



CloudSAMS USER MANUAL Financial Monitoring and Planning - Capital Asset Register (CAR)

(Document 27e)

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1 Module Overview

1.1 Introduction

1.1.1 Objective

The Capital Asset Register Module provides an effective tool for asset management. User-friendly functions are available for recording asset acquisitions, write-offs and transfers. The module incorporates adequate control on write-off and modifications to post-audited records. Flexibility in selecting records for generating register can facilitate users to perform the tasks of annual stock taking, asset management, etc.

The Capital Asset Register is used for recording all the Capital Asset, non-consumable and durable goods. The information of the asset may include asset voucher, asset value, quantity, location and Government Fund allocation. It also provides on-line enquiry on asset quantity and write-off details. Year end closing concept does not apply here and therefore, there is no Pre-Year End and Year End process in this Module.

The module allows users to maintain the Capital Asset Register. The function includes:

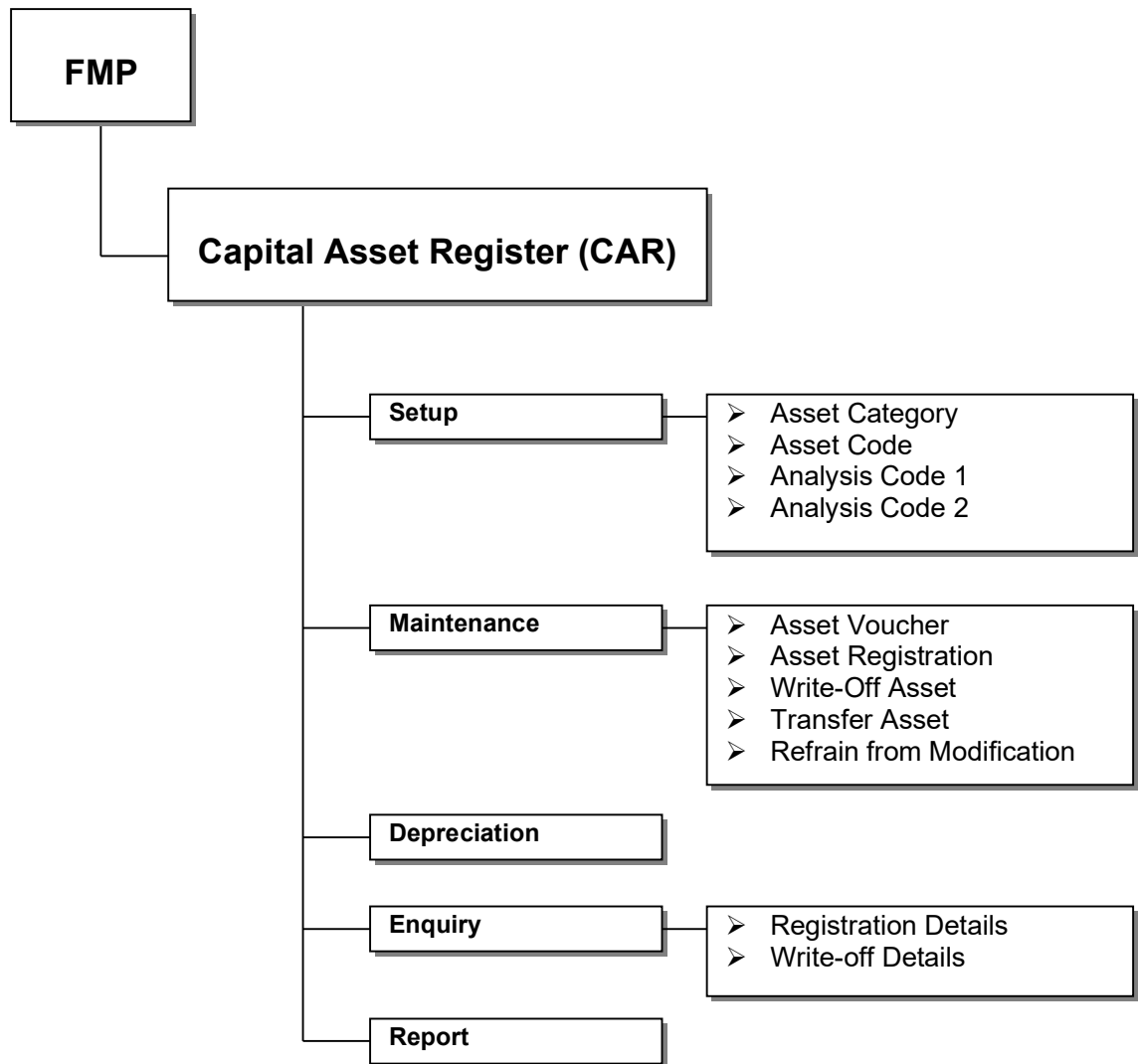
- Setup
 - o Asset Category
 - o Asset Code
 - o Analysis Code 1
 - o Analysis Code 2
- Maintenance
 - o Asset Voucher
 - o Asset Registration
 - o Write-off Asset
 - o Transfer Asset
 - o Refrain from Modification
- Depreciation
- Enquiry
- Report

The following are some of the features of Capital Asset Register Module:

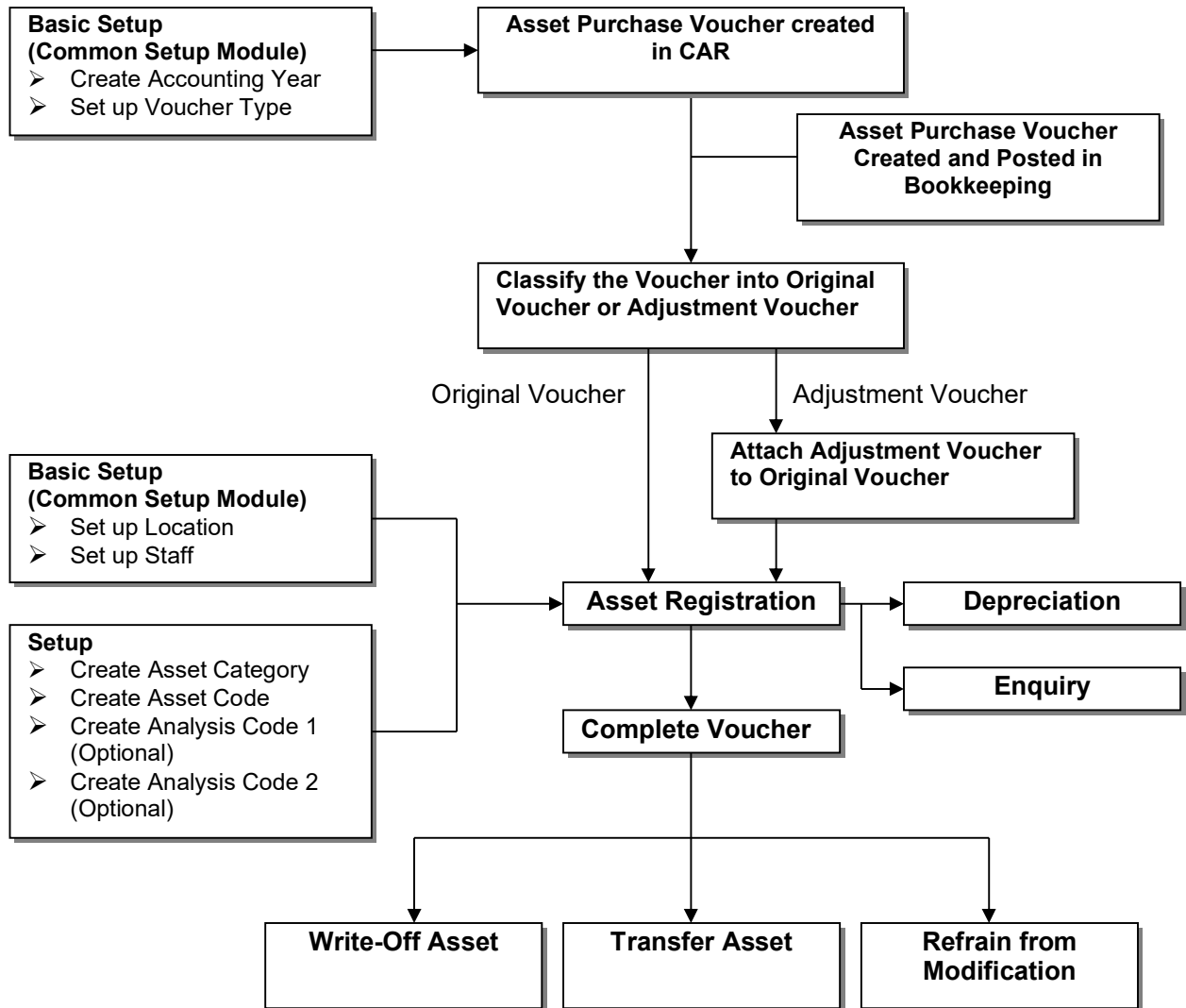
- a. Users may choose to use Capital Asset Register Module only or any other FMP modules.

- b. If users choose to use both Bookkeeping and Capital Asset Register Modules, asset vouchers created and posted in Bookkeeping Module will be transmitted to Capital Asset Register for filling in asset details. If users choose not to use Capital Asset Register Module, then all asset vouchers created in Bookkeeping Module will not be transmitted to Capital Asset Register Module upon posting the vouchers. Also, if users choose to set Capital Asset Register Module effective date later than that of Bookkeeping Module, then all asset vouchers created in Bookkeeping Module before the effective date will not be transmitted to Capital Asset Register Module upon posting the vouchers. No message will be displayed to remind users to fill in asset when posting such vouchers.
- c. Users can define their own asset category, asset code and analysis codes.
- d. Users can record purchased assets and donated assets, write-off assets and asset quantity on hand.
- e. Users can record location details and responsible officers of the assets.
- f. Transfer of asset from one location to another or from one responsible officer to another is allowed.
- g. The system provides function to capture depreciation information prepared by users off the system.
- h. Worksheets with breakdown by locations or responsible officers for stocktaking can be provided to users.

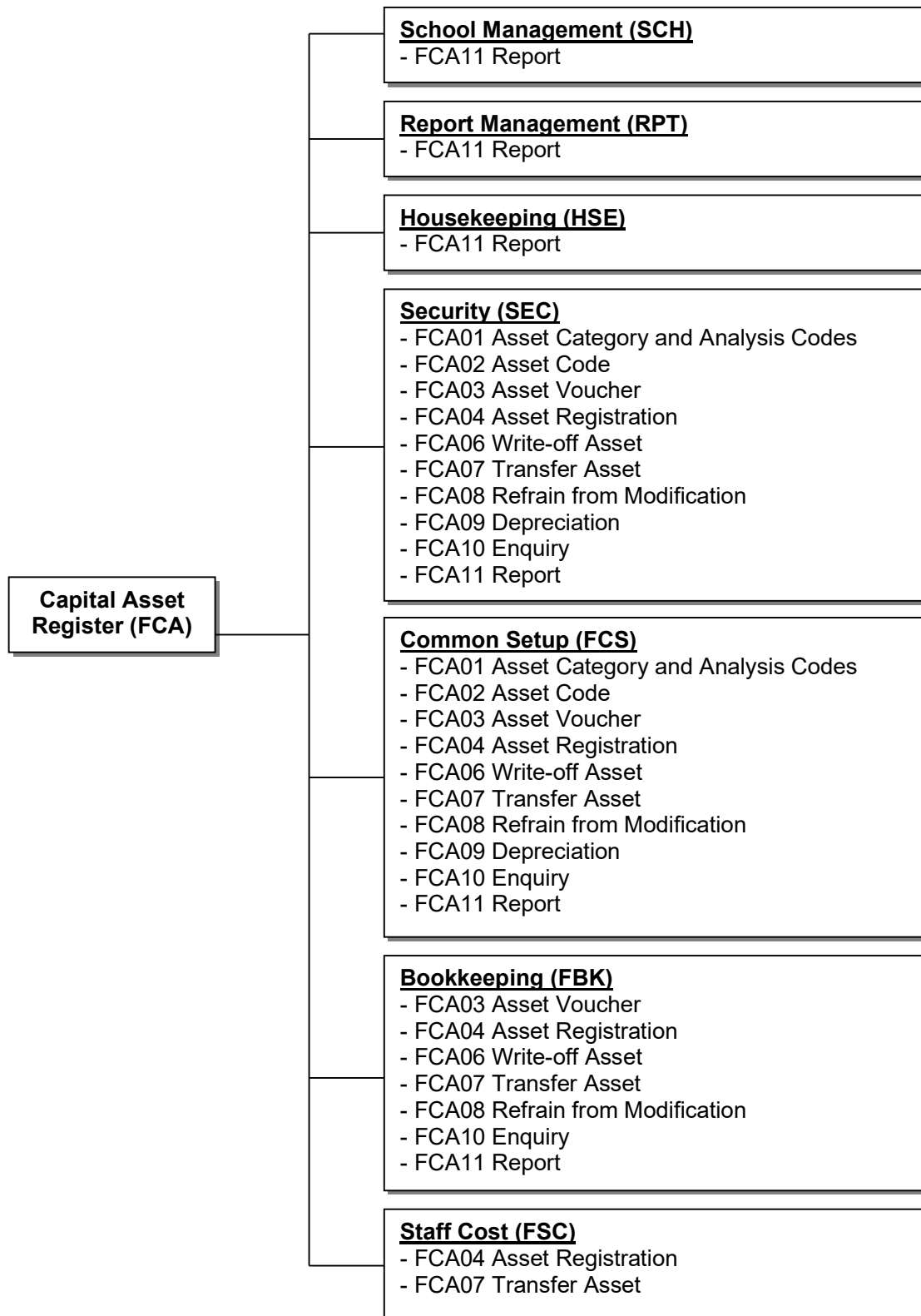
1.2 Function Chart



1.3 Flow Diagram



1.4 Interactions with other modules





FCA01 – Asset Category and Analysis Codes

- Security (SEC)
 - Check the users' access rights to allow users to add, edit, view or delete the asset category and analysis codes.
 - Insert audit trail.
- Common Setup (FCS)
 - Capital Asset Register Module is set to be effective in the School Accounting Information.



FCA02 – Asset Code

- Security (SEC)
 - Check the users' access rights to allow users to add, edit, view or delete the asset code.
 - Insert audit trail.
- Common Setup (FCS)
 - Capital Asset Register Module is set to be effective in the School Accounting Information.



FCA03 – Asset Voucher

- Security (SEC)
 - Check the users' access rights to allow users to add, edit, view or delete the voucher.
 - Insert audit trail.
- Common Setup (FCS)
 - Capital Asset Register Module is set to be effective in the School Accounting Information.
 - Capital Asset Register Payment Voucher Type must exist.
 - Accounting Year must exist.
- Bookkeeping (FBK)
 - Retrieve Capital Asset Register Payment Voucher.



FCA04 – Asset Registration

- Security (SEC)
 - Check the users' access rights to allow users to add, edit, view, delete the asset detail or complete the voucher.
 - Insert audit trail.
- Common Setup (FCS)
 - Capital Asset Register Module is set to be effective in the School Accounting Information.
 - Location record is updated.
- Bookkeeping (FBK)
 - Retrieve Capital Asset Register Payment Voucher.
- Staff Cost (FSC)
 - Staff master record is updated.



FCA06 – Write-off Asset

- Security (SEC)
 - Check the users' access rights to allow users to partial or batch write off assets and view or delete the write-off asset records.
 - Insert audit trail.
- Common Setup (FCS)

- Capital Asset Register Module is set to be effective in the School Accounting Information.
- Bookkeeping (FBK)
 - Retrieve Capital Asset Register Payment Voucher.



FCA07 – Transfer Asset

- Security (SEC)
 - Check the users' access rights to allow users to transfer assets.
 - Insert audit trail.
- Common Setup (FCS)
 - Capital Asset Register Module is set to be effective in the School Accounting Information.
 - Location record is updated.
- Bookkeeping (FBK)
 - Retrieve Capital Asset Register Payment Voucher.
- Staff Cost (FSC)
 - Staff master record is updated.



FCA08 – Refrain from Modification

- Security (SEC)
 - Check the users' access rights to allow users to perform refrain.
 - Insert audit trail.
- Common Setup (FCS)
 - Capital Asset Register Module is set to be effective in the School Accounting Information.
- Bookkeeping (FBK)
 - Retrieve Capital Asset Register Payment Voucher.



FCA09 – Depreciation

- Security (SEC)
 - Check the users' access rights to allow users to edit or view the depreciation records.
 - Insert audit trail.
- Common Setup (FCS)
 - Capital Asset Register Module is set to be effective in the School Accounting Information.



FCA10 – Enquiry

- Security (SEC)
 - Check the users' access rights to allow users to enquire the assets.
- Common Setup (FCS)
 - Capital Asset Register Module is set to be effective in the School Accounting Information.
- Bookkeeping (FBK)
 - Retrieve Capital Asset Register Payment Voucher.



FCA11 – Report

- Security (SEC)
 - Check the users' access rights to print a specific report.
- School Management (SCH)
 - Retrieve school name.
- Report Management (RPT)

- Retrieve report template.
- Housekeeping (HSE)
 - Get code description.
- Common Setup (FCS)
 - Capital Asset Register Module is set to be effective in the School Accounting Information.
- Bookkeeping (FBK)
 - Retrieve Capital Asset Register Payment Voucher.

2 Operation Procedures

2.1 Setup

2.1.1 Asset Category

Add Asset Category

Function Description

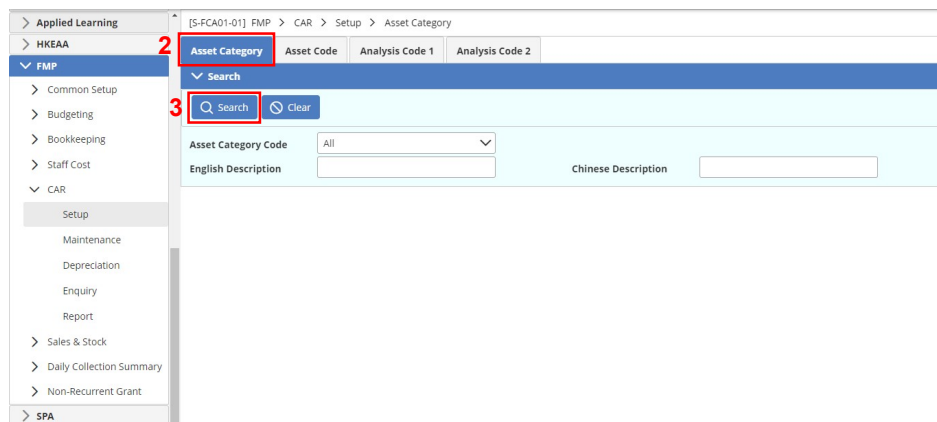
This function allows users to create a new asset category. An asset category is used to bundle a group of asset code records with similar nature or property. For example, it may have an asset category “Furniture”, which contains asset code records “Chair” and “Desk”. Every asset code will be categorized under an asset category to facilitate the filtering of asset code records when performing maintenance of Asset Registration. Besides, depreciation information is captured at category level of the assets.

Pre-requisites

1. Asset category record does not exist in the system.

User Procedures

1. Click **[FMP]** → **[CAR]** → **[Setup]** from the left menu.
2. Click **[Asset Category]** tab.
3. Enter the search criteria and click **[Search]** button to search for an asset category record.



4. A list of matched asset category records is shown.

[S-FCOA01-01] FMP > CAR > Setup > Asset Category

Asset Category | Asset Code | Analysis Code 1 | Analysis Code 2

Search

Asset Category Code: All

English Description: | Chinese Description: |

Save | Reset | **Add** | Delete

	Asset Category Code	English Description	Chinese Description	Effective Status
<input type="checkbox"/>	1	1	1	A I
<input type="checkbox"/>	3	3	3	A I
<input type="checkbox"/>	5	5	5	A I
<input type="checkbox"/>	AAA	123	321	A I
<input type="checkbox"/>	AIRCON	Air Conditioning Facilities	冷氣設備	A I
<input type="checkbox"/>	DEP	666	666	A I
<input type="checkbox"/>	ZZZ	ZZZ	設備設備	A I

Note(s):
 [1] A - Active, I - Inactive.

5. Click **[Add]** button. Users may enter one or more asset category information.
6. Fill in the information.

[S-FCOA01-01] FMP > CAR > Setup > Asset Category

Asset Category | Asset Code | Analysis Code 1 | Analysis Code 2

Search

Asset Category Code: All

English Description: | Chinese Description: |

Save | Reset | Add | Delete

	Asset Category Code	English Description	Chinese Description	Effective Status
<input type="checkbox"/>	1	1	1	A I
<input type="checkbox"/>	3	3	3	A I
<input type="checkbox"/>	5	5	5	A I
<input type="checkbox"/>	AAA	123	321	A I
<input type="checkbox"/>	AIRCON	Air Conditioning Facilities	冷氣設備	A I
<input type="checkbox"/>	DEP	666	666	A I
<input type="checkbox"/>	ZZZ	ZZZ	設備設備	A I
<input type="checkbox"/>				A I

Note(s):
 [1] A - Active, I - Inactive.

7. Click **[Save]** button.



Post-effects

1. When the **[Save]** button is clicked, the system will prompt for confirmation. Once confirmed, the system will validate the information and prompt for any invalid data or missing fields. When the system prompts “Record saved successfully”, the information of the new asset category is saved.

2. Users can select this Asset Category code in Asset Code, Asset Registration, Write-Off Asset, Transfer Asset, Depreciation and Report.



Notes

1. Asset Category Code, English Description and Chinese Description are mandatory fields and they are required to be entered.
2. By default, effective status of all newly created Asset Category Codes will be set to “Active”. Users may “Inactive” an Asset Category Code by the update function provided. (Please refer to Update Asset Category)
3. Asset Category Code with “Active” Effective Status will be available for selection in the pull down list box of Asset Category when adding / editing Asset Code.

Update Asset Category



Function Description

This function allows users to update an existing asset category. Users may change the description and effective status of the asset category. Updated description will appear on all the online screens and newly generated reports after the change. Change in effective status will be effective instantly. For example, after setting an asset category to “Inactive”, this asset category cannot be selected in all online functions except for data enquiry. Users may consider setting the effective status of asset category to “Inactive” if the asset category is no longer in use.



Pre-requisites

1. Asset category record must exist.



User Procedures

1. Click **[FMP]** → **[CAR]** → **[Setup]** from the left menu.
2. Click **[Asset Category]** tab.
3. Enter the search criteria and click **[Search]** button to search for an asset category record.

[S-PCA01-01] FMP > CAR > Setup > Asset Category

Asset Category Asset Code Analysis Code 1 Analysis Code 2

Search

Search Clear

Asset Category Code All

English Description Chinese Description

4. A list of matched asset category records is shown.

[S-FCOA01-01] FMP > CAR > Setup > Asset Category

Asset Category | Asset Code | Analysis Code 1 | Analysis Code 2

Search

Search Clear

Asset Category Code: All

English Description: Chinese Description:

Save Reset Add Delete

	Asset Category Code	English Description	Chinese Description	Effective Status
<input type="checkbox"/>	1	1	1	A I
<input type="checkbox"/>	3	3	3	A I
<input type="checkbox"/>	5	5	5	A I
<input type="checkbox"/>	AAA	123	321	A I
<input type="checkbox"/>	AIRCON	Air Conditioning Facilities	冷氣設備	A I
<input type="checkbox"/>	DEP	666	666	A I
<input type="checkbox"/>	ZZZ	ZZZ	設備設備	A I

Note(s):
[1] A - Active, I - Inactive.

- Update the information. Users are only allowed to update the English Description, Chinese Description and Effective Status (Active or Inactive).
- Click **[Save]** button.

[S-FCOA01-01] FMP > CAR > Setup > Asset Category

Asset Category | Asset Code | Analysis Code 1 | Analysis Code 2

Search

Search Clear

Asset Category Code: All

English Description: Chinese Description:

Save Reset Add Delete

	Asset Category Code	English Description	Chinese Description	Effective Status
<input type="checkbox"/>	1	1	1	A I
<input type="checkbox"/>	3	3	3	A I
<input type="checkbox"/>	5	5	5	A I
<input type="checkbox"/>	AAA	123	321	A I
<input type="checkbox"/>	AIRCON	Air Conditioning Facilities	冷氣設備	A I
<input type="checkbox"/>	DEP	666	666	A I
<input type="checkbox"/>	ZZZ	ZZZ	設備設備	A I

Note(s):
[1] A - Active, I - Inactive.

Post-effects

- When the **[Save]** button is clicked, the system will prompt for confirmation. Once confirmed, the system will validate the information and prompt for any invalid data or missing fields. When the system prompts “Record saved successfully”, the information of the asset category is saved with the updated details.


 Notes

1. Asset Category Code with “Active” effective status will be available for selection in the pull down list box of Asset Category when adding / editing Asset Code.

Delete asset category

 Function Description

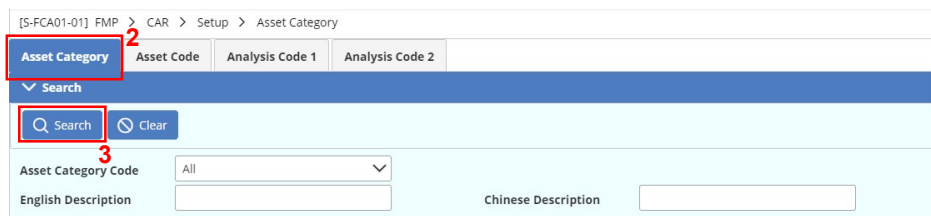
This function allows users to delete existing asset category records. However, if asset code records have been categorized under an asset category, users are not allowed to delete this asset category. Users may consider setting the effective status of the asset category to “Inactive” if the asset category is no longer in use.

 Pre-requisites

1. Asset Category record must exist.
2. No asset code record is categorized under the asset category.

 User Procedures

1. Click **[FMP]** → **[CAR]** → **[Setup]** from the left menu.
2. Click **[Asset Category]** tab.
3. Enter the search criteria and click **[Search]** button to search for asset category record.



4. A list of matched asset category records is shown.
5. Check the boxes in front of the **Asset Category Code** to be deleted. Users can select one or more asset category records to be deleted at the same time.

[S-PCA01-01] FMP > CAR > Setup > Asset Category

Asset Category | Asset Code | Analysis Code 1 | Analysis Code 2

Search

Search Clear

Asset Category Code: All

English Description: Chinese Description:

Save Reset Add Delete **6**

	Asset Category Code	English Description	Chinese Description	Effective Status
<input type="checkbox"/>	1	1	1	A I
<input type="checkbox"/>	3	3	3	A I
<input checked="" type="checkbox"/>	5	5	5	A I
<input type="checkbox"/>	AAA	123	321	A I
<input type="checkbox"/>	AIRCON	Air Conditioning Facilities	冷氣設備	A I
<input type="checkbox"/>	DEP	666	666	A I
<input type="checkbox"/>	ZZZ	ZZZ	設備設備	A I

5 Note(s):
[1] A - Active, I - Inactive.

6. Click **[Delete]** button and confirm the operation.



Post-effects

- To delete existing Asset Category Code(s), users can select one or more asset categories from the search result list and click the **[Delete]** button. The system will check to ensure that there is no asset code record categorized under the selected Asset Category Code(s) and prompt for confirmation. Once confirmed, the system will delete the selected Asset Category Code(s) from the list.



Notes

- Deletion of the asset category is not allowed if any asset code with this asset category code exists. An error message will be prompted and the “Delete” action will be aborted.

2.1.2 Asset Code

Add Asset Code

Function Description

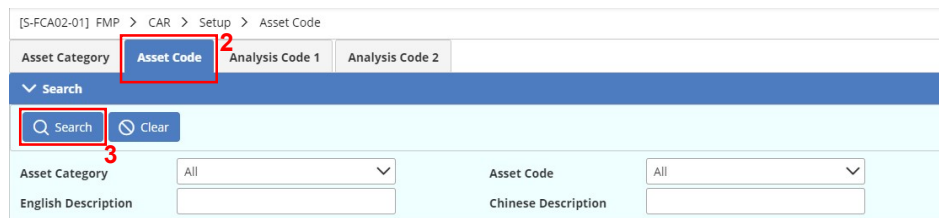
This function allows users to create a new asset code. An asset code is an asset item, which will be categorized under an asset category for asset management. For example, it may have an asset code “Chair”, which is categorized under “Furniture” asset category. Asset code is required to identify the asset item when filling in Asset Registration.

Pre-requisites

1. Asset Code does not exist in the system.
2. Asset Category codes have been set up.

User Procedures

1. Click **[FMP]** → **[CAR]** → **[Setup]** from the left menu.
2. Click **[Asset Code]** tab.
3. Enter the search criteria and click **[Search]** button to search for asset code records.



[S-FCA02-01] FMP > CAR > Setup > Asset Code

Asset Category **Asset Code** Analysis Code 1 Analysis Code 2

Search

Search Clear

Asset Category All Asset Code All

English Description Chinese Description

4. A list of matched asset code records is shown.

[S-FCA02-01] FMP > CAR > Setup > Asset Code

Asset Category | **Asset Code** | Analysis Code 1 | Analysis Code 2

Search

Search [Clear]

Asset Category: All | Asset Code: All

English Description: | Chinese Description: |

Save | Reset | **+ Add** | Delete

<input type="checkbox"/>	Asset Code	English Description	Chinese Description	Asset Category	Effective Status
<input type="checkbox"/>	1	1	1	1 - 1	A I
<input type="checkbox"/>	3	3	3	AAA - 123	A I
<input type="checkbox"/>	5	5	5	5 - 5	A I
<input type="checkbox"/>	6	6	6	AAA - 123	A I
<input type="checkbox"/>	666	666	666	DEP - 666	A I
<input type="checkbox"/>	7	8	7	ZZZ - ZZZ	A I
<input type="checkbox"/>	AIRCON01	DAIKIN Air-conditioner	大金冷氣機	1 - 1	A I
<input type="checkbox"/>	TEST	test	test	AAA - 123	A I
<input type="checkbox"/>	Z1	555	555	AIRCON - Air Conditioning Facilities	A I

Note(s):
 [1] A - Active, I - Inactive.

- Click **[Add]** button to add a new asset code.
- Fill in the information and select the Asset Category Code.

[S-FCA02-01] FMP > CAR > Setup > Asset Code

Asset Category | **Asset Code** | Analysis Code 1 | Analysis Code 2

Search

Search [Clear]

Asset Category: All | Asset Code: All

English Description: | Chinese Description: |

Save | Reset | + Add | Delete

<input type="checkbox"/>	Asset Code	English Description	Chinese Description	Asset Category	Effective Status
<input type="checkbox"/>	1	1	1	1 - 1	A I
<input type="checkbox"/>	3	3	3	AAA - 123	A I
<input type="checkbox"/>	5	5	5	5 - 5	A I
<input type="checkbox"/>	6	6	6	AAA - 123	A I
<input type="checkbox"/>	666	666	666	DEP - 666	A I
<input type="checkbox"/>	7	8	7	ZZZ - ZZZ	A I
<input type="checkbox"/>	AIRCON01	DAIKIN Air-conditioner	大金冷氣機	1 - 1	A I
<input type="checkbox"/>	TEST	test	test	AAA - 123	A I
<input type="checkbox"/>	Z1	555	555	AIRCON - Air Conditioning Facilities	A I
<input type="checkbox"/>				1 - 1	A I

Note(s):
 [1] A - Active, I - Inactive.

- Click **[Save]** button.

 Post-effects

1. When the **[Save]** button is clicked, the system will prompt for confirmation. Once confirmed, the system will validate the information and prompt for any invalid data or missing fields. When the system prompts “Record saved successfully”, the information of the new asset code is saved.
2. This newly added asset code will appear in Asset Registration screen.


 Notes

1. Asset Code, English Description, Chinese Description, Asset Category and Effective Status are mandatory fields and they are required to be entered.
2. Asset Code with “Active” effective status will be available for selection in the selection box of Asset Code when adding / editing Asset Registration.

Update Asset Code

 Function Description

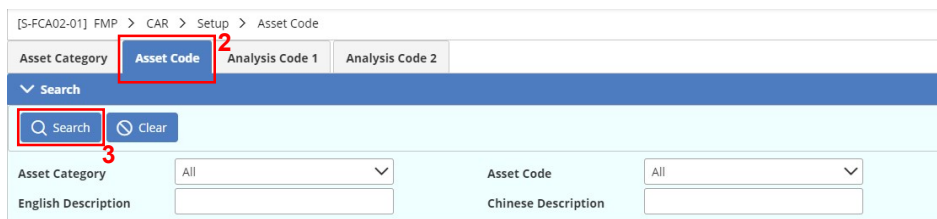
This function allows users to update an existing asset code. Users may change asset code information and effective status. Updated information will appear on all the online screens and newly generated reports after the change. Change in effective status will be effective instantly. For example, after setting an asset code to “Inactive”, this asset code cannot be selected in all online functions except for data enquiry. Users may consider setting the effective status of asset code to “Inactive” if the asset code is no longer in use.

 Pre-requisites

1. Asset Code record must exist.

 User Procedures

1. Click **[FMP]** → **[CAR]** → **[Setup]** from the left menu.
2. Click **[Asset Code]** tab.
3. Enter the search criteria and click **[Search]** button to search for asset code records.



4. A list of matched asset code records is shown.

[S-PCA02-01] FMP > CAR > Setup > Asset Code

Asset Category | **Asset Code** | Analysis Code 1 | Analysis Code 2

Search

Search [X] Clear

Asset Category: All | Asset Code: All

English Description: | Chinese Description: |

Save | Reset | Add | Delete

	Asset Code	English Description	Chinese Description	Asset Category	Effective Status
<input type="checkbox"/>	1	1	1	1 - 1	A I
<input type="checkbox"/>	3	3	3	AAA - 123	A I
<input type="checkbox"/>	5	5	5	5 - 5	A I
<input type="checkbox"/>	6	6	6	AAA - 123	A I
<input type="checkbox"/>	666	666	666	DEP - 666	A I
<input type="checkbox"/>	7	8	7	ZZZ - ZZZ	A I
<input type="checkbox"/>	AIRCON01	DAIKIN Air-conditioner	大金冷氣機	1 - 1	A I
<input type="checkbox"/>	TEST	test	test	AAA - 123	A I
<input type="checkbox"/>	Z1	555	555	AIRCON - Air Conditioning Facilities	A I

Note(s):
 [1] A - Active, I - Inactive.

5. Update the information.

[S-PCA02-01] FMP > CAR > Setup > Asset Code

Asset Category | **Asset Code** | Analysis Code 1 | Analysis Code 2

Search

Search [X] Clear

Asset Category: All | Asset Code: All

English Description: | Chinese Description: |

Save | Reset | Add | Delete

	Asset Code	English Description	Chinese Description	Asset Category	Effective Status
<input type="checkbox"/>	1	1	1	1 - 1	A I
<input type="checkbox"/>	3	3	3	AAA - 123	A I
<input type="checkbox"/>	5	5	5	5 - 5	A I
<input type="checkbox"/>	6	6	6	AAA - 123	A I
<input type="checkbox"/>	666	666	666	DEP - 666	A I
<input type="checkbox"/>	7	8	7	ZZZ - ZZZ	A I
<input type="checkbox"/>	AIRCON01	DAIKIN Air-conditioner	大金冷氣機	1 - 1	A I
<input type="checkbox"/>	TEST	test	test	AAA - 123	A I
<input type="checkbox"/>	Z1	555	555	AIRCON - Air Conditioning Facilities	A I

Note(s):
 [1] A - Active, I - Inactive.

6. Click **[Save]** button.

 Post-effects

1. When the **[Save]** button is clicked, the system will prompt for confirmation. Once confirmed, the system will validate the information and prompt for any invalid data or missing fields. When the system prompts “Record saved

successfully”, the information of the asset codes is saved with the updated details.

2. If the effective status of an asset code is updated to “Inactive”, then that asset code will not be displayed in the selection box of asset code.

Notes

1. Asset Code with “Active” effective status will be available for selection in the selection box of Asset Code when adding / editing Asset Registration.

Delete Asset Code

Function Description

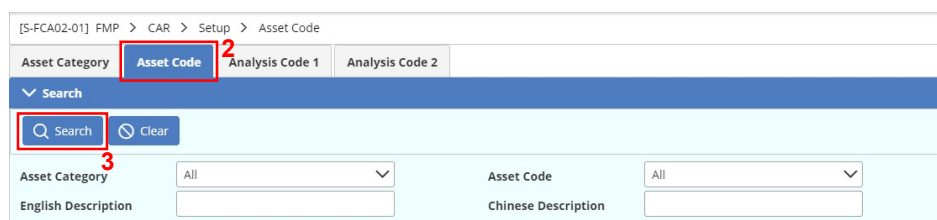
This function allows users to delete existing asset codes. However, users are not allowed to delete an asset code with asset registration or write-off details. Users may consider setting the effective status of asset code to “Inactive” if the asset code is no longer in use.

Pre-requisites

1. Asset Code record must exist.
2. Asset code selected for deletion is not involved in any asset registration or write-off details.

User Procedures

1. Click **[FMP]** → **[CAR]** → **[Setup]** from the left menu.
2. Click **[Asset Code]** tab.
3. Enter the search criteria and click **[Search]** button to search for asset code records.



4. A list of matched asset code records is shown.
5. Check the boxes in front of the **Asset Code** to be deleted. Users can select one or more asset code records to be deleted at the same time.
6. Click **[Delete]** button and confirm the operation.

[S-PCA02-01] FMP > CAR > Setup > Asset Code

Asset Category | Asset Code | Analysis Code 1 | Analysis Code 2

Search

Search Clear

Asset Category: All | Asset Code: All

English Description: | Chinese Description: |

Save Reset Add Delete **6**

<input type="checkbox"/>	Asset Code	English Description	Chinese Description	Asset Category	Effective Status
<input type="checkbox"/>	1	1	1	1 - 1	A I
<input type="checkbox"/>	3	3	3	AAA - 123	A I
<input checked="" type="checkbox"/>	5	5	5	5 - 5	A I
<input type="checkbox"/>	6	6	6	AAA - 123	A I
<input type="checkbox"/>	666	666	666	DEP - 666	A I
<input type="checkbox"/>	7	8	7	ZZZ - ZZZ	A I
<input type="checkbox"/>	AIRCON01	DAIKIN Air-conditioner	大金冷氣機	1 - 1	A I
<input type="checkbox"/>	TEST	test	test	AAA - 123	A I
<input type="checkbox"/>	Z1	555	555	AIRCON - Air Conditioning Facilities	A I

Note(s): **5**
 [1] A - Active, I - Inactive.

 Post-effects

1. To delete existing Asset Code(s), users can select one or more asset codes from the search result list and click the **Delete** button. The system will check to ensure that there are no asset registration and write-off activities with the selected Asset Code(s) and then prompt for confirmation. Once confirmed, the system will delete the selected Asset Code(s) from the list.

 Notes

1. Deletion of the Asset Code is not allowed if any Asset Registration Details and write-off activities with this Asset Code exists. An error message will be prompted and the “Delete” action will be aborted.

2.1.3 Analysis Code 1

Add Analysis Code 1

Function Description

This function allows users to create a new analysis code 1. An analysis code is used to characterize asset code records and facilitate users to narrow the searching criteria in all online enquiry and reports. Analysis code 1 is an optional asset information. Users can group assets into different analysis code 1 to shortlist the asset records in the search screens and report criteria screens. E.g. if it is always required to print report according to levels, users can define all the levels in this function, e.g. Primary 6. Then in the asset registration screen, users can choose “Primary 6” as the analysis code 1 for those assets related to Primary 6 Level. Later, when setting print criteria in reports or retrieving data in enquiry screens, users can shortlist those assets related to “Primary 6” level by choosing Analysis Code 1 as “Primary 6”.

Pre-requisites

1. Asset Code 1 does not exist in the system.

User Procedures

1. Click **[FMP]** → **[CAR]** → **[Setup]** from the left menu.
2. Click **[Analysis Code 1]** tab.
3. Enter the search criteria and click **[Search]** button to search for analysis code 1 records.

4. A list of matched analysis code 1 records is shown.

	Analysis Code 1	English Description	Chinese Description	Effective Status
<input type="checkbox"/>	1	test345	test3451	A I
<input type="checkbox"/>	2	2	2	A I
<input type="checkbox"/>	AIRCON001	Aircon Style 1	冷氣機1	A I

Notes:
 [1] A - Active, I - Inactive.

- Click **[Add]** button. Users may enter one or more analysis code information.

[S-PCA01-05] FMP > CAR > Setup > Analysis Code 1

Asset Category | Asset Code | **Analysis Code 1** | Analysis Code 2

Search

Search [X] Clear [X]

Analysis Code 1: All [v]
English Description: [] Chinese Description: []

Save [X] Reset [X] **+ Add [X]** Delete [X]

	Analysis Code 1	English Description	Chinese Description	Effective Status
<input type="checkbox"/>	1	test345	test3451	A I
<input type="checkbox"/>	2	2	2	A I
<input type="checkbox"/>	AIRCON001	Aircon Style 1	冷氣機1	A I

Note(s):
[1] A - Active, I - Inactive.

- Fill in the information.
- Click **[Save]** button.

[S-PCA01-05] FMP > CAR > Setup > Analysis Code 1

Asset Category | Asset Code | **Analysis Code 1** | Analysis Code 2

Search

Search [X] Clear [X]

Analysis Code 1: All [v]
English Description: [] Chinese Description: []

Save [X] Reset [X] + Add [X] Delete [X]

	Analysis Code 1	English Description	Chinese Description	Effective Status
<input type="checkbox"/>	1	test345	test3451	A I
<input type="checkbox"/>	2	2	2	A I
<input type="checkbox"/>	AIRCON001	Aircon Style 1	冷氣機1	A I
<input type="checkbox"/>	[]	[]	[]	A I

Note(s):
[1] A - Active, I - Inactive.

Post-effects

- When the **[Save]** button is clicked, the system will prompt for confirmation. Once confirmed, the system will validate the information and prompt for any invalid data or missing fields. When the system prompts “Record saved successfully”, the information of the new Analysis Code 1 is saved.
- This Analysis Code 1 will appear in the Asset Registration, Write-Off Asset, Transfer Asset and Report screen.

Notes

- Analysis Code 1, English Description, Chinese Description and Effective Status are mandatory fields and they are required to be entered.

2. Analysis Code 1 with “Active” effective status will be available for selection in the selection box of Analysis Code 1 when adding / editing Asset Registration.
3. Analysis Code 1 is an optional field when filling asset items of Asset Registration. Users may choose “N/A”, which means “Not Applicable”, if analysis code 1 is not to be used.

Update Analysis Code 1



Function Description

This function allows users to update an existing analysis code 1. Users may change the description and effective status of the analysis code 1. Updated description will appear on all the online screens and newly generated reports after the change. Change in effective status will be effective instantly. For example, after setting an analysis code 1 to “Inactive”, this analysis code 1 cannot be selected in all online functions except for data enquiry. Users may consider setting the effective status of analysis code to “Inactive” if the code is no longer in use.



Pre-requisites

1. Analysis Code 1 records must exist.



User Procedures

1. Click **[FMP]** → **[CAR]** → **[Setup]** from the left menu.
2. Click **[Analysis Code 1]** tab.
3. Enter the search criteria and click **[Search]** button to search for analysis code 1 records.

[S-FCA01-05] FMP > CAR > Setup > Analysis Code 1

Asset Category | Asset Code | **Analysis Code 1** | Analysis Code 2

Search

Search Clear

Analysis Code 1: All

English Description:

Chinese Description:

4. A list of matched analysis code 1 records is shown.

[S-FCOA01-05] FMP > CAR > Setup > Analysis Code 1

Asset Category | Asset Code | **Analysis Code 1** | Analysis Code 2

Search

Search Clear

Analysis Code 1: All

English Description: Chinese Description:

Save Reset Add Delete

	Analysis Code 1	English Description	Chinese Description	Effective Status
<input type="checkbox"/>	1	test345	test3451	A I
<input type="checkbox"/>	2	2	2	A I
<input type="checkbox"/>	AIRCON001	Aircon Style 1	冷氣機1	A I

Note(s):
[1] A - Active, I - Inactive.

5. Update the information.

[S-FCOA01-05] FMP > CAR > Setup > Analysis Code 1

Asset Category | Asset Code | **Analysis Code 1** | Analysis Code 2

Search

Search Clear

Analysis Code 1: All

English Description: Chinese Description:

Save Reset Add Delete

	Analysis Code 1	English Description	Chinese Description	Effective Status
<input type="checkbox"/>	1	test345	test3451	A I
<input type="checkbox"/>	2	2	2	A I
<input type="checkbox"/>	AIRCON001	Aircon Style 1	冷氣機1	A I

Note(s):
[1] A - Active, I - Inactive.

6. Click **[Save]** button.



Post-effects

- When **[Save]** button is clicked, the system will prompt for confirmation. Once confirmed, the system will validate the information and prompt for any invalid data or missing fields. When the system prompts “Record saved successfully”, the information of the Analysis Code 1 is saved with the updated details.



Notes

- English Description, Chinese Description and Effective Status are mandatory fields and they are needed to be entered.
- Analysis Code 1 with “Active” Effective Status will be available for selection in the selection box of Analysis Code 1 when adding / editing Asset Registration.

Delete Analysis Code 1



Function Description

This function allows users to delete an existing analysis code 1. However, users are not allowed to delete an analysis code 1 if any asset code with this analysis code 1 exists in Asset Registration. Users may consider setting the effective status of analysis code 1 to “Inactive” if the code is no longer in use.



Pre-requisites

1. Analysis Code 1 must exist in the system.



User Procedures

1. Click **[FMP]** → **[CAR]** → **[Setup]** from the left menu.
2. Click **[Analysis Code 1]** tab.
3. Enter the search criteria and click **[Search]** button to search for analysis code 1 records.

4. A list of matched analysis code 1 records is shown.
5. Check the boxes in front of the **Analysis Code 1** to be deleted. Users can select one or more records to be deleted at the same time.
6. Click **[Delete]** button.

	Analysis Code 1	English Description	Chinese Description	Effective Status
<input type="checkbox"/>	1	test345	test3451	A I
<input checked="" type="checkbox"/>	2	2	2	A I
<input type="checkbox"/>	AIRCON001	Aircon Style 1	冷氣機1	A I

Notes: 5
 [1] A - Active, I - Inactive.



Post-effects

1. To delete existing analysis code 1, users can select one or more codes from the search result list and click the **[Delete]** button. The system will check to ensure that there are no asset registration records with the selected analysis

code 1 and prompt for confirmation. Once confirmed, the system will delete the selected analysis code 1 from the list.



Notes

1. Deletion of the analysis code 1 is not allowed if any asset registration with this analysis code 1 exists. An error message will be prompted and the "Delete" action will be aborted.

2.1.4 Analysis Code 2

Add Analysis Code 2



Function Description

This function allows users to create another analysis code. An analysis code is used to characterize asset code records and facilitate users to narrow the searching criteria in all online enquiry and reports. Analysis code 2 is an optional asset information. Users can group assets into different analysis code 2 to shortlist the asset records in the search screens and report criteria screens. E.g. if it is always required to print report according to school subjects, besides according to levels which have been already defined under analysis code 1, users can define school subjects as analysis code 2 in this function, e.g. Art. Then in the asset registration screen, users can choose “Art” as the analysis code 2 for those assets related to Art subject. Later, when setting print criteria in reports or retrieving data in enquiry screens, users can shortlist those assets related to “Art” subject by choosing Analysis Code 2 as “Art”.



Pre-requisites

1. Asset Code 2 does not exist in the system.



User Procedures

1. Click **[FMP]** → **[CAR]** → **[Setup]** from the left menu.
2. Click **[Analysis Code 2]** tab.
3. Enter the search criteria and click **[Search]** button to search for analysis code 2 records.

[S-FCA01-09] FMP > CAR > Setup > Analysis Code 2

Asset Category Asset Code Analysis Code 1 **Analysis Code 2** 2

Search

Search Clear

Analysis Code 2 3 All

English Description Chinese Description

4. A list of matched analysis code 2 records is shown.

[S-FCOA01-09] FMP > CAR > Setup > Analysis Code 2

Asset Category | Asset Code | Analysis Code 1 | Analysis Code 2

Search

Search Clear

Analysis Code 2: All

English Description: Chinese Description:

Save Reset **Add** Delete

	Analysis Code 2	English Description	Chinese Description	Effective Status
<input type="checkbox"/>	4444	4444t	4444t	A I
<input type="checkbox"/>	5	54	54	A I
<input type="checkbox"/>	TEST	test	test	A I

Note(s):
[1] A - Active, I - Inactive.

5. Click **[Add]** button. Users may enter one or more analysis code information.
6. Fill in the information.
7. Click **[Save]** button.

[S-FCOA01-09] FMP > CAR > Setup > Analysis Code 2

Asset Category | Asset Code | Analysis Code 1 | Analysis Code 2

Search

Search Clear

Analysis Code 2: All

English Description: Chinese Description:

Save Reset Add Delete

	Analysis Code 2	English Description	Chinese Description	Effective Status
<input type="checkbox"/>	4444	4444t	4444t	A I
<input type="checkbox"/>	5	54	54	A I
<input type="checkbox"/>	TEST	test	test	A I
<input type="checkbox"/>				A I

Note(s):
[1] A - Active, I - Inactive.

Post-effects

1. When the **[Save]** button is clicked, the system will prompt for confirmation. Once confirmed, the system will validate the information and prompt for any invalid data or missing fields. When the system prompts “Record saved successfully”, the information of the new Analysis Code 2 is saved.
2. This Analysis Code 2 will appear in the Asset Registration, Write-Off Asset, Transfer Asset and Report screen.

Notes

1. Analysis Code 2, English Description, Chinese Description and Effective Status are mandatory fields and they are required to be entered.

2. Analysis Code 2 with “Active” effective status will be available for selection in the selection box of Analysis Code 2 when adding / editing Asset Registration.
3. Analysis Code 2 is an optional field when filling asset items of Asset Registration. Users may choose “N/A”, which means “Not Applicable”, if analysis code 2 is not to be used.

Update Analysis Code 2



Function Description

This function allows users to update an existing analysis code 2. Users may change the description and effective status of the analysis code 2. Updated description will appear on all the online screens and newly generated reports after the change. Change in effective status will be effective instantly. For example, after setting an analysis code 2 to “Inactive”, this analysis code 2 cannot be selected in all online functions except for data enquiry. Users may consider setting the effective status of analysis code to “Inactive” if the code is no longer in use.



Pre-requisites

1. Analysis code 2 records must exist.



User Procedures

1. Click **[FMP]** → **[CAR]** → **[Setup]** from the left menu.
2. Click **[Analysis Code 2]** tab.
3. Enter the search criteria and click **[Search]** button to search for analysis code 2 records.

[S-FCA01-09] FMP > CAR > Setup > Analysis Code 2

Asset Category Asset Code Analysis Code 1 **Analysis Code 2**

Search

Search Clear

Analysis Code 2 All

English Description Chinese Description

4. A list of matched analysis code 2 records is shown.

[S-FCOA01-09] FMP > CAR > Setup > Analysis Code 2

Asset Category | Asset Code | Analysis Code 1 | Analysis Code 2

Search

Search Clear

Analysis Code 2: All

English Description: Chinese Description:

Save Reset Add Delete

	Analysis Code 2	English Description	Chinese Description	Effective Status
<input type="checkbox"/>	4444	4444t	4444t	A I
<input type="checkbox"/>	5	54	54	A I
<input type="checkbox"/>	TEST	test	test	A I

Note(s):
 [1] A - Active, I - Inactive.

4

5. Update the information.

[S-FCOA01-09] FMP > CAR > Setup > Analysis Code 2

Asset Category | Asset Code | Analysis Code 1 | Analysis Code 2

Search

Search Clear

Analysis Code 2: All

English Description: Chinese Description:

Save Reset Add Delete

	Analysis Code 2	English Description	Chinese Description	Effective Status
<input type="checkbox"/>	4444	4444t	4444t	A I
<input type="checkbox"/>	5	54	54	A I
<input type="checkbox"/>	TEST	test	test	A I

Note(s):
 [1] A - Active, I - Inactive.

5

6. Click **[Save]** button.



Post-effects

- When **[Save]** button is clicked, the system will prompt for confirmation. Once confirmed, the system will validate the information and prompt for any invalid data or missing fields. When the system prompts “Record saved successfully”, the information of the Analysis Code 2 is saved with the updated details.




Notes

- English Description, Chinese Description and Effective Status are mandatory fields and they are required to be entered.
- Analysis Code 2 with “Active” effective status will be available for selection in the selection box of Analysis Code 2 when adding / editing Asset Registration.

Delete Analysis Code 2

 Function Description

This function allows users to delete an existing analysis code 2. However, users are not allowed to delete an analysis code 2 if any asset code with this analysis code 2 exists in Asset Registration. Users may consider setting the effective status of analysis code 2 to “Inactive” if the code is no longer in use.

 Pre-requisites

1. Analysis Code 2 must exist in the system.

 User Procedures

1. Click **[FMP]** → **[CAR]** → **[Setup]** from the left menu.
2. Click **[Analysis Code 2]** tab.
3. Enter the search criteria and click **[Search]** button to search for analysis code 2 records.

4. A list of matched analysis code 2 records is shown.
5. Check the boxes in front of the **Analysis Code 2** to be deleted. Users can select one or more records to be deleted at the same time.
6. Click **[Delete]** button.

	Analysis Code 2	English Description	Chinese Description	Effective Status [1]
<input checked="" type="checkbox"/>	4444	4444t	4444t	A I
<input type="checkbox"/>	5	54	54	A I
<input type="checkbox"/>	TEST	test	test	A I

Note(s):
 [1] A - Active, I - Inactive.

 Post-effects

1. To delete existing analysis code 2, users can select one or more codes from the search result list and click the **[Delete]** button. The system will check to ensure that there are no asset registration records with the selected analysis code 2 and prompt for confirmation. Once confirmed, the system will delete the selected analysis code 2 from the list.

 Notes

1. Deletion of the analysis code 2 is not allowed if any asset registration with this analysis code 2 exists. An error message will be prompted and the “Delete” action will be aborted.

2.2 Maintenance

2.2.1 Asset Voucher

Add Asset Voucher



Function Description

This function allows users to create a new asset voucher in any one of the opened accounting years in Capital Asset Module. Asset voucher created under Capital Asset Module contains Accounting Year, Accounting Month, Voucher Type, Voucher No., Voucher Date, Voucher Particulars, Quotation/Tender Number and Voucher Amount. Voucher created in Capital Asset Module cannot be retrieved in Bookkeeping Module and voucher posting is not required since no account detail is captured in the voucher. Depending on the setup of the selected voucher type, user can either manually input voucher number or adopt the system auto-generate number.

Alternatively, users may create an asset voucher in Bookkeeping Module. Users can choose to create asset voucher under Capital Asset Register Payment Voucher (please refer to Common Setup for Voucher Type Maintenance details). Capital Asset Register Payment Voucher created in Bookkeeping Module can be retrieved in Capital Asset functions after the voucher has been posted. The voucher will then be transmitted to Capital Asset Module for filling in Asset Registration. If Bookkeeping Module is not in use, users should create all asset vouchers in Capital Asset Module.



Pre-requisites

1. Voucher with the same voucher number does not exist in the system.
2. Accounting Year has been created in Common Setup Module.
3. Voucher type has been set up in Common Setup Module.
4. The Voucher Type (CA) Capital Asset Purchase Voucher is a pre-load voucher type.



User Procedures

1. Click **[FMP]** → **[CAR]** → **[Maintenance]** from the left menu.
2. Click **[Asset Voucher]** tab.
3. Click **[Add]** button.

4. Select the accounting year, accounting month, and voucher type, then fill in the information including voucher no., voucher date, voucher particulars, Quotation/Tender Number and voucher amount.

If the selected voucher type has been set to use system auto-generate voucher number, “Auto” will appear in the voucher number textbox by default. There is a total of 13 digits for the auto-generate voucher number, (e.g. CA03/01-00001 where “03/01” represents January 2003, and “00001” represents that it is the first voucher of accounting year 2002/2003. The system will automatically go to 00002 for the second voucher of accounting year 2002/2003 under the same voucher type. When creating a new voucher of the next year, system will create a new set of sequence number and prior years' sequence number will be retained. Please refer to Common Setup – Voucher Type Maintenance for details). Users can use the auto-generate number or they can enter their own voucher number by overwriting the word “Auto”.

If auto-generate voucher number option has not been selected: -

- a. Voucher number must be unique throughout the system. Please ensure the same voucher number will not be repeated for other vouchers in future.
 - b. If the same voucher is to be repeated annually, users may consider to put the year in the first four digits of the voucher number, for example YYYYNNNNNN (value: 2003VOU001) where YYYY represents the “Year” and NNNNNN represents the “Voucher No.”. There are 10 digits for users to manually input the voucher number.
 - c. If the same voucher is to be paid monthly, users may consider to put the year and month in the first six digits of the voucher number, for example YYYYMMNNNN (value: 200301V001) where YYYY represents the “Year”, MM represents the “Month” and NNNN represents the “Voucher No.”. There are 10 digits for users to manually input the voucher number.
 - d. Voucher Prefix will be added in front of the voucher number input by users. Upon saving of voucher, the number of digits will become 12 because 2 digits of voucher prefix are added by the system (e.g. CA2003VOU001 or CA200301V001).
5. Click **[Save]** button, or
 6. Click **[Back]** button to go back to the search screen without saving.

[S-FCAO3-03] FMP > CAR > Maintenance > Asset Voucher

Asset Voucher | Asset Registration | Write-off Asset | Transfer Asset | Refrain from Modification

5 Save | Reset | Back 6

Add Capital Asset Purchase Voucher

Accounting Year: 2019/2020

Accounting Month: 09

Voucher Type: (CA) Capital asset purchase voucher

Voucher No.^{[1][2]}: AUTO

Voucher Date (DD/MM/YYYY): 30/09/2019

Voucher Particulars:

Quotation/Tender Number:

Voucher Amount: \$ 0.00

Note(s):
 [1] Format of auto generated voucher number: <Voucher Type Prefix>YY/MM -<system sequence no.>
 [2] Voucher number must be unique throughout the system. If auto generated voucher number option has not been selected, please ensure that the same voucher number will not be duplicated in future.

Post-effects

1. When the **[Save]** button is clicked, the system will prompt for confirmation. Once confirmed, the system will validate the information and prompt for any invalid data or missing fields. When the system prompts "Record saved successfully", the information of the new asset voucher is saved.
2. The newly added voucher will be treated as incomplete unclassified asset voucher with outstanding Asset Registration to be entered in Capital Asset Module.

Notes

1. Accounting Year, Accounting Month, Voucher Type, Voucher No., Voucher Date, Voucher Particulars and Voucher Amount are mandatory fields and they are required to be entered.
2. Voucher date must fall within the selected Accounting Year and Accounting Month.
3. No accounting information is required when creating voucher in Capital Asset Module. Such voucher is not required to be posted.
4. Status of newly created asset voucher will be set to "Incomplete" and grouped under "Unclassified" (i.e. not yet classified as Original / Adjustment Voucher). Users should fill in Asset Registration subsequently.

Update Asset Voucher

Function Description

This function allows users to amend the Voucher Date, Voucher Particulars, Quotation / Tender Number and Voucher Amount of an incomplete unclassified purchase voucher created in Capital Asset Module. Users can update the asset voucher only if the voucher is in "Incomplete" status.

Pre-requisites

1. The purchase voucher created in Capital Asset Module must exist in the system.
2. The asset voucher is in the status of “Incomplete”.
3. Update of asset voucher created in Bookkeeping Module is not allowed.
4. Voucher date is not earlier than freeze date. Otherwise, the voucher records will be in display mode. No modification is allowed.



User Procedures

1. Click **[FMP]** → **[CAR]** → **[Maintenance]** from the left menu.
2. Click **[Asset Voucher]** tab.
3. Enter the search criteria. Either **Voucher Date** or **Voucher Number** must be entered for searching vouchers. Click **[Search]** button to search for voucher records.
4. After clicked **[Yes]** button for **Search Voucher(s) with Quotation/Tender Number Only**, user may input the quotation / tender number range to search the selected vouchers with quotation/tender number.

[S-FCOA03-01] FMP > CAR > Maintenance > Asset Voucher

2 **Asset Voucher** Asset Registration Write-off Asset Transfer Asset Refrain from Modification

3 **Search Capital Asset Purchase Voucher**

Search Clear + Add

Voucher Date From DD/MM/YYYY Voucher Date To DD/MM/YYYY

Voucher No. From Voucher No. To

Search Voucher(s) with Quotation/Tender Number Only Yes No

Quotation/Tender Number From Quotation/Tender Number To

Asset Category All Asset Code All

5. A list of matched voucher records is shown. Click **Voucher No.** hyperlink to view / edit a voucher record.

[S-FCOA03-01] FMP > CAR > Maintenance > Asset Voucher

Asset Voucher Asset Registration Write-off Asset Transfer Asset Refrain from Modification

Search Capital Asset Purchase Voucher

Search Clear + Add

Voucher Date From 01/01/2019 Voucher Date To 01/01/2020

Voucher No. From Voucher No. To

Search Voucher(s) with Quotation/Tender Number Only Yes No

Quotation/Tender Number From Quotation/Tender Number To

Asset Category All Asset Code All

Delete

<< 1 of 1 >> Display 10 records / page

Voucher No.	Original Voucher No.	Voucher Date (DD/MM/YYYY)	Voucher Particulars	Voucher Amount \$	Total Entered Amount \$	Source	Complete Status
CA00008	-	01/09/2019	testing	0.00	0.00	CAR	Y N
CA19/09-00001	-	30/09/2019	test123	1,000.00	1,000.00	CAR	Y N
CA19/09-00005	-	30/09/2019	testing	0.00	0.00	CAR	Y N
CA19/09-00007	-	30/09/2019	test	10.00	0.00	CAR	Y N
CA19/11-00006	-	30/11/2019	5	5,000.00	5,000.00	CAR	Y N

6. Update the voucher details. Users can update the voucher date, voucher particulars, quotation/tender number and voucher amount.
7. Click **[Save]** button.

Post-effects

1. When the **[Save]** button is clicked, the system will prompt for confirmation. Once confirmed, the system will validate the information and prompt for any invalid data or missing fields. When the system prompts "Record updated successfully", the information of the asset voucher is saved with the updated details.

Notes

1. For voucher created under CAR module, users can change the voucher date, particulars, quotation/tender number and amount. For posted voucher created under Bookkeeping Module, users cannot change any information.
2. Voucher Date, Voucher Particulars and Voucher Amount are mandatory fields and they are required to be entered.
3. Voucher Date must fall within the selected Accounting Year and Accounting Month.
4. The voucher date should be after the freeze date (i.e. the date refrain from modification)
5. Voucher information will be shown as display mode if
 - a. the voucher is created under Bookkeeping Module, or
 - b. the voucher has been registered with assets
6. Updating is not allowed on any of the above-mentioned vouchers.

Delete Asset Voucher

Function Description

This function allows users to delete unclassified purchase vouchers created in Capital Asset Module.

Pre-requisites

1. Voucher records exist in the system.

2. Vouchers are created in CAR Module, but not Bookkeeping Module.
3. Voucher grouping of the voucher is unclassified with incomplete voucher status.
4. Voucher date is not earlier than freeze date.



User Procedures

1. Click **[FMP]** → **[CAR]** → **[Maintenance]** from the left menu.
2. Click **[Asset Voucher]** tab.
3. Enter the search criteria and click **[Search]** button to search for voucher records.
4. After clicked **[Yes]** button for **Search Voucher(s) with Quotation/Tender Number Only**, user may input the quotation / tender number range to search the selected vouchers with quotation/tender number.

5. A list of matched voucher records is shown. Check the boxes in front of **Voucher No.** to be deleted.
6. Click **[Delete]** button.

<input type="checkbox"/>	Voucher No. ☺	Original Voucher No. ☺	Voucher Date (DD/MM/YYYY) ☺	Voucher Particulars ☺	Voucher Amount \$ ☺	Total Entered Amount \$ ☺	Source ☺	Complete Status ☺
<input type="checkbox"/>	CA00008	-	01/09/2019	testing	0.00	0.00	CAR	<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/>	CA19/09-00001	-	30/09/2019	test123	1,000.00	1,000.00	CAR	<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/>	CA19/09-00005	-	30/09/2019	testing	0.00	0.00	CAR	<input type="checkbox"/> Y <input type="checkbox"/> N
<input checked="" type="checkbox"/>	CA19/09-00007	-	30/09/2019	test	10.00	0.00	CAR	<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/>	CA19/11-00006	-	30/11/2019	5	5,000.00	5,000.00	CAR	<input type="checkbox"/> Y <input type="checkbox"/> N

 Post-effects

1. The record will be deleted. The deleted Voucher No. cannot be re-used. Users can print the list of deleted voucher from the List of Deleted Vouchers Report (R-FCA018-E).


 Notes

1. The selection box in front of the voucher no. will be disabled under the following conditions and no deletion is allowed:
 - a. This voucher is created in Bookkeeping Module.
 - b. The voucher grouping of this voucher is “Original” or “Adjustment”.
 - c. The voucher date of this voucher is before the freeze date.
2. Please note that voucher number cannot be re-used even if the voucher has been deleted.

Set Completed Voucher as Incomplete Voucher

 Function Description

Users are not allowed to update Asset Registration Details of a completed asset voucher. This function allows users to set a “Completed” voucher to “Incomplete” for revising the Asset Registration. By setting a completed asset voucher to “Incomplete”, users may revise the Asset Registration Details of the voucher again. However, if the asset has been written off, the corresponding voucher cannot be set to “Incomplete” again.

 Pre-requisites

1. The voucher must be either (i) a completed unclassified voucher, (ii) a completed original voucher without adjustment voucher being attached, or (iii) the last completed adjustment voucher of an original voucher.
2. Assets registered with the voucher have not been written off.

 User Procedures

1. Click **[FMP]** → **[CAR]** → **[Maintenance]** from the left menu.
2. Click **[Asset Voucher]** tab.
3. Enter the search criteria and click **[Search]** button to search for voucher records.
4. After clicked **[Yes]** button for **Search Voucher(s) with Quotation/Tender Number Only**, user may input the quotation / tender number range to search the selected vouchers with quotation/tender number.

[S-FA03-01] FMP > CAR > Maintenance > Asset Voucher

2 **Asset Voucher** Asset Registration Write-off Asset Transfer Asset Refrain from Modification

3 Search Capital Asset Purchase Voucher

Search Clear + Add

Voucher Date From DD/MM/YYYY Voucher Date To DD/MM/YYYY

Voucher No. From Voucher No. To

Search Voucher(s) with Quotation/Tender Number Only Yes No

Quotation/Tender Number From Quotation/Tender Number To

Asset Category All Asset Code All

5. A list of matched voucher records is shown. Click **Voucher No.** hyperlink to view / edit voucher detail.

[S-FA03-01] FMP > CAR > Maintenance > Asset Voucher

Asset Voucher Asset Registration Write-off Asset Transfer Asset Refrain from Modification

Search Capital Asset Purchase Voucher

Search Clear + Add

Voucher Date From 01/01/2019 Voucher Date To 01/01/2020

Voucher No. From Voucher No. To

Search Voucher(s) with Quotation/Tender Number Only Yes No

Quotation/Tender Number From Quotation/Tender Number To

Asset Category All Asset Code All

Delete

<< 1 of 1 >> Display 10 records / page

Voucher No.	Original Voucher No.	Voucher Date (DD/MM/YYYY)	Voucher Particulars	Voucher Amount \$	Total Entered Amount \$	Source	Complete Status
CA00008	-	01/09/2019	testing	0.00	0.00	CAR	Y N
CA19/09-00001	-	30/09/2019	test123	1,000.00	1,000.00	CAR	Y N
CA19/09-00005	-	30/09/2019	testing	0.00	0.00	CAR	Y N
CA19/09-00007	-	30/09/2019	test	10.00	0.00	CAR	Y N
CA19/11-00006	-	30/11/2019	5	5,000.00	5,000.00	CAR	Y N

6. Click **[No]** button in **Completed**.

[S-FA03-04] FMP > CAR > Maintenance > Asset Voucher

Asset Voucher Asset Registration Write-off Asset Transfer Asset Refrain from Modification

7 Save Reset **8** Back

Update Capital Asset Purchase Voucher

Accounting Year and Month 09/2019

Voucher Type Capital asset purchase voucher (CA)

Voucher No. CA19/09-00007

Voucher Date 30/09/2019

Voucher Particulars test

Quotation/Tender Number

Voucher Amount \$ 10.00

Completed Yes **6** No

7. Click **[Save]** button to save the incomplete status, or
8. Click **[Back]** button to go back to the search screen without saving.



Post-effects

1. The system prompts “Record updated successfully”. The voucher completion status will change to “Incomplete”. Then users can amend the voucher information in Asset Registration.
2. The asset registered under this voucher will no longer show in Write-off Asset and Transfer Asset screens whereas this voucher will reappear in Asset Registration screen.



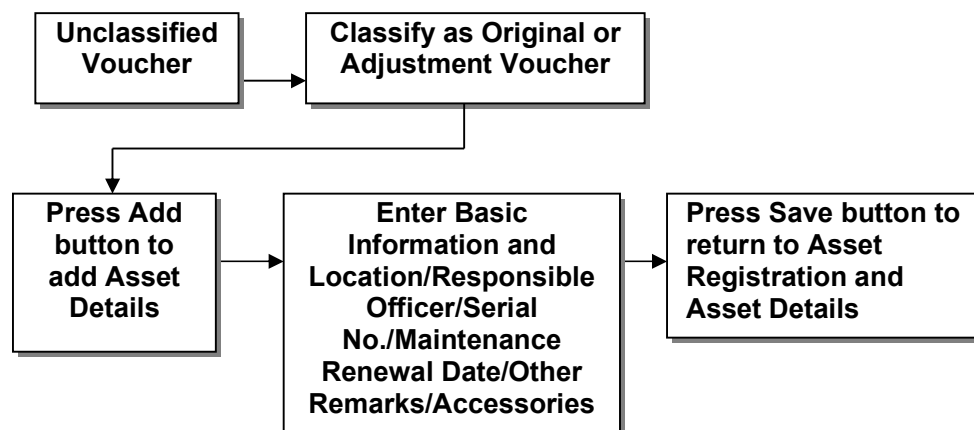
Notes

1. If users want to set a voucher with written off assets in “Incomplete” status, error message will be prompted out.
2. If users want to set an original voucher in “Incomplete” status, that original voucher should not attach with any adjustment voucher.

2.2.2 Asset Registration

The asset registration is used for recording all the capital asset, non-consumable and durable goods. The registration includes 2 parts - basic and detail registration information. The basic information includes asset category code, asset code, analysis code 1, analysis code 2, registered date, quantity, entered amount, government fund and remarks. The detail information includes location, responsible officer, quantity, location remarks, serial no., maintenance renewal date and other remarks / accessories. All asset registration is started from a voucher. Therefore, if users want to register an asset, they should have created a voucher in CAR Module or Bookkeeping Module. Otherwise, users cannot perform asset registration in the CAR Module.

The workflow of the Asset Registration is summarized as follows:



There are 3 voucher groupings in asset registration, “Unclassified”, “Original” and “Adjustment”. **Unclassified voucher** is a newly created voucher without asset registration. **Original voucher** is a voucher with asset registration and it is the first voucher created for asset registration. **Adjustment voucher** is a voucher which is attached to a completed original voucher. Direct updating of a completed original voucher is not allowed. This can be made through an adjustment voucher. Adjustment voucher is created when the voucher amount in the Original voucher is not enough for the asset registration. Multiple adjustment vouchers can be attached to an original voucher. However, the adjustment voucher date should be later than the original voucher.

Maintain Asset Registration – Input on Screen

Function Description

Users can start asset registration by selecting the voucher no. from “Unclassified” voucher grouping.

Pre-requisites

1. Incomplete asset voucher must exist in the system.
2. Asset codes must exist in the system.

- Location and staff must exist in the system (refer to [FMP] → [Common Setup] → [Location Maintenance] FCS11 and [FMP] → [Staff Cost] → [Staff Master] FSC05).

 User Procedures

A) Unclassified Asset Voucher

Basic Information

- Click [FMP] → [CAR] → [Maintenance] from the left menu.
- Click [Asset Registration] tab.
- Click **Voucher No.** hyperlink under unclassified voucher to add asset item.

[S-FCOA04-01] FMP > CAR > Maintenance > Asset Registration

Asset Voucher **Asset Registration** Write-off Asset Transfer Asset Refrain from Modification

→ Import Complete

▼ Unclassified Voucher						
<input type="checkbox"/>	Voucher No. ⇅	Voucher Date (DD/MM/YYYY) ⇅	Voucher Particulars ⇅	Voucher Amount \$ ⇅	Source ⇅	
<input type="checkbox"/>	CA19/09-00007	30/09/2019	test	10.00	CAR	
<input type="checkbox"/>	CA21/09-00007	30/09/2021	asdfa	0.00	CAR	
<input type="checkbox"/>	CACA20/09-00	30/09/2021	機票日期由	1,000.00	CAR	

▼ Original Voucher						
<input type="checkbox"/>	Voucher No. ⇅	Voucher Date (DD/MM/YYYY) ⇅	Voucher Particulars ⇅	Voucher Amount \$ ⇅	Entered Amount \$ ⇅	Source ⇅
<input type="checkbox"/>	CA00003	31/08/2020	dep6	113.32	113.32	CAR
<input type="checkbox"/>	CA00008	01/09/2019	testing	0.00	0.00	CAR
<input type="checkbox"/>	CA11111111111	30/09/2021	1	0.00	0.00	CAR
<input type="checkbox"/>	CA19/11-00006	30/11/2019	5	5,000.00	5,000.00	CAR
<input type="checkbox"/>	CA20/09-00001	30/09/2020	Aircon	5,000.00	5,000.00	CAR
<input type="checkbox"/>	CA20/09-00002	22/09/2020	abcde	11,111,111.00	1.00	CAR
<input type="checkbox"/>	CA20/09-00009	30/09/2020	testing	9,999.00	0.00	CAR
<input type="checkbox"/>	CA20/09-00012	30/09/2020	234	234.00	0.00	CAR
<input type="checkbox"/>	CA20/10-00010	31/10/2020	test5	1,000.00	10.00	CAR
<input type="checkbox"/>	CA20/11-00011	30/11/2020	test4	10,000.00	4,000.00	CAR
<input type="checkbox"/>	CA21/08-00005	31/08/2022	testtest	1,000.00	600.00	CAR

▼ Adjustment Voucher							
<input type="checkbox"/>	Voucher No. ⇅	Original Voucher No. ⇅	Voucher Date (DD/MM/YYYY) ⇅	Voucher Particulars ⇅	Total Voucher Amount \$ ⇅	Total Entered Amount \$ ⇅	Source ⇅
<input type="checkbox"/>	CA20/08-00007	CA19/08-00002	31/08/2021	test (Incomplete) 31/08/2021	5,500.00	0.00	CAR
<input type="checkbox"/>	CA2009-00003	CA2009-00001	30/09/2021	8	0.00	0.00	CAR
<input type="checkbox"/>	CA2009-00050	CA19/09-00001	30/09/2020	3	1,000.00	1,000.00	CAR
<input type="checkbox"/>	CA21/09-00004	CA20/09-00004	30/09/2021	3	505.00	2,000.00	CAR

- In the upper portion of the **Asset Registration** page, click either [Original Voucher] button or [Adjustment Voucher] button for Voucher Grouping.
 - If it is an adjustment voucher, please enter the Original Voucher No. or
 - click the search picture next to Original Voucher No text box, a pop-up window will appear for the users to search the completed Original Voucher No. Click [Select] button to choose the Voucher No. from the pop-up window.

The screenshot shows the 'Asset Registration' form. At the top, there are tabs for 'Asset Voucher', 'Asset Registration', 'Write-off Asset', 'Transfer Asset', and 'Refrain from Modification'. Below the tabs are 'Save', 'Reset', and 'Back' buttons. The 'Asset Registration' section contains fields for 'Voucher No.' (CA19/09-00007), 'Voucher Amount' (\$ 10.00), 'Voucher Date' (30/09/2019), 'Voucher Particulars' (test), and 'Entered Amount' (\$ 0.00). There are three buttons for 'Voucher Grouping': 'Original Voucher', 'Adjustment Voucher', and '4a'. The 'Adjustment Voucher' button is highlighted with a red box. Below these are buttons for 'Asset Nature': 'Purchase', 'Donation', and '4b(i)'. The 'Purchase' button is highlighted with a red box. The 'Original Voucher No.' field has a search icon and is labeled '4b(ii)'. Below this is the 'Asset Details' section with an '+ Add' button highlighted with a red box and a 'Remove' button. A table with columns 'Line No.', 'Asset Code', 'Asset Category', 'Analysis Code 1', 'Analysis Code 2', 'Registered Date', 'Quantity', and 'Entered Amount' is shown with 'No record.' below it. At the bottom, there is a 'Search Voucher No.' section with a search bar, 'Clear', 'Close', and 'Select' buttons. The 'Select' button is highlighted with a red box and labeled '4b(ii)'. Below the search bar are fields for 'Voucher Date From', 'Voucher Date To', 'Voucher No. Range From', 'Voucher No. Range To', and 'Voucher No.' (CA20/09-00003).

5. Enter Asset Nature by clicking **[Purchase]** button or **[Donation]** button. However, if it is an Adjustment Voucher, the Asset Nature will be disabled and followed the Asset Nature of the Original Voucher. Click **[Add]** button.

This screenshot is similar to the previous one, showing the 'Asset Registration' form. The 'Asset Nature' buttons 'Purchase' and 'Donation' are highlighted with red boxes and labeled '5'. The '+ Add' button in the 'Asset Details' section is also highlighted with a red box and labeled '5'. The 'Adjustment Voucher' button is also highlighted with a red box. The 'Original Voucher No.' field has a search icon. The 'Asset Details' table and search section are also visible.

6. Click [Add] button under Asset Details for asset registration. In the **Basic Information** table, enter the followings for the basic information of asset registration:

Asset Category (Optional field)

Asset Code (Mandatory field)

Analysis Code 1 (Optional field)

Analysis Code 2 (Optional field)

Registered Date (Mandatory field but defaulted with voucher date)

Quantity (Mandatory field)

Entered Amount (Mandatory field)

Government Fund (Mandatory field)

Remarks

Detail Information

- In the **Location/Responsible Officer/Serial No./Maintenance Renewal Date/Other Remarks/Accessories** table, fill in the following information: location, responsible officer, quantity, location remarks, serial no., maintenance renewal date and other remarks / accessories. Please note that they are all optional fields. Users can leave them blank.

[S-FC404-04] FMP > CAR > Maintenance > Asset Registration

Asset Voucher | **Asset Registration** | Write-off Asset | Transfer Asset | Refrain from Modification

Save | Reset | Back

Basic Information

Asset Category: All | Registered Date: 30/09/2019

Asset Code: | Quantity: 0

Analysis Code 1: N/A - Not Applicable | Entered Amount: \$ 0.00

Analysis Code 2: N/A - Not Applicable | Government Fund: \$ 0.00

Other Fund: \$ 0.00

Remarks:

Location/Responsible Officer/Serial No./Maintenance Renewal Date/Other Remarks/Accessories

+ Add | Remove

	Location	Responsible Officer	Quantity	Location Remarks	Serial No.	Maintenance Renewal Date	Other Remarks / Accessories
<input type="checkbox"/>		N/A - Not Applicable	0			30/09/2019	
<input type="checkbox"/>		N/A - Not Applicable	0			30/09/2019	
<input type="checkbox"/>		N/A - Not Applicable	0			30/09/2019	
<input type="checkbox"/>		N/A - Not Applicable	0			30/09/2019	
<input type="checkbox"/>		N/A - Not Applicable	0			30/09/2019	

- Click **[Add]** button to add the new line.
- If any of the location lines is not required, users can delete the location lines by selecting the selection box next to the location and clicking the **[Remove]** button. Users can select one or more location lines to be deleted at the same time.
- Click **[Save]** button to confirm adding asset detail information and go back to Asset Registration page.

Basic Information

- Click **[Reset]** button to clear the last selected information.
- If users want to go back to Asset Registration page without saving the updated asset detail information, users can click **[Back]** button.
- To edit an asset details, click on the line no. hyperlink. The relevant details will be displayed in the Asset Details table. Users can then edit the information and click [Save] button.

[S-FC404-04] FMP > CAR > Maintenance > Asset Registration

Asset Voucher | **Asset Registration** | Write-off Asset | Transfer Asset | Refrain from Modification

Save | Reset | Back

Basic Information

Asset Category: All | Registered Date: 30/09/2019

Asset Code: | Quantity: 0

Analysis Code 1: N/A - Not Applicable | Entered Amount: \$ 0.00

Analysis Code 2: N/A - Not Applicable | Government Fund: \$ 0.00

Other Fund: \$ 0.00

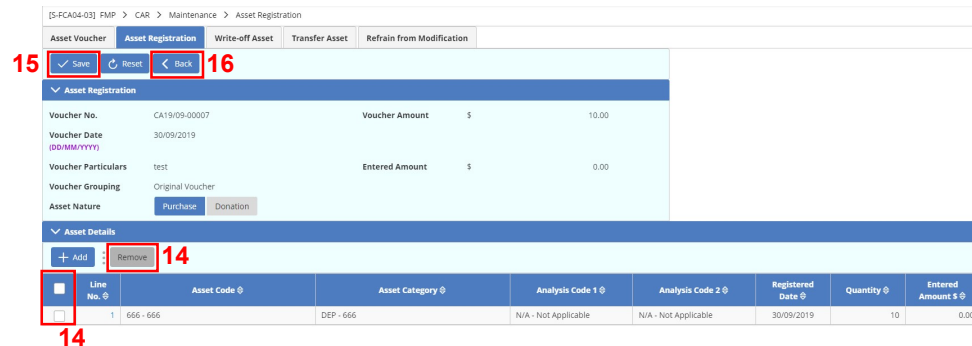
Remarks:

Location/Responsible Officer/Serial No./Maintenance Renewal Date/Other Remarks/Accessories

+ Add | Remove

	Location	Responsible Officer	Quantity	Location Remarks	Serial No.	Maintenance Renewal Date	Other Remarks / Accessories
<input type="checkbox"/>		N/A - Not Applicable	0			30/09/2019	
<input type="checkbox"/>		N/A - Not Applicable	0			30/09/2019	
<input type="checkbox"/>		N/A - Not Applicable	0			30/09/2019	
<input type="checkbox"/>		N/A - Not Applicable	0			30/09/2019	
<input type="checkbox"/>		N/A - Not Applicable	0			30/09/2019	

14. If any added line is not required, users can delete the line by selecting the selection box next to the Line No. and clicking the **[Remove]** button. Users can select one or more lines to be deleted at the same time.
15. Click **[Save]** button to save the Information of the Asset Registration And Asset Details.
16. Click **[Back]** button to go back to the voucher selection screen without saving any updated information in this screen.



B) Original Voucher

Basic Information

1. Click **[FMP]** → **[CAR]** → **[Maintenance]** from the left menu.
2. Click **[Asset Registration]** tab.
3. Click **Voucher No.** hyperlink under original voucher to add asset item.

[S-PCA04-01] FMP > CAR > Maintenance > Asset Registration

Asset Voucher | **Asset Registration** | Write-off Asset | Transfer Asset | Refrain from Modification

→ Import | Complete

▼ Unclassified Voucher

<input type="checkbox"/>	Voucher No. ⇅	Voucher Date (DD/MM/YYYY) ⇅	Voucher Particulars ⇅	Voucher Amount \$ ⇅	Source ⇅
<input type="checkbox"/>	CA19/09-00007	30/09/2019	test	10.00	CAR
<input type="checkbox"/>	CA21/09-00007	30/09/2021	asdfa	0.00	CAR
<input type="checkbox"/>	CACA20/09-00	30/09/2021	備票日期由	1,000.00	CAR

▼ Original Voucher

<input type="checkbox"/>	Voucher No. ⇅	Voucher Date (DD/MM/YYYY) ⇅	Voucher Particulars ⇅	Voucher Amount \$ ⇅	Entered Amount \$ ⇅	Source ⇅
<input type="checkbox"/>	CA00003	31/08/2020	dep6	113.32	113.32	CAR
<input type="checkbox"/>	CA00008	01/09/2019	testing	0.00	0.00	CAR
<input type="checkbox"/>	CA11111111111	30/09/2021	1	0.00	0.00	CAR
<input type="checkbox"/>	CA19/11-00006	30/11/2019	5	5,000.00	5,000.00	CAR
<input type="checkbox"/>	CA20/09-00001	30/09/2020	Aircon	5,000.00	5,000.00	CAR
<input type="checkbox"/>	CA20/09-00002	22/09/2020	abcde	11,111,111.00	1.00	CAR
<input type="checkbox"/>	CA20/09-00009	30/09/2020	testing	9,999.00	0.00	CAR
<input type="checkbox"/>	CA20/09-00012	30/09/2020	234	234.00	0.00	CAR
<input type="checkbox"/>	CA20/10-00010	31/10/2020	test5	1,000.00	10.00	CAR
<input type="checkbox"/>	CA20/11-00011	30/11/2020	test4	10,000.00	4,000.00	CAR
<input type="checkbox"/>	CA21/08-00005	31/08/2022	testtest	1,000.00	600.00	CAR

▼ Adjustment Voucher

<input type="checkbox"/>	Voucher No. ⇅	Original Voucher No. ⇅	Voucher Date (DD/MM/YYYY) ⇅	Voucher Particulars ⇅	Total Voucher Amount \$ ⇅	Total Entered Amount \$ ⇅	Source ⇅
<input type="checkbox"/>	CA20/08-00007	CA19/08-00002	31/08/2021	test (incomplete) 31/08/2021	5,500.00	0.00	CAR
<input type="checkbox"/>	CA2009-00003	CA2009-00001	30/09/2021	8	0.00	0.00	CAR
<input type="checkbox"/>	CA2009-00050	CA19/09-00001	30/09/2020	3	1,000.00	1,000.00	CAR
<input type="checkbox"/>	CA21/09-00004	CA20/09-00004	30/09/2021	3	505.00	2,000.00	CAR

4. Users may follow **User Procedures step 6 – 15** of Unclassified Voucher to continue entering item details of the original voucher.

C) Adjustment Voucher

Basic Information

1. Click **[FMP]** → **[CAR]** → **[Maintenance]** from the left menu.
2. Click **[Asset Registration]** tab.
3. Click **Voucher No.** hyperlink under adjustment voucher to add asset item.

[S-PCA04-01] FMP > CAR > Maintenance > Asset Registration

Asset Voucher **Asset Registration** Write-off Asset Transfer Asset Refrain from Modification

→ Import Complete

▼ Unclassified Voucher

<input type="checkbox"/>	Voucher No. ⇅	Voucher Date (DD/MM/YYYY) ⇅	Voucher Particulars ⇅	Voucher Amount \$ ⇅	Source ⇅
<input type="checkbox"/>	CA19/09-00007	30/09/2019	test	10.00	CAR
<input type="checkbox"/>	CA21/09-00007	30/09/2021	asdfa	0.00	CAR
<input type="checkbox"/>	CACA20/09-00	30/09/2021	機票日期由	1,000.00	CAR

▼ Original Voucher

<input type="checkbox"/>	Voucher No. ⇅	Voucher Date (DD/MM/YYYY) ⇅	Voucher Particulars ⇅	Voucher Amount \$ ⇅	Entered Amount \$ ⇅	Source ⇅
<input type="checkbox"/>	CA00003	31/08/2020	dep6	113.32	113.32	CAR
<input type="checkbox"/>	CA00008	01/09/2019	testing	0.00	0.00	CAR
<input type="checkbox"/>	CA11111111111	30/09/2021	1	0.00	0.00	CAR
<input type="checkbox"/>	CA19/11-00006	30/11/2019	5	5,000.00	5,000.00	CAR
<input type="checkbox"/>	CA20/09-00001	30/09/2020	Aircon	5,000.00	5,000.00	CAR
<input type="checkbox"/>	CA20/09-00002	22/09/2020	abcde	11,111,111.00	1.00	CAR
<input type="checkbox"/>	CA20/09-00009	30/09/2020	testing	9,999.00	0.00	CAR
<input type="checkbox"/>	CA20/09-00012	30/09/2020	234	234.00	0.00	CAR
<input type="checkbox"/>	CA20/10-00010	31/10/2020	test5	1,000.00	10.00	CAR
<input type="checkbox"/>	CA20/11-00011	30/11/2020	test4	10,000.00	4,000.00	CAR
<input type="checkbox"/>	CA21/08-00005	31/08/2022	testtest	1,000.00	600.00	CAR

▼ Adjustment Voucher

<input type="checkbox"/>	Voucher No. ⇅	Original Voucher No. ⇅	Voucher Date (DD/MM/YYYY) ⇅	Voucher Particulars ⇅	Total Voucher Amount \$ ⇅	Total Entered Amount \$ ⇅	Source ⇅
<input type="checkbox"/>	CA20/08-00007	CA19/08-00002	31/08/2021	test (incomplete) 31/08/2021	5,500.00	0.00	CAR
<input type="checkbox"/>	CA2009-00003	CA2009-00001	30/09/2021	8	0.00	0.00	CAR
<input type="checkbox"/>	CA2009-00050	CA19/09-00001	30/09/2020	3	1,000.00	1,000.00	CAR
<input type="checkbox"/>	CA21/09-00004	CA20/09-00004	30/09/2021	3	505.00	2,000.00	CAR

4. Users may follow **User Procedures step 6 – 15** of Unclassified Voucher to continue entering item details of the adjustment voucher.



Post-effects

1. The asset item will be added to the system. Users can complete the voucher if all the information has been entered and matched.



Notes

A) Voucher Information

1. If voucher grouping is an original voucher, users are only required to select the asset nature. There is no need to fill in the original voucher no.
2. If voucher grouping is an adjustment voucher, the following points should be noted.
 - a. Asset nature will be disabled and it will follow the asset nature of the original voucher.
 - b. Users have to enter the original voucher no. directly. And this original voucher no. must be in “Complete” status.
 - c. If users click the search picture next to Original Voucher No text box to search for voucher no., a pop-up window will appear. To limit the scope of searching, users can enter the voucher date and/or voucher no. range and then click **[Search]** button. Subsequently, all completed vouchers with users defined criteria will be listed out in the selection box. Users

can select the voucher no. by clicking **[Select]** button. And the selected voucher no. will be copied over to the asset registration screen and the pop-up window will be closed automatically.

3. Adjustment vouchers should be attached to a “Completed” original voucher. It allows users to add and update the asset item and amount.

B) Basic Information

1. Users can choose the asset category code from the selection box and then choose the asset code from the selected asset category.
2. **Analysis Code 1** and **Analysis Code 2** are optional and are defaulted as “Not Applicable”.
3. The registered date is defaulted as the voucher date. Users can update the registered date. However, the registered date should not be a future date and it should be later than the freeze date (i.e. Refrain from Modification Date). Otherwise, an error message will be prompted.
4. If the entered amount exceeds the voucher amount, an error message will be prompted.
5. Please note that all inactive codes will not be shown in the selection box.

C) Location/Responsible Officer/Serial No./Maintenance Renewal Date/Other Remarks/Accessories

1. For a complete asset registration, users have to enter the location and quantity of all asset items. The responsible officer is defaulted as “Not Applicable”.
2. The quantity for the detail information should not be more than the quantity of the basic information. Both quantities should be matched. Otherwise, the system will prompt an error message if users complete the asset voucher.
3. The Maintenance Renewal Date should not be earlier than Registered Date.

Maintain Asset Registration – Import by Template



Function Description

Users can import asset registration details of asset vouchers of voucher grouping “Unclassified Voucher” or “Original Voucher”.



Pre-requisites

1. Incomplete asset voucher must exist in the system.
2. Asset codes must exist in the system.
3. Location and staff must exist in the system (refer to **[FMP] → [Common Setup] → [Location Maintenance]** FCS11 and **[FMP] → [Staff Cost] → [Staff Master]** FSC05).



User Procedures

1. Click **[FMP] → [CAR] → [Maintenance]** from the left menu.

2. Click **[Asset Registration]** tab.
3. Click **[Import]** button.

[S-FA04-01] FMP > CAR > Maintenance > Asset Registration

Asset Voucher **Asset Registration** Write-off Asset Transfer Asset Refrain from Modification

[Import] ³ Complete

▼ Unclassified Voucher						
<input type="checkbox"/>	Voucher No. ⇅	Voucher Date (DD/MM/YYYY) ⇅	Voucher Particulars ⇅	Voucher Amount \$ ⇅	Source ⇅	
<input type="checkbox"/>	CA19/09-00007	30/09/2019	test	10.00	CAR	
<input type="checkbox"/>	CA21/09-00007	30/09/2021	asdfa	0.00	CAR	
<input type="checkbox"/>	CACA20/09-00	30/09/2021	機票日期由	1,000.00	CAR	

▼ Original Voucher						
<input type="checkbox"/>	Voucher No. ⇅	Voucher Date (DD/MM/YYYY) ⇅	Voucher Particulars ⇅	Voucher Amount \$ ⇅	Entered Amount \$ ⇅	Source ⇅
<input type="checkbox"/>	CA00003	31/08/2020	dep6	113.32	113.32	CAR
<input type="checkbox"/>	CA00008	01/09/2019	testing	0.00	0.00	CAR
<input type="checkbox"/>	CA11111111111	30/09/2021	1	0.00	0.00	CAR
<input type="checkbox"/>	CA19/11-00006	30/11/2019	5	5,000.00	5,000.00	CAR
<input type="checkbox"/>	CA20/09-00001	30/09/2020	Aircon	5,000.00	5,000.00	CAR
<input type="checkbox"/>	CA20/09-00002	22/09/2020	abcde	11,111,111.00	1.00	CAR
<input type="checkbox"/>	CA20/09-00009	30/09/2020	testing	9,999.00	0.00	CAR
<input type="checkbox"/>	CA20/09-00012	30/09/2020	234	234.00	0.00	CAR
<input type="checkbox"/>	CA20/10-00010	31/10/2020	test5	1,000.00	10.00	CAR
<input type="checkbox"/>	CA20/11-00011	30/11/2020	test4	10,000.00	4,000.00	CAR
<input type="checkbox"/>	CA21/08-00005	31/08/2022	testtest	1,000.00	600.00	CAR

▼ Adjustment Voucher							
<input type="checkbox"/>	Voucher No. ⇅	Original Voucher No. ⇅	Voucher Date (DD/MM/YYYY) ⇅	Voucher Particulars ⇅	Total Voucher Amount \$ ⇅	Total Entered Amount \$ ⇅	Source ⇅
<input type="checkbox"/>	CA20/08-00007	CA19/08-00002	31/08/2021	test (Incomplete) 31/08/2021	5,500.00	0.00	CAR
<input type="checkbox"/>	CA2009-00003	CA2009-00001	30/09/2021	8	0.00	0.00	CAR
<input type="checkbox"/>	CA2009-00050	CA19/09-00001	30/09/2020	3	1,000.00	1,000.00	CAR
<input type="checkbox"/>	CA21/09-00004	CA20/09-00004	30/09/2021	3	505.00	2,000.00	CAR

4. Click **[Download Asset Registration Details template]** button to download the template file for input of Asset Registration Details.

Import

[S-FA04-01] FMP > CAR > Maintenance > Asset Registration

Please specify the location of the file to be uploaded

Filename and Path (*.xls)^{[1][2][3]} **+ Choose File** ⁵

Note(s):
 [1] Import File should be aligned with the template format
 [2] Allow import of item details for Unclassified or Original Vouchers only
 [3] Not applicable to import item details for Adjustment Vouchers

Download the template file for file upload

Download Asset Registration Details template ⁴

5. Click **[Choose File]** button and select the file to be imported.

 Post-effects

1. The asset registration details of the asset voucher will be created in the system. User can check the records in **FMP > CAR > Maintenance > Asset Registration**.
2. The voucher grouping will be set as original voucher when the related asset registration details are imported.


 Notes

Import of asset registration details for “Adjustment voucher” is not applicable.

Complete Asset Voucher

 Function Description

Users can complete asset vouchers under the voucher grouping of “Unclassified”, “Original” and “Adjustment”. Users are recommended to complete the voucher after they have finished filling in Asset Registration of that voucher. For Original and Adjustment vouchers, users can complete the voucher after all the asset registration have been done. After completing the voucher, the voucher will no longer be shown in the asset registration application. Instead, it will be shown in the write-off application and transfer application. In case the voucher amount of an original voucher is not enough for registering asset items, users may complete the original voucher first, then create an adjustment voucher and attach this adjustment voucher to that completed original voucher to increase the voucher amount.

 Pre-requisites

1. “Incomplete” asset purchase voucher must exist in the system.
2. If it is an “Original” or “Adjustment” voucher, all asset locations must have been specified.

 User Procedures

1. Click **[FMP] → [CAR] → [Maintenance]** from the left menu.
2. Click **[Asset Registration]** tab.
3. Check the boxes in front of the **Voucher No.** to be completed.
4. Click **[Complete]** button to complete the selected asset vouchers.

[S-PCA04-01] FMP > CAR > Maintenance > Asset Registration

Asset Voucher **Asset Registration** Write-off Asset Transfer Asset Refrain from Modification

→ Import **Complete** 4

3

Unclassified Voucher						
<input type="checkbox"/>	Voucher No. ⇅	Voucher Date (DD/MM/YYYY) ⇅	Voucher Particulars ⇅	Voucher Amount \$ ⇅	Source ⇅	
<input type="checkbox"/>	CA19/09-00007	30/09/2019	test	10.00	CAR	
<input type="checkbox"/>	CA21/09-00007	30/09/2021	asdfa	0.00	CAR	
<input type="checkbox"/>	CACA20/09-00	30/09/2021	機票日期由	1,000.00	CAR	

Original Voucher						
<input type="checkbox"/>	Voucher No. ⇅	Voucher Date (DD/MM/YYYY) ⇅	Voucher Particulars ⇅	Voucher Amount \$ ⇅	Entered Amount \$ ⇅	Source ⇅
<input type="checkbox"/>	CA00003	31/08/2020	dep6	113.32	113.32	CAR
<input type="checkbox"/>	CA00008	01/09/2019	testing	0.00	0.00	CAR
<input type="checkbox"/>	CA11111111111	30/09/2021	1	0.00	0.00	CAR
<input type="checkbox"/>	CA19/11-00006	30/11/2019	5	5,000.00	5,000.00	CAR
<input type="checkbox"/>	CA20/09-00001	30/09/2020	Aircon	5,000.00	5,000.00	CAR
<input type="checkbox"/>	CA20/09-00002	22/09/2020	abcde	11,111,111.00	1.00	CAR
<input type="checkbox"/>	CA20/09-00009	30/09/2020	testing	9,999.00	0.00	CAR
<input type="checkbox"/>	CA20/09-00012	30/09/2020	234	234.00	0.00	CAR
<input type="checkbox"/>	CA20/10-00010	31/10/2020	test5	1,000.00	10.00	CAR
<input type="checkbox"/>	CA20/11-00011	30/11/2020	test4	10,000.00	4,000.00	CAR
<input type="checkbox"/>	CA21/08-00005	31/08/2022	testtest	1,000.00	600.00	CAR

Adjustment Voucher							
<input type="checkbox"/>	Voucher No. ⇅	Original Voucher No. ⇅	Voucher Date (DD/MM/YYYY) ⇅	Voucher Particulars ⇅	Total Voucher Amount \$ ⇅	Total Entered Amount \$ ⇅	Source ⇅
<input type="checkbox"/>	CA20/08-00007	CA19/08-00002	31/08/2021	test (incomplete) 31/08/2021	5,500.00	0.00	CAR
<input type="checkbox"/>	CA2009-00003	CA2009-00001	30/09/2021	8	0.00	0.00	CAR
<input type="checkbox"/>	CA2009-00050	CA19/09-00001	30/09/2020	3	1,000.00	1,000.00	CAR
<input type="checkbox"/>	CA21/09-00004	CA20/09-00004	30/09/2021	3	505.00	2,000.00	CAR

 Post-effects

1. The system prompts “Voucher(s) completed successfully, the voucher completion status will change to “Complete”. This voucher will not be shown in this screen again.
2. This voucher and the related asset will appear in Write-off Asset and Transfer Asset applications.
3. No amendment can be made on the asset registration of the selected voucher if the voucher status is “Complete”.

 Notes

1. Users can complete an unclassified voucher which does not contain any asset registration.
2. To complete an original or adjustment voucher, the quantities in both basic and detail information should be entered and matched. Otherwise, warning message will be prompted. The action will be aborted.
3. To mark the existing Asset Purchase Vouchers as “Complete”, users can select one or more vouchers from the list and click **[Complete]** button. The system will prompt for confirmation. Once confirmed, the system will change the selected Asset Purchase Vouchers to “Complete” Status. And these vouchers will not appear in the screen of Asset Registration. No modification is allowed unless users set the vouchers as “incomplete” again

- To set completed voucher back to incomplete voucher, please refer to Section 2.2.1 Asset Voucher.

2.2.3 Write-Off Asset

This function allows authorized users to maintain write-off assets. Users can choose Partial Write-off or Batch Write-off.

Partial Write-off Asset



Function Description

Users should write-off the asset if the asset is broken, loss or no longer functioning. Users can use this function to partially write off assets, e.g. if 10 computers were registered before and one of them are broken, then user can write-off 1 computer by this function.



Pre-requisites

- Asset details must exist in the system.
- The asset voucher is completed.



User Procedures

Add Write-off Transaction

- Click **[FMP]** → **[CAR]** → **[Maintenance]** from the left menu.
- Click **[Write-Off Asset]** tab.
- Enter the search criteria and click **[Search]** button to search for asset records.
- A list of matched records is displayed. Click **Asset Code** hyperlink to select the record to be written off.

[S-FCAD6-01] FMP > CAR > Maintenance > Write-off Asset

Asset Voucher Asset Registration **Write-off Asset** Transfer Asset Refrain from Modification

Search Write-off Asset

Search Clear

Registered Date From (DD/MM/YYYY) Registered Date To (DD/MM/YYYY)

Asset Category Asset Code

Analysis Code 1 Analysis Code 2

Location Responsible Officer

<< < 1 > of 1 >> Display 10 records / page

Asset Code	Asset Category	Analysis Code 1	Analysis Code 2	Registered Date (DD/MM/YYYY)	Voucher No.	Quantity		
						Original	Write-Off	On Hand
1-1	1-1	N/A - Not Applicable	N/A - Not Applicable	30/12/2021	CATESTING	5	0	5
1-1	1-1	N/A - Not Applicable	N/A - Not Applicable	30/09/2021	CA21/09-00002	5	1	4
5-5	5-5	N/A - Not Applicable	N/A - Not Applicable	30/09/2021	CA21/09-00003	6	1	5
5-5	5-5	N/A - Not Applicable	N/A - Not Applicable	30/12/2021	CA20/09-00003	10	6	4
TEST-test	AAA-123	N/A - Not Applicable	N/A - Not Applicable	03/11/2021	CA20/09-00003	10	5	5

- Detailed information of the record is displayed. Click **Location** hyperlink to select an asset detail to be written off. A page with 5 blank lines will be displayed. Users may enter one or more write-off transactions.

[S-FCOA06-03] FMP > CAR > Maintenance > Write-off Asset

Asset Voucher | Asset Registration | **Write-off Asset** | Transfer Asset | Refrain from Modification

Batch Write-off | < Back

Asset Code	1 - 1	Registered Date (DD/MM/YYYY)	30/09/2021
Asset Category	1 - 1	Voucher No.	CA21/09-00002
Analysis Code 1	N/A - Not Applicable	Asset Nature	Purchase
Analysis Code 2	N/A - Not Applicable		
Original Quantity	5	Original Entered Amount	\$ 0.00
Write-off Quantity	1	Write-off Amount	\$ 0.00
On Hand Quantity	4	On Hand Amount	\$ 0.00

	Location	Responsible Officer	Quantity		
			Original	Write-Off	On Hand
<input type="checkbox"/>	GENERAL - General Office	N/A - Not Applicable	5	1	4

Note(s)
 [1] Batch write-off - please select the checkbox of that particular location and click the Batch Write-Off button.
 [2] Partial write-off - please click the hyperlink for that particular location.

6. Enter Write-off Date, Write-off Quantity and Write-off Reason.
7. Click **[Save]** button to save the records.

[S-FCOA06-05] FMP > CAR > Maintenance > Write-off Asset

Asset Voucher | Asset Registration | **Write-off Asset** | Transfer Asset | Refrain from Modification

Save | Reset | Delete | < Back

Asset Code	1 - 1	Registered Date (DD/MM/YYYY)	30/09/2021
Asset Category	1 - 1	Voucher No.	CA21/09-00002
Analysis Code 1	N/A - Not Applicable	Asset Nature	Purchase
Analysis Code 2	N/A - Not Applicable		
Location	GENERAL - General Office	Responsible Officer	N/A - Not Applicable
Original Quantity	5	Original Entered Amount	\$ 0.00
Write-off Quantity	1	Write-off Amount	\$ 0.00
On Hand Quantity	4	On Hand Amount	\$ 0.00

	Write-off Date (DD/MM/YYYY)	Write-off Quantity	Write-off Reason
<input type="checkbox"/>	05/11/2021	1	
<input type="checkbox"/>	DD/MM/YYYY	0	
<input type="checkbox"/>	DD/MM/YYYY	0	
<input type="checkbox"/>	DD/MM/YYYY	0	
<input type="checkbox"/>	DD/MM/YYYY	0	
<input type="checkbox"/>	DD/MM/YYYY	0	

Update Write-off Transaction

1. Click **[FMP]** → **[CAR]** → **[Maintenance]** from the left menu.
2. Click **[Write-Off Asset]** tab.
3. Enter the search criteria and click **[Search]** button to search for asset records.
4. A list of matched records is displayed. Click **Asset Code** hyperlink to select the record to be written off.

[S-FC406-01] FMP > CAR > Maintenance > Write-off Asset

Asset Voucher | Asset Registration | **Write-off Asset** | Transfer Asset | Refrain from Modification

Search Write-off Asset

Registered Date From (DD/MM/YYYY) | Registered Date To (DD/MM/YYYY)

Asset Category: All | Asset Code: All

Analysis Code 1: All | Analysis Code 2: All

Location: All | Responsible Officer: All

<< 1 of 1 >> Display 10 records / page

Asset Code	Asset Category	Analysis Code 1	Analysis Code 2	Registered Date (DD/MM/YYYY)	Voucher No.	Quantity		
						Original	Write-Off	On Hand
1-1	1-1	N/A - Not Applicable	N/A - Not Applicable	30/12/2021	CATESTING	5	0	5
1-1	1-1	N/A - Not Applicable	N/A - Not Applicable	30/09/2021	CA21/09-00002	5	1	4
5-5	5-5	N/A - Not Applicable	N/A - Not Applicable	30/09/2021	CA21/09-00003	6	1	5
5-5	5-5	N/A - Not Applicable	N/A - Not Applicable	30/12/2021	CA20/09-00003	10	6	4
TEST-test	AAA-123	N/A - Not Applicable	N/A - Not Applicable	03/11/2021	CA20/09-00003	10	5	5

- Detailed information of the record is displayed. Click **Location** hyperlink to select an asset detail to be written off. A page with existing write-off records and 5 blank lines will be displayed. Users may update existing write-off records and enter one or more new write-off records.

[S-FC406-03] FMP > CAR > Maintenance > Write-off Asset

Asset Voucher | Asset Registration | **Write-off Asset** | Transfer Asset | Refrain from Modification

Batch Write-off < Back

Asset Code: 5-5 | Registered Date: 30/09/2021

Asset Category: 5-5 | Voucher No.: CA21/09-00003

Analysis Code 1: N/A - Not Applicable | Asset Nature: Purchase

Analysis Code 2: N/A - Not Applicable

Original Quantity: 6 | Original Entered Amount: \$ 600,000.00

Write-off Quantity: 1 | Write-off Amount: \$ 100,000.00

On Hand Quantity: 5 | On Hand Amount: \$ 500,000.00

	Location	Responsible Officer	Quantity		
			Original	Write-Off	On Hand
<input type="checkbox"/>	GENERAL - General Office	N/A - Not Applicable	6	1	5

Note(s):
 [1] Batch write-off - please select the checkbox of that particular location and click the Batch Write-Off button.
 [2] Partial write-off - please click the hyperlink for that particular location.

- Enter Write-off Quantity and Write-off Reason.
- Click **[Save]** button to save the records.

[S-FC406-05] FMP > CAR > Maintenance > Write-off Asset

Asset Voucher | Asset Registration | **Write-off Asset** | Transfer Asset | Refrain from Modification

Asset Code 5 - 5 **Registered Date** 30/09/2021
(DD/MM/YYYY)
Asset Category 5 - 5 **Voucher No.** CA21/09-00003
Analysis Code 1 N/A - Not Applicable **Asset Nature** Purchase
Analysis Code 2 N/A - Not Applicable
Location GENERAL - General Office **Responsible Officer** N/A - Not Applicable
Original Quantity 6 **Original Entered Amount** \$ 600,000.00
Write-off Quantity 1 **Write-off Amount** \$ 100,000.00
On Hand Quantity 5 **On Hand Amount** \$ 500,000.00

<input type="checkbox"/>	Write-off Date (DD/MM/YYYY)	Write-off Quantity	Write-off Reason
<input type="checkbox"/>	01/01/2022	1	testing
<input checked="" type="checkbox"/>	01/01/2021	10	test
<input type="checkbox"/>	DD/MM/YYYY	0	
<input type="checkbox"/>	DD/MM/YYYY	0	
<input type="checkbox"/>	DD/MM/YYYY	0	
<input type="checkbox"/>	DD/MM/YYYY	0	

6

Delete Write-off Transaction

1. Click **[FMP]** → **[CAR]** → **[Maintenance]** from the left menu.
2. Click **[Write-Off Asset]** tab.
3. Enter the search criteria and click **[Search]** button to search for asset records.
4. A list of matched records is displayed. Click **Asset Code** hyperlink to select the record to be written off.

[S-FC406-01] FMP > CAR > Maintenance > Write-off Asset

Asset Voucher | Asset Registration | **Write-off Asset** | Transfer Asset | Refrain from Modification

Registered Date From (DD/MM/YYYY) **Registered Date To** (DD/MM/YYYY)
Asset Category All **Asset Code** All
Analysis Code 1 All **Analysis Code 2** All
Location All **Responsible Officer** All

<< 1 of 1 >> Display 10 records / page

Asset Code	Asset Category	Analysis Code 1	Analysis Code 2	Registered Date (DD/MM/YYYY)	Voucher No.	Quantity		
						Original	Write-Off	On Hand
1-1	1-1	N/A - Not Applicable	N/A - Not Applicable	30/12/2021	CATESTING	5	0	5
1-1	1-1	N/A - Not Applicable	N/A - Not Applicable	30/09/2021	CA21/09-00002	5	1	4
5-5	5-5	N/A - Not Applicable	N/A - Not Applicable	30/09/2021	CA21/09-00003	6	1	5
5-5	5-5	N/A - Not Applicable	N/A - Not Applicable	30/12/2021	CA20/09-00003	10	6	4
TEST - test	AAA - 123	N/A - Not Applicable	N/A - Not Applicable	03/11/2021	CA20/09-00003	10	5	5

4

5. Detail information of the record is displayed. Click **Location** hyperlink to select an asset detail to be written off. A page with existing write-off records and 5 blank lines will be displayed.

[S-FCOA06-03] FMP > CAR > Maintenance > Write-off Asset

Asset Voucher | Asset Registration | **Write-off Asset** | Transfer Asset | Refrain from Modification

Batch Write-off < Back

Asset Code	1 - 1	Registered Date (DD/MM/YYYY)	30/09/2021
Asset Category	1 - 1	Voucher No.	CA21/09-00002
Analysis Code 1	N/A - Not Applicable	Asset Nature	Purchase
Analysis Code 2	N/A - Not Applicable		
Original Quantity	5	Original Entered Amount	\$ 0.00
Write-off Quantity	1	Write-off Amount	\$ 0.00
On Hand Quantity	4	On Hand Amount	\$ 0.00

	Location	Responsible Officer	Quantity		
			Original	Write-Off	On Hand
<input type="checkbox"/>	GENERAL - General Office	N/A - Not Applicable	5	1	4

Note(s):
 [1] Batch write-off - please select the checkbox of that particular location and click the Batch Write-Off button.
 [2] Partial write-off - please click the hyperlink for that particular location.

6. Check the boxes next to the **Write-off Date** to be deleted. Users can select one or more write off records to be deleted at the same time.
7. Click **[Delete]** button and confirm the operation.
8. Click **[Save]** button and confirm the operation.

[S-FCOA06-05] FMP > CAR > Maintenance > Write-off Asset

Asset Voucher | Asset Registration | **Write-off Asset** | Transfer Asset | Refrain from Modification

Save Reset Delete < Back

Asset Code	1 - 1	Registered Date (DD/MM/YYYY)	30/09/2021
Asset Category	1 - 1	Voucher No.	CA21/09-00002
Analysis Code 1	N/A - Not Applicable	Asset Nature	Purchase
Analysis Code 2	N/A - Not Applicable		
Location	GENERAL - General Office	Responsible Officer	N/A - Not Applicable
Original Quantity	5	Original Entered Amount	\$ 0.00
Write-off Quantity	1	Write-off Amount	\$ 0.00
On Hand Quantity	4	On Hand Amount	\$ 0.00

<input checked="" type="checkbox"/>	Write-off Date (DD/MM/YYYY)	Write-off Quantity	Write-off Reason
<input checked="" type="checkbox"/>	05/11/2021	1	
<input type="checkbox"/>	DD/MM/YYYY	0	
<input type="checkbox"/>	DD/MM/YYYY	0	
<input type="checkbox"/>	DD/MM/YYYY	0	
<input type="checkbox"/>	DD/MM/YYYY	0	
<input type="checkbox"/>	DD/MM/YYYY	0	



Post-effects

Add Write-off Transaction

1. If the action is successful, the asset and write-off records will be added to the system. Otherwise, the records will remain unchanged.

Update Write-off Transaction

1. If the action is successful, the asset and write-off records will be updated to the system. Otherwise, the records will remain unchanged.

Delete Write-off Transaction

1. If action is successful, the asset and write-off records will be deleted from the system. Otherwise, the records will remain unchanged.



Notes

1. If the write-off date entered is on or before the freeze date, an error message will be prompted.
2. If the write-off quantity entered is greater than the on-hand quantity, an error message will be prompted.
3. If duplicated write-off record (same asset location and write-off date) is found, the system will prompt an error message to disallow the users to continue the write off action. Instead, users can update the existing write-off record to make the changes.
4. No future date is allowed.
5. Write-off Date is not editable.

Batch Write-off Asset



Function Description

Users can write off assets by batch. Users should write-off the asset if the asset is broken, loss or no longer functioning. Users can use this function to write-off assets by batch, e.g. if 10 computers were registered before and all of them are broken, then users can write-off all these computers by this function.



Pre-requisites

1. Asset details must exist in the system.
2. The asset voucher is completed.



User Procedures

1. Click **[FMP]** → **[CAR]** → **[Maintenance]** from the left menu.
2. Click **[Write-Off Asset]** tab.
3. Enter the search criteria and click **[Search]** button to search for asset details.

The screenshot shows the 'Write-off Asset' interface. At the top, there is a breadcrumb trail: [S-FA06-01] FMP > CAR > Maintenance > Write-off Asset. Below this, there are five tabs: Asset Voucher, Asset Registration, Write-off Asset (selected), Transfer Asset, and Refrain from Modification. The main area is titled 'Search Write-off Asset' and contains a search bar with a 'Search' button (highlighted with a red box and a red '3') and a 'Clear' button. Below the search bar, there are several input fields for search criteria: 'Registered Date From' (DD/MM/YYYY), 'Registered Date To' (DD/MM/YYYY), 'Asset Category' (All), 'Asset Code' (All), 'Analysis Code 1' (All), 'Analysis Code 2' (All), 'Location' (All), and 'Responsible Officer' (All). Each dropdown menu is currently set to 'All'.

- A list of matched record is displayed. Check the boxes in front of the **Location** to be written off by batch.

[S-FCOA06-03] FMP > CAR > Maintenance > Write-off Asset

Asset Voucher | Asset Registration | **Write-off Asset** | Transfer Asset | Refrain from Modification

Batch Write-off < Back

5

Asset Code	TEST - test	Registered Date (DD/MM/YYYY)	03/11/2021
Asset Category	AAA - 123	Voucher No.	CA20/09-00003
Analysis Code 1	N/A - Not Applicable	Asset Nature	Purchase
Analysis Code 2	N/A - Not Applicable		
Original Quantity	10	Original Entered Amount	\$ 0.00
Write-off Quantity	5	Write-off Amount	\$ 0.00
On Hand Quantity	5	On Hand Amount	\$ 0.00

	Location	Responsible Officer	Quantity		
			Original	Write-Off	On Hand
<input checked="" type="checkbox"/>	GENERAL - General Office	EDB5 - NG CHI	1	0	1
<input type="checkbox"/>	GENERAL - General Office	N/A - Not Applicable	5	5	0
<input type="checkbox"/>	ONLOAN - On Loan	N/A - Not Applicable	3	0	3
<input type="checkbox"/>	ONLOAN - On Loan	EDB3 - Au Yeung Emma	1	0	1

Notes: **4**

[1] Batch write-off - please select the checkbox of that particular location and click the Batch Write-Off button.
 [2] Partial write-off - please click the hyperlink for that particular location.

- Click **[Batch Write-off]** button.
- Update **Write-off Date** and **Write-off Reason** by batch.
- Click **[Save]** button to save the changes.

[S-FCOA06-06] FMP > CAR > Maintenance > Write-off Asset

Asset Voucher | Asset Registration | **Write-off Asset** | Transfer Asset | Refrain from Modification

Save | | < Back

7

Asset Code	TEST - test	Registered Date (DD/MM/YYYY)	03/11/2021
Asset Category	AAA - 123	Voucher No.	CA20/09-00003
Analysis Code 1	N/A - Not Applicable	Asset Nature	Purchase
Analysis Code 2	N/A - Not Applicable		
Original Quantity	1	Original Entered Amount	\$ 0.00
Write-off Quantity	0	Write-off Amount	\$ 0.00
On Hand Quantity	1	On Hand Amount	\$ 0.00

Write-off Date
(DD/MM/YYYY)

Write-off Reason

6



Post-effects

- If the action is successful, the asset and write-off records will be updated to the system. Otherwise, records will remain unchanged.



Notes

- If the write-off date entered is on or before the freeze date, an error message will be prompted.
- No future date is allowed.

2.2.4 Transfer Asset

Function Description

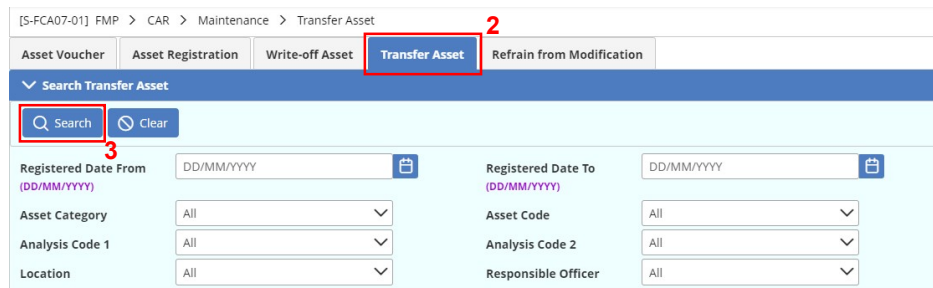
This function allows users to transfer assets either from one physical location or from one responsible officer (or both) to another. The system supports the full and partial transfer.

Pre-requisites

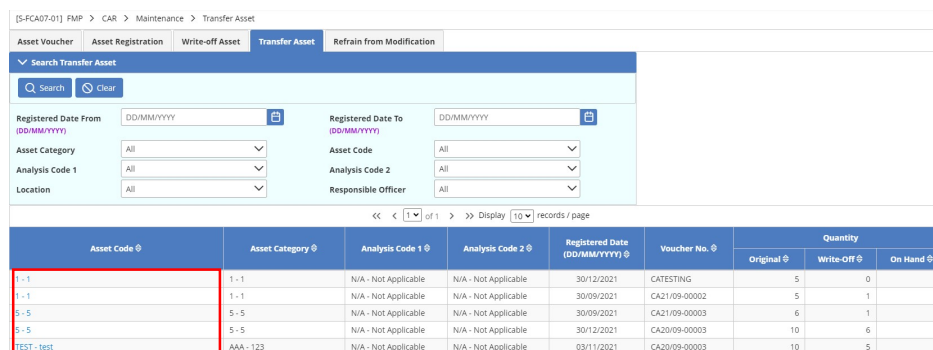
1. Asset details must exist in the system.
2. Location and responsible officer records must exist and must be in “Active” status in the system.
3. The asset voucher of the selected asset is completed.

User Procedures

1. Click **[FMP]** → **[CAR]** → **[Maintenance]** from the left menu.
2. Click **[Transfer Asset]** tab.
3. Enter the search criteria and click **[Search]** button to search for Transfer Asset records.



4. A list of matched records is displayed. Click **Asset Code** hyperlink to view / edit Transfer Asset record.



Asset Code	Asset Category	Analysis Code 1	Analysis Code 2	Registered Date (DD/MM/YYYY)	Voucher No.	Quantity		
						Original	Write-Off	On Hand
1-1	1-1	N/A - Not Applicable	N/A - Not Applicable	30/12/2021	CATESTING	5	0	5
1-1	1-1	N/A - Not Applicable	N/A - Not Applicable	30/09/2021	CA21/09-00002	5	1	4
5-5	5-5	N/A - Not Applicable	N/A - Not Applicable	30/09/2021	CA21/09-00003	6	1	5
5-5	5-5	N/A - Not Applicable	N/A - Not Applicable	30/12/2021	CA20/09-00003	10	6	4
TEST-test	AAA-123	N/A - Not Applicable	N/A - Not Applicable	03/11/2021	CA20/09-00003	10	5	5

5. The detailed allocation information of the selected record is displayed. Click **Location** hyperlink to proceed asset transfer.

[S-FCA07-03] FMP > CAR > Maintenance > Transfer Asset

Asset Voucher | Asset Registration | Write-off Asset | **Transfer Asset** | Refrain from Modification

[← Back](#)

Asset Code	TEST - test	Registered Date (DD/MM/YYYY)	03/11/2021
Asset Category	AAA - 123	Voucher No.	CA20/09-00003
Analysis Code 1	N/A - Not Applicable	Asset Nature	Purchase
Analysis Code 2	N/A - Not Applicable	On Hand Quantity	5

Location	Responsible Officer	On Hand Quantity
GENERAL - General Office	EDB5 - NG CHI	1
ONLOAN - On Loan	N/A - Not Applicable	3
ONLOAN - On Loan	EDB3 - Au Yeung Emma	1

Note(s):
[1] Please click the hyperlink for that particular location for asset transfer.

6. Edit the **Date of Transfer, Target Location, Target Responsible Officer, Transfer Quantity and New Location Remarks.**
7. The selected asset can be transferred to a maximum of 5 locations or responsible officers.
8. Click **[Save]** button to save the changes.

[S-FCA07-04] FMP > CAR > Maintenance > Transfer Asset

Asset Voucher | Asset Registration | Write-off Asset | **Transfer Asset** | Refrain from Modification

[✓ Save](#) | [↺ Reset](#) | [← Back](#)

Asset Code	TEST - test	Registered Date (DD/MM/YYYY)	03/11/2021
Asset Category	AAA - 123	Voucher No.	CA20/09-00003
Analysis Code 1	N/A - Not Applicable	Asset Nature	Purchase
Analysis Code 2	N/A - Not Applicable		
Location	GENERAL - General Office	Responsible Officer	EDB5 - NG CHI
On Hand Quantity	1		

Date of Transfer (DD/MM/YYYY)	Target Location	Target Responsible Officer	Transfer Quantity	New Location Remarks
DD/MM/YYYY	▼	N/A - Not Applicable ▼	0	
DD/MM/YYYY	▼	N/A - Not Applicable ▼	0	
DD/MM/YYYY	▼	N/A - Not Applicable ▼	0	
DD/MM/YYYY	▼	N/A - Not Applicable ▼	0	
DD/MM/YYYY	▼	N/A - Not Applicable ▼	0	

Post-effects

1. If the action is successful, the new asset allocation information will be updated to the system. Otherwise, records will remain unchanged.

Notes

1. Users can transfer asset to more than one location or responsible officer by entering more than one transfer details entries. E.g. if users need to transfer asset to 2 locations, then users should enter 2 transfer details entries and simply leave the other 3 lines in blank.
2. If the sum of quantity allocated to the target locations exceeds on-hand quantity of the source location, the system will prompt an error message. Users may choose to edit the input information or abort the action.

3. A transfer action re-allocates asset up to five target locations. If necessary, users can perform another transfer action.
4. Date of transfer must not be a future date.
5. Only the last transfer history is kept if the same asset has been transferred more than once. Users can print the Transfer List (R-FCA010-E) for recording purpose.
6. For partial transfer, users can enter Transfer Quantity less than the On Hand Quantity. The remaining assets will be kept at their original location.

2.2.5 Refrain from Modification

Function Description

This function allows authorized users to input a date to stop asset movement after an audit checking is completed by EDB. This date is referred as freeze date in this module.

Users can maintain the freeze date in order to facilitate asset auditing. No adjustment on transaction made on or before the freeze date is allowed. New registration with registered date on or before the freeze date is not allowed.

Pre-requisites

1. Users must be granted with the appropriate system access rights in order to update the freeze date.
2. All vouchers are completed on or before the freeze date.

User Procedures

1. Click **[FMP]** → **[CAR]** → **[Maintenance]** from the left menu.
2. Click **[Refrain from Modification]** tab. The Refrain from Modification screen will be displayed. In this screen, users can find the last entered freeze date information. If there is no freeze date entered before, “N/A” (Not Applicable) will be shown.
3. Fill in the information.
4. Click **[Save]** button.



Post-effects

1. If the action is successful, the freeze date will be updated to the system. Otherwise, records will remain unchanged.
2. Voucher creation, asset registration, asset transfer and asset write off records on or before the entered freeze date are not allowed.



Notes

1. The Freeze Date must be entered upon saving.
2. The entered Freeze Date must be later than the Last Freeze Date, and on or before today's date.
3. Future date is not allowed.
4. Users are not allowed to save the Freeze Date if there is incomplete voucher on or before the entered freeze date.

2.3 Depreciation

Function Description

This function provides a template for users to fill in depreciation amount on yearly basis. All the registered assets are grouped by asset categories for depreciation information. Users should calculate and prepare the depreciation information off the system, and then enter this information into the system. This function serves as a mean to capture all these depreciation information. No depreciation method will be adopted in the system.

Pre-requisites

1. Users have already performed the asset registration of an accounting year.

User Procedures

1. Click **[FMP]** → **[CAR]** → **[Depreciation]** from the left menu.
2. Enter the search criteria and click **[Search]** button to search for asset category code. All assets are grouped by categories for depreciation.

[S-FCOA09-01] FMP > CAR > Depreciation

Search Depreciation Information

2

Accounting Year Asset Category

3. A list of matched asset category records is shown. Click the **Asset Category Code** hyperlink to view / edit the depreciation information of the assets under the selected asset category.

[S-FCOA09-01] FMP > CAR > Depreciation

Search Depreciation Information

Accounting Year Asset Category

<< < 1 of 1 > >> Display 10 records / page

Asset Category Code	English Description	Chinese Description
1	1	1
5	5	5
AAA	123	321
DEP	666	666

Note(s):
[1] Please click the Asset Category Code hyperlink to input depreciation information.

3

4. Fill in the amount.
 - a. For Asset Purchase in Previous Accounting Years, users can fill in
 - Not Chargeable amount for those assets which are not subject to depreciation at all.
 - Depreciation amount for the total chargeable assets in this year.
 - b. For Asset Purchase in this Accounting Year, users can fill in the following fields, by the month of the assets registered.

- Not Chargeable Amounts
- Depreciation Amount

[S-FC09-03] FMP > CAR > Depreciation

5 6

Update Depreciation Record

Accounting Year 2019/2020 Asset Category DEP - 666

	Cost			Depreciation		
	Original Amount \$	Not Chargeable \$	Written Off \$	Total Chargeable \$	Cumulative \$	This Year \$
Asset Purchase in Previous Accounting Years						
Balance Brought Forward	0.00	(0.00)	(0.00)	0.00	0.00	
Write-off during the year		0.00	(0.00)	0.00		
Sub-total	0.00	(0.00)	(0.00)	0.00	0.00	
Asset Purchase in the Registered Months of This Year						
11/2019	5,000.00	(2,000.00)	(0.00)	3,000.00		0.00
12/2019	0.00	(0.00)	(0.00)	0.00		0.00
Balance Carried Forward	5,000.00	(2,000.00)	(0.00)	3,000.00	0.00	0.00

4a

4b

5. Click **[Save]** button to save the depreciation information and go back to the search screen.
6. Click **[Back]** button to go back to the search screen without saving the updated information.
7. Click **[Reset]** button to clear the updated information.



Post-effects

1. The system prompts “Record saved successfully”. The updated depreciation information is saved.
2. The Balance C/F will become the opening balance of the next accounting year.



Notes

1. The depreciation screen displays the following information:
 - a. Asset Purchase in Previous Accounting Years
 - i. Balance B/F – The total opening balance as at the first day of the selected accounting year
 - ii. Write-off during the year – Assets registered in previous accounting years which have been written off in the selected accounting year
 - iii. Sub-Total – The sub-total balance of assets purchased in previous accounting years
 - b. Asset Purchase in this Accounting Year
 - i. Asset Purchase Information grouped by Accounting Month – Total cost and depreciation of the asset purchased in an accounting month

- ii. Balance C/F – The total asset cost and depreciation of all the registered assets as at the last day of the accounting year.

The definitions of column headings are as follows:

- a. Registered Month – Asset registration month. For asset registered in the selected accounting year, the asset will be grouped by registered month.
 - b. Original Amount – The sum of the entered amount of the assets registered under the selected asset category within that month. This amount is calculated by the system.
 - c. Not Chargeable Amount – The amount which is not subject to depreciation and will be excluded from the asset registered amount.
 - d. Written Off Amount – The amount of the asset written off via the write-off function. This amount is calculated by the system.
 - e. Total Chargeable Amount – The Total Chargeable Amount of the assets which is subject to depreciation. This amount represents the original amount minus not chargeable amount and written off amount.
 - f. Cumulative Depreciation Amount – This amount is accumulated from the entered depreciation amount of the selected asset category of all the previous years. This amount is calculated by the system.
 - g. This Year Depreciation Amount – Amount depreciated in this accounting year
2. The Total Not Chargeable cost entered must not exceed the Original Cost. And Yearly Depreciation Amount must not exceed the Total Chargeable Cost. Otherwise, an error message will be prompted.
 3. Amount entered is kept for depreciation purpose only and will not affect the registered assets in the system.

2.4 Enquiry

Function Description

Users can make enquiry on registered assets. Asset registration, allocation information and write-off information can be displayed by this function.

Pre-requisites

1. Asset details must exist in the system.

User Procedures

1. Click **[FMP]** → **[CAR]** → **[Enquiry]** from the left menu.
2. Enter the search criteria and click **[Search]** button to search for asset records.

[S-FC10-01] FMP > CAR > Enquiry

Search

Search
Clear

Registered Date From (DD/MM/YYYY)

Asset Category

Analysis Code 1

Registered Date To (DD/MM/YYYY)

Asset Code

Analysis Code 2

3. A list of matched asset records is shown.
4. Click the **Asset Code** hyperlink to view the details of the registered assets of the selected asset code.

[S-FC10-01] FMP > CAR > Enquiry

Search

Search
Clear

Registered Date From (DD/MM/YYYY)

Asset Category

Analysis Code 1

Registered Date To (DD/MM/YYYY)

Asset Code

Analysis Code 2

<< >> of 2 >> Display records / page

Asset Code 0	Asset Category 0	Analysis Code 1 0	Analysis Code 2 0	Quantity		
				Original 0	Write-off 0	On Hand 0
1-1	1-1	N/A - Not Applicable	N/A - Not Applicable	2	0	2
1-1	1-1	N/A - Not Applicable	N/A - Not Applicable	23	1	22
3-3	AAA-123	N/A - Not Applicable	N/A - Not Applicable	4	0	4
5-5	5-5	N/A - Not Applicable	N/A - Not Applicable	21	7	14
666-666	DEP-666	N/A - Not Applicable	N/A - Not Applicable	10	0	10
666-666	DEP-666	N/A - Not Applicable	N/A - Not Applicable	70	0	70
AIRCON01 - DAIKIN Air-conditioner	1-1	N/A - Not Applicable	N/A - Not Applicable	12	0	12
AIRCON01 - DAIKIN Air-conditioner	1-1	N/A - Not Applicable	N/A - Not Applicable	50	0	50
AIRCON01 - DAIKIN Air-conditioner	1-1	2-2	4444 - 4444t	30	0	30
AIRCON01 - DAIKIN Air-conditioner	1-1	AIRCON01 - Aircon Style 1	TEST - test	10	0	10

5. Click the Registered Date hyperlink to view the voucher and the registration details.

[S-FCAI0-05] FMP > CAR > Enquiry

[Back](#)

Asset Information

Asset Code: 666 - 666
 Asset Category: DEP - 666
 Analysis Code 1: N/A - Not Applicable
 Analysis Code 2: N/A - Not Applicable
 Original Quantity: 80
 Write-off Quantity: 0
 On Hand Quantity: 80

Registered Date (DD/MM/YYYY) [⊕]	Voucher No. [⊕]	Quantity			Entered Amount \$ [⊕]	Government Fund \$ [⊕]	Other Fund [⊕]	Complete Status [⊕]
		Original [⊕]	Write-Off [⊕]	On Hand [⊕]				
30/11/2019	CA19/11-00006	50	0	50	5,000.00	5,000.00	0.00	<input type="checkbox"/> Y <input type="checkbox"/> N
31/10/2020	CA20/10-00010	10	0	10	10.00	10.00	0.00	<input type="checkbox"/> Y <input type="checkbox"/> N
30/12/2019	CA19/11-00006	20	0	20	0.00	0.00	0.00	<input type="checkbox"/> Y <input type="checkbox"/> N

Notes:
 [1] To view the asset registration record, please click hyperlink of the relevant registered date.
 [2] To view the write-off record, if any, please click the hyperlink of the relevant write-off quantity.

6. Click **Write-off Record** tab to view write off details.

[S-FCAI0-03] FMP > CAR > Enquiry

Asset Registration Record **Write-off Record** ⁶

[Back](#)

Asset Information

Asset Code: 666 - 666
 Asset Nature: Purchase
 Asset Category: DEP - 666
 Analysis Code 1: N/A - Not Applicable
 Analysis Code 2: N/A - Not Applicable
 Original Quantity: 50
 Write-off Quantity: 0
 On Hand Quantity: 50

Registered Date (DD/MM/YYYY): 30/11/2019
 Voucher No.: CA19/11-00006

Original Entered Amount: \$ 5,000.00
 Write-off Amount: \$ 0.00
 On Hand Amount: \$ 5,000.00

Remarks

Location [⊕]	Responsible Officer [⊕]	On Hand Quantity [⊕]	Location Remarks [⊕]	Serial No. [⊕]	Maintenance Renewal Date (DD/MM/YYYY) [⊕]	Other Remarks / Accessories [⊕]
GENERAL - General Office	N/A - Not Applicable	1			30/11/2019	

[S-FCAI0-04] FMP > CAR > Enquiry

Asset Registration Record **Write-off Record**

[Back](#)

Asset Information

Asset Code: 666 - 666
 Asset Nature: Purchase
 Asset Category: DEP - 666
 Analysis Code 1: N/A - Not Applicable
 Analysis Code 2: N/A - Not Applicable
 Original Quantity: 50
 Write-off Quantity: 0
 On Hand Quantity: 50

Registered Date (DD/MM/YYYY): 30/11/2019
 Voucher No.: CA19/11-00006

Original Entered Amount: \$ 5,000.00
 Write-off Amount: \$ 0.00
 On Hand Amount: \$ 5,000.00

Remarks

Location [⊕]	Responsible Officer [⊕]	Write-off Date (DD/MM/YYYY) [⊕]	Write-off Quantity [⊕]	Write-off Reason [⊕]
No record.				



Post-effects

1. Users can browse through the search results displayed.



Notes

1. No modification of data is allowed.

2.5 Report

2.5.1 Generate Report



Function Description

Users can generate the Capital Asset reports through this report function. “All asset categories” list contains all the reports available under the Capital Asset Register Module. These reports are further grouped separately into different asset categories according to its nature.

Users can view the reports for the following asset categories:

- All Asset Categories
- FCA 1 – Setup
- FCA 2 – Voucher List
- FCA 3 – Register & Others
- FCA 4 – Stocktake Worksheet



Pre-requisites

1. Adobe Acrobat Reader and Microsoft Office 2000 are required in order to view the reports.



User Procedures

1. Click **[FMP]** → **[CAR]** → **[Report]** from the left menu.
2. Click **[Search]** button.
3. Users can select asset category and language. All reports under the selected asset category will be displayed.
4. Click on the Report Name (ID) link and list of built-in and user-defined report templates are displayed.

[S-FC11-01] FMP > CAR > Report

Search Report

Search Clear

Category: All

Language: English Chinese

Report Name (ID)			
Asset List with Write-off Quality and Date (R-FC11-019-E)			
Authority Log - Refrain from Modification (R-FC11-008-E)			4

Template Description	Type	Creator	Creation Time
Built-in Template	Built-in	---	---
Authority Log - Write-off Asset (R-FC11-005-E)			
Capital Asset Register (R-FC11-011-E)			
Depreciation Report (R-FC11-009-E)			
Incomplete Asset/ Asset Adjustment Voucher List (R-FC11-012-E)			
List of Asset Analysis Code 1 (R-FC11-015-E)			
List of Asset Analysis Code 2 (R-FC11-016-E)			
List of Asset Category (R-FC11-013-E)			
List of Asset Code (R-FC11-014-E)			
List of Deleted Vouchers (R-FC11-018-E)			
Register of Capital Asset by Asset Category (R-FC11-002-E)			
Register of Capital Asset by Location (R-FC11-003-E)			
Register of Capital Asset by Responsible Officer (R-FC11-004-E)			
Stocktake Worksheet by Location (R-FC11-006-E)			
Stocktake Worksheet by Responsible Officer (R-FC11-007-E)			
Transfer List (R-FC11-010-E)			
Voucher List for Capital Asset (R-FC11-001-E)			

Note(s):
 * Click to display the report template(s) and then click the template you need to create the report.

5. Click on the Report Template link to view the report search criterions.
6. Users may narrow down the search by changing the various search criterions presented on the screen.
7. Click **[Preview & Print]** button to view the report online. A report window will pop up. Print the report to local print queue or save to local hard disk from the popup window.
8. Users can choose to generate the report backend by clicking on **[To File]** button.
 - a. Users are required to fill in the report descriptions. Report will then be generated and stored in Report Repository. No report window will pop up.
 - b. Users can click the hyperlink to go to Report Repository to download the report or click **[Report Management]** → **[Repository]** from the left menu to download the report later.

[S-FC11-11] FMP > CAR > Report

7 **Preview & Print** **Reset** **To File** **Back** 8

Capital Asset Register (R-FC11-011-E) : Built-in Template

Please input the print criteria.

Registered Date From (DD/MM/YYYY)	DD/MM/YYYY	Registered Date To (DD/MM/YYYY)	DD/MM/YYYY
Voucher No. From		Voucher No. To	
Asset Category	All	Asset Code	All

Format: PDF WORD EXCEL RICHTEXT

6

Please enter the description of the report for easy reference during report retrieval.

Capital Asset Register as at 21/10/2003

Confirm Cancel

[S-FCA11-11] FMP > CAR > Report

Report has been submitted for generation. Please go to the **Repository** function of **Report Management** module to view the generated report.

Preview & Print Reset To File Back

Capital Asset Register (R-FCA011-E) : Built-in Template

Please input the print criteria.

Registered Date From (DD/MM/YYYY) 01/01/2000 Registered Date To (DD/MM/YYYY) 01/01/2022

Voucher No. From Voucher No. To

Asset Category All Asset Code All

Format PDF WORD EXCEL RICHTEXT

Post-effects

1. The selected report is generated for users to preview in a pop-up window if **[Preview & Print]** button is clicked.
2. The selected report is generated and stored in Report Management – Repository if **[To File]** button is clicked. Users may enter the description of the report for easy reference during report retrieval in Report Management – Repository.

Notes

1. The following reports are available:

All Asset Categories

- Assets List with Write-off Quantity and Date (R-FCA019-E)
- Authority Log on Refrain from Modification (R-FCA008-E)
- Authority Log on Write-off Asset (R-FCA005-E)
- Capital Asset Register (R-FCA011-E)
- Depreciation Report (R-FCA009-E)
- Incomplete Asset / Asset Adjustment Voucher List (R-FCA012-E)
- List of Asset Analysis Code 1 (R-FCA015-E)
- List of Asset Analysis Code 2 (R-FCA016-E)
- List of Asset Category (R-FCA013-E)
- List of Asset Code (R-FCA014-E)
- List of Deleted Vouchers (R-FCA018-E)
- Register of Capital Asset by Asset Category (R-FCA002-E)
- Register of Capital Asset by Location (R-FCA003-E)
- Register of Capital Asset by Responsible Officer (R-FCA004-E)

- Stocktake Worksheet by Location (R-FCA006-E)
- Stocktake Worksheet by Responsible Officer (R-FCA007-E)
- Transfer List (R-FCA010-E)
- Voucher List for Capital Asset (R-FCA001-E)

FCA 1 – Setup

- List of Asset Analysis Code 1 (R-FCA015-E)
- List of Asset Analysis Code 2 (R-FCA016-E)
- List of Asset Category (R-FCA013-E)
- List of Asset Code (R-FCA014-E)

FCA 2 – Voucher List

- Incomplete Asset / Asset Adjustment Voucher List (R-FCA012-E)
- List of Deleted Vouchers (R-FCA018-E)
- Voucher List for Capital Asset (R-FCA001-E)

FCA 3 – Register & Others

- Assets List with Write-off Quantity and Date (R-FCA019-E)
- Authority Log on Refrain from Modification (R-FCA008-E)
- Authority Log on Write-off Asset (R-FCA005-E)
- Capital Asset Register (R-FCA011-E)
- Depreciation Report (R-FCA009-E)
- Register of Capital Asset by Asset Category (R-FCA002-E)
- Register of Capital Asset by Location (R-FCA003-E)
- Register of Capital Asset by Responsible Officer (R-FCA004-E)
- Transfer List (R-FCA010-E)

FCA 4 – Stocktake Worksheet

- Stocktake Worksheet by Location (R-FCA006-E)
- Stocktake Worksheet by Responsible Officer (R-FCA007-E)

2. Different reports may have different set of input criteria.

2.1 Asset List with Write-off Quantity and Date (R-FCA019-E)

- This function allows users to generate the Authority Log on Refrain from Modification (R-FCA019-E) based on the selected print criteria.

- The below criteria can be selected from this screen to generate reports:
 - Registered Date Range
 - Voucher No. Range
 - Asset Category Code
 - Asset Code
 - As at Date
 - Format (PDF, WORD, EXCEL, RICHTEXT)
- You can (i) view the report in a pop-up window by clicking the **[Preview & Print]** button or (ii) generate and store the report in Report Management – Repository by clicking the **[To File]** button.

2.2 Authority Log on Refrain from Modification (R-FCA008-E)

This function allows users to generate the Authority Log on Refrain from Modification (R-FCA008-E) based on the selected print criteria.

- The below criteria can be selected from this screen to generate reports:
 - Format (PDF, WORD, EXCEL, RICHTEXT)
- You can (i) view the report in a pop-up window by clicking the **[Preview & Print]** button or (ii) generate and store the report in Report Management – Repository by clicking the **[To File]** button.

2.3 Authority Log on Write-off Asset (R-FCA005-E)

- This function allows users to generate the Authority Log on Write-off Asset (R-FCA005-E) based on the selected print criteria.

- TheT below criteria can be selected from this screen to generate reports:
 - Write-off Date Range (mandatory, must be entered)
 - Asset Category Code
 - Asset Code
 - Format (PDF, WORD, EXCEL, RICHTEXT)
- You can (i) view the report in a pop-in window by clicking the **[Preview & Print]** button or (ii) generate and store the report in Report Management – Repository by clicking the **[To File]** button.

2.4 Capital Asset Register (R-FCA011-E)

- This function allows users to generate the Capital Asset Register (R-FCA011-E) based on the selected print criteria.

- The below criteria can be selected from this screen to generate reports:
 - Registered Date Range
 - Voucher No. Range
 - Asset Category Code
 - Asset Code
 - Format (PDF, WORD, EXCEL, RICHTEXT)
- You can (i) view the report in a pop-up window by clicking the **[Preview & Print]** button or (ii) generate and store the report in Report Management – Repository by clicking the **[To File]** button.

2.5 Depreciation Report (R-FCA009-E)

- This function allows users to generate the Depreciation Report (R-FCA009-E) based on the selected print criteria.

- The below criteria can be selected from this screen to generate reports:
 - Accounting Year
 - Asset Category Code
 - Format (PDF, WORD, EXCEL, RICHTEXT)
- You can (i) view the report in a pop-up window by clicking the **[Preview & Print]** button or (ii) generate and store the report in Report Management – Repository by clicking the **[To File]** button.

2.6 Incomplete Asset / Asset Adjustment Voucher List (R-FCA012-E)

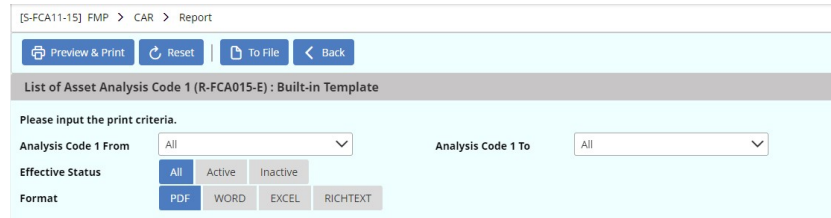
- This function allows users to generate the Incomplete Asset / Asset Adjustment Voucher List (R-FCA012-E) based on the selected print criteria.

- The below criteria can be selected from this screen to generate reports:
 - Voucher Date Range
 - Voucher No. Range
 - Voucher Grouping (All, Unclassified Voucher, Original Voucher, Adjustment Voucher)
 - Quotation/Tender Number Range
 - Format (PDF, WORD, EXCEL, RICHTEXT)

- You can (i) view the report in a pop-up window by clicking the **[Preview & Print]** button or (ii) generate and store the report in Report Management – Repository by clicking the **[To File]** button.

2.7 List of Asset Analysis Code 1 (R-FCA015-E)

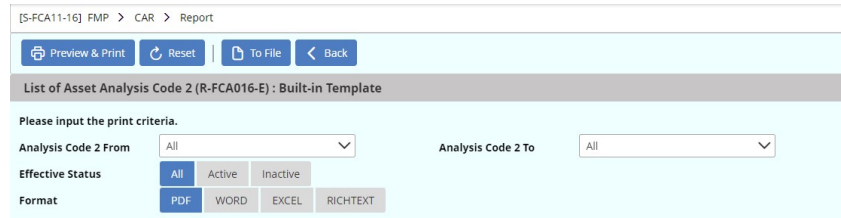
- This function allows users to generate the List of Asset Analysis Code 1 (R-FCA015-E) based on the selected print criteria.



- The below criteria can be selected from this screen to generate reports:
 - Analysis Code 1 Range
 - Effective Status (All, Active, Inactive)
 - Format (PDF, WORD, EXCEL, RICHTEXT)
- You can (i) view the report in a pop-up window by clicking the **[Preview & Print]** button or (ii) generate and store the report in Report Management – Repository by clicking the **[To File]** button.

2.8 List of Asset Analysis Code 2 (R-FCA016-E)

- This function allows users to generate the List of Asset Analysis Code 2 (R-FCA016-E) based on the selected print criteria.



- The below criteria can be selected from this screen to generate reports:
 - Analysis Code 2 Range
 - Effective Status (All, Active, Inactive)
 - Format (PDF, WORD, EXCEL, RICHTEXT)
- You can (i) view the report in a pop-up window by clicking the **[Preview & Print]** button or (ii) generate and store the report in Report Management – Repository by clicking the **[To File]** button.

2.9 List of Asset Category (R-FCA013-E)

- This function allows users to generate the List of Asset Category (R-FCA013-E) based on the selected print criteria.

- The below criteria can be selected from this screen to generate reports:
 - Asset Category Code Range
 - Effective Status (All, Active, Inactive)
 - Format (PDF, WORD, EXCEL, RICHTEXT)
- You can (i) view the report in a pop-up window by clicking the **[Preview & Print]** button or (ii) generate and store the report in Report Management – Repository by clicking the **[To File]** button.

2.10 List of Asset Code (R-FCA014-E)

- This function allows users to generate the List of Asset Code (R-FCA014-E) based on the selected print criteria.

- The below criteria can be selected from this screen to generate reports:
 - Asset Category Code
 - Asset Code Range
 - Effective Status (All, Active, Inactive)
 - Format (PDF, WORD, EXCEL, RICHTEXT)
- You can (i) view the report in a pop-up window by clicking the **[Preview & Print]** button or (ii) generate and store the report in Report Management – Repository by clicking the **[To File]** button.

2.11 List of Deleted Vouchers (R-FCA018-E)

- This function allows users to generate the List of Deleted Vouchers (R-FCA018-E) based on the selected print criteria.

- The below criteria can be selected from this screen to generate reports:
 - Voucher Date Range
 - Voucher No. Range
 - Voucher Type
 - Quotation/Tender number Range
 - Format (PDF)
- You can (i) view the report in a pop-up window by clicking the **[Preview & Print]** button or (ii) generate and store the report in Report Management – Repository by clicking the **[To File]** button.

2.12 Register of Capital Asset by Asset Category (R-FCA002-E)

- This function allows users to generate the Register of Capital Asset by Asset Category (R-FCA002-E) based on the selected print criteria.

- The below criteria can be selected from this screen to generate reports:
 - Asset Category Code Range
 - Asset Code Range
 - Asset Nature
 - Registered Date Range (mandatory, must be entered)

- Format (PDF, WORD, EXCEL, RICHTEXT)
- You can (i) view the report in a pop-up window by clicking the **[Preview & Print]** button or (ii) generate and store the report in Report Management – Repository by clicking the **[To File]** button.

2.13 Register of Capital Asset by Location (R-FCA003-E)

- This function allows users to generate the Register of Capital Asset by Location (R-FCA003-E) based on the selected print criteria.

- The below criteria can be selected from this screen to generate reports:
 - Location Range
 - Asset Code Range
 - Asset Nature
 - Registered Date Range (mandatory, must be entered)
 - Format (PDF, WORD, EXCEL, RICHTEXT)
- You can (i) view the report in a pop-up window by clicking the **[Preview & Print]** button or (ii) generate and store the report in Report Management – Repository by clicking the **[To File]** button.

2.14 Register of Capital Asset by Responsible Officer (R-FCA004-E)

- This function allows users to generate the Register of Capital Asset by Responsible Officer (R-FCA004-E) based on the selected print criteria.

- The below criteria can be selected from this screen to generate reports:
 - Responsible Officer Range
 - Asset Code Range

- Asset Nature
- Registered Date Range (mandatory, must be entered)
- Format (PDF, WORD, EXCEL, RICHTEXT)
- You can (i) view the report in a pop-up window by clicking the **[Preview & Print]** button or (ii) generate and store the report in Report Management – Repository by clicking the **[To File]** button.

2.15 Stocktake Worksheet by Location (R-FCA006-E)

- This function allows users to generate the Stocktake Worksheet by Location (R-FCA006-E) based on the selected print criteria.

The screenshot shows a web interface for generating a report. At the top, there is a breadcrumb trail: [S-FCA11-06] FMP > CAR > Report. Below this are three buttons: 'Preview & Print' (with a printer icon), 'Reset' (with a circular arrow icon), and 'To File' (with a document icon). A '< Back' button is also present. The main heading is 'Stocktake Worksheet by Location (R-FCA006-E) : Built-in Template'. Below the heading, it says 'Please input the print criteria.' There are four dropdown menus: 'Location From' (All), 'Location To' (All), 'Asset Category From' (All), and 'Asset Category To' (All). There are also two more dropdown menus: 'Asset Code From' (All) and 'Asset Code To' (All). Under 'Asset Nature', there are three buttons: 'All' (selected), 'Purchase', and 'Donation'. Under 'Format', there are four buttons: 'PDF' (selected), 'WORD', 'EXCEL', and 'RICHTEXT'.

- The below criteria can be selected from this screen to generate reports:
 - Location Range
 - Asset Category Range
 - Asset Code Range
 - Asset Nature
 - Format (PDF, WORD, EXCEL, RICHTEXT)
- You can (i) view the report in a pop-up window by clicking the **[Preview & Print]** button or (ii) generate and store the report in Report Management – Repository by clicking the **[To File]** button.

2.16 Stocktake Worksheet by Responsible Officer (R-FCA007-E)

- This function allows users to generate the Stocktake Worksheet by Responsible Officer (R-FCA007-E) based on the selected print criteria.

The screenshot shows a web interface for generating a report. At the top, there is a breadcrumb trail: [S-FCA11-07] FMP > CAR > Report. Below this are three buttons: 'Preview & Print' (with a printer icon), 'Reset' (with a circular arrow icon), and 'To File' (with a document icon). A '< Back' button is also present. The main heading is 'Stocktake Worksheet by Responsible Officer (R-FCA007-E) : Built-in Template'. Below the heading, it says 'Please input the print criteria.' There are four dropdown menus: 'Responsible Officer From' (All), 'Responsible Officer To' (All), 'Asset Category From' (All), and 'Asset Category To' (All). There are also two more dropdown menus: 'Asset Code From' (All) and 'Asset Code To' (All). Under 'Asset Nature', there are three buttons: 'All' (selected), 'Purchase', and 'Donation'. Under 'Format', there are four buttons: 'PDF' (selected), 'WORD', 'EXCEL', and 'RICHTEXT'.

- The below criteria can be selected from this screen to generate reports:
 - Responsible Officer Range

- Asset Category Range
- Asset Code Range
- Asset Nature
- Format (PDF, WORD, EXCEL, RICHTEXT)
- You can (i) view the report in a pop-up window by clicking the **[Preview & Print]** button or (ii) generate and store the report in Report Management – Repository by clicking the **[To File]** button.

2.17 Transfer List (R-FCA010-E)

- This function allows users to generate the Transfer List (R-FCA010-E) based on the selected print criteria.

- The below criteria can be selected from this screen to generate reports:
 - Transfer Date Range (mandatory, must be entered)
 - Asset Category
 - Asset Code
 - Format (PDF, WORD, EXCEL, RICHTEXT)
- You can (i) view the report in a pop-up window by clicking the **[Preview & Print]** button or (ii) generate and store the report in Report Management – Repository by clicking the **[To File]** button.

2.18 Voucher List for Capital Asset (R-FCA001-E)

- This function allows users to generate the Voucher List for Capital Asset (R-FCA001-E) based on the selected print criteria.

- The below criteria can be selected from this screen to generate reports:

- Original Voucher Date Range or
 - Original Voucher No. Range or
 - Adjustment Voucher No.
 - Voucher Status (All, Completed, Incomplete)
 - Quotation/Tender Number Range
 - Format (PDF, WORD, EXCEL, RICHTEXT)
 - You can (i) view the report in a pop-up window by clicking the **[Preview & Print]** button or (ii) generate and store the report in Report Management – Repository by clicking the **[To File]** button.
3. CloudSAMS report is built on PDF format with Crystal Report Application, minor alignment issue may be possibly located when printing in other formats.