

Book Records - BAM3000

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This tab is used to define how depreciation should be calculated for an item by defining the property class, depreciation method, recovery period, and depreciable amount for only capital assets (inventory type C). There is currently only one book type, Generally Accepted Accounting Procedures (GAAP or GP) that uses the Straight Line (SL) and No Depreciation (ND) methods. A warning message is displayed if no record exists for capital items. The following fields are required for depreciation calculations:

- **Property Class**
- **Date In Service**
- **Deprec Method**
- **Recovery Period**
- **Convention**

A new book record is automatically created when a new inventory capital asset record is created on the Inventory Records tab.

Add or retrieve an existing book record:

Retrieve an existing item.	Search for a record. In the **Item Nbr** field, type the item number to be retrieved, if known. If the number is less than ten digits, the field is auto-filled with leading zeros. Click **Retrieve**. • If the item number is not known, click **Directory**. • To search for a specific item number, type data in one or more of the search fields. • To search through all available data, leave all fields blank. • Click **Search**. A list of item numbers matching the search criteria is displayed. • Select an item number from the list. Otherwise, click **Cancel**.

Click **+Add** to add a depreciation record.

Field	Description
Item Nbr and Description	The item number is displayed.
Description	The item number description is displayed.
Book Type	Click ⌄ to select the book type (e.g., GP - GAAP (Generally Accepted Accounting Procedures)). The field is required for depreciation calculations.
Property Class	Click ⌄ to select the property class description. The field is required for depreciation calculations.
Date In Service	Type the date that the record was entered into the system in the MMDDYYYY format. If entering a new record, this field is populated from the **Acquired Date** field on the Inventory Records tab, or you can override with a different date. The field is required and is used for inventory validation to maintain accurate depreciation calculations.

Field	Description
Deprec Method	Click ⌄ to select a valid depreciation method code. There are only two depreciation methods available: • *Straight Line (SL)* - SL depreciation only. Uses the two conventions available, Full Month (FM) and Half Year (HY). • *No Depreciation (ND)* - Used for land or other assets that do not lose value. • If left blank, the field is populated from the property class record. **CAUTION**: If the depreciation method for an inventory item is changed from Straight Line (SL) to No Depreciation (ND), the following message is displayed, "Warning: When saved, any depreciation history is deleted. Do you wish to continue with this change?" Click **Yes** to change the depreciation method and delete the depreciation history. Since all depreciation history records for this inventory item are deleted with this change, it is strongly recommended that the user create a system backup before saving this change. Click **No** to disregard the change. The depreciation method is not changed, and the depreciation history is not deleted. The field is required for depreciation calculations.
Recovery Period	Type the number of years required to fully depreciate the item. The field is required for depreciation calculations. If assets are to be depreciated using partial years, the months should be converted to a decimal value (e.g., 3 months = .25, 6 months = .50, and 9 months = .75). If left blank, the number is populated from the property class record.
Deprec Cost	Type the depreciable cost of the item. If adding a new record, the field is populated from the **Total Cost** field on the Inventory Records tab. A negative depreciation cost can be entered. If the salvage value is not zero, the depreciation cost is negative, and the salvage value is greater than the depreciation cost, a warning is issued, and the user can save the record. When a transaction record is added, the **Deprec Cost** field is updated with the new amount.
Adjusted Basis	This amount is calculated as follows: Adjusted Basis = Depreciable Cost - Salvage Value. When a transaction record is added, the **Adjusted Basis** field is updated with the new amount.
Convention	Click ⌄ to select a valid convention. The field is required for depreciation calculations. If left blank, it is populated from the property class record. • *Full Month (FM)* – Calculate depreciation after the first full month. • *Half Year (HY)* – Calculate depreciation as half or full year for the first year, depending on the acquisition date.
Salvage Value	Type the estimated value that the asset will be sold for at the time of disposal.
Gain/Loss Amt	The amount of gain or loss due to asset disposal is displayed.
Unallocated Funds	Select if the asset is used by many diverse groups and cannot be attributed to a specific budget code (e.g., cafeteria). By doing this, depreciation distribution account codes are not required. The asset will also be reported in the unallocated deprecation line on the financial statements produced by the depreciation calculation process.
Business Pct	Type the percentage of asset usage that should be applied (e.g., a district vehicle used for 85 percent business and 15 percent personal use by a superintendent). The amount cannot exceed 100 percent.

Click **Save**.

Other functions and features:

Retrieve	The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost.
Documents	View or attach supporting documentation.


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