

FIXED ASSETS

The **Fixed Asset Module** enables you to monitor the acquisition, transfer, and deletion of multiple categories of fixed assets. It reduces administrative activities by providing immediate access to information through **Xperts** on-line features. It improves the tracking and location of assets due to immediately available records. In addition, the module provides greater control and management of aging assets through total like tracking.

Features:

- Permitting on-line entry of additions, transfers and deletions of assets
- User-defined assets, locations, categories, codes and descriptions
- Interface with the **Purchase Order, Requisitions, Vendor Payments, and Financial Management Modules**
- Print Fixed Asset listings by class, locations and other formats
- Maintains the following data (*and more*) on each recorded asset:

*Property Control Number
Classification Code
Purchase Order Number
Date Of Disposal
Useful Life
Item Location
User-Defined Fund Source*

*Serial Number
Model Number
Date Of Acquisition
Manner Of Disposal
Item Description
Acquisition Cost
Method Of Acquisition*

Standard Reports

*Item Master Report
Fixed Assets Transactions Report
Run Fixed Asset Reports*

*Serial Master Report
Fixed Assets Account Report*

In addition, **User Defined Reports** are available using the **Report Generator**.