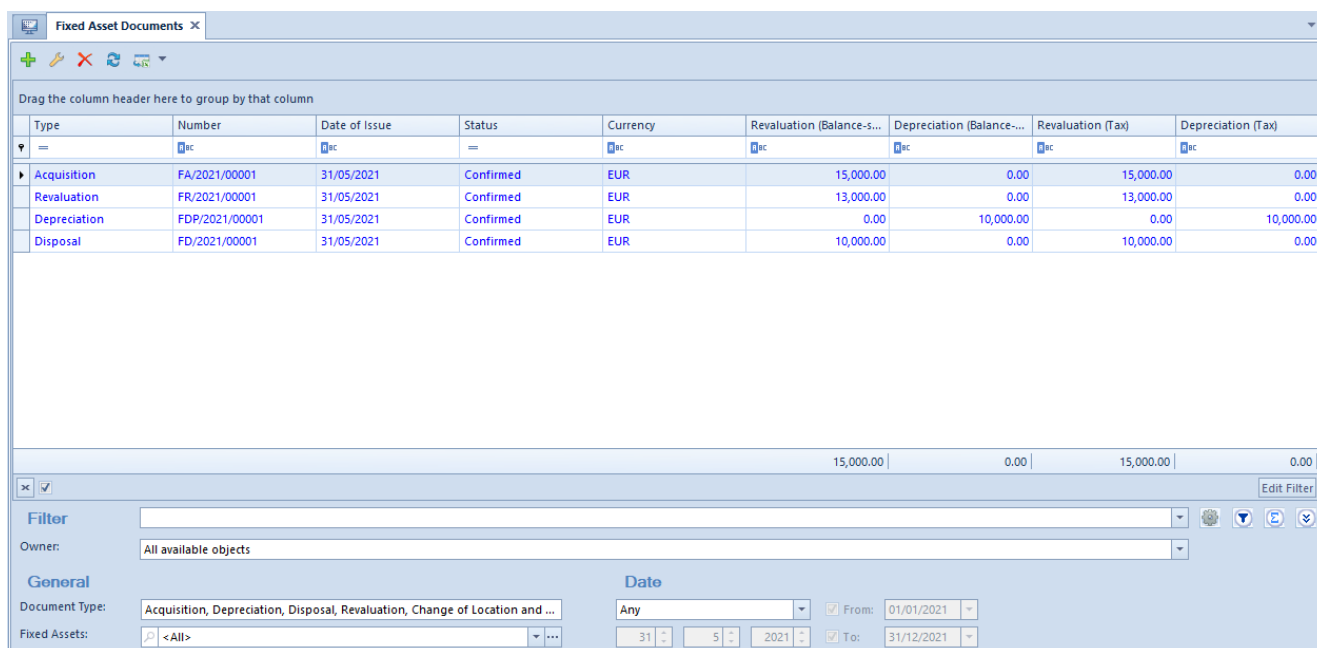


List of fixed asset documents

The list of fixed asset documents is available in the menu *Fixed Assets* under the button [**Fixed Asset Documents**]. From the level of the list, it is possible to add, preview, post and print the fixed asset documents.



The screenshot shows a software window titled "Fixed Asset Documents". It contains a table with the following data:

Type	Number	Date of Issue	Status	Currency	Revaluation (Balance-s...	Depreciation (Balance...	Revaluation (Tax)	Depreciation (Tax)
Acquisition	FA/2021/00001	31/05/2021	Confirmed	EUR	15,000.00	0.00	15,000.00	0.00
Revaluation	FR/2021/00001	31/05/2021	Confirmed	EUR	13,000.00	0.00	13,000.00	0.00
Depreciation	FDP/2021/00001	31/05/2021	Confirmed	EUR	0.00	10,000.00	0.00	10,000.00
Disposal	FD/2021/00001	31/05/2021	Confirmed	EUR	10,000.00	0.00	10,000.00	0.00

Below the table, there are summary values: 15,000.00, 0.00, 15,000.00, 0.00. At the bottom, there is a filter section with fields for "Filter", "Owner" (set to "All available objects"), "General" (Document Type: "Acquisition, Depreciation, Disposal, Revaluation, Change of Location and ..."), and "Date" (From: "01/01/2021", To: "31/12/2021").

List of fixed asset documents

On the list of fixed asset documents, there are <<standard buttons>> and additionally:

- [**Add Document**] – adds documents of fixed assets

After clicking on the [**Add Document**] button, drop down list containing values: *Acquisition, Revaluation, Disposal, Depreciation, Change of Location and Custodian* becomes available.

Fixed asset documents can be generated automatically by the program or manually from the level of:

- the <<fixed asset list>> upon selecting particular fixed asset records
- the *Fixed Asset Documents* tab available on the <<fixed

asset form>>

- the fixed asset document list

Detailed information regarding the types of fixed asset documents can be found in category <<*Fixed asset documents*>>.

The list of fixed asset documents is composed of the following columns:

- **Type**
- **Number**
- **Date of Issue**
- **Status**
- **Currency**
- **Revaluation** (Balance-sheet/Tax/IAS) – the number of such named columns depends on the number of depreciation areas activated in the system configuration window
- **Depreciation** (Balance-sheet/Tax/IAS) – the number of such named columns depends on the number of depreciation areas activated in the system configuration window
- **Description** (hidden by default)
- **Owner** (hidden by default)
- **Source** (hidden by default) – information whether a document was generated automatically or added manually

Detailed description of functioning of the filters can be found in category <<Searching and filtering data>>

In addition, the list of fixed asset documents can be narrowed to a fixed asset indicated in the filter. After selecting such fixed asset, it is necessary to click on the [**Filter**] button. Once a fixed asset is selected in the filter, it is possible to preview it with the use of ... button.

Fixed asset acquisition (FA)

General information

A FA document is registered in the system when the receipt of a fixed asset is taken for utilization.

A FA document can be generated:

- automatically, when saving a <fixed asset form>, if the parameter *Under Construction* is not checked
- automatically, on the basis of an <<inventory>>, upon selecting the [FA] button from *Generation* group of buttons, if there is a surplus in the inventory
- manually

A FA document is generated automatically while saving a fixed asset of *Fixed Asset* or *Intangible Asset* type, provided that an initial value has been specified on the item form for any of the depreciation areas. Values provided in the FA document affects the fixed asset's initial value.

Note

With one FA document it is possible to take receipt of many fixed assets. But one fixed asset can be received with only one FA document.

A FA document can be registered from the level of:

- the menu *Fixed Assets* → *Fixed Asset Documents*
- the menu *Fixed Assets* → *Fixed Assets* upon selecting first particular fixed asset records
- the *Fixed Asset Documents* tab on the form of fixed asset

To add a FA document, it is necessary select the button [**Add Document**] followed by the option *Acquisition* available in the drop-down list. A form for entering data will appear.

FA document form

The form of FA document is composed of the following elements:

Side panel

Number – document number granted automatically by the system according to the document numbering definition.

Value (Balance-Sheet/Tax/IAS-IFRS) – fields of information purpose. Their visibility depends on the activated depreciation areas in the <<system configuration window>>. They present total values of items for particular depreciation areas.

Date of Issue – document date of issue

Reference Number – number entered by the user for the purpose of additional identification of the document

Owner – center to which the user registering a document is assigned. This field is not editable.

Tab *Items*

In this tab, the user can add, edit, delete or export to a spreadsheet items of FA document.

.In the system, it is possible to add items to a document in two ways: directly in the table or through form.

Adding FA document item in the table

To add an item directly in the table, select the button [**Add**] from the button group *Items*. A new row will appear in the item table. Here it is necessary to select a fixed asset as well as to complete the following columns: *Date of Transaction*, *Custodian*, *Location of Use*, *Analytical Description Area*, *Value (Balance-Sheet/Tax/IAS-IFRS)* as well as the column *Description* (hidden by default). Data completed in the table will be updated on the <<fixed asset>> form, accordingly.

Adding a FA document item through form

To add FA items through form, select the button [**Add Through Form**] from the button group *Items*.

A window *Item Details* will open. In the side panel of that window, there are the following fields:

Side panel

Code – it is possible to indicate a code from <<fixed asset form>>

Name – value completed automatically on the basis of the fixed asset form. The names of fixed assets are displayed in the system logon language.

Date of Transaction – the date of transaction is by default copied from document header and is changeable. Based on this date, the acquisition date and the date of receipt are specified on the fixed asset form.

Custodian – employee responsible for a given fixed asset; a custodian is selected from the <<list of employees>>

Location of Use – value selected from the <<generic

directory>> (menu *Configuration* → *Generic Directories* → *Fixed Assets* → *Location of Use*)

Analytical Description Area – selectable from among the depreciation areas activated in the <<system configuration window>>. The analytical description areas that on a fixed asset form have been selected in the *Analytical Description* tab are activated by default. Depending on the selected areas, the document can be described analytically according to the values of the indicated depreciation area.

Value (Balance-Sheet/Tax/IAS-IFRS) – available options that can be completed depend on the depreciation areas activated in the <<system configuration window>> and on the <<fixed asset form>>. The value that is specified first for one of the active areas is copied automatically to other areas (both active and inactive areas). Changes to either of the values are not copied to other active areas.

Description – section for additional information on a given document item.

Tabs Attributes and Attachments

Detailed description of the tabs *Attributes* and *Attachments* can be found in article <<*Tabs Discount Codes, Analytical Description, Attributes, Attachments and Change History*>>.

Tab *Analytical Description*

From the level of document item form, in the field *Analytical Description Area* it is possible to specify a depreciation area by which the values of analytical description can be completed in fixed asset documents. Depreciation areas can be selected from among the areas activated in the <<system configuration window>>.

Detailed description of the functionality can be found in category <<*Analytical Description*>>.

Tab *Attributes*, *Attachment* and *Change History*

Detailed description of the tabs *Attributes* and *Attachments* can be found in article <<*Tabs Discount Codes, Analytical Description, Attributes, Attachments and Change History*>>.

Change of location and custodian (FLC)

A FCL document is registered in the system when the custodian or the location of use of a fixed asset is changed.

A FCL document can be generated manually.

Note

Only one custodian and one location of use can be selected for a given fixed asset.

A FCL document can be registered from the level of:

- the menu *Fixed Assets* → *Fixed Asset Documents*
- the menu *Fixed Assets* → *Fixed Assets* upon selecting first particular fixed asset records
- the *Fixed Asset Documents* tab on the <<form of fixed asset>>

To add a FCL document, select the button [**Add Document**] followed by the option *Change Location and Custodian* available in the drop-down list. A form for entering data will open.

No.	Code	Name	Date of Transaction	Previous Location of Use	Previous Custodian
1	KC000291	Kia Ceed	31/05/2021		

FLC document form

The form of FCL document is composed of the following elements:

Side panel

Number – document number granted automatically by the system according to the document numbering definition

Change the location of use – selecting this parameter activates a drop-down list from which it is possible to select the location of use defined in the <<relevant generic directory>> (menu *Configuration* → *Generic Directories* → *Fixed Assets* → *Location of Use*).

Change custodian – selecting this parameter activates the option of selecting an employee from the <<employee list>>

Date of Issue

Owner – by default, center to which the user registering a document is assigned. This field is not editable.

Tab *Items*

An item can be added into a document in two ways: directing in the table or through form.

Adding FCL document item in table

To add an item directly in the table, select the button [**Add**] from the button group *Items*. A new row for entering data will appear in the item table. Here it is necessary to select a fixed asset as well as to complete the column: *Date of Transaction*. In the document item list, there are also non-editable columns of information purpose: *Previous Location of Use* and *Previous Custodian* as well as the column *Description* (hidden by default).

Adding FCL document item through form

To add FCL items through form, select the button [**Add Through Form**] from the button group *Items*.

A window *Item Details* will open, containing the following fields:

Side panel

Code – fixed asset code retrieved from the <<fixed asset form>>

Name – value completed automatically on the basis of the fixed asset form. The names of fixed assets are displayed in the system logon language.

Date of Transaction – the date of transaction is by default copied from document header and is changeable

Previous Location of Use – information and non-editable field presenting the recent location of use of a fixed asset in reference to the date of transaction

Previous Custodian – information and non-editable field presenting the name of the recent custodian of a fixed asset in reference to the date of transaction

Description – section for additional information on a given document item

Tabs Attributes and Attachments

Detailed description of the tabs *Attributes* and *Attachments* can be found in article <<*Tabs Discount Codes, Analytical Description, Attributes, Attachments and Change History*>>.

Note

A FCL document is not subject to posting and cannot be described analytically.

Note

Tab *Attributes, Attachment and Change History*

Detailed description of the tabs *Attributes* and *Attachments* can be found in article <<*Tabs Discount Codes, Analytical Description, Attributes, Attachments and Change History*>>.

Fixed asset disposal (FD)

General information

A FD document is registered in the system when a fixed asset is partially or entirely disposed

Note

Unlike other types of fixed asset documents, a FD document is posted in absolute terms.

An FD document can be added:

- automatically upon selecting first the parameter *Date of disposal/Date of sale* available on the [form of fixed asset](#)
- automatically on the basis of an [inventory](#), upon selecting **[FD]** button available in *Generation* group of buttons, if there are shortages resulting from the inventory
- manually

A FD document is generated automatically while saving a fixed asset of *Fixed Asset* or *Intangible Asset* type, provided that the parameter *Date of Disposal/Date of Sale* has been selected on the fixed asset form. Disposal of a fixed asset blocks the option of editing or deleting the documents generated for that asset as well as the option of changing its depreciation-related parameters. Moreover, on a FD document, the parameter *Date of Transaction*, available on item details, is not subject to edition.

A FD document can be added from the level of:

- the menu *Fixed Assets* → *Fixed Asset Documents*
- the menu *Fixed Assets* → *Fixed Assets*, upon selecting first particular fixed asset records
- the *Fixed Asset Documents* tab on the [form of fixed asset](#)

To add a FD document, select the button **[Add Document]** followed by the option *Disposal* available in the drop-down

list. A form for entering data will be opened.

No.	Code	Name	Date of Transaction	Analytical Description Area	Value (...)	Deprec...	Value (...)	Depreci...
1	KC000291	Kia Ceed	31/05/2021	Balance-sheet	10,000...	0.00	10,000.00	0.00

Fixed asset disposal document form

The form of FD document is composed of the following elements:

Side panel

Number – entered by the system according to the document numbering definition

Value (Balance-Sheet/Tax/IAS-IFRS) – fields of information purpose. Their visibility depends on the activated depreciation areas in the [system configuration](#) window. They present total values of items for particular depreciation areas.

Depreciation (Balance-Sheet/Tax/IAS-IFRS) – fields of information purpose. Their visibility depends on the activated depreciation areas in the [system configuration](#) window. They present total item values from the column *Depreciation* for particular depreciation areas.

Values provided in a FD document into the columns *Value (Balance-Sheet/Tax/IAS-IFRS)* affects in the subsequent period

the fixed asset total value as well as its value updated at the beginning of period, whereas value provided into the columns *Depreciation (Balance-Sheet/Tax/IAS-IFRS)* affects the asset's write-off values.

Date of Issue – for a FD issued manually, current date is set by default, with a possibility of changing it. For a FD generated automatically, the date from the *Date of Disposal/Date of Sales* is set by default, with a possibility of changing it

Reference Number – number entered by the user for the purpose of additional identification of a document

Owner – by default, center to which the user registering a document is assigned. This field is not editable.

Tab *Items*

In this tab, it is possible to add, edit, copy, delete as well as to export to a spreadsheet the items of a FD document.

A document item can be added into a document in two ways: directing in the table or through form.

Adding FD document item in the table

To add an item directly in the table, select the button [**Add**] from the button group *Items*. A new row for entering data will appear in the item table. Here it is necessary to select a fixed asset as well as to complete the following columns: *Date of Transaction*, *Analytical Description Area*, *Value (Balance-Sheet/Tax/IAS-IFRS)*, *Depreciation (Balance-Sheet/Tax/IAS-IFRS)* and *Description* and *Fixed Asset Attachment* columns which are hidden by default. Provided data will also be updated on the fixed asset form.

Adding FD document through form

To add FD items through form, it is necessary to select button **[Add Through Form]** from *Items* group of buttons.

It opens *Item Details* window which contains the following fields:

Side panel

Code – fixed asset code retrieved from the <<fixed asset form>>

Name – value completed automatically on the basis of the fixed asset form. The names of fixed assets are displayed in the system logon language.

Date of Transaction – by default, the date from document header is retrieved, with a possibility of changing it for documents added manually. For FD documents generated automatically, the field is not subject to edition.

Analytical Description Area – selectable from among the depreciation areas activated in the <<system configuration>> window. Depending on the selected options, the document can be described analytically according to the values of the indicated depreciation area.

Value (Balance-Sheet/Tax/IAS-IFRS) – available options that can be completed depend on the depreciation areas activated in the <<system configuration>> window and on the <<fixed asset form>>. The value that is specified first for one of the active areas is copied automatically to other areas (both active and inactive). Changes to either of the active values are not copied to other active areas.

Depreciation (Balance-Sheet/Tax/IAS-IFRS) – available options that can be completed depending on the depreciation areas activated in the system <<configuration window>> and on the <<fixed asset form>>. The values are calculated automatically

on the basis of the generated write-offs. They are calculated proportionally to the fixed asset's disposed value and they are editable.

Recognition Date – this date is available only in the document item details window. It is, by default, set to the first day of the month following the date of transaction. It determines the date on which the value of the fixed asset subject to depreciation must be changed.

Description – section for additional information on a given document item.

Tab *Attributes* and *Attachments*

Detailed description of the tabs *Attributes* and *Attachments* can be found in article <<*Tabs Discount Codes, Analytical Description, Attributes, Attachments and Change History.*>>

Example

Fully disposed fixed asset

Fixed asset: *Delivery truck* purchased and received to utilization on 2/15/2017, initial value: 50 000.00 USD, depreciation method: *straight-line*, depreciation rate: 20%.

Write-off were generated for a total amount of 19 166.66 USD:

- 2017: 8 333.33 USD (from March to December)
- 2018: 10 000 USD
- 2019: 833.33 (January)

A decision to dispose the fixed asset was taken on 2/19/2019.

In order to generate a FD document automatically, in the side panel of the fixed asset form it is necessary to select the parameter *Date of Disposal* and set the date to 2/19/2019. A reason for disposal can also be selected from the relevant generic directory and a disposal document can be attached.

After the fixed asset form is saved, the fixed asset will be presented on the fixed asset list in orange and the system will generate automatically a FD document with the date of issue 2/19/2019 and for the following amounts:

- Value (Balance-Sheet): – 50 000 USD
- Depreciation (Balance-Sheet): – 19 166.66 USD

Example

Partially disposed fixed asset

Fixed asset: *Delivery truck* purchased and received for utilization on 2/15/2017, initial value: 50 000.00 USD, depreciation method: *straight-line*, depreciation rate: 20%.

Write-off were generated for a total amount of 19 166.66 USD:

- 2017: 8 333.33 USD (from March to December)
- 2018: 10 000 USD
- 2019: 833.33 (January)

A decision to dispose partially the fixed asset was taken on 1/31/2019 – amount: 20 000 USD.

In order to dispose partially the fixed asset, it is necessary to generate manually a FD document for the amount of -20 000 USD. Write-offs will be calculated proportionally to the disposed value of the fixed asset and will be amounting to -7 666.66 USD. This amount is editable.

From February 2019, write-offs will be generated in the value decreased by the disposed value of the fixed asset.

Tab Analytical Description

From the level of document item, in the field *Analytical Description Area* it is possible to specify a depreciation area by which the values of analytical description can be completed in fixed asset documents from. Depreciation areas can be selected from among the areas activated in the system configuration window.

Note

FD document is described analytically in the absolute terms. Detailed description of the functionality can be found in article <<Analytical Description>>.

Tabs Attributes, Attachments and Change History

Detailed description of the tabs *Attributes, Attachments and Change History* can be found in article <<Tabs Discount Codes, Analytical Description, Attributes, Attachments and Change History>>.

Depreciation (FDP)

General information

An FDP document is registered in the system in order to calculate the depreciated value of a fixed asset. Depreciation is a type of cost related to gradual wear and tear of fixed

assets and intangible assets. However, it does not generate cash outflow.

An FDP document can be generated:

- automatically when saving a <<fixed asset form>>
- with the use of button <<[**Depreciation/Amortization**]>>
- manually

An FDP document is generated automatically while saving a fixed asset of *Fixed Asset* or *Intangible Asset* type, provided that the *Value Updated at the Beginning of Period* has been specified on the fixed asset form for any of the depreciation areas. An FDP document created this way, on item details, has date:

- of transaction set to the last day of the previous calendar year – if all depreciation areas are associated with a calendar year
- of transaction set to the last day before the accounting period including date of physical addition of a fixed asset – when all depreciation areas are associated with an accounting period

Note

If for a given fixed asset, at least one depreciation is associated with a calendar year and the other depreciation areas are associated with an accounting period, then FD documents will be created with the date of transaction set to the last day of the previous calendar year. The user can modify these dates from the level of FD document.

Values specified in an FDP document affect the parameters *Write Offs at the Beginning of Period* and *Write Offs in Current Year* available on the form of fixed asset.

Description of how to generate write-offs using the option [**Depreciation/Amortization**] can be found in article <<*Generating depreciation and depreciation plan*>>.

An FDP document can be registered from the level of:

- the menu *Fixed Assets* → *Fixed Asset Documents*
- the menu *Fixed Assets* → *Fixed Assets* upon selecting first particular fixed asset records
- the *Fixed Asset Documents* tab on the form of fixed asset

An FDP document can be generated to the fixed assets for which a <<FA document>> has been generated and which have not been fully disposed or sold. To add an FDP document, select the button [**Add Document**] followed by the option [**Depreciation**] available in the drop-down list. A form for entering data will open.

The screenshot shows the SAP FDP document form for depreciation. The window title is 'FDP/2021/00003'. The form is divided into several sections:

- Confirmed**: Shows the document number 'FDP / 2021 / 00003', depreciation values of -125.00 EUR for both Balance-sheet and Tax, and the date of issue '30/06/2021'.
- Reference Number**: A text field for entering a reference number.
- Owner**: A dropdown menu for selecting the owner, currently set to 'Company'.
- Items**: A table with columns for No., Code, Name, Date of Transaction, Analytical Description Area, and Depreciation values. One item is listed: '1 KSP001 KIA Sportage' on '30/06/2021' with a 'Balance-sheet' area and depreciation of -125.00.
- Description**: A text area containing the message 'Automatic generation of write-offs for 06.2021.'

Form of an automatically generated FDP document

The FDP document form is composed of the following elements:

Side panel

Number – document number granted automatically by the system according to the document numbering definition.

Depreciation (Balance-Sheet/Tax/IAS-IFRS) – fields of information purpose. Their visibility depends on the activated depreciation areas in the <<system configuration window>>. They present total values of items for particular depreciation

areas.

Date of Issue

Reference Number – number entered by the user for the purpose of additional identification of the document

Owner – center to which the user registering a document is assigned. This field is not editable.

Tab *Items*

In the system, it is possible to add document items in two ways: directly in the table or through form.

Adding GDP document item in the table

To add an item directly in the table, select the button [**Add**] from the button group *Items*. A new row will appear in the item table. Here it is necessary to select a fixed asset as well as to complete the following columns: *Date of Transaction*, *Analytical Description Area*, *Depreciation (Balance-Sheet/Tax/IAS-IFRS)* as well as the column *Description* that is hidden by default.

Adding FDP document item through form

To add FDP items through form, select the button [**Add Through Form**] from the button group *Items*.

A window *Item Details* will open, containing the following fields:

Side panel

Code – fixed asset code selected from the fixed asset form

Name – value completed automatically on the basis of the fixed asset form. The names of fixed assets are displayed in the system logon language.

Date of Transaction – the date of transaction is by default copied from document header and is changeable

Analytical Description Area – selectable from among the depreciation areas activated in the <<system configuration window>>. The analytical description areas that on a fixed asset form have been selected in the *Analytical Description* tab are activated by default. Depending on the selected options, the document can be described analytically according to the values of the indicated depreciation area.

Depreciation (Balance-Sheet/Tax/IAS-IFRS) – available options that can be completed depend on the depreciation areas activated in the <<system configuration window>> and on the <<fixed asset form>>. The value that is specified first for one of the active areas is copied automatically to other areas (both active and inactive areas). Changes to either of the active value are not copied to other active areas.

Description – section for additional information on a given document item. In FDP documents generated via the option [**Depreciation/Amortization**], the description is automatically filled with the following information “*Automatic generation of write-offs for [month and year]*”. The same description appears in an FDP document after the parameter *Write Offs at the Beginning of Period* is specified on the form of fixed asset.

Tabs *Attributes* and *Attachments*

Detailed description of the tabs *Attributes* and *Attachments* can be found in article <<*Tabs Discount Codes, Analytical Description, Attributes, Attachment and Change History*>>.

Tab *Analytical Description*

From the level of document item, in the field *Analytical Description Area* it is possible to specify a depreciation area by which the values of analytical description can be completed

in fixed asset documents from. Depreciation areas can be selected from among the areas activated in the <<system configuration window>>.

Detailed description of the functionality can be found in category <<*Analytical description*>>.

Tabs Attributes, Attachments and Change History

Detailed description of the tabs *Attributes, Attachments and Change History* can be found in article <<*Tabs Discount Codes, Analytical Description, Attributes, Attachment and Change History*>>.

Fixed asset revaluation (FR)

General information

A FR document is registered in the system when the value of a fixed asset is changed, for instance, as a result of its enhancement or modernization.

A FR document can be generated:

- automatically when saving a <<fixed asset form>>
- manually

A FR document is generated automatically while saving a fixed asset of *Fixed Asset* or *Intangible Asset* type, provided that the *Value Updated at the Beginning of Period* has been

specified on the fixed asset form for any of the depreciation areas. A FR document created this way, has date:

- of transaction set to the last day of the previous calendar year and the date of inclusion in depreciation to the first day of a calendar year – if all depreciation areas are associated with a calendar year
- of transaction set to the last day before the accounting period including date of physical addition of a fixed asset and the date of inclusion in depreciation to the first day of the accounting period including the date of physical addition of a fixed asset – when all depreciation areas are associated with an accounting period

Note

If for a given fixed asset, at least one depreciation is associated with a calendar year and the other depreciation areas are associated with an accounting period, then FR documents will be created with the date of transaction set to the last day of the previous calendar year and the date of inclusion in depreciation to the first day of a calendar year. The user can modify these dates from the level of FR document. Values provided in the FR document affects in the subsequent period the fixed asset total value as well as its value updated at the beginning of period.

A FR document can be registered from the level of:

- the menu *Fixed Assets* → *Fixed Asset Documents*
- the menu *Fixed Assets* → *Fixed Assets* upon selecting first particular fixed asset records
- the tab *Fixed Asset Documents* on the form of fixed asset

A FR document can be generated to the fixed assets for which a <<FA document>> has been generated and which have not been fully disposed or sold. To add a FR document, select the button [**Add Document**] followed by the option [**Revaluation**] available in the drop-down list. A form for entering data will

open.

No.	Code	Name	Date of Transaction	Analytical Description Area	Value (Bala...)	Value (Tax)
1	KSP001	KIA Sportage	01/06/2021	Balance-sheet	25,000.00	25,000.00

FR document form

The form of a FR document is composed of the following elements:

Side panel

Number – document number granted automatically by the system according to the document numbering definition.

Depreciation (Balance-Sheet/Tax/IAS-IFRS) – fields of information purpose. Their visibility depends on the activated depreciation areas in the <<system configuration window>>. They present total values of items for particular depreciation areas.

Date of Issue

Reference Number – number entered by the user for the purpose of additional identification of the document

Owner – center to which the user registering a document is assigned. This field is not editable.

Tab *Items*

In this tab, it is possible to add, edit, copy, delete as well as to export to a spreadsheet the items of FR document.

In the system, an item can be added into a document in two ways: directing in the table or through form.

Adding FA document item in the table

To add an item directly in the table, select the button [**Add**] from the button group *Items*. A new row will appear in the item table. Here it is necessary to select a fixed asset as well as to complete the following columns: *Date of Transaction*, *Analytical Description Area*, *Value (Balance-Sheet/Tax/IAS-IFRS)* as well as the column *Description* that is hidden by default. Provided data will also be updated on the fixed asset form.

Adding FR document item through form

To add FR items through form, select the button [**Add Through Form**] from the button group *Items*.

A window *Item Details* will open with the following fields:

Side panel

Code – fixed asset code selected from the fixed asset form

Name – value completed automatically on the basis of the fixed asset form. The names of fixed assets are displayed in the system logon language.

Date of Transaction – the date of transaction is by default copied from document header and is changeable. On the basis of the transaction date, the date of reception and the date of acquisition on a fixed asset form are specified.

Analytical Description Area – selectable from among the depreciation areas activated in the <<system configuration

window>>. The analytical description areas that on a fixed asset form have been selected in the *Analytical Description* tab are activated by default. Depending on the selected options, the document can be described analytically according to the values of the indicated depreciation area.

Depreciation (Balance-Sheet/Tax/IAS-IFRS) – available options that can be completed depend on the depreciation areas activated in the <<system configuration window>> and on the <<fixed asset form>>. The value that is specified first for one of the active areas is copied automatically to other areas (both active and inactive areas). Changes to either of the active value are not copied to other active areas.

Recognition Date – this date is available only in the document item details window (it is not available on the document item list). It is, by default, set to the first day of the month following the date of transaction. It determines the date on which the value of the fixed asset subject to depreciation must be changed.

Description – section for additional information on a given document item.

Tabs Attributes and Attachments

Detailed description of the tabs *Attributes* and *Attachments* can be found in article <<*Tabs Discount Codes, Analytical Description, Attributes, Attachment and Change History*>>.

Tab Analytical Description

From the level of document item, in the field *Analytical Description Area* it is possible to specify a depreciation area by which the values of analytical description can be completed in fixed asset documents from. Depreciation areas can be selected from among the areas activated in the <<system configuration window>>.

Detailed description of the functionality can be found in category <<*Analytical description*>>.

Tabs Attributes, Attachments and Change History

Detailed description of the tabs *Attributes, Attachments and Change History* can be found in article <<*Tabs Discount Codes, Analytical Description, Attributes, Attachment and Change History*>>.