Asset Management
User & Security Settings

The user will need access to edit the Asset Management System (AMS) for the company.

Go to System Maintenance > System Security > User Maintenance > select the user and click on the Data Entry tab, click on the Edit AMS Access button.

Select the company or companies on the right-hand side which the user should have access to and set one of them as the current default (click on Set as Current Company).

Then you will have to give the user access to the Fixed Asset Security Codes. This can be done by either creating a new Security Role OR adding the Security Code Ids to an existing Security Role.

Select Add (Step 1), give the Security Role a unique name in the left-hand panel at the bottom (step 2), in the right-hand panel, on the role security tab, filter by the fixed asset security code id’s by typing FA_ in the yellow auto-filter row, (step 3). To add all 37-security code id’s to this role, click select all in the drop down of the green checkmark in the top right-hand corner (step 4) and save (step 5).
If you would rather add the Security Code Ids to an existing Security Role, you can select a Role name and add the fixed asset Security Code Ids to that role.

Finally, you will have to give the user access to the Security Role. From System Maintenance > System Security > Security Role Maintenance you can click on the tab at the top of the right-hand panel called Role Users, use the yellow auto-filter row to filter on the user you are setting up and click in the box in the Is Member column.
You can also add the Security Role to the user in System Maintenance > System Security > User Maintenance. Select the User Id. The right-hand panel has a tab called User Security, put a check mark in the box in the Is Member column next to the Role Name that just created in Security Role Maintenance. Click Save.
Adding an Asset.

**Adding an Asset through Accounts Payable**

Select Accounts Payable, Voucher Entry

Enter the batch and voucher as normal. On the details section, select Assets.

Select Add AP Asset
Complete the following fields:

Description of Asset. Note: The system will assign an asset number.

Equipment Code Id: Select from LOV, list of available equipment codes.

G/L Account: Select from LOV, list of available accounts.

Enter the quantity, it will default to 1 but can be changed.

Category Id: Select from LOV, list of available category codes.
If you are tracking location, you can navigate to the location tab and add it.

Company Id:

Location Id:

Select return.

Save Changes to Database: Yes

Select return from the Detail entry for the voucher, return to the batch header & post the batch.

Once an asset has been entered, it must be validated and posted through the pending transactions screen.
Select the Asset Management module, Asset Management, pending transactions.

Validate the transaction Step 1, check for errors Step 2 and Post transaction Step3 once validated. Note: Ensure you are highlighted on the transaction.
Adding an Asset through Asset Management

Select Assets

Click Cancel on the Search Criteria pop up.

Action, Add Asset

Complete the Following Fields

**Note:**
- Ensure you are in the correct company.
- Any fixed Assets entered in the Asset Management module will not be posted to the GL if in the setups, the do not post acquisitions has been selected. The GL entry will need to be posted from the AP module or the GL module.

Description: Enter the Description

Equipment Code: Select from the list of available equipment codes.

GL Account: Select the appropriate account.

Ensure the Depreciable Book is checked, and for our example, Tax is unchecked.

Basis: Enter the cost amount

Salvage: Enter the salvage amount

Life: enter the life in months

Save
Once an asset has been entered, it must be validated and posted through the pending transactions screen.

Validate the transaction Step 1, check for errors Step 2 and Post transaction Step3 once validated.

Note: Ensure you are highlighted on the transaction.
Adding an Asset through the Fixed Asset Interface

Select Asset Management, Fixed Asset Interfaces

Ensure the file has been saved into the interface /in/Assets folder. Save the file in a csv format. Ensure there are no spaces in the name and the length of the name is not too long.

Load using the Interface Name appropriate for the file, i.e., Fixed Asset Additions, select Load New Files in the right-hand corner of the Interface List.
When the file is loaded successfully, the load status will indicate, Loaded Successfully, no errors.
Review the log file on the right-hand panel for details.

The log file can also be reviewed by going to Main Menu (tab at the top left of all the tabs), Multiview, Viewpoint BI, Request Status.
Click Query at the bottom of the Search Criteria pop up.

Highlight the request you wish to review in the grid and in the right-hand panel, select the log. This will summarize the changes that took place in the interface.
Once the assets have been loaded, the batch must be validated and posted through the pending transactions screen.
Depreciation

Running Depreciation Calculation

Select Asset Management, in the Month/Year Close section, select Report Dates.

Click on the Data Entry tab. Change period you are processing and click save.
Select Calculations

Note: When calculations are running no one should be doing any posting. Entries can be uploaded, and put things in pending, but don’t post, don’t change the report dates, and certainly don’t close the year!

From the Main Menu tab in the Asset Management menu select Calculations.

Select the Calculation Type from the LOV.

Select the Company ID.

Click Submit.
From the Main Menu tab in the Asset Management menu select AMS GL Export.

Select Generate in the tool bar.

The pop up will be populated with the company and period you will be generating your depreciation entry for. Click ok.
In the grid below it is sorted by the column called “Code” and subtotaled to see the amounts that will be posting to each account. You will see the items that have no post date, these are the lines you will want to review before you export the journal entry to the general ledger.

You can Generate as many times as necessary before Exporting to the GL. After you Generate, you can see the info of what will post to the GL, and if it doesn’t look correct, you can make changes, re-calculate, re-generate, and review again, as many times as needed before clicking the Export button. Once you export the entry to the GL successfully, it cannot be deleted/undone.
Navigate back to the main menu and use the Financial Book Expense, Financial Book Balance Sheet, and/or Financial Book with Location options to review the amounts that are expected for accumulated depreciation and depreciation expense for the period you are creating your journal entry for.
**Entering Depreciation Journal Entry**

When you are done reviewing and are ready to export your entry to the general ledger click on export in the tool bar.

From here you can navigate to the General Ledger module back on the Main Menu and view the posted entry from Journal Entry Inquiry. You can include parameters to isolate the entry like the dates you ran the depreciation for and set the source type as fixed assets.
Showing off your Best Assets with Multiview Asset Management

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Once you export the entry it cannot be modified or removed.
Changes you may want to make to an asset.

In the dropdown next to the Actions Icon in the tool bar, there are various activities that can be done that may come up during the life of your asset.

**Basis/Salvage**

The change basis/salvage box is used to make changes to an asset’s basis and/or salvage value. The change transaction will apply to the asset selected on the query tab list.

**Beginning Accumulated Depreciation**

The change beginning accumulated depreciation is used to change an asset’s beginning of year accumulated depreciation amount. This may happen when an auditor requires you to make more depreciation or when the asset was loaded the accumulated depreciation was incorrect.

**Depreciation Expense**

The change depreciation expense is used to change an asset’s prior or current year annual depreciation expense amount. This change will result in the system using the entered depreciation expense for the year(s) specified. If a new amount is entered in the current year column, the system will then use this new amount as the annual depreciation expense for each remaining year in the life of the asset. Entering a manual depreciation expense will override the following years manually entered accumulated depreciation.

**G/L Account Change**

The change GL account is where users can change the asset’s original GL account selection. This is not a transfer function. This option should only be used when an asset was incorrectly posted to the wrong GL account. The change will only affect the GL account associated with the asset at the time of acquisition.
**G/L Account Transfer**

This function will transfer assets between gl accounts. The transfer effective date must be within the status year or beyond. It must also be after the in-service date and before the disposition date.

**Delete**

This function will allow you to delete an asset if needed.

**Asset Disposition**
The disposition date will default to the date you are doing the transaction so be sure to update it.

Book/Tax indicator – update to book in our example. You would need to pick whatever the setting was at the time the asset was set up.

You can enter a Sale Price if needed.

You can also enter an Expense of Sale if there was an expense involved with selling the asset.

Disposition type you can select complete or partial from the drop-down list.

- Complete = 100%
- Partial = You can override what populates with the percent you want to enter or you can enter an amount.

Click Ok.

Once an asset has been disposed of, it must be validated and posted through the pending transactions screen. Select the Asset Management module, Asset Management, pending transactions.

Validate, check for errors, and post your transactions.
You can now return to your asset list and refresh, and you will be able to see a Book Disposition Date for this Asset.
Month/Year End Close

If you are using the Fixed Asset Module, you will want to verify that you are closing your months and year prior to running your GL Period end as you will have your AMS/GL Entries to account for. Once a fiscal period is complete you will need to update your period to the next period. The period screen is found in Multiview, Asset Management, Month/Year Close.

Select Report Dates
When the listing opens, select the Data Entry tab to set the next period. Your Period in AMS represents the current month period you are working in.

Select the drop-down arrow and select the next time frame. Save & Refresh to get the Book Begin Period & the Book Period end to change.

![Financial Book Screenshot](image.png)
Year End Close
If you are ready to close the year and roll forward your periods for your Fixed Assets, then you will need to perform the Year-End Close.

To move ASM period, go to Multiview, Asset Management, Month/Year Close, Year End close.

Here you will select the company and book you want to move and click submit.

Please note you will receive a pop-up with a message which will appear like you are closing the year you are moving to, meaning it will close the 2021 year in and begin the period from 01-Jan-22 to 31-Dec 22. You will not be able to enter in the period of 2021 once you submit the year-end close.
Once completed, you can verify in your report dates that the New Year and periods have rolled forward. You can now run your calculations and continue to process your assets for the New Year!
Here is the web address for our client portal - https://support.multiviewcorp.com/hc/en-us

You can enter the name of the webinar below in the search bar to access information regarding Tax and Supplemental books as well as how to set up the Asset Management module.

**Fixed Assets Webinar – Multiview Customer Support (multiviewcorp.com)**

Below are some other helpful areas that you will find on our client portal that are related to asset management.
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Asset Management How-To

- How to add Category Id to an Asset
- How to set Default Book Indicator (No Tax Usage)
- How to Reverse an Asset Disposition
- How to Run Depreciation
- How to Accelerate Depreciation of an Asset
- How to update Report Dates in Asset Management
- How to Update an Existing Asset Description
- How to Post Entries in Asset Management
- How to roll forward your year in Fixed Assets
- How to give access to Asset Management
- How to resolve AMS/GL Posting Error: Map not found for Key
- How to delete or remove an Asset/duplicate Asset
- How to adjust the Equipment code/Life of a fixed asset
- How to change in-service book date
- How to change Amount on a Fixed Asset
- How to change Category ID or description in AMS
- How to run calculations for depreciation to post each month
- How to undo a disposal of an asset
- How to add new GL cost accounts for assets
- How to update the life of an asset
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Multiview Customer Support / FAQ

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IMUG 2022 DIGITAL
IMUG 2021 DIGITAL
FAQ

FAQ

Basics FAQ
• Can you customize the size of the document panel and lock it in place?
• How to close all tabs at once?
• How do you change the color scheme?
• How do you switch from test to production?
• Is there a way to login to the ‘portal’ without having to exit out of everything?

User Maintenance FAQ
• How do you expire a password?
• How do you inactivate a user?
• Do you have a security role that you have seen for an external financial statement auditor? Just curious what role you could/would set them up as?

Fixed Assets FAQ
• Is there an overview of the steps to run depreciation?
• Is there a way to duplicate assets? Let’s say we’re purchasing 5 of the same piece of equipment. Is there a way to set it up once and then copy it so that you get 5 of the same asset?
• Is there a way to do a test run of depreciation before it is posted to the GL? If it doesn’t look correct, can it be rerun?
• How can security be set up so that the asset acquisitions/changes/transfers & dispositions can be approved?
• What is the best way to see the results of the entry or in other words, how do you see the transaction posted in the G/L?
• Can the book indicator default to book as we are not using tax?

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