

**Core Fixed Assets for Lithuania**  
**Functional and Technical Documentation**

**December 2021**

v. 1.5

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## USER GUIDES

### 1. Fixed Asset – How to start?

This is a guide how to start using Fixed Asset App. Once Fixed Asset App was successfully installed, please follow the steps below.

### 2. New fields in Fixed Asset card

Fixed Asset (FA) card has new fields, you can enter additional information.

Field Name	Explanation
<b><i>Tab General</i></b>	
FA Type	You can choose from options: Movable, Immovable
Unique FA No.	You can enter Unique FA No.
Acquisition Method	You can choose from options: Own funds, Loan, Leasing
FA State	You can choose from options: Own, Rented, Leased.
Acquisition Date	You can fill acquisition date. Notice: the date will be printed in FA entry to operation report, if you use reports extension.
Use Starting Date	You can fill use starting date. It has no impact for depreciation counting. Notice: the date will be printed in FA entry to operation report, if you use reports extension.
Exploitation Document No.	You can fill Exploitation document No. Notice: Exploitation document No. will be printed in FA entry to operation report, if you use reports extension.
Write-Down	The check mark is filled automatically, if you disposed FA. Check mark can be removed manually. More information in chapter 3. How to post FA disposal operation.
Sold	Check this mark manually, if you sold FA.
Reclassified	Check this mark manually, if you reclassified FA.
Collateral	Check this mark manually, if FA is pledged for the repayment of a loan.
Evaluation Method	You can enter additional information for FA tax report, choose from options: No Value, Replacement Value, General Evaluation. You can save information for real estate

	declaration. There is no possibility to create declaration for tax department and count taxes.
Municipality Code	You can enter additional information for FA tax report.
Average Value	You can enter additional information for FA tax report.

Fixed Asset Card | Work Date: 2020-09-22

## FA000120 · KIA Sportage

Process
Reports
More options

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**General**
Show less

<p>Description ..... KIA Sportage</p> <p>FA Class Code ..... TANGIBLE</p> <p>FA Subclass Code ..... VEHICLES</p> <p>FA Type ..... Movable</p> <p>FA Location Code ..... </p> <p>Budgeted Asset ..... <input type="checkbox"/></p> <p>Serial No. .... Kia Sportage 2020</p> <p>Unique FA No. .... SPP350</p> <p>Acquisition Method ..... Own funds</p> <p>FA State ..... Own</p> <p>Acquisition Date ..... 2020-09-16</p> <p>Use Starting Date ..... 2020-09-16</p> <p>Exploitation Document No. .... EXPL2020/9</p> <p>Main Asset/Component ..... </p> <p>Component of Main Asset ..... </p>	<p>Department Code ..... ADM</p> <p>Customergroup Code ..... </p> <p>Search Description ..... KIA SPORTAGE</p> <p>Responsible Employee ..... AH</p> <p>Inactive ..... <input type="checkbox"/></p> <p>Blocked ..... <input type="checkbox"/></p> <p>Write-Down ..... <input type="checkbox"/></p> <p>Sold ..... <input type="checkbox"/></p> <p>Reclassified ..... <input type="checkbox"/></p> <p>Collateral ..... <input type="checkbox"/></p> <p>Evaluation Method ..... </p> <p>Municipality Code ..... </p> <p>Average Value ..... <input type="text" value="0.00"/> <span style="font-size: small;">Look up value</span></p> <p>Acquired ..... <input type="checkbox"/></p> <p>Last Date Modified ..... 2020-09-16</p>
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### 3. How to post FA disposal operation

When fixed asset is damaged, or you don't want to use it any more, you need to dispose it. Open **Fixed asset G/L Journals**. Here is an example how to create journal line:

Field Name	Explanation
Posting Date	Fill date.
Document No.	Fill Document No.
Account Type	Choose type <b>Fixed Asset</b> .
Account No.	Choose FA card.
Depreciation Book Code	Choose Depreciation book.

Field Name	Explanation
FA Posting Type	Choose type <b>Disposal</b> .
Amount	Enter FA ending book value with “-“.
Bal. Account Type	Choose type <b>G/L Account</b> .
Bal. Account No.	Choose G/L account No. for FA disposal results.
Write-Down	<p>This mark is filed automatically in journal line. When journal line is posted, field <b>Write down</b> in FA card will be marked automatically.</p> <p>Conditions, if option marked:</p> <ul style="list-style-type: none"> <li>• Account Type - Fixed Asset;</li> <li>• FA Posting Type" - Disposal;</li> <li>• Depr. until FA Posting Date - false;</li> <li>• Depr. Acquisition Cost - false;</li> <li>• No. of Depreciation Days = 0.</li> </ul> <p>FA disposal report uses this check mark as indicator.</p>

Fixed Asset G/L Journals | Work Date: 2020-12-31

Batch Name: ..... DEFAULT

Manage Post Post and Print Apply Entries... Insert FA Bal. Account Dimensions More options

Posting Date	Document Type	Document No.	Account Type	Account No.	Depreciation Book Code	FA Posting Type	Description	Amount	Bal. Account Type	Bal. Account No.	Writ... Down	G
→ 2020-12-31	⋮	DISP2020/12-02	Fixed Asset	FA000120	COMPANY	Disposal	KIA Sportage disposal	-28 500,00	G/L Account	8640	<input checked="" type="checkbox"/>	

**Notes:**

- Fixed asset disposal maybe done using Fixed Asset journals as well. There is Write-down check mark like in Fixed asset G/L Journals.
- If fixed asset disposal entries are cancelled, check mark Write-Down is cleared in the journal. In fixed asset card mark Write-Down is also cleared after posting cancellation, if was selected before.

**4. How to print FA disposal report**

Open report **FA liquidation act (LBC)** and fill report request form. It's convenient to filter according **Posting date**.

## FA Liquidation Act (LBC)



Printer ..... (Handled by the browser)

Use default values from ..... Last used options and filters

### Options

Act No. .... DISP2020/12-02

Confirming Person ..... JR

Location of Preparation ..... Kaunas

Reasons for Termination of Expl... .. Damaged FA

Commission Proposes ..... Disposal

Other Tags .....

Signed by ..... MD

Bookkeeping Tags .....

Signed by ..... AH

### Members of Commission

1. Person ..... MH

2. Person ..... PS

3. Person .....

4. Person .....

### Filter: FA Ledger Entry

× Document No. .... DISP2020/12-02

× Posting Date .....

Send to...

Print

Preview

Cancel

**UAB "DATA"***(Company Name)**(Company Registration No.)***CONFIRM**

Managing Director

*(Job Title)**(Signature)*

John Roberts

*(Name, Surname)***FIXED ASSET LIQUIDATION ACT**

2020 y.

December 31 d.

No. DISP2020/12-02

Kaunas

*(Location of Preparation)*

examined fixed asset items listed below and confirmed that this fixed asset

completed exploiting on

2020 y.

December 31 d.

Fixed Asset Description	Inv. No.	Quantity	Acquisition Date	Depreciation Starting Date	Acquisition Value, LCY	Accum. Depreciation, LCY	Residual Value, LCY	Notes
KIA Sportage	FA000120	1	2020.09.16	2020.10.01	30 000,00	1 500,00	28 500,00	
<b>Total</b>					30 000,00	1 500,00	28 500,00	

Reasons for termination of exploiting:

Damaged FA

The Commission proposes to:

Disposal

Number of write-down fixed asset items

1

pc

*(Numbers in words)*

Residual value of write-down fixed asset

28 500,00

EUR

*(Amount in words)*

Commission:

Production Assistant

*(Job Title)**(Signature)*

Mark Hanson

*(Name, Surname)*

Sales Manager

*(Job Title)**(Signature)*

Peter Sadow

*(Name, Surname)**(Job Title)**(Signature)**(Name, Surname)**(Job Title)**(Signature)**(Name, Surname)*

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Other tags: \_\_\_\_\_

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Designer  
*(Job Title)*

\_\_\_\_\_  
*(Signature)*

Mary Dempsey  
*(Name, Surname)*

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Bookkeeping tags: \_\_\_\_\_

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Accountant  
*(Job Title)*

\_\_\_\_\_  
*(Signature)*

Annette Hill  
*(Name, Surname)*