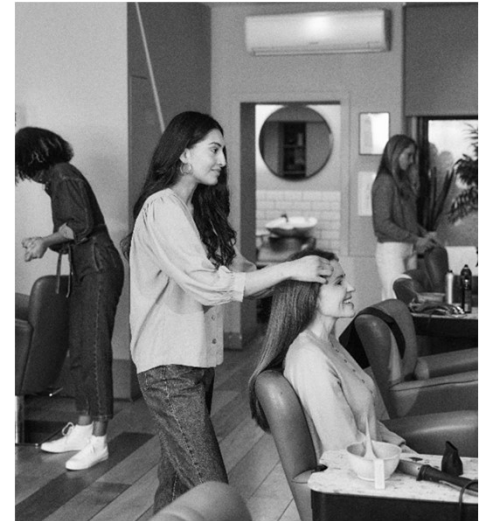


# Fixed Assets & Depreciation

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Sage

# Contents

## Introduction

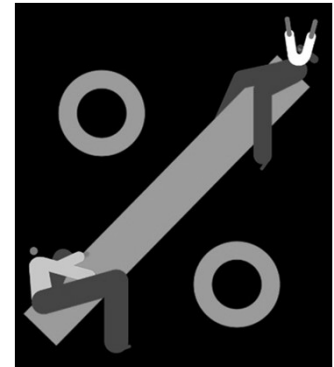
### Fixes assets ledger

- Setting up records
- Month End
- Asset Valuation
- Disposal
- Reports

### Depreciation methods (those supported)

### Manually posting depreciation

### Further support



# Fixed Assets.

## Benefits

- Add records.
- Use to calculate and post depreciation as part of the month end process.
- Depreciate calculates and posts on a monthly basis
  - cannot be used for annual depreciation – this must be posted as a manual journal

## Availability

- Sage 50 Accounts Professional only.

# Fixed Assets.

## Setting up records

- Fixed assets > New
- Details tab
- Posting tab
  - Depreciation Method
  - Depreciation Rate

**Tip:** Can use Data Import

The image displays two overlapping screenshots of the 'Asset Record' software interface. The left screenshot shows the 'Details' tab, which includes fields for Asset (AB22DEF), Description (Ford Mondeo, Titanium, Diesel), Serial Number (AB22DEF), Location/Employee (Andy), Date Purchased\* (01/10/2022), and Supplier A/C. The right screenshot shows the 'Posting' tab, which includes fields for Department\* (0), Balance Sheet Depreciation N/C\* (0051), P&L Depreciation N/C\* (8003), Depreciation Method (Straight), Depreciation Rate\* (25.00), Cost Price (24000.00), and Book Value (24000.00). Both screenshots include 'Clear form' and 'Delete' buttons and 'Save' and 'Close' buttons at the bottom.

**Note:** Adding a record does not record the asset in your nominal ledger

# Fixed Assets.

## Month end

- Include depreciation of fixed assets.

## Considerations

- No start date with asset record
- Depreciates on a monthly basis
  - cannot be used for annual depreciation
- Missed month

## Postings

- Journal

Month End

Month End: December 2022

Last ran for month end January 2022.

The Month End can post your accruals, prepayments and fixed asset depreciation.  
You can post transactions to any time period without running a Month End.

**Prepare for Month End**

Detect and correct any data problems.

Take a backup now to make sure your data is safe.

**Month End Options**

Set the Month End date by choosing the last day of the month.

Prevent new transactions before this date (usually last day of current month) using Lock date.

Set your month-to-date turnover to zero on each customer and supplier record.

Include any prepayments in the month end.

Include any accruals in the month end.

Include depreciation of fixed assets.

**Run Month End**

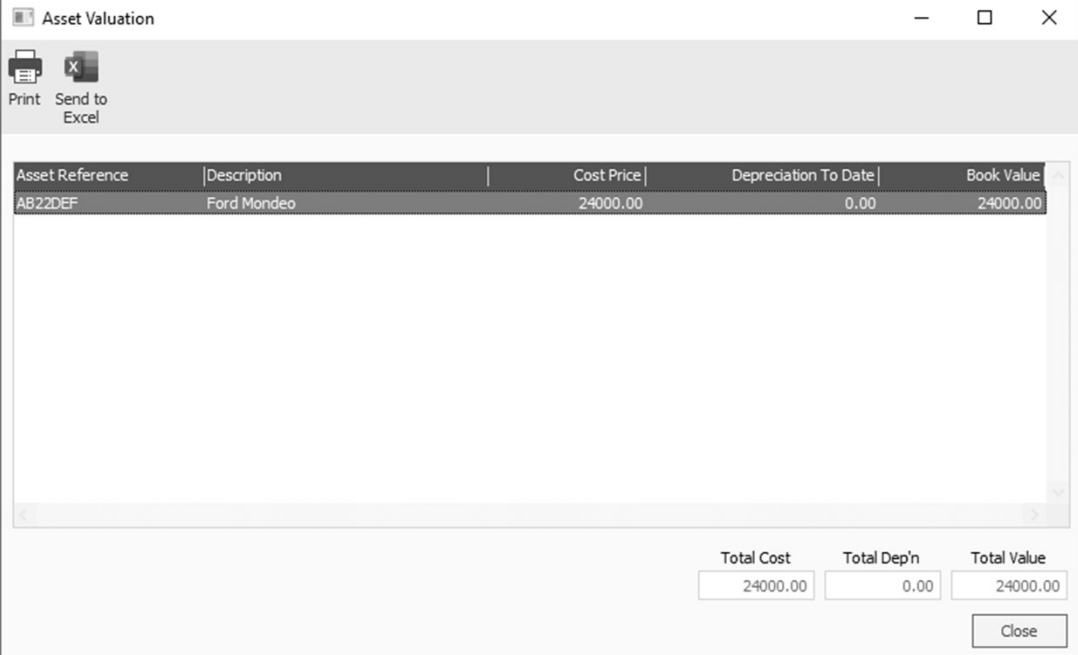
Running Month End for December 2022 will:

# Fixed Assets.

## Asset Valuation

- Total Cost
- Total Depreciation
- Total Value

**Tip:** Send to Excel



The screenshot shows a software window titled "Asset Valuation". It contains a table with the following data:

Asset Reference	Description	Cost Price	Depreciation To Date	Book Value
AB22DEF	Ford Mondeo	24000.00	0.00	24000.00

Below the table, there are three summary boxes:

Total Cost	Total Dep'n	Total Value
24000.00	0.00	24000.00

A "Close" button is located at the bottom right of the window. The window also features a "Print" icon and a "Send to Excel" button in the top left corner.

# Fixed Assets.

## Disposal

- Posts a journal
- Deletes the asset record

Asset Disposal

### Asset Disposal

**1** Enter Details

**2** Confirm Details

**Enter Details**  
Enter the details of your fixed asset disposal below.

Fixed asset to be disposed*	AB22DEF	Sales of assets nominal code*	4200
Posting date*	02/12/2022	Bank account*	1200
Department*	0	Gross sale value	0.00
Original purchase nominal code*		VAT on sale	0.00
Original purchase tax code*	T1 20.00	Net sale value	0.00

Cancel Back Next

# Fixed Assets.

## Reports

- Favourites
- Fixed asset list
- Fixed asset valuation
- My fixed asset reports

Fixed asset reports

New Edit Delete Preview Print Export Report to Excel Data to Excel Email Filters All

**Favourites**

- Fixed asset list
- Fixed asset valuation
- My fixed asset reports

**Fixed asset list**

Use these reports to show a list of your company assets.

Name	Description	Last Run	Filename
★ Fixed Asset Category List	One line for each category, listing the number and name of each one. You can set up fixed asset categories in Settings > Configuration > Fixed Assets.		ASSCATL
★ Fixed Asset CSV	Designed to be output as a csv file and contains the most common fixed asset details which can be imported into Sage Accounts or other applications.		FXDASTCSV
★ Fixed Asset List	Sorted by fixed asset reference, lists each fixed asset and its record information.		ASLIST
★ Fixed Asset List by Category	Sorted by the asset category number in order to show the totals per category, lists each fixed asset and its record information.		FA_LSTBC



# Fixed Assets.

## Have a go!

- File > Open >

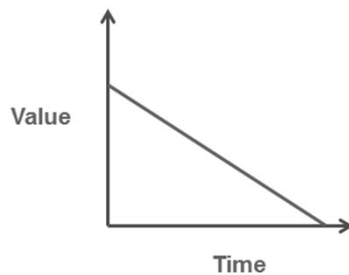
**Demo Data**

**Practice Data**

# Depreciation Methods.

## Depreciation – Straight line calculation

- Annual  
Cost price x Depreciation rate
- Sage  
(Cost price x Depreciation rate) / 12

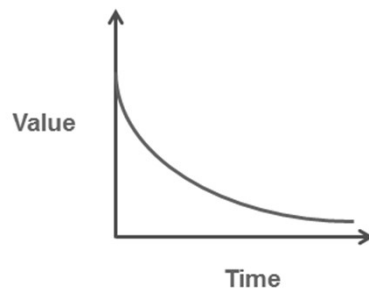


Year One	
Book Value at start	£12,000.00
Depreciation Rate %	25
Month 1	£250.00
Month 2	£250.00
Month 3	£250.00
Month 4	£250.00
Month 5	£250.00
Month 6	£250.00
Month 7	£250.00
Month 8	£250.00
Month 9	£250.00
Month 10	£250.00
Month 11	£250.00
Month 12	£250.00
<b>Total Depreciation</b>	<b>£3,000.00</b>

# Depreciation Methods.

## Depreciation – Reducing balance calculation

- Annual  
Book value x Depreciation rate
- Sage - Excel formula  
 $\text{Book value} * (1 - \text{POWER}((1 - \text{Rate}/100), 1/12))$



Year One	
Book Value at start	£12,000.00
Depreciation Rate %	25
Month 1	£250.00
Month 2	£250.00
Month 3	£250.00
Month 4	£250.00
Month 5	£250.00
Month 6	£250.00
Month 7	£250.00
Month 8	£250.00
Month 9	£250.00
Month 10	£250.00
Month 11	£250.00
Month 12	£250.00
Total Depreciation	£3,000.00

# Depreciation Methods.

## Depreciation – Write off Calculation

- Writes off the current Book Value

The screenshot shows the 'Asset Record - AB22DEF' window with the 'Posting' tab selected. The window contains the following fields and values:

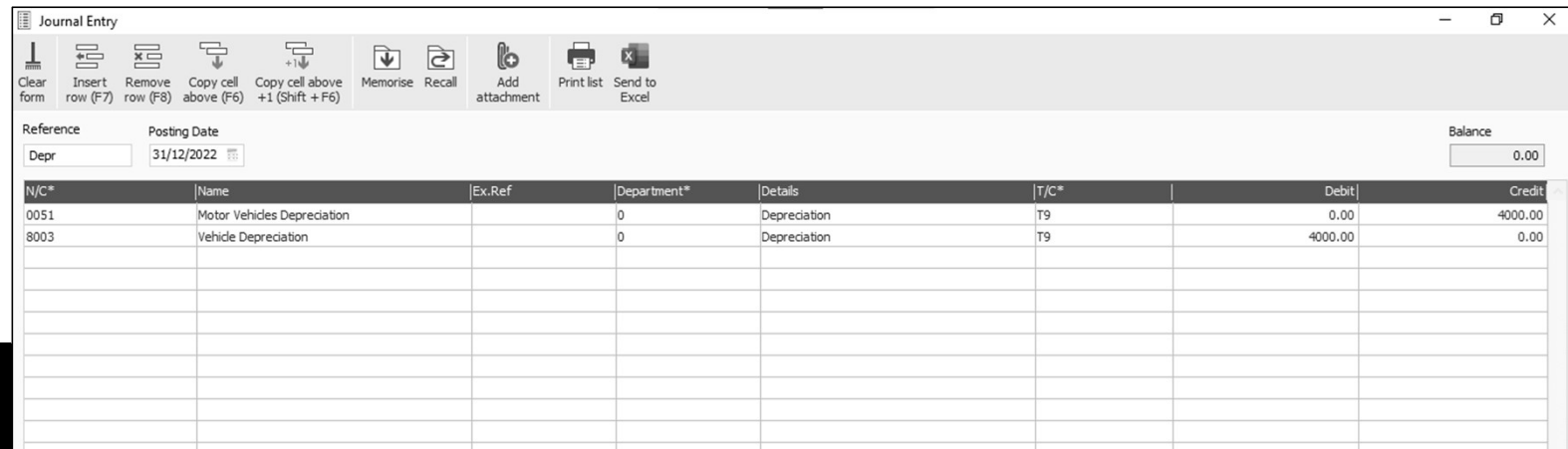
Field	Value
Department*	0 (dropdown)   Default (text)
Balance Sheet Depreciation N/C*	0051 (dropdown)
P&L Depreciation N/C*	8003 (dropdown)
Depreciation Method	Write Off (dropdown)
Depreciation Rate*	100.00 (text)
Cost Price	24000.00 (text)
Book Value	24000.00 (text)
Next Depreciation	24000.00 (text)
Depreciation To Date	0.00 (text)
Date Last Posted	(empty text)

At the bottom of the window, there are navigation arrows, a search box, and 'Save' and 'Close' buttons.

# Depreciation.

## Manually posting depreciation

- Nominal codes > Journal entry
- Annually/Monthly  
- Data Import



The screenshot displays the Sage Journal Entry window. At the top, there is a toolbar with icons for 'Clear form', 'Insert row (F7)', 'Remove row (F8)', 'Copy cell above (F6)', 'Copy cell above +1 (Shift + F6)', 'Memorise', 'Recall', 'Add attachment', 'Print list', and 'Send to Excel'. Below the toolbar, the 'Reference' field is set to 'Depr' and the 'Posting Date' is '31/12/2022'. The 'Balance' field shows '0.00'. The main table has the following columns: N/C\*, Name, Ex.Ref, Department\*, Details, T/C\*, Debit, and Credit. Two entries are visible:

N/C*	Name	Ex.Ref	Department*	Details	T/C*	Debit	Credit
0051	Motor Vehides Depreciation		0	Depredation	T9	0.00	4000.00
8003	Vehide Depreciation		0	Depredation	T9	4000.00	0.00

# Thank you!

Please take a minute to complete the short exit survey as you leave.

You'll receive a follow-up email with links to register for future webinars  
and watch recordings later today.

