

## FIXED ASSETS PROCESSING

### Tracking and Changing Depreciation

The primary function of Evolution Fixed Assets is to calculate book and tax depreciation. If you make a retroactive adjustment, the system calculates an adjustment per period. You can process adjustments in their respective periods or in the current period.

### Changing the Value of an Asset

You can revalue an asset at any time. This could be an upward or downward revaluation. In line with legislative requirements, the system uses the new value to calculate book depreciation. For tax depreciation, the system always uses the original value.

### Overriding Assets

Sometimes an asset's life changes dramatically from the original lifespan you intended. For example, it may suffer damage or it may have been over-used. You use the Override Assets feature to specify how many periods of useful life remain for the asset. The system will then depreciate the remaining value equally over these periods.

### Selling/Disposing of Assets

Assets do not keep forever. They wear out and cease to be of use, or are sold. Evolution Fixed Assets handles all the calculations and postings required when you cease to use an asset.

### Transferring Assets

You can analyse depreciation costs by asset type or cost centre. If you transfer an asset from one cost centre to another, the system leaves the accumulated depreciation in the old cost centre, and assigns future depreciation to the new cost centre. You can transfer individual assets, or you can perform group transfers of assets.

### Blocking Assets

It can happen that you wish to suspend depreciation of an asset for a time. For example, you may have an expensive piece of machinery that you currently do not use. You have the ability to freeze the asset for a specified amount of time. During this period, the system does not calculate depreciation for the asset.

## FIXED ASSETS REPORTING

Evolution Fixed Assets contains optional elements you can use to assist you in managing your fixed assets:

REPORT	WHAT IT DOES
<b>Asset Details</b>	This lists asset details.
<b>Book Depreciation</b>	This report details book depreciation per asset.
<b>Tax Depreciation</b>	This report details tax depreciation.
<b>GL Batch Report</b>	This report details General Ledger account postings.
<b>Book Sold</b>	This report details book values for sold or scrapped assets.
<b>Assets Purchased</b>	This report details purchases.
<b>Revaluations</b>	This report details revaluations.
<b>Tax Sold</b>	This report details tax values for assets you sell or scrap.
<b>Transferred</b>	This report details the assets you transfer.

## ANNUAL RENEWAL FEE

Sage Pastel Evolution Fixed Assets is subject to an annual renewal fee. This business model provides a number of important benefits including: updates and upgrades. The compulsory annual renewal is payable on the anniversary date of registration of the application.

## SYSTEM REQUIREMENTS

	SINGLE USER	WORKSTATION	SERVER (less than 10 users)	SERVER (11-20+ users)*
<b>HARDWARE</b> Minimum Recommended	Pentium III 500MHz Pentium IV 2GHz or higher or equivalent	Pentium III 350MHz Pentium IV 1GHz or higher or equivalent	Pentium IV 2GHz or higher	Pentium IV 3GHz Xeon or Dual Processors
<b>OPERATING SYSTEM</b> Minimum Recommended	Windows XP Pro, 2000 Pro Windows XP Pro, 2000 Pro	Windows XP Pro, 2000 Pro Windows XP Pro, 2000 Pro	Windows 2000/XP Pro Windows 2000/2003 Server	Server 2000 Server 2003
<b>RAM</b> Minimum Recommended	256MB 512MB or higher	128MB 256MB or higher	512MB 1GB or higher	1GB More than 1GB
<b>SCREEN RESOLUTION</b> Minimum Recommended	800 x 600 1024 x 768	800 x 600 1024 x 768	800 x 600 1024 x 768	800 x 600 1024 x 768

REQUIREMENTS FOR ALL USERS: CD-Rom • 256 Colour VGA or SVGA video  
\*Kindly note if you have 11 users or more we recommend you speak to your Pastel Evolution Business Partner or a Softline Pastel consultant on what system requirements are recommended.

sage PASTEL | EVOLUTION

Fixed Assets



sage PASTEL

Microsoft  
CERTIFIED  
Partner

For more information contact your local Sage Pastel Business Partner

[www.sagepastel.com](http://www.sagepastel.com) • [info@sagepastel.com](mailto:info@sagepastel.com)

© Softline (Pty) Ltd, 2006. Designed and produced by blast

Manage and track your fixed assets easily, accurately and reliably

# sage PASTEL

## EVOLUTION FIXED ASSETS

It is important for businesses to keep a register of their fixed assets as part of their accounting records. However, managing your company's fixed assets can be tedious and time-consuming.

Fixed assets are physical items such as desks, computers, cars, machinery, and so on, which you acquire to run your business. As you use assets, they depreciate or become obsolete. You can legally expense depreciation in your accounts and for tax purposes.

Managing your fixed assets includes the following tasks:

- Tracking each asset's value, both from a tax and an accounting point of view.
- Depreciating assets correctly using an appropriate depreciation rate and method.
- Updating the replacement values of your fixed assets for insurance purposes.
- Accurately recording any sale, disposal or loss of assets.
- Maintaining an accurate fixed assets register which records information such as: date of purchase; date of disposal; purchase price; accumulated depreciation; net book value; profit or loss on sale etc.

The Sage Pastel Evolution Fixed Assets module automates all these processes. Once you provide the initial information, the system takes over and manages your assets for you.

One of the realities of fixed assets processing is that companies frequently change depreciation rules as legislation allows and as company policy changes. Some changes are retroactive to when you purchased the asset. Evolution Fixed Assets calculates its values dynamically from the start of each asset's life, which makes retroactive changes simple.



Developed within the Sage Pastel Evolution Framework, all components and modules in the Sage Pastel Evolution range are fully integrated and share a common interface providing a consistent user experience. Microsoft's SQL Server Database ensures data integrity and maintains all your data in one, central database.

Sage Pastel Evolution Fixed Assets can be used in conjunction with the core Sage Pastel Evolution Accounting system or can be purchased as a stand-alone product.

### STAND-ALONE OR INTEGRATED

One of the main reasons you have a fixed assets package is to derive values from fixed asset activities and post these values into your General Ledger. You can accomplish this in three ways:

METHOD	EXPLANATION
Directly into Sage Pastel Evolution	You install Evolution Fixed Assets as an additional module seamlessly into the Evolution Accounting Suite. The system transfers information directly into the General Ledger module.
Directly into Sage Pastel Partner	You install Evolution Fixed Assets as a stand-alone module and link it directly into Pastel Partner accounting products (Version 9 and higher). The system then creates a General Ledger batch in Pastel Partner.
Manually/Stand-alone	You install Evolution Fixed Assets as a stand-alone module, and enter General Ledger codes that correspond to your accounting system. You then derive the values to post to the General Ledger via the Evolution Fixed Assets reports.

### GROUPING ASSETS

Keeping physical track of assets is a tedious process. Some assets are identical (chairs, desks and so on). Others are unique (vehicles), and still others look similar but are different inside (computers).

Computers are an example of assets that are complex to manage. They change constantly - you add memory, replace a hard drive, and so on. Keeping track of these changes manually or on a spreadsheet is tedious at best, impossible at worst.

Evolution Fixed Assets lets you group and link assets in logical ways so that your asset records, mirror your physical assets as closely as possible. You have the following capabilities:

FEATURE	BENEFIT
Multiple Units	You can group identical assets into one record - for example, 20 chairs. This simplifies the asset register considerably. You can sell or dispose of one or more units, and have the ability to split the asset into one or more separate assets at any time.
Master and Sub Assets	Sub assets allow you to group assets together. For example, adding an additional disk drive to a computer. If you create a separate asset for the disk drive, it becomes difficult to manage which disk drive is in which computer. Instead, you can create the disk drive as a sub asset of the computer asset.
Asset Type	You link each asset to an asset type. The asset type contains the book and tax depreciation methods for the asset, as well as General Ledger integration information. You define once how a particular type of asset such as desks, cars, or computers work. When you add a new asset, you link it to an asset type, and the system knows how to depreciate it!
Cost Centre, Department, Location	These are three optional analysis codes used to track where assets are - physically - in your company, and who is responsible for them.

### DEPRECIATION

Evolution Fixed Assets supports seven depreciation methods that cater for all your possible needs:

### MANAGEMENT FEATURES

Evolution Fixed Assets contains optional elements you can use to assist you in managing your fixed assets:

FEATURE	BENEFIT
Capital Expenditure Budgets	You can create capex budgets and process capex orders prior to creating an asset. The advantage is that you can report at any stage on "over" and "under" budget areas.
Suppliers	You can create supplier records. You use these for record keeping purposes if you purchase assets regularly from the same supplier.
People	You can create and use a person database. You use this to track people within your company who are responsible for fixed asset duties. You can also use it for contacts at your suppliers.