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.

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.

Module 4: Fixed Assets Maintenance

	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 <i>Fixed Asset</i> <i>Insurance</i> module in this course.				
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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:

- 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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COST		8920						8930
IT-EQUIP	1220	1240	1230	1240	8840	8840	8640	8820
MACHINERY	1220	1240	1230	1240	8840	8840	8640	8820
TELEPHONE	1220	1240	1230	1240	8840	8840	8640	8820
Code: COST								
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Fixed Assets in Microsoft Dynamics® NAV 2013

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:

- 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.

Allocating Dimensions

To allocate a dimension, follow these steps:

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

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FIGURE 4.4: CAR MAINTENANCE WINDOW

5. Click **OK**.

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**.

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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:

- 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.

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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:

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

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The Maintenance - Next Service report request window appears.

FIGURE 4.7: MAINTENANCE - NEXT SERVICE REPORT REQUEST WINDOW

- 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.

July6, 2012

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

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

FA000090 Switchboard

FIGURE 4.8: MAINTENANCE WINDOW - NEXT SERVICE REPORT PRINT PREVIEW

12/09/14

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:

- 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.

Fixed Assets in Microsoft Dynamics® NAV 2013

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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:

- 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**.
- 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

Note: The **Maintenance Code** field is not included in the standard layout. Use the **Choose Column** function to insert it.

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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**.
- 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.

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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.

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

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View View Celete Manage	🛟 Post	Post and Print Process	lease py Document utistics	ineNote N Show A	otes Links	5				
008 · Mortimo	r Car Cor	mpany								
General								Q. •	Vendor Statistics	^
No.:		1008		Posting D	ate:	6	11/30/2014	•	Vendor No.:	44127914
Buy-from Vendo	r No.:	44127914	•	Documer	t Date:	Ē	11/30/2014	•	Balance (LCY):	0.00
Pure from Contro	t Ne i	CT000112		VenderIn	unice Ne i	Ē	2560		Outstanding Ord	0.00
Buy-from Contac		C1000113	•	vendorin	voice no.:	ŀ	2306		Outstanding Invo	3 750 00
Buy-from Vendo	r Name:	Mortimor Car C	ompany	Order Ad	dress Code:			-	Total (LCY):	3,750,00
Buy-from Addres	is:	43 Industrial Hei	ghts	Purchase	r Code:	[RL	-	Overdue Amount	0.00
Buy-from Addres	is 2:			Campaign No.:					Buy-from Vendor H	i ^
Buy-from Post C	ode:	SA3 7HI	•	Responsibility Center:					Vendor No.:	44127914
Buy-from City:		Stratford	•	Assigned User ID:				-	Quotes:	0
Buy-from Contac	:t:	Mr. Andrew R. H	101	Job Queue Status:					Blanket Orders:	0
1				Status:		1	Open	-	Orders:	0
									Invoices:	1
							Show fewe	r fields	Return Orders:	0
									Credit Memos:	0
ines.								^	Pstd. Return Ship	0
⊖ Functions ▼	🚞 Line	🕶 🕫 Find 🛛 F	ilter 🛛 🐺 Clear Filter						Pstd. Invoices:	6
Туре	No.	Description	FA Posting Type	Loc	Quantity	Uni	Direct Unit Cost	Line 🔦	Pstd. Credit Mem	0
Fixed Asset 👻	FA000010	Mercedes 3	Maintenance		1		3,000.00	E	Notos	
									Notes	^
								-	Click here to create a n	ew note.
		III				,		Þ.		
nvoicing					4412	7914	CM 11/30/2014	•		
hipping							11/30/2014	~		
								~		
oreign Trade										

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.

🏄 View - I	Mainte	nance Ledger	Entries - FA00	0010 · Merce	des 300						×
<u></u>	Hom	e Actions	Navigate						CRONUS Int	ernational Ltd.	0
)		N	<u> </u>							
Navigate	Sh	ow Showas List Chart	OneNote	Notes Lin	ks						
Process		View	Shov	v Attached							
Mainter	Maintenance Ledger Entries • Type to filter (F3) FA Posting Date • > 📀										
Sorting:	FA N	lo.,Depreciatio	on Book Code,	FA Posting D	ate ▼ AZ↓▼					Filter: FA00001	LO
FA Pos	tin	Documen	Documen	FA No.	Depreciat	Description	Amount	Maintena	Posting D	G/L Entry	Er
2/28/20)13	Invoice	108006	FA000010	COMPANY	Invoice 108006	20,000.00	SERVICE	2/28/2013	391	
11/30/2	2014	Invoice	108033	FA000010	COMPANY	Invoice 1008	3,000.00		11/30/2014	2920	
•											۱.
										Close	

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**.

- 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

🍂 E	dit - Fixed Asset	Journal - DEFAU	JLT · Default Jou	rnal Batch						
- 🏄	I 🔨 Home	Actions	Navigate					CRO	NUS Internation	al Ltd. 🔞
>										
De	lete Post	Post and								
		Print								
Mar	nage Pro	ocess								
Bat	tch Name: DE	FAULT	-							
	FA Posting	Document	Document	FA No.	Depreciatio	FA Posting	Description	Amount	Maintenan	No. of
	11/30/2014	Invoice	F00007	FA000090	COST	Maintenance	Switchboard Mai	200.00	SERVICE	
•	Ĺ									Þ.
FA	Description									
Sv	vitchboard									
										ок

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.

🙏 View - N	🥢 View - Maintenance Ledger Entries - FA000090 · Switchboard										
i, ▼	Home	Actions	Navigate	•					CRONUS Int	ernational Lto	H. 🕜
	<i>•</i>	- 👧	N	<u> </u>	8						
Navigate	Sho as L	w Show as ist Chart	OneNote	Notes L	inks						
Process		View	Show	v Attached							
Mainten	ance	Ledger En	tries 🝷				Type to filter (F3)	FA Posti	ng Date	→	
Sorting:	Sorting: FA No., Depreciation Book Code, FA Posting Date 🔻 👌 🖛 Filter: FA000090										
FA Post	tin	Documen	Documen	FA No.	Depreciat	Description	Amount	Maintena	Posting D	G/L Entry	Er
2/28/20	13 I	nvoice	108005	FA000090	COMPANY	Invoice 108005	2,000.00	SERVICE	2/28/2013	386	
1/31/20	14 I	nvoice	108032	FA000090	COMPANY	Invoice 1007	456.00		1/31/2014	2899	
11/30/2	014 I	nvoice	F00007	FA000090	COST	Switchboard Maintenance	200.00	SERVICE	11/30/2014		
•											
	Close										

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:

- 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.

4	View - Fi	ed Asset	Statistics -	FA000050 Conveyor Belt C	💷 💌
	<u>/i</u> -	Home	Actions		CRONUS Intern 🔞
	1 View				
	view				
N	lanage				
	FA00005	0 Conv	eyor Bel	t COMPANY Company	y Book
ſ	General				^
	Acquisiti	on Date:		1/1/2013	n
	G/L Aca	uisition D	ate:	1/1/2013	- 1
	Disposed	I Of:			
	Disposal	Date:			
	Proceed	s on Disp	osal:		0.00
	Gain/Los	is:	05011		0.00
	Book Val	ue after	Disposal:		0.00
				Last FA Posting Date	Amount
	Acquisiti	on Cost:		12/31/2013	3,300.00
	Deprecia	tion:		12/31/2013	-330.00
	Write-Do	wn:			0.00
	Apprecia	ition:			0.00
	Custom	1:			0.00
	Book Val	ue:			2,970.00
	Salvage	Value:			0.00
	Deprecia	ble Basis	:		3,300.00
	Custom	2:			0.00
	Mainten	ance:			20,951.20
Ľ					
					Close



 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.

🏄 View - Maintenance Ledger Entries - FA000050 · Conveyor Belt										
Home Actions Navigate CRONUS International										ational Ltd. 🔞
Navigate Show Show as as List Chart OneNote Notes Links Process View Show Attached										
Maintenance Ledger Entries • Type to filter (F3) FA Posting Date •										· → •
Sorting: FA N	No.,Depreciatio	on Book Code,	FA Posting Dat	te ▼ Â↓▼				F	Filter: FA000050	COMPANY
FA Postin	Documen	Documen	FA No.	Depreciat	Description	Amount	Maintena	Posting D	G/L Entry	Entry No.
1/27/2013	Invoice	108001	FA000050	COMPANY	Invoice 108001	20,000.00	SERVICE	1/27/2013	201	1
1/23/2014	Invoice	F00006	FA000050	COMPANY	Conveyor Belt	951.20	SERVICE	1/23/2014		10
										Close

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:

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

idit - Maintenance - Details 💿 💌
Actions CRONUS International L 📀
4 V
Refresh Clear
Filter
Page
Options
Depreciation Book: COMPANY -
New Page per FA:
Include Reversed Entries:
Fixed Asset
Show results:
💥 Where No. 🔻 is Enter a value.
💥 And 🛛 FA Class Code 🔻 is 🛛 Enter a value.
💥 And 🛛 FA Subclass Code 🔻 is 🛛 Enter a value.
🐈 Add Filter
Limit totals to:
💥 Where FA Posting Date Filter 🔻 is Enter a value.
🐈 Add Filter
Print Preview Cancel

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.

Maintenance Depreciation E CRONUS Inte	e - Details Book: COMPAN rnational Ltd.	IY						CONTO	July9, 2012 Page 1 SO\administrator
FA Posting Date	Maintenance Code	D oc u	Document No.	Description	Amount	User ID	Posting Date	G/L Entry No.	Entry No.
FA000010	Mercedes 30	D							
02/28/13	SERVICE	In	108006	Invoice 108008	20,000.00	EUROPE\NA	02/28/13	391	4
FA000020	Toyota Supra	ı 3.0							
05/31/13	SERVICE	In	108007	Invoice 108007	600.00	EUROPE\NA	05/31/13	943	7
FA000030	VW Transpor	ter							
06/30/13	SERVICE	In	108008	Invoice 108008	400.00	EUROPE\NA	06/30/13	1147	8
FA000050	Conveyor Be	It							
01/27/13 01/23/14	SERVICE	in In	108001 F00006	Invoice 108001 Conveyor Belt	20,000.00 951.20	EUROPE\NA CONTOSO\A	01/27/13 01/23/14	201 0	1 10
FA000060	Conveyor Lif	t							
02/28/13	SERVICE	In	108002	Invoice 108002	600.00	EUROPE\NA	02/28/13	381	2
FA000070	Conveyor Co	mpu	uter						
04/30/13	SERVICE	In	108003	Invoice 108003	400.00	EUROPE\NA	04/30/13	743	5
FA000080	Lift for Furnit	ture							
05/31/13	SERVICE	In	108004	Invoice 108004	1,200.00	EUROPE\NA	05/31/13	938	6
FA000090	Switchboard								
02/28/13 01/31/14	SERVICE	ln In	108005 108032	Invoice 108005 Invoice 1007	2,000.00 456.00	EUROPE\NA CONTOSO/A	02/28/13 01/31/14	386 2899	3 9

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

FIGURE 4.20: MAINTENANCE – DETAILS REPORT PRINT LAYOUT

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:

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

Edit - Maintenance - Analy	sis	
Actions		CRONUS Internationa 🔞
se 😨		
Refresh Clear		
Filter		
rage		
Options		^
Depreciation Book:	COMPANY -	
Date Selection:	FA Posting Date	-
Starting Date:	1/1/2013 🗸	
Ending Date:	12/31/2014 🗸	
Amount Field 1:	SPAREPARTS -	
Period 1:	Net Change	-
Amount Field 2:	SERVICE -	
Period 2:	Net Change	-
Amount Field 3:	SERVICE -	
Period 3:	before Starting Date	-
Group Totals:	FA Posting Group	-
Print per Fixed Asset:		
Fixed Asset		^
Sorting: No. 🔻 🗍	l .	
	•	
Show results:		
💥 Where No. 🔻	is Enter a value.	
💥 And 🛛 FA Clas	s Code 🔻 is Enter a value.	
X And FA Subo	:lass Code ▼ is Enter a value	2.
🏫 Add Filter		
Limit totals to:		
💠 Add Filter		
	Print -	Preview Cancel

FIGURE 4.21: MAINTENANCE - ANALYSIS REPORT REQUEST WINDOW

Fixed Assets in Microsoft Dynamics® NAV 2013

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

July 9, 2012 Page 1 CONTOSO\administrator

CRONUS International Ltd. Depreciation Book: COMPANY

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

No.	Description	SPAR	EPARTS 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	W Transporter		0.00	400.00	0.00
Group Tota	al: CAR		0.00	21,000.00	0.00
MACHINE	RY				
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 Tota	al: MACHINERY		0.00	23,151.20	0.00
TELEPHON	IE				
FA000090	Switchboard		0.00	2,000.00	0.00
Group Tota	al: TELEPHONE		0.00	2,000.00	0.00
		Total	0.00	46,151.20	0.00

FIGURE 4.22: MAINTENANCE - ANALYSIS PRINT LAYOUT

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:

Edit - Maintenance Register	
Actions	CRONUS Intern 🔞
Refresh Clear Filter	
Page	
FA Register	*
Show results:	
💥 Where No. 🔻 is	Enter a value.
💠 Add Filter	
	Print Preview Cancel

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 July 9, 2012 CRONUS International Ltd. Page 1												
FA Posting Date	D oc u	Document No.	Depreciation Book Code	FA No.	FA Description	Maintenanœ Code	Description		Amount	Posting Date	G/L Entry No.	Entry No.
Register No. 01/27/13	In	3 108001	COMPANY	F A000050	Conveyor Belt	SERVICE	Invoice 108001	Total	20,000.00 20,000.00	01/27/13	201	1
Register No. 02/28/13	In	7 108002	COMPANY	F A0 00 080	Conveyor Lift	SERVICE	Invoice 108002	Total	600.00	02/28/13	381	2
Register No. 02/28/13	In	8 108005	COMPANY	F A0 00 090	Switchboard	SERVICE	Invoice 108005	Total	2,000.00 2,000.00	02/28/13	386	3
Register No. 02/28/13	In	9 108006	COMPANY	F AD 00 010	Mercedes 300	SERVICE	Invoice 108006	Total	20,000.00 2 0,000 .00	02/28/13	391	4
Register No. 04/30/13	In	14 108003	COMPANY	F A000070	Conveyor Computer	SERVICE	Invoice 108003	Total	400.00 400.00	04/30/13	743	5
Register No. 05/31/13	In	17 108004	COMPANY	F AD 00 080	Lift for Furniture	SERVICE	Invoice 108004	Total	1,200.00 1,200.00	05/31/13	938	6
Register No. 05/31/13	In	18 108007	COMPANY	F A000020	Toyota Supra 3.0	SERVICE	Invoice 108007	Total	600.00	05/31/13	943	7

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:

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

Edit - Maintenance - Next Service	
Actions	CRONUS Internationa 🔞
4x 😴	
Refresh Clear	
Filter	
Page	
Options	*
Starting Date:	
Ending Date:	
Fixed Asset	^
Sorting: No. ▼ Ag↓▼	
Show results:	
💥 Where No. 🔻 is Enter a value.	
💥 And 🛛 FA Class Code 🔻 is 🛛 Enter a value.	
💥 And 🛛 FA Subclass Code 🔻 is 🛛 Enter a value.	
💠 Add Filter	
Limit totals to:	
🚏 Add Filter	
Print •	Preview Cancel

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 CRONUS International Ltd. July9, 2012 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.