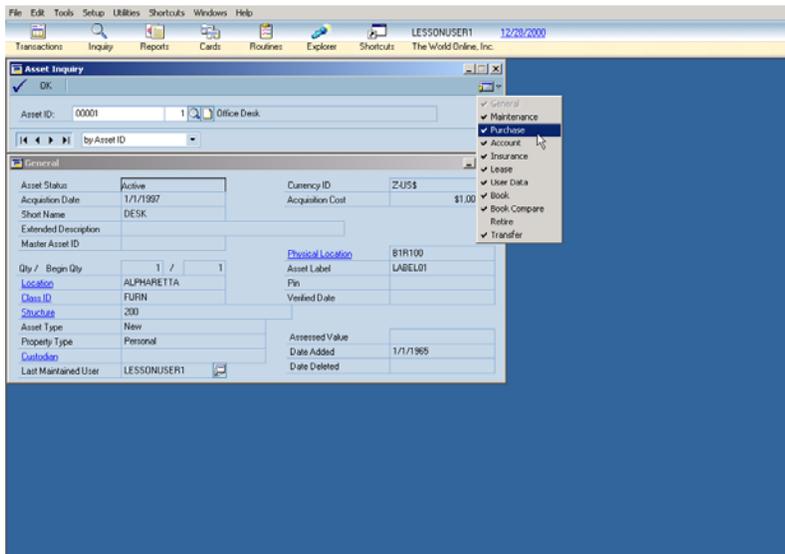


# Fixed Asset Management

MICROSOFT® BUSINESS SOLUTIONS—GREAT PLAINS®

**Fixed Asset Management helps you gain insight to make better decisions and put assets to the best use within your organisation by enabling you to quickly and accurately record, track, depreciate and analyse your company's assets.**

With an intuitive graphical user interface, you'll find Fixed Asset Management easy to use-yet it's packed with the features you need to handle complex asset management requirements.



Fixed Asset Management puts asset information at your fingertips. With the convenient 'go to' button, you can access maintenance, purchase, insurance, lease, book and other critical information at any time.

Easy setup of classes, or groups of assets, provides superior control over asset maintenance and depreciation. You can create an unlimited number of books for each company including corporate, federal tax, alternative minimum tax and more. After creating assets, you can review and analyse associated financial information at any point in the asset lifecycle.

## Set up assets easily

Create and manage books of assets with ease using powerful setup capabilities, including Account Groups, Classes and Books.

**Account Groups:** Enter account information to be used throughout Fixed Asset Management to create Financial Detail records. Lookup buttons provide the same easy access to data found elsewhere in the system, eliminating the need to memorise lists of accounts.

**Classes:** When an asset is assigned to a class that has a default account group, the account numbers in that group default into the Asset Account window when adding the asset, saving time during data entry.

**Books:** Create the books you need for fixed assets reporting. The system handles an unlimited number of books for each company so there's plenty of flexibility.

**Book Classes:** Define the depreciation characteristics of each book for each class of assets. Information set up in a Book Class defaults into Asset Book records when adding an asset. These defaults speed data entry as well as ensure the accuracy and consistency of the data.

**Company Setup:** Add up to 15 user-defined fields to track any industry-specific information. You can choose to 'hide' or display these user-defined fields. You can also choose to set up valid values for each user-defined field, and then select from these when adding an asset. Drop down boxes display formatting information so that you can select the proper format for each field—text, dollars, date, phone numbers and more.

**Adding Assets:** With the Fixed Asset Adapter for Integration Manager, asset information can easily be pulled into Microsoft Business Solution Financials from other systems, eliminating double data-entry.

### Putting Information to Work

Once you've set up your fixed asset requirements, you can capture the necessary asset data while adding or changing an asset. During transaction entry, many powerful functions are available to you to help you manage assets.

**Mass Change:** Perform the same change, like depreciation method to multiple assets.

**Retire:** Record the sale or disposal of an asset. You can perform full, partial or mass retirements. If you want to use an asset that was retired, you can reactivate the retired asset.

**Transfer:** Move an asset from one account, physical location or structure to another. Perform full, partial or mass transfers.

### Depreciating Assets

Fixed Asset Management handles depreciation methods, averaging conventions and switchovers required for tax filings, plus other tax requirement options such as luxury auto limitations. You can depreciate all assets in one or more books, a specified group of assets or one book for a single asset.

**Depreciation Methods:** Use any of 16 depreciation methods that provide the flexibility you need. Depreciation for an asset may be backed out, recalculated or additional depreciation may be taken.

**Depreciation Projections:** Project your depreciation expenses to gain insight during the budgeting process.

**Depreciation Methods Include:**

- Straight line
- Straight line constant
- No depreciation
- Sum of years digits
- Remaining life
- Amortization
- Declining balance
- 125% declining balance
- 150% declining balance
- 175% declining balance
- 200% declining balance
- Applicable methods required for ACRS and MACRS

**Averaging Conventions Include:**

- Half year
- Modified half year
- Mid month (1st)
- Mid month (15th)
- Next month
- Mid quarter
- None
- Full month
- Full year
- Full year all year
- Next year
- Full period
- Next period

**Access Information and Put it To Use**

**Inquiry and Reports:** On-screen information on asset account, lease, insurance, user data and more is available at the click of a button. You can also review asset and financial information at any point in an asset's life through Inquiry windows and print the information. Or, use the Smartlist tool to access details on fixed assets and fixed asset books directly from the main Smartlist window.

**Get More Information:** Most fields feature 'expansion' buttons which offer more information about a particular asset within one window.

**Drill-downs:** Inquiry drill-downs are available for transactions from General Ledger through Fixed Assets and back to the originating purchase transaction in either Purchase Order Processing or Payables Management.

**Comparison Inquiries:** Use comparison inquiries to compare an asset's dollar value between different books.

**Reporting Flexibility:** Fixed Asset Management's standard reports include: Additions, Retirements, Projections, Depreciation Ledgers, Comparison Reports, Asset Basis, Year-to-Date Activity, Inventory List, Detail Activity, Transfer, Property Ledger and Mid-Quarter Applicability. Use any of these standard reports or create your own custom reports with Report Writer or Crystal Reports. You can also create reports using queries created in the SmartList tool.

**Other Key Features:**

**Integration:** Asset purchase information from Purchase Order Processing and Payables Management will update Fixed Asset Management. You can even assign multiple purchasing transactions to the same fixed asset. Furthermore, Fixed Asset Management activity including acquisitions, changes, transfers, depreciation and retirement/disposal updates the

General Ledger. And, the custodian field in Fixed Asset Management is linked to the employee file in Human Resources, so you can assign an employee as a custodian directly from the employee list.

**Multicurrency:** Fixed Asset Management allows entry of a currency other than the company's functional currency for asset acquisitions and disposals including the euro.

**Track Asset Information:** You can track comprehensive information about your assets that is specific to your business by defining 15 user-defined fields in the company setup window. You can also track assets in multiple quantities or by an asset component like master ID number or asset suffix.

**Property Management:** The Physical Inventory feature provides reconciliation of an asset's actual physical location (as inventoried by a bar code reader) to the recorded physical location. Location IDs provide the information needed for Property Tax reporting. Also manage asset movement, repair and maintenance, leased assets and hazard insurance.

**Flexible Year End Processing:** Year-end processing can be run at a different time for each book.

**Purge Processing:** Remove data associated with inactive assets to streamline processing.



### **Contact your partner**

Should you wish to find out more about Microsoft Business Solutions—Great Plains, please contact our Internal Sales Team on +44 (0) 870 24 33 111 where they will be pleased to put you in contact with a certified Microsoft Business Solutions Partner. If you are already a Microsoft Business Solutions customer please contact your Certified Microsoft Business Solutions Partner.

### **About Microsoft Business Solutions**

Microsoft Business Solutions, which includes the businesses of Great Plains®, Microsoft bCentral™ and Navision a/s, offers a wide range of business applications designed to help small and midmarket businesses become more connected with customers, employees, partners and suppliers. Microsoft Business Solutions' applications automate end-to-end business processes across financials, distribution, project accounting, electronic commerce, human resources and payroll, manufacturing, supply chain management, business intelligence, sales and marketing management and customer service and support. More information about Microsoft Business Solutions can be found at:

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07/04/2003

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