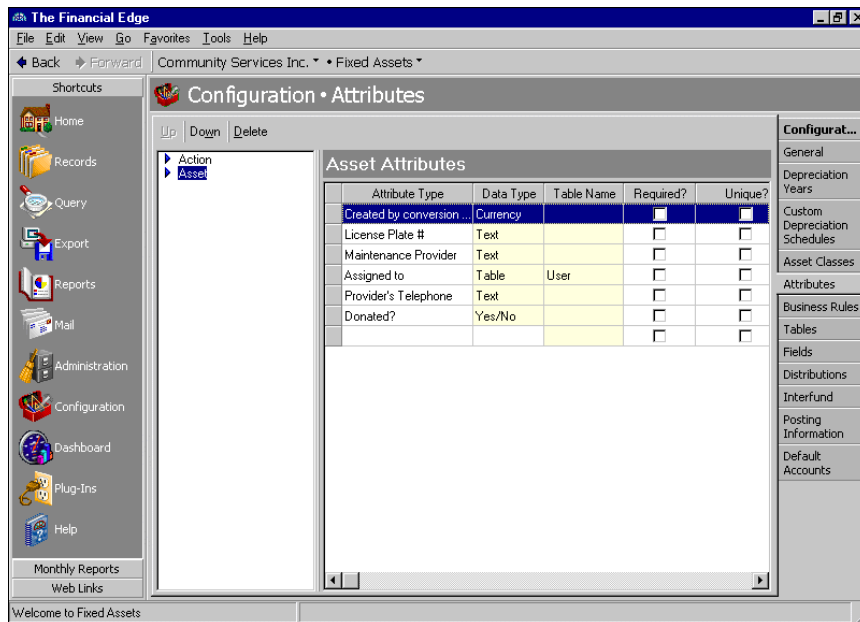
5. To make the attribute required or unique on each record, mark the checkbox in the **Required?** or **Unique?** columns.
6. When you exit the Attributes screen, your attributes are saved automatically.

► Moving an attribute

Tip: The order you set here determines the order the attributes appear when you click the down arrow in an **Attributes type** field on a record. You can place your most popular entries at the top to save time scrolling through less used entries during data entry.

1. From the Attributes page, select an attribute type from the box on the left. The attribute grid appears on the right.

2. In the attribute grid, select the row you want to move.



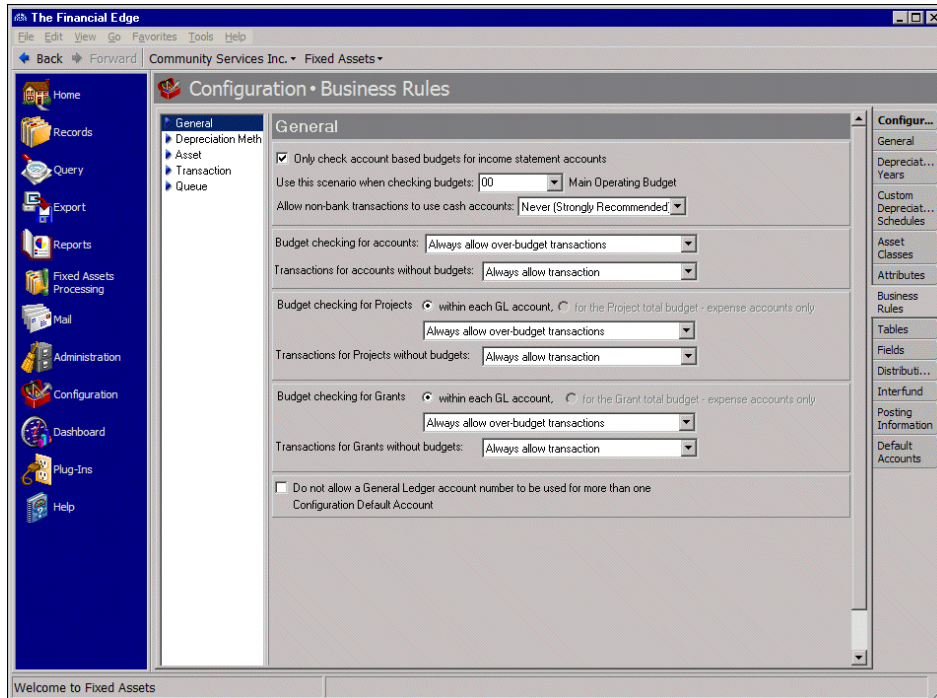
3. On the action bar, click **Up** to move the selected attribute up one line in the grid. Click **Down** to move the selected attribute down one line in the grid.
4. When you exit the Attributes screen, your changes are saved automatically.

Business Rule Configuration

Business rules help you customize standard procedures and requirements to suit your organization. With security settings, the Supervisor can hide the **Business Rules** link from certain users. Business rules affect all users and are usually defined by the system administrator.

General Business Rules

By setting General business rules, you can control how **Fixed Assets** handles your budgets and distributions. You can designate how to treat over-budget projects and whether to allow expenditures for accounts without budgets. To change business rules, from the Configuration page, click **Business Rules**. The Business Rules page appears. In the box on the left, select **General**.



Only check budgets for income statement accounts. If marked, this business rule limits the budget-checking process to revenue and expense accounts.

Use this scenario when checking budgets. With this business rule, you can select a budget scenario to determine whether you are within your budget. You create budget scenarios on the Budgets page of **General Ledger Records**.

Allow non-bank transactions to use cash accounts. We recommend that you never allow non-bank transactions to use cash accounts. However, we do offer the option to allow non-bank transactions with this business rule. You can select Never (Strongly Recommended), Ask each time, or Always.

Budget checking for accounts. With this business rule, you set budgeting requirements for accounts. You can automatically allow or disallow over-budget transactions, or you can have **Fixed Assets** warn if you exceed the account budget for the period or fiscal year.

Transactions for accounts without budgets. With this business rule, you designate action for adding transactions to accounts that have no budget. You can select to always allow or disallow the transaction, or you can have **Fixed Assets** warn when you make a transaction to such an account.

Budget checking for Projects. With this business rule, you set budgeting requirements for projects. You can automatically allow or disallow over-budget transactions, or you can have **Fixed Assets** warn if you exceed the project budget for the period or fiscal year.

Transactions for Projects without budgets. With this business rule, you designate action for processing payments against projects that have no budget. You can select to always allow or disallow the expenditure, or you can have **Fixed Assets** warn when you make an expenditure to such a project.

Budget checking for Grants. With this business rule, you set budgeting requirements for grants. You can automatically allow or disallow over-budget grant expenditures, or you can have **Fixed Assets** warn if you exceed the budget for the period or fiscal year.

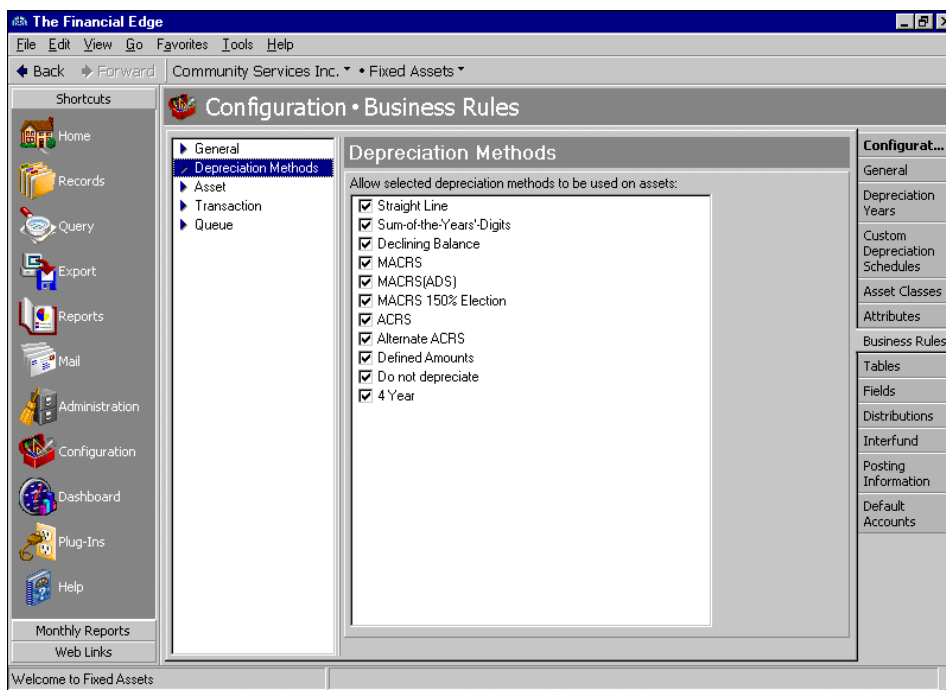
Expenditures for Grants without budgets. With this business rule, you designate action for processing payments against grants that have no budget. You can select to always allow or disallow the expenditure, or you can have **Fixed Assets** warn when you make an expenditure to such a grant.

Do not allow a General Ledger account number to be used for more than one Configuration Default Account. With this business rule, you can prevent users from mixing transactions in General Ledger accounts, for example, using the same default account for unpaid payables and encumbrances.

When this rule is marked, you cannot change a default account number to one that is already in use as another default account.

Depreciation Methods Business Rules

By setting Depreciation Method business rules, you can control which depreciation methods can be used in **Fixed Assets**. To change business rules, from the Configuration page, click **Business Rules**. The Business Rules page appears. In the box on the left, select **Depreciation Methods**.

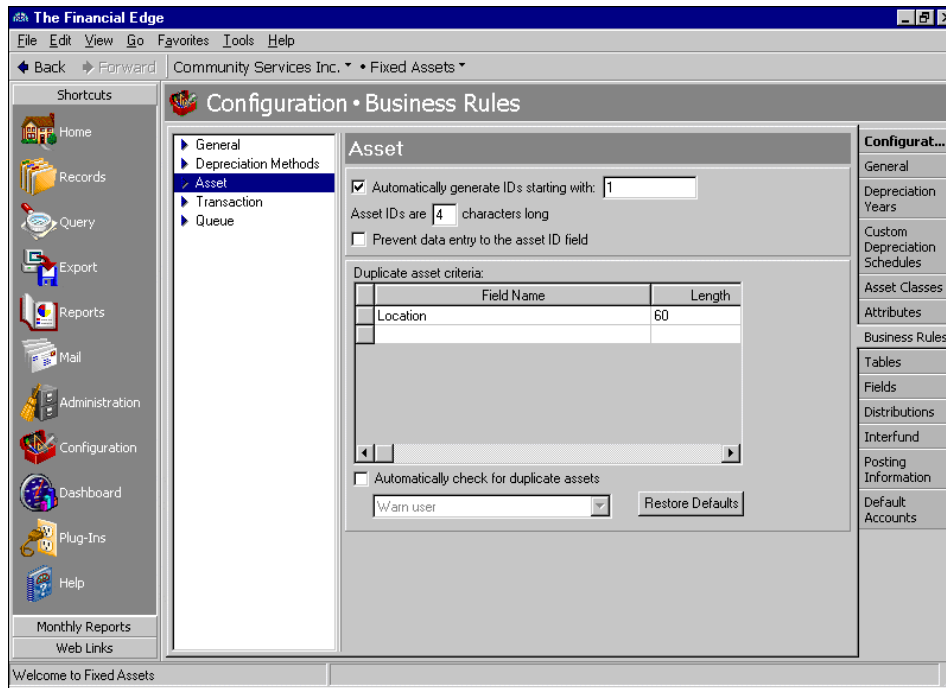


Note: For more information about depreciation methods, see the Depreciation Methods chapter.

Do not allow selected depreciation methods to be used on assets. With this business rule, you can remove certain types of depreciation methods from the choices available to all users in **Fixed Assets**. To remove a depreciation method, mark the checkbox next to the method. At least one method must remain unmarked.

Asset Business Rules

With Asset business rules, **Fixed Assets** can generate new asset IDs automatically and prevent data entry in the **Asset ID** field. You can also set duplicate asset criteria to determine if duplicate assets exist. To change business rules, from the Configuration page, click **Business Rules**. The Business Rules page appears. In the box on the left, select **Asset**.



Automatically generate asset IDs starting with []. With this business rule marked, **Fixed Assets** automatically generates new asset ID numbers when you add assets to the database. You also designate the first number to use when creating asset ID numbers.

Asset IDs are [] characters long. With this business rule, you designate how many characters to use when creating new asset ID numbers.

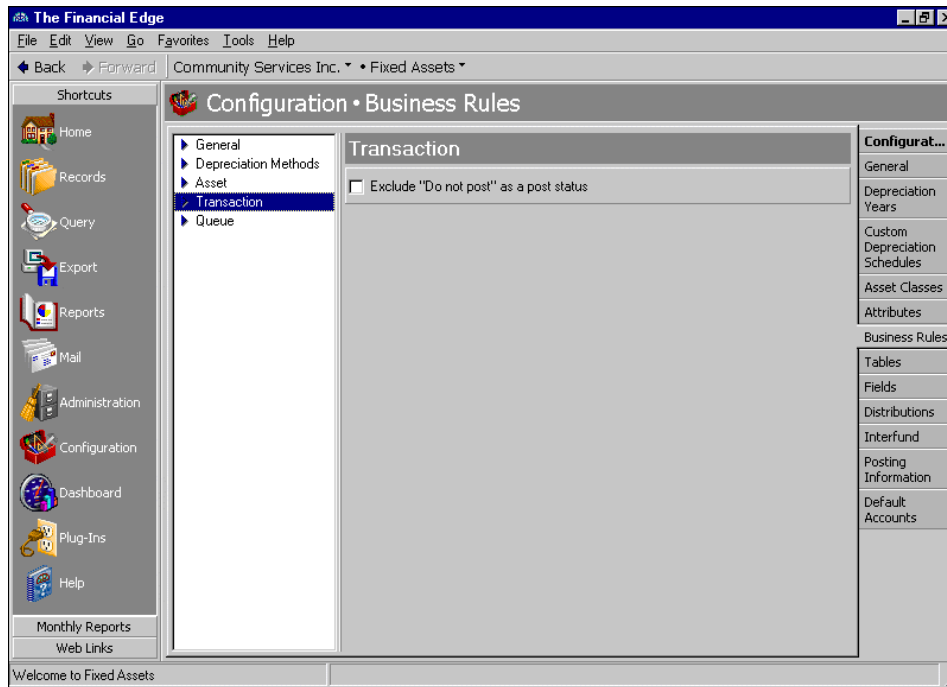
Prevent data entry to the asset ID field. With this business rule, you can lock asset ID numbers so they cannot be edited. This feature prevents missing or duplicate asset IDs.

Duplicate asset criteria. In this grid, you select field names for finding duplicate records in queries and duplicate asset reports.

Automatically check for duplicate assets. With this business rule marked, **Fixed Assets** automatically searches for duplicates when you save a new asset.

Transaction Business Rules

By setting the transaction business rule, **Fixed Assets** can exclude Do not post as a post status. To change business rules, from the Configuration page, click **Business Rules**. The Business Rules page appears. In the box on the left, select **Transaction**.

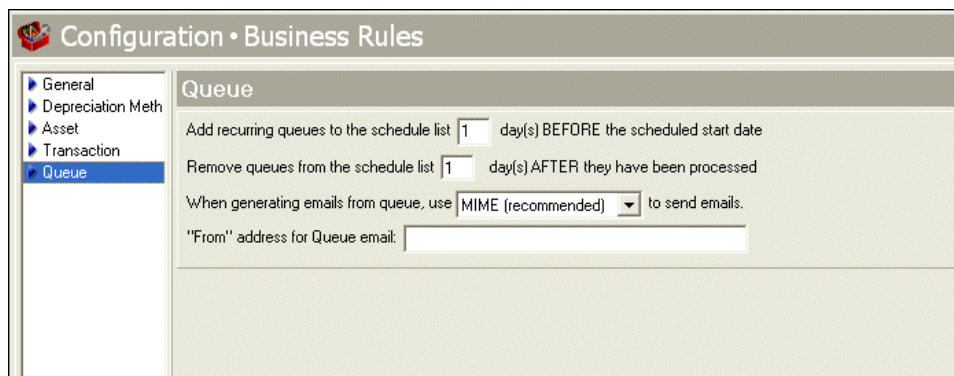


Exclude “Do Not Post” as a post status. With this business rule marked, the post status of a transaction defaults to Not yet posted. This feature ensures that all transaction debit and credit distributions post to the general ledger.

Queue Business Rules

Note: With the optional module *Accounting Queue*, you can schedule a sequence of tasks to run automatically and unattended. For more information about *Accounting Queue*, see the *Accounting Queue Guide*.

By setting *Accounting Queue* business rules, **Fixed Assets** can add and remove queues from a schedule of tasks. To change business rules, from the Configuration page, click **Business Rules**. The Business Rules page appears. In the box on the left, select **Queue**.



Add recurring queues to the schedule list [] days BEFORE the scheduled start date. With this business rule, you can select the number of days before the scheduled start date to add recurring queues.

Remove queues from the schedule list [] days AFTER they have been processed. With this business rule, you can remove queues from the schedule after they have been processed.

When generating emails from queue, use [] to send emails. With this business rule, you can select the email format. Your choices include “MIME” and “UUEncode.” We recommend you use the MIME format because most email client programs support this format. Select “UUEncode” if you are having trouble with attachments, or if you communicate with a domain that continues to use UUEncode.

“From” address for Queue emails. With this business rule, you enter a correctly formatted email address from which the Queue emails will be sent. Please note, if you enter the “Mail from” address on the Miscellaneous tab of a Queue, the address you enter here will be overridden.

If you are on the *Windows Server 2008* operating system and want to send scheduled Queue emails, this field is required.

Table Configuration

Tables increase data entry speed and accuracy by providing a list of standard field entries you can access quickly. When entering information into a field with a table, you can quickly access the list of possible entries for that field, select an entry, and place it directly into the field rather than entering it manually.

Some tables, such as **State**, contain predefined values. For others, you define the entries. For example, **Asset Descriptions** does not include Laptop Computers as a default entry. If you want a Laptop Computers table entry, you must add it. Some table entries require you to enter only a description, while other table entries request more detail. For example, **Phone Type** requires a type and a phone number format, and **Journal** provides fields for short and long descriptions. When adding table entries, you must enter a long description, but the short description defaults to the first two characters of the long description unless you specify otherwise.

Note: Before you can delete a table defining attribute types, you must first delete all related table entries. Then, delete the attribute from the Attributes page of *Configuration* before deleting the table.

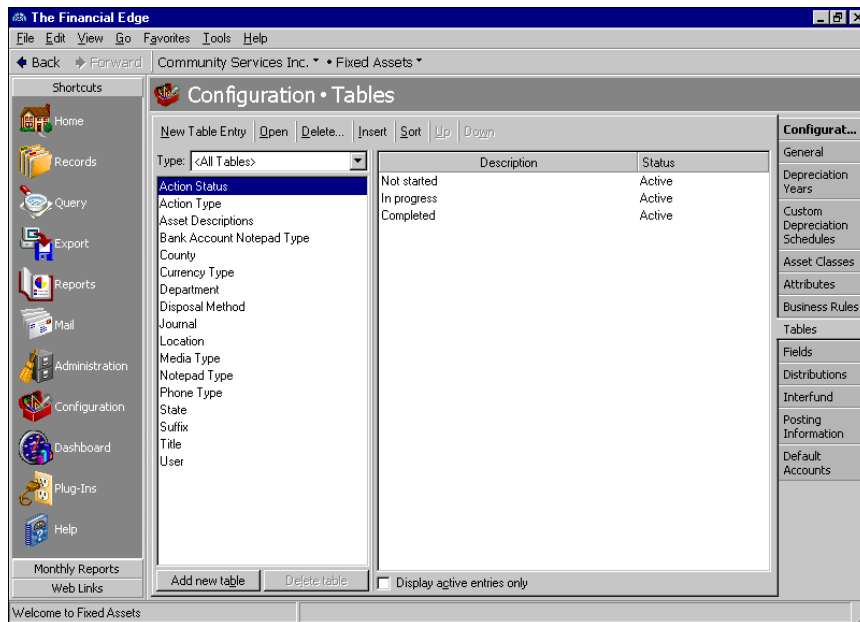
You can click the down arrow on the right side of a field or press **F4** to view a list of entries for a table. You can also place the cursor in the field and click the down arrow on your keyboard to scroll through the entries. You can usually enter text directly in the field, and if the program does not recognize it as a valid entry, you get a message asking if you want to add the text as a new entry. Finally, you can place the cursor in a table field and press **F7** to access a screen on which you can view, add, edit, and delete entries.

This section contains procedures for adding, printing, and rearranging tables and table entries.

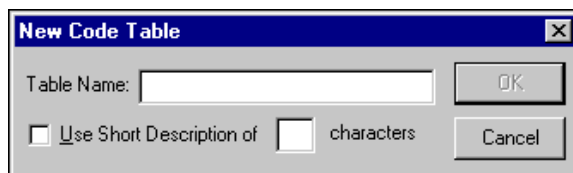
Note: To keep entries uniform, it is extremely important that you limit rights for adding and editing table entries. These rights are controlled through the Set up system security page of *Administration*. Allowing only a few key users to add, edit, or delete table entries ensures the validity of your data.

► Adding a table

1. From the Configuration page, click Tables. The Tables page appears.



2. At the bottom of the box on the left, click **Add new table**. The New Code Table screen appears.

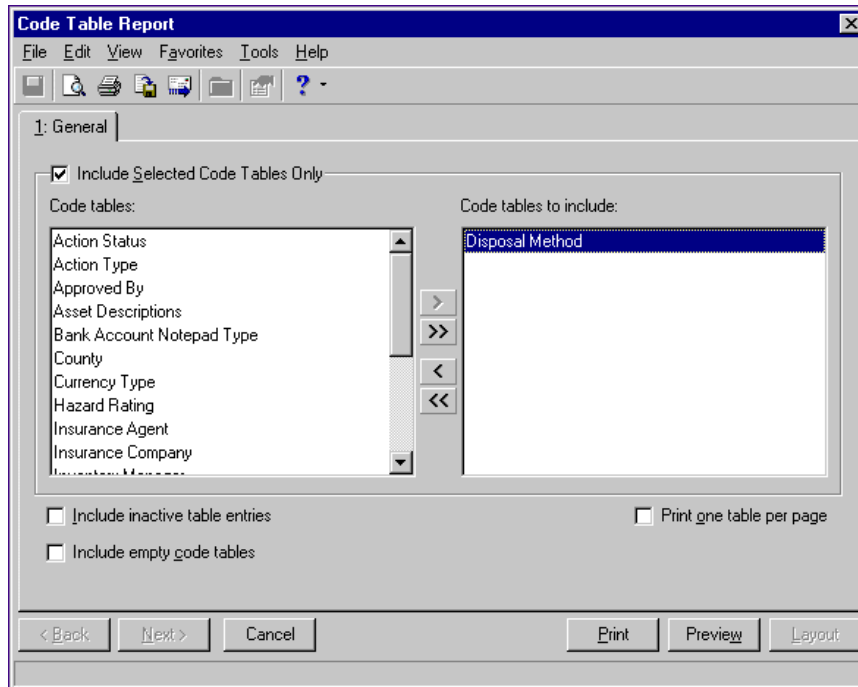


3. In the **Table Name** field, enter a name, such as “Departments”, “Budgets”, “Managers”, or “Programs”.
4. To give the table a short description of up to six characters, mark **Use Short Description of**. In the [] **characters** field, enter a number of one to six. If you use this table as a segment in your account numbers, you must give it a short description.
5. To save the table and return to the Tables page, click **OK**.

► Printing a table

1. From the Tables page, on the menu bar, select **File, Print**.

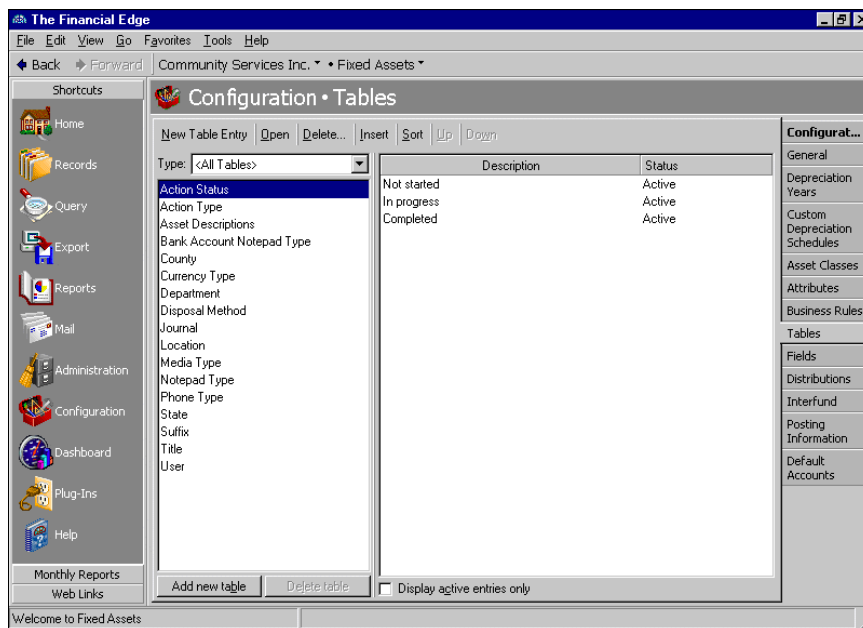
2. Select **Code Tables Report**. The Code Table Report screen appears.



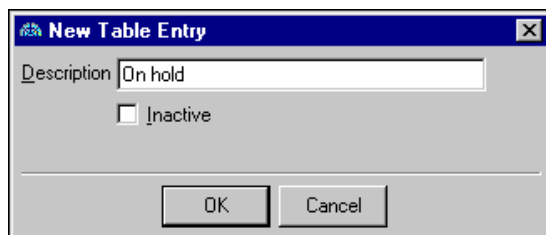
3. To print specific tables, leave the **Include Selected Code Tables Only** checkbox marked. To print all tables, remove the check mark.
4. If you left the **Include Selected Code Tables Only** checkbox marked, in the **Code tables** box, highlight the tables you want to print. Click the right arrow to move your selections to the **Code tables to include** box.
5. To include inactive table entries on the report, mark **Include inactive table entries**.
6. To include empty code tables on the report, mark **Include empty code tables**.
7. To print each table on a separate page, mark **Print one table per page**.
8. To view the print layout, click **Preview**.
9. To print the report and return to the Tables page, click **Print**.

► Adding a table entry

1. From the Configuration page, click **Tables**. The Tables page appears.



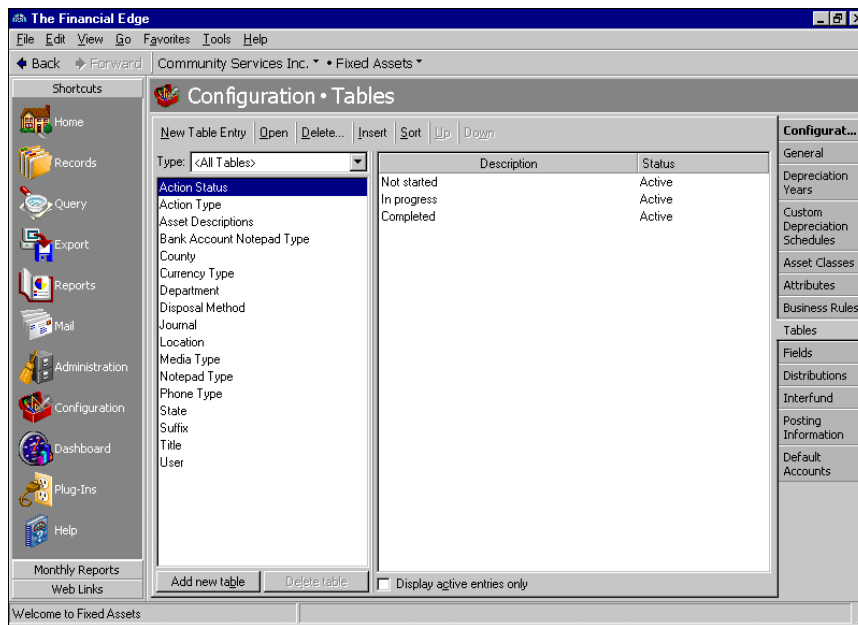
2. In the box on the left, select the table to which you want to add a new table entry. Table entries appear in a grid on the right.
3. Select **New Table Entry**. The New Table Entry screen appears.



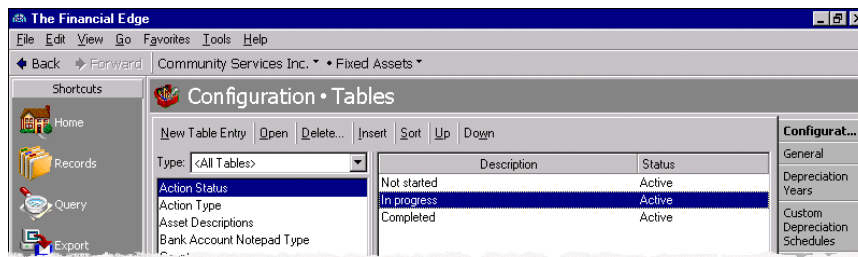
4. In the **Description** field, enter a description for the new table entry. Depending on the field you are adding, you may be asked to enter other fields, such as **Short Description** or **Phone Number Type**.
5. To make the new table entry inactive, mark **Inactive**.
6. To save the new table entry and return to the Tables page, click **OK**.

► **Inserting a table entry**

1. On the Tables page, select the table in which you want to insert a new entry. Table entries appear in a box on the right.



2. In the table entry box, select the entry below the point where you want to insert the new entry.



3. Click **Insert**. The New Table Entry screen appears.

New Table Entry

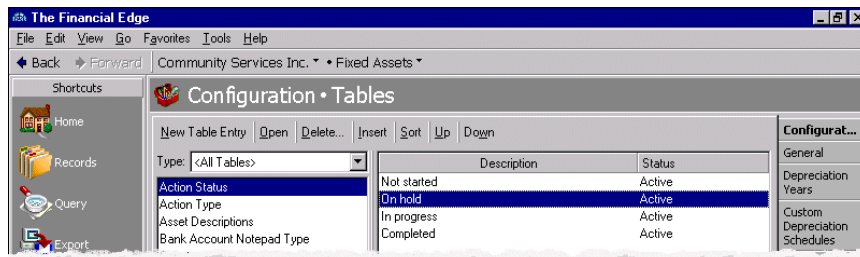
Description:

☐ Inactive

OK Cancel

4. In the **Description** field, enter a description for the new entry.
5. To make the new table entry inactive, mark **Inactive**.

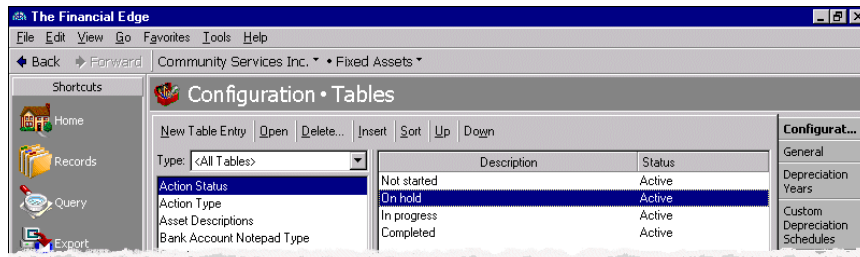
- To save the new table entry and return to the Tables page, click **OK**. The new entry appears above the entry you selected.



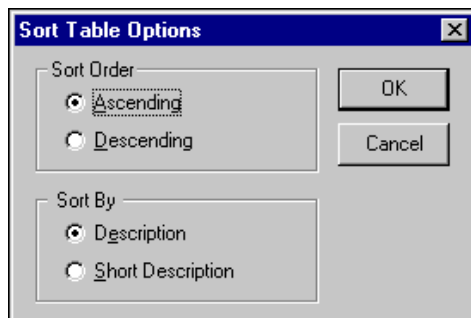
► Sorting table entries

Note: Tables with numbers are sorted by the first digit of the entry. For example, 2,000 would come before 40.00 (in ascending order). Therefore, you should avoid sorting currency tables or tables that contain dollar amounts.

- On the Tables page, select the table you want to sort. Table entries appear in a box on the right.



- In the box on the left, select a table and click **Sort**. The Sort Table Options screen appears.



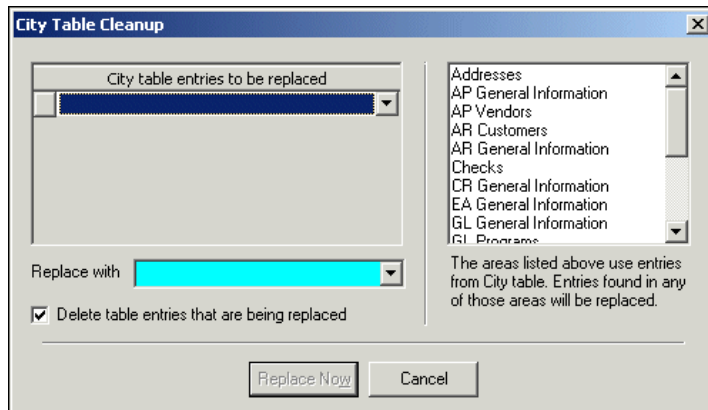
- To sort the table in ascending order alphabetically or numerically, in the **Sort Order** frame, mark **Ascending**. To sort the table in descending order, mark **Descending**.
- To sort table entries by descriptions, in the **Sort By** frame, mark **Description**. To sort table entries by short descriptions, mark **Short Description**.
- To sort your table entries and return to the Tables page, click **OK**.

► Cleaning up table entries

Warning: Before editing table entries, make sure no other users are in the program.

To ensure consistent data entry and accurate queries and reports, we recommend limiting rights to tables to key users. Otherwise, you may have duplicate table entries within a table, for example, "Call", "Phone Call", and "Telephone Call" in the **Action Type** table. However, if you find duplicate table entries, you can use **Table Cleanup** to replace duplicate entries with one entry. Before editing table entries, make sure no other users are in the program.

1. On the Configuration page, click **Tables**. The Tables page appears.
2. In the box on the left, select the table to clean up. Existing table entries appear in a grid on the right.
3. On the action bar, click **Table Cleanup**. The <Table Name> Table Cleanup screen for the selected table appears. A list of areas in the program that can use the selected table appear in the box on the right.



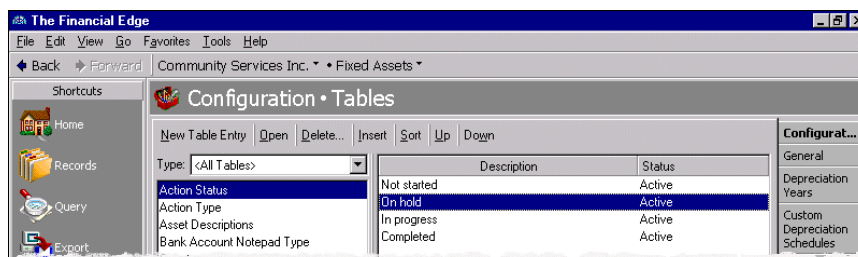
4. In the <Table name> **table entries to be replaced** grid, select a table entry to replace. The program will replace these entries on all records on which they appear.

Note: If you add a new table entry in the **Replace with** field, a message appears asking if you want to add the new entry to the table. Click **Yes** to add the entry; click **No** not to add the entry.

5. To replace the selected entry, in the **Replace with** field, select a table entry.
6. To delete the entries you are replacing so they cannot be used again on records, mark **Delete table entries that are being replaced**.
7. Continue making selections in the grid and **Replace with** field. Once you finish making selections, click **Replace Now** to replace the entries used in the program.
8. The program replaces the table entries you selected. A message appears telling you that the table cleanup finished successfully. Click **OK**. You return to the <Table Name> Table Cleanup screen.
9. To return the Tables page, click close the screen. If you marked **Delete table entries that are being replaced**, the entries you replaced no longer appear on the Tables page.

► Moving a table entry

1. On the Tables page, select the table in which you want to move an entry. Table entries appear in a box on the right.



2. In the table entry box, select the entry you want to move.

3. To move the entry up, click **Up**.
4. To move the entry down, click **Down**.
5. When you select another table or exit the Tables page, your changes are saved automatically.

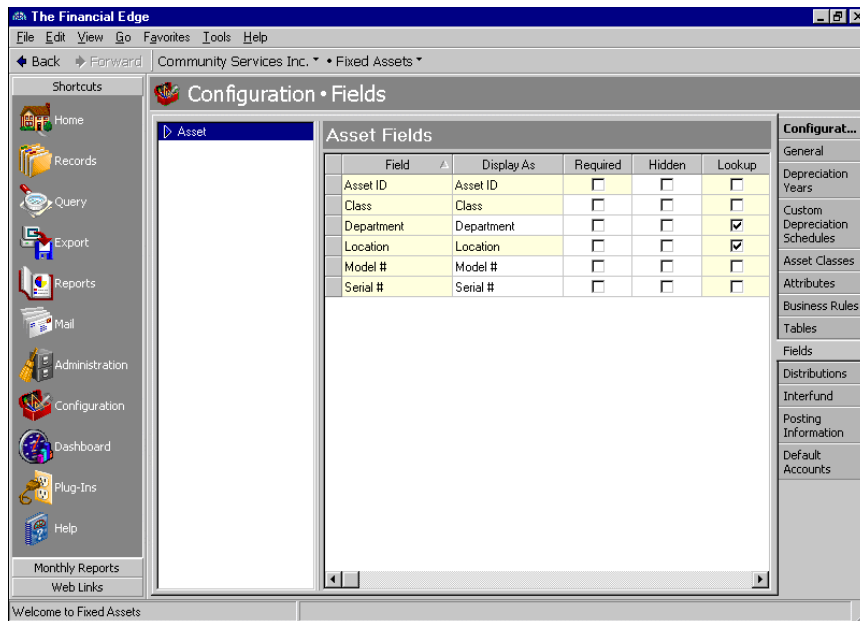
Field Configuration

In **Fixed Assets**, you can define asset field characteristics. From the Fields page of *Configuration* you can rename some fields and change a field status from optional to required, ensuring the field must contain an entry before the record is saved. You can hide fields you do not use to prevent data entry.

You can also view the lookup status of asset fields, such as **Class**, **Location**, and **Department**. Lookups, which are similar to tables, are fields in which you define entries. Using lookup fields helps standardize entries and increases the consistency and speed of data entry. You add, edit, and delete lookup field table entries from the lookup field screen. To access a lookup field from a record, place the cursor in a lookup field and press **F7**. The lookup field screen appears, displaying a list of entries from which you can select. For more information about lookups, see the *Program Basics Guide*.

► Setting asset field characteristics

1. From the Configuration page, click **Fields**. The Fields page appears.



2. In the box on the left, select **Asset**. Asset field options appear in a grid on the right.
3. In the **Asset Fields** grid, field names appear in the **Field** column. To change the display name of a field, enter a new name in the **Display As** column on the same row. Some field names are locked and cannot be changed.
4. To make a field required, mark **Required**. A required field must contain information before the asset is saved.
5. To hide a field, mark **Hidden**. A hidden field may contain information but does not display on a record. You can use this checkbox to hide fields your organization no longer uses.
6. The **Lookup** checkboxes for assets are for informational purposes only, displaying the default lookup status of each field.
7. When you exit the Asset Fields grid, your changes are saved automatically.

Distribution Configuration

Distributions are templates you create in *Configuration* and reuse elsewhere in **Fixed Assets** to speed the process of entering account or transaction distributions. You can create new distribution templates manually by entering the information from scratch, or you can use an existing distribution as a starting point for your new distribution by clicking **Load Distribution**. After the original distribution information loads into the grid, you can edit information as needed and then save the new template with a different name. After you create distribution templates in *Configuration*, you can open and use them to quickly and easily assign activity within any distribution grid.

This section contains procedures for adding, editing, and deleting distributions.

Account Distributions

Creating and using account distribution templates in **Fixed Assets** is an efficient way to distribute activity to accounts, projects, classes, and transaction codes. The distribution templates you create in *Configuration* can be used in any **Fixed Assets** account distribution grid.

Distribution name. In this field, enter a unique name for the distribution template.

Account Number. In this field, enter an account number for the distribution. This number appears in the DR Account Number column of transaction distributions.

Account Description. When you enter a valid account number, the description appears automatically in the **Account Description** column. The Account Description column is for informational purposes only, and cannot be changed.

Note: When you enter distributions by percent and use **Distribute Evenly**, **Fixed Assets** rounds the distribution. For example, if you have four rows of distributions and the transaction amount is \$33.33, the amount cannot be evenly divided into four. Therefore, the distribution would be 24.992% (\$8.33), 24.992% (\$8.33), 24.992% (\$8.33), and 25.023% (\$8.34).

Percent. In the **Percent** column, enter the percentage of the distribution for each row.

Project ID. If you have the optional module *Projects and Grants*, you can enter a project ID number in the **Project ID** column.

Project Description. When you enter a valid project ID number, the description appears automatically in the **Project Description** column.

Class. In the **Class** column, select a class for the distribution.

Transaction Codes. If you have the optional module *Projects and Grants* and have defined transaction codes, additional columns appear, based on the number of transaction codes you defined in **General Ledger**. In each transaction code column, you can select a transaction code.

Distribution. To display previously created debit or credit transaction distributions, select a row in the grid and click **Distribution**.

Load Distribution. To display a list of all existing account distribution templates defined in *Configuration*, click **Load Distribution**.

Distribute Evenly. To divide the distribution evenly among all accounts entered in the distribution grid, click **Distribute Evenly**.

Attributes. To add an attribute to the distribution, click **Attributes**.

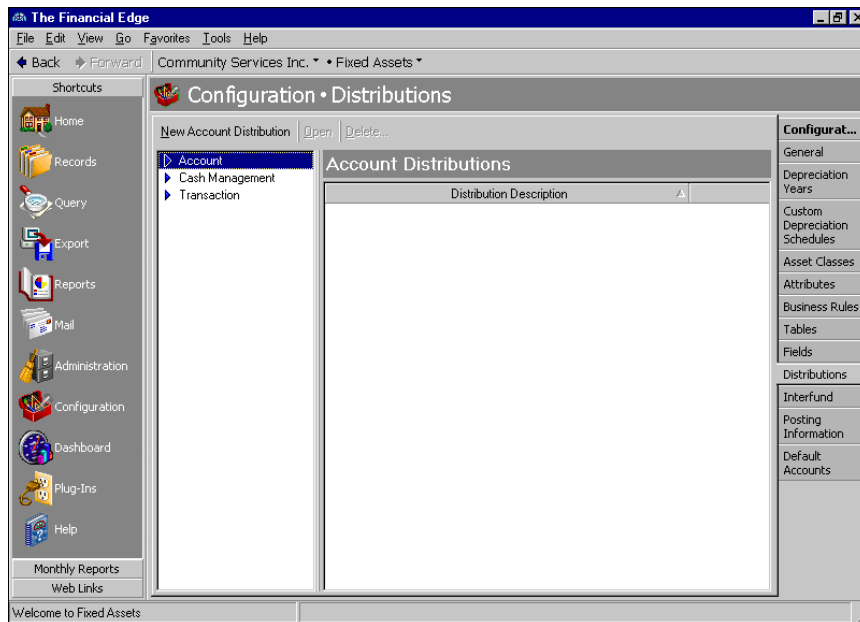
Delete All. To delete all the rows in the grid, click **Delete All**.

Remaining. The Remaining display shows you how much of the payment has not been distributed.

Note: If you have the optional module *Projects and Grants* and have defined transaction codes, additional columns appear, based on the number of transaction codes you defined in **General Ledger**.

► Manually creating an account distribution template

1. From the Configuration page, click **Distributions**. The Distributions page appears.



2. In the box on the left, select **Account** and click **New Account Distribution**. The New Account Distribution screen appears.

The screenshot shows the 'New Account Distribution' window. It features a menu bar with 'File', 'Edit', 'View', 'Distribution', 'Favorites', 'Tools', and 'Help'. Below the menu is a toolbar with icons for 'Save and Close', a grid, and navigation. A text box labeled 'Distribution name:' is positioned above a table. The table has five columns: 'Account Number', 'Account Description', 'Percent', 'Project ID', and 'Project Description'. The first row of the table is highlighted in yellow. At the bottom of the window, there is a status bar with buttons for 'Distribution', 'Load Distribution...', 'Distribute Evenly', 'Attributes...', and 'Delete All...', along with a text field displaying 'Remaining: 100.000'.

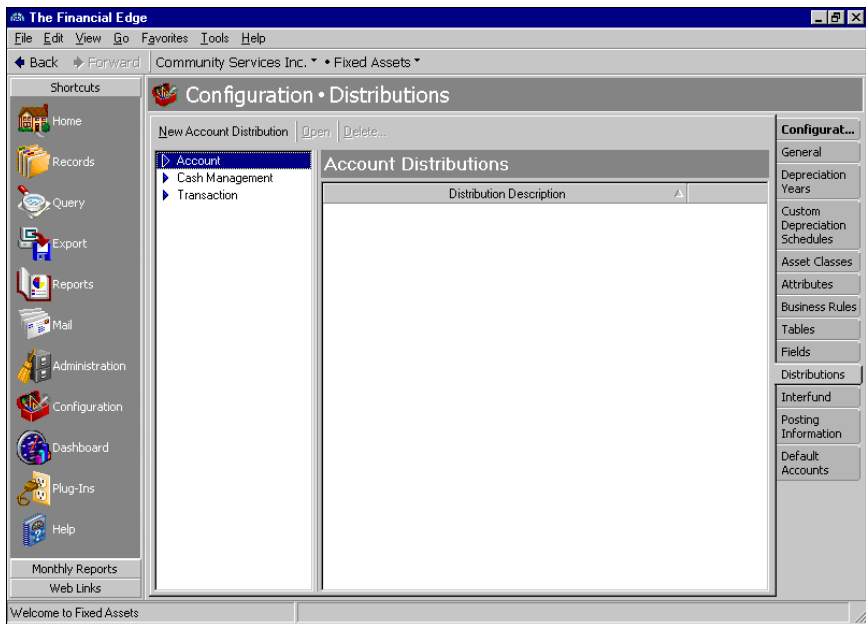
3. In the **Distribution name** field, enter a name for the distribution.

Note: Use the small binoculars to search for an account segment, or use the large binoculars to search for an account number.

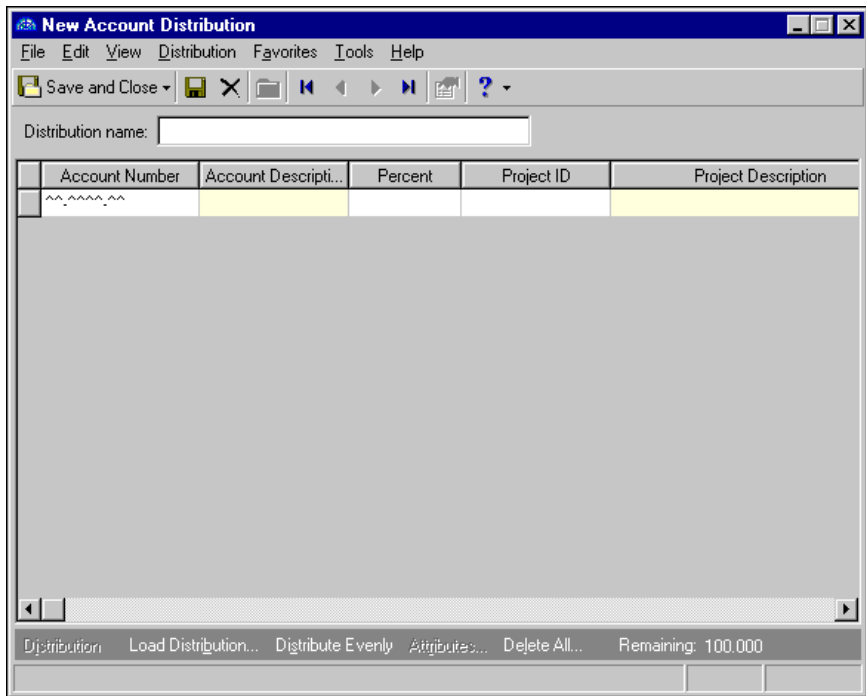
4. In the **Account Number** column, enter the account for your distribution. When you enter a valid account number, the description appears automatically in the **Account Description** column.
5. In the **Percent** column, enter the percentage of the distribution. You can enter more than one distribution row, but the distribution total must be 100 percent unless you marked the **General Ledger** general business rule allowing distributions less than 100 percent.
6. If you have the optional module *Projects and Grants*, enter a project ID number in the **Project ID** column or use the binoculars to search for a project number. When you enter a valid project ID number, the description appears automatically in the **Project Description** column.
7. In the **Class** column, select a class for the distribution.
8. If you have the optional module *Projects and Grants* and have defined transaction codes, additional columns appear, based on the number of transaction codes you defined in **General Ledger**. In the grid, select a value for each transaction code.
9. To load an existing account distribution from a template, click **Load Distribution**. For more information about loading distribution templates, see "Creating an account distribution template from another template" on page 30.
10. To divide the distribution evenly among all accounts entered in the distribution grid, click **Distribute Evenly**.
11. To delete all rows of the grid, click **Delete All**.
12. To save the distribution and return to the Distribution page, click **Save and Close**.

► **Creating an account distribution template from another template**

1. From the Configuration page, click **Distributions**. The Distributions page appears.



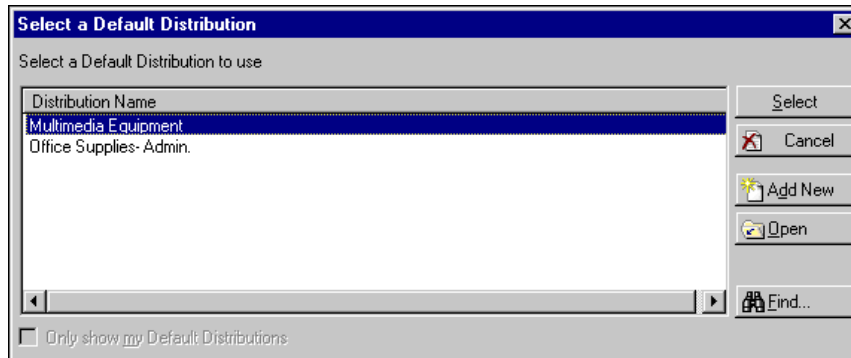
2. In the box on the left, select **Account** and click **New Account Distribution**. The New Account Distribution screen appears.



3. In the **Distribution name** field, enter a name for your distribution.

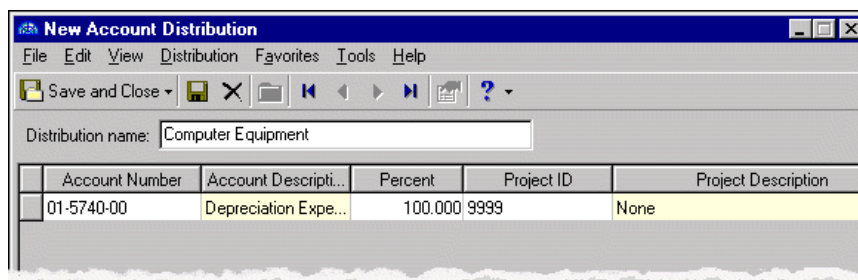
Note: Default distributions are created on the Distributions page of *Configuration*.

4. Click **Load Distribution**. The Select a Default Distribution screen appears.



Note: You can click Add New to create a new default distribution. For more information about default distributions see “Distribution Configuration” on page 27.

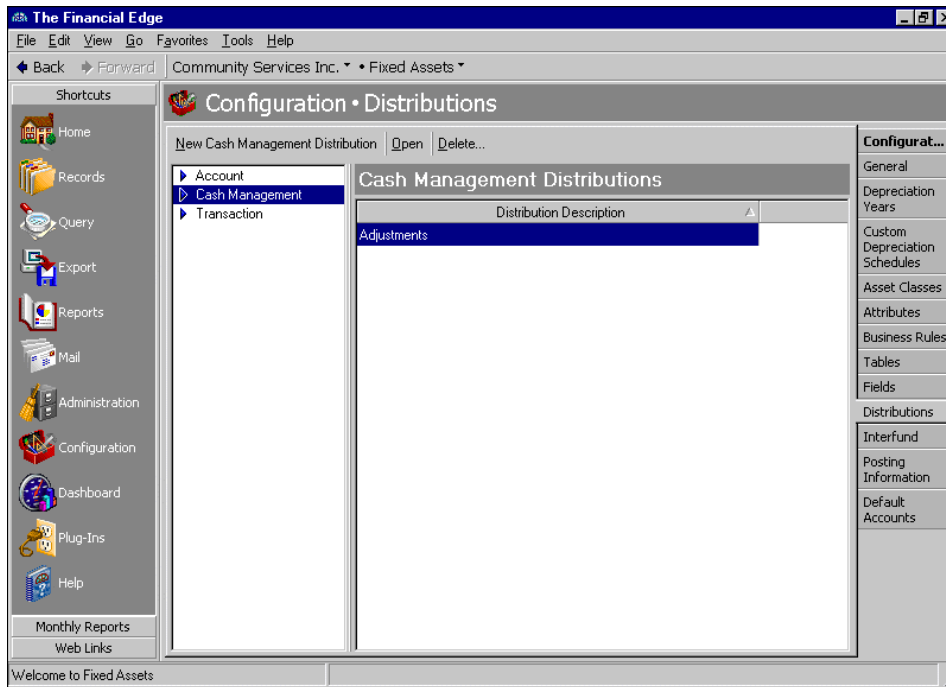
5. Select the distribution you want to load and click **Select**. The distribution appears in the new distribution grid.



6. To divide the distribution evenly among all accounts entered in the distribution grid, click **Distribute Evenly**.
7. To delete all rows of the grid, click **Delete All**.
8. To save the distribution and return to the Distribution page, click **Save and Close**.

Cash Management Distributions

If you have the optional module *Cash Management*, you can create Cash Management distribution templates in **Fixed Assets** to distribute adjustment activity to projects, classes, and transaction codes. The distribution templates you create in *Configuration* can be used in any **Fixed Assets** adjustment distribution grid.



Distribution name. In this field, enter a unique name for the distribution template.

Account Number. In this field, enter an account number for the distribution. Depending on the nature of the transaction (whether the adjustment is a deposit or payment/transfer), this number appears in the **DR** or **CR** **Account Number** column when a distribution is loaded on a transaction record. We recommend using the cash account as the debit account number for deposit adjustments or as the credit account number for payment adjustments. Using a different account will cause the bank register and **General Ledger** cash account to be out of balance.

Account Description. When you enter a valid account number, the description appears automatically in the **Account Description** column. The **Account Description** column is for informational purposes only, and cannot be changed.

Note: When you enter distributions by percent and use **Distribute Evenly**, **Payroll** rounds the distribution. For example, if you have four rows of distributions and the transaction amount is \$33.33, the amount cannot be evenly divided into four. Therefore, the distribution would be 24.992% (\$8.33), 24.992% (\$8.33), 24.992% (\$8.33), and 25.023% (\$8.34).

Percent. In the **Percent** column, enter the percentage of the distribution for each row. The total percent for all rows must equal 100 percent.

Project ID. If you have the optional module *Projects and Grants*, you can enter or search for a project ID number in the **Project ID** column.

Project Description. When you enter a valid project ID number, the description appears automatically in the **Project Description** column.

Class. In the **Class** column, you can select a class for the distribution.

Transaction Codes. If you have the optional module *Projects and Grants* and have defined transaction codes, additional columns appear, based on the number of transaction codes you entered on the Transaction Codes page of *Configuration* in **General Ledger**. In each transaction code column, you can select a transaction code.

Distribution. To display saved debit or credit transaction distributions, select a row in the grid and click **Distribution**.

Load Distribution. To display a list of all existing Cash Management distribution templates defined in *Configuration*, click **Load Distribution**. You can load the templates and edit the account, percentage, or transaction information.

Distribute Evenly. To divide the distribution evenly among all account rows entered in the distribution grid, click **Distribute Evenly**.

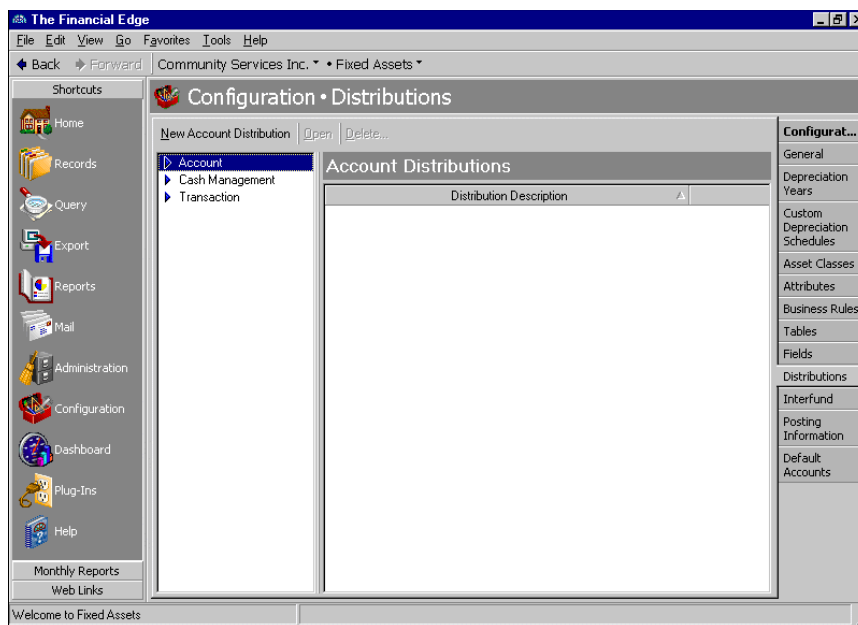
Attributes. To add an attribute to the distribution, click **Attributes**.

Delete All. To delete all the rows in the grid, click **Delete All**.

Remaining. The Remaining display at the bottom of the screen shows you how much of the adjustment has not been distributed.

► **Manually creating a Cash Management distribution**

1. From the Configuration page, click **Distributions**. The Distributions page appears.



2. In the box on the left, select **Cash Management** and click **New Cash Management Distribution**. The New Cash Management Distribution screen appears.

3. In the **Distribution name** field, enter a name for the distribution.

Note: We recommend using the cash account as the debit account number for deposit adjustments or as the credit account number for payment adjustments. Using a different account will cause the bank register and **General Ledger** cash account to be out of balance.

4. In the **Account Number** column, enter an account for the distribution. When you enter a valid account number, the description appears automatically in the **Account Description** column.
5. In the **Percent** column, enter the percentage of the distribution. You can enter more than one distribution row, but the distribution total must be 100 percent unless you marked the **General Ledger** general business rule allowing distributions less than 100 percent.
6. If you have the optional module *Projects and Grants*, in the **Project ID** column, enter a project ID number or use the binoculars to search for a project number. When you enter a valid project ID number, the description appears automatically in the **Project Description** column.
7. In the **Class** column, select a class for the distribution.

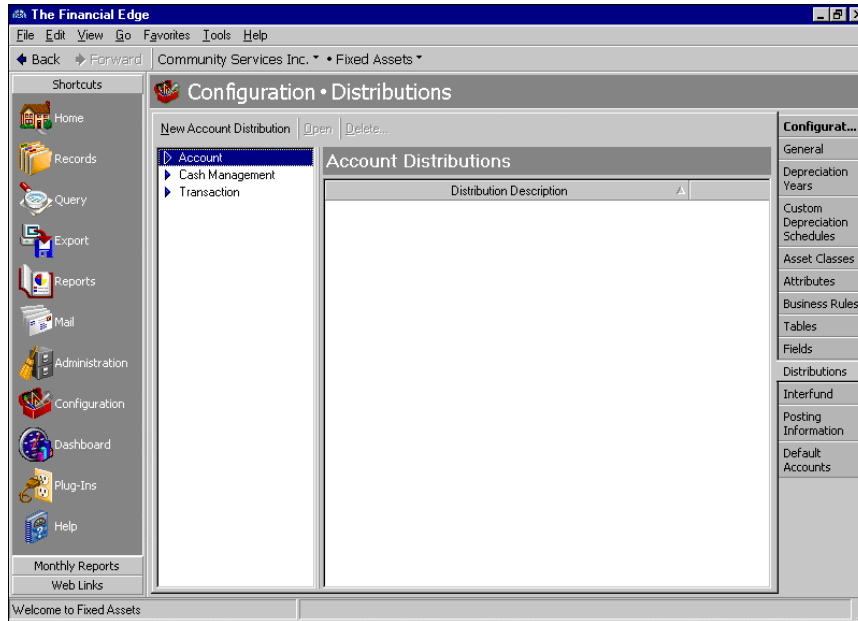
Warning: Distributions can be edited or deleted at any time. Just remember that deleted distributions cannot be recovered!

8. If you have the optional module *Projects and Grants* and have defined transaction codes, additional columns appear. These columns are based on the number of transaction codes you entered on the Transaction Codes page of *Configuration* in **General Ledger**. In the grid, select a value for each transaction code.
9. To load an existing Cash Management distribution from a template, click **Load Distribution**. For more information about loading distribution templates, see “Creating a Cash Management distribution using templates” on page 35.
10. To divide the distribution evenly among all accounts entered in the distribution grid, click **Distribute Evenly**.
11. To delete all rows of the grid, click **Delete All**.

12. To save the distribution and return to the Distributions page, click **Save and Close**.

► **Creating a Cash Management distribution using templates**

1. From the Configuration page, click **Distributions**. The Distributions page appears.



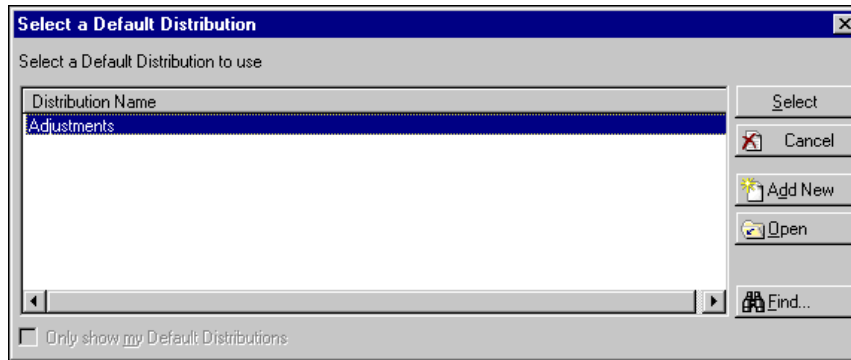
2. In the box on the left, select **Cash Management** and click **New Cash Management Distribution**. The New Cash Management Distribution screen appears.

Account Number	Account Descripti...	Percent	Project ID	Project Description

3. In the **Distribution name** field, enter a name for your distribution.

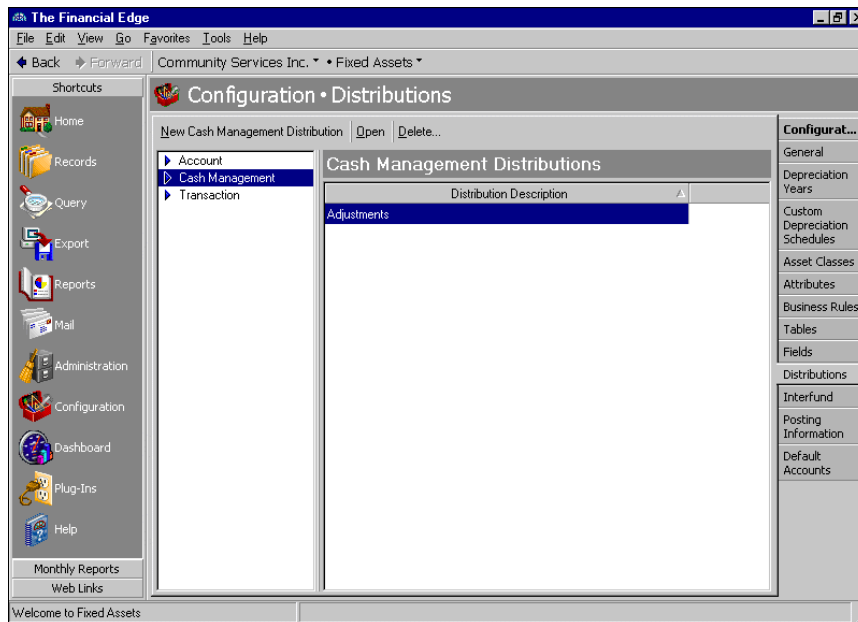
Note: Default distributions are created on the Distributions page of *Configuration*.

4. Click **Load Distribution**. The Select a Default Distribution screen appears.



Note: You can click Add New to create a new default distribution. For more information about default distributions see “Distribution Configuration” on page 27.

5. Select the distribution to load and click **Select**. The distribution appears in the distribution grid.

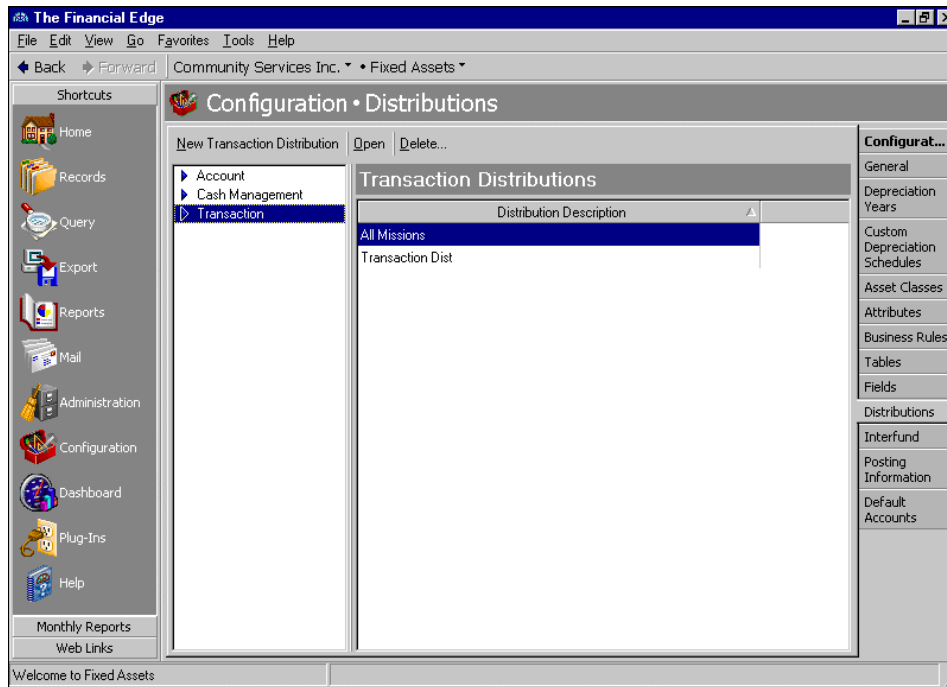


Warning: Distributions can be edited or deleted at any time. Just remember that deleted distributions cannot be recovered!

6. To divide the distribution evenly among all accounts entered in the distribution grid, click **Distribute Evenly**.
7. To delete all rows of the grid, click **Delete All**.
8. To save the distribution and return to the Distributions page, click **Save and Close**.

Transaction Distributions

Creating and using transaction distribution templates in **Fixed Assets** is an efficient way to distribute activity to projects, classes, and transaction codes. The distribution templates you create in *Configuration* can be used in any **Fixed Assets** transaction distribution grid.



Distribution name. In this field, enter a unique name for the distribution template.

Project ID. If you have the optional module *Projects and Grants*, you can enter a project ID number in the **Project ID** column.

Project Description. When you enter a valid project ID number, the description appears automatically in the **Project Description** column.

Class. In the **Class** column, select a class for the distribution.

Transaction Codes. If you have the optional module *Projects and Grants* and have defined transaction codes, additional columns appear, based on the number of transaction codes you defined in **General Ledger**. In each transaction code column, you can select a transaction code.

Note: When you enter distributions by percent and use **Distribute Evenly**, **Fixed Assets** rounds the distribution. For example, if you have four rows of distributions and the transaction amount is \$33.33, the amount cannot be evenly divided into four. Therefore, the distribution would be 24.992% (\$8.33), 24.992% (\$8.33), 24.992% (\$8.33), and 25.023% (\$8.34).

Percent. In the **Percent** column, enter the percentage of the distribution for each row.

Load Distribution. To display a list of all existing account distribution templates defined in *Configuration*, click **Load Distribution**.

Distribute Evenly. To divide the distribution evenly among all accounts entered in the distribution grid, click **Distribute Evenly**.

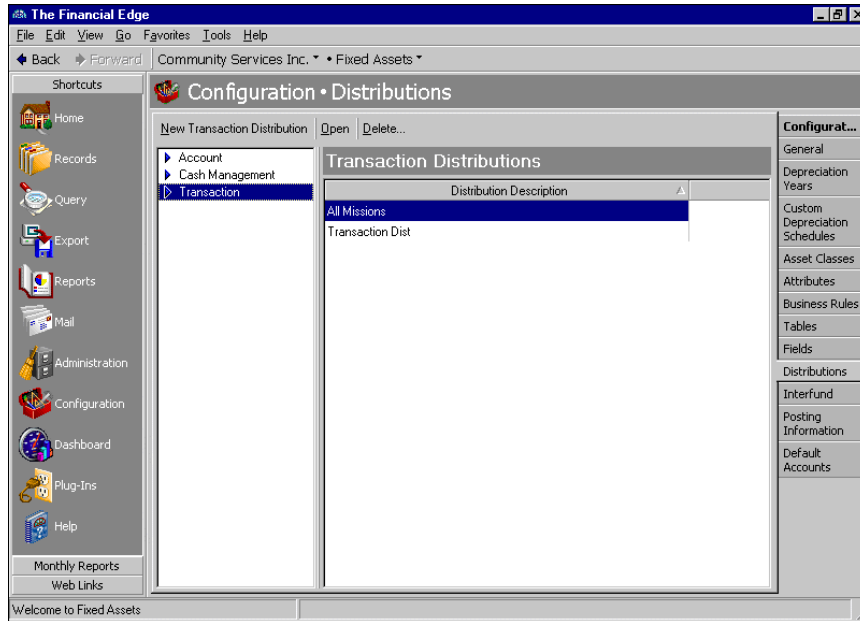
Attributes. To add an attribute to the distribution, click **Attributes**.

Delete All. To delete all the rows in the grid, click **Delete All**.

Remaining. The Remaining display shows you how much of the payment has not been distributed.

► **Manually creating a transaction distribution**

1. From the Configuration page, click **Distributions**. The Distributions page appears.



2. In the box on the left, select **Transaction** and click **New Transaction Distribution**. The New Transaction Distribution screen appears.

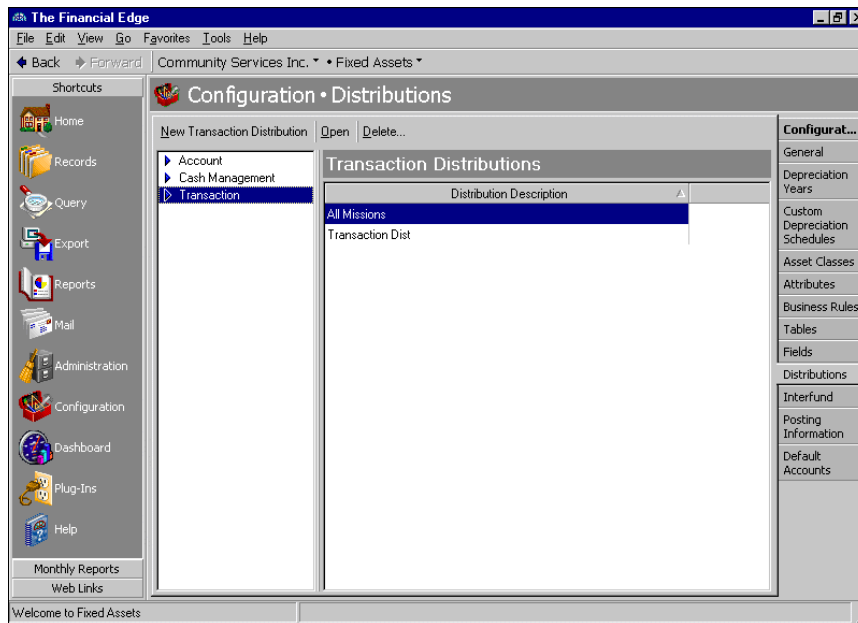
Project ID	Project Description	Class	Existing En...	Spendable...	Fund Raisers	Percent

3. In the **Distribution name** field, enter a name for the distribution.
4. If you have the optional module *Projects and Grants*, enter a project ID number in the **Project ID** column or use the binoculars to search for a project number. When you enter a valid project ID number, the description appears automatically in the **Project Description** column.
5. In the **Class** column, select a class for the distribution.
6. If you have the optional module *Projects and Grants* and have defined transaction codes, additional columns appear, based on the number of transaction codes you defined in **General Ledger**. In the grid, select a value for each transaction code.

7. To load an existing account distribution from a template, click **Load Distribution**. For more information about loading distribution templates, see “Creating a transaction distribution using templates” on page 39.
8. To divide the distribution evenly among all accounts entered in the distribution grid, click **Distribute Evenly**.
9. To delete all rows of the grid, click **Delete All**.
10. To save the distribution and return to the Distributions page, click **Save and Close**.

► **Creating a transaction distribution using templates**

1. From the Configuration page, click **Distributions**. The Distributions page appears.



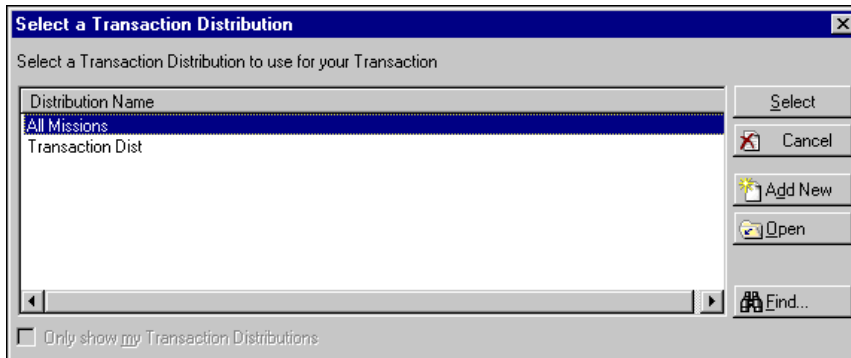
2. In the box on the left, select **Transaction** and click **New Transaction Distribution**. The New Transaction Distribution screen appears.

Project ID	Project Description	Class	Existing En...	Spendable...	Fund Raisers	Percent

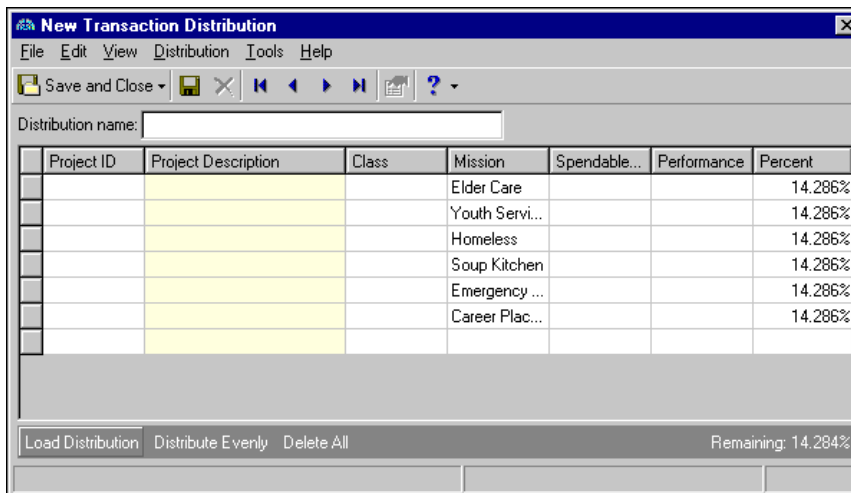
3. In the **Distribution name** field, enter a name for your distribution.

Note: Default distributions are created on the Distributions page of *Configuration*.

- Click **Load Distribution**. The Select a Default Transaction Distribution screen appears.



- Select the distribution you want to load and click **Select**. The distribution appears in the new distribution grid.



- To divide the distribution evenly among all rows of the distribution grid, click **Distribute Evenly**.
- To delete all rows of the grid, click **Delete All**.
- To save the distribution and return to the Distribution page, click **Save and Close**.

Interfund Configuration

In Interfund, you can use interfund sets to enter and access transfers between funds. They also ensure distributions balance. When you save an interfund set, **Fixed Assets** verifies the interfund entries in the set produce a balanced post batch. You can create reversing entries and copy other distributions using the **Reverse Entry** and **Copy From** buttons, but interfund entries cannot be changed after the transaction is posted.

Account Masking

When you create an interfund set, you define source account numbers for the interfund entry. When selecting source account numbers, you can use account masks to quickly select ranges of accounts without having to enter specific numbers. By masking accounts, you use asterisks in place of numbers in a segment or segments of a **General Ledger** account to designate source account ranges.

You can use asterisks as wildcard characters to represent any digit from zero to nine and simplify selecting source accounts. To indicate accounts in a single fund, you can enter the fund segment and mask the rest of the account number. For example, if you enter 01-*****_**, all accounts in Fund 01 will be used in the interfund set. To indicate all accounts within all funds, you can mask the entire account number. For example, you can enter **_*****_**.

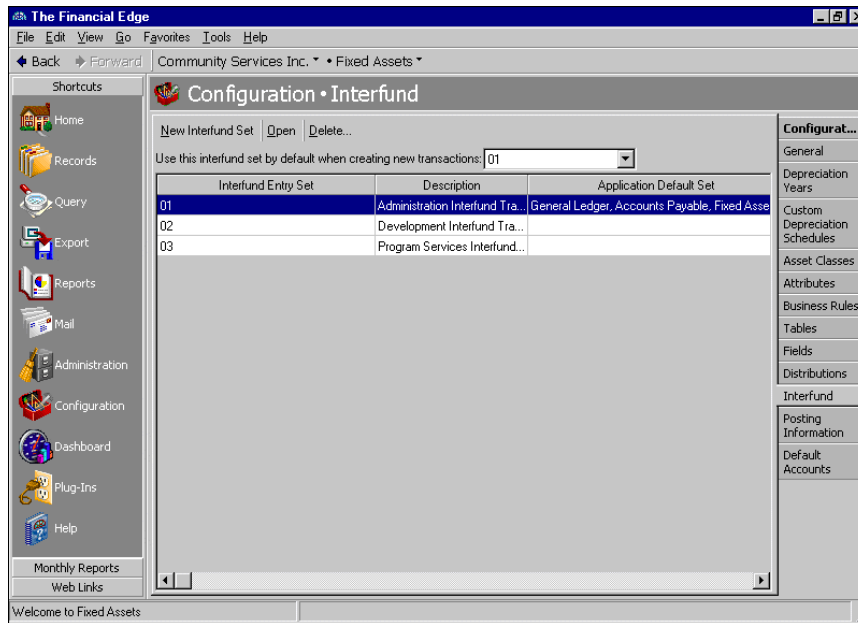
Managing Interfund Entries and Sets

You use interfund sets to transfer activity between accounts in different funds. On the Interfund page, you can add, edit, and delete interfund entries and sets.

► Adding an interfund set

Note: To use an interfund set as the default when creating transactions, you must select an interfund set in the **Use this interfund set by default when creating new transactions** field on the Interfund page of *Configuration*.

1. From the Configuration page, click **Interfund**. The Interfund page appears.



2. Click **New Interfund Set**. The Add an Interfund Entry Set screen appears.

3. In the **Interfund set ID** field, enter an ID number for the interfund set.
4. In the **Description** field, enter a description.
5. On the General tab, click **New Interfund Entry**. The Add an Interfund Entry screen appears.

Note: Use the small binoculars to search for an account segment, or use the large binoculars to search for an account number.

6. In the **When creating a transaction that will post a DEBIT to... this fund or account []** and **that will post a CREDIT to... this fund or account []** fields, enter non-balancing debit and credit funds or accounts from a distribution.

7. In the **Automatically create these balancing interfund entries: create a CREDIT to [] to balance within and a DEBIT to [] to balance within** fields, enter debit and credit funds or accounts that balance the non-balancing funds or accounts. These are interfund entries.
8. To save the interfund entries and return to the Add an Interfund Set screen, click **Save and Close**. If the funds or accounts you entered are not valid debit or credit accounts, or if the interfund entries do not balance, **Fixed Assets** asks you to enter valid accounts.
9. On the Blackbaud Systems tab of the Interfund Entry Set screen, mark the Blackbaud programs in which to use the interfund entry.

Note: Interfund sets can also be edited or deleted at any time. Just remember that a deleted interfund set cannot be recovered!

10. When you are finished adding the interfund set, click **OK** to save the interfund set and return to the Interfund page.
11. In the **Use this interfund set by default when creating new transactions** field, you can select an interfund set to use as a default when creating transactions.

► Adding an interfund entry

1. From an open interfund set, click **New Interfund Entry**. The Add an Interfund Entry screen appears.

Note: Use the small binoculars to search for an account segment, or use the large binoculars to search for an account number.

2. In the **When creating a transaction that will post a DEBIT to... this fund or account [] and that will post a CREDIT to... this fund or account []** fields, enter non-balancing debit and credit funds or accounts from a distribution.
3. In the **Automatically create these balancing interfund entries: create a CREDIT to [] to balance within and a DEBIT to [] to balance within** fields, enter debit and credit funds or accounts that balance the non-balancing funds or accounts. These are interfund entries.

Note: Interfund entries can also be edited or deleted at any time. Just remember that a deleted interfund entry cannot be recovered!

4. To save the interfund entry and return to the Interfund Entry Set screen, click **Save and Close**. If the funds or accounts you entered are not valid debit or credit accounts, or if the interfund entries do not balance, **Fixed Assets** asks you to enter valid accounts.

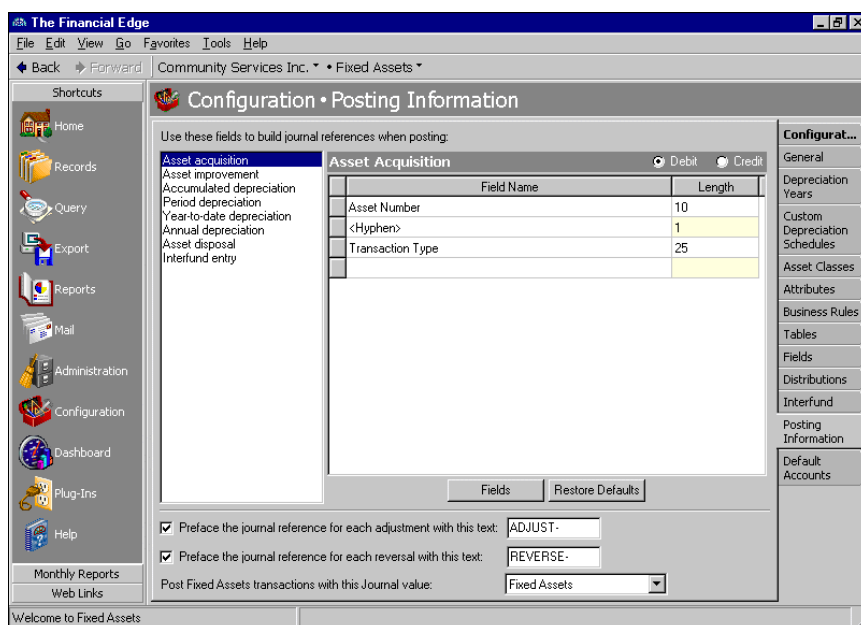
Posting Information

On the Posting Information page, you can add and define custom journal references to use when posting in detail to **General Ledger**. You can specify the fields to export and their lengths, and designate text to label adjustments and reversing transactions. You can also define journal values for asset acquisitions, asset improvements, accumulated depreciation, year to date depreciation, period depreciation, annual depreciation, asset disposals, and interfund entries. You cannot save asset records until you specify journal values for posting.

This section contains procedures for adding journal references to the Posting Information page of **Configuration**.

► Setting journal reference fields

1. From the Configuration page, click **Posting Information**. The Posting Information page appears.



2. In the box on the left, select a journal reference. The journal reference fields appear in a grid on the right.

Note: To add a new field to the drop-down list, click **Fields**.

3. To change journal references for debit accounts, mark **Debit**. To change journal references for credit accounts, mark **Credit**.
4. To change journal reference fields, in the **Field Name** column, click in an existing field and select a new field.
5. To insert more reference fields, click in the empty row at the bottom of the grid and select the fields you want to add.
6. To add extra custom journal references, click **Fields** and enter new fields.
7. To restore the original default field settings, click **Restore Defaults**.

Warning: You cannot save asset records until you specify journal values for posting.

8. To define custom text for adjustments, mark **Preface the journal reference for each adjustment with this text** and select a field entry.
9. To define custom text for reversals, mark **Preface the journal reference for each reversal with this text** and select a field entry.
10. In the **Post Fixed Assets transactions with this Journal value** field, select the source application for **Fixed Assets** transactions you post to **General Ledger**.

Note: Posting information can also be edited or deleted at any time. Just remember that deleted information cannot be recovered!

11. When you exit the Posting Information page, your settings are saved automatically.

Default Accounts Configuration

Warning: Enter default accounts carefully. **Fixed Assets** does not verify account numbers exist until you use them in a distribution. Then, based on your business rules, the program creates the account automatically, prevents creating the account, or asks if you want to add the account.

The Default Accounts page of *Configuration* gives you flexibility in designating accounts for particular transactions. You can set default accounts that automatically balance by fund and segment when you enter debit accounts, or you can specify an account hierarchy with a primary default account and several secondary default accounts to use in certain circumstances.

In **Fixed Assets**, you can set up default accounts for accumulated depreciation, disposal gain, disposal loss, disposal proceeds, fixed asset credit, and reclassification accounts for balancing assets by segment, transaction codes, or projects. You set fund balancing requirements in *Configuration* in **General Ledger**.

When you mark **Build the default <type> Account by combining the Fund with these segment values** and enter an account number, **Fixed Assets** uses that account as the default for transactions in the same fund. For example, you designate account ******-1870-00 as the default accumulated depreciation account, with the asterisks (******) representing any fund used in data entry and 00 representing the segment. If you enter a depreciation transaction for an asset that debits account 01-5800-00, **Fixed Assets** automatically inserts default accumulated depreciation account 01-1870-00 in the transaction credit account column.

Note: You set fund balancing requirements in **General Ledger Configuration**.

If the fixed asset debits account is 05-1800-20, then **Fixed Assets** debits **depreciation expense** account 05-5800-20, and credits accumulated depreciation account 05-1870-20 to ensure the transaction balances by fund and segment (if required to balance by segment). The fund segment of the field automatically defaults to ****** and cannot be edited.

Note: You should add interfund entries before entering records to ensure that debits and credits in different funds remain in balance. If no appropriate interfund entry exists for non-balancing accounts, you cannot save the distribution.

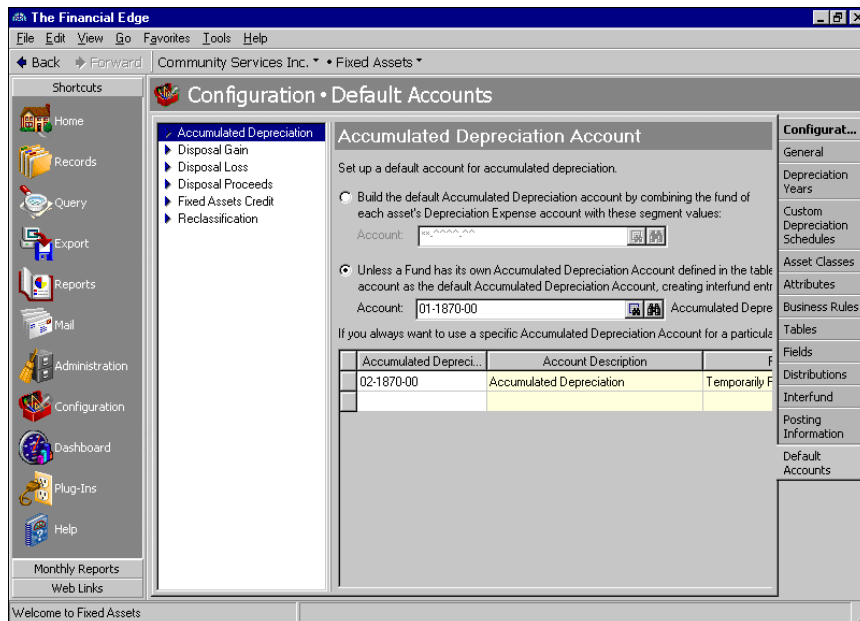
When you mark **Unless a Fund has its own Account defined in the table below, use this account as the default <type> Account, creating interfund entries as needed** and enter an account, that account becomes the default for all transactions unless you specify other default accounts to use when certain conditions are met. For example, you designate account 01-1870-00 as the default accumulated depreciation account, with 01 representing the fund and 00 representing the segment. In the grid, you enter secondary account 02-1870-00 to use with fund 02 transactions. If you enter an asset that debits account 01-5800-00, the program inserts default credit account 01-1870-00 automatically. If you enter an asset that debits account 03-5800-00, then **Fixed Assets** again enters default account 01-1870-00 and uses an interfund entry to balance the funds. However, if your asset debits an account in fund 02, such as 02-5800-30, the program inserts the secondary account code, and the segment changes to balance the transaction. As a result, **Fixed Assets** inserts default credit account 02-1870-30.

With Reclassification accounts, you enter a single default account the program uses to ensure fixed asset accounts balance.

► Setting default accumulated depreciation accounts

Glossary: An accumulated depreciation account is a contra asset account to which accumulated depreciation is expensed.

1. From the Configuration page, click **Default Accounts**. The Default Accounts page appears.
2. In the box on the left, select **Accumulated Depreciation**.



Note: When using **Build the default Account by combining the Fund of each Fixed Asset Credit Account with these segment values**, you cannot enter a fund. The fund segment defaults to "***" and cannot be edited.

3. To set a single default account that automatically balances by fund and segment (if required), mark **Build the default Accumulated Depreciation Account using the fund of each Fixed Assets Debit Account with these segment values**.
4. In the **Account** field, enter an account number.
5. To define a primary default account and one or more secondary accounts, mark **Unless a Fund has its own Accumulated Depreciation Account defined in the table below, use this account as the default Accumulated Depreciation Account, creating interfund entries as needed**.
6. In the **Account** field, enter an account number.
7. In the grid, in the **Accumulated Depreciation** column, enter secondary default account numbers. The account descriptions and fund descriptions appear automatically, based on the accounts you enter.

Note: Default accounts can be changed at any time. When you delete an account number from the Default Accounts Information page, it does not delete the account record.

8. When you exit the Default Accounts page or select another type of account, your changes are saved automatically.

► Setting default disposal gain accounts

1. From the Configuration page, click **Default Accounts**. The Default Accounts page appears.

- In the box on the left, select **Disposal Gain**.

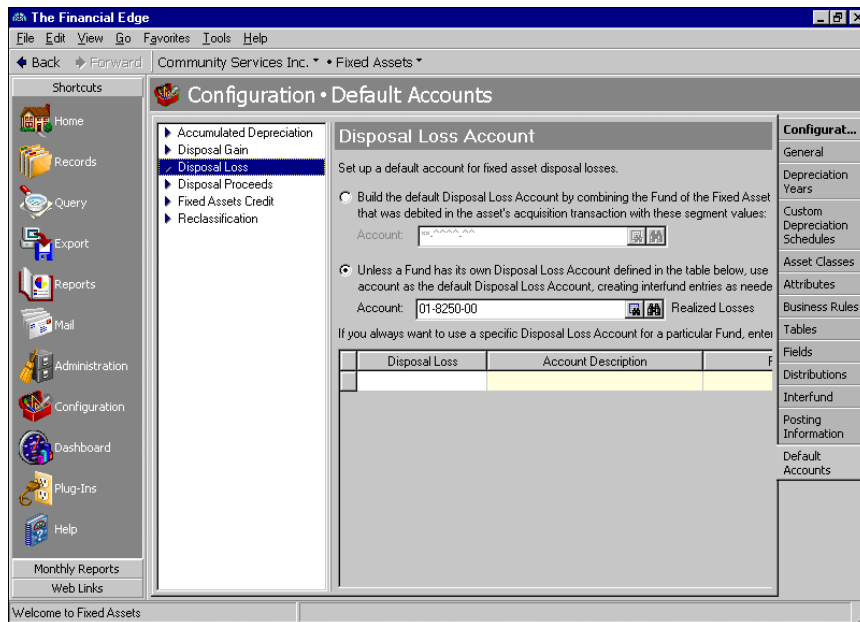
The screenshot shows the 'Configuration - Default Accounts' window in 'The Financial Edge' software. The left sidebar has a tree view with 'Disposal Gain' selected. The main area is titled 'Disposal Gain Account' and contains two radio button options for setting a default account. The first option, 'Build the default Disposal Gain Account by combining the Fund of the Fixed Asset that was debited in the asset's acquisition transaction with these segment values:', is currently selected. Below it, the 'Account' field is empty. The second option, 'Unless a Fund has its own Disposal Gain Account defined in the table below, use account as the default Disposal Gain Account, creating interfund entries as needed:', is unselected. Below this, the 'Account' field contains '01-8000-00'. A table with columns 'Disposal Gain' and 'Account Description' is visible below the second option. The right sidebar contains a 'Configurat...' menu with various options like General, Depreciation Years, etc.

- To set a single default account that automatically balances by fund and segment (if required), mark **Build the default Disposal Loss Account by combining the Fund of each Disposal Gain Account with these segment values**.
- In the **Account** field, enter an account number.
- To define a primary default account and one or more secondary accounts, mark **Unless a Fund has its own Disposal Gain Account defined in the table below, use this account as the default Disposal Gain Account, creating interfund entries as needed**.
- In the **Account** field, enter an account number.
- In the grid, in the **Disposal Gain** column, enter secondary default account numbers. The account descriptions and fund descriptions appear automatically, based on the accounts you enter.
- When you exit the Default Account page or select another type of account, your changes are saved automatically.

► **Setting default disposal loss accounts**

- From the Configuration page, click **Default Accounts**. The Default Accounts page appears.

- In the box on the left, select **Disposal Loss**.



- To set a single default account that automatically balances by fund and segment (if required), mark **Build the default Disposal Loss Account using the fund of each Fixed Assets Debit Account with these segment values**.
- In the **Account** field, enter an account number.
- To define a primary default account and one or more secondary accounts, mark **Unless a Fund has its own Disposal Loss Account defined in the table below, use this account as the default Disposal Loss Account, creating interfund entries as needed**.
- In the **Account** field, enter an account number.
- In the grid, in the **Disposal Loss** column, enter secondary default account numbers. The account descriptions and fund descriptions appear automatically, based on the accounts you enter.
- When you exit the Default Account page or select another type of account, your changes are saved automatically.

► **Setting default disposal proceeds accounts**

- From the Configuration page, click **Default Accounts**. The Default Accounts page appears.

- In the box on the left, select **Disposal Proceeds**.

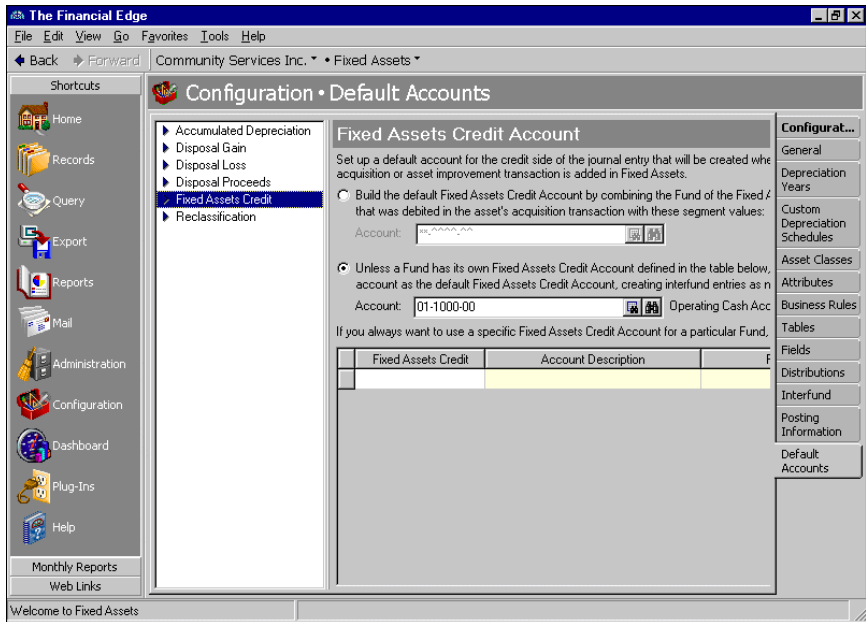
The screenshot shows the 'The Financial Edge' software interface. The left sidebar contains a 'Shortcuts' menu with icons for Home, Records, Query, Export, Reports, Mail, Administration, Configuration, Dashboard, Plug-Ins, and Help. The main window is titled 'Configuration - Default Accounts' and shows the 'Disposal Proceeds Account' configuration page. The page includes a 'Disposal Proceeds Account' section with a description and two radio button options: 'Build the default Disposal Proceeds Account by combining the Fund of the Fixed Assets Debit Account with these segment values' (selected) and 'Unless a Fund has its own Disposal Proceeds Account defined in the table below, account as the default Disposal Proceeds Account, creating interfund entries as needed'. Below the options is an 'Account' field with the value '01-1000-00' and a button labeled 'Operating Cash Acc'. A table with columns 'Disposal Proceeds' and 'Account Description' is visible. The right sidebar contains a 'Configurat...' menu with options: General, Depreciation Years, Custom Depreciation Schedules, Asset Classes, Attributes, Business Rules, Tables, Fields, Distributions, Interfund, Posting Information, and Default Accounts.

- To set a single default account that automatically balances by fund and segment (if required), mark **Build the default Disposal Proceeds Account by combining the Fund of each Fixed Assets Debit Account with these segment values**.
- In the **Account** field, enter an account number.
- To define a primary default account and one or more secondary accounts, mark **Unless a Fund has its own Disposal Proceeds Account defined in the table below, use this account as the default Disposal Proceeds Account, creating interfund entries as needed**.
- In the **Account** field, enter an account number.
- In the grid, in the **Disposal Proceeds** column, enter secondary default account numbers. The account descriptions and fund descriptions appear automatically, based on the accounts you enter.
- When you exit the Default Account page or select another type of account, your changes are saved automatically.

► **Setting default fixed assets credit accounts**

- From the Configuration page, click **Default Accounts**. The Default Accounts page appears.

2. In the box on the left, select **Fixed Assets Credit**.



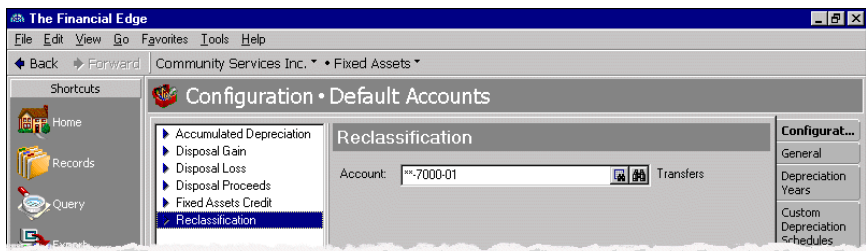
3. To set a single default account that automatically balances by fund and segment (if required), mark **Build the default Fixed Assets Credit Account using the fund of each Fixed Assets Debit Account with these segment values**.
4. In the **Account** field, enter an account number.
5. To define a primary default account and one or more secondary accounts, mark **Unless a Fund has its own Fixed Assets Credit Account defined in the table below, use this account as the default Fixed Assets Credit Account, creating interfund entries as needed**.
6. In the **Account** field, enter an account number.
7. In the grid, in the **Fixed Assets Credit** column, enter secondary default account numbers. The account descriptions and fund descriptions appear automatically, based on the accounts you enter.

Note: Default accounts can be changed at any time. When you delete an account number from the Default Accounts Information page, it does not delete the account record.

8. When you exit the Default Account page or select another type of account, your changes are saved automatically.

► **Setting a default reclassification account**

1. From the Configuration page, click **Default Accounts**. The Default Accounts page appears.
2. In the box on the left, select **Reclassification**.



3. In the **Account** field, enter an account number.

4. When you exit the Default Account page or select another type of account, your changes are saved automatically.

Depreciation Methods



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Glossary: Depreciation is the amount charged against an organization's earnings to recognize the cost of an asset over its estimated useful life, giving consideration to wear and tear, obsolescence, and salvage value. Depreciation is calculated on assets for a certain period of time to reflect their decreased value.

In **Fixed Assets**, you must select depreciation methods when creating new asset records and asset classes. When you select a depreciation method, the fields and possible field entries that appear vary depending on the method you select. This chapter provides an overview of **Fixed Assets** depreciation methods and the available field entries for each. Using depreciation method business rules, the program administrator can hide a depreciation method to prevent its use.

Depreciation Overview

To simplify the process of depreciating assets, **Fixed Assets** automatically calculates depreciation according to the depreciation methods you select. All you have to do is enter information in the depreciation method fields and click **Calculate Now**. **Fixed Assets** calculates the depreciation automatically without you having to worry about complex formulas.

You can depreciate many kinds of property, including machinery, buildings, vehicles, patents, copyrights, furniture, and equipment. Generally, property is depreciable if it meets these requirements:

- It must be used in business or held for the production of income.
- It must have a determinable life longer than one year.
- It must be something that wears out, decays, gets used up, becomes obsolete, or loses value.

Note: The depreciation methods most often used by nonprofit organizations are Straight Line, Sum-of-the-Years'-Digits, and Declining Balance.

In **Fixed Assets**, when you acquire an asset, you define a depreciation method on the New Asset General tab, then you record the acquisition transaction on the Activity tab. When you post depreciation for a period, **Fixed Assets** automatically creates a double entry transaction that credits an accumulated depreciation account on a balance sheet and debits a depreciation expense account. Note that accumulated depreciation is a contra asset account. With this system, you can calculate the true net worth of the asset at any time by subtracting the accumulated depreciation to date from the original purchase price. Also, you see your adjusted cost of doing business because a portion of the original cost of the asset is expensed or "written off" for the depreciation period.

Several factors determine how much depreciation you may deduct:

- The cost or basis of the asset.
- The date the asset was placed in service.
- The class life or useful life of the asset.
- The salvage value at the end of the asset's useful life.
- The method of depreciation you use.

Although **Fixed Assets** offers nine depreciation methods, the three most commonly used by non-profit organizations are: Straight Line, Declining Balance, and Sum-of-the-Years'-Digits. These depreciation methods are all based on useful life and expected salvage value.

Depreciation Methods and Requirements

Note: You can select only one depreciation method for each asset.

Based on the depreciation method you select, you must enter specific information **Fixed Assets** uses to calculate the depreciation. Due to the specific requirements of each depreciation method, different fields appear for each method.

Straight Line

Glossary: Straight Line depreciation is a depreciation method that expenses an asset value in equal amounts over its useful life.

Straight Line depreciation is a depreciation method that expenses an asset value in equal amounts over its useful life.

The screenshot shows a software window with a light gray background and a torn-paper-style border. It contains four input fields for depreciation settings:

- Depreciation method:** A dropdown menu with "Straight Line" selected.
- Useful life:** A numeric input field containing "5", followed by a "Years" label.
- Salvage value:** A text input field containing "\$200.00".
- Convention:** A dropdown menu with "Full-month" selected.

Useful Life. Useful life is the period of time that an asset is determined to have commercial value for depreciation purposes. Valid field values for useful life are any value between 2 and 99 years.

Salvage Value. Salvage value is the estimated value of the property at the end of its useful life. The salvage value must be less than the depreciation basis.

Convention. The convention determines how much depreciation you can take in either the year the asset is placed in service, or the last year depreciated. Valid field entries are: Full-year, Half-year, Zero in first year, Full-month, Mid-month, and Zero in first month.

Straight Line Conventions:

- Full-month: **Fixed Assets** calculates a full month's depreciation for each month of the asset's first year in service.
- Full-year: **Fixed Assets** calculates a full year's depreciation the first year the asset is placed in service, regardless of the actual time in service.
- Half-year: **Fixed Assets** calculates 1/2 year's depreciation for the first year of the asset's useful life or for the disposal year.
- Mid-month: If the asset is placed in service during the first half of the month, **Fixed Assets** calculates a full month's depreciation for the first month. If the asset is placed in service during the second half of the month, **Fixed Assets** does not calculate any depreciation for the first month.
- Zero in first month: **Fixed Assets** does not calculate any depreciation the first month the asset is placed in service. Afterward, the program calculates regular depreciation for the remaining periods.
- Zero in first year: **Fixed Assets** does not calculate any depreciation the first year the asset is placed in service.

Sum-of-the-Years'-Digits

Sum-of-the-Years'-Digits is an accelerated depreciation method. Under this method, depreciation for each year is determined by multiplying the asset's cost less salvage value by a fraction in which the number of years remaining in the asset's life is the numerator, and the sum-of-the-years'-digits, or $n(n+1)/2$, is the denominator. In the formula, n is the asset's useful life in years.

The image shows a software interface for calculating depreciation. It has a light gray background with a white border. The form contains four rows of input fields:

- Depreciation method:** A dropdown menu with "Sum-of-the-Years'-Digits" selected.
- Useful life:** A text box containing "5" followed by a "Years" label.
- Salvage value:** A text box containing "\$0.00".
- Convention:** A dropdown menu with "Full-month" selected.

Useful Life. Useful life is the period of time that an asset is determined to have commercial value for depreciation purposes. Valid field values for **Useful Life** are any value between 2 and 99 years.

Salvage Value. Salvage value is the estimated value of the property at the end of its useful life. The salvage value must be less than the depreciation basis.

Convention. The convention determines how much depreciation you can take in either the year the asset is placed in service, or the last year depreciated. Valid field entries are: Full-year, Half-year, Zero in first year, Full-month, Mid-month, and Zero in first month.

Sum-of-the-Years'-Digits Conventions:

- Full-month: **Fixed Assets** calculates a full month's depreciation for each month of the asset's first year in service.
- Full-year: **Fixed Assets** calculates a full year's depreciation the first year the asset is placed in service, regardless of the actual time in service.
- Half-year: **Fixed Assets** calculates 1/2 year's depreciation for the first year of the asset's useful life or for the disposal year.
- Mid-month: If the asset is placed in service during the first half of the month, **Fixed Assets** calculates a full month's depreciation for the first month. If the asset is placed in service during the second half of the month, **Fixed Assets** does not calculate any depreciation for the first month.
- Zero in first month: **Fixed Assets** does not calculate any depreciation the first month the asset is placed in service. Afterward, the program calculates regular depreciation for the remaining periods.
- Zero in first year: **Fixed Assets** does not calculate any depreciation the first year the asset is placed in service.

Declining Balance

With the Declining balance method, you apply the same depreciation rate each year to the adjusted basis of your property using the applicable convention. If you use the Declining Balance method, **Fixed Assets** switches you to the Straight Line method in the first year in which it gives an equal or greater deduction. The entry in the **Depreciation method** field does not change.

The screenshot shows a software window with a light gray background and a white border. It contains four rows of input fields:

- Depreciation method:** A dropdown menu with "Declining Balance" selected.
- Useful life:** A numeric input field containing "5", followed by a "Years" label.
- Salvage value:** A text input field containing "\$200.00".
- Convention/Rate:** Two dropdown menus. The first contains "Full-month" and the second contains "125%".

Useful Life. Useful life is the period of time that an asset is determined to have commercial value for depreciation purposes. Valid field values for **Useful Life** are any value between 2 and 99 years.

Salvage Value. Salvage value is the estimated value of the property at the end of its useful life. The salvage value must be less than the depreciation basis.

Convention. The convention determines how much depreciation you can take in either the year the asset is placed in service, or the last year depreciated. Valid field values are: Full-month, Full-year, Half-year, Mid-month, Zero in first month, and Zero in first year.

Declining Balance Conventions:

- Full-month: **Fixed Assets** calculates a full month's depreciation for each month of the asset's first year in service.
- Full-year: **Fixed Assets** calculates a full year's depreciation the first year the asset is placed in service, regardless of the actual time in service.
- Half-year: **Fixed Assets** calculates 1/2 year's depreciation for the first year of the asset's useful life or for the disposal year.
- Mid-month: If the asset is placed in service during the first half of the month, **Fixed Assets** calculates a full month's depreciation for the first month. If the asset is placed in service during the second half of the month, **Fixed Assets** does not calculate any depreciation for the first month.
- Zero in first month: **Fixed Assets** does not calculate any depreciation the first month the asset is placed in service. Afterward, the program calculates regular depreciation for the remaining periods.
- Zero in first year: **Fixed Assets** does not calculate any depreciation the first year the asset is placed in service.

Rate. Rate is the declining balance percentage. Valid field values are: 125%, 150%, 175%, 200%.

MACRS

Warning: MACRS is an IRS depreciation method not commonly used by non-profit organizations.

MACRS, or Modified Accelerated Cost Recovery System, is a depreciation method used for assets placed in service after 1986.

Depreciation method:

Recovery period:

Convention:

Note: If the system administrator has marked the business rule selected to not allow use of a depreciation method, that method will not appear in the **Depreciation Method** field.

Recovery Period. A recovery period is the number of years allowed by the IRS to depreciate an asset. Valid field entries for MACRS recovery period are: 3, 5, 7, 10, 15, 20, 27.5, 31.5, and 39 years.

Convention. The convention determines how much depreciation you can take in either the year the asset is placed in service, or the last year depreciated. Valid field entries for MACRS convention are: “Half-year”, “Mid-quarter”, and “Mid-month”. If you select 27.5, 31.5, or 39 years, you must use the “Mid-month” convention.

MACRS Conventions:

- Half-year: **Fixed Assets** calculates 1/2 year’s depreciation for the first year of the asset’s useful life or for the disposal year.
- Mid-quarter: **Fixed Assets** calculates 1 1/2 months of depreciation for the quarter the asset is placed in service or disposed.
- Mid-month: **Fixed Assets** calculates half a period’s depreciation for the first month of the useful life or the disposal month.

MACRS (ADS)

Warning: MACRS (ADS) is an IRS depreciation method not commonly used by non-profit organizations.

MACRS (ADS), or Modified Accelerated Cost Recovery System – Alternative Depreciation System, is a Straight Line depreciation method used for the following: tangible property used outside the United States, tax-exempt property, tax-exempt bond-financed property, imported property covered by executive order, farming property under some circumstances, and listed property used 50% or less for business.

Depreciation method:

Recovery period: Years

Convention:

Glossary: Straight Line depreciation is a depreciation method that expenses an asset value in equal amounts over its useful life.

Recovery Period. A recovery period is the number of years allowed by the IRS to depreciate an asset. Valid field values for MACRS (ADS) recovery period are 0.5 year increments from 3 to 49.5 years. If your recovery period is “40”, the **Convention** field value defaults automatically to “Mid-month”. For any other recovery period, you must use “Half-year” or “Mid-quarter” for the convention value.

Convention. The convention determines how much depreciation you can take in either the year the asset is placed in service, or the last year depreciated. Valid field values for the MACRS (ADS) convention are: “Half-year”, “Mid-quarter”, and “Mid-month”.

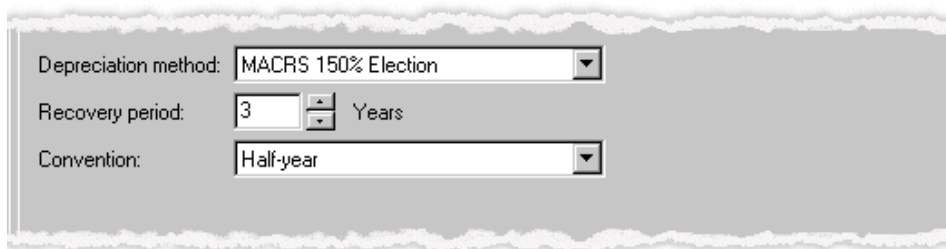
MACRS (ADS) Conventions:

- Half-year: **Fixed Assets** calculates 1/2 year’s depreciation for the first year of the asset’s useful life or for the disposal year.
- Mid-quarter: **Fixed Assets** calculates 1 1/2 months of depreciation for the quarter the asset is placed in service or disposed.
- Mid-month: **Fixed Assets** calculates half a period’s depreciation for the first month of the useful life or the disposal month.

MACRS 150% Election

Warning: MACRS 150% Election is an IRS depreciation method not commonly used by non-profit organizations.

MACRS 150% Election is a Declining Balance method that provides greater deduction during the earlier recovery years.



Depreciation method: MACRS 150% Election

Recovery period: 3 Years

Convention: Half-year

Recovery Period. A recovery period is the number of years allowed by the IRS to depreciate an asset. Valid field values for the MACRS 150% Election recovery period are: any 0.5 year increments from 3 to 49.5 years.

Convention. The convention determines how much depreciation you can take in either the year the asset is placed in service, or the year in which it is disposed. Valid field values for the MACRS 150% election convention are: “Half-year” or “Mid-quarter”.

MACRS 150% Election Conventions:

- Half-year: **Fixed Assets** calculates 1/2 year’s depreciation for the first year of the asset’s useful life or for the disposal year.
- Mid-quarter: **Fixed Assets** calculates 1 1/2 months of depreciation for the quarter the asset is placed in service or disposed.

ACRS

Warning: ACRS is an IRS depreciation method not commonly used by non-profit organizations.

ACRS, or Accelerated Cost Recovery System, is a depreciation method used for assets placed in service after 1980, but before 1987.

Depreciation method:

Property class:

Property Class Values. Valid field values for ACRS property class are: 03 Year Property, 05 Year Property, 10 Year Property, 15 Year Property, Low-Income Housing, 18 Year Property, 19 Year Property.

Alternate ACRS

Warning: Alternate ACRS is an IRS depreciation method not commonly used by non-profit organizations.

Alternate ACRS is a depreciation method that uses a modified Straight Line depreciation calculation. This method should be used only for assets placed in service after 1980, but before 1987.

Depreciation method:

Property class:

Recovery period:

Property Class Values. Property class is a category for Alternate ACRS property that affects the recovery periods you can use:

Property Values	Recovery Periods
03 Year Property	3, 5, or 12 Years
05 Year Property:	5, 12, or 25 Years
10 Year Property	10, 25, or 35 Years
15 Year Property	15, 35, or 45 Years
Low-Income Housing	15, 35, or 45 Years
18 Year Property	18, 35, or 45 Years
19 Year Property	19, 35, or 45 Years

Defined Amounts

With Defined Amounts depreciation, you can designate specific amounts of depreciation for each period.

Do Not Depreciate

If you select “Do not depreciate”, no depreciation is calculated for the asset.

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