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.

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