

Booklet 7

Guidance Notes

Assets

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Asset Module

The Asset Module in RM Accounts is a package that encompasses all the functions needed to keep the school inventory record up to date. Schools are able to record goods as they arrive in school, maintain the record, assign the asset to the Department in school where it is to be retained, stock take on a regular basis and record sales and write offs.

Departments

The first process is to allocate departments where the assets are stored.

Switch Module > Assets > Settings > Departments > Create > New Departments

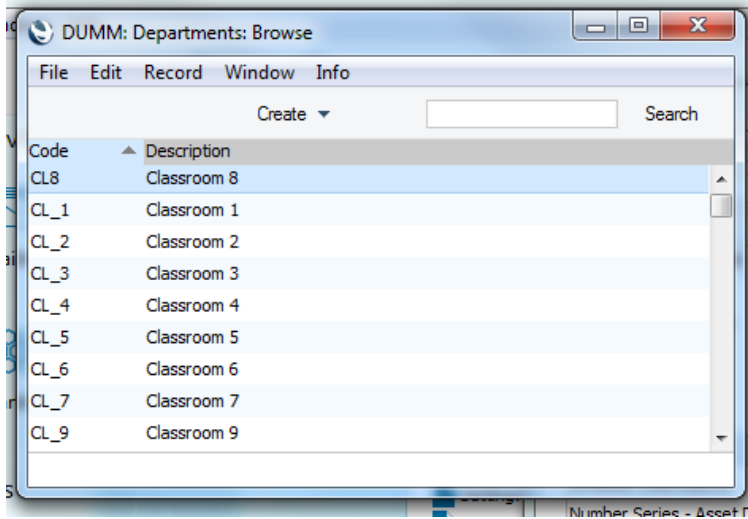
Code Create with appropriate name

Description Description of code

Address Can be added if a split site.

Save

Create > Duplicate or **New Department** as appropriate until there is a list of all the departments where assets are held.



Categories

The system has been set up with 3 categories:

F&E Furniture and equipment

IT IT equipment

VEH Vehicles and Machinery

If additional categories are required email - school.returns@peterborough.gov.uk

Recording assets – already in school

Previous assets can be recorded individually in school

To add new

Switch Module > Assets > Registers > Assets > Create > New Asset

Purchase tab

- Inventory No.** If using for first time – insert number 1000001 – afterwards the No is system generated
- Description** Add suitable description
- Category** CTRL Enter and select from list
- N/L Class** CTRL Enter and select from list
- Supplier** CTRL Enter and select from list – if not on list, go to:
Module > Assets > Settings > Contacts and duplicate ESPO to create new contact
- Pur. Inv. No.** (RM Finance no 21xxxxx) Leave blank if not in RM Accounts system
- Purch. Date** Add date – goods cannot be disposed of or written off until a purchase date is recorded
- Serial No.** Product Serial Number
- Sup. Inv. No.** Suppliers Purchase Invoice number
- Purch Value** Suppliers Purchase Invoice **NET** value (do not include VAT)
- VAT** As per the Suppliers Purchase Invoice
- New/Used** CTRL Enter and select from list
- Comment** Optional

Owner Tab

The screenshot shows a software window titled "DUMM: Asset: New". The window has a menu bar with "File", "Edit", "Record", "Window", and "Info". Below the menu bar is a toolbar with various icons and buttons labeled "Create", "Cancel", and "Save". The main area of the window contains several input fields and checkboxes. At the top, there is an "Inventory No." field followed by two checkboxes: "Disposed" and "Inactive". Below this are "Description", "Category", and "N/L Class" fields. A "Classification" field is also present. A tabbed interface is visible at the bottom of the main area, with tabs labeled "Purchase", "Owner", "Models", "Values", and "Costs". The "Owner" tab is currently selected and shows fields for "Department", "Name", "Person", "Part of", and "Quantity" (which has the value "1" entered).

- Department** CTRL Enter and select from list
- Name – free field**
- Person** CTRL Enter and select from list (usually self)

Quantity Always 1 – to match Serial Number

Save

Models Tab

Model 1 Choose NONE – No depreciation

Other Tabs – leave blank

Recording Assets from the Purchase Order/ Invoice

Create a Purchase Order/Invoice as per instructions in RM Accounts Guidance Booklet 2 - Section 1 onwards

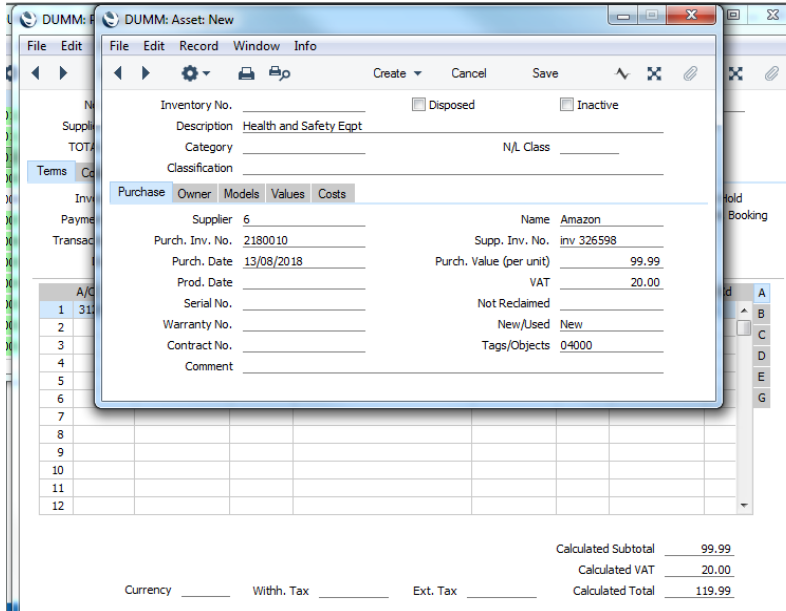
Click OK and Save

Highlight the row on the invoice which needs recording on the Asset Register



Go to Operations

From the drop down list select 'Create Asset'



Calculated Subtotal	99.99
Calculated VAT	20.00
Calculated Total	119.99

Purchase tab

Inventory No.	System generated on Save
Disposed	<i>Tick appears after Asset Disposal has been actioned</i>
Description	Pre-populated from the Description on the Invoice
Category	CTRL Enter and select from list
N/L Class	CTRL Enter and select from list
Supplier	Prepopulated
Purch Date -	Prepopulated
Serial No.	Product serial number to be entered
Warranty No.	Optional
New/Used	Prepopulated
Other fields	Pre-populated from Purchase Invoice

Owner Tab

The screenshot shows a software window titled "DUMM: Asset: New" with a menu bar (File, Edit, Record, Window, Info) and a toolbar. The "Owner" tab is selected, showing the following fields:

- Inventory No. _____
- Disposed Inactive
- Description Health and Safety Eqpt
- Category FE N/L Class FE
- Classification _____
- Department CLS Name Classroom 8
- Person MARGARET Part of _____
- Quantity 1

- Department** CTRL Enter and select from list
- Person -** CTRL Enter (usually self from Company USERS list)
- Name** Name of Department - prepopulated
- Quantity** **Always select 1**
- Part of** Leave blank

Models Tab

- Model 1** CTRL Enter – select **NONE**
- Start. Date 1** **Enter date the same as Purch. Date**
- Used from** Prepopulated from Start Date 1

Save

If the Purchase Invoice row is for more than one product of the same description, the first asset registered can be duplicated, until all the items are recorded.

Before creating duplication – copy the Purch. Inv No into your PC memory and paste on each duplication

Remember to change Serial No.

Save

Asset Disposals

For goods which have been sold or written off (disposed of or stolen) an **Asset Disposal** needs to be created.

Switch Module > Assets > Registers > Asset Disposals > Create > New Asset Disposal

Inventory No.	Qty	Description	A/C	Tags/Objects	Sales Price	Depr.
1	100024	1	TAPE CASSETTE BLK/WHT PK5	99999	52.95	
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

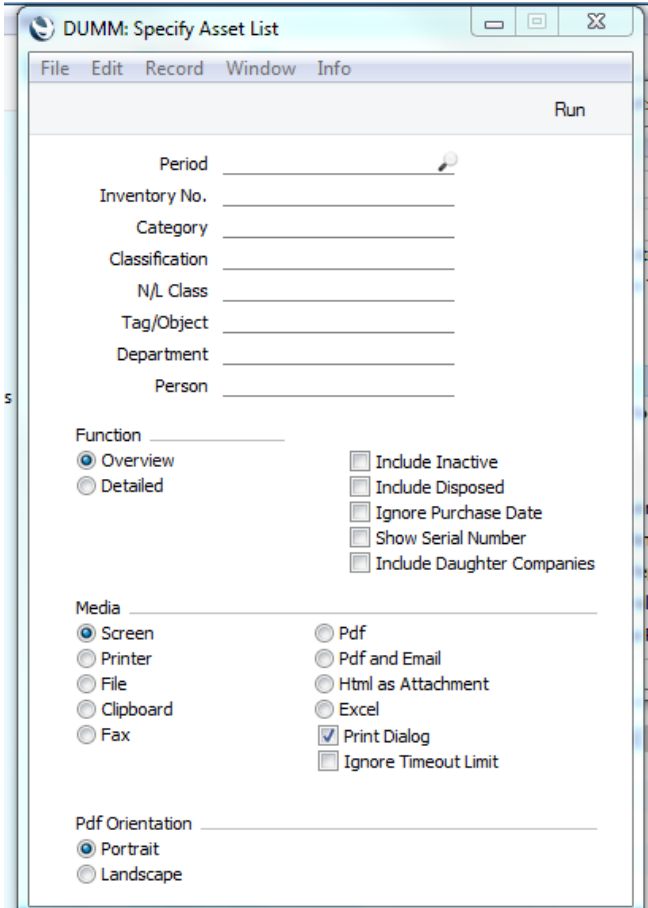
- No.** System generated
- Trans. Date** Type in disposal date
- Reference** Free text - type a meaningful reference if required
- A/C** Leave blank
- Type** Select **Sale** or **Write-off**
- Inventory No.** CTRL Enter and choose from list – all assets recorded will appear on the list. Highlight the asset which is being disposed of from the list - and either double click or drag to the **Inventory No** column.
- Qty** Pre-populates from the Inventory number
- Description** Pre-populates from the Inventory number
- A/C** 99999
- Objects** Leave blank
- Sales Price** Pre-populates from the Asset record.

If the goods have been sold – Process in system via Sales Ledger prior to recording in Asset Module Type in the actual Sales Price and the Sales Inv No and Receipt No Comment on Disposal record

- Depr.** Leave blank
- Add comment** e.g. Goods stolen and date
- OK and Save.**

Reports - Asset List

Switch Module > Assets > Reports > Asset List



To show all assets recorded – remove dates from Period.

Function Select Overview – Summary report.

Asset	Name	Person	Purch. Value	Date
100001	CAMERA CANON SX 50 HS		339.00	19/09/2013
100002	CAMERA CANON SX 50 HS		339.00	19/09/2013
100003	CAMERA CANON SX 50 HS		339.00	19/09/2013
100004	CAMERA CANON SX 50 HS		339.00	19/09/2013
100005	Test		300.00	07/08/2014
100006	Interactive whiteboard		100.00	08/08/2014
100007	Interactive whiteboard		2564.00	01/09/2014
100008	Laptop		250.00	01/09/2014
100009	laptop		200.00	26/09/2012
100010			200.00	26/09/2012
100011			53.26	17/10/2012
100012			53.26	17/10/2012
100013			53.26	17/10/2012
100014	Tape Cassette Yel/Blk Pk5 - blue & green		200.00	17/09/2012
100015	Screws		10.00	16/03/2015
100016	Laptop		300.00	01/04/2016
100017	Camera		150.00	21/06/2016
100018	CAMERA CANON SX 50 HS		339.00	21/06/2016
100019	CAMERA CANON SX 50 HS		339.00	21/06/2016
100020	CAMERA CANON SX 50 HS		339.00	21/06/2016
100021	CAMERA CANON SX 50 HS		339.00	21/06/2016
100022			21.16	24/05/2016
100023	laptop		300.00	21/06/2016
100024	TAPE CASSETTE BLK/WHT PK5	MARGARET	52.95	15/08/2018
100025	TAPE CASSETTE BLK/WHT PK5	MARGARET	52.95	15/08/2018

or

Function Select Detailed and Show Serial Number

Asset	Name	Supplier	Department	Serial No	Purch. Date	Tag/Object	Qty	Insurance Value	Comment	Depr. Date 1	Depr. Date 2	Model 1	Model 2	Value 1	Value 2
100001	CAMERA CANON SX 50 HS	2	IT	x1	19/09/2013	01000	1.00	339	Old asset no 123	19/09/2013		NONE		339.00	339.00
100002	CAMERA CANON SX 50 HS	2	CL_2	x2	19/09/2013	01000	1.00	339		19/09/2013		NONE		339.00	339.00
100003	CAMERA CANON SX 50 HS														

Run

Reports – Stocktaking list, Assets

Switch Module > Assets > Reports > Stocktaking List, Assets

Department CTRL Enter and select from list

Tick - Skip Disposed and Tick - Skip inactive to exclude items from list

Run

Code	Description	Status	Qty	Cnt. Qty	Value	Last Date
100025	TAPE CASSETTE BLK/WHIT PKS	Not Recorded	1		52.95	
100026	TAPE CASSETTE BLK/WHIT PKS	Not Recorded	1		52.95	
100027	TAPE CASSETTE BLK/WHIT PKS	Not Recorded	3		158.85	

This report can be given to the Asset holder **along with the Assets List Report (Detailed) showing serial numbers** – visible goods can be checked against the list and a date and signature added to verify the record, returned to the Finance office and kept as an up to date valid record.

TIP – To run from excel - Run the report Stocktaking list, Assets – see above – go back to Cog wheel > Reopen Report Specification > and change ‘Media’ to ‘Excel’ and add in last Column Heading - Signature – Print.

Asset Status Register

When assets are moved to a new Department and after a stock take, the record will need to be updated.

1. To record movement of assets

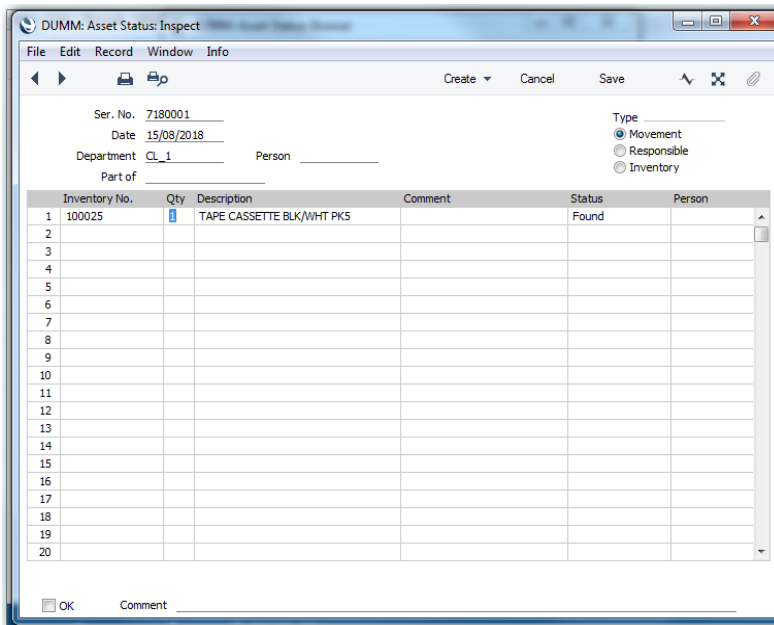
Code	Description	Status	Qty	Cnt. Qty	Value	Last Date
100001	CAMERA CANON SX 50 HS	Found	1		339.00	_____
100007	Interactive whiteboard	Found	1		2564.00	_____
100025	TAPE CASSETTE BLK/WHT PK5	Not Recorded	1		52.95	_____
100026	TAPE CASSETTE BLK/WHT PK5	Not Recorded	1		52.95	_____
			4		3,008.90	

Example - In the stocktaking list, Asset 100025 was placed in the Department – Classroom 8 upon purchase.

It has now been moved to Classroom 1

To create this asset history change -

Switch Module > Assets > Registers > Asset Status > Create > New Asset Status



- Ser. No** System generated
- Date** Defaults to today's date - can be changed
- Department** Select Department where asset has been moved to - CTRL Enter
- Type** Choose Movement
- Inventory No** CTRL Enter and choose asset which has been moved
- Quantity** **Always 1**
- Description** **Prepopulated from Asset List**
- Comment** Free text – enter meaningful detail if required
- Status** CTRL Enter and choose from list – in this example Found
- OK and Save**

NOTE: This does not change the information on the original Asset entry but shows the change on the Stocktaking list

2. To record stocktake outcomes.

If this is the first record of stocktake outcomes in the system – go to

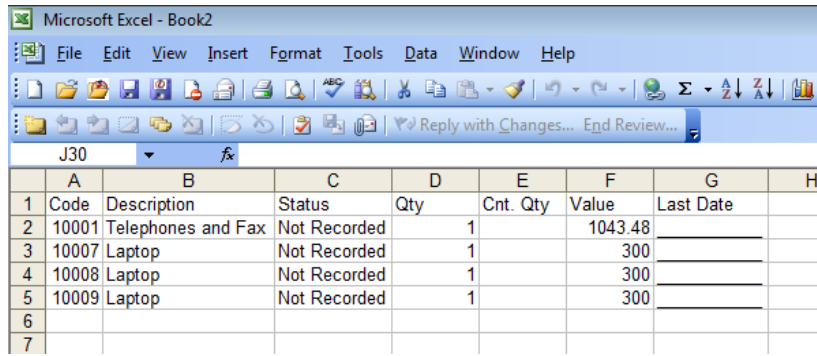
Switch Module > Assets > Reports > Stocktaking List, Assets

Department CTRL Enter and select from list

Media Print/Excel

Run – save to PC

Example of excel list below



	A	B	C	D	E	F	G	H
1	Code	Description	Status	Qty	Cnt. Qty	Value	Last Date	
2	10001	Telephones and Fax	Not Recorded	1		1043.48		
3	10007	Laptop	Not Recorded	1		300		
4	10008	Laptop	Not Recorded	1		300		
5	10009	Laptop	Not Recorded	1		300		
6								
7								

Switch Module > Assets > Registers > Asset Status > Create > New Asset Status

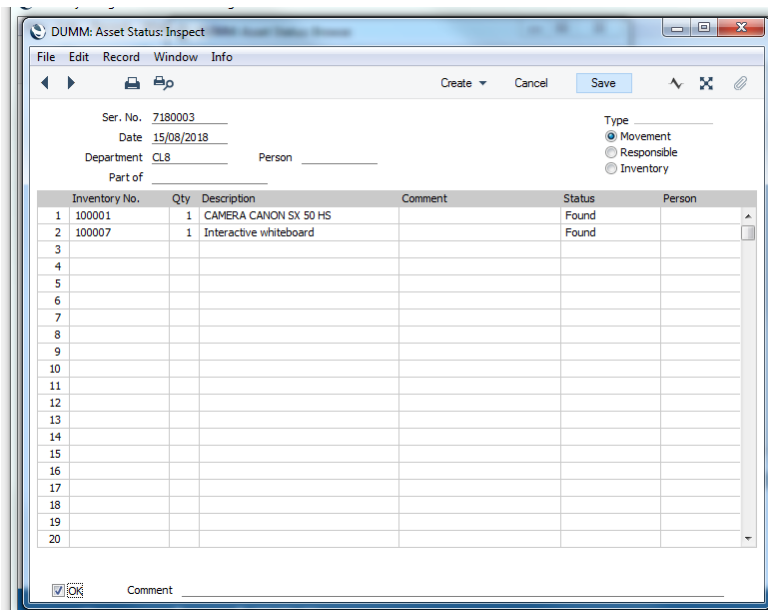
Ser. No System generated

Date Defaults to today's date - can be changed

Department Select Department where asset has been moved to - CTRL Enter

Type Select **Inventory**

Inventory No Copy and paste from the excel report (see above) the Code numbers from Column A which have been found or type in Asset no's manually



Ser. No. 7180003
 Date 15/09/2018
 Department CL8 Person _____
 Part of _____
 Type: Movement, Responsible, Inventory

Inventory No.	Qty	Description	Comment	Status	Person
1 100001	1	CAMERA CANON SX 50 HS		Found	
2 100007	1	Interactive whiteboard		Found	
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

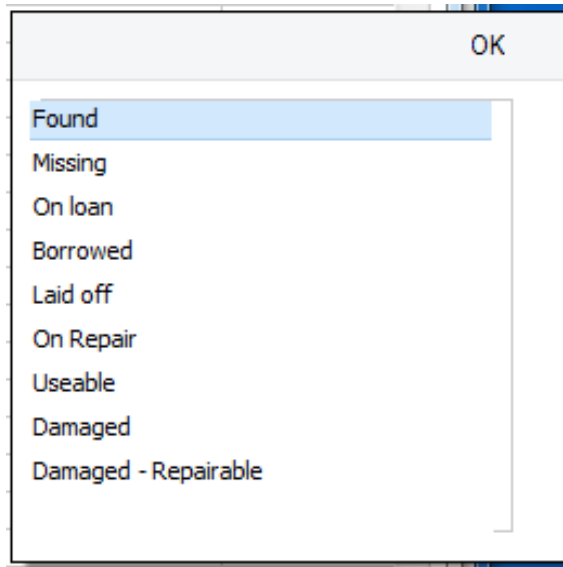
Comment _____

Qty **Always 1**

Description Pre-populated from Inventory No

Status CTRL Enter and choose from list – in this example above – Found.

Other status options – see drop down list.



Comment Free text – enter a meaningful comment if required

OK and Save

In subsequent years after the **Annual Stock take**, the **Asset Status Record** can be duplicated.

Note – if the **Report > Stocktaking List, Assets** is run after the Asset Status has been updated the **Status** will have changed from **'Not recorded'** to **'Found'**.

Code	Description	Status	Qty	Cnt. Qty	Value	Last Date
100001	CAMERA CANON SX 50 HS	Found	1		339.00	
100007	Interactive whiteboard	Found	1		2564.00	
100026	TAPE CASSETTE BLK/WHT PK5	Not Recorded	1		52.95	
100027	TAPE CASSETTE BLK/WHT PK5	Not Recorded	1		52.95	
			4		3,008.90	