Fixed Asset Managment

Zoho Creator

FIXED ASSET MANAGEMENT

Zoho Creator Extension

ZOHO

User Manual

Version 1.0

Prepared By:

Dhruvsoft
BUILD • DEPLOY • SUPPORT

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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.

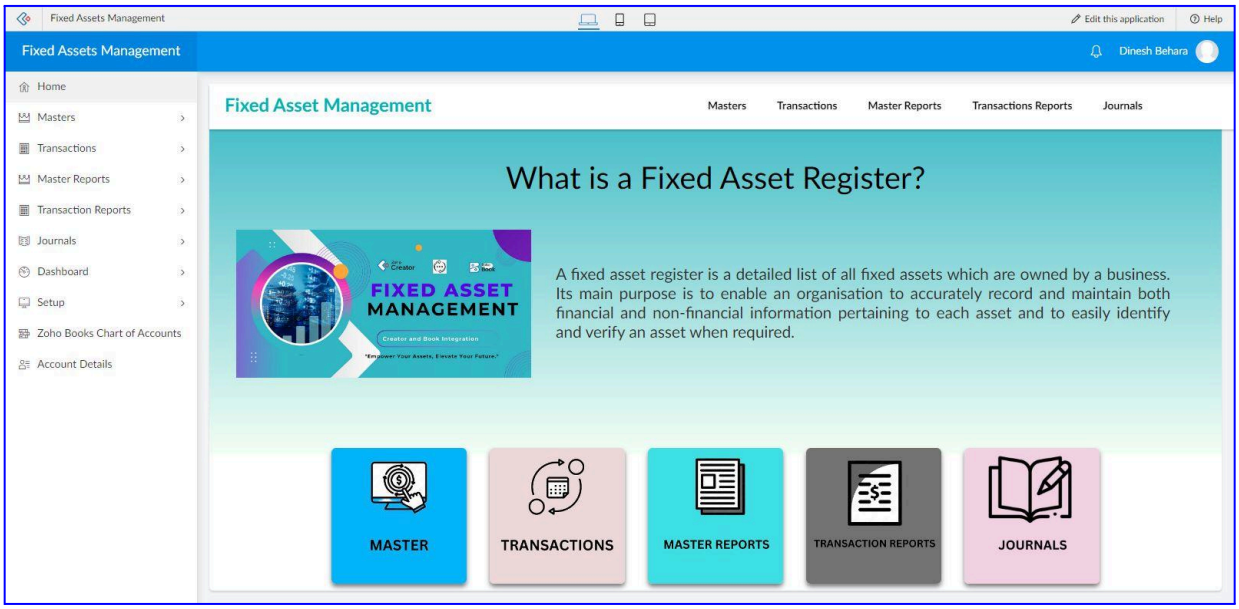
1.1. Introduction

- 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

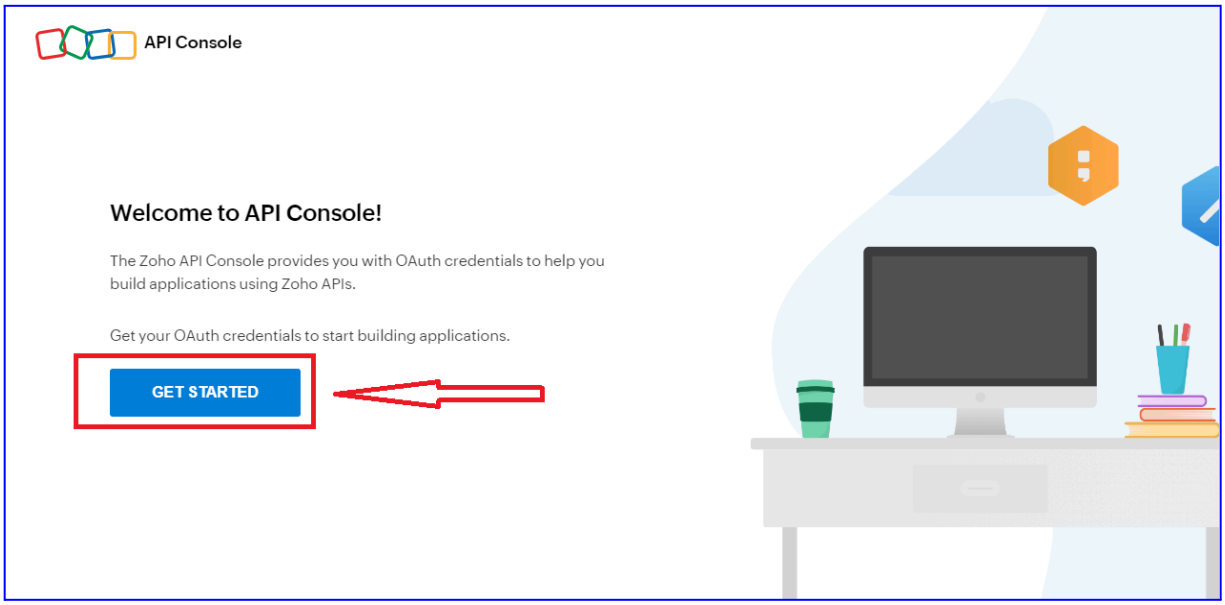
Setup of the following information in the application

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

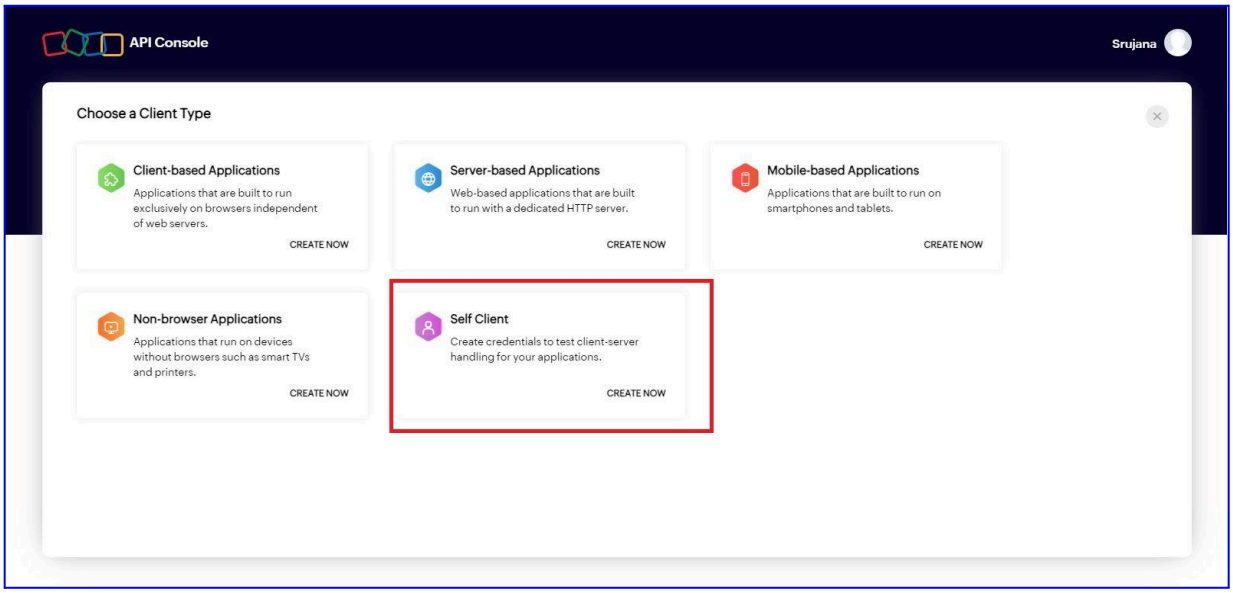
3.1. Account Detail Settings

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

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



Click on **GET STARTED** next page will open as below



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

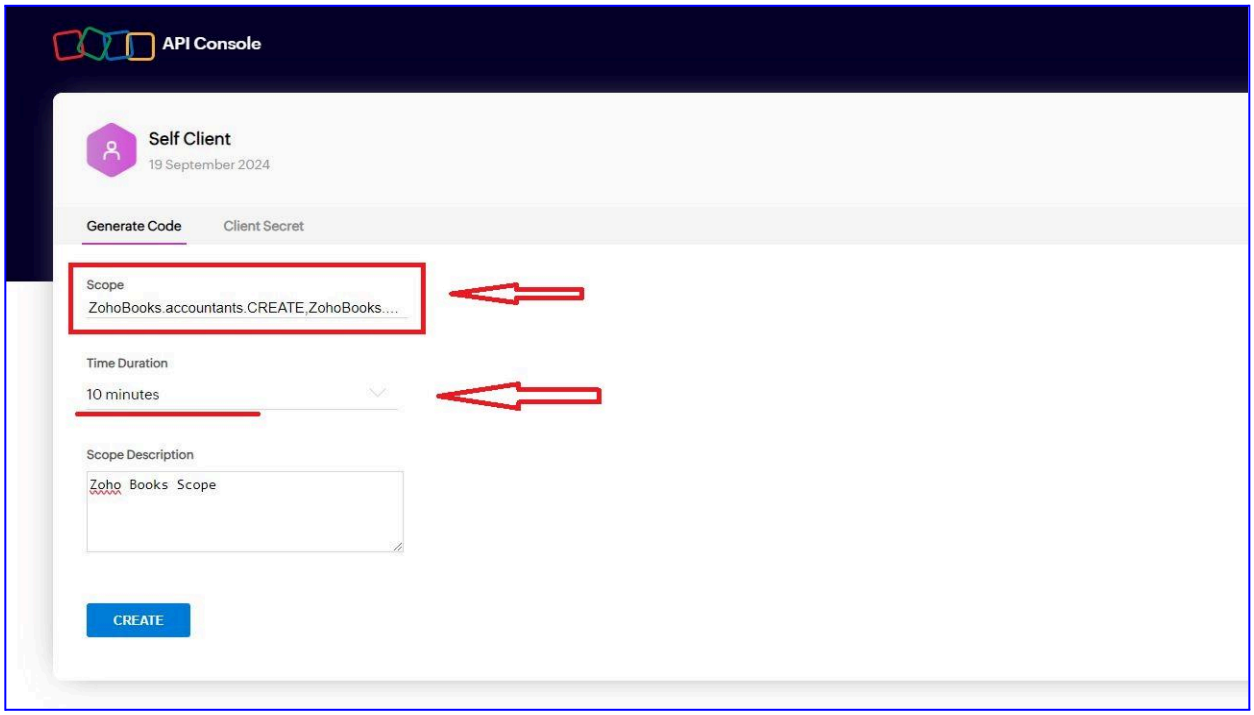
On this page

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

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

After Clicking on **Generate Code** . As shown in below Image UI will be open

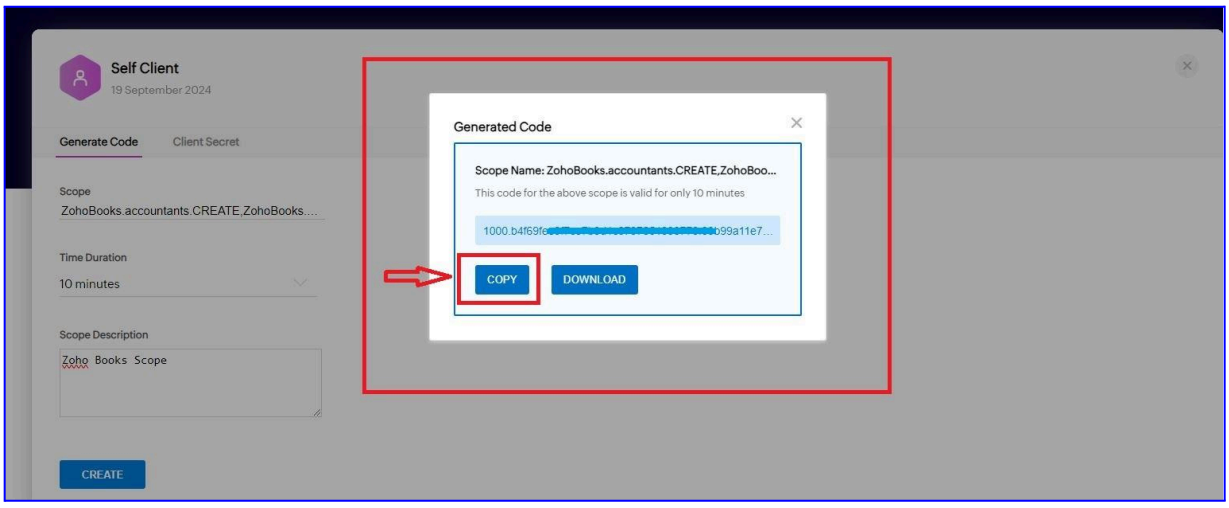


In **Scope** Enter below Scope. Copy all the below scope and apply to the Self client

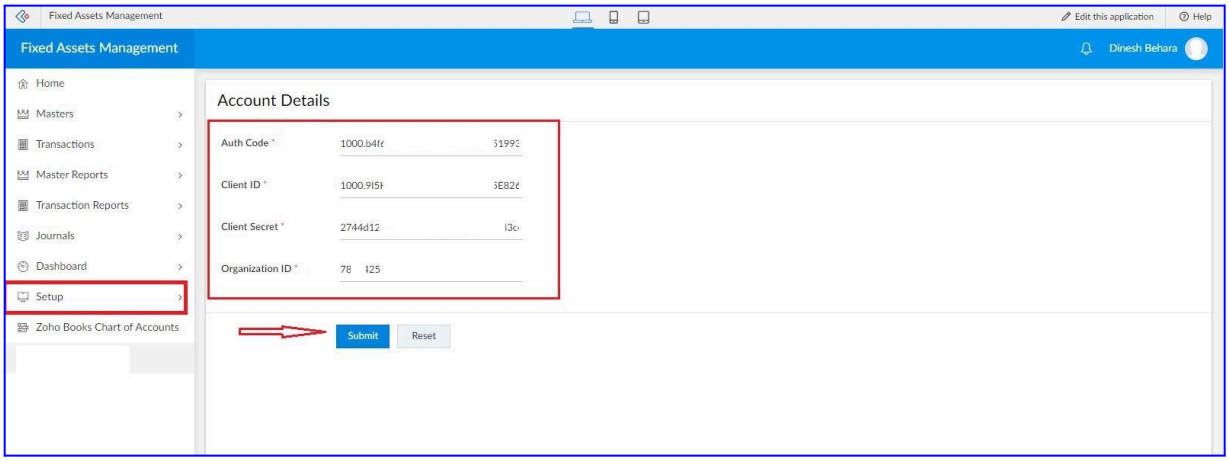
ZohoBooks.accountants.CREATE,ZohoBooks.accountants.READ,ZohoBooks.accountants.UPDATE,ZohoBooks.accountants.CREATE,ZohoBooks.accountants.READ,ZohoBooks.accountants.UPDATE,ZohoBooks.settings.CREATE,ZohoBooks.settings.READ,ZohoBooks.settings.UPDATE,ZohoBooks.contacts.CREATE,ZohoBooks.contacts.READ,ZohoBooks.contacts.UPDATE

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

After Clicking button one pop up will be shown.



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.

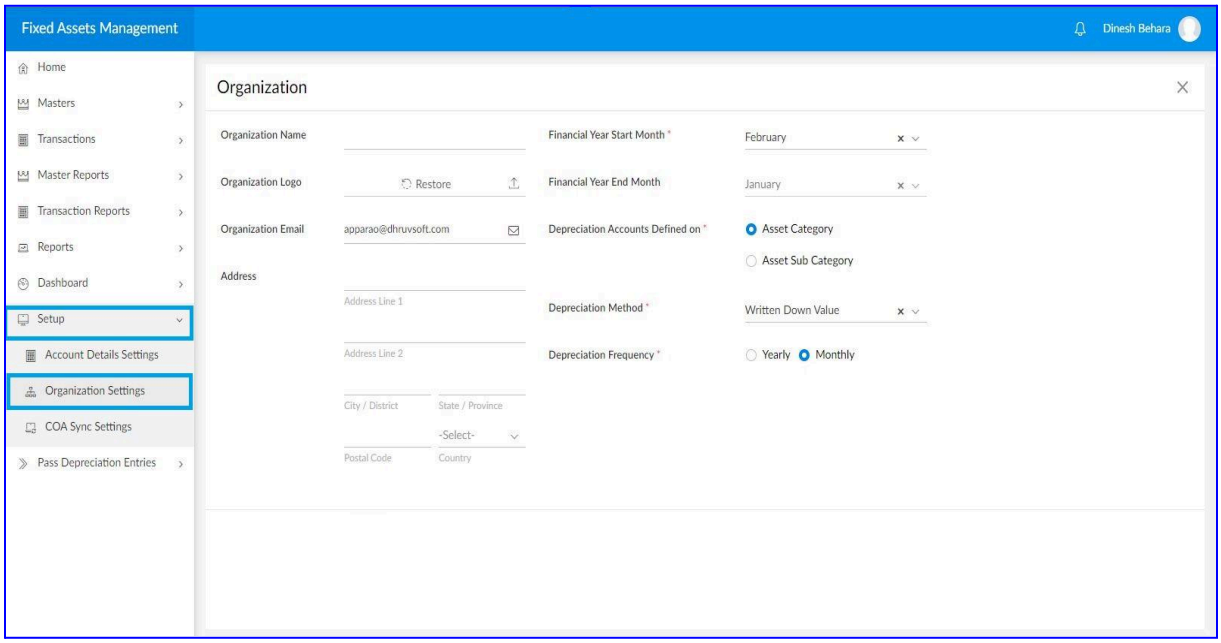


Please copy the generated Client ID and Client Secret and enter them in the respective fields on the form. Then, enter the Organization ID from Zoho Books and click the Submit button to create the record. This information will be stored.

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.



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

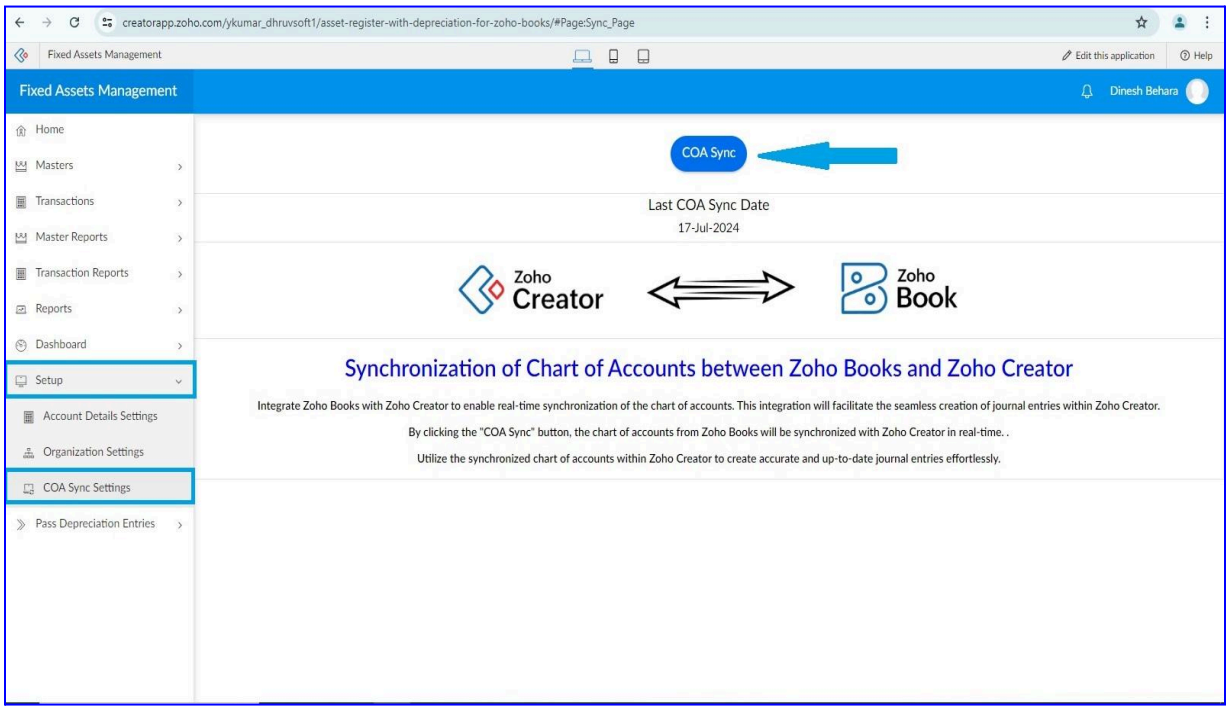
Below are the details of the custom fields created by the extension within the organization Setting module.

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

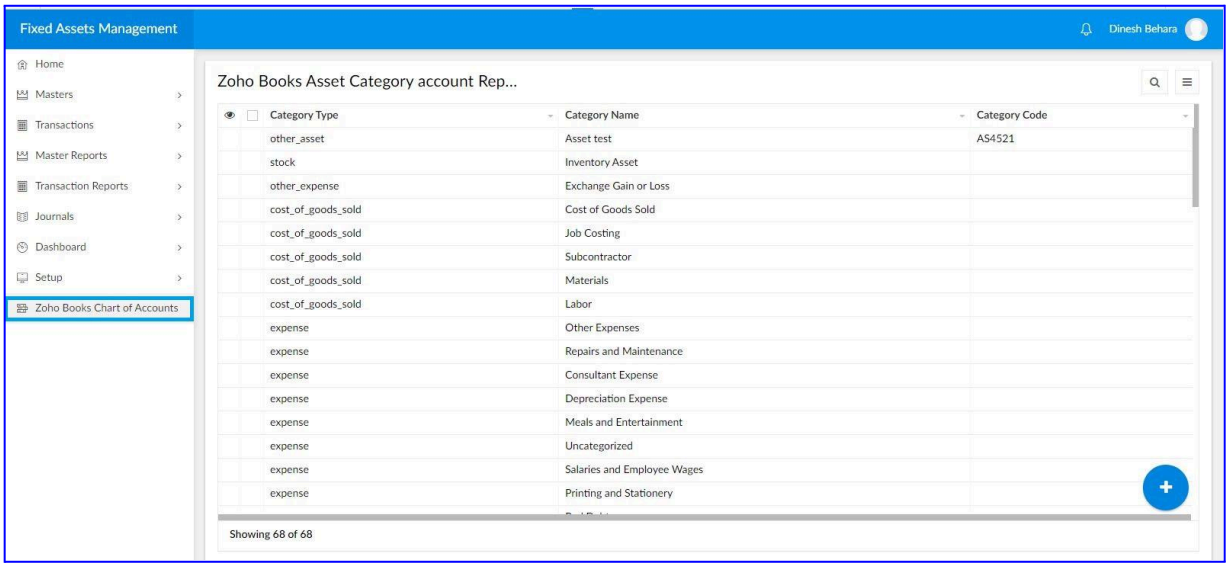
3.3. COA Sync Settings

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 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.



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



4. Masters

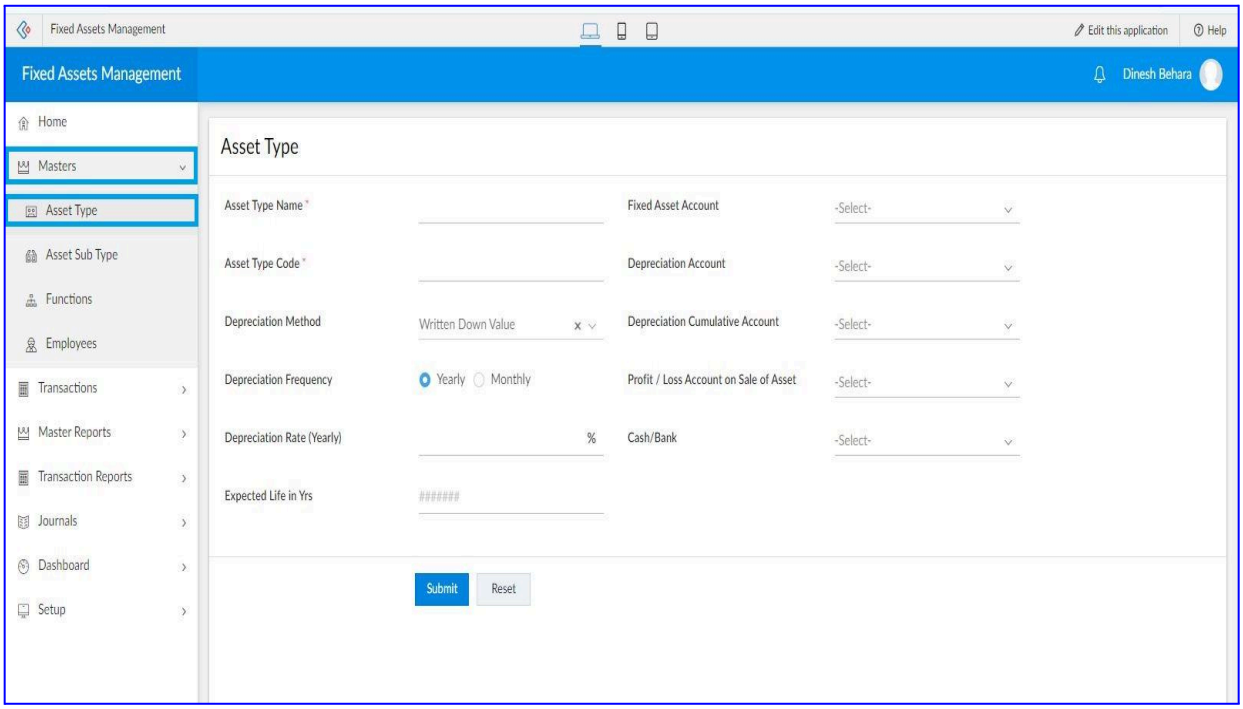
The following forms to be used in the masters

- 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.



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

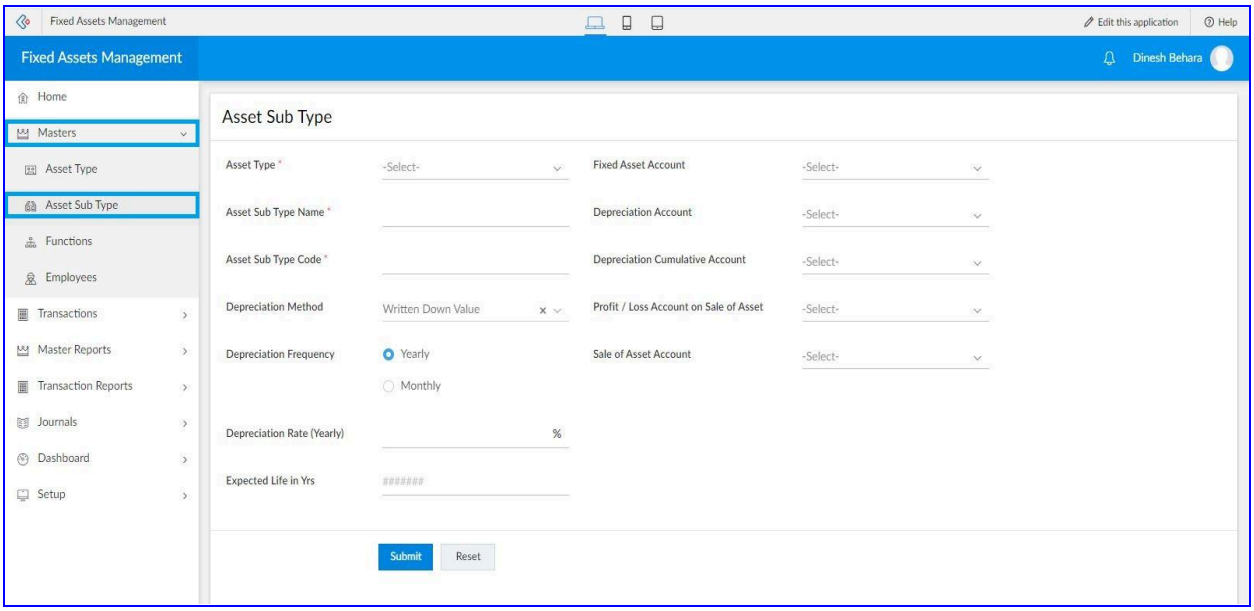
Fixed Asset Account	Lookup	Yes
Depreciation Account	Lookup	Yes
Depreciation Cumulative Account	Lookup	Yes
Profit / Loss Account on Sale of Asset	Lookup	Yes
Cash/Bank	Lookup	Yes

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.

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.

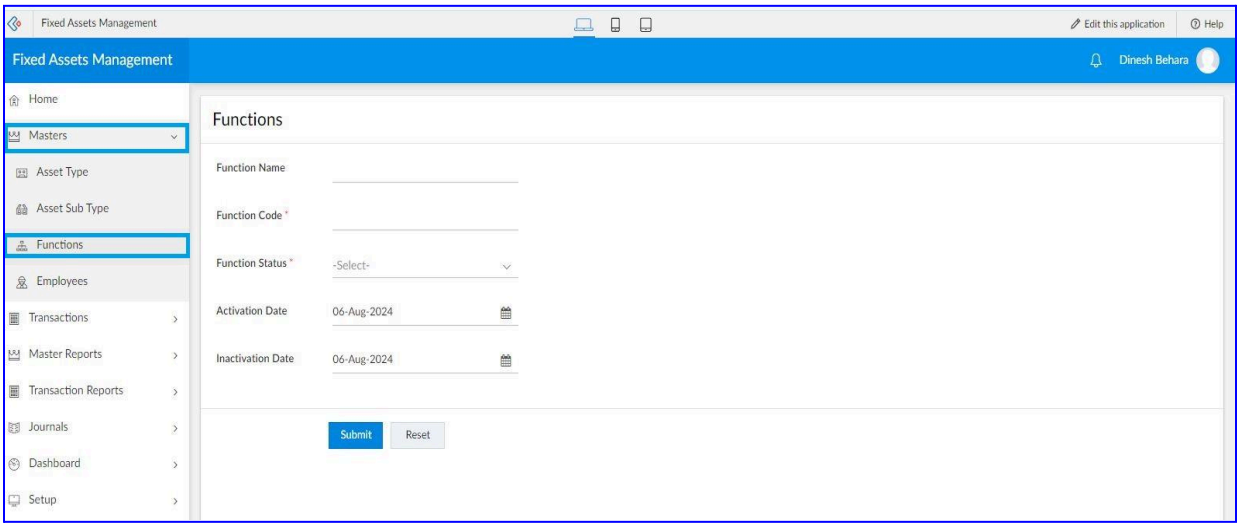
Field Name	Field Type	Mandatory Field
Asset Type	Lookup	Yes
Asset Sub Type Name	Single Line	Yes
Asset Sub Type Code	Single Line	Yes
Depreciation Method	Dropdown	No
Depreciation Frequency	Radio	No
% Depreciation Rate (Yearly)	Percent	No
Expected Life in Yrs	Number	No
Fixed Asset Account	Currency	No
Depreciation 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.



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

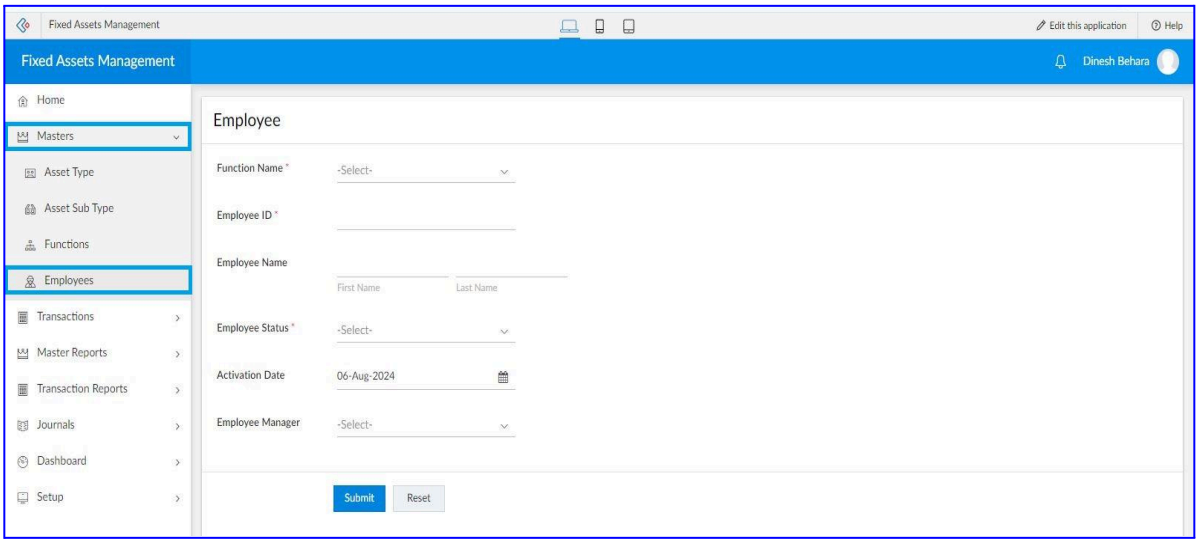
Field Name	Field Type	Mandatory Field
Function Name	Single Line	Yes
Function Code	Single Line	Yes
Function Status	Dropdown	Yes
Activation Date	Date	No
Inactivation Date	Date	No
Parent Function	Lookup	No

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.



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

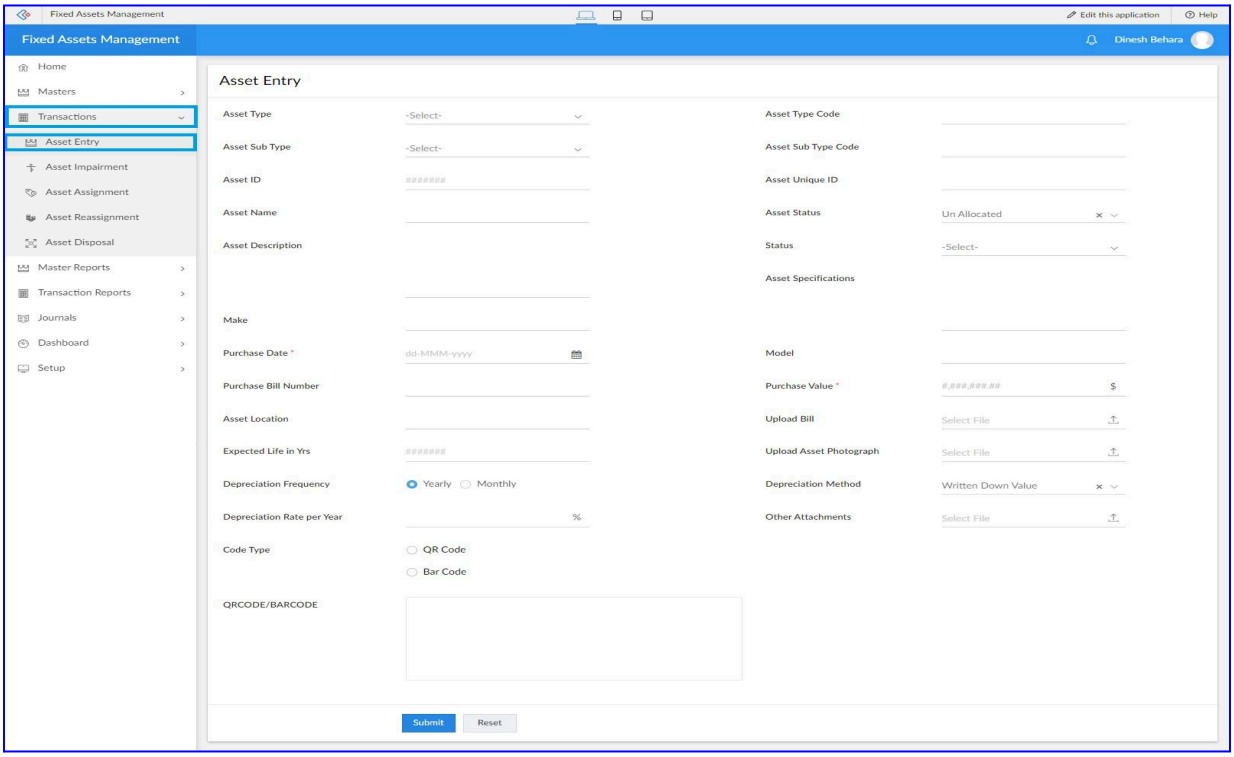
The following forms are used in the transaction sections

- 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.



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

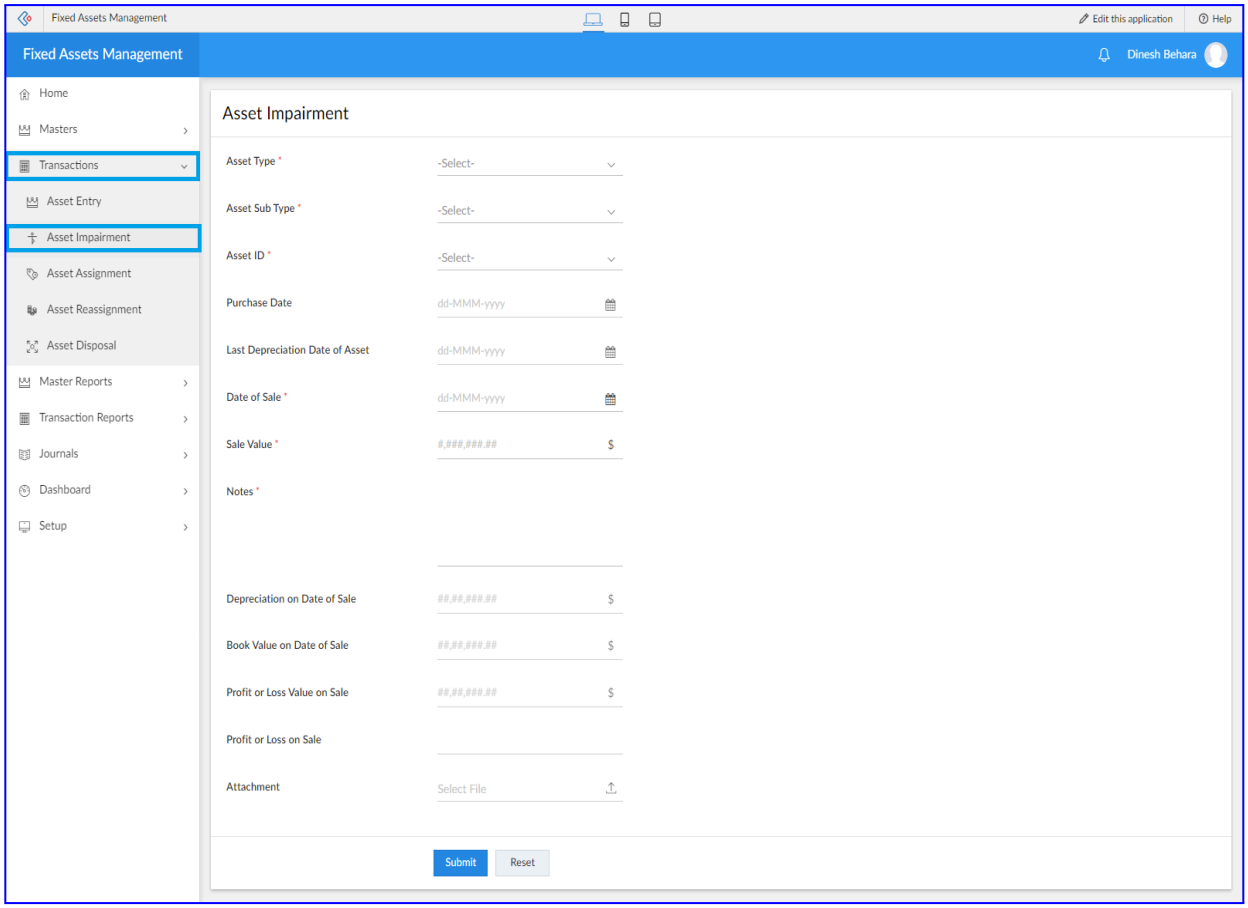
Code Type	Dropdown	Yes

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.

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.

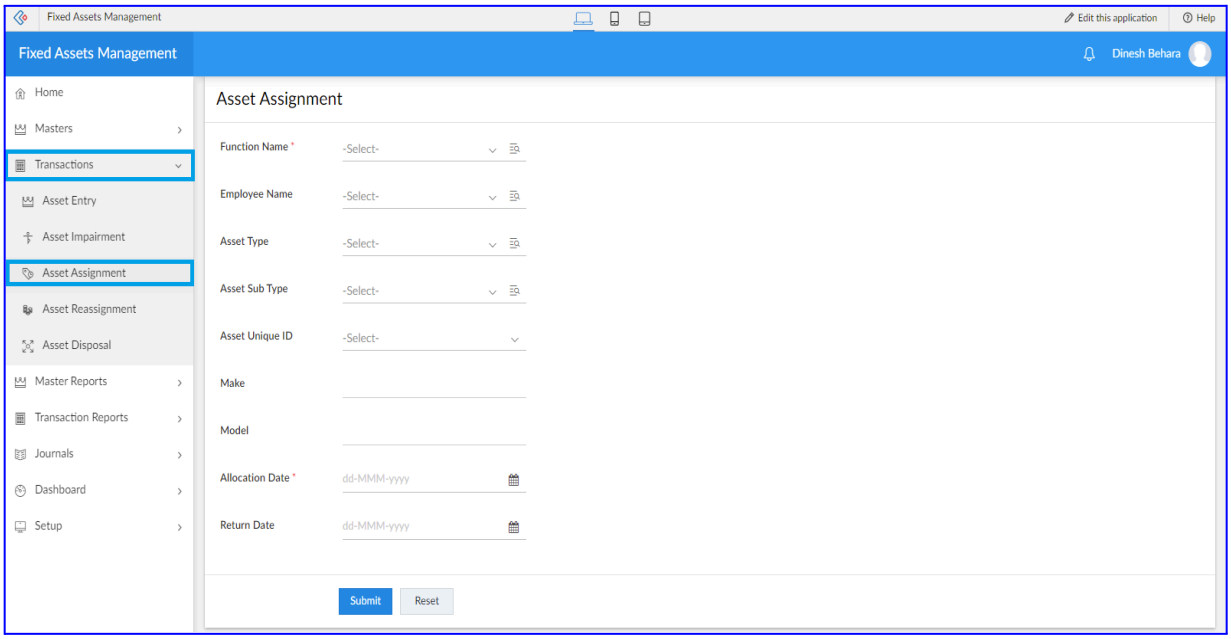
Field Name	Field Type	Mandatory Field
Asset Type	Lookup	Yes
Asset Sub Type	Lookup	Yes
Asset ID	Lookup	Yes
Purchase Date	Date	No
Last Depreciation Date of Asset	Date	No
Date of Sale	Date	No
Sale Value	Currency	Yes
Notes	Multi Line	Yes
Depreciation on Date of Sale	Currency	No
Book Value on Date of Sale	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.



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

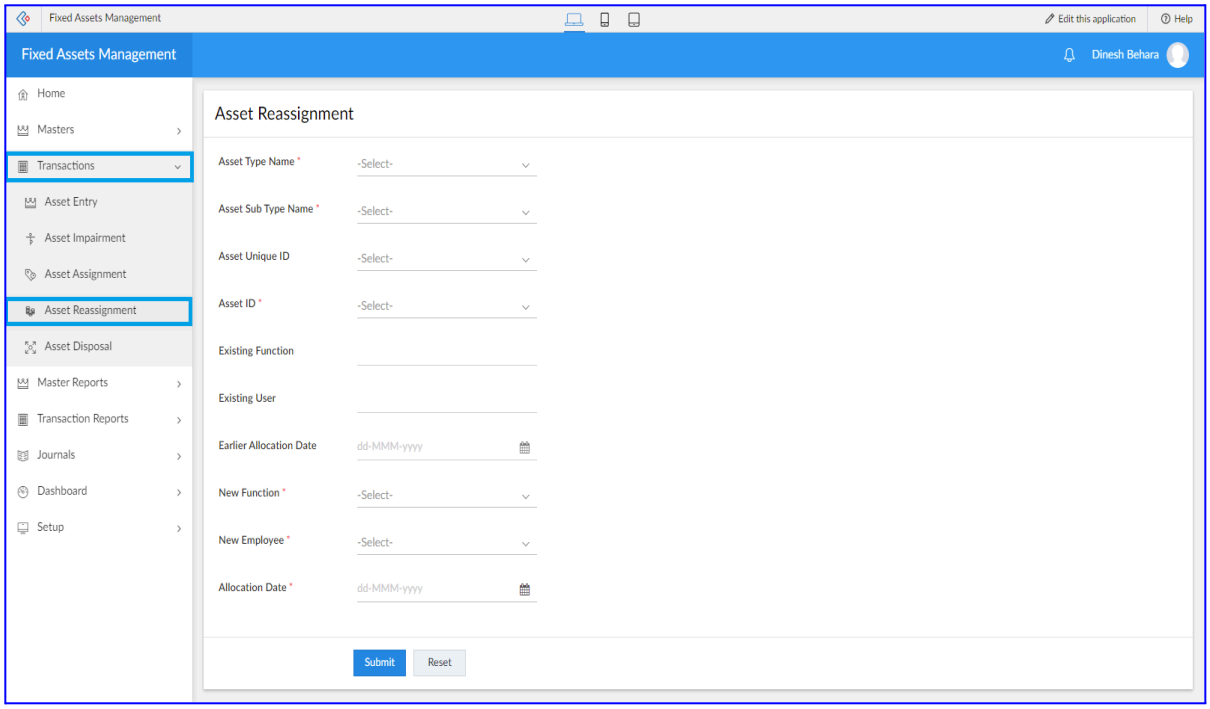
Field Name	Field Type	Mandatory Field
Function Name	Lookup	Yes
Employee Name	Lookup	Yes
Asset Type	Lookup	No
Asset Sub Type	Lookup	No
Asset Unique ID	Lookup	No
Make	Single Line	No
Model	Single Line	No
Allocation Date	Date	Yes
Return Date	Date	No

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.



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

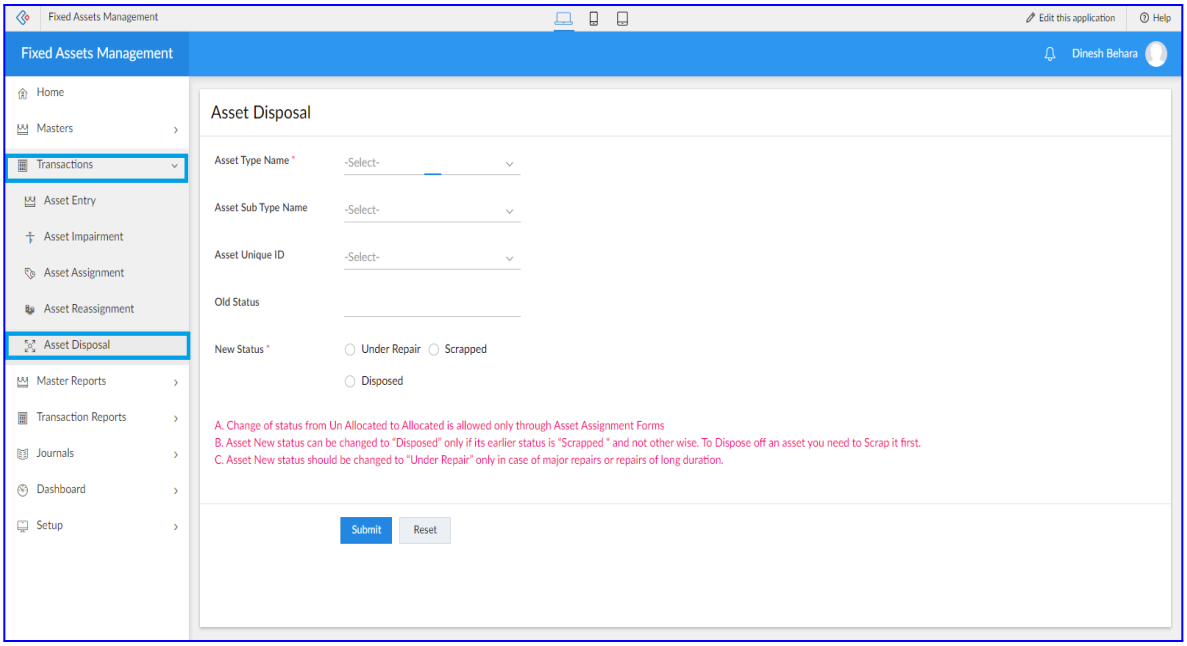
Existing User	Single Line	No
Earlier Allocation Date	Date	No
New Function	Lookup	Yes
New Employee	Lookup	Yes
Allocation Date	Date	Yes

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.



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

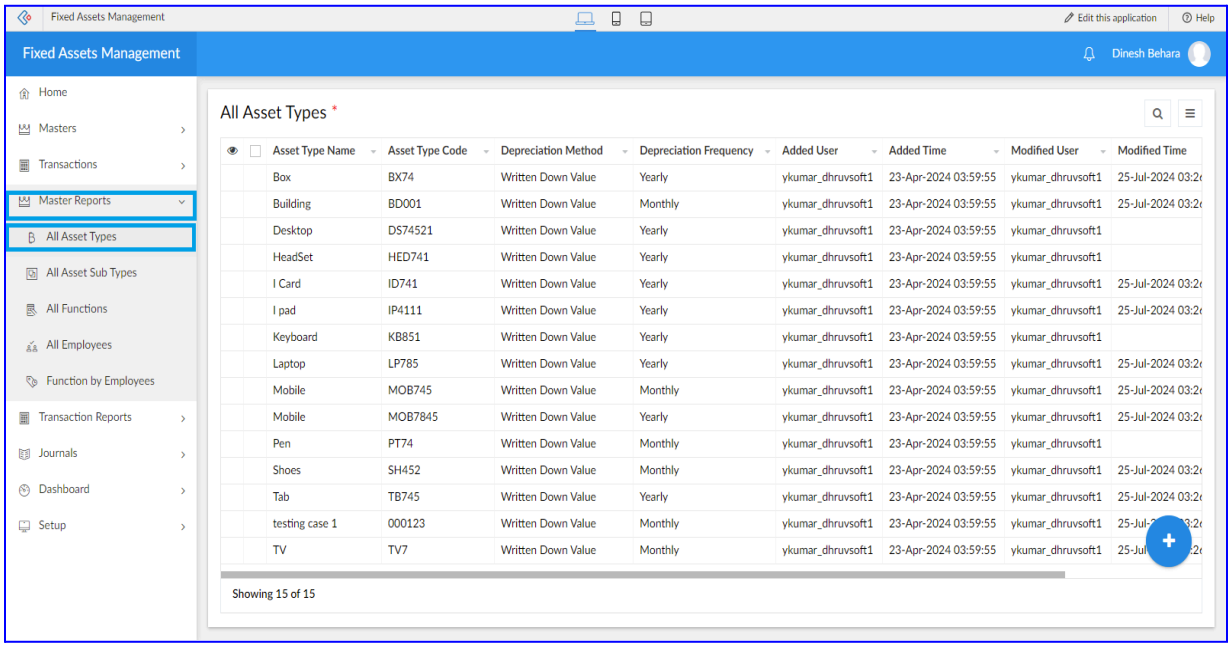
The following Reports are present in the Masters Reports Section.

- 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.

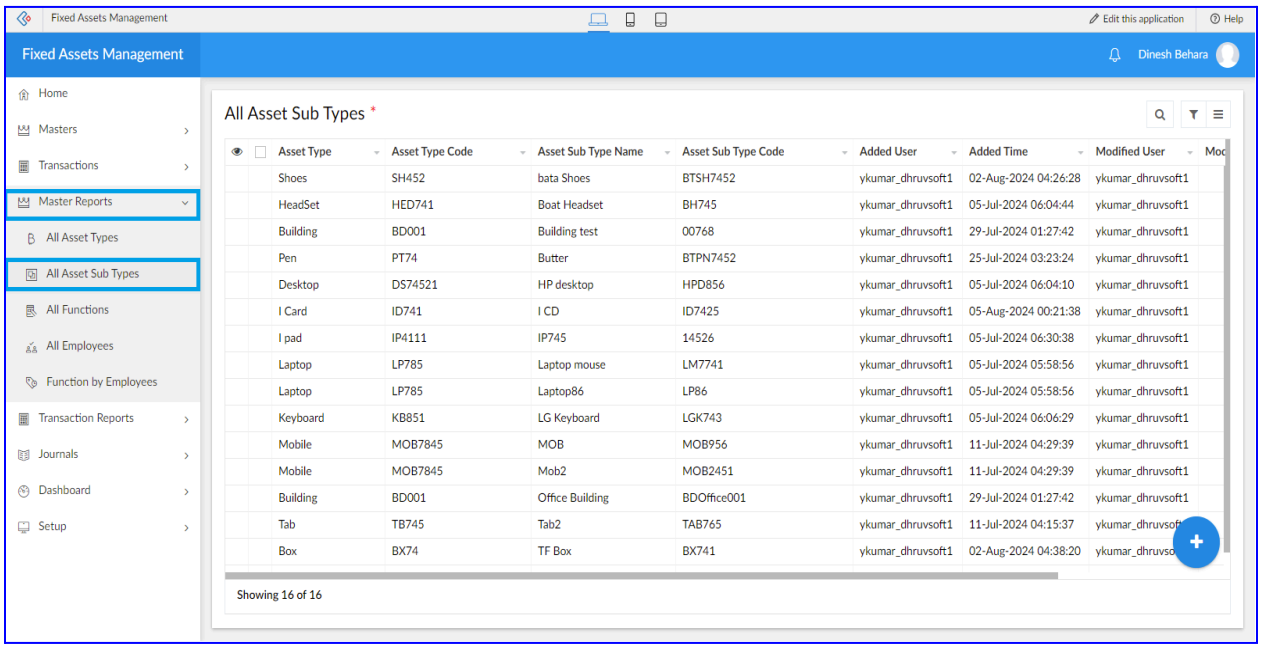
To navigate this Report, go to **Master Reports -> All Asset Types** Report.



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.

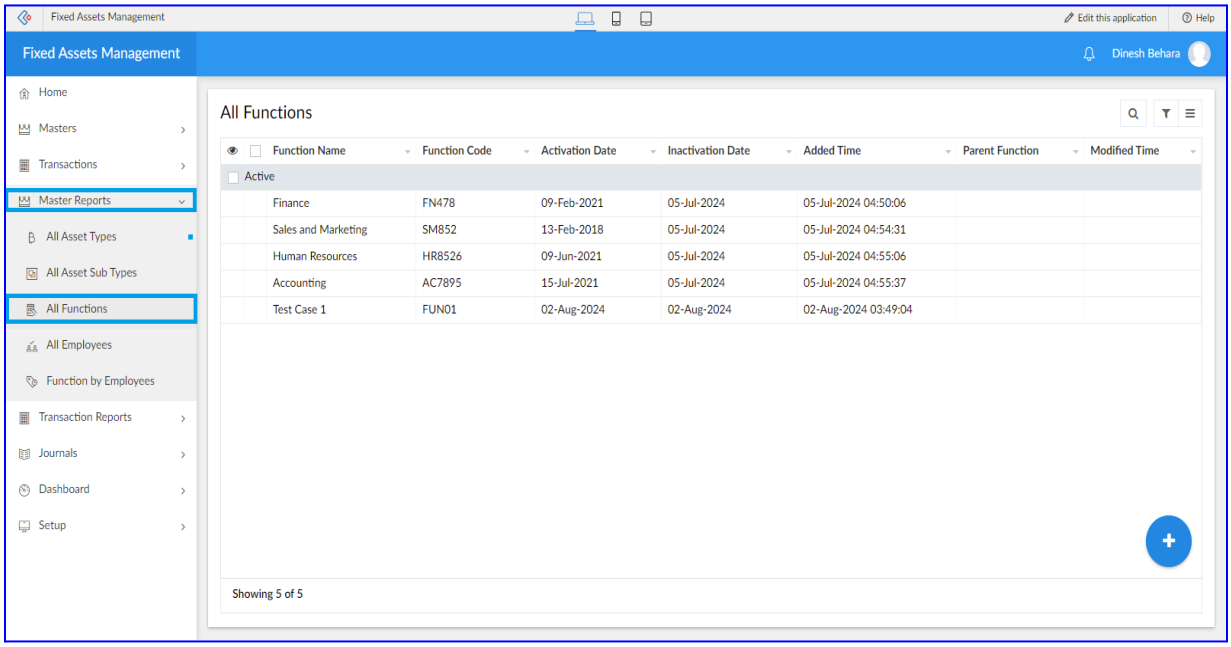
To navigate this Report, go to **Master Reports -> All Asset Sub Types** Report.



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.

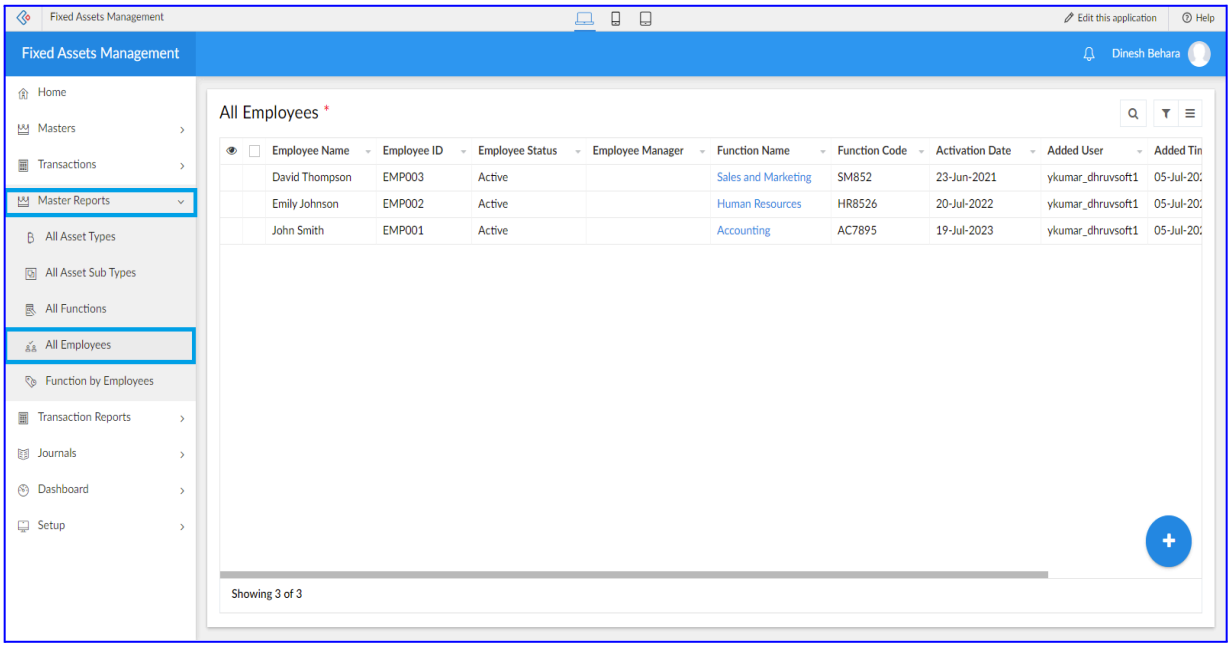
To navigate this Report, go to **Master Reports -> All Function** Report.



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.



7. Transaction Reports.

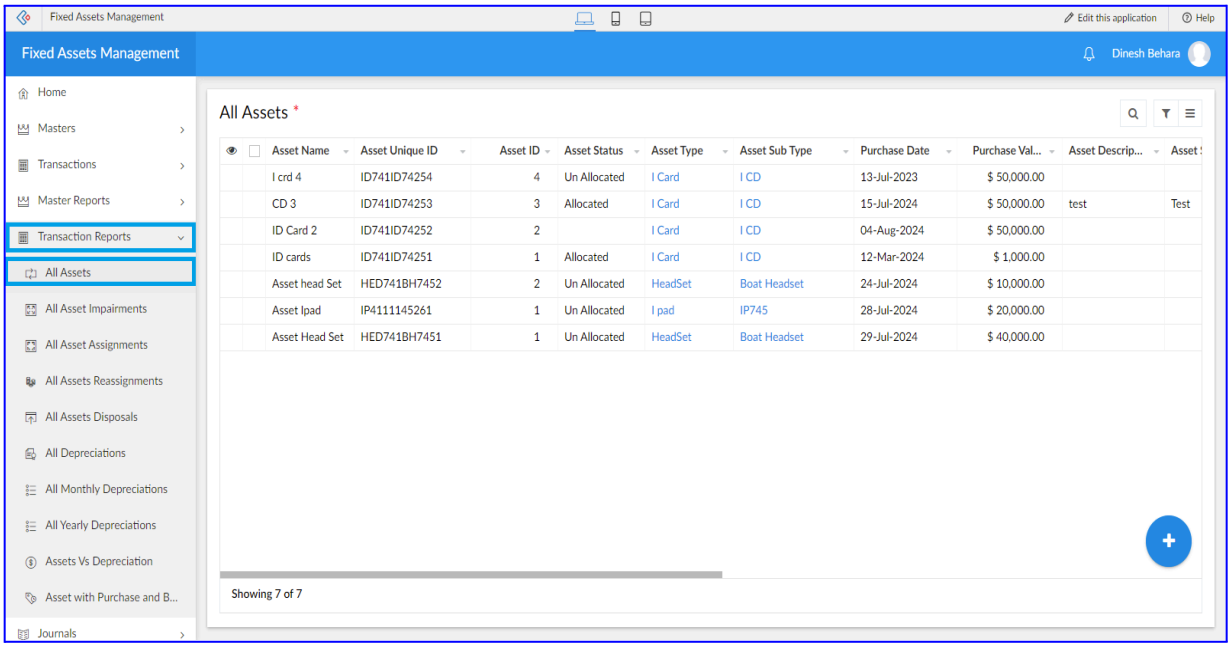
The following Reports are present in Transaction Reports section.

- 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.

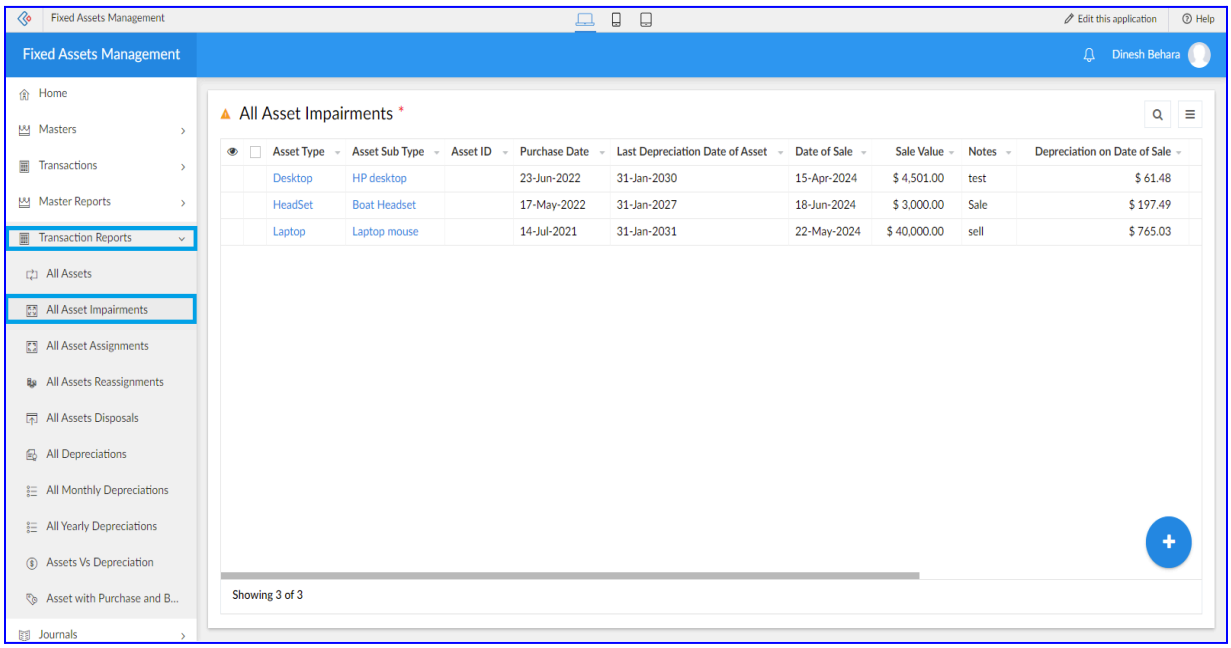
To navigate this Report, go to **Transaction Reports -> All Assets** report.



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.

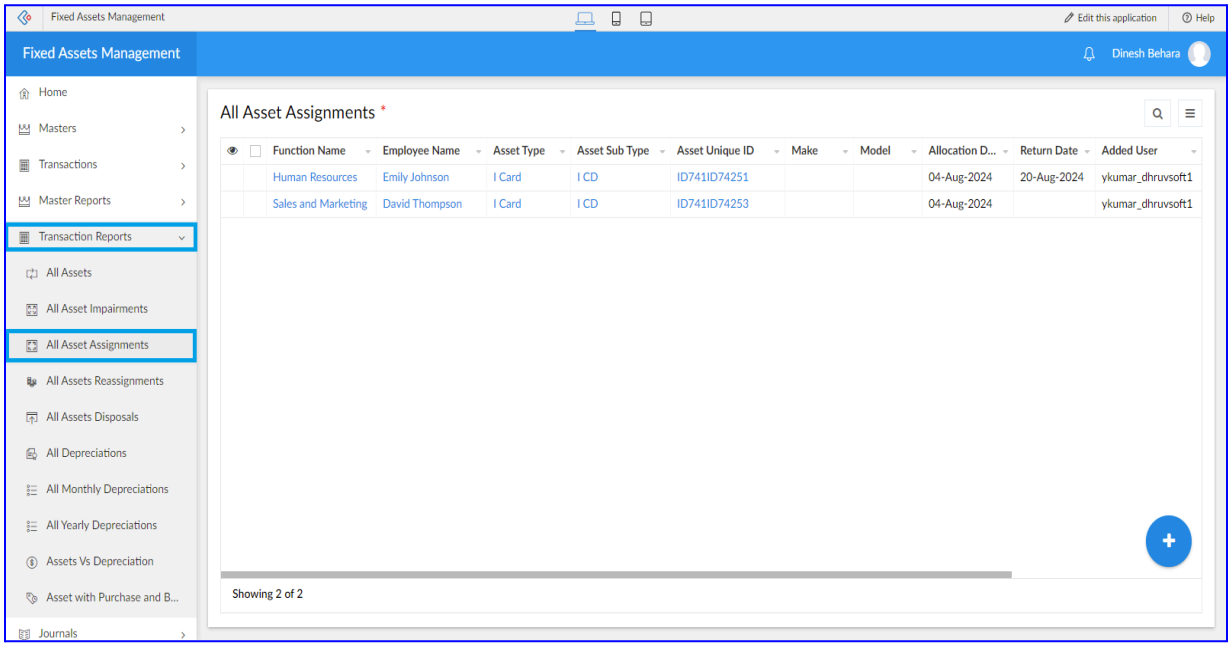
To navigate this Report, go to **Transaction Reports -> All Assets Impairments** report.



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.

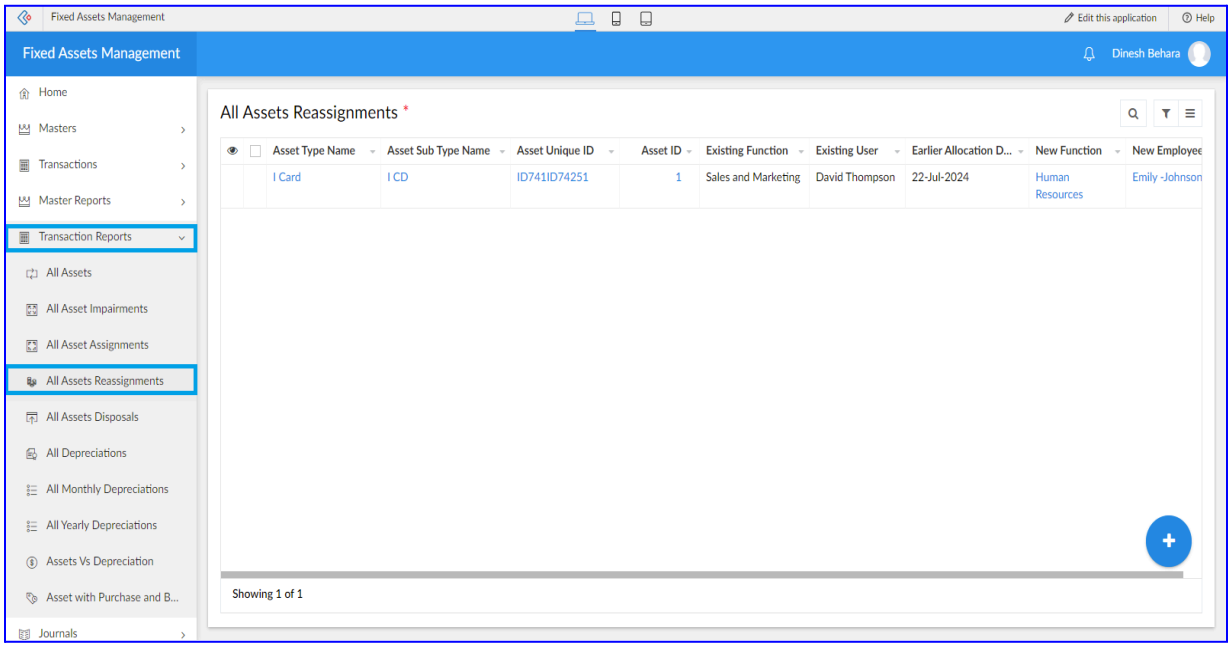
To navigate this Report, go to **Transaction Reports -> All Assets Assignments** report.



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

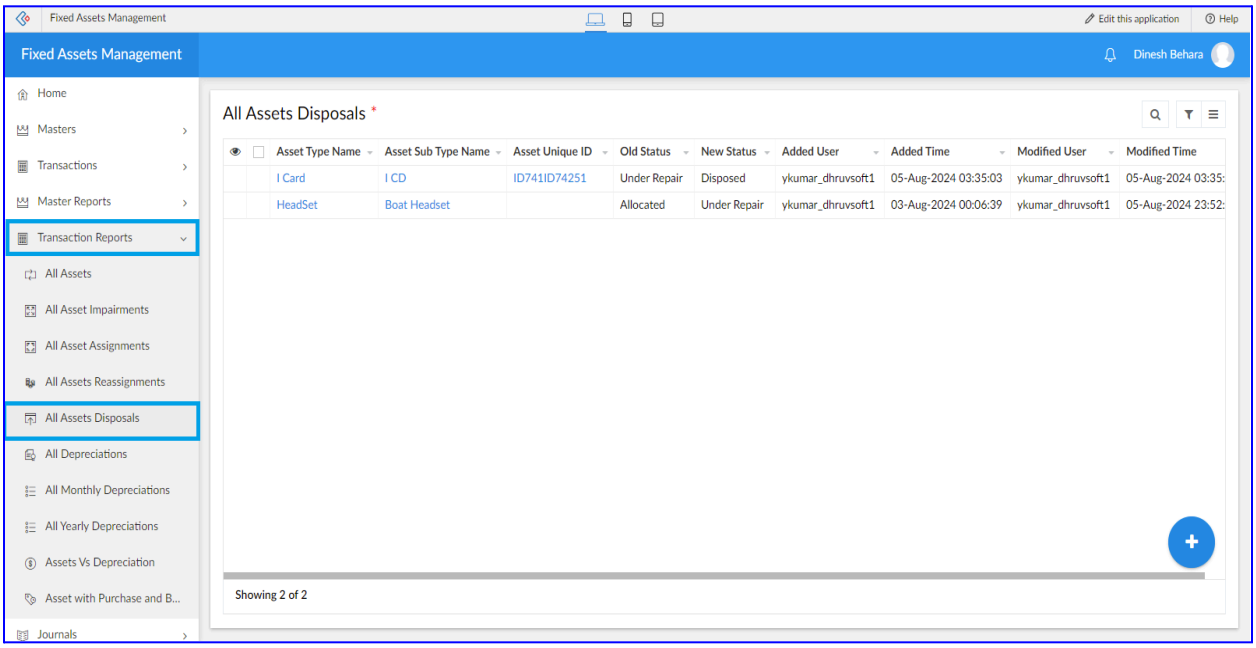
To navigate this Report, go to **Transaction Reports -> All Assets Reassignments** report.



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

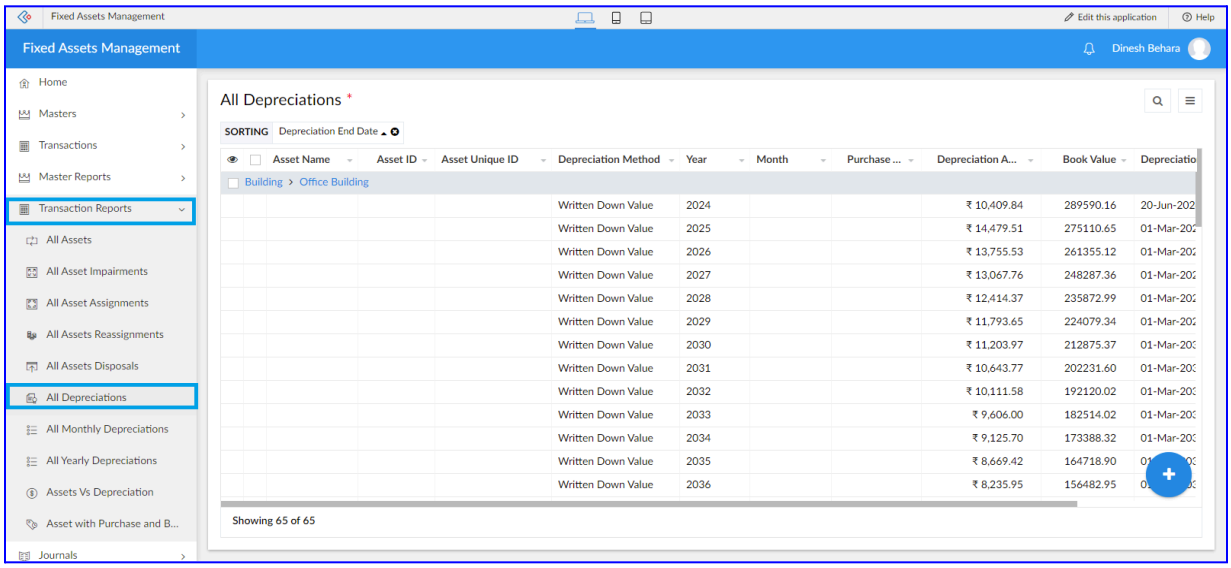
To navigate this Report, go to **Transaction Reports -> All Assets Disposals** report.



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.



8. Journals.

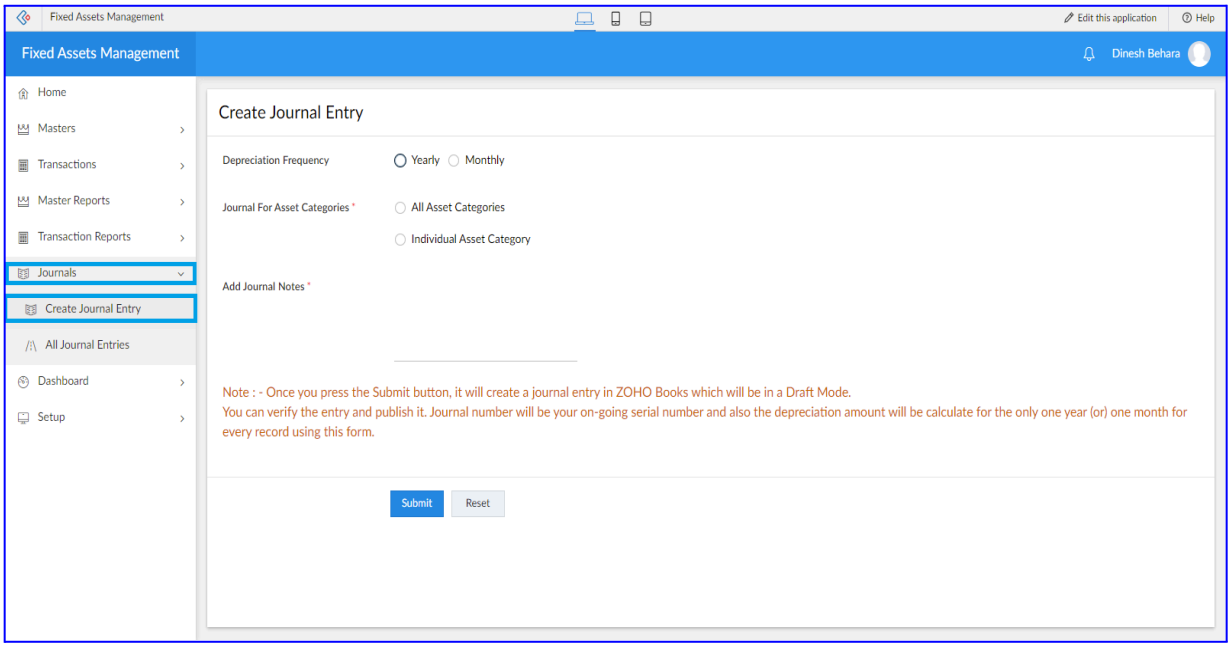
To Create the journal entries based on the financial years

- 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.



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

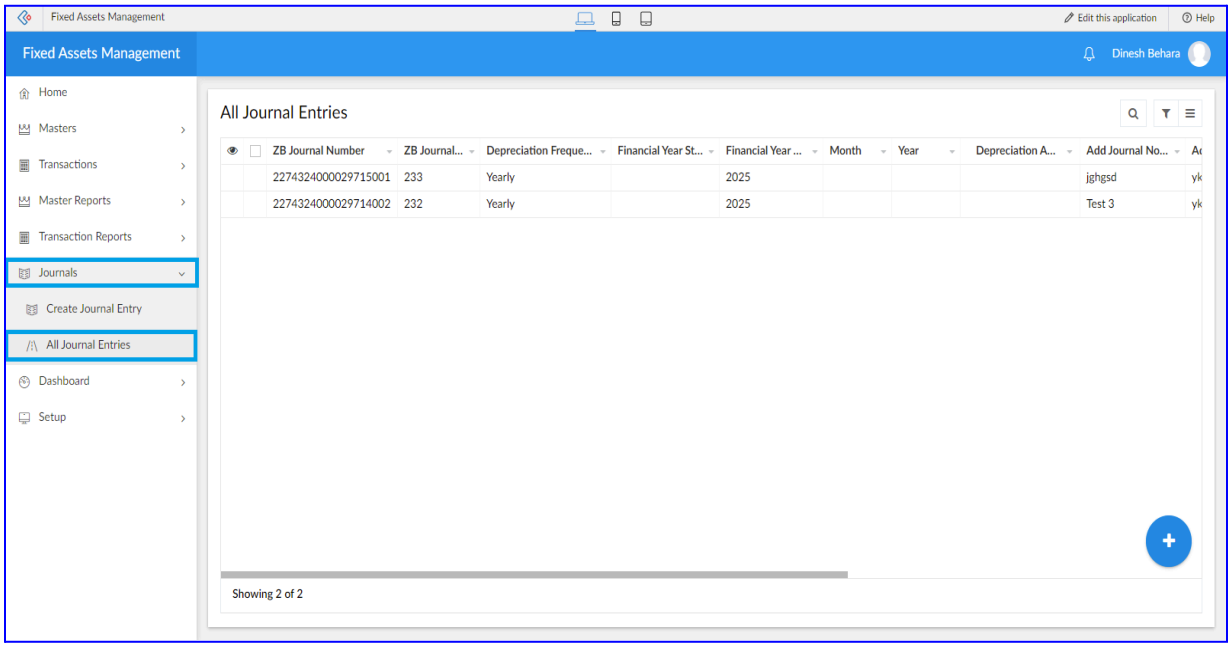
Field Name	Field Type	Mandatory Field
Depreciation Frequency	Radio	Yes
Journal For Asset Types	Radio	Yes
Add Journal Notes	Multi Line	Yes
Asset Type	Lookup	No

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.



9. Dashboard.

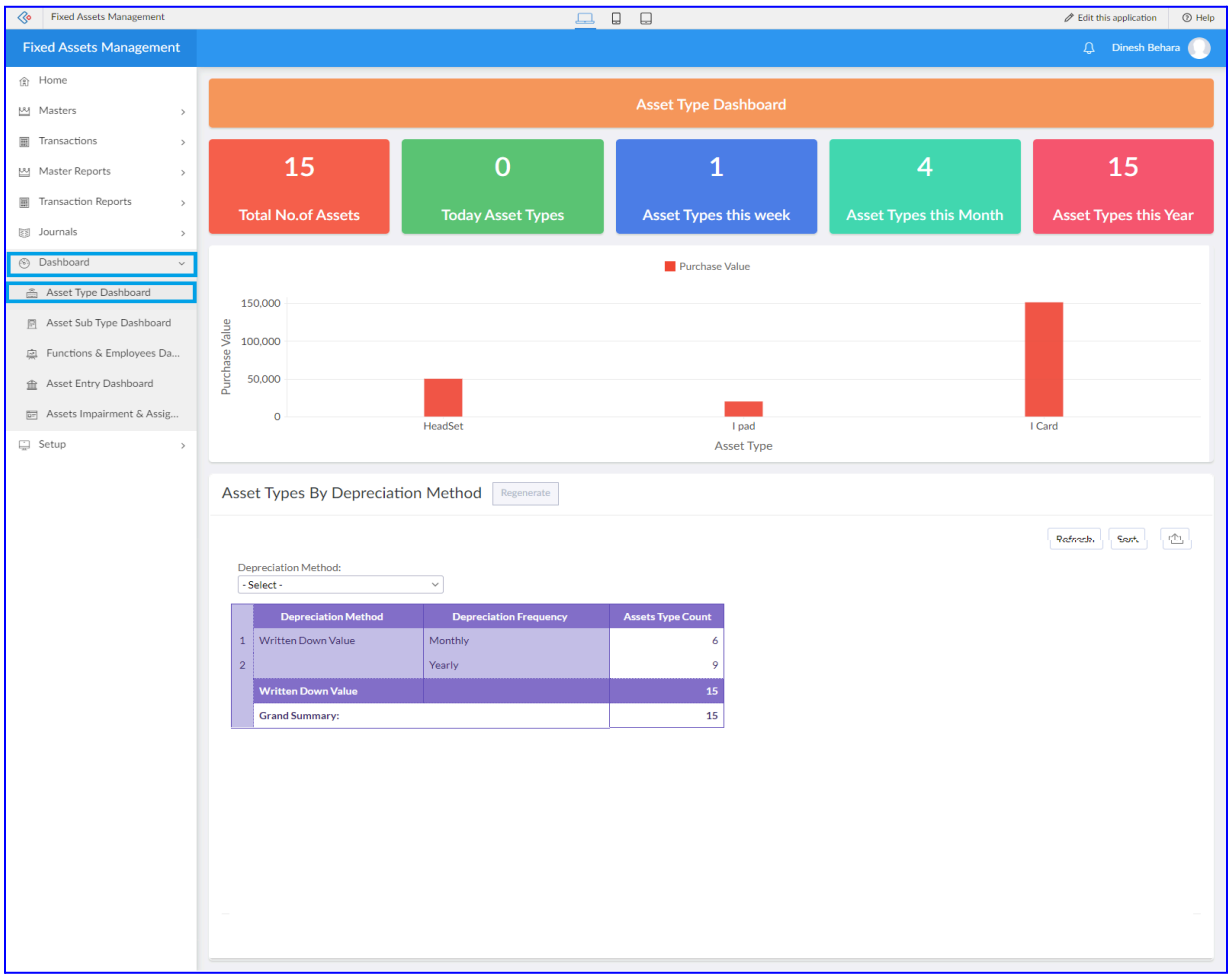
Dashboard Present in this Section.

- 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.

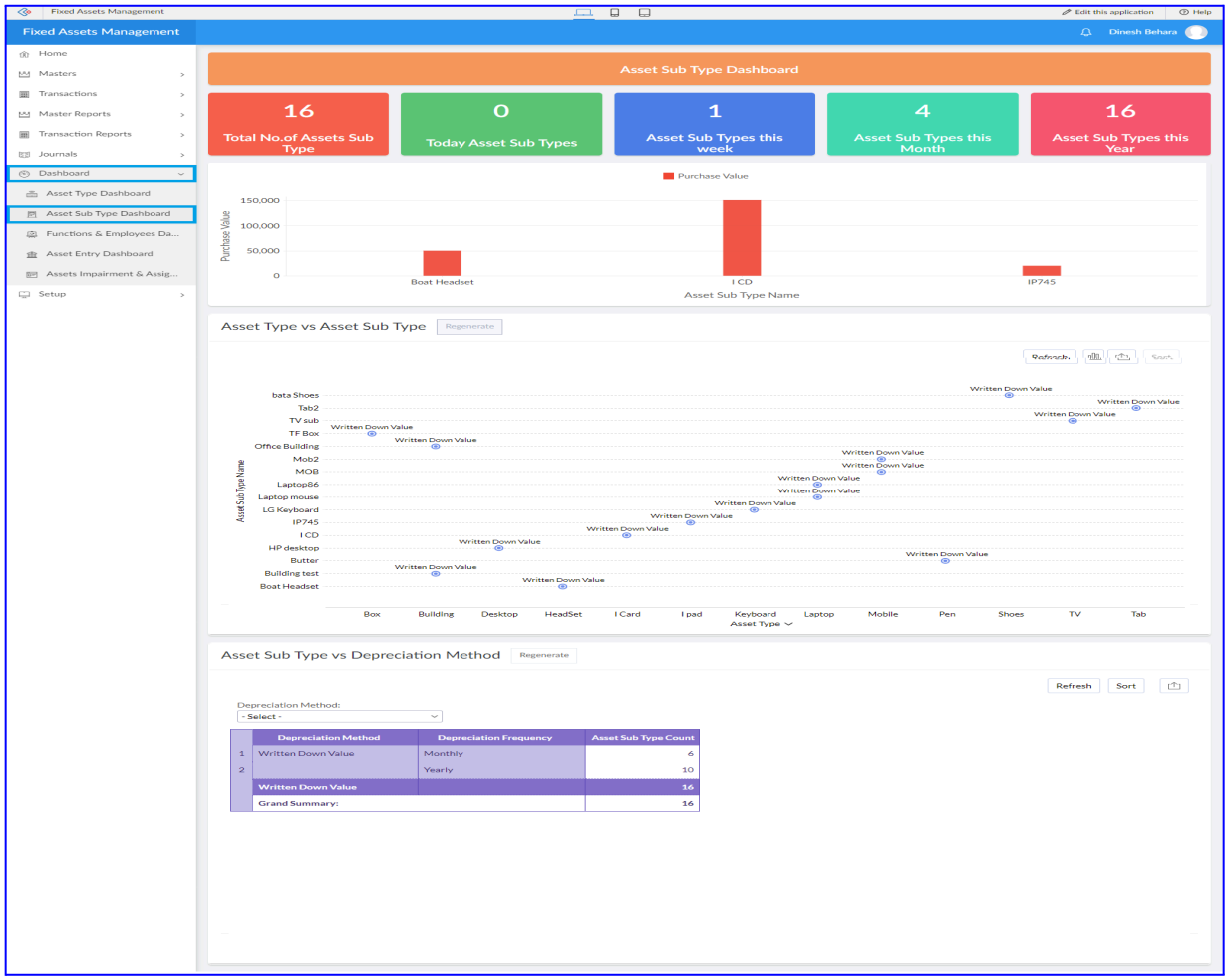
To navigate this Dashboard, go to **Dashboard -> Asset Type Dashboard**.



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.

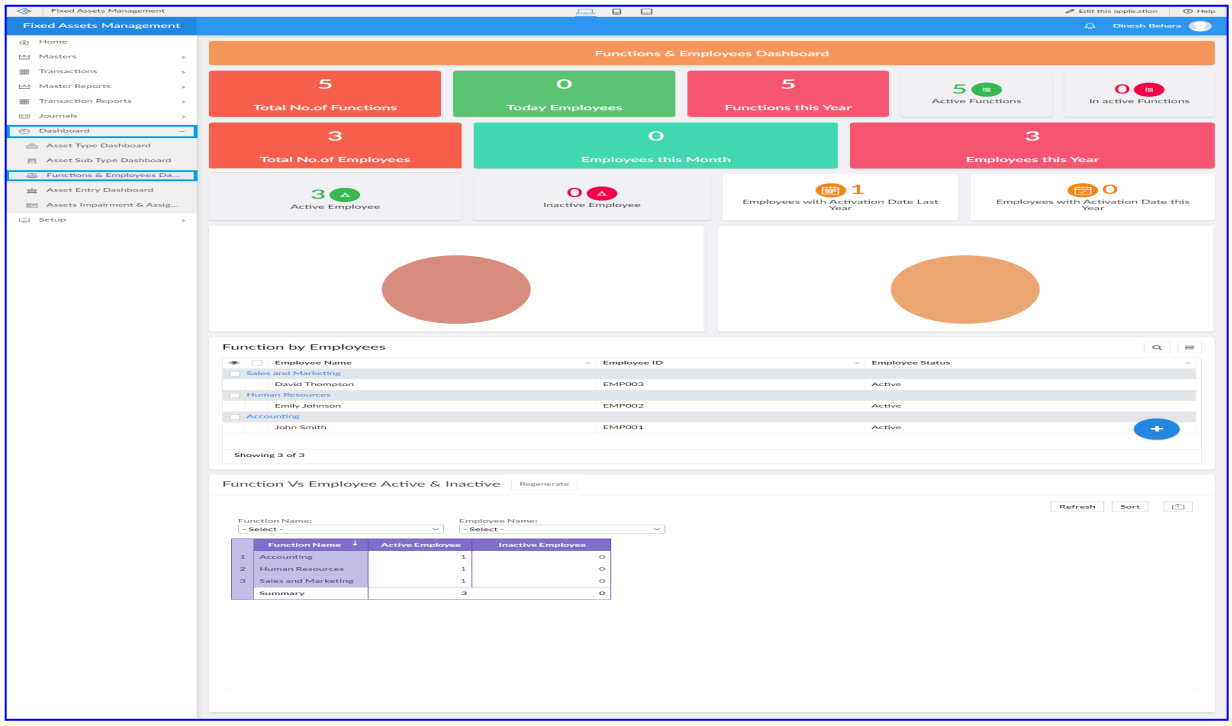
To navigate this Dashboard, go to **Dashboard -> Asset Sub Type Dashboard**.



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.

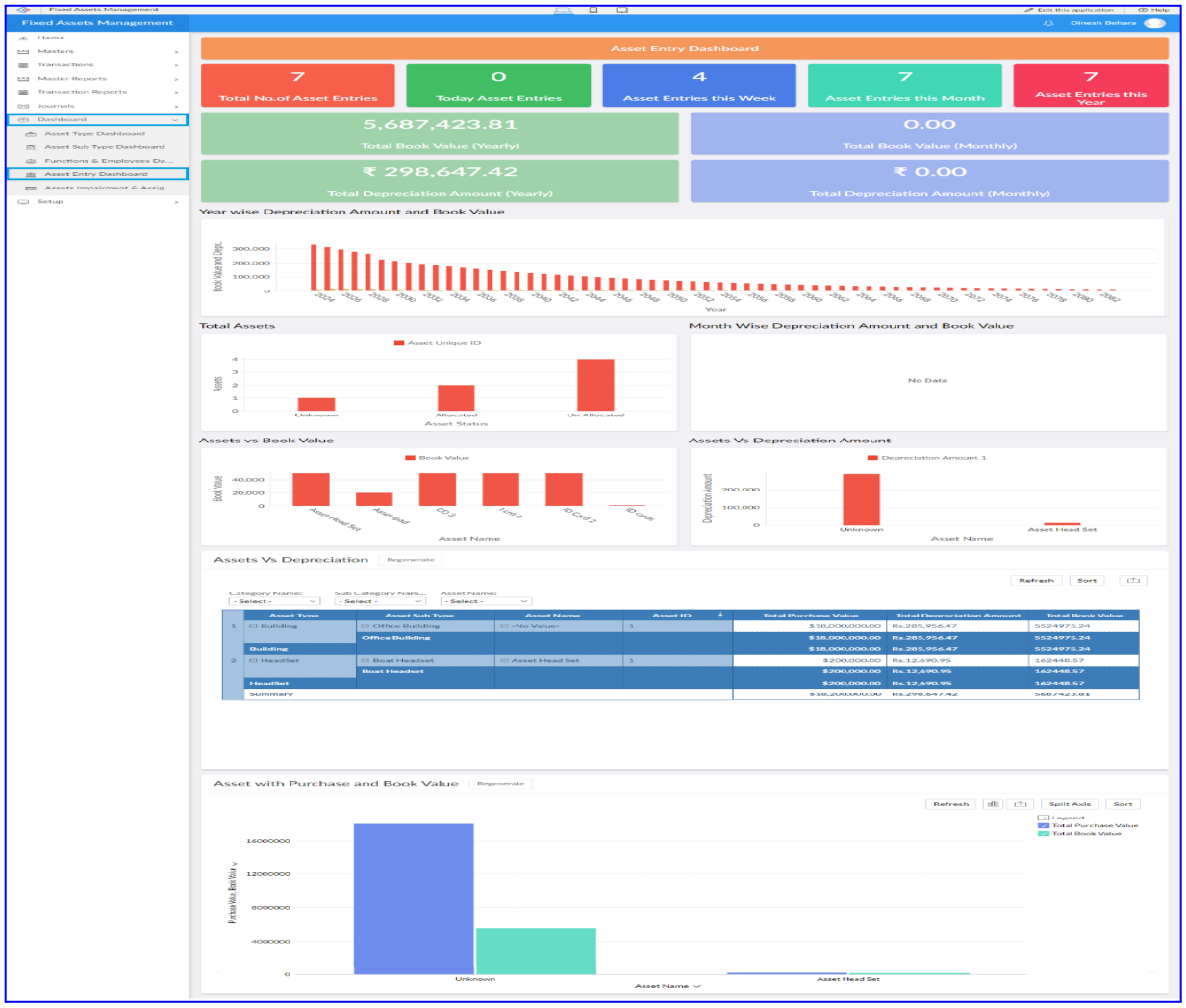
To navigate this Dashboard, go to **Dashboard -> Function and Employees Dashboard**.



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.

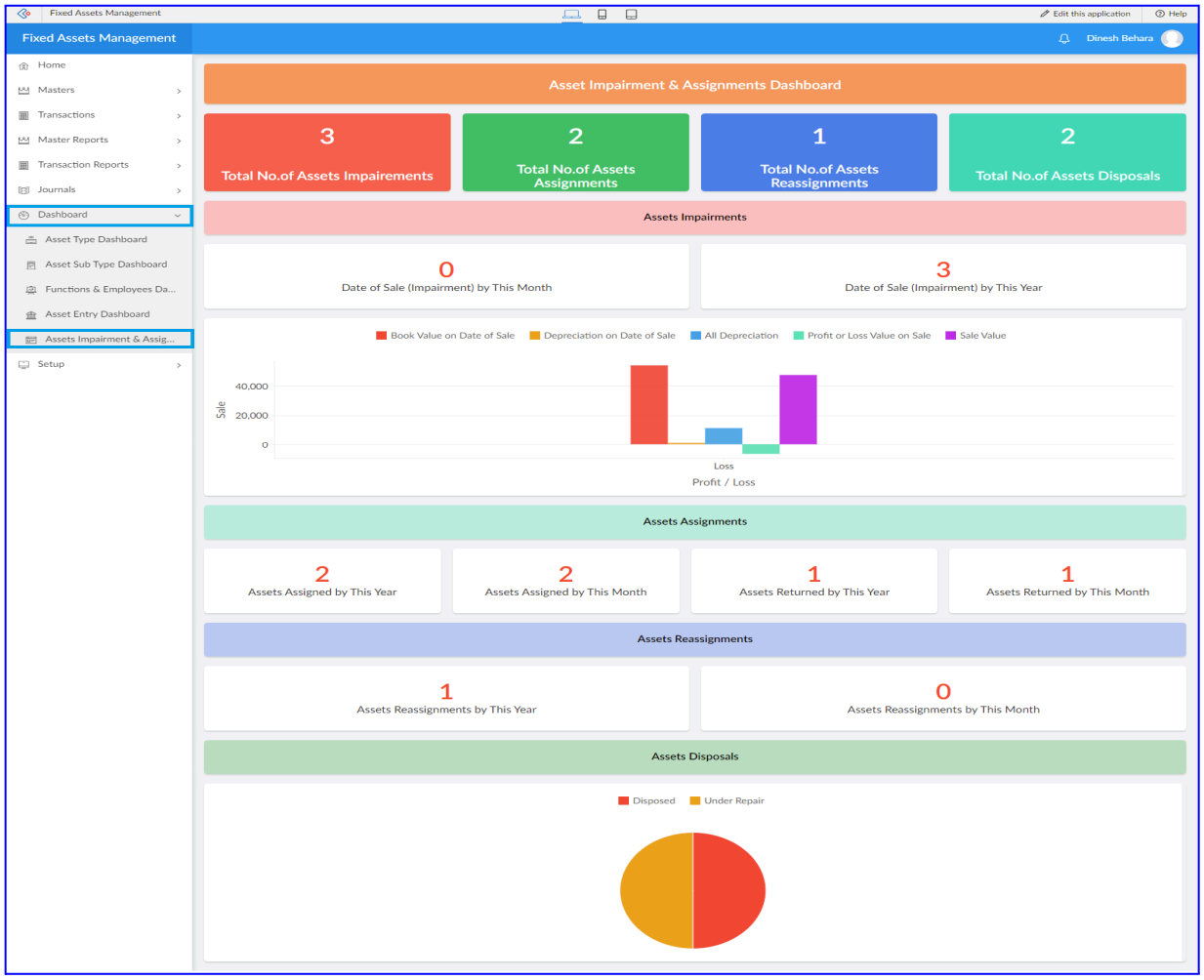
To navigate this Dashboard, go to **Dashboard -> Asset Entry Dashboard**.



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 **support@dhruvsoft.com** or call us at **(+91 9704056000)**.

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