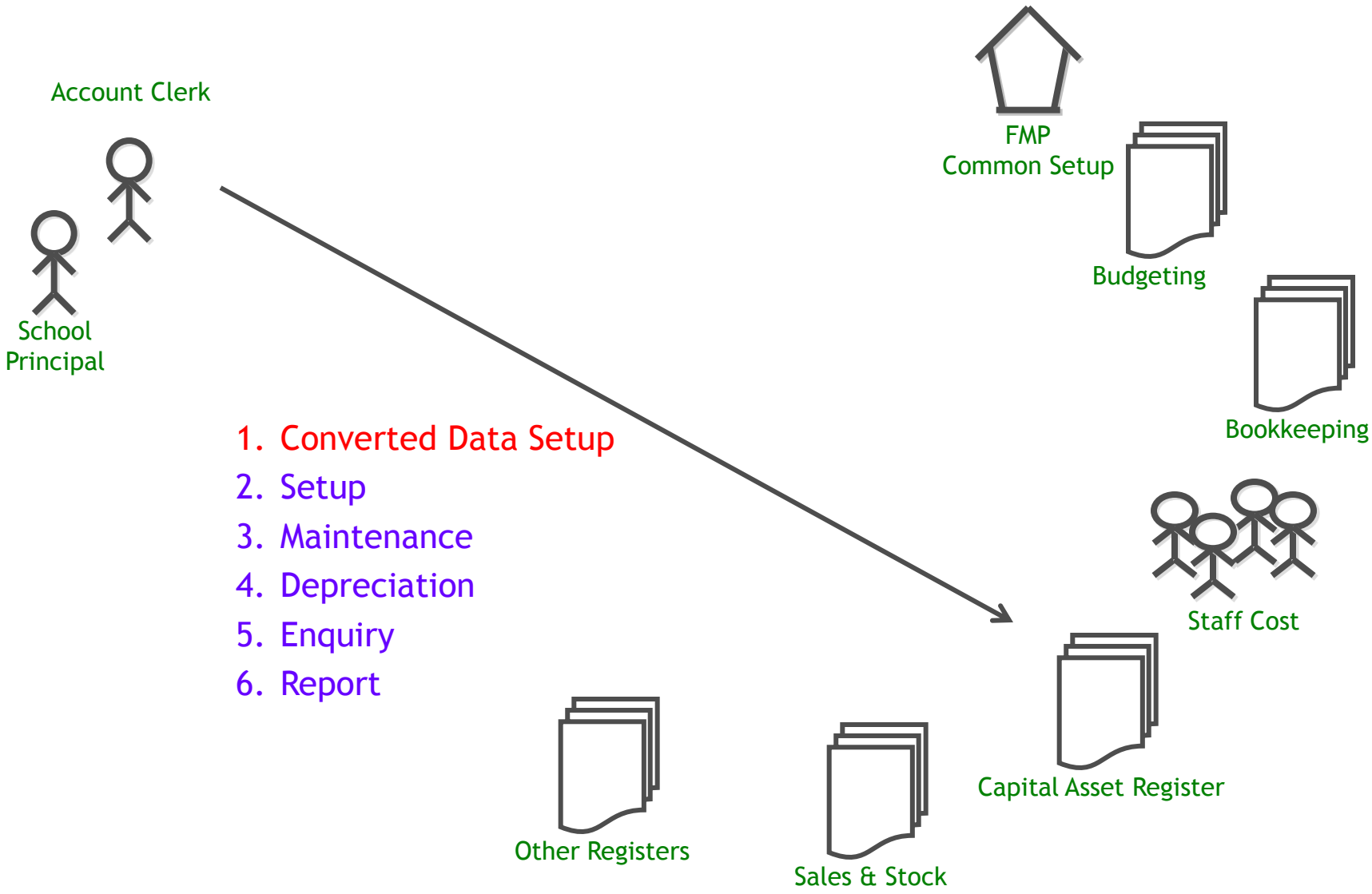
FMP – Capital Asset Register



Capital Asset Register – Converted Data Setup

• This is an optional function for schools which are using Capital Asset Register Module in SAMS and they choose to convert the Capital Asset data from SAMS to WebSAMS.

• For schools which did not use Capital Asset Register in SAMS or Capital Asset Register is not chosen to be converted in the Data Conversion Kit, this function will not be displayed in the screen.

• User can re-group the assets in WebSAMS via this function. It allows user to change the newly converted asset code to another asset code. User can also re-group it to another set of category and asset code.

• Each converted Asset Code can only be changed once.

Data Conversion Kit - Conversion Rule

• In Data Conversion Kit, Capital Asset records will be converted according to the following rules.

- Converted voucher named “Conversion: Capital asset purchase voucher” with prefix ‘CE’ will be pre-defined. Asset Vouchers will be created for the converted assets in WebSAMS. However, users are not allowed to delete / create voucher in WebSAMS with this prefix ‘CE’.

- The defaulted voucher status of the converted vouchers are “Completed”. And the voucher number of the asset vouchers will be in the following format:

  ‘CE’ + Donation Indicator + Asset Registered Date
  e.g. ‘CEP1998/10/01’, ‘CED1999/01/01’

  * Donation Indicator: ‘P’ stands for purchased asset; ‘D’ stands for donated asset.
  * Asset Registered Date is in the format YYYY/MM/DD.

Data Conversion Kit - Conversion Rule (cont')

- Voucher date will be the same as Asset Registered Date by default. However, if the asset registered date is not within the accounting years defined in Common Setup, then the voucher date will be set as the first date of the initial accounting year, I.e. either September 1 or April 1 of the initial accounting year. For example, if the Asset Registered Date is 1/1/1998 and the initial accounting year is 2000/2001 with Accounting Period from September to August, then the asset will be grouped under the voucher with voucher date 1/9/2000.

- Voucher amount will be set as the total asset amount grouped under this voucher.

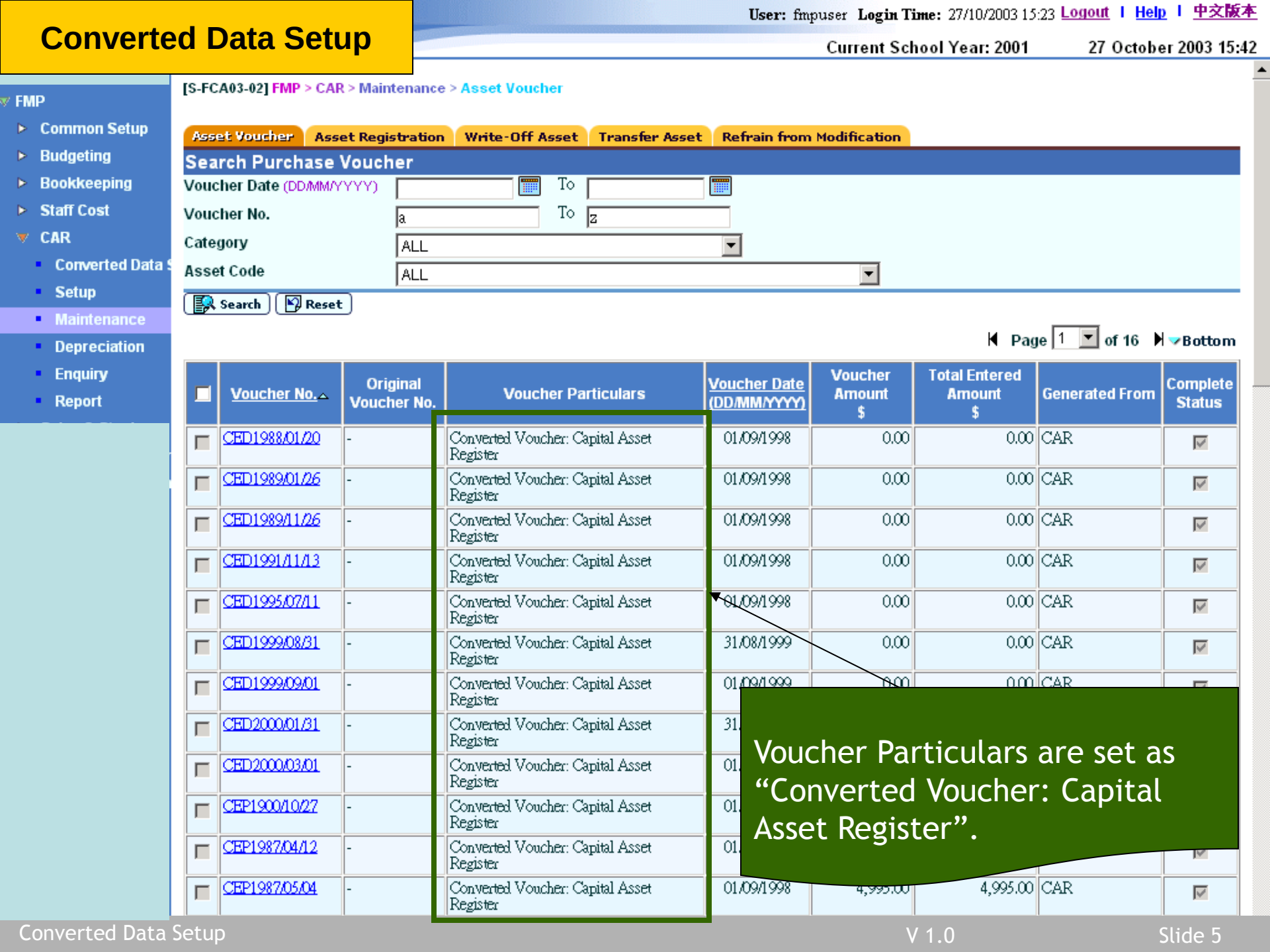
- Assets with the same Donation Indicator and Asset Registered Date will be grouped together into the same voucher.

- All the Voucher Particulars of the converted vouchers are set as "Converted Voucher: Capital Asset Register".

- All converted voucher of Analysis Code 1 and 2 will be set as "N/A – Not Applicable".

- If the responsible officer is blank in SAMS, then it will be set as "N/A – Not Applicable" in WebSAMS.

Converted Data Setup



Converted Data Setup - Example

In SAMS, before Data Conversion

Asset Type	Asset Item No.	Particulars	ED Approval No.
FUR	100	Chair, Extra Large	AC12345
FE	174	Chair, Straight Back	F425/90

In WebSAMS, after Data Conversion

Category	Asset Code	Asset Code Description	Remarks
FUR	FUR100	Chair, Extra Large	Chair, Extra Large EMB Approval No.: AC12345
FE	FE174	Chair, Straight Back	Chair, Straight Back EMB Approval No.: F425/90

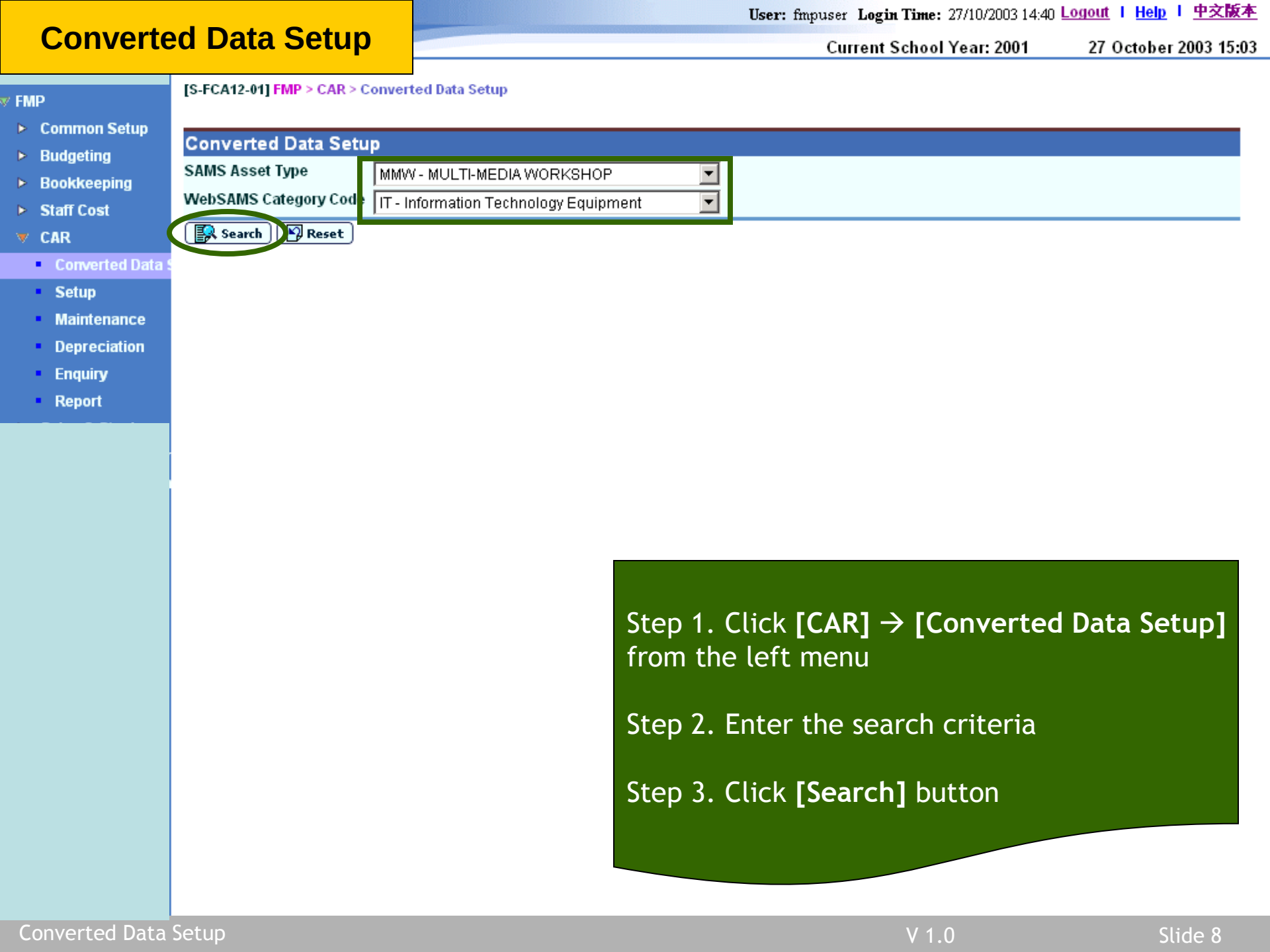
Converted Data Setup - Example (cont')

If user want to re-group the converted asset code FUR100 and FE174 to new WebSAMS Asset Code SF001 Wooden Chair under the Category "SF School Furniture" by the Converted Data Setup function. The change result is as follows:

Category	Asset Code	Asset Code Description	Remarks
SF	SF001	Wooden Chair	Chair, Extra Large EMB Approval No.: AC12345
SF	SF001	Wooden Chair	Chair, Straight Back EMB Approval No.: F425/90

At the same time, Asset Code FUR100 and FE174 will be automatically deleted in WebSAMS.

Converted Data Setup

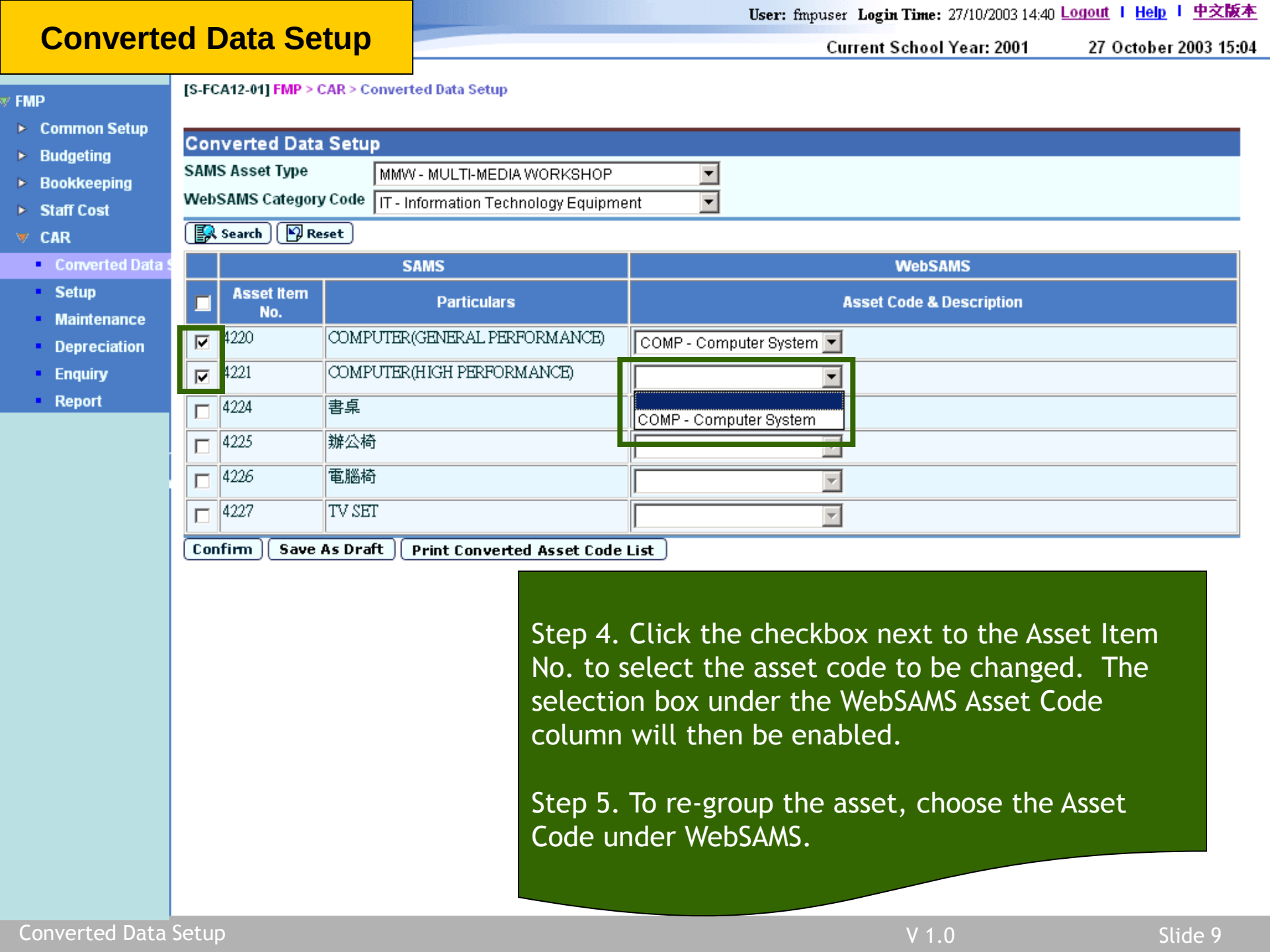


Step 1. Click **[CAR]** → **[Converted Data Setup]** from the left menu

Step 2. Enter the search criteria

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

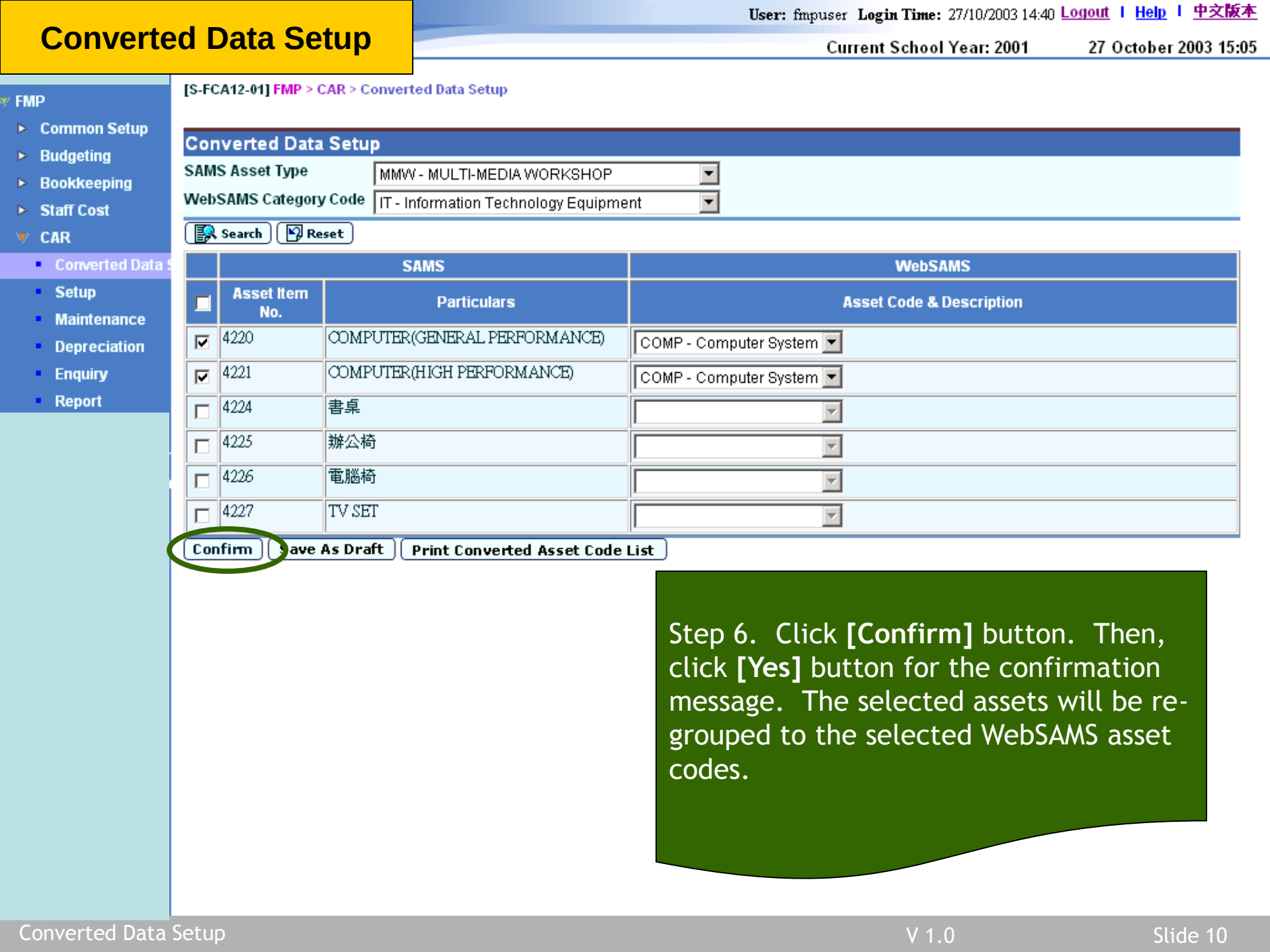
Converted Data Setup



Step 4. Click the checkbox next to the Asset Item No. to select the asset code to be changed. The selection box under the WebSAMS Asset Code column will then be enabled.

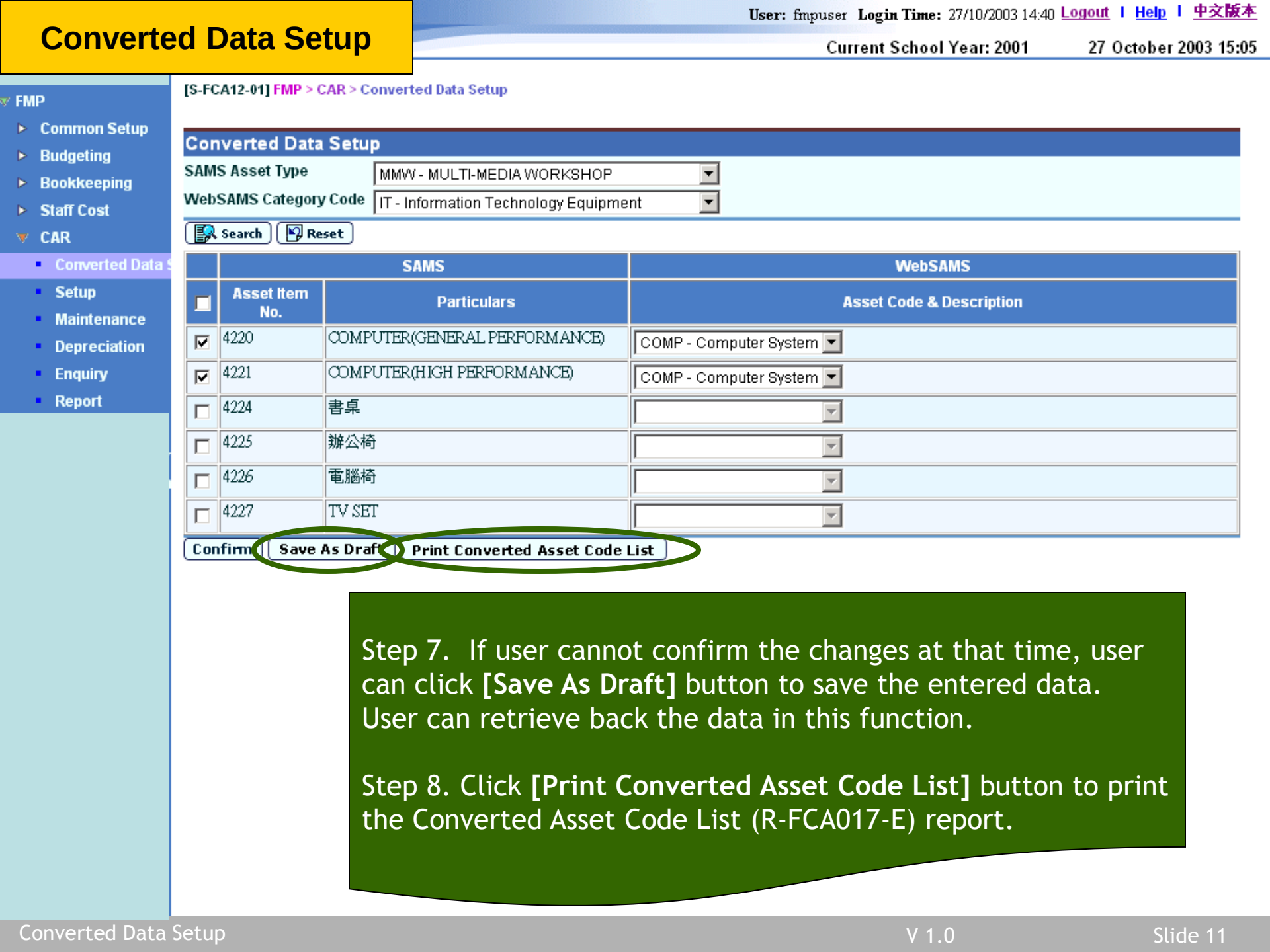
Step 5. To re-group the asset, choose the Asset Code under WebSAMS.

Converted Data Setup



Step 6. Click **[Confirm]** button. Then, click **[Yes]** button for the confirmation message. The selected assets will be re-grouped to the selected WebSAMS asset codes.

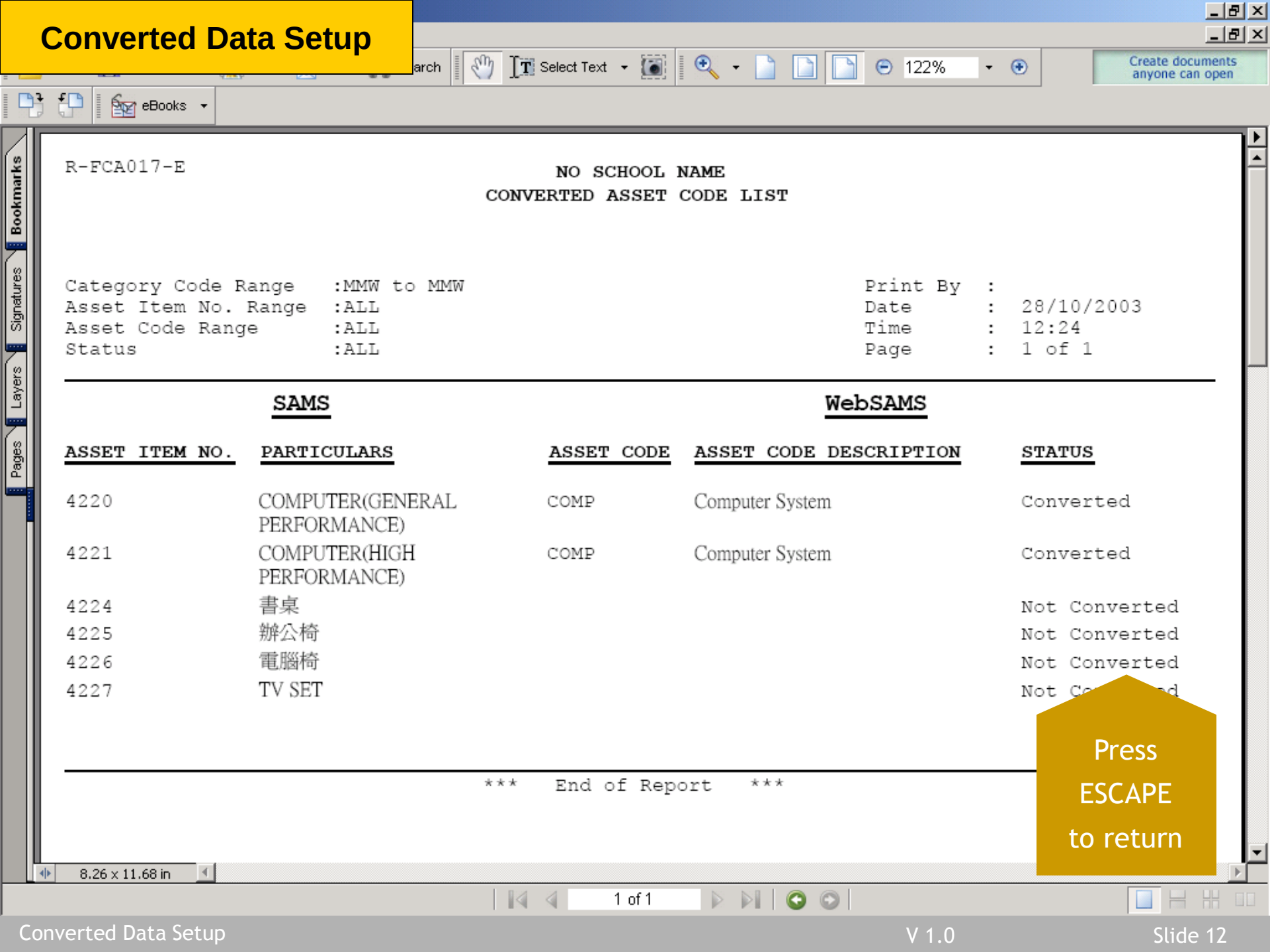
Converted Data Setup



Step 7. If user cannot confirm the changes at that time, user can click **[Save As Draft]** button to save the entered data. User can retrieve back the data in this function.

Step 8. Click **[Print Converted Asset Code List]** button to print the Converted Asset Code List (R-FCA017-E) report.

Converted Data Setup



R-FCA017-E

NO SCHOOL NAME
CONVERTED ASSET CODE LIST

Category Code Range :MMW to MMW
Asset Item No. Range :ALL
Asset Code Range :ALL
Status :ALL

Print By :
Date : 28/10/2003
Time : 12:24
Page : 1 of 1

SAMS		WebSAMS		
ASSET ITEM NO.	**PARTICULARS**	**ASSET CODE**	**ASSET CODE DESCRIPTION**	**STATUS**
4220	COMPUTER(GENERAL PERFORMANCE)	COMP	Computer System	Converted
4221	COMPUTER(HIGH PERFORMANCE)	COMP	Computer System	Converted
4224	書桌			Not Converted
4225	辦公椅			Not Converted
4226	電腦椅			Not Converted
4227	TV SET			Not Co...ed

*** End of Report ***

Press ESCAPE to return