

Adding Capital Assets in EERP

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Introduction

For information on the general processing of fixed assets please refer to Tyler Search found via the Tyler support site. The [Enterprise ERP Capital Assets Procedures Version 2021](#) guide is good resource and can also be found via [Tyler Search](#). **Before creating any new assets an update to the Sub-class codes is required.** Review [Appendix A](#) in this document for more information.

Adding assets

New assets can be added three different ways:

- Manually through the New Asset program
- Importing through the Capital Asset Work File Maintenance program from Purchase Orders
- Importing an ASCII file through the Import/Export to ASCII process.

Posting assets correctly creates a fixed asset history transaction through the Capital Asset Activation Journal Entry (FAA).

Depreciation Flag

If the asset is Land (Sub-Class 110) or Construction Work in Progress (Sub-Class 610), select the Additional tab and change the Depreciation flag to N.

Leased items would only be depreciated if the asset is to be owned by the district at the end of the lease. Because of this, it is suggested to NOT flag these subclasses to depreciate in the Capital Asset Sub-class Codes program. Assets can however be individually flagged to depreciate when added to Enterprise ERP should they qualify to be depreciated.

Refer to Appendix A for more information on updating the depreciation flag.

Applying Asset GL Accounts

After new assets are created, they may be found in the New Assets program. Each asset is required to have five capital asset GL accounts for posting asset transactions to the General Ledger. When creating New Assets manually users will see a warning “This asset

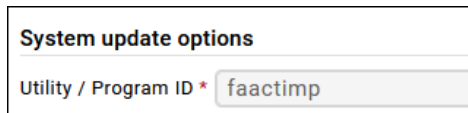
will require account types 1, 2, 5, and 6 for activation. Enter them now?” Users should select No. The steps listed below will apply accounts based on the KDE chart of accounts.

Run the below utility to automatically apply the accounts to all assets with a status of New.

To post accounts to new assets go to:

System Administration > Miscellaneous Admin > System Update

1. Select **Define Update Options**.
2. Enter faactimp (fixed **asset account import**) into the Utility/Program ID field as shown below:



System update options

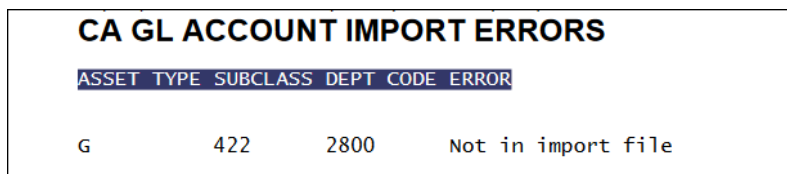
Utility / Program ID * faactimp

3. Select **Run System Update** and Select **Yes**.
4. Select **Define** and enter the below in the Input file field. It is suggested to copy and paste the file path from this document.

Input File Path: \\fms\mu_sys\import_KDE\faassign.txt

If you have errors when entering this file path, please double-check check the file path was entered correctly. When users copy and paste the file path, it often leaves a blank character in front of the file path causing an error.

5. Select **Import**.
6. Select **Ok** to the prompt “Import successful”.
 - a. If a report is generated with the error “Not in import file”, there is a new status asset that has an incorrect combination of Asset Type (Governmental or Propriety), Subclass, and Department Code. Locate the New Asset and update those fields to the correct combination and repeat steps 1 – 5.



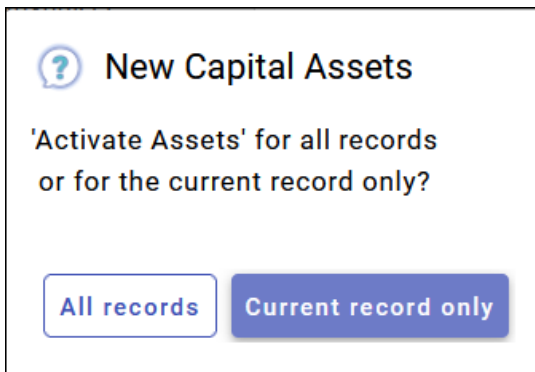
| CA GL ACCOUNT IMPORT ERRORS | | | |
|-----------------------------|----------|-----------|--------------------|
| ASSET TYPE | SUBCLASS | DEPT CODE | ERROR |
| G | 422 | 2800 | Not in import file |

7. Proceed to post the assets to the general ledger in the New Assets program.

Note: New assets for the new fiscal year can be entered but NOT posted until the audit for the prior fiscal year is completed. Once the audit is completed you may then proceed to posting the new assets for the new fiscal year.

Posting New Assets

1. From the **New Assets** program, **Search** for the asset or assets to be posted.
2. Select the **Transactions** button.
3. Select **Activate Assets**. If more than one asset is in the found set, the following message appears. Select the appropriate option.



4. Select **Update** and **Accept**. (Active non-capitalized assets should be marked)
5. Select the assets to be posted (Select All button or individually select)
6. Enter the appropriate effective date, year, and period are entered for each asset. **Double-check check the assets are being posted to the correct year and period.** Optionally, there is an **Update All Effective Dates** button that will allow you to update the effective date on all assets being posted.
7. Select **Accept** and continue the Output/Post process.

Activate Assets [KDE | TRAIN | 02/16]

Back | Update | Output | Print | Display | PDF | Save | Email | Schedule | Output/Post

New Capital Assets [KDE | TRAIN | 02/16] > Activate Assets [KDE | TRAIN | 02/16]

Activation

Activate non-capitalized assets
 Use book value for assets with prior depreciation

Capital Assets

| Select | Asset | Description | Class | Sub-class | Location | Department | Amount | Effective date | Year | Per |
|-------------------------------------|-------|-------------|-------|-----------|----------|------------|----------|----------------|------|-----|
| <input checked="" type="checkbox"/> | 10984 | test | 30 | 310 | 010 | 1100 | 5,000.00 | 02/21/2024 | 2024 | 8 |

Required General Ledger Accounts

Gain/Loss accounts will automatically be assigned to assets when running the faactimp program using the faassign.txt file. For the faactimp program to work correctly, the following general ledger accounts are required in EERP.

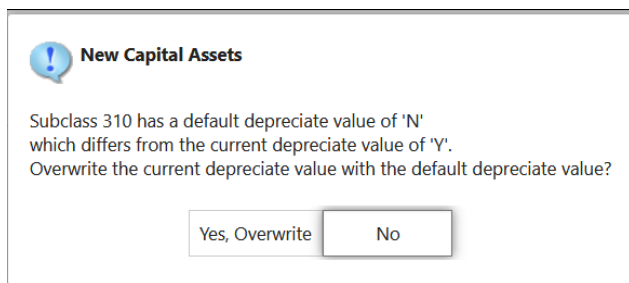
| Required/ Optional | ACCT TYPE | ORG | OBJ | ACCOUNT DESCRIPTION |
|-----------------------|--------------|-----|------|---|
| Required | R | 880 | 5311 | Sale Proceeds/Loss (Land and/or Improvements) |
| Required | R | 880 | 5331 | Sale Proceeds/Loss (Buildings) |
| Required | R | 880 | 5341 | Sale Proceeds/Loss (Machinery, Equipment, Furniture & Fixtures) |
| Required | R | 810 | 1930 | Gain/Loss on Sale of Assets (Food Service) |
| Optional* | R | 820 | 1930 | Gain/Loss on Sale of Assets (Day Care Assets) |
| Optional* | R | 840 | 1930 | Gain/Loss on Sale of Assets (Adult Education) |

*Only applicable to districts that use Day Care or Adult Education Funds.

Appendix A

Tyler added increased functionality in EERP v2019.1 to the Sub-Class Codes used in Capital Assets, formally known as Fixed Assets. In older versions of Enterprise ERP, the ‘Depreciate’ flag field was blank for all classes except for Land (10). The depreciate fields all defaulted to ‘N’ during the v2019 upgrade and should be updated to ‘Y’.

Only New Assets that are manually entered, versus Capital Asset Work File Maintenance, are impacted by this change. When entering a New Asset manually the user will receive the following pop-up message:



An update is required to those sub-class codes to ensure all classes except for ‘Land’, ‘Construction Work in Progress’, and ‘Leased’ have their depreciation flag set to ‘Y’.

Update Sub-Class Codes

Select: *Financials > Capital Assets > Setup > Sub-Class Codes*

1. Select **Search** and **Accept** to view all codes.
2. Using the list below, all codes in EERP except for ‘Land’ and ‘Construction Work in Progress’ must be updated.
3. Select **Update** and mark the ‘Depreciate’ box.
4. Select **Accept** to Save.

| Class | Code | Description |
|-------------------------------------|------|-------------------------|
| (20) BUILDINGS & BUILDING IMPROVEME | 210 | BUILDINGS |
| (20) BUILDINGS & BUILDING IMPROVEME | 220 | PORTABLE BUILDINGS |
| (20) BUILDINGS & BUILDING IMPROVEME | 230 | BUILDING IMPROVEMENTS |
| (20) BUILDINGS & BUILDING IMPROVEME | 240 | CARPET/TILE REPLACEMENT |
| (30) TECHNOLOGY EQUIPMENT | 310 | KETS TECHNOLOGY |
| (30) TECHNOLOGY EQUIPMENT | 320 | NON-KETS TECHNOLOGY |
| (30) TECHNOLOGY EQUIPMENT | 330 | COPIERS |

| Class | Code | Description |
|------------------------|------|-------------------------|
| (40) VEHICLES | 410 | SCHOOL BUSES |
| (40) VEHICLES | 420 | OTHER VEHICLES |
| (41) LEASED VEHICLES | 421 | LEASED VEHICLES |
| (41) LEASED VEHICLES | 422 | LEASED SCHOOL BUSES |
| (50) GENERAL EQUIPMENT | 510 | ROLLING STOCK |
| (50) GENERAL EQUIPMENT | 520 | FOOD SERVICE |
| (50) GENERAL EQUIPMENT | 530 | FURNITURE & FIXTURES |
| (50) GENERAL EQUIPMENT | 540 | AUDIO-VISUAL EQUIPMENT |
| (50) GENERAL EQUIPMENT | 550 | OTHER GENERAL EQUIPMENT |
| (51) LEASED EQUIPMENT | 551 | LEASED EQUIPMENT |

Capital Asset Subclasses [KDE | TRAIN | 02/16]

Close
Search
Browse
Add
Update
Delete
Output
Print
Display
PDF
Save
Email
Schedule

Capital Asset Subclasses [KDE | TRAIN | 02/16]

Subclass

Class * (20) BUILDINGS & BUILDING IMPROVEME

Subclass * 240

Description * CARPET/TILE REPLACEMENT

Short description * CRP/TILE

Depreciation

Composite rate of depreciation 0.00000

Depreciation basis * Remaining Value

Depreciation Convention Standard

Year End

Replacement cost factor 0.00000

Insured value factor 0.00000

Capital Asset Defaults

Attributes

Commodity

Location

GIS layer name

Useful life

Salvage percentage 0.00000

Depreciate

GL Accounts

Appendix B - New Class & Sub-Class Codes in FY 2023

Overview

The Kentucky Department of Education added new object codes to the chart of accounts starting in fiscal year 2023. For those object codes and accounts to be associated with assets in the Capital/Fixed Assets module in EERP, the following items must be added.

Add New Asset Class Codes

Navigate: **Financials > Capital Assets > Set Up > Capital Asset Miscellaneous Codes**

Select **Add** and add the two new class codes. The Code Type should be 'CLAS – CLASS CODE'.

| Code Type | Code | Description | Short Desc |
|-------------------|------|------------------|------------|
| CLAS - CLASS CODE | 41 | LEASED VEHICLES | LEASED VEH |
| CLAS - CLASS CODE | 51 | LEASED EQUIPMENT | LEASED EQU |

Example:

The screenshot shows a web interface for adding miscellaneous codes. At the top, there's a title 'Capital Asset Miscellaneous Codes [KDE]' and a toolbar with icons for Back, Search, Browse, Add, Update, Delete, Output, and Print. Below the toolbar, the 'Miscellaneous code detail' section contains the following fields:

- Code type *: CLAS - CLASS CODE (dropdown menu)
- Code *: 51 (text input)
- Description *: LEASED EQUIPMENT (text input)
- Short desc *: LEASED EQU (text input)

Add New Subclass Codes

Navigate: **Financials > Capital Assets > Set Up > Sub-Class Codes**

Select **Add** and add the three new sub-class codes making sure to assign them to the proper class code. Add the Useful Life to the attributes at the bottom of the record.

| Class | Subclass | Description | Useful Life |
|-----------------------|----------|---------------------|-------------|
| (41) LEASED VEHICLES | 421 | LEASED VEHICLES | 5 |
| (41) LEASED VEHICLES | 422 | LEASED SCHOOL BUSES | 10 |
| (51) LEASED EQUIPMENT | 551 | LEASED EQUIPMENT | 10 |

***Leased items would only be depreciated if the asset is to be owned by the district at the end of the lease. Because of this, it is suggested to NOT flag these subclasses to depreciate in the Capital Asset Sub-class Codes program. Assets can however be individually flagged to depreciate when added to EERP should they qualify to be depreciated.**

Example:

Add New Object Codes

The following object codes should be added via the Chart of Account Segments program.

Navigate: **Financials > General Ledger Menu > Set Up/Chart of Accounts > Chart of Accounts Segments**

| Object | Type | Description | Short Desc |
|--------|------|--------------------------------|------------|
| 6245 | BA | LEASED VEHICLES | LEASED VEH |
| 6246 | BL | ACCUM DEP - LEASED VEHICLES | ACDEP LVEH |
| 6255 | BA | LEASED MACHINERY AND EQUIPMENT | LEASED MAC |
| 6256 | BL | ACCUM DEP - LEASED MACHINERY | ACDEP LMAC |

Add New Accounts

The following accounts should be added via the Account Master program. The program that assigns GL accounts to New status assets (faactimp) will not assign accounts to leased assets until the below accounts are added.

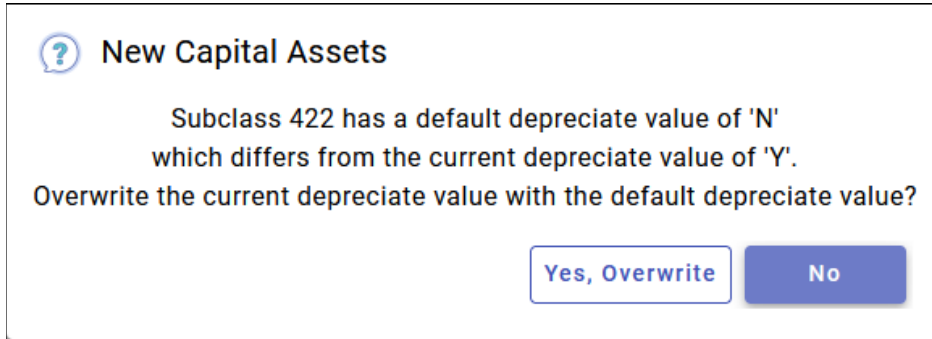
Navigate: **Financials > General Ledger Menu > Set Up/Chart of Accounts > Account Master**

| Required/Optional | Account Type | Org | Object | Description |
|-------------------|--------------|-----|--------|--------------------------------|
| Required | Balance | 80 | 6245 | LEASED VEHICLES |
| Required | Balance | 81 | 6245 | LEASED VEHICLES |
| Required | Balance | 80 | 6246 | ACCUM DEP - LEASED VEHICLES |
| Required | Balance | 81 | 6246 | ACCUM DEP - LEASED VEHICLES |
| Required | Balance | 80 | 6255 | LEASED MACHINERY AND EQUIPMENT |
| Required | Balance | 81 | 6255 | LEASED MACHINERY AND EQUIPMENT |
| Required | Balance | 80 | 6256 | ACCUM DEP - LEASED MACHINERY |
| Required | Balance | 81 | 6256 | ACCUM DEP - LEASED MACHINERY |
| Optional* | Balance | 82 | 6245 | LEASED VEHICLES |
| Optional* | Balance | 84 | 6245 | LEASED VEHICLES |
| Optional* | Balance | 82 | 6246 | ACCUM DEP - LEASED VEHICLES |
| Optional* | Balance | 84 | 6246 | ACCUM DEP - LEASED VEHICLES |
| Optional* | Balance | 82 | 6255 | LEASED MACHINERY AND EQUIPMENT |
| Optional* | Balance | 84 | 6255 | LEASED MACHINERY AND EQUIPMENT |
| Optional* | Balance | 82 | 6256 | ACCUM DEP - LEASED MACHINERY |
| Optional* | Balance | 84 | 6256 | ACCUM DEP - LEASED MACHINERY |

*Only applicable to districts that use Day Care or Adult Education Funds.

Depreciation

Leased items would only be depreciated if the asset is to be owned by the district at the end of the lease. When adding a New Asset and the sub-class is not marked to depreciate, the following message will appear:



Selecting 'Yes, Overwrite' will set the asset to NOT depreciate. If you wish to depreciate the asset, you will select 'No'.

On the New Asset record, the Depreciate flag can be found on the Financials Tab and then under Summary:

New Capital Assets [KDE | TRAIN | 02/16]

Capital Asset

Number * 20300477

Status New

Class * 41 LEASED VEHICLES

Subclass * 422 LEASED SCHOOL BUSES

Commodity

Description * LEASED SCHOOL BUSES

Parent

Type * Governmental

Tag number 20300477

Serial/Parcel

Pending transactions

Attributes **Financial** Maintenance/Insurance Memos Image Subsidiary Assets EAM Work Orders

Summary Accounts Transactions Sources

Life Cycle

Acquisition method

Acquisition date 03/21/2023

Acquisition fiscal year 2023

Acquisition cost 100,000.00

Quantity 1

Unit of measure

Unit cost .00

Capitalize

Valuation

Last appraisal value 100,000.00

Start of year value 100,000.00

Current book value 100,000.00

Estimated salvage value .00

Replacement cost 100,000.00

Depreciate

Depreciation method

First year/period 0000 / 00