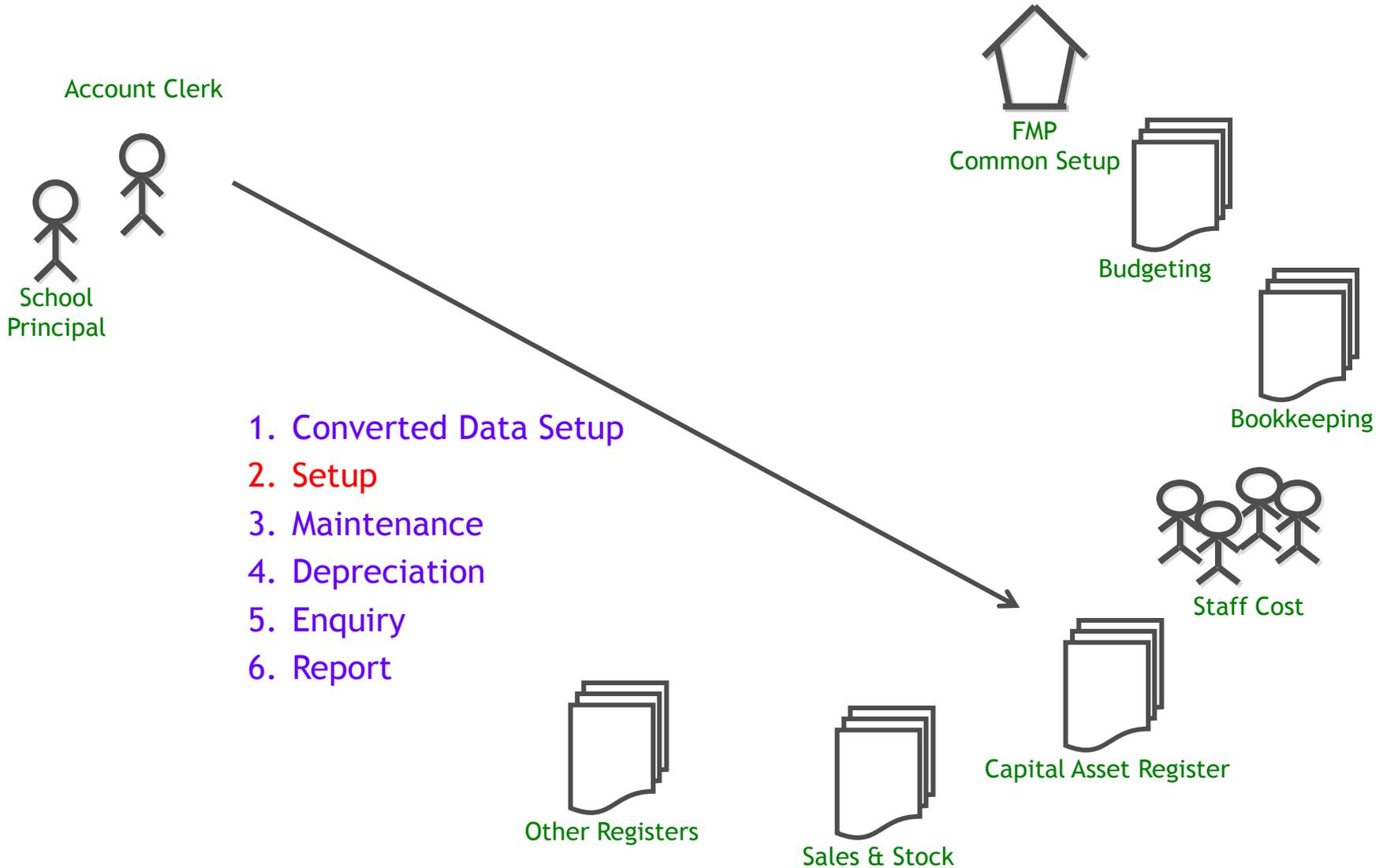


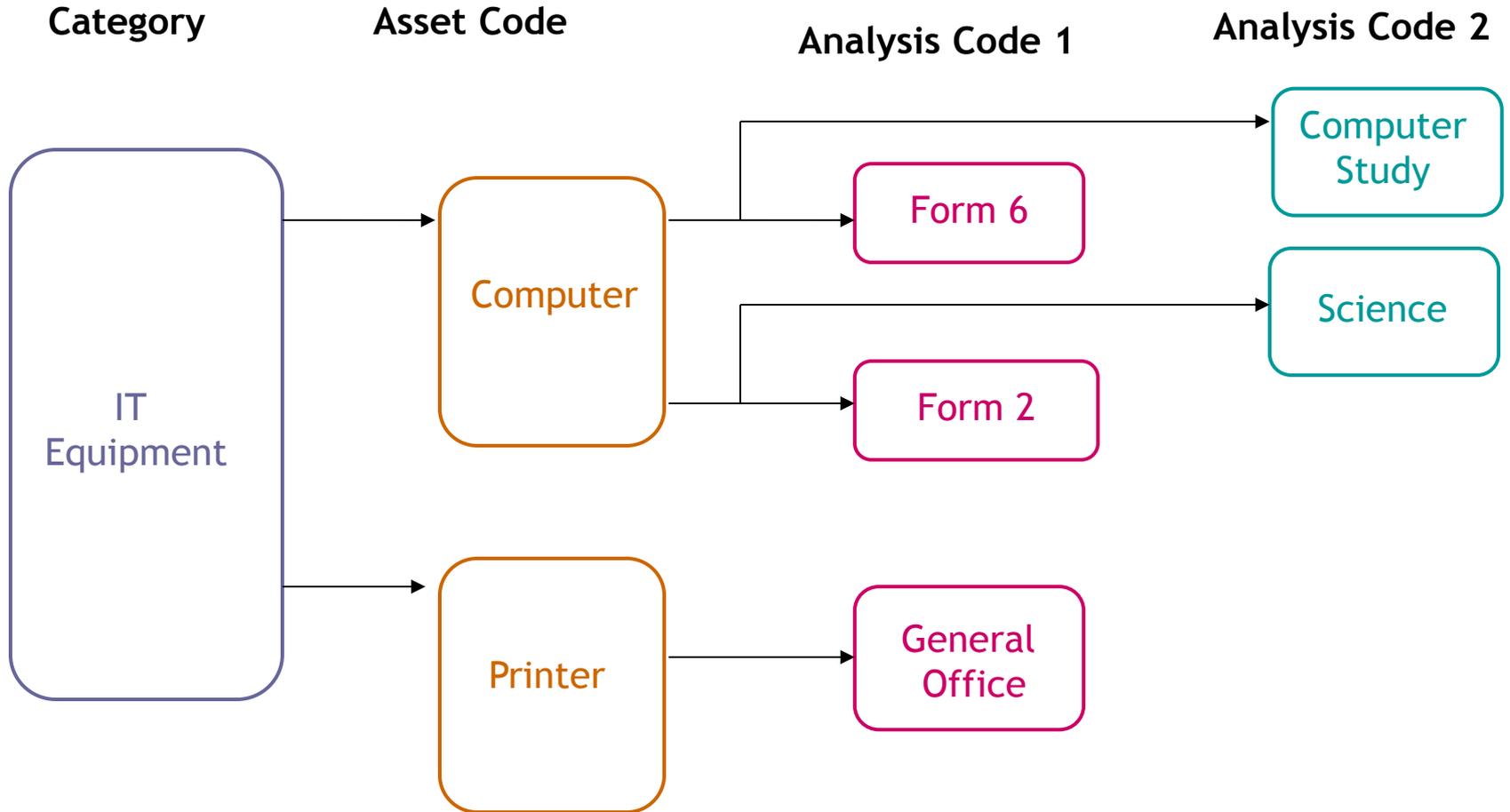
FMP - Capital Asset Register



Capital Asset Register - Set Up

- The CAR function provides the following basic setup for preparation of asset management. It consists of:
 - Maintain Category
 - Maintain Asset Master
 - Maintain Analysis Code 1
 - Maintain Analysis Code 2
- Once all setup functions have been done, user can proceed to create vouchers, maintain Asset Registration, Write-Off and Transfer of assets.
- Please note that no year end closing concept applies to this module.

Capital Asset Register - Example



Capital Asset Register - Category

- An asset category is used to bundle a group of asset master records with similar nature. It facilitates asset registrations, report printing, enquiry and recording depreciation.
- Add Category
 - By default, effective status of all newly created categories will be set to “Active”.
 - No duplicated category record is allowed.
- Update Category
 - User may change the description and effective status of the category.
- Delete Category
 - User is not allowed to delete category, if any asset master record has registered under this category.
 - Instead of deleting a category, user may consider setting the effective status of the category to “Inactive” if the category is no longer in use.

Add Category

[S-FCA01-01] [FMP](#) > [CAR](#) > [Setup](#) > [Category](#)

Category Asset Master Analysis Code 1 Analysis Code 2

Category Code

English Description

Chinese Description

 Search  Add  Reset

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

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

By default, it displays the page of Category

Step 2. Click [Add] button

Add Category

[S-FCA01-03] [FMP](#) > [CAR](#) > [Setup](#) > [Category](#)

[Category](#) [Asset Master](#) [Analysis Code 1](#) [Analysis Code 2](#)

Add Category Entries

Category Code	English Description	Chinese Description
AUDIO	Audio Equipment	音響器材

 Save  Back

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

Step 3. Fill in the fields

Step 4. Click [Save] button

[S-FCA01-01] [FMP](#) > [CAR](#) > [Setup](#) > [Category](#)

Category Asset Master Analysis Code 1 Analysis Code 2

Category Code	AUDIO
English Description	<input type="text"/>
Chinese Description	<input type="text"/>

 Search  Add  Reset

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

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

Step 2. Enter the search criteria

Step 3. Click [Search] button

Update Category

[S-FCA01-02] [FMP](#) > [CAR](#) > [Setup](#) > [Category](#)

Category Asset Master Analysis Code 1 Analysis Code 2

Category Code

English Description

Chinese Description

Search Reset

<input type="checkbox"/>	Category Code ▲	English Description	Chinese Description	Effective Status
<input type="checkbox"/>	AUDIO	Audio Equipment	音響器材	<input checked="" type="checkbox"/>

Add Delete

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

Step 4. Click [[Category Code](#)] hyperlink

[S-FCA01-04] [FMP](#) > [CAR](#) > [Setup](#) > [Category](#)

Category Asset Master Analysis Code 1 Analysis Code 2

Category Code AUDIO

English Description Audio Equipment

Chinese Description 音響器材

Effective Status Active

 Save  Back

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

Step 5. Update the fields

Step 6. Click [Save] button

[S-FCA01-01] [FMP](#) > [CAR](#) > [Setup](#) > [Category](#)

Category Asset Master Analysis Code 1 Analysis Code 2

Category Code	AUDIO
English Description	
Chinese Description	

 Search  Add  Reset

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

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

Step 2. Enter the search criteria

Step 3. Click [Search] button

Delete Category

[S-FCA01-01] [FMP](#) > [CAR](#) > [Setup](#) > [Category](#)

Category Asset Master Analysis Code 1 Analysis Code 2

Category Code

English Description

Chinese Description

Search Reset

<input checked="" type="checkbox"/>	Category Code ▲	English Description	Chinese Description	Effective Status
<input checked="" type="checkbox"/>	AUDIO	Audio Equipment	音響器材	<input checked="" type="checkbox"/>

Add Delete

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

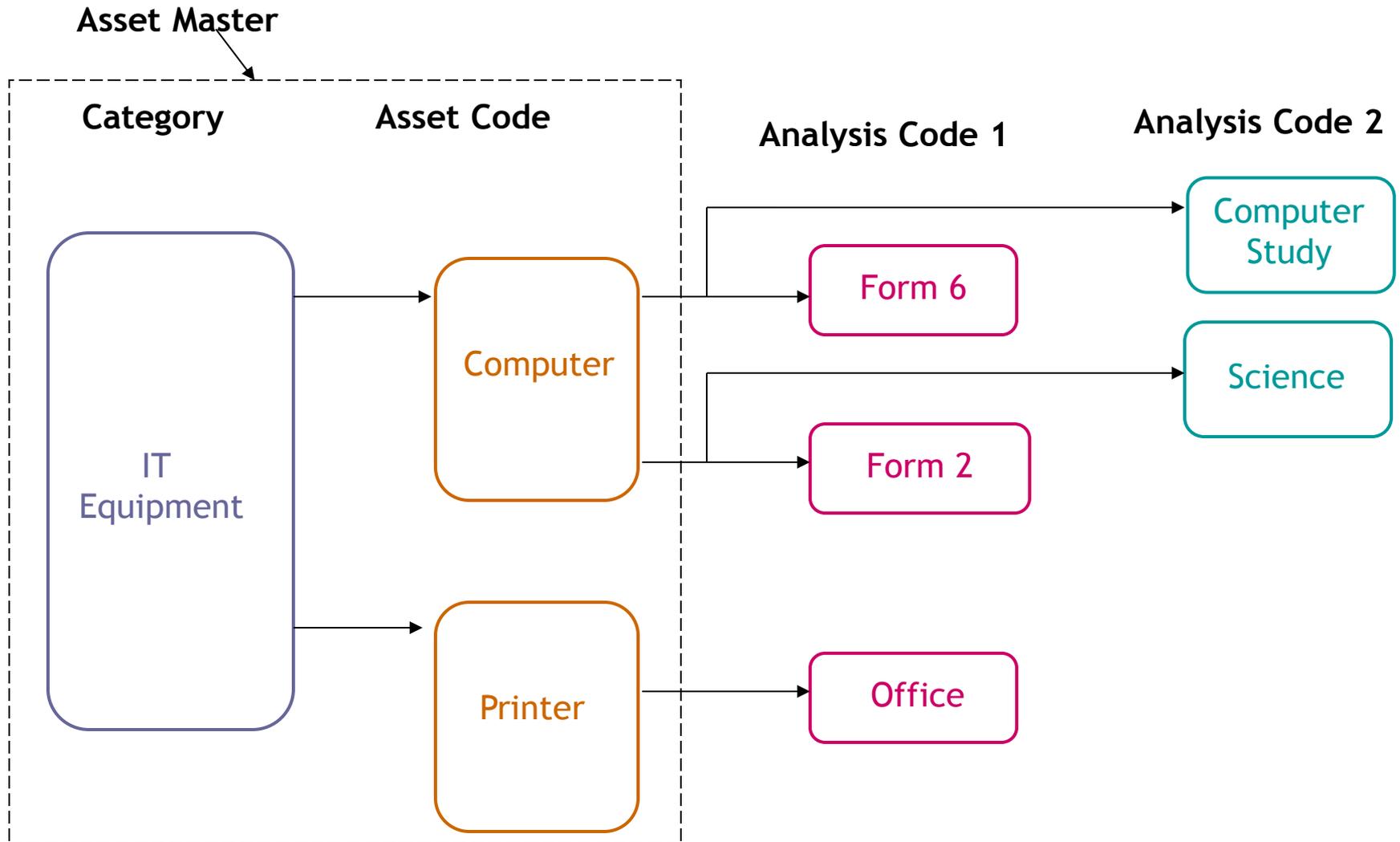
Step 4. Select checkbox(es) next to [Category Code]

Step 5. Click [Delete] button

Capital Asset Register - Asset Master

- An asset code is an asset number which will be categorized under an asset category for asset management.
 - i.e. Asset master = Category Code + Asset Code
- For Asset registration, Asset code must be filled in.
- Add Asset Master
 - User should create asset category before creating asset master records.
 - No duplicated asset code is allowed.
- Update Asset Master
 - User may change asset code information and effective status of the asset code.
- Delete Asset Master
 - Deletion of the asset code is not allowed if any Asset Registration with this asset code exists.

Capital Asset Register - Example



Add Asset Master

[S-FCA02-01] [FMP](#) > [CAR](#) > [Setup](#) > [Asset Master](#)

Category	Asset Master	Analysis Code 1	Analysis Code 2
Asset Code	<input type="text" value="ALL"/>		
English Description	<input type="text"/>		
Chinese Description	<input type="text"/>		
Category Code	<input type="text" value="ALL"/>		

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

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

Step 2. Click [Asset Master] tab

Step 3. Click [Add] button

[S-FCA02-03] FMP > CAR > Setup > Asset Master

Category Asset Master Analysis Code 1 Analysis Code 2

Add Asset Master Entries

Asset Code

Radio

Category Code

AUDIO - Audio Equipment

English Description

Radio

Chinese Description

收音機

Save Back

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

Step 4. Enter the fields

Step 5. Click [Save] button

[S-FCA02-01] [FMP](#) > [CAR](#) > [Setup](#) > [Asset Master](#)

1 Record saved successfully.

Category **Asset Master** Analysis Code 1 Analysis Code 2

Asset Code	ALL
English Description	<input type="text"/>
Chinese Description	<input type="text"/>
Category Code	ALL

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

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

Step 2. Click [Asset Master] tab

Step 3. Enter the search criteria

Step 4. Click [Search] button

[S-FCA02-02] [FMP](#) > [CAR](#) > [Setup](#) > [Asset Master](#)

Category **Asset Master** **Analysis Code 1** **Analysis Code 2**

Asset Code:

English Description:

Chinese Description:

Category Code:

Search Reset

<input type="checkbox"/>	<u>Asset Code</u> ▲	<u>English Description</u>	<u>Chinese Description</u>	<u>Category Code</u>	<u>Effective Status</u>
<input type="checkbox"/>	RADIO	Radio	收音機	AUDIO	<input checked="" type="checkbox"/>

Add Delete

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

Step 5. Click [Asset Code] hyperlink

[S-FCA02-04] [FMP](#) > [CAR](#) > [Setup](#) > [Asset Master](#)

Category

Asset Master

Analysis Code 1

Analysis Code 2

Asset Code

RADIO

Category Code

AUDIO - Audio Equipment

English Description

Radio

Chinese Description

收音機

Effective Status

Active

 Save  Back

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

Step 6. Update the fields

Step 7. Click [Save] button

Delete Asset Master

[S-FC02-01] FMP > CAR > Setup > Asset Master

1 Record saved successfully.

Category Asset Master Analysis Code 1 Analysis Code 2

Asset Code	ALL
English Description	<input type="text"/>
Chinese Description	<input type="text"/>
Category Code	ALL

 Search  Add  Reset

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

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

Step 2. Click [Asset Master] tab

Step 3. Enter the search criteria

Step 4. Click [Search] button

[S-FCA02-02] [FMP](#) > [CAR](#) > [Setup](#) > [Asset Master](#)Category **Asset Master** Analysis Code 1 Analysis Code 2

Asset Code

English Description

Chinese Description

Category Code

<input checked="" type="checkbox"/>	Asset Code ▲	English Description	Chinese Description	Category Code	Effective Status
<input checked="" type="checkbox"/>	RADIO	Radio	收音機	AUDIO	<input checked="" type="checkbox"/>

Step 5. Select checkbox(es) next to [Asset Code]

Step 6. Click [Delete] button

Note:

Deleting asset code is not allowed, if any Asset Registration with this asset code exists.

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

Capital Asset - Analysis Code 1

- Analysis code 1 is used to further characterize asset master records and facilitate user to narrow the searching criteria in all online enquiry and reports. It is an optional asset information.

- Add

- By default, effective status of all newly created analysis codes 1 will be set to “Active”.
- No duplicated analysis code 1 record is allowed.

- Update

- User may change the description and effective status of the analysis code 1.

- Delete

- User is not allowed to delete analysis code 1, if any asset master record with this analysis code 1 exists in Asset Registration.
- Instead of deleting an analysis code 1, user may consider setting the effective status of the analysis code 1 to “Inactive” if the code is no longer in use.

Add Analysis Code 1

[S-FCA01-05] [FMP](#) > [CAR](#) > [Setup](#) > [Analysis Code 1](#)

Category **Asset Master** **Analysis Code 1** Analysis Code 2

Analysis Code 1

English Description

Chinese Description

 Search  Add  Reset

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

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

Step 2. Click [Analysis Code 1] tab

Step 3. Click [Add] button

Add Analysis Code 1

[S-FCA01-07] FMP > CAR > Setup > Analysis Code 1

Category Asset Master Analysis Code 1 Analysis Code 2

Add Analysis Code 1 Entries

Analysis Code 1	English Description	Chinese Description
P1	Primary One	小一

 Save  Back

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

Step 4. Fill in the fields

Step 5. Click [Save] button

Update Analysis Code 1

[S-FCA01-05] [FMP](#) > [CAR](#) > [Setup](#) > [Analysis Code 1](#)

1 Record saved successfully.

Category **Asset Master** **Analysis Code 1** **Analysis Code 2**

Analysis Code 1

English Description

Chinese Description

 Search  Add  Reset

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

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

Step 2. Click [Analysis Code 1] tab

Step 3. Enter the search criteria

Step 4. Click [Search] button

Update Analysis Code 1

[S-FCA01-06] [FMP](#) > [CAR](#) > Setup > Analysis Code 1

Category Asset Master Analysis Code 1 Analysis Code 2

Analysis Code 1

English Description

Chinese Description

Search Reset

<input type="checkbox"/>	Analysis Code 1 ▲	English Description	Chinese Description	Effective Status
<input type="checkbox"/>	P1	Primary One	小學一年級	<input checked="" type="checkbox"/>

Add Delete

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

Step 5. Click [Analysis Code 1] hyperlink

Update Analysis Code 1

[S-FCA01-08] [FMP](#) > [CAR](#) > [Setup](#) > [Analysis Code 1](#)

Category **Asset Master** **Analysis Code 1** **Analysis Code 2**

Analysis Code 1

English Description

Chinese Description

Effective Status

P1

Primary One

小學一

Active

 Save

 Back

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

Step 6. Update the fields

Step 7. Click [Save] button

Delete Analysis Code 1

[S-FCA01-05] [FMP](#) > [CAR](#) > [Setup](#) > [Analysis Code 1](#)

1 Record saved successfully.

Category **Asset Master** **Analysis Code 1** **Analysis Code 2**

Analysis Code 1

ALL ▾

English Description

Chinese Description

 Search  Add  Reset

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

- Step 1. Click [CAR] → [Setup] from the left menu
- Step 2. Click [Analysis Code 1] tab
- Step 3. Enter the search criteria
- Step 4. Click [Search] button

Delete Analysis Code 1

[S-FCA01-06] [FMP](#) > [CAR](#) > Setup > [Analysis Code 1](#)

Category **Asset Master** **Analysis Code 1** **Analysis Code 2**

Analysis Code 1

English Description

Chinese Description

Search Reset

<input checked="" type="checkbox"/>	Analysis Code 1 ▲	English Description	Chinese Description	Effective Status
<input checked="" type="checkbox"/>	P1	Primary One	小一	<input checked="" type="checkbox"/>

Add Delete

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

Step 5. Select checkbox(es) next to [Analysis Code 1]

Step 6. Click [Delete] button

Capital Asset - Analysis Code 2

- Analysis code 2 is used to further characterize asset master records and facilitate user to narrow the searching criteria in all online enquiry and reports. It is an optional asset information.

- Add

- By default, effective status of all newly created analysis codes 2 will be set to “Active”.
- No duplicated analysis code 2 record is allowed.

- Update

- User may change the description and effective status of the analysis code 2.

- Delete

- User is not allowed to delete analysis code 2, if any asset master record with this analysis code 2 exists in Asset Registration.

Add Analysis Code 2

[S-FCA01-09] [FMP](#) > [CAR](#) > [Setup](#) > [Analysis Code 2](#)

Category **Asset Master** **Analysis Code 1** **Analysis Code 2**

Analysis Code 2

English Description

Chinese Description

 Search  Add  Reset

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

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

Step 2. Click [Analysis Code 2] tab

Step 3. Click [Add] button

Add Analysis Code 2

[S-FCA01-11] [FMP](#) > [CAR](#) > [Setup](#) > [Analysis Code 2](#)

[Category](#) [Asset Master](#) [Analysis Code 1](#) [Analysis Code 2](#)

Add Analysis Code 2 Entries

Analysis Code 2	English Description	Chinese Description
Music	Music	音樂

 Save  Back

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

Step 4. Fill in the fields

Step 5. Click [Save] button

[S-FCA01-09] FMP > CAR > Setup > Analysis Code 2

1 Record saved successfully.

Category Asset Master Analysis Code 1 **Analysis Code 2**

Analysis Code 2

ALL

English Description

Chinese Description

 Search  Add  Reset

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

- Step 1. Click [CAR] → [Setup] from the left menu
- Step 2. Click [Analysis Code 2] tab
- Step 3. Enter the search criteria
- Step 4. Click [Search] button

Update Analysis Code 2

[S-FCA01-10] [FMP](#) > [CAR](#) > Setup > [Analysis Code 2](#)

Category Asset Master Analysis Code 1 Analysis Code 2

Analysis Code 2	MUSIC ▾
English Description	<input type="text"/>
Chinese Description	<input type="text"/>

 Search  Reset

<input type="checkbox"/>	Analysis Code 2 ▾	English Description	Chinese Description	Effective Status
<input type="checkbox"/>	MUSIC	Music	音樂	<input checked="" type="checkbox"/>

 Add  Delete

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

Step 5. Click [Analysis Code 2] hyperlink

Update Analysis Code 2

[S-FCA01-12] FMP > CAR > Setup > Analysis Code 2

Category Asset Master Analysis Code 1 Analysis Code 2

Analysis Code 2

English Description

MUSIC

Music

Chinese Description

音樂

Effective Status

Active

Save Back

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

Step 6. Update the fields
Step 7. Click [Save] button

Delete Analysis Code 2

[S-FCA01-09] FMP > CAR > Setup > Analysis Code 2

1 Record saved successfully.

Category Asset Master Analysis Code 1 **Analysis Code 2**

Analysis Code 2 ALL

English Description

Chinese Description

 Search  Add  Reset

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

- Step 1. Click [CAR] → [Setup] from the left menu
- Step 2. Click [Analysis Code 2] tab
- Step 3. Enter the search criteria
- Step 4. Click [Search] button

Delete Analysis Code 2

[S-FCA01-10] [FMP](#) > [CAR](#) > Setup > Analysis Code 2

Category Asset Master Analysis Code 1 Analysis Code 2

Analysis Code 2

English Description

Chinese Description

<input type="checkbox"/>	Analysis Code 2 ▲	English Description	Chinese Description	Effective Status
<input checked="" type="checkbox"/>	MUSIC	Music	音樂	<input checked="" type="checkbox"/>

Step 5. Select checkbox(es) next to [Analysis Code 2]

Step 6. Click [Delete] button

Press
ESCAPE
to return