SHAUN LEDBETTER

Using Post to GL in Fixed Assets

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Disclaimer
A FEW THINGS FIRST

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IMPLEMENTATION TEAM

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Fixed Asset Accounting

THE TYPICAL EXPERIENCE

- High volume of manual calculations and validations
- Manual journal entries to create and correct assets
- Inefficient drill down to original asset costs
- Many painful hours spent reconciling fixed assets in spreadsheets
- **YUCK!!!**

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Fixed Asset Accounting

AFTER MASTERING POST TO GL IN ACTIVITYHD

- Easily post asset costs from AP invoices or CIP
  - Drill-down to the original purchase invoice
- Add additional asset costs without manual entry
- Self-correct your assets using the Post to GL process
- Flexible asset retirement process
- Reconcile your fixed assets in **3 easy steps**!

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Fall in Love with Fixed Assets

LET ACTIVITYHD POST TO GL TAKE CONTROL!

- Start Your New Assets Off Right

- Add Additional Asset Costs with Ease

- Let ActivityHD Do the Math For You

- Give Your Assets a Proper Sendoff

- Stress Free Three-Step Asset Reconciliation

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Building a Solid Foundation

CREATING ASSETS IN ACTIVITYHD

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Starting Off Right

ADDING NEW ASSETS IN ACTIVITYHD

- Multiple Options for Adding Asset Costs
- You can use the Post to GL Option
  - Reference an AP invoice line
  - Add offset account(s)
  - Great for posting from CIP accounts
- Assign date driven attributes like location and department
  - Gives a more detailed view of asset inventory

- Correct Asset Class selection provides you lots of time saving defaults.
  - Asset Account
  - Calculation Control
  - Accumulated Account
  - Deprecation Expense Account
  - Useful Life Years and Months
    - Can be changed from default

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Create a New Asset
BUILD A SOLID FOUNDATION

Asset for Payroll Demo

Code: | Class: | Acquisition Date: | Original Cost: | Retired Date: | ☐ Retired Lock
Description: | Parent: | In Service Date: | Salvage Value: | Retired Type:

Asset Cost Detail

| Line | Invoice Line | Date | Cost | Post to GL | Offset Account | Remark |

Attributes
FA Location: — No current value
DeptAttr: — No current value

Ledgers

| Line | Ledger | Begin Date | Calculation Control | Life Years | Life Months | Asset Account | Accumulated Account | Total Cost |

Ledger Cost Detail

| Line | Date | Cost | Prior Depr | Added Life Years | Added Life Months | Remark |

Ledger Extra Depreciation

| Line | Date | Type | Type Description | Expense | Remark |

Asset | Retirement | Custom | Other
New

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Add Asset Details
THE STARTING POINT

Be consistent with your asset codes

Add a salvage value if desired.

Asset for Payroll Demo

Code: 850172 | Class: BUILD | Acquisition Date: 4/19/2023 | Original Cost: | Retired Date: | ☐ Retired Lock
Description: Maintenance Workshop | Parent: | In Service Date: 4/19/2023 | Salvage Value: 10,000.00 | Retired Type:

Select your class code. Remember, this will default accounts used for asset postings, calculation control, and asset life.

Acquisition date can't be later than the In Service date.

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Post to GL Option
ADDING ASSET COSTS

Asset Cost Detail							
Line	Invoice Line	Date		Cost	Post to GL	Offset Account	Remark
					☐		

Let's discuss the Post to GL option and how to use it further

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Navigate Decisively
WHEN TO USE THE POST TO GL FLAG

- Post to GL replaces manual entries
- If Post to GL is used you must add an offset account
  - Where your "credit" entry is recorded
- This is useful when:
  - Adding assets from CIP
  - Adding an asset that was previously expensed
- Not useful when:
  - Asset cost was already posted to the asset account

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Slide 13 — Adding Asset Costs (USING POST TO GL OPTION)

Reference to AP invoice makes drilling to original purchase a breeze.

Use this setup when adding assets from CIP or other accounts.

Asset Cost Detail

Line	Invoice Line	Date	Cost	Post to GL	Offset Account	Remark
1	AP - 1 - 2	4/19/2023	2,500,000.00	☑	192005-00-A	Reclass from CIP

Make sure your asset cost date is not later than the in-service.

Using Post to GL option to reclass the asset from CIP.

Adding Asset Costs — USING POST TO GL OPTION

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Slide 14 — Adding Asset Costs (WITHOUT POST TO GL OPTION)

Optional AP invoice reference.

Use this setup when adding assets that have already been posted to the asset account.

Asset Cost Detail

Line	Invoice Line	Date	Cost	Post to GL	Offset Account	Remark
1		4/19/2023	2,500,000.00	☐		

Simply enter your asset cost and the date.

Adding Asset Costs — WITHOUT POST TO GL OPTION

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Room for Expansion

ADDING ASSET ADDITIONAL ASSET COSTS IN ACTIVITYHD

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Overhaul Your Assets

SIMPLE ASSET COST CHANGES

- Add additional in the Asset Cost Detail section
  - Click the "+" to add a new line
  - Add your asset cost detail
    - Add invoice line detail if applicable
  - Select the Post to GL checkbox if needed
    - Add an offset account
- Then click "Save" to save changes
- Ledger Cost Detail section used to add useful life to the asset

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Additional Asset Costs

SIMPLE ASSET COST ADDITIONS

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Add a reference to an invoice line where applicable.

You have the the Post to GL option available to reclass to the asset account if needed.

Additional Asset Costs

SIMPLE ASSET COST ADDITIONS

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4/28/2023

Slide 23

Projecting Change — THE DEPRECIATION SCHEDULE

Notice this is a projection, not based on actuals.

Depreciation Schedule
Book Ledger
(1/1/2024 - 12/31/2024)

Payroll Demo
ACW - admin_sledbetter
Wednesday, April 19, 2023 2:32:57PM
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Code	Description	In-Service	CalcCtl	Life	Salv	Begin	End	Cost	Prior Depr	Period Depr	Bonus	Total Depr	Remain Depr
850172	Maintenance Workshop	4/19/2023	SL-FM	30	10,000.00	1/1/2024	12/31/2024	2,500,000.00	62,250.00	83,000.00	0.00	145,250.00	2,344,750.00
Number of Assets: 1					10,000.00			2,500,000.00	62,250.00	83,000.00	0.00	145,250.00	2,344,750.00

Depreciation Schedule
Book Ledger
(1/1/2024 - 12/31/2024)

Payroll Demo
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Wednesday, April 19, 2023 2:36:05PM
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Code	Description	In-Service	CalcCtl	Life	Salv	Begin	End	Cost	Prior Depr	Period Depr	Bonus	Total Depr	Remain Depr
850172	Maintenance Workshop	4/19/2023	SL-FM	30	10,000.00	1/1/2024	12/31/2024	2,750,000.00	68,500.00	91,333.33	0.00	159,833.33	2,580,166.67
Number of Assets: 1					10,000.00			2,750,000.00	68,500.00	91,333.33	0.00	159,833.33	2,580,166.67

Great tool for budgeting!

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Slide 24

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Behind the Curtain

USING THE POST TO GL WIZARD IN ACTIVITYHD

Calculated vs Original Dates

Post to GL Wizard Basics

- Calculated Dates = Override Dates you choose
  - Allows you **full control** of the period corrections post in
- Original Dates = Orignal Asset GL Post Date
  - Corrections post in original period
  - Consider if the period is closed

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Calculated vs Original Accounts

POST TO GL WIZARD BASICS
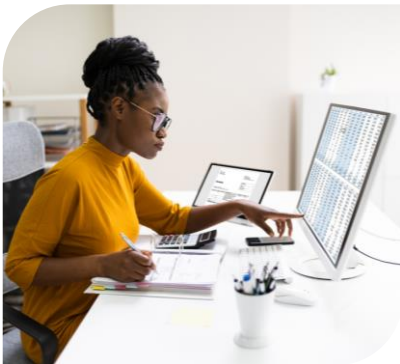
- Original Account posts reversals where original entry was posted
- Calculated Accounts = Override Accounts you choose
  - Not recommended using this setting with override accumulated depreciation account
  - Reversals with overrides can bring accounts out of balance

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Post to GL Results

ACTIVITYHD DOES IT ALL

ActivityHD creates all your asset postings in 1 process!

Click "Finish" and your done!

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Post to GL Wizard

POST TO GL ERRORS

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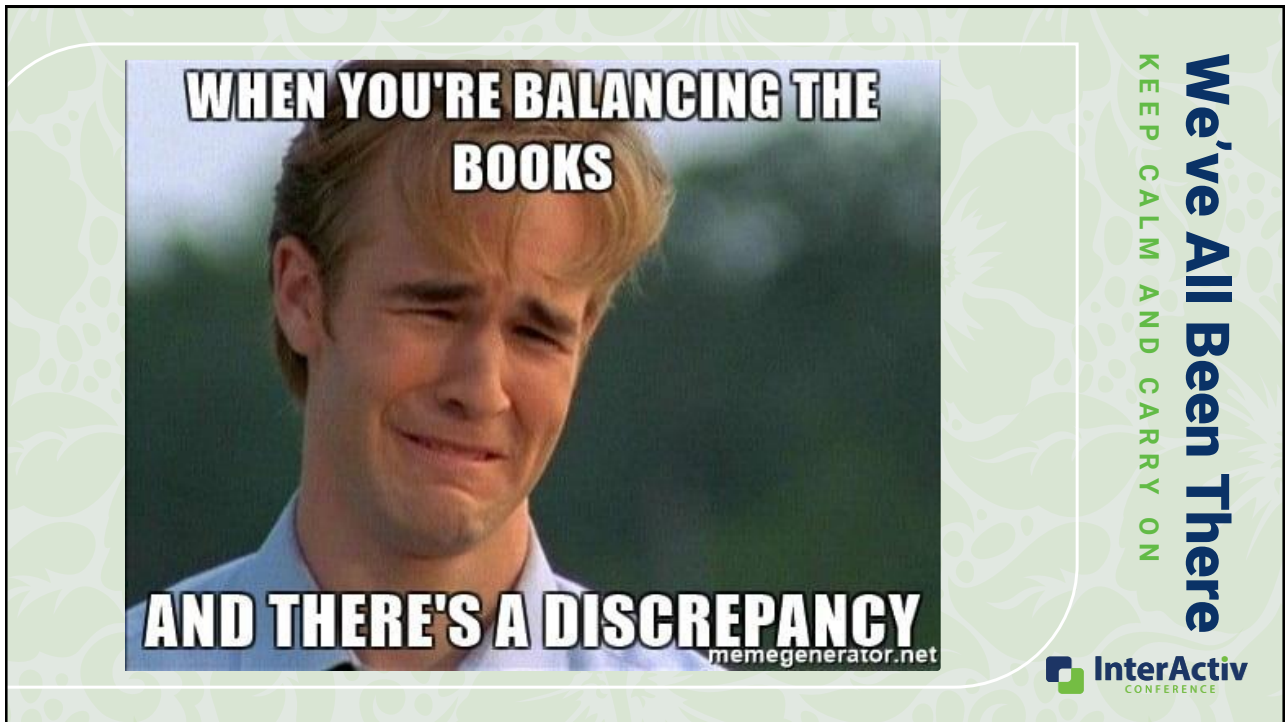
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Stay The Course
TRUE MEANING OF ERRORS

- ActivityHD is doing the math for you
  - Calculates what the net book value should be based on current setup
- Errors occur when this calculation doesn't match current asset GL detail
- Gives **YOU** the option to choose:
  - GL post dates for corrections
  - New account codes, if needed

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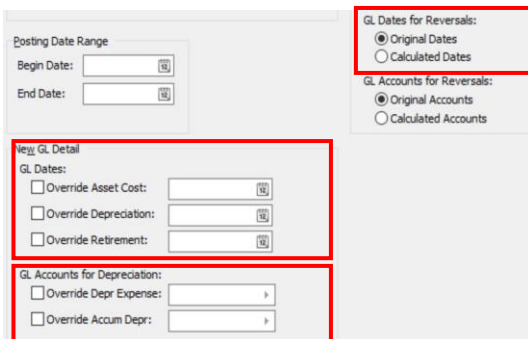
Common Post to GL Errors

Common Post to GL Errors	What Does This Mean?	How Can I Troubleshoot This?
Earlier calculated depreciation does not match the posted total	Could be that one or more months of depreciation are missing.	Review your asset GL detail to locate the missing month(s). Run the Post to GL process to post depreciation for the date range(s) needed.
Earlier calculated asset costs do not match the posted total	This indicates that the asset costs were not posted within fixed assets.	Verify no manual entry exists for the asset. If not, run the Post to GL process using the acquisition date for the date range to post asset costs.
GL Date not found in GL Calendar	Indicates that the GL calendar period available for the posting, or the asset end of life date extends beyond the last calendar period available.	Check the calendar setup under GL to ensure the period(s) you are posting to are setup and open. If not, you will need to add the additional periods.
Invalid Account code for either an Asset, Depreciation, or Retirement Posting	This error will indicate the specific account that is either invalid or has been obsoleted.	Any account in the error can be located on either the asset or retirement tab of the asset. Highlighted yellow accounts will indicate invalid accounts.

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Word of Caution
LIMIT ASSET SELECTION WHEN DOING CORRECTIONS
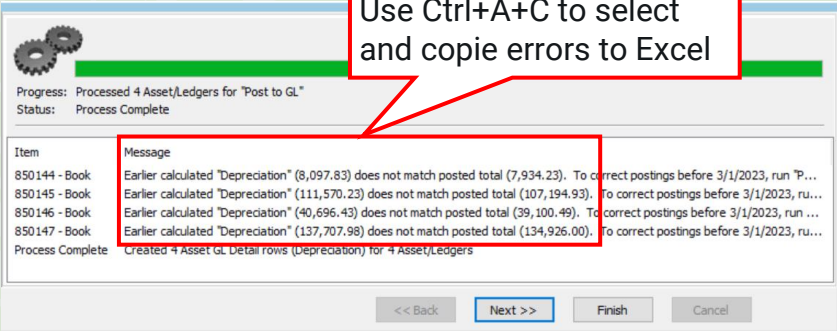
- Specific Post to GL options may be used for corrections
  - May not be the same as options used for monthly postings
  - Can lead to unintended effects
- Applies when:
  - Using Original GL Dates
  - Using an override account code
  - Using override GL dates
- Handle corrections separately from monthly Post to GL process

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Use the missing depreciation dates as the posting date range.

Use an override date if the prior periods are closed.

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Happy Retirement!

RETIRING FIXED ASSETS IN ACTIVITYHD

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Partial Versus Full

FLEXIBLE ASSET RETIREMENT IN ACTIVITYHD

- You can partially or fully retire an asset in ActivityHD
- Partial retirement retires a percentage of the asset value
  - Great for impaired fixed assets
  - Sell a portion of an asset (building)
- Full retirement retires the full asset value
  - Permanent retirement

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Retirement Planning

BASICS OF RETIREMENT TYPES

- Reason code for the retirement
  - Becomes part of your asset record
- Use any retirement type for full retirement
  - Option to allow partial retirements

- Can set a default gain/loss account
  - Great for multi-user setup
- Optional to allow proceeds or not
  - Can set the bank account
- Good for Asset Retirement Report
  - Impairment loss reporting
  - Reconciling gain/loss or proceeds received

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Retirement Types

IMPAIRMENT TYPE EXAMPLE

Select to allow partial retirements and add a gain/loss account specific to impairment losses

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Semi-Retired Asset

PARTIAL ASSET RETIREMENT

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Click "Save" to complete!

Set your retirement type.

Set your percentage retirement to 100%.

Set the Post to GL option to handle all your entries!

Fully-Retired Asset

FULL ASSET RETIREMENTS

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Since the asset is fully retired, the retired date populates automatically.

All the calculations handled by ActivityHD! No manual journal needed.

Fully-Retired Asset

FULL ASSET RETIREMENT

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Retirement Lock vs Obsolete

ORDER OF OPERATIONS

- Retirement lock prevents further retirement entries
  - Use once the asset is retired in full
  - Confirm the asset is "zeroed" out
  - Can be removed if needed
- Obsolete removes the asset from the HD View
- Use retirement lock, then obsolete your assets

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Reconciling Assets in ActivityHD

SIMPLE THREE STEP RECONCILIATION WITH ACTIVITYHD

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Keys to Success

RECONCILING FA IN ACTIVITYHD

- Avoid posting manual journal entries
    - Manual journals are not reflected on the asset detail
    - Make corrections to the asset instead
- Remember to reprocess Post FA to GL
    - This will self-correct your assets
- Choose the right reports to reconcile

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Fixed Asset Reporting Playbook

Fixed Asset Report	Good Choice For	Reconciling	Budgeting	Inventorying
Asset GL History Report	Seeing **CURRENT** or **PRIOR** asset costs, retirements, and depreciation from the Fixed Asset package posted using the Post to GL process.	X		
Depreciation Schedule	Projecting depreciation for **FUTURE** periods based on the current asset setup. This is also a good way to see the **FUTURE** effects of changes to your asset setup.		X	
Assets Listing	Giving you a snapshot of the setup of your fixed assets as of a date your specify with the options to include attribute, cost, retirement, memos, and timestamps.			X

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Complete Step 1
ASSET GL HISTORY REPORT

Notice everything is summarized since Show Detail was removed.

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Complete Step 2
FIXED ASSET TRIAL BALANCE

Use your rollup as a grouping for comparative totals

Create a saved answer with these options!

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Complete Step 2 — FIXED ASSET TRIAL BALANCE

Trial Balance
Reconciling FA to GL (3/1/2023 - 3/31/2023)
Unit Of Measure: $

Payroll Demo
ACW - admin_sledbetter
Thursday, April 20, 2023 12:35:49AM
Page 1

Account	Beginning Balance	Debits	Credits	Net Activity	Ending Balance
BalSheetGroup: ACCDEPR					
193500-00-A Accum Depreciation - Equipment	1,574,045.72-		24,907.87	24,907.87-	1,598,953.59-
194500-00-A Accum Depreciation - Leasehold Improvements	645,019.10-		17,379.81	17,379.81-	662,398.91-
195500-00-A Accum Depreciation - Vehicles	145,737.29-		2,964.61	2,964.61-	148,701.90-
196500-00-A Accum Depreciation - Buildings	1,295,720.69-		14,268.96	14,268.96-	1,309,989.65-
197500-00-A Accum Depreciation - Computer Equip & IT	771,908.49-		13,846.14	13,846.14-	785,754.63-
BalSheetGroup: ACCDEPR Totals	4,432,431.29-		73,367.39	73,367.39-	4,505,798.68-
BalSheetGroup: FIXASSETS					
193000-00-A Equipment - Capitalized	2,581,746.94			0.00	2,581,746.94
194000-00-A Leasehold Improvements - Capital	1,206,550.75			0.00	1,206,550.75
195000-00-A Vehicles - Capitalized	217,179.99			0.00	217,179.99
196000-00-A Buildings - Capitalized	2,989,613.10			0.00	2,989,613.10
197000-00-A Computer Equipment & IT - Capitalized	1,153,442.14			0.00	1,153,442.14
198000-00-A Land - General - Actual	1,500,000.00			0.00	1,500,000.00
BalSheetGroup: FIXASSETS Totals	9,648,532.92			0.00	9,648,532.92

$ Grand Totals	Beginning Balance	Debits	Credits	Net Activity	Ending Balance
	5,216,101.63		73,367.39	73,367.39-	5,142,734.24

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Complete Step 3 — VERIFY THE REPORTS MATCH

Trial Balance
Reconciling FA to GL (3/1/2023 - 3/31/2023)
Unit Of Measure: $

Payroll Demo
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195500-00-A Accum Depreciation - Vehicles	145,737.29-		2,964.61	2,964.61-	148,701.90-
196500-00-A Accum Depreciation - Buildings	1,295,720.69-		14,268.96	14,268.96-	1,309,989.65-
197500-00-A Accum Depreciation - Computer Equip & IT	771,908.49-		13,846.14	13,846.14-	785,754.63-
BalSheetGroup: ACCDEPR Totals	4,432,431.29-		73,367.39	73,367.39-	4,505,798.68-
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195000-00-A Vehicles - Capitalized	217,179.99			0.00	217,179.99
196000-00-A Buildings - Capitalized	2,989,613.10			0.00	2,989,613.10
197000-00-A Computer Equipment & IT - Capitalized	1,153,442.14			0.00	1,153,442.14
198000-00-A Land - General - Actual	1,500,000.00			0.00	1,500,000.00
BalSheetGroup: FIXASSETS Totals	9,648,532.92			0.00	9,648,532.92

$ Grand Totals	Beginning Balance	Debits	Credits	Net Activity	Ending Balance
	5,216,101.63		73,367.39	73,367.39-	5,142,734.24

Asset GL History
Book Ledger
Reconcile GL
(3/1/2023 - 3/31/2023)

Payroll Demo
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Wednesday, April 19, 2023 11:56:43PM
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	Beginning Totals			Detail Totals		Ending Totals		
	Capitalized Cost	Accum Depr	Net Value	Cost	Depreciation	Capitalized Cost	Accum Depr	Net Value
Asset Account: 193000-00-A (56 assets)	2,581,746.94	1,574,045.72	1,007,701.22	0.00	24,907.87	2,581,746.94	1,598,953.59	982,793.35
Asset Account: 194000-00-A (15 assets)	1,206,550.75	645,019.10	561,531.65	0.00	17,379.81	1,206,550.75	662,398.91	544,151.84
Asset Account: 195000-00-A (15 assets)	217,179.99	145,737.29	71,442.70	0.00	2,964.61	217,179.99	148,701.90	68,478.09
Asset Account: 196000-00-A (41 assets)	2,989,613.10	1,295,720.69	1,693,892.41	0.00	14,268.96	2,989,613.10	1,309,989.65	1,679,623.45
Asset Account: 197000-00-A (24 assets)	1,153,442.14	771,908.49	381,533.65	0.00	13,846.14	1,153,442.14	785,754.63	367,687.51
Asset Account: 198000-00-A (1 asset)	1,500,000.00	0.00	1,500,000.00	0.00	0.00	1,500,000.00	0.00	1,500,000.00
Grand Totals (152 assets)	9,648,532.92	4,432,431.29	5,216,101.63	0.00	73,367.39	9,648,532.92	4,505,798.68	5,142,734.24

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"I do not want the peace
which passeth understanding,
I want the understanding
which bringeth peace."

– Helen Keller

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Find Peace of Mind

HOW DO YOU GET THERE?

- No more manual entries and complex reconciliations for Fixed Assets
- Let ActivityHD FA Post to GL handle:
  - Asset cost additions
  - Depreciation calculation and entry
  - All your asset retirements
  - Validating your asset data for you
- Use the simple 3-step reconciliation

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THANKS FOR JOINING!

Using Post to GL in Fixed Assets

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support@accountingware.com
https://accountingware.com/help

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