# FMP – Capital Asset Register

Account Clerk

School
Principal

FMP
Common Setup

Budgeting

Bookkeeping

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

Staff Cost

Other Registers

Sales & Stock
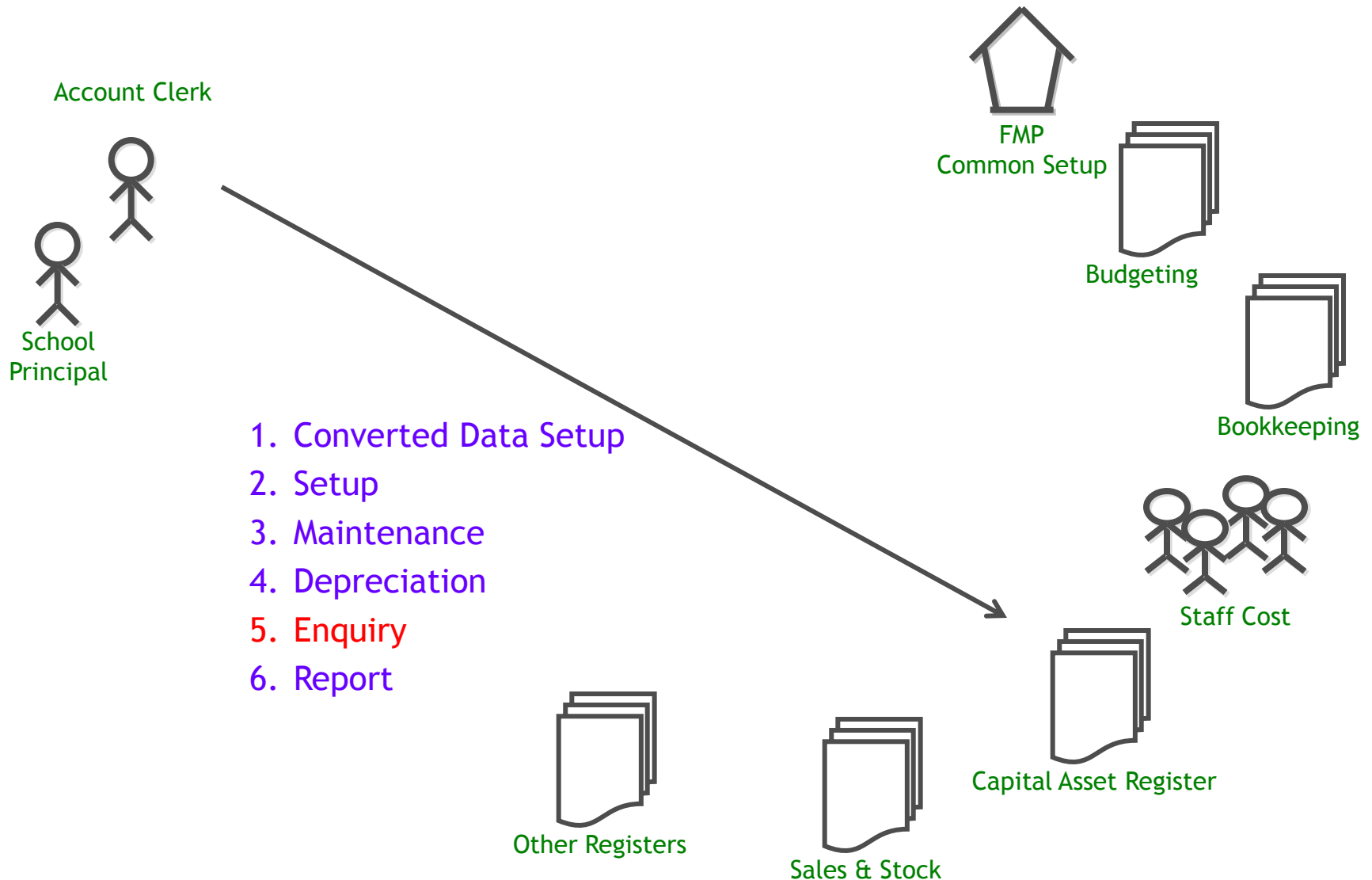
Capital Asset Register

# Capital Asset Register – Enquiry

• Make enquiry on registered assets

• Capital Asset enquiry information:
  - Registration Details include basic and detail asset information.

  - Write-off Details

• User can print out the similar information in following reports.
- Register of Capital Asset by Category (R-FCA002-E)
- Register of Capital Asset by Location (R-FCA003-E)
- Register of Capital Asset by Responsible Officer (R-FCA004-E)
- Authority Log - Write-off Asset (R-FCA005-E)
- Capital Asset Register (R-FCA011-E)

• No modification of data is allowed.

# Enquire Asset Information

[S-FCA10-02] **FMP** > **CAR** > **Enquiry**

Registered Date (DD/MM/YYYY) [＿＿＿＿] 🗓 To [＿＿＿＿] 🗓

Category           [IT - IT Equipment ▼]

Asset Code         [ALL ▼]

Analysis Code 1    [ALL ▼]

Analysis Code 2    [ALL ▼]

[🔍 Search]  [📄 Reset]

▾Bottom

| Asset Code △ | Asset Description | Category Code | Analysis Code 1 | Analysis Code 2 | Quantity | | |
|---|---|---|---|---|---|---|---|
| | | | | | Original | Write-Off | On Hand |
| COMP | Computer | IT | F1 | CHIN | 2 | 1 | 1 |
| PRINTER | Printer | IT | N/A | N/A | 11 | 0 | 11 |

- Depreciation
- Enquiry
- Report
▸ Sales & Stock
▸ Daily Coll. Summar
▸ Non-Recurrent Gra

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

# Enquire Asset Information

[S-FCA10-05] FMP > CAR > Enquiry

| Asset Code | COMP |
|---|---|
| Description | Computer |
| Category Code | IT |
| Analysis Code 1 | F1 |
| Analysis Code 2 | CHIN |
| Original Quantity | 2 |
| Write-off Quantity | 1 |
| On Hand Quantity | 1 |

Information of Asset Code

| Registered Date (DD/MM/YYYY) | Voucher No. | Quantity | | | Entered Amount $ | Gov't Fund $ | Other Fund $ | Complete Status |
|---|---|---|---|---|---|---|---|---|
| | | Original | Write-Off | On Hand | | | | |
| 31/10/2001 | CA01/09-00003 | 2 | 1 | 1 | 10.00 | 10.00 | 0.00 | ☑ |

◁ Back

- Depreciation
- Enquiry
- Report
▶ Sales & Stock
▶ Daily Coll. Summar
▶ Non-Recurrent Gra

Information of Asset Registration

Step 5. Click **[Registered Date]** hyperlink, or if write off records exist, user can click the Write-off Quantity hyperlink to view the write off details.

# Enquire Asset Information

[S-FCA10-03] **FMP** > CAR > Enquiry

**Capital Asset Enquiry Result**

| Registration Details | | Write-off Details | |
|---|---|---|---|
| Asset Code | COMP | Registered Date (DD/MM/YYYY) | 31/10/2001 |
| Description | Computer | | |
| Asset Type | Donation | Voucher No. | CA01/09-00003 |
| Category Code | IT | | |
| Analysis Code 1 | F1 | | |
| Analysis Code 2 | CHIN | | |
| Original Quantity | 2 | Original Entered Amount | $10.00 |
| Write-off Quantity | 1 | Write-off Amount | $5.00 |
| On Hand Quantity | 1 | On Hand Amount | $5.00 |
| Remarks | | | |

| Location | Responsible Officer | On Hand Quantity | Location Remarks | Serial No. | Maintenance Renewal Date | Other Remarks / Accessories |
|---|---|---|---|---|---|---|
| GENERAL - General Office | N/A - Not Applicable | 10 | 1Floor | INVOICE 1237 | 31/07/2016 | |

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**Basic asset information**

**Detail asset information**

- Depreciation
- Enquiry
- Report
- ▶ Sales & Stock
- ▶ Daily Coll. Summar
- ▶ Non-Recurrent Gra

[S-FCA10-04] **FMP** > **CAR** > Enquiry

**Capital Asset Enquiry Result**

| Registration Details | | Write-off Details | |
|---|---|---|---|
| **Asset Code** | COMP | **Registered Date** (DD/MM/YYYY) | 31/10/2001 |
| **Description** | Computer | | |
| **Asset Type** | Donation | **Voucher No.** | CA01/09-00003 |
| **Category Code** | IT | | |
| **Analysis Code 1** | F1 | | |
| **Analysis Code 2** | CHIN | | |
| **Original Quantity** | 2 | **Original Entered Amount** | $10.00 |
| **Write-off Quantity** | 1 | **Write-off Amount** | $5.00 |
| **On Hand Quantity** | 1 | **On Hand Amount** | $5.00 |
| **Remarks** | | | |

| Location | Responsible Officer | Write-off Quantity | Write-off Date (DD/MM/YYYY) | Reasons |
|---|---|---|---|---|
| GENERAL General Office | N/A - Not Applicable | 1 | 15/10/2003 | Harddisk crashed. |

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- Depreciation
- Enquiry
- Report
▶ Sales & Stock
▶ Daily Coll. Summar
▶ Non-Recurrent Gra

The information of Asset Write-off details is displayed

Step 6. Click **[Write-off Details]** hyperlink

Press ESCAPE to return