



Fixed Asset Pro

A complete asset tracking & management system

User's Guide

Copyright @ 1999 – 2018
SoftDomain Systems
All rights reserved

Fixed Asset Pro

A Premier Asset Tracking & Management System

by SoftDomain Systems

*Do you know what you own? Where your assets are?
What are the conditions of your assets and their worth?
More often than not, organizations have trouble keeping track of their assets. Failure to keep good records can substantially affect the organization's financial position, decrease productivity resulting from additional manpower required to locate the asset's whereabouts and its related information.*

Another aspect of maintaining a sound asset management system is the compliance to the International Financial Reporting Standard (IFRS). The board of directors has a legal responsibility to the shareholders to ensure all the assets of the company are safeguarded and the interests of the shareholders are not jeopardized in anyway.

For companies that use Excel to manage their assets, the bad news is Excel in its fundamental form was designed as a analytical tool for specific purposes. It has too many shortcomings and limitations when come to asset management: You will not be able to have a real-time view of your assets and their status; You cannot attach photos, documents and other attachments; You will not be able to take advantage of barcode technology for asset tagging and physical inventory; There is no accountability in terms of users tracking, data security and etc. The good news is, we have an affordable solution for you. Our team would even assist you to migrate your asset spreadsheet directly to the software without having to enter the data all over again.....

Table of Contents

Foreword	0
Part I Copyright Notice	13
1 Software License Agreement.....	13
Part II Introduction	17
1 Overview	17
2 System Requirements.....	19
3 Setup.....	19
4 Getting Started.....	19
Part III Start Menu	25
1 Start Program.....	25
2 Activity Log Reset.....	25
Activity Log Reset	25
3 Backup & Restore	26
Backup & Restore Menu	26
Backup Manager	28
Restore Manager	30
4 Network Counter Reset.....	30
Network Counter Problem	30
Part IV Main Menu	34
1 Main Menu.....	34
2 Select Company.....	34
3 Browse Company Path.....	34
4 Add Company.....	35
5 Change Company.....	36
6 Delete Company.....	37
7 Verifying Password.....	37
8 Toolbar Icons.....	38
Part V File Menu	41
1 File Menu.....	41
2 Print Setup.....	41
3 Edit Tables.....	42
4 Type	42
Browse Type	42
Add Type	43
Change Type	43

	Delete Type	44
5	Category.....	44
	Browse Category	44
	Add Category	45
	Change Category	46
	Delete Category	47
6	Branch.....	47
	Browse Branch	47
	Add Branch	48
	Change Branch	48
	Delete Branch	49
7	Location.....	49
	Browse Location	49
	Add Location	50
	Change Location	50
	Delete Location	51
8	Cost Center.....	51
	Browse Cost Center	51
	Add Cost Center	52
	Change Cost Center	52
	Delete Cost Center	53
9	Vendor.....	53
	Browse Vendor	53
	Add Vendor	54
	Change Vendor	55
	Delete Vendor	56
10	Month End Date	56
	Browse Month End Date	56
	Add Month End Date	57
	Change Month End Date	58
	Delete Month End Date	58
11	Chart of Accounts.....	58
	Chart of Accounts	58
	Add Chart of Accounts	59
	Change Chart of Accounts	60
	Delete Chart of Accounts	60
12	Tax Category.....	61
	Browse Tax Category	61
	Add Tax Category	62
	Change Tax Category	64
	Delete Tax Category	66
13	Foreign Currencies.....	66
	Browse Foreign Currencies	66
	Add Foreign Currencies	67
	Change Foreign Currencies	68
	Delete Foreign Currencies	68
14	Import	69
	Import Data	69
	Select Import Type	69
	Select Import File	70

Fields Assignment	71
15 Export	73
Export Data	73
Export File Name	76
16 Global Update.....	76
Resetting Depreciation And Capital Allowance	77
Global Compute	77
17 Edit Company / Set Preference.....	78
Browse Company	78
Edit Company / Set Preference	79
Set Option	80
Color Setting	81

Part VI Assets 84

1 Assets Menu.....	84
2 Update Asset.....	85
Browse Assets	85
Add An Asset Record (Asset Details)	86
Add An Asset Record (Depreciation / Allowance)	88
Add An Asset Record (Miscellaneous)	90
Add An Asset Record (Photo Image)	91
Add An Asset Record (Add Value History)	92
Add An Asset Record (Attachments)	93
Change An Asset Record	95
Change An Asset Record (Photo Image)	99
Delete An Asset Record	99
3 Transfer.....	100
Transfer Menu	100
Browse Transfer	101
Add Transfer	102
Change Transfer	103
Delete Transfer	104
Browse Asset Location Transfer	104
Add Asset Location Transfer	105
Change Asset Location Transfer	106
Delete Asset Location Transfer	107
4 Add Value.....	107
Browse Add Value	107
Add an Add Value record	109
Change an Add Value record	110
Delete an Add Value record	111
5 Disposal.....	111
Browse Disposal	111
Add an Asset Disposal record	112
Change an Asset Disposal record	113
Delete an Asset Disposal record	114
6 Equipment Assignment.....	115
Browse Equipment Assignment	115
Add an Equipment Assignment record	116
Change an Equipment Assignment record	117

Deleting an Equipment Assignment record	118
7 Maintenance Contract.....	118
Browse Maintenance Contract	118
Add a Maintenance Contract record	119
Change a Maintenance Contract record	120
Delete a Maintenance Contract record	121
8 Repairs And Maintenance.....	121
Browse Repairs And Maintenance	121
Add a Repair record	122
Change a Repair record	123
Delete a Repair record	124
9 Edit Depreciation.....	124
Browse Depreciation	124
Edit Depreciation	125
Update Register Balance	126
10 Edit Capital Allowance.....	127
Browse Capital Allowance	127
Edit Capital Allowance	128
Update Register Balance	128
11 Software Organizer.....	129
Browse Software	129
Add Software(General)	130
Add Software(Registration)	131
Change Software	133
Delete Software	135
12 Capital Expenditures Budget.....	135
Browse / Edit Capital Expenditures Budget	135
13 Depreciation Projection.....	136
Compute Depreciation Projection	136
14 Physical Inventory.....	137
Physical Inventory Menu	137
Print Physical Inventory Worksheet	138
Physical Inventory Worksheet By Asset No	139
Physical Inventory Worksheet By Location	140
Import Data From Barcode Scanner	140
Edit Physical Inventory Table	143
Processing Physical Inventory Records	144
Print Discrepancy Report	144
Discrepancy Report By Asset No (No Filter)	146
Discrepancy Report By Location (Filter Location)	146
15 Wireless Barcode Scanner.....	147
Functions & Operations	147
Physical Inventory With Scanner	148
Upload Physical Inventory Data	149

Part VII Inquiry

152

1 Inquiry Menu.....	152
2 Asset.....	152
View Assets	152
Asset No	153

View Assets By Asset No (General).....	153
View Assets By Asset No (Depreciation).....	154
View Assets By Asset No (Remarks).....	155
View Assets By Asset No (Vendor).....	156
View Assets By Asset No (Photo Image).....	157
Asset Description	158
View Assets By Asset Name.....	158
Asset Branch	159
View Assets By Branch.....	159
Asset Category	160
View Assets By Category.....	160
Asset Location	161
View Assets By Location.....	161
Asset Cost Centre	162
View Assets By Cost Centre.....	162
3 Depreciation / Allowance.....	163
View Depreciation / Capital Allowance	163
Asset No	163
View By Asset No (Depreciation).....	163
View By Asset No (Capital Allowance).....	164
Asset Description	165
View By Depreciation/Allowance By Asset Name.....	165
4 Software.....	165
View Software	165
Asset No	166
View By Asset No (General).....	166
View By Asset No (Remarks).....	167
View By Asset No (Vendor).....	168
Category	169
View By Category (General).....	169
Vendor	170
View By Vendor (General).....	170
Software Title	171
View By Software Title (General).....	171
5 Query By Example.....	172
Browse Assets with QBE.....	172
Query By Example Settings	173
Save Query By Example Settings	174

Part VIII Periodic Processing

177

1 Periodic Processing Menu.....	177
2 Month End.....	177
Month End Menu	177
Month End Processing	178
Print Posting Journal Menu	178
Posting Journal.....	179
Detail Posting Journal Report.....	180
Summary Posting Journal Report.....	180
Posting Journal By Branch.....	181
Detailed Posting Journal By Branch.....	181
Summary Posting Journal By Branch.....	181
Export Posting Journal	182

Export Journal By Cost Center	183
Export Journal By Branch.....	183
Export Journal By Account Code - Detail.....	184
Export Journal By Account Code - Summary.....	184
Disposal Page.....	185
Export Disposal Journal By Cost Center	185
Export Disposal Journal By Branch.....	186
Depreciation Report	186
Detailed Depreciation Report By Cost Centre.....	187
Summary Depreciation Report By Cost Centre.....	187
Asset Disposal Posting Journal Menu	188
Asset Disposal Posting Journal.....	188
Asset Disposal Posting Journal Report.....	189
Asset Disposal Posting Journal By Branch.....	189
Asset Disposal Posting Journal By Branch Report.....	189
3 Year End.....	190
Year End Menu	190
Asset Disposal Report	190
Asset Disposal Report By Asset No.....	191
Purge Scrapped / Disposed Assets	191
Year End Processing	192

Part IX Utilities 195

1 Utilities Menu.....	195
2 Data Repair.....	195
3 Data Integrity Check.....	197
4 Data Integrity Check Result.....	197
5 Data Integrity Check Variance Report.....	198
6 Database Scanner.....	199
7 DOS Prompt.....	199
8 Password Maintenance.....	200
Password Maintenance Menu	200
Set Level Attribute	200
Add Level Code	201
Change Level Code	203
Delete Level Code	203
Master Password	203
Other Passwords	204
Add A New User	205
Change An Existing User	206
Delete An Existing User	207
View Active Users	207
View User Logon History	207
Print User Logon History	208
User Logon History By User ID Report	209
User Logon History By Logon Date	209
Purge User Logon History	210

Part X Report 213

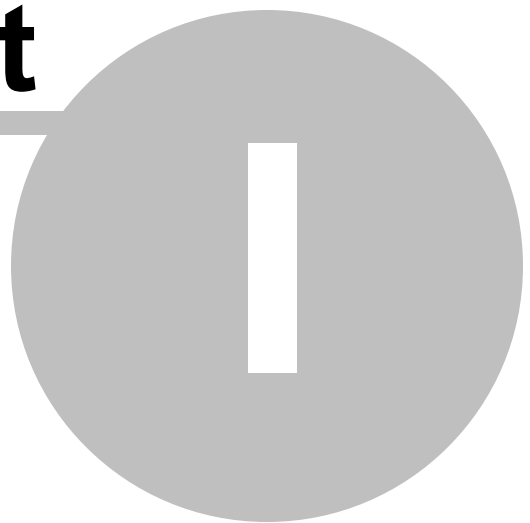
1 Report Menu.....	213
---------------------------	------------

2	Report Destination.....	213
3	Destination Printer.....	214
4	Destination XML.....	216
5	Destination PDF.....	217
6	Destination HTML.....	218
7	Standard Reports Menu.....	219
8	General.....	220
	General Menu	220
	Type Listing	221
	Category Listing	221
	Branch Listing	222
	Location Listing	222
	Cost Centre Listing	222
	Vendor Report	223
	Detailed Vendor Report	224
	Summary Vendor Report	224
	Chart of Accounts	225
	Tax Category Listing	225
9	Assets.....	226
	Assets Menu	226
	Print Asset Listing	226
	Detailed Asset Listing Report.....	229
	Summary Asset Listing Report.....	230
	Print Asset Register	230
	Fixed Asset Register Report.....	233
	Print Asset Tag	233
	Asset Tag Report (2 Columns).....	236
	Asset Tag Report (3 Columns).....	236
	Print Barcode Label (Sheet)	236
	Barcode Label Sheet (3 x 10).....	239
	Barcode Label Sheet (3 x 10) With Border.....	240
	Print Barcode Label (Roll)	240
	Barcode Label Roll 50x40.....	243
	Print Asset Image Listing	244
	Asset Image Listing Report.....	246
	Print Expired Assets	247
	Expired Assets NBV Report.....	247
	Expired Assets WDV Report.....	248
	Print Acquired Assets	248
	Acquired Assets Listing By Asset No.....	251
	Acquired Assets Listing By Branch.....	252
10	Analysis Report.....	253
	Analysis Report Menu	253
	Fixed Asset Schedule	253
	Print Fixed Asset Schedule	254
	Detailed Fixed Asset Schedule Report.....	255
	Summary Fixed Asset Schedule Report.....	255
	Print Fixed Asset Schedule (Capital Allowance)	256
	Two-Row Detail Fixed Asset Schedule (Capital Allowance).....	257
	One-Row Detail Fixed Asset Schedule (Capital Allowance).....	258
	Print Depreciation Schedule	258

	Detailed Depreciation Schedule Report.....	261
	Summary Depreciation Schedule Report.....	261
	Print Capital Allowance Schedule	262
	Detailed Capital Allowance Schedule Report.....	265
	Summary Capital Allowance Schedule Report.....	265
	Print Deferred Taxation Schedule	266
	Detailed Deferred Taxation Schedule.....	267
	Summary Deferred Taxation Schedule.....	268
	Print Asset Add Value	269
	Asset Add Value Report.....	270
	Asset Transfer Menu	270
	Print Asset Transfer	270
	Asset Transfer Report.....	271
	Print Asset Location Transfer	272
	Asset Location Transfer Report.....	273
	Print Asset Disposal	273
	Asset Disposal Report.....	274
11	Maintenance.....	274
	Maintenance Menu	274
	Print Maintenance And Repairs	275
	Maint. And Repair Report By Type.....	276
	Maint. And Repair Report By Date.....	277
	Maintenance And Repairs Report.....	277
	Print Maintenance Contract	277
	Maintenance Contract Expiry Report.....	279
	Maintenance Contract Listing Report.....	279
	Print Insurance	279
	Insurance Report By Asset No.....	282
	Insurance Report By Category.....	282
12	Others.....	283
	Others Menu	283
	Print Software Listing	283
	Detailed Software Listing Report.....	286
	Summary Software Listing Report.....	286
	Print Equipment Assignment	287
	Detailed Equipment Assignment Report.....	288
	Summary Equipment Assignment Report.....	289
	Print Capital Expenditure Budget	289
	Detailed Capital Expenditure Budget Report.....	291
	Summary Capital Expenditure Budget Report.....	292
	Print Depreciation Projection	292
	Detailed Depreciation Projection Report.....	295
	Summary Depreciation Projection Report.....	295
13	Wallpaper.....	296
	Current Wallpaper	296
	Update Wallpaper	296
14	Print Reports To Excel.....	297
	Print Reports To Excel Menu	297
15	Report Generator.....	298
	Report Generator	298

1 Window Menu.....	301
Part XII Miscellaneous	303
1 Environment Convention.....	303
2 SAA/CUA User Interface.....	303
3 Navigate Around With A Mouse	304
4 Navigate Around With Keyboard.....	304
5 Keyboard Control.....	304
6 Mouse Control.....	305
7 Backing Up Data	306
8 Trouble Shooting.....	306
9 Mouse is not working.....	306
10 Printer does not print.....	306
11 Printout has problems.....	307
12 System Halts.....	307
Part XIII Help	309
1 Help Menu.....	309
Index	310

Part



1 Copyright Notice

1.1 Software License Agreement

Fixed Asset Pro is developed and written by SoftDomain Systems (hereinafter referred to as "The Author"). The enclosed material is provided to you, the end-user, on the express condition that you agree to this software license. By installing the program onto your computer, you agree to the terms set forth below.

Titles to and ownership of the software and the User's Guide shall at all times remain with the copyright owner.

You May

Use the software on ONE item of compatible hardware that you own or use in person, or in your business of profession.

You May Not

- * Make copies of the software distribution disks for any purpose other than personal backup.
- * Provide or otherwise make available the software, or the User's Guide, or any portion thereof, in printed, machine readable, or any other form, to any third party without the prior written approval of the author.

Disclaimer

The Author reserves the right to make periodic changes, enhancements, revisions and alterations of any kind to the software and/or user's manual without any prior notice to any person, institution or organization.

Limited Warranty

The Author warrants that the physical disk enclosed herein is free of defects in materials and workmanship, and that the programs are properly recorded upon the disk, for a period of 30 days from the date of purchase.

Should any of the above-mentioned defects be discovered within the warranty period, contact your dealer for a replacement at no charge.

The sole remedy for a breach of this warranty shall be limited to replacement, and shall not

encompass any other damages, including but not limited to loss of profit, special, incidental, consequential, or other similar claims.

The Author specifically disclaim all other warranties, expressed or implied, with respect to this software or documentation, including but not limited to warranties of merchantability or fitness for a particular purpose. As a result, this software and documentation are licensed "As Is", and you, the Licensee; assume the entire risk as to their quality and performance. The Author specifically denies any liability for loss of profit or any other commercial damage, including but not limited to special, incidental, consequential, or other similar damages resulting from the use of the software.

Though the Author cannot promise that the software will be free of bugs or program errors, all reports on errors or program bugs will be looked into and the Author undertakes to do his best to correct them.

Product Replacement

Should the distribution disks or CD become damaged after the warranty period, contact your dealer for replacement at nominal charge.

Customer Support

Should you encounter any difficulty in using the software, or if the product does not operate as described, first consult the User's Guide and/or other instructional material. This documentation should contain answers to most questions. If your difficulty is still not resolved, contact your dealer.

Licensed users will be eligible for technical support, warranty services, and reduced rate upgrades and updates.

Copyright

Your rights of ownership are subject to the limitations and restrictions imposed by the copyright laws.

It is against the law to copy, reproduce, or transmit including without limitation electronic transmission over any network any part of the manual or program except as permitted by the Copyright Act of Malaysia. Under the law, copying includes translation into another language or format. However, you are permitted by law to write the contents of the program into the machine memory of your computer so that the program may be executed. You are also permitted by law to make working copies of the program, solely for your own use, subject to the following restrictions:

- (1) Working copies must be treated in the same way as the original copy;

-
- (2) If you ever sell, lend, or give away the original copy of the program, all working copies must also be sold, lent, or given to the same person, or destroyed; and
 - (3) No copy (original or working) is in use except within the terms of the license.

Part



2 Introduction

2.1 Overview

Fixed Asset Pro

Fixed Asset Pro is a full-featured fixed asset management software that has been specifically designed to assist companies of all sizes to account for and manage their fixed assets. **Fixed Asset Pro** provides end-users with intuitive interface, ease of use and minimum learning process. Designed to cater for a wide range of business, the program provides complete management control over your valuable assets and eliminates the time and effort normally associated with this task.

It has been proven that Fixed Asset Pro brings benefits to business owners and managers alike in safeguarding their investments. With its comprehensive features and flexibility in data handling, keeping track of your valuable capital assets could never be easier.

Fixed Asset Pro is packaged with excellent reporting coverage with thoughtfully designed reports in all aspects. The system's standard reports provide more than 200 pre-formatted reports with the flexibility of runtime variables input by end-users. The ability to select report output destination to different document formats like PDF, XML, HTM, HTML is yet another incomparable feature offered by the software. In addition, the powerful 'Print Reports To Excel' utility exports most standard reports to Microsoft Excel format for presentation and manipulation in anyway you want it to be. The integrated Report Generator (packaged with the Enterprise & Corporate Editions) is one of the most powerful reporting tools on the market! You can now create sophisticated reports from your data files faster than you ever thought possible. This revolutionary development environment will dramatically increase your productivity.

Despite its sophistication in capabilities, **Fixed Asset Pro** is very reasonably priced as compared to other fixed asset programs available in the market. You will notice in no time that the many benefits derived from the system are far exceeding the monetary value you invest in the software. Check out the Product Pricing page for the latest prices.

Do you know what you own? Where your assets are? How much are they worth? What impact these assets have on your bottom line? If you have difficulty in answering any of these questions, **Fixed Asset Pro** is your answer. Let this well-designed fixed asset management system help you control those company assets not being properly managed today.

Fixed Asset Pro is available in both single user and multi-user platforms.

Highlights

- Multi-user system
- Powerful password access control module fully customizable by users
- Audit trails and tracking on users' activities

- Data import and export features
- Powerful Report Generator for creation of reusable custom reports from the asset database or other common data formats
- Windows 32-bit system
- Set preference for date and telephone formats
- Set color preference for wallpaper and screen types
- Store, view and print digital images of asset
- Software organizer to track software license and registration
- User friendliness and easy of use with clear, intuitive interface
- Improved accountability and time and cost savings
- Unlimited number of records - Asset database or other master files
- Quick Asset Entry
- Shortcut tool bar for immediate access to certain functions
- Extensive and comprehensive on-line query function
- Straight line and balancing method of depreciation
- Straight line and balancing method of Capital allowance for taxation purpose
- Vendor tracking
- Depreciation & Capital Allowance Analysis
- Deferred Taxation reporting
- Keeping track of maintenance and repair records for each asset
- Keeping track of all maintenance contracts for assets
- Keeping track of all asset transfer details from one location to another
- Listing of asset for insurance purpose
- Keeping track of equipment assigned to employees or other persons
- Capital Expenditure Budget
- Depreciation Projection
- Global Update
- Asset tagging
- Attach any documents to asset
- Physical Inventory
- Print barcode label
- Integration with wireless handheld scanner
- More than 200 pre-formatted reports with the flexibility of run-time criteria selection by users
- Print reports to PDF, XML, HTM or HTML format
- Export standard reports to Microsoft Excel format
- End of period journal summary (for GL posting)
- Utilities for data integrity check, database scanner, database recovery and repair
- Utilities for backing up and restoring data
- Comprehensive, detailed and context-sensitive on-line help
- Comprehensive and detailed electronic manual available in Acrobat pdf and Word doc formats

Note: Items in dark blue indicate additional features under Professional & Enterprise Edition

2.2 System Requirements

You must have a system that meets the minimum system requirements for Microsoft Windows 95, Windows 98, Windows ME, Windows XP, Windows 2000 or Windows NT 3.51 (or higher).

- Windows 95/98/ME/2000/XP/Vista/7/8/10, 1GB of RAM recommended.
- Windows NT, 1 GB of RAM recommended.
- Minimum of 80 Megabyte free hard disk space, depending on the Setup options you select.

2.3 Setup

Setup steps:

Installing from file downloaded via Internet

1. Start windows program
2. Unzip the downloaded file to a specific directory
3. Run 'setup.exe' file located in the specific directory
4. Follow the online instruction to complete the installation

Installing from CD ROM

1. Start windows program
2. Run 'setup.exe' file located in the CD ROM drive
3. Follow the online instruction to complete the installation

2.4 Getting Started

Thank you for purchasing **Fixed Asset Pro**! What you have with you is one of the most comprehensive and flexible fixed asset management systems available. You will soon see for yourself the many benefits that can be derived from this software. Say goodbye to the tedious, time consuming tasks of maintaining a manual asset register. You can now devote your precious time in other important areas of your business.

Though computer provides speed and efficiency, it is only a dumb machine. The saying "Garbage-In, Garbage-Out" remains very true till today. The accuracy of your records depends solely on your data input. Do pay special attention when entering information into the system.

The objective of this section is to help users, novice and experienced alike, to immediately get down to work and have a clear picture of the operational flow and sequences of **Fixed Asset Pro**.

Running The Program

1. When the program is launched for the first time, a Customer Registration form appears.
2. Enter the information provided by us and click the 'Register' button.
3. You should be able to access the program after a successful registration.

Setting Up Workstation (*Professional & Enterprise*)

For workstation setup, run 'setup.exe' from your CD or disks and choose the 'Setup Workstation' option and follow the online instructions. After installation, MAP the server drive and create a shortcut to point to 'Assetpro.exe' on the server.

For Enterprise Edition users, please ensure all workstations are mapping on the **same server drive letter/path**. Failing to do so would affect the functionality of the program.

Setting Up Multi-Company (*Enterprise Edition*)

To set up new company, run 'setup.exe' and choose the 'Setup New Company' option and follow the online instructions. You will be asked which directory/path of the new company and the system will initialize and copy the required files to the directory/path specified by you.

How to access the various company databases from the server? (*Enterprise Edition*)

1. Upon starting of Fixed Asset Pro, user will be prompted the File Location.
2. Click the 'Open' button on the right of the field to open the 'Browse Company Path' window
3. Click the 'Server' tab
4. Highlight the desired company and double-click or click the 'Select the highlighted record' button to access the company
5. If the required company information is not listed (this is normally the case for new company installation), click the 'Add a record' button to add the new company information.

How to access the different company databases from workstations? ([Enterprise Edition](#))

1. Set up your workstations.
2. Click the 'Open' button on the right of the field to open the 'Browse Company Path' window
3. Click the 'Workstation' tab
4. Highlight the company you want to access and double-click or click the 'Select the highlighted record' button
5. If the required company information is not listed (this is normally the case for new company installation), click the 'Add a record' button to add the new company information.

File Menu

The very first task to perform is to update the various tables (data files) under File Menu. The following action [File -> Edit Tables](#) opens a sub-menu with list of tables:

- Type*
- Category*
- Branch
- Location
- Cost Center
- Vendor
- Month End Date*
- Chart of Accounts*
- Tax Category
- Foreign Currencies

Tables with * are mandatory. You are advised to set up all tables in order for the system to function normally. To do this, click on the table to open a browse window, click on the 'Add a record' button to insert new record and save it when completed.

Note: Don't worry if you have not updated ALL the data, you can do this 'on the fly' during the Update Assets stage.

Importing Asset Details From Other Applications

If details of assets are kept in spreadsheets or other applications, you can save a lot of time by importing the data from those applications. All you need to do is to convert your data from other applications into a text file (with extension .csv); csv stands for comma-separated values. Always bear in mind that label fields must be enclosed in " " signs. For example, asset description is a label field and it should appear as " Computer ". All fields must also be separated by commas.

If you are using Microsoft Excel, you can simply save (use Save As....) your spreadsheet to a text file with extension .csv. From the main menu, **File -> Import...** and select the text file for import. Assign fields and click the okay button to execute your action. One of the most likely problems you will encounter is the wrong date formats being imported. Make sure you select the correct format. Please refer to [Fields Assignment](#) for more information.

Assets Menu

Updating your existing asset records is the only mammoth task that would probably take some time to complete. Alternatively, importing data from other applications would cut down the required time tremendously. The Update Asset form is designed in an efficient manner to assist user in filling up the details swiftly. All keyed fields are provided with data look-up button for selection, pop-up calendar for all date fields and a special key (Ctrl-key) to recall the last saved entry. A copy button has been incorporated in version 7 for copying details of an existing asset to a new one.

Choose a Cut-Off Point

After a successful updating or migrating the existing asset records into the system, you need to decide on a Cut-Off Point or Period. For example, if you intend to go live in the month of May, then you would want the system to compute the historical depreciation and capital allowances up to the month of April. In this case, you cut-off period in the month of April.

Your next task is to update the Month End Date to coincide the above Cut-Off point. Go to **File -> Edit Tables -> Month End Date** to open the Browse Month End Dates window. Select Period 1 and click the Closed radio under the Status option box. Click the Save button to update the record. Repeat the above for Period 2, 3 & 4. Once a period is closed, the Status option box is disabled and you are not allowed to change the status of a closed period.

For Professional and Enterprise Edition users, you can perform Global Update to compute the historical depreciation and capital allowance of all your assets at one go. You can access this function via **File -> Global Update -> Compute**.

The month after the Cut-Off point is the first normal period. Enter transactions for the period 5. Perform the Month End Processing via **Periodic Processing -> Month End -> Month End Processing** and print out the required reports. This applies to all the subsequent periods.

Other Sub-Menu Items

There are other sub-menu items under the Assets Menu:

- Transfer
- Add Value
- Disposal

- Equipment Assignment
- Maintenance Contract
- Repair And Maintenance
- Edit Depreciation
- Edit Capital Allowances
- Software Organizer
- Capital Expenditures Budget
- Depreciation Projection
- Physical Inventory

Update the above as and when required and necessary. Always keep in mind that the more details you enter, the more information could be extracted from the online inquiry and reports.

Inquiry

The Inquiry menu provides you with comprehensive asset information with just a few mouse clicks. In addition, a Query By Example (QBE) is also included for advance search of a particular asset record.

Periodic Processing

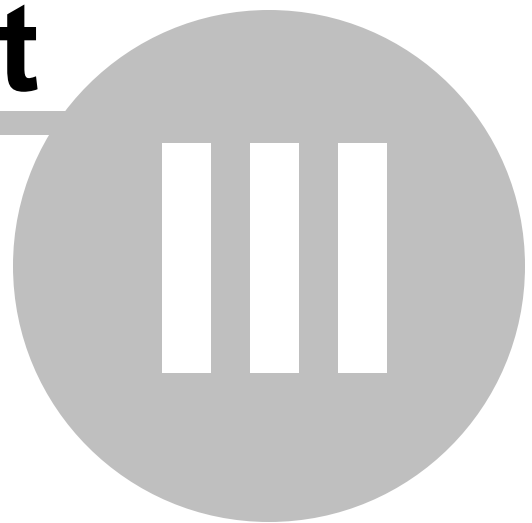
Periodic Processing -> Month End -> Month End Processing is to be performed monthly after the updating of the current month details i.e. new asset records, transfer, disposal and etc. After the Month End Process, you are advised to print out Posting Journal, Depreciation Report and other relevant reports for safe keeping. You can also print the reports in pdf or html formats. assign meaningful names to them and save them in a secured place.

At the end of a financial year, you must perform Year End Processing (**Periodic Processing -> Year End -> Year End Processing**) to close the financial year. Perform this only AFTER you have carried out the Month End Processing for the last financial period. You can also purge the scrapped or disposed assets by **Periodic Processing -> Year End -> Purge Scrapped/Disposed Assets** function. After the process, the Month End Date is updated with the new financial year periods and Status option box set to 'Open' for all periods.

That's all you need to do!

For information on Utilities and Report, please refer to the relevant section of you online help.

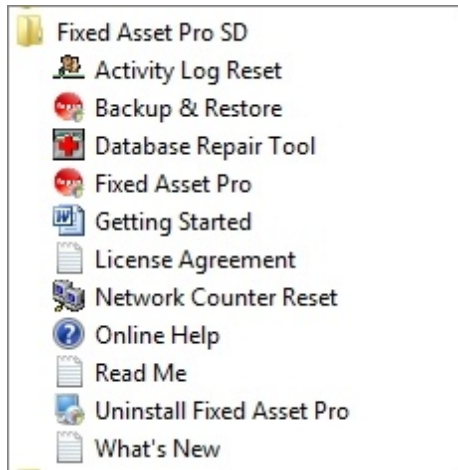
Part



3 Start Menu

3.1 Start Program

The application can be executed by double-clicking the Fixed Asset Pro shortcut at the desktop or via the start menu by **Start -> Programs -> Fixed Asset Pro** to display the following window.

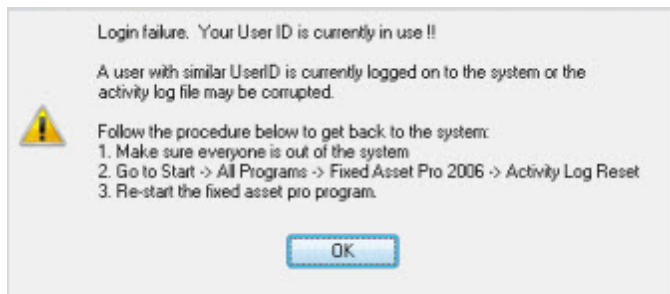


- [Activity Log Reset](#) - Reset user logon activity log
- [Backup & Restore](#) - Backing up and restoring data
- [Database Repair Tool](#) - Tool for repairing corrupted databases
- [Fixed Asset Pro](#) - Launch Fixed Asset Pro application
- [Getting Started](#) - Provides useful instructions for first time user
- [License Agreement](#) - Legal stuff
- [Network Counter Reset](#) - Resetting network counter after system clash or improper shut down
- [On-line Help](#) - Comprehensive context-sensitive on-line help
- [Read Me](#) - Information about the product
- [Uninstall Fixed Asset Pro](#) - Remove program and data files from the computer
- [What's New](#) - Information about the enhancement and additional features in product development history

3.2 Activity Log Reset

3.2.1 Activity Log Reset

User's Activity Log may be corrupted due to improper exit of the system, power failure, electric surge and etc. The following message appears when user tries to log in:



Follow the procedure below to reset the activity log:

1. Make sure everyone is out of the system
2. Go to **Start -> Programs -> Fixed Asset Pro -> Activity Log Reset**

If the activity log is reset successfully, the following message appears:



3. Re-start Fixed Asset Pro program

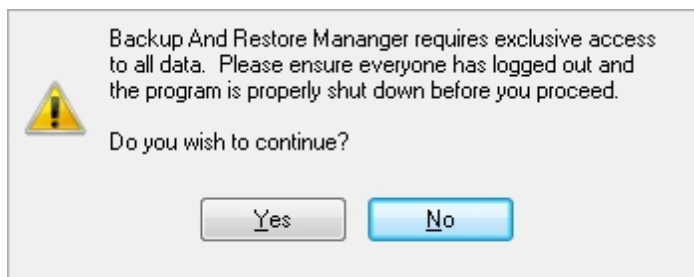
Note: "Login Failure" could also be due to the fact that another user with similar ID is currently using the program.

3.3 Backup & Restore

3.3.1 Backup & Restore Menu

Backup & Restore Menu can be accessed by **Start -> Programs -> Fixed Asset Pro**, assuming that **Fixed Asset Pro** is the folder where the program is installed.

Click on 'Backup & Restore' to bring up the following warning message:



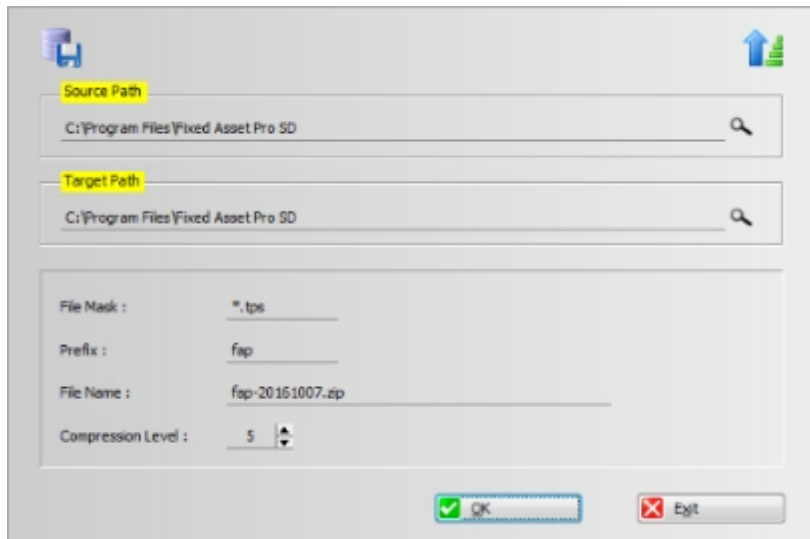
It is important to ensure that none of the users is using the program while you are performing the backup and restore function.

After clicking the 'Yes' button, the main menu appears:




[Backup Manager](#)
[Restore Manager](#)

3.3.2 Backup Manager




Source Path

255 alpha-numeric characters, normal. Alternatively click  to open Browse For Folder window to pick a folder.

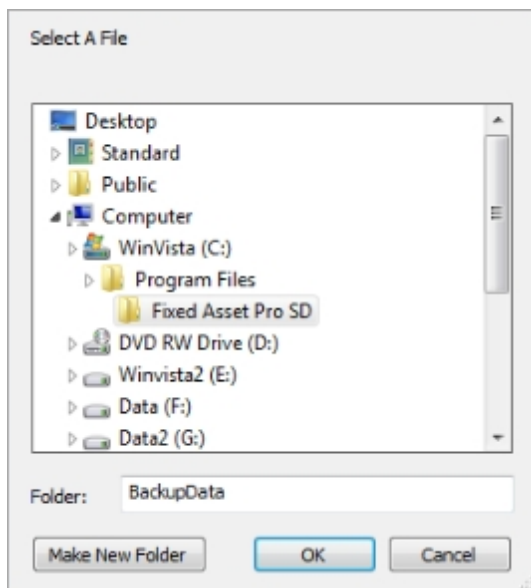
This is the path that contains your current data which you would like to backup. When selected, this field is automatically completed with your current fixed asset pro program path. In most cases with the exception of Enterprise Edition user, this is the folder where your data is.

Target Path

255 alpha-numeric characters, normal. Alternatively click  to open Browse For Folder window to pick a folder.

This is the path where your archived data in zip format is to be located. When selected, this field is automatically filled with your current fixed asset pro program path. Please ensure that the path contains folder that is actually in existence, otherwise unexpected result may occur and your data may not be backed up properly.

To create new folder, simply click the "Make New Folder" button on the Browse For Folder window.



File Mask

20 alpha-numeric characters, normal.

Default is *.tps where .tps is the extension of data files.

Prefix

10 alpha-numeric characters, normal.

Prefix for file name. Default is "fap".

File Name

30 alpha-numeric characters, normal.

The name of your backup file in zip format. It is the combination of prefix and the current date in "yyyymmdd" format. You may change the default name if you wish but make sure the extension .zip is entered together with the file name.

Compression Level

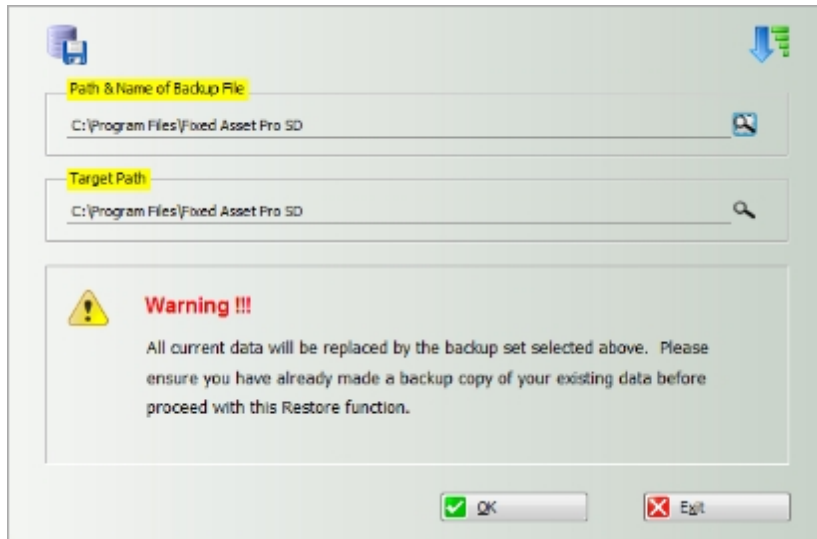
Enter value between 0 and 9

0 = No compression


9 = Maximum compression method

Default is set at 5

3.3.3 Restore Manager




Path & Name of Backup File

255 alpha-numeric characters, normal. Alternatively click  to open Browse For Folder window to pick an archived file.

The archived file must be in zip format with file extension .zip.

Target Path

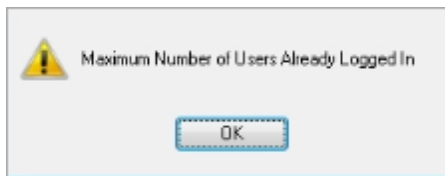
255 alpha-numeric characters, normal. Alternatively click  to open Browse For Folder window to pick a folder.

This is the destination path where all your archived files are to be restored.

3.4 Network Counter Reset

3.4.1 Network Counter Problem

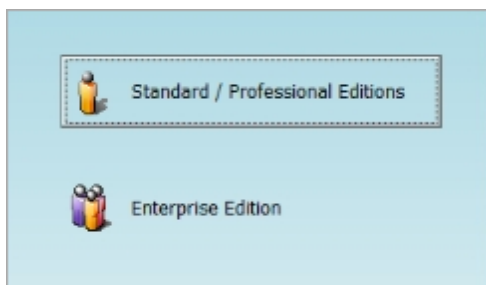
(Professional & Enterprise Edition)



If the above message appears at some point of time when user tries to log on to the program, it indicates that network access limit has been reached. There are two probable reasons:

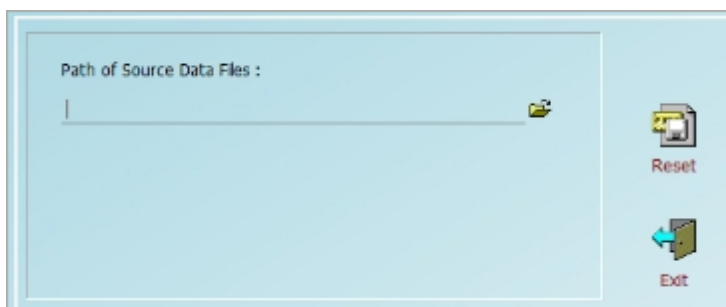
1. The concurrent user access has reached its limit. As in the above, there are now 5 concurrent users on to the system and any incremental login will be denied by the system. Click the 'Who's In?' button to find out who are in and one of them should exit the system in order to allow other user to log in.
2. The number of concurrent users at this point of time is less than the approved limit. This indicates that the network counter file has been corrupted due to system crash or some users did not exit the application correctly.

The **Start -> Programs -> Fixed Asset Pro -> Network Counter Reset** will reset the network concurrent user counter. But it requires exclusive access to the application. Which means that everybody must be out of the application for this to work. If a problem is found the appropriate message will appear.



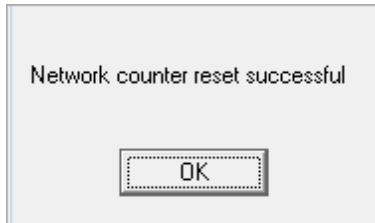
Select the correct edition to reset the network counter.

For Enterprise Edition user, the path where the data located is required.



Click the open folder icon, navigate to the folder of your data and click on any file.

Should the reset procedure is successful, the following message appears:



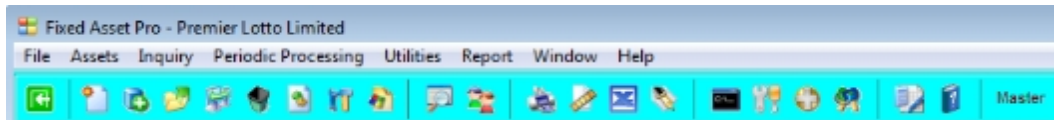
Part

IV

4 Main Menu

4.1 Main Menu

The main menu allows you access to all the functions in the Fixed Asset Pro program.



[File](#)

[Assets](#)

[Inquiry](#)

[Periodic Processing](#)

[Utilities](#)

[Report](#)

[Window](#)

[Help](#)

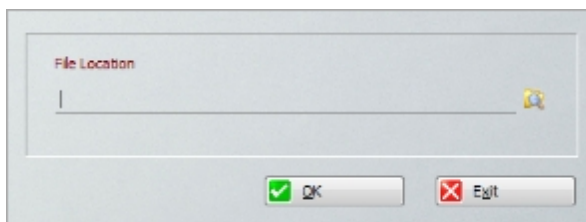
Select Company


Toolbar Icons

Verifying Password

4.2 Select Company

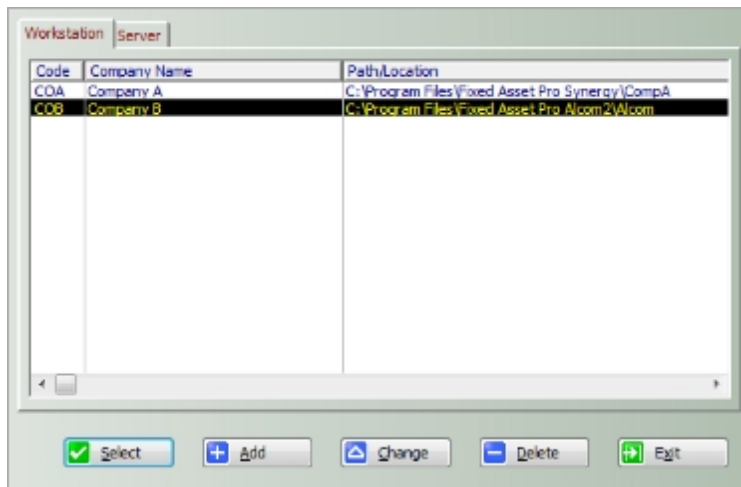
(Enterprise Edition)



The Enterprise Edition comes with multiple-company feature that enables you to set up databases for different companies. The Select Company screen will first appear when you enter the program. Click on the  button to open the [Browse Company/Location Path](#) window.

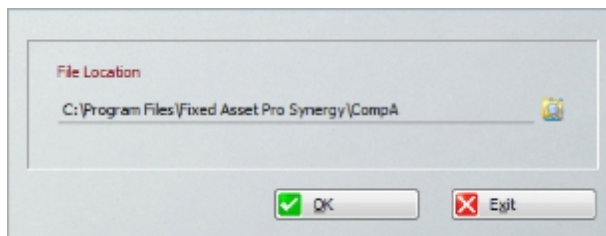
4.3 Browse Company Path

(Enterprise Edition)



The **Browse Company Path** window displays a list of companies for selection. Users who are logging in from their workstations should select the company from the 'Workstation' tab. Highlight a company and click the 'Select' button to select it or double-click the company name in the list box.

The Select Company screen reappears.



Click the 'OK' button to proceed.

At the **Browse Company Path** window, you can add a new company database by clicking the 'Add' button or change an existing company information by clicking the 'Change' button. To delete a company record, click the 'Delete' button and click 'Yes' to confirm deletion. To exit without changes, click the 'Exit' button.

[Adding a new Company](#)

[Changing the highlighted Company](#)

[Deleting the highlighted Company](#)

4.4 Add Company

(Enterprise Edition)

A blank form appears.


Code

Enter a unique code for the company (up to 5 alpha-numeric characters)

Company Name

Maximum of 30 alpha-numeric characters

Location

Enter the full path and file name or click the  to look for the directory where the database is stored. *Please note that you must first create the new company by going through the setup program from the CDROM provided or the downloaded setup file.*

Access From

Check the 'Workstation' radio button if you are setting up from your workstations. If you intend to access this company from the server, then you should check the 'Server' radio button. *Please note that in most cases, you have to setup a company twice; one for the access from workstations and the other for access from the server.*

Fill up the form and click the 'Save' button.

4.5 Change Company

(Enterprise Edition)


**Code**

Enter a unique code for the company (up to 5 alpha-numeric characters)

Company Name

Maximum of 30 alpha-numeric characters

Location

Enter the full path and file name or click the  to look for the directory where the database is stored. *Please note that you must first create the new company by going through the setup program from the CDROM provided or the downloaded setup file.*

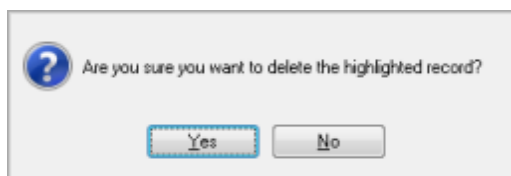
Access From

Check the 'Workstation' radio button if you are setting up from your workstations. If you intend to access this company from the server, then you should check the 'Server' radio button. *Please note that in most cases, you have to setup a company twice; one for the access from workstations and the other for access from the server.*

Edit the record and click 'Save' button to save the record

4.6 Delete Company

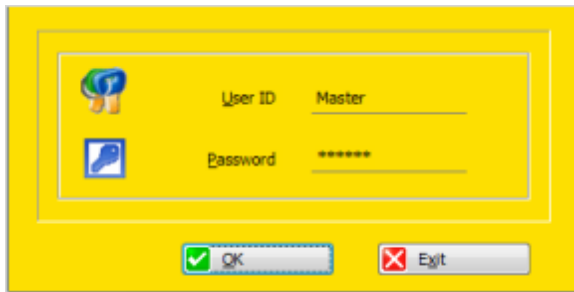
(Enterprise Edition)



Select 'Yes' to delete the highlighted record or 'No' to cancel your action.

4.7 Verifying Password

(Professional & Enterprise Edition)



Before the program starts, you will be asked to enter User ID and Password. These fields are case sensitive. The program shuts down after 3 unsuccessful attempts.

Main Menu

4.8 Toolbar Icons

Tool bar icons provide instant access to various functions of the program.



[Add new asset record](#)



[Add value to an asset record](#)



[Add transfer by units record](#)



[Add transfer by location record](#)



[Add asset disposal record](#)



[Add maintenance contract record](#)



[Add repairs and maintenance record](#)



[Add software record](#)



[Ad hoc asset record query](#)



[View vendor records](#)



[Standard Reports](#)



[Quick print asset tag](#)



[Print Reports to Excel](#)



[Report Generator](#)



[Temporary exit to DOS](#)



[Repair damaged data files](#)



[Data integrity check](#)



[User password maintenance](#)



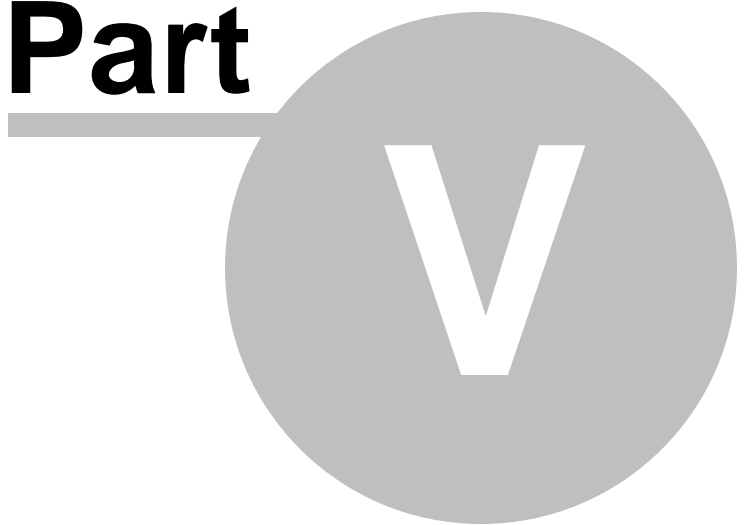
Online calculator



Online help

Main Menu

Part



5 File Menu

5.1 File Menu

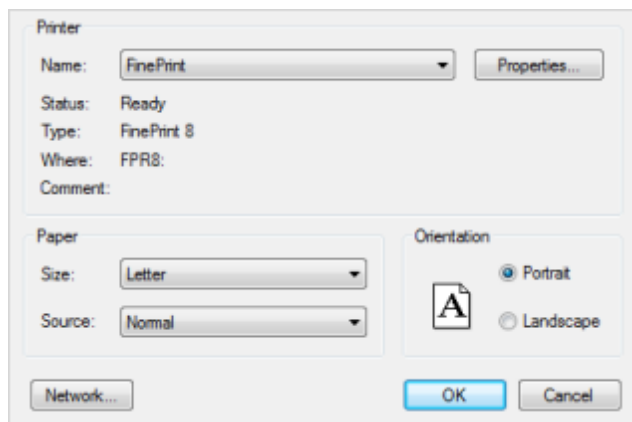


The File Menu consists of:

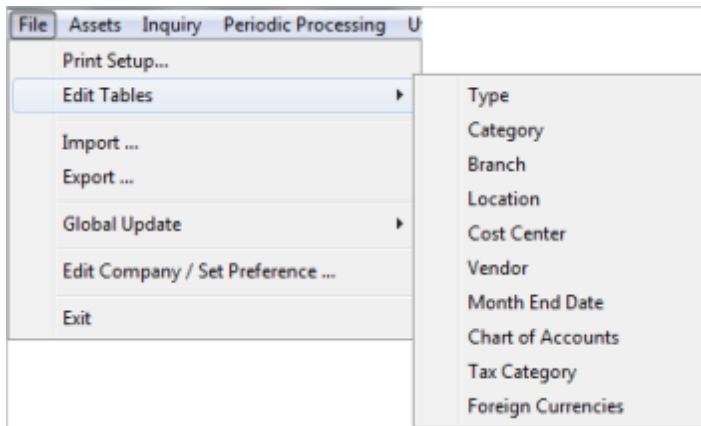
- [Print Setup](#) - Setting up printer
- [Edit Tables](#) - Updating master data files.
- [Import ...](#) - Import data from ASCII format
- [Export ...](#) - Export asset records to ASCII format
- [Global Update](#) - Reset database and global computation of historical depreciation and capital allowance
- [Edit Company / Set Preference ...](#) - Edit company information and set date and telephone format
- [Exit](#) - Exit the program

5.2 Print Setup

Setting up printer as follows:



5.3 Edit Tables

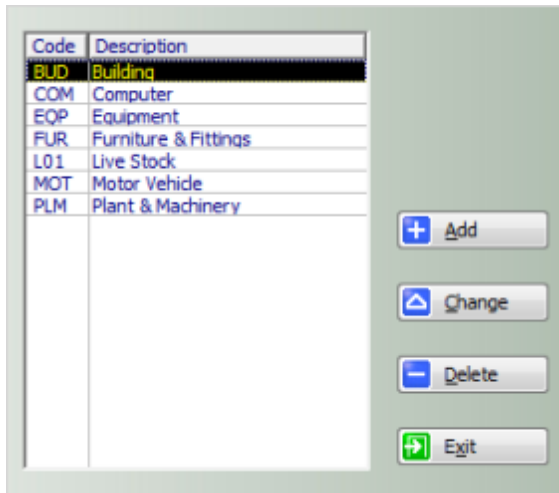


These are master tables to be set up during the initial stage. Tables with * are mandatory and must be completed for the program to function normally.

[Type*](#), [Category*](#), [Branch](#), [Location*](#), [Cost Center](#), [Vendor](#), [Month End Date*](#), [Chart of Accounts*](#), [Tax Category](#) and Foreign Currencies.

5.4 Type

5.4.1 Browse Type



Browse Asset Type window

Fields displayed

Code, Description

Sorted by

Code

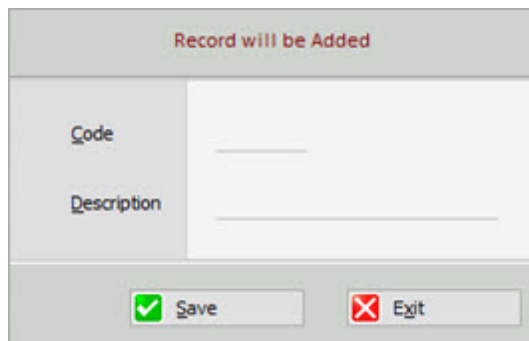
You can add new Type information by clicking the 'Add' button or change an existing asset type information by clicking the 'Change' button. To delete a Type record, click the 'Delete' button and click 'Yes' to confirm deletion. To exit without changes, click the 'Exit' button.

[Adding a new Type record](#)

[Changing the highlighted Type record](#)

[Deleting the highlighted Type record](#)

5.4.2 Add Type



Record will be Added	
Code	<input type="text"/>
Description	<input type="text"/>
<div><input checked="" type="checkbox"/> Save <input type="checkbox"/> Exit</div>	

Entry fields

Code

4 alpha-numeric characters, upper case

Description

20 alpha-numeric characters, capitalized

Fill up the form and click the 'Save' button.

5.4.3 Change Type



Record will be Changed	
Code	<input type="text" value="FUR"/>
Description	<input type="text" value="Furniture & Fittings"/>
<div><input checked="" type="checkbox"/> Save <input type="checkbox"/> Exit</div>	

Edit fields

Code

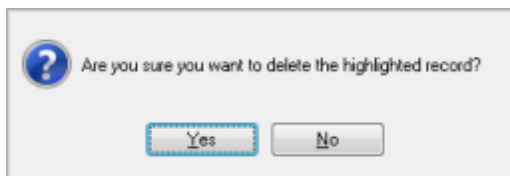
4 alpha-numeric characters, upper case

Description

20 alpha-numeric characters, capitalized

After edit, click 'Save' button to save the record

5.4.4 Delete Type



Select 'Yes' to delete the highlighted record or 'No' to cancel your action.

5.5 Category

5.5.1 Browse Category



Browse Asset Category window

Fields displayed

Code, Description, Type, Depreciation Rate, Method and Accounts Codes (Receipt, Depreciation, Accumulated Depreciation, Cost and Profit/Loss on Disposal)

Sorted by

Code, Description, Type

Click the tab control on top of the list box window to select a sort sequence.

You can add new Category information by clicking the 'Add' button or change an existing asset category information by clicking the 'Change' button. To delete a Category record, click the 'Delete' button and click 'Yes' to confirm deletion. To exit without changes, click the 'Exit' button.

[Adding a new Category record](#)

[Changing the highlighted Category record](#)

[Deleting the highlighted Category record](#)

5.5.2 Add Category

Record will be Added

Code

Description

Type

Depreciation Rate 0.00 %

Depreciation Method

☐ Straight Line ☐ Reducing Balance

Account Code

Receipt/Bank

Asset Cost

Depreciation

Accumulated Depn

P/L On Disposal

Save Exit

Entry fields

Code

4 alpha-numeric characters, upper case

Description

25 alpha-numeric characters, capitalized

Type

4 alpha-numeric characters, upper case. Alternatively click to open a list for selection


Depreciation Rate

Range 0.00 - 99.99

Depreciation Method

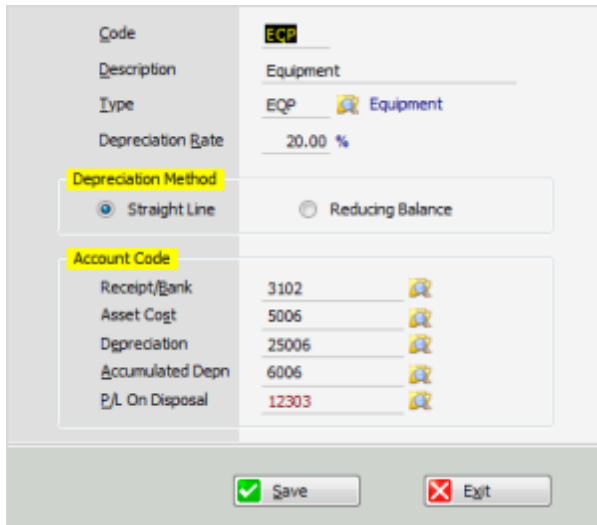
1 alphabet, capitalized







Account Codes

16 alpha-numeric characters. Alternatively click  to open a list for selection

Fill up the form and click the 'Save' button.

5.5.3 Change Category



Code	EQP
Description	Equipment
Type	EQP  Equipment
Depreciation Rate	20.00 %
Depreciation Method	<input checked="" type="radio"/> Straight Line <input type="radio"/> Reducing Balance
Account Code	
Receipt/Bank	3102 
Asset Cost	5006 
Depreciation	25006 
Accumulated Depn	6006 
P/L On Disposal	12303 

Save Exit

Edit fields

Code

4 alpha-numeric characters, upper case

Description

20 alpha-numeric characters, capitalized

Type

4 alpha-numeric characters, upper case. Alternatively click  to open a list for selection

Depreciation Rate

Range 0.00 - 99.99

Depreciation Method

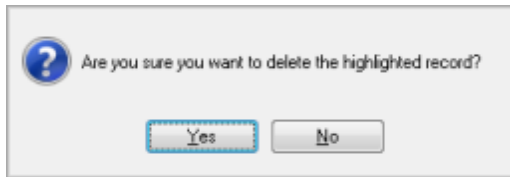
1 alphabet, capitalized

Account Codes

16 alpha-numeric characters. Alternatively click  to open a list for selection

After edit, click 'Save' button to save the record

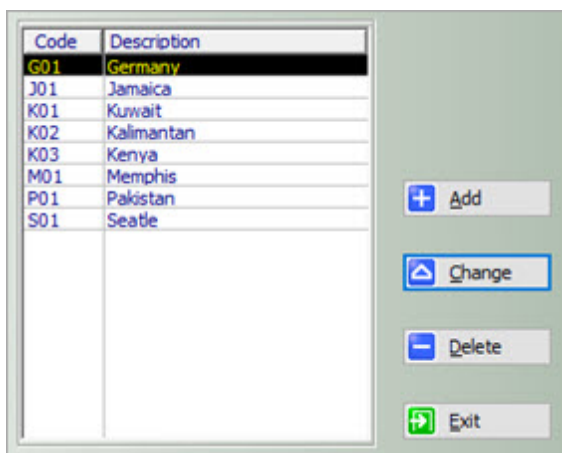
5.5.4 Delete Category



Select 'Yes' to delete the highlighted record or 'No' to cancel your action.

5.6 Branch

5.6.1 Browse Branch



Browse Branch window

Fields displayed

Code, Description

Sorted by

Code

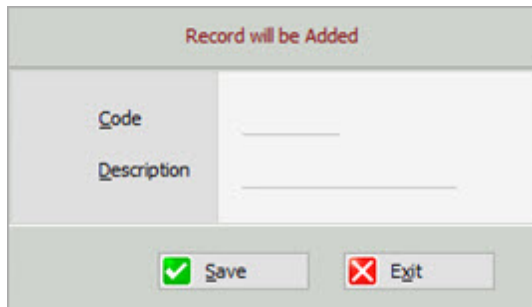
You can add new Branch information by clicking the 'Add' button or change an existing Branch information by clicking the 'Change' button. To delete a Branch record, click the 'Delete' button and click 'Yes' to confirm deletion. To exit without changes, click the 'Exit' button.

[Adding a new Branch record](#)

[Changing the highlighted Branch record](#)

[Deleting the highlighted Branch record](#)

5.6.2 Add Branch



Entry fields

Code

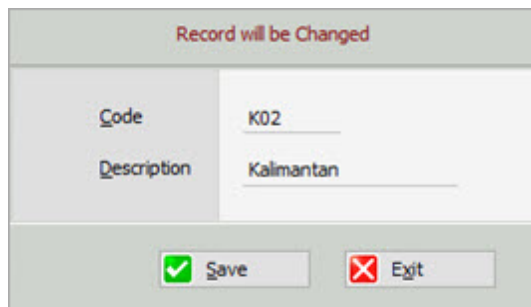
6 alpha-numeric characters, upper case

Description

20 alpha-numeric characters, capitalized

Fill up the form and click the 'Save' button.

5.6.3 Change Branch



Edit fields

Code

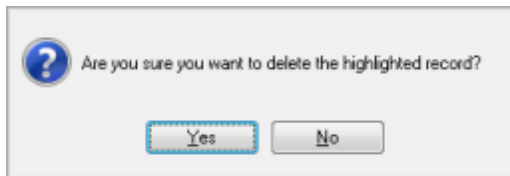
6 alpha-numeric characters, upper case

Description

20 alpha-numeric characters, capitalized

Edit the record and click 'Save' button to save the record

5.6.4 Delete Branch



Select 'Yes' to delete the highlighted record or 'No' to cancel your action.

5.7 Location

5.7.1 Browse Location



Browse Location window

Fields displayed

Code, Description, Barc No

Sorted by

Code

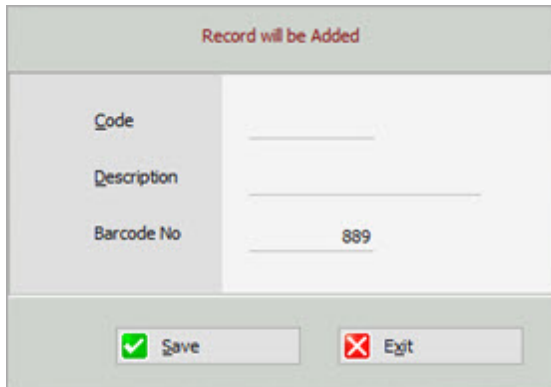
You can add new Location information by clicking the 'Add' button or change an existing Location information by clicking the 'Change' button. To delete a Location record, click the 'Delete' button and click 'Yes' to confirm deletion. To exit without changes, click the 'Exit' button.

[Adding a new Location record](#)

[Changing the highlighted Location record](#)

[Deleting the highlighted Location record](#)

5.7.2 Add Location



Record will be Added

Code

Description

Barcode No 889

Save Exit

Entry fields

Code

6 alpha-numeric characters, upper case

Description

20 alpha-numeric characters, capitalized

Barcode No

Fill up the form and click the 'Save' button.

5.7.3 Change Location



Record will be Changed

Code FAC

Description Factory

Barcode No 29

Save Exit

Edit fields

Code

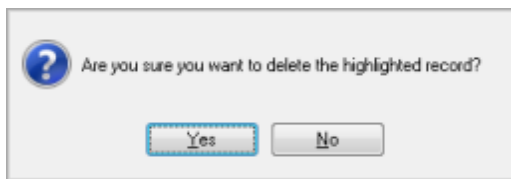
6 alpha-numeric characters, upper case

Description

20 alpha-numeric characters, capitalized

Edit the record and click 'Save' button to save the record

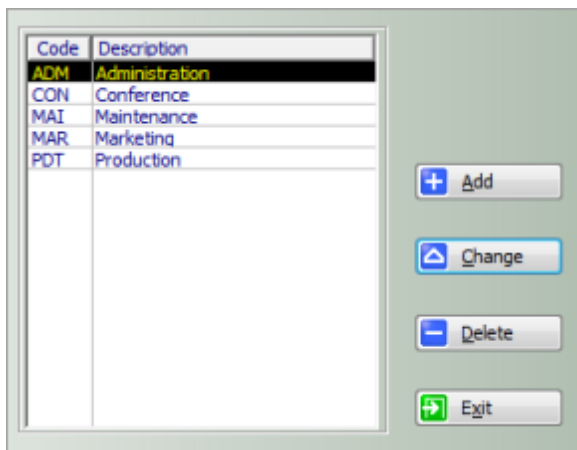
5.7.4 Delete Location



Select 'Yes' to delete the highlighted record or 'No' to cancel your action.

5.8 Cost Center

5.8.1 Browse Cost Center



Browse Cost Center window

Fields displayed

Code, Description

Sorted by

Code

You can add new Cost Center information by clicking the 'Add' button or change an existing asset

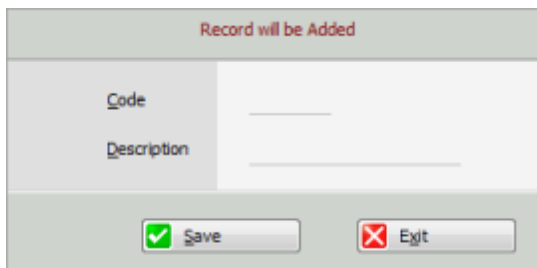
Cost Center information by clicking the 'Change' button. To delete a Cost Center record, click the 'Delete' button and click 'Yes' to confirm deletion. To exit without changes, click the 'Exit' button.

[Adding a new Cost Center record](#)

[Changing the highlighted Cost Center record](#)

[Deleting the highlighted Cost Center record](#)

5.8.2 Add Cost Center



Entry fields

Code

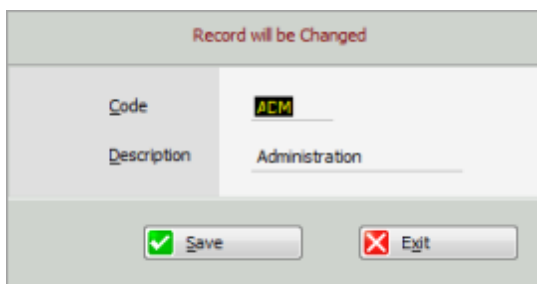
4 alpha-numeric characters, upper case

Description

20 alpha-numeric characters, capitalized

Fill up the form and click the 'Save' button.

5.8.3 Change Cost Center



Edit fields

Code

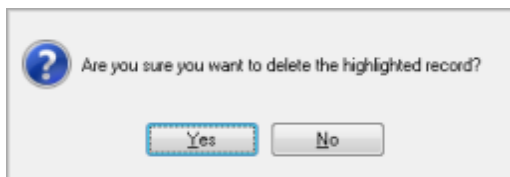
4 alpha-numeric characters, upper case

Description

20 alpha-numeric characters, capitalized

Edit the record and click 'Save' button to save the record

5.8.4 Delete Cost Center








Select 'Yes' to delete the highlighted record or 'No' to cancel your action.

5.9 Vendor

5.9.1 Browse Vendor

Code	Name			
Vendor #	Name	Telephone	Fax	Mob
A001	Alexander Cross Inc	555-115-0121	555-115-0122	555-
C001	Candle Management Ltd	333-111-5555	333-111-5556	333-
C003	Cycle & Carriage Berhad	603-276-5456	603-254-5457	603-
N001	Naza Trading Enterprises	603-212-1221	603-212-1222	012-
T001	Travellers' Lodge	123-456-7890	098-765-4321	012-
U001	United Computer Supplies	111-222-3333	222-333-1111	222-

 _____

Browse Vendor window**Fields displayed**


Vendor #, Name, Telephone, Fax and Mobile Phone

Sorted by

Vendor Code and Name

The sorting of the records is as simple as clicking the tab control on top of the list box window.

You can add new Vendor information by clicking the 'Add' button or change an existing Vendor information by clicking the 'Change' button. To delete a Vendor record, click the 'Delete' button and click 'Yes' to confirm deletion. To exit without changes, click the 'Exit' button.

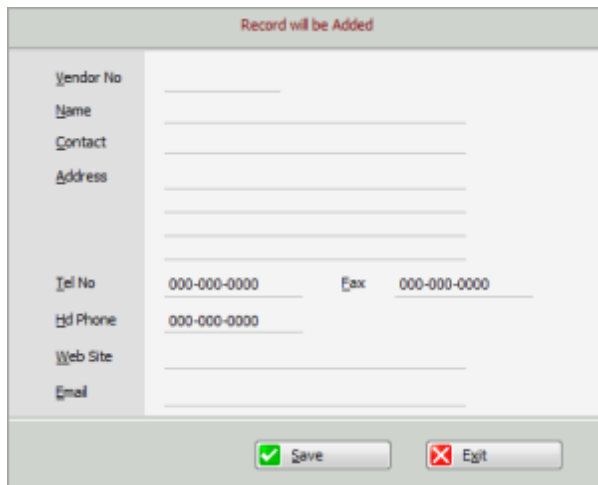
The  entry box at the bottom of the list box window is for quick access to a specific vendor. This is useful when the vendor database has grown to contain thousands of records. Enter the Vendor code and press the tab-key or left click your mouse pointer anywhere in the list box window. The desired record will immediately be highlighted. If no such record found, the nearest record will be highlighted instead. The same applies to records sorted by Vendor name, enter the first five (5) characters of vendor name and press the tab-key or left click your mouse anywhere in the list box window.

[Adding a new Vendor record](#)

[Changing the highlighted Vendor record](#)

[Deleting the highlighted Vendor record](#)

5.9.2 Add Vendor



Record will be Added

Vendor No _____

Name _____

Contact _____

Address _____

Tel No 000-000-0000 Fax 000-000-0000

Hld Phone 000-000-0000

Web Site _____

Email _____

Save Exit

Entry fields

Vendor No

9 alpha-numeric characters, upper case

Name

35 alpha-numeric characters, capitalized

Contact

35 alpha-numeric characters, capitalized

Address

35 alpha-numeric characters, capitalized (4 lines)

Tel No

15 alpha-numeric characters

Fax

15 alpha-numeric characters

Hd Phone

15 alpha-numeric characters

Web Site

40 alpha-numeric characters

Email

40 alpha-numeric characters

Fill up the form and click the 'Save' button.

5.9.3 Change Vendor

The screenshot shows a web form for editing a vendor record. At the top, a red message says "Record will be Changed". The form has a table-like structure with labels on the left and input fields on the right. The fields are: Vendor No (A001), Name (Alexander Cross Inc), Contact (Alexander Cross), Address (a multi-line field with #12, White Street, Central Square, New York, and USA), Tel No (555-115-0121), Fax (555-115-0122), Hd Phone (555-115-0123), Web Site (http://www.alexcross.com), and Email (alex@alexcross.com). At the bottom, there are two buttons: "Save" with a green checkmark icon and "Exit" with a red X icon.

Vendor No	A001	
Name	Alexander Cross Inc	Alexa
Contact	Alexander Cross	
Address	#12, White Street Central Square New York USA	
Tel No	555-115-0121	Fax 555-115-0122
Hd Phone	555-115-0123	
Web Site	http://www.alexcross.com	
Email	alex@alexcross.com	

Edit fields**Vendor No**

9 alpha-numeric characters, upper case

Name

35 alpha-numeric characters, capitalized

Contact

35 alpha-numeric characters, capitalized

Address

35 alpha-numeric characters, capitalized (4 lines)

Tel No

15 alpha-numeric characters

Fax

15 alpha-numeric characters

Hd Phone

15 alpha-numeric characters

Web Site

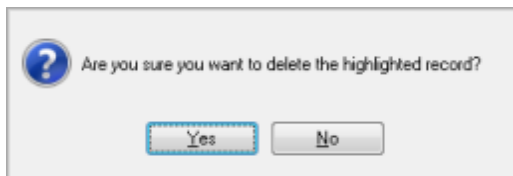
40 alpha-numeric characters

Email

40 alpha-numeric characters

Edit the record and click 'Save' button to save the record

5.9.4 Delete Vendor



Select 'Yes' to delete the highlighted record or 'No' to cancel your action.

5.10 Month End Date

5.10.1 Browse Month End Date

As soon as the user hit Enter key or click at the **Month End Date** sub-menu, a window appear with list of Month End Dates in accordance with the financial year period sorted by date.

Acct Code	Description	Type
12303	P/L On Disposal	P
25002	Depn - Building	P
25004	Depn - Computer	P
25006	Depn - Equipment	P
25008	Depn - F & F	P
25010	Depn - Motor Vehicle	P
25012	Depn - Plant & M	P
3102	Bank No. 1	A
5002	Building	A
5004	Computer	A
5006	Equipment	A
5008	Furniture & Fittings	A
5010	Motor Vehicles	A
5012	Plant & Machinery	A
5014	Land	A
6002	Accum Depn - Bldg	L

+

 Add

↕

 Change

-

 Delete

→

 Exit

Browse Month End Date window

Fields displayed

Month End Date, Period, Status

Sorted by

Month End Date

You can change an existing Month End date by clicking the 'Change' button. 'Add' and 'Delete' buttons are disabled. To exit without changes, click the 'Exit' button

Caution: Only twelve (12) periods are allowed in any given financial year.

[Adding Month End Date](#)

[Changing the highlighted Month End record](#)

[Deleting the highlighted Month End record](#)

5.10.2 Add Month End Date

Add button is disabled.

5.10.3 Change Month End Date

Record will be Changed

Account Code	25006
Description	Depn - Equipment
Type	P

Edit fields

Month End

Date field, alternatively click on the 30 button next to the entry field to open a calendar for selection of date.

Description

2 numeric characters

Edit the record and click 'Save' button to save the record

5.10.4 Delete Month End Date

Delete button is disabled.

5.11 Chart of Accounts

5.11.1 Chart of Accounts

Acct Code	Description	Type
12303	P/L On Disposal	P
25002	Depn - Building	P
25004	Depn - Computer	P
25006	Depn - Equipment	P
25008	Depn - F & F	P
25010	Depn - Motor Vehicle	P
25012	Depn - Plant & M	P
3102	Bank No. 1	A
5002	Building	A
5004	Computer	A
5006	Equipment	A
5008	Furniture & Fittings	A
5010	Motor Vehicles	A
5012	Plant & Machinery	A
5014	Land	A
6002	Accum Depn - Bldg	L

Browse Chart of Accounts window

Fields displayed

Account Code, Description, Type

Sorted by

Account Code

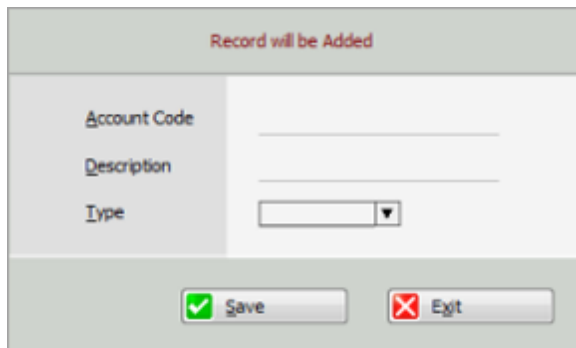
You can add new Account Code by clicking the 'Add' button or change an existing Account Code by clicking the 'Change' button. To delete an Account Code record, click the 'Delete' button and click 'Yes' to confirm deletion. To exit without changes, click the 'Exit' button

[Adding a new Account Code](#)

[Changing the highlighted Account Code](#)

[Deleting the highlighted Account Code](#)

5.11.2 Add Chart of Accounts



Entry fields

Account Code

16 alpha-numeric characters, upper case

Description

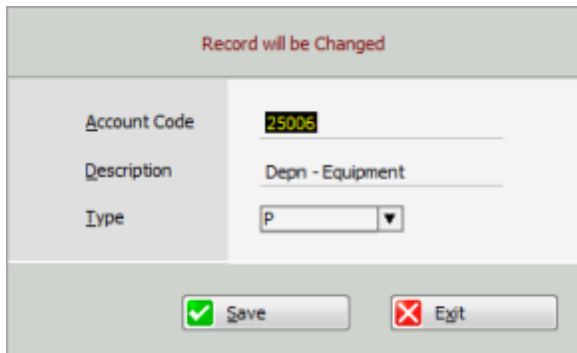
20 alpha-numeric characters, capitalized

Type

1 alpha-numeric characters, upper case. Open the drop down list to select an Account Type

Fill up the form and click the 'Save' button.

5.11.3 Change Chart of Accounts



Record will be Changed

Account Code	25006
Description	Depn - Equipment
Type	P

☒ Save ☒ Exit

Edit fields

Account Code

16 alpha-numeric characters, upper case

Description

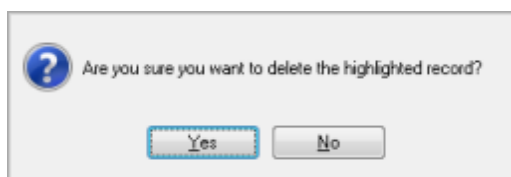
20 alpha-numeric characters, capitalized

Type

1 alpha-numeric characters, upper case. Open the drop down list to select an Account Type

Edit the record and click 'Save' button to save the record

5.11.4 Delete Chart of Accounts



Are you sure you want to delete the highlighted record?

Select 'Yes' to delete the highlighted record or 'No' to cancel your action.

5.12 Tax Category

5.12.1 Browse Tax Category



Code	Description	CA Mtd	IA(%)
H01	HK Pooled Assets	R2	25.00
H02	HK Industrial Bldg	R1	20.00
H03	HK Commercial Bldg	R1	0.00
H04	HK Refurbishment Exp	R1	0.00
M01	M'sia Straight Line	S1	20.00
S01	Spore St.Line Net	S2	20.00
X01	Misc - Equipment	S1	20.00
X02	Misc - Fur. & Fitting	S1	12.00
X03	Misc - Building	S1	0.00
X04	Misc - Motor Vehicle	S1	20.00

Buttons: + Add, Change, - Delete, Exit

Browse Tax Category window

Fields displayed

Code, Description, Capital Allowance Method, Initial Allowance Rate, Annual Allowance Rate

Sorted by

Code

You can add new Tax Category information by clicking the 'Add' button or change an existing Tax Category information by clicking the 'Change' button. To delete a Tax Category record, click the 'Delete' button and click 'Yes' to confirm deletion. To exit without changes, click the 'Exit' button.

[Adding a new Tax Category record](#)

[Changing the highlighted Tax Category record](#)

[Deleting the highlighted Tax Category record](#)

5.12.2 Add Tax Category

Record will be Added

Code

Description

Initial Allowance 0.00 %

Annual Allowance 0.00 %

Capital Allowance Method

☐ Straight Line - Normal
☐ Straight Line - Net of Initial Allowance
☐ Reducing - Normal
☐ Reducing - Net of Initial Allowance

☒ Save
 ☐ Exit

Entry fields

Code

3 alpha-numeric characters, upper case

Description

20 alpha-numeric characters, capitalized

Initial Allowance

Range 0.00 - 100.00

Annual Allowance

Range 0.00 - 100.00

Capital Allowance Method

Straight Line - Normal

Full year allowance in the year of acquisition.

Initial Allowance = Cost x IA Rate

Annual Allowance = Cost x AA Rate

e.g. Cost = \$10,000.00

IA Rate = 20%

AA Rate = 10%

	IA	AA	Cost
Year 1	2,000.00	1,000.00	7,000.00

Year 2	0.00	1,000.00	6,000.00
Year 3	0.00	1,000.00	5,000.00

Straight Line - Net

Full year allowance in the year of acquisition.

Initial Allowance = Cost x IA Rate

Annual Allowance = (Cost - (Cost x IA Rate)) x AA Rate

e.g. Cost = \$10,000.00

IA Rate = 20%

AA Rate = 10%

	IA	AA	Cost
Year 1	2,000.00	800.00	7,200.00
Year 2	0.00	800.00	6,400.00
Year 3	0.00	800.00	5,600.00

Reducing Balance - Normal

Full year allowance in the year of acquisition.

Initial Allowance = Cost x IA Rate

Annual Allowance (1st year) = Cost x AA Rate

Annual Allowance (subsequent years) = Cost b/f x AA Rate

e.g. Cost = \$10,000.00

IA Rate = 20%

AA Rate = 10%

	IA	AA	Cost
Year 1	2,000.00	1,000.00	7,000.00
Year 2	0.00	700.00	6,300.00
Year 3	0.00	630.00	5,670.00

Reducing Balance - Net

Full year allowance in the year of acquisition.

Initial Allowance = Cost x IA Rate

Annual Allowance (1st year) = (Cost - (Cost x IA Rate)) x AA Rate

Annual Allowance (subsequent years) = Cost b/f x AA Rate

e.g. Cost = \$10,000.00

IA Rate = 20%

AA Rate = 10%

	IA	AA	Cost
--	----	----	------

Year 1	2,000.00	800.00	7,200.00
Year 2	0.00	720.00	6,480.00
Year 3	0.00	648.00	5,832.00

Fill up the form and click the 'Save' button.

5.12.3 Change Tax Category

Record will be Changed

Code	H01
Description	HK Pooled Assets
Initial Allowance	25.00 %
Annual Allowance	10.00 %
Capital Allowance Method	<input type="radio"/> Reducing - Normal <input checked="" type="radio"/> Reducing - Net of Initial Allowance

☒ Save
 ☐ Exit

Edit fields

Code

3 alpha-numeric characters, upper case

Description

20 alpha-numeric characters, capitalized

Initial Allowance

Range 0.00 - 100.00

Annual Allowance

Range 0.00 - 100.00

Capital Allowance Method

Straight Line - Normal

Full year allowance in the year of acquisition.

Initial Allowance = Cost x IA Rate

Annual Allowance = Cost x AA Rate

e.g. Cost = \$10,000.00
 IA Rate = 20%
 AA Rate = 10%

	IA	AA	Cost
Year 1	2,000.00	1,000.00	7,000.00
Year 2	0.00	1,000.00	6,000.00
Year 3	0.00	1,000.00	5,000.00

Straight Line - Net

Full year allowance in the year of acquisition.

Initial Allowance = Cost x IA Rate

Annual Allowance = (Cost - (Cost x IA Rate)) x AA Rate

e.g. Cost = \$10,000.00
 IA Rate = 20%
 AA Rate = 10%

	IA	AA	Cost
Year 1	2,000.00	800.00	7,200.00
Year 2	0.00	800.00	6,400.00
Year 3	0.00	800.00	5,600.00

Reducing Balance - Normal

Full year allowance in the year of acquisition.

Initial Allowance = Cost x IA Rate

Annual Allowance (1st year) = Cost x AA Rate

Annual Allowance (subsequent years) = Cost b/f x AA Rate

e.g. Cost = \$10,000.00
 IA Rate = 20%
 AA Rate = 10%

	IA	AA	Cost
Year 1	2,000.00	1,000.00	7,000.00
Year 2	0.00	700.00	6,300.00
Year 3	0.00	630.00	5,670.00

Reducing Balance - Net

Full year allowance in the year of acquisition.

Initial Allowance = Cost x IA Rate

Annual Allowance (1st year) = (Cost - (Cost x IA Rate)) x AA Rate

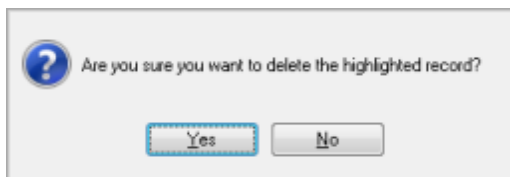
Annual Allowance (subsequent years) = Cost b/f x AA Rate

e.g. Cost = \$10,000.00
 IA Rate = 20%
 AA Rate = 10%

	IA	AA	Cost
Year 1	2,000.00	800.00	7,200.00
Year 2	0.00	720.00	6,480.00
Year 3	0.00	648.00	5,832.00

Edit the record and click 'Save' button to save the record

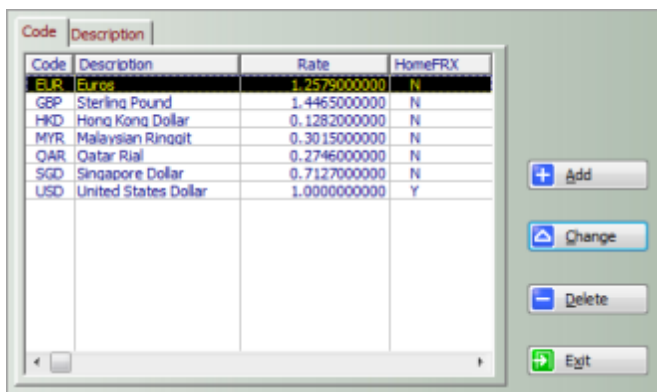
5.12.4 Delete Tax Category



Select 'Yes' to delete the highlighted record or 'No' to cancel your action.

5.13 Foreign Currencies

5.13.1 Browse Foreign Currencies



Browse Foreign Currencies window

Fields displayed

Code, Description, Rate, HomeFRX

Sorted by

Code

You can add new Tax Category information by clicking the 'Add' button or change an existing Tax Category information by clicking the 'Change' button. To delete a Tax Category record, click the 'Delete' button and click 'Yes' to confirm deletion. To exit without changes, click the 'Exit' button.

[Adding a new Foreign Currency record](#)

[Changing the highlighted Foreign Currency record](#)

[Deleting the highlighted Foreign Currency record](#)

5.13.2 Add Foreign Currencies

Record will be Added

Code

Description

Rate USD 1.00 = 0.0000000000

Home currency

Home Currency ☐

Only 1 currency can be designated as home currency

Save Exit

Entry fields**Code**

3 alpha-numeric characters, upper case

Description

20 alpha-numeric characters, capitalized

Rate

1 unit of home currency to the foreign currency

Home Currency

Check this box if this currency is to be designated as home currency. Please note that one 1 currency can be chosen as home currency

Fill up the form and click the 'Save' button.

5.13.3 Change Foreign Currencies

The screenshot shows a dialog box titled "Record will be Changed" in red text. It contains the following fields and controls:

- Code:** A text field containing "ELR".
- Description:** A text field containing "Euros".
- Rate:** A text field showing the calculation "USD 1.00 = 1.2579000000".
- Home currency:** A text field containing "USD".
- Home Currency:** A checkbox that is currently unchecked.
- Footer:** A red note stating "Only 1 currency can be designated as home currency".
- Buttons:** A "Save" button with a green checkmark icon and an "Exit" button with a red X icon.

Entry fields

Code

3 alpha-numeric characters, upper case

Description

20 alpha-numeric characters, capitalized

Rate

1 unit of home currency to the foreign currency

Home Currency

Check this box if this currency is to be designated as home currency. Please note that one 1 currency can be chosen as home currency

Edit the record and click 'Save' button to save the record

5.13.4 Delete Foreign Currencies

The screenshot shows a confirmation dialog box with a question mark icon and the text "Are you sure you want to delete the highlighted record?". It has two buttons: "Yes" and "No".

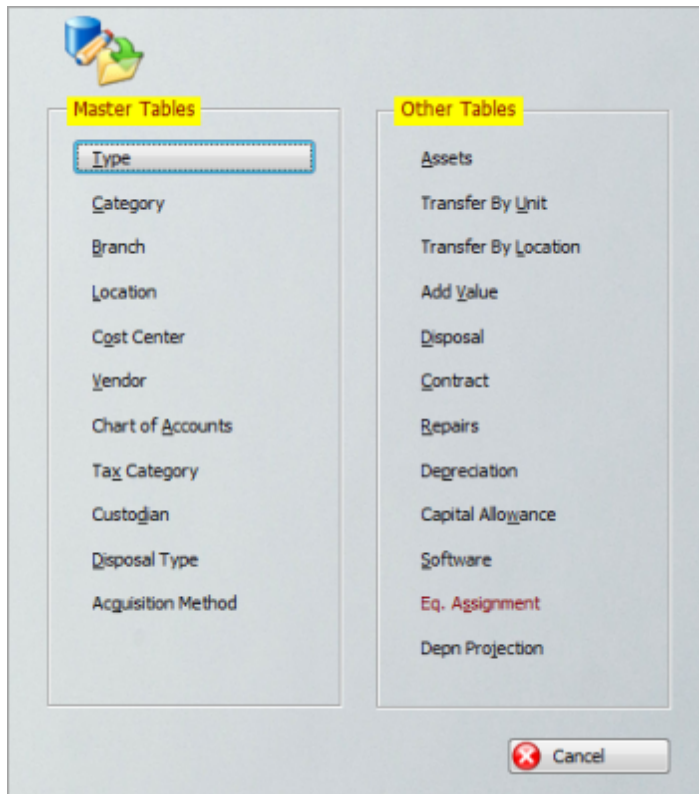
Select 'Yes' to delete the highlighted record or 'No' to cancel your action.

5.14 Import ...

5.14.1 Import Data

(Professional & Enterprise Edition)

You can import data from a comma-delimited ASCII file or text file with 'csv' (comma separated value) into Fixed Asset Pro.

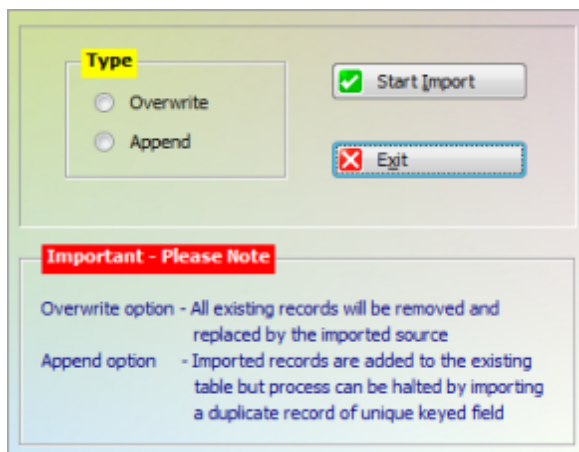


The above window displays all tables or data files that could be imported.

See [Select Import Type](#)

5.14.2 Select Import Type

(Professional & Enterprise Edition)



Overwrite Option

All existing records will be removed and replaced by the source data

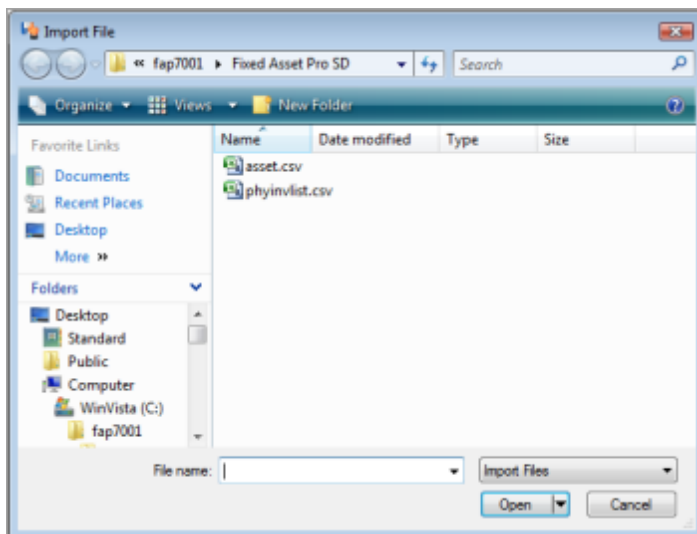
Append Option

Imported records are added to the existing table but process can be interrupted when a duplicate record of a unique keyed field is encountered in the process.

See [Select Import File](#)

5.14.3 Select Import File

(Professional & Enterprise Edition)



The above window displays files that could be imported.

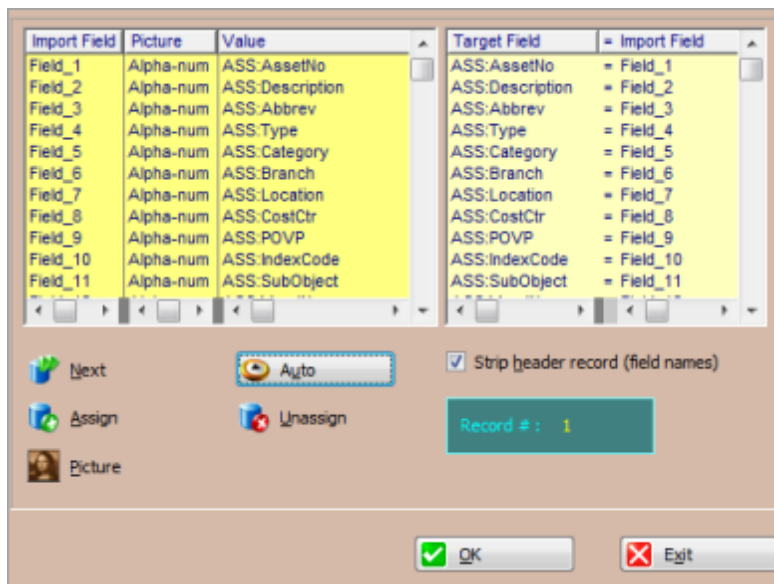
The source file must be in a comma-separated value (csv) format.

Double click on the file or click the Open button while the selected file is highlighted opens the [Fields Assignment](#) window

See [Fields Assignment](#)

5.14.4 Fields Assignment

(Professional & Enterprise Edition)



The field assignments are decided by user at run-time. User can also specify or reformat the picture token attribute of a field. Preview import records to determine which import fields are to be matched to the target fields. User can also strip the first record, in case it contains field names. If field names from the source file are similar to the target fields, then user can also "auto assign" the import fields to the target fields using the values from the first import record.

The default window contains the following controls:

Import Field List Box

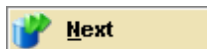
This list box contains a separate entry for each field found in the import file. Beside import field is the picture attribute column. "Alpha-num" denotes sting field and "Numeric" denotes numbers and decimals.

The Value column displays the first record. The first record (first row) of the source file normally displays field names or headers, this comes in handy for assigning the import fields to the target fields.

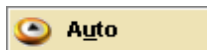
Click the **Next** button to view other records of the source file. As you move the highlighter bar over Import Fields that have been assigned to Target Fields, the Target Field list box will move its highlighter bar to the corresponding entry.

Target Field List Box

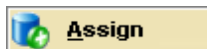
This list box shows the selected target fields and their corresponding fields from the source file. As user moves the highlighter bar over Target Fields with assigned Import Fields, the Import Field list box will move its highlighter bar to the corresponding entry.



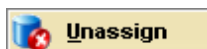
This button causes the next record to be read from the import file and displayed in the "Import Fields" list box. If you reach the end of the file, then the **Next** button is disabled.



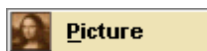
The full name for this button is "Auto Assign". It is only available when the first import record is displayed. If the field names from the import header record match the target fields, Clicking this button would automatically assign fields with matching header..



This assigns the currently highlighted Import Field to the currently highlighted Target Field.



This button clears the assignment for the currently highlighted Target Field.



This button calls the picture entry window for the currently highlighted Import Field. The purpose of function is to allow user to reformat the import fields. Do pay special attention to the date fields. Use must specify the date format of the import date fields. Some of the most commonly used date formats are listed below:

@D1 mm/dd/yy
@D2 mm/dd/yyyy
@D5 dd/mm/yy

@D6 dd/mm/yyyy

"Strip header record (field names)" Check Box

This controls whether the first record of the import file is ignored. If the you click the **Auto** button, then this defaults to true.

"Rec #" and "RecordNumber" Strings -

These display the current import record number. This is for information purposes only, and it has no effect on the import process.

Notes on importing data

1. Records with duplicate unique keyed field are not permitted
2. Date format of the source csv file must be consistent.
3. Pay particular attention to date fields. User must enter the picture token that matches the date format of the source file. Reformat the date fields by clicking the 'Picture' button. Some of the most commonly used date formats are listed below:

@D1 mm/dd/yy
@D2 mm/dd/yyyy
@D5 dd/mm/yy
@D6 dd/mm/yyyy

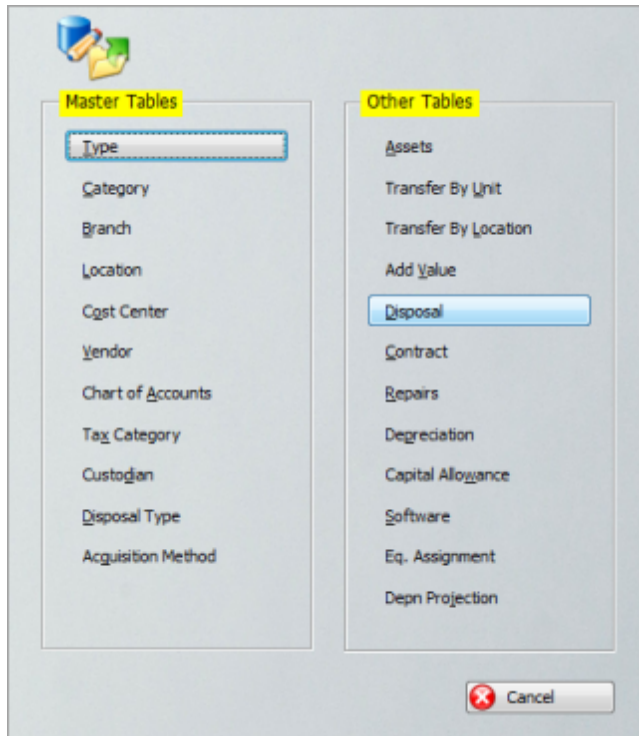
4. Maximum records that could be imported at one go is 50,000.
5. Before saving source worksheet as csv file, Always left align all fields. Assign "General" category/attribute to all numeric fields.
5. After a successful import session, you must exit the program and restart Fixed Asset Pro. The databases are re-indexed each time you enter into the program.

5.15 Export ...

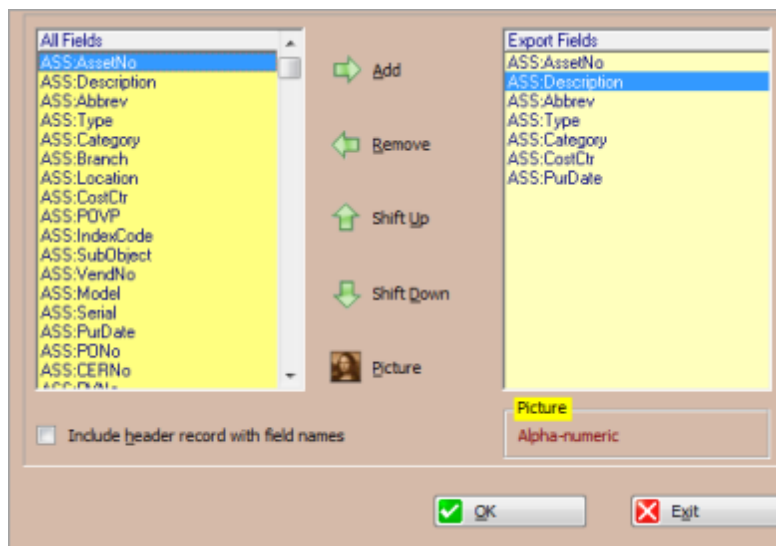
5.15.1 Export Data

(Professional & Enterprise Edition)

Usr can export data from Fixed Asset Pro to comma separated value text file with .csv extension. The exported file can be readily opened by spreadsheet application like Microsoft Excel.



This procedure allows user to export data from the system to a comma-separated (csv) file. User can specify the fields to be exported, the field order within the record, and the format of the exported fields. User can also specify whether to include a header record with the field names.



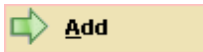
The default window contains the following controls:

All Fields List Box

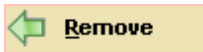
This is a list of all fields available for export. This list box supports the complete windows style marking for highlighting fields.

Export Fields List Box

This is a list of the fields that will be exported, in order of placement within the export record. As you move from entry to entry, the **Picture** box displays the output format. This list box supports the complete windows style marking for highlighting fields.



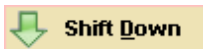
This button copies the currently highlighted fields from the "All" list box to the "Export" list box. If some of the fields are already in the Export list box, then they will be left in their pre-existing positions, although they will be highlighted after the operation.



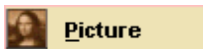
This button removes the currently highlighted fields from the "Export" list box.



This button shifts the currently selected Export field up one position.



This button shifts the currently selected Export field down one position.



This button calls the picture entry window for the currently highlighted Export field. This picture will be used to format the fields of the export file.

Some of the most commonly used date formats are listed below:

@D1	mm/dd/yy
@D2	mm/dd/yyyy
@D5	dd/mm/yy
@D6	dd/mm/yyyy

"Include header record with field names" Check Box

This controls whether the first record of the export file will be populated with the field names.

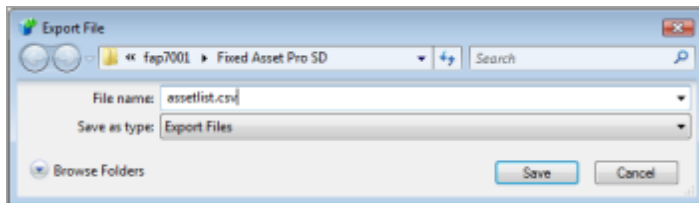
Picture Box and String

This displays the format picture for the currently highlighted Export field.

See [Export File Name](#)

5.15.2 Export File Name

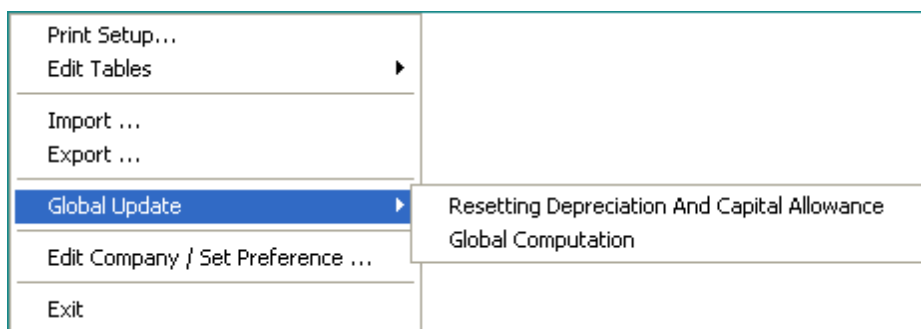
(Professional & Enterprise Edition)



Always assign an extension csv (comma separated value) to the export file. The exported file can be readily opened by spreadsheet application like Microsoft Excel.

5.16 Global Update

(Enterprise & Corporate Edition)

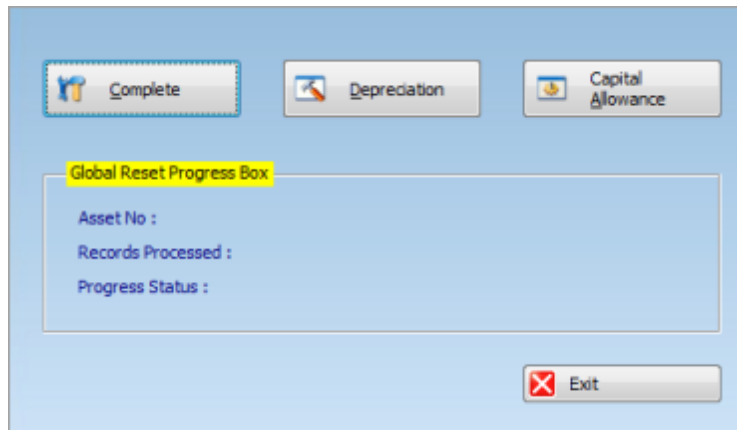


Global Update function allows you to reset the depreciation and capital allowance of your asset to zero and perform global computation of historical depreciation and capital allowance with just one click of the button.

[Resetting Depreciation And Capital Allowance](#)
[Global Compute](#)

5.16.1 Resetting Depreciation And Capital Allowance

(Professional & Enterprise Edition)



Caution! This function must be performed with extreme care. All depreciation and capital allowance records will be completely wiped out.

Complete

If for some reasons, the database has lost its integrity and you want the system to re-compute the depreciation and capital allowance, you should select this option. After a successful completion of this process, proceed to Global Compute to re-construct the depreciation and capital allowance records.

Depreciation

Select this option if you want to reset the depreciation records only. All depreciation records will be erased. After this process, proceed to Global Compute to re-construct the depreciation records.

Capital Allowance

Select this option if you want to reset the capital allowance records only. All capital allowance records will be erased. After this process, proceed to Global Compute to re-construct the capital allowance records.

[Global Compute](#)

5.16.2 Global Compute

(Professional & Enterprise Edition)


Global Compute calculates historical depreciation and capital allowance with just one click. This system performs global update to those assets where the **ASS:Compute** field is set to '1' and **ASS:Update** field is set to '0'. Normally, this function could be performed in the following situations:

1. This function is especially useful in the initial setup stage after user has imported the asset details from spreadsheets or other applications.
2. User can also perform Global Compute after resetting depreciation and/or capital allowance. Please see [Resetting Depreciation And capital Allowance](#)
3. After entering or importing a new batch of asset records.

Compute Up To

Click the  button next to the entry field to open a calendar for selection of date

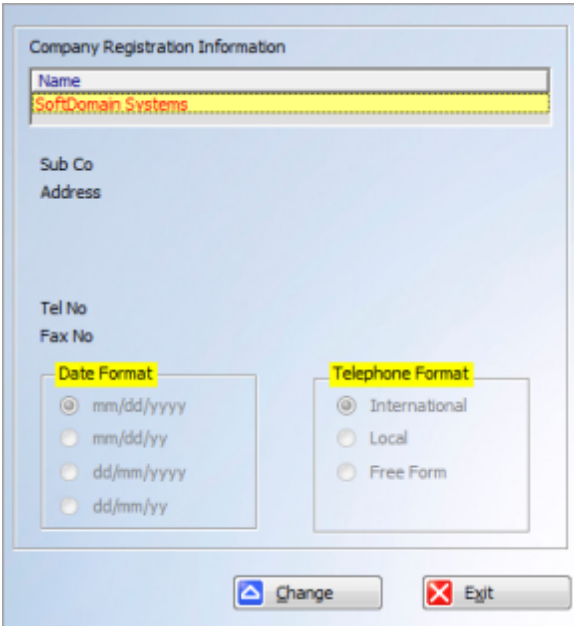
Last Year End

When selected, the date of last year end appears. Or just click the  button next to the entry field to open a calendar for selection of date.

5.17 Edit Company / Set Preference

5.17.1 Browse Company

Detailed information of the company is displayed in the window below:



Company Registration Information

Name
SoftDomain Systems

Sub Co
Address



Tel No
Fax No

Date Format

- ☒ mm/dd/yyyy
- ☐ mm/dd/yy
- ☐ dd/mm/yyyy
- ☐ dd/mm/yy

Telephone Format

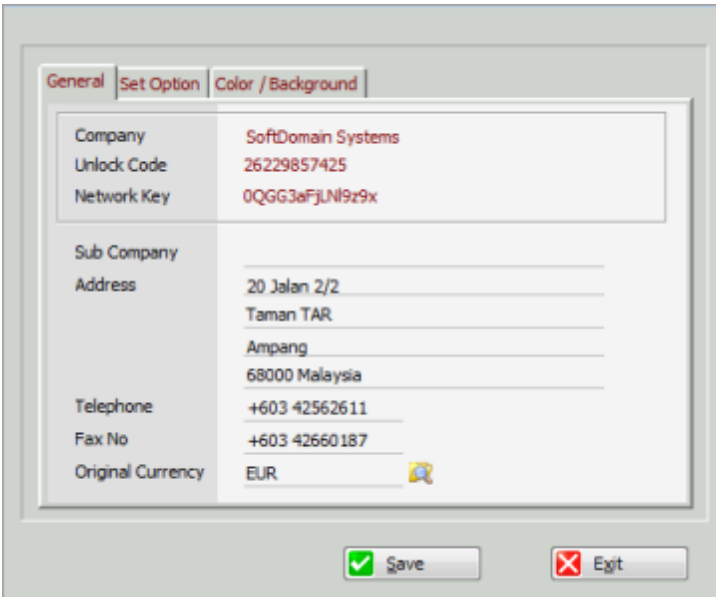
- ☒ International
- ☐ Local
- ☐ Free Form

 Change  Exit


To change the company details and set date and telephone format, click on the 'Change' button.



Go to [Edit Company](#)
[Set Option](#)
[Color Setting](#)

5.17.2 Edit Company / Set Preference



General Set Option Color / Background

Company	SoftDomain Systems
Unlock Code	26229857425
Network Key	0QGG3aFjJNl9z9x
Sub Company	
Address	20 Jalan 2/2 Taman TAR Ampang 68000 Malaysia
Telephone	+603 42562611
Fax No	+603 42660187
Original Currency	EUR 

 Save  Exit

The **General** page allows user to edit the company information. However, users are not allowed to change fields that are dimmed such as Company Name, User Name and Serial No. These fields

are set up during the initial registration stage.

Sub Company:

This is only applicable to Enterprise Edition. Each time when a new company is set up, user is required to enter/edit the sub-company name as they access the new company database for the first time. Fields that are not dimmed are editable. When complete, click 'Save' button to save the changes.

Go to

[Set Option page](#)

[Color Setting page](#)

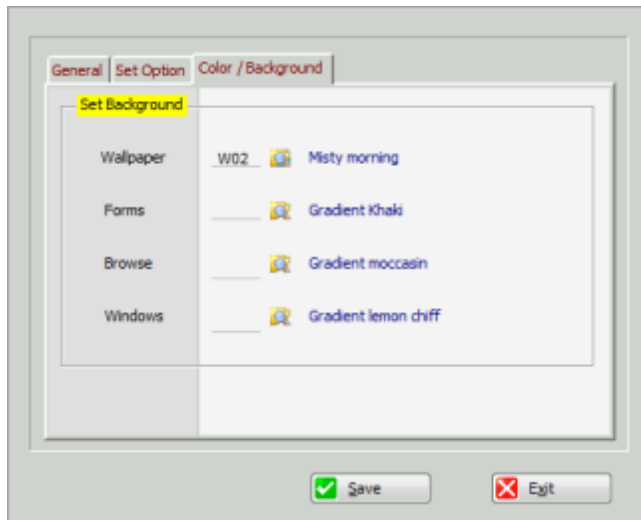
5.17.3 Set Option


Set Option page allows user to select the desired date and telephone formats. Once selected, all windows, reports, forms and etc display the selected date and telephone formats. Click 'Save' button to save your changes.

Go to [General Page](#)


[Color Setting Page](#)

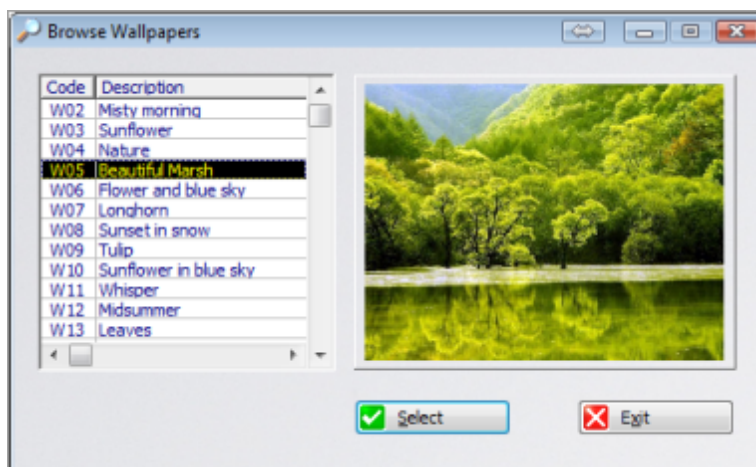
5.17.4 Color Setting



Color/Background Setting page allows user to customize the various types of screens from a set of pre-defined color schemes. User can now do away with the 'gray standard' of window programs and select your favorite color preference for each screen type. There are different screen types used by the program. Just click  to select your favorite color/background.

Wallpaper

This is the background of the program. User can change the wallpaper by clicking  list to display a list of available wallpapers for selection. There are 12 carefully selected wallpapers for you to choose from.

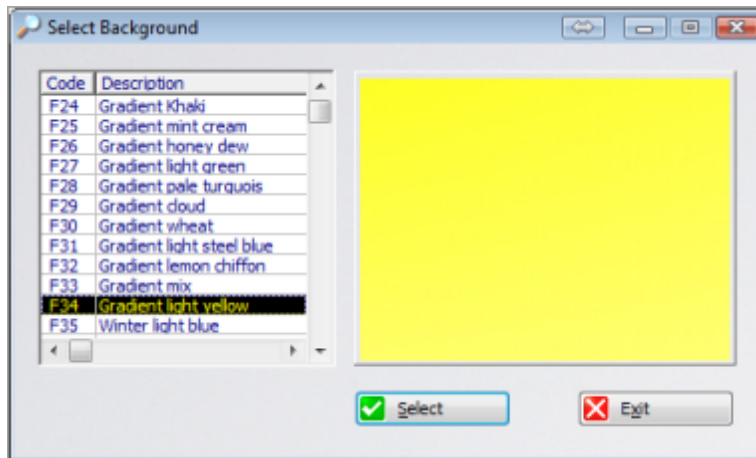


Click the 'Select' button to make your choice and followed by 'Save' button to effect the change.

The new selection will take effect as soon as you exit the 'Edit Company/Set Preference' window.

Screen Types

There are three different screen types; Forms screen, Browse screen and Windows screen. User has an option to select from a pre-defined 35 colors and textures scheme.



Make selection on each of the above screen types and click the 'Save' button to save the changes. Changes will take effect when user next opens the screen.

[General page](#)

[Set Option page](#)

Part

VI

6 Assets

6.1 Assets Menu

Assets Menu represents the single most important section where tables are updated regularly. It is advisable that due care be exercised when entering information as erroneous data gives rise to inaccurate report and management information.

Update Asset
Transfer ▶
Add Value
Disposal
Equipment Assignment
Maintenance Contract
Repairs And Maintenance
Edit Depreciation
Edit Capital Allowance
Software Organizer
Capital Expenditures Budget
Depreciation Projection
Physical Inventory ▶

The pull down menus under this section are summarized as below:

- [Update Asset](#) - Adding & updating detailed information of each asset
- [Transfer](#) - Transferring partial or all units of an asset record to another or from one location to another
- [Add Value](#) - Adding value to an asset record
- [Disposal](#) - Disposing or scrapping an asset record
- [Equipment Assignment](#) - Tracking equipment assignment to employees or other persons
- [Maintenance Contract](#) - Updating maintenance contract record for serviceable assets
- [Repairs And Maintenance](#) - Updating maintenance & repairs records for each asset
- [Edit Depreciation](#) - Allows user to edit depreciation records manually
- [Edit Capital Allowance](#) - Allows user to edit capital allowance records manually
- [Software Organizer](#) - Keeping track of software licenses and registration
- [Capital Expenditures Budget](#) - Monitoring capital expenditures against the annual budget
- [Depreciation Projection](#) - Depreciation projection for the next financial year
- [Physical Inventory](#) - Imports file from barcode scanner and prints discrepancy reports

6.2 Update Asset

6.2.1 Browse Assets

Asset#	Description	Type	Category	Branch	Location	Cost Center	Vendor	Purchase Date		
Asset No	Description	Type	Cat	Branch	Loc	Cost	Vendor #	PurDate	Qty	PurPrice
A004	Air Conditioner No 3	EOP	A02	K03	BAN123	MAR	T001	08/01/2006	1	100,00
A005	Air Cond No 6	EOP	A02	K02	FAC	PDT	U001	08/01/2007	1	100,00
A007	Air Conditioner	EOP	A02	K02	KIT	PDT	U001	08/01/2007	1	100,00
B0002	Baef Executive Chair	FUR	C01	K01	OFF	CON	T001	11/08/2004	15	5,25
B0011	Baef Executive Chair	FUR	C01	K01	OFF	CON	T001	11/08/2006	5	1,75
C002	Personal Computer -	COM	C04	J01	OFF	MAR	C001	09/09/2006	1	15,50
C005	Compaq Personal Con	COM	C04	K02	KIT	MAR	U001	02/10/2001	1	5,56
C006	Personal Computer -	COM	C04	J01	OFF	MAI	U001	01/09/2004	1	5,00
D0001	Dell Dimension 4300	COM	C04	K03	KIT	MAR	N001	01/03/2005	1	3,99
F0001	Falcon Walkie Talkie	EOP	T03	K03	FAC	PDT	T001	10/08/2002	1	35
F0002	Executive Table	FUR	T01	K03	TEM	ADM	T001	06/18/2001	1	2,65
F0004	Factory - Midland	BUD	F01	K03	FAC	PDT	T001	11/08/1992	1	25,000,00
F009	Filing Cabinet	FUR	C02	K02	OFF	PDT	A001	02/03/2004	10	2,50
M0002	Toyota Truck	MOT	V01	K01	FAC	MAR	U001	04/04/2004	1	89,50
M0003	Kawasaki Motorcycle	MOT	M03	M01	OFF	PDT	U001	04/09/2003	1	87,50
M0004	Le Run Mountain Bike	MOT	M04	S01	FAC	PDT	N001	06/21/2005	1	35,00
N003	Notebook - Panasonic	COM	C04	J01	OFF	MAR	N001	01/28/2004	1	8,00
P0002	Philp Mobile Phone	EOP	M05	K03	OFF	ADM	A001	11/09/1997	1	8,50
P0003	Philp Cordless Phone	EOP	T03	K02	FAC	PDT	C001	12/10/2000	1	75,00
P0004	Philps Keyphone	EOP	T03	K03	OFF	CON	N001	09/08/1999	1	1,85

Browse The Asset File window

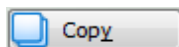
Fields displayed

Asset#, Description, Type, Category, Branch, Location, Cost Center, Vendor#, Purchase Date, Quantity, Price, Index Code, Sub-Object, Sale Date, Sale Amount

Sorted by


Asset No., Name, Type, Category, Branch, Location, Cost Center, Vendor and Purchase Date


To view the records in a different sort sequence, just click the tab control on top of the list box window.



Click "Copy" button to copy the details of highlighted record to a new asset. The new asset must have a unique asset number.

You can add new asset record by clicking the 'Add' button or change an existing asset record by clicking the 'Change' button. To delete an asset record, click the 'Delete' button and click 'Yes' to confirm deletion. To exit without changes, click the 'Exit' button.

The  entry box at the bottom of the list box window is for quick access to a specific record. This is useful when you are dealing with thousands of records. Enter the asset code and press the tab-key or left click your mouse pointer anywhere in the list box window, the desired record will

immediately be highlighted. If no such record found, the nearest matching record will be highlighted instead. The same applies to records in different sort sequence, just enter the required information in the  entry field and press the tab-key or left click your mouse anywhere in the list box window.


[Adding a new Asset record](#)

[Changing the highlighted Asset record](#)

[Deleting the highlighted Asset record](#)

6.2.2 Add An Asset Record (Asset Details)

Update asset record form comes in 4 pages. The **Asset Details** page is displayed as below:



Entry fields

Asset No

16 alpha-numeric characters, upper case. Asset No must be unique.

Description

100 alpha-numeric characters, capitalized

Type

4 alpha-numeric characters, upper case. Alternatively click  to open a list for selection


Location

6 alpha-numeric characters, upper case. Alternatively click  to open a list for selection

Category

4 alpha-numeric characters, upper case. Alternatively click  to open a list for selection


Branch

6 alpha-numeric characters, upper case. Alternatively click  to open a list for selection

Cost Center

4 alpha-numeric characters, upper case. Alternatively click  to open a list for selection

Vendor #

9 alpha-numeric characters, upper case. Alternatively click  to open a list for selection

PO/VP

Purchase Order or Voucher Purchase

9 alpha-numeric characters, normal.

Index Code

9 alpha-numeric characters, normal.

Sub Object

9 alpha-numeric characters, normal.

Model

20 alpha-numeric characters, normal.

Serial No

20 alpha-numeric characters, normal.

Acquisition Method

2 alpha-numeric characters, uppercase.

Click the combo drop down button on the right to select acquisition method.

Budget (Check Box)

Check this box if this asset is purchased under the capital expenditures budget

Asset Group (Drop List)

1 alpha-numeric character, uppercase

N = Normal - normal assets

P = Prepayments - prepayments made on assets like Leasehold land

I = Investment Properties - assets for investment purposes like buildings for rental

M = Minor Assets - zero cost assets

Purchase Date

Click on the  button next to the entry field to open a calendar for selection of date

Quantity

Range 0 - 9,999

Purchase Price

Range 0.00 - 999,999,999,999.99

Tax Value

Range 0.00 - 999,999,999,999.99

Insured Value

Range 0.00 - 999,999,999,999.99

Scrapped Value

Range 0.00 - 999,999,999,999.99

Proceed to [Depreciation / Allowance page](#).**6.2.3 Add An Asset Record (Depreciation / Allowance)**

Depreciation / Allowance page for the update of depreciation and capital allowance details of the asset.

Entry fields**Depreciation Rate**

Range 0.00% - 100.00%

Commencement Date (Depreciation)

When selected, the date of purchase appears as default date.

To enter a new date, just click the button next to the entry field to open a calendar for


selection of date.

Method (Depreciation)

Check either [Straight Line](#) or [Reducing](#)

Be very careful when selecting the **depreciation method**. Once selected, you will not be able to change to a different method.

Tax Category

3 alpha-numeric characters, upper case. Alternatively click  to open a list for selection
Once selected, initial, annual allowance and capital allowance method fields are filled up automatically.

Initial Allowance (Capital Allowance)

Range 0.00% - 100.00%

Note: Assigned value from Tax Category field can be over-written by manual entry.

Annual Allowance (Capital Allowance)

Range 0.00% - 100.00%

Note: Assigned value from Tax Category field can be over-written by manual entry.

Cap. Allowance Method

2 alpha-numeric characters, upper case.

S1 = Straight Line Normal

S2 = Straight Line Net


R1 = Reducing Balance Normal

R2 = Reducing Balance Net

Please refer to [Tax Category](#) for detailed formulas.


Commencement Date (Capital Allowance)

When selected, date of purchase appears as default date

To enter a new date, just click the  button next to the entry field to open a calendar for selection of date.

Expiry Date (Depreciation)

When selected, the expiry date is automatically computed based on the depreciation rate.

To enter a new date, just click the  button next to the entry field to open a calendar for selection of date.


Compute Historical Depreciation?

Check the **Compute Historical Depreciation** box to instruct the system to compute the historical depreciation and capital allowance from the commencement dates to the date specified by the you in **Compute Up To** field. You must enter the **Last Year End** field.

Compute Up To

Click the  button next to the entry field to open a calendar for selection of date

Last Year End

When selected, the date of last year end appears. Or you may click the  button next to the entry field to open a calendar for selection of date



Click this button to begin computation. **PERFORM THIS FUNCTION LAST**, that is after completion of data entries in all pages!


After completion, proceed to [Miscellaneous page](#).

6.2.4 Add An Asset Record (Miscellaneous)


Miscellaneous page for the update of Account Codes, asset Status and other remarks.

Entry fields

Receipt/Bank

16 alpha-numeric characters, upper case. Alternatively click  to open a list for selection Bank account code to be debited in the event of sale of asset

Asset Cost


16 alpha-numeric characters, upper case. Alternatively click  to open a list for selection Asset account code to be credited in the event of disposal of asset

Depreciation P/L


16 alpha-numeric characters, upper case. Alternatively click  to open a list for selection

Depreciation (P/L) account code to be debited in the event of disposal of asset

Accum. Depn

16 alpha-numeric characters, upper case. Alternatively click  to open a list for selection
Accumulated Depreciation account code to be debited in the event of disposal of asset

P/L On Disposal

16 alpha-numeric characters, upper case. Alternatively click  to open a list for selection
Gain or Loss On Disposal account code to be debited or credited in the event of disposal of asset

Status

Check either **Open** or **Closed**

When the status of an asset is set to "Closed", it will not appear in report listing. Unless it is absolutely necessary, you are advised not to set the status manually. When an asset is scrapped or disposed, performing the Year End function will close the asset status.

PO No (Purchase Order No)

8 alpha-numeric characters, upper case

CER No (Capital Equipment Requisition No)

15 alpha-numeric characters, upper case.

PV No

15 alpha-numeric characters, upper case

Remarks

2000 alpha-numeric characters, normal


Proceed to [Photo Image page](#)


6.2.5 Add An Asset Record (Photo Image)

Photo Image page enables user to store digital image of the asset.

Entry fields

Photo Image File

64 alpha-numeric characters, normal. Alternatively click  to select the image file
Full path of the image file must be entered. For example, "c:\program files\fixed asset pro 2006\images\asset23.jpg"

To store an image, click  to look for the digital image file. The image files may be stored in any location of the hard disk or server. It may be a bitmap (.bmp), PaintBrush (.pcx), Graphic Interchange Format (.gif), JPEG (.jpg), or Windows metafile (.wmf).

For optimum display, it is recommended that the image file should have at least 256 colors with dimension: Width - 288 pixels and Height - 216 pixels. Of course, the system would accept image file of any size but make sure the aspect ratio of 1.33 : 1 is maintained.

6.2.6 Add An Asset Record (Add Value History)


Add Value History page displays the details of each add value record to the asset.

Asset Details | Depn / Cap Allowance | Miscellaneous | Photo Image | Add Value History | Attachments

Date	Book Value	Tax Value	Reference	Remarks	Asset No



Total Book Value 0.00 Total Tax Value 0.00

Asset Register

 Edit

Add Book Value (YTD)

Add Tax Value (YTD)

 Save  Exit

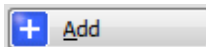
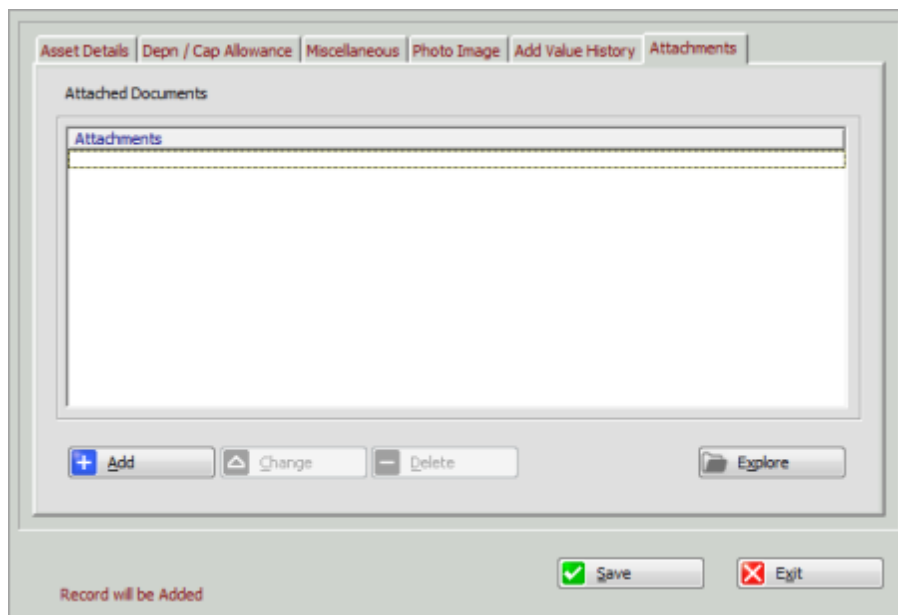
Record will be Added


The Asset Register section displays the year-to-date add book value and add tax value. These values are needed for the computation of Fixed Asset Depreciation and Capital Allowance Schedules.

Click the 'Edit' button to edit the Add Book Value (YTD) and Add Tax Value (YTD) fields if they differ from the list box above.

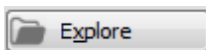
Note: This is only for existing users who are upgrading from version prior to version 2.1 build 2103 and have Add Value transactions in current financial year. This adjustment ensures the YTD add values are correctly accounted for in the reports. **Do not use this for asset add value.**

6.2.7 Add An Asset Record (Attachments)



To attach a document to an asset, click the "Add" button. Update Attachment window appears. At Location field, click the  to select the file.

It is a good practice to store all documents in one designated location.



This function allows user to access the attached documents with standard window file explore process.

6.2.8 Change An Asset Record

Asset Details		Depn / Cap Allowance	Miscellaneous	Photo Image	Add Value History	Attachments
Asset No	C006					
Description	Personal Computer - Compaq					
Type	COM	Computer	Location	OFF	Office	
Category	C04	Computer Hardware	Branch	J01	Jamaica	
Cost Center	MAI	Maintenance	Vendor #	U001	United Computer Supplies	
PO/AP No						
Index Code						
Model						
Acquisition	P	Purchase	Sub Object			
			Serial No			
			Budget	<input checked="" type="checkbox"/> Asset Group	Normal	
Purchase Date	01/09/2004	Purchase Price	5,000.00			
Quantity	1	Tax Value	5,000.00			
PurPrice In QC	3,974.90 EUR	Insured Value	5,000.00			
Exchange Rate	1.2579000000 USD	Scrap Value	0.00			

Record will be Changed

Save Exit

Edit fields

Asset Details Page

Asset No

16 alpha-numeric characters, upper case. Asset No must be unique.

Description

100 alpha-numeric characters, capitalized

Type

4 alpha-numeric characters, upper case. Alternatively click to open a list for selection

Location

6 alpha-numeric characters, upper case. Alternatively click to open a list for selection

Category

4 alpha-numeric characters, upper case. Alternatively click to open a list for selection

Branch

6 alpha-numeric characters, upper case. Alternatively click to open a list for selection

Cost Center

4 alpha-numeric characters, upper case. Alternatively click to open a list for selection

Vendor #

9 alpha-numeric characters, upper case. Alternatively click  to open a list for selection

PO/VP

Purchase Order or Voucher Purchase

9 alpha-numeric characters, normal.

Index Code

9 alpha-numeric characters, normal.

Sub Object

9 alpha-numeric characters, normal.

Model

20 alpha-numeric characters, normal.

Serial No

20 alpha-numeric characters, normal.

Acquisition Method

2 alpha-numeric characters, uppercase.

Click the combo drop down button on the right to select acquisition method.

Budget (Check Box)

Check this box if this asset is purchased under the capital expenditures budget

Asset Group (Drop List)

1 alpha-numeric character, uppercase

N = Normal

P = Prepayments

I = Investment Properties

M = Minor Assets

Purchase Date

Click on the  button next to the entry field to open a calendar for selection of date

Quantity

Range 0 - 9,999

Purchase Price

Range 0.00 - 999,999,999,999.99

Tax Value

Range 0.00 - 999,999,999,999.99

Insured Value

Range 0.00 - 999,999,999,999.99


Scrapped Value

Range 0.00 - 999,999,999,999.99

Depreciation / Allowance Page**Depreciation Rate**

Range 0.00% - 100.00%

Commencement Date (Depreciation)

Click on the  button next to the entry field to open a calendar for selection of date
When selected, date of purchase appears as default date

Method (Depreciation)

Check either **Straight Line** or **Reducing**

Be very careful when selecting the **depreciation method**. Once selected, user will not be able to change to a different method.


Initial Allowance (Capital Allowance)

Range 0.00% - 100.00%


Annual Allowance (Capital Allowance)

Range 0.00% - 100.00%

Commencement Date (Capital Allowance)

Click on the  button next to the entry field to open a calendar for selection of date
When selected, date of purchase appears as default date

Expiry Date (Depreciation)

When selected, the expiry date is automatically computed based on the depreciation rate.
To enter a new date, just click the  button next to the entry field to open a calendar for selection of date.

Compute Historical Depreciation?

Check the **Compute Historical Depreciation** box to instruct the system to compute the historical depreciation and capital allowance from the commencement dates to the date specified by the user in **Compute Up To** field. User must enter the **Last Year End** field.

Compute Up To

Click on the  button next to the entry field to open a calendar for selection of date

Last Year End


Click on the  button next to the entry field to open a calendar for selection of date




Click this button to begin computation. **PERFORM THIS FUNCTION LAST** that is after completion of data entries in all pages!

Miscellaneous Page


Receipt/Bank

16 alpha-numeric characters, upper case. Alternatively click  to open a list for selection
Bank account code to be debited in the event of sale of asset


Asset Cost

16 alpha-numeric characters, upper case. Alternatively click  to open a list for selection
Asset account code to be credited in the event of disposal of asset


Depreciation P/L

16 alpha-numeric characters, upper case. Alternatively click  to open a list for selection
Depreciation (P/L) account code to be debited in the event of disposal of asset

Accum. Depn

16 alpha-numeric characters, upper case. Alternatively click  to open a list for selection
Accumulated Depreciation account code to be debited in the event of disposal of asset

P/L On Disposal

16 alpha-numeric characters, upper case. Alternatively click  to open a list for selection
Gain or Loss On Disposal account code to be debited or credited in the event of disposal of asset

Status

Check either **Open** or **Closed**

When the status of an asset is set to "Closed", it will not appear in report listing. Unless it is absolutely necessary, users are advised not to set the status manually. When an asset is scrapped or disposed, performing the Year End function will close the asset status.

PO No (Purchase Order No)

8 alpha-numeric characters, upper case

CER No (Capital Equipment Requisition No)

15 alpha-numeric characters, upper case.

PV No (Payment Voucher No)

15 alpha-numeric characters, upper case

Remarks

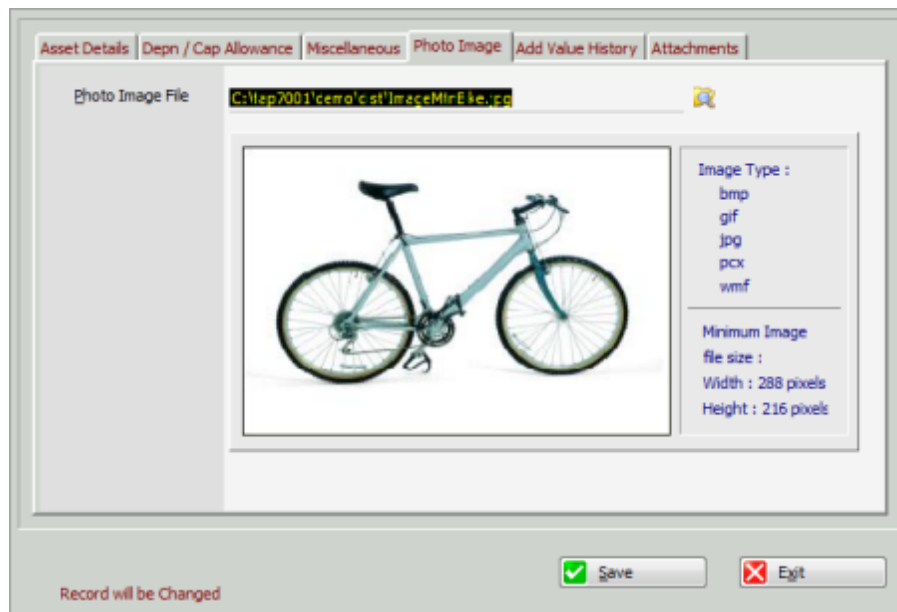
2000 alpha-numeric characters, normal

All four pages are available for edit. User is now allowed to edit fields that are dimmed. The

computation of depreciation and capital allowance can only be carried out once. Click 'Save' button to save the record

Change [Photo Image page](#)


6.2.9 Change An Asset Record (Photo Image)




Edit fields

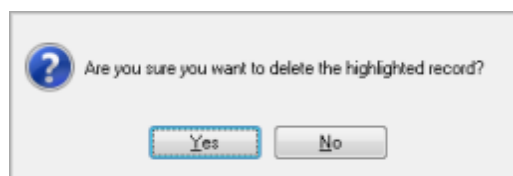
Photo Image Page

Photo Image File

64 alpha-numeric characters, normal. Alternatively click  to select the image file
Full path of the image file must be entered. For example, "c:\program files\fixed asset pro 2006\images\asset23.jpg"

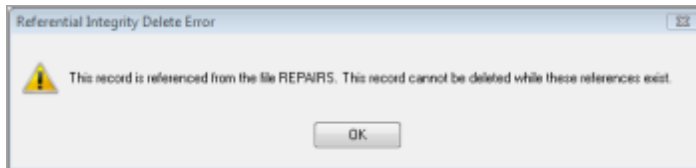
To change the displayed image, just click  and look for the new image file. Click "Save" button to save the change.

6.2.10 Delete An Asset Record



Select 'Yes' to delete the highlighted record or 'No' to cancel your action.

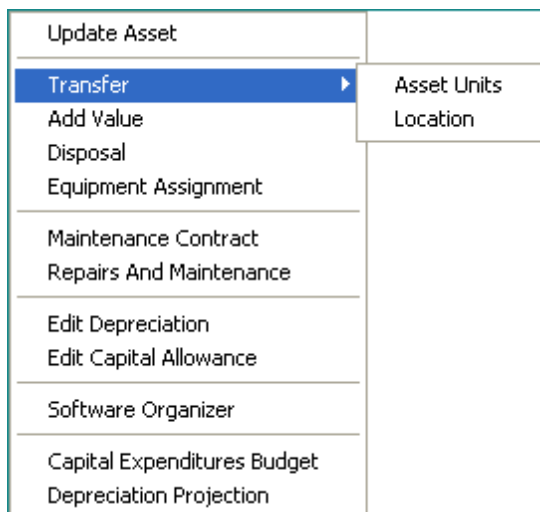
However, you may not be able to delete an existing asset record if there are depreciation and capital allowance details or other files relating to this record.



The only way to delete the asset record under this circumstance is to delete it via the [Purge Scrapped / Disposed Asset](#) function under the [Year End Processing](#). By doing so, the asset record together with all other referential entries in depreciation, capital allowance, transfer tables and etc will be removed from the system.

6.3 Transfer

6.3.1 Transfer Menu



Transfer Sub-Menu enables you to transfer part or whole of the asset units to a new asset code or transfer to a new location:

[Asset Units](#) - Transfer part or all of the asset units to a new asset code

[Location](#) - Transfer asset from one location to another

6.3.2 Browse Transfer

From Asset#	Description	To Asset#	Units	Date	Posted	Reference
80002	Bad Executive Chair	80011	5	08/11/2001	1	Ad12343

80002

+ Add Change - Delete Exit

Browse The Transfer File window

Fields displayed



From Asset#, Description, To Asset#, Units, Date, Posted, Reference

Sorted by

Original Asset #, New Asset #, Date

To view the records in a different sort sequence, just click the tab control on top of the list box window.

You can add new asset record by clicking the 'Add' button or change an existing asset record by clicking the 'Change' button. To delete an asset record, click the 'Delete' button and click 'Yes' to confirm deletion. To exit without changes, click the 'Exit' button.

The  entry box at the bottom of the list box window is for quick access to a specific record. This is useful when you are dealing with thousands of records. Enter the asset code and press the tab-key or left click your mouse pointer anywhere in the list box window, the desired record will immediately be highlighted. If no such record found, the nearest matching record will be highlighted instead. The same applies to records in different sort sequence, just enter the required information in the  entry field and press the tab-key or left click your mouse anywhere in the list box window.

[Adding a new Asset Transfer record](#)

[Changing the highlighted Asset Transfer record](#)

[Deleting the highlighted Asset Transfer record](#)

6.3.3 Add Transfer

Entry fields

From Asset No

16 alpha-numeric characters, upper case. Alternatively click  to open a list for selection

To Asset No

16 alpha-numeric characters, upper case

Date

Click on the  button next to the entry field to open a calendar for selection of date

Units Transferred

Range 0 - 9,999

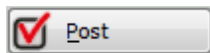
Under the **Units Transferred** field, you may do a partial or total transfer but it must be an integer number. The number of units transferred cannot be zero or greater than the existing quantity.

Reference

20 alpha-numeric characters, normal

Remarks

35 alpha-numeric characters, normal



Post the transaction by clicking the Post button. New asset record will be created together with all other related files. In the case of partial transfer, the asset cost, the accumulated depreciation and capital allowances will be apportioned proportionately. After posting, be sure to save the record.

It is important to note that there will be a slight difference (normally in cents) between the accumulated depreciation or capital allowances of the asset register file and the total of detailed depreciation and capital allowances files. The differences are due to the rounding up of decimal

points. The accumulated balances in the asset register should be treated as correct. Under this circumstance, perform the Data Integrity Check function under the Utilities menu. Print out the discrepancy report. Go to [Edit Depreciation](#) or [Edit Capital Allowances](#) under the Assets menu and edit the detailed depreciation and capital allowances files.

6.3.4 Change Transfer

Before posting, you are allowed to access or edit all fields in the record. Once the posting has been performed, you are restricted to edit certain fields in order to protect the data integrity. These restricted fields are normally dimmed.

Edit fields

From Asset No

16 alpha-numeric characters, upper case. Alternatively click  to open a list for selection

To Asset No

16 alpha-numeric characters, upper case

Date

Click on the  button next to the entry field to open a calendar for selection of date

Units Transferred

Range 0 - 9,999

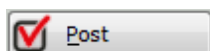
Under the **Units Transferred** field, user may do a partial or total transfer but it must be an integer number. The number of units transferred cannot be zero or greater than the existing quantity.

Reference

20 alpha-numeric characters, normal

Remarks

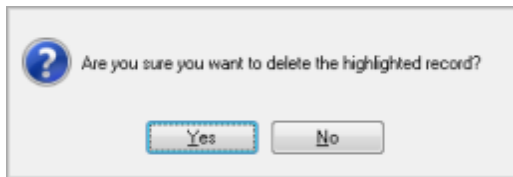
35 alpha-numeric characters, normal



Post the transaction by clicking the Post button. New asset record will be created together with all other related files. In the case of partial transfer, the asset cost, the accumulated depreciation and capital allowances will be apportioned proportionately. After posting, be sure to save the record.

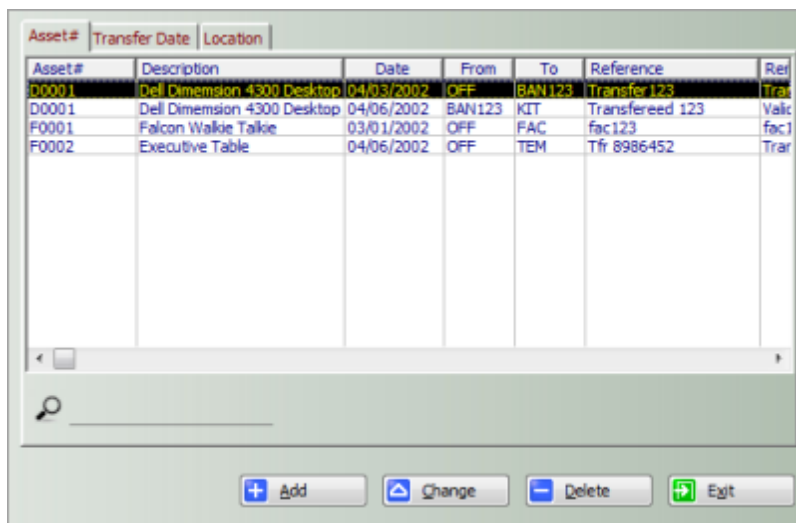
Click 'Save' button to save the record

6.3.5 Delete Transfer



Select 'Yes' to delete the highlighted record or 'No' to cancel your action.

6.3.6 Browse Asset Location Transfer



Browse Asset Location Transfer window

Fields displayed



Asset#, Description, Date, From, To, Reference

Sorted by

Asset #, Transfer Date, Location

To view the records in a different sort sequence, just click the tab control on top of the list box window.

You can add new asset record by clicking the 'Add' button or change an existing asset record by clicking the 'Change' button. To delete an asset record, click the 'Delete' button and click 'Yes' to confirm deletion. To exit without changes, click the 'Exit' button.

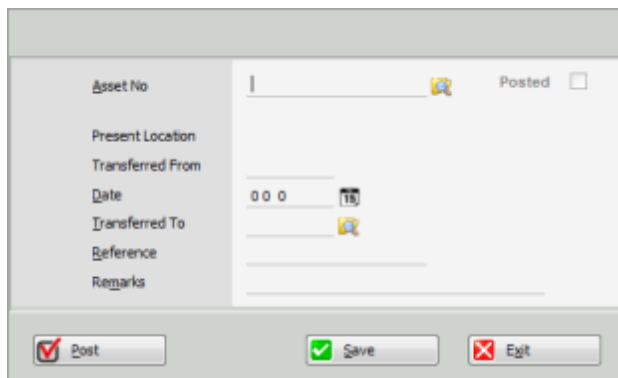
The  entry box at the bottom of the list box window is for quick access to a specific record. This is useful when you are dealing with thousands of records. Enter the asset code and press the tab-key or left click your mouse pointer anywhere in the list box window, the desired record will immediately be highlighted. If no such record found, the nearest matching record will be highlighted instead. The same applies to records in different sort sequence, just enter the required information in the  entry field and press the tab-key or left click your mouse anywhere in the list box window.

[Adding a new Asset Location Transfer record](#)

[Changing the highlighted Asset Location Transfer record](#)

[Deleting the highlighted Asset Location Transfer record](#)

6.3.7 Add Asset Location Transfer



Entry fields

Asset No

16 alpha-numeric characters, upper case. Alternatively click  to open a list for selection

Present Location

Displays present location of the selected asset


Transferred From

Skipped field. Entry set to present location

Date

Click on the  button next to the entry field to open a calendar for selection of date

Transferred To

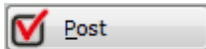
6 alpha-numeric characters, normal. Alternatively click  to open a list for selection

Reference

20 alpha-numeric characters, normal

Remarks

40 alpha-numeric characters, normal



Post the transaction by clicking the Post button. The asset record will be updated with the new location. After posting, be sure to save the record.

6.3.8 Change Asset Location Transfer

Asset No	F0001	Posted	<input checked="" type="checkbox"/>
Present Location	Falcon Walkie Talkie		
Transferred From	FAC Factory		
Date	03/01/2002		
Transferred To	FAC		
Reference	fac123		
Remarks	fac1234561		

☒ Post
 ☒ Save

Before posting, you are allowed to access or edit all fields in the record. Once the posting has been performed, you are restricted from editing in order to protect the data integrity.

Edit fields

Asset No

16 alpha-numeric characters, upper case. Alternatively click  to open a list for selection

Present Location

Displays present location of the selected asset


Transferred From

Skipped field. Entry set to present location

Date

Click on the  button next to the entry field to open a calendar for selection of date

Transferred To

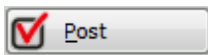
6 alpha-numeric characters, normal. Alternatively click  to open a list for selection

Reference

20 alpha-numeric characters, normal

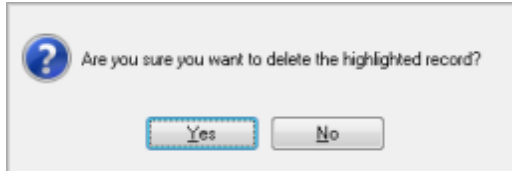
Remarks

40 alpha-numeric characters, normal



Post the transaction by clicking the Post button. The asset record will be updated with the new location. After posting, be sure to save the record.

6.3.9 Delete Asset Location Transfer



Select 'Yes' to delete the highlighted record or 'No' to cancel your action.

6.4 Add Value

6.4.1 Browse Add Value

Under **Add Value** menu, the first to open is the browse add value window. A listing of records is displayed which could be sorted by Asset No. and Date.

The sorting of the records is as simple as clicking the tab control on top of the list box window.

<u>Asset No</u>	<u>Description</u>	<u>Date</u>	<u>Book Value</u>	<u>Tax Value</u>	<u>Posted</u>	<u>Ru</u>
S0001	Shop Lot 1315, Downtown	/ /	\$0,000.00	\$0,000.00	1	Pt

Browse Add Value File window

Fields displayed

Asset No, Description, Date, Book Value, Tax Value, Posted, Reference



Sorted by

Asset #, Date

To view the records in a different sort sequence, just click the tab control on top of the list box window.

Add Value allows you to add value to an asset, usually when a capital improvement is made to an asset. Bear in mind that it is the additional value of the asset (normal or tax value) that is required and not the new value of the asset. The additional value of the asset will then update the purchase price or tax value of the asset respectively. Depreciation and capital allowance calculations will then be performed on the new value of the asset. Previous computations are not affected.

You can add record by clicking the 'Add' button or change an existing record by clicking the 'Change' button. To delete a record, click the 'Delete' button and click 'Yes' to confirm deletion. To exit without changes, click the 'Exit' button.

The  entry box at the bottom of the list box window is for quick access to a specific record. This is useful when you are dealing with thousands of records. Enter the asset code and press the tab-key or left click your mouse pointer anywhere in the list box window, the desired record will immediately be highlighted. If no such record found, the nearest matching record will be highlighted instead. The same applies to records in different sort sequence, just enter the required information in the  entry field and press the tab-key or left click your mouse anywhere in the list box window.

Adding a new Add Value record

Changing the highlighted Add Value record

[Deleting the highlighted Add Value record](#)

6.4.2 Add an Add Value record

Asset No			<input type="checkbox"/> Posted
Date	000		
Book Value	0.00		0.00
Tax Value	0.00		0.00
Reference			
Remarks			

Entry fields

Asset No

16 alpha-numeric characters, upper case. Alternatively click to open a list for selection

Date

Click on the button next to the entry field to open a calendar for selection of date

Book Value

Range 0.00 - 99,999,999.99

Enter the net amount to be added to the existing value

Tax Value

Range 0.00 - 99,999,999.99

Enter the net amount to be added to the existing value

Reference

20 alpha-numeric characters, normal



Remarks

40 alpha-numeric characters, normal



Post the transaction by clicking the Post button. The next computation of depreciation and capital allowances will be based on the new value of the asset. After posting, be sure to save the record.

6.4.3 Change an Add Value record

Asset No	S0001		<input checked="" type="checkbox"/> Posted
	Shop Lot 1313, Downtown		
Date	00 0		15,
Book Value	50,000.00		750,000.00
Tax Value	50,000.00		750,000.00
Reference	Professional fees		
Remarks	Jones Lang		
<input checked="" type="checkbox"/> Post <input checked="" type="checkbox"/> Save <input checked="" type="checkbox"/> Exit			

Before posting, you are allowed to access or edit all fields in the record. Once the posting has been performed, you are restricted to edit certain fields in order to protect the data integrity. These restricted fields are normally dimmed.

Edit fields

Asset No

16 alpha-numeric characters, upper case. Alternatively click  to open a list for selection

Date

Click on the  button next to the entry field to open a calendar for selection of date

Book Value

Range 0.00 - 99,999,999.99

Enter the net amount to be added to the existing value

Tax Value

Range 0.00 - 99,999,999.99

Enter the net amount to be added to the existing value

Reference

20 alpha-numeric characters, normal

Remarks

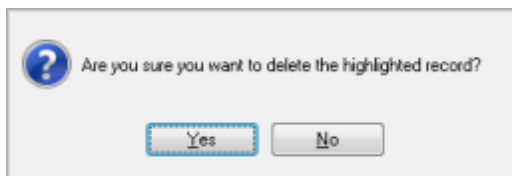
40 alpha-numeric characters, normal



Post the transaction by clicking the Post button. The next computation of depreciation and capital allowances will be based on the new value of the asset. After posting, be sure to save the record.

After edit, click 'Save' button to save the record

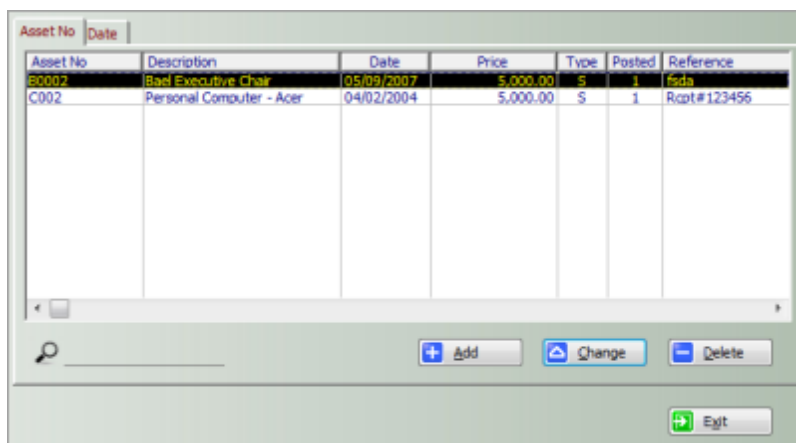
6.4.4 Delete an Add Value record



Select 'Yes' to delete the highlighted record or 'No' to cancel your action.

6.5 Disposal

6.5.1 Browse Disposal



Browse The Disposal File window

Fields displayed



Asset No, Description, Date, Price, Type, Posted, Reference

Sorted by

Asset #, Date

There are basically two events that lead to disposal of an asset; when an asset is sold or when it reaches the end of its useful life and is scrapped.

You can add record by clicking the 'Add' button or change an existing record by clicking the 'Change' button. To delete a record, click the 'Delete' button and click 'Yes' to confirm deletion. To exit without changes, click the 'Exit' button.

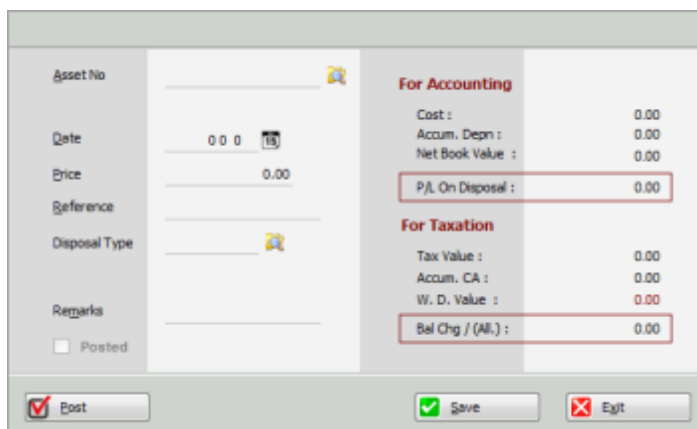
The  entry box at the bottom of the list box window is for quick access to a specific record. This is useful when you are dealing with thousands of records. Enter the asset code and press the tab-key or left click your mouse pointer anywhere in the list box window, the desired record will immediately be highlighted. If no such record found, the nearest matching record will be highlighted instead. The same applies to records in different sort sequence, just enter the required information in the  entry field and press the tab-key or left click your mouse anywhere in the list box window.

[Adding an Asset Disposal record](#)

[Changing the highlighted Asset Disposal record](#)

[Deleting the highlighted Asset Disposal record](#)

6.5.2 Add an Asset Disposal record


Entry fields**Asset No**

16 alpha-numeric characters, upper case. Alternatively click  to open a list for selection

Date

Click on the  button next to the entry field to open a calendar for selection of date

Price

Range 0.00 - 999,999,999.99

As soon as the **Price** field is entered, the boxes on the right will be updated with the Profit / Loss on Disposal for Accounting Purpose and Balancing Charge / Allowance for Taxation Purpose. You will be able to know immediately how much profit or loss is incurred through the disposal of this asset.

Reference

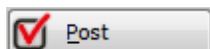
20 alpha-numeric characters, normal

Disposal

Click the drop down list to select **Disposal Type**




Remarks

35 alpha-numeric characters, normal



Post the transaction by clicking the Post button. After posting, be sure to save the record

6.5.3 Change an Asset Disposal record

Asset No	B0002		For Accounting	
	Bael Executive Chair			
Date	05/09/2007		Cost :	5,250.00
Price	5,000.00		Accum. Depn :	1,312.50
Reference	fsda		Net Book Value :	3,937.50
Disposal Type	S		P/L On Disposal :	1,062.50
	Sale		For Taxation	
Remarks	gfsd		Tax Value :	5,250.00
<input checked="" type="checkbox"/> Posted			Accum. CA :	2,205.00
			W. D. Value :	3,045.00
			Bal Chg / (All.) :	1,955.00
<input checked="" type="checkbox"/> Post			<input checked="" type="checkbox"/> Save	<input checked="" type="checkbox"/> Exit

Before posting, you are allowed to access or edit all fields in the record. Once the posting has been performed, you are restricted to edit certain fields in order to protect the data integrity.

These restricted fields are normally dimmed.

Edit fields

Asset No

16 alpha-numeric characters, upper case. Alternatively click  to open a list for selection

Date

Click on the  button next to the entry field to open a calendar for selection of date

Price

Range 0.00 - 999,999,999.99

As soon as the **Price** field is entered, the boxes on the right will be updated with the Profit / Loss on Disposal for Accounting Purpose and Balancing Charge / Allowance for Taxation Purpose. You will be able to know immediately how much profit or loss through the disposal of this asset.

Reference

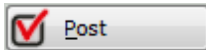
20 alpha-numeric characters, normal

Disposal

Click the drop down list to select **Disposal Type**

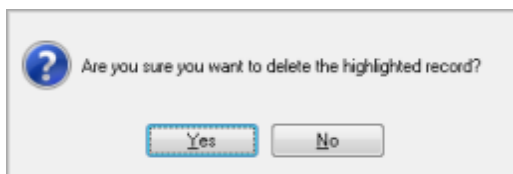
Remarks

35 alpha-numeric characters, normal



Post the transaction by clicking the Post button. After posting, be sure to save the record

6.5.4 Delete an Asset Disposal record



Select 'Yes' to delete the highlighted record or 'No' to cancel your action.

6.6 Equipment Assignment

6.6.1 Browse Equipment Assignment

Asset No	Custodian ID	Custodian Name	Date Assigned	Assignment History		
AssetNo	Description	Date Assigned	Custodian ID	Name	Date Ret.	
M0003	Kawasaki Motorcycle	06/05/2002	R001	Richard Wesley	//	
P0003	Philip Cordless Phon	03/10/2002	C002	Christopher Low	//	
T0001	TAGG 4 Desktop Perso	05/12/2002	B002	Benjamin Johnson	//	

Browse The Disposal File window

Fields displayed

Asset No, Description, Date Assigned, Custodian ID, Name, Date Returned, Remarks



Sorted by

Asset #, Custodian ID, Custodian Name, Date Assigned, Assignment History

The Assignment History tab displays all assignment records whereas the other tabs display only the equipment on assignment.

To view the records in a different sort sequence, just click the tab control on top of the list box window.

You can add new asset record by clicking the 'Add' button or change an existing asset record by clicking the 'Change' button. To delete an asset record, click the 'Delete' button and click 'Yes' to confirm deletion. To exit without changes, click the 'Exit' button.

The  entry box at the bottom of the list box window is for quick access to a specific record. This is useful when you are dealing with thousands of records. Enter the asset code and press the tab-key or left click your mouse pointer anywhere in the list box window, the desired record will immediately be highlighted. If no such record found, the nearest matching record will be highlighted instead. The same applies to records in different sort sequence, just enter the required information in the  entry field and press the tab-key or left click your mouse anywhere in the list box window.

[Adding an Equipment Assignment record](#)

[Changing the highlighted Equipment Assignment record](#)

[Deleting the highlighted Equipment Assignment record](#)


6.6.2 Add an Equipment Assignment record

The screenshot shows a dialog box titled "Record will be Added". It contains the following fields and controls:

- Custodian ID**: A text input field with a magnifying glass icon to its right.
- Asset No**: A text input field with a magnifying glass icon to its right.
- Date Assigned**: A date input field showing "0 0 0" and a calendar icon to its right.
- Purchase Price**: A text input field showing "0.00".
- Net Book Value**: A text input field showing "0.00".
- Date Returned**: A date input field showing "0 0 0" and a calendar icon to its right.
- Remarks**: A text input field.
- Buttons**: At the bottom, there are two buttons: a green "Save" button with a checkmark icon and a blue "Exit" button with a red X icon.

Entry fields

Custodian ID

9 alpha-numeric characters, upper case. Alternatively click  to open a list for selection

Date Assigned

Click on the  button next to the entry field to open a calendar for selection of date

Asset No

16 alpha-numeric characters, upper case. Alternatively click  to open a list for selection

Date Returned

Click on the  button next to the entry field to open a calendar for selection of date

Remarks

50 alpha-numeric characters, normal

For assignment of equipment, leave the Date Returned field blank and click the "Save" button.

6.6.3 Change an Equipment Assignment record

The screenshot shows a dialog box titled "Record will be Changed" with a light green header. The main area is divided into two columns. The left column contains labels for "Custodian ID", "Asset No", "Date Assigned", "Date Returned", and "Remarks". The right column contains the corresponding values: "C002" (with a search icon), "Christopher Low", "P0003" (with a search icon), "03/10/2002" (with a calendar icon), "Philip Cordless Phone", "Purchase Price: 75,000.00", "Net Book Value: 10,000.00", "0 0 0" (with a calendar icon), and an empty text field. At the bottom, there are two buttons: "Save" with a green checkmark icon and "Exit" with a red X icon.

Entry fields

Custodian ID

9 alpha-numeric characters, upper case. Alternatively click  to open a list for selection

Date Assigned

Click on the  button next to the entry field to open a calendar for selection of date

Asset No

16 alpha-numeric characters, upper case. Alternatively click  to open a list for selection

Date Returned

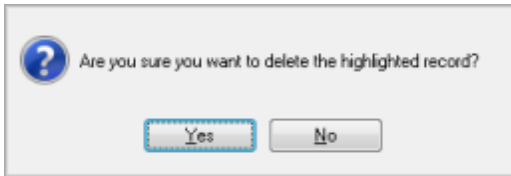
Click on the  button next to the entry field to open a calendar for selection of date

Remarks

50 alpha-numeric characters, normal

For returning of assigned equipment, fill in the Date Returned field and click the "Save" button.

6.6.4 Deleting an Equipment Assignment record



Select 'Yes' to delete the highlighted record or 'No' to cancel your action.

6.7 Maintenance Contract

6.7.1 Browse Maintenance Contract

Asset No	Contract No	Start Date	Expiry Date	Vendor No		
Asset No	Description	Contract No	Vendor #	Start Date	End Date	Amount
P0003	Philp Cordless Phon	TY9088888	C001	10/01/2004	09/30/2005	3,5
P0004	Philps Keyphone	AD899999	A001	07/01/2004	05/30/2005	1,0

Browse The Contract File window

Fields displayed



Asset No, Description, Contract No, Vendor#, Start Date, End Date, Amount

Sorted by

Asset No, Contract No, Start Date, Expiry Date, Vendor No

To view the records in a different sort sequence, just click the tab control on top of the list box window.

You can add new asset record by clicking the 'Add' button or change an existing asset record by clicking the 'Change' button. To delete an asset record, click the 'Delete' button and click 'Yes' to confirm deletion. To exit without changes, click the 'Exit' button.

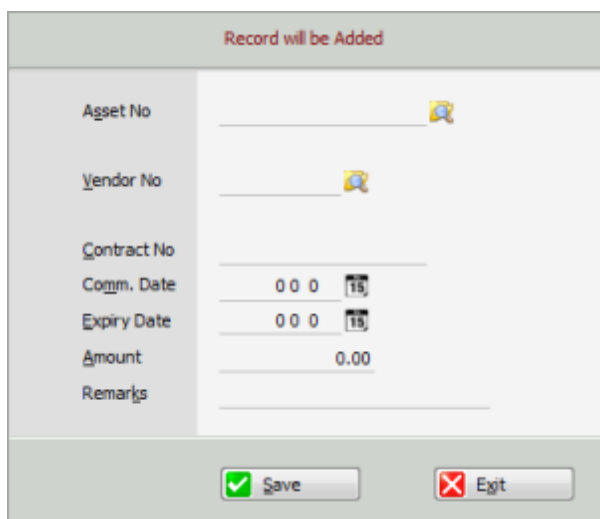
The  entry box at the bottom of the list box window is for quick access to a specific record. This is useful when you are dealing with thousands of records. Enter the asset code and press the tab-key or left click your mouse pointer anywhere in the list box window, the desired record will immediately be highlighted. If no such record found, the nearest matching record will be highlighted instead. The same applies to records in different sort sequence, just enter the required information in the  entry field and press the tab-key or left click your mouse anywhere in the list box window.

[Adding a Maintenance Contract record](#)

[Changing the highlighted Maintenance Contract record](#)

[Deleting the highlighted Maintenance Contract record](#)

6.7.2 Add a Maintenance Contract record



Entry fields

Asset No

16 alpha-numeric characters, upper case. Alternatively click  to open a list for selection

Vendor No

9 alpha-numeric characters, upper case. Alternatively click  to open a list for selection

Contract No

20 alpha-numeric characters, normal.

Commencement Date

Click on the  button next to the entry field to open a calendar for selection of date

Expiry Date

Click on the  button next to the entry field to open a calendar for selection of date

Amount

Range 0.00 - 9,999,999.99

Remarks

35 alpha-numeric characters, normal

Fill up the form and click the 'Save' button.

6.7.3 Change a Maintenance Contract record

Record will be Changed

Asset No	P0003	
Vendor No	C001	
	Candle Management Ltd	
Contract No	TY9088888	
Comm. Date	10/01/2004	
Expiry Date	09/30/2005	
Amount	3,500.00	
Remarks	Excluding drum	

Save Exit

Edit fields**Asset No**

16 alpha-numeric characters, upper case. Alternatively click to open a list for selection

Vendor No

9 alpha-numeric characters, upper case. Alternatively click to open a list for selection

Contract No

20 alpha-numeric characters, normal.

Commencement Date

Click on the button next to the entry field to open a calendar for selection of date

Expiry Date

Click on the button next to the entry field to open a calendar for selection of date

Amount

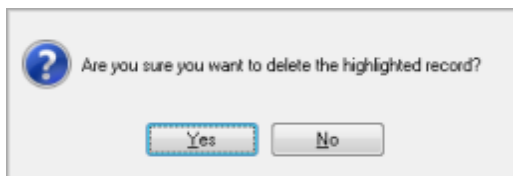
Range 0.00 - 9,999,999.99

Remarks

35 alpha-numeric characters, normal

After edit, click 'Save' button to save the record.

6.7.4 Delete a Maintenance Contract record



Select 'Yes' to delete the highlighted record or 'No' to cancel your action.

6.8 Repairs And Maintenance

6.8.1 Browse Repairs And Maintenance

Asset No	Vendor No	Date	Repair Type			
Asset No	Description	Date	Type	Reference	Vendor	
M0004	Factory - Midland	10/11/2003	Wiring	PV 153121	N001	
M0002	Toyota Truck	11/13/1999	Tyre	PV 123456	N001	
M0002	Toyota Truck	11/17/2000	Engine	PV 550355	C003	
M0003	Kawasaki Motorcycle	09/15/2001	Tyre	PV 153121	U001	
M0004	Le Run Mountain Bike	09/08/2001	Cushion	PV 153155	C003	

Browse The Repair File window

Fields displayed



Asset No, Description, Date, Type, Reference, Vendor#, Amount

Sorted by

Asset No, Vendor No, Date, Repair Type

To view the records in a different sort sequence, just click the tab control on top of the list box window.

You can add new asset record by clicking the 'Add' button or change an existing asset record by clicking the 'Change' button. To delete an asset record, click the 'Delete' button and click 'Yes' to confirm deletion. To exit without changes, click the 'Exit' button.

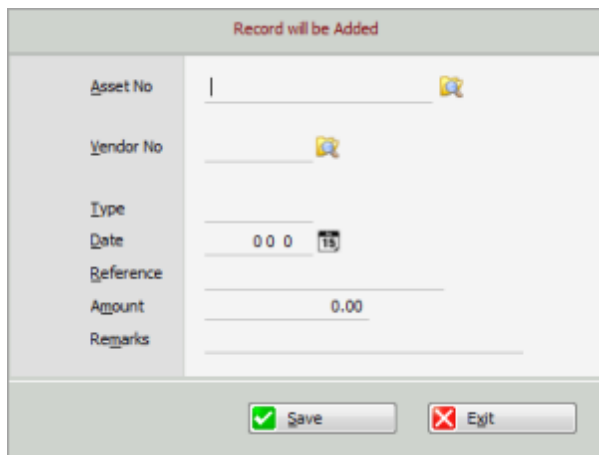
The  entry box at the bottom of the list box window is for quick access to a specific record. This is useful when you are dealing with thousands of records. Enter the asset code and press the tab-key or left click your mouse pointer anywhere in the list box window, the desired record will immediately be highlighted. If no such record found, the nearest matching record will be highlighted instead. The same applies to records in different sort sequence, just enter the required information in the  entry field and press the tab-key or left click your mouse anywhere in the list box window.

[Adding a Repair record](#)


[Changing the highlighted Repair record](#)



[Deleting the highlighted Repair record](#)

6.8.2 Add a Repair record



Record will be Added

Asset No	<input type="text"/>
Vendor No	<input type="text"/>
Type	<input type="text"/>
Date	0 0 0 
Reference	<input type="text"/>
Amount	0.00
Remarks	<input type="text"/>

 Save  Exit

Entry fields

Asset No

16 alpha-numeric characters, upper case. Alternatively click  to open a list for selection

Vendor No

9 alpha-numeric characters, upper case. Alternatively click  to open a list for selection

Type

15 alpha-numeric characters, normal

Date

Click on the  button next to the entry field to open a calendar for selection of date

Reference

20 alpha-numeric characters, normal

Amount

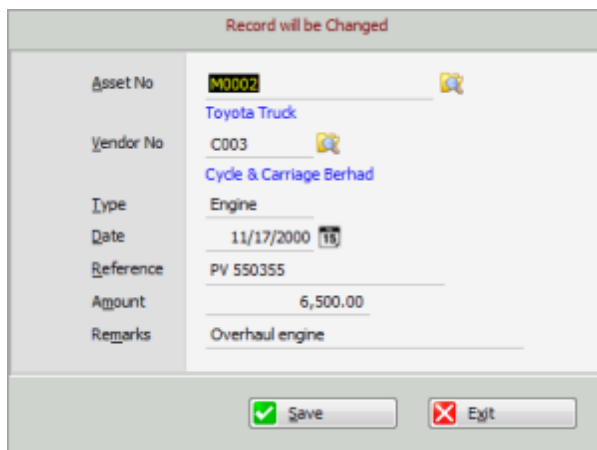
Range 0.00 - 9,999,999.99

Remarks

35 alpha-numeric characters, normal

Fill up the form and click the 'Save' button.

6.8.3 Change a Repair record



The screenshot shows a dialog box titled "Record will be Changed" with a light gray background. It contains a form with the following fields and values:

Field	Value
Asset No	M0002
Vendor No	C003
Type	Engine
Date	11/17/2000
Reference	PV 550355
Amount	6,500.00
Remarks	Overhaul engine

At the bottom of the dialog box, there are two buttons: a green "Save" button with a checkmark icon and a red "Exit" button with an 'X' icon.

Edit fields**Asset No**

16 alpha-numeric characters, upper case. Alternatively click  to open a list for selection

Vendor No

9 alpha-numeric characters, upper case. Alternatively click  to open a list for selection

Type

15 alpha-numeric characters, normal

Date

Click on the  button next to the entry field to open a calendar for selection of date

Reference

20 alpha-numeric characters, normal

Amount

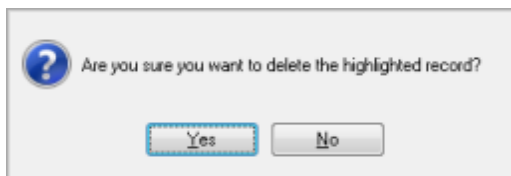
Range 0.00 - 9,999,999.99

Remarks

35 alpha-numeric characters, normal

After edit, click 'Save' button to save the record.

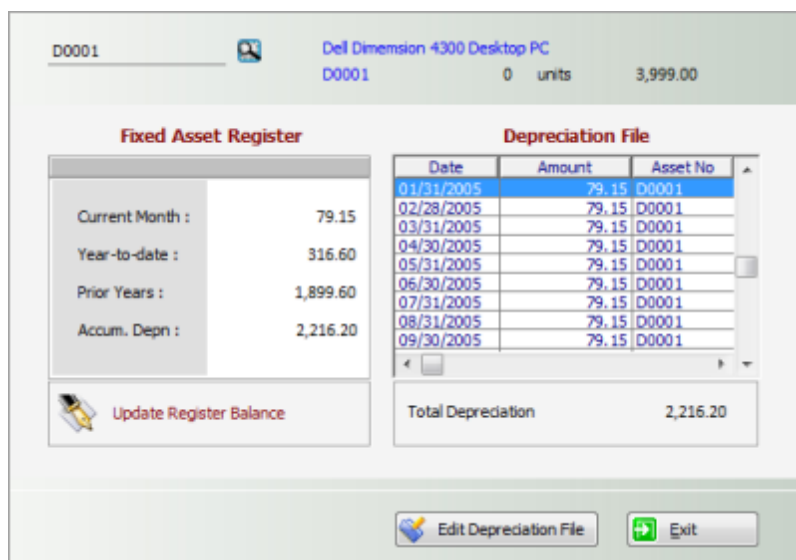
6.8.4 Delete a Repair record



Select 'Yes' to delete the highlighted record or 'No' to cancel your action.

6.9 Edit Depreciation

6.9.1 Browse Depreciation



The screenshot shows a software window titled "Fixed Asset Pro". At the top, it displays "D0001" and "Dell Dimension 4300 Desktop PC". Below this, it shows "D0001", "0 units", and "3,999.00". The main area is divided into two sections: "Fixed Asset Register" and "Depreciation File".

Fixed Asset Register

Current Month :	79.15
Year-to-date :	316.60
Prior Years :	1,899.60
Accum. Deprn :	2,216.20

Below the table is a button labeled "Update Register Balance".

Depreciation File

Date	Amount	Asset No
01/31/2005	79.15	D0001
02/28/2005	79.15	D0001
03/31/2005	79.15	D0001
04/30/2005	79.15	D0001
05/31/2005	79.15	D0001
06/30/2005	79.15	D0001
07/31/2005	79.15	D0001
08/31/2005	79.15	D0001
09/30/2005	79.15	D0001

Below the table is a button labeled "Total Depreciation" with the value "2,216.20".

At the bottom of the window are two buttons: "Edit Depreciation File" and "Exit".

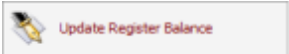
Look For An Asset Record

To look for a specific asset record, click the  button to display a list for selection.

Update Depreciation File

For the update of detailed Depreciation File, you can add record by clicking the 'Add' button or change an existing record by clicking the 'Change' button. To delete a record, click the 'Delete' button and click 'Yes' to confirm deletion. To exit without changes, click the 'Exit' button.

Update Fixed Asset Register

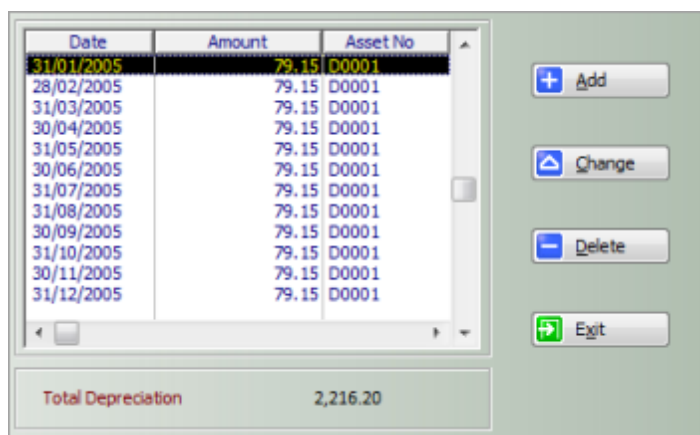
To edit the Fixed Asset Register balances, click  and amend the record accordingly.

After editing, it is important to check that the accumulated depreciation of Fixed Asset Register tallies with the total depreciation of the Depreciation File.

[Edit Depreciation](#)

[Update Register Balance](#)

6.9.2 Edit Depreciation



Date	Amount	Asset No
31/01/2005	79.15	D0001
28/02/2005	79.15	D0001
31/03/2005	79.15	D0001
30/04/2005	79.15	D0001
31/05/2005	79.15	D0001
30/06/2005	79.15	D0001
31/07/2005	79.15	D0001
31/08/2005	79.15	D0001
30/09/2005	79.15	D0001
31/10/2005	79.15	D0001
30/11/2005	79.15	D0001
31/12/2005	79.15	D0001

Total Depreciation 2,216.20

Buttons: Add, Change, Delete, Exit

This window provides the ability to perform edit-in-place updates to a browsed table instead of a separate update (form) procedure.

Add Record

Click 'Add' button, a new line will be added in the list box. Enter the information and press Tab-key or Shift-Tab-key to move from one field to another.

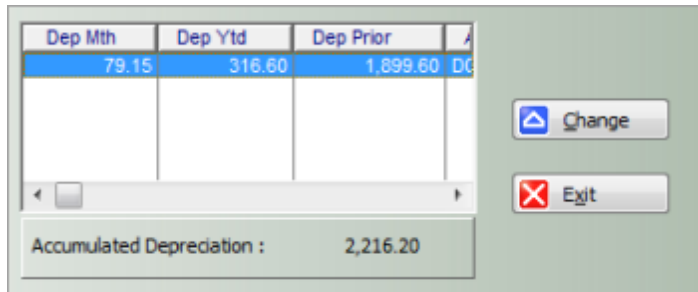
Change Record

Highlight the record and click 'Change' button. To access directly to a field in the list box, just point your mouse and double-click. Enter the changes and press Tab-key or Shift-Tab-key to move from one field to another.

Delete Record

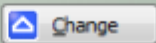
Highlight the record and click 'Delete' button.

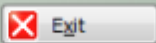
6.9.3 Update Register Balance



Dep Mth	Dep Ytd	Dep Prior
79.15	316.60	1,899.60

Accumulated Depreciation : 2,216.20

 Change

 Exit

Edit fields

Dep Mth (Current Month Depreciation)

Range 0.00 - 999,999.99

Dep Ytd (Year To Date Depreciation)

Range 0.00 - 99,999,999.99

Dep Prior (Prior Years Depreciation)

Range 0.00 - 999,999,999.99


Accum. Depn

Computed field

After edit, click "Exit" button to save and exit.

6.10 Edit Capital Allowance

6.10.1 Browse Capital Allowance


C002  Personal Computer - Acer Notebook
C002 1 units 15,500.00

Fixed Asset Register		Capital Allowance File		
Current Month :	180.83	Date	Initial Al	Annual Al
Year-To-Date :	542.49	09/30/2006	775.00	542.50
Prior Years :	5,270.00	10/31/2006	775.00	542.50
Accum. CA :	5,812.49	11/30/2006	775.00	542.50
		12/31/2006	775.00	542.50
		01/31/2007	0.00	180.83
		02/28/2007	0.00	180.83
		03/31/2007	0.00	180.83
		Sub-Total	3,100.00	2,712.49
		Accum. CA :		5,812.49

 Update Register Balance

 Edit Cap. Allow. File  Exit


Look For An Asset Record

To look for a particular asset record, click the  button to display a list for selection.

Update Capital Allowance File

For the update of detailed Capital Allowance File, you can add record by clicking the 'Add' button or change an existing record by clicking the 'Change' button. To delete a record, click the 'Delete' button and click 'Yes' to confirm deletion. To exit without changes, click the 'Exit' button.

Update Fixed Asset Register

To edit the Fixed Asset Register balances, click  Update Register Balance and amend the record accordingly.

After editing, it is important to check that the accumulated capital allowances of Fixed Asset Register tallies with the total capital allowances of the Capital Allowance File.

[Edit Capital Allowance](#)

[Update Register Balance](#)

6.10.2 Edit Capital Allowance

Date	Initial	Annual
30/09/2006	775.00	542.5
31/10/2006	775.00	542.5
30/11/2006	775.00	542.5
31/12/2006	775.00	542.5
31/01/2007	0.00	180.8
28/02/2007	0.00	180.8
31/03/2007	0.00	180.8

Total Capital Allowance 5,812.49

This window provides the ability to perform edit-in-place updates to a browsed table instead of a separate update (form) procedure.

Add Record

Click 'Add' button, a new line will be added in the list box. Enter the information and press Tab-key or Shift-Tab-key to move from one field to another.

Change Record

Highlight the record and click 'Change' button. To access directly to a field in the list box, just point your mouse and double-click. Enter the changes and press Tab-key or Shift-Tab-key to move from one field to another.

Delete Record

Highlight the record and click 'Delete' button.



6.10.3 Update Register Balance

CurrMth CA	Ytd CA	PriorYrs CA	Asset#
180.83	542.49	5,270.00	C002

Accumulated Capital Allowance : 5,812.49

Edit fields

clicking the 'Change' button. To delete an asset record, click the 'Delete' button and click 'Yes' to confirm deletion. To exit without changes, click the 'Exit' button.

The  entry box at the bottom of the list box window is for quick access to a specific record. This is useful when you are dealing with thousands of records. Enter the asset code and press the tab-key or left click your mouse pointer anywhere in the list box window, the desired record will immediately be highlighted. If no such record found, the nearest matching record will be highlighted instead. The same applies to records in different sort sequence, just enter the required information in the  entry field and press the tab-key or left click your mouse anywhere in the list box window.

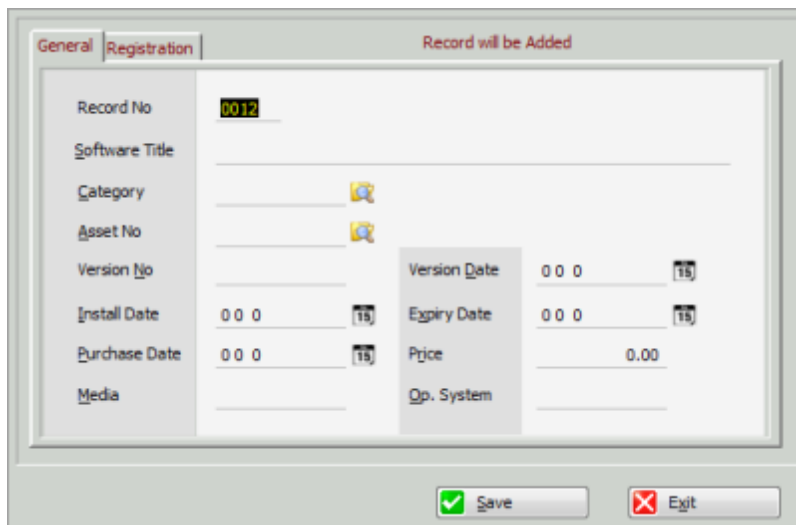
[Adding a new Software record](#)

[Changing the highlighted Software record](#)

[Deleting the highlighted Software record](#)

6.11.2 Add Software(General)

Update software record form comes in 2 pages. The **General** page is displayed as below:



Entry fields

Record No

4-digit numeric characters. Auto-number

Record No field is automatically generated by the system

Software Title

50 alpha-numeric characters, capitalized

Category

3 alpha-numeric characters, upper case. Alternatively click  to open a list for selection

Asset No

16 alpha-numeric characters, upper case. Alternatively click  to open a list for selection

Version No

20 alpha-numeric characters, normal

Version Date

Click on the  button next to the entry field to open a calendar for selection of date

Install Date

Click on the  button next to the entry field to open a calendar for selection of date

Date

Click on the  button next to the entry field to open a calendar for selection of date

Vendor No

9 alpha-numeric characters, upper case. Alternatively click  to open a list for selection

Expiry Date

Click on the  button next to the entry field to open a calendar for selection of date

Purchase Date

Click on the  button next to the entry field to open a calendar for selection of date

Price

Range 0.00 - 999,999.99

Media

15 alpha-numeric characters, normal

Operating System

15 alpha-numeric characters, normal

Proceed to [Registration page](#)

6.11.3 Add Software(Registration)

Registration page for the update of license and registration details of the software.


The screenshot shows a software window titled "Record will be Added" with two tabs: "General" and "Registration". The "Registration" tab is active. It contains the following fields:

- Vendor / Software Producer** (highlighted in yellow):
 - Vendor No
 - Software Co
- Registration Information** (highlighted in yellow):
 - CD Key
 - Serial No
 - Registration No
- Remarks** (highlighted in yellow): A large text area for notes.

At the bottom of the window are two buttons: "Save" (with a green checkmark icon) and "Exit" (with a red X icon).

Entry fields

Vendor No

9 alpha-numeric characters, upper case. Alternatively click  to open a list for selection

Software Co

50 alpha-numeric characters, normal

CD Key

50 alpha-numeric characters, normal

Serial No

50 alpha-numeric characters, normal

Registration No

50 alpha-numeric characters, normal

Remarks

1,000 alpha-numeric characters, normal

Fill up the form and click 'Save' button to save the record

6.11.4 Change Software

Record will be Changed

Record No	0009
Software Title	Adobe Pagemaker 7.0
Category	O92
Asset No	D0001
Version No	7.0.131
Version Date	08/04/2001
Install Date	07/06/2001
Purchase Date	06/15/2001
Media	CDROM
Op. System	Windows
Price	1,525.00
Expiry Date	01/21/2005

Save Exit

Entry fields

General Page

Record No

4-digit numeric characters. Auto-number

Record No field is automatically generated by the system

Software Title

50 alpha-numeric characters, capitalized

Category

3 alpha-numeric characters, upper case. Alternatively click to open a list for selection

Asset No

16 alpha-numeric characters, upper case. Alternatively click to open a list for selection

Version No

20 alpha-numeric characters, normal

Version Date

Click on the button next to the entry field to open a calendar for selection of date


Install Date

Click on the button next to the entry field to open a calendar for selection of date

Date

Click on the button next to the entry field to open a calendar for selection of date

Vendor No

9 alpha-numeric characters, upper case. Alternatively click  to open a list for selection

Expiry Date

Click on the  button next to the entry field to open a calendar for selection of date

Purchase Date

Click on the  button next to the entry field to open a calendar for selection of date

Price

Range 0.00 - 999,999.99


Media

15 alpha-numeric characters, normal

Operating System

15 alpha-numeric characters, normal

Registration Page**Vendor No**

9 alpha-numeric characters, upper case. Alternatively click  to open a list for selection

Software Co

50 alpha-numeric characters, normal

CD Key

50 alpha-numeric characters, normal

Serial No

50 alpha-numeric characters, normal

Registration No

50 alpha-numeric characters, normal

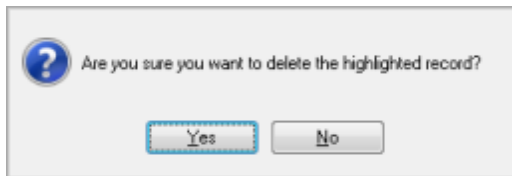
Remarks

1,000 alpha-numeric characters, normal

With the exception of **Record No** field, all other fields can be edited.

After edit, click 'Save' button to save the record.

6.11.5 Delete Software



Select 'Yes' to delete the highlighted record or 'No' to cancel your action.

6.12 Capital Expenditures Budget

6.12.1 Browse / Edit Capital Expenditures Budget

Type Code	Category Code	Category Description		
Type	Code	Description	Budget b/f	Current Budget
BUD	B01	Shops	0.00	0.00
BUD	F01	Factory	0.00	0.00
COM	C04	Computer Hardware	20,000.00	100,000.00
COM	O09	Soft - Office Suites	1,500.00	15,000.00
COM	O90	Soft - Op. Systems	2,000.00	10,000.00
COM	O91	Soft - OCR Software	0.00	5,000.00
COM	O92	Soft - Desktop Pub.	3,000.00	25,000.00
COM	O93	Soft - Accounting	0.00	30,000.00
COM	P01	Printer	0,000,000,000.00	28,000.00
COM	W01	Soft - Web Appn	0.00	5,000.00
EOP	A01	Speakers	1,500.00	22,000.00
EOP	A02	Air Conditioners	20,000.00	100,000.00
EOP	C03	Calculator	0.00	2,500.00
EOP	EOP	Equipment	30,000.00	60,000.00
EOP	M02	Machinery	23,000.00	72,000.00
Total Budget b/f :			250,000,113,350.00	
Total Current Budget :				1,166,000.00
Total Budget :			250,001,279,350.00	

Browse / Edit Capital Expenditures Budget window

Fields displayed

Type Code, Category Code, Description, Budget b/f, Current Budget and Depreciation Method

Sorted by

Type, Category and Category Description

This window provides the ability to perform edit-in-place updates to a browsed table instead of a separate update (form) procedure.

Add Record

Click 'Add' button, a new line will be added in the list box. Enter the information and press Tab-key or Shift-Tab-key to move from one field to another.

Change Record

Highlight the record and click 'Change' button. To access directly to a field in the list box, just point your mouse and double-click. Enter the changes and press Tab-key or Shift-Tab-key to move from one field to another.

Delete Record

Highlight the record and click 'Delete' button.


6.13 Depreciation Projection

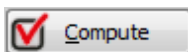
6.13.1 Compute Depreciation Projection



Entry fields


Current Year End

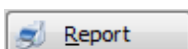
When selected, the date of current financial year end is displayed. Alternatively, you may also enter the date manually or click the  button to open a calendar.



Click this button to start the computation process. This process calculates depreciation for the next twelve months period commencing on the day following the Current Year End date. The projection period will always be 12 months and it is dependent on the date entered in the Current Year End field.

For example, if the current financial year end is 12/31/2003. You want to depreciation projection report for financial year ending 12/31/2005, all you need to do is to enter 12/31/2004 in the Current Year End field and click the "Compute" button.

Click the  button next to the entry field to open a calendar for selection of date



Click this button to print the Depreciation Projection report.

See [Detailed Depreciation Projection Report](#)
[Summary Depreciation Projection Report](#)

6.14 Physical Inventory

6.14.1 Physical Inventory Menu

Update Asset	
Transfer ▶	
Add Value	
Disposal	
Equipment Assignment	
Maintenance Contract	
Repairs And Maintenance	
Edit Depreciation	
Edit Capital Allowance	
Software Organizer	
Capital Expenditures Budget	
Depreciation Projection	
Physical Inventory ▶	Print Physical Inventory Worksheet Import Data From Barcode Scanner Edit Physical Inventory Table Processing Physical Inventory Records

Physical Inventory Menu enables users to perform physical sighting of asset tasks

[Print Physical Inventory Worksheet](#) - Worksheet for conducting physical count of assets

[Import Data From Barcode Scanner](#) - Imports physical sighting file from barcode scanner

[Edit Physical Inventory Table](#) - Edit or make adjustments to the physical count record


[Processing Physical Inventory Records](#) - Compares the physical sighting records and the asset register and prints discrepancy reports

6.14.2 Print Physical Inventory Worksheet


This function prints physical inventory worksheet for the conduct of physical sighting exercise. The report can be printed by Asset No or Location

Entry fields


From (Asset No)

16 alpha-numeric characters, normal. Alternatively click  to open a list for selection


To (Asset No)

16 alpha-numeric characters, normal. Alternatively click  to open a list for selection

From (Location)

6 alpha-numeric characters, normal. Alternatively click  to open a list for selection

To (Location)

6 alpha-numeric characters, normal. Alternatively click  to open a list for selection

Note: Value in "From" field cannot be greater than "To" field

See samples:

[Physical Inventory Worksheet By Asset No](#)

[Physical Inventory Worksheet By Location](#)

6.14.3 Physical Inventory Worksheet By Asset No

Global Asset Management Co. Inc.						
Physical Inventory Worksheet By Asset No						
Print Asset No : A004		to V006		Date : 03/02/2008		
Asset No	Description	Type	Cat	CCtr	Branch	Quantity
A004	Air Conditioner No 3	EQP	A02	MAR	K03	BAN123
A006	Air Cond No 6	EQP	A02	POT	K02	FAC
A007	Air Conditioner	EQP	A02	POT	K02	KIT
B0002	Baef Executive Chair	FUR	C01	CON	K01	OFF
B0011	Baef Executive Chair	FUR	C01	CON	K01	OFF
C002	Personal Computer - Acer Notebook AAAAAAAAAA	COM	C04	MAR	J01	OFF
C005	Compaq Personal Computer	COM	C04	MAR	K02	KIT
C006	Personal Computer - Compaq	COM	C04	MAI	J01	OFF
D0001	Dell Dimension 4300 Desktop PC	COM	C04	MAR	K03	KIT
F0001	Falcon Walkie Talkie	EQP	T03	POT	K03	FAC
F0002	Executive Table	FUR	T01	ADM	K03	TEM
F0004	Factory - Midland	BUD	F01	POT	K03	FAC
F009	Filing Cabinet	FUR	C02	POT	K02	OFF
M0002	Toyota Truck	MOT	V01	MAR	K01	FAC

Sample report of Physical Inventory Worksheet By Asset No

6.14.4 Physical Inventory Worksheet By Location

Global Asset Management Co. Inc. Physical Inventory Worksheet By Location							
Print Asset No : B01 to TEM				Date : 03/02/2008			
Asset No	Description	Type	Cat	CCtr	Branch	Quantity	
BAN123 Banquet							
A004	Air Conditioner No 3	EQP	A02	MAR	K03	BAN123	_____
T0009	Tables	FUR	T01	CON	M01	BAN123	_____
FAC Factory							
A006	Air Cond No 6	EQP	A02	PDT	K02	FAC	_____
F0001	Falcon Walkie Talkie	EQP	T03	PDT	K03	FAC	_____
F0004	Factory - Midland	BUD	F01	PDT	K03	FAC	_____
M0002	Toyota Truck	MOT	V01	MAR	K01	FAC	_____
M0004	Le Run Mountain Bike	MOT	M04	PDT	S01	FAC	_____
P0003	Philip Cordless Phone	EQP	T03	PDT	K02	FAC	_____
T0001	TAGG 4 Desktop Personal Computer	COM	C04	ADM	K02	FAC	_____
V006	Toyota Camry	MOT	M01	PDT	M01	FAC	_____
KIT Kitchen							
A007	Air Conditioner	EQP	A02	PDT	K02	KIT	_____
C005	Compaq Personal Computer	COM	C04	MAR	K02	KIT	_____
D0001	Dell Dimension 4300 Desktop PC	COM	C04	MAR	K03	KIT	_____

Sample report of Physical Inventory Worksheet By Location

6.14.5 Import Data From Barcode Scanner

Type

☐ Overwrite
 ☐ Append

☒ Start Import

☐ Exit

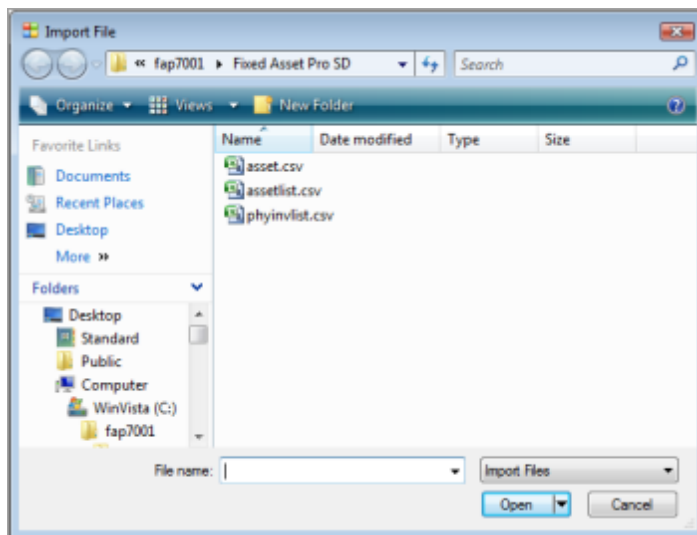
Important - Please Note

Overwrite option - All existing records will be removed and replaced by the imported source

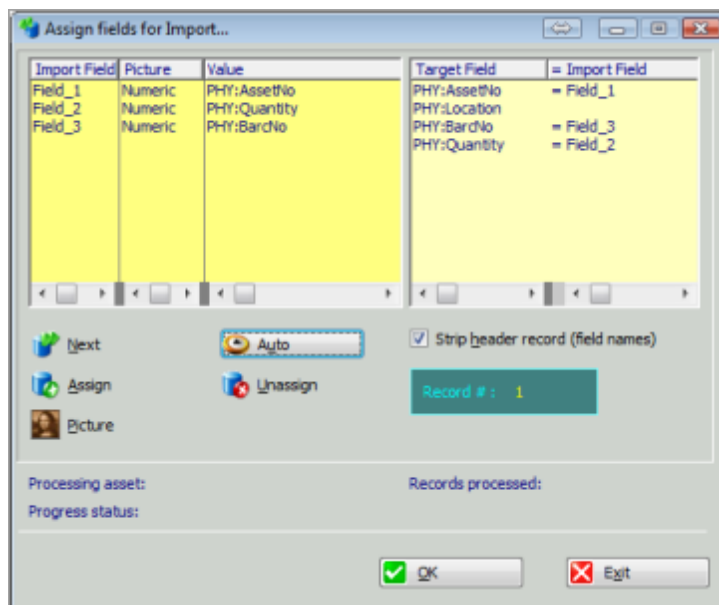
Append option - Imported records are added to the existing table but process can be halted by importing a duplicate record of unique keyed field

Select Overwrite option to replace or Append to add on the existing records.

Click 'Start Import' button, the following window appears



Select the file uploaded by barcode scanner and click 'Open' button



The field assignments are decided by you at run-time. You can also specify or reformatting picture. You can preview import records to determine which import fields are to be matched to the target fields. You can also strip the first record, in case it contains field names. If the output came from the same program and the field names match, then you can also "auto assign" the import fields to the target fields using the values from the first import record.

The default window contains the following controls:

Import Field List Box

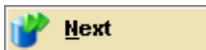
This list box contains a separate entry for each field found in the import file. Beside each field is the picture. (For @S fields they will see "Alpha-num", for @N fields they will see "Numeric", and for all others they will see the actual "@..." picture.)

Beside the picture is the value of the field in the current import record. If the first record in the import file contains field names, then the first values that you see will be these names. This can make it very handy for assigning the import fields to the target fields.

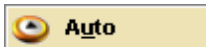
You can press the **Next** button to view other records in the import file. As you move the highlighter bar over Import Fields that have been assigned to Target Fields, the Target Field list box will move its highlighter bar to the corresponding entry.

Target Field List Box

This list box shows the selected target fields and their corresponding fields from the source file. As you move the highlighter bar over Target Fields with assigned Import Fields, the Import Field list box will move its highlighter bar to the corresponding entry.



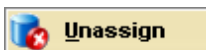
This button causes the next record to be read from the import file and displayed in the "Import Fields" list box. If you reach the end of the file, then the **Next** button is disabled.



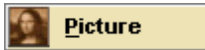
The full name for this button is "Auto Assign". It is only available when the first import record is displayed. If the field names from the import header record happen to match your target fields, then you can automatically assign anything that matches.



This assigns the currently highlighted Import Field to the currently highlighted Target Field.



This button clears the assignment for the currently highlighted Target Field.



This button calls the picture entry window for the currently highlighted Import Field. This picture will be used to reformat the import field. This is especially useful if the import field is a formatted date. Some of the most commonly used date formats are listed below:

@D1 mm/dd/yy
 @D2 mm/dd/yyyy
 @D5 dd/mm/yy
 @D6 dd/mm/yyyy

"Strip header record (field names)" Check Box

This controls whether the first record of the import file is ignored. If the you press the **Auto** button, then this defaults to true.

"Rec #" and "RecordNumber" Strings -

These display the current import record number. This is for information purposes only, and it has no effect on the import process.

After assignment of fields, click 'OK' button to commence import.

6.14.6 Edit Physical Inventory Table

Asset No	Description	Location	BarcNo	Quantity
A004	Air Conditioner No 3	BAN123	1002	1
A006	Air Cond No 6	FAC	0029	1
A007	Air Conditioner	KIT	0035	1
B0011	Bael Executive Chair	OFF	0789	5
C005	Compaq Personal Computer	KIT	0035	1
C006	Personal Computer - Compaq	OFF	0789	1
D0001	Dell Dimension 4300 Desktop PC	KIT	0035	1
F0001	Falcon Walkie Talkie	FAC	0029	1
F0002	Executive Table	TEM	0009	1
F0004	Factory - Midland	FAC	0029	1
F009	Filing Cabinet	OFF	0789	10
M0002	Toyota Truck	FAC	0029	1
M0003	Kawasaki Motorcycle	OFF	0789	1
M0004	Le Run Mountain Bike	FAC	0029	1

This window provides the ability to perform edit-in-place updates to a browsed table instead of a

separate update (form) procedure.

To edit a field, simple place the cursor on the field and double click. Alternatively, user can also make use of the 'Add', 'Change' and 'Delete' buttons provided.

6.14.7 Processing Physical Inventory Records

This process verifies the physical inventory records against the asset register. It also alerts users of any discrepancies found in the process.

Caution !!!

Processing Asset No :	P0005
Total no. of records processed :	50
Total number of errors :	1

Physical inventory process completed
There are 1 errors out of 50 records

Buttons: Process Recs, Discrepancy Rpt, Exit

This process verifies the physical inventory records against the asset register. It also alerts users of any discrepancy found in the process.

Print Discrepancy Report

6.14.8 Print Discrepancy Report

Asset No | Location

Select Asset No

From : A004

To : V006


Buttons: Print Report, Exit

Report Filter : All ▼


This function prints discrepancy report after the Physical Inventory Process. The report can be printed by Asset No or Location..

Entry fields

From (Asset No)

16 alpha-numeric characters, normal. Alternatively click  to open a list for selection


To (Asset No)

16 alpha-numeric characters, normal. Alternatively click  to open a list for selection

From (Location)

6 alpha-numeric characters, normal. Alternatively click  to open a list for selection

To (Location)

6 alpha-numeric characters, normal. Alternatively click  to open a list for selection

Report Filter (Drop List)

All - Reports without filter

Location - Location in physical inventory records differs from the asset register

Quantity - Quantity in physical inventory records differs from the asset register

Missing items - Items in the asset register but not found in the physical inventory records

Records omitted - Items in the physical inventory records but not found in asset register

Note: Value in "From" field cannot be greater than "To" field

See samples:

[Discrepancy Report By Asset No \(No Filter\)](#)

[Discrepancy Report By Location \(Filter Location\)](#)

6.14.9 Discrepancy Report By Asset No (No Filter)

Global Asset Management Co. Inc.												
Discrepancy Report By Asset No												
Print Asset No : A004			to V006			Date : 03/02/2008						
Asset No	Description	Date	RegLoc	PhyLoc	RegQty	PhyQty	Diff	L	Q	M	R	
A004	Air Conditioner No 3	//	BAN123		1	0	1	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
B0002	Bael Executive Chair	04/30/2007	OFF	OFF	15	13	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B0011	Bael Executive Chair	04/30/2007	OFF	OFF	5	4	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
D0001	Dell Dimension 4300 Desktop PC	04/30/2007	KIT	KIT	1	2	-1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
F009	Filing Cabinet	04/30/2007	OFF	OFF	10	8	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
M0004	Le Run Mountain Bike	04/30/2007	FAC	FAC	1	2	-1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
N003	Notebook - Panasonic	04/30/2007	OFF	FAC	1	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
P0005	Photocopy Machine	//	OFF		1	0	1	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
T0001	TAGG 4 Desktop Personal Computer	04/30/2007	FAC	OFF	1	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
T0009	Tables	04/30/2007	BAN123	KIT	15	16	-1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Total number of records :					11							
Notes:												
L = Discrepancy in location												
Q = Discrepancy in quantity												
M = Missing or lost item												
R = Item not in asset register												

Sample report of Discrepancy Report By Asset No (No Filter)

6.14.10 Discrepancy Report By Location (Filter Location)

Global Asset Management Co. Inc.												
Discrepancy Report By Location												
Print Location : B01 to TEM					Record Filter : L				Date : 03/02/2008			
Asset No	Description	Date	RegLoc	PhyLoc	RegQty	PhyQty	Diff	L	Q	M	R	
BAN123 Banquet												
T0009	Tables	04/30/2007	BAN123	KIT	15	16	-1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
No. of records (Location) :					1							
FAC Factory												
T0001	TAGG 4 Desktop Personal Computer	04/30/2007	FAC	OFF	1	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
No. of records (Location) :					1							
OFF Office												
N003	Notebook - Panasonic	04/30/2007	OFF	FAC	1	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
No. of records (Location) :					1							
Total number of records :					3							
Notes: L = Discrepancy in location Q = Discrepancy in quantity M = Missing or lost item R = Item not in asset register												

Sample report of Discrepancy Report By Location (Filter Location)

6.15 Wireless Barcode Scanner

6.15.1 Functions & Operations



1. SCREEN
2. UP ARROW KEY
3. OK : Confirm an operation
4. SCAN: scan a barcode
5. DOWN ARROW KEY
6. Key 1: switch to manual input states or output '-' in alphabet mode
7. INPUT SWITCH: valid only in manual input states.
Long press to select symbols
Short press to switch among number/capital letter/small letter
8. POWER BUTTON
9. F2: switch between AUTO and MANUAL mode at Inventory operation
10. CANCEL/DELETE: Cancel an operation or return to last menu or as BackSpace key at manual input states
11. BUZZER
12. SCAN WINDOW
13. BATTERY COVER

14. CHARGING PORT

BOOTUP

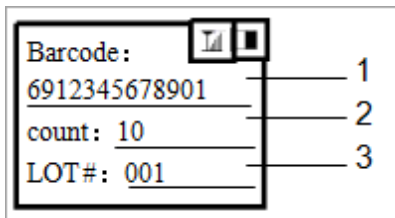
Make sure the battery is properly loaded and fully charged. Long press the POWER BUTTON until a beep sounds to indicate the startup of the terminal.

SHUTDOWN

In the main screen, hold down the POWER BUTTON for 2 seconds to turn off the stocktaking terminal.

6.15.2 Physical Inventory With Scanner

Fully charge the portable scanner before carrying out physical inventory of assets. Point the scanner directly to the barcode label and press the Scan button.



The screenshot shows a software interface for physical inventory. It contains three main input fields, each with a corresponding number to its right: 1. A 'Barcode:' field containing the value '6912345678901'. Above this field are two small square icons, one with a left-pointing arrow and one with a right-pointing arrow. 2. A 'count:' field containing the value '10'. 3. A 'LOT#:' field containing the value '001'.

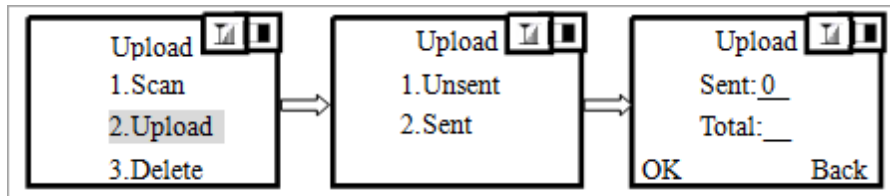
1. Barcode display and input area
2. Enter the quantity of the asset
3. The numeric location code. This code remains as default until the next location code is entered.

Press the up arrow key can query the data which is unsent and hasn't been delete.

Press the up and down arrow keys to browse, press the power button to delete certain data.

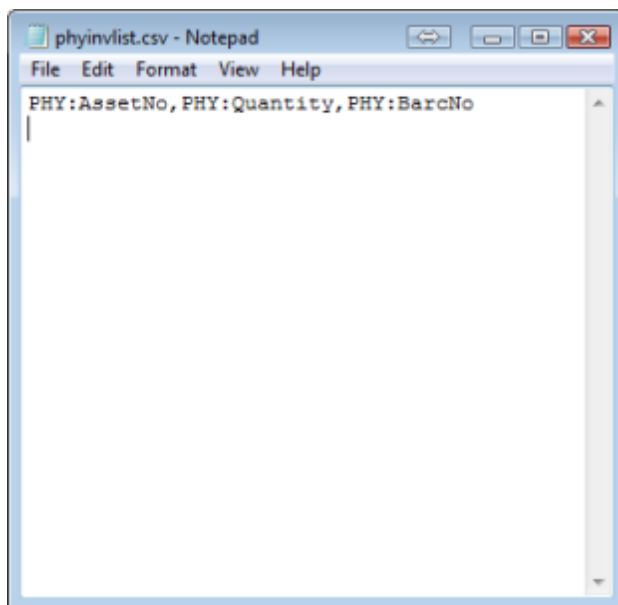
Enter topic text here.

6.15.3 Upload Physical Inventory Data

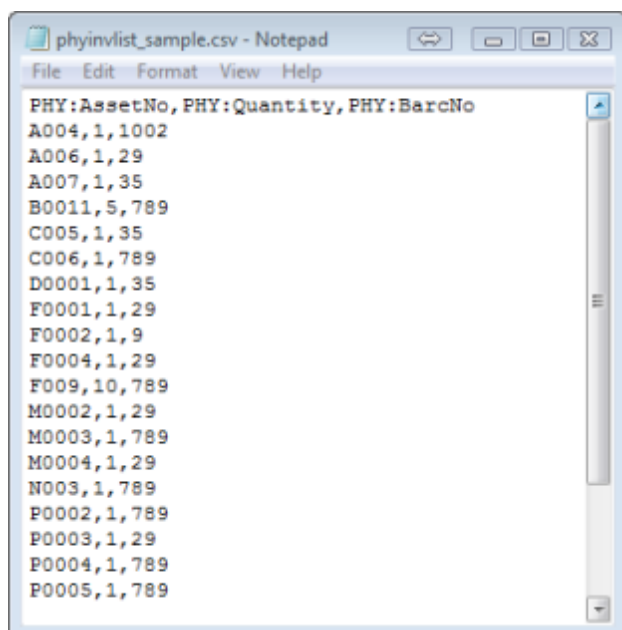


Step 1: Click “connection” on the terminal, then connect the receiver to the computer, wait for showing base station connected successfully;

Step 2: Open the TXT/CSV text (phyinvlist.csv from the program or company folder) from PC, confirm the cursor is situated at the first spot just below the field names as below:



Step 3: Press OK to wirelessly upload data. When complete, the CSV text file should resemble the sample below:



Step 4: Save the text file as "phyinvlist.csv"

Step 5: Proceed to [Import Data From Barcode Scanner](#).

Part

VII

7 Inquiry

7.1 Inquiry Menu

Inquiry Menu enables you to retrieve or search for a specific asset record on-line in the shortest possible time. Records are sorted in various keyed fields and are organized in a manner to provide you with comprehensive information of the queried record.

Asset
Depreciation / Allowance
Software
Query By Example

The Inquiry Menu consists of:

- [Asset](#) - Online information about the asset in various keyed fields sorting sequence
- [Depreciation / Allowance](#) - Depreciation and capital allowances of the asset
- [Software](#) - Online information about the software in various keyed fields sorting sequence
- [Query By Example](#) - Search asset database by QBE

7.2 Asset

7.2.1 View Assets



Online asset record query is sorted as follows:

[Asset Records sorted by Asset No](#)

[Asset Records sorted by Asset Name](#)

[Asset Records sorted by Branch](#)

[Asset Records sorted by Location](#)

[Asset Records sorted by Category](#)

[Asset Records sorted by Cost Center](#)

7.2.2 Asset No

7.2.2.1 View Assets By Asset No (General)

The screenshot shows a software window titled 'View Assets'. On the left is a list box with two columns: 'Asset No' and 'Description'. The list contains several entries, with 'A004' highlighted. Below the list box is a search icon and an 'Exit' button. On the right is a detailed view for the selected asset, 'Air Conditioner No 3'. This view includes fields for Type (Equipment), Category (Air Conditioners), Branch (Kenya), Location (Banquet), Cost Center (Marketing), Index Code, Model No, Serial No, Pur. Date (08/01/2006), Quantity (1), Pur. Price (100,000.00), Insured Value (100,000.00), Scrap Value (0.00), and Tax Value (100,000.00). At the bottom of the right pane are five tabs: 'General', 'Depreciation', 'Remarks', 'Vendor', and 'Photo Image'.


Asset No	Description
A004	Air Conditioner No 3
A006	Air Cond No 6
A007	Air Conditioner
B0002	Bael Executive C
B0011	Bael Executive C
C002	Personal Compu
C005	Compas Person
C006	Personal Compu
D0001	Dell Dimension 4
F0001	Falcon Walkie Te
F0002	Executive Table
F0004	Factory - Midlan
F009	Filing Cabinet
M0002	Toyota Truck
M0003	Kawasaki Motor

Air Conditioner No 3			
A004			
Type	Equipment		
Category	Air Conditioners		
Branch	Kenya		
Location	Banquet		
Cost Center	Marketing		
Index Code		Sub Object	
Model No		Serial No	
Pur. Date	08/01/2006	Quantity	1
Pur. Price	100,000.00	Insured Value	100,000.00
Scrap Value	0.00	Tax Value	100,000.00

View Assets window is divided into two sections.

The List Box

The list box on the left provides listing of assets sorted by the Asset No. You can make use of the vertical scroll bar to look for more listing of the asset.

The  entry box at the bottom of the list box window is for quick access to a specific record. Enter the asset code and press the tab-key or left click your mouse pointer anywhere in the list box window. The desired record will immediately be highlighted. If no such record found, the nearest record will be highlighted instead.

Detailed Data Display Area

The right side of the window displays the detailed information of an asset. The detailed information is updated each time user moves the highlight bar in the list box.

Detailed information of an asset is displayed in five pages:

[General Page](#) displays the general information of an asset

[Depreciation Page](#) - displays the depreciation and capital allowance and other related details

[Remarks Page](#) - provides information on asset disposal and remarks if any

[Vendor Page](#) - captures all information about the vendor from whom the asset is purchased

[Photo Image Page](#) - displays stored digital image of asset


7.2.2.2 View Assets By Asset No (Depreciation)

Air Conditioner No 3 A004		Depreciation	Cap. Allowances
Value		100,000.00	100,000.00
Method		Straight Line	Straight Line
Initial Allowance			20.00 %
Annual Depn / Allowance		10.00 %	14.00 %
Commence Date		08/01/2006	08/01/2006
Current Mth to	04/30/2007	833.33	1,166.67
Year To Date		3,333.32	4,666.68
Accum. Prior Years		4,166.65	34,000.00
Net Book Value		92,500.03	61,333.32

View Assets window is divided into two sections.

The List Box

The list box on the left provides listing of assets sorted by the Asset No. User can make use of the vertical scroll bar to look for more listing of the asset.

The  entry box at the bottom of the list box window is for quick access to a specific record. Enter the asset code and press the tab-key or left click your mouse pointer anywhere in the list box window. The desired record will immediately be highlighted. If no such record found, the nearest record will be highlighted instead.

Detailed Data Display Area

The right side of the window displays the detailed information of an asset. The detailed information is updated each time you move the highlight bar in the list box.

Detailed information of an asset is displayed in five pages:

Depreciation Page provides easy reference for depreciation and capital allowance and other related information.

[General Page](#)

[Remarks Page](#)

[Vendor Page](#)

[Photo Image Page](#)


7.2.2.3 View Assets By Asset No (Remarks)

The screenshot shows a software window titled 'View Assets'. On the left is a list box with two columns: 'Asset No' and 'Description'. The list includes various assets like 'Factory - Midlan', 'Filing Cabinet', 'Toyota Truck', 'Kawasaki Motor', 'Le Run Mountain', 'Notebook - Panasonic', 'Philp Mobile Pho', 'Philp Cordless Pi', 'Philps Keyphone', 'Photocopy Mach', 'Shop Lot 1313, Downtown' (highlighted), 'TAGG 4 Desktop', 'Tables', 'Conference Tabl', and 'Toyota Camry'. Below the list box is a search icon and an 'Exit' button. On the right is a detailed view for the selected asset, 'Shop Lot 1313, Downtown'. It shows fields for 'Type of Disposal', 'Status', 'Close', 'Date of Disposal' (with a date picker), and 'Disposal Amount' (0.00). Below these are fields for 'PO Number', 'PV Number', 'CER Number', and 'PO/VP'. At the bottom of the right pane, it says 'Valuation last updated on 1/07/2001 Reference: Professional fees Remarks: Jones Lang'. At the very bottom of the window are five tabs: 'General', 'Depreciation', 'Remarks' (selected), 'Vendor', and 'Photo Image'.

View Assets window is divided into two sections.

The List Box

The list box on the left provides listing of assets sorted by the Asset No. You can make use of the vertical scroll bar to look for more listing of the asset.

The  entry box at the bottom of the list box window is for quick access to a specific record. Enter the asset code and press the tab-key or left click your mouse pointer anywhere in the list box window. The desired record will immediately be highlighted. If no such record found, the nearest record will be highlighted instead.

Detailed Data Display Area

The right side of the window displays the detailed information of an asset. The detailed information is updated each time you move the highlight bar in the list box.

Detailed information of an asset is displayed in five pages:

Remarks Page displays information on asset disposal, purchase documentation and remarks.

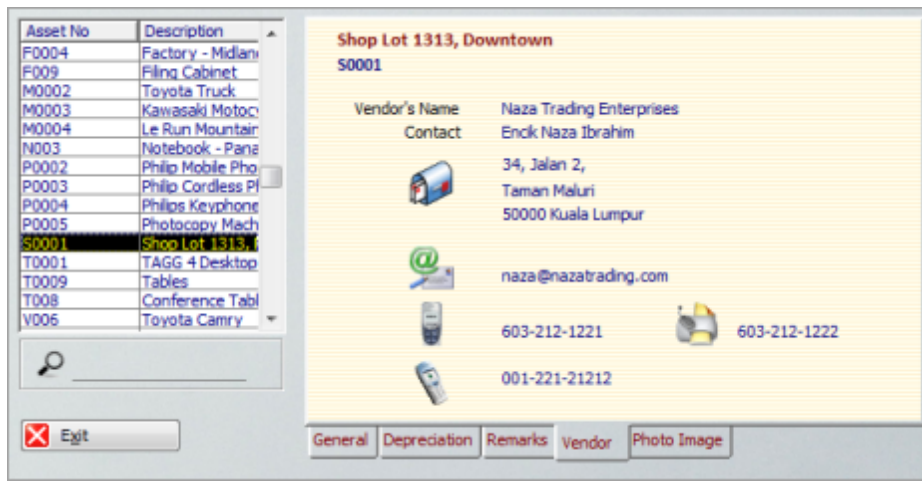
[General Page](#)

[Depreciation Page](#)

[Vendor Page](#)

[Photo Image Page](#)


7.2.2.4 View Assets By Asset No (Vendor)



View Assets window is divided into two sections.

The List Box

The list box on the left provides listing of assets sorted by the Asset No. You can make use of the vertical scroll bar to look for more listing of the asset.

The  entry box at the bottom of the list box window is for quick access to a specific record. Enter the asset code and press the tab-key or left click your mouse pointer anywhere in the list box window. The desired record will immediately be highlighted. If no such record found, the nearest record will be highlighted instead.

Detailed Data Display Area

The right side of the window displays the detailed information of an asset. The detailed information is updated each time you move the highlight bar in the list box.

Detailed information of an asset is displayed in five pages:

Vendor Page provides contact information of vendors

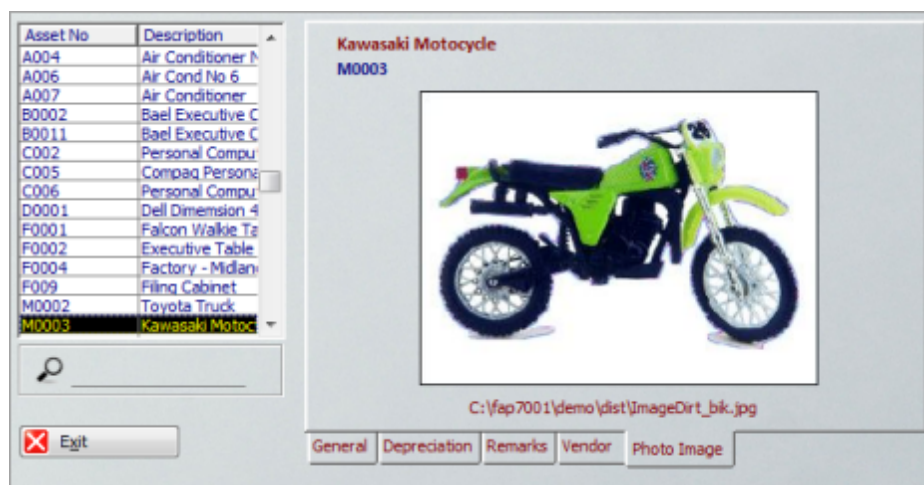
[General Page](#)

[Depreciation Page](#)

[Remarks Page](#)

[Photo Image Page](#)


7.2.2.5 View Assets By Asset No (Photo Image)



View Assets window is divided into two sections.

The List Box

The list box on the side provides listing of assets sorted by the Asset No. You can make use of the vertical scroll bar to look for more listing of the asset.

The  entry box at the bottom of the list box window is for quick access to a specific record. Enter the asset code and press the tab-key or left click your mouse pointer anywhere in the list box window. The desired record will immediately be highlighted. If no such record found, the nearest record will be highlighted instead.

Detailed Data Display Area

The right side of the window displays the detailed information of an asset. The detailed information is updated each time you move the highlight bar in the list box.

Detailed information of an asset is displayed in five pages:

Photo Image page displays stored digital image of asset.

[General Page](#)

[Depreciation Page](#)

[Remarks Page](#)

[Vendor Page](#)

7.2.3 Asset Description

7.2.3.1 View Assets By Asset Name


Description	Asset No
Air Conditioner No 3	A004
Air Cond No 6	A006
Air Conditioner	A007
Bael Executive Chair	B0002
Bael Executive Chair	B0011
Compaq Personal Co	C005
Conference Table	T008
Dell Dimension 4300	D0001
Executive Table	F0002
Factory - Midland	F0004
Falcon Walkie Talkie	F0001
Filing Cabinet	F009
Kawasaki Motorcycle	M0003
Le Run Mountain Bike	M0004
Notebook - Panasonic	N003

Air Conditioner No 3			
A004			
Type	Equipment		
Category	Air Conditioners		
Branch	Kenya		
Location	Banquet		
Cost Center	Marketing		
Index Code	Sub Object		
Model No	Serial No		
Pur. Date	08/01/2006	Quantity	1
Pur. Price	100,000.00	Insured Value	100,000.00
Scrap Value	0.00	Tax Value	100,000.00

View Assets window is divided into two sections.

The List Box

The list box on the side provides listing of assets sorted by the Asset Name/Description. You can make use of the vertical scroll bar to look for more listing of the asset.

The  entry box at the bottom of the list box window is for quick access to a specific record. Enter the asset description and press the tab-key or left click your mouse pointer anywhere in the list box window. The desired record will immediately be highlighted. If no such record found, the nearest record will be highlighted instead.

Detailed Data Display Area

The right side of the window displays the detailed information of an asset. The detailed information is updated each time you move the highlight bar in the list box.

Detailed information of an asset is displayed in five pages:

[General Page](#) displays the general information of an asset

[Depreciation Page](#) - displays the depreciation and capital allowance and other related details

[Remarks Page](#) - provides information on asset disposal and remarks if any

[Vendor Page](#) - captures all information about the vendor from whom the asset is purchased

[Photo Image Page](#) - displays stored digital image of asset

7.2.4 Asset Branch

7.2.4.1 View Assets By Branch

K03

Kenya

Asset No	Description
A004	Air Conditioner No 3
F0001	Falcon Walkie Talkie
F0004	Factory - Midland
D0001	Dell Dimension 430C
P0002	Philp Mobile Phone
P0004	Philips Keyphone
S0001	Shop Lot 1313, Don
F0002	Executive Table

Exit

Air Conditioner No 3
A004

Type	Equipment
Category	Air Conditioners
Branch	Kenya
Location	Banquet
Cost Center	Marketing
Index Code	Sub Object
Model No	Serial No
Pur. Date	08/01/2006
Quantity	1
Pur. Price	100,000.00
Insured Value	100,000.00
Scrap Value	0.00
Tax Value	100,000.00

General Depreciation Remarks Vendor Photo Image

View Assets window is divided into three sections.

Branch Selection Box

Branch code field: 6 alpha-numeric characters, upper case. Alternatively click to open a list for selection. Once a Branch is selected, only records located at the selected Branch are displayed.

The List Box

The list box on the side provide listing of assets sorted by the Asset No. You can make use of the vertical scroll bar to look for more listing of the asset.

Detailed Data Display Area

The right side of the window displays the detailed information of an asset. The detailed information is updated each time user moves the highlight bar in the list box.

Detailed information of an asset is displayed in five pages:

General Page displays the general information of an asset

Depreciation Page - displays the depreciation and capital allowance and other related details

Remarks Page - provides information on asset disposal and remarks if any

Vendor Page - captures all information about the vendor from whom the asset is purchased

Photo Image Page - displays stored digital image of asset

7.2.5 Asset Category

7.2.5.1 View Assets By Category

Category Selection Box

Search: A02

Air Conditioners

Asset No	Description
A004	Air Conditioner No 3
A006	Air Cond No 6
A007	Air Conditioner

Exit

Detailed Data Display Area

Air Conditioner No 3
A004

Type	Equipment		
Category	Air Conditioners		
Branch	Kenya		
Location	Banquet		
Cost Center	Marketing		
Index Code	Sub Object		
Model No	Serial No		
Pur. Date	08/01/2006	Quantity	1
Pur. Price	100,000.00	Insured Value	100,000.00
Scrap Value	0.00	Tax Value	100,000.00

General Depreciation Remarks Vendor Photo Image

View Assets window is divided into three sections.

Category Selection Box

Category code field: 4 alpha-numeric characters, upper case. Alternatively click to open a list for selection. Once a Category is selected, only records belong to the selected category are displayed.

The List Box

The list box on the left provides listing of assets sorted by the Asset No. You can make use of the vertical scroll bar to look for more listing of the asset.

Detailed Data Display Area

The right side of the window displays the detailed information of an asset. The detailed information is updated each time you move the highlight bar in the list box.

Detailed information of an asset is displayed in five pages:

General Page displays the general information of an asset

Depreciation Page - displays the depreciation and capital allowance and other related details

Remarks Page - provides information on asset disposal and remarks if any

Vendor Page - captures all information about the vendor from whom the asset is purchased

Photo Image Page - displays stored digital image of asset

7.2.6 Asset Location

7.2.6.1 View Assets By Location

Asset No	Description
A004	Air Conditioner No 3
T0009	Tables


Air Conditioner No 3 A004			
Type	Equipment		
Category	Air Conditioners		
Branch	Kenya		
Location	Banquet		
Cost Center	Marketing		
Index Code	Sub Object		
Model No	Serial No		
Pur. Date	08/01/2006	Quantity	1
Pur. Price	100,000.00	Insured Value	100,000.00
Scrap Value	0.00	Tax Value	100,000.00

Exit

General Depreciation Remarks Vendor Photo Image

View Assets window is divided into three sections.

Location Selection Box

Location code field: 6 alpha-numeric characters, upper case. Alternatively click  to open a list for selection. Once a Location is selected, only records located at the selected Location are displayed.

The List Box

The list box on the left provide listing of assets sorted by the Asset No. You can make use of the vertical scroll bar to look for more listing of the asset.

Detailed Data Display Area

The right side of the window displays the detailed information of an asset. The detailed information is updated each time you move the highlight bar in the list box.

Detailed information of an asset is displayed in five pages:

General Page displays the general information of an asset

[Depreciation Page](#) - displays the depreciation and capital allowance and other related details

[Remarks Page](#) - provides information on asset disposal and remarks if any

[Vendor Page](#) - captures all information about the vendor from whom the asset is purchased

[Photo Image Page](#) - displays stored digital image of asset

7.2.7 Asset Cost Centre

7.2.7.1 View Assets By Cost Centre

Cost Center Selection Box

Asset No	Description
A004	Air Conditioner No 3
C002	Personal Computer
C005	Compaq Personal Cr
D0001	Dell Dimension 430C
M0002	Toyota Truck
N003	Notebook - Panason

List Box


Air Conditioner No 3 A004			
Type	Equipment		
Category	Air Conditioners		
Branch	Kenya		
Location	Banquet		
Cost Center	Marketing		
Index Code	Sub Object		
Model No	Serial No		
Pur. Date	08/01/2006	Quantity	1
Pur. Price	100,000.00	Insured Value	100,000.00
Scrap Value	0.00	Tax Value	100,000.00

Detailed Data Display Area

General Depreciation Remarks Vendor Photo Image

View Assets window is divided into three sections.

Cost Center Selection Box

Cost Center code field: 4 alpha-numeric characters, upper case. Alternatively click  to open a list for selection. Once a Cost Center is selected, only records belong to the selected Cost Center are displayed.

The List Box

The list box on the left provides listing of assets sorted by the Asset No. You can make use of the vertical scroll bar to look for more listing of the asset.

Detailed Data Display Area

The right side of the window displays the detailed information of an asset. The detailed information is updated each time you move the highlight bar in the list box.

Detailed information of an asset is displayed in five pages:

General Page displays the general information of an asset

Depreciation Page - displays the depreciation and capital allowance and other related details

Remarks Page - provides information on asset disposal and remarks if any

Vendor Page - captures all information about the vendor from whom the asset is purchased

Photo Image Page - displays stored digital image of asset

7.3 Depreciation / Allowance

7.3.1 View Depreciation / Capital Allowance



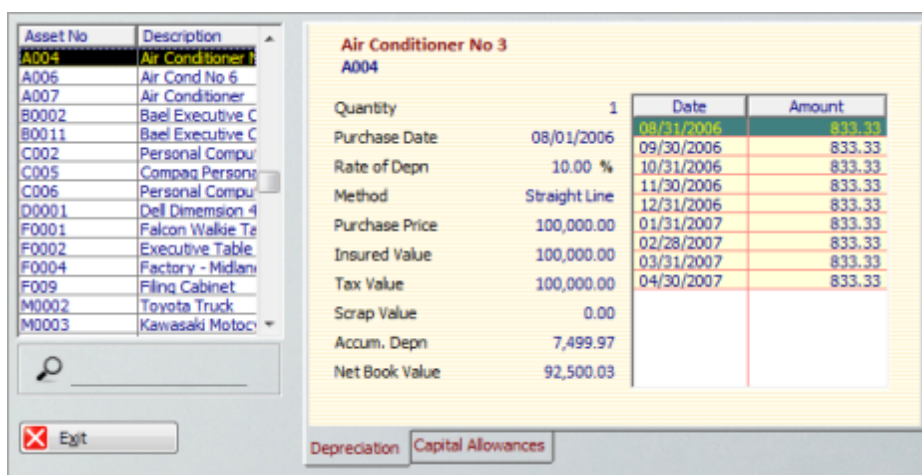
Online Depreciation / Allowance query is sorted as follows:

[Depreciation / Allowance Sorted By Asset No](#)

[Depreciation / Allowance Sorted By Asset Name](#)

7.3.2 Asset No


7.3.2.1 View By Asset No (Depreciation)



View Depreciation window is divided into two sections.

The List Box

The list box on the left provides listing of assets sorted by the Asset No. You can make use of the vertical scroll bar to look for more listing of the asset.

The  entry box at the bottom of the list box window is for quick access to a specific record. Enter the asset code and press the tab-key or left click your mouse pointer anywhere in the list box window. The desired record will immediately be highlighted. If no such record found, the nearest record will be highlighted instead.

Detailed Data Display Area

The right side of the window displays the detailed information of an asset. The detailed information changes each time you move the highlight bar in the list box.

Detailed information of an asset is displayed in two pages:

Capital Allowance page displays the detailed entries of initial allowance and annual allowance as well as information like scrap value, net book value and etc.

Depreciation page displays the detailed entries of depreciation as well as information like scrap value, net book value and etc

7.3.2.2 View By Asset No (Capital Allowance)

Asset No	Description
A004	Air Conditioner
A005	Air Cond No 5
A007	Air Conditioner
B0002	Bael Executive C
B0011	Bael Executive C
C002	Personal Compu
C005	Compag Person
C006	Personal Compu
D0001	Dell Dimension 4
F0001	Falcon Walkie T
F0002	Executive Table
F0004	Factory - Midlan
F009	Filing Cabinet
M0002	Toyota Truck
M0003	Kawasaki Moto


Date	Annual All.	Initi
08/31/2006	2800.00	10.00
09/30/2006	2800.00	10.00
10/31/2006	2800.00	10.00
11/30/2006	2800.00	10.00
12/31/2006	2800.00	10.00
01/31/2007	1166.67	0.00
02/28/2007	1166.67	0.00
03/31/2007	1166.67	0.00
04/30/2007	1166.67	0.00

Purchase Date	08/01/2006
Initial Rate	20.00 %
Annual Rate	14.00 %
Purchase Price	100,000.00
Tax Value	100,000.00
Initial Allowance	20,000.00
Capital Allowances	18,666.68
Accum. Cap. All.	38,666.68
Net Book Value	61,333.32

View Capital Allowance window is divided into two sections.

The List Box

The list box on the left provides listing of assets sorted by the Asset No. You can make use of the vertical scroll bar to look for more listing of the asset.

The  entry box at the bottom of the list box window is for quick access to a specific record. Enter the asset code and press the tab-key or left click your mouse pointer anywhere in the list box window. The desired record will immediately be highlighted. If no such record found, the nearest record will be highlighted instead.

Detailed Data Display Area

The right side of the window displays the detailed information of an asset. The detailed information changes each time you move the highlight bar in the list box.

Detailed information of an asset is displayed in two pages:

Capital Allowance page displays the detailed entries of initial allowance and annual allowance as

well as information like scrap value, net book value and etc.

[Depreciation page](#) displays the detailed entries of depreciation as well as information like scrap value, net book value and etc

7.3.3 Asset Description

7.3.3.1 View By Depreciation/Allowance By Asset Name

Air Conditioner No 3 A004

Quantity	1	Date	Amount
Purchase Date	08/01/2006	08/31/2006	833.33
		09/30/2006	833.33
Rate of Depn	10.00 %	10/31/2006	833.33
		11/30/2006	833.33
Method	Straight Line	12/31/2006	833.33
Purchase Price	100,000.00	01/31/2007	833.33
Insured Value	100,000.00	02/28/2007	833.33
Tax Value	100,000.00	03/31/2007	833.33
		04/30/2007	833.33
Scrap Value	0.00		
Accum. Depn	7,499.97		
Net Book Value	92,500.03		

Depreciation Capital Allowances

View Depreciation/Allowance window is divided into two sections. The list box on the left provides listing of assets sorted by the Asset Name. You can make use of the vertical scroll bar to look for more listing of the asset. The right side of the window displays the detailed information on depreciation of an asset. The detailed information changes each time you move the highlight bar in the list box.

[Capital Allowances Page](#)

7.4 Software

7.4.1 View Software

Asset Category Vendor Title

Online software record query is sorted as follows:

[Software records sorted by asset code](#)

[Software records sorted by category](#)

[Software records sorted by software title](#)

[Software records sorted by vendor/supplier](#)


7.4.2 Asset No

7.4.2.1 View By Asset No (General)

The screenshot shows the 'View Software' window. On the left, the 'Asset Selection Box' displays 'D0001' and 'Dell Dimension 4300 Desktop PC'. Below it, a list box shows software titles: 'Adobe Pagemaker 7.0', 'Microsoft Office XP 2002', and 'Windows XP Professional'. The 'Detailed Data Display Area' on the right shows details for 'Adobe Pagemaker 7.0' on a 'Dell Dimension 4300 Desktop PC' (Record # 0009). The details include: Category (Soft - Desktop Pub.), Version No (7.0.131), Version Date (08/04/2001), Installation Date (07/06/2001), Expiry Date (01/21/2005), Purchase Date (06/15/2001), Price (1,525.00), Media (CDROM), Operating System (Windows), and Software Producer (Adobe Systems). At the bottom, there are tabs for 'General', 'Remarks', and 'Vendor', and an 'Exit' button.

View Software window is divided into three sections.

Asset Selection Box

Asset No code field: 16 alpha-numeric characters, upper case. Alternatively click  to open a list for selection. Once an asset is selected, only records belong to the selected asset are displayed.

The List Box

The list box on the left provides listing of software sorted by the Software Title. You can make use of the vertical scroll bar to look for more listing of the software.

Detailed Data Display Area

The right side of the window displays the detailed information of a software. The detailed

information changes each time you move the highlight bar in the list box.

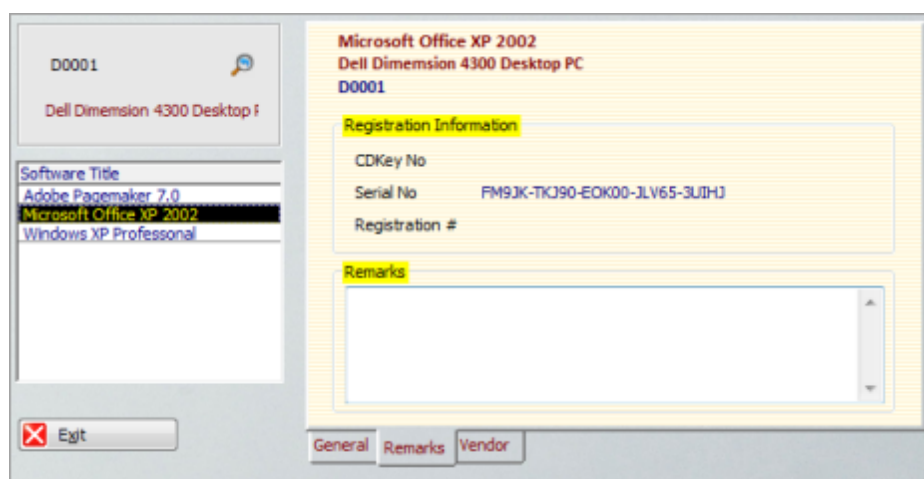
Detailed information of an asset is displayed in three pages:

[General Page](#) displays the general information of the software

[Remarks Page](#) displays the registration details and notes pertaining to the software


[Vendor Page](#) provides information about the vendor/supplier from whom the software is purchased

7.4.2.2 View By Asset No (Remarks)



View Software window is divided into three sections.

Asset Selection Box

Asset No code field: 16 alpha-numeric characters, upper case. Alternatively click  to open a list for selection. Once an asset is selected, only records belong to the selected asset are displayed.

The List Box

The list box on the left provide listing of software sorted by the Software Title. User can make use of the vertical scroll bar to look for more listing of the software.

Detailed Data Display Area

The right side of the window displays the detailed information of a software. The detailed information changes each time user moves the highlight bar in the list box.

Detailed information of an asset is displayed in three pages:

[Remarks Page](#) displays the registration details of the software together with any notes or remarks entered.


[General Page](#) displays the general information of the software

[Vendor Page](#) provides information about the vendor/supplier from whom the software is purchased

7.4.2.3 View By Asset No (Vendor)

View Software window is divided into three sections.

Asset Selection Box

Asset No code field: 16 alpha-numeric characters, upper case. Alternatively click  to open a list for selection. Once an asset is selected, only records belong to the selected asset are displayed.

The List Box

The list box on the left provides listing of software sorted by the Software Title. User can make use of the vertical scroll bar to look for more listing of the software.

Detailed Data Display Area

The right side of the window displays the detailed information of a software. The detailed information changes each time you move the highlight bar in the list box.

Detailed information of an asset is displayed in three pages:

[Vendor Page](#) provides information about the vendor/supplier from whom the software is purchased

[General Page](#) displays the general information of the software

[Remarks Page](#) displays the registration details of the software together with any notes or remarks entered

7.4.3 Category


7.4.3.1 View By Category (General)

The screenshot shows a software management window. On the left, there is a 'Category Selection Box' with a search icon and a list of software titles: 'Microsoft Office XP 2002' (highlighted) and 'Word Perfect 2002'. Below the list is an 'Exit' button. On the right, the 'Detailed Data Display Area' shows information for the selected software. The information is organized into three tabs: 'General', 'Remarks', and 'Vendor'. The 'General' tab is active, displaying the following details:

Category	Soft - Office Suites	Record #	0005
Version No	2002		
Version Date	01/01/2002		
Installation Date	01/01/2002		
Expiry Date	01/30/2005		
Purchase Date	01/23/2000		
Price	1,560.00		
Media	CDROM		
Operating System	Windows		
Software Producer	Microsoft		

View Software window is divided into three sections.

Category Selection Box

Category code field: 4 alpha-numeric characters, upper case. Alternatively click  to open a list for selection. Once a category is selected, only records belong to the selected category are displayed.

The List Box

The list box on the left provides listing of software sorted by the Software Title. You can make use of the vertical scroll bar to look for more listing of the software.

Detailed Data Display Area

The right side of the window displays the detailed information of a software. The detailed information changes each time you move the highlight bar in the list box.

Detailed information of an asset is displayed in three pages:

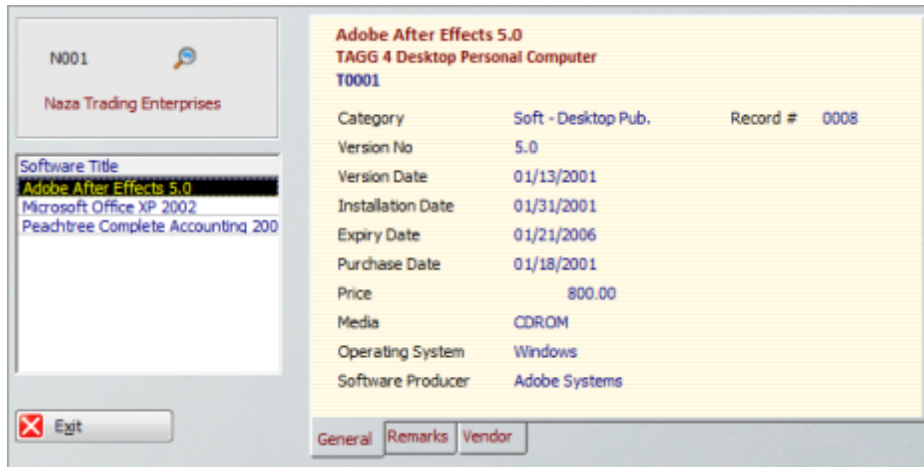
[General Page](#) displays the general information of the software

[Remarks Page](#) displays the registration details and notes pertaining to the software

[Vendor Page](#) provides information about the vendor/supplier from whom the software is purchased


7.4.4 Vendor

7.4.4.1 View By Vendor (General)



View Software window is divided into three sections.

Vendor Selection Box

Vendor code field: 9 alpha-numeric characters, upper case. Alternatively click  to open a list for selection. Once a vendor is selected, only records belong to the selected vendor are displayed.

The List Box

The list box on the left provides listing of software sorted by the Software Title. You can make use of the vertical scroll bar to look for more listing of the software.

Detailed Data Display Area

The right side of the window displays the detailed information of a software. The detailed information changes each time you move the highlight bar in the list box.

Detailed information of an asset is displayed in three pages:

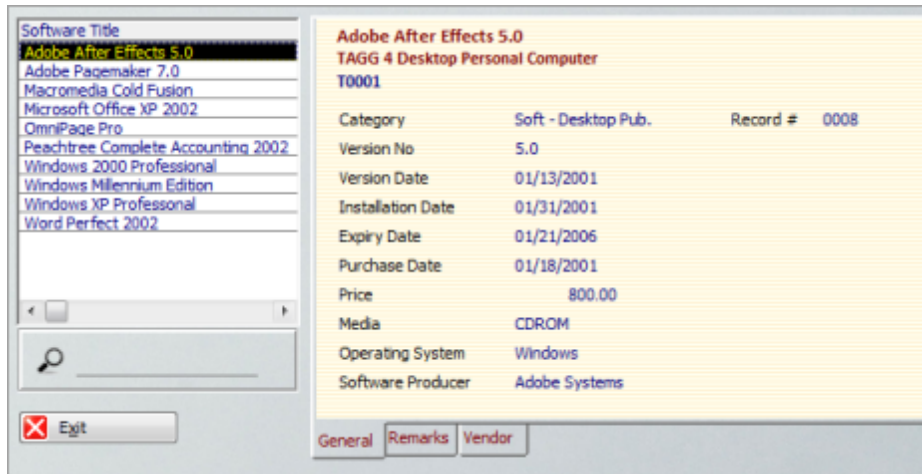
[General Page](#) displays the general information of the software

[Remarks Page](#) displays the registration details and notes pertaining to the software

[Vendor Page](#) provides information about the vendor/supplier from whom the software is purchased

7.4.5 Software Title


7.4.5.1 View By Software Title (General)



View Software window is divided into two sections.


The List Box

The list box on the left provides listing of software sorted by the Software Title. You can make use of the vertical scroll bar to look for more listing of the software.

The  entry box at the bottom of the list box window is for quick access to a specific record. Enter the asset description and press the tab-key or left click your mouse pointer anywhere in the list box window. The desired record will immediately be highlighted. If no such record found, the nearest record will be highlighted instead.

Detailed Data Display Area

The right side of the window displays the detailed information of a software. The detailed information changes each time you move the highlight bar in the list box.

The  entry box at the bottom of the list box window is for quick access to a particular record. This is useful when the software list has grown to contain thousands of records. Enter the partial name of the software title and press the tab-key or left click your mouse pointer anywhere in the list box window. The desired record will immediately be highlighted. If no such record found, the nearest record will be highlighted instead.

Detailed information of an asset is displayed in three pages:

[General Page](#) displays the general information of the software

[Remarks Page](#) displays the registration details and notes pertaining to the software

[Vendor Page](#) provides information about the vendor/supplier from whom the software is purchased

7.5 Query By Example

7.5.1 Browse Assets with QBE

Asset#	Name	Type	Category	Location	Cost Center				
Asset#	Description	Type	Cat	Branch	Location	CCTR	Vendor#	Pur Date	
A004	Air Conditioner No 3	EQP	A02	K03	BAN123	MAR	T001	08/01/06	
A006	Air Cond No 6	EQP	A02	K02	FAC	PDT	U001	08/01/07	
A007	Air Conditioner	EQP	A02	K02	KIT	PDT	U001	08/01/07	
B0002	Bael Executive Chair	FUR	C01	K01	OFF	CON	T001	11/08/04	
B0011	Bael Executive Chair	FUR	C01	K01	OFF	CON	T001	11/08/06	
C002	Personal Computer - Acer	COM	C04	J01	OFF	MAR	C001	09/09/06	
C005	Compaq Personal Compute	COM	C04	K02	KIT	MAR	U001	02/10/01	
C006	Personal Computer - Comp	COM	C04	J01	OFF	MAI	U001	01/09/04	
D0001	Dell Dimension 4300 Deskt	COM	C04	K03	KIT	MAR	N001	01/03/05	
F0001	Falcon Walkie Talkie	EQP	T03	K03	FAC	PDT	T001	10/08/02	
F0002	Executive Table	FUR	T01	K03	TEM	ADM	T001	06/18/01	
F0004	Factory - Midland	BUD	F01	K03	FAC	PDT	T001	11/08/92	
F009	Filing Cabinet	FUR	C02	K02	OFF	PDT	A001	02/03/04	

Query By Example Exit

Browse The Asset File window

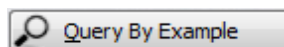
Fields displayed

Asset#, Description, Type, Category, Branch, Location, Cost Center, Vendor#, Purchase Date, Quantity, Price, Sale Date, Sale Amount

Sorted by

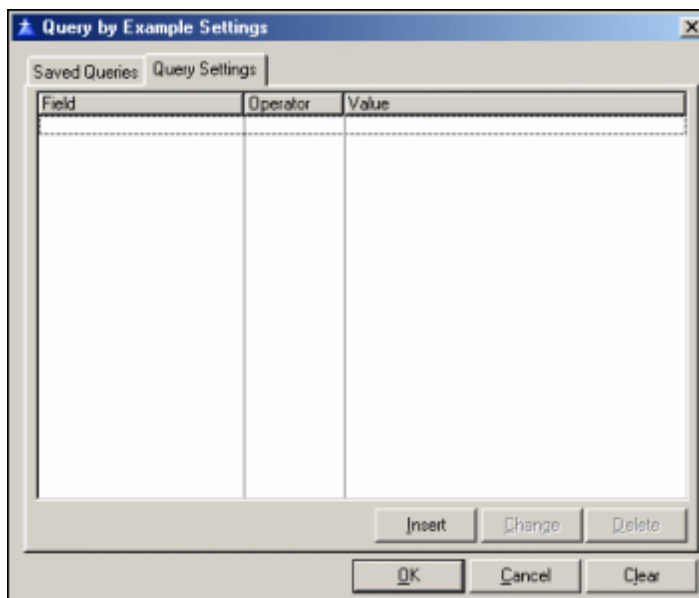
Asset No., Name, Type, Category, Location, Cost Center

The sorting of the records is as simple as clicking the tab control on top of the list box window.



Click on this icon to open the QBE setting window.

7.5.2 Query By Example Settings



Query-by-Example (QBE) is a powerful tool to find a specific information in a data file. This tool comes in handy when you are dealing with a huge database. By just entering some key information in the query expression, you could swiftly narrow down your search for a specific or a particular group of records. Query-by-Example filters records, allowing you to display a subset of the records based upon a specified example. The filter is in the form of an expression. Most often this expression will compare a specific value to a field.

The Browse Asset provides a QBE button to let the end user apply a dynamic (run-time) filter to the BrowseBox result set. In other words, the end user can query the underlying dataset and display the results of the query in the BrowseBox list. The default query interface is a dialog with an input field and a comparison operator button for each list box column.

You may provide filter criteria for zero or more fields. Additional filter criteria result in a more refined search and a smaller result set (the filter conditions are conjunctive—ANDed together).

Use the Insert button to add more criteria to the query.

Runtime Options

The default comparison operator is (=), which searches for an exact match between the BrowseBox field and the corresponding Query input field. By default all matches are case sensitive. Pressing the comparison operator button cycles through all the available operators:

Operator	Filter Effect		
=	browsefield	equal	queryvalue
>=	browsefield	greater than or equal	queryvalue
<=	browsefield	less than or equal	queryvalue

<> browsefield not equal queryvalue
no filter

For string fields, you may use the following special characters in the Query input field to refine your search:

Symbol	Position	Filter Effect
^	prefix	caseless (case insensitive) search
*	prefix	browsefield contains queryvalue
*	suffix	browsefield begins with queryvalue

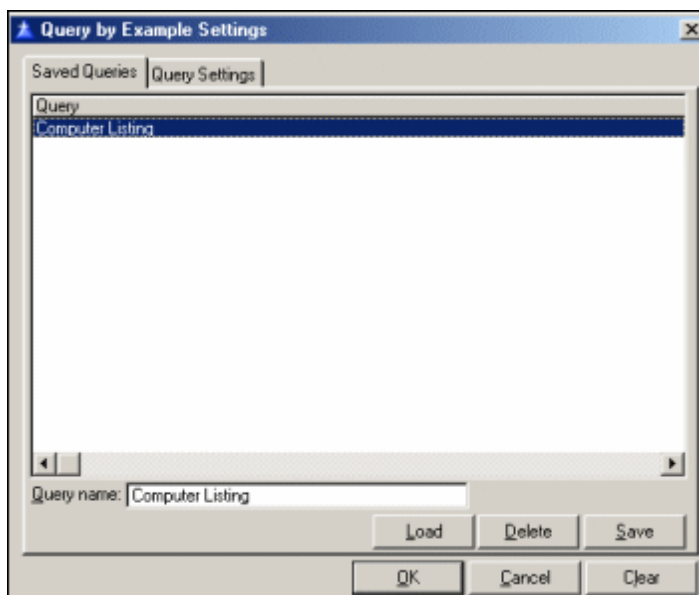
For example:

d - matches 'd' only
d* - matches 'dog', 'david'
*d - matches 'dog', 'cod'
^*d - matches 'dog', 'cod', 'coD'

Upon completion of the Query dialog, the current sort order of the previous query is available by default. This allows sharing of filters between sort orders, as well as successive filter refinements.

See [Save Queries](#)

7.5.3 Save Query By Example Settings



The query settings can be saved for future use. Click the Saved Queries tab, enter a name for the query in the Query name field. Click the Save button to save the query settings.

To recall the saved settings, highlight the query name and click the Load button.

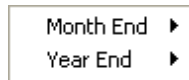
Part



8 Periodic Processing

8.1 Periodic Processing Menu

Periodic Processing Menu



This is basically the period end routines to be performed at the end of each month as well as year end. The pull down menus under this section are summarized as below:

- [Month End](#) - Performs computation of depreciation and capital allowances at the end of each month and prints out Depreciation Journal for posting to General Ledger and Depreciation Report.
- [Year End](#) - Prints Asset Disposal Report, Purge Scrapped/Disposed Asset and prepares data for the new year.

8.2 Month End

8.2.1 Month End Menu



Month End Processing is to be performed at the end of each month within a financial period. You must perform this routine sequentially i.e. commencing with Period 1, followed by Period 2 and so on. This process must also be performed for the last period (Period 12) of a financial year. Click on the **Month End Menu** opens up a sub-menu with the following menu items:

[Month End Processing](#) - Calculates monthly depreciation and capital allowances

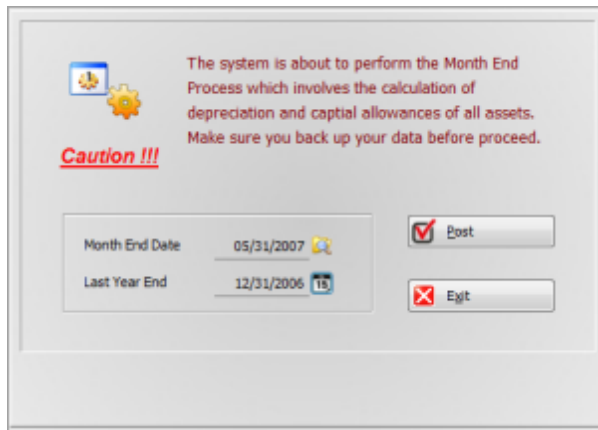
[Posting Journal](#) - Prints out Posting Journal for posting to General Ledger

[Export Posting Journal](#) - Export Posting Journal in .csv format

[Depreciation Report](#) - Prints month end depreciation report sorted according to various keyed fields


[Asset Disposal Posting Journal](#) - Prints asset disposal journal for a specified period

8.2.2 Month End Processing



Entry fields


Month End Date

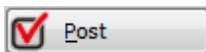
Click on the  button next to the entry field to open a Month End Date window for selection of closing date

Note: Please ensure you have entered the correct month end date. You are only allowed to perform Month End Processing for open periods and Month End Process must be carried out sequentially i.e. after processing Period 1, the period to perform next should be Period 2 and so on. Month End Process cannot be performed on "closed periods".

Last Year End

When this field is selected, last year end date is automatically displayed. Press Tab key to confirm

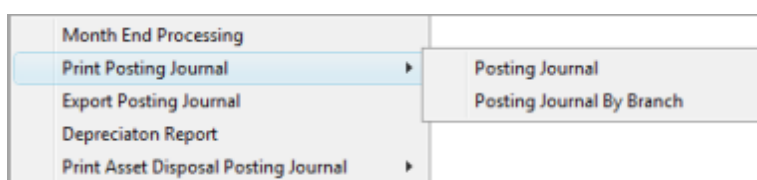
or click on the  button next to the entry field to open a calendar for selection of date



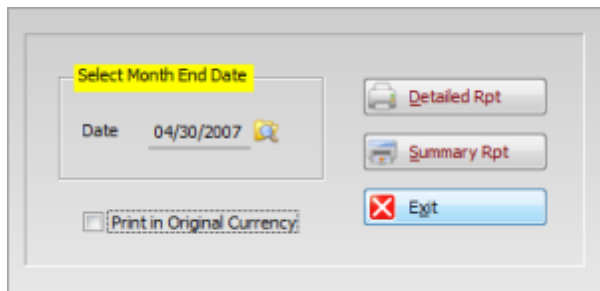
Click this button to proceed with the Month End Process.

Note: Before proceed with the Month End Processing, please ensure you have already made a backup copy of your data.

8.2.3 Print Posting Journal Menu




8.2.3.1 Posting Journal



Entry field

Month End Date

Click on the  button next to the entry field to open a Month End Date windows for selection of closing date

You have a choice to print detailed or summary report. Click on the desired button to begin printing.

The Posting Journal is a listing of depreciation charges for the period sorted in accordance with the Account Codes. From this report, you may prepare journal entries for monthly depreciation charges / provision to be entered into General Ledger.

See samples:

[Detailed Posting Journal Report](#)

[Summary Posting Journal Report](#)

8.2.3.1.1 Detail Posting Journal Report

Detailed Posting Journal							
For Month Ended: 09/30/2001					Date : 08/24/2002		
Account Code	Asset No	Description	Type	Cat	CCtr	Debit	Credit
25002	Depn - Building		P				
	S0001	Shop Lot 1313, Downtown	BUD	B01	MAI	1,250.00	
	F0004	Factory - Midland	BUD	F01	POT	41,666.67	
6002	Accumulated Depn - Depn - Building						42,916.67
25004	Depn - Computer		P				
	T0001	TAGG 4 Desktop Personal Computer	COM	C04	ADM	42.46	
	C002	Personal Computer - Acer Notebook	COM	C04	MAR	102.17	
	C005	Compaq Personal Computer	COM	C04	MAR	111.67	
	D0001	Dell Dimension 4300 Desktop PC	COM	C04	MAR	79.15	
6004	Accumulated Depn - Depn - Computer						335.45
25006	Depn - Equipment		P				
	P0002	Philip Mobile Phone	EQP	M05	ADM	177.08	
	Z001	Zipper	EQP	EQP	MAR	833.33	
6006	Accumulated Depn - Depn - Equipment						1,010.41

Sample of Detailed Posting Journal Report

8.2.3.1.2 Summary Posting Journal Report

Summary Posting Journal				
For Month Ended: 09/30/2001				Date : 08/24/2002
Account Code	Asset No	Description	Debit	Credit
25002		Depn - Building	P	42,916.67
6002		Accumulated Depn - Depn - Building		42,916.67
25004		Depn - Computer	P	335.45
6004		Accumulated Depn - Depn - Computer		335.45
25006		Depn - Equipment	P	1,010.41
6006		Accumulated Depn - Depn - Equipment		1,010.41
25008		Depn - F & F	P	113.04
6008		Accumulated Depn - Depn - F & F		113.04
25010		Depn - Motor Vehicle	P	3,275.00
6010		Accumulated Depn - Depn - Motor Vehicle		3,275.00
25012		Depn - Plant & M	P	1,083.33
6012		Accumulated Depn - Depn - Plant & M		1,083.33
			48,733.90	48,733.90

Sample of Summary Posting Journal Report

8.2.3.2 Posting Journal By Branch

Select Month End Date
Date 04/30/2007

Select Branch
Branch M01

☐ Print in Original Currency

Detailed Rpt

Summary Rpt

Exit

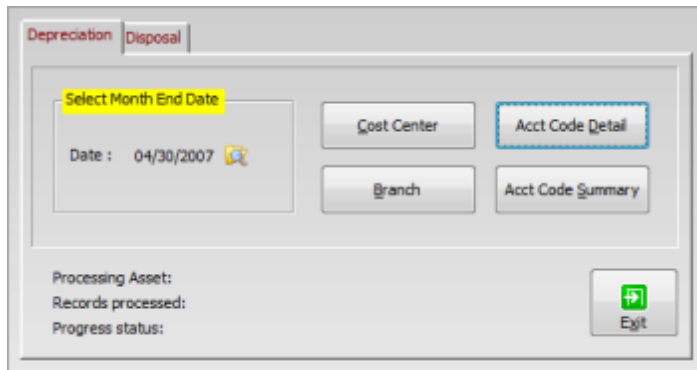
8.2.3.2.1 Detailed Posting Journal By Branch

Detailed Posting Journal									
For Month Ended: 04/30/2007			Branch : M01				Date : 12/23/2016		
Account Code	Asset No	Description	Type	Cat	COtr	Branch	Debit	Credit	
25006	Depn - Equipment		P						
	P0005	Photocopy Machine	EQP	001	ADM	M01	260.42		
6006	Accumulated Depn - Depn - Equipment								260.42
25008	Depn - F & F		P						
	T008	Conference Table	FUR	T01	ADM	M01	210.83		
	T0009	Tables	FUR	T01	CDN	M01	40.00		
6008	Accumulated Depn - Depn - F & F								250.83
25010	Depn - Motor Vehicle		P						
	M0003	Kawasaki Motorcycle	MOT	M03	POT	M01	1,375.00		
	V006	Toyota Camry	MOT	M01	POT	M01	3,000.00		
6010	Accumulated Depn - Depn - Motor Vehicle								4,375.00
							4,896.25	4,896.25	

8.2.3.2.2 Summary Posting Journal By Branch

Summary Posting Journal				
For Month Ended: 04/30/2007		Branch : M01		Date : 12/23/2016
Account Code	Description		Debit	Credit
6006	Accumulated Depn - Depn - Equipment			260.42
25006	Depn - Equipment	P	260.42	
6008	Accumulated Depn - Depn - F & F			250.83
25008	Depn - F & F	P	250.83	
6010	Accumulated Depn - Depn - Motor Vehicle			4,375.00
25010	Depn - Motor Vehicle	P	4,375.00	
			4,896.25	4,896.25

8.2.4 Export Posting Journal



Depreciation Tab

This function exports posting journal of a selected month to a comma separated value (csv) file for integration with other accounting packages. The posting journal could be sorted by:

Cost Center
Branch
Account Code - Detail
Account Code - Summary

The name for the csv file is "**depnjv.csv**".

Entry field

Month End Date

Click on the **30** button next to the entry field to open a Month End Date window for selection of closing date.

[Export Journal By Cost Center](#)

[Export Journal By Branch](#)

[Export Journal By Account Code - Detail](#)

[Export Journal By Account Code - Summary](#)

[Disposal Tab](#)

8.2.4.1 Export Journal By Cost Center

```

"AccountNo","CostCentre","Debit","Credit","Description","Date"
"25006","ADM","260.42","0","Depn - Equipment","31/05/2004"
"25008","ADM","232.08","0","Depn - F & F","31/05/2004"
"25008","CON","125.00","0","Depn - F & F","31/05/2004"
"25002","MAI","1250.00","0","Depn - Building","31/05/2004"
"25004","MAI","104.17","0","Depn - Computer","31/05/2004"
"25004","MAR","331.02","0","Depn - Computer","31/05/2004"
"5002","MAR","833.33","0","Building","31/05/2004"
"25002","PDT","41666.67","0","Depn - Building","31/05/2004"
"25008","PDT","857.08","0","Depn - F & F","31/05/2004"
"25010","PDT","3000.00","0","Depn - Motor Vehicle","31/05/2004"
"5006","PDT","833.33","0","Equipment","31/05/2004"
"6006","ADM","0","260.42","Accum Depn - Equipm","31/05/2004"
"6008","ADM","0","232.08","Accum Depn - F&F","31/05/2004"
"6004","CON","0","26.67","Accum Depn - Compute","31/05/2004"
"6008","CON","0","98.33","Accum Depn - F&F","31/05/2004"
"6002","MAI","0","1250.00","Accum Depn - Bldg","31/05/2004"
"6004","MAI","0","104.17","Accum Depn - Compute","31/05/2004"
"5004","MAR","0","833.33","Computer","31/05/2004"
"6004","MAR","0","331.02","Accum Depn - Compute","31/05/2004"
"25010","PDT","0","833.33","Depn - Motor Vehicle","31/05/2004"
"5006","PDT","0","833.33","Equipment","31/05/2004"
"6002","PDT","0","41666.67","Accum Depn - Bldg","31/05/2004"
"6008","PDT","0","23.75","Accum Depn - F&F","31/05/2004"
"6010","PDT","0","3000.00","Accum Depn - Motor","31/05/2004"

```

Sample of Export Journal By Cost Center csv file.

8.2.4.2 Export Journal By Branch

```

"AccountNo","Branch","Debit","Credit","Description","Date"
"25004","J01","323.52","0","Depn - Computer","31/05/2004"
"25008","K01","50.33","0","Depn - F & F","31/05/2004"
"25004","K02","111.67","0","Depn - Computer","31/05/2004"
"25008","K02","854.16","0","Depn - F & F","31/05/2004"
"5006","K02","833.33","0","Equipment","31/05/2004"
"25002","K03","42916.67","0","Depn - Building","31/05/2004"
"25008","K03","50.84","0","Depn - F & F","31/05/2004"
"5002","K03","833.33","0","Building","31/05/2004"
"25006","H01","260.42","0","Depn - Equipment","31/05/2004"
"25008","H01","250.83","0","Depn - F & F","31/05/2004"
"25010","H01","3000.00","0","Depn - Motor Vehicle","31/05/2004"
"6004","J01","0","323.52","Accum Depn - Compute","31/05/2004"
"6008","K01","0","50.33","Accum Depn - F&F","31/05/2004"
"25010","K02","0","833.33","Depn - Motor Vehicle","31/05/2004"
"5006","K02","0","833.33","Equipment","31/05/2004"
"6004","K02","0","111.67","Accum Depn - Compute","31/05/2004"
"6008","K02","0","20.83","Accum Depn - F&F","31/05/2004"
"5004","K03","0","833.33","Computer","31/05/2004"
"6002","K03","0","42916.67","Accum Depn - Bldg","31/05/2004"
"6004","K03","0","26.67","Accum Depn - Compute","31/05/2004"
"6008","K03","0","24.17","Accum Depn - F&F","31/05/2004"
"6006","H01","0","260.42","Accum Depn - Equipm","31/05/2004"
"6008","H01","0","250.83","Accum Depn - F&F","31/05/2004"
"6010","H01","0","3000.00","Accum Depn - Motor","31/05/2004"

```

Sample of Export Journal By Branch csv file.

8.2.4.3 Export Journal By Account Code - Detail

```

"AccountNo","CostCenter","Debit","Credit","Description","Date"
"25002","MAI","1,250.00","0","S0001 Depn - Building","31/05/2004"
"25002","PDT","41,666.67","0","F0004 Depn - Building","31/05/2004"
"25004","MAR","52.68","0","C002 Depn - Computer","31/05/2004"
"25004","MAR","111.67","0","C005 Depn - Computer","31/05/2004"
"25004","MAI","104.17","0","C006 Depn - Computer","31/05/2004"
"25004","MAR","166.67","0","H003 Depn - Computer","31/05/2004"
"25006","ADM","260.42","0","P0005 Depn - Equipment","31/05/2004"
"25008","PDT","833.33","0","A006 Depn - F & F","31/05/2004"
"25008","CON","26.67","0","P0004 Depn - F & F","31/05/2004"
"25008","ADM","21.25","0","F0002 Depn - F & F","31/05/2004"
"25008","PDT","2.92","0","F0001 Depn - F & F","31/05/2004"
"25008","CON","40.00","0","T0009 Depn - F & F","31/05/2004"
"25008","CON","43.75","0","B0002 Depn - F & F","31/05/2004"
"25008","CON","14.58","0","B0011 Depn - F & F","31/05/2004"
"25008","PDT","20.83","0","F009 Depn - F & F","31/05/2004"
"25008","ADM","210.83","0","T0008 Depn - F & F","31/05/2004"
"25010","PDT","3,000.00","0","U006 Depn - Motor Vehicle","31/05/2004"
"5002","MAR","833.33","0","A004 Building","31/05/2004"
"5006","PDT","833.33","0","A007 Equipment","31/05/2004"
"25010","","0","833.33","Depn - Motor Vehicle","31/05/2004"
"5004","","0","833.33","Computer","31/05/2004"
"5006","","0","833.33","Equipment","31/05/2004"
"6002","","0","42,916.67","Accum Depn - Bldg","31/05/2004"
"6004","","0","461.86","Accum Depn - Compute","31/05/2004"
"6006","","0","260.42","Accum Depn - Equipm","31/05/2004"
"6008","","0","354.16","Accum Depn - F&F","31/05/2004"
"6010","","0","3,000.00","Accum Depn - Motor","31/05/2004"

```

Sample of Export Journal By Account Code - Detail csv file

8.2.4.4 Export Journal By Account Code - Summary

```

"AccountNo","CostCenter","Debit","Credit","Description","Date"
"25002","","42,916.67","0","Depn - Building","31/05/2004"
"25004","","435.19","0","Depn - Computer","31/05/2004"
"25006","","260.42","0","Depn - Equipment","31/05/2004"
"25008","","1,214.16","0","Depn - F & F","31/05/2004"
"25010","","3,000.00","0","Depn - Motor Vehicle","31/05/2004"
"5002","","833.33","0","Building","31/05/2004"
"5006","","833.33","0","Equipment","31/05/2004"
"25010","","0","833.33","Depn - Motor Vehicle","31/05/2004"
"5004","","0","833.33","Computer","31/05/2004"
"5006","","0","833.33","Equipment","31/05/2004"
"6002","","0","42,916.67","Accum Depn - Bldg","31/05/2004"
"6004","","0","461.86","Accum Depn - Compute","31/05/2004"
"6006","","0","260.42","Accum Depn - Equipm","31/05/2004"
"6008","","0","354.16","Accum Depn - F&F","31/05/2004"
"6010","","0","3,000.00","Accum Depn - Motor","31/05/2004"

```

Sample of Export Journal By Account Code - Summary csv file

8.2.4.5 Disposal Page

Disposal Tab


This function exports disposal posting journal of a selected month to a comma separated value (csv) file for integration with other accounting packages. The posting journal could be sorted by:

Cost Center
Branch

The name for the csv file is "[dispvj.csv](#)".

Entry field

Month End Date

Click on the  button next to the entry field to open a Month End Date window for selection of closing date.

[Export Disposal Journal By Cost Center](#)

[Export Disposal Journal By Branch](#)

[Depreciation Tab](#)

8.2.4.5.1 Export Disposal Journal By Cost Center

```
"AccountNo","CostCentre","Debit","Credit","Description","Date"
"5004","MAR","0","5560.00","Disposal - Asset No: C005 Sold c005","13/08/2004"
"6004","MAR","335.01","0","Disposal - Asset No: C005 Sold c005","13/08/2004"
"3102","MAR","3000.00","0","Disposal - Asset No: C005 Sold c005","13/08/2004"
"12303","MAR","2,224.99","0","Disposal - Asset No: C005 Sold c005","13/08/2004"
"5006","PDT","0","100000.00","Disposal - Asset No: A007 Sold a007","20/08/2004"
"6006","PDT","1666.66","0","Disposal - Asset No: A007 Sold a007","20/08/2004"
"3102","PDT","150000.00","0","Disposal - Asset No: A007 Sold a007","20/08/2004"
"12303","PDT","0","51,666.66","Disposal - Asset No: A007 Sold a007","20/08/2004"
"5010","PDT","0","87500.00","Disposal - Asset No: M0003 Sales M0003","28/08/2004"
"6010","PDT","8250.00","0","Disposal - Asset No: M0003 Sales M0003","28/08/2004"
"3102","PDT","95500.00","0","Disposal - Asset No: M0003 Sales M0003","28/08/2004"
"12303","PDT","0","16,250.00","Disposal - Asset No: M0003 Sales M0003","28/08/2004"
```

Sample of Export Disposal Journal By Cost Center csv file.

8.2.4.5.2 Export Disposal Journal By Branch


```
"AccountNo","Branch","Debit","Credit","Description","Date"
"5004","K02","0","5560.00","Disposal - Asset No: C005 Sold c005","13/08/2004"
"6004","K02","335.01","0","Disposal - Asset No: C005 Sold c005","13/08/2004"
"3102","K02","3000.00","0","Disposal - Asset No: C005 Sold c005","13/08/2004"
"12303","K02","2,224.99","0","Disposal - Asset No: C005 Sold c005","13/08/2004"
"5006","K02","0","100000.00","Disposal - Asset No: A007 Sold a007","20/08/2004"
"6006","K02","1666.66","0","Disposal - Asset No: A007 Sold a007","20/08/2004"
"3102","K02","150000.00","0","Disposal - Asset No: A007 Sold a007","20/08/2004"
"12303","K02","0","51,666.66","Disposal - Asset No: A007 Sold a007","20/08/2004"
"5010","M01","0","87500.00","Disposal - Asset No: M0003 Sales M0003","28/08/2004"
"6010","M01","8250.00","0","Disposal - Asset No: M0003 Sales M0003","28/08/2004"
"3102","M01","95500.00","0","Disposal - Asset No: M0003 Sales M0003","28/08/2004"
"12303","M01","0","16,250.00","Disposal - Asset No: M0003 Sales M0003","28/08/2004"
```

Sample of Export Disposal Journal By Branch csv file

8.2.5 Depreciation Report

Entry field

Month End Date

Click on the  button next to the entry field to open a Month End Date window for selection of closing date

Types of Report

- Depreciation Report By Asset No
- Depreciation Report By Account Code
- Depreciation Report By Type
- Depreciation Report By Category
- Depreciation Report By Cost Center

In addition, you have a choice to print a detailed or summary report. Click on the desired button to begin printing.

See samples:

[Detailed Depreciation Report By Cost Center](#)

[Summary Depreciation Report By Cost Center](#)

8.2.5.1 Detailed Depreciation Report By Cost Centre

Detailed Depreciation Report By Cost Center								
For Month Ended: 09/30/2001						Date : 08/24/2002		
Asset No	Description	Type	Cat	CCtr	PurDate	Qty	Cost	Depn Amount
ADM Administration								
F0002	Executive Table	FUR	T01	ADM	06/18/1998	1	2,650.00	21.25
P0002	Philp Mobile Phone	EQP	M05	ADM	11/09/1997	1	8,500.00	177.08
T0001	TAGG 4 Desktop Personal Computer	COM	C04	ADM	01/14/2000	1	2,288.00	42.46
Sub-Total							13,438.00	240.79
CON Conference								
B0002	Bael Executive Chair	FUR	C01	CON	11/08/1997	15	5,250.00	7.62
B0011	Bael Executive Chair	FUR	C01	CON	11/08/1997	5	1,750.00	14.58
P0004	Philps Keyphone	EQP	T03	CON	09/08/1999	1	1,850.00	26.67
T0009	Tables	FUR	T01	CON	01/10/1998	15	5,100.00	40.00
Sub-Total							13,950.00	88.87
MAI Maintenance								
S0001	Shop Lot 1313, Downtown	BUD	B01	MAI	10/09/1992	1	750,000.00	1,250.00
Sub-Total							750,000.00	1,250.00

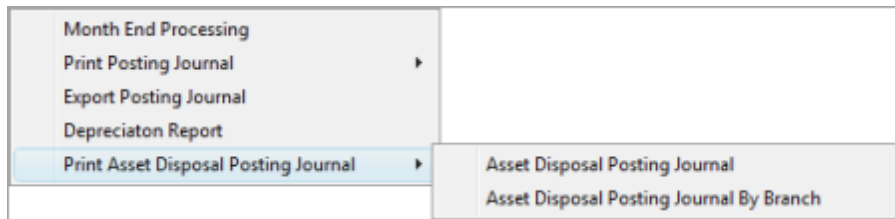
Sample of Detailed Depreciation Report By Cost Center

8.2.5.2 Summary Depreciation Report By Cost Centre

Summary Depreciation Report By Cost Center			
For Month Ended: 09/30/2001		Date : 08/24/2002	
Code	Description	Cost	Depn Amount
ADM	Administration	13,438.00	240.79
CON	Conference	13,950.00	88.87
MAI	Maintenance	750,000.00	1,250.00
MAR	Marketing	164,559.00	2,484.65
PDT	Production	25,197,850.00	44,669.59
Grand Total		26,139,797.00	48,733.90

Sample of Summary Depreciation Report By Cost Center

8.2.6 Asset Disposal Posting Journal Menu



8.2.6.1 Asset Disposal Posting Journal

A screenshot of a dialog box titled 'Select Duration'. It contains two date fields: 'From : 12/01/2016' and 'To : 12/31/2016'. Each date field has a small calendar icon to its right. Below the date fields is a checkbox labeled 'Print in Original Currency'. To the right of the date fields are two buttons: 'Print' (with a printer icon) and 'Exit' (with a red X icon).

Entry fields

From (Date)

Click on the  button next to the entry field to open a calendar for selection of date

To (Date)

Click on the  button next to the entry field to open a calendar for selection of date

Note: Date value in "From" field cannot be greater than "To" field

Select the desired combination and click the Print Report button to begin printing.

See [Asset Disposal Posting Journal Report](#)

8.2.6.1.1 Asset Disposal Posting Journal Report

Asset Disposal Posting Journal				
For Period: 08/01/1998 to 08/23/2002			Date : 08/24/2002	
Asset No	Account No	Description	Debit	Credit
C002	Personal Computer - Acer Notebook	05/07/2002 RC 123456		
	3102	Bank - Proceeds on Disposal	4,050.00	
	5004	Computer		15,500.00
	6004	Accumulate Depn - Computer	11,821.76	
	12303	Profit / (Loss) On Disposal		371.76
			15,871.76	15,871.76
		05/07/2002		
			15,871.76	15,871.76

Sample Asset Disposal Posting Journal

8.2.6.2 Asset Disposal Posting Journal By Branch

Select Duration
 From : 12/01/2016 15
 To : 12/31/2016 15

Print
 Exit

Select Branch
 Branch : M01

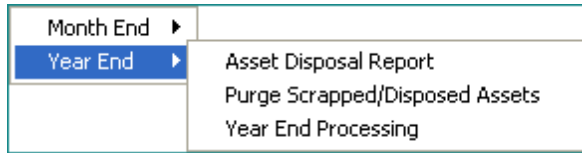
☐ Print in Original Currency

8.2.6.2.1 Asset Disposal Posting Journal By Branch Report

Asset Disposal Posting Journal By Branch				
For Period: 12/01/1999 to 12/31/2014		Branch : J01		Date : 12/23/2016
Asset No	Account No	Description	Debit	Credit
C002	Personal Computer - Acer	04/02/2004 Rcpt# 123456		
		101		
	3102	Bank - Proceeds on Disposal	5,000.00	
	5004	Computer		15,500.00
	6004	Accumulated Depn - Computer	2,179.71	
	12303	Profit / (Loss) On Disposal		8,320.29
			15,500.00	15,500.00
		04/02/2004		
			15,500.00	15,500.00

8.3 Year End

8.3.1 Year End Menu



Year End Processing is to be performed at the end of each financial year. Prior to this process, all month end processing must be completed for the 12 periods of the financial year. Click on the **Year End Menu** opens up a sub-menu with the following menu items:

[Asset Disposal Report](#) - Print a hard copy of asset disposal report

[Purge Scrapped/Disposed Assets](#) - Purge or remove disposed/scrapped assets

[Year End Processing](#) - Performs all year end calculations of depreciation and capital allowances

8.3.2 Asset Disposal Report

Entry fields

Asset No Tab

From

16 alpha-numeric characters, upper case. Alternatively click  to open a list for selection

To

16 alpha-numeric characters, upper case. Alternatively click  to open a list for selection

Date Tab

From

Click on the  button next to the entry field to open a calendar for selection of date

To

Click on the  button next to the entry field to open a calendar for selection of date

Note: Value in "From" field cannot be greater than "To" field

Types of Report

Asset Disposal Report By Asset No

Asset Disposal Report By Date

Select the desired combination and click the Print Report button to begin printing.

Since all assets, which have been sold or scrapped, will be removed from the system after the Year End Processing, a hard copy of asset disposal report must be printed for record.


See [Asset Disposal Report By Asset No](#)

8.3.2.1 Asset Disposal Report By Asset No

Asset Disposal Report By Asset No							
Print From : B0002 to 2001		Period 08/01/1998 to 08/23/2002				Date : 08/24/2002	
AssetNo	Description	Qty	PurDate/ DisposalDd	PurPrice / Tax Value	AccumDepn / AccumCA	Selling Price	P(L) / Chg(Allow.)
C002	Personal Computer - Acer Noteboo	1	09/09/1997 05/07/2002	15,500.00 15,500.00	11,821.76 10,075.16	4,050.00 4,050.00	371.76 -1,374.84

Sample Asset Disposal Report By Asset No


8.3.3 Purge Scrapped / Disposed Assets



Caution !!!

The system is about to perform the Purging of disposed/scrapped assets. Those assets with disposal dates prior to the date specified below will be permanently removed from the system. All other related files will also be deleted simultaneously.

Make sure you back up your data before proceed.

Purge Disposed/Scrapped Assets Up To
12/31/2008 

☒ Post
☐ Exit

Entry field

Purge Disposed/Scrapped Assets Up To (Date)

Click on the  button next to the entry field to open a calendar for selection of date

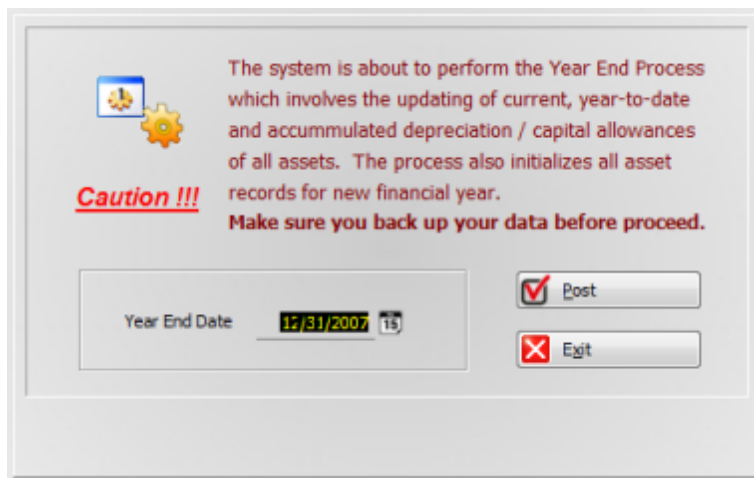


Click this button to proceed with the Purge Disposed/Scrapped Assets Process.

Note: Before proceed with the Purge Disposed/Scrapped Assets Process, please ensure you have already made a backup copy of your data.

All assets that were disposed off under the [Asset Disposal](#) function remain in the asset database until they are purged during the [Year End Processing](#). Depending on individual's preference, the system is flexible enough to allow you to purge disposed assets up to a specific date. If there is plenty of space in the hard disk, it may be useful to keep the disposal records in the system for easy reference.

8.3.4 Year End Processing




Entry field

Last Year End

When this field is selected, last year end date is automatically displayed. Press Tab key to confirm

or

Click on the  button next to the entry field to open a Month End Dates window for selection of closing date

Note: Year End Processing is to be performed at the end of each financial year. Prior to this

process, all month end processing must be completed for the 12 periods of the financial year and their status are set to "closed".



Click this button to proceed with the Month End Process.

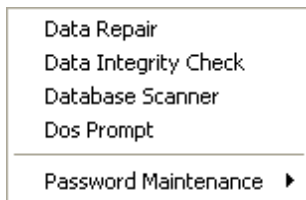
Note: Before proceed with the Year End Processing, please ensure you have already made a backup copy of your data.

Part

IX

9 Utilities

9.1 Utilities Menu



Utilities Menu enables you to perform simple Data Recovery function in the event of data corruption, perform Data Integrity Check and exit to DOS prompt temporary. Click the **Utilities Menu** to open up a sub-menu with the following items:

[Data Repair](#) - Repairs corrupted data

[Data Integrity Check](#) - Checks the integrity of related files

[Database Scanner](#) - Scan, edit, mass update, export tables and more...

[DOS Prompt](#) - Exits to DOS prompt

[Password Maintenance](#) - Changes master password and sets attributes for user accessibility

9.2 Data Repair

The **Fixed Asset Pro 2006** database file system is designed to automatically repair most errors. However, if a database file is physically damaged during a system malfunction, the Data Repair Utility can recover the undamaged portions of your data. The Data Repair Utility reads the damaged file and writes the recovered records to a new file. It uses the information stored in the file's header and scans the file recovering damaged portions.

Note: The Data Repair Utility is an emergency repair tool and should not be used on a regular basis. Use it only when a file has been damaged.

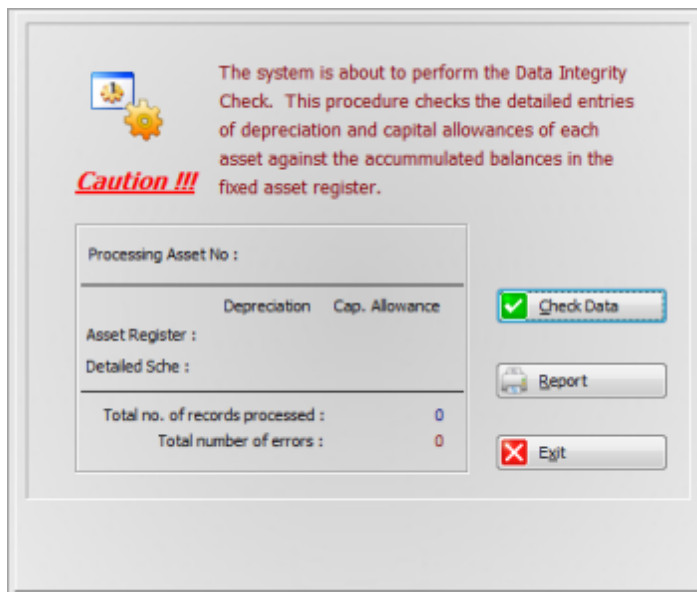
Data Repair Procedures

1. Start the utility by DOUBLE-CLICKING on the Data Repair menu under the Utilities Group. The **Top Speed Database Recovery Utility** dialog appears. The utility consists of two wizard dialogs.

The screenshot shows a dialog box titled "Fixed Asset Pro" with two main sections: "Source (file to recover)" and "Destination (result file)". Each section contains a "Filename:" text box and a "Password:" text box, followed by a "Browse.." button. At the bottom of the dialog, there are four buttons: "Help", "< Back", "Next >", and "Cancel". The "Next >" button is highlighted with a blue border.

2. In the **Source** (file to recover) section, specify the file name or press the **Browse** button to select it from a standard file open dialog.
3. If the file has a password, type it in the **Password** entry box. If the database file contains multiple tables (data files), each table *must* have the same password.
4. Optionally, in the **Destination** (result file) section, specify the file name for the target file or press the **Browse** button to select it from a standard file open dialog. By default the .TPR extension is added to the source file name. This parameter is optional. If omitted, the original (source file) is overwritten and a backup file is created. The source file is renamed to *filename.TPx*, where x is automatically incremented from 1 to 9 each time a new file is created. If all nine numbers are used, any subsequent files created are given the extension .TP\$ and are overwritten.
5. If the result file is to have a different password, type it in the **Password** entry box. If omitted, the password is removed.
6. Press the **Next** button. The second wizard dialog for the Data Repair Utility appears. Follow the online instruction to recover the data.

9.3 Data Integrity Check




The system is about to perform the Data Integrity Check. This procedure checks the detailed entries of depreciation and capital allowances of each asset against the accumulated balances in the fixed asset register.

Caution !!!

Processing Asset No :	Depreciation	Cap. Allowance
Asset Register :		
Detailed Sche :		
Total no. of records processed :	0	
Total number of errors :	0	

☒ Check Data

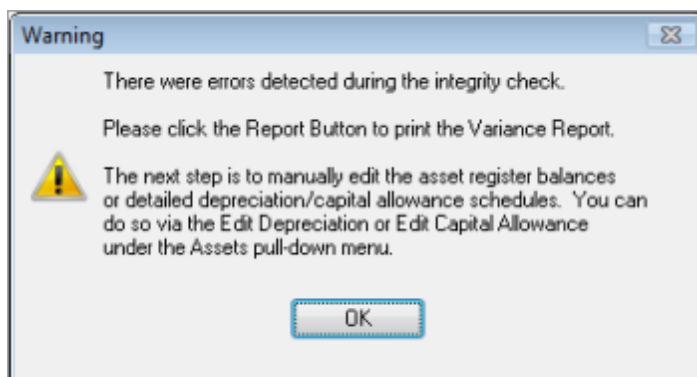
 Report

☒ Exit

It is advisable to perform this routine check as often as possible to determine whether the data especially the depreciation and capital allowances from the different data files are agreeing with one another. Completion time is very much dependent on the hardware and the volume of records in the database.

Click the 'Proceed' button to begin checking. The result of the check will be displayed in the [Data Integrity Check Result](#).


9.4 Data Integrity Check Result




Warning

There were errors detected during the integrity check.

Please click the Report Button to print the Variance Report.

 The next step is to manually edit the asset register balances or detailed depreciation/capital allowance schedules. You can do so via the Edit Depreciation or Edit Capital Allowance under the Assets pull-down menu.

OK

 The system is about to perform the Data Integrity Check. This procedure checks the detailed entries of depreciation and capital allowances of each asset against the accumulated balances in the fixed asset register.

Caution !!!

Processing Asset No :	P0005	
	Depreciation	Cap. Allowance
Asset Register :	9,895.96	8,333.32
Detailed Sche :	9,895.96	8,333.32
Total no. of records processed :	26	
Total number of errors :	2	

☒ Check Data
☐ Report
☒ Exit

Data integrity check completed
There are 2 errors out of 26 records

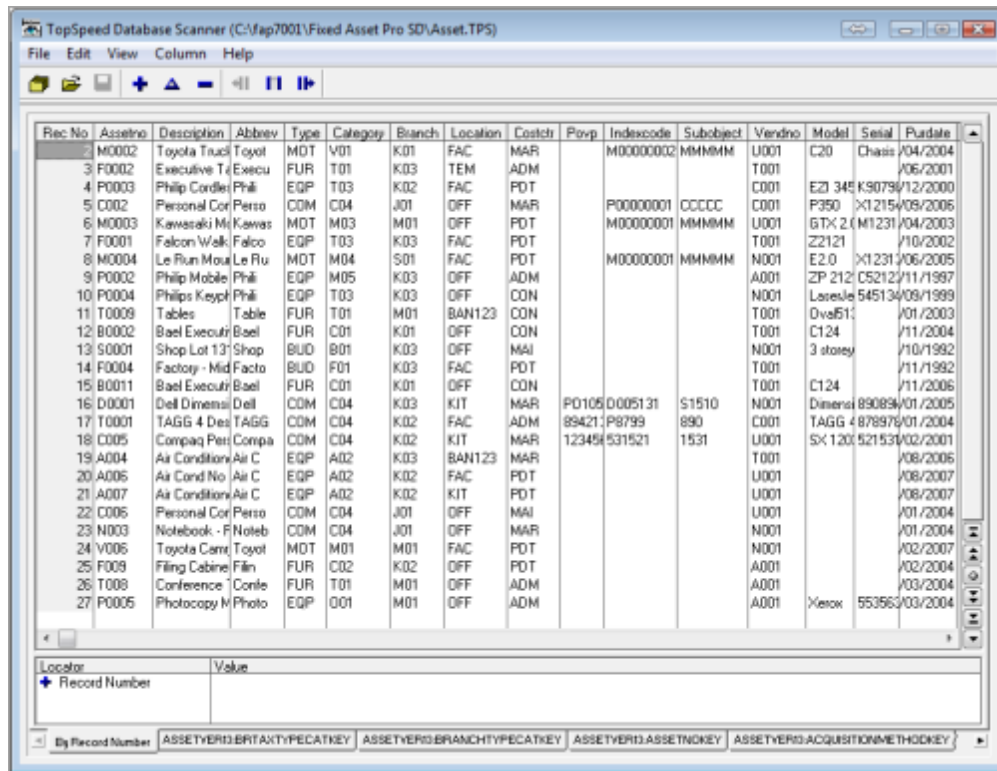
If there are errors detected as above, Click the 'Report' button to print the [Data Integrity Check Variance Report](#).

9.5 Data Integrity Check Variance Report

Data Integrity Check Variance Report							
				Date : 6/01/2000			
Asset No	Description	Depreciation			Capital Allowance		
		Register	Schedule	Variance	Register	Schedule	Variance
B0001	Banquet Chairs	789.98	789.93	0.05	1,105.98	1,105.93	0.05
B0002	Banquet Chairs	1,924.97	1,924.93	0.04	2,764.97	2,764.93	0.04
B0009	Banquet Chairs	673.75	673.82	-0.07	967.75	967.82	-0.07
B0011	Banquet Chairs	96.25	96.32	-0.07	139.25	139.32	-0.07
B0012	Banquet Chairs	673.73	673.61	0.12	967.73	967.61	0.12
B0013	Banquet Chairs	673.75	673.82	-0.07	967.75	967.82	-0.07
T0009	Tables	840.02	839.98	0.04	1,657.48	1,657.52	-0.04
T0010	Tables	560.01	560.05	-0.04	1,104.99	1,104.95	0.04

A list of assets with errors are displayed as above. The next step to go to the [Edit Depreciation](#) or [Edit Capital Allowances](#) under the [Assets Menu](#) to edit the records.

9.6 Database Scanner



A powerful utility for user to view, edit, modify, mass update, export all the tables in the program.

Caution!

This must be used in extreme caution. Changing of records may adversely affect the integrity of your data.

9.7 DOS Prompt



Quick exit to DOS prompt. Type 'Exit' and press EnterKey to return to program

9.8 Password Maintenance

9.8.1 Password Maintenance Menu

(Professional & Enterprise Edition)

Data Repair	
Data Integrity Check	
Dos Prompt	
Password Maintenance ▶	Set Level Attribute
	Master Password
	Other Passwords
	View Active Users
	View User Logon History
	Purge User Logon History

Password Maintenance enables you to set password level attribute, change master password as well as set up passwords for users. This menu is only accessible by user with Master Password.

Password Maintenance Menu consists of:

[Set Level Attribute](#) - Sets menu items accessibility for each password level code

[Master Password](#) - Changes master password

[Other Password](#) - Sets up passwords for users

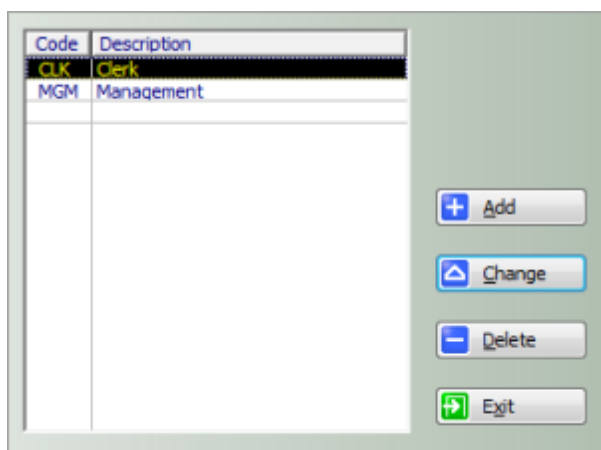
[View Active Users](#) - Displays current logged in users

[View User Logon History](#) - Display and print audit trail of users logon and login activities

[Purge User Logon History](#) - Remove audit trail of users logon and login activities

9.8.2 Set Level Attribute

(Professional & Enterprise Edition)



Browse Password Level Attributes window

Fields displayed

Code, Description

Sorted by

Code

The accessibility to the system is controlled by the password level code. Each password level code represents a set of menu attributes set up by user with Master Password. This level code can then be assigned to other users via **Other Password** function.

You can add new Level Code information by clicking the 'Add' button or change an existing code information by clicking the 'Change' button. To delete a level code record, click the 'Delete' button and click 'Yes' to confirm deletion. To exit without changes, click the 'Exit' button.

[Adding a new Level Code](#)

[Changing the highlighted Level Code](#)

[Deleting the highlighted Level Code](#)

9.8.3 Add Level Code

(Professional & Enterprise Edition)

Record will be Added

Level Code: _____ Description: _____

File | Assets | Inquiry | Periodic Processing | Utilities | Report | Toolbar

Edit Tables

<input type="checkbox"/> Edit Type	<input type="checkbox"/> File Import	<input type="checkbox"/> Global Update
<input type="checkbox"/> Edit Category	<input type="checkbox"/> File Export	<input type="checkbox"/> Edit Co. / Set Preference .
<input type="checkbox"/> Edit Branch		
<input type="checkbox"/> Edit Location		
<input type="checkbox"/> Edit Cost Center		
<input type="checkbox"/> Edit Vendor		
<input type="checkbox"/> Edit Month End Date		
<input type="checkbox"/> Edit Chart Of Accounts		
<input type="checkbox"/> Edit Tax Category		
<input type="checkbox"/> Edit Foreign Currency		

Each tab contains all menu items available under the respective main menu headings in the form of check boxes. A 'checked' box means that users who are assigned with this level code have the right of access to this particular item concerned. Proceed to other tabs and set the option accordingly.

Level Code Field: Enter any three alpha-numeric characters. 'XXX' is a reserved system code.

As for the Toolbar tab, all quick access icons are listed in the form of flat buttons. Click on the icon depresses the button and this denotes selection. The Toolbar tab is appended below:

Record will be Added

Level Code: _____ Description: _____

File | Assets | Inquiry | Periodic Processing | Utilities | Report | Toolbar

Add Asset	Add Repair	Print Report To Excel
Add Value	Add Software	Report Generator
Add Transfer	Query By Example	Exit To DOS
Add Tfr By Location	View Vendors	Repair Damaged Data
Add Disposal	Print Standard Reports	Data Integrity Check
Add Maint. Contract	Print Asset Tag	Password Maintenance

Password Maintenance menu is disabled and denied access to all users except for user with master password.

Click "Save" button to save record

9.8.4 Change Level Code

(Professional & Enterprise Edition)

Record will be Changed

Level Code: **MCM** Description: Management

File Assets Inquiry Periodic Processing Utilities Report Toolbar

Edit Tables

<input type="checkbox"/> Edit Type	<input checked="" type="checkbox"/> File Import	<input type="checkbox"/> Global Update
<input type="checkbox"/> Edit Category	<input checked="" type="checkbox"/> File Export	<input checked="" type="checkbox"/> Edit Co. / Set Preference .
<input type="checkbox"/> Edit Branch		
<input type="checkbox"/> Edit Location		
<input type="checkbox"/> Edit Cost Center		
<input type="checkbox"/> Edit Vendor		
<input type="checkbox"/> Edit Month End Date		
<input type="checkbox"/> Edit Chart Of Accounts		
<input type="checkbox"/> Edit Tax Category		
<input type="checkbox"/> Edit Foreign Currency		

Save Exit

Edit the record and click 'Save' button to save the record

9.8.5 Delete Level Code

(Professional & Enterprise Edition)

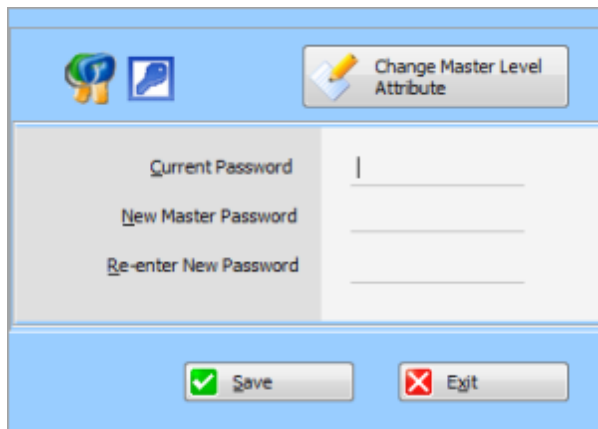
Are you sure you want to delete the highlighted record?

Yes No

Select 'Yes' to delete the highlighted record or 'No' to cancel your action.

9.8.6 Master Password

(Professional & Enterprise Edition)



Entry fields

Current Password

12 alpha-numeric characters, normal

New Master Password

12 alpha-numeric characters, normal

Re-enter New Password

12 alpha-numeric characters, normal

Note: Password is case sensitive. The new master password will be effected when you next start the program. It is recommended that you should change the initial master password that shipped with the new purchase. Only user with master password is allowed to access.

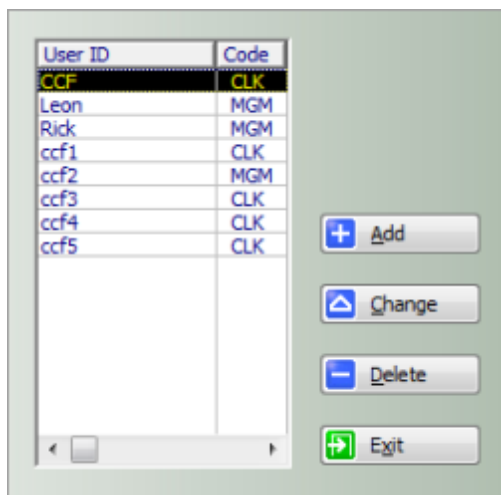
After entering all fields, click the 'Save' button to save the change. The new master password will be effected when you next start the program.

Change Master Level Attribute

Click on this button opens the level code attributes of Master password. This function allows holder of master password to set or change the attributes of level code '0'. During the upgrade of newer version, there could be some new menu items added to the system. Holder of master password can, through this function reset the accessibility to the new menu items.

9.8.7 Other Passwords

(Professional & Enterprise Edition)



Browse Other Passwords window

Fields displayed

User ID, Code, Password

Sorted by

User ID Code

User can add new user information by clicking the 'Add' button or change an existing user information by clicking the 'Change' button. To delete a user record, click the 'Delete' button and click 'Yes' to confirm deletion. To exit without changes, click the 'Exit' button.

[Add a new User](#)

[Change the highlighted User](#)

[Delete the highlighted User](#)

9.8.8 Add A New User


(Professional & Enterprise Edition)

Entry fields

User ID

15 alpha-numeric characters, normal

Level Group

3 alpha-numeric characters, normal. Alternatively, click on the  button next to the entry field to display a list for selection

Password

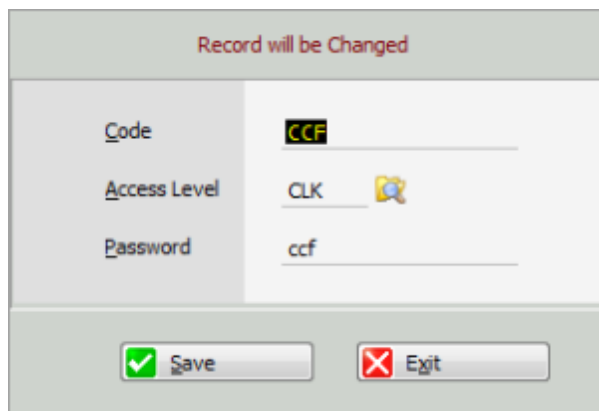
15 alpha-numeric characters, normal


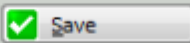
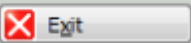
Note: User ID and password are case sensitive.

See 

9.8.9 Change An Existing User

(Professional & Enterprise Edition)




Record will be Changed	
Code	CCF
Access Level	CLK 
Password	ccf
 	

Edit fields

User ID

15 alpha-numeric characters, normal

Level Group

3 alpha-numeric characters, normal. Alternatively, click on the  button next to the entry field to display a list for selection

Password

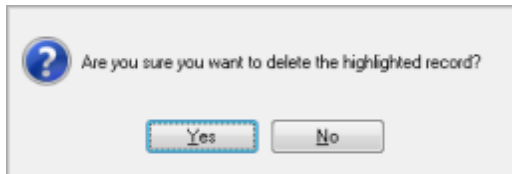
15 alpha-numeric characters, normal

Note: User ID and password are case sensitive.

Enter changes and Click 'Save' button to save the record

9.8.10 Delete An Existing User

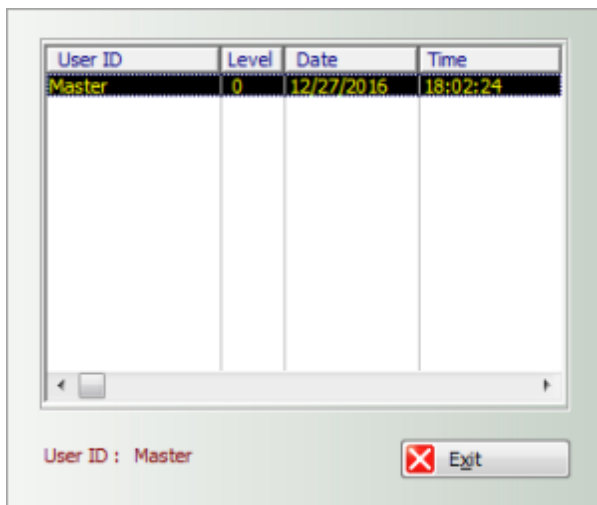
(Professional & Enterprise Edition)



Select 'Yes' to delete the highlighted record or 'No' to cancel your action.

9.8.11 View Active Users

(Professional & Enterprise Edition)



Browse Active Users window

Fields displayed

User ID, Level, Date, Time

Sorted by

User ID Code

This window displays a listing of all active users who are currently logged on to the system. It is only accessible by user with Master password.

9.8.12 View User Logon History

(Professional & Enterprise Edition)

User ID Logon Date (Descending) Logon Date (Ascending)					
User ID	Level	Logon Date	LogonTime	Logout Date	Logout Time
CCF	CLK	11/10/2001	00:42:50	11/10/2001	00:42:53
CCF	CLK	09/26/2002	23:46:24	09/26/2002	23:47:23
CCF	CLK	09/26/2002	23:48:11	09/26/2002	23:48:34
Leon	MGM	10/25/2001	00:31:23	10/25/2001	00:32:31
Leon	MGM	10/25/2001	09:57:32	10/25/2001	10:03:40
Leon	MGM	10/27/2001	08:21:01	10/27/2001	08:21:57
Leon	MGM	10/28/2001	10:17:47	10/28/2001	10:18:52
Leon	MGM	11/10/2001	00:42:30	11/10/2001	00:42:39
Leon	MGM	11/10/2001	00:43:30	11/10/2001	00:44:05
Leon	MGM	11/10/2001	00:46:39	11/10/2001	00:46:47
Leon	MGM	02/21/2002	08:38:02	02/21/2002	08:38:14
Leon	MGM	04/07/2002	23:14:19	04/07/2002	23:14:34
Master	0	02/04/2001	23:04:04	10/28/2001	23:26:40
Master	0	10/25/2001	00:29:29	10/25/2001	00:32:41
Master	0	10/25/2001	00:35:27	10/25/2001	00:36:05
Master	0	10/25/2001	07:53:14	10/25/2001	07:53:58

Browse User Logon History window

Fields displayed

User ID, Level, Logon Date, Logon Time, Logout Date, Logout Time

Sorted by

User ID, Logon Date (Descending), Logon Date (Ascending)

Click the tab handler to view the records sorting sequence as indicated on each tab.

The window allows user with Master password to view the detailed tracking of each system login by all users. Click the 'Print' button to print User Logon History Report.

[Print User Logon History](#)

9.8.13 Print User Logon History

(Professional & Enterprise Edition)

User ID		Logon Date		
Select Duration		Select User ID		Print Report
From	<input type="text"/>	From	<input type="text"/>	Exit
To	<input type="text"/>	To	<input type="text"/>	

Entry fields

From (User ID)

15 alpha-numeric characters, normal. Alternatively click  to open a list for selection

To (User ID)

15 alpha-numeric characters, upper case. Alternatively click  to open a list for selection

From (Logon Date)

Click on the  button next to the entry field to open a calendar for selection of date

To (Logon Date)

Click on the  button next to the entry field to open a calendar for selection of date

Note: Value in "From" field cannot be greater than "To" field

Select the desired combination and click the Print Report button to begin printing.

See samples:

[User Logon History By UserID Report](#)

[User Logon History By Logon Date Report](#)

9.8.14 User Logon History By User ID Report

(Professional & Enterprise Edition)

User Logon History By User ID					
Print From : CCF		to Rick		Date : 06/24/2002	
Period : 01/01/2002		to 06/31/2002			
User ID	Level	Logon Date	Logon Time	Logout Date	Logout Time
Leon	MGM	02/21/2002	8:38:02	02/21/2002	8:38:14
Leon	MGM	04/07/2002	23:14:19	04/07/2002	23:14:34
Leon	MGM	08/18/2002	14:02:37	08/18/2002	14:03:08
Leon	MGM	08/18/2002	14:25:09	08/18/2002	14:25:58
Master	0	01/01/2002	12:01:39	01/01/2002	12:02:52
Master	0	01/04/2002	11:26:11	01/04/2002	11:27:27
Master	0	01/04/2002	12:12:03	01/04/2002	12:12:16

Sample User Logon History By User ID report

9.8.15 User Logon History By Logon Date

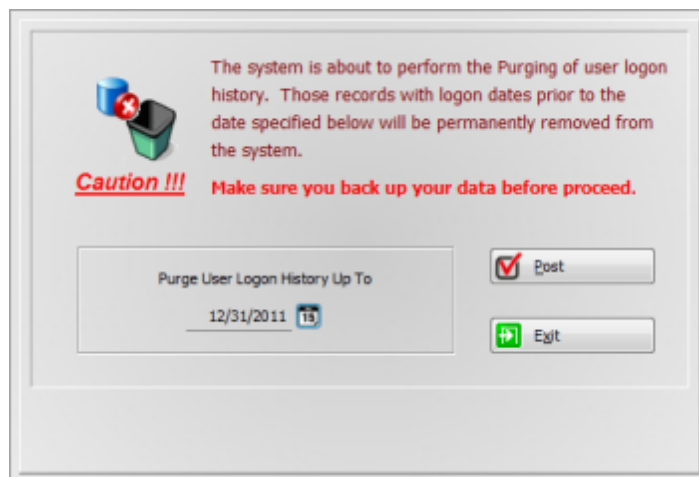
(Professional & Enterprise Edition)

User Logon History By Date					
Period : 01/01/2002 to 08/31/2002				Date : 08/24/2002	
Logon Date & Time	Logout Date & Time	User ID	Level		
01/01/2002 12:01:39	01/01/2002 12:02:52	Master	0		
01/04/2002 11:26:11	01/04/2002 11:27:27	Master	0		
01/04/2002 12:12:03	01/04/2002 12:12:16	Master	0		
01/04/2002 12:16:26	01/04/2002 12:16:53	Master	0		
01/04/2002 12:18:31	01/04/2002 12:30:15	Master	0		
01/04/2002 12:36:23	01/04/2002 12:39:36	Master	0		
01/04/2002 12:43:45	01/04/2002 12:45:06	Master	0		
01/04/2002 12:46:42	01/04/2002 12:48:35	Master	0		
01/04/2002 12:56:14	01/04/2002 12:56:31	Master	0		
01/04/2002 12:59:31	01/04/2002 13:00:23	Master	0		
01/04/2002 13:05:20	01/04/2002 13:06:02	Master	0		
01/04/2002 14:26:08	01/04/2002 14:26:32	Master	0		
01/04/2002 14:36:59	01/04/2002 14:37:43	Master	0		
01/04/2002 14:39:42	01/04/2002 14:41:48	Master	0		
01/04/2002 15:30:30	01/04/2002 15:31:14	Master	0		
01/04/2002 16:25:32	01/04/2002 16:26:25	Master	0		
01/04/2002 16:28:11	01/04/2002 16:28:39	Master	0		
01/04/2002 16:30:42	01/04/2002 16:31:31	Master	0		

Sample User Logon History By Logon Date

9.8.16 Purge User Logon History

(Professional & Enterprise Edition)



Entry field

Purge User Logon History Up To (Date)

Click on the  button next to the entry field to open a calendar for selection of date



Click this button to proceed with the Purge User Logon History Process.

Note: Before proceed with the Purge User Logon History Process, please ensure you have already made a backup copy of your data. This function allows user with Master password to purge or remove permanently the audit trails no longer required. It is recommended to purge and clear the historical records that are no longer required periodically. This will reduce the size of the database and maintain system efficiency.

Part

X

10 Report

10.1 Report Menu



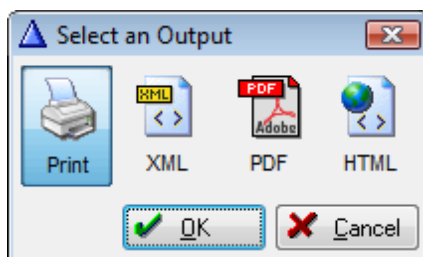
Report Menu offers end user with more than 200 thoughtfully designed standard reports. This wide variety of reports is enough to cater for reporting requirement of most companies. In addition, Report Generator allows end user to create ad hoc reports for any specific reporting need.

- [Standard Reports](#) - more than 200 pre-designed reports to be exact.
- [Print Reports To Excel](#) - Print Standard Reports to Microsoft Excel
- [Report Generator](#) - A powerful and flexible report generator for ad hoc reporting. Only available in Enterprise version.

Please see:

[Report Destination](#)

10.2 Report Destination



Report Destination window

There are 4 outputs you can send your report to:

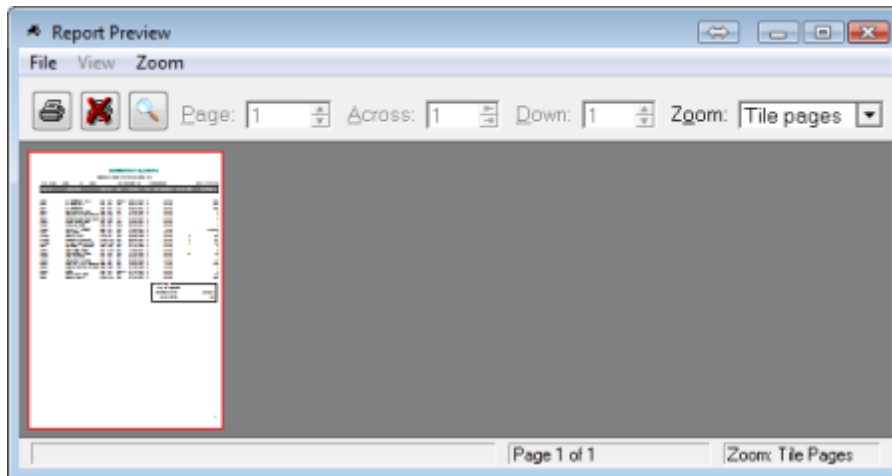
[Destination Printer](#)

[Destination XML](#)

[Destination PDF](#)

[Destination HTML](#)

10.3 Destination Printer



Print this report



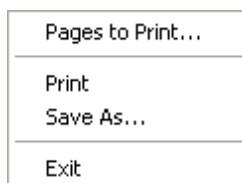
Exit without printing report



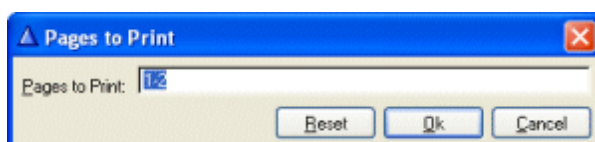
Zoom in on a page of the report

Report Preview Menu

File



Pages to Print...



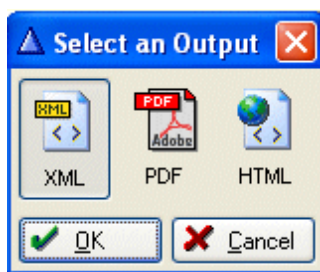
Enter the number of pages to print. By default, a full report will be printed.

Print

Send report to printer.

Save As...

When selected, the window below appears.



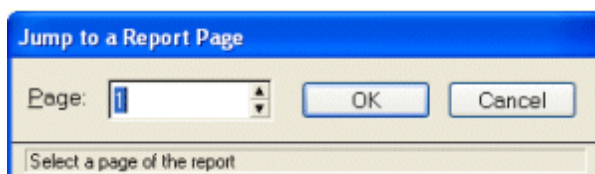
You have a choice to save the report in one of the following formats:

1. XML
2. PDF
3. HTML

View



Jump to a page



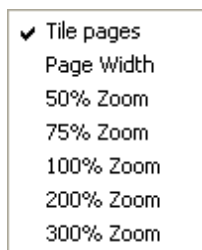
Enter the page number and click 'OK' button

Change Display



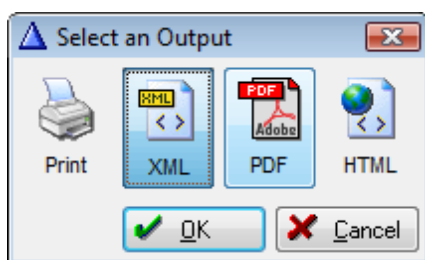
Adjust the Across and Down fields to modify the pages to be displayed.

Zoom

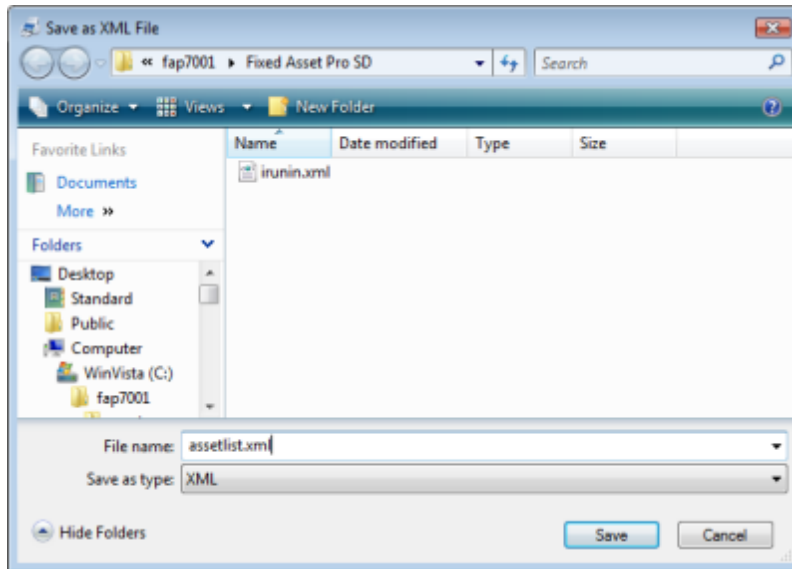


Various options to zoom in and out of a report.

10.4 Destination XML

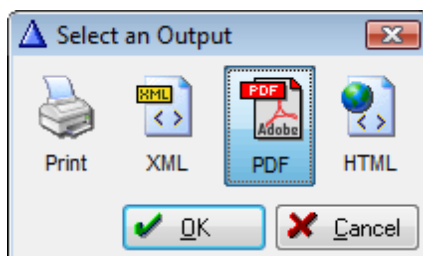


When the 'OK' button is clicked, the report is sent to the [Report Preview](#). To save the report in the selected format, click the printer icon.

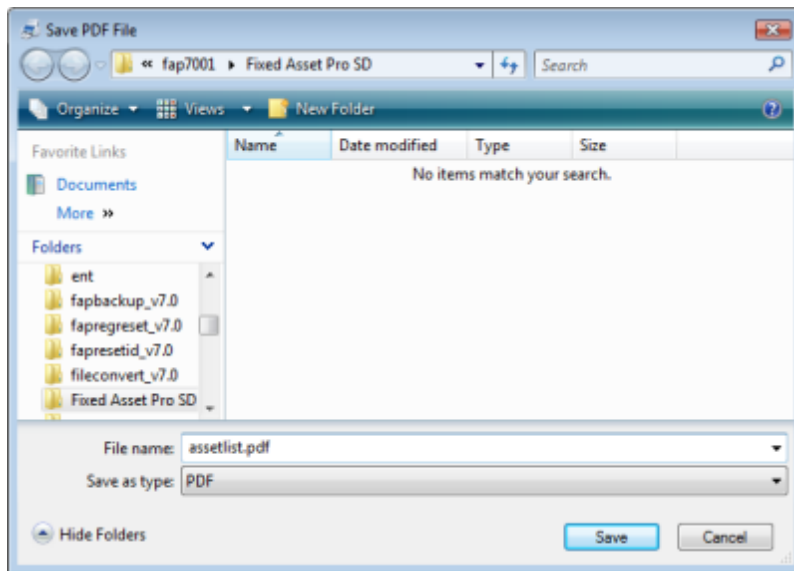


The report will be saved in XML format. You can save the report in any folder by making your changes in the 'Save in' section. Enter a file name and click the 'Save' button.

10.5 Destination PDF

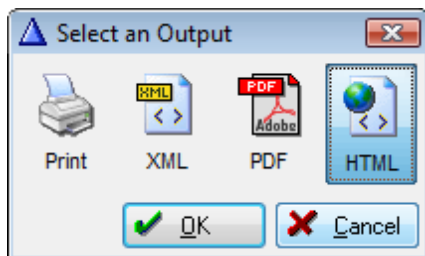


When the 'OK' button is clicked, the report is sent to the [Report Preview](#). To save the report in the selected format, click the printer icon.

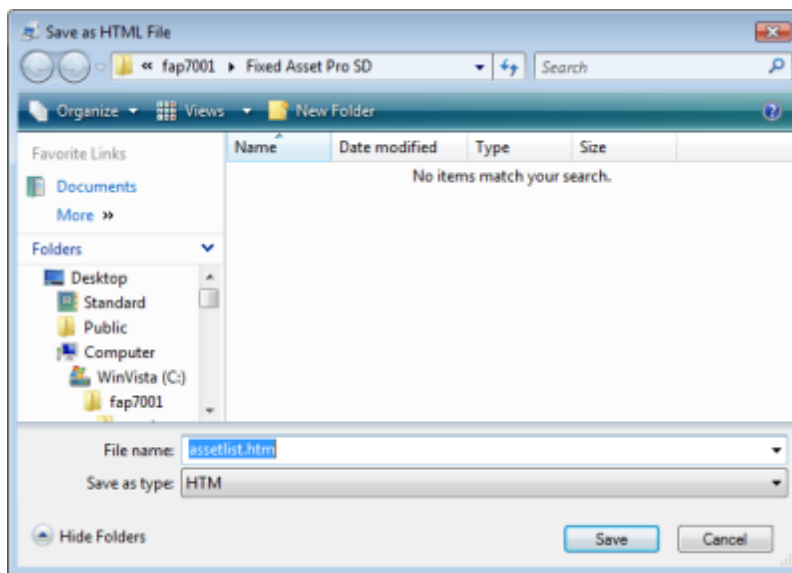


The report will be saved in PDF format. You can save the report in any folder by making your changes in the 'Save in' section. Enter a file name and click the 'Save' button.

10.6 Destination HTML



When the 'OK' button is clicked, the report is sent to the [Report Preview](#). To save the report in the selected format, click the printer icon.



The report will be saved in HTML or HTM format. You can save the report in any folder by making your changes in the 'Save in' section. Enter a file name and click the 'Save' button.

10.7 Standard Reports Menu



Standard Reports Menu is designed for efficiency and ease of use. In addition to the pulldown

menu, you may also click the shortcut buttons to access directly to the required report. Help tip appears when mouse pointer is placed over a button.

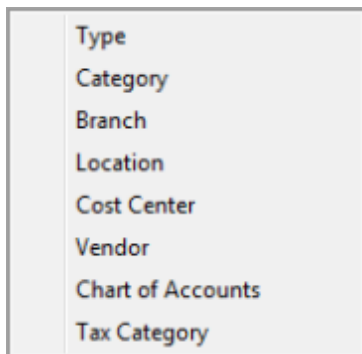
- [General](#) - Prints listing of general files like Type, Category, Location, Cost Center, Vendor and etc.
- [Assets](#) - Asset Listing, Asset Register, Asset Tag, Asset Image and Expired Assets
- [Analysis Report](#) - Depreciation and Capital Allowance schedules, Asset Transfer, Disposal and etc
- [Maintenance](#) - Reports on Maintenance & Repairs, Maintenance Contracts and Insurance
- [Others Menu](#) - Reports on Software, Equipment Assignment, Capital Expenditures Budget and Depreciation Projection
- [Wallpaper](#) - Utility for end user to change wallpaper for the Standard Reports Menu

Please see:

[Report Destination](#)

10.8 General

10.8.1 General Menu



The General Menu consists of:

[Type](#)
[Category](#)
[Branch](#)
[Location](#)
[Cost Center](#)
[Vendor](#)
[Chart of Accounts](#)
[Tax Category](#)

10.8.2 Type Listing

Asset Type Listing	
Code	Description
BUD	Building
COM	Computer
EQP	Equipment
FUR	Furniture & Fittings
LO1	Live Stock
MOT	Motor Vehicle
PLM	Plant & Machinery

Sample of Asset Type Listing report

10.8.3 Category Listing

Category Listing		
Code	Description	Type
A01	Speakers	EQP
ANI	Animals	LO1
B01	Shops	BUD
C01	Chairs	FUR
C02	Cabinet Green	FUR
C03	Calculator	EQP
C04	Computer Hardware	COM
EQP	Equipment	EQP
M01	Saloon Car	MOT
M02	Machinery	EQP
O01	Office Equipment	EQP
P01	Printer	COM
T01	Table	FUR
T02	Television	EQP
V01	Van	MOT

Sample of Category Listing report

10.8.4 Branch Listing

Branch Listing	
Code	Description
G01	Germany
J01	Jamaica
K01	Kuwait
K02	Kalimantan
K03	Kenya
M01	Memphis
P01	Pakistan
S01	Seattle

Sample of Branch Listing report

10.8.5 Location Listing

Location Listing	
Code	Description
B01	Building No 1
BAN	Banquet
FAC	Factory
KIT	Kitchen
OFF	Office
TEM	Temple

Sample of Location Listing report

10.8.6 Cost Centre Listing

Cost Centre Listing	
Code	Description
ADM	Administration
CON	Conference
MAI	Maintenance
MAR	Marketing
PDT	Production


Sample of Cost Center Listing report

10.8.7 Vendor Report

Entry fields

Vendor No Tab

From


9 alpha-numeric characters, normal. Alternatively click  to open a list for selection

To


9 alpha-numeric characters, normal. Alternatively click  to open a list for selection

Vendor Name Tab

From

35 alpha-numeric characters, normal. Alternatively click  to open a list for selection

To

35 alpha-numeric characters, normal. Alternatively click  to open a list for selection

Note: Value in "From" field cannot be greater than "To" field

Types of Report

Vendor Listing By Vendor No

Vendor Listing By Vendor Name

In addition, user has a choice to print a detailed or summary report. Click on the desired button to begin printing.

See samples:

[Detailed Vendor Report](#)

[Summary Vendor Report](#)

10.8.8 Detailed Vendor Report

Detailed Vendor Listing By Vendor No				
Print From : A001 to U001			Date : 08/22/2002	
A001	Alexander Cross Inc #12, White Street Central Square New York USA	Contact : Alexander Cross Tel/Fax : 555-115-0121 555-115-0122 Mobile Phone : 555-115-0123 Email : alex@alexcross.com Web Site : http://www.alexcross.com		
C001	Candle Management Ltd Level 29, Empire Tower Downtown Chicago USA	Contact : John Woo Tel/Fax : 333-111-5555 333-111-5556 Mobile Phone : 333-111-5557 Email : john@candle.com.my Web Site : http://www.candle.com.my		
C003	Cycle & Carriage Berhad 12, Jalan SS 13/2 Petaling Jaya Selangor	Contact : Enck Abdullah Bin Mohammad Tel/Fax : 603-276-5456 603-254-5457 Mobile Phone : 603-276-5458 Email : Abdullah@cc.com Web Site : http://www.cc.com		

Sample of Detailed Vendor Listing By Vendor's No

10.8.9 Summary Vendor Report

Summary Vendor Listing By Vendor No				
Print From : A001 to U001			Date : 08/22/2002	
Vendor#	Name / Contact	Telephone Address	Fax No	Mobile Phone
A001	Alexander Cross Inc Alexander Cross	555-115-0121	555-115-0122	555-115-0123
C001	Candle Management Ltd John Woo	333-111-5555 Level 29, Empire Tower, Downtown, Chicago, USA	333-111-5556	333-111-5557
C003	Cycle & Carriage Berhad Enck Abdullah Bin Mohammad	603-276-5456 12, Jalan SS 13/2, Petaling Jaya, Selangor,	603-254-5457	603-276-5458
N001	Naze Trading Enterprises Enck Naze Ibrahim	603-212-1221	603-212-1222	012-212-1212
T001	Travellers' Lodge Mr Richard Harris	123-456-7890 22, Pompena Road, Florida, USA,	098-765-4321	012-213-1231
U001	United Computer Supplies Ms Clara Wong	111-222-3333 Lot 1209, Industrial Park, Cape Town, South Africa,	222-333-1111	222-333-1112

Sample of Summary Vendor Listing By Vendor's No

10.8.10 Chart of Accounts

Chart of Accounts		
Acct Code	Description	Type
12303	P/L On Disposal	P
25002	Depn - Building	P
25004	Depn - Computer	P
25006	Depn - Equipment	P
25008	Depn - F & F	P
25010	Depn - Motor Vehicle	P
25012	Depn - Plant & M	P
3102	BBMB - Main Branch	A
5002	Building	A
5004	Computer	A
5006	Equipment	A
5008	Furniture & Fittings	A

Sample Chart of Accounts report

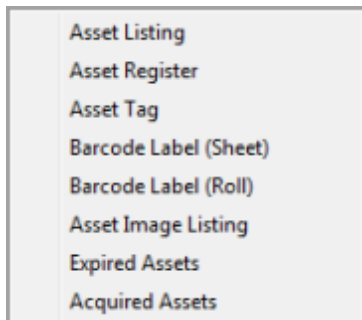
10.8.11 Tax Category Listing

Tax Category Listing			
Code	Description	Initial Allowance Rate	Annual Allowance Rate
A	Category A	15.00 %	10.00 %
B	Category B	20.00 %	15.00 %
C	Category C	12.00 %	10.00 %
D	Category D	20.00 %	10.00 %
E	Category E	13.00 %	9.00 %

Sample Tax Category report

10.9 Assets

10.9.1 Assets Menu



Reports relating to assets are printed here.

[Asset Listing](#)

[Asset Register](#)

[Asset Tag](#)

Barcode Label (Sheet)

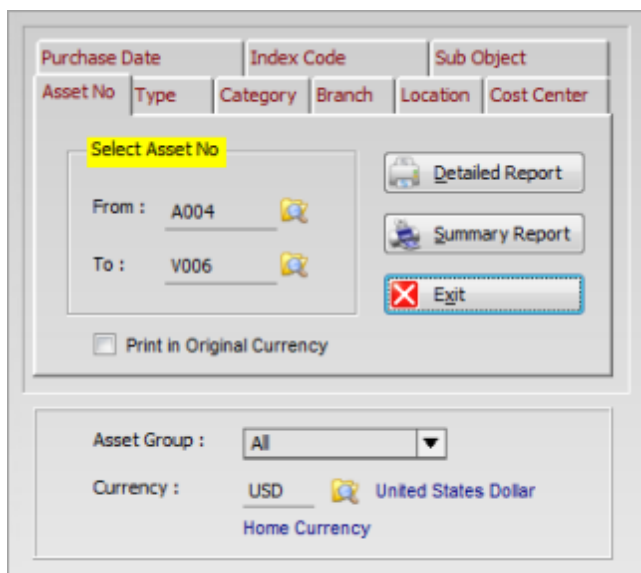
Barcode Label (Roll)

[Asset Image Listing](#)

[Expired Assets](#)

Acquired Assets


10.9.2 Print Asset Listing

A screenshot of the 'Print Asset Listing' dialog box. It features a header with tabs for 'Purchase Date', 'Index Code', and 'Sub Object'. Below this is a table with columns: 'Asset No', 'Type', 'Category', 'Branch', 'Location', and 'Cost Center'. The 'Asset No' column is highlighted. The dialog includes a 'Select Asset No' section with 'From' and 'To' fields (A004 and V006 respectively) and search icons. To the right are buttons for 'Detailed Report', 'Summary Report', and 'Exit'. At the bottom left is a checkbox for 'Print in Original Currency'. At the bottom right is a section for 'Asset Group' (set to 'All') and 'Currency' (set to 'USD' with a note 'United States Dollar' and a link to 'Home Currency').


Entry fields

Asset No Tab

From


16 alpha-numeric characters, normal. Alternatively click  to open a list for selection

To


16 alpha-numeric characters, normal. Alternatively click  to open a list for selection

Type Tab

From


4 alpha-numeric characters, normal. Alternatively click  to open a list for selection

To


4 alpha-numeric characters, normal. Alternatively click  to open a list for selection

Category Tab

From


4 alpha-numeric characters, normal. Alternatively click  to open a list for selection

To


4 alpha-numeric characters, normal. Alternatively click  to open a list for selection

Branch Tab

From


6 alpha-numeric characters, normal. Alternatively click  to open a list for selection

To


6 alpha-numeric characters, normal. Alternatively click  to open a list for selection

Location Tab

From


6 alpha-numeric characters, normal. Alternatively click  to open a list for selection

To


6 alpha-numeric characters, normal. Alternatively click  to open a list for selection

Cost Center Tab

From

4 alpha-numeric characters, normal. Alternatively click  to open a list for selection

To

4 alpha-numeric characters, normal. Alternatively click  to open a list for selection


Purchase Date Tab**From**

Click on the  button next to the entry field to open a calendar for selection of date


To

Click on the  button next to the entry field to open a calendar for selection of date

Index Code Tab**From**

9 alpha-numeric characters, normal. Alternatively click  to open a list for selection


To

9 alpha-numeric characters, normal. Alternatively click  to open a list for selection

Sub Object Tab**From**

5 alpha-numeric characters, normal. Alternatively click  to open a list for selection

To

5 alpha-numeric characters, normal. Alternatively click  to open a list for selection

Report Filter (Drop List)

All - Reports without filter

Normal - normal assets

Prepayments - prepayments made on assets like Leasehold land

Investment Properties - assets for investment purposes like buildings for rental

Minor Assets - zero cost assets

Note: Value in "From" field cannot be greater than "To" field

Types of Report

Asset Listing By Asset No

Asset Listing By Asset Type

Asset Listing By Category

Asset Listing By Branch

Asset Listing By Location

Asset Listing By Cost Center

Asset Listing By Purchase Date

Asset Listing By Index Code

Asset Listing By Sub Object

In addition, user has a choice to print a detailed or summary report. Click on the desired button to begin printing.

See samples:

[Detailed Asset Listing](#)

[Summary Asset Listing](#)

10.9.2.1 Detailed Asset Listing Report

Detailed Asset Listing By Asset No						
Print From : 80002 to 2001				Date : 08/22/2002		
Asset #	Description Type Index Code	Sub Object	Category / Location / Cost Center	Model / Serial # / Branch	Quantity / PurDate / DepnDate	Purchase Price / Insured Value / Scrap Value
B0002	Bael Executive Chair Furniture & Fittings		Chairs	C124	15	5,250.00
			Office		11/08/1997	5,250.00
			Conference	Kuwait	10.00	0.00
B0011	Bael Executive Chair Furniture & Fittings		Chairs	C124	5	1,750.00
			Office		11/08/1997	1,750.00
			Conference	Kuwait	10.00	0.00
C005	Compaq Personal Computer Computer 531521	1531	Computer Hardwa	SX 1203	1	5,560.00
			Kitchen	52153111	02/10/2001	5,560.00
D0001	Dell Dimension 4300 Desktop PC Computer D005131	51510	Marketing	Kalimantan	25.00	200.00
			Computer Hardwa	Dimension 4300	1	3,999.00
			Kitchen	89089k343	01/03/1999	3,999.00
F0001	Falcon Walkie Talkie Equipment		Marketing	Kenya	25.00	200.00
			Telephone	Z2121	1	350.00
			Factory		10/08/1998	350.00
			Production	Kenya	10.00	0.00

Sample report of Detailed Asset Listing By Asset No.

10.9.2.2 Summary Asset Listing Report

Detailed Asset Listing By Asset No									
Print From : B0002 to Z001						Date : 08/22/2002			
Asset #	Description	Type	Cat	Loc	PurDate	Quantity	DeprRate	Scrap Value	Purchase Price
B0002	Bael Executive Chair	FUR	C01	OFF	11/08/1997	15	10.00%	0.00	5,250.00
B0011	Bael Executive Chair	FUR	C01	OFF	11/08/1997	5	10.00%	0.00	1,750.00
C005	Compaq Personal Computer	COM	C04	KIT	02/10/2001	1	25.00%	200.00	5,560.00
D0001	Dell Dimension 4300 Desktop PC	COM	C04	KIT	01/03/1999	1	25.00%	200.00	3,999.00
F0001	Falcon Walkie Talkie	EQP	T03	FAC	10/08/1998	1	10.00%	0.00	350.00
F0002	Executive Table	FUR	T01	TEM	06/18/1998	1	10.00%	100.00	2,650.00
F0004	Factory - Midland	BUD	F01	FAC	11/08/1992	1	2.00%	0.00	25,000,000.00
M0002	Toyota Truck	MOT	V01	FAC	04/04/1998	1	20.00%	8,000.00	89,500.00
M0003	Kawasaki Motorcycle	MOT	M03	OFF	04/09/1999	1	20.00%	5,000.00	87,500.00
M0004	Le Run Mountain Bike	MOT	M04	FAC	06/21/1998	1	20.00%	2,500.00	35,000.00
P0002	Philp Mobile Phone	EQP	M05	OFF	11/09/1997	1	25.00%	0.00	8,500.00
P0003	Philp Cordless Phone	EQP	T03	FAC	12/10/1996	1	20.00%	10,000.00	75,000.00
P0004	Philps Keyphone	EQP	T03	OFF	09/08/1999	1	20.00%	250.00	1,850.00
S0001	Shop Lot 1313, Downtown	BUD	B01	OFF	10/09/1992	1	2.00%	0.00	750,000.00
T0001	TAGG 4 Desktop Personal Computer	COM	C04	FAC	01/14/2000	1	25.00%	250.00	2,288.00
T0009	Tables	FUR	T01	BAN123	01/10/1998	15	10.00%	300.00	5,100.00
Z001	Zipper	EQP	EQP	OFF	02/02/2001	1	20.00%	0.00	50,000.00
Grand Total									
No. of Records :									17
Purchase Price :									26,124,297.00
Scrap Value :									26,800.00

Sample of Summary Asset Listing By Asset No


10.9.3 Print Asset Register

Purchase Date	Index Code	Sub Object
Asset No	Type	Category
Branch	Location	Cost Center
Select Asset No		
From : A004	<input checked="" type="checkbox"/> Print Report	
To : V006	<input type="checkbox"/> Exit	
<input type="checkbox"/> Print in Original Currency		
Asset Group : All		
Currency : USD United States Dollar		
Home Currency		


Entry fields

Asset No Tab

From

16 alpha-numeric characters, normal. Alternatively click  to open a list for selection

To


16 alpha-numeric characters, normal. Alternatively click  to open a list for selection

Type Tab

From


4 alpha-numeric characters, normal. Alternatively click  to open a list for selection

To

4 alpha-numeric characters, normal. Alternatively click  to open a list for selection

Category Tab

From


4 alpha-numeric characters, normal. Alternatively click  to open a list for selection

To


4 alpha-numeric characters, normal. Alternatively click  to open a list for selection

Branch Tab

From

6 alpha-numeric characters, normal. Alternatively click  to open a list for selection

To

6 alpha-numeric characters, normal. Alternatively click  to open a list for selection

Location Tab

From


6 alpha-numeric characters, normal. Alternatively click  to open a list for selection

To

6 alpha-numeric characters, normal. Alternatively click  to open a list for selection

Cost Center Tab

From

4 alpha-numeric characters, normal. Alternatively click  to open a list for selection

To

4 alpha-numeric characters, normal. Alternatively click  to open a list for selection


Purchase Date Tab**From**

Click on the  button next to the entry field to open a calendar for selection of date


To

Click on the  button next to the entry field to open a calendar for selection of date


Index Code Tab**From**

9 alpha-numeric characters, normal. Alternatively click  to open a list for selection


To

9 alpha-numeric characters, normal. Alternatively click  to open a list for selection

Sub Object Tab**From**

5 alpha-numeric characters, normal. Alternatively click  to open a list for selection

To

5 alpha-numeric characters, normal. Alternatively click  to open a list for selection

Report Filter (Drop List)

All - Reports without filter

Normal - normal assets

Prepayments - prepayments made on assets like Leasehold land

Investment Properties - assets for investment purposes like buildings for rental

Minor Assets - zero cost assets

Note: Value in "From" field cannot be greater than "To" field

Types of Report

Asset Register By Asset No

Asset Register By Asset Type

Asset Register By Category

Asset Register By Branch

Asset Register By Location

Asset Register By Cost Center

Asset Register By Purchase Date

Asset Register By Index Code

Asset Register By Sub Object

Select the desired combination and click the Print Report button to begin printing.

See samples: [Fixed Asset Register By Asset No](#)

10.9.3.1 Fixed Asset Register Report

Fixed Asset Register			
Print From : 80002 to 2001		Date : 08/22/2002	
TAGG 4 Desktop Personal Computer		T0001	
Type : Computer	Sub Object : 890	Vendor : C001	
Category : Computer Hardware	CER No :	Name : Candle Management Ltd	
Branch : Kalimantan	PO Number :	Telephone : 333-111-5555	
Location : Factory	PO/MP : PV01-253	Fax : 333-111-5556	
Cost Ctr : Administration	Model : TAGG 4 V1600	Mobile : 333-111-5557	
Index # : P8799	Serial # : 8789789888p	PV Number : PV01-253	
Status : Open	Disposal : None	Date : / /	Amount : 0.00
Purchase Details Purchase Date : 01/14/2000 Quantity : 1 Pur. Price : 2,288.00 Tax Value : 2,288.00 Insured Value : 2,288.00 Scrap Value : 250.00		Depreciation Method : Straight Line Rate : 25.00 % YTD Depn : 509.52 Prior Year : 509.52 Accum. Depn : 1,019.04 Net Book Value : 1,268.96	
		Capital Allowance Initial Allowance : 15.00 % Annual Allowance : 10.00 % YTD CA : 228.84 Prior Year CA : 572.00 Accum. CA : 800.84 W. D. Value : 1,487.16	
Remarks :			

Sample of Fixed Asset Register sorted by Asset No


10.9.4 Print Asset Tag

Purchase Date	Index Code	Sub Object			
Asset No	Type	Category	Branch	Location	Cost Center
Select Asset No					
From : A004					
To : V006					
2-Column Tag					
3-Column Tag					
Exit					


Entry fields

Asset No Tab


From

16 alpha-numeric characters, normal. Alternatively click  to open a list for selection


To

16 alpha-numeric characters, normal. Alternatively click  to open a list for selection


Type Tab**From**

4 alpha-numeric characters, normal. Alternatively click  to open a list for selection


To

4 alpha-numeric characters, normal. Alternatively click  to open a list for selection

Category Tab**From**

4 alpha-numeric characters, normal. Alternatively click  to open a list for selection


To

4 alpha-numeric characters, normal. Alternatively click  to open a list for selection


Branch Tab**From**

6 alpha-numeric characters, normal. Alternatively click  to open a list for selection

To

6 alpha-numeric characters, normal. Alternatively click  to open a list for selection


Location Tab**From**

6 alpha-numeric characters, normal. Alternatively click  to open a list for selection


To

6 alpha-numeric characters, normal. Alternatively click  to open a list for selection

Cost Center Tab**From**

4 alpha-numeric characters, normal. Alternatively click  to open a list for selection

To

4 alpha-numeric characters, normal. Alternatively click  to open a list for selection

Purchase Date Tab

From


Click on the  button next to the entry field to open a calendar for selection of date

To


Click on the  button next to the entry field to open a calendar for selection of date

Index Code Tab

From


9 alpha-numeric characters, normal. Alternatively click  to open a list for selection

To


9 alpha-numeric characters, normal. Alternatively click  to open a list for selection

Sub Object Tab

From

5 alpha-numeric characters, normal. Alternatively click  to open a list for selection

To

5 alpha-numeric characters, normal. Alternatively click  to open a list for selection

Note: Value in "From" field cannot be greater than "To" field

Types of Report

Asset Tag Report By Asset No

Asset Tag Report By Asset Type

Asset Tag Report By Category

Asset Tag Report By Branch

Asset Tag Report By Location

Asset Tag Report By Cost Center

Asset Tag Report By Purchase Date

Asset Tag Report By Index Code

Asset Tag Report By Sub Object

In addition, user has a choice to print a two-column or three-column report. Click on the desired button to begin printing.

See samples:

[Asset Tag Report \(2 Columns\)](#)

[Asset Tag Report \(3 Columns\)](#)

10.9.4.1 Asset Tag Report (2 Columns)

Bael Executive Chair		Bael Executive Chair	
Location : Office	B0002	Location : Office	B0011
Model : C124	Quantity : 15	Model : C124	Quantity : 5
Serial # :	PurDate : 11/08/1997	Serial # :	PurDate : 11/08/1997
Compaq Personal Computer		Dell Dimension 4300 Desktop PC	
Location : Kitchen	C005	Location : Kitchen	D0001
Model : SX 1203	Quantity : 1	Model : Dimension 4300	Quantity : 1
Serial # : 52153111	PurDate : 02/10/2001	Serial # : 89089k343	PurDate : 01/03/1999
Falcon Walkie Talkie		Executive Table	
Location : Factory	F0001	Location : Temple	F0002
Model : Z2121	Quantity : 1	Model :	Quantity : 1
Serial # :	PurDate : 10/08/1998	Serial # :	PurDate : 06/18/1998

Sample of Asset Tag Report (2 Columns) sorted by Asset No

10.9.4.2 Asset Tag Report (3 Columns)

Bael Executive Chair		Bael Executive Chair		Compaq Personal Computer	
Location : Office	B0002	Location : Office	B0011	Location : Kitchen	C005
Model : C124	Qty : 15	Model : C124	Qty : 5	Model : SX 1203	
Serial # :	PurDate : 11/08/1997	Serial # :	PurDate : 11/08/1997	Serial # : 52153111	Qty : 1
				PurDate : 02/10/2001	
Dell Dimension 4300 Desktop PC		Falcon Walkie Talkie		Executive Table	
Location : Kitchen	D0001	Location : Factory	F0001	Location : Temple	F0002
Model : Dimension 4300	Qty : 1	Model : Z2121	Qty : 1	Model :	
Serial # : 89089k343	PurDate : 01/03/1999	Serial # :	PurDate : 10/08/1998	Serial # :	Qty : 1
				PurDate : 06/18/1998	
Factory - Midland		Toyota Truck		Kawasaki Motorcycle	
Location : Factory	F0004	Location : Factory	M0002	Location : Office	M0003
Model :	Qty : 1	Model : C20	Qty : 1	Model : GTX 2.0	
Serial # :	PurDate : 11/08/1992	Serial # : Chasis 89784531	PurDate : 04/04/1998	Serial # : M1231313	Qty : 1
				PurDate : 04/09/1999	

Sample of Asset Tag Report (3 Columns) sorted by Asset No

10.9.5 Print Barcode Label (Sheet)

Purchase Date Index Code Sub Object

Asset No Type Category Branch Location Cost Center

Select Asset No

From : A004 To : V006

2 x 10 2 x 8

3 x 10 3 x 8

4 x 10 4 x 8

☐ Print with border


This prints barcode label sheet in the following configuration:

2 cols x 10 rows
2 cols x 8 rows
3 cols x 10 rows
3 cols x 8 rows
4 cols x 10 rows
4 cols x 8 rows


Entry fields

Asset No Tab

From


16 alpha-numeric characters, normal. Alternatively click  to open a list for selection

To


16 alpha-numeric characters, normal. Alternatively click  to open a list for selection

Type Tab

From


4 alpha-numeric characters, normal. Alternatively click  to open a list for selection

To


4 alpha-numeric characters, normal. Alternatively click  to open a list for selection

Category Tab

From


4 alpha-numeric characters, normal. Alternatively click  to open a list for selection

To


4 alpha-numeric characters, normal. Alternatively click  to open a list for selection

Branch Tab

From

6 alpha-numeric characters, normal. Alternatively click  to open a list for selection

To


6 alpha-numeric characters, normal. Alternatively click  to open a list for selection

Location Tab


From

6 alpha-numeric characters, normal. Alternatively click  to open a list for selection


To

6 alpha-numeric characters, normal. Alternatively click  to open a list for selection

Cost Center Tab**From**

4 alpha-numeric characters, normal. Alternatively click  to open a list for selection

To

4 alpha-numeric characters, normal. Alternatively click  to open a list for selection

Purchase Date Tab**From**

Click on the  button next to the entry field to open a calendar for selection of date


To

Click on the  button next to the entry field to open a calendar for selection of date

Index Code Tab**From**

9 alpha-numeric characters, normal. Alternatively click  to open a list for selection


To

9 alpha-numeric characters, normal. Alternatively click  to open a list for selection

Sub Object Tab**From**

5 alpha-numeric characters, normal. Alternatively click  to open a list for selection

To

5 alpha-numeric characters, normal. Alternatively click  to open a list for selection

Note: Value in "From" field cannot be greater than "To" field

Types of Report

Barcode Label Sheet By Asset No
Barcode Label Sheet By Asset Type
Barcode Label Sheet By Category
Barcode Label Sheet By Branch

Barcode Label Sheet By Location
 Barcode Label Sheet By Cost Center
 Barcode Label Sheet By Purchase Date
 Barcode Label Sheet By Index Code
 Barcode Label Sheet By Sub Object

In addition, user has a choice to print the labels with border.

See samples:

[Barcode Label Sheet \(3 x 10\)](#)

[Barcode Label Sheet \(3 x 10\) with border](#)

10.9.5.1 Barcode Label Sheet (3 x 10)



Sample of Barcode Label Sheet (3 x 10) sorted by Asset No

10.9.5.2 Barcode Label Sheet (3 x 10) With Border

 Air Conditioner No 3 Purchase Date: 1/08/2006	 Air Cond No 6 Purchase Date: 1/08/2007	 Air Conditioner Purchase Date: 1/08/2007
 Argox Barcode Label Printer Purchase Date: 10/07/2013	 Air Conditioner Hitachi Purchase Date: 1/07/2015	 Bael Executive Chair Purchase Date: 8/11/2004
 Bael Executive Chair Purchase Date: 8/11/2006	 Banquet Tables For 50 Pax Purchase Date: 11/07/2012	 Personal Computer - Acer Notebook Purchase Date: 9/09/2006
 Compaq Personal Computer Purchase Date: 10/02/2001	 Personal Computer - Compaq Purchase Date: 9/01/2004	 Computer Compaq Server Purchase Date: 14/07/2011
 Dell Dimension 4300 Desktop PC Purchase Date: 3/01/2005	 Dencoll Notebook C/W Printer Purchase Date: 9/07/2014	 Falcon Walkie Talkie Purchase Date: 8/10/2002
 Executive Table Purchase Date: 18/06/2001	 Factory - Midland Purchase Date: 8/11/1992	 Filing Cabinet Purchase Date: 3/02/2004

Sample of Barcode Label Sheet (3 x 10) with border sorted by Asset No

10.9.6 Print Barcode Label (Roll)

Purchase Date	Index Code	Sub Object			
Asset No	Type	Category	Branch	Location	Cost Center
Select Asset No					
From : A004					
To : V006					
50 x 40mm		50 x 30mm			
60 x 40mm		40 x 30mm			
Exit					


This prints barcode label roll in the following dimension:

50 x 40mm
50 x 30mm
60 x 40mm
40 x 30mm


Entry fields

Asset No Tab

From


16 alpha-numeric characters, normal. Alternatively click  to open a list for selection

To


16 alpha-numeric characters, normal. Alternatively click  to open a list for selection

Type Tab

From


4 alpha-numeric characters, normal. Alternatively click  to open a list for selection

To

4 alpha-numeric characters, normal. Alternatively click  to open a list for selection

Category Tab

From


4 alpha-numeric characters, normal. Alternatively click  to open a list for selection

To


4 alpha-numeric characters, normal. Alternatively click  to open a list for selection

Branch Tab

From


6 alpha-numeric characters, normal. Alternatively click  to open a list for selection

To


6 alpha-numeric characters, normal. Alternatively click  to open a list for selection

Location Tab

From


6 alpha-numeric characters, normal. Alternatively click  to open a list for selection

To


6 alpha-numeric characters, normal. Alternatively click  to open a list for selection

Cost Center Tab

From

4 alpha-numeric characters, normal. Alternatively click  to open a list for selection

To

4 alpha-numeric characters, normal. Alternatively click  to open a list for selection


Purchase Date Tab**From**

Click on the  button next to the entry field to open a calendar for selection of date


To

Click on the  button next to the entry field to open a calendar for selection of date


Index Code Tab**From**

9 alpha-numeric characters, normal. Alternatively click  to open a list for selection


To

9 alpha-numeric characters, normal. Alternatively click  to open a list for selection

Sub Object Tab**From**

5 alpha-numeric characters, normal. Alternatively click  to open a list for selection

To

5 alpha-numeric characters, normal. Alternatively click  to open a list for selection

Note: Value in "From" field cannot be greater than "To" field

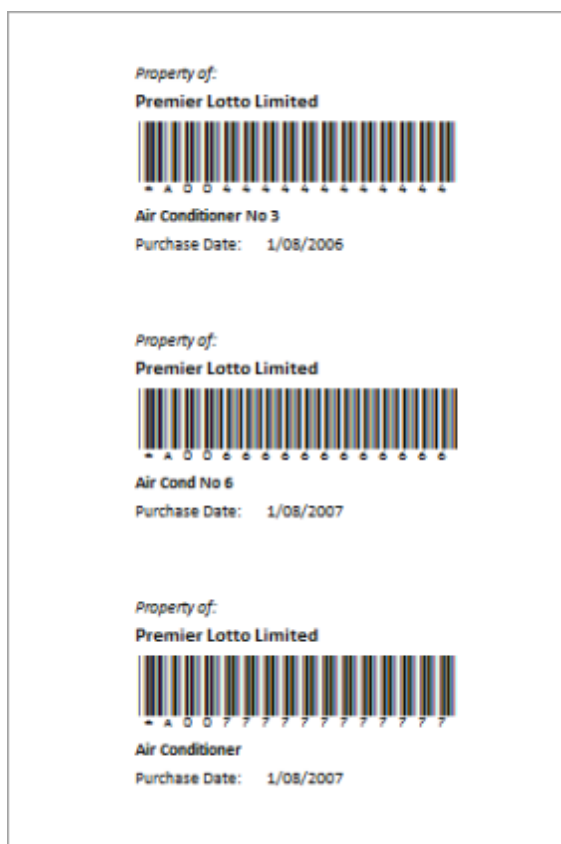
Types of Report

Barcode Label Roll By Asset No
Barcode Label Roll By Asset Type
Barcode Label Roll By Category
Barcode Label Roll By Branch
Barcode Label Roll By Location
Barcode Label Roll By Cost Center
Barcode Label Roll By Purchase Date
Barcode Label Roll By Index Code
Barcode Label Roll By Sub Object

See samples:

[Barcode Label Roll 50 x 40mm](#)

10.9.6.1 Barcode Label Roll 50x40



Sample of Barcode Label Roll (50 x 40mm) sorted by Asset No

10.9.7 Print Asset Image Listing


Entry fields

Asset No Tab

From


16 alpha-numeric characters, normal. Alternatively click  to open a list for selection

To


16 alpha-numeric characters, normal. Alternatively click  to open a list for selection

Type Tab

From


4 alpha-numeric characters, normal. Alternatively click  to open a list for selection

To


4 alpha-numeric characters, normal. Alternatively click  to open a list for selection

Category Tab

From


4 alpha-numeric characters, normal. Alternatively click  to open a list for selection

To


4 alpha-numeric characters, normal. Alternatively click  to open a list for selection

Branch Tab

From

6 alpha-numeric characters, normal. Alternatively click  to open a list for selection

To


6 alpha-numeric characters, normal. Alternatively click  to open a list for selection

Location Tab

From


6 alpha-numeric characters, normal. Alternatively click  to open a list for selection

To

6 alpha-numeric characters, normal. Alternatively click  to open a list for selection

Cost Center Tab

From

4 alpha-numeric characters, normal. Alternatively click  to open a list for selection

To

4 alpha-numeric characters, normal. Alternatively click  to open a list for selection

Purchase Date Tab

From

Click on the  button next to the entry field to open a calendar for selection of date

To

Click on the  button next to the entry field to open a calendar for selection of date

Report Filter (Drop List)

All - Reports without filter

Normal - normal assets

Prepayments - prepayments made on assets like Leasehold land

Investment Properties - assets for investment purposes like buildings for rental

Minor Assets - zero cost assets

Note: Value in "From" field cannot be greater than "To" field

Types of Report

Asset Image Listing Report By Asset No

Asset Image Listing Report By Asset Type

Asset Image Listing Report By Category

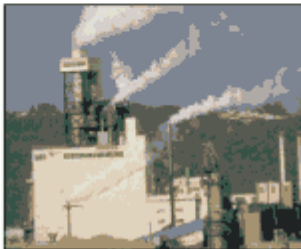

Asset Image Listing Report By Branch
 Asset Image Listing Report By Location
 Asset Image Listing Report By Cost Center
 Asset Image Listing Report By Purchase Date

Select the desired combination and click the Print Report button to begin printing.

See sample:

[Asset Image Listing Report](#)

10.9.7.1 Asset Image Listing Report

Fixed Asset Image Listing By Asset No	
Print Asset No : B0002 to Z001 Date : 08/22/2002	
F0004 Factory - Midland Type: Building Category: Factory Location: Factory Cost Ctr: Production Branch: Kenya Model #: Serial #: Pur. Date: 11/08/1992 Quantity: 1 Amount: 25,000,000.00 Image File: C:\fap1902\corp\imageFactory.bmp	
M0002 Toyota Truck Type: Motor Vehicle Category: Van Location: Factory Cost Ctr: Marketing Branch: Kuwait Model #: C20 Serial #: Chasis 89784531 Pur. Date: 04/04/1998 Quantity: 1 Amount: 89,500.00 Image File: C:\fap1902\corp\imagetruck.bmp	

Sample of Asset Image Listing Report sorted by Asset Type

10.9.8 Print Expired Assets

Entry fields

Book Depreciation Tab

NBV less than or equal to

Range 0.00 - 999,999.99

WDV less than or equal to

Range 0.00 - 999,999.99

See sample:

[Expired Assets NBV Report](#)

[Expired Assets WDV Report](#)

10.9.8.1 Expired Assets NBV Report

Expired Asset Listing For Book Depreciation										SoftDomain Systems			
For NBV less than or equal to : 0.00										Report As At: 11/30/2002			
										Date Printed: 09/17/2003			
Asset #	Description	Type	C.M.	Loc	Par Date	Rate	Mod	Qty	Cost	Cum Mth Depn	Ytd Depn	Prctd Depn	Net Book Value
A0012	Air Conditioner 32	EQP	A02	KIT	08/01/1997	10.00 %	S	1	100,000.00	0.00	5,833.51	94,166.49	0.00
P0002	Philp Mobile Phone	EQP	MIS	OFF	11/09/1997	25.00 %	S	1	8,500.00	0.00	0.00	8,500.00	0.00
Grand Total :				(2 records)				108,500.00	0.00	5,833.51	102,666.49	0.00

Sample of Expired Asset Listing For Book Depreciation

10.9.8.2 Expired Assets WDV Report

Asset #	Description	Type	Cat	Loc	Cost Ctr	Pur Date	L.A.	A.A.	Qty	Cost	Ytd CA	Pror'n CA	Wtdn Down Value
B0002	Basel Executive Chair	FUR	C01	OFF	CON	11/08/1997	12.00%	10.00%	15	5,250.00	481.28	3,254.81	1,513.86
B0011	Basel Executive Chair	FUR	C01	OFF	CON	11/08/1997	12.00%	10.00%	5	1,750.00	160.31	1,084.96	504.61
D0001	Dell Dimension 4800 Desktop F	COM	C04	KIT	MAR	01/03/1999	15.00%	10.00%	1	3,999.00	366.61	1,799.63	1,832.76
F0001	Falcon Walkie Talkie	EQP	T03	FAC	POT	10/06/1998	12.00%	10.00%	1	350.00	32.11	182.12	135.76
F0002	Executive Table	FUR	T01	TEM	ADM	06/10/1998	15.00%	8.50%	1	2,650.00	206.41	1,298.49	1,146.00
P0004	Philips Keyphone	EQP	T03	OFF	CON	09/08/1999	15.00%	10.00%	1	1,850.00	169.61	832.56	847.83
T0001	TAGS 4 Desktop Personal Com	COM	C04	FAC	ADM	01/14/2000	15.00%	10.00%	1	2,288.00	209.71	900.84	1,277.31
T0009	Tables	FUR	T01	BAN123	CON	01/10/1998	15.00%	10.00%	15	5,100.00	467.51	2,800.00	1,832.50
Grand Total (8 records)										23,237.1	2,978.1	10,490.1	9,089.1

Sample of Expired Asset Listing For Taxation

10.9.9 Print Acquired Assets

Asset No

Type

Category

Branch

Location

Cost Center

Select Duration

From : 12/01/2016

To : 12/29/2016

Select Asset No

From : A004

To : V006

Select Acquisition Method

From : E

To : Y

☐ Print in Original Currency

Asset Group : All

Currency : USD United States Dollar

Home Currency

Print Report

Exit

Entry fields

Asset No Tab

Select Duration

From


Click on the button next to the entry field to open a calendar for selection of date

To


Click on the button next to the entry field to open a calendar for selection of date

Select Acquisition Method

From


1 alpha-numeric character, normal. Alternatively click  to open a list for selection

To


1 alpha-numeric character, normal. Alternatively click  to open a list for selection

Select AssetNo

From


16 alpha-numeric characters, normal. Alternatively click  to open a list for selection

To


16 alpha-numeric characters, normal. Alternatively click  to open a list for selection

Type Tab

From


4 alpha-numeric characters, normal. Alternatively click  to open a list for selection

To


4 alpha-numeric characters, normal. Alternatively click  to open a list for selection

Category Tab

From


4 alpha-numeric characters, normal. Alternatively click  to open a list for selection

To


4 alpha-numeric characters, normal. Alternatively click  to open a list for selection

Branch Tab


From

6 alpha-numeric characters, normal. Alternatively click  to open a list for selection


To

6 alpha-numeric characters, normal. Alternatively click  to open a list for selection


Location Tab**From**

6 alpha-numeric characters, normal. Alternatively click  to open a list for selection

To

6 alpha-numeric characters, normal. Alternatively click  to open a list for selection

Cost Center Tab**From**

4 alpha-numeric characters, normal. Alternatively click  to open a list for selection

To

4 alpha-numeric characters, normal. Alternatively click  to open a list for selection

Report Filter (Drop List)

All - Reports without filter

Normal - normal assets

Prepayments - prepayments made on assets like Leasehold land

Investment Properties - assets for investment purposes like buildings for rental

Minor Assets - zero cost assets

Note: Value in "From" field cannot be greater than "To" field

Types of Report

List of Assets Purchased By Asset No

List of Assets Purchased By Asset Type

List of Assets Purchased By Category

List of Assets Purchased By Branch

List of Assets Purchased By Location

List of Assets Purchased By Cost Center

See samples:

[List of Assets Purchased By Asset No](#)

[List of Assets Purchased By Branch](#)

10.9.9.1 Acquired Assets Listing By Asset No

Far East Trading Company Inc.							
List of Assets Purchased By Asset No							
Print From : A004		to V006		Period : 01/01/1998 to 12/31/2002		Acq Method : P to P	
Asset #	Description	PurDate	PV No	AcqMtd	Cost	Accum Depr	N.B.V.
A004	Air Conditioner No 3	08/01/1998		P	100,000.00	58,333.10	41,666.90
A006	Air Cond No 6	08/01/1998		P	100,000.00	58,333.10	41,666.90
A007	Air Conditioner	08/01/1998		P	100,000.00	58,333.10	41,666.90
C005	Compaq Personal Computer	02/10/2001		P	5,560.00	4,466.80	1,093.20
D0001	Dell Dimension 4300 Deskt	01/03/1999	PV01-116	P	3,999.00	3,799.00	200.00
F0001	Falcon Walkie Talkie	10/08/1998		P	350.00	198.56	151.44
F0002	Executive Table	06/18/1998		P	2,650.00	1,530.00	1,120.00
MD002	Toyota Truck	04/04/1998		P	89,500.00	81,500.00	8,000.00
MD003	Kawasaki Motorcycle	04/09/1999		P	87,500.00	82,500.00	5,000.00
MD004	Le Run Mountain Bike	06/21/1998		P	35,000.00	32,500.00	2,500.00
P0004	Philips Keyphone	09/08/1999		P	1,850.00	1,520.19	329.81
T0001	TAGC 4 Desktop Personal C	01/14/2000	PV01-253	P	2,288.00	2,038.00	250.00
T0009	Tables	01/10/1998		P	5,100.00	3,080.00	2,020.00
Grand Total							
No. of Records :						13	
Cost :						533,797.00	
Accum Depr :						388,131.85	
Net Book Value :						145,665.15	

Sample of Acquired Assets Listing By Asset No

10.10 Analysis Report

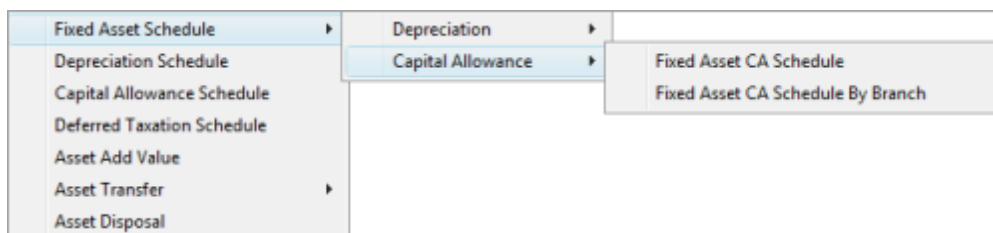
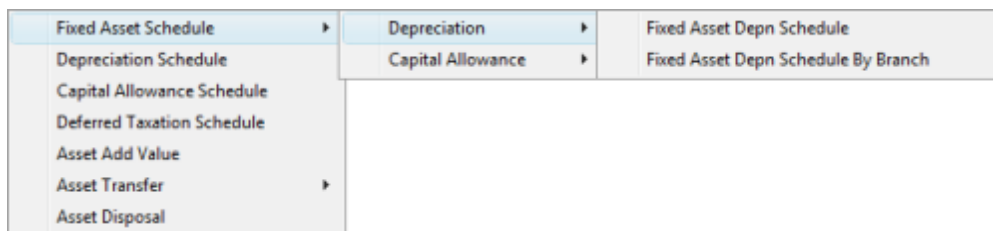
10.10.1 Analysis Report Menu



Analysis Report Menu enables user to print the following reports:

[Fixed Asset Schedule](#)
[Depreciation Schedule](#)
[Capital Allowance Schedule](#)
[Deferred Taxation Schedule](#)
[Asset Add Value](#)
[Asset Transfer](#)
[Asset Disposal](#)

10.10.2 Fixed Asset Schedule



Fixed Asset Schedule can be printed in two formats:

[Depreciation](#)
[Capital Allowance](#)

10.10.3 Print Fixed Asset Schedule

Entry fields

From (Type)

4 alpha-numeric characters, normal. Alternatively click to open a list for selection

To (Type)

4 alpha-numeric characters, normal. Alternatively click to open a list for selection

Report Filter (Drop List)

All - Reports without filter

Normal - normal assets

Prepayments - prepayments made on assets like Leasehold land

Investment Properties - assets for investment purposes like buildings for rental

Minor Assets - zero cost assets

Note: Value in "From" field cannot be greater than "To" field

User has a choice to print a detailed or summary report. Click on the desired button to begin printing.

See samples:

[Detailed Fixed Asset Schedule](#)

[Summary Fixed Asset Schedule](#)

10.10.3.1 Detailed Fixed Asset Schedule Report

Detailed Fixed Asset Schedule

SoftDomain Systems

Print From :BUD to PLM

Date : 08/22/2002

Asset #	Description	PurDate	Mfd	Qty	Rate	Cost b/yf	Additions	Disposal	Cost c/yf	Depn b/yf	Current Yr	Disposal	Depn c/yf	N.B.W.
BUD Building														
Shops B01														
S0001	Shop Lot 1313, Downtown	10/03/1992	S	1	2.00 %	750000.00	0.00	0.00	750000.00	115500.33	14000.02	0.00	130000.35	619999.65
Sub-Total (Category) (1 records)						750000.00	0.00	0.00	750000.00	115500.33	14500.02	0.00	130000.35	619999.65
Factory F01														
F0004	Factory - Midland	11/03/1992	S	1	2.00 %	25000000.00	0.00	0.00	25000000.00	4083333.66	500000.04	0.00	4583333.70	20416666.30
Sub-Total (Category) (1 records)						25000000.00	0.00	0.00	25000000.00	4083333.66	500000.04	0.00	4583333.70	20416666.30
Sub-Total (Type) (2 records)						25750000.00	0.00	0.00	25750000.00	4198833.99	514500.06	0.00	4713334.05	21036665.99
COM Computer														
Computer Hardware C04														
C002	Personal Computer - Acer	09/03/1997	R	1	25.00 %	15500.00	0.00	0.00	15500.00	18595.72	1226.04	11821.76	0.00	15500.00
C005	Compaq Personal Comput	02/03/2001	S	1	25.00 %	0.00	5560.00	0.00	5560.00	0.00	1228.37	0.00	1228.37	4031.63
D0001	Dell Dimension 4000 Deskb	01/03/1999	S	1	25.00 %	3999.00	0.00	0.00	3999.00	1899.60	949.80	0.00	2849.40	1149.60
T0001	TAGS 4 Desktop Personal	01/04/2000	S	1	25.00 %	2288.00	0.00	0.00	2288.00	509.52	509.52	0.00	1819.04	1268.96
Sub-Total (Category) (4 records)						21787.00	5560.00	0.00	27347.00	13004.84	3913.73	11821.76	5096.81	22250.11
Sub-Total (Type) (4 records)						21787.00	5560.00	0.00	27347.00	13004.84	3913.73	11821.76	5096.81	22250.11

Sample of Detailed Fixed Asset Schedule

10.10.3.2 Summary Fixed Asset Schedule Report

Detailed Fixed Asset Schedule											SoftDomain Systems	
Print From : BUD to PLM											Date : 08/22/2002	
Code	Description	CatCode	Cost b/yf	Additions	Disposal	Cost c/yf	Depn b/yf	Current Yr	Disposal	Depn c/yf	N.B.W.	
BUD Building												
	Shops	B01	750000.00	0.00	0.00	750000.00	115500.33	14000.02	0.00	130000.35	619999.65	
	Factory	F01	25000000.00	0.00	0.00	25000000.00	4083333.66	500000.04	0.00	4583333.70	20416666.30	
Sub-Total (Type)			25750000.0	0.00	0.00	25750000.0	4198833.9	514500.0	0.00	4713334.0	21036665.9	
COM Computer												
Computer Hardware			C04	21787.00	5560.00	0.00	27347.00	13004.84	3913.73	11821.76	5096.81	22250.19
Sub-Total (Type)			21787.00	5560.00	0.00	27347.0	13004.8	3913.7	11821.70	5096.8	22250.19	
EQP Equipment												
Equipment			EQP	0.00	50000.00	0.00	50000.00	0.00	9166.63	0.00	9166.63	40833.37
Mobile Phone			ME5	8500.00	0.00	0.00	8500.00	6729.84	1770.36	0.00	8500.00	0.00
Telephone			T03	77200.00	0.00	0.00	77200.00	53586.73	12271.91	0.00	65860.64	11339.36
Sub-Total (Type)			85700.00	50000.00	0.00	135700.0	60317.7	23209.50	0.00	83527.2	52172.73	
FUR Furniture & Fittings												
Chairs			C01	7000.00	0.00	0.00	7000.00	5446.54	532.58	0.00	5979.12	1020.88
Table			T01	7750.00	0.00	0.00	7750.00	2180.80	746.00	0.00	2846.00	4905.00
Sub-Total (Type)			14750.00	0.00	0.00	14750.0	7546.5	1277.50	0.00	8824.1	5925.88	
MOT Motor Vehicle												
Motorcycle			ME3	87500.00	0.00	0.00	87500.00	28875.00	16590.00	0.00	46375.00	42125.00
Mountain Bike			ME4	35000.00	0.00	0.00	35000.00	16791.77	6590.84	0.00	23291.81	11708.19
Van			VE1	89500.00	0.00	0.00	89500.00	44824.89	16293.36	0.00	61124.85	28375.15
Sub-Total (Type)			212000.00	0.00	0.00	212000.0	90491.60	39300.00	0.00	129791.6	82208.34	
Grand Total			26004237.0	55560.00	0.00	26139797.0	4370194.8	582200.8	11821.70	4940573.9	21199223.0	

Sample of Summary Fixed Asset Schedule

10.10.4 Print Fixed Asset Schedule (Capital Allowance)

Entry fields

Asset Type Tab

From (Type)

4 alpha-numeric characters, normal. Alternatively click to open a list for selection

To (Type)

4 alpha-numeric characters, normal. Alternatively click to open a list for selection

Tax Category Tab

From (Tax Category)

3 alpha-numeric characters, upper case. Alternatively click to open a list for selection

To (Tax Category)

3 alpha-numeric characters, upper case. Alternatively click to open a list for selection

Report Filter (Drop List)

All - Reports without filter

Normal - normal assets

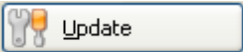
Prepayments - prepayments made on assets like Leasehold land

Investment Properties - assets for investment purposes like buildings for rental

Minor Assets - zero cost assets

Note: Value in "From" field cannot be greater than "To" field

User has a choice to print a Two-Row Detail or One-Row Detail report. Click on the desired button to begin printing.

Click  button to update the capital allowance data. This should only be carried out once after each [Month End Process](#), [Year End Process](#) or [Compute past depreciation and capital allowance](#) during the update asset stage.

See samples:

[Two-Row Detail Fixed Asset Schedule \(Capital Allowance\)](#)

[One-Row Detail Fixed Asset Schedule \(Capital Allowance\)](#)

10.10.4.1 Two-Row Detail Fixed Asset Schedule (Capital Allowance)

Two-Row Detailed Fixed Asset Schedule (Capital Allowance)

SoftDomain Systems

Print From : SUD to PUM

Date : 08/02/2002

Asset #	Description	Purchase	Qty	TA Rate	AA Rate	Cost b/f CA b/f	Addition Current CA	Current CA	Ytd CA	Deprecial- Cost Deprecial-CA	Cost c/f CA c/f	W.D.V.
BUD Building												
Shops B01												
S0001	Shop Lot 1213, Downtown	30/09/1992	1	30.00%	2.50 %	750000.00 227499.68	0.00 0.00	18124.90	18124.90	0.00 0.00	750000.00 245624.68	504375.34
Sub-Total (Category) (1 records)						750000.00 227499.68	0.00 0.00	18124.90	18124.90	0.00 0.00	750000.00 245624.68	504375.34
Factory F01												
F0004	Factory - Midland	11/06/1992	1	30.00%	2.00 %	2500000.00 700000.32	0.00 0.00	500000.04	500000.04	0.00 0.00	2500000.00 7500000.26	1749999.64
Sub-Total (Category) (1 records)						2500000.00 700000.32	0.00 0.00	500000.00	500000.00	0.00 0.00	2500000.00 7500000.26	1749999.64
Sub-Total (Type) (2 records)						2575000.00 7227500.00	0.00 0.00	518125.00	518125.00	0.00 0.00	2575000.00 7745625.00	18004374.90

Sample of Two-Row Detail Fixed Asset Schedule (Capital Allowance)

10.10.4.2 One-Row Detail Fixed Asset Schedule (Capital Allowance)

One-Row Detailed Fixed Asset Schedule (Capital Allowance)														SoftDomain Systems		
Print From : BUD to PLM														Date : 06/22/2002		
Asset #	Description	PurDate	Qty/1A	Rate	AA Rate	Cost b/f	Additions	Disposal	Cost c/f	CA b/f	CurrentCA	CurrentAA	Ytd CA	Disposal-CA	CA c/f	W.D.V.
BUD Building																
Shops B01																
50001	Shop unit 1141, Downtown	01/01/1992	1	10.00 %	2.50 %	750000.00	0.00	0.00	750000.00	227499.60	0.00	1824.98	1824.98	0.00	24524.02	30475.34
Sub-Total (Category)						750000.00	0.00	0.00	750000.00	227499.60	0.00	1824.98	1824.98	0.00	24524.02	30475.34
Factory F01																
70004	Factory - Midland	11/01/1992	1	10.00 %	2.00 %	2500000.00	0.00	0.00	2500000.00	780000.32	0.00	30000.04	30000.04	0.00	700000.36	1749999.64
Sub-Total (Category)						2500000.00	0.00	0.00	2500000.00	780000.32	0.00	30000.04	30000.04	0.00	700000.36	1749999.64
Sub-Total (Type)						2575000.00	0.00	0.00	2575000.00	7227500.90	0.00	518125.02	518125.02	0.00	774524.02	18994371.98
COM Computer																
Computer Hardware C04																
C002	Personal Computer - Acer	05/01/1997	1	15.00 %	10.00 %	1000.00	0.00	0.00	1000.00	8525.32	0.00	100.04	100.04	0.00	0.00	1000.00
C005	Company Personal Computer	02/01/2001	1	20.00 %	15.00 %	0.00	5000.00	0.00	5000.00	0.00	1111.99	124.02	124.02	0.00	1940.01	3612.99
C005	Self Service - 4000 Data	01/01/1998	1	15.00 %	10.00 %	2000.00	0.00	0.00	2000.00	1269.71	0.00	200.06	200.06	0.00	1799.94	2299.32
T005	TASIS - 4 Desktop Personal I	01/14/2000	1	15.00 %	10.00 %	2000.00	0.00	0.00	2000.00	572.00	0.00	238.84	238.84	0.00	800.84	1407.36
Sub-Total (Category)						21787.00	5000.00	0.00	27347.00	18476.83	1111.99	3012.86	4124.85	10075.16	4546.82	22800.48
Sub-Total (Type)						21787.00	5000.00	0.00	27347.00	18476.83	1111.99	3012.86	4124.85	10075.16	4546.82	22800.48

Sample of One-Row Detail Fixed Asset Schedule (Capital Allowance)

10.10.5 Print Depreciation Schedule

Cost Center		Index Code		Sub Object	
Asset No		Type		Category	
Branch		Location			
Select Asset No					
From : A004					
To : V006					
<input type="checkbox"/> Print in Original Currency		Detailed Report Summary Report Exit			
Asset Group : All					
Currency : USD United States Dollar					
Home Currency					


Entry fields

Asset No Tab


From

16 alpha-numeric characters, normal. Alternatively click to open a list for selection

To

16 alpha-numeric characters, normal. Alternatively click  to open a list for selection


Type Tab**From**

4 alpha-numeric characters, normal. Alternatively click  to open a list for selection


To

4 alpha-numeric characters, normal. Alternatively click  to open a list for selection


Category Tab**From**

4 alpha-numeric characters, normal. Alternatively click  to open a list for selection


To

4 alpha-numeric characters, normal. Alternatively click  to open a list for selection

Branch Tab**From**

6 alpha-numeric characters, normal. Alternatively click  to open a list for selection


To

6 alpha-numeric characters, normal. Alternatively click  to open a list for selection


Location Tab**From**

6 alpha-numeric characters, normal. Alternatively click  to open a list for selection


To

6 alpha-numeric characters, normal. Alternatively click  to open a list for selection

Cost Center Tab**From**


4 alpha-numeric characters, normal. Alternatively click  to open a list for selection

To


4 alpha-numeric characters, normal. Alternatively click  to open a list for selection

Index Code Tab


From

9 alpha-numeric characters, normal. Alternatively click  to open a list for selection


To

9 alpha-numeric characters, normal. Alternatively click  to open a list for selection

Sub Object Tab**From**

5 alpha-numeric characters, normal. Alternatively click  to open a list for selection

To

5 alpha-numeric characters, normal. Alternatively click  to open a list for selection

Report Filter (Drop List)

All - Reports without filter

Normal - normal assets

Prepayments - prepayments made on assets like Leasehold land

Investment Properties - assets for investment purposes like buildings for rental

Minor Assets - zero cost assets

Note: Value in "From" field cannot be greater than "To" field

Types of Report

Depreciation Schedule Report By Asset No

Depreciation Schedule Report By Asset Type

Depreciation Schedule Report By Category

Depreciation Schedule Report By Branch

Depreciation Schedule Report By Location

Depreciation Schedule Report By Cost Center

Depreciation Schedule Report By Index Code

Depreciation Schedule Report By Sub Object

In addition, user has a choice to print a detailed or summary report. Click on the desired button to begin printing.

See samples:

[Detailed Depreciation Schedule](#)

[Summary Depreciation Schedule](#)

10.10.5.1 Detailed Depreciation Schedule Report

Detailed Depreciation Schedule By Asset No

SoftDomain Systems

Print From : 50002 to 2001

Date : 08/24/2002

Asset #	Description	Type	Cat	Loc	PurDate	ScrapVal	Rate Mtd	Qty	Cost	YtdDeprn	PriorYrDeprn	NetBookValue	
50002	Bad Executive Chair	FUR	C01	OFF	11/08/1997	0.00	18.00 %	S	15	5,250.00	357.68	4,892.40	0.00
50011	Bad Executive Chair	FUR	C01	OFF	11/08/1997	0.00	18.00 %	S	5	1,750.00	174.88	554.14	1,829.88
C005	Compaq Personal Computer	COM	C04	KIT	02/10/2001	290.00	25.00 %	S	1	5,580.00	1,228.37	0.00	4,331.63
D0001	Dell Dimension 4000 Desktop PC	COM	C04	KIT	01/02/1999	290.00	25.00 %	S	1	3,999.00	949.88	1,899.60	1,149.60
F0001	Falcon Walkie Talkie	EQP	T03	FAC	10/08/1998	0.00	18.00 %	S	1	358.00	35.84	79.84	236.12
F0002	Executive Table	FUR	T01	TEM	06/18/1998	190.00	18.00 %	S	1	2,650.00	265.88	649.00	1,725.00
F0004	Factory - Midland	BUD	F01	FAC	11/08/1992	0.00	2.08 %	S	1	25,000,000.00	500,889.04	4,883,333.66	20,435,666.30
M0002	Toyota Truck	MOT	M01	FAC	04/04/1998	8,000.00	28.00 %	S	1	88,500.00	16,299.96	44,824.89	28,375.15
M0003	Kawasaki Motorcycle	MOT	M03	OFF	04/09/1999	5,000.00	28.00 %	S	1	87,500.00	16,580.00	28,875.00	42,125.00
M0004	Le Run Mountain Bike	MOT	M04	FAC	06/21/1998	2,500.00	28.00 %	S	1	35,000.00	6,500.84	16,791.77	11,708.19
P0002	Philp Mobile Phone	EQP	M05	OFF	11/09/1997	0.00	25.00 %	S	1	8,500.00	1,770.96	6,729.04	0.00
P0003	Philp Cordless Phone	EQP	T03	FAC	12/10/1996	30,000.00	28.00 %	S	1	75,000.00	11,895.83	53,083.17	10,889.00
P0004	Philp Xephone	EQP	T03	OFF	09/08/1999	250.00	28.00 %	S	1	1,850.00	320.84	426.72	1,333.24
S0001	Shop Lot 1313, Downtown	BUD	B01	OFF	10/09/1992	0.00	2.08 %	S	1	758,000.00	14,580.02	115,500.33	619,999.65
T0001	TAGS 4 Desktop Personal Computer	COM	C04	FAC	01/14/2000	250.00	25.00 %	S	1	2,288.00	509.52	589.52	1,288.96
T0009	Tables	FUR	T01	BAHS23	01/10/1998	390.00	18.00 %	S	15	5,100.00	480.88	1,440.00	3,180.00
Z001	Zipper	EQP	EQP	OFF	02/02/2001	0.00	28.00 %	S	1	58,000.00	5,166.63	0.00	40,833.37
Grand Total As At: 12/31/2001 (17 records)									26,124,297.0	500,974.8	4,359,599.0	21,183,723.0	

Sample of Detailed Depreciation Schedule Report By Asset No

10.10.5.2 Summary Depreciation Schedule Report

SoftDomain Systems							
Summary Depreciation Schedule By Type							
Print From : BUD to PLM							
Date : 08/22/2002							
Code	Description	Type	Cost	YtdDeprn	PriorYrDeprn	AccumDeprn	NetBookValue
BUD Building							
B01	Shops	BUD	750,000.00	14,500.02	115,500.33	130,000.35	619,999.65
F01	Factory	BUD	25,000,000.00	500,000.04	4,883,333.66	4,583,333.70	20,416,666.30
Sub-Total			25,750,000.00	514,500.06	4,198,833.99	4,713,334.05	21,036,665.95
COM Computer							
C04	Computer Hardware	COM	11,847.00	2,687.69	2,409.12	5,096.81	6,750.19
Sub-Total			11,847.00	2,687.69	2,409.12	5,096.81	6,750.19
EQP Equipment							
EQP	Equipment	EQP	50,000.00	9,166.63	0.00	9,166.63	40,833.37
M05	Mobile Phone	EQP	8,500.00	1,770.96	6,729.04	8,500.00	0.00
T03	Telephone	EQP	77,200.00	12,271.91	53,588.73	65,860.64	11,339.36
Sub-Total			135,700.00	23,209.50	60,317.77	83,527.27	52,172.73
FUR Furniture & Fittings							
C01	Chairs	FUR	7,000.00	532.58	5,446.54	5,979.12	1,020.88
T01	Table	FUR	7,750.00	745.00	2,100.00	2,845.00	4,905.00
Sub-Total			14,750.00	1,277.58	7,546.54	8,824.12	5,925.88
MOT Motor Vehicle							
M03	Motorcycle	MOT	87,500.00	16,500.00	28,875.00	45,375.00	42,125.00
M04	Mountain Bike	MOT	35,000.00	6,500.04	16,791.77	23,291.81	11,708.19
V01	Van	MOT	89,500.00	16,299.96	44,824.89	61,124.85	28,375.15
Sub-Total			212,000.00	39,300.00	90,491.66	129,791.66	82,208.34
Grand Total As At: 12/31/2001			26,124,297.00	580,974.83	4,359,599.00	4,940,573.91	21,183,723.09


Sample of Summary Depreciation Schedule By Type

10.10.6 Print Capital Allowance Schedule


Entry fields

Asset No Tab

From


16 alpha-numeric characters, normal. Alternatively click  to open a list for selection

To

16 alpha-numeric characters, normal. Alternatively click  to open a list for selection

Type Tab

From

4 alpha-numeric characters, normal. Alternatively click  to open a list for selection

To


4 alpha-numeric characters, normal. Alternatively click  to open a list for selection

Category Tab

From


4 alpha-numeric characters, normal. Alternatively click  to open a list for selection

To


4 alpha-numeric characters, normal. Alternatively click  to open a list for selection

Branch Tab


From

6 alpha-numeric characters, normal. Alternatively click  to open a list for selection


To

6 alpha-numeric characters, normal. Alternatively click  to open a list for selection


Location Tab**From**

6 alpha-numeric characters, normal. Alternatively click  to open a list for selection

To

6 alpha-numeric characters, normal. Alternatively click  to open a list for selection


Cost Center Tab**From**

4 alpha-numeric characters, normal. Alternatively click  to open a list for selection

To

4 alpha-numeric characters, normal. Alternatively click  to open a list for selection

Index Code Tab**From**

9 alpha-numeric characters, normal. Alternatively click  to open a list for selection

To

9 alpha-numeric characters, normal. Alternatively click  to open a list for selection


Sub Object Tab**From**

5 alpha-numeric characters, normal. Alternatively click  to open a list for selection


To

5 alpha-numeric characters, normal. Alternatively click  to open a list for selection

Tax Category**From**

3 alpha-numeric characters, normal. Alternatively click  to open a list for selection

To

3 alpha-numeric characters, normal. Alternatively click  to open a list for selection

Report Filter (Drop List)

All - Reports without filter

Normal - normal assets

Prepayments - prepayments made on assets like Leasehold land

Investment Properties - assets for investment purposes like buildings for rental

Minor Assets - zero cost assets

Note: Value in "From" field cannot be greater than "To" field

Types of Report

Capital Allowance Schedule Report By Asset No

Capital Allowance Schedule Report By Asset Type

Capital Allowance Schedule Report By Category

Capital Allowance Schedule Report By Branch

Capital Allowance Schedule Report By Location

Capital Allowance Schedule Report By Cost Center

Capital Allowance Schedule Report By Index Code

Capital Allowance Schedule Report By Sub Object

Capital Allowance Schedule Report By Tax Category

In addition, user has a choice to print a detailed or summary report. Click on the desired button to begin printing.

See samples:

[Detailed Capital Allowance Schedule](#)

[Summary Capital Allowance Schedule](#)

10.10.6.1 Detailed Capital Allowance Schedule Report

Detailed Capital Allowance Schedule By Asset No

SoftDomain Systems

Print From : 60002 to 2001

Date : 06/22/2002

Asset #	Description	Type	Cat	Loc	PluDate	ScrapVal	L.A.	A.A.	Qty	Cost	YtdDepn	PriorYrDepn	PrvBkckValue
80002	Bad Executive Chair	FUR	C01	OFF	11/08/1997	0.00	12.00 %	30.00 %	25	5,250.00	407.40	4,812.91	0.29
80011	Bad Executive Chair	FUR	C01	OFF	11/08/1997	0.00	12.00 %	30.00 %	5	1,750.00	174.90	999.57	645.05
C005	Compaq Personal Computer	COM	C04	KIT	02/30/2001	200.00	20.00 %	25.00 %	1	5,560.00	1,946.01	0.00	3,613.99
D0001	Dell Dimension 4300 Desktop PC	COM	C04	KIT	01/03/1999	200.00	15.00 %	30.00 %	1	3,999.00	299.36	1,299.71	2,199.30
F0001	Falcon Walkie Talkie	EQP	T03	FAC	10/08/1998	0.00	12.00 %	30.00 %	1	350.00	35.04	347.66	167.88
F0002	Executive Table	FUR	T01	TEM	06/30/1998	100.00	15.00 %	8.50 %	1	2,650.00	225.24	1,073.23	1,751.53
F0004	Factory - Midland	BUD	F01	FAC	11/08/1992	0.00	10.00 %	2.00 %	1	25,000,000.00	500,000.00	7,000,000.32	17,499,999.64
M0002	Toyota Truck	MOT	V01	FAC	04/04/1998	8,000.00	20.00 %	25.00 %	1	89,500.00	13,425.00	50,175.00	17,900.00
M0003	Kawasaki Motorcycle	MOT	M03	OFF	04/09/1999	5,000.00	20.00 %	12.00 %	1	87,500.00	10,500.00	38,500.00	38,500.00
M0004	Le Run Mountain Bike	MOT	M04	FAC	05/21/1998	2,500.00	15.00 %	12.00 %	1	35,000.00	4,200.00	17,800.00	12,950.00
P0002	Philp Mobile Phone	EQP	M05	OFF	11/09/1997	0.00	15.00 %	8.50 %	1	8,500.00	722.52	4,165.06	3,612.42
P0003	Philp Cordless Phone	EQP	T03	FAC	12/30/1996	10,000.00	10.00 %	9.00 %	1	75,000.00	6,750.00	47,250.00	21,000.00
P0004	Philps Keypone	EQP	T03	OFF	09/08/1999	250.00	15.00 %	30.00 %	1	1,050.00	105.04	647.54	1,617.42
S0001	Shop Lot 1313, Downtown	BUD	B01	OFF	10/08/1992	0.00	10.00 %	2.50 %	1	750,000.00	18,124.98	227,499.68	504,375.34
T0001	TAGG 4 Desktop Personal Computer	COM	C04	FAC	01/34/2000	250.00	15.00 %	30.00 %	1	2,200.00	220.04	572.00	1,407.16
T0009	Tables	FUR	T01	BAH123	01/30/1998	300.00	15.00 %	30.00 %	25	5,100.00	520.00	2,200.00	2,300.00
Z001	Zipper	EQP	EQP	OFF	02/02/2001	0.00	20.00 %	25.00 %	1	10,000.00	17,500.01	0.00	32,499.99
Grand Total As At : 12/31/2001 (17 records)										26,124,297.0	500,974.0	4,359,599.0	18,143,639.3

Sample of Detailed Capital Allowance Schedule By Asset No

10.10.6.2 Summary Capital Allowance Schedule Report

SoftDomain Systems							
Summary Capital Allowance Schedule By Type							
Print From : BUD to PLM							
Date : 06/22/2002							
Code	Description	Type	Cost	YtdCA	PriorYrCA	AccumCA	W.D.Value
BUD Building							
B01	Shops	BUD	750,000.00	18,124.98	227,499.68	245,624.66	504,375.34
F01	Factory	BUD	25,000,000.00	500,000.04	7,000,000.32	7,500,000.36	17,499,999.64
Sub-Total			25,750,000.00	518,125.02	7,227,500.00	7,745,625.02	18,004,374.98
COM Computer							
C04	Computer Hardware	COM	11,847.00	2,574.81	1,971.71	4,546.52	7,300.48
Sub-Total			11,847.00	2,574.81	1,971.71	4,546.52	7,300.48
EQP Equipment							
EQP	Equipment	EQP	50,000.00	17,500.01	0.00	17,500.01	32,499.99
M05	Mobile Phone	EQP	8,500.00	722.52	4,165.06	4,887.58	3,612.42
T03	Telephone	EQP	77,200.00	6,970.08	48,044.62	55,014.70	22,185.30
Sub-Total			135,700.00	25,192.61	52,209.68	77,402.29	58,297.71
FUR Furniture & Fittings							
C01	Chairs	FUR	7,000.00	612.46	5,722.88	6,335.34	664.66
T01	Table	FUR	7,750.00	745.24	3,353.23	4,098.47	3,651.53
Sub-Total			14,750.00	1,357.70	9,076.11	10,433.81	4,316.19
MOT Motor Vehicle							
M03	Motorcycle	MOT	87,500.00	10,500.00	38,500.00	49,000.00	38,500.00
M04	Mountain Bike	MOT	35,000.00	4,200.00	17,850.00	22,050.00	12,950.00
V01	Van	MOT	89,500.00	13,425.00	50,175.00	71,600.00	17,900.00
Sub-Total			212,000.00	28,125.00	114,525.00	142,650.00	69,350.00
Grand Total As At 12/31/2001			26,124,297.00	575,375.14	7,405,282.50	7,980,657.64	18,143,639.36


Sample of Summary Capital Allowance Schedule By Asset Type

10.10.7 Print Deferred Taxation Schedule


Entry fields

Asset No Tab

From

16 alpha-numeric characters, normal. Alternatively click  to open a list for selection

To


16 alpha-numeric characters, normal. Alternatively click  to open a list for selection

Type Tab

From


4 alpha-numeric characters, normal. Alternatively click  to open a list for selection

To


4 alpha-numeric characters, normal. Alternatively click  to open a list for selection

Category Tab


From

4 alpha-numeric characters, normal. Alternatively click  to open a list for selection


To

4 alpha-numeric characters, normal. Alternatively click  to open a list for selection

Branch Tab**From**

6 alpha-numeric characters, normal. Alternatively click  to open a list for selection

To

6 alpha-numeric characters, normal. Alternatively click  to open a list for selection

Report Filter (Drop List)

All - Reports without filter

Normal - normal assets

Prepayments - prepayments made on assets like Leasehold land

Investment Properties - assets for investment purposes like buildings for rental

Minor Assets - zero cost assets

10.10.7.1 Detailed Deferred Taxation Schedule

Detailed Deferred Taxation Schedule By Asset Type

ABC Company Limited

Print From: BUD to PLM

Taxation Rate: 30.00 %

Date: 21/11/2002

Asset #	Description	Type	Est. Cost	Acq. Date	Qty	Cost	Current P&L	Deferred Taxation Year To Date	Taxation For Years	Accumulated
CDL Chairs										
80002	Exec Executive Chair	FUR CDL COH OFF	08/11/1997	15	5,250.00	0.0	0.0	320.21	320.21	
80011	Exec Executive Chair	FUR CDL COH OFF	08/11/1997	5	1,750.00	0.0	0.0	936.71	936.71	
Sub Total (Category)		2 records				0.00	0.00	427.00	427.00	
TOL Table										
70002	Executive Table	FUR TOL ADM TEM	08/05/1998	1	2,650.00	-0.7	-4.4	112.01	937.51	
70009	Tables	FUR TOL COH BAN123	23/01/1998	15	5,300.00	0.7	4.5	264.01	264.01	
Sub Total (Category)		2 records				0.01	0.04	376.01	376.01	
Sub Total (Type)		4 records				0.01	0.04	983.01	983.01	
MOT Motor Vehicle										
M03 Motorcycle										
M0003	Kawasaki Motorcycle	MOT M03 PDI OFF	09/04/1999	1	87,500.00	-150.01	-900.01	1,087.50	187.51	
Sub Total (Category)		1 records				-150.00	-900.00	1,087.50	187.50	
M04 Mountain Bike										
M0004	Le Ron Mountain Bike	MOT M04 PDI FAC	21/05/1998	1	35,000.00	-57.51	-345.01	-372.51	-717.51	
Sub Total (Category)		1 records				-57.50	-345.01	-372.51	-717.51	
M01 Van										
M0002	Toyota Truck	MOT M01 MAR FAC	04/04/1998	1	88,500.00	-71.81	-431.21	3,142.55	2,711.31	
Sub Total (Category)		1 records				-71.87	-431.24	3,142.55	2,711.31	
Sub Total (Type)		2 records				-279.37	-1,476.25	3,857.51	2,193.86	
Grand Total		32 records				-574.73	-2,203.79	932,466.85	930,263.06	

Asset Report As At 30/06/2002

2

Sample of Detailed Deferred Taxation Schedule By Asset Type

Proposed accounting entries:**Deferred Tax Amount with Positive Value**

Debit Deferred Taxation (Balance Sheet)
 Credit Taxation (Profit & Loss)

Deferred Tax Amount with Negative Value

Debit Taxation (Profit & Loss)
 Credit Deferred Taxation (Balance Sheet)

10.10.7.2 Summary Deferred Taxation Schedule

ABC Company Limited					
Summary Deferred Taxation Schedule By Asset Type					
Print From : BUD to PLM		Taxation Rate : 30.00 %		Date : 21/11/2002	
Code	Description	Current P&L	Year To Date	Deferred Taxation Prior Years	Accumulated
BUD Building					
B01	Shops	93.75	562.50	34,687.29	35,249.79
F01	Factory	0.0	0.0	875,000.00	875,000.00
Sub Total (Type)		93.75	562.50	909,687.29	910,249.79
COM Computer					
C04	Computer Hardware	-17.66	-105.92	-689.07	-794.96
Sub Total (Type)		-17.66	-105.92	-689.07	-794.99
EQP Equipment					
A02	Air Conditioners	-593.26	-1,854.44	20,645.58	18,791.14
EQP	Equipment	38.31	-200.31	2,500.01	2,289.66
M05	Mobile Phone	18.00	108.36	-1,083.73	-965.36
P01	Printer	0.0	0.0	0.0	0.0
T03	Telephone	165.30	992.25	-3,253.78	-2,261.53
Sub Total (Type)		-371.46	-984.14	18,808.08	17,823.92
FUR Furniture & Fittings					
C01	Chairs	0.0	0.0	427.00	427.00
T01	Table	0.0	0.0	376.04	376.04
Sub Total (Type)		0.01	0.01	803.04	803.08
MOT Motor Vehicle					
M03	Motorcycle	-150.00	-900.00	1,087.50	187.50
M04	Mountain Bike	-57.50	-345.01	-372.54	-717.52
V01	Van	-71.65	-431.24	3,142.55	2,711.31
Sub Total (Type)		-279.15	-1,676.25	3,857.51	2,181.29
Grand Total		-574.73	-2,203.79	932,466.85	930,263.06

Sample of Summary Deferred Taxation Schedule By Asset Type

Proposed accounting entries:

Deferred Tax Amount with Positive Value

Debit Deferred Taxation (Balance Sheet)
 Credit Taxation (Profit & Loss)

Deferred Tax Amount with Negative Value

Debit Taxation (Profit & Loss)
 Credit Deferred Taxation (Balance Sheet)

10.10.8 Print Asset Add Value

The screenshot shows a software window titled 'Print Asset Add Value'. It has three tabs at the top: 'Asset No', 'Add Value Date', and 'Branch'. The 'Asset No' tab is selected. Inside the window, there are two main sections. The first section, 'Select Duration', has 'From' and 'To' date fields. The 'From' field is set to '12/01/2015' and the 'To' field is set to '12/31/2015'. Both fields have a small calendar icon to their right. The second section, 'Select Asset No', has 'From' and 'To' asset number fields. The 'From' field is set to 'A004' and the 'To' field is set to 'V006'. Both fields have a small icon to their right that likely opens a list of assets. At the bottom right of the window, there are two buttons: 'Print Report' and 'Exit'.

Entry fields

Asset No Tab

From (Asset No)

16 alpha-numeric characters, upper case. Alternatively click  to open a list for selection

To (Asset No)

16 alpha-numeric characters, upper case. Alternatively click  to open a list for selection

From (Duration)

Click on the  button next to the entry field to open a calendar for selection of date

To (Duration)

Click on the  button next to the entry field to open a calendar for selection of date

Date Tab

From

Click on the  button next to the entry field to open a calendar for selection of date

To

Click on the  button next to the entry field to open a calendar for selection of date

Note: Value in "From" field cannot be greater than "To" field

Types of Report

Asset Add Value Report By Asset No

Asset Add Value Report By Date

Select the desired combination and click the Print Report button to begin printing.

Samples: [Asset Add Value Report](#)

10.10.8.1 Asset Add Value Report

Asset Add Value Report By Asset No						
Print From : 00002 to 2001				Date : 08/22/2002		
Asset #	Description	PurDate	Value Date	Addition to Book Value	Addition to Tax Value	Reference
50001	Shop Lot 1313, Downtown Remarks : Jones Lang	10/09/1992	07/01/2001	50,000.00	50,000.00	Professional fees

Sample of Asset Add Value Report By Asset No

10.10.9 Asset Transfer Menu

Fixed Asset Schedule	▶	
Depreciation Schedule		
Capital Allowance Schedule		
Deferred Taxation Schedule		
Asset Add Value		
Asset Transfer	▶	Asset Units
Asset Disposal		Location

Two separate sets of reports can be printed from the Asset Transfer

[Asset Units](#) - For transfer of part or whole asset units to a new asset code

[Location](#) - For transfer of asset from one location to another

10.10.1(Print Asset Transfer

Asset No	Transfer Date	Branch
<div> <div> Select Duration </div> <div> From : 12/01/2016 </div> <div> To : 12/31/2016 </div> </div> <div> Select Asset No </div> <div> From : A004 </div> <div> To : V006 </div>		

Entry fields

Asset No Tab

From (Asset No)

16 alpha-numeric characters, upper case. Alternatively click  to open a list for selection

To (Asset No)

16 alpha-numeric characters, upper case. Alternatively click  to open a list for selection

From (Duration)

Click on the  button next to the entry field to open a calendar for selection of date

To (Duration)

Click on the  button next to the entry field to open a calendar for selection of date

Date Tab

From

Click on the  button next to the entry field to open a calendar for selection of date

To

Click on the  button next to the entry field to open a calendar for selection of date

Note: Value in "From" field cannot be greater than "To" field

Types of Report

Asset Transfer Report By Asset No

Asset Transfer Report By Date

Select the desired combination and click the Print Report button to begin printing.

Samples: [Asset Transfer Report](#)

10.10.10. Asset Transfer Report

Asset Transfer Report By Asset No								
Print From : B0002 to 2001			Period 08/01/1999 to 08/31/2001			Date : 08/22/2002		
Asset #	Description	PurDate	TransferDate	Qty	NewAsset#	QtyTfr	Reference	Status
B0002	Beel Executive Chair	11/08/1997	08/11/2001	15	B0011	5	Adj12343	Posted
		Remarks:	Transfer from B0002					

Sample Asset Transfer Report By Date

10.10.1 Print Asset Location Transfer

The screenshot shows a software window titled 'Print Asset Location Transfer'. It has three tabs at the top: 'Asset No', 'Transfer Date', and 'Branch'. The 'Asset No' tab is selected. Inside the window, there are two main sections. The left section is titled 'Select Duration' and contains two rows: 'From' with the date '12/01/2016' and a calendar icon, and 'To' with the date '12/31/2016' and a calendar icon. The right section is titled 'Select Asset No' and contains two rows: 'From' with the text 'A004' and a selection icon, and 'To' with the text 'V006' and a selection icon. On the far right, there are two buttons: 'Print Report' and 'Exit'.

Entry fields

Asset No Tab

From (Asset No)

16 alpha-numeric characters, upper case. Alternatively click  to open a list for selection

To (Asset No)

16 alpha-numeric characters, upper case. Alternatively click  to open a list for selection

From (Duration)

Click on the  button next to the entry field to open a calendar for selection of date

To (Duration)

Click on the  button next to the entry field to open a calendar for selection of date

Date Tab

From

Click on the  button next to the entry field to open a calendar for selection of date

To

Click on the  button next to the entry field to open a calendar for selection of date

Note: Value in "From" field cannot be greater than "To" field

Types of Report

Asset Location Transfer Report By Asset No

Asset Location Transfer Report By Date

Select the desired combination and click the Print Report button to begin printing.

Samples: [Asset Location Transfer Report](#)

10.10.11. Asset Location Transfer Report

Asset Location Transfer Report By Asset No						
Print From : B0002 to Z001			Period : 01/01/2002 to 04/04/2002			Date : 04/07/2002
Date	From Loc	To Loc	Reference	Remarks	Status	
D0001 Dell Dimenssion 4300 Desktop PC						
04/03/2002	OFF	BAN123	Transfer123	Tranferred	Posted	
F0001 Falcon Walkie Talkie						
03/01/2002	OFF	FAC	fac123	fac1234561	Posted	

Sample of Asset Location Transfer Report By Asset No

10.10.12 Print Asset Disposal

Asset No

Disposal Date

Branch

Select Duration

From : 12/01/2016 

To : 12/31/2016 

☐ Print in Original Currency

Select Asset No

From : A004 

To : V006 

Print Report

Exit

Entry fields

Asset No Tab

From (Asset No)

16 alpha-numeric characters, upper case. Alternatively click  to open a list for selection

To (Asset No)

16 alpha-numeric characters, upper case. Alternatively click  to open a list for selection

From (Duration)

Click on the  button next to the entry field to open a calendar for selection of date

To (Duration)

Click on the  button next to the entry field to open a calendar for selection of date

Date Tab

From

Click on the  button next to the entry field to open a calendar for selection of date

To

Click on the  button next to the entry field to open a calendar for selection of date

Note: Value in "From" field cannot be greater than "To" field

Types of Report

Asset Disposal Report By Asset No

Asset Disposal Report By Date

Select the desired combination and click the Print Report button to begin printing.

Samples: [Asset Disposal Report](#)

10.10.12. Asset Disposal Report

Asset Disposal Report By Asset No								
Print Asset No : A000000 To Z999999			Date : 25/01/2000					
Asset No	Description	Qty	PurDate / DisposalDd	PurPrice / Tax Value	Accum Depn / Accum CA	NBV Depn / NBV CA	Selling / Price	P&L / Chg/Allow.
M0001	Mercedes Benz C220	1	7/08/1997	230,000.00	121,000.07	108,999.93	120,000.00	11,000.07
			11/08/1999	230,000.00	140,875.00	89,125.00	120,000.00	30,875.00
P0000	Printing Machine	1	10/12/1998	75,000.00	48,749.89	26,250.11	15,000.00	-11,250.11
			8/10/1999	75,000.00	38,812.50	36,187.50	15,000.00	-21,187.50

Sample of Asset Disposal Report By Asset No

10.11 Maintenance

10.11.1 Maintenance Menu

Maintenance And Repairs
Maintenance Contract
Insurance

Analysis Report Menu enables user to print the following reports:

[Maintenance And Repairs](#)

[Maintenance Contract](#)

[Insurance](#)

10.11.2 Print Maintenance And Repairs

Entry fields

Asset No Tab

From (Asset No)

16 alpha-numeric characters, upper case. Alternatively click  to open a list for selection

To (Asset No)

16 alpha-numeric characters, upper case. Alternatively click  to open a list for selection

From (Duration)

Click on the  button next to the entry field to open a calendar for selection of date

To (Duration)

Click on the  button next to the entry field to open a calendar for selection of date

Date Tab

From

Click on the  button next to the entry field to open a calendar for selection of date

To

Click on the  button next to the entry field to open a calendar for selection of date

Repair Type

From (Type)

15 alpha-numeric characters, normal case. When selected, the default value is set to the **first** type description

To (Type)

15 alpha-numeric characters, normal case. When selected, the default value is set to the **last** type description

Note: Value in "From" field cannot be greater than "To" field

Types of Report

Repairs & Maintenance Report By Asset No

Repairs & Maintenance Report By Date

Repairs & Maintenance Report By Repair Type

Select the desired combination and click the Print Report button to begin printing.

Sample: [Repairs And Maintenance Report By Asset No](#)
[Repairs And Maintenance Report By Date](#)
[Repairs And Maintenance Report By Repair Type](#)

10.11.2.1 Maint. And Repair Report By Type

Repairs & Maintenance Report By Repair Type						
Print From : Cushion			to : Wiring		Date : 09/09/2002	
Asset #	Date	Description	Reference	VendorNo	Remarks	Amount
Repair Type : Cushion						
M0004	09/08/2001	Le Run Mountain Bike	PV 153155	C003	Replace the old one	650.00
Total Amount :						650.00
Repair Type : Engine						
M0002	11/17/2000	Toyota Truck	PV 550355	C003	Overhaul engine	6,500.00
Total Amount :						6,500.00
Repair Type : Tyre						
M0002	11/13/1999	Toyota Truck	PV 123456	N001	Change tyres	2,500.56
M0003	09/15/2001	Kawasaki Motorcycle	PV 153121	U001	Repair tyres	550.00
Total Amount :						3,050.56

Sample of Repairs & Maintenance Report By Repair Type

10.11.2.2 Maint. And Repair Report By Date

Repairs & Maintenance Report By Date					
Print From : 09/04/1997 to 07/31/2002			Date : 09/09/2002		
Asset #	Description	Reference	Repair Type	Remarks	Amount
11/13/1999					
M0002	Toyota Truck	PV 123456	Tyre	Change tyres	2,500.56
Total Amount :					2,500.56
11/17/2000					
M0002	Toyota Truck	PV 550355	Engine	Overhaul engine	6,500.00
Total Amount :					6,500.00
08/18/2001					
F0004	Factory - Midland	PV 153121	Wiring	Done	1,500.00
Total Amount :					1,500.00

Sample of Repairs & Maintenance Report By Date

10.11.2.3 Maintenance And Repairs Report

Repairs & Maintenance Report By Asset No								
Print From : A001 to Z001			Period 09/04/1997 to 07/31/2002			Date : 09/09/2002		
Asset #	Description	Reference	Repair Type	Vendor No & Name	Loc	CCtr	Branch	Pur Price
F0004	Factory - Midland			11/08/1992	FAC	PDT	K03	25,000,000.00
08/18/2001	PV 153121	Wiring	N001	Naza Trading Enterprises	Done			1,500.00
Total Amount :								1,500.00
M0002	Toyota Truck			04/04/1998	FAC	MAR	K01	89,500.00
11/13/1999	PV 123456	Tyre	N001	Naza Trading Enterprises	Change tyres			2,500.56
11/17/2000	PV 550355	Engine	C003	Cycle & Carriage Berhad	Overhaul engine			6,500.00
Total Amount :								9,000.56

Sample of Repairs & Maintenance Report By Asset No

10.11.3 Print Maintenance Contract

Asset No

Expiry Date

Select Duration

From : 12/01/2016

To : 12/31/2016

Select Asset No

From : A004

To : V006

Print Report

Exit

Entry fields

Asset No Tab

From (Asset No)

16 alpha-numeric characters, upper case. Alternatively click  to open a list for selection

To (Asset No)

16 alpha-numeric characters, upper case. Alternatively click  to open a list for selection

From (Duration)

Click on the  button next to the entry field to open a calendar for selection of date

To (Duration)

Click on the  button next to the entry field to open a calendar for selection of date

Expiry Date Tab

From

Click on the  button next to the entry field to open a calendar for selection of date

To

Click on the  button next to the entry field to open a calendar for selection of date

Note: Value in "From" field cannot be greater than "To" field

Types of Report

Contract Report By Asset No

Contract Report By Expiry Date

Select the desired combination and click the Print Report button to begin printing.

See samples:

[Maintenance Contract Expiry Report](#)

[Maintenance Contact Listing Report](#)

10.11.3.1 Maintenance Contract Expiry Report

Maintenance Contract Report By Expiry Date						
Print from: 08/01/1996 to 08/23/2002				Date : 08/23/2002		
Expiry Date	AssetNo	Description	StartDt	VendorNo	Contract No	Amount
03/18/2000	P0003	Philp Cordless Phone Remarks : Excluding drum	03/18/1999	C001	TY9088888 Candle Management Ltd	3,500.00
10/06/2000	P0004	Philps Keyphone Remarks : 3 toners per year free	10/07/1999	A001	AD8999999 Alexander Cross Inc	1,000.00
Grand Total :						4,500.00

Sample of Contract Report By Expiry Date

10.11.3.2 Maintenance Contract Listing Report

Maintenance Contract Report By Asset No						
Print From : B0002 to 2001			Period 08/01/1996 to 08/23/2002		Date : 08/23/2002	
Asset #	Description	Contract No	VendorNo	From	To	Amount
03/18/1999	Philp Cordless Phone Remarks : Excluding drum	TY9088888	C001	03/18/1999	03/18/2000	3,500.00
10/07/1999	Philps Keyphone Remarks : 3 toners per year free	AD8999999	A001	10/07/1999	10/06/2000	1,000.00
Grand Total :						4,500.00

Sample of Contract Report By Asset No

10.11.4 Print Insurance

Cost Center

Purchase Date

Asset No

Type

Category

Branch

Location

Select Asset No

From : A004

To : V006

☒ Print Report


☐ Print in Original Currency

Asset Group : All


Currency : USD United States Dollar

Home Currency


Entry fields**Asset No Tab****From**

16 alpha-numeric characters, normal. Alternatively click  to open a list for selection


To

16 alpha-numeric characters, normal. Alternatively click  to open a list for selection


Type Tab**From**

4 alpha-numeric characters, normal. Alternatively click  to open a list for selection


To

4 alpha-numeric characters, normal. Alternatively click  to open a list for selection


Category Tab**From**

4 alpha-numeric characters, normal. Alternatively click  to open a list for selection


To

4 alpha-numeric characters, normal. Alternatively click  to open a list for selection


Branch Tab**From**

6 alpha-numeric characters, normal. Alternatively click  to open a list for selection


To

6 alpha-numeric characters, normal. Alternatively click  to open a list for selection


Location Tab**From**

6 alpha-numeric characters, normal. Alternatively click  to open a list for selection


To

6 alpha-numeric characters, normal. Alternatively click  to open a list for selection

Cost Center Tab**From**

4 alpha-numeric characters, normal. Alternatively click  to open a list for selection

To


4 alpha-numeric characters, normal. Alternatively click  to open a list for selection

Index Code Tab

From


9 alpha-numeric characters, normal. Alternatively click  to open a list for selection

To

9 alpha-numeric characters, normal. Alternatively click  to open a list for selection

Sub Object Tab

From

5 alpha-numeric characters, normal. Alternatively click  to open a list for selection

To

5 alpha-numeric characters, normal. Alternatively click  to open a list for selection

Report Filter (Drop List)

All - Reports without filter

Normal - normal assets

Prepayments - prepayments made on assets like Leasehold land

Investment Properties - assets for investment purposes like buildings for rental

Minor Assets - zero cost assets

Note: Value in "From" field cannot be greater than "To" field

Types of Report

Insurance Listing By Asset No

Insurance Listing By Asset Type

Insurance Listing By Category

Insurance Listing By Branch

Insurance Listing By Location

Insurance Listing By Cost Center

Insurance Listing By Index Code

Insurance Listing By Sub Object

Select the desired combination and click the Print Report button to begin printing.

See samples:

[Insurance Report By Asset No](#)

[Insurance Report By Category](#)

10.11.4.1 Insurance Report By Asset No

SoftDomain Systems

Insurance Listing By Asset No

Print From : 80002 to 2001

Date : 08/23/2002

Asset #	Description	Type	Cat	Branch	Loc	Cost	PurDate	Qty	Purchase Price	Am't Insured
B0002	Bael Executive Chair	FUR	C01	K01	OFF	CON	11/08/1997	15	5,250.00	5,250.00
B0011	Bael Executive Chair	FUR	C01	K01	OFF	CON	11/08/1997	5	1,750.00	1,750.00
C005	Compaq Personal Computer	COM	C04	K02	KIT	MAR	02/10/2001	1	5,560.00	5,560.00
D0001	Dell Dimension 4300 Desktop PC	COM	C04	K03	KIT	MAR	01/03/1999	1	3,999.00	3,999.00
F0001	Falcon Walkie Talkie	EQP	T03	K03	FAC	PDT	10/08/1998	1	350.00	350.00
F0002	Executive Table	FUR	T01	K03	TEM	ADM	06/18/1998	1	2,650.00	2,650.00
F0004	Factory - Midland	BUD	F01	K03	FAC	PDT	11/08/1992	1	25,000,000.00	25,000,000.00
M0002	Toyota Truck	MOT	M01	K01	FAC	MAR	04/04/1998	1	89,500.00	89,500.00
M0003	Kawasaki Motorcycle	MOT	M03	M01	OFF	PDT	04/09/1999	1	87,500.00	87,500.00
M0004	Le Run Mountain Bike	MOT	M04	S01	FAC	PDT	06/21/1998	1	35,000.00	35,000.00
P0002	Philp Mobile Phone	EQP	M05	K03	OFF	ADM	11/09/1997	1	8,500.00	8,500.00
P0003	Philp Cordless Phone	EQP	T03	K02	FAC	PDT	12/10/1996	1	75,000.00	75,000.00
P0004	Philps Keyphone	EQP	T03	K03	OFF	CON	09/08/1999	1	1,850.00	1,850.00
S0001	Shop Lot 1313, Downtown	BUD	B01	K03	OFF	MAI	10/09/1992	1	750,000.00	600,000.00
T0001	TAGG 4 Desktop Personal Compute	COM	C04	K02	FAC	ADM	01/14/2000	1	2,288.00	2,288.00
T0009	Tables	FUR	T01	M01	BAN123	CON	01/10/1998	15	5,100.00	5,100.00
Z001	Zipper	EQP	EQP	K03	OFF	MAR	02/02/2001	1	50,000.00	50,000.00
Grand Total : (17 records)	25,124,297.00		25,974,297.00	

Sample of Insurance Listing By Asset No Report

10.11.4.2 Insurance Report By Category

SoftDomain Systems

Insurance Listing By Category

Print From : A01 to W01

Date : 08/23/2002

Asset #	Description	Type	Cat	Branch	Loc	Cost	PurDate	Qty	Purchase Price	Am't Insured
B01 Shops										
S0001	Shop Lot 1313, Downtown	BUD	B01	K03	OFF	MAI	10/09/1992	1	750,000.00	600,000.00
Sub-Total :						(1 records)		750,000.00	600,000.00
C01 Chairs										
B0002	Bael Executive Chair	FUR	C01	K01	OFF	CON	11/08/1997	15	5,250.00	5,250.00
B0011	Bael Executive Chair	FUR	C01	K01	OFF	CON	11/08/1997	5	1,750.00	1,750.00
Sub-Total :						(2 records)		7,000.00	7,000.00
C04 Computer Hardware										
C005	Compaq Personal Computer	COM	C04	K02	KIT	MAR	02/10/2001	1	5,560.00	5,560.00
D0001	Dell Dimension 4300 Desktop PC	COM	C04	K03	KIT	MAR	01/03/1999	1	3,999.00	3,999.00
T0001	TAGG 4 Desktop Personal Compute	COM	C04	K02	FAC	ADM	01/14/2000	1	2,288.00	2,288.00
Sub-Total :						(3 records)		11,847.00	11,847.00
EQP Equipment										
Z001	Zipper	EQP	EQP	K03	OFF	MAR	02/02/2001	1	50,000.00	50,000.00
Sub-Total :						(1 records)		50,000.00	50,000.00

Sample of Insurance Listing By Category Report

10.12 Others

10.12.1 Others Menu

Software
Equipment Assignment
Capital Expenditure Budget
Depreciation Projection

Others Menu enables user to print the following reports:

[Software](#)

[Equipment Assignment](#)

[Capital Expenditure Budget](#)

[Depreciation Projection](#)

10.12.2 Print Software Listing

Expiry Date Vendor
Asset No Category Branch Location Cost Center

Select Asset No

From : A004
To : V006

Detailed Report
Summary Report
Exit


☐ Print in Original Currency

Currency : USD United States Dollar
Home Currency


Entry fields

Asset No Tab


From

16 alpha-numeric characters, normal. Alternatively click  to open a list for selection


To

16 alpha-numeric characters, normal. Alternatively click  to open a list for selection


Type Tab**From**

4 alpha-numeric characters, normal. Alternatively click  to open a list for selection


To

4 alpha-numeric characters, normal. Alternatively click  to open a list for selection


Category Tab**From**

4 alpha-numeric characters, normal. Alternatively click  to open a list for selection

To

4 alpha-numeric characters, normal. Alternatively click  to open a list for selection

Branch Tab**From**

6 alpha-numeric characters, normal. Alternatively click  to open a list for selection


To

6 alpha-numeric characters, normal. Alternatively click  to open a list for selection


Location Tab**From**

6 alpha-numeric characters, normal. Alternatively click  to open a list for selection

To

6 alpha-numeric characters, normal. Alternatively click  to open a list for selection

Cost Center Tab**From**

4 alpha-numeric characters, normal. Alternatively click  to open a list for selection


To

4 alpha-numeric characters, normal. Alternatively click  to open a list for selection

Index Code Tab**From**

9 alpha-numeric characters, normal. Alternatively click  to open a list for selection

To

9 alpha-numeric characters, normal. Alternatively click  to open a list for selection

Sub Object Tab**From**

5 alpha-numeric characters, normal. Alternatively click  to open a list for selection

To

5 alpha-numeric characters, normal. Alternatively click  to open a list for selection

Note: Value in "From" field cannot be greater than "To" field

Types of Report

Software Listing By Asset No

Software Listing By Asset Type

Software Listing By Category

Software Listing By Branch

Software Listing By Location

Software Listing By Cost Center

Software Listing By Index Code

Software Listing By Sub Object

In addition, user has a choice to print a detailed or summary report. Click on the desired button to begin printing.

See samples:

[Detailed Software Listing By Asset No](#)

[Summary Software Listing By Asset No](#)

10.12.2.1 Detailed Software Listing Report

Detailed Software Listing By Asset No					
Print From : B0002 to 2001				Date : 06/23/2002	
Asset #	Software Title/ Serial No / Registration No / CD Key	Category / Version No / Operating System Media	Purchase Date / Version Date / Vendor No / Software Co	Install Date / Expiry Date	Purchase Price
D0001	Dell Dimension 4300 Desktop PC	Kitchen	Marketing	Kenya	
	Adobe Pagemaker 7.0 1039-1121-2895-7586-1325-8888	Soft - Desktop Pub. 7.0.131 Windows CDROM	01/03/1999 08/04/2001 A001 Adobe Systems	07/06/2001 01/21/2006	1,525.00
	Remarks :				
	Microsoft Office XP 2002 FM9JK-TK390-EOK00-3LV65-3UIH3	Soft - Office Suites 2002 Windows CDROM	01/03/1999 01/01/2002 N001 Microsoft	01/01/2002 01/30/2005	1,560.00
	Remarks :				
	Windows XP Professional FCXGW-RHJUS-WCKT-8TKJ0-ZBE98	Soft - Op. Systems 1.00.1 WindowsXP CDROM	01/03/1999 02/01/2001 A001 Microsoft	07/09/2000 01/31/2004	685.00
	Remarks :				
Sub-Total					
No. of records :					3
Purchase Price :					3,770.00

Sample of Detailed Software Listing By Asset No

10.12.2.2 Summary Software Listing Report

Summary Software Listing By Asset No					
Print From : B0002 to 2001				Date : 06/23/2002	
Asset #	Software Title/ Record No	Category / Version No	Op. System / Media	Purchase Date / Expiry Date	Purchase Price
D0001	Dell Dimension 4300 Desktop PC	Kitchen	Marketing	Kenya	
	Adobe Pagemaker 7.0 0009	Soft - Desktop Pub. 7.0.131	Windows CDROM	01/03/1999 01/21/2006	1,525.00
	Microsoft Office XP 2002 0005	Soft - Office Suites 2002	Windows CDROM	01/03/1999 01/30/2005	1,560.00
	Windows XP Professional 0003	Soft - Op. Systems 1.00.1	WindowsXP CDROM	01/03/1999 01/31/2004	685.00
Sub-Total					
No. of records :					3
Purchase Price :					3,770.00


Sample of Summary Software Listing By Asset No

10.12.3 Print Equipment Assignment

Entry fields

Asset No Tab

From


16 alpha-numeric characters, normal. Alternatively click  to open a list for selection

To


16 alpha-numeric characters, normal. Alternatively click  to open a list for selection

Custodian ID Tab

From

9 alpha-numeric characters, normal. Alternatively click  to open a list for selection

To

9 alpha-numeric characters, normal. Alternatively click  to open a list for selection

Assignment Date Tab

From

Click on the  button next to the entry field to open a calendar for selection of date

To

Click on the  button next to the entry field to open a calendar for selection of date

Note: Value in "From" field cannot be greater than "To" field

Types of Report

Equipment Assignment By Asset No

Equipment Assignment By Custodian ID

Equipment Assignment By Assignment Date

In addition, user has a choice to print equipment on assignment or assignment history report. Click on the desired button to begin printing.

See samples:

[Detailed Equipment Assignment Report By Custodian ID](#)

[Summary Equipment Assignment Report By Custodian ID](#)

10.12.3.1 Detailed Equipment Assignment Report

Equipment On Assignment Report By Custodian ID							
Print From : B002 to R001					Date : 03/26/2004		
AssetNo	Description / Type	Category	Location	CostCtr	Date Assigned Date Returned	PurPrice NEW	
B002	Benjamin Johnson		E	Tel: 608-225-5131 HdPhones: 012-226-3212	Fax:		
T0001	TAGG 4 Desktop Personal Computer COM	CD4	FAC	ADM	01/14/2000 05/12/2002 / /	2,288.00 674.52	
C002	Christopher Low		E	Tel: 111-222-3333 HdPhones: 111-222-4444	Fax:		
P0003	Philp Cordless Phone EQP	T03	FAC	PDT	12/10/1996 03/10/2002 / /	75,000.00 10,000.00	
R001	Richard Wesley		E	Tel: 888-210-3333 HdPhones: 888-210-3334	Fax:		
M0003	Kawasaki Motorcycle MOT	M03	OFF	PDT	04/09/1999 06/05/2002 / /	87,500.00 22,875.00	
Total no. of records : 3							

Sample Equipment On Assignment Report By Custodian ID

10.12.3.2 Summary Equipment Assignment Report

Equipment Assignment History Report By Custodian ID						
Print From : B002 to R001				Date : 03/26/2004		
AssetNo	Description / Type	Category	Location	CostCtr	Date Assigned Date Returned	PurPrice NBV
B002 Benjamin Johnson E Tel: 603-225-5131 Fax: HdPhone: 012-226-3212						
T0001	TAGG 4 Desktop Personal Computer COM	C04	FAC	ADM	01/14/2000 05/12/2002 / /	2,288.00 674.52
C002 Christopher Low E Tel: 111-222-3333 Fax: HdPhone: 111-222-4444						
P0003	Philp Cordless Phone EQP	T03	FAC	POT	12/10/1996 03/10/2002 / /	75,000.00 10,000.00
R001 Richard Wesley E Tel: 888-210-3333 Fax: HdPhone: 888-210-3334						
P0002	Philp Mobile Phone EQP	M05	OFF	ADM	11/09/1997 02/03/2002 04/14/2002	8,500.00 0.00
M0003	Kawasaki Motorcycle MCT	M03	OFF	POT	04/09/1999 06/05/2002 / /	87,500.00 22,875.00
Total no. of records : 4						

Sample Summary Equipment Assignment History Report By Custodian ID

10.12.4 Print Capital Expenditure Budget

Type

Category

Select Type

From : BUD

To : PLM

☒ Update Purchases

Detailed Report

Summary Report

Exit

Currency : USD


United States Dollar

Home Currency


Entry fields

Type Tab

From

4 alpha-numeric characters, normal. Alternatively click  to open a list for selection

To


4 alpha-numeric characters, normal. Alternatively click  to open a list for selection

Category Tab

From

4 alpha-numeric characters, normal. Alternatively click  to open a list for selection

To

4 alpha-numeric characters, normal. Alternatively click  to open a list for selection



Click this button to update new purchases.

Types of Report

Capital Expenditure Budget By Type

Capital Expenditure Budget By Category

In addition, user has a choice to print a detailed or summary report. Click on the desired button to begin printing.

See samples:

[Detailed Capital Expenditure Budget By Type](#)

[Summary Capital Expenditure Budget By Type](#)

10.12.4.1 Detailed Capital Expenditure Budget Report

Detailed Capital Expenditures By Budget Type

Print from: NBDKE to RTELE

Date : 09/04/2004

Branch	Asset#	Description	Purchase Price	Amount Paid	Amount Capitalized																
K03	F0002	Executive Table	2,650.00	2,500.00	2,500.00																
<div>Sub-Total Budget Type</div> <table> <tbody> <tr> <td>Purchase Price:</td> <td>4,400.00</td> <td>Budget b/f:</td> <td>80,000.00</td> </tr> <tr> <td>Amount Paid:</td> <td>4,250.00</td> <td>Budget Current Year:</td> <td>120,000.00</td> </tr> <tr> <td>Amount Capitalized:</td> <td>4,250.00</td> <td>Total Available Budget:</td> <td>200,000.00</td> </tr> <tr> <td colspan="3">Surplus / (Deficit) :</td> <td>195,750.00</td> </tr> </tbody> </table>						Purchase Price:	4,400.00	Budget b/f:	80,000.00	Amount Paid:	4,250.00	Budget Current Year:	120,000.00	Amount Capitalized:	4,250.00	Total Available Budget:	200,000.00	Surplus / (Deficit) :			195,750.00
Purchase Price:	4,400.00	Budget b/f:	80,000.00																		
Amount Paid:	4,250.00	Budget Current Year:	120,000.00																		
Amount Capitalized:	4,250.00	Total Available Budget:	200,000.00																		
Surplus / (Deficit) :			195,750.00																		
RTELE Replacement For Telephone																					
K03	P0002	Philip Mobile Phone	8,500.00	8,500.00	8,000.00																
<div>Sub-Total Budget Type</div> <table> <tbody> <tr> <td>Purchase Price:</td> <td>8,500.00</td> <td>Budget b/f:</td> <td>25,000.00</td> </tr> <tr> <td>Amount Paid:</td> <td>8,500.00</td> <td>Budget Current Year:</td> <td>100,000.00</td> </tr> <tr> <td>Amount Capitalized:</td> <td>8,000.00</td> <td>Total Available Budget:</td> <td>125,000.00</td> </tr> <tr> <td colspan="3">Surplus / (Deficit) :</td> <td>117,000.00</td> </tr> </tbody> </table>						Purchase Price:	8,500.00	Budget b/f:	25,000.00	Amount Paid:	8,500.00	Budget Current Year:	100,000.00	Amount Capitalized:	8,000.00	Total Available Budget:	125,000.00	Surplus / (Deficit) :			117,000.00
Purchase Price:	8,500.00	Budget b/f:	25,000.00																		
Amount Paid:	8,500.00	Budget Current Year:	100,000.00																		
Amount Capitalized:	8,000.00	Total Available Budget:	125,000.00																		
Surplus / (Deficit) :			117,000.00																		
<div>Grand Total</div> <table> <tbody> <tr> <td>Purchase Price:</td> <td>1,423,097.00</td> <td>Budget b/f:</td> <td>331,500.00</td> </tr> <tr> <td>Amount Paid:</td> <td>1,271,197.00</td> <td>Budget Current Year:</td> <td>8,720,000.00</td> </tr> <tr> <td>Amount Capitalized:</td> <td>1,258,900.00</td> <td>Total Available Budget:</td> <td>9,051,500.00</td> </tr> <tr> <td colspan="3">Surplus / (Deficit) :</td> <td>7,792,600.00</td> </tr> </tbody> </table>						Purchase Price:	1,423,097.00	Budget b/f:	331,500.00	Amount Paid:	1,271,197.00	Budget Current Year:	8,720,000.00	Amount Capitalized:	1,258,900.00	Total Available Budget:	9,051,500.00	Surplus / (Deficit) :			7,792,600.00
Purchase Price:	1,423,097.00	Budget b/f:	331,500.00																		
Amount Paid:	1,271,197.00	Budget Current Year:	8,720,000.00																		
Amount Capitalized:	1,258,900.00	Total Available Budget:	9,051,500.00																		
Surplus / (Deficit) :			7,792,600.00																		

Sample Detailed Capital Expenditures By Budget Type

10.12.4.2 Summary Capital Expenditure Budget Report

Summary Capital Expenditures By Budget Type			
Print from: NBIKE to NTELE		Date : 09/04/2004	
Code	Description	Budget b/f Budget Current Year	Total Budget Amount Capitalized Surplus/(Deficit)
NBIKE	New Purchase Motorcycle	0.00 300,000.00	300,000.00 215,000.00 85,000.00
NBUILD	New Purchase Building	0.00 5,000,000.00	5,000,000.00 600,000.00 4,400,000.00
NCOM	New Purchase Computers	50,000.00 250,000.00	300,000.00 22,200.00 277,800.00
NFUR	New Purchase Furnitures	50,000.00 150,000.00	200,000.00 37,750.00 162,250.00
NMOTR	New Purchase Motor Vehicle	0.00 2,000,000.00	2,000,000.00 167,500.00 1,832,500.00
NOFEQ	New Purchase Office Equipment	25,000.00 100,000.00	125,000.00 12,000.00 113,000.00
NTELE	New Purchase Telephone	1,500.00 100,000.00	101,500.00 75,700.00 25,800.00
Grand Total			
Budget b/f:			126,500.00
Budget Current Year:			7,900,000.00
Total Available Budget:			8,026,500.00
Total Amount Capitalized:			1,130,150.00
Surplus / (Deficit) :			6,896,350.00

Sample Summary Capital Expenditure By Budget Type


10.12.5 Print Depreciation Projection

Asset No	Type	Category	Branch	Location	Cost Center
<div> <div> Select Asset No </div> <div> From : A004 To : V006 </div> <div> <input type="checkbox"/> Print in Original Currency </div> </div> <div> <div>Detailed Report</div> <div>Summary Report</div> <div>Exit</div> </div>					
Asset Group : All					
Currency : USD United States Dollar Home Currency					


Entry fields

Asset No Tab

From


16 alpha-numeric characters, normal. Alternatively click  to open a list for selection

To


16 alpha-numeric characters, normal. Alternatively click  to open a list for selection

Type Tab

From


4 alpha-numeric characters, normal. Alternatively click  to open a list for selection

To

4 alpha-numeric characters, normal. Alternatively click  to open a list for selection

Category Tab

From


4 alpha-numeric characters, normal. Alternatively click  to open a list for selection

To


4 alpha-numeric characters, normal. Alternatively click  to open a list for selection

Branch Tab

From


6 alpha-numeric characters, normal. Alternatively click  to open a list for selection

To


6 alpha-numeric characters, normal. Alternatively click  to open a list for selection

Location Tab

From


6 alpha-numeric characters, normal. Alternatively click  to open a list for selection

To


6 alpha-numeric characters, normal. Alternatively click  to open a list for selection

Cost Center Tab

From

4 alpha-numeric characters, normal. Alternatively click  to open a list for selection

To

4 alpha-numeric characters, normal. Alternatively click  to open a list for selection

Report Filter (Drop List)

All - Reports without filter

Normal - normal assets

Prepayments - prepayments made on assets like Leasehold land

Investment Properties - assets for investment purposes like buildings for rental

Minor Assets - zero cost assets

Note: Value in "From" field cannot be greater than "To" field

Types of Report

Depreciation Projection By Asset No

Depreciation Projection By Asset Type

Depreciation Projection By Category

Depreciation Projection By Branch

Depreciation Projection By Location

Depreciation Projection By Cost Center

In addition, user has a choice to print a detailed or summary report. Click on the desired button to begin printing.

See samples:

[Detailed Depreciation Projection Report](#)

[Summary Depreciation Projection Report](#)

10.12.5.1 Detailed Depreciation Projection Report

Detailed Depreciation Projection By Asset No								
Projection Period : 01/01/2004 to 12/31/2004								
Print From :	A0010	to	Z001	Date : 03/25/2004				
Asset #	Description Branch	Location	CostCtr	Type Cat.	DepStart Dep Rate	DepMtd	Purchase Price Scrap Value	Depn Projection
P0002	Philp Mobile Phone K03	OFF	ADM	EQP M05	11/09/1997 25.00	S	8,500.00 0.00	0.00
P0003	Philp Cordless Phone K02	FAC	PDT	EQP T03	12/10/1996 20.00	S	75,000.00 10,000.00	0.00
P0004	Philps Keyphone K03	OFF	CON	EQP T03	09/08/1999 20.00	S	1,850.00 250.00	213.36
S0001	Shop Lot 1313, Downtown K03	OFF	MAI	BUD B01	10/09/1992 2.00	S	750,000.00 0.00	15,000.00
T0001	TAGG 4 Desktop Personal Computer K02	FAC	ADM	COM C04	01/14/2000 25.00	S	2,288.00 250.00	0.00
T0009	Tables M01	BAN123	CON	FUR T01	01/10/1998 10.00	S	5,100.00 300.00	460.00
Z001	Zipper K03	OFF	MAR	EQP EQP	02/02/2001 20.00	S	50,000.00 0.00	10,000.00
Grand Total								
No. of Records :								28
Purchase Price :								27,214,797.00
Scrap Value :								28,800.00
Depn Projection :								621,965.83

Sample Detailed Depreciation Projection By Asset No

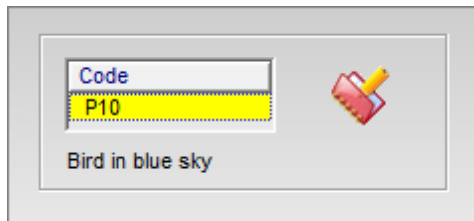
10.12.5.2 Summary Depreciation Projection Report

Summary Depreciation Projection By Asset No							
Projection Period : 01/01/2004 to 12/31/2004							
Print From :	A0010	to	Z001	Date : 03/25/2004			
Asset #	Description	DepStart	Mtd	Purchase Price	Scrap Value	Depn Projection	
A0010	Air Conditioner	08/01/1998	S	20.00	100,000.00	0.00	0.00
A0011	Air Cond	08/01/1998	S	10.00	100,000.00	0.00	10,000.00
A0012	Air Conditioner 12	08/01/1997	S	10.00	100,000.00	0.00	10,000.00
A0013	Air Cond 13	08/01/1998	S	10.00	100,000.00	0.00	10,000.00
A002	Air Conditioning	08/01/1998	R	10.00	175,000.00	0.00	9,300.22
A003	Air Cond No 2	08/01/1997	S	10.00	100,000.00	0.00	10,000.00
A004	Air Conditioner No 3	08/01/1998	S	10.00	100,000.00	0.00	10,000.00
A006	Air Cond No 6	08/01/1998	S	10.00	100,000.00	0.00	10,000.00
A007	Air Conditioner	08/01/1998	S	10.00	100,000.00	0.00	10,000.00
A008	Air Conditioner	08/01/1998	S	10.00	100,000.00	0.00	10,000.00
B0002	Bael Executive Chair	11/08/1997	S	10.00	5,250.00	0.00	525.00
B0011	Bael Executive Chair	11/08/1997	S	10.00	1,750.00	0.00	175.00
C002	Personal Computer - Acer Notebook	09/09/1997	R	25.00	15,500.00	2,000.00	517.25
C005	Compaq Personal Computer	02/10/2001	S	25.00	5,560.00	200.00	1,340.00
D0001	Dell Dimension 4300 Desktop PC	01/03/1999	S	25.00	3,999.00	200.00	0.00
F0001	Falcon Walkie Talkie	10/06/1998	S	10.00	350.00	0.00	35.00
F0002	Executive Table	06/18/1998	S	10.00	2,650.00	100.00	255.00
F0004	Factory - Midland	11/08/1992	S	2.00	25,000,000.00	0.00	500,000.00
M0002	Toyota Truck	04/04/1998	S	20.00	89,500.00	8,000.00	0.00

Sample Summary Depreciation Projection By Asset No

10.13 Wallpaper

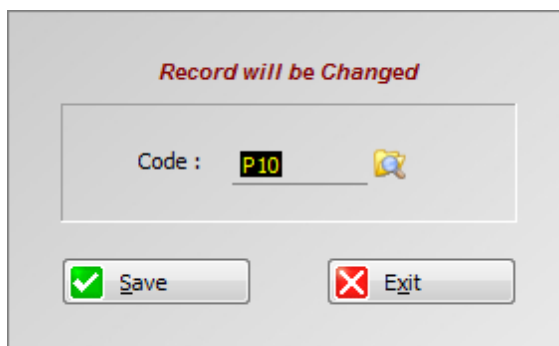
10.13.1 Current Wallpaper



This window displays the currently selected wallpaper.


[Change Wallpaper](#)

10.13.2 Update Wallpaper

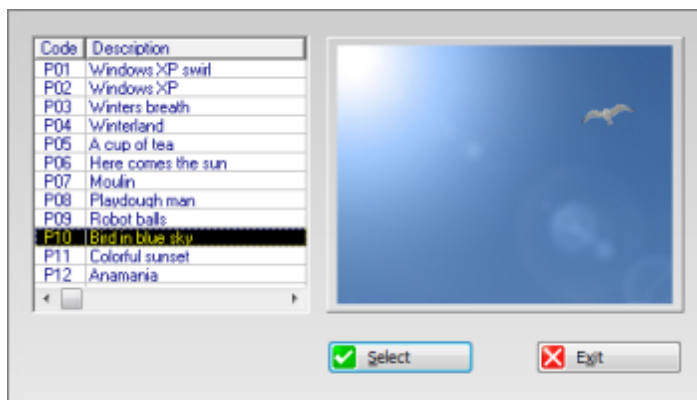


Entry field

Code

3 alpha-numeric characters, normal. Alternatively, click on the  button next to the entry field to display a list for selection

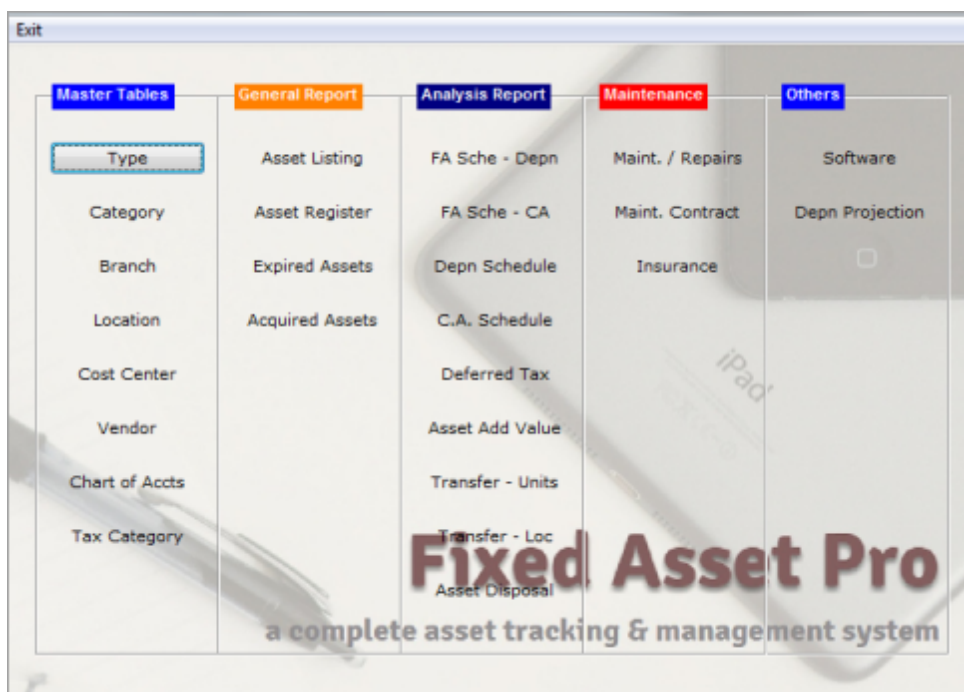
Available Wallpapers



There are twelve (12) specially selected wallpapers to choose from.

10.14 Print Reports To Excel

10.14.1 Print Reports To Excel Menu



Print Reports To Excel prints Standard Reports to Microsoft Excel spreadsheet directly. Each record appears in a single line on the Excel spreadsheet and every field is captured in a single cell. With the familiarity and power of Excel, you can sort, format and manipulate the data in anyway you want.

10.15 Report Generator

10.15.1 Report Generator

(Professional & Enterprise Edition)

The **Report Generator** is *one of the most powerful reporting tools on the market!* You can now create sophisticated reports from your data files faster than you ever thought possible. This revolutionary development environment will dramatically increase your productivity. You can use practically any existing database effortlessly. It is a very complete and comprehensive product; however, you can master it one step at a time. Before you know it, you'll be creating reports "at the speed of light."

Report Generator's unique features enable you to:

- Report Generator can read Top Speed, Clarion, Btrieve, Scalable, dBase III or IV, FoxPro, Clipper, ODBC, ASCII, BASIC, and DOS file.
- Sort data any way you choose and retrieve only those records you select.
- Import your existing data files' definitions, from most supported file formats and link them using User-defined relationships.
- Perform mathematical calculations on your data.
- Create "error-proof" formulas, conditions, and computed fields with the Formula Editor.
- Create "runtime" entry fields—values you enter just before you run a report. These values can even be used to perform computations or filters on your data.
- Use memo fields and image fields.
- Protect your reports and databases with passwords.
- Modify your reports to print dates, text, and numbers in any format.
- Organize any type of information. You can make a wide variety of reports including: inventory reports, payable and receivable reports, customer, client, and vendor reports, mailing list labels, form letters, personnel reports... The list goes on and on.
- Easily print on labels or pre-printed forms.
- Control your report's pagination easily, for example, printing a section of your report on its own

page.

- Design reports in a WYSIWYG (What You See, Is What You Get) formatter. All of your report's elements are shown right on the screen.
- Create multiple detail bands. You can print a different detail band for different situations, in the same report.
- Run a report directly from a Windows Icon or shortcut. You can even supply passwords and runtime field values through an Initialization File (.INI).
- Immediate Results—Build *Your* Reports in minutes. Report Wizards will build a report from a dictionary, a data file, or a database. Specify a few options, and your report is ready for the printer.

Part

XI

11 Window

11.1 Window Menu



Window Menu allows user to rearrange and change the desktop preference of a window.

Part

XII

12 Miscellaneous

12.1 Environment Convention

There are some keystroke and screen conventions used throughout the program environment. You may find them useful at times.

On those screens which have Pushbuttons:

The **ENTER key** automatically completes the "OK" Pushbutton (unless another Pushbutton is currently highlighted). This indicates that you are finished with this screen and wish to keep the data as currently displayed on screen.

The **ESC key** automatically completes the "Cancel" Pushbutton. This indicates that you are finished with this screen and do not wish to keep the data as currently displayed.

The **F1 key** automatically pops up a context sensitive help screen.

On a Worksheet:

The **INSERT key** allows you to add an item to the Worksheet.

The **DELETE key** allows you to delete an item from the Worksheet.

The **ENTER key** allows you to change an item on the Worksheet.

The **F1 key** automatically pops up a help screen.

Not all pulldown menu items or screen fields are available for use at all times. When a particular item is not available in some functional area it is dimmed. When dimmed, the highlight bar will not stop on that field or menu item, a mouse CLICK or any "hot" key normally associated with it will have no effect.

See also: [Navigate Around With A Mouse](#)
[Navigate Around With Keyboard](#)

12.2 SAA/CUA User Interface

The pulldown menus come with the program comply with the IBM's SAA/CUA user interface. This means that pulldown menus are supported as the primary menu system and access method to various portions of the program.

See: [Keyboard Control](#)
[Mouse Control](#)

12.3 Navigate Around With A Mouse

Pulldown menus are designed to be used with a mouse, which is why mouse use is so direct and simple.

When you place the mouse cursor on any item on the action bar (the menu bar at the top of the screen) you may CLICK to select it. Its associated menu box appears to allow selection of another menu item within the menu.

When you CLICK the mouse anywhere outside the menu (not on another menu selection), the menu box disappears and the FILE menu item on the action bar is again highlighted.

When you CLICK the mouse on another action bar menu selection, its menu appears, or CLICK the mouse on a menu selection, and it immediately executes.

12.4 Navigate Around With Keyboard

Navigating through pulldown menus without a mouse is almost as simple. The arrow cursor keys allow you to move from one item to the next:

When the highlighted menu selection is on the action bar, the RIGHT ARROW and LEFT ARROW allow you to highlight each menu selection.

The DOWN ARROW or ENTER key selects an action bar item and displays its menu.

Once in a menu box, the RIGHT ARROW and LEFT ARROW allow you to "circle around" displaying all the action bar menu selection's menus.

If the highlighted item in a menu box has its own associated menu (signified by a character at the right end of the menu selection). RIGHT ARROW displays that menu and LEFT ARROW allows you to return from it to the previous menu.

The DOWN ARROW and UP ARROW move the highlight bar through menu selections in a menu box.

To select an item from any menu, press ENTER when the item is highlighted.

To leave any menu and return the highlighted bar to the action bar, press ESC.

The F1 key automatically pops up a help screen.

12.5 Keyboard Control

Following the SAA/CUA convention, you may navigate through screen fields using the following keystrokes:

The **TAB** and **BACK TAB (SHIFT TAB)** keys move you forward and backward through the screen fields. Both TAB and BACKTAB complete the field currently highlighted (except a Pushbutton

field) before moving on to the next (or previous) field.

The UP ARROW, DOWN ARROW, LEFT ARROW AND RIGHT ARROW KEYS move the highlight bar through Radio button selection, grouped Check boxes, and List box entries.

The Up and Down arrow keys scroll List Box entries up and down when the highlight bar is on the first and last displayed entry. The LEFT ARROW AND RIGHT ARROW keys pan the List box right and left, if the entries are wider than the display width of the List box.

The **ENTER key** or the SPACE BAR completes a Pushbutton field when highlighted.

The SPACE BAR toggles a highlighted Check box on and off. It also selects a highlighted Radio button selection.

The **ESC key** on an Entry field restores its original value, if it has been changed.

The F1 key automatically pops up a context sensitive help screen.

Screen fields also have "hot" keys associated with them. Each screen field prompt has one highlighted letter (a different colour than the rest of the letters) which identifies its "hot" key. The highlighted letter is pressed in conjunction with the ALT key. When ALTletter combination is pressed, the screen field is immediately highlighted and elected for user input. A Check box is toggled, or a Radio button is selected, by its "hot" key.

12.6 Mouse Control

The use of mouse is supported. It must be properly installed with the correct mouse driver. To use mouse when navigating through screen fields:

Place the mouse cursor on any field on the active screen and CLICK to highlight that field for input; the field you just left is automatically completed.

CLICK the mouse on a Pushbutton field and it immediately executes the action associated with that Pushbutton.

When you CLICK the mouse on a Check Box, its state is toggled from on to off, or vice versa.

CLICK the mouse on a Radio button to immediately choose that selection from the group of Radio buttons.

CLICK the mouse on a List box entry to highlight it, the DOUBLE CLICK to select it.

CLICK or press and hold the left mouse button on the arrows at the end of the scroll bars on a List box to scroll the list.

Place the mouse cursor anywhere in a List box (when it is the currently active field) and hold down the right mouse button to scroll the list. If the mouse cursor is in the top half of the List box,

the list scrolls up; in the bottom half, the list scrolls down.

12.7 Backing Up Data

No matter how good and reliable your computer is, there are bound to be circumstances that would affect the performance of your hard disk, data files and etc. Regular backup of your works will save yourself from the misery of having to key in all your data again should any of the above incident occurs.

To backup your data for Fixed Asset Pro program, follow the steps setup by the installer, i.e. the personnel who sets up the program in your computer.

See [Backup & Restore](#)

12.8 Trouble Shooting

[Mouse is not working](#)

[Printer does not print](#)

[Printout has problems](#)

[System Halts](#)

12.9 Mouse is not working

1. Is the mouse plugged into your computer?
2. Is the mouse driver software installed properly? It should be installed before starting the program. Refer to your mouse manual for installing the mouse driver.
3. Are you using a mouse driver that is a current Microsoft compatible version?

12.10 Printer does not print

1. Is your printer plugged in, turned on, and "on line"?
2. Are all your cables snugly connected and not pinched or twisted?
3. Is your paper properly loaded?
4. Are your printer's dip switches set properly? Check your printer manual for information on setting dip switches.
5. Did you wait long enough? Your printer may take a while to unload the information. Try giving the printer at least 5 minutes.

12.11 Printout has problems

1. Is the paper properly lined up in the printer?
2. Are you using the proper paper type for the printer you use.
3. Is the printer head in good condition? If it's old and worn out, you should replace it.
4. Is the ribbon properly installed and in good condition? If the ribbon is old or worn out, you should replace it.
5. If you have a Laser Jet printer, is your toner cartridge getting low? If your toner cartridge is getting low, you should replace it.
6. If the printer repeatedly goes over the same line, did you check your line feed selection? Please refer to your printer's owner manual. Is there anything that obstructs the paper feed?
7. Is the print head properly adjusted for your paper thickness?

12.12 System Halts

Should your computer system 'halts' or 'hangs' in the mid of your operation. Press **CTRL-ALT-DEL** may return you to windows environment. When you reenter the program, it is advisable to rebuild the file indexes as some files may be corrupted. You could do this by selecting the Utility Menu and select the Data Repair option.

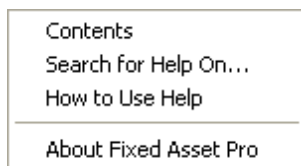
Should the above problem persists, there could be a conflict of computer memory usage. Try removing some memory resident program or TSRs in your AUTOEXEC.BAT or CONFIG.SYS files. Examples of TSRs are Norton Utilities Erase Protect, Anti virus utilities, Fast Open, Quarterdeck's QEMM386 memory manager, calculators and etc.

Part

XIII

13 Help

13.1 Help Menu



This is where the online help is.

Note: User can invoke the context sensitive help features by press F1-Key at any time to open up help text for that particular function.

Index

- “ -

“runtime” entry fields 298

- A -

Account Codes 90
 Accounting Purpose 112
 Activity Log 25
 Add a Maintenance Contract record 119
 Add a Repair record 122
 Add an Add Value record 109
 Add an Asset Disposal record 112
 Add Company 35
 Add Software(General) 130
 Add Software(Registration) 131
 Add Transfer 102
 Add User 205
 Add Value 84
 additional value 107
 All Fields List Box 73
 Archive Report 213
 Archived Reports 213
 ASCII 298
 ASCII format 41
 aspect ratio 91
 Asset Add Value 253
 Asset Add Value Report By Asset No 270
 Asset Details 86
 Asset Disposal 253
 Asset Disposal function 191
 Asset Disposal Report 177, 190, 191
 Asset Disposal Report By Asset No 274
 Asset Image Listing 244
 asset register 19
 asset status 90
 Asset Tag 233
 Asset Tag Report (2 Columns) 236
 Asset Tag Report (3 Columns) 236
 Asset tagging 17
 Asset Transfer 253
 Asset Transfer Report By Date 271
 Assets 34

Assets Menu 84
 Assign 71
 Audit trails 17
 Auto Assign 71
 Available Wallpapers 296

- B -

Backup & Restore 25, 26
 Backup Data 26, 41
 Balancing Charge / Allowance 112
 BASIC 298
 bitmap 91
 bmp 91
 Book Value 109
 Browse Add Value 107
 Browse Asset Register (Depreciation) 126
 Browse Assets 85, 172
 Browse Capital Allowance 127
 Browse Company 78
 Browse Company Path 19, 34
 Browse Depreciation 124
 Browse Disposal 111
 Browse Maintenance Contract 118
 Browse Repairs And Maintenance 121
 Browse screen 81
 Browse Software 129
 Browse Transfer 101
 Btrieve 298

- C -

Capital Allowance 17
 Capital Allowance Schedule 253
 capital improvement 107
 Category 42, 44, 160
 Category Listing 221
 Change a Maintenance Contract record 120
 Change a Repair record 123
 Change an Add Value record 110
 Change an Asset Disposal record 113
 Change Company 36
 Change Level Code 203
 Change Master Level Attribute 203
 change password 203
 Change Software 133
 Change Transfer 103

Change Wallpaper 296
 Chart of Accounts 42, 58, 59, 225
 Clarion 298
 Clipper 298
 Color Setting 78, 81
 Color Setting Page 79, 80
 comma-delimited ASCII file 69
 comparison operator 173
 Computer Date 19
 Contract Report By Asset No 279
 Contract Report By Expiry Date 279
 Copies/Collate 213
 Copyright 13
 Corporate Edition 17, 34, 79, 298
 Cost Center 162
 Cost Centre 42, 51
 Cost Centre Listing 222
 Current Wallpaper 296
 Customer Registration 19
 Customer Support 13
 Cut Off Point 19

- D -

data corruption 195
 Data import and export 17
 Data Integrity Check 102, 195
 Data Integrity Check Result 197
 Data Integrity Check Variance Report 197, 198
 Data Recovery 195
 Data Repair 195
 Data Repair Utility 195
 Database Repair Tool 25
 Date of Disposal 190, 191
 dBase III or IV 298
 Delete a Maintenance Contract record 121
 Delete a Repair record 124
 Delete an Add Value record 111
 Delete an Asset Disposal record 114
 Delete An Asset Record 99
 Delete Company 37
 Delete Level Code 203
 Demonstration Version Only 19
 Depreciation 17
 Depreciation / Allowance 88
 Depreciation File 124
 Depreciation Journal 177
 Depreciation Report 177, 186

Depreciation Schedule 253
 Detail Posting Journal Report 180
 Detailed Asset Listing By Asset No 229
 Detailed Asset Listing Report 229
 Detailed Capital Allowance Schedule Report 265
 Detailed Depreciation Schedule 258
 Detailed Depreciation Schedule Report By Asset No 261
 Detailed Fixed Asset Schedule 254
 Detailed Fixed Asset Schedule Report 255
 Detailed Vendor Listing By Vendor's No 224
 Detailed Vendor Report 224
 digital image 91
 digital images 17
 Disposal 84
 Disposal Type 112
 DOS files 298
 DOS Prompt 195, 199

- E -

Edit Capital Allowance 84
 Edit Capital Allowances 102
 Edit Company 78
 Edit Depreciation 84, 102
 Edit Tables 41
 Enterprise version 298
 Environment Convention 303
 Equipment Assignment 115
 Excel 297
 Export ... 41
 export data 73

- F -

field assignment 71
 Fields Assignment 69
 File 34
 File Location 19
 File Menu 19, 41
 filter criteria 173
 Find Vendor No 53
 Fixed Asset Pro 2002 17, 25
 Fixed Asset Register 124, 233
 Fixed Asset Register By Asset No 230
 Fixed Asset Schedule 253
 Forms screen 81

Formula Editor 298
FoxPro 298

- G -

General Ledger 177, 179
General Menu 220
Getting Started 25
gif 91
Global Computation 76
Global Compute 77
Graphic Interchange Format 91

- H -

Help 34
Help Menu 309

- I -

image fields 298
Import ... 41
Import Fields 71
Import File 69
Importing Asset Details 19
Inquiry 34
Inquiry Menu 152
insurance 17
Insurance Listing By Asset No 282
Insurance Listing By Category Report 282
Insurance Report By Asset No 282
Insurance Report By Category 282

- J -

JPEG 91
jpg 91

- K -

Keyboard Control 304

- L -

Level Code 201
License Agreement 25

Limited Warranty 13
Location 42, 49
Location Listing 222
Login failure 25
Logon failure 25
Logon History 207, 209, 210

- M -

main menu 34
maintenance and repair 17
Maintenance Contact Listing Report 277
Maintenance Contract 84, 118, 119, 120
Maintenance Contract Expiry Report 277
Maintenance Contract Menu 277
maintenance contracts 17
Master Password 200, 203
mathematical calculations 298
memo fields 298
Microsoft compatible version 306
Microsoft Excel 297
Miscellaneous 90
Month End 177
Month End Date 42, 56
Month End Menu 177
Month End Processing 177, 178
Mouse Control 305
mouse driver 306
multiple-company 34
Multi-user system 17

- N -

Navigate Around With A Mouse 304
Navigate Around With Keyboard 304
network access limit 30
Network Counter Problem 30
Network Counter Reset 25

- O -

ODBC 298
On-line Help 25
operator 173
Other Password 200
Other Passwords 204

- P -

PaintBrush 91
Password 37
password access control 17
Password Maintenance 195
pcx 91
Periodic Processing 34
Periodic Processing Menu 177
Photo Image 91
Picture box 73
Picture Format 71
Posting Journal 177, 179
Print Asset Add Value 269
Print Asset Listing 226
Print Capital Allowance Schedule 262
Print Options 213
Print Report 213
Print Reports To Excel 297
Print Setup 41
Printer does not print 306
Printout has problems 307
Profit / Loss on Disposal 112
Purge Scrapped / Disposed Asset 99
Purge Scrapped / Disposed Assets 191
Purge Scrapped/Disposed Asset 177

- Q -

QBE setting 172
Query By Example Settings 173
Query dialog 173
Query input field 173
Query-by-Example 173
quick access 53

- R -

Remove Demo Restrictions 19
Repair And Maintenance 121, 122, 123
Repairs & Maintenance Report By Asset No 277
Repairs And Maintenance 84
Report 34
Report Destination 213
Report Generator 17, 213, 298
Report Menu 213

Report Preview 213
Report Wizards 298
reset the network 30
Resetting Capital Allowance 77
Resetting Depreciation 77
Resetting Depreciation And Capital Allowance 76
Restore Data 26, 41
rounding up 102
Running The Program 19

- S -

SAA/CUA User Interface 303
Save Query By Example Settings 174
Scalable 298
Screen Types 81
Select Company 34
Serial Number 19
Set Level Attribute 200
Set Option 78, 80
Set preference 17
Setting Up Multi-Company 19
Setting Up Workstation 19
Setup 19
Setup New Company 19
Setup Workstation 19
SoftDomain Systems 13
Software 166, 167, 168, 169, 170, 171
Software License Agreement 13
software license and registration 17
Software Organizer 17, 166, 167, 168, 169, 170, 171
Standard Reports 213, 219
Standard Reports Menu 219
Start Program 25
Stores digital imag 157
Sub Company 79
Summary Asset Listing By Asset No 230
Summary Capital Allowance Schedule Report 265
Summary Depreciation Schedule 258
Summary Depreciation Schedule By Type 261
Summary Depreciation Schedule Report 261
Summary Fixed Asset Schedule 254
Summary Fixed Asset Schedule Report 255
Summary Posting Journal Report 179, 180
Summary Vendor Listing By Vendor's No 224
Summary Vendor Report 224
System Halts 307

System Requirements 19

- T -

Target Field List Box 71
 Tax Value 109
 Taxation Purpose 112
 TopSpeed 298
 TopSpeed Database Recovery Utility 195
 Transfer 84
 Transfer By Location 104, 105, 106
 Transfer menu 101
 Trouble Shooting 306
 Type 42, 46

- U -

Unassign 71
 Uninstall Fixed Asset Pro 2002 25
 Units Transferred 102
 Update Asset 84
 Update Asset menu 85
 Update Register Balance 126, 128
 Update Wallpaper 296
 User ID 37
 User Logon History Report 207, 208
 Utilities 34
 Utilities menu 102

- V -

Vendor 42, 53
 View Assets 152
 View Assets By Asset No (Depreciation) 154
 View Assets By Asset No (General) 153
 View Assets By Asset No (Photo Image) 157
 View Assets By Asset No (Remarks) 155
 View Assets By Asset No (Vendor) 156
 View Assets By Category 160
 View Assets By Cost Centre 162
 View Assets By Location 161
 View By Asset Name (Depreciation) 165
 View By Asset No (Capital Allowance) 164
 View By Asset No (Depreciation) 163
 View Depreciation / Allowance 163
 View Depreciation/Allowance 163
 View Report 213

- W -

Wallpaper 81
 What's New 25
 Window 34
 Window Menu 301
 Windows 95/98/ME/2000 19
 Windows metafile 91
 Windows NT 19
 Windows screen 81
 wmf 91
 workstation setup 19

- Y -

Year End function 90
 Year End Processing 99, 190, 191, 192

