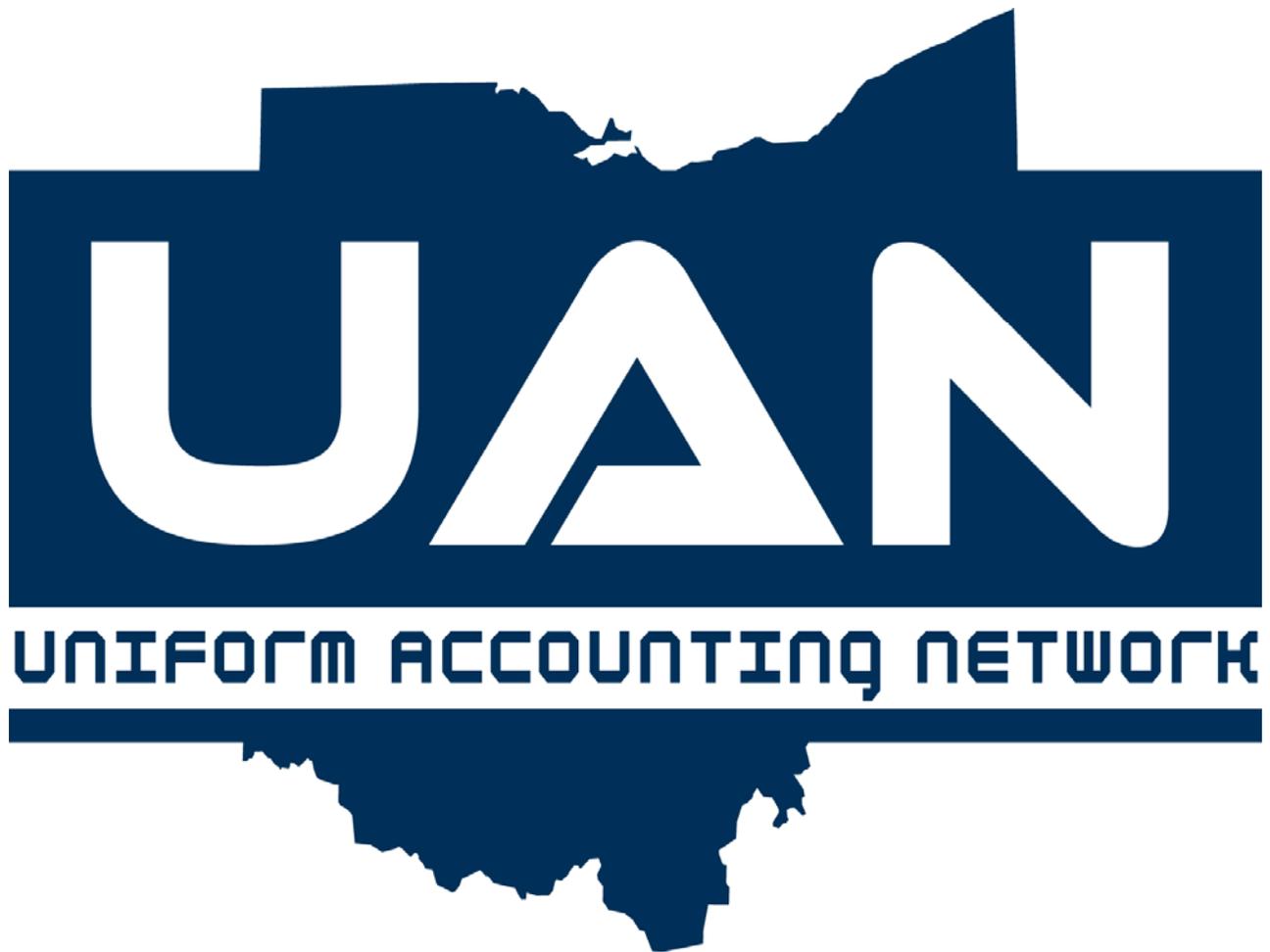


Inventory Training



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Uniform Accounting Network – Inventory Training 2008

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UAN Inventory Training 2008

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Remember to PROCESS to accept each record.

Uniform Accounting Network – Inventory Training

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Training

In UAN Training, practice exercises are used for learning purposes and are not available on a standard UAN system. All users have access to a training application. There are four options available. They are as follows:

1. Load Training Data - This option loads current Inventory data into the training environment.
2. Run Training - This option opens up the training environment with the training data that was loaded.
3. Save Training Data - This option saves the data that is in the training environment. This allows saved training data to be reloaded. It will save only one training scenario at a time (multiple training sessions cannot be saved).
4. Load Saved Training Data - This option loads saved training data (data saved using option 3 above).

Password

The default password is Pilot. The UAN system allows the password for any of the UAN programs to be changed. Please refer to the Accounting Manual Appendix E for further explanation of how to change passwords.

General Instructions for Selecting Menu Options

Mouse: When you see the word 'select' in an instruction in this training guide, you should move your mouse pointer to the required selection; then click or double-click the left button of the mouse.

Keyboard: For menu selections and when you see the word 'search' in a screen, you can move the highlight with the tab key or the up or down arrow keys until you have highlighted the required selection and then press enter.

Search Box: A field that has a down arrow on the right hand side has a search box available. First select a function button to activate a screen page. Then left click the down arrow to display a list of items. In some screens, pressing the space bar will activate the search box.

Uniform Accounting Network – Inventory Training 2008

Inventory Training Introduction

Overview

Inventory is a system of methods, policies and procedures which address the acquisition, use, control, protection, maintenance and disposal of assets. An inventoried asset meets all of the following criteria:

1. It is tangible in nature.
2. It has an extended useful life, which the entity may identify as two or more years.
3. It is not a repair part or supply item.
4. It has a value greater than the capitalization threshold established by management or is considered to be an asset for which control (accountability) is desirable.

Terminology

Acquisition:	Asset Asset Number Description Department
Warranty:	Coverage
Maintenance:	Service Number Service Schedule Maintenance/Repair Information
Debt Management:	Loan Balance Interest Payments
Depreciation:	Estimated Value and Life (Years)
Disposal/Transfer:	Active/Inactive Value: Replacement Cost, Net Book Value Gain/Loss

Uniform Accounting Network – Inventory Training 2008

Inventory Training Introduction

Basic Steps

The three main areas in the UAN Inventory Software are Assets, Reports and Maintenance. Each section will be reviewed. The basic steps include entering the current data and editing (if necessary), verifying existing inventory data and editing (if necessary), and printing.

Reports

The Inventory software can generate asset reports like the Asset Listing that can be used to submit to the county engineer's office when requested. The reports can also be used to submit information pertaining to all assets to an insurance company. The only data entries that are required to be entered are the Asset Number, Description and Department. All other fields are optional.

Part 2 of the UAN Inventory Manual contains a chapter for both report groupings listed on the report menu of the UAN Inventory Software. These include the Information Reports and Maintenance Reports. The Information reports are Asset Confirmation, Asset Detail, Asset Listing, Asset Summary, Debt Management, Depreciation, Disposed Items, Maintenance and Warranty. The Maintenance reports include Department Listing, Insurance, Vendors and a Conversion Report.

Features

Features include spell checking, editing, deleting and displaying all assets. In addition, most of the reports can be sorted by Asset Number, Description, Department, Acquisition Date and Location. All items can be selected or just the Active or Inactive assets.

Uniform Accounting Network – Inventory Training

Inventory → Maintenance → 1. Departments

** Load Training Exercise 1. Departments 2008 **

Overview

Departments are created to organize the inventory. A Department Id must be established prior to setting up assets in the Inventory program.

Record Departments

The Record Department application allows departments to be created so assets can be designated to specific units of the local government. Again, the Department Id must be established prior to recording assets on the Acquisition page of the Assets area in the software.

Steps to Access

Select **Inventory**.
Select **Maintenance**.
Select **Departments**.
Select the **Record** button.

Exercise 1-1

Record the following departments and **Process**:

Department Id:	TOWN
Department Name:	Administration Office
Department Id:	GARA
Department Name:	Maintenance
Department Id:	STA1
Department Name:	Fire Station #1
Department Id:	STA2
Department Name:	Fire Station #2

Uniform Accounting Network – Inventory Training

Inventory → Maintenance → 1. Departments

Edit

This function allows the Department Name to be modified. The Department Id cannot be changed. This entry automatically is entered in all caps. The selection can be sorted by Department Id or Department Name.

Display

This function is used to view all the Department Id's that were entered in the Record option. The selection can be made by Department Id or Department Name.

Delete

This function is used to delete Department Id's that are no longer needed. The selection can be made by Department Id or Department Name. Department Id's cannot be deleted if any inventory item has been established that utilizes that Department Id.

Reports

Select **Inventory**.

Select **Reports**.

Select **Maintenance Reports**.

Select **Department Listing**.

Select **All**.

Uniform Accounting Network – Inventory Training 2008

Inventory → Maintenance → 2. Insurance

Overview

Information for each insurance company can be entered for the agents, contacts, addresses, phone numbers, policies, coverage, premium amounts, premium due dates and any comments.

Record Insurance

The Record Insurance option allows insurance information to be entered.

Steps to Access

Select **Inventory**.
Select **Maintenance**.
Select **Insurance**.
Select **Record**.

Exercise 2-1

Record the following insurance information and **Process**:

Insurance Company:	Blue Starr Insurance	Policy Number:	RMX222#45
Address:		Coverage:	Buildings, 80%; Other, 90%
Street	345 Main St.	Insured Value:	\$1,250,000.00
City, State, Zip	Near, OH 43211	Deductible:	\$1,000.00
Contact:	Mary Starr	Premium Amount:	\$8,750.00
Telephone: Ext.:	(800) 444-5678, 101	Premium Due Date:	(Select)
Fax:	(800) 444-5677	Insured Loss:	\$1,250,000.00
Email Address:	Mary@bsi.com		
Agent Name:	Bill Starr		
Address:			
Street	PO Box 25		
City, State, Zip	Near, OH 43211		
Telephone: Ext.:	(800) 444-5679, 102		
Fax:	(800) 444-5677		
Email Address:	Bill@bsi.com		
Comments:	Call 8-4:30 M-F		

Uniform Accounting Network – Inventory Training 2008

Inventory → Maintenance →
2. Insurance

Edit

This function allows the Insurance information to be modified. The search box displays both the Company name and the Agent name.

Display

This function is used to view all the insurance information that was entered in the Record option. The search box displays both the Company name and the Agent name.

Delete

This function is used to delete insurance information that is no longer needed. Insurance information cannot be deleted if any inventory item has been established that utilizes that information.

Reports

Select **Inventory**.

Select **Reports**.

Select **Maintenance Reports**.

Select **Insurance**.

Selections can be made by Company or Agent. An option to print comments is available also.

Uniform Accounting Network – Inventory Training 2008

Inventory → Maintenance → 3. Vendors

Overview

Information for each vendor can be entered as necessary. All of the vendors that are entered in the Accounting software are automatically available in the Inventory software. If new vendors are added in the Accounting software, select “**Update Vendors From Accounting**” from the Inventory Maintenance menu to add the new vendors to the Inventory software.

Record Vendor

The Record Vendor option allows vendor information to be entered.

Steps to Access

Select **Inventory**.
Select **Maintenance**.
Select **Vendors**.
Select the **Record** button.

Exercise 3-1

Record the following vendor information and **Process**:

Vendor Number:	1
Vendor Name:	Hometown Supplies Company
Address 1: Street	1122 Maple Street
City, State, Zip	Anytown, OH 43210
Contact:	Dave Hopkins
Phone: Ext. Fax:	(800) 444-4444 Ext. 101 (800) 444-4445
Email Address:	DHopkins@equipment.com
Address 2: Street	PO Box 4
City State, Zip	Anytown, OH 43210
Contact:	Dave Hopkins
Phone: Ext. Fax:	(800) 444-4444 Ext. 101 (800) 444-4445
Email Address:	DHopkins@hometown.com

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Inventory → Maintenance → 3. Vendors

Vendor Number:	2
Vendor Name:	Buckeye Equipment Service & Sales
Address 1: Street	11 Pine Street
City, State, Zip	Anytown, OH 43210
Contact:	Chet Renner
Phone: Ext. Fax:	(800) 654-6789 Ext. 101 (800) 444-6789
Email Address:	Chet@buckeye.com
Address 2: Street	PO Box 4
City, State, Zip	Anytown, OH 43210
Contact:	Chet Renner
Phone: Ext. Fax:	(800) 456-7890 Ext. 101 (800) 444-5678
Email Address:	Chet@buckeye.com

Vendor Number:	3
Vendor Name:	Blue Starr Insurance Company
Address 1: Street	345 Main Street
City, State, Zip	Near, OH 43211
Contact:	Mary Starr
Phone: Ext. Fax:	(800) 444-5678 Ext. 101 (800) 444-5677
Email Address:	Mary@bsi.com
Address 2: Street	PO Box 25
City, State, Zip	Near, OH 43211
Contact:	Bill Starr
Phone: Ext. Fax:	(800) 444-4444 Ext. 102 (800) 444-4445
Email Address:	Bill@bsi.com

Edit

This function allows the Vendor information to be modified. The vendor can be sorted by Vendor Name or Vendor Number in the search box.

Display

This function is used to view the vendor information that was entered in the Record option. The vendor can be sorted by Vendor Name or Vendor Number in the search box.

Delete

This function is used to delete vendors that are no longer needed. A vendor cannot be deleted if any inventory item has been established that utilizes that information.

Uniform Accounting Network – Inventory Training 2008

Inventory → Maintenance →
3. Vendors

Cancel

The **Cancel** button allows the current screen to be closed. The screen can also be closed by selecting the X in the upper right hand corner of the screen.

After recording a new entry and selecting **Cancel**, the following message displays:

Do you want to print the *record* report?

Yes/No

Selecting >Yes= activates the Printing Utilities box.

Selecting >No= takes the user back to the last menu screen.

Selecting 'Yes' will activate the Printing Utilities box. This utilities box will allow Printer, Screen or File to be selected to view or print the reports. When Printer is selected, the number of copies to be printed can be specified. The box will also automatically indicate the size of paper to load into the printer. If the Select Printer box is chosen, additional options are available including paper size, orientation and paper type. When Screen is selected, the Screen option will be available. When File is selected, the file name, text, Spreadsheet Format or PDF options will be available.

Reports

Select **Inventory**.

Select **Reports**.

Select **Maintenance Reports**.

Select **Vendors**.

Selections can be made by the Vendor Type (Information or Listing). The vendors may be sorted by Name or Number.

Uniform Accounting Network – Inventory Training 2008

Inventory → 4. Assets : Acquisition

Record Assets Overview

The Record Assets application is the main area of the software and is where all asset information is maintained. This area consists of six pages of asset information which are Acquisition, Warranty, Maintenance, Debt Management, Depreciation and Disposal. When an asset is initially recorded in the system, the required fields of the Acquisition page must be completed. Any additional information about the asset can be entered on the Acquisition page and the other five asset pages. Once the asset has been recorded in the system by selecting the Process button, asset information can be added or modified by accessing the asset number under the Edit function.

1. Acquisition Overview

The Acquisition page is used to record how an asset was obtained (e.g. by purchase, loan, grant, donation or lease). Asset numbers are assigned to ensure specific assets can be identified. The description of the asset clarifies the asset's purpose or use. Each asset is also assigned to a specific department, and each department is responsible for the asset's location, condition and safekeeping.

The suggested asset number can be replaced with any other number desired. The Department must be recorded in Inventory Maintenance in order to be selected. Departments cannot be manually entered.

Uniform Accounting Network – Inventory Training 2008

Inventory → 4. Assets : Acquisition

Steps to Access

Select **Inventory**.
Select **Assets**.
Select **Record**.
Select **Acquisition**.

Exercise 4-1

Record the following asset **acquisition** information:

Asset Number:	1
Description:	Truck
Department:	GARA
Quantity:	1
Unit:	Vehicle
Unit Price:	\$25,000.00
Location:	24 Center Street
	Garage
Serial Number:	1234ABCD
Model Number:	150 Extended Cab
Acquisition Date:	01/21/2008
Unknown:	
Warrant:	1123
PO/BC:	PO 14-2008
Vendor:	Buckeye Equip.
Classification:	Cars/Trucks
Insurance:	<input checked="" type="checkbox"/> Detail Lease (check/unchecked)
Comments:	Replacement Truck

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Inventory → 4. Assets : Warranty

2. Warranty Overview

The Warranty page is used to enter the contract or promise by manufacturer or seller (the vendor) to correct problems with an asset for a specified period of time.

Select **Warranty**.

Exercise 4-2

Record the following asset **warranty** information:

Asset Number:	1
Coverage Period:	3 Years or 50,000 Miles
Acquisition Date:	(defaulted)
Unknown:	(Optional)
Extent of Coverage:	Full Warranty
Service Vendor:	Buckeye Equipment (Vendor #2)
Address 1 or 2:	1
Comments:	Purchased extended warranty at a cost of \$750.00

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Inventory → 4. Assets : Maintenance

3. Maintenance Overview

The Maintenance page is used to enter maintenance costs and information that have been incurred on an asset. This can range from ordinary repairs and maintenance to significant additions. Accountants for the most part have adopted the position that costs incurred to achieve greater future benefit should be capitalized, whereas expenditures that simply maintain a given level of service should be expensed. The distinction between a capital expenditure and an expense is not always quickly determinable.

Select **Maintenance**.

Select **Add**. (After recorded, Edit, Delete, Display are available.)

Exercise 4-3

Record the following asset **maintenance** information:

Asset Number:	1 (Truck)
Service Number:	1
Extent of Service:	Oil Change
Next Appointment:	07/01/2008
Current Condition:	Excellent
Maintenance Repair Date:	04/01/2008
Maintenance/Repair Covered by Warranty:	<input checked="" type="checkbox"/> (checked)
Maintenance/Repair Description:	Replaced oil and filter
Vendor:	Buckeye Equipment Service & Sales
Maintenance/Repair Cost:	\$20.00
Warrant:	1345
PO/BC Number:	BC 10-2008
Parts Warranty Information:	
Comments:	3 months or 3,000 mile oil change

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Inventory →
4. Assets : Debt Management

4. Debt Management Overview

The Debt Management page is used to enter and track money owed to a creditor. The data entered in the fields comes from information the creditor has provided.

Select **Debt Management**.

Exercise 4-4

Record the following **debt management** information:

Asset Number:	1
Beginning Loan Balance:	\$20,000.00
Effective Interest Rate:	6.0%
Cash Payment:	\$386.66
Payee:	Hometown Supplies Company
Beginning Loan Date:	01/21/2008
1 st Payment Date:	02/01/2008
Number of Years:	5
Payment Schedule:	Monthly
Comments:	Due on Payment Date

The following information will display:

Pmt #	Payment Date	Beginning Balance	Principal	Interest	Cash Payment
1	02/01/2008	20000.00	286.66	100.00	386.66
2	03/01/2008	19713.34	288.09	98.57	386.66
3	04/01/2008	19425.25	289.53	97.13	386.66
4	05/01/2008	19135.71	290.98	95.68	386.66
5	06/01/2008	18844.73	292.44	94.22	386.66
...

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Inventory → 4. Assets : Depreciation

5. Depreciation Overview

The Depreciation page is used to enter the decline in an asset's service potential. The usefulness of most assets, other than land, declines over time and some type of decrease or write-off of cost is needed to indicate that the usefulness of an asset has declined. Depreciation is not a matter of valuation but a means of cost allocation. Assets are not depreciated on the basis of a decline in their fair market value, but on the basis of systematic charges of cost to income. The Inventory software calculates depreciation using the straight line method. The estimated salvage value and estimated life must be determined by the local government.

Select **Depreciation**.

Exercise 4-5

Enter the following asset **depreciation** information:

Asset Number:	1 (Truck)
Estimated Salvage Value:	\$1,500.00
Estimated Life (Years):	5
Comments:	

The following information will display:

Year	Beginning Book Value	Depreciation Expense	Ending Book Value:
1	25000.00	4308.33	20691.67
2	20691.67	4700.00	15991.67
3	15991.67	4700.00	11291.67
4	11291.67	4700.00	6591.67
5	6591.67	4700.00	1891.67
6	1891.67	391.67	1500.00

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Inventory →
4. Asset : Disposal

6. Disposal Overview

The Disposal page is used to enter how an asset has been removed from the local government’s inventory. Assets may be donated as gifts, retired voluntarily, or disposed of by sale, exchange, obsolescence or theft. Regardless of the time of disposal, depreciation expense for assets should be taken up to the date of disposition and all amounts related to the retired asset should be removed from the accounts. Ideally, the net book value of the asset would be equal to its salvage value. However, this is generally not the case, and a resulting monetary gain or loss occurs. The replacement cost, estimated salvage value and net book value must be determined by the local government.

Select **Disposal**.

Exercise 4-6

Record the following asset **disposal** information:

Asset Number:	1 (Truck)		
Item Status:	Poor Condition	Active	
Resol/Appr By:		Inactive	<input checked="" type="checkbox"/> (checked)
Replace Cost:	\$30,000.00		
Replacement Date:	08/08/2012	Disposal Date:	08/17/2012
Net Book Value:	\$0.00		
Sold For:	\$2,000.00	Gain/Loss:	\$2,000.00 (Defaulted)
Disposal/Transfer to Name:	Local High School	Disposal Type:	Sale
Address:	201 School House Ln.		
City, State, Zip:	Anytown, OH 43210		
Contact:	Principal		
Telephone, Ext., Fax:	(800) 444-8765		
Comments:			

PROCESS to record the information on all pages!

Uniform Accounting Network – Inventory Training 2008

Inventory →
4. Assets : Additional Assets

Exercise 4-7

Additional Assets

Record the following asset information and process after each asset has all the necessary pages completed:

Note: Record **Warranty, Maintenance, Debt Management, Depreciation** and **Disposal** information for the additional assets #2, #3 and #4. Each page displays various fields for optional data that is entered for each asset. Process after each asset's information is completely entered.

Asset Number:	2	3	4
Description:	Desk-Oak	Table	Ladder Truck
Department:	TOWN	TOWN	STA1
Quantity:	1	10	1
Unit:	Furniture	Furniture	Vehicle
Unit Price:	\$500.00	\$89.00	\$800,000
Location:	24 Center St.	24 Center St.	777 N. Main St.
	Clerk's Office	Meeting Room	Bay #2
Serial Number:	65-111	20-29	1234GBFT
Model Number:	Design Gr.		Deluxe
Acquisition Date:		06/01/1975	01/01/2003
Unknown:	<input checked="" type="checkbox"/> (checked)		
Vendor:		Hometown	Buckeye
Classification:	Poor	Useable	Cars/Trucks
Insurance:			<input checked="" type="checkbox"/> Detail
Comments:	Broken drawers	Clean after each use	

Asset #	Warranty	Maintenance	Debt	Depreciation	Disposal
#2					Donated
#3		Refinish Wood on table tops			
#4	8 year, replacement	Ladder Checkup Hose Test	\$750,000 5.95 % \$37,388.74 01/01/2003 Years: 6 Quarterly	Salvage Value: \$175,000 Years: 8	

Uniform Accounting Network – Inventory Training 2008

Inventory →
4. Assets : Additional Assets

Reports

- Select **Inventory**.
 Select **Reports**.
 Select **Information Reports**.
 Select **Asset Confirmation**.
 Asset Detail.
 Asset Listing.
 Asset Summary.
 Debt Management.
 Depreciation.
 Disposed Items.
 Maintenance.
 Warranty.

Exercise 4-8

Extra Additional Assets

Record the following asset information below. Also, record **Warranty, Maintenance, Debt Management, Depreciation** and **Disposal** information for the additional assets #5, #6 and #7. Each page displays various fields for optional data that can be entered for each asset. **Process** after all pages have been completed for each asset.

Asset Number:	5	6	7
Description:	Copy Machine	Medic Truck	Road Grader
Department:	TOWN	STA1	GARA
Quantity:	1	1	1
Unit:	Off. Equip.	Vehicle	Vehicle
Unit Price:	\$2,500.00	\$250,000.00	\$35,000.00
Location:	24 Center St.	777N. Main St.	26 Center St.
	Clerk's Office	Bay #3	Bldg. #1
Serial Number:	ER567-22	1234GBFT	432GBRG
Model Number:	Adv	Deluxe	Standard
Acquisition Date:	01/01/2007	01/01/2002	
Unknown:			<input checked="" type="checkbox"/> (checked)
Vendor:	Hometown	Buckeye	Buckeye
Classification:		Cars/Trucks	Cars/Trucks
Insurance:	<input checked="" type="checkbox"/> Detail <input type="checkbox"/> Lease (check/unchecked)	<input checked="" type="checkbox"/> Detail	<input checked="" type="checkbox"/> Detail
Comments:			

Uniform Accounting Network – Inventory Training

Inventory → 5. Assets : Edit - Acquisition

**** Load Training Exercise 5. Edit ****

Inventory Edit Overview

The asset information including the Acquisition, Warranty, Maintenance, Debt Management, Depreciation and Disposal pages can be edited as necessary. If information is not complete at the time of assigning the asset number, the additional data can be entered at a later time. Incorrect entries can be edited or deleted.

*Note: Items can be edited to **Inactive** on the Disposal page.*

1. Acquisition: Steps to Access

Select **Inventory**.
Select **Assets**.
Select **Edit**.
Select **Acquisition**.
Select **Asset Number 3**.

Exercise 5-1

Edit the following asset information and **Process**:

Asset Number:	3
Description:	Table
Department:	TOWN HALL
Quantity:	10
Unit:	Furniture
Unit Price:	\$169.00
Location:	24 Center St. Meeting Room
Serial Number:	20-29
Model Number:	
Acquisition Date:	06/01/1995
Unknown:	
Warrant:	
PO/BC:	
Vendor:	Hometown
Classification:	Useable
Insurance:	
Comments:	Clean after each use

Uniform Accounting Network – Inventory Training

Inventory →
5. Assets : Edit – Warranty and Maintenance

2. Warranty: Steps to Access

- Select **Inventory**.
- Select **Assets**.
- Select **Edit**.
- Select **Acquisition**.
- Select **Asset Number 4**.
- Select **Warranty**.

Exercise 5-2

Edit the following warranty information and **Process**:

Asset Number:	4
Coverage Period:	10 Years
Acquisition Date:	(defaulted)
Unknown:	(Optional)
Extent of Coverage:	Replacement
Service Vendor:	Blue Starr Insurance

3. Maintenance: Steps to Access

- Select **Inventory**.
- Select **Assets**.
- Select **Edit**.
- Select **Acquisition**.
- Select **Asset Number 6**.
- Select **Maintenance**.
- Select **Edit**.

Exercise 5-3

Edit the following maintenance information and **Process**:

Service Number/Maint. Repair Description:	1 / Repairs
Extent of Service:	Repairs
Next Appointment:	December 1, 2008
Current Condition:	Excellent
Maintenance Repair Date:	03/01/2008
Maintenance/Repair Covered by Warranty:	<input checked="" type="checkbox"/> (checked)
Vendor:	Buckeye Equipment Service & Sales
Maintenance/Repair Cost:	\$1,500
Warrant:	#2234
PO/BC Number:	10-2008
Parts Warranty Information:	Warranty #567
Comments:	All paint to be Red # 10

Uniform Accounting Network – Inventory Training

Inventory →

5. Assets : Edit – Debt Management and Depreciation

4. Debt Management: Steps to Access

Select **Inventory**.
Select **Assets**.
Select **Edit**.
Select **Acquisition**.
Select **Asset Number 7**.
Select **Debt Management**.

Exercise 5-4

Edit the following debt management information and **Process**:

Asset Number:	7 (Road Grader)
Beginning Loan Balance:	35,000
<i>Effective Interest Rate:</i>	<i>5.75%</i>
<i>Cash Payment:</i>	<i>\$9,387.82</i>
Beginning Loan Date:	01/01/2008
<i>1st Payment Date:</i>	<i>02/01/2008</i>
<i>Number of Years:</i>	<i>2</i>
Payments Per Year:	Semi-Annual

5. Depreciation: Steps to Access

Select **Inventory**.
Select **Assets**.
Select **Edit**.
Select **Acquisition**.
Select **Asset Number 4**.
Select **Depreciation**.

Exercise 5-5

Edit the following information for Depreciation and **Process**:

Asset Number:	4 (Fire Truck)
<i>Estimated Salvage Value:</i>	<i>\$150,000</i>
Estimated Life (Years):	8
Comments:	

Uniform Accounting Network – Inventory Training

Inventory →
5. Assets : Edit – Disposal

6. Disposal: Steps to Access

- Select **Inventory**.
- Select **Asset**.
- Select **Edit**.
- Select **Acquisition**.
- Select **Asset Number 2**.
- Select **Disposal**.

Exercise 5-6

Record the following items for disposal and **Process**:

Asset Number:	2 Desk - Oak		
<i>Item Status:</i>	<i>Damaged</i>	Active:	
Resol/Appr By:		<i>Inactive:</i>	<input checked="" type="checkbox"/> (<i>checked</i>)
<i>Replace Cost:</i>	<i>\$1,000.00</i>		
<i>Replacement Date:</i>	<i>08/01/2008</i>	<i>Disposal Date:</i>	<i>10/31/2008</i>
Net Book Value:	\$ 0.00		
Sold For:	\$ 0.00	Gain/Loss:	(Defaulted)
Disposal/Transfer to Name:	(None)	Disposal Type:	DONATED
<i>Comments:</i>	<i>Desk damaged beyond repairs; no drawers.</i>		

Uniform Accounting Network – Inventory Training

Inventory → 6. Reports

Reports

Select **Inventory**.

Select **Reports**.

Select **Information Reports**.

Select **Asset Confirmation**.

Asset Detail.

Asset Listing.

Asset Summary.

Debt Management.

Depreciation.

Disposed Items.

Maintenance.

Warranty.