

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.
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