

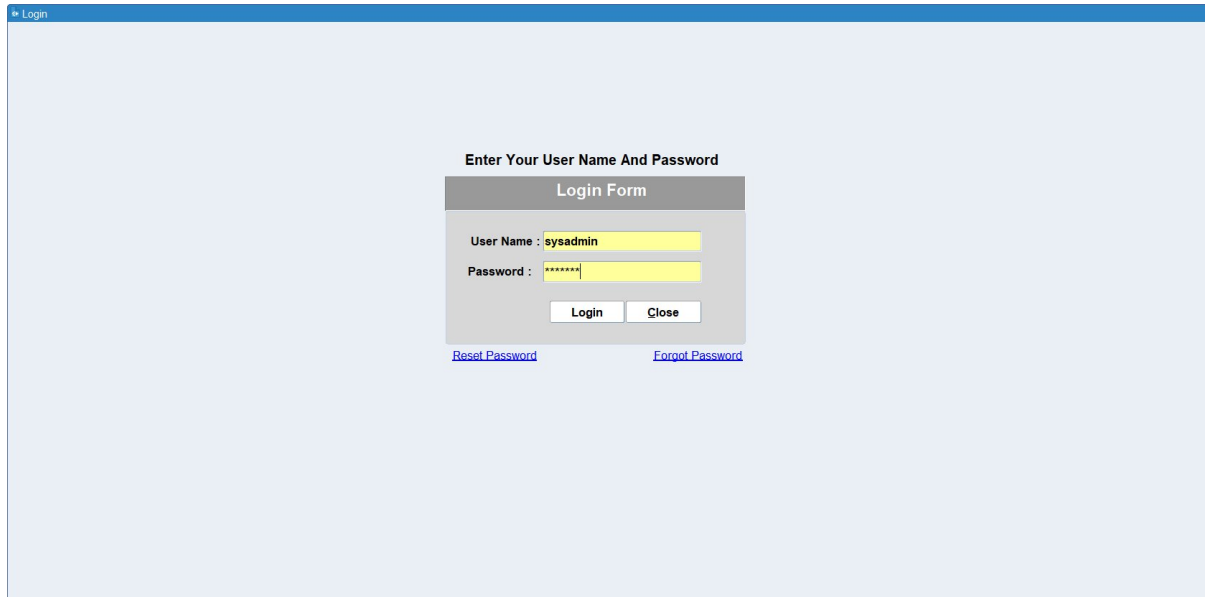
WHITE PAPER USER MANUAL FOR – MANUAL CIP ASSET ADDITION

Module – Fixed Asset

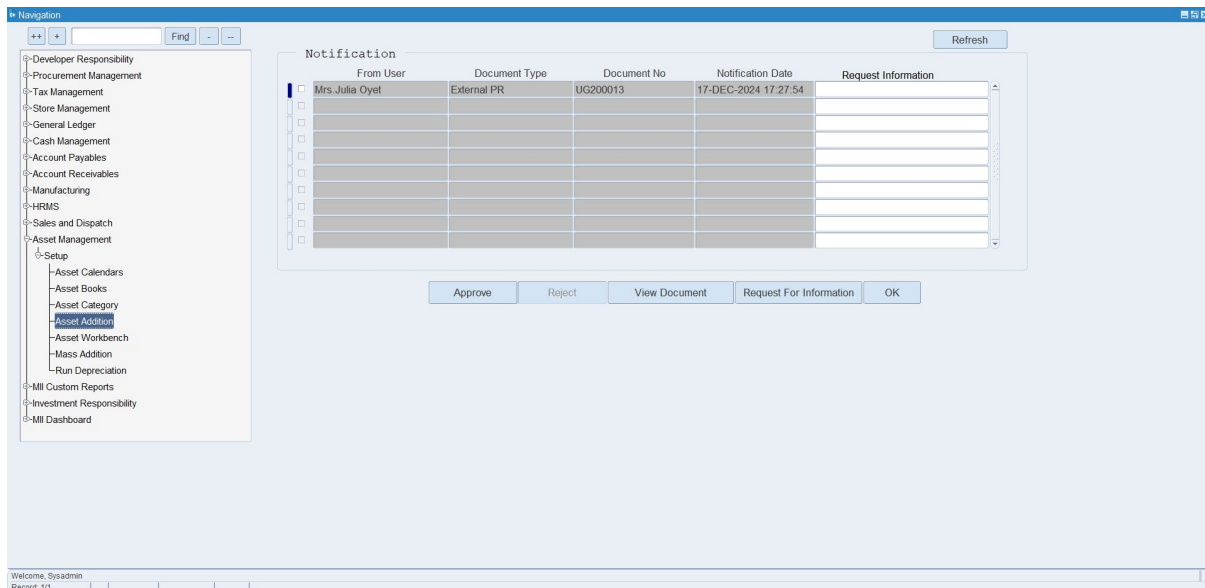
Author : Niraj Chaurasia
Creation Date : 20-Jan-2025
Last Updated : 20-Jan-2025
Version : 1.0

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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
Mrs Julia Oyot	External PR	UG200013	17-DEC-2024 17:27:54	

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:
 Serial Number:
 Tag Number:
 Parent Asset No:

Description:
 Category:
 Manufacturer:
 Model:
 Units:
 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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Buttons: Cancel, Save

Entered all Asset Details as per requirement and Asset type should be CIP

Save the Entries

Asset Addition Entry Form

Addition

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

Description:
 Category:
 Manufacturer:
 Model:
 Units:
 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
<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="01-JUN-2024"/>	<input type="text"/>	<input type="text" value="Nakasero"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Buttons: Cancel, Save

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After Save System will Auto Generate Asset Number

Asset Addition Entry Form

Addition 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 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 <table border="1"> <thead> <tr> <th>Units</th> <th>Employee Name</th> <th>Employee No</th> <th>Start Date</th> <th>End Date</th> <th>Location</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> <td>01-JUN-2024</td> <td></td> <td>Nakasero</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>				Units	Employee Name	Employee No	Start Date	End Date	Location	1			01-JUN-2024		Nakasero																		
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

Asset Workbench

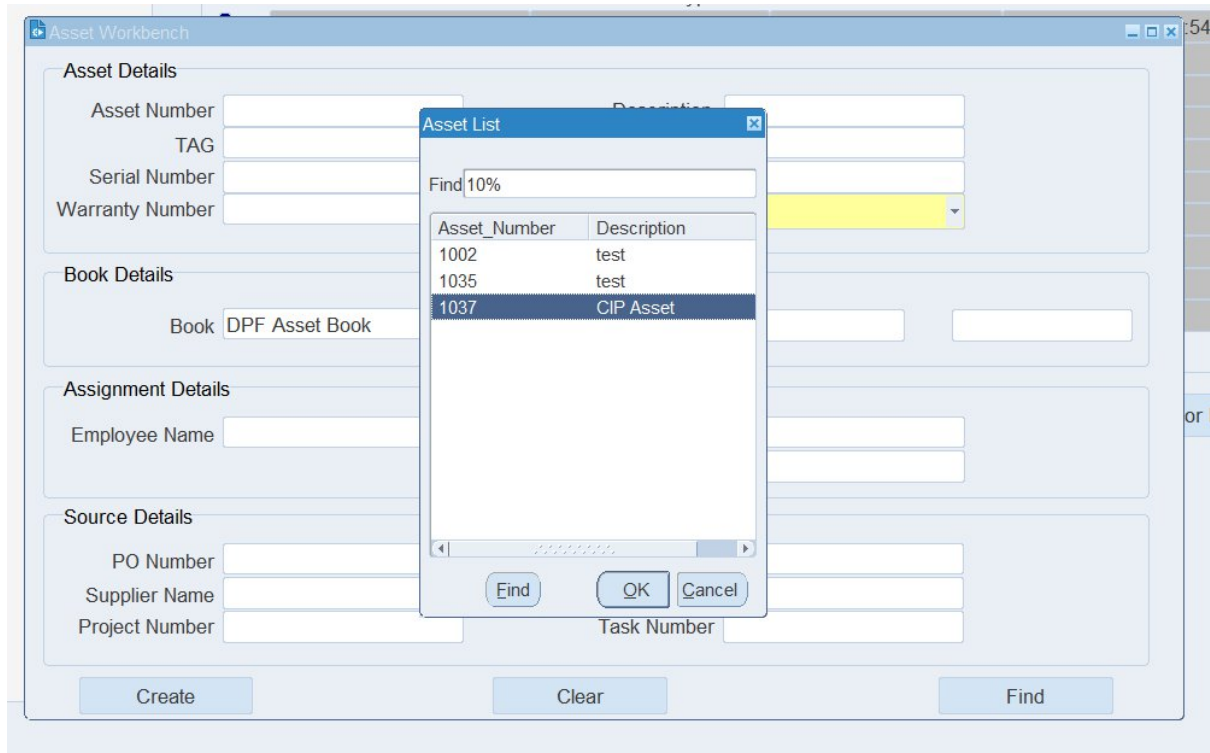
Asset Details Asset Number: <input type="text"/> TAG: <input type="text"/> Serial Number: <input type="text"/> Warranty Number: <input type="text"/>		Description: <input type="text"/> Category: <input type="text"/> Model: <input type="text"/> Asset Type: CIP	
Book Details Book: DPF Asset Book Date in service: <input type="text"/>			
Assignment Details Employee Name: <input type="text"/> Employee Number: <input type="text"/> Location: <input type="text"/>			
Source Details PO Number: <input type="text"/> Supplier Name: <input type="text"/> Project Number: <input type="text"/>		Invoice Number: <input type="text"/> Supplier Number: <input type="text"/> Task Number: <input type="text"/>	

Buttons: Create, Clear, Find

Select Asset Number from Asset Number Field (LOV)

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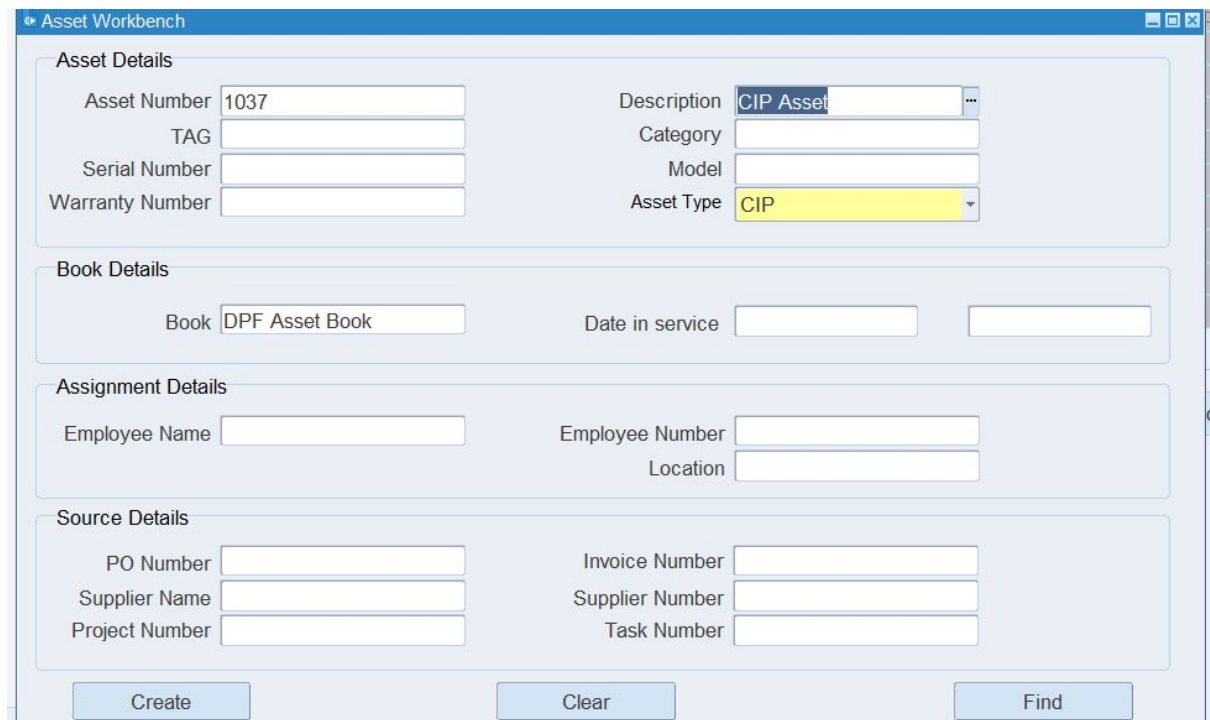


The screenshot shows the 'Asset Workbench' window with an 'Asset List' dialog box open. The dialog box contains a search field with 'Find: 10%' and a table of results:

Asset_Number	Description
1002	test
1035	test
1037	CIP Asset

The 'Find' button at the bottom of the dialog is highlighted. The background window shows various input fields for Asset, Book, Assignment, and Source details.

Click Find Button



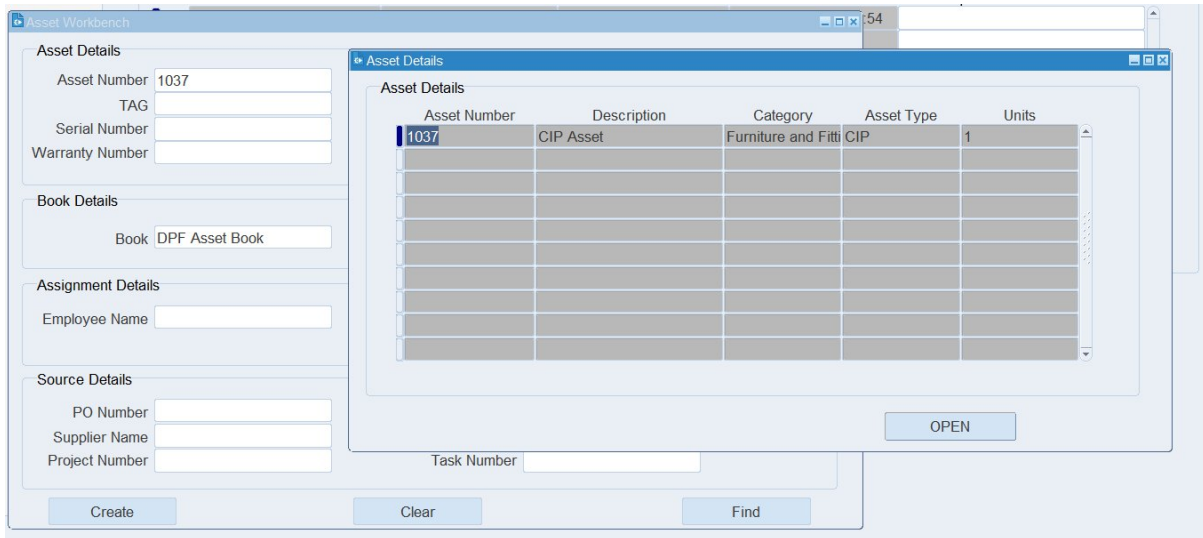
The screenshot shows the 'Asset Workbench' window after the 'Find' button has been clicked. The 'Asset List' dialog is no longer present. The 'Asset Details' section is populated with the following information:

- Asset Number: 1037
- Description: CIP Asset
- Category: [Empty]
- Model: [Empty]
- Asset Type: CIP

The 'Book Details' section shows 'Book: DPF Asset Book' and 'Date in service' fields. The 'Assignment Details' section shows 'Employee Name', 'Employee Number', and 'Location' fields. The 'Source Details' section shows 'PO Number', 'Supplier Name', 'Project Number', 'Invoice Number', 'Supplier Number', and 'Task Number' fields. The 'Find' button at the bottom right is now disabled.

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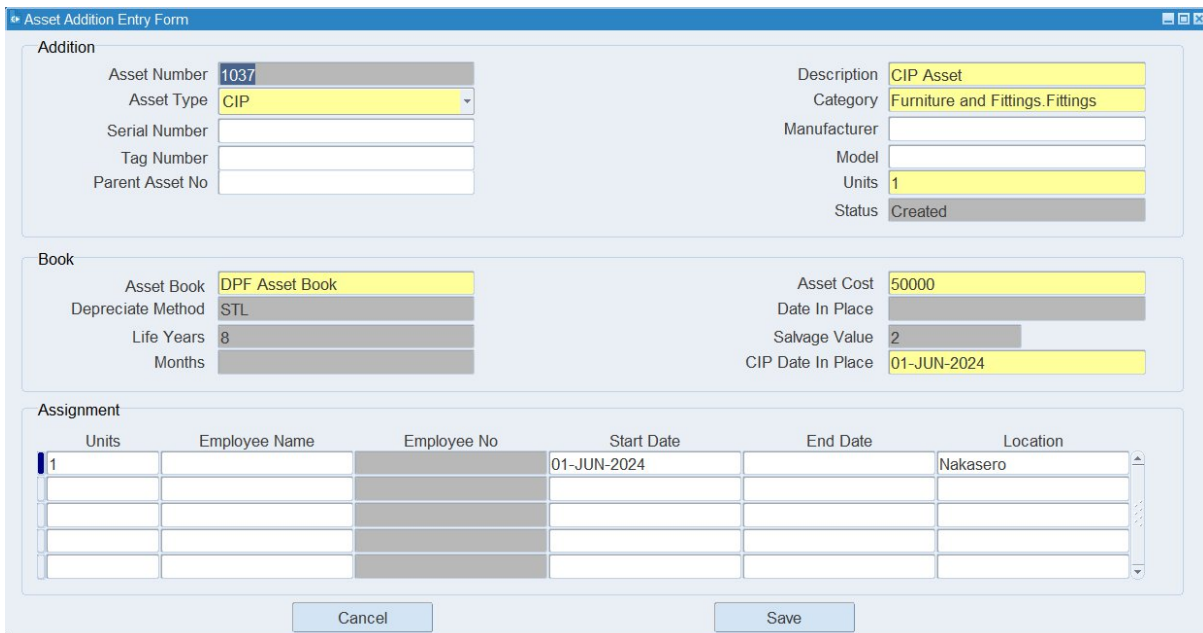
Asset Detail forms will be open



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. An 'Asset Details' table is embedded in the center, showing a single row for Asset Number 1037, Description 'CIP Asset', Category 'Furniture and Fitti', Asset Type 'CIP', and Units '1'. An 'OPEN' button is located below the table.

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

Click Open Button for View Asset



The screenshot shows the 'Asset Addition Entry Form'. It is divided into three main sections: 'Addition', 'Book', and 'Assignment'. The 'Addition' section includes fields for Asset Number (1037), Asset Type (CIP), Description (CIP Asset), Category (Furniture and Fittings.Fittings), Manufacturer, Model, Units (1), and Status (Created). The 'Book' section includes Asset Book (DPF Asset Book), Depreciate Method (STL), Life Years (8), Months, Asset Cost (50000), Date In Place, Salvage Value (2), and CIP Date In Place (01-JUN-2024). The 'Assignment' section is a table with columns for Units, Employee Name, Employee No, Start Date, End Date, and Location. The first row shows 1 unit assigned to Nakasero starting on 01-JUN-2024. 'Cancel' and 'Save' buttons are at the bottom.

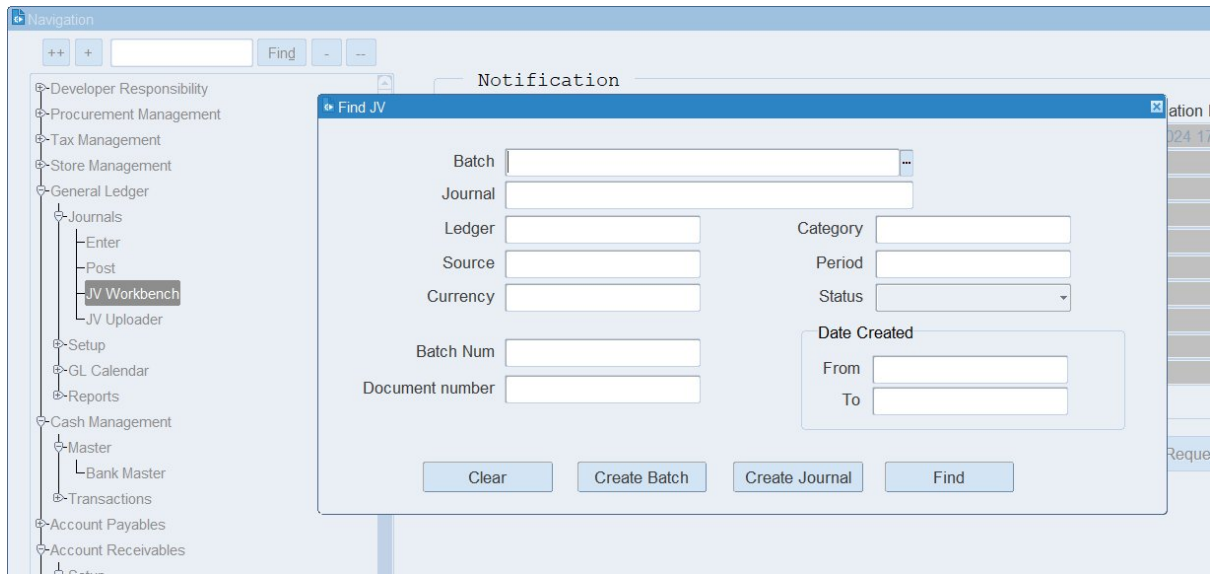
Units	Employee Name	Employee No	Start Date	End Date	Location
1			01-JUN-2024		Nakasero

For Accounting

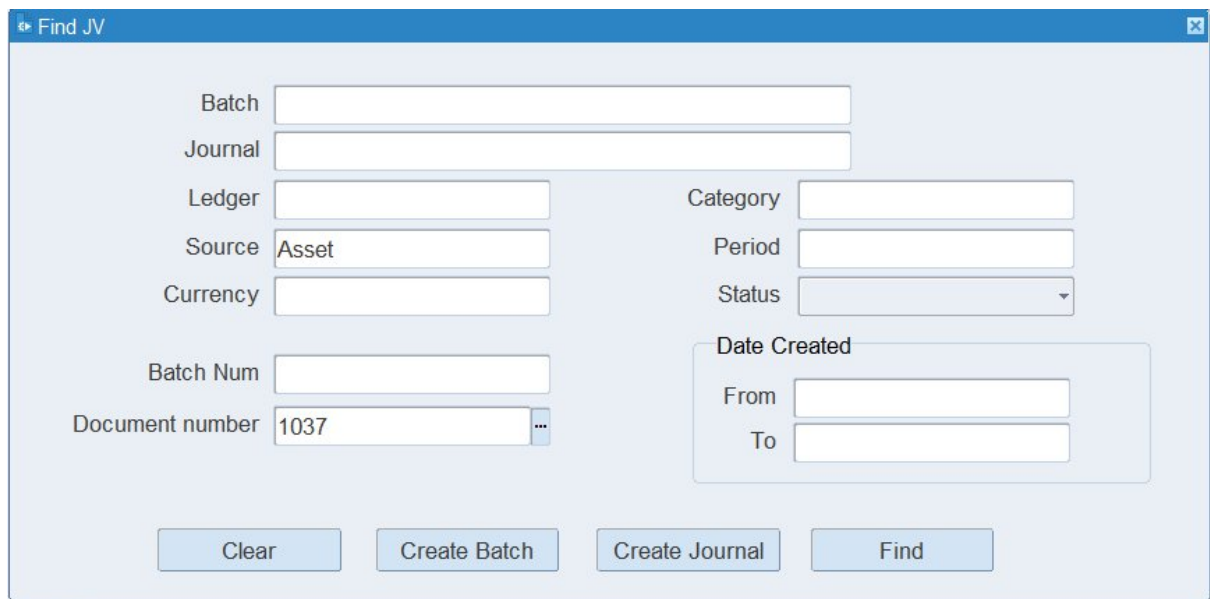
Go to General Ledger Responsibility

Navigation: General Ledger > Journals > JV Workbench

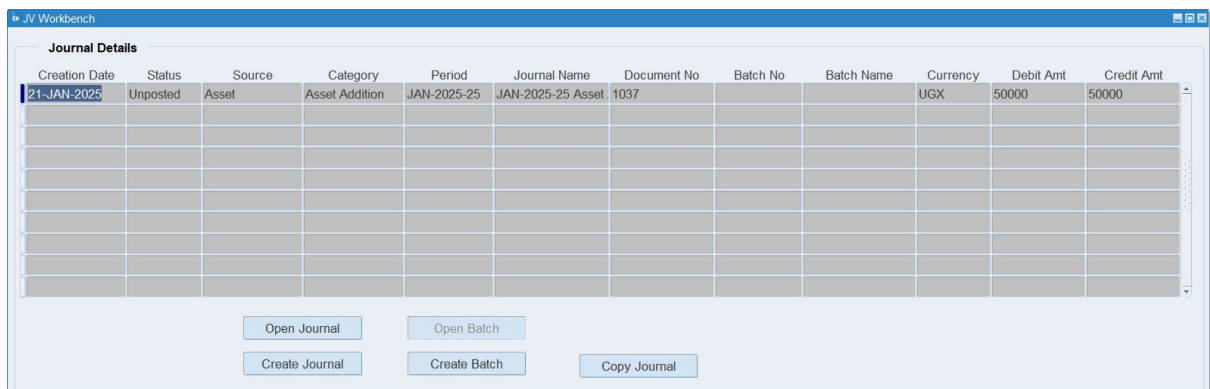
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Enter CIP Asset Number in Document Number Field



Click Find Button



Creation Date	Status	Source	Category	Period	Journal Name	Document No	Batch No	Batch Name	Currency	Debit Amt	Credit Amt
21-JAN-2025	Unposted	Asset	Asset Addition	JAN-2025-25	JAN-2025-25 Asset	1037			UGX	50000	50000

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Click Open Journal Button for view Accounting

Journal

Journal Name: JAN-2025-25 Asset Addition UG	Batch No.:			
Description:				
Ledger: DPF LEDGER	Batch Name:			
Source Name: Asset	Category: Asset Addition			
Period: JUN-2024-24	Date: 01-JUN-2024			
Document No: 1037	Status: Unposted			

Currency Conversion	Reverse
Currency: UGX	Reverse Period: JAN-2025-25
Date:	Reverse Date: 10-JUN-2024
Type:	<input type="button" value="Reverse"/>
Rate:	

Sr No	Account	Debit(UGX)	Credit(UGX)	Description
1	1.999.365006.9999.9999.9999	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: 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