

FIXED ASSET TRACKER INSTALL AND SETUP

This is the guide you read after installing the Fixed Asset Tracker software. Perform the tasks outlined in this document prior to making the software available to users. You must have administrative privileges in your Salesforce environment to complete these tasks.

V1.22



Fixed Asset Tracker

Install and Setup Guide

Installing Fixed Asset Tracker is as simple as going to AppExchange and following the link to get the product installed into your organization. After you have installed the application it is time to setup the key data required to get the software up and running.

Note to FinancialForce customers; AccountAbility supports different interface options and settings for posting Journals to FinancialForce. Contact support@accountabilitycorp.com for more information and to get the add-ons installed.

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One decision you need to make

Are you going to use Fixed Asset Tracker to generate and track Depreciation of your assets? Some of our customers just use the software to track where the asset is, who is responsible, when does the warranty expire, who does the service work, etc. You get the picture. If you just want to use Fixed Asset Tracker for tracking purposes and do not plan on having the system generate Depreciation records then you need to SKIP the section entitled “Depreciation Schedules”.

This is not an all or nothing decision. You can track all your assets and generate depreciation entries for some of your assets. You will need to set Depreciation Schedules and then just assign the correct

schedule to each asset, or do not assign a schedule to an asset and the system will not create depreciation records.

Custom Settings

You need to create default records for the Custom Settings that Fixed Asset Tracker uses. Go to Your Name > Setup > Develop > Custom Settings. There are 3 custom settings you need to create default records for.

Action	Label ↑	Visibility	Settings Type	Namespace Prefix	Description	Reco
Edit Manage	Fixed Asset Accounting Settings	Public	Hierarchy	AcctSol	Settings for Configuring Accounting transactions	
Edit Manage	Fixed Asset Chatter Settings	Public	Hierarchy	AcctSol	Chatter settings for Fixed Asset Tracker	
Edit Manage	Fixed Asset Technical Settings	Public	Hierarchy	AcctSol	Custom setting for Accountability Solutions internal/technical settings	

Click Manage next to each setting and then click New to create a default record. This will create an Organization Level record for each setting; this is required for the software to function correctly. An example is below. Remember to complete this step for all 3 custom settings.

Custom Setting Help for this Page ?

Fixed Asset Accounting Settings

If the custom setting is a list, click **New** to add a new set of data. For example, if your application had a setting for country codes, each set might include the country's name and dialing code.

If the custom setting is a hierarchy, you can add data for the user, profile, or organization level. For example, you may want different values to display depending on whether a specific user is running the app, a specific profile, or just a general user.

[Edit](#) [Delete](#)

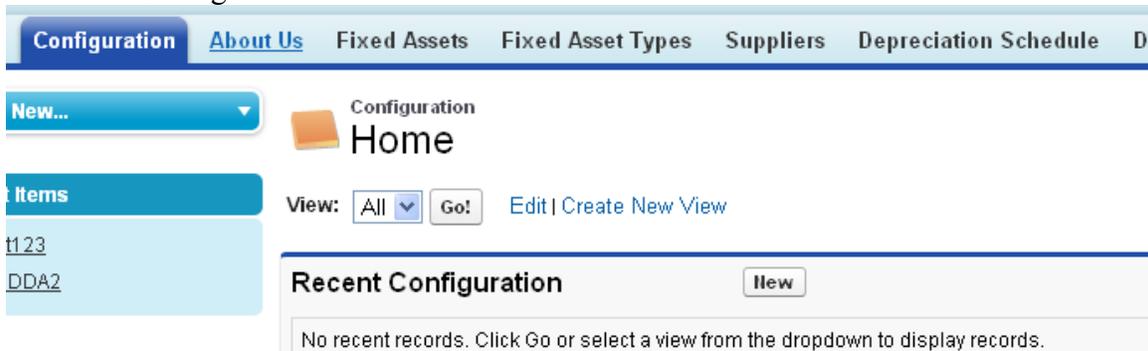
▼ Default Organization Level Value

Location Accountability Solutions Inc	Max Lines Per DJE 80
Dimension Source D	Default Post Accum Dep Adjustments <input type="checkbox"/>

Please discuss changing any value you see in the custom settings with AccountAbility Corp prior to making the change.

Configuration Record

1. Select the Configuration Tab



2. Click the “New” Button

Configuration
Acme Supply USA LLC.

Customize Page | Edit Layout | Printable View | Help f

< Back to List: Custom Object Definitions

Fixed Assets [0] | Depreciation Journal Entries [0]

Configuration Detail

Configuration Name	Acme Supply USA LLC.	Owner	Gordon Derk [Change]
Company Name	Acme Supply USA LLC	Billing email	support@accountabilitycorp.com
Fiscal year start	5	Billing phone	(780) 913-8017
FF Company	AcctSol US Sub	Billing Contact Information	Angie
		Internal Date	13/05/2013
Created By	Gordon Derk , 03/05/2013 12:49 PM	Last Modified By	Gordon Derk , 12/06/2013 9:56 AM

- a. Enter a name for this Configuration record, the configuration records are used to group assets into the companies that own them. Setup a configuration record for each company that owns assets.
 - b. Enter your Company Name
 - c. Enter the month that your Fiscal Year starts; 1 = January, 2 = February, etc. The software uses this information to determine which month is your year-end. On the day before the first day of your Fiscal Year Start the software will perform the annual Depreciation Calculations.
 - d. FF Company may or may not be on this screen depending on if you have FinancialForce and the required add-ons from AccountAbility
 - e. Enter the Billing Email, Phone and Contact Information. This is so that we can bill you for the software.
3. After adding a Configuration record the screen has three Buttons
- a. “Run Depreciation Calculation” button forces the system to run the depreciation engine. The scheduled batch jobs discussed later in this document are another way to run the depreciation calculation engine, batch APEX jobs are only available in Enterprise and Unlimited Orgs. If your org is a Group or Professional org then you will use this button to do the depreciation calculations at each month end and year end. There is a double confirmation to ensure this is not run by mistake.
 - b. “Run Journal Entry Creation” button forces the system to look for Depreciation Calculation records that have not been assigned to a Depreciation Journal Entry Line and assign them or create a new Depreciation Journal Entry if required. Since users can delete depreciation journal entries, this process can be run by using this button several times if required. The system will add to “Unposted” Depreciation Journal Entries. If there is no Unposted DJE, it will create a new DJE in an Unposted status.
 - c. “Run Dimension Based Journal Entry Creation” This is for our FinancialForce customers that use Dimensions in Fixed Asset journals. You will use either Run Journal Entry Creation or Run Dimension Based Journal Entry Creation not both. Consult support@accountabilitycorp.com for information on which button you will use.

Depreciation Schedules (optional, setup if using Fixed Asset Tracker to generate Depreciation Records)

1. Select the Depreciation Schedule Tab
2. Click the “New” Button

Depreciation Schedule Detail

[Edit](#) [Delete](#) [Clone](#)

Depreciation Schedule Name	Decl30Annual	Owner	Gordon Derk [Change]
Depreciation Cycle	Annually	Accum Depr GL Account	AccumDeprDecl30Annual
Depreciation Percent		Depr Expense GL Account	DeprExpDecl30Annual
Depreciation Method	Straight Line		
Created By	Gordon Derk , 20/06/2011 3:53 PM		Last Modified By Gordon Derk , 24/05/2012 1:09 PM

3. Enter a Name for each Schedule. Make the name obvious so that the correct schedule will be selected as Assets are added. For Example a good name might be SLAnnual for a Straight Line Annual Depreciation.
4. Select the Depreciation cycle from the Drop down; Monthly or Annually
5. If using Declining Balance Method a Percentage can be entered that the system will use to decline the balance. (Note: this is used to comply with Canadian Depreciation rules)
6. Select the Depreciation Method from the drop down; Straight Line, Declining Balance, Double declining, Sum of the years
7. Enter both the Accum Depr GL Account and Depr Expense GL Account, if you are using a force.com based General Ledger it will be possible to add lookups into your chart of accounts. If you are using the Quickbooks interface please note that these accounts must be exact matches for the accounts you use in Quickbooks. If the accounts are not found during IIF file import Quickbooks will create new accounts by the name you enter here.
8. Click “Save” or “Save & New”
9. Add as many records as you need for your assets.
10. FinancialForce clients will see Dimensions 1-4 and may optionally set the dimension they wish to use for Journals

Fixed Asset Types

Types are user-defined groupings of Assets. In Fixed Asset Tracker we use Types for reporting and Dashboards. If you want to know the total corporate value of all Computers, setup a Fixed Asset Type of Computers and assign all computers to that type. If you edit a type record after assets have been assigned to it the type on those assets will reflect the edit. You can also view a listing of all assets assigned to the type in the Fixed Asset Types Tab.

1. Select the Fixed Asset Types Tab
2. Click the “New” Button


Fixed Asset Type Edit
New Fixed Asset Type

Fixed Asset Type Edit

Information

Fixed Asset Type Name

3. Enter a Name for the Fixed Asset Type (Decide on a convention for using or not using plurals, the software will read more natural if you use plurals. Using Computers vs. Computer will read slightly better on Screens, Reports and Dashboards.)
4. Click “Save” or “Save & New”
5. Continue to enter the Fixed Asset Types you require

Fixed Asset Value Adjustment Reasons

You must first setup the Reasons that asset value adjustments can occur. Reasons are one of three possible types; disposal, acquisition or adjustment. Setup the reason code, select the type and then key in the GL Accounts to be used when generating Journal Entries from this type of transaction. Not all GL Accounts are used for all types of transactions.

Fixed Asset Value Adjustment Reason Detail		<input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Clone"/>
Reason Code	Reason1	
Reason Type	Disposal	
Description	Disposal of Assets	
Debit GL Account Depreciation	1500 - Accumulated Depreciation	
Credit GL Account Depreciation	5100 - Depreciation Expense	
Credit GL Account Asset Value Adjustment	1000 - Asset Account	
Debit GL Account Asset Value Adjustment	5500 - Gain/Loss on Assets Expense	
Created By	Fixed Assets Dev, 7/24/2013 1:24 PM	

Explanation of the GL Accounts for a Reason Code

Debit GL Account Depreciation

Only used for Disposal Reason codes. Acquisitions and Adjustments do not affect Accumulated Depreciation but rather they adjust the assets value and then future depreciation calculations are adjusted accordingly.

When a disposal is posted this account will be debited with the adjustment of the accumulated depreciation.

The net result being a reduction of your accumulated depreciation for the asset that was disposed.

Credit GL Account Depreciation

Only used for Disposal Reason codes. Acquisitions and Adjustments do not affect Accumulated Depreciation but rather they adjust the assets value and then future depreciation calculations are adjusted accordingly.

When a disposal is posted this account will be credited with the adjustment of the accumulated depreciation.

The net result being a reduction of your depreciation expense for the asset that was disposed.

Credit GL Account Asset Value Adjustment

For a Disposal reason code this account should be the Fixed Asset account related to the asset being disposed. The credit to the asset account will reduce your overall asset value by the disposed assets net change in current book value.

For an Acquisition reason code this account should be some type of 'Due for Acquisition of Assets' account (an accounts payable account).

When the actual invoice for the acquisition is posted you should make the debit for that accounts payable invoice to this same 'Due for Acquisition of Assets' and credit your normal accounts payable account. As a general rule this account should have a balance of 0.00.

Debit GL Account Asset Value Adjustment

For a Disposal reason code this account should be some type of 'Net gain/loss on disposals' account.

In the case of a disposal if you need to record a sale of that asset post that sale with the debit being to the Accounts Receivable or Cash account and set the credit account to be this 'Net gain/loss on disposals' account. That leaves a balance in this account of the net gain or loss on that disposal. An overall credit balance in this account indicates you made money on disposals while a debit indicates that you recorded a loss on disposals.

For an Acquisition reason code this account should be the Fixed Asset account related to the asset being acquired.

Suppliers (optional)

Suppliers are used optionally to associate an asset with the supplier that provided the asset. This will allow you to do analysis by supplier and view all assets purchased from a supplier. Additionally suppliers are available for customer reports.

1. Select the Suppliers Tab



2. Click the “New” Button
3. Enter the supplier Name, Phone, Email and Address.
4. Click “Save” or “Save & New”
5. Enter all suppliers as required.

Departments

One of the nice features of Fixed Asset Tracker being integrated with Salesforce is that all your user and department information is already setup and ready for use. Since Fixed Asset Tracker allows assets to be assigned to Users, Accounts, Contacts or Fixed Asset Holders you must ensure that the Department field in each of those records complies with how you wish to view assets by department. Dashboarding and reports use the values assigned to department in each of the User, Account, Contact and Fixed Asset Holder records.

Reports & Dashboards

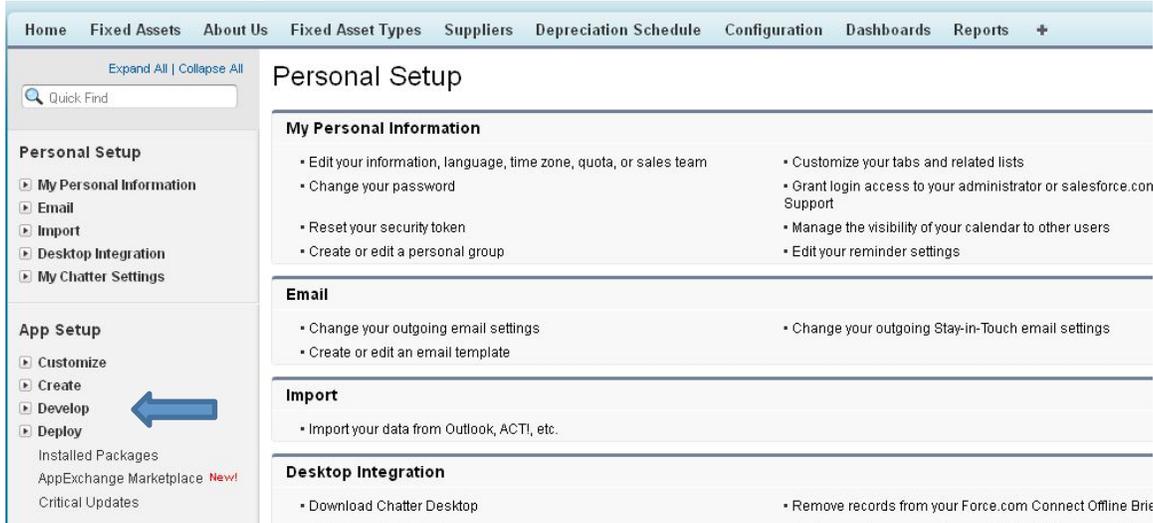
Fixed Asset Tracker ships with a set of standard reports and dashboards. All of these can be modified or customized to suit your reporting requirements. If you need help with a custom report, send us an email at support@accountabilitycorp.com and we will help you out.

Batch Jobs (Enterprise and Unlimited Editions Only)

There are two batch APEX jobs that you need to setup in your organization. One is for the depreciation calculation engine to run on the last day of each month. Following the depreciation calculation engine the second APEX job creates Depreciation Journal Entries.

You have a couple of choices here; you can contact us at support@accountabilitycorp.com and give us access to your organization for a few minutes with administrative privileges, or follow the instructions below. We have tried to document the steps in great detail, but if you need help getting these batch jobs configured drop us a note at support@accountabilitycorp.com and we will help you through the process.

1. Under your name in the top right corner select “Setup” then on the left side select “Develop”.



2. Then on the left side select “Apex Classes”



3. From the button bar above the listed APEX classes select “Schedule Apex”

The screenshot shows the Salesforce Apex Classes page. At the top, there is a navigation bar with links like Home, Fixed Assets, About Us, etc. Below that, there's a search bar and a sidebar with navigation options. The main content area is titled 'Apex Classes' and shows a table of classes. The 'Schedule Apex' button in the top right of the table is highlighted with a blue arrow.

Action	Name	Namespace Prefix	Api Version	Is Valid	Status	Size Without Comments	Code Cover
	AssetInformation	AcctSol	22.0	✓	Active	6,228	
	ChangeUser	AcctSol	21.0	✓	Active	995	
Security	ClassSendmail	AcctSol	18.0	✓	Active	3,176	

4. Fill in the fields as below;

- Job Name should be “Depreciation”
- Frequency should be “Monthly” on the “last” day of every month
- End should be set several years into the future
- Preferred Start Time should after your user have gone home
- Then press the Lookup button next to the Apex Class field

The screenshot shows the Salesforce Schedule Apex page. The 'Job Name' field is filled with 'Depreciation'. The 'Apex Class' field has a lookup icon next to it, which is highlighted with a blue arrow. The 'Schedule Apex Execution' section shows the frequency set to 'Monthly' and the execution schedule as 'On day last of every month'. The start date is 08/08/2011 and the end date is 08/08/2030. The preferred start time is 7:00 PM.

5. The lookup screen will display, select ScheduleClass_DepriciationCalculation



Lookup

Search

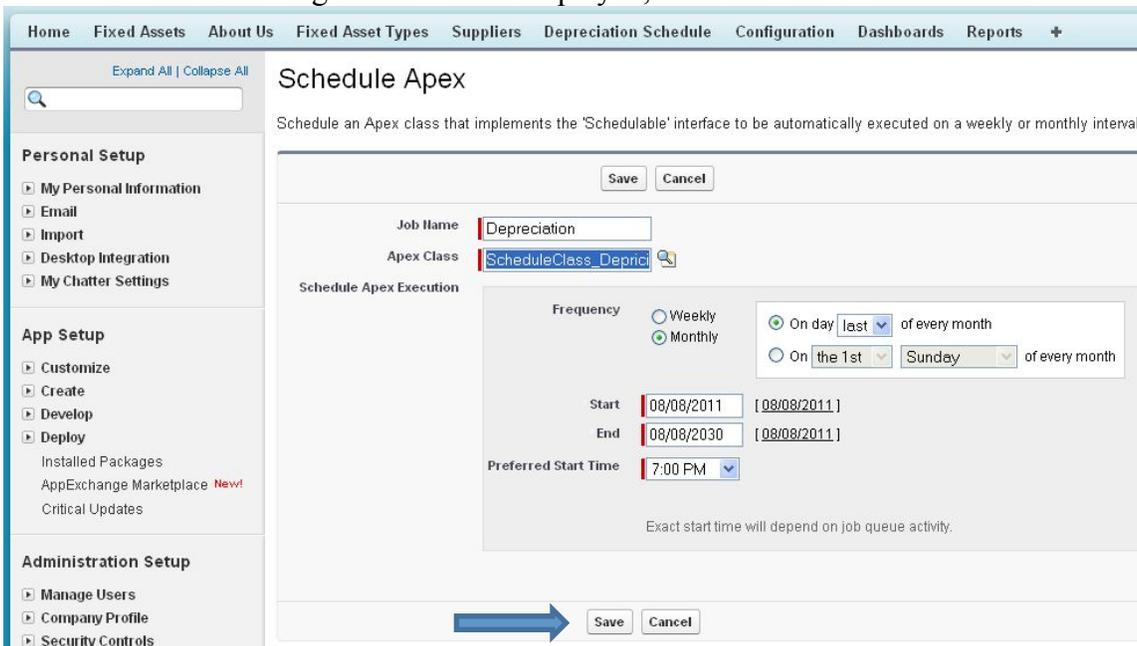
You can use "*" as a wildcard next to other characters to improve your search results.

Search Results

Name	Namespace Prefix	Api Version
<u>ScheduleClass_DepriciationCalculation</u> ←	AcctSol	16
<u>scheduledBatchable</u>	AcctSol	18

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6. The following screen will be displayed, click the “Save” button at the bottom.



Home Fixed Assets About Us Fixed Asset Types Suppliers Depreciation Schedule Configuration Dashboards Reports +

Expand All | Collapse All

Schedule Apex

Schedule an Apex class that implements the 'Schedulable' interface to be automatically executed on a weekly or monthly interval.

Job Name

Apex Class

Schedule Apex Execution

Frequency Weekly Monthly

On day of every month

On of every month

Start [

End [

Preferred Start Time

Exact start time will depend on job queue activity.

7. Click “Schedule Apex” again to setup the second batch job.

Apex Classes

Force.com Apex Code is an object oriented programming language that allows developers to develop on-demand business applications on the Force.com platform.

Percent of Apex Used: 0.5%
You are currently using 9,936 characters of Apex Code (excluding comments, test methods, and @isTest annotated classes) in your organization, out of a limit of 2,000,000 characters. Note that the amount in use includes both Apex Classes and Triggers defined in your organization.

[Calculate your organization's code coverage](#)
[Compile all classes](#)

View: [Create New View](#)

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Other **All**

Action	Name	Namespace Prefix	Api Version	Is Valid	Status	Size Without Comments	Code Cover
	AssetInformation	AcctSol	22.0	✓	Active	6,228	
	ChangeUser	AcctSol	21.0	✓	Active	995	
Security	ClassSendmail	AcctSol	18.0	✓	Active	3,176	

8. Fill in the fields as below;
 - a. Job Name should be “Journal Entry”
 - b. Frequency should be “Monthly” on the “last” day of every month
 - c. End should be set several years into the future
 - d. Preferred Start Time should be 2-3 hours after the depreciation job above
 - e. Then press the Lookup button next to the Apex Class field

Lookup

Search

You can use "*" as a wildcard next to other characters to improve your search results.

Search Results

Name	Namespace Prefix	Api Version
ScheduleClass_DepCalculationForCalPeriod	AcctSol	23
ScheduleClass_DepreciationCalculation	AcctSol	16
scheduledBatchable	AcctSol	18

11. A lookup screen will display, select ScheduleClass_DepCalculationForCalPeriod
12. On the screen click the “Save” button

Conclusion

That’s it you are up and running. For documentation on how to use Fixed Asset Tracker consult our Fixed Asset Tracker User Guide.

Loading Data from Excel

It is possible to load Fixed Asset records into Fixed Asset Tracker from an Excel worksheet. We provide documentation on the process and a pre-defined worksheet with the correct columns defined.

To obtain the most current Load Template and Loading Documentation inside Fixed Asset Tracker, go to the AccountAbility About Us tab and use the links provided.