



Navigation: [New Help >](#)

Introduction of TMCS Asset Register

AutoCount - TMCS Fixed Asset Register is a module to maintain a detailed record of the company's fixed asset by recording depreciation and current asset values, in addition to providing a facility to evaluate remaining usefulness by tracking expenditures incurred or income derived from assets. ***TMCS Fixed Asset Register*** sits a plethora of different accounting methods and record keeping processes that have to be used.

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Key features



Navigation: [New Help](#) >

Key Features

- Maintains a register of all assets and their locations.
- Calculates account book and tax-based depreciation.
- Tracks expenses incurred for any asset.
- Obtains estimates of the remaining useful "life" of an asset.
- Allows a provision for initial and investment allowances.
- Provides detailed reporting and screen queries.
- Preview of reports to screen and email capabilities.



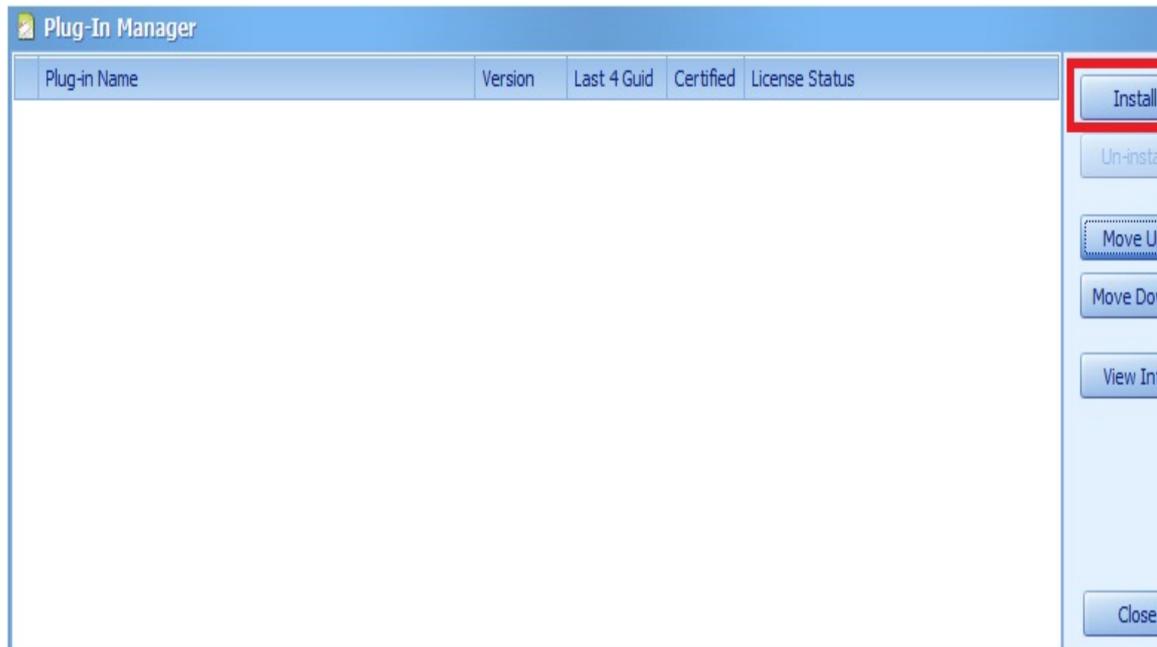
How to install



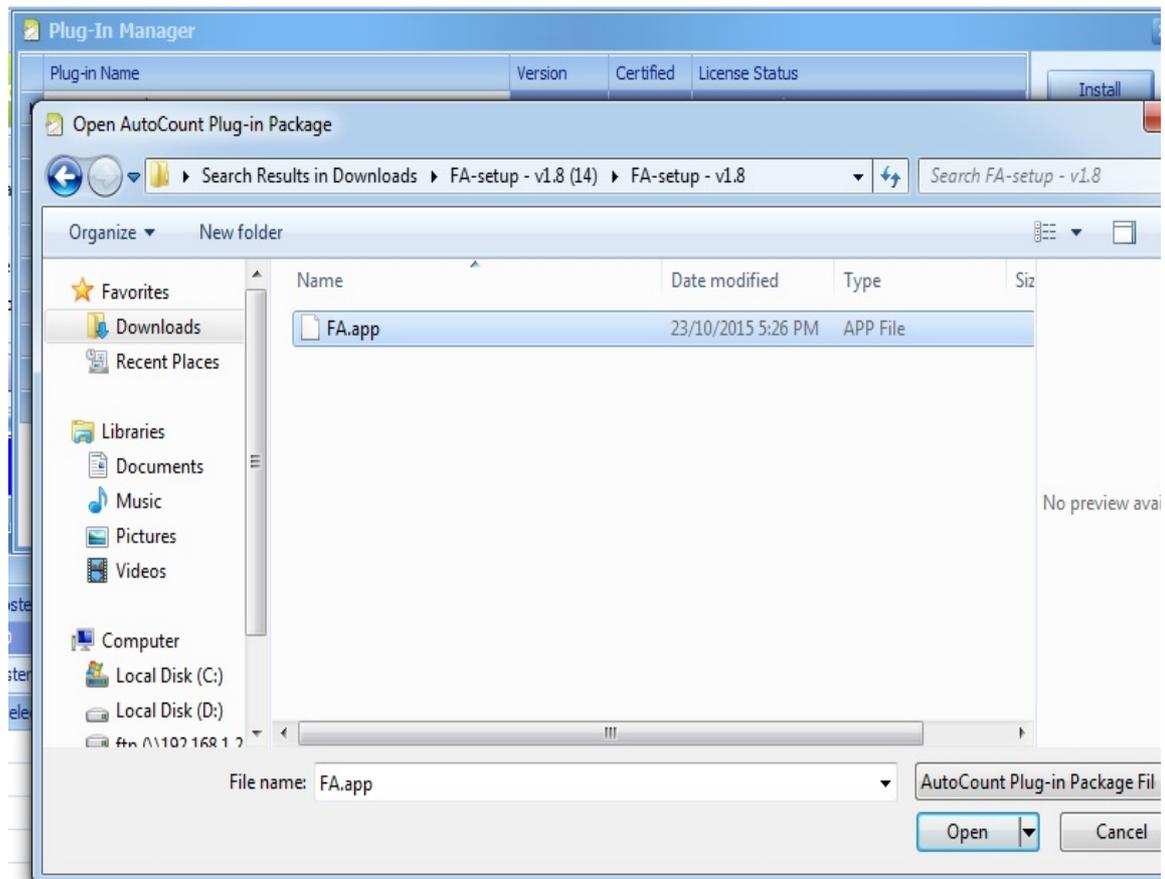
Navigation: [New Help](#) > [How to](#) >

How to install TMCS Asset Register plugin?

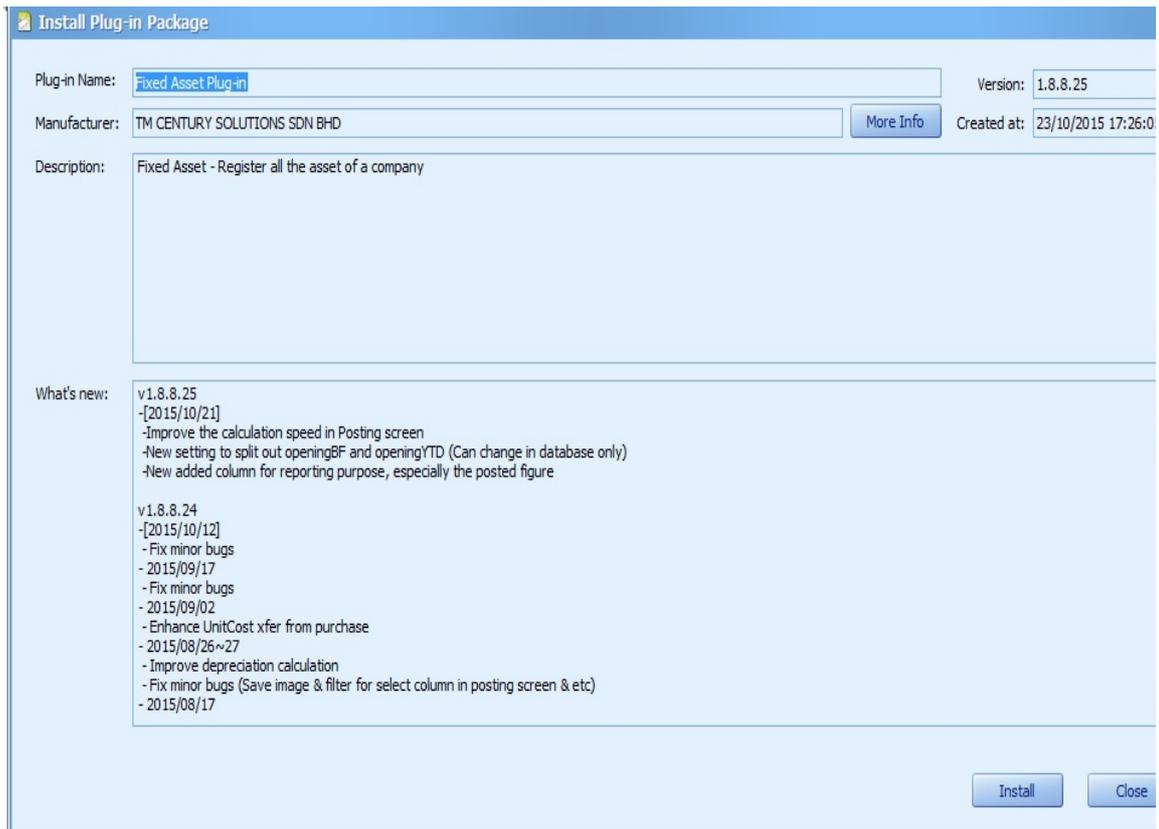
1. Start the FA setup, Login AutoCount Accounting-->Tools-->Plugin Manager-->Press Install



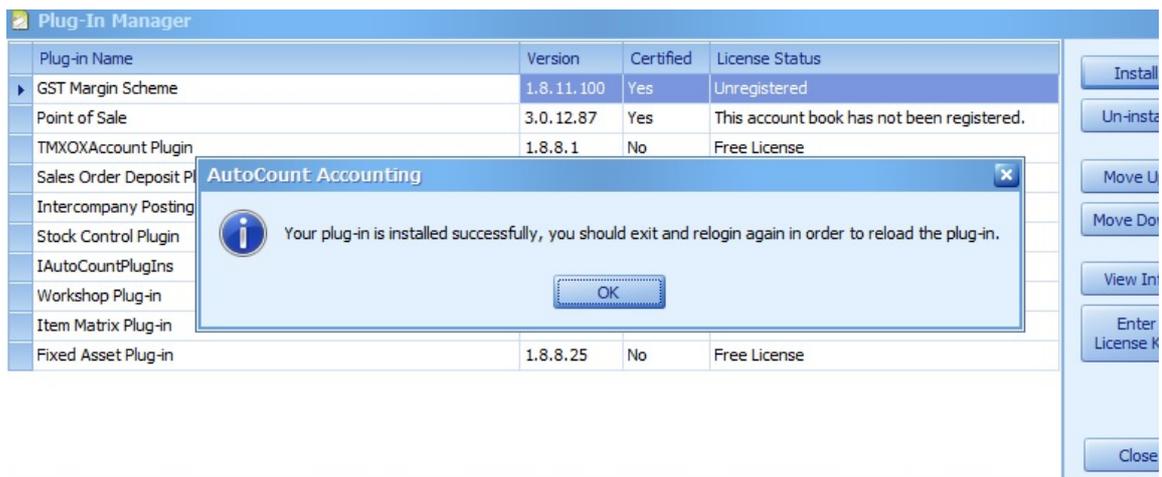
2. Browse the App file in your folder directory and click open.



3. Click Install



4. Installation success,you should log exit AutoCount and relogin again.





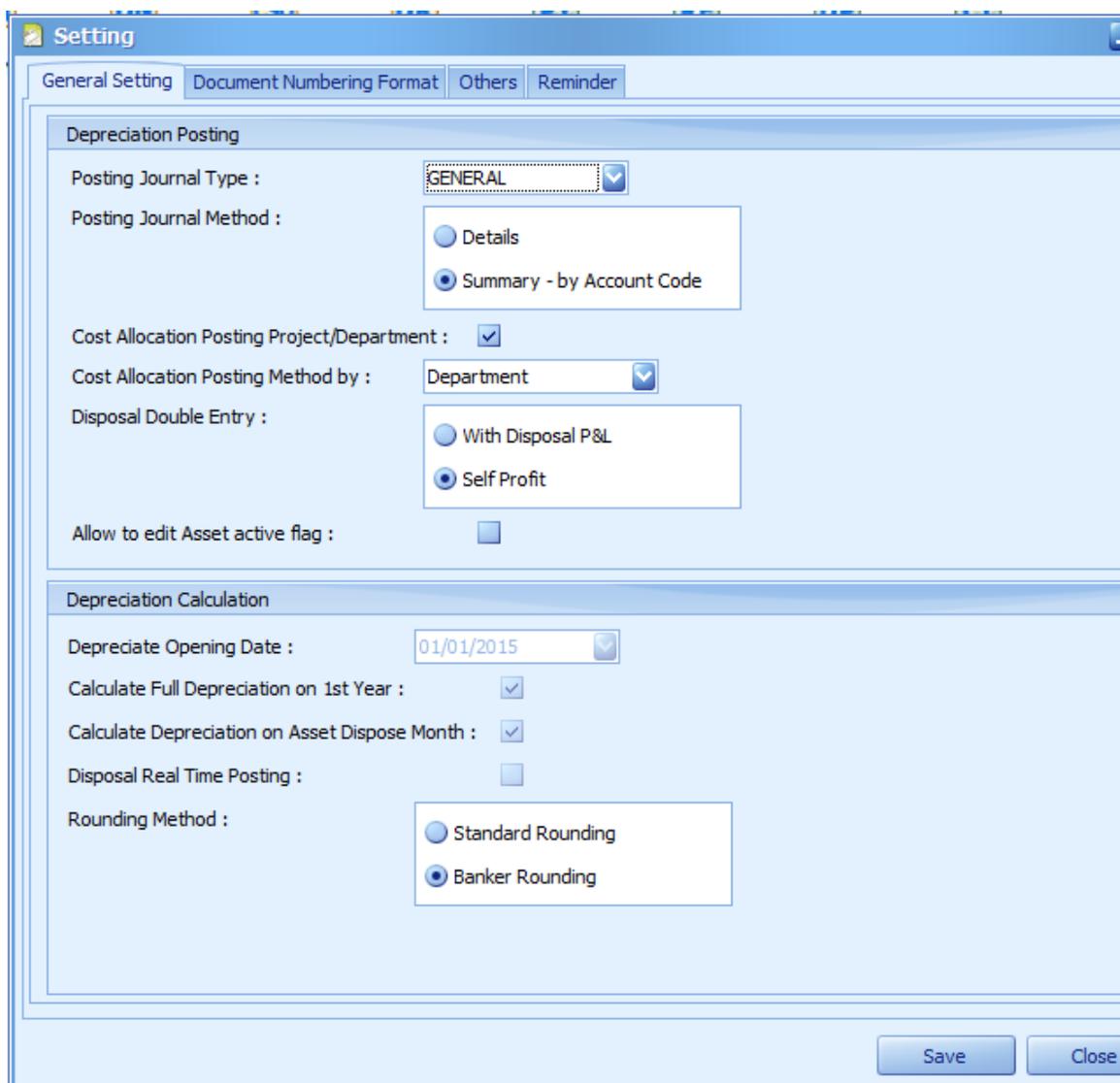
Asset Setting



Navigation: [New Help](#) > [Others](#) >

Asset Setting

- 1) Click **Asset Register** -> **Setting**



The screenshot shows the 'Setting' dialog box with the following configuration:

- General Setting** (selected tab)
- Depreciation Posting**
 - Posting Journal Type: GENERAL
 - Posting Journal Method: Summary - by Account Code
 - Cost Allocation Posting Project/Department:
 - Cost Allocation Posting Method by: Department
 - Disposal Double Entry: Self Profit
 - Allow to edit Asset active flag:
- Depreciation Calculation**
 - Depreciate Opening Date: 01/01/2015
 - Calculate Full Depreciation on 1st Year:
 - Calculate Depreciation on Asset Dispose Month:
 - Disposal Real Time Posting:
 - Rounding Method: Banker Rounding

Buttons: Save, Close

1st Tab: General Setting

Posting Journal Type: To choose which journal types you going to post

Posting Journal Method: Can be choosing either post by details or summary

Cost Allocation Posting Project/Department: If you tick You can sele to use either project/department. If you don't tick , no matter you choose project/department at the bottom, system will not functioning. This will reflected on asset maintenance -> Cost Allocation Posting project/Department

Cost Allocation Posting Method by: To choose either department or project

Diposal Double Entry: There is a difference of double entry between With Disposal P&L and Self Profit. Please refer to the Posting Documentation.

Allow to edit Asset Active Flag: You can set the asset inactive /or active if you have ticked this setting

Depreciate Opening Date: System depreciation start date

Calculate Full Depreciation on 1st Year: Full Year will calculate an entire year's depreciation for the first year, REGARDLESS of the month it was placed in service. During the first year, the annual depreciation will be distributed over the the number of months(periods) it is in service for the first year.

Diposal Real Time Posting: Means upon asset disposal/write off, syster will create journal for posting.Thus, there is no necessary to do manual posting at depreciation posting.

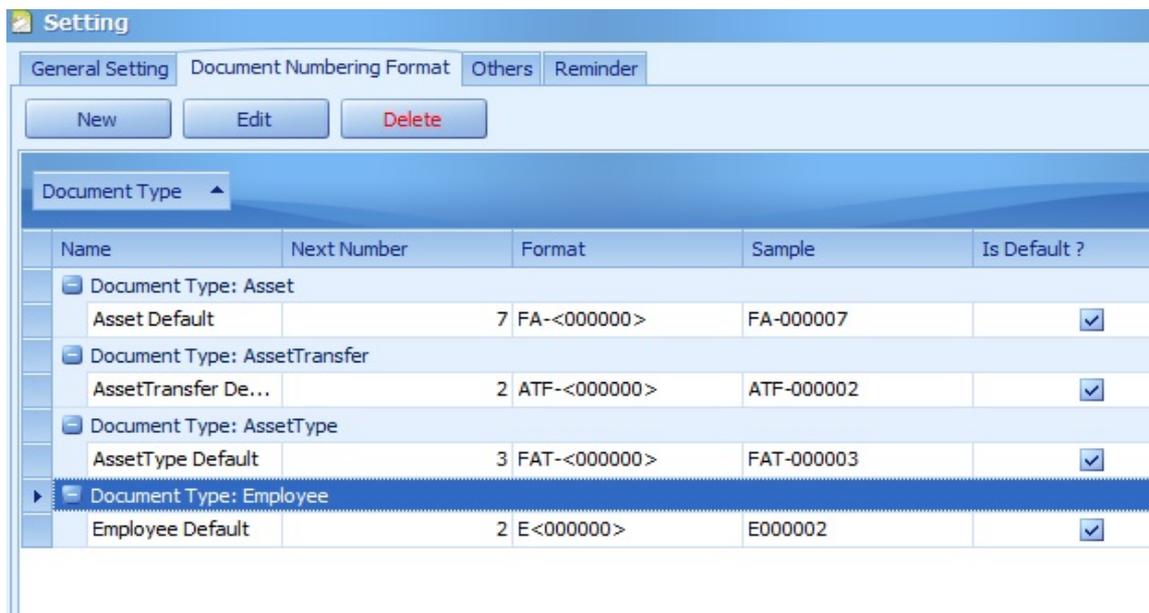
Calculate Depreciation on Asset Dispose Month: If you tick means depreciation will be added on the month you sell your asset. If you don

tick means the last depreciation will stop on last month (For example if you sell off your asset in March 2012, your last depreciation of this asset will be February 2012)

Banker Rounding: This is a rounding method that **round half to even**, which means: 'If the fraction of y is 0.5, then q is even integer nearest to y.' For example, +23.5 becomes +24, +22.5 becomes +22, -22.5 becomes -22, and -23.5 becomes -24. This method is also called **unbiased rounding, convergent rounding, statistician's rounding, Dutch rounding, Gaussian rounding, or bankers' rounding.**

Standard Rounding: to use the standard rounding method.

Document Numbering Format: To key in document numbering formula next number means the next running number to begin

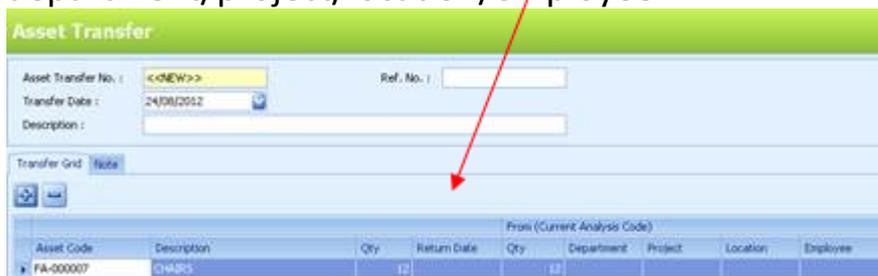


Name	Next Number	Format	Sample	Is Default ?
Document Type: Asset				
Asset Default	7	FA-<000000>	FA-000007	<input checked="" type="checkbox"/>
Document Type: AssetTransfer				
AssetTransfer De...	2	ATF-<000000>	ATF-000002	<input checked="" type="checkbox"/>
Document Type: AssetType				
AssetType Default	3	FAT-<000000>	FAT-000003	<input checked="" type="checkbox"/>
Document Type: Employee				
Employee Default	2	E<000000>	E000002	<input checked="" type="checkbox"/>

Reminder Notification Day Setting:

General Setting	Document Numbering Format	Others	Reminder
Reminder Notification Day Setting			
Insurance Policy :	<input type="text" value="30"/> Day	Leasing Expired :	<input type="text" value="30"/> Day
Road Tax Expired :	<input type="text" value="30"/> Day	Warranty Expired :	<input type="text" value="30"/> Day
Asset Return :	<input type="text" value="7"/> Day		
Asset Service :	<input type="text" value="7"/> Day		

Insurance Day: Key in how many days in advance for reminder
Road Tax Expired: Key in how many days in advance for reminder
Asset Return: Key in how many days in advance for reminder. This asset return date will be reflected under asset transfer -> return date. Meaning to say, if you key in 7 days as reminder notification, system will remind you 7 days before you should return the asset to new department/project/location/employee



Asset Transfer

Asset Transfer No. : <<NEW>> Ref. No. :

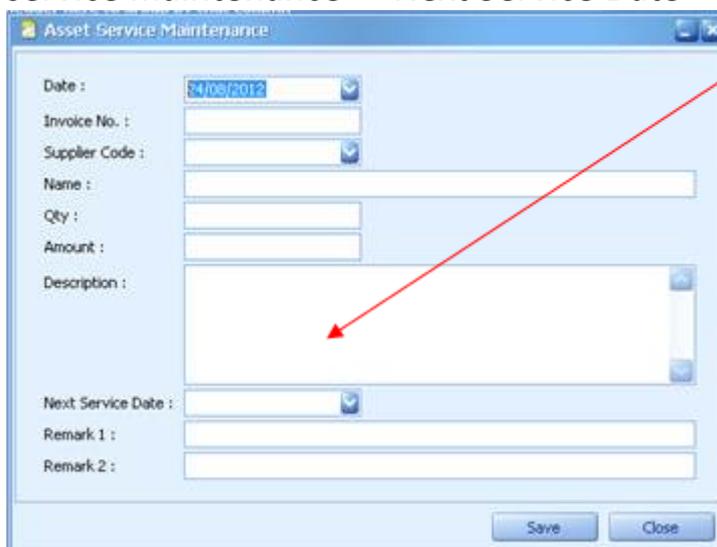
Transfer Date : 24/08/2012

Description :

Transfer Grid

				From (Current Analysis Code)				
Asset Code	Description	Qty	Return Date	Qty	Department	Project	Location	Employee
FA-00007	DRIPS	12		12				

Asset Service: Key in how many days in advance for reminder. This asset service date will be reflected under asset maintenance, edit asset service maintenance -> Next Service Date



Asset Service Maintenance

Date :

Invoice No. :

Supplier Code :

Name :

Qty :

Amount :

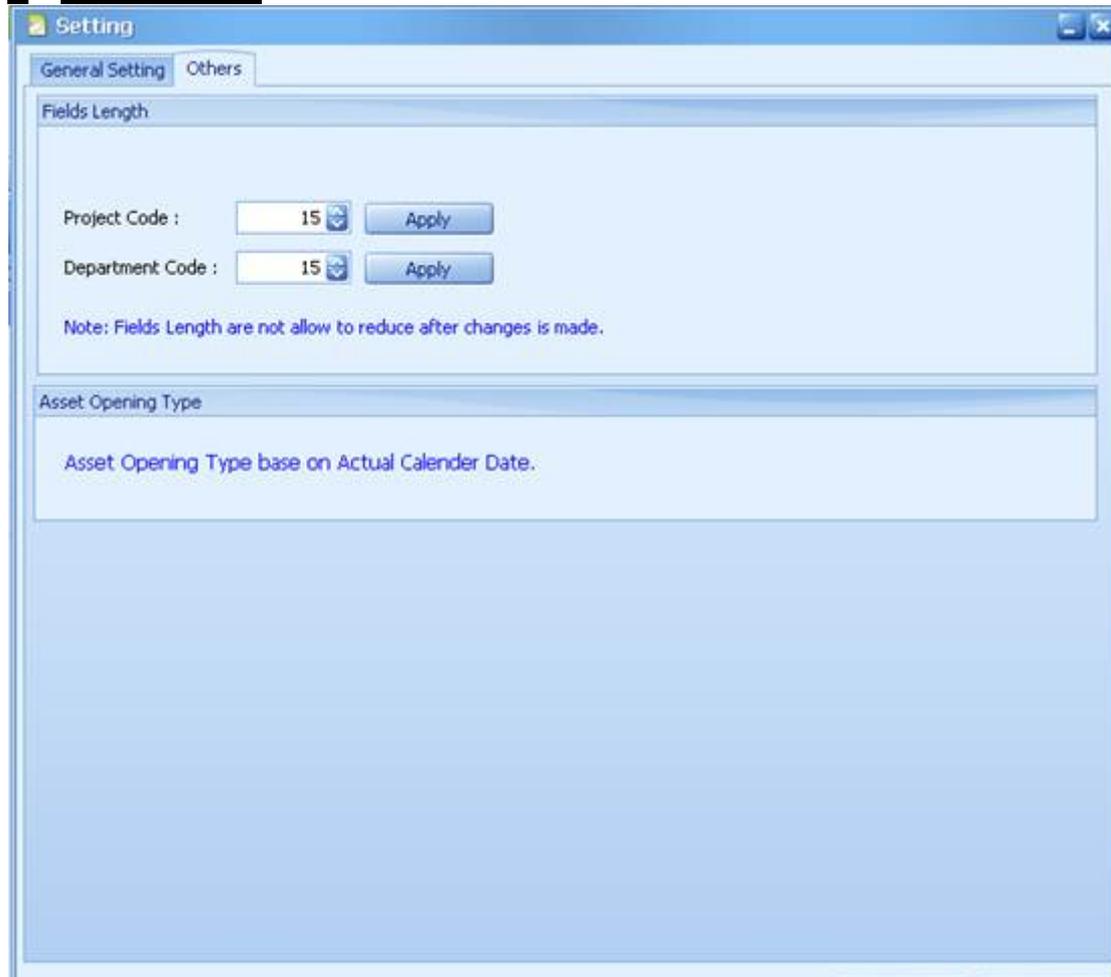
Description :

Next Service Date :

Remark 1 :

Remark 2 :

2nd Tab: Others



Setting

General Setting Others

Fields Length

Project Code :

Department Code :

Note: Fields Length are not allow to reduce after changes is made.

Asset Opening Type

Asset Opening Type base on Actual Calender Date.

This is for you to set the fields length of the project code and department code. System has preset in default as 15 characters, you may select more than 15 characters and click to amend

Asset Depreciation Schedule

Navigation: [New Help](#) > [Process](#) >

Preview Complete Schedule

This asset depreciation schedule is a table to show the depreciation value over the span of the asset's life. For accounting and tax purposes, the depreciation expense is calculated and used to "write-off" the cost of purchasing high value assets over time

- 1) Click **Asset Register -> Depreciation Posting-> Preview Complete Schedule**
- 2) Before you preview the schedule report, you can filter by Financial Date, Asset Code, Depreciation Type, Asset GL Code, else... After that, click  button to list down all asset depreciation schedule listing

Depreciation Posting

Criteria

Financial Date : 30/11/2015 Department : Category :
 Asset Code : Project :
 Deprn Type : Location : Include fully depreciated asset Include inactive asset
 Asset GL Code : Supplier : Include zero salvage value

Drag a column header here to group by that column

Asset				Cost			Depreciation						
S...	Posted	Journal Voucher Doc No.	Code	Description	Cost B/F	Add	Disposal	Cost C/F	Depreciation B/F	YTD	Add	Disposal	Depreciation C/F
<input checked="" type="checkbox"/>	YES	JV-000008	ABC	ABC	0.00	100,000.00	0.00	100,000.00	0.00	9,166.63	833.33	0.00	9,166.63
<input checked="" type="checkbox"/>	YES	JV-000008	FA-000001	CY	0.00	1,000.00	0.00	1,000.00	0.00	91.63	8.33	0.00	91.63
<input checked="" type="checkbox"/>	NO		FA-000003	MYVI	0.00	1,000.00	0.00	1,000.00	0.00	91.63	8.33	0.00	91.63
<input checked="" type="checkbox"/>	YES	JV-000008	FA2168	DELL Laptop	3,000.00	0.00	0.00	3,000.00	0.00	275.00	25.00	0.00	275.00
<input checked="" type="checkbox"/>	YES	JV-000008	FA8888	Office Equipment	5,000.00	0.00	0.00	5,000.00	0.00	458.37	41.67	0.00	458.37

- 3) P review Report:

1st Schedule Report: 

FIXED ASSET REGISTER
Asset Depreciation Schedule

Asset Code: IPHONE 6S	Deprn Start Date: 01/01/2015
Description: IPHONE 6S	Purchase Cost: 1,000.00
Department:	Local Purchase Cost: 1,000.00
Project:	Purchase Date: 01/02/2015
Location:	Deprn Method: 0
Supplier Code:	Asset Type: FAT-000001

Start Date	End Date	Accum Deprn. Amount	Disposa Amount	Deprn. Amount	Balance
01/03/2015	31/12/2015			10.00	990.00
01/01/2016	31/12/2016			10.00	980.00
01/01/2017	31/12/2017			10.00	970.00
01/01/2018	31/12/2018			10.00	960.00
01/01/2019	31/12/2019			10.00	950.00
01/01/2020	31/12/2020			10.00	940.00
01/01/2021	31/12/2021			10.00	930.00
01/01/2022	31/12/2022			10.00	920.00
01/01/2023	31/12/2023			10.00	910.00
01/01/2024	31/12/2024			10.00	900.00
01/01/2025	31/12/2025			100.00	800.00
01/01/2026	31/12/2026			100.00	700.00
01/01/2027	31/12/2027			100.00	600.00
01/01/2028	31/12/2028			100.00	500.00
01/01/2029	31/12/2029			100.00	400.00
01/01/2030	31/12/2030			100.00	300.00
01/01/2031	31/12/2031			100.00	200.00
01/01/2032	31/12/2032			100.00	100.00
01/01/2033	31/12/2033			99.00	1.00

4. Preview Deprn Details Report

FIXED ASSET REGISTER											Date: 24/08/2012 12:31		
Depreciation Details Listing as at 31/08/2012											Page: 1/1		
No.	Asset Code	Description	Deprn Start Date	Disposal Date	Purchase Amount	New Cost	Total Cost	Disposal Cost	Balance B/F	Current Deprn	Accum Deprn	Disposal Deprn	Net Book Value
1	MOTOR VEHICLES												
	FA-000001	PROTON SAGA 1.3	01/03/2009	01/08/2012	82,000.00	0.00	41,000.00	-41,000.00	25,966.94	1,366.66	56,033.06	-28,699.86	12,300.14
	FA-000002	PERODUA VIVA	01/01/2009		29,000.00	0.00	29,000.00	0.00	5,316.99	483.33	23,683.01	0.00	4,833.66
	MVFA-000010	ABC 1234	01/09/2011		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
					Sub Total	0.00	70,000.00	-41,000.00	31,283.93	1,849.99	79,716.07	-28,699.86	17,133.80
2	FURNITURE & FITTINGS												
	FA-000003	TABLES	01/01/2009		500.00	0.00	500.00	0.00	390.80	2.80	109.20	0.00	388.00
	FA-000004	FILING	01/01/2009		600.00	0.00	600.00	0.00	1.00	0.00	599.00	0.00	1.00
	FA-000007	CHAIRS	01/08/2012		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
					Sub Total	0.00	1,100.00	0.00	391.80	2.80	708.20	0.00	389.00
3	COMPUTERS												
	FA-000006	COMPUTER PENTIUM DUO CORE	13/05/2009		2,999.00	0.00	2,999.00	0.00	1,049.78	49.98	1,949.22	0.00	999.80
					Sub Total	0.00	2,999.00	0.00	1,049.78	49.98	1,949.22	0.00	999.80
					Grand Total	0.00	74,099.00	-41,000.00	32,725.51	1,902.77	82,373.49	-28,699.86	18,522.60



Asset Transfer



Navigation: [New Help](#) > [Process](#) >

Asset Transfer

Click **Asset Register** -> **Asset Transfer**

This asset transfer allowed you transfer your current asset to another location/department/employee/project, and can also select to transfer by partial quantity. Transfer by individual asset or a list of assets grouped together. This will help you to record a change in asset ownership. All transfers are stored in Asset Transfer for future auditing and reporting.

For example:

- (a) From Location A to Location B
- (b) From Employee A to Employee B
- (c) From Department A to Department B
- (d) From Project A to Project B

Asset Transfer Maintenance

You can:
[Create New Asset Transfer](#) [Print Asset Transfer Listing](#)

[Edit](#) [View](#) [Delete](#) [Refresh](#) [Close](#)

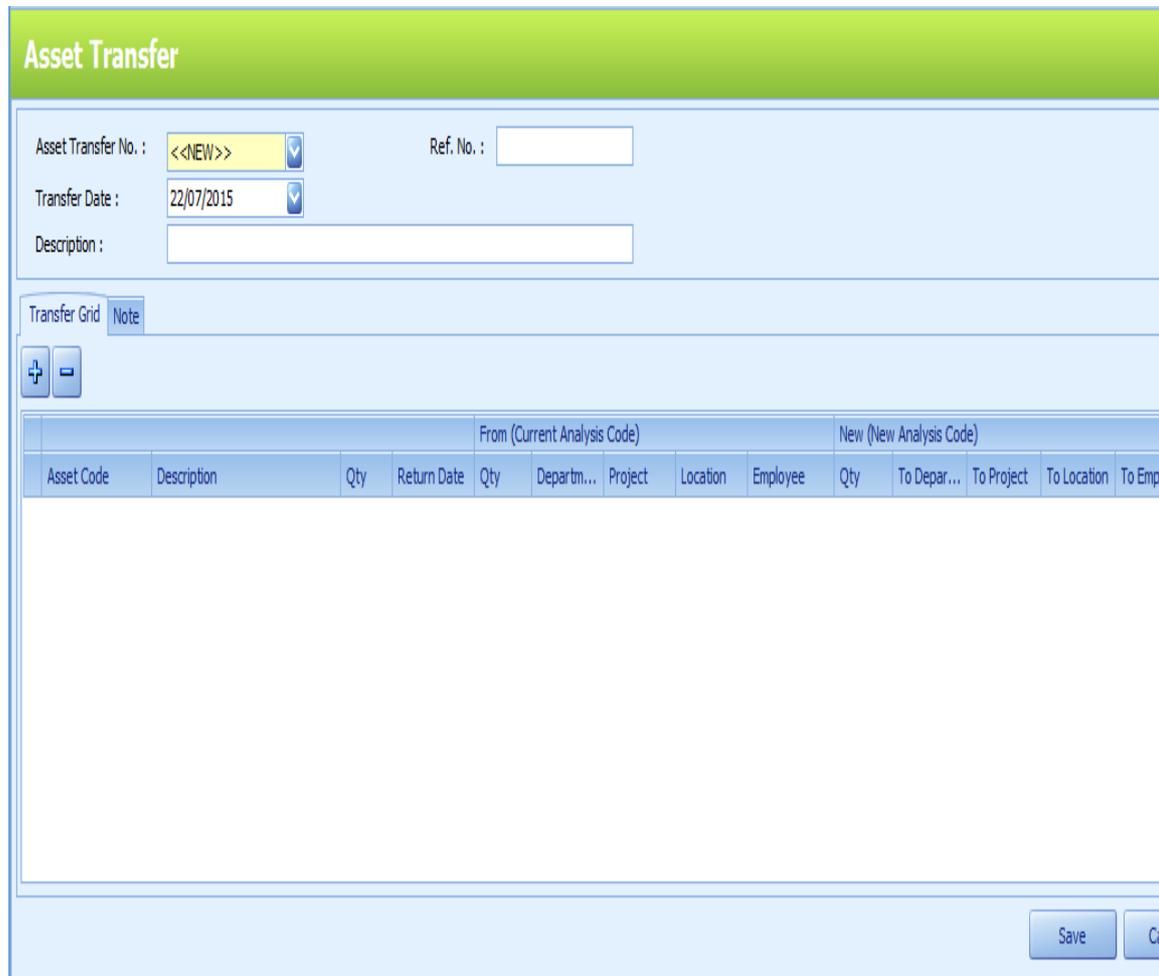
Drag a column header here to group by that column

Doc. No.	Description	Transfer Date	Ref. No.	Note
----------	-------------	---------------	----------	------

Record 0 of 0

1) Click **Asset Register** -> **Asset Transfer**

- 2) Click on Create New Asset Transfer to create a new asset transfer



Asset Transfer

Asset Transfer No. : <<NEW>> Ref. No. :

Transfer Date : 22/07/2015

Description :

Transfer Grid Note

+ -

				From (Current Analysis Code)				New (New Analysis Code)					
Asset Code	Description	Qty	Return Date	Qty	Departm...	Project	Location	Employee	Qty	To Depar...	To Project	To Location	To Emp

Save Ca

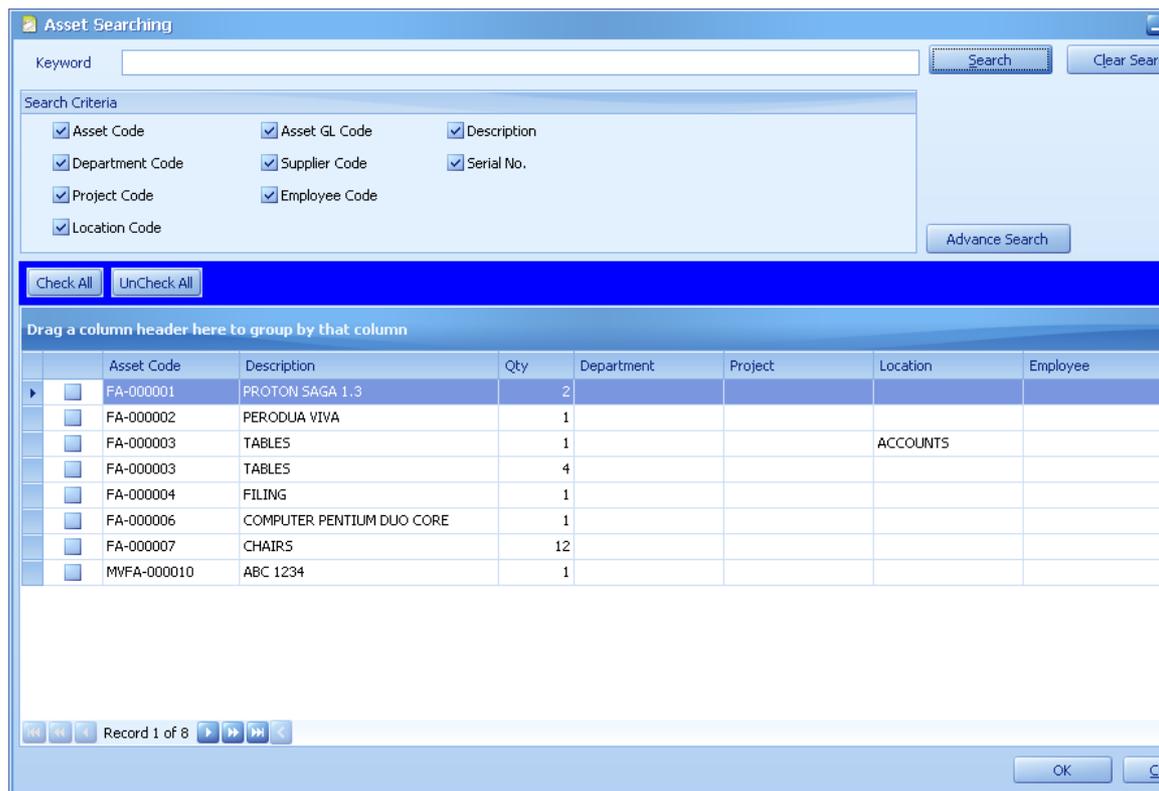
Asset Transfer No - Asset transfer document number

Ref No - Your reference number

Transfer Date - Fixed asset's transfer date

Description - Describing your fixed asset transfer

- 3) Click  to select your fixed asset which you need to transfer from system
- 4) After that, Click  button and all your assets will be listed down



Asset Searching

Keyword

Search Criteria

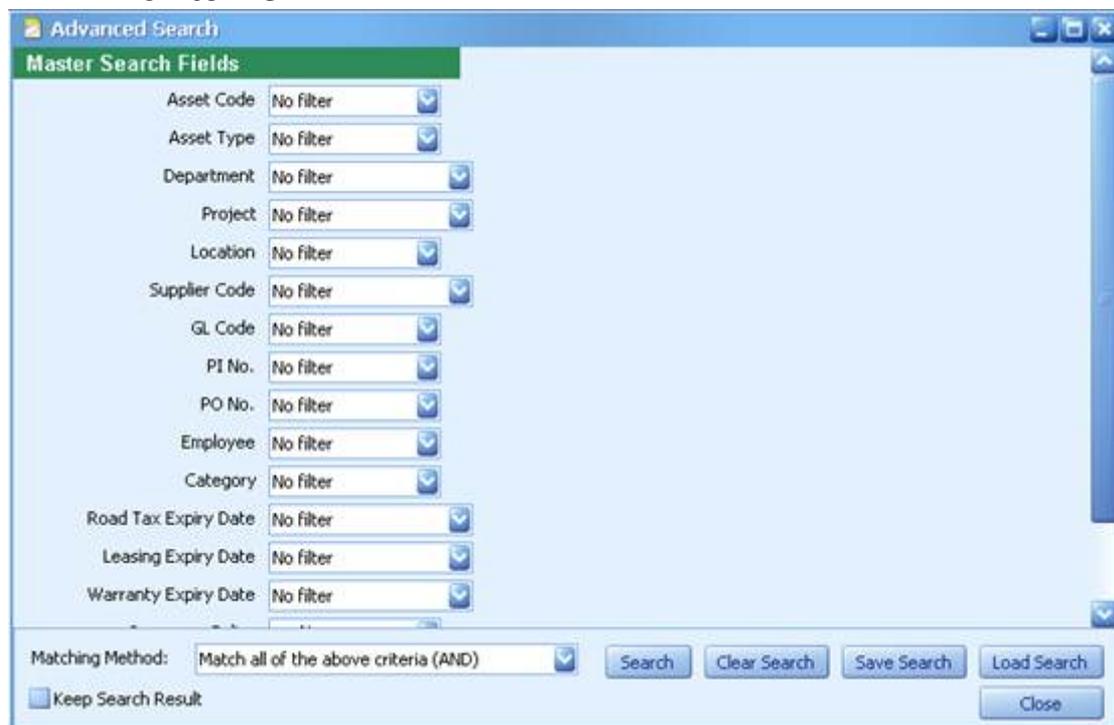
Asset Code Asset GL Code Description
 Department Code Supplier Code Serial No.
 Project Code Employee Code
 Location Code

Drag a column header here to group by that column

	Asset Code	Description	Qty	Department	Project	Location	Employee
<input type="checkbox"/>	FA-000001	PROTON SAGA 1.3	2				
<input type="checkbox"/>	FA-000002	PERODUA VIVA	1				
<input type="checkbox"/>	FA-000003	TABLES	1			ACCOUNTS	
<input type="checkbox"/>	FA-000003	TABLES	4				
<input type="checkbox"/>	FA-000004	FILING	1				
<input type="checkbox"/>	FA-000006	COMPUTER PENTIUM DUO CORE	1				
<input type="checkbox"/>	FA-000007	CHAIRS	12				
<input type="checkbox"/>	MVFA-000010	ABC 1234	1				

Record 1 of 8

5) Under , you can filter some information that you wish to view



Advanced Search

Master Search Fields

Asset Code: No filter
Asset Type: No filter
Department: No filter
Project: No filter
Location: No filter
Supplier Code: No filter
GL Code: No filter
PI No.: No filter
PO No.: No filter
Employee: No filter
Category: No filter
Road Tax Expiry Date: No filter
Leasing Expiry Date: No filter
Warranty Expiry Date: No filter

Matching Method: Match all of the above criteria (AND)
 Keep Search Result

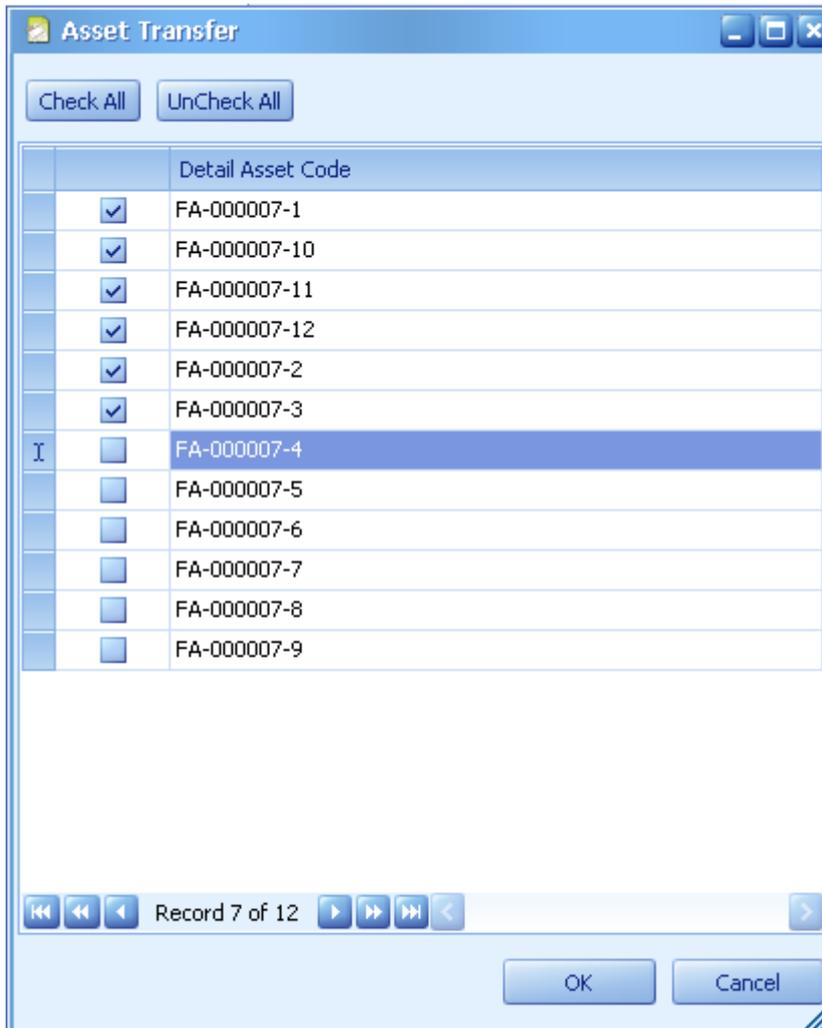
6) Check on which fixed asset that you wish to transfer, then click button

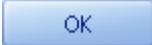
Check All		UnCheck All		Drag a column header here to group by that column				
Asset Code	Description	Qty	Department	Project	Location	Employee		
<input type="checkbox"/> FA-000001	PROTON SAIGA 1.3	2						
<input type="checkbox"/> FA-000002	PERODUA VIVA	1						
<input type="checkbox"/> FA-000003	TABLES	1			ACCOUNTS			
<input type="checkbox"/> FA-000003	TABLES	4						
<input type="checkbox"/> FA-000004	FILING	1						
<input type="checkbox"/> FA-000006	COMPUTER PENTILUM DUO CORE	1						
<input checked="" type="checkbox"/> FA-000007	CHAIRS	12						
<input type="checkbox"/> MYFA-000010	ABC 1234	1						

As mentioned earlier, you can have an option to transfer partial quantity from your current asset to new department/project/location/employee. For example, now you can see that FA-00007 CHAIRS shown the current quantity is 12pcs, you may transfer only 6pcs to new department/project/location/employee, and in your new current asset listing, FA-00007 CHAIRS will left 6pcs, explanation as below flow chart

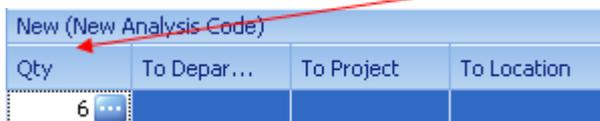
Transfer Grid		Qty		From (Current Analysis Code)					New (New Analysis Code)			
Asset Code	Description	Qty	Return Date	Qty	Department	Project	Location	Employee	Qty	To Department	To Project	To Location
FA-000007	CHAIRS	12		12								

Under Button, click  and all your 12 CHAIRS will be list out check only 6 CHAIRS that you wish to transfer, as below:



Click  button to complete your transfer list

Once asset transfer was successfully created, the new asset quantity will shown as 6



New (New Analysis Code)			
Qty	To Depart...	To Project	To Location
6			

7) An asset transfer was successful created.

🔍 Asset Type Maintenance

Navigation: New Help > Maintenance >

Asset Type Maintenance

Asset Type is used for maintaining the Type of Asset, the depreciation method, posting method and depreciation account codes.

E.g. Asset Type like Furniture and Fittings, Motor Vehicles, Office Equipment and etc.

1) Click **Asset Register -> Asset Type Maintenance**.

Asset Type Maintenance

New
Edit
View
Delete
Refresh
Close

Drag a column header here to group by that column

Code	Description	Depreciation...	Salvage/Res...	Asset Acct ...	Accum. Dep...	Depreciation...	Profit/Loss ...	Asset Write ...	Short Code	Next No.	Revalua
DDD	DDD	None	1.00								1
FAT-000001	straight line	Straight Line	1.00	200-3000	200-3005	DEP-1234	PRO-1234	WRI-1234			1
FAT-000002	REDUCING M...	Reducing Bal...	1.00	200-2000	200-2005	151-0000	200-2000	200-2005			1
PC		Straight Line	1.00	200-2000	200-2005	904-0000	405-0000	200-2005			1
STRAIGHT	STRAIGHT LINE	Straight Line	1.00	200-4000	200-4005	DEP-1234	PRO-1234	WRI-1234			1
STRAIGHT 2		Straight Line	1.00	200-3000	200-3005	DEP-1234	PRO-1234	WRI-1234			1
VEHICLE		Straight Line	1.00	200-4000	200-4005	DEP-1234	PRO-1234	WRI-1234			1

2) Click New Button to create an new asset type

Asset Type Maintenance - Edit Asset Type [FAT-000001]

Code : FAT-000001 Short Code : Next No. : 1

Description : MOTOR VEHICLES

Depreciation Method : Straight Line None = Non Capitalize

Salvage/Residual Value : 1

Calculate By : Year

No. of Year : 10.00 Each Year depreciate 10%

Account Code

Asset Acct Code :	200-4000	MOTOR VEHICLES
Accum. Deprn Acct Code :	200-4005	ACCUM. DEPRN. - MOTOR VEHICLES
Depreciation Acct Code :	903-0000	DEPRECIATION OF FIXED ASSETS
Profit/Loss Acct Code :	545-0000	PROFIT/LOSS ON SALE OF FIXED ASSET
Asset Write Off Acct Code :	WRI-0000	ASSET WRITE OFF

Save Close

Code: Asset type code that auto assigned by system

Description: To describing your fixed asset type

Depreciation Method: There are 3 types of depreciation method to selected

(i) Straight Line - Estimates the salvage value of the asset at the end of the period, it will be used to generate revenues (useful life) and will expense a portion of original cost in equal increments over that period

Annual depreciation expense = (cost of fixed asset - residual value) / useful life o asset (years)

(ii) Reducing Balance - To provide for a higher depreciation charge in the first year of an asset's life and gradually decreasing charges in subsequent years

Annual depreciation = depreciation rate * book value at beginning of year

(iii) None - Select this if that specific asset not to be capitalized

Salvage / Residual Value: The value of fixed asset after depreciation, minimum is RM1

Calculate By: Can set either by **Year** or **Rate**

Calculate by  **Example:** 5 years with each year depreciated 20%

Calculate by  **Example:** Depreciate 5% for 20 Years

Short Code: To key in short code by asset type, if there is any, not compulsory to have

Next No: To key in the next running number

Account Code:

Asset Acct Code - Asset account in G/L

Accum. Deprn Acct Code - Accumulated depreciation account in G/L

Depreciation Acct Code - Depreciation account in G/L

Asset Write Off Acct Code - You may need to have a write off account for your spoiled or unused fixed asset

After created the asset type, you can:

Edit - To make some changes in your asset type

View - To view your asset type details

Delete - To remove your asset type

Refresh - To update your screen



Asset Location Maintenance

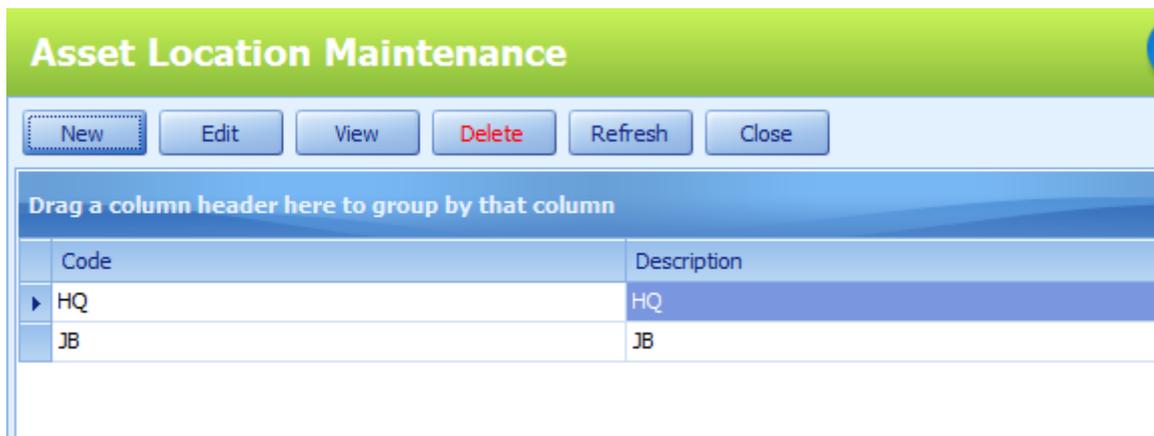


Navigation: New Help > Maintenance >

Asset Location Maintenance

Asset location mean where is the location of the asset.

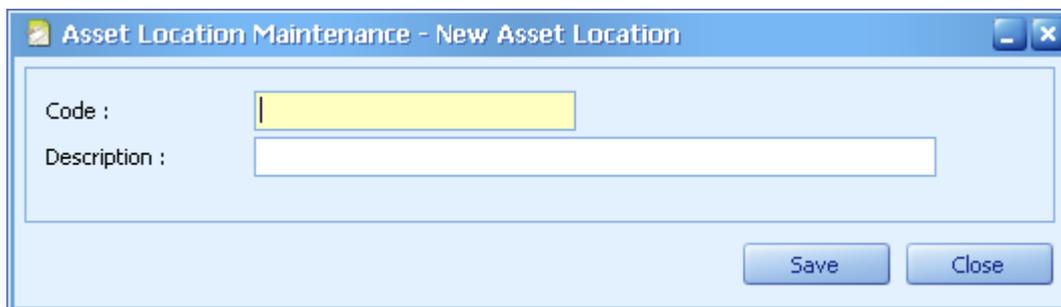
- 1) Click **Asset Register -> Asset Location Maintenance**.



The screenshot shows the 'Asset Location Maintenance' window. At the top, there is a green header with the title. Below the header is a toolbar with buttons: 'New', 'Edit', 'View', 'Delete', 'Refresh', and 'Close'. Below the toolbar is a table with the following data:

Drag a column header here to group by that column	
Code	Description
HQ	HQ
JB	JB

- 2) Click  Button to create a new asset location.



The screenshot shows the 'New Asset Location' dialog box. It has a title bar that says 'Asset Location Maintenance - New Asset Location'. Inside the dialog, there are two input fields: 'Code :' and 'Description :'. The 'Code' field is highlighted in yellow. At the bottom right, there are two buttons: 'Save' and 'Close'.

Code: Key in the asset location code

Description: Describing your asset location code

After created the asset location, you can:

Edit - To change your asset location name or code

View - To view your asset location details

Delete - To remove your asset location

Refresh - To update your screen



Asset Category Maintenance

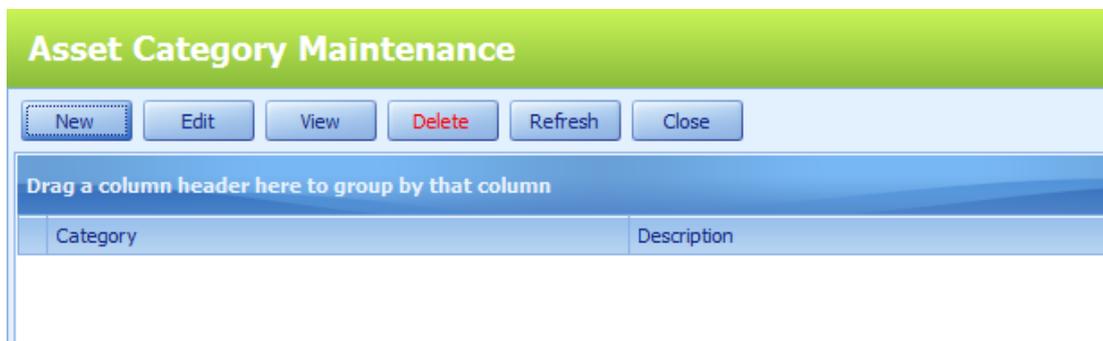


Navigation: New Help > Maintenance >

Asset Category Maintenance

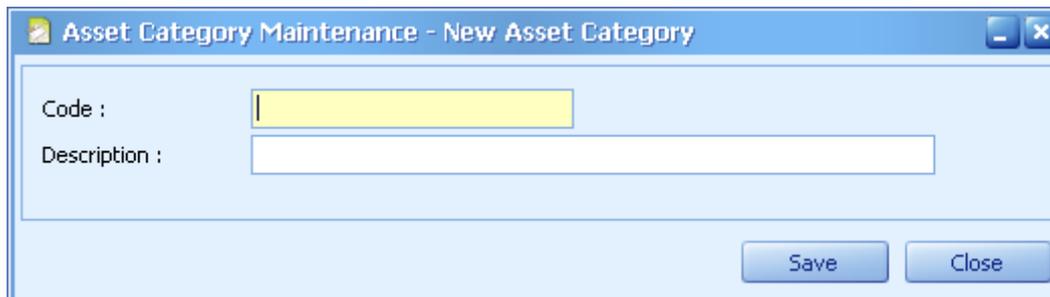
In Asset Register, there is a function to categorize the asset. Customer may categorize the asset as motor vehicle, landing, furniture or building etc.

- 1) Click **Asset Register** -> **Asset Category Maintenance**.



The screenshot shows the 'Asset Category Maintenance' window. At the top, there is a green header with the title. Below the header is a toolbar with buttons for 'New', 'Edit', 'View', 'Delete', 'Refresh', and 'Close'. Underneath the toolbar is a blue bar with the text 'Drag a column header here to group by that column'. Below this is a table with two columns: 'Category' and 'Description'.

- 2) Click **New** Button to create a new asset category.



The screenshot shows the 'Asset Category Maintenance - New Asset Category' dialog box. It has two input fields: 'Code' and 'Description'. The 'Code' field is highlighted in yellow. At the bottom right, there are 'Save' and 'Close' buttons.

Code: Key in the asset category code, this can be defined as another level of category

Description: Describing your asset category code

After created the asset category, you can:

Edit - To change your asset category name or code

View - To view your asset category details

Delete - To remove your asset category

Refresh - To update your screen

 **Asset Maintenance** 

Navigation: [New Help](#) > [Maintenance](#) >

Asset Maintenance

This is the main part of the asset maintenance where you create the individual asset codes and filled up the details of the assets analysis code info, Depreciation.

- 1) Click **Asset Register** -> **Asset Maintenance**

Asset Maintenance

You can:

[Create New Asset](#) [Find Assets](#) [Print Asset Listing](#)

Drag a column header here to group by that column

Asset Code	Description	Commence Date	Currency Code	Currency Rate	Active	Qty	Local Unit Cost	Local Total Cost	Warranty Expiry Da
Asset A	Asset A	01/01/2015	MYR	1.000000	<input type="checkbox"/>	1	1,000.00	1,000.00	
B/F	B/F	01/01/2014	MYR	1.000000	<input checked="" type="checkbox"/>	1	1,000.00	1,000.00	
cy	cy	01/01/2015	MYR	1.000000	<input checked="" type="checkbox"/>	1	1,000.00	1,000.00	
DDF	DDF	01/02/2015	MYR	1.000000	<input checked="" type="checkbox"/>	1	1,000.00	1,000.00	
FA-000002	PERODUA VIVA	01/01/2015	MYR	1.000000	<input checked="" type="checkbox"/>	1	1,000.00	1,000.00	
FA-000003	ASSET JUN TAT	01/01/2015	MYR	1.000000	<input type="checkbox"/>	1	100.00	100.00	
FA-000004	DDDD	01/02/2015	MYR	1.000000	<input type="checkbox"/>	1	1,000.00	1,000.00	
FA-000006	WATCH	24/08/2015	MYR	1.000000	<input checked="" type="checkbox"/>	1	100.00	100.00	

- 2) Click on New [Create New Asset](#) to generate a new asset maintenance

New Asset - Next Possible No : [FA-000009]

Asset Note Photo Service Maintenance Cost Allocation Posting Project/Department

Asset Code : <<NEW>> ... Active :

Description : PROTON MYVI

Purchase Date : 01/01/2012 Supplier :

Currency Code : MYR Insurance Policy :

Currency Rate : 1.000000 Sum Assured :

Qty : 1 Category :

Unit Cost : 50,000.00 Total Cost : 50,000.00

Local Unit Cost : 50,000.00 Local Total Cost : 50,000.00

Serial No. :

Analysis Code Other Info Depreciation Disposal Child Code

Depreciate Opening Date : 01/01/2015

Depreciate Commence Date : 01/01/2012

Asset Type : FAT-000001 Each Year depreciate 10%

Asset GL Code : 200-4000 MOTOR VEHICLES

Accum. Deprn : 200-4005 ACCUM. DEPRN. - MOTOR VEHICLES

Description : MOTOR VEHICLES

Depreciation Method : StraightLine

Salvage Value : 1.00

Calculate By : Year

Calculate Value : 10.00 Year

After save, proceed with new Asset

View Depreciation Schedule Save Close

3) Load Asset from Purchase Invoice

In order to load new asset from purchase invoice, you must create a purchase invoice first. You have to make sure the "IsAsset" is checked, else you will not able to select the new asset from asset maintenance.

Edit: Purchase Invoice - [PI-000023] - STOCK COSTING - AutoCount Accounting (Ver: 1.8)

Edit Copy Purchase Invoice Transfer Document Payment Tools Window

Creditor: 400-K001
 Name: KC CHUA
 Address: kampar
 Branch:
 Purchase Location: HQ

Allow to T
 P/I No: PI-000023
 Supplier D/O No:
 Supplier Invoice No:
 Date: 11/01/2016
 Credit Term: C.O.D.
 Agent:
 Ship via:
 Shipping Info:
 Show Insta

Main More Header External Link Note User Defined Field

Group Total Discount Item Package

Item Code	Description	Qty	Unit ...	Total	P...	IsAsset	AssetCode	Asset Lo...	Asset E...	Asset Type	Asset Ca...	Approve...	GST	Total (ex)	Total (inc)
	IPHONE 6S	1	3,500...	3,500.00		<input checked="" type="checkbox"/>		HQ2		FAT-000002			0.00	3,500.00	3

1 3,500... 0.00 3,500.00 3,

Record 1 of 1

Outstanding: 3,500.00

Inclusive? Taxable Amount 0.00 GST
 Currency MYR Rate 1 Local Total 3,500.00 Total

Save Save & Preview Save & Print

Now you may click  to select the list of asset and press ok.

AutoCount Document Integration

Select	Doc No.	Doc Type	Credito...	Name	Doc Date	Descrip...	Unit Cost	Qty	Total Cost	Currenc...	Currenc...	LPO No.	Appro...	Employee	Location	Asset
<input checked="" type="checkbox"/>	PI-000023	PI	400-K001	KC CHUA	11/01/2...	IPHONE 6S	3,500.00	1	3,500.00	MYR	1.000000				HQ2	FAT-0

Use inclusive subtotal

Design Preview Print OK

After press ok, the information will be loaded, you may proceed to save the new asset.

New Asset - Next Possible No : [FA0116--HQ2-0011]

Asset Note Photo Service Maintenance Cost Allocation Posting Project/Department User Defined Field

Asset Code : <<NEW>> Active :

Description : IPHONE 6S

Purchase Date : 11/01/2016 Supplier : 400-K001 KC CHUA

Currency Code : MYR Insurance Policy :

Currency Rate : 1.000000 Sum Assured :

Qty : 1 Category :

Unit Cost : 3,500.00 Total Cost : 3,500.00

Local Unit Cost : 3,500.00 Local Total Cost : 3,500.00

Serial No. :

Analysis Code Other Info Depreciation Disposal Child Code

Department :

Project :

Location : HQ2 HQ2

Employee :

After save, proceed with new Asset

View Depreciation Schedule Save Close

Asset

Asset Code: Asset code that auto assigned by system

Description: To describing your fixed asset

Currency Code: Your asset purchase's currency code

Supplier: Linking from your **A/P Creditor Maintenance**

Currency Rate: Following by AutoCount system's currency code setting

Purchase Date: The date purchased of your fixed asset

Qty: Select your fixed asset's quantity by this asset code

Insurance Policy: Linking from your **Insurance Policy Maintenance**

Unit Purchase Price: Price per unit

Sum Assured: The minimum amount of money that the policy will pay out

Total Purchase Price: The total purchased amount of the fixed asset

Category: On what group does the fixed asset belongs to

Serial No.: Fixed asset's unique identity number

Details Part

Analysis Code

Analysis Code	Other Info	Depreciation	Disposal	Child Code
Department :	<input type="text"/>			This fixed asset belongs to which department.
Project :	LAB	LABORATORY		Under which project does the asset be.
Location :	KL	KUALA LUMPUR		This asset was located in KL.
Employee :	<input type="text"/>			Who uses this asset.

Other Info

Analysis Code	Other Info	Depreciation	Disposal	Child Code
1 PO No. :	<input type="text"/>			5 Invoice No. : <input type="text"/>
2 Road Tax Fee :	<input type="text" value="0.00"/>			6 Road Tax Expiry Date : <input type="text"/>
3 Leasing No. :	<input type="text"/>			7 Leasing Expiry Date : <input type="text"/>
4 Warranty Year :	<input type="text" value="0"/>			8 Warranty Expiry Date : <input type="text"/>
1) Your purchase order number 2) Road tax amount that you should paid 3) Your fixed asset lease number 4) How many years warranty of the fixed asset		5) Purchased invoice number 6) The expiry date of the road tax 7) Expiry date of the lease term 8) Expiry date of the warranty		

Depreciation

Analysis Code	Other Info	Depreciation	Disposal	Child Code
Depreciate Opening Date :		01/01/2015		
Depreciate Commence Date :				
Asset Type :		FAT-000001		Depreciate 1.00% for 0 Year
Asset GL Code :	200-3000			OFFICE EQUIPMENT
Accum. Deprn :	200-3005			ACCUM. DEPRN. - OFFICE EQUIPMENT
Description :	straight line			
Depreciation Method :	StraightLine			
Salvage Value :	1.00			
Calculate By :	Rate			
Calculate Value :	1.00 Percent %			

Disposal

Analysis Code	Other Info	Depreciation	Disposal	Child Code
<input type="button" value="+"/> <input type="button" value="-"/>				
Disposal Type	Disposal Date	JE DocNo	Remark	Disposal Price
This is the place which let you to record down the disposal of Fixed Asset				

Non Write Off Disposal

1. You may click to create a new disposal for the particular asset.

Add New Disposal

Disposal Date : 31/12/2015 Disposal Type : Disposed

Remark :

Dispose Item :

Select	Asset Detail Code	Department	Project	Location	Employee
<input checked="" type="checkbox"/>	NON WRITE OFF-1				

Total Cost : 1,000.00
 Accumulated Value : 100.00
 Net Book Value : 900.00
 Disposal Price : 10.00 (320-0000)
 Profit / Loss : -890.00

Disposal Date: The date you dispose the asset.

Disposal Type: To select the type of disposal. The types are including non write off disposal (Tender, Quotation, Auction, Trade In, As a Gift, Buried, Burned, Disposed, Sell Off, Other) and Write off disposal.

Remark: You may put some information in remark column in case you can refer this information in future or for reference.

Check All: You may select all the asset if you have more than 1 qty for this asset

Uncheck All: You may unselect all the asset incase you select the wrong asset detail code to dispose.

Total Cost: The unit cost of your asset.

Accumulated Value: Accumulated depreciation of the asset.

Net Book Value: Asset's net book value. **Net Book Value = Total Cost - Accumulated Value.**

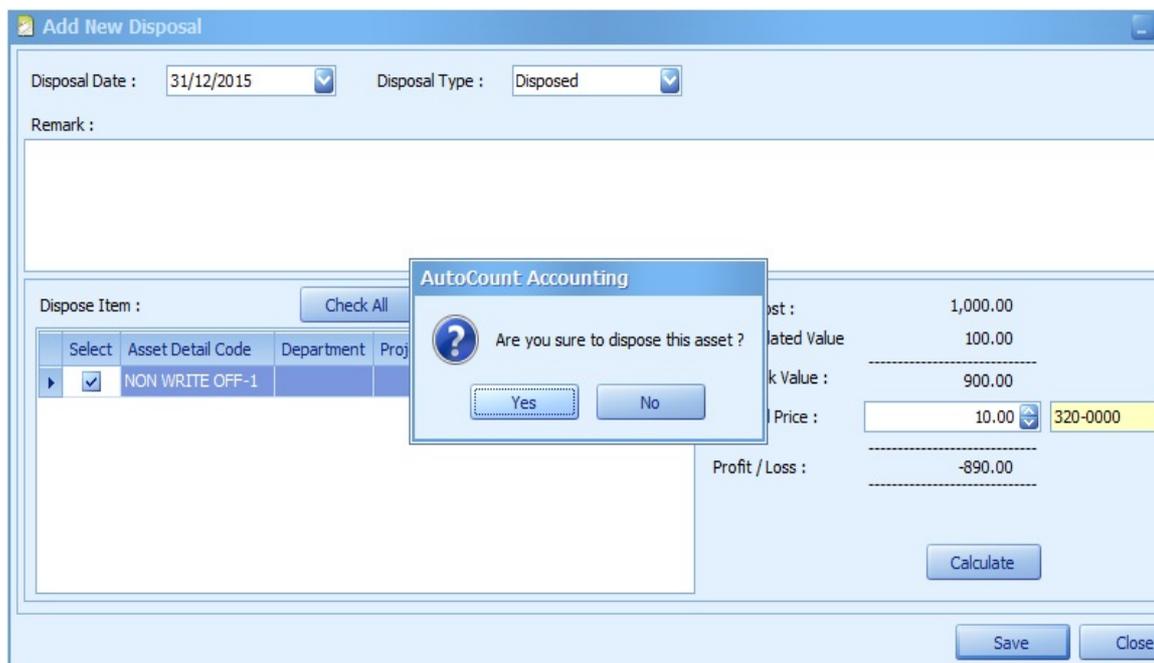
Disposal Price: The price of disposal during trade in, sell off & etc . This is for non write off disposal only.

GL Code: You are required to select the GL code for the disposal price so that the amount of disposal price can post to this account.

Profit /Loss: $\text{Profit /Loss} = \text{Disposal Price} - \text{Net Book Value}$

Calculate: Press Calculate in order to let system calculate the profit & loss of the asset.

2. Click save to to continue. Click Yes to dispose the asset.



3. You may undispose the asset by clicking  button. Please make sure you haven't done the posting before undisposing the asset.

The Journal No will be shown once you have done the posting .

Analysis Code	Other Info	Depreciation	Disposal	Child Code
<input type="button" value="+"/> <input type="button" value="-"/>				
Disposal Type	Disposal Date	JE DocNo	Remark	Disposal Price
Disposed	31/12/2015			

4. You may proceed to do posting during month end.

Asset				Cost			Depreciation					Net Book Value				
S...	Posted	Journal Voucher Doc No.	Code	Description	Cost ...	Add	Disposal	Cost C/F	Depreciation B/F	YTD	Add	Disposal	Depreciation C/F	B/F	C/F	
<input checked="" type="checkbox"/>	NO		NON WR...	NON WRITE O...	0.00	1,000.00	-1,000...	0.00	0.00	100.00	8.37	-100.00	0.00	0.00		
Master Details																
Select	Cancel Posting	Posted	Post Date	Journal Voucher Document No.	Asset Code	Depreciation	Disposal									
<input type="checkbox"/>	...	YES	31/01/2015	JV-000020	NON WRITE OFF	8.33										
<input type="checkbox"/>	...	YES	28/02/2015	JV-000020	NON WRITE OFF	8.33										
<input type="checkbox"/>	...	YES	31/03/2015	JV-000020	NON WRITE OFF	8.33										
<input type="checkbox"/>	...	YES	30/04/2015	JV-000020	NON WRITE OFF	8.33										
<input type="checkbox"/>	...	YES	31/05/2015	JV-000020	NON WRITE OFF	8.33										
<input type="checkbox"/>	...	YES	30/06/2015	JV-000020	NON WRITE OFF	8.33										
<input type="checkbox"/>	...	YES	31/07/2015	JV-000020	NON WRITE OFF	8.33										
<input type="checkbox"/>	...	YES	31/08/2015	JV-000020	NON WRITE OFF	8.33										
<input type="checkbox"/>	...	YES	30/09/2015	JV-000020	NON WRITE OFF	8.33										
<input type="checkbox"/>	...	YES	31/10/2015	JV-000020	NON WRITE OFF	8.33										
<input type="checkbox"/>	...	YES	30/11/2015	JV-000020	NON WRITE OFF	8.33										
<input checked="" type="checkbox"/>	...	NO	31/12/2015		NON WRITE OFF	8.37										
														100.00		

5. This is the journal generated.

View Journal Entry - [JV-000021] - STOCK COSTING - AutoCount Accounting (Ver: 1.8)

Edit Copy Journal Entry View

Description: DEPRECIATION Journal Voucher No: JV-000021
 Journal Type: GENERAL Date: 31/12/2015
 Currency Code: MYR Currency Rate: 1 2nd Voucher No:

Main External Link Note User Defined Field

Post Detail Description

Acc. No.	Account Desc.	Description	Further Description	Proj. No.	Dept. No.	DR	CR	Taxable DR	Taxable CR	GST Detail
903-0000	DEPRECIATION OF FIXED ASSETS	DEPRECIATION	...			8.37		8.37		...
200-4005	ACCUM. DEPRN. - MOTOR VEHICLES	DEPRECIATION	...				8.37		8.37	...
200-4005	ACCUM. DEPRN. - MOTOR VEHICLES	DISPOSAL	...			100.00		100.00		...
200-4000	MOTOR VEHICLES	DISPOSAL	...				1,000.00		1,000.00	...
320-0000	CASH IN HAND	DISPOSAL	...			10.00		10.00		...
PRO-1234	PROFIT/LOSS ASSET	DISPOSAL	...			890.00		890.00		...

Record 1 of 6

Local	Debit	Credit	Debit	Credit
Total	1,008.37	1,008.37	1,008.37	1,008.37
GST	0.00	0.00	0.00	0.00
Net Total	1,008.37	1,008.37	1,008.37	1,008.37
Taxable Amount	1,008.37	1,008.37	0.00	0.00

Preview Print Edit Cancel Document Delete

Total Cost :	1,000.00
Accumulated Value	100.00
Net Book Value :	900.00
Disposal Price :	10.00
Profit / Loss :	-890.00

320-0000

Normal Depreciation:

DR Depreciation Acct Code
 CR Accum. Deprn Acct Code

Non-Write Off Disposal Depreciation Posting Double entry:

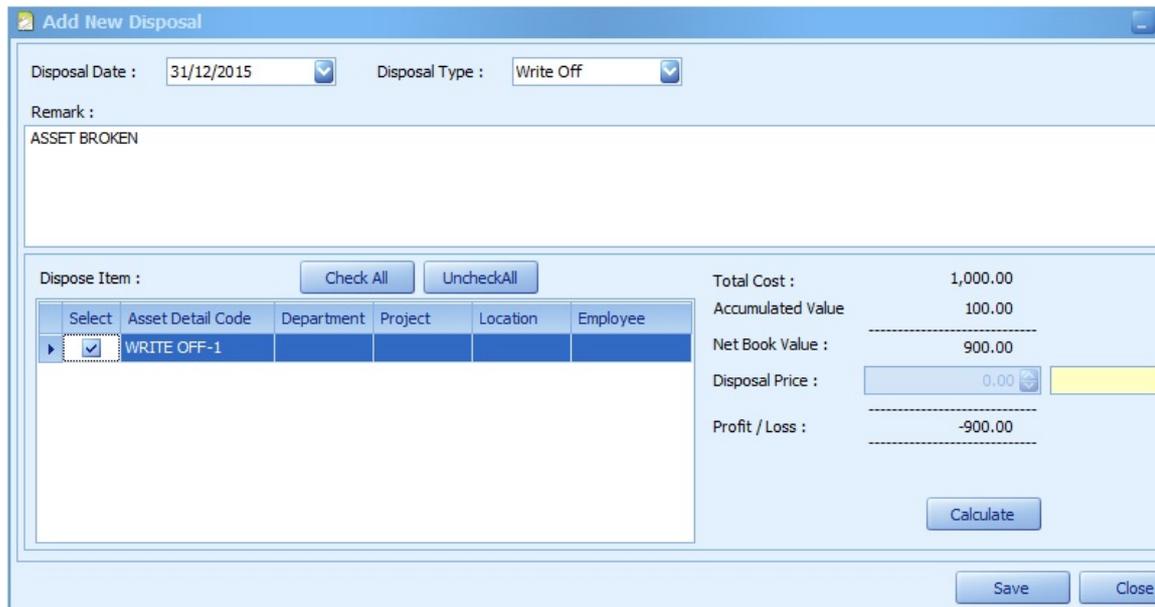
DR Accum. Deprn Acct Code
 CR Asset Acct Code

DR Cash (User Select Acct Code)

DR Profit/Loss Acct Code (debit is negative, cr is positive)

Write Off Disposal

1. For asset write off, You no need to key in disposal price or GL code as the write off is the total loss due to asset no longer can be used.



Disposal Date : 31/12/2015 Disposal Type : Write Off

Remark :
ASSET BROKEN

Dispose Item :

Select	Asset Detail Code	Department	Project	Location	Employee
<input checked="" type="checkbox"/>	WRITE OFF-1				

Total Cost : 1,000.00
Accumulated Value 100.00
Net Book Value : 900.00
Disposal Price : 0.00
Profit / Loss : -900.00

2. You may proceed to do posting during month end.

Asset				Cost				Depreciation				Net Book Value			
S...	Posted	Journal Voucher Doc No.	Code	Description	Cost ...	Add	Disposal	Cost C/F	Depreciation B/F	YTD	Add	Disposal	Depreciation C/F	B/F	C/F
<input checked="" type="checkbox"/>	NO		WRITE OFF	WRITE OFF A...	0.00	1,000.00	-1,000...	0.00	0.00	100.00	8.37	-100.00	0.00	0.00	

Master Details							
Select	Cancel Posting	Posted	Post Date	Journal Voucher Document No.	Asset Code	Depreciation	Disposal
<input type="checkbox"/>	...	YES	31/01/2015	JV-000020	WRITE OFF	8.33	
<input type="checkbox"/>	...	YES	28/02/2015	JV-000020	WRITE OFF	8.33	
<input type="checkbox"/>	...	YES	31/03/2015	JV-000020	WRITE OFF	8.33	
<input type="checkbox"/>	...	YES	30/04/2015	JV-000020	WRITE OFF	8.33	
<input type="checkbox"/>	...	YES	31/05/2015	JV-000020	WRITE OFF	8.33	
<input type="checkbox"/>	...	YES	30/06/2015	JV-000020	WRITE OFF	8.33	
<input type="checkbox"/>	...	YES	31/07/2015	JV-000020	WRITE OFF	8.33	
<input type="checkbox"/>	...	YES	31/08/2015	JV-000020	WRITE OFF	8.33	
<input type="checkbox"/>	...	YES	30/09/2015	JV-000020	WRITE OFF	8.33	
<input type="checkbox"/>	...	YES	31/10/2015	JV-000020	WRITE OFF	8.33	
<input type="checkbox"/>	...	YES	30/11/2015	JV-000020	WRITE OFF	8.33	
<input checked="" type="checkbox"/>	...	NO	31/12/2015		WRITE OFF	8.37	
						100.00	

3. This is the journal generated.

Edit Journal Entry - [JV-000022] - STOCK COSTING - AutoCount Accounting (Ver: 1.8)

Edit Copy Journal Entry View

Description: DEPRECIATION Journal Voucher No: JV-000022
 Journal Type: GENERAL Date: 31/12/2015
 Currency Code: MYR Currency Rate: 1 2nd Voucher No:

Main External Link Note User Defined Field

Post Detail Description

Acc. No.	Curr. Rate	Account Desc.	Description	DR	CR	Sup...	Taxable DR	Taxable CR	GST Detail
903-0000	1	DEPRECIATION OF FIXED ASSETS	DEPRECIATION	8.37		P	8.37		...
200-4005	1	ACCUM. DEPRN. - MOTOR VEHICLES	DEPRECIATION		8.37	P		8.37	...
WRI-1234	1	WRITE OFF OF ASSET	DISPOSAL	900.00		S	900.00		...
200-4000	1	MOTOR VEHICLES	DISPOSAL		1,000.00	S		1,000.00	...
200-4005	1	ACCUM. DEPRN. - MOTOR VEHICLES	DISPOSAL	100.00		S	100.00		...

Record 5 of 5

Local	Debit	Credit		Debit	Credit
Total	1,008.37	1,008.37		1,008.37	1,00
GST	0.00	0.00	<input type="checkbox"/> Inclusive?	0.00	
Net Total	1,008.37	1,008.37		1,008.37	1,00
Taxable Amount	1,008.37	1,008.37		Taxable Amount	0.00

Save Save & Preview Save & Print Can

Total Cost :	1,000.00
Accumulated Value	100.00
Net Book Value :	900.00
Disposal Price :	0.00
Profit / Loss :	-900.00

Normal Depreciation:

DR Depreciation Acct Code
 CR Accum. Deprn Acct Code

Write Off Disposal Entry:

Dr Accum. Deprn Acct Code

Cr Asset Acct Code
Dr Asset Write Off Acct Code

Child Code

Analysis Code	Other Info	Depreciation	Disposal	Child Code
+ -				
Child Code	Description	Remark	Qty	
Child Code: Example fixed asset is computer, child code can be mouse, keyboard and etc.				

-

Note & Photo

You can put in asset detailed information here for further assistant. Besides note, you can also place your fixed asset's photo here. This function will help you more easily to find out your fixed asset

Service Maintenance

You can keep track fixed asset's service information here

-

-

-

-

-

-

-

Cost Allocation Posting Project / Department



New Asset - Next Possible No : [MVFA-000011]

Asset Note Photo Service Maintenance Cost Allocation Posting Project/Department

Cost Allocation Posting Method by Department

Department

Department	Posting Rate (%)	Depreciation Acct Code	Acct Name
0.00			

Project

Project	Posting Rate (%)	Depreciation Acct Code	Acct Name
0.00			

Record 0 of 0

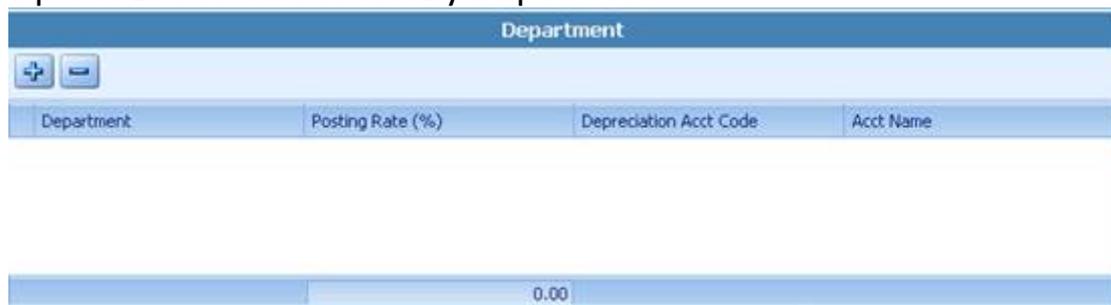
After save, proceed with new Asset

View Depreciation Schedule Save Close

This cost allocation posting project/department allowed you to split the costing into few departments or few projects on sharing basis. For example, department A and department B sharing a photocopy machine, the cost can be allocated into these 2 departments equally

Please take note that you can only select either one of this category, inside department / project you can have few departments or few projects sharing the cost, make sure the posting rate must be 100% in total

Option 1: Cost Allocation By Department



Department

Department	Posting Rate (%)	Depreciation Acct Code	Acct Name
0.00			

Schedule Viewer - Asset Code - [IPHONE 6S]

Start Date	End Date	Accum Deprn.	Depreciation	Net Book Value	Disposal
01/03/2015	31/12/2015	0.00	10.00	990.00	
01/01/2016	31/12/2016	10.00	10.00	980.00	
01/01/2017	31/12/2017	20.00	10.00	970.00	
01/01/2018	31/12/2018	30.00	10.00	960.00	
01/01/2019	31/12/2019	40.00	10.00	950.00	
01/01/2020	31/12/2020	50.00	10.00	940.00	
01/01/2021	31/12/2021	60.00	10.00	930.00	
01/01/2022	31/12/2022	70.00	10.00	920.00	
01/01/2023	31/12/2023	80.00	10.00	910.00	
				999.00	

Record 1 of 19

Posted	Date	JE Doc No.	Depreciation	Accum Deprn.	Disposal
YES	31/03/2015	JV-000057	1.00	1.00	1.00
YES	30/04/2015	JV-000057	1.00	2.00	2.00
YES	31/05/2015	JV-000057	1.00	3.00	3.00
YES	30/06/2015	JV-000057	1.00	4.00	4.00
YES	31/07/2015	JV-000057	1.00	5.00	5.00
YES	31/08/2015	JV-000057	1.00	6.00	6.00
YES	30/09/2015	JV-000057	1.00	7.00	7.00
YES	31/10/2015	JV-000057	1.00	8.00	8.00
NO	30/11/2015		1.00	9.00	9.00
NO	31/12/2015		1.00	10.00	10.00
				10.00	

[Date] >= '01/03/2015' And [Date] <= '31/12/2015'

Record 1 of 10

Close

This depreciation schedule allowed you to view your depreciation schedule by asset code, in year/month and each depreciation value of year/month

After created the asset category, you can:

Edit - To change your asset's information

View - To view your asset details

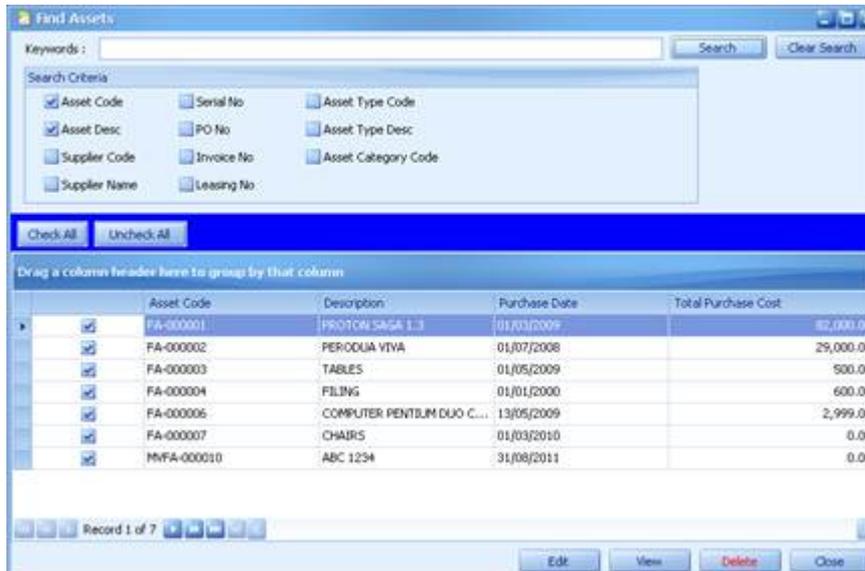
Preview - To preview your asset details report

Print - Printing out your asset report

Delete - To remove your asset from the system

Refresh - To update your screen

Find Asset - Click on [Find Assets](#), click button and all your fixed assets will shown



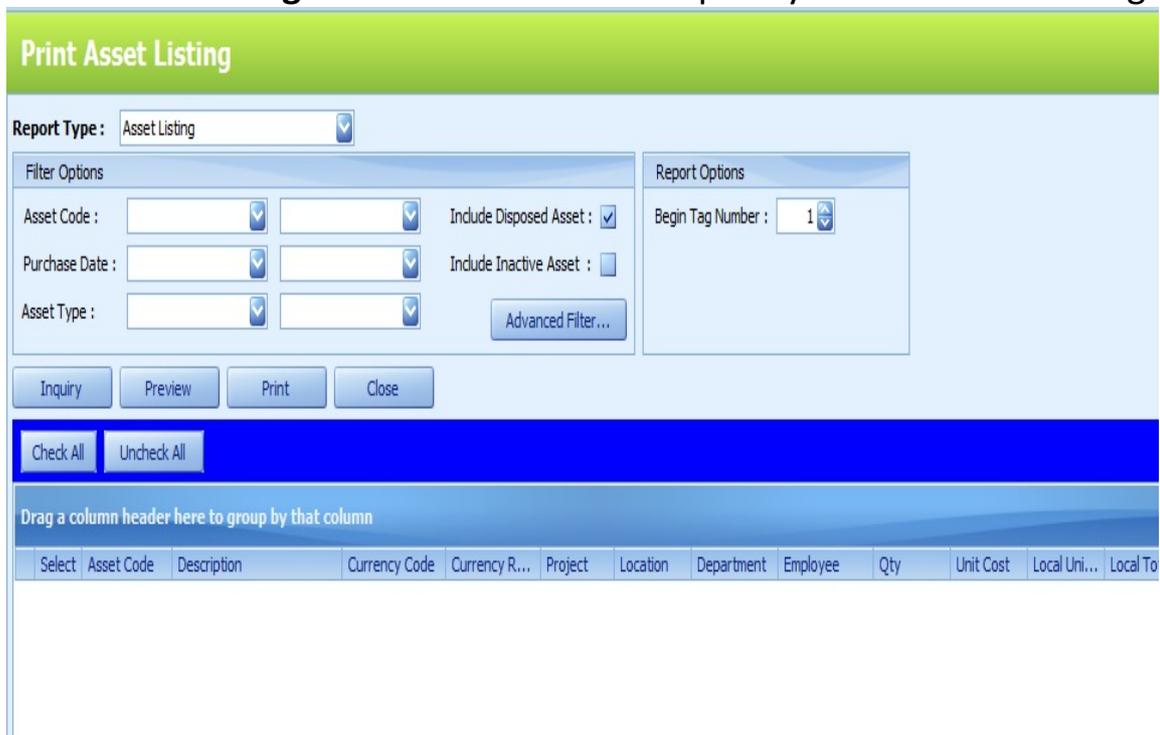
The screenshot shows the 'Find Assets' window with the following search criteria selected:

- Asset Code
- Asset Desc
- Serial No
- PO No
- Asset Type Code
- Asset Type Desc
- Supplier Code
- Invoice No
- Asset Category Code
- Supplier Name
- Leasing No

The table below shows the results of the search:

Asset Code	Description	Purchase Date	Total Purchase Cost
FA-000001	PROTON SAGA 1.3	01/03/2009	82,000.00
FA-000002	PERODUA VIVA	01/07/2008	29,000.00
FA-000003	TABLES	01/05/2009	500.00
FA-000004	FILING	01/01/2000	600.00
FA-000006	COMPUTER PENTIUM DUO C...	13/05/2009	2,999.00
FA-000007	CHAIRS	01/03/2010	0.00
MVFA-000010	ABC 1234	31/08/2011	0.00

Print Asset Listing - Click on [Print Asset Listing](#) to print your fixed asset listing



The screenshot shows the 'Print Asset Listing' window with the following options:

Report Type: Asset Listing

Filter Options:

- Asset Code: [Dropdown]
- Purchase Date: [Dropdown]
- Asset Type: [Dropdown]
- Include Disposed Asset:
- Include Inactive Asset:
- Advanced Filter...

Report Options:

- Begin Tag Number: 1

Buttons: Inquiry, Preview, Print, Close

Buttons: Check All, Uncheck All

Drag a column header here to group by that column

Select	Asset Code	Description	Currency Code	Currency R...	Project	Location	Department	Employee	Qty	Unit Cost	Local Uni...	Local To
--------	------------	-------------	---------------	---------------	---------	----------	------------	----------	-----	-----------	--------------	----------

There are 2 report types to select, explained as below:-

1) Asset Listing - Its normal asset listing by default

FIXED ASSET REGISTER								Date :	23/08/2012 12:36
Asset Listing								Page :	1/1
No.	Asset Code	Description	Purchase Date	Purchase Price	Asset Type	Qty	Currency Code	Currency Rate	Serial No.
1	FA-00001	PROTON SAGA 1.3	01/03/2009	82,000.00	FAT-000001	2		0.00000	

2) Asset Tag Report - This feature allowed you to print the asset ta in preset format

Asset Code	: FA-00001
Description	: PROTON SAGA 1.3
Department	:
Location	:
Serial No.	:
Supplier Code	:
Purchase Date	: 01/03/2009
Warranty Date	:

Asset Code	: FA-00001
Description	: PROTON SAGA 1.3
Department	:
Location	:
Serial No.	:
Supplier Code	:
Purchase Date	: 01/03/2009
Warranty Date	:

Asset Code	: FA-00002
Description	: PERODUA VIVA
Department	:
Location	:
Serial No.	:
Supplier Code	:
Purchase Date	: 01/07/2008
Warranty Date	:

Asset Code	: FA-00003
Description	: TABLES
Department	:
Location	: ACCOUNTS
Serial No.	:
Supplier Code	:
Purchase Date	: 01/05/2009
Warranty Date	:

Asset Code	: FA-00003
Description	: TABLES
Department	:
Location	: ACCOUNTS
Serial No.	:
Supplier Code	:
Purchase Date	: 01/05/2009
Warranty Date	:

Asset Code	: FA-00003
Description	: TABLES
Department	:
Location	: ACCOUNTS
Serial No.	:
Supplier Code	:
Purchase Date	: 01/05/2009
Warranty Date	:

Asset Code	: FA-00003
Description	: TABLES
Department	:
Location	: ACCOUNTS
Serial No.	:
Supplier Code	:
Purchase Date	: 01/05/2009
Warranty Date	:

Asset Code	: FA-00003
Description	: TABLES
Department	:
Location	: ACCOUNTS
Serial No.	:
Supplier Code	:
Purchase Date	: 01/05/2009
Warranty Date	:

Asset Code	: FA-00004
Description	: FILING
Department	:
Location	:
Serial No.	:
Supplier Code	:
Purchase Date	: 01/01/2000
Warranty Date	:

Asset Code	: FA-00006
Description	: COMPUTER PENTUM DUO CORE
Department	:
Location	:
Serial No.	:
Supplier Code	:
Purchase Date	: 13/05/2009
Warranty Date	:

Asset Code	: FA-00007
Description	: CHAIRS
Department	:
Location	:
Serial No.	:
Supplier Code	:
Purchase Date	: 01/03/2010
Warranty Date	:

Asset Code	: FA-00007
Description	: CHAIRS
Department	:
Location	:
Serial No.	:
Supplier Code	:
Purchase Date	: 01/03/2010
Warranty Date	:

Filter Options for both report types: Can filter report printing by Asset Code, Purchase Date or Asset Type

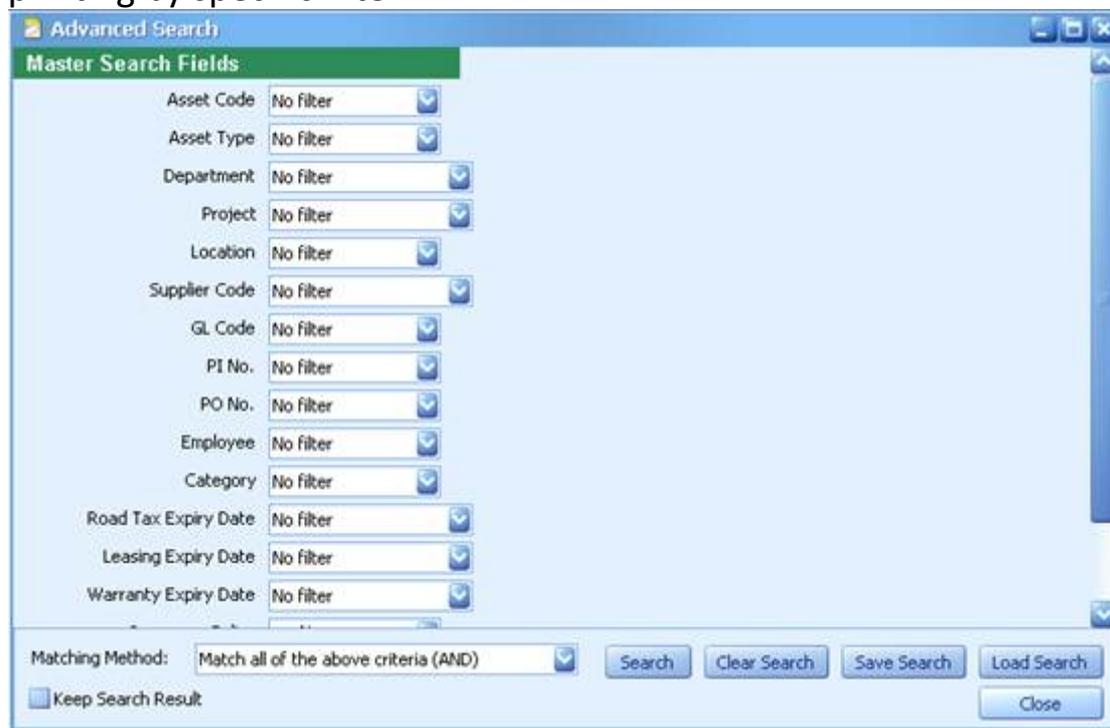


The screenshot shows a 'Filter Options' dialog box with the following fields and controls:

- Asset Code : [Text Field] [Dropdown Arrow] [Dropdown Arrow]
- Purchase Date : [Text Field] [Dropdown Arrow] [Text Field] [Dropdown Arrow]
- Asset Type : [Text Field] [Dropdown Arrow] [Text Field] [Dropdown Arrow]
- Include Disposed Asset :
- Advanced Filter ... button

A red arrow points from the 'Advanced Filter ...' button to the 'Advanced Filter for both report types' section below.

Advanced Filter for both report types: Can select advanced search printing by specific filter



The screenshot shows an 'Advanced Search' dialog box with the following fields and controls:

- Master Search Fields section with dropdown menus for:
 - Asset Code: No filter
 - Asset Type: No filter
 - Department: No filter
 - Project: No filter
 - Location: No filter
 - Supplier Code: No filter
 - GL Code: No filter
 - PI No.: No filter
 - PO No.: No filter
 - Employee: No filter
 - Category: No filter
 - Road Tax Expiry Date: No filter
 - Leasing Expiry Date: No filter
 - Warranty Expiry Date: No filter
- Matching Method: Match all of the above criteria (AND)
- Buttons: Search, Clear Search, Save Search, Load Search, Close
- Keep Search Result checkbox (unchecked)

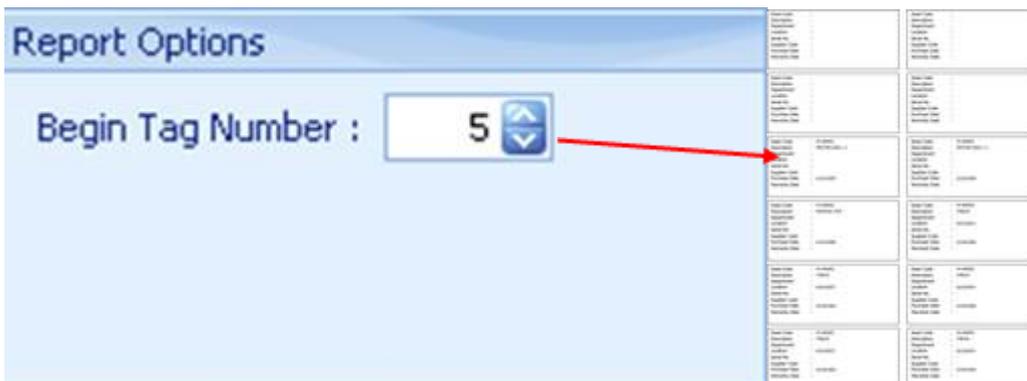
Click Button if also wish to include disposed asset

Report Options for Asset Tag Report: Can select begin tag number so that system will preset the print out report starting from which begin tag number, for example if you select 1 as per below chart, asset tag report will start from 1st column as next to it.



The screenshot shows a 'Report Options' dialog box. The 'Begin Tag Number' field is set to '1'. A red arrow points from the number '1' to the first column of a grid of report options on the right side of the dialog.

But if you select begin tag number at 5, it will be starting from 5th column as below chart:-



The screenshot shows the same 'Report Options' dialog box, but the 'Begin Tag Number' field is now set to '5'. A red arrow points from the number '5' to the fifth column of the report options grid on the right.

Meaning to say, #1-4 will be blank



Asset Opening Maintenance



Navigation: New Help > Maintenance >

Asset Opening Maintenance

You can maintain your fixed asset opening here by inserting figure such as System Depreciation Start Date, Depreciation Year-To-Date Amount, Accumulated Depreciation Brought Forward Amount, and the Numbers of Year Depreciation. After you changing the information, you may click to save.

Asset Opening Maintenance									
Drag a column header here to group by that column									
Asset Code	Description	Purchase Date	Initial Cost	Commence Date	Opening Date	No. of Year Depreciated B/F	Deprn YTD	Accum Deprn B/F	Net Book Value
FA-000001	PROTON SAGA 1.3	01/01/2015	82,000.00	01/01/2015	01/01/2015	0		0.00	82
FA-000002	PERODUA VIVA	01/07/2008	29,000.00	01/07/2008	01/01/2009	1		5,799.80	23
FA-000003	TABLES	01/01/2015	500.00	01/01/2015	01/01/2015	0		0.00	
FA-000004	FILING	01/01/2000	600.00	01/01/2000	01/01/2009	6		599.00	
FA-000006	COMPUTER PENTIUM DUO C...	13/05/2009	2,999.00	13/05/2009	13/05/2009	0		0.00	2
FA-000009	PROTON MYVI	01/01/2012	50,000.00	01/01/2012	01/01/2015	0		15,000.00	35

165,099.00	0.00	21,398.80
------------	------	-----------

Record 6 of 6

Save

Accumulated Depreciation B/F: Depreciation amount of the asset from beginning until nearest financial period end.

E.g: Asset depreciation start on Jan 2012, Financial Period 01/01/-31/12/2015, system depreciate start date 01/01/2015. The accum Deprn B/F is 31/12/2014 .

Depreciation Year-To-Date: This column is for you to fill up the YTI depreciation for the asset if it is not computerized from 1st Accounting month or you have posted the depreciation to the P & L account for the 1st 6 months. Then you need to key in the 6months depreciated value to this column. Otherwise leave it blank if you start from 1st accounting month or you have not done any posting of depreciation value to P & L account.

Current financial period depreciation amount until [System Depreciation Start Date].

E.g: Asset depreciation start on Jan 2013, Financial period 01/01/2015-31/12/2015, system depreciate start date 01/04/2015. The Accum. Deprn for Jan until March is YTD. The accum Deprn before Jan 2015 will be in Actual Financial Accum Deprn B/F.



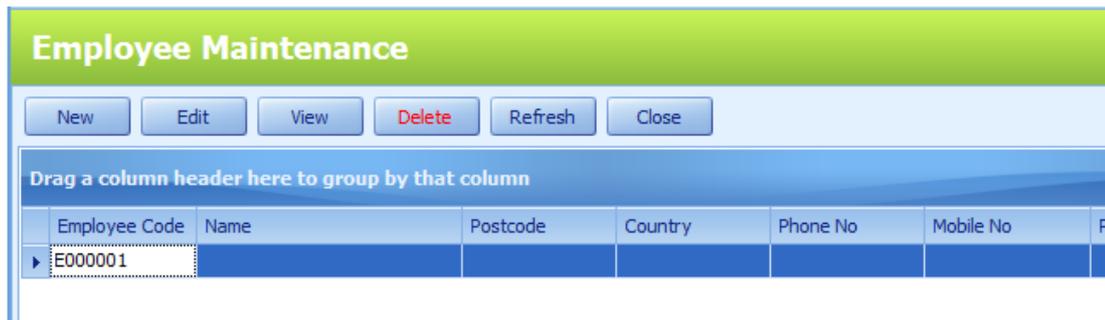
Employee Maintenance



Navigation: New Help > Maintenance >

Employee Maintenance

- 1) Click **Asset Register -> Employee Maintenance**



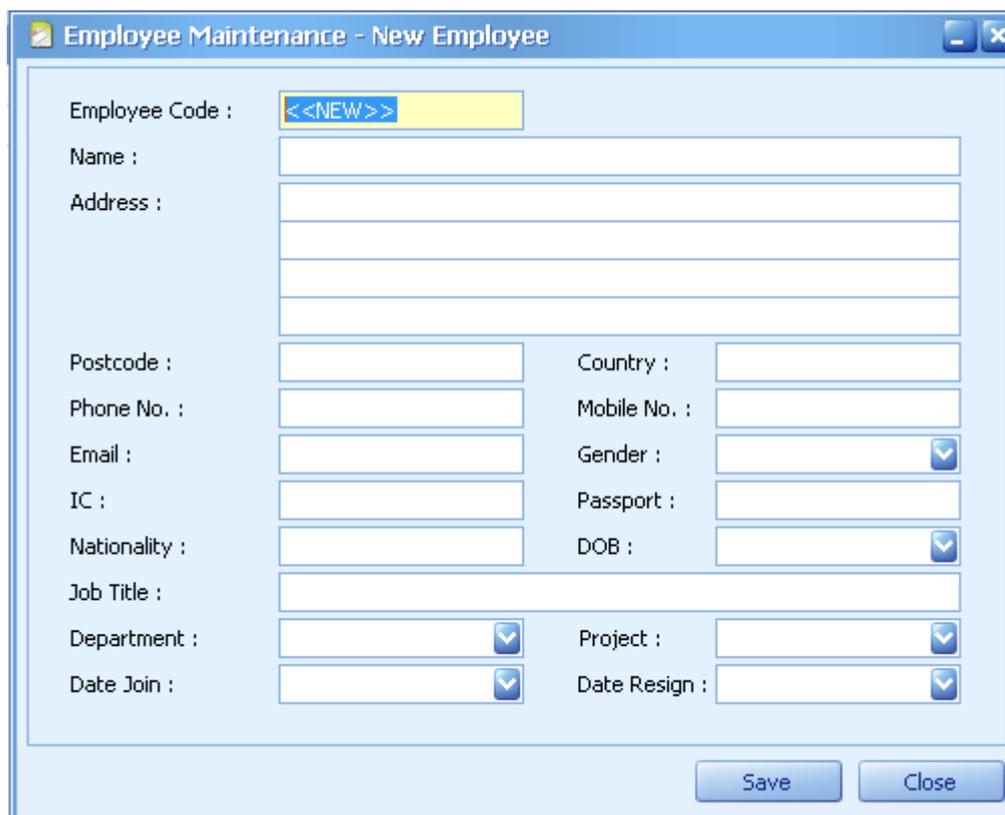
Employee Maintenance

New Edit View Delete Refresh Close

Drag a column header here to group by that column

Employee Code	Name	Postcode	Country	Phone No	Mobile No	P
▶ E000001						

- 2) Click  Button to create a new employee maintenance



Employee Maintenance - New Employee

Employee Code : <<NEW>>

Name :

Address :

Postcode : Country :

Phone No. : Mobile No. :

Email : Gender :

IC : Passport :

Nationality : DOB :

Job Title :

Department : Project :

Date Join : Date Resign :

Save Close

After created the asset category, you can:

Edit - To change your employee name



View - To view your employee's information

Delete - To remove your employee from system

Refresh - To update your screen

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Insurance Policy Maintenance

Navigation: New Help > Maintenance >

Insurance Policy Maintenance

- 1) Click **Asset Register -> Insurance Policy Maintenance**.



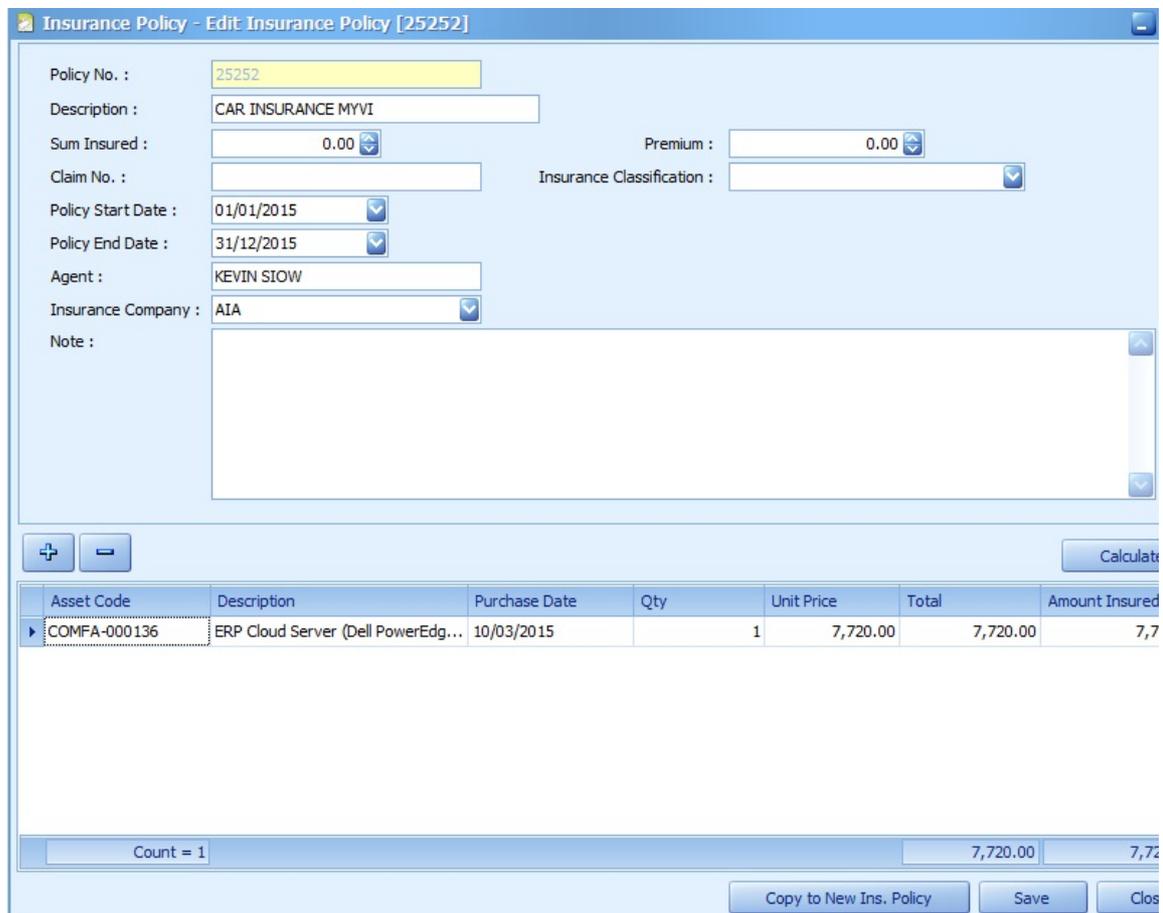
Insurance Policy Maintenance

You can:
[Create New Insurance Policy](#) [Print Insurance Policy Listing](#)

Drag a column header here to group by that column

Policy No	Description	Agent	Note	Insurance Company Code
-----------	-------------	-------	------	------------------------

- 2) Click on [Create New Insurance Policy](#) to create a new insurance policy details.



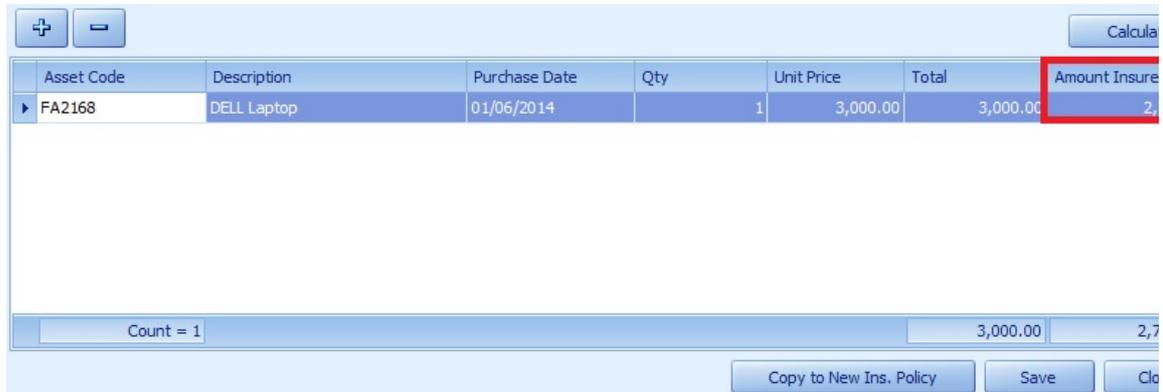
Insurance Policy - Edit Insurance Policy [25252]

Policy No. :
 Description :
 Sum Insured : Premium :
 Claim No. :
 Policy Start Date : Insurance Classification :
 Policy End Date :
 Agent :
 Insurance Company :
 Note :

Asset Code	Description	Purchase Date	Qty	Unit Price	Total	Amount Insured
COMFA-000136	ERP Cloud Server (Dell PowerEdg...	10/03/2015	1	7,720.00	7,720.00	7,7

Count = 1 7,720.00 7,720.00

3. System will auto calculate the amount insured for the assets.



Asset Code	Description	Purchase Date	Qty	Unit Price	Total	Amount Insured
FA2168	DELL Laptop	01/06/2014	1	3,000.00	3,000.00	2,700.00

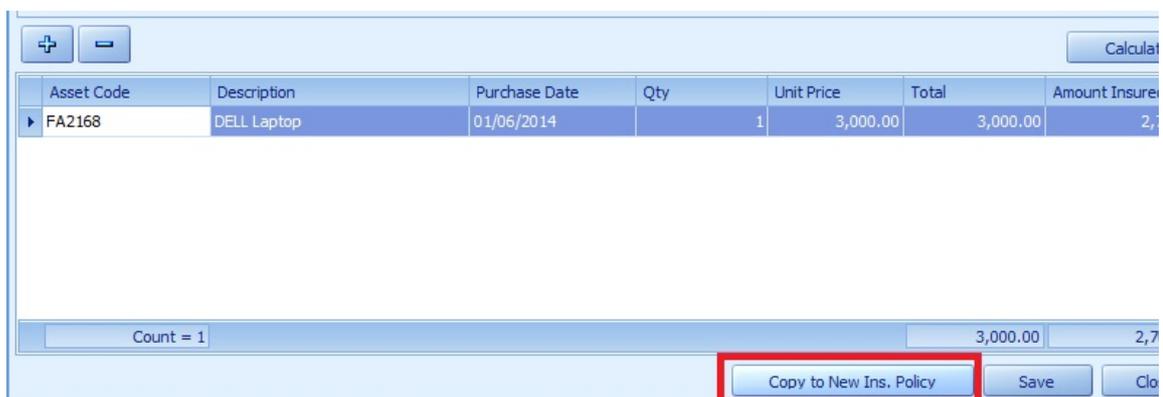
Count = 1 3,000.00 2,700.00

Copy to New Ins. Policy Save Close

The amount insured is calculated based on the criteria as below:

- For first year, insured amount will be the 90% of the asset's purchase price,
- For second year, insured amount will be the 80% of the asset's purchase price,
- For third year, insured amount will be the 70% of the asset's purchase price,
- For fourth year and above, insured amount will be the 60% of the asset's purchase price.

4. You may click  to copy the existing policy to new policy.



Asset Code	Description	Purchase Date	Qty	Unit Price	Total	Amount Insured
FA2168	DELL Laptop	01/06/2014	1	3,000.00	3,000.00	2,700.00

Count = 1 3,000.00 2,700.00

Copy to New Ins. Policy Save Close

After created the asset insurance policy, you can:

Edit - To amend insurance policy

View - To review your insurance policy details

Delete - To remove your policy from system

Refresh - To update your screen

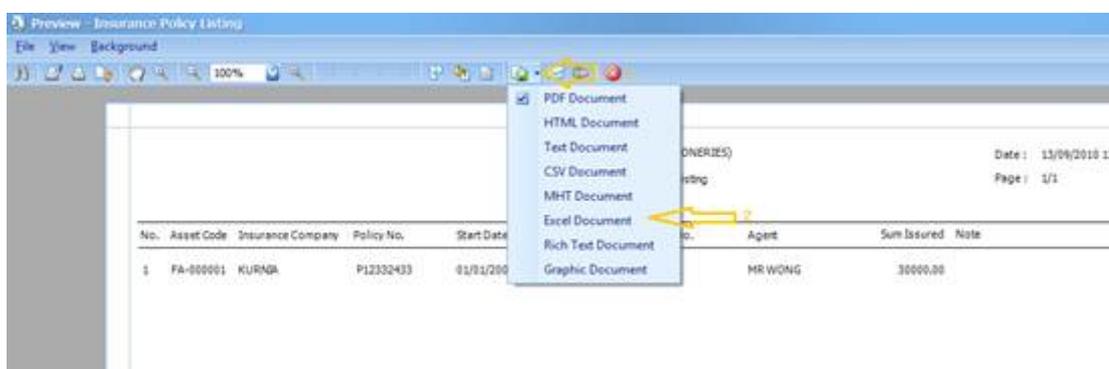
Print Insurance Policy Listing

This function shows you the listing of fixed asset insurance policy.

- 1) Click **Print Insurance Policy Listing**.
- 2) You can filter the asset code, policy start date or end date that you wish to print before you preview.
- 3) Click **Inquiry**.
- 4) Click **Preview** to show the listing result.
- 5) Printed result as below:

FIXED ASSET REGISTER								Date: 23/08/2012 13:29	
Insurance Policy Listing								Page: 1/1	
No.	Asset Code	Insurance Company	Policy No.	Start Date	End Date	Claim No.	Agent	Sum Issued	Note
1	FA-000001	KURNIA	1234567	01/03/2009	01/03/2009		MR WONG	35,000.00	
2	FA-000002	ING INSURANCE	33445566	01/07/2008	30/06/2009		SEMON	25,000.00	

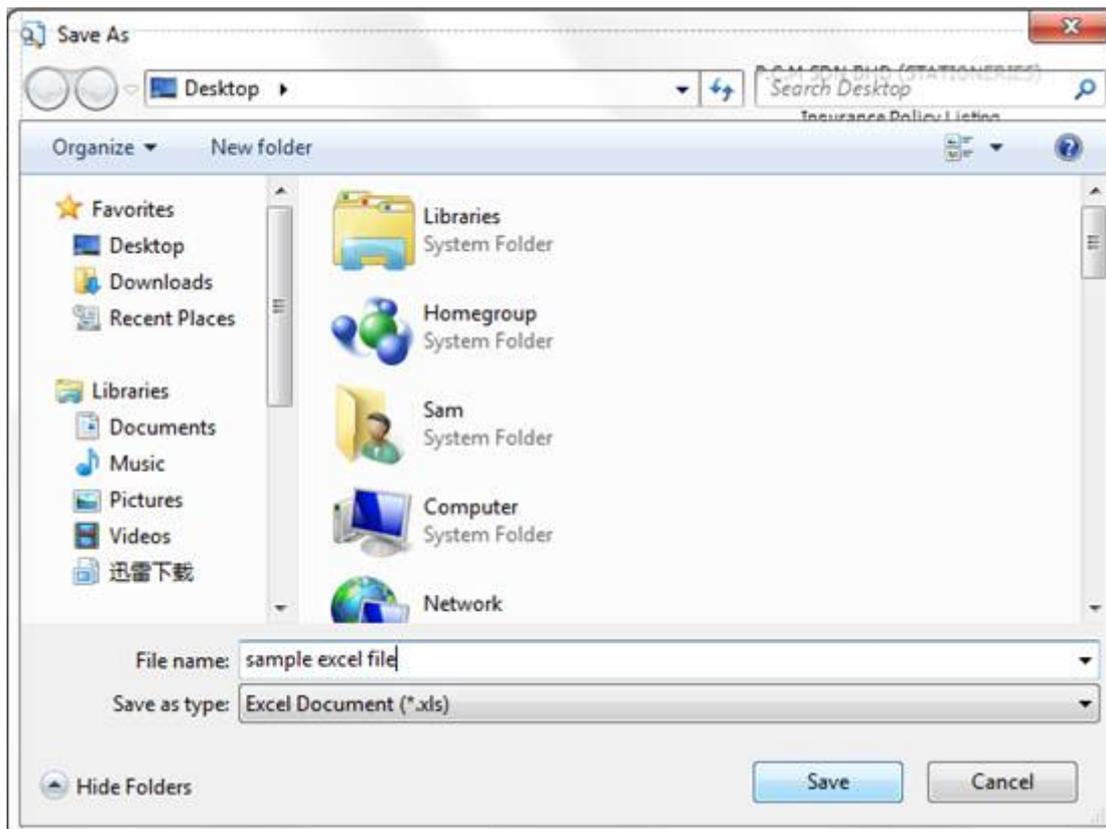
- 6) If you wish to export as a document, you can click the small arrow that in the middle.



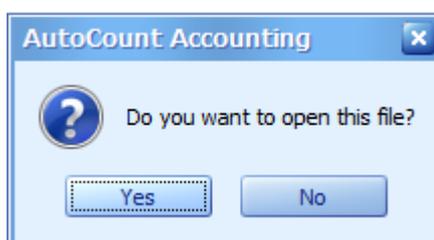
- 7) Click **Yes** to proceed.



8) Type document name before you click **Save**.



9) If you want to open the document, click **Yes**.



10) Result of the Excel document.

FIXED ASSET REGISTER								Date :	
Insurance Policy Listing								23/08/2012 13:29	
No.	Asset Code	Insurance Company	Policy No.	Start Date	End Date	Claim No.	Agent	Sum Issued	Note
1	FA-00001	KURNIA	1234567	01/03/2009	01/03/2009		MR WONG	35,000.00	
2	FA-00002	ING INSURANCE	33445566	01/07/2008	30/06/2009		SIMON	25,000.00	



Insurance Company Maintenance



Navigation: New Help > Maintenance>

Insurance Company Maintenance

Insurance company maintenance is applicable if customer have purchased an insurance for the asset and customer want to keep track this policy was purchased from which Insurance company

1. Click Asset Register -> Insurance Company Maintenance.

Insurance Company Maintenance

You can:
[Create New Insurance Company](#) [Print Insurance Company Listing](#)

[Edit](#) [View](#) [Delete](#) [Refresh](#) [Close](#)

Drag a column header here to group by that column

Company Code	Company Name	Phone	Fax	Attention
▶ GE	GREAT EASTERN	03-78312928	03-78312928	CY LIM

2. Click to Create New Company Insurance Company

Insurance Company Maintenance

You can:
[Create New Insurance Company](#) [Print Insurance Company Listing](#)

[Edit](#) [View](#) [Delete](#) [Refresh](#) [Close](#)

Company Code
GE

New Insurance Company

Company Code :

Company Name :

Address :

Phone :

Fax :

Attention :

[Save](#) [Close](#)



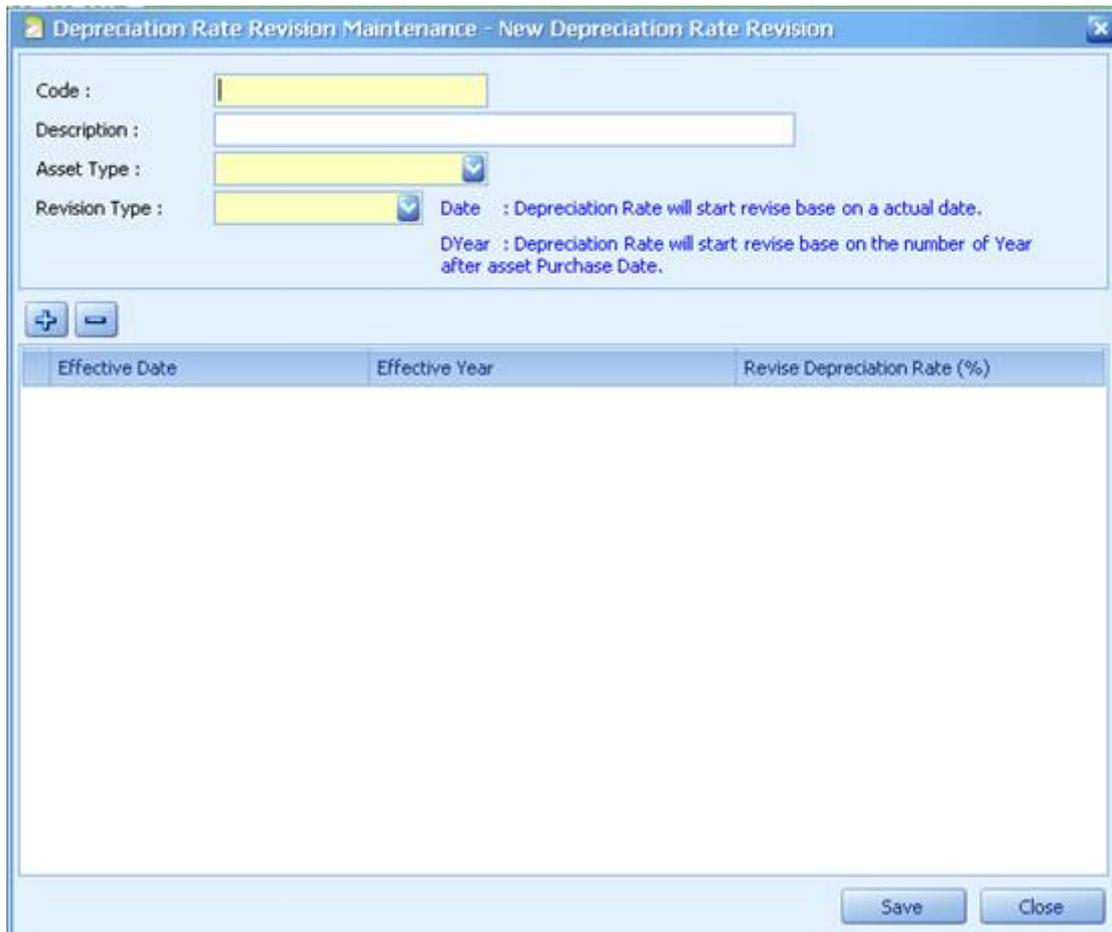
Depreciation Rate Revision Maintenance



Navigation: [New Help](#) > [Maintenance](#) >

Depreciation Rate Revision Maintenance

Click **Asset Register** -> **Depreciation Rate Revision Maintenance**



Depreciation Rate Revision Maintenance - New Depreciation Rate Revision

Code :

Description :

Asset Type :

Revision Type : Date : Depreciation Rate will start revise base on a actual date.
DYear : Depreciation Rate will start revise base on the number of Year after asset Purchase Date.

Effective Date	Effective Year	Revise Depreciation Rate (%)
----------------	----------------	------------------------------

Save Close

This Depreciation Rate Revision only apply on Straight Line Method onl

Code: Key in Depreciation Rate Revision Code

Description: Describing Your Rate Revision Code

Asset Type: Select from your Asset Type

Revision Type: Select either to revise by Date or DYear

** If select depreciate by Date: Depreciate value will start revise based o actual date*

** If select depreciate by DYear: Depreciate value will start revise based on number of year after asset purchased date*

Click  Button to add a new depreciation rate revision

Effective Date: To select effective an actual date to revise the rate

Effective DYear: To select how many years to start revise the depreciation rate

Revised Depreciation Value: To key in the revised depreciation rate in percentage

Click  Button to save the depreciation rate revision and 



Depreciation Posting



Navigation: [New Help](#) > [Process](#) >

Depreciation Posting

Click **Asset Register** -> **Depreciation Posting**

Fixed assets should be recorded in your general ledger in an assets account and reconciled with the values in Fixed Assets by posting journal entries as necessary.

In your **Ledger Accounts**,

Your general ledger should have the following accounts created:

- **Asset Cost (balance sheet)**
 - **Accumulated depreciation (balance sheet)**
 - **Depreciation expense (income statement)**
 - **Gain or loss on disposal of asset (income statement)**
- 1) You can make filter from criteria before you post to journal.
 - 2) Click to list down all the depreciation details.

Depreciation Posting

Criteria

Financial Date : 31/01/2015 Department : Category :
 Asset Code : Project :
 Deprn Type : Location : Include fully depreciated asset Include inactive asset
 Asset GL Code : Supplier : Include zero salvage value Include new purchase asset

Inquiry Posting Advisor Report Save & Post to Journal Close Preview Complete Schedule Preview Deprn Details

Check All UnCheck All

Drag a column header here to group by that column

Asset				Cost				Depreciation				Net B		
S...	Posted	Journal Voucher...	Code	Description	Cost B/F	Add	Disposal	Cost C/F	Depreciat...	YTD	Add	Disposal	Depreciation C/F	B/F
	YES	JV-000008	01	3 CX PHONE SYSTEM	0.00	1,000.00	0.00	1,000.00	0.00	16.67	16.67	0.00	16.67	0.00
	YES	JV-000005	FA-000001	PROTON SAGA 1.3	0.00	82,000.00	0.00	82,000.00	0.00	683.34	683.34	0.00	683.34	0.00
	NO		FA-000002	PERODUA VIVA	29,000.00	0.00	0.00	29,000.00	28,999.00	0.00	0.00	0.00	28,999.00	1.00
	YES	JV-000004	FA-000003	TABLES	0.00	500.00	0.00	500.00	0.00	2.80	2.80	0.00	2.80	0.00
	NO		FA-000004	FILING	600.00	0.00	0.00	600.00	599.00	0.00	0.00	0.00	599.00	1.00
	NO		FA-000006	COMPUTER PENTILUM ...	2,999.00	0.00	0.00	2,999.00	2,998.00	0.00	0.00	0.00	2,998.00	1.00
	NO		FA-000009	ASUS LAPTOP	0.00	1,000.00	-1,000.00	0.00	0.00	8.33	8.33	-8.33	0.00	0.00

3) You may click the **+** button to drill down for the depreciation details.

Asset				Cost				Depreciation				Net B		
S...	Posted	Journal Vouche...	Code	Description	Cost B/F	Add	Disposal	Cost C/F	Deprecia...	YTD	Add	Disposal	Depreciation C/F	B/F
	YES	JV-000008	01	3 CX PHONE SYSTEM	0.00	1,000.00	0.00	1,000.00	0.00	16.67	16.67	0.00	16.67	0.00

Master Details

Select	Cancel Posting	Posted	Post Date	Journal Voucher Document No.	Asset Code	Depreciation	Disposal
X	...	YES	31/01/2015	JV-000008	01	16.67	16.67

Cost

Cost B/F

Cost			
Cost B/F	Add	Disposal	Cost C/F
1,000.00	0.00	0.00	1,000.00

Cost			
Cost B/F	Add	Disposal	Cost C/F
0.00	1,000.00	0.00	1,000.00

For the asset created in current financial year, the cost will be shown under Cost--> Add column. E.g.: Financial Year from 01/01/2015-31/12/2015, any asset created between this financial period, cost will be shown in Add Column. If you inquiry after 31/12/2015, the cost will be brought forward in next financial period and shown in Cost B/F. For the asset depreciated and created before 2015, the cost will be brought forward and show in Cost B/F in 2015.

Disposal

Cost			
Cost B/F	Add	Disposal	Cost C/F
2,000.00	0.00	-1,000.00	1,000.00

The value should be the $\text{Cost B/F or Add} - \text{Disposal} = \text{Cost C/F}$. The Unit cost will be reversed after disposal.

Depreciation

Depreciation B/F

Depreciation					
Depreciation B/F	YTD	Add	Disposal	Depreciation C/F	
149.96	8.33	8.33	0.00	158.29	

For the Depreciation B/F, at first system will adopt the Accum. Deprn B, from asset opening. This figure will remain the same for the whole current financial year. For next financial year, the value will be different. The accumulated depreciation value will be added and brought forward into new financial year.

YTD

Depreciation					
Depreciation B/F	YTD	Add	Disposal	Depreciation C/F	
0.00	166.66	83.33	0.00	166.66	

The sum of depreciated value for every month plus current month depreciation in current financial year. The value from asset opening maintenance's Actual Deprn YTD will be added if there was any value maintained in YTD opening.

ADD

Depreciation				
Depreciation B/F	YTD	Add	Disposal	Depreciation C/F
100.00	8.33	8.33	0.00	108.33

The depreciation for current month.

Depreciation C/F

Depreciation				
Depreciation B/F	YTD	Add	Disposal	Depreciation C/F
100.00	66.64	8.33	0.00	166.64

The accumulated Depreciation value to be carried forward to next month.

$$\text{Depreciation B/F} + \text{YTD} - \text{Disposal} = \text{Depreciation C/F}$$

Disposal

Depreciation				
Depreciation B/F	YTD	Add	Disposal	Depreciation C/F
100.00	8.33	8.33	-108.33	0.00

Depreciation				
Depreciation B/F	YTD	Add	Disposal	Depreciation C/F
100.00	116.62	16.66	-108.31	108.31

This value should be accumulated deprn as formula will be $\text{Depreciation B/F} + \text{YTD} - \text{Disposal} = \text{Depreciation B/F}$. The value for Depreciation C/F should be 0.00 after disposal if the quantity is 1. If the asset's quantity more than 1, there will be a depreciation C/F value for remaining asset so that the remaining asset can continue to depreciate respectively.

NETBOOK VALUE

NBV B/F

Net Book Value	
B/F	C/F
850.04	841.71

If the asset already depreciated before current financial year, the asset should have netbook value brought forward from previous financial year. For the asset was created & depreciated during current financial year, there should be no value brought forward from last financial year. the formula derived from **Unit Cost B/F - Depreciation B/F - YTD = NBV B/F**.

NBV C/F

Net Book Value	
B/F	C/F
900.00	891.67

Net Book Value	
B/F	C/F
900.00	0.00

There are two possibilities for the C/F value is zero, First is asset residual value is 0 and already undergone full depreciation. Another possibility is asset disposal.

C/F is the NBV value carried forward to next month. If disposal already taken place, C/F value will be 0.00. Else, the netbook value will be carried forward into next month until the asset is fully depreciated, the NBV C/F value will be equal to residual value as 1.

4) If you wish to know advisement, you can click [Posting Advisor Report](#) and check all to view the fixed asset posting advisor report as at financial date that you wish to see

Outcome of [Posting Advisor Report](#) as below:

FIXED ASSET REGISTER
Posting Advisor Report for the date of 31/08/2012

Date : 24/08/2012
Page 1 of 4

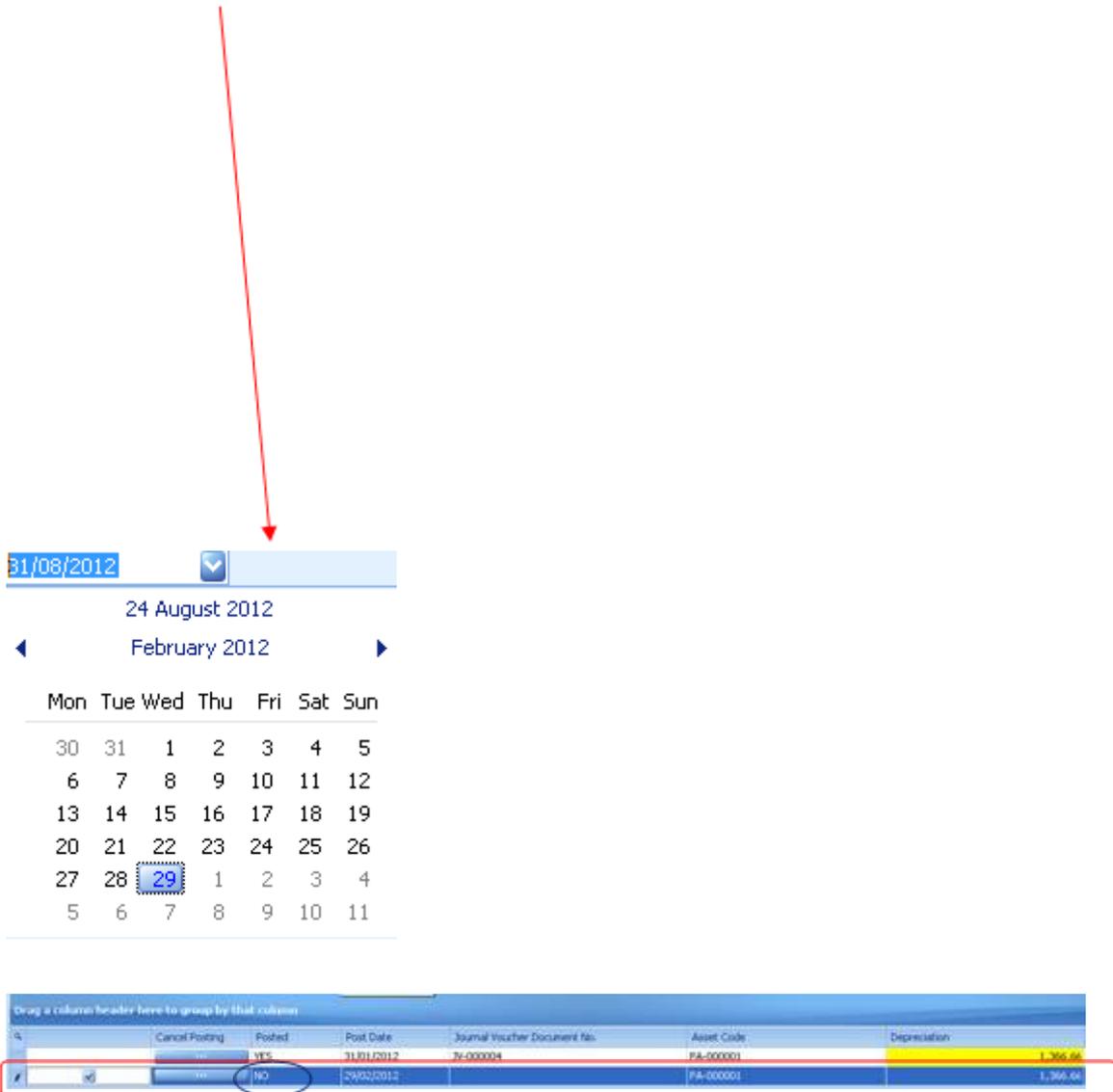
No.	Post Date	Acc. No.	Description	Debit	Credit	Department	Project
FA-000001							
1	FA-000001						
	31/08/2012	903-0000	DEPRECIATION OF FIXED ASSETS	1,366.66			
		200-4005	ACCUM. DEPRN. - MOTOR VEHICLES		1,366.66		
			Sub Total :	1,366.66	1,366.66		
2	FA-000001						
	31/08/2012	903-0000	DEPRECIATION OF FIXED ASSETS	1,366.66			
		200-4005	ACCUM. DEPRN. - MOTOR VEHICLES		1,366.66		
			Sub Total :	1,366.66	1,366.66		
3	FA-000001						
	31/08/2012	100-0000	CAPITAL	41,000.00			
		200-4000	MOTOR VEHICLES		41,000.00		
		200-4005	ACCUM. DEPRN. - MOTOR VEHICLES	28,699.86			
		100-0000	CAPITAL		28,699.86		
			Sub Total :	69,699.86	69,699.86		
4	FA-000001						
	31/08/2012	903-0000	DEPRECIATION OF FIXED ASSETS	1,366.66			
		200-4005	ACCUM. DEPRN. - MOTOR VEHICLES		1,366.66		
			Sub Total :	1,366.66	1,366.66		

- 5) Select Save & Post to Journal to post the asset that you wish to post the depreciation, as for work flow on how to select asset and how to save & post to journal, kindly refer to below testimonial for clearer understanding

Testimonial:-

For example, you can see from below chart, FA-00001 29/2/2012 as highlighted suppose to do depreciate posting, you can go back to select

the financial date, as at 29th Feb 2012, click enquiry and you will see th FA-00001 29/2/2012 listed on screen, status for the Posted will still shown as "NO" for current stage, until manual posting is completely done.



31/08/2012

24 August 2012

February 2012

Mon	Tue	Wed	Thu	Fri	Sat	Sun
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	1	2	3	4
5	6	7	8	9	10	11

Cancel Posting	Posted	Post Date	Journal Invoice Document No.	Asset Code	Depreciation
	YES	31/01/2012	79-000004	FA-000001	1,366.64
	NO	29/2/2012		FA-000001	1,366.64

Click on [Posting Advisor Report](#), you will also see FA-00001 29/2/2012 should be listed here.

FIXED ASSET REGISTER
Posting Advisor Report for the date of 29/02/2012

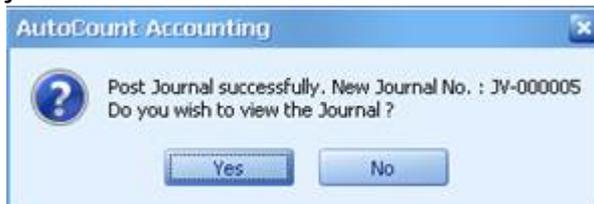
Date : 24/08/2012
Page 1 of 1

No.	Post Date	Acc. No.	Description	Debit	Credit	Department	Project
FA-000001							
1	29/02/2012	903-0000	DEPRECIATION OF FIXED ASSETS	1,366.66			
		200-4005	ACCUM. DEPRN. - MOTOR VEHICLES		1,366.66		
			Sub Total :	1,366.66	1,366.66		
			Depreciation Posting Total :	1,366.66	1,366.66		
FA-000002							
2	29/02/2012	903-0000	DEPRECIATION OF FIXED ASSETS	483.33			
		200-4005	ACCUM. DEPRN. - MOTOR VEHICLES		483.33		
			Sub Total :	483.33	483.33		
			Depreciation Posting Total :	483.33	483.33		

After that, click , and click button to proceed to post



Successful message will pop out after poster,click to view the journal



In your Journal entry, result will shown as below:

View Journal Entry - [JV-000005]

Edit Copy Journal Entry View Window

Description: Journal Voucher No:
 Journal Type: Date:
 Currency Code: Currency Rate: 2nd Voucher No:

Main External Link Note

Post Detail Description to G/L

Acc. No.	Curr. ...	Account Desc.	Description	F...	Ref. 2	Proj. No.	Dept. No.	DR	CR
903-...	1.000000	DEPRECIATIO...	DEPRECIATION	<input type="button" value="..."/>				1,902.77	
200-4005	1.000000	ACCUM. DEPR...	DEPRECIATION	<input type="button" value="..."/>					1,849.99
200-2005	1.000000	ACCUM. DEPR...	DEPRECIATION	<input type="button" value="..."/>					2.80
200-5005	1.000000	ACCUM. DEPR...	DEPRECIATION	<input type="button" value="..."/>					49.98

Record 1 of 4

Local	Debit	Credit	Debit	Credit
Net Total	1,902.77	1,902.77	1,902.77	1,902.77

Preview Print Edit Cancel Document Delete Close

Once posting done, you can see the status of the Posted will change from "NO" to "YES", meaning to say this posting has completely done

Drag a column header here to group by that column

%	Cancel Posting	Posted	Post Date	Journal Voucher Document No.	Asset Code	Depreciation
I	<input type="button" value="..."/>	YES	31/01/2012	JV-000004	FA-000001	1,366.66
	<input type="button" value="..."/>	YES	29/02/2012	JV-000005	FA-000001	1,366.66

🔍 Asset Disposal Report

Navigation: [New Help](#) > [Reports](#) >

Asset Disposal Report

Click **Asset Register** -> **Asset Disposal Report**

The purpose of this administrative rule is to establish minimum standards for the disposal of fixed assets and subsequent reporting in the financial records. When a specific asset has been disposed after the depreciation period is ended, it will be shown under this report.

This report can be filtered by disposal date, disposal type and category

Asset Disposal Report

Filter Options

Disposal Date : Category :

Disposal Type :

Drag a column header here to group by that column

Select	Asset Code	Description	Asset Dtl Code	Disposal Date	Disposal ...	Disposal Type	Remark	Journal ...	Unit Purc...	Qty
<input checked="" type="checkbox"/>	ASSET 0391	Buggy Car - 2	ASSET 0391-1	17/07/2014	12,000.00	Trade In		JV-006333	16,580.00	

-

Example of Asset Disposal Report

FIXED ASSET REGISTER								Date : 28/10/201		
Asset Disposal								Page : 1/1		
No.	Asset Code	Description	Asset Dtl Code	Type	Disposal Date	Total Purchase Price	Accum Depm	Disposal Price	Gain Loss	Remark
1	ASSET 0391	Buggy Car - 2	ASSET 0391-1	Trade In	17/07/2014	16580.00	6908.33	12000.00	2328.33	



Asset Movement Report

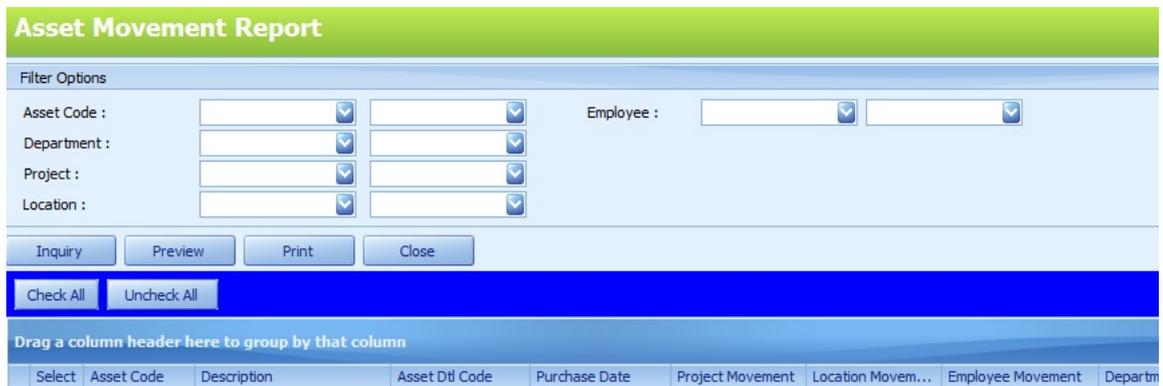


Navigation: [New Help](#) > [Reports](#) >

Asset Movement Report

Click **Asset Register** -> **Asset Movement Report**

Asset Movement Report displays all assets movement in one company. It can be filtered option by Asset Code / Department / Project / Location or Employee



The screenshot shows the 'Asset Movement Report' interface. It features a green header bar with the title 'Asset Movement Report'. Below the header is a 'Filter Options' section with several dropdown menus for 'Asset Code', 'Department', 'Project', 'Location', and 'Employee'. There are also buttons for 'Inquiry', 'Preview', 'Print', and 'Close'. Below the filters are 'Check All' and 'Uncheck All' buttons. At the bottom, there is a table header with columns: 'Select', 'Asset Code', 'Description', 'Asset Dtl Code', 'Purchase Date', 'Project Movement', 'Location Movem...', 'Employee Movement', and 'Departm'.

Example of Asset Movement Listing Report

FIXED ASSET REGISTER
Asset Movement Report

Date : 28/10/2015

Page : 1/15

No.	Asset Code	Description
1	AAAAAAA	
		<u>Asset movement</u>
	Asset Dtl Code :	AAAAAAA-1
	Department :	(Empty Department)(01/01/2013)
	Location :	(Empty Location)(01/01/2013)
	Project :	(Empty Project)(01/01/2013)
	Employee :	(Empty Employee)(01/01/2013)
2	AAAS	
		<u>Asset movement</u>
	Asset Dtl Code :	AAAS-1
	Department :	(Empty Department)(01/01/2014)
	Location :	(Empty Location)(01/01/2014)
	Project :	(Empty Project)(01/01/2014)
	Employee :	(Empty Employee)(01/01/2014)
3	ABC	
		<u>Asset movement</u>
	Asset Dtl Code :	ABC-1
	Department :	(Empty Department)(01/01/2013)
	Location :	(Empty Location)(01/01/2013)
	Project :	(Empty Project)(01/01/2013)
	Employee :	(Empty Employee)(01/01/2013)

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Asset Service Report

Navigation: [New Help](#) > [Reports](#) >

Asset Service Report

Click **Asset Register** -> **Asset Service Report**

This report shows all the services recorded in the system for all assets under a company. It can be filtered by Asset Code/Supplier/Service Date or Category

Asset Service Report

Filter Options

Asset Code : Category :

Supplier :

Service Date :

Drag a column header here to group by that column

Select	Asset Code	Asset Description	Date	IV No.	Supplier Code	Name	Description	Qty	Amount	Next
--------	------------	-------------------	------	--------	---------------	------	-------------	-----	--------	------

Example of Asset Service Report

								Date : 28/10/2015	
Asset Service Report								Page : 1/1	
No.	Service Date	Invoice No.	Qty	Amount	Supplier	Description	Next Service Date	Remark1	Remark2
1	ASSET 0390 28/10/2015	ALIGNMENT AJUST INV1314	1	100.00	AH YEW MOTOR	ALIGNMENT AJUST	27/11/2015		
2	ASSET 0392- 0393 31/10/2015	-OIL FILTER REPLACEMENT-ENGINE OIL (PETRONAS SYNTIUM 5.0) 2324	1	100.00	KM CAR AUTO SERVICE	-OIL FILTER REPLACEMENT-ENGINE OIL (PETRONAS SYNTIUM 5.0)	30/11/2015		



Asset Fully Depreciated Report



Navigation: [New Help](#) > [Reports](#) >

Asset Fully Depreciated Report

Click **Asset Register** -> **Asset Fully Depreciated Report**

After an asset is fully depreciated, it will be shown under this report. It can be filtered by Asset Code / Purchase Date / Asset Type.

Asset Fully Depreciated Report

Filter Options

Asset Code :

Purchase Date :

Asset Type :

Drag a column header here to group by that column

Asset Code	Description	Qty	Unit Purchase ...	Purchase Price	Purchase Date	Last Post Date	Residual Value	Last Depreciati...	Total Posted ...	Asset Type C...	Currency Code	Curren
ASSET0161	NAS Server & iSCSI Target St...	1	10008.10	10008.10	11/04/2011	30/04/2014	0.00	30/04/2014	565.46	FAT-000003	BND	

Or click button to filter some information to view the report

Advanced Search

Master Search

Asset Code	No Filter
Asset Type	No Filter
Department	No filter
Project	No filter
Location	No Filter
Supplier Code	No filter
GL Code	No Filter
PI No.	No Filter
PO No.	No Filter
Employee	No Filter
Category	No Filter
Road Tax Expiry Date	No filter
Leasing Expiry Date	No filter
Warranty Expiry Date	No filter
Insurance Policy	No Filter
Insurance Expiry Date	No filter
Leasing No.	No Filter
Is Active	No Filter

Matching Method: Match all of the above criteria (AND)

Keep Search Result

Search Clear Search Save Search Load Search Close

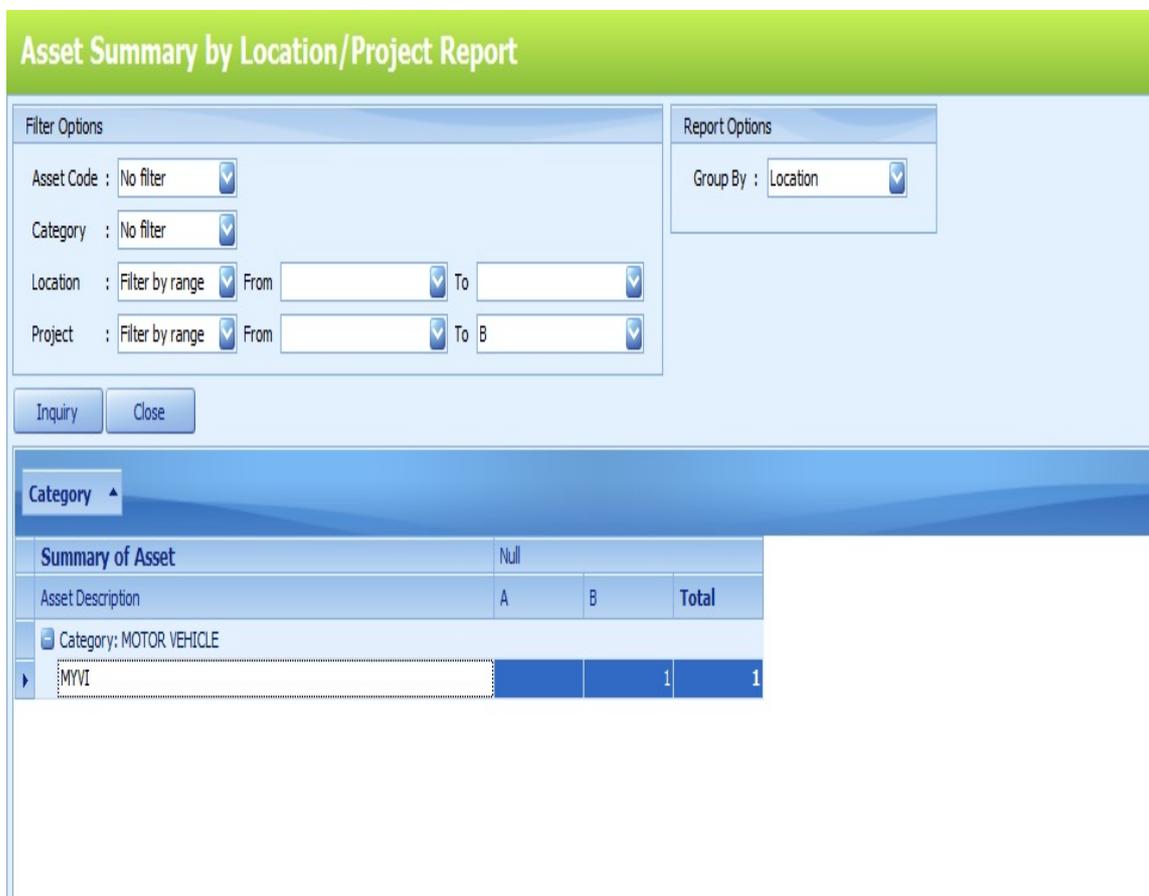
Asset Summary Report

Navigation: [New Help](#) > [Reports](#) >

Asset Summary Report by Location/Project Report

Click **Asset Register** -> **Asset Summary Report by Location/Project Report**

Asset summary report is a report to show the asset summarise in either Project or Location.



Asset Summary by Location/Project Report

Filter Options

- Asset Code : No filter
- Category : No filter
- Location : Filter by range From [] To []
- Project : Filter by range From [] To []

Report Options

- Group By : Location

Inquiry Close

Category ▾

Summary of Asset		Null	
Asset Description	A	B	Total
Category: MOTOR VEHICLE			
MYVI		1	1

Filter Options: By Asset Code or Category

Report Option: Group by Location / Project

In this asset summary by location/project report, you can view the report in 2 different ways:

- Under location got what asset or project
- Under project got what asset or location

🔍 Import

Navigation: New Help > [Others](#) >

Import

Click **Asset Register -> Import**

This function helps you to gain your efficiency on your work. Just use our particular excel format file by inserting your asset detailed information, and then copy all. Finally, click **Import** to paste the information into **Import Excel Worksheet**.

1st: Import Asset - Prepare in Excel Worksheet, then import to the system

Import Asset Excel Worksheet

Import Check All Uncheck All Remove Remove All Close

Drag a column header here to group by that column

Select	Action	Status	Asset Code	Description	Currency Code	Currency Rate	Purchase Date	Department	Project	Location	Supplier Code	GL Code	PO No	PI No	Road Tax Fee	Road Tax Expiry Date	Leasing No	Leasing Expiry Date
<input checked="" type="checkbox"/>	EDIT		ABC	ABC	MIR	1.000000	01/01/2015 12:00:00 AM											
<input checked="" type="checkbox"/>	NEW		FA8888	Office Equipment	MIR	1.000000	01/01/2013 12:00:00 AM											
<input checked="" type="checkbox"/>	NEW		FA2168	DELL Laptop	MIR	1.000000	01/06/2014 12:00:00 AM											

Paste

- Check All
- Uncheck All
- Remove
- Remove All



Change Code



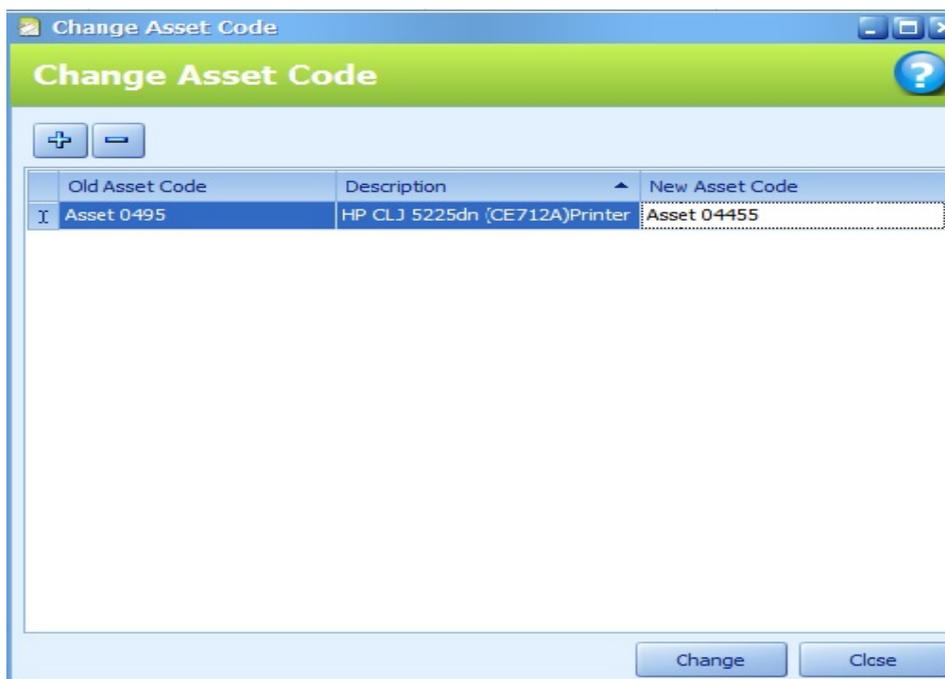
Navigation: [New Help](#) > [Others](#) >

Change Code

The Change Code Function allow you to change code for existing Asset Code & Asset Type Code to new code.

Click **Asset Register** -> **Change Code**

1st: Change Asset Code - Change from Old Asset Code to New Asset Code, once this changes has been made, all the original code of this asset in the system will be changed globalised to new asset code.



The screenshot shows a software window titled "Change Asset Code". The window has a green header bar with the title and a help icon. Below the header, there are two buttons: a plus sign (+) and a minus sign (-). The main area contains a table with three columns: "Old Asset Code", "Description", and "New Asset Code". The table has one row with the following data: "Asset 0495", "HP CLJ 5225dn (CE712A)Printer", and "Asset 04455". At the bottom of the window, there are two buttons: "Change" and "Close".

Old Asset Code	Description	New Asset Code
Asset 0495	HP CLJ 5225dn (CE712A)Printer	Asset 04455

2nd: Change Asset Type Code - Change from Old Asset Type Code to New Asset Type Code, once this changes has been made, all the original type code of this asset in the system will be changed globalised to new asset type code.

Change Asset Type Code

Change Asset Type Code

+ -

	Old Asset Type Code	Description	New Asset Type Code
I	ac	AIRCOND	AIRACON

Change Close

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Cost Allocation Posting **Project/Department Maintenance**

Navigation: [New Help](#) > [Others](#) >

Cost Allocation Posting Project/Department Maintenance

Click **Asset Register** -> **Cost Allocation Posting Project/Department Maintenance**

Maintain cost allocate posting by project or department by asset code, as general maintenance. Instead of have to do it on by one at asset maintenance

Asset	Note	Photo	Service Maintenance	Cost Allocation Posting Project/Department	User Defined Field
Cost Allocation Posting Method by					
Department					
+ -					
Department	Posting Rate (%)	Depreciation Acct Code	Acct Name		
	0.00				
Project					
+ -					
Project	Posting Rate (%)	Depreciation Acct Code	Acct Name		

Click  to add department or project and total percentage must be equivalent to 100%

This cost allocation posting project/department has already been prese as default under setting. You can only select either department or project as a posting method.

Setting

General Setting | Document Numbering Format | Others | Reminder

Depreciation Posting

Posting Journal Type : GENERAL

Posting Journal Method :
 Details
 Summary - by Account Code

Cost Allocation Posting Project/Department :

Cost Allocation Posting Method by : Project

Disposal Double Entry :
Department
Project
 Self Profit

Allow to edit Asset active flag :

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Product Registration



Navigation: [New Help](#) > [Others](#) >

Product Registration

Please acquire 32-digits code from TM Century Solutions (M) Sdn Bhd in order to proceed to the product registration

Product License Registration


TM CENTURY SOLUTIONS
www.tmcs.com.my

My Reg.: 1.8.8

License Registration **About**

License Type :	License Code	Digital Sign
Product Id :		7258
Product :	Asset Register	
Company Name :	FIXED ASSET REGISTER	
Address :	NO 28, JALAN SS5A/22 43600 PETALING JAYA	
Phone :		
Fax :		
Registration Code :	<input type="text"/>	This product is not registered.

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