



Asset Management System Software Manual



Table of Contents - Asset Management System

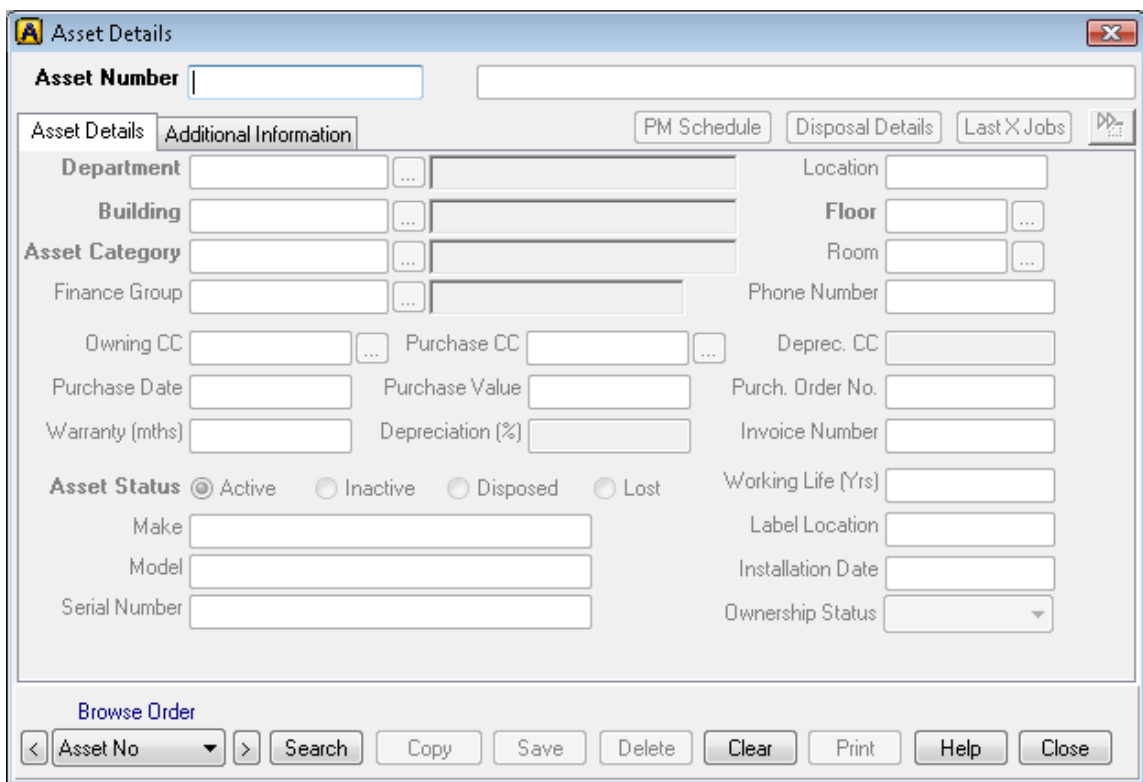
| | PAGE |
|----------------------------------------|-----------|
| OVERVIEW | 1 |
| FUNCTIONS | 1 |
| ASSET DETAILS | 1 |
| ASSET HISTORY | 11 |
| ENTER ASSET HISTORY | 12 |
| ASSET TREE | 14 |
| ASSET FINANCIAL DETAILS | 17 |
| ADDITIONS/DIMINUTIONS | 23 |
| ASSET CONTRACTS | 25 |
| ASSET SPECIAL INFORMATION | 32 |
| REPORTS | 34 |
| WARRANTY EXPIRY REPORT | 34 |
| ASSET STATISTIC REPORT | 35 |
| ASSET HISTORY REPORT | 36 |
| ASSET TREE REPORT | 37 |
| CONTRACT EXPIRY REPORT | 38 |
| CONTRACT LIST REPORT | 39 |
| ASSET COST HISTORY REPORT | 40 |
| ASSET FINANCE REPORT | 41 |
| ACQUISITION AND DISPOSAL REPORT | 42 |
| ASSET SPECIAL INFORMATION REPORT | 44 |
| ASSET REPLACEMENT REPORT | 45 |
| ASSETS FOR A CONTRACT REPORT | 46 |
| CONTRACTS FOR AN ASSET REPORT | 47 |
| GRAPHS | 48 |
| ASSET DISTRIBUTION GRAPH | 48 |
| ASSET VALUATION GRAPH | 49 |
| TO RUN THE REPORTS AND GRAPHS: | 50 |

OVERVIEW

The Asset Management Module has the facility to record and manage a comprehensive asset register from both a financial and maintenance perspective. The functions available include asset details, asset history, asset contract details and financial details.

FUNCTIONS

Asset Details



The screenshot shows the 'Asset Details' window with the following fields and controls:

- Asset Number:** A text input field at the top.
- Navigation:** 'Asset Details' (selected), 'Additional Information', 'PM Schedule', 'Disposal Details', and 'Last X Jobs' buttons.
- Department:** A dropdown menu with a search icon.
- Building:** A dropdown menu with a search icon.
- Asset Category:** A dropdown menu with a search icon.
- Finance Group:** A dropdown menu with a search icon.
- Owning CC:** A dropdown menu with a search icon.
- Purchase CC:** A dropdown menu with a search icon.
- Deprec. CC:** A dropdown menu.
- Purchase Date:** A date input field.
- Purchase Value:** A numeric input field.
- Purch. Order No.:** A text input field.
- Warranty (mths):** A numeric input field.
- Depreciation (%):** A numeric input field.
- Invoice Number:** A text input field.
- Asset Status:** Radio buttons for 'Active' (selected), 'Inactive', 'Disposed', and 'Lost'.
- Working Life (Yrs):** A numeric input field.
- Make:** A text input field.
- Label Location:** A text input field.
- Model:** A text input field.
- Installation Date:** A date input field.
- Serial Number:** A text input field.
- Ownership Status:** A dropdown menu.
- Location:** A text input field.
- Floor:** A dropdown menu with a search icon.
- Room:** A dropdown menu with a search icon.
- Phone Number:** A text input field.
- Buttons:** 'Browse Order', '< Asset No >', 'Search', 'Copy', 'Save', 'Delete', 'Clear', 'Print', 'Help', and 'Close'.

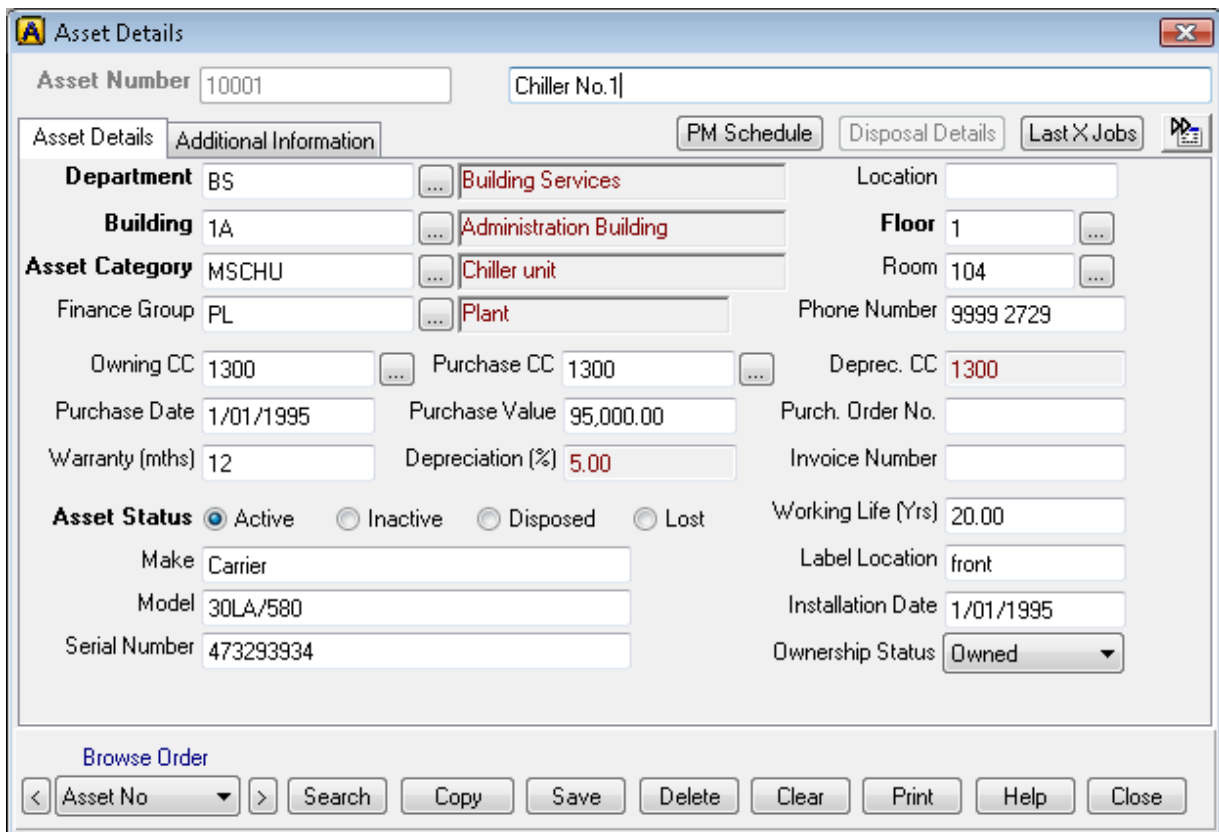
Description of screen

The Asset Details screen is used to add, view, modify, copy or delete existing asset details. All assets in BEIMS are uniquely numbered and this number is the permanent identifier for an asset. The Number can be meaningful to (include information regarding the asset) or be a non-meaningful (Sequential numeric eg: 10001).

The information stored in the asset register includes:

- Asset number and description
- Location details, (building/floor/room).
- Ownership details, (department/purchase/date/value).
- Manufacture details (Make/model/serial no.).
- Costing information, (Cost centres, owning /purchase/depreciating).
- Status details (active/inactive/lost/disposed).
- A picture of the asset via document linking.

Asset Details Tab



The screenshot shows the 'Asset Details' window for asset ID 10001, 'Chiller No.1'. The window has several tabs: 'Asset Details', 'Additional Information', 'PM Schedule', 'Disposal Details', and 'Last X Jobs'. The 'Asset Details' tab is active, showing the following information:

- Department:** BS (Building Services)
- Building:** 1A (Administration Building)
- Asset Category:** MSCHU (Chiller unit)
- Finance Group:** PL (Plant)
- Location:** (Empty)
- Floor:** 1
- Room:** 104
- Phone Number:** 9999 2729
- Owning CC:** 1300
- Purchase CC:** 1300
- Deprec. CC:** 1300
- Purchase Date:** 1/01/1995
- Purchase Value:** 95,000.00
- Purch. Order No.:** (Empty)
- Warranty (mths):** 12
- Depreciation (%):** 5.00
- Invoice Number:** (Empty)
- Asset Status:** Active (selected), Inactive, Disposed, Lost
- Working Life (Yrs):** 20.00
- Make:** Carrier
- Label Location:** front
- Model:** 30LA/580
- Installation Date:** 1/01/1995
- Serial Number:** 473293934
- Ownership Status:** Owned

At the bottom of the window, there is a 'Browse Order' link and a row of buttons: '< Asset No >', 'Search', 'Copy', 'Save', 'Delete', 'Clear', 'Print', 'Help', and 'Close'.

Fields

Asset Number The asset number must be a unique 'number' for the use in identifying an asset. The 'number' can be up to 16 alphanumeric characters in length (16, A) and is mandatory.

Description This is a mandatory field for a description of the asset.

| | |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Department | This is a mandatory code to represent the department which is responsible/custodian for the asset. |
| Location | This is an optional free text field for location details of the asset. This is useful if you do not have your (room codes) setup in BEIMS Information Setup. Information such as grid location, department location, can be setup here. |
| Building | This is a mandatory code field for the entry of building where the asset is located. This forms part of the location details along with the floor and room codes. |
| Floor | This is a mandatory field for the floor to identify where the asset is located. Along with the building code, this completes the mandatory location details. |
| Asset Category | This is a grouping code used to group assets of similar types. The main use is for reporting and other analysis purposes. |
| Room | This is an optional field for the room code if used to identify where the asset is located. Note: <i>If you do not have any rooms set up in the Room Code screen (Information Setup), you may enter a room number in the location field which is a free text field.</i> |
| Finance Group | This is an optional field for further grouping of assets. This defaults from the finance code as assigned in the <i>Asset Categories</i> screen (Information Setup) for the asset category allocated to an asset. |
| Phone Number | This is an optional field which can be used to indicate the nearest phone to the asset or the main contact phone number for the department. This defaults to the phone number allocated against the department code. |
| Owning Cost Centre | This field is an optional field for the owning cost centre for the asset. This defaults to the cost centre for the department code used. |
| Purchase Cost Centre | This field is used to indicate the Cost Centre who purchased the asset. It can default to the cost centre form the department code used. |
| Depreciating Cost Centre | This field displays the Cost Centre to which depreciating is applied. It can default to the cost centre code stored against the asset. The field can be modified if required in the <i>Asset Financial Details</i> screen. |
| Purchase Date | This is an optional field for the purchase date of the asset. This can also be the date of practical completion if the asset is part of a building project. This date is used for all warranty calculations. |

| | |
|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Purchase Value | This is an optional field used to indicate the value of the asset at the time of purchase. This value is used in the calculation of asset financial details. |
| Purchase Order. No | The purchase order number used to purchase the asset. Optional field. |
| Warranty (Months) | This is an optional field for the warranty period in months, for an asset. If work orders are entered with an asset number and the warranty period is valid i.e. The current date falls within the purchase date plus number of months for the warranty range. A message will be displayed on the <i>Work Order Details</i> screen saying the asset is currently under warranty. |
| Depreciation (%) | This is a display field only for the rate of depreciation for this particular asset category. This defaults to the depreciation rate assigned to the asset category code used and can be altered if required. The depreciation is used in financial calculations within BEIMS. |
| Invoice Number | This is an optional field for the invoice number issued for the purchase of the asset. |
| Asset Status | <p>This is mandatory for the status of the asset. The options are Active, Inactive, Disposed or Lost. When new assets are created they will default to Active however they can be changed if required.</p> <p>Active An asset which is currently in-service and on-site. Planned maintenance can only be generated for active assets.</p> <p>Inactive An asset which is NOT in-service. Planned maintenance will not be generated for an inactive asset.</p> <p>Disposed An asset which has been taken out of service permanently. Planned maintenance will not be generated for disposed assets.</p> <p>Lost An asset which cannot be accounted for in an audit and there for have no disposal details. Planned maintenance will not be generated for lost assets.</p> |
| Working Life (Yrs) | This is an optional field for the estimated working life of the asset. |
| Make | This is an optional field to enter the make of the asset. |
| Model | This is an optional field to enter the model number of the asset. |
| Serial | This is an optional field to enter the serial number of the asset. You can search for assets using serial number. |

Label Location This is an optional field used to indicate where the asset label is located on the asset. This is generally the tag indicating the ‘Asset Number’ it may be a barcode or asset ID. Tag.

For example: Left side panel

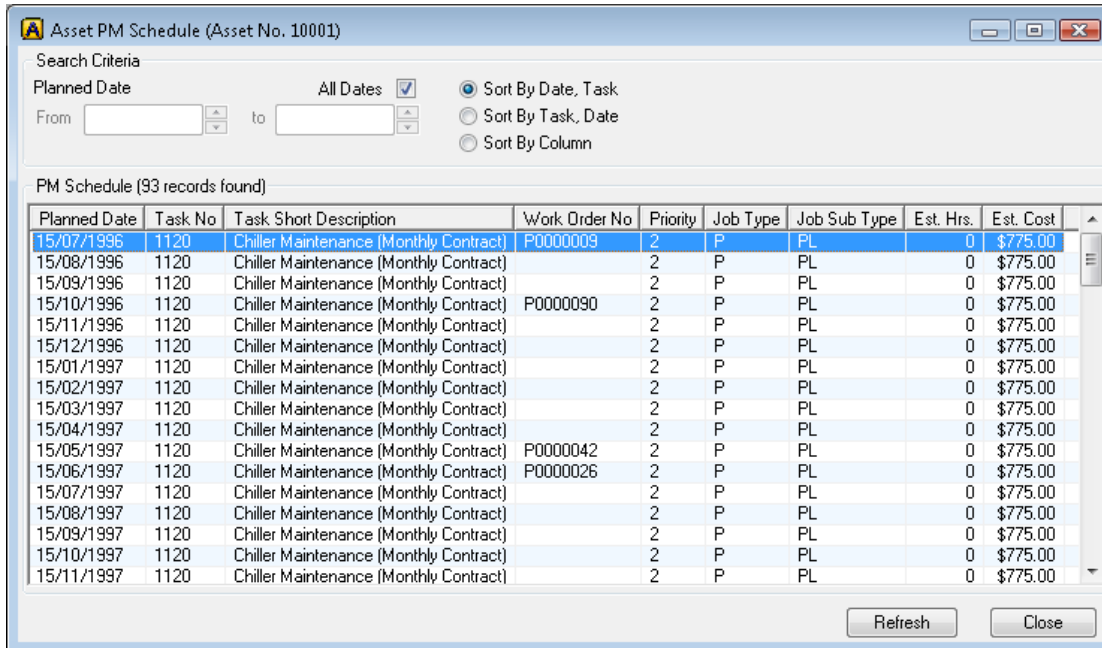


Installation Date This is an optional field to indicate the date the asset was installed. If the asset has been in storage, prior to installation then the installation date will be different to the purchase date. For new assets the installation date may be the same as the purchase date.

Ownership Status This is an optional field used to indicate whether the asset is owned, leased, rented, a gift/donation or borrowed.

PM Schedule Button

This option opens the Asset PM Schedule (Asset No. X) screen, to show the Planned Maintenance Schedule for the asset.



Asset PM Schedule (Asset No. 10001)

Search Criteria

Planned Date From [] to [] All Dates Sort By Date, Task Sort By Task, Date Sort By Column

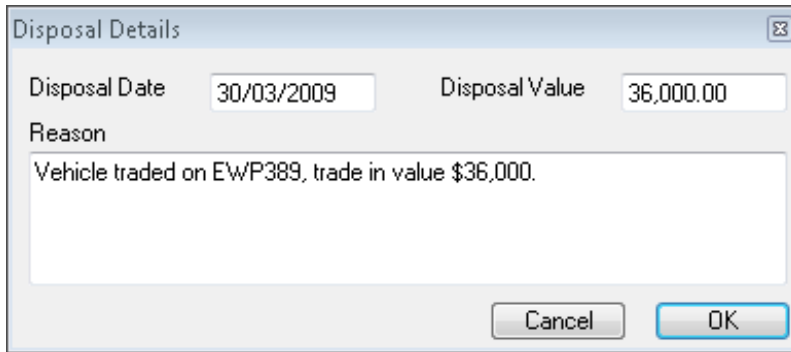
PM Schedule (93 records found)

| Planned Date | Task No | Task Short Description | Work Order No | Priority | Job Type | Job Sub Type | Est. Hrs. | Est. Cost |
|--------------|---------|----------------------------------------|---------------|----------|----------|--------------|-----------|-----------|
| 15/07/1996 | 1120 | Chiller Maintenance (Monthly Contract) | P0000009 | 2 | P | PL | 0 | \$775.00 |
| 15/08/1996 | 1120 | Chiller Maintenance (Monthly Contract) | | 2 | P | PL | 0 | \$775.00 |
| 15/09/1996 | 1120 | Chiller Maintenance (Monthly Contract) | | 2 | P | PL | 0 | \$775.00 |
| 15/10/1996 | 1120 | Chiller Maintenance (Monthly Contract) | P0000090 | 2 | P | PL | 0 | \$775.00 |
| 15/11/1996 | 1120 | Chiller Maintenance (Monthly Contract) | | 2 | P | PL | 0 | \$775.00 |
| 15/12/1996 | 1120 | Chiller Maintenance (Monthly Contract) | | 2 | P | PL | 0 | \$775.00 |
| 15/01/1997 | 1120 | Chiller Maintenance (Monthly Contract) | | 2 | P | PL | 0 | \$775.00 |
| 15/02/1997 | 1120 | Chiller Maintenance (Monthly Contract) | | 2 | P | PL | 0 | \$775.00 |
| 15/03/1997 | 1120 | Chiller Maintenance (Monthly Contract) | | 2 | P | PL | 0 | \$775.00 |
| 15/04/1997 | 1120 | Chiller Maintenance (Monthly Contract) | | 2 | P | PL | 0 | \$775.00 |
| 15/05/1997 | 1120 | Chiller Maintenance (Monthly Contract) | P0000042 | 2 | P | PL | 0 | \$775.00 |
| 15/06/1997 | 1120 | Chiller Maintenance (Monthly Contract) | P0000026 | 2 | P | PL | 0 | \$775.00 |
| 15/07/1997 | 1120 | Chiller Maintenance (Monthly Contract) | | 2 | P | PL | 0 | \$775.00 |
| 15/08/1997 | 1120 | Chiller Maintenance (Monthly Contract) | | 2 | P | PL | 0 | \$775.00 |
| 15/09/1997 | 1120 | Chiller Maintenance (Monthly Contract) | | 2 | P | PL | 0 | \$775.00 |
| 15/10/1997 | 1120 | Chiller Maintenance (Monthly Contract) | | 2 | P | PL | 0 | \$775.00 |
| 15/11/1997 | 1120 | Chiller Maintenance (Monthly Contract) | | 2 | P | PL | 0 | \$775.00 |

Refresh Close

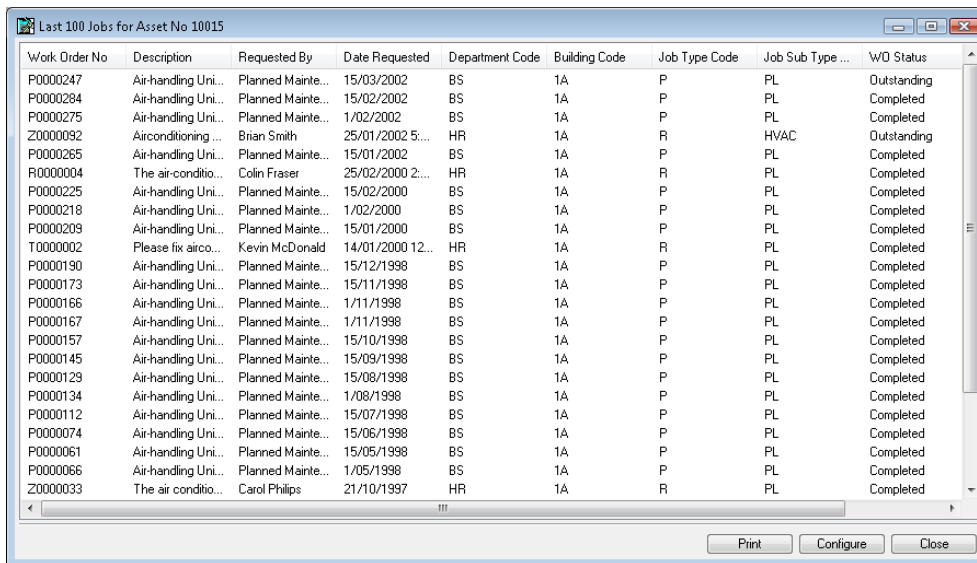
Disposal Details

Button This option opens the *Disposal Details* screen, to enter the date, value and reason for disposal.



Last X Jobs

Button The Last X Jobs button allows you to view all the Work orders that currently have this asset number allocated. A one-line brief for each job is held covering Work Order Number, Description, Date Requested, Job Type, Status and Completion Date.



| Work Order No | Description | Requested By | Date Requested | Department Code | Building Code | Job Type Code | Job Sub Type | WD Status |
|---------------|---------------------|-------------------|------------------|-----------------|---------------|---------------|--------------|-------------|
| P0000247 | Air-handling Uni... | Planned Mainte... | 15/03/2002 | BS | 1A | P | PL | Outstanding |
| P0000284 | Air-handling Uni... | Planned Mainte... | 15/02/2002 | BS | 1A | P | PL | Completed |
| P0000275 | Air-handling Uni... | Planned Mainte... | 1/02/2002 | BS | 1A | P | PL | Completed |
| Z0000092 | Airconditioning ... | Brian Smith | 25/01/2002 5... | HR | 1A | R | HVAC | Outstanding |
| P0000265 | Air-handling Uni... | Planned Mainte... | 15/01/2002 | BS | 1A | P | PL | Completed |
| R0000004 | The air-conditio... | Colin Fraser | 25/02/2000 2... | HR | 1A | R | PL | Completed |
| P0000225 | Air-handling Uni... | Planned Mainte... | 15/02/2000 | BS | 1A | P | PL | Completed |
| P0000218 | Air-handling Uni... | Planned Mainte... | 1/02/2000 | BS | 1A | P | PL | Completed |
| P0000209 | Air-handling Uni... | Planned Mainte... | 15/01/2000 | BS | 1A | P | PL | Completed |
| T0000002 | Please fix airc... | Kevin McDonald | 14/01/2000 12... | HR | 1A | R | PL | Completed |
| P0000190 | Air-handling Uni... | Planned Mainte... | 15/12/1998 | BS | 1A | P | PL | Completed |
| P0000173 | Air-handling Uni... | Planned Mainte... | 15/11/1998 | BS | 1A | P | PL | Completed |
| P0000166 | Air-handling Uni... | Planned Mainte... | 1/11/1998 | BS | 1A | P | PL | Completed |
| P0000167 | Air-handling Uni... | Planned Mainte... | 1/11/1998 | BS | 1A | P | PL | Completed |
| P0000157 | Air-handling Uni... | Planned Mainte... | 15/10/1998 | BS | 1A | P | PL | Completed |
| P0000145 | Air-handling Uni... | Planned Mainte... | 15/09/1998 | BS | 1A | P | PL | Completed |
| P0000129 | Air-handling Uni... | Planned Mainte... | 15/08/1998 | BS | 1A | P | PL | Completed |
| P0000134 | Air-handling Uni... | Planned Mainte... | 1/08/1998 | BS | 1A | P | PL | Completed |
| P0000112 | Air-handling Uni... | Planned Mainte... | 15/07/1998 | BS | 1A | P | PL | Completed |
| P0000074 | Air-handling Uni... | Planned Mainte... | 15/06/1998 | BS | 1A | P | PL | Completed |
| P0000061 | Air-handling Uni... | Planned Mainte... | 15/05/1998 | BS | 1A | P | PL | Completed |
| P0000066 | Air-handling Uni... | Planned Mainte... | 1/05/1998 | BS | 1A | P | PL | Completed |
| Z0000033 | The air conditio... | Carol Philips | 21/10/1997 | HR | 1A | R | PL | Completed |



Button

This button allows you to reference screens related to the screen you are currently working in.

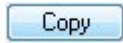
The related screen options are:

- Asset history
- Asset tree
- Asset financials details
- Asset contracts
- Asset Special Information



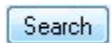
Note Icon

This note icon indicates that there are documents linked to the asset. By placing the mouse pointer over this icon, you may see how many documents are linked to that record. Double clicking on the icon will launch the Document Linking module and automatically show the linked documents.



Button

This option allows the user to 'copy' details from an existing asset to a new asset number. Details are copied across and can be modified to reflect a 'new asset'. This can be used for multiple entry of like assets.



Button


The asset search screen enables the user to search for a particular asset based on any of the following selection parameters:

- Asset Category
- Building
- Room
- Department
- Floor
- Supplier

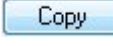

How to:


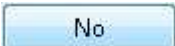
Add Enter in the asset number, then <Tab>, enter the asset description. Proceed through the screen entering information the relevant fields.

Note: *The mandatory fields are in BOLD text. The Depreciation Cost Centre and Depreciation (%) fields may be modified if required in the Asset Financial Details screen.*


If you do not know a particular code then click on the  button next to the field which will allow you to do a search. Double click on the appropriate code or highlight code and press select to return chosen code to asset details screen.

When all details are entered click on the  button in the **Instrument panel**.



Copy To copy the same asset details to another asset number, click on the  button, enter the new asset number <Tab> and make any other changes required, then click on the  button.

When all copies are complete, click on the  button and  to saving the changes as BEIMS will try to save the asset details with no number.

View Enter or select the asset required, then <Tab>. The asset details will now be displayed.


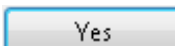
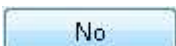
If you do not know the Asset Number of the information you want to enquire or view then you can either: Search for the asset number by clicking on the  button in the **Instrument panel** or browse using description of asset.

Modify View the asset required. Modify the details as required, then click on the  button.

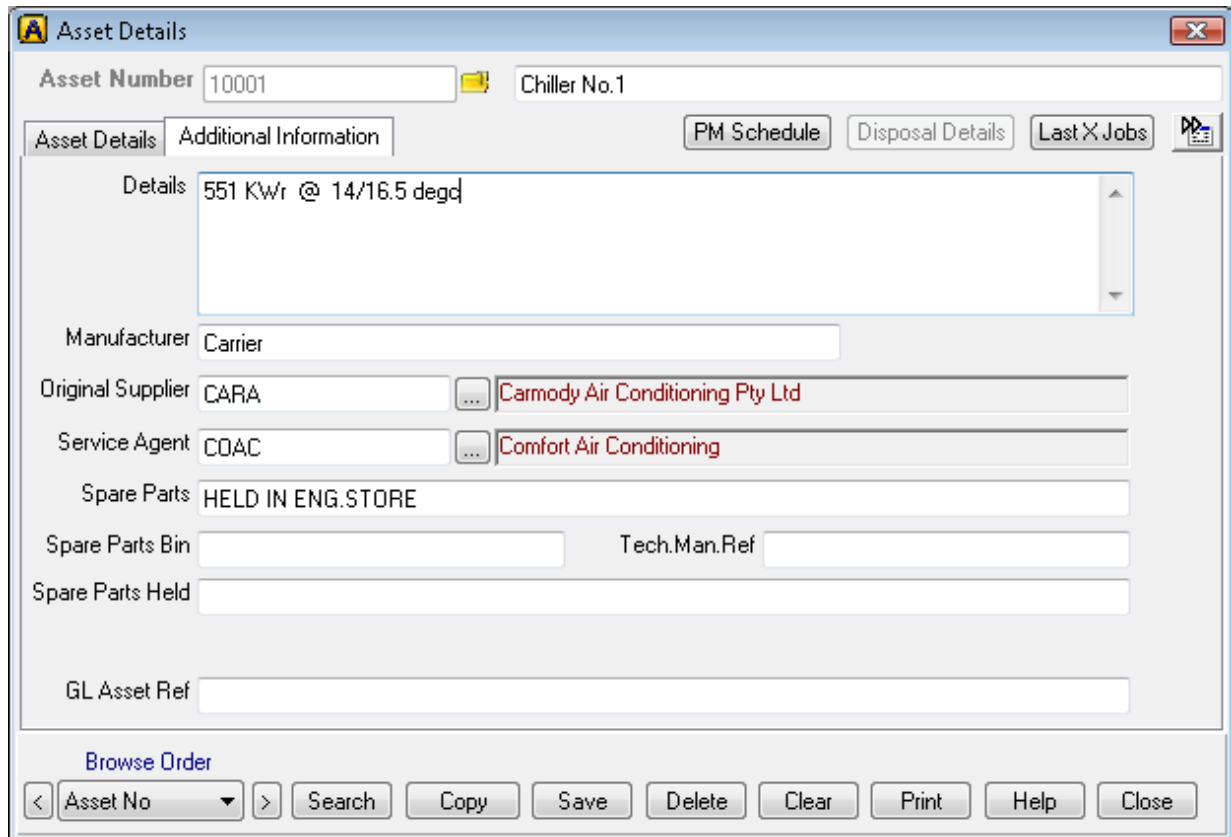
If you need to modify other details in associated screens, then click on the  button, modify the details, then click on the  button.

Closing the other screens will return you to the asset details tab.

Note: *the depreciation cost centre and depreciation (%) fields may be modified if required in the Asset Financial Details screen.*

Delete View the asset required. To delete the details click on the  button. Click on  to continue with the deletion or  to cancel the deletion.

Additional Information Tab



Description of tab

The Additional Information tab is for entering additional details relating to the asset.

Fields

Details (Text) This is an optional free text area of unlimited size. You can copy text to this area from the windows clipboard or from other applications.

Note: *this is for TEXT only. Line drawing, Symbols, Tables and Text Formatting from other application are not copied over to this screen.*

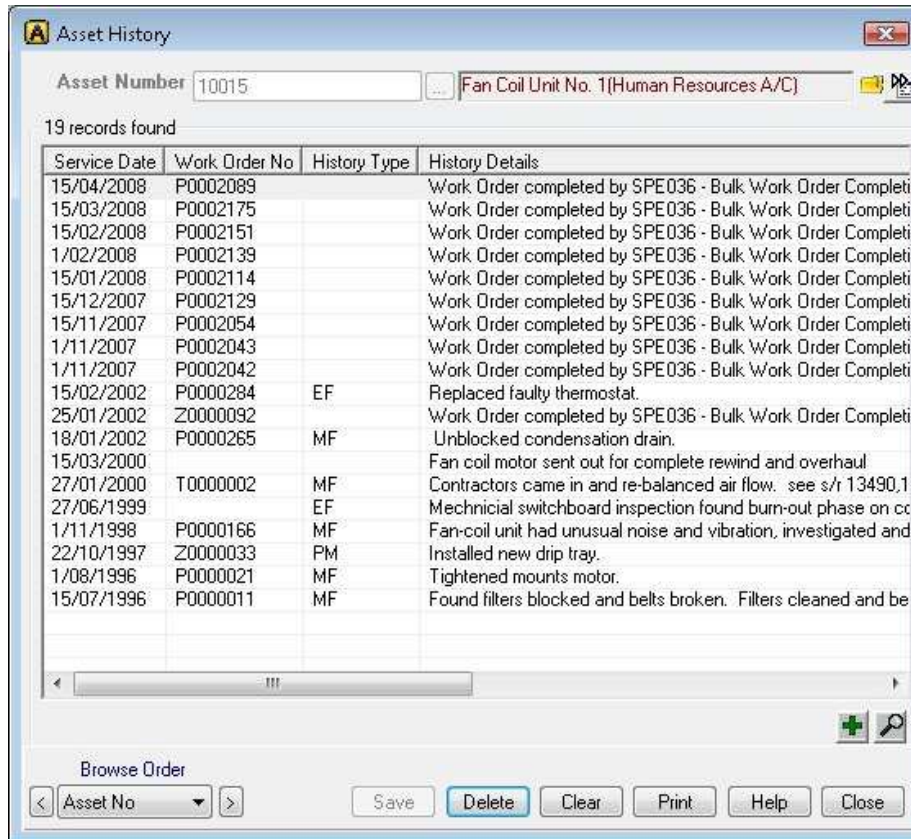
Manufacturer This is an optional field for the asset manufacturer's name.

Original Supplier This is an optional field to link the supplier of the asset. The description will be displayed next to it. It is a 'code' field and is linked to the BEIMS supplier code field.

Service Agent This is an optional field to link the service agent of the asset. The description will be displayed next to it. It is a 'code' field and is linked to the BEIMS supplier code field.

| | |
|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Spare Parts | This is an optional field for listing any spare parts for the asset. |
| Spare Parts Bin | This is an optional field for the bin number where the spare parts are held. |
| Technical Manual Reference | This is an optional field for a reference to where the technical information is held for the asset. This could be the specifications, drawings or a maintenance manual |
| Spare Parts Held | This is an optional field for listing the spare parts held in stock. |
| GL Asset Ref | This is an optional field for listing a reference for the asset to the General Ledger. |

Asset History



Description of screen

The Asset History screen enables users to view/modify existing asset history details and enter new history information for an asset. The assets history can be backdated to enter history on assets prior to installing BEIMS, and allows the complete asset history for an asset to be entered into BEIMS.

Asset history is stored in date order, additional information such as history type and work order number can be assigned for reporting purposes.


Fields

Asset Number This is the asset number and asset description.

Asset History Listview This is a list of the history entered for the asset in descending date order. If the listview for the asset number selected is blank then there is no history for the asset.



Button

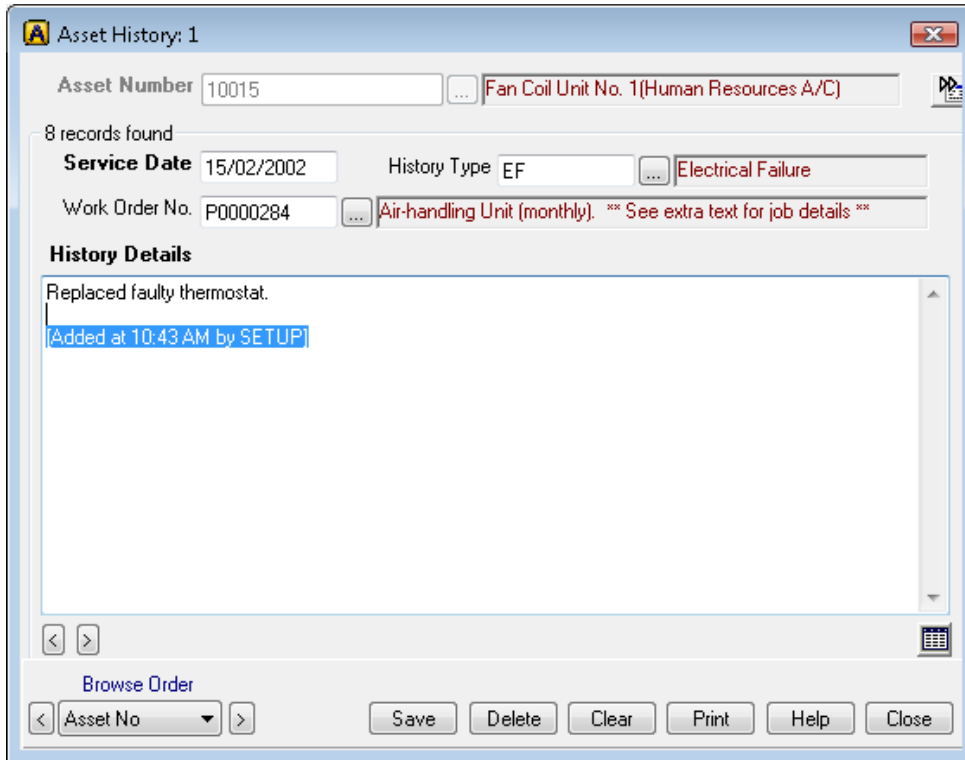
On highlighting a line in the listview and then selecting  can view the entire history record and modify the record if required.



Button

Enables you to entry a history record; this option opens the asset history entry screen, as shown below.

Enter Asset History



Description of screen

The Asset History screen is for adding new, or to view or modify existing asset history details.

Fields


- | | |
|-------------------------------|-----------------------------------------------------------------------------------|
| Service Date | This is a mandatory field for the date the history to be recorded occurred. |
| History Type | This is an optional field for a related history type, for reporting purposes. |
| Work Order Number | This is an optional field for a work order number that is related to the history. |
| History Details (Text) | This is a free text field for the asset history details. |






Button



Click on this button to return to the asset history listview after viewing specific history details for an asset.



How to:


Add Enter an asset number or select one from the  button, then <Tab>, the asset description and existing asset history will be displayed in the listview.



Click on the  button to open the history entry screen, enter the date and history details, if required the history type and work order number. Click on the  button in the **Instrument panel** to save the record and close the screen.


View Enter an asset number or select one from the  button, then <Tab>, the asset description and existing asset history will be displayed in the listview.



Select a specific record from the listview and click on the  button to view the entire history details, when complete click on the  button to return to the listview.

To browse the history for assets, click on the browse  previous or  next record buttons in the bottom left hand corner of the screen.

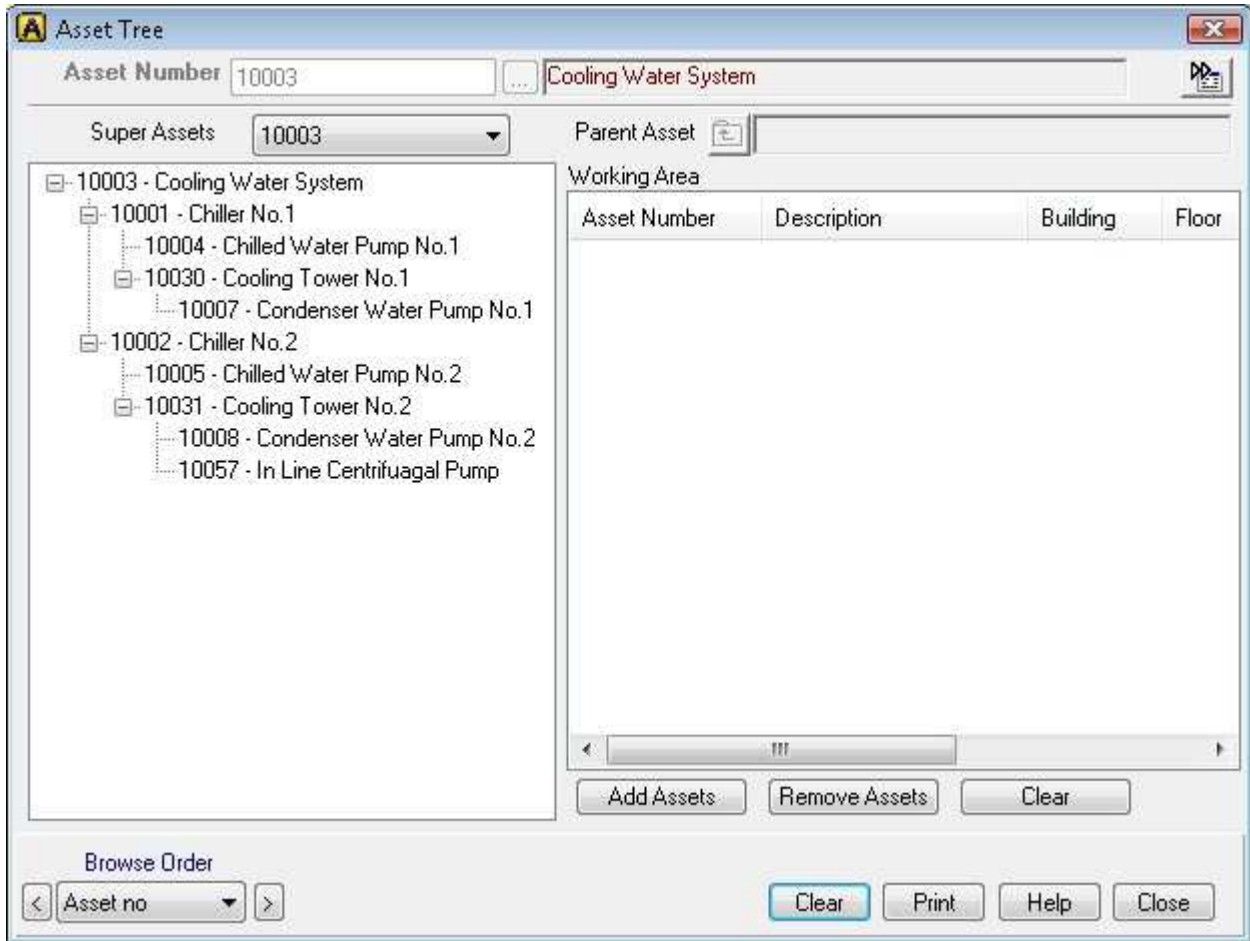
Modify Enter an asset number or select one from the  button, then <Tab>, the asset description and existing asset history will be displayed in the listview.

Select a specific record from the listview and click on the  button to view the entire history details, modify then click on the  button in the **Instrument panel** to save the record and close the screen.

Delete Enter an asset number or select one from the  button, then <Tab>, the asset description and existing asset history will be displayed in the listview.

Select a specific record from the listview and click on the  button to view the entire history details, then click on the  button in the **Instrument panel** to delete the record and close the screen.

Asset Tree



Description of screen

The Asset Tree screen allows you to link assets together to represent the relationship to each other in the form of a tree, similar to that of a family tree. This can be used to represent a system, a process, or the components of a larger or super asset. The main asset is called the super asset and its components are called sub assets.

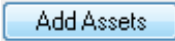
| | | | |
|---------------------|----------------|-----------------------------------------------------|-----------------------|
| <i>For example:</i> | Super Asset | Sub Asset | Sub Asset |
| Boiler Station | 1. Boiler | 2. Feed Pump 2. Burner (Super Asset) | 3. Fan 3. Controls |
| Computer Network | 1. File Server | 2. Terminals 2. Printers 2. LAN (Super Asset) | 3. Hubs |

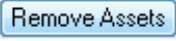
Fields

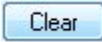
| | |
|---------------------|----------------------------------------------------------------------------------------------|
| Asset Number | This is a mandatory field of the Asset Number used to identify the asset. |
| Super Assets | This is a display field only for the super assets which the above asset number is linked to. |

Note: *if both numbers are the same then this asset is the Super Asset.*

| | |
|---------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Parent Asset | This is a display field for the senior super asset. |
| Asset Tree panel | this panel displays the tree from the Asset Number down. You can add or remove components to or from the tree using the working area panel . |
| Working Area panel | This allows you to add or remove components to the tree. From here they can be moved across and linked to an asset in the asset tree, or removed from the screen altogether. |

| | |
|--------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  Button | Click on the Add Asset button and it will open the Assets search screen so you can search for an asset to add to the asset tree. When you have selected the asset it will be listed in the working area of the asset tree. Now select the asset in the asset working area and hold down the mouse button and drag to the Asset tree side of the screen and drop on top of the asset number it is linked to. |
|--------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

| | |
|--------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  Button | Select the Asset from the Asset tree to be removed by clicking the mouse on the asset. Hold down the mouse button and drag the Asset to the working area of the screen. With the asset number still highlighted, click on the Remove Asset button. This process completes the removal of the asset. |
|--------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

| | |
|--------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|
|  Button | The Clear Button allows you to clear the entire working area of the screen. |
|--------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|

How to:

View Enter in the Asset Number then press <Tab> or use searching facility to look up an Asset Number. This will show the Asset Tree from this Asset Number down in the *Asset Tree panel*.

If this asset is not the Super Asset ie. it is linked to a higher asset in the tree, then the Super Asset Number will be shown in the Super Asset field.

Note: *If the asset is already linked to another asset then the details will be displayed and/or the Super Asset Number will be different. This is a TOP-DOWN process ie. When creating a new tree from beginning you must start with the Super Asset then add sub assets to it.*

To ADD another sub asset click in the ADD button. Enter in the Asset Number to be added to the tree, then close the Add screen. The asset will now appear in the *Working Area panel*.

To link the asset to one in the *Asset Tree panel* click on it and drag it into the Asset Tree panel. A box with a cross will appear, drop it onto the asset you wish to link it with.

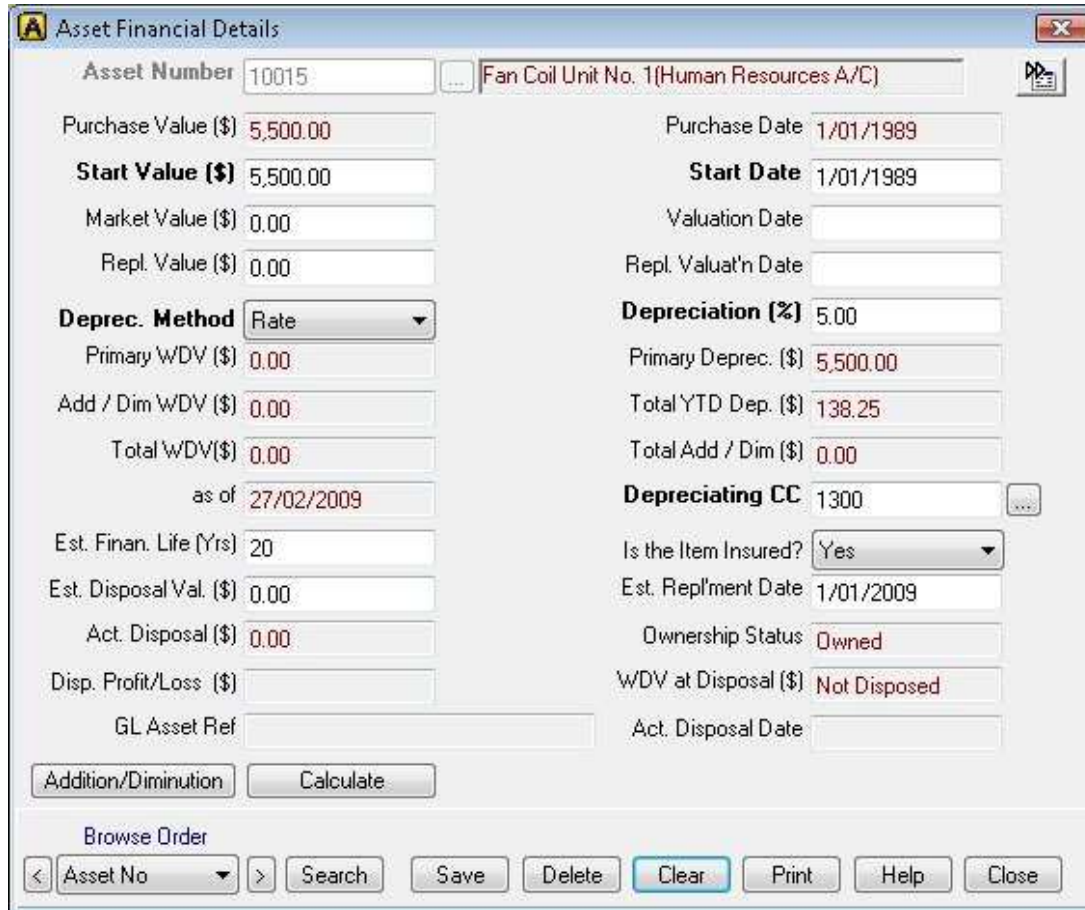
Note: *DO NOT release the left mouse button until the box is in position.*

Repeat as required.

To REMOVE an asset link, simply position the mouse pointer over the asset to be removed and click and drag it across the *Working Area panel* (the reverse of the above procedure). You can now either drag and drop it onto another asset in the tree or click on REMOVE.

Note: *If there are any components linked below this asset in the tree then they too will be moved across to the working area panel. Clicking on the CLEAR button removes ALL assets in the working area.*

Asset Financial Details



| | | | |
|-------------------------|------------|------------------------------------------|--------------|
| Asset Number | 10015 | Fan Coil Unit No. 1(Human Resources A/C) | |
| Purchase Value (\$) | 5,500.00 | Purchase Date | 1/01/1989 |
| Start Value (\$) | 5,500.00 | Start Date | 1/01/1989 |
| Market Value (\$) | 0.00 | Valuation Date | |
| Repl. Value (\$) | 0.00 | Repl. Valuat'n Date | |
| Deprec. Method | Rate | Depreciation (%) | 5.00 |
| Primary WDV (\$) | 0.00 | Primary Deprec. (\$) | 5,500.00 |
| Add / Dim WDV (\$) | 0.00 | Total YTD Dep. (\$) | 138.25 |
| Total WDV(\$) | 0.00 | Total Add / Dim (\$) | 0.00 |
| as of | 27/02/2009 | Depreciating CC | 1300 |
| Est. Finan. Life (Yrs) | 20 | Is the Item Insured? | Yes |
| Est. Disposal Val. (\$) | 0.00 | Est. Repl'ment Date | 1/01/2009 |
| Act. Disposal (\$) | 0.00 | Ownership Status | Owned |
| Disp. Profit/Loss (\$) | | WDV at Disposal (\$) | Not Disposed |
| GL Asset Ref | | Act. Disposal Date | |

Description of screen

The Asset Financial Details screen is for adding, enquiring, deleting and/or modifying existing asset financial details.

This allows you to set market and replacement valuations, add value to an existing asset and calculate depreciation and current written down value (WDV) for the asset using one of three methods, depreciation by rate, depreciation by life or depreciation by diminishing value.

Note:- If details are changed on this screen the calculate button must be pressed to reflect the effect of the changes made.

The asset must exist in the *Asset Details* screen before financial details can be created. The *Asset Financial* report is updated when you either:

- Run Financial Reports, or
- Call up financial information to the screen

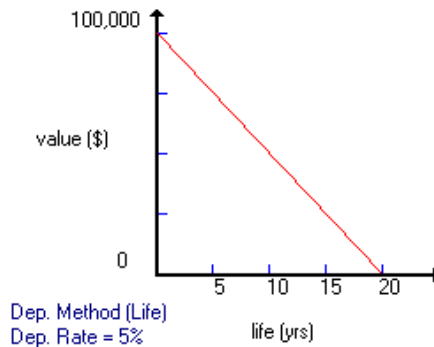
Note: If you view the financial information in the Table directly through Crystal Reports then the information may not be up to date. The calculated fields are not stored in the Table.

Fields

| | |
|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Asset Number | This is a mandatory field for the unique number used to identify an asset. |
| Start Value (\$) | This is a mandatory field for the value from which the depreciation of the asset is calculated. The start value defaults to the purchase value however it may be changed if required. |
| Start Date | This is a mandatory field for the date from which the asset depreciation takes effect. This defaults to the purchase date however; it can be changed if required. |
| Purchase Value (\$) | This is an optional field for the purchase value of the asset, and defaults from the value entered in the <i>Asset Details</i> screen. |
| Purchase Date | This is an optional field for the purchase date of the asset, and defaults from the value entered in the <i>Asset Details</i> screen. |
| Market Value (\$) | This is an optional field for the market value of the asset. This could be a value determined by an audit or insurance valuation. |
| Valuation Date | This is an optional field for the date of the market valuation. |
| Replacement Value (\$) | This is an optional field for replacement value of the asset. |
| Replacement Date | This is an optional field for the date the replacement value was obtained. |
| Depreciation Method | There are three methods with which the asset may be depreciated. They are Life, Rate and Diminishing Value. The three rates are defined below. |
| Life | This rate is based on the expected financial life of the asset. You will need to enter in the Estimated Financial Life in years. The depreciation amount is calculated on the Start Value each year ie. The depreciation % remains constant. |

For example:

- Life = 20 yrs, Depreciation Rate = 100/Life
- Dep. Rate = $100/20 = 5\%$
- Start Value = \$100,000
- Dep. Amount = $100,000 \times 5\% (0.05) = \$5,000$ (each year)

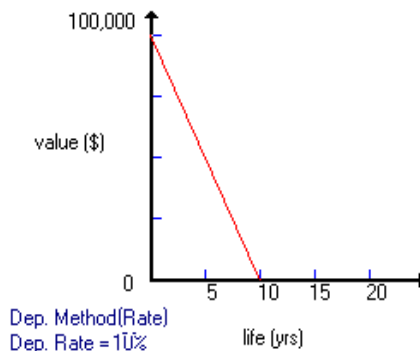


Rate

This rate is based on the depreciation rate which is linked to the *Asset Category* code (Information Setup). This is defaulted from the *Asset Details* screen when this rate method is chosen. This rate will then in turn calculate the estimated financial life.

For example:

- Rate = 10%, Estimated Life = 100/Rate
- Est. Life = 100/10 = 10 yrs
- Start Value = \$100,000
- Dep. Amount = 100,000 x 5% (0.05) = \$5,000 (each year)

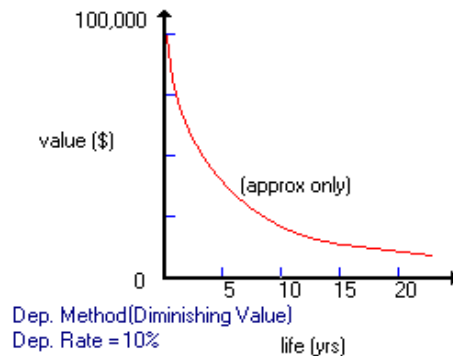


Diminishing Value

This rate is based on the depreciation rate which is linked to the *Asset Category* code (Information Setup). This is defaulted from the *Asset Details* screen when this rate method is chosen.


For example:


- Rate = 10%, Estimated Life (not available)
- Start Value = \$100,000
- 1st year Dep. Amount = 100,000 x 10% (0.10) = \$10,000
- 2nd year Dep. Amount = 90,000 x 10% (0.10) = \$9,000
- 3rd year Dep. Amount = 81,000 x 10% (0.10) = \$8,100

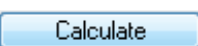


- Depreciation (%)** This is a mandatory field for the depreciation rate (%) of the asset. This is defaulted from the *Asset Category*.
- Primary WDV (\$)** This is a calculated display field only for the depreciated start value. This is the current depreciated value of the asset.
- Primary Depreciation (\$)** This is a display field only for the total amount which the asset has depreciated. Depreciated total amount equals the start value minus the depreciated start value.
- Add/Dim Value (\$)** This is a calculated display field only for the depreciated addition/diminution value. This is the current value of the additions/diminutions.
- Total YTD Dep. (\$)** This is a calculated display field for the Depreciated Year to Date (YTD) amount. This is the amount the asset has depreciated in the current financial year.
- Total WDV (\$)** This is a calculated display field for the Total Written Down value (WDV) of the asset. This is the current total depreciated value of the asset. Total WDV equals the depreciated start value plus the depreciated addition or diminution value.
- Total Add/Dim (\$)** This is a display field only for the total value of additions/diminutions. To view the addition/diminutions entries press the button.
- as of (Date)** This is a display field for the date at which the depreciation is calculated to. This defaults to the current date. The assets depreciation is automatically calculated to this date when you enter in an asset number.
- Depreciating C/Centre** This is the cost centre which the asset is depreciated against. This cost centre is used in all *Asset Financial* Reports. Enter in the cost centre or search for one by clicking on the button.

- Est. Financial Life (Yrs) This is an optional field for the Estimated Financial Life (EFL) of the asset. If you choose the Rate method of depreciation then this value will be calculated ($EFL = 100/Rate$). If you choose the Life method of depreciation then you will need to enter in the EFL so that the Dep. Rate may be calculated ($Rate = 100/EFL$).
- Is The Item Insured (Y/N) This is an optional field used to indicate whether or not the asset is insured. Select either Yes or No from the list.
- Est. Disposal Value (\$) This is an optional field for the Estimated Disposal Value of the asset.
- Est. Replacement Date This is an optional field to indicate the estimated replacement date of the asset. Estimated replacement date equals the purchase date plus estimated financial life.
- Ownership Status This is an optional field used to indicate whether the asset is owned, leased, rented or a gift. This will default to the value set in the Asset Details screen.
- Actual Disposal Value (\$) This is an optional field for the actual disposal value of the asset.
- Disposal Profit/Loss (\$) This is a display field for the depreciated value of the asset at disposal. The disposal profit/loss equals the actual disposal value minus the WDV at disposal.
- WDV at Disposal (\$) This is a display field for the depreciated value of the asset as calculated up to the disposal date.
- GL Asset Ref This is the display field for the GL Asset Reference.
- Actual Disposal Date This is a display field for the date of disposal of the asset. This is defaulted from the Asset Details screen. When the asset has been disposed, all calculations are made as of this date.

 Button This calls up the asset financial *Additions/Diminution* screen. This screen allows you to add or subtract value from an asset without altering the purchase value.

Note: *a plus \$ amount entered is an addition to the capital value, minus \$ amount is a reduction to the capital value. Click on the  button after any changes are made in this screen.*

 Button This button re-calculates the financial details on the screen after making any modifications.

How to:

View Enter the asset number, then press <Tab>. The assets financial details will now be displayed. The calculated values are automatically updated for today's date. You can view addition/diminution details by clicking on the appropriate button at the bottom of the screen.

Add Enter the Asset Number then press <Tab>. the asset purchase value (\$), purchase date and depreciation rate (%) will default to the screen. The start value and start date are the initial depreciation values from which depreciation is calculated.

For example

Purchase Value and Date may only be estimates \$50000, at 1/1/1994.
The current market value may be \$36500 as 10/9/00
Therefore the Start Value may be set as \$36500 and the Start Date 10/9/00.
This will ensure the asset depreciation is calculated from 10/9/00 and its start value for depreciation is \$36500.

Proceed through the screen entering in the relevant fields.

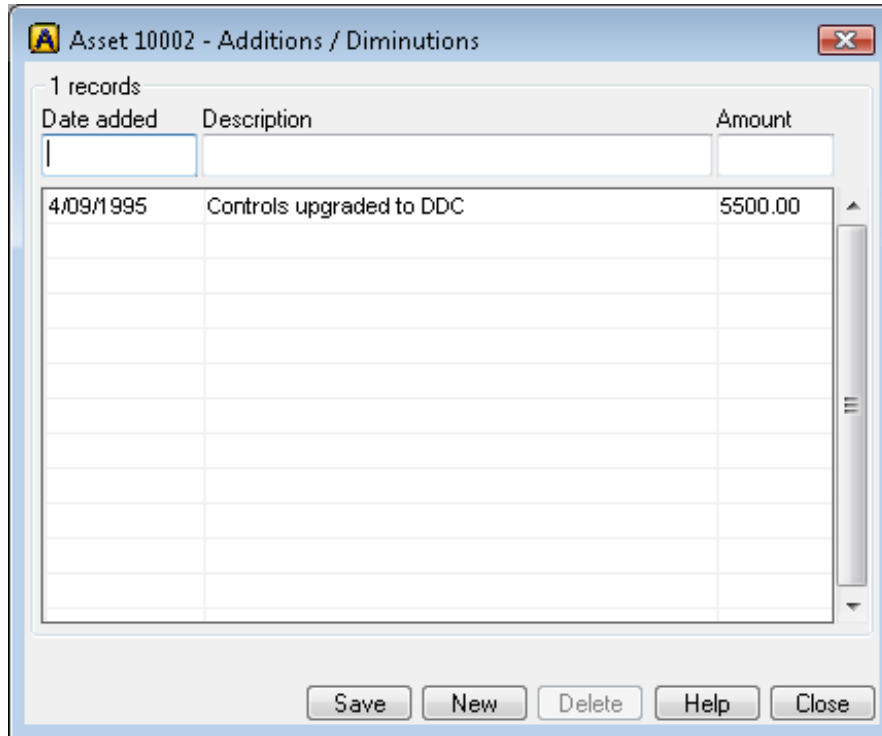
When you have completed entering the details, click on the Calculate button to update the calculated fields.

To add value to an asset press the Addition/ Diminution Details button.


When all details are entered click on the <Save> button in the *Instrument panel*.

Modify Enter the asset number, then press <Tab>. The asset depreciation will now be automatically calculated as of the current date. Modify any required values then click on the CALCULATE to update the depreciation information. When all details are entered click on the SAVE button in the *Instrument panel*.

Additions/Diminutions



Description of screen

This screen is opened from the Asset Financial Details screen by clicking the  button. The screen allows you to add or subtract values from an asset without altering the original purchase price or start value of the asset.

The value of the Addition/Diminution is depreciated at the same rate as the main asset and the depreciation is calculated from the date the Addition/Diminution was added.

| For Example | Date | Description | Amount (\$) |
|-------------|------------|---------------------------------|-------------|
| Addition | 12/11/1996 | Chiller Retrofit | 55,000 |
| Diminution | 01/02/1997 | Relocated excess capacity plant | -10,000 |

Fields

Date Added This is a mandatory field for the Date at which the Addition/Diminution begins its depreciation.

Description This is the description of the Addition/ Diminution.

Amount (\$) This is a mandatory field for the amount of the Addition/Diminution. This amount will be depreciated at the same depreciation rate as the main asset.

Note: Diminution amounts are to be represented as negative amounts eg. -\$4000.00.

How to:

View This screen can only be accessed via the Financial Details screen. Enter in the Asset Number in the Financial Details screen then press <Tab>, then click on the addition/diminution button to view the details.

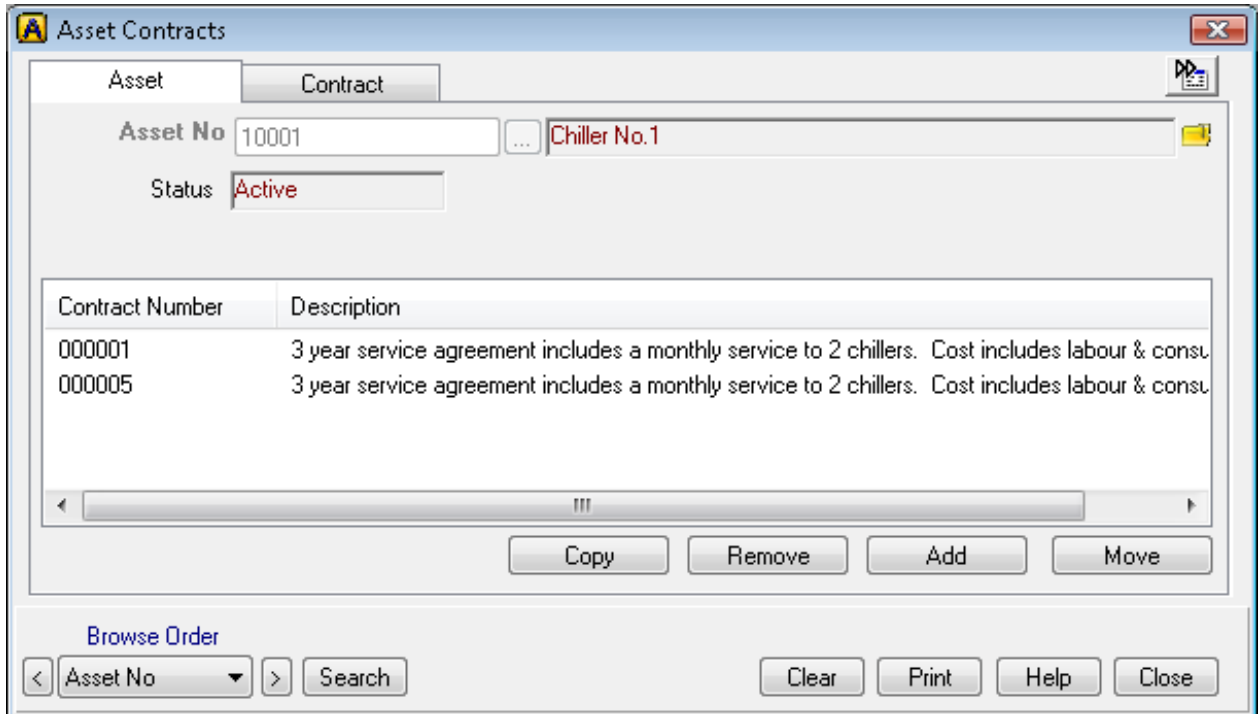
Add This screen can only be accessed via the Financial Details screen. Enter the Asset Number in the Financial Details screen then press <Tab>, then click on the addition/diminution button to view the details.

When complete click on the SAVE to update the changes and then click on close to return to the asset financial details screen.

Modify enter in the Asset Number in the Financial Details screen then press <Tab>, then click on the addition/diminution button to modify the details. Modify the relevant details in the panel then click on SAVE.

Note: When you return to the main Financial Details screen press the CALCULATE button to update the display fields calculated information.

Asset Contracts



Description of screen

This screen enables you to keep track over time of the various contracts for an asset over its life (typically maintenance contracts). Asset Contracts screen allows you to add new, view, move, remove, or renew asset/contract details. You can allocate:

- one or more assets to a contract, or
- one or more contracts to an asset.

For Example:

| | |
|--------------|-------------------------------------|
| Asset | Contracts |
| Boiler | Burner, Chemicals or Annual Survey. |

or


| | |
|---------------------|----------------------------------------------|
| Contract | Assets |
| Chiller Maintenance | Chiller No.1, Chiller No. 2 or Chiller No.3. |

Asset tab

This option allows you to add new contracts, or to view, modify, or remove existing contracts allocated to an asset.

Fields

Asset Number

This is a mandatory field for the asset number whose contracts you wish to view. If the Asset Number is not known, press the  button and search the Asset list.

Status (Display)

This is a display field for the current status of the selected asset.



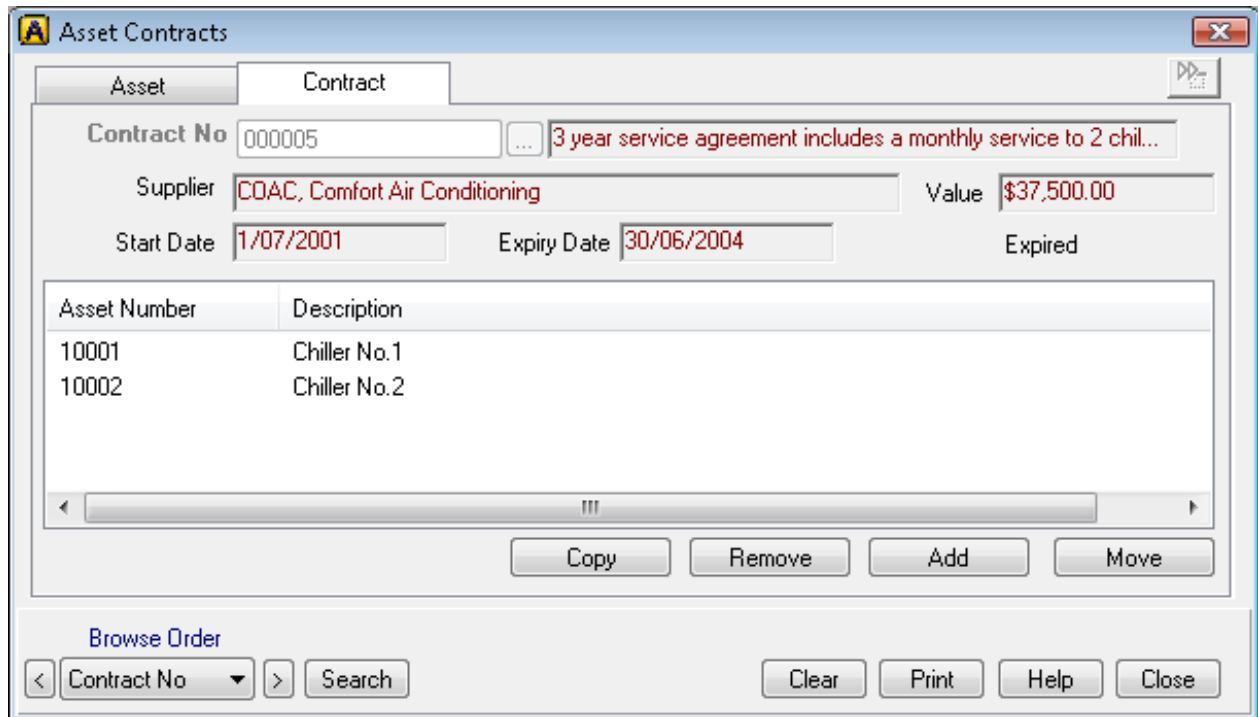
Button

This button allows you to reference screens related to the screen you are currently working in.

The related screen options are:

- Asset Details
- Asset history
- Asset tree
- Asset financials details
- Asset special information

Contract Tab




The screenshot shows the 'Asset Contracts' window with the 'Contract' tab selected. The 'Contract No.' field contains '000005' and a tooltip reads '3 year service agreement includes a monthly service to 2 chil...'. The 'Supplier' is 'COAC, Comfort Air Conditioning' with a 'Value' of '\$37,500.00'. The 'Start Date' is '1/07/2001' and the 'Expiry Date' is '30/06/2004', with an 'Expired' status. A table lists assets:

| Asset Number | Description |
|--------------|--------------|
| 10001 | Chiller No.1 |
| 10002 | Chiller No.2 |

Buttons at the bottom include 'Copy', 'Remove', 'Add', and 'Move'. A 'Browse Order' section has a 'Contract No.' dropdown and a 'Search' button. Other buttons include 'Clear', 'Print', 'Help', and 'Close'.

This option allows you to add new contracts, or to view, modify, or remove existing assets allocated to a contract.

Fields

Contract No. This is a mandatory field for the Asset Number whose contracts you wish to view. If the contract number is not known, press the  button and search the Contract list.

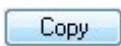
Note: *This field can only be accessed after pressing the Contract Tab.*


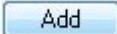
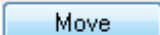

Supplier This is a display field indicating the Supplier of the contract.

Start Date This is a display field indicating the start date of the contract.

Expiry Date This is a display field indicating the expiry date of the contract.

Value This is a display field indicating the value of the contract.

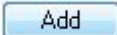

 **Button** This option allows you to copy or renew one or more assets/contracts to a new contract/asset, such as one contract expires and another is issued. The assets remain linked to the existing expired contracts for reporting purposes.



-  Button This option allows you to Remove an asset/contract from the list.
-  Button This option allows you to Add a new asset/contract to the list.
-  Button This option allows you to Move as asset/contract to another asset/contract.
-  Button This button allows you to reference screens related to the screen you are currently working in.

The related screen options are:

- Asset Details
- Asset history
- Asset tree
- Asset financials details
- Asset special information

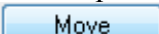
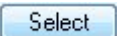
How to:

Add To add a contract to an asset select the asset tab, enter or select the asset number, then <Tab>, the asset details will be displayed. Now click on the  button. Enter or select the contract number to the *Add a Contract* screen, select the required contract, then click on  to add the details.

To add an asset to a contract select the contract tab, enter or select the contract number, then <Tab>, the existing contract will be displayed. Now click on the  button. Enter or select the asset number to the *Add a Contract* screen, select the required contract, then click on  to add the details.

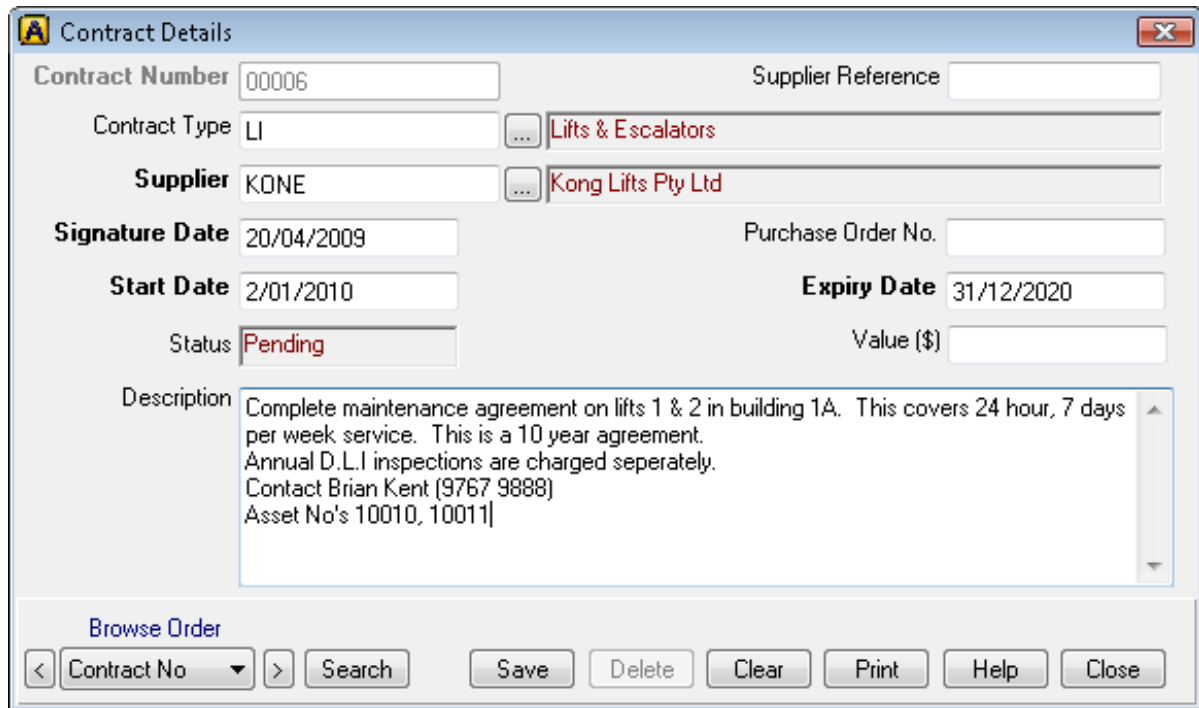
View Select the asset or contract tab depending on which details you wish to view.

Enter in either the asset or contract number whose details you wish to view, then <Tab>. The details will now be displayed in the listview.

Move View the required asset/contract. Select the asset/contract you wish to move, then click on the  button. Enter or select the asset/contract number into the *Value* field then click on the  button to save details.

Remove Select the asset/contract to be removed, then click on the  button.

Contract Details



Description of screen

The Contract Details screen is for adding new, or to view, modify or delete existing contract details. Once contract details have been entered they can be allocated to one or more assets via the asset contracts screen.


Each contract can be allocated to a contract type for reporting purposes.


Fields

Contract Number This is a mandatory field for the contract number. This number is used by BEIMS and IS NOT necessarily the contract number from the supplier. A number can be system generated if desired by pressing <Tab> with the field blank.

Supplier Reference This is an optional field for the supplier's reference number for the contract eg. the contract number used by the supplier, or their documentation.

Contract Type This is an optional field for the Contract Type. Contract types categorise contracts into groups eg. Fire Services, Office Equipment, Plant Equipment or Motor Vehicles.

These are set up in the Contract Type screen, click on the  button to search for a Contract Type.

Supplier This is a mandatory field for the Supplier Code for the supplier of the contract. Supplier Codes are set up in the Supplier Codes screen, click on the  button to search for a Supplier Code.

Signature Date This is a mandatory field for the date the contract was signed, this will default to the current date however it can be altered if required.

Note: This field can only be seen after pressing the Contract button.

Purchase Order No. This is an optional field for the entry of your Purchase Order Number for the contract.

Start Date This is a mandatory field for the Start Date of the contract, this will default to the current date however it can be altered if required.

Expiry Date This is a mandatory field for the Expiry Date of the contract. If the contract is an agreement which doesn't have an expiry date and is a continuous agreement paid upon each service, then you must assign a date and calculate the approximate value of the agreement over this period.

| <i>For Example:</i> | <i>Agreement Value</i> |
|-------------------------------------|---------------------------------------------------------------------|
| Quarterly service at \$500/service. | The value will now be \$2000 for 12 months or \$4000 for 24 months. |

If for example this is an open-ended agreement and you wish to review the contract after two years, set the Expiry Date to two years from the Start Date and calculate the value accordingly.

Note: at the expiry date of the contract you may either modify the expiry date and re-calculate the value for the new total period, or add a new contract for the next period (eg. 12 or 24 months etc...)

Status This is a display field only for the current Status of the contract, either Current or Expired.

Value(\$) This is an optional field, to enter the value of the Contract.


Description This is a free text area of unlimited size for the Description of the contract. You can copy text to this area via the windows clipboard or from other applications.

Note: This is for TEXT only. Line drawing, Symbols, Tables and Text Formatting from other applications are not copied over to this screen.

How to:

View

First enter in the Contract Number, then press <Tab>. The contract details will now be displayed. Scroll up or down to see the full description.

To browse existing contracts use the browse  buttons, you can select different browse orders depending on those available in the list provided. If you wish to search for a particular contract then click on the SEARCH button in the *Instrument panel*.

Add

First enter in the Contract Number, then press <Tab>.

Note: If you wish to automatically allocate the next contract number, press <Tab> with the contract field blank.

Enter in the rest of the details, then click on SAVE.

Note: The mandatory fields are in BOLD text. Ensure when renewing or adding an existing expired contract that you update the details in the Asset Contracts screen are updated, if assets have been allocated to a contract or vice-versa.

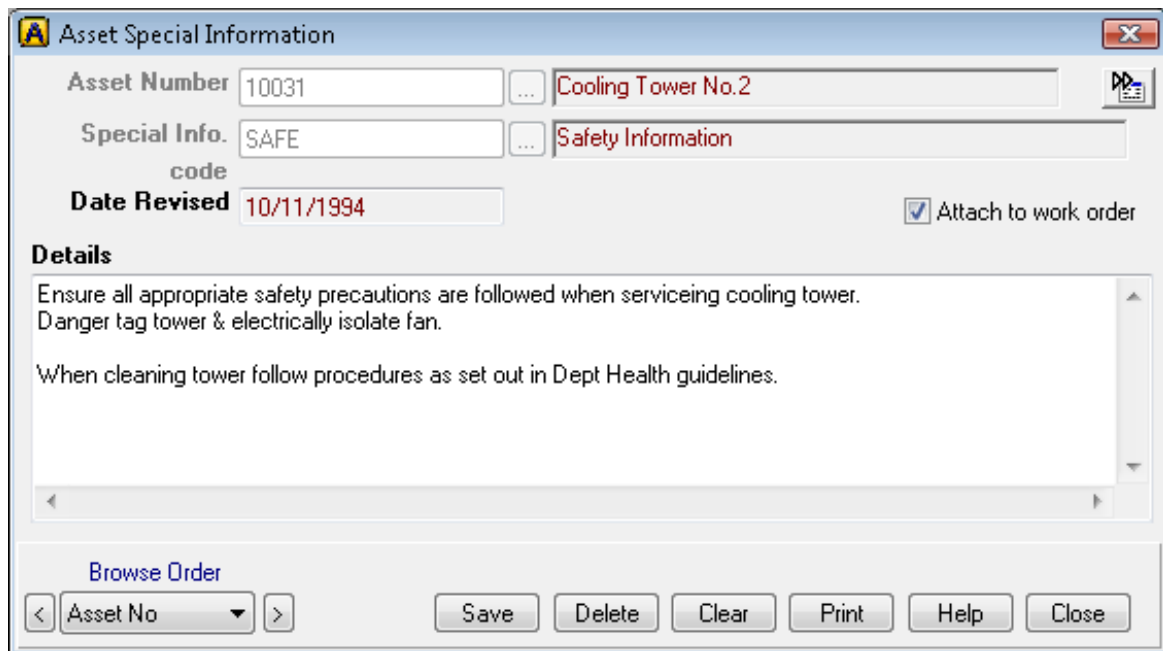
Modify

To modify an existing contracts details, enter in the Contract Number, then press <Tab>. Modify the details as required then click on SAVE.

Note: To continue (renew) a contract once the Expiry Date is reached we advise you to begin a new contract rather than alter the Expiry Date.

Delete To delete an existing contract, enter in the Contract Number, then press <Tab>. Check the details to ensure this is the correct contract then click on DELETE.

Asset Special Information




Description of screen

The Asset Special Information screen is for Adding, Enquiring and/or Modifying special information details. This screen may be used to allocate information against an asset whereby:

- The information may not suit one of the fields in the asset screen (or additional details).
- Is too big to fit on the asset screen (including additional details).
- The information is to be reported on (i.e. list all assets with "SAFETY" information, etc..).

You may link information to a work order hence when the work slip is printed the asset special information will append to the end of the Extra Text.

Fields

Asset Number This is a mandatory field for the Asset Number. Enter in the Asset Number or search for an asset by clicking on the  button.

Special Info. Code This field is a mandatory field for the Special Information Codes. Enter the code or select from the list.

Date Revised This is a display field with, either the date the asset information was created or the last modification date.

Attach to work order (Tickbox) This allows users to attach asset special information details to work order.

Details (Memo) This is a mandatory free text area of unlimited size to enter the Special Information required. You can copy text to this area from the windows clipboard or from other applications.

Note: *This is for TEXT only. Line drawing, Symbols, <Tab>les and Text Formatting from other applications are not copied over to this screen.*

How to:

View Enter in the Asset Number, then press <Tab>. Select the Special Information Code from the list then press <Tab>. The Asset Special Information Details will now be displayed.

Add Enter in the Asset Number, then press <Tab>. Enter in the Special Information Code then press <Tab>.

Note: *the mandatory fields are in BOLD text.*

Enter in the details of the assets information, then click on SAVE in the *Instrument panel*.

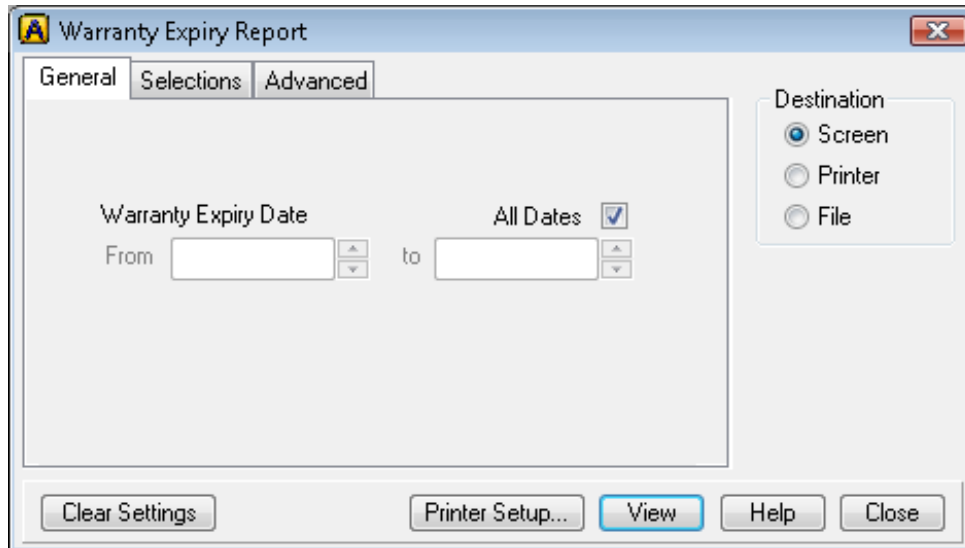
Modify To modify existing asset information, enter in the Asset Number, press <Tab>, then select the appropriate Special Information Codes.

Attach to Work Order

Click on the Attach to Work Order tickbox to attach special information to work orders. Any work order with this Asset Number, will then list the asset special information on the work order docket.

REPORTS

Warranty Expiry Report



Description of Report

This report lists all assets whose warranty expires during the date range specified or all dates. The General selection is Warranty Expiry Date with date fields for 'From' and 'To' ranges.

Each line displayed on the report will show Warranty Expiry details which include: Asset No., Description, Asset Category, Purchase Date, Warranty Period, Building, Department, Floor and Room.

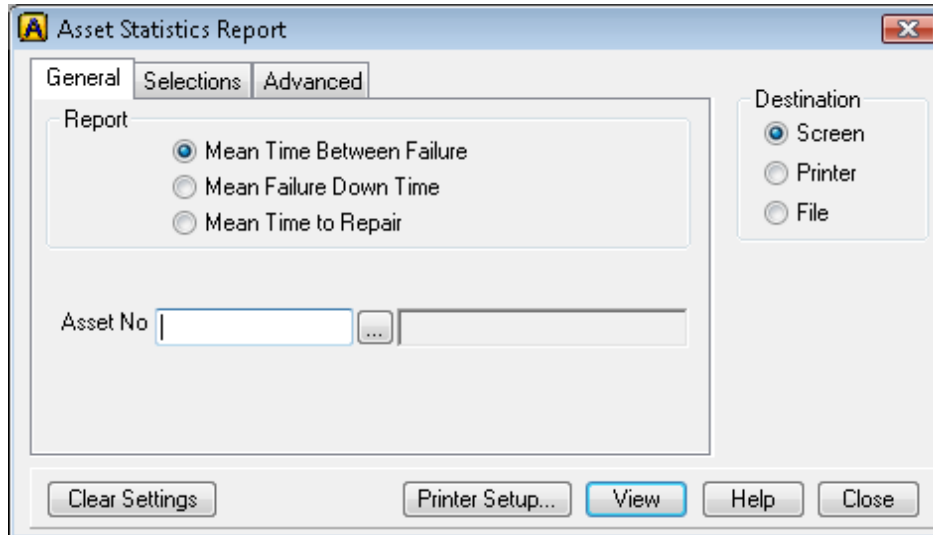
There are three report destinations:

- To the screen select the Screen button then click on VIEW.
- To the printer select the Printer button and click on PRINT.
- To the file select File button and click on EXPORT

The report Selections Tab options that can be added:

- Asset Category
- Department
- Finance Group

Asset Statistic Report



Description of Report

There are three asset statistic reports which may be run, they are:

Mean Time Between Failure (MTBF)

This is the average number of days between each failure for an asset ie. number of days between each Date Requested for the last and next work order for an asset. This can be used to help predict when the next failure may occur.

Mean Failure Down Time (MFDT)

This is the average number of days that the asset has been out of service for ie. number of days between the Date Requested and the Completion Date for a work order.

Mean Time To Repair (MTTR)

This is the average time in hours to repair the asset ie. the actual time taken to repair as indicated by the tradesperson time sheets. The time is taken from the time sheets entered for the job.

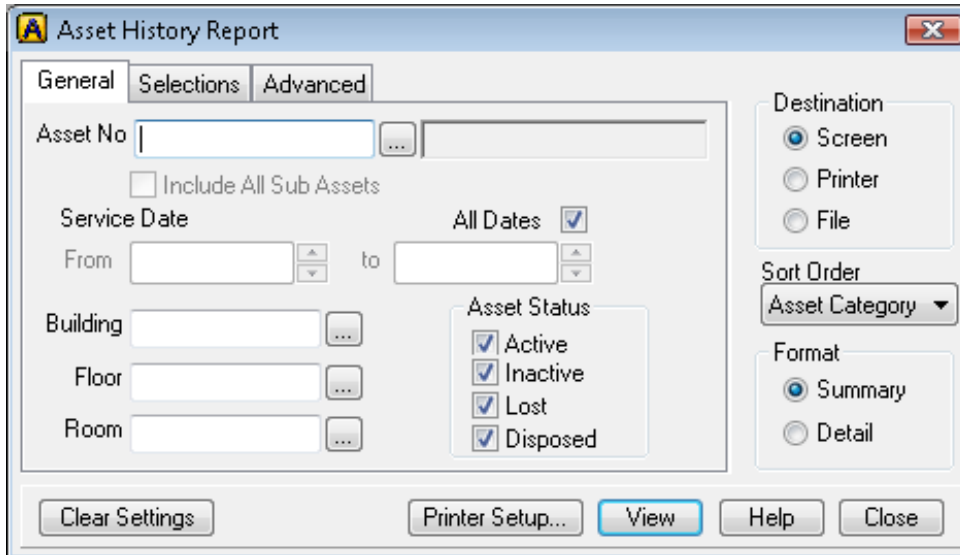
Note: For MFDT, MTBF & MTTR statistical calculations, the Asset Number needs to be on the work order.

Each line displayed on the report will show Asset Statistic Details which include: Asset No, Description, Work Order No, Job Type, Date requested/Completed, Number of Days.

The report Selections Tab options that can be added:

- Job type code
- Job Sub Type
- Domain
- Domain Group

Asset History Report



Description of screen

The Asset History Report allows you to run various reports on history details. The General selections of this report are Asset No, Service Date, Building, Floor and Room. It allows you select the Asset Status via tickboxes.

Each line displayed on the report will show Asset History Details which include: History Type, Work Order Number, Service Date and Description.

There are three report destinations:

- To the screen select the Screen button then click on VIEW.
- To the printer select the Printer button and click on PRINT.
- To the file select File button and click on EXPORT

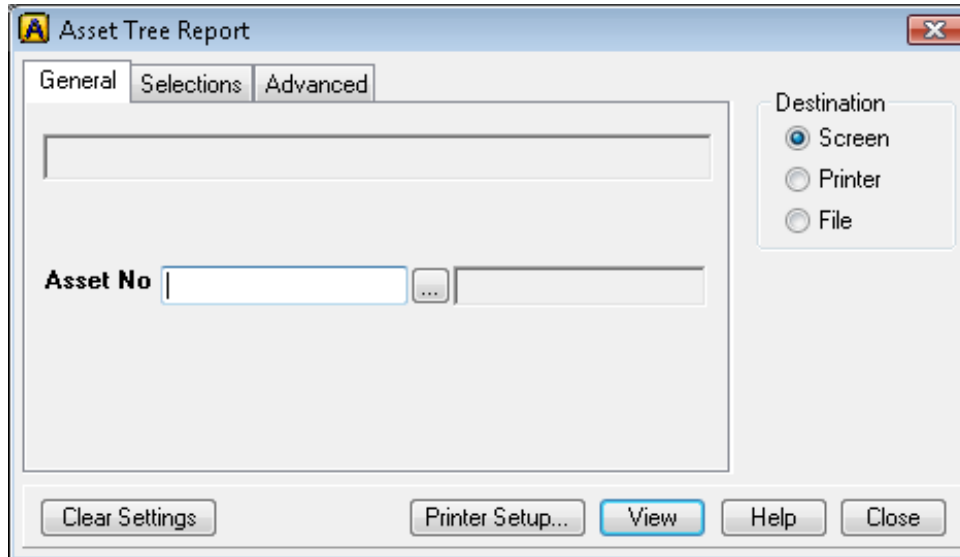
The report Sort Order Options:

- Asset Category
- Asset No.
- Building
- Owning Cost Centre
- Department
- Finance Group
- Domain
- Domain Group

The report Selections Tab options that can be added:

- Asset Category
- Asset History Type
- Asset No.
- Department
- Division
- Finance Group
- Owning Cost Centre
- Site
- Domain
- Domain Group

Asset Tree Report



Description of Report

This report lists the components in the tree that belong to the selected Super Asset Number.

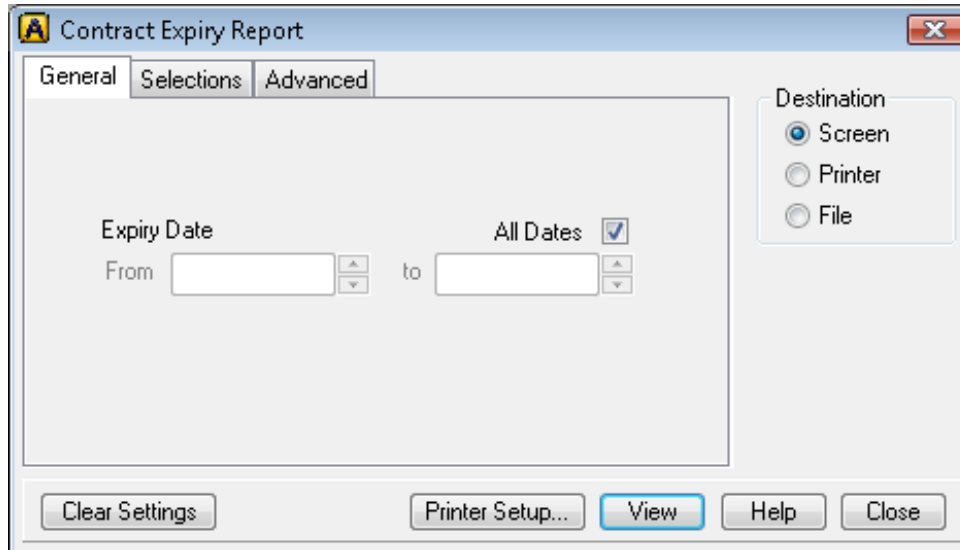
Each line displayed on the report will show Asset Tree details which include: Asset No, Description, Asset Category, Building, Room, Floor, Department, Owning Cost Centre, Purchase Date, Purchase Date, Purchase Value and Status.

Note :- When you select an Asset No. the display field at the top of the General Tab will tell you if the asset has any sub-assets.

There are three report destinations:

- To the screen select the Screen button then click on VIEW.
- To the printer select the Printer button and click on PRINT.
- To the file select File button and click on EXPORT

Contract Expiry Report



Description of Report

This report lists all contracts which have expired during the specified date range. If no date range is specified then the report will list all expired (non-current) contracts in Contract Number order.

Each line displayed on the report will show Contract Details which include: Contract No, Supplier, Expiry Date, Value and Status.

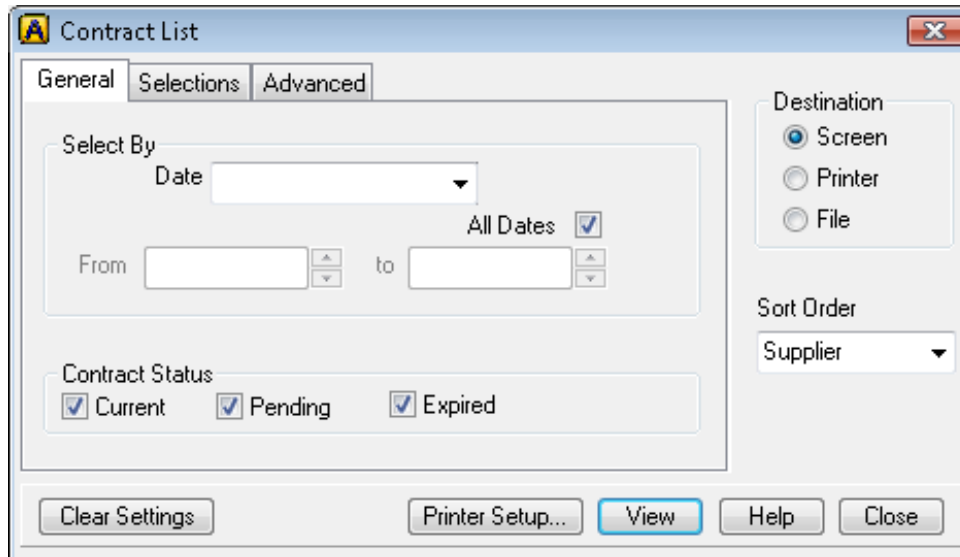
There are three report destinations:

- To the screen select the Screen button then click on VIEW.
- To the printer select the Printer button and click on PRINT.
- To the file select File button and click on EXPORT

The report Selections tab options that can be added:

- Contract Type
- Supplier Code

Contract List Report



Description of Report

This report lists details for the Contract Number specified. If no Contract Number is specified then it will list all contracts in Contract Number order. The General selections of this report are History Report, Contact Details, Asset No., and Expiry Date.

Each line displayed on the report will show Contract details which include: Contract No, Contract Type, Supplier, Supplier Reference, Signature Date, Purchase Order No, Start Date, Expire Date, Value and Contract Status.

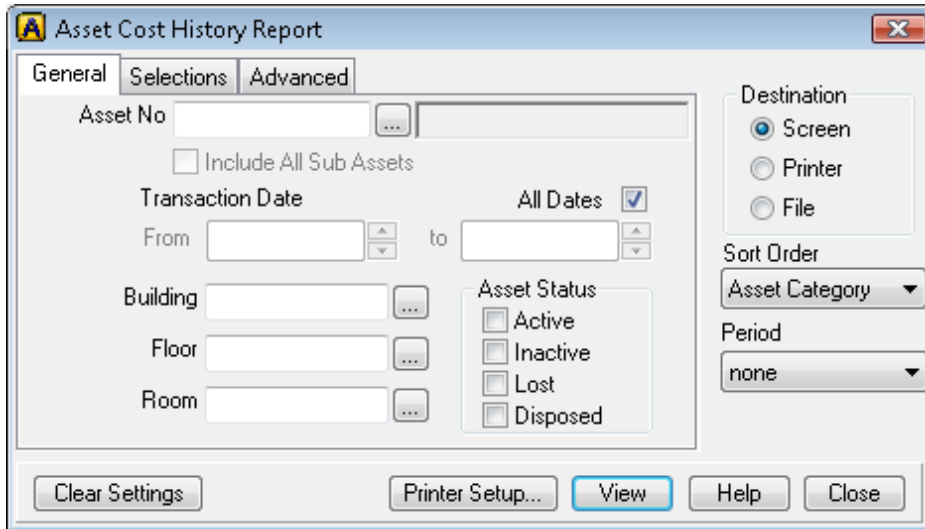
There are three report destinations:

- To the screen select the Screen button then click on VIEW.
- To the printer select the Printer button and click on PRINT.
- To the file select File button and click on EXPORT

The report Selections Tab options that can be added:

- Contract Type
- Supplier Code

Asset Cost History Report



Description of screen

This screen allows you to run a report listing various asset cost details based on a date range. The General selections include Asset No., Service Date, Building, Floor, and Room. It allows you select the Asset Status via tickboxes.

Each line displayed on the report will show Cost History Details which include: Work Order Number, Cost Date, Asset No, Job Type, Repair Costs (Purchase, Stores, Invoice, Labour, Total), Planned Maintenance Costs (Purchase, Stores, Invoice, Labour, Total).

There are three report destinations:

- To the screen select the Screen button then click on VIEW.
- To the printer select the Printer button and click on PRINT.
- To the file select File button and click on EXPORT

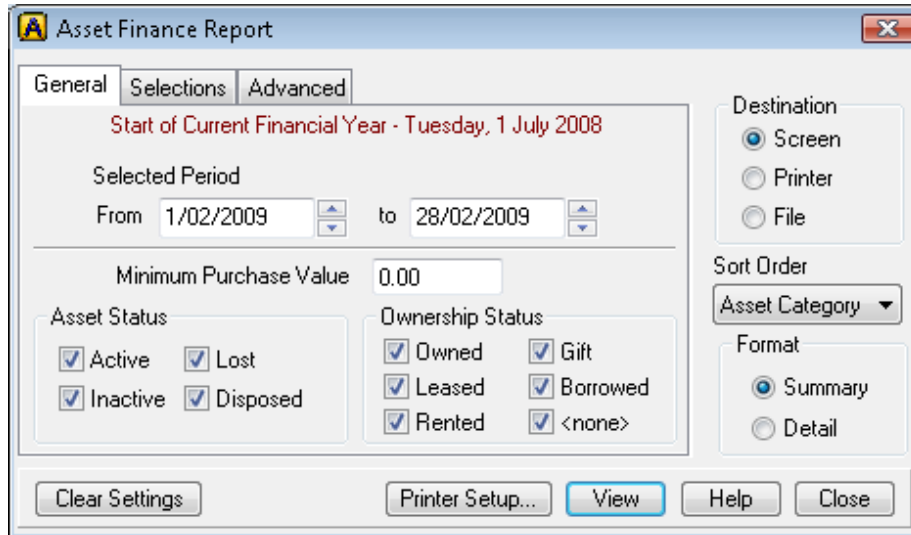
The report Sort Order Options:

- Asset Category
- Asset No.
- Building
- Owning Cost Centre
- Department
- Finance Group

The report Selections Tab options that can be added:

- Asset Category
- Asset History Type
- Asset No.
- Department
- Division
- Finance Group
- Owning Cost Centre
- Site
- Domain
- Domain Group

Asset Finance Report



Description of Report

The Asset Finance Report allows you to run various reports on assets which have financial details. This report can set a Selected Period and Minimum Purchase Value for Asset Finance Report. It allows you to select the Asset Status and Ownership Status via tickboxes.

Each line displayed on the report will show Asset Finance Details which include: Purchase Value, Purchase Date, Depreciation Rate, Depreciation Method, Start Value, Start Date, Addition/Diminution Total, Opening WDV, Addition/Diminution YTD, YTD Selected, YTD, Period and Total WDV.

Select the required Sort Order from the list provided. This will define which order the information will be sorted ie. a new page will be started for each different group. There will be one line per asset per group selected.

There are three report destinations:

- To the screen select the Screen button then click on VIEW.
- To the printer select the Printer button and click on PRINT.
- To the file select File button and click on EXPORT

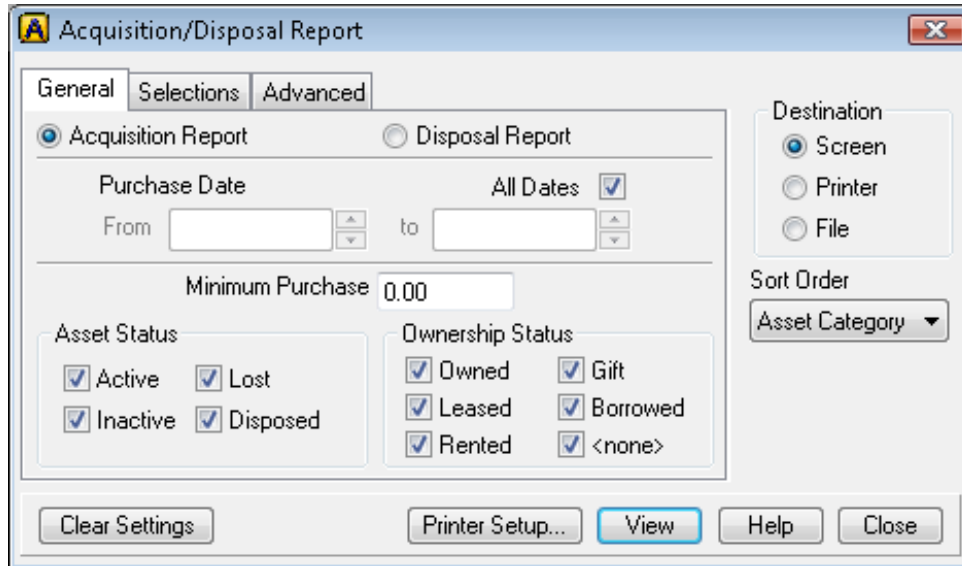
The report Sort Order Options:

- Asset Category
- Building
- Department
- Division
- Finance Group
- Purchasing CC

The report Selections Tab options that can be added:

- Asset Category
- Asset No.
- Building
- Department
- Depreciating CC
- Division
- Finance Group
- Domain
- Domain Group

Acquisition and Disposal Report



Description of Report

The Acquisition/Disposal Report allows you to run either an Acquisition Report via purchase date or a Disposal Report via disposal date. This report can set a Purchase Date and Minimum Purchase value for Acquisition/Disposal. It allows you select the Asset Status and Ownership Status via tickboxes.

Each line displayed on the report will show Acquisition/Disposal Details which include: Asset No, Description, Purchase Cost Centre, Building, Floor, Start Date, Start Value, Purchase Date and Purchase Value.

Select the required Sort Order from the list provided. This will define which order the information will be sorted ie. a new page will be started for each different group. There will be one line per asset per group selected.

There are three report destinations:

- To the screen select the Screen button then click on VIEW.
- To the printer select the Printer button and click on PRINT.
- To the file select File button and click on EXPORT.

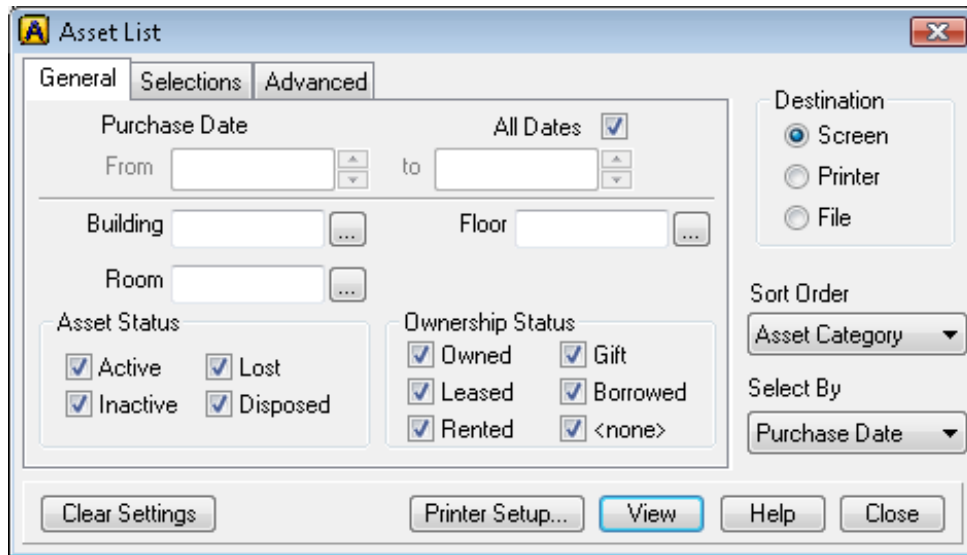
The report Sort Order Options:

-
- Asset Category
- Building
- Department
- Division
- Finance Group
- Purchasing CC

The report Selections Tab options that can be added:

- Asset Category
- Asset No.
- Building
- Department
- Purchase CC
- Division
- Finance Group
- Domain
- Domain Group

Asset List Report



Description of Report

The Asset List Report allows you to run a report listing various asset details based on the selections made. The General selections of this report are Purchase Date, Building, Floor and Room. It allows you to select the Asset Status and Ownership Status via tickboxes.

Each line displayed on the report will show Asset details which include: Asset No, Description, Asset Category, Building, Room, Floor, Department, Owning Cost Centre, Purchase Date, Purchase Value and Status.

Select the required Sort Order from the list provided. This will define which order the information will be sorted ie. a new page will be started for each different group. There will be one line per asset per group selected.

There are three report destinations:

- To the screen select the Screen button then click on VIEW.
- To the printer select the Printer button and click on PRINT.
- To the file select File button and click on EXPORT

The report Sort Order Options:

- Asset Category
- Building
- Department
- Division
- Finance Group
- Purchasing CC
- Domain
- Domain Group

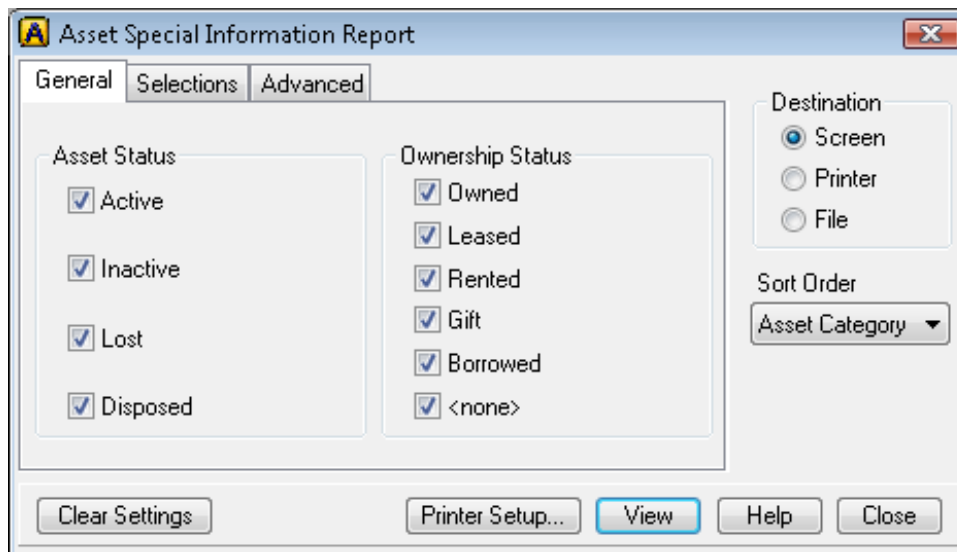
The report Selections Tab options that can be added:

- Asset Category
- Asset No.
- Building
- Department
- Purchase CC
- Division
- Finance Group
- Domain
- Domain Group

The Report Selected By Options:

- Purchase Date
- Installation Date

Asset Special Information Report



Description of screen

The Asset Special Information Reports screen allows you to run various reports on assets which have asset special information. It allows you select the Asset Status and Ownership Status via tickboxes.

Each line displayed on the report will show Asset Special Information Details which include: Asset Number, Date Revised, Details and Special Information Code.

Select the required Sort Order from the list provided. This will define which order the information will be sorted ie. a new page will be started for each different group. There will be one line per asset per group selected.

There are three report destinations:

- To the screen select the Screen button then click on VIEW.
- To the printer select the Printer button and click on PRINT.
- To the file select File button and click on EXPORT

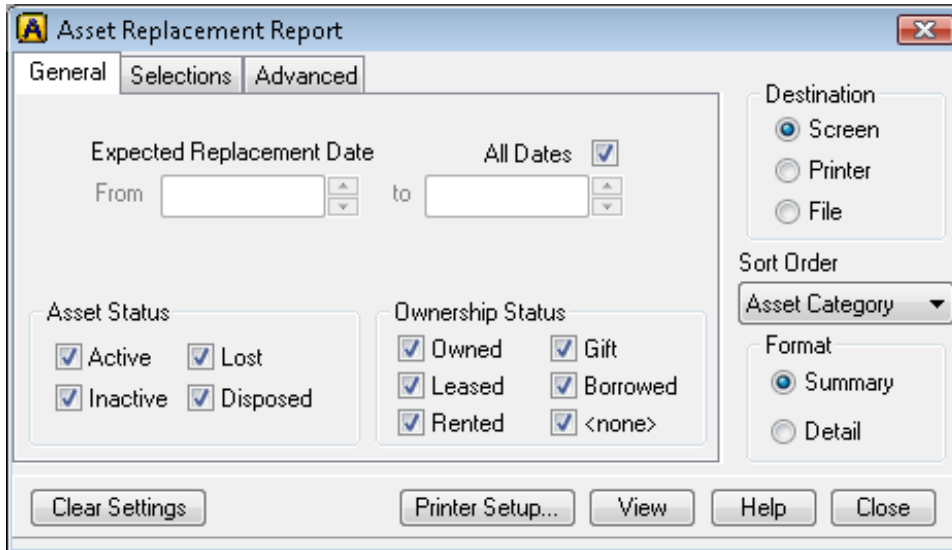
The report Sort Order Options:

- Asset Category
- Asset No.
- Building
- Department
- Special Information Code

The report Selections Tab options that can be added:

- Asset Category
- Asset No.
- Building
- Department
- Division
- Finance Group
- Special Information Code
- Site
- Domain
- Domain Group

Asset Replacement Report



Description of screen

This screen allows you to run a report listing various asset replacement details based on the selections made. The General selections include Asset Status and Ownership Status which can be selected via tickboxes. Asset details are displayed in Summary or Detailed Format.

Each line displayed on the report will show Asset Replacement Details which include: Asset No., Description, Replacement/Valuation Date/Value, Estimated/Fin.Life years/Replacement date, Disposal Date, Start/Date/Value.

There are three report destinations:

- To the screen select the Screen button then click on VIEW.
- To the printer select the Printer button and click on PRINT.
- To the file select File button and click on EXPORT

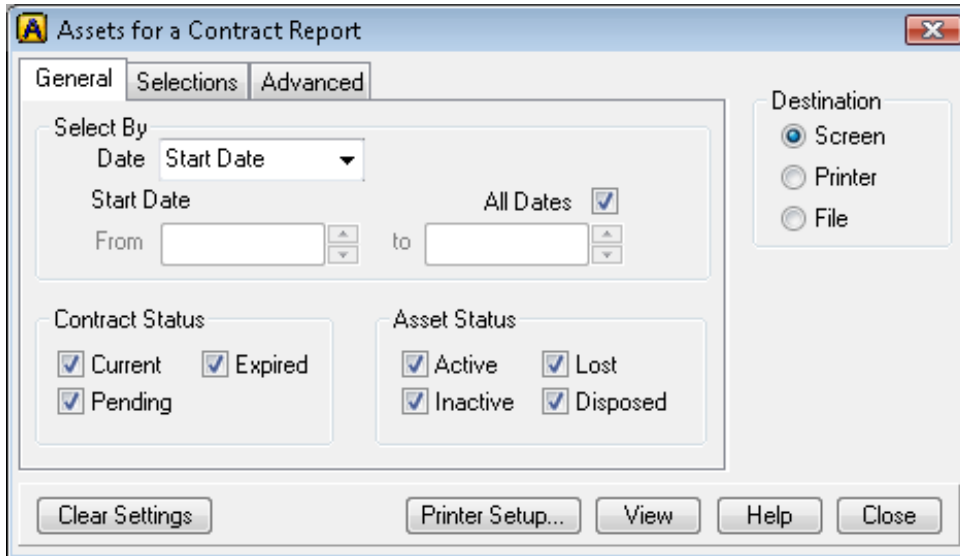
The report Sort Order Options:

- Asset Category
- Asset
- Building
- Owning CC
- Purchasing CC
- Depreciating CC
- Department
- Division
- Finance Group
- Domain
- Domain Group

The report Selections Tab options that can be added:

- Asset Category
- Asset
- Building
- Owning CC
- Purchasing CC
- Depreciating CC
- Department
- Division
- Finance Group
- Supplier
- Domain
- Domain Group

Assets for a Contract Report



Description of Report

This screen allows you to run a report listing various Contracts and the assets assigned to these Contracts. The General selections include Contract Status and Asset Status, which can be selected via tickboxes.

Each line displayed on the report will show Assets for a Contract details which include: Contract No., Supplier, Contract Type/Description, Signature Date, Start Date, Expiry Date, Contract Status and Value.

There are three report destinations:

- To the screen select the Screen button then click on VIEW.
- To the printer select the Printer button and click on PRINT.
- To the file select File button and click on EXPORT

The report Select By date range options:

- Start Date
- Expiry Date
- Signature Date

The report Selections Tab options:

- Contract Number

Contracts for an Asset Report

The screenshot shows a software dialog box titled "Contracts for an Asset Report". It features three tabs: "General", "Selections", and "Advanced". The "General" tab is selected. The dialog is divided into several sections:

- Select By:** A dropdown menu is set to "Date: Start Date". Below it are "Start Date" and "All Dates" checkboxes, and "From" and "to" date pickers.
- Contract Status:** Four checkboxes are checked: "Current", "Expired", "Pending", and "Active".
- Asset Status:** Four checkboxes are checked: "Active", "Lost", "Inactive", and "Disposed".
- Destination:** Three radio buttons are present: "Screen" (selected), "Printer", and "File".
- Buttons:** At the bottom, there are buttons for "Clear Settings", "Printer Setup...", "View", "Help", and "Close".

Description of Report

This screen allows you to run a report listing various Assets and the Contracts assigned to these Assets. The General selections include Contract Status and Asset Status, which can be selected via tickboxes.

Each line displayed on the report will show Contracts for an Asset details which include: Asset Number, Asset Description, Asset Category, Purchase Date, Purchase Value, Installed Date, Warranty (mth), Asset Status.

There are three report destinations:

- To the screen select the Screen button then click on VIEW.
- To the printer select the Printer button and click on PRINT.
- To the file select File button and click on EXPORT

The report Select By date range options:

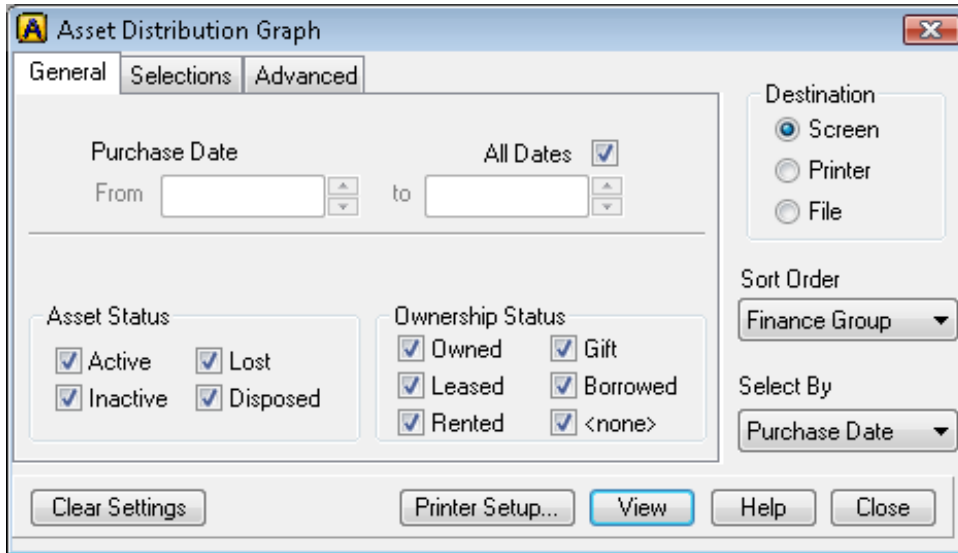
- Start Date
- Expiry Date
- Signature Date

The report Selections Tab options;

- Asset Number

GRAPHS

Asset Distribution Graph



Description of Graph

This graph displays asset distribution during the date range specified or all dates. The General selections include Asset Status, Ownership Status selections it allows you select the Asset Status via tickboxes. Asset details are selected by purchase date or installation date. The graph will show quality of assets sorted by your selection, followed by detail on the assets.

There are three report destinations:

- To the screen select the Screen button then click on VIEW.
- To the printer select the Printer button and click on PRINT.
- To the file select File button and click on EXPORT

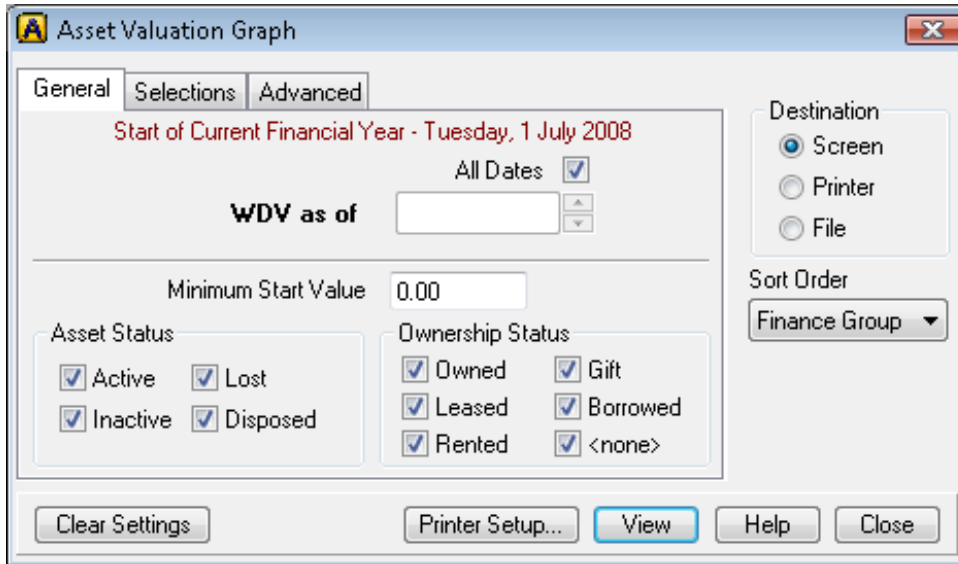
The graph Sort Order Options:

- Asset Category
- Building
- Owning CC
- Purchasing CC
- Depreciating CC
- Department
- Division
- Finance Group
- Domain
- Domain Group

The graph Selections Tab options that can be added:

- Asset Category
- Asset
- Building
- Owning CC
- Purchasing CC
- Depreciating CC
- Department
- Division
- Site Code
- Domain
- Domain Group

Asset Valuation Graph



Description of Graph

This graph displays asset Valuation during the financial year, all dates or WDV as of Date. The General selections include Asset Status, Ownership Status selections it allows you select the Asset Status via tickboxes. Asset details can be selected from a minimum start value.

There are three report destinations:

- To the screen select the Screen button then click on VIEW.
- To the printer select the Printer button and click on PRINT.
- To the file select File button and click on EXPORT

The report Sort Order Options:


- Asset Category
- Building
- Owning CC
- Purchasing CC
- Depreciating CC
- Department
- Division
- Finance Group
- Domain
- Domain Group

The report Selections Tab options that can be added:

- Asset Category
- Asset
- Building
- Owning CC
- Purchasing CC
- Depreciating CC
- Department
- Division
- Site Code
- Domain
- Domain Group



TO RUN THE REPORTS AND GRAPHS:

The report/graph options include View - print to the screen, Print - print to the printer and File - print to a nominated file.

1. Click on the View button to run the report to the screen. The report/graph is presented using the selection criteria made.
2. Use the Scroll Bars to view the entire page, adjust the page size by clicking on the Magnification Factor button at the top centre of the screen.
3. If the format is O.K, you can print a hard copy of the report/graph, by clicking on the  button.

Note: *As the report/graph has already run it should start printing straight away providing the printer is ready (On-Line). This can also depend on your printer/network settings.*

It is possible to export the report/graph using the  button.

4. Click on the  button in the top right corner of the screen to close the printed report.
5. Now, click on the  button to close the *Report/graph* screen.