**Fixed Asset Managment** 



# FIXED ASSET MANAGEMENT

# **Zoho Creator Extension**



**User Manual** 

Version 1.0

**Prepared By:** 



www.dhruvsoft.com



Fixed Asset Management - User Manual



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# Fixed Asset Management – Zoho Creator Extension: User Manual

#### 1. Overview

The Fixed asset management for Zoho Books, supported by Zoho Creator and Zoho Books s, aids e-commerce businesses in efficiently updating and managing their journals. The **Fixed Asset Management** application for Zoho Books in Zoho Creator is developed by Dhruvsoft, a Zoho Partner available on Zoho Marketplace. All Zoho users can deploy this extension as an extension for Zoho Creator.

Utilizing this application, Zoho Creator users can effortlessly calculate asset depreciation yearly and monthly. Fixed Asset Management with Depreciation, integrated with Zoho Books, enables data synchronization from Creator to Zoho Books accounts.

This user manual document provides step-by-step instructions for installing this extension from the extension link. It also outlines how to configure and utilize the Fixed Asset Register and Depreciation calculating functions within your Zoho Creator account.

#### 1.1. Introduction

- This application will help you maintain details of all Assets owned by your company. It will calculate depreciation for all assets every month or every financial year.
- Maintains a very comprehensive record of each asset with user-defined asset type and asset sub type. Generates barcodes or QR codes for each asset based on the unique ID.
- Calculates depreciation by Straight Line and WDV (Written Down Value) methods for a given month or a financial year
- Keeps track of Assets from purchase to disposal by their current status such as "Allocated", "Un Allocated", "Under Repair", "Scrapped" and "Disposed of".





 You can pass a depreciation entry in ZOHO Books once the depreciation is calculated and verified

# 2. Home Page

The home page features a header titled "Fixed Asset Management" and contains four main tabs: Masters, Transactions, Master Reports, Transaction Report, and Journals. Each tab has a dropdown menu that appears when hovered over, offering specific options. Clicking on any of these dropdown options will navigate you to the corresponding page.



In the center of the home page, there is a button **Help Document**. Clicking this button will navigate you to a Help document where you can refer to the detailed functionalities of the application. Below, there are four images. Clicking on each image will navigate you to the respective sections: **Masters, Transactions, Master Reports, Transaction Reports and Journals.** 





# 3. Set Up

Setup of the following information in the application

- Account Details Settings.
- Organization Settings.
- COA Sync Settings.

#### 3.1. Account Detail Settings

In this form, the user needs to enter the following details: Auth Code, Client ID, Client Secret, and Organization ID.

Click on this Link <u>https://api-console.zoho.com/</u> below page will open

API Console	
	8
Welcome to API Console!	· · · · · · · · · · · · · · · · · · ·
The Zoho API Console provides you with OAuth credentials to help you build applications using Zoho APIs.	
Get your OAuth credentials to start building applications.	<u>14</u>
GET STARTED	
	_

Click on GET STARTED next page will open as below





Client-based Applications Applications that are built to run exclusively on browsers independent	Server-based Applications     Web-based applications that are built     to run with a dedicated HTTP server.	Mobile-based Applications Applications that are built to run on smartphones and tablets.	
of web servers. CREATE NOW	CREATE NOW	CREATE NOW	
Ron-browser Applications	Self Client	]	
Applications that run on devices without browsers such as smart TVs and printers.	Create credentials to test client-server handling for your applications.		
CREATE NOW	CREATE NOW		

Click on **Self Client** below the page will be open.

API Console	Srujana 🌅
Create New Client	(*)
Client Type	
Self client 🗸	
Credentials can be generated for testing and to handle server-to-server applications.	
CREATE	

On this page

Click on the **CREATE** Button. After clicking on Button Popup Will Open With Confirmation Click **OK.** 

1. Client ID and Client Secret will be generated. as the blow





API Console	Srujana 🌔
Self Client 19 September 2024	(x)
Generate Code Client Secret	
Client ID 1000.98: 16F 🗋	
Client Secret 2744d c47e2a	

Next Step We need to Generate a **GENERATE CODE** Click on **Generate Code** Beside **Client Secret** as in the below image.

lient Secret	Generate Code Clien	tSecret		
000.916 :616F				
	1000.9It	:616F		
1744d12 7e2a	Client Secret			
	2744d12	7e2a		

After Clicking on  $\ensuremath{\textbf{Generate Code}}$  . As shown in below Image UI will be open





API Console			
Self Client 19 September 2024			
Generate Code Client Secret			
Scope ZohoBooks.accountants.CREATE,ZohoBooks	V		
Time Duration 10 minutes			
Scope Description			
Zoho Books Scope			
CREATE			

In Scope Enter below Scope. Copy all the below scope and apply to the Self client

ZohoBooks.accountants.CREATE,ZohoBooks.accountants.READ,ZohoBooks.accountants.UP DATE,ZohoBooks.accountants.CREATE,ZohoBooks.accountants.READ,ZohoBooks.accountan ts.UPDATE,ZohoBooks.settings.CREATE,ZohoBooks.settings.READ,ZohoBooks.settings.UPD ATE,ZohoBooks.contacts.CREATE,ZohoBooks.contacts.READ,ZohoBooks.contacts.UPDATE

Set Time Duration for 10 minutes And Click on **CREATE** Button below.

After Clicking button one pop up will be shown.

enerate Code Client Secret	Generated Code ×	
	Scope Name: ZohoBooks.accountants.CREATE,ZohoBoo	
tope	This code for the above scope is valid for only 10 minutes	
ohoBooks.accountants.CREATE,ZohoBooks		
	1000.b4f69fe <b>eter</b>	
me Duration		
) minutes	COPY DOWNLOAD	
cope Description		
pho Books Scope		





Click on the **COPY** button, as shown in the image, to copy the **Auth Code**.

Navigate to the **Account Detail Form** in the Set up section of the **Fixed Asset Management application**.

Open the Account Detail Form and enter the copied **Auth Code** in the appropriate field.

Fixed Assets Management		<u>_</u>	Edit this application	Help
Fixed Assets Management			💭 — Dinesh Behara	0
<ul> <li></li></ul>	Account Detai	S 1000.54/c 1000.9/54 3E822 2744412 13c 78 125 Submit Reset		

Please copy the generated Client ID and Client Secret and enter them in the respective fields on the form. Then, enter the Organization ID from Zoho Books and click the Submit button to create the record. This information will be stored.

Note:- All Fields are mandatory and Only one record can be entered.

#### 3.2. Organization Settings

This form consists of the Organization Name, Organization Logo, Organization Email, Financial Year Start Month, Financial Year End Month, Depreciation Method, Depreciation Frequency, etc.





Home		Organization						>
Masters	>	Organization						/
Transactions	>	Organization Name			Financial Year Start Month *	February	<b>x</b> ~	
Master Reports	>	Organization Logo	D F	testore 🗘	Financial Year End Month	January	x ~	
Transaction Reports	>	Organization Email	apparao@dhruvsc	oft.com 🖂	Depreciation Accounts Defined on *	Asset Category		
Reports	>	Organization Email	apparaowuniuvac		Depreciation Accounts Denned on	Asset Sub Category		
Dashboard	>	Address	Address Line 1					
Setup	~		Address Line 1		Depreciation Method *	Written Down Value	<b>X</b> ~	
Account Details Setting	s		Address Line 2		Depreciation Frequency *	Yearly O Monthly		
B Organization Settings			City / District	State / Province				
3 COA Sync Settings				-Select- 🗸				
Pass Depreciation Entrie	>		Postal Code	Country				

To navigate this form, go to **Set up -> Organization Settings** Form.

Below are the details of the custom fields created by the extension within the organization Setting module.

Field Name	Field Type	Mandatory Field
Organization Name	Single Line	Yes
Organization Email	Email	Yes
Address	Address	No
Financial Year Start Month	Dropdown	Yes
Financial Year End Month	Dropdown	No
Depreciation Accounts Defined on	Radio	Yes
Depreciation Method	Dropdown	Yes
Depreciation Frequency	Radio	Yes





#### 3.3. COA Sync Settings

This page is used to sync the Chart of Accounts (COA) from Zoho Books to Zoho Creator. Upon clicking the **"COA Sync"** button, a success message stating **"COA Sync Successful"** will be displayed, with an info log if **COA** from Zoho Books Sync In Zoho Creator then **"Chart of Accounts Sync Successfully from Zoho Books"** will display and the **Last COA Sync Date** will be updated else **"Fail to Sync Chart of Accounts from Zoho Books"** will display and the **Last COA Sync Totate** Sync Date will not be updated. This page indicates the synchronization of data from Zoho Books to Zoho Creator

To navigate this form, go to **Set up -> COA Sync Settings** Page.

← → C 🔤 creatorapp.zoho.com/	ykumar_dhruvsoft1/asset-register-with-depreciation-for-zoho-books/#Page:Sync_Page	* 😩
Fixed Assets Management	<u>_</u> 0 0	
Fixed Assets Management		பி Dinesh Behara
<ul> <li></li></ul>	COA Sync Last COA Sync Dat	to
Master Reports >	17-Jul-2024	
	Creator	Soho Book
Oashboard >	Synchronization of Chart of Accounts betwe	een Zoho Books and Zoho Creator
Setup  Account Details Settings  Corganization Settings	Integrate Zoho Books with Zoho Creator to enable real-time synchronization of the chart of accounts. This By clicking the "COA Sync" button, the chart of accounts from Zoho Books Utilize the synchronized chart of accounts within Zoho Creator to create	integration will facilitate the seamless creation of journal entries within Zoho Creator. will be synchronized with Zoho Creator in real-time
COA Sync Settings		
≫ Pass Depreciation Entries →		

After Syncing COA from Zoho Books COA will be displayed in **Zoho Books Chart of Accounts** section below Setup section.





8 Home	the state of the second	12	
g Masters >	Zoho Books Asset Category accourt	nt Rep	Q =
Transactions >	Category Type	- Category Name	- Category Code -
	other_asset	Asset test	AS4521
Master Reports >	stock	Inventory Asset	
Transaction Reports >	other_expense	Exchange Gain or Loss	
Journals >	cost_of_goods_sold	Cost of Goods Sold	
	cost_of_goods_sold	Job Costing	
Dashboard >	cost_of_goods_sold	Subcontractor	
Setup >	cost_of_goods_sold	Materials	
Zoho Books Chart of Accounts	cost_of_goods_sold	Labor	
	expense	Other Expenses	
	expense	Repairs and Maintenance	
	expense	Consultant Expense	
	expense	Depreciation Expense	
	expense	Meals and Entertainment	
	expense	Uncategorized	
	expense	Salaries and Employee Wages	
	expense	Printing and Stationery	+
		2.12.11	

## 4. Masters

The following forms to be used in the masters

- Asset Type.
- Asset Sub Type.
- Functions.
- Employees

#### 4.1. Asset Type

This form is used to add a new asset, including details such as Asset type Name, Asset type Code, Depreciation Method, Depreciation Frequency, Depreciation Rate (Yearly), Fixed Asset Account, Depreciation Account, and more.

To navigate this form, go to **Masters -> Asset Type** Page.





Fixed Assets Manageme	nt					Edit this application (1) Help
Fixed Assets Managen	nent					🗘 🛛 Dinesh Behara 🌔
		Asset Type				
凸 Masters	v	Asset Type				
👳 Asset Type		Asset Type Name *		Fixed Asset Account	-Select-	<u>v</u>
🚯 Asset Sub Type		Asset Type Code *		Depreciation Account	-Select-	v
≗ Functions 훖 Employees		Depreciation Method	Written Down Value $\qquad {\bf x}   \lor $	Depreciation Cumulative Account	-Select-	¥
Transactions	ō.	Depreciation Frequency	• Yearly O Monthly	Profit / Loss Account on Sale of Asset	-Select-	<u>v</u>
Master Reports	>	Depreciation Rate (Yearly)	%	Cash/Bank	-Select-	v
<ul> <li>Transaction Reports</li> <li>Journals</li> </ul>	>	Expected Life in Yrs	******			
Oashboard	3		_			
🚍 Setup	>		Submit Reset			

Below are the details of the custom fields created by the extension within the Asset Type module.

Field Name	Field Type	Mandatory Field
Asset Type Name	Single Line	Yes
Category Type	Single LIne	No
Asset Type Code	Single LIne	Yes
Depreciation Method	Dropdown	No
Depreciation Frequency	Radio	No
% Depreciation Rate (Yearly)	Percent	No
Expected Life in Yrs	Number	No
Amount Before Tax	Currency	No
Zoho Books Record ID	Number	No
% IT Depreciation Percentage	Percent	No
% Company Depreciation Percentage	Percent	No





Fixed Asset Account	Lookup	Yes
Depreciation Account	Lookup	Yes
Depreciation Cumulative Account	Lookup	Yes
Profit / Loss Account on Sale of Asset	Lookup	Yes
Cash/Bank	Lookup	Yes

In this form, the Depreciation Method is auto-populated from the Company Information record. All accounts in the dropdown(lookup) come from Zoho Books accounts, which are synced using the COA Sync button in the Zoho COA form. Upon clicking **"Save"** an Asset Type record is created.

#### 4.2. Asset Sub Type

The asset sub-type includes several components: asset type, sub-type name, sub-type code, depreciation method, depreciation frequency, depreciation rate (yearly), fixed asset account, and depreciation account.

Fixed Assets Management						Æ Edit this application	n ③ Help
Fixed Assets Management						பூ Dinesh B	Behara 🕕
愈 Home	Asset Sub Time						
Masters ~	Asset Sub Type						
📰 Asset Type	Asset Type *	-Select-	Fixed Asset Account	-Select-	×		
🚵 Asset Sub Type	Asset Sub Type Name *		Depreciation Account	-Select-	~		
歳 Functions 象 Employees	Asset Sub Type Code *		Depreciation Cumulative Account	-Select-	~		
Transactions >	Depreciation Method	Written Down Value 🛛 🗙 🗸	Profit / Loss Account on Sale of Asset	-Select-	×		
Master Reports	Depreciation Frequency	• Yearly	Sale of Asset Account	-Select-	~		
Transaction Reports		Monthly					
Journals >	Depreciation Rate (Yearly)	%					
Dashboard >							
📮 Setup 🔹 🔸	Expected Life in Yrs	*******					
		Submit Reset					

To navigate this form, go to **Masters -> Asset Sub Type** Form.

Below are the details of the custom fields created by the extension within the Asset Sub Type





module.

Field Name	Field Type	Mandatory Field
Asset Type	Lookup	Yes
Asset Sub Type Name	Single Line	Yes
Asset Sub Type Code	Single Line	Yes
Depreciation Method	Dropdown	No
Depreciation Frequency	Radio	No
% Depreciation Rate (Yearly)	Percent	No
Expected Life in Yrs	Number	No
Fixed Asset Account	Currency	No
Depreciation Account	Lookup	Yes
Depreciation Cumulative Account	Lookup	Yes
Profit / Loss Account on Sale of Asset	Lookup	Yes
Sale of Asset Account	Lookup	Yes

In this form, Asset type records come from the Asset Type Form, and the depreciation method comes from Company Information. All charts of accounts in the dropdown come from Zoho Books COA, which is synced in the Zoho COA Form via the COA Sync Button. Upon clicking **'Save Record'**, an asset sub-type record is created.

#### 4.3. Function

The form to store Function information includes the following components: function name, function code, function status, active date, and inactive date.

To navigate this form, go to **Masters -> Function** Form.





Fixed Assets Management				Edit this application	Help
Fixed Assets Managemer	ıt			🔔 🛛 Dinesh Behara	0
食 Home	Functions				
쌢 Masters	~				
🖭 Asset Type	Function Name				
Asset Sub Type	Function Code *				
🚓 Functions					
Employees	Function Status *	-Select-	<u> </u>		
Transactions	> Activation Date	06-Aug-2024	巤		
Master Reports	> Inactivation Date	06-Aug-2024			
Transaction Reports	2				
😰 Journals	2	Submit Reset			
Dashboard	5				
Setup	>				

Below are the details of the custom fields created for the extension within the Function

#### module.

Field Name	Field Type	Mandatory Field
Function Name	Single Line	Yes
Function Code	Single Line	Yes
Function Status	Dropdown	Yes
Activation Date	Date	No
Inactivation Date	Date	No
Parent Function	Lookup	No

In this form, the activation date and inactivation date are shown or hidden based on the department status value (Active or Inactive). Upon clicking the Submit button, a department record is created.

#### 4.4. Employees

The Employee Form stores information about employees in the Company, such as department, employee name, employee ID, employee status, etc.

To navigate this form, go to **Masters -> Employee** Form.





Fixed Assets Management		<u> </u>	
Fixed Assets Manageme	nt		🗘 Dinesh Behara 💮
	Employee		
쌥 Masters	~ Employee		
😥 Asset Type	Function Name *	-Select-	
🚯 Asset Sub Type	Employee ID *		
🚓 Functions	Employee Name		
👷 Employees		First Name Last Name	
Transactions	> Employee Status	-Select- ~	
Master Reports	s		
Transaction Reports	Activation Date	06-Aug-2024	
Journals	> Employee Manager	-Select- ~	
③ Dashboard	>		
📮 Setup	>	Submit Reset	

Below are the details of the custom fields created for the extension within the Employee module.

Field Name	Field Type	Mandatory Field	
Function Name	Lookup	Yes	
Employee ID	Single Line	Yes	
Employee Name	Name	Yes	
Employee Status	Dropdown	Yes	
Activation Date	Date	No	
Employee Manager	Lookup	No	

In the Employee Form, the department name comes from department records. The activation date is shown or hidden based on the employee status value; if the value is **Active**, the activation date is shown or value is **Inactive** the activation date will not show. Upon clicking the **Submit button**, the record is saved.





#### 5. Transactions

The following forms are used in the transaction sections

- Asset Entry.
- Asset Impairment.
- Asset Assignment.
- Asset Reassignment.

#### 5.1. Asset Entry

This form is used to add a new asset with details such as purchase date, purchase value, book value, expected sales value, and expected salvage value, generate a QR code or barcode, track warranty status, add attachments or invoices, and set the asset status to Unallocated. To navigate this form, go to **Transactions -> Asset Entry** Form.

Fixed Assets Management		Į			C Edit this application ③ Help
Fixed Assets Management					டி Dinesh Behara 🎧
① Home 쩐 Masters >	Asset Entry				
Transactions ~	Asset Type	-Select-	Asset Type Code		
썹 Asset Entry	Asset Sub Type	-Select-	Asset Sub Type Code		
+ Asset Impairment	Asset ID		Asset Unique ID		
By Asset Reassignment	Asset Name		Asset Status	Un Allocated	× ~
ైల్తి Asset Disposal	Asset Description		Status	-Select-	~
Master Reports			Asset Specifications		
Transaction Reports >					
Dashboard     shoard     shoard	Purchase Date *	dd-MMM-yyyy	Model		
📮 Setup 🔷 🔿	Purchase Bill Number		Purchase Value *	<i>u,uuu,uuu.uu</i>	\$
	Asset Location		Upload Bill	Select File	1.
	Expected Life in Yrs		Upload Asset Photograph	Select File	1.
	Depreciation Frequency	• Yearly O Monthly	Depreciation Method	Written Down Value	×
	Depreciation Rate per Year	%	Other Attachments	Select File	1
	Code Type	QR Code Bar Code			
	QRCODE/BARCODE				
		Submit Reset			

Below are the details of the custom fields created for the extension within the Asset Entry module.





Field Name	Field Type	Mandatory Field
Asset Type	Lookup	Yes
Asset Type Code	Single Line	No
Asset Sub Type	Lookup	Yes
Asset Sub Type Code	Single Line	No
Asset ID	Number	No
Asset Unique ID	Single Line	No
Asset Name	Single Line	No
Asset Status	Dropdown	No
Asset Description	Multi Line	No
Asset Specifications	Multi Line	No
Purchase Date	Date	Yes
Purchase Value	Currency	Yes
Purchase Bill Number	Single Line	No
Asset Location	Single Line	No
Expected Life in Yrs	Number	No
Upload Bill	File	No
Commission /Installation Date	Date	No
Upload Asset Photograph	File	No
Extended Warranty Start Date	Date	No
Depreciation Frequency	Dropdown	Yes
% Depreciation Rate per Year	Percentage	Yes
Depreciation Method	Dropdown	Yes
QRCODE/BARCODE	Rich Text	Yes





Code Type	Dropdown	Yes

In this form, code category, sub-category code, asset ID, asset unique ID, and expected life in years are populated based on the selection of asset category and asset sub-category. The depreciation method is sourced from company information. Upon clicking Submit, an asset master entry is created.

#### 5.2. Asset Impairment

In the Asset Impairment Form, the fields include asset type, asset sub-type, asset ID, purchase date, and date of sale.

Fixed Assets Management				Edit this application	⑦ Help
Fixed Assets Management				டி Dinesh Behar	a 🕕
☆ Home 쩐 Masters →	Asset Impairment				
Transactions v	Asset Type *	-Select-			
씰 Asset Entry	Asset Sub Type *	-Select-	×		
+ Asset Impairment	Asset ID *	-Select-	×		
👪 Asset Reassignment	Purchase Date	dd-MMM-yyyy			
$e_{\omega_{\omega}}^{\kappa_{\omega_{\omega}}^{\pi}}$ Asset Disposal	Last Depreciation Date of Asset	dd-MMM-yyyy	8		
Master Reports > Transaction Reports >	Date of Sale *	dd-MMM-уууу	<b>*</b>		
😸 Journals 🛛 🗸 🖓	Sale Value *	#,###,###.##	S		
⊕ Dashboard >	Notes *				
👷 Setup >					
	Depreciation on Date of Sale	##,##,###.##	\$		
	Book Value on Date of Sale	##,##,###.##	\$		
	Profit or Loss Value on Sale	##,##,###.##	S		
	Profit or Loss on Sale				
	Attachment	Select File	<u>1</u>		
		Submit Reset			

To navigate this form, go to **Transactions** -> **Asset Impairment** Form.

Below are the details of the custom fields created for the extension within the Asset Impairment





module.

Field Name	Field Type	Mandatory Field
Asset Type	Lookup	Yes
Asset Sub Type	Lookup	Yes
Asset ID	Lookup	Yes
Purchase Date	Date	No
Last Depreciation Date of Asset	Date	No
Date of Sale	Date	No
Sale Value	Currency	Yes
Notes	Multi Line	Yes
Depreciation on Date of Sale	Currency	No
Book Value on Date of Sale	Currency	No
Profit or Loss Value on Sale	Currency	No
Profit or Loss on Sale	Single Line	No
Attachment	File	No

In this form, when the Asset type and Asset Sub-type fields are selected, the Asset ID, Purchase Date, and Last Depreciation Date of the asset are populated. Upon selecting the Date of Sale and entering the Sale Value, the Depreciation on Date of Sale, Book Value on Date of Sale, Profit or Loss Value on Sale, and Profit or Loss on Sale fields are populated.

#### 5.3. Asset Assignment

This form is used to assign assets to specific functions and employees within the organization. It includes fields such as Function Name, Employee Name, Asset Type, Asset Sub-Type, Asset Unique ID, and Allocation Date.

To navigate this form, go to **Transactions** -> **Asset Assignment** Form.





Fixed Assets Management			Ædit this application ③ Help
Fixed Assets Management			Д. Dinesh Behara 🌔
r Home	Asset Assignme	nt	
쌥 Masters >	Function Name *	-Select- v Eq.	
Transactions ~			
앱 Asset Entry	Employee Name	-Select- v Eq.	
+ Asset Impairment	Asset Type	-Select- v Eq	
🗞 Asset Assignment	Asset Sub Type	6-11 E	
🕼 Asset Reassignment	Asset Sub Type	-Select- v E	
🖓 Asset Disposal	Asset Unique ID	-Select- V	
Master Reports >	Make		
Transaction Reports >	Model		
Journals >			
③ Dashboard >	Allocation Date *	dd-MMM-yyyy	
🚊 Setup >	Return Date	dd-MMM-yyyy	
		Submit Reset	

Below are the details of the custom fields created for the extension within the Asset Assignment module.

Field Name	Field Type	Mandatory Field
Function Name	Lookup	Yes
Employee Name	Lookup	Yes
Asset Type	Lookup	No
Asset Sub Type	Lookup	No
Asset Unique ID	Lookup	No
Make	Single Line	No
Model	Single Line	No
Allocation Date	Date	Yes
Return Date	Date	No

In this form Asset Unique ID is populated based on Asset Sub Type Selection.





#### 5.4. Asset Reassignment.

This form is used to Reassign assets to specific functions and employees within the organization. It includes fields such as Asset Type Name, Asset Sub type Name, Asset Unique ID, Asset IS, Existing Employee,Existing Function,New Function, New Employee. To navigate this form, go to **Transactions** -> **Asset Reassignment** Form.

Fixed Assets Management				Edit this application
Fixed Assets Management				🗘 🛛 Dinesh Behara 🌔
	Asset Reassignme	nt		
웹 Masters >				
Transactions ~	Asset Type Name *	-Select-	×	
Masset Entry	Asset Sub Type Name *	-Select-	~	
Asset Impairment	Asset Unique ID	-Select-	~	
📎 Asset Assignment	Austil			
By Asset Reassignment	Asset ID *	-Select-	~	
్లి Asset Disposal	Existing Function			
ഥ Master Reports >	Existing User			
Transaction Reports >	Earlier Allocation Date	dd-MMM-yyyy	<b>*</b>	
Journals >				
Dashboard     >	New Function *	-Select-	~	
🖺 Setup >	New Employee *	-Select-	~	
	Allocation Date *	dd-MMM-yyyy	<b>#</b>	
		Submit Reset		

Below are the details of the custom fields created for the extension within the Asset

Reassignment module.

Field Name	Field Type	Mandatory Field
Asset Type Name	Lookup	Yes
Asset Sub Type Name	Lookup	Yes
Asset Unique ID	Lookup	No
Asset ID	Lookup	Yes
Existing Function	Single Line	No





Existing User	Single Line	No
Earlier Allocation Date	Date	No
New Function	Lookup	Yes
New Employee	Lookup	Yes
Allocation Date	Date	Yes

In this form on Based on Asset ID Existing Function, Existing Use, Earlier Allocation Date is Populated.

#### 5.5. Asset Disposal

This Form is used to Disposal of Asset If Asset is under repair Then Change Asset status to Under repair, Scrapped, or Disposal

To navigate this form, go to **Transactions** -> **Asset Disposal** Form.

Fixed Assets Management			
Fixed Assets Management			유 Dinesh Behara 🌔
쌥 Masters >	Asset Disposal		
Transactions v	Asset Type Name *	-Select- v	
凸 Asset Entry	Asset Sub Type Name	-Select- V	
🕆 Asset Impairment	Asset Unique ID	-Select- V	
🎨 Asset Assignment	riset enique to	-Salet.	
a Asset Reassignment	Old Status		
5g Asset Disposal	New Status *	○ Under Repair ○ Scrapped	
쩐 Master Reports >		○ Disposed	
Transaction Reports >		In Allocated to Allocated is allowed only through Asset Assignment Forms	
Journals >		e changed to "Disposed" only if its earlier status is "Scrapped" and not other wise. To Dispose off an asset you need to Scrap it I be changed to "Under Repair" only in case of major repairs or repairs of long duration.	first.
Dashboard     >			
🚊 Setup >		Submit Reset	

Below are the details of the custom fields created for the extension within the Asset Reassignment module.





Field Name	Field Type	Mandatory Field	
Asset Type Name	Lookup	Yes	
Asset Sub Type Name	Lookup	Np	
Asset Unique ID	Lookup	No	
Old Status	Single Line	No	
New Status	Radio	Yes	

In this form, when the user selects the "Scrapped" radio button, two additional fields, "Disposal Date" and "Salvage Value," are displayed.

## 6. Master Reports

The following Reports are present in the Masters Reports Section.

- All Asset Types.
- All Asset Sub types.
- All Functions.
- All Employees.

#### 6.1. All Asset Types

This is the Asset Type Report, displaying all asset type records along with fields such as Asset Type Name, Asset Type Code, Depreciation Method, and Depreciation Frequency etc. To navigate this Report, go to **Master Reports -> All Asset Types** Report.





Home	A11 A-								
Masters	All As	set Types *							Q =
Transactions	,	Asset Type Name 🚽	Asset Type Code	Depreciation Method	Depreciation Frequency	Added User -	Added Time -	Modified User	Modified Time
Tansactions	>	Box	BX74	Written Down Value	Yearly	ykumar_dhruvsoft1	23-Apr-2024 03:59:55	ykumar_dhruvsoft1	25-Jul-2024 03
Master Reports	~	Building	BD001	Written Down Value	Monthly	ykumar_dhruvsoft1	23-Apr-2024 03:59:55	ykumar_dhruvsoft1	25-Jul-2024 03
All Asset Types		Desktop	D\$74521	Written Down Value	Yearly	ykumar_dhruvsoft1	23-Apr-2024 03:59:55	ykumar_dhruvsoft1	
		HeadSet	HED741	Written Down Value	Yearly	ykumar_dhruvsoft1	23-Apr-2024 03:59:55	ykumar_dhruvsoft1	
All Asset Sub Types		I Card	ID741	Written Down Value	Yearly	ykumar_dhruvsoft1	23-Apr-2024 03:59:55	ykumar_dhruvsoft1	25-Jul-2024 03
All Functions		I pad	IP4111	Written Down Value	Yearly	ykumar_dhruvsoft1	23-Apr-2024 03:59:55	ykumar_dhruvsoft1	25-Jul-2024 03
All Employees		Keyboard	KB851	Written Down Value	Yearly	ykumar_dhruvsoft1	23-Apr-2024 03:59:55	ykumar_dhruvsoft1	
		Laptop	LP785	Written Down Value	Yearly	ykumar_dhruvsoft1	23-Apr-2024 03:59:55	ykumar_dhruvsoft1	25-Jul-2024 03
Function by Employees		Mobile	MOB745	Written Down Value	Monthly	ykumar_dhruvsoft1	23-Apr-2024 03:59:55	ykumar_dhruvsoft1	25-Jul-2024 03
Transaction Reports	>	Mobile	MOB7845	Written Down Value	Yearly	ykumar_dhruvsoft1	23-Apr-2024 03:59:55	ykumar_dhruvsoft1	25-Jul-2024 03
Journals		Pen	PT74	Written Down Value	Monthly	ykumar_dhruvsoft1	23-Apr-2024 03:59:55	ykumar_dhruvsoft1	
Journals	<i>'</i>	Shoes	SH452	Written Down Value	Monthly	ykumar_dhruvsoft1	23-Apr-2024 03:59:55	ykumar_dhruvsoft1	25-Jul-2024 03
Dashboard	>	Tab	TB745	Written Down Value	Yearly	ykumar_dhruvsoft1	23-Apr-2024 03:59:55	ykumar_dhruvsoft1	25-Jul-2024 03
Setup	>	testing case 1	000123	Written Down Value	Monthly	ykumar_dhruvsoft1	23-Apr-2024 03:59:55	ykumar_dhruvsoft1	25-Jul-2
		TV	TV7	Written Down Value	Monthly	ykumar_dhruvsoft1	23-Apr-2024 03:59:55	ykumar_dhruvsoft1	25-Jul +

#### 6.2. All Asset Sub Type.

This is an Asset Sub Type Report, displaying all Asset sub type records along with fields Such as Asset Type, Asset Type Code, Asset Sub Type Name, Asset Sub Type Code etc.

Fixed Assets Manageme	ent							டி Dinesh Behara
⊛ Home		All Asset Cub Turse	. *					
씹 Masters	>	All Asset Sub Types	5					Q ▼ ≡
Transactions	>	Asset Type	<ul> <li>Asset Type Code</li> </ul>	<ul> <li>Asset Sub Type Name</li> </ul>	<ul> <li>Asset Sub Type Code</li> </ul>	- Added User -	Added Time -	Modified User - Mo
_	<u>́</u>	Shoes	SH452	bata Shoes	BTSH7452	ykumar_dhruvsoft1	02-Aug-2024 04:26:28	ykumar_dhruvsoft1
별 Master Reports	~	HeadSet	HED741	Boat Headset	BH745	ykumar_dhruvsoft1	05-Jul-2024 06:04:44	ykumar_dhruvsoft1
B All Asset Types		Building	BD001	Building test	00768	ykumar_dhruvsoft1	29-Jul-2024 01:27:42	ykumar_dhruvsoft1
-	_	Pen	PT74	Butter	BTPN7452	ykumar_dhruvsoft1	25-Jul-2024 03:23:24	ykumar_dhruvsoft1
All Asset Sub Types		Desktop	D\$74521	HP desktop	HPD856	ykumar_dhruvsoft1	05-Jul-2024 06:04:10	ykumar_dhruvsoft1
All Functions		I Card	ID741	I CD	ID7425	ykumar_dhruvsoft1	05-Aug-2024 00:21:38	ykumar_dhruvsoft1
🔬 All Employees		I pad	IP4111	IP745	14526	ykumar_dhruvsoft1	05-Jul-2024 06:30:38	ykumar_dhruvsoft1
an in comprovers		Laptop	LP785	Laptop mouse	LM7741	ykumar_dhruvsoft1	05-Jul-2024 05:58:56	ykumar_dhruvsoft1
Function by Employees		Laptop	LP785	Laptop86	LP86	ykumar_dhruvsoft1	05-Jul-2024 05:58:56	ykumar_dhruvsoft1
Transaction Reports	>	Keyboard	KB851	LG Keyboard	LGK743	ykumar_dhruvsoft1	05-Jul-2024 06:06:29	ykumar_dhruvsoft1
d Jawasala		Mobile	MOB7845	MOB	MOB956	ykumar_dhruvsoft1	11-Jul-2024 04:29:39	ykumar_dhruvsoft1
Journals	>	Mobile	MOB7845	Mob2	MOB2451	ykumar_dhruvsoft1	11-Jul-2024 04:29:39	ykumar_dhruvsoft1
Dashboard	>	Building	BD001	Office Building	BDOffice001	ykumar_dhruvsoft1	29-Jul-2024 01:27:42	ykumar_dhruvsoft1
] Setup	>	Tab	TB745	Tab2	TAB765	ykumar_dhruvsoft1	11-Jul-2024 04:15:37	ykumar_dhruvsof
		Box	BX74	TF Box	BX741	ykumar_dhruvsoft1	02-Aug-2024 04:38:20	ykumar_dhruvso
		Showing 16 of 16						





#### 6.3. All Functions

This is an All function Report, displaying all functions records along with fields such as Function Name, Function Code, Activation Date, Inactivation Date etc.

To navigate this Report, go to **Master Reports -> All Function** Report.

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Home									
Masters	>	All Functions						Q	₹≣
Transactions	,	Function Name	- Function Code	- Activation Date	- Inactivation Date	- Added Time	- Parent Function	<ul> <li>Modified Time</li> </ul>	Ŧ
	<u> </u>	Active							
Master Reports	~	Finance	FN478	09-Feb-2021	05-Jul-2024	05-Jul-2024 04:50:06			
All Asset Types	- e 1	Sales and Marketing	SM852	13-Feb-2018	05-Jul-2024	05-Jul-2024 04:54:31			
All Asset Cub Turns		Human Resources	HR8526	09-Jun-2021	05-Jul-2024	05-Jul-2024 04:55:06			
] All Asset Sub Types		Accounting	AC7895	15-Jul-2021	05-Jul-2024	05-Jul-2024 04:55:37			
All Functions		Test Case 1	FUN01	02-Aug-2024	02-Aug-2024	02-Aug-2024 03:49:04			
All Employees									
<ul> <li>Function by Employees</li> </ul>									
Transaction Reports	>								
Journals	>								
Dashboard	>								
Setup	>								
	- î								+ )
		Showing 5 of 5							

#### 6.4. All Employees

This is an All Employees Reports, displaying all employees records along with fields such as

Employee Name, Employee ID, Employee Status, Employee Manager, Function Name.

To navigate this Report, go to **Master Reports -> All Employees** Report.





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g Masters	>	All Em	ployees *							Q	₹ ≡
Transactions	>	۲	Employee Name	Employee ID	Employee Status	Employee Manager 🚽	Function Name	Function Code	Activation Date -	Added User -	Added T
	<i>´</i>		David Thompson	EMP003	Active		Sales and Marketing	SM852	23-Jun-2021	ykumar_dhruvsoft1	05-Jul-2
Master Reports	~		Emily Johnson	EMP002	Active		Human Resources	HR8526	20-Jul-2022	ykumar_dhruvsoft1	05-Jul-2
3 All Asset Types			John Smith	EMP001	Active		Accounting	AC7895	19-Jul-2023	ykumar_dhruvsoft1	05-Jul-2/
👔 All Employees											
Function by Employees	>										
<ul> <li>Function by Employees</li> <li>Transaction Reports</li> </ul>	> >										
Function by Employees Transaction Reports Journals											
All Employees     Function by Employees     Iransaction Reports     Journals     Dashboard     Setup	>										•

# 7. Transaction Reports.

The following Reports are present in Transaction Reports section.

- All Assets.
- All Asset Impairments.
- All Asset Assignments.
- All Asset Reassignments.
- All Asset Disposals.
- All Depreciations.

#### 7.1. All Assets.

This is the All Asset Report, displaying all asset records along with fields such as Asset Name, Asset Unique ID,Asset ID,Asset Status,Asset Type, Asset Sub Type,Purchase Date,Purchase Value etc.

To navigate this Report, go to Transaction Reports -> All Assets report.





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Home	All Assets *									
Masters >	All Assets								Q	₹ ≡
Transactions >	Asset Name –	Asset Unique ID -	Asset ID -	Asset Status -	Asset Type -	Asset Sub Type -	Purchase Date	Purchase Val	Asset Descrip	Asset
	I crd 4	ID741ID74254	4	Un Allocated	I Card	I CD	13-Jul-2023	\$ 50,000.00		
Master Reports >	CD 3	ID741ID74253	3	Allocated	I Card	I CD	15-Jul-2024	\$ 50,000.00	test	Test
Transaction Reports 🛛 🗸	ID Card 2	ID741ID74252	2		I Card	I CD	04-Aug-2024	\$ 50,000.00		
) All Assets	ID cards	ID741ID74251	1	Allocated	I Card	I CD	12-Mar-2024	\$ 1,000.00		
1 11 10000	Asset head Set	HED741BH7452	2	Un Allocated	HeadSet	Boat Headset	24-Jul-2024	\$ 10,000.00		
All Asset Impairments	Asset Ipad	IP4111145261	1	Un Allocated	I pad	IP745	28-Jul-2024	\$ 20,000.00		
All Asset Assignments	Asset Head Set	HED741BH7451	1	Un Allocated	HeadSet	Boat Headset	29-Jul-2024	\$ 40,000.00		
MI Assets Reassignments 린 All Assets Disposals										
All Depreciations										
All Monthly Depreciations										
All Yearly Depreciations										+
Assets Vs Depreciation										
Asset with Purchase and B	Showing 7 of 7									

#### 7.2. All Asset Impairments.

This is All Asset Impairment Report, displaying all Asset impairment records along with fields such as Assert Type, Asset Sub Type, Asset ID, Purchase Date, Date of Sale etc.

To navigate this Report, go to **Transaction Reports -> All Assets Impairments** report.

Fixed Assets Management										Edit this application	0
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i) Home										-	
u Masters >	All Asse	et Impair	ments							Q	≡
Transactions >	Ass	set Type 👒	Asset Sub Type 🚽	Asset ID 🚽	Purchase Date 🕞	Last Depreciation Date of Asset	Date of Sale 👒	Sale Value 👻	Notes -	Depreciation on Date of Sa	e -
	Des	sktop	HP desktop		23-Jun-2022	31-Jan-2030	15-Apr-2024	\$ 4,501.00	test	\$ 61.4	8
Master Reports	Hea	adSet	Boat Headset		17-May-2022	31-Jan-2027	18-Jun-2024	\$ 3,000.00	Sale	\$ 197.4	9
Transaction Reports 🗸	Lap	otop	Laptop mouse		14-Jul-2021	31-Jan-2031	22-May-2024	\$ 40,000.00	sell	\$ 765.0	3
All Assets Reassignments											
All Depreciations											
All Monthly Depreciations											
All Yearly Depreciations											
(s) Assets Vs Depreciation											
Asset with Purchase and B	Showing 3 o	of 3									





#### 7.3. All Asset Assignments.

This is an All Asset Assignment Report, displaying all asset assignment records along with fields such as function Name, Employee Name, Asset Type, Asset Sub Type, Asset Unique ID etc.

To navigate this Report, go to **Transaction Reports -> All Assets Assignments** report.

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Fixed Assets Management		inesh Behara 🌔
) Home	All Asset Assistments	
실 Masters >	All Asset Assignments *	Q ≡
Transactions		led User -
		mar_dhruvsoft1
Master Reports >	Sales and Marketing David Thompson I Card I CD ID741ID74253 04-Aug-2024 yku	mar_dhruvsoft1
All Asset Impairments All Asset Assignments		
All Asset Assignments		
All Assets Reassignments		
All Assets Disposals		
All Depreciations		
All Monthly Depreciations		
All Yearly Depreciations		<b>A</b>
Assets Vs Depreciation		
Asset with Purchase and B	Showing 2 of 2	
Journals >		

#### 7.4. All Asset Reassignments.

This is an All Asset Reassignment Report, displaying all assets reassignment records along with fields such as Asset Type Name, Asset Sub Type Name, Asset unique ID, Asset ID, Existing Function, Existing User etc

To navigate this Report, go to **Transaction Reports -> All Assets Reassignments** report.





All Assets Reassignments All Asset Type Name - Asset Unique ID - Asset ID - Existing Function - Existing User - Earlier Allocation D New Function -	Q T =
All Assets Reassignments *	New Employe
Masters       >         I Tansactions       >         Master Reports       >         I Tansaction Reports       >         I All Asset Impairments       >	New Employe
I Tansactions       >       I Card       I D741ID74251       1       Sales and Marketing       David Thompson       22-Jul-2024       Human Resources         IT Tansaction Reports       >         IT Tansaction Reports       >         IT All Assets       All Asset Impairments	
Master Reports       →         I Card       ICD       ID741ID74251       1       Sales and Marketing       David Thompson       22-Jul-2024       Human         Transaction Reports       →         I All Assets       Impairments	Emily -Johnsc
All Assets     All Asset Impairments	
All Asset Impairments	
-	
All Asset Assignments	
a All Assets Reassignments	
큐 All Assets Disposals	
最 All Depreciations	
E All Monthly Depreciations	
E All Yearly Depreciations	<b>A</b>
Assets Vs Depreciation	
Showing 1 of 1	

#### 7.5. All Asset Disposals.

This is an All Asset Disposal Report, displaying all assets disposal records along with fields such as Asset Type Name, Asset Sub Type Name, Asset unique ID, Asset ID, Old Status, new Status etc

To navigate this Report, go to **Transaction Reports -> All Assets Disposals** report.

Fixed Assets Management					<u>_</u>					🖉 Edit	this application ()
Fixed Assets Management											Dinesh Behara
俞 Home	1										
씸 Masters	>	All As	sets Disposals *								Q ▼ ≡
Transactions	>	۲	Asset Type Name 👻	Asset Sub Type Name 🤟			New Status 👻				
			I Card	I CD	ID741ID74251	Under Repair	Disposed		05-Aug-2024 03:35:03		
십 Master Reports	>		HeadSet	Boat Headset		Allocated	Under Repair	ykumar_dhruvsoft1	03-Aug-2024 00:06:39	ykumar_dhruvsoft1	05-Aug-2024 23:52
All Asset Impairments         All Asset Assignments         All Asset Assignments         All Assets Reassignments         All Assets Disposals											
All Depreciations											
E All Monthly Depreciations											
All Yearly Depreciations											
③ Assets Vs Depreciation											
Asset with Purchase and B		Showi	ng 2 of 2								
Journals	, L										





#### 7.6. All Depreciations

This is an All Depreciation Report, displaying all depreciation records along with fields such as Asset Name, Asset Unique ID, Depreciation Method, Year, Month etc

To navigate this Report, go to **Transaction Reports -> All Depreciations** report.

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xed Assets Management													esh Behara
Home													
Masters >	AI	l Depr	eciations *										Q =
T	SC	ORTING	Depreciation En	l Date 🔺 🖸									
Transactions >	۲		sset Name	Asset ID -	Asset Unique ID	- Depreciation Method	Year	- Month	Ŧ	Purchase 👻	Depreciation A	Book Value -	Depreciatio
Master Reports >		Buildin	g > Office Buil	ding									
Transaction Reports 🗸 🗸						Written Down Value	2024				₹ 10,409.84	289590.16	20-Jun-20
All Assets						Written Down Value	2025				₹ 14,479.51	275110.65	01-Mar-20
All Assets						Written Down Value	2026				₹ 13,755.53	261355.12	01-Mar-20
All Asset Impairments						Written Down Value	2027				₹ 13,067.76	248287.36	01-Mar-20
All Asset Assignments						Written Down Value	2028				₹ 12,414.37	235872.99	01-Mar-20
All Assets Reassignments						Written Down Value	2029				₹ 11,793.65	224079.34	01-Mar-20
All Assets Reassignments						Written Down Value	2030				₹ 11,203.97	212875.37	01-Mar-20
All Assets Disposals						Written Down Value	2031				₹ 10,643.77	202231.60	01-Mar-20
All Depreciations						Written Down Value	2032				₹ 10,111.58	192120.02	01-Mar-20
All Marshills Dansa sistia						Written Down Value	2033				₹ 9,606.00	182514.02	01-Mar-20
All Monthly Depreciations						Written Down Value	2034				₹ 9,125.70	173388.32	01-Mar-20
All Yearly Depreciations						Written Down Value	2035				₹ 8,669.42	164718.90	01
Assets Vs Depreciation						Written Down Value	2036				₹ 8,235.95	156482.95	0. +
Asset with Purchase and B		Showing (	55 of 65										
Asset with Purchase and B													

#### 8. Journals.

To Create the journal entries based on the financial years

- Create Journal Entry.
- All Journal Entries .

#### 8.1. Create Journal Entry

This Form is Used to Sync Depreciation in Zoho Books journals on entering records. This form consists of Depreciation Frequency, Journal For Asset types , Add journals etc.

To navigate this Form , go to **Journals -> Create Journal Entry** Form.





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Fixed Assets Management	لِ Dinesh	Behara 🕕
余 Home	Create Journal Entry	
쎕 Masters >		
Transactions >	Depreciation Frequency O Yearly O Monthly	
웹 Master Reports >	Journal For Asset Categories '	
Transaction Reports	Individual Asset Category	
🛐 Journals 🗸 🗸	Add Journal Notes "	
Create Journal Entry		
/:\ All Journal Entries		
Dashboard     >	Note : - Once you press the Submit button, it will create a journal entry in ZOHO Books which will be in a Draft Mode.	
🖕 Setup >	You can verify the entry and publish it. Journal number will be your on-going serial number and also the depreciation amount will be calculate for the only one year (or) one more every record using this form.	onth for
	Submit Reset	

Below are the details of the custom fields created for the extension within the Create journal Entry module.

Field Name	Field Type	Mandatory Field		
Depreciation Frequency	Radio	Yes		
Journal For Asset Types	Radio	Yes		
Add Journal Notes	Multi Line	Yes		
Asset Type	Lookup	No		

In this form, when the "Individual Asset" category is selected, the Asset Type field is displayed to sync the individual asset. To sync all assets, the "All Asset Categories" option should be selected.

#### 8.2. All Journal Entries

This is an All Journal Entries Report, displays all Journals records which are been sync in Zoho Books

To navigate this Report, go to **Journals -> All journal Entries** Report.





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Home											
Masters	>	All Journal Entries								Q <b>T</b>	≡
Transactions	>	ZB Journal Number –	ZB Journal	Depreciation Freque	Financial Year St	Financial Year	Month -	Year -	Depreciation A	Add Journal No	- A
		2274324000029715001		Yearly		2025				jghgsd	У
Master Reports	>	2274324000029714002	232	Yearly		2025				Test 3	У
Journals	~										
Journals	~										
Create Journal Entry											
All Journal Entries											
Dashboard	>										
Setup	>										
										+	
		Showing 2 of 2									

# 9. Dashboard.

Dashboard Present in this Section.

- Asset Type Dashboard.
- Asset Sub Type Dashboard.
- Function and Employees Dashboard.
- Asset Entry Dashboard.
- Asset Impairment & Assignment Dashboard.

#### 9.1. Asset Type Dashboard.

This dashboard provides pictorial information about asset types, including the total number of assets, today's asset types, asset types for this week, this month, and this year. It also features bar graphs comparing Purchase Value vs. Asset Type and Asset Type vs. Depreciation Method.

To navigate this Dashboard, go to **Dashboard -> Asset Type Dashboard**.





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余 Home												
쩐 Masters >	Asset Type Dashboard											
Transactions >												
槛 Master Reports >	15	0	1	4	15							
Transaction Reports >	Total No.of Assets	Today Asset Types	Asset Types this week	Asset Types this Month	Asset Types this Year							
🛛 Journals 🛛 🗸												
🛞 Dashboard 🗸 🗸			Purchase Value									
🏯 Asset Type Dashboard	150,000				_							
Asset Sub Type Dashboard	9 100,000											
🚊 Functions & Employees Da	D0,000											
Asset Entry Dashboard	50,000											
E Assets Impairment & Assig	0	HeadSet	I pad		I Card							
🛄 Setup >			Asset Type									
	Asset Types By Depreciat	ion Method Regenerate										
	, user types by bepretat											
					Patroch, Sert. 🗥							
	Depreciation Method: - Select -	~										
	Depreciation Method	Depreciation Frequency	Assets Type Count									
	1 Written Down Value	Monthly	6									
	2	Yearly	9									
	Written Down Value		15									
	Grand Summary:		15									

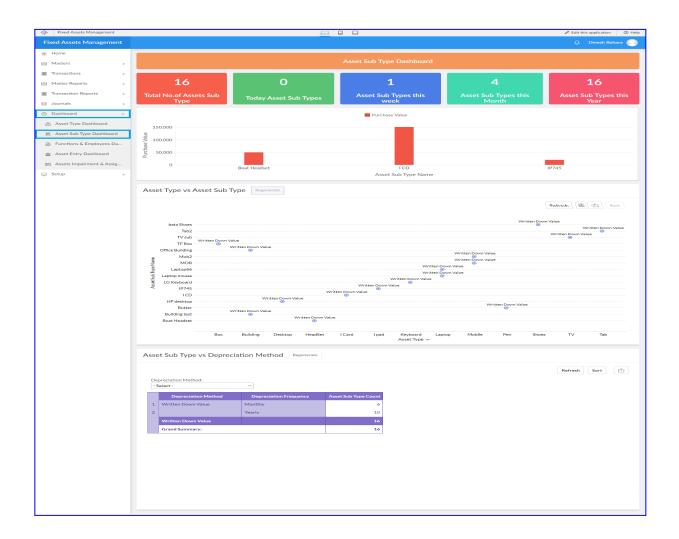
#### 9.2. Asset Sub Type Dashboard.

This dashboard provides pictorial information about asset sub types, including the total number of assets sub type, today's asset sub types, asset sub types for this week, this month, and this year. It also features bar graphs comparing Purchase Value vs. Asset Sub Type and Asset Sub Type vs. Depreciation Method.

To navigate this Dashboard, go to **Dashboard -> Asset Sub Type Dashboard**.







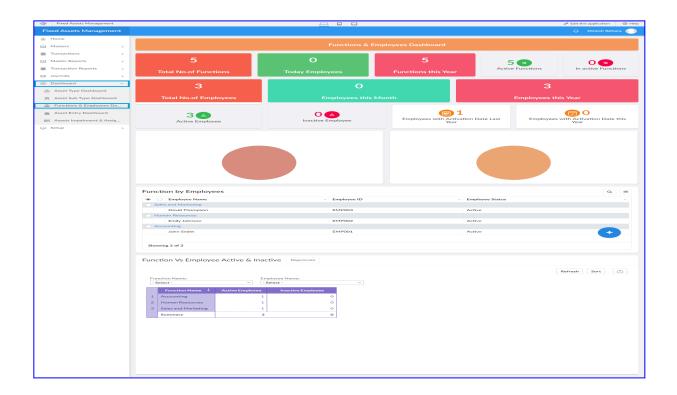
#### 9.3. Function and Employees Dashboard.

This dashboard provides pictorial information about functions and employees, including the total number of functions and employees, along with the active count. It also shows which employees are assigned to each function and displays a breakdown of functions with active and inactive employees.

To navigate this Dashboard, go to **Dashboard -> Function and Employees Dashboard**.







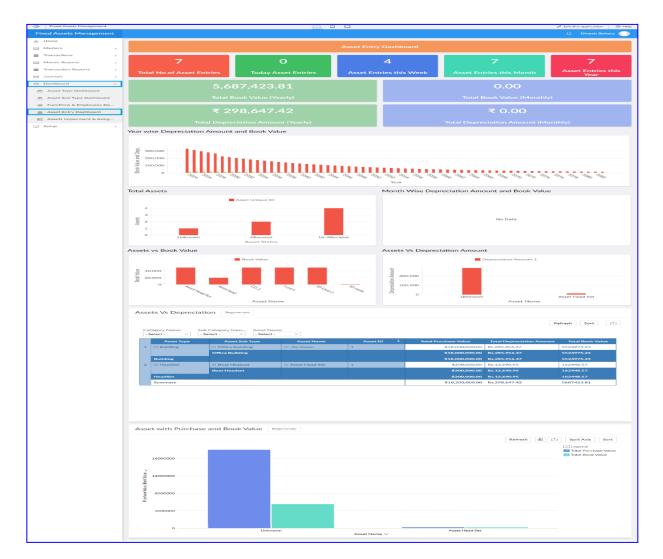
#### 9.4. Asset Entry Dashboard.

This dashboard provides pictorial information about asset entries, including the total number of asset entries, today's asset entries, and entries for this week, month, and year. It also displays the total book values, total depreciation amount, year-wise book value and depreciation, and a comparison of assets vs. depreciation.

To navigate this Dashboard, go to **Dashboard -> Asset Entry Dashboard**.







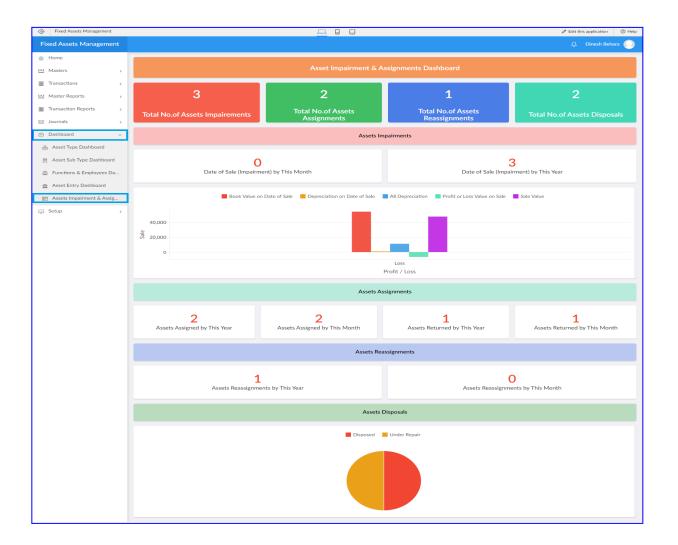
#### 9.5. Asset Impairment & Assignment Dashboard.

This dashboard provides pictorial information about asset impairment and assignment, including the total number of asset impairments in the organization, total asset assignments, and reassignments, as well as total asset disposals. It also features charts showing profit or loss on asset sales and counts of assets disposed of or under repair.

To navigate this Dashboard, go to **Dashboard -> Asset Impairment and Assignment Dashboard**.







# 10. Support Contact for Fixed Asset Register – Dhruvsoft Services Pvt. Ltd.

Thank you for installing Fixed Asset Register application. If you have any questions or are facing any installation issues, please feel free to contact the Dhruvsoft Support Desk for Zoho Extensions via email at <a href="mailto:support@dhruvsoft.com">support@dhruvsoft.com</a> or call us at (+91 9704056000).

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