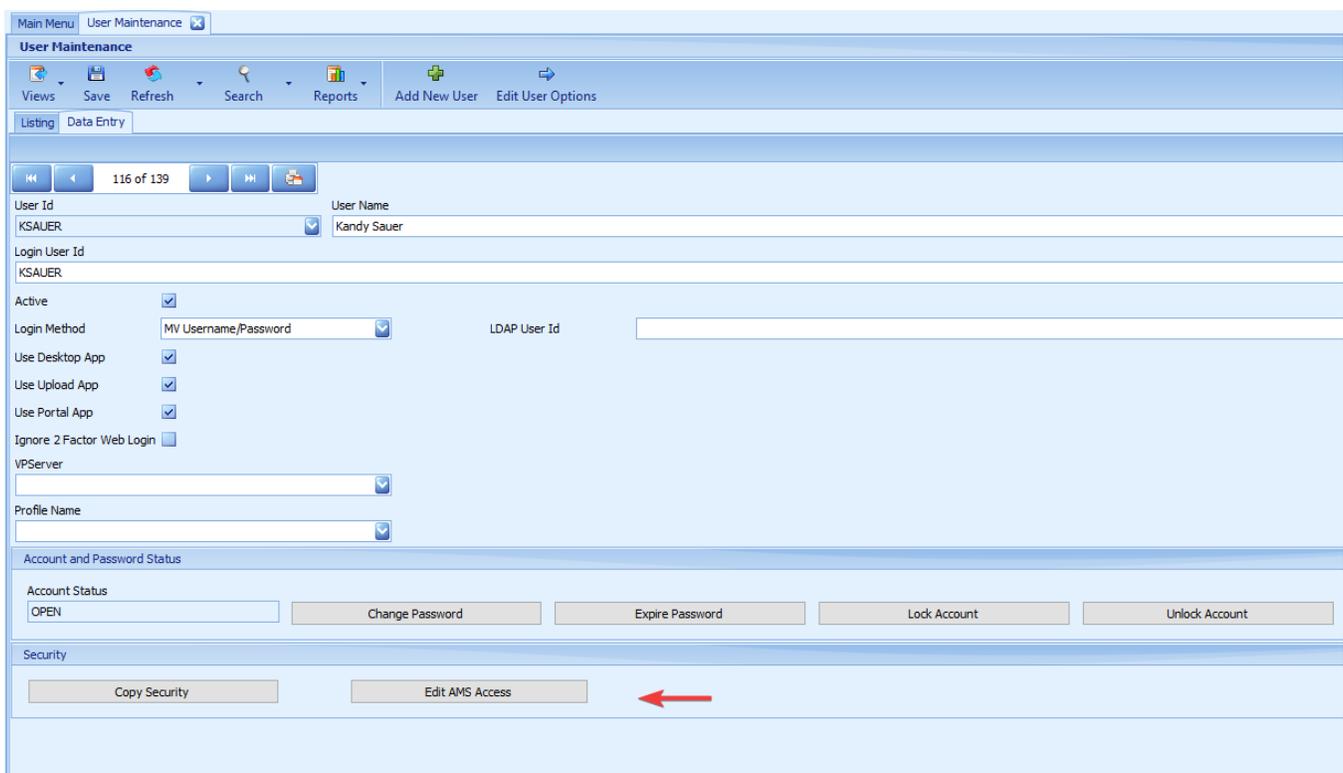


Asset Management

User & Security Settings

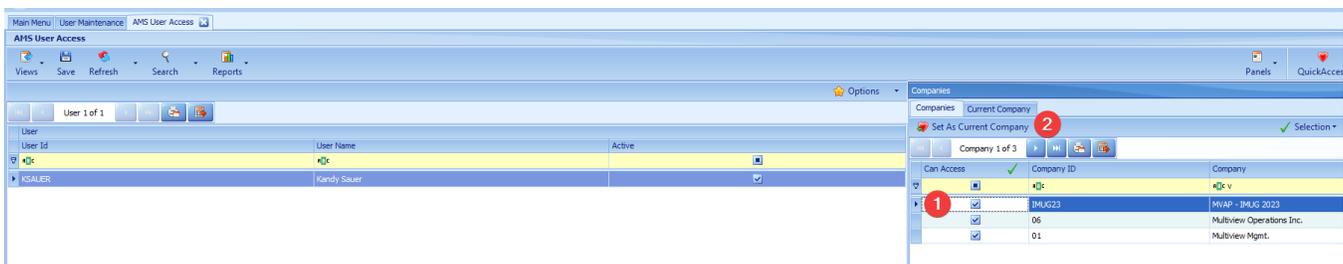
The user will need access to edit the Asset Management System (AMS) for the company.

Go to System Maintenance > System Security > User Maintenance > select the user and click on the Data Entry tab, click on the Edit AMS Access button.



The screenshot shows the 'User Maintenance' interface with the 'Data Entry' tab selected. The user 'KSAUER' is selected. The 'Edit AMS Access' button is highlighted with a red arrow.

Select the company or companies on the right-hand side which the user should have access to and set one of them as the current default (click on Set as Current Company).

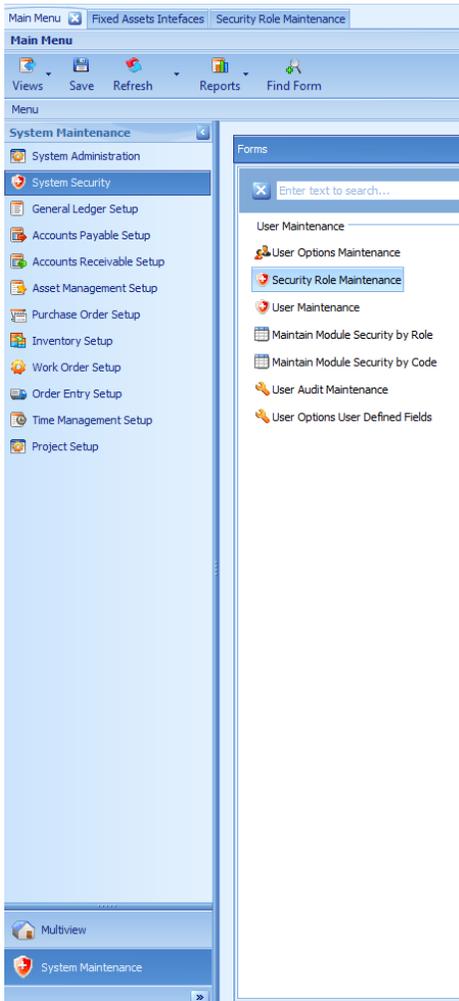


The screenshot shows the 'AMS User Access' interface. The 'Set As Current Company' button is highlighted with a red circle (2), and the 'IMUG2023' company is selected with another red circle (1).

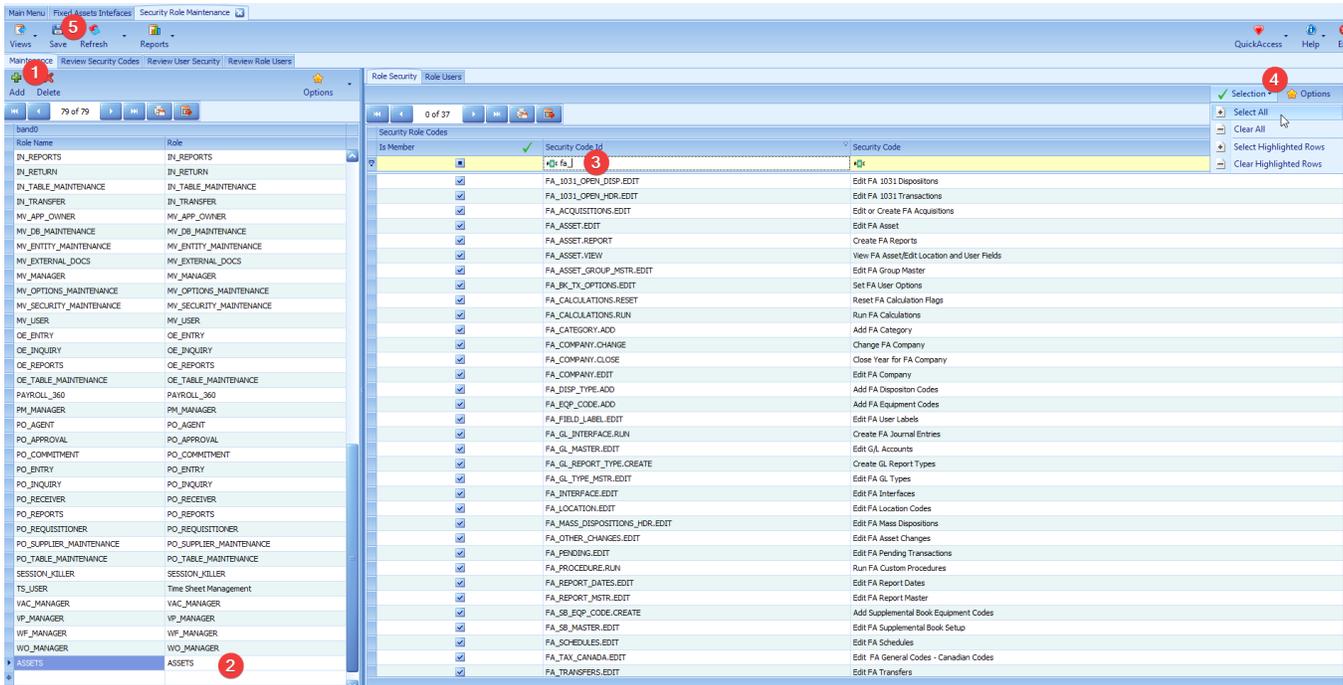
Can Access	Company ID	Company
<input checked="" type="checkbox"/>	06	IMUG2023
<input checked="" type="checkbox"/>	06	MVAP - IMUG 2023
<input checked="" type="checkbox"/>	01	Multiview Operations Inc.
<input checked="" type="checkbox"/>	01	Multiview Mgmt.

Then you will have to give the user access to the Fixed Asset Security Codes. This can be done by either creating a new Security Role OR adding the Security Code Ids to an existing Security Role.

To create a new Security Role, navigate to System Maintenance > System Security > Security Role Maintenance.



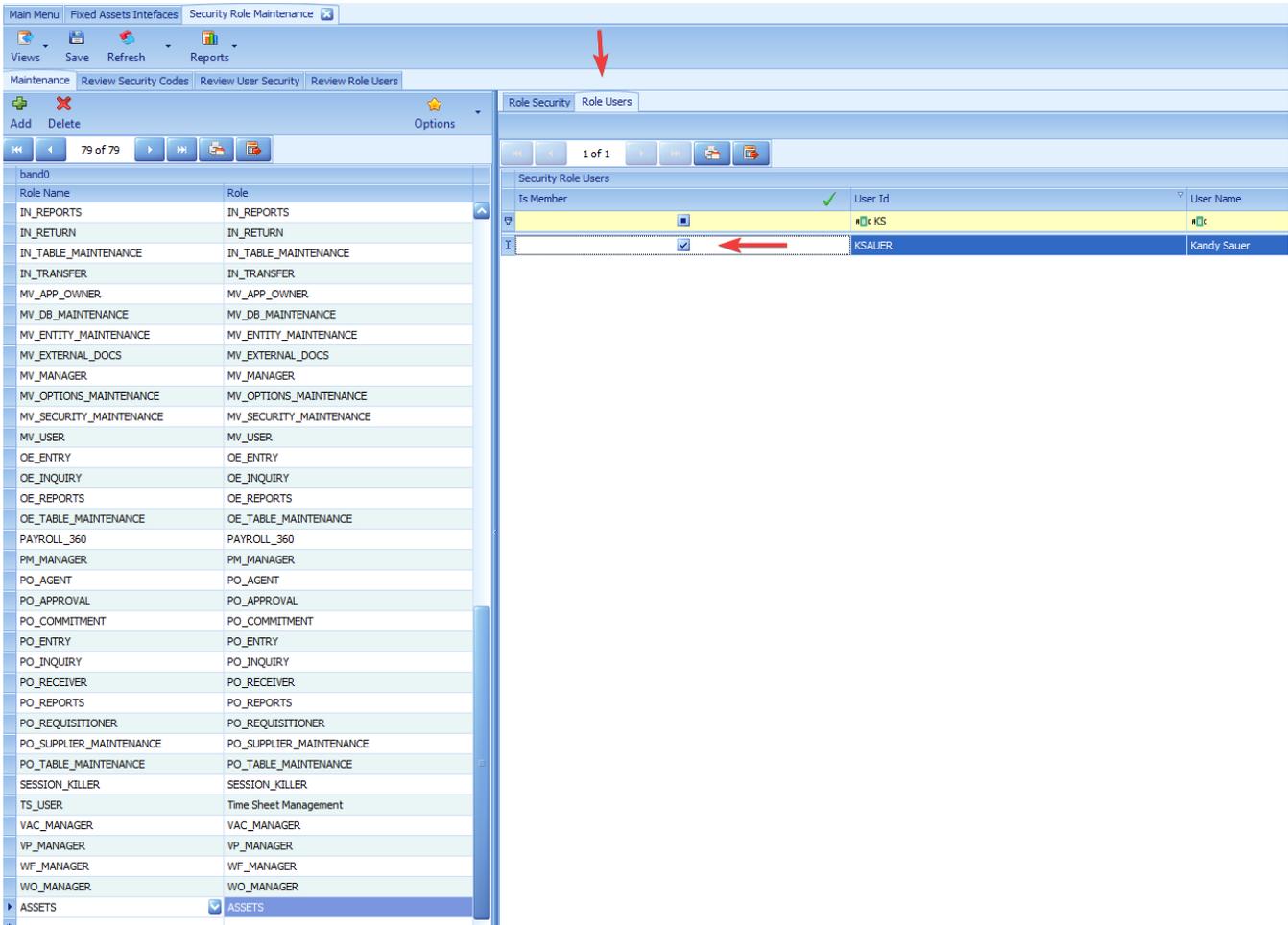
Select Add (Step 1), give the Security Role a unique name in the left-hand panel at the bottom (step 2), in the right-hand panel, on the role security tab, filter by the fixed asset security code id's by typing FA_ in the yellow auto-filter row, (step 3). To add all 37-security code id's to this role, click select all in the drop down of the green checkmark in the top right-hand corner (step 4) and save (step 5).



The screenshot shows the 'Security Role Maintenance' window. On the left, a list of roles is shown, with 'ASSETS' selected (callout 2). The central table lists 'Security Role Codes' with columns for 'Is Member', 'Security Code Id', and 'Security Code'. Callout 3 points to the 'Security Code Id' header. On the right, the 'Role Users' tab is active, showing a list of users and a 'Selection' menu with options like 'Select All' and 'Clear All' (callout 4).

If you would rather add the Security Code Ids to an existing Security Role, you can select a Role name and add the fixed asset Security Code Ids to that role.

Finally, you will have to give the user access to the Security Role. From System Maintenance > System Security > Security Role Maintenance you can click on the tab at the top of the right-hand panel called Role Users, use the yellow auto-filter row to filter on the user you are setting up and click in the box in the Is Member column.



The screenshot shows the 'Security Role Maintenance' window with the 'Role Users' tab selected. The left pane lists various roles, and the right pane shows the 'Security Role Users' table. A red arrow points to the 'Role Users' tab, and another red arrow points to a checkmark in the 'Is Member' column next to the role 'ASSETS'.

Role Name	Role	Is Member	User Id	User Name
IN_REPORTS	IN_REPORTS	<input checked="" type="checkbox"/>	KS	KS
IN_RETURN	IN_RETURN	<input type="checkbox"/>		
IN_TABLE_MAINTENANCE	IN_TABLE_MAINTENANCE	<input type="checkbox"/>		
IN_TRANSFER	IN_TRANSFER	<input type="checkbox"/>		
MV_APP_OWNER	MV_APP_OWNER	<input type="checkbox"/>		
MV_DB_MAINTENANCE	MV_DB_MAINTENANCE	<input type="checkbox"/>		
MV_ENTITY_MAINTENANCE	MV_ENTITY_MAINTENANCE	<input type="checkbox"/>		
MV_EXTERNAL_DOCS	MV_EXTERNAL_DOCS	<input type="checkbox"/>		
MV_MANAGER	MV_MANAGER	<input type="checkbox"/>		
MV_OPTIONS_MAINTENANCE	MV_OPTIONS_MAINTENANCE	<input type="checkbox"/>		
MV_SECURITY_MAINTENANCE	MV_SECURITY_MAINTENANCE	<input type="checkbox"/>		
MV_USER	MV_USER	<input type="checkbox"/>		
OE_ENTRY	OE_ENTRY	<input type="checkbox"/>		
OE_INQUIRY	OE_INQUIRY	<input type="checkbox"/>		
OE_REPORTS	OE_REPORTS	<input type="checkbox"/>		
OE_TABLE_MAINTENANCE	OE_TABLE_MAINTENANCE	<input type="checkbox"/>		
PAYROLL_360	PAYROLL_360	<input type="checkbox"/>		
PM_MANAGER	PM_MANAGER	<input type="checkbox"/>		
PO_AGENT	PO_AGENT	<input type="checkbox"/>		
PO_APPROVAL	PO_APPROVAL	<input type="checkbox"/>		
PO_COMMITMENT	PO_COMMITMENT	<input type="checkbox"/>		
PO_ENTRY	PO_ENTRY	<input type="checkbox"/>		
PO_INQUIRY	PO_INQUIRY	<input type="checkbox"/>		
PO_RECEIVER	PO_RECEIVER	<input type="checkbox"/>		
PO_REPORTS	PO_REPORTS	<input type="checkbox"/>		
PO_REQUISITIONER	PO_REQUISITIONER	<input type="checkbox"/>		
PO_SUPPLIER_MAINTENANCE	PO_SUPPLIER_MAINTENANCE	<input type="checkbox"/>		
PO_TABLE_MAINTENANCE	PO_TABLE_MAINTENANCE	<input type="checkbox"/>		
SESSION_KILLER	SESSION_KILLER	<input type="checkbox"/>		
TS_USER	Time Sheet Management	<input type="checkbox"/>		
VAC_MANAGER	VAC_MANAGER	<input type="checkbox"/>		
VP_MANAGER	VP_MANAGER	<input type="checkbox"/>		
WF_MANAGER	WF_MANAGER	<input type="checkbox"/>		
WO_MANAGER	WO_MANAGER	<input type="checkbox"/>		
ASSETS	ASSETS	<input checked="" type="checkbox"/>		

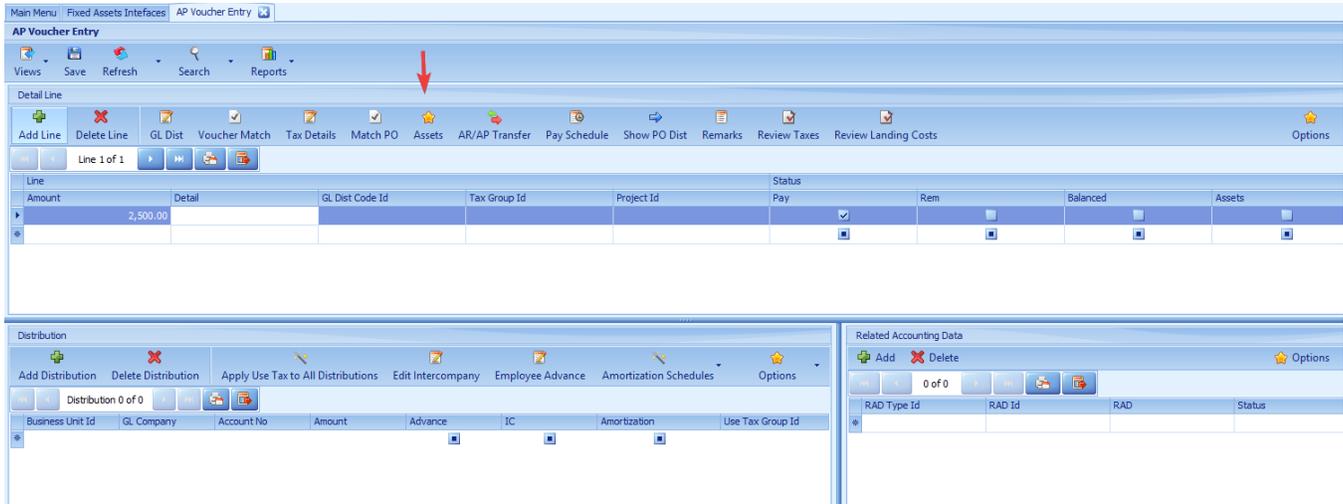
You can also add the Security Role to the user in System Maintenance > System Security > User Maintenance. Select the User Id. The right-hand panel has a tab called User Security, put a check mark in the box in the Is Member column next to the Role Name that just created in Security Role Maintenance. Click Save.

Adding an Asset.

Adding an Asset through Accounts Payable

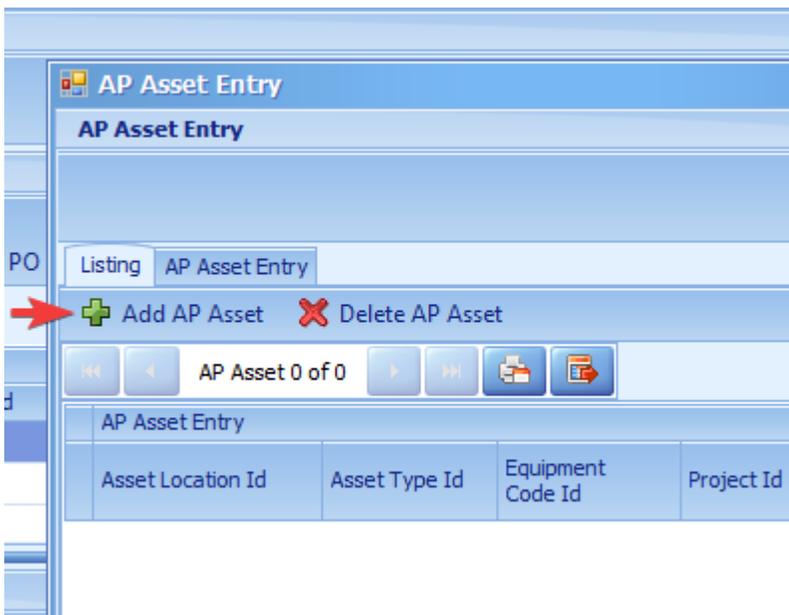
Select Accounts Payable, Voucher Entry

Enter the batch and voucher as normal. On the details section, select Assets.



The screenshot shows the 'AP Voucher Entry' window. The 'Detail Line' toolbar contains several buttons, with 'Assets' highlighted by a red arrow. Below the toolbar is a table with columns: Line, Amount, Detail, GL Dist Code Id, Tax Group Id, Project Id, Status, Pay, Rem, Balanced, and Assets. The first row shows an amount of 2,500.00. Below the table are sections for 'Distribution' and 'Related Accounting Data'.

Select Add AP Asset



The screenshot shows the 'AP Asset Entry' dialog box. The 'Add AP Asset' button is highlighted with a red arrow. The dialog box has a 'Listing' tab and a 'PO' field. Below the buttons is a table with columns: Asset Location Id, Asset Type Id, Equipment Code Id, and Project Id.

Complete the following fields:

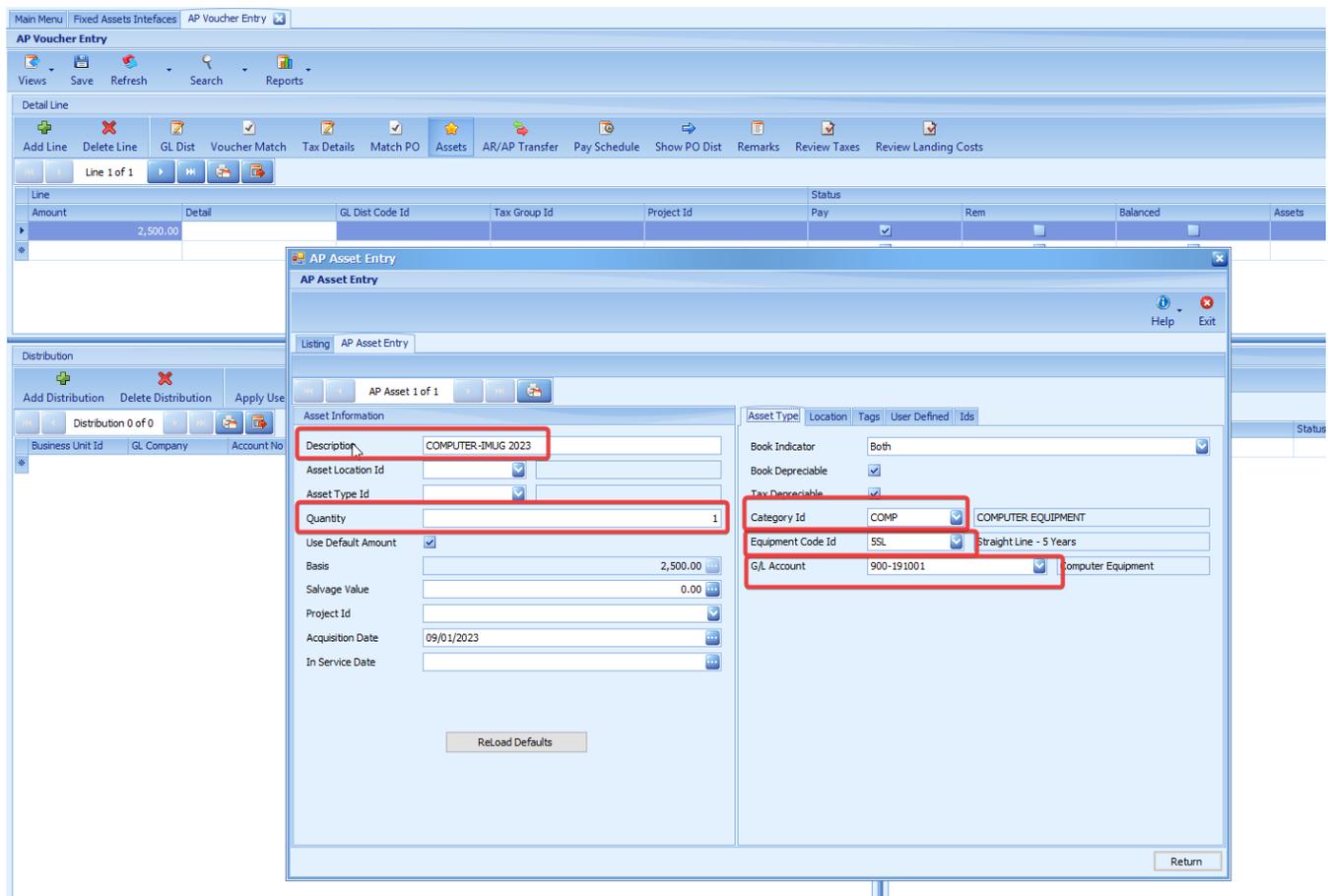
Description of Asset. Note: The system will assign an asset number.

Equipment Code Id: Select from LOV, list of available equipment codes.

G/L Account: Select from LOV, list of available accounts.

Enter the quantity, it will default to 1 but can be changed.

Category Id: Select from LOV, list of available category codes.



The screenshot shows the 'AP Voucher Entry' window with the 'AP Asset Entry' dialog box open. The dialog box contains the following fields and values:

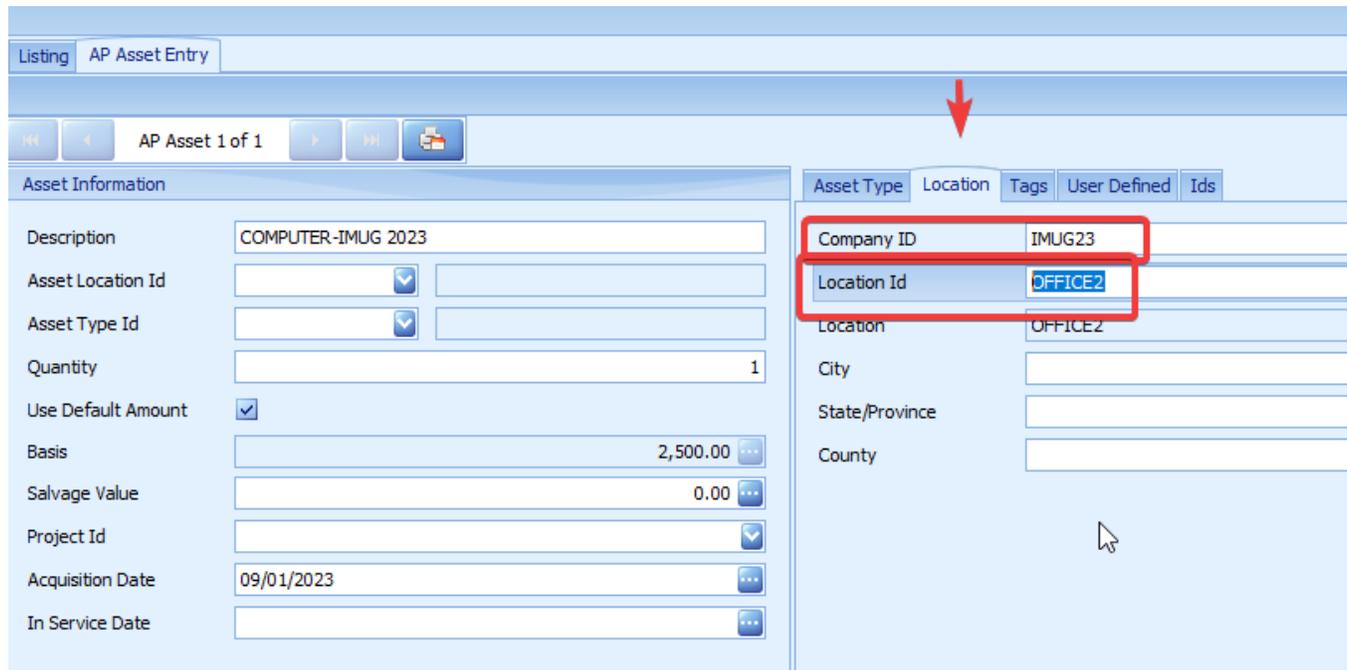
- Description:** COMPUTER-IMUG 2023
- Quantity:** 1
- Category Id:** COMP (COMPUTER EQUIPMENT)
- Equipment Code Id:** SSL (Straight Line - 5 Years)
- G/L Account:** 900-191001 (Computer Equipment)

Other visible fields in the dialog include: Asset Location Id, Asset Type Id, Use Default Amount (checked), Basis (2,500.00), Salvage Value (0.00), Project Id, Acquisition Date (09/01/2023), In Service Date, Book Indicator (Both), Book Depreciable (checked), and Tax Depreciable (checked).

If you are tracking location, you can navigate to the location tab and add it.

Company Id:

Location Id:



The screenshot shows the 'AP Asset Entry' form in the Multiview Asset Management software. The 'Location' tab is selected, and the 'Company ID' and 'Location Id' fields are highlighted with a red box. A red arrow points to the 'Location' tab. The 'Asset Information' section on the left contains the following data:

Description	COMPUTER-IMUG 2023
Asset Location Id	
Asset Type Id	
Quantity	1
Use Default Amount	<input checked="" type="checkbox"/>
Basis	2,500.00
Salvage Value	0.00
Project Id	
Acquisition Date	09/01/2023
In Service Date	

The 'Location' tab on the right contains the following data:

Company ID	IMUG23
Location Id	OFFICE2
Location	OFFICE2
City	
State/Province	
County	

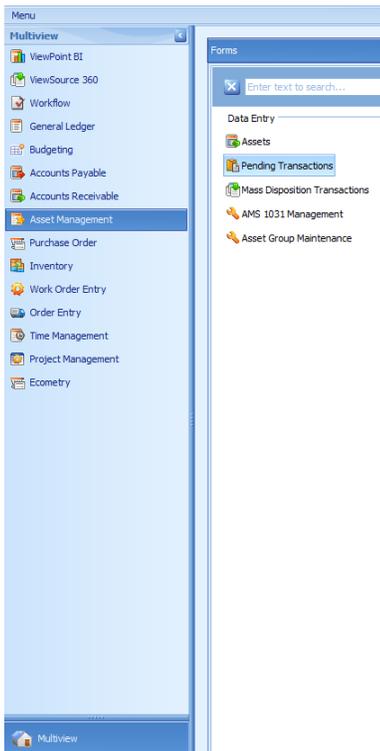
Select return.

Save Changes to Database: Yes

Select return from the Detail entry for the voucher, return to the batch header & post the batch.

Once an asset has been entered, it must be validated and posted through the pending transactions screen.

Select the Asset Management module, Asset Management, pending transactions.



Validate the transaction Step 1, check for errors Step 2 and Post transaction Step3 once validated.
Note: Ensure you are highlighted on the transaction.

Main Menu Pending Transactions [X] Press Esc to exit full screen

Pending Transactions

Views Save Refresh Reports

Acquisitions Changes Transfers Dispositions

Edit Transaction Validate Transactions Post Transactions Delete Highlighted Acquisitions

Pending Acquisitions 5 of 6

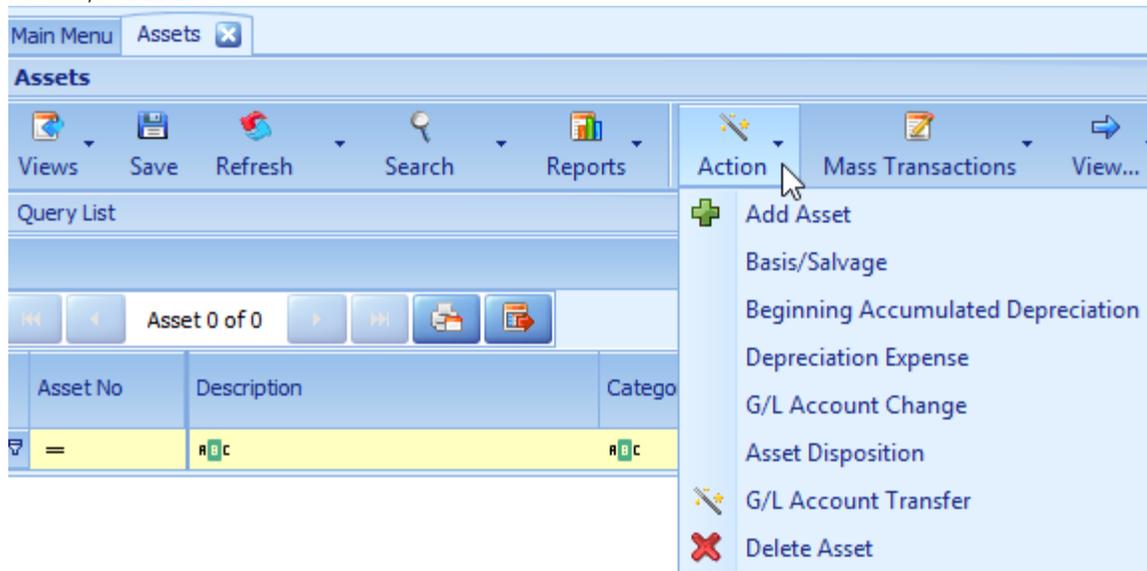
Company	Asset No	Batch No	Book No	Book	Error Description	Description	G/L Account	Equipment Code	Book In-Service	Book Basis	Book Life	Book Salvage Value	Tax In-Service	Tax Basis	Tax Life	Tax Salvage Value	Parent Asset No	Master Asset No.	Component Master No.
IMUG23	2123		2	0 Book		IMUG CONVENTION PROPERTY	900-175005	LAND	02/01/2021	130,000.00	1 Months	0.00			1 Years	0.00			1377
IMUG23	2124		2	0 Book		PARKING LOT EXPANSION	900-176005	25SL	09/01/2021	40,000.00	300 Months	0.00		0.00	Years	0.00			1378
IMUG23	2125		2	0 Book		2 LAPTOPS	900-191001	SSL	10/15/2022	3,494.00	60 Months	0.00			Years	0.00			1379
IMUG23	2126		2	0 Book		DESK/BOOK CASES	900-195005	13SL	01/01/2021	11,000.00	156 Months	0.00			Years	0.00			1380
IMUG23	2127	1241	0	Both	No Errors.	COMPUTER-IMUG 2023	900-191001	SSL	09/01/2023	2,500.00	60 Months	0.00	09/01/2023	2,500.00	Years	0.00			1381
IMUG23	2129	1243	0	Both		CUBICLES	900-195005	15SL	09/15/2023	4,200.00	180 Months	0.00	09/15/2023	4,200.00	Years	0.00			1383

Adding an Asset through Asset Management

Select Assets

Click Cancel on the Search Criteria pop up.

Action, Add Asset



Complete the Following Fields

Note:

- Ensure you are in the correct company.
- Any fixed Assets entered in the Asset Management module will not be posted to the GL if in the setups, the do not post acquisitions has been selected. The GL entry will need to be posted from the AP module or the GL module.

Description: Enter the Description

Equipment Code: Select from the list of available equipment codes.

GL Account: Select the appropriate account.

Ensure the Depreciable Book is checked, and for our example, Tax is unchecked.

Basis: Enter the cost amount

Salvage: Enter the salvage amount

Life: enter the life in months

Save

Acquisition

Acquisition List Acquisition Supplemental Book Location User Fields

+ Add Acquisitions

Acquisition Overrides 1031

Company ID IMUG Asset No 2129 Master Asset No. 1383

Description CUBICLES 1031 Acquisition

Acquisition Date 09/15/2023 1031 Trans No

Equipment Code 15SL

G/L Account 900-195005 Quantity 6

Book Indicator All Batch No 1243

Depreciable Book Tax

In-Service Date 09/15/2023 09/15/2023

Basis 4,200.00 4,200.00

Salvage 0.00 0.00

Life 180

Fair Value

New/Used Property New Tax Convention

Mid-Qtr. Convention Used (PY ACQ. only)

Qualified 168(k) Property

Parent No

Ref No

Tax schedule No

Schedule No

Contract Id

Category Id FURN

User 1 (Numeric)

User 2 (Numeric)

User 3 (Numeric)

User 4 (Text)

User 5 (Text)

User 6 (Text)

City State/Province

County

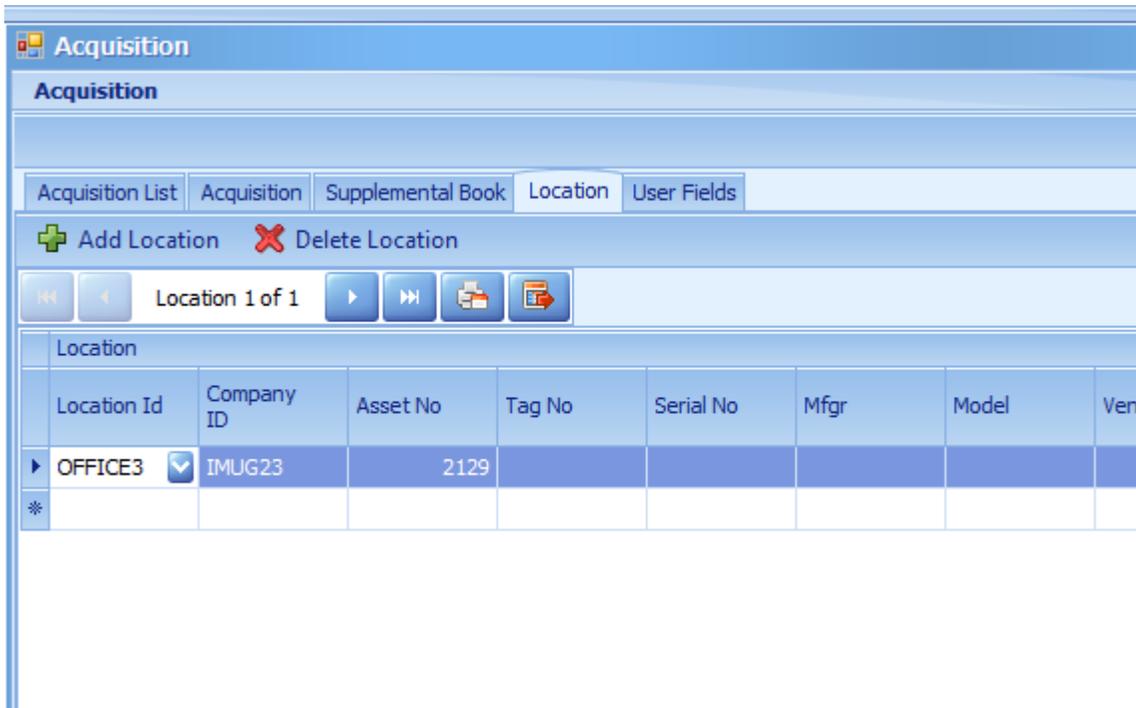
168(k) Bonus Rate 0.50

Basis FIN_BOOK2 AMT E and P ACE ST_TAX_BOOK1 ST_TAX_BOOK2 ST_TAX_BOOK3

Salvage

Life

OK Cancel Save



Acquisition

Acquisition List | Acquisition | Supplemental Book | Location | User Fields

+ Add Location ✖ Delete Location

Location 1 of 1

Location Id	Company ID	Asset No	Tag No	Serial No	Mfgr	Model	Vendor
OFFICE3	IMUG23	2129					

Once an asset has been entered, it must be validated and posted through the pending transactions screen.

Validate the transaction Step 1, check for errors Step 2 and Post transaction Step3 once validated

Note: Ensure you are highlighted on the transaction.



Main Menu | Pending Transactions

Pending Transactions

Views | Save | Refresh | Reports

Acquisitions | Changes | Transfers | Dispositions

Acquisitions

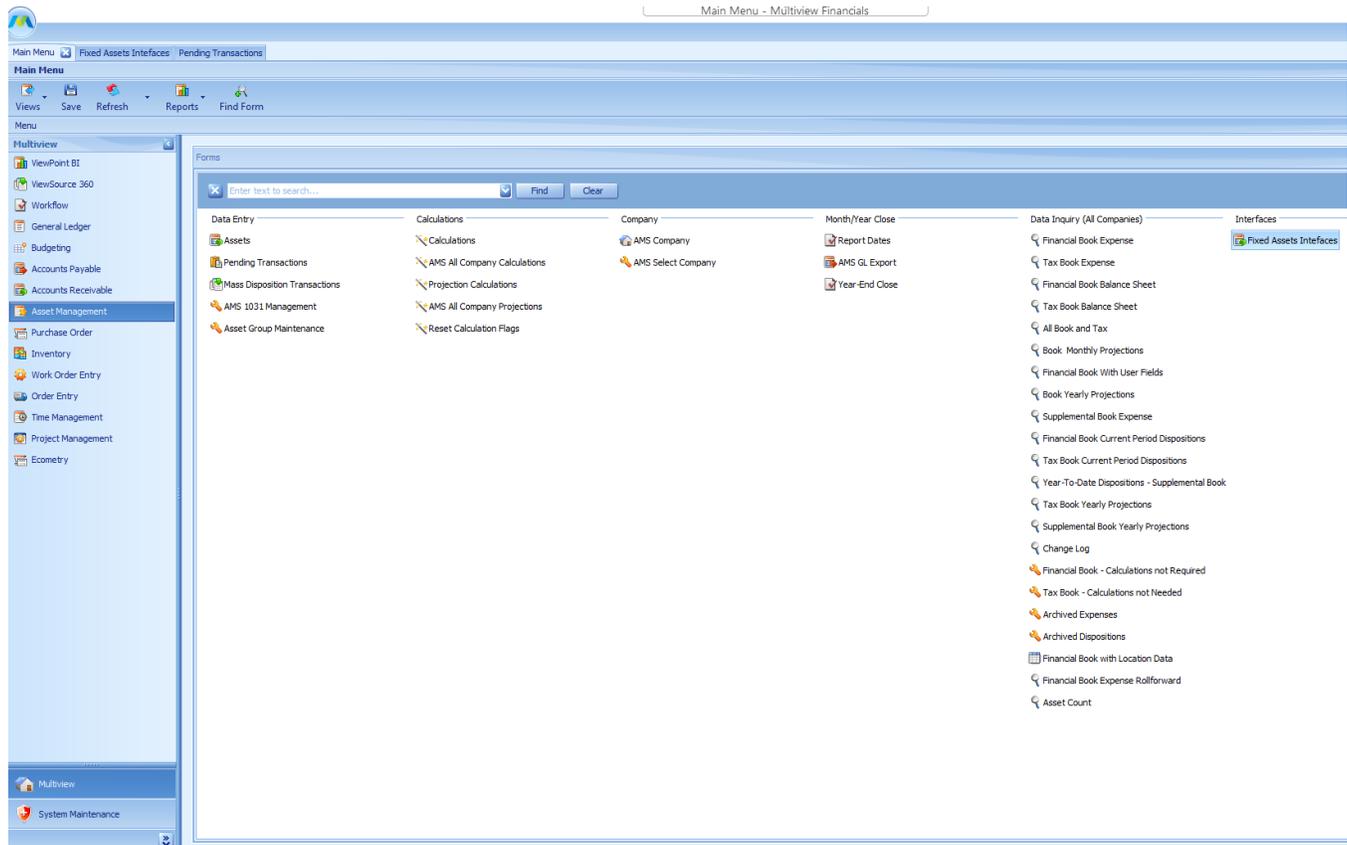
Edit Transaction | Validate Transactions | Post Transactions | Delete Highlighted Acquisitions

Pending Acquisitions 5 of 5

Company	Asset No	Batch No	Book No	Book	Error Description	Description	G/L Account	Equipment Code	Book In-Service	Book Basis	Book Life	Book Salvage Value	Tax In-Service	Tax Basis	Tax Life	Tax Salvage Value	Parent Asset No	Master Asset No	C. M.
IMUG23	2123	2	0	Book		IMUG CONVENTION PROPERTY	900-175005	LAND	02/01/2021	130,000.00	1 Months	0.00			1 Years	0.00			1377
IMUG23	2124	2	0	Book		PARKING LOT EXPANSION	900-176005	2SSL	09/01/2021	40,000.00	300 Months	0.00		0.00	Years	0.00			1378
IMUG23	2125	2	0	Book		2 LAPTOPS	900-191001	SSL	10/15/2022	3,494.00	60 Months	0.00			Years	0.00			1379
IMUG23	2126	2	0	Book		DESK/BOOK CASES	900-195005	13SL	01/01/2021	11,000.00	156 Months	0.00			Years	0.00			1380
IMUG23	2129	1243	0	Both	No Errors.	CUBICLES	900-195005	1SSL	09/15/2023	4,200.00	180 Months	0.00	09/15/2023	4,200.00	Years	0.00			1383

Adding an Asset through the Fixed Asset Interface

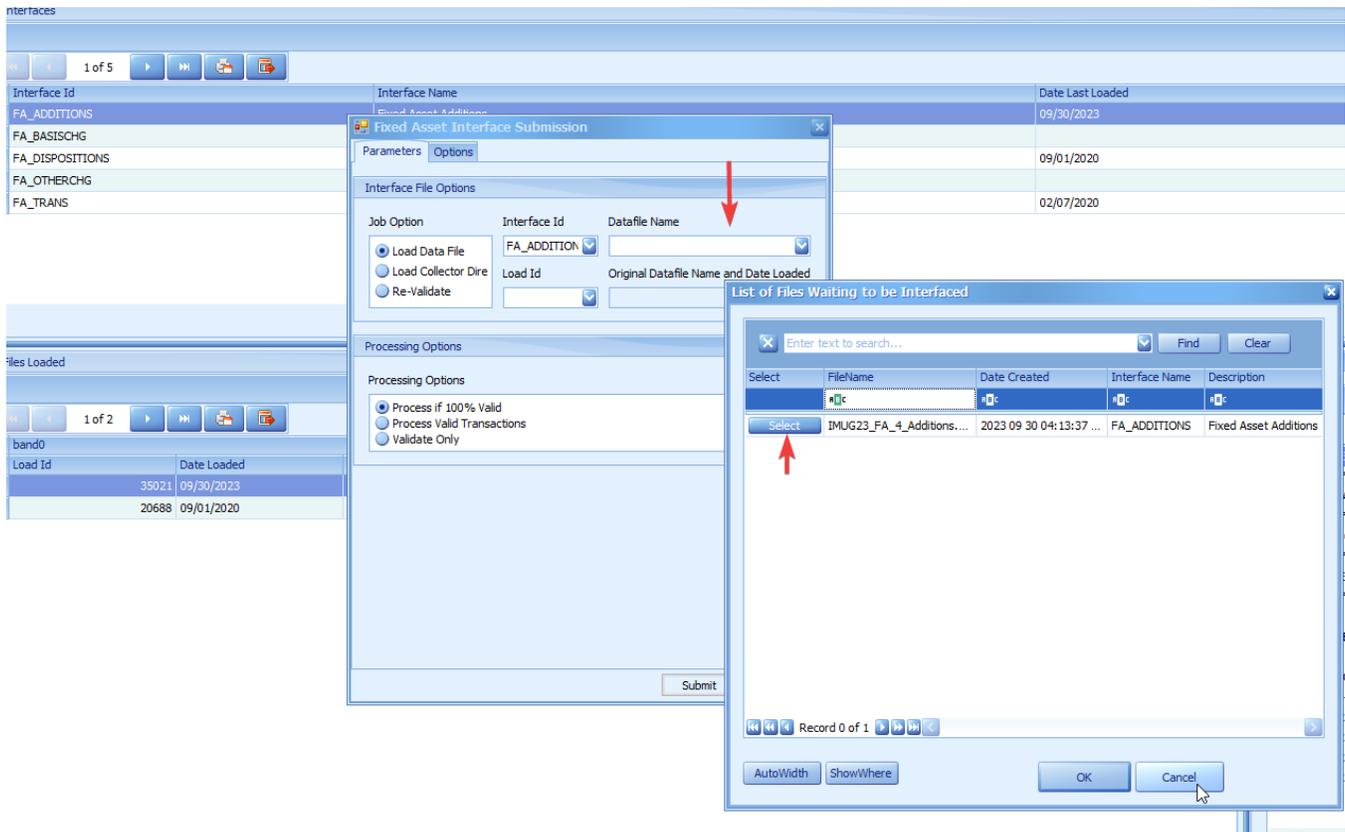
Select Asset Management, Fixed Asset Interfaces



Ensure the file has been saved into the interface /in/Assets folder. Save the file in a csv format. Ensure there are no spaces in the name and the length of the name is not too long.

Load using the Interface Name appropriate for the file, i.e., Fixed Asset Additions, select Load New Files in the right-hand corner of the Interface List.

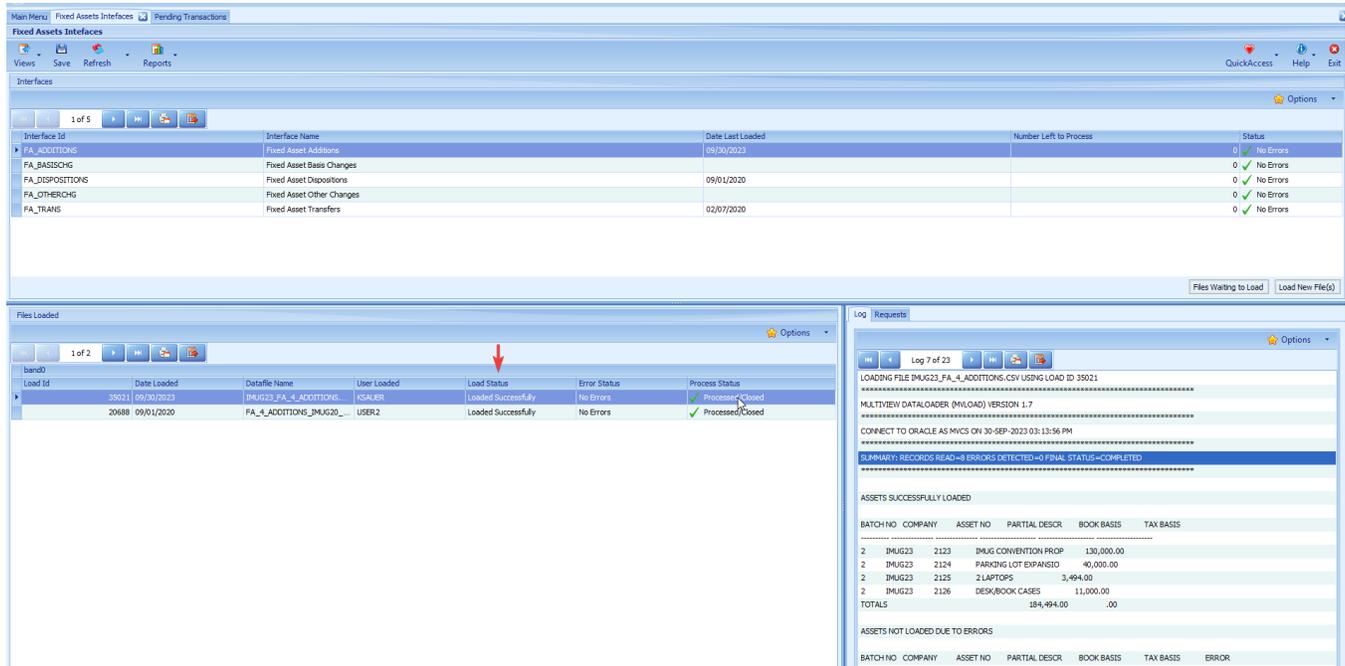




The screenshot shows the 'Fixed Asset Interface Submission' dialog box with the 'Interface File Options' tab selected. The 'Interface Id' is set to 'FA_ADDITION'. A red arrow points to the 'Datafile Name' dropdown menu. Below it, the 'List of Files Waiting to be Interfaced' dialog box is open, showing a table with columns: Select, FileName, Date Created, Interface Name, and Description. A red arrow points to the 'Select' checkbox for the file 'IMUG23_FA_4_Additions...'. The table contains one row of data.

Select	FileName	Date Created	Interface Name	Description
<input type="checkbox"/>	IMUG23_FA_4_Additions...	2023 09 30 04:13:37 ...	FA_ADDITIONS	Fixed Asset Additions

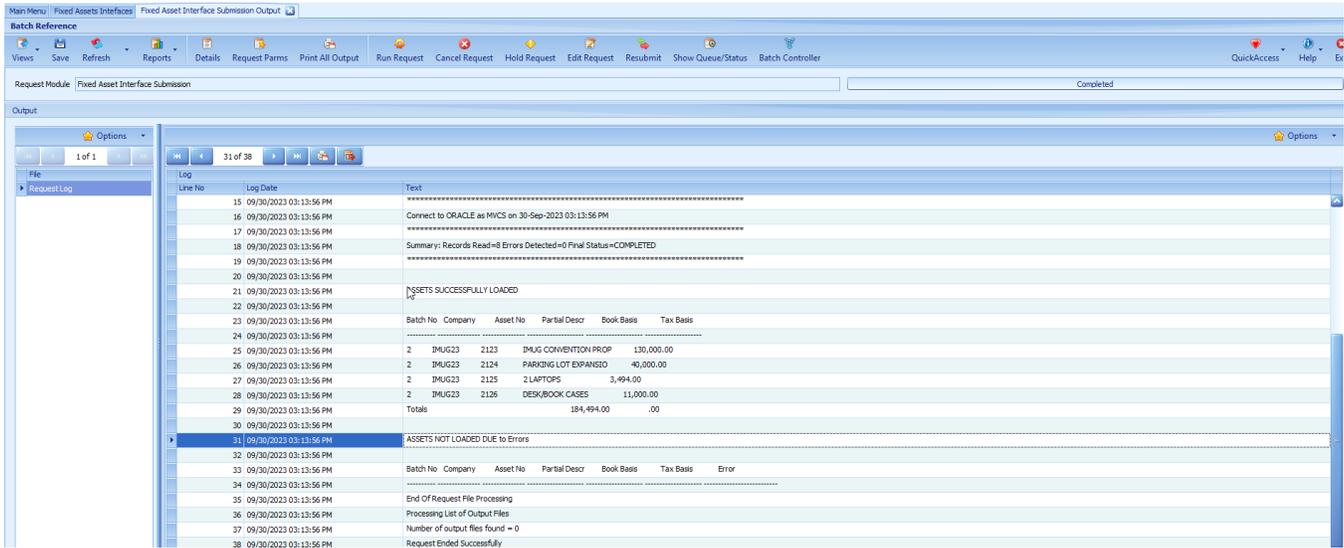
When the file is loaded successfully, the load status will indicate, Loaded Successfully, no errors.



The screenshot shows the 'Files Loaded' table with columns: Load Id, Date Loaded, Datafile Name, User Loaded, Load Status, Error Status, and Process Status. A red arrow points to the 'Load Status' column for the file 'FA_4_ADDITIONS_IMUG20...'. The 'Load Status' is 'Loaded Successfully' and 'Error Status' is 'No Errors'. The 'Log' window on the right shows the details of the load process, including the file name, user, and a summary of records loaded.

Load Id	Date Loaded	Datafile Name	User Loaded	Load Status	Error Status	Process Status
35021	09/30/2023	IMUG23_FA_4_ADDITIONS...	KSALER	Loaded Successfully	No Errors	Processed/Closed
20688	09/01/2020	FA_4_ADDITIONS_IMUG20...	USER2	Loaded Successfully	No Errors	Processed/Closed

Review the log file on the right-hand panel for details.

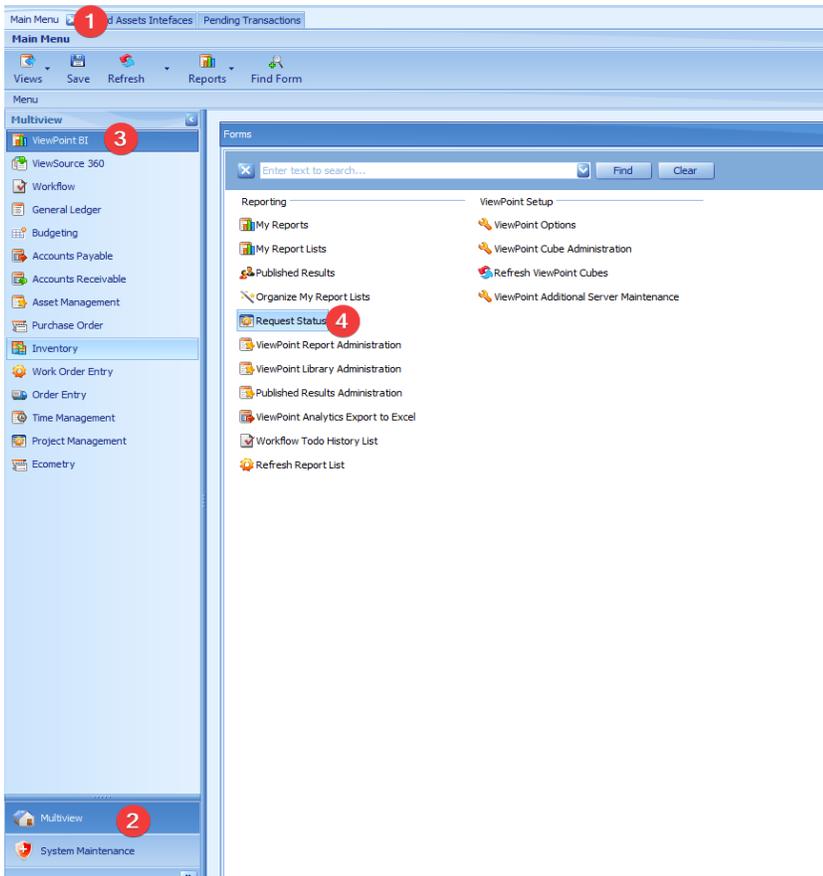


The screenshot shows the 'Fixed Asset Interface Submission Output' window. The log file content is as follows:

```

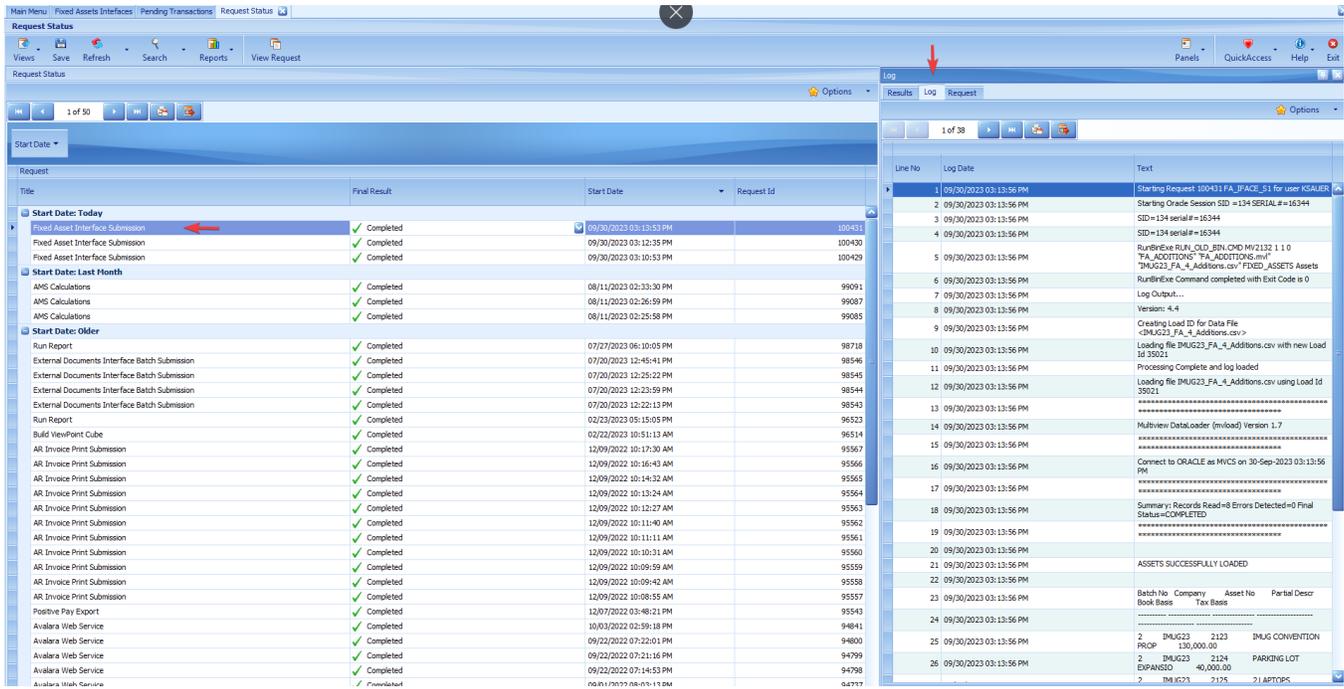
Log
-----
Line No   Log Date           Text
-----
15 09/30/2023 03:13:56 PM Connect to ORACLE as MICS on 30-Sep-2023 03:13:56 PM
16 09/30/2023 03:13:56 PM
17 09/30/2023 03:13:56 PM
18 09/30/2023 03:13:56 PM Summary: Records Read=8 Errors Detected=0 Final Status=COMPLETED
19 09/30/2023 03:13:56 PM
20 09/30/2023 03:13:56 PM
21 09/30/2023 03:13:56 PM *ASSETS SUCCESSFULLY LOADED
22 09/30/2023 03:13:56 PM
23 09/30/2023 03:13:56 PM
24 09/30/2023 03:13:56 PM
Batch No   Company   Asset No   Partial Descr   Book Basis   Tax Basis
-----
25 09/30/2023 03:13:56 PM 2 IMUG23 2123 IMUG CONVENTION PROP 130,000.00
26 09/30/2023 03:13:56 PM 2 IMUG23 2124 PARKING LOT EXPANSIO 40,000.00
27 09/30/2023 03:13:56 PM 2 IMUG23 2125 2 LAPTOPS 3,494.00
28 09/30/2023 03:13:56 PM 2 IMUG23 2126 DESK/BOOK CASES 11,000.00
29 09/30/2023 03:13:56 PM Totals 184,494.00 .00
30 09/30/2023 03:13:56 PM
31 09/30/2023 03:13:56 PM ASSETS NOT LOADED DUE to Errors
32 09/30/2023 03:13:56 PM
33 09/30/2023 03:13:56 PM
Batch No   Company   Asset No   Partial Descr   Book Basis   Tax Basis   Error
-----
34 09/30/2023 03:13:56 PM
35 09/30/2023 03:13:56 PM End Of Request File Processing
36 09/30/2023 03:13:56 PM Processing List of Output Files
37 09/30/2023 03:13:56 PM Number of output files found = 0
38 09/30/2023 03:13:56 PM Request Ended Successfully
  
```

The log file can also be reviewed by going to Main Menu (tab at the top left of all the tabs), Multiview, Viewpoint BI, Request Status



Click Query at the bottom of the Search Criteria pop up.

Highlight the request you wish to review in the grid and in the right-hand panel, select the log. This will summarize the changes that took place in the interface.



The screenshot displays the 'Request Status' window in the Multiview Asset Management application. The main window shows a list of requests with columns for Title, Final Result, Start Date, and Request Id. A red arrow points to the 'Fixed Asset Interface Submission' request, which is marked as 'Completed'. Below this, there are sections for 'Start Date: Today', 'Start Date: Last Month', and 'Start Date: Older', each listing various system tasks like 'Run Report', 'External Documents Interface Batch Submission', and 'AR Invoice Print Submission'.

On the right side, a 'Log' window is open, showing a detailed log of the selected request. The log includes a table with columns for Line No, Log Date, and Text. The log entries show the sequence of operations, including starting the Oracle session, loading data files, and processing the batch. A red arrow points to the top of the log window.

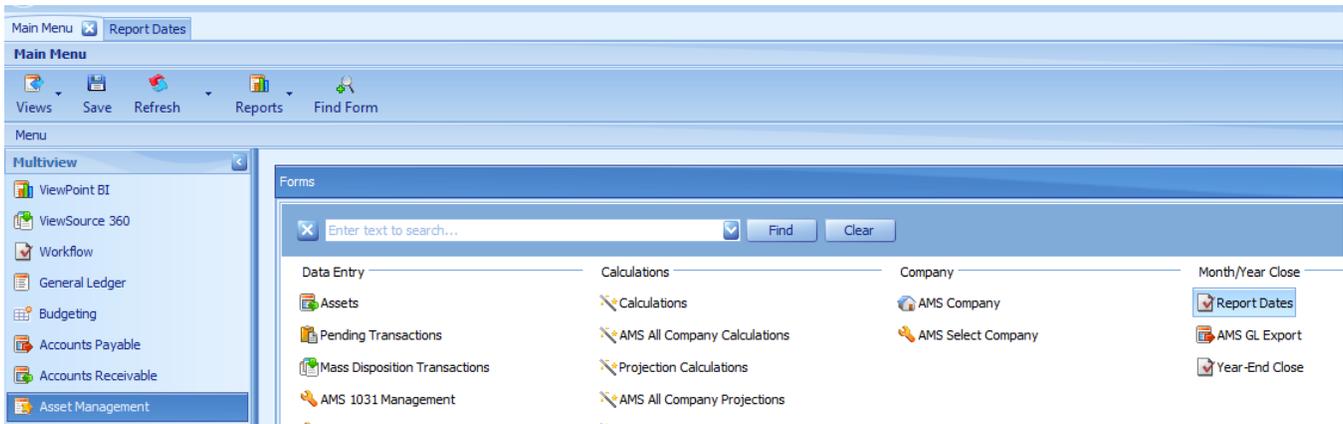
Line No	Log Date	Text
1	09/30/2023 03:13:56 PM	Starting Request 100431 FA_IFACE_S1 for user KSALIER
2	09/30/2023 03:13:56 PM	Starting Oracle Session SID = 134 SERIAL# = 16344
3	09/30/2023 03:13:56 PM	SID=134 serial#=16344
4	09/30/2023 03:13:56 PM	RunFile RPL_OLD_BIN_CMD MV2132 1 1 0
5	09/30/2023 03:13:56 PM	"FA_ADDITIONS" "FA_ADDITIONS.mv"
6	09/30/2023 03:13:56 PM	RunFile Command completed with Exit Code 0
7	09/30/2023 03:13:56 PM	Log Output...
8	09/30/2023 03:13:56 PM	Version: 4.4
9	09/30/2023 03:13:56 PM	Creating Load ID for Data File
10	09/30/2023 03:13:56 PM	<IMUG23_FA_a_Additions.csv with new Load
11	09/30/2023 03:13:56 PM	Processing Complete and log loaded
12	09/30/2023 03:13:56 PM	Loading File IMUG23_FA_a_Additions.csv using Load Id
13	09/30/2023 03:13:56 PM	39021
14	09/30/2023 03:13:56 PM	Multiview Data Loader (mload) Version 1.7
15	09/30/2023 03:13:56 PM	ASSETS SUCCESSFULLY LOADED
16	09/30/2023 03:13:56 PM	Connect to ORACLE as MVCS on 30-Sep-2023 03:13:56
17	09/30/2023 03:13:56 PM	Summary: Records Read=8 Errors Detected=0 Final
18	09/30/2023 03:13:56 PM	Status=COMPLETED
19	09/30/2023 03:13:56 PM	Batch No Company Asset No Partial Descr
20	09/30/2023 03:13:56 PM	Book Basis Tax Basis
21	09/30/2023 03:13:56 PM	2 IMUG23 2123 IMUG CONVENTION
22	09/30/2023 03:13:56 PM	PROP 130,000.00
23	09/30/2023 03:13:56 PM	2 IMUG23 2124 PARKING LOT
24	09/30/2023 03:13:56 PM	EXPANSIO 40,000.00
25	09/30/2023 03:13:56 PM	IMUG23 2125 21APTOPS

Once the assets have been loaded, the batch must be validated and posted through the pending transactions screen.

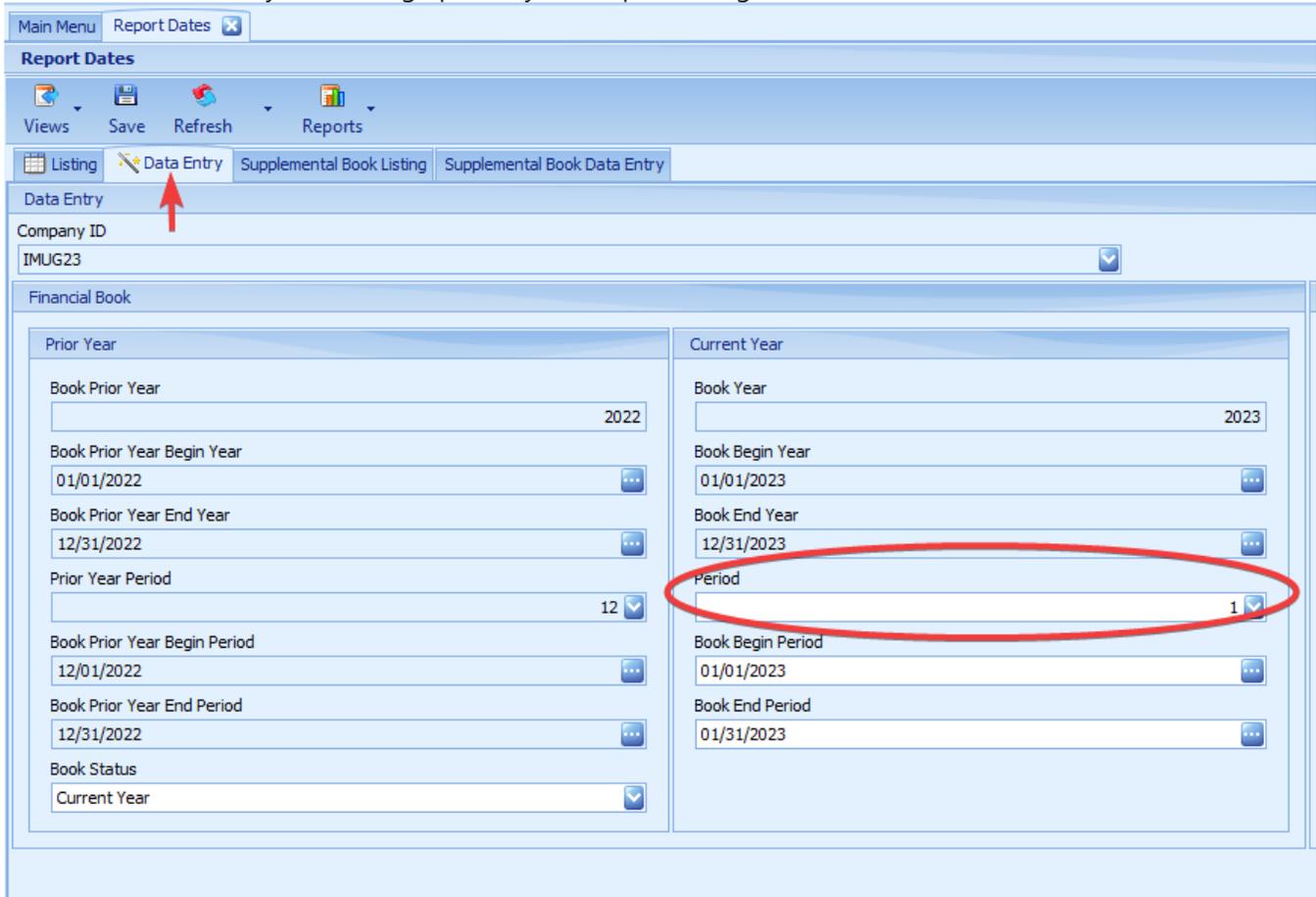
Depreciation

Running Depreciation Calculation

Select Asset Management, in the Month/Year Close section, select Report Dates.



Click on the Data Entry tab. Change period you are processing and click save.



Select Calculations

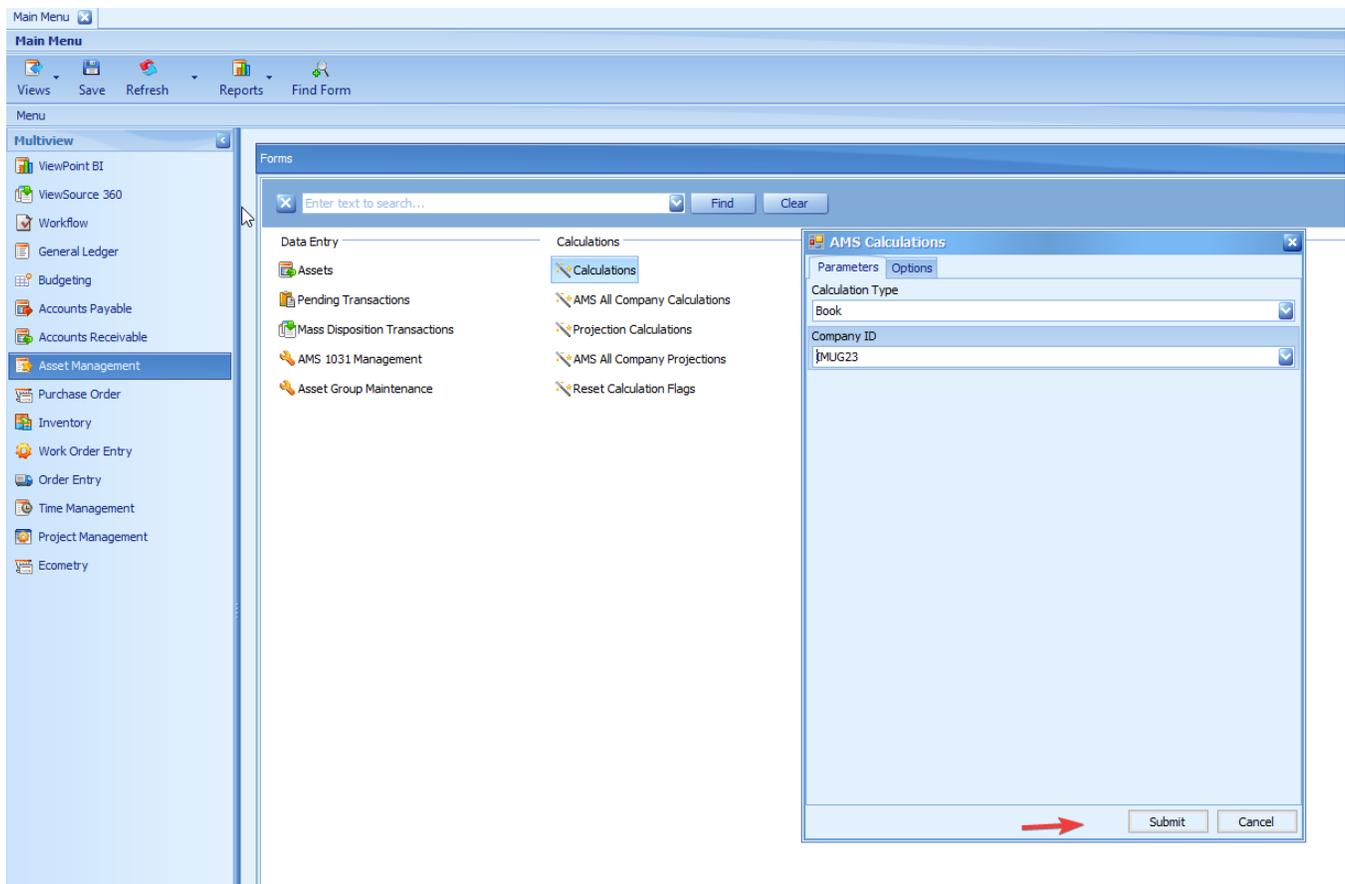
Note: When calculations are running no one should be doing any posting. Entries can be uploaded, and put things in pending, but don't post, don't change the report dates, and certainly don't close the year!

From the Main Menu tab in the Asset Management menu select Calculations.

Select the Calculation Type from the LOV.

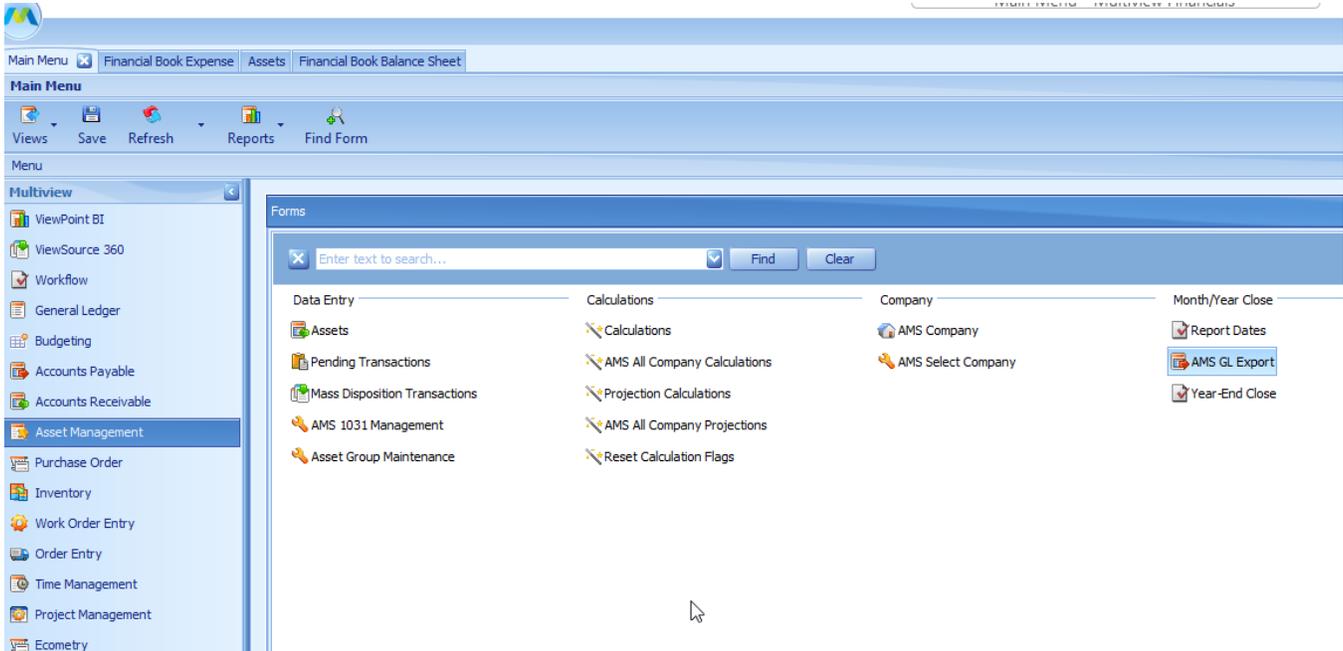
Select the Company ID.

Click Submit.

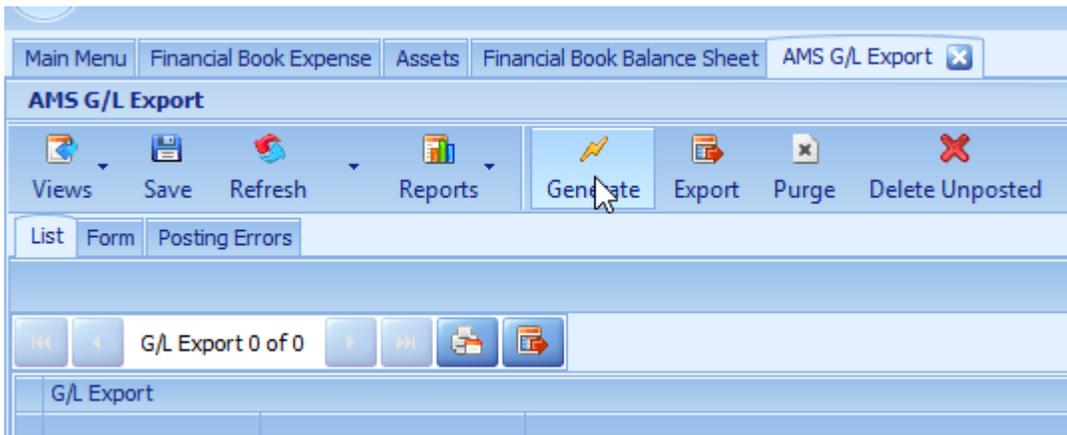


The screenshot displays the Multiview Asset Management software interface. The 'Main Menu' is visible at the top, and the 'Asset Management' menu is selected in the left-hand navigation pane. The 'Calculations' option is highlighted in the 'Data Entry' section of the main window. An 'AMS Calculations' dialog box is open, showing the 'Parameters' tab. The 'Calculation Type' dropdown is set to 'Book', and the 'Company ID' dropdown is set to 'IMUG23'. A red arrow points to the 'Submit' button at the bottom right of the dialog box.

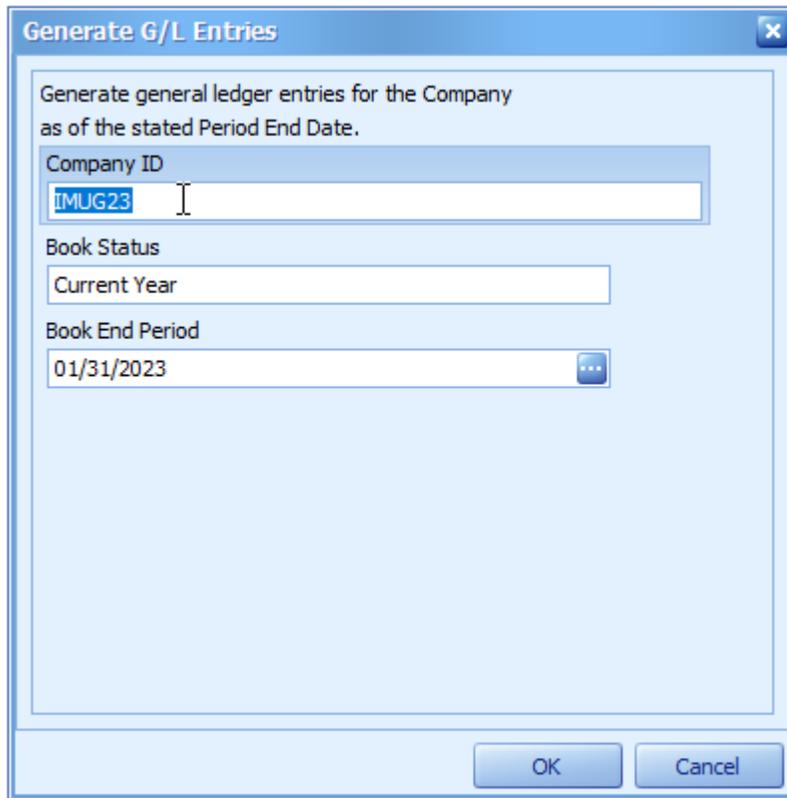
From the Main Menu tab in the Asset Management menu select AMS GL Export.



Select Generate in the tool bar.



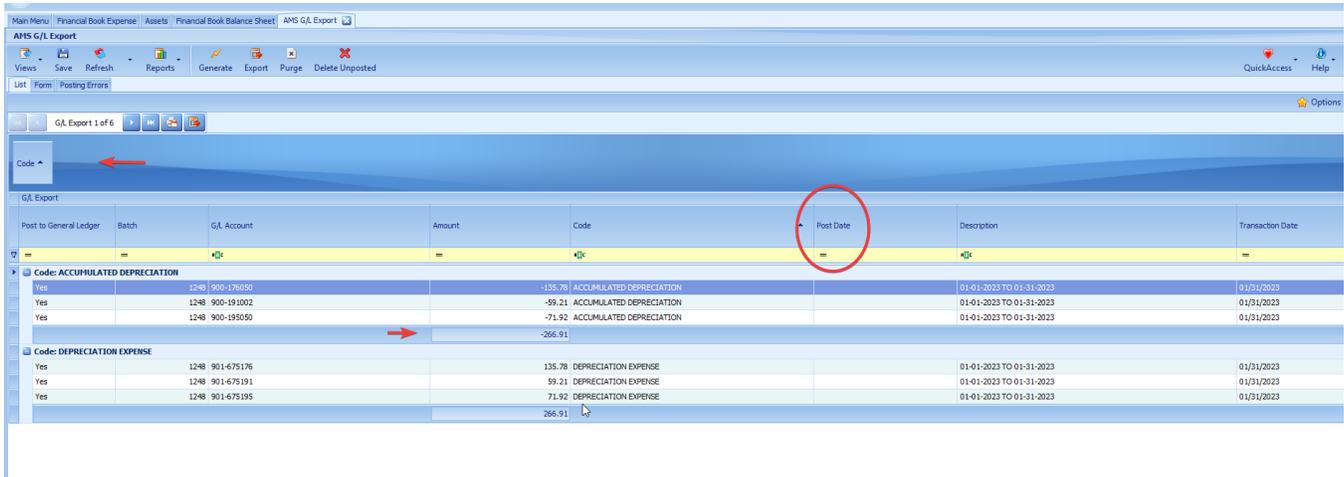
The pop up will be populated with the company and period you will be generating your depreciation entry for. Click ok.



The screenshot shows a dialog box titled "Generate G/L Entries" with a close button (X) in the top right corner. The main text reads: "Generate general ledger entries for the Company as of the stated Period End Date." Below this, there are three input fields: "Company ID" containing "IMUG23", "Book Status" containing "Current Year", and "Book End Period" containing "01/31/2023" with a calendar icon to its right. At the bottom of the dialog are "OK" and "Cancel" buttons.

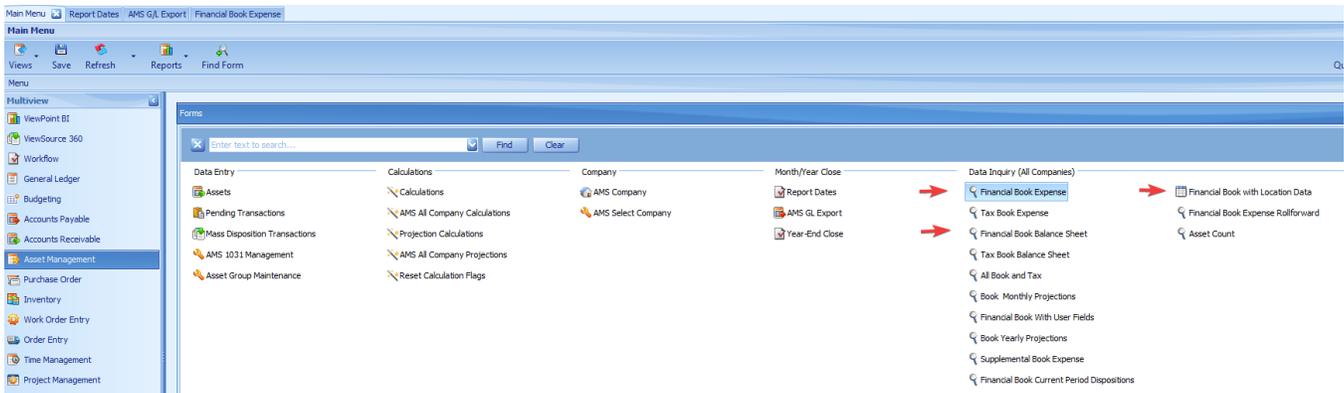
In the grid below it is sorted by the column called "Code" and subtotaled to see the amounts that will be posting to each account. You will see the items that have no post date, these are the lines you will want to review before you export the journal entry to the general ledger.

You can Generate as many times as necessary before Exporting to the GL. After you Generate, you can see the info of what will post to the GL, and if it doesn't look correct, you can make changes, re-calculate, re-generate, and review again, as many times as needed before clicking the Export button. Once you export the entry to the GL successfully, it cannot be deleted/undone.



Post to General Ledger	Batch	G/L Account	Amount	Code	Post Date	Description	Transaction Date
Code: ACCUMULATED DEPRECIATION							
Yes		1248 900-176050		-135.78	ACCUMULATED DEPRECIATION	01-01-2023 TO 01-31-2023	01/31/2023
Yes		1248 900-191002		-59.21	ACCUMULATED DEPRECIATION	01-01-2023 TO 01-31-2023	01/31/2023
Yes		1248 900-195050		-71.92	ACCUMULATED DEPRECIATION	01-01-2023 TO 01-31-2023	01/31/2023
			-266.91				
Code: DEPRECIATION EXPENSE							
Yes		1248 901-675176		135.78	DEPRECIATION EXPENSE	01-01-2023 TO 01-31-2023	01/31/2023
Yes		1248 901-675191		59.21	DEPRECIATION EXPENSE	01-01-2023 TO 01-31-2023	01/31/2023
Yes		1248 901-675195		71.92	DEPRECIATION EXPENSE	01-01-2023 TO 01-31-2023	01/31/2023
			266.91				

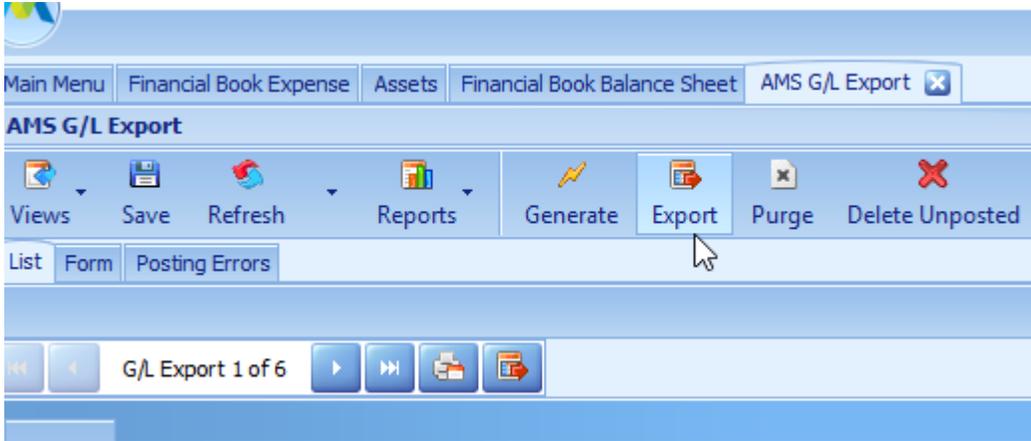
Navigate back to the main menu and use the Financial Book Expense, Financial Book Balance Sheet, and/or Financial Book with Location options to review the amounts that are expected for accumulated depreciation and depreciation expense for the period you are creating your journal entry for.



Menu	Forms	Company	Month/Year Close	Data Inquiry (All Companies)
<ul style="list-style-type: none"> ViewPoint BI ViewSource 360 Workflow General Ledger Budgeting Accounts Payable Accounts Receivable Asset Management Purchase Order Inventory Work Order Entry Order Entry Time Management Project Management 	<ul style="list-style-type: none"> Data Entry Assets Pending Transactions Mass Disposition Transactions AMS 1031 Management Asset Group Maintenance 	<ul style="list-style-type: none"> Calculations AMS All Company Calculations Projection Calculations AMS All Company Projections Reset Calculation Flags 	<ul style="list-style-type: none"> AMS Company AMS Select Company Report Dates AMS GL Export Year-End Close 	<ul style="list-style-type: none"> Financial Book Expense Tax Book Expense Financial Book Balance Sheet Tax Book Balance Sheet All Book and Tax Book Monthly Projections Financial Book With User Fields Book Yearly Projections Supplemental Book Expense Financial Book Current Period Dispositions

Entering Depreciation Journal Entry

When you are done reviewing and are ready to export your entry to the general ledger click on export in the tool bar.

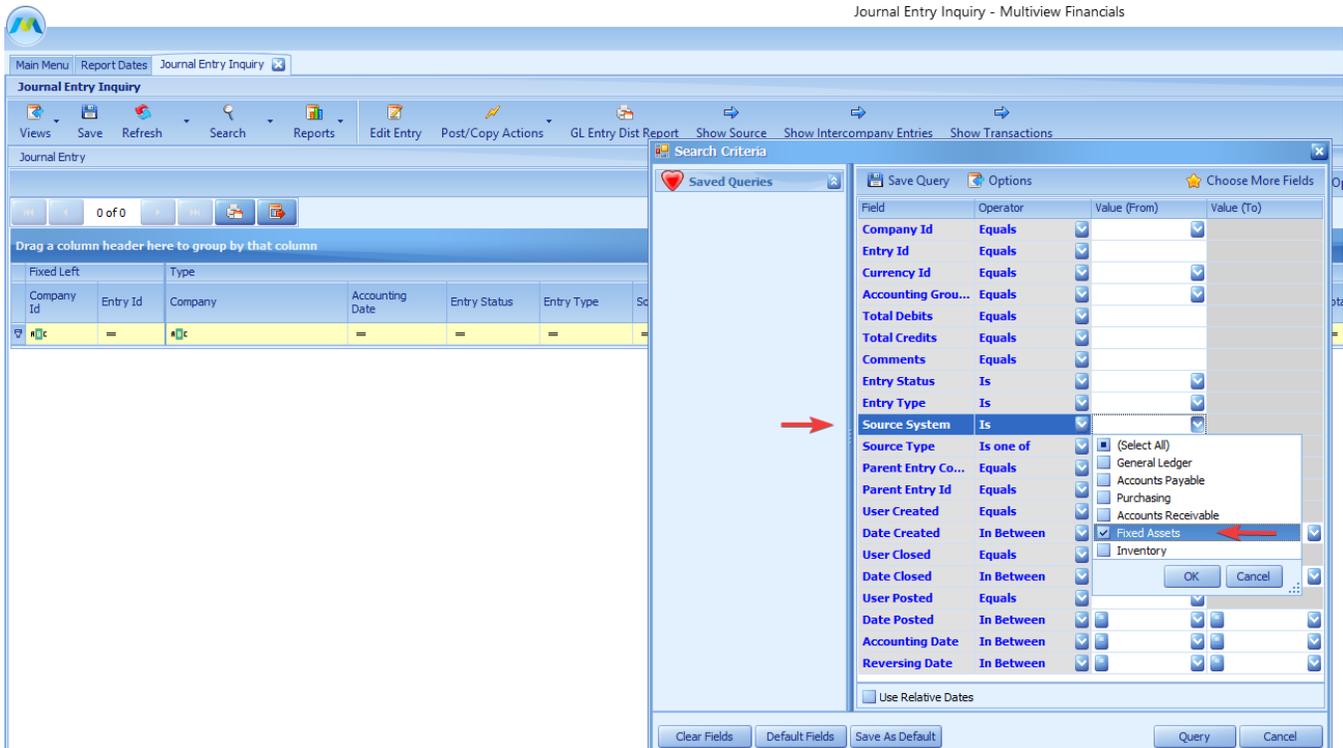



The screenshot shows the 'G/L Export' data table. The 'Post Date' column is circled in red. The table contains the following data:

Post to General Ledger	Batch	G/L Account	Amount	Code	Post Date	Description
Code: ACCUMULATED DEPRECIATION						
Yes		1248 900-176050	-135.78	ACCUMULATED DEPRECIATION	09/30/2023	01-01-2023 TO 01-31-2023
Yes		1248 900-191002	-59.21	ACCUMULATED DEPRECIATION	09/30/2023	01-01-2023 TO 01-31-2023
Yes		1248 900-195050	-71.92	ACCUMULATED DEPRECIATION	09/30/2023	01-01-2023 TO 01-31-2023
			-266.91			
Code: DEPRECIATION EXPENSE						
Yes		1248 901-675176	135.78	DEPRECIATION EXPENSE	09/30/2023	01-01-2023 TO 01-31-2023
Yes		1248 901-675191	59.21	DEPRECIATION EXPENSE	09/30/2023	01-01-2023 TO 01-31-2023
Yes		1248 901-675195	71.92	DEPRECIATION EXPENSE	09/30/2023	01-01-2023 TO 01-31-2023
			266.91			

From here you can navigate to the General Ledger module back on the Main Menu and view the posted entry from Journal Entry Inquiry. You can include parameters to isolate the entry like the dates you ran the depreciation for and set the source type as fixed assets.

Journal Entry Inquiry - Multiview Financials



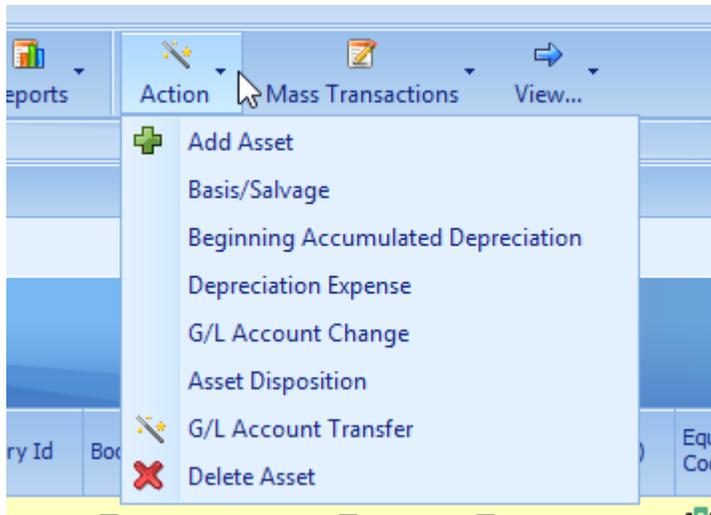
The screenshot shows the 'Journal Entry Inquiry' window with the 'Search Criteria' dialog box open. The dialog box has a 'Field' column, an 'Operator' column, and two 'Value' columns (From and To). The 'Source System' field is selected, and its 'Source Type' dropdown menu is open, showing options like 'General Ledger', 'Accounts Payable', 'Accounts Receivable', 'Fixed Assets', and 'Inventory'. A red arrow points to the 'Fixed Assets' option.

Field	Operator	Value (From)	Value (To)
Company Id	Equals		
Entry Id	Equals		
Currency Id	Equals		
Accounting Grou...	Equals		
Total Debits	Equals		
Total Credits	Equals		
Comments	Equals		
Entry Status	Is		
Entry Type	Is		
Source System	Is		
Source Type	Is one of		
Parent Entry Co...	Equals		
Parent Entry Id	Equals		
User Created	Equals		
Date Created	In Between		
User Closed	Equals		
Date Closed	In Between		
User Posted	Equals		
Date Posted	In Between		
Accounting Date	In Between		
Reversing Date	In Between		

Once you export the entry it cannot be modified or removed.

Changes you may want to make to an asset.

In the dropdown next to the Actions Icon in the tool bar, there are various activities that can be done that may come up during the life of your asset.



Basis/Salvage

The change basis/salvage box is used to make changes to an asset's basis and/or salvage value. The change transaction will apply to the asset selected on the query tab list.

Beginning Accumulated Depreciation

The change beginning accumulated depreciation is used to change an asset's beginning of year accumulated depreciation amount. This may happen when an auditor requires you to make more depreciation or when the asset was loaded the accumulated depreciation was incorrect.

Depreciation Expense

The change depreciation expense is used to change an asset's prior or current year annual depreciation expense amount. This change will result in the system using the entered depreciation expense for the year(s) specified. If a new amount is entered in the current year column, the system will then use this new amount as the annual depreciation expense for each remaining year in the life of the asset. Entering a manual depreciation expense will override the following years manually entered accumulated depreciation.

G/L Account Change

The change GL account is where users can change the asset's original GL account selection. This is not a transfer function. This option should only be used when an asset was incorrectly posted to the wrong GL account. The change will only affect the GL account associated with the asset at the time of acquisition.

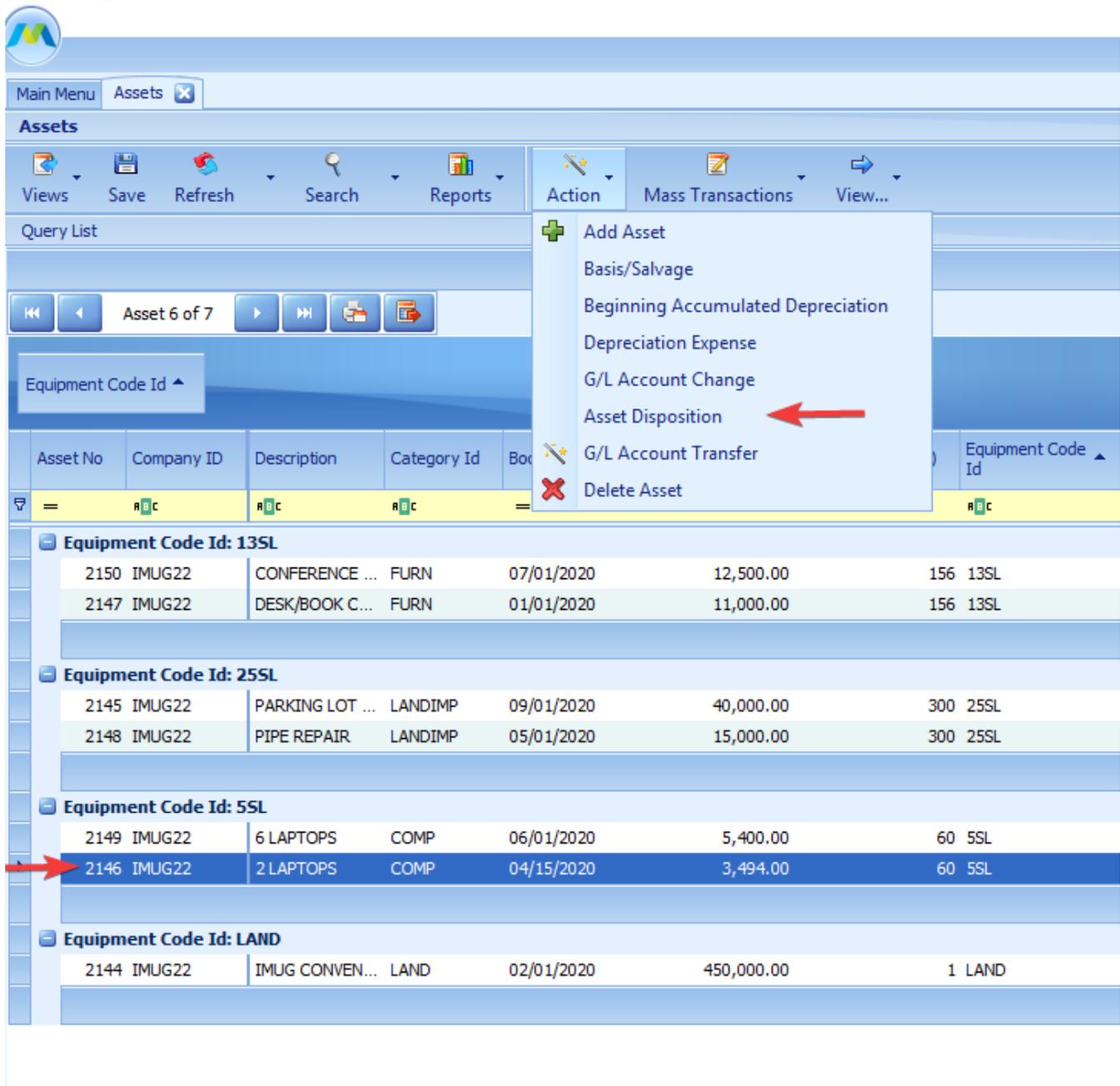
G/L Account Transfer

This function will transfer assets between gl accounts. The transfer effective date must be within the status year or beyond. It must also be after the in-service date and before the disposition date.

Delete

This function will allow you to delete an asset if needed.

Asset Disposition



The screenshot shows the 'Assets' module in the software. The 'Action' menu is open, and 'Asset Disposition' is highlighted with a red arrow. The main window displays a table of assets grouped by Equipment Code Id.

Asset No	Company ID	Description	Category Id	Book		Equipment Code Id
Equipment Code Id: 13SL						
2150	IMUG22	CONFERENCE ...	FURN	07/01/2020	12,500.00	156 13SL
2147	IMUG22	DESK/BOOK C...	FURN	01/01/2020	11,000.00	156 13SL
Equipment Code Id: 25SL						
2145	IMUG22	PARKING LOT ...	LANDIMP	09/01/2020	40,000.00	300 25SL
2148	IMUG22	PIPE REPAIR	LANDIMP	05/01/2020	15,000.00	300 25SL
Equipment Code Id: 5SL						
2149	IMUG22	6 LAPTOPS	COMP	06/01/2020	5,400.00	60 5SL
2146	IMUG22	2 LAPTOPS	COMP	04/15/2020	3,494.00	60 5SL
Equipment Code Id: LAND						
2144	IMUG22	IMUG CONVEN...	LAND	02/01/2020	450,000.00	1 LAND

The disposition date will default to the date you are doing the transaction so be sure to update it.

Book/Tax indicator – update to book in our example. You would need to pick whatever the setting was at the time the asset was set up.

You can enter a Sale Price if needed.

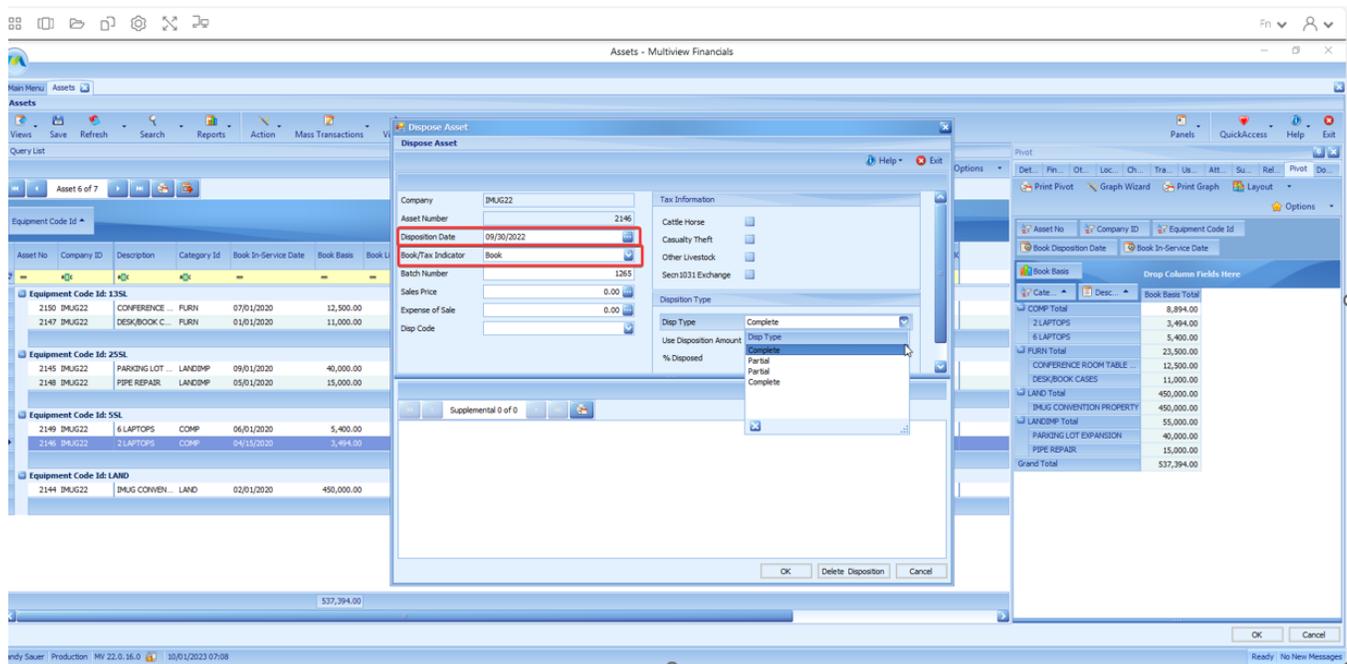
You can also enter an Expense of Sale if there was an expense involved with selling the asset.

Disposition type you can select complete or partial from the drop-down list.

Complete = 100%

Partial = You can override what populates with the percent you want to enter or you can enter an amount.

Click Ok.



Once an asset has been disposed of, it must be validated and posted through the pending transactions screen. Select the Asset Management module, Asset Management, pending transactions.

Validate, check for errors, and post your transactions.

Main Menu Assets Pending Transactions

Pending Transactions

Views Save Refresh Reports

Acquisitions Changes Transfers Dispositions

Dispositions

1 Edit Transaction 3 Validate Transactions Post Transactions Delete Highlighted Dispositions

Pending Dispositions 1 of 1

2

Company	Asset Number	Batch Number	Supplemental Book No	Book Description	Error Description	Disposition Date	Sales Price	Expense of Sale	Book G/L Account	Tax G/L Account	Disp Type	Percent Trans	Priority	Mass Disposition No.
IMUG22	2146	1265	0	Book	No Errors..	09/30/2022	0.00	0.00	900-191001		Complete	100.00		

You can now return to your asset list and refresh, and you will be able to see a Book Disposition Date for this Asset.

Main Menu Assets Pending Transactions

Assets

Views Save Refresh Search Reports Action Mass Transactions View...

Query List

Asset 6 of 7

Equipment Code Id

Asset No	Company ID	Description	Category Id	Book In-Service Date	Book Basis	Book Life (Months)	Equipment Code Id	Acquisition Date	Book Depreciable	Book Disposition Date
Equipment Code Id: 13SL										
2150	IMUG22	CONFERENCE ...	FURN	07/01/2020	12,500.00	156	13SL	07/01/2020	<input checked="" type="checkbox"/>	
2147	IMUG22	DESK/BOOK C...	FURN	01/01/2020	11,000.00	156	13SL	01/01/2020	<input checked="" type="checkbox"/>	
Equipment Code Id: 25SL										
2145	IMUG22	PARKING LOT ...	LANDIMP	09/01/2020	40,000.00	300	25SL	09/01/2020	<input checked="" type="checkbox"/>	
2148	IMUG22	PIPE REPAIR	LANDIMP	05/01/2020	15,000.00	300	25SL	05/01/2020	<input checked="" type="checkbox"/>	
Equipment Code Id: 5SL										
2149	IMUG22	6 LAPTOPS	COMP	06/01/2020	5,400.00	60	5SL	06/01/2020	<input checked="" type="checkbox"/>	
2146	IMUG22	2 LAPTOPS	COMP	04/15/2020	3,494.00	60	5SL	04/15/2020	<input checked="" type="checkbox"/>	09/30/2022
Equipment Code Id: LAND										
2144	IMUG22	IMUG CONVEN...	LAND	02/01/2020	450,000.00	1	LAND	02/01/2020	<input type="checkbox"/>	

Month/Year End Close

If you are using the Fixed Asset Module, you will want to verify that you are closing your months and year prior to running your GL Period end as you will have your AMS/GL Entries to account for.

Once a fiscal period is complete you will need to update your period to the next period.

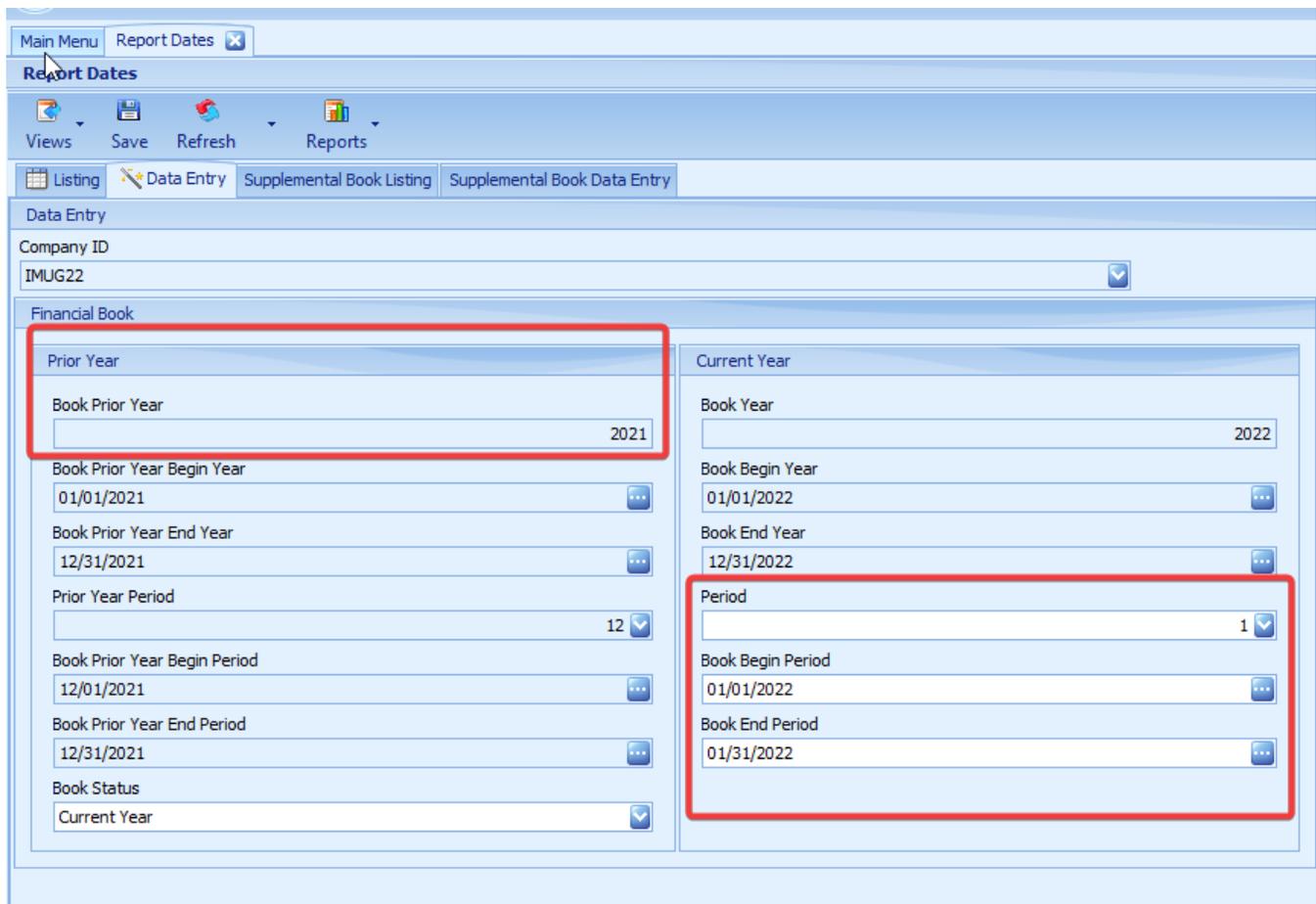
The period screen is found in Multiview, Asset Management, Month/Year Close.

Select Report Dates

When the listing opens, select the Data Entry tab to set the next period.

Your Period in AMS represents the current month period you are working in.

Select the drop-down arrow and select the next time frame. Save & Refresh to get the Book Begin Period & the Book Period end to change.



Report Dates

Views Save Refresh Reports

Listing Data Entry Supplemental Book Listing Supplemental Book Data Entry

Data Entry

Company ID
IMUG22

Financial Book

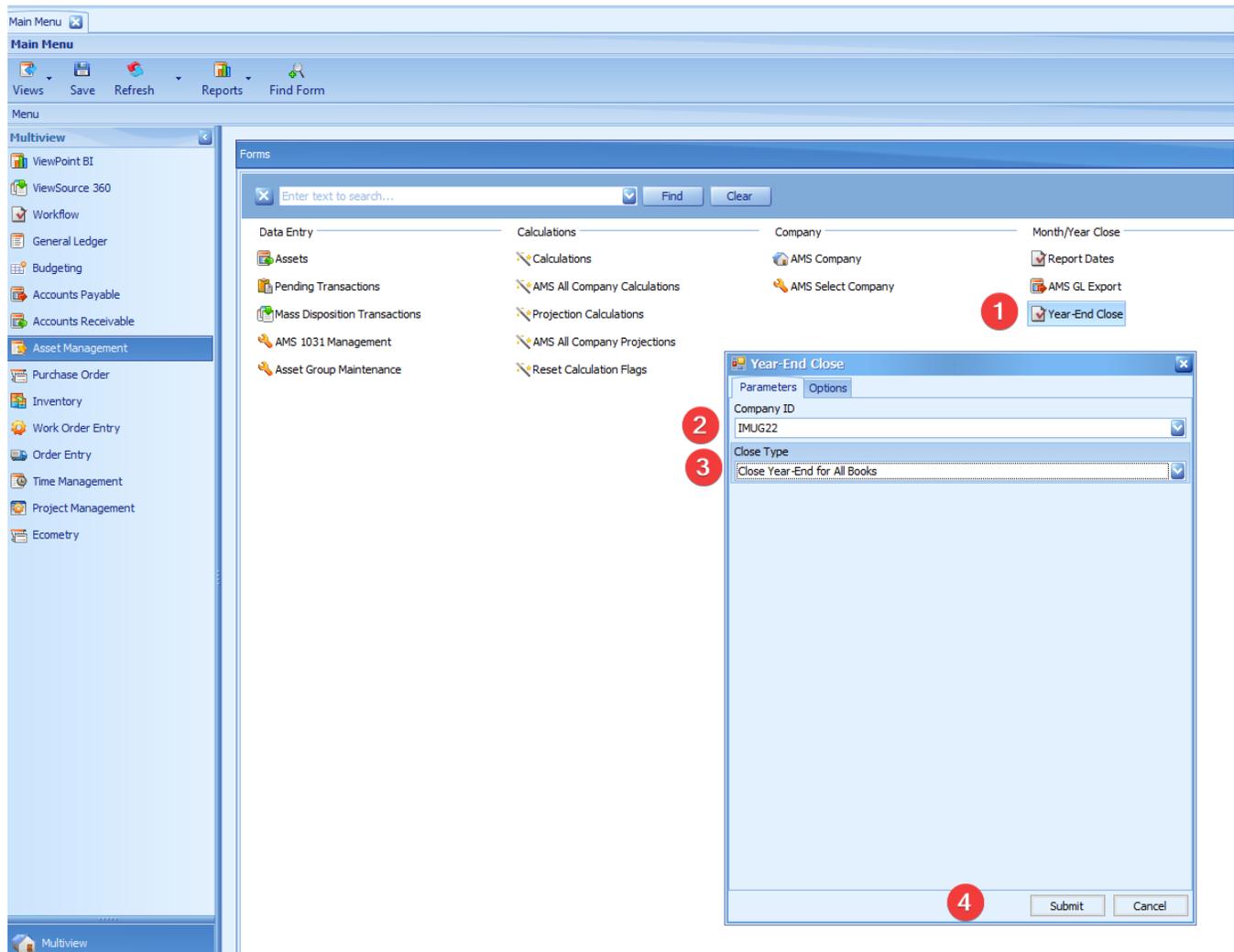
Prior Year	Current Year
Book Prior Year 2021	Book Year 2022
Book Prior Year Begin Year 01/01/2021	Book Begin Year 01/01/2022
Book Prior Year End Year 12/31/2021	Book End Year 12/31/2022
Prior Year Period 12	Period 1
Book Prior Year Begin Period 12/01/2021	Book Begin Period 01/01/2022
Book Prior Year End Period 12/31/2021	Book End Period 01/31/2022
Book Status Current Year	

Year End Close

If you are ready to close the year and roll forward your periods for your Fixed Assets, then you will need to perform the Year-End Close.

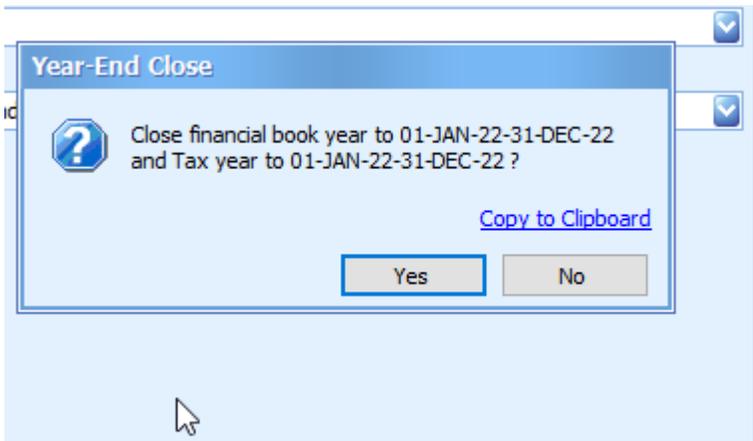
To move ASM period, go to Multiview, Asset Management, Month/Year Close, Year End close.

Here you will select the company and book you want to move and click submit.



The screenshot displays the Multiview software interface. On the left is a 'Multiview' menu with 'Asset Management' selected. The main area shows a 'Forms' list with categories: Data Entry, Calculations, Company, and Month/Year Close. The 'Year-End Close' form is highlighted with a red circle '1'. A dialog box titled 'Year-End Close' is open, showing 'Parameters' and 'Options' tabs. The 'Company ID' is set to 'IMUG22' (marked with a red circle '2') and the 'Close Type' is 'Close Year-End for All Books' (marked with a red circle '3'). The 'Submit' button at the bottom right of the dialog is marked with a red circle '4'.

Please note you will receive a pop-up with a message which will appear like you are closing the year you are moving to, meaning it will close the 2021 year in and begin the period from 01-Jan-22 to 31-Dec 22. You will not be able to enter in the period of 2021 once you submit the year-end close.



Once completed, you can verify in your report dates that the New Year and periods have rolled forward. You can now run your calculations and continue to process your assets for the New Year!

Client Portal



Here is the web address for our client portal - <https://support.multiviewcorp.com/hc/en-us>

You can enter the name of the webinar below in the search bar to access information regarding Tax and Supplemental books as well as how to set up the Asset Management module.

[Fixed Assets Webinar – Multiview Customer Support \(multiviewcorp.com\)](#)

Below are some other helpful areas that you will find on our client portal that are related to asset management.

ANNOUNCEMENTS
MULTIVIEW RELEASE NOTES
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PRODUCT DOCUMENTATION
HOW TO GUIDES
INSTRUCTIONAL VIDEOS
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REPORTING WEBINAR SERIES
ON-PREMISE SUPPORT
IMUG 2022 DIGITAL
IMUG 2021 DIGITAL
FAQ

Asset Management How-To

- How to add Category Id to an Asset
- How to set Default Book Indicator (No Tax Usage)
- How to Reverse an Asset Disposition
- How to Run Depreciation
- How to Accelerate Depreciation of an Asset
- How to update Report Dates in Asset Management
- How to Update an Existing Asset Description
- How to Post Entries in Asset Management
- How to roll forward your year in Fixed Assets
- How to give access to Asset Management
- How to resolve AMS/GL Posting Error: Map not found for Key
- How to delete or remove an Asset/duplicate Asset
- How to adjust the Equipment code/Life of a fixed asset
- How to change in-service book date
- How to change Amount on a Fixed Asset
- How to change Category ID or description in AMS
- How to run calculations for depreciation to post each month
- How to undo a disposal of an asset
- How to add new GL cost accounts for assets
- How to update the life of an asset

FOUNDATION TRAINING
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HOW TO GUIDES
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IMUG 2022 DIGITAL
IMUG 2021 DIGITAL
FAQ

1. The Basics

- Grid Customization
- Library & Report Administration
- My Reports
- New User Navigation (Cloud)
- Pivot Tables/Reports
- Search Criteria

3. Accounts Payable

- Pre-Voucher Entry & Workflow
- Voucher Entry
- AP - GL Distribution Codes
- Payments - Checks, Positive Pay
- EFT Payments
- AP Inquiries and Reports

See all 8 articles

5. Report Training

- Report Building, Basics
- Report Building, Income Statement
- Report Building, Balance Sheet

7. Fixed Assets

- FA - Template Review for Implementation
- FA - Asset Data Entry & Load Reconciliation
- Ongoing Use of Fixed Asset module

Miscellaneous

- Contents
- About Barcoding
- Barcodes Supported
- Prerequisite Setup in Multiview

2. General Ledger

- Journal Entry
- Journal Entry via Excel Template
- Template Journal Entries
- GL Inquiries and Reports
- Month End/Year End Close
- Budgets

See all 7 articles

4. Accounts Receivable

- AR Invoice Entry
- Receipt Entry
- Miscellaneous Cash Receipts
- Statement Production
- AR Customer Maintenance
- AR Transaction Inquiries

See all 10 articles

6. Materials Management

- Requisition Entry, Desktop & Inquiry
- Requisition Entry, Portal
- Requisition Management, Inv. Fulfillment, One-Step Requisitions
- Purchase Order Entry
- Receipt Entry, Supplier Maintenance
- AP/PO Matching, Price Discrepancy

See all 12 articles

8. System Administration

- System Administration - User Maintenance
- System Administration - Administration Forms
- Attaching external documents
- Uploading external documents, via portal

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IMUG 2021 DIGITAL
FAQ

FAQ

Basics FAQ

- Can you customize the size of the document panel and lock it in place?
- How to close all tabs at once?
- How do you change the color scheme?
- How do you switch from test to production
- Is there a way to login to the "portal" without having to exit out of everything?

User Maintenance FAQ

- How do you expire a password?
- How do you inactivate a user?
- Do you have a security role that you have seen for an external financial statement auditor? Just curious what role you could/would set them up as?

Fixed Assets FAQ



- Is there an overview of the steps to run depreciation?
- Is there a way to duplicate assets? Let's say we're purchasing 5 of the same piece of equipment. Is there a way to set it up once and then copy it so that you get 5 of the same asset?
- Is there a way to do a test run of depreciation before it is posted to the GL? If it doesn't look correct, can it be rerun?
- How can security be set up so that the asset acquisitions/changes/transfers & dispositions can be approved?
- What is the best way to see the results of the entry or in other words, how do you see the transaction posted in the G/L?
- Can the book indicator default to book as we are not using tax?

[See all 12 articles](#)