MODULE 4: FIXED ASSETS MAINTENANCE

Module Overview

All companies have to keep track of the maintenance on their fixed assets. Microsoft Dynamics® NAV 2013 helps a company to keep maintenance information up to date.

This module, Microsoft Dynamics NAV 2013 *Fixed Assets Maintenance*, explains how to set up maintenance information for fixed assets and describes the functionality and processes of registering maintenance on fixed assets.

In Microsoft Dynamics NAV 2013, you can also view statistics, analyze them, and print reports for the maintenance of fixed assets.

Objectives

The objectives are:

- Set up maintenance information.
- Register maintenance costs.
- Review fixed asset maintenance by using the maintenance cost reports.

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4 - 1

Setting Up Maintenance Information

Maintenance expenses are routine periodic costs charged to preserve the value of fixed assets. Unlike capital improvements, maintenance expenses do not increase the value of the assets.

To use the fixed asset maintenance functionality in Microsoft Dynamics NAV 2013, you should set up the following:

- Maintenance information on the fixed asset card.
- Fixed asset posting groups to allow posting of the maintenance costs to the general ledger.
- Allocation keys to maintain costs allocated to departments and projects.
- Maintenance codes so that you can select the type of maintenance when you post maintenance costs.

Fixed Asset Card

On the fixed asset card, on the **Maintenance** FastTab, you can set up maintenance information for the fixed asset as described in the following table.

Field	Value
Vendor No.	The number of the vendor who supplied the fixed asset.
Maintenance Vendor No.	The number of the vendor who usually performs the maintenance for the asset.
Under Maintenance	Select this check box if you want to indicate that the fixed asset is under maintenance. You can use this information as a filter in reports.
Next Service Date	The date of the next scheduled service. This information can be used as a filter in reports.
Warranty Date	The date on which the warranty expires.

| Field	Value
Insured	This field is set to **Yes** for the insured fixed assets (for which the insurance entries were created and posted to an insurance account from a purchase invoice, credit memo, or journal line). You can click the link in the field to view the insurance ledger entries. For more information about insuring fixed assets, refer to the *Fixed Asset Insurance* module in this course.
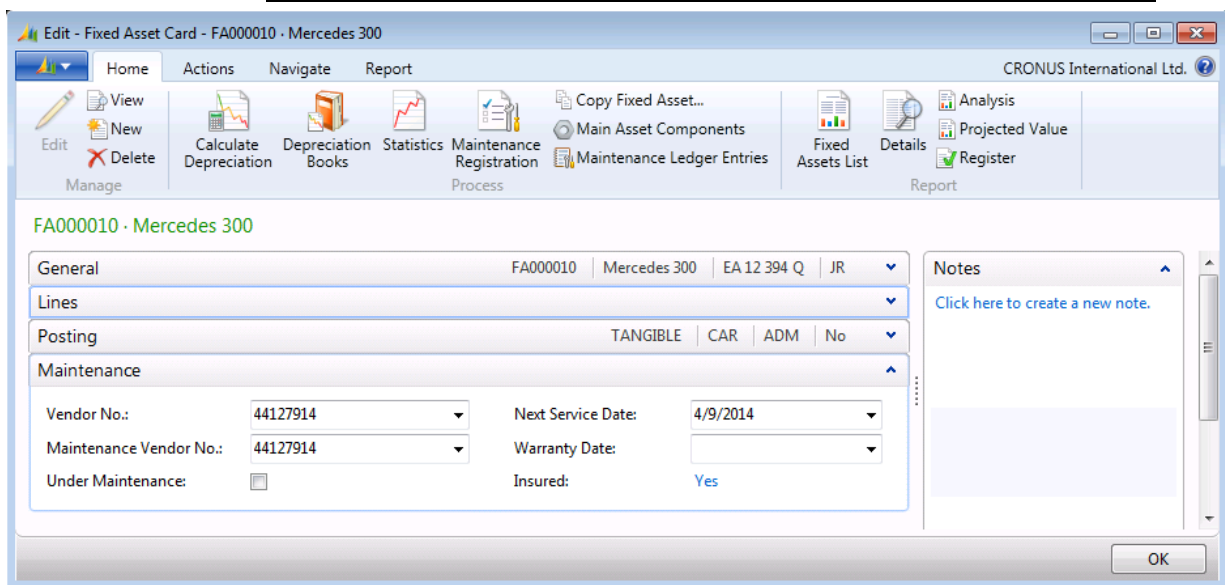
FIGURE 4.1: MAINTENANCE FASTTAB ON FIXED ASSET CARD

Setting Up FA Posting Groups

In Microsoft Dynamics NAV 2013, all maintenance costs can be recorded to the fixed asset. In addition to entering maintenance information on the fixed asset card, you should select a maintenance expense account number in the **FA Posting Groups** window to allow posting of the maintenance costs to the general ledger.

To set up an FA posting group for the maintenance costs, follow these steps:

1. In the navigation pane, click **Departments > Financial Management > Administration > FA Posting Groups**.
2. In the **FA Posting Groups** window, for each posting group, select the **Maintenance Expense Account** field, and then select the relevant G/L account.

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4 - 3

FIGURE 4.2: FA POSTING GROUPS

For demonstration purposes, do not change the default account in the
Maintenance Expense Account field.

Setting Up Allocation Keys

You can use allocation keys to allocate maintenance costs to several accounts,
departments, or projects. For example, you could set up an allocation key to
allocate depreciation costs on cars with 35 percent to the administration
department and 65 percent to the sales department. If you set up allocations, the
program allocates the amount on the fixed asset general journal or the recurring
journal to one or more balancing accounts. When you use the **Reclassify** function
from the fixed asset reclassification journal or the **Insert FA Bal. Account** function
from the fixed asset G/L journal, the program will insert the account(s) that you
set up. You can allocate keys such as acquisition cost, depreciation, and
maintenance.

To set up an allocation key, follow these steps:

1. In the navigation pane, click **Departments > Financial Management
   > Administration > FA Posting Groups**.
2. In the **FA Posting Groups** window, select a line with the posting
   group for which you want to set up allocation keys, and then, on the
   Navigate FastTab, click **Allocations** and select the allocation key.

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The **FA Allocations** window appears where you can set up allocation keys.
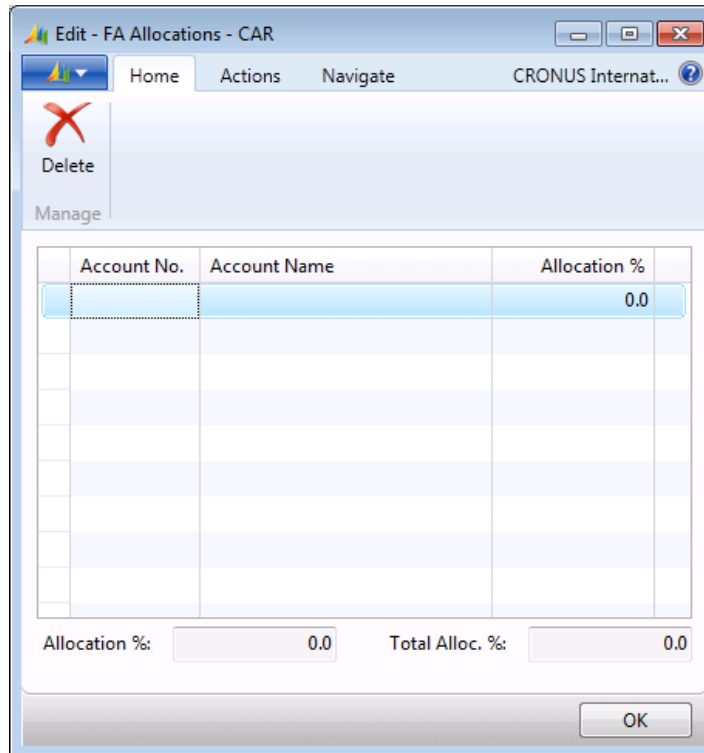

FIGURE 4.3: FA ALLOCATIONS WINDOW

3. In the **FA Allocations** window, fill in the fields according to the guidelines in the following table.

Field	Description
Account No.	Enter the G/L account number to allocate the amount on a journal line to. Select the field to view the list of accounts.
Account Name	This field contains the name of the account selected in the **Account No**. field. The program fills in this field automatically.
Allocation %	Enter the percentage of the amount to allocate to the account on this line.

📝 **Note:** *You can allocate dimensions to those other than the default global dimensions by selecting a line, clicking* **Dimensions** *on the* **Navigate** *FastTab, and then selecting the required dimension code and values in the* **Edit Dimension Set Entries** *window.*

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4 - 5

Allocating Dimensions

To allocate a dimension, follow these steps:

1. In the navigation pane, click **Departments > Financial Management > Administration >FA Posting Groups**.

2. In the **FA Posting Groups** window, select a line with the posting group, and then, on the **Navigate** FastTab, click **Allocations > Maintenance**.

3. In the **FA Allocations** window, select a line with the account for which you want to allocate dimensions, and then click **Dimensions** on the **Navigate** FastTab.

4. In the **Edit Dimension Set Entries** window, select the required dimension code and values.
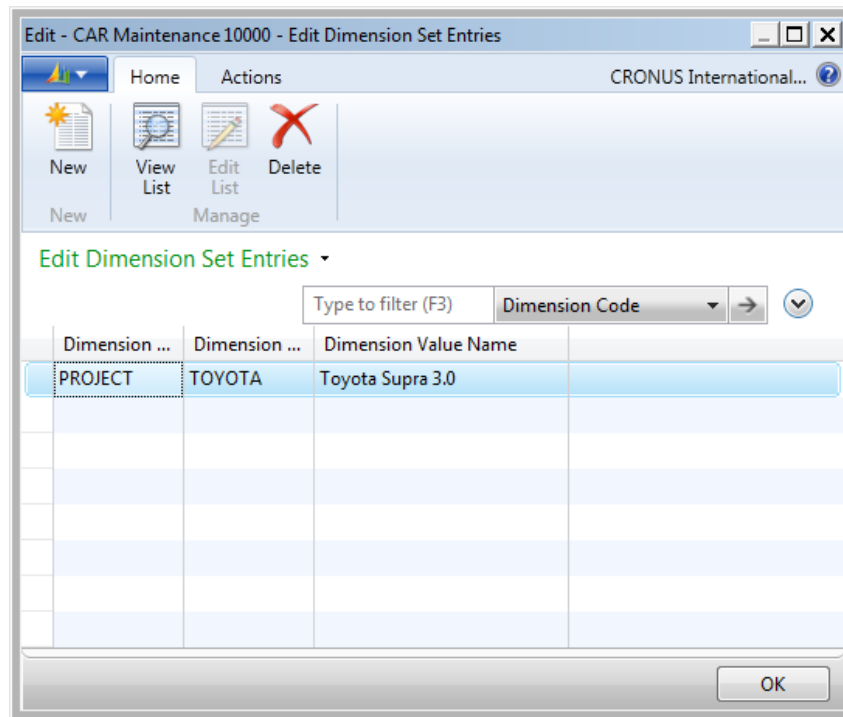

FIGURE 4.4: CAR MAINTENANCE WINDOW

5. Click **OK**.

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Setting Up Maintenance Codes

The **Maintenance Code** field is used to describe the kind of maintenance performed on a fixed asset. For example, routine service or repair.

Use the **Maintenance** window to set up the codes that you can enter in the **Maintenance Code** field. To open the **Maintenance** window, in the navigation pane, click **Department > Financial Management > Fixed Assets**, and then, under **Setup**, click **Maintenance**.
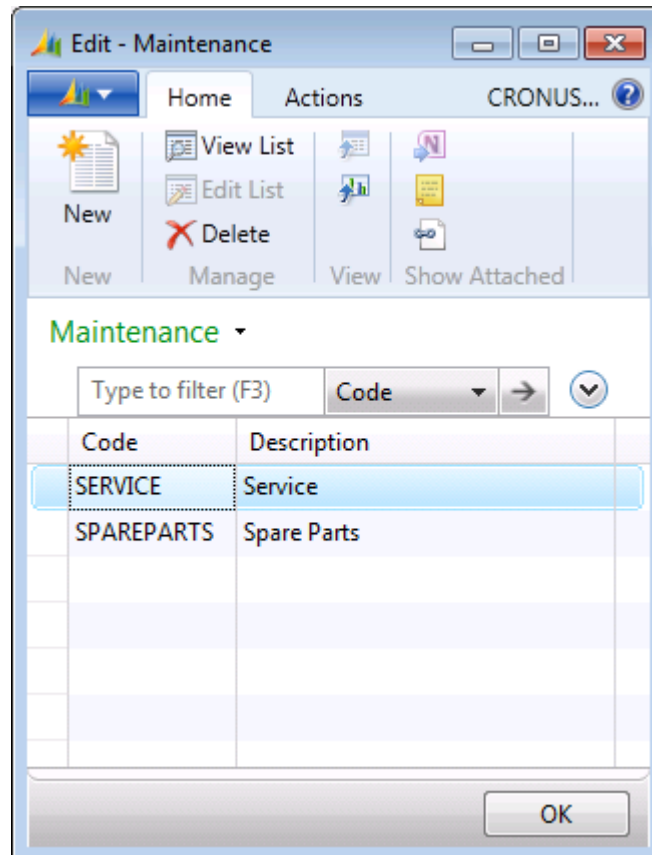

FIGURE 4.5: MAINTENANCE WINDOW

To create a new maintenance code, click **New** on the **Home** FastTab, and then, in the **Code** field, type the code for the maintenance. In the **Description** field, type a description of the maintenance.

Maintenance Registration and Costs

Every time that a fixed asset is sent for service, you have to record the relevant information, such as date of service, vendor number, service agent name, and phone number. Microsoft Dynamics NAV 2013 lets you register and easily track this information.

When the service is completed, and you receive a maintenance invoice, you register the maintenance costs through an FA G/L journal, purchase invoice, or FA journal, depending on whether the associated depreciation book is integrated with the general ledger.

Keeping Track of Service Visits

Every time someone performs maintenance on a fixed asset, you can register this in the **Maintenance Registration** window.

To track a service visit, follow these steps:

1. In the navigation pane, click **Departments > Financial Management > Fixed Assets > Fixed Assets**.
2. Select the line with the fixed asset for which you want to register a service visit.
3. On the **Home** FastTab, click **Maintenance Registration**.

The Maintenance Registration figure shows an example of a registered maintenance for fixed asset FA000030.
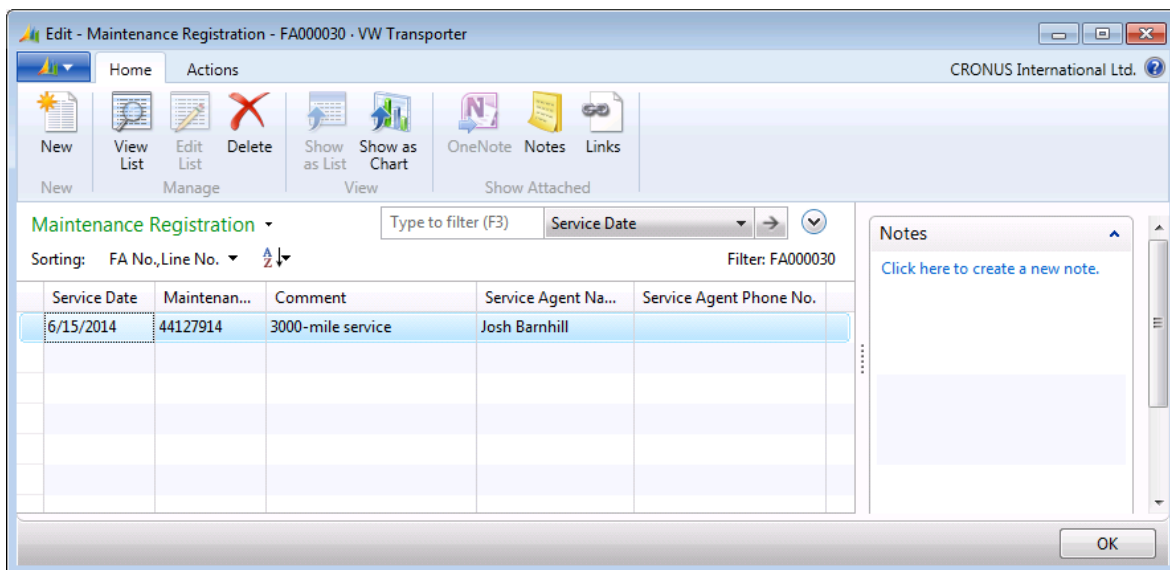

FIGURE 4.6: MAINTENANCE REGISTRATION WINDOW

4. To register a maintenance visit, fill in the fields as described in the following table.

Field	Description
Service Date	Enter the date the fixed asset is being serviced.
Maintenance Vendor No.	Enter the number of the vendor who is performing the maintenance.
Comment	Enter a description of the maintenance being performed.
Service Agent Name	Enter the name of the person who is performing the service or repair.
Service Agent Phone No.	Enter the telephone number of the service agent.

5. You can now schedule the next maintenance for the fixed asset by setting the **Next Service Date** field on the **Maintenance** FastTab of the fixed asset card.

6. Click **OK**.

Following Up on Service Visits

To see which assets are scheduled for service visits, you can print the **Maintenance - Next Service** report. The report can also be used to update the **Next Service Date** field on the fixed asset cards.

To run the report, follow these steps:

1. In the navigation pane, click **Departments > Financial Management > Fixed Assets > Maintenance Next Service**.

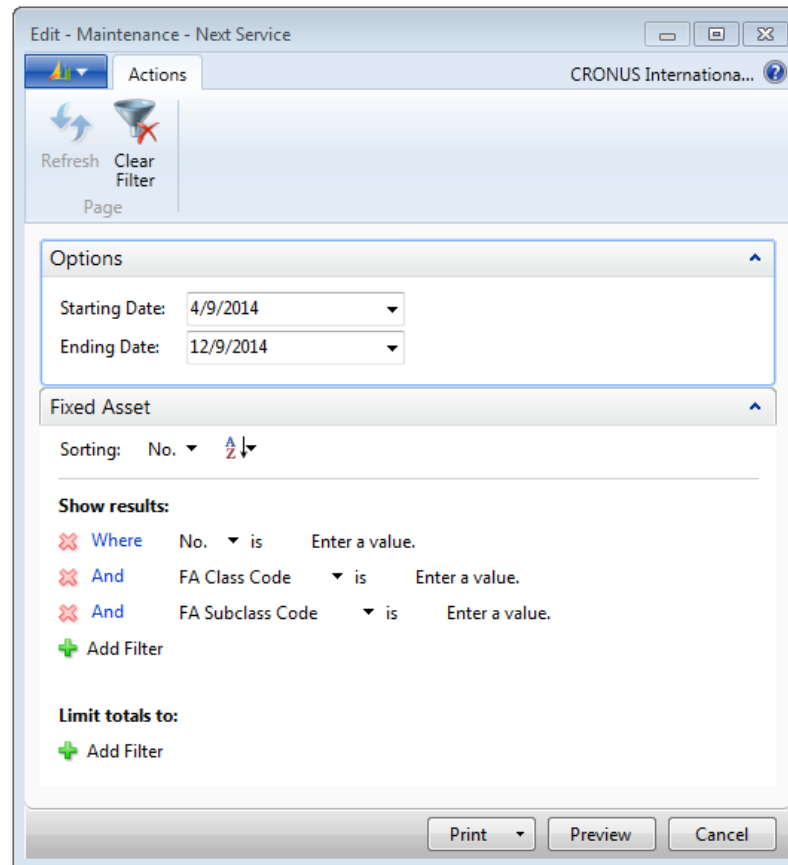The **Maintenance - Next Service** report request window appears.

FIGURE 4.7: MAINTENANCE - NEXT SERVICE REPORT REQUEST WINDOW

2. On the **Options** FastTab, define the period that the report should show by filling in the **Starting Date** and **Ending Date** fields. Fixed assets that have a next service date that is before the date in the **Starting Date** field or after the date in the **Ending Date** field will not be included in the report.

3. On the **Fixed Asset** FastTab, you can set any filters that you want so that the report includes a specific fixed asset or an asset with specific class and subclass codes.

4. Click **Print** to print the report or **Preview** to preview the report on screen.

Maintenance - Next Service   July6, 2012
CRONUS International Ltd.   Page   1
                                                                                        CONTOSO\administrator

| | | Next Service |
No.	Description	Date
FA000010	Mercedes 300	04/09/14
FA000020	Toyota Supra 3.0	07/15/14
FA000030	VW Transporter	08/18/14
FA000040	Conveyor, Main Asset	08/12/14
FA000050	Conveyor Belt	08/12/14
FA000060	Conveyor Lift	08/12/14
FA000070	Conveyor Computer	08/12/14
FA000080	Lift for Furniture	04/18/14
FA000090	Switchboard	12/09/14

FIGURE 4.8: MAINTENANCE WINDOW - NEXT SERVICE REPORT PRINT PREVIEW

Recording Maintenance Costs

When you receive the maintenance invoice, you can record the maintenance costs in Microsoft Dynamics NAV 2013 in one of the following ways:

- If G/L integration is activated for the depreciation book, use a purchase invoice or an FA G/L journal.
- If G/L integration is not activated for the depreciation book, use only an FA journal.

Recording Maintenance Costs Using the Purchase Invoice

To record maintenance costs using the purchase invoice, follow these steps:

1. In the navigation pane, click **Departments > Financial Management > Payables > Purchase Invoices**.
2. Click **New**.
3. Press ENTER to have the program assign the number to the invoice.

4. Fill in the invoice as shown in the Purchase Invoice figure.

FIGURE 4.9: PURCHASE INVOICE WINDOW

Make sure that on the **Lines** FastTab, you set the **Type** field to **Fixed Asset** and the **FA Posting Type** field to **Maintenance**.

📓 *Note: The **FA Posting Type** is not included in the standard layout. However, you can insert it with the **Choose Column** function.*

5. On the **Home** FastTab, click **Post** to post the invoice.
6. When you receive the message "Do you want to post the Invoice?", click **Yes**.

📝 **Note:** *You can also set the type of maintenance. The **Maintenance Type** is not included in the standard layout. However, you can insert it by using the **Page Designer**.*

Recording Maintenance Costs Using the FA Journal

When you post to a depreciation book in which the G/L integration is deactivated for maintenance costs, you must use a fixed asset journal. This may be useful when, for example, you want to record maintenance for a third-party fixed asset that must not be reflected in the general ledger, for example leased warehouse premises. The way that you post maintenance costs in an FA G/L journal resembles the way that you post in an FA journal. In an FA journal, you do not have to specify the balancing account.

In this example, you will post maintenance costs for FA000050 though an FA journal. Because the G/L integration is activated for maintenance costs for this fixed asset, you will deactivate it temporarily for demonstration purposes, post the maintenance costs, and then reactivate the G/L integration.

To post maintenance costs, follow these steps:

1. In the navigation pane, click **Departments > Financial Management > Fixed Assets > Depreciation Books**.
2. Double-click the COMPANY depreciation book.
3. On the **Integration** FastTab, clear the **Maintenance** field.
4. Click **OK**.
5. In the navigation pane, click **Departments > Financial Management > Fixed Assets > FA Journals**.
6. In the **Fixed Asset Journal** window, fill in the fields as shown in the following table.

Field	Value
FA Posting Date	01/23/14
Document Type	Invoice
FA No.	FA000050
FA Posting Type	Maintenance
Amount	951.20
Maintenance Code	SERVICE

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4 - 13

📋 **Note:** The **Maintenance Code** field is not included in the standard layout. Use the **Choose Column** function to insert it.
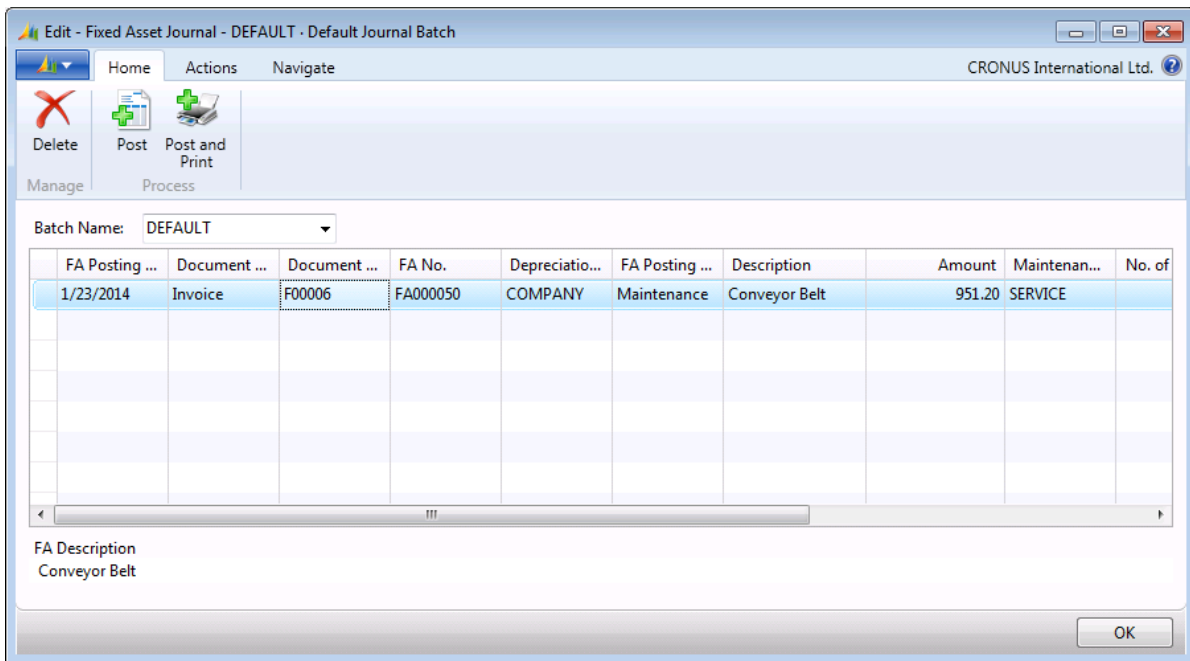
FIGURE 4.10: FIXED ASSET JOURNAL WINDOW

7. Click **Post** to post the journal.

8. When you receive the message "Do you want to post the journal lines?", click **Yes**.

9. When you receive the message "The journal lines were successfully posted.", click **OK**.

10. After you post the journal, activate the G/L integration of maintenance in the COMPANY depreciation book again. On the **Integration** FastTab, select the **Maintenance** field.

Lab 4.1: Posting Allocation Transactions

Scenario

Fixed Asset FA000070 Conveyor Computer stopped working and underwent maintenance repairs. On November 12, 2014, Cassie, the accountant, receives a maintenance invoice and has to post maintenance costs in Microsoft Dynamics NAV 2013. The amount of the maintenance costs is 200.00. The maintenance balancing G/L account for the fixed asset posting group that fixed asset FA000070 belongs to is 8640. Cassie also receives instructions that she should allocate 25% of the maintenance costs for this fixed asset to G/L account 8330.

Objectives

Set up allocation and post maintenance costs so that the amount is allocated.

Posting an Allocation Transaction

Exercise Scenario

To post the maintenance costs with the allocated amount, Cassie sets up allocation keys for the MACHINERY fixed asset posting group and then posts the maintenance costs in the fixed asset G/L journal.

Task 1: Posting an Allocation Transaction

High Level Steps

1. Open the **FA Posting Groups** window.
2. For the MACHINERY posting group, set up G/L account 8640 to use it as a maintenance balancing account.
3. For the MACHINERY posting group, set up maintenance allocation keys so that 25% of amount is allocation to G/L account 8330.
4. Create a maintenance line in the **Fixed Asset G/L Journal** window.
5. Use the **Insert FA Bal. Account** function.
6. Make sure that the program inserted two balancing lines, one with 75% of the balancing amount to post to account 8640 and one with 25% of the balancing amount to post to account 8330.
7. Post the fixed asset G/L journal.
8. Review the posted maintenance ledger entries.

Detailed Steps

1. Open the **FA Posting Groups** window.

   a. In the navigation pane, click **Departments > Financial Management > Administration > FA Posting Groups**.

2. For the MACHINERY posting group, set up G/L account 8640 to use it as a maintenance balancing account.

   a. In the **FA Posting Groups** window, right-click the column header and use the **Choose Column** function to add the **Maintenance Bal. Acc.** field.

   b. For the MACHINERY posting group, fill in the **Maintenance Bal. Acc.** field with "8640".

3. For the MACHINERY posting group, set up maintenance allocation keys so that 25% of amount is allocation to G/L account 8330.

   a. With the MACHINERY posting group line selected, on the **Navigate** FastTab, click **Allocations > Maintenance**.

   b. In the **FA Allocations** window, set the **Account No.** field to **8330**.
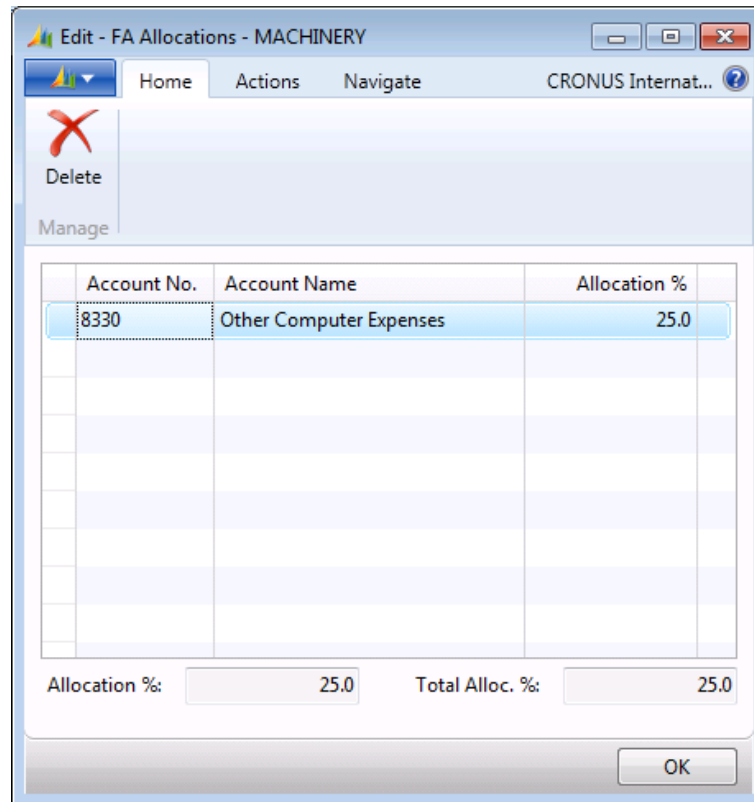
   c. In the **Allocation %** field, type "25.0".

FIGURE 4.11: FA ALLOCATIONS WINDOW

    d.   Click **OK**.

    e.   Close the **FA Posting Groups** window.

4.   Create a maintenance line in the **Fixed Asset G/L Journal** window.

    a.   In the navigation pane, click **Departments > Financial Management > Fixed Assets > FA G/L Journals**.

    b.   In the **FA G/L Journal** window, right-click the column header and use the **Choose Column** function to add the **Maintenance Code** field.

    c.   Create a line filling in the fields as shown in the following table.

Field	Value
Posting Date	11/12/2014
Document Type	Invoice
Account Type	Fixed Asset
Account No.	FA000070
Depreciation Book	COMPANY
FA Posting Type	Maintenance
Description	Maintenance costs
Maintenance Code	SERVICE
Amount	200.00

5.   Use the **Insert FA Bal. Account** function.

    a.   On the **Home** FastTab, click **Insert Bal. Account**.

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4 - 17

6. Make sure that the program inserted two balancing lines, one with 75% of the balancing amount to post to account 8640 and one with 25% of the balancing amount to post to account 8330.

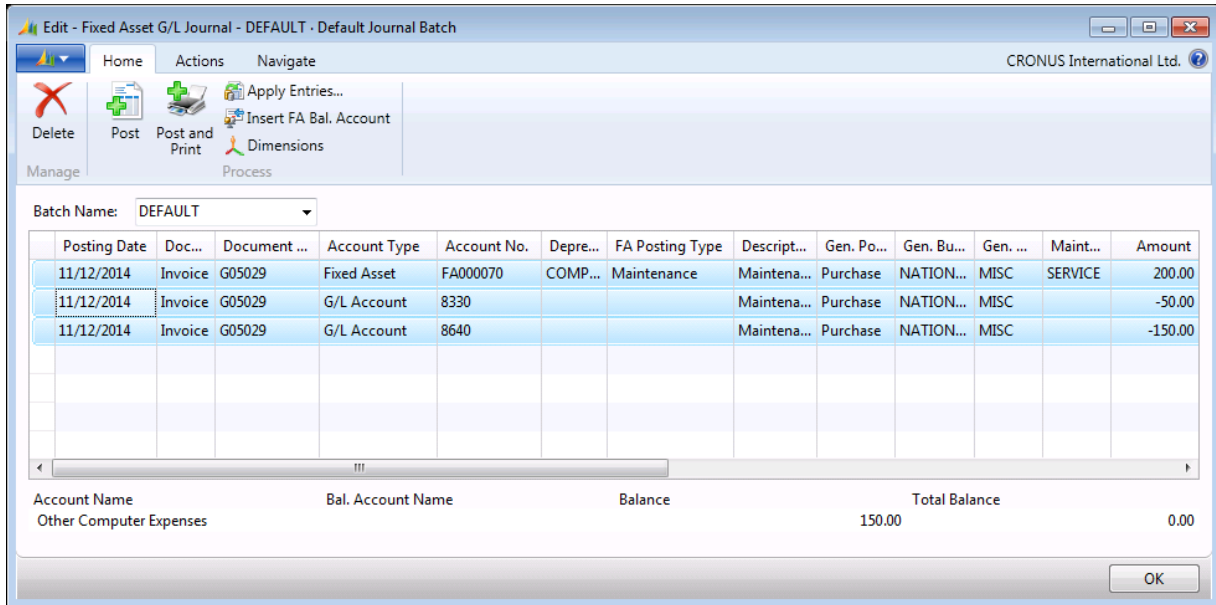   a. Make sure that the program inserted two balancing lines:

FIGURE 4.12: FIXED ASSET G/L JOURNAL WINDOW

7. Post the fixed asset G/L journal.

   a. Click **Post** to post the journal.

   b. When you receive the message "Do you want to post the journal lines?", click **Yes**.

   c. When you receive the message "The journal lines were successfully posted.", click **OK**.

8. Review the posted maintenance ledger entries.

   a. In the navigation pane, click **Departments > Financial Management > Fixed Assets > Fixed Assets**.

   b. Select the line with fixed asset FA000070 and then, on the **Home** FastTab, click **Maintenance Ledger Entries**.

   c. To view detailed posted G/L, VAT, and maintenance ledger entries, select the posted maintenance ledger entry with the FA Posting Date of 11/12/2014 and, on the **Home** FastTab, click **Navigate**.

   d. In the **Navigate** window, select an entry type and then click **Show**.

Lab 4.2: Posting Maintenance Transactions

Two fixed assets are under maintenance in the company: FA000010 Mercedes 300 and FA000090 Switchboard. Cassie has to post maintenance costs for both fixed assets. Fixed asset FA000010 is serviced by the maintenance vendor set up on the fixed asset card. The maintenance costs for this fixed asset should be reflected in the general ledger. Fixed asset FA000090 is serviced by a third party, and Cassie receives instructions that the maintenance for this fixed asset should not be reflected in the general ledger.

To post maintenance costs for FA000010, Cassie uses the purchase invoice. To post maintenance costs for FA000090, Cassie uses the COST depreciation book that is associated with this fixed asset and has no integration with the general ledger.

📓 *Note: To complete this lab, you should complete the demonstration procedures in the Cost-Accounting Depreciation and Indexation lessons of the* Fixed Assets Transactions *module of this course where you create the COST depreciation book and assign it to FA000090 by using the **Copy Depreciation Book** batch job. To run the batch job, click **Copy Depreciation Book** on the **Actions** FastTab of the depreciation book card. Make sure that you add a line for the COST depreciation book in the **FA Journal Setup** window and post the corresponding FA Journal lines.*

Objectives

Post maintenance costs in the purchase invoice and in the fixed asset journal.

Posting Maintenance Costs

Exercise Scenario

Use the data in the following table when you post maintenance costs for fixed asset FA000010.

Field	Value
Buy-from Vendor No.	44127914
FA Posting Type	Maintenance
Vendor Invoice No.	2568
Quantity	1
Direct Unit Cost excl. VAT	3000.00
Posting Date	11/30/2014
Document Date	11/30/2014

Make sure that the maintenance balancing account is set up for the CAR fixed asset posting group. Use G/L account 8640 as a maintenance balancing account.

Use the data in the following table when you post maintenance costs for fixed asset FA000090.

Field	Value
Document Type	Invoice
FA Posting Type	Maintenance
Direct Unit Cost excl. VAT	200.00
Maintenance Code	SERVICE
FA Posting Date	11/30/2014

Task 1: Posting Maintenance Costs in the Purchase Invoice

High Level Steps

1. Make sure that the maintenance balancing account is set up for the CAR fixed asset posting group in the **FA Posting Groups** window.
2. Create a new purchase invoice.
3. Fill in the fields on the **General** FastTab.
4. Create a maintenance line on the **Lines** FastTab.
5. Post the purchase invoice.
6. Review the posted maintenance ledger entries.

Detailed Steps

1. Make sure that the maintenance balancing account is set up for the CAR fixed asset posting group in the **FA Posting Groups** window.
   a. In the navigation pane, click **Departments > Financial Management > Administration > Posting Groups > FA Posting Groups**.
   b. In the **FA Posting Groups** window, right-click the column header and use the **Choose Column** function to add the **Maintenance Bal. Acc.** field if it is not already visible.
   c. For the CAR posting group, fill in the **Maintenance Bal. Acc.** field with "8640".
   d. Click **OK**.

2. Create a new purchase invoice.

   a. In the navigation pane, click **Departments > Financial Management > Payables > Purchase Invoices**.

   b. Click **New**.

   c. Press ENTER to have the program assign the number to the invoice.

3. Fill in the fields on the **General** FastTab.

   a. On the **General** FastTab, fill in the fields as shown in the following table.

Field	Value
Buy-from Vendor No.	44127914
Vendor Invoice No.	2568
Posting Date	11/30/2014
Document Date	11/30/2014

4. Create a maintenance line on the **Lines** FastTab.

   a. On the **Lines** FastTab, fill in the fields as shown in the following table.

Field	Value
Type	Fixed Asset
No.	FA000010
FA Posting Type	Maintenance
Quantity	1
Direct Unit Cost excl. VAT	3000.00

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4 - 21

FIGURE 4.13: PURCHASE INVOICE WINDOW

5. Post the purchase invoice.

   a. Click **Post** to post the invoice.

   b. When you receive the message "Do you want to post the Invoice?", click **Yes**.

6. Review the posted maintenance ledger entries.

   a. In the navigation pane, click **Departments > Financial Management > Fixed Assets > Fixed Assets**.

   b. Select the line with fixed asset FA000010 and then, on the **Home** FastTab, click **Maintenance Ledger Entries**.

In the **Maintenance Ledger Entries** window, for the created ledger entry, the **G/L Entry No.** field shows the number of the posted G/L entry because this transaction was posted to the COMPANY depreciation book which has integration with the general ledger for maintenance transactions.

FIGURE 4.14: MAINTENANCE LEDGER ENTRIES WINDOW FOR FIXED ASSET FA000010

        c.   Click **Close**.

Task 2: Posting Maintenance Costs in the Fixed Asset journal

High Level Steps

1. Open the **Fixed Asset Journal** window.
2. Create a maintenance journal line. Make sure that you use the COST depreciation book.
3. Post the fixed asset journal.
4. Review the posted maintenance ledger entries

Detailed Steps

1. Open the **Fixed Asset Journal** window.

        a.   In the navigation pane, click **Departments > Financial Management > Fixed Assets > FA Journals**.

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4 - 23

2. Create a maintenance journal line. Make sure that you use the COST depreciation book.

   a. Right-click the column header and use the **Choose Column** function to add the **Maintenance Code** field if it is not visible.

   b. Create a line, filling in the fields as shown in the following table.

Field	Value
FA Posting Date	11/30/2014
Document Type	Invoice
FA No.	FA000090
Depreciation Book Code	COST
FA Posting Type	Maintenance
Description	Switchboard Maintenance
Amount	200.00
Maintenance Code	SERVICE
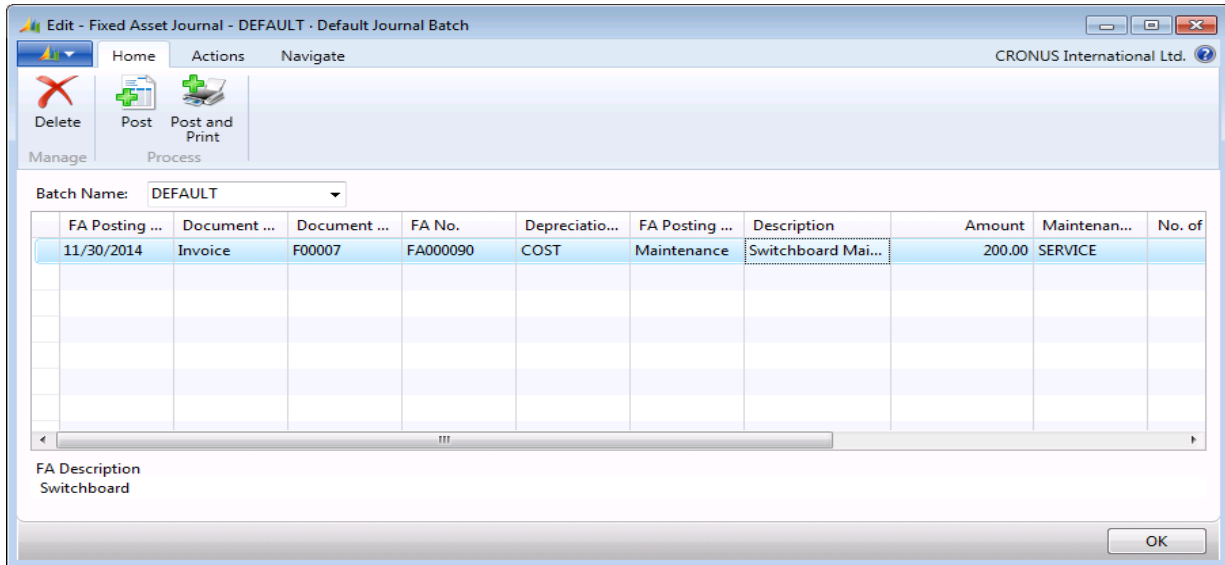
FIGURE 4.15: FIXED ASSET JOURNAL

3. Post the fixed asset journal.

   a. Click **Post** to post the journal.

   b. When you receive the message "Do you want to post the journal lines?", click **Yes**.

   c. When you receive the message "The journal lines were successfully posted.", click **OK**.

4. Review the posted maintenance ledger entries

   a. In the navigation pane, click **Departments > Financial Management > Fixed Assets > Fixed Assets**.

   b. Select the line with fixed asset FA000090 and then, on the **Home** FastTab, click **Maintenance Ledger Entries**.

In the **Maintenance Ledger Entries** window, for the created ledger entry, the **G/L Entry No.** field is empty because this transaction was posted to the COST depreciation book which has no integration with the general ledger for maintenance transactions.

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4 - 25

FIGURE 4.16: MAINTENANCE LEDGER ENTRIES FOR FIXED ASSET FA000090

        c.   Click **Close**.

Maintenance Cost Reporting

In Microsoft Dynamics NAV 2013, you can view and analyze posted maintenance costs in the following locations:

- The **Fixed Asset Statistics** window shows the maintenance amount. You can access the **Fixed Asset Statistics** window from the fixed asset card.

- The **Maintenance Ledger Entries** window shows posted maintenance entries. You can access the **Maintenance Ledger Entries** window from the fixed asset card or from the **Fixed Assets** view.

- The **Maintenance - Details** report shows detailed information on maintenance ledger entries.

- The **Maintenance - Analysis** report shows maintenance expenses for fixed assets for different time periods broken down by fixed asset categories.

- The **Maintenance Register** report shows posted maintenance entries that are sorted and divided by register number.

- The **Maintenance – Next Service** report shows the next date on which service is planned for each fixed asset.

Statistics and Maintenance Ledger Entries

To view the maintenance statistics and corresponding posted maintenance ledger entries, follow these steps:

1. In the navigation pane, click **Departments > Financial Management > Fixed Assets > Fixed Assets**.

2. Select a line with the fixed asset for which you want to view the maintenance statistics. For example, select the line for fixed asset FA000050.

3. On the **Home** FastTab, click **Statistics**.
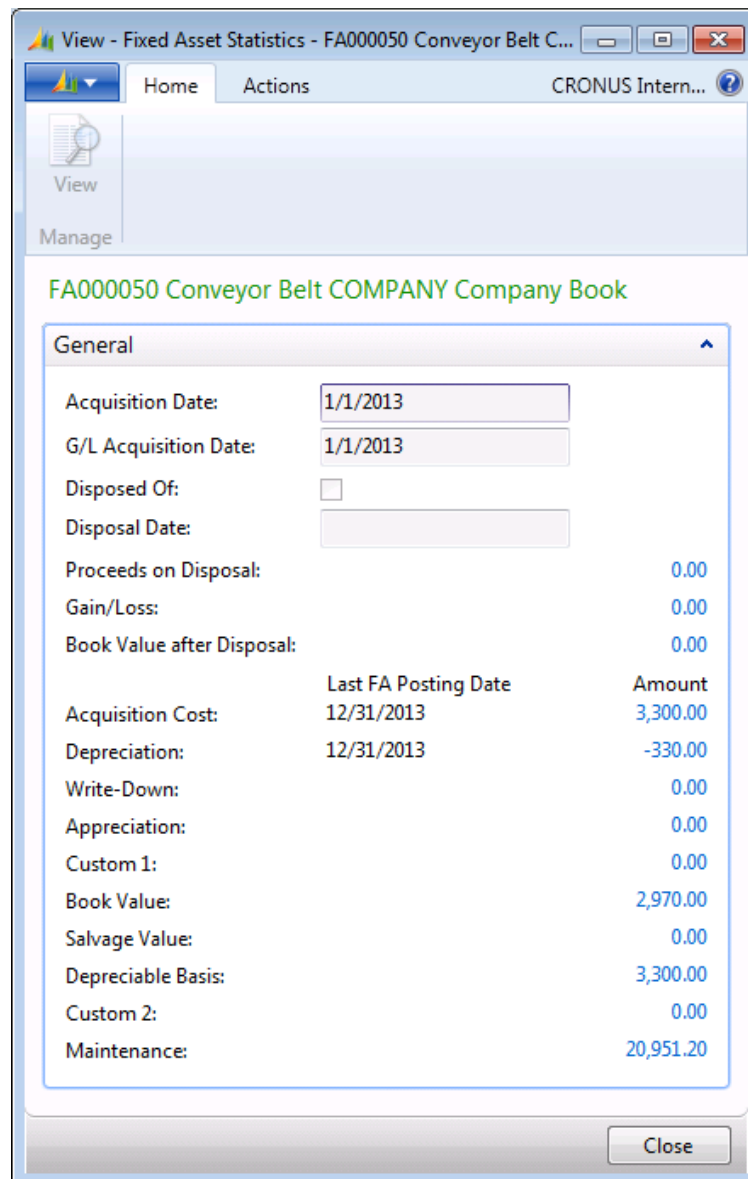
FIGURE 4.17: FIXED ASSET STATISTICS

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4 - 27

4. Click the amount in the **Maintenance** field to open the **Maintenance Ledger Entries** window where you can view the maintenance ledger entries that make up the amount in the **Fixed Asset Statistics** window.

FIGURE 4.18: MAINTENANCE LEDGER ENTRIES

Or, you can view the maintenance ledger entries by selecting a fixed asset in the **Fixed Assets** view, and then clicking **Maintenance Ledger Entries** on the **Home** FastTab, or by clicking **Maintenance Ledger Entries** on the **Home** FastTab of the fixed asset card.

Maintenance - Details Report

The **Maintenance - Details** report shows detailed information on maintenance ledger entries posted to each fixed asset for the depreciation book that you select in the report request window.

To run the **Maintenance - Details** report, follow these steps:

1. In the navigation pane, click **Departments > Financial Management > Fixed Assets > Maintenance Details**.

FIGURE 4.19: MAINTENANCE – DETAILS REPORT REQUEST WINDOW

2. On the **Options** FastTab, select which depreciation book to print from, whether to view a new page for each asset, and whether you want to include reversed entries.

3. On the **Fixed Asset** FastTab, you can set a filter to select the asset(s) to include in the report.

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4 - 29

4.   Click **Preview** to view the report on the screen or **Print** to print it.

```
Maintenance - Details                                                                July9, 2012
Depreciation Book: COMPANY                                                           Page    1
CRONUS International Ltd.                                                    CONTOSO\administrator


          D                                                                G/L
          oc Document                                                      Entry
FA Posting Maintenance u  No.     Description           Amount User ID   Posting Date  No. Entry No.
Date       Code

FA000010   Mercedes 300

02/28/13   SERVICE   In  108006   Invoice 108006   20,000.00 EUROPE\NA 02/28/13      391       4

FA000020   Toyota Supra 3.0

05/31/13   SERVICE   In  108007   Invoice 108007      600.00 EUROPE\NA 05/31/13      943       7

FA000030   VW Transporter

06/30/13   SERVICE   In  108008   Invoice 108008      400.00 EUROPE\NA 06/30/13     1147       8

FA000050   Conveyor Belt

01/27/13   SERVICE   In  108001   Invoice 108001   20,000.00 EUROPE\NA 01/27/13      201       1
01/23/14   SERVICE   In  F00006   Conveyor Belt        951.20 CONTOSO\A 01/23/14        0      10

FA000060   Conveyor Lift

02/28/13   SERVICE   In  108002   Invoice 108002      600.00 EUROPE\NA 02/28/13      381       2

FA000070   Conveyor Computer

04/30/13   SERVICE   In  108003   Invoice 108003      400.00 EUROPE\NA 04/30/13      743       5

FA000080   Lift for Furniture

05/31/13   SERVICE   In  108004   Invoice 108004    1,200.00 EUROPE\NA 05/31/13      938       6

FA000090   Switchboard

02/28/13   SERVICE   In  108005   Invoice 108005    2,000.00 EUROPE\NA 02/28/13      386       3
01/31/14             In  108032   Invoice 1007        456.00 CONTOSO\A 01/31/14     2899       9
```

FIGURE 4.20: MAINTENANCE – DETAILS REPORT PRINT LAYOUT

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Maintenance - Analysis Report

In the **Maintenance - Analysis** report, you can view maintenance expenses for fixed assets for different time periods broken down by fixed asset categories. You can also select the total of all the selected assets or a total for each asset.

To run the **Maintenance - Analysis** report, follow the steps:

1. In the navigation pane, click **Departments > Financial Management > Fixed Assets > Maintenance Analysis**.
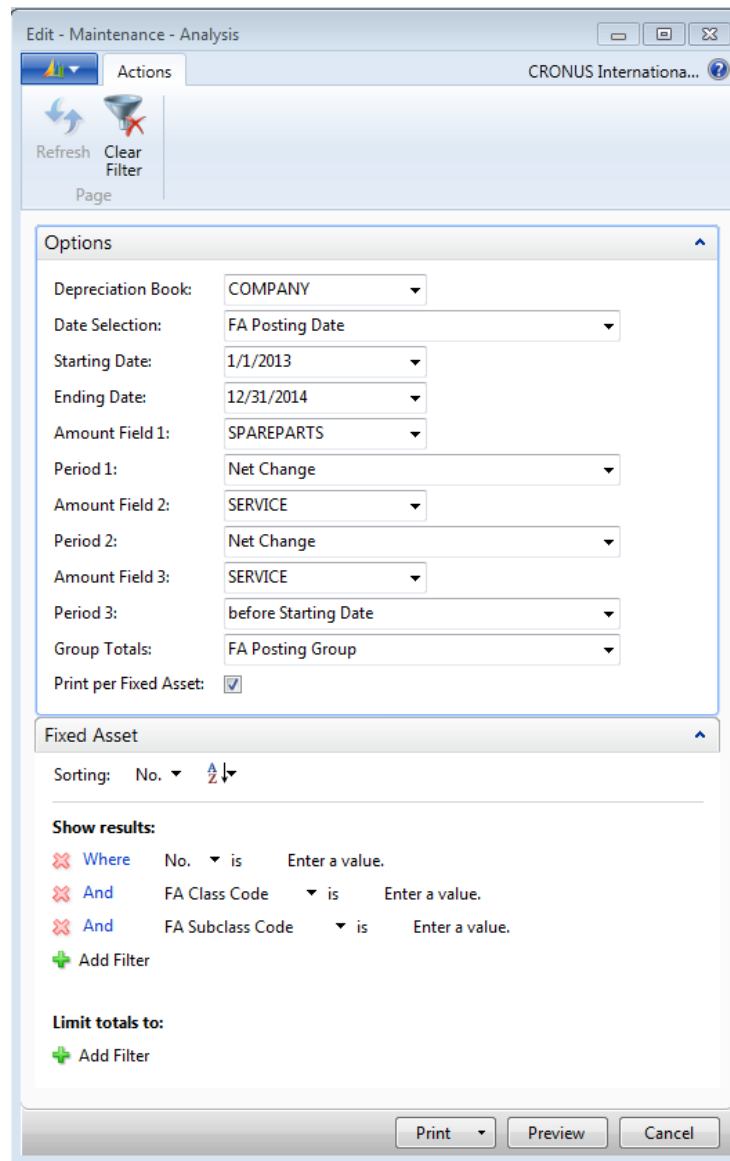

FIGURE 4.21: MAINTENANCE - ANALYSIS REPORT REQUEST WINDOW

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4 - 31

2. On the **Options** FastTab, fill in the fields as described in the following table.

Field	Description
Depreciation Book	Select the code of the depreciation book that the report will include.
Date Selection	Select whether you want to use the posting date or the FA posting date in the report.
Starting Date	Enter the starting date to be included in the report.
Ending Date	Enter the ending date to be included in the report.
Amount Field 1 **Amount Field 2** **Amount Field3**	Use the three amount fields to have the report show maintenance amounts for different maintenance types. If you do not fill in the **Amount Field 1**, **Amount Field 2**, and **Amount Field 3** fields, the report will include all maintenance costs regardless of their maintenance code.
Period 1 **Period 2** **Period 3**	Select how the program will calculate the maintenance amounts shown in the report by selecting **Before Starting Date**, **Net Change**, or **at Ending Date**. **Net Change** is the period between the starting and ending date.
Group Totals	Select a category that the report will use to group fixed assets and show totals. For example, maintenance expenses for fixed assets can be shown for each fixed asset class.
Print per Fixed Asset	Select this check box if you want the report to show amounts for each fixed asset.

3. Click **Preview** to view the report on the screen or **Print** to print it.

Maintenance - Analysis

CRONUS International Ltd.
Depreciation Book: COMPANY

July 9, 2012
Page 1
CONTOSO\administrator

Fixed Asset: FA Posting Date Filter: 01/01/13..12/31/14
Group Totals: FA Posting Group

No.	Description	SPAREPARTS Net Change	SERVICE Net Change	SERVICE before Starting Date
CAR				
FA000010	Mercedes 300	0.00	20,000.00	0.00
FA000020	Toyota Supra 3.0	0.00	600.00	0.00
FA000030	VW Transporter	0.00	400.00	0.00
Group Total: CAR		**0.00**	**21,000.00**	**0.00**
MACHINERY				
FA000050	Conveyor Belt	0.00	20,951.20	0.00
FA000060	Conveyor Lift	0.00	600.00	0.00
FA000070	Conveyor Computer	0.00	400.00	0.00
FA000080	Lift for Furniture	0.00	1,200.00	0.00
Group Total: MACHINERY		**0.00**	**23,151.20**	**0.00**
TELEPHONE				
FA000090	Switchboard	0.00	2,000.00	0.00
Group Total: TELEPHONE		**0.00**	**2,000.00**	**0.00**
	Total	0.00	46,151.20	0.00

FIGURE 4.22: MAINTENANCE - ANALYSIS PRINT LAYOUT

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4 - 33

Maintenance - Register Report

Use the **Maintenance Register** report to view all posted maintenance entries that are sorted and divided by register number. We recommend that you set a filter. Otherwise, the report may show a large amount of information.

___

📋 **Note:** *You can print this report at the same time that you post a journal. To print the report as part of a posting process, on the **Actions FastTab** of the journal, in the **Posting** group, click **Post and Print**.*

___

To run the **Maintenance Register** report, follow these steps:

1. In the navigation pane, click **Departments > Financial Management > Fixed Assets > Maintenance Register**.
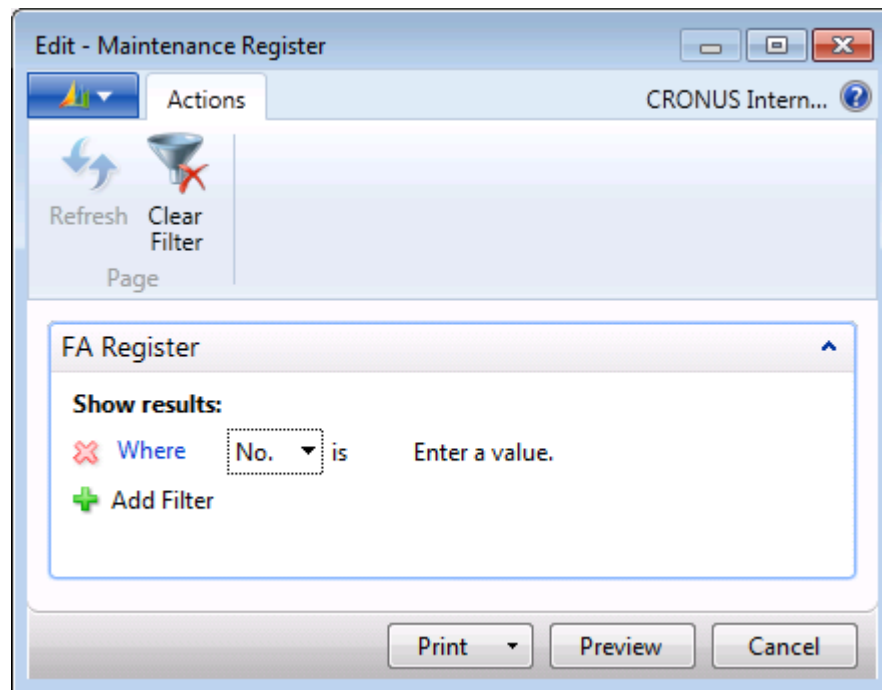

FIGURE 4.23: MAINTENANCE REGISTER REPORT REQUEST WINDOW

2. On the **FA Register** FastTab, set the filters that you want to use.

3. Click **Preview** to view the report on the screen or **Print** to print it.

Maintenance Register
CRONUS International Ltd.

FA Posting Date	Doc u	Document No.	Depreciation Book Code	FA No.	FA Description	Maintenance Code	Description	Amount	Posting Date	G/L Entry No.	Entry No.
Register No.		**3**									
01/27/13	In	108001	COMPANY	FA000050	Conveyor Belt	SERVICE	Invoice 108001	20,000.00	01/27/13	201	1
							Total	20,000.00			
Register No.		**7**									
02/28/13	In	108002	COMPANY	FA000060	Conveyor Lift	SERVICE	Invoice 108002	600.00	02/28/13	381	2
							Total	600.00			
Register No.		**8**									
02/28/13	In	108005	COMPANY	FA000090	Switchboard	SERVICE	Invoice 108005	2,000.00	02/28/13	386	3
							Total	2,000.00			
Register No.		**9**									
02/28/13	In	108006	COMPANY	FA000010	Mercedes 300	SERVICE	Invoice 108006	20,000.00	02/28/13	391	4
							Total	20,000.00			
Register No.		**14**									
04/30/13	In	108003	COMPANY	FA000070	Conveyor Computer	SERVICE	Invoice 108003	400.00	04/30/13	743	5
							Total	400.00			
Register No.		**17**									
05/31/13	In	108004	COMPANY	FA000080	Lift for Furniture	SERVICE	Invoice 108004	1,200.00	05/31/13	938	6
							Total	1,200.00			
Register No.		**18**									
05/31/13	In	108007	COMPANY	FA000020	Toyota Supra 3.0	SERVICE	Invoice 108007	600.00	05/31/13	943	7
							Total	600.00			

FIGURE 4.24: MAINTENANCE REGISTER

Maintenance - Next Service Report

Use the **Maintenance - Next Service** report to view the date of the next service for each fixed asset.

To run the **Maintenance - Next Service** report, follow these steps:

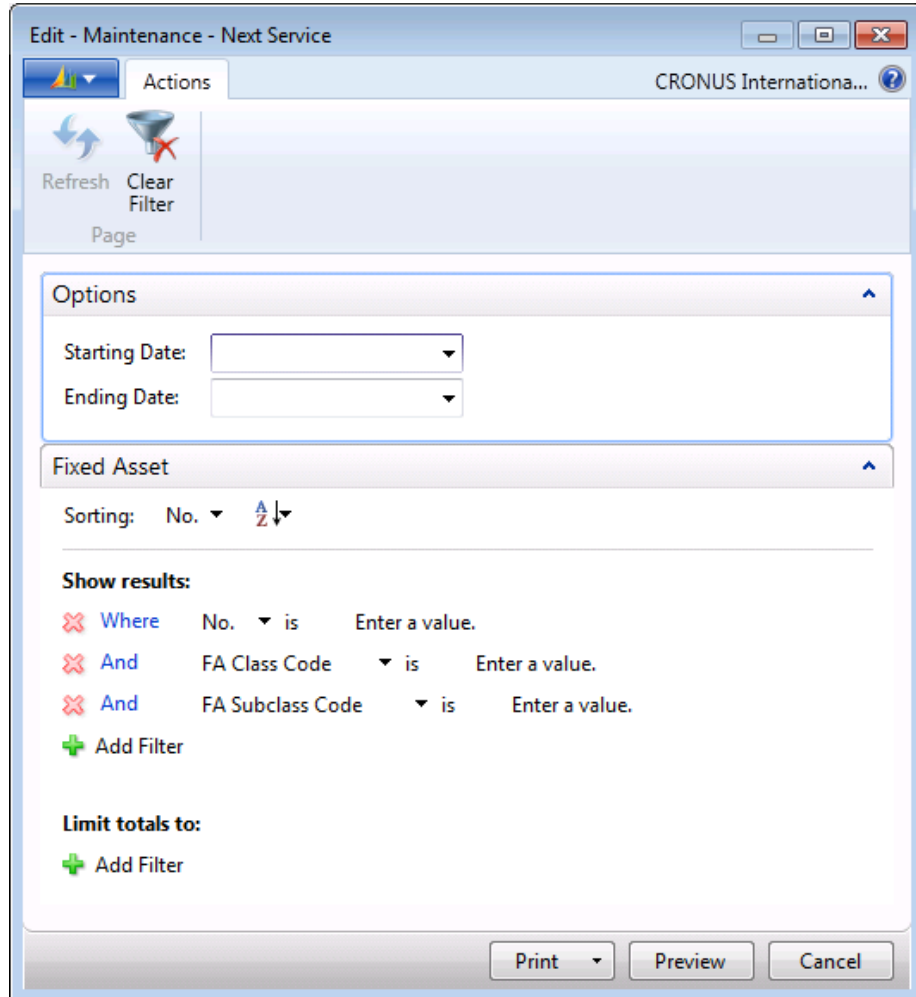1. In the navigation pane, click **Departments > Financial Management > Fixed Assets > Maintenance Next Service**.

FIGURE 4.25: MAINTENANCE - NEXT SERVICE REPORT REQUEST WINDOW

2. On the **Options** FastTab, you can fill in the **Starting Date** and **Ending Date** fields to set a period to include in the report.

3. On the **Fixed Asset** FastTab, you can set a filter to only include specific fixed assets in the report.

4. Click **Preview** to view the report on the screen or **Print** to print it.

Maintenance - Next Service   July9, 2012
CRONUS International Ltd.   Page   1
                                                                                        CONTOSO\administrator

Fixed Asset: FA Posting Date Filter: 01/01/13..12/31/14

No.	Description	Next Service Date
FA000010	Mercedes 300	04/09/14
FA000020	Toyota Supra 3.0	07/15/14
FA000030	VW Transporter	08/18/14
FA000040	Conveyor, Main Asset	08/12/14
FA000050	Conveyor Belt	08/12/14
FA000060	Conveyor Lift	08/12/14
FA000070	Conveyor Computer	08/12/14
FA000080	Lift for Furniture	04/18/14
FA000090	Switchboard	12/09/14

FIGURE 4.26: MAINTENANCE - NEXT SERVICE PRINT LAYOUT

Module Review

Module Review and Takeaways

To register and track fixed asset maintenance in Microsoft Dynamics NAV 2013, you must set up maintenance information on the fixed asset card. You must also set up fixed asset posting groups and fixed asset maintenance codes. You can use fixed asset allocation keys, to allocate maintenance costs to several accounts, departments, or projects.

You register maintenance not only to help the company keep track of all cost allocated to maintenance, but also to keep track of and follow up on service visits. Similar to other fixed asset transactions, you post maintenance costs in two ways, depending on whether the depreciation book assigned to the fixed asset has G/L integration for maintenance. If the G/L integration is activated, you use the purchase invoice or fixed asset G/L journal to post maintenance costs. If the G/L integration is not activated, you use the fixed asset journal to post maintenance costs.

You can view and analyze the posted maintenance costs in the **Fixed Asset Statistics** window or in the **Maintenance Ledger Entries** window. The **Maintenance - Details**, **Maintenance - Analysis**, **Maintenance - Register**, and **Maintenance - Next Service** reports provide the company with a detailed and complete overview of fixed asset maintenance information.