InTempo

Process Documentation

Department:
Customer Support
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NAME OF PROCESS

Performing a Cost Adjustment for Equipment

Use Case / Objectives

The process document will walk you through how to perform a cost adjustment for equipment in the general ledger.

Configuration, Training, and Reporting

This document assumes you know how to perform basic Search functionality to find information in the system (i.e., F4 search). The steps for this are not included within this document.

Field definitions for applicable tasks are available in the Reference Glossary. To view these definitions either click on the screen name in the task or scroll to the end of the documentation to view the Glossary.

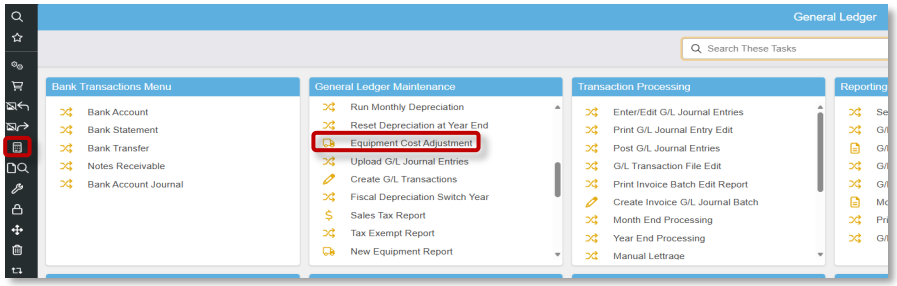
Menu options to access:

General Ledger => General Ledger Maintenance => Equipment Cost Adjustment

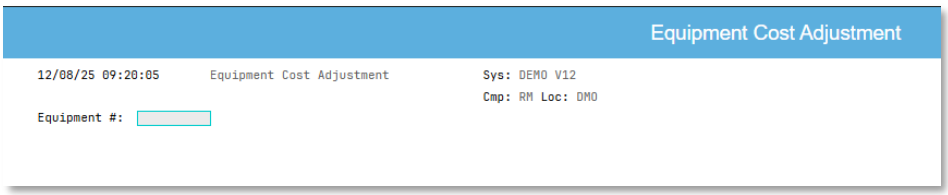
Adjusting Equipment Cost

Process Steps

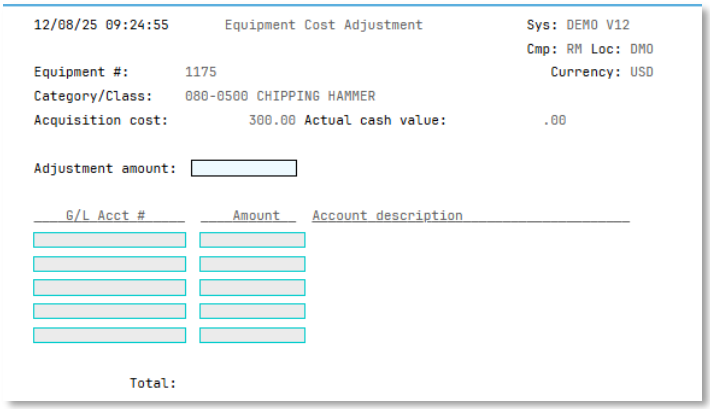
1. Log into the Roleplay Environment using your credentials.
2. Select the **General Ledger** menu from the left toolbar.
3. In the **General Ledger Maintenance** section, click on the **Equipment Cost Adjustment** option.



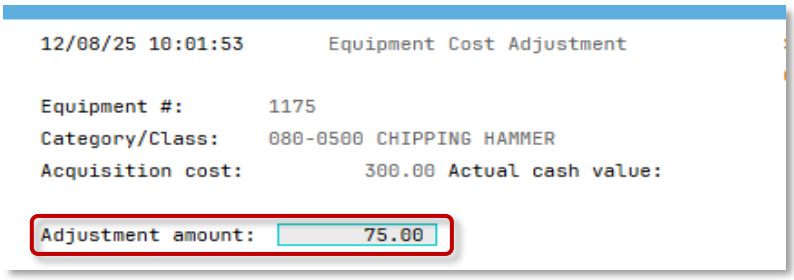
   a. The **Equipment Cost Adjustment - Launch** screen opens.



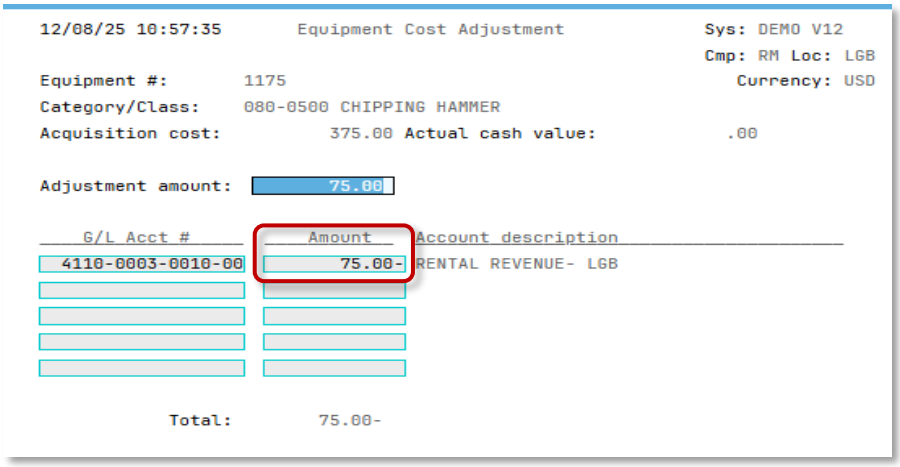
4. Type in the *Equipment #* field or press F4 to search if you do not know the equipment number.
5. Press Enter.
   a. The **Equipment Cost Adjustment - Details** screen opens displaying the details for the equipment number entered or selected.



6. Type in the *Adjustment amount*.



7. Type in the *G/L Account #*. **NOTE:** If you do not know the account number with your cursor in the field, press F4.
8. In the *Amount* field, type in the adjustment amount. **Note:** Credit amounts must be entered with a - *after* the number entered to indicate a credit.

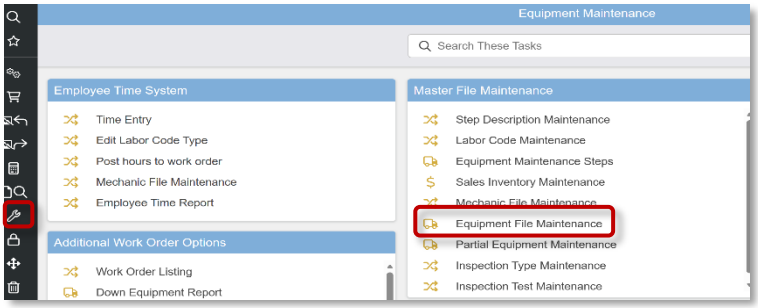


9. Press Enter twice to update the equipment record.
    a. This entry will post to your general ledger or your general ledger transaction file if you do not auto-post.
    b. This entry will also add a cost line item to your cost history in the **Equipment Master File** and will increase the book value.

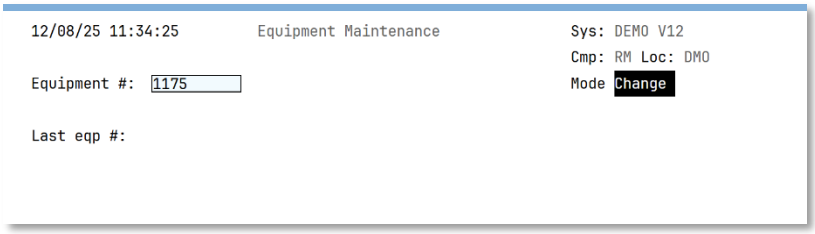
Viewing Equipment Cost Adjustment Entries

Process Steps

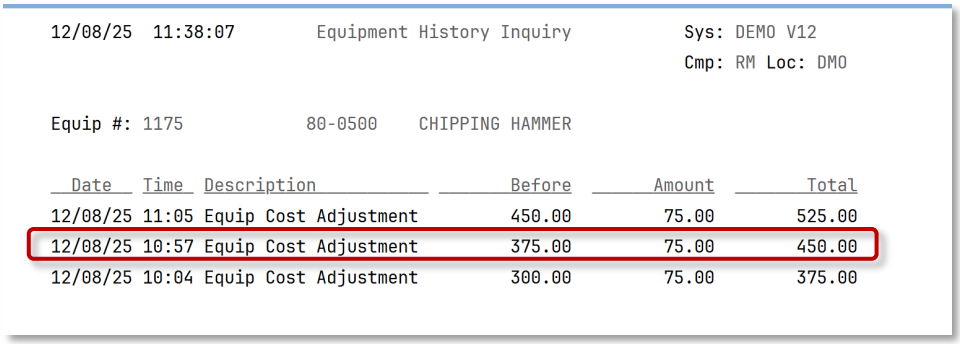
1. To view the cost line item for your equipment, click on the **Equipment Maintenance** menu option on the left toolbar.
2. In the **Master File Maintenance** section, click on the **Equipment File Maintenance** option.



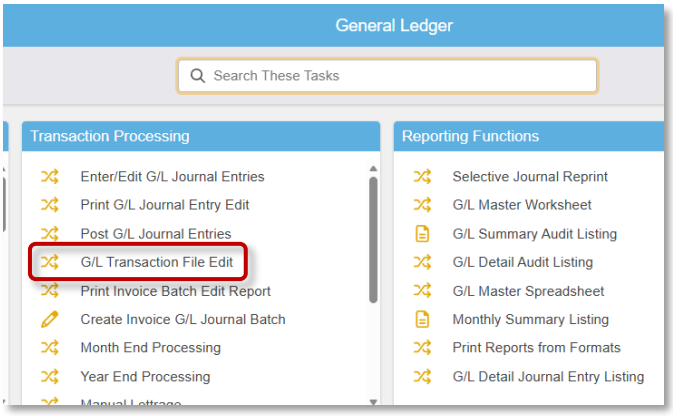
3. On the **Equipment Maintenance - Launch** screen, type in the *Equipment #* field and press Enter.



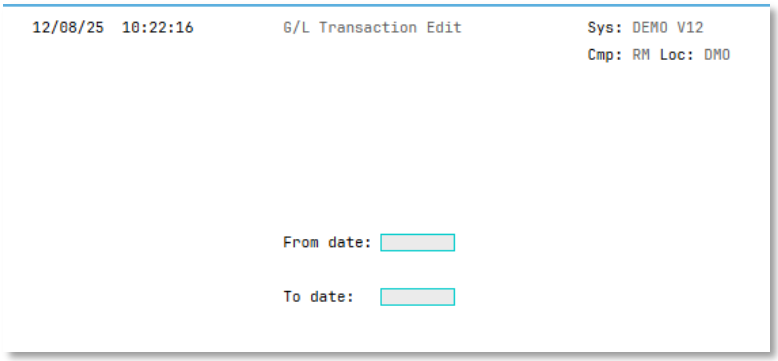
4. On the **Equipment Maintenance - Details** screen, either press F14 (shift+F2) on your keyboard or click on *F14 Cost History* in the **Display Functions** menu.
    a. The **Equipment History Inquiry** screen opens displaying the cost history for the selected equipment and the adjustment above displays in the list.



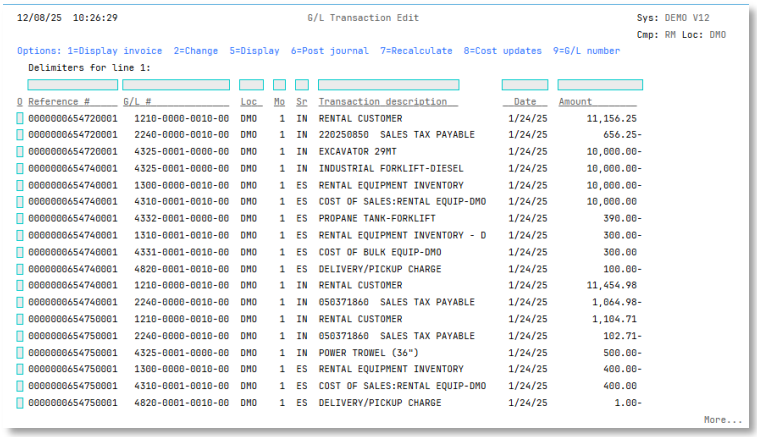
5. To view the general ledger transaction from the **General Ledger** menu screen, in the **Transaction Processing** section, click on the **G/L Transaction file Edit** option.



a. The **G/L Transaction Edit - Launch** screen opens.



6. If you know the date range for your entry, you can type in the *From date* and *To date* fields; otherwise, leave blank and press Enter to display a comprehensive list.
   a. The **G/l Transaction Edit** screen opens displaying general ledger transactions in the system for the dates entered.



7. Locate your entry in the list. **Note:** You can scroll down or use the filter fields at the top of the table to condense the list.

Reference Glossary

Field Definitions for Tasks

Equipment Cost Adjustment - Launch

- *Equipment Number* - Enter the number of the equipment for which you want to enter a cost adjustment. If you do not know the number, press F4 to access Equipment Search and search for it.

Equipment Cost Adjustment - Details

- *Equipment Number* - Displays the number of the equipment for which you are entering a cost adjustment.
- *Category/Class* - Displays the ID of the category/class to which the equipment belongs.
- *Acquisition Cost* - The cost to acquire this piece of equipment. If you are using the Purchasing application, and you entered and received a purchase order for this equipment, and you have the Allow to update **EMCOST** field set to **Y** in control record **RARCP3**, the receipt cost automatically populates this field. If additional cost for the equipment is entered during A/P invoice entry, and the *Update equipment cost* field and the *Replace equipment cost* field are set to **Y** in control record **IP230P**, this acquisition cost is updated to include the additional cost. If Allow to update **EMCOST** is set to **N**, this acquisition cost must be populated either via A/P invoice entry or by making a G/L journal entry. In this scenario, set *Update equipment cost* in control record **IP230P** to **Y**, and in that same control record, set *Replace equipment cost* to **N**.
- *Fair Market Value* - Displays the fair market value of the equipment by subtracting depreciation from the replacement value. Example: You purchased a wet saw for $2,000 five years ago and it was damaged beyond repair. The wet saw has a depreciation life of 10 years (120 months). A similar wet saw today costs $2,500. The destroyed wet saw had 50% (5 years) of its life remaining, so the fair market value equals $2,500 (replacement cost) times 50% (useful life remaining) or $1,250.
- *Adjustment Amount* - Enter the amount of the cost adjustment. If the adjustment is a credit, enter it as a negative number.
- *G/L Account Number* - Enter the number of the G/L account to affect for the offsetting side of the adjustment. If you do not know the number, press F4 to search for it.
- *Amount* - Enter the amount for the offsetting G/L account. If the amount is a credit, enter it as a negative number.
- *Account Description* - Displays the description of the G/L account.

G/L Transaction Edit

- *Reference Number* - Displays a number that is considered a reference for the transaction. This is often the number of the invoice associated with the transaction.
- *G/L Number* - Displays the G/L number that was affected by the transaction.
- *Location* - Displays the location where the transaction occurred.
- *Month* - Displays the number for the month in which the transaction occurred.
- *Source* - Displays the code that represents the source of the original transaction; for example, IN for Invoice.
- *Transaction/G/L Account Description* - Displays a description of the transaction. Press F7 to display the G/L account description.
- *Date* - Displays the date of the transaction.
- *Amount* - Displays the amount of the transaction.