Assets Register

User Manual

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Assets Register

User Manual

(Maintenance)

CONTENTS

Chapter   1   Maintenance

Introduction:

This section enables user to create new fixed asset accounts, asset group account, historical asset account, employee records, and supplier records. Beside that, you can also maintain different records such as department description, division department and others.

1.1 Fixed Asset Maintenance

This option enables user to create and maintain fixed asset accounts.

1.1.1 Fixed Asset File Maintenance

This option enables user to create fixed asset records.
Go to Maintenance → Fixed Asset Maintenance → Fixed Asset File Maintenance (Fig 1.1.1a).

This menu comprises six pages.

General Setting
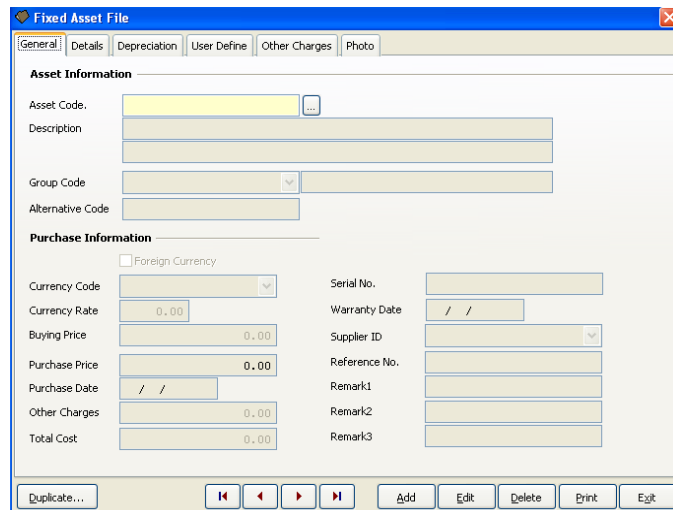
Fig 1.1.1a

1. Select **"Add"** button and specify the following information:

    Asset Code   : Auto generates by system.
                          (Remark: You must pre-activate this function at Housekeeping →
                                    Run Setup → General Setup (Running No.)

    Description   : Enter the fixed asset item description.
                              E.g. PROTON WIRA 1.5, Computer Pentium IV, etc.

    Group Code.   : Enter asset group number.
                          E.g. M/V001
                          (Remark: You can predefine group number at Maintenance→
                                    Group)

    Alternative Code   : Enter asset alternative code.

    Currency Code
    Currency Rate   : Foreign country's currency code and currency rate.
                          (Remark: You MUST predefine the currency records at
                                    Maintenance → Miscellaneous Files→ Currency)

Buying Price   : Enter foreign price.

Purchase Price   : Enter purchase price.

Purchase Date   : Enter purchase date

Other Charges   : Capture from *other charges* tab.

Total Cost   : Total of purchase price and other charges.

Serial No.   : A number used in a series, indicating as a mean of identification.

Warranty Date   : User can enter the date manually or double click on the box to show today's date.

Supplier ID   : Enter Supplier ID

Reference No.   : Reference number that used for posting purpose

Remark 1,2,3   : For additional information used.

Details
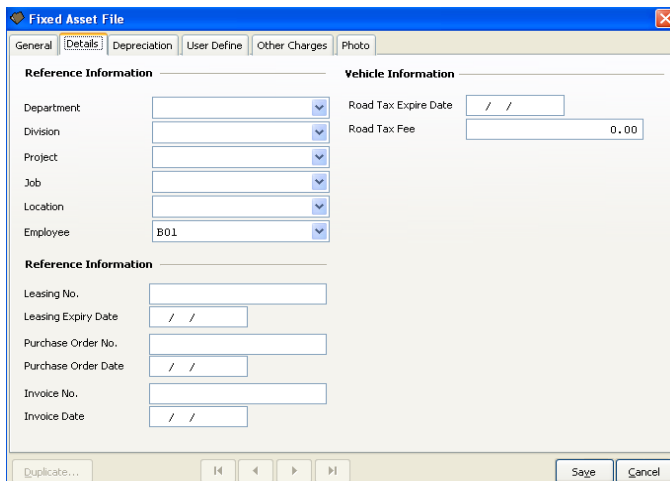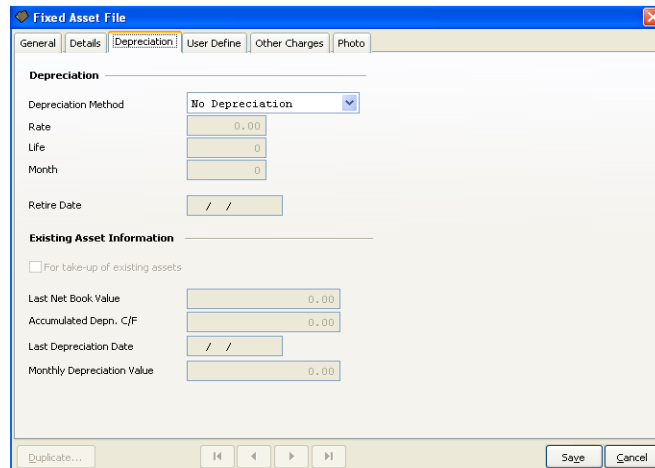
Fig 1.1.1b

Department   : Organization's functional division.
                           E.g.   MARKETING DEPARTMENT

Division   : A portion of different department.

Location   : A place in a country.

Project   : A plan undertaken by the company.

Job   : A small miscellaneous piece of work undertaken at a stated rate.

Employee   : Employee ID

Leasing No.   : Leasing account number.

Leasing Expiry Date : Leasing ending date.

P.O Reference   : Purchase Order's reference number.

P.O Date   : Date of issuing purchase order.

Invoice Reference   : Invoice reference number.

Invoice Date   : Date of issuing invoice.

Road Tax
Expired Date   : Expired date of road tax.

Road Tax Fee   : Road tax amount.

Depreciation

Fig 1.1.1c

Depreciation Method : Auto capture from group of method assigned at general setting

Rate   : Rate of depreciation (Only applicable for Straight Line Year and
                                  Reducing Balance method)

Life   : Years of depreciation

Month   : Months of depreciation (Only applicable for Straight Line Month
                                  method)

Retire Date   : End date of depreciation. Mark for take up of existing assets
                                    (Only applicable for Straight Line Year/month method)

Last Net Book Value   : Result after deduction of fixed asset amount with
                                        depreciation amount or item's brought forward amount.

Accumulated Depn. C/F   : Total brought forward amount of depreciation value.

Last Depreciation Date   : End date of depreciation brought forward.

Monthly Depreciation Value : Monthly depreciation value.

User Defined
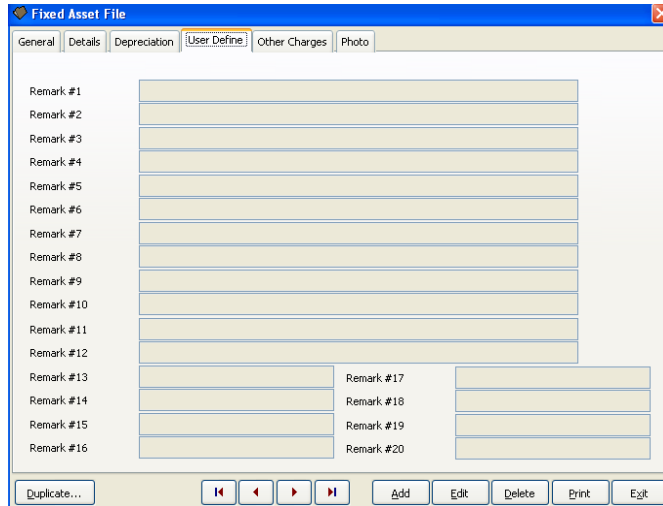
Fig 1.1.1d

Remark#1 – Remark#20   : For additional information used.
(Change label remarks at *Housekeeping -> Setup ->More Remarks.*

Other Charges
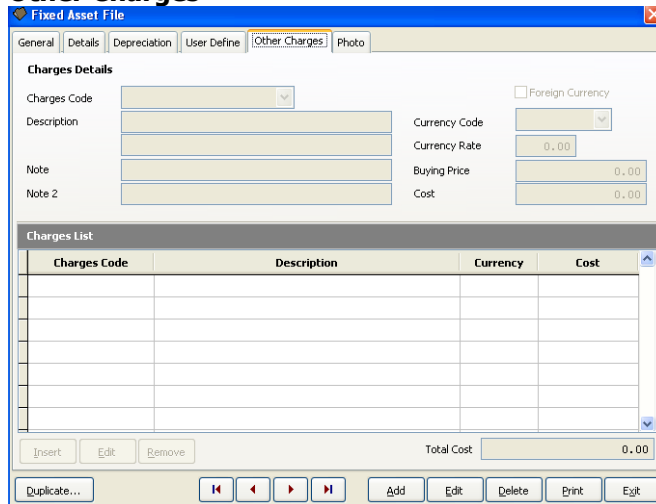
Fig 1.1.1e

Charge Code   : Charge Code

Description   : Charge Code's description

Note & Note1   : For additional information used.

Currency Code
Currency Rate   : Foreign country's currency code and currency rate.

Buying Price   : Price in foreign currency.

Cost   : Amount cost from buying price multiplied by currency rate
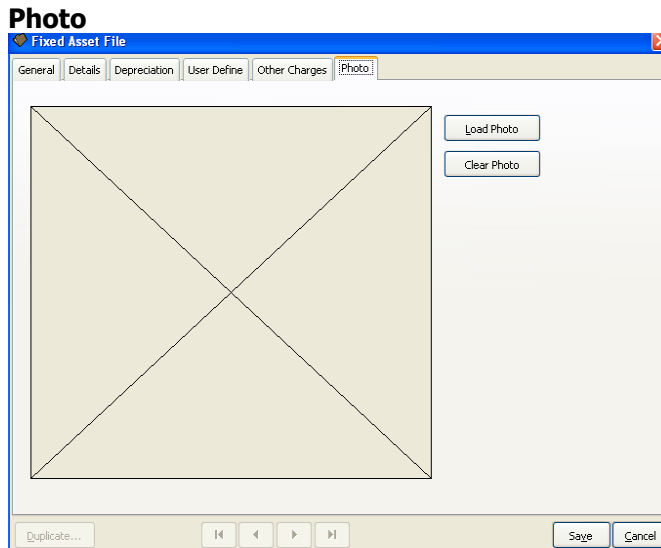
Photo

Fig 1.1.1e

Load Photo   : Insert picture.

Clear Photo   : Remove picture.

1.2   Asset Group Maintenance

This option enables user to classify asset into different groups.

1.2.1   Asset Group File Maintenance

This option enables user to define different asset's group, such as land, furniture and fittings, motor vehicle and etc.

Go to Maintenance → Group (Fig 1.2.1).
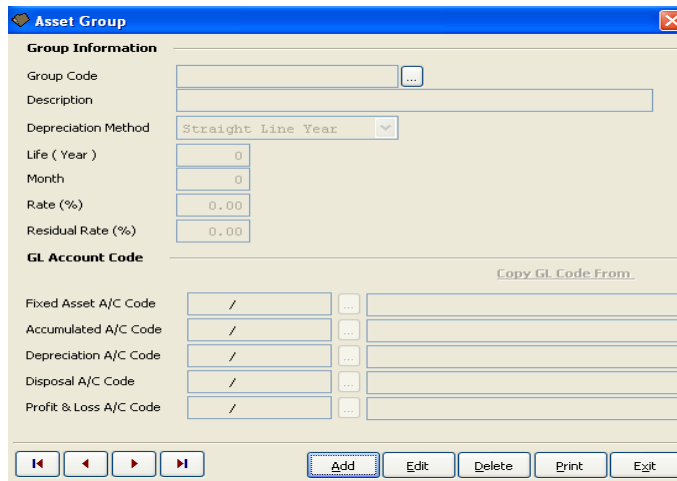
Fig 1.2.1

1. Select **"Add"** button and enter the asset's Group Code, Description, Depreciation Method, Life, Month, Rate(%) and Residual Rate (%).

2. You need to link current system with **"UBS Accounting System"** (Housekeeping→ Setup→ General Setup (Data Sharing) to setup the linkage on both systems) in order to extract all account code records.
   Then, click on the arrow down button to specify each of the account numbers.

3. Select **"Save"** button once you have completed specifying all the relevant information.

4. Select **"Cancel"** button to create more asset groups or to omit current process.

5. Select **"Delete"** button to delete those unwanted records.

6. Select **"Exit"** button to log off.

1.3   Historical Asset Maintenance

This option is only used to maintain the disposed assets.

1.3.1   Historical Asset File Maintenance

This option enables user to keep track of past disposal asset records. Go to Maintenance → Historical Asset Maintenance → Historical Asset File Maintenance (Fig 1.3.1).

Fig 1.3.1

1. Select **"Add"** button and specify the information.

   Historical Code   : Auto generate by system or key in manually. But the Historical code not for posting purpose.

   > *(Remark: User must pre-activate this function at Housekeeping → Setup → General Setup (Running No.)*

   User can click on the arrow down button to search for a particular historical code record.

   Description   : Enter the disposed asset's item.

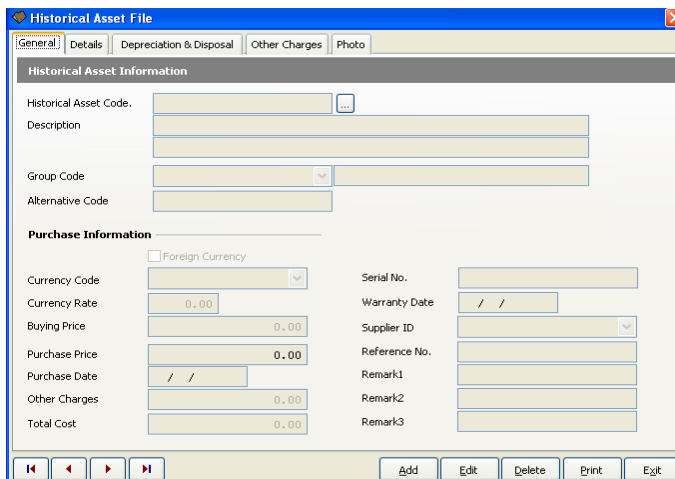   Group No.   : Asset group number.
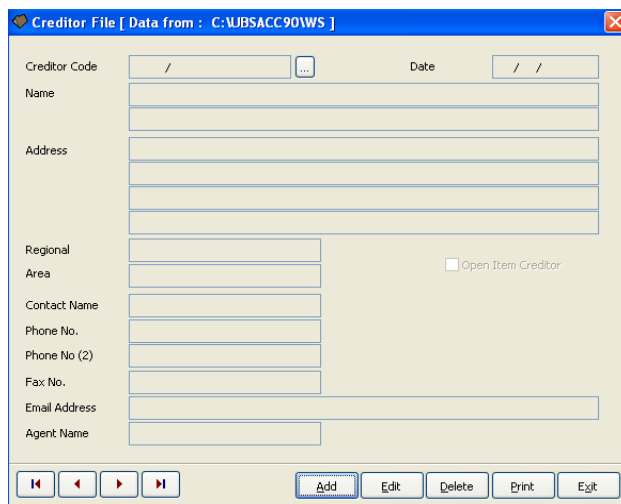
   Alternative Code   : Enter asset alternative code.

   Currency Code

Currency Rate   : Foreign country's currency code and currency rate.
                         (Remark: You MUST predefine the currency records at
                                    Maintenance → Miscellaneous Files -> Currency

Buying Price   : Enter foreign price.

Purchase Price   : Enter purchase price.

Purchase Date   : Enter purchase date

Other Charges   : Capture from *other charges* tab.

Total Cost   : Total of purchase price and other charges.

Serial No.   : A number used in a series, indicating as a mean of identification.

Warranty Date   : User can enter the date manually or double click on the box to
                         show today's date.

Supplier ID   : Enter Supplier ID

Reference No.   : Reference number that used for posting purpose

Remark 1,2,3   : For additional information used.

1.4   Supplier Maintenance

This option enables user to create and maintain supplier records.
Go to Maintenance → Supplier (Fig 1.4).

(Fig 1.4).
1. Select **"Add"** button, follow by entering the supplier number (e.g. 4000/S01), date, supplier name, address, postcode, phone number, fax number, contact person, contact person's title, email address, agent name and area.

2. Select **"Save"** button once you have completed specifying the relevant information.

3. Select **"Cancel"** button to create other new supplier records or to omit current process.

4. Select **"Delete"** button to delete those unwanted records.

5. Select **"Exit"** button to log off.

1.5 Employee Maintenance

This option enables user to create and maintain employee records.
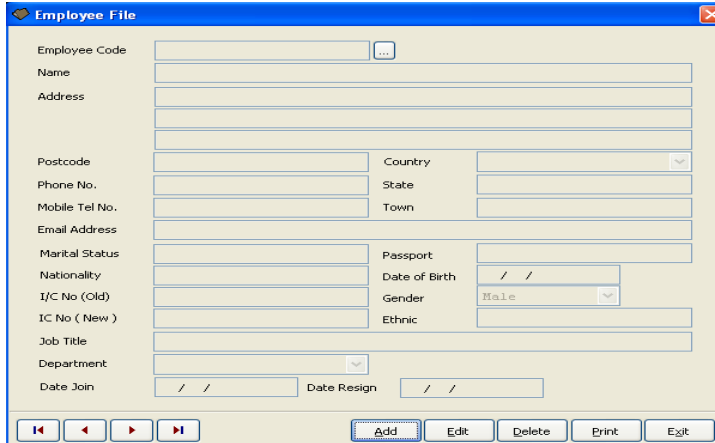Go to Maintenance → Employee (Fig 1.5).

Fig 1.5

1. Select **"Add"** button, follow by entering the employee reference number (e.g. J001), name, date of joining the company, address, postcode, town, home telephone number, mobile phone number (optional), email address, job title, identity card number, passport and date of birth.

2. Select **"Save"** button once you have completed specifying the relevant information.

3. Select **"Cancel"** button to create other new employees records or to omit current process.

4. Select **"Delete"** button to delete those unwanted records.

5. Select **"Exit"** button to log off.

1.6   Miscellaneous Files

This option enables user to maintain other useful information such as department, location, project, job, division, currency and multi payment records.

1.6.1   Department Maintenance

This option enables user to create and maintain the department code in an organisation.
Go to Maintenance → Miscellaneous Files → Department Maintenance (Fig 1.6.1).
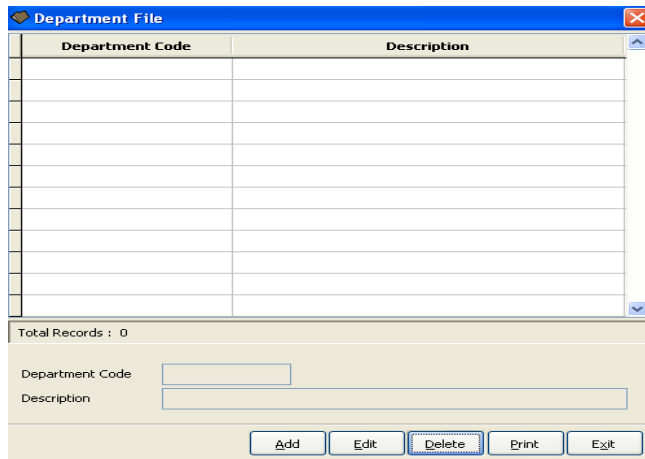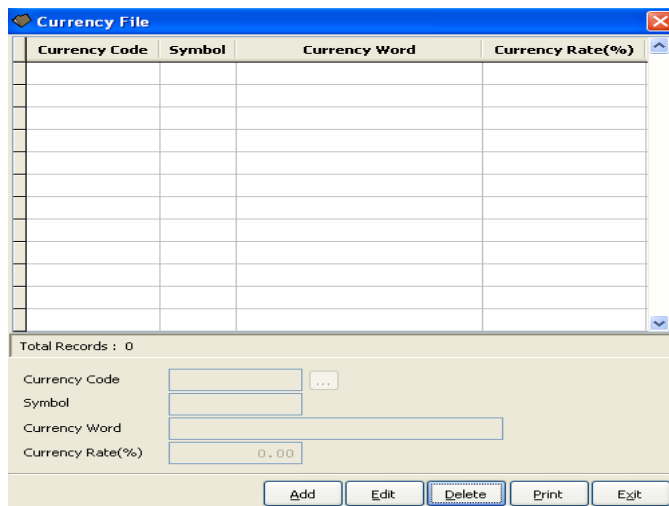
Fig 1.6.1

1. Select **"Add"** button follow by entering the department description.
   E.g. FINANCE DEPT, MARKETING DEPT and etc.

2. Select **"Save"** button once you have completed specifying the relevant information.

3. Select **"Cancel"** button to create other departments or to omit current process.

4. Select **"Delete"** button to delete those unwanted records.

5. Select **"Exit"** button to log off.

1.6.2   Currency Maintenance

This option enables user to create or maintain different country currency code.
Go to Maintenance → Miscellaneous Files → Currency (Fig 1.6.2).

Fig 1.6.2

1. Select **"Add"** button, then click on the arrow down button to specify the particular currency code, symbol and currency word. Next, enter the currency rate.

2. Select **"Save"** button once you have completed specifying the relevant information.

3. Select **"Cancel"** button to create other departments or to omit current process.

4. Select **"Delete"** button to delete those unwanted records.

5. Select **"Exit"** button to log off.

1.6.3 Country Code

This option enables the user to define country codes and its description. The code is used in the maintenance of asset and employee profile.

Go to Maintenance → Miscellaneous Files → Country Code.
(Fig 1.6.3).
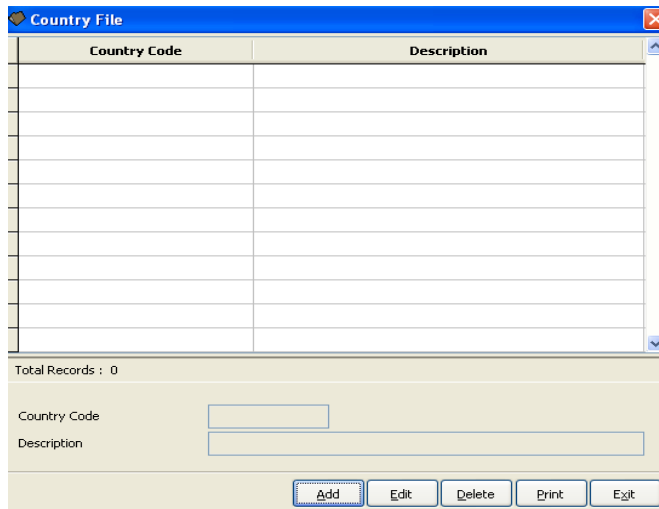
Fig1.6.3

1) Select the **"Add"** button, enter the abbreviation for the country followed by the description for the abbreviation in the description field.

2) Select the **"Save"** to confirm and save entry.

3)   Select any unwanted entry in the column and select **"Delete"** to delete the entry.

4) Select **"Cancel"** to interrupt current processes.

5)   Select **"Exit"** to exit this menu.

Payment Code Maintenance

This option enables user to predefine and maintain multiple payment modes for a particular asset.
Go to Maintenance → Miscellaneous Files → Payment Code Maintenance (Fig 1.6.4).

Note: User must link Fixed Asset Management System to UBS Accounting System in order to extract and capture the account records.

Fig 1.6.4

1. Select **"Add"** button, follows by entering the pay code and click on the arrow down button to specify the respective account code (extracted from UBS Accounting System).

2. Select **"Save"** button once you have completed specifying the relevant information.
   *(Remark: In order to save more than two account codes, you should select **"Add"** button before choosing the appropriate account code.)*

3. Select **"Delete"** button to delete those unwanted records.

4. Select **"Cancel"** button to create new records or omit current process.

5. Select **"Exit"** button to log off.

Disposal Category

This option enables the user to distinguish the type/reason for disposal of assets. The description maintained here is for use in asset maintenance process.

Go to Click Maintenance → Miscellaneous File → Disposal Category
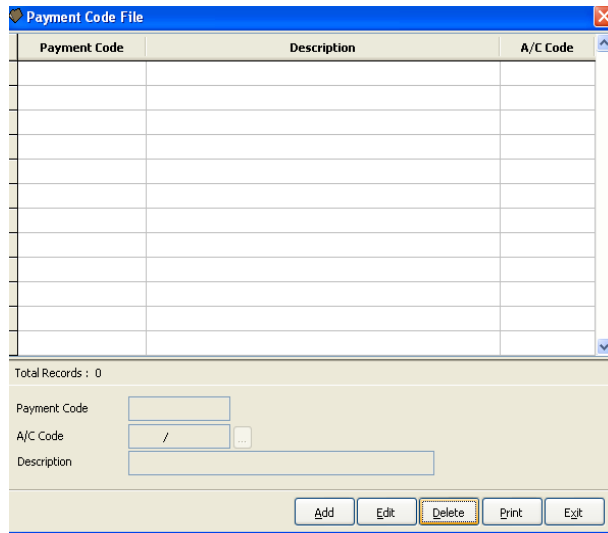(Fig 1.6.5)
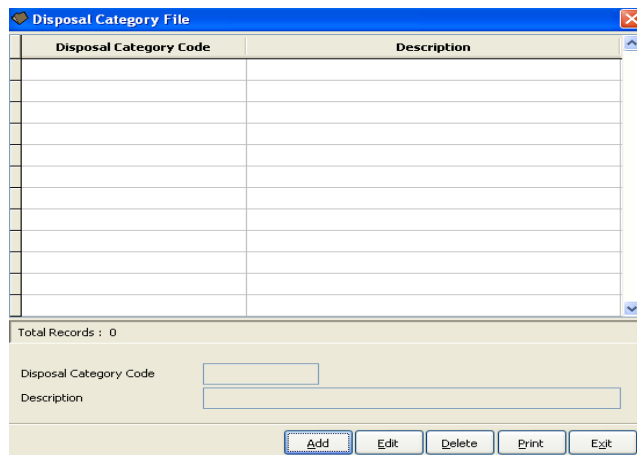
Figure 1.6.5

1. Select the **"Add"** button, enter the abbreviation for the usage code followed by the description for the abbreviation in the description field.

2. Select the **"Save"** to confirm and save entry.

3. Select any unwanted entry in the column and select **"Delete"** to delete the entry.

4. Select **"Cancel"** to interrupt current processes.

5. Select **"Exit"** to exit this menu.

Assets Register

User Manual

(Calculation)

CONTENTS

CHAPTER 2: CALCULATION

Introduction:

This section enables user to calculate the asset depreciation and asset disposal values.

2.1   Depreciation

This option enables user to calculate the depreciation rate of an asset.
Go to Calculation → Depreciation (Fig 2.1).

Fig 2.1

1. Click on the arrow down button and specify the respective fixed asset code and its description.

2. Auto assigns depreciation method, which preset at the group code of asset file maintenance.

   a) Straight Line Year
   - The number of useful life (years) is estimated.
   - The cost will be divided by the number of years in order to give the depreciation charges each year.

   > *Formula:*
   > $$\frac{Cost - Estimated\ disposal\ value}{Number\ of\ expected\ years\ of\ use}$$
   >
   > **Estimated Disposal Value = Residual value*

   b) Straight Line Month
   - This method is quite similar with Straight Line Year, the only different is the cost will be divided by month.

> *Formula:*
> *Cost – Estimated disposal value*
> Number of expected month of use

Example:

Depreciation Date   = 10/03/2000
Expected year of use = 4
Total Month   = (12-03+1) + (3 year * 12 Month)
                     = 10 + 36
                     = 46

RM22,000 – RM2,000 = RM20,000
      46   46
                     = RM434.78 (depreciation each   month)

Start Date	End Date	Balance B/F	Current Depre.	Accumulated Depre.	Net Book Value
10/03/02	31/12/03	0	4,347.83	4,347.83	17,625.17
01/01/03	31/12/03	4,347.83	5,217.39	9,565.22	12,434.78
01/01/04	31/12/04	9,565.22	5,217.39	14,478.61	7,217.39
01/01/05	31/12/05	14,782.61	5,217.39	20,000.00	2,000

c) Reducing Balance
   ❑ Fixed percentage of depreciation is deducted from the first year, and for the following year (2nd year) same percentage will be applied.

d) **No depreciation**
   ❑ Only applicable for those revaluation assets.

3. You can either click on user define to specify the date or key in manually, where this will be the depreciation start off date (if not, system will always treat it same as Purchase date).

4. Click **"process"** button once you have completed specifying the relevant information.

5. Then, click on View Schedule (**'View Yearly'**) to view the yearly depreciation rate of the asset.

6. Or, click on View Schedule (**'View Monthly'**) to view each month depreciation rate of the asset.

7. Select **"Save"** button once you have completed specifying the relevant information.

8. Select **"Delete"** button to delete those unwanted records.

9. Select **"Close"** button to log off.

2.2   Multi Depreciation

This option enables the user to select multiple assets that uses the same depreciation method to have its depreciation value calculated.

Go to Calculation → Multi Depreciation (Fig 2.2)

Figure 2.2

1.Select Depreciation (New), click "**Find Now"** button to list all assets not depreciated yet.

2. You can select certain assets by filtering Group Code and Asset Code.

3.Tick the check box **"Select All"** to mark all small check box in the listing.

4.Click the **"Generate"** button to execute the calculation.

5. Click **"Cancel"** to exit this menu.

2.3   Disposal Asset

This option enables user to calculate the disposed item and its value.
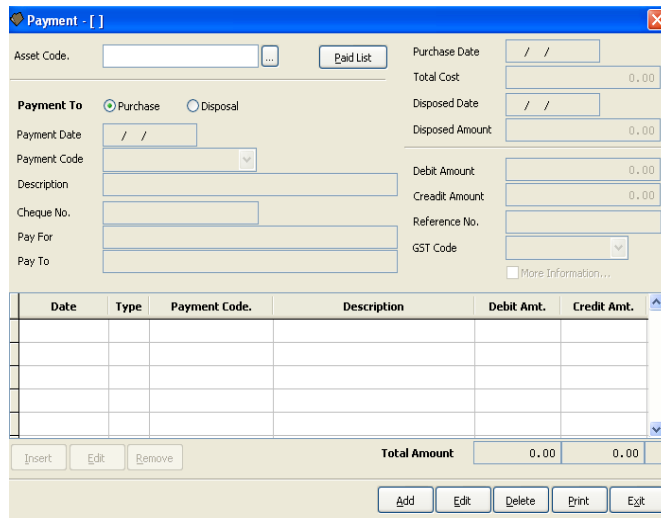Go to Calculation → Disposal Asset (Fig 2.3).

Fig 2.3

1. Click on the arrow down button and specify the respective asset to be disposed.

2. Select the appropriate disposal type (i.e. Sell Off or Write Off).

3. Enter the disposal value,) date of disposal, reference number (for posting and remarks (optional field, which is reserved for additional note or information) at **"More Remark"**. Next, select **"Disposal"** button to calculate the disposal value.

4. Click on the **"View Schedule"** button to view the assets depreciation value yearly or monthly

2.4 Payment Mode

This option enables the user to define the means of payment of an asset and also determine how the transaction affects your accounts. The figure here will be exported to UBS Accounting for accounts processing.

Go to Calculation → Payment Transaction (Fig 2.3)

Figure 2.3

1. Click **"Add"** to select appropriate asset then click **"Insert"**.

2. Select "**Payment To"** category – Purchase or Disposal.

3. Enter date of payment followed by the payment code for that particular transaction.

4. Enter the appropriate amount to the credit or debit field.

5. Click **"Insert"** to add in the account information into the columnar table.

6. Click **"Remove"** to remove items from the columnar table.

7. Click **"Save"** to save the all the entry.

8. Click **"Delete"** to omit entire asset group together with its transaction.

Assets Register

User Manual

(Reports)

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Chapter 3   Reports
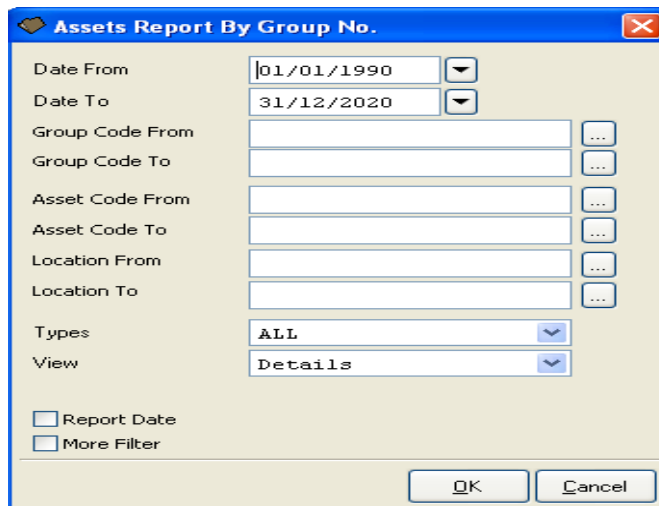
CHAPTER 3 :   REPORTS

Introduction:

This section enables user to view and print the various reports such as fixed asset report, asset depreciation report, fixed asset movement depreciation, fixed asset disposal report, fixed asset transfer report, historical list, supplier list and employee list in details.

3.1   Fixed Asset Details Report

This option enables user to view or print the fixed asset records in details.

3.1.1   By Group No.

This option enables user to view or print the fixed asset records according to group number. Go to Reports →Asset Details → By Group No. (Fig 3.1.1).

Fig 3.1.1

1. Click on the arrow down button to specify the range of asset code, group number, location and date (user can click on the button to define the respective date).

2. Select **"OK"** button and you will be prompted to the report screen. Select **"Print"** button to print a hard copy of the report, select **"Preview"** button to view the actual report on screen. Select **"Customize"** button to customize standard report, select **"Printer"** button to choose the name of printer used, or else select **"Cancel"** button to return to previous screen.

4. Select **"Cancel"** button to log off.

By Department

This option enables user to view and print the fixed asset records according to department code.
Go to Reports → Asset Details → By Department (Fig 3.1.2).
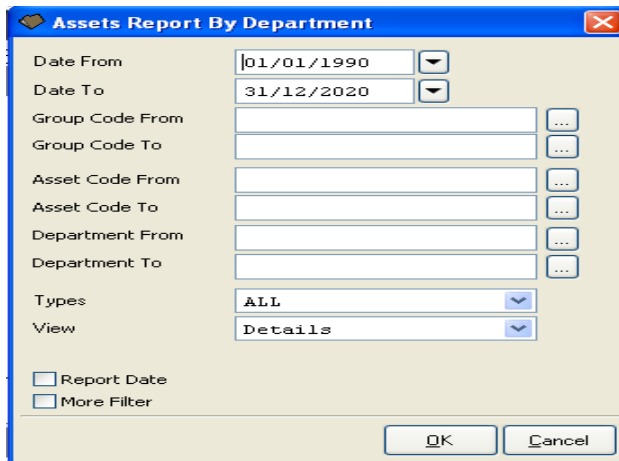
Fig 3.1.2

1. Click on the arrow down button to specify the range of asset code, group number and department code and enter the date (or user can click on the button to define the respective date).

2. Select **"OK"** button and you will be prompted to the report screen. Select **"Print"** button to print a hard copy of the report, select **"Preview"** button to view the actual report on screen. Select **"Customize"** button to customize standard report, select **"Printer"** button to choose the name of printer used, or else select **"Cancel"** button to return to previous screen.

3. Select **"Cancel"** button to log off.

3.2   Asset Depreciation Reports

This option enables user to view and print the asset depreciation records in details.

3.2.1   Depreciation Asset By Year

This option enables user to view or print the asset depreciation that calculated by year.
Go to Reports → Asset Movement → Depreciation Asset By Year (Fig 3.2.3).
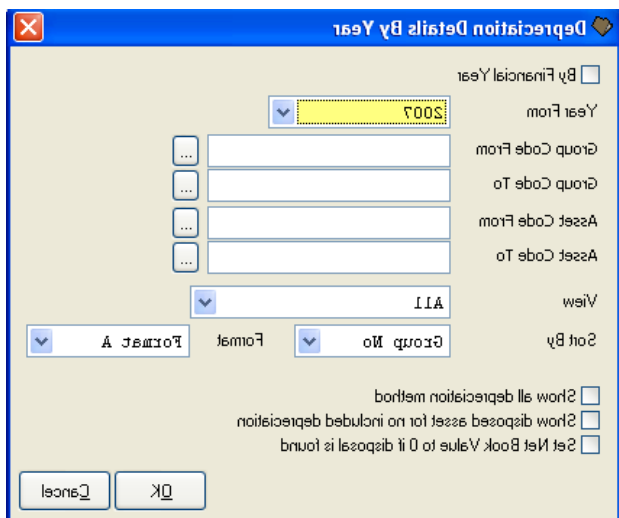
Fig 3.2.3

1. Click on the arrow down button to specify the range of asset code, group number.

2. Select **"OK"** button and you will be prompted to sub-screen. Select **"Print"** button to print a hard copy of the report, select **"Preview"** button to view the actual report on screen. select **"Customize"** button to customize standard report, select **"Printer"** button to choose the name of printer used, or else select **"Cancel"** button to return to previous screen.

3. Select **"Cancel"** button to log off.

3.3 Fixed Asset Movement Report

This option enables user to view and print the fixed asset movement trend.

3.3.1 Movement by Year

This option enables user to view or print the opening balance amount, additional cost, disposal cost of fixed asset in details.
Go to Reports → Asset Movement → Movement By Year (Fig 3.3.1).

Fig 3.3.1

1. Click on the arrow down button to specify the range of asset code, group number, location, department, and year.

2. Select **"OK"** button and you will be prompted to sub-screen. Select **"Print"** button to print a hard copy of the report, select **"Preview"** button to view the actual report on screen. Select **"Customize"** button to customize standard report, select **"Printer"** button to choose the name of printer used, or else select **"Exit"** button to return to previous screen.

3. Select **"Exit"** button to log off.

3.4 Fixed Asset Disposal Report

3.4.1 Disposal Sell Off

This report enables the user to view and obtain information on assets that were disposed.

Go to Reports → Disposal (Disposal Type = Sell Off)(Fig 3.4.1)
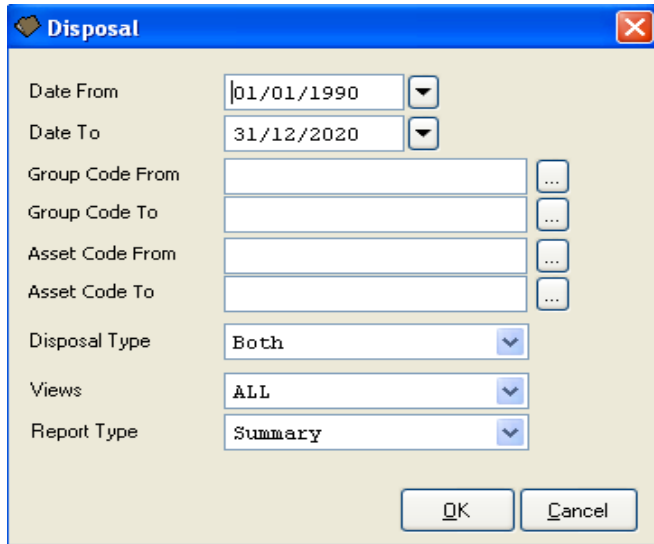
Fig 3.4.1

1.Click the drop arrow in the drop box to specify the range of the asset code, group number and date for a particular group of assets.

2.Click ok to prompt out the print option screen. Select **"Print"** button to print a hard copy of the report, select **"Preview"** button to view the actual report on screen. Select **"Customize"** button to customize standard report, select **"Printer"** button to choose the name of printer used, or else select **"Cancel"** button to return to previous screen.

3.5 Fixed Asset Transfer Report

This option enables user to view and print the transferred asset records in details.
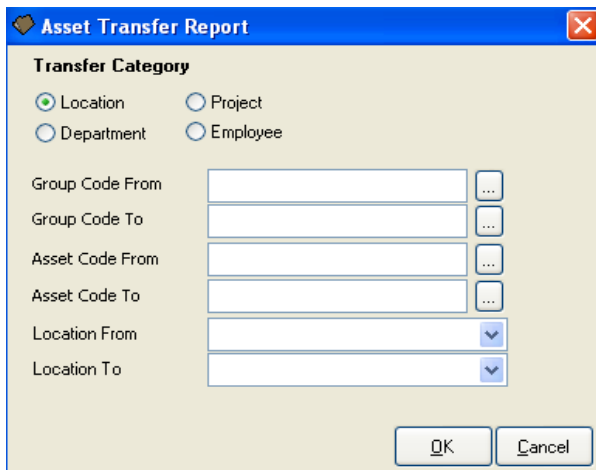Go to Reports → Fixed Asset Transfer (Fig 3.5).

Fig 3.5

1. Click on the arrow down button to specify the range of asset code, group numbers and locations.
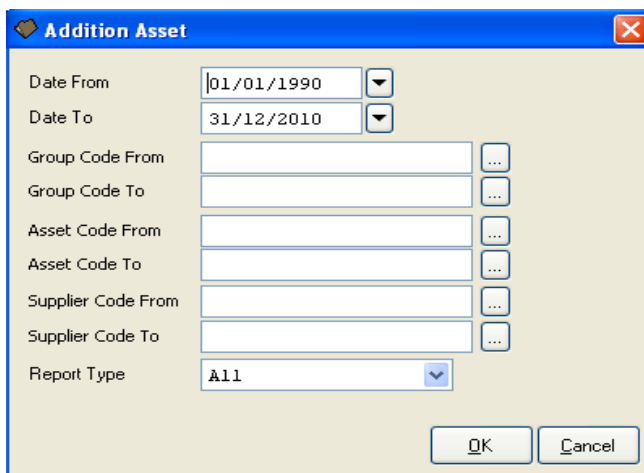
2. Besides that, user can select the following additional options:

- By Location   : List the transfer by location records.
- By Department : List the transfer by department records.

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- By Project   : List the transfer by project records.
- By Employee   : List the transfer by employee records.

3. Select **"OK"** button and you will be prompted to sub-screen. Select **"Print"** button to print a hard copy of the report, select **"Preview"** button to view the actual report on screen. Select **"Customize"** button to customize standard report, select **"Printer"** button to choose the name of printer used, or else select **"Cancel"** button to return to previous screen.

4. Select **"Cancel"** button to log off.

3.6 Asset Addition Report

This option enables user to view or print the asset addition records.
Go to Reports → Asset Addition (Fig 3.6).

Fig 3.6

1. Click on the arrow down button to specify the range of asset code, group number, number, supplier number and date.

2. Select **"OK"** button and you will be prompted to sub-screen. Select **"Print"** button to print a hard copy of the report, select **"Preview"** button to view the actual report on screen. Select **"Customize"** button to customise standard report, select **"Printer"** button to choose the name of printer used, or else select **"Cancel"** button to return to previous screen.

3. Select **"Cancel"** button to log off.

3.7 Revaluation Report

This option enables user to view or print the revaluation report in details.
Go to Reports → Revaluation (Fig 3.7).

Fig 3.7

1. Click on the arrow down button to specify the range of asset code and group number.

2. Select **"OK"** button and you will be prompted to sub-screen. Select **"Print"** button to print a hard copy of the report, select **"Preview"** button to view the actual report on screen. Select **"Customize"** button to customize standard report, select **"Printer"** button to choose the name of printer used, or else select **"Cancel"** button to return to previous screen.

3. Select **"Cancel"** button to log off.

3.8 Historical

Historical Summary Report

This function allows the user to obtain and view information of assets that was disposed after the closing of accounts for a particular year.

Go to Reports → Historical (Fig 3.8.1)
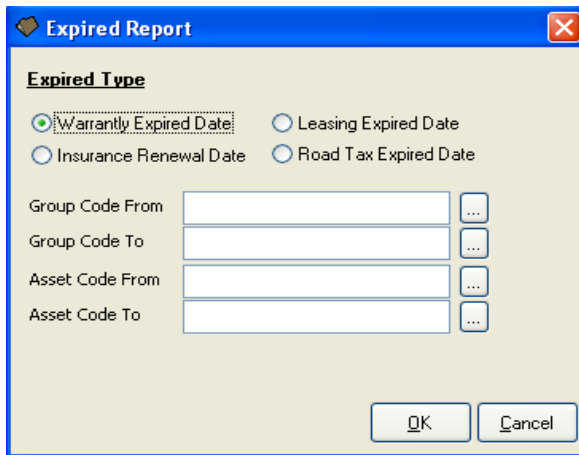

Fig. 3.8.1

1. Click on the arrow down to specify the range of asset code, group no, supplier no and date.

2. Click ok to prompt out the print option screen. Select **"Print"** button to print a hard copy of the report, select **"Preview"** button to view the actual report on screen. Select **"Customize"** button to customize standard report, select **"Printer"** button to choose the name of printer used, or else select **"Cancel"** button to return to previous screen.

Expiry Report

This option enables the user to view the expiry date of warranty, insurance expiry, road tax and leasing expiry of assets.

Go to Report → Expiry Report (Fig 3.9)

 Fig 3.9

1.   Click the drop down menu to select the range of asset code and group of assets maintained in the systems.

2.   Select form the list box the type of expiry report to view.

3.   Click **"OK"** to prompt out the print option screen. Select **"Print"** button to print a hard copy of the report, select **"Preview"** button to view the actual report on screen. Select **"Customize"** button to customize standard report, select **"Printer"** button to choose the name of printer used, or else select **"Cancel"** button to return to previous screen.

4.   Click **"Cancel"** to log out from this screen.

Report Wizard

This function enables the user to customize their reports based on the data maintained in Asset Pro. This function is created to give the user more flexibility customizing report by inserting precise and desired information.

Go to Report → Report Wizard (Fig 3.10)
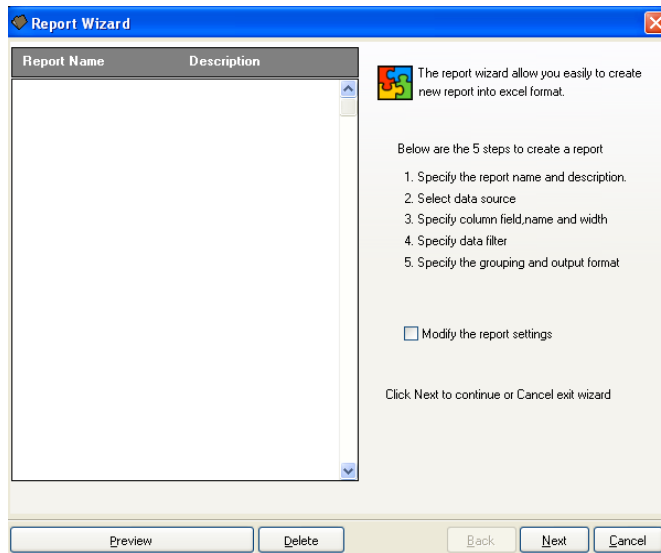
Fig 3.10

_____

Note: - Click on any existing reports in the existing report section and click **"Preview"** to view the report. Click **"Delete"** to delete unwanted report.
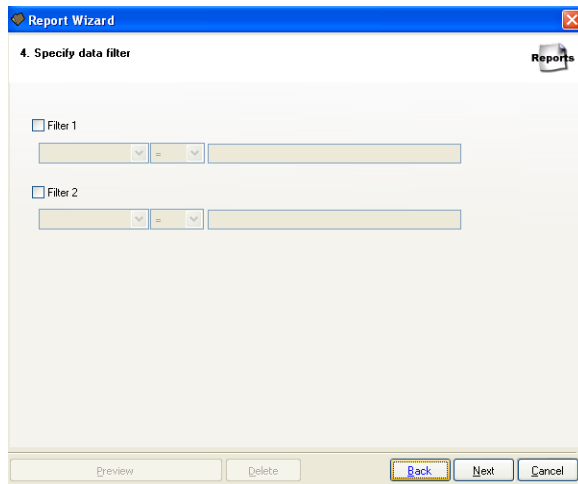

1.   To create new report click on **"Next"** to specify the name and default directory for the report.
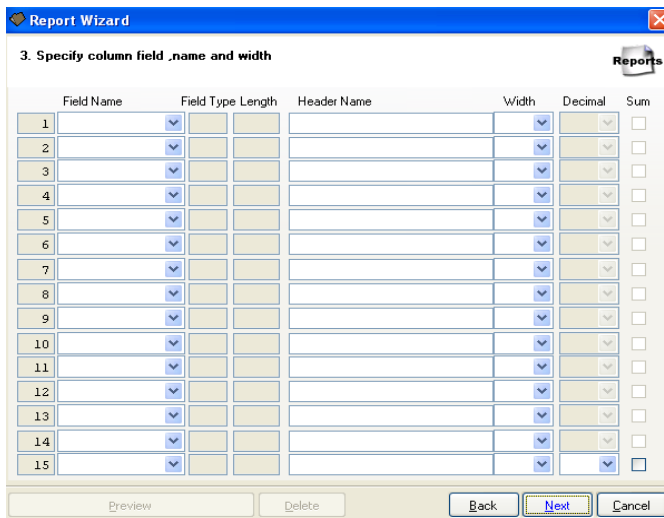
Fig 3.10b

2.   Then select type of report followed by the selection of fields for that report. (Fig 3.10b.)

Fig 3.10c

4. Specify the arithmetic condition for the fields or click **"Next"** to continue with the process.

5. Specify the column name and width for each field and the click **"Next"** to proceed.
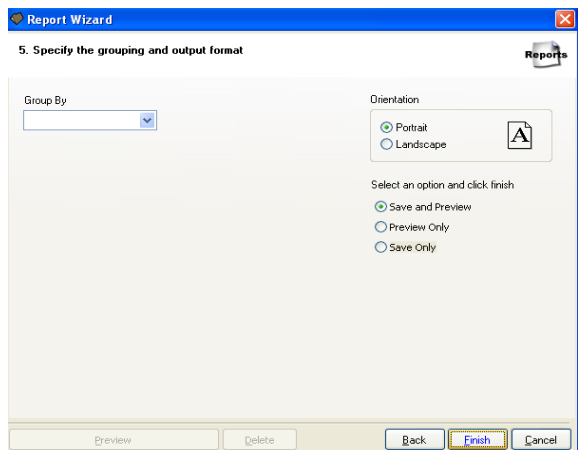
Fig 3.11

6. Select the orientation of the reports by selecting the portrait or landscape radio button. You can choose between a preview only option and a preview and save option if you wish to save the report.

7. Click **"Finish"** view and export the report to MS Excel.

3.11   Supplier Listing

This option enables user to view or print the supplier records in details.
Go to Reports → Supplier Listing (Fig 3.11).

Fig 3.11

1. Click on the arrow down button to specify the range of supplier number, follow by entering the range of area.

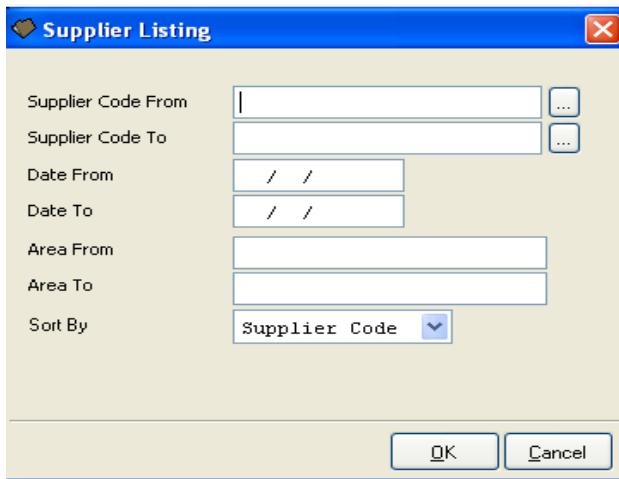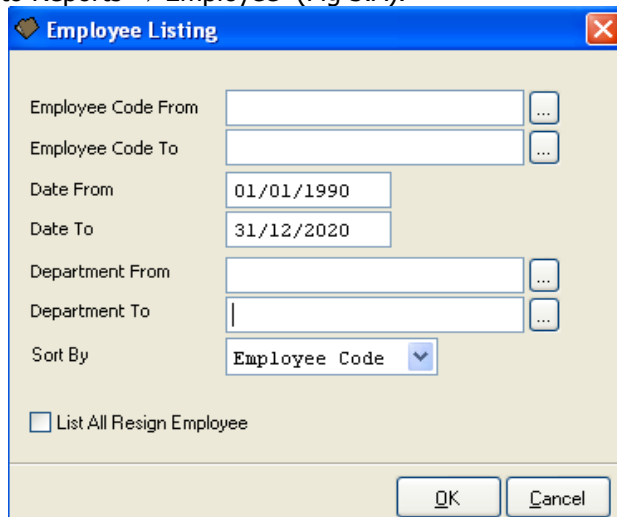2. Select **"OK"** button and you will be prompted to sub-screen. Select **"Print"** button to print a hard copy of the report, select **"Preview"** button to view the actual report on screen. Select **"Customize"** button to customize standard report, select **"Printer"** button to choose the name of printer used, or else select **"Cancel"** button to return to previous screen.

3. Select **"Cancel"** button to log off.

3.A Employee Listing

This option enables user to view or print the employee records in details.
Go to Reports → Employee (Fig 3.A).

Fig 3.A

1. Click on the arrow down button to specify the range of employee number and department records.

2. Select **"OK"** button and you will be prompted to sub-screen. Select **"Print"** button to print a hard copy of the report, select **"Preview"** button to view the actual report on screen. Select **"Customize"** button to customize standard report, select **"Printer"** button to

choose the name of printer used, or else select **"Cancel"** button to return to previous screen.

3. Select **"Cancel"** button to log off

3.B   Print Tag

This option enables user to print or view the label that used for identification such as asset code, description, serial number, purchase date and warranty date.

Go to Reports → Print Tag (Fig 3.B).

Fig 3.B

1. Click on the arrow down button to specify the range of asset code, location and department.

2. Select **"OK"** button and you will be prompted to the print option screen. Select **"Print"** button to print a hard copy of the report, select **"Preview"** button to view the actual report on screen. Select **"Customize"** button to customize standard report, select **"Printer"** button to choose the name of printer used, or else select **"Cancel"** button to return to previous screen.
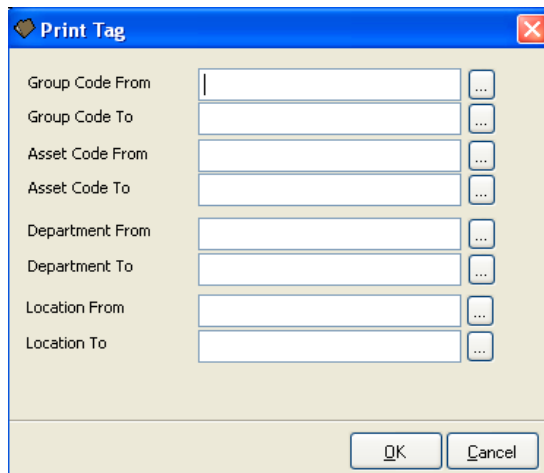
3. Select **"Cancel"** button to log off

Assets Register

User Manual

(Periodic)

CONTENTS

Chapter 4   Periodic

CHAPTER 4 : PERIODIC

Introduction:

This section allows user to perform year-end processing, post current record to UBS Accounting System, revalue the fixed asset, duplicate the assets amount and others.

4.1   Year End Processing

This option enables user to perform the year-end processing.
Go to Periodic → Year End Processing.
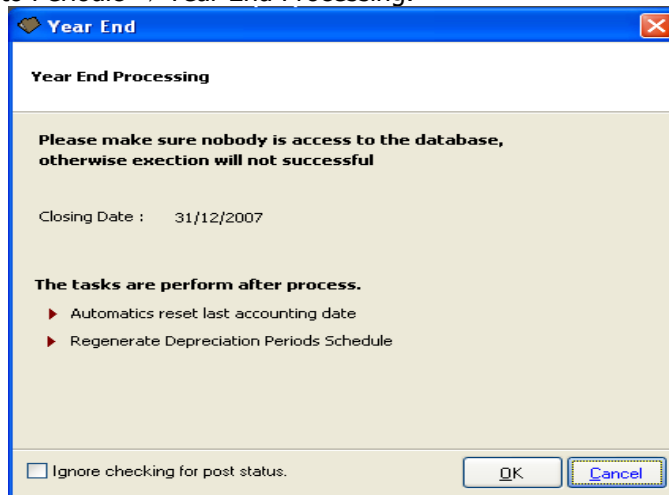
Fig4.1a

1.   Select **"OK"** button to proceed with the process.

Note: System will allow you to do year-end only if all transactions had been posted.
Mark **"Ignore checking for post status"** if you are not allowed to do year-end processing.

4.2 Post To Daccount

This option enables user to post and update the current records to UBS Accounting System.
Go to Periodic → Post To Daccount (Fig 4.2).

Fig 4.2a

1. First, select **"Export Date" By Year/By Period**.

2. Select the type of account to be exported:
    - Fixed Asset Export
    - Depreciation Export
    - Disposal Export

2. Click **"Generate"** button and then click **"Preview"** button to view all transactions will be posted are correctly.

3. Then, select **"Export"** button to export and post to UBS Accounting System.

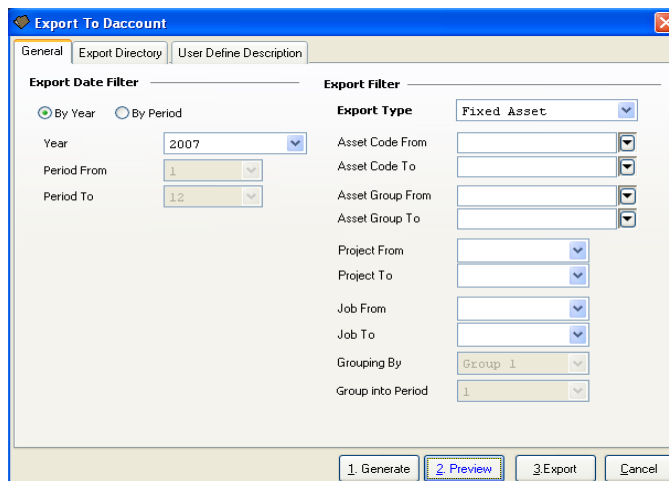4. To import transaction, go to Periodic->Export/Import->Import from dbf File→Import from glpost9.dbf at UBS Accounting System.

    User can choose the following export types:

    - Export by Period： Click on the arrow down button to specify the respective month.
    - Export by Year   : Enter exports year.

    Then, click on the arrow down button to specify the range of asset code and enter the range of date. Apart from that, user can choose record type to be exported, such as:

    - Fixed Asset Export ~ Only export fixed asset records.
    - Depreciation Export ~ Only export depreciated item records.
    - Disposal Export ~ Only export disposed item records.

5. To change export status, go to Periodic->Update Post Status (Fig 4.2b).
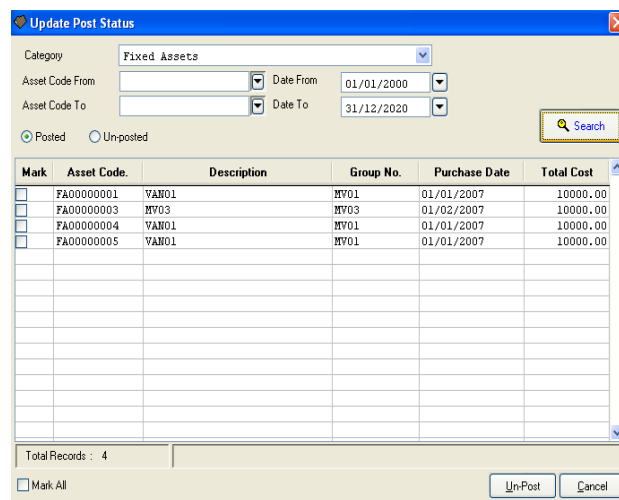
Fig 4.2b

6. User can choose the following export types with posted/unsposted such as:

    - Fixed Asset ~ Only change the export status on fixed asset records.
    - Depreciation ~ Only change the export status on depreciated item records.
    - Disposal ~ Only change the export status on disposed item records.

7. Select **"Search"** button to list out relevant asset code.

8. Select **"Unposted/Posted"** to change exported status.

4.3   Transfer

This option enables user to change the same asset to be used by other locations, departments, projects or employees (different users).

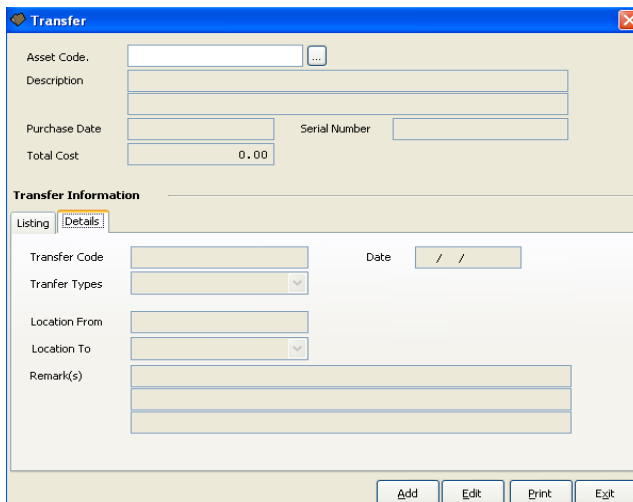**4.3.1 Transfer By Location**

This option enables user to change an asset from one location to another location.
Go to Periodic → Transfer → Details (Fig 4.3.1).

Fig 4.3.1

1.   Select asset code click **"Add"** button Transfer code will be auto generated by system.

2.   Select transfer type location then click on arrow button to specify the new location to be transferred to.

3.   Click save button to complete transfer transaction.

Note: The above steps can be used for sections
        4.3.2 Transfer by Department
            ~ same asset to be used by other department.

        4.3.3 Transfer by Project
            ~ same asset to be used in other project.

        4.3.4 Transfer by Employee
            ~ same asset to be used by other user.

4.4   Revaluation

This option enables user to revalue the assets, any gain or loss of the asset will be calculated.

4.4.1   Revaluation

This option enables user to specify respective asset to be revalued.
Go to Periodic → Revaluation (Fig 4.4.1).

Fig 4.4.1

1. Click on the arrow down button to specify the respective asset code.

2. Enter the new estimated value follow by select **"Save"** button to update asset value.

3. Highlight the respective record row and select **"Delete"** button to delete those unwanted records.

4. Select **"Cancel"** button to log off.

4.4.2 List Revaluation

This option enables user to view the list of revaluation records in details such as asset code, date, and old value.

Go to Periodic → Revaluation → List Revaluation Asset (Fig 4.4.2).

Fig 4.4.2

a. Select **"Cancel"** button to log off.

4.5 Reverse Disposal

This option enables user to reverse the disposed asset to become non-disposed asset.
Go to Period → Reverse Disposal (Fig 4.5).

Fig 4.5

1. User needs to mark small box to select asset need to reverse and then click **"Reverse"** button.

2. Select **"Cancel"** button to log off.

Note: After process of disposal, go to Calculation ->Depreciation to run depreciation of the reversed disposal asset again.

4.6 Duplicate Asset

This option enables user to duplicate certain asset to be more than one unit.
Go to Periodic → Duplicate Asset (Fig 4.6).

Fig 4.6

1. Click on the arrow down button to specify the respective fixed asset code and enter no of duplicate.

2. Select **"Duplicate"** button to generate the records.
    To view the result, go to Maintenance $\rightarrow$ Fixed Asset Maintenance $\rightarrow$ List Fixed Asset.

3. Select **"Cancel"** button to log off.

Assets Register

User Manual

(Housekeeping)

CONTENTS

Chapter 5   Housekeeping

CHAPTER 5: HOUSEKEEPING

Introduction:

This section allows user to maintain general setting of the system according to individual company's requirement, report format setting, changing screen colours, fonts and passwords, indexing and recovering data files, deleting unwanted transactions, upgrading and deleting data files.
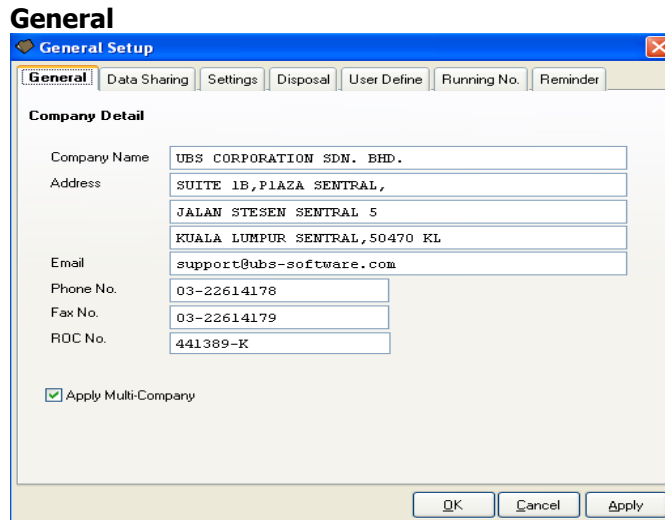
Generally, it is advisable to set the requirements before start off with your accounts.

5.1   Run Setup

This option enables user to maintain general setting of the system and set parameters that suit the company's requirement.

5.1.1   General Setting

Go to Housekeeping → Run Setup → General Setup (Fig 5.1.1)

General

Fig 5.1.1a

This page allows user to do the following settings:

Company Name   : Enter your company's name.

Address   : Enter the company's correspondence address.

Email   : Enter the company's correspondence email address.
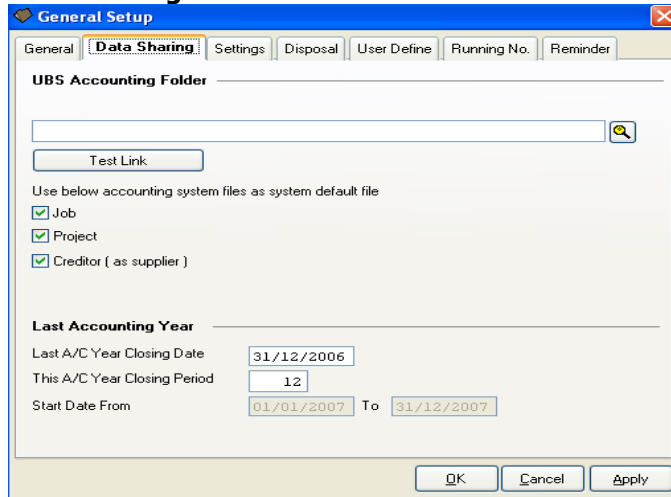
Phone No.   : Enter the company's telephone number.

Fax No.   : Enter the company's fax number.

R.O.C Ref. No.   : Enter the Registrar of Company reference number of the company.

Multi-Company   : Click on this box if you are using the software for more than one company.

Data Sharing

Fig 5.1.1b

This page enables user to select the respective UBS Accounting Directory if linked with UBS Fixed Assets Management System.

1. Click on the box to select the respective UBS Accounting Directory.

2. Click on **"Test Connection"**, when successfully connected, you will see a message **"Connection to UBS Account is successful"** prompted.
    Then, mark on **"creditor (as supplier)"** and system will auto generate and replace the supplier record with creditor records (captured from Accounting System) as well as Job and Project.

3. Enter Last A/C Year Closing Date and This A/C Year Closing Period.

4. Select **"Settings"** for Smart Lock Setting, define currency used and related control types used.

Settings
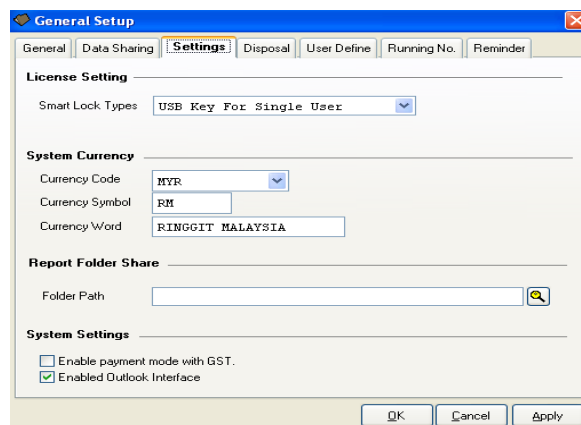
Fig 5.1.1c

1. Select Smart Lock types such as:

    - USB Key For Single
      User   : For single user only (stand alone PC).
    - USB key For Pro Lan   : For Multi-user only (networking).

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- Demo   : For evaluation purpose only (educational).

Click on the arrow down button to specify the currency code used.

2. This section indicates the current currency rate used for calculation in the systems.

5.2   Administrative Tools

This option is for management to ascertain who has the rights to perform certain functions in the system. By using the User Manager, Policy Manager and Manager, the management will be able to control their staff usage.

5.2.4   Database Viewer

This option enables user to view database files.
Go to Housekeeping → Administrative Tools → Database Viewer.

5.2.5   Database Clearance

This option enables user to erase the database files.
Go to Housekeeping → Administrative Tools → Database Clearance.

5.2.6   Language Editor

This option enables user to translate all program fields from English to Chinese words.
Go to Housekeeping → Administrative Tools → Language Editor.

5.2.7   Layout Editor

This option enables user to redefine reports font type and font size.
Go to Housekeeping → Administrative Tools→ Layout Editor.

5.3   Index All Files

This option enables user to reorganise all index files found in the system.
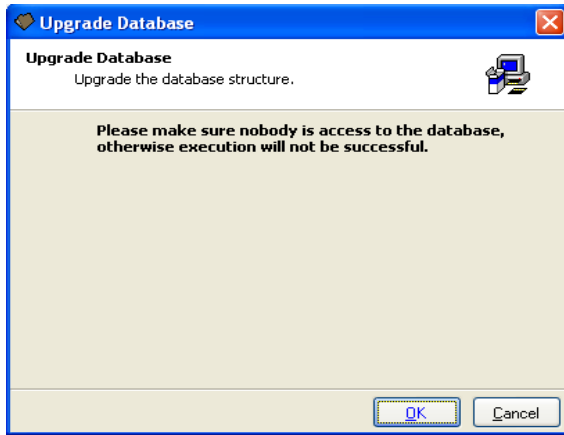Go to Housekeeping → Index All Files.

1. System will prompt you to a dialog box to confirm this procedure. Click on **"OK"** to approve this command or click on **"Exit"** to cancel this process.

5.4   Upgrade All Files

This option enables user to upgrade current files when you upgrade current system to a new version.
Go to Housekeeping → Upgrade All Files (Fig 5.4).

Fig 5.4

1. System will check on the disk space available in hard disk that required for upgrading data files.

2. Click on **"OK"** to approve this command or click on **"Cancel"** to cancel it.

5.5   Change Password

This option enables user to change the management password of this system.
A password is very important so as to protect the security of all data files.

Go to Housekeeping → Change Password (Fig 5.5).

Fig 5.5

Enter user ID, current password, new password and retype password. Click on "OK" button once you have completed the relevant information or "Cancel" to cancel this process.

5.6   Backup and Restore

This option enables user to backup all your data to floppy disk or hard disk and to restore the data files (backup) to hard disk when necessary.
Go to Housekeeping → Backup and Restore (Fig 5.6).
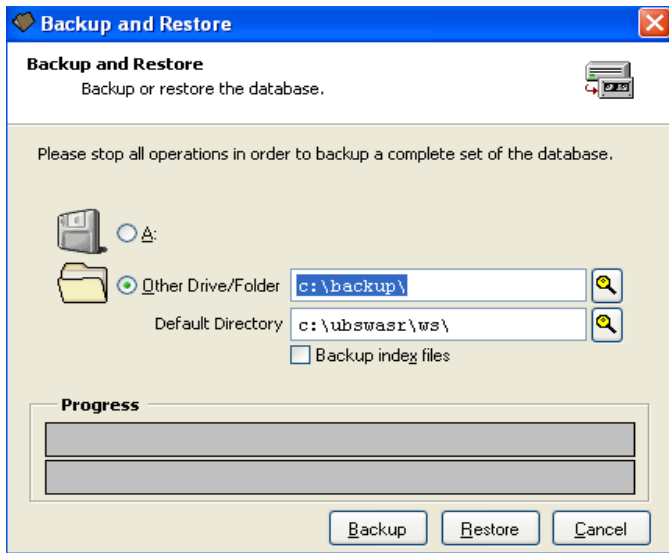
Fig 5.6

1. You can select the respective directory (**"A"** to either to backup or to restore the database to floppy disk) or other drives/folders to backup or restore.

2. Tick **'Backup index files'** to backup all index files.

3. Click on **"Backup"** button to backup the files or click on **"Restore"** button to restore the files, and a message box will be prompted where user needs to enter the password.

4. Click **"Cancel"** button to log off.

5.7   Select Printer

This option enables user to select the name of printer used.
Go to Housekeeping → Select Printer (Fig 5.7).
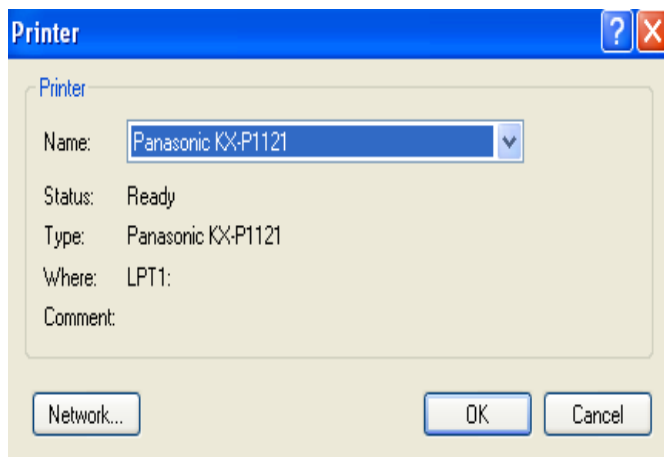
Fig 5.7

1. Click on arrow down button to specify the name of printer used.

2. Click on **"OK"** button once you have completed specifying the relevant information.

3. Click on **"Cancel"** button to log off.

Assets Register

User Manual

(Help)

CONTENTS

Chapter 6   Help

CHAPTER 6 : HELP

Introduction:

This section allows user to check the UBS Fixed Asset Management System's information on the software version and the program's directory. This is multi-language fixed asset management software and user can select the type of language to use.

6.1   About

This option enables user to check the UBS Fixed Asset Management System's information.
Go to Help → About.

1.   Select **"OK"** button to log off.

6.2   Languages

This option enables user to reset the type of language to use such as English, Malay, Chinese (Big5 or Gb2312), Thai or Indonesian. Once you have specified the respective language, the system will auto generate it.

6.3   File Statistic

This option enables user to view all the database files details such as total fields, total records, file size and amendment date of database files.