Fixed Assets Module

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Asset Group

Module Guide: Asset Group

Module Location

Fixed Asset > Asset Group

Module Objective

The **Asset Group** module serves as the master data hub for creating and managing the classifications or categories for all of the company's fixed assets. This grouping is crucial for organizing assets, applying uniform depreciation policies per group, and for presentation in the financial statements (Balance Sheet).

1. Main View (Asset Group List)

The main page of this module displays a list of all fixed asset categories or groups that have been defined in the system.

View Explanation

This page is for viewing and managing all existing asset groups.

- **Group List**: The main table displays the names of existing asset groups, such as **BUILDING AND IMPROVEMENTS, EQUIPMENTS, LAND, VEHICLES,** etc.

Button Functions

- **[New]**: The primary button to create a new Asset Group.

- **[Delete]**: To delete a selected asset group.

2. Steps to Create a New Asset Group

Step 1: Create a New Group

From the Main View, click the **[New]** button to open the **Add Asset Group** form.

Step 2: Fill in Group Details

On the form that appears, fill in the required details:

- **Group Name**: Enter a clear and specific category name (e.g., Production Machinery, Operational Vehicles, Office Equipment, Computers & Laptops).

- **Related To**: You can use this dropdown to create a sub-group structure. For example, you could create a "Laptop" group and link it to the parent group "Computers & Laptops".

- **CostCenter**: Select a default department or cost center if assets in this group generally belong to a single department.

Step 3: Save

After all data is filled in, click the **[Save]** button to save the new asset group.

Tips & Important Notes

- The Asset Group you create here will become a **mandatory selection** when registering a new asset in the **Asset List** module.

- A good and well-structured grouping from the beginning will greatly simplify the management and reporting of fixed assets in the future.

- This is the **first and most fundamental step** in configuring and managing the Fixed Asset module.

Assets

Module Guide: Asset Register

Module Location

Fixed Asset > Asset

Module Objective

The **Asset** module is the main data center or **register book** for all fixed assets owned by the company. This is where each individual asset is registered, given a unique code, and its important parameters are set, such as acquisition cost, useful life, and depreciation method. The data input here will become the basis for the system to calculate depreciation automatically.

1. Main View (Asset Register)

The main page of this module displays a complete list of all fixed assets registered in the system, from office equipment and machinery to vehicles.

View Explanation

This page is for viewing, searching for, and managing all assets.

- **Asset List**: The main table displays all assets with important details such as **Group, Asset Code, Asset Name, Acquisition Value,** and **Department**.

Button Functions

- **[New]**: The primary button to register a new fixed asset.

2. Steps to Register a New Asset

The process of registering a new asset consists of several stages.

Step 1: Start Registration

1. From the Main View, click the **[New]** button.

2. On the first screen, select the **Asset Type** (New for a newly acquired asset) and its acquisition method (e.g., Purchase), then click **[Next]**.

Step 2: Fill in Asset Detail Information

You will be directed to the main form to fill in all the asset details.

Step 3: Fill in Asset & Account Info

- In the **Asset Info** section, enter a specific **Asset Name** (e.g., "Laptop Lenovo Thinkpad X280") and select the appropriate **Group** (which was created in the Asset Group module).

- In the **Account** section, select the **Cost Center** or department that uses the asset.

Step 4: Set Up Value and Depreciation (Important!)

This is the most crucial section for accounting.

- In the **Asset Value** section, select the **Depreciation Type** (e.g., Straight Line).

- Enter the **Acquisition Cost** of the asset.

- Enter the **Asset Life** in **Months** (e.g., 48 Months for 4 years).

- Enter the **Salvage Value**.
- In the **Current Balance** section, define the **Depreciation Start Date**.

Step 5: Save the Asset

After all mandatory data is filled in, click **[Next]** or the **[Save]** button to complete the registration. The new asset will appear in the asset list and be ready to be depreciated by the system.

Tips & Important Notes

- Ensure you have created the appropriate **Asset Group** before registering a new asset.
- Correctly filling in the **Cost, Asset Life, Salvage Value, and Depreciation Start Date** is crucial as it will be the basis for the automatic monthly depreciation calculation by the system.
- This module is the **heart** of all fixed asset management activities.

Asset Usage Request

Module Guide: Asset Usage Request

Module Location

Fixed Asset > Asset Usage Request

Module Objective

The **Asset Usage Request** module serves as a formal system for employees to request the use or borrowing of company-owned assets for a specific period. This module is important for tracking who is using shared assets, managing their availability, and documenting asset handovers.

1. Main View (Request List)

The main page of this module displays a list of all asset usage request documents that have been created.

View Explanation

This page is for viewing and managing all asset usage requests.

- **Filters**: You can search for a specific document by **Document Number** or a date range (**Start Date / End Date**).
- **Request List**: The table below will display all requests that match the filters, with columns such as **Document Number, Status,** and **Approval status**.

Button Functions

- **[New]**: The primary button to create a new asset usage request.

2. Steps to Create an Asset Usage Request

Step 1: Create a New Request

From the Main View, click the **[New]** button to open the **Add Request** form.

Step 2: Fill in General Information

On the form that appears, details like **Requested by** and **Request Date** will be filled in automatically. You can add **Notes** if there are special remarks regarding your request.

Step 3: Select the Asset and Usage Period

1. In the **+ Asset List** table, click the **[+]** icon to add a new row.

2. In the **Asset Code** column, search for and select the asset you wish to use from the list of available assets.

3. Define the usage period by filling in the **From** (start) and **To** (end) dates.

Step 4: Submit the Request

After all data is filled in, click the **[Confirm]** button to save and submit your request for the approval process.

Tips & Important Notes

- This module is crucial for managing **shared assets**, such as projectors, operational vehicles, or other special equipment.

- A confirmed request will likely go to the "Inbox" of a manager or the person in charge of the asset to be approved.

- With this module, the company can easily track who is currently using a specific asset and when that asset is scheduled to be returned.

Asset Usage Request Inbox

Module Guide: Asset Usage Request Inbox

Module Location

Fixed Asset > Asset Usage Request > Asset Request Inbox

Module Objective

The **Asset Usage Request Inbox** module serves as the approval center for all **Asset Usage Requests** that have been submitted. This module is used by a superior or an asset custodian to review, approve, or reject asset borrowing requests from employees.

1. Main View (Request List)

The main page of this module is an "inbox" that displays all asset usage requests requiring your action.

View Explanation

This page provides a summary of all requests that are awaiting approval.

- **Filters**: You can search for a specific document by **Document Number** or a date range (**Start Date / End Date**).
- **Request List**: The table below will display all requests awaiting action, with columns such as **Document Number, Requested by,** and **Approval status**.

2. Approval Process Steps

The following is the standard workflow for an approver.

Step 1: Access the Inbox

Open the **Asset Usage Request Inbox** module to see the list of requests that require approval.

Step 2: Review the Request Details

Click on one of the rows in the table to open its detail view. In the detail view, you can check which asset is being requested, who is requesting it, and for what period the asset will be used.

Step 3: Provide Approval

After you open and review the request details in Step 2, you will find the buttons to grant approval (e.g., **"Approve"** or **"Reject"** buttons) **within that detail page**. Click the appropriate button to complete the review process.

3. Additional Button Function

- **[Received]**: This button is likely used **after the borrowing period is over**, to mark in the system that the asset has been returned and received back in good condition, thus completing the borrowing cycle.

Tips & Important Notes

- The approval process here ensures that only valid requests that align with asset availability will be processed.
- This module is an important control tool for asset custodians to manage the movement and status of all loaned-out assets.

Asset Usage Metering

Module Guide: Asset Usage Meter

Module Location

Fixed Asset > Asset Usage Meter

Module Objective

The **Asset Usage Meter** module serves as a special tool for recording and monitoring the usage level of assets based on operational metrics, such as **operating hours for machinery** or **kilometers (KM) for vehicles**. This data is crucial for calculating **usage-based depreciation (units of production method)** and for scheduling preventive maintenance.

1. Main View (Asset List)

The main page of this module displays a list of assets whose usage is tracked by a meter.

View Explanation & Filters

This page is for managing the recording of asset usage per period.

- **Filters**: You can search for a specific asset by **Asset Code** or filter the list by **Asset Group**.

- **Key Column**: Pay attention to the **Hours / KM(s) of Usage** column. This is the column where you will input the asset's usage data for the current period.

Period Button Functions

This module operates based on a periodic cycle (e.g., monthly).

- **[Open Period]**: Used at the beginning of a period to 'open' a recording session. This allows you to start inputting usage data.

- **[Close Period]**: Used at the end of a period to 'close' and finalize all the usage data that has been input. After the period is closed, the data can no longer be changed.

2. Steps to Record Asset Usage

1. **Open Period**: At the beginning of the period (e.g., on the 1st of every month), click the **[Open Period]** button. The period status for the relevant assets will change to "Open".

2. **Input Usage Data**: During or at the end of the period, select the asset for which you want to record usage. Input the usage figure in the **Hours / KM(s) of Usage** column (e.g., enter "500" for a machine that has operated for 500 hours, or "1200" for a vehicle that has traveled 1200 KM).

3. **Close Period**: At the end of the period, after all usage data for all relevant assets has been input, click the **[Close Period]** button to save the data finally.

Tips & Important Notes

- This module is crucial for assets whose depreciation value is more accurately calculated based on usage levels rather than time (e.g., production machinery, heavy equipment, vehicles).

- The data from this module can also be used as a basis for scheduling service or **preventive maintenance** (e.g., car service every 10,000 KM or machine service every 5,000 operating hours).

- Ensure the period is closed routinely at the end of every month to keep depreciation and maintenance data always up-to-date.

Asset Maintenance Schedule

Module Guide: Asset Maintenance Schedule

Module Location

Fixed Asset > Asset Maintenance Schedule

Module Objective

The **Asset Maintenance Schedule** module serves as a tool for planning, creating, and managing all maintenance activity schedules for fixed assets. This module allows you to specify which asset requires maintenance, the type of maintenance, when it will be performed, as well as what spare parts are needed.

1. Main View (Maintenance Schedule List)

The main page of this module displays a list of all asset maintenance schedule documents that have been created.

View Explanation

This page is for viewing and managing all maintenance schedules.

- **Filters**: You can search for a specific document by **Doc. Number** or a date range (**Start Date / End Date**).

- **Schedule List**: The table below will display all schedules that match the filters, with columns such as **Doc. Number, Maintenance Type, Schedule Date,** and **Status**.

Button Functions

- **[New]**: The primary button to create a new asset maintenance schedule.

2. Steps to Create a New Maintenance Schedule

Step 1: Create a New Schedule

From the Main View, click the **[New]** button to open the **Add Maintenance Schedule** form.

Step 2: Fill in General Information

On the form that appears, fill in the basic schedule information:

- **Schedule Date**: Specify the date when the maintenance will be carried out.

- **Maintenance Type**: Select the type of maintenance from the dropdown (e.g., Routine Maintenance, Emergency Repair, Calibration).

Step 3: Select the Asset to be Maintained

In the **Maintenance Schedule** section, within the **Asset List** table, click the **[+]** icon to search for and select one or more assets from the Asset List that require maintenance.

Step 4: Detail the Spare Parts/Services (Important!)

At the bottom, in the **Spare Part / Service Detail** table:

1. Click the **[+]** icon to add a new row.

2. In the **Item/Service Code** column, search for and select all the **spare parts** or external services needed for this maintenance job.

3. Enter the required quantity in the **Qty** column.

Step 5: Save the Schedule

After all data is filled in, click the **[Confirm]** button to save and submit the maintenance schedule for the approval process.

Tips & Important Notes

- This module is integrated with the **Asset List** module (for selecting assets) and the **Inventory** module (for selecting spare parts).

- By planning maintenance here, you can ensure the availability of spare parts and minimize asset **downtime**.

- A created schedule can function as a **Work Order** for the technician or maintenance team.

Asset Maintenance Schedule Inbox

Module Guide: Asset Maintenance Schedule Inbox

Module Location

Fixed Asset > Asset Maintenance Schedule > Asset Maintenance Schedule Inbox

Module Objective

The **Asset Maintenance Schedule Inbox** module serves as the approval center for all **Asset Maintenance Schedules** that have been submitted. This module is used by a superior or maintenance manager to review, approve, or reject planned maintenance schedules.

1. Main View (Schedule List)

The main page of this module is an "inbox" that displays all maintenance schedules requiring your action.

View Explanation

This page provides a summary of all schedules that are awaiting approval.

- **Filters**: You can search for a specific document by **Doc. Number** or a date range (**Start Date / End Date**).

- **Schedule List**: The table below will display all schedules awaiting action, with columns such as **Doc. Number, Maintenance Type, Schedule Date,** and **Approval**.

2. Approval Process Steps

The following is the standard workflow for an approver.

Step 1: Access the Inbox

Open the **Asset Maintenance Schedule Inbox** module to see the list of schedules that require approval.

Step 2: Review the Schedule Details

Click on one of the rows in the table to open its detail view. In the detail view, you can check all the information, such as which asset will be maintained, what spare parts are needed, and when it is scheduled.

Step 3: Provide Approval

After you open and review the schedule details in Step 2, you will find the buttons to grant approval (e.g., **"Approve"** or **"Reject"** buttons) **within that detail page**. Click the appropriate button to complete the review process.

3. Additional Button Function

- **[Received]**: This button is most likely used **after the maintenance work is complete**, to mark in the system that the asset has been received back in operational condition, thereby completing the maintenance cycle.

Tips & Important Notes

- The approval process here ensures that only valid maintenance schedules, with the correct spare parts and appropriate timing, will be executed.

- This is an important control tool for management to oversee maintenance costs and ensure the effectiveness of the maintenance team.

Asset Maintenance Order

Module Guide: Asset Maintenance Order (Maintenance Work Order)

Module Location

Fixed Asset > Asset Maintenance Order

Module Objective

The **Asset Maintenance Order** module functions as a **Maintenance Work Order**. This module is used to authorize, execute, and record the details of the actual maintenance work on an asset. This is where the plan from the **Asset Maintenance Schedule** is turned into action, recording the person in charge (PIC), the time spent, and the spare parts consumed.

1. Main View (Maintenance Order List)

The main page of this module displays a list of all maintenance work orders that have been created, both those in progress and those already completed.

View Explanation & Key Button Functions

This page is for managing all work orders.

- **Filters**: You can search for a specific document by **Doc. Number** or a date range.
- **Action Buttons**:

  - **[New]**: To create a new work order directly, typically used for unscheduled or emergency repairs.
  - **[Run Schedule]** (Main Workflow): To automatically create a work order based on an approved schedule from the **Asset Maintenance Schedule** module.

2. Steps to Create a Maintenance Order

There are two main ways to create a Maintenance Order:

Method 1: Based on a Schedule (Recommended)

1. From the main page, click the **[Run Schedule]** button.
2. A window will appear displaying a list of approved maintenance schedules.
3. Select the schedule to be executed, and the system will automatically create a draft Maintenance Order, complete with asset data and the list of required spare parts.

Method 2: Create a Direct Order (For Unscheduled Repairs)

1. From the main page, click the **[New]** button.
2. On the **Add** form that appears, fill in all necessary details:
   - Select the **Asset Code** to be maintained.
   - Fill in the **Maintenance Type**, **PIC** (Person in Charge), and the **Start Time** and **End Time** of the maintenance.

- In the **+ List of Goods/Services** table, add the spare parts used from inventory.

- After the work is finished, fill in the **Result** column with a description of the repair outcome.

Step 3: Complete the Order

After all job details and material usage have been recorded, click the **[Confirm]** button to complete and close the work order.

Tips & Important Notes

- This module is the point where the plan is turned into action and historical records.

- Completing an order in this module will automatically **reduce the stock of spare parts** used from the Inventory module and **update the maintenance history** on the asset card.

- This is the daily work module for the **Technician and Maintenance Manager teams**.

Asset Maintenance Order Inbox

Module Guide: Asset Maintenance Order Inbox

Module Location

Fixed Asset > Asset Maintenance Order > Asset Maintenance Order Inbox

Module Objective

The **Asset Maintenance Order Inbox** module serves as the approval center for all **Asset Maintenance Orders (Work Orders)** that have been completed. This module is used by a superior or maintenance manager to review the results of the work and formally close the work order in the system.

1. Main View (Order List)

The main page of this module is an "inbox" that displays all completed work orders awaiting your final review.

View Explanation

This page provides a summary of all work orders that are waiting to be approved.

- **Filters**: You can search for a specific document by **Doc. Number** or a date range (**Start Date / End Date**).
- **Order List**: The table below will display all work orders awaiting action, with columns such as **Doc. Number, Asset**

Code, Maintenance Type, and **Approval**.

2. Approval Process Steps

The following is the standard workflow for an approver.

Step 1: Access the Inbox

Open the **Asset Maintenance Order Inbox** module to see the list of jobs that have been completed and require approval.

Step 2: Review the Work Results

Click on one of the rows in the table to open the detail view of that work order. In the detail view, you can check all the information, such as the work results recorded by the technician, the spare parts used, and the total time spent.

Step 3: Provide Approval

After you review the work results in Step 2, you will find a button to provide final approval (e.g., **"Approve"** or **"Close Order"**) **within that detail page**. The **[Received]** button on the main page may also function to provide this final confirmation.

Tips & Important Notes

- The approval process here is the **final step** in the asset maintenance cycle.
- Approving an order here will **formally close the work order**, confirm the usage of spare parts, and record the maintenance cost.

- This is an important control tool for the **Maintenance Manager** to ensure all work has been completed according to standards before being administratively closed.

Asset Maintenance Order Transaction

Module Guide: Asset Maintenance Order Transaction

Module Location

Fixed Asset > Asset Maintenance Order > Asset Maintenance Order Transaction

Module Objective

The Asset Maintenance Order Transaction module is a transactional center for managing the entire lifecycle of asset maintenance orders. Its purpose is to track the progress of maintenance work, from the moment an order is created, the job is started, until it is completed. This is the primary work tool for the maintenance or facilities team.

1. Main View (List of Maintenance Orders)

The main page of this module displays a list of all asset maintenance orders that have been created.

View Explanation & Filters

This page is for viewing and managing the status of all maintenance orders.

- **Filters**: You can search for a specific order by **Document No.** or a date range (**Start Date / End Date**).

- **Order List**: The table below will display all maintenance orders that match the filters. The columns include:
  - **Doc. No.**: The document number of the maintenance order.
  - **Asset Code**: The code of the asset to be maintained.
  - **Asset Name**: The name of the asset.
  - **Maintenance Type**: The type of maintenance to be performed.
  - **Maintenance Date**: The scheduled date for the maintenance.
  - **Cost**: The estimated or actual cost of the maintenance.
  - **Asset Status**: The current status of the asset.
  - **Payment Status**: The payment status of the maintenance cost.
  - **Start Date**: The date the maintenance work began.
  - **End Date**: The date the maintenance work was completed.

Button Functions

- **Start**: The action button to change the status of a selected order to "In Progress".

- **Finish**: The action button to mark a selected order as "Completed".

2. Steps to Manage a Maintenance Order

Step 1: View the List of Orders

Open the module to see all existing maintenance orders. Use the filters to find the specific order you need to process.

Step 2: Start a Maintenance Job

1. Find the maintenance order that is about to be worked on.
2. Select that order by checking the box in the leftmost column.
3. Click the **Start** button to update its status, indicating that the work has begun.

Step 3: Complete a Maintenance Job

1. After the maintenance work is finished, find the order again in the list.
2. Select the order by checking the box.
3. Click the **Finish** button to mark the job as completed and update its status in the system.

Tips & Important Notes

- This module is a daily work tool for the maintenance or facilities team.

- It is important to update the status of each order by using the **Start** and **Finish** buttons to ensure the progress data in the system is always accurate.

- The cost recorded for each maintenance order can become the basis for journaling maintenance expenses in the accounting modules.

Depreciation

Module Guide: Asset Depreciation Process (Run Depreciation)

Module Location

Fixed Asset > Depreciation

Module Objective

The **Depreciation** module is the execution center for running the periodic (usually monthly) depreciation process for fixed assets. This page displays the automatic depreciation calculation for all depreciable assets and allows the user to post the depreciation journal to the General Ledger with a single click.

1. Main View (Depreciation Schedule)

The main page of this module is a list of all the company's fixed assets, which functions as a "command center" for the depreciation process.

View and Key Column Explanation

This page displays a list of all depreciable assets along with their monthly depreciation calculation.

- **Monthly Depreciation**: Shows the amount of depreciation expense that has been automatically calculated by the system and will be charged for this period.

- **Last Depreciation**: A status that indicates whether the depreciation for this period has already been run. The status "Not yet" (`Belum`) means the asset is ready to be depreciated.

- **Current Value**: Shows the book value of the asset before this month's depreciation is run.

2. Steps to Run the Monthly Depreciation Process

This process is usually performed at the end of every month as part of the closing process.

Step 1: Review the Calculation

At the end of the month, open the Depreciation module. Review the list of assets and the **Monthly Depreciation** values that have been automatically calculated by the system to ensure everything looks reasonable.

Step 2: Run the Process

Click the **[Run]** button in the bottom-left corner of the page.

Step 3: Confirm

The system will likely ask you to confirm the effective date for the depreciation journal (for example, the last day of the month). After you confirm, the process will run.

3. Process Results

After you click "Run" and confirm, the system will automatically perform two important actions:

1. **Create a General Journal**: The system will create a single, combined general journal to record the total depreciation expense for the period (Debit: Depreciation Expense, Credit: Accumulated Depreciation).

2. **Update Asset Values**: The system will update the book value (**Current Value**) of each asset in the asset register. The **Last Depreciation** status will also be updated.

Tips & Important Notes

- This process is usually performed only **once per month**.

- To ensure the calculation is accurate, make sure all new assets acquired within the month have been registered in the **Asset Register** module before running this process.

- This is one of the most important monthly accounting procedures to ensure that asset values and expenses are recorded correctly in the financial statements.

Asset Transaction

Module Guide: Asset Lifecycle Transactions

Module Location

Fixed Asset > Asset Transaction

Module Objective

The **Asset Transaction** module is used to record and process all significant events in an asset's lifecycle after its acquisition. This includes major transactions such as the **sale of an asset (disposal), asset write-off, revaluation, or the transfer of an asset** between departments.

1. Main View (Asset Transaction List)

The main page of this module displays a list of all asset lifecycle transactions that have been recorded.

View Explanation

This page is for viewing and managing all asset transactions.

- **Filters**: You can search for a specific document by **Document Number**, a date range, or **Transaction Type**.

- **Transaction List**: The table below will display all transactions that match the filters.

Button Functions

- **[New]**: The primary button to create a new asset transaction.

2. Steps to Record a Transaction (Example: Asset Disposal)

Let's use the most common example: selling or disposing of an asset.

Step 1: Create a New Transaction

From the Main View, click the **[New]** button to open the **Add Asset Transaction** form.

Step 2: Select the Transaction Type

On the form that appears, in the **Transaction Type** column, select the type of transaction to be performed. For this example, select **DisposalAsset**.

Step 3: Select the Asset to be Processed

1. In the **+ Asset List** table, click the **[+]** icon to add a row.
2. In the **Asset Code** column, find and select the asset that will be sold. The system will automatically fill in the asset's current book value in the **Current Value** column.

Step 4: Fill in Disposal Details (Important!)

1. In the **Selling Price** column, enter the price at which the asset was sold.
2. The system will automatically calculate the gain or loss from the sale in the **Gain** or **Loss** column (calculated from Selling Price - Current Value).

Step 5: Confirm the Transaction

After all data is filled in, click the **[Confirm]** button. This action will finalize the transaction, which will:

- Deactivate or remove the asset from the active asset list.
- Automatically create the complex accounting journal entry for the asset disposal.

Tips & Important Notes

- This module is an important accounting tool to ensure the asset lifecycle is correctly recorded from start to finish.
- Ensure you select the correct **Transaction Type** as it will determine the accounting treatment and the journal created by the system.
- The disposal process is a complex accounting process; this module greatly helps to simplify it.

Asset Transaction Inbox

Module Guide: Asset Transaction Inbox

Module Location

Fixed Asset > Asset Transaction > Asset Transaction Inbox

Module Objective

The **Asset Transaction Inbox** module serves as the approval center for all **Asset Transactions** (for example, the sale or write-off of an asset) that have been submitted. This module is used by a superior or an accounting manager to conduct a final review and provide approval before the asset lifecycle transaction is officially posted to the General Ledger.

1. Main View (Transaction List)

The main page of this module is an "inbox" that displays all asset transactions requiring your action.

View Explanation

This page provides a summary of all transactions that are awaiting approval.

- **Filters**: You can search for a specific document by **Document Number**, a date range (**Start Date / End Date**), or **Transaction Type**.

- **Transaction List**: The table below will display all transactions awaiting action, with columns such as **Document Number, Transaction Type, Transaction Date,** and **Approval**.

2. Approval Process Steps

The following is the standard workflow for an approver.

Step 1: Access the Inbox

Open the **Asset Transaction Inbox** module to see the list of transactions that require approval.

Step 2: Review the Transaction Details

Click on one of the rows in the table to open the detail view of that transaction. In the detail view, you can check all the information, such as which asset is being processed, the gain/loss calculation, and other accounting details.

Step 3: Provide Approval

After you review the transaction details in Step 2, you will find a button to provide final approval (e.g., an **"Approve"** button) **within that detail page**. Click the appropriate button to complete the review process.

Tips & Important Notes

- The approval process here is a **crucial control step** before a significant accounting journal (like an asset disposal journal) is posted to the system.
- Approving a transaction here will **formally finalize the process** (for example, the asset sale) and **trigger the creation of an automatic journal entry**.
- This module is typically used by a **Fixed Asset Accountant** or **Controller** as part of a monthly review process.

Void Asset Transaction

Module Guide: Void Asset Transaction

Module Location

Fixed Asset > Void Asset Transaction

Module Objective

The **Void Asset Transaction** module serves as a correction tool to **void** an asset lifecycle transaction (such as a sale or write-off) that has been incorrectly recorded in the **Asset Transaction** module. This process does not delete the data, but rather creates a **reversing journal** to neutralize the accounting impact of the original transaction and maintain the integrity of the **audit trail**.

1. Main View (Transaction List)

The main page of this module displays a list of active asset transactions that can be voided.

View Explanation & Filters

This page is for finding and selecting the transaction to be voided.

- **Filters**: You can search for a specific transaction by **Document Number**, a **Date** range, or **Transaction Type** (e.g., DisposalAsset).

- **Transaction List**: The table below will display all transactions that match the filters, which are ready to be voided.

Button Functions

- **[Void]**: The main action button to run the voiding process on a selected transaction.

2. Steps to Void an Asset Transaction

1. **Find the Transaction**: Use the available filters to find the asset transaction you wish to void.

2. **Select the Transaction**: Select the transaction to be voided by checking the box in the leftmost column of the corresponding row.

3. **Run the Voiding Process**: Click the **[Void]** button in the bottom-left section of the page. The system will likely ask for your confirmation before proceeding with the voiding process.

3. Process Results

After a transaction is voided, the system will:

1. Automatically create a **reversing journal** to neutralize the accounting impact of the original transaction.

2. **Reactivate** the asset that was previously deactivated (for example, because it was sold) in the asset register.

Tips & Important Notes

- The "Void" process does not delete data; this is the correct accounting practice for correcting errors.

- Ensure you have sufficient authorization before voiding a transaction, as this action will affect the asset records and the General Ledger.

- This module is an important control tool for the **Fixed Asset Accountant** to ensure data accuracy.

Transactional Journal

Report Module Guide: Fixed Asset Transaction Journal

Module Location

Fixed Asset > Transaction Journal

Module Objective

The **Transaction Journal** module within the Fixed Asset menu is the reporting center for viewing all accounting journal entries that specifically originate from activities related to fixed assets. This module allows accountants to review, trace, and verify all the financial impacts of the asset lifecycle.

1. Main View (Asset Transaction Report Center)

The main page of this module is an interactive report that displays all journal entries relevant to fixed assets.

Advanced Filter Functions

You can use various filters to search for specific transactions:

- **Date**: Specify a date range to see journals in a particular period.

- **Chart of Accounts**: Filter to see transactions that only affect a specific account (e.g., the Vehicle Asset account or the Machinery Accumulated Depreciation account).

- **Asset Tab**: When accessed from the Fixed Asset menu, this report will default to displaying asset-relevant transactions, which you can see on the **Asset** tab.

2. Types of Asset Transactions Displayed

This module will display all journal entries generated from activities in the Fixed Asset modules, such as:

- **Asset Acquisition Journal**: The journal created when a new asset is registered after a purchase.

- **Monthly Depreciation Journal**: The combined journal entry created when you run the Depreciation process at the end of each month.

- **Asset Disposal Journal**: The complex journal created when an asset is sold or written off via the **Asset Transaction** module.

3. Steps to Generate the Report

1. **Set Filters**: Use the available filters, such as the **Date** range, to screen for the journals you wish to see.

2. **Display Results**: Click the **[Search]** button. The results will appear in the table below.

3. **Export or Print**: Use the **[Export to MS Excel]** or **[Print]** buttons to generate a report output.

Tips & Important Notes

- This module is the most important **audit and traceability tool** for a Fixed Asset Accountant.

- Use this module to verify that the monthly depreciation journal or the asset disposal journal has been posted correctly to the appropriate accounts.

- This is a **read-only module** that summarizes all the accounting impacts of activities throughout the entire Fixed Asset module.

Asset List By Location

Report Module Guide: Asset List by Location

Module Location

Fixed Asset > Reports > Asset List by Location

Module Objective

The **Asset List by Location** module is used to generate a complete list of all company fixed assets, grouped by their location or responsible department. This report is crucial for the purposes of physical inventory counts (asset tagging), asset audits, and managing asset allocation throughout the company.

1. Report Parameters (Filter)

The main page of this module is a form containing various parameters to customize the report that will be generated.

Here is an explanation for each parameter:

- **Location Filter**:
  - Select **All Locations** to display all assets from all departments, or select **Selected Asset Location** to choose one or more specific departments/locations.
- **Acquisition Date**:
  - Specify the reference date ("as of" date) for the report. The system will display all assets acquired up to that date.

2. Steps to Generate the Report

Step 1: Set Report Parameters

Define the parameters you need, especially the location filter and the reference date.

Step 2: Generate the Report

After all parameters are set, click one of the two buttons at the bottom:

- **[Display Report]**: To preview the report directly on your screen.
- **[Export to MS Excel]**: To download the report data in an Excel file format.

3. Reading the Report (Report Content)

The generated report will be a structured list of assets, grouped by Department or location.

This report displays complete details for each asset, including:

- Asset Name
- Status
- Acquisition Date
- Acquisition Cost
- Current Balance (Book Value).

Tips & Important Notes

- Use this report as a **checklist** when conducting periodic physical inventory counts or **asset tagging**.
- This report is very useful for department managers to know which assets are their responsibility.
- The accuracy of this report depends on the correct **Department** or **Cost Center** being filled in when registering an asset in the **Asset List** module.

Spare Part Usage Report

Report Module Guide: Spare Part Usage Report

Module Location

Fixed Asset > Reports > Spare Part Usage Report

Module Objective

The **Spare Part Usage Report** module is used to generate a detailed report of all spare parts that have been used during asset maintenance activities. This report is crucial for tracking maintenance costs, analyzing spare part consumption patterns, and assisting in the management of spare part inventory.

1. Report Parameters (Filter)

The main page of this module is a form containing various parameters to customize the report that will be generated.

Here is an explanation for each parameter:

- **Date**:
    - Specify the maintenance date range in the **From** and **To** fields to see the spare part usage in that period.
- **Spare Part**:
    - Select **All** to see all spare parts that were used, or select **Select Spare Part** to focus on a usage report for one or

more specific items.

2. Steps to Generate the Report

Step 1: Set Report Parameters

Define the date range and the spare part filter that you need.

Step 2: Generate the Report

After all parameters are set, click one of the two buttons at the bottom:

- **[Display Report]**: To preview the spare part usage report directly on your screen.
- **[Export to MS Excel]**: To download the report data in an Excel file format.

3. Reading the Report (Report Content)

The generated report will be a detailed list of every instance of spare part usage within the selected period.

This report displays important details that link the spare part usage with its maintenance activity, such as:

- **Asset Name**: The asset that received the maintenance.
- **Maintenance Date**
- **Order Number**: The related Maintenance Work Order number.
- **Qty**: The quantity of spare parts used.

- **Cost**: The value of the spare parts used.

Tips & Important Notes

- This report is a recapitulation of the spare part data that was input in the **Asset Maintenance Order** module.

- Use this report to analyze **which assets most frequently require spare part replacement**, which can be an indicator for a major overhaul or even asset replacement.

- This is a very important report for the **Maintenance Manager** to control the budget and for the **Cost Accountant** for cost analysis.

Spare Part Usage Analysis

Report Module Guide: Spare Part Usage Analysis Report

Module Location

Fixed Asset > Reports > Spare Part Usage Analysis Report

Module Objective

The **Spare Part Usage Analysis Report** module is an advanced analysis tool used to analyze the patterns and frequency of spare part usage. Unlike a regular usage report that only lists what was used, this report helps to analyze how often replacements occur, the durability of spare parts, and to predict future maintenance needs.

1. Report Parameters (Filter)

The main page of this module is a form containing various parameters to focus your analysis.

Here is an explanation for each parameter:

- **Date**:
  - Specify the date range of the maintenance data to be analyzed.
- **Specific Filters**:

    - You can focus the analysis by selecting specific filters for **Spare Part, Asset, Supplier,** or **Maintenance Type**. Choose **All** for a general analysis or **Select...** for a targeted analysis.

2. Steps to Generate the Report

Step 1: Set Report Parameters

Define the date range and other relevant filters. For a good analysis, it is recommended to use a long date range (e.g., 6-12 months).

Step 2: Generate the Report

After all parameters are set, click one of the two buttons at the bottom:

- **[Display Report]**: To preview the analysis report directly on your screen.

- **[Export to MS Excel]**: To download the report data in an Excel file format.

3. Reading the Report (Report Content)

The generated report will be an analysis table that summarizes the performance and usage patterns of spare parts.

Pay attention to key analysis columns such as:

- **x times**: Shows how often (frequency) the spare part was replaced in the selected period and for the selected filters.

- **Durability (days)**: Calculates the average lifespan of the spare part (in days) from one replacement to the next.

- **Next Maintenance Date**: Predicts when the next maintenance will likely be needed based on historical durability data.

Tips & Important Notes

- This report is an analysis tool for shifting from reactive maintenance to **predictive maintenance**.

- The **Durability (days)** data is very useful for evaluating the quality of spare parts from different suppliers. If a spare part from Supplier A has a longer durability than one from Supplier B, this can be a basis for purchasing decisions.

- This is a highly strategic report for **Maintenance Managers** and **Reliability Engineers**.

Asset List By Group

Report Module Guide: Asset List by Group

Module Location

Fixed Asset > Reports > Asset List by Group

Module Objective

The **Asset List by Group** module is used to generate a complete list of all company fixed assets, organized and grouped by their category (e.g., Buildings & Improvements, Machinery, Office Equipment, Vehicles). This report is crucial for financial reporting purposes, especially in preparing schedules or notes to the financial statements related to fixed assets.

1. Report Parameters (Filter)

The main page of this module is a form containing various parameters to customize the report that will be generated.

Here is an explanation for each parameter:

- **Group Filter**:
  - Select **All Groups** to display all assets from all categories, or select **By Asset Group** to choose one or more specific groups you wish to see.
- **Currency**:
  - Set the currency preference for the report.

2. Steps to Generate the Report

Step 1: Set Report Parameters

Define the parameters you need, especially the asset group filter.

Step 2: Generate the Report

After all parameters are set, click one of the two buttons at the bottom:

- **[Display Report]**: To preview the report directly on your screen.
- **[Export to MS Excel]**: To download the report data in an Excel file format.

3. Reading the Report (Report Content)

The generated report will be a structured list of assets, grouped by their asset category, such as **BUILDING AND IMPROVEMENTS** and **MACHINERIES**.

This report displays complete details for each asset, including:

- Asset Name
- Status
- Acquisition Date
- Acquisition Cost
- Current Balance (Book Value).

Tips & Important Notes

- Use this report as an **attachment or schedule for Fixed Assets** for the official Financial Statements.

- This report helps in analyzing the **composition of the company's fixed assets** (for example, what is the total value of machinery compared to vehicles).

- The accuracy of this report depends on the correct **Asset Group** being selected when registering an asset in the **Asset List** module.

Asset List By Acquisition Period

Report Module Guide: Asset List by Acquisition Period

Module Location

Fixed Asset > Reports > Asset List by Acquisition Period

Module Objective

The **Asset List by Acquisition Period** module is used to generate a list of all fixed assets that were acquired (purchased or registered) within a specific date range. This report is often called an **"Asset Addition Report"** and is crucial for tracking **Capital Expenditure (CAPEX)** as well as for preparing the fixed asset mutation report.

1. Report Parameters (Filter)

The main page of this module is a form containing various parameters to customize the report that will be generated.

Here is an explanation for each parameter:

- **Acquisition Date**:
  - This is the primary filter. Specify the **From** and **To** date range to display all assets whose acquisition date falls within that period.
- **Group Filter**:

    - You can select **All Groups** or **By Asset Group** to filter the asset additions for specific categories only.

2. Steps to Generate the Report

Step 1: Set Report Parameters

Define the parameters you need, especially the **Acquisition Date** range.

Step 2: Generate the Report

After all parameters are set, click one of the two buttons at the bottom:

- **[Display Report]**: To preview the report directly on your screen.
- **[Export to MS Excel]**: To download the report data in an Excel file format.

3. Reading the Report (Report Content)

The generated report will be a list of all assets whose acquisition date is within the period you selected.

This report displays complete details of the newly added assets, including:

- Asset Group
- Acquisition Cost
- Acquisition Date

- Accumulated Depreciation (usually zero or a small amount for newly purchased assets)

- Book Value.

Tips & Important Notes

- Use this report every month, quarter, or year to monitor and summarize the company's **capital expenditure (CAPEX)**.

- This report is a key component for preparing a **"fixed asset mutation report" or "roll-forward schedule"**, which shows the beginning balance, additions, reductions, and ending balance of the total fixed asset value.

- This is a very important report for the **Controller and Accounting Manager** for financial reporting.

Asset List By Acquisition Date

Report Module Guide: Asset List by Acquisition Date

Module Location

Fixed Asset > Reports > Asset List by Acquisition Date

Module Objective

The **Asset List by Acquisition Date** module is used to generate a complete list of all company fixed assets, sorted chronologically and grouped by their acquisition year. This report format is ideal for analyzing the age profile of assets and for preparing fixed asset schedules in formal financial reporting.

1. Report Parameters (Filter)

The main page of this module is a form containing various parameters to customize the report that will be generated.

Here is an explanation for each parameter:

- **Location Filter**:
    - Select **All Locations** to display all assets, or **Selected Asset Location** to choose one or more specific departments/locations.
- **As of**:

    - This is the primary filter to define the report's reference date ("as of" date). The report will display all assets acquired up to this date.

2. Steps to Generate the Report

Step 1: Set Report Parameters

Define the parameters you need, especially the **As of** date.

Step 2: Generate the Report

After all parameters are set, click one of the two buttons at the bottom:

- **[Display Report]**: To preview the report directly on your screen.
- **[Export to MS Excel]**: To download the report data in an Excel file format.

3. Reading the Report (Report Content)

The generated report will be a complete asset list grouped by its acquisition year (e.g., 2017, 2018, 2021, etc.).

This report displays all important financial details for each asset, including:

- Acquisition Cost
- Accumulated Depreciation
- Book Value

- Remaining Useful Life.

Tips & Important Notes

- Use this report to prepare the **fixed asset schedule** that is attached to the Financial Statements. The grouping by year is very helpful in creating an asset mutation report (roll-forward schedule).

- This report provides insight into the **age profile of the company's assets** and can help in planning for future investment or asset replacement.

- This is a very important audit report for the **Fixed Asset Accountant and Controller**.

Asset Repot

Report Module Guide: Asset Report (Master Asset Register)

Module Location

Fixed Asset > Reports > Asset Report

Module Objective

The **Asset Report** module is used to generate the primary and most comprehensive report of all company fixed assets, often called the **Master Asset Register**. This report can display all assets based on their status (active, written-off, or sold) and presents a complete picture of the financial details of each asset as of a specific date.

1. Report Parameters (Filter)

The main page of this module is a form containing various parameters to customize the report that will be generated.

Here is an explanation for each parameter:

- **Group**:
    - Filter the report by **All Groups** or select **By Asset Group** for a specific category.
- **Asset Status**:

- This is a very important filter. Check the status of the assets you want to display in the report:
- **Active**: Assets that are still in use.
- **WrittenOff**: Assets that have been written off.
- **Sold**: Assets that have been sold.

- **As of**:
    - Specify the reference date ("as of" date) for the report's position. The report will display asset data as of this date.

2. Steps to Generate the Report

Step 1: Set Report Parameters

Define the parameters you need, especially checking the relevant **Asset Status** and specifying the **As of** date.

Step 2: Generate the Report

After all parameters are set, click one of the two buttons at the bottom:

- **[Display Report]**: To preview the asset register report directly on your screen.
- **[Export to MS Excel]**: To download the report data in an Excel file format.

3. Reading the Report (Report Content)

The generated report is the most complete list of assets, grouped by its asset category.

This report displays all the important details from the asset card, including:

- Asset Description
- Department
- Acquisition Date
- Asset Cost (Acquisition Cost)
- Monthly Depreciation
- Cost After Depreciation (Current Book Value).

Tips & Important Notes

- This is the **"master" report** for Fixed Assets. Use this report for **year-end audits** or to get the most complete asset data.
- By checking all the **Asset Status** boxes, you can generate an asset mutation report that shows active assets, plus assets that have been disposed of (sold/written-off) in the period.
- This is the main summary report that recapitulates all data from the **Asset Register** module.

Asset Depreciation Report

Report Module Guide: Asset Depreciation Report

Module Location

Fixed Asset > Reports > Asset Depreciation Report

Module Objective

The **Asset Depreciation Report** module is used to generate a report that summarizes the depreciation expense of fixed assets for a specific period. This report is used to review the results of the monthly depreciation process that has been run, as well as to analyze the allocation of depreciation expense per department or per asset group.

1. Report Parameters (Filter)

The main page of this module is a form containing various parameters to customize the report that will be generated.

Here is an explanation for each parameter:

- **Report Type**:
  - Select **By Period** to see the depreciation expense that occurred in the selected period.
- **Report Option**:

- Select **Summary** to see the total depreciation expense per group/department, or **Detail** to see the depreciation breakdown per asset.

- **Department**:

    - Filter the report to see the depreciation expense allocated to one or more specific departments.

- **Depreciation Period**:

    - Define the month and year of the depreciation period for which you want to see the report (e.g., "Up to: October 2025").

2. Steps to Generate the Report

Step 1: Set Report Parameters

Define the parameters you need, especially the **Depreciation Period** and the report's level of detail (**Summary** or **Detail**).

Step 2: Generate the Report

After the parameters are set, click the 'Display Report' or 'Export' button to generate the output.

3. Report Content (Conceptual)

Depending on your selection:

- **If you select 'Summary'**: The report will display the total depreciation expense, grouped, for example, by asset category or by department.

- **If you select 'Detail'**: The report will display a list of each asset with details on **Acquisition Cost, Accumulated Depreciation** to date, **Current Period Depreciation Expense**, and **Ending Book Value**.

Tips & Important Notes

- Use this report every month to **verify and document the depreciation journal** that has been posted by the system.

- This report is a recapitulation of the results of the process run in the transactional **Depreciation** module.

- This is an important report for the **Controller and Cost Accountant** for internal control and cost allocation purposes.

End Of Life Assets

Report Module Guide: Fully Depreciated Assets

Module Location

Fixed Asset > Reports > End of Life Assets

Module Objective

The **End of Life Assets** report module is used to generate a list of all fixed assets that have reached the end of their useful life (economic life) and are **fully depreciated** as of a specific date. This report is crucial for identifying which assets are due to be disposed of (sold or written off) and replaced.

1. Report Parameters (Filter)

The main page of this module is a form containing various parameters to customize the report that will be generated.

Here is an explanation for each parameter:

- **Group Filter**:
  - Select **All Groups** or **By Asset Group** to filter the report for a specific asset category.
- **As of**:
  - This is the primary filter to define the reference date. The report will display all assets whose useful life ends on or

before this date (e.g., October 31, 2025).

2. Steps to Generate the Report

Step 1: Set Report Parameters

Define the parameters you need, especially the **As of** date.

Step 2: Generate the Report

After all parameters are set, click one of the two buttons at the bottom:

- **[Display Report]**: To preview the report directly on your screen.

- **[Export to MS Excel]**: To download the report data in an Excel file format.

3. Reading the Report (Report Content)

The generated report will be a list of assets whose book value has reached its salvage value (or zero) and whose useful life has ended.

This report displays basic asset details such as **Asset Name, Acquisition Cost,** and **Acquisition Date** to make it easy to identify the assets that require follow-up.

Tips & Important Notes

- Use the list from this report as the basis for starting the **asset disposal process** (either sale or write-off) in the **Asset Transaction** module.

- This report is very important for future **capital expenditure (CAPEX) budget planning**, as it shows which assets are old and may need to be replaced.

- Running this report periodically (e.g., annually) helps to maintain a **clean and accurate** fixed asset register.

Asset Maintenance Report

Report Module Guide: Asset Maintenance Report

Module Location

Fixed Asset > Reports > Asset Maintenance Report

Module Objective

The **Asset Maintenance Report** module is used to generate a comprehensive historical report of all asset maintenance activities. This report is used to review completed maintenance jobs, analyze the service history per asset, and track the overall performance of the maintenance team.

1. Report Parameters (Filter)

The main page of this module is a form containing various parameters to filter and customize the report that will be generated.

Here is an explanation for each parameter:

- **Asset Maintenance Order Type**:
  - Filter the report by the origin of the work order, for example, whether it came from a planned **Schedule** or was a direct repair.
- **Period**:

    - Specify the time range for the maintenance history you wish to display.

- **Maintenance Type**:

    - Use this box to select one or more specific maintenance types for the report (e.g., only show Routine Maintenance or only Emergency Repairs).

2. Steps to Generate the Report

Step 1: Set Report Parameters

Define the parameters you need, such as the period and the type of maintenance to be analyzed.

Step 2: Generate the Report

After all parameters are set, click the **[Display Report]** button at the bottom.

3. Report Content (Conceptual)

The generated report will be a history list of all maintenance jobs that match the filters you have selected. The report will likely display details such as:

- The **Asset Name** that was maintained
- The **Maintenance Date**
- The **Maintenance Type**
- The **Technician's Name (PIC)**

- The **Cost of Spare Parts** used
- The **Work Results** or notes from the technician

Tips & Important Notes

- Use this report to build and review the **service history** for each asset.
- This report is a recapitulation of all data recorded in the **Asset Maintenance Order** module.
- Analysis from this report can help in identifying assets with **frequent breakdowns** and in optimizing future preventive maintenance schedules.
- This is a key report for the **Maintenance Manager** for evaluation and planning.

Maintenance Report Per Asset

Report Module Guide: Asset History Card

Module Location

Fixed Asset > Reports > Maintenance Report per Asset

Module Objective

The **Maintenance Report per Asset** module is used to generate a **"History Card"** or **service history card** for a single specific asset. This report provides a detailed, chronological record of all maintenance and repair activities ever performed on an asset, from the beginning until now.

1. Report Parameters (Filter)

The main page of this module is a form for selecting the asset whose history will be viewed.

Here is an explanation for each parameter:

- **Asset**:
    - This is the primary filter. Click and select one or more specific assets from the list whose history you wish to see.
- **From / To**:
    - Specify the date range for the maintenance history you wish to display. To see the entire history, select a very

long date range.

2. Steps to Generate the Report

Step 1: Set Report Parameters

Select the specific asset(s) you wish to check from the **Asset** list and define the time range.

Step 2: Generate the Report

After the parameters are set, click one of the two buttons at the bottom:

- **[Display Report]**: To preview the asset history card directly on your screen.
- **[Export to MS Excel]**: To download the report data in an Excel file format.

3. Reading the Report (Report Content)

The generated report is a "Machine History Card" or service card for the asset you have selected.

This report records each maintenance event chronologically, displaying important details such as:

- **Maintenance/Repair Date**
- **Activity**: A description of the work that was performed.
- **Repair Request No.**: The Work Order reference number.
- **Executor**: The technician or party who performed the work.

- **Result**: Notes on the outcome of the job.

Tips & Important Notes

- Use this report before performing a major repair to see the history of problems and solutions that have been applied to that asset.

- This report is crucial for **root cause analysis** on assets that experience frequent breakdowns.

- This report's data is pulled from all completed **Asset Maintenance Orders** for the selected asset. It is a vital report for **Maintenance Managers and Senior Technicians**.

Asset Usage Request Report

Report Module Guide: Asset Usage Request Report

Module Location

Fixed Asset > Reports > Asset Usage Request Report

Module Objective

The **Asset Usage Request Report** module is used to generate a historical report of all asset usage or borrowing requests that have been recorded in the system. This report is used to review who has used a specific asset, for what period, and to track special usage metrics like mileage for vehicles.

1. Report Parameters (Filter)

The main page of this module is a form containing various parameters to customize the report that will be generated.

Here is an explanation for each parameter:

- **Asset**:
  - Select **All** to see the usage history of all assets, or select **Selected** to focus on one or more specific assets.
- **From / To**:
  - Specify the date range for the requests you wish to see in the report (e.g., January 1, 2025, to October 9, 2025).

2. Steps to Generate the Report

Step 1: Set Report Parameters

Define the date range and the asset filter that you need.

Step 2: Generate the Report

After all parameters are set, click one of the two buttons at the bottom:

- **[Display Report]**: To preview the report directly on your screen.
- **[Export to MS Excel]**: To download the report data in an Excel file format.

3. Reading the Report (Report Content)

The generated report will be a history list of all asset usage requests that match your filters.

This report displays details such as:

- The **Asset Name** that was borrowed.
- The usage **period** (**From** and **To**).
- **Special Vehicle Columns**: Pay attention to the **KM Distance** and **Fuel** columns, which are specifically used to track vehicle usage.

Tips & Important Notes

- This report is a recapitulation of all data recorded in the **Asset Usage Request** module.

- Use this report to analyze the usage rate of **shared assets** to help with capacity planning or the addition of new assets in the future.

- This is a useful report for the **General Manager or Asset Custodian** to monitor the movement and usage of assets.

Asset Transaction Report

Report Module Guide: Asset Transaction Report (Lifecycle Events)

Module Location

Fixed Asset > Reports > Asset Transaction Report

Module Objective

The **Asset Transaction Report** module is used to generate a historical report of all major transactions that occur in an asset's lifecycle. This report summarizes all activities such as **asset sales, asset write-offs, and asset revaluations** that happened within a specific period.

1. Report Parameters (Filter)

The main page of this module is a form containing various parameters to customize the report that will be generated.

Here is an explanation for each parameter:

- **Report Type**:
    - This is the primary filter to select the specific transaction type you want to see, for example, only **Asset Sale** or **Write-off Asset**. Leave it as "All" to display all transaction types.
- **Asset**:

    - Select **All** to see the history of all assets, or **Selected** if you want to see the transaction history for one or more specific assets.

- **From / To**:

    - Specify the date range of the transactions you wish to see in the report.

2. Steps to Generate the Report

Step 1: Set Report Parameters

Define the date range and other filters you need to focus the report.

Step 2: Generate the Report

After all parameters are set, click one of the two buttons at the bottom:

- **[Display Report]**: To preview the report directly on your screen.

- **[Export to MS Excel]**: To download the report data in an Excel file format.

3. Reading the Report (Report Content)

The generated report will be a list of transactions grouped by their type, such as **Asset Sale, Write-off Asset,** and **Revalue Asset**.

This report displays important financial details from each transaction, including:

- **Current Value**: The book value of the asset at the time of the transaction.

- **Selling Price**: The asset's selling price (specifically for sale transactions).

- **Gain or Loss**: The gain or loss recognized from the sale transaction.

Tips & Important Notes

- This report is a recapitulation of all data recorded in the transactional **Asset Transaction** module.

- Use this report to prepare the "reductions" or "disposal" section in the **fixed asset roll-forward schedule** for Financial Statement purposes.

- This is a crucial audit report for verifying that all asset disposals have been recorded correctly.

Asset Status Report

Report Module Guide: Asset Status Report

Module Location

Fixed Asset > Reports > Asset Status Report

Module Objective

The **Asset Status Report** module is used to generate a simple report that displays a list of assets along with their current lifecycle status. This report provides a quick overview to know which assets are still active, which are inactive, or which have been disposed of from the asset register.

1. Report Parameters (Filter)

The main page of this module is a simple form for selecting the assets to be displayed.

- **Asset**:
  - Select **All** to display the status of all registered assets, or select **Selected** to check the status of one or more specific assets.

2. Steps to Generate the Report

Step 1: Set Report Parameters

Decide whether you want to see all assets or only selected assets.

Step 2: Generate the Report

After the parameters are set, click one of the two buttons at the bottom:

- **[Display Report]**: To preview the asset status report directly on your screen.
- **[Export to MS Excel]**: To download the report data in an Excel file format.

3. Reading the Report (Report Content)

The generated report is an informative and easy-to-read list of assets.

- **Key Column**: The main focus of this report is the **Asset Status** column. This column shows the current condition of each asset in the system, such as:
  - **Active**: The asset is still in use.
  - **INACTIVE**: The asset is no longer in use but is still on record.
  - **Asset Has Been Disposed**: The asset has been disposed of (sold or written off) from the register.

Tips & Important Notes

- Use this report to conduct a quick audit to ensure that the status of all assets in the system matches their physical condition.

- This report provides a concise overview that complements other, more detailed asset reports.

- This is a useful report for **Asset Managers and Internal Audit Teams**.

Asset Mutation Report

Report Module Guide: Asset Quantity Mutation

Module Location

Fixed Asset > Reports > Asset Mutation Report

Module Objective

The **Asset Mutation Report** module is used to generate a report that tracks the movement or mutation of fixed assets based on **quantity (number of units)**, not value. This report shows the beginning balance, additions, reductions, and ending balance of asset units, and is used as the primary tool for the physical reconciliation process or **stocktake** of assets.

1. View and How to Read the Report

The main page of this module is the quantity mutation report for all fixed assets.

Key Column Explanation

This report is read like a stock mutation report:

- **Beginning Balance**: The quantity (number of units) of the asset at the start of the period.
- **Additions**: The number of new asset units added (e.g., from purchases) during the period.

- **Reductions**: The number of asset units that were removed (e.g., because they were sold or written off) during the period.

- **Book Balance**: The quantity of the asset that should exist according to the system's records, calculated with the formula: **Beginning Balance + Additions - Reductions**.

- **Stocktake**: This column is used to input the results of the actual physical count of the asset in the field.

- **Difference**: The variance between the Book Balance and the Stocktake. A number in this column highlights any missing or excess assets.

2. Usage Steps

1. **Generate the Report**: Open the module to display the mutation report. You can use the Asset filter to search for a specific asset.

2. **Perform a Physical Count**: Use this report (printed or exported to Excel) as a checklist when conducting a physical count of assets in the field.

3. **Input Stocktake Results**: Enter the physical count results into the **Stocktake** column.

4. **Analyze the Difference**: Check the **Difference** column to identify assets with a mismatch between the system's records and the physical condition.

Tips & Important Notes

- The main focus of this report is **quantity (units)**, not value (price).

- Use this report as the primary tool when conducting a periodic **stocktake or physical inventory** of fixed assets (e.g., annually).

- Any significant difference must be investigated further. If an asset is proven to be lost, its write-off needs to be processed through the **Asset Transaction** module.

- This is a crucial **physical control report** for **Asset Managers and Internal Audit Teams**.

Asset ERP VS eFam

Report Module Guide: Asset ERP VS eFAM (Reconciliation Report)

Module Location

Fixed Asset > Reports > Asset ERP VS eFAM Report

Module Objective

The **Asset ERP VS eFAM Report** module is a specialized reconciliation tool. Its purpose is to generate a complete list of fixed assets recorded in the ERP system. This list is then used to be compared or matched with data from another system called "eFAM" (likely an external fixed asset management system) to ensure the data in both systems is synchronized and consistent.

1. Report Parameters (Filter)

The main page of this module is a simple form for selecting the assets to be displayed.

- **Asset**:
    - Select **All** to extract data for all assets, or select **Selected** to compare one or more specific assets.

2. Steps to Generate the Report

Step 1: Set Report Parameters

Decide whether you want to see all assets or only selected assets.

Step 2: Generate the Report

After the parameter is set, click the **[Display Report]** button.

3. Reading and Using the Report

The generated report is a complete list of fixed assets in the ERP system, formatted for comparison purposes.

Purpose of Use: This report is generally not for being read directly, but rather for being **exported to Excel**. The data from this Excel file is then compared with similar data exported from the eFAM system to find differences, such as:

- Assets that exist in the ERP but not in eFAM (or vice versa).
- Data differences for the same asset (e.g., a different serial number, acquisition date, or value).

Note that columns such as **eFAM Asset Code** and **eFAM Asset Name** indicate that this data is specifically intended to be matched with another system.

Tips & Important Notes

- This is a **technical reconciliation report**, not a financial report for analysis.
- The process of comparing the data in Excel (for example, using the **VLOOKUP** function) is the next step after you generate this report.
- The ultimate goal of using this report is to ensure that the asset registers in the ERP system and the eFAM system are **100% aligned**. This is a crucial task for maintaining asset

data integrity.