

Introducing...

# asset annie



expanding the solutions - fixed asset register management

**Solutions & Services**  
Collaborative School Administration

# Setup...

- **Users...** Assign user access levels that are specific to schools
- **Categories...** Align Asset Categories with **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

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

**New Location**

keywords

**New Department**

keywords

Name	Name
≡ Administration	Administration
≡ Block A	Canteen
≡ Block B	English
≡ Block C	Gateway
≡ Canteen	Home Economics
≡ Computer Suite	IT
≡ Grounds	Junior School
≡ Gym	Library
≡ Hall	LSC
≡ Home Economics	Maths
≡ Junior School	Music
≡ Library	Phys Ed
≡ LSC Office	Principal
	Property
	RTL B Service

< Prev 1 2 3 Next >

< Prev 1 2 Next >

### Edit Category

Plant & Machinery

Depreciation Method*	Straight line	Depreciation Rate	10.0
Useful Life (years)	10.0	Depreciation Expense Code	19000
Prior Year Asset Code	89320	Accumulated Depreciation Code	89325

Save Cancel

### 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**

The screenshot displays the 'Asset Addition Codes' interface. At the top, there's a header with the 'asset annie' logo and a navigation menu with 'Assets' and 'Invoices' (the latter is circled in red). A sidebar on the left contains icons for 'manage assets', 'reports', and 'depreciation'. The main content area shows a list of asset codes with columns for Code, Description, Contact, Date, Qty, Amount, Status, and Actions. A table lists codes like 89382, 89384, and 89386. The '89386 Addns - ICT Equip' row is highlighted in blue. A red arrow points from the text 'Convert using Xero transaction detail' to the 'Invoices' menu item and the 'Asset Addition Codes' button. Below the table, the 'Edit Asset' form is visible, with fields for Asset Name, Asset Details, Asset Numbers or IDs, Serial numbers, Barcode, Locations, Department, Site, Category, Depreciation Method, Useful Life (years), and Depreciation Rate %.

**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

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 Numbers or IDs

Serial numbers 123456, 223456, 323456

Barcode

Locations × Room 1 × Room 2 × Room 3

Department Junior School

Site

Category\* Furniture & Fittings

Depreciation Method\* Straight line

Useful Life (years) 15.0

Depreciation Rate %\* 6.67

Status Draft

Quantity\* 3

# 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

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

### 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  
Depreciation Rate: 10.0

Useful Life (years): 10.0  
Depreciation Expense Code: 19000

Prior Year Asset Code: 89320  
Accumulated Depreciation Code: 89325

Save Cancel

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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 10:39:26am	
29 September 2021	340	Scheduled	Reverted by Victoria Littler at 2021-11-11 03:51:31pm	

Rose Street School  
Depreciation Summary Report  
For the period: 01 January 2021 - 31 December 2021

Date: 2021 Update

Category	Trans. Count	Depreciation Ledger (Debit)	Acc. Deprec. Ledger (Credit)	Total Deprec. for Year	Last Year
BUILDINGS & IMPROVEMENTS	2	19000	89305	2,203.89	0.00
FURNITURE & FITTINGS	9	19000	89315	1,656.76	0.00
ICT	13	19000	89335	7,442.19	0.00
LEASED EQUIPMENT	6	19000	89365	4,351.24	0.00
LIBRARY RESOURCES	1	19000	89345	822.08	0.00
PLANT & OTHER EQUIPMENT	10	19000	89325	12,186.18	0.00
SCHOOL HOUSE	2	19000	89355	10,013.21	0.00
VEHICLES	2	19000	89357	1,442.17	0.00
Sub Total	45			40,117.72	0.00

Post to Xero Post to Xero...

Draft Go to Asset Annie

Narration: Record Depreciation Expense for the year ending 31 December 2021  
Date: 31 Dec 2021  
Auto Reversing Date (optional)

Default narration to journal line description  
 Show journal on cash basis reports

Amounts are Tax Inclusive

Description	Account	Tax Rate	Departments	Debit NZD	Credit NZD
BUILDINGS & IMPROVEMENTS	89305 - AcDp Buildings	No GST			2,203.89
FURNITURE & FITTINGS	89315 - AcDp Furniture & Fittings	No GST			1,656.76
ICT	89335 - AcDp ICT Equip	No GST			7,442.19
LEASED EQUIPMENT	89365 - AcDp Leased Assets	No GST			4,351.24
LIBRARY RESOURCES	89345 - AcDp Library Books	No GST			822.08
PLANT & OTHER EQUIPMENT	89325 - AcDp Plant & Machinery	No GST			12,186.18
SCHOOL HOUSE	89355 - AcDp School House	No GST			10,013.21
VEHICLES	89357 - AcDp Vehicles	No GST			1,442.17
Depreciation Expense (\$ categories)	19000 - Depreciation Expense	No GST		40,117.72	
Subtotal				40,117.72	40,117.72
GST				0.00	0.00
TOTAL				40,117.72	40,117.72

Save as draft Post Cancel

# Report...

- Predefined **Reports**
- User defined **Exports** to Excel or CSV
- 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

**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
<b>Sub Total</b>				<b>75,607.70</b>	<b>192.00</b>	<b>16,595.59</b>	<b>192.00</b>

**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
<b>Sub Total</b>				<b>11,500.00</b>	<b>0.00</b>	<b>10,596.67</b>	<b>0.00</b>

**Furniture & Fittings**

New Asset Export (filtered) 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.

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

Asset Name	Asset ID	Category	Purchase Date	Qty	Cost	Status
Laptop 17	-	ICT	08-Jun-2017	1	972.17	edit   log   del
Laptop Storage Unit 20	-	FURNITURE & FITTINGS	30-Jun-2020	1	1,299.00	edit   log   del
Laptop-Acer 19	-	ICT	14-Aug-2019	1	1,655.99	edit   log   del
Laptop-Acer 20	-	ICT	12-Oct-2020	1	1,007.00	edit   log   del
Laptops-Acer 19	-	ICT	01-Jan-2019	5	2,500.00	edit   log   del
LEASE-TRL 109055-Laptop 20	-	LEASED EQUIPMENT	01-May-2020	1	1,374.46	edit   log   del
LEASE-TRL 109958-Laptops 20	-	LEASED EQUIPMENT	01-Oct-2020	3	3,272.21	edit   log   del
LEASE-TRL 110180-Laptop 20	-	LEASED EQUIPMENT	01-Jul-2020	1	1,308.52	edit   log   del

# What's Next...

- **Disposals**-Bulk disposal processing
- **Disposals**-Request to approval workflow
- **Depreciation**-Projection
- **Exports**-Send Filtered Lists to **Contacts**



## **Disposals - Bulk Disposal Processing**

Providing the facility to select multiple items/assets for disposal where the **Disposal Date** and **Disposal Reason** are the same.

## **Disposals - Request to Approval Workflow**

The **Reviewer** permissions layer will have the ability to log in to Asset Annie, apply filters/searches to the lists and review items/assets relevant to them. They will be able to request disposal of items/assets to be removed from the FAR, which will then form a list requiring approval and processing by an **Advisor**.

## **Depreciation - Projection**

To assist with budgeting, the **Depreciation Projection** feature will provide an estimate for depreciation for the coming year. The estimate is based on existing assets, then projects depreciation for expected spend on asset purchases and/or new leases to be commenced.

## **Exports - Send Filtered Lists to 'Contacts'**

To facilitate reviews of the FAR, or required replacement of items, etc., this will provide the ability to eMail filtered lists to the desired **Contacts**, based on predefined criteria (e.g. Departments and/or Locations) directly from Asset Annie.

# Providing Solutions for NZ Schools...

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



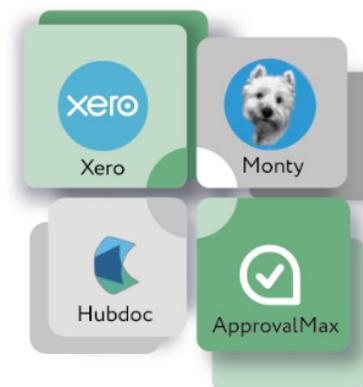
expanding the solutions - fixed asset register management

joins forces with...



expanding the solutions - NZ school financial reporting

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



Solutions & Services AssetAnnie subscription 2022	Introductory pricing		GST Excl
	Term 2 2022	2022	Jul-Dec 2022
Student roll size	Annual Sub \$	Monthly Equivalent \$	Pro-rata
<50	300	20.00	150
50 - 99	360	30.00	180
100 - 199	480	40.00	240
200 - 899	660	55.00	330
900 - 1999	840	70.00	420
>2000	1020	85.00	510