

MODULE 5: FIXED ASSET INSURANCE

Module Overview

Fixed Assets Insurance in Microsoft Dynamics® NAV 2013 describes how to insure fixed assets in a company.

Managing insurance in Microsoft Dynamics NAV 2013 includes setting up insurance information, assigning assets to insurance policies, monitoring insurance coverage, updating insurance information, and indexing fixed asset insurance.

Objectives

The objectives are:

- Set up insurance information.
- Assign an asset to an insurance policy.
- Monitor insurance coverage.
- Update, correct, and delete insurance information.
- Set up insurance indexing.

Setting Up Insurance Information

Set up general information about an insurance policy on the insurance card. In Microsoft Dynamics NAV 2013, you create one insurance card for each insurance policy.

Fixed Asset Setup Page

In the **Fixed Assets Setup** window, you set up general information about fixed asset insurance.

To set up general information about fixed asset insurance, follow these steps:

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

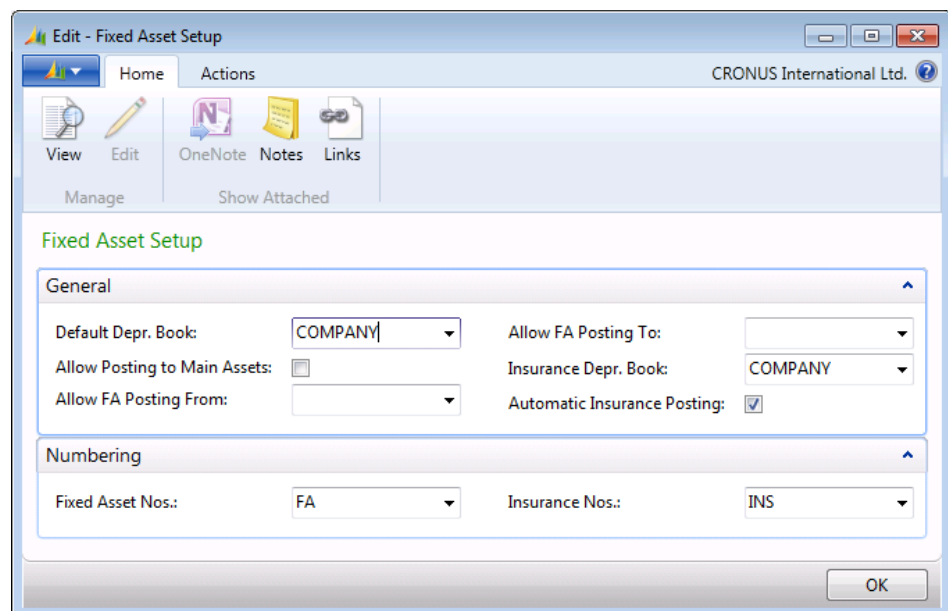


FIGURE 5.1: FIXED ASSET SETUP

Module 5: Fixed Asset Insurance

2. On the **General** FastTab, enter information in the insurance fields as described in the following table.

Field	Value
Insurance Depr. Book	The value in this field specifies a depreciation book code. If you use the insurance facilities, you must enter a code to post insurance coverage ledger entries. For example, to post an acquisition entry with an insurance number or a disposal of an insured asset, you have to select a book in this field. This restriction exists because the disposal of an asset automatically stops the insurance coverage. To disconnect sold assets from insurance policies, select a depreciation book code that is assigned to all fixed assets. You should set up the default depreciation book before you set up the insurance depreciation book. The code in this field is also used when you sell a fixed asset and the values from insurance policies change. Click the field, and then select a code.
Automatic Insurance Posting	If you want to post insurance coverage ledger entries automatically when you post acquisition cost entries with the Insurance No. field filled in, select this check box. If this check box is cleared, the program creates entries in the insurance journal instead of posting to the insurance coverage ledger entries.

3. On the **Numbering** FastTab, select the **Insurance Nos.** field, and then select the code for the number series that the program uses to assign numbers to insurance policies.
4. Click **OK**.

Insurance Types

In Microsoft Dynamics NAV 2013, you can group insurance policies into insurance types, for example, insurance against theft or fire insurance.

To set up the insurance types, follow these steps:

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

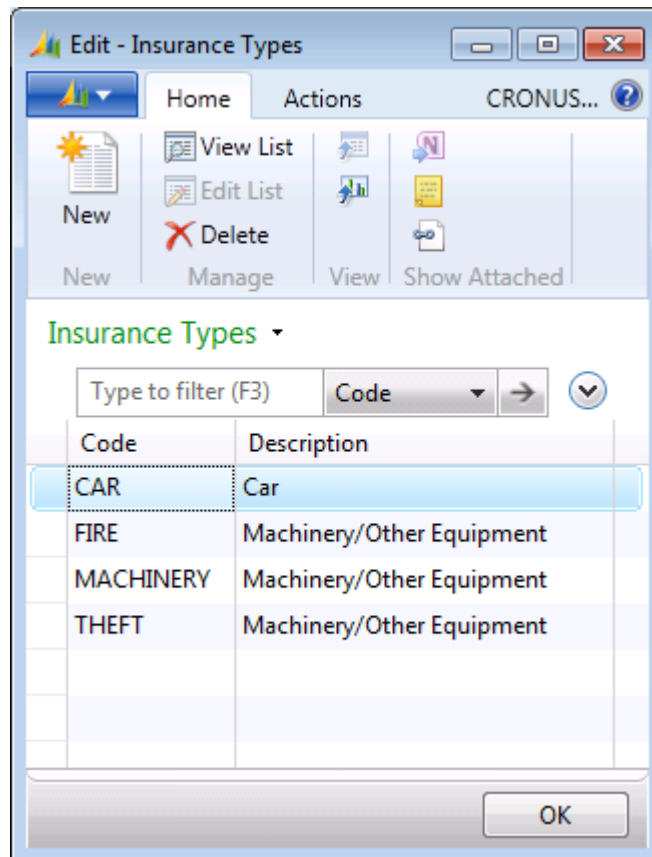


FIGURE 5.2: INSURANCE TYPES

2. To create a new insurance type, click **New**.
3. In the **Code** field, enter the code of the insurance type.
4. In the **Description** field, enter a description of the insurance type.
5. Click **OK**.

Insurance Card

You create an insurance card for each insurance policy related to fixed assets. On the insurance card, you specify general information about the insurance policy.

To set up a new insurance policy, follow these steps:

1. In the navigation pane, click **Departments > Financial Management > Fixed Assets > Insurance**.
2. Select a line with the insurance policy for which you want to create an insurance card.
3. On the **Home** FastTab, click **View**.

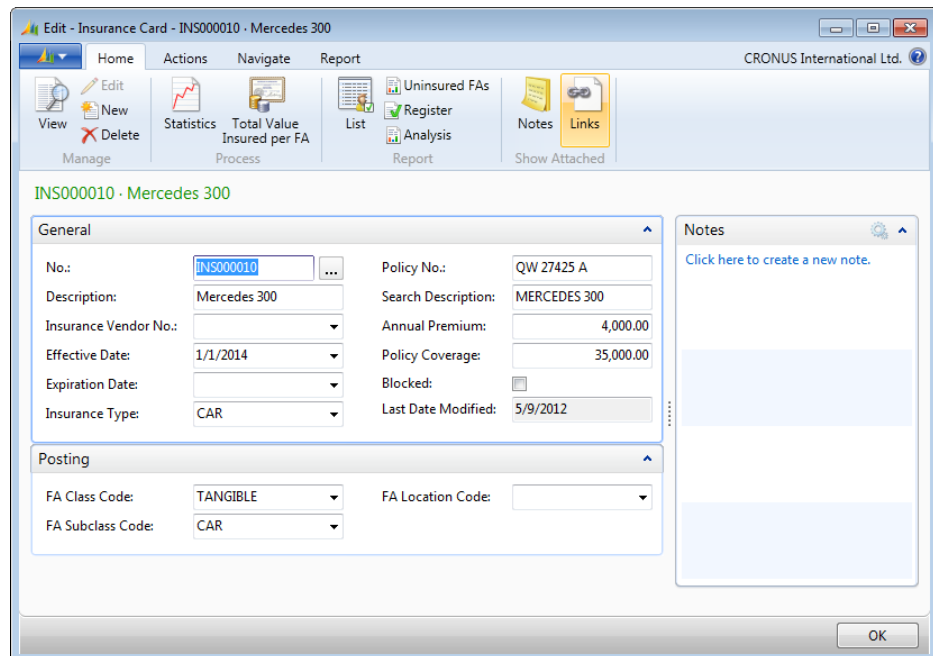


FIGURE 5.3: INSURANCE CARD

4. On the **General** FastTab, fill in the fields as described in the following table.

Field	Description
No.	The number or code for the insurance policy that the program uses. This field is filled in by the program automatically.
Description	The description of the insurance policy.
Insurance Vendor No.	The number of the vendor from whom the insurance policy was purchased.

Fixed Assets in Microsoft Dynamics® NAV 2013

Field	Description
Effective Date	The date from which the insurance policy is valid.
Expiration Date	The date until which the insurance policy is valid.
Insurance Type	The type of insurance that is covered by the given insurance policy. Click the field to select a type. You set the insurance types in the Insurance Types window.
Policy No.	The policy number recorded on the insurance policy.
Annual Premium	The amount of the annual insurance premium. When you register this information for all the insurance policies, an overview of the insurance costs and other insurance information appears in different insurance reports.
Policy Coverage	The amount of coverage this insurance policy provides. When registering this information for all the insurance policies, you can see whether the company is over- or underinsured in the Insurance Statistics window.
Blocked	Select this check box if you want to block the insurance account. You cannot post to a blocked insurance account. For example, a fixed asset is assigned to several insurance policies that overlap one another. In this case the fixed asset is over-insured, and one of the overlapping insurance accounts is blocked.
Last Date Modified	The field shows the date when the insurance card was last modified. When you change the information on the insurance card, the program automatically updates this field to show the current system date.

5. On the **Posting** FastTab, fill in the fields as described in the following table.

Field	Description
FA Class Code	A fixed asset class code to assign to the insurance policy. If you select a class code in this field, the program uses this class by default every time that you post to this insurance policy.
FA Subclass Code	A fixed asset subclass code to assign to the insurance policy. If you select a subclass code in this field, the program uses this subclass by default every time that you post to this insurance policy.
FA Location Code	A fixed asset location code to assign to the insurance policy. If you select a location code in this field, the program uses this location by default every time that you post to this insurance policy.

6. Click **OK**.

Demonstration: Setting Up an Insurance Card

Demonstration Steps

To set up a new insurance card, follow these steps:

1. In the navigation pane, click **Departments > Financial Management > Fixed Assets > Insurance**.
2. Click **New** to create a new insurance card.
3. On the **General** FastTab, fill in the fields as shown in the following table. In the **No.** field, press ENTER.

Field	Value
No.	
Description	Fire Insurance
Effective Date	01/01/14
Insurance Type	FIRE
Policy No.	157-254-5678
Annual Premium	15,000.00

Fixed Assets in Microsoft Dynamics® NAV 2013

Field	Value
Policy Coverage	2,500,000.00

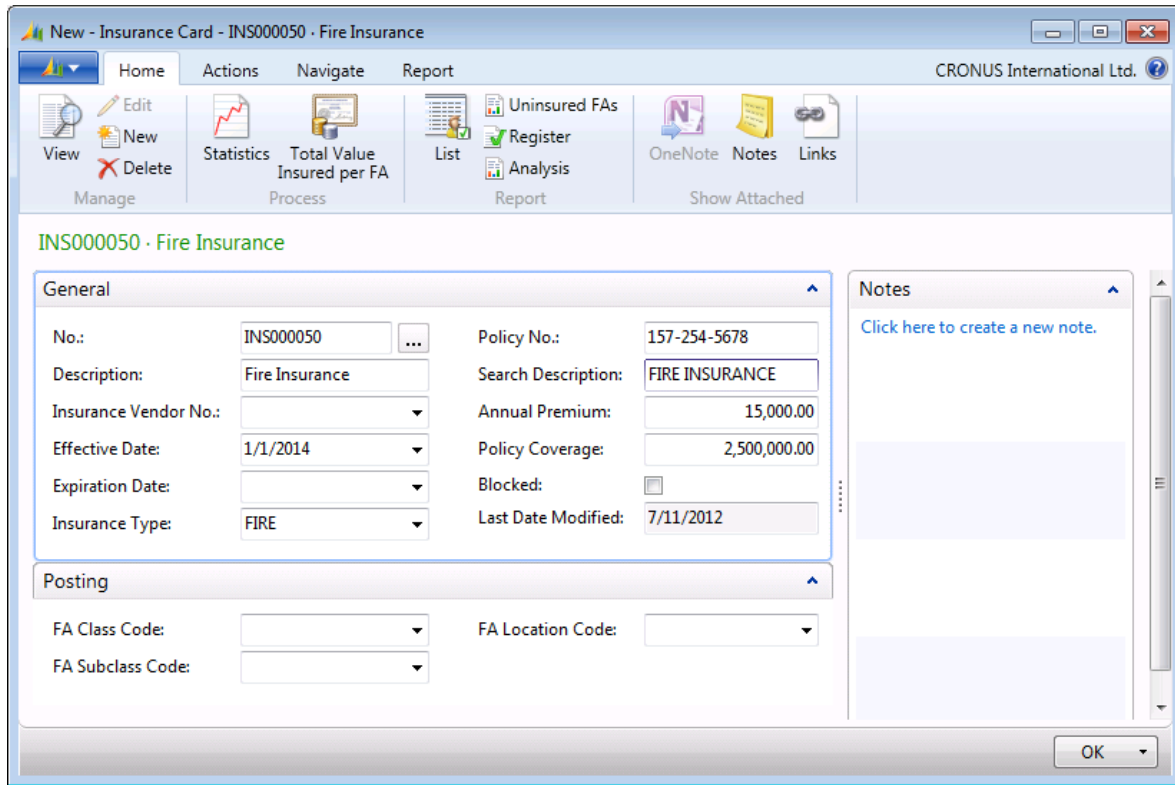


FIGURE 5.4: INSURANCE CARD FOR FIRE INSURANCE

4. Click **OK**.

Setting Up Insurance Journal Templates

The program automatically creates an FA journal template when you open the **Fixed Asset Journal** window. To set up additional journal templates, follow these steps:

1. In the navigation pane, click **Departments > Financial Management > Fixed Assets > Insurance Journal Templates**.
2. Click **New** to set up a new insurance journal template.

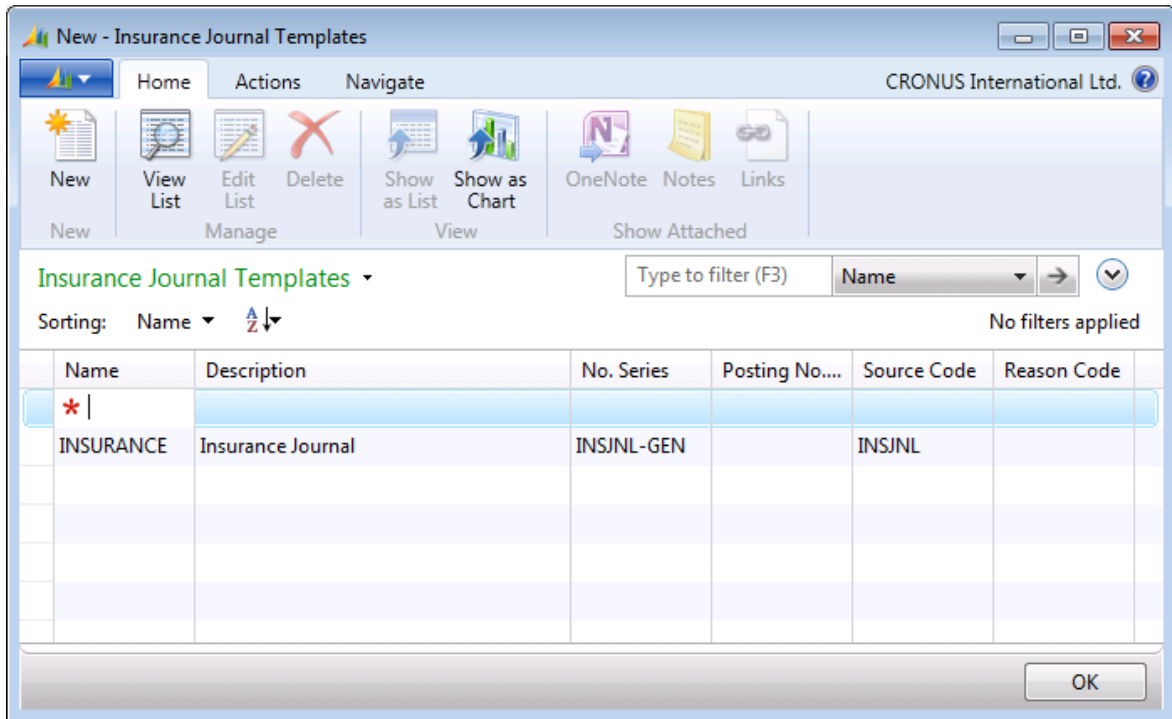


FIGURE 5.5: INSURANCE JOURNAL TEMPLATES

3. Fill in the fields as described in the following table.

Field	Description
Name	Type the name of the template.
Description	Type a description of the journal template.
No. Series	Click the field and select a number series from the list.
Posting No. Series	Click the field and select a posting number series from the list.
Source Code	This field is filled in by the program automatically.
Reason Code	Click the field and select a reason code from the list.

4. Click **OK**.

Setting Up Insurance Journal Batches

To set up batches under an insurance journal template, follow these steps:

1. In the **Insurance Journal Templates** window, select a line with the insurance journal template for which you want to set up journal batches.
2. On the **Navigate** FastTab, click **Batches**.

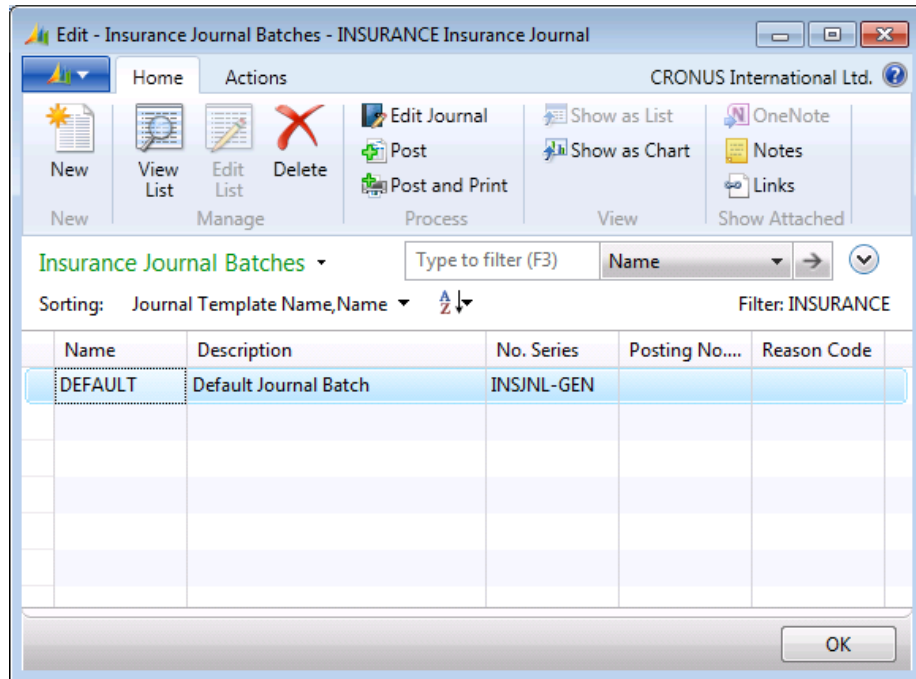


FIGURE 5.6: INSURANCE JOURNAL BATCHES

3. Click **New** to create a new journal batch or select one of the empty lines.
4. Fill in the fields as described in the following table.

Field	Description
Name	Type a code that identifies the batch.
Description	Type a description of the batch.
No. Series	Select the field to select a number series other than the default number series that is entered automatically. Select the number series, and then click OK to copy it to the field.

Field	Description
Posting No. Series	Select the field to select a posting number series other than the default number series that is entered automatically. Select the posting number series, and then click OK to copy it to the field.
Reason Code	The value in this field specifies a reason code used to indicate why an entry was created. Click the field to open the Reason Code window, and then select an appropriate reason code to assign to the insurance journal batch. In this case the same reason code is used for all entries posted from this journal batch.



Note: *The journal batch supplies default values if you do not fill in the corresponding fields on the journal lines.*

5. Click **OK**.

Default Journal Templates and Batches for Each User

In Microsoft Dynamics NAV 2013, in the **FA Journal Setup** window, you can set up a default set of insurance journal templates and batches for each depreciation book and specify a default set for each user.

These default journal templates and batches are used when you duplicate entries from one depreciation book to another, create journal lines by running a batch job (the Calculate Depreciation or Index Fixed Assets batch jobs), duplicate acquisition-cost entries in the insurance journal, or when the program automatically posts to the insurance coverage ledger.

To set up default insurance journal templates and batches, follow these steps:

1. In the navigation pane, click **Departments > Financial Management > Fixed Assets > Depreciation Books**.
2. Select a line with the relevant depreciation book, and then, on the **Navigate** FastTab, click **FA Journal Setup**.
3. Select a line with the relevant user ID, click the **Insurance Jnl. Template Name** field, and then select a template to be used by default for the given user and depreciation book.

4. Select the **Insurance Jnl. Batch Name** field, and then select a batch to be used by default for the given user and depreciation book.

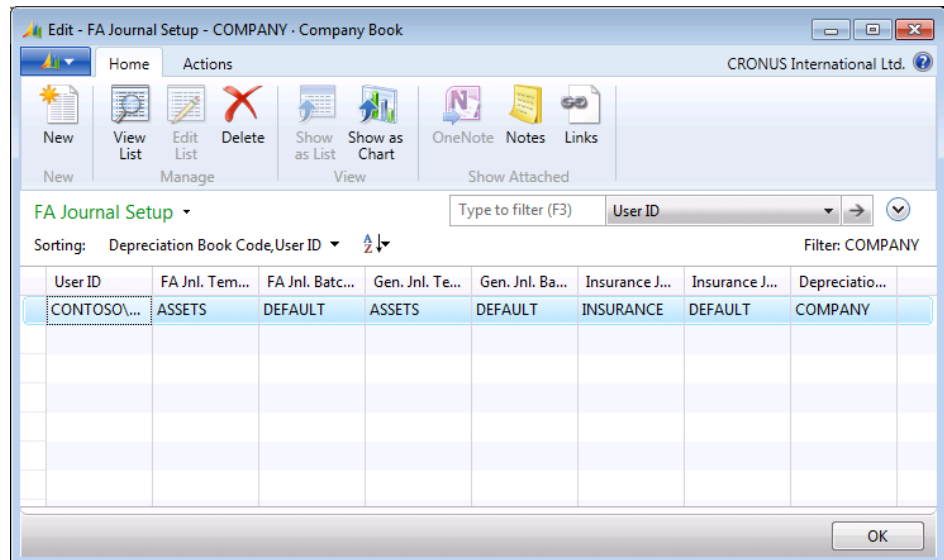


FIGURE 5.7: FA JOURNAL SETUP

5. Click **OK**.

Attaching Assets to Insurance Policies

In Microsoft Dynamics NAV 2013, you can attach any asset to an insurance policy. Attaching fixed assets to insurance policies gives you an easy way to find the relevant insurance policy for an asset when you want it.

Linking Fixed Assets to Insurance Policies

After you complete the setup of the insurance information, the fixed assets can be linked to the insurance policies.

You can link one or more assets to a single insurance policy. You can also link one asset to the same insurance policy with different amounts.

A fixed asset can be attached to the insurance policy in one of the following two ways:

- Post an acquisition cost with the **Insurance No.** field filled in on the FA journal or FA G/L journal line or on the purchase invoice.
- Post an acquisition cost without filling in the **Insurance No.** field on the journal line, and then use the insurance journal to post the acquisition cost to the insurance coverage ledger.

You can post acquisition cost to the insurance coverage ledger from any of the following:

- Purchase invoice
- FA G/L journal
- FA journal
- Insurance journal

When the **Insurance No.** field has a value, the **Insured** field on the **Maintenance** FastTab in the **Fixed Asset Card** window is automatically set to **Yes**.

After you sell a fixed asset, the program automatically sets the **Insured** field on the fixed asset card to **No**.

Demonstration: Linking a Fixed Asset to an Insurance Policy When Posting Acquisition Cost Through a Purchase Invoice

In this demonstration, you create a new fixed asset, and then, when you post the acquisition cost through a purchase invoice, you link the fixed asset to an insurance policy.

Demonstration Steps

To set up a new fixed asset, follow these steps:

1. In the navigation pane, click **Departments > Financial Management > Fixed Assets > Fixed Assets**.
2. Click **New**.
3. On the **General** FastTab, in the **No.** field, press ENTER.
4. In the **Description** field, type "Warehouse Lift".
5. On the **Lines** FastTab, set the **Depreciation Book** field to COMPANY.
6. In the **FA Posting Group** field, click the drop-down list, and select MACHINERY.
7. In the **Depreciation Starting Date** field, set the date to **1/1/14**.

Fixed Assets in Microsoft Dynamics® NAV 2013

8. In the **No. of Depreciation Years** field, type "10".

The screenshot shows the 'New - Fixed Asset Card - FA1500 - Warehouse Lift' window. The ribbon includes 'Home', 'Actions', 'Navigate', and 'Report'. The main area is divided into 'General' and 'Lines' sections. The 'General' section contains fields for 'No.' (FA1500), 'Description' (Warehouse Lift), 'Search Description' (WAREHOUSE LIFT), 'No. of Depreciation Years' (10.00), and 'Last Date Modified' (7/11/2012). The 'Lines' section contains a table with columns for 'Depreciation Book', 'FA Posting', 'Depreciation Method', 'Start Date', 'End Date', 'No. of Depreciation Years', 'D.', and 'Book Value'. The table has one row with the following values: 'COMPANY', 'MACHINERY', 'Straight-Line', '1/1/2014', '12/31/2023', '10.00', and '0.00'. The bottom of the window has 'Posting' and 'Maintenance' dropdowns and an 'OK' button.

FIGURE 5.8: FIXED ASSET CARD FOR FIXED ASSET FA1500

9. Click **OK**, to close the **Fixed Asset Card** window.

Make sure that G/L integration is activated for the acquisition cost in the COMPANY depreciation book, by clicking **Departments > Financial Management > Fixed Assets > Depreciation Books**, opening the depreciation book card for the COMPANY depreciation book, and then verifying that on the **Integration** FastTab, the **Acquisition Cost** check box is selected.

To post an acquisition cost for the fixed asset and link it to an insurance policy from a 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 fill in the next number for the purchase invoice
4. In the **Buy-from Vendor No.** field, type "30000".
5. In the **Posting Date** field, type "1/31/14".
6. In the **Document Date** field, type "1/31/14".

Module 5: Fixed Asset Insurance

7. In the **Vendor Invoice No.** field, type "4256".
8. On the **Lines** FastTab, in the **Type** field, click the field and select **Fixed Asset**.
9. In the **No.** field, click the field and select **Warehouse Lift Fixed Assets**.
10. In the **FA Posting Type** field, make sure that **Acquisition Cost** is selected.
11. In the **Quantity** field, type "1".
12. In the **Direct Unit Cost Excl. VAT** field, type "17,350.00".
13. Right-click the header on the **Lines** FastTab, click **Choose Column**, add the **Insurance No.** field, and then click **OK**.
14. In the **Insurance No.** field, click the field, and select **INS000050**.

The screenshot displays the 'Purchase Invoice' form for vendor 1009, CoolWood Technologies. The form is divided into several sections:

- General:** Fields for No. (1009), Buy-from Vendor No. (30000), Buy-from Contact No. (CT000083), Buy-from Vendor Name (CoolWood Technologies), Buy-from Address (33 Hitech Drive), Buy-from Post Code (PO7 2HI), Buy-from City (Portsmouth), Buy-from Contact (Mr. Richard Bready), Posting Date (1/31/2014), Document Date (1/31/2014), Vendor Invoice No. (4256), Order Address Code, Purchaser Code (RL), Campaign No., Responsibility Center, Assigned User ID, Job Queue Status, and Status (Open).
- Lines:** A table with columns: Type, No., Description, FA Posting Type, Lo..., Quantity, Uni..., Insurance No., and Direct Unit Cost... The table contains one line: Type: Fixed Asset, No.: FA1500, Description: Warehouse..., FA Posting Type: Acquisition Cost, Quantity: 1, Insurance No.: INS000050, Direct Unit Cost: 17,350.00.
- Vendor Statistics:** Vendor No.: 30000, Balance (LCV): 93,998.66, Outstanding Ord...: 63,325.00, Amt. Rcd. Not Inv...: 0.00, Outstanding Invo...: 21,687.50, Total (LCV): 179,011.16, Overdue Amount...: 35,430.00.
- Buy-from Vendor Hi...:** Vendor No.: 30000, Quotes: 0, Blanket Orders: 0, Orders: 3, Invoices: 1, Return Orders: 0, Credit Memos: 0, Pstd. Return Ship...: 1, Pstd. Receipts: 2, Pstd. Invoices: 2, Pstd. Credit Mem...: 1.
- Notes:** A link to create a new note.
- Invoicing:** 30000, CM, 1/31/2014.
- Shipping:** 1/23/2014.
- Foreign Trade:**

FIGURE 5.9: PURCHASE INVOICE

15. Click **Post**.
16. When you receive the message "Do you want to post the Invoice?", click **Yes**.

Linking a Fixed Asset to an Insurance Policy When Posting Acquisition Cost in an FA Journal or FA G/L Journal

When you post acquisition cost for a fixed asset through an FA journal or FA G/L journal, you link the fixed asset to an insurance policy by selecting the required policy in the **Insurance No.** field on the journal line.

Linking a Fixed Asset to an Insurance Policy Through an Insurance Journal

If you posted the acquisition cost of a fixed asset without linking it to an insurance policy, either from the purchase invoice or from one of the FA journals, you can link the fixed asset to an insurance policy by posting the acquisition cost from an insurance journal.

For example, if you did not enter insurance number INS000040 in the **Insurance No.** field on the purchase invoice for fixed asset FA1500, you can still attach the insurance policy to the asset's acquisition cost from an insurance journal.

To post an insurance journal, follow these steps:

1. In the navigation pane, click **Departments > Financial Management > Fixed Assets > Insurance Journals**.
2. In the **Posting Date**, type "1/31/2014".
3. In the **Insurance No.** field, enter **INS000040**.
4. In the **FA No.** field, enter **FA1500**.
5. In the **Amount** field, type "17,350.00".
6. In the **Amount** field in the journal line, enter the acquisition cost of the asset. For this example, use the previous example's information for FA1500. Enter FA1500 in the **FA No.** field, enter INS000040 in the **Insurance No.** field, and enter the acquisition cost of 17,350 in the **Amount** field.

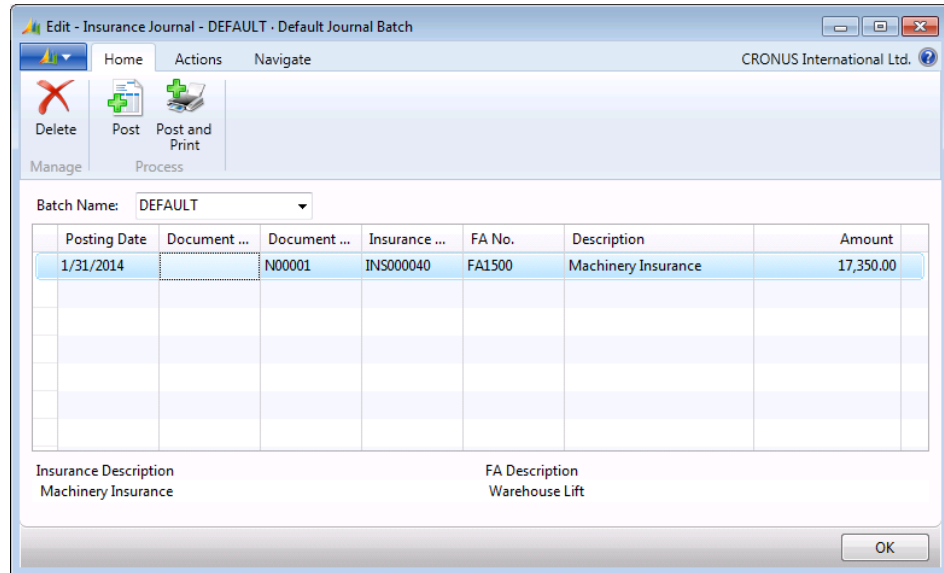


FIGURE 5.10: INSURANCE JOURNAL

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. In the navigation pane, click **Departments > Financial Management > Fixed Assets > Fixed Assets**, and then double-click the line with the fixed asset FA1500 to open the fixed asset card.
11. To verify the total value insured for the fixed asset, on the Navigate FastTab, click **Total Value Insured**.

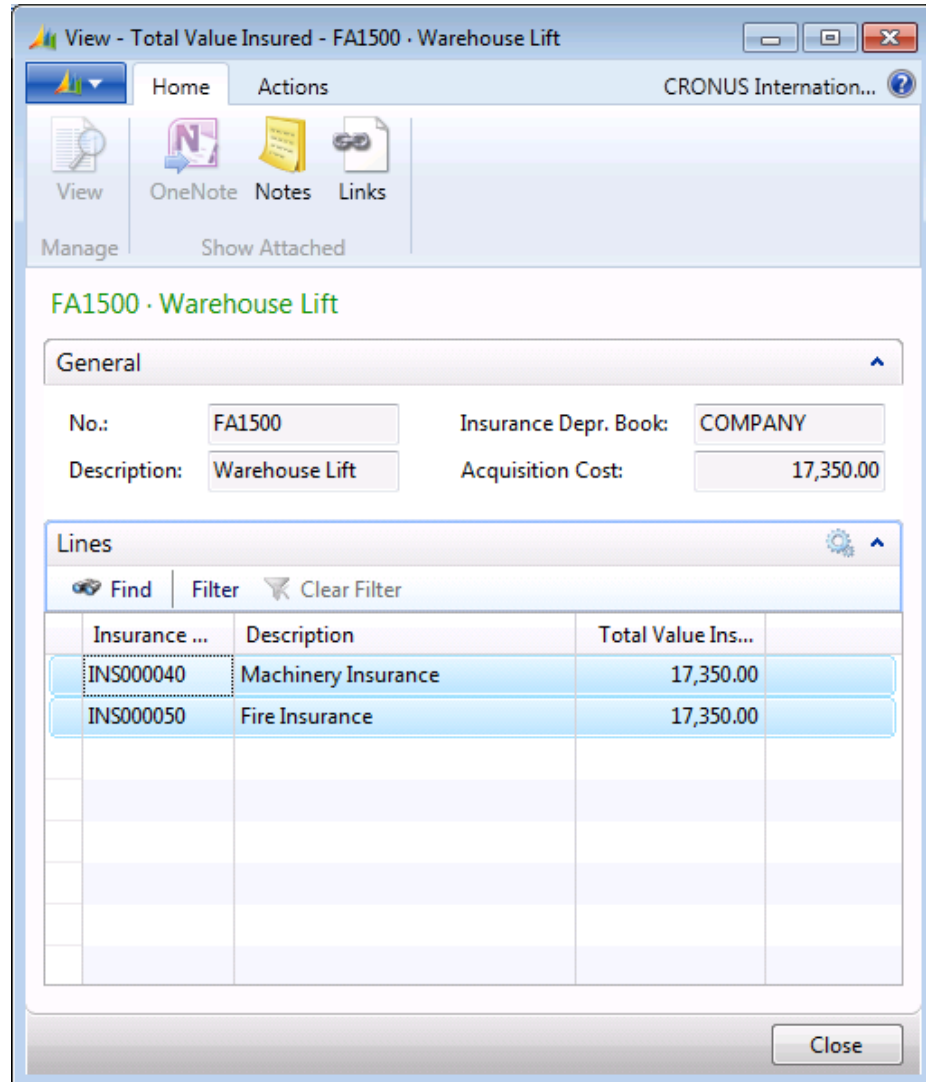


FIGURE 5.11: TOTAL VALUE INSURED

Monitoring Insurance Coverage

Microsoft Dynamics NAV 2013 provides multiple ways to monitor and analyze the insurance coverage of the fixed assets that include but are not limited to the following:

- View the Total Value Insured per FA matrix, which shows the amount of insurance registered with each insurance policy.
- View statistics for fixed assets where you can see an overview of the annual premium, the policy's coverage, and the fixed asset value that has to be insured for the insurance policy.
- Run the **Insurance - List** report to obtain the list of insurance policies and primary information about each policy.

- Run the **Insurance - Uninsured FAs** report to obtain the list of fixed assets for which amounts were not posted to an insurance policy.

Total Value per FA Matrix

The Total Value Insured per FA matrix lists all the fixed assets by each policy and the insured amount.

To view the matrix, follow these steps:

1. In the navigation pane, click **Departments > Financial Management > Fixed Assets > Insurance**.
2. In the **Insurance** window, on the **Home** FastTab, click **Total Value Insured per FA**.
3. In the **Total Value Insured per FA** window, on the **Options** FastTab, in the **Rounding Factor** field, you can select a rounding factor for the amounts in the columns.
4. On the **Matrix Options** FastTab, you can set filters if it is necessary.

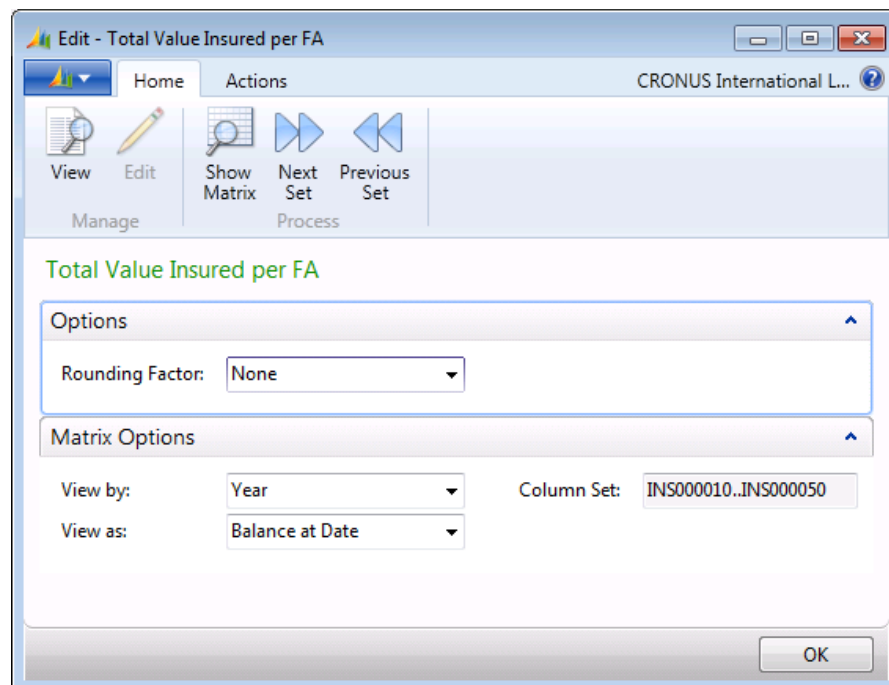


FIGURE 5.12: TOTAL VALUE INSURED PER FA

5. On the **Home** FastTab, click **Show Matrix**.

No.	Description	INS000010	INS000020	INS000030	INS000040	INS000050
FA000070	Conveyor Computer					
FA000080	Lift for Furniture					
FA000090	Switchboard				7,140.00	
FA000100	Reception Department Com...					
FA000105	Scanner					
FA000107	XEROX					
FA000110	VW Speedster 1302					
FA000120	Stereo					
FA000130	Ferrari					
FA000140	Minor Asset 2000					
FA000170	Audi A5					
FA000180	Minor Asset					
FA000190	Lift for Furniture Segment					
FA1500	Warehouse Lift				17,350.00	17,350.00

FIGURE 5.13: T. VALUE INSURED PER FA MATRIX

Statistics

The **Insurance Statistic** window provides an overview of a selected insurance. You can view the annual premium, the policy's coverage, and the total insured value.

You can also use the statistics to analyze the insurance policies and to determine whether assets are over or under insured. The program compares the policy coverage amount to the value of fixed assets actually covered by the policy and shows the resulting amount in the **Over/Under Insured** field.

To view the insurance statistics, follow these steps:

1. In the navigation pane, click **Departments > Financial Management > Fixed Assets > Insurance**.
2. Select a line with the relevant insurance. For example, select insurance INS000050.
3. On the **Home** FastTab, click **Statistics**.

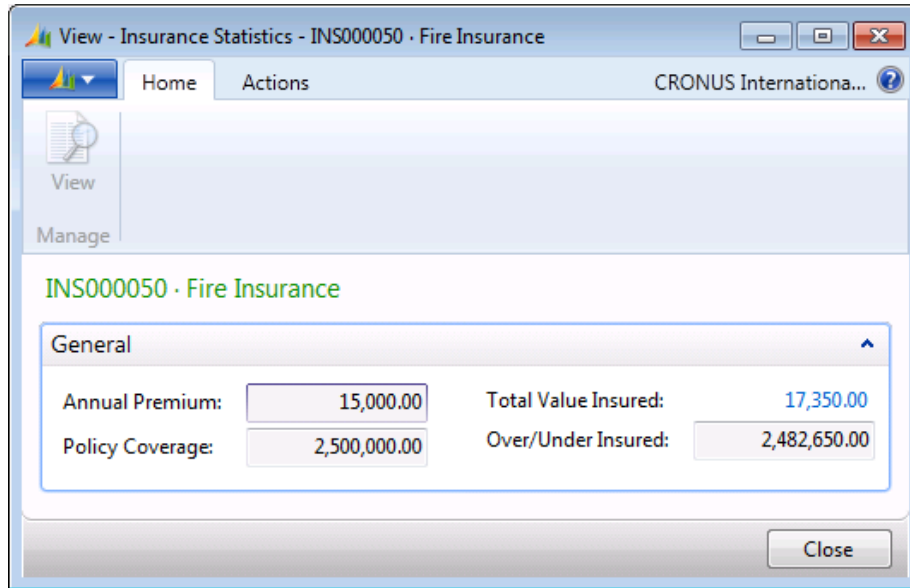


FIGURE 5.14: INSURANCE STATISTIC

4. To view the values that make up the total value insured, click the amount in the **Total Value Insured** field to open the **Ins. Coverage Ledger Entries** window.

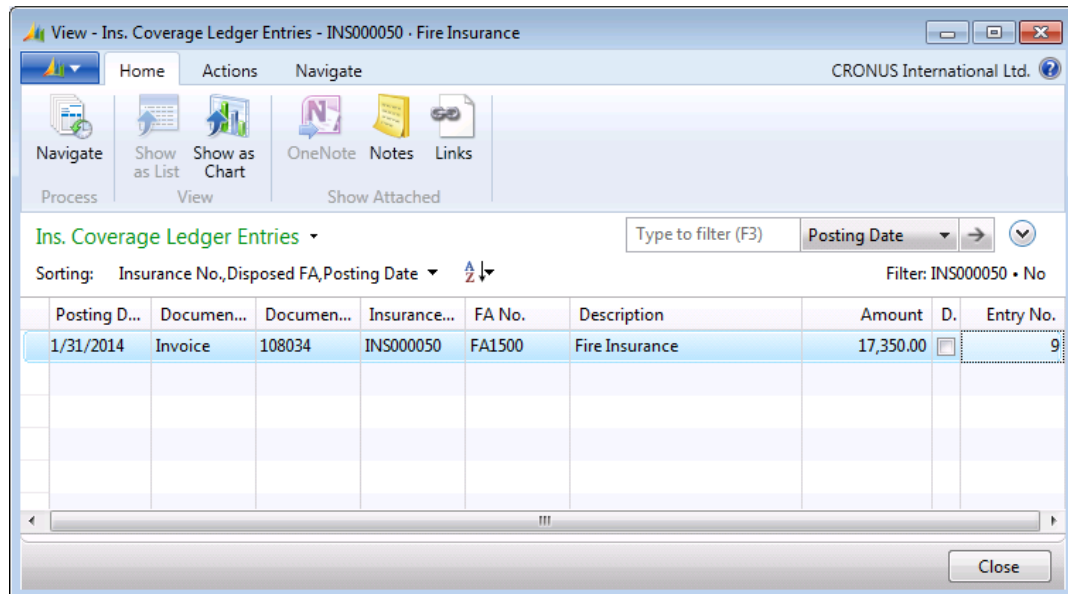


FIGURE 5.15: INS. COVERAGE LEDGER ENTRIES

List of All Insurance Policies

To obtain an overview of all the insurance policies, you can print or preview the **Insurance - List** report that displays all the policies and the most important fields from the insurance cards.

To print the report, follow these steps:

1. In the navigation pane, click **Departments > Financial Management > Fixed Assets > Insurance List**.
2. In the **Insurance - List** report request window, on the **Insurance** FastTab, you can set the filters that you want.
3. Click **Preview** to view the report on screen or **Print** to print it.

No.	Description	Effective Date	Insurance Vendor No.	Policy No.	Insurance Type	Annual Premium	Policy Coverage
INS000010	Mercedes 300	01/01/14		QW 27425 A	CAR	4,000.00	35,000.00
INS000020	Toyota Supra 3.0	01/01/14		QW 37425 A	CAR	3,000.00	45,000.00
INS000030	VW Transporter	01/01/14		QW 38425 A	CAR	2,000.00	20,000.00
INS000040	Machinery Insurance	01/01/14		MA 18425 A	MACHINERY	10,000.00	30,000.00
INS000050	Fire Insurance	01/01/14		157-254-5878	FIRE	15,000.00	2,500,000.00

Insurance - List

CRONUS International Ltd.

July 13, 2012

Page 1

CONTOSO/administrator

FIGURE 5.16: INSURANCE - LIST REPORT PRINT PREVIEW

Uninsured Fixed Assets

To verify that all fixed assets are assigned to an insurance policy, print or preview the **Insurance – Uninsured FAs** report. This report displays the individual fixed assets for amounts that are not posted to an insurance policy.

To print the report, follow these steps:

1. In the navigation pane, click **Departments > Financial Management > Fixed Assets > Uninsured FAs**.
2. In the **Insurance – Uninsured FAs** report request window, on the **Fixed Asset** FastTab, you can set the filters that you want.
3. Click **Preview** to view the report on the screen, or **Print** to print it.

=

No.	Description	Acquisition Cost	Depreciation	Book Value
FA000010	Mercedes 300	41,000.00	-8,000.00	35,000.00
FA000020	Toyota Supra 3.0	42,000.00	-5,800.00	38,400.00
FA000040	Conveyor, Main Asset	0.00	0.00	0.00
FA000050	Conveyor Belt	3,300.00	-330.00	2,970.00
FA000080	Conveyor Lift	8,492.00	-718.00	5,774.00
FA000070	Conveyor Computer	4,344.00	-762.00	3,582.00
FA000080	Lift for Furniture	2,880.00	-300.00	2,580.00
FA000100	Reception Department Computer	2,300.00	-288.00	1,812.00
FA000105	Scanner	2,300.00	0.00	2,300.00
FA000107	XEROX	1,500.00	0.00	1,500.00
FA000110	VW Speedster 1302	0.00	0.00	0.00
FA000120	Stereo	0.00	0.00	0.00
FA000130	Ferrari	200,000.00	0.00	200,000.00
FA000140	Minor Asset 2000	1,520.00	-1,520.00	0.00
FA000170	Audi A5	50,000.00	-833.00	49,167.00
FA000180	Minor Asset	200.00	-200.00	0.00
Total		357,836.00	-16,551.00	341,085.00

FIGURE 5.17: INSURANCE – UNINSURED FAS REPORT PRINT PREVIEW

Updating Insurance Information

Insurance details change occasionally: the annual premium is adjusted, coverage can change, and insurance can expire.

In Microsoft Dynamics NAV 2013, you can update insurance information.

Modifying and Deleting Insurance Cards

Each year when you receive your annual renewal notice, if the rates change, you have to manually update the value in the **Annual Premium** field in the **Insurance Card** window.

If the information about the coverage amount also changes, you have to update the **Policy Coverage** field value to make sure that you analyze the insurance policy coverage correctly.

Terminating Fixed Asset Coverage from an Insurance Policy

A fixed asset's insurance coverage automatically terminates when you post a disposal entry to the depreciation book that is selected in the **Insurance Depr. Book** field in the **Fixed Asset Setup** window.

For example, if the **Insurance Depr. Book** field is set to COMPANY, posting to the disposal in the TAX depreciation book does not affect the insurance coverage ledger.

The termination occurs regardless of whether you selected the **Automatic Insurance Posting** check box in the **Fixed Asset Setup** page.

In the following example, fixed asset FA000020 is sold on 01/31/14 for the amount of 40,000. To terminate the coverage from an insurance policy for this asset, follow these steps:

1. In the navigation pane, click **Departments > Financial Management > Fixed Assets**, and then click **FA G/L Journals** or **FA Journals**, depending on whether the G/L integration for disposal is activated in the COMPANY depreciation book.

In this example, the FA G/L journal is used, because the G/L integration for disposal is activated in the COMPANY depreciation book.

2. In the **Fixed Asset G/L Journal** window, create a disposal line filling in the fields as shown in the following table.

Field	Value
Posting Date	1/31/2014
Account Type	Fixed Asset
Account No.	FA000020
Depreciation Book Code	COMPANY
FA Posting Type	Disposal
Description	Toyota Supra 3.0 Disposal
Amount	-40,000.00
Bal. Account Type	G/L Account
Bal. Account No.	2910

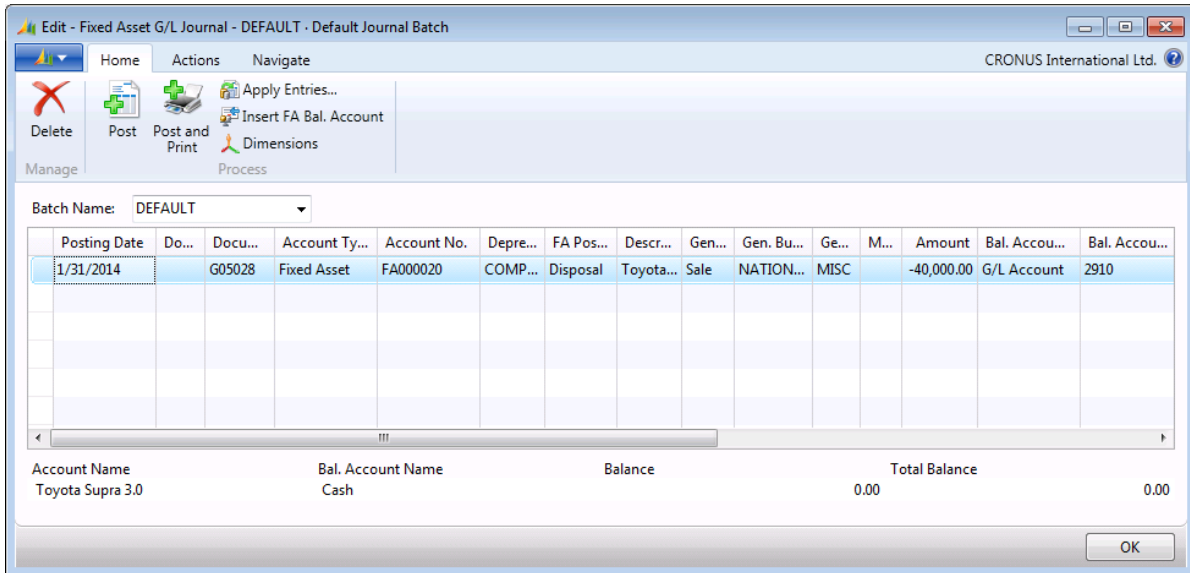


FIGURE 5.18: FIXED ASSET G/L JOURNAL

3. Click **Post**.
4. When you receive the message "Do you want the journal lines?", click **Yes**.
5. When you receive the message "The journal lines were successfully posted.", click **OK**.
6. Close the **Fixed Asset G/L Journal** window.
7. Click **Departments > Financial Management > Fixed Assets > Fixed Assets**, and then double-click the line with the fixed asset FA000020 to open the fixed asset card.

Fixed Assets in Microsoft Dynamics® NAV 2013

The program automatically sets the **Insured** field on the **Maintenance** FastTab to **No**.

The screenshot shows the 'Edit - Fixed Asset Card' window for 'FA000020 - Toyota Supra 3.0'. The window has a ribbon with tabs: Home, Actions, Navigate, and Report. The ribbon contains various icons for actions like Edit, View, New, Delete, Calculate Depreciation, Depreciation Books, Statistics, Maintenance Registration, Main Asset Components, Maintenance Ledger Entries, Copy Fixed Asset..., Fixed Assets List, Details, Analysis, Projected Value, and Register. The main area is divided into several sections:

- General:** Fields for No. (FA000020), Description (Toyota Supra 3.0), Serial No. (EA 12 395 Q), Main Asset/Component, Component of Main Asset, Search Description (TOYOTA SUPRA 3.0), Responsible Employee (PS), Inactive, Blocked, and Last Date Modified (5/9/2012).
- Lines:** A table with columns: Depr. Book, FA Posting, Depr. Book, Depr. Book, Depr. Book, No. of Deprecia..., D., and Book Value. The first row shows: COMPANY, CAR, Straight-Line, 5/1/2013, 4/30/2018, 5.00, [checked], 0.00.
- Posting:** Fields for TANGIBLE, CAR, SALES, and No.
- Maintenance:** Fields for Vendor No. (44127914), Next Service Date (7/15/2014), Maintenance Vendor No. (44127914), Warranty Date, Under Maintenance (checkbox), and Insured (No).
- Notes:** A section with a link 'Click here to create a new note.'

FIGURE 5.19: FIXED ASSET CARD FOR FIXED ASSET FA000020

- Click **OK** to close the window.
- In the navigation pane, click **Departments > Financial Management > Fixed Assets > Insurance**.
- On the **Home** FastTab, click **Total Value Insured per FA**.
- Click **Show Matrix** to open the **T. Value Insured per FA Matrix** window.



Note: The insurance value for the Toyota Supra 3.0 fixed asset no longer exists.

12. Close the **T. Value Insured per FA Matrix** and **Total Value Insured per FA** windows.
13. In the **Insurance** window, select the line with the insurance number INS000020, and then, on the **Navigate** FastTab, click **Coverage Ledger Entries**.
14. Verify that the entry for fixed asset number FA000020 is marked as disposed.

Correcting Insurance Entries

If an incorrect entry is posted to the insurance coverage ledger, you can correct it by creating a reclassifying entry in the insurance journal.

To correct an insurance coverage ledger entry, follow these steps:

1. In the navigation pane, click **Departments > Financial Management > Fixed Assets > Insurance Journals**.
2. If a fixed asset was linked to an incorrect insurance number, correct it by creating two lines in the insurance journal: one line with a plus amount and another line with a minus amount.
3. Click **Post** to post the journal.
4. When you receive the message "Do you want the journal lines?", click **Yes**.
5. When you receive the message "The journal lines were successfully posted.", click **OK**.

The program detaches the fixed asset from the incorrect insurance policy and attaches it to the correct insurance policy.

Indexing Insurance

When the value of fixed assets is decreased or increased, you have to update the insurance coverage ledger entries to reflect the actual value of fixed assets. You can run the **Index Insurance** batch job to index the value for insurance that is necessary for fixed assets.

Index Insurances Batch Job

The **Index Insurances** batch job creates entries in the insurance journal that you can adjust and post.

In the batch job request window, in the **Index Figure** field, you specify the index. For example, enter a decrease of 10% as 90, and enter an increase of 3% as 103.

Demonstration: Indexing Insurance

The value of the company's cars decreased by 5%. In this demonstration you run the **Index Insurance** batch job to index the fixed assets with the CAR subclass code.

The **Index Insurance** batch job is used to update the value of the covered fixed assets.

Demonstration Steps

To index fixed assets, follow these steps:

1. In the navigation pane, click **Departments > Financial Management > Fixed Assets > Index Insurance**.
2. On the **Options** FastTab, in the **Index Figure** field, type "95".
3. In the **Posting Date** field, type "01/31/2014".
4. Do not fill in the **Document No.** field so that the program uses the **No. Series** field of the **Insurance Journal** batch job when it creates the indexation journal entries.
5. In the **Posting Description** field, type "Car Value 2014".
6. On the **Fixed Asset** FastTab, set a filter to select the fixed assets to be indexed. Set the **FA Subclass Code** field to **CAR**.

All fixed assets with the **FA Subclass Code** field on the fixed asset card set to **CAR** are selected automatically.

The screenshot shows the 'Edit - Index Insurance' window. The 'Options' section is expanded, showing the following fields:

- Index Figure: 95
- Posting Date: 1/31/2014
- Document No.: (empty)
- Posting Description: Car Value 2014

The 'Fixed Asset' section is also expanded, showing the following options:

- Sorting: No. (with a dropdown arrow)
- Show results: (with a dropdown arrow)
- Where No. is Enter a value. (with a red X icon)
- And FA Class Code is Enter a value. (with a red X icon)
- And FA Subclass Code is CAR (with a red X icon)
- Add Filter (with a green plus icon)
- Limit totals to: (with a dropdown arrow)
- Add Filter (with a green plus icon)

At the bottom right, there are 'OK' and 'Cancel' buttons.

FIGURE 5.20: INDEX INSURANCE BATCH JOB REQUEST WINDOW

7. Click **OK** to run the batch job.

Fixed Assets in Microsoft Dynamics® NAV 2013

The batch job calculates this amount as five percent of the total value insured from the **Insurance Statistics** window and creates a line in the insurance journal.

8. In the navigation pane, click **Departments > Financial Management > Fixed Assets > Insurance Journals**.

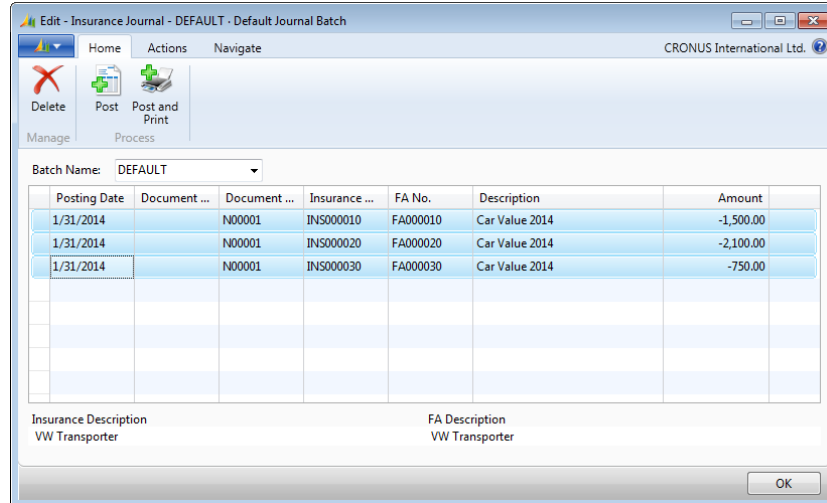


FIGURE 5.21: INSURANCE JOURNAL

9. Verify that the batch job created entries correctly, and then click **Post** to post the insurance coverage ledger changes.
10. When you receive the message "Do you want to post the journal lines?", click **Yes**.
11. When you receive the message "The journal lines were successfully posted.", click **OK**.

Module Review

Module Review and Takeaways

In Microsoft Dynamics NAV 2013, you can create insurance policies on the insurance cards, link fixed assets to these insurance policies, and monitor insurance coverage for all insurance policies.

You can link a fixed asset to an insurance policy by posting an acquisition cost with the **Insurance No.** field filled in on the FA journal, FA G/L journal line, or purchase invoice, depending on whether the depreciation book attached to the fixed asset has integration with the general ledger. Or, you can post an acquisition cost without filling in the **Insurance No.** field on the journal or purchase line, and then use the insurance journal to post the acquisition cost to the insurance coverage ledger and link the fixed asset to an insurance policy.

You can monitor the insurance coverage by using the Total Value Insured per FA matrix, insurance statistics, and different insurance reports. You should make sure that the company always keeps all information on insurance updated either manually or by using the indexation functionality.

