



Maintenance Module - Assets

Property Management Solutions for Over 30 Years

Overview

The Maintenance module includes an area pertaining to work orders and an area pertaining to assets. This document will focus on the asset area. Work orders are explained in [Help Document #766](#).

Assets

The asset function is used to create an inventory of items that might require maintenance. Examples are refrigerator, air conditioner, pool, furnace. Information includes models and serial numbers, who it was purchased from, when the warranty expires, value information, and service contract information.

The warranty information is used by the work order function to alert you to items that are still under warranty.

In addition to the information below, a second page is available for free form comments.

Find Asset	
Search for	<input type="text"/>
	<input checked="" type="radio"/> Sort by ID <input type="radio"/> Sort by Name
ID	Name
FUR 327	Furnace - Unit 327
RFG 202	Refrigerator - Unit 202
RFG 436	Refrigerator - Unit 436
WASH 201	Washer - Unit 201

Refrigerator - Unit 202 [Asset]	
ID	RFG 202
Refrigerator - Unit 202	
Description	
Asset Type	REFRIG: Refrigerators
Brand	GE: General Electric
Model	17 cubic foot GE 1724
Serial Number	AF29474-w91-494
Asset Location	WB202: Willow Brooke Unit 202
Vendors	
Purchased From	HERO: Hero Electric
Warranty	5 years
Expires	10/15/2021
Serviced By	HERO: Hero Electric
Valuation	
Purchased	10/15/2016
Purchase Price	\$647.00
Current Value	
Sold	
Sale Price	
Service Contract	
Cost	
Effective	
Expires	

ID - The Record ID identifies the particular item.

Description

Asset Type - Select from the Find List of Asset Types entered.

Brand - Select from the Find List of Brands entered.

Model - The model of the specific item. This is a freeform optional entry.

Serial # - Enter the serial number if available.

Asset Location - Select the unit from the Find List.

Vendors

Purchased From - Select a vendor from the Find List.

Warranty - Enter the type or length of warranty.

Expires - Enter the warranty expiration date.

Serviced by - Select the vendor from the Find List.

Valuation

Purchased - Enter the date of purchase.

Purchase Price - Enter the purchase price if available.

Current Value - Update this periodically based on your depreciation schedule.

Sold - Enter the date sold.

Sale Price - Enter the sale price if available.

Service Contract

Cost - Enter the amount paid.

Effective - Enter the starting date of the contract.

Expires - Enter the expiration date of the contract.

Asset Type

The asset type allows you to set up classifications for specific assets. Examples would be refrigerator, range, air conditioner, furnace, vehicle. Setting up asset types and using them in the Work Order system can let you focus reporting on specific areas.

ID - The [Record ID](#), consisting of the ID and Name fields, identifies the asset type.

Default Maintenance Type

An asset type can be associated with a [Maintenance Type](#). Refrigerator for example may be included in the Appliance Maintenance Type.

Refrigerator - Unit 202 [Asset] Furnace [Asset Type]

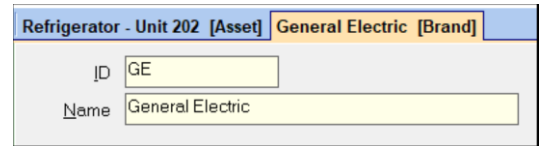
ID FURN

Name Furnace

Default Maintenance Type

Brand

The Brand function lets you track maintenance of specific brands of assets. Examples are General Electric, Sony, Sears, Maytag. Using the Brand function you can focus on specific brands of assets when reporting on [Work Orders](#).

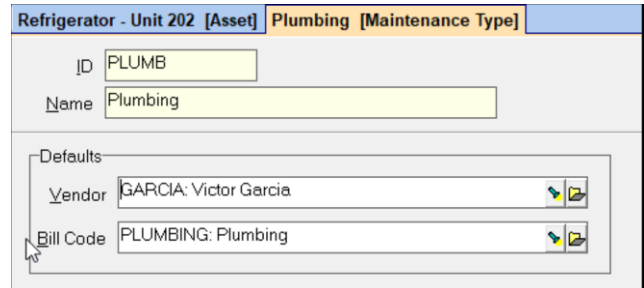


Refrigerator - Unit 202 [Asset]		General Electric [Brand]	
ID	GE		
Name	General Electric		

ID - The [Record ID](#), consisting of the ID and Name fields, identifies the brand. Brands are associated with asset items.

Maintenance Type

The primary use of this function is to identify preferred vendors for a particular type of job and establish categories of repair (plumbing, painting, landscaping work, electrical, etc.). The Maintenance Type can be used when entering a work order to select the vendor you wish to assign.



Refrigerator - Unit 202 [Asset]		Plumbing [Maintenance Type]	
ID	PLUMB		
Name	Plumbing		
Defaults			
Vendor	GARCIA: Victor Garcia		
Bill Code	PLUMBING: Plumbing		

ID

The [Record ID](#), consisting of the ID and Name fields, must be unique to the Maintenance Types defined.

Name

This field is used to further identify the ID. It could be the vendor name or type of job they do.

For example:

- 1) If you have two different plumbers, the ID could be Plumb1 and Plumb2 and the long description either their names or the specific types of work you want to use them for.
- 2) An alternative is to put the Vendor ID in the ID field and use the Name field for the type of work and any limitations. When searching for plumbers, use the sort by Name sequence.

Defaults

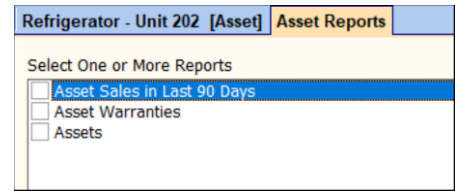
Vendor (optional) - Select from the [Find List](#) the vendor to assign to this Maintenance Type.

Bill Code (optional) - Select from the [Find List](#) the [Bill Code](#) to assign to this Maintenance Type.

Asset Reports

These reports have to do with the information entered in the Asset profile.

Each report can be limited to different subsets of vendors, owners, units, tenants as well as date ranges using the selection fields on the Asset Report selection screen.



Refrigerator - Unit 202 [Asset] Asset Reports

Select One or More Reports

- Asset Sales in Last 90 Days
- Asset Warranties
- Assets

Asset Report Fields

Unsold Assets/Sold Assets - You may choose either or both of these.

Report Name - Choose the report name from the Find List.

Restrict To Entity

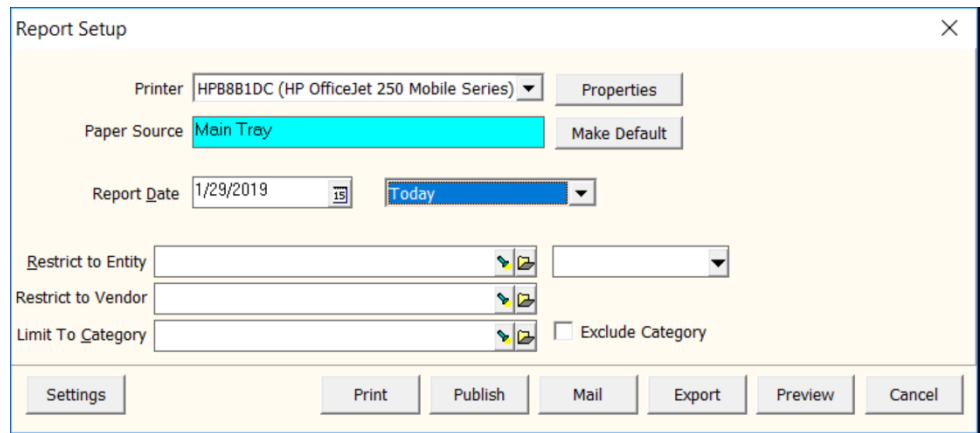
The report can be limited to a specific building, owner, property, unit, management group, property manager or profile list.

Restrict to Vendor

The report can be limited to a specific vendor.

Limit to Category

The report can be limited to a category or exclude a particular category.



Report Setup

Printer: HPB881DC (HP OfficeJet 250 Mobile Series) Properties

Paper Source: Main Tray Make Default

Report Date: 1/29/2019 Today

Restrict to Entity: [Field] [Dropdown]

Restrict to Vendor: [Field] [Dropdown]

Limit To Category: [Field] [Dropdown] Exclude Category

Settings Print Publish Mail Export Preview Cancel

Asset Sales Report

This reports lists all those assets with dates in the Date Sold field of the Asset profile that fall within the selection criteria entered on the selection screen. It prints one line for each Asset.

It includes the unit, the date sold, the price, value, purchase date and purchase price.

Asset Warranties Report

This report lists all those assets with Warranty dates in the Asset profile that fall within the selection criteria entered on the selection screen. It prints one line for each Asset.

It includes the unit, purchase date, warranty information and expiration date.

Assets Report

This report lists each asset that falls within the selection criteria entered on the selection screen. It lists all the information entered in the Asset profile.