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Asset No.	Description	Qty	Cost Value	Asset Class	Location	Responsible Person	Insurance
001	Computer PC	1	400	Equipment	IT Dept	J. Smith	Yes
002	Printer	1	150	Equipment	IT Dept	J. Smith	Yes
003	Scanner	1	100	Equipment	IT Dept	J. Smith	Yes
004	Software License	1	200	Intangible	Finance	M. Jones	Yes
005	Mobile Phone	1	300	Equipment	HR Dept	S. Brown	Yes

**Employee Assigned Asset Tracking**

**DEPARTMENT RESPONSIBILITY:** This form should be used to document the assets and system access rights that are assigned to an employee for authorized business use. The form is maintained in the employee's home department personnel file. The home department should review the form with the employee at the beginning of employment and update the information as items are added/removed.

**INDIVIDUAL RESPONSIBILITY:** Individuals are responsible for protecting inventory assets and are subject to discipline any action including possible termination of employment and loss of salary/profitable deduction from any pending account balances (except for the replacement value of assets due to loss of, damage to, or failure to account for and return, the assets. The individual should notify the asset manager and keep a copy for their records. The individual must account for and return assets immediately upon request by the department - or upon separation from employment and prior to final payroll - whichever occurs first. All employees are subject to the policy on the (3/20/02) of 2002/05/02/02.

**AS A CONDITION OF EMPLOYMENT:** This Asset Tracking Form should be applied to new hire return of assets along with the employee's signature, the Department or the Transfer Checklist available on the web form website. Once completed, the department should submit a copy of the Checklist to Human Resources prior to the payroll cutoff date for the individual's final payroll.

Employee Name: \_\_\_\_\_ Employee Campus ID: \_\_\_\_\_  
 Home Department: \_\_\_\_\_

**KEY & CARD ACCESS**

Description of Building/Room/Suite/Room (e.g. desk, vehicle, locker)	Accessed by Employee (Initials)	Date Received	Returned to Dept (Date)	Date Returned

**SYSTEMS ACCESS**

Description/Access Level (e.g. HR System, Research, HR Module, Peoplesoft/HRIS, Campus member/ID#, etc.)	Access Set up By (Date/Initials)	Date Received	Access Terminated by (Date/Initials)	Access Terminated on (Date)

Type of Tracking	How it Works	Pros	Cons	Cost
<b>Manual</b>	Information entered into spreadsheets; 100% manual process.	Can use existing technology; simple to use; low training curve.	Labor- and time-intensive; decentralized information; high error rates; low dependability; version control difficult.	Technology investment is low, however the continual labor investment is high.
<b>Barcode-Based System</b>	Barcodes placed on high-value equipment; typically handheld devices are used to scan the barcodes; line-of-sight needed to scan; software is used to capture the scans, date and time.	Many systems exist; automation is used to capture the data; data is stored in an application.	Labor- and time-intensive to scan - line of sight required.	Technology investment is slightly higher than 100% manual and the ongoing labor investment is still high.
<b>Passive RFID + Asset Management Software</b>	Tags placed on assets; no line-of-sight required for scanning; used to capture data about asset location and status in near real-time.	Automated process to take an accurate inventory; highly accurate; no line of sight needed to scan; 1-10 foot read range; movement captured in near real-time.	Up-front capital investment typically required; some up-front system design work needed; slight learning curve to system.	Technology investment is higher (\$1-3 per tag) than barcodes, however ongoing labor is reduced.
<b>Battery-Assisted Passive RFID + Asset Management Software</b>	Tags placed on assets; no line-of-sight required for scanning; used to capture data about asset location and status in near real-time.	Automated process to take an accurate inventory; highly accurate; no line of sight needed to scan; 25-100 foot read range; movement captured in real-time.	Up-front capital investment typically required; some up-front system design work needed; slight learning curve to system.	Technology investment higher (\$8-10 per tag) than passive, however ongoing labor is reduced due to longer read ranges.
<b>Active RFID + Asset Management Software</b>	Tags placed on assets; no line-of-sight required for scanning; used to capture data about asset location and status in near real-time.	Automated process to take an accurate inventory; highly accurate; scanning performed automatically; no handheld needed; 50-1000 foot read range; near real-time capabilities.	Large up-front capital investment typically required; infrastructure needed to build system; slight learning curve to system.	Technology investment higher (\$25-80 per tag) than battery-assisted or passive, however ongoing labor is reduced more due to real-time location capability and longer read ranges.

# an asset checklist

Many people find it helpful to use a simple checklist to reflect on the assets young people experience. This checklist simplifies the asset list to help prompt conversation in families, organizations, and communities. *NOTE: This checklist is not intended nor appropriate as a scientific or accurate measurement of developmental assets.*

1. I receive high levels of love and support from family members.
2. I can go to my parent(s) or guardian(s) for advice and support and have frequent, in-depth conversations with them.
3. I know some nonparent adults I can go to for advice and support.
4. My neighbors encourage and support me.
5. My school provides a caring, encouraging environment.
6. My parent(s) or guardian(s) help me succeed in school.
7. I feel valued by adults in my community.
8. I am given useful roles in my community.
9. I serve in the community one hour or more each week.
10. I feel safe at home, at school, and in the neighborhood.
11. My family sets standards for appropriate conduct and monitors my whereabouts.
12. My school has clear rules and consequences for behavior.
13. Neighbors take responsibility for monitoring my behavior.
14. Parent(s) and other adults model positive, responsible behavior.
15. My best friends model responsible behavior.
16. My parent(s)/guardian(s) and teachers encourage me to do well.
17. I spend three hours or more each week in lessons or practice in music, theater, or other arts.
18. I spend three hours or more each week in school or community sports, clubs, or organizations.
19. I spend one hour or more each week in religious services or participating in spiritual activities.
20. I go out with friends with nothing special to do two or fewer nights each week.
21. I want to do well in school.
22. I am actively engaged in learning.
23. I do an hour or more of homework each school day.
24. I care about my school.
25. I read for pleasure three or more hours each week.
26. I believe it is really important to help other people.
27. I want to help promote equality and reduce world poverty and hunger.
28. I can stand up for what I believe.
29. I tell the truth even when it's not easy.
30. I can accept and take personal responsibility.
31. I believe it is important not to be sexually active or to use alcohol or other drugs.
32. I am good at planning ahead and making decisions.
33. I am good at making and keeping friends.
34. I know and am comfortable with people of different cultural/racial/ethnic backgrounds.
35. I can resist negative peer pressure and dangerous situations.
36. I try to resolve conflict nonviolently.
37. I believe I have control over many things that happen to me.
38. I feel good about myself.
39. I believe my life has a purpose.
40. I am optimistic about my future.

## Notice to assign the lease

### Notice to

Name of landlord

Name of landlord

Address of leased premises:

You are hereby notified that I intend to assign the lease to:

Name and address of the proposed assignee

Name and address of the proposed assignee

(Telephone number)

(Telephone number)

The assignment of the lease will take effect on (tick off the applicable square)

the date of acceptance of the assignment by the owner

if the date is later, as of \_\_\_\_\_

Name of the lessee

Signature

(Date)

(Telephone number)

Name of the lessee

Signature

(Date)

(Telephone number)

if given by hand (person to person)

Creating a fixed asset register in excel. How to make fixed asset register in excel.

Each asset category is linked to a separate asset class by selecting the appropriate asset class in the configuration of the asset category in the configuration sheet. Note that in some cases, a negative value can also be displayed in the Revaluations column that will be compensated with a negative value in the Revaluations column in the accumulated depreciation section. This means that we effectively come the depreciation of revaluations against the balance of the reserve of revaluation instead of assigning these depreciation amounts to the income statement. For the purpose of our automatic magazine report, the additions of fixed assets are assigned to the fixed asset cost account specified for the appropriate fixed asset category in the configuration sheet and is credited against the bank account. Depreciation of costs MTD: This column contains the calculation of depreciation of the historic cost of an asset for the current month. E9: This error code means that a non-valid income on the amount of deletion for the selected type of transaction has been recorded. The accumulated depreciation is defined in the cumulative depreciation account specified in the configuration sheet and is credited against the profit or loss account. If there is no transaction after the current transaction, the day after YTD will be included to date on the asset sheet in this column. Number of transactions: This column contains the amount of transaction specified on the disposal date of column F. If an asset has been removed, the disposal date according to the transaction sheet will be displayed in this column. The gain or loss is calculated by deducting the current load value of the asset of the gains available that is recorded in column I. Example: If you want to obtain the registration totals Fixed for all leased assets, you can simply click on the arrow selection next to the Active Type column topped and select the leased option. Note: Only an acquisition acquisition It can be recorded for each asset because an asset can only be acquired once. Tax values: TV opening balance: This column includes the tax value of the appropriate asset at the beginning of the current financial period. Asset category codes may be in any format, but we suggest using a combination of letters and numbers as illustrated with predetermined category codes. The gross value of transport of the asset is deducted from the opening balance and the accumulated depreciation in the asset is deducted from the cumulative depreciation, since at the end of the month before the elimination. Description: Enter a complete description of the asset in this column. For example, the cost of opening and closing and accumulated depreciation balances and revaluation columns should be consolidated and included in a single line in order to compile a property, plant and equipment note for financial statement purposes. Movement DT MTD: This column includes the MTD movement in the deferred tax balances. ACCUM Total AT PM: The amounts in this column reflect the total accumulated depreciation at the beginning of the current month. This means that a fiscal assignment of 2% per year will be written until the asset is fully written after 50 years. In terms of the magazine entry amounts, a positive value refers to a negative entry and a negative value refers to a critical entry. Transactions: All asset transactions must be recorded on this sheet. This column helps identify leased assets and list boxes in this column, therefore, include an option and leased option. The total column 5 and contains the total percentage value of the Tax Assault Percentages that are entered into the columns of the year 1 to 5 and will automatically be highlighted in red if the value exceeds 100%. Active AL. AC Opening Balance: The opening cost or the gross load value of the asset is included at the beginning of the current current financial period This column, therefore, can simply enter a new date in cell E2 and all the claps of all the sheets in the template are automatically updated. Pre YTD until date: The date on which the depreciation of the current financial period is calculated is included in this column. The net result of these two daily entries is that the asset cost account is adjusted to the net load value of the asset because the accumulated depreciation is indeed written in the asset cost account. Revenues must match the total amount received for the asset. Trabations - Cost: This journal assigns the cost of an asset arranged to the appropriate earnings or loop account on the arrangement account specified for the asset category in the configuration sheet. The accounts that are specified must be account statements accounts, since the amounts of asset deterioration are written in the income statement. For revalued assets, only part of the depreciation that is related to the historical cost of the asset will be included in this column. Revaluation Surplus: If an asset has been revalued during the current financial period at a value that is higher than its net load value on the revaluation date, the revaluation surplus is included in this column. We have not structured the design of the sheet on a quantity of charge, since the template also needs to accommodate the fixed assets of the companies that report on a historical cost. Movement HC YTD: This column includes the YTD movement in the book value of an asset based only on historical costes. Previous cost considered: The gross value of transport of the previous transaction for the selected asset is included in this column. Profit / (loss) on elimination: if the selected transaction is a deletion, the or the loss of the elimination of the asset in this column. Transaction date ID: The formula in this column assigns a time to each transaction date in the row number of the transaction. For revaluations, you can simply enter text as "revalue". The amounts in this column are calculated on the transaction sheet. Note: All columns of the asset sheet have been included in an Excel table. These calculations are included in the template to include the tax values of all assets in the fixed asset registry and to facilitate the calculation of deferred tax assets and liabilities. We cover all the different types of transactions that are included in the template and we will explain the reasoning behind how each type of transaction is incorporated into the template's catcils. Last date of PY TRN: This column contains the latest transaction date for the asset that is dated before the date of the date shown in cell H2. TV Closing Balance: This column includes the tax value of the appropriate asset at the end of the current financial period. Fiscal cost: The tax cost of the asset is shown in this column. Note: Input errors can result in inaccurate staff cales and, therefore, it is imperative that all errors are resolved before reviewing fixed asset registration balances and processing general leader journal entries. E10: This error code means that a revaluation transaction or type of disposal for the appropriate assets has been recorded on the transaction sheet before an acquisition transaction has been recorded. Therefore, asset categories are, in fact, subclasses of the main asset classes that are included in the financial statements. Note: Only the first 30 asset categories are included on the category sheet by default, but you can add additional asset categories (if necessary) to the sheet simply by copying the chemulas at the last row that contains data in the Appropriate additional rows. Note: If a pre-impairment in an asset is reversed as a result of a subsequent revaluation surplus, the amount of deterioration investment It will be included in the column of deterioration in the cost section of the fixed asset registration as a positive amount. All provisions must be recorded as disposal type transactions on the transaction sheet. The income tax rate that is specified in cell C9 on the configuration sheet is used for all deferred taxces. Summary of asset category The category sheet contains a summary of registration of fixed assets for all asset categories that are created in the configuration sheet. The template has 30 asset categories on the category sheet, but you can add additional asset categories on this sheet simply by copying the chemulas at the last row in the appropriate number of additional rows. Asset categories The template includes 11 asset categories that can be customized in the cell range of cell A23 to cell K33. Note: You can create additional tax codes by inserting a new row anywhere between the first and latest rows, entering a new tax code in column A and specifying appropriate annual tax percentages. To obtain more information about the calculation methodology that is applied when compiling the journal entries on the magazine sheet, see the Telliculo Methodology section of these instructions. Therefore, users can specify a separate depreciation account for each asset category. If the appropriation is not applicable (the "No" option is selected), the tax assignment will be based on a full year, regardless of when an asset is acquired. Note that this calculation can also be influenced by any prior deterioration that may have been recorded against the selected asset number. This is simply because the deterioration is calculated in the load value function That, therefore, requires adjustments to the cost and accumulated depreciation values to adjust the gross load value (the cost section) to the correct values after the revaluation. If, therefore, you want to modify the report period for which the category of active assets It is compiled, simply enter a new revision date on the asset sheet. If you delete the row containing the duplicate asset number, the error is resolved. Note that all asset numbers that are recorded in the asset sheet are included in the list box. The asset classes that are created in the configuration sheet must be representative of the asset classes that are included in the financial statements. The historical cost is defined as the amount of transaction of the acquisition transaction that is recorded for an asset. Select a Valid Tax Code in the list box to resolve the error. Therefore, you can only specify the tax percentages for 5 years and, if a longer period is applied, the percentage of the year 5 will be used for all subsequent annual periods until an asset is Completely written for fiscal purposes. Note: All the disabilities of the assets are immediately written to the income statement by assigning the amount of deterioration against profit or loss for the period. If there is a reserve of revaluation on the date of disposal, the balance of the revaluation reserve was combined against the revaluation reserve account and is credited against the profit or loss account. Configuration of the template The template can be customized for your business by editing the details of the default company, asset categories, asset classes and tax codes in the configuration sheet. Only one value will be displayed for assets that have not been removed before the end of the previous financial period. If an asset has been revalued above and even a reserve of revaluation for the asset is, the reserve of revaluation is released against the profit or loss account. Introstral now, this integral template allows users to compile Complete record of fixed assets incorporating an unlimited number of classes and categories of fixed assets; Facilitates the additions of recording, provisions, revaluations and disabilities; Calculate automatically monthly and the year. Year. Charges; calculates the tax values in the function of the user-defined tax codes; Calculate deferred tax balances and includes an integral automated journal report. The heading of the affected input column will also be highlighted in orange to indicate that an error is present in the appropriate column: E1: This error code means that an asset number duplicated on the asset sheet has been created. The acquisition of the asset must be registered in the transaction sheet, after which the appropriate values will be reflected in the asset sheet. Accumulated depreciation: AD opening balance: The accumulated depreciation balance of the asset at the beginning of the current financial period is included in this column. However, if an asset has been revalued at a value that is greater than the historical cost, which means that the new gross transport value exceeds the historical cost of the asset, the depreciation of the revaluation will be calculated from the date of the revaluation transaction. The filter function can be used to filter the data on the sheet to show only certain asset records on the sheet. These error codes are covered with more detail in the error code sections of these instructions. Accum Pre at cost PY: The calculations in this column are part of the calculation of the accumulated depreciation on the historical cost of an asset as at the beginning of the financial period. Depreciation based on the revaluation of assets should not be assigned to the income declaration and, therefore, it does not have any effect in the deferred tax catners. Last PM TRN Date: This column contains the latest transaction date for the asset that is before the MTD from the date shown in cell J2. Next TRN Date: This column contains the following transaction date for the asset Depreciation of costs YTD: the depreciation of YTD on the historical cost of the asset is calculated in this column. Revaluation revaluation - If the selected transaction is a revaluation and the amount of transaction that is specified in column F is greater than the current load value in the AA column, the amount of revaluation survey is included in this column. NOTE: The surpluses of revaluation are calculated in function of the net book value of an asset which in turn is calculated by deducting the accumulated depreciation of the gross transport value (or historical cost) of the asset in the "active in the cost" section In the fixed asset. Check in. Therefore, all fixed asset magazines are based on asset categories that are created, which means that a category of separate assets is required for each fixed asset account account or depreciation cost centers. The ACQ option must be selected for all asset acquisitions, the DIS option must be selected for all asset arrangements and the REV option must be selected for all fixed asset revaluations. Therefore, the revaluation reserve is discounted during the useful life of asset as part of depreciation magazines. Note: All categories of new assets must be inserted on the "ZZ" code of the asset category. If, therefore, you must calculate the depreciation in a reduction balance or another base of depreciation, the template will unfortunately not be adequate for your requirements. A acquisition transaction must be recorded in the transaction sheet for each fixed asset that is purchased before the appropriate asset values are included in the fixed asset register on the asset sheet and resumes in the category and leaves of class. Note that if the revaluation reserve for the asset is greater than the NIL, the revaluation reserve will also be included in the calculation of the gain or loss of elimination. All columns with column headers Clear contain calculations that are based on the revision date that is entered in cell E2. You can use any asset numeracy convention, but we strongly recommend using a combination of letters and and As illustrated in our example data. The user's entry is limited to entering an asset identification number, description of assets, asset type, asset category and tax code. Now we will briefly cover the proposition of each calculated column: Error code: If there is a problem with the entry in any of the user's input columns, an error code will be displayed in this column. If the asset that is sold has been revalued, the revaluation reserve that may exist on the date of disposal is also included in the gain or loss calculation. The transaction sheet also includes 38 calculated columns: the headers of the column of all calculated columns contain a light blue cell background. Note that if an asset is revalued at a higher value than its net load value, a revaluation surveavint will be included in the revaluation reserve section and the amount of asset deterioration will be Nil. The asset sheet contains 52 calculated columns that have light blue column headers. The magazine report has capacity for 30 asset categories, but additional categories can be added simply by copying the chemulas at the last row in the required number of additional rows. Accum Deb: Rev

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