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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 before 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 there 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 Assets, and would like to be able to report on this.

A37. 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 depreciation 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 Depreciation 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