AssetWORKS APPRAISAL

ASSETMAXX

Asset Tracking System

Users Manual

Revised 2/27/09

Minimum Requirements for Assetmaxx:

Any system connected to the internet, configured with either

Internet Explorer 6.0 or higher
or
Netscape 6.2 or higher

Assetmaxx Technical Support
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I. INTRODUCTION

Assetmaxx is a web-based fixed asset management solution. Detailed information about your fixed assets is stored online, where it can be accessed (with proper username and password) from anywhere you can connect to the internet. Once logged in to your database, you can add, dispose or modify assets, customize the database, generate Accounting, Insurance or other reports, and much more. A few of its many features include:

- Fast, Reliable and Easy Access to Data
- User Friendly Graphical User Interface
- Secure Authentication, Data Encryption and User Log for Accountability
- Supports Unlimited Number of Users
- GASB 34 Compliant Features and Reports
- Multiple Depreciation Methods
- Multiple Capitalization Levels
- Standard and Ad Hoc Reports
- Property Insurance Reporting
- Digital Photo Interface
- Barcode Scanner Interface
- User Defined Fields
- Import and Export Capabilities

General Notes

1. *Case Sensitivity*

Since computer alphabetizing/sorting is case sensitive (an item typed in all caps will sort below that same item typed in lower case) you should be consistent in entering data – the simplest method is to enter all data in all caps.

2. *Date Fields*

Date fields require this format: MM/DD/YYYY – note that a four-digit year is required. Date fields also have a calendar icon to the right of the field. In some cases you will be required to use the calendar to enter a date – double click the icon and select the date.

3. *Timing Out*

Once you have logged onto the database, if you are not active (saving or loading screens) for 30 minutes you will be "timed out" and returned to the login screen. When this happens, simply log in again and select your next function.

II. ACCESSING YOUR DATABASE / LOGGING IN

You can access your Assetmaxx database from any computer that is connected to the Internet.

1. Log onto the internet using your usual connection.
2. Open your browser (Internet Explorer, Netscape, etc.).
3. Go to: http://www.Assetmaxx.com
4. Hit <Enter>. You will see the Assetmaxx home page.
5. Click on Login to Assetmaxx in the lefthand frame.

Note: A current downloadable version of the Assetmaxx User's Manual can be found on the Technical Assistance link, as well as links to download current Internet Explorer and Netscape versions.

6. You will be taken to the Login screen.

7. Enter the Login name and Password that were emailed to you in your Welcome Letter. The username is not case-sensitive, whereas the password is case-sensitive.
8. Click on the Login link. The Welcome screen will be displayed.

We recommend you change your password the first time you login. To change the password, click on the here link and follow the on-screen instructions to change your password.

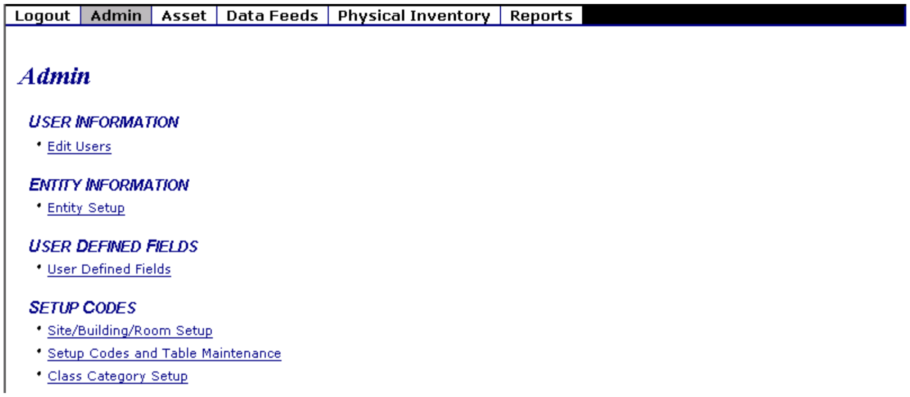
Note: The password is encrypted. If you forget your password, please call tech support and ask to have the password reset.

The six tabs under the blue banner represent the six main menus for Assetmaxx. Each tab is a link to that main menu.

- Admin: Entity and database information
- Asset: Asset entry, viewing and editing
- Data Feeds: Import and export capabilities
- Physical Inventory: Reinventory using the handheld scanner
- Reports: Standard and Create-your-own Reports

III. ADMIN: DATABASE SETUP INFORMATION

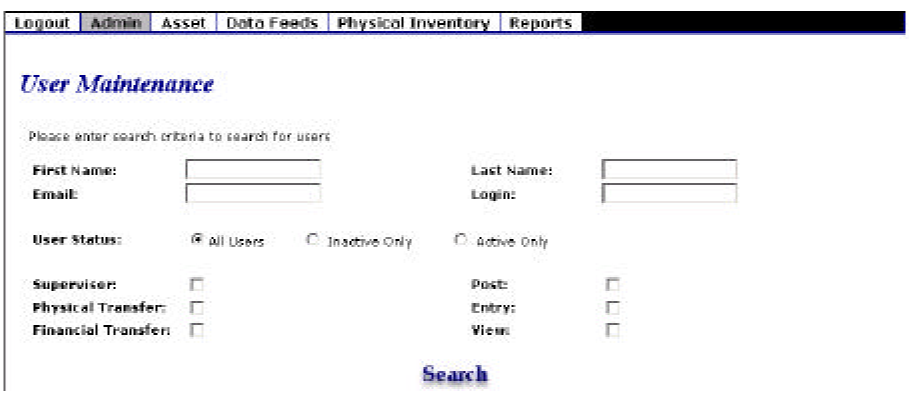
Your database has been customized with information about your organization – users, site information, building and room tables, accounting codes, and more. To view or modify these tables, you would use the links under the Admin tab.



A. Edit Users

The User Maintenance screen is used to change a username, change a user's email address or other basic information, and to set Assetmaxx permissions for that user. To access the User Maintenance screen:

1. Select the Admin tab, then select Edit Users.
2. The User Maintenance Search screen will appear. Click on Search at the bottom of the screen to bring up a list of all users, or enter the criteria to bring up the user(s) you wish to edit.



3. The list of user(s) will appear. Click on the Last name (not the email address) of the user to be edited.
4. The User Maintenance screen will appear.

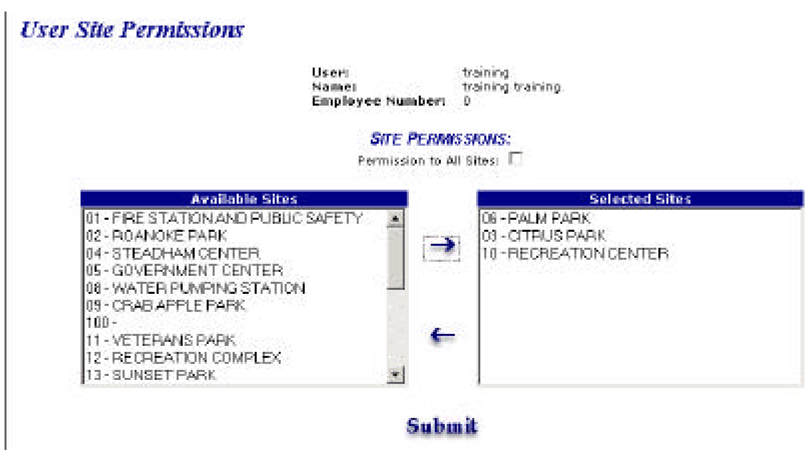
5. Basic user information can be modified at the top, including username (the login name used to log in to the Assetmaxx database).

The User Maintenance screen also contains the user's permissions, which will control the functions and sites or departments that a user may access in Assetmaxx.

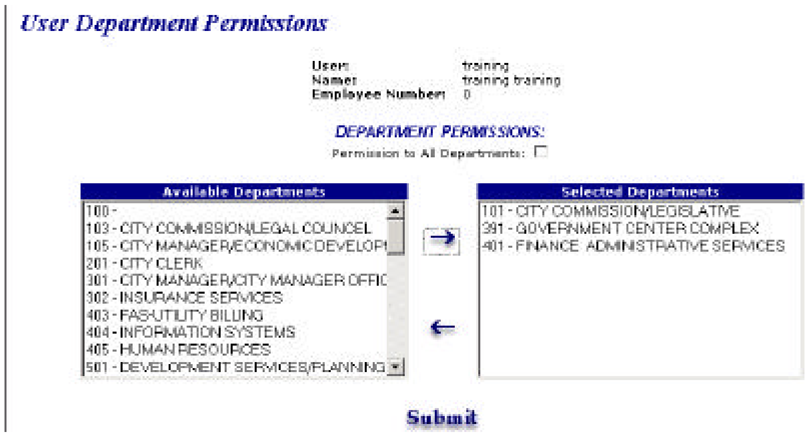
The permissions displayed at the bottom of the User Maintenance screen are functional, and apply whether you have selected Site or Department permissions. You can select any or all levels, depending on the access this user should be allowed. Appendix A of this manual provides a table showing which functions are associated with each Permission level. The security levels are mutually exclusive, which means that a "higher" level does not automatically include "lower" levels. A user should have all levels checked for access to the entire system.

Editing User: Site/Department Permissions

1. If you selected Site permissions on the Entity Setup Screen, the link in the middle will display as Edit Site Permissions – clicking on that link will allow you to limit the user's access to specific sites.



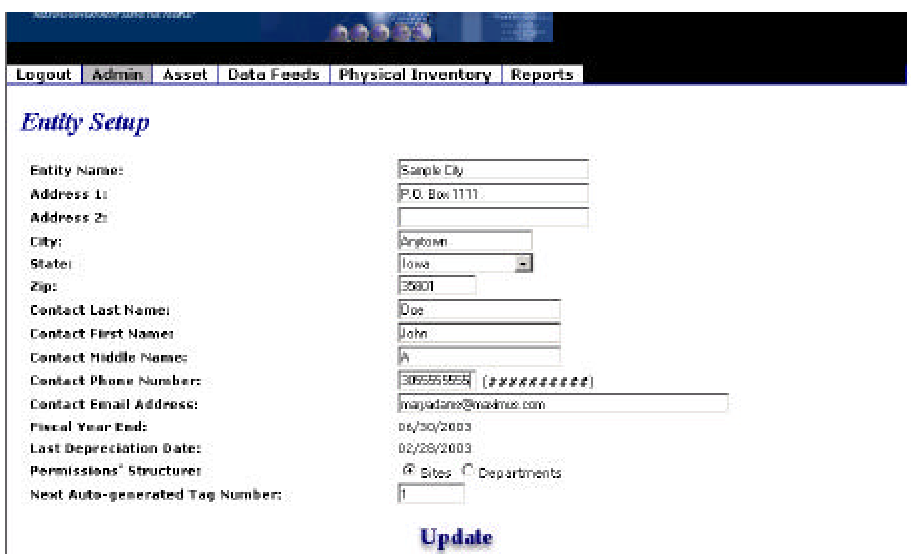
2. If you selected Department permissions on the Entity Setup Screen, the link will display as Edit Department Permissions and will allow you to limit the user's access to specific departments.



3. When a User Maintenance screen has been updated, Assetmaxx will automatically generate and send an email notifying the user that their information has been updated and/or their permission levels have been changed.

B. <u>Entity Setup</u>

If you are the Administrator for your database, you should verify and complete the Entity information. You will use this screen to change any information about the Administrator (name / email address) or Entity (address, phone number, etc.)



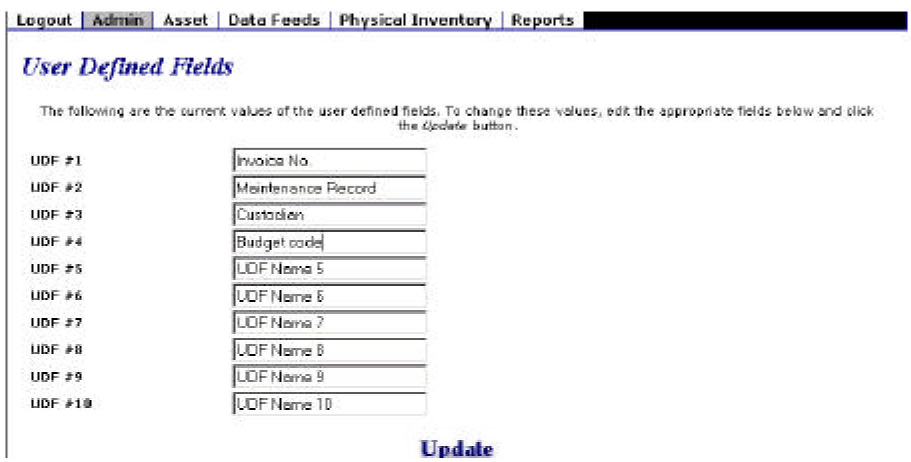
1. Select the Admin tab below the blue banner.
2. Select Entity Setup from the list.

3. Enter (or edit) the information as necessary.
4. If you will have other users on Assetmaxx, select whether you will be determining access permission rights by Site or by Department.
5. If you will have Assetmaxx automatically number some or all of your assets, enter the next available Asset Tag Number for auto numbering. The next auto generated number in this example will be A00000001.
6. Click Update at the bottom of the screen.

C. User Defined Fields

Assetmaxx includes ten User Defined Fields (UDFs) for tracking information of your choosing. To set up labels for User Defined Fields:

1. Select the Admin tab, then User Defined Fields.
2. Enter a label or title for any User Defined Fields you would like to use.
3. Click on Update at the bottom of the screen.



D. Setup Codes

Assetmaxx allows you to tailor your database by creating/editing classification tables. This enforces fixed asset policies and maintains consistency in the information entered. These tables include:

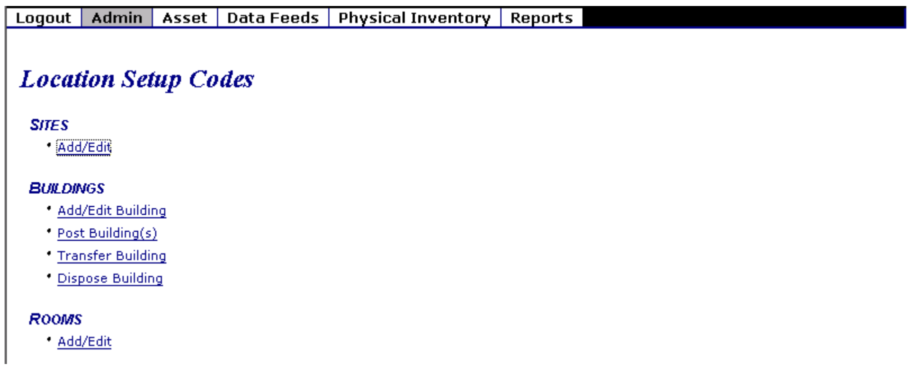
- Physical Classifications (Locations) – Site, Building, and Room
- Financial Classifications -- Funds Types and Funds, Activities (Program Codes), Departments/Class Codes, Account Codes, Class Category Setup (insurance grouping)
- Method and Condition Classifications -- Acquisition Methods, Condition Codes, ISO (Building structural) codes

1. *Site/Building/Room Setup*

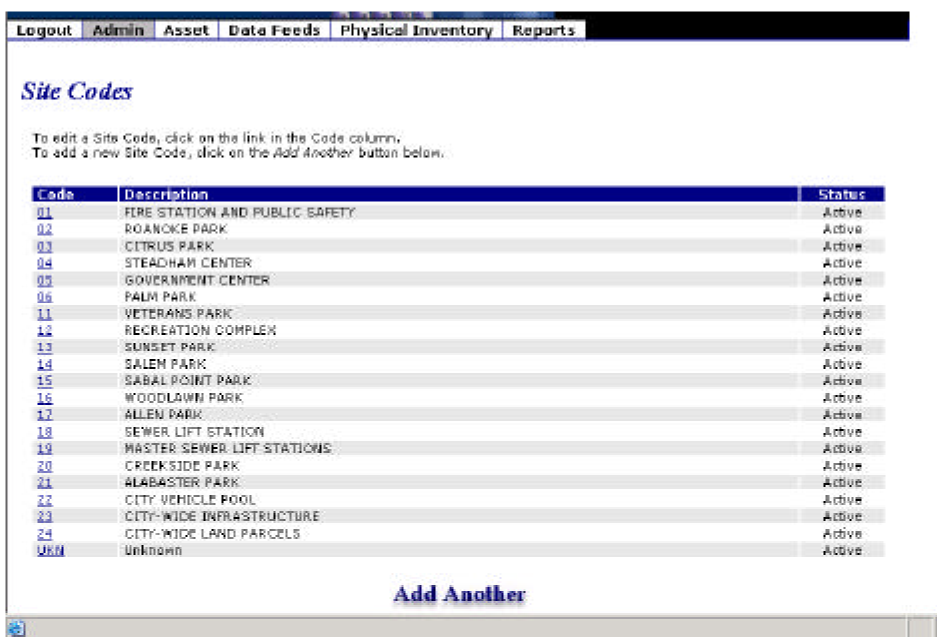
Within each Entity, you have the capability of setting up multiple sites, buildings and rooms. Each entity must have at least one site set up in the database. Assetmaxx automatically includes a site called UKN – Unknown which cannot be deleted.

a) Add/Edit Sites

1. Select the Admin Tab, Site/Building/Room Setup, then Sites – Add/Edit.



2. If you would like to change an existing site entry, click on the site code on the left, modify the information, then click on Update.



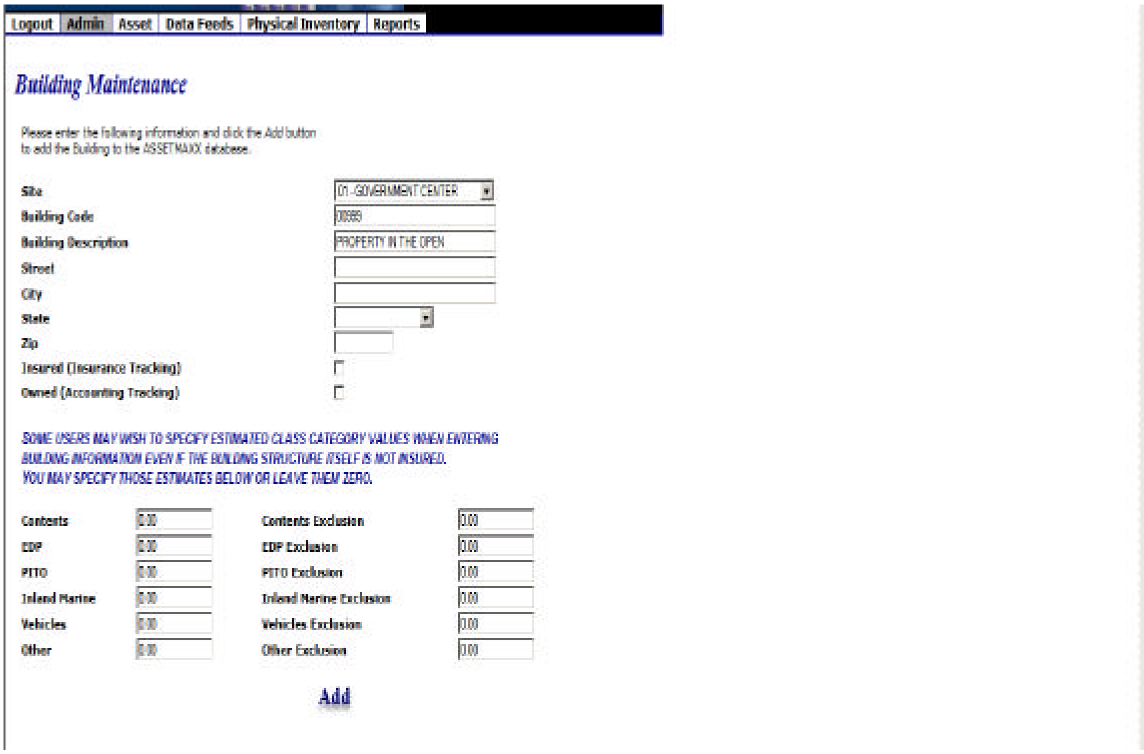
3. To add another Site to the list, click on Add Another at the bottom. Enter a site code and description for the new site. Click on the Add link at the bottom.

b) Add/Edit Buildings

The building table allows you to add building location codes and physical building assets.

To add a building location code:

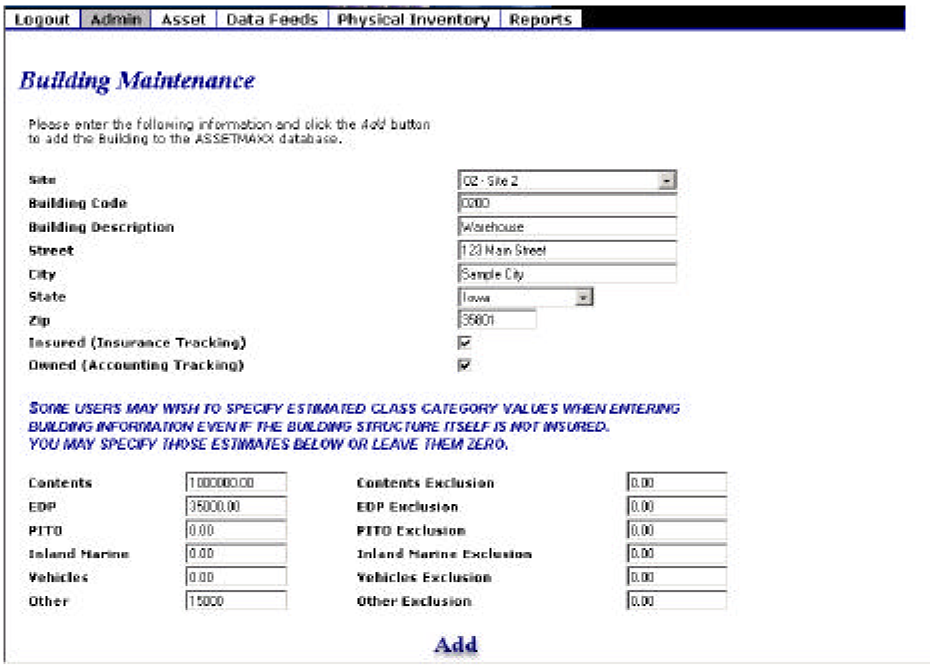
1. Select the Admin tab, Site/Building/Room Setup, then Add/Edit Building.
2. Click on the Add Another link at the bottom and then the Building Maintenance screen will be displayed:



3. Choose the Site from the drop-down menu, then enter your Building code and description.
4. Leave everything else blank and click Add.

To add a new Building:

1. Select the Admin tab, Site/Building/Room Setup, then Add/Edit Building.
2. Click on the Add Another link at the bottom. The Building Maintenance screen will be displayed:

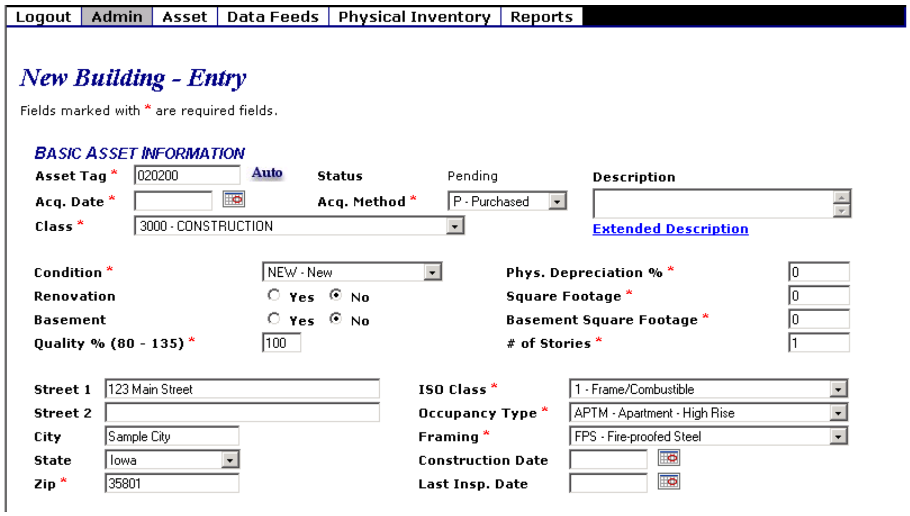


3. Enter the information for the new building.
4. If desired, enter estimates for the values of the class-categories – Contents, EDP (Electronic Data Processing), PITO (Property in the Open), Inland Marine, Vehicles, Other.
5. If desired/applicable, enter the exclusion amounts for each, that is, the amount that would not be insurable.
6. Then click on the Add link at the bottom.
7. The New Building – Entry screen will appear. As noted, any field marked with a red asterisk * on the screen is a required field and must be filled in.
8. You will continue through several screens and then the building will be Pending.
9. Your last step will be to go into the Admin menu, then Site/Building/Room setup, and then click on Post Building.
10. Choose your building and then click Continue to complete the entry.

Note: This is reviewed in greater detail on the next several pages.

To edit a building entry:

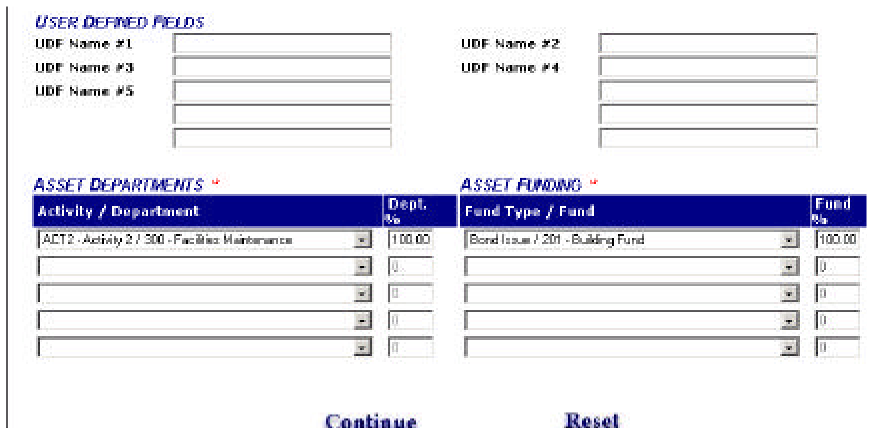
1. Select the Admin tab, Site/Building/Room Setup, then Add/Edit Building.
2. Click on the building code to the left, edit the information, then click on Update.



<u>Basic Asset Information</u>

- Asset Tag: This field will automatically populate with the combination of the site code and building code. You may overwrite this Asset Tag number if desired. To auto generate the next available number, click on the Auto button.
- Status: No user entry required – new entries will be given a status of Pending.
- Acquisition Date: In the format MM/DD/YYYY, enter the date acquired and placed in service.
- Acquisition Method: Select the acquisition method from the pull-down list to the right of the field.
- Class: Use the pull-down menu to select a Class, or type the code into the field. Note that the Class code will determine the life expectancy of the building (see section regarding Class Code Setup).
- Description: Up to 120 characters – no commas or double-quotes.
- Extended Description: An additional 256 characters for description may be entered by clicking on this link.
- Condition: Use the pull-down to select the condition of the building.
- Phy. Depreciation %: Enter a percentage to represent physical depreciation of the building.
- Renovation: If any renovation has been done to the building which would significantly affect its value, including repairs to improve condition, click on Yes here. If the building is effectively "as constructed", click on No here.
- Square Footage: Enter the total square footage for the building.
- Basement: If there is a basement, click on Yes.

- Basement Square Footage: If there is a basement, enter the square footage here. Otherwise, leave at 0.
- Quality: If the building is of average construction quality, enter 100%. For above average (e.g., marble columns, etc.), enter an appropriate percentage above 100%. For below average, enter an appropriate percentage below 100%.
- # of Stories: Enter the number of stories, including basement if applicable.
- ISO Class: Use the pull-down menu to select the appropriate ISO (construction-type) class.
- Occupancy Type: Select the building's occupancy type from the pull-down menu.
- Framing: Use the pull-down menu to select the framing for the building.
- Construction Date: Use the calendar to select the date the building was constructed.
- Last Inspection Date: The date of the last building inspection can be entered here.



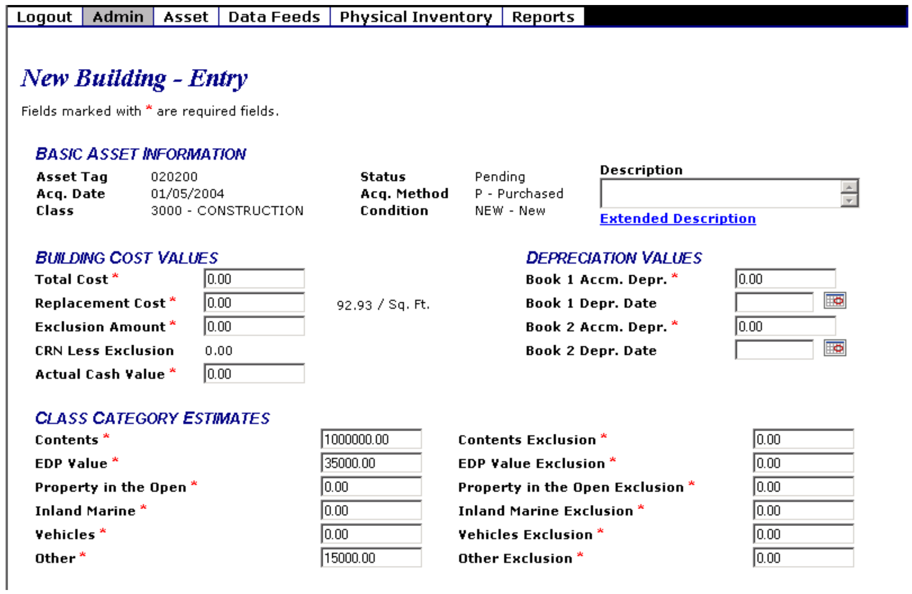
- Up to 35 characters may be entered in each user-defined field.

<u>Asset Departments and Asset Funding</u>

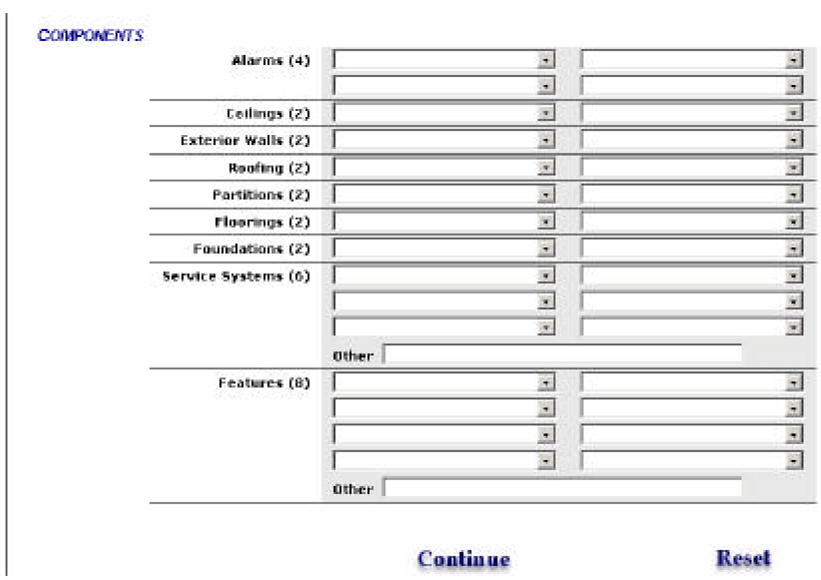
Buildings may be assigned to one or multiple activities/departments, and either one or multiple fund types/funds.

- Using the pull-down menu, select the first activity/department where the building is to be assigned.
- The percentage will default to 100%. If the building is assigned to only one department, leave 100 in the percentage field. If the building is divided among multiple departments, enter the appropriate percentage amount for the corres-ponding department by typing over the 100. The amounts must total 100%.
- Using the pull-down menu, select the fund type/fund.
- The percentage will default to 100%. If the building is assigned to only one fund, leave 100 in the percentage field. If the building is divided among multiple funds, enter the appropriate percentage amount for the corresponding fund by typing over the 100. The amounts must total 100%.

11. Once you have entered the new building information, click on Continue to accept the entries for this building.
12. The secondary New Building – Entry screen will appear.



13. Enter the Building Cost Values.
14. If you would like ASSETMAXX to calculate the depreciation for this building (calculated from acquisition date), leave the defaulted Depreciation Values as shown. If you have a depreciation amount and last depreciation date to include (for example, from your last audit), enter those values and ASSETMAXX will calculate depreciation from your Last Depreciation Date forward.
15. If desired, enter or edit estimates and exclusions for the Class Categories.



16. Enter the component information (optional) from the pull-down lists.
17. Click on Continue.
18. A screen will confirm that the building has been added to the pending area.

c) Post Building(s)

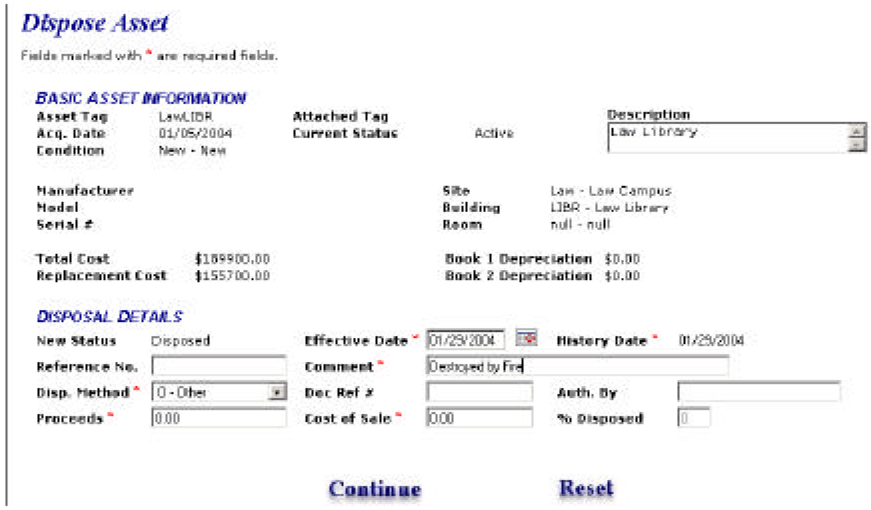
Once added, a Building remains in the pending area for review and posting. To review and/or make any changes to the building information, follow the Add/Edit Building instructions. When satisfied, the building must be posted to active inventory:

1. Select the Admin tab, Site/Building/Room Setup, then Post Building(s).
2. Click on the box to the left of the building you would like to post, or click on Select All to checkmark all buildings on the list.
3. Click on Continue.

d) Dispose Building

To dispose a building which has been sold or destroyed:

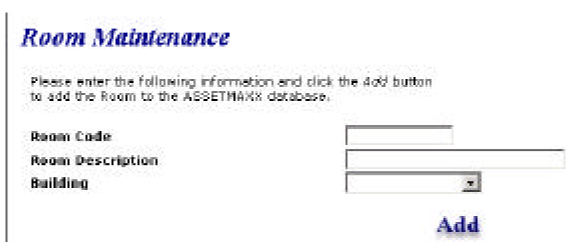
1. Select the Admin tab, Site/Building/Room Setup, then Dispose Building.
2. Click on the building code of the building to be disposed.



3. The Effective Date will default to today's date. Enter the date the building was taken out of service – this date cannot be changed once the building is disposed, and will be shown as a disposal on the accounting reports for that fiscal year.
4. Enter a comment for the disposal (required).
5. Select the appropriate Disposal Method from the pull-down list.
6. Click on Continue.

e) Add/Edit Rooms

1. Select the Admin tab, then Setup Codes and Table Maintenance, then Rooms.
2. If you would like to change a room entry, click on the room code on the left, then edit the information and click on Update.
3. To add another room to the table, click on the Add Another link at the bottom.



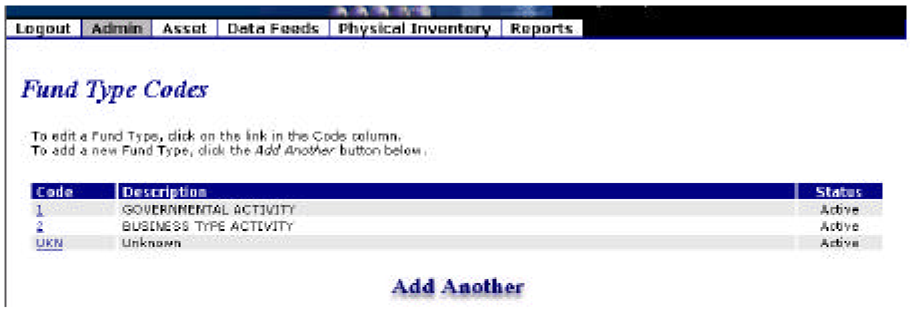
4. Enter a room code and description for the new room.
5. In the Building field, select the building where the room is located.
6. Click on Add at the bottom.

2. *Modifying Financial Classifications*

a) Fund Types

Fund Types are used to group funds together for financial reporting purposes. This allows you to distinguish between fund fixed assets (enterprise, internal service, etc.) and general fixed assets. Generally two Fund Types are recommended: Governmental Activity and Business Type Activity. You may create other Fund Types, if desired. To modify the Fund Type table:

1. Select the Admin tab, Setup Codes and Table Maintenance, Fund Types.
2. If you would like to change an existing Fund Type entry, click on the code at the left, modify the information, then click on Update.

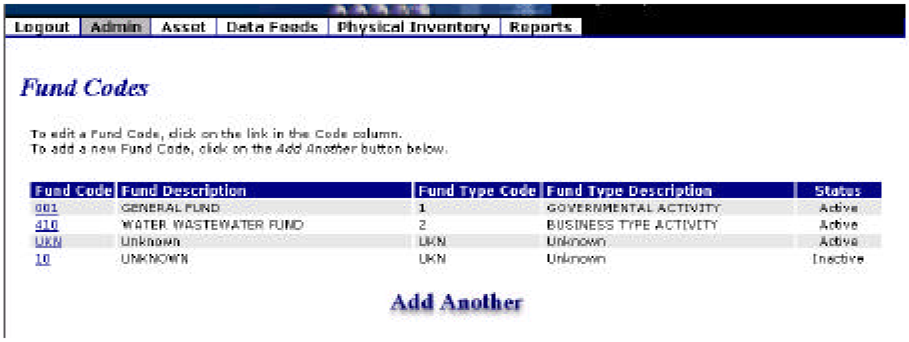


3. To add a new Fund Type, click on the Add Another link at the bottom.
4. Enter a code and description for the new Fund Type; click on Add at the bottom.

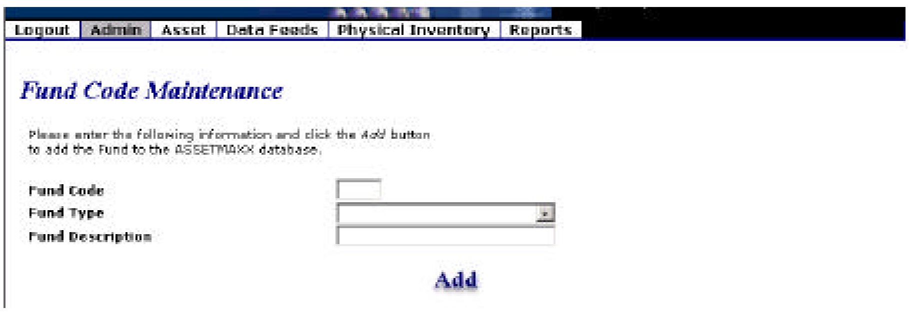
b) Funds

The sources of funds through which assets are acquired should be identified and included in the Fund table. To modify this table:

1. Select the Admin tab, Setup Codes and Table Maintenance, Funds.
2. If you would like to change an existing Fund entry, click on the code at the left, modify the information, then click on Update.



3. To add a new Fund, click on the Add Another link at the bottom.
4. Enter a code and description for the new Fund; select the Fund Type for this Fund, and then click on Add at the bottom.



c) Activities

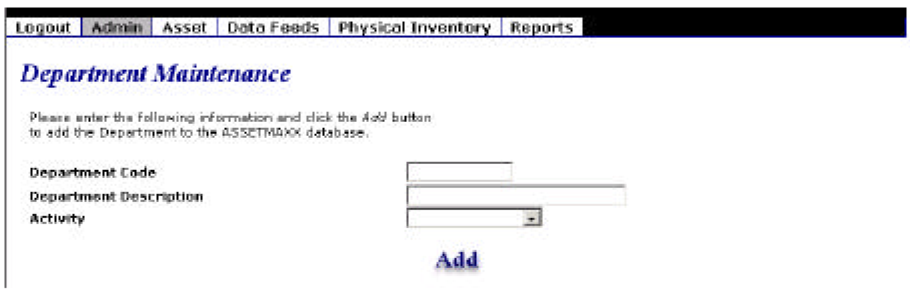
Activities (also known as Functions or Programs) are groupings of departments. To create Activities (programs) for your database:

1. Select the Admin tab, Setup Codes and Table Maintenance, then Activities.
2. If you would like to change an activity entry, click on the code to the left, edit the entry, then click on Update.
3. To add a new Activity, click on the Add Another link at the bottom.
4. Enter an activity code and description for the new activity. Click on the Add link at the bottom.

d) Departments

Departments are not physical locations, but financial sub-classifications of Activities. For instance, under the Public Safety Activity, there could be departments for Police, Animal Control, etc. To modify your Department table:

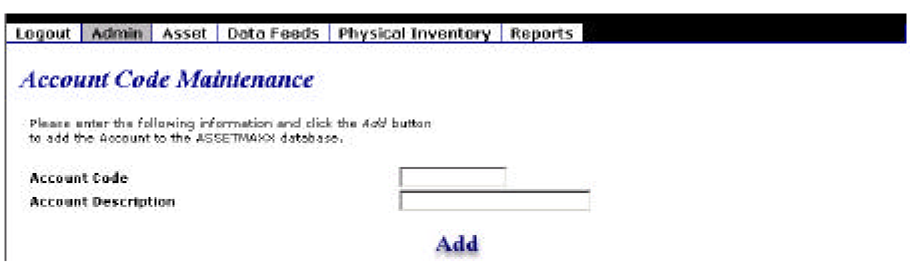
1. Select the Admin tab, Setup Codes and Table Maintenance, then Departments.
2. If you would like to change a department entry, click on the code to the left, edit the entry, then click on Update.
3. To add a new Department, click on the Add Another link at the bottom.
4. Enter a department code and description for the new department.
5. Select the associated Activity for this department.
6. Click on the Add link at the bottom.



e) Account Codes

To modify your Account table:

1. Select the Admin tab, Setup Codes and Table Maintenance, then Accounts.
2. If you would like to change an account entry, click on the code to the left, edit the entry, then click Update.
3. To add a new Account, click on the Add Another link at the bottom.
4. Enter an account code and description for the first account.
5. Click on the Add link at the bottom.



f) Class Codes

Class codes comprise the most important table in Assetmaxx. The information in the class code entry determines the depreciation schedule for each asset in that class code. A list of standard class codes is presented in Appendix C. To modify the Class Code table:

1. Select the Admin tab, Setup Codes and Table Maintenance, Class Codes.

Class Codes

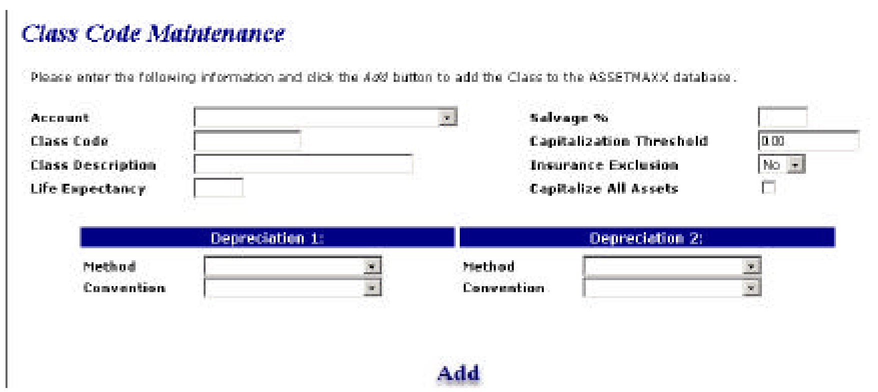
To edit a Class Code, click on the link in the Code column.
To add a new Class Code, click the *Add Another* button below.

Code	Description	Life	Account	Status
1000	LAND, EASEMENTS & RIGHT OF WAYS	0	100 - Land	Active
1100	OUTDOOR EQUIPMENT	20	500 - Machinery and equipment	Active
1200	POLICE & FIRE EQUIPMENT	10	500 - Machinery and equipment	Active
1300	MACHINERY & TOOLS	15	500 - Machinery and equipment	Active
1400	KITCHEN/APPLIANCE/CUSTODIAL EQUIP	15	500 - Machinery and equipment	Active
1500	SCIENCE & ENGINEERING EQUIPMENT	10	500 - Machinery and equipment	Active
1575	HOSPITAL EQUIPMENT	10	500 - Machinery and equipment	Active
1600	FURNITURE & ACCESSORIES	20	500 - Machinery and equipment	Active

2. Click on the code to the left, modify the class code, then click Update.

***IMPORTANT: If the Life Expectancy, Salvage %, or Depreciation Method values for a class code are changed, the changes will only affect assets posted after the change, since the entire depreciation schedule for an asset is created at the time an asset is posted.

3. To add a new Class, click on the Add Another link at the bottom.



4. Select the associated account code from the pull-down list.
5. Enter the salvage % – an estimate of the amount that will be realized at the end of the life of a depreciable asset in this class code expressed as a percent.
6. Assign a code to the new Class.
7. Enter the capitalization threshold. Assets below this level will be excluded from accounting reports.
8. Enter the description for this class.
9. Indicate whether this class is to be excluded for insurance. For example, land parcels are uninsurable, so this box is set to Yes for the Land class code.
10. Enter the life expectancy for assets in this class.

11. Place a checkmark in the box if all assets in this class code are to be capitalized. For instance, Land is always capitalized regardless of value, so the box is checked here. If this box is checked, the Capitalization Threshold value is ignored.
12. Enter the depreciation methods and conventions for this class. Each class may have up to two depreciation methods and conventions. For example, Book 1 could adhere to Federal Reporting requirements and Book 2 could be used for internal financial requirements.
13. Click on the Add link at the bottom.

g) Other Lists

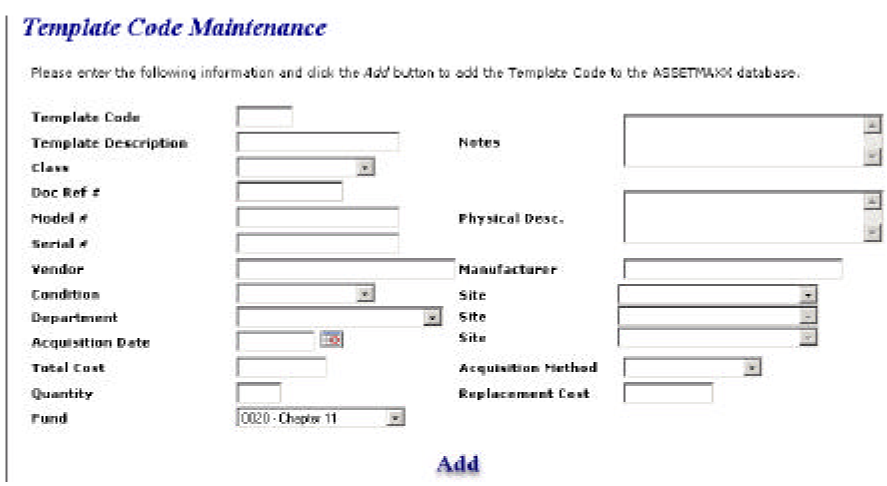
Assetmaxx also includes the following tables, which can be modified:

- Acquisition Methods
- Condition Codes
- ISO Codes (Industry-standard Class of Construction codes for buildings)

3. *Creating Standardized Templates*

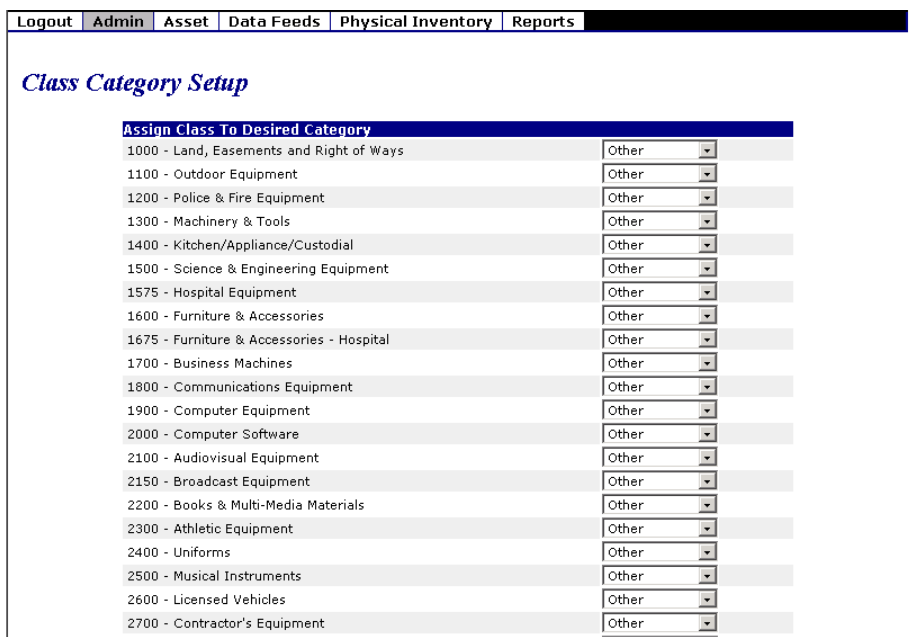
Templates allow you to store standardized asset information for items you purchase frequently. To create templates for your database:

1. Select the Admin tab, Setup Codes and Table Maintenance, then Template Codes.
2. Click on the Add Another link at the bottom.
3. Assign a code and description for the Template. Enter all the standardized information for the asset. Fields that will be different for each record (i.e., serial number, room number), should be left blank.
4. Click on the Add link at the bottom.
5. If you would like to change a template entry, click on that code to update or delete your entry.



E. Class Category Setup

If you are the Administrator for your database, you should complete the Class Category Setup screen. This screen is used to allocate every class code in your database to one of seven insurance categories: Construction, Contents, EDP (Electronic Data Processing), PITO (Property in the Open), Inland Marine, Vehicles, Other. Once assigned, the insurance reports can correctly group the assets in your database according to these categories. If not assigned, the insurance reports will group all assets under the category "Other."

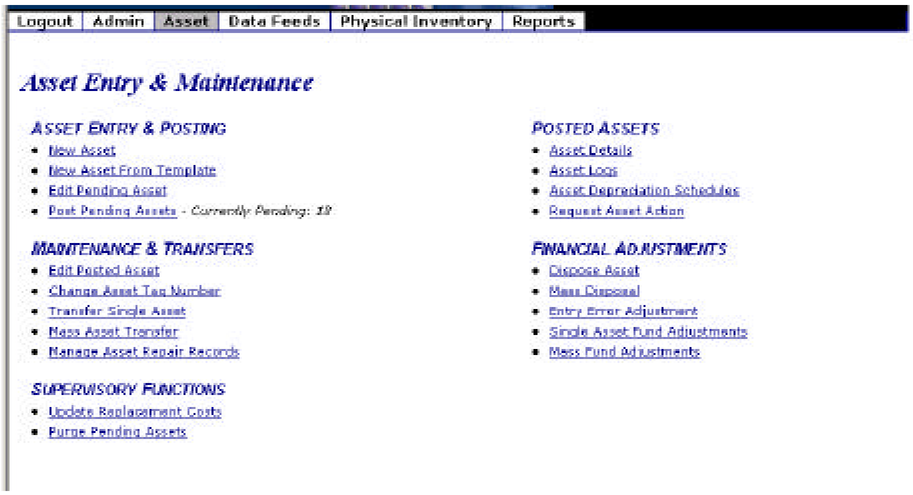


1. Use the pull-down list to assign each class code to the appropriate category.
2. Click on Update at the bottom of the screen.

IV. ASSET ENTRY AND POSTING

Now that your system is set up, you are ready to begin adding fixed assets.

Adding new assets and posting new assets are separate functions and require different levels of security. This allows a supervisor to review the assets before posting. The Pending Assets area is a temporary holding area that allows you to key in your asset additions and then review the information before it is posted to the permanent file. Assets can remain in this area indefinitely until all of the required information has been filled in. As long as assets are unposted, they will not appear on any accounting reports.

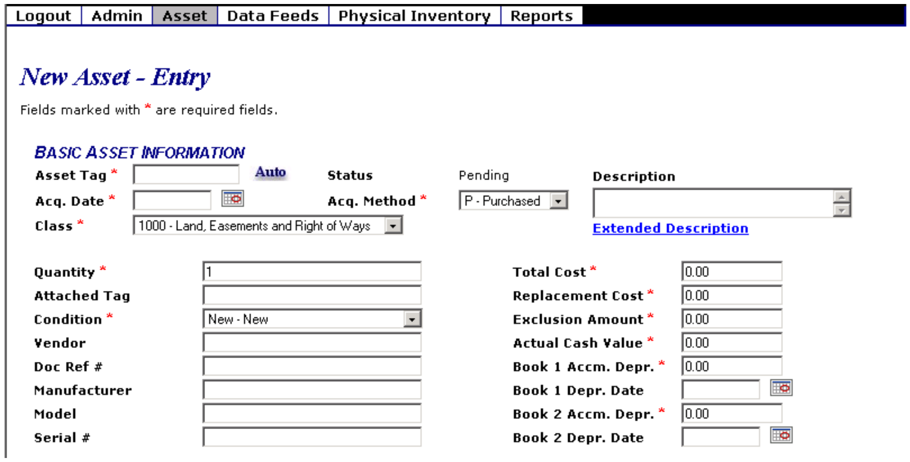


A. Entering a New Asset

To enter a new asset into your database:

1. Select the Asset tab, then New Asset.
2. The New Asset – Entry screen will appear. As noted, any field marked with a red asterisk * on the screen is a required field and must be filled in.

NOTE: Regarding the cost and depreciation fields, only the Total Cost and Replacement Cost need to be filled in. Depreciation is calculated upon Posting the asset.

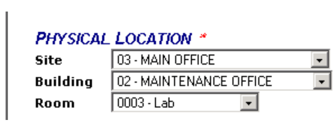


<u>Basic Asset Information</u>

- Asset Tag: Enter the tag or unique asset number (up to 15 characters). To auto generate the next available number, click on the Auto button.
- Status: No user entry required – new entries will be given a status of Pending.
- Acquisition Date: In the format MM/DD/YYYY, enter the date acquired. This date is used for depreciation calculation purposes.
- Acquisition Method: Select the acquisition method from the pull-down list to the right of the field.
- Class: Use the pull-down menu to select a Class, or type the code into the field.
- Description: (Up to 120 characters, commas and double-quotes not allowed.) For consistency and ease of reporting, enter the generic name of the asset first, then any features or characteristics of the asset. Do not include manufacturer, model or serial number in this field. Example: DESK - EXECUTIVE.
- Extended Description: An additional 256 characters for description may be entered by clicking on this link.
- Quantity: The system defaults to 1; change if necessary. Any asset with a quantity greater than 1 will <u>not</u> be capitalized.
- Total Cost: Enter the total amount paid for this asset. This amount is used in calculating depreciation.
- Attached Tag: If you want to tie assets together, enter the parent asset number linked to this asset. (Example: for a monitor to be “attached” to a computer, when entering the monitor as a new asset you would enter the computer’s asset number into this field.)
- Replacement Cost: For new assets, the replacement cost is the same as Total Cost. If the item is not new, then this is the amount to purchase the same or similar asset new.
- Condition: Use the pull-down menu to select the condition of the asset.
- Exclusion Amount: The is the amount excluded from insurance coverage, and generally applies to assets at or below the surface of the ground (streets, parking lots, underground plumbing, etc.).

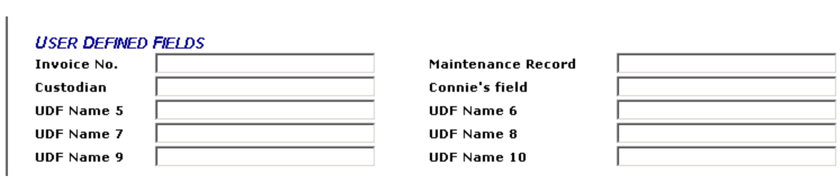
- Vendor: (Up to 35 characters.) Enter the name of the vendor.
- Actual Cash Value: For new assets, this is the same as Total Cost. For assets that are not new, enter the perceived value based on the asset's physical condition.
- Doc Ref #: (Up to 15 characters.) This field can be used to track purchase order, invoice, or warrant/check number, but should be consistent for all assets.
- Book 1 Accm. Depr.: If this asset has accumulated depreciation from another system, enter that amount here. Otherwise leave blank.
- Manufacturer: (Up to 35 characters.) Enter the manufacturer of the asset – not a required field.
- Book 1 Depr. Date: If an accumulated depreciation amount is entered in the Book 1 Accm. Depr. field, the date that depreciation was last calculated through should be entered here.
- Model: Up to 25 characters may be entered.
- Book 2 Accm. Depr.: If you would like track a second depreciation schedule for this asset, enter the second method's accumulated depreciation here.
- Serial #: Up to 50 characters may be entered.
- Book 2 Depr. Date: If an accumulated depreciation amount is entered in the Book 2 Accm. Depr. field, the date that depreciation was last calculated through should be entered here.

Physical Location



- Site: Use the pull-down to select the site where the asset is located, or type the code into the field.
- Building: Use the pull-down to select the building where the asset is located, or type the code into the field.
- Room: Use the pull-down to select the room where the asset is located, or type the code into the field.

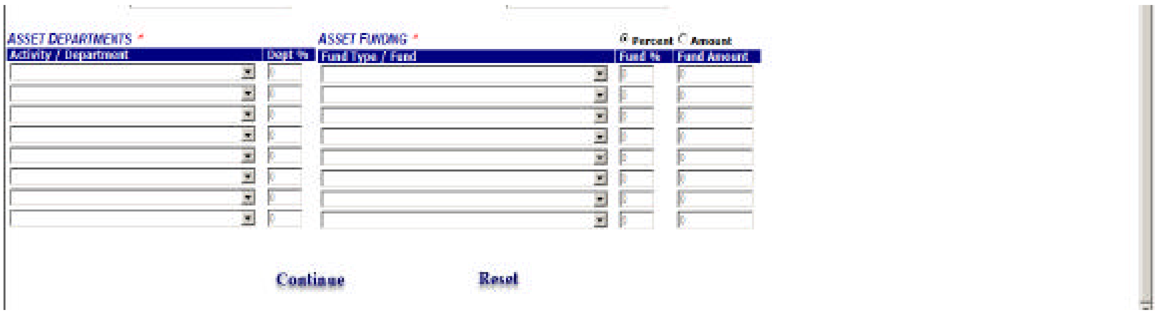
User Defined Fields



- Up to 35 characters may be entered. For each applicable field, enter the designated information.

<u>Asset Departments and Asset Funding</u>

Assets may be assigned to one or multiple activities/departments, and either one or multiple fund types/funds.



- Using the pull-down menu, select the first activity/department where the asset is to be assigned.
- The percentage will default to 100%. If the asset is assigned to only one department, leave 100 in the percentage field. If the asset is divided among multiple departments, enter the appropriate percentage amount for the corresponding department by typing over the 100.
- Using the pull-down menu, select the fund type/fund.
- The percentage will default to 100%. If the asset is assigned to only one fund, leave 100 in the percentage field. If the asset is divided among multiple funds, enter the appropriate percentage amount for the corresponding fund by typing over the 100.
- You also have the option to split the asset between funds by amount. You have to select amount and then type in the fund amounts to equal the total cost .
- Repeat the above four steps for any remaining departments and funds. The amounts for Dept % should total 100, and the amounts for Fund % should total 100 or the Fund Amount should equal the Total Cost.

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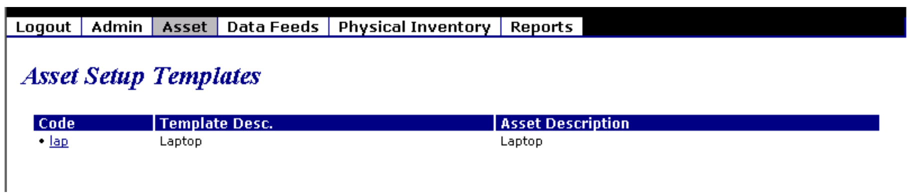
3. Once you have entered the information for the new asset, click on Continue to accept the entries for this asset. To clear the screen without accepting this asset, click on Reset.
4. Assetmaxx will prompt you if any required information is missing or if disallowed characters have been used. Correct those fields and click on Continue.
5. A screen will confirm that the asset has been added to the pending file.

B. <u>Entering a New Asset from Template</u>

Templates are time-saving boilerplates of standard assets. If a template has been set up for the new asset you would like to enter:

1. Select the Asset tab under the blue banner.

2. Under the heading "Asset Entry and Posting," select New Asset from Template from the list.
3. The list of Asset Setup Templates will appear. To select the template for the asset you would like to enter, click on its underlined code.
4. The New Asset – Entry screen will appear, with the standard information for the selected asset entered. Modify the information and complete the non-standard fields for this asset.
5. When you have completed the information, click on Submit at the bottom of the screen.



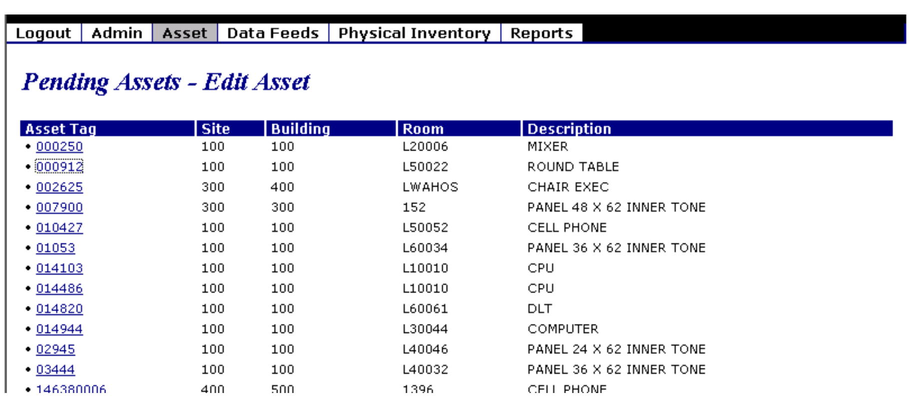
Code	Template Desc.	Asset Description
lap	Laptop	Laptop

C. Editing Pending Asset

The pending file is a temporary holding area that allows you to key in your asset additions and then review the information before it is posted to the permanent file. Assets can remain in this area indefinitely until all of the required information has been filled in. As long as assets are unposted, they will not be included in any reports.

To edit any new assets that have been entered but not yet posted (pending assets):

1. Select the Asset tab under the blue banner.
2. Under the heading "Asset Entry and Posting," select Edit Pending Assets from the list.
3. A list of all pending assets will appear. To select an asset for edit, click on the corresponding tag number.
4. Edit the asset as necessary. For details and field descriptions, refer to the section on Entering a New Asset.
5. Click on Continue at the bottom of the screen to accept your changes.



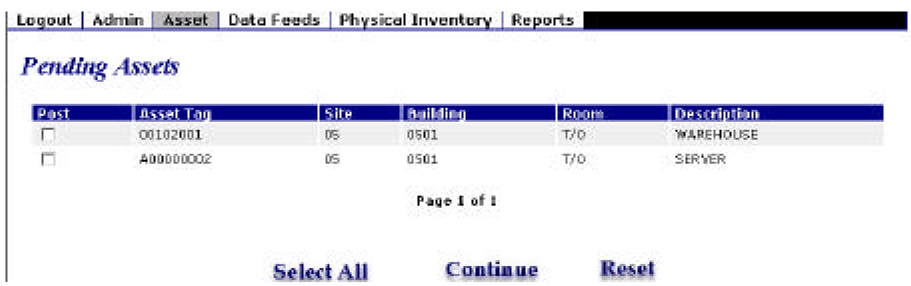
Asset Tag	Site	Building	Room	Description
000250	100	100	L20006	MIXER
000912	100	100	L50022	ROUND TABLE
002625	300	400	LWAHOS	CHAIR EXEC
007900	300	300	152	PANEL 48 X 62 INNER TONE
010427	100	100	L50052	CELL PHONE
01053	100	100	L60034	PANEL 36 X 62 INNER TONE
014103	100	100	L10010	CPU
014486	100	100	L10010	CPU
014820	100	100	L60061	DLT
014944	100	100	L30044	COMPUTER
02945	100	100	L40046	PANEL 24 X 62 INNER TONE
03444	100	100	L40032	PANEL 36 X 62 INNER TONE
146380006	400	500	1396	CELL PHONE

D. <u>Posting Pending Assets</u>

Once new assets have been entered and reviewed, they must be posted in order to show up on standard reports.

To post any pending assets:

1. Select the Asset tab under the blue banner.
2. Under the heading "Asset Entry and Posting," select <u>Post Pending Assets</u> from the list.
3. The list of current pending assets (including buildings) will display. If you have more than 50 pending assets, only the first 50 will show.
4. Select the asset(s) for posting by clicking on the box beside each asset to be posted. To select <u>all</u> pending assets, click on Select All at the bottom of the screen. Checkmarks will appear next to all selected assets on this screen.
5. Click on Continue to post all selected assets *on that screen.* If you have more than 50 pending assets, you must post the selected assets on that screen before advancing to the next screen.
6. A screen will appear confirming that the selected pending assets have been posted. Repeat steps 2 through 5 for any remaining screens.

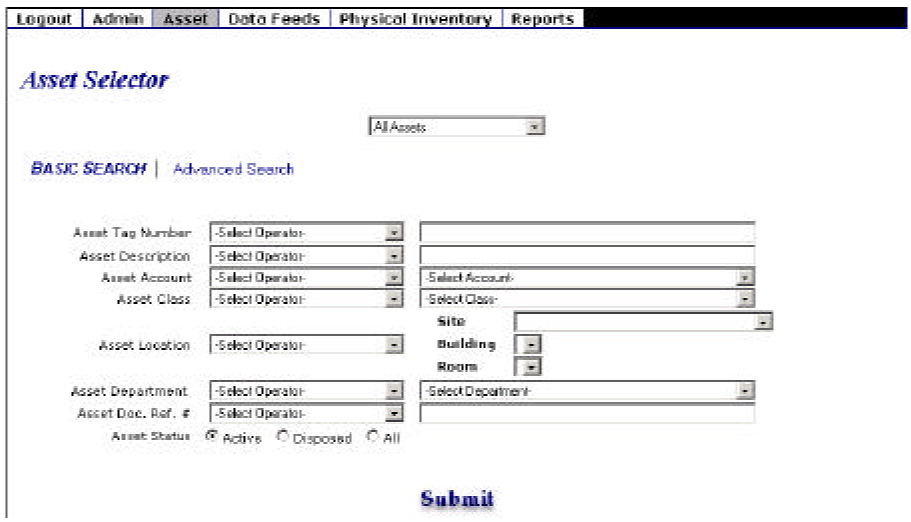


V. MAINTAINING AND TRANSFERRING ASSETS

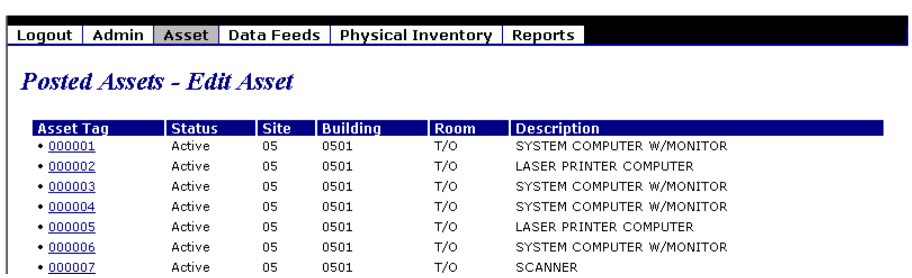
A. Editing Posted Assets

To edit an asset once it has been posted:

1. Select the Asset tab under the blue banner.
2. Under the heading "Maintenance and Transfers," select Edit Posted Asset.
3. The Asset Selector (Basic Search) screen will appear.



4. In the top box, you can select from All Assets, Only Capitalized Assets or Only Non-capitalized Assets.
5. Determine the first field for your search. Use the pull-down menu for that field to select the operator (equals, less than, greater than, etc.).
6. In the text box to the right of the operator, enter your criterion (date, etc.).
7. Determine any other criteria for your search. If more than one criterion is listed, the system will only display assets that meet ALL the listed criteria. (For more flexibility see the Advanced Search instructions in Appendix B.) If no criteria are entered, all assets will display, in order by tag number, 50 assets per page.
8. Click on Submit at the bottom of the screen.
9. The asset(s) that meet your search criteria will be displayed, in order by tag number, 50 assets per page.

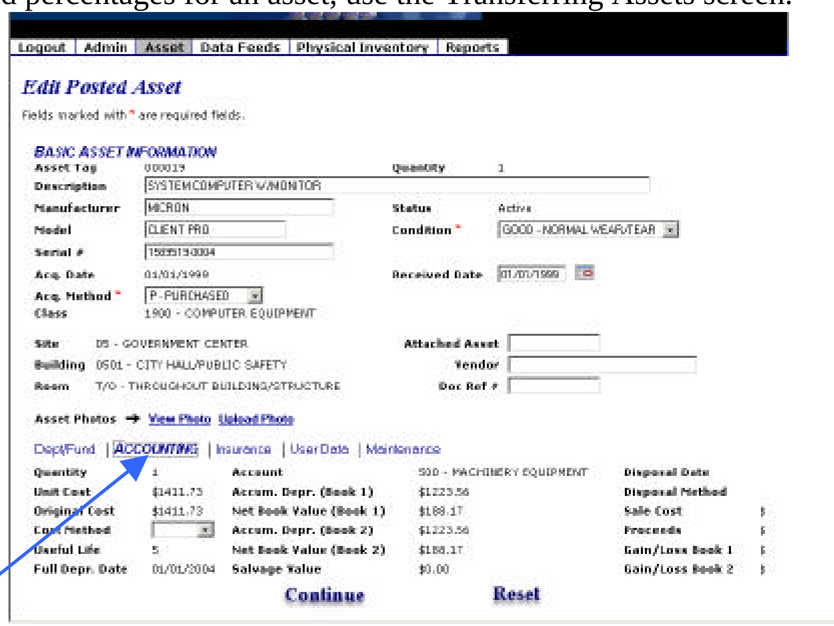


10. Click on the asset tag number of the first asset to be edited.
11. The Edit Posted Asset screen will appear. Under Basic Asset Information, the fields shown are:
    - Asset Tag: The tag number for an asset cannot be edited on this screen. To change the tag number for an asset, use the Change Asset Tag Number screen.
    - Quantity: This field cannot be changed while the asset is posted. To change the quantity for an asset, you must use Entry Error Adjustment to place the asset back in pending. All Capitalized Assets (those assets to be included on Accounting Reports, MUST be entered with a quantity of 1.
    - Description: Can be edited here.
    - Manufacturer: Can be edited here.
    - Status: Cannot be edited here. To change status from active to inactive use the Dispose Asset screen.
    - Model: Can be edited here.
    - Condition: Can be edited here.
    - Serial Number: Can be edited here.
    - Acq Date: This field cannot be changed while the asset is posted. To change the acquisition date for an asset, you must use Entry Error Adjustment to place the asset back in pending.
    - Received date: If you would like to track when the asset was received (e.g. for warranty purposes), enter that date here.
    - Acq Method: Can be edited here.

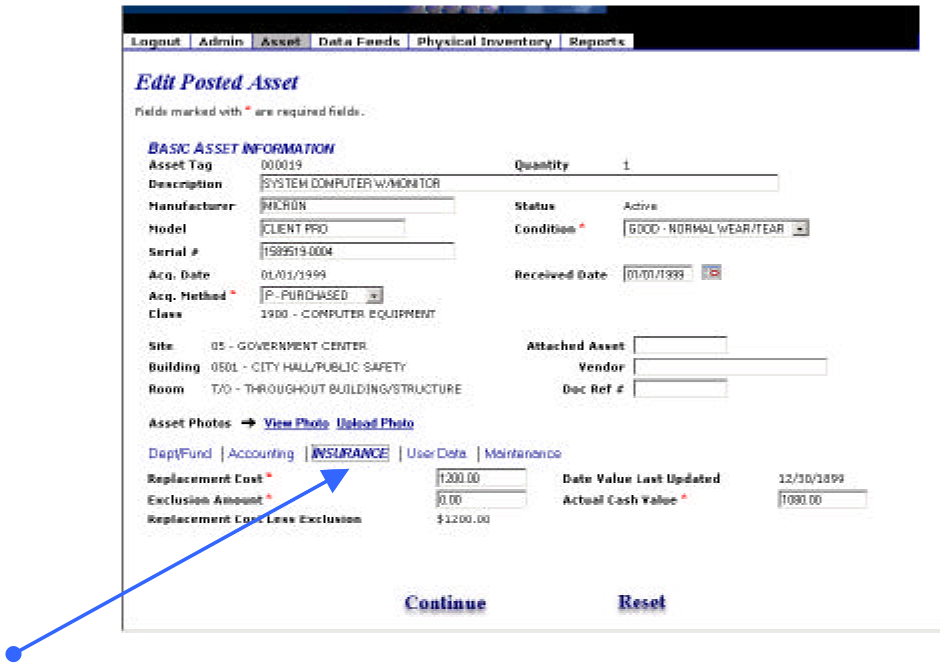
- Class code: The class code for an asset cannot be changed while the asset is posted. To change the class code for an asset, you must use Entry Error Adjustment to place the asset back in pending.
- Site/Building/Rm: The location of an asset cannot be edited on this screen. To change the location of an asset, use the Transferring Assets screen.
- Attached Asset: Can be edited here.
- Vendor: Can be edited here.
- Doc Ref #: Can be edited here.

12. Asset Photos: Photos can be viewed or uploaded from this screen. To Upload a photo:
    - Click on Upload Photo. Type in the path and filename for the photo or click on browse to locate the file from your computer.
    - Click on Upload.

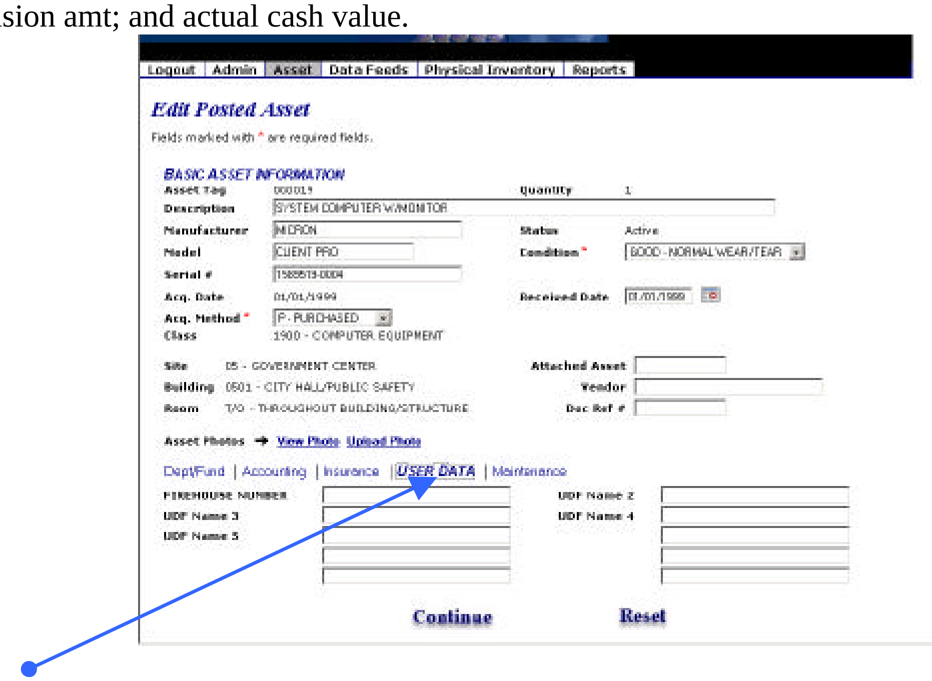
13. In the Dept/Fund area, the fields are for viewing only. To change the department or fund codes and percentages for an asset, use the Transferring Assets screen.



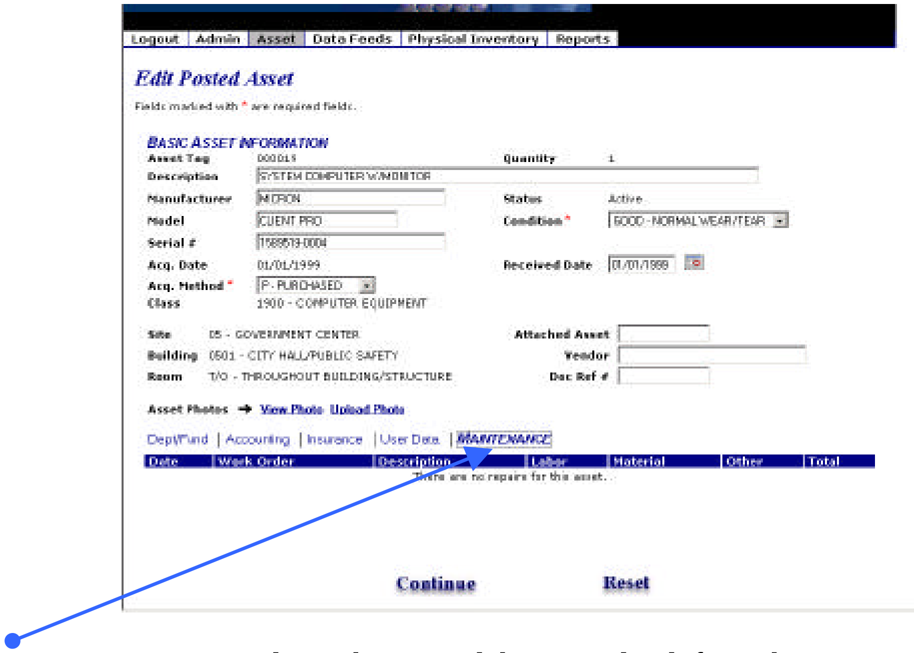
- Accounting – Depreciation and other accounting information. Only the cost method for an asset (estimate vs. actual) can be changed on this screen.



- Insurance – the fields that can be edited on this screen are replacement cost, exclusion amt; and actual cash value.



- User Data – all User Defined Fields can be edited on this screen.



- Maintenance –Repair records can be viewed, but not edited, from this screen.

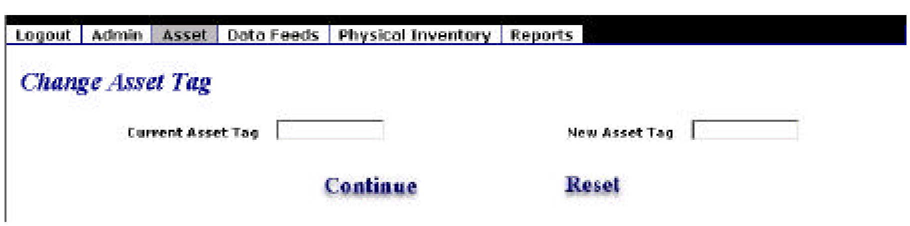
14. Once you have edited the field(s) for this asset, click on Continue at the bottom of the screen. The screen will indicate that the asset has been edited.

B. Changing an Asset Tag Number

At times it may become necessary to change or correct an asset's number. For example, if the physical asset tag wears off or gets removed, then you apply a new tag to the asset. This screen allows you to update the fixed asset record with the new tag number. Before the tag number is changed, Assetmaxx will check to make sure the new asset number is not already in use by another asset. The change, and the old asset number, are recorded in the asset's history log.

To change an asset's tag number:

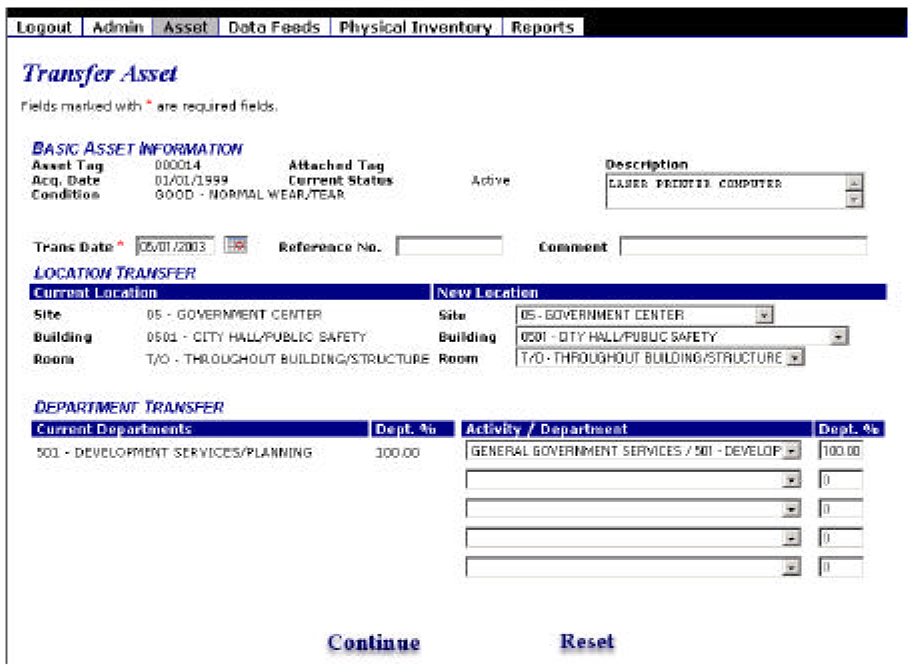
1. Select the Asset tab, then Change Asset Tag Number.
2. The Change Asset Tag screen will appear.
3. Enter the current tag number for the asset; enter the new tag number for the asset.
4. Click on Continue at the bottom of the screen.
5. The screen will confirm your change and allow you to enter another change.



C. Transferring a Single Asset

To transfer a single asset from one location to another, or from one department/fund to another:

1. Select the Asset tab, then Transfer Single Asset.
2. The Asset Selector (Basic Search) screen will appear. Enter criteria to find the asset(s) for editing. (See Appendix B for help on using the search screens.)
3. Click on Submit at the bottom of the screen.
4. Click on the asset tag number of the first asset to be edited. The Transfer Asset screen will appear.

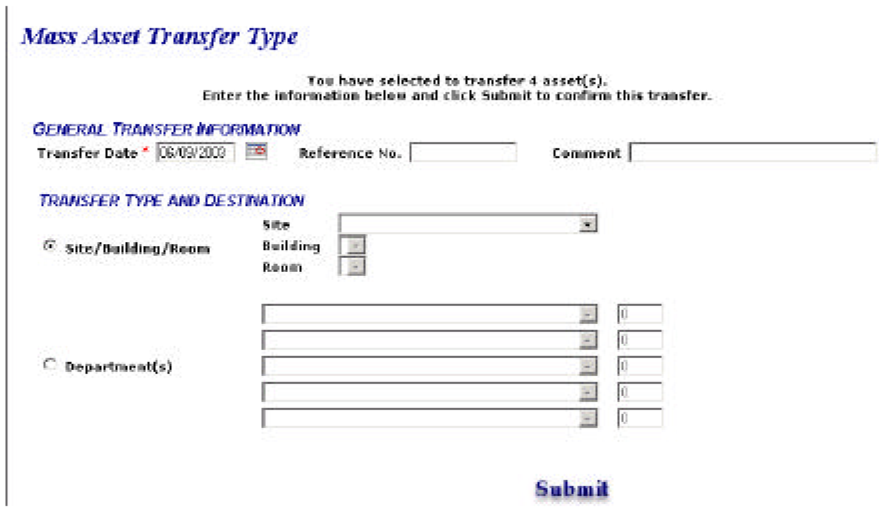


5. Transaction Date: Enter the date the asset was transferred.
6. Reference Number: (Not required.) If you wish to track this transfer with a reference number, enter that number here.
7. Comment: If you wish to enter a comment (reason for transfer, for example) you may enter it here.
8. The current location and department information for this asset will be displayed on the left.
9. Enter the new Location information and (or) the new Department information.
10. When you have completed entering your changes, click Continue at the bottom of the screen.
11. You will be prompted to confirm your changes. Click on Yes to confirm changes or Cancel to cancel your changes.

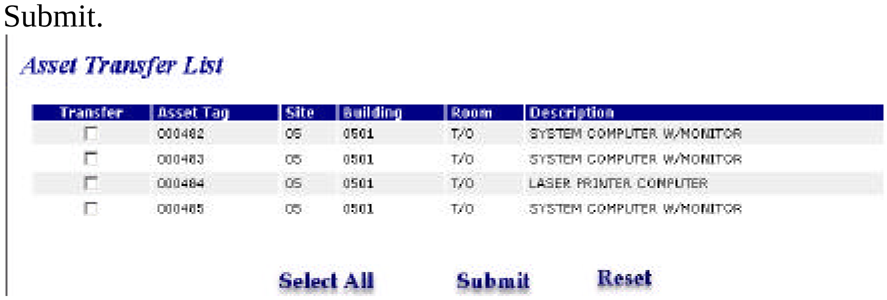
D. Performing a Mass Asset Transfer

To transfer a group of assets from one location to another, or from one department to another:

1. Select the Asset tab, then Mass Asset Transfer.
2. The Basic Search screen will be displayed. Enter the criteria to choose the assets you would like transferred.
3. The Mass Asset Transfer screen will appear. The number of assets meeting your criteria will be listed. You will have the opportunity to view and select from that list in the next screen.



4. Change the transfer date, if you desire a previous transfer date. Enter Reference No. and Comment, if desired.
5. Select whether this is a location transfer or a department transfer by clicking in the appropriate radio button.
6. Enter the new location or department information.
7. Click on Submit.



8. The list of assets meeting your criteria will be displayed.
9. Select the assets to be transferred by clicking in the box to the left. Choose Select All to transfer all the listed assets.
10. Click on Submit. Confirm by clicking OK in the message box.

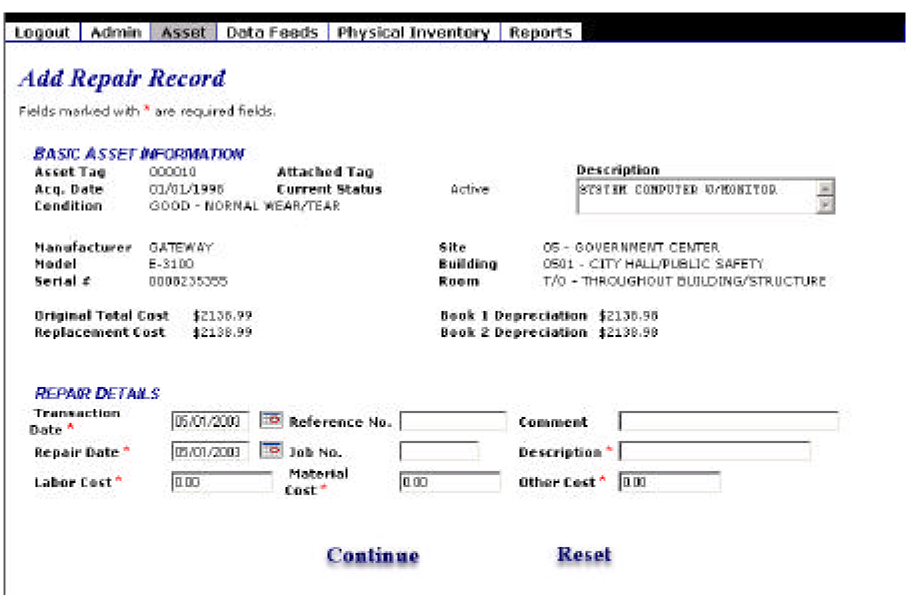
E. Managing An Asset's Repair Records

Assetmaxx allows you to track the repair records for each asset in the database. To enter or edit the repair record for an asset:

1. Select the Asset tab, Manage Asset Repair Records.
2. The Asset Selector (Basic Search) screen will appear. Enter criteria to find the asset(s) for editing. (See Appendix B for help on using the search screens.)
3. Click on Submit at the bottom of the screen.
4. Click on the asset tag number of the first asset to be edited.
5. The Posted Assets – Repair Asset screen will appear, which displays the list of repair records (if any) for this asset.

1. *Adding a New Repair Record*

1. Click on the underlined link (the word here) to add a new repair record for the selected asset.
2. Basic Asset Information will be displayed. This information cannot be edited from this screen.



3. Under the Repair Details heading, the following fields are displayed:
   - Transaction Date: The system defaults to today's date – the date the repair record is being entered. Change the date if necessary.
   - Reference Number: (Not required.) If you wish to track this repair with a reference number, enter that number here.
   - Comment: If you wish to enter a comment you may enter it here.
   - Repair Date: Enter the date the repair was made.
   - Job No.: (Optional) Enter the job number, if desired.
   - Description: You must enter a description of the repair made. This field cannot be left blank.
   - Labor Cost: Enter the cost of labor for the repair. Enter 0 if none, this field cannot be left blank.
   - Material Cost: Enter the cost of materials for the repair. Enter 0 if none, this field cannot be left blank.
   - Other Cost: Enter any other cost related to the repair. Enter 0 if none, this field cannot be left blank.
4. Click Continue at the Bottom of the screen.
5. The confirmation screen will appear:

   The repair record has been added for asset tag #. Click below to add or modify another repair for this asset.
6. Select Modify Repair to edit an existing repair record for this asset. Select Add Repair to add another repair record for this asset.

2. *Modifying an Existing Repair Record*

1. From the Posted Assets – Repair Assets screen (see Managing an Asset's Repair Records, above, steps 1-6), locate the repair record to be modified.

2. At the far right column – the Action column – select whether you would like to Edit or Delete the repair record.

- Delete: To delete, click on the Delete link. A confirmation box will appear. Click OK to delete the record or Cancel to cancel the action.
- Edit: To Edit the record, click on the Edit link. The Edit Repair Record screen will appear.

3. Basic Asset Information will be displayed.

4. Make the necessary changes to the repair record fields.
5. Click Continue at the bottom of the screen.

Note: The Manage Asset Repair Records section is meant for tracking only. These records won't affect any of your accounting reports. There is only one report under the Transaction Reports that will list the entries: Asset Maintenance/Repair History.

VI. SUPERVISORY FUNCTIONS

Supervisory functions include:

Updating Replacement Costs
Purging Pending Assets

A. Updating Replacement Costs

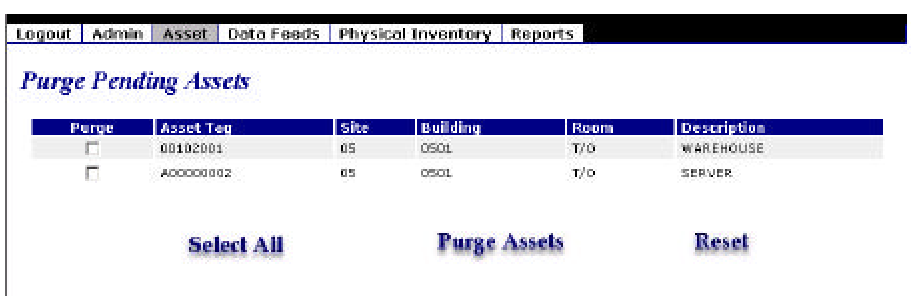
AssetWORKS will apply the replacement cost trend factors to your database at renewal each year. If you have custom class codes, then the factors will be emailed to you with instructions each year.

The replacement cost trend factors are based on information and statistics published by the U.S. Department of Labor. They are used to update your insurable values (replacement cost) on all assets. These figures don't affect any of your accounting values.

B. Purging Pending Assets

When assets have been entered but not yet posted, the assets are pending. Upon review of the pending assets, the supervisor may elect to purge one or more of these assets. To purge these assets from the pending file:

1. Select the Asset tab, then Purge Pending Assets.
2. The Purge Pending Assets screen will appear, with a list of the assets that are currently pending.
3. Click on the box to the left of each asset(s) to be purged. If all of the pending assets are to be purged, click on Select All at the bottom of the screen. This will place a checkmark in all the boxes.
4. Click on Purge Assets at the bottom of the screen.
5. A box will appear with this warning: This operation cannot be undone. Are you sure you wish to purge these assets?
6. Click on OK to continue, or Cancel to cancel the operation.
7. The Purge Pending Assets screen will display confirmation that the assets you selected have been purged from the system.



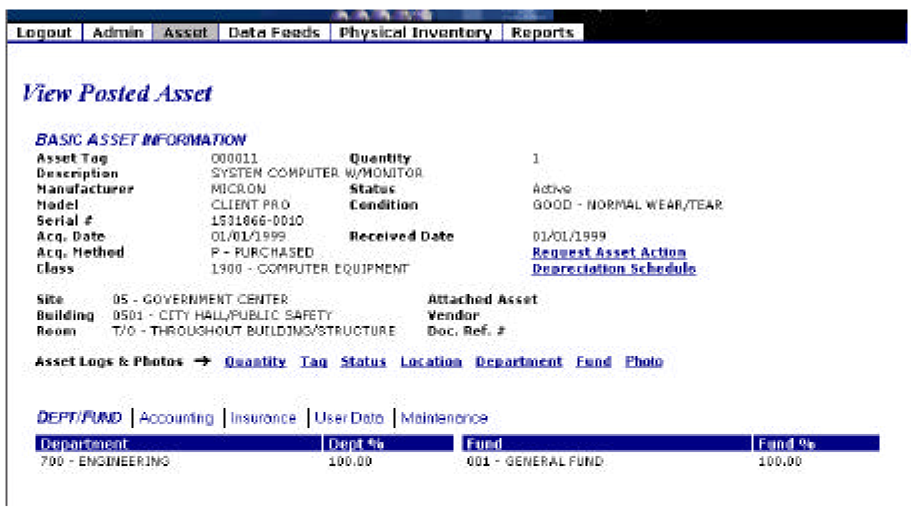
VII. POSTED ASSETS

The screens under the posted assets heading allow the user to view asset information only. No changes can be made from these screens.

A. Viewing Asset Details

To view the details of an asset:

1. Select the Asset tab under the blue banner.
2. Under the heading "Posted Assets," select Asset Details from the list.
3. The Asset Selector (Basic Search) screen will appear. Enter criteria to find the asset(s) for editing. (See Appendix B for help on using the search screens.)
4. Click on Submit at the bottom of the screen.
5. Click on the asset tag number of the first asset to be viewed.
6. The View Posted Asset screen will appear:

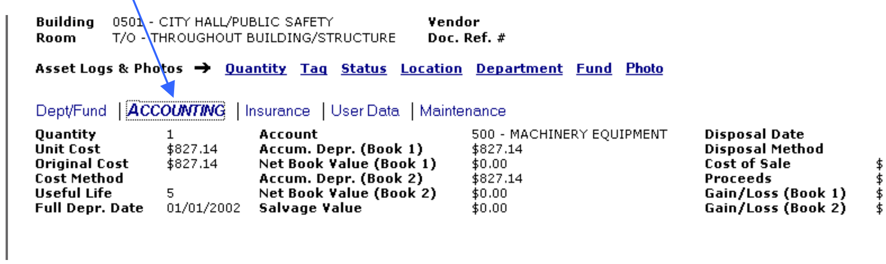


- Basic Asset Information is displayed at the top of the screen.
- Link to Request Asset Action allows you to email the administrator about this asset
- Link to Depreciation Schedules allows you to view the full depreciation schedules for this asset.
- Asset Logs and Photos are displayed in the center of the screen. Asset Logs are grouped by: Quantity, Tag, Status, Location, Department, Fund. To view the history of the asset (changes in quantity, tag number, etc.), click on the appropriate link.
- To view any photo(s) associated with this asset, click on the Photos link.

7. Financial information for the asset is displayed at the bottom of the screen. Financial data is grouped by: Dept/Fund, Accounting, Insurance, User Data (user defined fields), and Maintenance (repair records). To view the financial

information, click on the appropriate tab at the bottom of the screen. The fields shown on each screen are:

- Dept/Dept Fund -- Dept and Dept%, and Fund and Fund%.
- Accounting – Depreciation and other accounting information.
- Insurance – Replacement cost; Date Value Last Updated, Exclusion Amt; Actual cash value, and Replacement Cost Less Exclusion.
- User Data – any User Defined Fields are viewable here.
- Maintenance – A list of maintenance (repair) records, if any, are displayed here.



B. Viewing Asset Logs

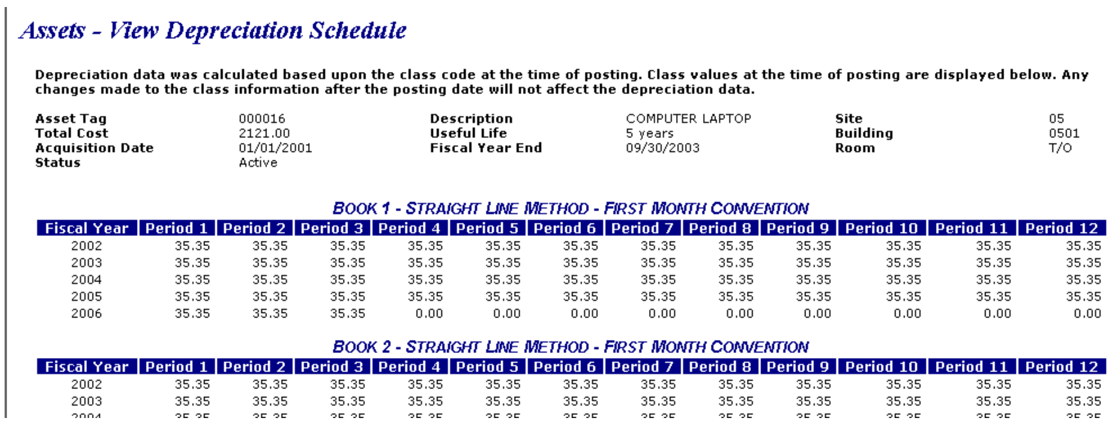
Asset logs contain the history of changes for an asset. To view the logs for an asset:

1. Select the Asset tab under the blue banner.
2. Under the heading "Posted Assets," select Asset Logs from the list.
3. The Asset Selector (Basic Search) screen will appear. Enter criteria to find the asset(s) for viewing. (See Appendix B for help on using the search screens.)
4. Click on Submit at the bottom of the screen.
5. For each asset, there are links to seven different logs: Quantity, Tag, Status, Repair, Location, Department, and Fund. Click on the log you wish to view for the selected asset.

C. Viewing Asset Depreciation Schedules

To view the depreciation schedule for an asset:

1. Select the Asset tab, then Asset Depreciation Schedules from the list.
2. The Asset Selector (Basic Search) screen will appear. Enter criteria to find the asset(s) for viewing. (See Appendix B for help on using the search screens.)
3. Click on Submit at the bottom of the screen.
4. Click on the tag number for the appropriate asset.
5. The depreciation schedule for that asset will be displayed: Book 1 depreciation, by period, followed by Book 2 depreciation, by period.



Assets - View Depreciation Schedule

Depreciation data was calculated based upon the class code at the time of posting. Class values at the time of posting are displayed below. Any changes made to the class information after the posting date will not affect the depreciation data.

Asset Tag	000016	**Description**	COMPUTER LAPTOP	**Site**	05
Total Cost	2121.00	**Useful Life**	5 years	**Building**	0501
Acquisition Date	01/01/2001	**Fiscal Year End**	09/30/2003	**Room**	T/O
Status	Active				

BOOK 1 - STRAIGHT LINE METHOD - FIRST MONTH CONVENTION

Fiscal Year	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9	Period 10	Period 11	Period 12
2002	35.35	35.35	35.35	35.35	35.35	35.35	35.35	35.35	35.35	35.35	35.35	35.35
2003	35.35	35.35	35.35	35.35	35.35	35.35	35.35	35.35	35.35	35.35	35.35	35.35
2004	35.35	35.35	35.35	35.35	35.35	35.35	35.35	35.35	35.35	35.35	35.35	35.35
2005	35.35	35.35	35.35	35.35	35.35	35.35	35.35	35.35	35.35	35.35	35.35	35.35
2006	35.35	35.35	35.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

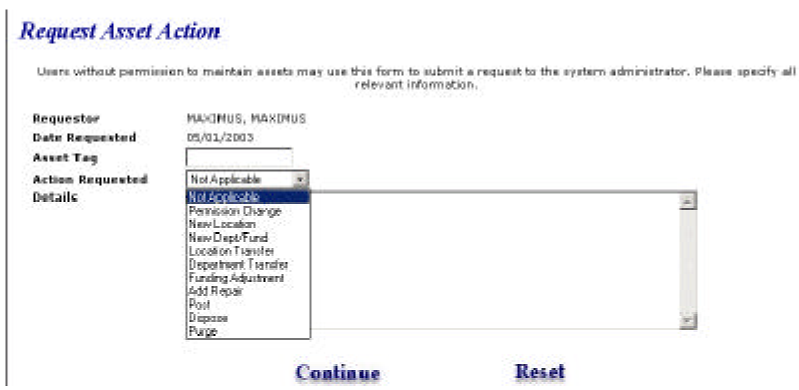
BOOK 2 - STRAIGHT LINE METHOD - FIRST MONTH CONVENTION

Fiscal Year	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9	Period 10	Period 11	Period 12
2002	35.35	35.35	35.35	35.35	35.35	35.35	35.35	35.35	35.35	35.35	35.35	35.35
2003	35.35	35.35	35.35	35.35	35.35	35.35	35.35	35.35	35.35	35.35	35.35	35.35

D. Requesting an Asset Action

This link allows you to email the database administrator directly from within Assetmaxx. This can be used to request an action that exceeds your permission levels, e.g., if you have entered an asset into the pending area, and need to notify the supervisor that it is ready to be reviewed and posted. To send an email to your database administrator:

1. Select the Asset tab, then Request Asset Action.
2. Enter the Asset Tag number; select the Action Requested from the pull-down menu; then enter the Details of the action requested in the text box.
3. Click on Continue to submit the request to the Administrator.



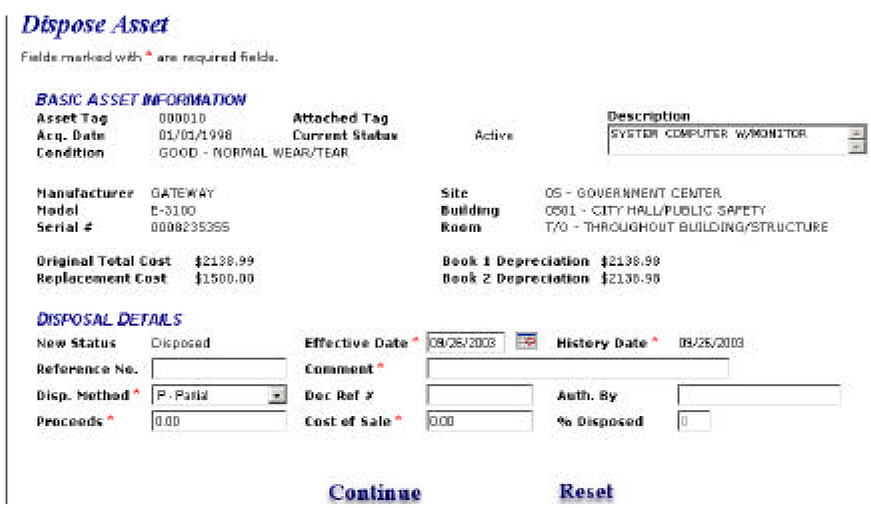
VIII. FINANCIAL ADJUSTMENTS

A. Disposing an Asset

Assets that are no longer in service or active should be "disposed." This includes items that are sold, scrapped, stolen, and surplused or become inactive for any other purpose. If there is a possibility that an asset could be placed back in service, consider setting up a special location and transferring the assets rather than disposing them. You can still report on assets that are surplused and this allows them to be reactivated at a later date. Once an asset has been disposed it will no longer appear on any reports, other than a disposed asset report, and a disposed asset can not be reactivated.

To dispose of an asset:

1. Select the Asset tab under the blue banner.
2. Under the heading "Financial Adjustments" select Dispose Asset from the list.
3. The Asset Selector (Basic Search) screen will appear. Enter criteria to find the asset(s) for editing. (See Appendix B for help on using the search screens.)
4. Click on Submit at the bottom of the screen.
5. Click on the asset tag number of the first asset to be disposed.



6. Basic Asset Information is displayed at the top of the screen.
7. Disposal Details are displayed at the bottom of the screen. The fields are:
   - New Status: The system automatically updates the status to Disposed.
   - Effective Date: The system defaults to today's date. If you would like the asset disposed as of a different date, enter that date here. This is the date when depreciation on the asset will stop, and determines the fiscal year that the asset will appear as disposed on the Accounting Reports. This date cannot be changed once the asset is disposed.
   - History Date: This date is used to track the date of this transaction for the history logs, and cannot be edited.

- Reference No.: (Optional) Enter a reference number for the disposal if desired.
- Comment: A comment is required. Typically the reason for disposal will be entered here.
- Disp. Method: A disposal method is required. Select the disposal method from the pull-down menu. If you are partially disposing an asset, select Partial Disposal as the disposal method.
- Doc. Ref. No.: Enter a document reference number, if applicable.
- Auth. By: Enter the name of the authorizing party, if applicable.
- Proceeds: If any proceeds were realized from the disposal (salvage sale, etc.), enter the amount here. If no proceeds were realized, enter 0.
- Sale Cost: If there were any costs associated with selling/disposing the asset (e.g., cost of running a "For Sale" ad), enter those costs here. If none, enter 0.
- % Disposed: If Partial Disposal was selected as the disposal method, enter the percentage of the asset to be disposed. You must first select Partial Disposal as the Disposal Method in order to edit this field.

8. Click on Continue at the bottom of the screen.

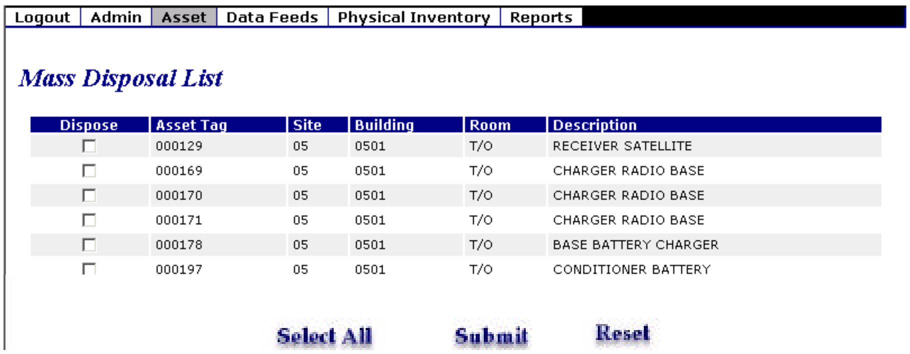
B. <u>Mass Disposal of Assets</u>

If you have a group of assets that need to be disposed of in the same way, with the same comment and the same effective date, you may be able to save time by performing a Mass Disposal. NOTE: A disposed asset can not be reactivated.

To mass dispose assets:

1. Select the Asset tab, then Mass Disposal.
2. The Asset Selector (Basic Search) screen will appear. Enter criteria to find the asset(s) for disposal. (See Appendix B for help on using the search screens.)
3. Click on Submit at the bottom of the screen.
4. The Mass Disposal Confirm screen will appear, and will identify how many assets met the criteria you specified in the Search Screen. You will have the opportunity to view and select from a detailed list in the next screen.

9. Enter the effective date of disposal. This is the date when depreciation on the assets will stop, and determines the fiscal year where the assets will appear as disposed on the Accounting Reports.
10. Enter a comment for the disposal (required) – e.g., Sold at Auction.
11. Select the Disposal Method from the list.
12. Enter Ref #, Doc Ref #, and Authorized By, if desired.
13. If Partial Disposal was selected, enter the percentage to be disposed.
14. Click on Submit.



15. The list of assets meeting your criteria will be displayed.
16. Select the assets to be disposed by clicking in the box to the left. Choose Select All to dispose all the listed assets.
17. Click on Submit. Confirm by clicking OK in the message boxes.

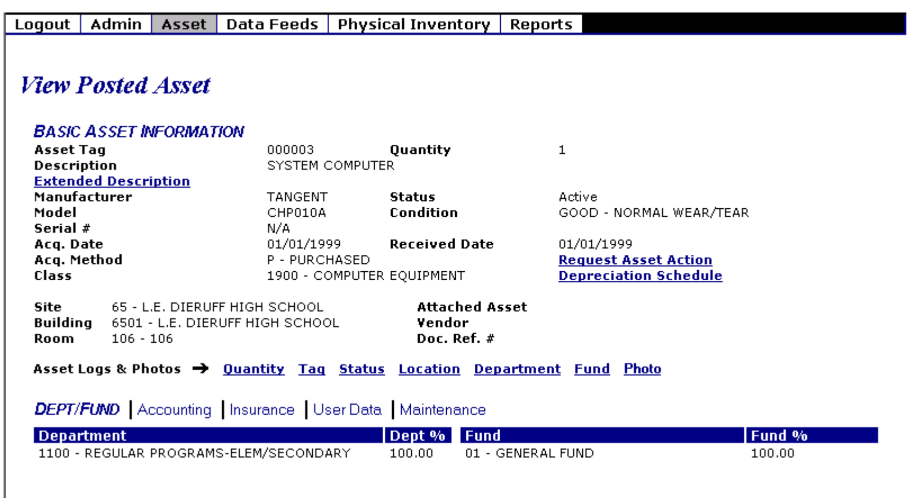
C. Entry Error Adjustments

In order to change Acquisition Date, Class Code, Quantity or Total Cost on an asset that has been posted, you must first remove the asset from the posted area and place it back in the pending area using the Entry Error Adjustment link. This will remove the depreciation schedules created with the incorrect information. Once corrected in the pending area, you will post the asset, forcing Assetmaxx to create and apply new depreciation schedules using the corrected information.

To make an Entry Error Adjustment:

1. Select the Asset tab under the blue banner.
2. Under the heading "Financial Adjustments" select Entry Error Adjustment from the list.
3. The Asset Selector (Basic Search) screen will appear. Enter criteria to find the asset(s) for editing. (See Appendix B for help on using the search screens.)
4. Click on Submit at the bottom of the screen. The Posted Asset – Change Status screen will appear.
5. Click on the asset tag number of the first asset to be edited.
6. The Dispose Asset screen will appear.

7. Enter a comment in the comment section (required). Enter Ref #, Doc Ref #, and Auth By, if desired.
8. Click on Continue at the bottom of the screen. If the asset was purchased in a previous fiscal year, a warning will be displayed that you are changing report values for a fiscal year that has been closed out. Click OK.
9. The asset has been "disposed" from the active assets and returned to pending. Assetmaxx has created a log entry showing that this asset was disposed for entry error adjustment – in the log the "disposed" asset will be tracked as [asset number]-EE. The original asset number is preserved for the asset now in the pending file.
10. Click on the Asset tab, then Edit Pending Asset. Click on the asset tag number to be edited.



11. You may edit any field of this pending asset. In order to force Assetmaxx to create an entirely new depreciation schedule for this asset, make sure the Accumulated Depreciation fields -- Book 1 Accm Depr and Book 2 Accm Depr --

are set to $0.00, and the Last Depreciation Date fields -- Book 1 Depr. Date and Book 2 Depr. Date – are set to the acquisition date or are blank.

12. When the incorrect fields have been corrected, click on Continue at the bottom of the screen.
13. Post the asset using Asset, Post Pending Assets. Assetmaxx will create a new depreciation schedule for the asset based on the corrected acquisition date, class code, quantity or total cost.

D. Making Single Asset Fund Adjustments

To change Fund code(s) assigned to an asset:

1. Select the Asset tab under the blue banner.
2. Under the heading "Financial Adjustments" select Single Asset Fund Adjustments from the list.
3. The Asset Selector (Basic Search) screen will appear. Enter criteria to find the asset(s) for editing. (See Appendix B for help on using the search screens.)
4. Click on Submit at the bottom of the screen.
5. Click on the asset tag number of the first asset to be edited.
6. The Asset Funding Adjustment screen will appear.

7. Basic Asset Information and Physical Location information are displayed on the screen. No fields can be edited in these sections.
8. Fund Adjustment information is displayed at the bottom of the screen. Fields shown are:
   - Trans Date: The system defaults to today's date. Enter a different transaction date if desired.

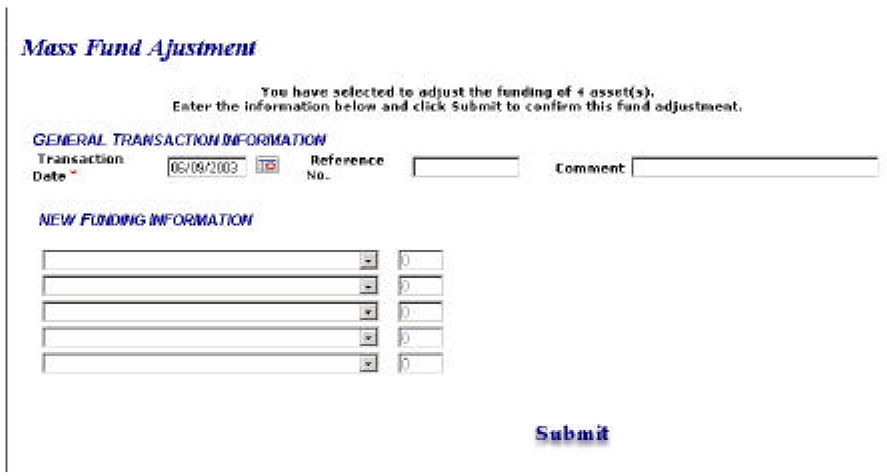
- Reference No.: (Not required.) If you wish to track this repair with a reference number, enter that number here.
- Comment: If you wish to enter a comment you may enter it here.

9. The Current Fund information is displayed at the left. Enter the New Fund information in the fields to the right. The Fund % column must total 100%.
10. Click on Continue at the bottom of the screen.
11. A confirmation box will appear – click on OK to continue, or Cancel to cancel.
12. The screen will display confirmation that the funding has been adjusted. Click on the underlined link to adjust the funding of another asset.

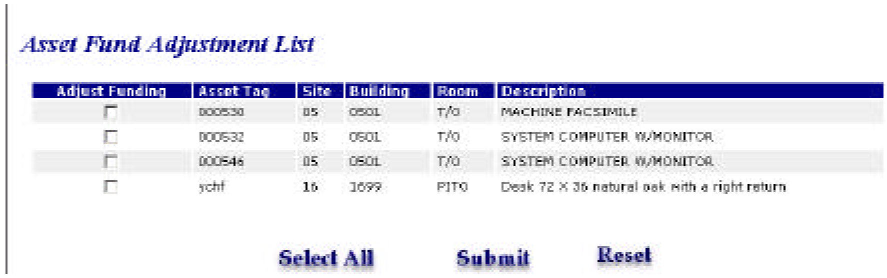
E. <u>Mass Fund Adjustments</u>

To transfer a group of assets from one fund to another:

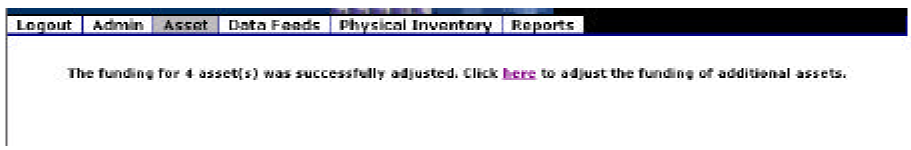
1. Select the Asset tab under the blue banner.
2. Under the heading "Financial Adjustments," select <u>Mass Fund Adjustments.</u>
3. The Basic Search screen will be displayed. Enter the criteria to choose the assets you would like transferred.
4. The Mass Fund Adjustment screen will appear. The number of assets meeting your criteria will be listed. You will have the opportunity to view and select from that list in the next screen.
5. Change the transfer date, if you desire a previous transfer date.
6. Enter Reference No. and Comment, if desired.
7. Enter the new fund information.
8. Click on Submit.



9. The list of assets meeting your criteria will be displayed.

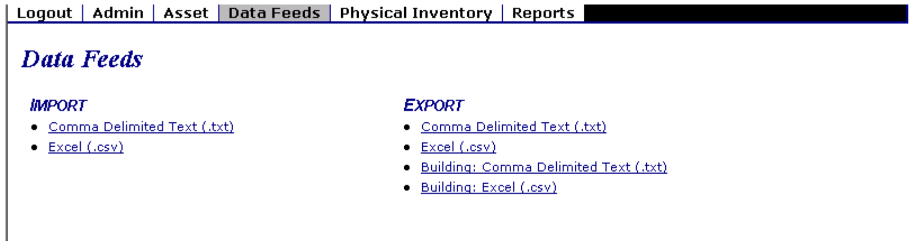


10. Select the assets to be transferred by clicking in the box to the left. Choose Select All to transfer all the listed assets.
11. Click on Submit.
12. Confirm by clicking OK in the message box.



13. A screen confirming the transfer and the number of assets transferred will be displayed. Click on the underlined link to perform another mass transfer.

IX. DATA FEEDS

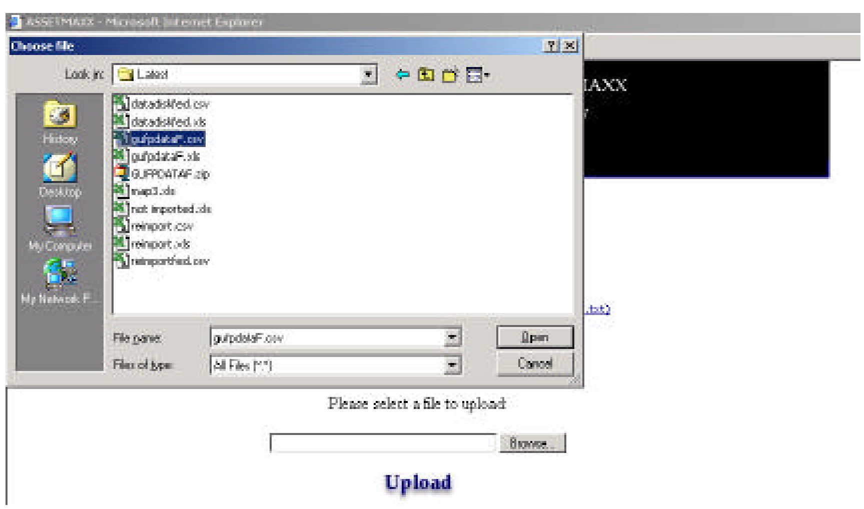


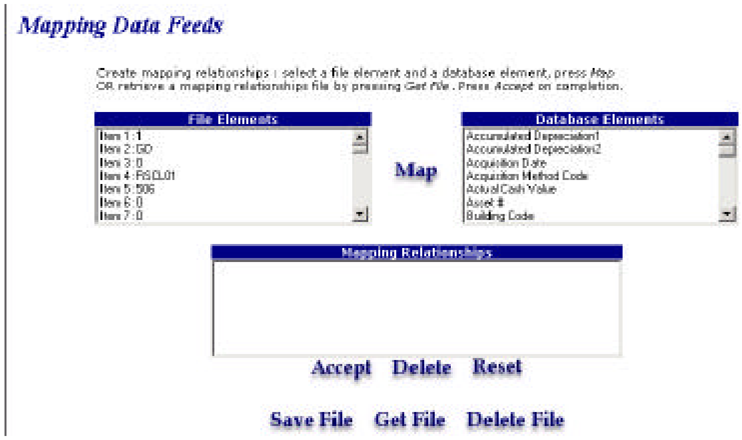
A. Importing Data

Assetmaxx will allow the import of inventory data from another application, if it is in a standard comma-delimited format. Refer to Appendix D for specific restrictions regarding each import field.

To import a file into Assetmaxx :

1. The imported inventory file MUST contain these four fields: Class Code, Asset Number, Acquisition Date, and Total Cost.
2. Save the file as a comma-delimited text file or comma-delimited .csv file. If you choose the .csv file type, you must have a header row in your file and keep the file open so you don't lose the formatting.
3. Load the file onto your computer, noting the path and filename.
4. In Assetmaxx, select the Data Feeds tab under the blue banner.
5. Under the heading "Import" select the appropriate file type: .txt or .csv.
6. Type in the name of the path and filename of the file, or click on the Browse button and locate the file in the window. Select Open in the browse window.
7. The file path and name will appear in the box on the screen. Click on Upload at the bottom of the screen.
8. The Mapping Data Feeds screen will appear.

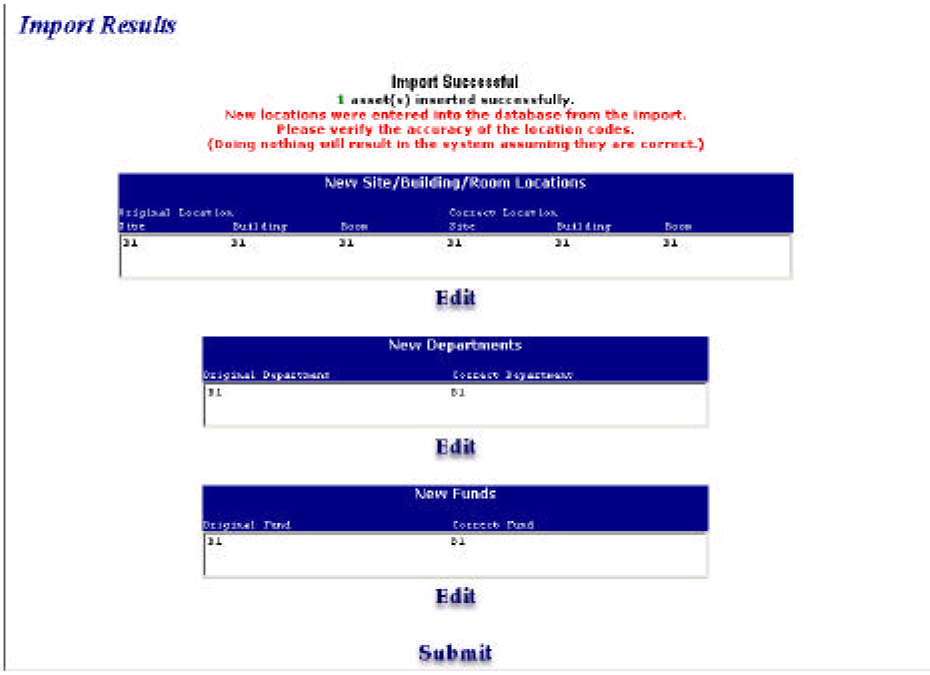




9. Select the first file element in the import file (leftmost box) by clicking on the item to highlight it.
10. Select the database element in the rightmost box that matches the file element. This is the data field in Asset*maxx* where that element will be imported. Example: Asset Tag # in your imported file highlighted on the left box; and Asset # highlighted on the right box.
11. Click on Map. The two elements will appear mapped together in the lower box under Mapping Relationships.
12. Repeat for all elements in the import file. If you make an error in mapping, highlight the error in the Mapping Relationship box and click on Delete. Only that relationship will be deleted. To clear all Mapping Relationships click Reset.

Save File allows you to save this mapping relationship. The saved file is assigned a Map#. You may then access that mapping relationship by selecting Get File and selecting that Map#.

13. When all elements have been mapped to the database, click on Accept at the bottom of the screen.
14. If the import was successful (all required fields were found, e.g.), the screen will display a message confirming that the import was successful. If there were errors in the file (e.g., duplicate asset numbers), the assets that were rejected will be listed.
15. If your import file contains a class code that does not exist in the class code table, the asset assigned to that class code will not be imported. You must correct the entry, or enter the class code to the tables and reimport that asset.
16. If your import file contains a Site, Building, Room, Fund, or Department Code(s) that does not exist on the current tables, a resolution screen will be displayed:



17. To edit a code to match an existing table entry, highlight that code and click on Edit. Use the pull-down list to correct the entry.

If you used Excel to edit the original import file, be aware that Excel will often remove the leading zeroes from entries, so a Site Code of 001 could be changed to Site Code 1. That could create an unwanted duplicate entry in Assetmaxx – be sure to doublecheck your list and edit those codes to match existing table entries.

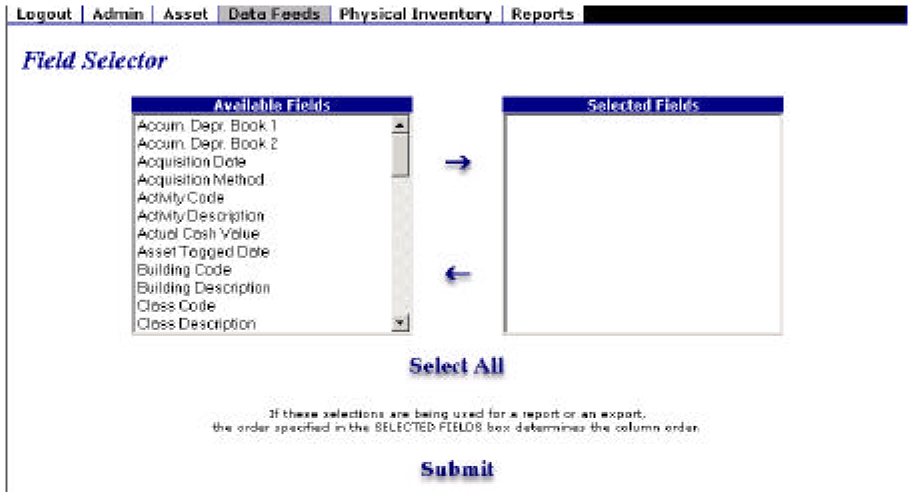
18. Click Submit to accept your entries. A confirmation screen will display any new codes added to the tables.
19. The imported assets are added to the pending area, for review and posting.

B. <u>Exporting Data: Fixed Asset File</u>

Assetmaxx will allow the export of data from your database to a standard file format. To export a file of fixed assets (non-buildings) from Assetmaxx:

1. Select the Data Feeds tab under the blue banner.
2. Under the heading "Export" select the appropriate file type from the list: either .txt or .csv. Select one of the first two options, not the Building options.
3. The Field Selector screen will appear. To export all fields in the database, click on the Select All link.
4. To export a specific set of fields, select the first field to be included in the export file from the Available Fields box on the left,
5. Click on the right arrow to move the highlighted field to the Selected Fields box on the right.

6. Repeat steps 4 and 5 for all fields to be included in the export file. The order selected is the order shown in the Selected Fields box, and will be the order of the fields in the export file.



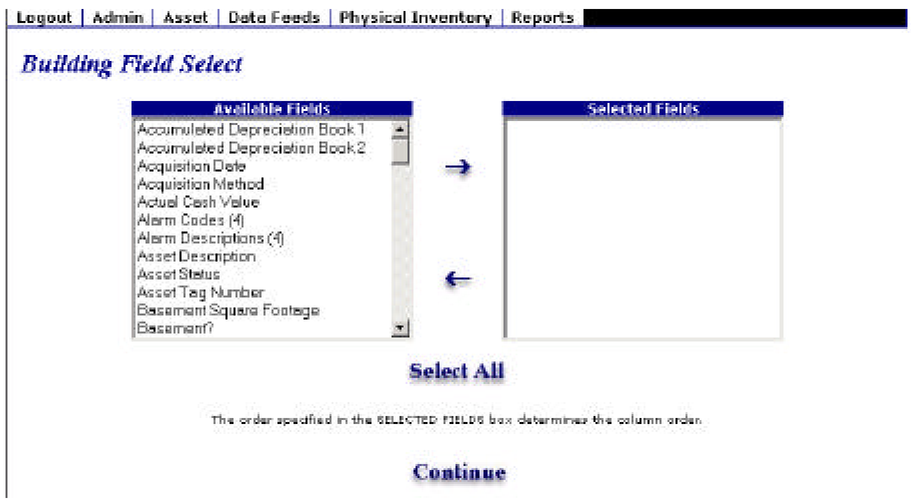
7. Click on Submit at the bottom of the screen.
8. The Asset Selector (Basic Search) screen will appear. Enter criteria to find the asset(s) for exporting. (See Appendix B for help on using the search screens.)
9. Click on Submit at the bottom of the screen.
10. Enter a name for the export file.
11. Click on Export at the bottom of the screen.

12. The screen will confirm that the export was successful. Click on the underlined link to download the export file to your computer.
13. A box will display asking if you would like to open the file or save it to your computer. Choose Save and enter the location where you would like the file saved. Click Save.
14. The file will be downloaded to the location you specified, in a zipped (compressed) format.

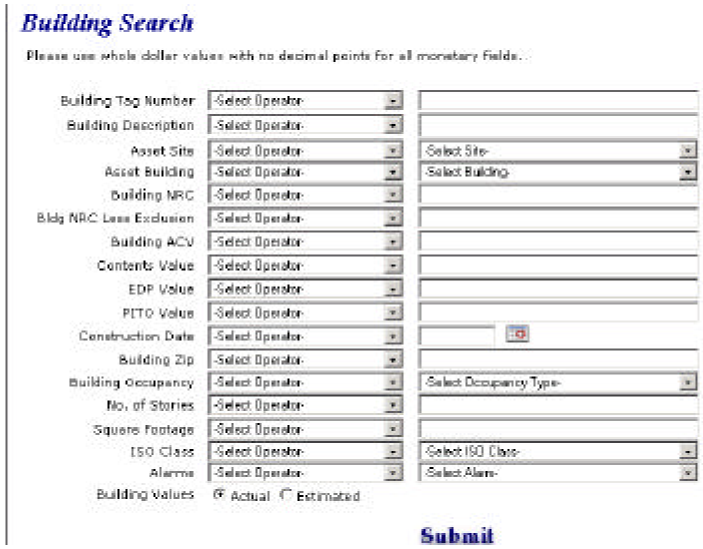
C. Exporting Data: Buildings File

Assetmaxx will allow the export of your building assets data from your database to a standard file format, .txt or .csv. To export a file of building assets from Assetmaxx:

1. Select the Data Feeds tab under the blue banner.
2. Under the heading "Export" select the appropriate file type from the list: either Building: Comma-delimited text (.txt) or Building: Excel (.csv).
3. The Field Selector screen will appear. To export all fields in the database, click on the Select All link.
4. To export a specific set of fields, highlight the first field to be included in the export file from the Available Fields box on the left,
5. Click on the right arrow to move the highlighted field to the Selected Fields box.
6. Repeat steps 4 and 5 for all fields to be included in the export file. The order selected will be the order of the fields in the export file.



7. Click on Continue.
8. The Building Search screen will appear. Enter criteria to filter the assets for exporting. If you would like to export all building assets, leave these fields empty.



9. Click on Submit at the bottom of the screen.
10. Enter a name for the export file.
11. Click on Export at the bottom of the screen.
12. The screen will confirm that the export was successful. Click on the underlined link to download the export file to your computer.
13. A box will display asking if you would like to open the file or save it to your computer. To save the file to your computer, click Save and enter the location where you would like the file saved. Click Save.
14. The file will be downloaded to the location you specified, in a zipped (compressed) format.

X. PHYSICAL INVENTORY (BARCODE SCANNER)

AssetWORKS offers a Dolphin handheld scanner equipped with customized software for interfacing with Assetmaxx. With this option, you can download your Assetmaxx inventory into the handheld scanner, conduct a physical inventory of your assets in the field, and upload the results back to Assetmaxx.

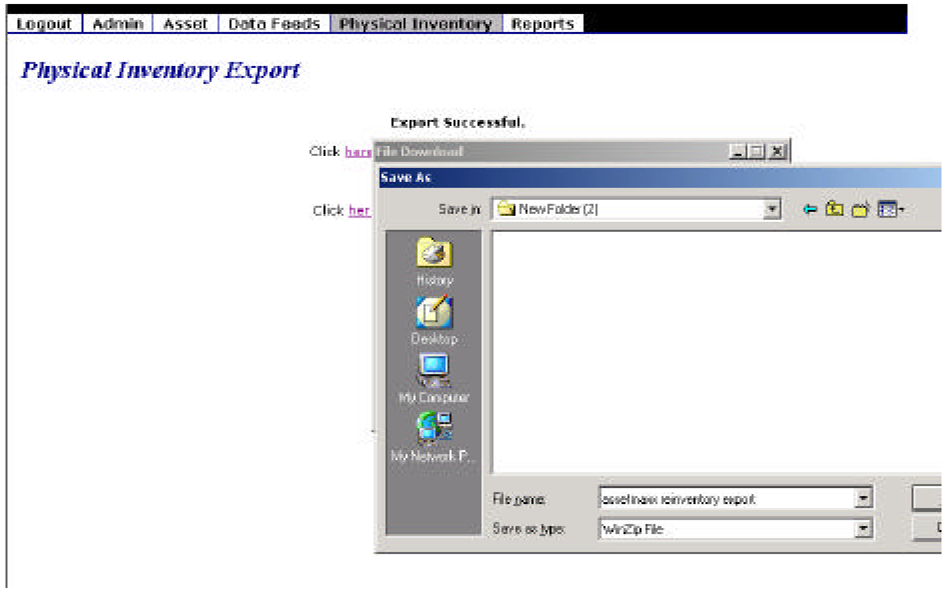
This manual/section covers downloading the data file and uploading and reconciling the reinventory file. The operations of the handheld scanner for a field reinventory are covered in a separate manual, which is included with the scanner purchase.

A. Physical Inventory Export

To create a file of your fixed asset inventory (non-buildings) to be loaded onto the Dolphin handheld scanner:

1. Select the Physical Inventory tab under the blue banner.
2. Select Physical Inventory Export (.zip) from the list.
3. The Asset Selector (Basic Search) screen will appear. For a partial reinventory, enter criteria to filter the assets to be exported. (See Appendix B for help on using the search screens.) If you are conducting a full reinventory, leave this screen blank.
4. Click on Submit at the bottom of the screen.

5. Assetmaxx will create a zipped file of the assets for reinventory. Click on the blue link to download the file.
6. In the Download File box, select Save to save the file.



7. The Save As box will appear. Select a folder on your computer where you would like the file saved; you may rename the file if desired. Click on Save.
8. When the download is complete, click on Close in the Download Complete box.
9. Use this saved file to load your inventory into the handheld scanner. Refer to the Scanner Reinventory Manual for instructions on loading this file and conducting your reinventory.

B. Physical Inventory Import

To upload the results from your physical inventory back to your Assetmaxx database:

1. Select the Physical Inventory tab under the blue banner.
2. Select Physical Inventory Import (.zip) from the list.
3. Enter the path and name of the reinventory file for import or click on Browse to select the file from your computer. (See Scanner Reinventory Manual for instructions on creating and saving the reinventory file to your computer.)
4. Click on Upload.
5. The file will be uploaded to your Assetmaxx database – depending on the extent of the reinventory, this may take a few minutes.
6. When the file is uploaded the following screen will be displayed:

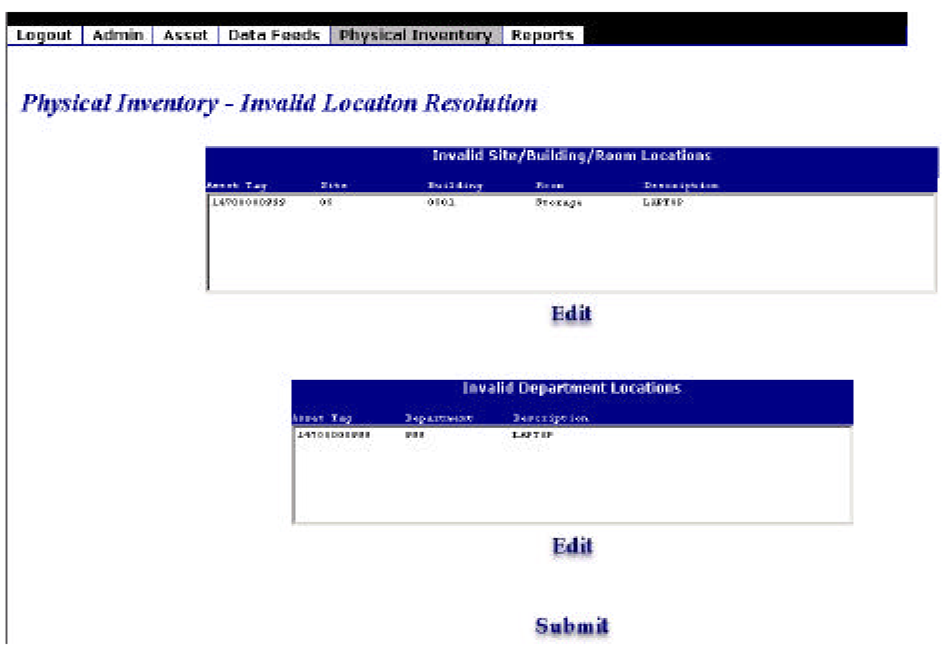
The physical inventory file has now been imported for further review. The changes have not yet been applied to your Assetmaxx database. You will conduct a final review and acceptance of the data in three steps:

1. Additions – review and accept new assets and any new locations or departments added in the field;
2. Transfers – review and accept transferred assets – assets inventoried in a different location or a different department;
3. Disposals – any assets not found during the reinventory will be displayed for possible disposal.

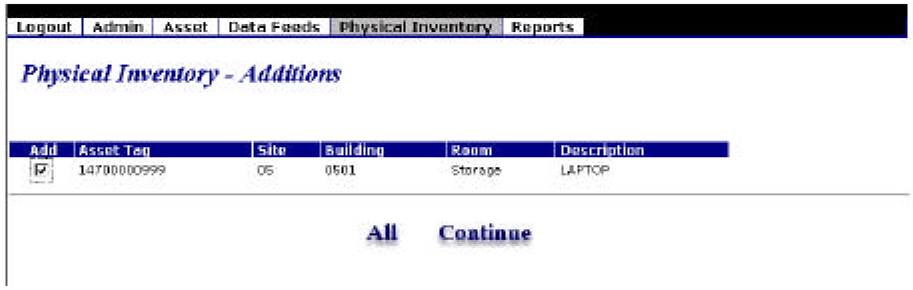
C. Physical Inventory Match - Additions

To review and accept new asset records in the inventory file:

1. Select the Physical Inventory, Physical Inventory Match - Additions.
2. If any new location or department codes were added during the reinventory, those codes will be displayed for review, edit and acceptance.



3. Review and edit the new location or department codes, as necessary.
4. Click on Submit to add the new codes to the appropriate tables (any new sites codes and descriptions will be added to the Site table in your database, etc.).

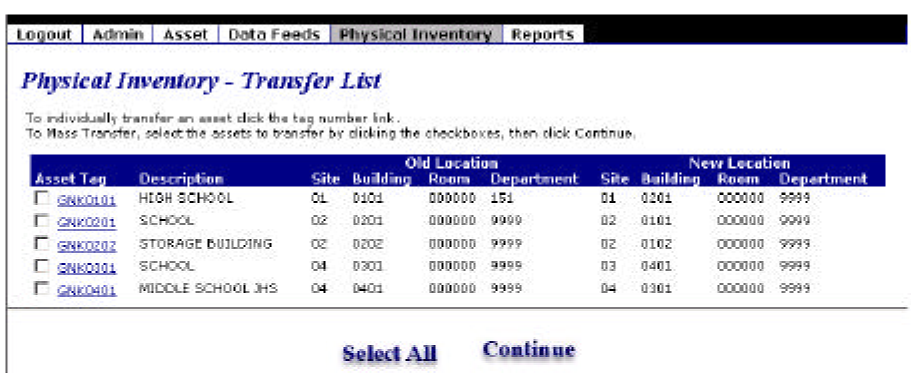


5. If any new assets were added during the reinventory, those assets will be displayed. Click on an individual box to accept an asset, or click on All to accept all assets listed.
6. Click on Continue. The assets will be imported to the Pending Assets file. Further review and editing may be done there before posting the new assets to your inventory – see the Editing Pending Assets section for details.

D. <u>Physical Inventory Match - Transfers</u>

To review and accept transferred asset records in the inventory file:

1. Select the Physical Inventory tab under the blue banner.
2. Select <u>Physical Inventory Match - Transfers</u> from the list.
3. If any new location or department codes were added during the reinventory, those codes will be displayed for review, edit and acceptance. (These codes will not be displayed if they have already been approved in the Physical Inventory Match – Additions step.) Review and edit and accept the new location or department codes, as necessary. (See Physical Inventory Match – Additions for details.)
4. The list of assets to be transferred will be displayed.



5. To individually edit an asset before transfer, click on the tag number for that asset. Edit the asset as desired.

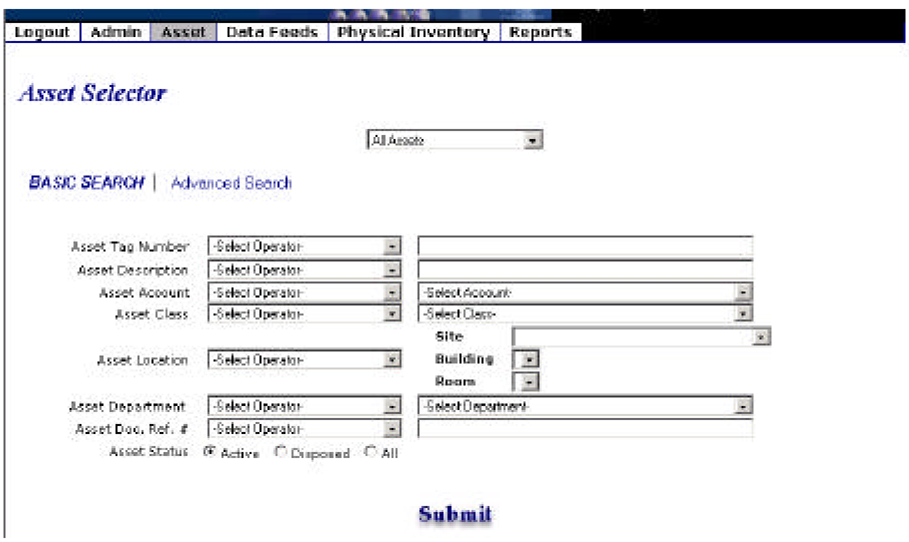
6. Click on the box for each asset to be transferred, or click on Select All to accept all assets for transfer.
7. Click on Continue to transfer all selected assets.

E. <u>Physical Inventory Match - Disposals</u>

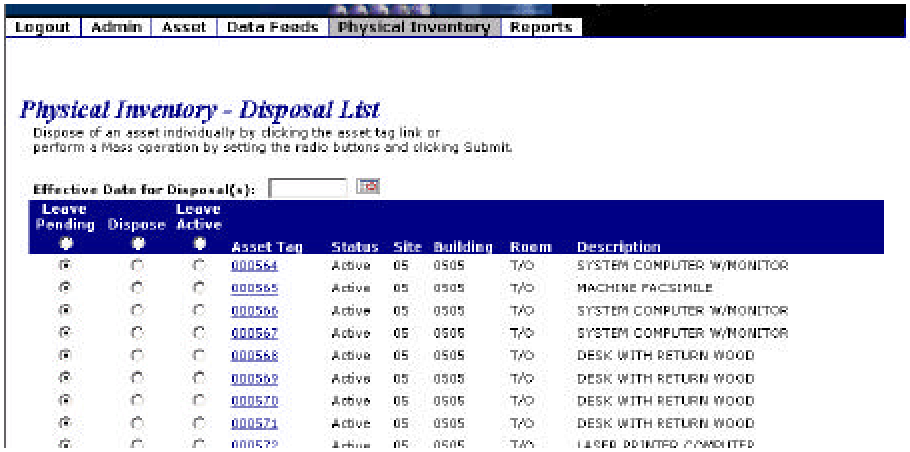
To review the list of assets that were *not* found during the reinventory, and approve those assets for disposal:

1. Select the Physical Inventory tab, then Physical Inventory Match - Disposals.
2. The Asset Selector screen will appear. If this was a partial reinventory -- an inventory of only one site or only one class code, for example -- select the appropriate site(s) and/or class code(s) from the list. You may also use this screen to further limit your disposal review; e.g. you can choose to review only the assets in a specific group now, and review others later.

PLEASE NOTE that all assets not found in the reinventory file will be marked for disposal review. Therefore, if you conducted a reinventory of one building only, ALL assets in all other buildings will be listed for disposal. It is very important to limit your Disposal Match review to be consistent with the reinventory that was performed.



3. Select whether the inventory covered All Assets or Capitalized Only.
4. Click on Submit at the bottom of the screen.
5. The list of assets to be disposed will be displayed – this list reflects all assets fitting the criteria on the search screen (all assets in Site 05, in this example) that were NOT found in the reinventory.



6. For each asset, select the operation to be performed. To select an operation for all assets on the screen, click on that operation's button in the blue header.
7. By selecting Leave Pending, no changes will be made to the asset in inventory, and the asset will remain in this area – allowing you time to research that asset.
8. By selecting Dispose, the asset will be disposed, with a default Disposal Method of "Other" and a default Comment of "Not Found in Physical Inventory".
9. To remove the asset from this area, and leave the asset in active inventory, select Leave Active.
10. When finished selecting the operation for each asset in this list, click on Submit at the bottom of the screen.
11. At the prompts, confirm that you understand the assets marked for disposal will be disposed, and that this operation cannot be undone.

IMPORTANT NOTE: Once an asset has been disposed, it <u>cannot</u> be reactivated. You should verify each asset marked for disposal before continuing with this operation.

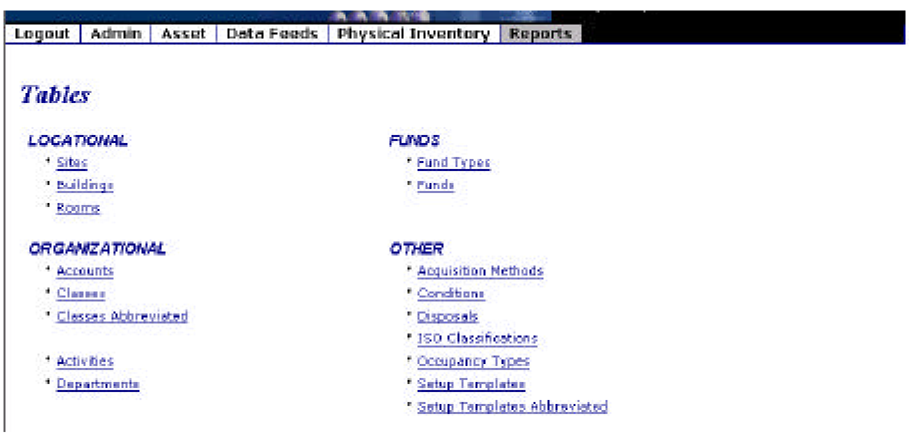
12. The screen will display the operations performed:

XI. REPORTS

Assetmaxx provides numerous pre-designed reports as well as the ability to create your own reports, based on specific needs.

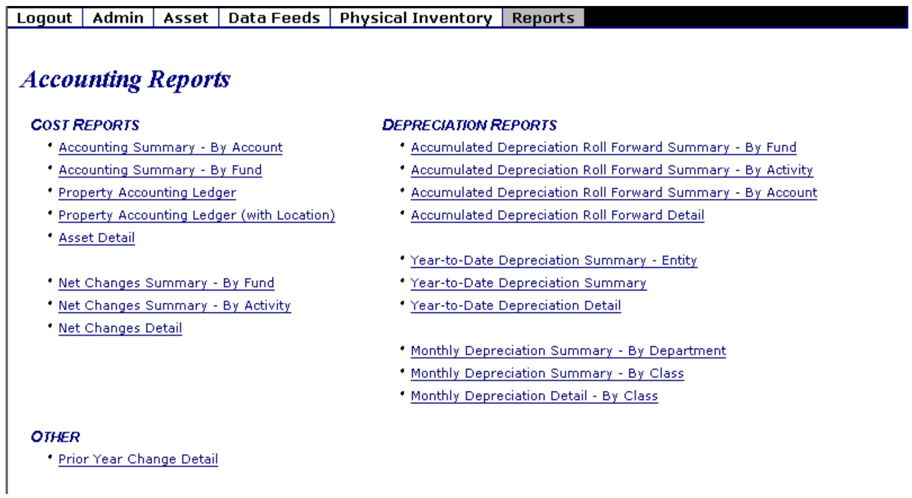
A. Table Reports

The codes assigned to assets in your database are stored in tables. There are sixteen pre-designed reports covering the following tables:



To generate any of the above reports, simply click on the link for the desired table report. A separate window will open with your report, which can be viewed, saved to the computer, or printed.

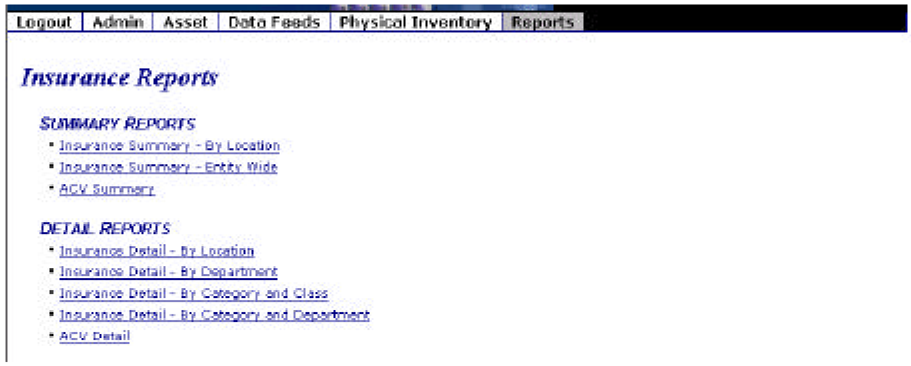
B. Accounting Reports



There are nineteen pre-designed Accounting Reports. To generate one of these reports:

1. Select the Reports tab, then Accounting.
2. Click on the link for the desired accounting report.
3. The Asset Selector (Search) screen will appear. Enter criteria to filter the asset(s) to be displayed on the report, if desired. (See Appendix B for help on using the search screens.)
4. Accounting reports will default to All Capitalized Assets at the top of the Search Screen, in order to exclude assets below your capitalization threshold.
5. Select the fiscal year for your report from the bottom of the Search Screen.
6. Click on Submit at the bottom of the screen.
7. The selected report will display in a separate window. This may take a few seconds, depending on the size of the report, the size of the database, and the speed of your internet connection.
8. The report can be printed directly from that window. For the clearest display, most accounting reports will require changing your printer setting to Landscape.

C. Insurance Reports



There are eight pre-designed Insurance Reports, as shown above. To generate one of these reports:

1. Select the Reports, then Insurance.
2. Click on the link for the desired insurance report.
3. The Asset Selector (Search) screen will appear. Enter criteria to filter the asset(s) to be displayed on the report, if desired. (See Appendix B for help on using the search screens.)
4. Click on Submit at the bottom of the screen.
5. The selected report will display in a separate window. This may take a few seconds, depending on the size of the report, the size of the database, and the speed of your internet connection.

D. Transaction Reports

There are five pre-designed Transaction Reports. To generate one of these reports:

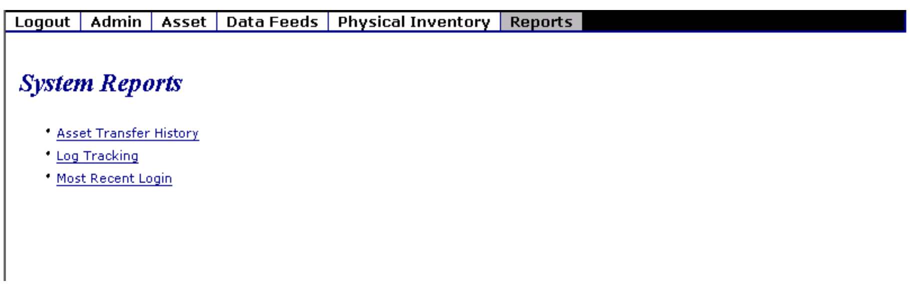
1. Select the Reports tab, then Transactions
2. Click on the link for the desired report.
3. The Asset Selector (Search) screen will appear. Enter criteria for your report. (See Appendix B for help on using the search screens.) Click on Submit at the bottom of the screen.
4. The selected report will display in a separate window.

E. Miscellaneous Reports

There are three pre-designed Miscellaneous Reports. To generate one of these reports:

1. Select the Reports tab, then Miscellaneous
2. Click on the link for the desired report.
3. The Asset Selector (Search) screen will appear. Enter criteria for your report. (See Appendix B for help on using the search screens.) Click on Submit at the bottom of the screen.
4. The selected report will display in a separate window. This may take a few seconds, depending on the size of the report, the size of the database, and the speed of your internet connection.

F. System Reports



There are three pre-designed System Reports. To generate one of these reports:

1. Select the Reports tab, then System.
2. Click on the link for the desired report.
3. The Asset Selector (Search) screen will appear. The log reports display a slightly different search screen. Enter criteria for your report. (See Appendix B for help on using the search screens.) Click on Submit at the bottom of the screen.
4. The selected report will display in a separate window. This may take a few seconds, depending on the size of the report, the size of the database, and the speed of your internet connection.

G. Building Reports

There are twenty-one pre-designed Building Reports. To generate one of these reports:

1. Select the Reports tab, then Building.
2. Click on the link for the desired report.
3. The Building Search screen will appear. Select options to filter the buildings to be included on the report, if desired. Click on Submit at the bottom of the screen.
4. The selected report will display in a separate window.

Building Detail Reports are further broken down, as shown below:

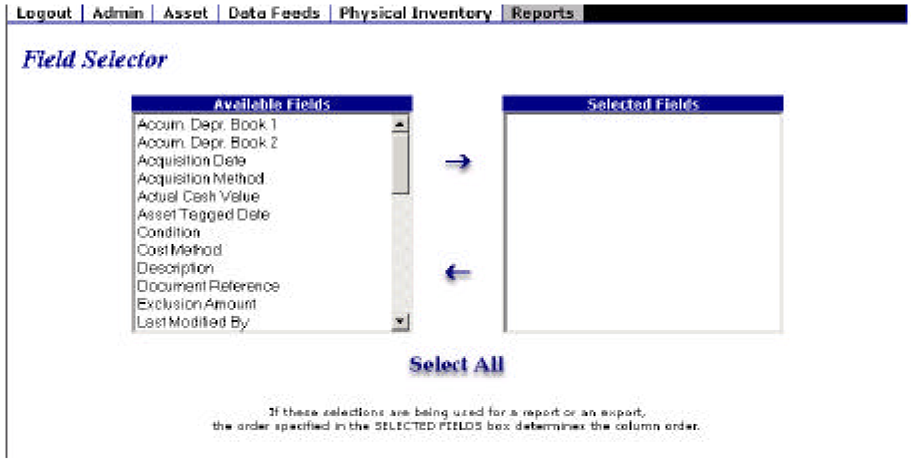
The "paged" reports allow you to view the Building Details on screen, paging through the reports one building at a time. The advantage to this is faster screen-drawing over the internet. The No Paging options allow you to send the entire report to a printer, at once.

H. Creating Your Own (Ad Hoc) Reports

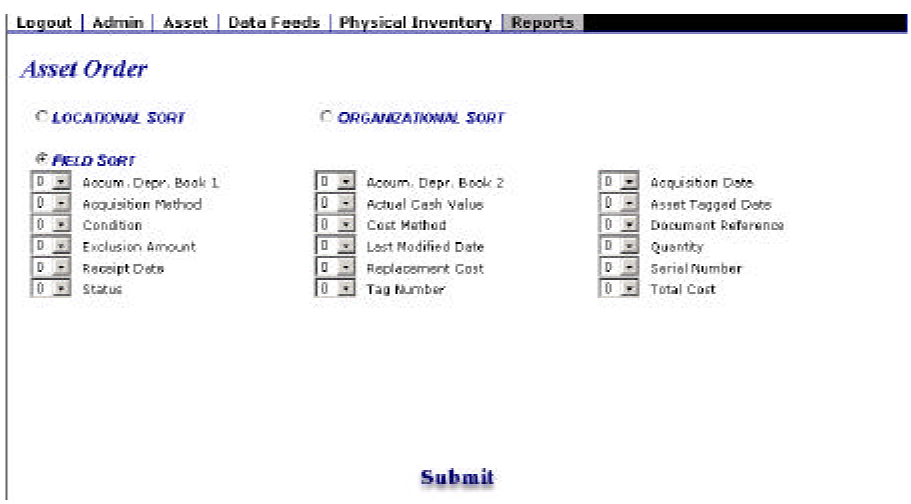
Assetmaxx allows tremendous flexibility in designing your own reports, to suit your own needs. To create your own report:

1. Select the Reports tab, then Create Your Own [Ad Hoc].

2. Click on Create New Report.



3. The Field Selector screen will be displayed. In the Available Fields box on the left, select the first field to be included in the report.
4. Click on the right arrow to copy the highlighted field to the Selected Fields box on the right.
5. Repeat steps 4 and 5 for all fields to be included in the report. The order selected is the order shown in the Selected Fields box, and will be the order of the fields in the report.
6. Click on Generate Selected Report at the bottom of the screen.
7. The Asset Selector (Basic Search) screen will appear. Enter criteria to filter the asset(s) to be included in the report. (See Appendix B for help on using the search screens.)
8. Click on Submit at the bottom of the screen.

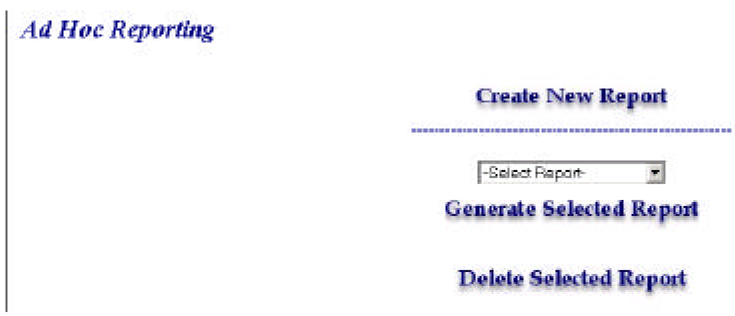


9. The Asset Order screen will be displayed. If you would like the report sorted by location (site/building/room) click on the Locational Sort button.

10. If you would like your report sorted by financial classification (Activity/Dept), click on the Organizational Sort button.
11. If you would like your report sorted by other field(s), click on Field Sort. Then enter a “1” in the box next to your primary sort field, a "2" in the box next to the secondary sort field, etc.
12. Click on Submit at the bottom of the screen.

13. The Ad Hoc Complete screen will appear. You must enter a name and title for your report.
14. Click on Save & Display if you would like to save a copy of this report format. Click on Display Only if you do not want to save the report format for future use.
15. The report will be displayed in a separate window.

I. Generating a Saved Ad Hoc Report



Once you have saved an Ad Hoc report, you are able to run the report with updated information whenever necessary. To generate a saved ad hoc report:

1. Select the Reports tab under the blue banner.
2. Click on Create Your Own [Ad Hoc]
3. Select the saved report from the pull-down list.
4. Click on Generate Selected Report at the bottom of the screen.
5. The report will be displayed in a separate window.

If you no longer need a saved Ad Hoc Report, you may delete it from the list by selecting the report, then clicking on Delete Selected Report.

XII. APPENDIX A: PERMISSION LEVEL DETAIL

Screens	***Supv'y***	***Entry***	***Phys. Xfer***	***Fin Xfers***	***Post***	***View***
Logout	X	X	X	X	X	X
Admin						
User Info	X					
Entity Info	X					
User Defined Fields	X					
Setup Codes		X	X	X	X	
Asset						
[Asset Entry & Posting]		**X**				
New Asset		X				
New Asset from Template		X				
Edit Pending Asset		X				
Post Pending Assets					X	
[Maintenance & Transfers]			**X**			
Edit Posted Asset			X			
Change Asset Tag Number			X			
Transfer Single Asset			X			
Mass Asset Transfer			X			

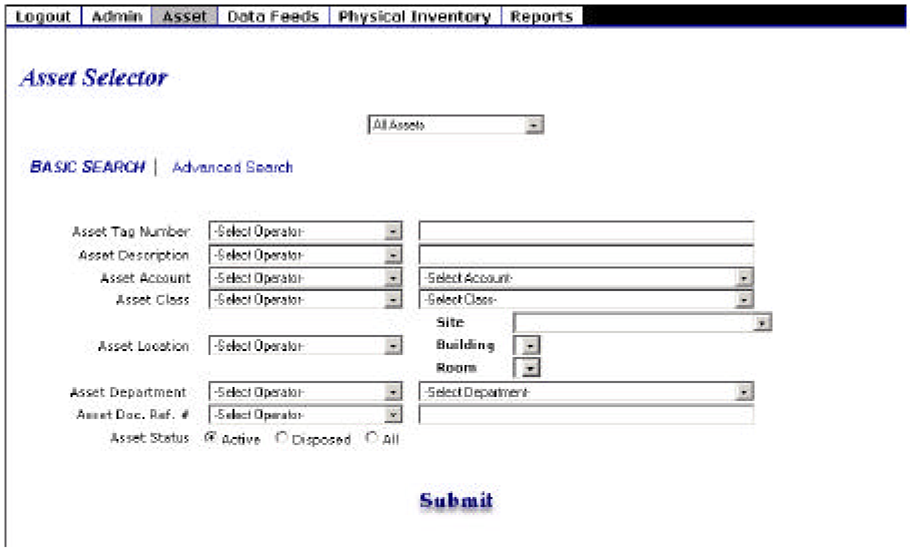
Manage Asset Repair Records			X			
[Supervisory Functions]	**X**					
Update Replacement Costs	X					
Purge Pending Assets	X					
[Posted Assets]						X
Asset Details						X
Asset Logs						X
Asset Depreciation Schedules						X
Request Asset Action						X
[Financial Adjustments]				**X**		
Dispose Asset				X		
Mass Disposal				X		
Entry Error Adjustment				X		
Single Asset Fund Adjustments				X		
Mass Fund Adjustments				X		

Screens	***Supv'y***	***Entry***	***Phys. Xfer***	***Fin Xfers***	***Post***	***View***
Data Feeds						
[Import]	X	X				
Comma Delimited Text (.txt)	X	X				

Excel (.csv)	X	X				
[Export]	X	X				**X**
Comma Delimited Text (.txt)	X	X				X
Excel (.csv)	X	X				X
Building: Comma Delimited Text	X	X				X
Building Excel (.csv)	X	X				X
Physical Inventory						
Phys Inv. Import	X	X				
Phys Inv. Export	X					X
Phys Inv. Match - Additions	X	X			X	
Phys Inv. Match - Transfers	X		X			
Phys Inv. Match - Disposals	X			X		
Reports						
Tables (16)						X
Accounting (10)						X
Insurance (4)						X

Transactions (4)						X
Miscellaneous (2)						X
System (5)						X
Building (21)						X
Create Your Own [Ad Hoc]						X

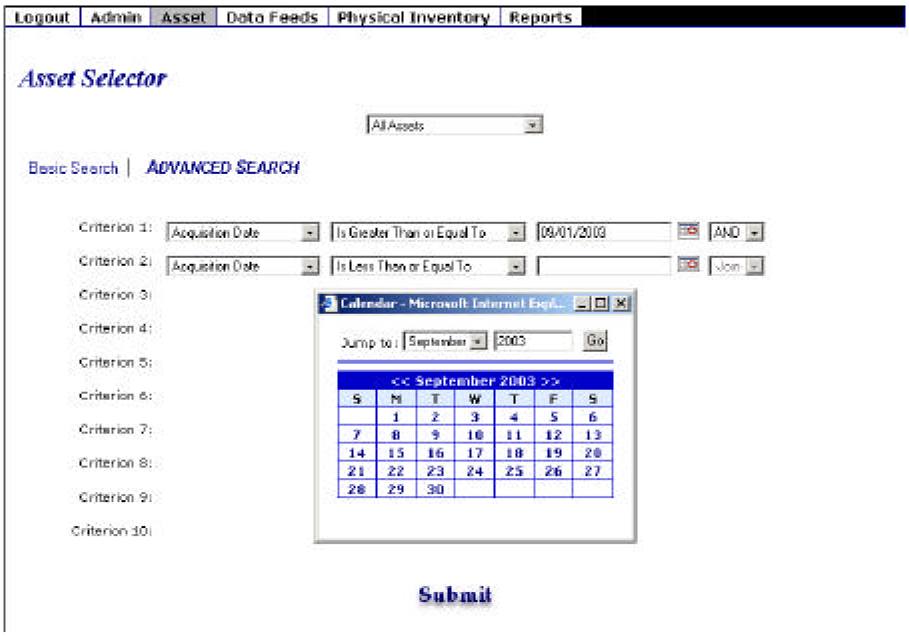
XIII. APPENDIX B: SEARCH SCREENS



Basic Search Instructions

1. In the top box, you can select from All Assets, Only Capitalized Assets or Only Non-capitalized Assets.
2. Determine the first field for your search. Use the pull-down menu for that field to select the operator (equals, less than, greater than, etc.).
3. In the text box to the right of the operator, enter your criterion (date, etc.).
4. Determine any other criteria for your search. If more than one criterion is listed, the system will only display assets that meet ALL the listed criteria. (For more flexibility see the Advanced Search instructions in Appendix B.) If no criteria are entered, all assets will display, in order by tag number, 50 assets per page.
5. Click on Submit at the bottom of the screen.
6. The asset(s) that meet your search criteria will be displayed, in order by tag number, 50 assets per page.

Advanced Search Instructions



To perform a more detailed search:

7. Click on Advanced Search from the Asset Selector screen
8. In the top box, you can select from All Assets, Only Capitalized Assets or Only Non-capitalized Assets.
9. Determine the first field for your search. Use the pull-down menu next to Condition 1 to select that field.
10. Three more text boxes will appear. In the next box, select the operator to be used (equals, less than, greater than, etc.).
11. In the next box enter your criterion (date, tag number, etc.).
12. In the last box enter the joiner: “and” or “or”.
13. Repeat for as many criteria as you need, up to 10.
14. Click on Submit at the bottom of the screen.

XIV. APPENDIX C: STANDARD CLASS CODES

CLASS CODE	CLASS DESCRIPTION	LIFE	SALV %	EXCL %	ACCT CODE	ACCOUNT DESCRIPTION
1000	LAND, EASEMENTS AND RIGHT OF WAYS	0.0	0.0	100.0	100	LAND
1100	OUTDOOR EQUIPMENT	20.0	0.0	0.0	500	MACHINERY & EQUIPMENT
1200	POLICE & FIRE EQUIPMENT	10.0	0.0	0.0	500	MACHINERY & EQUIPMENT
1300	MACHINERY & TOOLS	15.0	0.0	0.0	500	MACHINERY & EQUIPMENT
1400	KITCHEN/APPLIANCE/CUSTODIAL EQUIP	15.0	0.0	0.0	500	MACHINERY & EQUIPMENT
1500	SCIENCE & ENGINEERING EQUIPMENT	10.0	0.0	0.0	500	MACHINERY & EQUIPMENT
1575	HOSPITAL EQUIPMENT	10.0	0.0	0.0	500	MACHINERY & EQUIPMENT
1600	FURNITURE & ACCESSORIES	20.0	0.0	0.0	500	MACHINERY & EQUIPMENT
1675	FURNITURE & ACCESSORIES- HOSPITAL	20.0	0.0	0.0	500	MACHINERY & EQUIPMENT
1700	BUSINESS MACHINES	10.0	0.0	0.0	500	MACHINERY & EQUIPMENT
1800	COMMUNICATIONS EQUIPMENT	10.0	0.0	0.0	500	MACHINERY & EQUIPMENT
1900	COMPUTER EQUIPMENT	5.0	0.0	0.0	500	MACHINERY & EQUIPMENT
2000	COMPUTER SOFTWARE	5.0	0.0	0.0	500	MACHINERY & EQUIPMENT
2100	AUDIOVISUAL EQUIPMENT	10.0	0.0	0.0	500	MACHINERY & EQUIPMENT
2200	BOOKS & MULTI-MEDIA MATERIALS	5.0	0.0	0.0	500	MACHINERY & EQUIPMENT
2300	ATHLETIC EQUIPMENT	10.0	0.0	0.0	500	MACHINERY & EQUIPMENT
2400	UNIFORMS	5.0	0.0	0.0	500	MACHINERY & EQUIPMENT
2500	MUSICAL INSTRUMENTS	10.0	0.0	0.0	500	MACHINERY & EQUIPMENT
2600	LICENSED VEHICLES	8.0	0.0	100.0	600	LICENSED VEHICLES
2700	CONTRACTOR'S EQUIPMENT	10.0	0.0	0.0	500	MACHINERY & EQUIPMENT
2800	GROUNDS & MAINTENANCE EQUIPMENT	15.0	0.0	0.0	500	MACHINERY & EQUIPMENT
2900	LAND IMPROVEMENTS	20.0	0.0	various	200	LAND IMPROVEMENTS
3000	CONSTRUCTION	50.0	0.0	various	300	CONSTRUCTION
3001	CONSTRUCTION IN PROGRESS	0.0	0.0	various	301	CONSTRUCTION IN PROGRESS
3010	PORTABLE STRUCTURES	25.0	0.0	0.0	300	CONSTRUCTION
3020	SWIMMING POOLS	50.0	0.0	80.0	300	CONSTRUCTION
3100	UTILITIES/WATER/SEWER/ELEC EQUIP	30.0	0.0	0.0	500	MACHINERY & EQUIPMENT
3200	INFRASTRUCTURE	65.0	0.0	100.0	400	INFRASTRUCTURE
4100	BRIDGES	50.0	0.0	5.0	400	INFRASTRUCTURE
4150	TUNNELS	60.0	0.0	100.0	400	INFRASTRUCTURE
4200	STREETS/ALLEYS (SUBSURFACE)	0.0	0.0	100.0	400	INFRASTRUCTURE
4225	STREETS/ALLEYS (CONCRETE PAVEMENT)	30.0	0.0	100.0	400	INFRASTRUCTURE
4250	STREETS/ALLEYS (ASPHALT PAVEMENT)	20.0	0.0	100.0	400	INFRASTRUCTURE
4300	TRAFFIC SIGNALS	10.0	0.0	0.0	400	INFRASTRUCTURE
4400	SIDEWALKS & CURBS	20.0	0.0	100.0	400	INFRASTRUCTURE
4500	SEAWALLS	30.0	0.0	100.0	400	INFRASTRUCTURE
4550	DAMS, BASINS & LEVEES	60.0	0.0	100.0	400	INFRASTRUCTURE
4600	MARINAS/SLIPS/DOCKS/PIERS/BOARDWALKS	10.0	0.0	0.0	400	INFRASTRUCTURE
4700	RAIL SYSTEMS/MONORAILS/SUBWAYS	10.0	0.0	100.0	400	INFRASTRUCTURE
4800	STREET LIGHTING	15.0	0.0	0.0	400	INFRASTRUCTURE
4900	COLLECT & DISTRIBUTE (WATER/SEWER)	65.0	0.0	100.0	400	INFRASTRUCTURE
4950	DISTRIBUTION LINES (GAS/ELECTRIC)	25.0	0.0	100.0	400	INFRASTRUCTURE
5000	ART & HISTORICAL COLLECTIONS	0.0	0.0	100.0	500	MACHINERY & EQUIPMENT

XV. APPENDIX D: IMPORT FIELDS

Assetmaxx Import Fields

Import Fields	Format	Max Characters	Comments
Accumulated Depreciation1	#.##	14	Must be in format #.## and cannot be greater than 99999999999.99
Accumulated Depreciation2	#.##	14	Must be in format #.## and cannot be greater than 99999999999.99
Acquisition Date	MM/DD/YYYY	10	
Acquisition Method Code	x	1	Letters, numbers, colons (:) and periods (.)
Actual Cash Value	#.##	14	Must be in format #.## and cannot be greater than 99999999999.99
Asset #	x	15	Each asset must have a UNIQUE number
Building Code	**x**	**10**	**Letters, numbers, spaces, hyphens, slashes, colons and periods**
Class Code	x	15	Letters, numbers, spaces, hyphens, slashes, colons and periods
Condition Code	x	15	Letters, numbers, spaces, hyphens, slashes, colons and periods
Cost Method	x	8	Estimate or Actual
Department Code	**x**	**15**	**Letters, numbers, spaces, hyphens, slashes, colons and periods**
Depreciation Date1	MM/DD/YYYY	10	
Depreciation Date2	MM/DD/YYYY	10	
Document Ref #	x	15	Letters, numbers, spaces, hyphens, slashes, colons and periods
Exclusion Amount	#.##	14	Must be in format #.## and cannot be greater than 99999999999.99
Fund Code	**x**	**4**	**Letters, numbers, colons (:) and periods (.)**
Manufacturer	x	35	Letters, numbers, spaces, hyphens, slashes, colons, periods, also\ & # @ and ^
Model	x	25	Letters, numbers, spaces, hyphens, slashes, colons, periods, also\ & # @ and ^
Physical Description	**x**	**120**	**Letters, numbers, spaces, hyphens, slashes, colons, periods, also\ & # @ and ^**
Quantity	**#**	**5**	**Numeric value 1-99999 (whole numbers only)**
Replacement Cost	#.##	14	Must be in format #.## and cannot be greater than 99999999999.99
Room Code	**x**	**15**	**Letters, numbers, spaces, hyphens, slashes, colons and periods**
Serial #	x	50	Letters, numbers, spaces, hyphens, slashes, colons and periods, also\ & # @ and ^
Site Code	**x**	**10**	**Letters, numbers, spaces, hyphens, slashes, colons and periods**
Total Cost	#.##	14	Must be in format #.## and cannot be greater than 99999999999.99

Assetmaxx Import Fields (cont'd)

Import Fields	Format	Max Characters	Comments
UDF1:UDF Name 1	x	35	Letters, numbers, spaces, hyphens, slashes, colons, periods, also ' \ & # @ and ^
UDF10:UDF Name 10	x	35	Letters, numbers, spaces, hyphens, slashes, colons, periods, also ' \ & # @ and ^
UDF2:UDF Name 2	x	35	Letters, numbers, spaces, hyphens, slashes, colons, periods, also ' \ & # @ and ^
UDF3:UDF Name 3	x	35	Letters, numbers, spaces, hyphens, slashes, colons, periods, also ' \ & # @ and ^
UDF4:UDF Name 4	x	35	Letters, numbers, spaces, hyphens, slashes, colons, periods, also ' \ & # @ and ^
UDF5:UDF Name 5	x	35	Letters, numbers, spaces, hyphens, slashes, colons, periods, also ' \ & # @ and ^
UDF6:UDF Name 6	x	35	Letters, numbers, spaces, hyphens, slashes, colons, periods, also ' \ & # @ and ^
UDF7:UDF Name 7	x	35	Letters, numbers, spaces, hyphens, slashes, colons, periods, also ' \ & # @ and ^
UDF8:UDF Name 8	x	35	Letters, numbers, spaces, hyphens, slashes, colons, periods, also ' \ & # @ and ^
UDF8:UDF Name 8	x	35	Letters, numbers, spaces, hyphens, slashes, colons, periods, also ' \ & # @ and ^
Vendor	x	35	Letters, numbers, spaces, hyphens, slashes, colons and periods, also ' \ & # @ and ^

Required fields are highlighted

Bold field are highly recommended for a complete import

NOTES:

Import file should be saved in a comma-delimited .txt or .csv format and left open to retain your formatting.

If using .csv format, you must have a header row with text in it (not blank) – Assetmaxx automatically omits the first row of data in a .csv file.

Fields in your import file can be in any order – the Assetmaxx import function allows mapping to the appropriate field.

Commas are not allowed in the dollar amount fields and will cause an asset to be skipped on import. Check your inventory file before saving -- e.g., in Excel, you could format the row, excluding the thousands separator.

Assetmaxx will not create new Class Codes or Condition Codes during an import. Verify that all Class Codes and Condition Codes used in the import file have been created in Assetmaxx using the Setup Codes and Table Maintenance function BEFORE performing the import.

XVI. APPENDIX E: CONTACT US

Technical Support

Unlimited technical support is available to Assetmaxx users. The fee for support is included in the fixed annual subscription fee. Help Desk support is available to all authorized users and is open from 8:00 a.m. through 5:00 p.m. CST, Monday through Friday, excluding state government holidays. The Help Desk is accessible by both telephone and e-mail. Any telephone calls received after posted business hours will be answered by an answering system with our Help Desk responding the next business day.

Toll-free Technical Support – 1-800-876-0350
Available M-F 8am – 5pm CST

Email: crystell.palmer@assetworks.com