TABLE OF CONTENTS

INITIAL SETUP & INSTALLATION

System Requirements

Listed below are the basic requirements to operate Catsoft Assets. 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 MB Hard Disk space and above recommended;
- MS Window operating system – MS Windows 95, 98, ME, 2000, XP;

Installing Catsoft Assets Version 4.04

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\Asset40**
>
> **The data directory: C:\Catsoft\Asset40\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 – Assets

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**.

Running Catsoft Assets 4.04

To run Catsoft Assets version 4.04, please follow these instructions:

Windows 95, 98, ME, 2000, XP
1. Click on **Start**.
2. Select **Program**.
3. Select the relevant folder e.g. *Catsoft Products.*
4. Select *Catsoft Assets 4.04*

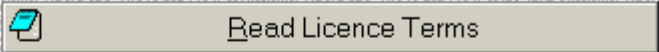You will then be greeted by a sentry window requesting for a *User Name* and *Password*:
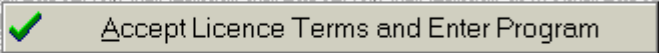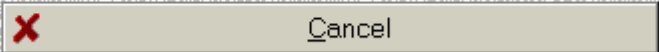
The Level of User Access

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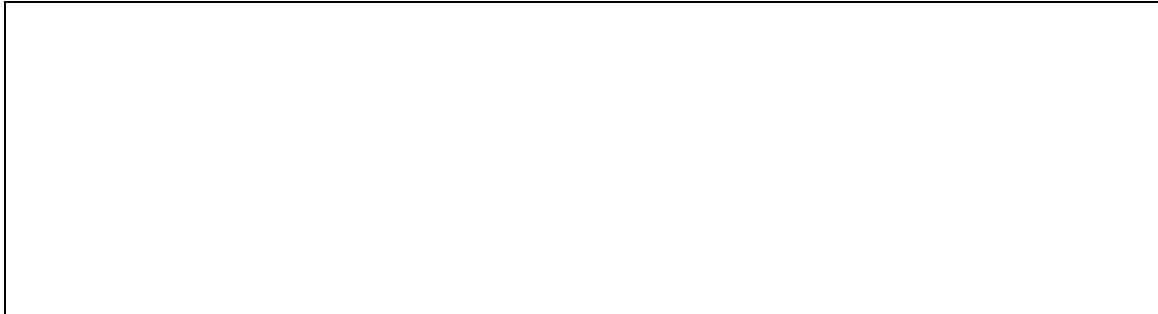
The following lists the level of access which can be given to users:

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 or the *Backup/Restore Data* 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 Catsoft Assets 4 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
• Backup/Restore Data	**NA**	**NA**	**NA**	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
E   Editing Allowed
A   Additions Allowed
D   Deletions Allowed
NA   Not Accessible
C   Cloning Allowed
FA   Full Access

Year 2000 Compliance

Catsoft Assets stores dates in a Julian date format (i.e. the number of days since 01/01/1600), recognising dates between 1600 and 3999. In version 4.04, dates are displayed in DD/MM/CCYY format.

The default **century dates** recognises the first 50 years in 2000. The year will still be displayed in full (i.e. CCYY) and can still be typed in full. However, for convenience, where the user only keys in two digits, i.e. 00 up to 49, the year will have a 20 defaulted in front of it, while 50 to 99 will still carry a 19 in front. For example, 30/06/00 will be displayed as 30/06/2000 while 30/06/99, as 30/06/1999.

Summary of New Features of Catsoft Assets 4.04

1. In the **Update Assets** entry screen, the purchase price, deemed value, depreciation value, taxation value and depreciation limit fields have been updated to recognise up to 9 digits plus 1 decimal. Therefore the maximum amount allows to be entered for these fields is $999,999,999.90.
   NB. Where all nine digits are used, the last decimal disappears.

2. **Depreciation Forecasting** reports enables the user to run depreciation forecast report for assets over a future period of up to 5 years. It gives a breakdown of the depreciation charges of the assets for each month over the selected period of time. For convenience purposes, these reports can be saved and exported out onto a file in ASCII text format. Thereby allowing the user to view the report in Microsoft Word or Excel (consult your MS-Word and Excel user manual for further instructions).

3. The **Export Journal Entry Data** now have six specific report types added on to them. It provides the users additional options to run depreciation journal entry from the various combination of department, cost centre or asset type categories. The new journal export routine now has the ability to create report files that can be converted to Attaché Business Partner or Attaché Catapult format. The suggested ledger entries report can also be exported and viewed in ASCII text format.

Depreciation Forecast Report -

This new report gives the user an added advantage to run a forecasting report for both book and tax depreciation of all assets for a future period of up to five years.

From the main menu bar, select *Reports*, then *Depreciation Forecasting*.

The report filter allows the user to limit the selection of assets to a specified range. In the *date* selection, enter the date range you wish to forecast the depreciation of the assets for.

This report displays the depreciation rate and method used for each individual asset with its depreciation charges forecasted for each month right up to the end date specified.

You can either send the report to the screen or save it as an ASCII file. The ASCII text file should have an extension of .TXT or .DAT. This file can then be opened in a spreadsheet application, such as Microsoft Excel, as a delimited file and worked upon or saved as a normal spreadsheet.

New Export Journal Entry Data Feature -

Additional selection criteria have been added to the existing *Export Journal Entry Data* based on comparisons between department, cost centre or asset type categories. Where a specific combination has been selected, the system will total the depreciation for the two categories and generate a report with its suggested ledger entries.
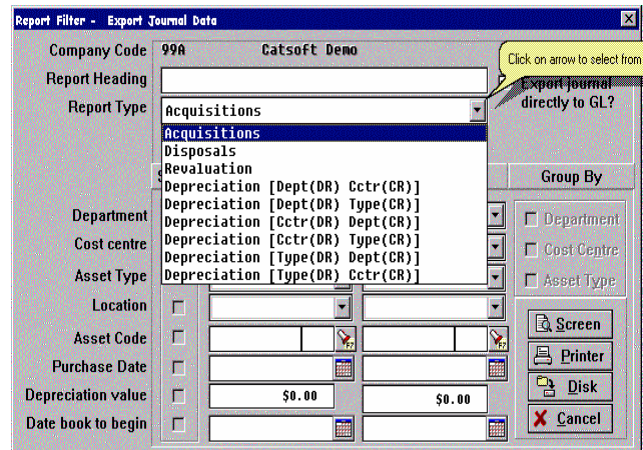
Select an *Export Journal Data Report* as you normally would. Then in the *Report Type* section, select the combination required. You can print the report to *screen* or printer and manually transpose the data into your general ledger. Alternatively you can save the report to *disk* and open as a delimited text file in a spreadsheet. The report created is in a comma delimited format, and it shows the accounts with its appropriate amounts.

For the convenience of user of both Attaché Business Partners and Attaché Catapult, a conversion utility has been developed to facilitate the transfer of journal data to these applications.

Other Features:

- ***Assets Ageing Report***
The Ageing report gives a listing of assets within their respective age groups over 5 years.

- ***Disposals Report***
The Disposals tracking report supplements the existing standard Disposals Report by maintaining a record of assets disposed in over a year ago effective from the date of installation.

- ***Moving Assets from one company to another***
This function enables the relocation of assets from one company to another.

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.
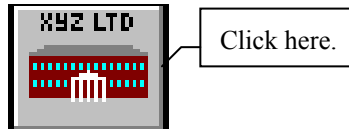
Exercise 1

Type in the following:

Company Code:	ACRON
Company Name:	Acron 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.
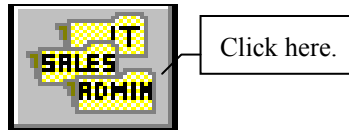
Department

| Department Code | ADMIN | Company Code | ACRON |

Description ADMINISTRATION

Depreciation Account Number DEPR-DEPT

First Prior Next Last   Search   Edit Add Clone Del.   Help Quit

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:
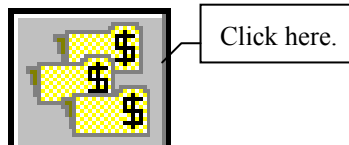
Click here.

Cost-Centre

Cost-centre Code `EAST`   Company Code **ACRON**

Description `EASTERN REGION`

Depreciation Account Number `DEPR-CCTR`

First | Prior | Next | Last | Search | Edit | Add | Clone | Del. | Help | Quit

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:
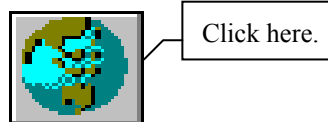
Click here.

Location

Location Code `CITY`   Company Code **ACRON**

Description `CITY`

Location Barcode `CITY`

First | Prior | Next | Last | Search | Edit | Add | Clone | Del. | Help | Quit

The Location data field is an optional set up.

Location Code:	CLAY	CITY	MAL
Description:	Clayton	City	Malvern

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
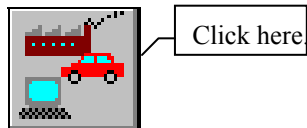
Asset Types

Asset Type	MV
Description	MOTOR VEHICLE

Company Code **ACRON**

DEPRECIATION METHOD

Book Basis	STRAIGHTLINE		[S,R,I,U]
% book Depre.	15.00		[if S or R]
Units of Usage	0		[if U]
Tax Basis	STRAIGHTLINE		[S,R,I]
% Tax Depre.	20.00		[if S or R]

GENERAL LEDGER ACCOUNT NUMBER

Asset	ASS-COST-TYP
Provision for Depre.	PROV-DEP-TYP

REVALUATION INDICES

Revaluation Index	1.0800	[1.0000 if no change]
Insurance Index	1.0500	[1.0000 if no change]

First | Prior | Next | Last | Search | Edit | Add | Clone | Del. | Help | Quit

👆 *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.
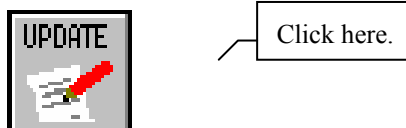
Click here.

NB: In order to access the second page of the assets screen either arrow down or page down.

Upon saving assets with prior years depreciation Catsoft Assets 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	Toyota Rav 4	Honda CRV	Honda Civic	Volks Wagon New Beatle	Honda S2000	BMW Z3	MG
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	Sales	Administration	Sales	Administration
Cost - centre	Northern	Northern	Southern	Southern	Eastern	Eastern	Northern
Location	Clayton	Malvern	City	Clayton	Malvern	Clayton	City
Purchase date	30/05/99	01/03/1997	01/02/1998	01/02/2000	01/03/1999	01/03/1998	22/08/98
Deemed date	30/05/99	01/03/1997	01/02/1998	01/02/2000	01/03/1999	01/03/1998	22/08/98
Date book to begin	30/05/99	01/03/1997	01/02/1998	01/02/2000	01/03/1999	01/03/1998	22/08/98
Date tax to begin	30/05/99	01/03/1997	01/02/1998	01/02/2000	01/03/1999	01/03/1998	22/08/98
Purchase price	26700	88000	40000	60000	75000	80000	60000
Deemed value	26700	88000	40000	60000	75000	80000	60000
Depreciation value	26700	88000	40000	60000	75000	80000	60000
Taxation value	26700	88000	30000	60000	75000	80000	60000
Section 57AF	No	No	Yes	No	No	No	No
Book Prior Years	350	18000	10000	0	1000	5000	15000
Tax Prior Years	400	14500	12000	0	1000	5000	15000

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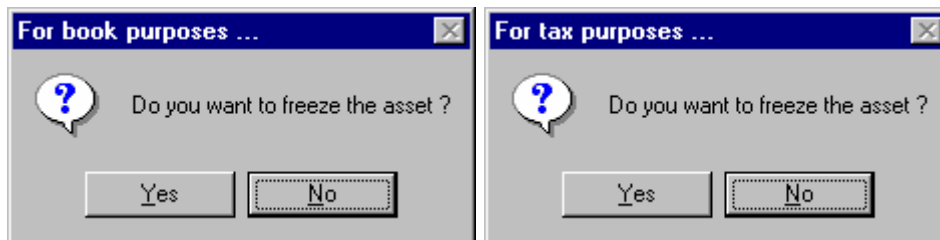
The following illustration shows the difference in depreciation values for an asset that has been frozen and an asset that has not been frozen.

➢ Illustration Number 1

Dummy Company Freeze Depreciation:- Mack Trucks - Shows one months depreciation 01/07/99 - 31/07/99.

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	01/07/97	01/07/99	$100,000.00	$10,000.00	$21311.48	$1311.48	$0.00	$68688.52
1 - 200	01/07/97	01/07/99	$100,000.00	$10,000.00	$1311.48	$1311.48	$10000.00	$88688.52

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 $10,000 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 Assets 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.
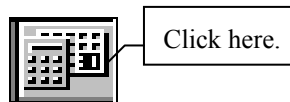
Roll the period end date forward a month by entering in the end date as the **31/07/99**. This will calculate depreciation to the 31/07/99 and the next period's depreciation will be calculated from the **01/08/99**. Consequently, check to ensure depreciation has been calculated correctly.

END OF PERIOD

Depreciation on assets will be calculated for the period from the previous end-of-period run to the current period-end date. The period-end date need not be a month-end date.

Company code	ACRON	ACRON INDUSTRIES	
This period dates	Book value	30/06/1999	to 30/06/1999
	Tax value	30/06/1999	to 30/06/1999

Enter one or both of the dates to specify the desired calculations.

Next period dates	Book value	01/07/1999	to 31/07/1999
	Tax value	01/07/1999	to 31/07/1999

✓ OK   ✗ Cancel   ? Help

Report Filter - Depreciation Report

Company Code	ACRON	ACRON INDUSTRIES
Report Heading	DEPRECIATION FOR JULY 1999	
Report Type	Book Depreciation	
Asset Status	All	

	Sort By	From	To	Group By
Department	☐			☐ Department
Cost centre	☐			☐ Cost Centre
Asset Type	☐			☐ Asset Type
Location	☐			
Asset Code	☐			☑ Screen
Purchase Date	☐			🖨 Printer
Depreciation Value	☐	$0.00	$0.00	📁 Disk
Date Book to Begin	☐			✗ Cancel

```
Report: DEPRECIATION FOR JULY 1999
BOOK DEPRECIATION--------------------------------------------------------------------------------------------------CATSOFT ASSETS
                                                                      This period: Thu 01/07/1999 - Sat 31/07/1999
                                                                      This year: Thu 01/07/1999 - Sat 31/07/1999
Company: ACRON ACRON INDUSTRIES                                            Run date: Wed 1/3/2000     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
==========================================================================================================================
0000000001-000 TOYOTA RAV 4
            30/05/99 01/07/99    26700.00     26350.00       350.00       339.22        339.22       689.22     26010.78
0000000002-000 HONDA CRV
            01/03/97 01/07/99    88000.00     70000.00     18000.00      1118.03       1118.03     19118.03     68881.97
0000000003-000 HONDA CIVIC
            01/02/98 01/07/99    40000.00     30000.00     10000.00       508.20        508.20     10508.20     29491.80
0000000004-000 VOLKS WAGON NEW BEATLE
            01/02/00 01/02/00    60000.00     60000.00         0.00         0.00          0.00         0.00     60000.00
0000000005-000 HONDA S2000
            01/03/99 01/07/99    75000.00     74000.00      1000.00       952.87        952.87      1952.87     73047.13
0000000006-000 BMW Z3
            01/02/98 01/07/99    80000.00     75000.00      5000.00      1016.39       1016.39      6016.39     73983.61
0000000007-000 MG
            22/08/98 01/07/99    60000.00     45000.00     15000.00       762.30        762.30     15762.30     44237.70
==========================================================================================================================
Total Company : ACRON             429700.00    380350.00     49350.00      4697.01       4697.01     54047.01    375652.99
--------------------------------------------------------------------------------------------------------------------------
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 :         429700.00    380350.00     49350.00      4697.01       4697.01     54047.01    375652.99
==========================================================================================================================
Legend of '*' flag:-
   d : indicates partial disposal of asset    t : indicates partial transfer of asset    I : indicates transferred in
   D : indicates full disposal of asset       T : indicates full transfer of asset       W : indicates full depreciation of asset
```

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 01/08/1999 - Sun 31/08/1999
                                                                    This year: Tue 01/07/1999 - Sun 31/08/1999
Company: TF TOTAL FORMS P/L                                         Run date: Thu 30/10/1999      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   01/07/97  01/07/99     8000.00     7398.08      500.00      203.84      101.92      703.84    7296.16
5    -200   01/07/97  01/08/99     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%* Straight 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 01/07/99 to 31/07/99 and at 15% from the date frozen (ie. 01/08/99 to 31/08/99) 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 01/07/99 to 01/09/99, 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.
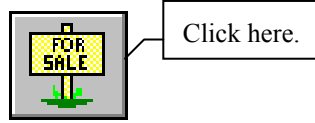
Partial Disposal

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 Honda CRV).

At a specified amount (Selling Price)

On a specified date (Disposal Date)

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

The number of units to be disposed

```
Report: DEPRECIATION FOR JULY 1999
BOOK DEPRECIATION----------------------------------------------------------------------------------------------CATSOFT ASSETS
(IN ASSET CODE ORDER)                                                          This period: Thu 01/07/1999 - Sat 31/07/1999
                                                                               This year: Thu 01/07/1999 - Sat 31/07/1999
Company: ACRON ACRON INDUSTRIES                                                   Run date: Wed 1/3/2000     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
=======================================================================================================================
0000000002-000 HONDA CRV                        DISPOSAL OF ONE HONDA CRV
             01/03/97 01/07/99 d                                           577.05
0000000002-000 HONDA CRV
             01/03/97 01/07/99     44000.00    35000.00     9000.00        559.02      559.02      9559.02     34440.98
=======================================================================================================================
Total Company : ACRON              44000.00    35000.00    18000.00       1136.07      559.02     19136.07     34440.98
-----------------------------------------------------------------------------------------------------------------------
Deduct depr. of disposals :                                 9000.00        577.05        0.00      9577.05
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 :          44000.00    35000.00     9000.00        559.02      559.02      9559.02     34440.98
=======================================================================================================================
```

22

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 0000000003. Enter in the following details:

Selling Price:	30000
Dispose Date:	02/09/99

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:	15/09/99
Sub asset code:	000	Date tax to begin:	15/09/99
Description:	Mazda MX5	Purchase price:	40000
Company code:	ACRON	Deemed value:	40000
Asset type:	Motor Vehicles	Depreciation value:	40000
Department:	Service	Taxation value:	40000
Cost-Centre:	Southern	Number of units:	1
Location:	Clayton	Section 57AF:	no
Purchase date:	15/09/99	Book prior years:	0
Deemed date:	15/09/99	Tax prior years:	0

After completing this click on the Balancing Charges icon from the Routines menu.
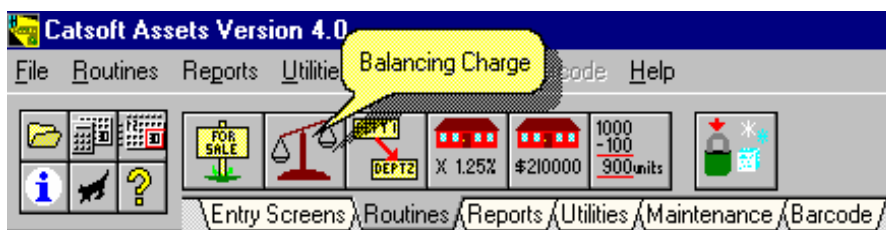
In the Balancing Charge routine screen below, select the disposed asset (0000000003) and the asset you wish to apply the balancing charge to (0000000008).

Disposed Asset

The asset we are applying the balancing charge to.

BALANCING CHARGE

Disposed Asset

Company Code	ACRON	ACRON INDUSTRIES
Asset Code	0000000003 000	Selling Date 02/09/1999
Description of Disposal	DISPOSAL OF HONDA CIVIC	
Tax Profit	5549.18	Available 0.00

Balancing Charge Details (Please create replacement asset(s) first)

Asset	Sub	Tax Value	Max Applied	Amt Applied
0000000008	000	40000.00	5549.18	5549.18
		0.00	0.00	$0.00
		0.00	0.00	$0.00
		0.00	0.00	$0.00
		0.00	0.00	$0.00
		0.00	0.00	$0.00

✓ OK   ✗ Cancel   ? Help

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

Apply the Tax Profit of 5549.18 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.

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 (5549.18).

Update Assets

Company Code	ACRON	
Asset Code	0000000008 000	Desc. MAZDA MX5
Number of Units	1	
Asset Type	MU	MOTOR VEHICLE Serial No
Department	SERV	SERVICE Supplier
Cost-Centre	SOUTH	SOUTHERN REGION
Location	CLAY	CLAYTON

Purchase Date	15/09/1999	Date Book to Begin	15/09/1999	
Deemed Date	15/09/1999	Date Tax to Begin	15/09/1999	
Purchase Price	$40,000.00	Depreciation Value	$40,000.00	
Deemed Value	$40,000.00	Taxation Value	$34,450.82	
Depreciation Limit	$0.00	Apply S.57AF ☐		
Capital Gains Method	Unknown	Private Use %	0.00	
Tax Effect	None	Operating Hours/Day	0	
Capex Budget		Capitalisn Date		

First | Prior | Next | Last   Search   Edit | Add | Clone | Del.   Help | Quit | Multi-Scr

The Taxation Value has been reduced by $5549.18.

24

Transfer of 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:	Clay
Department:	Sales	Units to transfer:	1
Cost-centre:	Southern	Transfer Date:	22/08/99

TRANSFER AN ASSET ✖

Asset Details

Company Code	ACRON	ACRON INDUSTRIES
Asset Code	0000000005	000 HONDA S2000
Serial No.		
No. of Units	1	
Asset Type	MV	MOTOR VEHICLE
Department	ADMIN	ADMINISTRATION
Cost-Centre	EAST	EASTERN REGION
Location	MAL	MALVERN

✔ OK   ✖ Cancel   ? Help

New Asset Details

Asset Code	0000000005	000
Department	SALES	SALES MARKETING
Cost-Centre	SOUTH	EASTERN REGION
Location	CLAY	MALVERN
Units to Transfer	1	
Transfer Date	22/08/1999	
Description of Transfer	TRANSFER OF S2000 TO SALES	

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**.

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

```
 Report: DEPRECIATION FOR JULY 1999
BOOK DEPRECIATION----------------------------------------------------------------------------------------CATSOFT ASSETS
                                                                          This period: Thu 01/07/1999 - Sat 31/07/1999
                                                                          This year: Thu 01/07/1999 - Sat 31/07/1999
Company: ACRON ACRON INDUSTRIES                                             Run date: Wed 1/3/2000    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
=======================================================================================================================
0000000005-000 HONDA S2000
           01/03/99 01/07/99 I     75000.00      72370.90                     0.00        0.00          0.00     72370.90
0000000005-000 HONDA S2000                     TRANSFER OF S2000 TO SALES
           01/03/99 01/07/99 T                                1000.00      1629.10                   2629.10
=======================================================================================================================
Total Company : ACRON              75000.00      72370.90    1000.00      1629.10        0.00       2629.10     72370.90
-----------------------------------------------------------------------------------------------------------------------
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 :          75000.00      72370.90    1000.00      1629.10        0.00       2629.10     72370.90
=======================================================================================================================
```

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 = 1000 + (75000*.15)/366 * 53 days
= 1000 + 1629.10
= 2629.10

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 (31/07/99) and the transfer date (22/08/99).

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 (22/08/99) to the end of the period (31/08/99).

BOOK DEPRECIATION   **CATSOFT ASSETS**

This period: Sun   01/08/1999 - Tue   31/08/1999
This year: Thu   01/07/1999 - Tue   31/08/1999
Company: ACRON   ACRON INDUSTRIES   Run date: 01/03/2000   Page: 1

ASSETCODE PUR DATE DEPR. BEGIN *	DESCRIPTION/ DEPR. VALUE OPENING WDV	PRIOR YEARS	THIS YEAR	THIS PERIOD	TOTAL DEPR.	CLOSING WDV
0000000005 -000	HONDA S2000					
01/03/1999 01/07/1999 I	75,000.00 72,370.90		276.64	276.64	276.64	72,094.26
0000000005 -000	HONDA S2000			TRANSFER OF S2000 TO SALES		
01/03/1999 01/07/1999 T		1,000.00	1,629.10	676.23	2,629.10	
Total Company:	75,000.00 72,370.90	1,000.00	1,905.74	952.87	2,905.74	72,094.26
Deduct depr. of disposals :		0.00	0.00	0.00		
Add balancing item in transfers :	676.23					
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 :	75,000.00 73,047.12	1,000.00	1,905.74	952.87	2,905.74	72,094.26

Once the End of Year is run, the inactive, fully **Transferred** asset will be deleted. The total depreciation for the **Transferred** asset (2629.10) will be added to the Total Depreciation of the **Transferred In** asset (276.64 + all other periods depreciation for the remainder of the year) to equal the Prior Years depreciation for the **Transferred In** asset.

Bulk Transfer

Go to the Routines menu, and under Update Asset Items select Bulk Transfer.

This routine allows you to transfer one or more assets at a time from:

- one code to another within the same company: within the same structure on the same level.
  Eg. an asset or group of assets can be transferred from Dept#1 to Dept#2 within Company A.
- one combination of codes (as above) to another at the end of the current period. Eg. on 31/08/99

Note: Transfer reports can be obtained to identify such assets. This routine only caters for
Full transfers. Partial transfers have to be done on an individual basis via the Transfer routine.

Move Assets – from one company to another

This new function enables the relocation of an asset record or a number of assets from one company to another. It is unlike transferring an asset in Catsoft Assets in that it does not divide the depreciation between the asset before and after the transfer. The asset simply gets a new company code.

The company's dates should be consistent between the source and the destination companies. Where the dates are inconsistent, an error message will appear.
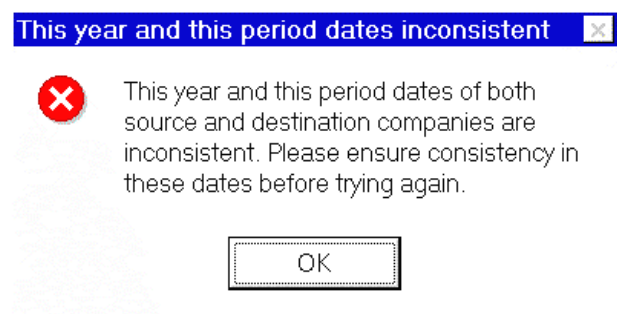
The depreciation amounts are consistent with a particular set of dates. Therefore, to maintain parity between stored depreciation figures and company dates, it is imperative that the dates of both companies are consistent. Once this condition is fulfilled, the move is allowed and the user is then be able to access the relocated assets by selecting the company they were moved to.

MOVE ASSETS

Source Company : CRAT1
Destination Company : CRT3

This period: 01/01/2000 – 30/06/2000
This year: 01/01/2000 – 30/06/2000

Asset ID	Description	Dept.	CCtr	Locn	Purch.Date
0000000001-000	computers	ADMIN	NORTH		01/01/1999
0000000002-000	Chairs	ACC	SOUTH		01/01/2000

If none of the structural codes exist in the targeted company, i.e. department, asset type, cost centre and location codes, these are copied automatically when the move is made.

After the move, a report will confirm whether the move has been successful. Page two onwards will display a list of all the asset(s) moved.

Revaluation by Indices

Revaluation by Indices allows the revaluation of a class of assets or an individual asset by a fixed percentage.

✋ *Exercise 9*

Enter the **Asset Type** screen via the **Entry Screens** toolbar. Select the **Asset Type** you wish to revalue, in this case we shall revalue Motor Vehicle. Click on **Edit** to change the Revaluation Indices details to:

Revaluation Index:	1.08
Insurance Index:	1.05

This will increase all depreciation values on asset types by 8% and all insurance values by 5%.

Once the index amounts have been changed it is then a matter of processing the change to update the assets new values.

From the **Routines** menu select **Update Asset Items** and then **Revaluation by Indices.**

Specific assets can be selected for revaluation based on the ranges that you set up in this filter screen.

Select the value you want the indices to be based upon, by clicking on the relevant leaf or using Alt-D, Alt-W, or Alt-I.
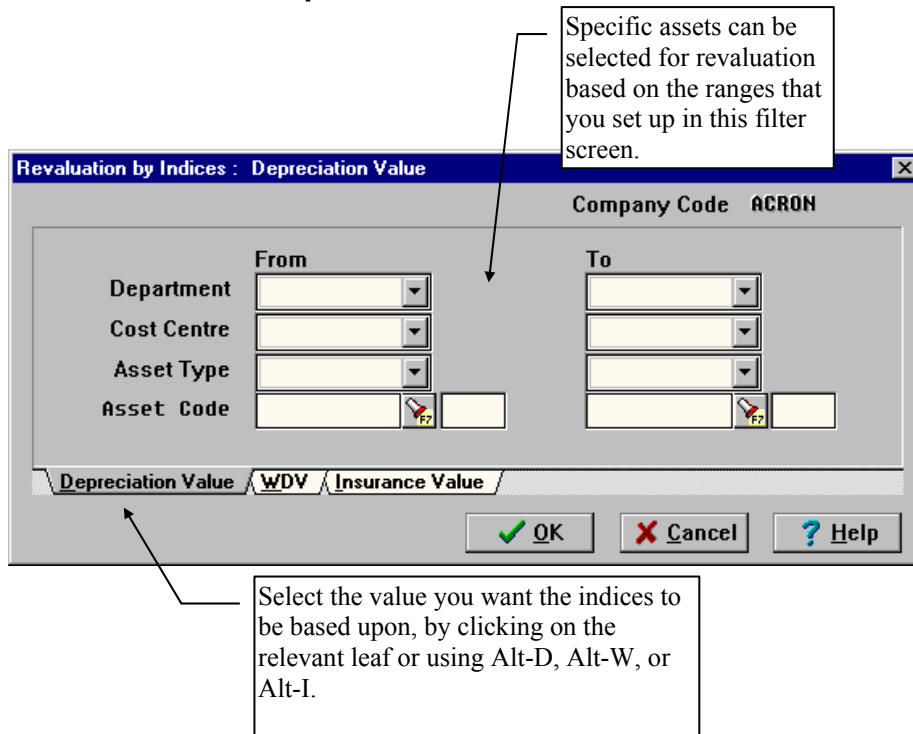
Select the **Asset Code** 0000000006, and then click on OK. This will revalue the asset up by 8% and the accumulated depreciation will be adjusted. To check this revaluation go to the **Reports** menu and select **Revaluation Report**. Your report should like the one below:

The asset has been revalued up by 8%:
80000.00 * 1.08= 6400

Note:

1. If the cost of the asset is to be revalued, you must apply the Revaluation Index to either the Depreciation Value or the Written Down Value of the asset.

2. If the insurance value is to be revalued, the Insurance Index will be applied to the Insurance value of the asset.

Revaluation of an Asset

This routine enables the revaluation of a single asset to a specified dollar value.

✥ Exercise 10

Under Update Asset Items in the Routines menu, select Revaluation or simply click on the Revaluation icon from the Routines tool bar:

Click here.
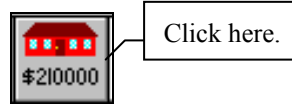
Enter in the following:

Asset number:	0000000001
New Asset Value:	30000
Revaluation Date:	15/09/99

CAPEX: CAPITAL EXPENDITURE BUDGETS

This is a fully integrated facility which allows you to create Capital Expenditure Budgets, and then monitor commitments and purchases against budgets. Depreciation can also be forecasted based on the budget.

Once the Capex budget and phase has been set up it can be linked to the asset in Update Asset Items when the asset is purchased against the budget.

CAPEX Budget Data Entry Screen

Enter your budget details here. This screen is applicable to the preliminary/planning stage of the budget i.e. before phasing out a budget and ordering a budgeted asset.
The details above, excluding the *Budget Code*, are required to calculate depreciation in the *CAPEX Depreciation Forecast Report*. The *Asset Type* that you select will determine the depreciation method used.
The budget can only be applied to a new asset or assets using the same *Asset Type* code.

Capitalisation Date

Enter the estimated capitalisation date of a budgeted asset here - this date is normally recorded as the *Date Book / Tax to Begin* fields in the *Update Assets Screen* after the asset is acquired.
This date will be used as a reference point from which depreciation will be calculated in the *CAPEX Depreciation Forecast Report*.

Total Budget

Enter the estimated value of a budgeted asset here.
Maximum length: 10 numeric characters.
Maximum amount: $99,999,999.99

CAPEX Phase Data Entry Screen

```
CAPEX Phase Code

Unique identifier for a Phase
record.
Maximum length:

6 alphanumeric characters.
```

```
CAPITAL EXPENDITURE (CAPEX) PHASING                    [X]

           Company Code  ACRON
        Capex Budget Code  ACRON    [F2]  NEW ASSET
             Asset Type  MV           MOTOR VEHICLE
                              New  ○   Replacement  ○
       Capitalisation Date  01/07/1999
               Comment  NEW ASSET

         Capex Phase Code  ACRON
           Estimated Date  20/06/1999  [▦]
            Phase Amount    $100,000.00
             Description  PHASING OUT ACRON BUDGET

                              [Save] [Cancel]        [Help]
```

When you are ready to phase out a budget, enter relevant details here. This screen's primary purpose is to store funds allocated for a *CAPEX Budget* created earlier.

The search key is *CAPEX Budget Code - CAPEX Phase Code*.

Estimated Date

This field requires the date you estimate when funds will become available for allocation to the related budget record.

Budget Amount

Enter the budgeted amount that is going to be phased out in this field.
Length: 10 digits.
Maximum amount: $99,999,999.99

ORDER *CAPEX Order Data Entry Screen*

CAPEX Order Code

Unique identifier for an Order record.
Maximum length:

6 alphanumeric characters.

CAPITAL EXPENDITURE (CAPEX) ORDER

Company Code	ACRON
Capex Budget Code	ACRON NEW ASSET
Asset Type	MV MOTOR VEHICLE
	New ⦿ Replacement ○
Capitalisation Date	01/07/1999
Comment	NEW ASSET
Capex Order	ACRON
Order Date	25/06/1999
Order Amount	$100,000.00
Description	PURCHASE ORDER SENT

Save | Cancel   Help

Once an order for the budgeted asset has been placed, enter relevant details into this screen. After phasing out a budget, you will then be in a position to order the asset. Fill out the order details in this screen. Then, after the asset has been acquired, fill out the *Update Assets Screen* to record the purchase.

> The search key for this screen is *CAPEX Budget Code - CAPEX Order Code*.

Order Date

Enter the date when the order for the budgeted asset is placed.

Order Amount

Enter the dollar amount for which the ordered asset will be purchased.
Length: 10 numeric characters.
Maximum amount: $99,999,999.99

TRACKER REPORTS

The Tracker Reports consist of an **Assets Ageing Report** and a **Disposals Report**. The *Ageing report* gives a listing of assets within their respective age groups over 5 years while the *Disposals tracking report* supplements the existing standard *Disposals Report* by maintaining a record of assets disposed in over a year ago. This gives the user an added advantage in enabling him or her to use the previous year's values as a reference point in deciding the current's year's optimum asset portfolio.

Ageing Report

From the main menu bar, select *Reports*, *Tracking Reports*, then **Ageing Report**. Its filter screen is broken down into *Range* and *Options.*

Range allows the user to limit the selection of assets to a specified range while *Options* allows the user to choose what they want displayed. in this case, the user can select the age groups they wish to view, and an option to break the page at the end of each category of assets.

This report displays the purchase date of each asset, its purchase price plus its book written down value at the end of the current period, its location, and current department and cost centre. This reporting structure is invaluable in determining the current status quo of all the assets and the replacement asset requirements for the future.

Disposal Report

From the main menu bar, select *Reports*, *Tracking Reports*, then **Disposals Report**. The user can choose to display both the fully and partially disposed assets, book or tax figures and insert page breaks at the end of each Asset Type.

The difference between this report and the existing *standard* set of *Disposal Reports* is that it reports on disposals stored in a separate file, maintained independently from the existing depreciation engine and kept separately from the existing *disposals audit file*. This file is not cleared at the end of the financial year, unlike the existing disposals audit file, hence, lengthening the coverage of disposals reporting indefinitely.

Therefore, from installation of 4.04 onwards, the current year's disposals and all subsequent disposals will be stored indefinitely and made available to the tracker disposals report providing users with a complete picture of every disposal made since.

The report displays an asset's last location before disposal, its disposal date, proceeds on disposal, its book or tax written down value on disposal, its book or tax profit or loss on disposal, and its Capital Gain or Loss on disposal. The accumulated depreciation and the written down value of the asset used to calculate the profit/loss and capital gain/loss figures in the tracking report can be ascertained by running a standard depreciation report for the same period.

QUICK REPORTS

Create a new report

Open an existing Quick report

Save the current report

Save the current report under a different name

Help on the how to use the Quick Reports facility

Edit the scope of the current report

Print Preview

Print current report

Exit the Quick Reports facility

The Quick Reports facility allows the user to create customised reports; reports that do not already exist in Catsoft Assets. Quick Reports uses the drag and drop technique and hence, the presence of a mouse is necessary. The following is a standard procedure on how to create quick reports ("click" indicates pressing on the left mouse button unless otherwise specified):

1. *Decide on the report you want.* Click the mouse on **File** and either select **New** for a new report, *OR* **Open** for an existing report (if you had previously created any). Double-click on the report you are after.

Each report that you create refers to a particular .DBF file. No single report can refer to more than one file.

If you want all available fields in the selected database to appear in your report, click (**x**) here.

To select, highlight, then either double-click here or click on **OK**

[The above window will appear if you clicked on **New**.]

All Quick Reports have an extension of .QRP
To select, either double-click on the file or highlight, then click on **OK**

[The above window will appear if you clicked on **Open**.]

2. *Select the fields you would like to appear on your report.* Each .DBF file has a number of fields that you can select from.
   If you did not mark ☐ **All fields** when selecting the report in *step 1*, then a list of these fields will appear for you to select, one at a time.

To move this box, click on this bar (at the top) and drag the box to a new location on the screen.

Once on the report, click once to release (normally, the field should be placed within the "Details" section).

The fields are arranged in screen format order. Simply point at the field, and double-click. A *hand* [🖐] will appear over the field allowing you to drag the field onto the report.
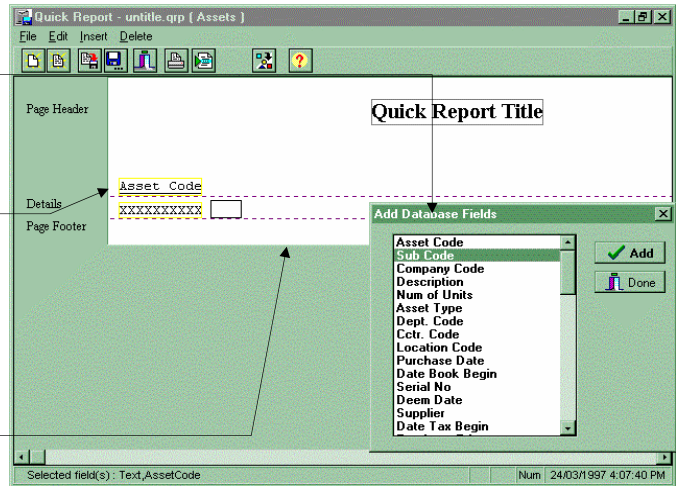
3. *Create a scope for your report*, i.e. a selection criteria. Click on the desired field; then click on **Edit** and select **Scope**.
   The set up behind **Scope** is similar to the *standard report filter*, the only difference being that more fields can be selected. Please refer to an earlier section, entitled *Standard Report Filters*, in this chapter.
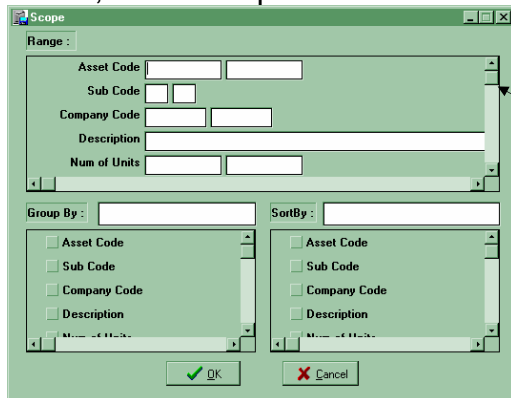
Use this scroll bar to view the rest of the fields.
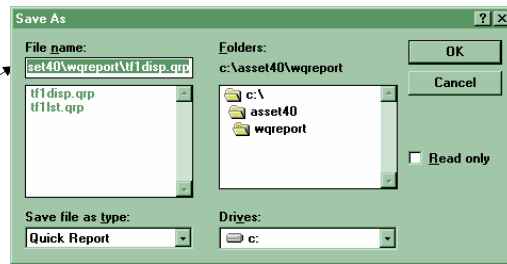Click on this square tab and drag downwards.

4. *Edit the format of the report to produce the desired report presentation.* The report title, for example, can be altered by double-clicking it, and then keying in a more suitable title.
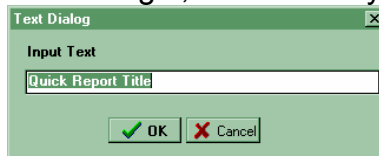
Other features include: being able to cut, copy and paste, by clicking on **Edit** and selecting the relevant action; inserting a *blank line*, *data fields*, *text fields*, special fields such as *record count* and *page number, Sub-totalling* and *Grand-totalling* numeric fields, by clicking on **Insert**; and deleting a field or a line, by clicking on **Delete**.

5. *Save your report.* If you wish to re-use this report, it is advisable to save the report at this

<table>
<tr>
<td>
All Quick Reports have an extension of .QRP
Key in the desired filename (preferably 8 characters in length excluding the extension).
</td>
<td>
Save As

File name:
set40\wqreport\tf1disp.qrp
tf1disp.qrp
tf1lst.qrp

Folders:
c:\asset40\wqreport
c:\
asset40
wqreport

OK
Cancel

☐ Read only

Save file as type:
Quick Report

Drives:
c:
</td>
</tr>
</table>

6.   stage. Click on **File** and select **Save**, or **Save As** if you wish to save the report under a different name.

7. *Run the report.* The report can either be previewed on the screen, sent to the printer, or exported out onto a file in ASCII text format. All these options can be selected by first clicking on **File**.

UTILITIES AND MAINTENANCE
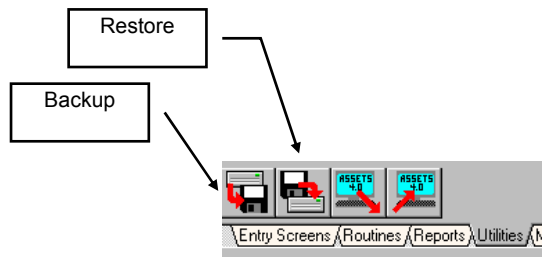
There are additional tools within Catsoft Assets that are listed under Utilities. These include a Backup and Restore facility and an Export function. Other tools not represented by icons include Rebuild Index, Change Data Path and Users which are options available under Utilities on the Main Menu bar.
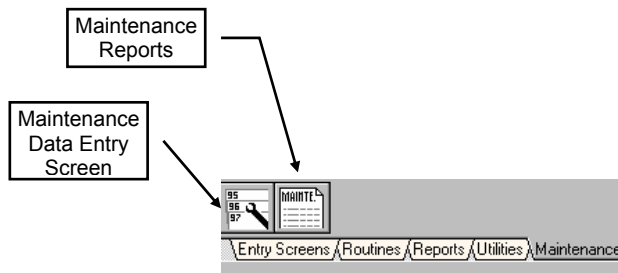

The Maintenance Data Entry Screen or Maintenance History screen gives you the ability to keep track of costs and related details in maintaining assets within the register. The related reports section translate this information into a Utilisation Report and a Maintenance Cost Summary.

 Backup Data to Disk

This utility was designed to provide users with the convenience of backing up their data to one or more floppy diskettes.

The designated drives should either be A: or B:. If C: is designated, then the backup file will be saved to the root directory.
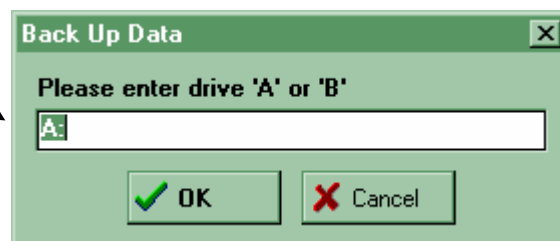
Once a drive is selected, the following window will appear displaying the codes for all existing companies from which you can make a selection for backing up:

Make your selection by clicking on the appropriate check box.

Multiple PickList

Company Code

☐	99A	Catsoft Demo
☒	TF	Total Forms P/L
☐	TP	Total Peripherals P/L
☐	TPGI	Total Peripherals Internet P/L

✔ Ok   ☑ Select All   ✍ Clear All   ✘ Cancel

Clicking on this button will mark/select all companies for backing up.

Clicking on this button will unmark/unselect all companies for backing up.

To proceed, click on **OK** or to abort, click on **Cancel**.

Only records belonging to the selected company are backed up; compressed into one file with the company code as the filename and an extension of .CMP e.g. if company TF was selected, the filename will be TF.CMP . If more than one company is selected, then more than one .CMP file will be created.

Restore Data from Disk

If the file or files you wish to restore were backed up using the *Backup* facility above, then you can use this *Restore* facility.

The designated drives should either be A: or B:. If C: is designated, then the backup file from the root directory will be restored.

Restore Data

Please enter drive 'A' or 'B'

A:

✔ OK   ✘ Cancel

Once a drive is selected, the following window will appear displaying the codes for all existing companies from which you can make a selection for restoring:

To select the company, click on the check box.

File List

File Name(s)

☒   TF.CMP

Clicking on this button will mark/select all companies for restoring.

Click on this button to unmark/ unselect all companies.

To proceed, click on **OK** or to abort, click on **Cancel**.

✓ Ok   ☑ Select All   ✐ Clear All   ✗ Cancel

Only records belonging to the selected company will be restored; these records will be copied into the relevant database files overwriting existing records.

Information

ℹ **Overwrite the old TF company?**

✓ Yes   🚫 No

✔ **Restore** only works on **Backup**s made using the current version.

![ASSETS 4.0 icon] ***Export Utility***

The Export Utility was created primarily for the purpose of copying data onto a spreadsheet. A common ASCII text file is created via this utility which can later be accessed via spreadsheet applications such as Microsoft Excel or Lotus1-2-3.

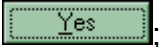Click here for a selection of the various types of data that can be exported.

With each data type you select, you will be able to specify a range of records you wish to export, with reference to the primary key
e.g. Company Code

EXPORT DATA

Export Type	Company
Company Code Range From	To
Output File	C:\ASSET40\2E0A08CC\EXPORT.TXT
Field Separator Character	, i.e. : ; ,	^

OPTIONS
☑ Include Field Names ?   ☑ Include '/' In Date ?
☐ Quote Character Field ?   ☐ Suppress Null Numeric Field ?

✓ OK   ✗ Cancel   ? Help

The field separator character will separate the various fields within a record by appearing between each field.
You must select a field separator (also known as a *delimiter*) that is not used in any of the descriptive fields contained in the records you wish to export, e.g. the "|" may be a better choice than a more commonly used ",".

After specifying the path and the name of the output file, click on OK. The file you specified will then be created within the path specified. You can then access that file via your spreadsheet application to obtain the exported data contained therein.

NB. The way each spreadsheet application handles text files may differ. Hence, you may need to refer to the appropriate manuals for further information.

Rebuild Index

Rebuild Index
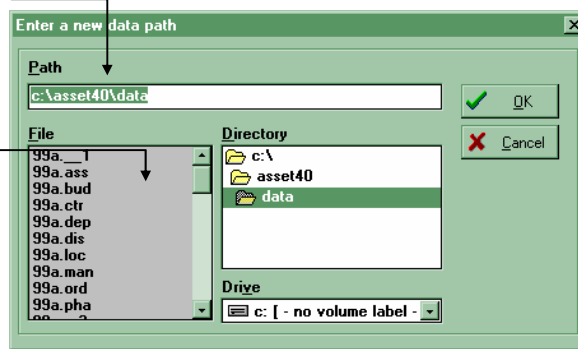
? Do you wish to proceed ?

Yes   No

Certain circumstances may arise during the course of using Catsoft Assets, that may result in your database index files becoming damaged. This will normally result in slower processing speeds, in particular, when running reports. If that ever happens, select *Rebuild Index* and click on [Yes]; the index files contained in your current data path will be rebuilt.

These index files are used for referencing records within each data file contained in your current data path. Hence, your data is not affected by the rebuild. To change your current data path setting select the *Change Data Path* option, discussed next.

Change Data Path

This option allows the user to change the data reference path to a new designated data path.

The data files have an extension of .DBF ; hence, if you scroll down and identify files like ASSETS.DBF, etc., then it is very likely that this path is a Catsoft Assets data path.

Enter a new data path

Path

c:\asset40\data

File
99a.__1
99a.ass
99a.bud
99a.ctr
99a.dep
99a.dis
99a.loc
99a.man
99a.ord
99a.pha

Directory
c:\
asset40
data

Drive
c: [- no volume label -]

✓ OK
✗ Cancel

The default data path is set up when you install the program, in this case C:\ASSET40\DATA. The path is automatically set to this, unless you change the data path. Once you have changed the data reference path e.g. to C:\ASSET40\DATA2, the next time you run the program, it will automatically refer to this new path. If the data path referred to does not exist, then Catsoft Assets will ask you whether you want to create the new path; and whether you would like it to create the necessary database files. If you answer yes to both questions, the new data path will be created, ready for you to set up your new database.

Maintenance History

As the title suggests, this screen displays details pertaining to any repairs or routine maintenance made on a specified asset.

The search key for maintenance data is the *Asset Code - Date of Service*. Navigation on this screen is similar to that described in Chapter 4 (*Entry Screens*).

Asset Code

The Asset Code that you key in must belong to an existing asset. Hit **F7** or click on ▣ to bring up a list of active assets.
Maximum length: 10 alphanumeric characters.
The sub asset code is the additional box to the right of this field.
Maximum length: 3 alphanumeric characters.

Date of Service

This is the date at which the asset become unavailable due to repairs.

Date Returned

The date at which the asset becomes available for use again.

Cost

The cost of maintenance is divided up into *Labour Cost* and *Part Cost*.
Maximum amount: $99,999,999.99
Maximum length: 10 digits.

Service Company Details

Service Company	the name of the company. Maximum length: 20 characters.
Invoice No.	invoice issued by the Service Company. Maximum length: 10 alphanumeric characters.
Contact Person	contact person at the Service Company. Maximum length: 30 characters.
Telephone	contact person's telephone number.

Repair Status

The repair status can either be **good** or **fair**. In either case, there may still be a need for further repairs - click on the *check box* if this is so.

Comments

Any comment regarding the repairs made should be keyed in here.
Maximum length: 200 characters.

Maintenance Reports

Two reports are generated out of data provided in the *Maintenance History* screen. These reports are:

Utilisation Report

The *Utilisation Report* provides an analysis of assets that have been sent for maintenance, in terms of availability, taking into account downtime and operating time.

Maintenance Cost Summary

The Maintenance Cost Summary summarises the costs incurred in maintaining the assets. Details are stored in the *Maintenance History* entry screen.

Appendix A: Features of Catsoft Assets 4.04

Asset Database:

Catsoft Assets has a multi-level database, with all assets allocated according to company, cost-centre, department, location, and asset type. Separate databases store comprehensive information for these levels, and as such rather than the user having to type a description of departmental or other allocation for each item, they need only pick the relevant department from a list and pre-entered descriptive details are displayed on screen. The user can enter as many companies, departments, cost-centres, locations, asset types and asset items as required (up to 99,999). The various screens are displayed below and give a good indication of the variety of data that can be stored on the database:

Note that the Department, Cost Centre and Location fields allow character entry of up to thirty characters for descriptive details. Account codes can be up to twelve characters in length.

Default depreciation methods are entered into the asset type screen (see below). This saves the user from having to re-input depreciation rates and methods for the same class of assets. If different rates are required to be entered for individual asset items, these can be entered in the Overriding depreciation rate/method fields in the main update asset entry screen (see following page).

All of the above screens become picklists when the user enters data into the main update asset entry screen (see below). Note that we do not have a sub-location field in our database, although we would be glad to discuss your requirements with regard to this field to investigate a possible alternative means of achieving your desired record keeping and reporting capability.

Update Assets

Company Code	99A	
Asset Code	0000000002 001	Desc. Test Asset Form #2
Number of Units	1	
Asset Type	IMMWRI	Immediate Write Off- Demo · Serial No
Department	DEPT1	Department #1 · Supplier
Cost-Centre	CCTR1	Cost Centre
Location	LOC1	Location #1

Purchase Date	01/07/1996	Date Book to Begin	01/07/1996	
Deemed Date	01/07/1996	Date Tax to Begin	01/07/1996	
Purchase Price	$300.00	Depreciation Value	$300.00	
Deemed Value	$300.00	Taxation Value	$300.00	
Depreciation Limit	$0.00	Apply S.57AF	☐	
Capital Gains Method	Unknown	Private Use %	0.00	
Tax Effect	None	Operating Hours/Day	0	

Capex Budget		Capitalisn Date
Capex Order		0.00 at

Default: Book	I	0.00%	Units	0	Tax I 0.00%
Overriding: Book		0.00%	Units	0	Tax 0.00%
			Units Used to Date	0	

Depreciation:	Prior Years	This Year	This Period	At Freeze
Book	$0.00	$300.00	$0.00	$0.00
Tax	$0.00	$300.00	$0.00	$0.00
Written Down Values		Book $0.00	Tax	$0.00

Insurance Company		Policy No.	
Insurance Premium	$0.00	Insurance Value	$0.00
Insurance Start Date		Insur. Expiry Date	

Barcode		Date Scanned		Time Scanned : :
		Date Changed	04/09/1998	Time Changed 16:51:00

First	Prior	Next	Last	Search	Edit	Add	Clone	Del.	Help	Quit	Multi-Scr

(Note that the above screen scrolls as the user enters data).

Disposal details are not stored in the actual asset database and as such do not appear in the screen above. We have a separate database to store details of disposals, and the user can run reports at any time (whether to screen, printer or file) for details on disposals. When an asset is disposed of, disposal proceeds and sale expenses can be entered into the disposals screen (see below) as well as reasons for the sale (which are detailed on the disposals reports).

Management & Reporting

1/. List assets (and total value) by selected location or sub-location and/or by category

The most practical way to run an asset listing report is to select a book (or tax) depreciation report, which lists all assets according to the filter selection entered by the user and groups and sorts the asset items as required. The report filter screen depicted below gives a good idea of the flexibility of options available in running any of the many reports in Catsoft Assets. Depreciation reports detail totals across the selection for purchase price, depreciation start value, prior year, current year and current period depreciation.

2/. List missing Assets (and value) for a location check following an asset check by PDE

Catsoft Assets when fitted with the optional bar-code module generates scanner reports (detailing the actual assets scanned by the bar-code reader during an audit) and after comparing these to the existing database record generates "exception reports". Exception reports do not detail the written down value of the assets that have not been scanned, concerning themselves more with a comparison of the discrepancy between the allocation according to the bar-code reader and the allocation according to the database. However, a custom report can easily be written using our "Quick Reports" custom report writer that isolates assets for which the field "date last scanned" does not match the or "time last scanned" do not match, and any other pertinent information (including allocative details, written down value, purchase price, etc) can be included in the report as desired by the user.

3/. List assets correctly located at a location following a scan

Catsoft Assets generates scan reports to indicate assets scanned during an audit, and exception reports to show where discrepancies have arisen. The software does not generate a report of assets that are correctly located within a particular location, although the same information could be gleaned from running a scan report and exception report with the report filter control set to limit the report range to the desired location.

4/. List assets above or below a selected purchase value or written down value

Our normal depreciation reports (which also serve as an asset listing for most purposes) can be filtered to limit reporting to assets above, below, or between a particular depreciation value (depreciation value being the value from which depreciation calculations take place, and unless specifically altered by the user is identical to the purchase price). Additional asset listing reports with filtering based on the specific purchase price or written down value can be easily generated using the "Quick Reports" custom report writer.

5/. Generate suggested disposal list based on depreciation criteria

We would suggest that in order to generate such a report, the user run a depreciation report and utilise the filtering options for purchase date to short-list assets for disposal. For example, computer equipment purchased prior to 1996. Alternatively, the user could make use of our custom report writer to select assets with any of a number of criteria that would recommend them for disposal, for example motor vehicles with a written down value of less than $12000, or motor vehicles with a written down value of less than $20000 that were purchased for greater than $35000.

The maintenance reports produced by Catsoft are also useful for targeting assets for disposal as they record service visits and parts and labour costs for individual asset items that have required repairs. As such, items that are becoming costly to maintain can be quickly isolated using this reporting function.

6/. List acquisitions or disposals during a defined period

Details of purchases, transfers and disposals are stored for all assets in the database for the duration of the current year, and can be further filtered according to asset type, department, date of acquisition/disposal etc as required. Note that when the user closes off the year these details are deleted from the current year database, but if the database is copied to a backup directory prior to running the year end previous years acquisition and disposal details are still readily available.

7/. Handle a batch transfer of assets from one location to another and adjust asset listing at each accordingly and print labels at that time if required.

Catsoft Assets has a bulk transfer function that allows the assets of an entire department, cost centre, location, or combination of the above three categories to be transferred all at once in a one-touch operation. A variety of different assets can also be transferred (whether in part or full) using our individual asset transfer function (see below).

Transfer reports will give details of the nature of the transfer. Labels detailing the new asset allocation can be printed at any time.

8/. Manual re-adjustment/deletion of entries

As the update asset entry screen depicted earlier shows, the user can edit, delete, clone or add new asset items at any time. Any details can be adjusted as required, and where the change relates to depreciation information for an asset with accumulated depreciation the user is given the option of "freezing" depreciation details (in effect locking i n previously calculated depreciation) or making changes retrospective.

Other Features

a). Ability to store a quantity of identical items

The update asset entry screen has a field titled "Units" which allows the user to enter a number of units (up to 999) that comprise the asset record item. Assets with two or more units can be partially transferred or disposed as required, allowing considerable flexibility. An item that was entered as a single unit could easily be split into two or more units if the user wanted to achieve such a result as, for example, sharing depreciation charges for a single item (such as leasehold improvements to a building) across two cost centres.

b). Scanner to be pre-programmed with asset listing for a particular location...

This option is not available in Catsoft Assets. Once again, we would suggest potentially carrying a notebook PC on-site and running an exception report from the bar-code reader on-site.

c). Data input to be via a form with drop down boxes...

As the entry screen depicted earlier indicates, this feature is standard in Catsoft Assets.

d). Password controlled access for deletion of assets etc.

There is a five level hierarchy security access feature to Catsoft Assets. Levels range from level one, which allows the user to lookup data only (and not add, modify or delete records) through intermediate levels (which allow for example the entry or modification of records but disallow the deletion of records) to the full level five access which allows the user to access all functionality within the package, including the ability to allocate other user names and passwords by means of the user security entry screen (see below).

Whenever the user logs onto the Catsoft Assets database, they must type in a user name and password before they have any access to the database. If there are multiple databases in different drives or directories, the user must enter a user name and password each time they change the active data path. Hence if there was an organisation with two companies and it was desirable to allow some users full access to one company database but view only access to the other, this could be accommodated.

Appendix B: Frequently Asked Questions (FAQs)

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. How to install zipped data (DATA. zip) into Catsoft Assets
5. What are the effects of freezing an asset?
6. Some assets or companies are missing
    - 6a. Incorrect data path
    - 6b. Wrong company selected
    - 6c. Damaged index file(s)
7. Edit the depreciation rates and methods
8. Incorrect Disposal Transaction
9. End of year routine cannot be done
10. It takes a long to time process any report
11. How to forecast depreciation for all the assets for the next 5 years
12. An error message 'Invalid Depreciation Value or Invalid Tax Value' appeared
13. The assets of company A appear as assets of company B
14. Assets with overstated This Year depreciation
15. An Error message 'Assetlite Line 559 Error' appears
16. An Error message "Date Book to being is later than the period start date" appeared
17. If depreciation for a particular period is already processed, can it be unprocessed?
18. Can the system forward process depreciation?
19. Please provide the list of main asset fields in the Catsoft Assets program
20. Please provide the list of main additions or disposals reports for a given period in the Catsoft Assets program
21. What are the additional software capabilities of the Catsoft Assets software?
22. Can all reports generated be exported to spreadsheets with titles and format in order?
23. Can and how do we run multi companies?
24. In Catsoft Assets, when setting up an asset what fields are mandatory?
25. Can you transfer assets between companies and if so, what profile stays in the old company and what moves to the new company?
26. What happens if there is an error in the to an asset in Catsoft when the residual is paid out?
27. Is there any liability to transfer a leased asset to an asset in Catsoft Assets?
28. Can you give me a rundown on the security profiles in Catsoft Assets?
29. Can construction in process items be handled? If so, how?
30. I need more details on entering budgets and running budgets depreciation reports by month
31. Can leased assets be included?
32. We have disposed of an asset, and then 2 months later, we received money for it. Are we able to reverse the disposal?
33. How do we clone an asset?

34. Our accounting month is on a 4-4-5 week basis. Can this be set up accordingly for depreciation calculation?
35. How can you assign an asset to a person?
36. What is the Export Journal Entry Data Report?
37. Company X would like to create a Parent – Child relationship within Catsoft Assets, and would like to be able to report on this
38. Before I rebuild the indexes, how can I get the original report (30th June 2003) that was backed up?
39. When we revalue assets, the system only revalues the book value and not the Tax value. Is there a way that the Tax value can be altered as well?
40. What is the process of rolling over into a new financial year?
41. Can I roll back to my last financial year from 30/06/2003 to 30/06/2002?
42. Should I not close off 2002 / 2003 financial year before I roll back to 30/06/2002?
43. Will the opening written down value on 01/07/2002 be the closing written down value which I froze on the 30/06/2002?
44. If client have processed a couple of End of Periods and are now in the month of October. All financials have been completed for the month of September. If client Forgot to add in an asset that they want to depreciate since June, is there any way That all depreciation be allocated to the current period instead of spreading through and therefore throwing the accounts out?
45. Once client has decided to go with Catsoft, is there a way in downloading the information as opposed to manually entering these in?
46. Can Catsoft Assets identify asset by Company, Location and Cost Centre for up to 5 entities, with the ability to transfer assets at will?
47. Can Catsoft Assets do a tracking of Capital Works in Progress expenditures and transferring to asset register?
48. Can Catsoft Assets enable Book and Tax Depreciation in compliance with accounting standards for approximately 5000 assets?
49. Can we export the GL Depreciation Journal in CSV format?
50. Company Y requires three Costs on the Asset ie. Book, Tax and Fair Value. Each needs to be depreciated and reported on. Is this possible? NB: The tax rate of Book and Fair Value is the same.
51. Why are there no columns for additions and disposal showing on the "Book Depreciation" or "Book Depreciation Journal" Reports?
52. How does the program use the remaining life for each asset to calculate book depreciation?
53. How does the program retain historical data such as original cost and prior accumulated depreciation when assets are transferred at WDV?
54. How does the program retain continuity of straight line depreciation calculations when the transfer value is not the original cost (ie WDV)?
55. How does the program extract the data for planning?
56. How does the program import initial data?
57. Company A is using one database for the fixed assets. This database includes two NZ branches where the amounts entered are in NZ dollars. How can we extract these two NZ branches from the existing database and transfer them to a new NZ only database?
58. What are the recommended system requirements to operate Catsoft Assets?
59. Does Catsoft Assets have a Simplified Tax System (STS) function?
60. How long has Catsoft Assets been in the market?

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

Q2.   Depreciation charges is not calculating for certain assets
A2.   Depreciation 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 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.

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 catsoft@tpg.com.au and provide details on the problem. We will prescribe a solution to you based on the information we obtain.

Q4. **How to install zipped data (DATA. zip) into Catsoft Assets?**

A4. As an example, we will need to unzip the back up data into a specific location, e.g. H:\Catsoft\assets40\Backup.

To do this:

1. Go to *Windows Explorer*, select *C:* and double click on the *Data. zip* file.

2. A WinZip window will then appear. Click on the *Extract* button.

3. In the *Extract* to field, type in H:\Catsoft\assets40\Backup. After that, click on the *Extract* button.

4. When the extraction has been completed, go to Catsoft Assets Program; click on *Utilities\ Change Data Path*.

5. In the field titled *Path*, type in H:\Catsoft\assets40\Backup. After that, click on the Ok button.

6. A Catsoft Assets start up screen will then appear. Type in the Username and password.

Q5. **What happens when an asset is frozen?**

A5. 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.

Q6. **Some assets or companies are missing from the database**

A6.   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:

A6a.   *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.

A6b.   *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.

A6c.   *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.

Q7.   **Edit the depreciation rates and methods**

A7.   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.

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.

Q8.   **Incorrect Disposal Transaction**

A8.   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.

Q9.   **A message appears warning of the existence of post-dated transactions when the *End of Year* routine is attempted.**

A9.   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.

Q10.   **It takes a long time to process any report**

A10.   To resolve the problem, we need to adjust the setting that is attached to the Shortcut of the Program. We need to apply /UTD (Use Temporary Directory) in the Shortcut to the Program so that the data will be copied temporarily to the local drive to speed up the processing of reports.

To do that:

- Right click on the Catsoft Assets Program Icon and select 'Properties'
- In the Target field of the Shortcut section, add in a space and /UTD at the end of the Target e.g. X:\Catsoft\ASSET40\ASSETWIN.EXE /UTD

Q11. **How to forecast depreciation for all the assets for the next 5 years?**
A11. Catsoft Assets has the ability to provide users with a depreciation forecast report for all assets for a period up to 5 years. This is done by selecting *Reports\ Depreciation Forecasting* and specifying the date range a user wishes to forecast. The report will provide a breakdown of depreciation charges for each asset by each month over the specified period of time.

Q12. **An error message 'Invalid Depreciation Value or Invalid Tax Value' appeared**
A12. This error usually occurs when a user is attempting to edit the details of a particular asset.

To resolve the situation, increase the depreciation value or the tax value by $1.00 and freeze the asset. Then, edit the asset again, this time decreasing the depreciation value or the tax value by $1.00.

In addition, adjust the 'Date book to begin' or 'Date tax to begin' to the correct date e.g. the start of the financial year. Save the changes.

Q13. **The assets of company A appear as assets of company B**
A13. There are cases where the assets of company A appear in the assets list of company B. In such cases the index file may be damaged / corrupted. To resolve the situation, select *Utilities\Rebuild Index*. Take a back up of the data before proceeding with the rebuild function.

Q14. **Assets with overstated This Year depreciation**
A14. In this situation, a user may have changed the book and tax depreciation rates for the assets during the financial year and have forgotten to freeze the assets, thus causing the This Year depreciation figure to be overstated.

To resolve the situation:

- Determine if there are any inactive assets in the database e.g. disposed assets, transferred assets, revalued assets. If there are transfers of assets, do not proceed with the following procedures.

- Assuming these is no transferred assets, go to Windows Explorer and select the path where the data is stored e.g. C:\catsoft\assets40\data.

- In the Data folder, rename the DISPOS_A.DBF and REVAL_AU.DBF files into DISPOS_A.BAK and REVAL_AU.BAK respectively.

- Next, create a blank database in Catsoft Assets. To do that, go to Catsoft Assets Program, select Utilities\Change Data Path and specify the data path for the new blank database e.g. C:\catsoft\assets40\blank.

- Click on the OK button. Catsoft Assets will then prompt a question 'Directory does not exist. Do you want to create?' .Select 'YES'.

A new blank database will then be created in C:\catsoft\assets40\blank.

- Exit the Catsoft Assets program, go to windows explorer and select C:\catsoft\assets40\blank.

- Copy the blank DISPOS_A.DBF and REVAL_AU.DBF files in the blank folder and copy them into C:\catsoft\assets40\data.

- After that, go to Catsoft assets, select Utilities\Change data path and change the data path back into C:\catsoft\assets40\data. Click on OK and then type in the Username and password.

- In Catsoft Assets, select Routines\ Freeze Depreciation. Click on the Book and Tax tab at the bottom of the Freeze Depreciation window and click on the OK button. When the freezing process is completed, the program will indicate how many assets have been frozen.

- Roll the period to the start of the financial year e.g. 01/07/2002. To do that, go to Routines\ Cycle End \ End of period. In the 'To' field of the Next period dates, specify 30/06/2002 (1 day before the desired date). Click on Yes to proceed.

- Next, unfreeze all the previously frozen assets. To do that, select Routines\ Unfreeze Depreciation. Click on the Book and Tax tab at the bottom of the UnFreeze Depreciation window and click on the OK button. When the unfreeze process is completed, the program will indicate how many assets have been unfrozen.

- Freeze the assets again by selecting Routines\ freeze Depreciation as outlined above.

- After that, roll the period forward to the current period.

- Exit the program, go to windows explorer and select C:\catsoft\assets40\data.

- Delete the blank DISPOS_A.DBF and REVAL_AU.DBF files and rename the DISPOS_A.BAK and REVAL_AU.BAK back into DISPOS_A.DBF and REVAL_AU.DBF respectively.

- Then, go back to Catsoft Assets Program and rebuild the index by selecting Utilities\ Rebuild Index.

- Close the Catsoft Assets program and re-enter the Program again.

Run the depreciation report and check to see if the depreciation for all the assets is calculated correctly.

Q15. **An Error message 'Assetlite Line 559 Error' appears**

A15. Assumptions: The data path is C:\catsoft\Assets40\Backup

This situation usually occurs when a user has previously taken a back up of the data using CD-Rom and is now unable to open the back-up files in Catsoft Assets, generating an error message '*Assetlite Line 559 Error'*.

To resolve the situation, go to Window Explorer and select C:\catsoft\Assets40\Backup.Select all the files within the Backup folder, right click on the files and select *Properties.* A Property window will appear, untick the '*Read Only'* option in the Attributes section.

Q16. **An error message "Date Book to begin is later than the next period start date" appeared**

A16. Assumption: This year begins from 01/07/2002 and the current period is 01/04/2003 - 30/04/2003.

An asset with prior year's depreciation and date book and tax to begin as at 02/05/2003 is entered into the system. When selecting YES to freeze the asset, a message "Date Book to begin is later than the next period start date" appeared.

When a user freeze an asset, the program will begin depreciation for the asset *from the date at which the freeze takes place*. The error appeared because the asset's Date book and tax to begin is 02/05/2003 which is later than 01/05/2003.

To resolve the situation:

1. Edit the asset.

2. Change the date book and tax to begin to 01/05/2003.

3. Increase the depreciation value and tax value by $1.00 to force the software to ask "if you would like to freeze the asset for both Book and Tax?"

4. Select "Yes" to freeze the asset".

5. Edit the asset again and change the depreciation and tax values figures back to the original figures. Also, change the 'Date Book and Date Tax to begin' back to 02/05/2003 and save the record.

6. Select "No" to freeze the asset again.

Roll the period to 31/05/2003, view the update asset screen and the program will now calculate 30 days depreciation for the asset with prior year depreciation.

Q17. **If depreciation for a particular period is already processed, can it be unprocessed?**

A17. In Catsoft Assets, you can roll the period back, using the End of Period routine, but you cannot go past the end of the last financial year. This is useful for making changes to depreciation rates, then rolling the period forward again in order for depreciation to be recalculated. However, rolling the period back does not undo disposals, transfers or revaluations.

Once the period has been set to a previous period, via the End of Period routine, the user can re-run reports. The reports may need to be reconciled against subsequent events such as acquisitions, disposals, transfers and revaluations that have occurred in a subsequent period. This is due to the same reason stated above, i.e. rolling the period back does not undo these transactions.

Q18. **Can the system forward process depreciation?**

A18. Yes, through the process of rolling forward or using the depreciation forecast. This specific forecasting facility under reports allows the user to forecast depreciation for up to five years in a delimited file format compatible with spreadsheet applications such as MS-Excel and Lotus 1-2-3.

Q19. **Please provide the list of main asset fields in the Catsoft Assets program.**

A19. **Assets**
- *Date of purchase*
  In Catsoft Assets, you enter the asset's date of purchase in 'Purchase Date' field in the Update screen

- *Details of the supplier*
  The name of the supplier of the asset should be entered under the section of 'Supplier'. This field is optional via the Update screen.

- *Details of the purchase –L/C no.*
  Can view the licence number via going into Help and then selecting About.

- *Cost of purchase which may include other purchasing costs in addition to the invoice value ex. Freight, transport charges, labour cost*
  You can enter the cost of the purchase including any additional purchasing cost through the Update screen in the purchase price field

- *Category of the asset*
  In Catsoft Assets, when you enter your asset categories / groups details, it should include the depreciation method applicable. This screen is compulsory and forms the basis for the Assets screen and other activities.

  Asset Type Code: Mandatory section that identifies the asset type
  Asset Type Description: Include a brief description of the asset type in this section
  Depreciation Method: To calculate the depreciation, you can use of the following methods -Straightline (S), Reducing Balance (R), Units of Usage (U), or Immediate Write- Off (I).

General Ledger Accounts: Codes in this section will be referred to in some of the reports, and when exporting journal entries.

Revaluation Index: This will have no effect on related assets unless the user executes the Revaluation by Indices routine. The index is stated in decimal, 1.000 being equivalent to 100%.

- *Location*
  A company's structure consists of Departments, Cost Centres and Locations. Every company must have at least one department and one cost centre, but the use of Location in the Asset screen is optional.

- *Department*
  Each company you create must have at least one department under it.
  A department must be created before it can be referenced by any asset or by any report.

- *Asset code*
  The Asset Code you key in must not belong to an existing asset.
  This field must have a unique number assigned to it.

- *Any additional descriptions required for identification –registration no., serial no., model no.etc.*
  There is a section for 'Serial Number' and any description of the asset in the Update screen. These fields are optional.

- *User*
  We have a user routine in the Catsoft Asset package whereby users of the software can insert their own username and password to prevent any unauthorized used of the package.9

- *Monthly update of the asset*
  Users can update the assets each month by going into the Update screen and the depreciation calculation will take into account any changes made to the asset

- *If any major overhauls or extension are made to an asset on a subsequent date, to identify these separately.*
  There are two requirements for approaching this requirement.

  1. They can re-value their asset and change the description.
  For example: The BL is $1M, and the upgrade is $100,000. They can then update this asset under the Revaluation Field as $1,100,000. Then, go to Description field to include the additions.

  2. They can use the Sub Asset Code, which is the additional box to the right of the field box, Asset Code. The Sub Asset
  Code must have a maximum length of 3 alphanumeric characters.
      For example: the original asset is BL0001 – 001
      An extension to that asset would be BL0001 – 002
We recommend this method, as it is easier to keep track of any extension made to an asset.

Book Value

- *Updated Book Value (Written down value) at any given time to be available in respect of the following:*
  - Each individual asset
    The Book WDV is available at any given point in time through the Update screen

  - Total of each class of asset to agree with the ledger
    To obtain the Book WDV for a class of asset, user can run a depreciation report or a book/ journal report

  - Total of all assets to agree with the ledger
    To obtain the Book WDV for all assets, user can run a depreciation report or a book/ journal report

Taxation

- *Capital allowance rate*
  The depreciation rate of the asset can be set in the asset type and when select the asset type for the asset the tax rate will be transferred across and will become a default rate. If users wish to vary the depreciation rate the user can do so by filling out the overriding rate for the asset.

- *Details of total capital allowances claimed at a given date*
  The tax depreciation for the asset at a given date is available through the Update screen

- *Tax written down value*
  The tax written down value can be found in the Update screen

- *Tax profit / loss on disposal*
  When the asset is disposed the gain/loss from disposal for tax purposes can be found via running tax disposal report

Insurance

- *Detail of insurance cover taken – type of insurance, policy no.*

  This field is optional for the purpose of tracking and reporting on all the assets that have Insurance details: Insurance Company: The name of the Insurance Company is entered here.
  Policy Number: The insurance policy number is entered in this section.
  Insurance Premium: The insurance premium paid for this asset.
  Insurance Value: The amount for which the asset was insured for
  Insurance Start Date: When the insurance policy starts
  Insurance Expiry Date: When the insurance policy expires

- *Sum insured*
  The insurance value can be entered through the Update screen for the asset

- *Related premium*
  The insurance premium can be found in the Update screen

Q20. **What are the main additions or disposals reports for a given period in the Catsoft Assets program?**

A21. **Reports**
- *Breakdown of each class of assets giving the cost, accumulated depreciation and written down value giving the b/f balance, additions, disposals, transfers and closing balance.*
  These reports are available under the 'Reports' section.

- *Breakdown of the total assets giving the above information.*
  This section is available through going into Reports and selecting the type of report you want

- *List of assets by location*
  You can run a purchase report and sort the report by location

- *List of additions during the year*
  A purchase report can be run and the report can be sort by purchase date

- *List of disposals during the year*
  A disposal report can be run

- *Asset wise breakdown giving the details of profit / loss on disposal*
  This can be obtained through running a disposal report

- *List of assets purchased / disposed during a given period*
  This list can be obtained through running a purchase report to give a list of assets purchased and a disposal report can be run to give a list of assets disposed during a given period

Disposals
- *Date of disposal*
  When disposed of an asset the user needs to enter a disposal date and the software will calculate the depreciation for the asset up to the dispose date. The disposal date of the asset will be displayed in the disposal report

- *Sale price and the details of profit / loss on disposal*
  When the disposal routine is selected the user has the option to enter in the selling price of the asset when disposed. Once the disposal has been done, in the disposal report it will show any gains/loss made from the disposal.

- *Incorporation of any additional costs relating to the disposal, in the above calculation*
  When the disposal routine is done the user has the option to input any expenses incurred when disposing the asset and this amount will also be taken into account in calculating any gains/loss from sale of the asset.

Q21. **What are the additional software capabilities of the Catsoft Assets software?**

A21. *Forecast Depreciation for minimum of 5 yrs*
There is a specific forecasting facility under reports in version 4.04 allowing the user to forecast depreciation for up to five years in a delimited file format compatible with spreadsheet applications such as MS-Excel and Lotus 1-2-3.

Enable DV calculations
The user can select 'Reducing Balance' as the method of depreciation to depreciate an asset by diminishing value. The written down value of an asset at the beginning of each financial year is used as the basis for depreciation.

Enable pooling
A user can pool assets together using the Asset Type category. In this way, assets associated with an Asset Type will utilize the method and rate of depreciation set against it

Accommodate JV ownership arrangements
- The user will have to enter the asset in twice or more depending on the number of parties involved in the joint venture. The cost of the asset must be pro-rated against each party's respective interest in the asset. The asset code can be the same for each asset to reflect that the asset is identical, but with a different asset extension (sub-asset code) to represent the different ownership arrangements. Each asset entry is then recorded against different department or cost centre codes to achieve accurate cost allocations.

Enable assets to be classed
Using the Asset Type category, as described above. Where expense allocation is the issue, the user can associate assets against different departments and cost centre codes.

Importing / Exporting Data
Catsoft Assets has a specific Export function, as well as having a Quick Report facility that allows the user to design reports for each database file separately, hence allowing the user to select fields and filter the output according to requirements.

The Import facility is a separately purchasable module allowing the user to import acquisitions directly into the database.

Updates of current tax laws
The flexibility in-built into Catsoft Assets' structure allows for pooling of assets.

Q22. **Can all reports generated be exported to spreadsheets with titles and format in order?**

A22. Yes. Catsoft Assets has a specific Export function, as well as having a Quick Report facility that allows the user to design reports for each database file separately, hence allowing the user to select fields and filter the output according to requirements.

Q23. **Can and how do we run multi companies?**

A23   It is possible to run multi companies. To set up new companies, all you need to do is go to File | Company, and press Add to put in new entries. To work on a particular company, go to File | Setup Company, choose the company that is to be worked on and this will bring up all the relevant data of the company.

Q24. **In Catsoft Assets, when setting up an asset what fields are mandatory?**

A24.   Each asset requires the following mandatory fields: Company, Department, Cost Centre and Asset Type.

Q25. **Can you transfer assets between companies and if so, what profile stays in the old company and what moves to the new company.**

A25.   You can use the TRANSFER function in that no trace of the asset stays with the source, in this case, the old company. Effectively, the entire asset record and its depreciation history moves to the new company.

A detailed report is generated displaying the number of records processed, company structure fields generated where absent in the target company, and a list of the assets moved.

Q26. **What happens if there is an error in the import (eg. a field is not set up but in the import file?)**

A26.   A status report and / or detailed error report if errors occur, is generated at the end of the import. The user is given the line number of the record with the error, and at the end of the report, the number of valid importable records out of the total number of records.

Q27. **Is there any liability to transfer a leased asset to an asset in Catsoft when the residual is paid out?**

A27.   There is none. The user must key the asset directly into Catsoft Assets, as the two databases are structured differently.

Q28. **Can you give me a rundown on the security profiles in Catsoft Assets?**

A28.   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.

Q29. **Can construction in process items be handled? If so, how?**

A29.   Details pertaining to any construction in process items can be done via the Maintenance module. This screen allows the input of details such as the date of service, labour cost, part cost, and service company to name a few. A separate report can also be generated to display the details of the items that are under construction.

Q30. **I need more details on entering budgets and running budget depreciation reports by month**

A30. The Capital Expenditure (CAPEX) feature allows the user to create budgets, allocate funds and ultimately commit to the purchase of the asset, prior to updating the assets database. The initial stage would be to set up the budget via CAPEX Budget. The next stage would involve the phasing of the CAPEX i.e. the allocation of the funds in order to purchase the asset. Once this is done, the CAPEX Order comes into picture where the order is being placed for the asset.

A standard report is also available for CAPEX reporting purposes. The report will give a clearer view of the budget phasing, orders being made, and the assets purchased. In addition, the user will be able to see whether or not sufficient budget has been placed in the acquisition of the asset. Another useful report is the CAPEX depreciation forecast report, which gives a forecast depreciation for, budgeted amounts that have not been capitalised yet i.e. budgets that have not resulted in any purchases.

Catsoft Assets has an additional feature i.e. the depreciation forecast report. The user can utilise this function to generate depreciation reports for future periods. Alternatively, the user can choose to roll the period to the point where the forecast is expected and print the depreciation report.

Q31. **Can leased assets be included?**

A31. Leased assets can be included in the register as normal assets but this does not accommodate details such as the fair value, residual value, interest rate etc. Contrary to that, we do sell a separate lease program i.e. Leasecat. If you are interested in looking to purchase this as well, do let us know and we shall provide you with the necessary information.

Q32. **We have disposed of an asset, and then 2 months later, we received money for it. Are we able to reverse the disposal?**

A32. When an asset has been disposed of, you will not be able to do any alterations unless you have a backup. In addition, figures within the reports can not be altered, due to the fact that these figures are not stored and is only generated when the report is run. It is highly recommended that you do a backup before proceeding in the disposal as these routines can not be undone.

Q33. **How do we clone an asset?**

A33. Cloning an asset would result in all information remaining the same except for the asset code, which you will have to add / change. To do this, please follow the instructions:
1. Go to the Catsoft Assets program and click on the Update Assets Screen.
2. Click on SEARCH for the asset you wish to clone.
3. Click on the CLONE button and change the code of the asset

Q34. **Our accounting month is on a 4-4-5 week basis. Can this be set up accordingly for depreciation calculation?**

A34. Catsoft Assets calculates depreciation on a daily basis. Hence, it is possible to calculate depreciation for a particular period, for instance, 14 days (2 weeks) or even 12 weeks (3 months)

Q35. **How can you assign an asset to a person?**

A35. You can enter the custodian's details in the SUPPLIER section and / or SERIAL NUMBER field. Both have a maximum length of 20 alphanumeric characters and are located under the ADD / REVIEW ASSETS. The details can be generated under the Purchase Report.

Q36. **What is the Export Journal Entry Data Report?**

A36. The Export Journal Entry Data Report displays book depreciation for the period in journal format, and can be saved as a text file like the other reports including the Tax Depreciation report. The Export Journal Entry Data Report however is different in that it is designed to be opened as a delimited text file in Excel or Lotus 123. The user sets up account numbers representing each GL expense account against either department code or the cost centre code, and GL provision account against each Asset Type. The net effect is a comprehensive depreciation journal entry which can be exported out as a text file.

Q37. **Company X would like to create a Parent – Child relationship within Catsoft**
A37. **Assets, and would like to be able to report on this.**

This can be achieved through the use of the sub asset code. Each asset record must have a unique identifier which is a combination of the ten character main asset code and a three character extension known as the sub asset code. This means the user can retain the same asset code and insert a different sub asset code for each sub asset. The relationship will be reflected in reports when assets are sorted by asset code.

Q38. **Before I rebuild the indexes, how can I get the original report (30th June 2003) that was backed up?**

A38. To get the original report as at 30th June 2003, you will need to ensure that the data path selected under UTILITES | CHANGE DATA PATH is correct before you rebuild the index?

Q39. **When we revalue assets, the system only revalues the book value and not the Tax value. Is there a way that the Tax value can be altered as well?**

A39. As asset revaluations are not recognised under the current tax law, an asset revaluation will not change its tax value. However, the user can edit the asset record and manually later Tax value and Prior Years deprecation directly.

Q40. **What is the process of rolling over into a new financial year?**

A40. Below are the following procedures:
1. Roll to the END OF PERIOD
2. Create a BACKUP, because once the YEAR END has been closed, you can not roll back.

Please note, that when it prompts you to PACK FILES, select 'NO'.

Scenario: Client currently has the program at 30/06/2004, and he comes to the end of period, i.e. end of July.
Should he roll to the END OF PERIOD (July) and click on END OF YEAR?
Or, should he just click on END OF YEAR without rolling to the END OF PERIOD, because the software is already at the end of the year – 30/06/2004?

If it has already been rolled to the end of the financial year, then you can just click on END OF YEAR.

For example, if your financial year is 01/07/2003 – 30/06/2004, then your year / period end date is 30/06/2004.

Q41. **Can I roll back to my last financial year from 30/06/2003 to 30/06/2002?**

A41. You can not roll back to your last financial year.

Q42. **Should I not close off 2002 / 2003 financial year before I roll back to 30/06/2002?**

A42. Do not close off 2002 / 2003 yet, i.e. 30/06/2003, if you would still like to roll back to 30/06/2002. More importantly, take a back up of the data before you close off 2002/2003 as a precaution.

Q43. **Will the opening written down value on 01/07/2002 be the closing written down value which I froze on the 30/06/2002?**

A43. Freezing the asset will lock away accumulated depreciation (Prior Years + This Year) at the date of freeze to ensure that the new rate will only apply from the date of freeze onwards and not in retrospect.

For example, where the asset is frozen as at 30/06/2002, the new rate will apply from 01/07/2002 onwards, i.e. the asset's written down value at that date (closing WDV as at 30/06/2002 = opening WDV as at 01/07/2002).

If the asset was NOT frozen, the new rate would have applied in retrospect, i.e. if the asset's Date Book to Begin was 01/07/2001, the new rate would apply from that date causing the software to recognise a discrepancy between the depreciation to date based on the new rate and recorded depreciation to date based on the old rate, and add it to current year depreciation (the This Year column).

Q44. **If client have processed a couple of End of Periods and are now in the month of October. All financials have been completed for the month of September. If client forgot to add in an asset that they want to depreciate since June, is there any way that all depreciation be allocated to the current period instead of spreading through and therefore throwing the accounts out?**

A44. The This Year figure for the asset in question is the adjustment. This information can be obtained from a standard Book Depreciation Report.

Q45. **Once client has decided to go with Catsoft, is there a way in downloading the information as opposed to manually entering these in?**

A45. Yes, there is, assuming the information is stored or can be exported into a spreadsheet. A data conversion or import is then possible at a fee that is quoted based on the information provided to Catsoft via e-mail. For more information, please contact Catsoft Sales.

Q46. **Can Catsoft Assets identify asset by Company, Location and Cost Centre for up to 5 entities, with the ability to transfer assets at will?**

A46. Yes. Within the Company, you have the option to allocate assets to particular Locations, Cost Centres, Asset Types, etc. You also have the option of moving the assets with the function 'Move Assets' from one company to another company.

Q47. **Can Catsoft Assets do a tracking of Capital Works in Progress expenditures and transferring to asset register?**

A47. Yes. Catsoft Assets has a report called Capital Expenditure (CAPEX) Budget option that monitors commitments and purchases against budgets. Depreciation can also be forecasted based on the budget. Once the CAPEX budget and phase has been set up, it can be linked to the asset in Update Asset Items when the asset is purchased against the budget. However, the budget can only be applied to a new assets or assets using the same Asset Type code.

Q48. **Can Catsoft Assets enable Book and Tax Depreciation in compliance with accounting standards for approximately 5000 assets?**

A48. There is no set limit on how much assets can be stored in the Catsoft Assets, and it can cater for Book and Tax Depreciation for these assets.

Q49. **Can we export the GL Depreciation Journal in CSV format?**

A49. You can export the GL Deprecation Journal in CSV format by clicking on 'Reports' | Export Journal Entity Entry Data. Then select a Report Type, untick the 'Export Journal directly to GL' and click on 'Screen'.

Another method would be to save the report on disk and open it as a delimited text file in a spreadsheet, which will appear in a comma delimited format.

Q50. **Company Y requires three Costs on an Asset ie. Book, Tax and Fair Value. Each needs to be depreciated and reported on. Is this possible? NB: The tax rate of Book and Fair Value is the same.**

A50. Catsoft Assets make the allowance for four cost figures to be stored: Purchase Price, Deemed Value, Depreciation Value and Taxation Value. However, only the latter two are used for depreciation purposes.

The Book depreciable value would be stored against Depreciation Value and the Tax depreciable value against Taxation value. Fair Value could be stored against Purchase Price and Deemed Value, however, no depreciation calculations will be applied to either.

For depreciation purposes, Catsoft Assets only stores two sets of figures i.e. for book and tax, the user could create a third and store the information in a separate database. This is made possible through the Change Data Path option. Alternatively, the user could create another company in the same database and store the information separately. In both instances, the user would have to key asset entry in twice.

Q51. **Why are there no columns for addition and disposal showing on the "Book Depreciation" or "Book Depreciation Journal" Reports?**

A51. Although the Book Depreciation report in Catsoft Assets does not have the above columns, it has additional filter functions, for example, allowing the user to obtain a report of disposals alone by changing the "Asset Status" and by limiting the date range, the user can obtain purchases for the period. A "Movements" report modelled after the Depreciation Schedule provided by the ATO can be obtained by selecting the Book Schedule option from the "Report Type" menu.

Q52. **How does the program use the remaining life for each asset to calculate book depreciation?**

A52. Book depreciation is based on the depreciation method and rate selected which the user has to derive from the remaining effective life of the asset, eg. effective life of five years equates to straight line depreciation at 20%.

Q53. **How does the program retain historical data such as original cost and prior accumulated depreciation when assets are transferred at WDV?**

A53. In the context of a data conversion, an asset being imported into the database can retain its original cost and prior accumulated depreciation, effectively transferring the asset in at WDV.

Q54. **How does the program retain continuity of straight line depreciation calculations when the transfer value is not the original cost (ie WDV)?**

A54. In the context of a data conversion, continuing from the answer above, entering the asset in with its original cost and prior accumulated depreciation ensures that the assets are transferred in at WDV and there is continuity in straight line depreciation calculations.

Q55. **How does the program extract the data for planning?**

A55. Assets can be exported out as a text delimited file, using the Export function in the Utilities menu and opened and manipulated in Excel for planning purposes. Alternatively, a depreciation forecast for these assets for up to a maximum of five years from the current reporting period, can be obtained by selecting Depreciation Forecasting from the Reports menu, output as a text delimited file to be used in Excel for planning purposes.

Q56. **How does the program import initial data?**

A56. Once the data is finalised and arranged in Excel Spreadsheet according to our import specifications, we can then import them into the Catsoft Assets database. Please note that a fee will be quoted upon review of those finalised spreadsheets. Please contact Catsoft Sales for further details.

Q57. **Company A is using one database for the fixed assets. This database includes two NZ branches where the amounts entered are in NZ dollars. How can we extract these two NZ branches from the existing database and transfer them to a new NZ only database?**

A57. In order to transfer a company to another, you must ensure that both companies 'This Year' and 'This Period Dates' are the same. To perform the procedure, simply go to ROUTINES | MOVE ASSETS.

Please note that before proceeding with this routine, we recommend you to take a backup beforehand so that if you perform the procedure incorrectly, you may still revert to your old data.

Q58. **What are the recommended system requirements to operate the software?**

A58. Listed below are the basic requirements to operate Catsoft Assets:
   - Intel Pentium based PC – 166MHz and above;
   - 32MB RAM minimum (64MB RAM Recommended);
   - 500MB MB Hard Disk space and above recommended;
   - MS Window operating system – MS Windows 95, 98, ME, 2000, XP;

If you are planning to network the program, you are recommended to install it on the workstation on the server. The workstations should be looking at the server's data folder ie: X:\ASSET40\DATA This will enable the workstations to share access to the data.

Q59. **Does Catsoft Assets have a Simplified Tax System (STS) function?**

A59. Catsoft Assets does provide this function. In the Asset Type section, categorize the assets you want to add STS calculation and set the depreciation rate to them. To depreciate the asset for tax purposes, enter the Update Assets screen, select the asset for the STS calculations, then enter the original purchase date and deemed date for that asset. Then enter the date 6 months later in the Date Tax to Begin section to calculate.

Q60. **How long has Catsoft Assets been in the market?**

A60. Since 1984