Peregrine

AssetCenter 4.3

Financials

This edition applies to version 4.3 of the licensed program

AssetCenter

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Introduction (Financials)

Who is the Financials module intended for?

The Financials module is intended for organizations wishing to track expenses.

It is generally implemented by the following persons:
- Financial manager
- The administrator

What does the Financials module do?

The Financials module enables you to perform the following tasks:
- Draw up budgets
- Track expenses
- Track fixed assets
- Generate internal invoices

Managing these tasks enables you to:
- Know how money is being used
- Optimize costs

How to use this guide

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To implement currencies and exchange rates

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To automate chargeback in AssetCenter

The terminology used in the Financials module is specialized. The glossary included here contains the key terms used in AssetCenter.

Read this glossary to fully understand how these terms are used.

Chapter References

This chapter contains exhaustive and systematic reference information.

Read this chapter to find out more about the components of AssetCenter linked to the Financials module, or for advanced or related information.

1 Monetary values

You can enter monetary values in the currency of your choice, but you must define this currency, and the corresponding exchange rates, beforehand in AssetCenter.

AssetCenter also offers the exchange values in several currencies.

Managing multiple currency support in AssetCenter consists of:
- Defining currencies.
- Defining exchange rates.
- Populating monetary values (AssetCenter automatically calculates the exchange values)

Currencies

We recommend defining currencies when implementing AssetCenter.

Use the **Finance/ Currencies** menu item to access the table of currencies.

In the detail of a currency, there are three fields that help you define a currency by specifying its name, its abbreviation and its symbol.

The detail includes two fields to define the format of amounts expressed in a currency:

- The **Precision** field (SQL name: sPrecision) defines the number of decimal places amounts must have.
- The **Position of symbol** field (SQL name: seSymbolPos) specifies whether the currency symbol precedes or follows the currency value.

Specific currencies

You can define as many currencies as you like. Certain currencies have specific rules associated with them:

- Default currencies
- Reference currencies
- The Euro

Default currency

The default currency is applied to all monetary fields for which the user does not associate a currency.

It is unique and can be selected by clicking the **Default currency** check box (SQL name: DefCurrency) in the detail of a currency.

You can define a default currency for an individual user by selecting it in the **Default currency** field (SQL name: DefCurrency) in the **Profile** tab of the employee detail. For a user, this currency replaces the default currency in a database.

In other words, a monetary field with no associated currency will use the default currency defined for the database, unless a currency has been defined by an individual user. In this case, the field uses the user's currency instead.

Reference currencies

You can define two reference currencies for which exchange values are automatically calculated.

To do this, check the **Reference currency 1** or **Reference currency 2** check boxes (SQL names: bRefCur1 and bRefCur2) in the detail of a currency.

⚠️ Warning:

We recommend that you define your reference currencies before saving data in the AssetCenter database. In effect, if you define the reference currencies after records have been already been added in the database, the exchange values associated with the monetary values in these records will not be updated.

The Euro

If you want to manage conversions between Euro zone currencies, you must define the "Euro" as a currency via the **Finance/ Currencies** menu item.

🔑 Important:

The value of the **Name** field (SQL name: Name) of the "Euro" must be set to "EUR".

Exchange rates

Use the **Finance/ Exchange rates** menu item to access the table of exchange rates.

An exchange rate is defined by:
• The date from which it is applicable.
• The source currency.
• The target currency.
• Its value.
• Its inverse rate.
• Its link with the Euro zone.

Entering exchange rates

You can enter exchange rates as and when you need them or by importing a file with the relevant information.

Inverse rate

When you enter an exchange rate from a given currency A to a currency B, AssetCenter automatically calculates the inverse exchange rate from B to A.

However, if you slightly modify the exchange rate (a difference less or equal to 1%), AssetCenter does not recalculate the inverse exchange rate. It is thus necessary to modify the inverse exchange rate at the same time so that it matches.

On the other hand, if you make a larger modification of the exchange rate (greater than 1%), AssetCenter recalculates the inverse rate accordingly.

Example

The exchange rate between the two currencies A and B is equal to 2. The inverse rate is automatically calculated by AssetCenter and is equal to 0.5.

- If the inverse rate is slightly modified, for example set to:

  Inverse rate = 0.505

  Then the exchange rate is not modified.

- On the other hand, if the inverse rate undergoes a larger variation, for example:

  Inverse rate = 0.51

  Then the exchange rate is recalculated:

  Exchange rate from A to B = 1.960784

Case of the Euro zone

The establishment of Euro zone on January 1, 1999 has brought consequences on exchange rates. Within the Euro zone, only the following exchange rates are authorized:

- Exchange rates from Euro zone currencies to the Euro.

  AssetCenter makes it possible for you to manage the specific exchange and conversion rules that concern the Euro and Euro zone currencies. If you check the **Belongs to Euro zone** box (SQL name: bInEuroZone) in the detail of an exchange rate:

  - The **Source currency** field (SQL name: SrcCurrency) displays the Euro. This cannot be modified.
  - The **Target currency** field (SQL name: TargetCurrency) will only accept Euro-zone currencies.

- You can enter conversion rates from the Euro to Euro zone currencies but not the inverse rate.

> ⚿ Important:
>
> After all currencies in the Euro zone convert to the Euro, the need for exchange rates between these currencies will obviously no longer exist. Only the conversion rate between a given Euro zone currency and the Euro will be allowed.

- Exchange rates between currencies outside of the Euro zone and the Euro and their inverse rates.

> ⚿ Important:
>
> After all currencies in the Euro zone convert to the Euro, exchange rates between a currency outside of the Euro zone and a currency within the Euro zone (excepting the Euro) will be obsolete.

- Exchange rates between currencies outside of the Euro zone.

Recommendations

In order to easily find the exchanges rates between two currencies and determine which are used in the calculation of exchange values, we recommend always entering the exchanges between two currencies A and B in the same direction.

Editing monetary fields

Enter an amount and specify the currency in which it is expressed. Click 🔲 to the right of the monetary field to select the currency.

> ⚿ Important:
>
> If you do not specify a currency, the default currency is applied.
>
> The **Configure object** contextual menu enables you to configure a monetary field by assigning a default amount and currency.
>
> A specific control is designed for entering monetary values; it is defined in the currency detail.

You can use the arrows to the right of monetary values, or the arrow keys on your keyboard, to increase or decrease the selected amount.

Convert to shortcut menu

You can convert a monetary value entered in one currency to another. To do this:

1   Right-click the monetary value.
2   In the shortcut menu, select **Convert to**.
3   Select the new currency from among the list of currencies proposed.
4   The monetary value is converted and displayed in the new currency.

The calculation mechanisms are similar to those used in calculating exchange values, and the exchange rates are automatically selected by AssetCenter.

For further information on this subject, refer to the section entitled "Currency conversion rules".

Information on a monetary field

- Monetary fields (SQL name "mXXX"), which are visible in certain screens, contain the entered amount.

  Each monetary field has four related sub-fields:

- A field containing the currency associated with the entered amount (SQL name "XXXcur") (click 🗉).
- Two fields used to store the exchange values in the two reference currencies (SQL names "mXXXRef1" and "mXXXRef2") (click 🗉).
- A field containing the date of conversion (SQL name "dtXXXCv") (click 🗉).

Example: If the purchase price of an asset is 1000 USD and the conversion date is October 01, 2002:

- **mPrice** is set to 1000.
- **PriceCur** is set to USD.
- **mPriceRef1** and **mPriceRef2** contain the exchange values.
- **dtPriceCv** is set to October 01, 2002.

Currency conversion rules

Converting an amount expressed in one currency to another requires that you apply an exchange rate when you do the conversion.

This section describes the rules governing conversions and exchange rates. These rules depend on the currencies to be converted:

Specificities of the Euro zone

In order to convert a value expressed in currency A to currency B, when currency B belongs to the Euro zone, the mandatory procedure is to:

1   Convert the sum to Euros.

2   Then convert this sum expressed in Euros to currency B.

If you have entered the appropriate conversion rates in the exchange rates, AssetCenter automatically performs these conversions in line with the legal calculation rules.

If both currencies belong to the Euro zone

To convert an amount expressed in currency A to currency B when both currencies belong to the Euro zone:

1   AssetCenter converts the sum expressed in currency A to Euros. The calculation:
   •   Uses the inverse of the Euro-to-currency-A conversion rate.
   •   Rounds the result to three decimal places.

2   Then AssetCenter converts the sum expressed in Euros to currency B. The calculation:
   •   Uses the Euro-to-currency-B conversion rate.
   •   Rounds the result to the number of decimal places specified in the detail of currency B.

If one of the currencies belongs to the Euro zone

If the target currency belongs to the Euro zone

To convert a sum expressed in a given currency A to given currency B, where A does not belong to the Euro zone and B belongs to the Euro zone:

1 AssetCenter converts the sum expressed in A to Euros. The calculation:
   - Uses the exchange rate from currency A to the Euro on the date of the conversion or the inverse rate of the Euro-to-currency-A exchange rate.
   - Rounds the result to three decimal places.

2 Then AssetCenter converts the sum expressed in Euros to currency B. The calculation:
   - Uses the Euro-to-currency-B conversion rate.
   - Rounds the result to the number of decimal places specified in the detail of currency B.

If the source currency belongs to the Euro zone

To convert a sum expressed in a given currency A to given currency B, where A belongs to the Euro zone and B does not belong to the Euro zone:

1 AssetCenter converts the sum expressed in A to Euros. The calculation:
   - Uses the inverse Euro-to-currency-A exchange rate.
   - Rounds the result to three decimal places.

2 Then AssetCenter converts the sum expressed in Euros to currency B. The calculation:
   - Uses the Euro-to-currency-B conversion rate.
   - Rounds the result to the number of decimal places specified in the detail of currency B.

If no currencies belong to the Euro zone

To select the appropriate exchange rate between a given currency couple A and B, AssetCenter uses the date of conversion and the following rules:

- If there is an exchange rate defined for the date of conversion when A is the source currency and B is the target (resulting) currency, AssetCenter uses this rate.

- Otherwise, if there is an exchange rate for which currency B is the source currency and currency A the target currency, AssetCenter uses the inverse rate defined for this rate. It is indicated in the "1 A = x B" field in the detail of the exchange rate from B to A.
- Otherwise, AssetCenter will not calculate an exchange value.

Example:

- The exchange rate from currency A to currency B on July 1, 2002 is "1 A = 6 B".
- The exchange rate from currency B to currency A on August 1, 2002 is "1 B = 0.2 A".
- On September 1, 2002, to convert 100 A to currency B, AssetCenter uses the exchange rate "1 A = 6 B", resulting in 600 B.

Calculation of exchange values

This section details the following points:

- Overview
- Date of conversion
- Update

Overview

When you enter an amount, AssetCenter automatically calculates the exchange values as expressed in the reference currencies.

Simply click the icon to the right of an amount to display a screen showing the date of conversion, the amount, the exchange rates and the exchange values.

The automatic calculation of exchange values uses:

- The date of conversion.
- The exchange rates effective for this date for the currency unit of the entered monetary value and the reference currencies.

Date of conversion

The date of conversion determines the exchange rate to be applied.

A conversion date, stored in the "dtxxxCv" field, is associated with each monetary type value (amount).

You can define a default conversion date for this field. This enables you to, for example, make sure that the conversion date associated with the purchase price of an asset is the date this asset was purchased.

By default, the conversion date associated with monetary values is the current date. To define the default values of the conversion dates associated with monetary values, use AssetCenter Database Administrator.

Updating monetary values

If you update exchange values, and then modify the monetary value later on, the modifications you made on the exchange values will be lost.

AssetCenter updates the exchange values in the database:
- If the exchange rates are modified.
- If the dates of conversion are calculated via scripts, and if the field values used in these scripts are modified.

There is no automatic mechanism that propagates these modifications to the exchange values.

In order to do this, it is possible to define a workflow scheme.

Limited use of multi-currency support

If you do not want to use all of the available multiple-currency functionality, there are two possibilities open to you:
- Either you do not define currencies. In this case:
  - Monetary values are always expressed without a specified currency unit.
  - The formatting of monetary values is the same as is defined in the Control Panel in Windows (**Currency** tab in the **Regional settings** utility). A specific control is designed for entering monetary values.
  - The four other fields (currency, both exchange values, conversion date) associated with a monetary field remain unpopulated in the database.
- Or you create currencies without defining a reference currency. In this case:
  - You can define different formatting rules for each currency.

- At the database level, one field is used to store the monetary value, another contains the currency. The three others, which store the exchange values and the date of conversion, are left unpopulated.

2 Expenses

This chapter explains how to manage your expenses with AssetCenter.

General overview of expenses

This section discusses the professional areas associated with expense management.

Introduction to budgets

A budget represents your planned revenues and expenses in a given period (as a general rule, this period is the upcoming year) for each budget category. Logically, a budget is composed on two axes:

1 A time axis, divided up according to your company's tracking and reporting rules (by quarter, by semester, by month, etc.).

2 An axis regrouping the different budget categories (or budget headings) identified in your company.

Figure 2.1. Budgets - composition
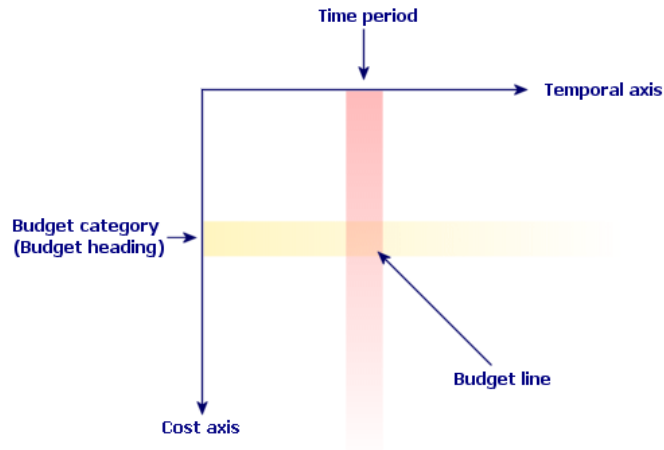
Note:

A budget may be considered as a grid in which:
- A column corresponds to a time period (for example, first quarter, second quarter, etc.).
- A row corresponds to a division by budget category (for example: internal travels, external travels, consulting, etc.).
- A cell containing an amount corresponding to a budget line (for example: the forecasted amount for travel in the first quarter is 10,000 dollars). The amount of a budget line is called an allowance; it represents a sum that you are going to allocate.

The following concepts are introduced for reasons of nomenclature and organization:
- On the cost axis:
  - A budget category is made up of one or more cost categories. Using the previous example, the Internal travel budget category can group together the Assignments in the United States and Assignments abroad cost categories.

- A budget classification groups together the budget categories. For example, the Travel classification can regroup the Internal travels and External travels budget categories.

Note:

We recommend that you use a budget classification to regroup (using budget categories) all of your cost categories. If you do not do this, certain of your anticipated expenses or revenues will not be taken into account in a budget. AssetCenter does not verify whether you have done this or not.

- On the time axis:
  - A time division groups together several time periods (quarters, etc.), which have been defined by your company.
  - A financial year, in turn, groups together the time divisions. In general, it covers the entire year (calendar year or fiscal year, depending on the case).

Figure 2.2. Budgets - nomenclature
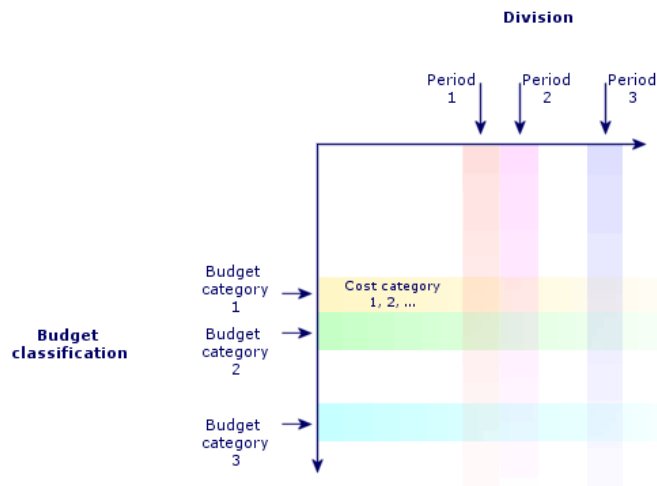
A company's budgets are normally defined in the period of one financial year, which lasts an entire year. But there is something that lasts even longer than the one-year budget: the budget center. A budget center is a perpetual structure that houses the annual budgets for a particular entity in your company. You can have a budget center for each department in your company, for example.

Figure 2.3. Budget center - structure
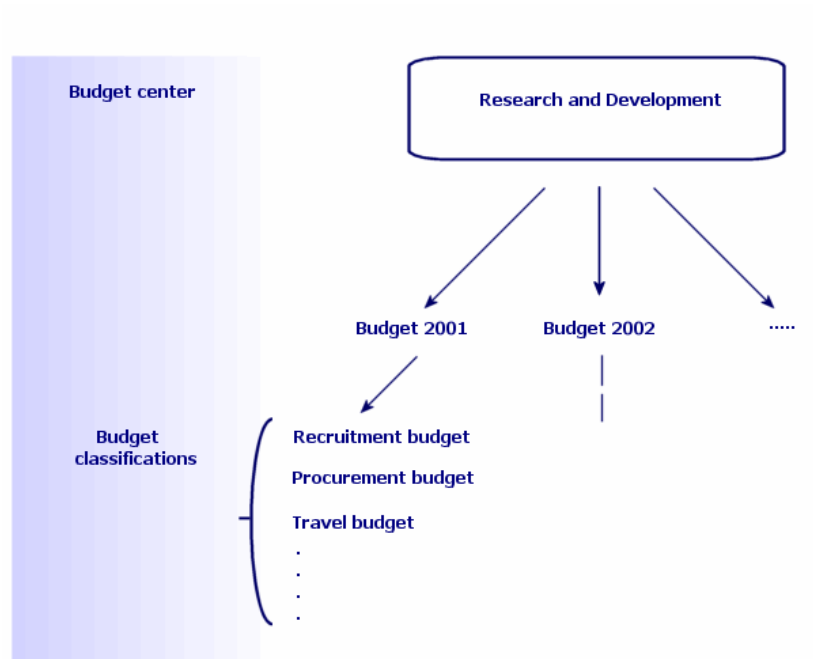
Figure 2.4. Budget centers and budgets - how they work together
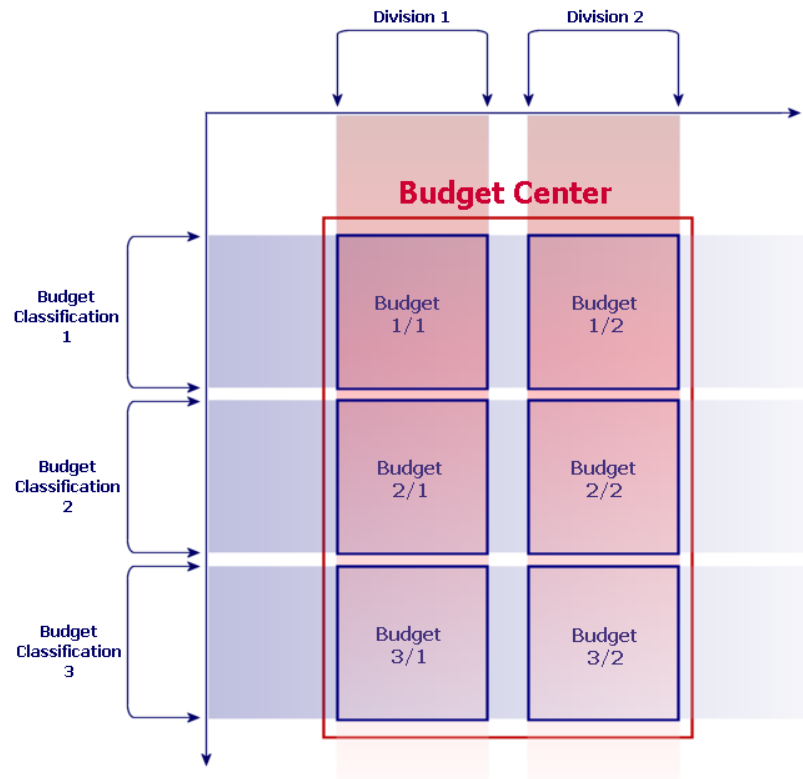
Conceptually, you can compare a budget center to a cost center: Their duration of life is undetermined, but the items belonging to them are directly linked to time periods.

Introduction to cost centers

A cost center is used to group together expenses generated by a business unit (a department, etc.).

If you want to implement budget management, each cost center must belong to a budget center.

Budgets

This section covers a practical introduction to using budgets in AssetCenter.

Implementation methodology

This is the methodology we use in AssetCenter to implement a budgetary system. Depending on the specific needs of your company, you may wish to adopt a different strategy. In this case, we ask you to respect the following instructions:

*   You absolutely must create all the structural items for your budget management, whether they relate to the time axis (financial year, divisions, periods) or the cost axis (budget classifications, budget categories, cost categories).
*   Each budget classification must contain all the defined cost categories.

The proposed methodology includes the following steps:

*   Create the information linked to the time axis in the following order:
    1   Financial years
    2   Time divisions
    3   Time periods
*   Create the information linked to the cost axis in the following order:
    1   Cost categories
    2   Budget classifications
    3   Budget categories
*   Create your budget centers.
*   Create your budgets.

Practical case

In this example, the Software company, specializing in software design, is in the process of implementing a budget-management system for its Research

and Development department with AssetCenter. The rules that the company uses requires the time division to be defined in the following manner:
- A time period corresponds to a quarter.
- A time division corresponds to a year.
- The financial year covers the current fiscal year.

We will limit this practical case to the creation of a budget for professional travel (assignments) in the following context:
- Assignments in the United States or abroad.
- For the United States, the assignments are either in Chicago or Miami.
  For abroad, the assignments are either in Paris or London.

We can deduce from this context the following implementation information:
- The elementary cost categories are: Chicago assignments, Miami assignments, Paris assignments, London assignments.
- The budget categories are: U.S. assignments (covering Chicago assignments and Miami assignments) and Foreign assignments (covering Paris assignments and London assignments).
- The budget classification is Assignment.

We are now ready to implement our system in AssetCenter.

Creating the time axis

In this step, you are going to create the financial year, the time division and the time periods for the practical case. The procedure below will guide you step by step throughout this creation.

1 Select the Finance/ Financial years menu item.
2 Click New and create a new record, using the following values:

Field	Value
Name	Fiscal 2001
Start (General tab)	04/01/2001
End (General tab)	03/31/2002

3 Click Create to validate your record.
4 Select the Divisions tab. The financial year that you just created does not yet contain any divisions. Click the ⊞ button to add a division to the financial year you created.
5 Enter the value 2001 as the Name of the division, then click Add.

6 Click Modify in the detail of the financial year to validate this modification.

7 Select the 2001 division in the Divisions tab of the financial year detail and click ◱ to view its detail.

8 You are now going to create the time periods associated with the division. According to the data of the practical case, these periods correspond to quarters. You will, thus, create four distinct periods. Select the Periods tab.

9 Click ⊞ to add a period.

10 Enter the value Quarter 1 as the Name and populate the Start and End columns with the following values:

Field	Value
Start	04/01/2001
End	06/30/2001

11 Click Add.

12 Repeat the steps 9 through 11 to create Quarter 2, Quarter 3 and Quarter 4.

13 You just created the budget's time axis.

Creating the cost axis

In this step, you are going to create three types of structural items in the budget: the cost categories, the budget categories, the budget classifications. The procedure below will guide you step by step throughout this creation.

1 Select the Finance/ Cost categories menu item.

2 Create four cost categories whose names are, respectively: Paris assignments, London assignments, Chicago assignments, Miami assignments.

3 Select the Finance/ Budget classifications menu item.

4 Click New and create a new record whose Name is Assignments.

5 In the Budget categories tab, click ⊞ to add a budget category to the classification you just created.

6 Enter the value U.S. Assignments as the Name, then click Add.

7 Go back to the Budget classifications screen and click Modify to validate your modifications. Select U.S. Assignments in the Budget categories list and click ◱ to view its detail.

8 Open the Cost categories tab and add the Chicago assignments and Miami assignments categories one at a time using the ⊞ button. Click Modify to modify your changes.

9 Repeat steps 5 through 8 for the Foreign assignments budget category, to which you will add the Paris assignment and London assignment cost categories.

10 You just created the budget's cost axis.

Creating the budget center

In this step, you are going to create the Research and Development budget center for the practical case. The procedure below will guide you step by step through this creation.

1 Select the Finance/ Budget centers menu item.

2 Click New and enter Research and Development in the Name field.

3 Open the Cost centers tab and click ⊞ to add a cost center whose expenses will fall into the Research and Development budget center. Choose the Operations cost center, present by default in AssetCenter's demonstration database, and click Select.

Creating a budget

In this step, you are going to create an Assignment budget for the practical case. The procedure below will guide you step by step throughout this creation:

1 Still in the Research and Development budget center, select the General tab and add a budget by clicking ⊞.

2 Enter the following values for your budget:

Field	Value
Name	By default, the value of this field is the same as the **Name** of the budget center. In our case: **Research and Development**. Professional travel
Division	Fiscal 2001
Classification	Assignments

3 Click Add.

4 Your budget is now created. All you have to do is enter the budget lines, otherwise called the "anticipated expense and revenue amounts" for each

budget heading and for each period. Select the budget you just added and click ⬚. In the new detail, select the **Lines** tab.

5   You are going to create allowances for the U.S. Assignments and Foreign Assignments budget categories in anticipating the amounts that will be actually spent throughout the 2001 financial year. Click ⬚ to add a line to your budget.

6   Create as many budget lines as you want by being careful to populate the mandatory Period fields (in our example, Quarter 1, Quarter 2, Quarter 3 or Quarter 4), Category (U.S. Assignments or Foreign Assignments) and Name (to identify the budget line; you can use the same name as the selected budget category). Enter an amount for the allowance as well.

> ✎ Note:
>
> A budget has a Status field that enables you to specify if the budget is In preparation, Validated or Closed. This value is purely informative and is not associated to any automatic mechanism in AssetCenter.

7   At this step, you can obtain a view of your budget by clicking on Tracking in the budgets screen. The wizard that appears will propose a summary of the budget lines you entered and a graphic view of the performed allowances.

Budget tracking

Once your budget structure is established, AssetCenter enables you to track budget expenses. The following mechanism is used:

•   All expenses theoretically lead to the creation of an expense line.

> ✎ Note:
>
> Certain automatic mechanisms in AssetCenter, such as the procurement cycle or chargebacks, trigger the creation, the modification, or the split-billing of expense lines. For more information on this subject, please refer to the guides that cover this functionality (Procurement, Contracts), as well as section Expense lines [page 36] of this guide.

•   An expense line has:
    •   An amount.
    •   A date of expense, from which we deduce the time period for the expense.

- A cost category, from which we deduce the budget category of the expense.
- A cost center for the allocation of the expense.
- A Status for the expense (Projected, Incurred, Incurred and locked).

This information enables you to deduce the budget line and the budget associated with the expense.

- The wizard triggered by clicking the Tracking button in the detail of the budget proposes a graphical comparison between a budget's accumulated expenses and its allowance.

Tracking example

Using the previously described practical case, you are going to manually create three expense lines:

1 Select the Finance/ Expense lines menu item.

2 Create three expense lines with information from the following table (choose whatever Title you want):

Field	Expense line #1	Expense line #2	Expense line #3
Debit	4000	2000	950
Expense date	10/31/2001	6/25/2001	1/12/2002
Cost center	Operations	Operations	Operations
Cost category	Paris Assign-ment	Miami Assignment	Chicago Assignment
Status	Incurred and locked	Incurred	Projected

3 You have already provided allowances for the Professional travel budget. Make sure that you created a budget line for each period (quarter in our case) and for each budget category (U.S. Assignments and Foreign Assignments).

4 Go back to the detail of this budget and click Tracking. The wizard proposes a graphic comparison of the projected and operational expenses.

Cost centers

Figure 2.5. Cost center - detail screen

Each cost center inventories its own expense lines. It needs to be understood in the general sense of an "allocation center".

Cost centers in AssetCenter help you track expenses (cash flow). They do not have a strict adherence in accounting terms.

Cost centers in AssetCenter let you group various kinds of expenses, related to the acquisition and maintenance of assets, employee training, the cost of maintenance, insurance or leasing contracts, etc.

Note:

Each cost center has a code to help you reconcile the records in the database with those from other application when importing or exporting data.

Expense lines

Use the **Finance/ Expense lines** menu item to display the list of expense lines. Otherwise, you can access the expense lines of a specific cost center via its **Expenses** tab.

To calculate the sum of the amounts credited and debited by a list of expense lines, click ▦, located on the bottom left-hand corner of the list.

Each time you create a new lease schedule or split expenses between different cost centers, AssetCenter automatically generates expense lines.

Important:

Every time an expense line is created automatically, its **Status** field (SQL name: seStatus) never indicates that it is **Incurred and locked**. This thus enables you to identify which expense lines are not yet validated. The other values enable you to verify and process non-validated expense lines.

Here are some operations for which you must specify the cost:
- Asset acquisitions
- Work orders, maintenance operations.
- A contract

Here is the procedure to follow to associate an expense line with any entity having a cost:

1 Display the detail of the item creating a cost for your company (contract, asset, etc.).
2 Go to the **Costs** tab.
3 Click ⊞. The detail of the new expense line appears.

Detail of an expense line

The **General** tab of an expense line includes the following information:
- A **Credit** field and a **Debit** field (SQL names: mCredit and mDebit).

  When you enter an amount to credit, the debit amount is set to zero, and vice versa.
- A **Status** field (SQL name: seStatus). The expense line may be: **Incurred**, **Incurred and locked** or **Projected**.

  No expense line that was automatically created will ever be **Incurred and locked**. Instead, you need to manually validate these fields as you see fit.

The **Cost center** field (SQL name: CostCenter) enables you to assign the current expense line to a cost center.

Creating expense lines

Expense lines are created in several different ways.

You can create expense lines manually from the list of expense lines by clicking **Create**. You will need to specify the entity at the origin of this expense line.

Automatic creation

Expense lines are automatically added to the expense lines table for all events generating expenses.

Expense line amounts are automatically calculated using the available information.

The **Status** of the expense line is set to either: **Projected** or **Incurred**.

Automatic creation by AssetCenter Server

AssetCenter Server automatically generates expense lines linked to:
· Periodic rent payments for contracts or assets.
· Payment lines for loans obtained in order to finance contracts.

The amount of the expense lines are calculated automatically based on information available in the sub-tabs of the rents and loans in the contract and asset detail.

AssetCenter Server automatically generates expense lines that are allocated to different cost centers.

Modifying expense lines

If certain information concerning expenses is modified after an expense line is created, and if the expense line has not been validated, AssetCenter offers to modify the expense line accordingly. If the line has been validated, the record cannot be modified.

When an expense line is modified after its creation, the information used in the detail of an item (of a contract for example) used to create the expense line is left unchanged.

Consequences of splitting expense lines

· If a given expense line L is the result of a split operation on another expense line, then manual changes made to the amount of the expense line L will not show up:
  · In the expense lines resulting from the split of expense line L.

- Nor in the expense lines whose split triggered the creation of expense line L.

⚠ Warning:

Changes are lost if the expense line is recalculated automatically by AssetCenter Server, e.g. if a cost center is deleted.

- If an expense line is not the result of a split operation on another expense line, and if its amount is changed, then that change is taken into account in the expense lines resulting from the split of the expense line.

Splitting expenses among cost centers

This section explains how AssetCenter manages the splitting of expenses between cost centers:

Overview of split operations

An expense line may be split up among several cost centers.

To split an expense line, you allocate it to an intermediate cost center. This cost center defines the list of cost centers to which the expense may be split, and the split percentage for each cost center.

Successive split operations may be performed on a given cost center. For example, cost center C1 is split between C2 and C3; C3 is split between C4 and C5, etc.

By convention, we will use the term "source cost center" to describe a cost center split between other cost centers, and "target cost center" to describe a cost center to which a source cost center is split.

Expense lines are split by AssetCenter Server.

AssetCenter Server searches for expense lines to split, and splits them. The frequency for monitoring expense lines is defined in the AssetCenter Server options.

When an expense line is split:

- An offset expense line, equivalent to the split expense line, is created in the source cost center.

- Expense lines are created in the child cost centers, according to the split percentages.

Figure 2.6. Cost center split operations
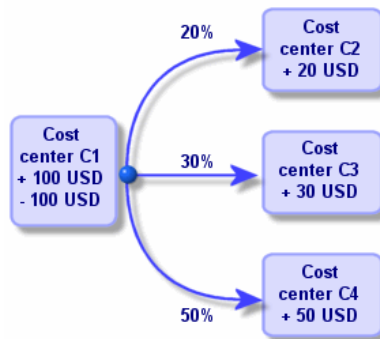
Automate split-billing of expense lines

In order to correctly split an expense line, proceed as follows:

1 Launch AssetCenter Server.
2 Connect to your database.
3 Select **Activate** from the **Action** menu.
4 Select the **Split expense lines in cost centers** action.
5 Click **OK**.
6 Launch AssetCenter.
7 Assign the created cost centers to the AssetCenter items concerned by the expense lines.
8 AssetCenter Server automatically performs the split operation for the expense lines.

Description and calculation of split operations

Use the **Split operations** tab in the cost center detail to split its associated expenses.

Add a split line for each target cost center.

Each split line includes a start of split date, an end date, and a split percentage.

Precautions

- In the detail of a split line, the start date is inclusive and the end date is exclusive. E.g., if the start date is 1/1/1999 and the end date is 4/1/1999, the split is valid from 1/1/1999 through 3/31/1999.
- At a given date, the sum of the percentages assigned to the target cost centers must equal 100 %, plus or minus 0.1%.
- A source cost center cannot be included in the associated split billing of one of its target cost centers.

Calculating expense lines

- After the split percentages have been applied, the expenses are rounded to 0.1.
- Rounding errors are carried to the first expense line.

Note on changing the amount of an expense line

- If a given expense line L is the result of a split operation on another expense line, then manual changes to the amount of the expense line L do not show up:
  - In the expense lines resulting from the split of expense line L.
  - Nor in the expense lines whose split triggered the creation of expense line L.

  > ⚠ Warning:
  >
  > Changes are lost if the expense line is recalculated automatically by AssetCenter Server, for example if a cost center is deleted.

- If an expense line is not the result of a split operation on another expense line, and if its amount is changed, then that change is taken into account in the expense lines resulting from the split of the expense line.

Deleting a cost center

As long as the **Authorize extended deletions** option is not set to Yes in the Options window (**Edit/ Options**), you can delete a cost center that has assigned expense lines. There are three different ways to do this:

Delete all linked records

When a cost center is deleted, AssetCenter deletes:

- The expense lines of the deleted cost center.
- The expense lines resulting from associated split operations of the deleted cost center.

Note:

An AssetCenter agent changes the hidden **Split operation status** field (SQL name: seSplitStatus) to "Not split" at the level of the highest expense lines in the split-operation chain. When these expense lines were split, they generated the lines belonging to the deleted cost center (after any intermediate split operations).

Changing this status deletes all the expense lines that resulted from the split operations of those "original" expense line. In doing this, AssetCenter Server deletes the expense lines which, when split, generated the expense lines belonging to the deleted cost center.

Then AssetCenter Server performs the split operations on those expense lines which have not yet been split. It thus uses new parameters to recalculate all the expense lines whose split generated the expense lines of the deleted cost center.

Detach all linked records

In this case:

- The expense lines of the deleted cost center are no longer associated with a cost center.
- The expense lines, which when split generated the expense lines for the deleted cost center, are split again.
- The expense lines, resulting from split operations associated with the deleted cost center, are not modified.

Attach linked records to another record

In this case, you select another cost center X, which takes the place of the deleted cost center:

- The expense lines of the deleted cost center are attached to cost center X.

- The expense lines, which generated the expense lines for the deleted cost center after having been split, are split again; cost center X is considered as the new target cost center.
- The expense lines resulting from split operations associated with the deleted cost center are deleted, and the expense lines of cost center X are split.

3 Reconciling fixed assets

CHAPTER

This chapter explains how to reconcile fixed assets with the AssetCenter database.

You will find information on the following topics:

- Overview of reconciling fixed assets with the AssetCenter database.
- Describing a fixed asset.

Use the **Finance/ Fixed assets** menu item to display the list of fixed assets.

Figure 3.1. Fixed asset - detail screen

Reconcile assets in the AssetCenter database with fixed assets

Your accounting department probably manages fixed assets in detail using specific, accounting software. Yet it is difficult to maintain an up-to-date list of fixed assets, especially when considering assets that disappear or that are not used. You commonly find fixed assets in accounting records corresponding to assets that should have been written off.

To update these files, you need a physical, asset inventory. AssetCenter can supply that inventory. This physical inventory can then be reconciled with the list of fixed assets, to highlight differences and to update the accounting files.

To help you with this reconciliation, AssetCenter provides a table that can receive fixed assets from your accounting application. Once these fixed assets are imported, they can be reconciled with inventoried assets. AssetCenter provides a reconciliation window where you can manually associate accounting fixed assets with inventoried assets.

With AssetCenter, there are three ways for you to associate the assets in its database with fixed assets:

- You can associate an asset with a fixed asset.
- You can associate an asset with several fixed assets (to manage work in progress associated with an asset, for example).

- You can associate a fixed asset with several assets (to manage groups of assets, for example).

Here is the procedure to follow to reconcile assets in the AssetCenter database and accounting fixed asset information:

1 Extract the useful information from the fixed asset accounting software (output to a text file).

2 Import the text file into the AssetCenter Fixed assets table.

3 Reconcile the assets with the fixed assets.

4 Display and print the list of "Un-reconciled" fixed assets. These are fixed assets that you could not associate with assets. The accounting department can then remove these fixed assets from their list of fixed assets if that is appropriate.

5 Display and print the list of "Partially reconciled" fixed assets. These are fixed assets with which you could only associate part of the assets that should be included. The accounting department can break down these fixed assets and remove the non-reconciled fixed assets from their list.

6 Display and print the fixed assets that are "To write off". These are fixed assets with which you were only able to associate retired assets. The accounting department can then remove these assets from their list of fixed assets.

Describing a fixed asset

Most of the information contained in the fixed asset detail is provided by an external software application to manage fixed assets.

None of the fields at the top of the screen of the fixed asset detail and in the **General** and **Depreciation** tabs are linked to other AssetCenter tables.

Once you have imported a fixed asset into the AssetCenter database, populate its description (if necessary):

Note:

For information on importing data, refer to the **Administration** guide, chapter **Import**.

- Populate the fields in the **General** tab. If necessary, indicate the accounting code associated with the fixed asset, the acquisition date and the installation

date (in service), the updating date of the record, the location of the fixed assets, their quantity and their unit price.

- Populate the fields in the **Depreciation** tab. If necessary, specify the type of depreciation for the fixed asset (accounting, technical, fiscal, etc.), its calculation mode (straight line, declining balance, exceptional, etc, and the duration of the depreciation.
- Associate the assets with the fixed asset from the **Assets** tab in the fixed asset detail. Use the ▣, ▭ and ▨ buttons to add, delete, view or modify the assets associated with the fixed asset.
- Populate the **Option** field (SQL name: seOption) at the top of the fixed asset detail. This field may contain one of the following four values:
  - **Not reconciled**: Indicates the fixed asset is not associated with any assets.
  - **Partially reconciled**: Indicates that at least one asset has been associated with the fixed asset, but that it has not been fully reconciled.
  - **Reconciled**: Indicates the fixed asset has been fully reconciled with assets.
  - **Write off**: Indicates that the fixed asset should no longer appear in the list of fixed assets. This may arise when the assets that were at the origin of the fixed asset are no longer in use.

🖋 Note:

On the **Acquis. date** and **In service** date fields (SQL names: AcquDate and InstallDate in the **General** tab in the fixed asset detail): Because these dates come from an external database, it is impossible to guarantee their data entry and storage format. Therefore they are stored in text format in the AssetCenter database.

---

4 Taxes

This chapter explains how to use the different calculation methods supported by AssetCenter.

Taxes may be:
- Fixed
- Calculated using a formula.

Areas in the software involving taxes

Taxes are involved in several parts of the software:
- At the level of contract rents: In the rent sub-tabs of the **Rents** tab in the detail of a contract, the **Taxes**, **Jurisdiction**, **Tax rates** and **Tax amount** fields (SQL names: TaxFormula, TaxJuris, pTaxRate and mTaxValue) specify the taxes payable on contract level rent payments.

Note:

The **Rents** tab is only displayed if the **Type** field (SQL name: seType) is not set to **Master lease** and the **Nature of payments** field (SQL name: sePayType) in the **General** tab of the contract detail indicates the payments are **Rents** or **Both** (i.e., both rents and loans).

- At the level of asset rent: In the rent sub-tabs of the **Payments** tab in the detail of an asset, the **Taxes**, **Jurisdiction**, **Tax rates** and **Tax amount** fields (SQL names: TaxFormula, TaxJuris, pTaxRate, mTaxValue) specify the taxes payable on asset level rent payments.

Note:

A rent sub-tab is automatically created when the **Acq. method** field (SQL name: seAcquMethod) in the **Procurement** sub-tab of the **Acquis.** tab is set to **Rental** or **Lease** and when the asset is added to a contract whose rent is prorated and distributed or allocated at the asset level (contract detail, **Rents** tab, individual rent sub-tab, **Prorate to assets** field (SQL name: seProrateRule).

- At the level of tax jurisdictions.
- At location level: The **Jurisdiction** field (SQL name: TaxJuris) contains a link to a tax jurisdiction which details the tax rates associated with a location.
- At tax type level.
- At expense line level: An expense line's **Tax credit** and **Tax debit** fields show the amount of tax payable on the sum credited or debited. In particular, the expense lines associated with asset or contract-level rent payments contain the amount of taxes payable on these rents. These expense lines are displayed in the **Costs** tab of the detail of these assets and contracts.
- At the level of the, AssetCenter Server surveillance program: This program launches the automatic creation of expense lines corresponding to contract or asset level rent items. Each expense line is composed of a periodic rent and an associated tax.
- At the level of the procurement cycle (especially for purchase requests, purchase orders and invoices). Taxes associated with the procurement cycle appear in the **Composition** tab of a request, order or invoice. Taxes can be declared in the detail of a request line, order line or invoice line.

Concepts and practical case

This section contains information on the concepts used in calculating taxes.

Tax jurisdictions

Use the **Finance/ Tax jurisdictions and rates** menu item to access the table of tax jurisdictions.

Tax jurisdictions provide the ability to combine locations, tax types, and tax rates. The tax jurisdictions detail screen enables you to carry out two operations, both of which are accessible via the **Rates** tab of a tax jurisdiction:

- View the tax rates applicable for a jurisdiction.
- Edit the tax rates of a jurisdiction.

By selecting the **Edit tax rates for this jurisdiction** option, you can add tax rates by clicking the ⊞ button.

Note:

Tax jurisdictions are organized hierarchically.

Tax type

A Tax type defines a tax to apply. For example: local tax.

The table of **Tax types** can be accessed in several ways:

- Via the **Administration/ List of screens** menu item.
- Via the **Tax type** link (SQL name: TaxType) in the **Tax rate** table of a tax jurisdiction.

Note:

The **Variable name** (SQL name: SQLName) of the tax type can appear in tax formulas. It is alphanumeric and contains no spaces. The first character must be a letter of the alphabet.

Tax rate

For each "Tax type " applicable for a given jurisdiction, you define a list of tax "Rates" applicable from a given date.

To view the list of rates used by a tax type for a given location:

1   Use the **Portfolio/ Locations** menu item to display the table of locations.
2   Click next to the Jurisdiction field to view the detail of the tax jurisdiction associated with the location.
3   Select the **View the tax rates applicable in this jurisdiction** option in the **Rates** tab of the detail of the jurisdiction.
4   This list summarizes all the applicable tax rates for the tax types of the jurisdiction:

Tax formula

Use the **Finance/ Calculation formulas** menu item to access the **Tax formula** table.

Tax formulas enable you to calculate the amount of tax to apply using a BASIC formula such as:

```
RetVal = <Tax rate> * <Amount to tax>
```

The tax rate can be a fixed value or a value calculated by the **AmTaxRate()** function. This function returns a tax rate depending on a type of tax, a tax jurisdiction or a date.

To learn the syntax of the **AmTaxRate()** function, refer to the **Programmer's Reference** guide.

Example of a simple formula

```
RetVal = 21.6 * [mPrice]
```

Practical case

We will calculate the tax of one request line. The request line will be linked to a tax jurisdiction and a tax formula. The tax formula will use the **AmTaxRate()** function.

1   Create the tax jurisdiction:

    1   Display the list of tax jurisdictions via the **Finance/Tax jurisdictions and rates** menu.

    2   Create a new tax jurisdiction by clicking **New**.

    3   Popualte the **Name** field with **PC - Jurisdiction**.

    4   Create the new record by clicking **Create**.

    5   Select the **Rates** tab.

    6   Select the option **Edit tax rates for this jurisdiction**.

    7   Click the **Plus** button.

    8   Populate the following fields:
- **Rate type** (TaxType): **PC - Type**. This record can be created on the fly.
- **Application date** (dApplication): **01/01/2002**.
- **Rate value** (pRateVal): **10%**.

    9   Click the **Add button with the arrows**, which designates that you will add several of the same records.

  10   Populate the following fields
- **Rate type** (TaxType) : **PC - Type**
- **Date d'application** (dApplication) : **01/01/2003**.
- **Valeur du taux** (pRateVal) : **20%**.

  11   Click **Add**.

  12   Click **Modify**.

  13   Click **Close**.

2   Create the tax formula:

    1   Display the list of tax formulas via the **Finance/Calculation formulas** menu.

    2   Create a new tax formula by clicking **New**.

    3   Populate the following fields:
- **Name** field: **PC - Formula**.
- **Table** (TableName): **Request lines (amReqLine)**. This record can be created on the fly.
- **Formula** (memFormula):

```
RetVal = amTaxRate("PC - Type" , [lTaxJurisId], [dtService],
[mUnitCost]) * [mUnitCost]
```

    4   Click **Create**.

    5   Click **Close**.

3 Compose the request line:
   1 Display the list of requests via the **Procurement/Purchase requests** menu.
   2 Create a new request by clicking **New**.
   3 Select the option **Create a new custom request**.
   4 Click **OK**.
   5 Populate the **Purpose** field (ReqPurpose) with the value **PC - Request**.
   6 Click **Create**.
   7 Select the **Composition** tab.
   8 Click the **Plus** button.
   9 Select the **Purchase** tab.
   10 Populate the following fields and links:
       - **on** (dtService): **1/7/2002**.
       - **Unit price** (mUnitCost): **100**.
       - **Tax calculation** (bUsesTaxForm): Select this option.
       - **Taxes**: **PC - Formula**.
       - **Jurisdiction** (TaxJuris): **PC - Jurisdiction**.
   11 Examine the **Tax rates** and **Tax amount** fields (pTaxRate and mTaxValue, respectively): They have been automatically calculated according to the fields, links and records that you populated or created previously.

Implement tax calculations

- If the tax calculation formula depends on the location and therefore the tax jurisdiction:
    1 Create tax types: from the "Tax types" screen obtained via the **Administration/ List of screens** menu item or from the table of tax jurisdictions.
    2 Declare tax jurisdictions for each location.
    3 Define applicable rates for each tax type declared at the level of each tax jurisdiction: from the **Rates** tab in the detail of each tax jurisdiction.
- Entering the tax calculation method:

- If the tax is payable on the asset-level or contract level rent, the tax calculation method is entered in the **Rents** tab in the contract detail or **Payments** tab in the asset detail.
- If the tax is associated with a request or order line, the tax calculation method is entered in the **Purchase** tab of the detail of this line.
- If the tax is associated with an invoice line, the tax calculation method is entered in the **Price** tab of the detail of this line.

The tax calculation method can either be:

- Fixed
- Formula

Important:

AssetCenter Server automatically calculates the taxes payable on period rents of assets or contracts. These taxes appear in expense lines of rent payments, and they are either generated at the contract level (rent payments not allocated or distributed to asset level) or at the level of the assets under contract (for rent payments prorated to the asset level).

Note:

The automatic calculation of taxes does not apply to interim rents in lease contracts.

Declaring taxes linked to locations

This section explains how to declare taxes linked to locations.

Overview

If the tax payable depends on the location, you must first:

1. Define the tax jurisdiction under which it falls for each location.
2. Define for each tax jurisdiction the tax types and rates according to their date of application.

Since the table of tax jurisdictions is hierarchical, the tax types and tax rates that you define for a given jurisdiction apply to all sub-jurisdictions without having to copy them over manually.

Using the **Jurisdiction** field (SQL name: TaxJuris) in the **General** tab of a location detail, you can associate a tax jurisdiction (and therefore tax rates) with a location.

Managing tax types applicable for a tax jurisdiction

Access the tax jurisdiction screen by clicking the ▣ button to the right of **Jurisdiction** field in the location detail. Or you can use the **Finance/ Tax jurisdictions and rates** menu. Then select the **Edit tax rates for this jurisdiction** option at the top of the **Rates** tab.

To declare a tax rate and tax type applicable in a tax jurisdiction

1 Click the ⊞ button next to the list. AssetCenter opens a data-entry window.
2 Populate the **Rate type** field (SQL name: TaxType):
   • Either by selecting an existing "Tax rate type" in the table of tax types.
   • Or by creating the "Tax rate type" ("On-the-fly" or "Detailed").
3 Populate the **Application date** and **Rate value** fields (SQL names: dApplication and pRateVal).
4 Click **Add**.

To delete a tax rate and tax type applicable in a tax jurisdiction

1 Select the element in the list that you want to delete.
2 Click the ⊟ button next to the list.

Viewing applicable taxes for a tax jurisdiction

Once the tax types and tax values are defined, you can view the taxes applicable in a tax jurisdiction on a given date as follows:
1 Display the table of tax jurisdictions via the **Finance/ Tax jurisdictions and rates**.
2 Select the jurisdiction for which you want to view the taxes.

3   Select the **View the tax rates applicable in this jurisdiction** at the top of the **Rates** tab in the detail of the jurisdiction.

4   Enter the date for which you want to know the taxes in effect for the location field in the **Date of application** field (SQL name: dApplication).

5   The taxes in effect on the date of application are displayed: These are taxes specific to the jurisdiction and taxes inherited from parent locations.

Declaring the calculation method for taxes payable on rents

This section explains how to declare the calculation method for taxes on rent payments.

The tax calculation method is defined by the **Taxes (SQL name: TaxFormula)**, **Jurisdiction (SQL name: TaxJuris)**, **Tax amount (SQL name: mTaxValue)** and **Tax rates (SQL name: pTaxRate)** fields, which appear in several places:

At contract rent level (Rents tab, rent description sub-tab).

At asset rent level (Acquis. tab, rent description sub-tab).

The **Tax calculation** check box (SQL name: bUsesTaxForm) enables you to specify the method of calculation of the tax:

•   When this box is unchecked, the tax is fixed rate.
•   When this box is checked, the tax is calculated according to a formula.

Fixed taxes

To define a fixed tax associated with an asset or contract (schedule) level rent:

1   Uncheck the **Tax calculation** checkbox (SQL name: bUsesTaxForm) to indicate that the tax is fixed.

2   Enter the amount of the tax in the **Tax amount** field (SQL name: mTaxValue) or the tax rate in the **Tax rates** field (SQL name: pTaxRate).

Example of a fixed tax:

Tax amount: US$100.00

The tax remains fixed for all periodic rents calculated in the rent sub-tab containing the fixed tax.

When rent is distributed to the asset level: The tax payment is distributed to the asset level according to the same rules as for the rent.

Tax formulas

With AssetCenter, you can calculate taxes using formulas.

To access the detail of a tax formula:

1 Select the **Tax calculation** checkbox (SQL name: bUsesTaxForm) to indicate that the taxes use a calculation formula.
2 Click the ▣ icon to the right of the **Taxes** field or select a pre-defined formula by clicking ▾.
3 If the tax formulas have already been created in the table of tax formulas, select one, then click **Select** and finally click ▣; otherwise click **New**.

A tax formula is characterized by:

- A **Name** (SQL name: Name): identifies the tax formula in the table of tax formulas.
- A **Category** (SQL name: Category): Selected from a free itemized list, the "Category" provides further information on the "Description". This field is for informational purposes only and is not linked to any automatic mechanisms. If the itemized list is "open" and if you have the necessary rights, you can enter a new value in this field.
- The **Table** (SQL name:TableName) to which it is linked.
- A syntax specified in the **Formula** zone(SQL name: memFormula). Clicking ▣ displays the script builder that facilitates entering the Basic calculation formula script.

Fields in the table to which the tax formula is linked can be incorporated in the formula.

Whether or not you are able to select a tax formula linked to a table in a rent description sub-tab depends on if and how rent is distributed to asset level:

- The following formulas may be linked to the table of asset rents:
  - The taxes payable on asset rents independent of any contract.
  - The taxes payable on contract rents prorated and distributed or allocated to all or a selection of assets under contract.
- The following formulas may be linked to the table of contract rents:
  - The taxes payable on contract rents which are not distributed to the asset level.

Tax distribution method

- If the tax formula uses variables from the table of asset rents, tax is directly calculated at the asset level when rent expense lines are created.
- If the tax formula does not use variables from the table of asset rents, tax is calculated at the contract level.
  - If rent is not distributed to the asset level, the tax is integrated into the expense lines that are generated for the contract.
  - If the rent is distributed to the asset level, tax is distributed to the asset-level expense lines according to the same rules as used for the rent calculations.

Tax formula syntax

The syntax of tax formulas can be complex and involve:
- Fields from the table to which the formula is linked.
- "Tax types" applicable to the tax jurisdiction of the rent payments that are subject to the tax: They are identified by the names of their variables.

🖊 Note:

AssetCenter's script builder helps the user in writing tax formulas. It is accessible by clicking the magnifier ▣ to the right of the data entry zone of the formula.

Associating a tax calculated using a formula with a rent item

This is the procedure to follow to associate a tax calculated using a formula with a rent item:

First step at the level of the table of locations

This step is necessary if the tax is paid on an asset rent or a contract rent distributed to all (or a selection) of the assets under contract, and if the tax depends on the location of the assets.
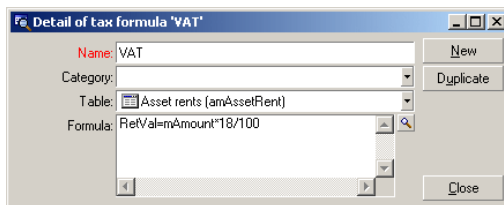
1 Use the **Portfolio/ Locations** menu item to open the table of locations.
2 Select the location of the assets.
3 Select the tax jurisdiction of the location.
4 Declare the possible tax types which are applicable for this jurisdiction, as well as the associated rates and their application dates.

Second step at the level of the Taxes field (SQL name: TaxFormula) of the contract or asset rent

1 Check the **Tax calculation** box (SQL name: bUsesTaxForm) to specify that the tax payable on the rent is calculated using a formula.

2 If the tax formula already exists, select it from the table of formulas using the ▣ button to the right of the **Taxes** field.

3 Otherwise, create it directly from the **Taxes** field:

    1 Enter its name in the **Taxes** field and move the cursor to another field.

    2 Select "Detailed creation": The tax formula detail is displayed.

    3 Enter the **Category** of the formula if necessary.

    4 Enter the syntax of the formula.

4 Click **Modify** to confirm the changes.

Example of tax formula independent of the tax jurisdiction

Here is an example of a tax formula where "Tax types" are not involved.

In this example, the jurisdiction-independent tax formula is entered directly in the **Formula** zone (SQL name: memFormula). The value of the tax is equal to 18% of the value of the rent.

Example of tax formula dependent on the tax jurisdiction

Here is an example of a tax formula associated with a contract rent, which is distributed to all assets where tax types arise:

In this example, the tax is equal to a percentage of the value of the rent. This percentage is the sum of the "Local" and "State" "Tax types".

Using the above formula, here are the steps for calculating the tax associated with a contract rent for a given period:

1 AssetCenter Server searches to see whether the tax types (whose variable names appear in the formula) apply for the tax jurisdiction.

2 If one of these tax types in the formula does not exist for the tax jurisdiction, the corresponding tax rate is replaced by 0 in the formula.

3 Otherwise, AssetCenter Server searches for the tax value that is applicable on the date the rent must be paid, and uses this in the formula. If no tax rate is defined for this date, it is replaced by 0.

4 Then AssetCenter Server calculates the total amount of the tax and integrates it in the expense line associated with rent.

Managing changes to tax rates during a rent period

In a tax calculation, it is possible that the tax rates used by the "Tax types" might change during the period covered by the rent (between two bill cycle days).

AssetCenter Server applies the tax rates in effect on the date the rent must be paid. This is usually sufficient for the majority of situations.

If this does not suite your needs, however, we advise you to defined successive rents, as described below. This will take into account the variation in the tax rate:

1 Go to the rent description sub-tab (in the **Rents** tab of the contract detail, or in the **Acquis.** tab of the asset).

2 Modify the end-of-rent-validity date in order for the rent to cover only that period before the change in tax rate.
3 Duplicate the rent sub-tab in order to create two new rent items:
   1 A rent item for the transition period: Enter the tax directly to pay for this rent as for a fixed tax without creating a tax formula.
   2 A rent item applicable for the periods coming after the change in rate.

Using taxes in the procurement cycle

This section explains how to use taxes in the procurement cycle of an asset.

General points

The amount of taxes linked to an asset acquisition appears in each stage of the procurement cycle (purchase request, estimate/quote, order, supplier invoice), and is located in the lower part of the **Composition** tab in the detail of a request, estimate, order or invoice.

Note:

This total amount is for informational purposes only and cannot be edited directly by the user. However, from the detail of a request, order or invoice line, the user can define the taxes associated with the line.

Automatic mechanisms

AssetCenter propagates the tax amount throughout the procurement cycle. Thus, if you define taxes for a purchase request, they will be propagated identically when an order and its corresponding invoice are created.

Propagation of taxes in the procurement cycle is not retroactive. For example, if the taxes were defined when drawing up the purchase order, the original purchase request will not be modified accordingly.

📝 Note:

As much as is possible, we recommend systematically defining taxes at the earliest possible stage in the procurement cycle, i.e. the purchase request, in order to ensure the integrity of automatic mechanisms.

Entering taxes

Enter a tax

Within the procurement cycle, taxes can be entered:

- In the **Purchase** tab in the detail of a request line.
- In the **Purchase** tab in the detail of an order line.
- In the **Price** tab in the detail of an invoice line.

The section at the bottom right of the screen is used to declare taxes. For a fixed tax, uncheck the **Tax calculation** check box (SQL name: bUsesTaxForm) and enter the amount of the tax or the tax rate directly. For a calculated tax, check the **Tax calculation** box (SQL name: bUsesTaxForm) and select a tax formula.

Automatic mechanisms using taxes

The fields in the lower area of the **Purchase** tabs in the details of request, order or invoice lines are linked by the following automatic mechanisms:

Table 4.1. Automatic mechanisms using taxes

Modifying this field	Brings about modification of this field	According to this field
Unit price (SQL name: mUnit-Cost)	**Taxes** (SQL name: mTax-Value)	**Tax formula** (SQL name: TaxFormula)
Tax formula (SQL name: TaxFormula)	**Taxes** (SQL name: mTax-Value)	**Unit price** (SQL name: mUnit-Cost)
Tax rates (SQL name: pTaxRate)	**Taxes** (SQL name: mTax-Value)	**Unit price** (SQL name: mUnit-Cost)

The following formula enables you to calculate the value of the **Total price** field (SQL name: mCost):

```
Total=(Unit price. + Taxes)*(1-Discount)
```

5 | TCO (Total Cost of Ownership)

CHAPTER

TCO (Total Cost of Ownership) calculations aim to identify all expenses, both direct and indirect, resulting from owning hardware or software.

It includes an evaluation of acquisition, training, technical support, and upgrade-related expenses and makes it possible to highlight unusually high or redundant expenses.

Controlling TCO is a major factor in having a competitive advantage. Studies conducted by analysts indicate that implementing a coherent TCO strategy can bring about a 30-40% reduction in TCO in a two-year time frame. However, failing to address TCO issues can lead to a 5O% increase in TCO over the same period of time.

Costs included in calculating TCO

The Total Cost of Ownership of an asset includes several cost categories:
- Hardware and software costs (also called acquisition costs).
- Management costs (external and internal).
- End user costs.

Hardware and software costs

These are the annual expenses associated with desktop and laptop computers, servers, peripherals, and network systems.

These costs also include acquisition and lease costs.

In general, hardware and software costs are determined using financial information from the assets, lease contracts, and purchasing records. Residual values also taken into account.

This cost category is made up of several sub-categories:

- Acquisition costs: These are the annual expenses related to buying or upgrading hardware. Acquisition costs are amortized over a period that differs according to the asset's category (in general, a three-year straight-line schedule is used for a desktop computer).
- Software costs: These are the annual expenses related to buying or upgrading software. Usually, these expenses are not amortized. Site or "Select" type license agreements are depreciated over the duration of the license agreement. For example, the costs of a three-year, $60.000 Select contract are allocated on the basis of $20.000 annually.
- Rent costs: This category includes both annual hardware, and software lease fees.

Management costs

These are costs related to installing, administering, supporting, and maintaining hardware and software. They can be both external (paying a subcontracted technician for a repair) or internal costs (a technician from IS installing a computer). External costs can easily be evaluated since they are invoiced and paid for. Internal costs can be estimated by allocating an hourly cost to each employee category. For example, one engineer hour will be invoiced $150 internally. This category also includes all management fees (both internal and outsourced).

End user costs

These are indirect costs linked to using an asset. This category can be broken down as follows:

- Costs incurred by end users or co-workers performing support tasks without using the usual technical support channels.
- Self-education costs: the time spent by users in training themselves (reading manuals, testing hardware and software, etc.).

✐ Note:

Traditionally, these costs have been considered as hidden costs and evaluated using surveys. As such, it is difficult to measure them on the basis of identifiable information (such as the acquisition, lease or maintenance costs). Certain studies have concluded that end user costs make up around 27 percent of hardware, software, and management costs.

Managing TCO with AssetCenter

Acquisition costs and external management costs

Using expense lines, AssetCenter keeps history of hardware and software costs, and external management costs. All the costs in this category are handled by different areas of functionality:

- Acquisition costs are generated on receiving or creating an asset.
- Depreciation costs are listed in the **Fixed asset** tab of an asset.

✐ Note:

By default, a three-year straight-line depreciation is applied to these costs before they are used in calculating the TCO.

- Software costs are evaluated both when acquiring a software asset and by the license management functionality.
- Rent costs are generated by the contract management functionality.

Internal management costs

Internal management costs show up in work orders to which expense lines are associated. These work orders involve an internal technician whose time is invoiced.

AssetCenter also calculates the average annual TCO for an asset using a calculated field (SQL name **cf_AverageYearlyTco**), which is supplied in the standard AssetCenter datakit.

Note:

The formulas used to calculated the average annual TCO for an asset are complex. To minimize the impact this has on AssetCenter's performance, we advise against displaying this field in lists, and to only use it for one-shot calculations or batch generated reports.

Implementation in AssetCenter

AssetCenter handles simplified internal management cost calculations. The following areas of the program are concerned:

- The product catalog (**amProduct** table)
- Departments and employees (**amEmplDept** table)
- Work orders (**amWorkOrder** table)
- Expense lines (**amExpenseLine** table)

The **Line-of-business data** provides TCO-dedicated features and calculated fields:

- **fv_WorkUnit** available for the table of departments and employees: This feature makes it possible to assign a work unit to an employee.
- **fv_UnitDuration** available (and mandatory when the product's category is **Work unit**) for the table of products: This feature is used to describe the labor cost of an employee.
- **fv_OverheadFactor** available for the table of products: This feature is used to calculate the cost of an internal operation.
- **fv_seTcoPurpose** available for the table of expense lines: The value of this feature is automatically updated. This feature enables you to differentiate between expense lines generated by an internal helpdesk ticket (its value is set to 51) or an internal work order (its value is set to 52). This feature is only available for expense lines whose purpose (SQL name **sePurpose**), which designates the operation that created the expense line, is set to 6 (a free user-definable value).
- **cf_AverageYearlyTCO** for the table of products and of assets: This calculated field contains the average annual TCO of an asset.

> ☑ **Caution:**
>
> Do not modify the scripts that are linked to these features and these fields. You run the risk of not being able to use AssetCenter's TCO functionality.

Evaluating TCO

Definition of a work unit

A work unit defines the labor cost of an employee category. The time spent by an employee carrying out a task is multiplied by their work unit. In this way, it is easy to estimate the internal cost of an operation using the following formula:

```
Average internal cost of an operation = Normative cost of a work unit
* Time spent on an operation
```

The cost of a work unit varies according to the employee category. For example, one technical-support-engineer hour can cost more than a help-desk-technician hour because of differences concerning:

- Salary
- Holiday related benefits
- Activities that cannot be allocated
- Training effort
- Absenteeism
- Etc.

It is for this reason that the TCO functionality gives you, apart from the direct work-unit cost (usually corresponding to one single burdened salary), a multiplier factor that enables you to calculate the full cost. The previous formula is modified to give the following:

```
Average internal cost of an operation = Normative cost of a work unit
* Time spent on an operation * Coefficient
```

The cost of the operation must be added to the TCO of the asset concerned.
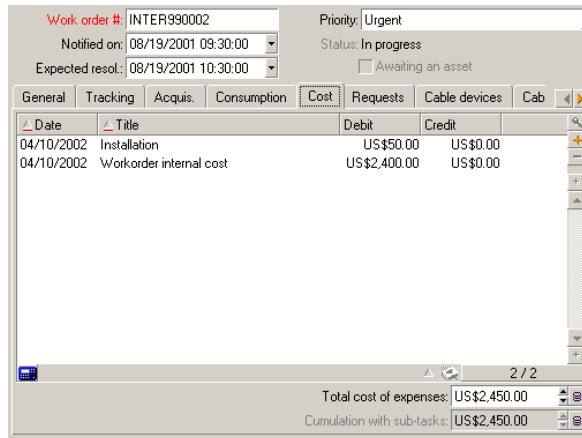
Describing an internal management cost using a work order

Internal management costs can also be described using an **Internal support** type work order. Make sure a work unit has been defined for the technician (**Technician** field, SQL name: **Technician**) if not, expense lines will not be created. All operations performed for the work order and which generate a cost are listed in the **Cost** tab of the work order detail.

Note:

To see all the expense lines describing internal management costs resulting from work orders, you can filter the **fv_seTcoPurpose** feature. Expense lines for which this feature is set to 52 result from this type of operation.

Figure 5.1. Costs of an internal management activity associated with a work order - detail screen

Note:

One single expense line is generated for the whole work order.

TCO of an asset

The **cf_AverageYearlyTco** calculated field evaluates the annual TCO of an asset.

Calculation formula

The calculation formula used to estimate the annual TCO of an asset depends on how the asset is assigned (**In use**, **In stock**, **Retired asset**). There are two possible situations:

- If the asset is **In use** or **In stock**, the calculation formula is as follows (durations are expressed in years):

```
Average annual TCO =   expense lines of the asset corresponding to
 the asset acquisition * Asset's life expectancy +   other expense
 lines for the asset * (Actual date - In-service date)
```

Where the planned lifespan of the asset is equal to:

```
Asset's planned retirement date - Asset's in-service date
```

Note:

Note that the **Scheduled retirement** field must be populated.

- If the asset is **Retired asset**, the calculation formula is as follows:

```
Average annual TCO =   expense lines corresponding to the asset du
ring its life
```

The effective life of an asset is calculated as follows:

```
Asset's effective retirement date - Asset's in-service date
```

Displaying the average annual TCO of an asset

Considering the level of complexity involved in calculating this value, we recommend that you filter the table of assets so that only the appropriate asset is displayed, then to display the **cf_AverageYearlyTco** field using the **Configure list** command.

6 Chargeback

Overview

The notion of "chargeback" refers to the rebilling of expenses incurred for a good or a service, to the budget of the department that requested it. AssetCenter offers powerful chargeback functionality. The principle consists of allocating internal expenses to new cost centers. Cost centers can be organized according to a given activity or project that generates unique expense lines. Any expense, whether it comes from an existing cost center or not, can be reallocated to a target cost center in whole or in part. Chargeback systems enable company divisions to rebill goods and services when they deal with each other as internal customers.

Typical use

Let's consider a company that wants to allocate the expenses of the different departments to the end users. It sets up a system to track and rebill the costs generated by the IS department and rebill them to the end users. Thus when expenses from center A are sent to center B, center B receives a global amount as a chargeback from center A.

Implementing a chargeback system

AssetCenter automatically activates your chargeback systems once they are validated.

To access the chargeback systems, select the **Finance/ Chargeback** menu item.

Each line in a main list corresponds to a chargeback system, which is defined using certain standard fields. You can choose these fields from a window, accessible by using the **Configure list** shortcut menu item.

Any time you create a chargeback system, you need to name it using the **Description** field (SQL name: Name). These systems charge back amounts according to one or more chargeback rules, during a period of validity that you must specify using the **Start** (dtStartDate) and **End** (dtEndDate) fields in the **General** tab. If you check the **Use rule priorities** option, orders of priority will be applied, which you will attribute to each rule of a system. If you check the **Generate expense lines** option, expense lines will be generated instead of chargeback lines. Checking this option thus prohibits sending out invoices using the dedicated API, which only approves chargeback lines.

The list in the **General** tab contains lines that designate chargeback rules. Collectively, these rules make up the selected chargeback system.

Important:

The coexistence of several chargeback systems sharing the same period of validity enables you to charge back an expense line more than once. Make sure, however, that your chargeback systems are all consistent (redundancies, conflicts).

Defining a chargeback rule

To add a chargeback rule to a system, select the **Add line** shortcut menu item, accessible by right-clicking in the **Chargeback rules** list or by clicking ▣.

A rule describes all the parameters and conditions to generate one or more chargeback lines.

Any time you create a chargeback rule, you need to name it using the **Description** field (SQL name: Name). The **Chargeback system** field (SQL name: CbkSystem) indicates the name of the selected chargeback system to

which a rule belongs. Check the **Rule enabled** option if you want the system's rule to be applied.

The **Priority** field (SQL name: sPriority) enables you to assign an order of priority to the application of this rule, relative to the other rules of the system. Check the **Manual validation** option if you want visually validate each chargeback performed by this rule.

The **General** tab contains the **Start** and **End** fields (SQL names: dtRentStartDate and dtRentEndDate) that define the period of the rule's validity. Since it must be included in that of the chargeback system to which it belongs, the rule's period of validity is, by default, the period of validity of its system.

A chargeback rule is linked to three components that you must specify:

- The event that conditions the application of the rule (When).
- The calculation of the amount to charge back (How much).
- The method of allocation (How).

The **General** tab presents five frames devoted to the five steps of a rule's composition.

Specifying an event

1 Select the option corresponding to the required action type:

- **Insertion** applies the rule as soon as a record is added to the table concerning the event.
- **Deletion** applies the rule as soon as a record is deleted form the table concerning the event.
- **Update** applies the rule as soon as a record is updated in the table concerning the event.

2 Choose a table of context concerning the event.

3   Create (▣) or select (▧) a filter so the event concerns only one sub-set of the chosen table.

Create a new filter in the same manner. All filters produce a set of records who have certain values matching the filter's requirements.

4   Choose a field in the hierarchical list of objects from the selected table.

Field is only available if you opted for an update event on a field, in other words, if you checked the **Update** option.

Calculating the amount

1   Select the **Base amount** (SQL name: seAmountRule) from among the four possibilities of calculation .

•   Select **Expense line** to chargeback the debit or credit of an expense line inserted in the list of expense lines.

📝 Note:

This choice is not possible if you selected **Insertion** as the event concerning the **Expense lines** table (SQL name: amExpenseLine).

1   Check the **Tax inclusion** option if you want to include in the amount the taxes that were defined for each inserted expense line.

2   Enter a **Coefficient** (SQL name: dMarkupCoef) other than 1 if you want to multiply the amount (debit or credit of the expense line with or without taxes) which will be charged back.

3   Enter a **Fixed mark-up** (SQL name: mFixedMarkup), which adds itself to the charged back amount.

•   Populate the **Field** field to charge back the monetary value taken by a field from the table that concerns the event.

1   Select a monetary-type field (SQL name: AmountField) from the tree list of objects of the selected table.

2   Enter a **Coefficient** (SQL name: dMarkupCoef) other than 1 if you want to multiply the amount that will be charged back.

3   Enter a **Fixed mark-up** (SQL name: mFixedMarkup), which adds itself to the charged back amount.

- Select a value for the **Fixed amount** field to charge back a base amount using this rule.
  1   You can either populate this field with one of the values proposed in the drop-down list, or you can directly enter a value using your keyboard.
- Select **Script** to specify a Basic script that will calculate the base amount.
  1   Click ▫ to select a predefined **Script (amount) (SQL name: AmountScript)**, or create one by clicking ▣ and then **New**.

    A Basic script returns an amount based on a formula; The database values that are passed as parameters are reevaluated each time the rule is applied.

Entering a cost category

Three calculation rules enable you to determine a cost category in different ways. Thus, the **Calculation rule (seCostCatRule)** field enables you to:

- Select from list: Select a cost category from the drop-down list in the **Name (CostCategory)** field.

  You can add to this open itemized list, which is used to categorize the chargeback lines (on the final invoice) generated for this rule.
- Select from database: Select the path leading to a **Cost category (CostCategory)** field.
- Calculate: In the **Script (CostCategoryScript)** field, specify a script to determine a cost category.

Determining a target cost center

Four calculation rules enable you to determine a cost center in different ways:

- To recharge the amount to a given cost center, from the list of cost centers.
  1   Select **Select from list** as the **Calculation rule (seAllocationRule)**.
  2   Select a cost center from the drop-down list in the **Name (TargetCostCenterId)** field.
- To recharge the amount to a target cost center.
  1   Select **Designated cost center** as the **Calculation rule (seAllocationRule)**.

2 In the **Target cost center (TargetCostCenter)** field, select the path leading to a **Cost center (CostCenter)** field.

📝 Note:

To find the required cost center, you need to navigate through the links of the table. In order to do this you need to know the structure of the tables you are exploring. Because there are different **CostCenter** fields within the tree structure, you must be able to differentiate between them in order to select them.

- To allocate the recharged amount to multiple target cost centers, the rule generates several expense lines for each event.
  1 Select **Split billing** as the **Calculation rule (seAllocationRule)**.
  2 Click ▣ to select a predefined **Split-billing rule (SplitRule)**, or define it by clicking ▣ then **New**.
- To define the target cost center or centers using a script.
  1 Select **Script** as the **Calculation rule (seAllocationRule)**.
  2 Click ▣ to select a predefined **Script (AllocationScript)**, or create one by clicking ▣ and then **New**.

  The script must specify the allocation rates and the target cost centers.

Resolve chargeback system events

Users that trigger rules that cannot be fully applied are warned when new events are triggered. They are automatically added to the table represented in the **Events** tab of a chargeback system. Only the administrator can consult this list of events.

1 The administrator must distinguish between events from "stopped" rules, and events which give rise to a chargeback line that needs to be validated manually.
2 The first type can be resolved by clicking **Source** (which opens a window in which certain values require correction) then clicking **Reapply**.
3 A wizard can be used validate chargeback lines of the second type, after which they are flagged as resolved.

Practical case

This practical case describes, step by step, a typical sequence of operations in a chargeback scenario.

The problem is the following: The IT department wants to rebill the costs of installing its computer to three cost centers: Marketing, Sales and Production. You must therefore define a chargeback system using AssetCenter, that applies to desktop computers in the portfolio whose cost center, IT department, becomes Marketing, Sales or Production.

Figure 6.1. Circumstances
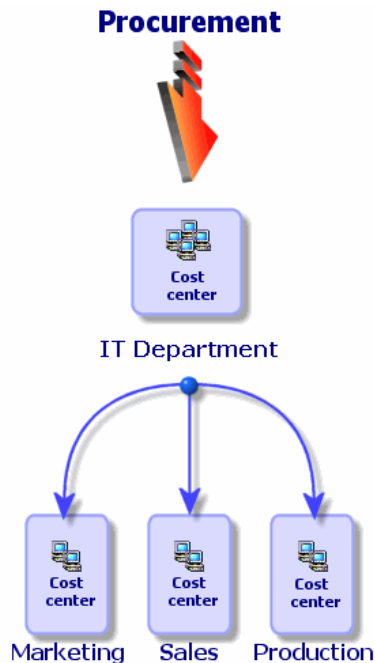
1 Select the **Finance/Cost center** menu.

2   Click **New**.

3   Click **Create** (multiple) to create the IT department and the three sub-cost centers entitled: Marketing, Sales and Production.

4   Click **Create** (single) for the last one and then click **Close**.

Your four cost centers are now set up.

5   Select the **Portfolio/ Portfolio items** menu item and then select the computers to be installed.

6   In the **General** tab, assign them to the IT department cost center.

Modify and close.

7   Select the **Finance/Chargeback** menu item.
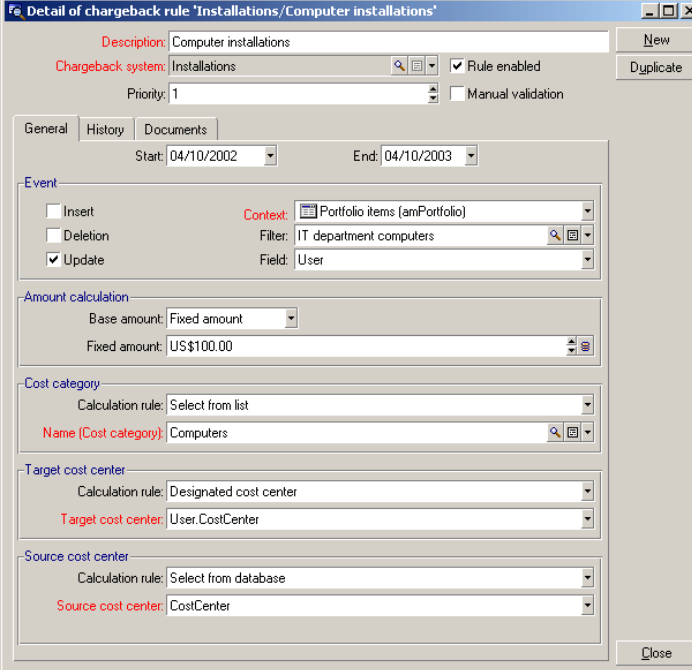
8   Click **New**.

9   Click **Create**.

10 Click ⊞ to define the "Computer installations" rule.

To create a filter required for your chargeback rule:

1 Click the ▣ icon next to the **Filter** field.

2 Create a filter entitled **IT department computers**.

This filter searches desktop computers assigned to the "IT department" cost center from among the portfolio items. They will be reassigned to the "Marketing", "Sales" or "Production" cost centers.

This filter must include the two following conditions:

• The **CostCenter** link (CostCenter) must be set to **IT department**.

- The **Sub-model of** link (Model.Parent) must be set to **Desktop computer**.
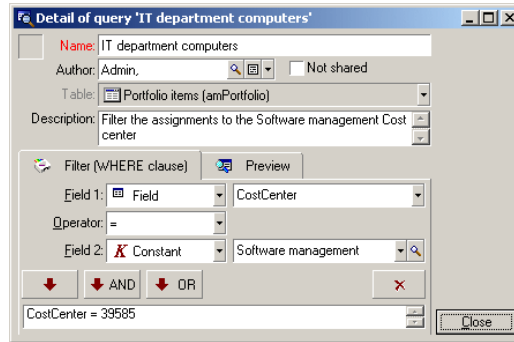
11 Connect to the new database by selecting the **File/Connect to database** menu item.

12 Select **Portfolio/ Portfolio items** and then select the desktop computers whose cost center is the IT department. In order for their installation to be recharged, assign them to new cost centers: Marketing, Production or Sales.

13 For each modification made to a cost center by clicking **Modify**, two new expense lines are generated, one for the credited source cost center (IT department), and another for the debited target cost center (Marketing, Production or Sales).
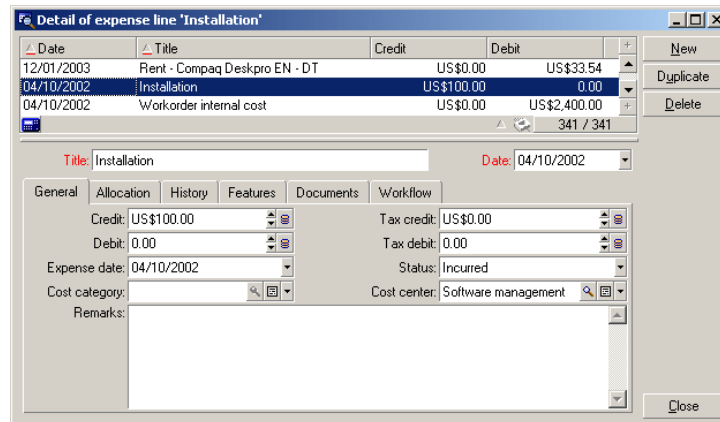
7 Glossary (Financials)

Expenses

Financial year

Time span covered by a budget.

A given **financial year** can be divided differently into set of **periods**. Each set of **periods** corresponds to a **time division**.

Examples

Fiscal 2003

Table in the AssetCenter database that describes these objects

Financial years (amFinancialYear)

Time division

A **time division** is a way of dividing a **financial year** into a set of **periods**.

A same given **financial year** can have several associated **time divisions** (semesters, quarters, etc.).

Time divisions, along with **budget classifications**, are used to delimit the scope of **budgets**.

By linking a **budget** to a **time division**, the budget is indirectly linked to the **financial year** covered by the time division.

Examples

- Fiscal 2003 - semesters
- Fiscal 2003 - quarters

Table in the AssetCenter database that describes these objects

Time division (amFYDivision)

Period

One of the intervals of time of a **time division**.

The **periods** of a **time division** follow on after each other without overlapping.

Together, the **periods** of a **time division** cover the exact duration of the financial year.

Examples

First quarter 2003

Table in the AssetCenter database that describes these objects

Periods (amPeriod)

Budget classification

Highest level of cost division used in the **Budget classifications/ Budget categories/ Cost categories** hierarchy.

A **budget classification** is divided into **budget categories**.

Budget classifications, along with **time divisions**, are used to delimit the scope of a budget.

Examples

The **Travel** budget classification made up of the following budget categories:
- National travel.
- International travel.

Table in the AssetCenter database that describes these objects

Budget classifications (amBudgClass)

Budget category

Middle level of cost division used in the **Budget classifications/ Budget categories/ Cost categories** hierarchy.

Budget categories are divided into **cost categories**.

Budget categories give you a wider capacity to control costs than is simply available with **cost categories**.

Examples

The **National travel** budget category made up of the following cost categories:
- NY travel.
- LA travel.

Table in the AssetCenter database that describes these objects

Budget categories (amBudgetCategory)

Cost category

Lowest level of cost division used in the **Budget classifications/ Budget categories/ Cost categories** hierarchy.

Cost categories are grouped together in **budget categories**.

Cost categories are used to classify expenses.

Expense lines can be associated to a **cost category**. This enables you to perform cost tracking.

Examples

The following cost categories, grouped together in the **National travel** budget category:

- NY travel.
- LA travel.

Table in the AssetCenter database that describes these objects

Cost categories (amCostCategory)

Budget

A budget gives you a central location to manage revenues and expenses according to:

- A time division (1 fiscal year, for example).

  This defines what financial year is concerned by the budget.
- A budget classification (travel, for example).

A budget is created in a budget center.

Examples

- Travel 2001.
- Hardware purchases 2002.

Table in the AssetCenter database that describes these objects

Budgets (amBudget)

Cost center

A cost center is used to group together expenses generated by a business unit (a department, etc.).

If you want to implement budget management, each cost center must belong to a budget center.

Examples

- MIS.
- NY operations.

Table in the AssetCenter database that describes these objects

Cost centers (amCostCenter)

Budget center

A budget center is made up of budgets and cost centers.

The budget center does not need to be bounded in time to a given type of expense. Budgets, on the other hand, are specific to a period and a type of expenses.

A budget center enables you to plan and track expenses for a set of cost centers.

Examples

The **Research and development** cost center made up of the 9 following budgets:

Travel 2001	Hardware purchases 2001	Training 2001
Travel 2002	Hardware purchases 2002	Training 2002
Travel 2003	Hardware purchases 2003	Training 2003

Table in the AssetCenter database that describes these objects

Budget centers (amBudgCenter)

Expense line

Full description of an expense (debit amount, credit amount, date, tax, etc.).

Examples

Expense lines can have multiple origins:
- A purchase.
- A work order.

- A chargeback.
- A training.
- A rent.

Table in the AssetCenter database that describes these objects

Expense lines (amExpenseLine)

Currency

Currency in which monetary values can be expressed.

Examples

- Euro.
- Dollar.

Table in the AssetCenter database that describes these objects

Currencies (amCurrency)

Exchange rate

Exchange rate between two currencies.
Exchange rates are used to calculate equivalent monetary values in different currencies.

Table in the AssetCenter database that describes these objects

Exchange rates (amCurRate)

Depreciation

Depreciation

Amortizing an asset consists of making provisions for depreciation.

AssetCenter enables you to estimate depreciation for fixed assets.

It is an estimation only; AssetCenter is not intended to be a substitute for specialized accounting software, which alone can be used for legal purposes.

However, information in the AssetCenter database can be reconciled with information in accounting applications. Managers in the field using AssetCenter are well placed to note the presence and condition of fixed assets.

AssetCenter enables you to define or calculate:
- The depreciation type (rate, duration, coefficient).
- The basis of the depreciation.
- The amount of the depreciation.
- The residual value.

Examples

- Straight-line method
- Declining balance method.

Tables in the AssetCenter database that describe these objects

- Assets (amAsset)
- Fixed assets (amFixedAsset)

Depreciation allowance

Amount charged to the profit and loss account to reflect the reduced value of an asset over its useful life.

Table in the AssetCenter database that describes these objects

Depreciation allowances (amDprLine)

Fixed asset

Asset of value used by the enterprise and amortized.

AssetCenter enables you to describe fixed assets for informational purposes.

Information in the AssetCenter database can be reconciled with information in accounting applications. Managers in the field using AssetCenter are well placed to note the presence and condition of fixed assets.

Table in the AssetCenter database that describes these objects

Fixed assets (amFixedAsset)

Taxes

Tax jurisdiction

Zone within which the same tax rates are applicable.

Examples

Tax jurisdictions usually match up with geographical areas.

Table in the AssetCenter database that describes these objects

Tax jurisdictions (amTaxJuris)

Tax

Sum payable to the government or local authorities dependent on certain expenses.

Tables in the AssetCenter database that describe these objects

- Asset rents (amAssetRent)
- Contract rents (amCntrRent)
- Purchase order lines (amPOrdLine)
- Invoice lines (amInvoiceLine)
- Request lines (amReqLine)
- Expense lines (amExpenseLine)
- Assets (amAsset)
- Adjusting items (amAdjustment)

- Contracts (amContract)
- Supplier invoices (amInvoice)
- Orders (amPOrder)
- Requests (amRequest)
- Training (amTraining)
- Work orders (amWorkOrder)

Tax rate

Percentage used in a tax jurisdiction to calculate tax amounts.

Table in the AssetCenter database that describes these objects

Tax rate values (amTaxRate)

Tax formula

Script used in certain tables to calculate tax amounts for certain expenses.

Table in the AssetCenter database that describes these objects

Tax formulas (amTaxFormula)

TCO

TCO

TCO or **Total Cost of Ownership** is the name given to various methodologies used to evaluate the cost of using and maintaining an IT asset beyond its simple purchase or rental cost.

This cost is made up of the purchase prices of hardware and software, maintenance and upgrade costs, overhead and labor costs of administration (hot line, support, service calls, training, etc.).

Chargeback

Chargeback

Recharging of expenses from a source cost center to a target cost center.

Examples

- Recharging maintenance costs

Chargeback system

Set of chargeback rules used to automate the generation of chargeback lines.

Table in the AssetCenter database that describes these objects

Chargeback systems (amCbkSystem)

Chargeback rule

Set of parameters used to generate chargeback lines:
- Triggering conditions.
- Source and target cost centers.
- Calculation method and chargeback amount.

Chargeback rules are implemented in chargeback systems.

Table in the AssetCenter database that describes these objects

Chargeback rules (amCbkRule)

Chargeback script

Script used by a chargeback rule to calculate the amount of chargeback lines.

Table in the AssetCenter database that describes these objects

Chargeback scripts (amCbkSystem)

Chargeback event

Trace of a chargeback automatically triggered by a chargeback rule.

Table in the AssetCenter database that describes these objects

Chargeback events (amCbkStoredEvent)

Split billing

The division of an expense line between several cost centers.

Table in the AssetCenter database that describes these objects

Cost center split operations (amCCSplit)

Split-billing rule

Split-billing rules are used in the chargeback rules to define how to split an expense between different cost centers (what percentage goes to which cost center).

Table in the AssetCenter database that describes these objects

Split-billing rules (amCbkSplitRule)

8 References

Menus and tabs (Financials)

The Financials menu uses the following menus, tabs, fields and links:

Table 8.1. Menus and tabs (Finance) - list

Sub-menu	Label and SQL name of the table accessed via the menu	Dedicated tabs, frames, fields and links	Com- ments	Section of this manual to consult
File menu				

Sub-menu	Label and SQL name of the table accessed via the menu	Dedicated tabs, frames, fields and links	Comments	Section of this manual to consult
Activate modules	N/A	N/A	Enables you to activate or deactivate the Financials module, if authorized by the license file. This is the menu to use if you can't see the following menus in your application:	Refer to **User interface**, chapter **Customizing a client workstation**, section **Activating the modules**
Finance menu				
Financial years	Financial years (amFinancialYear)	All		Implementation methodology [page 30]
Cost categories	Cost categories (amCostCategory)	All		Introduction to budgets [page 25]
Budget classifications	Budget classifications (amBudgClass)	All		Introduction to budgets [page 25]
Budget centers	Budget centers (amBudgCenter)	All		Introduction to budgets [page 25]
Cost centers	Cost centers (amCostCenter)	All		Introduction to cost centers [page 29]

Sub-menu	Label and SQL name of the table accessed via the menu	Dedicated tabs, frames, fields and links	Com-ments	Section of this manual to consult
Expense lines	Expense lines (amExpenseLine)	All		Expense lines [page 36]
Chargeback	Chargeback systems (amCbkSystem)	All		Implementing a chargeback system [page 74]
Fixed assets	Fixed assets (amFixedAsset)	All		Reconciling fixed assets [page 45]
Depreciation calculation formulas	Depreciation calculation formulas (amDeprScheme)	All		Not available
Tax jurisdiction and rates	Tax jurisdictions (amTaxJuris)	All		Declaring taxes linked to locations [page 55]
Calculation formulas	Tax formulas (amTaxFormula)	All		Tax formula [page 52]
Currencies	Currencies (amCurrency)	All		Monetary values [page 13]
Exchange rates	Exchange rates (amCurRate)	All		Exchange rates [page 15]
Portfolio menu				
Portfolio items	Portfolio items (amPortfolio)	**General** tab, **Cost category** and **Cost center** links		Refer to **Portfolio**, chapter **Portfolio**
Assets and batches	Assets (amAsset)	**Fixed Asset** and **Costs** tabs		Practical case [page 79]
Internal requests	Requests (amRequest)	**General** tab, **Cost center** link		Refer to **Portfolio**, chapter **Portfolio items**, section **Movements of portfolio items**
Models	Models (amModel)	**Accounting** tab		Refer to **Portfolio**, chapter **Portfolio items**, section **Models**
Locations	Locations (amLocation)	**General** tab, **Cost center** link		Refer to **Portfolio**, chapter **Overview**, section **Contextualization and tracking of portfolio items**

Sub-menu	Label and SQL name of the table accessed via the menu	Dedicated tabs, frames, fields and links	Com- ments	Section of this manual to consult
Departments and employees	Employees (amEmplDept)	**General** tab, **Cost center** link **Costs** tab		Refer to **Portfolio**, chapter **Overview**, section **Main tables used in portfolio manage- ment**
Training	Training (amTraining)	**General** tab, **Alloc- ation** frame		Tax [page 90]
Projects	Projects (amPro- ject)	**General** tab, **Budget center** link		Refer to **Portfolio**, chapter **Work or- ders and projects**, section **Projects**
Work orders	Work orders (am- WorkOrder)	**Acquis.** tab, **Cost category** and **Cost center** links **Cost** tab		Describing an in- ternal management cost using a work order [page 70]
Procurement menu				
Purchase requests	Requests (amRe- quest)	**General** tab, **Cost center** link		Areas in the soft- ware involving taxes [page 49]
Purchase orders and estimates	Orders (am- POrder)	**Financing** tab, **Al- location** frame		Using taxes in the procurement cycle [page 62]
Contracts menu				
Contracts	Contracts (amCon- tract)	**General** tab, **Cost category** and **Cost center** links **Loans** tab, **Alloca- tion for loan** frame **Cost** tab		Expense lines [page 36]

Sub-menu	Label and SQL name of the table accessed via the menu	Dedicated tabs, frames, fields and links	Comments	Section of this manual to consult
Lease schedules	Contracts (amContract)	**General** tab, **Cost category** and **Cost center** links **Loans** tab, **Allocation for loan** frame **Rent** tab, **Allocate according to contract rent** frame **Cost** tab		Expense lines [page 36]
Tools menu				
Reporting/ Reports	Reports (amReport)	N/A		Reports and forms (Financials) [page 110]
Actions/ Edit	Actions (amAction)	N/A		Actions and wizards (Financials) [page 108]
Actions/ <Name of action>		N/A	Proposes the actions that are either non-contextual or whose contexts are active. Enables you to trigger the selected action.	Actions and wizards (Financials) [page 108]

Sub-menu	Label and SQL name of the table accessed via the menu	Dedicated tabs, frames, fields and links	Com- ments	Section of this manual to consult
Customize toolbar		N/A	Enables you to add or remove icons from the tool- bar.	Toolbar icons (Fin- ancials) [page 100]
Administration menu				
List of screens	N/A	N/A	Enables you to access tables that are not ac- cessible by the present menus.	Refer to **User inter- face**, chapter **Re- cord lists**, section **Using lists**
Itemized lists	Itemized lists (amItemizedList)	N/A		Itemized lists (Fin- ancials) [page 106]
Counters	Counters (am- Counter)	N/A		Counters (Finan- cials) [page 107]

Toolbar icons (Financials)

Certain icons in the toolbar are specific to the Financials module.

To obtain this list and add these icons to the toolbar:

1 Select the **Tools/ Customize toolbar** menu.
2 Select the **Tools** tab.
3 Select **Finance** from the list of **Categories**

For more information on customizing the toolbar, consult the **User interface** guide, chapter **Customizing a client workstation**, section **Customizing the toolbar**.

Interface options (Financials)

There are no interface options specific to the Financials module.

Tables (Financials)

The Financials module uses several tables.

The following menus are all directly involved in the Financials module:

Table 8.2. Tables (Financials) - list

Label of the table	SQL name of the table	Menus enabling you to access the table	Section of the guide to consult
Tables specifically linked to the Financials module			
Budgets	amBudget	Finance/ Budget centers, **General** tab	Introduction to budgets [page 25]
Cost center	amCostCenter	Finance/ Cost centers	Introduction to cost centers [page 29]
Budget centers	amBudgCenter	Finance/ Budget centers	Introduction to budgets [page 25]
Budget classifications	amBudgClass	Finance/ Budget classifications	Introduction to budgets [page 25]
Time division	amFYDivision	Finance/ Financial years, **Time divisions** tab	Introduction to budgets [page 25]
Currencies	amCurrency	Finance/ Currencies	Monetary values [page 13]
Depreciation allowance	amDprLine	Finance/ Fixed assets, **Depreciation**	
Chargeback events	amCbkStoredEvent	Finance/ Chargeback, **Events** tab	Resolve chargeback system events [page 78]
Financial years	amFinancialYear	Finance/ Financial years	Implementation methodology [page 30]
Internal invoices	amCbkInvoice	Finance/ Expense lines, **Chargeback** tab, detail of a chargeback line	

Label of the table	SQL name of the table	Menus enabling you to access the table	Section of the guide to consult
Depreciation calculation formulas	amDeprScheme	Finance/ Calculation formulas	
Tax formulas	amTaxFormula	Finance/ Calculation formulas	Tax formula [page 52]
Fixed assets	amFixedAsset	Finance/ Fixed assets	Reconciling fixed assets [page 45]
Tax jurisdictions	amTaxJuris	Finance/ Tax jurisdictions and rates	Declaring taxes linked to locations [page 55]
Budget lines	amBudgLine	Finance/ Budget center, **General** tab, detail of a budget, **Line** tab	Introduction to budgets [page 25]
Expense lines	amExpenseLine	Finance/ Expense lines	Expense lines [page 36]
Internal invoice lines	amCbkInvLine	Finance/ Cost centers, **Chargeback** tab, detail of an internal invoice, **Detail** tab	
Chargeback lines	amCbkLine	Finance/ Expense lines, **Chargeback** tab	Defining a chargeback rule [page 74]
Split-billing lines	amCbkSplitLine	Finance/ Chargeback, **General** tab, detail of a chargeback rule, **Split-billing rule** link (SplitRule)	Description and calculation of split operations [page 40]
Periods	amPeriod	Finance/ Financial years, **Divisions** tab, detail of a time division, **Periods** tab	Introduction to budgets [page 25]
Chargeback rules	amCbkRule	Finance/ Chargeback, **General** tab	Defining a chargeback rule [page 74]
Split-billing rules	amCbkSplitRule	Finance/ Chargeback, **General** tab, detail of a chargeback rule, **Split-billing rule** link (SplitRule)	Determining a target cost center [page 77]
Cost categories-Budget classifications relation	amRelCCatClass	Finance/ Cost categories, **Budget categories**	
Cost categories	amCostCategory	Finance/ Cost categories	Introduction to budgets [page 25]
Budget categories	amBudgetCategory	Finance/ Budget classifications, **Budget categories** tab	Introduction to budgets [page 25]

Label of the table	SQL name of the table	Menus enabling you to access the table	Section of the guide to consult
Chargeback scripts	amCbkScript	Finance/ Chargeback, **General** tab, detail of a chargeback rule, **Script (amount)** (AmountScript) and **Script (allocation)** (Allocation-Script) links	Defining a chargeback rule [page 74]
Chargeback systems	amCbkSystem	Finance/ Chargeback	Implementing a chargeback system [page 74]
Exchange rates	amCurRate	Finance/ Exchange rates	Exchange rates [page 15]
Tax rate types	amTaxType	Finance/ Tax jurisdictions and rates, **Rates** tab, detail of a tax rate value, **Rate type** link (TaxType)	Managing tax types applicable for a tax jurisdiction [page 56]
Tax rate values	amTaxRate	Finance/ Tax jurisdictions and rates, **Rates** tab	Declaring taxes linked to locations [page 55]
Cost center split operations	amCCSplit	Finance/ Cost centers, **Split operations** tab	Splitting expenses among cost centers [page 39]
Tables indirectly linked to the Financials module			
Employees	amEmplDept	Portfolio/ Departments and employees	
Reports	amReport	Tools/ Reporting/ Reports	Reports and forms (Financials) [page 110]
Queries	amQuery	Tools/ Queries	Practical case [page 79]

Dependencies between tables (Financials)

The Financials module uses an large number of linked tables in the AssetCenter database. For this reason, it is important to optimize the order in which you populate these tables.

The order that we propose below is not mandatory: AssetCenter enables you to create missing records in linked tables whenever it is necessary.

> ## 💡 Tip:
>
> We recommend creating currencies before exchange rates. However, you can create currencies on the fly when populating an exchange rate. The only difference is that you will have to populate several nested interrelated windows, which is a little bit more complicated.

Here is a table that optimizes the order of how you should create your records. It indicates which dependant tables you need to populate.

Table 8.3. Dependencies between tables (Financials) - table

Table (label and SQL name)	Tables to populate beforehand (label and SQL name)	Comments
Required general tables		
1 Itemized lists (amItemizedList)	None	For information on which itemized lists to populate: ▶ Itemized lists (Financials) [page 106].
1 Employees (amEmplDept)	Refer to the **Core tables** guide	
1 Locations (amLocation)	Refer to the **Core tables** guide	
Implementing cost accounting (before creating expense lines)		
1 Cost categories (amCostCategory)	• Employees (amEmplDept)	Do not populate the **Categories - Classifications relations** link (RelCCatClass) at this stage.
1 Cost centers (amCostCenter)	• Employees (amEmplDept) • Locations (amLocation)	
1 Financial years (amFinancialYear) 2 Time division (amFYDivision) 3 Periods (amPeriod)	None	Financial years, time divisions and periods are stored in separate tables. Nevertheless, **Finance/ Financial years** is the single entry point to these interrelated tables.

Table (label and SQL name)	Tables to populate beforehand (label and SQL name)	Comments
1 Budget classifications (amBudg-Class) 2 Budget categories (amBudgetCat-egory) 3 Cost categories-Budget classifications relation (amRelCCatClass)	• Cost categories (amCost-Category)	Budget classifications and budget categories are stored in separate tables. Nevertheless, **Finance/ Budget classifications** is the single entry point to these interrelated tables.
1 Budget centers (amBudgCenter) 2 Budgets (amBudget) 3 Budget lines (amBudgLine)	• Employees (amEmplDept) • Cost centers (amCostCenter) • Time division (amFYDivision) • Budget classifications (amBudgClass) • Periods (amPeriod) • Budget categories (amBudgetCategory)	Budget centers, budgets and budget lines are stored in separate tables. Nevertheless, **Finance/ Budget centers** is the single entry point to these interrelated tables.
Implementing chargeback (before creating internal invoices)		
1 Chargeback systems (amCbkSystem) 2 Chargeback rules (amCbkRule) 3 Split-billing rules (amCbkSplitRule) 4 Chargeback scripts (amCbkSystem)	• Cost categories (amCost-Category)	Chargeback systems, chargeback rules, split-billing rules and chargeback scripts are stored in separate tables. Nevertheless, **Finance/ Chargeback** is the single entry point to these interrelated tables.
Implementing taxes (before creating requests, orders, contracts)		
1 Tax jurisdictions (amTaxJuris) 2 Tax rate values (amTaxRate) 3 Tax rate types (amTaxType)	None	Tax jurisdictions, values and tax types are stored in separate tables. Nevertheless, **Finance/ Tax jurisdictions** is the single entry point to these interrelated tables.

Table (label and SQL name)	Tables to populate beforehand (label and SQL name)	Comments
1 Tax formulas (amTaxFormula)	None	
Implementing currencies (before creating expense lines)		
1 Currencies (amCurrency)	None	
1 Exchange rates (amCurRate)	• Currencies (amCurrency)	
Implementing fixed-asset management (before creating fixed assets)		
1 Depreciation calculation formulas (amDeprScheme)	None	
Recording expenses		
1 Expense lines (amExpenseLine)	• Cost categories (amCost-Category)	
2 Internal invoices (amCbkInvoice)	• Cost centers (amCostCenter)	
3 Chargeback lines (amCbkLine)	• Chargeback systems (am-CbkSystem)	
4 Internal invoice lines (amCbkIn-vLine)	• Chargeback rules (amCb-kRule)	
5 Chargeback events (amCbkStore-dEvent)		
6 Cost center split operations (am-CCSplit)		
7 Split-billing lines (amCbkS-plitLine)		
Fixed assets		
1 Assets (amAsset)	• Depreciation calculation formulas (amDeprS-cheme)	
2 Fixed assets (amFixedAsset)		
3 Depreciation allowances (amDpr-Line)		

Itemized lists (Financials)

You can select the value of certain fields using an open or closed itemized list.

To access the **Itemized lists** table (**amItemizedList**), select **Administration/ Itemized lists**.

The following table details the itemized lists specific to the Financials module.

Table 8.4. Itemized lists (Financials) - list

Itemized list identifier	Fields populated using an itemized list (label and SQL name)	Table to which the field belongs (label and SQL name)
amExpLineType	Type (Type)	Expense lines (amExpenseLine)
amFixedAstFamily	Depreciation (Depreciation)	Chargeback systems (amCbkSystem)
amPayment	Payment (Payment)	Expense lines (amExpenseLine)
amTaxFormCategory	Category (Category)	Tax formulas (amTaxFormula)

For further information on using itemized lists, refer to the **Administering the database** guide, chapter **Itemized lists**.

Calculated fields (Financials)

The Financials modules does not use calculated fields.

For further information on using calculated fields, refer to the **Advanced use** guide, chapter **Calculated fields**.

For further information on writing scripts, refer to the **Advanced use** guide, chapter **Scripts**.

For further information on using the APIs, refer to the **Programmer's Reference**.

Counters (Financials)

The Financials module uses several counters.

These counters are used for the default values of certain fields.

You can access the **Counters** table (**amCounter**) using the **Administration/ Counters** menu item.

The following counters are directly linked to the Financials module:

Table 8.5. Counters (Financials) - list

SQL name of the counter	Label and SQL name of the table that uses the counter	Label and SQL name of the field that uses the counter
amCostCenter_Code	Cost centers (amCostCenter)	Code (Code)
amBudget_BudgetNo	Budget lines (amBudgLine)	Number (BudgetLineNo)
amExpenseLine_ItemNo	Expense lines (amExpenseLine)	Item number (ItemNo)
amCostCategory_Code	Cost categories (amCostCategory)	Code (Code)

For further information on using counters, refer to the **Administration** guide, chapter **Customizing the database**, section **Counters in field default values**.

Actions and wizards (Financials)

The Financials module uses several actions.

You can access the **Actions** table (**amAction**) using the **Tools/ Actions/ Edit** menu item.

You can easily identify the actions linked to the Financials module by proceeding as follows:

1 Display the list of actions (**Tools/ Actions/ Edit**).
2 Right-click in the list window.
3 Select **Configure list**.
4 Add the **Domain** link (Domain) to the columns in the list.
5 Click **OK**.
6 Sort the list from the **Domain** column.
7 Actions belonging to the Financials module are identified by the **/Financials/*** domain.

For further information on using actions, refer to the **Advanced use** guide, chapter **Actions**.

For further information on writing scripts, refer to the **Advanced use** guide, chapter **Scripts**.

For further information on using the APIs, refer to the **Programmer's Reference**.

You can create new actions or customize existing ones.

AssetCenter Server modules (Financials)

The **CostCenter** module, which splits expense lines in cost centers, is dedicated to the Financials module of AssetCenter.

For further information on this module, refer to the **Administration** guide, chapter **AssetCenter Server**, section **Configuring the modules monitored by AssetCenter Server / Split expense lines in cost centers module (CostCenter)**.

System data and line-of-business data (Financials)

AssetCenter is provided with a standard set of data.

These data sets are a part of one of the following groups:

- **System data**: data that is indispensable in order for AssetCenter to function.
- **Line-of-business data**: basic data that you can insert into your working database if you find it useful to do so.

  This data is divided into functional sets.
- **Sample data**: data that is useful to familiarize yourself with AssetCenter.

System data specific to the Financials module

The System data for the **Financials** module contains data for the following tables:

- Actions (amAction)

The **System data** specific to the Financials module is automatically included in the demonstration database installed with AssetCenter.

The **System data** specific to the Financials module will be included in your production database if you select the appropriate option with creating your database with AssetCenter Database Administrator.

Line-of-business data specific to the Financials module

The **Line-of-business** data for the Financials module includes data pertaining to **Total Cost of Ownership** calculations. Here are some examples of the tables to which this data belongs:

- Actions (amAction)
- Tables linked to workflow

- Features (amFeature)
- Itemized lists (amItemizedList)
- Natures (amNature)

The **Line-of-business data** specific to the Financials module is automatically included in the demonstration database installed with AssetCenter.

The **Line-of-business** data specifc to the Financials module will be included in your production database if you select this option with AssetCenter Database Administrator.

Reports and forms (Financials)

AssetCenter is provided with forms and reports. Some of them are specific to the Financials module.

In order for these reports and forms to be available in your database, you must import them from the AssetCenter Database Administrator.

Importing and identifying the reports relating to the Financials module

To find out how to import reports, refer to the **Advanced use** guide, chapter **Crystal Reports**, section **Installing and using the reporting tool**, sub-section **Installing preconfigured Crystal Reports in your database**.

To identify the reports specific to the Financials module, refer to the **Advanced use** guide, chapter **Crystal Reports**, section **Identifying Crystal Reports specific to a given module**.

Importing and identifying the forms relating to the Financials module

To find out how to import forms, refer to the **Advanced use** guide, chapter **Forms**, section **Installing preconfigured forms into your working database**.

To identify the forms specific to the Financials module after importing them, refer to the **Advanced use** guide, chapter **Forms**, section **Identifying forms specific to a given module**.

Automatic actions (Financials)

For the list of actions automatically executed in the background by AssetCenter, refer to the **Database structure** document.

For each table described in this guide, there is a corresponding **Automatic processes** section.

APIs (Financials)

Certain AssetCenter APIs concern the Financials module.

For a list and description of the APIs relating to the Financials module, refer to the **Programmer's Reference**.

Refer to the **Index** in particular:

- Section **Available functions - Domain: Functional**
- Section **Available functions - Domain: Chargeback**

Views (Financials)

There are no default views specific to the Financials module.

For further information on using views, refer to the **User interface** guide, chapter **Using views**.

Other documentation (Financials)

This guide only includes information directly related to the Financials module.

To obtain associated information not covered in this guide, we recommend that you read the following documents:

Table 8.6. Other documentation (Financials) - list

Document	Areas covered	Format	Location in the AssetCenter installation folder
Installation	• Installing Asset-Center	Hard copy	**\doc\pdf\Installation*.pdf**
		On line	**\doc\chm\install*.chm**
Core tables	• Departments and employees	Hard copy	**\doc\pdf\CommonTables*.pdf**
	• Locations	On line	**\doc\chm\common*.chm**
Introduction	• The general inter-face	Hard copy	**\doc\pdf\UserInterface*.pdf**
		On line	**\doc\chm\userint*.chm**
Portfolio	• Assets	Hard copy	**\doc\pdf\Portfolio*.pdf**
		On line	**\doc\chm\portfol*.chm**
Administration	• Itemized lists • Customizing fields	Hard copy	**\doc\pdf\Administration*.pdf**
		On line	**\doc\chm\admin*.chm**
Help on fields and links	• Description of database fields and links	On line	This help is accessible using one of the following methods, after having selected the field or link: • Right click and select **Help on this field** from the contextual menu • Press **Shift** and **F1** simultaneously on your keyboard. • Select the **Help/ Help on this field** menu.
Database structure	• List of the data-base's tables, fields, links and indexes	Text file	• **doc\infos\database.txt** • **\infos\tables.txt**
	• Automatic agents triggered by Asset-Center.	On line	**\doc\chm\dbstruct*.chm**

Document	Areas covered	Format	Location in the AssetCenter installation folder
General on-line help	• The functioning of the entire ap-plication	On line	This help is accessible using one of the following methods, after having selected the field or link: • Press **F1** on the keyboard. • Select the **Help/ Index** menu.

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