

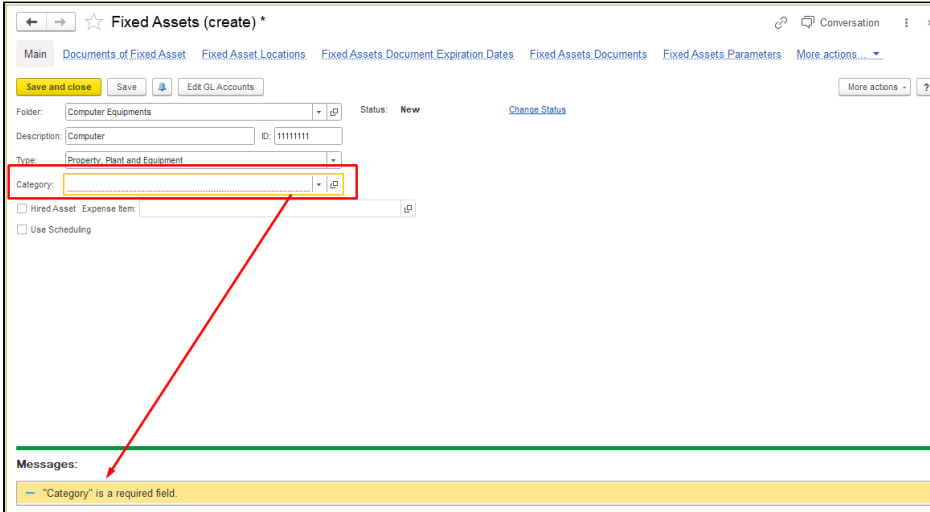
Fixed Assets Categories

Fixed Asset categories are used to correctly classify assets in the system. Selecting a category ensures that assets with similar characteristics are recorded in a consistent way.

This helps simplify data entry, makes it easier to work with asset records, and improves reporting by allowing assets to be grouped and analyzed by type.

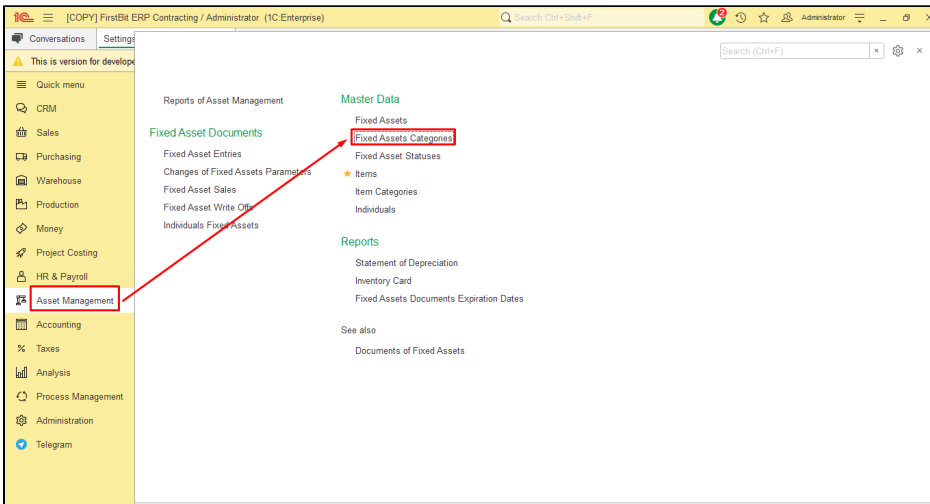
When creating a Fixed Asset, the Category field is mandatory.

If a category is not selected, the asset cannot be properly recorded.



In the FirstBit Software you are able to create and use Fixed Assets categories.

To access a list of Fixed Assets categories, go to **Asset Management Master Data Fixed Assets Categories** form.

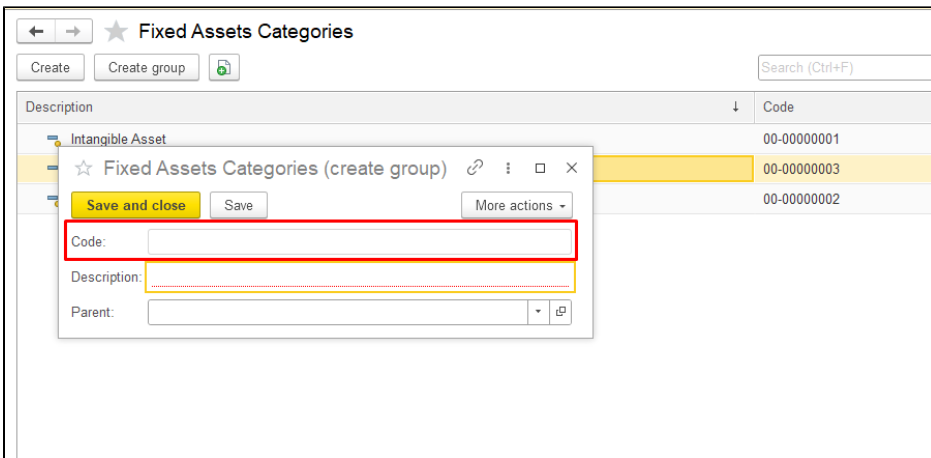


Fixed Assets categories can be used to group of similar Fixed Assets with the same characteristics. You can create either a category group to organize multiple categories, or individual categories without grouping.

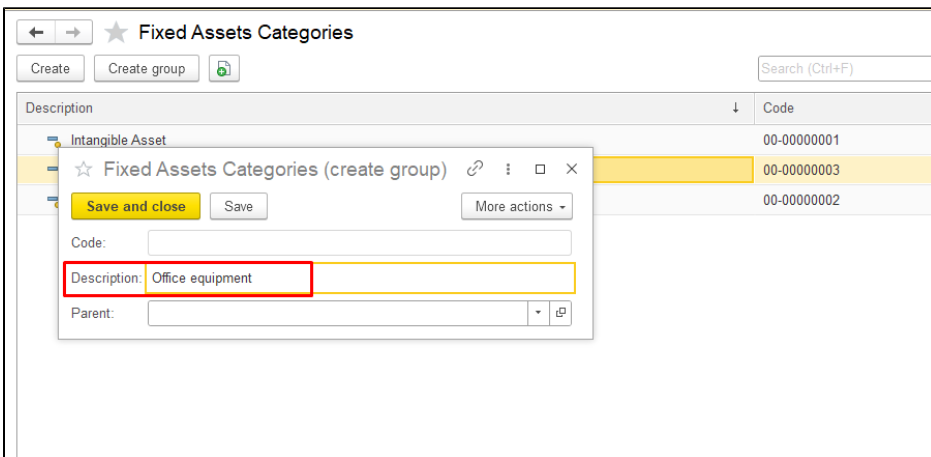
If you need to create a Fixed Asset Category Group as a parent folder:

Open the **Fixed Assets Categories** section in the system, click the **Create group** button at the top and in the pop-up window, fill in the required fields:

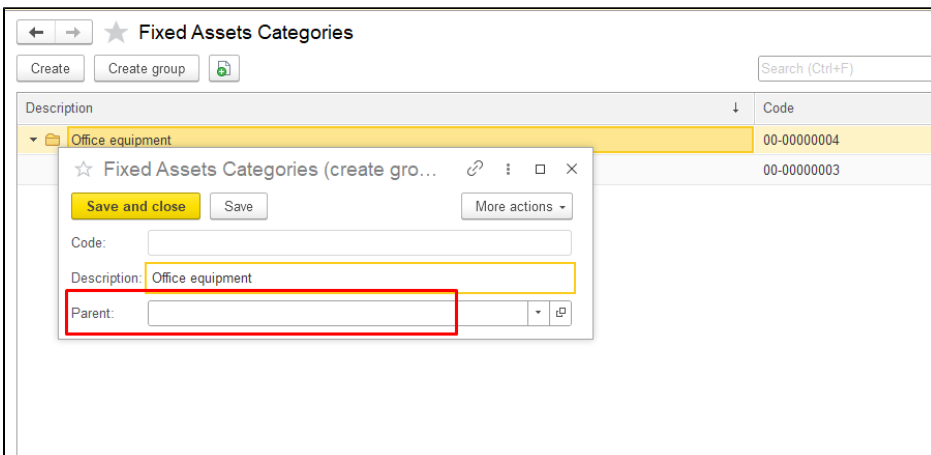
Code - the system generates the code automatically, and it is saved when the object is saved.



Description — enter the name of the category group



Parent — leave blank if it's a top-level group.



Click **Save and close** to save the new group. The new category group will appear in the list of fixed asset categories.

Fixed Assets Categories	
<input type="button" value="Create"/> <input type="button" value="Create group"/> <input type="button" value="Refresh"/> <input type="text" value="Search (Ctrl+F)"/>	
Description	Code
Office equipment	00-00000004
Intangible Asset	00-00000001
Property, Plant and Equipment	00-00000002

To create a fixed asset **subcategory**, fill in the Parent field.

Fixed Assets Categories	
<input type="button" value="Create"/> <input type="button" value="Create group"/> <input type="button" value="Refresh"/> <input type="text" value="Search (Ctrl+F)"/>	
Description	Code
Office equipment	00-00000004
Computer and Peripherals (Fixed As...)	00-00000005
	00-00000003

☆ Computer and Peripherals (Fixed As...)

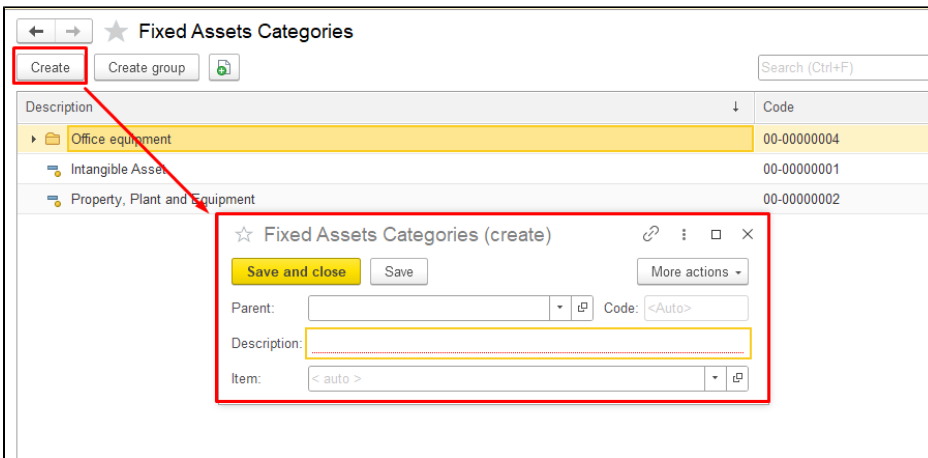
Code:

Description:

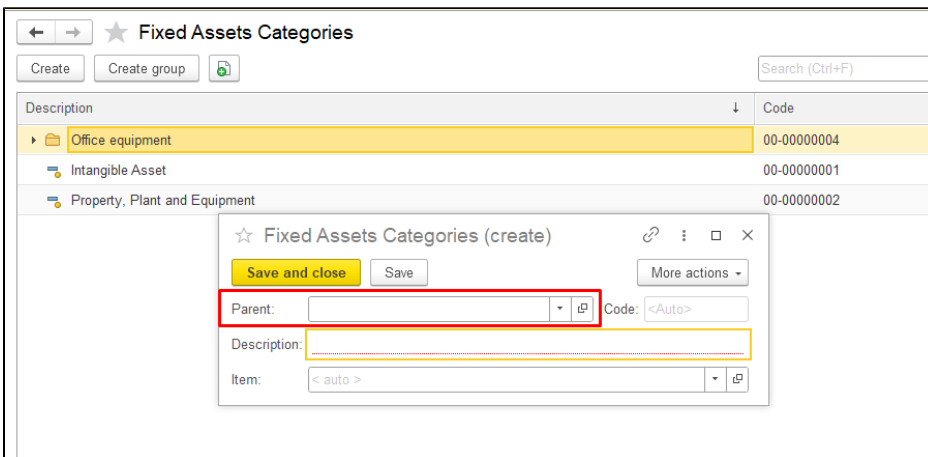
Parent:

Fixed Assets Categories	
<input type="button" value="Create"/> <input type="button" value="Create group"/> <input type="button" value="Refresh"/> <input type="text" value="Search (Ctrl+F)"/>	
Description	Code
Office equipment	00-00000004
Computer and Peripherals	00-00000005
Office equipment	00-00000003

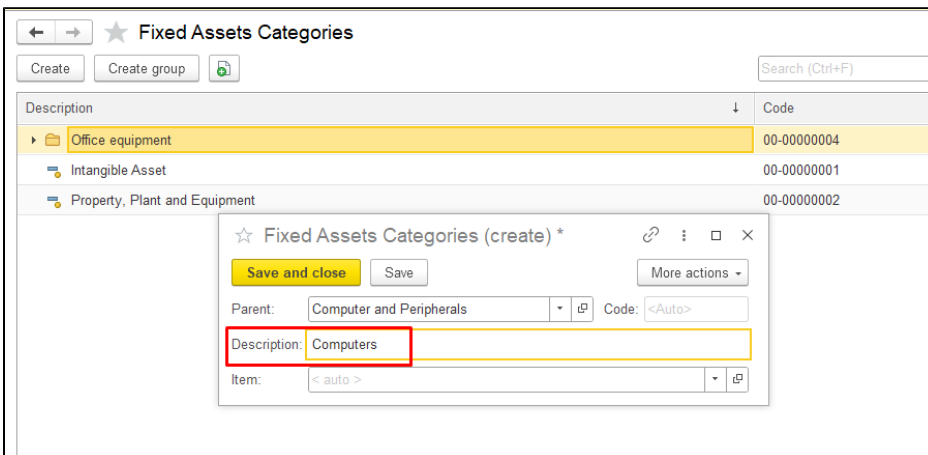
To create a **Fixed Asset Category** inside an existing group or as a separate category click **Create** button at the top and in the pop-up window, fill in the required fields:



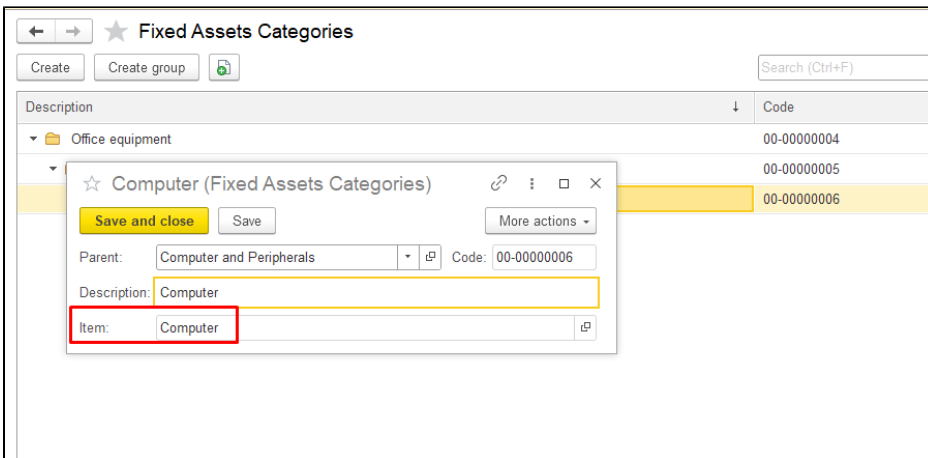
Parent — fill in this field if you want to place the category in a specific group, or leave it blank if grouping is not required.



Description — enter the name of the category.

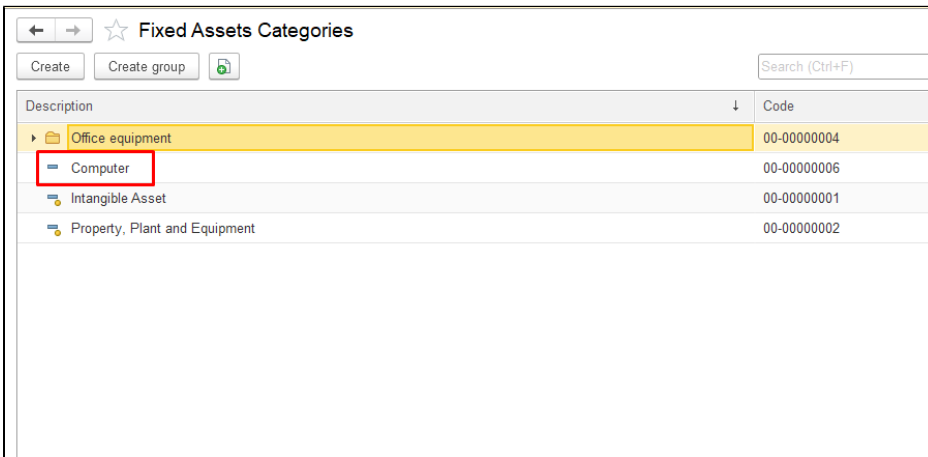


Item - this field is filled automatically by the system when the category is saved.

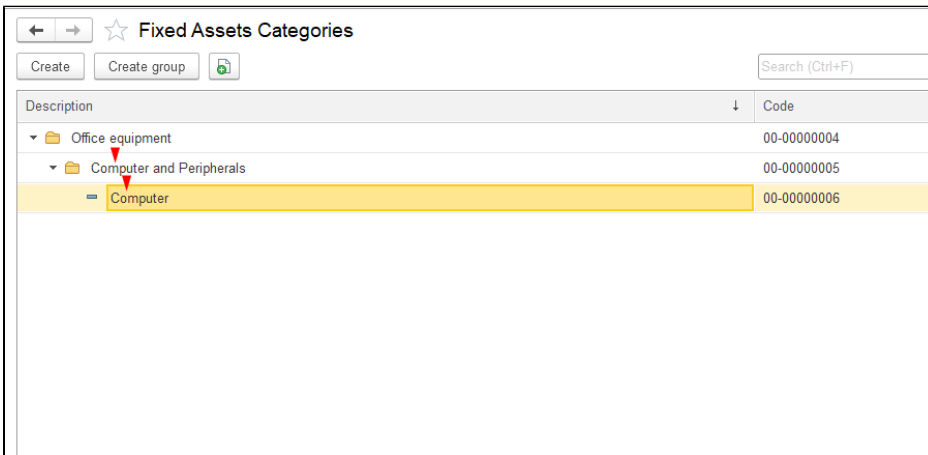


Click **Save and close** to save the new category. The new category will appear in the list of fixed asset categories or in the parent group.

At the category level.



At the group level .



Reports on Fixed Assets can be generated both by category and for individual Fixed Assets, such as the **Inventory Card** and the **Statement of Depreciation**.

To do this, in the report Filters, in the Fixed Asset field, click the "+" (plus) button to add an object. In the new window, select the required category.

Inventory Card

Report is not generated. Click the "Generate" button.

Fixed Assets

Description	ID	Type
Computer Equipments	SW003	
Furniture & Fixtures	SW007	
Motor Vehicles	SW005	
Software	SW006	
Tools & Equipments	SW001	

On Date: //

Filters

Entity: [Pick]

Department: [Pick]

Fixed Asset: Computer Equipments [Pick]

Group By:

In the report, all Fixed Assets assigned to this category will be displayed.

Inventory Card

INVENTORY CARD

Department	Fixed Asset, ID	Initial Cost	Salvage Value	Cost Adjustment	Accumulated Depreciation	Net Book Value
Main Department		63,456.38			62,754.38	702.00
	AVAYA phones-Spcs, CE009	1,470.00			1,470.00	
	Biometric Finger Machine, CE004	1,155.00			1,155.00	
	Epson Printer, CE008	1,500.00			1,500.00	
	HP 2 pc, PRO A MT I7, CE001	13,482.00			13,482.00	
	HP 24 F0017 IS, 5 units, CE003	16,012.50			16,012.50	
	HP OfficeJet Pro 9015 All-in-One Printer, CE010	780.00			78.00	702.00
	Hp27FW Led Monitor, CE006	1,050.00			1,050.00	
	LED Samsun VGA 27 inches, CE007	565.00			565.00	
	Tablet Holder, CE005	929.00			929.00	
	Ups, Fortinet, Avalon, and Office set up, CE002	26,512.88			26,512.88	
Total		63,456.38			62,754.38	702.00

On Date: //

Filters

Entity: [Pick]

Department: [Pick]

Fixed Asset: Computer Equipments [Pick]

Group By:

Statement of Depreciation

STATEMENT OF DEPRECIATION

Department	Fixed Asset, ID	Depreciation Method	Initial Cost	Salvage Value	Cost Adjustment	Opening Balance	Depre C
Main Department			63,456.38				
	AVAYA phones-Spcs, CE009	Straight Line	1,470.00				
	Biometric Finger Machine, CE004	Straight Line	1,155.00				
	Epson Printer, CE008	Straight Line	1,500.00				
	HP 2 pc, PRO A MT I7, CE001	Straight Line	13,482.00				
	HP 24 F0017 IS, 5 units, CE003	Straight Line	16,012.50				
	HP OfficeJet Pro 9015 All-in-One Printer, CE010	Straight Line	780.00				
	Hp27FW Led Monitor, CE006	Straight Line	1,050.00				
	LED Samsun VGA 27 inches, CE007	Straight Line	565.00				
	Tablet Holder, CE005	Straight Line	929.00				
	Ups, Fortinet, Avalon, and Office set up, CE002	Straight Line	26,512.88				
Total			63,456.38				

Period: //

Filters

Entity: [Pick]

Department: [Pick]

Fixed Asset: Computer Equipments [Pick]

Group By:

Thank you for being a FirstBIT customer!

FixedAssetsCategories#categoriesoffixedassets