Prextra documentation



Capital Asset Process

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Capital Asset Process

An asset allows you to record, according to accounting recognition, the depreciation of an item, based on various calculation methods.

This process also allows you to make year-end adjustments, to sell or dispose of an asset.

1. Asset Creation

To create an asset, go to the "Capital Assets" option in the "Management" menu of the "Capital Assets" module and click on the icon to add a new record.

Enter a code, a description, a category, a depreciation method, and the asset's service start date.

Please refer to the "Capital Assets" documentation for more information.

\odot			
Code English Description Category Method	: 01 industrial cake machine : Capital assets Doc v : Degressive 10% v		
Supplier Sales rep. Manufacturing Model Condition to the acquisition Start date	: : : : New	Item code Warehouse Location Code Serial Nor UCC postponed	
Insurance broker Policy number Insurances amount	:	Postponed purchase initial value : Already cumulated amortization postponed : Residual value (UCC remaining to be amortized or initial purchase value) Amortization table creation date	0.00 0.00 : 0
Expiration date Addee Date Supplier	t values list O Amortization schedule	Reference	Save Close Comulative Note

Click on "Save".

NOTE: When an asset is created, it will be considered active. It is only possible to delete an active asset if no accounting period has been recorded, in order to make it inactive. Furthermore, an asset only becomes inactive if it is sold or disposed of.

2. Add a Value to the Asset

To add a value to an asset, you can use one of the 4 following methods.

Once a value is added, a line will appear in the list of added values via the "Added values list" section at the bottom of your screen.

When a value has been added, it will be possible to create the depreciation schedule for your asset.

NOTE: When adding a value, the service start date linked to the "Start date" field will be the default date for the addition. Additionally, the various added values within an asset will accumulate in the "Added values list" section. It is not possible to add values from the asset screen once the depreciation schedule has been generated. Furthermore, the amount in the "Residual value (UCC Remaining to be amortized or initial purchase value)" field will show the cumulative values to be depreciated as of the date the depreciation schedule is created.

2.1 Via the 'Residual Value' Field

2.1.1 Manual Entry

Enter the residual amount to be depreciated in this field and click the "Modify" button.

Once the valu	ue is added to	the list, the	"Start Date"	field will be	araved out
onoc the val			Otart Dute		gruyeu out.

Code : English Description :	01	3			
Category :	Capital assets Doc 🗸	-	Created by :	Maéva (CDID)	
Method :	Degressive 10%		Creation Date:	07/03/2025	
Supplier :	: 🛇				
Sales rep. :	:	0	Item code :		
Manufacturing :			Warehouse :	Saint-Georges	×
Model :	Now		Location Code :		•
Start date :	01/02/2022		Senai NDF :		
			JCC postponed Postponed purchase initial value : Already cumulated amortization postponed :	0.00	
Insurance broker :		Residual value (UCC	remaining to be amortized or initial purchase value) :	1000 ←	
Policy number :			Amortization table creation date :		
Insurances amount : Expiration date :	28/02/2028				I
Added	l values list \bigcirc Amortization schedule		Print Specifications	Add value Asset creation M	lodify Close
01/02/2022			1	1,000.00 1,	000.00

Once the value is added to the list of added values, the "Start Date" field will become read-only.

NOTE: Click the trash icon at the end of the line of the added value in the "Added values list" to make the "Start Date" field editable again.

Please refer to the "Capital Assets" documentation for more information on the various fields.

2.1.2 Automatic Calculation

Enter the initial amount of the asset in the "Postponed purchase initial value" field, then the already depreciated amount for this value in the "Already cumulated amortization postponed" field located in the FNACC reported section.

The system will automatically calculate the difference between these values and will show the remaining amount to be depreciated automatically in the "Residual value (UCC remaining to be amortized or initial purchase value)" field.

	\odot		Capital Assets			
	Code English Description Category Method	: 01 : Industrial cake machine : Capital assets Doc • : Degressive 10% •	0	Created by : Creation Date:	Maéva (CDID) 07/03/2025	
	Supplier Sales rep. Manufacturing Model Condition to the acquisition Start date	: © : : [New : [Nu0/2022] ○]]	Item code : Warehouse : Location Code : Serial Nbr :	Saint-Georges	v
	Insurance broker Policy number		Residual value (UCC	UCC postponed Postponed purchase initial value : Already cumulated amortization postponed : remaining to be amortized or initial purchase value) a Amortization table creation date :	25500.00) ← 15500.00) ← 10000) ←	
	Insurances amount Expiration date	t values list Amortization schedule	Reference	Print Specifications	Add value Asset creation N	lodify Close
_	► 01/02/2022			10	0,000.00 10,	.000.00

Click "Modify" to save your changes.

The system will automatically use the service start date to add this value to the list of added values. The "Start Date" field will then be read-only.

NOTE: If a value has already been added to the asset, the fields Initial "Postponed purchase initial value" and "Already cumulated amortization postponed" will be locked. You must delete the value if you wish to add a value automatically.

2.2 Via the 'Add Value' button

The 'Add Value' button allows you to add a value to the asset.

Click this button, enter the amount, and modify the date if necessary. Complete the other fields if needed and click "Save".

۲	Add value
Supplier :	CANAC 🚫 CANAC
Inv # :	
Reference :	123
Amount :	15000.00
Date :	01/02/2022
Note :	
	Save Close

When the value is added, a line with the added value will appear in the list of added values at the bottom of your screen.

۲							
English	Code : Description : Category : Method :	ot Industrial cake machine Capital assets Doc V Degressive 10% V]0	Created by Creation Date	: Maéva (CDID) : 07/03/2025		
M Condition to th	Supplier : Sales rep. : anufacturing : Model : e acquisition :	New V	•	Item code Warehouse Location Code Serial Nbr	: Saint-Georges : DEFAULT :	> 	
Insu	Start date : rance broker :	01/02/2022	Residual value	UCC postponed Postponed purchase initial value : Already cumulated amortization postponed : (UCC remaining to be amortized or initial purchase value)	25500.00 15500.00 : 25000		
Insura Ex	inces amount : piration date : @ Added	1000 28/02/2028		Print Specifications	Add value Asset creation	Modify	Close
Date SL							
01/02/2022				1	0,000.00	10,000.00	8
► <u>/ 01/02/2022</u> CA	ANAC		123	1	5,000.00	25,000.00	8

NOTE: Adding a value through this button is only available when the depreciation schedule has not been generated. If you wish to add a value and the schedule is generated, you must create a purchase invoice and add the value through it. To do so, please refer to section 2.3 of this document. You can also add a value through the "Fixed assets value modification" option in the "Management" menu. Please refer to the "Capital Assets" documentation as needed.

2.3 Via a Purchase Invoice

When creating a purchase invoice, it is possible to use the General Ledger account linked to the "GL Asset" field in the "Categories" option in the "Management" menu of the "Capital Assets" module to add a value to an asset, directly through the line item of the purchase invoice. **NOTE:** It is also possible to use this method via a purchase order. However, only when the purchase order is converted into a purchase invoice will the value be added to the asset, and it will be necessary to link an item to the purchase order for the value addition.

Go to the "Purchase invoices" option in the "Transactions" menu of the "Accounts Payable" module and click the icon to add a new record.

Complete the purchase invoice header, then enter the General Ledger account linked to the "GL Asset" field for your asset category.

NOTE: The value will be added on the date of your purchase invoice to the list of added values of the asset.

Once you enter the General Ledger account linked to an asset category, the "Capital Asset #" field will appear in the transaction line, allowing you to select the asset to which you want to add a value. This field is mandatory.

Supplier : Address :	CANAC CANAC	Payable to : CANAC S Address : CANAC	Currency : CAD v Exchange Rate : 1.0000
# Inv : Date : Due Date : GL Period : Note : Comment : Internal note :	1000022 1000/2023 2025-5 (March 2025) v	Payment Term : [NET 30 JOURS V PO Namber : Accounts Papale : 3000 COMPTES Å PIR V Baywe : Baywe : Varehouse : [Sant-Georges V	Tax : [TP5/TV0 ar adult
Retained : +	v		Specifications Copy invoice Distribute Documents Distribute to remitters Save Close
	Item : Suppler tem : Warehoue: ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓	Gapital Assit # : 0 ↑ Madrea à gileau	Quardity : 1.00 Factor : Suguel (V 5: 500,000) Discount : Descount 2: Het price : 5.000,000 → Amount : 5.000,000 → 2

NOTE: Please refer to the asset categories in the "Capital Assets" documentation to configure the General Ledger accounts for your asset.

NOTE: Only assets whose category contains the General Ledger account selected in the purchase invoice will be displayed.

Enter the amount and click the green checkmark.

Supplier : Address :	CANAC CANAG		Payable to : Address :	CANAC 📎					Currenc Exchange Rab	γ: CAD ∨ e: 1.0000				
# Inv : Date : Due Date : GL Period : Note : Comment : Internal note :	100002 100002055 100042055 100042055 100042055 10004205 10004205 10004205 100042 100000 100000 10000 10000 10000 10000 10000 10000 10000 10000 10000 10000 100000 100000 100000 100000 1000000		Payment Term : PO Number : Accounts Payable : Contact : Buyer : Warehouse :	NET 30 JOURS 3000 COMPTES À P/ 3000 COMPTES À P/ 3000 Saint-Georges	> > > > >				Ta	x : TPS/TVC Amount w GST PST (Quebec)	Subtotal : + Freight : thout taxes : (5.0000%) : (9.9750%) : Total :		5,00 0. 500 250. 498. 574	0.00 00 .00 .75 48.75
Retained :	v							Specifications	Copy invoice	Distribute	Documents	Distribute to remitter	rs Save I	Close
	tem : ♥ Suppler tem : ♥ Warehoue: ♥ Q. Account : ♥ G. Project : Tacabe : ♥ Bescripton :											Quantity : Factor : Supplier Qty : Price : Discount : Discount 2 : Net price : Amount :		- - - ×
۲ III	Rec. # Item Supplier item	Description real estate asset account	GL Code 00001403	GL Project	From UOM	To UOM Qt 1.0	ty Q DD	ty provided 0.0000	Price 1 0.0000	Discount 0.00	Discount 2 0.00	Total 5000.00	Other Info	, B

NOTE: It is not possible to add a value for an inactive asset. To display the "Capital Asset #" field for the asset in the detail lines, you must add the value "immo" in the configuration "NewApInvShowFields".

Click the "Save" button to add this value to the asset according to the date of the purchase invoice.

\odot				Capital Assets						
E	Code : English Description : Category : Method :	01 Industrial cake machine Capital assets Doc v Degressive 10% v	0			Created by Creation Date	: Maéva (CDII 2: 07/03/2025))		
Condition	Supplier : Sales rep. : Manufacturing : Model : n to the acquisition : Start date :	♥] •]	100		Item code Warehouse Location Code Serial Nbr	: Saint-Georg : DEFAULT :	jes	~	
п	Insurance broker : Policy number : insurances amount :]	Already Residual value (UCC remaini	stponed Postponed purchase in cumulated amortization p ing to be amortized or initi Amortization i	itial value : ostponed : ial purchase value) table creation date	25500.00 15500.00 :	15000		
Date	Expiration date :	values list Amortization schedule		Reference	Print [Specifications]	Add value Amount	Asset creation	Modify mulative	Close
01/02/2022	CANAC	100002				t	5,000.00	:	LO,000.00 L5,000.00	8

NOTE: To delete a value from the asset, you must click on the trash can icon. However, only the link to this value will be removed, so the purchase invoice will not be deleted. If you delete the purchase invoice, the value added to the asset will be automatically deleted. Additionally, if the amount of the purchase invoice is modified, the value added to the asset will also be updated. However, if an amortization schedule has been generated and this value has already been accounted for, it will no longer be possible to modify the invoice.

3. Creation of the Amortization Schedule

To record the amortizations of your asset, you must create your amortization schedule based on your chosen amortization method.

Go to the "Capital Assets" option in the "Management" menu of the "Capital Assets" module and double-click on the asset for which you want to create the amortization schedule.

Select the date on which you wish to start amortizing your asset in the "Amortization table creation date" field, then click on the "Asset creation" button to generate the amortization schedule based on the amortization method for your asset.

۲		Capital Assets			
Code English Description Category Method	01 Industrial cake machine Capital assets Doc v Degressive 10% v)	Created by : Creation Date:	Maéva (CDID) 07/03/2025	
Supplier Sales rep. Manufacturing Model Condition to the acquisition Start date	: ©)	Item code : Warehouse : Location Code : Serial Nbr : CC postponed	Saint-Georges	>
Insurance broker Policy number Insurances amount Expiration date	: : : : : : : : : : : : : : : : : : :	Residual value (UCC r	Postponed purchase initial value : ready cumulated amortization postponed : emaining to be amortized or initial purchase value) : Amortization table creation date :	25500.00 15500.00 01/02/2022	
Adder	l values list O Amortization schedule		Print Specifications A	Add value Asset creation	Modify Close
Date Supplier 01/02/2022	# Inv	Reference	10	,000.00 10	nulative Note 0,000.00

The amortization schedule will be generated and displayed in the "Amortization schedule" section.

\odot			Capital Assets	
	Z Code :	01		
	English Description :	Industrial cake machine		
	Category :	Capital assets Doc 🗸	Created by :	Maéya (CDID)
	Method :	Degressive 10%	Creation Date:	07/03/2025
	Supplier :	Contraction (1997)		
	Sales rep. :		V Item code :	
	Manufacturing :	i	Warehouse	Saint-Georges
	Model :		Location Code :	DEFAULT
	Houer.		Eccation code .	
	Condition to the acquisition :	New 🗸	Serial Nbr :	
	Start date :	01/02/2022		
			UCC postponed	
			Postponed purchase initial value :	25500.00
			Already cumulated amortization postponed :	15500.00
	Insurance broker :		Residual value (UCC remaining to be amortized or initial purchase value) :	10000
	Policy number :	i	Amortization table creation date	01/02/2022
	Forcy number .	1000	Anorazatori table creatori date .	01/02/2022
	Insurances amount :	1000		
	Expiration date :	28/02/2026		
	Disposal date :		Deemed proceeds :	0
	○ Added	values list Amortization schedule	Print	pecifications Open asset Modify Close
No.	GL Period		Amount Outstandi	ng Amount Recorded
1	2021.11	28/02/2022	76.92	9,923.08
2	2021.12	31/03/2022	76.92	9,846.16
4	2022.01	31/05/2022	82.05	9,682.06
5	2022.03	30/06/2022	82.05	9,600.01
6	2022.04	31/07/2022	82.05	9,517.96
7	2022.05	31/08/2022	82.05	9,435.91
8	2022.06	30/09/2022	82.05	9,353.86
9	2022.07	31/10/2022	82.05	9,271.81
10	2022.08	30/11/2022	82.05	9,189.76
11	2022.09	31/12/2022	82.05	9,107.71
13	2022.10	28/02/2023	82.05	8 943 61
14	2022.11	31/03/2023	82.05	8.861.56
15	2023.01	30/04/2023	63.30	8,798,26
16	2023.02	31/05/2023	63.30	8,734.96
17	2023.03	30/06/2023	63.30	8,671.66
18	2023.04	31/07/2023	63.30	8,608.36
19	2023.05	31/08/2023	63.30	8,545.06

NOTE: When the table is generated, it will no longer be possible to add values directly in the asset screen. You will need to create a purchase invoice or use the "Modify Asset Values" option to add a value.

NOTE: It is possible to display the "Open asset" button for desired users via the access "Access to the "Open asset" button in a closed asset if no depreciation entry has been made" in the "General Ledger Tab" category of user's access. By clicking this button, it will be possible to delete the amortization schedule when no amortization has been accounted for.

4. Accounting for Amortizations

Once the amortization schedule has been generated, you will be able to account for the amortizations of your asset.

Go to the "Creating depreciation entries" option in the "Transactions" menu of the "Capital Assets" module.

Select the search parameters to display the assets for which you need to generate amortization entries, then click the "Generate" button.

The assets for which entries need to be generated will be displayed.

Check the box for the assets you wish to account for and click the "Complete" button.

۲	Creating depreciation entries								
GL Period : 2022-1 (Avril 2022) Category : Capital assets Doc V									
			Gene	rate Close					ļ
Capital Assets	Item code	Serial Nbr	TOTAL Qty		Amount		GL Period	Reference	
01 - Industrial cake machine					76.92	28/02/2022	2021.11	2021-1100	
01 - Industrial cake machine					76.92	31/03/2022	2021.12	2021-1200	~
01 - Industrial cake machine					82.05	30/04/2022	2022.01	2022-0100	
				ļ					
			С	omplete		Ge	eneral Ledger R	eport : Detail	~

NOTE: You will also be able to modify the amount to be amortized if necessary. If you modify a value, the amortization schedule will be recalculated accordingly.

Once the amortization entries are accounted for, they will be displayed in the asset under the "Amortization schedule" section.

\odot			Capital Assets	
	Code : English Description : Category : Method :	ot Industrial cake machine x Capital assets Doc v Degressive 10% v	Created by : Maéva (CDID) Creation Date: 07/03/2025	
	Supplier : Sales rep. : Manufacturing : Model : Condition to the acquisition : Start date :	New v 11/02/2022	Item code : Warehouse : Saint-Georges Location Code : DEFAULT)]
			UCC postponed Postponed purchase initial value : 25500.00 Already cumulated amortization postponed : 15500.00	
	Insurance broker : Policy number : Insurances amount : Expiration date :	1000 28/02/2028	Residual value (UCC remaining to be amortized or initial purchase value) : 10000 Amortization table creation date : 01/02/2022	
	Disposal date :	values list Amortization schedule	Deemed proceeds : 0 Print Specifications Modify	Close
No.	GL Period	Date	Amount Outstanding Amount Recorded	Â
2 3 4 5 6 7 8 9 10 11 12 13 14 15 16	2021.1.2 2022.01 2022.02 2022.03 2022.04 2022.05 2022.07 2022.09 2022.10 2022.11 2022.11 2022.11 2022.11	31/03/2022 30/04/2022 31/05/2022 31/05/2022 31/07/2022 31/07/2022 31/10/2022 31/10/2022 31/11/2022 31/11/2022 31/01/2023 31/03/2023 31/03/2023 31/03/2023 31/05/2023	76.92 9,845.16 2021.12 (31/03/2022) 82.05 9,764.11 2022.01 (30/04/2022) 82.05 9,680.01 82.05 9,660.01 82.05 9,633.86 82.05 9,435.91 82.05 9,435.91 82.05 9,217.81 82.05 9,217.81 82.05 9,107.71 82.05 9,107.71 82.05 9,107.71 82.05 8,943.61 82.05 8,943.61 82.05 8,943.61 82.05 8,943.61 82.05 8,943.61 82.05 8,943.61 82.05 8,734.96	
17 18 19	2023.03 2023.04 2023.05	30/06/2023 31/07/2023 31/08/2023	63.30 8,671.66 63.30 8,608.36 63.30 8,545.06	-

NOTE: Click on the recorded line to display the details of the General Ledger transaction that was generated.

NOTE: You can click on the details of the recorded entry to view the details of this transaction in the General Ledger. Additionally, adding value to an asset is only available for a period where no amortization entries have been generated. Furthermore, when a value has been added to the asset, the amortization schedule will be recalculated.

5. Year-End Adjustment for an Immobilization

You will also be able to make year-end adjustments that will be directly linked to one or more immobilizations.

5.1 Requirements for Making the Adjustment

In order to make an adjustment for an immobilization, an amortization entry must have been generated for the last period of the year in which the adjustment will be made.

To perform the adjustment, the immobilization must be active in the first period of the following year.

Furthermore, the immobilization must not have been sold at the time the adjustment is generated, and the year of the adjustment must be closed.

۲				Capital Assets					
Code	a : 01								
English Description	: Industrial cake ma	achine 🗸 🎧							
Catagon	Capital accets De				Created	w Maáya (CD	(D)		
Category	Capital assets Du	ι	•		Created t	Dy : Maeva (CD	1D)		
Method	: Degressive 10%		*		Creation Da	ite: 07/03/202	5		
Supplier	r :	0							
Sales rep.	.:				Item coo	le :		0	
Manufacturing					Warehous	e : Saint-Geo	oraes	· ·	~
Model					Location Cor				-
mouel	. New								<u>.</u>
Condition to the acquisition		•			Serial N	or :		V	
Start date Redemption month	2:01/02/2022				UCC as the set				
Redemption month	Choose a/the op				UCC postponed				
					Postponed purchase initial value :	25500.00			
					Already cumulated amortization postponed :	15500.00			
Insurance broker	r:			Residual value (UC	C remaining to be amortized or initial purchase value	e) :	10000		
Policy number					Amortization table creation da	• • 01/02/202	2		
Foncy number	1000				Amorazation table creation da	. 01/02/202.	2		
Insurances amount									
Expiration date	28/02/2020								
Disposal date	e : 👘 🖬				Deemed proceed	ls : 0			
	O Added values lis	t Amortization schedule 				Print	Specifications	Modify	Close
No. Gi	L Period			Amou	nt Outstand	ling Amount	Recorded		Î
1 20	21.11	28/02/2022		76.9	92	9,923.08	2021.11 (28/02,	2022)	
2 20	21.12	31/03/2022		76.9	92 DE	9,846.16	2021.12 (31/03)	2022)	
4 20	122.01	31/05/2022		81 /	37	9,704.11	2022.01 (30/04)	2022)	
5 20	22.03	30/06/2022		81.7	37	9,601.37	2022.03 (30/06)	2022)	
6 20	22.04	31/07/2022		81.5	37	9,520.00	2022.04 (31/07)	2022)	
7 20	22.05	31/08/2022		81.3	37	9,438.63	2022.05 (31/08)	2022)	
8 20	22.06	30/09/2022		81.3	37	9,357.26	2022.06 (30/09)	2022)	
9 20)22.07	31/10/2022		81.3	37	9,275.89	2022.07 (31/10,	2022)	
10 20	22.08	30/11/2022		81.3	57	9,194.52	2022.08 (30/11,	2022)	
11 20	122.09	31/12/2022		81.3	5/ 27	9,113.15	2022.09 (31/12,	2022)	
13 20	122.10	28/02/2023		81.3	37	9,031.78	2022.10 (31/01, 2022.11 (38/02	2023)	
14 20	122.12	31/03/2023		81.1	37	8 869 04	2022.11 (20/02)	2023)	_
15 20	23.01	30/04/2023		63.	35	8,805,69	2023.01 (30/04	2023)	
16 20	23.02	31/05/2023		63.7	35	8,742.34	2023.02 (31/05	2023)	
17 20	23.03	30/06/2023		63.7	35	8,678.99	2023.03 (30/06	2023)	
18 20	23.04	31/07/2023		63.5	35	8,615.64		•	
19 20	23.05	31/08/2023		63.3	35	8,552.29			

5.2 Creation of the Adjustment

Go to the "End of Year Regularisation" option in the "Utilities" menu of the "General Ledger" module.

Select the year for the adjustment and click the green plus icon to add an adjustment transaction.

	Year : 202	22 🗸 🔶		
Description	Transaction Date	Date Launched	Amount	
+				
Trans. Date : 31/03/2023 20.	22-12 V Retained Earnings 399	9 B.N.R.	~	
	Print Launch			

Create the accounting transaction by selecting a General Ledger account linked to an immobilization category and enter the active immobilization in the "Capital Asset #" field. Enter the amount of the adjustment and click the green checkmark to add the line.

IMPORTANT: To increase your immobilization value, you need to enter a value in the "Debit" field, and to decrease your immobilization value, you need to enter a value in the "Credit" field.

	Desc Re Bi Converted Bi	ription : Regularisation of cake asset versal : alance : 0.00 alance : 0.00						Save Close
GL Code	Description	Currency	Rate Project	Capital Asset #	Debit	Credit	CAD debit	CAD credit
00001403	Immobilisations	CAD 🗸	1.0000	→ 01 🛇	250.00		250.00	✓×

Once the adjustment transaction is balanced, click "Save".

		Descriptio Reversa Balanc Converted Balanc	n : Regularisation of cake asset al :						> Save Close
								CAD debit	CAD credit
		0	CAD 🗸	1.0000					✓ ¥
/	00001403 4020	Immobilisations SALES - MANUFACTURED PRO	CAD DUCTS; CAD	1.0000 1.0000 Initial Project	01	250.00 0.00	0.00 250.00	250.00 0.00	0.00 🗃 250.00 🗃

Back on the adjustment screen, check the box for the adjustment to apply and click the "Lauch" button to apply the adjustment to the immobilization

		Year : 2022 🗸			
	Description	Transaction Date	Date Launched	Amount	
Z	Regularisation of cake asset			250.00	20
					1
					I
4					
ľ	Trans. Date : 31/03/2023 2022-12 V	Retained Earnings 3999 B.N.F Account :		/	
		Print Launch Clo	Se		
		1			-

NOTE: Year-end adjustments related to an immobilization cannot be reversed or deleted once they have been applied. If you need to correct an adjustment, you will have to create a new adjustment transaction.

Please refer to the "General Ledger" documentation for more information on year-end adjustments.

5.3 Impact on the Immobilization

When the year-end adjustment is applied, it will trigger the recalculation of the amortization table for your immobilization.

In your immobilization, the value of your adjustment will either be added or deducted in the list of added values for the immobilization.

۲		Capital Assets	
Code : English Description : Category : Method : Supplier :	01 Industrial cake machine Capital assets Doc Degressive 10%	✓ Created ✓ Creation D	by : Maéva (CDID) ate: 07/03/2025
Sales rep. Manufacturing : Model : Condition to the acquisition : Start date Redemption month :	New 01/02/2022 Choose a/the option(s)	Item cc Warehou Location Cc Serial M UCC postponed Postponed purchase initial value : Already cumulated amortization postponed :	de : Saint-Georges
Insurance broker : Policy number : Insurances amount : Expiration date : Disposal date :	1000 2802/2020 IIII IIII	Residual value (UCC remaining to be amortized or initial purchase val Amortization table creation d Deemed procee	e) :
Date Suppli	er # Inv	Reference	Amount Cumulative Note
01/02/2022 31/03/2023		Régularisation de fin d'année	10,000.00 250.00 10,250.00 ←

Thus, the "Amount" and "Outstanding Amount" columns in your amortization table will be modified to display the amount you should have had.

This line will be displayed in bold orange.

			Capital Assets	
🗹 Code	; 01			
English Description	Industrial cake ma	chine 🗙 😡		
Category	Capital assets Do		Created by : Maéya (CDID)	
Method	Degressive 10%	-	Creation Date: 07/03/2025	
Hadrod	. Dogrocono rere			
Supplier	:	0		
Sales rep.	:	 	Item code :	
Manufacturing	:		Warehouse : Saint-Georges	~
Model				~
Hoder			Excellent code : DELTACL	
Condition to the acquisition	New	~	Serial Nbr :	
Start date	: 01/02/2022			
Redemption month	Choose a/the op		UCC postponed	
			Postponed purchase initial value : 25500.00	
			Already cumulated amortization postponed : 15500.00	
Insurance broker			Residual value (LCC remaining to be amortized or initial purchase value) - 10000	
Deligs number			American and participation of the analysis of the analysis of the section of the	
Policy Humber			Amolization table creation date : 01/02/2022	
Insurances amount	: 1000			
Expiration date	: 28/02/2026			
Disposal data			December 20	
Disposal date	•		beened proceeds : 0	
		Amortization schedule	Print Specifications Mo	dify Close
		S Amorazation Schedule		
No. GL	Period		Amount Outstanding Amount Recorded	
1 202	21.11	28/02/2022	76.92 9,923.08 2021.11 (28/02/2022)
2 202	21.12	31/03/2022	76.92 9,846.16 2021.12 (31/03/2022)
3 202	22.01	30/04/2022	82.05 9,764.11 2022.01 (30/04/2022)
4 202	22.02	31/05/2022	81.37 9,582.74 2022.02 (31/05/2022 81.37 9,61.37 302.02 (30/05/2022	<pre>/</pre>
5 202	22.03	31/07/2022	81.37 9.500 0.2022 0.4 (31/07/2022	<pre></pre>
7 202	22.05	31/08/2022	81.37 9.438.63 2022.05 (31/08/2022	<u> </u>
8 202	22.06	30/09/2022	81.37 9.357.26 2022.06 (30/09/2022	Ś
9 202	22.07	31/10/2022	81.37 9.275.89 2022.07 (31/10/2022	j
10 202	22.08	30/11/2022	81.37 9,194.52 2022.08 (30/11/2022)
11 202	22.09	31/12/2022	81.37 9,113.15 2022.09 (31/12/2022)
12 202	22.10	31/01/2023	81.37 9,031.78 2022.10 (31/01/2023)
13 202	22.11	28/02/2023	81.37 8,950.41 2022.11 (28/02/2023)
14 202	22.12	31/03/2023	-168.63 9,119.04 2022.12 (31/03/20	23) 🔶 🗕
15 202	23.01	30/04/2023	63.35 9,055.69 2023.01 (30/04/2023)
16 202	23.02	31/05/2023	63.35 8,992.34 2023.02 (31/05/2023)
17 202	23.03	30/06/2023	63.35 8,928.99 2023.03 (30/06/2023)
18 202	23.04	31/07/2023	113.91 8,815.08	

In cases where some periods have been accounted for in the current year and then an adjustment is made for the previous year, the system will calculate the difference in amortization amounts.

The recalculation of amortizations will be applied to the next period to be accounted for.

This recalculation involves using the adjustment amount and the amortized amounts for the current year and calculating the difference with the amount that should have been amortized. This difference will be applied to the current period.

The following periods will display the amount to be amortized according to the adjusted residual amount and the amortization method of the immobilization.

۲				Capital Assets			
Code	e ; 01						
English Description	: Industrial cake ma	chine v					
Categon	Canital assets Do	c			Created by : Mad		
Category	Degraceive 10%	с	•		Creatian Date: 07/		
Method	: Degressive 10%		¥		Creation Date: 07/0	3/2025	
Supplie	r :)🛇					
Sales rep	.:[0		Item code :		
Manufacturing	1:				Warehouse : Sa	int-Georges	~
Mode					Location Code : DE	FAULT	~
Condition to the acquisition	. New				Serial Nhr :		1
Condition to the acquisition	. 01/02/2022	•					JV
Redemption month							
	Choose a/the op			OCC postponed			
				Postponed purch	hase initial value : 255	500.00	
				Already cumulated amortiz	ation postponed : 158	500.00	
Insurance broke	r :			Residual value (UCC remaining to be amortized	l or initial purchase value) :	10000	
Policy number	r :			Amort	ization table creation date : 01/0	02/2022	
	t · 1000	′			,		
Expiration date	28/02/2028						
Expiration date	. 2002/2020						
Disposal date	e : 🕅 📷				Deemed proceeds : 0		
	○ Added values lis	t 💿 Amortization schedu	le		[Print Specifications	Modify Close
No. G	L Period				Outstanding An	nount Recorded	Ê.
1 20	021.11	28/02/2022		76.92	9,9	23.08 2021.11 (28/02	2/2022)
2 20	021.12	31/03/2022		76.92	9,8	46.16 2021.12 (31/03	3/2022)
3 20	J22.01	30/04/2022		82.05	9,7	64.11 2022.01 (30/04 93.74 2022.02 (21/05	1/2022) 5/2022)
5 20	022.02	30/06/2022		81.37	9.6	01.37 2022.03 (30/06	5/2022)
6 20	022.04	31/07/2022		81.37	9,5	20.00 2022.04 (31/07	7/2022)
7 20	022.05	31/08/2022		81.37	9,4	38.63 2022.05 (31/08	3/2022)
8 20	022.06	30/09/2022		81.37	9,3	57.26 2022.06 (30/09	9/2022)
9 20	022.07	31/10/2022		81.37	9,2	75.89 2022.07 (31/10	0/2022)
10 20	J22.08	30/11/2022		81.3/	9,1	94.52 2022.08 (30/11	(2022)
12 20	122.09	31/12/2022		81.3/	9,1	13.15 ZUZZ.09 (31/12 31.79 2022.10 (31/01	(2022)
13 20	122.10	28/02/2023		81 37	9,0	50.41 2022.10 (31/01	2/2023)
14 20	022.12	31/03/2023		-168.63	9.1	19.04 2022.12 (31/	03/2023)
15 20	023.01	30/04/2023		63.35	9,0	55.69 2023.01 (30/04	4/2023)
16 20	023.02	31/05/2023		63.35	8,9	92.34 2023.02 (31/05	5/2023)
17 20	023.03	30/06/2023		63.35	8,9	28.99 2023.03 (30/06	5/2023)
18 20	023.04	31/07/2023		→ 113.91	8,8	15.08	
19 20	023.05	31/08/2023		75.99	8,7	39.09	

6. Selling an Asset

To sell an asset, go to the "Invoicing" option in the "Transactions" menu of the "Accounts Receivable" module and click on the icon to add a new record.

Complete the invoice header with the customer information, then enter the General Ledger account related to the "GL Asset" field of the asset category being sold.

Once you have entered the General Ledger account related to an asset category, the "Capital Asset #" field will appear in your transaction line, allowing you to select the asset you wish to sell and enter the sale amount.

Invoice #00010			Company : Cie Immo Année décalée 12 période Date : 19/03/2025
Customer no. : 001 Address : CDID Inc QC CNMDA	Bill To : [001 🛇 Address : COID Inc QC CANADA	Ship to : [001 Address : CDID Inc QC CANADA	Currency : CAD V Exchange Rate : 1.0000 Credit -36,792.00
Inc. Date : 10000000 100000000000000000000000000	Payment Term : INET 30 JOURS V Carrier : V V Custome FO0 : V V States rep. : V V Y Bentons : V V Wardhous : States rep. : V Project Kanager : States rep. : V Project Kanager : States rep. : V	Price Lats : Decount(%) : [0 do co Tax : [TPS et TVO sur	vertiles Total products : 20 000 00 + Freight : 0.00 0.00 Amount withfoot taxes : 20 000 00 0.00 GST (5.000%) : 1.000 00 1.055 00 FST (Quebec) (System) : 1.055 00 1.055 00
	Invoke type : Oeneral v % retained on payment : 0.00 %	Other informat	n Documents Specifications Sendinos Print Modify Close
Item : Warehouse : C. A.count : (000/40.3) Project : Trable : Sales contract : Description : Immobilisations	Capital Asset	v : 01 ♥ f nternal note :	La decembra de personance de la decembra decembra decembra decembra de la decembra decemb
Item Serial Nbr Description	Sales contract GL Code Capil	tal Asset # Project Qu	antity Unit Price Discount Amount
C 2 163 Immobilisation	000001403 01	1.00	0 20,000.00 0.00% 20000.00 Other info

NOTE : It is not possible to sell an inactive immobilization. To display the "Capital Asset #" field for the asset in the detail lines, you must add the value "immo" in the configuration "ArNewInvoicesShowField".

When the sale invoice for the immobilization is recorded, the amortization table of the immobilization will be reset for all periods where amortization entries have not been recorded. The immobilization will thus become inactive, and the "Disposal date" field will now show the sale invoice date.

Additionally, the "Deemed proceeds" field will display the amount entered in the sale invoice, and a new field for "Loss" or "Gain" will be displayed based on the case, showing the gain or loss from the sale of the immobilization.

The sale invoice number will also be displayed in a new field "Disposal invoice number".

۲			Capital Assets				
Code	: 01						
English Description	: Industrial cake mac	hine					
Category	Capital assets Doc	~	Create	d by : Maéva (CDID			
Method	Degressive 10%	~	Creation Date: 17/13/2025				
metriou	. Degressive to //		Creation	Date: 07/05/2025			
Supplier	•						
Color rop			Item	odo i			
Sales rep.	·		Item	oue :			
Manufacturing	:		Wareh	ouse : Saint-Georg	es 🗸		
Model	:		Location (Code : DEFAULT	~		
Condition to the acquisition	: New	~	Serial	Nbr :			
Start date	: 01/02/2022						
Redemption month	Choose a/the opt		UCC postponed				
			Postponed purchase initial value :	25500.00			
			Already cumulated amerization pertoaned :	15500.00			
			All easy culturated antorization postponed :	10000.00			
Incurance broker			Recidual value (UCC compining to be americand or initial purchase va	luo) i	10000		
Insurance broker	•		Residual value (OCC remaining to be amortized of mittal purchase va		10000		
Policy number	:		Amortization table creation	date : 01/02/2022			
Insurances amount	Insurances amount : 1000						
Expiration date	: 28/02/2026						
Discussed data	10/02/2025		Derendered				
Disposal date	10021 01	•	Deemed proce	seds : 20000	-		
Gain	: 10821.01		Disposal invoice nui	iber: 00010			
				†	Print Specifications Class		
		 Amortization schedule 		1	Fint Specifications Close		
No GI	Period	Date	Amount Outs	tanding Amount	Recorded		
	L Fellou	Date			Recorded		
1 20	21.11	28/02/2022	76.92	9,923.08	2021.11 (28/02/2022)		
3 20	21.12	31/03/2022 30/04/2022	82.05	9,846.16	2021.12 (31/03/2022) 2022.01 (30/04/2022)		
4 20	22.02	31/05/2022	81.37	9,682.74	2022.02 (31/05/2022)		
5 20	22.03	30/06/2022	81.37	9,601.37	2022.03 (30/06/2022)		
6 20	22.04	31/07/2022	81.37	9,520.00	2022.04 (31/07/2022)		
7 20	22.05	31/08/2022	81.37	9,438.63	2022.05 (31/08/2022)		
8 20	122.06	30/09/2022	81.37	9,357.26	2022.06 (30/09/2022)		
10 20	22.07	30/11/2022	81.37	9,275.69	2022.07 (31/10/2022)		
11 20	22.09	31/12/2022	81.37	9,113.15	2022.09 (31/12/2022)		
12 20	22.10	31/01/2023	81.37	9,031.78	2022.10 (31/01/2023)		
13 20	22.11	28/02/2023	81.37	8,950.41	2022.11 (28/02/2023)		
14 20)22.12	31/03/2023	-168.63	9,119.04	2022.12 (31/03/2023)		
15 20	23.01	30/04/2023	63.35	9,055.69	2023.01 (30/04/2023)		
17 20	123.02	30/06/2023	63.35	8 932.34	2023.02 (31/05/2023)		
20	23.03	50/00/2025	03.33	0,520.55	2023.03 (30/00/2023)		

NOTE : If the sale invoice is reversed, the immobilization will become active again, and the amortization table will be recalculated from the last recorded period.

7. Disposal of an Immobilization

The disposal of an immobilization allows you to close the immobilization without selling it.

To do this, select an immobilization, enter a disposal date in the "Disposal date" field, and then click the "Modify" button.

۲				Capital Assets			
Code :	01						
English Description :	Industrial cake ma	chine	1				
Category :	Capital assets Doo	:	· · · · · · · · · · · · · · · · · · ·		Created by : Maév		
Method :	Degressive 10%		~		Creation Date: 07/03	/2025	
incurou .	Dogrocome rene				creation bate: or jos	12020	
Supplier :		0					
Sales rep. :					Item code :	O	
Manufacturing :					Warehouse : Sain	t-Georges	*
Model :			Í		Location Code : DEE	AULT	~
Condition to the acquisition (Now	v	J		Corial Nhr I		
Condition to the acquisition :	11ew	•			Serial NDF :	V	
Redemotion month	01/02/2022			-UCC portropped			
incoacting a set of the set of th	Choose a/the op			OCC postponed			
				Postponed pu	rchase initial value : 2550	0.00	
				Already cumulated amor	rtization postponed : 1550	0.00	
Insurance broker :				Residual value (UCC remaining to be amortiz	ed or initial purchase value) :	10000	
Policy number :	:]	Amo	ortization table creation date : 01/02	/2022	
Insurances amount :	1000		,				
Expiration date :	28/02/2026	_					
						1	
> Disposal date :	01/04/2025				Deemed proceeds : 0		
	-	-				_	
	Added values list	Amortization scheo	ule		P	rint Specifications Modify	Close
No. GL	Period	Date		Amount	Outstanding Amo	unt Recorded	Â
1 202	1.11	28/02/2022		76.92	9,92	3.08 2021.11 (28/02/2022)	
2 202	1.12	31/03/2022		76.92	9,84	5.16 2021.12 (31/03/2022)	
3 202	2.01	30/04/2022		82.05	9,76	4.11 2022.01 (30/04/2022)	
4 202	2.02	31/05/2022		81.37	9,68	2.74 2022.02 (31/05/2022)	
5 202	2.03	30/06/2022		81.37	9,60	1.37 2022.03 (30/06/2022)	
6 202	2.04	31/07/2022		81.37	9,52	0.00 2022.04 (31/07/2022)	
8 202	2.05	30/09/2022		81 37	9,43	7 26 2022.03 (31/08/2022)	
9 202	2.07	31/10/2022		81.37	9.27	5.89 2022.07 (31/10/2022)	
10 202	2.08	30/11/2022		81.37	9.19	4.52 2022.08 (30/11/2022)	
11 202	2.09	31/12/2022		81.37	9,11	3.15 2022.09 (31/12/2022)	
12 202	2.10	31/01/2023		81.37	9,03	1.78 2022.10 (31/01/2023)	
13 202	2.11	28/02/2023		81.37	8,95	0.41 2022.11 (28/02/2023)	
14 202	22.12	31/03/2023		-168.63	9,119	0.04 2022.12 (31/03/2023))
15 202	3.01	30/04/2023		63.35	9,05	5.69 2023.01 (30/04/2023)	
10 202	3.02	31/05/2023		63.35	8,99	2.34 2023.02 (31/05/2023)	
18 202	3.03	31/07/2023		63.78	8,92	5.55 2023.03 (30/06/2023)	
19 202	3.05	31/08/2023		63.78	0,00 8.80	1.43	-
		01,00,2020			0,00		

NOTE: The disposal amount must be zero. If you attempt to close an immobilization with a disposal amount different from zero, a warning message will be displayed to inform you to create a sales invoice.

By clicking on "Modify", a confirmation message will appear, and you can click "Yes" to confirm the disposal of the immobilization.

Following the disposal of an immobilization, the amortization table of the immobilization will be reset for all periods where amortization entries had not been recorded.

The immobilization will thus become inactive, and a new "Loss" field will display the amount of the loss generated by the disposal of the immobilization at zero value.

Capital Assets								
Code English Description Category Method	: 01 : Industrial cake machine : Capital assets Doc : Degressive 10%	▼ ▼	Created by : Maéva Creation Date: 07/03) (CDID) /2025				
Supplier Sales rep. Manufacturing Model Condition to the acquisition Start date Redemption month	New Choose a/the option(s)	 	Item code : Saint Warehouse : Saint Location Code : DEF/ Serial Nbr : C Postponed Postponed purchase initial value : 25500	Georges V AULT V				
Already cumulated amortization postponed : 15500.00 Insurance broker : Residual value (UCC remaining to be amortized or initial purchase value) : 10000 Policy number : 1000 Amortization table creation date : 01/02/2022 Insurances amount : 1000 Amortization table creation date : 01/02/2022 Expiration date : 01/04/2025 Deemed proceeds : 0 Disposal date : 01/04/2025 Disposal invoice number : 00011 Disposal invoice number : 0011								
No. GL	.Period Date	Amount	Outstanding An	nount Recorded				
1 20 2 20 3 20 4 20 5 20 6 20 7 20 8 20 10 20 11 20 12 20 13 20 14 20 15 20 16 20	24.1.1 260/02/0022 21.12 31/03/2022 22.01 30/04/2022 22.02 31/05/2022 22.03 30/06/2022 22.04 31/07/2022 22.05 31/06/2022 22.06 31/09/2022 22.06 31/09/2022 22.07 31/10/2022 22.08 30/11/2022 22.09 31/12/2022 22.00 31/01/2023 22.11 28/02/2023 23.01 30/04/2023 23.02 31/05/2023 23.03 30/06/2023	6,52 76,92 82,05 81,37 81,	9,2 9,6 9,7 9,6 9,5 9,3 9,3 9,2 9,1 9,1 9,1 9,1 9,1 9,1 9,1 9,5 8,5 8,5 8,5 8,5	22:00 2024.11 (26)02/022] 44.16 2021.12 (31/03/2022) 64.11 2022.01 (30/04/2022) 26.74 2022.02 (31/05/2022) 201.72 2022.03 (30/06/2022) 202.00 2022.04 (31/07/2022) 38.63 2022.05 (31/06/2022) 75.89 2022.05 (31/04/2022) 31.75 2022.06 (30/11/02/022) 31.78 2022.10 (31/01/2022) 30.77 2022.10 (31/01/2022) 30.78 2022.11 (28/02/2023) 50.41 2022.11 (28/02/2023) 55.69 2023.01 (30/04/2023) 202.30 (30/06/2023) 202.30 (30/06/2023) 202.30 (30/06/2023) 202.30 (30/06/2023)				

IMPORTANT: An immobilization whose disposal has been performed from the immobilization screen cannot be reopened.

Thus, the process of fixed assets is complete.