



# CATSOFT'S FIXED ASSETS REGISTER SOFTWARE

*Including:*

- **Catsoft AssetLite**
- **Catsoft Assets**
- **Catsoft Assets with bar-code**

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*The professional software designed by accountants for accountants*

## **ABOUT CATSOFT...**

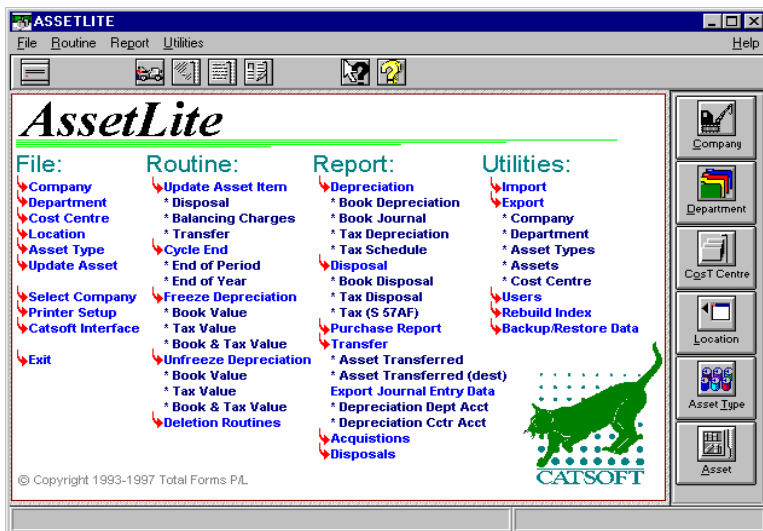
For over 20 years, Catsoft has continuously strived to satisfy the fixed asset and lease management needs for both large and small companies, by constantly seeking new ways in which we can improve the designs of our software to consistently operate at the highest level. Catsoft maintains a large, diverse and satisfied client base including some of the biggest names in mining, manufacturing, government, health and other industries. Catsoft products are popular in other countries as well, including New Zealand, Papua New Guinea, Singapore and Samoa.

Our current range of asset registers provide you with expert control over your assets and are both developed in Australia specifically for use in accordance with local accounting standards. All clients have free access to Catsoft's support team who will handle any queries that may arise.

Through the ongoing improvements in upgrades, excellent client support and commitment to quality, Catsoft maintains a large, diverse, and satisfied client base. Our current range of asset lease registers provide you with expert control over your assets, and are both developed in Australia specifically for use in accordance with local accounting standards.

# ASSETLITE:

## Low cost, efficient asset control



*Simple, user friendly package that requires a minimum of accounting or computing knowledge from the user*

**Keep track of:**

- \* Asset allocation \*
- \* Physical Asset Location \*
- \* Purchases \* Transfers \*
- \* Disposals \*
- \* Profit or Loss on Disposal \*

AssetLite, the "little brother of Catsoft Assets", is a powerful user friendly software package for asset registers management and total control over fixed assets whether the number of assets is large or small. Minimum skill is required and depreciation of non-current assets is depreciated automatically.

AssetLite is the software package which assists with the implementation of Australian Accounting Standards No. 4, "Depreciation of Non-Current Assets".

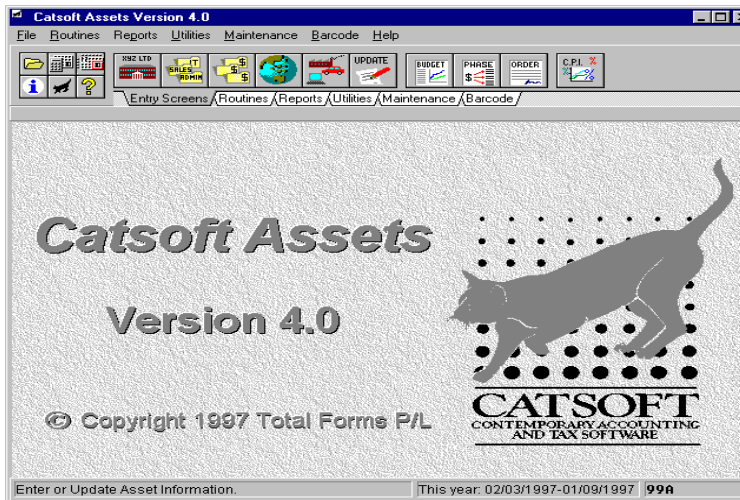
AssetLite provides complete flexibility in recording and reporting fixed assets - providing detailed information on valuation, location, depreciation, and taxation at any balance date. Powerful reporting capabilities facilitate efficient management of all your fixed assets by providing detailed information and allowing specialised information searches.

### Outstanding product features of AssetLite:

- Specialised sorting, calculation and reporting features make it a far more effective means of maintaining an asset register than using spreadsheet software
- Designed for user-friendliness, it requires a minimum of accounting or computing knowledge to be able to enter data and produce reports
- Multiple company capability.
- Separate book and tax records for assets.
- Choice of three depreciation methods for book and tax.
- Taxation profit and loss calculations performed including section 57AF & 59(2A) replacement asset requirements.
- Export of data between popular products such as Excel and Lotus, as well as suggested journals for accounting systems such as Attaché.
- It calculates depreciation in accordance with Accounting Standard AAS4 (Accounting for Depreciation of Non-Current Assets)
- It allows users to maintain separate book and tax records for the same fixed assets, and run reports on both
- It will easily export data to a spreadsheet or text file format for interfacing with general ledger software, further streamlining record maintenance
- Compatible with all major network brands.
- Upgradeable to Catsoft Assets

# CATSOFT ASSETS:

## For total asset management



***The Windows based solution  
from the leader in fixed asset  
software since 1984***

***Maintain complete and  
integrated fixed asset records  
for:***

- \* Accounting \* Tax \**
- \* Capital Expenditure \**
- \* Physical Asset Tracking \**
- \* Insurance \* Maintenance \**
- \* Asset Utilisation \**

Catsoft Assets is a complete package, taking in all aspects of fixed asset management to give you total control over your fixed assets base. Locally developed in strict accordance with Australian accounting standards, it allows you to produce all necessary reports for taxation and accounting requirements.

Catsoft Assets links into a single user friendly package the complex, myriad details of capital budgeting, depreciation reporting and forecasting, accounting and taxation.

This highly powerful program is best suited for companies with exceptionally high demands and expectations from asset registers. Attaché Software recommends Catsoft Assets for use with Attaché Catapult and Business Partner.

### **The features for which Catsoft Assets is renowned:**

- Separate book, tax and insurance values maintained for all assets
- Multi-company capacity, with all assets categorised by company, department, cost centre, location, and asset type
- AAS4 depreciation calculation and AAS10 revaluation
- Ability to forecast future depreciation charges and fine tune asset disposal and replacement strategy
- Ability to break up an asset into sub-assets (eg assets such as computers can be broken down into sub asset components such as monitor, hard drive, tape backup, etc)
- Capital Expenditure Forecasting Budgeting and Reporting allow for effective control over asset acquisition and replacement
- Flexible report editor to allow your reports to be tailored according to particular criteria
- Barcode Module available as an optional module for fast, efficient physical asset auditing, with exception reports to alert you to lost or stolen assets
- Built in password security with five levels of access to protect your data from unauthorised access

## Important features of Catsoft Assets and Asset Lite:

<i>features...</i>	Catsoft Assets	Asset Lite
Multi-company capability	√	√
Routines: Purchases	√	√
Transfers	√	√
Disposals	√	√
Implementation of AAS 4 (Depreciation)	√	√
Implementation of AAS 10 (Revaluation)	√	
Bar-coding Option	√	
Label Printing	√	
Balancing Charges	√	√
Capex: - Budgeting	√	
- Forecasting	√	
Forecast/Roll back Depreciation	√	√
Insurance records	√	
Maintenance history	√	
Spreadsheet/ASCII file data export facility	√	√
Export suggested journal entries to your ledger	√	√
Multi-user option	√	√
Context-sensitive help information	√	√

## Reports tailored to your exacting requirements ...

The reports section of an accounting application is perhaps the most important part of all. After all, what use are powerful accounting features if you are limited in what you can do with the output?

Both AssetLite and Catsoft Assets give you the flexibility you need to specialise your reports to the circumstances at hand. Reports for any company can be **filtered** according to department, cost centre, asset type, asset code (as well as by location in Catsoft Assets), **sorted** by department, cost centre, asset type, asset number, asset purchase date, sub-asset code, and **grouped** by department, cost centre, or asset type. Just think of the possible combinations of these three, and you get some idea of the power of reporting at your fingertips!

All reports can be previewed on screen, printed to your choice of printer, or saved to a disk.

## Powerful Reports prepared in an instant:

<i>features...</i>	Catsoft Assets	Asset Lite
<b>Depreciation:-</b>		
• Book Depreciation	x	x
• Tax Depreciation	x	x
• Book Journal	x	x
• Book Schedule	x	x
• Tax Schedule	x	x
<b>Disposal:-</b>		
• Book Disposal	x	x
• Tax Disposal	x	x
• Tax Disposal S57AF	x	x
<b>Purchases</b>	x	x
<b>Transfers</b>	x	x
<b>Revaluations</b>	x	
<b>Capital Expenditure:-</b>		
• Capex Budget Phasing	x	
• Capex Orders	x	
• Capex Asset Purchases	x	
• Capex Status Summary	x	
• Capex Depreciation Forecast	x	
<b>Insurance:-</b>		
• Insured Value	x	
• Insurance Details	x	
<b>Maintenance:-</b>		
• Utilisation Report	x	
• Maintenance Cost Centre Summary	x	
<b>Export Journal Entry Data</b>		
• Depreciation Department Account	x	x
• Depreciation Cost Centre Account	x	x
• Acquisitions	x	x
• Disposals	x	x
• Revaluations	x	
<b>Reference:-</b>		
• Company List	x	
• Department List	x	
• Cost Centre List	x	
• Location List	x	
• Asset Type List	x	
• CPI Indices	x	
<b>Permanent and Timing Differences:-</b>		
• Disposals		
• Revaluations	x	
• Transfers	x	
• Assets	x	
<b>Miscellaneous:-</b>		
• Physical Location	x	
• Asset Labels	x	
• Indicative Capital Gains	x	
<b>Barcode Reports:-</b>		
• Scanner Report	x	
• Exception Report	x	
<b>Asset Deletions</b>	x	
<b>Quick Reports Custom Report Writer Engine</b>	x	

## **Benefits common to both AssetLite and Catsoft Assets:**

### **Immediate control over all assets!**

All assets are stored as a separate database record, and can be quickly located using on-board search facilities. You then have all details of the asset on your screen at once, including descriptive details, supplier, purchase price, purchase date, serial number, written down depreciation, location, allocation, and a plethora of additional details.

Information on your assets can be extracted in seconds, whether on-screen or via a report. You can run a "what if" analysis to see the effect of a proposed change. You can quickly isolate a particular group of assets, or the assets of a particular division of your organisation, using our advanced filtering capabilities. Think of the time saved compared to ploughing through pages of a depreciation print-out or scrolling through a large spreadsheet, searching for particular assets along the way.

### **Advanced Accounting Features!**

Catsoft packages are designed in accordance with Australian Accounting Standard AAS4 (depreciation of non-current assets). Depreciation charges are allocated to particular companies, departments, cost centres, and reports can be generated accordingly. Catsoft packages can provide suggested entries to your general ledger whether across the entire organisation, or for a particular cost centre. Assets can be depreciated by straightline, reducing balance or immediate write-off methods.

### **Save time!**

A simple, intuitive Windows interface makes asset control easy! You and your staff will learn the package in very little time, and any queries you have along the way can be answered immediately and free of charge by our highly skilled support staff via our Freecall 1800 line.

Changes to your fixed assets can be made, and their effect on company finances seen, in just seconds. It is as simple as calling up a record, updating details, and running a report.

### **Save money!**

Catsoft software will allow you to perform depreciation calculations for both book and tax values, and maximise your possible taxation rebates.

Advanced depreciation reporting, including a forecast capability, allows you to pinpoint the optimum point in time to replace the asset.

You can apply balancing charges on the disposal of assets to their replacement cost, further minimising taxation liabilities.

### **Enjoy Data security!**

Inbuilt into Catsoft packages is a five level security system. Whenever a user starts the program, they must input a username and password. Unauthorised users cannot access the program. Your system administrator can vary user access to the program from the ability to view records only, to the ability to add (but not modify or delete) records, to the ability to access all features such as transfers, disposals, and even bulk deletions. Your confidential data will be safe with Catsoft software!

## **Additional benefits of Catsoft Assets**

Catsoft Assets boasts all the capabilities of AssetLite, and common database design allows the user to easily upgrade from AssetLite to Catsoft Assets as business grows or reporting requirements become more detailed. However, there are a range of additional features available which can further help to cut your costs and improve your efficiency and effectiveness:

### **Advanced accounting features:**

In addition to the features already available on AssetLite, Catsoft Assets lets you revalue/devalue assets such as land and buildings, either by a percentage or by an outright amount. You can also create budgets for capital expenditure and organise equipment purchases and replacements accordingly. You can apply CPI indices for taxation purposes. It also allows you to depreciate for accounting purposes by units of usage (a common requirement in the mining industry). There are also reports for timing and permanent differences, simplifying what can otherwise be extremely complex and time consuming calculations.

### **Integrate all your asset details onto one system!**

Many companies operate with a number of systems to organise aspects of their assets. They may have depreciation and other accounting issues organised on one system, insurance details stored elsewhere, and maintenance records somewhere else again. Whenever an asset is purchased or disposed, all of these separate systems must be updated (and sometimes updates are neglected, creating further confusion). Catsoft Assets integrates all these areas of asset management onto the one database, improving information flow and streamlining asset maintenance.

### **Cut your maintenance costs!**

With maintenance recording available for all assets, you can keep track of the costs associated with ongoing repairs etc. You can examine how much time items of plant and equipment have lost in down-time; keep records of contact details for the repairer, the condition of the asset, and requirement for further repairs. Equipment in poor condition or which has spent an excessive period out of action can be scheduled for replacement, rather than continuing to drain financial resources.

### **Keep track of your insurance costs!**

Details of the insurance company, policy number, insured value and premium are all stored on the database. You can generate reports on insurance costs, compare insured values to accounting values, and ensure your insurance expenses are under control. You can also see when premiums are due, and what total amounts are payable.

### **Quick Reports: allowing the most specialised reporting imaginable!**

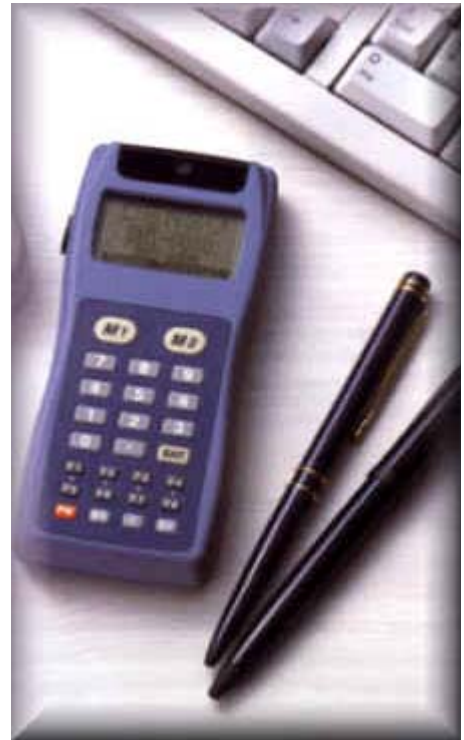
Catsoft Assets is supplied with a special "Quick Reports" custom report writer. Using drag and drop tools you have control over all aspects of report layout. Change fonts, bold text, underline fields, whatever you wish is now all possible. The scope available is such that you can come up with a custom report on any particular database field, and relate it to any other database field. You can search for particular assets, particular values, whatever is your requirement! Report formats can be saved to use as a template for future use.



## **Additional benefits of Catsoft Assets with Bar-Coding**

Catsoft Assets is equipped with an optional barcode module that is designed to optimise, simplify and assist companies allow for the accurate and cost effective physical audits of fixed assets such as pc's, laptops, modems, fax machines, photocopiers, office furniture etc. This fast and efficient activity is highly versatile, as it can be conducted at numerous locations where the assets are located. The module integrates fully with Catsoft Assets and the process of auditing with the bar-code reader almost completely eliminates the possibility of human error.

A bar-code reader with the relevant bar-code labels is used to scan all assets owned by the company. All the assets may be read by grouping them by company, department, cost-centre or location. Assets can then be scanned individually or as a group. Scanning of assets can be carried out as and when required.



Once the assets have been scanned and recorded by the bar-code reader, the subsequent information can then be downloaded to the computer and stored as a file with a user-defined file name. At any point in time, exception reports can be generated and any discrepancies between the assets scanned and the details of those assets stored on the database will be highlighted. From these reports, action can be set in place to verify the discrepancies in the shortest time possible. Entering default information such as company, department, cost centre and location during scanning will provide more effective exception reports.

In a major organisation with a few branches, the bar-code reader can audit the assets and download the information to floppy disks. The disks can then be sent to the central office for updating the assets database. Data is converted from reader to disk by Catsoft's standalone bar-code utility program, which saves the information in Catsoft Assets format and fully integrates with the Catsoft Assets package.

### **Audit efficiently, for less cost, taking less time, with less error!**

Barcoding is the ideal way to cut labour, time and human error associated with physical asset audits. By using intelligent bar-code readers, Catsoft Assets allows your staff to conduct an audit without needing to write down details of assets present, check manually against a print-out, or other time consuming and error-prone audit methods. Simply point and shoot the bar-code reader, and Catsoft Assets will do all the checking for you. Barcoding allows up to several hundred assets to be scanned within an hour!

## **Stop Theft!**

If your company has a number of laptop computers, mobile telephones, or similarly theft-prone equipment, bar-coding offers an effective solution to this unfortunate problem. When your assets are physically audited, if the bar-code is not present the asset will not be counted. As such, falsification of records becomes much more difficult. When details from the bar-code reader are downloaded into your computer, an exceptions report will advise you of those assets not accounted for. Modern theft-proof labels have a special backing that irreparably tears apart if the label is removed, preventing labels being lifted off and swapped. If the label has been tampered with, the tampering will be obvious to all.

## **Control Losses!**

It is a common problem that many assets go “missing” at the time of a physical audit, only to re-surface after replacements have already been purchased. Perhaps the asset was in a different location temporarily, or was miscounted at the time of the audit. Exception reporting in Catsoft Assets ensures that you spend less time verifying assets that are accounted for, and more time being able to chase up those that are not.

## **Identify ownership of all your assets**

Your company name and logo can be printed on every single bar-code label. Assets that might normally have been lost if misplaced by an employee are now more likely to be returned to your company when found, eg, a mobile phone accidentally left behind in a restaurant. Note also that there are labels available to meet the toughest environmental conditions, from plastic coated paper right up to anodised aluminium. Methods of attachment range from strong self-adhesive backing to screw-on labels or even pop-riveting.

Catsoft highly recommends using Gold Mylar film labels as a quality choice for fixed asset labels. These labels are based on a composite of plastic and metal foil and are water resistant (enabling them to be wiped with a moist cloth after being applied to the asset without being damaged). The Gold Mylar film is highly reflective to the light produced by the bar-code scanner head, ensuring quick label recognition even when scanned from a distance of some inches. They also feature a special tamper-proof backing that causes the label to tear apart if anyone attempts to remove it after the self adhesive backing has set, and eliminating the possibility of labels being swapped from one item to another by unauthorised persons.

# **Alternatives to using Catsoft's Fixed Asset Register Software:** *(And their associated problems)*

## **MANUAL SYSTEMS**

- Appear to be a simple solution, but suffer the following problems:
- Extremely laborious and time consuming to back up
- If no recent backup copy exists, one fire, flood or other mishap is all it takes to wipe out all of your hard work!
- Extremely laborious and time consuming for report generation
- Very difficult to sort, filter, or cross reference for particular areas of the organisation, or a particular class of assets

## **SPREADSHEETS**

- If your organisation had only a few dozen to a few hundred assets and very simple reporting requirements, a standard spreadsheet package such as Excel or Lotus 1-2-3 may well suffice, but:
  - As soon as you need to be able to generate reports, change depreciation rates, revalue assets, spreadsheets begin to show their natural limitations. It is very difficult in particular to maintain separate book, tax, or insurance values
  - They are also harder to set up, harder to maintain, and cannot generate the quality of reporting that Catsoft Assets or AssetLite can.

## **USING AN EXTERNAL ACCOUNTANT**

- A common solution, and by no means an unreasonable one, however:
- Most practices charge substantial fees to maintain a basic depreciation schedule. Catsoft have frequently encountered customers who are being charged an annual fee that is many times the yearly maintenance fee for Catsoft software. How much does your accountant charge?
- A printed depreciation schedule from an accountant is a poor substitute for the advanced database lookup, sorting, and reporting features offered by Catsoft, and does not give the same "fingertip control"
- The information can never be as timely. You may need to wait days, weeks or even months for your accountant to prepare a report, whereas Catsoft software can give you forecast or actual depreciation reporting immediately

## **OTHER FIXED ASSET SOFTWARE PACKAGES**

There are a number of vendors offering asset register software. In deciding which is right for you, perhaps consider:

- Is the application designed for Australian conditions with implementation of Australian Accounting Standards, or is it simply an American or UK application with little or no adaptation for local requirements?
- What is the quality and variety of reporting available? How useful are the available reports for accounting purposes? Can the user modify the selection and layout?
- Can you upgrade the package to meet changing requirements associated with business growth?
- What is the quality of after-sales support? Does the vendor offer an immediate response help desk? Is all support unconditionally free of charge? Is there a 1800 line?
- How long has this organisation been developing software? How many clients do they have? Can they provide you with a client list or a list of reference sites?

## **CUSTOM-WRITTEN APPLICATIONS**

- Contract programmers generally charge by the hour, and their rates (usually between AUD \$80 and AUD \$120 an hour) are so high in relation to the price of Catsoft software that unless they could write and debug an application in one to two days (a very tall order indeed!), expenditure on such an application is a considerably more expensive option.
- A comprehensive asset register package is a complex application, and must be able to perform with 100% reliability and accuracy. In-house packages frequently suffer a variety of teething troubles as they are implemented. Bugs are discovered, or inherent design flexibility renders the program inoperable in some circumstances. Extra expense is required to remedy these problems.
- Perhaps the worst problem with a custom application is when a new modification is required two or three years later. The original programmer may have moved on, or not remember the intricacies of how the application works. In many cases, the entire application may be rendered useless and require a complete re-write.

## **Catsoft's Priority...**

Catsoft software uses powerful relational database technology and with custom features available, can satisfy the most demanding requirements. The program is sold to the user as a fully tested product, and is regularly updated and upgraded to meet changing user requirements, legal and accounting practices. A substantial number of our current clients migrated to Catsoft software when their previous custom application failed to meet their needs.

The softwares are designed to assist business to be more efficient and productive at very competitive prices. Unlike our competitors, we offer **FREE** and **UNLIMITED** software support via phone, fax and e-mails, as well as upgrades and support bulletins.

For a sound judgement of our software, you can download a demo copy at our following website: [www.catsoft.tpg.com.au](http://www.catsoft.tpg.com.au)

## **Contact Catsoft today!**

To find out more, contact *Catsoft* on (03) 8379 3333 or e-mail us at [catsoft@tpg.com.au](mailto:catsoft@tpg.com.au).

*Thank you for your interest in the Catsoft products.  
We hope to hear from you soon.*