# FMP – Capital Asset Register

Account Clerk

School Principal

FMP Common Setup

Budgeting

Bookkeeping

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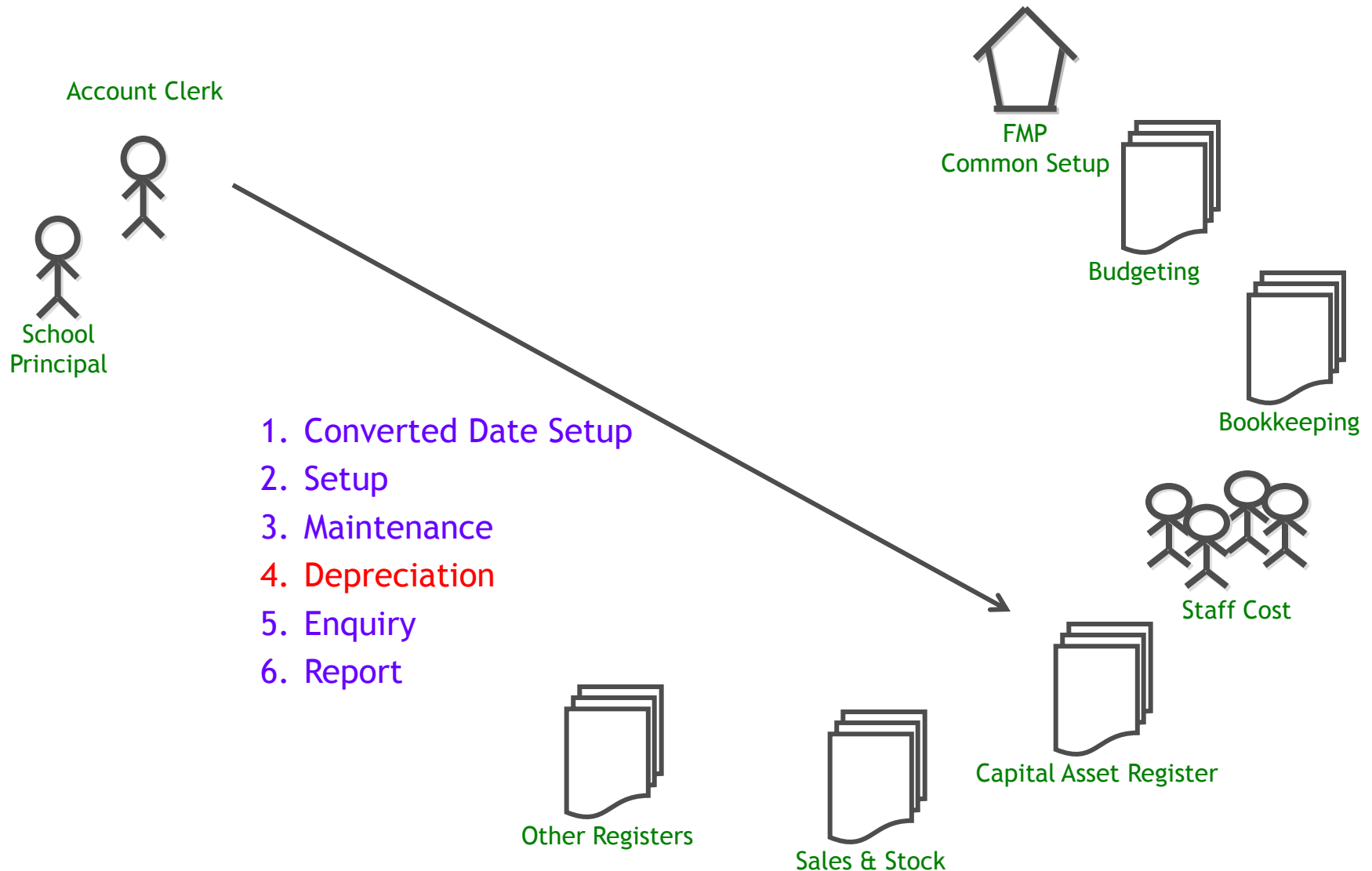5. Enquiry
6. Report

Staff Cost

Capital Asset Register

Other Registers

Sales & Stock

# Capital Asset Registered – Depreciation

• Provides a template for user to fill in depreciation amount on yearly basis.

• All the registered assets are grouped by categories for depreciation information.

• User should calculate and prepare the depreciation information off the system, and then enter this information into the system.

• Amount entered is kept for depreciation purpose only and will not affect the registered assets in the system.

• No depreciation method is adopted in the system.

• At the moment, schools are not required to perform depreciation. (According to the result of Government's publication of annual accounts on accrual basis, on top of the normal cash basis, depreciation will be provided for Fixed Assets with effect from financial year 2002/2003.) However, to prepare the possibility of extending this accounting treatment to aided schools, this function is built-in.

# First Year Depreciation

- Depreciation amount can be entered for the asset purchased in current accounting year.

- Assets are grouped by accounting month according to registered date. Depreciation amounts can be entered by registered month.

First Year Depreciation

[S-FCA09-01] FMP > CAR > Depreciation

**Search Depreciation Information**

| Accounting Year | 2001/2002 |
| Category | ALL |

Search     Reset

**FMP**
  **Common Setup**
    ▪ Sch Accounti
    ▪ A/C Year Main
    ▪ COA Maintena
    ▪ Voucher Type
    ▪ Location Main
    ▪ Report
  ▷ **Budgeting**
  ▷ **Bookkeeping**
  ▷ **Staff Cost**
  **CAR**
    ▪ Setup
    ▪ Maintenance
    ▪ Depreciation

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

Step 2. Enter the search criteria

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

# First Year Depreciation

[S-FCA09-02] **FMP** > **CAR** > **Depreciation**

- ▷ **Bookkeeping**
- ▷ **Staff Cost**
- ▼ **CAR**
  - ▪ **Setup**
  - ▪ **Maintenance**
  - ▪ **Depreciation**
  - ▪ **Enquiry**
  - ▪ **Report**
- ▷ **Sales & Stock**
- ▷ **Daily Coll. Summar**
- ▷ **Non-Recurrent Gra**
- ▷ **Report Management**
- ▷ **Customization**

## Search Depreciation Information

| | |
|---|---|
| Accounting Year | 2001/2002 ▼ |
| Category | ALL ▼ |

[🔍 Search] [🔄 Reset]

Please click the hyperlink for inputting the depreciation amount

| Category Code △ | English Description | Chinese Description |
|---|---|---|
| FURN | Furniture | 傢俱 |
| IT | IT Equipment | 資訊科技器材 |

Step 4. Click **[Category Code]** hyperlink

User: fmpuser  Login Time: 24/10/2003 10:58 Logout | Help | 中文版本

Current School Year: 2001          24 October 2003 11:16

[S-FCA09-03] FMP > CAR > Depreciation

- ▷ Bookkeeping
- ▷ Staff Cost
- ▼ CAR
  - ▪ Setup
  - ▪ Maintenance
  - ▪ Depreciation
  - ▪ Enquiry
  - ▪ Report
- ▷ Sales & Stock
- ▷ Daily Coll. Summar
- ▷ Non-Recurrent Gra
- ▷ Report Management
- ▷ Customization

## Update Depreciation Record

| Accounting Year | 2001/2002 |
| Category | IT - IT Equipment |

| | | Cost | | | | Depreciation | |
|---|---|---|---|---|---|---|---|
| | Registered Month | Original Amount $ | Not Chargeable $ | Written Off $ | Total Chargeable $ | Cumulative $ | This Year $ |
| Asset Purchase in Previous Accounting Years | | | | | | | |
| Balance B/F | | 0.00 | ( 0.00 ) | ( 0.00 ) | 0.00 | 0.00 | |
| Write-off during the year | | | 0.00 | ( 0.00 ) | 0.00 | | |
| Sub-total | | 0.00 | ( 0.00 ) | ( 0.00 ) | 0.00 | 0.00 | |
| | | | | | | | |
| Asset Purchase in Accounting Year 2001/2002 | | | | | | | |
| | 09/2001 | 12,340.00 | ( 1000.00 ) | ( 0.00 ) | 11,340.00 | | 6000.00 |
| | 10/2001 | 10.00 | ( 0.00 ) | ( 0.00 ) | 10.00 | | 0.00 |
| | | | | | | | |
| Balance C/F | | 12,350.00 | ( 1,000.00 ) | ( 0.00 ) | 11,350.00 | 0.00 | 6,000.00 |

[🔁 Reset] [💾 Save] [◀ Back]

**A**   **B**   **C**   **D**

Step 5. Enter the amount if necessary

B cannot exceed A, and
D cannot exceed C.

User: fmpuser  Login Time: 24/10/2003 10:58 Logout | Help | 中文版本

Current School Year: 2001          24 October 2003 11:16

[S-FCA09-03] FMP > CAR > Depreciation

- ▷ Bookkeeping
- ▷ Staff Cost
- ▽ CAR
  - ▪ Setup
  - ▪ Maintenance
  - ▪ Depreciation
  - ▪ Enquiry
  - ▪ Report
- ▷ Sales & Stock
- ▷ Daily Coll. Summar
- ▷ Non-Recurrent Gra
- ▷ Report Management
- ▷ Customization

**Update Depreciation Record**

Accounting Year    2001/2002
Category    IT - IT Equipment

| | | Cost | | | | Depreciation | |
|---|---|---|---|---|---|---|---|
| | Registered Month | Original Amount $ | Not Chargeable $ | Written Off $ | Total Chargeable $ | Cumulative $ | This Year $ |
| Asset Purchase in Previous Accounting Years | | | | | | | |
| Balance B/F | | 0.00 | ( 0.00 ) | ( 0.00 ) | 0.00 | 0.00 | |
| Write-off during the year | | 0.00 | ( 0.00 ) | | 0.00 | | |
| Sub-total | | 0.00 | ( 0.00 ) | ( 0.00 ) | 0.00 | 0.00 | |
| | | | | | | | |
| Asset Purchase in Accounting Year 2001/2002 | | | | | | | |
| | 09/2001 | 12,340.00 | ( 1000.00 ) | ( 0.00 ) | 11,340.00 | | 6000.00 |
| | 10/2001 | 10.00 | ( 0.00 ) | ( 0.00 ) | 10.00 | | 0.00 |
| | | | | | | | |
| Balance C/F | | 12,350.00 | ( 1,000.00 ) | ( 0.00 ) | 11,350.00 | 0.00 | 6,000.00 |

[Reset] [Save] [Back]

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

## Subsequent Year Depreciation

- Depreciation amount can be entered for all asset purchased in previous years.

- The total opening balance as at the first day of the selected accounting year is displayed as "Balance Brought Forward".

- Assets registered in previous accounting years which have been written off in the selected accounting year is displayed as "Write-off during the year".

- The sub-total balance of assets purchased in previous accounting years is displayed as "Sub-Total".

User: fmpuser  Login Time: 24/10/2003 10:58 Logout  |  Help  |  中文版本

Current School Year: 2001          24 October 2003 11:17

[S-FCA09-02] **FMP** > **CAR** > **Depreciation**

- ▷ **Bookkeeping**
- ▷ **Staff Cost**
- ▽ **CAR**
  - ▪ **Setup**
  - ▪ **Maintenance**
  - ▪ **Depreciation**
  - ▪ **Enquiry**
  - ▪ **Report**
- ▷ **Sales & Stock**
- ▷ **Daily Coll. Summar**
- ▷ **Non-Recurrent Gra**
- ▷ **Report Management**
- ▷ **Customization**

**Search Depreciation Information**

| Accounting Year | 2001/2002 ▾ |
| Category | ALL ▾ |

[🔍 Search]  [🔁 Reset]

Please click the hyperlink for inputting the depreciation amount

| Category Code △ | English Description | Chinese Description |
|---|---|---|
| FURN | Furniture | 傢俱 |
| IT | IT Equipment | 資訊科技器材 |

Step 4. Click **[Category Code]** hyperlink

Depreciation                                        V 1.0                                        Slide 10

User: fmpuser Login Time: 24/10/2003 15:07 Logout | Help | 中文版本

Current School Year: 2001          24 October 2003 15:09

[S-FCA09-03] FMP > CAR > Depreciation

- ▷ Bookkeeping
- ▷ Staff Cost
- ▽ CAR
  - Setup
  - Maintenance
  - Depreciation
  - Enquiry
  - Report
- ▷ Sales & Stock
- ▷ Daily Coll. Summar
- ▷ Non-Recurrent Gra
- ▷ Report Management
- ▷ Customization

## Update Depreciation Record

**Accounting Year** 2002/2003
**Category** IT - IT Equipment

| | | | Cost | | | Depreciation | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| | **Registered Month** | **Original Amount $** | **Not Chargeable $** | **Written Off $** | **Total Chargeable $** | **Cumulative $** | **This Year $** |
| Asset Purchase in Previous Accounting Years | | | | | | | |
| Balance B/F | | 12,350.00 | ( 1,000.00 ) | ( 0.00 ) | 11,350.00 | 6,000.00 | |
| Write-off during the year | | | 0.00 | ( 0.00 ) | 0.00 | | |
| Sub-total | | 12,350.00 | ( 1,000.00 ) | ( 0.00 ) | 11,350.00 | 6,000.00 | 3000 |
| Asset Purchase in Accounting Year 2002/2003 | | | | | | | |
| | 02/2003 | 10,000.00 | ( 500 ) | ( 0.00 ) | 9,500.00 | | 5000 |
| Balance C/F | | 22,350.00 | ( 1,500.00 ) | ( 0.00 ) | 20,850.00 | 6,000.00 | 8,000.00 |

🔄 Reset  💾 Save  ◁ Back

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

# Subsequent Year Depreciation

[S-FCA09-02] FMP > CAR > Depreciation

Record saved successfully.

- ▷ **Bookkeeping**
- ▷ **Staff Cost**
- ▽ **CAR**
  - ▪ **Setup**
  - ▪ **Maintenance**
  - ▪ **Depreciation**
  - ▪ **Enquiry**
  - ▪ **Report**
- ▷ **Sales & Stock**
- ▷ **Daily Coll. Summar**
- ▷ **Non-Recurrent Gra**
- ▷ **Report Management**
- ▷ **Customization**

## Search Depreciation Information

| Accounting Year | 2002/2003 ▼ |
| Category | ALL ▼ |

[🔍 Search]  [🔄 Reset]

| Category Code ▲ | English Description | Chinese Description |
|---|---|---|
| FURN | Furniture | 傢俱 |
| IT | IT Equipment | 資訊科技器材 |

Record is saved successfully

# Notes: Depreciation

- The Total Not Chargeable cost entered must not exceed the Original Cost.

- The Yearly Depreciation Amount must not exceed the Total Chargeable Cost.

- The first year depreciation amount will be transferred to the subsequent year.

- To record the depreciation amount in books of accounts, users have to manually prepare a voucher under Bookkeeping Module.

- Not Chargeable cost is the amount which is not subject to depreciation and will be excluded from the asset registered amount.

Press
ESCAPE
to return