

Introducing...

asset annie



expanding the solutions - fixed asset register management

Solutions & Services
Collaborative School Administration

Setup...

- **Users...** Assign user access levels specific to schools
- **Categories...** Map Asset Categories to **MOE KiwiPark** Categories
- **Categories...** Specify the default Useful Life, associated Depreciation Rates and Depreciation Method for each Category, which then auto populate when the Category is selected during Asset entry
- **Locations, Sites, Departments, Faculties...** Setup and manage predefined lists
- **XERO...** Connect with XERO to streamline Asset entry, pulling purchases and associated documents from selected Asset Addition Codes, as well as posting draft depreciation journals at month/year end

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Rose Street School

Setup

Users Organisations Sites Locations **Categories** Vendors Departments Faculties Xero

New Category

keywords

New Location

keywords

New Department

keywords

Name	Depn Rate	Depn Method	Useful Life	Depn Expens
⇒ Vehicles	20.00 %	sl	5.00	19000
⇒ Artwork	0.00 %	none	100.00	19000
⇒ Plant & Machinery	10.00 %	sl	10.00	19000
⇒ Sports Equipment	10.00 %	sl	10.00	19000
⇒ Buildings	2.00 %	sl	40.00	19000
⇒ Furniture & Fittings	6.67 %	sl	15.00	19000
⇒ ICT Equipment	20.00 %	sl	5.00	19000
⇒ Land	0.00 %	none	100.00	19000
⇒ Leased Equipment	33.33 %	sl	3.00	19000
⇒ Leasehold Improvements	2.50 %	sl	40.00	19000
⇒ Library Resources	12.50 %	dv	8.00	19000
⇒ Music Equipment	6.67 %	sl	15.00	19000

Edit Category

Plant & Machinery

Depreciation Method*
Straight line

Useful Life (years)
10.0

Prior Year Asset Code
89320

Depreciation Rate
10.0

Depreciation Expense Code
19000

Accumulated Depreciation Code
89325

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You are connected

Rose Street School is currently connected to Xero.

You can click [here](#) to test the connection or [here](#) to disconnect.

Add/Edit...

- Easily add purchases by **Converting** details pulled from the Xero Asset Additions Codes, OR manually enter to generate a **Draft** Asset
- Add/Edit pertinent details (e.g. Name, Details, Category, Location, etc) to ensure easy identification during reviews, or at any later date, then **Activate** when ready
- Record multiple details for sets of assets (e.g. Serial Numbers & Locations)
- Documents (e.g. Invoice) attached to Xero transactions will be brought in on conversion, OR can be manually uploaded, then accessed via the **Document Icon**

Asset Addition Codes

Enter Asset Addition codes below, separated by spaces

× 89380 Addns - Buildings × 89382 Addns - Furniture & Fittings × 89384 Addns - Plant & Machinery × 89386 Addns - ICT Equip

add

89380 Addns - Buildings

89382 Addns - Furniture & Fittings

89384 Addns - Plant & Machinery

89386 Addns - ICT Equip

89388 Addns - Library Books

Assets

Assets **Invoices**

Asset Addition Codes **Refresh**

keywords - Status - **search**

Code	Description	Contact	Date	Qty	Amount		Status	Actions
89382	teaching stations x2	OFFICEMAX NZ LTD	2021-02-28	1.0	1,347.92	0	?	convert hide resync

Edit Asset

Asset Name*
Teaching Stations x2

Asset Details
Asset Details

Asset Numbers or IDs
Asset numbers or IDs

Serial numbers
123456, 223456, 323456

Barcode
Barcode

Locations
Room 1 Room 2 Room 3

Site
Site

Useful Life (years)
15.0

Status
Draft

Quantity*
3

Department
Junior School

Category*
Furniture & Fittings

Depreciation Method*
Straight line

Depreciation Rate %*
6.67

Manage...

- Manage Thousands of school Asset records... No predefined technical limit
- Easy **Searching** and/or sorting using Column Headers of Asset records
- Simple management of **Disposals** (full or partial)
- View detailed log of **Activity** that has taken place for an Asset Record
- Incorporate the Library Asset value using the Stocktake source data to add/dispose Books

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Assets

Assets Invoices

New Asset Export to CSV Import

Unsaved Draft Assets will not be included in Reports and will be deleted after 7 days. Once you complete entry, remember to select 'Activate' to move the Asset from Draft to Active status.

★ keywords - Purchase D: - Category - - Location - - Department - Status - search

Asset Name	Asset ID	Category	Purchase Date	Qty	Status	Cost	
Building Extension 19	-	Buildings	2019-06-05	1		11,500.00	edit delete log
Cable Basket 19	-	Furniture & Fittings	2019-06-30	2		1,506.10	edit delete log
Carpet Tiles 20	-	-	2020-01-31	1		16,288.91	edit delete log
Chromebooks-Lenovo 20	-	ICT Equipment	2020-06-01	55		15,038.74	edit delete log
Computer 19	-	ICT Equipment	2019-01-01	1		1,000.00	edit delete log

Disposal Date*

17/11/2021

Disposal Reason

Sale

Sale Price

1000

Quantity Change*

55

Disposal Notes

Sold to ABCXYZ

Change in Purchase Cost

15,038.74

Change in Cost to depreciate

0.00

Book Value Written Off

13,288.23

Confirm Disposal Cancel disposal

Activity log for Anchor Points 19

Version	Date	User	Book Value	Changes
1	2020-10-01 12:00:00am		10,600.36	36 fields updated...
Depr.	2021-11-11 01:43:52pm			3.00% applied, accumulated change was: 349.86 Batch date: 2021-09-30 12:00:00am
2	2021-11-11 01:43:52pm		10,250.50	3 fields updated...
3	2021-11-11 03:51:33pm		10,600.36	3 fields updated...

Depreciate...

- Set Depreciation Frequency per requirements (e.g. Annual, Monthly)
- Apply Manual Depreciation where required (e.g. Early Lease Termination)
- Depreciation **Method** specified by **Category**
- Draft Depreciation journals (rolled up into Category totals) provided in Xero for review and posting

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Depreciation

[New Batch](#)

Batch Date	Asset Count	Batch type	Status	Actions
10 November 2021	1	Manual	Reverted by Victoria Littler at 2021-11-11 03:38:01pm	
29 September 2021	338	Scheduled	Reverted by Victoria Littler at 2021-10-19 10:38:28am	
29 September 2021	340	Scheduled	Reverted by Victoria Littler at 2021-11-11 03:51:31pm	

Edit Organisation

Name
Rose Street School

Financial Year End
31 December

Depreciation Period
Monthly

Time Zone
(GMT+12:00) Auckland

[Save](#) [Cancel](#)

Edit Category

Plant & Machinery

Depreciation Method*
Straight line

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Depreciation Rate
10.0

Depreciation Expense Code
19000

Accumulated Depreciation Code
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[Save](#) [Cancel](#)

Report...

- Predefined **Reports**
- User defined **Reports**
- Detailed Auditor/Audit **Reports**
- **Reports** can be viewed on screen, and/or exported to Excel or PDF

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Rose Street School

Reports

Rose Street School
Fixed Asset Register Report
For the period: 01 January 2021 - 31 December 2021

Date: 2021 Update

manage assets

reports

depreciation

setup

- Fixed Asset Register Summary
- Fixed Asset Register Report
- Depreciation Summary Report
- Additions Summary Report
- Disposal Summary Report

Plant & Machinery

Name	Purchase Date	Disposal Date	Dep %	Cost at End Date	Accum Dep at End Date	Book Value at End Date	Depreciation for the Year
P&M Assets Pr 2017	2017-01-01		10.00	66,314.00	0.00	8,795.20	0.00
Shade Sail 20	2020-06-01		10.00	2,288.50	0.00	2,155.31	0.00
Sound Desk-Behringer 20	2020-03-18		10.00	1,920.00	192.00	1,576.92	192.00
Water Tank 17	2017-10-09		10.00	5,085.20	0.00	4,068.16	0.00
Sub Total				75,607.70	192.00	16,595.59	192.00

Buildings

Name	Purchase Date	Disposal Date	Dep %	Cost at End Date	Accum Dep at End Date	Book Value at End Date	Depreciation for the Year
Building Extension 19	2019-06-05		5.00	11,500.00	0.00	10,596.67	0.00
Sub Total				11,500.00	0.00	10,596.67	0.00

Furniture & Fittings

Laptop - Purchase Date - Category - Location - Department - Active search

Asset Name	Asset ID	Category	Purchase Date	Qty	Status	Cost	
Laptop 17	-	ICT Equipment	2017-06-08	1		972.17	edit delete log
Laptop-Acer 19	-	ICT Equipment	2019-08-14	1		1,655.99	edit delete log
Laptop-Acer 20	-	ICT Equipment	2020-10-12	1		1,007.00	edit delete log
Laptops-Acer 19	-	ICT Equipment	2019-01-01	10		5,000.00	edit delete log
Laptop Storage Unit 20	-	ICT Equipment	2020-06-30	5		1,299.00	edit delete log
LEASE-TRL 109055-Laptop 20	-	Leased Equipment	2020-05-01	1		1,374.46	edit delete log
LEASE-TRL 109958-Laptops 20	-	Leased Equipment	2020-10-01	3		3,272.22	edit delete log
LEASE-TRL 110180-Laptop 20	-	Leased Equipment	2020-07-01	1		1,308.52	edit delete log

Providing Solutions for NZ Schools...

- Another app from Solutions and Services to expand the options for New Zealand Schools



expanding the solutions - fixed asset register management

**joins
forces
with...**



expanding the solutions - NZ school financial reporting

**... and the
S&S
appstack
for NZ
Schools**

