

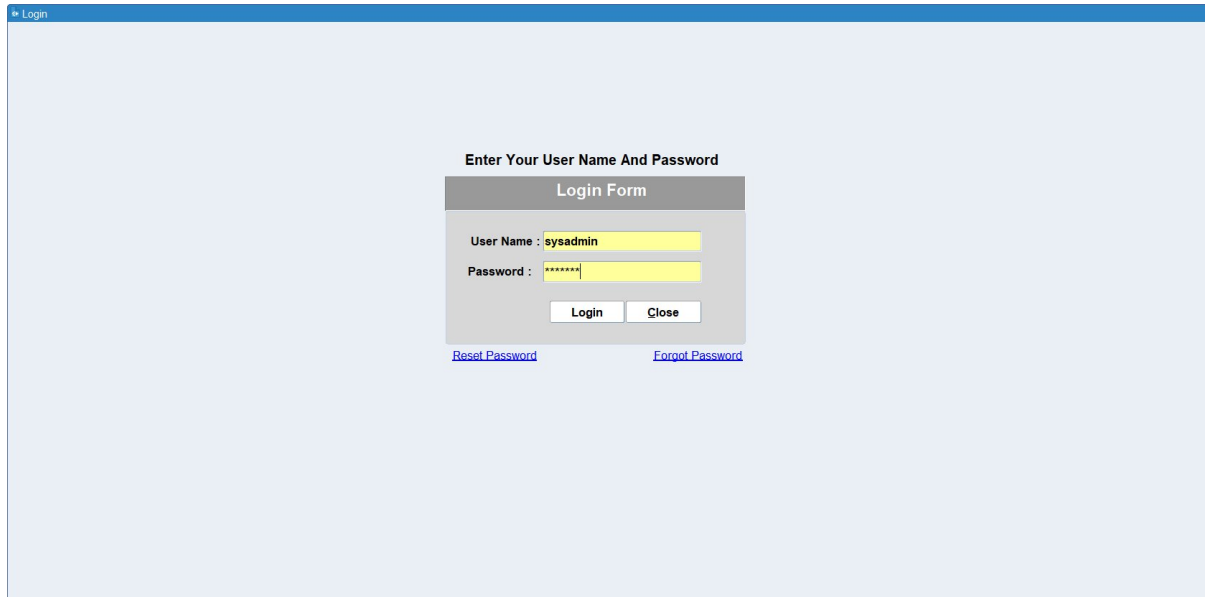
WHITE PAPER USER MANUAL FOR – CIP ASSET TO CAPITALIZED ASSET

Module – Fixed Asset

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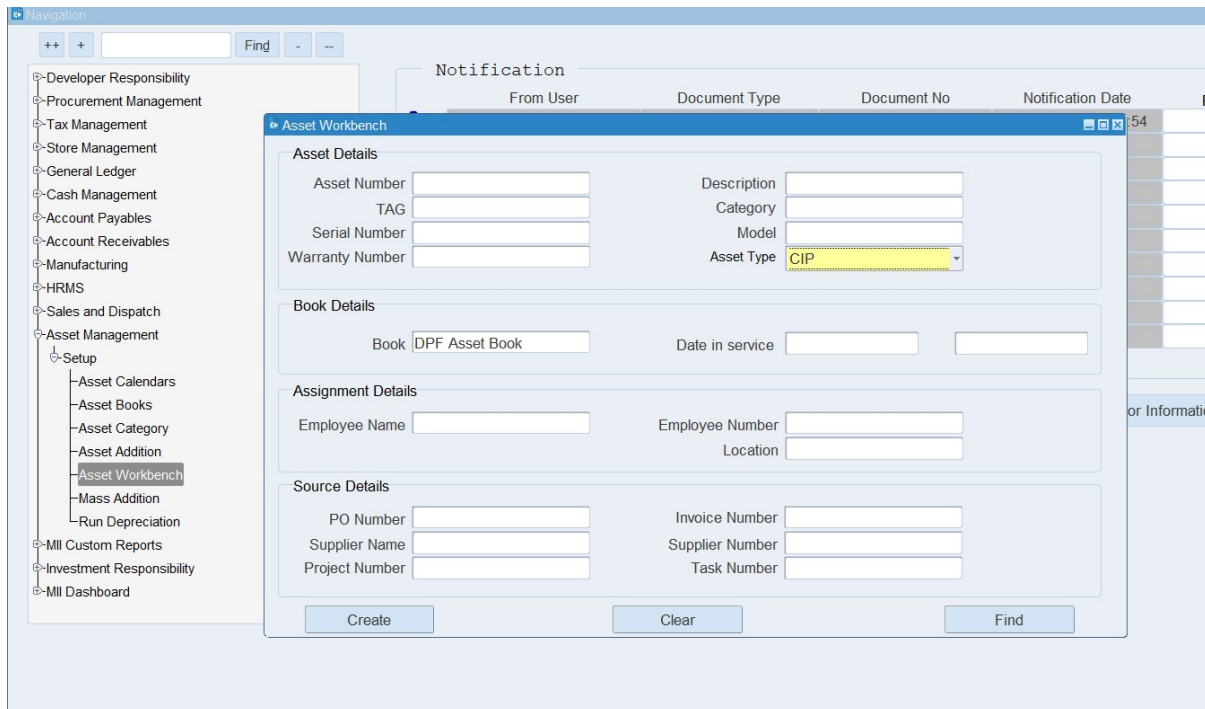
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Login from the User Credential to whom the functionality is provided



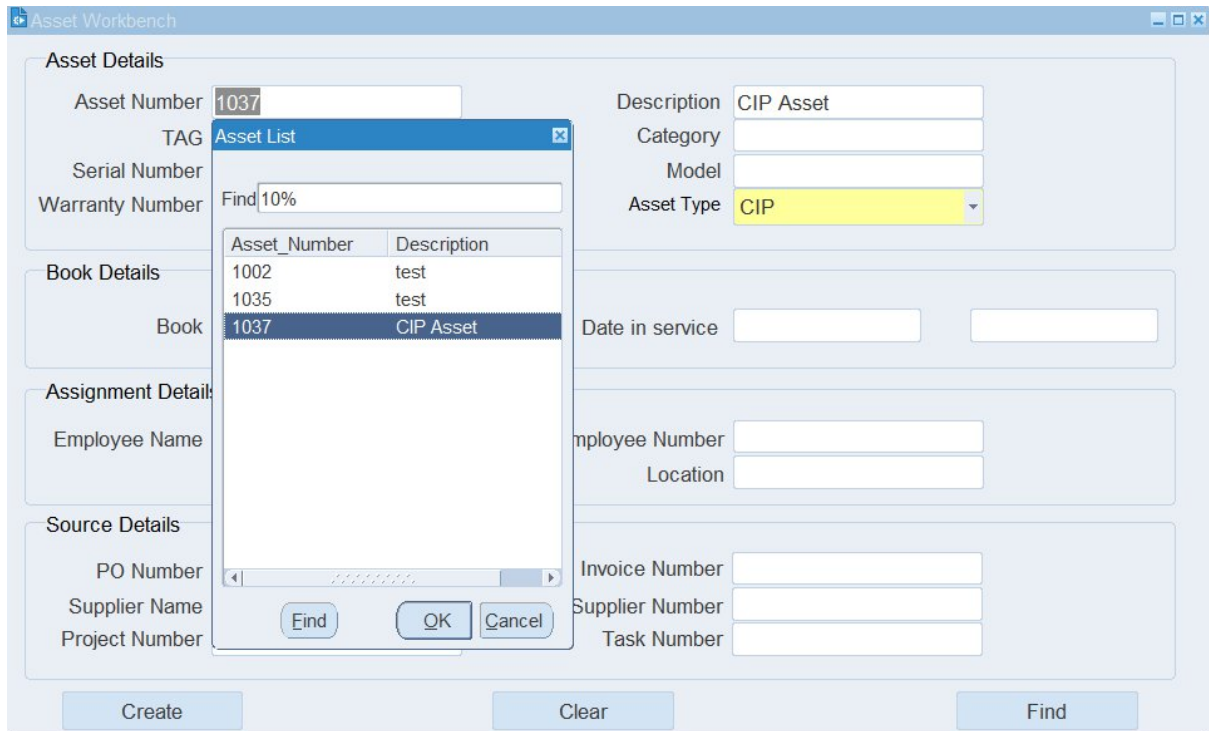
Go to Asset Workbench

Navigation: Asset Management > Asset Workbench



Asset Type should be CIP and Select CIP Asset Number from Asset Number Field

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The screenshot shows the 'Asset Workbench' form with an 'Asset List' popup window. The popup window contains a search bar with 'Find: 10%' and a table with the following data:

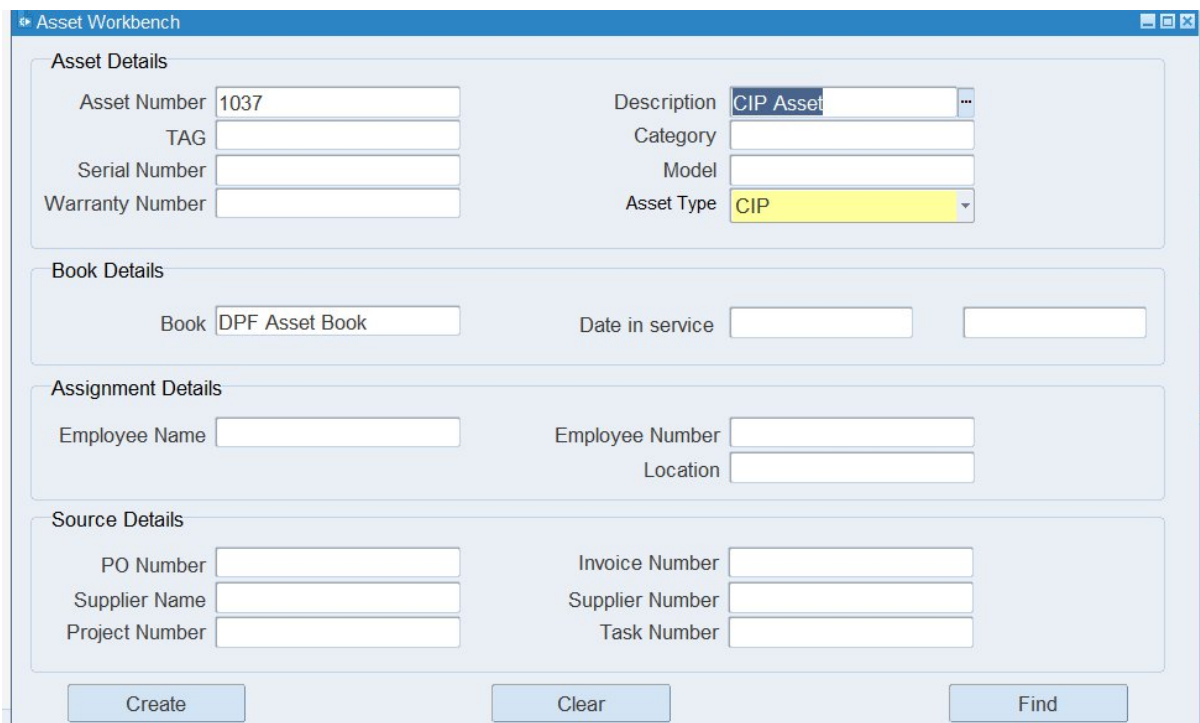
Asset_Number	Description
1002	test
1035	test
1037	CIP Asset

The main form fields are as follows:

- Asset Details:** Asset Number (1037), TAG, Serial Number, Warranty Number, Description (CIP Asset), Category, Model, Asset Type (CIP).
- Book Details:** Book, Date in service.
- Assignment Details:** Employee Name, Employee Number, Location.
- Source Details:** PO Number, Supplier Name, Project Number, Invoice Number, Supplier Number, Task Number.

Buttons at the bottom: Create, Clear, Find.

Click Find Button



The screenshot shows the 'Asset Workbench' form after clicking the 'Find' button. The 'Asset List' popup window is no longer visible. The form fields are as follows:

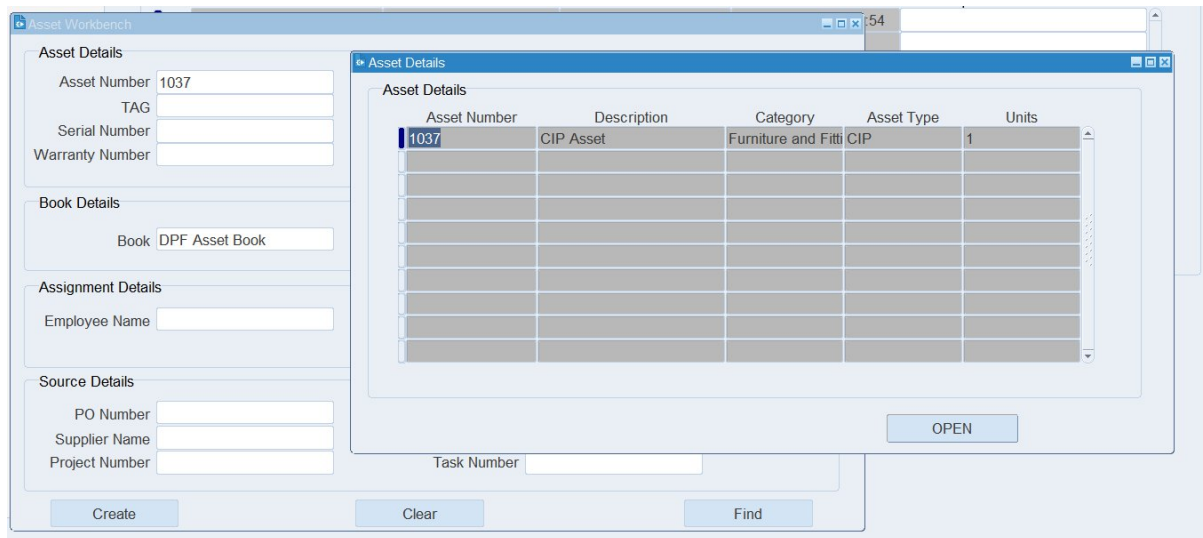
- Asset Details:** Asset Number (1037), TAG, Serial Number, Warranty Number, Description (CIP Asset), Category, Model, Asset Type (CIP).
- Book Details:** Book (DPF Asset Book), Date in service.
- Assignment Details:** Employee Name, Employee Number, Location.
- Source Details:** PO Number, Supplier Name, Project Number, Invoice Number, Supplier Number, Task Number.

Buttons at the bottom: Create, Clear, Find.

Asset Detail forms will be open

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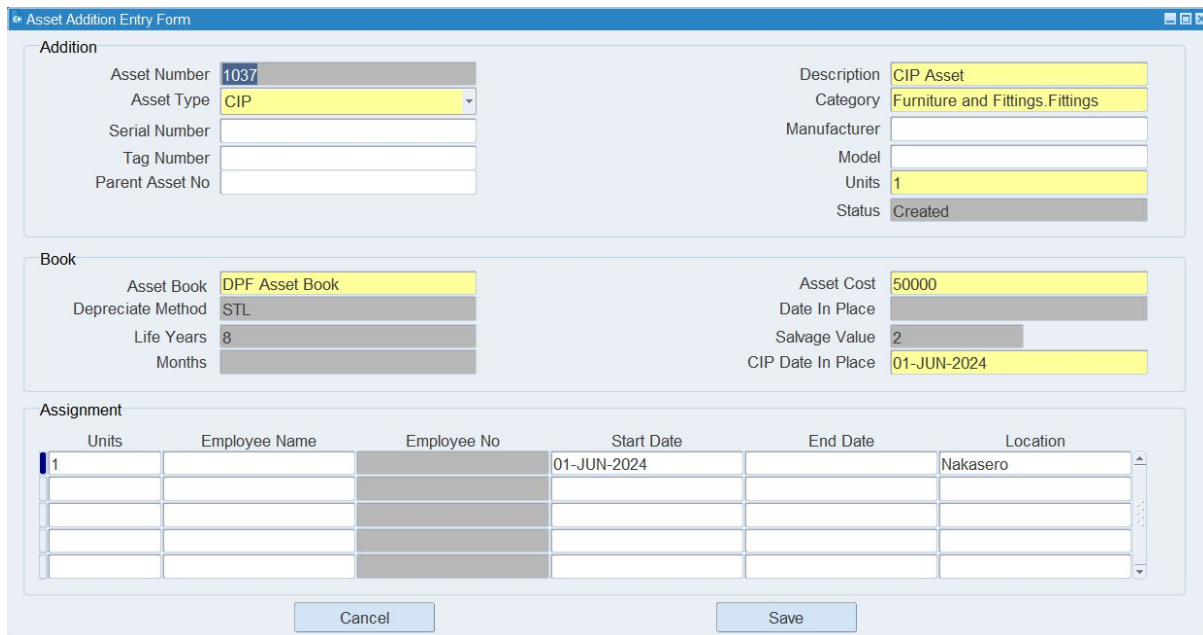


The screenshot shows the 'Asset Workbench' window. On the left, there are several sections for data entry: 'Asset Details' (Asset Number: 1037, TAG, Serial Number, Warranty Number), 'Book Details' (Book: DPF Asset Book), 'Assignment Details' (Employee Name), and 'Source Details' (PO Number, Supplier Name, Project Number). At the bottom are 'Create', 'Clear', and 'Find' buttons. On the right, an 'Asset Details' table is displayed with the following data:

Asset Number	Description	Category	Asset Type	Units
1037	CIP Asset	Furniture and Fitti	CIP	1

Below the table is an 'OPEN' button and a 'Task Number' input field.

Click Open Button, Asset Addition Entry form will be open



The screenshot shows the 'Asset Addition Entry Form' window. It is divided into three main sections: 'Addition', 'Book', and 'Assignment'.

Addition Section:

- Asset Number: 1037
- Asset Type: CIP
- Serial Number:
- Tag Number:
- Parent Asset No:
- Description: CIP Asset
- Category: Furniture and Fittings.Fittings
- Manufacturer:
- Model:
- Units: 1
- Status: Created

Book Section:

- Asset Book: DPF Asset Book
- Depreciate Method: STL
- Life Years: 8
- Months:
- Asset Cost: 50000
- Date In Place:
- Salvage Value: 2
- CIP Date In Place: 01-JUN-2024

Assignment Section:

Units	Employee Name	Employee No	Start Date	End Date	Location
1			01-JUN-2024		Nakasero

At the bottom are 'Cancel' and 'Save' buttons.

Change the Asset Type is CIP to Capitalized

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Asset Addition Entry Form

Addition

Asset Number: 1037
 Asset Type: CAPITALIZED
 Serial Number:
 Tag Number:
 Parent Asset No:
 Description: CIP Asset
 Category: Furniture and Fittings.Fittings
 Manufacturer:
 Model:
 Units: 1
 Status: Created

Book

Asset Book: DPF Asset Book
 Depreciate Method: STL
 Life Years: 8
 Months:
 Asset Cost: 50000
 Date In Place:
 Salvage Value: 2
 CIP Date In Place: 01-JUN-2024

Assignment

Units	Employee Name	Employee No	Start Date	End Date	Location
1			01-JUN-2024		Nakasero

Cancel Save

Now Date in Place field is Active, Enter the Asset Capitalization Date and save the entry

Asset Addition Entry Form

Addition

Asset Number: 1037
 Asset Type: CAPITALIZED
 Serial Number:
 Tag Number:
 Parent Asset No:
 Description: CIP Asset
 Category: Furniture and Fittings.Fittings
 Manufacturer:
 Model:
 Units: 1
 Status: Created

Book

Asset Book: DPF Asset Book
 Depreciate Method: STL
 Life Years: 8
 Months:
 Asset Cost: 50000
 Date In Place: 10-JUN-2024
 Salvage Value: 2
 CIP Date In Place: 01-JUN-2024

Assignment

Units	Employee Name	Employee No	Start Date	End Date	Location
1			01-JUN-2024		Nakasero

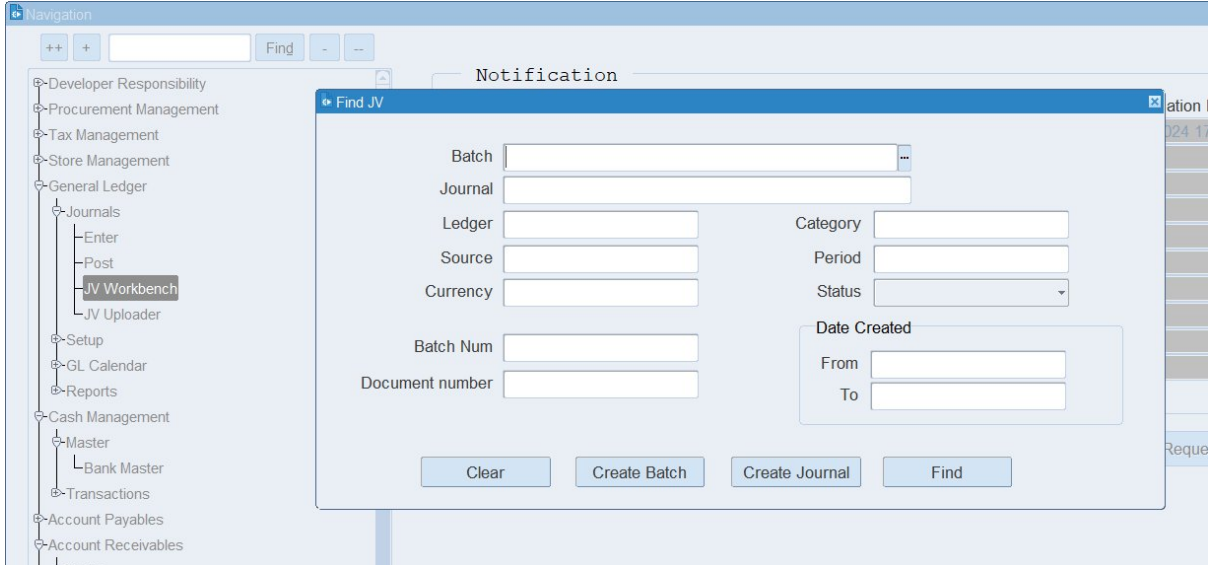
Cancel Save

For Accounting

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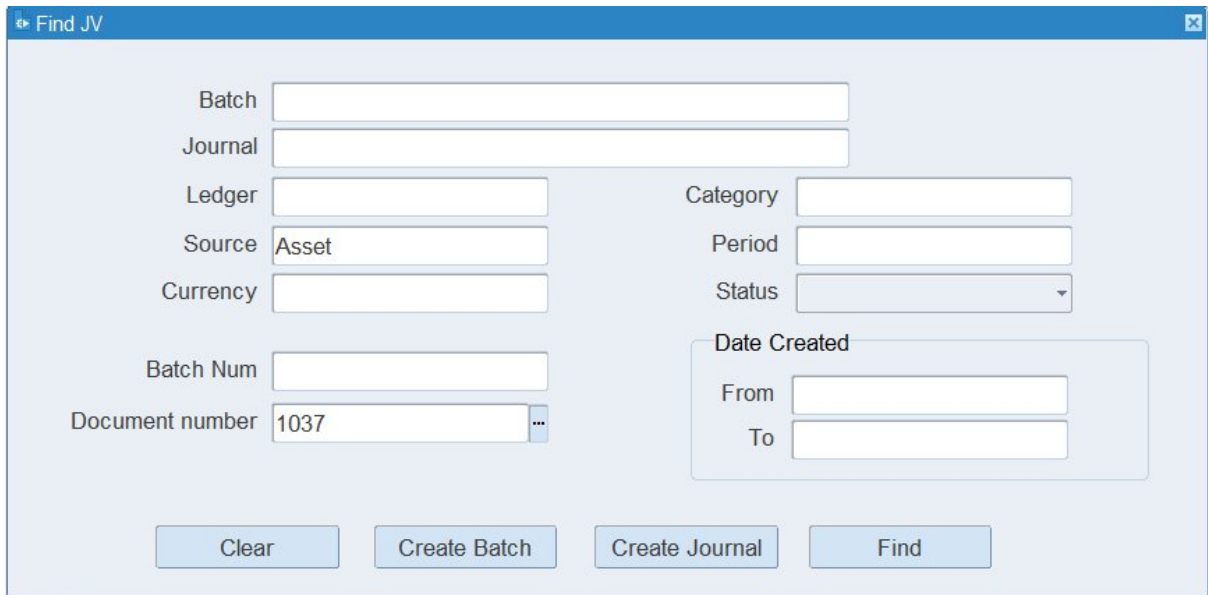
Go to General Ledger Responsibility

Navigation: General Ledger > Journals > JV Workbench



The screenshot shows the 'Find JV' dialog box in the MII ERP+ application. The dialog box is open over the 'JV Workbench' menu item in the navigation pane. The fields in the dialog box are: Batch, Journal, Ledger, Source, Currency, Batch Num, Document number, Category, Period, Status, and Date Created (From, To). The 'Find' button is highlighted.

Enter CIP Asset Number in Document Number Field



The screenshot shows the 'Find JV' dialog box with the 'Document number' field filled with the value '1037'. The 'Source' field is also filled with 'Asset'. The 'Find' button is highlighted.

Click Find Button

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JV Workbench

Journal Details

Creation Date	Status	Source	Category	Period	Journal Name	Document No	Batch No	Batch Name	Currency	Debit Amt	Credit Amt
10-JUN-2024	Unposted	Asset	Asset Addition	JUN-2024-24	Rev-JAN-2025-25 A	1037			UGX	50000	50000
10-JUN-2024	Unposted	Asset	Asset Addition	JUN-2024-24	JAN-2025-25 Asset	1037			UGX	50000	50000
01-JUN-2024	Unposted	Asset	Asset Addition	JUN-2024-24	JAN-2025-25 Asset	1037			UGX	50000	50000

Buttons: Open Journal, Open Batch, Create Journal, Create Batch, Copy Journal

System will generate 2 more accounting line.

1st for Asset capitalization and 2nd for CIP Asset Accounting Reverse

Click Open Journal Button for view accounting for Asset Capitalization

Journal

Journal Name: JAN-2025-25 Asset Addition UG | Batch No. | Currency Conversion: UGX | Reverse: Reverse Period | Reverse Date | Reverse

Description | Ledger: DPF LEDGER | Batch Name | Source Name: Asset | Category: Asset Addition | Period: JUN-2024-24 | Date: 10-JUN-2024 | Document No: 1037 | Status: Unposted

Sr No	Account	Debit(UGX)	Credit(UGX)	Description
1	1.999.364006.9999.9999.9999	50,000.00		Asset 1037 Addition
2	1.999.320011.9999.9999.9999		50,000.00	Asset 1037 Addition
		50,000.00	50,000.00	

Account Desc: Deposit Protection Fund of Uganda.Common.Asset Cost - Furniture and Fittings.Common.Common | Save | Submit | Drilldown

Click Open Journal Button for view reversal accounting for CIP Asset

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Journal

Journal Name: <input type="text" value="Rev-JAN-2025-25 Asset Addition"/>	Batch No: <input type="text"/>	Currency Conversion	Reverse
Description: <input type="text"/>		Currency: <input type="text" value="UGX"/>	Reverse Period: <input type="text"/>
Ledger: <input type="text" value="DPF LEDGER"/>	Batch Name: <input type="text"/>	Date: <input type="text"/>	Reverse Date: <input type="text"/>
Source Name: <input type="text" value="Asset"/>	Category: <input type="text" value="Asset Addition"/>	Type: <input type="text"/>	<input type="button" value="Reverse"/>
Period: <input type="text" value="JUN-2024-24"/>	Date: <input type="text" value="10-JUN-2024"/>	Rate: <input type="text"/>	
Document No: <input type="text" value="1037"/>	Status: <input type="text" value="Unposted"/>		

Sr No	Account	Debit(UGX)	Credit(UGX)	Description
1	1.999.385006.9999.9999.9999		50,000.00	Asset 1037 Addition
2	1.999.320020.9999.9999.9999	50,000.00		Asset 1037 Addition
		50,000.00	50,000.00	

Account Desc: <input type="text" value="Deposit Protection Fund of Uganda, Common, CWIP Asset Cost - Furniture and Fittings, Common, Cor"/>	<input type="button" value="Save"/>	<input type="button" value="Submit"/>	<input type="button" value="Drilldown"/>
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XX END XX