FMP – Capital Asset Register

Account Clerk

FMP Common Setup

Budgeting

Bookkeeping

School Principal

1. Converted Data Setup
2. Setup
3. Maintenance
4. Depreciation
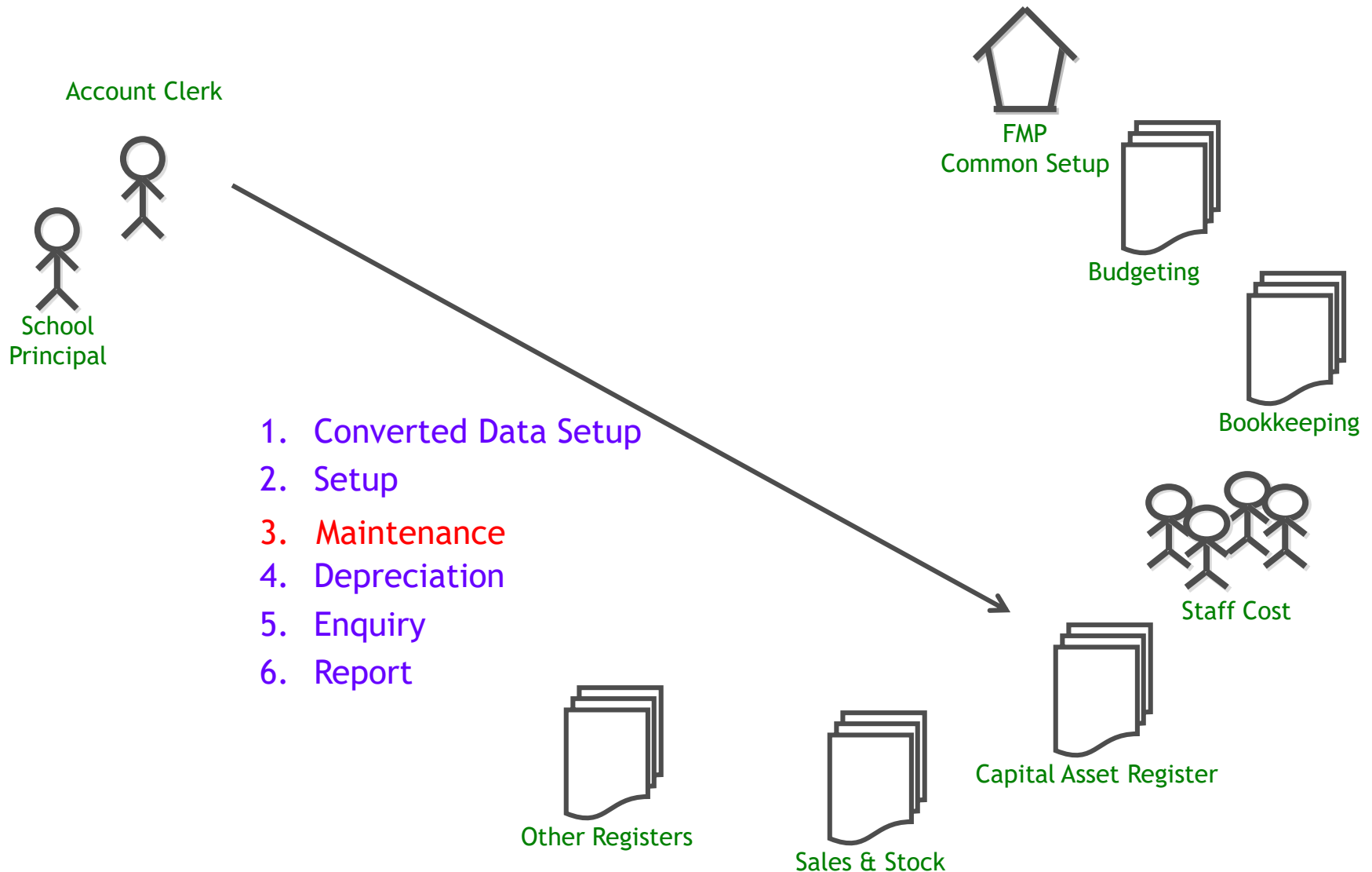5. Enquiry
6. Report

Staff Cost

Other Registers

Sales & Stock

Capital Asset Register

Capital Asset Register – Maintenance

• Asset Voucher is used for creating new asset voucher and maintaining existing asset voucher in any one of the opened accounting years in Capital Asset Module. If users want to register an asset, they should have created a voucher in CAR module or Bookkeeping module.

• Asset registration is used for recording all the capital asset, non-consumable and durable goods.

• Write-off Asset function allows authorized user to maintain write-off assets. User can choose Partial Write-off or Batch Write-off.

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

• Refrain from Modification function allows authorized user to input a date to stop asset movement after an audit checking is completed by EDB. This date is referred as "Freeze Date".

2 Ways to prepare asset vouchers:

a) Create in CAR module
   – If Bookkeeping module is not used, user should create all asset vouchers in CAR module.

b) Create in Booking module
   – Voucher must be posted and this voucher information will then be transmitted to CAR module.

Add Asset Voucher

• [Voucher Date] by default, it is the last day of the [Accounting Year] and [Accounting Month], I.e. if [Accounting Year] is 2002/2003 and [Accounting Month] is [02]. [Voucher Date] is automatically displayed as 28/02/2003.

• [Voucher Date] should be later than the [Freeze Date].

• The newly added voucher will be treated as a pending asset voucher under "Unclassified" voucher.

(a) Asset Voucher – Create in CAR Module

- Asset voucher created under Capital Asset Register Module contains Accounting Month, Voucher Type, Voucher No., Voucher Date, Voucher Particulars , Quotation/Tender Number and Voucher Amount.

- Voucher created in Capital Asset Register Module cannot be retrieved in Bookkeeping Module.

- Voucher posting is not required for vouchers generated under CAR module since no account detail is captured in the voucher.

- Depending on the setup of the selected voucher type, user can either manually input voucher number or adopt the system auto-generate number.

(a) Asset Voucher – Create in CAR Module

[S-FCA03-01] FMP > CAR > Maintenance > Asset Voucher

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

Search Purchase Voucher

Voucher Date (DD/MM/YYYY) [   ] 📅 To [   ] 📅

Voucher No. [   ] To [   ]

☐ Search Voucher(s) with Quotation/Tender Number Only

Quotation/Tender Number [   ] To [   ]

Category [All   ▼]

Asset Code [All   ▼]

[🔍 Search] [📄 Add] [🔄 Reset]

FMP
- ► Common Setup
- ► Budgeting
- ► Bookkeeping
- ► Staff Cost
- ▼ CAR
  - • Setup
  - • Maintenance

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

By default, it displays the page of **[Asset Voucher]**

Step 2. Click **[Add]** button

(a) Asset Voucher – Create in CAR Module

[S-FCA03-03] FMP > CAR > Maintenance > Asset Voucher

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

Add Purchase Voucher

Accounting Year and Month	2002/2003 ▾ 09 ▾
Voucher Type	(CA) Capital asset purchase voucher ▾
Voucher No.	AUTO
Voucher Date (DD/MM/YYYY)	30/09/2002 ← 🗓
Voucher Particulars	
Quotation/Tender Number	
Voucher Amount	$ 0.00

By default, **[Voucher Date]** is the last day of the Accounting Month

Note 1: Format of auto generated voucher number: <Voucher Type Prefix>YY/MM –<system sequence no.>
Note 2: Voucher number must be unique throughout the system. If auto generated voucher number option has not been sele...   ...that the same voucher number
...will not be duplicated in future.

[🖫 Save] [◀ Back]

Step 3. Fill in the fields

Step 4. Click **[Save]** button

Notes:
Accounting Year is created from **[Common Setup] -> [Accounting Year Maintenance]**
After the opening of the accounting year, all accounting months are opened for selection.

FMP
▶ Common Setup
▶ Budgeting
▶ Bookkeeping
▶ Staff Cost
▼ CAR
  • Setup
  • Maintenance

Add Asset Voucher

[S-FCA03-02] FMP > CAR > Maintenance > Asset Voucher

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

Search Purchase Voucher

Voucher Date (DD/MM/YYYY) 01/10/2002   To 01/04/2003

Voucher No. _____   To _____

☐ Search Voucher(s) with Quotation/Tender Number Only

Quotation/Tender Number _____   To _____

Category   All ▼

Asset Code   All ▼

[Search] [Reset]

▼Bottom

☐	Voucher No.△	Original Voucher No.	Voucher Particulars	Voucher Date (DD/MM/YYYY)	Voucher Amount $	Total Entered Amount $	Generated From	Complete Status
☐	CA0003	CA0001	Initial Setup	01/10/2002	150,000.00	211,000.00	CAR	☑
☐	CA0004	CA0001	For Office use	31/03/2003	3,000.00	211,000.00	Bookkeeping	☐
☐	CA02/10-00002	-	Initial Setup	02/10/2002	50,000.00	50,000.00	CAR	☐
☐	CA02/10-00003	CA0001	Initial Setup	31/10/2002	8,500.00	211,000.00	CAR	☑
☐	CA02/10-00006	CA0002			0.00	40,000.00	CAR	☐
☐	CA02/10-00007	-			0.00	0.00	CAR	☐
☐	CA03/01-00009	-			0.00	0.00	CAR	☐
☐	CA03/01-00011	-			0.00	1,100.00	CAR	☐
☐	CA03/03-00004	-		31/03/2003	69,000.50	60,000.00	Bookkeeping	☐
☐	KK0005	-	For office use	31/03/2003	56,000.00	3,000.00	Bookkeeping	☑
☐	KK03/03-00001	-	For office use	31/03/2003	123,000.45	0.00	Bookkeeping	☐

Both vouchers created in CAR and Bookkeeping can be captured.

△Top

[Add] [Delete]

Sidebar navigation:
- Attendance
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Update Asset Voucher

- Allows user to amend the Voucher Date, Voucher Particulars and Voucher Amount of an incomplete unclassified purchase voucher created in CAR Module.

- Update of asset voucher transmitted from Bookkeeping Module is not allowed.

- User can update asset voucher only if the voucher is in "Incomplete" status.

- For vouchers with voucher date earlier than freeze date, the voucher records will be in display mode. No modification is allowed.

Update Asset Voucher

[S-FCA03-01] FMP > CAR > Maintenance > Asset Voucher

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

Search Purchase Voucher

Voucher Date (DD/MM/YYYY)   01/10/2002   📅   To   01/04/2003   📅

Voucher No.   _____   To   _____

☐ Search Voucher(s) with Quotation/Tender Number Only

Quotation/Tender Number   _____   To   _____

Category   All ▼

Asset Code   All ▼

🔍 Search   📋 Add   🔄 Reset

FMP
▸ Common Setup
▸ Budgeting
▸ Bookkeeping
▸ Staff Cost
▾ CAR
  • Setup
  • Maintenance

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

By default, it displays the page of **[Asset Voucher]**

Step 2. Enter the search criteria

Step 3. Click **[Search]** button

[S-FCA03-02] FMP > CAR > Maintenance > Asset Voucher

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

Search Purchase Voucher

Voucher Date (DD/MM/YYYY) [01/10/2002] To [01/04/2003]

Voucher No. [   ] To [   ]

☐ Search Voucher(s) with Quotation/Tender Number Only

Quotation/Tender Number [   ] To [   ]

Category [All ▼]

Asset Code [All ▼]

[🔍 Search] [🔄 Reset]

▾Bottom

FMP
▸ Common Setup
▸ Budgeting
▸ Bookkeeping
▸ Staff Cost
▾ CAR
  • Setup
  • Maintenance

☐	Voucher No.△	Original Voucher No.	Voucher Particulars	Voucher Date (DD/MM/YYYY)	Voucher Amount $	Total Entered Amount $	Generated From	Complete Status
☐	CA0003	CA0001	Initial Setup	01/10/2002	150,000.00	211,000.00	CAR	☑
☐	CA0004	CA0001	For Office use	31/03/2003	3,000.00	211,000.00	Bookkeeping	☐
☐	CA02/10-00002	-	Initial Setup	02/10/2002	50,000.00	50,000.00	CAR	☐
☐	CA02/10-00003	CA0001	Initial Setup	31/10/2002	8,500.00	211,000.00	CAR	☑
☐	CA02/10-00006	CA0002	1111111111	31/10/2002	0.00	40,000.00	CAR	☐
☐	CA02/10-00007	-	21313123	31/10/2002	0.00	0.00	CAR	☐
☐	CA03/01-00009	-	test Tender	30/01/2003	1,000.00	0.00	CAR	☐
☐	CA03/01-00011	-	dfsdfsd sdfsd	31/01/2003	0,000.00	1,100.00	CAR	
☐	CA03/03-00004	-	For office use	3				
☐	KK0005	-	For office use	3				
☐	KK03/03-00001	-	For office use	3				

Step 4. Click **[Voucher No.]** hyperlink

△Top

[📋 Add] [✖ Delete]

Update Asset Voucher

[S-FCA03-04] FMP > CAR > Maintenance > Asset Voucher

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

Update Purchase Voucher

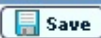|	
Accounting Year and Month	01/2003
Voucher Type	Capital asset purchase voucher (CA)
Voucher No.	CA03/01-00009
Voucher Date (DD/MM/YYYY)	29/01/2003
Voucher Particulars	test Tender
Quotation/Tender Number	200301-CAV-001
Voucher Amount	$ 1000.00
Completed	☐

[Save] [Back]

FMP
- ▶ Common Setup
- ▶ Budgeting
- ▶ Bookkeeping
- ▶ Staff Cost
- ▼ CAR
  - • Setup
  - • Maintenance

Step 5. Update the fields

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

Delete Asset Voucher

- Allows user to delete unclassified purchase vouchers created in Capital Asset Register Module.

– The selection box in front of the voucher no. will be disabled under the following conditions and no deletion is allowed:

a. This voucher is created in Bookkeeping Module.

b. The voucher grouping of this voucher is "Original" or "Adjustment".

c. The voucher date of this voucher is before the freeze date.

d. The voucher is generated from data conversion.

[S-FCA03-02] FMP > CAR > Maintenance > Asset Voucher

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

Search Purchase Voucher

Voucher Date (DD/MM/YYYY) 01/10/2002   🔲   To 01/04/2003   🔲

Voucher No.   To

☐ Search Voucher(s) with Quotation/Tender Number Only

Quotation/Tender Number   To

Category   All   ▼

Asset Code   All   ▼

[🔍 Search] [🔄 Reset]

▾Bottom

☐	Voucher No.	Original Voucher No.	Voucher Particulars	Voucher Date (DD/MM/YYYY)	Voucher Amount $	Total Entered Amount $	Generated From	Complete Status
☐	CA0003	CA0001	Initial Setup	01/10/2002	150,000.00	211,000.00	CAR	☑
☐	CA0004	CA0001						
☐	CA02/10-00002	-						
☐	CA02/10-00003	CA0001						
☐	CA02/10-00006	CA0002						
☐	CA02/10-00007	-						
☑	CA03/01-00009	-						
☐	CA03/01-00011	-						
☐	CA03/03-00004	-						
☐	KK0005	-						
☐	KK03/03-00001	-						

▵Top

[📄 Add] [✖ Delete]

Step 4. Check box(es) beside **[Voucher No.]**

Step 5. Click **[Delete]** button

Notes:
The Voucher No. cannot be reused.
user can print the list of deleted voucher from the List of Deleted Vouchers Report (R-FCA018-E).

Asset Registration (Input on Screen)

- The asset registration is used for recording all the capital asset, non-consumable and durable goods.

- The registration includes 2 parts - basic and detail information. The basic information includes category code, asset code, analysis code 1, analysis code 2, registered date, quantity, entered amount, government fund and remarks. The detail information includes location, responsible officer, quantity, location remarks, serial no., maintenance renewal date and other remarks/accessories.

- All asset registration is started from a voucher. Therefore, if user want to register an asset, they should have created a voucher in CAR Module or Bookkeeping Module. Otherwise, user cannot perform asset registration in the CAR Module.

[S-FCA04-01] **FMP** > **CAR** > **Maintenance** > **Asset Registration**

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

Unclassified Voucher

	Voucher No.	Voucher Particulars	Voucher Date (DD/MM/YYYY)	Voucher Amount $	Generated From
☐	CA0203-01	Radio	28/02/2003	1,000.00	CAR
☐	CATEST000001	Test	30/04/2048	500.00	Bookkeeping
☐	CATEST0001	test FCA	31/08/2018	700.00	Bookkeeping

Original Voucher

	Voucher No.	Voucher Particulars	Voucher Date (DD/MM/YYYY)	Voucher Amount $	Entered Amount $	Generated From
☐	CACAR0000001	test U2A-EL-FT-FBK04-04	30/09/2008	1,000.00	0.00	Bookkeeping
☐	CATEST000002	Test				

Adjustment Voucher

	Voucher No.	Original Voucher No.	Voucher...	...m
☐	CA1010B	CA1010	Testing Adjustmen...	

[Complete] [🔁 Import]

FMP
- ▷ Common Setup
- ▷ Budgeting
- ▷ Bookkeeping
- ▷ Staff Cost
- ▽ CAR
  - • Setup
  - • Maintenance

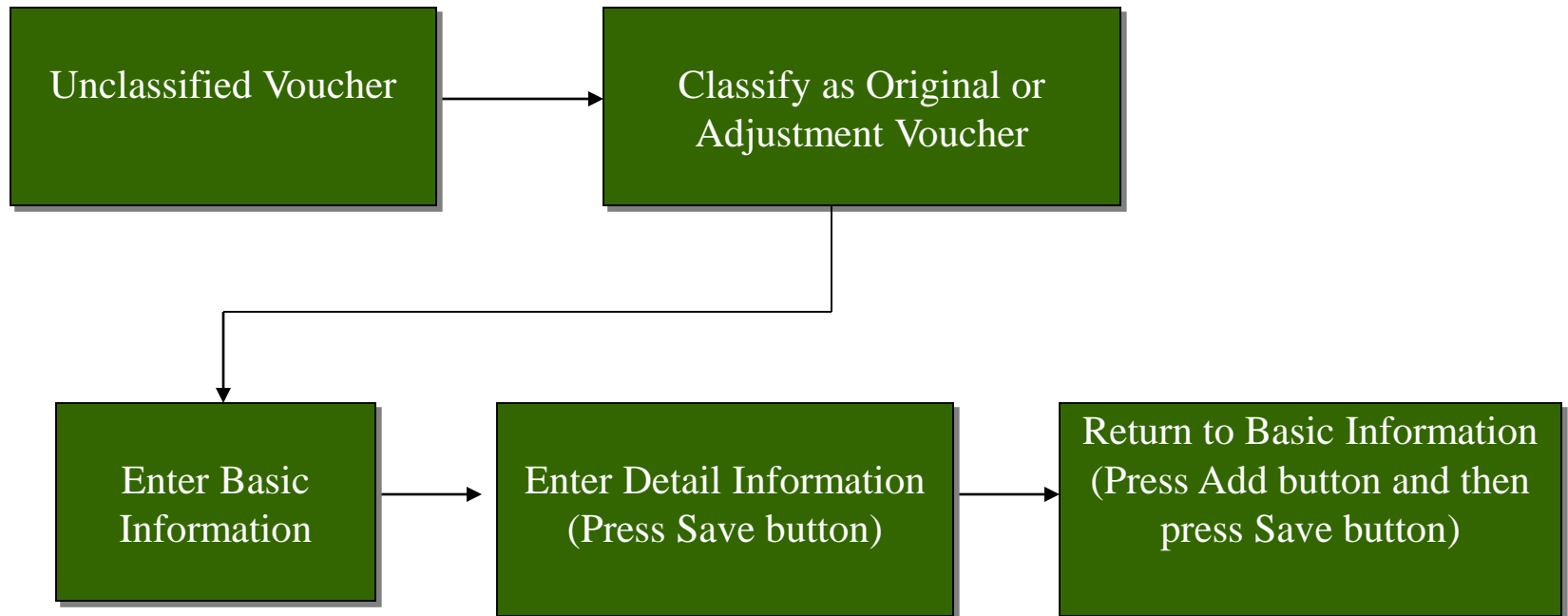Voucher Grouping of Asset Voucher

Three groupings of voucher
1) Unclassified Voucher
2) Original Voucher
3) Adjustment Voucher

The vouchers can be generated from either **Bookkeeping Module** or **CAR Module**

Asset Registration – Flow Diagram

The workflow of the Asset Registration is summarized as follows:

```
┌──────────────────────┐          ┌──────────────────────────┐
│                      │          │   Classify as Original or│
│ Unclassified Voucher │ ───────► │   Adjustment Voucher     │
│                      │          │                          │
└──────────────────────┘          └──────────────────────────┘
                                               │
            ┌──────────────────────────────────┘
            ▼
┌──────────────────┐     ┌──────────────────────────┐     ┌──────────────────────────────┐
│                  │     │                          │     │  Return to Basic Information  │
│  Enter Basic     │ ──► │ Enter Detail Information  │ ──► │  (Press Add button and then   │
│  Information     │     │ (Press Save button)      │     │  press Save button)          │
└──────────────────┘     └──────────────────────────┘     └──────────────────────────────┘
```

[S-FCA04-01] FMP > CAR > Maintenance > Asset Registration

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

Unclassified Voucher

	Voucher No.	Voucher Particulars	Voucher Date (DD/MM/YYYY)	Voucher Amount $	Generated From
☐	CA0203-01	Radio	28/02/2003	1,000.00	CAR
☐	CATEST000001	Test	30/04/2048	500.00	Bookkeeping
☐	CATEST0001	test FCA	31/08/2018	700.00	Bookkeeping

Original Voucher

	Voucher No.	Voucher Particulars	Voucher Date (DD/MM/YYYY)	Voucher Amount $	Entered Amount $	Generated From
☐	CACAR0000001	test U2A-EL-FT-FBK04-04	30/09/2008	1,000.00	0.00	Bookkeeping
☐	CATEST000002	Test	30/04/2048	16,000.00	0.00	CAR

Adjustment Voucher

	Voucher No.	Original Voucher No.	Voucher P...
☐	CA1010B	CA1010	Testing Adjustment

[Complete] [📥 Import]

FMP
- Common Setup
- Budgeting
- Bookkeeping
- Staff Cost
- CAR
  - Setup
  - Maintenance

Step 1. Click **[CAR]** -> **[Maintenance]** from left menu

Step 2. Click **[Asset Registration]** tab

Step 3. Click **[Voucher No.]** hyperlink

Asset Registration (Input on Screen) – Unclassified / Original Voucher

[S-FCA04-03] FMP > CAR > Maintenance > Asset Registration

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

Asset Registration

Voucher No.	CA0203-01	Voucher Date (DD/MM/YYYY)	28/02/2003
Particulars	Radio		
Voucher Amount	$1,000.00	Entered Amount	$0.00
Voucher Grouping	Original Voucher ▼	Original Voucher No.	[ ] 🔍 Search
Asset Type	Purchase ▼		

Basic Information   Details

Category Code	ALL ▼	**Registered Date** (DD/MM/YYYY)	28/02/2003 🗓
Description		**Quantity**	0
Asset Code	[▼]	**Entered Amount**	$ 0.00
Description		**Government Fund**	$ 0.00
		Other Fund	$0.00
Analysis Code 1	N/A - Not Applicable ▼		
Analysis Code 2	N/A - Not App		
Remarks			

📋 Add   🔁 Reset

Line No.	Asset Code	Registered Date	Ass...
No record.			

💾 Save   ✖ Delete   ◀ Back

Step 4. Select **[Voucher Grouping]** as Original Voucher and **[Asset Type]**

[Voucher Grouping] includes "Original Voucher" or "Adjustment Voucher"

[Asset Type] includes "Purchase" or "Donation"

FMP
- Common Setup
- Budgeting
- Bookkeeping
- Staff Cost
- CAR
  - Setup
  - Maintenance

User: trainer1 Last Login: 01/08/2003 11:04 Logout | Help | 中文版本

Current School Year: 2002   1 August 2003 11:11

[S-FCA04-03] **FMP** > **CAR** > Maintenance > Asset Registration

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

Asset Registration

Voucher No.	CA0203-01	**Voucher Date** (DD/MM/YYYY)	28/02/2003
Particulars	Radio		
Voucher Amount	$1,000.00	**Entered Amount**	$0.00
Voucher Grouping	Original Voucher		
Asset Type	Purchase ▼		

Basic Information   **Details**

Category Code	AUDIO ▼	**Registered Date** (DD/MM/YYYY)	28/02/2003 🔳
Description	audio	**Quantity**	2
Asset Code	RADIO ▼	**Entered Amount**	$ 600.00
Description	Radio	**Government Fund**	$ 600.00
		Other Fund	$ 0.00
Analysis Code 1	P1 - Primary One ▼		
Analysis Code 2	MUSIC - Music ▼		
Remarks			

[Add] [Reset]

Line No.	Asset Code	Registered Date	Asset Description	Category	Analysis	Analysis	Quantity	Entered Amount

No record.

[Save] [Delete] [Back]

FMP
▷ Common Setup
▷ Budgeting
▷ Bookkeeping
▷ Staff Cost
▽ CAR
  ▪ Setup
  ▪ Maintenance

Step 5. Enter the fields of Basic Information

Step 6. Click **[Details]** hyperlink

Asset Registration (Input on Screen) – Unclassified / Original Voucher

[S-FCA04-04] FMP > CAR > Maintenance > Asset Registration

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

Basic Information	Details

Asset Code	RADIO		
Description	Radio		
Category Code	AUDIO		
Analysis Code 1	P1	**Entered Amount**	$ 800.00
Analysis Code 2	MUSIC	**Government Fund**	$ 600.00
Quantity	2	**Other Fund**	$ 200.00

Registered Date (DD/MM/YYYY) 28/02/2003

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

☐	Location	Responsible Officer	Quantity	Location Remarks	Serial No.	Maintenance Renewal Date	Other Remarks / Accessories
☐	RM 101 – Staff Room	0001 – Kwan Karina	2	1 Floor	INVOICE 1237	28/02/2003	other
☐		N/A – Not Applicable				28/02/2003	
☐		N/A – Not Applicable				28/02/2003	
☐		N/A – Not Applicable				28/02/2003	
☐		N/A – Not Applicable				28/02/2003	

[Add] [Delete] [Save] [Back]

Sidebar

- FMP
  - Common Setup
  - Budgeting
  - Bookkeeping
  - Staff Cost
  - CAR
    - Setup
    - Maintenance

Step 7. Enter the fields of Details Information

Step 8. Click **[Save]** button and return to the Basic Information screen

User: trainer1 Last Login: 01/08/2003 11:04 Logout | Help | 中文版本

Current School Year: 2002   1 August 2003 11:12

[S-FCA04-03] **FMP** > **CAR** > **Maintenance** > **Asset Registration**

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

Asset Registration

Voucher No.	CA0203-01	**Voucher Date** (DD/MM/YYYY)	28/02/2003
Particulars	Radio		
Voucher Amount	$1,000.00	**Entered Amount**	$0.00
Voucher Grouping	Original Voucher		
Asset Type	Purchase ▼		

Basic Information   **Details**

Category Code	AUDIO ▼	**Registered Date** (DD/MM/YYYY)	28/02/2003 📅
Description	audio	**Quantity**	2
Asset Code	RADIO ▼	**Entered Amount**	$ 800.00
Description	Radio	**Government Fund**	$ 800.00
		Other Fund	$0.00
Analysis Code 1	P1 - Primary One ▼		
Analysis Code 2	MUSIC - Music ▼		
Remarks			

[Add] [Reset]

Line No.	Asset Code	Registered Date	Asset Description	Category Code	Analysis Code 1	Analysis Code 2	Quantity	Entered Amount $
No record.								

[Save] [Delete] [Back]

FMP
- ▶ Common Setup
- ▶ Budgeting
- ▶ Bookkeeping
- ▶ Staff Cost
- ▼ CAR
  - ▪ Setup
  - ▪ Maintenance

Step 9. Click **[Add]** button

User: trainer1 Last Login: 01/08/2003 11:04 Logout | Help | 中文版本

Current School Year: 2002   1 August 2003 11:13

[S-FCA04-03] **FMP** > **CAR** > **Maintenance** > **Asset Registration**

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

Asset Registration

Voucher No.	CA0203-01
Particulars	Radio
Voucher Amount	$1,000.00
Voucher Grouping	Original Voucher
Asset Type	Purchase

Voucher Date (DD/MM/YYYY) 28/02/2003

Entered Amount $800.00

Basic Information   **Details**

Category Code	ALL	
Description		
Asset Code		
Description		
Analysis Code 1	N/A - Not Applicable	
Analysis Code 2	N/A - Not Applicable	
Remarks		

Registered Date (DD/MM/YYYY) 28/02/2003

Quantity 0

Entered Amount $ 0.00

Government Fund $ 0.00

Other Fund $0.00

[Add] [Reset]

☐	Line No.	Asset Code	Registered Date	Asset Description	Category Code	Analysis Code 1	Analysis Code 2	Quantity	Entered Amount $
☐	1	RADIO	28/02/2003	Radio	AUDIO	P1	MUSIC	2	800.00

[Save] [Delete] [Back]

FMP
- ▷ Common Setup
- ▷ Budgeting
- ▷ Bookkeeping
- ▷ Staff Cost
- ▽ CAR
  - • Setup
  - • Maintenance

Step 10. Click **[Save]** button

Asset Registration (Input on Screen) – Unclassified / Original Voucher

[S-FCA04-03] FMP > CAR > Maintenance > Asset Registration

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

Asset Registration

Voucher No.	CA0203-01
Particulars	Radio
Voucher Amount	$1,000.00
Voucher Grouping	Original Voucher
Asset Type	Purchase

Voucher Date (DD/MM/YYYY)	28/02/2003
Entered Amount	$800.00

Basic Information   **Details**

Category Code	ALL	Registered Date (DD/MM/YYYY)	28/02/2003
Description		Quantity	0
Asset Code		Entered Amount	$ 0.00
Description		Government Fund	$ 0.00
		Other Fund	$ 0.00
Analysis Code 1	N/A - Not Applicable		
Analysis Code 2			
Remarks			

Add | Reset

	Line No.	Asset Code	Registered Date
☐	1	RADIO	28/02/2003

Save | Delete | Back

To add another asset in this voucher, click **[Add]** button

To update, click **[Asset Code]** hyperlink, the user can change the basic information and the details

To delete, check box(es) beside **[Asset Code]** and click **[Delete]** button

Note: User has to click Save button after finished

FMP
- ▷ Common Setup
- ▷ Budgeting
- ▷ Bookkeeping
- ▷ Staff Cost
- ▽ CAR
  - ▪ Setup
  - ▪ Maintenance

Asset Registration (Import by Template)

- This feature only allows import of asset registration details of asset vouchers of voucher grouping "Unclassified Voucher" or "Original Voucher".

- Not applicable to import of asset registration details for "Adjustment Voucher".

- "Unclassified Voucher" will be updated to "Original Voucher" after import of asset registration details of the asset vouchers.

- The imported file format must conform to the format provided by the system.

- The item details which already exist in the system will be overwritten by the item details under the same voucher number of a newly imported file.

Asset Registration (Import by Template)

[S-FCA04-01] FMP > CAR > Maintenance > Asset Registration

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

Unclassified Voucher

☐	Voucher No. ▲	Voucher Particulars	Voucher Date (DD/MM/YYYY)	Voucher Amount $	Generated From
☐	CA02/10-00007	21313123	31/10/2002	0.00	CAR

Original Voucher

☐	Voucher No. ▲	Voucher Particulars	Voucher Date (DD/MM/YYYY)	Voucher Amount $	Entered Amount $	Generated From
☐	CA02/10-00002	Initial Setup	02/10/2002	50,000.00	50,000.00	CAR
☐	CA03/03-00004	For office use	31/03/2003	69,000.50	60,000.00	Bookkeeping
☐	CA09/09-00001	rtrtr	30/09/2009	0.00	0.00	CAR
☐	KK03/03-00001	For office use	31/03/2003	123,000.45	0.00	Bookkeeping

Adjustment Voucher

☐	Voucher No. ▲	Original Voucher No.			om
☐	CA0004	CA0001	For Office		
☐	CA02/10-00006	CA0002	11111111111		

[Complete] [Import]

Step 1. Click **[CAR]** -> **[Maintenance]** from left menu

Step 2. Click **[Asset Registration]** tab

Step 3. Click **[Import]** button

▽ **CAR**
- **Setup**
- **Maintenance**

Asset Registration (Import by Template)

Refrain from Modification

Unclassified Voucher

■	Voucher No.▲	Voucher Particulars	Voucher Date (DD/MM/YYYY)	Voucher Amount $	Generated F
☐	CA02/10-00007	21313123	31/10/2002	0.00	CAR

Original Voucher

■	Voucher No.▲	Voucher Particulars	Voucher Date (DD/MM/YYYY)	Voucher Amount $	Entered Amount $	Generate
☐	CA02/10-00002				50,000.00	CAR
☐	CA03/03-00004				60,000.00	Bookkeepin
☐	CA09/09-00001				0.00	CAR
☐	KK03/03-00001				0.00	Bookkeepin

Adjustment Voucher

Import All Items - Internet Explorer provided by NCS Pte Ltd

[S-FCA04-05] FMP > CAR > Maintenance > Asset Registration

Please specify the location of file to be upload
File Name and Path(*.xls)   Browse...
* Import File should be aligned with the template format
* Allow import of item details for Unclassified or Original Vouchers only
* Not applicable to import item details for Adjustment Vouchers

Confirm   ◀Back   Download Asset Registration Details template

■	Voucher No.▲		Total Entered Amount $	Generate
☐	CA0004		108,000.00	Bookkeeping
☐	CA02/10-00006		40,000.00	CAR

Complete   📥Impor

Step 4. Click **[Download Asset Registration Details template]** to download the template.

Step 5. Click **[Browse]** button selected file to be imported.

Step 6. Click **[Confirm]** button. Wait for the system to respond. If the import succeeds, import success message will be shown. Otherwise, modify the file for import according to the error message shown.

Complete an Asset Voucher

- User can complete asset vouchers under the voucher grouping of "Unclassified", "Original" and "Adjustment".

- For Original and Adjustment vouchers, user can complete the voucher after all the asset registration have been done.

- After completing the voucher, the voucher will no longer be shown in the asset registration application. Instead, it will be shown in the write-off application and transfer application.

Reverse a Completed Asset Voucher

- This function allows user to set a "Completed" voucher to "Incomplete" for revising the Asset Registration.

– To incomplete a voucher, the voucher must be either

(i) a completed unclassified voucher,

(ii) a completed original voucher without adjustment voucher being attached to and no asset write off, or

(iii) the last completed adjustment voucher of an original voucher must satisfy the following condition:

    a) The asset registered under the voucher has not been written off yet, and

    b) The voucher date of this voucher is before the freeze date.

User: fmpuser Login Time: 17/10/2003 16:08 Logout | Help | 中文版本

Current School Year: 2002   17 October 2003 16:08

[S-FCA03-01] FMP > CAR > Maintenance > Asset Voucher

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

Search Purchase Voucher

Voucher Date (DD/MM/YYYY) 01/10/2002 🔲 To 01/04/2003 🔲

Voucher No.   To

☐ Search Voucher(s) with Quotation/Tender Number Only

Quotation/Tender Number   To

Category   All   ▼

Asset Code   All   ▼

🔍 Search   📋 Add   🔄 Reset

FMP
- ▶ Common Setup
- ▶ Budgeting
- ▶ Bookkeeping
- ▶ Staff Cost
- ▼ CAR
  - Setup
  - Maintenance

Step 3. Click **[Search]** button

[S-FCA03-02] FMP > CAR > Maintenance > Asset Voucher

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

Search Purchase Voucher

Voucher Date (DD/MM/YYYY) 01/10/2002   To 01/04/2003

Voucher No.   To

☐ Search Voucher(s) with Quotation/Tender Number Only

Quotation/Tender Number   To

Category   All

Asset Code   All

[Search] [Reset]

▾FMP
▸ Common Setup
▸ Budgeting
▸ Bookkeeping
▸ Staff Cost
▾ CAR
  • Setup
  • Maintenance

▾Bottom

☐	Voucher No.△	Original Voucher No.	Voucher Particulars	Voucher Date (DD/MM/YYYY)	Voucher Amount $	Total Entered Amount $	Generated From	Complete Status
☐	CA0003	CA0001	Initial Setup	01/10/2002	150,000.00	211,000.00	CAR	☑
☐	CA0004	CA0001	For Office use	31/03/2003	3,000.00	211,000.00	Bookkeeping	☐
☐	CA02/10-00002	-	Initial Setup	02/10/2002	50,000.00	50,000.00	CAR	☐
☐	CA02/10-00003	CA0001	Initial Setup	31/10/2002	8,500.00	211,000.00	CAR	☑
☐	CA02/10-00006	CA0002	1111111111	31/10/2002	0.00	40,000.00	CAR	☐
☐	CA02/10-00007	-	21313123	31/10/2002	0.00	0.00	CAR	☐
☐	CA03/01-00009	-	test Tender					
☐	CA03/01-00011	-	dfsdfsd sdfsd					
☐	CA03/03-00004	-	For office use					
☐	KK0005	-	For office use				Bookkeeping	☑
☐	KK03/03-00001	-	For office use	31/03/2003	123,000.45	0.00	Bookkeeping	☐

Step 4. Click **[Voucher No.]** hyperlink

△Top

[Add] [Delete]

User: fmpuser Login Time: 17/10/2003 16:08 Logout | Help | 中文版本

Current School Year: 2002   17 October 2003 16:08

[S-FCA03-04] FMP > CAR > Maintenance > Asset Voucher

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

Update Purchase Voucher

Accounting Year and Month	10/2002
Voucher Type	Capital asset purchase voucher (CA)
Voucher No.	CA0003
Voucher Date (DD/MM/YYYY)	30/09/2002
Voucher Particulars	Initial Setup
Quotation/Tender Number	
Voucher Amount	$ 150,000.00
Completed	☑

🖫 Save ◀ Back

FMP
- Common Setup
- Budgeting
- Bookkeeping
- Staff Cost
- CAR
  - Setup
  - Maintenance

Step 5. Uncheck the box of **[Complete]** button

User: fmpuser Login Time: 17/10/2003 16:08 Logout I Help I 中文版本

Current School Year: 2002   17 October 2003 16:08

[S-FCA03-04] FMP > CAR > Maintenance > Asset Voucher

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

Update Purchase Voucher

Accounting Year and Month	10/2002
Voucher Type	Capital asset purchase voucher (CA)
Voucher No.	CA0003
Voucher Date (DD/MM/YYYY)	30/09/2002
Voucher Particulars	Initial Setup
Quotation/Tender Number	
Voucher Amount	$ 150,000.00
Completed	☐

[Save] [Back]

▼ FMP
▸ Common Setup
▸ Budgeting
▸ Bookkeeping
▸ Staff Cost
▼ CAR
  ▪ Setup
  ▪ Maintenance

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

Reverse Completed Asset Voucher

[S-FCA03-02] FMP > CAR > Maintenance > Asset Voucher

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

Search Purchase Voucher

Voucher Date (DD/MM/YYYY) `01/10/2002` To `01/04/2003`

Voucher No. [   ] To [   ]

☐ Search Voucher(s) with Quotation/Tender Number Only

Quotation/Tender Number [   ] To [   ]

Category [All ▼]

Asset Code [All ▼]

[🔍 Search] [↺ Reset]

▼ FMP
▶ Common Setup
▶ Budgeting
▶ Bookkeeping
▶ Staff Cost
▼ CAR
  • Setup
  • Maintenance

▼Bottom

☐	Voucher No.▵	Original Voucher No.	Voucher Particulars	Voucher Date (DD/MM/YYYY)	Voucher Amount $	Total Entered Amount $	Generated From	Complete Status
☐	CA0003	CA0001	Initial Setup	01/10/2002	150,000.00	211,000.00	CAR	☐
☐	CA0004	CA0001	For Office use	31/03/2003	3,000.00	211,000.00	Bookkeeping	☐
☐	CA02/10-00002	-	Initial Setup	02/10/2002	50,000.00	50,000.00	CAR	☐
☐	CA02/10-00003	CA0001	Initial Setup	31/10/2002	8,500.00	211,000.00	CAR	☑
☐	CA02/10-00006	CA0002	1111111111	31/10/2002	0.00	40,000.00	CAR	☐
☐	CA02/10-00007	-	21313123	31/10/2002	0.00	0.00	CAR	☐
☐	CA03/01-00009	-	test Tender					☐
☐	CA03/01-00011	-	dfsdfsd sdfsd					☐
☐	CA03/03-00004	-	For office use					☐
☐	KK0005	-	For office use			3,000.00	Bookkeeping	☑
☐	KK03/03-00001	-	For office use	31/03/2003	123,000.45	0.00	Bookkeeping	☐

The voucher status is incomplete.

△Top

[📋 Add] [✕ Delete]

Asset Registration (Input on Screen) – Adjustment Voucher

- Adjustment voucher is a voucher which is attached to a completed original voucher. If Direct updating of a completed original voucher is not allowed, this can be made through an adjustment voucher.

- Adjustment voucher is created when the voucher amount in the Original voucher is not enough for the asset registration.

- Multiple adjustment vouchers can be attached to an original voucher. However, the adjustment voucher date should be later than the original voucher.

User: Fanny1 Last Login: Nil Logout | Help | 中文版本

Current School Year: 2002   28 March 2003 13:27

[S-FCA04-01] **FMP** > **CAR** > Maintenance > Asset Registration

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

Unclassified Voucher

	Voucher No. △	Voucher Particulars	Voucher Date (DD/MM/YYYY)	Voucher Amount $	Generated From
☐	CA010303	Computers	01/03/2003	5,000.00	CAR
☐	CATEST000001	Test	30/04/2048	500.00	Bookkeeping
☐	CATEST0001	test FCA	31/08/2018	700.00	Bookkeeping

Original Voucher

	Voucher No. △	Voucher Particulars	Voucher Date (DD/MM/YYYY)	Voucher Amount $	Entered Amount $	Generated From
☐	CACAR0000001	test U2A-EL-FT-FBK04-04	30/09/2008	1,000.00	0.00	Bookkeeping
☐	CATEST000002	Test	30/04/2048	16,000.00	0.00	CAR

Adjustment Voucher

	Voucher No. △	Original Voucher No.	Vouch...
☐	CA1010B	CA1010	Testing Adjustment

[Complete] [📇 Import]

FMP
▸ Common Setup
▸ Budgeting
▸ Bookkeeping
▸ Staff Cost
▾ CAR
  • Setup
  • Maintenance

Step 1. Click **[CAR]** -> **[Maintenance]** from left menu

Step 2. Click **[Asset Registration]** tab

Step 3. Click the hyperlink of **[Voucher No.]**

Asset Registration (Input on Screen) – Adjustment Voucher

[S-FCA04-03] FMP > CAR > Maintenance > Asset Registration

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

Asset Registration

Voucher No.	CA010303
Particulars	Computers
Voucher Amount	$ 5,000.00
Voucher Grouping	Adjustment Voucher ▼
Asset Type	Purchase ▼

Voucher Date (DD/MM/YYYY) 01/03/2003

Entered Amount $ 0.00
Original Voucher No. [CA280203] 🔍 Search

Basic Information   **Details**

Category Code [ALL ▼]

Description

Asset Code [▼]

Description

Analysis Code 1 [N/A - Not Applicable ▼]

Analysis Code 2 [N/A - Not Applicable ▼]

Remarks [   ]

Registered Date (DD/MM/YYYY) [01/03/2003] 📅

Quantity [0]

Entered Amount $ [0.00]

Government Fund $ [0.00]

Other Fund $ 0.00

[📄 Add] [🔖 Reset]

Line No.	Asset Code	Registered Date	Asset Description	Category Code	Analysis Code 1	Analysis Code 2	Quantity	Entered Amount $
No record.								

[💾 Save] [✖ Delete] [◀ Back]

FMP
▶ Common Setup
▶ Budgeting
▶ Bookkeeping
▶ Staff Cost
▼ CAR
  ▪ Setup
  ▪ Maintenance

Step 5. Click **[Search]** button to select **[Original Voucher no.]** or enter the **[Original Voucher no.]**

[S-FCA04-03] FMP > CAR > Maintenance > Asset Registration

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

Asset Registration

Voucher No.	CA03/02-0068	Voucher Date (DD/MM/YYYY)	18/02/3334
Particulars	Voucher Part - CA03/02-0068		
Voucher Amount	$ 6,600.00	Entered Amount	$0.00
Voucher Grouping	Adjustment Voucher ▾	Original Voucher No.	[ ] 🔍 Search

Asset Type

- Staff
- CDS
- HKAT
- HKEAA
- FMP
  - Common Setup
  - Budgeting
  - Bookkeeping

Basic Information
Category Code

Description

Asset Code

Description

Analysis Code 1

Analysis Code 2

Remarks

🔲 Add   🔲 R

Line No.	Asset Code	Registered Date
No record.		

🔲 Save   ✖ Delete   ◀ Back

Retrieve Voucher - Microsoft Internet Explorer _ □ ×

[S-FCA04-02] FMP > CAR > Maintenance > Asset Registration

Search Voucher No.

Voucher Date	[ ] 📅	To	[ ] 📅	
Voucher No. Range	a	To	z	
Voucher No.	CA0001A ▾			

Selection list:
CA0001A
CA001
CA0203-01
CA0303-2
CA0703-A
CA08/09-00001
CA10
CAFURN
CAGAR
CAJEN
CASIT

Select   🔍 Search   🔲 ...

Step 6. Enter the search criteria.

Step 7. Select the Original Voucher No. from the selection box.

Step 8. Click **[Select]** button

Asset Registration (Input on Screen) – Adjustment Voucher

[S-FCA04-03] FMP > CAR > Maintenance > Asset Registration

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

Asset Registration

Voucher No.	CA010303	Voucher Date (DD/MM/YYYY)	01/03/2003
Particulars	Computers	Total Voucher Amount	$6,000.00
This Voucher Amount	$5,000.00	Total Entered Amount	$1,000.00
Voucher Grouping	Adjustment Voucher	Original Voucher	CA280203
Asset Type	Purchase		

Basic Information   Details

Category Code	ALL	Registered Date (DD/MM/YYYY)	01/03/2003
Description		Quantity	0
Asset Code		Entered Amount	$ 0.00
Description		Government Fund	$ 0.00
		Other Fund	$0.00
Analysis Code 1	N/A - Not Applicable		
Analysis Code 2	N/A - Not Applicable		
Remarks			

FMP
- ▷ Common Setup
- ▷ Budgeting
- ▷ Bookkeeping
- ▷ Staff Cost
- ▽ CAR
  - ▪ Setup
  - ▪ Maintenance

[Add] [Reset]

☐	Line No.	Asset Code	Registered Date	Asset Description	Category Code	Analysis Code 1	Analysis Code 2	Quantity	Entered Amount
☐	1	LK2002R001	28/02/2003	IBM Computer	IT00001	N/A	N/A	3	1,000.00

[Save] [Delete] [Back]

The data from original voucher is retrieved

Asset Registration (Input on Screen) – Adjustment Voucher

[S-FCA04-03] FMP > CAR > Maintenance > Asset Registration

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

Asset Registration

Voucher No.	CA010303	**Voucher Date** (DD/MM/YYYY)	01/03/2003
Particulars	Computers	**Total Voucher Amount**	$0.00
This Voucher Amount	$5,000.00	**Total Entered Amount**	$1,000.00
Voucher Grouping	Adjustment Voucher	**Original Voucher**	CA280203
Asset Type	Purchase		

Basic Information   Details

Category Code	IT00001	**Registered Date** (DD/MM/YYYY)	28/02/2003
Description	IT Equipment	**Quantity**	3
Asset Code	LK2002R001	**Entered Amount**	$ 1000.00
Description	IBM Computer	**Government Fund**	$ 1000.00
		Other Fund	$0.00
Analysis Code 1	N/A - Not Applicable		
Analysis Code 2	N/A - Not Applicable		
Remarks			

[Edit] [Reset]

	Line No.	Asset Code	Registered Date	Asset Description	Category Code	Analysis Code 1	Analysis Code 2	Quantity	Entered Amount $
☐	1	LK2002R001	28/02/2003	IBM Computer	IT00001	N/A	N/A	3	1,000.00

[Save] [Delete] [Back]

Step 6. Fill in the basic information

Step 7. Click **[Details]** hyperlink

Asset Registration (Input on Screen) – Adjustment Voucher

[S-FCA04-04] **FMP** > **CAR** > **Maintenance** > **Asset Registration**

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

Basic Information   Details

Asset Code	LK2002R001
Description	IBM Computer
Category Code	IT00001
Analysis Code 1	N/A
Analysis Code 2	N/A
Quantity	3

Registered Date (DD/MM/YYYY) 28/02/2003

Entered Amount	$1000.00
Government Fund	$1000.00
Other Fund	$0.00

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

☐	Location	Responsible Officer	Quantity	Location Remarks	Serial No.	Maintenance Renewal Date	Other Remarks / Accessories
☐	RM 101 - Staff Room	0001 - Kwan Karina	2	1 Floor	INVOICE 1237	28/02/2003	other
☐		N/A - Not Applicable				28/02/2003	
☐		N/A - Not Applicable				28/02/2003	
☐		N/A - Not Applicable				28/02/2003	
☐		N/A - Not Applicable				28/02/2003	

[Add] [Delete] [Save] [Back]

Step 8. Enter the fields

Step 9. Click **[Save]** button

FMP
- Common Setup
- Budgeting
- Bookkeeping
- Staff Cost
- CAR
  - Setup
  - Maintenance

Step 10. Click **[Add]** button

Asset Registration (Input on Screen) – Adjustment Voucher

[S-FCA04-03] **FMP** > **CAR** > **Maintenance** > **Asset Registration**

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

Asset Registration

Voucher No.	CA010303
Particulars	Computers
This Voucher Amount	$5,000.00
Voucher Grouping	Adjustment Voucher
Asset Type	Purchase

Voucher Date (DD/MM/YYYY)	01/03/2003
Total Voucher Amount	$0.00
Total Entered Amount	$7,000.00
Original Voucher	CA280203

Basic Information   Details

Category Code	ALL
Description	
Asset Code	
Description	
Analysis Code 1	N/A - Not Applicable
Analysis Code 2	N/A - Not Applicable
Remarks	

Registered Date (DD/MM/YYYY)	01/03/2003
Quantity	0
Entered Amount	$ 0.00
Government Fund	$ 0.00
Other Fund	$0.00

[Add] [Reset]

	Line No.	Asset Code	Registered Date	Asset Description	Category Code	Analysis Code 1	Analysis Code 2	Quantity	Entered Amount $
☐	1	LK2002R001	28/02/2003	IBM Computer	IT00001	N/A	N/A	3	1,000.00
☐	2	LK2002R001	01/03/2003	IBM Computer	IT00001	N/A	N/A	3	6,000.00

[Save] [Delete] [Back]

Step 11. Click [Save] button

Menu (left sidebar)

- FMP
  - ▷ Common Setup
  - ▷ Budgeting
  - ▷ Bookkeeping
  - ▷ Staff Cost
  - ▽ CAR
    - Setup
    - Maintenance

[S-FCA04-03] FMP > CAR > Maintenance > Asset Registration

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

Asset Registration

Voucher No.	CA010303
Particulars	Computers
This Voucher Amount	$ 5,000.00
Voucher Grouping	Adjustment Voucher
Asset Type	Purchase

Voucher Date (DD/MM/YYYY)	01/03/2003
Total Voucher Amount	$ 0.00
Total Entered Amount	$ 7,000.00
Original Voucher	CA280203

Basic Information   **Details**

Category Code	ALL
Description	
Asset Code	
Description	
Analysis Code 1	N/A - Not Applicable
Analysis Code 2	N/A - Not Applicable
Remarks	

Registered Date (DD/MM/YYYY)	01/03/2003
Quantity	0
Entered Amount	$ 0.00
Government Fund	$ 0.00
Other Fund	$ 0.00

[Add]   [Reset]

☐	Line No.	Asset Code	Registered Date	
☐	1	LK2002R001	28/02/2003	IB
☐	2	LK2002R001	01/03/2003	IB

[Save]   [Delete]   [Back]

To add another asset in this voucher, click **[Add]** button

To update, click **[Asset Code**] hyperlink, the user can change the basic information and the details

To delete, check box(es) beside **[Asset Code]** and click **[Delete]** button

Note: User has to click Save button after finished

FMP
▶ Common Setup
▶ Budgeting
▶ Bookkeeping
▶ Staff Cost
▼ CAR
  ▪ Setup
  ▪ Maintenance

Update Original Voucher / Adjustment Voucher

[S-FCA04-01] FMP > CAR > Maintenance > Asset Registration

Record updated successfully

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

Unclassified Voucher

	Voucher No.	Voucher Particulars	Voucher Date (DD/MM/YYYY)	Voucher Amount $	Generated From
☐	CATEST000001	Test	30/04/2048	500.00	Bookkeeping
☐	CATEST0001	test FCA	31/08/2018	700.00	Bookkeeping

Original Voucher

	Voucher No.	Voucher Particulars	Voucher Date (DD/MM/YYYY)	Voucher Amount $	Entered Amount $	Generated From
☐	CA0203-01	Radio	28/02/2003	1,000.00	800.00	CAR
☐	CACAR0000001	test U2A-EL-FT-FBK04-04	30/09/2008	1,000.00	0.00	Bookkeeping
☐	CATEST000002	Test	30/04/2048	16,000.00	0.00	CAR

Adjustment Voucher

	Voucher No.	Original Voucher No.	Voucher Particulars	Voucher Date (DD/MM/YYYY)	Total Voucher Amount $	Total Entered Amount $	Generated From
☐	CA1010B	CA1010	Testing Adju...				

[Complete] [📇 Import]

Click **[Voucher No.]** hyperlink, the data entry is similar to the process of register an Asset Voucher

FMP
▷ Common Setup
▷ Budgeting
▷ Bookkeeping
▷ Staff Cost
▽ CAR
  ▪ Setup
  ▪ Maintenance

Write-off Asset

• Allows authorized user to maintain write-off assets. User can choose Partial Write-off or Batch Write-off.

• User should write-off the asset if the asset is broken, loss or no longer functioning.

• Only completed voucher will be appeared in write-off function.

• For partial write-off, the write-off quantity should not be greater than the on-hand quantity.

• For both batch and partial write-off, the write-off date must be later than the Freeze Date.

Write-off Asset

[S-FCA06-01] FMP > CAR > Maintenance > Write-off Asset

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

Registered Date(DD/MM/YYYY) [   ] 📅 To [   ] 📅

Category   ALL

Asset Code   ALL

Responsible Officer ALL   Location ALL

[🔍 Search] [🔄 Reset]

FMP
▷ Common Setup
▷ Budgeting
▷ Bookkeeping
▷ Staff Cost
▽ CAR
  ▪ Setup
  ▪ Maintenance

Step 1. Click **[CAR]** -> **[Maintenance]** from left menu

Step 2. Click **[Write-Off Asset]** tab

Step 3. Enter the search criteria

Step 4. Click **[Search]** button

Step 5. Click **[Asset Code]** hyperlink

User: fmpuser Login Time: 17/10/2003 16:08 Logout | Help | 中文版本

Current School Year: 2002   17 October 2003 16:37

[S-FCA06-03] **FMP** > **CAR** > Maintenance > Write-off Asset

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

Asset Code	COMP		Registered Date (DD/MM/YYYY)	27/03/2003
Description	Computer		Voucher No.	CA0303-2
Category Code	IT		Analysis Code 1	N/A - Not Applicable
Asset Type	Purchase		Analysis Code 2	N/A - Not Applicable
Original Quantity		3	Original Entered Amount	$5,000.00
Write-off Quantity		2	Write-off Amount	$3,333.33
On Hand Quantity		1	On Hand Amount	$1,666.67

	Location	Responsible Officer	Original	Write-Off	On Hand
☐	RM105 - Room 105	LY01 - STAFF LY01	1	1	0
☐	RM309 - Room 309 (eng)	0001 - STAFF ONE	1	1	0
☐	ROOM105 - sdg	PUN1 - STAFF PUN1	1	0	1

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

Batch Write-off   **◁ Back**

FMP
▷ Common Setup
▷ Budgeting
▷ Bookkeeping
▷ Staff Cost
▽ CAR
  ▪ Setup
  ▪ Maintenance

Step 1. Click **[Location]** hyperlink

Write-off Asset - Batch

[S-FCA06-03] FMP > CAR > Maintenance > Write-off Asset

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

Asset Code	COMP
Description	Computer
Category Code	IT
Asset Type	Purchase
Original Quantity	3
Write-off Quantity	0
On Hand Quantity	3

Registered Date (DD/MM/YYYY)	27/03/2003
Voucher No.	CA0303-2
Analysis Code 1	N/A - Not Applicable
Analysis Code 2	N/A - Not Applicable
Original Entered Amount	$ 5,000.00
Write-off Amount	$ 0.00
On Hand Amount	$ 5,000.00

☐	Location	Responsible Officer	Original Quantity	Write-off Quantity	On Hand Quantity
☑	RM105 Room 105	LY01 STAFF LY01	1	0	1
☑	RM309 Room 309 (eng)	0001 STAFF 0001	1	0	1
☐	ROOM105 sdg	PUN1 STAFF PUN1	1	0	1

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

[**Batch Write-off**] [◀ Back]

FMP
▸ Common Setup
▸ Budgeting
▸ Bookkeeping
▸ Staff Cost
▾ CAR
  • Setup
  • Maintenance

Step 1. Check box(es) beside **[Location]**

Step 2. Click **[Batch Write-off]** button

Write-off Asset - Batch

[S-FCA06-06] FMP > CAR > Maintenance > Write-off Asset

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

Asset Code	COMP	Registered Date (DD/MM/YYYY) 27/03/2003
Description	Computer	Voucher No. CA0303-2
Category Code	IT	Analysis Code 1 N/A - Not Applicable
Asset Type	Purchase	Analysis Code 2 N/A - Not Applicable
Original Quantity	2	Original Entered Amount $ 3,333.33
On Hand Quantity	2	On Hand Amount $ 3,333.33
Write-off Quantity	0	Write-off Amount $ 0.00

Write-off Date(DD/MM/YYYY)   28/03/2003

Write-off Reason   Broken

[Save] [Back]

FMP
- Common Setup
- Budgeting
- Bookkeeping
- Staff Cost
- CAR
  - Setup
  - Maintenance

Step 3. Fill in the fields

Step 4. Click **[Save]** button

Write-off Asset - Batch

[S-FCA06-03] FMP > CAR > Maintenance > Write-off Asset

Record saved successfully.

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

Asset Code	COMP	
		Registered Date (DD/MM/YYYY)	27/03/2003
Description	Computer	
Category Code	IT	Voucher No.	CA0303-2
Asset Type	Purchase	Analysis Code 1	N/A - Not Applicable
		Analysis Code 2	N/A - Not Applicable
Original Quantity	3	Original Entered Amount	$ 5,000.00
Write-off Quantity	2	Write-off Amount	$ 3,333.33
On Hand Quantity	1	On Hand Amount	$ 1,666.67

☐	Location	Responsible Officer	Original Quantity	Write-off Quantity	On Hand Quantity
☐	RM105 Room 105	LY01 MA LE YUN	1	1	0
☐	RM309 Room 309 (eng)	0001 STAFF 0001	1	1	0
☐	ROOM105 sdg	PUN1 PAK CHUN PUN ONE	1	0	1

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

Batch Write-off   **◄ Back**

FMP
▷ Common Setup
▷ Budgeting
▷ Bookkeeping
▷ Staff Cost
▼ CAR
  ▪ Setup
  ▪ Maintenance

On hand quantity is zero

Transfer Asset

• Allows user to transfer assets either from one physical location or from one responsible officer (or both) to another.

• User can transfer asset to more than one location or responsible officer by entering more than one transfer details entries.

• Only completed voucher will be appeared in transfer function.

• Transfer date must be on or after registered date.

• For partial transfer, user can enter Transfer Quantity less than the On Hand

Quantity. The remaining assets will be kept at their original location.

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Current School Year: 2002   17 October 2003 16:42

[S-FCA07-02] FMP > CAR > Maintenance > Transfer Asset

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

Registered Date(DD/MM/YYYY) [   ] 🔲 To [   ] 🔲

Category   IT - Information Technology ▼

Asset Code   ALL ▼

Analysis Code 1 ALL ▼

Analysis Code 2 ALL ▼

Location   ALL ▼

Responsible Officer ALL ▼

[🔍 Search] [🔄 Reset]

FMP
▷ Common Setup
▷ Budgeting
▷ Bookkeeping
▷ Staff Cost
▽ CAR
  ▪ Setup
  ▪ Maintenance

Asset Code △	Asset Description	Category Code	Analysis Code 1	Analysis Code 2	Registered Date (DD/MM/YYYY)	Voucher No.	Quantity		
							Original	Write-Off	On Hand
COMP	Computer	IT	N/A	N/A	27/03/2003	CA0303-2	3	1	2

Step 5. Click **[Asset Code]** hyperlink

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Current School Year: 2002   17 October 2003 16:43

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

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

Asset Code	COMP	Registered Date (DD/MM/YYYY)	27/03/2003
Description	Computer	Voucher No.	CA0303-2
Category Code	IT		
Analysis Code 1	N/A - Not Applicable		
Analysis Code 2	N/A - Not Applicable		
Asset Type	Purchase		
On Hand Quantity	2		

Location	Responsible Officer	On Hand Quantity	Transfer Details
RM105 - Room 105	LY01 - STAFF LY01	1	Link
ROOM105 - sdg	PUN1 - STAFF PUN1	1	Link

◁ Back

FMP
▷ Common Setup
▷ Budgeting
▷ Bookkeeping
▷ Staff Cost
▽ CAR
  ▪ Setup
  ▪ Maintenance

Step 6. Click **[Transfer Details]** hyperlink

Transfer Asset

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

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

Asset Code	COMP	Registered Date (DD/MM/YYYY)	27/03/2003
Description	Computer	Voucher No.	CA0303-2
Category Code	IT		
Analysis Code 1	N/A		
Analysis Code 2	N/A		
Asset Type	Purchase		
Location	RM105 - Room 105	Responsible Officer	LY01 - STAFF LY01
On Hand Quantity	1		

Transfer Details

Date of Transfer (DD/MM/YYYY)	Target Location	Target Responsible Officer	Transfer Quantity	
15/10/2003	RM309 - Room 309 (eng)	PUN1 - STAFF PUN1	1	
		N/A		
		N/A		
		N/A		
		N/A		

[Save] [Back]

FMP
- Common Setup
- Budgeting
- Bookkeeping
- Staff Cost
- CAR
  - Setup
  - Maintenance

Step 7. Fill in the fields

Step 8. Click **[Save]** button

Refrain from Modification

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

• Create voucher, asset registration, reverse status of a completed voucher, asset transfer and asset write off records on or before the entered freeze date are not allowed

• Users are not allowed to Save the Freeze Date if there is incomplete voucher on or before the entered freeze date.

• The freeze date must be after the Last Freeze Date and on or before today's date, therefore, future date is not allowed to set as freeze date.

Refrain from Modification

[S-FCA08-01] FMP > CAR > Maintenance > Refrain from Modification

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

Last Freeze Date   11/02/2003
Remarks   Testing
Last input Date   21/02/2003
Last input By   dennywoo

Freeze Date
(on or before today)(DD/MM/YYYY)

Remarks

Note: Asset records and write-off records with dates on or before the freeze date cannot be modified or deleted.

[Save]

FMP
▷ Common Setup
▷ Budgeting
▷ Bookkeeping
▷ Staff Cost
▽ CAR
   ▪ Setup
   ▪ Maintenance

Step 1. Click **[CAR]** -> **[Maintenance]** from left menu

Step 2. Click **[Refrain from Modification]** tab

Refrain from Modification

[S-FCA08-01] FMP > CAR > Maintenance > Refrain from Modification

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

Last Freeze Date   11/02/2003
Remarks   Testing
Last input Date   21/02/2003
Last input By   dennywoo

Freeze Date
(on or before today)(DD/MM/YYYY)   22/02/2003

Remarks

Note: Asset records and write-off records with dates on or before the freeze date cannot be modified or deleted.

Save

FMP
▷ Common Setup
▷ Budgeting
▷ Bookkeeping
▷ Staff Cost
▽ CAR
  ▪ Setup
  ▪ Maintenance

Step 3. Fill in the fields

Step 4. Click **[Save]** button

User: panleung   Last Login: 13/03/2003 14:46 Logout I Help I 中文版本

Current School Year: 2002   13 March 2003 15:49

[S-FCA08-01] **FMP** > **CAR** > **Maintenance** > **Refrain from Modification**

Record updated successfully

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

Last Freeze Date	22/02/2003
Remarks	
Last input Date	13/03/2003
Last input By	panleung

Freeze Date
(on or before today)(DD/MM/YYYY)

Remarks

Note: Asset records and write-off records with dates on or before the freeze date cannot be modified or deleted.

🖫 Save

FMP
▷ Common Setup
▷ Budgeting
▷ Bookkeeping
▷ Staff Cost
▽ CAR
  • Setup
  • Maintenance

Indicate the information of last updating

Press ESCAPE to return