ASSETLITE

TRAINING MANUAL

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INTRODUCTION

Welcome to AssetLite, the comprehensive asset register solution for small to medium businesses, as well as accountants in public practice.

AssetLite is a powerful asset register providing detailed depreciation schedules for both book and taxation purposes. It combines flexibility, ease of use and speed into a user-friendly menu and/or mouse driven system. Naturally, depreciation is calculated in strict accordance with Accounting Standard AAS 4. Depreciation can be calculated to the day for both book and tax values, with full account taken for mid-term transfers or disposals. The user has the flexibility to roll depreciation for whatever period they choose, and even run depreciation forecasts! A user friendly interface makes the task of fixed asset management exceptionally easy, and no advanced accounting knowledge is required in order to operate the software.

AssetLite will let you get all your assets into order quickly, efficiently, and with ease. All assets can be categorised by:
·   company
·   department
·   cost centre
·   location
·   asset type
·   asset number

There is also a sub-asset category level, allowing the user to break down an asset such as a computer into sub-asset components, such as monitor, RAM, hard disk drive, tape back-up unit etc.

Powerful database features allows reports to be filtered and tailored according to the above criteria. A multi-company capacity makes the package even more flexible, and allows accountants in public practice to use the package to maintain depreciation records for a number of their clients.

AssetLite boasts the following advanced features:
·   Multi company capacity
·   Depreciation calculations for both book and taxation purposes
·   Uses three different methods of depreciation including:
         * straight line (prime cost)
         * reducing balance (diminishing value)
         * immediate write off
·   pick-lists to enable faster data entry and report processing
·   Roll back or forecast depreciation
·   Generation of reports for
         * asset purchases
         * asset transfers
         * disposals (including profit or loss)
         * suggested general ledger entries
·   Allocation of balancing charges on disposals
·   Data export to ASCII or spreadsheet file

INITIAL SETUP & INSTALLATION

SYSTEM REQUIREMENTS

Listed below are the basic requirements to operate Assetlite. Although these are the basic requirements, we encourage the use of more powerful PC configurations in order to obtain the best results.

- Intel Pentium based PC – 166MHz and above;
- 32MB RAM minimum (64MB RAM Recommended);
- 500MB Hard Disk space and above recommended;
- MS Window operating system – MS Windows 95, 98, ME, 2000, XP;

INSTALLING ASSETLITE VERSION 1.09

1. Insert disk 1 into floppy drive (A:).

2. To install, click on Start | Run, in the field "Open" type in **A:\SETUP.EXE**

3. An installation screen will appear, it will say:

The program directory: C:\Catsoft\ Assetlit

The data directory: C:\Catsoft\ Assetlit\data

If you have installed the main program in a different directory, please change it accordingly.

Click Continue and when prompted to overwrite the existing file click 'Yes'.

When the Catsoft Installation screen appears, click on the Continue button to install the new software. A Catsoft Product screen will appear after the installation screen has completed. Then double-click on the program icon – Catsoft Assetlite

After the installation process, when prompted for a licence number, please enter your licence number labelled on Disk 1.

When prompted for a username and password, type in "**ASSET**" in both fields and click **OK**.

To run Assetlite version 1.09, please follow these instructions:

Windows 95, 98, ME, 2000, XP
1. Click on **Start**.
2. Select **Programs**.
3. Select the relevant folder e.g. *Catsoft Products.*
4. Select *Catsoft Assetlite*

RUNNING CATSOFT ASSETLITE

You will then be greeted by a sentry window requesting for a *User Name* and *Password*:

THE LEVEL OF USER ACCESS

To change the level of user access, go to the **Utilities menu** and select **Users**. To add a new user, simply click on **Add** and enter the user name, password and Security level of access.

The following lists the level of access which can be given to users:

Level 1 (Lowest Level)

Level 1 access allows users to view *Data Entry Screens*. Users on this level cannot access *Routines* and certain options under Utilities: the *Import* Utility (if applicable), the *Rebuild Index* function facility. The *Users* option is also unavailable on this level.

Level 2

Level 2 users can view, clone and add to *Data Entry Screens*. Users on this level can access the *Update Asset Items* option under *Routines*; *Cycle End*, *Freeze*, *Unfreeze* and *Deletions* are not accessible. Under *Utilities* the *Import* Utility (if applicable), the *Backup/Restore Data* facility and *Users*, like in Level 1, are not accessible.

Level 3

Level 3 access includes viewing, cloning, adding and editing *Data Entry Screens*. Users in this level can access all options under *Routines*, except *Deletions*. Under *Utilities* the *Import* Utility (if applicable), the *Backup/Restore Data* facility and *Users* are not accessible.

Level 4

Level 4 users have full access to the *Data Entry Screens*, i.e. including deleting a record. All other options are also available except *Deletions* and the *Users* option.

Level 5 (Highest Level)

Level 5 is the highest level of security and as such full access to all screens in Assetlite including the *Users* option under *Utilities*. Hence, only users with Level 5 can add, alter or delete user names and passwords.

User Access Matrix	Level 1	Level 2	Level 3	Level 4	Level 5
Data Entry Screens	VO	A+C	A+C+E	A+C+E+D	A+C+E+D
Routines					
• Update Asset Items	**NA**	FA	FA	FA	FA
• Cycle End	**NA**	**NA**	FA	FA	FA
• Freeze Depreciation	**NA**	**NA**	FA	FA	FA
• Unfreeze Depreciation	**NA**	**NA**	FA	FA	FA
• Deletions	**NA**	**NA**	**NA**	**NA**	FA
Reports	FA	FA	FA	FA	FA
Utilities					
• Export	FA	FA	FA	FA	FA
• Import (if applicable)	**NA**	**NA**	**NA**	FA	FA
• Users	**NA**	**NA**	**NA**	**NA**	FA
• Rebuild Index	**NA**	FA	FA	FA	FA
• Change Data Path	FA	FA	FA	FA	FA
Maintenance	VO	A+C	A+C+E	A+C+E+D	A+C+E+D
Barcode	FA	FA	FA	FA	FA

Legend:
VO   View Only   A   Additions Allowed   C   Cloning Allowed
E   Editing Allowed   D   Deletions Allowed   FA   Full Access
                         NA   Not Accessible

SETTING UP A NEW COMPANY

SETTING UP A COMPANY

In order to set up a new company, go to the **File** menu and select **Company**, or alternatively click on the company icon from the **Entry Screens** tool bar.

Click here.
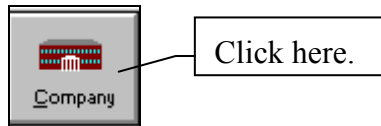
✎ *Exercise 1*

Type in the following:

Company Code:	FOREST
Company Name:	Forest Industries

Establish the starting dates for your current financial year here.

SETTING UP THE COMPANY'S STRUCTURE

A company's structure consists of **Departments, Cost Centres** and **Locations**. Every company must have at least one department and one cost centre but it is not mandatory for it to have locations.

👆 *Exercise 2*

Setting up a Department

Go to the **File** menu and choose **Department** or alternatively click on the **Department** icon.

Click here.
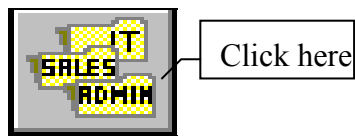
Enter the following details:

Department Code:	ADMIN	SALES	SERV
Description:	Administration	Sales Marketing	Service

Setting up a Cost Centre

Go to the **File** menu and select **Cost Centre** or alternatively click on the **Cost Centre** icon:

Click here.
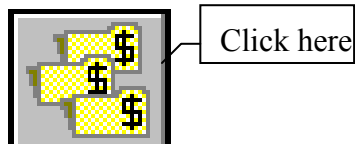
Enter the following details:

Cost Centre Code:	EAST	NORTH	SOUTH
Description:	Eastern Region	Northern Region	Southern Region

SETTING UP A LOCATION

Setting up a location is optional. To do so, go to the **File** menu and choose **Location**. Alternatively, click on the **Location** icon:

Click here.
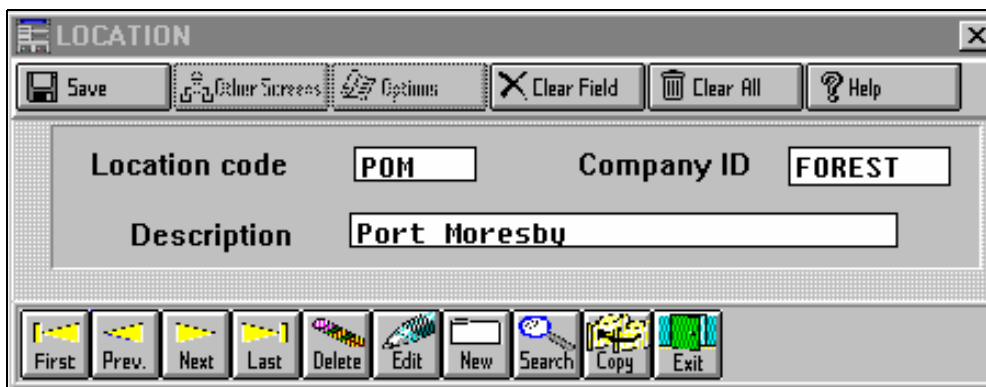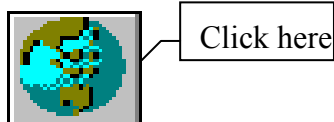
The Location data field is an optional set up.

Location Code:	POM	Lae	MHagen
Description:	Port Moresby	Lae	Mount Hagen

ESTABLISHING ASSET TYPES

At this point it is necessary to group assets into types in order to apply depreciation rates.

This part of the form is useful for applying the same depreciation rate to a large group of assets in the same category, for instance a company may have 100 computer terminals. To apply depreciation at the same rate across all of the computers the rate need only be applied once.

Asset type forms can also be set up with zero depreciation rates for assets which will not have depreciation applied.

To enter the Asset Type screen, go to the **File** menu and select **Asset Type**. Alternatively, click on the **Asset Type** icon.
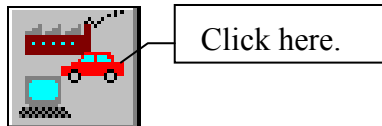
Click here.

☞ *Exercise 3*

Type in the following details into the above screen:

Asset type:	MV
Description:	Motor Vehicles
Book Basis:	Straight Line
% Book Depreciation:	15%
Tax Basis:	Straight Line
% Tax Depreciation:	20%

Input of company assets

To enter in a new asset, go to **File** and select **Asset**. Alternatively, click on the **Update Asset** icon.

Click here.

Upon saving assets with prior years depreciation Assetlite will automatically ask you if you wish to freeze the asset. Click on Yes. (I will explain later why we do this)

✋ *Exercise 4*

Enter in each of the following Assets:-

Asset code	0000000001	0000000002	0000000003	00000000004	00000000005	0000000006	0000000007
Sub asset code	000	000	000	000	000	000	000
Description	Commodore Executive 1999	Calais VN 2000	Ford LTD 2000	Magna TR 1999	Ford Laser 2000	Ford Telstar 1998	Nissan Bluebird 2001
Number of units	1	2	1	1	1	1	1
Asset type	Motor vehicles	Motor vehicles	Motor vehicles	Motor vehicles	Motor vehicles	Motor vehicles	Motor Vehicles
Department	Sales	Sales	Administration	Service	Administration	Sales	Administration
Cost - centre	Northern	Northern	Southern	Southern	Eastern	Eastern	Northern
Location	Lae	Lae	POM	POM	MHagen	MHagen	MHagen
Purchase date	30/05/99	01/03/2000	01/02/2000	01/02/1999	01/02/2000	01/03/1998	22/01/01
Deemed date	30/05/99	01/03/2000	01/02/2000	01/02/1999	01/02/2000	01/03/1998	22/01/01
Date book to begin	30/05/99	01/03/2000	01/02/2000	01/02/1999	01/02/2000	01/03/1998	22/01/01
Date tax to begin	30/05/99	01/03/2000	01/02/2000	01/02/1999	01/02/2000	01/03/1998	22/01/01
Purchase price	26700	76000	56000	27000	26500	32000	29750
Deemed value	26700	76000	56000	27000	26500	32000	29750
Depreciation value	26700	76000	56000	27000	26500	32000	29750
Taxation value	26700	76000	48415	27000	26500	32000	29750
Section 57AF	no	no	no	No	no	no	no
Book Prior Years	350.16	26610.50	11852.05	9764.38	5608.56	6404.38	0.00
Tax Prior Years	466.89	17740.27	13662.32	13019.18	7478.08	8539.18	0.00

ASSETS WITH PRIOR YEARS DEPRECIATION-FREEZING ASSETS

The depreciation for prior years field is used when:

1. an asset is being entered into the system for the first time
and

2. the asset has prior years depreciation applying to it.

Any prior years depreciation should be entered in this field, after which the asset must then be *frozen.* Freezing ensures that the old depreciation amounts, that is, whatever depreciation that has been calculated to the current period, are held at that point in time enabling Catsoft Assets to continue calculating depreciation with new depreciation rates. After entering assets with prior years depreciation, the program will ask you if you wish to freeze the asset. Click on yes.

The following illustration shows the difference in depreciation values for an asset that has been frozen and an asset that has not been frozen.

➢ Illustration Number 1

Dummy Company Freeze Depreciation:- Mack Trucks - Shows one months depreciation 1/1/95 - 31/1/95.

Asset code	Purchase date	Date book to begin	Purchase price	Book prior years	Book this year	Book this period	Book at freeze	WDV for depreciation
1 - 100 x	01/01/88	01/01/93	$800,000.00	$5,000.00	$161794.52	$161794.52	$0.00	$633205.48
1 - 200	01/01/88	01/01/95	$800,000.00	$5,000.00	$6794.52	$6794.52	$5000.00	$788205.48

NB: Asset number 1-100 which has not had prior years depreciation frozen, shows depreciation in the this year and the this period column which is an incorrect figure. Asset number 1-200 has had the $5,000 prior years depreciation frozen (Column Eight) and one months depreciation has been calculated correct from the date book to begin. Notice the difference in the depreciation dates to begin, asset number 1-200 **begins depreciation from the date at which the freeze takes place**.

UNFREEZING ASSETS

Effects of Unfreezing an Asset:

- If the asset has not been frozen before, there will be no effect.

- If the asset had been frozen before **and** is unfrozen once:

    1. The At Freeze column (Book/Tax) will be set to the previous freeze amounts.

    2. The Date Book/Tax to Begin will be set back to the previous freeze dates.

- If the asset had been frozen before **and** is unfrozen for the second time:

    1. The At Freeze column (Book/Tax) will be reset to $0.00

    2. The Date Book/Tax to Begin will be replaced with the Purchase Date.

Note: If you want Catsoft AssetLite to recalculate depreciation from the Purchase Date, you have to set the At Freeze column back to zero. You do so by running the Unfreeze routine **twice.**

NORMAL OPERATION

At this stage it is possible to commence operations. Normally a Period End is run at the end of every month which will calculate a months depreciation on every asset.

At the end of every financial year, a Year End is to be done. Prior to doing a year end ensure that a backup is made of the data. It is also advisable to backup data at the end of each month, week or even each day depending on the magnitude of work done in Catsoft Assets.

✤ *Exercise 5*

Go to the **Routines** menu and select **Cycle End** and then **End of Period** or simply click on the **End of Period** icon:

Click here.
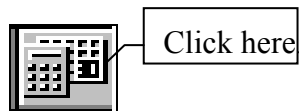
Roll the period end date forward a month by entering in the end date as the **31/01/01**. This will calculate depreciation to the 31/01/01 and the next period's depreciation will be calculated from the **01/02/01**. Consequently, check to ensure depreciation has been calculated correctly.

Report filter - Book Depreciation Report

Company ID	FOREST
Company Name	PNG Forest Authority
Report Heading	BOOK DEPRETIATION JANUARY

	From	To
Asset Type		
Department		
Cost centre		
Asset Code		
Purchase Date	/ /	/ /

Group by
- ☐ Department
- ☑ Cost Centre
- ☐ Asset Type

Output
- ◉ Screen
- ◇ Printer
- ◇ File

Sort by
- ☐ Asset Code
- ☐ Department
- ☐ Cost Centre
- ☐ Asset Type
- ☑ Location
- ☐ Purchase Date
- ☐ Sub Asset Code

✔ OK
✗ Cancel
? Help

BOOK DEPRETIATION JANUARY

BOOK DEPRECIATION   ASSETLITE
BY COST-CENTRE (IN LOCATION ORDER)

This period: Mon	01/01/2001 – Thu	01/02/2001
This year: Mon	01/01/2001 – Thu	01/02/2001
Run date:	02/07/2001	Page: 1

Company: FOREST   PNG Forest Authority

ASSETCODE PUR DATE	DEPR. BEGIN	*	DESCRIPTION/ DEPR. VALUE	OPENING WDV	PRIOR YEARS	THIS YEAR	THIS PERIOD	TOTAL DEPR.	CLOSING WDV
0000000005	-000		Ford Laser 2000						
01/02/2000	01/01/2001		26,500.00	20,891.44	5,608.56	348.49	348.49	5,957.05	20,542.95
0000000006	-000		Ford Telstar						
01/03/1998	01/01/2001		32,000.00	25,595.62	6,404.38	420.82	420.82	6,825.20	25,174.80
000000001	-000		Mazda 626						
30/05/1998	30/05/1998		26,700.00	16,319.92		10,731.21	351.13	10,731.21	15,968.79

Total Cost Centre : EAST   Eastern Division

	85,200.00	62,806.98	12,012.94	11,500.52	1,120.44	23,513.46	61,686.54

Deduct depr. of disposals :   0.00   0.00   0.00

Add balancing item in transfers :   0.00

Deduct depr. of disposed transfers :   0.00   0.00   0.00   0.00   0.00

Total after adjustments :   85,200.00   62,806.98   12,012.94   11,500.52   1,120.44   23,513.46   61,686.54

MAINTENANCE

CHANGING DEPRECIATION OVERRIDE FIELDS

The depreciation overriding function allows different rates to be applied to individual assets within an asset group.

➢ Illustration Number 2

In the illustration below the computer asset types had an original depreciation rate applied at **Book 8%** and **Tax 10% S**traight Line.

```
BOOK DEPRECIATION---------------------------------------------------------------------------------CATSOFT ASSETS
                              This period: Fri 01/08/1997 - Sun 31/08/1997
                              This year: Tue 01/07/1997 - Sun 31/08/1997
Company: TF TOTAL FORMS P/L                                         Run date: Thu 30/10/1997    Page: 001
--------------------------------------------------------------------------------------------------------------
        DESC/    DEPR.     DEPRECIATION    OPENING   --------------DEPRECIATION--------------            CLOSING
  ASSET CODE  PUR DATE TO BEGIN *   VALUE        WDV   PRIOR YEARS     THIS YEAR   THIS PERIOD  TOTAL DEPR.     WDV
==============================================================================================================
                                             5        -100
    01/07/95 01/07/97      8000.00   7398.08      500.00     203.84       101.92       703.84    7296.16
                                             5        -200
    01/07/95 01/08/97      8000.00   7445.64      500.00     156.28       101.92       656.28    7343.72
==============================================================================================================
Total Company : TF                  16000.00  14843.72     1000.00     360.12       203.84      1360.12   14639.88
--------------------------------------------------------------------------------------------------------------
    Deduct depr. of disposals :                            0.00        0.00         0.00         0.00
                        Add balancing item in transfers :              0.00
    Deduct depr. of disposed transfers :         0.00      0.00        0.00         0.00         0.00
    Deduct depr. of revalued assets :                      0.00        0.00         0.00         0.00
--------------------------------------------------------------------------------------------------------------
Total after adjustments :           16000.00  14843.72     1000.00     360.12       203.84      1360.12   14639.88
==============================================================================================================
```

Both assets were overridden with a depreciation rate of **Book 15%** and **Tax 20% S**traight line. Asset 5-200 was **frozen** after changing the depreciation overrides, and prior to rolling forward, as shown by the date book to begin. Depreciation has been calculated at 8% from 01/07/97 to 31/07/97 and at 15% from the date frozen (ie. 01/08/97 to 31/08/97) as shown below:

(8000*.08)/365 * 31 + (8000*.15)/365 * 31= $156.28

Asset 5-100 was **not frozen** after overriding the depreciation rate. The result is that the depreciation has continued to calculate but the This Year depreciation column is incorrect. It has calculated depreciation at 15% from the 01/07/97 to 01/09/97, when it should have calculated the depreciation as above.

(8000 * .15)/365 * 62= $203.84

✍ Exercise 6

In our example, all motor vehicles are depreciated at a book rate of 15% and Tax at 20%. If we call up asset number 0000000001 through the update asset items screen we can change the depreciation rates for this individual vehicle by clicking on **Edit**.

Overriding Book:	*(S)*	*10%*
Overriding Tax:	*(S)*	*25%*

NB: REMEMBER TO FREEZE THE ASSETS AFTER CHANGING THE DEPRECIATION VALUES.

Disposal of an Asset

To dispose of an asset, go to **Update Asset items** in the **Routines** menu and choose **Disposal** or simply click on the **Disposal** icon:

Click here.
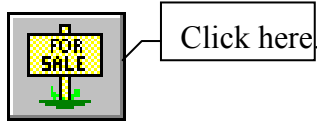
Partial Disposal

This routine allows you to dispose of units of an asset. For an example, we will now dispose of one unit of asset 0000000002 (ie. one Calais VN).

At a specified amount (Selling Price)

On a specified date (Disposal Date)

DISPOSE OF AN ASSET

Asset Details

Company code	FOREST	Name PNG Forest Authority
Asset code	0000000002	000
No. of units	2	
Asset type	MV	
Department	SALES	
Cost-centre	NORTH	
Location	LAE	
Serial No.		

Purchase Value $76,000.00   Deemed Value $76,000.00
Depr. Start 02/02/2001   Deemed date 01/03/2000

Disposal Details

Selling price $28,000.00   Sale Expenses $0.00
Dispose date 06/08/2001   Units disposed 1
Description of Dispose Disposal of one Calais VN

✔ OK   ✗ Cancel   ? Help

The number of units to be disposed

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BOOK DEPRECIATION

BOOK DEPRECIATION   **ASSETLITE**

				This period: Mon	01/01/2001 - Thu	01/02/2001
				This year: Mon	01/01/2001 - Thu	01/02/2001
Company:	FOREST	PNG Forest Authority		Run date:	03/07/2001	Page: 1

The **d** in this report indicates the partial disposal of the asset

ASSET CODE PUR DATE	DEPR. BEGIN	*	DESCRIPTION DEPR. VALUE	OPENING WDV	PRIOR YEARS	THIS YEAR	THIS PERIOD	TOTAL DEPR.	CLOSING WDV
0000000002	-000		Calais VN 2000						
01/03/2000	02/02/2001		38,000.00	24,694.75	13,305.25	499.72	499.72	13,804.97	24,195.03
0000000003	-000		Ford LTD 2000						
01/02/2000	01/01/2001		56,000.00	44,147.95	11,832.05	736.44	736.44	12,588.49	43,411.51
0000000004	-000		Magna TR 1999						
01/02/1999	01/01/2001		27,000.00	17,235.62	9,764.38	355.07	355.07	10,119.45	16,880.55
0000000005	-000		Ford Laser 2000						
01/02/2000	01/01/2001		26,500.00	20,891.44	5,608.56	348.49	348.49	5,957.05	20,542.95
0000000007	-000		Nissan Bluebird 2001						
22/01/2001	22/01/2001		29,750.00	29,750.00		134.49	134.49	134.49	29,615.51
0000000002	-000		Calais VN 2000				Disposal of one Calais VN		
01/03/2000	02/02/2001	d			13,305.25	2,436.16		15,741.41	

Total Company:			177,250.00	136,719.76	53,835.49	4,510.37	2,074.21	58,345.86	134,645.55
Deduct depr. of disposals :					13,305.25	2,436.16	0.00	15,741.41	
Add balancing item in transfers :				0.00					
Deduct depr. of disposed transfers :				0.00	0.00	0.00	0.00	0.00	
Total after adjustments :			177,250.00	136,719.76	40,530.24	2,074.21	2,074.21	42,604.45	134,645.55

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Full Disposal

The same procedure applies although **units to dispose** should be set to equal the ***no. of units***. In this case, since there is only one unit left to dispose of, the *Units to dispose* should be set to one.

Balancing Charges

A Balancing Charge is the profit made when an asset is disposed for more than its written down value but less than its original cost. This profit is tax assessable. This function allows you to apply these Balancing Charges to new assets to offset any tax that the company may be charged.

↳ Exercise 7

Firstly, lets dispose of an asset for an amount more than its written down tax value but less than its original cost. Go through the same process we used earlier, but this time dispose of Asset number 0000000004. Enter in the following details:

Selling Price:	17000
Dispose Date:	02/06/01

and then dispose of the asset.

We will now enter in the new asset details, that you are going to apply the balancing charge to via the Update Assets screen:

Asset number:	0000000008	Date book to begin:	15/09/00
Sub asset code:	000	Date tax to begin:	15/09/90
Description:	Magna TR 2001	Purchase price:	30000
Company code:	FOREST	Deemed value:	30000
Asset type:	Motor Vehicles	Depreciation value:	30000
Department:	ADMIN	Taxation value:	30000
Cost-Centre:	Northern	Number of units:	1
Location:	POM	Section 57AF:	no
Purchase date:	15/09/00	Book prior years:	0
Deemed date:	15/09/00	Tax prior years:	0

After completing this click on the Balancing Charges from the Routines menu.
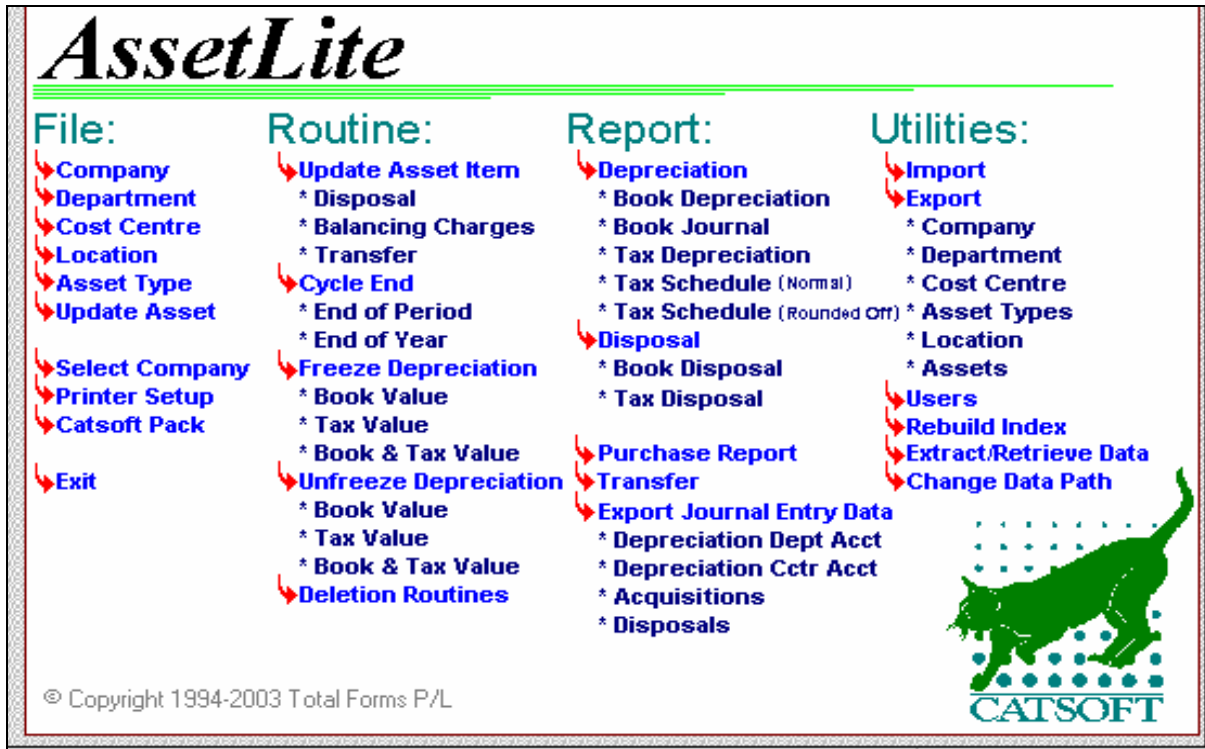
In the Balancing Charge routine screen below, select the disposed asset (0000000004) and the asset you wish to apply the balancing charge to (0000000008).

Apply the Tax Profit of 5282.69 to the new asset. If you do not wish to apply the full amount, the remainder will appear in under Available which can be applied to another asset on the next line or carried forward to the next period.

Disposed Asset

The asset we are applying the balancing charge to.

The full amount has been entered here. However, you may choose to apply it to more than one asset.

After executing this routine, asset number 0000000008 will be updated with reduced depreciable amounts for tax purposes. Go to the Update Assets Entry Screen and you will notice that the Taxation Value has been reduced by the Amount Applied above (5282.69).

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TRANSFER AN ASSET

This routine allows you to transfer one asset at a time from:
1. its existing asset code to a new asset code
2. one code to another within the same company (eg. an asset can be transferred from Dept1 to Dept 2 within Company A)
3. one combination of codes to another on a specified date.

In the case of a partial transfer the number of units to be transferred is specified and the relevant cost and depreciation amounts are then carried to the transferred asset.

↳ *Exercise 8*

Use the information below to transfer asset Number 0000000005.

Asset Code:	0000000005	Location:	POM
Department:	Sales	Units to transfer:	1
Cost-centre:	Southern	Transfer Date:	22/06/01

The original transferred asset record will be retained in the assets list as an *inactive* record until the next *End of year* routine is run, at which time all inactive asset records are **deleted**.

NB **An asset may not be transferred between companies**. An inter-company transfer is to be treated as a separate disposal and acquisition.

If you generate a Depreciation Report you will see that Total Depreciation up until the transfer date can be seen.

> The **I** indicates that the asset has been transferred in

BOOK DEPRECIATION   **CATSOFT ASSETS**

This period: Sat 01/07/1995 - Mon 31/07/1995
This year: Sat 01/07/1995 - Mon 31/07/1995

Company: ACRON   ACRON INDUSTRIES   Run date: 31/10/1997   Page: 1

ASSETCODE PURDATE DEPR.BEGIN *	DESCRIPTION/ DEPR.VALUE OPENING WDV	PRIOR YEARS	THIS YEAR	THIS PERIOD	TOTAL DEPR.	CLOSING WDV
0000000005 -000 01/02/1994 01/07/1995 I	FORD LASER 1994 26,500.00 20,315.83		0.00			20,315.83
0000000005 -000 01/02/1994 01/07/1995 T	FORD LASER 1994	5,608.56	575.61	TRANSFER OF LASER TO SALES	6,184.17	
Total Company:	26,500.00 20,315.83	5,608.56	575.61	0.00	6,184.17	20,315.83
Deduct depr. of disposals :		0.00	0.00	0.00		
Add balancing item in transfers :	0.00					
Deduct depr. of disposed transfers :	0.00	0.00	0.00	0.00	0.00	
Deduct depr. of revalued assets :		0.00	0.00	0.00	0.00	
Total after adjustments :	26,500.00 20,315.83	5,608.56	575.61	0.00	6,184.17	20,315.83

> The **T** indicates that the asset has been fully transferred. The asset is now inactive and will be deleted once the End of Year is run.

> This equals the depreciation figure from prior years plus the depreciation between the last end of period run and the transfer date.
>
> Total Depn = 5608.56 + (26500*.15)/366 * 53 days
>   = 5605.56 + 575.61
>   = 6184.17

The fully transferred asset will have a prior years depreciation figure which is equal to the total depreciation from the old asset, plus the depreciation between the last end of period run (31/07/95) and the transfer date (22/08/95).

When a period end is run after the asset has been transferred, the depreciation in the **Transferred In** asset will show depreciation from the transfer date (22/08/95) to the end of the period (31/08/95).

```
BOOK DEPRECIATION                                                         CATSOFT ASSETS

                                              This period: Tue   01/08/1995 - Thu   31/08/1995
                                              This year: Sat    01/07/1995 - Thu   31/08/1995
   Company:    ACRON        ACRON INDUSTRIES      Run date:   31/10/1997      Page:    1

   ASSETCODE              DESCRIPTION/          ─────────────DEPRECIATION─────────        CLOSING
    PUR DATE  DEPR.BEGIN  *  DEPR.VALUE  OPENING WDV   PRIOR YEARS  THIS YEAR  THIS PERIOD  TOTAL DEPR.    WDV

   0000000005    -000      FORD LASER 1994
   01/02/1994 01/07/1995  I    26,500.00   20,315.83                97.75        97.75        97.75     20,218.08

   0000000005    -000      FORD LASER 1994                          TRANSFER OF LASER TO SALES
   01/02/1994 01/07/1995  T                             5,608.56    575.61      238.93      6,184.17


   Total Company:          26,500.00   20,315.83        5,608.56    673.36      336.68      6,281.92     20,218.08
   Deduct depr. of disposals :                                        0.00       0.00        0.00
   Add balancing item in transfers :             238.93
   Deduct depr. of disposed transfers :            0.00     0.00      0.00       0.00        0.00
   Deduct depr. of revalued assets :                        0.00     0.00       0.00        0.00
   Total after adjustments :      26,500.00   20,554.76   5,608.56    673.36      336.68      6,281.92     20,218.08
```

Once the End of Year is run, the inactive, fully **Transferred** asset will be deleted. The total depreciation for the **Transferred** asset (6184.17) will be added to the Total Depreciation of the **Transferred In** asset (97.75 + all other periods depreciation for the remainder of the year) to equal the Prior Years depreciation for the **Transferred In** asset.

REPORTS

Report:
↳ Depreciation
   * Book Depreciation
   * Book Journal
   * Tax Depreciation
   * Tax Schedule (Normal)
   * Tax Schedule (Rounded Off)
↳ Disposal
   * Book Disposal
   * Tax Disposal

↳ Purchase Report
↳ Transfer
↳ Export Journal Entry Data
   * Depreciation Dept Acct
   * Depreciation Cctr Acct
   * Acquisitions
   * Disposals

AssetLite allows the user to run a range of information rich reports to their choice of screen, printer or disk file). Reports encompass all areas of operation of AssetLite, including depreciation for both book and tax values (including book journal and tax schedule), asset acquisition, disposal, transfer, as well as suggested journals for your general ledger. Note that the export journals reports if saved to file can then be transferred into various accounting packages after the format has been converted.

All reports are accessed via a filter screen where the user is presented with sorting, grouping and filtering options. By utilising these features, AssetLite becomes a powerful management information tool, allowing users to search for assets that match a specific criteria and obtain relevant information on them.
The filter control allows users to narrow down the range of assets to appear in the report. For example, you might set the filter controls to report for one department only (eg set the From and To controls both to Sales and only assets allocated to that department will be reported on). Alternatively, you may wish to filter out assets purchased during a particular time (eg. set the From control to 1/1/00 and the To control to 31/12/00 to limit the report to all assets purchased during the year 2000.)

For reports such as purchases, book depreciation etc where individual assets are displayed line by line, the user can also group and sort assets by particular criteria, eg, by their departmental allocation. Where assets are grouped, the report will print showing subtotals for that grouping, followed at the end by the usual grand totals. The sorting option allows users to order the listing of individual items according to a particular criteria, eg by asset code or purchase date.

Using combinations of filtering, grouping and sorting will allow users to extract the most highly specialised information from the system. If however you wish to search for information not included in a standard report, we suggest you use the convenient Export function in the Utilities menu in AssetLite to export the Assets file to a spreadsheet and use an application such as Microsoft Excel to search for the specific information required.

UTILITIES AND MAINTENANCE

EXPORT

AssetLite comes with a built in Export facility allows the users to send files to other software packages such as spreadsheet and word processing applications. The following functions are available:

Export type - Select the database you wish to export (eg, select Company to export the data seen in the Company entry screen, Assets to export the data seen in the main Add/Review Assets screen)

Range From/To - Select the range of items on the database you wish to export, or leave both fields blank to export all items. Click on the F7 Search icon to assist in locating items.

Field Separator Character - Spreadsheet files use what is known as a "delimiter" or "separator character" to split a line of entries into separate fields or cells. A punctuation mark such as a comma is typically used for this purpose, but note that if this character has been used at any stage in the data entry process and the Quote Character Field option is not selected, it will cause the export file to create unwanted split fields. As such, a little used character such as ^ (Shift + 6) or | (Shift + \) is recommended as the delimiter. Note that although normal characters such as numbers or letters in the alphabet are not recommended, you can use virtually any character you like as the separator character if you wish.

Output Filename - Specify the path of the output file and the output file name. Click on the directory icon next to this field to assist in setting the export path. Note that as this version of AssetLite is a 16 bit application, you must ensure that the filename is of no greater than eight characters in length with an extension of no more than three characters (eg. EXPORT01.TXT)

Include Field Names - Tick this option to ensure that a header row naming all the various fields will export with your data, making it easier to interpret the data when viewing in a spreadsheet or other application.

Include / in Date - Tick this option to export your dates in a DD/MM/YYYY format (eg 31/12/1998) rather than DDMMYYYY (eg 31121998)

Quote Character Field - If ticked, this option will put " (quotation marks) at the start and end of all description fields in the export file. This is to avoid potential problems with the delimiter character also appearing as punctuation in the description, particularly if a comma is used as the delimiter.

Suppress Null Numeric Field - Ticking this option will cause all fields where the value is 0 to export with that cell left empty.

USERS

AssetLite has a five level security access system to protect the database from unauthorised access, editing or deletion of records. The user name and password entered when starting the AssetLite program or changing the data path will determine whether the user can access the database at all, and if so what level of access they have. If an incorrect user name or password is entered, AssetLite will refuse the user access to the database.

User names and passwords are particularly beneficial in organisations where a number of people may access the database for reference but only a few should be able to actually access particular functions, or alternatively in situations where limited access is desirable: eg where temporary staff with little expertise may be required to enter data onto the system but need to be prevented from being able to accidentally modify or delete existing records.

Level 1: Users can access data entry screens for viewing purposes but cannot add, modify or delete any details. They can run all available reports, but cannot use any of the routines such as transfer, dispose, period end/year end etc, or access to any of the utilities such as export, extract/retrieve, etc.

Level 2: Users have access to all functions available to Level 1 users, but can also access the Update Asset Items routines (such as transfers and disposals) and also add new items to any of the database screens and access all items in the Utilities menu except setting up other users. They cannot run period or year ends, or delete or modify existing items.

Level 3: Users have access to all functions available to Level 2 users, but can also delete and modify existing individual items. They can also run cycle or year end routines, but cannot access the Deletion Routines option in the utilities menu.

Level 4: Users have access to all functions available to Level 3 users other than the ability to access the Users screen. In effect, they have access to every function other than the ability to add, remove or look up other user names and passwords.

Level 5: Full access to all functions, including access to the Users screen.

REBUILD INDEX

From time to time, a database file can lose its integrity. Network errors, shutting off power to the computer before exiting the program and other mishaps can all cause such problems. If your files have become corrupted, the rebuild index function can restore them to working condition.

Note: We do not recommend you use this function unless absolutely necessary. If you encounter problems with the database files, we strongly recommend you contact Catsoft Support for assistance first.

· From the main menu, select "Utilities" then "Rebuild Index"
· Select "Yes" to immediately commence the rebuild of the file, or "No" to escape.

EXTRACT/RETRIEVE DATA

AssetLite features a convenient extract/retrieve option for backing up data. We strongly recommend using this function on a regular basis to protect against data loss, and also as a precaution against erroneously using functions (such as disposals, year ends, or deletions) that cannot be undone.

Note that when the user is about to run a year end, we suggest using an additional backup method (such as copying the files to a tape drive, or using PKZIP or WinZip to create an archive file) as an additional precaution.

Consider the amount of time taken to make a backup of your files (seconds or minutes) compared to the amount of time taken to re-key asset details (hours, days, or weeks)!

Note also that this program does not allow you to extract from within it to a hard drive. Make sure that you DO set up a daily backup that is safe.

CHANGE DATA PATH

This allows data to be stored in different paths. For example, you could make a backup of your data (see below for instructions) to an alternative drive or path, and run experimental what if analyses on your data to maximise asset productivity and profitability. We suggest a very useful way to take advantage of this function is to copy your data to a new directory (eg data00) just prior to running a year end. Then in future if you ever wish to look up a particular asset (including items that may have been since disposed of) you can simply change the data path to this prior year backup.

This option is accessed from the Utilities menu by selecting Change Data Path. Simply enter the new data location into the screen depicted at left. If no data already exists in that path, you will be creating a new database. Note that when accessing existing databases in future, you will be required to enter the user name and password before access is granted.

Password protection of individual databases is useful also for organisations that may have two companies on the system, and wish to have different access rights for individual users for each company (eg Level 1 in one company, Level 5 in the other). This can be achieved by having each company in a separate data path.

INTERFACE - ATTACHÉ CATAPULT OR BP AND CATSOFT

OUTLINE

For the convenience of users of both Attaché and Assetlite, a conversion utility has been developed to facilitate the transfer of data between these applications.

Information Export from Assetlite

To allow data transfers between Catsoft Assetlite and Attaché, it is important to ensure the applicable account codes being used in Attaché for depreciation, profit/loss on disposal etc are also set up in Catsoft. The following screens show where the various accounts are stored. Note that once these accounts are set up, they will be retained by the system for future use until changed by the user.

The following fields are found in the **Company** screen (installed default values are shown) and are edited by clicking on the Edit button or pressing Alt + E.

General Ledger Accounts			
Loss on sale	LOSS-SALE	Profit on sale	PROFIT-SALE
Sundry debtors	DEBTORS	Sundry creditors	CREDITORS
Loss on reval.	LOSS-REVAL	Revaluation reserve	REV-RESERVE

Departmental or Cost-Centre codes for depreciation are found in the **Department** or **Cost Centre** screens respectively. These enable depreciation charges to be broken down into different cost centres or departments if required.

Department code	DEPT1	Company ID	99A
Description	Department #1		
Depreciation account number	DEPR-DEPT		

Accounts for provision for depreciation and non-current assets are located in the **Asset Type** screen. These enable accounts to be broken down according to asset type if required.

As with the Company screen, you can enter the correct account codes in these screens by clicking on the Edit button or pressing Alt + E.

In AssetLite 1.09 and later, the interface to Attaché may be automated by the user initialising the **Attaché Conversion Module**, which is a separate program run from an icon in the **Catsoft Products** program group.
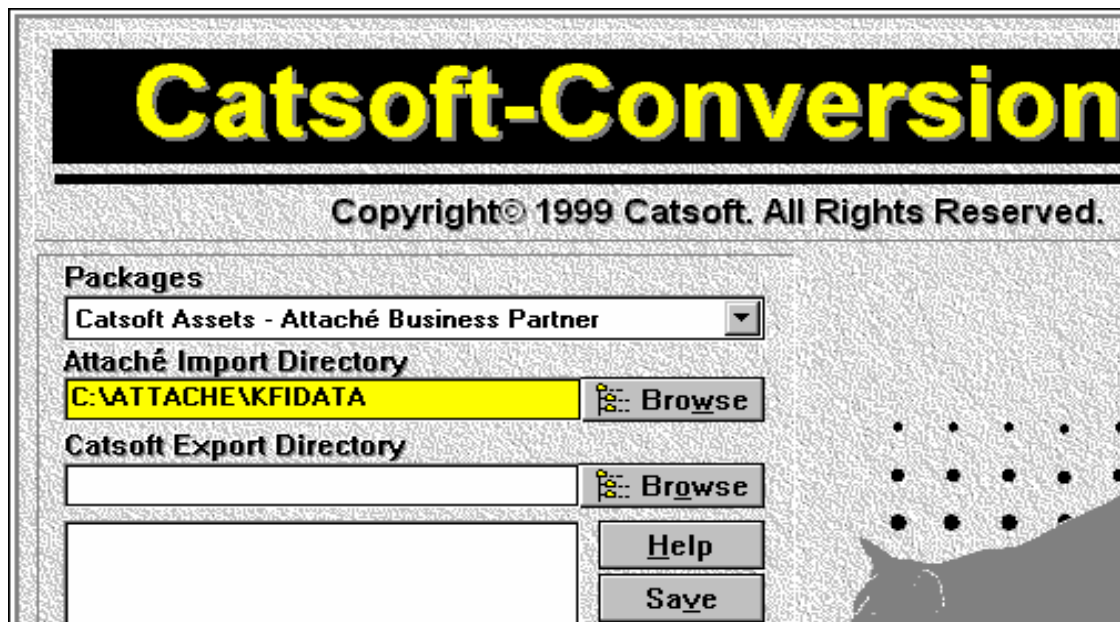
Operation of the module is very simple: the user simply selects the Catsoft package they are using, the desired directory setting where they want the converted data files to be saved to (eg: C:\ATTACHE\KFIDATA) and clicks on the **Save** button. There is no need to use any other controls - these are only for use with Leasecat or a manual conversion. Once the Attaché import path has been set, the conversion engine is ready to automatically convert all suggested journals from Catsoft Assets or AssetLite into the Attaché KFI format. You can now close the conversion engine and until such time as you need to alter the settings, you do not need to access it again.

Having set up the correct accounts, export journal items can be obtained by selecting the **Reports** menu, and selecting the **Export Journal Entry Data**. If you are using Catsoft Assets, ensure that the **Export Direct to GL** option is ticked. (If this option is not ticked, the automatic Attaché conversion is disabled. Note that in AssetLite, the program will continue to automatically convert entries into Attaché format until the Attaché Conversion Module is disabled by the user).

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Catsoft Assets (note check box for direct GL export) AssetLite

The user then selects the type of data they wish to export (eg depreciation by department or cost centre, acquisitions, or disposals) and selects the "File" or "Disk" option for print output. The file will then be automatically created, with a file name based on the type of export - which follows the following format:

(File Type) (Date) (Instance).TXT
  * File type: represented by D for Depreciation by Department, C for Depreciation by Cost Centre, A for Acquisitions, S for Sale/Disposal of items.
  * Instance: represented by a single letter indicating the most recent file created that day of that type. Starts at A and increments through the alphabet as other files of the same type are created on the same date.

Please note:
If using Attaché Suppliers module for acquiring assets then do not output the Export Journal Data - Acquisitions Report from Catsoft AssetLite as this will result in a double accounting for the asset in the GL).

INFORMATION IMPORT INTO ATTACHÉ

The Business Partner Keystroke File Import (KFI) facility will allow you to import information from the Catsoft Conversion Utility into Attaché. In order for the import to function each site must have the following modules installed: General Ledger Module, and KFI sub-module.

BUSINESS PARTNER IMPORT - JOURNAL

After reports have been converted to ASCII text files utilising the Catsoft Conversion Utility, Transactions from Catsoft are imported into Business Partner as "Journals" through the General Ledger / Transactions / Journals function.
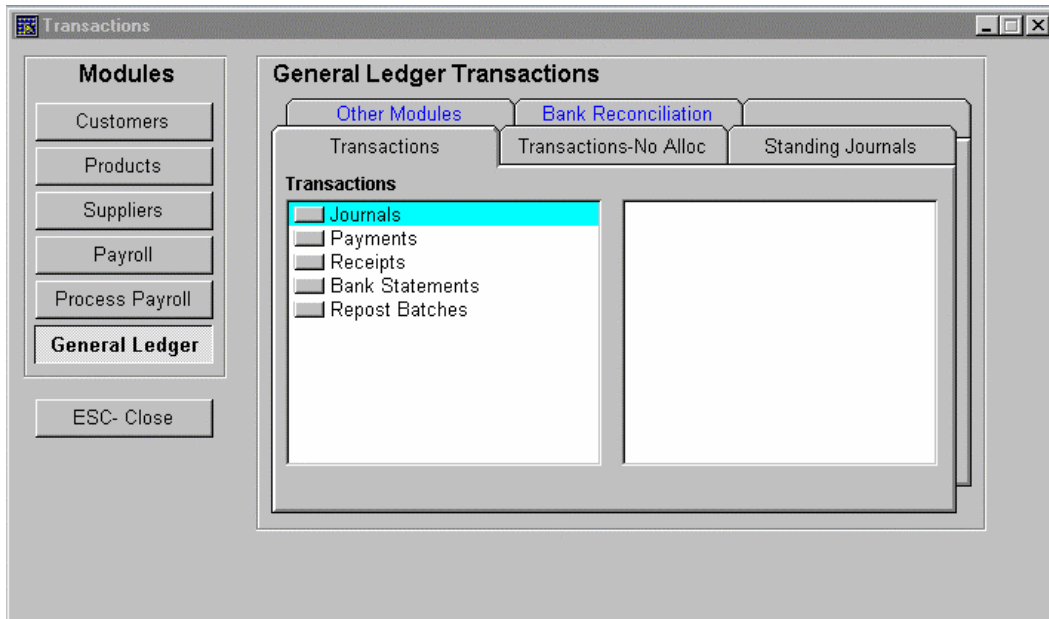
On the first page of the Journal Entry Screen enter the Batch Number and the Description for the transactions you are going to import, and select **Accept (F9)** to accept these settings.

Select the **FILE** button on the Business Partner Button Bar.

The Keystroke File Import Dialogue box is now displayed.
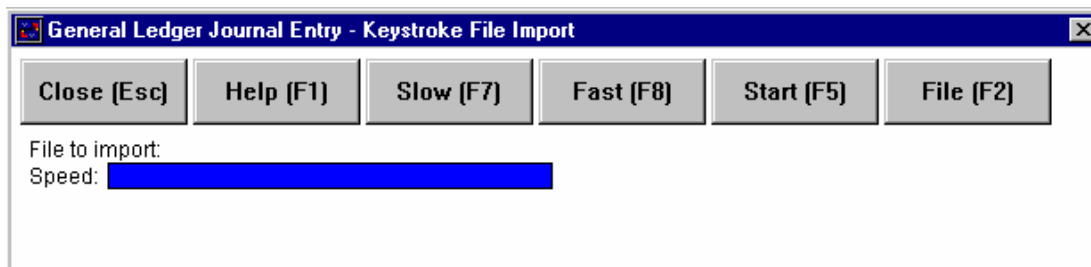
Select **File (F2)** and the File Name Dialogue Box is now displayed. Locate the output directory as per the setup in the Catsoft Conversion Utility.
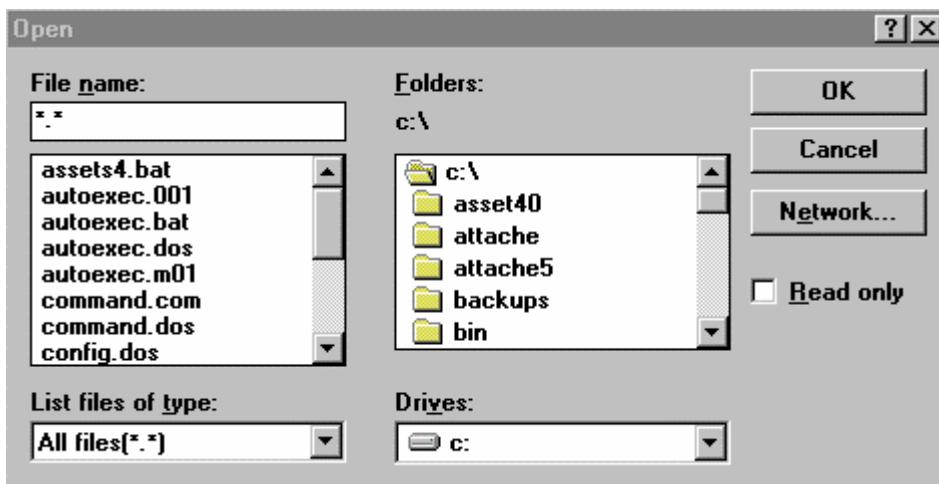
- Change the List of Files Type to All Files *.* and select the correct file to import and select OK.

- You will be returned to the Keystroke File Import Dialogue Box, select **Start (F5)**.

- The information contained in the Catsoft Export file will now be imported into Attaché.

- When the Keystroke File Import Dialogue Box Displays "Finished" in the bottom left hand corner select **Close (ESC)**.

- At the Journal Entry Screen, ensure the batch balances then select **Close (ESC)** to accept the batch. If the Batch does not there maybe the possibility that some rounding figures will cause the batch to be out of balance by a few cents. Apply the balance to get the batch in Balance to the account you post any rounding figures to then accept the batch.

APPENDIX A: FREQUENTLY ASKED QUESTIONS

1. Default username and password
2. Depreciation charges not calculating
    2a. Asset entered after period roll
    2b. Only reducing balance assets affected
    2c. New entry with accumulated depreciation included
    2d. Depreciation limit may have been reached
    2e. Method of depreciation specified without a rate
3. How to perform a quick backup using Winzip
4. What are the effects of freezing an asset?
5. Some assets or companies are missing
    5a. Incorrect data path
    5b. Wrong company selected
    5c. Damaged index file(s)
6. Edit the depreciation rates and methods
7. Incorrect Disposal Transaction
8. End of year routine cannot be done
9. Can you give me a rundown on the security profiles in Assetlite?

Q1   Username and password
A1   The default username and password is ASSET for both

Q2   Depreciation charges is not calculating for certain assets
A2   Deprecation charges may not be calculating for one of the following reasons:

A2a   *The asset was purchased during the period in question but was not entered until after the period was rolled.*

Roll the period back, then forward again.

Example: currently financial year is 01/07/2001 to 30/06/2002; periods rolled monthly. If the a new asset is entered with *Purchase Date* and *Date Book/Tax To Begin* of 15/12/2001, roll the period to 30/11/2001 and then repeat period end to 31/12/2001 again – depreciation will recalculate for December.

A2b   *Only assets using the reducing balance method of depreciation are affected.*

To overcome this problem, restore a backup of the data taken before the upgrade and freeze all assets be fore rolling the period forward.

A2c   *The asset is a new entry with accumulated depreciation entered against it.*

The entry may be an asset that has already been depreciating but does not currently exist in the database. The asset is entered with its original purchase details, while accumulated depreciation (up to the end of the current period) is entered into the *Prior Years* column. When saving the entry, the user will be prompted with the *freeze* question to which the user should answer "Yes". If "No" was chosen, the asset may not depreciate if accumulated depreciation is "overstated" or depreciate too much if accumulated depreciation is "understated" in the next period.

Under- or *overstatement* of depreciation is determined from purchase date up to the end of the next period. As a history of rates is not stored, the written down value of the asset would be inconsistent with the current rate of depreciation specified when the asset is entered.

Solution: delete the entry and re-enter it into the database with the accumulated depreciation (updated to the end of the period), save and *freeze*.

A2d   *If a Depreciation Limit is specified.*

If a *Depreciation Limit* is specified, then the asset stops depreciating for book purposes if its book *written down value* equals the *Depreciation Limit*, i.e. the book *written down value* will not go below the *depreciation limit* amount.

By removing the *Depreciation Limit*, the closing down value should not be greater than the depreciation limit because this will cause the asset not to depreciate.

A2e   *A depreciation method is specified with a zero rate of depreciation*

If a depreciation method is entered but a rate is not specified, the rate used is 0.00%. Check both the *default* rates and the *overriding* rates in the assets entry screen.

Inserting a rate will cause the asset to begin depreciating again. *Default* rates have to be entered via the *Asset Type* screen. If the rate was meant to apply from the *date book/tax to begin* then answer "No" to the freeze question. If you only wish to apply the rate in the next period onwards, answer "Yes".

Q3   How to perform a quick backup using Winzip

A3   Winzip is by far the most popular, convenient and reliable archiving method available. We recommend its use in taking backups of your data, especially if you are about to update the database but would like the peace of mind of having something to fall back onto and restore immediately in order to start over again if the outcome is not to your liking. Ensure that you have Winzip installed before proceeding.

1. Know what to backup – your data is located in the DATA folder. This could be on a network drive. The current data path can be determined by referring to UTILITIES | CHANGE DATA PATH. Take note of the path, then click *Cancel* to retain the path displayed.

2. Exit program, then click START | RUN, type EXPLORER and press OK.

3. Using Windows Explorer, navigate to the data path, e.g. if the data path is X:\ASSET40\DATA, select the X: drive, enter into the ASSET40 folder and look for the DATA folder.

4. Right click on the data folder and select *Add to ZIP*.

5. Under *Add to archive:* provide a meaningful filename for the ZIP file, e.g. if the backup was for the November 2002 period, the filename could be NOV2002.ZIP – so the entry of *C:\NOV2002.ZIP* will create NOV2002.ZIP in your C:\ drive.p

6. Under *Options* tick *Save full path info*.

7. Click on *Add*.

8. Once complete, close the Winzip to exit. The backup ZIP file is now on your C:\ drive. If the file is small enough, you could copy it into a standard 3.5' 1.44Mb floppy disk.

9. At a later stage, if you do need to restore the data, exit the program then run Windows Explorer again.

10. Simply double-click on the ZIP file and press the *Extract* icon.

11. Navigate to the drive and folder you need to extract to click on the *Extract* button. When prompted to overwrite existing files, click on "Yes to all".

12. Once complete, close the Winzip to exit. Then check that the data is correct before re-commencing your transaction entries.

Note: if you encounter a problem that requires Catsoft Support assistance, you could attach the ZIP file of your data created using the steps above to an email. Address the email to <u>catsoft@tpg.com.au</u> and provide details on the problem. We will prescribe a solution to you based on the information we obtain.

Q4   **What happens when an asset is frozen?**

A4   When an asset is frozen, the *date book/tax to begin* changes to the beginning of the next period. The depreciation to date, i.e. *Prior Years* plus any amount in *This Year* is added together and copied into the *freeze* column, replacing any existing freeze amount. Subsequently, the program recognises that the asset had a certain amount of depreciation (reflected in the *freeze* column) on a certain date (represented by the *date book/tax to begin*). In this way, the program ignores how that portion of depreciation was arrived at and focuses solely on calculating depreciation from the *date book/tax to begin* onwards based on the depreciation method and rate specified.

Example: if an asset is frozen while the current period end was 30/06/2002, the *date book/tax to begin* changes to 01/07/2002. Depreciation up to the 30/06/2002, let us say $2800, is inserted into the *freeze* column, replacing the existing freeze amount. In subsequent periods, this entry is interpreted as having $2800 worth of depreciation prior to the 01/07/2002, i.e. $2800 up to the 30/06/2002.

Q5   **Some assets or companies are missing from the database**

A5   There are cases where the user realises that they have lost their data completely, or lose some assets within a company file, or lose a specific company from the company list. In such situations, check the following:

A5a   *Ensure that the data path is correct.*

There is a high likelihood that the user entered the company data in a specific data path, which has since been set or reset to point to a different path.

Check the current data path the program is pointing to. Click on UTILITIES | CHANGE DATA PATH. If the data path is incorrect, please change it to what it should be.

Note that in circumstances where the user does not know the data path, search for the file: ASSETS.DBF either by using the Windows Find function. This will give you a list of probable data paths.

[*FIND* function – click on START | FIND | FILES or FOLDERS. Under *Name & Location* next to *Named*, type ASSETS.DBF; click on *Browse* and change the drive you would like to search; click on *Find Now* to commence search. A list of files, along with the folders they are in will appear. Take note of these.]

If the alternate path is selected correctly, the user will be prompted for a *username* and *password*.

Note: If the path does not exist, you will be prompted to create the path instead and if the database does not exist, it will create a blank set of database files for you.

A5b   *Another possibility is the user selecting the wrong company from the company list.*

Check that the right company has been selected and not the *Catsoft Demo Company (99A)*. To select a company to work with, click on FILE | SELECT COMPANY.

A5c   *The index file may be damaged*

An analogy would be the index section of a book. If a page is added or removed from the book, and the index section not updated, referencing would be affected. Similarly, in the Catsoft program, if the index file is damaged, reports could reflect incorrect information. The database appears corrupted because some assets appear to be missing. *Examples:* a disposal entry could appear more than once in the disposals report; an asset type with the description of UNKNOWN could appear in the book journal report.

PRECAUTION: TAKE A BACKUP OF THE DATA FIRST BEFORE REBUILDING.
If the index file is damaged, select UTILITIES | REBUILD INDEX. By rebuilding the index of the database the index files are reconstructed, taking into account any new assets entered into the database or assets deleted or disposed of during the financial year.

Q6   Edit the depreciation rates and methods
A6   Depreciation rates and methods can be changed. This can be done by specifying an overriding depreciation method and/or rate for each asset individually or if all assets within an asset type are to be affected, the method and/or rate can be changed at the *Asset Type* level.

When the record is saved, the user will be prompted with the freeze question. Refer to the Q4 above.
Note: if the asset is to be written-off immediately, choose the depreciation method as *I* for *immediate write-off* and leave the depreciation rate blank.

Q7   Incorrect Disposal Transaction
A7   If the user enters a disposal transaction with an incorrect disposal date and saves the transaction, the user will be unable to undo that disposal. Once a disposal transaction has been processed, the record is locked away for audit trail purposes and becomes inaccessible to the user except through reports. As such, disposal details cannot be altered. Therefore, the user has only two options:

▪ Either restore a backup taken prior to the disposal and enter the transaction again with the correct details, or

▪ Enter a new asset with similar asset details; dispose this new asset with the disposal details. In the reports, the disposed asset will appear twice, to which the user has to insert a note to clarify the matter.

Q8 **A message appears warning of the existence of post-dated transactions when the *End of Year* routine is attempted**

A8 The error appears when the user attempts to close the year but transactions have been entered after the current period's end date. The transactions in this case refer to disposal, revaluation or transfer.

Catsoft Assets version 4.04 and Assetlite 1.09 allow users to proceed past this point and complete the *End of Year* routine. The audit files will still be cleared including the post-dated transactions. These versions are now available to download from our website: www.catsoft.tpg.com.au – *Download* section.

Q9. **Can you give me a rundown on the security profiles in Catsoft Assets?**

A9. There are five security profiles that can be selected when setting up a user. Level five grants full access to all screens while level one only allows viewing of selected entry screens.