



*web based solutions*

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## Fixed Assets

Clicking on the Fixed Assets tab at the top of the Dashboard will open a drop down box with Fixed Asset related choices. The choices available will depend on which privileges the logged in user has been assigned.

The screenshot shows the Que Centre Work Order/Preventive Maintenance Management System interface. The user is logged in as Joe Admin. The 'Fixed Assets' tab is active, and a dropdown menu is open, listing the following options: List Fixed Assets, Vendors, Fixed Asset Categories, Fixed Asset Classes, and Fixed Asset Accounts. The dashboard contains four main components:

- Work Order Status:** A bar chart showing the number of work orders in 'New', 'In progress', and 'On Hold' status, categorized by type: Regular (yellow), PM (blue), Fixed Asset (green), and Event (brown).
- Past 7 days:** A bar chart showing the number of work orders in the past 7 days, categorized by type: Regular (yellow), PM (blue), Fixed Asset (green), and Event (brown).
- PMs in November 2011:** A calendar showing the number of Preventive Maintenance (PM) activities for each day in November 2011.
- Events in November 2011:** A calendar showing the number of events for each day in November 2011, with a 'Show New Events' link below.

Several items need to be set up in Que Centre before a fixed asset can be added. These items include Fixed Asset Accounts, Fixed Asset Classes, and Fixed Asset Categories. To facilitate the entry of Fixed Assets, these items should be set up in the order listed, as described below. Typically Accounts will be the most general grouping, followed by Classes. Categories will usually be the most specific grouping.

## Fixed Asset Accounts

Fixed Asset Accounts are main categories into which like asset classes will fall. Classifications mostly come from IRS tables but districts can add/edit as desired. Some examples of Accounts are Machinery & Equipment, Technology Equipment, etc.

Name	Description	Delete
<a href="#">Computer Equipment</a>	Computer Equipment	✗
<a href="#">Furniture &amp; Accessories</a>	Furniture & Accessories	✗
<a href="#">Machinery &amp; Equipment</a>	Machinery & Equipment	✗
<a href="#">Scientific Equipment</a>	Scientific Equipment	✗

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Figure 1 Fixed Assets – Accounts

## Create New Account

**Add New Account**

Account Name:  Description:

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- Click on Create New Account
- Name the account and add a description if desired
- Click add to save

## Fixed Asset Classes

Fixed Asset Classes are groups of assets that need to be depreciated. Classes need to have a description, a larger asset classification (Asset Account), a life expectancy in years and dollar amount threshold beyond which depreciation must take place. Each class can have a different threshold.

**Fixed Asset Classes**

[+ Create New Class](#)  Show Deleted

Name	Description	Account	Delete
<a href="#">Audio/visual Equipment</a>	Audio/visual Equipment	Computer Equipment	✗
<a href="#">Carpet/Tile</a>	Carpet/Tile	Furniture & Accessories	✗
<a href="#">Coin Operated Machines</a>	Coin Operated Machines	Machinery & Equipment	✗
<a href="#">Custodial Equipment</a>	Custodial Equipment	Machinery & Equipment	✗
<a href="#">Furniture</a>	Furniture	Furniture & Accessories	✗
<a href="#">Scientific Equipment</a>	Scientific Equipment	Scientific Equipment	✗
<a href="#">Technology Equipment</a>	Technology Equipment	Computer Equipment	✗

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Figure 2 Fixed Assets - Asset Classes

## Create New Asset Class

**Add New Class**

Fixed Asset Class

Account:	<input type="text" value="Select"/>	Depreciate:	<input checked="" type="checkbox"/>
Class Name:	<input type="text"/>	Depreciation Threshold:	<input type="text" value="\$ 0"/>
Description:	<input type="text"/>	Depreciation Period (Years):	<input type="text" value="0"/>

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Figure 3 Fixed Assets - Create New Class

- Click on Create New Class
- Choose an Account from the list of Accounts previously set up
- Name the Class.
- If Class depreciates, check the box next to Depreciate
- Enter Depreciation Thresholds and Depreciation Period if applicable.
- Click Add to save

## Fixed Asset Categories

Fixed Asset Categories are the last item to set up before a Fixed Asset can be added to Que Centre. Categories are usually more specific terms, such as PC's, Laptops, Chair, Scientific Glassware, etc.

**Fixed Asset Categories**

[+ Create New Category](#) Show Deleted

Name	Description	Class	Delete
<a href="#">Air Handlers</a>		Custodial Equipment	✗
<a href="#">Cell Phones</a>		Technology Equipment	✗
<a href="#">Chairs</a>		Furniture	✗
<a href="#">Chairs</a>	Chairs	Furniture	✗
<a href="#">Computer Equipment</a>		Technology Equipment	✗
<a href="#">Desks</a>	Desks	Furniture	✗
<a href="#">Floor Scrubbers</a>	Floor Scrubbers	Custodial Equipment	✗
<a href="#">Laptop Cars</a>		Technology Equipment	✗
<a href="#">Laptops</a>		Technology Equipment	✗
<a href="#">Lifts</a>		Custodial Equipment	✗
<a href="#">PC's</a>		Technology Equipment	✗
<a href="#">Scaffolding</a>		Custodial Equipment	✗
<a href="#">Scientific Glassware</a>	Glassware used for scientific experimentation	Scientific Equipment	✗

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Figure 4 Fixed Assets – Categories

## Create New Category

**Add New Category**

Main Details

Class:  Description:

Category Name:

Owner or Location requirements:

Owner  Location  Both  Neither  Either

User Groups:

Admin Assignee  
Admin Assistant  
Administrator  
Anonymous Event Requestor  
Basic Assignee  
Basic Requestor  
Dispatcher

User Groups that can add/edit/delete Assets in this category:

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Figure 5 Fixed Asset - Create New Category

- Click on Create New Category
- Choose a Class from the list of Classes previously set up
- Name the Category and add a description if desired
- Choose whether this Class must have an owner, a location, either, neither or both
- Assign User Groups that can add/edit/delete assets in this category
- Click Add to save

## Fixed Assets

Once Fixed Asset Accounts, Classes and Categories have been set up in Que Centre, Fixed Assets can be added.

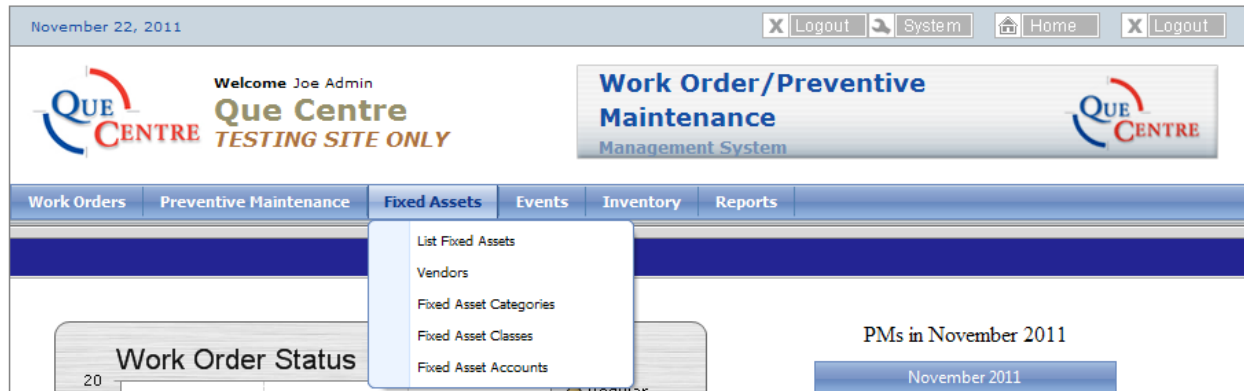


Figure 6 Dashboard - Fixed Assets

## List Fixed Assets

Clicking on List Fixed Assets under the Fixed Assets tab will open the list of fixed assets.

**Fixed Assets**

Filters: Category: *Filter By Category* Location: *Filter By Location* Vendor: *Filter By Vendor*

Search:  Bulk Operations Export Fixed Assets

[Create New Fixed Asset](#)  Show Deleted

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<input type="checkbox"/>	Name	Description	Category	Assigned To	Depreciated Value	Delete
<input type="checkbox"/>	<a href="#">300 ml beaker</a>	glass beaker used to measure liquid	Scientific Glassware		\$ 0.00	<input type="checkbox"/>
<input type="checkbox"/>	<a href="#">A Test Asset</a>		Cell Phones	Cleaner, Bill	\$ 1,086.90	<input type="checkbox"/>
<input type="checkbox"/>	<a href="#">AT254</a>	This is Joe's main desktop computer.	PC's	Mechanic, Joe	\$ 297.70	<input type="checkbox"/>
<input type="checkbox"/>	<a href="#">BLB6178</a>		Cell Phones	Custodian, Joe	\$ 0.00	<input type="checkbox"/>
<input type="checkbox"/>	<a href="#">Bunson Burner</a>		Scientific Glassware		\$ 0.00	<input type="checkbox"/>
<input type="checkbox"/>	<a href="#">dfssdfsdf</a>		Cell Phones	Custodian, Joe	\$ 0.00	<input type="checkbox"/>
<input type="checkbox"/>	<a href="#">dfssdfsdf</a>		Cell Phones	Custodian, Joe	\$ 0.00	<input type="checkbox"/>
<input type="checkbox"/>	<a href="#">Dell 1500</a>		Computer Equipment	Secretary, Sue	\$ 2,023.84	<input type="checkbox"/>
<input type="checkbox"/>	<a href="#">Dell 2200</a>		PC's	Secretary, Sue	\$ 704.80	<input type="checkbox"/>
<input type="checkbox"/>	<a href="#">Dell 5750</a>		Laptops		\$ 0.00	<input type="checkbox"/>
<input type="checkbox"/>	<a href="#">Dell Latitude Laptop</a>	New Dell D630	Computer Equipment	Mechanic, Joe	\$ 857.04	<input type="checkbox"/>
<input type="checkbox"/>	<a href="#">Dell Latitude Laptop</a>	New Dell D630	Computer Equipment	Mechanic, Joe	\$ 857.04	<input type="checkbox"/>
<input type="checkbox"/>	<a href="#">Droid</a>		Cell Phones	Admin, Joe	\$ 494.05	<input type="checkbox"/>
<input type="checkbox"/>	<a href="#">Floor Scrubber</a>		Floor Scrubbers	Cleaner, Bill	\$ 0.00	<input type="checkbox"/>
<input type="checkbox"/>	<a href="#">HP 2345</a>		Computer Equipment	Cleaner, Bill	\$ 1,500.00	<input type="checkbox"/>
<input type="checkbox"/>	<a href="#">HP 7800</a>		PC's	Tech, Joe	\$ 691.67	<input type="checkbox"/>
<input type="checkbox"/>	<a href="#">HP 7800</a>		PC's	Tech, Joe	\$ 225.19	<input type="checkbox"/>
<input type="checkbox"/>	<a href="#">HP 788sff</a>	Teacher Computer	PC's		\$ 0.00	<input type="checkbox"/>

Figure 7 Fixed Assets - List Fixed Assets

The list may be filtered by using the Category, Location and Vendor Filters. The list is also searchable by any field associated with a fixed asset. Fields could be name, PO #, location, assigned to, etc.

## Create New Fixed Asset

**Add New Fixed Asset**

**Main Details**

Category:

Name:

Assigned To:

Manufacturer:

Model Number:

Serial Number:

Part Number:

Tag Number:

Vendor:

Purchase Order #:

Bar Code Id:

Campus:

Building:

Floor:

Room:

Location:

Description:

Property Cost:

Purchase Date:

Install Date:

Warranty Expiration:

Warranty:

Notes:

Picture Filename:

**Additional Information**

No additional information required.

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Figure 8 Fixed Asset - Create New Fixed Asset

- Click on Create New Fixed Asset
- Choose a Category from the list of Categories previously set up
- Name the Fixed Asset
- **Fixed Assets must have a cost.**
- **Fixed Assets must have a purchase date**
- **Fill in Assigned to and/or location if this Fixed Asset Class requires that information**
- **Fill in Additional information as needed, keeping in mind these are the fields that will be searchable in the search box on the list fixed asset screen.**
- Click Add to save

**Once a Fixed Asset has been saved, it can be edited by clicking on it in the list of Fixed Assets. Depreciation history will show if available as well as history of creation and editing of the Fixed Asset.**



