

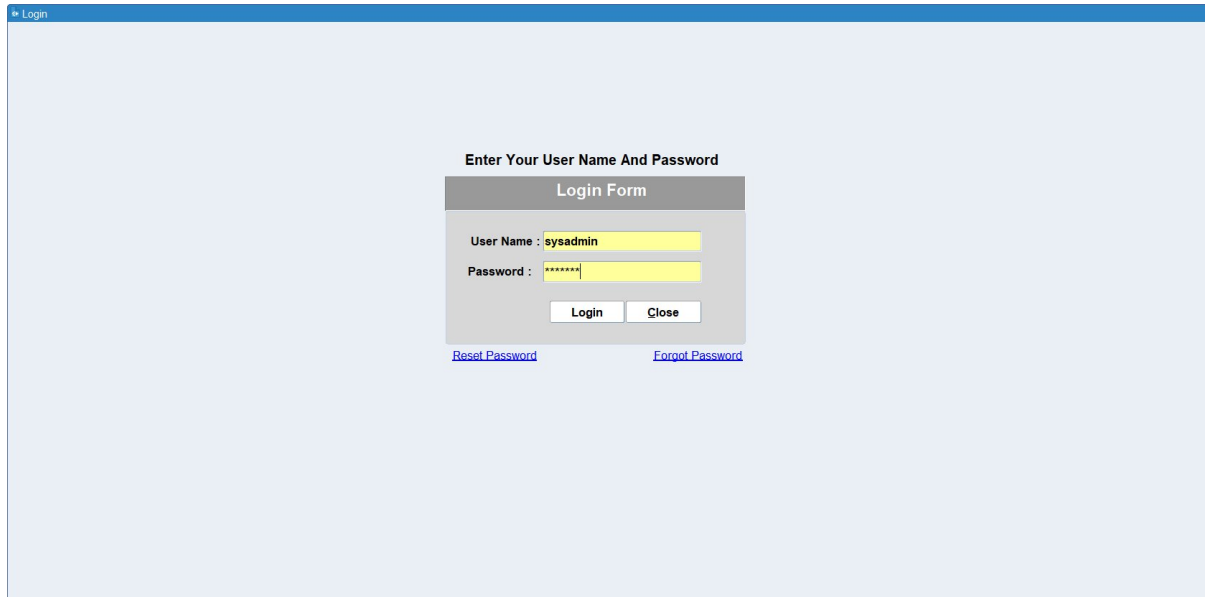
WHITE PAPER USER MANUAL FOR – MANUAL ASSET ADDITION

Module – Fixed Asset

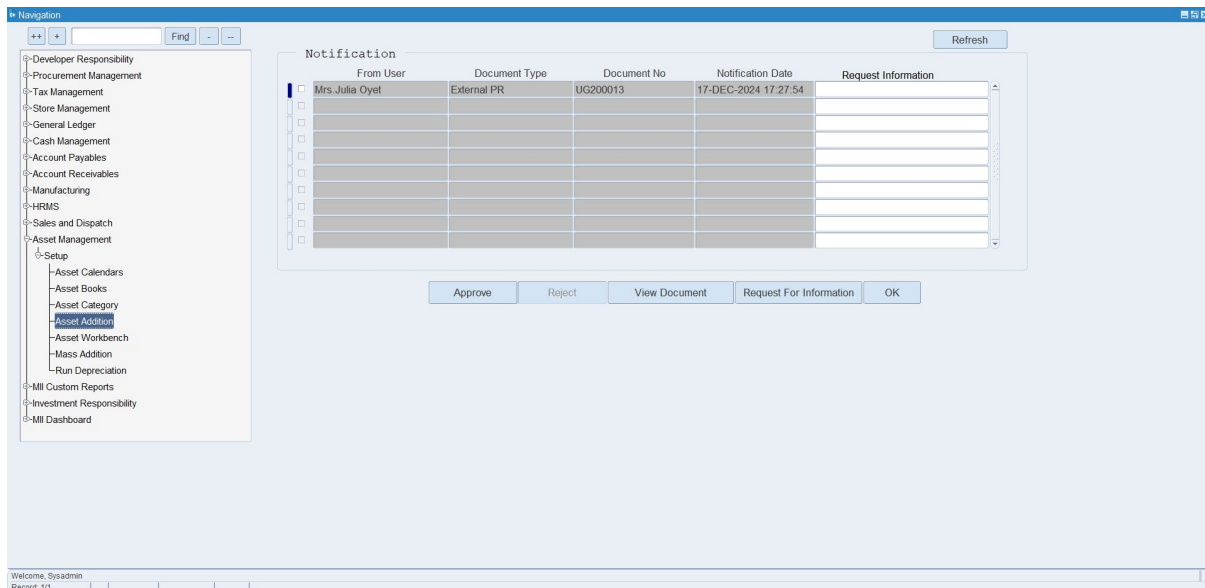
Author : Niraj Chaurasia
Creation Date : 20-Jan-2025
Last Updated : 20-Jan-2025
Version : 1.0

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Login from the User Credential to whom the functionality is provided



Navigation: Asset Management > Asset Addition



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

After double click Asset Addition form will be open as shown below

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Asset Addition Entry Form

Addition

Asset Number:
 Asset Type: CAPITALIZED
 Serial Number:
 Tag Number:
 Parent Asset No:

Description:
 Category:
 Manufacturer:
 Model:
 Units: 1
 Status:

Book

Asset Book:
 Depreciate Method:
 Life Years:
 Months:

Asset Cost:
 Date In Place:
 Salvage Value:
 CIP Date In Place:

Assignment

Units	Employee Name	Employee No	Start Date	End Date	Location

Cancel Save

Entered all Asset Details as per requirement and Save the Entries

Asset Addition Entry Form

Addition

Asset Number:
 Asset Type: CAPITALIZED
 Serial Number:
 Tag Number:
 Parent Asset No:

Description: Manual Asset Creation
 Category: Furniture and Fittings.Fittings
 Manufacturer:
 Model:
 Units: 1
 Status:

Book

Asset Book: DPF Asset Book
 Depreciate Method: STL
 Life Years: 8
 Months:

Asset Cost: 100000
 Date In Place: 01-JUN-2024
 Salvage Value: 2
 CIP Date In Place:

Assignment

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

Cancel Save

After Save System will Auto Generate Asset Number

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Asset Addition Entry Form

Addition		Description	
Asset Number	1036	Description	Manual Asset Creation
Asset Type	CAPITALIZED	Category	Furniture and Fittings.Fittings
Serial Number		Manufacturer	
Tag Number		Model	
Parent Asset No		Units	1
		Status	Created

Book		Asset Cost	
Asset Book	DPF Asset Book	Asset Cost	100000
Depreciate Method	STL	Date In Place	01-JUN-2024
Life Years	8	Salvage Value	2
Months		CIP Date In Place	

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

Buttons: Cancel, Save

Go to Asset Workbench form for viewing Asset

Navigation: Asset Management > Asset Workbench

Navigation

- Developer Responsibility
- Procurement Management
- Tax Management
- Store Management
- General Ledger
- Cash Management
- Account Payables
- Account Receivables
- Manufacturing
- HRMS
- Sales and Dispatch
- Asset Management
 - Setup
 - Asset Calendars
 - Asset Books
 - Asset Category
 - Asset Addition
 - Asset Workbench
 - Mass Addition
 - Run Depreciation
- MII Custom Reports
- Investment Responsibility
- MII Dashboard

Notification

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

Asset Workbench

Asset Details	
Asset Number	Description
TAG	Category
Serial Number	Model
Warranty Number	Asset Type: CAPITALIZED

Book Details	
Book: DPF Asset Book	Date in service

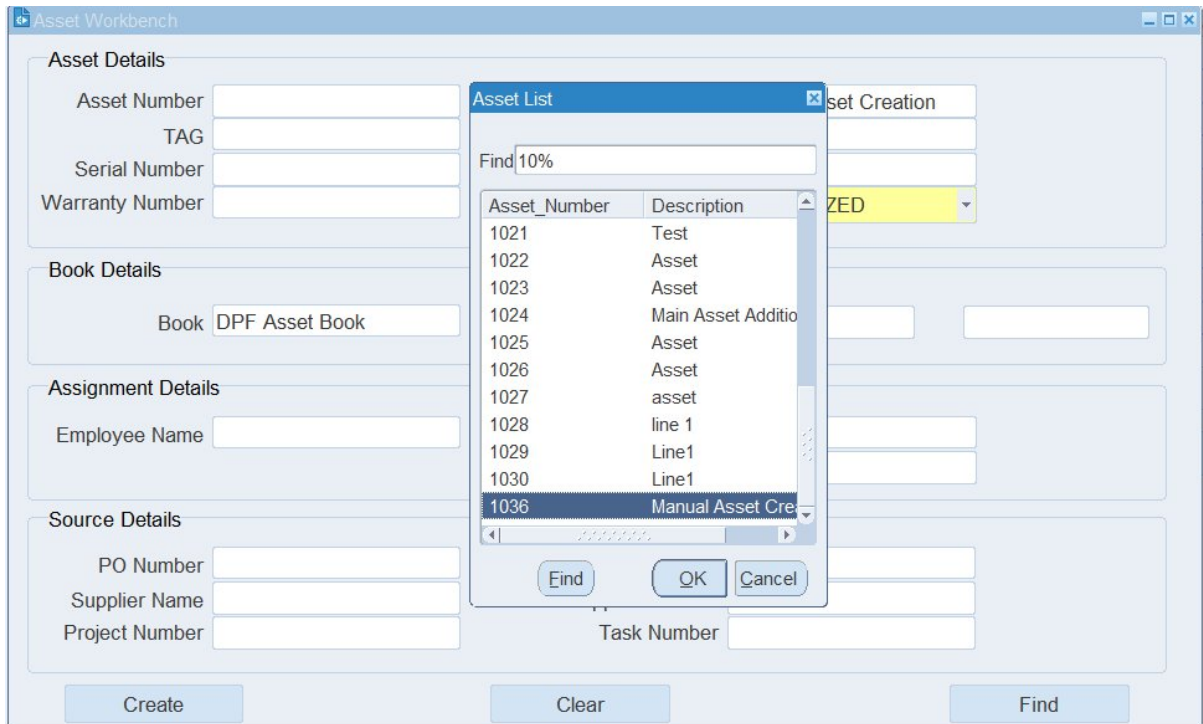
Assignment Details	
Employee Name	Employee Number
	Location

Source Details	
PO Number	Invoice Number
Supplier Name	Supplier Number
Project Number	Task Number

Buttons: Create, Clear, Find

Select Asset Number from Asset Number Field (LOV)

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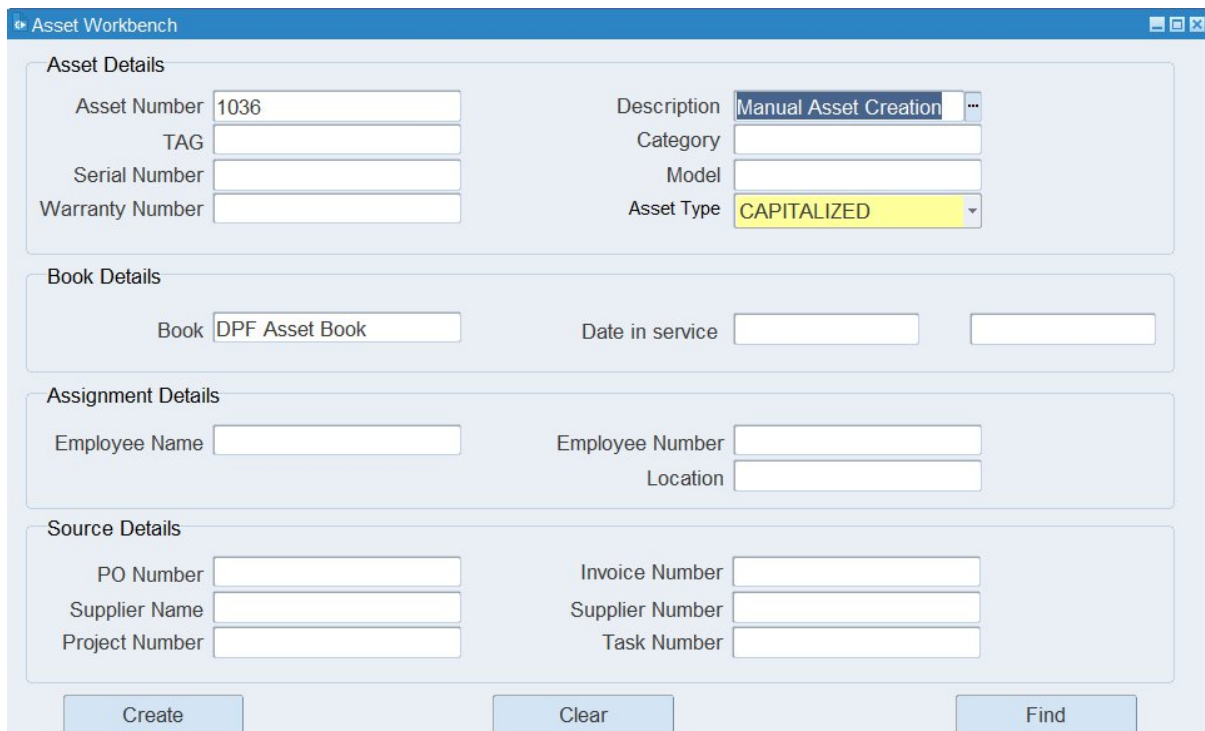


The screenshot shows the 'Asset Workbench' window. The 'Asset List' dialog box is open, displaying a search for '10%' and a list of assets. The list includes:

Asset_Number	Description
1021	Test
1022	Asset
1023	Asset
1024	Main Asset Additio
1025	Asset
1026	Asset
1027	asset
1028	line 1
1029	Line1
1030	Line1
1036	Manual Asset Cre

The 'Find' button is highlighted in the dialog box.

Click Find Button



The screenshot shows the 'Asset Workbench' window after clicking the 'Find' button. The 'Asset Details' section is populated with the following information:

- Asset Number: 1036
- Description: Manual Asset Creation
- Category: [Empty]
- Model: [Empty]
- Asset Type: CAPITALIZED

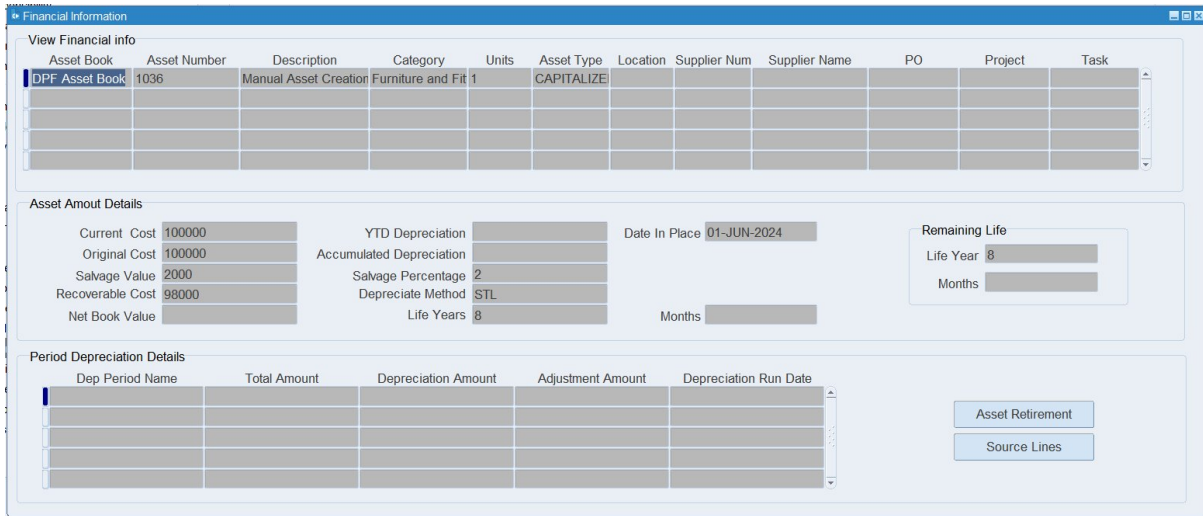
The 'Book Details' section shows 'Book: DPF Asset Book'.

The 'Assignment Details' section shows 'Employee Name: [Empty]', 'Employee Number: [Empty]', and 'Location: [Empty]'.

The 'Source Details' section shows 'PO Number: [Empty]', 'Supplier Name: [Empty]', 'Project Number: [Empty]', 'Invoice Number: [Empty]', 'Supplier Number: [Empty]', and 'Task Number: [Empty]'.

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Asset Detail forms will be open



View Financial info

Asset Book	Asset Number	Description	Category	Units	Asset Type	Location	Supplier Num	Supplier Name	PO	Project	Task
DPF Asset Book	1036	Manual Asset Creation	Furniture and Fit 1		CAPITALIZE						

Asset Amout Details

Current Cost	100000	YTD Depreciation		Date In Place	01-JUN-2024	Remaining Life
Original Cost	100000	Accumulated Depreciation				Life Year
Salvage Value	2000	Salvage Percentage	2			Months
Recoverable Cost	98000	Depreciate Method	STL			
Net Book Value		Life Years	8	Months		

Period Depreciation Details

Dep Period Name	Total Amount	Depreciation Amount	Adjustment Amount	Depreciation Run Date

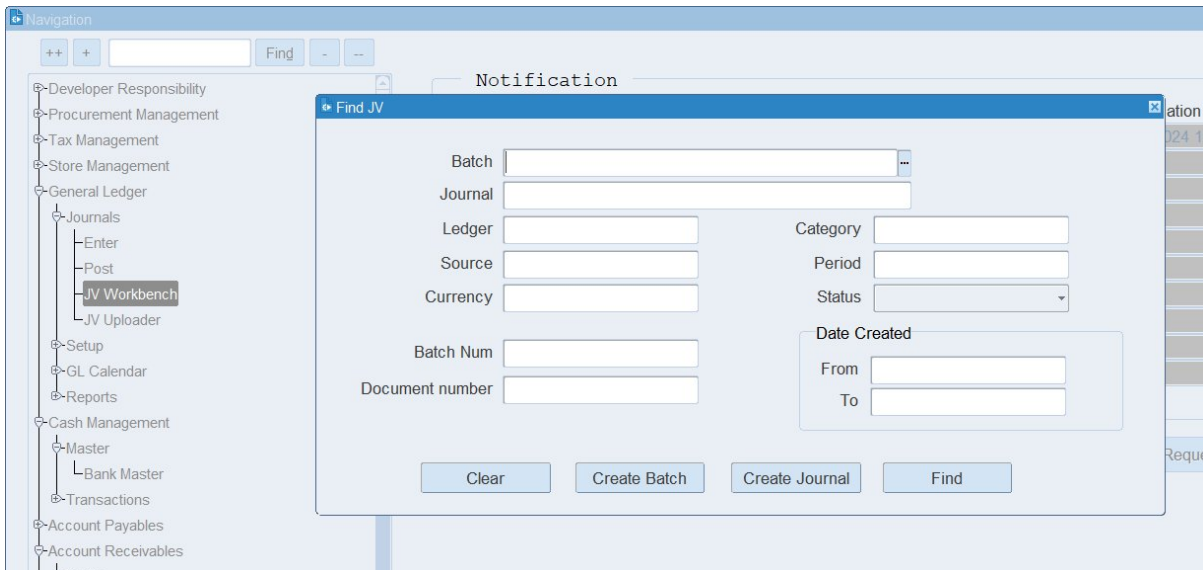
Buttons: Asset Retirement, Source Lines

In this from we can see all details related to Asset.

For Accounting

Go to General Ledger Responsibility

Navigation: General Ledger > Journals > JV Workbench

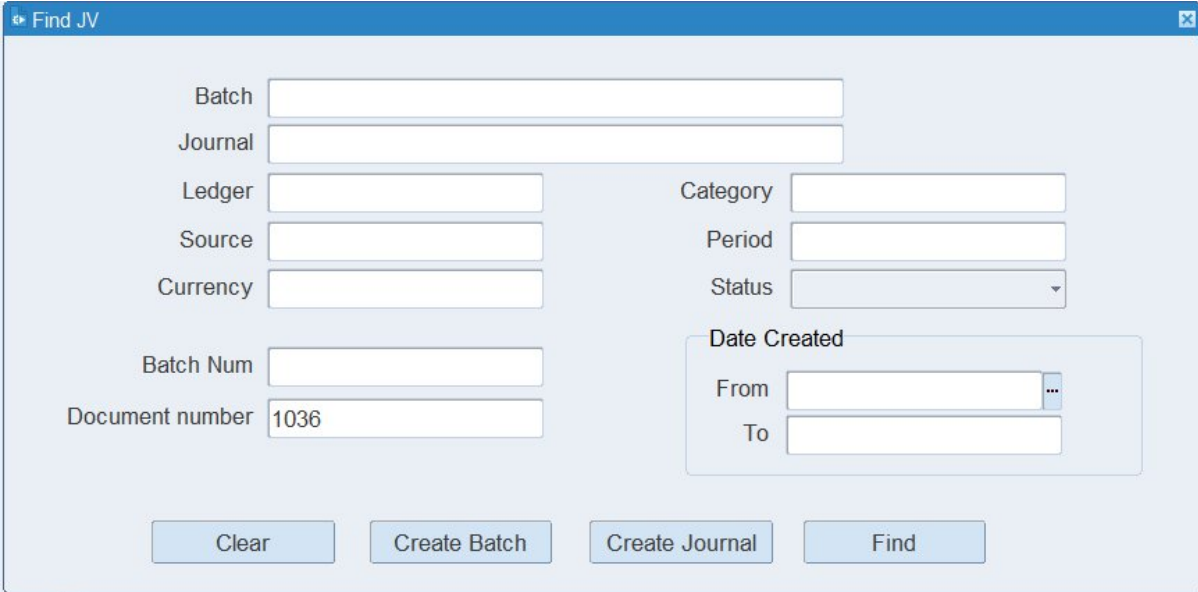


Navigation

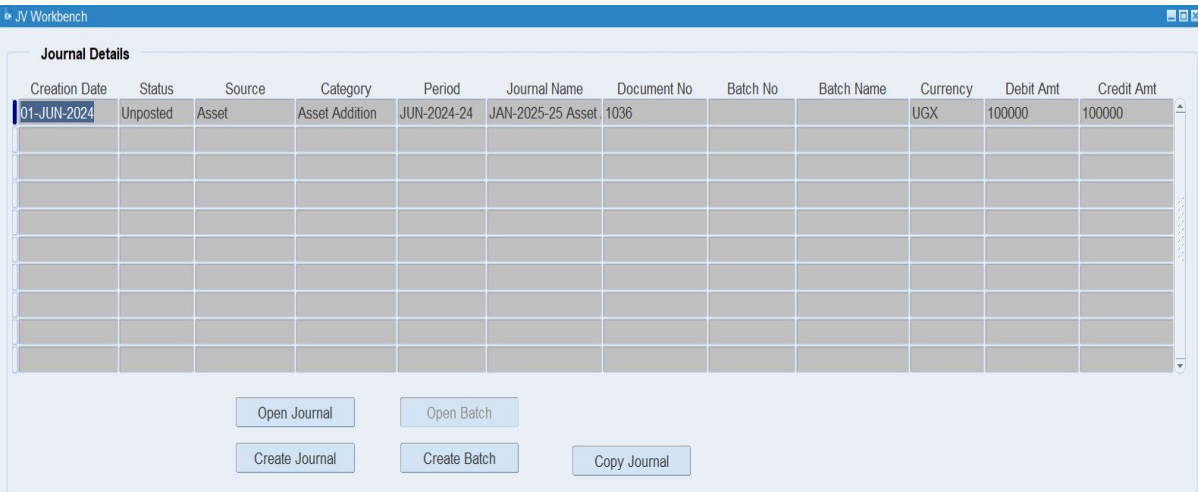
- Developer Responsibility
- Procurement Management
- Tax Management
- Store Management
- General Ledger
 - Journals
 - Enter
 - Post
 - JV Workbench**
 - JV Uploader
 - Setup
 - GL Calendar
 - Reports
- Cash Management
 - Master
 - Bank Master
 - Transactions
 - Account Payables
 - Account Receivables

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Enter Asset Number in Document Number Field



Click Find Button



Creation Date	Status	Source	Category	Period	Journal Name	Document No	Batch No	Batch Name	Currency	Debit Amt	Credit Amt
01-JUN-2024	Unposted	Asset	Asset Addition	JUN-2024-24	JAN-2025-25 Asset	1036			UGX	100000	100000

Click Open Journal Button for view Depreciation Accounting

Journal

Journal Name: JUN-2024-24 Asset Depreciation	Batch No.:	Currency Conversion	Reverse
Description:		Currency: UGX	Reverse Period:
Ledger: DPF LEDGER	Batch Name:	Date:	Reverse Date:
Source Name: Asset	Category: Asset Depreciation	Type:	<input type="button" value="Reverse"/>
Period: JUN-2024-24	Date: 30-JUN-2024	Rate:	
Document No: 1036	Status: Unposted		

Sr No	Account	Debit(UGX)	Credit(UGX)	Description
1	1.999.240005.9999.9999.9999	1,006.85		Asset 1036 Depreciation
2	1.999.440005.9999.9999.9999		1,006.85	Asset 1036 Depreciation
		1,006.85	1,006.85	

Account Desc: Deposit Protection Fund of Uganda.Common.Depreciation - Furniture and Fittings.Common,Commor

XX END XX