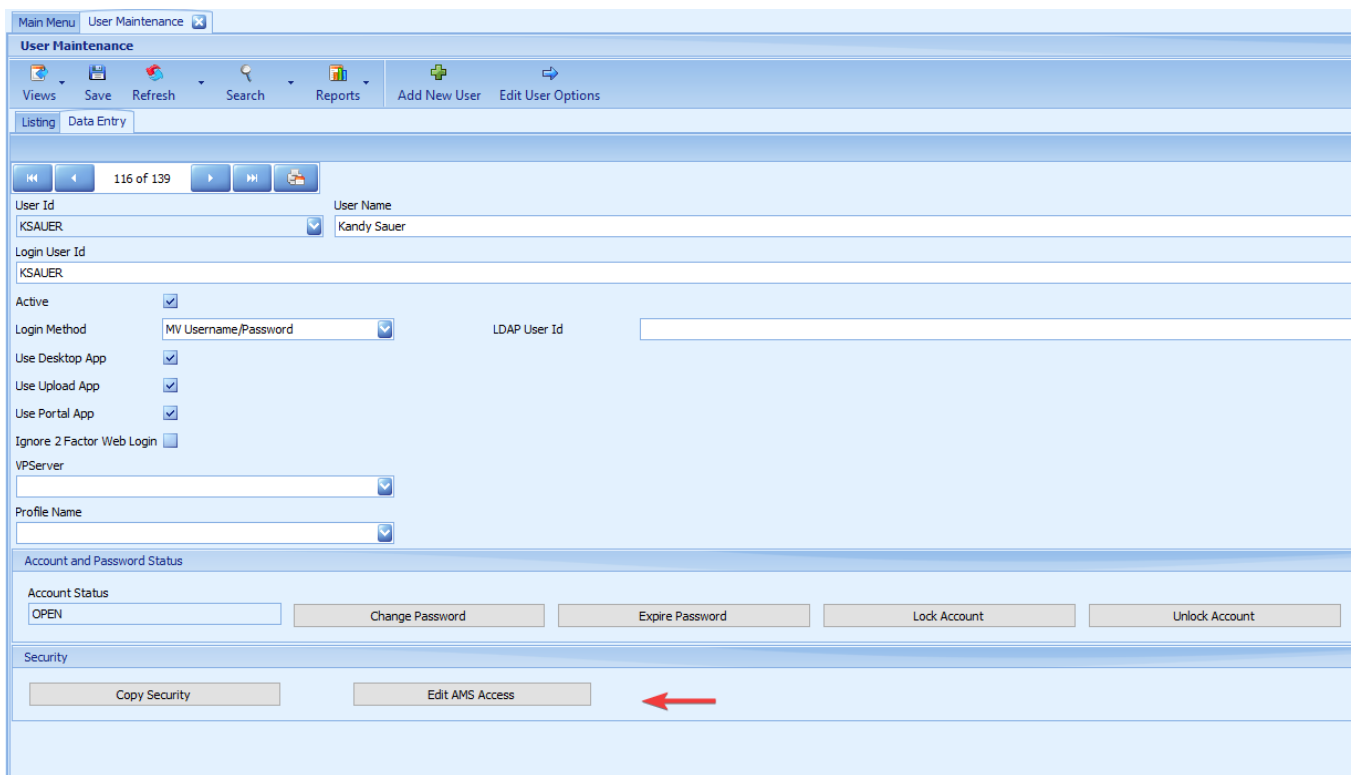


Asset Management

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.



Main Menu User Maintenance

User Maintenance

Views Save Refresh Search Reports Add New User Edit User Options

Listing Data Entry

116 of 139

User Id: KSAUER User Name: Kandy Sauer

Login User Id: KSAUER

Active: ☒

Login Method: MV Username/Password

LDAP User Id:

Use Desktop App: ☒

Use Upload App: ☒

Use Portal App: ☒

Ignore 2 Factor Web Login: ☐

VP Server:

Profile Name:

Account and Password Status

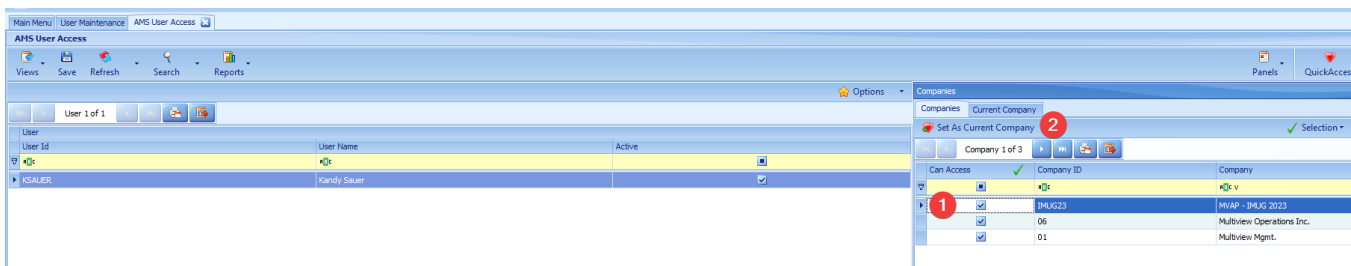
Account Status: OPEN

Change Password Expire Password Lock Account Unlock Account

Security

Copy Security Edit AMS Access

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).



Main Menu User Maintenance AMS User Access

AMS User Access

Views Save Refresh Search Reports

User 1 of 1

User	User Name	Active
KSAUER	Kandy Sauer	<input checked="" type="checkbox"/>

Options

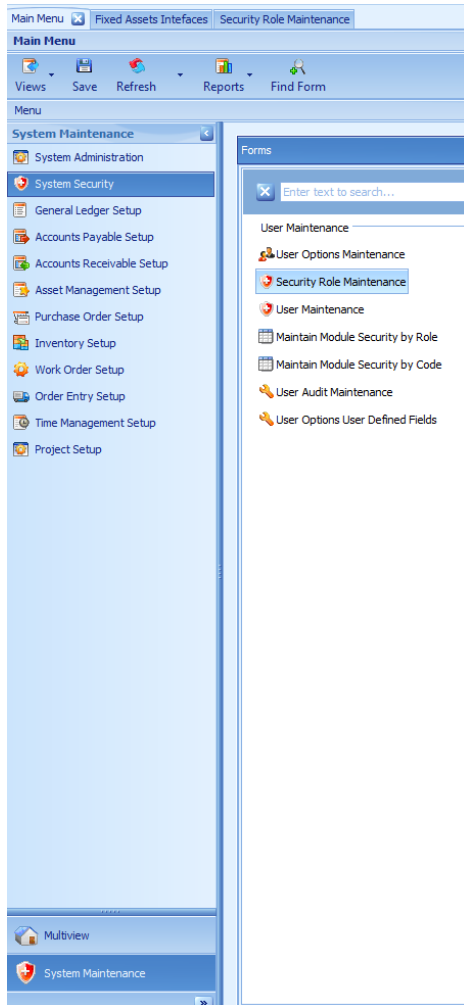
Companies

Set As Current Company

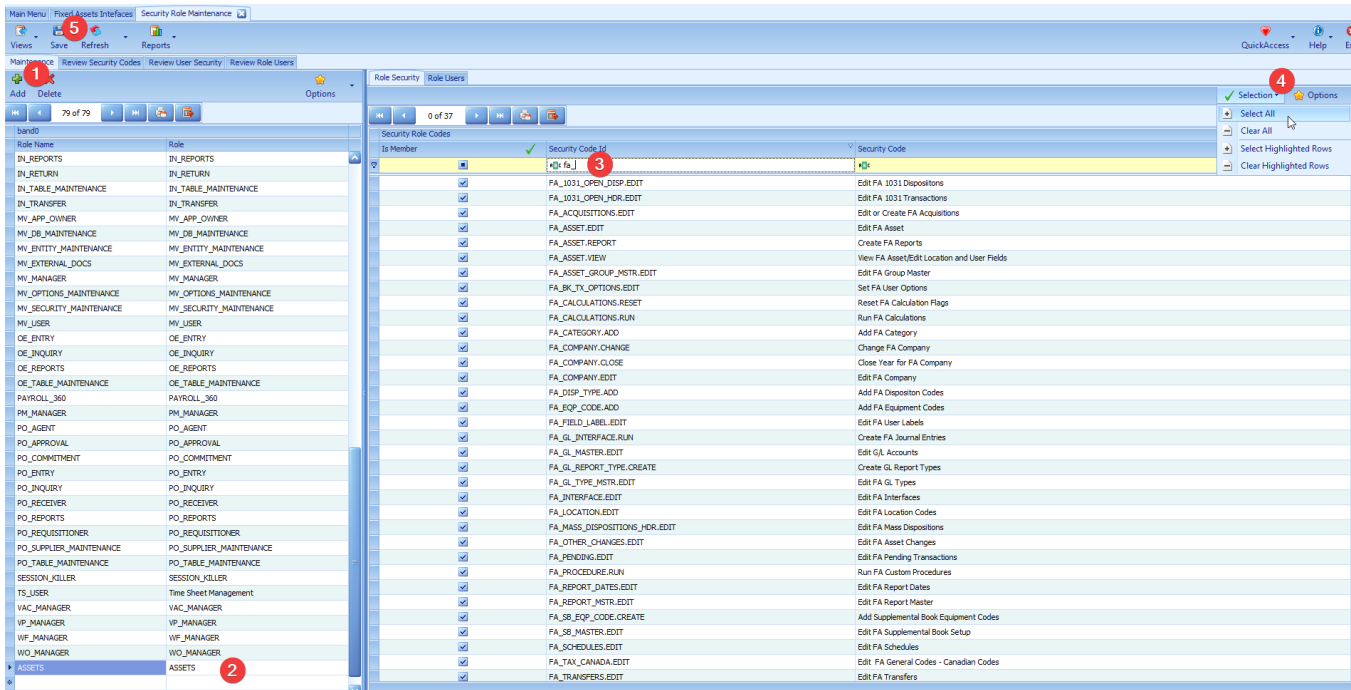
Can Access	Company ID	Company
<input checked="" type="checkbox"/>	06	IMUG2023
<input checked="" type="checkbox"/>	01	Multiview Operations Inc.

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.

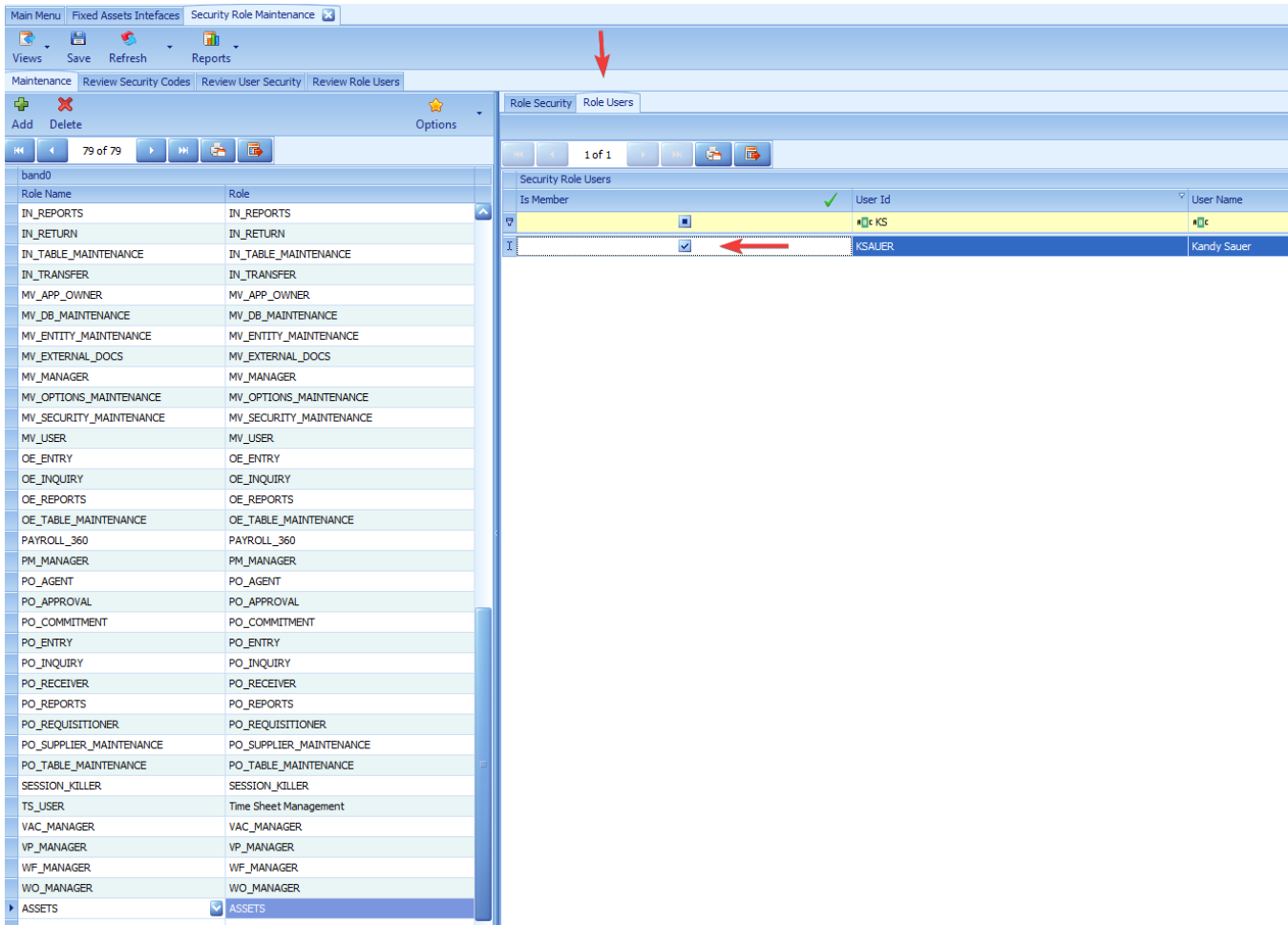


Select Add (Step 1), give the Security Role a unique name in the left-hand panel at the bottom (step 2), in the right-hand panel, on the role security tab, filter by the fixed asset security code id's by typing FA_ in the yellow auto-filter row, (step 3). To add all 37-security code id's to this role,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



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 displays the 'Security Role Maintenance' window. On the left, a list of roles is shown, including 'IN_REPORTS', 'IN_RETURN', 'IN_TABLE_MAINTENANCE', 'IN_TRANSFER', 'MV_APP_OWNER', 'MV_DB_MAINTENANCE', 'MV_ENTITY_MAINTENANCE', 'MV_EXTERNAL_DOCS', 'MV_MANAGER', 'MV_OPTIONS_MAINTENANCE', 'MV_SECURITY_MAINTENANCE', 'MV_USER', 'OE_ENTRY', 'OE_INQUIRY', 'OE_REPORTS', 'OE_TABLE_MAINTENANCE', 'PAYROLL_360', 'PM_MANAGER', 'PO_AGENT', 'PO_APPROVAL', 'PO_COMMITMENT', 'PO_ENTRY', 'PO_INQUIRY', 'PO_RECEIVER', 'PO_REPORTS', 'PO_REQUISITIONER', 'PO_SUPPLIER_MAINTENANCE', 'PO_TABLE_MAINTENANCE', 'SESSION_KILLER', 'TS_USER', 'VAC_MANAGER', 'VP_MANAGER', 'WF_MANAGER', 'WO_MANAGER', and 'ASSETS'. The 'ASSETS' role is selected. On the right, the 'Role Users' tab is active, showing a table with columns 'Is Member', 'User Id', and 'User Name'. A red arrow points to the 'Is Member' column, which contains a checkmark for the user 'KSAUER' (Kandy Sauer).

Is Member	User Id	User Name
<input checked="" type="checkbox"/>	KSAUER	Kandy Sauer

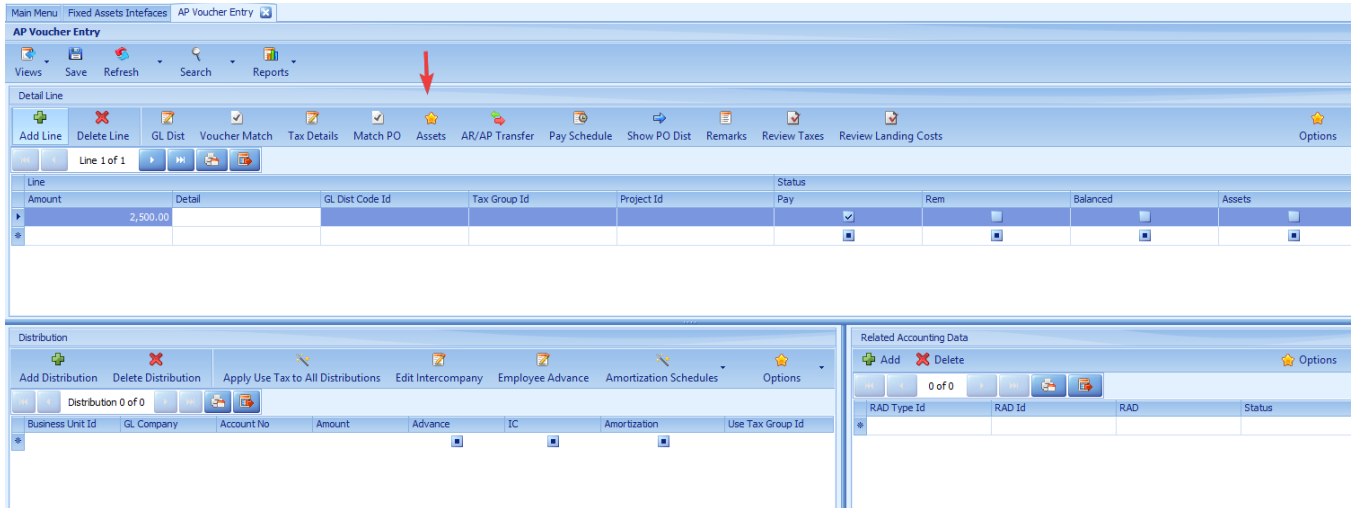
You can also add the Security Role to the user in System Maintenance > System Security > User Maintenance. Select the User Id. The right-hand panel has a tab called User Security, put a check mark in the box in the Is Member column next to the Role Name that just created in Security Role Maintenance.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

Adding an Asset.

Adding an Asset through Accounts Payable

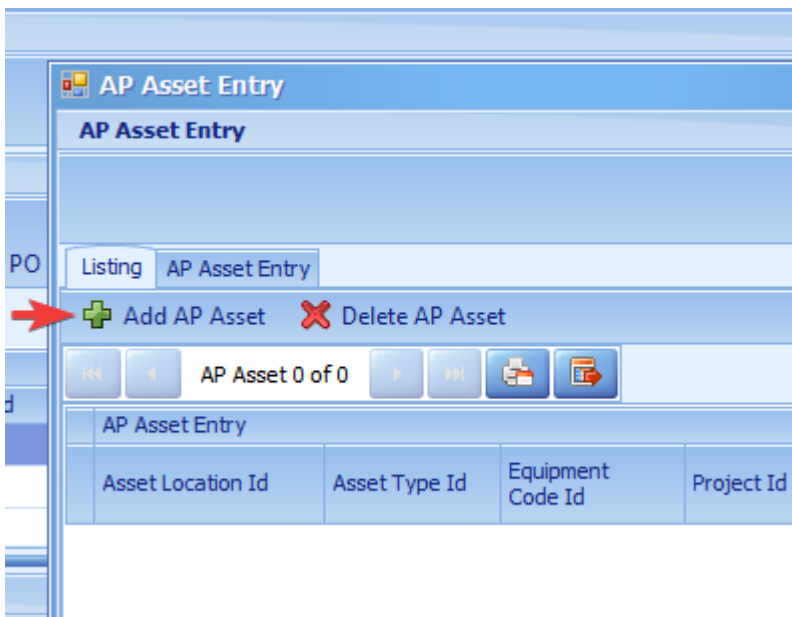
Select Accounts Payable, Voucher Entry

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 this is a 'Distribution' section with buttons for 'Add Distribution', 'Delete Distribution', and 'Apply Use Tax to All Distributions'. To the right is a 'Related Accounting Data' section with 'Add' and 'Delete' buttons.

Select Add AP Asset



The screenshot shows the 'AP Asset Entry' window. The 'Listing' tab is selected, showing 'AP Asset Entry'. Below this is a toolbar with 'Add AP Asset' and 'Delete AP Asset' buttons. The 'Add AP Asset' button is highlighted with a red arrow. Below the toolbar is a table with columns: Asset Location Id, Asset Type Id, Equipment Code Id, and Project Id.

Complete the following fields:

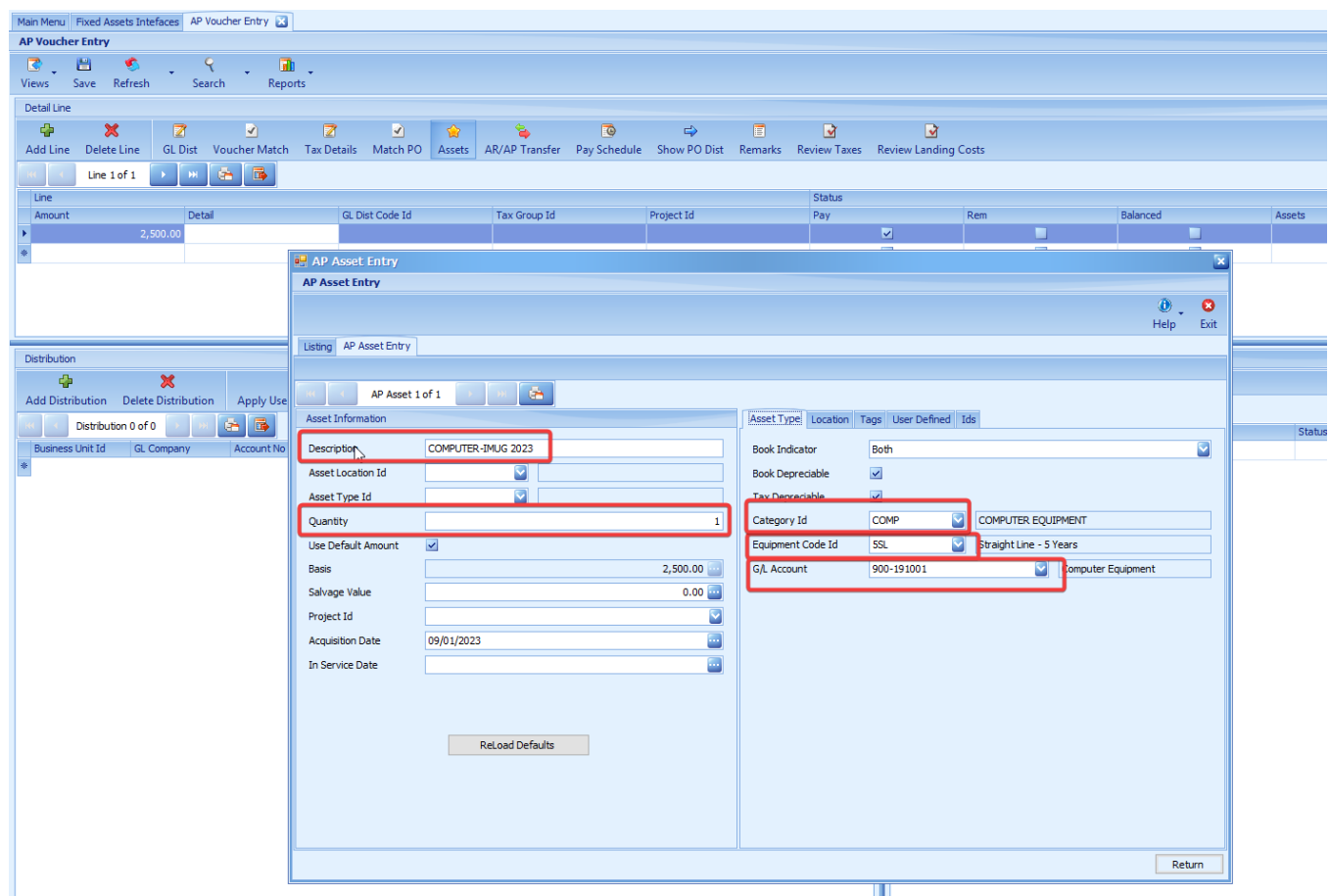
Description of Asset. Note: The system will assign an asset number.

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 displays the 'AP Voucher Entry' window with the 'AP Asset Entry' sub-window open. The 'AP Asset Entry' window is divided into two main sections: 'Asset Information' and 'Asset Details'.

Asset Information Section:

- Description:** COMPUTER-IMUG 2023
- Asset Location Id:** (Empty)
- Asset Type Id:** (Empty)
- Quantity:** 1
- Use Default Amount:** ☒
- Basis:** 2,500.00
- Salvage Value:** 0.00
- Project Id:** (Empty)
- Acquisition Date:** 09/01/2023
- In Service Date:** (Empty)

Asset Details Section:

- Book Indicator:** Both
- Book Depreciable:** ☒
- Tax Depreciable:** ☒
- Category Id:** COMP (COMPUTER EQUIPMENT)
- Equipment Code Id:** SSL (Straight Line - 5 Years)
- G/L Account:** 900-191001 (Computer Equipment)

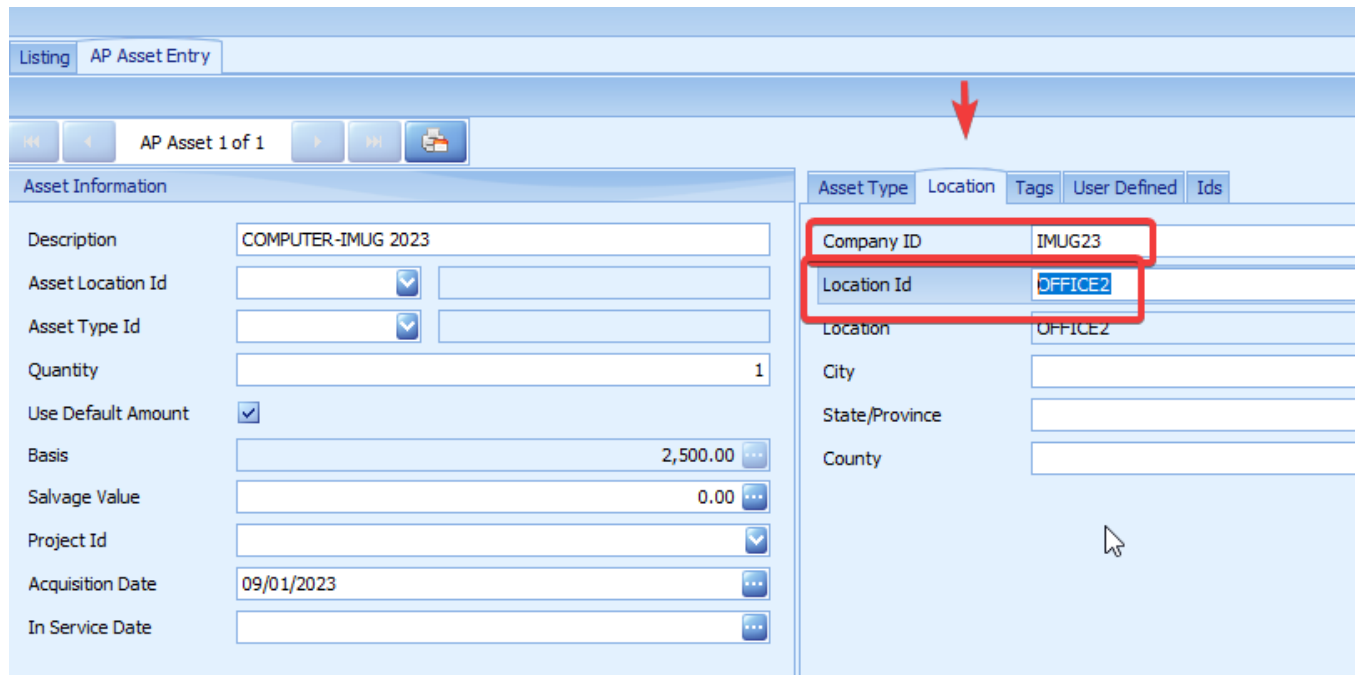
The 'AP Voucher Entry' window shows a table with one line item:

Line	Amount	Detail	GL Dist Code Id	Tax Group Id	Project Id	Status	Pay	Rem	Balanced	Assets
1	2,500.00						<input checked="" type="checkbox"/>			

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

Company Id:

Location Id:



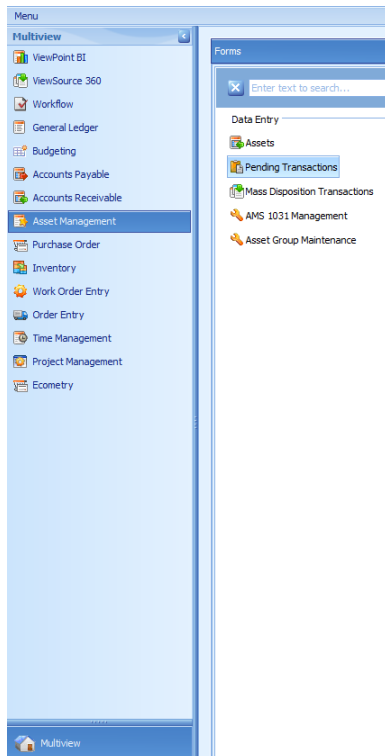
Select return.

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.

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

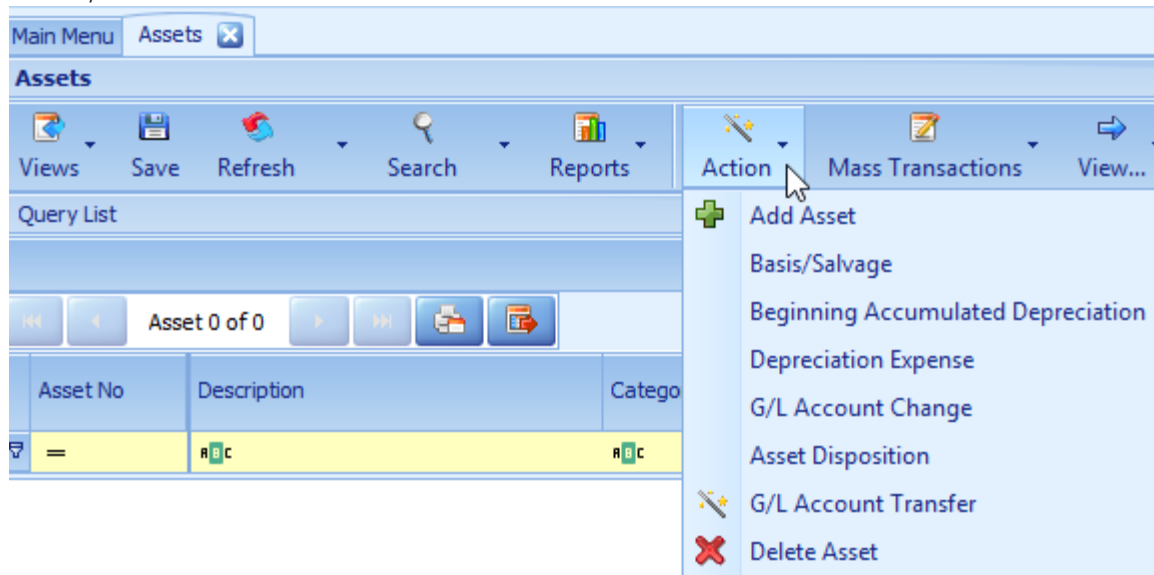
Company	Asset No	Batch No	Book No	Book	Error Description	Description	G/L Account	Equipment Code	Book In-Service	Book Basis	Book Life	Book Salvage Value	Tax In-Service	Tax Basis	Tax Life	Tax Salvage Value	Parent Asset No	Master Asset No	Component Master No
IMUG23	2123	2	0	Book		IMUG CONVENTION PROPERTY	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	Parent No	
Description	CUBICLES			1031 Acquisition	<input type="checkbox"/>	Ref No	
Acquisition Date	09/15/2023	1031 Trans No				Tax schedule No	
Equipment Code	15SL					Schedule No	
G/L Account	900-195005	Quantity	6	Contract Id			
Book Indicator	All	Batch No	1243	Category Id	FURN	User 1 (Numeric)	
Depreciable	<input checked="" type="checkbox"/> Book			User 2 (Numeric)		User 3 (Numeric)	
In-Service Date	09/15/2023			User 4 (Text)		User 5 (Text)	
Basis	4,200.00			User 6 (Text)		City	
Salvage	0.00					State/Province	
Life	180			County		168(k) Bonus Rate	0.50
Fair Value							
New/Used Property	New	Tax Convention					
	<input type="checkbox"/> Mid-Qtr. Convention	Used (PY ACQ. only)					
	<input type="checkbox"/> Qualified 168(k) Property						

	FIN_BOOK2	AMT	E and P	ACE	ST_TAX_BOOK1	ST_TAX_BOOK2	ST_TAX_BOOK3
Basis		4,200.00	4,200.00	4,200.00			
Salvage							
Life	180						

OK Cancel Save

Acquisition

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	Mfrgr	Model	Vend
OFFICE3	IMUG23	2129					
<div>✱</div>							

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

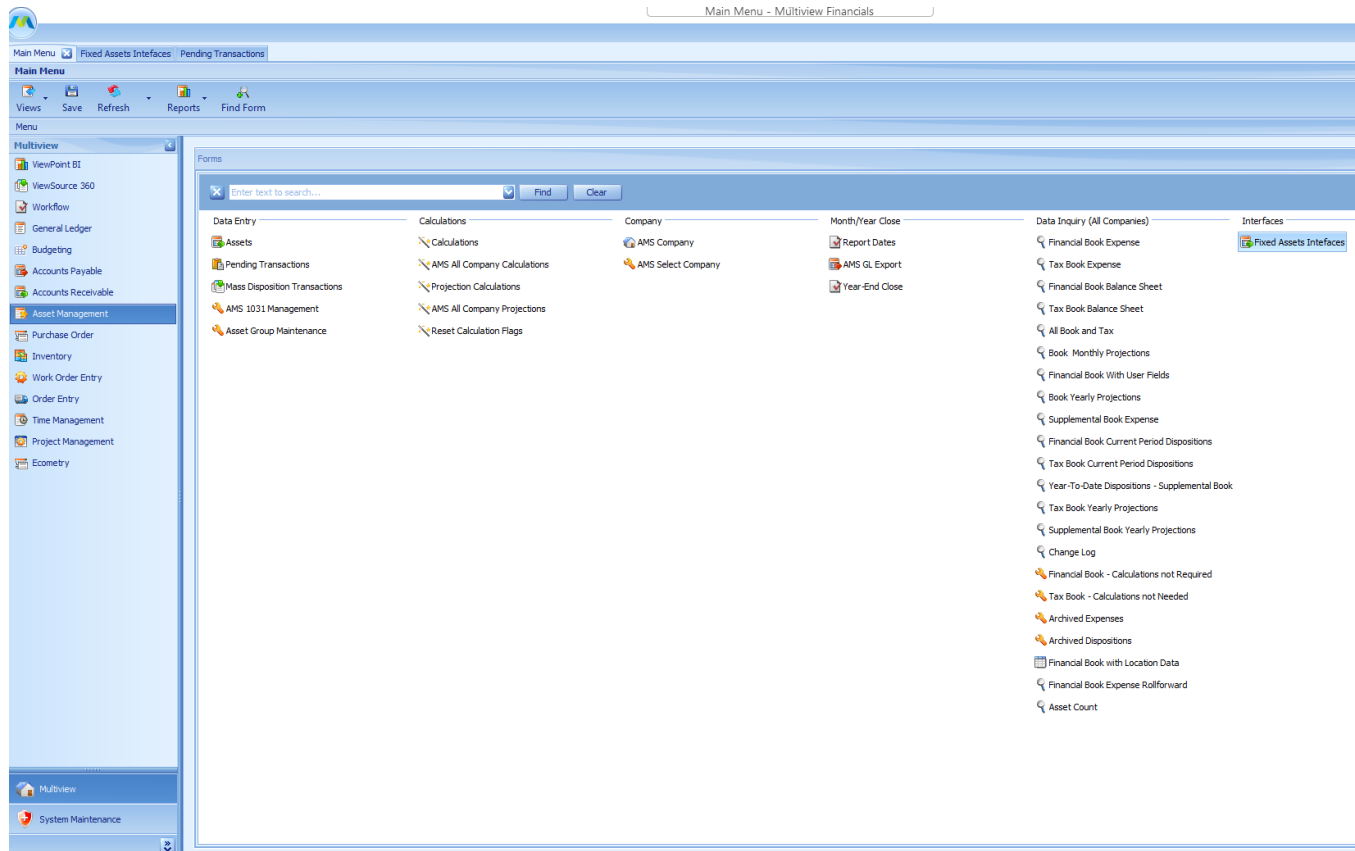
Edit Transaction | Validate Transactions | Post Transactions | Delete Highlighted Acquisitions

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	Cr 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	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	5SL	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	15SL	09/15/2023	4,200.00	180 Months	0.00	09/15/2023	4,200.00	Years	0.00		1383	

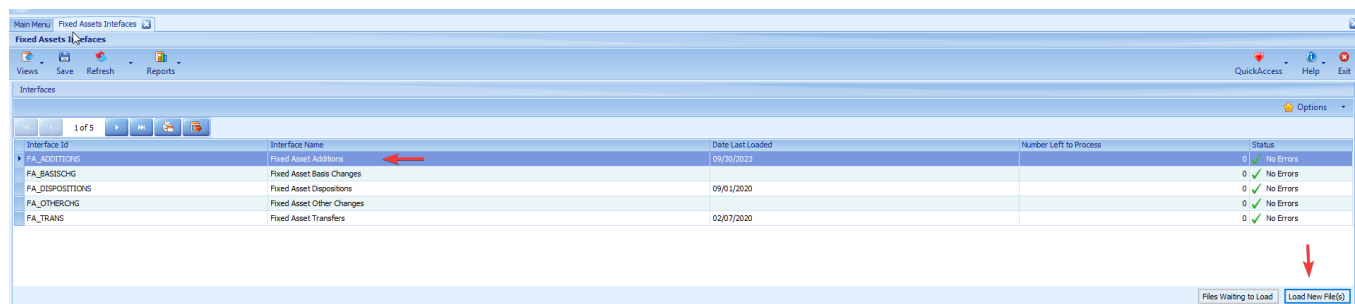
Adding an Asset through the Fixed Asset Interface

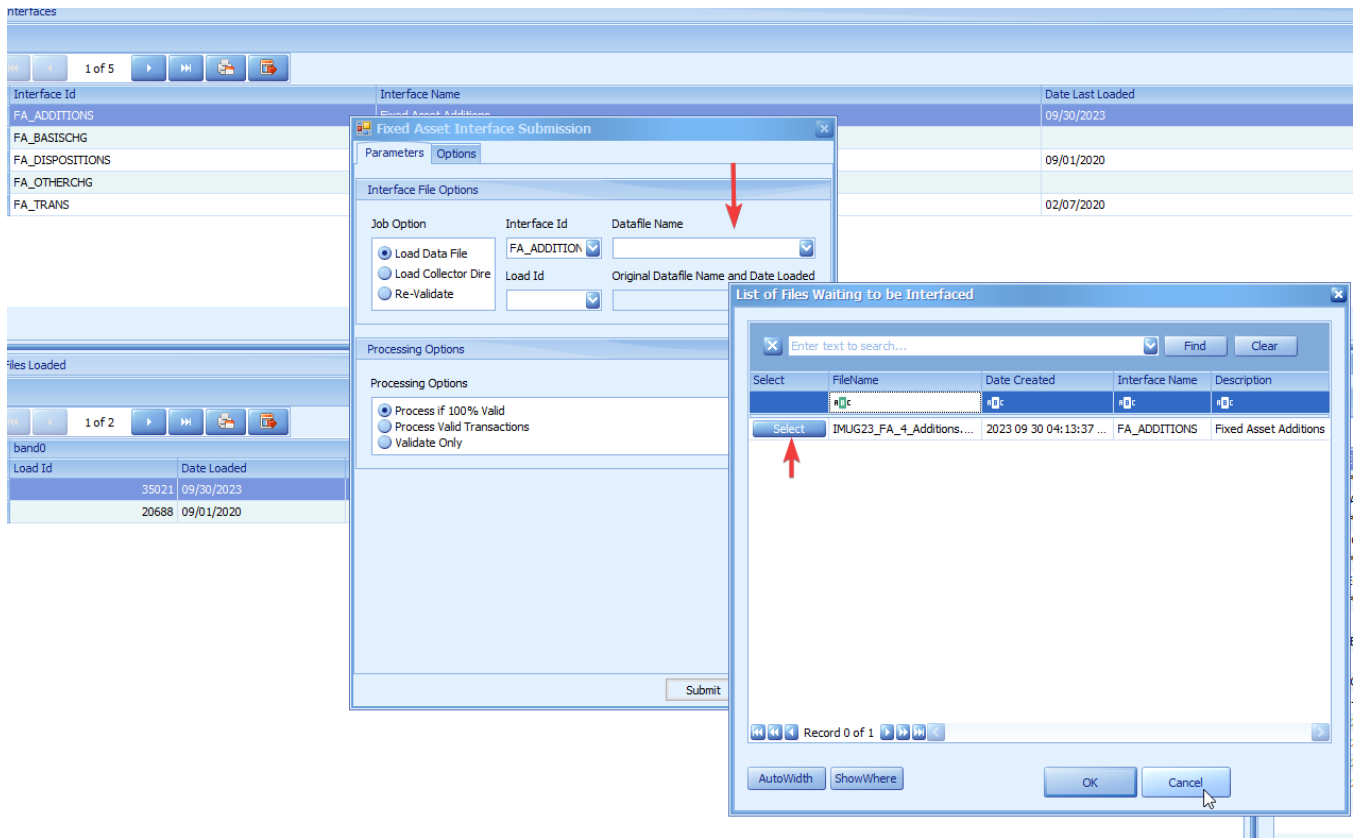
Select Asset Management, Fixed Asset Interfaces



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.





Interface Id: FA_ADDITIONS, FA_BASISCHG, FA_DISPOSITIONS, FA_OTHERCHG, FA_TRANS

Interface Name: Fixed Asset Additions

Date Last Loaded: 09/30/2023, 09/01/2020, 02/07/2020

Files Loaded: 1 of 2

band0

Load Id: 35021, 20688

Date Loaded: 09/30/2023, 09/01/2020

Fixed Asset Interface Submission

Parameters Options

Interface File Options

Job Option: Load Data File, Load Collector Dire, Re-Validate

Interface Id: FA_ADDITION

Datafile Name: IMUG23_FA_4_Additions...

Load Id:

Original Datafile Name and Date Loaded:

Processing Options

Processing Options: Process if 100% Valid, Process Valid Transactions, Validate Only

List of Files Waiting to be Interfaced

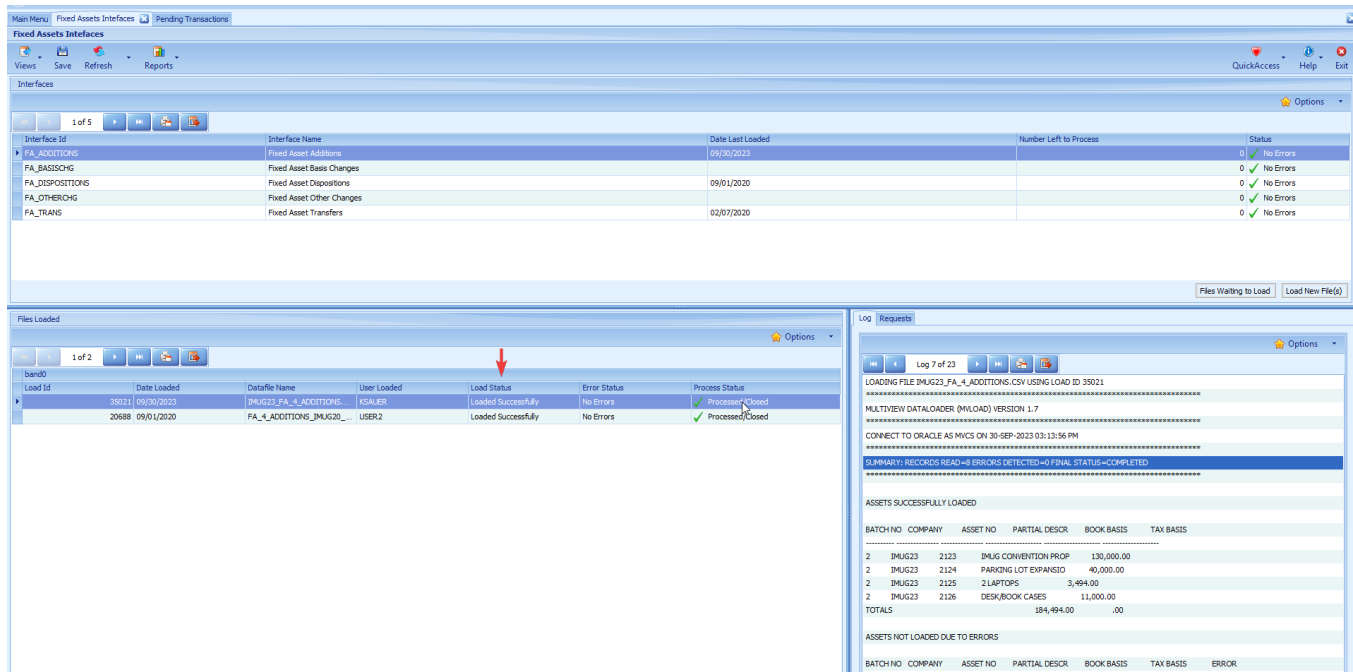
Enter text to search... Find Clear

Select	FileName	Date Created	Interface Name	Description
Select	IMUG23_FA_4_Additions...	2023 09 30 04:13:37 ...	FA_ADDITIONS	Fixed Asset Additions

Record 0 of 1

AutoWidth ShowWhere OK Cancel

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



Main Menu Fixed Assets Interfaces Pending Transactions

Fixed Assets Interfaces

Views Save Refresh Reports

QuickAccess Help Exit

Options

Interface Id	Interface Name	Date Last Loaded	Number Left to Process	Status
FA_ADDITIONS	Fixed Asset Additions	09/30/2023	0	✓ No Errors
FA_BASISCHG	Fixed Asset Basis Changes	09/01/2020	0	✓ No Errors
FA_DISPOSITIONS	Fixed Asset Dispositions	09/01/2020	0	✓ No Errors
FA_OTHERCHG	Fixed Asset Other Changes	09/01/2020	0	✓ No Errors
FA_TRANS	Fixed Asset Transfers	02/07/2020	0	✓ No Errors

Files Loaded

1 of 2

band0

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

Log Requests

Log 7 of 23

LOADING FILE IMUG23_FA_4_ADDITIONS.CSV USING LOAD ID 35021

MULTIVIEW DATALoader (IMULOAD) VERSION 1.7

CONNECT TO ORACLE AS MICS ON 30-SEP-2023 03:13:56 PM

SUMMARY: RECORDS READ=8 ERRORS DETECTED=0 FINAL STATUS=COMPLETED

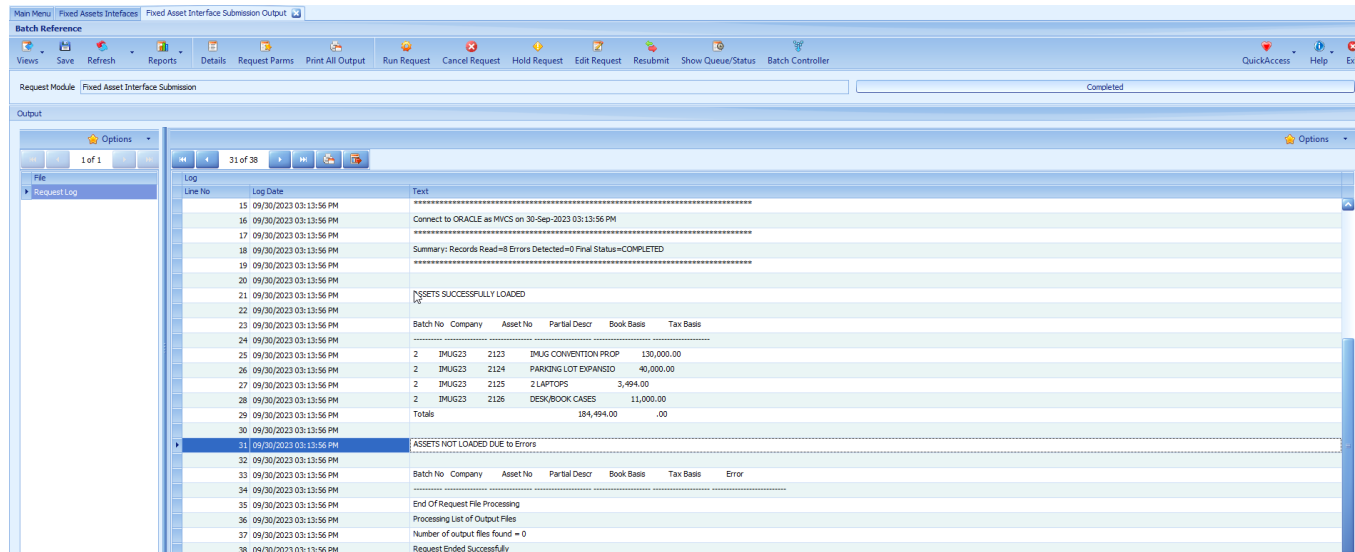
ASSETS SUCCESSFULLY LOADED

BATCH NO	COMPANY	ASSET NO	PARTIAL DESCR	BOOK BASIS	TAX BASIS
2	IMUG23	2123	IMUG CONVENTION PROP	130,000.00	
2	IMUG23	2124	PARKING LOT EXPANSIO	40,000.00	
2	IMUG23	2125	2 LAPTOPS	3,494.00	
2	IMUG23	2126	DESK/BOOK CASES	11,000.00	
TOTALS				184,494.00	.00

ASSETS NOT LOADED DUE TO ERRORS

BATCH NO	COMPANY	ASSET NO	PARTIAL DESCR	BOOK BASIS	TAX BASIS	ERROR
----------	---------	----------	---------------	------------	-----------	-------

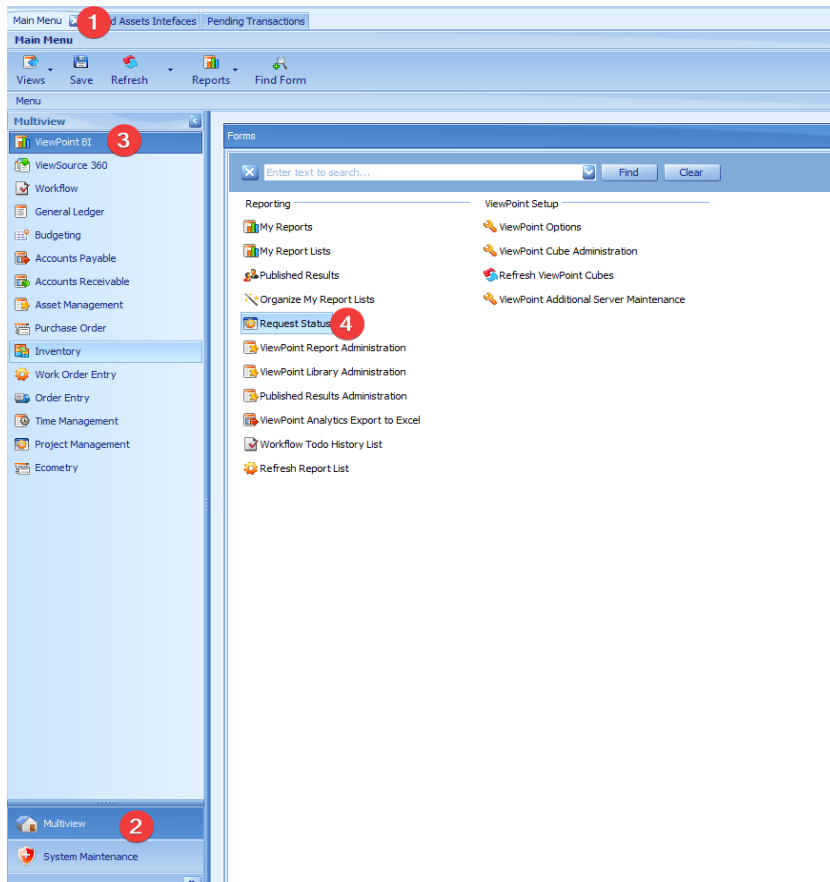
Review the log file on the right-hand panel for details.



The screenshot displays the 'Fixed Asset Interface Submission Output' window. The 'Batch Reference' tab is active, showing a 'Completed' status. The 'Output' panel on the right contains a log file with the following details:

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
17	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	ASSETS SUCCESSFULLY LOADED
21	09/30/2023 03:13:56 PM	Batch No Company Asset No Partial Descr Book Basis Tax Basis
22	09/30/2023 03:13:56 PM	2 IMUG23 2123 IMUG CONVENTION PROP 130,000.00
23	09/30/2023 03:13:56 PM	2 IMUG23 2124 PARKING LOT EXPANDED 40,000.00
24	09/30/2023 03:13:56 PM	2 IMUG23 2125 2 LAPTOPS 3,494.00
25	09/30/2023 03:13:56 PM	2 IMUG23 2126 DESK/BOOK CASES 11,000.00
26	09/30/2023 03:13:56 PM	Totals 184,494.00 .00
27	09/30/2023 03:13:56 PM	ASSETS NOT LOADED DUE TO Errors
28	09/30/2023 03:13:56 PM	Batch No Company Asset No Partial Descr Book Basis Tax Basis Error
29	09/30/2023 03:13:56 PM	End Of Request File Processing
30	09/30/2023 03:13:56 PM	Processing List of Output Files
31	09/30/2023 03:13:56 PM	Number of output files found = 0
32	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.

Main Menu / Fixed Assets Interfaces / Pending Transactions / Request Status

Request Status

Views Save Refresh Search Reports View Request

Request Status

Options

1 of 50

Start Date

Request

Title

Final Result

Start Date

Request Id

Start Date: Today

Fixed Asset Interface Submission

Completed

09/30/2023 03:13:53 PM

100431

Fixed Asset Interface Submission

Completed

09/30/2023 03:12:35 PM

100430

Fixed Asset Interface Submission

Completed

09/30/2023 03:10:53 PM

100429

Start Date: Last Month

AMS Calculations

Completed

08/11/2023 02:33:30 PM

99091

AMS Calculations

Completed

08/11/2023 02:26:59 PM

99087

AMS Calculations

Completed

08/11/2023 02:25:58 PM

99085

Start Date: Older

Run Report

Completed

07/27/2023 06:10:05 PM

98718

External Documents Interface Batch Submission

Completed

07/20/2023 12:45:41 PM

98546

External Documents Interface Batch Submission

Completed

07/20/2023 12:25:24 PM

98545

External Documents Interface Batch Submission

Completed

07/20/2023 12:23:58 PM

98544

External Documents Interface Batch Submission

Completed

07/20/2023 12:22:13 PM

98543

Run Report

Completed

02/23/2023 05:15:05 PM

96523

Build ViewPoint Cube

Completed

02/22/2023 10:51:13 AM

96514

AR Invoice Print Submission

Completed

12/09/2022 10:17:30 AM

95567

AR Invoice Print Submission

Completed

12/09/2022 10:16:43 AM

95566

AR Invoice Print Submission

Completed

12/09/2022 10:14:32 AM

95565

AR Invoice Print Submission

Completed

12/09/2022 10:13:24 AM

95564

AR Invoice Print Submission

Completed

12/09/2022 10:12:27 AM

95563

AR Invoice Print Submission

Completed

12/09/2022 10:11:40 AM

95562

AR Invoice Print Submission

Completed

12/09/2022 10:11:11 AM

95561

AR Invoice Print Submission

Completed

12/09/2022 10:10:31 AM

95560

AR Invoice Print Submission

Completed

12/09/2022 10:09:59 AM

95559

AR Invoice Print Submission

Completed

12/09/2022 10:09:42 AM

95558

AR Invoice Print Submission

Completed

12/09/2022 10:08:55 AM

95557

Positive Pay Export

Completed

12/07/2022 03:48:18 PM

95543

Avalara Web Service

Completed

10/03/2022 02:59:18 PM

94841

Avalara Web Service

Completed

09/22/2022 07:22:01 PM

94800

Avalara Web Service

Completed

09/22/2022 07:21:16 PM

94799

Avalara Web Service

Completed

09/22/2022 07:14:53 PM

94798

Avalara Web Service

Completed

09/21/2022 08:45:11 PM

94797

Log

Results Log Request

Options

1 of 38

Line No

Log Date

Text

1

09/30/2023 03:13:56 PM

Starting Request 100431 FA_FACE_S1 for user KSAUER

2

09/30/2023 03:13:56 PM

Starting Oracle Session SID =134 SERIAL # =16244

3

09/30/2023 03:13:56 PM

SID =134 serial# =16244

4

09/30/2023 03:13:56 PM

SID=134 serial# =16244

5

09/30/2023 03:13:56 PM

RunFileve RUL_FLD_CND CHD MV2132 1 10

6

09/30/2023 03:13:56 PM

FA_ADDITIONS FA_ADDITIONS.mv

7

09/30/2023 03:13:56 PM

RunFileve c:\FA_Additions.csv FIXED_ASSETS Assets

8

09/30/2023 03:13:56 PM

RunFileve command completed with Exit Code is 0

9

09/30/2023 03:13:56 PM

Log Output...

10

09/30/2023 03:13:56 PM

Version: 4.4

11

09/30/2023 03:13:56 PM

Creating Load Id for Data File

12

09/30/2023 03:13:56 PM

<IMUG23_FA_a_Additions.csv>

13

09/30/2023 03:13:56 PM

Loading file IMUG23_FA_a_Additions.csv with new Load Id 35021

14

09/30/2023 03:13:56 PM

Processing Complete and log loaded

15

09/30/2023 03:13:56 PM

Loading file IMUG23_FA_a_Additions.csv using Load Id 35021

16

09/30/2023 03:13:56 PM

17

09/30/2023 03:13:56 PM

Multiview DataLoader (mload) Version 1.7

18

09/30/2023 03:13:56 PM

19

09/30/2023 03:13:56 PM

Connect to ORACLE as MYCS on 30-Sep-2023 03:13:56 PM

20

09/30/2023 03:13:56 PM

21

09/30/2023 03:13:56 PM

Summary Records Read=8 Errors Detected=0 Final Status=COMPLETED

22

09/30/2023 03:13:56 PM

23

09/30/2023 03:13:56 PM

ASSETS SUCCESSFULLY LOADED

24

09/30/2023 03:13:56 PM

25

09/30/2023 03:13:56 PM

Batch No Company Asset No Partial Descr

26

09/30/2023 03:13:56 PM

2 IMUG23 2123 IMUG CONVENTION

27

09/30/2023 03:13:56 PM

PRIC 130,000.00

28

09/30/2023 03:13:56 PM

2 IMUG23 2124 PARKING LOT

29

09/30/2023 03:13:56 PM

EXPANDED 40,000.00

30

09/30/2023 03:13:56 PM

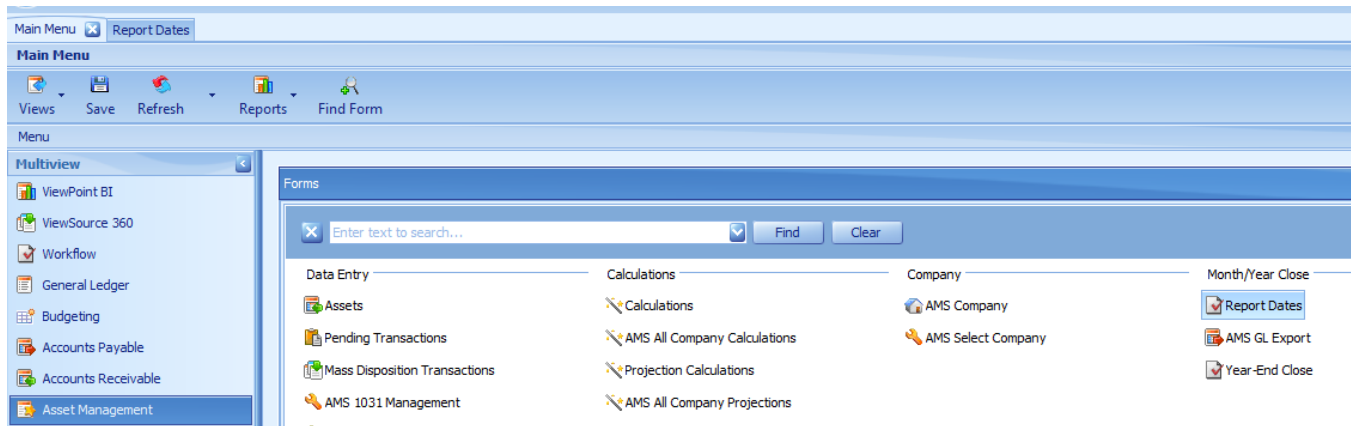
2 IMUG23 2125 21 APOTPS

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.



Main Menu ☒ Report Dates

Main Menu

Views Save Refresh Reports Find Form

Menu

Multiview

- ViewPoint BI
- ViewSource 360
- Workflow
- General Ledger
- Budgeting
- Accounts Payable
- Accounts Receivable
- Asset Management

Forms

Enter text to search... Find Clear

Data Entry

- Assets
- Pending Transactions
- Mass Disposition Transactions
- AMS 1031 Management

Calculations

- Calculations
- AMS All Company Calculations
- Projection Calculations
- AMS All Company Projections

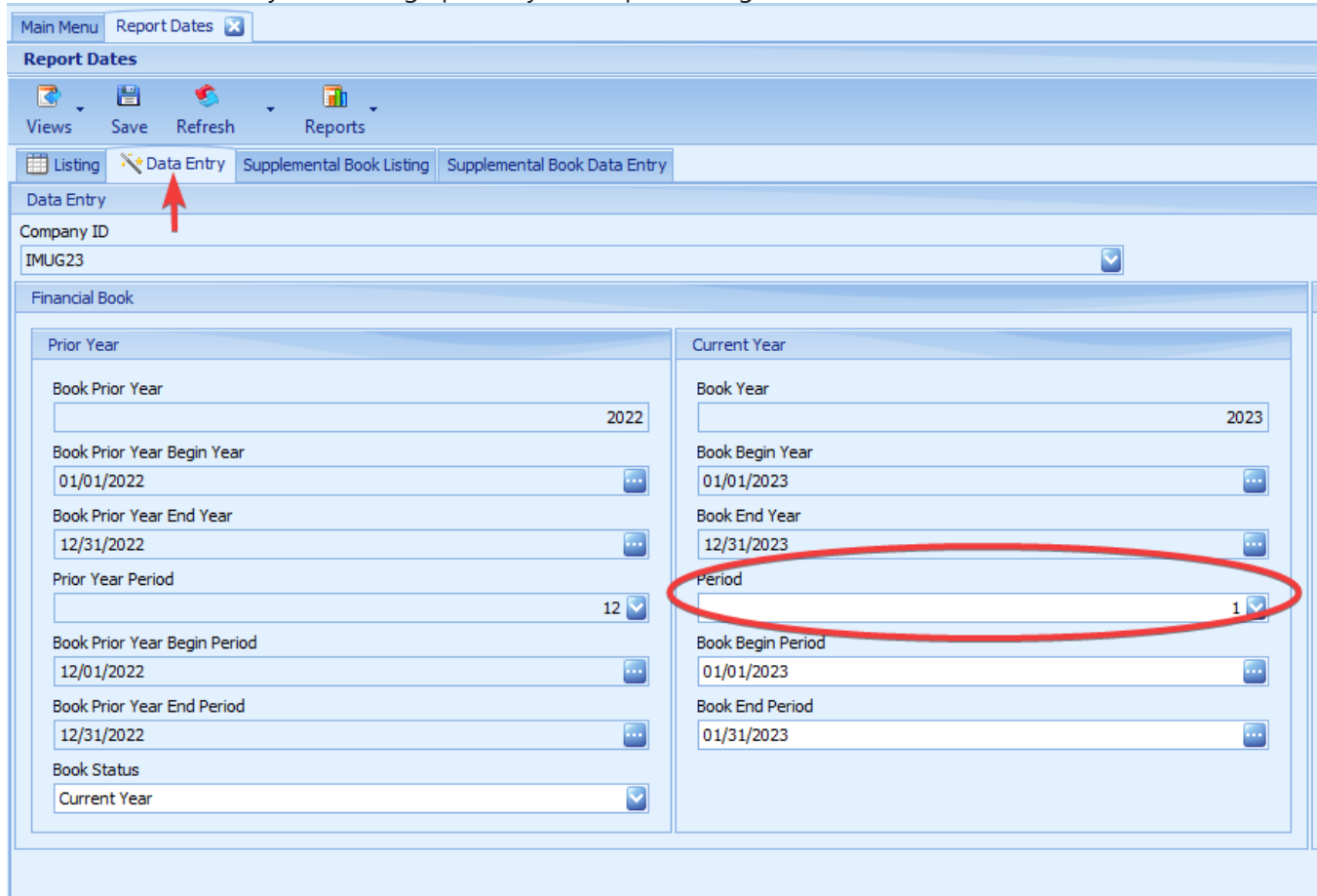
Company

- AMS Company
- AMS Select Company

Month/Year Close

- Report Dates
- AMS GL Export
- Year-End Close

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



Main Menu ☒ Report Dates

Report Dates

Views Save Refresh Reports

Listing **Data Entry** Supplemental Book Listing Supplemental Book Data Entry

Data Entry

Company ID

IMUG23

Financial Book

Prior Year	Current Year
Book Prior Year	Book Year
2022	2023
Book Prior Year Begin Year	Book Begin Year
01/01/2022	01/01/2023
Book Prior Year End Year	Book End Year
12/31/2022	12/31/2023
Prior Year Period	Period
12	1
Book Prior Year Begin Period	Book Begin Period
12/01/2022	01/01/2023
Book Prior Year End Period	Book End Period
12/31/2022	01/31/2023
Book Status	
Current Year	

Select Calculations

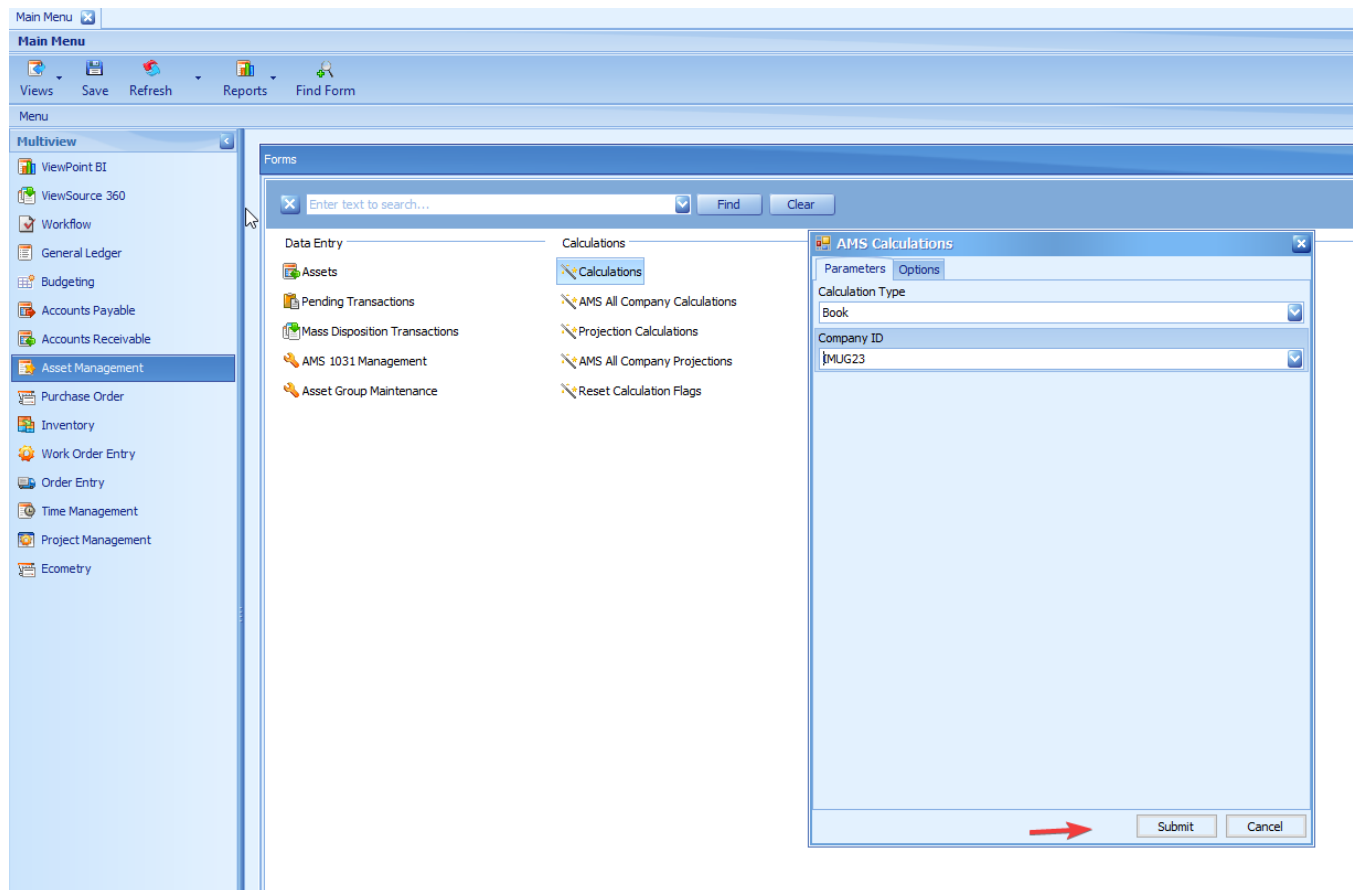
Note: When calculations are running no one should be doing any posting. Entries can be uploaded, and put things in pending, but don't post, don't change the report dates, and certainly don't close the year!

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

Select the Calculation Type from the LOV.

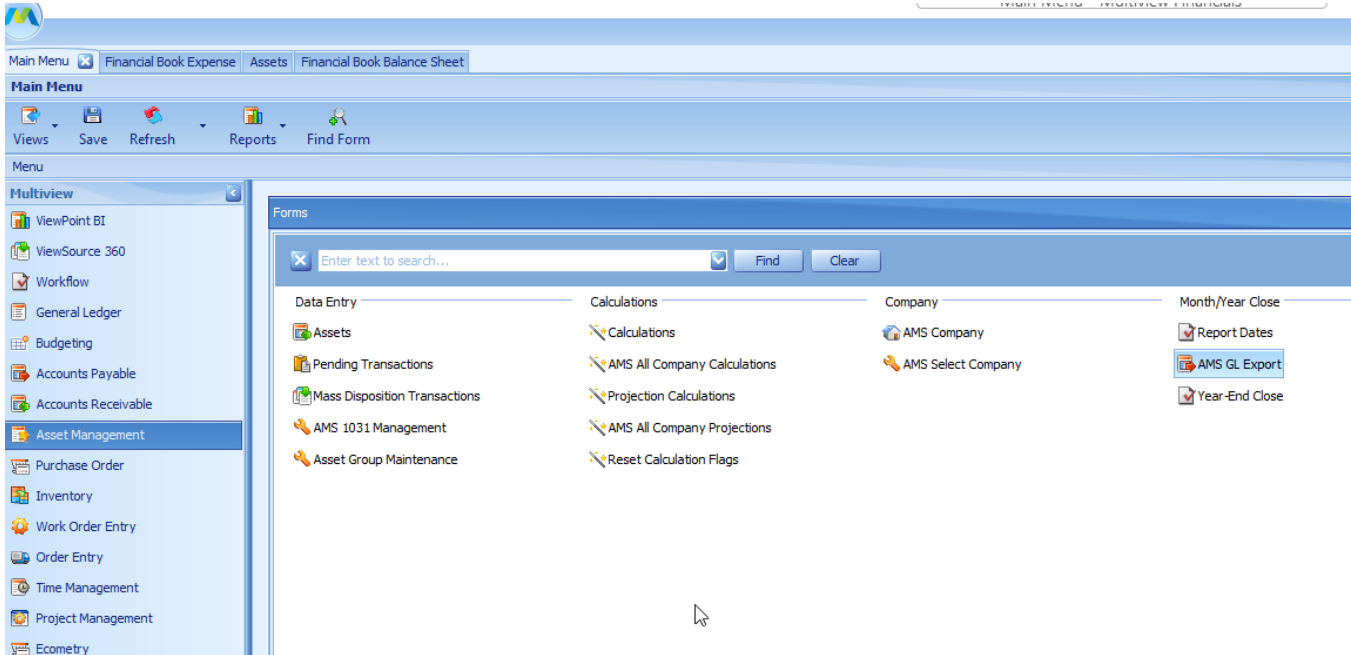
Select the Company ID.

Click Submit.

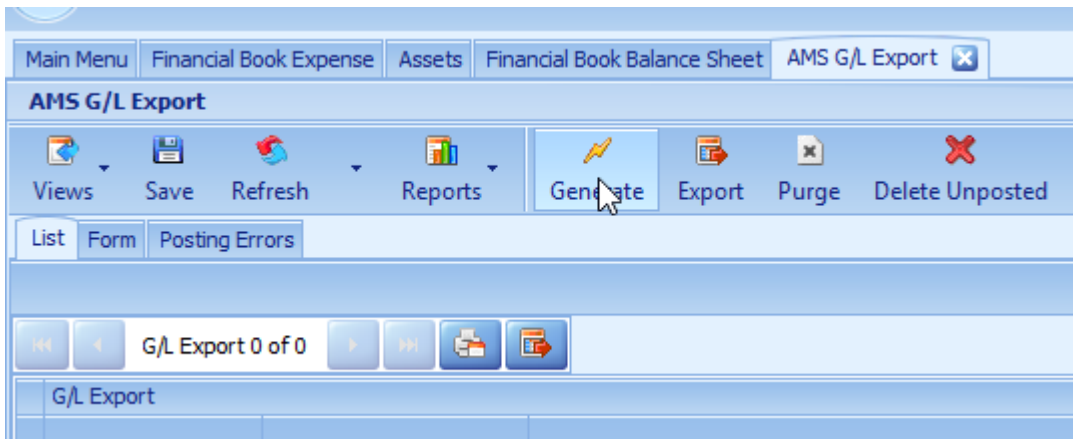


The screenshot displays the Multiview Asset Management software interface. On the left is a 'Main Menu' sidebar with various options. The 'Asset Management' menu is expanded, showing 'Calculations' as a selected option. The main window shows a 'Forms' section with a search bar and a list of calculation types. The 'AMS Calculations' dialog box is open, showing the 'Parameters' tab. It has two dropdown menus: 'Calculation Type' set to 'Book' and 'Company ID' set to 'IMUG23'. At the bottom right of the dialog box, there are 'Submit' and 'Cancel' buttons, with a red arrow pointing to the 'Submit' button.

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.

Generate G/L Entries

Generate general ledger entries for the Company as of the stated Period End Date.

Company ID

IMUG23

Book Status

Current Year

Book End Period

01/31/2023

OK

Cancel

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.

AMS G/L Export

Views Save Refresh Reports Generate Export Purge Delete Unposted

List Form Posting Errors

G/L Export 1 of 6

Code

G/L Export

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.

Main Menu Report Dates AMS G/L Export Financial Book Expense

Main Menu

Views Save Refresh Reports Find Form

Menu

Multiview

- 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

Forms

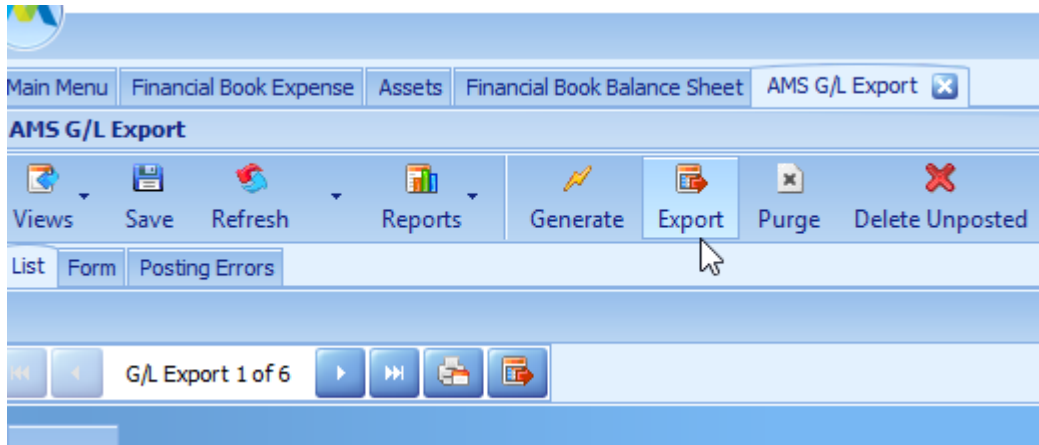
Enter text to search... Find Clear

Data Entry	Calculations	Company	Month/Year Close	Data Inquiry (All Companies)
Assets	Calculations	AMS Company	Report Dates	Financial Book Expense
Pending Transactions	AMS All Company Calculations	AMS Select Company	AMS GL Export	Tax Book Expense
Mass Disposition Transactions	Projection Calculations		Year-End Close	Financial Book Balance Sheet
AMS 1031 Management	AMS All Company Projections			Tax Book Balance Sheet
Asset Group Maintenance	Reset Calculation Flags			All Book and Tax
				Book Monthly Projections
				Financial Book With User Fields
				Book Yearly Projections
				Supplemental Book Expense
				Financial Book Current Period Dispositions

Financial Book with Location Data
Financial Book Expense Rollforward
Asset Count

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.



ViewsSaveRefreshReportsGenerateExportPurgeDelete Unposted

ListFormPosting Errors

G/L Export 1 of 6

Code

G/L Export

Post to General Ledger	Batch	G/L Account	Amount	Code	Post Date	Description
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

Main Menu | Report Dates | Journal Entry Inquiry

Journal Entry Inquiry

Views | Save | Refresh | Search | Reports | Edit Entry | Post/Copy Actions | GL Entry Dist Report | Show Source | Show Intercompany Entries | Show Transactions

Journal Entry

0 of 0

Drag a column header here to group by that column

Fixed Left		Type			
Company Id	Entry Id	Company	Accounting Date	Entry Status	Entry Type

Search Criteria

Save Query | Options | Choose More Fields

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	<input checked="" type="checkbox"/> (Select All) <input type="checkbox"/> General Ledger <input type="checkbox"/> Accounts Payable <input type="checkbox"/> Purchasing <input type="checkbox"/> Accounts Receivable <input checked="" type="checkbox"/> Fixed Assets <input type="checkbox"/> Inventory	
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		

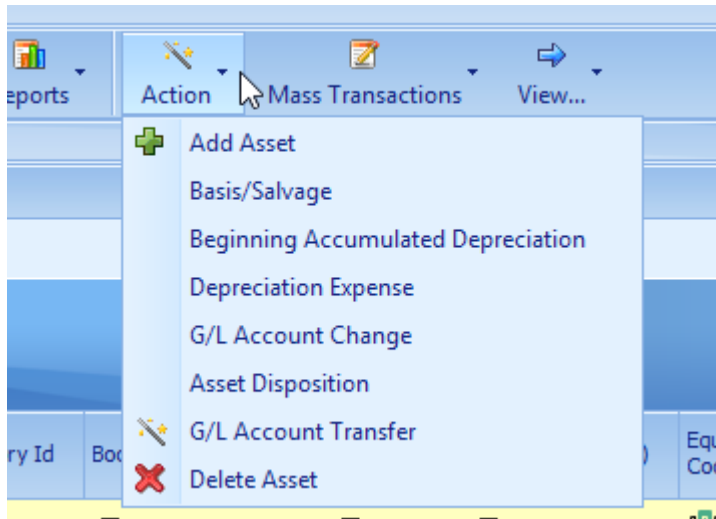
☐ Use Relative Dates

Clear Fields | Default Fields | Save As Default | Query | Cancel

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.

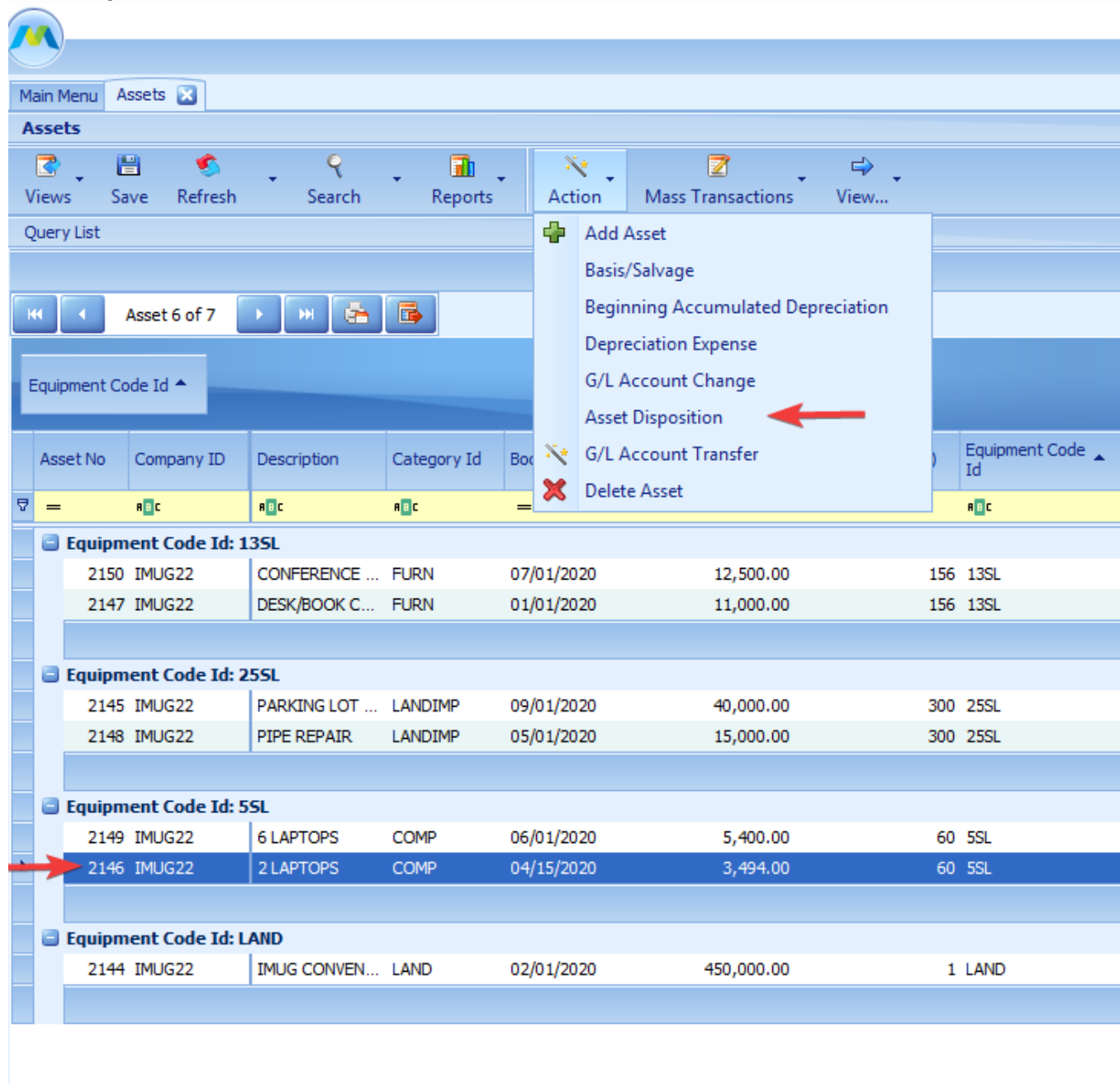
G/L Account Transfer

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' menu in the Multiview Asset Management software. The 'Action' dropdown menu is open, showing options: Add Asset, Basis/Salvage, Beginning Accumulated Depreciation, Depreciation Expense, G/L Account Change, Asset Disposition (highlighted with a red arrow), G/L Account Transfer, and Delete Asset. Below the menu, a table lists assets grouped by Equipment Code Id. Asset 2146 is highlighted with a red arrow.

Asset No	Company ID	Description	Category Id	Boo	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.

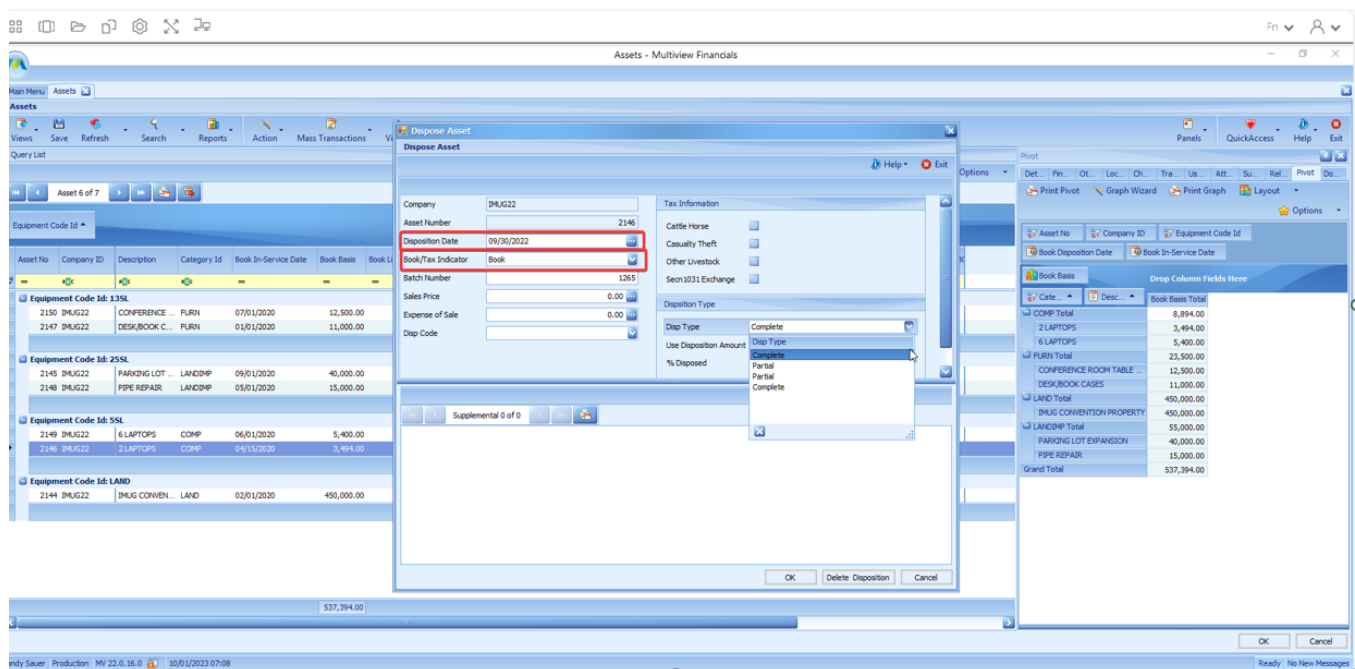
You can also enter an Expense of Sale if there was an expense involved with selling the asset.

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.



Asset No	Company ID	Description	Category ID	Book In-Service Date	Book Basis	Book U
2150	IMUG22	CONFERENCE ...	FURN	07/01/2020	12,500.00	
2147	IMUG22	DESK/BOOK C.	FURN	01/01/2020	11,000.00	
Equipment Code Id: 25SL						
2145	IMUG22	PARKING LOT ...	LANDIMP	09/01/2020	40,000.00	
2148	IMUG22	PIPE REPAIR	LANDIMP	05/01/2020	15,000.00	
Equipment Code Id: 5SL						
2149	IMUG22	6 LAPTOPS	COMP	06/01/2020	5,400.00	
2146	IMUG22	3 LAPTOPS	COMP	04/15/2020	3,484.00	
Equipment Code Id: LAND						
2144	IMUG22	IMUG CONVEN...	LAND	02/01/2020	450,000.00	

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														
Edit Transaction Validate Transactions Post Transactions Delete Highlighted Dispositions														
Pending Dispositions 1 of 1														
Pending Dispositions														
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
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.

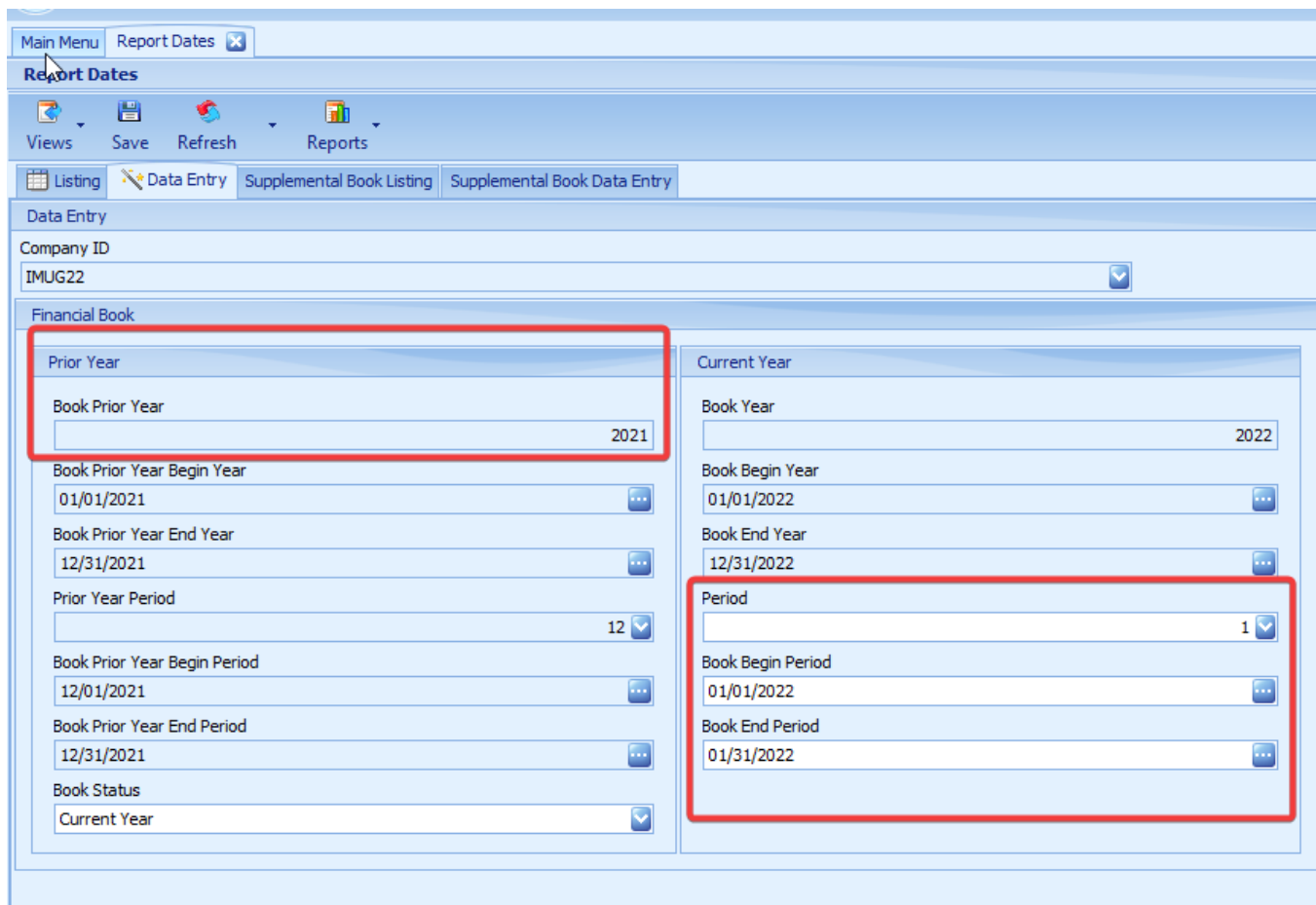
The period screen is found in Multiview, Asset Management, Month/Year Close.

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

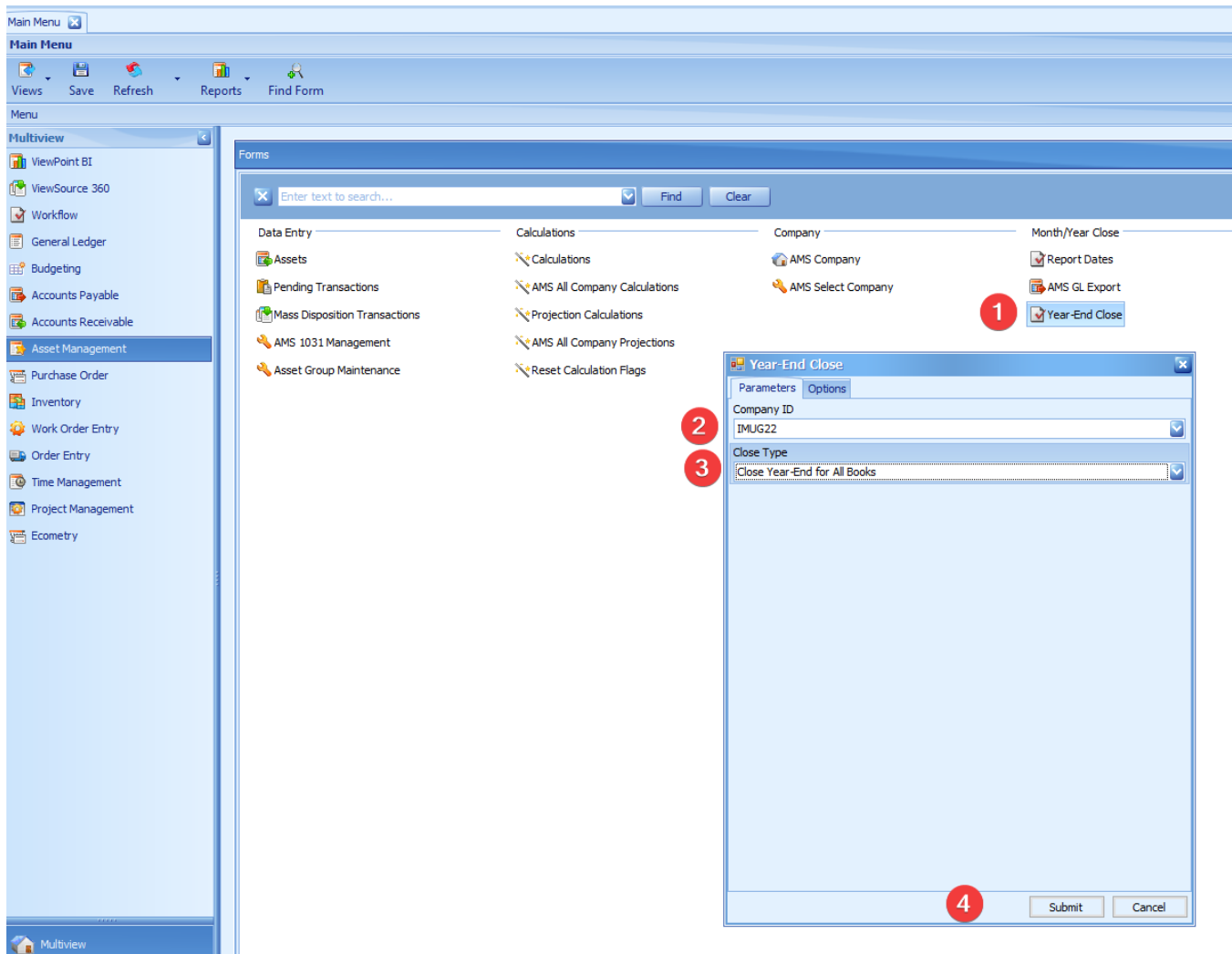
Prior Year	Current Year
Book Prior Year 2021	Book Year 2022
Book Prior Year Begin Year 01/01/2021	Book Begin Year 01/01/2022
Book Prior Year End Year 12/31/2021	Book End Year 12/31/2022
Prior Year Period 12	Period 1
Book Prior Year Begin Period 12/01/2021	Book Begin Period 01/01/2022
Book Prior Year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

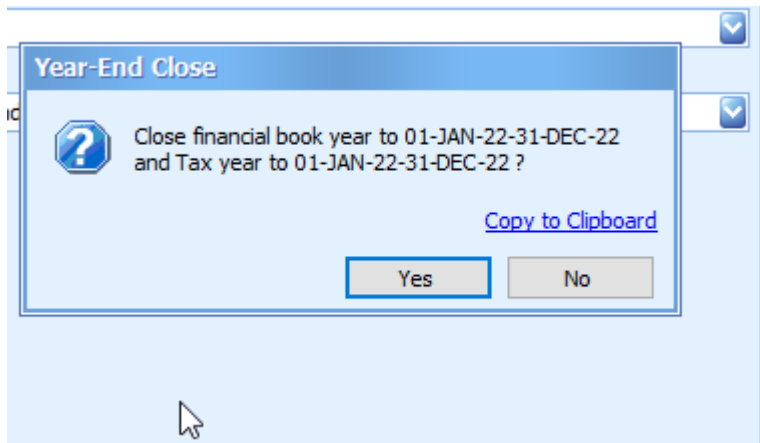
To move ASM period, go to Multiview, Asset Management, Month/Year Close, Year End close.

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



The screenshot displays the Multiview Asset Management software interface. On the left is a 'Main Menu' and a 'Multiview' sidebar containing various modules like ViewPoint BI, ViewSource 360, Workflow, General Ledger, Budgeting, Accounts Payable, Accounts Receivable, Asset Management (highlighted), Purchase Order, Inventory, Work Order Entry, Order Entry, Time Management, Project Management, and Ecometry. The central 'Forms' area shows a search bar and several sections: Data Entry, Calculations, Company, and Month/Year Close. In the 'Month/Year Close' section, the 'Year-End Close' button is highlighted with a red circle labeled '1'. A 'Year-End Close' dialog box is open, showing the 'Parameters' tab. It has a 'Company ID' dropdown set to 'IMUG22' (highlighted with a red circle labeled '2') and a 'Close Type' dropdown set to 'Close Year-End for All Books' (highlighted with a red circle labeled '3'). At the bottom of the dialog, the 'Submit' button is highlighted with a red circle labeled '4'. The 'Cancel' button is also visible.

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 \(multiviewcorp.com\)](https://support.multiviewcorp.com/hc/en-us)

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

ANNOUNCEMENTS
MULTIVIEW RELEASE NOTES
FOUNDATION TRAINING
PRODUCT DOCUMENTATION
HOW TO GUIDES
INSTRUCTIONAL VIDEOS
1099 RESOURCES
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
PRODUCT DOCUMENTATION
HOW TO GUIDES
INSTRUCTIONAL VIDEOS
1099 RESOURCES
REPORTING WEBINAR SERIES
ON-PREMISE SUPPORT
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

ANNOUNCEMENTS
MULTIVIEW RELEASE NOTES
FOUNDATION TRAINING
PRODUCT DOCUMENTATION
HOW TO GUIDES
INSTRUCTIONAL VIDEOS
1099 RESOURCES
REPORTING WEBINAR SERIES
ON-PREMISE SUPPORT
IMUG 2022 DIGITAL
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](#)