# Fixed Assets Register System



## SERVICE IS OUR PRIORITY

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cyc⊙m
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# FIXED ASSETS REGISTER SYSTEM

*PRODUCT DOCUMENTATION*

*Cycom Business Solutions Ltd provides powerful software solutions for today's demanding and competitive business environment.*

*They easy-to-use graphical user interface increases user productivity and enables business workgroups to manage financial information more effectively.*

**FLEXIBLE**

**SIMPLE TO USE**

**CUSTOMIZED REPORTING**

**AD-HOC QUERIES**

**FULLY INTERGRATED**

**EMAIL ENABLED**

**MULTI-CURRENCY**

**FLEXIBLE DOCUMENT ANALYSIS**

**SECURE ROLE-BASED ACCESS CONTROL**

**MULTI-COMPANY**

## Overview

Cycom Fixed Asset Register System (FAR) is based on the Oracle relational database technology. It employs an Open Systems architecture that allows users to organize and adapt the system to meet their specific requirements. FAR is a comprehensive system that allows the set up and maintenance of the fixed assets, providing facilities for additions, disposals and transfers of items, with automatic interface to the Cycom Financial Management System. Depreciation is automatically calculated when the depreciation function is executed. The system can work either in stand alone mode or as part of the Cycom Business Applications. When in stand alone mode, the system can generate an ASCII file of accounting transactions which enables it to be interfaced with any other General Ledger system.

## Features

### Flexible

Cycom Fixed Asset Register offers unrestricted flexibility by allowing you to customize the system according to your business processes by setting up the user defined option such as general ledger interface definitions.

### Simple to Use

Cycom Fixed Asset Register incorporates the internationally accepted graphical interface elements used by the Microsoft Windows standard, delivering a familiar "look and feel". This minimizes training time and allows users familiar with the Microsoft Windows interface to get "up and running" soon after the system is installed. The standard Windows on-line help gives you instant reference information, eliminating the need to refer to printed manuals.

### Customized Reporting

Reports can be generated as and when required. Flexible report selection criteria allow you to restrict the transactions to be printed and the way they will be sorted. Using the Preview Window, reports can be viewed on the screen before being sent to the printer. The bundled Crystal Report Writer allows power-er users to design any custom report from the Cycom database without programming.

### Integrated

Cycom Fixed Asset Register is fully integrated with the Cycom Applications suite, that share the same database. The system is user friendly and does not require special lengthy procedures to be executed when interfacing with the other applications.
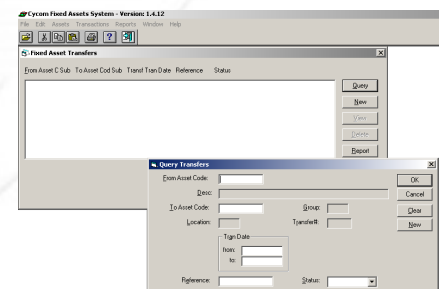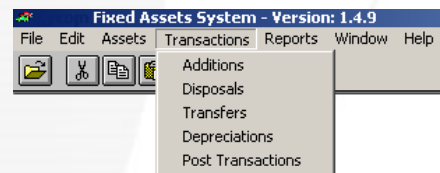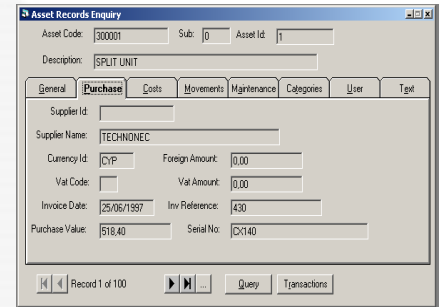
### Ad-Hoc Queries

Enter your search criteria in the empty text boxes of a form and press the query button to have the system select all the transactions matching the criteria entered.

### Email Enabled

All reports can be forwarded to any recipient or group connected to the electronic mail system, after being previewed on the screen.

# Standard Reports

*Comprehensive reporting facilities are provided by the system.*

*A number of different options such as the sorting sequence and the selection criteria, allow the user to customize the output of each report to their requirements. All reports can be previewed on screen or exported in a number of different file formats, including those of popular word processors and spreadsheets.*

### Fixed Assets Listing

This report prints a lists of the fixed asset items, showing all the information held for the asset. The report can be restricted by specifying the range of assets, groups, locations and analysis codes and can be sorted by any of the above.

### Fixed Assets Summary Report

The summary report prints for each asset the original cost, cumulative depreciation, opening year value, year to date additions, transfers, disposals and depreciations and the written off value. The report can be restricted by specifying the range of assets, groups, locations and analysis codes. It can be grouped by any three of: group, sub-group, location and the five user defined categories.

### Fixed Assets Detailed Movement Report

This report lists the transaction movements for each asset. It can be restricted by specifying the period to start from, the range of assets, groups, locations and analysis codes. It can be sorted by any three of: group, sub-group, location and the five user defined categories.

### Fixed Assets Schedule

A summarized report by major group showing opening value, additions, disposals and depreciations for inclusion in the accounts.

### Journal Listing—for additions, transfers, disposals and depreciations

Transactions are listed by order of entry for the different transaction types, indicating whether they have been posted.

### Groups and Sub-Groups Listing

A list of all the groups and sub-groups defined by the user.

### Locations Listing

A list of all locations

### Outstanding Requisitions

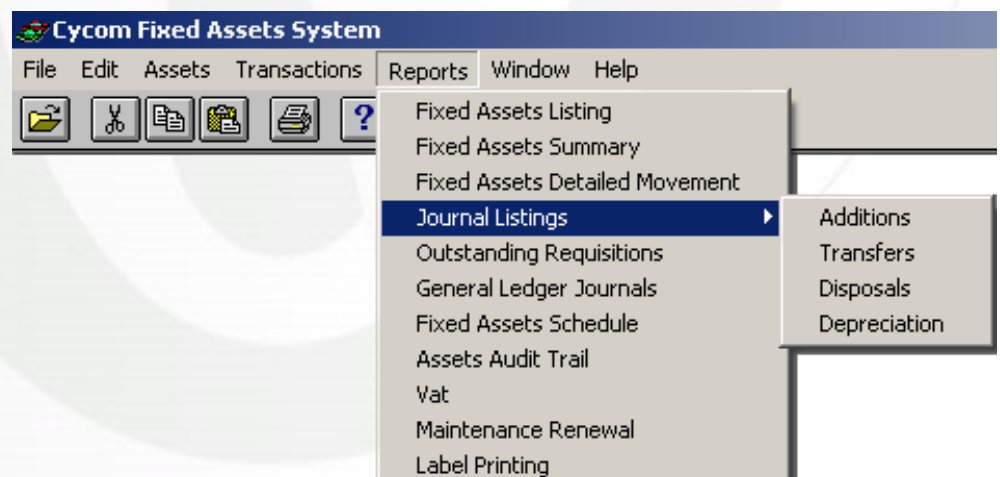Prints all the requisition requests that are still outstanding.

### General Ledger Journals

The Journals available in electronic form, produced as a result of the last "post" operation, that can be used to update the Accounting System.

### Assets Audit Trail

This report lists for the range of items, locations, groups and dates requested the changes made on fixed asset items. The user can select to print records that have been subjected to a specific operation, e.g. creation, update, or deletion, or all operations.

*Reports can be previewed on the screen and can be printed on any printer installed on your Windows System. The reports viewer allows you to export reports to a variety of popular formats such as Excel, Lotus, Word, Acrobat etc, or to send the report through electronic mail.*

# Key—Features

- **Asset Codes**—A 12 character user defined code uniquely identifies each asset record. In addition the system allocates to each asset item a unique system generated sequence number.

- **A list of values** facility allows the user to easily select a code from a list of values.

- **User defined groups** and sub-groups with automatic sub-totaling on these levels.

- **Processes additions, disposals, transfers** and depreciations of fixed assets.

- **Partial disposals/transfers**—In case where an asset is held in quantities, e.g. 200 office chairs, it is possible to dispose or transfer a part of the total quantity.

- **Calculates profits/losses** on the disposal of fixed asset item.

- **User defined reports**—The world leading Crystal Report Writer can be used to easily produce great looking user defined reports.

- Supports the processing of transactions in **foreign currencies**.

- **Multi-company processing**—a three—character code is used to identify each company, allowing the system to hold the data of multiple companies.

- **13 Accounting periods**—in a year periods can be from 1 to 13.

- **Assets can be analyzed** by location or group.

- **Facility to load opening balances** at any stage.

- **Depreciation** method can be specified at group or asset level with facilities to allocate depreciation on a number of cost centers or general ledger analysis codes.

- **Transactions** can be retained for as long as required. They can be cleared up to a user specified period for a range of assets specified by the user.

- **Access Security**—the system administrator can assign each user to a role-based group. To each group the administrator can assign the functions that are to be accessible to all users of that group. It is therefore possible to tailor the functions available to each user.

- **Comprehensive Audit Trails** are maintained by the system allowing you to trace transactions and updates of the fixed assets details. The user can specify in the "option" function, for how long to retain audit trail history.

- **Analysis Codes**—asset items can be analyzed by up to five-user defined analysis categories. For example, assets may be analyzed by geographical area and responsibility.

- **Requisitions**—the system allows the entry of requisitions and provides the facility to convert requisitions to additions.

- **Controlled posting of transactions**— transactions are held in a batch file awaiting approval before an authorized user can post them.

- **Future or past postings**—can be made to any future or past period but can also be restricted by the system administrator within pre-specified open periods.

- **User defined fields**—sixteen user defined fields for each asset allows you to customize the system so that it is relevant to your business needs.

- **Easy import/export from/to other systems**—Fixed Assets data can be easily transferred between different systems using ASCII files.

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