

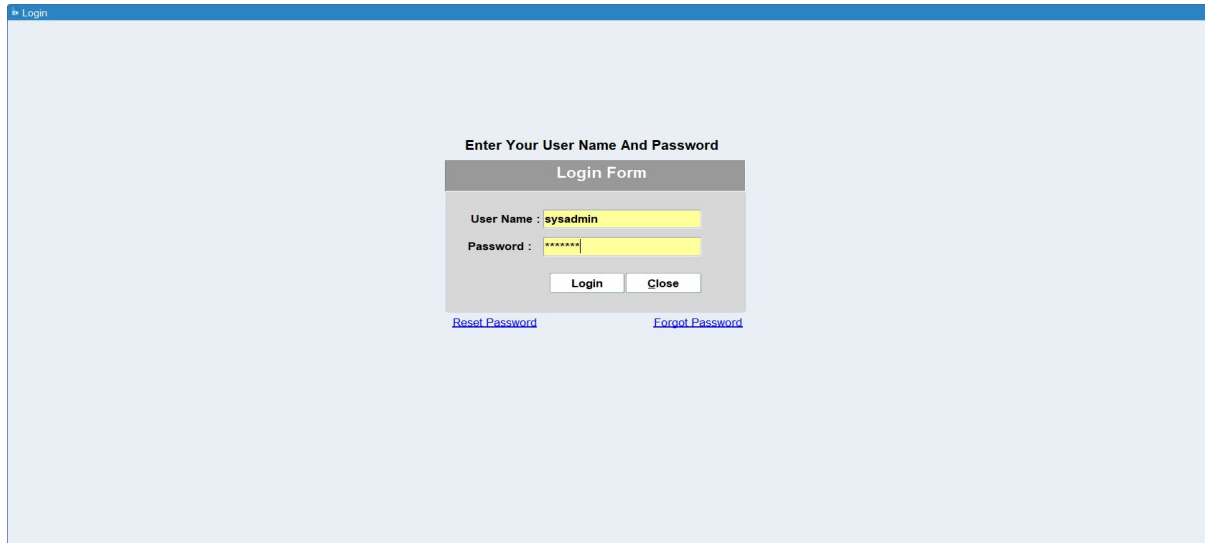
# WHITE PAPER USER MANUAL FOR – ASSET WORKBENCH SEARCHING FORM

## Module – Fixed Asset

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## MII ERP+ Practice Solution Document

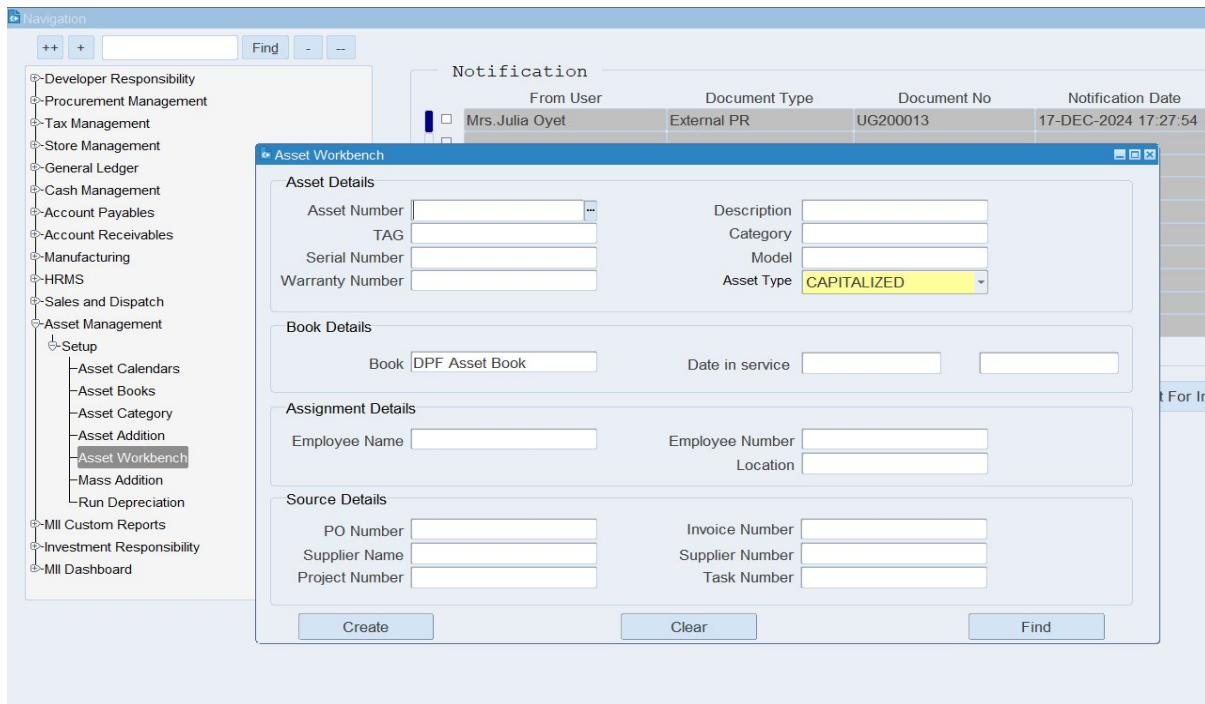
Login from the User Credential to whom the functionality is provided



The screenshot shows a login window titled "Login". In the center, there is a form titled "Enter Your User Name And Password" with a sub-header "Login Form". The form contains two input fields: "User Name" with the value "sysadmin" and "Password" with masked characters "\*\*\*\*\*". Below the fields are "Login" and "Close" buttons. At the bottom of the form, there are two links: "Reset Password" and "Forgot Password".

Navigation: Asset Management > Asset Workbench

Go to Asset Workbench form for viewing Asset

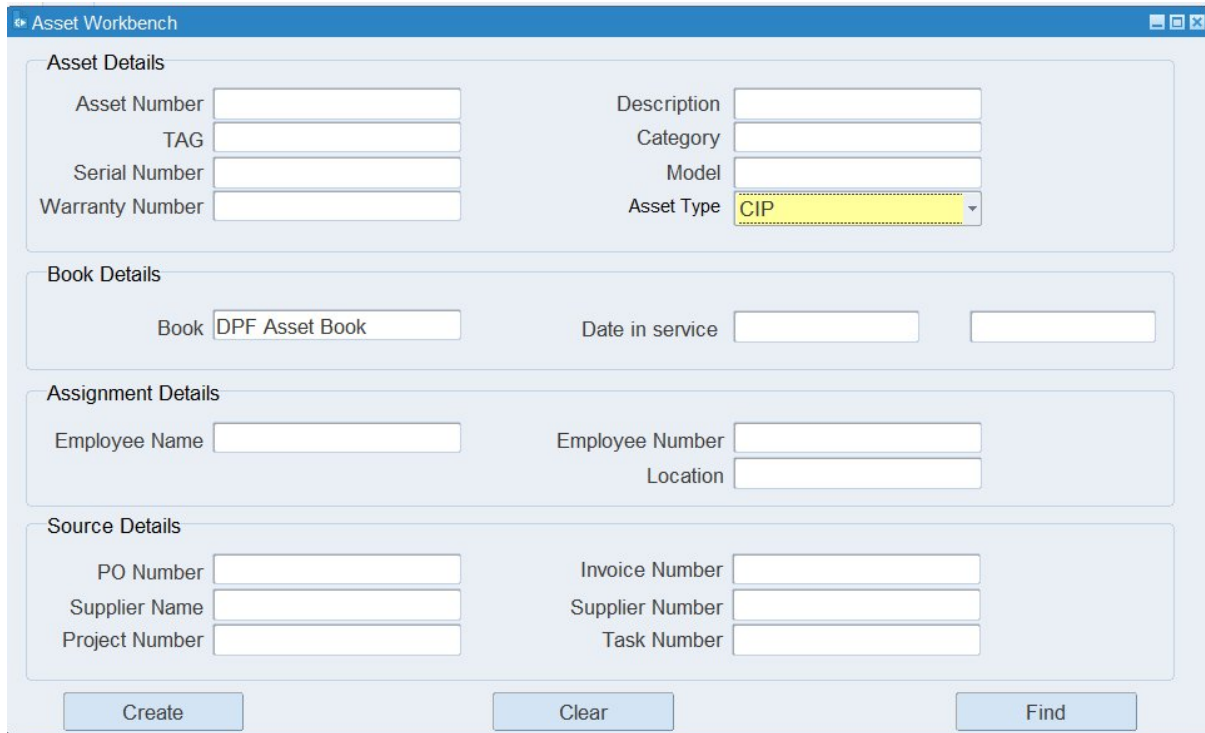


The screenshot shows the MII ERP interface. On the left is a navigation tree with "Asset Management" expanded to "Asset Workbench". The main area displays a "Notification" table and an "Asset Workbench" form. The notification table has columns: From User, Document Type, Document No, and Notification Date. The Asset Workbench form is divided into sections: "Asset Details" (Asset Number, TAG, Serial Number, Warranty Number, Description, Category, Model, Asset Type), "Book Details" (Book, Date in service), "Assignment Details" (Employee Name, Employee Number, Location), and "Source Details" (PO Number, Supplier Name, Project Number, Invoice Number, Supplier Number, Task Number). At the bottom of the form are "Create", "Clear", and "Find" buttons.

From User	Document Type	Document No	Notification Date
<input type="checkbox"/> Mrs. Julia Oyet	External PR	UG200013	17-DEC-2024 17:27:54

If you want to search CIP Asset then select Asset Type is CIP

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**Asset Workbench**

**Asset Details**

Asset Number  Description   
 TAG  Category   
 Serial Number  Model   
 Warranty Number  Asset Type **CIP**

**Book Details**

Book  Date in service

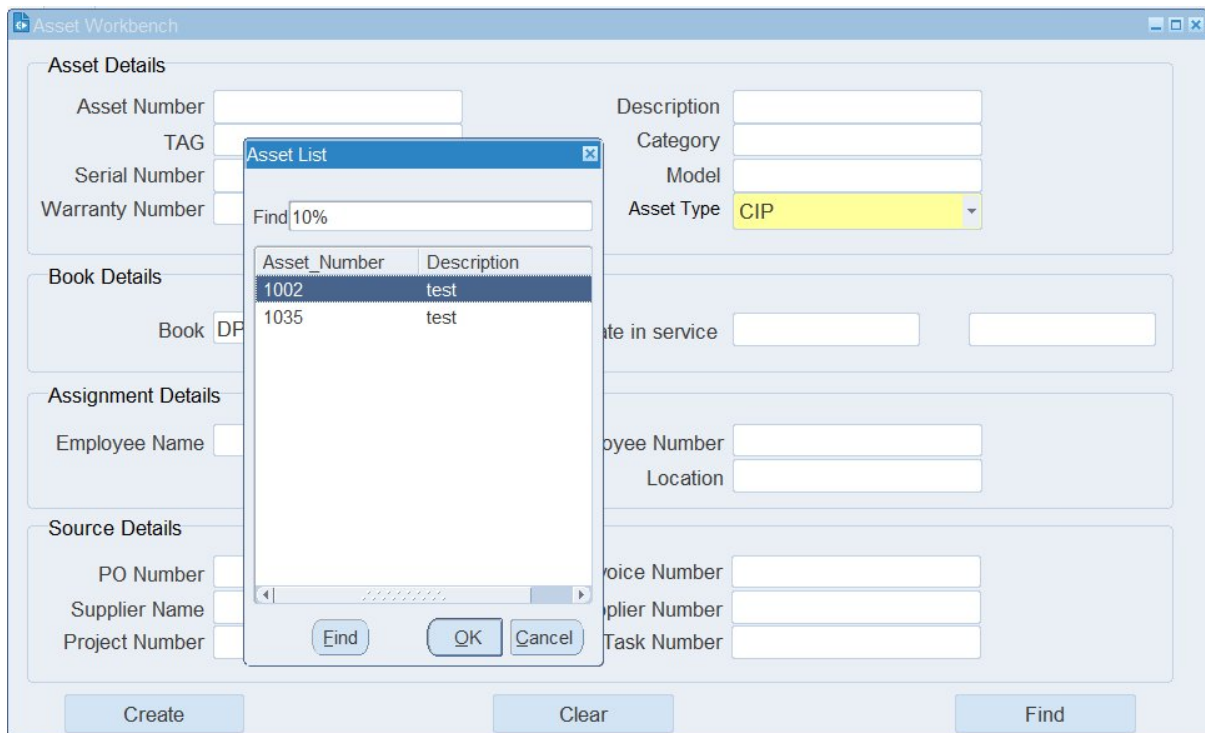
**Assignment Details**

Employee Name  Employee Number   
 Location

**Source Details**

PO Number  Invoice Number   
 Supplier Name  Supplier Number   
 Project Number  Task Number

Only CIP Asset Number shown under LOV in Asset Number Field



**Asset Workbench**

**Asset Details**

Asset Number  Description   
 TAG  Category   
 Serial Number  Model   
 Warranty Number  Asset Type **CIP**

**Book Details**

Book  Date in service

**Assignment Details**

Employee Name  Employee Number   
 Location

**Source Details**

PO Number  Invoice Number   
 Supplier Name  Supplier Number   
 Project Number  Task Number

**Asset List**

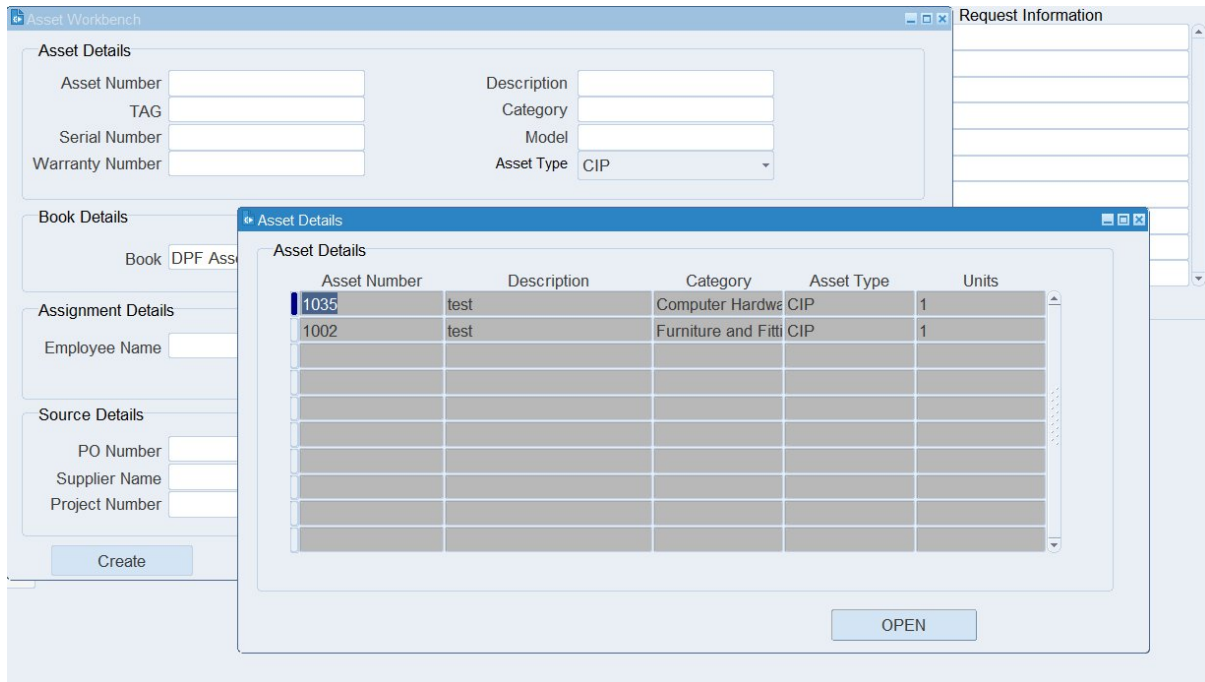
Find: 10%

Asset Number	Description
1002	test
1035	test

Click Find Button

## MII ERP+ Practice Solution Document

Only CIP Asset Numbers are showing in Asset details Form

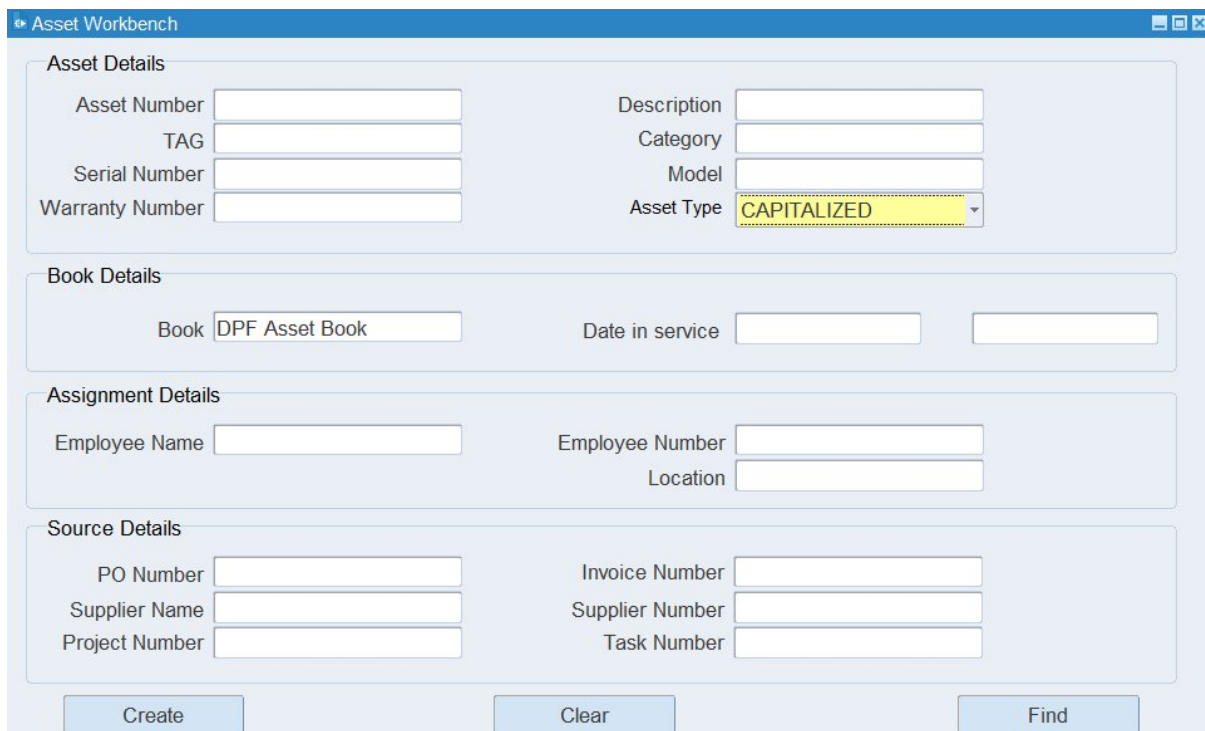


The screenshot shows the 'Asset Workbench' application. The main form has several sections: 'Asset Details' (Asset Number, TAG, Serial Number, Warranty Number, Description, Category, Model, Asset Type), 'Book Details' (Book: DPF Ass...), 'Assignment Details' (Employee Name), and 'Source Details' (PO Number, Supplier Name, Project Number). A 'Create' button is at the bottom left. A modal window titled 'Asset Details' is open, displaying a table of assets:

Asset Number	Description	Category	Asset Type	Units
1035	test	Computer Hardwa	CIP	1
1002	test	Furniture and Fitti	CIP	1

An 'OPEN' button is located at the bottom right of the modal window.

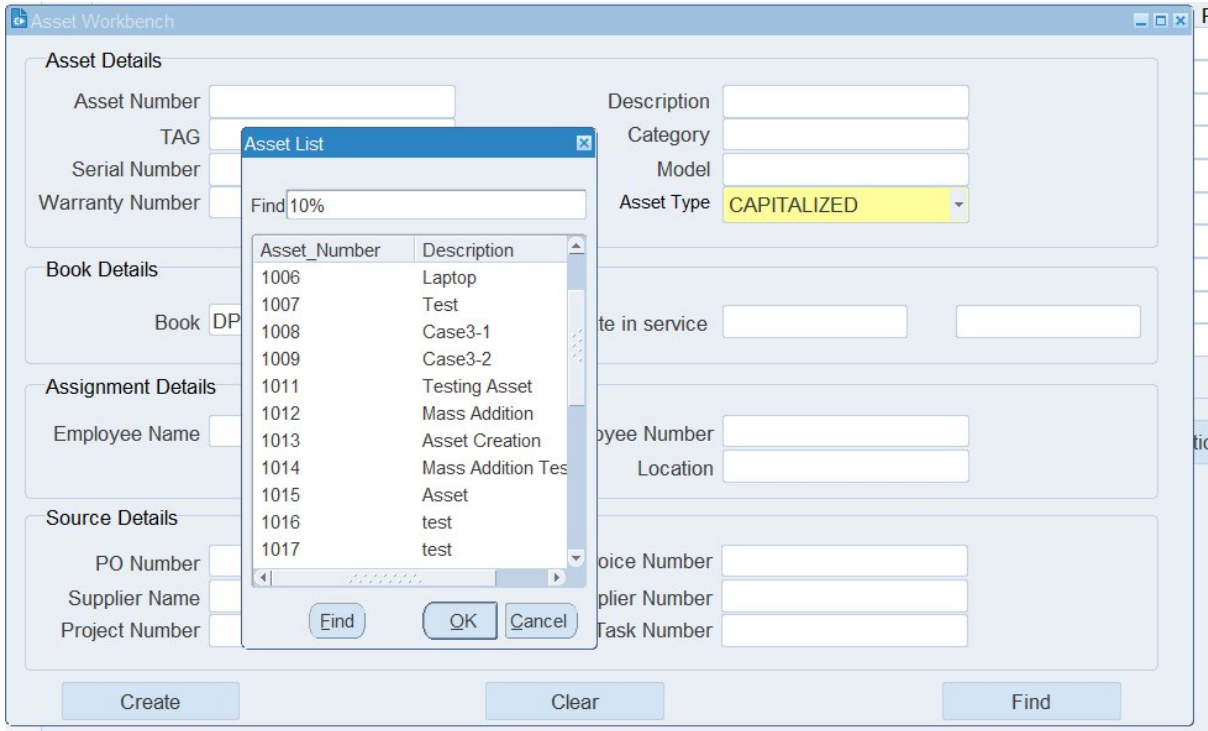
If you want to search Capitalized Asset then select Asset Type is CAPITALIZED



The screenshot shows the 'Asset Workbench' application with the 'Asset Details' form. The 'Asset Type' dropdown menu is set to 'CAPITALIZED'. The form includes fields for 'Asset Number', 'TAG', 'Serial Number', 'Warranty Number', 'Description', 'Category', 'Model', 'Book' (DPF Asset Book), 'Date in service', 'Employee Name', 'Employee Number', 'Location', 'PO Number', 'Supplier Name', 'Project Number', 'Invoice Number', 'Supplier Number', and 'Task Number'. 'Create', 'Clear', and 'Find' buttons are at the bottom.

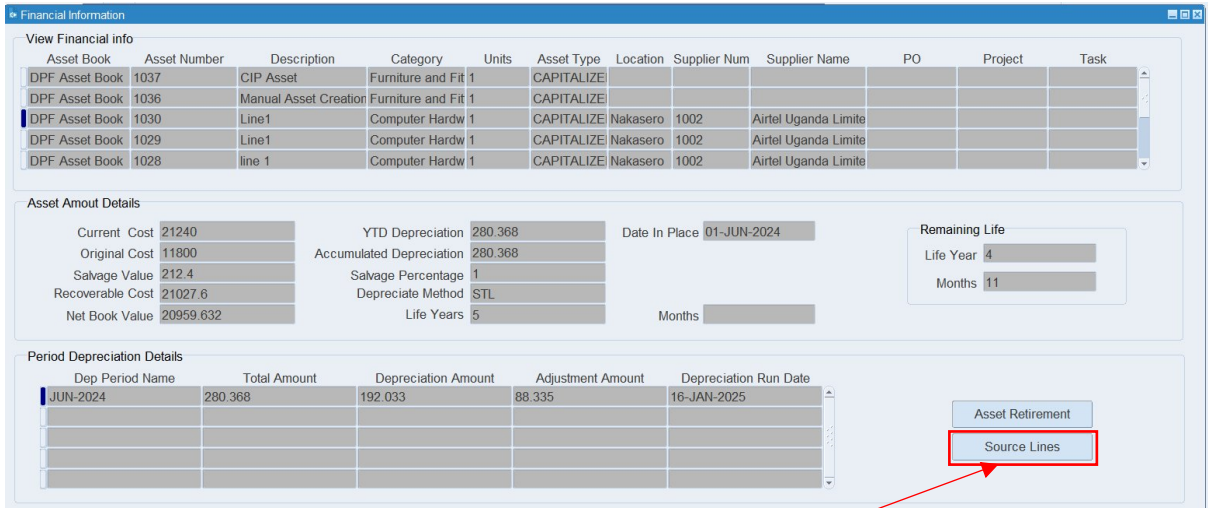
Only CAPITALIZED Asset Number shown under LOV in Asset Number Field

## MII ERP+ Practice Solution Document



Click Find Button

Asset Detail forms will be open



Asset Book	Asset Number	Description	Category	Units	Asset Type	Location	Supplier Num	Supplier Name	PO	Project	Task
DPF Asset Book	1037	CIP Asset	Furniture and Fit	1	CAPITALIZE						
DPF Asset Book	1036	Manual Asset Creation	Furniture and Fit	1	CAPITALIZE						
DPF Asset Book	1030	Line1	Computer Hardw	1	CAPITALIZE	Nakasero	1002	Airtel Uganda Limite			
DPF Asset Book	1029	Line1	Computer Hardw	1	CAPITALIZE	Nakasero	1002	Airtel Uganda Limite			
DPF Asset Book	1028	line 1	Computer Hardw	1	CAPITALIZE	Nakasero	1002	Airtel Uganda Limite			

If Asset Comes from Purchases Order or Invoices, then click **Source Lines** for View transaction details

## MII ERP+ Practice Solution Document

Financial Information

View Financial info

Asset Book	Asset Number	Description	Category	Units	Asset Type	Location	Supplier Num	Supplier Name	PO	Project	Task
DPF Asset Book	1037	CIP Asset	Furniture and Fit 1		CAPITALIZED						
DPF Asset Book	1036	Manual A									
DPF Asset Book	1030	Line1									
DPF Asset Book	1029	Line1									
DPF Asset Book	1028	line 1									

Source Lines

Asset Book: DPF Asset Book    Asset Number: 1030    Asset Type: CAPITALIZED

Asset Cost: 11800    New Cost: 21240

Invoice No	Description	Invoice Line	Distribution Line	Supplier Name	Supplier No	Line Amount
ASSET30	Line1	1	1	Airtel Uganda Limited	1002	10000
ASSET30	VAT@18%-NRT	1.1	1	Airtel Uganda Limited	1002	1800
ASSET30	Line2	2	1	Airtel Uganda Limited	1002	5000
ASSET30	VAT@18%-NRT	2.1	1	Airtel Uganda Limited	1002	900
ASSET30	Line3	3	1	Airtel Uganda Limited	1002	3000
ASSET30	VAT@18%-NRT	3.1	1	Airtel Uganda Limited	1002	540

Asset Amount Details

Current Cost	21240
Original Cost	11800
Salvage Value	212.4
Recoverable Cost	21027.6
Net Book Value	20959.632

Period Depreciation Details

Dep Period Name	Total Amc
JUN-2024	280.368

PO Number: \_\_\_\_\_

Project Number: \_\_\_\_\_    Task Number: \_\_\_\_\_

XX END XX