

# FINANCIAL MANAGEMENT

## MUNIS® FIXED ASSETS

MUNIS® Fixed Assets helps you manage a government, school, or utility's record-keeping of all fixed assets, such as land, buildings, machinery and equipment, construction in progress, and infrastructure. You can tie an unlimited number of individual assets to master assets, simplifying record maintenance and reporting. You can also create asset records from purchase orders, or directly from invoices.

### Tracking and Reporting

The MUNIS Fixed Asset system provides a complete set of financial statements, both to fulfill auditor's requirements and to fully reflect your investment in fixed assets. It assists capital planning (replacement/enhancement of assets). Fixed Assets also helps you track items transferred, missing, or not in use, or are due for maintenance or replacement.

- Fixed Asset information includes:
  - Description, class, quantity, model
  - Serial number, tag number, parcel number
  - Location, room, department, custodian
  - Acquisition method, date, cost, PO, vendor
  - Improvement, insurance, maintenance
  - Transfer, adjustment, retirement history
- Standard reports also include:
  - Asset List by Location, Department, Class, and Account
  - Assets Due for Replacement
  - Insured Value Report
  - Depreciation Journal
  - Depreciation Schedule: report on current year for a specific period; report order can include class, department, and asset type information with subtotals for each item
  - Missing/Not in Use Report
  - Transaction Audit Trail
  - Detailed Activity Report
  - Lists of Retirements, Transfers, Additions, Adjustments, etc.

- You can also define your own, custom reports with MUNIS® Crystal Reports
- Interfaces to optional Tyler GASB 34 Reporter (available separately)
- Supports GASB 34 reports, such as Activities and Net Assets

### Other Features

- Flexibility to decide how much to maintain, what to depreciate, and when to generate reports
- Calculate depreciation by selective methods, including composite rate
- Ability to calculate depreciation by selective methods
- Optional integration to barcode tracking system for automated updates and counts
- Mass-change insurance carriers for a user-defined group of assets
- Integrated with MUNIS:
  - Purchase Orders and Accounts Payable, so that purchases may be flagged as assets by the Purchasing Department. Master and subsidiary assets can be noted right on the purchase order
  - General Ledger: Updates appropriate asset and depreciation accounts when activating, transferring, adjusting, depreciating, or retiring assets. Drill down to asset's details from journal entries.

*Fixed Assets is integrated to barcode tracking systems, which gives you the ability to:*

- *Convert existing asset numbers to barcode numbered tags without re-loading the data*
- *Automate asset updates, eliminating the need for manual reconciliation*
- *Automate inventory counts*

*In addition, MUNIS Scheduler (optional) enables you to automate the processing of some reports.*