

WORTH IT FIXED ASSETS

When spreadsheets, depreciation programs or complex ERP modules simply won't do!

Executive Overview





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Introduction

Fixed Assets are a valuable resource with significant impact to the financial well being of any company. To help you maximize the return on your investment. WorthIT Fixed Assets incorporates three powerful tools:

- ❖ Fixed Asset Management
- ❖ Depreciation Accounting
- ❖ Capital Budgeting and Analysis

These seamlessly integrated tools let you implement a cohesive and cost effective asset management solution in your company. WorthIT Fixed Assets will help you:

- Calculate depreciation costs and forecast future charges accurately.
- Produce timely accounting reports and supporting financial documents.
- Keep track of asset locations and complete service history.
- Manage self-constructed assets and capital projects.
- Catalogue specifications of complex assets such as personal computers.
- Budget asset acquisitions and evaluate alternative investment scenarios.
- Display asset snapshot views and financial summaries.
- Create a library of customized reports.
- *...and much more.*

WorthIT Fixed Asset is the tool to use to gain an edge in today's competitive global environment.

WorthIT Fixed Assets as Management Tool

WorthIT allows you to build a database of vital information about your fixed assets – on your own schedule. Whether you simply want to use the system’s depreciation capabilities or take full advantage of the significant asset management features included, the choice is entirely yours.

With WorthIT Fixed Assets you can:

- Calculate depreciation and create detailed accounting and financial reports simply by completing the fields in the **DETAIL** entry dialog box.

- Track asset locations, analyze service history, manage the various phases of self-constructed assets, and define the composition of such assets of Personal Computers – all by completing the fields in each of the four optional components (**LOCATION, SERVICE, TASK/ACTIVITY and FOLDER**)

With this information available on demand, you can locate and deploy your assets effectively, control service and repair costs, monitor projects and assets-under-construction closely and make informed purchases.

Entering Financial and Operating data

The following basic information is all you need to start using WorthIT's extensive depreciation capabilities and financial reporting tools.

- ❖ Asset ID
- ❖ Date in Service
- ❖ Acquisition Cost
- ❖ Asset Description
- ❖ Category ID
- ❖ Tax Class

*....All you have to do is complete the top section of the **DETAIL** dialog box*

Click here to choose from Category and Tax codes on file

Click here to enter notes regarding the asset

Click here to Add, Edit or View records in your master files

This handy feature lets you navigate through your database to add, change and delete asset records conveniently.

Highlights

- Depreciation parameters are stored once in the Category and Tax Class files.
- Clear the **Active** field to prevent the asset from being depreciated.



Assigning Business Units

By assigning business units to assets under the **Keys** Tab:

- Users will be able to sort and filter WorthIT Fixed Assets reports using up to 4 of the 10 business units.
- Users will be able to sort and filter WorthIT Fixed Assets to show up to 10 Business Units on the Tabletop View.
- WorthIT will be able to create Journal Entries for up to 5 different transactions. (**ACQUISITION, DEPRECIATION, DISPOSAL, TRANSFER and GAIN/LOSS** – *Post Codes must be created*)

Keys Tab

Click on the Drop-Down Box to assign asset to Business Units

Highlights

Assets can be assigned automatically to a specific Business Unit by setting the defaults on the **Preferences** menu.



Adding Supporting Information

Complete a few optional fields and take advantage of WorthIT's advanced features.

- The Parent ID field lets you define Parent-Child relationships
- Analyze Insurance coverage using the Policy ID field
- Track Leased assets or allocate assets to a Project with the user defined fields
- Use the Memo pad to enter free format text

....By completing a few more fields, you can tap WorthIT's extensive capabilities.

Asset Detail *

| | | | |
|----------|-------------------|-----------------|------------------|
| Asset ID | Asset Description | Date in Service | Acquisition Cost |
| 1006 | Notebook PC | 1995/11/01 | 5329.00 |

Main | Keys | **Other**

| | | | |
|-----------|-------------------|--------------|----------------|
| Serial Id | Extra Description | Invoice Date | Salvage Amount |
| 12345 | | 1995/11/01 | 0.00 |

| | | |
|-----------------------------|-----------------------------|----------------|
| Category ID | Tax Class | Business Use % |
| COMP(3) - Computer Equipmer | COMP(5) - Computer Equipmer | 100.0000 |

| | | |
|-----------|-------------------|---------------|
| Vendor ID | Vendor Name | Requisitioner |
| 1010 | The Computer Guys | Alex Perkin |

| | | |
|--------------------------|------------|--------------|
| Policy Id | Primary ID | Secondary ID |
| 45218 - Insurance Policy | | |

| | | |
|-------------|-------------|-------------|
| User Code 1 | User Code 2 | User Code 3 |
| | | |

| | | | |
|-----------|-----------|----------------|--|
| PO Number | Parent Id | Write Off Code | <input checked="" type="checkbox"/> Active |
| 888524 | 1006 | | |

Depreciation Profiles: Corporate | Tax | State | Other

Buttons: Save, Delete, New, Copy, Add, Cancel

Ready.

Identify Vendor and Insurance Policy

Set Parent-Child dependency

Other tab

Track Requisitioner here.

5 User define fields to enter more asset information

Highlights

Other Tab allows you to:

- View access information (e.g. Date record added and user)
- Enable additional depreciation views (e.g. State Tax)



Tracking Asset Locations

Keeping track of assets in today's fast paced technology driven environment can be a challenging and time consuming task. Using the LOCATION component in WorthIT you can:

- Define an asset's current location and trace its movement history since acquisition.
- Capitalize or Expense costs or record expenses for reference only.
- Create location codes to identify assets at customers, employees or bin locations.
- Depreciate capitalized transactions and summarize by G/L post codes.

....Keeping track of assets is easy with the Location component.

The screenshot shows the 'Location' window for Asset ID: 1006, Asset Description: Notebook PC. It features a 'List' section with a table of location history and a 'Details' section for editing the current location.

| Start Date | Location Description | Find |
|------------|----------------------------|------|
| 1995/12/01 | Marketing - Larry Smith | |
| 1996/06/15 | Marketing - Jane Doe | |
| 1997/05/23 | Computer Doctor | |
| 1997/06/03 | Marketing - Jane Doe | |
| 1998/11/25 | Tech Support - Mitch Stone | |

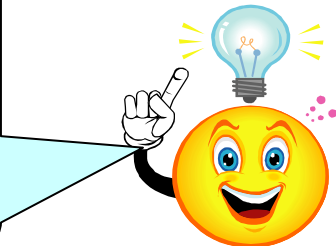
The 'Details' section includes fields for Start Date (1997/06/03), Location Description (Marketing - Jane Doe), Installation Cost (0.00), Location Code, Location #, Reference, Disposition (Do Not Post), Area (Employee), Depreciation Post Code, and Tax Depreciation Post Code. A 'Notes' field is also present.

Annotations in the image include:

- 'List of locations since acquisition' pointing to the table.
- 'Capitalize, Expense or track cost for reference only' pointing to the Disposition dropdown.
- 'Create your own location codes' pointing to the Location Code dropdown.
- 'Enter Notes' pointing to the Notes field.

Highlights

- Use the Location # and Location Code in tandem to create additional sub-classifications.
- You can determine how long an asset was used in each location by executing the Location Accounting report, make sure to include "Elapsed Days" column.



Managing Self-Constructed Assets and Capital Projects

WorthIT's Task/Activity component is an invaluable multi-purpose tool. You can use it assign assets and allocate depreciation costs to special tasks such a Research Development projects; Track individual stages and related costs of self-constructed assets; or simply to adjust against an asset.

...Monitor Projects and big expenditures closely

List of Activities

Track dates by Activity

Negative amounts can be entered

Allocate costs to your G/L codes

Highlights

- Maintain complete history of all additions and adjustments against an asset.
- Add a negative cost in order to reduce the original acquisition cost of the asset.



Tracking Service History

The availability of service history can prove invaluable in preventing recurring maintenance problems or identifying problematic assets. WorthIT's Service component can help you:

- Trace each asset's entire service history.
- Identify common and repetitive problems.
- Capitalize or Expense costs or simply record expenses for reference only.
- Measure Service performance quality.
- Schedule maintenance for major assets.

...View an asset's entire service history in a convenient manner.

Plan service schedule

Service history

Classify costs

Identify maintenance Contract

Track service technician or shop

Highlights

- Schedule preventative maintenance using the Next Service Date field.
- Analyze service work and performance using the Service Code and Service By



Cataloguing Asset Specification Using Folders

WorthIT's Folder component lets you define the composition of complex assets such as a Personal Computers or Plant Machinery. Like a magnifying glass, Folders can provide you a clearer perspective about your assets. Using Folders you can:

- Define PC options such as CD-ROM, modems and software.
- Describe performance characteristics of special equipment.
- Categorize company cars by model.
- Classify assets using your own indexing system.

...With Folder, you can quickly determine the configuration of special assets..

Folder Selection

Asset ID: 1006 Asset Description: Notebook PC

Current Asset Table

| Folder Id | Tab Name | Item |
|-----------|------------------|------------------|
| Hardware | Sound Card | Sound Blaster |
| Software | Finance | WorthIT Software |
| Software | Operating System | Windows 7 |

Folder Selection Table

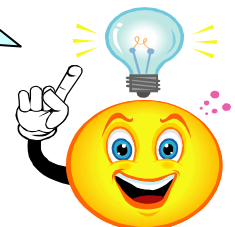
Find

| Folder Id | Tab Name | Item |
|-----------|------------------|------------------|
| Hardware | Modem | 56K |
| Hardware | Sound Card | Sound Blaster |
| Software | Finance | ACCPAC |
| Software | Finance | WorthIT Software |
| Software | Operating System | Window NT 3.5 |
| Software | Operating System | Windows 7 |

Record loaded.

Highlights

- You can create unlimited Folder IDs, Tabs and selection Items for organize your data in logical sets.
- Using the Folder report template, you can search, sort and select assets based on attributes.



Taking a Snapshot

The Snapshot view will help you put this wealth of information into perspective. With a simple click on the Right mouse button, significant information and operating statistics about any asset will be at your fingertips.

....Operating statistics and valuable information always one mouse click away.

Assets | **Select** | **Snapshot**

| | | | |
|--------------------|-----------------------------|--------------------|----------------------------|
| Asset ID: | 1006 - Notebook PC | | [ACTIVE 1] |
| Extra Description: | (none) | | |
| Division: | 00100 - MRS Consulting | Acquisition Cost: | 5,329.00 |
| Branch: | 00100 - Mississauga | Date in Service: | 1995/11/01 |
| Department: | 00200 - Product Development | Parent Id: | (none) |
| Cost: | 00110 - GROUP A-2 | Primary ID: | (none) |
| Account: | | Secondary Id: | (none) |
| Key 5: | | Next Service Date: | 1999/03/15 |
| Key 6: | | PD Number: | (none) |
| Key 7: | | Requisitioner: | (none) |
| Key 8: | | Current Location: | Tech Support - Mitch Stone |
| Key 9: | | Vendor ID: | 1010 - The Computer Guys |
| Ins. Expiry Date: | (none) | Policy Id: | (none) |
| Mntnc. Expirv: | 2011/03/15 | Contract Id: | 53456 - Computer Upgrades |

5 records 0.00 | 2 records 855.69 | 2 records 14.75- | 3 records

Assets | **Select** | **Snapshot**

| | | | |
|--------------------|-----------------------------|-------------------|------------------|
| Asset ID: | 1006 - Notebook PC | | [ACTIVE 1] |
| Extra Description: | (none) | | |
| Division: | 00100 - MRS Consulting | Acquisition Cost: | 5,329.00 |
| Branch: | 00100 - Mississauga | Date in Service: | 1995/11/01 |
| Department: | 00200 - Product Development | Parent Id: | (none) |
| Cost: | 00110 - GROUP A-2 | Primary ID: | (none) |
| Account: | | Secondary Id: | (none) |
| Key 5: | [Folder Records] | | |
| Key 6: | Hardware | Sound Card | Sound Blaster |
| Key 7: | Software | Finance | WorthIT Software |
| Key 8: | Software | Operating System | Windows 7 |
| Key 9: | | | |
| Ins. Expiry Date: | | | |
| Mntnc. Expirv: | | | |

5 records 0.00 | 2 records 855.69 | 2 records 14.75- | 3 records

With the Snapshot feature, you get a clear, concise and well organized picture of any asset. By clicking the navigation arrows, you can conveniently browse through your entire database, one asset at a time. What better way to get such a thorough understanding about your assets?

WorthIT Fixed Assets and Depreciation

The cornerstone of any sound Fixed Asset system is its ability to calculate depreciation accurately and produce detailed accounting reports and supporting documents. In this area, WorthIT Fixed Assets excels in every respect.

Here is a quick summary of the features:

- Up to (4) depreciation profiles for separate Corporate and Tax reporting per Asset Book.
- Supports popular depreciation methods and allows users to define custom depreciation schedules.
- Comprehensive set of accounting and financial report templates with customization options.
- Adjustment capabilities with comprehensive built-in audit trail features.
- Journal Voucher files creating for uploading to your General Ledger system.
- Unlimited Partial Disposal tracking.
- Full disposal simulation.
- In-dept current and historical financial inquiries.
- Future period depreciation projection capabilities.
-and much more.

Depreciation Overview

Defining your corporate and tax depreciation rules is a simple matter of completing the Depreciation dialog box. But do not be fooled by this simplicity because, behind the scenes, WorthIT performs complex depreciation calculation providing you with timely financial information on demand.

....simply create a depreciation profile for each asset group

Select depreciation methods

Select Start Code

Select Parameters if applicable

Set default G/L Post Codes

Set ACRS and MACRS codes if US based

Define your own depreciation table

US Depreciation Highlights

WorthIT Fixed Assets now incorporates US Depreciation averaging conventions (Mid-Month, Mid-Year and Mid-Quarter) and custom depreciation can be used for ACRS and MACRS calculations. Furthermore, WorthIT Import capability can load pre-set Category ID's and Tax Classes of the most common calculation to get you started right away.

Depreciation Methods

Once you select a depreciation method, WorthIT will highlight the parameter fields you need to complete. Choose from:

- Straight Line - Net
- Straight Line - Gross
- Sum of Digits
- Units of Production
- Compound
- Declining Balance
- No Depreciation

Depreciation Start Code/Convention options

Using the date the asset was acquired as the base, you can use one of the following options to calculate the effective depreciation start date:

- Beginning of Month
- Mid Year
- Mid Last Quarter
- Date in Service
- Next Period
- Mid Month
- Mid Quarter
- Beginning of Next Month
- Half Year
- Full Year

User Defined Depreciation Schedules

For special cases, you can build your own schedule using the powerful Custom Depreciation feature in WorthIT.

....Create your own depreciation schedules

Alternative base costs to select from

Your custom schedule will be listed here

Enter fixed amount or Rate (%)

Set FROM - TO dates and build your own schedule

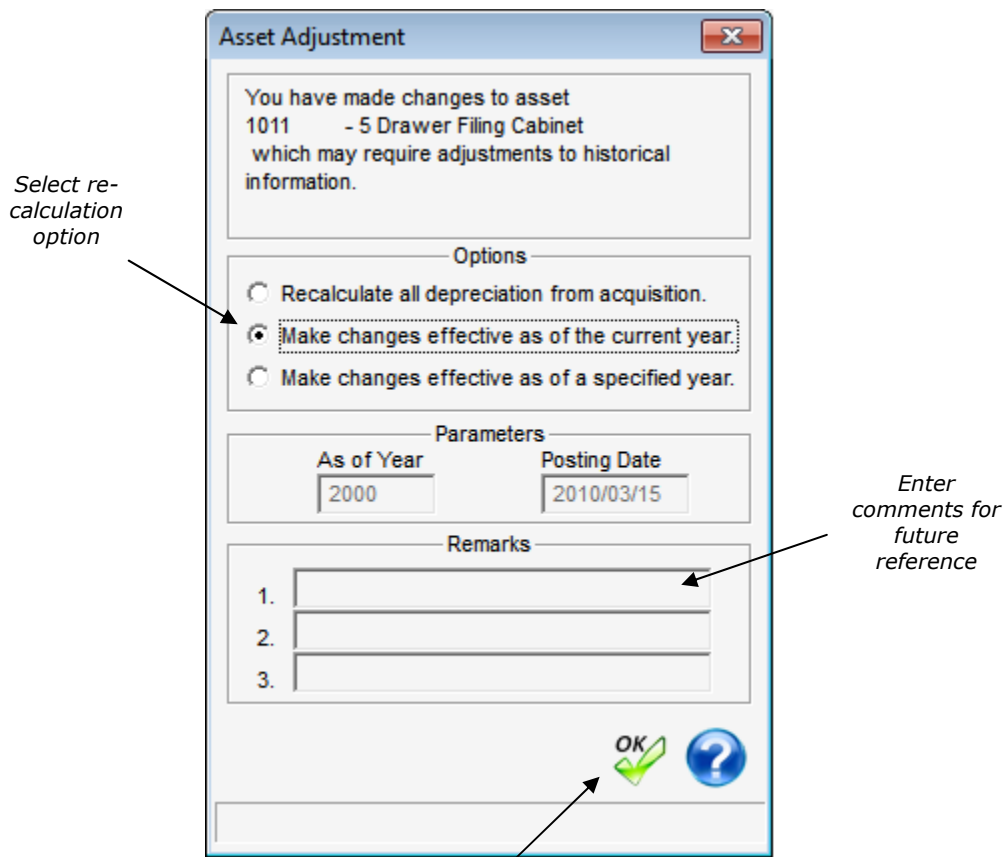
About the Depreciation Cycle

WorthIT uses a two step depreciation process. The **Depreciation-Run** may be performed as often as desired allowing you to make adjustments along the way. The Update procedure is run once only to post the final results to the history file. The same concept applies to the **Year End** procedure.

About Adjustments

WorthIT's built-in intelligent features assess the need for depreciation re-calculations based on the changes you make. For audit trail purposes, the posting vouchers will include the reversing entries to adjust errors as well as the new entries reflecting the changes.

....complete the adjustment dialog box to activate your changes



Click "Ok" to proceed with the re-calculation

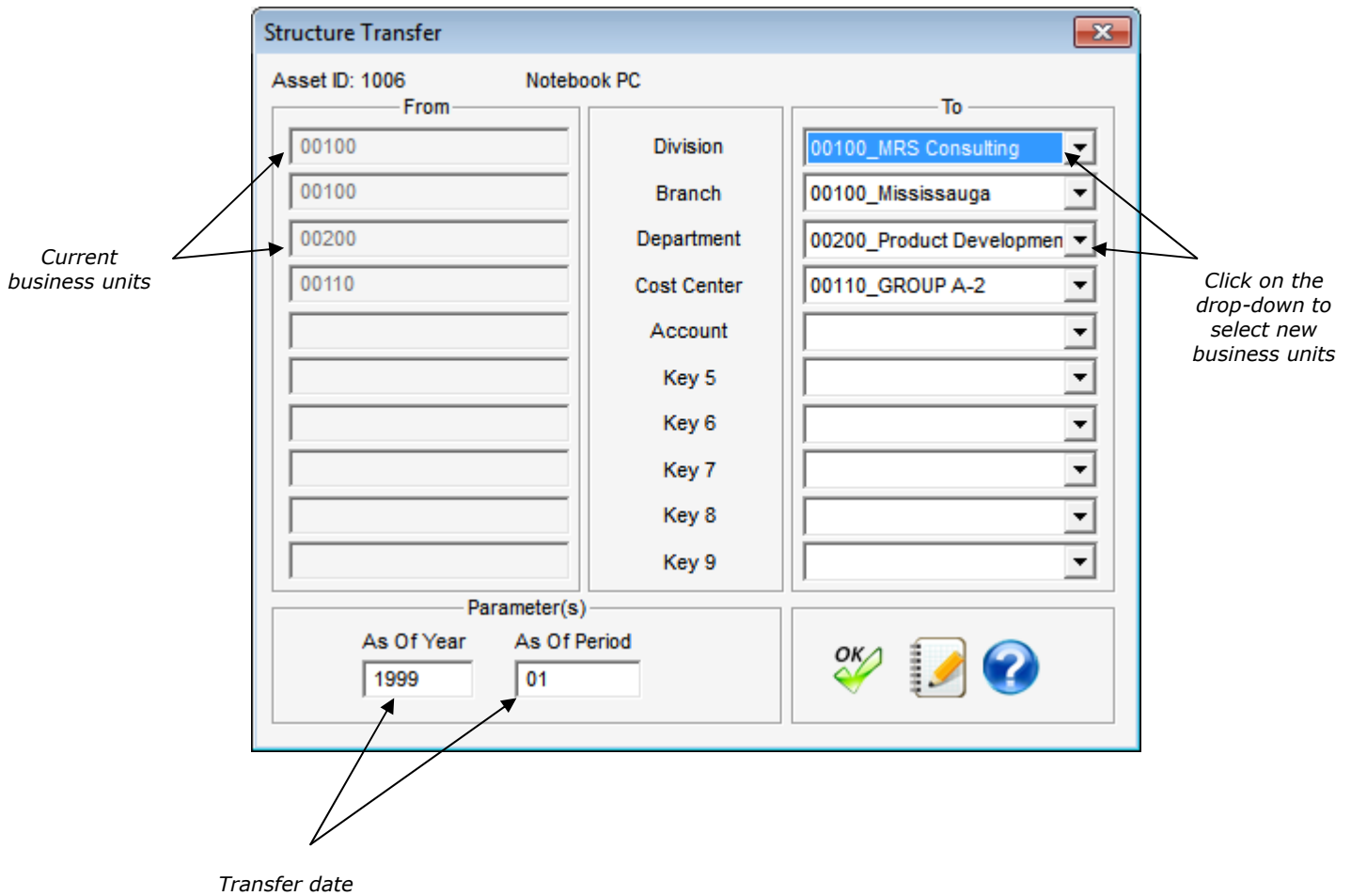
About General Ledger Journal Vouchers

WorthIT takes care of your general ledger posting needs. You can produce a Journal Voucher report for manual entry or let WorthIT create a file for posting to your G/L system - and you set the level of detail to post.

Asset Transfers

Whether you need to transfer a single or a selected group you will find WorthIT's Transfer procedure easy to use. Just select the asset and click on the Transfer button on the Menu bar then identify the receiving business unit and the effective date and depreciation from that date forward will be charged against the new unit.

...just select the new business unit and enter the transfer date



Asset Disposals and Simulation

This procedure also lets you simulate the potential gain or loss should you dispose of an asset. Simply enter a disposal date and a salvage value, and WorthIT will calculate all values for you.

....Simulate potential gain or loss before disposing an asset

Enter Disposal parameters here

Disposal Calculations

| Asset Disposal | | | |
|-----------------------|------------|------------------|----------|
| Asset ID: 1006 | | | |
| Status | | | |
| Date in Service | 1995/11/01 | Acquisition Cost | 5,516.97 |
| Years | 3.00 | Salvage Amount | 0.00 |
| Corporate Projections | | | |
| Life-to-Date | 5,341.74 | | |
| Net Book | 175.23 | | |
| Projected Gain/Loss | 75.23- | | |
| Parameters | | | |
| Disposal Year | 1999 | Period | 3 |
| Realized Amount | 100 | | |
| Disposal/Sold to | Mr. Smith | | |
| OK ? | | | |

Partial Asset Disposals

You can enter an unlimited number of partial disposals against any asset using the Partial Disposal component and keep track of each transaction for audit trail purposes. All partial disposal transaction is automatically reflected in the asset disposal report. To perform a partial disposal, simply select the asset on the asset listing section of WorthIT, and Click on the **ASSET** menu and select **PARTIAL DISPOSAL**.

Forecasting future depreciation costs

Forecast depreciation cost for any period and that the desired level of detail and use the results to accurately budget your future depreciation costs. The Depreciation Projection Report Template lets you sort the sequence, detail level, time interval and date range up to 18 interval periods (e.g. 18 months, 18 quarters, or 18 years).

....Point and Click to customize your Projection report.

Sample report

| M.R.S. COMPANY LIMITED | | | | |
|---------------------------------------|-----------------------|---------------------------|---------------------------|------------|
| Depreciation Projection (Corporate) | | | | |
| As of Date | Interval Depreciation | Year to Date Depreciation | Life to Date Depreciation | Book Value |
| Department: 00250 - Technical Support | | | | |
| Branch: 00100 - Mississauga | | | | |
| 2000/03/31 | 585.52 | 585.52 | 4,347.80 | 10,553.83 |
| 2000/06/30 | 585.52 | 1,171.04 | 4,933.32 | 9,968.31 |
| 2000/09/30 | 585.52 | 1,756.56 | 5,518.84 | 9,382.79 |
| 2000/12/31 | 585.52 | 2,342.08 | 6,104.36 | 8,797.27 |
| 2001/03/31 | 585.52 | 585.52 | 6,689.88 | 8,211.75 |
| 2001/06/30 | 585.52 | 1,171.04 | 7,275.40 | 7,626.23 |
| 2001/09/30 | 585.52 | 1,756.56 | 7,860.92 | 7,040.71 |
| 2001/12/31 | 585.52 | 2,342.08 | 8,446.44 | 6,455.19 |
| 2002/03/31 | 585.52 | 585.52 | 9,031.96 | 5,869.67 |
| 2002/06/30 | 585.52 | 1,171.04 | 9,617.48 | 5,284.15 |
| 2002/09/30 | 585.52 | 1,756.56 | 10,203.00 | 4,698.63 |
| 2002/12/31 | 585.52 | 2,342.08 | 10,788.52 | 4,113.11 |
| 2003/03/31 | 585.52 | 585.52 | 11,374.04 | 3,527.59 |
| 2003/06/30 | 585.52 | 1,171.04 | 11,959.56 | 2,942.07 |
| 2003/09/30 | 585.51 | 1,756.55 | 12,545.07 | 2,356.56 |
| 2003/12/31 | 585.52 | 2,342.07 | 13,130.59 | 1,771.04 |

By selecting **Tax** – Depreciation Profile, you can also forecast your costs from a tax viewpoint – yet another handy feature in WorthIT.

Financial Inquiry

The Financial Inquiry tool puts comprehensive current and historical depreciation information on any asset at your disposal. You can:

- View an asset's current value and depreciation data.
- View financial information on capitalized transactions.
- Display an asset's depreciation data as at any previous year end.
- Analyze data from Corporate or Tax viewpoints.

...Current and historical depreciation information is always accessible..

The screenshot shows the 'Financial Inquiry' window. On the left, 'Background Information' points to the Asset Information section. 'Current Fiscal Period information' points to the Depreciation Information table. 'Profile to view' points to the 'Corporate' dropdown in the Profile section. 'View data as at any year end' points to the '1997-12' selection in the History list. 'View Capitalized transactions' points to the 'Capitalization...' button.

| Asset Information | |
|-------------------------|------------------------------------|
| Asset ID | 1006 |
| Asset Description | Notebook PC |
| Category ID | COMP(3) - Computer Equipment (3YR) |
| Date in Service | 1995/11/01 |
| Depreciation Start Date | 1995/11/01 |
| Business Use % | 100.0000 |
| Acquisition Cost | 5,329.00 |
| Salvage Amount | 0.00 |

| Depreciation Information | | |
|----------------------------|-----------|--------------------|
| | — Asset — | — Capitalization — |
| Value for Depreciation | 5,329.00 | 485.25 |
| Current Depreciation | 1,776.33 | 107.83 |
| Net Value | 1,480.28 | 377.42 |
| Life-to-Date Depreciation | 3,848.72 | 107.83 |
| Net Value at Start of Year | 3,256.61 | 485.25 |
| Year-to-Date Depreciation | 1,776.33 | 107.83 |
| Net Asset Value | 1,480.28 | |

....You can also analyze capitalized transaction.

The screenshot shows the 'Financial Inquiry - Capitalization' window. 'List of different transactions' points to the 'Record' list. 'View results as at any year-end' points to the '1997-12' selection in the 'As Of' dropdown.

| Asset Information | |
|-------------------|-------------|
| Asset ID | 1006 |
| Asset Description | Notebook PC |

| Charge Information | |
|--------------------|--------------------|
| Task Date | 1997/05/23 |
| Task | Addition of CD Rom |
| Audit # | |
| Task Cost | 485.25 |
| Labor Cost | 0.00 |
| Other Cost | 0.00 |

| Record | |
|------------|-----------------------------|
| 1997/05/23 | Addition of CD Rom |
| 1998/03/15 | Adjustment to the Acq. Cost |
| 1998/03/15 | Replaced Keyboard |

| Depreciation Information | |
|----------------------------|------------|
| | — Charge — |
| Value for Depreciation | 485.25 |
| Net Value | 377.42 |
| Life-to-Date Depreciation | 107.83 |
| Net Value at Start of Year | 485.25 |
| Year-to-Date Depreciation | 107.83 |

Maintaining multiple depreciation profiles

WorthIT lets you maintain up to four separate corporate and tax depreciation profiles per Asset book. The mandatory Category and Tax Class profiles are used to depreciate assets from a corporate and tax perspective while the two optional profiles may be used for State, Provincial or other user defined tax scenarios.

Date or Period Based Depreciation

You can choose between date based or period based depreciation. For period based depreciation, WorthIT lets you specify your period end dates and, optionally, the percentage distribution for each period totaling 100% across all periods. When using date based, you can calculate depreciation as of any date within the fiscal year.

....Each period can have a preset percentage rate.

Create your own period allocation tables

The 'Period Setup' dialog box is shown with the following data:

| Company Information | | | | | |
|---------------------|-----|------------------------|--|--|--|
| Company ID | 100 | M.R.S. COMPANY LIMITED | | | |
| Number of Periods | 12 | Year End MM/DD 12/31 | | | |

Options:

- Carry Forward
- Allow Weekends

List:

| Year | Period | Period End | Percent | YTD Pct. | Find |
|------|--------|------------|---------|----------|------|
| 2000 | 01 | 2000/01/31 | 8.3333 | 8.3333 | 2000 |
| 2000 | 02 | 2000/02/29 | 8.3334 | 16.6667 | |
| 2000 | 03 | 2000/03/31 | 8.3333 | 25.0000 | |
| 2000 | 04 | 2000/04/30 | 8.3333 | 33.3333 | |
| 2000 | 05 | 2000/05/31 | 8.3334 | 41.6667 | |

Details:

| Fiscal Year | Period | Period End | Percentage | YTD Percentage |
|-------------|--------|------------|------------|----------------|
| 2000 | 01 | 2000/01/31 | 8.3333 | 8.3333 |

Buttons: Add, Change, Delete, Reset, New, Generate, ?

WorthIT Fixed Assets and Capital Budgeting

In an age of expensive money, controlling capital expenditures is critical. The savings may very well afford you the competitive edge you need. WorthIT's Capital Budgeting tools help you implement a comprehensive asset investment management process.

Use WorthIT to:

- ❖ Budget Asset acquisitions by business unit and asset type amongst other criteria.
- ❖ Compare actual acquisitions against budget and analyze variances.
- ❖ Forecast depreciation charges from a Corporate or tax perspective and know how these decisions impact your bottom line and cash flow.
- ❖ Compare actual depreciation costs against a budget.
- ❖ Maintain multiple budgets and forecast files and evaluate alternative investment scenarios.
- ❖ Generate spreadsheet reports and plan your future cash flow needs.

Variance Analysis Report

This report helps you monitor actual acquisitions and depreciation costs against budget values. As you can see from the template, you can customize your report the way you like it.

....compare actuals against budgets for any time period.

Sample Report Below

M.R.S. COMPANY LIMITED

Capital Budget Variance (Corporate Acquisitions)

| From Date | To Date | Actual | Budget | Difference | Percent Variance |
|--|------------|----------|----------|------------|------------------|
| Department: 00100 - Operations | | | | | |
| Category ID: COMP(3) - Computer Equipment (3YR) | | | | | |
| 1999/01/01 | 1999/03/31 | 0.00 | 0.00 | 0.00 | |
| 1999/04/01 | 1999/06/30 | 3,554.98 | 4,000.00 | 445.02- | 11.13- |
| 1999/07/01 | 1999/09/30 | 0.00 | 0.00 | 0.00 | |
| 1999/10/01 | 1999/12/31 | 0.00 | 0.00 | 0.00 | |
| | Total | 3,554.98 | 4,000.00 | 445.02- | 11.13- |
| Category ID: F&F(10) - Furniture & Fixtures (10YR) | | | | | |
| 1999/01/01 | 1999/03/31 | 3,754.92 | 3,900.00 | 145.08- | 3.72- |
| 1999/04/01 | 1999/06/30 | 0.00 | 0.00 | 0.00 | |
| 1999/07/01 | 1999/09/30 | 0.00 | 0.00 | 0.00 | |
| 1999/10/01 | 1999/12/31 | 0.00 | 0.00 | 0.00 | |
| | Total | 3,754.92 | 3,900.00 | 145.08- | 3.72- |

Quarterly by Category ID and Department

\$ And % variances

Capital Budget Forecast Report

This report uses the assets currently on file and your planned acquisitions to give you a complete depreciation budget for the desired period.

....Forecast total depreciation costs for a period.

Sample Report Below

M.R.S. COMPANY LIMITED

Capital Budget Forecast (Corporate Depreciation)

| | As of Date | Actual | Budget | Forecast |
|---|------------|----------|----------|----------|
| Department: 00100 - Operations | | | | |
| Category ID: COMP(3) - Computer Equipment (3YR) | | | | |
| | 2000/03/31 | 1,086.25 | 1,333.33 | 2,419.58 |
| | 2000/06/30 | 1,382.50 | 1,666.67 | 3,049.17 |
| | 2000/09/30 | 1,678.74 | 2,000.00 | 3,678.74 |
| | 2000/12/31 | 1,974.99 | 2,333.33 | 4,308.32 |
| Category ID: F&F(10) - Furniture & Fixtures (10YR) | | | | |
| | 2000/03/31 | 281.62 | 292.50 | 574.12 |
| | 2000/06/30 | 375.50 | 390.00 | 765.50 |
| | 2000/09/30 | 469.37 | 487.50 | 956.87 |
| | 2000/12/31 | 563.24 | 585.00 | 1,148.24 |

On assets currently on file

On planned acquisitions

Totals

WorthIT Fixed Assets – Reports

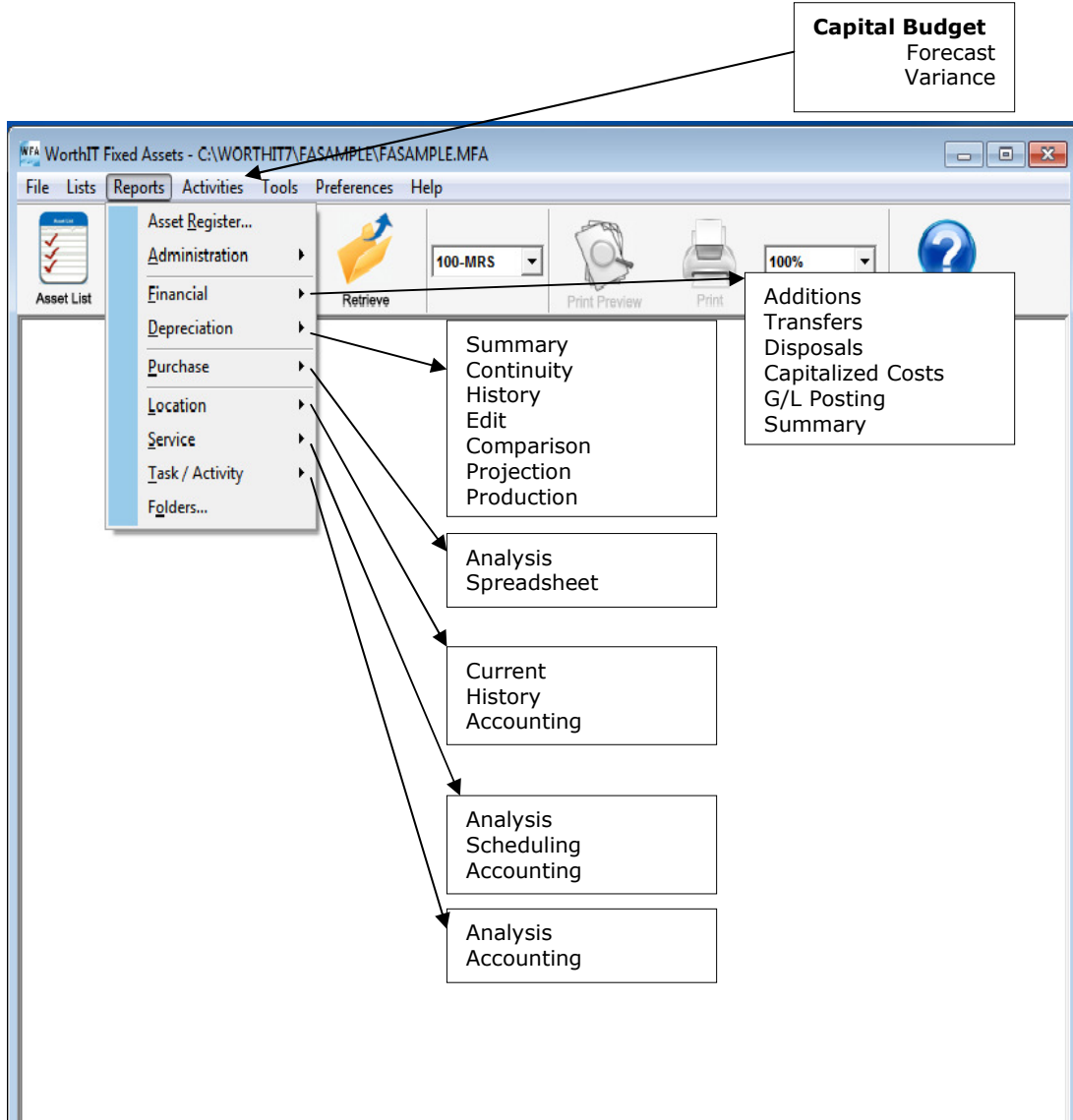
With WorthIT you get reporting features normally found in leading spreadsheet programs, not in traditional business accounting applications. Comprehensive report customization options, formatting flexibility, screen view of entire report, page preview, and zoom features.

Here is a small sample of what you can do:

- ❖ Scroll through any report, a record or a page at a time, previewing the data right on your screen.
- ❖ Transfer back and forth between report view and the main asset section instantaneously. What better way to confirm accuracy of calculated values than having simultaneous on-line access to source data?
- ❖ Define report headers, footers, fonts, colors, page size and orientation.
- ❖ Customize all reports, include/exclude columns, select data ranges, and time intervals, set Sub-totals and page breaks, and define sort sequences and rounding factors and other parameters.
- ❖ Create a library of **Memorized** reports that can be retrieved and run at any time.
- ❖ Transfer report data to leading spreadsheet programs for further processing.
- ❖and much more.

The Report Tree

WorthIT's Reports module lets you produce reports on virtually every vital area relating to Fixed Asset management. And better still, you can customize each report that you want it and memorize these settings for future use. The table below highlights the report templates available to you in WorthIT.



The Reports are organized in sets based on functionality and each report has a template that you can customize to suit your needs.

Reports Overview

| | |
|---------------------------------|--|
| Asset Register ----- | Print all or selected data about an asset, including all comments on file. |
| Administration ----- | This report set helps you evaluate your Service Maintenance contracts and Insurance Policies. |
| Financial ----- | Lets you create reports detailing asset additions; Capitalized costs; Transfers and Asset Disposals that transpired during a specified accounting period. Include in this set is the General Ledger Journal Voucher transactions report. |
| Depreciation ----- | The Depreciation Edit, Summary, Continuity, History, and Comparison reports as well as the Depreciation Projection report are all included in this set. |
| Purchase ----- | The analysis report lets you analyze your asset acquisitions by vendor, requisitioner, business unit, etc. and in any combination thereof. You can create these reports in spreadsheet format to quickly compare purchases over a given time period. |
| Location ----- | Location Analysis and Accounting reports. |
| Service ----- | Service Analysis and Accounting reports. |
| Task-Activity ----- | This set lets you analyze special capital projects and any adjustments to the asset. |
| Folders ----- | Analysis and classification reports and based on specific attributes assigned to assets. |
| Capital Budget – Forecast ----- | Combine actual acquisitions against budget values and forecast total depreciation charges over a selected time period using various sort options. |
| Capital Budget – Variance ----- | Combine actual acquisitions against budget values and calculate variances over a selected time period using various sort options. |

Asset Report Templates

Each report has template that lets you create alternative version with unique characteristics. Using the Purchase Analysis report template featured below, as an example, you can produce analysis reports by requisitioner; by vendor; by category; by Branch; Division, Department or Cost Center and in any combination thereof.

Present your data the way you want to see it..

The screenshot shows the 'Purchase Analysis' configuration window. It is divided into several sections:

- Sort and Range Selection:** A table with columns for 'From', 'To', 'Total', and 'NewPg'. The first row is for 'Vendor ID' with 'From' set to '00001' and 'To' set to '00254'. There are checkboxes for 'Total' and 'NewPg' in each row.
- Invoice Date Range:** Two date pickers showing '2000/01/01' and '2000/12/31'.
- Options:** A checkbox for 'Include Capitalizations' which is checked.
- Include Columns:** A list of checkboxes for columns to include: 'Asset Description' (checked), 'Requisitioner' (checked), 'Vendor Name' (checked), 'Primary ID' (unchecked), 'Secondary Id' (unchecked), 'Date Added' (unchecked), and 'Added by' (unchecked).
- Other Options:** Three radio buttons: 'List Assets' (unchecked), 'Totals only' (unchecked), and 'List Assets; omit \$ values' (checked).
- Buttons:** At the bottom right, there are icons for 'Memorize' (pencil), 'OK' (checkmark), and 'Help' (question mark).

Annotations with arrows point to specific features:

- 'Select sort fields and data range' points to the 'Sort and Range Selection' table.
- 'Set date range' points to the 'Invoice Date Range' pickers.
- 'Set sub-totals and page breaks here' points to the 'Total' and 'NewPg' checkboxes.
- 'Show only what you want to show' points to the 'Other Options' radio buttons.
- 'Select additional columns to include in the report' points to the 'Include Columns' list.
- 'Click here to customize report layout features. (e.g., fonts, colors, headers and footers)' points to the 'Memorize' icon.

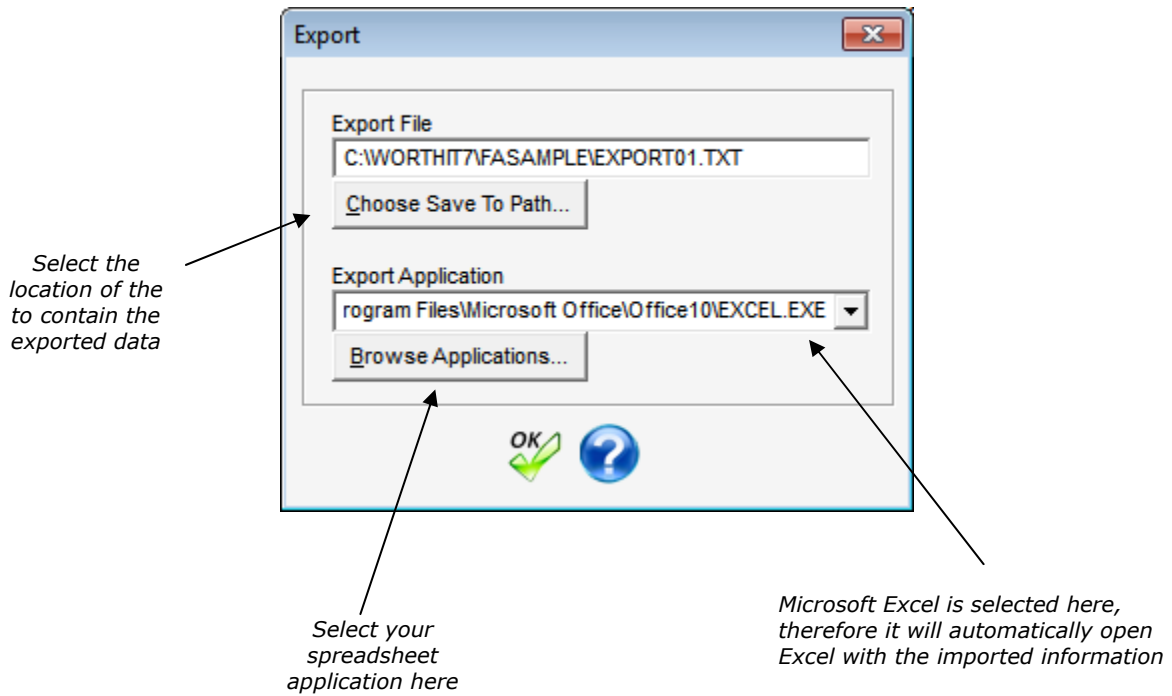
Highlights

- Define sort fields, in priority sequence, up to four (4) levels deep with page and sub-total breaks where desired.
- Maintain confidentiality by excluding all dollar columns.
- Select from optional columns to include in a report.
- Once you set your report parameters, simply click the Memorize icon and save the report under a unique id number and name.



Interfacing to spreadsheet programs and other applications

To maximize your reporting flexibility, we have included special tools in WorthIT Fixed Assets to let you transfer report data to your favorite spreadsheet program or application for further processing. Once you produce a report, you can transfer the data to a spreadsheet program or application of your choice.



WorthIT Fixed Assets' Start-Up Wizard, File Import and Other Helpful Features

There are many outstanding and thoughtful features throughout WorthIT fixed assets. You'll find the following particularly handy.

- ❖ Start-Up Wizard to guide you in the creation of selected list files at start up time.
- ❖ Import File utility to help you convert your existing files to WorthIT Fixed Assets.
- ❖ Memo dialog boxes to store notes and comments on-line on practically every transaction type.
- ❖ Insurance and Maintenance related features to help you analyze your policies and coverage requirements.
- ❖ *...and much more.*

Start-Up Wizard

Start-up Wizard is automatically executed each time you create a new Asset book. This time saving utility helps you create your company master records, define your corporate structure, set the preferred format for entering dates as well as automatically load comprehensive Canadian and US depreciation profiles that you can choose from.

....Get started right away with the Start-Up Wizard.

The screenshot shows the 'WorthIT Startup Wizard' dialog box with several sections and annotations:

- Company Settings:** Contains the text 'WorthIT has created a company for you. Fiscal calendars and depreciation settings are attached to Companies.' and a checked checkbox for 'Review or change company settings now'.
- Depreciation Setup:** Contains the text 'WorthIT can pre-load your asset book with some or all of the depreciation profiles from our USA and/or Canadian startup sets.' and four unchecked checkboxes: 'Import from USA set for Corporate Depreciation', 'Import from USA set for Tax Depreciation', 'Import from Canadian set for Corporate Depreciation', and 'Import from Canadian set for Tax Depreciation'. An annotation points to the first checkbox with the text: 'Load Canadian or US depreciation categories or tax classes from WorthIT'.
- Account Segments:** Contains the text 'WorthIT supports up to 10 G/L Account segments of 15 characters.' and a checked checkbox for 'Review segment settings'. An annotation points to this checkbox with the text: 'A check mark here will automatically load the Account Structure setup'.
- Date Format:** Contains four radio button options: 'DD/MM/CCYY', 'MM/DD/CCYY', 'CCYY/MM/DD' (which is selected), and 'CCYY/DD/MM'. An annotation points to the selected option with the text: 'Select the desired Date Format'.
- Import Data:** Contains the text 'Many WorthIT tables can be loaded by importing data.' and an unchecked checkbox for 'Import data or review data import layouts now'. An annotation points to this checkbox with the text: 'Access WorthIT's File Import Utility'.
- At the bottom right, there are 'OK' and '?' buttons.

Importing Your Existing Files

WorthIT's File Import Utility can be accessed at any time. Simply create a standard CSV formatted file (Comma Separated Values) containing your current data and let WorthIT's File Import Utility convert and load the information to the format required by WorthIT Fixed Assets. For example, using this utility, there is no need to re-key your Fixed Assets files on your G/L Chart of Accounts.

Note: If you prefer, you can let our consultants perform the file conversion task for you.

Importing Your Existing Files (Cont'd)

Select the table to load and let WorthIT take care of the details

Identify List Table to Load

Enter current file name here

View file loading details here

Edit your Master List

Load Canadian or US Depreciation categories and tax classes automatically

Insurance and Maintenance Reporting

Two special List Files are available in WorthIT to store important information your insurance policies and service maintenance contracts. Used in conjunction with the Memo sub-system, you can now keep all pertinent details conveniently on-line. This will help you respond to most inquiries without having to manually search and locate files.

You will find the insurance and maintenance reports very handy when negotiating your policy or service contract renewals. They help you determine which assets are involved as well as their current value (after depreciation).

Entering and Managing Memos



Do you need to explain why an asset was loaned to a customer? Or record disposal instructions? Using WorthIT's Memo Pad feature, you can now store free-form text information on practically every transaction type you can enter against an asset.

...Important reference information at your fingertips at all times.

The screenshot shows a window titled "Memo Pad - Detail" for asset "1006 - Notebook PC". It features an "Editor Bar" with icons for actions like undo, redo, cut, copy, paste, and print, along with a "Find" search box. The main text area contains two entries: "14:40 Monday, March 15 1998" with the text "Unit to be sent to repair shop on May 18, 1998.", and "12:41 Monday, January 25 2000" with the text "IT Department loaded the latest patch for WorthIT Software". Below the text area are fields for "Retention Date" (2000/11/01) and "Entered by" (WORTHIT), and a "Track Author" button with a question mark and "OK" text. A "Time and date added." field is at the bottom left. Annotations with arrows point to the Editor Bar, the text area, the Find box, and the Track Author button.

Available actions (e.g. Date)

Enter your free-form text here

Find any text string

Track Author

For added convenience, we added a Memo Manager that lets you browse through all the memos in your database quickly and efficiently, regardless of their point of origin.

Customizing Field Named and Setting Preferences

You can customize most field names as they appear in the dialog boxes and reports (column header lines) to terminology or language of your choice. For user defined variable fields, you can also define the format and picklist options to speed up data entry accuracy and enforce consistent use.

Defining Your Corporate Structure

You can custom define your corporate hierarchy to ten (10) levels deep (e.g. Division, Branch, Department, Cost Center, Account and etc.).

WorthIT Fixed Assets PLUS! WorthIT Image Gallery & Report Gallery

Upgrade to WorthIT Fixed Assets PLUS! And receive two exciting multi-user WorthIT modules – **Image Gallery and Report Gallery**.

Use Image Gallery to store asset pictures and images of supporting documents such as invoices, Insurance and Maintenance Policies on-line for immediate access.

Report Gallery is your executive information center allowing management the ability to mine the wealth of information in your company's fixed assets database and generate user defined custom reports.

Both modules are included with WorthIT Fixed Assets PLUS!

WorthIT Image Gallery

WorthIT Image Gallery brings your Fixed Assets to life. Imagine the time you will be saving by having images of important documents such as Asset Pictures, Insurance Policies and Maintenance Agreements at your immediate disposal. Gets an image on your PC using any available alternative including scanners or digital cameras and WorthIT Imaging will take care of the rest.

..WorthIT Imaging brings your Fixed Asset to life.

List of Assets with attached image

| # | Type | Image ID | Image Path |
|-----|-------|------------|---|
| 000 | Asset | 100.000038 | F:\WorthIT - Fixed Asset Database\Images\000038.pdf |
| 001 | Asset | 100.000039 | F:\WorthIT - Fixed Asset Database\Images\000039.pdf |
| 002 | Asset | 100.00004 | F:\WorthIT - Fixed Asset Database\Images\000040.pdf |
| 003 | Asset | 100.000041 | F:\WorthIT - Fixed Asset Database\Images\000041.pdf |
| 004 | Asset | 100.000042 | F:\WorthIT - Fixed Asset Database\Images\000042.pdf |
| 005 | Asset | 100.000043 | F:\WorthIT - Fixed Asset Database\Images\000043.pdf |

326 record(s) selected

Index each image by type (e.g. Asset Picture, Insurance Policy, and Maintenance Contract)

| Image Type | No. | Date | Path | Description |
|------------|-----|------------|----------------------|-----------------|
| Asset | 1 | 04/15/2008 | C:\Documents and ... | Copy of Invoice |

Company ID.Asset ID_Asset Description

! 100.1000_Notepad 700C

Use Scanning Devices, Digital Cameras, etc to enter images

Display detailed information about this asset or view image

Ready.

Highlights

- Store single/multiple page images of documents you want to retain on-line.
- Associate multiple images to a single asset
- View detailed information about an image and print on cover page.
- Index each document image by type (Insurance Policy, Maintenance Contract, etc) for quick retrieval.
- Zoom in/out and re-size the view for better focus.
- Print Images on demand.



WorthIT Report Gallery

This executive information center allows management and users from multiple disciplines share and mine the valuable information in the WorthIT Fixed Assets database and create personal libraries of customize reports. Using simple Point and Click techniques, users can design reports that address their unique requirements with minimal assistance.

...Custom design reports using WorthIT's report studio.

WorthIT Report Studio

Disposal Analysis Report

| # | Column Name | Sort | Subtotals | Include Sequence |
|-----|-----------------|------|-----------|------------------|
| 000 | Division | 01 | True | n/a |
| 001 | Asset ID | n/a | False | 01 |
| 002 | Description | n/a | False | 02 |
| 003 | Realized Amount | n/a | False | 03 |

004 record(s) selected

Detail | Special

Column Name: Sort: Subtotals Group Headers
 New Page Descending Sequence

From Filter: To Filter:

Column Name dropdown: Rate Code, Realized Amount, Reference, Requisitioner, **Salvage Amount**, Secondary Id, Segment 0, Segment 1, Segment 2

Buttons: [New] [Copy] [LOAD ALL] [VIEWER] [REFRESH] [HELP] [CLOSE]

Ready.

Select columns to include in each report & set column number

Set Sub-totals, group headers, FROM-TO ranges

Click to view report on-line

Highlights

- Three templates to choose from – LIST, REGISTER or SPREADSHEET.
- Built-in WorthIT Access Security sub-system.
- Users can share reports or copy central reports to their library and modify as desired.
- Built-in Data Export feature to transfer report data to other applications.
- Users can navigate through entire report on-line to minimize printing.
- Flexible formatting options including column selections and sequence; record count, page orientation; page breaks and etc.



WFA – Minimum System Requirements

To run WorthIT Fixed Assets, you need:

- Microsoft Windows [™] graphical environment, Windows XP Pro or higher (acquire separately).
- PC (personal computer) using 1.0 GHz (preferably higher) microprocessor.
- 1.0GB (gigabytes) of memory (RAM) (More recommended).
- Minimum 20GB (gigabytes) of free disk space.
- VGA or higher resolution (e.g. SVGA) monitor.
- CD ROM disk drive
- Mouse or compatible pointing device.
- *Options: Scanner, Digital Camera for WorthIT Image Gallery*

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WORTHIT FIXED ASSET *Single User Version*.

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About WorthIT Fixed Assets

WorthIT Fixed Assets is a product of M.R.S. Company Limited, a Microsoft Solutions Provider and an IBM Business Partner.

Since 1979, M.R.S. – Management Reporting Systems – Have been providing a fun range of consulting, project management and systems development services, working in partnership with its customers in the designing, creating and on-going support of mission critical business applications.

Through WorthIT Fixed Assets, our mission is to create software solutions that redefine the way Fortune 1000 corporations and mid-sized companies manage their capital assets in this competitive global environment.

In all our endeavors, we are guided by our unwavering commitment to professional excellence.

WorthIT Fixed Assets Guarantee

If, within 30 days of receiving WorthIT Fixed Assets, you do not feel that it can help you implement an effective fixed asset management solution in your company, simply delete the WorthIT files from your disk and return all materials to us for a full refund.

WORTH IT FIXED ASSETS

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