



Texas Skyward User Group Conference

Fixed Assets Processing on the Web

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Fixed Assets Processing on the Web



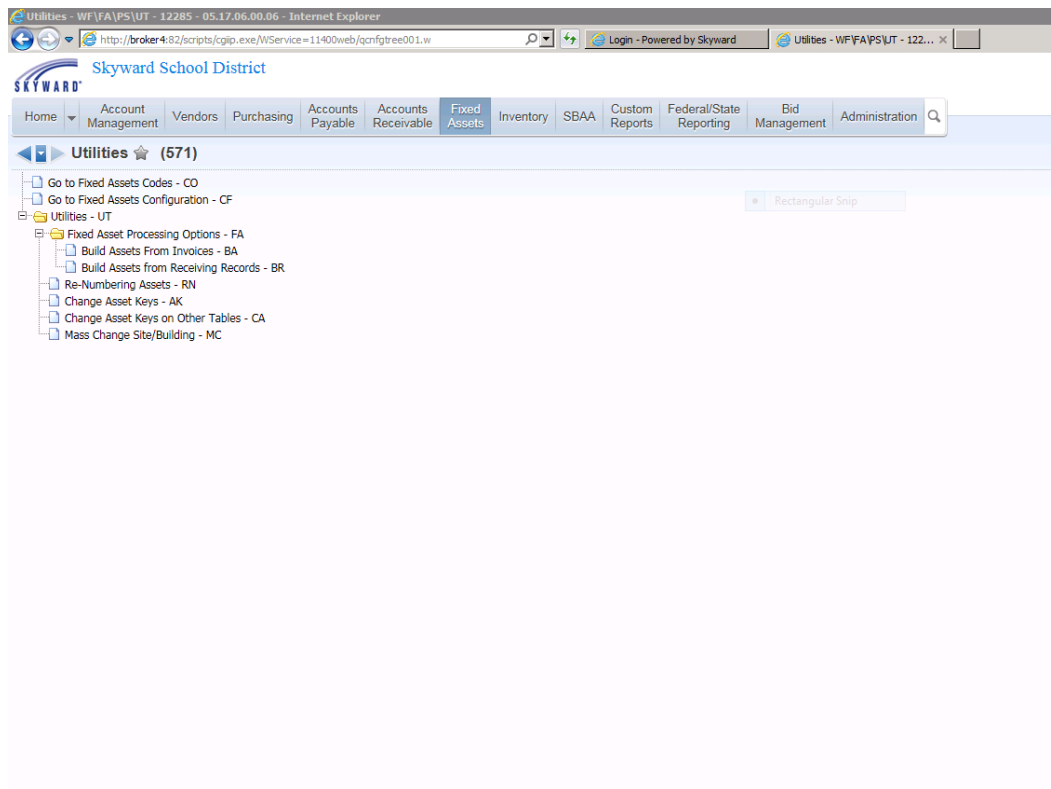
Fixed Assets Processing on the Web

- Adding Assets:
 - Build Assets from Invoices
 - Build Assets from Receiving
 - Manually adding assets

Depreciation Processing

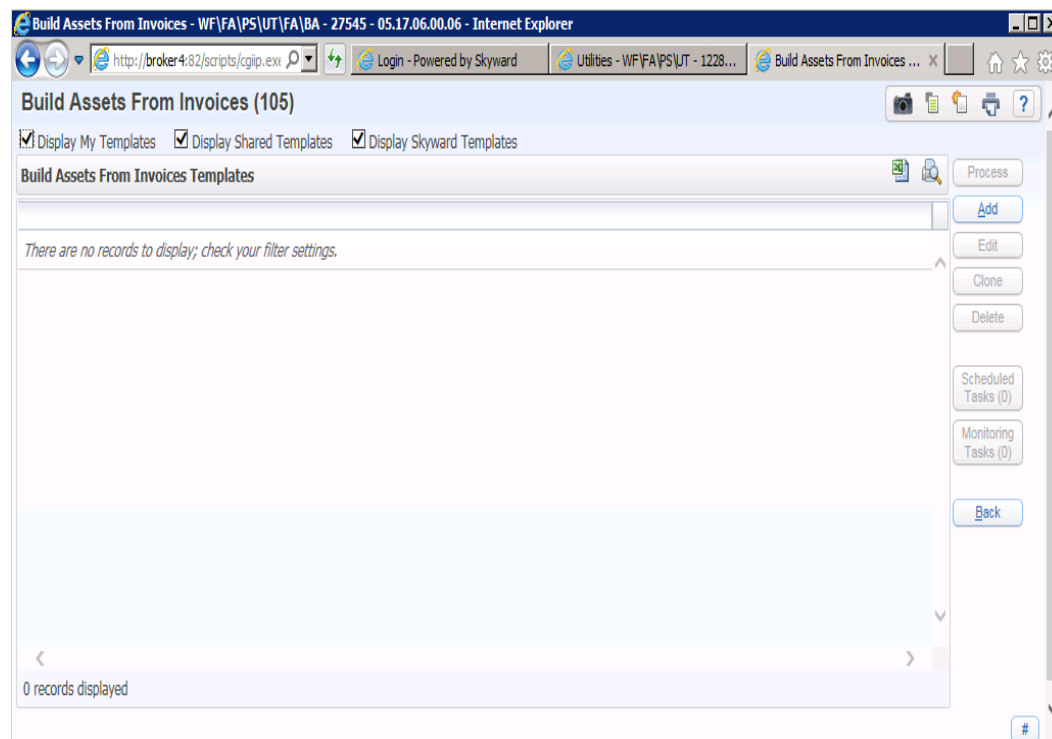
Reporting

Adding Assets: Build Assets from Invoices



The screenshot shows a web browser window displaying the Skyward School District application. The browser's address bar shows the URL: `http://broker4:82/scripts/cgip.exe/WService=11400web/qcnfgtree001.w`. The application header includes the Skyward logo and the text "Skyward School District". A navigation menu is visible with the following items: Home, Account Management, Vendors, Purchasing, Accounts Payable, Accounts Receivable, Fixed Assets, Inventory, SBAA, Custom Reports, Federal/State Reporting, Bid Management, and Administration. The "Fixed Assets" menu item is highlighted. Below the navigation menu, the "Utilities" section is expanded, showing a list of utility options: Go to Fixed Assets Codes - CO, Go to Fixed Assets Configuration - CF, Utilities - UT, Fixed Asset Processing Options - FA, Build Assets From Invoices - BA, Build Assets from Receiving Records - BR, Re-Numbering Assets - RN, Change Asset Keys - AK, Change Asset Keys on Other Tables - CA, and Mass Change Site/Building - MC. The "Build Assets From Invoices - BA" option is the focus of the slide.

Click 'Add' to add a template.



Set Parameters.

Click Save and Process.

Build Assets - WF\FA\PS\UT\FA\BA - 27545 - 05.17.06.00.06 - Internet Explorer
 http://broker4:82/scripts/cgiip.exe/WService=11400web/foxutedit001.w?isPopup=true Login - Powered by Skyward

Build Assets (186)

Template Settings

* Template Description:

Share with other users in the district

Source Expense Account Ranges

Account Types: Expense Revenue 000 * 00 0000 00 000 0 00 000 to 999 * 99 9999 ZZ 999 9 99 ZZZ

Include Options

Sort By:

Use Invoice Date Range Use Check Date Range

Date Selection:

Start Month: End Month:

Through Date:

Low High

Invoice Types to Include: Open History Batch

Starting Amount: Include invoices that were already tied to assets.

Check Types to Include: All

Void Manual
 Regular Single
 Wire Transfer Hold
 ACH Pay

Default Accounts

Use Default Asset Account

Asset Account: \$

Use Default Source Account

Source Account: \$

Default Depreciation Accounts - Default Depreciation Fund: 901

Use Default Depreciation Expense Account

Depr. Exp. Acct: \$

Use Default Accumulated Depreciation Account

Accum. Depr Acct: \$

Asterisk (*) denotes a required field

Review results (click 'Preview') to create those that fit your parameters.
 Click 'Create' on those you wish to create Fixed Assets for.

Build Assets from Invoices - WFFA(PS)UT(FA)BA - 27545 - 05.17.06.00.06 - Internet Explorer

http://brake402/scripts/cgiip.exe/WServe=11400/web/fhoutw002.wtfPopup=true

Logon - Powered by Skyward

Utilities - WFFA(PS)UT - 12285 ...

Build Assets From Invoices - WF... Build Assets From Invoices - WF... Build Assets from Invoices - ... X

Build Assets from Invoices (114)

Views: **General** | Filters: *Skyward Default

Inv Date	Invoice Number	PO Number	Vendor	Qty	Amount	Check Num	Check Date	FA
06/09/2016	45	160028	A big bus co incsr	1	10,000.00	800915	07/15/2016	
06/30/2016	123		O S & p communicationscr	1	7,000.00	800921	07/20/2016	
06/30/2016	ja		O S & p communicationscr	1	6,000.00	800921	07/20/2016	
07/14/2016	720	160032	TRACY'S TRUCKING	1	19,125.00	800923	07/22/2016	
07/22/2016	987	160044	TROPHIES FOR YOU	1	5,400.00	20150019	08/06/2016	
04/17/2017	0658785657		O BIG BEN'S ATHELETIC EQUIPT	1	6,000.00	800929	04/17/2017	Y

Create | Close | Print Verification Report | Back

Enter all information that you track on this screen.

Fixed Assets Quick Entry (204)

Master Information

* Asset Key: Active: Yes No

Item: Type:

* Vendor: A big bus co incscr Class:

Description:

Model Information

Model #:

Manufacturer:

Capital Asset Information
Capital Asset Override: ?
Capital Asset: Yes No (Threshold = \$5,000.00)

Account Information

* Asset Account: \$

* Source Account: \$

Source Expense Account Allocation

Account	Percent
163 E 33 2159 00 000 0 00 000	100.00000

[Edit Acct Alloc](#)

Purchasing Information

PQ Number:

Invoice Nbr:

Invoice Date:

Check Number:

Check Date:

Quantity Information

Detail Quantity: Extension

Replacement Cost:

Insured Amount:

Purchase Amount:

Depreciation Information

* Depr Expense Acct: \$

* Accum Depr Acct: \$

Depreciated: Yes No Original Cost: Salvage Value:

Allocate Depreciation: No Yes Last Date Depreciation: Depreciation to Date:

Date In Service: Asset Years Remaining: Current Value:

Asset Life in Years:

Detail Location Information

Site	Building code	Floor	Room	Qty	Tag Number	Serial Number	Department	Last inv date	Detail Location	Assigned To
No records available										

[Add](#) [Edit](#) [Delete](#)

Disposals and Additions Information

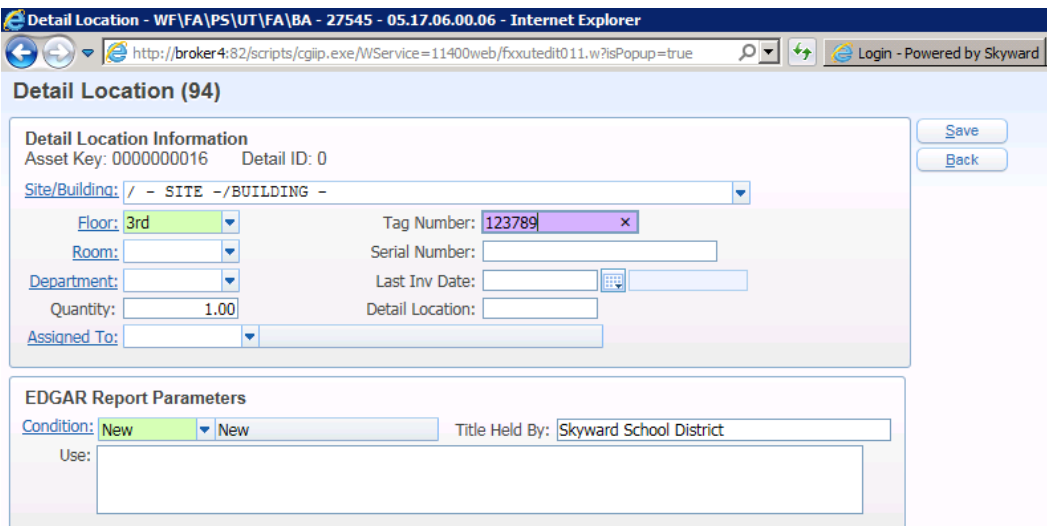
Record Date	Status	DM	Description	Qty	Batch Number	Unit Amount	Fiscal Year	Tag Number
No Disposal/Addition records available								

[Add Disp](#) [Edit Disp](#) [Delete](#)

Warranty and Maintenance Information

[Save](#) [Back](#)

Add location information, condition,
etc. Note the Assigned To field (NEW)!
Click 'Save'.



Detail Location - WF\FA\PS\UT\FA\BA - 27545 - 05.17.06.00.06 - Internet Explorer
http://broker4:82/scripts/cgiiip.exe/WService=11400web/fxcutedit011.w?isPopup=true
Login - Powered by Skyward

Detail Location (94)

Detail Location Information
Asset Key: 0000000016 Detail ID: 0

Site/Building: / - SITE - / BUILDING -

Floor: 3rd Tag Number: 123789

Room: Serial Number:

Department: Last Inv Date:

Quantity: 1.00 Detail Location:

Assigned To:

EDGAR Report Parameters

Condition: New Title Held By: Skyward School District

Use:

Add an Addition Record and click 'Save'.

Disposals/Additions - WF\FA\PS\UT\FA\BA - 27545 - 05.17.06.00.06 - Internet Explorer

http://broker4:82/scripts/cgip.exe/WService=11400web/fxxutedit012.w?isPopup=true Login - Powered by Skyward

Disposals/Additions (136)

Disposals and Additions
 Asset Key: 000000016
 Default Depreciation Fund: 901

Tag Number: Status:
 Record Date: Disposal/Addition Method:
 Batch Number: Quantity:
 Fiscal Year: Unit Amount:
 Check Date: Total Amount:
 Check Number:

* Asset Account: \$
 * Source Account: \$

Recipient:
 Description:

Asterisk (*) denotes a required field

Click Save when the Location and Addition record are added.

It will ask if you want to print a form; choose whether or not to.

Entity: Extension

Cost:

Amount:

Amount:

/value:

Date:

/value:

Print Location Assigned To

Skyward

Add completed. Would you like to print a Fixed Asset Input Form for Asset Key 0000000016?

If you print an input form, it will look like this:

3xxmat16.p 18-4 05.17.06.00.00	SCRAMBLED DATABASE Fixed Asset Input Form	07/14/17	Page:1 3:19 PM
-----------------------------------	--	----------	-------------------

Asset Key: 000000016 Active: yes

MASTER INFORMATION

Item Code: _____ Type: Rectangular Smp Vendor: A BIG BUS Class: _____
Description 1: Athletic equipment
Description 2: _____
Model: _____ Manufacturer: _____ Capital Asset: no

VENDOR INFORMATION

Name: A big bus co incscr Phone: _____ Ext.: _____
Addr1: 7228 Scramble avenue Contact: John Smithscr
Addr2: _____
C/Z/E: Scramble, TX 55555

ACCOUNT NUMBER INFORMATION

Asset: 301 A 00 1110 00 000 0 00 0 Source: 301 Q 00 3440 00 000 0 00 0
Sroe Exp Acct: 163 E 33 2159 00 000 0 00 0

QUANTITY INFORMATION

Quantity: 1 Replacement Cost: 10,000.00 Extension: 10,000.00
Insured Amount: 10,000.00 Extension: 10,000.00
Purchase Amount: 10,000.00 Extension: 10,000.00

PURCHASING INFORMATION

PO Number: 0001600028 Invoice: 48 Inv. Date: 06/09/2016 Check Number: 000800315 Check Date: 07/15/2016

DETAIL INFORMATION

Site: _____ Site Description: SITE - Purchase Value: 10,000.00
Bldg: _____ Qty: 1 Department: _____
Floor: 3rd Tag #: 123789 Last Inventoried Date: _____
Room: _____ Serial #: _____ Detail Location: _____

Assigned To: _____

***** End of report *****

Note that it puts a 'Y' in the FA column once it has been added to indicate that it is a Fixed Asset tied to an invoice.

Build Assets from Invoices - WF\FA\PS\UT\FA\BA - 27545 - 05.17.06.00.06 - Internet Explorer

http://broker4:82/scripts/cgip.exe/WS/Service=11400web/fxoutbrws002.w?isPopup=true

Login - Powered by Skyward

Utilities - WF\FA\PS\UT - 12285

Build Assets from Invoices (114)

Views: **General** Filters: *Skyward Default

Inv Date	Invoice Number	PO Number	Vendor	Qty	Amount	Check Nbr	Check Date	FA
▶ 06/09/2016	45	1600028	A big bus co incscr	1	10,000.00	800915	07/15/2016	Y
▶ 06/30/2016	123	0	S & p communicationsscr	1	7,000.00	800921	07/20/2016	
▶ 06/30/2016	ja	0	S & p communicationsscr	1	6,000.00	800921	07/20/2016	
▶ 07/14/2016	720	1600032	TRACY'S TRUCKING	1	19,125.00	800923	07/22/2016	Rectangular Snip
▶ 07/22/2016	987	1600044	TROPHIES FOR YOU	1	5,400.00	201500019	08/06/2016	
▶ 04/17/2017	bb58785657	0	BIG BEN'S ATHLETIC EQUIP1	1	6,000.00	800929	04/17/2017	Y

Depreciation Processing:

Set Capitalization Threshold if not already set.

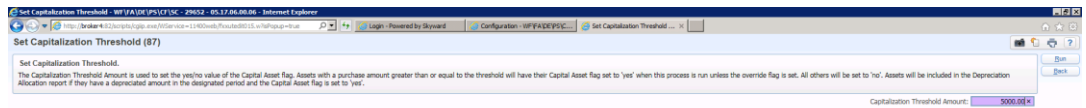
Set up Depreciation Scheduling.



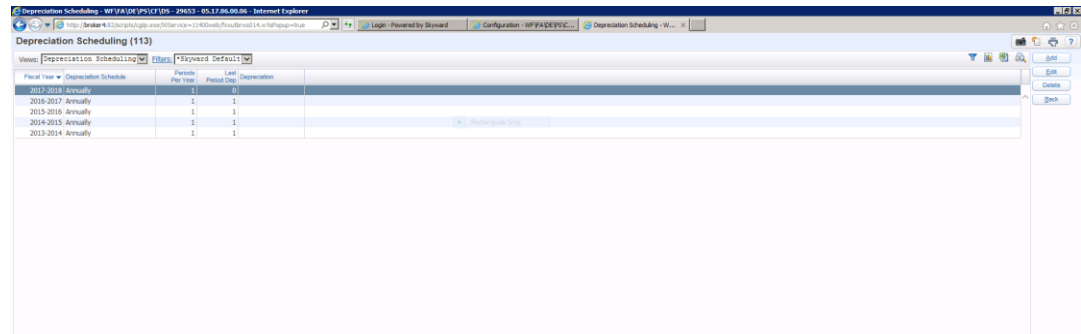
The screenshot shows a web browser window with the following details:

- Browser Title:** Configuration - WF\FA\DE\PS\CF - 29987 - 05.17.06.00.06 - Internet Explorer
- Address Bar:** http://broker4:82/scripts/cgip.exe/WService=11400web/qcnfgtree001.w
- Page Header:** Skyward School District
- Navigation Menu:** Home, Account Management, Vendors, Purchasing, Accounts Payable, Accounts Receivable, **Fixed Assets**, Inventory, SBAA, Custom Reports, Federal/State Reporting, Bid Management, Administration
- Configuration Section:** Configuration (547)
- Configuration Tree:**
 - Go to Depreciation Utilities - UT
 - Configuration - CF
 - Set Capitalization Threshold - SC
 - Depreciation Scheduling - DS
 - Allocation Range Setup - AR

Talk to auditors about where
Capitalization Threshold should be set.



Set up Depreciation Scheduling. Most districts use annual, but you have options for Semi-Annual, Quarterly and Monthly also.

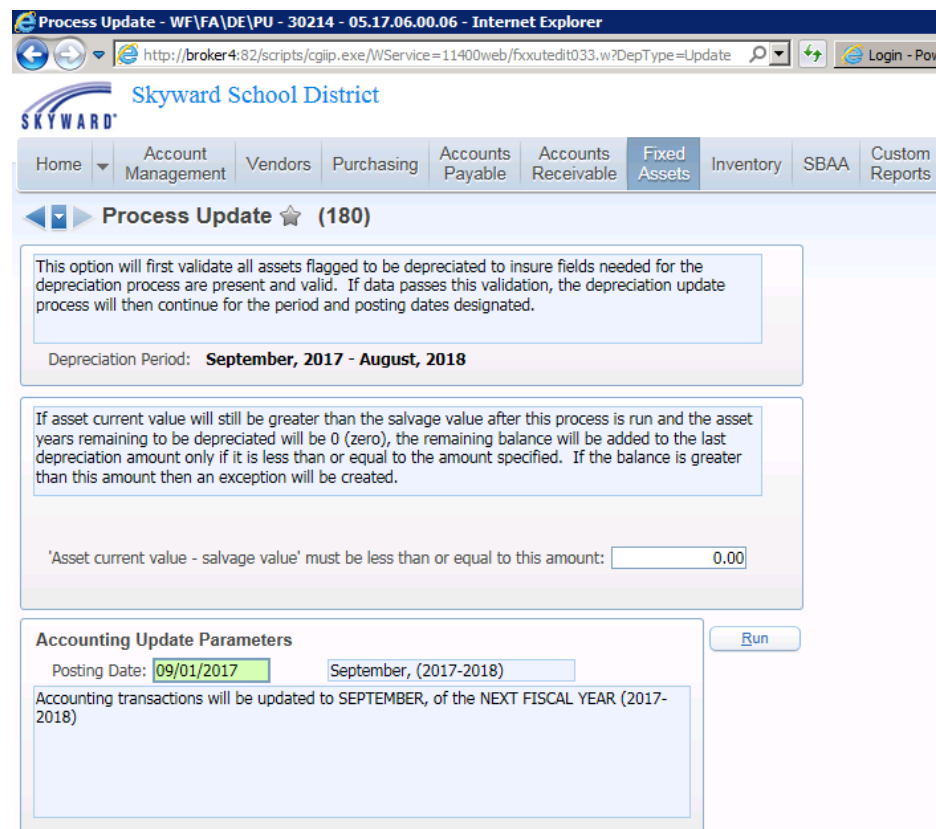


The screenshot shows a web application window titled "Depreciation Scheduling (113)". It features a table with columns for "Fiscal Year", "Depreciation Schedule", "Periods Per Year", "LIFE", and "Depreciation Period (Yr)". The table contains four rows of data, all with "Annual" as the depreciation schedule and "1" as the number of periods per year. The interface also includes a search bar, a "Refresh" button, and a "Back" button.

Fiscal Year	Depreciation Schedule	Periods Per Year	LIFE	Depreciation Period (Yr)
2013-2018	Annual	1	1	1
2016-2017	Annual	1	1	1
2015-2016	Annual	1	1	1
2014-2015	Annual	1	1	1
2013-2014	Annual	1	1	1

Go to 'Process Update'. For annual, set date to the last date of the fiscal year or the first date of the new fiscal year depending upon what was done last year.

Click 'Run'.



The screenshot shows the 'Process Update' page in an Internet Explorer browser. The page title is 'Process Update - WF\FA\DE\PU - 30214 - 05.17.06.00.06 - Internet Explorer'. The URL is 'http://broker4:82/scripts/cgip.exe/WService=11400web/fixutedit033.w?DepType=Update'. The page features the Skyward School District logo and a navigation menu with options: Home, Account Management, Vendors, Purchasing, Accounts Payable, Accounts Receivable, Fixed Assets (selected), Inventory, SBAA, and Custom Reports.

The main content area is titled 'Process Update' with a star icon and '(180)'. It contains the following text:

This option will first validate all assets flagged to be depreciated to insure fields needed for the depreciation process are present and valid. If data passes this validation, the depreciation update process will then continue for the period and posting dates designated.

Depreciation Period: **September, 2017 - August, 2018**

If asset current value will still be greater than the salvage value after this process is run and the asset years remaining to be depreciated will be 0 (zero), the remaining balance will be added to the last depreciation amount only if it is less than or equal to the amount specified. If the balance is greater than this amount then an exception will be created.

'Asset current value - salvage value' must be less than or equal to this amount:

Accounting Update Parameters Run

Posting Date:

Accounting transactions will be updated to SEPTEMBER, of the NEXT FISCAL YEAR (2017-2018)

Click 'Process Validation'.

Process Depreciation Update - WF\FA\DE\PU - 30214 - 05.17.06.00.06 - Internet Explorer

http://broker4:82/scripts/cglip.exe/WService=11400web/foxutedit035.w?isPopup=true

Login - Powered by Skyward

Process Depreciation Update (98)

Depreciation Period: **September, 2017 - August, 2018**

'Asset current value - salvage value' must be less than or equal to this amount:

Posting Date:

Accounting transactions will be updated to SEPTEMBER, of the NEXT FISCAL YEAR (2017-2018)

Process	Start Time	End Time	Status
Building Workfile			
Workfile Exception Report			
Depreciation Audit Report			
Depreciation Verification Report			
Accounting Workfile Register			
Update Accounting			
Depreciation Update			
Remove Workfile			

Process Validation

Back

Review report.

3xxdep03.p 12-4 05.17.06.00.00		SCRAMBLED DATABASE Depreciation for September, 2017 - August, 2018								07/14/17		Page:1 4:43 PM	
ASSET	DESCRIPTION	DATE IN SERVICE	ORIGINAL COST	SALVAGE VALUE	DEPRECIABLE BASIS	LIFE YEARS	YEARS LEFT	CURRENT DEPRECIATION	DEPRECIATION TO DATE	CURRENT VALUE	LAST DEP DATE		
000000004	Vehicle - Yellow Bus	01/01/2016	50,000.00	0.00	50,000.00	10.00	8.00	5,000.00	10,000.00	40,000.00	08/31/2018		
000000011	Computer	01/01/2017	10,000.00	0.00	10,000.00	5.00	4.00	2,000.00	3,333.33	6,666.67	08/31/2018		
000000013	Athletics Gym Equipment	04/17/2017	6,000.00	0.00	6,000.00	7.00	6.00	857.14	1,214.28	4,785.72	08/31/2018		
000000016	Athletic equipment	09/01/2017	10,000.00	0.00	10,000.00	20.00	19.00	500.00	500.00	9,500.00	08/31/2018		
** Totals			76,000.00	0.00	76,000.00			8,357.14	15,047.61	60,952.39			
** Total Assets Printed			4										
* Indicates that this asset has Zero years remaining to depreciate but the current value is still greater than the salvage value.													
***** End of report *****													

If all is correct, then click 'Update Accounting and Process Depreciation'.

Process Depreciation Update - WF\FA\DE\PU - 30214 - 05.17.06.00.06 - Internet Explorer

http://broker4:82/scripts/cgiip.exe/WService=11400web/fxoxutedit035.w?isPopup=true

Login - Powered by Skyward

Process Depreciation Update (98)

Depreciation Period: **September, 2017 - August, 2018**

'Asset current value - salvage value' must be less than or equal to this amount:

Posting Date: September, (2017-2018)

Accounting transactions will be updated to SEPTEMBER, of the NEXT FISCAL YEAR (2017-2018)

Process	Start Time	End Time	Status	
Building Workfile	16:43:21	16:43:21	Complete	
Workfile Exception Report	16:43:21	16:43:21	Complete	
Depreciation Audit Report	16:43:21	16:43:21	Complete	
Depreciation Verification Report	16:43:21	16:43:26	Complete	View
Accounting Workfile Register	16:43:26	16:43:32	Complete	View

Update Accounting
Depreciation Update

Remove Workfile

[Update Accounting and Process Depreciation](#)

[Cancel Accounting Update and Depreciation](#)



Texas Skyward User Group Conference

THANK YOU FOR ATTENDING!

