

# Updating Financials for an Asset



This guide provides a straightforward process for updating financial information related to an asset, ensuring accuracy and compliance. It breaks down each step clearly, making it accessible even for those less familiar with financial software. By following this guide, users can efficiently manage critical financial data, enhancing their asset management capabilities. Viewing this guide will help streamline the update process and prevent errors.

1

In this section, we will look at the new Financials tab which each asset now has. Click on Financials.

The screenshot displays the MicaD Pro interface for an asset named "Fire Door - 00004". The "FINANCIALS" tab is highlighted with a yellow circle. The interface is divided into several sections:

- Asset Information:** Asset ID: 4, Status: Disposed, Asset Health: Good.
- PHYSICAL INFO:** Asset Status: Disposed, Asset ID: 4, Barcode: AV123456, Asset Type: Fire Doors, Asset Sub Type: ANAESTHETICS GEN EQUIP, Asset Description: Fire Door - 00004.
- AVAILABILITY TO USE:** Standard Hours (7 day week) table showing 09:00 - 17:00 for all days of the week.
- LOCATION ADDRESS:** Region: C..TestRegionLoc34, X..T, Site: Jason, sitename, Building: buildsname, buildcode, Floor: 1, 1, Room: -.
- FINANCIALS:** Date Purchased: 27/10/2012, Date Delivered: 25/03/2009.

2

There are now these fields available containing financial information. To edit any of these fields, click on Edit.

micad pro

Fire Door - 00004

Status: ● Disposed Asset Health: Good ■ ■ ■

Copy Delete

PHYSICAL INFO LOCATION CUSTOM INFO DOCUMENTS **FINANCIALS**

27/10/2012	Reduction Value	£8,766.41
£10.00	Reduction Period (Years)	6
25/03/2009	Current Value	£17,861.59
06/07/2017	Replacement Cost	£615,867.75
27/02/1994	Replacement Cost Planned	£731,172.19
	Quantity	2

Edit

3

This puts the page into edit mode where you can edit the financial information.

micad pro

Edit Depreciation: Fire Door - 00004

Date Purchased: 27/10/2012

Purchase Cost: £ 10

Date Delivered: 25/03/2009

Date Accepted: 06/07/2017

Warranty Expires: 27/02/1994

Reduction Period (Years): 6

Reduction Value: £ 8766.41

Removal Date: Removal Date

Current Value: £ 17861.59

Replacement Cost: £ 615867.75



Replacement Cost Planned: £ 731172.19

Quantity \*: 2






Cancel Save Changes

4

Some fields are date format and you can click on the calendar icon to present the pop out calendar.

tion   **Ian John**  
Admin [deval]

**Edit Depreciation: Fire Door - 00004**

<b>Date Purchased</b> 27/10/2012 	<b>Purchase Cost</b> £ 10
<b>Date Delivered</b> 25/03/2009 	<b>Date Accepted</b> 06/07/2017 
<b>Warranty Expires</b> 27/02/1994 	<b>Reduction Period (Years)</b> 6
<b>Reduction Value</b> £ 8766.41	<b>Removal Date</b> Removal Date 
<b>Current Value</b> £ 17861.59	<b>Replacement Cost</b> £ 615867.75
<b>Replacement Cost Planned</b> £ 731172.19	<b>Quantity *</b> 2

5

Choose the required date

**Edit Depreciation: Fire Door - 00004**

<b>Date Purchased</b> 27/10/2012	<b>Purchase Cost</b> £ 10
<b>Date Delivered</b> 25/03/2009	<b>Date Accepted</b> 06/07/2017
<b>Warranty Expires</b> 27/02/1994	<b>Reduction Period (Years)</b> 6
<b>Reduction Value</b> £ 8766.41	<b>Removal Date</b> Removal Date
<b>Current Value</b> £ 17861.59	<b>Replacement Cost</b> £ 615867.75
<b>Replacement Cost Planned</b> £ 731172.19	<b>Quantity *</b> 2

2012  
Sat, Oct 27

< October > < 2012 >

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Close

## 6 and click "Close"

2012  
Fri, Oct 26

Depreciation: Fire Door - 00004

26/10/2012

25/03/2009

27/02/1994

£ 8766.41

£ 17861.59

£ 731172.19

2012  
October  
Fri, Oct 26

Close

Removal Date

Removal Date

Replacement Cost

£ 615867.75

Quantity \*

2

Cancel

Save Changes

## 7 Reduction Period (Years) is a number field

micad pro

Depreciation: Fire Door - 00004

26/10/2012

25/03/2009

27/02/1994

£ 1000.00

£ 17861.59

£ 731172.19

£ 10

06/07/2017

6

Removal Date

Removal Date

Replacement Cost

£ 615867.75

Quantity \*

2

Cancel

Save Changes

## 8 Which you can alter using the arrows

micad pro lan Johnson Admin [devalpha]

depreciation: Fire Door - 00004

Date Purchased	26/10/2012	Purchase Cost	£ 10
Date Delivered	25/03/2009	Date Accepted	06/07/2017
Warranty Expires	27/02/1994	Reduction Period (Years)	5
Reduction Value	£ 1000	Removal Date	Removal Date
Current Value	£ 17861.59	Replacement Cost	£ 615867.75
Replacement Cost Planned	£ 731172.19	Quantity *	2

Cancel Save Changes

## 9 Cost fields are in the format 0.00

Date Purchased	26/10/2012	Purchase Cost	£ 10
Date Delivered	25/03/2009	Date Accepted	05/07/2017
Warranty Expires	27/02/1994	Reduction Period (Years)	6
Reduction Value	£ 1000	Removal Date	Removal Date
Current Value	£ 17861.59	Replacement Cost	£ 615867.75
Replacement Cost Planned	£ 731172.19	Quantity *	2

Cancel Save

Help

10

When you have made all your changes click "Save Changes" to update the asset's financial information

<b>Date Delivered</b> 25/03/2009	<b>Date Accepted</b> 06/07/2017
<b>Warranty Expires</b> 27/02/1994	<b>Reduction Period (Years)</b> 6
<b>Reduction Value</b> £ 1000	<b>Removal Date</b> Removal Date
<b>Current Value</b> £ 17861.59	<b>Replacement Cost</b> £ 615867.75
<b>Replacement Cost Planned</b> £ 731172.19	<b>Quantity *</b> 2