



MUNIS END USER GUIDE

CAPITAL ASSETS








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Legend of Munis Buttons






The following table provides descriptions for the Munis ribbon groups and buttons. If a button is dimmed on a program screen, the selection is not available.


Button	Description
Confirm	
 Accept	Accept saves information after you create or update a record. This button is often highlighted when adding, updating, or searching for records.
 Cancel	Cancel ends an operation, such as adding or updating a record.
Search	
 Search	Search finds records in a program. Search is often used to create an active set of records before proceeding to another step, such as printing a report, purging records, or posting invoices. In many cases, you can use wildcard characters to further define a search.
 Browse	Browse is available when an active set of records exists, or after an active set is created using the Search or Define buttons. The browse screen displays a list of all the records in the active set. You can sort, view, or export data from the browse screen. On a browse screen, the Excel button exports the data directly to a Microsoft® Excel spreadsheet.
 Query Builder	Query Builder creates a query based on an expression or mathematical equation. This option assists in finding records that meet very specific criteria, but that cannot be defined by entering data directly into a field. When you click Query Builder, the Query Wizard screen (similar to the expression builders found in Microsoft Excel or Microsoft Access) provides options for creating an expression based on the fields in the active program.

Button	Description
Actions	
 Add	<p>Add enters a new record into the database. When you click Add, entry fields become available with the cursor positioned in the first field. The program may place default values in fields to save you keystrokes, but typically you can replace the default values. Press Tab to move from field-to-field or select a field with the pointer. When the cursor is in a field, helpful information often displays at the bottom of the screen. Some fields have an additional help button that lists available field entries.</p>
 Update	<p>Update adds data or changes existing data in a record. You can change data in any active field. Fields that are not active typically are part of the record key. The key is the field or combination of fields that uniquely identifies the record from all other records. If you need to change data in a key field, you must delete the record and enter it again.</p>
 Delete	<p>Delete removes the record currently displayed from the program. If the record is being used by another process, you cannot delete it. Once you delete a record, you cannot recover it.</p>
 Global	<p>Global provides the option for updating or deleting multiple records at one time. Click the down arrow to access the global options available in the active program.</p>
 Duplicate	<p>Duplicate creates a copy of data and creates a new record in the same program using the original data as a base. Once you duplicate data, you can modify the new record.</p>
Output	
 Print	<p>Print sends a report directly to your default printer. In many instances, this output option provides the Output dialog box, which provides you with multiple print settings and options. If a program has specific output sort options or types, the program provides the appropriate options box when you click Output Options.</p>

Button	Description
 Text File	<p>Text File saves a report to a file in the Munis spool directory. After saving, you can display or print the report from the Saved Reports program. The Saved Reports program is available on the Departmental Functions menu. To use the spool function from the File menu in a specific program, click Output and then select File under Output Type.</p>
 PDF	<p>PDF creates the report in PDF format. The program opens the document in the installed PDF reader. Note: The PDF button is only accessible if the Output to PDF permission is granted in Munis System Roles for at least one role assigned to your user ID.</p>
 Preview	<p>Preview immediately displays a report on the screen. For this option, the program provides the report in HTML format with no page breaks.</p>
Office	
 Excel	<p>Excel exports the active set of records to a Microsoft Excel spreadsheet.</p> <ul style="list-style-type: none"> • If you click Excel from a browse screen, the program immediately exports the data and opens the Microsoft Excel application. • If you click Excel from a master program or subprogram screen, the program displays the Export Filter screen. Use this screen to specify the data field values to export to Microsoft Excel. When you click Save and Exit, the program opens Microsoft Excel with the selected data in the active worksheet. <p>In each case, the program inserts hyperlinks to the individual Munis records.</p> <p>The file created during export is automatically saved to your Munis directory; use the Save As feature in Excel to save the file to a new location.</p>
 Word	<p>Word creates an active set of records to export into Microsoft Word. It is especially useful for spooled reports. This option enables you to format the report in Microsoft Word prior to printing.</p>

Button	Description
 Email	<p>Email creates an email message that contains a hyperlink to the active record. When the email recipient clicks the hyperlink, Tyler Dashboard opens, and in turn opens the Munis program with the linked record as the current record.</p> <p>Note: This feature requires that the Tyler Dashboard be enabled.</p>
 Schedule	<p>Schedule displays the Appointments screen, which schedules meetings that are associated with the active record. When you click Add on the Appointments screen, the program creates an email message containing meeting start and end times, and a meeting description. You can define the meeting times and modify the description, as appropriate. When the email recipient accepts the meeting, it is automatically added to his or her Exchange calendar.</p>
Tools	
 Attach	<p>Attach allows you to view, add, or delete documentation related to the current record.</p> <ul style="list-style-type: none"> • If your organization uses Tyler Content Manager (TCM), the Attachments option displays a Document Mappings dialog box. When you select an available mapping, the program opens TCM. • If your organization does not use Tyler Content Manager, the Attach option provides a Munis Attachments screen, where you can add or access documentation from your Munis server. If you change the original document, the attachment is not automatically updated. To keep attachments current, you must update the original documents and manually attach the updated files. <p>Note: This option is accessible only if the View Attachments and Associated Documents check box is selected in the Roles – Munis System program. In addition, the TylerCM for Munis Settings program must get setup to accommodate your attachments preference.</p>
	<p>Notes provides the option for adding or updating notes for the selected record. If more than one type of Notes options are available, click the</p>

Button	Description
Notes	down arrow to select the applicable notes option and add or update a note using the Text Editor program.
 Notify	<p>Notify provides integration with the Tyler Notify program, which provides options for contacting Munis customers by telephone, email, or text message using predefined content.</p> <p>Note: This feature is only available if your organization has installed and implemented Tyler Notify.</p>
 Audit	Audit provides the audit history for the selected record.
 MapLink	<p>MapLink provides integration of map data sources with Munis programs. The MapLink application is not launched as an interactive application; however, you are able to view a data set in Munis that has been modified during a MapLink session. Click the down arrow for MapLink options.</p>
 Alerts	<p>Alerts allows you to add or view all reminder alerts or reminder alerts for the current record. Reminder alerts distribute emails at specified dates as a reminder of upcoming events or activities that require attention. Reminder alerts are established using the Alert Administration programs on the System Administration menu. The Alert programs are not available for use with all Munis programs. Click the down arrow to manage alerts.</p>
Menu	
 More	<p>The Menu group provides options specific to managing data in the active program and options for accessing related programs. The options in this group vary by program; for programs with multiple options, click the More arrow to view the complete list.</p>
Return	

Button	Description
 Return	Return closes the current screen and returns you to the previous screen of the active program.

Capital Assets

Fixed Asset Business Procedures

Within the Business Process section, you will learn:

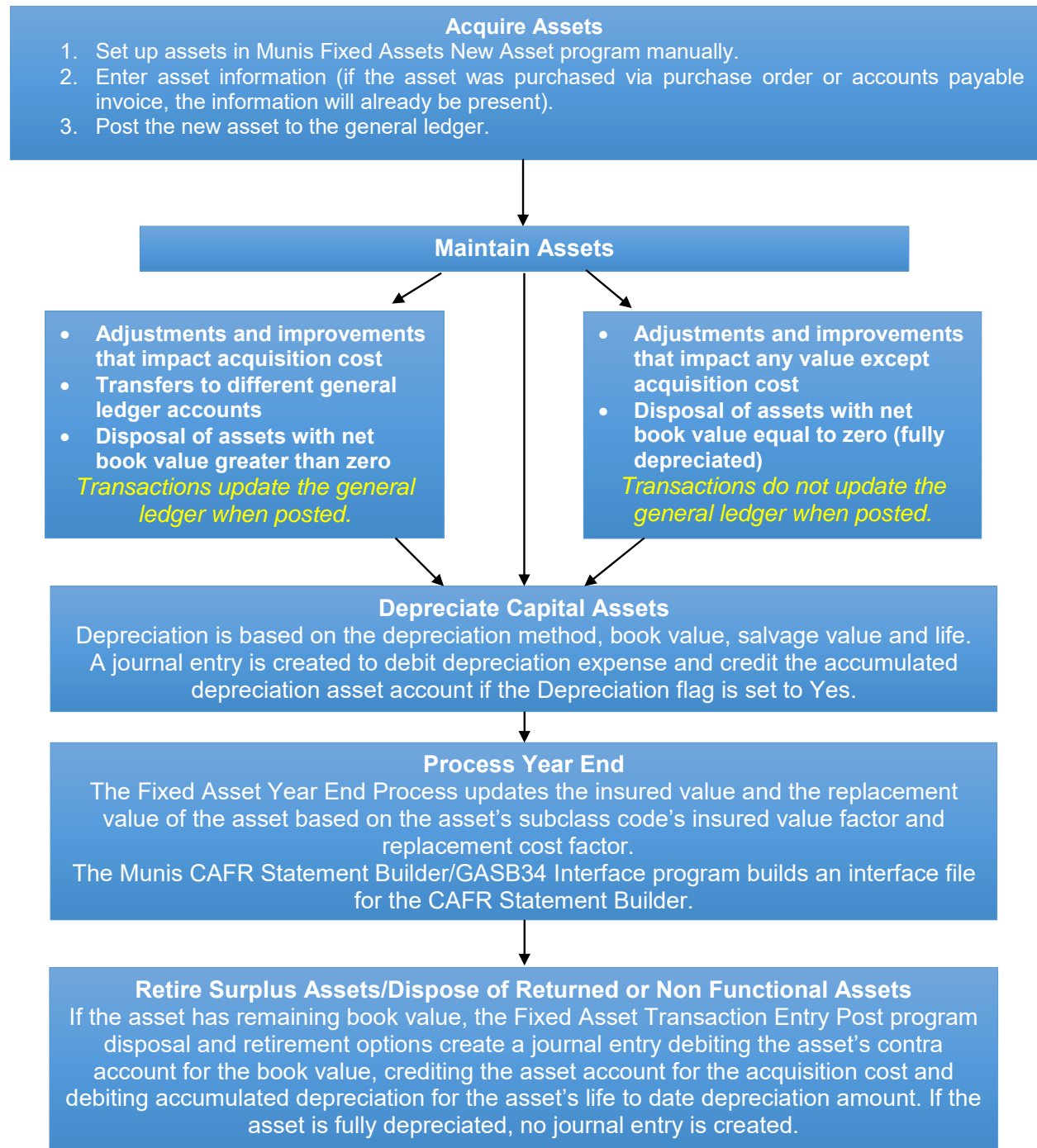
- ✓ Responsibilities for capital vs. non-capital assets.
- ✓ The fixed asset life cycle.

Responsibility for Capital Versus Non-Capital Assets

Finance will enter and maintain Capitalized Fixed Assets. End Users will only be authorized to enter and maintain Non-capitalized fixed assets.

Capital Assets can be added through Purchasing Requisitions. Once funding accounts are applied on a requisition, Finance Capital Assets staff, will be notified of the purchase to maintain.

Capital Asset Lifecycle

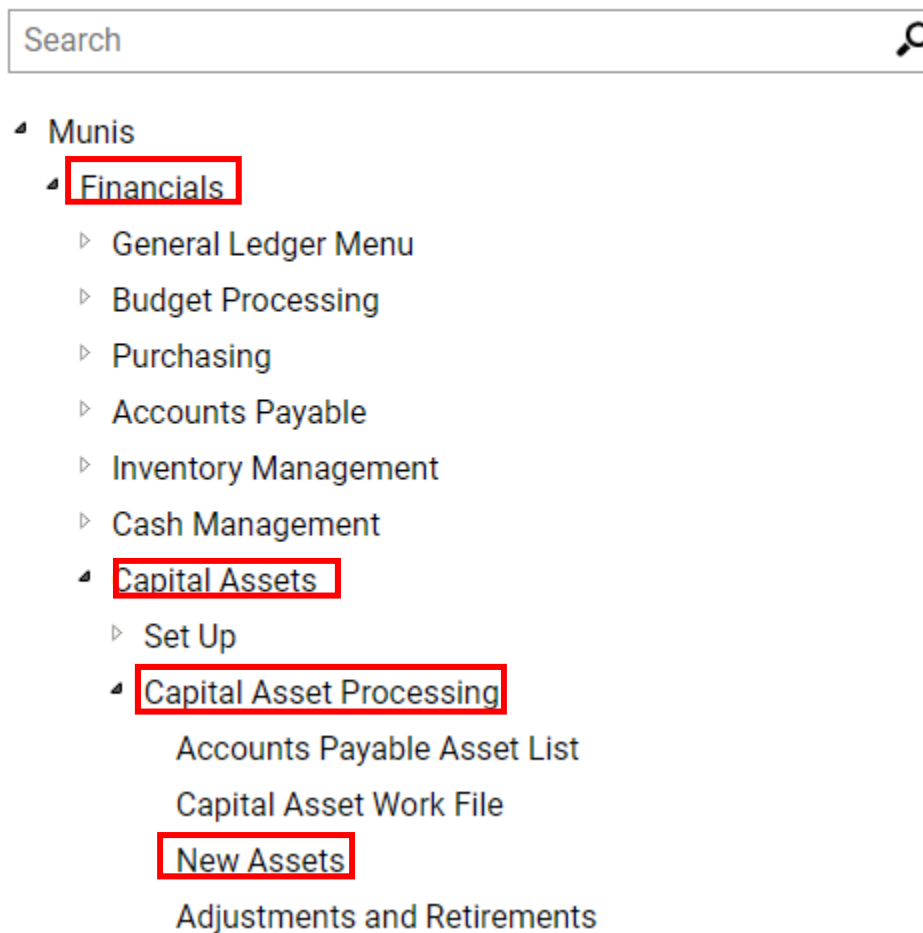


Capital Asset Entry

Clayton County employees will be using **Capital Asset Entry** in Munis to order to maintain departmental non-capital assets. Tracking non-capital items enables a department to utilize Munis to control their lower dollar assets and perform a physical inventory on them.

1. Click on the **Tyler Menu**, click **Financials > Capital Assets > Capital Assets Processing > New Assets**.

Tyler Menu



2. The New Assets screen will display.

New Assets [TEST DATABASE Apr 7 2019]

Back Search Browse Add Update Delete Output Print Display PDF Save Excel Word Email Schedule Attach Active Set Map

Asset

Asset *	<input type="text"/>	Commodity	<input type="text"/>
Status	<input type="text"/>	Desc *	<input type="text"/>
Class *	<input type="text"/>	Master	<input type="text"/>
Sub-class *	<input type="text"/>	Type *	<input type="text"/>

Pending transactions Unassociated WO Assets WO Master Subsidiary Assets

MAIN
ADDITIONAL
MAINTENANCE/INSURANCE
MEMOS
ACCOUNTS
SOURCES
USER-DEFINED
IMAGES

Static Information

Tag number	<input type="text"/>	Serial/Parcel	<input type="text"/>
Location *	<input type="text"/>	Department *	<input type="text"/>
Loc. memo	<input type="text"/>	Custodian *	<input type="text"/>
Storg. loc	<input type="text"/>	Floor/Room	<input type="text"/>
Date acq.	<input type="text"/>	Acquis cost	<input type="text"/>
Fiscal Year	<input type="text"/>		
Manufact	<input type="text"/>	Quantity	<input type="text"/>
Model	<input type="text"/>	Unit cost	<input type="text"/>
Model year	<input type="text"/>	Acres	<input type="text"/>
Lic/Reg #	<input type="text"/>	Square ft	<input type="text"/>
		GIS layer ID	<input type="text"/>



3. Click the **Add** button from the ribbon bar.



You will need to complete information on the header portion of the screen and you will also need to enter information on the Main tab. Optionally, you can enter information on a variety of other tabs. Entering an asset will require looking up data, which can be done by using the Field Help. Please refer to the Field Help section for more information on how to complete a “lookup” of data.

How to Enter a Capital Asset

Header Asset Information

Asset






Asset *	<input type="text"/>	Commodity	<input type="text"/>
Status	<input type="text" value="NEW"/>	Desc *	<input type="text"/>
Class *	<input type="text"/>	Master	<input type="text"/>
Sub-class *	<input type="text"/>	Type *	<input type="text" value="GOVERNMENTAL"/>

4. Complete the following fields on the header portion of the screen. Please refer to Appendix A for complete descriptions of each field.
 - a) **Asset** – For capital assets, tab out of the field. The system will automatically assign the next sequential asset number. For non-capital assets, enter a number to identify the asset (it can be alpha numeric).
 - b) **Status** – Select New if the asset is new and it is ready for processing/posting. Select Hold if you want to enter the asset, but you do not yet want it to post as an asset. Do not select CIP.
 - a) **Class** – Enter the class code of the asset. To lookup the available classes, use the **Field Help**  ellipse to the right of the field. Refer to the Field Help section of this document for more information on using Field Help.
 - b) **SubClass** – Enter the subclass code for the asset or use the **Field Help**  to look up the available subclasses to choose from.
 - c) **Commodity** – Leave blank.
 - d) **Desc** – The description will default based upon the subclass that was selected, but you can edit the description to make it more specific.
 - e) **Master** – If this asset is a component of another asset (such as a radio that is a part of a police car), then enter the asset number for the main asset in this field.
 - f) **Type** – Leave at default.

Main Tab

MAIN ADDITIONAL MAINTENANCE/INSURANCE MEMOS ACCOUNTS SOURCES USER-DEFINED IMAGES

Static Information

Tag number	<input type="text" value="195700"/>	Serial/Parcel	<input type="text" value="JK2546454"/>
Location *	<input type="text" value="4500"/>  CENT SRV WRHSE	Department *	<input type="text" value="1200"/>  FINANCE/ACCOUNTING
Loc. memo	<input type="text"/>	Custodian *	<input type="text" value="FIN CFO"/>  FINANCE CHIEF FINANCIAL OFFICE
Storg. loc	<input type="text"/>	Floor/Room	<input type="text"/>
Date acq.	<input type="text" value="04/17/2019"/> 	Acquis cost	<input type="text" value="1,000.00"/>
Fiscal Year	<input type="text" value="2019"/>		
Manufact	<input type="text" value="HP"/>  HP	Quantity	<input type="text" value="1"/> UOM <input type="text"/>
Model	<input type="text"/>	Unit cost	<input type="text" value=".00"/>
Model year	<input type="text"/>	Acres	<input type="text" value="0.000"/>
Lic/Reg #	<input type="text" value="123ABC"/>	Square ft	<input type="text" value="0"/>
		GIS layer ID	<input type="text"/>

5. Complete the following fields on the Main Tab. Please refer to Appendix B for complete descriptions of each field.
- a) **Tag Number** – The default value is the asset number but it can be changed.
 - b) **Serial/Parcel** - Enter the serial number. If the asset is a vehicle, type the vehicle identification number (VIN) in this box.
 - c) **Location** - Enter additional information about the asset's location, such as a room number or lot location. This is a required field. Type the code directly or click the **Field Help** button to select a location.
 - d) **Loc Memo** – Enter storage location details for the asset, if any. Additional information can be added up to 25 characters.
 - e) **Storg Loc** - Additional information can be added up to twenty characters.
 - f) **Date Acq** - Today's date will default but can be changed. To change, type the date or click the calendar button to select a date. Future dates cannot be entered.
 - g) **Fiscal Year** – default value is completed from the General Ledger Settings. You cannot change the default value unless you have Override Account Period permissions.
 - a) **Department** – Identify the department associated with the asset. This is a required field. Type a code directly or click the **Field Help** button to select a code.
 - b) **Custodian** – Enter the custodian responsible for the asset. This is a required field. Type a code directly or click the **Field Help** button to select a code.
 - c) **Floor/Room** – Indicate the floor/room where the asset is located. Up to 4 characters for Floor and 5 characters for Room.
 - d) **Acquis Cost** – Enter the cost of the asset.
 - e) **Manufact** – Enter the manufacturer for the asset. Type a code directly or click the **Field Help** button to select a code.
 - f) **Model** – Enter a model name or number for the asset. Type a code directly or click the **Field Help** button to select a code.

- g) **Model Year** – Enter a four-digit model year for the asset, if applicable.
- h) **Lic/Reg #** - Enter the vehicle tag number or other identifier.
- i) **Quantity** – Enter the quantity of the asset.
- j) **UOM** – Enter the unit of measure for the asset. (e.g. EA)
- k) **Unit Cost** – Enter the cost per unit.
- l) **Acres** – If the asset is land or property, this box can be used to specify the acreage of the property.
- m) **Square Ft** - For buildings and structures, this box can be used to identify the total square footage of the asset.
- n) **GIS Layer ID** - This field identifies the GIS layer in which the asset is located, if applicable.

Additional Tab

MAIN **ADDITIONAL** MAINTENANCE/INSURANCE MEMOS ACCOUNTS SOURCES USER-DEFINED IMAGES

Values

Condition	<input type="text"/>	Last appraisal value	1,000.00	Current Fiscal Year	<input type="text"/>
Acquis method	<input type="text"/>	Start of year value	1,000.00	Current Year Adds	<input type="text"/>
Install date	04/17/2019	Current book value	1,000.00	Current Year Depr	<input type="text"/>
Last inv date	<input type="text"/>	Est. salvage value	.00	Retired Percent	.00
Estimated useful life *	5	Replacement cost	1,000.00	Retired Amount	.00
Capitalize flag	<input type="text" value="N"/>	Depreciation flag	<input type="text" value="Y"/>	Retired LTD Acc Depr	.00
Titleholder	<input type="text"/>	Depreciation method	2 - MONTHLY STR-LINE		
Disposal date	<input type="text"/>	First year/period	2019 10		
Disposal code	<input type="text"/>	Depreciation prin	1,000.00		
Disposal price	.00	LTD accum depr	.00		
Sale price	.00	Periods taken	0		
Operations cost	.00	Last year/period	0000 00		
Per (units)	<input type="text"/>	Scheduled repl date	<input type="text"/>		
	<input type="checkbox"/> Due for replacement	Consumption units	0.0000		

6. The Additional Tab contains an array of fields that provide additional information about the asset. The only required field on this screen is the estimated useful life, which will default based upon the subclass code that was entered. Complete the following fields on the Additional Tab. Please refer to Appendix C for complete descriptions of each field.
- a) **Condition** - Not a required field. This field will only be used to identify assets that are missing, prior to final disposition.
 - b) **Acquis Method** - Select confiscated, donated or purchased.

- c) **Install Date** - This box specifies the date the asset was installed, activated, or put into use.
- d) **Last Inv Date** - This box specifies the date of the last inventory action in which the asset was included. It is typically left blank for new assets.
- e) **Estimated Useful Life** - This is a required field. Useful life will default from Sub-class code entered in the Asset section but can be changed.
- f) **Last Appraisal Value** - For new assets, this value matches the initial acquisition cost.
- g) **Start of Year Value** - For a new asset, it matches the initial acquisition cost. Once an asset has undergone depreciation, this value reflects that reduction in value.
- h) **Current Book Value** - For a new asset this matches the initial acquisition cost. As an asset is depreciated, the current book value will decrease.
- i) **Est.Salvage Value** – Leave blank.
- j) **Replacement Cost** - For a new asset record, the default value matches the Acquisition Cost.
- k) **Capitalize Flag** - Confirm this box is Y for capitalized assets and N for non-controlled assets.
- l) **Titleholder** - This box indicates the name of the titleholder for the asset, if any. This is often a bank or leasing company.
- m) **Disposal Restriction** - Check this box for assets purchased with restricted monies such as grants.
- n) **Disposal Date** - For a new asset, this box can be left blank. When you process an asset retirement, the Fixed Asset Transaction Entry Post program populates the date and calculates depreciation to the year and period in which this date occurs.
- o) **Disposal Code** – When disposing an asset, select Auctioned, Donated, Junked or Sold.
- p) **Disposal Price** - This box provides the monetary amount received from the disposal of the asset. No disposal price is needed when entering a new asset. This is an optional field and will populate if the disposal price is entered in the Adjustments and Retirements program.

- q) **Sale Price** - This is the amount received from the sale of the asset. This is an optional field and will populate if the disposal price is entered in the Adjustments and Retirements program.
- r) **Operations Cost** – Leave blank.
- s) **Per (units)** – Leave blank.
- t) **Due for Replacement** - This box will populate based on the Estimated useful life field.
- u) **Depreciation Flag** - Confirm this box is Y for capitalized assets and N for non-controlled assets.
- v) **Depreciation Method** - The method will default as Monthly- straight line from the Fixed Assets Settings and should never be changed.
- w) **First Year/Period** - These boxes identify the first year and period in which the asset will experience depreciation. The default value is the same as the acquisition date.
- x) **Depreciation Prin** - This box provides the total value of asset depreciation over the entire life of the item. This value defaults as the same as the acquisition cost.
- y) **LTD Accum Depr** - This box holds the total amount of asset depreciation to date. You do not need to enter a value for a new asset. The value is automatically updated when the Depreciate Assets program is run.
- z) **Periods Taken** - This box identifies the number of periods for which depreciation has been taken.
- aa) **Last Year/Period** - These boxes specify the last year and period in which depreciation was applied to the asset.
- bb) **Scheduled Repl Date** - The date is automatically generated, using the install date, plus the estimated life, minus one day. You can change the default value.
- cc) **Consumption Units** – Leave blank.
- dd) **Current Fiscal Year** - This box defines the current fiscal year for the asset. The year is automatically updated when the Fixed Asset Year End Process program completes successfully.

- ee) **Current Year Adds** - This box contains the total amount of any current year additions or improvements made to the value of the asset. The box is automatically updated each time a new asset is added or an existing asset is improved or adjusted.
- ff) **Current Year Depr** - This box indicates the depreciation taken for the current year. The box is updated each time the Depreciate Assets program is successfully completed.
- gg) **Retired Percentage** - This box contains the percentage of the asset that has been retired. This box is only populated if you make use of the percentage retirement feature in Adjustments and Retirements program. An example would be if you sold a portion of a facility.
- hh) **Retired Amount** - This box displays the total dollar amount that has been retired. This box is populated from the remaining value calculated when the Adjustments and Retirements program is run.
- ii) **Retired LTD Accumulated Depreciation** - This box contains the life-to-date accumulated depreciation of the retired asset. This box is populated from the LTD accumulated depreciation calculated when the Adjustments and Retirements program is run.

Maintenance/Insurance Tab

MAIN	ADDITIONAL	<u>MAINTENANCE/INSURANCE</u>	MEMOS	ACCOUNTS	SOURCES	USER-DEFINED	IMAGES
Maintenance							
Warr exp	<input type="text"/>		Contract type	<input type="text"/>			
Maint vendor	<input type="text" value="0"/>	...	Contract ref	<input type="text"/>			
Expire date	<input type="text"/>		Annual cost	<input type="text" value=".00"/>			
Memo	<input type="text"/>						
Insurance							
Ins. carrier	<input type="text"/>	▼	Insured value	<input type="text" value=".00"/>			
Expire date	<input type="text"/>		Policy cost	<input type="text" value=".00"/>			
Policy refer	<input type="text"/>		Deductible	<input type="text" value=".00"/>			
Memo	<input type="text"/>						

7. The Maintenance/Insurance tab allows you to track detailed maintenance and warranty records for the asset. Multiple records can be established on this screen to capture the entire maintenance lifecycle of an asset. Complete the following fields on the Maintenance/Insurance Tab. Please refer to Appendix D for complete descriptions of each field.

- a) **Warr Exp** - Enter warranty expiration date, if applicable.
- b) **Maint Vendor** - Enter warranty maintenance vendor, if applicable.
- c) **Expire Date** - Enter expiration date of maintenance contract, if applicable.
- d) **Contract Type** - Enter the type of maintenance contract if applicable.
- e) **Contract Ref** - Enter contract reference number if applicable.
- f) **Annual Cost** - Enter annual cost of the maintenance contract if applicable.
- g) **Memo** - These boxes can be used to enter notes and additional information regarding the maintenance contract.
- h) **Ins. Carrier** - Select the insurance carrier, if applicable.
- i) **Expire Date** – Enter date on which the insurance policy expires if applicable.
- j) **Policy Refer** – Enter a reference number for the insurance policy if applicable.
- k) **Insured Value** – Enter the total insured value of the asset, as it appears on the insurance policy if applicable.
- l) **Policy Cost** – Enter the total policy cost in this box, if applicable.
- m) **Deductible** - Enter the deductible amount, if any, for the policy, if applicable.
- n) **Memo** - These boxes can be used to enter notes and additional information regarding the maintenance contract.

Memos Tab

MAIN ADDITIONAL MAINTENANCE/INSURANCE MEMOS ACCOUNTS SOURCES USER-DEFINED IMAGES

Memos

Accounting memos

Disposal memo

Purchase memo

Improvement memo

Lease memo

Loan memo

- The Memos Tab provides fields to store notes and information about the asset and its associated records. Categories include Accounting, Disposal, Purchase, Improvement, Lease, and Loan. Enter free form notes here as needed. Each field accommodates up to 40 characters of text.

Accounts Tab

MAIN ADDITIONAL MAINTENANCE/INSURANCE MEMOS ACCOUNTS SOURCES USER-DEFINED IMAGES

Asset Accounts

Type	Description	PS Type	Project String	T	Account	Account Desc	Amount	Percent
1	ASSET			B	GFA-10-0000-0000-0000-117500-153000-	MACHINERY & EQUIPMEN	0.00	100.00
2	CONTRA			B	GFA-10-0000-0000-0000-131100-271500-	INVEST GFA CAP SPLCS	0.00	100.00
5	DEPRECIATION EXPENSE			E	GFA-10-0000-0000-0000-161100-467000-	DEPR & LAND DEPRCT EX	0.00	100.00
6	ACCUMULATED DEPRECIATION			B	GFA-10-0000-0000-0000-117210-154800-	ALLOW ACC DEPRECIATIO	0.00	100.00
9	PO/AP ACCOUNTS	E	FLEET -VEHICLES -602000 -SPLOST15	E	308-10-6000-1009-0000-4900-542200-602000-	SP15 FLEET AUTOS & T	41211.00	0.00

- The Accounts tab is used to maintain information that is necessary for depreciation, maintenance, transfer and disposal of an asset (anything that affects the General Ledger). If the asset was imported from an Accounts Payable invoice, then these fields will default for you. For non-capital assets, the fields can be left blank. But if you are entering a capital asset that was not imported through AP, then you will need to define the account information. Please note that you will need to enter types 1-6 to define the asset, contra, profit/loss, depreciation and accumulated depreciation accounts. You may also need to enter type 9 – PO/AP accounts to define the original expense account that was used to purchase your asset. Refer to Appendix E for more information on these fields. Please contact Accounting for assistance in defining the accounts.

Sources Tab

MAIN ADDITIONAL MAINTENANCE/INSURANCE MEMOS ACCOUNTS <u>SOURCES</u> USER-DEFINED IMAGES			
Funding Sources			
Funding sources	Percent	Amount	

10. The Sources tab can be used to define the funding for your asset. Multiple rows can be established for assets that have more than one funding source. Complete the following fields on the Sources Tab. Please refer to Appendix F for complete descriptions of each field.

- a) **Funding Sources** – Use the pull-down list to This list identify a funding source type for the asset.
- b) **Amount** – Indicate the dollar amount that the funding source contributed towards the purchase of the asset. Alternatively, indicate a percentage.
- c) **Percent** – Indicate the percentage that the funding source contributed towards the purchase of the asset.

User Defined Tab

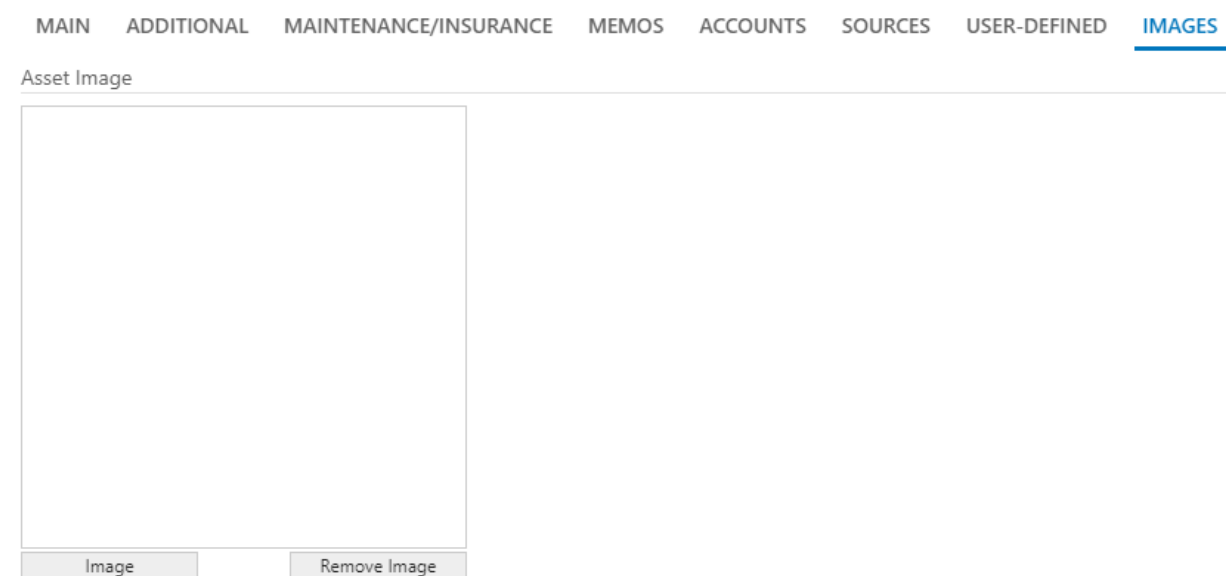
MAIN ADDITIONAL MAINTENANCE/INSURANCE MEMOS ACCOUNTS SOURCES <u>USER-DEFINED</u> IMAGES			
User-defined Fields			
Field name	Req	Value	Code Descr
ADDITIONS LTD	<input type="checkbox"/>		
ASSIGNED TO EMP ID/EMAIL	<input type="checkbox"/>		
ADDITIONAL INFO	<input type="checkbox"/>		
LEGACY BOOK VAL & NET VALUE	<input type="checkbox"/>		
LEGACY ASSET NUMBER	<input type="checkbox"/>		
CASE NUMBER	<input type="checkbox"/>		
RESOLUTION NUMBER	<input type="checkbox"/>		

11. The User Defined tab contains fields that have been created specifically for the County. Complete the following fields on the User Defined Tab.


- a) **Case Number** – If asset is acquired as a confiscation, enter the court case number.

- b) **Resolution Number** - If asset is acquired other than as a Board approved purchase, enter the BOC resolution number.
- c) **Legacy Vendor** - Legacy number of vendor from who asset was purchased for historical reference. (This will only be used for those assets that were converted into Munis from the previous legacy system).

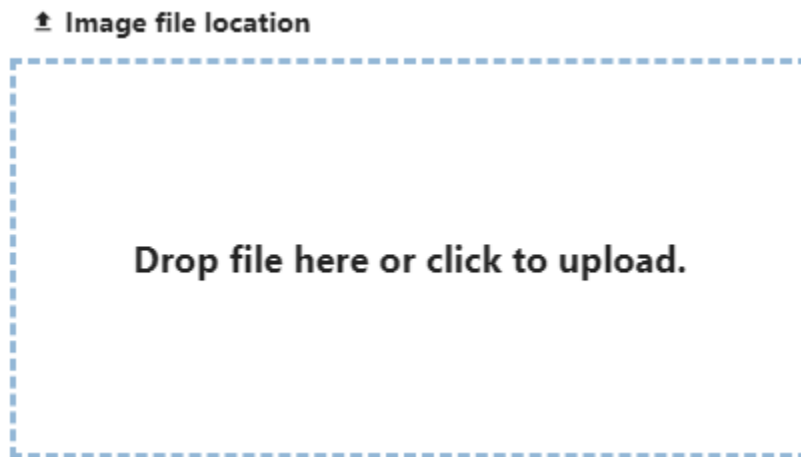
Images Tab



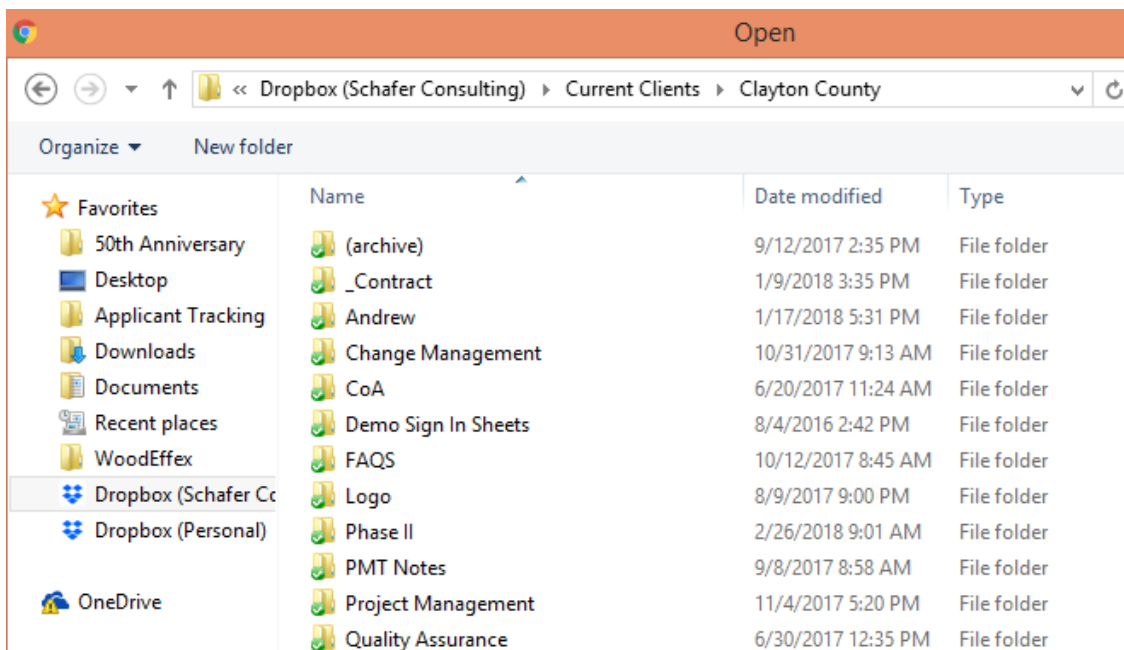
12. Click the **Accept** button.  Accept

13. To add an image to a Fixed Asset record, click the **Image** button .

14. The system will display a File Upload window. Click on Drop file here or click to upload.



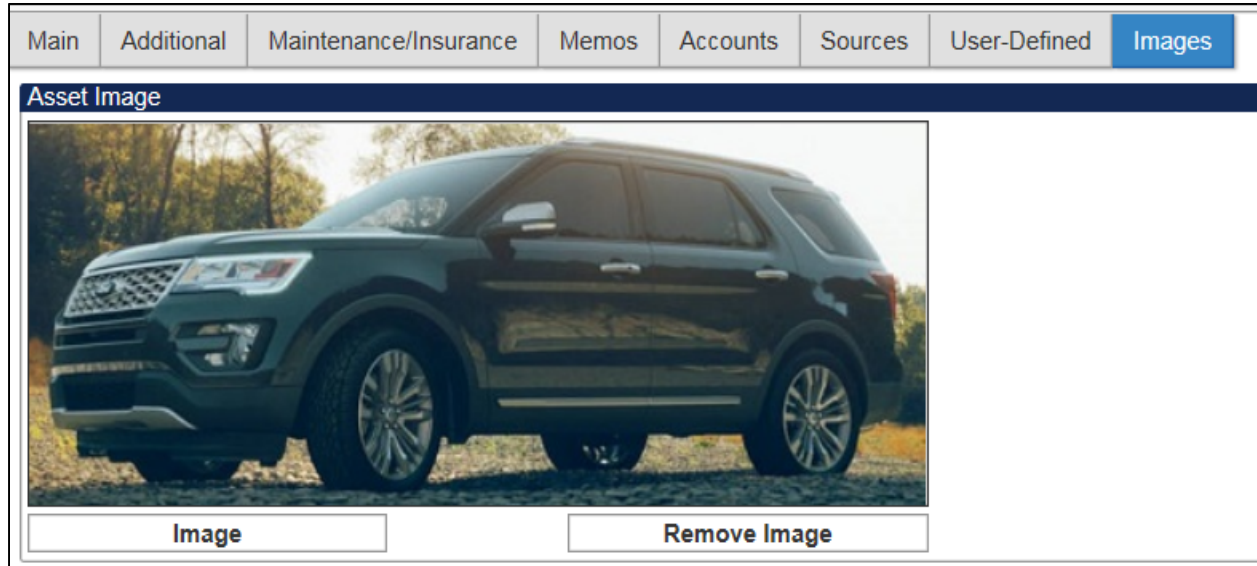
15. A Windows file explorer window will display. Select the file you would like to upload.



16. Click the **OK** button.



17. The image will be attached to your fixed asset and will display within the Images Tab.



How to Use Field Help

The **Field Help** ellipse button can be used to perform a lookup on any field. An example is provided below on how field help can be used.

1. Click on the **Field Help** ellipse  to the right of the field.



2. The system will bring you to a screen that will provide a listing of all values that are available.

Commodity Help		
Commodity	Description	Additional Description One
005	ABRASIVES	
010	ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES	
015	ADDRESSING, COPYING, MIMEOGRAPH, AND SPIRIT DUPLICATING MACHINE SUPPLIES: CHEMIC	ALS, INKS, PAPER, ETC.
019	AGRICULTURAL CROPS AND GRAINS INCLUDING FRUITS, MELONS, NUTS, AND VEGETABLES	
020	AGRICULTURAL EQUIPMENT, IMPLEMENTS, AND ACCESSORIES (SEE CLASS 022 FOR PARTS)	
022	AGRICULTURAL EQUIPMENT AND IMPLEMENT PARTS	
025	AIR COMPRESSORS AND ACCESSORIES	
031	AIR CONDITIONING, HEATING, AND VENTILATING EQUIPMENT, PARTS AND ACCESSORIES (SEE	CLASS 740 ALSO)
035	AIRCRAFT AND AIRPORT EQUIPMENT, PARTS, AND SUPPLIES	
037	AMUSEMENT, DECORATIONS, ENTERTAINMENT, GIFTS, TOYS, ETC.	
040	ANIMALS, BIRDS, MARINE LIFE, AND POULTRY, LIVE, (INCLUDING ACCESSORY ITEMS)	
045	APPLIANCES AND EQUIPMENT, HOUSEHOLD TYPE	
050	ART EQUIPMENT AND SUPPLIES	
052	ART OBJECTS	
055	AUTOMOTIVE ACCESSORIES FOR AUTOMOBILES, BUSES, TRAILERS, TRUCKS, ETC.	
060	AUTOMOTIVE AND TRAILER EQUIPMENT AND PARTS	
065	AUTOMOTIVE AND TRAILER BODIES, BODY ACCESSORIES, AND PARTS	
070	AUTOMOTIVE VEHICLES AND RELATED TRANSPORTATION EQUIPMENT (INCLUDING TRAILERS) (E	FFECTIVE 1-1-06 THIS CLASS INACTIVATED, REFER TO CLASSES 071,
071	AUTOMOBILES, SCHOOL BUSES, SUVs, AND VANS (INCLUDING DIESEL, GASOLINE, ELECTRIC,	HYBRID, AND ALL OTHER FUEL TYPES)
072	TRUCKS (INCLUDING, DIESEL, GASOLINE, ELECTRIC, HYBRID, AND ALTERNATIVE FUEL UNIT	S)
073	TRAILERS	

- The lower right-hand corner of your screen will identify the number of values being displayed to choose from.

Commodity Help

Back Accept Cancel Search Output Print Display PDF Save Excel Word

Commodity	Description	Additional Description One
005	ABRASIVES	
010	ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES	
015	ADDRESSING, COPYING, MIMEOGRAPH, AND SPIRIT DUPLICATING MACHINE SUPPLIES: CHEMIC	ALS, INKS, PAPER, ETC.
019	AGRICULTURAL CROPS AND GRAINS INCLUDING FRUITS, MELONS, NUTS, AND VEGETABLES	
020	AGRICULTURAL EQUIPMENT, IMPLEMENTS, AND ACCESSORIES (SEE CLASS 022 FOR PARTS)	
022	AGRICULTURAL EQUIPMENT AND IMPLEMENT PARTS	
025	AIR COMPRESSORS AND ACCESSORIES	
031	AIR CONDITIONING, HEATING, AND VENTILATING EQUIPMENT, PARTS AND ACCESSORIES (SEE	CLASS 740 ALSO)
035	AIRCRAFT AND AIRPORT EQUIPMENT, PARTS, AND SUPPLIES	
037	AMUSEMENT, DECORATIONS, ENTERTAINMENT, GIFTS, TOYS, ETC.	
040	ANIMALS, BIRDS, MARINE LIFE, AND POULTRY, LIVE, (INCLUDING ACCESSORY ITEMS)	
045	APPLIANCES AND EQUIPMENT, HOUSEHOLD TYPE	
050	ART EQUIPMENT AND SUPPLIES	
052	ART OBJECTS	
055	AUTOMOTIVE ACCESSORIES FOR AUTOMOBILES, BUSES, TRAILERS, TRUCKS, ETC.	
060	AUTOMOTIVE AND TRAILER EQUIPMENT AND PARTS	
065	AUTOMOTIVE AND TRAILER BODIES, BODY ACCESSORIES, AND PARTS	
070	AUTOMOTIVE VEHICLES AND RELATED TRANSPORTATION EQUIPMENT (INCLUDING TRAILERS) (E	FFECTIVE 1-1-06 THIS CLASS INACTIVATED, REFER TO CL
071	AUTOMOBILES, SCHOOL BUSES, SUVs, AND VANS (INCLUDING DIESEL, GASOLINE, ELECTRIC,	HYBRID, AND ALL OTHER FUEL TYPES)
072	TRUCKS (INCLUDING, DIESEL, GASOLINE, ELECTRIC, HYBRID, AND ALTERNATIVE FUEL UNIT	S)
073	TRAILERS	
075	AUTOMOTIVE SHOP AND RELATED EQUIPMENT AND SUPPLIES	
080	BADGES, AWARDS, EMBLEMS, NAME TAGS AND PLATES, JEWELRY, ETC.	
085	BAGS, BAGGING, TIES, AND EROSION SHEETING, ETC.	
090	BAKERY EQUIPMENT, COMMERCIAL	
095	BARBER AND BEAUTY SHOP EQUIPMENT AND SUPPLIES	
100	BARRELS, DRUMS, KEGS, AND CONTAINERS	
105	BEARINGS (SEE CLASS 060 FOR WHEEL BEARINGS)	
110	BELTS AND BELTING: AUTOMOTIVE AND INDUSTRIAL	
115	BIOCHEMICALS, RESEARCH	
120	BOATS, MOTORS, AND MARINE EQUIPMENT	
125	BOOKBINDING SUPPLIES	
135	BRICKS, CLAY, REFRACTORY MATERIALS, STONE, AND TILE PRODUCTS	
140	BROOM, BRUSH, AND MOP MANUFACTURING MACHINERY AND SUPPLIES	
145	BRUSHES (SEE CLASS 485 FOR JANITORIAL TYPE)	
150	BUILDER'S SUPPLIES	
155	BUILDINGS AND STRUCTURES: FABRICATED AND PREFABRICATED	

Search / Filter

1 of 274

- To find what you are looking for, it is helpful to use the Filter tool in the lower left-hand corner of your screen. (The filter tool will narrow down the number of records displayed, whereas the search tool will simply advance you to the record you are looking for)



- Click on the **Filter** icon and then enter your filter criteria. At a minimum, you will be able to filter by the code or by the description.

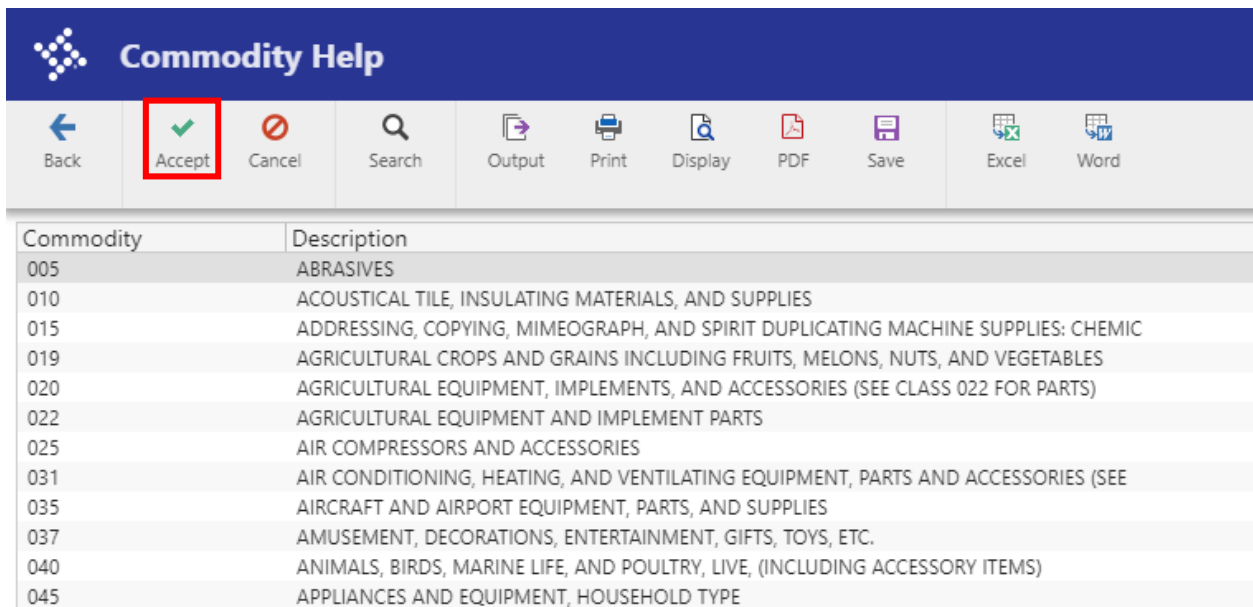


- Enter the following information to perform a filter.

- i) In the first field, you can enter a portion of the code or description that you want to search based upon.
- ii) In the second field, select the field that you would like to perform the search based upon.
- iii) In the third field, leave it as New Filter.

a) Click **Go** to perform the filter.

6. From the filtered list, find and then click on an item to select it and then click on the **Accept** button.



Commodity Help

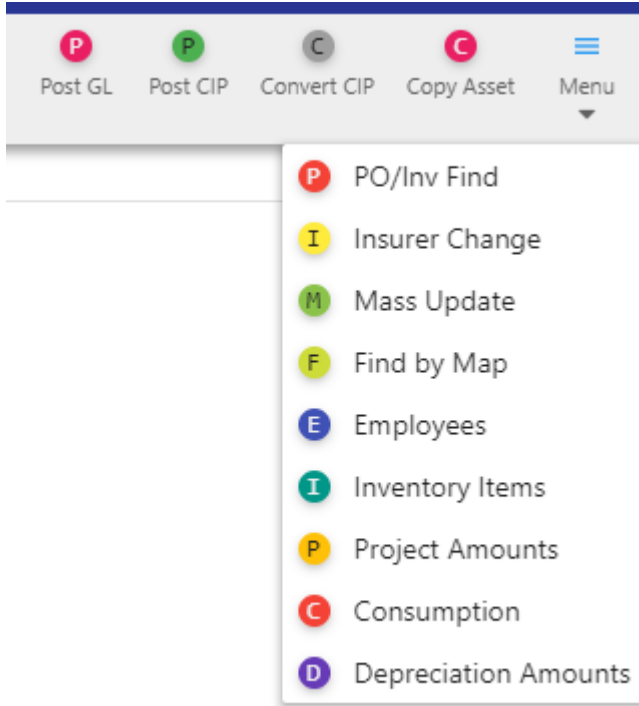
Back Accept Cancel Search Output Print Display PDF Save Excel Word

Commodity	Description
005	ABRASIVES
010	ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES
015	ADDRESSING, COPYING, MIMEOGRAPH, AND SPIRIT DUPLICATING MACHINE SUPPLIES: CHEMIC
019	AGRICULTURAL CROPS AND GRAINS INCLUDING FRUITS, MELONS, NUTS, AND VEGETABLES
020	AGRICULTURAL EQUIPMENT, IMPLEMENTS, AND ACCESSORIES (SEE CLASS 022 FOR PARTS)
022	AGRICULTURAL EQUIPMENT AND IMPLEMENT PARTS
025	AIR COMPRESSORS AND ACCESSORIES
031	AIR CONDITIONING, HEATING, AND VENTILATING EQUIPMENT, PARTS AND ACCESSORIES (SEE
035	AIRCRAFT AND AIRPORT EQUIPMENT, PARTS, AND SUPPLIES
037	AMUSEMENT, DECORATIONS, ENTERTAINMENT, GIFTS, TOYS, ETC.
040	ANIMALS, BIRDS, MARINE LIFE, AND POULTRY, LIVE, (INCLUDING ACCESSORY ITEMS)
045	APPLIANCES AND EQUIPMENT, HOUSEHOLD TYPE

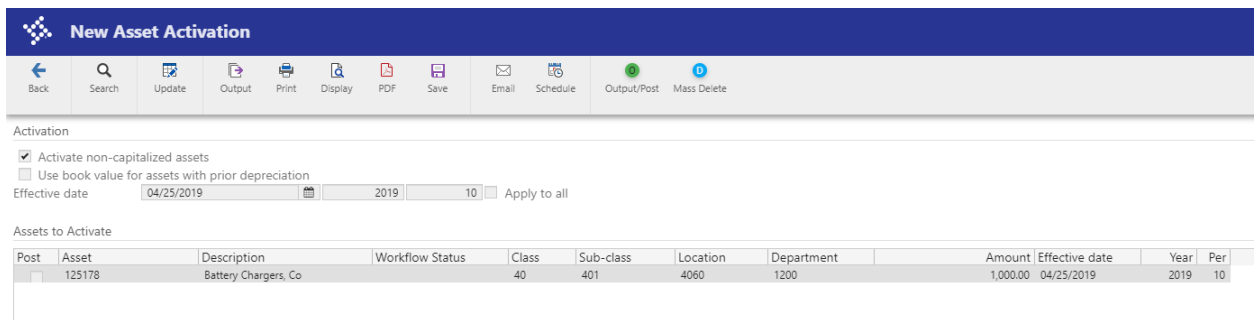
7. The system will return you to the previous screen.


How to Release your Capital Asset for Approval

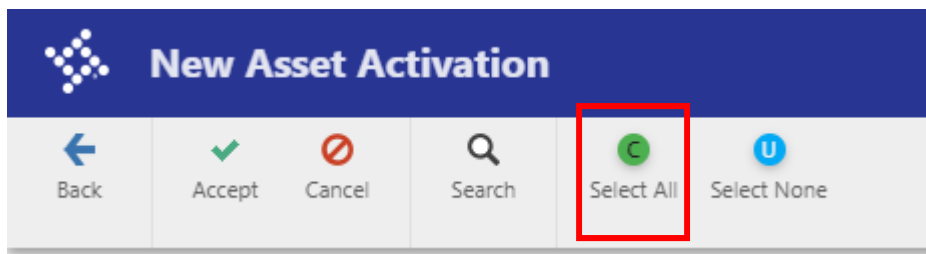
1. Once you have reviewed your fixed asset entry for accuracy and you have attached any images, click the **More** button from the ribbon bar and then select **Post GL** from the drop-down list.



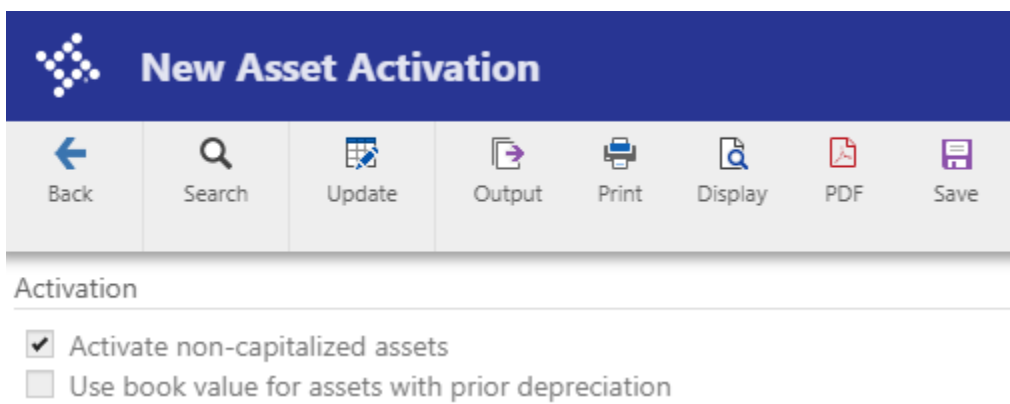
2. The New Asset Activation screen will display.



3. Click the **Update** button  to select the assets to be released. Click Select All from the main ribbon bar to select all assets for release.



4. Click the **Output** button to release the assets for approval and posting.




How to Modify a Capital Asset

The Adjustments and Retirements program can be used to process asset adjustments, improvements, and transfers.

1. Click on the **Tyler Menu**, click **Financials>Capital Assets>Capital Assets Processing>Adjustments and Retirements**.

Tyler Menu

Search 

- ▾ Munis
 - ▾ **Financials**
 - ▷ General Ledger Menu
 - ▷ Budget Processing
 - ▷ Purchasing
 - ▷ Accounts Payable
 - ▷ Inventory Management
 - ▷ Cash Management
 - ▾ **Capital Assets**
 - ▷ Set Up
 - ▾ **Capital Asset Processing**
 - Accounts Payable Asset List
 - Capital Asset Work File
 - New Assets
 - Adjustments and Retirements**
 - Capital Asset Transaction Entry Post

2. The Adjustments and Retirements will display.

Adjustments and Retirements [TEST DATABASE Apr 7 2019]

Back Search Browse Update Output Print Display PDF Save Excel Word Email Schedule Attach Active Set Map Reminder Alert Transacti

Asset

Asset *	Commodity
Status	Desc *
Class *	Master
Sub-class *	Type *

Pending transactions
Unassociated WO Assets
WO Master
Subsidiary Assets

MAIN
ADDITIONAL
MAINTENANCE/INSURANCE
MEMOS
ACCOUNTS
SOURCES
USER-DEFINED
IMAGES

Static Information

Tag number	Serial/Parcel
Location *	Department *
Loc. memo	Custodian *
Storg. loc	Floor/Room
Date acq.	Acquis cost
Fiscal Year	
Manufact	Quantity
Model	Unit cost
Model year	Acres
Lic/Reg #	Square ft
	GIS layer ID

« < 0 of 0 > »
Add / Display reminder alerts on the current record

3. To find the asset that you would like to make an adjustment to, click on the **Search** button from the main ribbon bar.



4. Enter the asset number in the **Asset** field. (If you don't know the asset number, you can search using other fields).

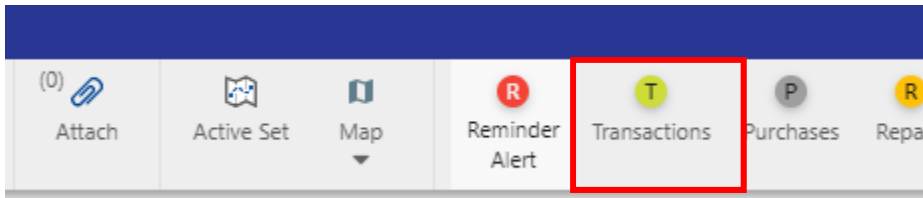
- a) Make any non-monetary and non-account changes to the asset record, as allowed by the program. Note: changing of some fields will trigger specific warning messages to display.

b) Click the **Accept** button to save the changes.

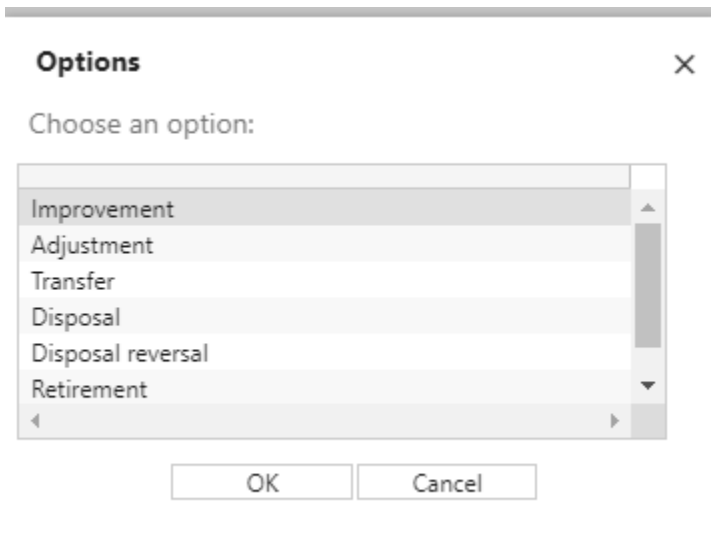


5. To make **monetary** changes that will affect the General Ledger, follow these steps:

a) Click on Transactions from the main ribbon bar.



b) An Options box will display.



c) Select **Adjustment** and then click **OK**.

d) The Adjustment screen will display.

Improvement

Back Search Browse Update Delete Output Print Display PDF Save Email Schedule Attach Out

Asset

Asset 125125 Desc POLE LIGHTS FLAT SHOALS PARK

Change Values

	Before	Change	After
Acquisition cost	309,896.00	.00	309,896.00
Current book value	306,206.76	.00	306,206.76
Estimated salvage value	.00	.00	.00
Estimated life	7	0	7
Depreciation principal	309,896.00	.00	309,896.00
LTD accumulated depreciation	3,689.24	.00	3,689.24
Periods taken	1	0	1
SOY value	309,896.00	.00	309,896.00
Estimated replacement cost	309,896.00	.00	309,896.00
Last appraisal value	309,896.00	.00	309,896.00
Quantity	1	0	1
Current year depreciation		.00	

Transaction Detail

Depr Flag Y Repl Date 12/10/2025

Method 2 - MONTHLY STR-LINE Effective date * 04/25/2019

1st Depr Taken 2019 6 Post year/per 2019 10

Reason * ...

Approval flag N Entered by lance.mitchell

GL Journal Entries

Account Type	T	Account	Desc



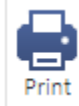
e) Click the **Update** button.

f) Modify the monetary amounts on the asset, as necessary.

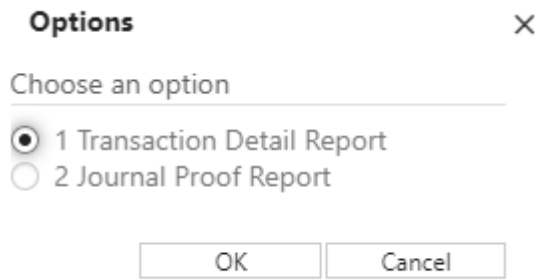


g) Click the **Accept** button to save the changes.

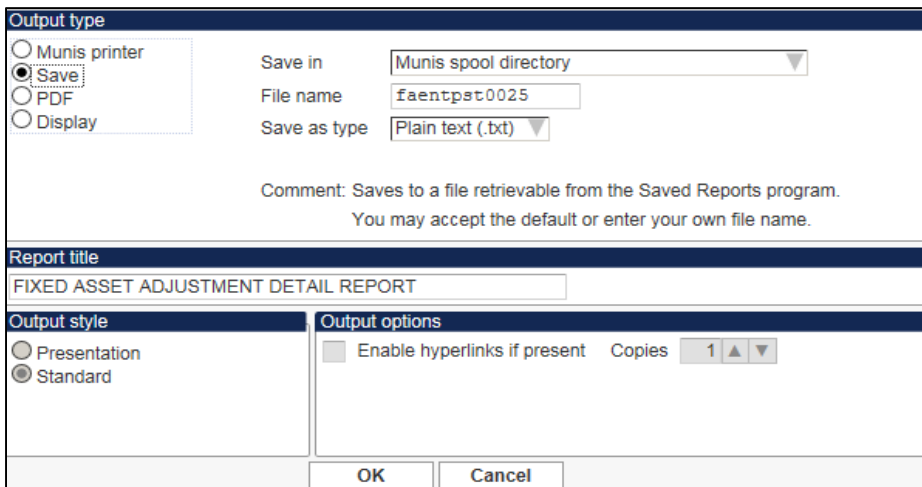
h) Click **Print** on the ribbon to create the Adjustment Detail report.



- i) The program displays the Options dialog box.



- j) Select **Transaction Detail Report**, and then click **OK**. The program displays the Output screen.



- k) Select the output type and complete the output settings.
- l) Click **OK**.
- m) The program creates the report. View the report to confirm there are no errors.
- n) Release the asset by following the How to Release your Fixed Asset for Approval section.

Capital Asset Approvals

When an asset is purchased through a requisition and/or accounts payable invoice, the Fixed Asset is approved by the Finance Fixed Asset Staff before the asset becomes an active asset within the Fixed Assets module.

When an adjustment or transfer is made to an existing fixed asset:

- For capital assets, the adjustment is entered by Finance staff and is forwarded to Finance Senior Account for approval.
- For non-capital assets, the adjustment is entered by the department, but will not require any approvals.

GL Impact

Changing a class, subclass, location, department, or custodian does not impact the General Ledger. However, if the option to make changes to the values or accounts for a capital asset was chosen, journal entries will be created and can be viewed in Journal Inquiry/Print.

Inquiries & Reports

Within this section, you will learn:

- ✓ How to search for assets.
- ✓ How to report on assets.
- ✓ How to use Fixed Assets Central.

Asset Inquiry

How to Search for Assets

The Asset Inquiry program is a general-purpose inquiry program. You can use it to view assets based on a wide variety of criteria. Assets of any status can be viewed using this program, and you can generate reports directly from this screen.

1. From the Tyler Menu, open **Tyler Menu**, click **Financials>Capital Assets>Inquiries and Reports>Asset Inquiry**.

Tyler Menu

- ↳ **Munis**
 - ↳ Financials
 - ▷ General Ledger Menu
 - ▷ Budget Processing
 - ▷ **Purchasing**
 - ▷ Accounts Payable
 - ▷ Inventory Management
 - ▷ Cash Management
 - ↳ **Capital Assets**
 - ▷ Set Up
 - ▷ Capital Asset Processing
 - ↳ Inquiries and Reports
 - Asset Inquiry**
 - Capital Assets Central
 - Asset List by Location/Class

2. The Asset Inquiry screen will display:

Asset Inquiry [TEST DATABASE Apr 7 2019]

Back Search Browse Output Print Display PDF Save Excel Word Email Schedule Attach Active Set Map Reminder Alert Purchases Repairs

Asset

Asset *	Commodity
Status	Desc *
Class *	Master
Sub-class *	Type *

Pending transactions
Unassociated WO Assets
WO Master
Subsidiary Assets

MAIN
ADDITIONAL
MAINTENANCE/INSURANCE
MEMOS
ACCOUNTS
SOURCES
USER-DEFINED
IMAGES

Static Information

Tag number	Serial/Parcel	
Location *	Department *	
Loc. memo	Custodian *	
Storg. loc	Floor/Room	
Date acq.	Acquis cost	
Fiscal Year		
Manufact	Quantity	UOM
Model	Unit cost	
Model year	Acres	
Lic/Reg #	Square ft	
	GIS layer ID	

« < 0 of 0 > »
Add / Display reminder alerts on the current record

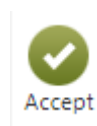
3. Click on the **Search** button from the ribbon bar.



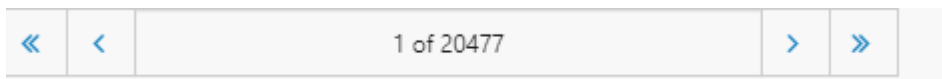
4. Complete any combination of the following fields to perform your search.

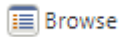
- a) **Asset** – Use this box to define an asset or range of assets. To define a range, enter the first and last asset numbers in the range, separated by a colon. For example, 1:100. The * wildcard can also be used here.
- b) **Status** - Using this field as a search value will show all asset with the selected status. For example, to see all assets that have been retired, select Retired from the list.
- c) **Class** - Use this field to find assets classified by class. For example, to see all Buildings, select 20- Buildings.

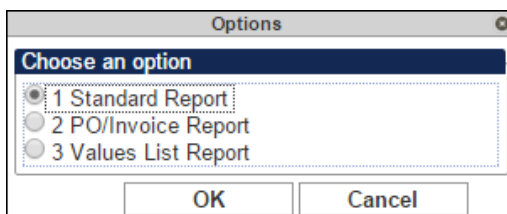
- d) **Location** - Using this field as an inquiry fields displays all assets located in the selected location. For example, select 5900 to see all fixed assets for which the Police Academy is responsible. When combined in an inquiry, the subclass and location codes will return a very specific list of assets.
- e) **Custodian** - When you search for this value, the program provides a list of assets for which this custodian is responsible.
- f) **Due for Replacement** – (on the Additional Tab) - Checking this box will return a list of all assets that are past their useful life determined by their sub-class code.
5. Once you have defined your search criteria, click **Accept** on the ribbon.



6. In the lower left-hand corner, the number of records that were found that matched your search criteria will be displayed. Use the arrow buttons to scroll through the results. If no records were found, the program displays a 'No records found' message in the status bar.



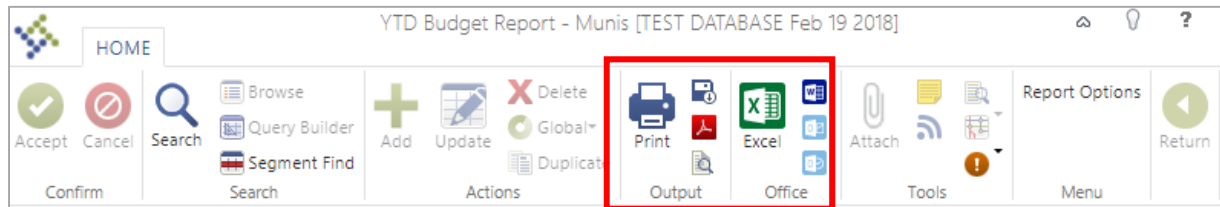
7. Use the **Options** button in the Menu group of the ribbon to view specific information for the active record.
8. Click the **Browse** button from the main ribbon bar to display a list-view of the results (rather than displaying a single record at a time on the screen). 
9. To print the results of your search, choose **Print, Preview, PDF, or Text File** to view, print, or save a report. The program displays the Options dialog box for the report type.




10. Select the report you would like to run and then click OK.

Output Options for Your Report

To generate a report, you can choose any of the following output options:



- 
 - The **Print** option will allow you to run the report directly to a printer.

Output type	
<input checked="" type="radio"/> Munis printer <input type="radio"/> Save <input type="radio"/> PDF <input type="radio"/> Display	Printer name: <input type="text"/> ... <input type="button" value="Properties"/> Status: ID: Type: Comment: Outputs to a printer available to the Munis server. You may accept the default or select a different printer from the list.
Output style	Output options
<input type="radio"/> Presentation <input checked="" type="radio"/> Standard	<input type="checkbox"/> Landscape Copies <input type="text" value="1"/> ▲ ▼ <input type="checkbox"/> Enable hyperlinks if present
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

- Click on the field help to the right of the Printer name field.

Printer name: ...

- Select the printer that you would like to print to from the list of available printers.

YTD Budget Report - Munis [TEST DATABA]

HOME

Accept Cancel Search Browse Query Builder Add Update Delete Global Duplicate Print Text file PDF Preview Excel Word Email Schedule Office

Name	ID	Availability	Reserved For	Type
CSFRONT_LS	CSF	Available		Command
CSFRONT_PM	CSF2	Available		Command
FINP04L_LS	04L2	Available		Command
FINP04L_PM	04L	Available		Command
FINP44L_LS	44L2	Available		Command
FINP44L_PM	44L	Available		Command
GB RECEIPT	TF01	Available		Command
guivald	ZZ	Available		Command
MS RECEIPT	TF02	Available		Command
PO AUTO PRINT	AUPO	Available		Tyler Fo
TYLERFORMS	ITF	Available		Tyler Fo

c) Click on the **Accept** button from the ribbon bar.



d) Click on the **OK** button.

Output type


Munis printer Printer name: ...
 Save Status: Available
 PDF ID: 04L2
 Display Type: Command/script

Comment: Outputs to a printer available to the Munis server. You may accept the default or select a different printer from the list.

Output style **Output options**

Presentation
 Standard

Landscape Copies ▲ ▼
 Enable hyperlinks if present


2.  - The **PDF** option will print the report to your screen in PDF format.

- a) You will receive a notification at the bottom of your screen. Click on Open to view the report or click on Save to save the report.

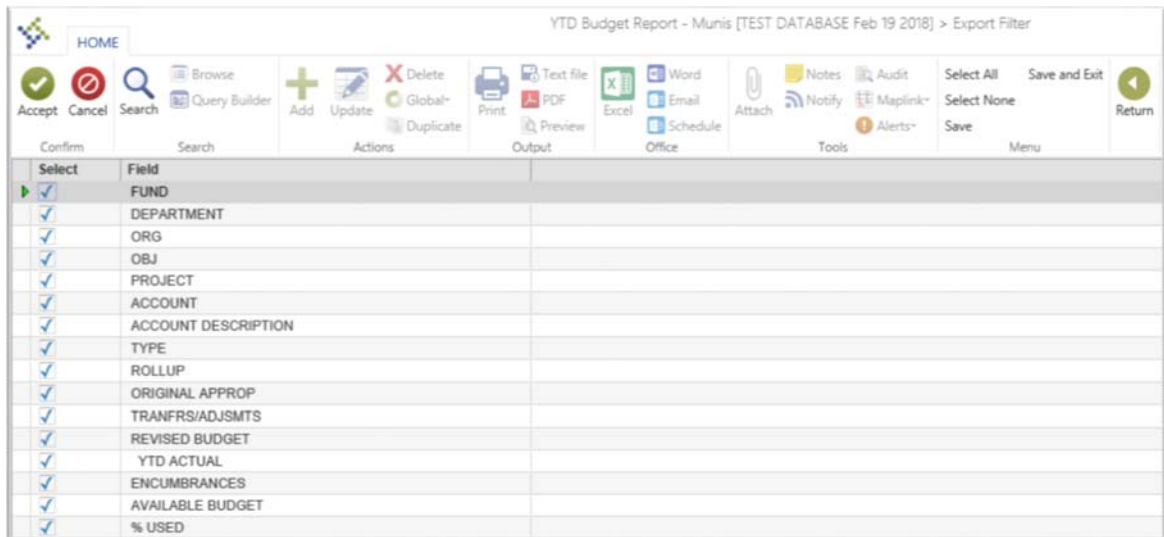


- b) If you click Open, the report will display:

ORIGINAL APPROP	TRANS/ADJSTMS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
101 GENERAL FUND (GG)						
3000 COUNTY POLICE						
10108190 311000	PD ALCOHOL BUSINESS LICENSES	-13,000.00	-12,670.00	0.00	-330.00	97.5%
10108200 320700	PD FED REIMB NARCOTIC SAL	-32,000.00	-3,043.23	0.00	-28,956.77	9.5%
10108210 324200	PD GA ST SAL REIMB	0.00	0.00	0.00	1,930.00	100.0%
10108220 331200	PD PHOTOCOPY REVENUE	-170,000.00	-144,965.11	0.00	-25,034.89	85.3%
10108240 331300	PD ANIMAL CONTROL FEES	-64,000.00	-36,775.00	0.00	-27,225.00	57.5%
10108250 338400	PD BACKGROUND CHECK FEES	-6,500.00	-4,075.60	0.00	-2,424.40	76.5%

3.  - The **Excel** option will output the report directly to Excel.

- b) You will be prompted with options for the columns you would like to display:




- c) Leave all boxes checked to view all of the columns of data on your report. Then, click on the Accept button to run the report.



- d) You will receive a notification at the bottom of your screen. Click on Open to view the report or click on Save to save the report.



- e) If you click Open, the report will display:

4.  - The **Preview** option will print the report to your screen in Text format.

f) You will receive a notification at the bottom of your screen. Click on Open to view the report or click on Save to save the report.




g) If you click Open, the report will display:

ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED

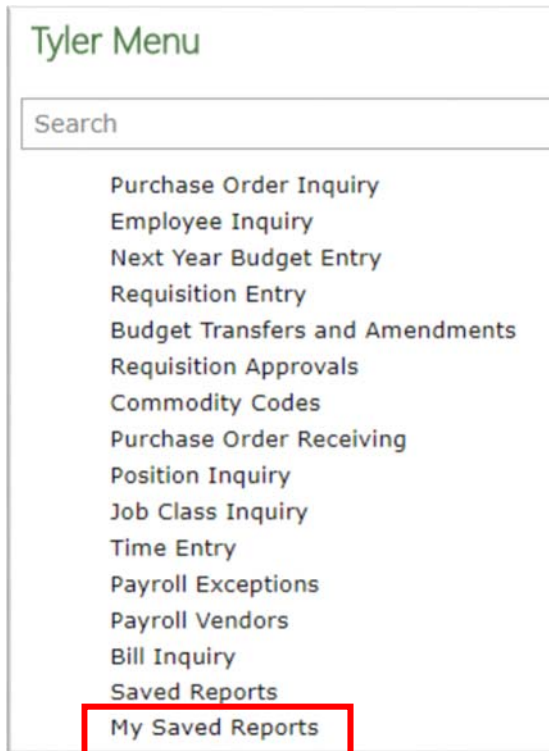
101 GENERAL FUND(GG)						

3000 COUNTY POLICE						

10108190	311000	PD ALCOHOL BUSINESS LICENSES				
-13,000.00	0.00		-13,000.00	0.00	-330.00	97.5%
10108200	320700	PD FED REIMB NARCOTIC SAL				
-32,000.00	0.00		-3,043.23	0.00	-28,956.77	9.5%
10108210	324200	PD GA ST SAL REIMB				
0.00	0.00	0.00	-1,930.00	0.00	1,930.00	100.0%
10108220	331200	PD PHOTOCOPY REVENUE				
-170,000.00	0.00	-170,000.00	-144,965.11	0.00	-25,034.89	85.3%
10108240	331300	PD ANIMAL CONTROL FEES				
-64,000.00	0.00	-64,000.00	-36,775.00	0.00	-27,225.00	57.5%

5.  - The **Text File** option is similar to the Preview option. It will run the report in Text format, but instead of opening it on the screen like the Preview option, it will save the report to **Department Functions > My Saved Reports**.

h) From the Tyler menu, go to **Department Functions** and then click on **My Saved Reports**.



i) A listing of all your saved reports will display.

User ID	Report File Name	Report Title	Date
iris.mcgee	faactmnt0001.bt	Fixed Asset Accounts	12/17/2017
iris.mcgee	glatrbal0001.bt	ACCOUNT SUMMARY TRIAL BALANCE FOR FY17/JUL TO JUL	01/18/2018
iris.mcgee	glatrbal0004.bt	ACCOUNT SUMMARY TRIAL BALANCE FOR FY18/JUL TO JUL	01/31/2018
iris.mcgee	glatrbal0006.bt	ACCOUNT SUMMARY TRIAL BALANCE FOR FY18/JUL TO JUL	02/01/2018
iris.mcgee	glytdbud0001.pdf	** CURRENTLY BEING GENERATED **	02/24/2018
iris.mcgee	glytdbud0002.bt	** CURRENTLY BEING GENERATED **	02/22/2018
iris.mcgee	glytdbud0006.bt	YEAR-TO-DATE BUDGET REPORT	02/24/2018
iris.mcgee	glytdbud0007.bt	** CURRENTLY BEING GENERATED **	02/24/2018
iris.mcgee	glytdbud0008.bt	** CURRENTLY BEING GENERATED **	02/24/2018
iris.mcgee	glytdbud0009.bt	YEAR-TO-DATE BUDGET REPORT	02/24/2018
iris.mcgee	glytdbud0010.bt	YEAR-TO-DATE BUDGET REPORT	02/24/2018

- j) The report will be listed as the last report in the list of your saved reports. Click on the report to highlight it and then click on Accept to display the report.

User ID	Report File Name	Report Title	Date
iris.mcgee	faactmnt0001.bt	Fixed Asset Accounts	12/17/2017
iris.mcgee	glatrbal0001.bt	ACCOUNT SUMMARY TRIAL BALANCE FOR FY17/JUL TO JUL	01/18/2018
iris.mcgee	glatrbal0004.bt	ACCOUNT SUMMARY TRIAL BALANCE FOR FY18/JUL TO JUL	01/31/2018
iris.mcgee	glatrbal0006.bt	ACCOUNT SUMMARY TRIAL BALANCE FOR FY18/JUL TO JUL	02/01/2018
iris.mcgee	glytdbud0001.pdf	** CURRENTLY BEING GENERATED **	02/24/2018
iris.mcgee	glytdbud0002.bt	** CURRENTLY BEING GENERATED **	02/22/2018
iris.mcgee	glytdbud0006.bt	YEAR-TO-DATE BUDGET REPORT	02/24/2018
iris.mcgee	glytdbud0007.bt	** CURRENTLY BEING GENERATED **	02/24/2018
iris.mcgee	glytdbud0008.bt	** CURRENTLY BEING GENERATED **	02/24/2018
iris.mcgee	glytdbud0009.bt	YEAR-TO-DATE BUDGET REPORT	02/24/2018
iris.mcgee	glytdbud0010.bt	YEAR-TO-DATE BUDGET REPORT	02/24/2018

Capital Assets Central

The Fixed Assets Central program allows you to view asset records, attach documents and notes, and by providing direct access to several Munis Fixed Assets programs, also allows you to add and maintain Fixed Asset information. The sections below explain how to perform a regular search and also how to perform and save an advanced search.

How to Perform a Search

1. From the Tyler Menu, open **Tyler Menu**, click **Financials>Capital Assets>Inquiries and Reports>Capital Assets Central**


Tyler Menu

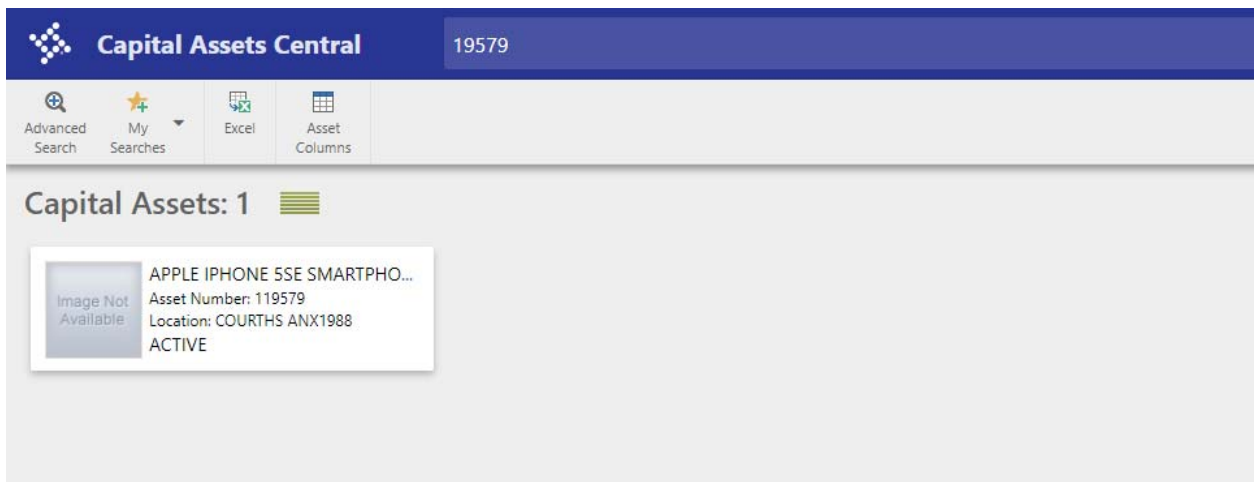
- Munis
 - ▲ Financials
 - ▷ General Ledger Menu
 - ▷ Budget Processing
 - ▷ Purchasing
 - ▷ Accounts Payable
 - ▷ Inventory Management
 - ▷ Cash Management
 - ▲ Capital Assets
 - ▷ Set Up
 - ▷ Capital Asset Processing
 - ▲ Inquiries and Reports
 - Asset Inquiry
 - Capital Assets Central
 - Asset List by Location/Class
 - Asset List by GL Account
 - Insured Value List

2. When you open Fixed Assets Central, the program displays a Search box where you can enter a specific fixed number or description.

Search by capital asset # or description

[Advanced Search](#)

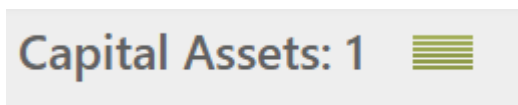
3. Enter your search criteria.
4. Click on the **magnifying glass**  to perform the search.
5. The fixed asset search results will be displayed in a tile/block view.



The screenshot shows the 'Capital Assets Central' interface. At the top, there is a search bar with the value '19579'. Below the search bar, there are navigation options: 'Advanced Search', 'My Searches', 'Excel', and 'Asset Columns'. The main content area displays 'Capital Assets: 1' with a grid icon. A search result is shown in a tile view, containing the following information:

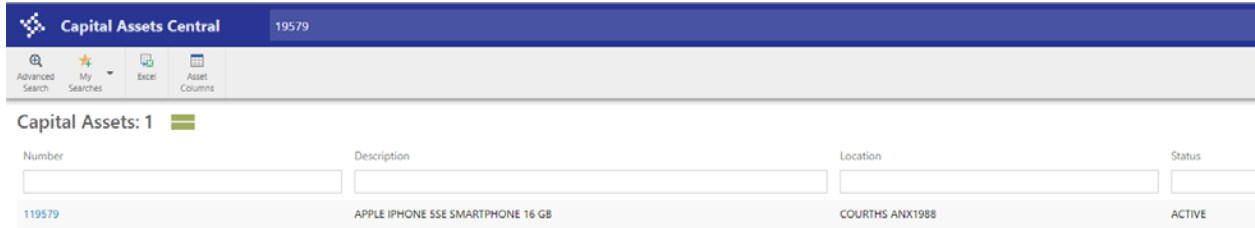
Image Not Available	APPLE IPHONE 5SE SMARTPHO...
	Asset Number: 119579
	Location: COURTHS ANX1988
	ACTIVE


6. To switch to a list view, click on the **toggle grid/block** view button.




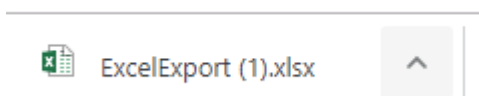
The screenshot shows the 'Capital Assets: 1' header with a grid icon. The grid icon is highlighted, indicating it is the active view.

7. The fixed asset search results will be displayed in a list view.

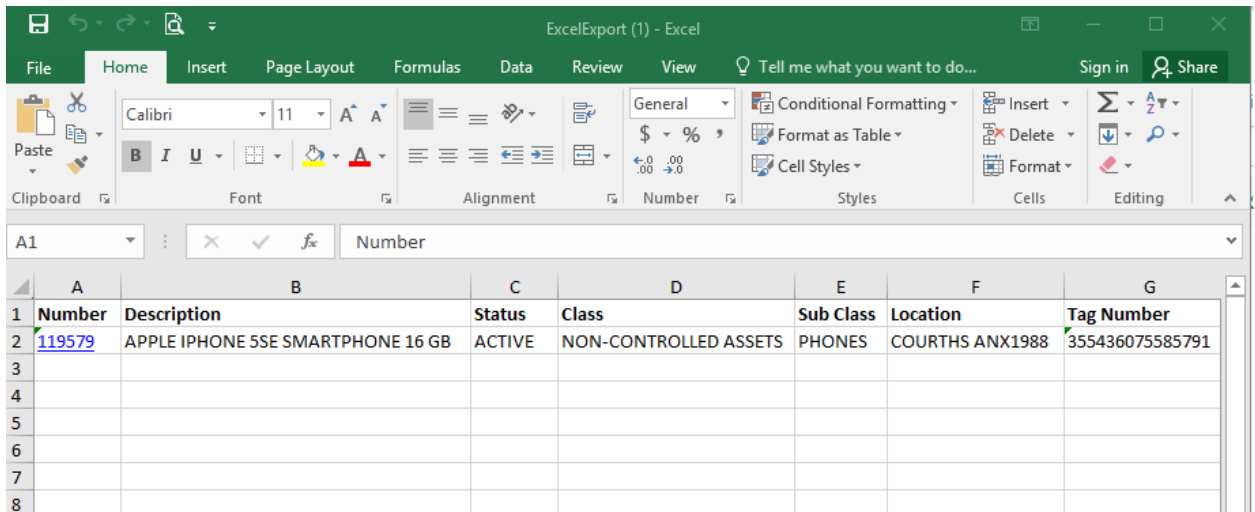


8. To output the results to Excel, click on the **Excel** button.  Excel

9. The following will be displayed at the bottom of your screen. Click arrow up  and the **Open** to open the Excel file.

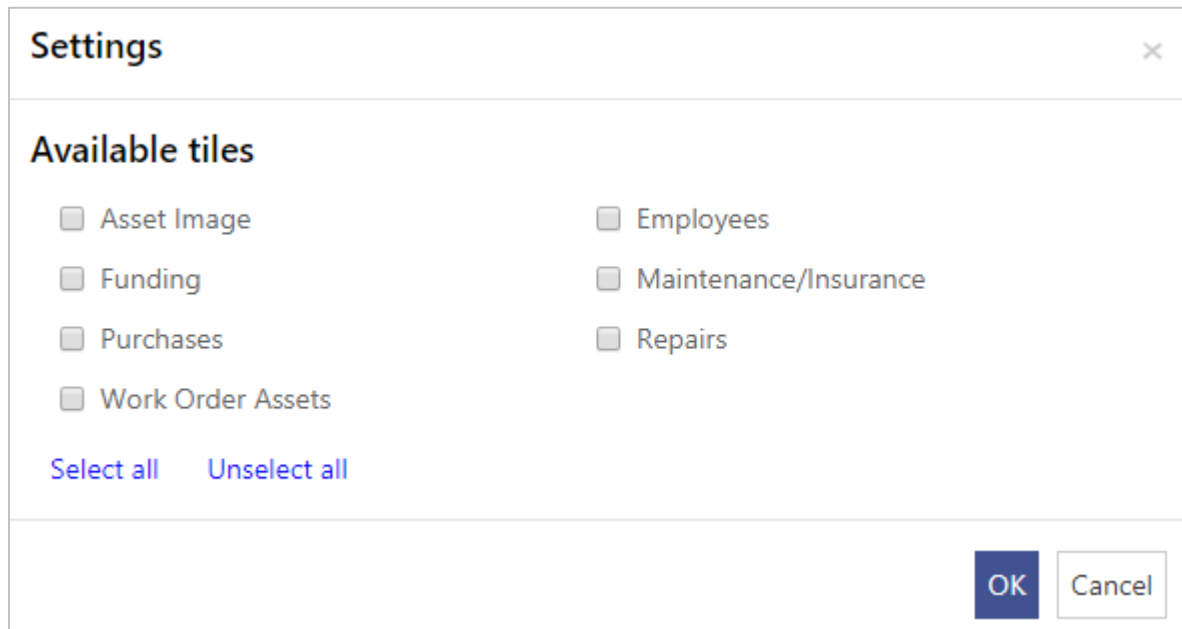


10. The listing of the fixed asset search results will be displayed in Excel.



11. Whether you are on the Capital Asset Central screen in Munis or in the Excel spreadsheet, you can click on the fixed asset number blue hyperlink to view the details of the fixed asset.

12. If this is the first time you are using the search function, you will be brought to a Setting screen to define the information that you would like to view. Click Select All and then click OK.



Settings ×

Available tiles

- Asset Image
- Employees
- Funding
- Maintenance/Insurance
- Purchases
- Repairs
- Work Order Assets

[Select all](#) [Unselect all](#)

OK **Cancel**

13. Alternatively, you can click on **Setup Tiles** button at any time to view the Settings screen.



14. Detailed asset information will be displayed for the asset you selected (the information that is displayed will be based upon what you selected on the Settings screen).

Capital Assets Central 19579

Back Refresh Advanced Search My Searches New Asset Depreciate Year End Capital Asset Excel Email Notes Attach

119579 APPLE IPHONE 5SE SMARTPHONE 16 GB

COURTHS ANX1988, ACTIVE

Asset Number: 119579

Image Not Available

Employees (0)

Funding (0)

Maintenance/Insurance Warranty Exp.

Purchases (0)

Repairs (0)

Work Order Assets (0)

MAIN VALUES TRANSACTIONS ACCOUNTS

Static Information

Tag Number 355436075585791	Acquired 06/23/2016
Department STATE COURT	Fiscal Year 2016
Custodian INFORMATION TECHNOLO...	Serial/Parcel SF17RT85HH2XG

Pending Transaction

Type <i>no data</i>	Clerk <i>no data</i>
Effective <i>no data</i>	Reason <i>no data</i>

Asset

Status ACTIVE	Sub-class PHONES	Accounting Type GOVERNMENTAL	Estimated Useful Life 4
Class NON-CONTROLLED ASSET...	Master Asset <i>no data</i>	Current Book \$1.00	Capitalized No <i>no data</i>

15. You will be on the Main tab. Click on the Values, Transactions or Accounts tab for additional information. These tabs contain information about the asset that was entered in the New Assets program or during asset creation from an invoice or purchase order.

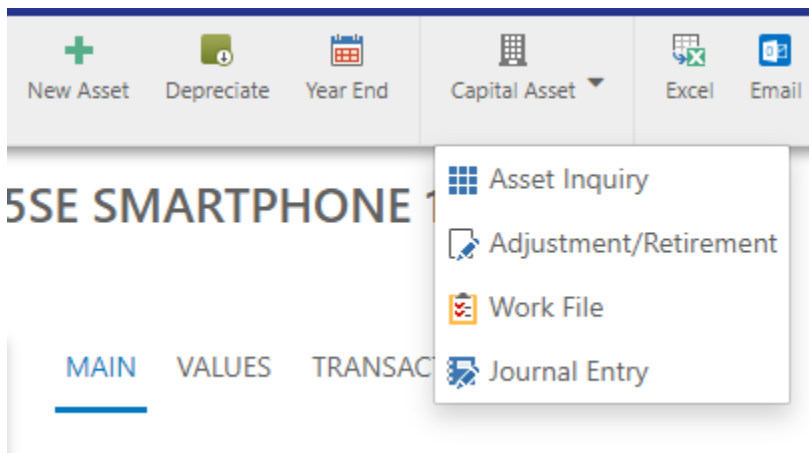


16. On the left-hand side of the screen, tiles will be displayed that provide additional information regarding the asset.

17. Click on the tiles to view the following information:

- [Asset Image](#) – Expands the image assigned to the Fixed Asset record.
- [Employees](#) – Displays employees who have been associated with the asset.

- c) [Funding](#) – Lists the asset’s funding sources and percentages.
 - d) [Pending Transactions](#) – Displays a listing of transactions that are pending for the asset.
 - e) [Purchases](#) - Provides a table that lists the purchases related to the asset.
 - f) [Repairs](#) - Displays the history of repair work orders performed on the asset.
 - g) [Work Order Assets](#) - Lists all the work order asset records that are associated with the fixed asset record.
18. On the main ribbon bar, the New Asset, Depreciate, and Year End buttons provide direct access to those programs in Munis; the Capital Asset button in the View/Maintain group of the ribbon provides direct access to the Asset Inquiry, Adjustment/Retirement, Capital Asset Work File, and Capital Asset Journal Entry programs in Munis.



19. Use the Notes and Attach options in the Tools group of the ribbon to add comments or to attach documents to the selected record.



How to Save a Search

The Advanced Search option allows you to find fixed asset record(s) using multiple text and list fields. Using Advanced Search, you can also save a search that you can retrieve later using the My Searches list. If you select the Startup Search check box for a saved search, the program automatically initiates that search when you open Capital Asset Central.

1. From the Tyler Menu, open **Tyler Menu**, click **Financials>Capital Assets>Inquiries and Reports>Capital Assets Central**

Tyler Menu

- ▾ Munis

- ▾ Financials

- General Ledger Menu
 - Budget Processing
 - Purchasing
 - Accounts Payable
 - Inventory Management
 - Cash Management

- ▾ Capital Assets

- Set Up
 - Capital Asset Processing
 - ▾ Inquiries and Reports
 - Asset Inquiry
 - Capital Assets Central
 - Asset List by Location/Class
 - Asset List by GL Account

2. When you open Fixed Assets Central, the program displays a Search box where you can enter a specific fixed number or description. Click on Advanced Search.

Search by fixed asset # or description

[Advanced Search](#)

3. The Advanced Search window will display. Enter the search criteria – for example, you can select your department from the drop-down list if you would like to run/save the report to view your department's assets only.

4. Click on the **Save** button.



5. Enter a name for your saved report and click **OK**.

6. Your report name will be displayed in the upper right-hand corner under My Searches. Check the **Startup search** box.

Advanced Search

My searches Finance/Accounting ✕

[Clear search criteria](#) Startup search

Advanced Search
Line Item Search
GL Account Search

PO Number

Fiscal Year

Requisition Number

Expire Date
Equals ▼ Start Date 📅 End Date 📅

Status
All ▼

Entry Date
Equals ▼ Start Date 📅 End Date 📅

Needed By
Equals ▼ Start Date 📅 End Date 📅

Description

Vendor ▼ 🗑

Type ▼ 🗑

Department
1200 - FINANCE/ACCOUNTING ▼ 🗑

Exclude Change Orders

Search
Save
Save As
Reset
Cancel

7. Click **Save** to save the settings. Save The next time you run the Fixed Assets Central from the Tyler menu, the system will automatically generate the results based upon your saved search criteria.

Appendix A

What do each of the fields mean on the header portion of the New Assets screen?

Field	Description	Clayton County, GA
Asset		
Asset	This box specifies the asset number.	<p>For capital assets, Tab to automatically assign the next sequential asset number that is defined in the Fixed Asset Settings program.</p> <p>For non-controlled assets, enter alpha/numeric identifier as appropriate.</p>
Status	This list determines the status of the asset: New, Hold, Active, Retired, or Disposed.	<p>Select New or Hold.</p> <p>DO NOT select CIP. CIP assets must be imported from Fixed Asset Work File to correctly populate reports and post.</p> <p>If the asset is set to Hold, it will not post upon completion of this program.</p>

Field	Description	Clayton County, GA
Class	This box identifies the class code of the asset.	Enter the code directly or click the field help button to select one.
Sub-class	This box identifies the asset subclass.	Enter a subclass directly or click the field help button to select one.
Commodity	This box contains the commodity code group to which the asset belongs.	NA
Product ID	This box identifies the product ID of the asset item, if applicable. This field is only accessible if you select a commodity code.	NA
Desc	This box contains the asset description.	The program completes the value from the subclass code but can be edited.
Master	This box identifies a master asset number used to designate this asset as a subsidiary to another.	If applicable, enter the number of the master asset.
Type	This list indicates if the asset is governmental or proprietary.	This will default from the Fixed Asset Department Code but can be changed.

Appendix B

What do each of the fields mean on the Main Tab on the New Assets screen?

Field	Description	Clayton County, GA
Static Information		
Tag Number	This box identifies the tag number that will be attached to the asset.	The default value is the asset number but it can be changed.
Serial/Parcel	This box holds the associated serial or parcel number of the asset.	Enter the serial number. If the asset is a vehicle, type the vehicle identification number (VIN) in this box.
Location	This box specifies the location code at which the asset is located.	This is a required field. Type the code directly or click the field help button to select a location.
Loc. Memo	This box provides additional information about the asset's location, such as a room number or lot location.	Additional information can be added up to 25 characters.

Field	Description	Clayton County, GA
Storg. Loc	This box provides storage location details for the asset, if any.	Additional information can be added up to twenty characters.
Date Acq.	This box specifies the date the asset was acquired.	<p>Today's date will default but can be changed.</p> <p>To change, type the date or click the calendar button to select a date. Future dates cannot be entered.</p>
Fiscal Year	This box specifies the fiscal year the asset was acquired.	The default value is completed from the General Ledger Settings. You cannot change the default value unless you have Override Account Period permissions.
Department	This box identifies the department associated with the asset.	<p>This is a required field.</p> <p>Type a code directly or click the field help button to select a code.</p>
Custodian	This box designates a custodian for the asset. An asset custodian is responsible for that asset, and is generally the point of contact for issues that involve it.	<p>This is a required field.</p> <p>Type the code directly or click the field help button to select a code.</p>
Floor/Room	These boxes designate what floor and/or room of a building where the asset is located.	Additional information can be added up to 4 characters

Field	Description	Clayton County, GA
		for Floor and 5 characters for Room.
Acquis Cost	This box indicates the initial acquisition cost of the asset in this box.	This field is necessary if asset is to be depreciated.
Manufact	This box identifies the manufacturer code for the asset. Manufacturer codes are created and maintained in the Insurance/Manufacturer Codes program.	Select manufacturer as appropriate. Since this is searchable field, it will assist in finding groups of assets.
Model	This box specifies a model name or number of the asset. This is an optional field, so you may leave it blank.	Enter model as appropriate. Since this is searchable field, it will assist in finding groups of assets.
Model Year	This box designates a four-digit model year for the item, if applicable.	Enter model year as appropriate. Since this is searchable field, it will assist in finding groups of assets.
Lic/Reg #	This box contains a license or registration number.	Vehicle tag number or other identifier can be entered here.
Quantity	This box specifies the quantity of the asset.	The default is 1 but can be changed.
UOM	This box specifies the unit of measure for the asset. For example, box, case, each, and so on. You can leave this field blank.	Enter the unit of measurement if applicable.

Field	Description	Clayton County, GA
Unit Cost	This box specifies the cost per unit of measure.	Cost per unit should be added if quantity is more than 1.
Acres	If the asset is land or property, this box specifies the acreage of the property.	Number of acres can be added if asset is land.
Square Ft	For buildings and structures, this box identifies the total square footage of the asset.	Square feet can be added if asset is a building.
GIS Layer ID	This field identifies the GIS layer in which the asset is located, if applicable.	GIS layer can be added if known.

Appendix C

What are the fields on the Additional Tab of the New Assets screen?

Field	Description	Clayton County, GA
Values		
Condition	This box identifies a condition code. Condition codes are maintained in the Fixed Assets Miscellaneous Codes program for the code type COND.	Not a required field. This field will only be used to identify assets that are missing, prior to final disposition.
Acquis Method	This box identifies the method by which the asset was acquired (leased, purchased, donation, and so on).	Select confiscated, donated or purchased.
Install Date	This box specifies the date the asset was installed, activated, or put into use.	This date defaults from the Date acq. Field on the Main tab but can be changed based on permissions.
Last Inv Date	This box specifies the date of the last inventory action in which the asset was included.	This box is typically left blank for new assets.
Estimated Useful Life	This box provides the estimated life of the asset, in years. This number directly affects depreciation calculations and amounts. You must enter a value here.	This is a required field. Useful life will default from Sub-class code entered in the Asset section but can be changed.

Field	Description	Clayton County, GA
Last Appraisal Value	This box contains the last appraisal value of the asset.	For new assets, this value matches the initial acquisition cost.
Start of Year Value	This box contains the value of the asset at the start of the current fiscal year.	For a new asset, it matches the initial acquisition cost. Once an asset has undergone depreciation, this value reflects that reduction in value.
Current Book Value	This box establishes the current book value.	For a new asset this matches the initial acquisition cost. This box is updated by the Depreciate Assets program.
Est. Salvage Value	This box provides an estimated salvage value. Salvage value is used when calculating depreciation. When the current book value of an asset matches the estimated salvage value, depreciation stops.	NA
Replacement Cost	This box specifies the estimated cost to replace the asset.	For a new asset record, the default value matches the Acquisition Cost. Because a replacement cost factor percentage will not be specified in the sub-class code, this will remain the same as the acquisition cost

Field	Description	Clayton County, GA
Capitalize Flag	This box determines whether the asset should be capitalized or not. You must choose either Yes or No.	Confirm this box is Y for capitalized assets and N for non-controlled assets.
Titleholder	This box indicates the name of the titleholder for the asset, if any. This is often a bank or leasing company.	This is not a required field.
Disposal Restriction	When this check box is selected, the asset has a disposal restriction.	<p>Check this box for assets purchased with restricted monies such as grants.</p> <p>Attempting to process the disposal of this asset if checked causes Munis to display a warning message regarding the restriction.</p>
Disposal Date	This box contains the date on which the asset was disposed.	<p>For a new asset, this box can be left blank.</p> <p>When you process an asset retirement, the Fixed Asset Transaction Entry Post program populates the date and calculates depreciation to the year and period in which this date occurs.</p>

Field	Description	Clayton County, GA
Disposal Code	This box provides a disposal code, if applicable.	This code populates from the Adjustments and Retirements program and is required. Select Auctioned, Donated, Junked or Sold.
Disposal Price	This box provides the monetary amount received from the disposal of the asset. No disposal price is needed when entering a new asset.	This is an optional field and will populate if the disposal price is entered in the Adjustments and Retirements program.
Sale Price	This is the amount received from the sale of the asset.	This is an optional field and will populate if the disposal price is entered in the Adjustments and Retirements program.
Operations Cost	This box provides an operations cost for the asset. For example, if the asset is a vehicle that costs approximately fifty cents per mile to maintain and operate, you would enter .50 in this box, and mile in the following Per (units) box.	NA
Per (units)	This box specifies the unit of measurement for the Operations Cost amount.	NA
Due for Replacement	This check box, if selected, indicates assets that have reached their scheduled replacement date. You should not mark this box for new assets.	This box will populate based on the Estimated useful life field.

Field	Description	Clayton County, GA
Depreciation Flag	This box indicates if this asset will depreciate or not. Values are Y--Yes or N--No.	Confirm this box is Y for capitalized assets and N for non-controlled assets.
Depreciation Method	This list determines which depreciation method the asset will use.	The method will default as Monthly- straight line from the Fixed Assets Settings and should never be changed.
First Year/Period	These boxes identify the first year and period in which the asset will experience depreciation.	The default value is the same as the acquisition date.
Depreciation Prin	This box provides the total value of asset depreciation over the entire life of the item.	<p>This value defaults as the same as the acquisition cost.</p> <p>The depreciation principal is divided by the estimated life of the asset to determine monthly depreciation amounts.</p>
LTD Accum Depr	This box holds the total amount of asset depreciation to date. You do not need to enter a value for a new asset. The value is automatically updated when the Depreciate Assets program is run.	You do not need to enter a value for a new asset. The value is automatically updated when the Depreciate Assets program is run.
Periods Taken	This box identifies the number of periods for which depreciation has been taken.	The number is automatically updated by the Depreciate Assets program. You do not

Field	Description	Clayton County, GA
		need to enter a value here for new assets.
Last Year/Period	These boxes specify the last year and period in which depreciation was applied to the asset.	<p>This is the last fiscal year and period in which the asset was depreciated.</p> <p>If the Last Year box is blank, the asset has not been depreciated through the Munis system.</p> <p>These boxes are accessible when you click Search, but you cannot manually update the year or period.</p>
Scheduled Repl Date	This box identifies a scheduled replacement date for the asset.	The date is automatically generated, using the install date, plus the estimated life, minus one day. You can change the default value.
Consumption Units	This field indicates the estimated number of units available for consumption depreciation. This field is required when the Depreciation Method is set to Consumption.	NA
Current Fiscal Year	This box defines the current fiscal year for the asset.	The year is automatically updated when the Fixed Asset Year End Process program completes successfully.

Field	Description	Clayton County, GA
Current Year Adds	This box contains the total amount of any current year additions or improvements made to the value of the asset.	The box is automatically updated each time a new asset is added or an existing asset is improved or adjusted.
Current Year Depr	This box indicates the depreciation taken for the current year.	The box is updated each time the Depreciate Assets program is successfully completed.
Retired Percentage	This box contains the percentage of the asset that has been retired.	This box is only populated if you make use of the percentage retirement feature in Adjustments and Retirements program. An example would be if you sold a portion of a facility.
Retired Amount	This box displays the total dollar amount that has been retired.	This box is populated from the remaining value calculated when the Adjustments and Retirements program is run.
Retired LTD Accumulated Depreciation	This box contains the life-to-date accumulated depreciation of the retired asset.	This box is populated from the LTD accumulated depreciation calculated when the Adjustments and Retirements program is run.

Appendix D

What are the fields on the Maintenance/Insurance Tab of the New Assets screen?

Field	Description	Clayton County, GA
Maintenance		
Warr Exp	If the asset is under warranty, this box specifies the date the warranty expires.	Enter warranty expiration date if applicable.
Maint Vendor	This box identifies the vendor code of the vendor that should be used for maintenance on this asset.	Enter warranty maintenance vendor if applicable.
Expire Date	If the maintenance vendor has a contract, this box displays the expiration date for the contract.	Enter expiration date of maintenance contract if applicable.
Contract Type	This box describes the type of maintenance contract the asset is under, if any.	Enter the type of maintenance contract if applicable.
Contract Ref	This box contains an appropriate contract code or reference number for the asset.	Enter contract reference number if applicable.
Annual Cost	This box provides the annual cost of the maintenance contract.	Enter annual cost of the maintenance contract if applicable.

Field	Description	Clayton County, GA
Memo	These boxes contain notes and additional information regarding the maintenance contract.	Enter as necessary.
Insurance		
Ins. Carrier	This list identifies the insurance carrier for the asset.	Select the insurance carrier if applicable.
Expire Date	This box specifies the date on which the insurance policy expires.	Enter date on which the insurance policy expires if applicable.
Policy Refer	This box identifies a reference number or code for the insurance policy.	Enter a reference number for the insurance policy if applicable.
Insured Value	This box specifies the total insured value of the asset, as it appears on the insurance policy.	Enter the total insured value of the asset, as it appears on the insurance policy if applicable.
Policy Cost	This box specifies the total policy cost in this box.	Enter if applicable.
Deductible	This box identifies the deductible amount, if any, for the policy.	Enter the deductible amount, if any, for the policy if applicable.
Memo	These boxes contain notes and additional information about the insurance policy.	Enter as necessary.

Appendix E

What are the fields on the Accounts Tab of the New Assets screen?

Field	Description	Clayton County, GA
Type	<p>This box identifies the account type. Enter the type or click the field help button to select a type. These are the default accounts that are used to perform depreciation and asset maintenance. An asset that is set to depreciate must have account types:</p> <p>1-Asset</p> <p>2-Contra</p> <p>3-Profit/Loss</p> <p>5-Depreciation Expense</p> <p>6-Accumulated Depreciation</p> <p>The program displays the type description once you enter the type value.</p>	<p>Required for capital assets to perform depreciation and asset maintenance.</p> <p>If imported from AP invoices through the FA Work File, the required accounts will auto-populate, if the expense account has been tied to all necessary accounts in the FA Account table.</p> <p>For capital assets that have no purchase account, such as donations or confiscations, types 1,2,3,5 and 6 must be manually added.</p> <p>For non-controlled assets, no accounts are required, since depreciation will not be calculated.</p>
Type Description	This field displays the description for the account type entered.	This field auto-populates

Field	Description	Clayton County, GA
PS Type	For account type 9, this field provides the project string account type.	<p>Type 9 is a GL expense account. It can also contain a project expense string.</p> <p>If project string information does not display, right click on the Asset Account header and select appropriate fields.</p>
Project String	This box identifies the project string associated with the asset.	If project string information does not display, right click on the Asset Account header and select appropriate fields.
T	This box indicates the general ledger account type: E-Expense, B-Balance Sheet, or R-Revenue.	<p>Select appropriate account type.</p> <p>If imported from AP invoices through the FA Work File, or if a type 9 purchase account is entered, the required accounts will auto-populate, if the expense account has been tied to all necessary accounts in the FA Account table.</p>
Account	This box provides the full general ledger account number associated with the asset.	<p>Select appropriate account.</p> <p>If imported from AP invoices through the FA Work File, or if a type 9 purchase account is entered, the required accounts will auto-populate, if the</p>

Field	Description	Clayton County, GA
		expense account has been tied to all necessary accounts in the FA Account table.
Account Desc	This box displays the account description. The program completes this value when you enter an account number.	The program completes this value when an account number is entered.
Amount	This box identifies a flat amount to be allocated to this account, instead of a percentage.	Use if certain amounts are to be allocated to different accounts/funds.
Percent	This box contains the percentage of the asset to be controlled by this account. The percentages for all accounts entered on this tab must add to 100.	Use if certain percentages are to be allocated to different accounts/funds.

Appendix F

What are the fields on the Sources Tab of the New Assets screen?

Field	Description	Clayton County, GA
Funding Sources		
Funding Sources	This list identifies a funding source type for the asset.	Select funding source as applicable. These codes must be created in the FA Miscellaneous Codes-FINA-Finance Source table.
Amount	This field displays the total dollar amount of the funding source. The value is automatically calculated by the program by applying the entered percentage to the acquisition cost.	The value is automatically calculated by the program by applying the entered percentage to the acquisition cost.
Percent	The box identifies the percentage of funding provided by this source.	Enter percentage of funding. Multiple funding sources may be selected.