

# **USER MANUAL Financial Monitoring and Planning - Capital Asset Register (CAR)**

**(Document 27e)**

## Table of Contents

<b>1</b>	<b>MODULE OVERVIEW .....</b>	<b>1</b>
1.1	INTRODUCTION.....	1
1.1.1	<i>Objective .....</i>	<i>1</i>
1.2	FUNCTION CHART .....	3
1.3	FLOW DIAGRAM.....	4
1.4	INTERACTIONS WITH OTHER MODULES .....	5
<b>2</b>	<b>OPERATION PROCEDURES .....</b>	<b>9</b>
2.1	SETUP .....	9
2.1.1	<i>Category.....</i>	<i>9</i>
	Add Category .....	9
	Update category .....	10
	Delete category .....	13
2.1.2	<i>Asset Master.....</i>	<i>16</i>
	Add Asset Code .....	16
	Update Asset Code.....	17
	Delete Asset Code.....	20
2.1.3	<i>Analysis Code 1.....</i>	<i>23</i>
	Add Analysis Code 1 .....	23
	Update Analysis Code 1.....	25
	Delete Analysis Code 1.....	27
2.1.4	<i>Analysis Code 2.....</i>	<i>30</i>
	Add Analysis Code 2 .....	30
	Update Analysis Code 2.....	32
	Delete Analysis Code 2.....	34
2.2	MAINTENANCE .....	37
2.2.1	<i>Asset Voucher.....</i>	<i>37</i>
	Add Asset Voucher .....	37
	Update Asset Voucher .....	40
	Delete Asset Voucher.....	42
	Set Completed Voucher as Incomplete Voucher .....	44
2.2.2	<i>Asset Registration .....</i>	<i>47</i>
	Maintain Asset Registration – Input on Screen.....	47
	Maintain Asset Registration - Import by Template.....	55
	Complete Asset Voucher .....	57
2.2.3	<i>Write-Off Asset.....</i>	<i>59</i>
	Partial Write-off Asset .....	59
	Batch Write-off Asset .....	66
2.2.4	<i>Transfer Asset .....</i>	<i>69</i>
2.2.5	<i>Refrain from Modification .....</i>	<i>72</i>
2.3	DEPRECIATION .....	74
2.4	ENQUIRY .....	78
2.5	REPORT .....	81
2.5.1	<i>Generate Report.....</i>	<i>81</i>

## **1 Module Overview**

### **1.1 Introduction**

#### **1.1.1 Objective**

The Capital Asset Register Module provides an effective tool for asset management. User-friendly functions are available for recording asset acquisitions, write-offs and transfers. The module incorporates adequate control on write-off and modifications to post-audited records. Flexibility in selecting records for generating register can facilitate users to perform the tasks of annual stock taking, asset management, etc.

The Capital Asset Register is used for recording all the Capital Asset, non-consumable and durable goods. The information of the asset may include asset voucher, asset value, quantity, location and Government Fund allocation. It also provides on-line enquiry on asset quantity and write-off details. Year end closing concept does not apply here and therefore, there is no Pre-Year End and Year End process in this Module.

The module allows users to maintain the Capital Asset Register. The function includes:

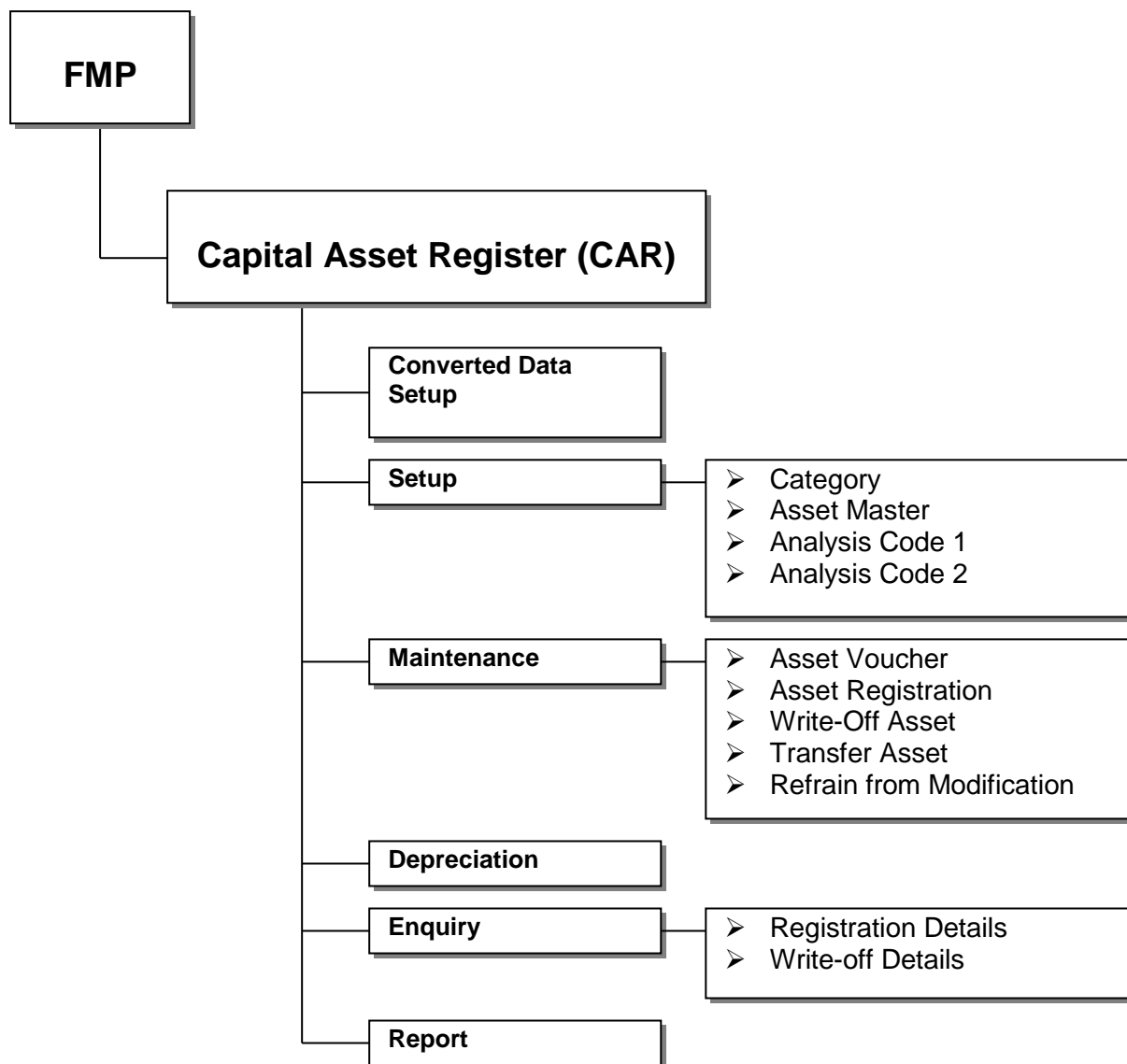
- Converted Data Setup
- Setup
  - o Category
  - o Asset Master
  - o Analysis Code 1
  - o Analysis Code 2
- Maintenance
  - o Asset Voucher
  - o Asset Registration
  - o Write-off Asset
  - o Transfer Asset
  - o Refrain from Modification
- Depreciation
- Enquiry
- Report

The following are some of the features of Capital Asset Register Module:

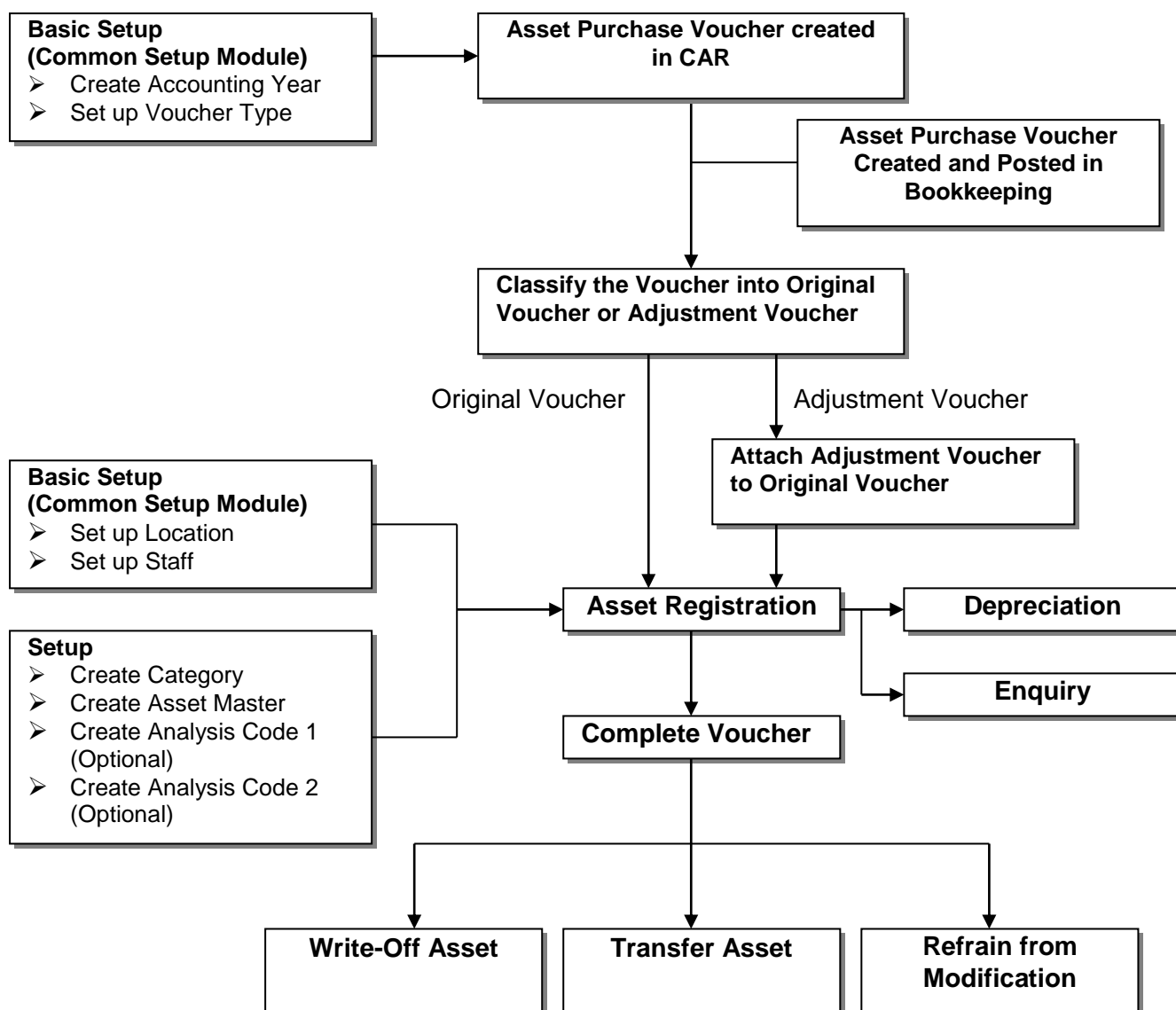
- a. Users may choose to use Capital Asset Register Module only or any other FMP modules.

- b. If users choose to use both Bookkeeping and Capital Asset Register Modules, asset vouchers created and posted in Bookkeeping Module will be transmitted to Capital Asset Register for filling in asset details. If users choose not to use Capital Asset Register Module, then all asset vouchers created in Bookkeeping Module will not be transmitted to Capital Asset Register Module upon posting the vouchers. Also, if users choose to set Capital Asset Register Module effective date later than that of Bookkeeping Module, then all asset vouchers created in Bookkeeping Module before the effective date will not be transmitted to Capital Asset Register Module upon posting the vouchers. No message will be displayed to remind users to fill in asset when posting such vouchers.
- c. Users can define their own asset category, asset code and analysis codes.
- d. Users can record purchased assets and donated assets, write-off assets and asset quantity on hand.
- e. Users can record location details and responsible officers of the assets.
- f. Transfer of asset from one location to another or from one responsible officer to another is allowed.
- g. The system provides function to capture depreciation information prepared by users off the system.
- h. Worksheets with breakdown by locations or responsible officers for stocktaking can be provided to users.

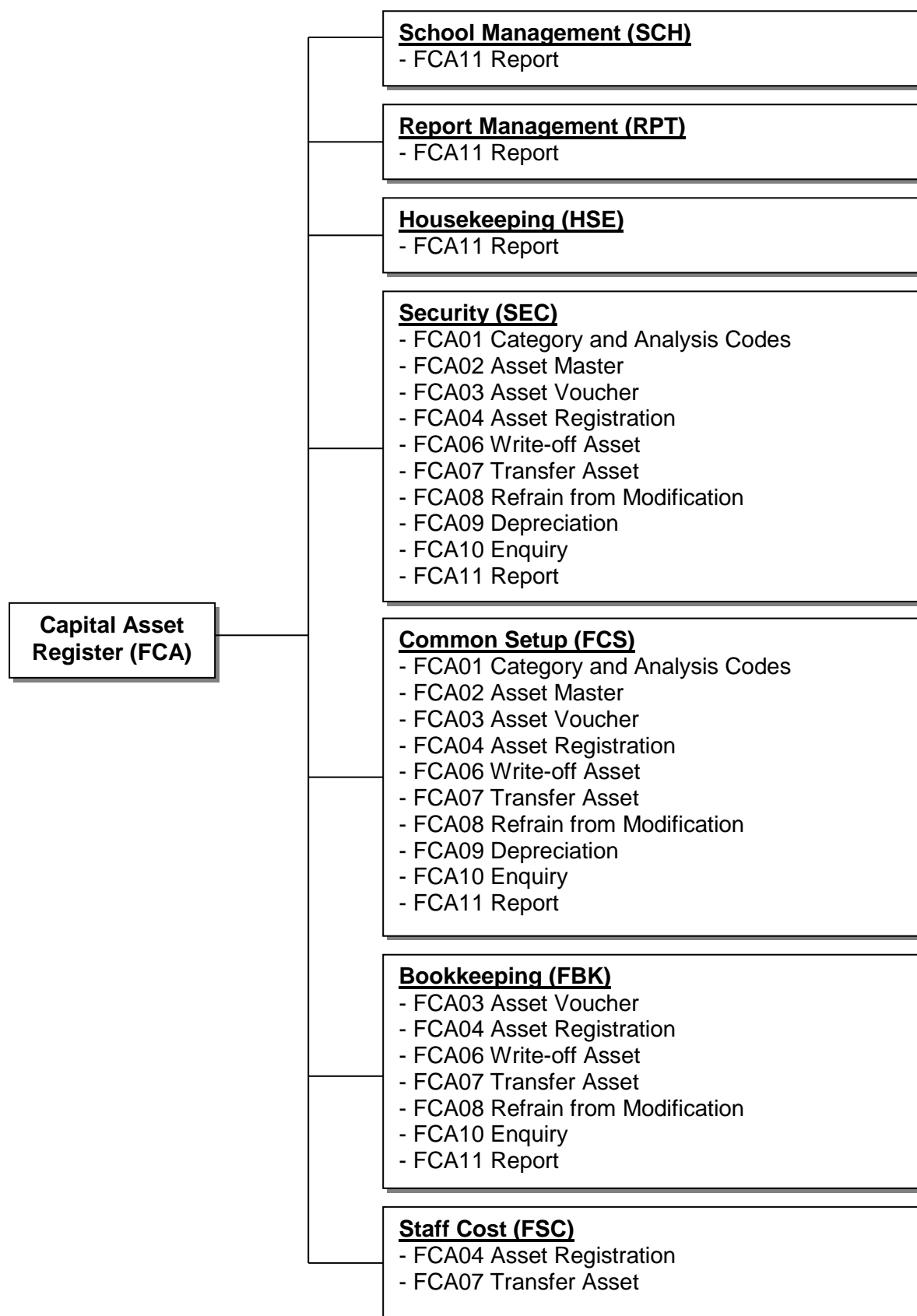
1.2 Function Chart



### 1.3 Flow Diagram



## 1.4 Interactions with other modules





### **FCA01 – Category and Analysis Codes**

- Security (SEC)
  - Check the users' access rights to allow users to add, edit, view or delete the category and analysis codes.
  - Insert audit trail.
- Common Setup (FCS)
  - Capital Asset Register Module is set to be effective in the School Accounting Information.



### **FCA02 – Asset Master**

- Security (SEC)
  - Check the users' access rights to allow users to add, edit, view or delete the asset master.
  - Insert audit trail.
- Common Setup (FCS)
  - Capital Asset Register Module is set to be effective in the School Accounting Information.



### **FCA03 – Asset Voucher**

- Security (SEC)
  - Check the users' access rights to allow users to add, edit, view or delete the voucher.
  - Insert audit trail.
- Common Setup (FCS)
  - Capital Asset Register Module is set to be effective in the School Accounting Information.
  - Capital Asset Register Payment Voucher Type must exist.
  - Accounting Year must exist.
- Bookkeeping (FBK)
  - Retrieve Capital Asset Register Payment Voucher.



### **FCA04 – Asset Registration**

- Security (SEC)
  - Check the users' access rights to allow users to add, edit, view, delete the asset detail or complete the voucher.
  - Insert audit trail.
- Common Setup (FCS)
  - Capital Asset Register Module is set to be effective in the School Accounting Information.
  - Location record is updated.
- Bookkeeping (FBK)
  - Retrieve Capital Asset Register Payment Voucher.
- Staff Cost (FSC)
  - Staff master record is updated.



### **FCA06 – Write-off Asset**

- Security (SEC)
  - Check the users' access rights to allow users to partial or batch write off assets and view or delete the write-off asset records.
  - Insert audit trail.
- Common Setup (FCS)



- Capital Asset Register Module is set to be effective in the School Accounting Information.
- Bookkeeping (FBK)
  - Retrieve Capital Asset Register Payment Voucher.



#### **FCA07 – Transfer Asset**

- Security (SEC)
  - Check the users' access rights to allow users to transfer assets.
  - Insert audit trail.
- Common Setup (FCS)
  - Capital Asset Register Module is set to be effective in the School Accounting Information.
  - Location record is updated.
- Bookkeeping (FBK)
  - Retrieve Capital Asset Register Payment Voucher.
- Staff Cost (FSC)
  - Staff master record is updated.



#### **FCA08 – Refrain from Modification**

- Security (SEC)
  - Check the users' access rights to allow users to perform refrain.
  - Insert audit trail.
- Common Setup (FCS)
  - Capital Asset Register Module is set to be effective in the School Accounting Information.
- Bookkeeping (FBK)
  - Retrieve Capital Asset Register Payment Voucher.



#### **FCA09 – Depreciation**

- Security (SEC)
  - Check the users' access rights to allow users to edit or view the depreciation records.
  - Insert audit trail.
- Common Setup (FCS)
  - Capital Asset Register Module is set to be effective in the School Accounting Information.



#### **FCA10 – Enquiry**

- Security (SEC)
  - Check the users' access rights to allow users to enquire the assets.
- Common Setup (FCS)
  - Capital Asset Register Module is set to be effective in the School Accounting Information.
- Bookkeeping (FBK)
  - Retrieve Capital Asset Register Payment Voucher.



#### **FCA11 – Report**

- Security (SEC)
  - Check the users' access rights to print a specific report.
- School Management (SCH)
  - Retrieve school name.
- Report Management (RPT)

- Retrieve report template.
- Housekeeping (HSE)
  - Get code description.
- Common Setup (FCS)
  - Capital Asset Register Module is set to be effective in the School Accounting Information.
- Bookkeeping (FBK)
  - Retrieve Capital Asset Register Payment Voucher.

## 2 Operation Procedures

### 2.1 Setup

#### 2.1.1 Category

##### Add Category



##### Function Description

This function allows users to create a new asset category. An asset category is used to bundle a group of asset master records with similar nature or property. For example, it may have a category “Furniture”, which contains asset code records “Chair” and “Desk”. Every asset code will be categorized under a category to facilitate the filtering of asset master records when performing maintenance of Asset Registration. Besides, depreciation information is captured at category level of the assets.



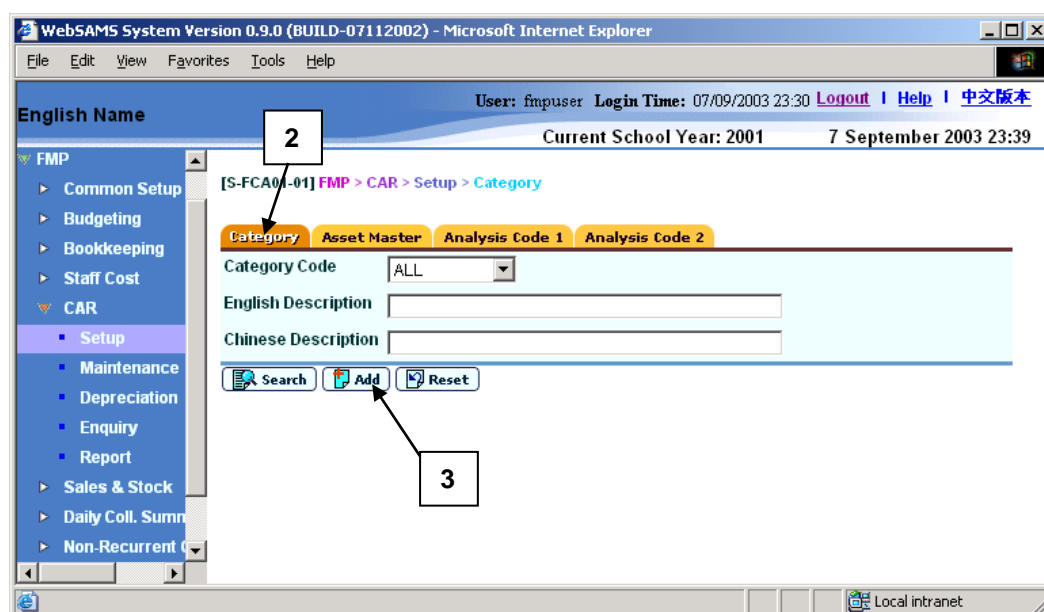
##### Pre-requisites

1. Category record does not exist in the system.

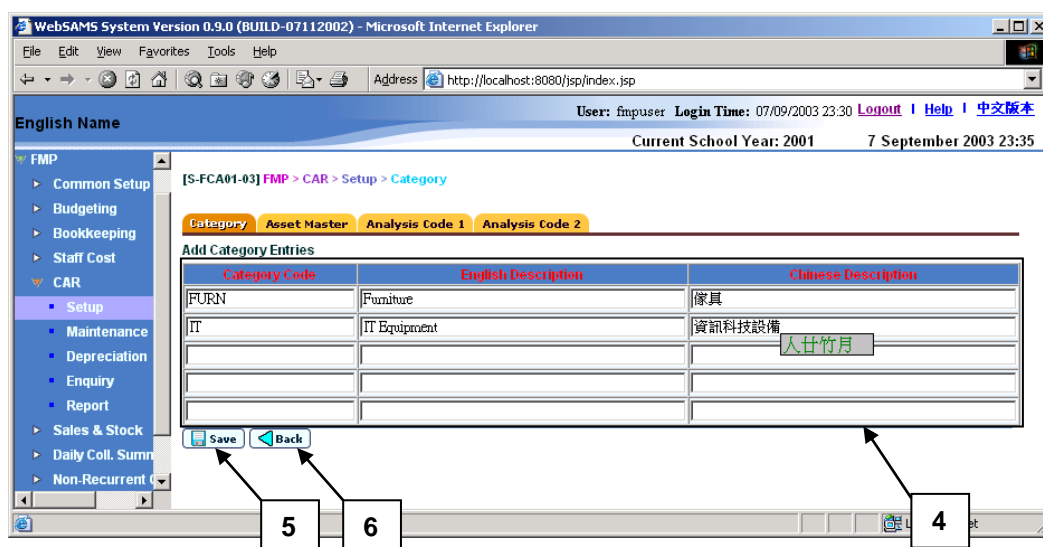


##### User Procedures

1. Click **[FMP]** → **[CAR]** → **[Setup]** from the left menu.
2. Click **[Category]** tab.
3. Click **[Add]** button. A page with 5 blank lines will be displayed. Users may enter one or more category information.



4. Fill in the information.



5. Click **[Save]** button, or
6. Click **[Back]** button to quit without saving.



#### Post-effects

1. When the **[Save]** button is clicked, the system will prompt for confirmation. Once confirmed, the system will validate the information and prompt for any invalid data or missing fields. When the system prompts "Record saved successfully", the information of the new category is saved.
2. Users can select this Category code in Asset Master, Asset Registration, Write-Off Asset, Transfer Asset, Depreciation and Report.



#### Notes

1. Category Code, English Description and Chinese Description are mandatory fields and they are required to be entered.
2. At most 5 new category records can be added at the same time.
3. By default, effective status of all newly created Category Codes will be set to "Active". Users may "Inactive" a Category Code by the update function provided. (Please refer to Update Category)
4. Category Code with "Active" Effective Status will be available for selection in the pull down list box of Category when adding / editing Asset Code.

#### Update category



#### Function Description

This function allows users to update an existing category. Users may change the description and effective status of the category. Updated description will appear on all the online screens and newly generated reports after the change. Change in effective status will be effective instantly. For example, after setting a category to "Inactive", this category cannot be selected in all online functions

except for data enquiry. Users may consider setting the effective status of category to “Inactive” if the category is no longer in use.



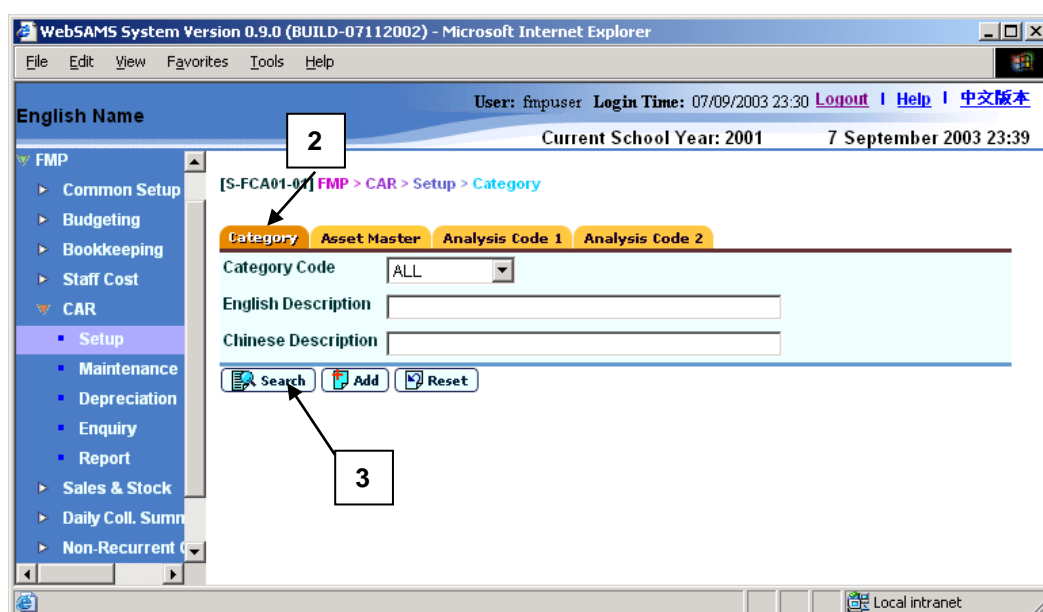
## Pre-requisites

1. Category record must exist.

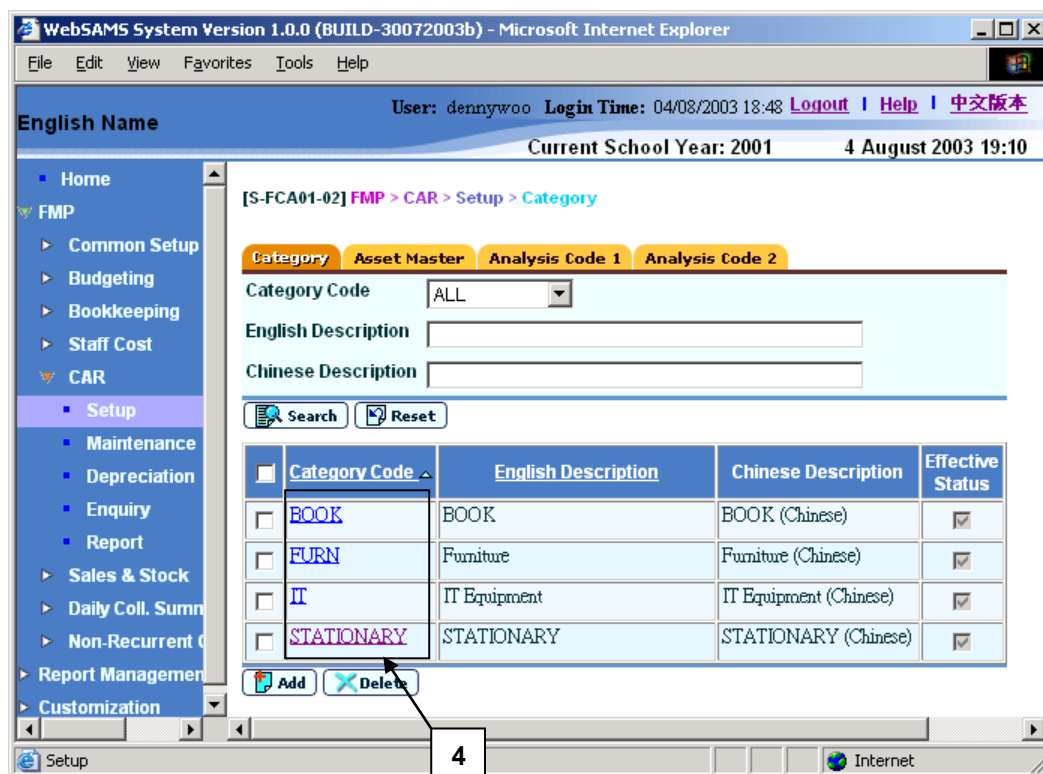


## User Procedures

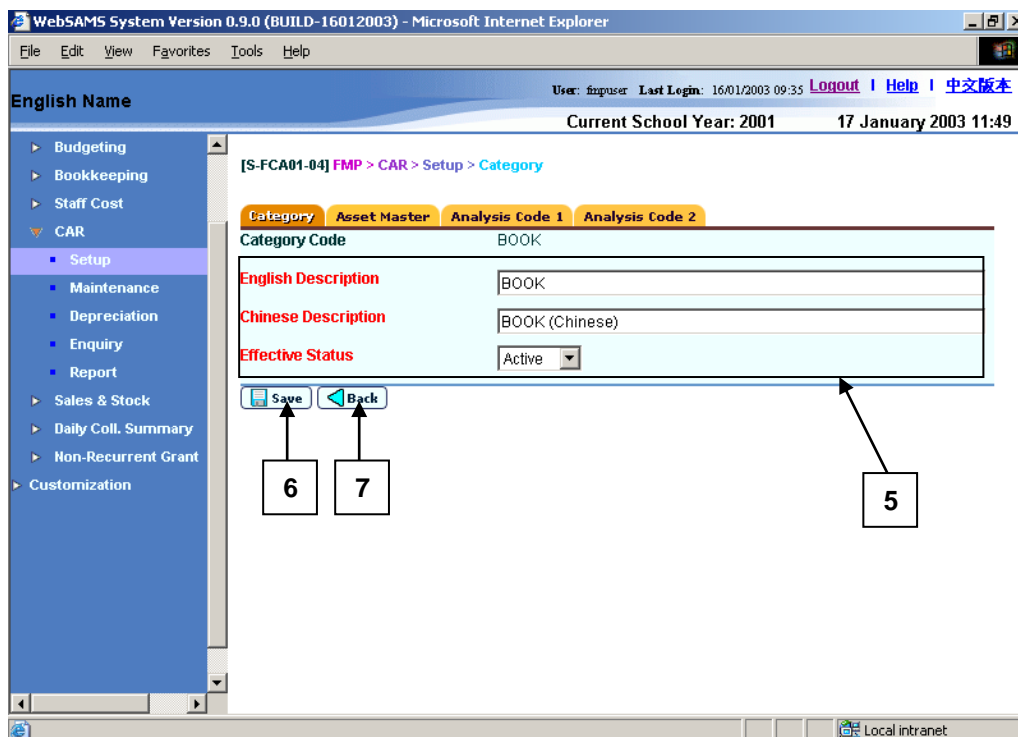
1. Click **[FMP]** → **[CAR]** → **[Setup]** from the left menu.
2. Click **[Category]** tab.
3. Enter the search criteria and click **[Search]** button to search for a category record.



4. A list of matched category records is shown. Click **Category Code** hyperlink to view / edit a category record.



5. Update the information. Users are only allowed to update the English Description, Chinese Description and Effective Status (Active or Inactive).
6. Click **[Save]** button, or
7. Click **[Back]** button to quit without saving.





### Post-effects

1. When the **[Save]** button is clicked, the system will prompt for confirmation. Once confirmed, the system will validate the information and prompt for any invalid data or missing fields. When the system prompts “Record updated successfully”, the information of the category is saved with the updated details.
2. If the effective status of a category is updated to “Inactive”, then that category code will not be displayed in the selection box of category code.



### Notes

1. Category Code with “Active” effective status will be available for selection in the pull down list box of Category when adding / editing Asset Code.

### Delete category



### Function Description

This function allows users to delete existing category records. However, if asset master records have been categorized under a category, users are not allowed to delete this category. Users may consider setting the effective status of the category to “Inactive” if the category is no longer in use.



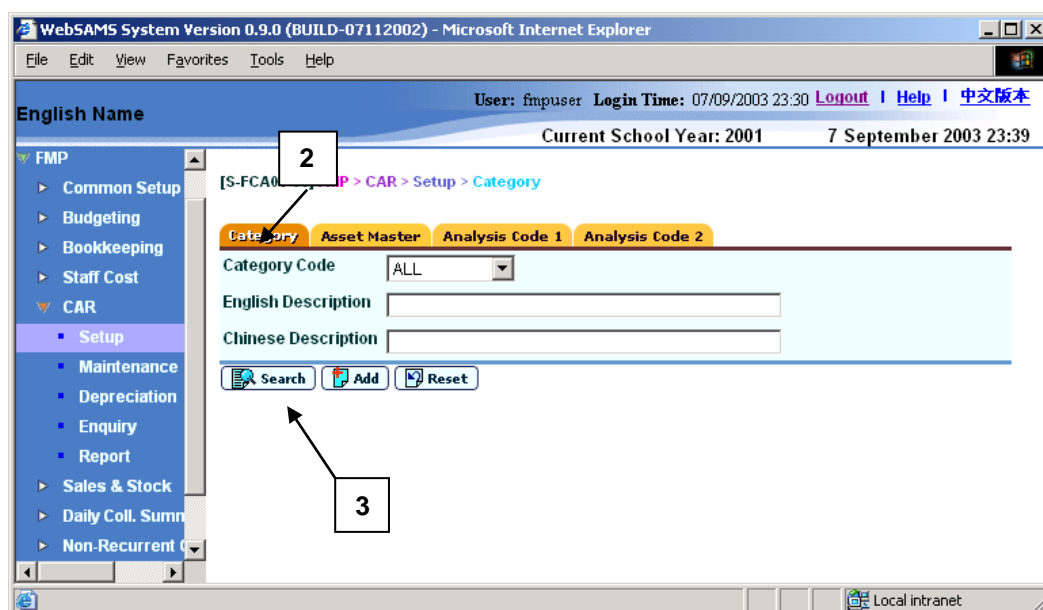
### Pre-requisites

1. Category record must exist.
2. No asset master record is categorized under the category.

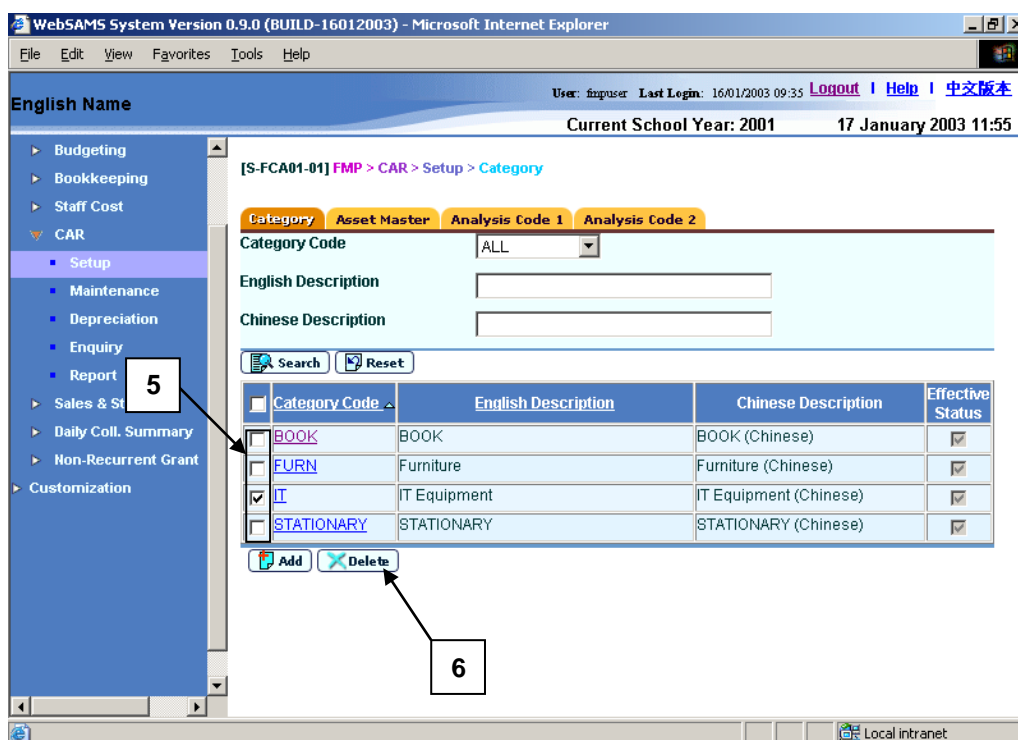


### User Procedures

1. Click **[FMP]** → **[CAR]** → **[Setup]** from the left menu.
2. Click **[Category]** tab.
3. Enter the search criteria and click **[Search]** button to search for category record.



4. A list of matched category records is shown.
5. Check the boxes in front of the **Category Code** to be deleted. Users can select one or more category records to be deleted at the same time.



6. Click [**Delete**] button and confirm the operation.





#### Post-effects

1. To delete existing Category Code(s), users can select one or more categories from the search result list and click the **[Delete]** button. The system will check to ensure that there is no asset master record categorized under the selected Category Code(s) and prompt for confirmation. Once confirmed, the system will delete the selected Category Code(s) from the list.



#### Notes

1. Deletion of the asset category is not allowed if any asset code with this category code exists. An error message will be prompted and the “Delete” action will be aborted.

## 2.1.2 Asset Master

Add Asset Code

## Function Description

This function allows users to create a new asset code. An asset code is an asset item, which will be categorized under an asset category for asset management. For example, it may have an asset code “Chair”, which is categorized under “Furniture” category. Asset code is required to identify the asset item when filling in Asset Registration.



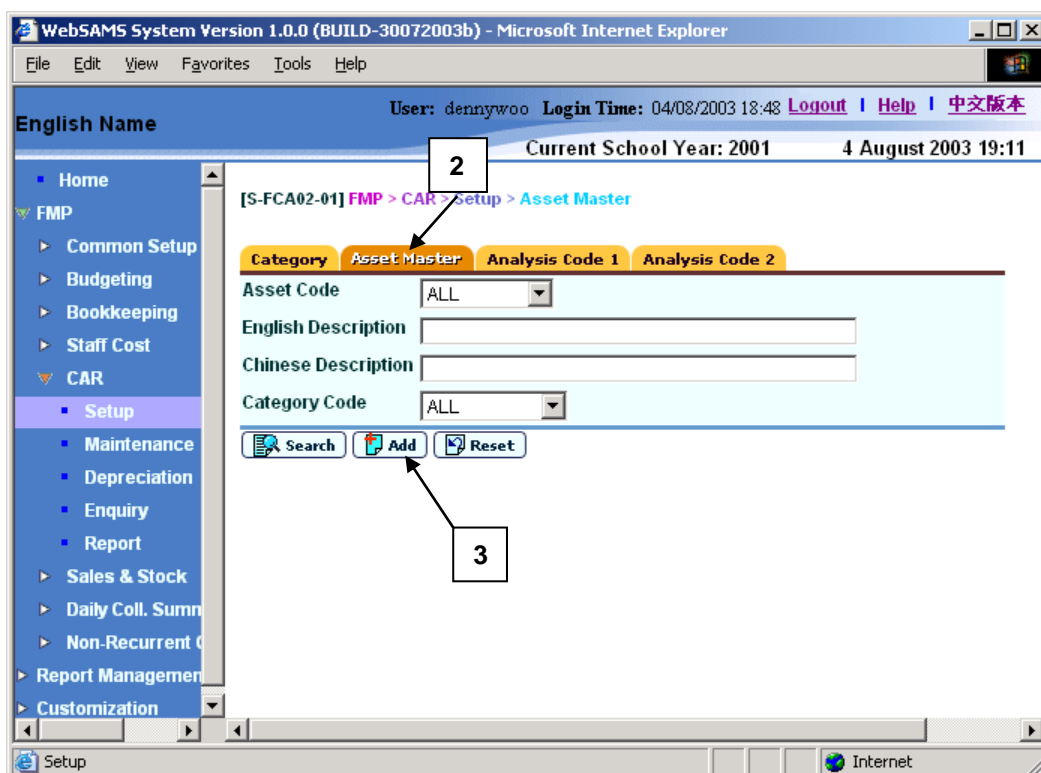
## Pre-requisites

1. Asset Code does not exist in the system.
2. Category codes have been set up.

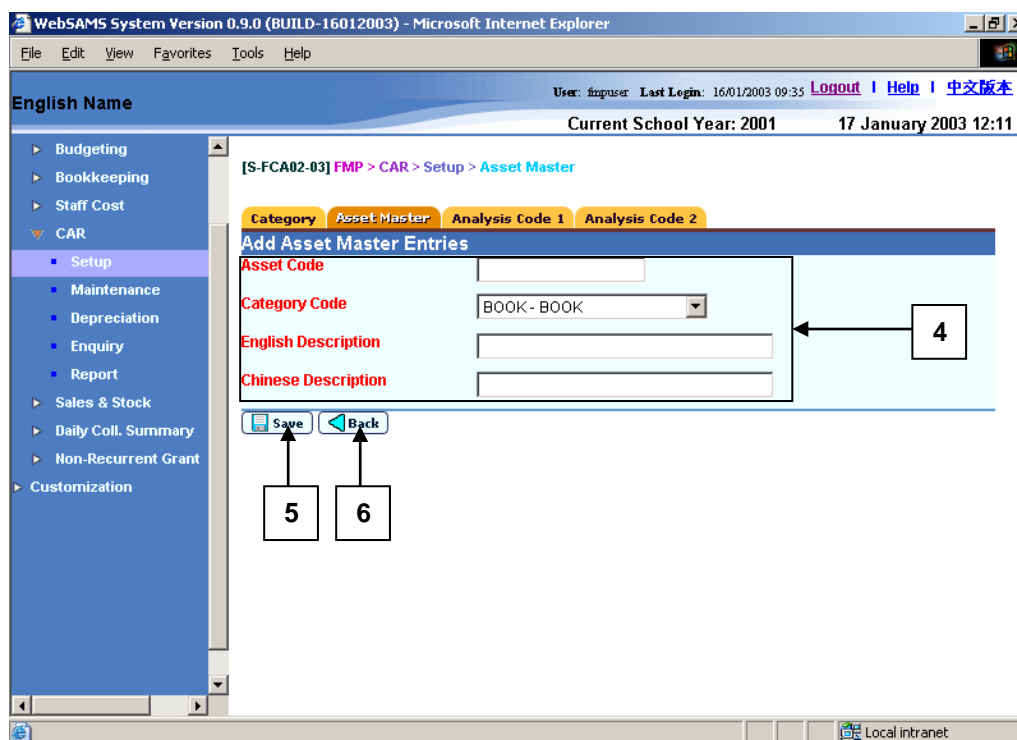


## User Procedures

1. Click **[FMP]** → **[CAR]** → **[Setup]** from the left menu.
2. Click **[Asset Master]** tab.
3. Click **[Add]** button to add a new asset code.



4. Fill in the information and select the Category Code.



5. Click **[Save]** button, or
6. Click **[Back]** button to quit without saving.



#### Post-effects

1. When the **[Save]** button is clicked, the system will prompt for confirmation. Once confirmed, the system will validate the information and prompt for any invalid data or missing fields. When the system prompts "Record saved successfully", the information of the new asset code is saved.
2. This newly added asset code will appear in Asset Registration screen.



#### Notes

1. Asset Code, English Description, Chinese Description, Category and Effective Status are mandatory fields and they are required to be entered.
2. Asset Code with "Active" effective status will be available for selection in the selection box of Asset Code when adding / editing Asset Registration.

### Update Asset Code



#### Function Description

This function allows users to update an existing asset code. Users may change asset code information and effective status. Updated information will appear on all the online screens and newly generated reports after the change. Change in effective status will be effective instantly. For example, after setting an asset code to "Inactive", this asset code cannot be selected in all online functions except for data enquiry. Users may consider setting the effective status of asset code to "Inactive" if the asset code is no longer in use.



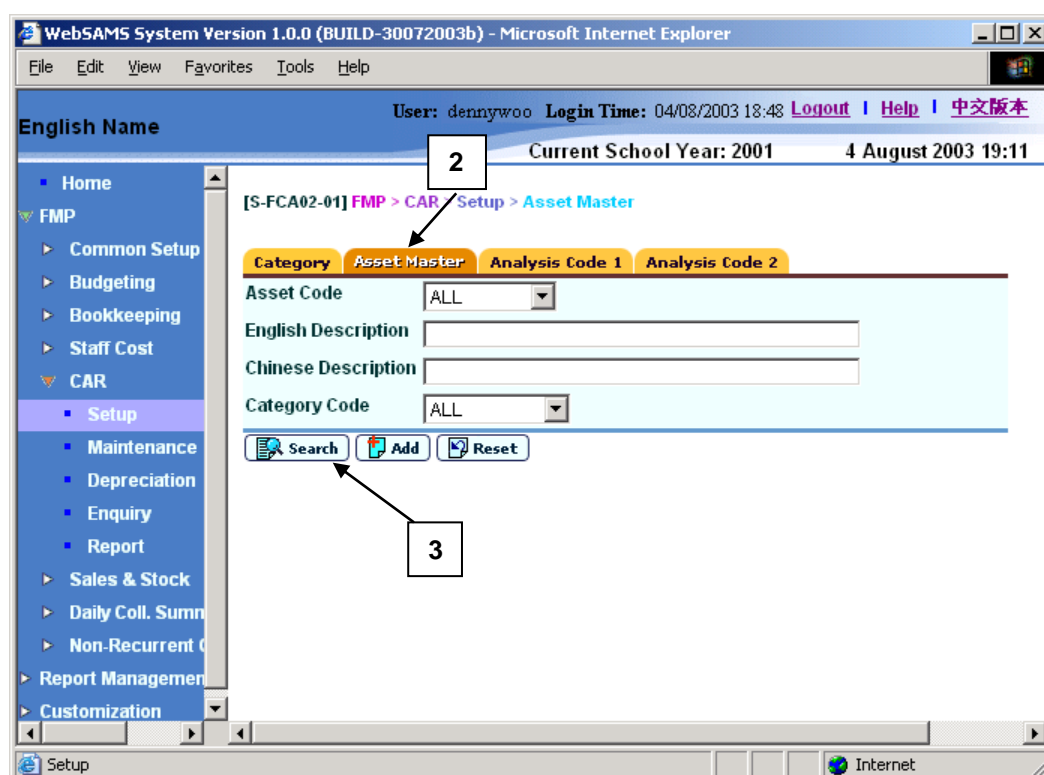
## Pre-requisites

1. Asset Code record must exist.

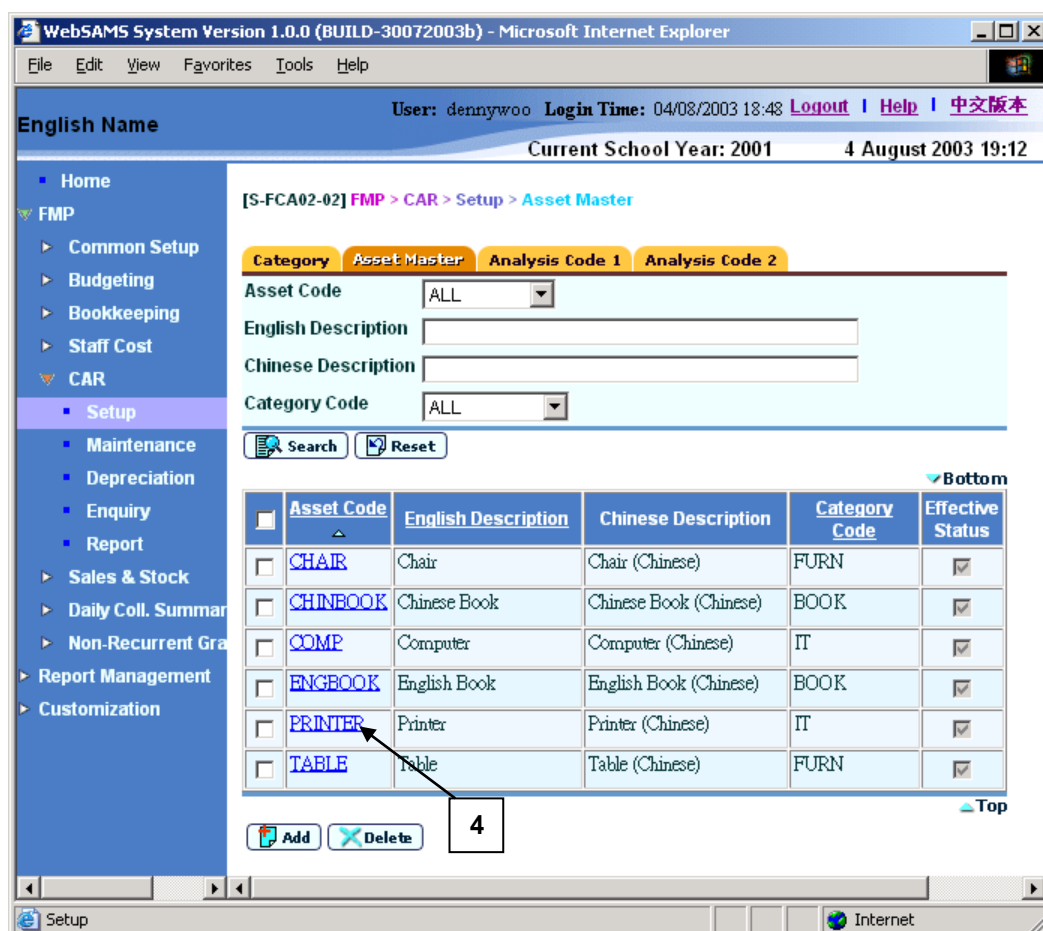


## User Procedures

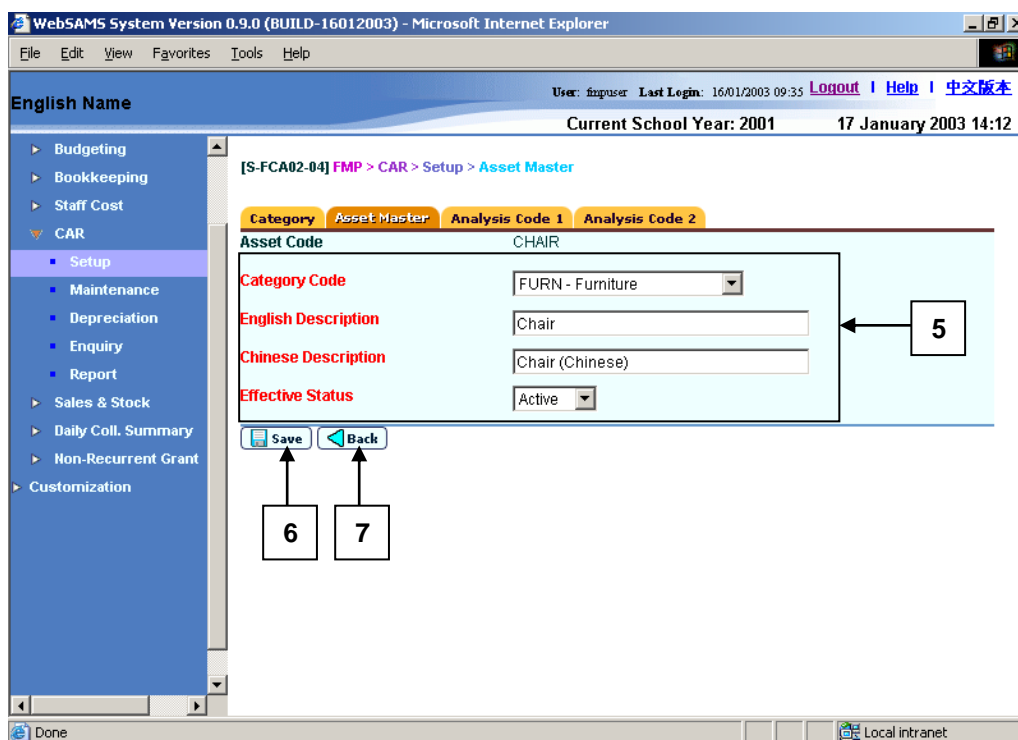
1. Click **[FMP]** → **[CAR]** → **[Setup]** from the left menu.
2. Click **[Asset Master]** tab.
3. Enter the search criteria and click **[Search]** button to search for asset master records.



4. A list of matched asset master records is shown. Click the **Asset Code** hyperlink to view / edit an asset master record.



5. Update the information.



6. Click **[Save]** button, or

7. Click **[Back]** button to quit without saving.



#### Post-effects

1. When the **[Save]** button is clicked, the system will prompt for confirmation. Once confirmed, the system will validate the information and prompt for any invalid data or missing fields. When the system prompts “Record updated successfully”, the information of the asset codes is saved with the updated details.
2. If the effective status of an asset code is updated to “Inactive”, then that asset code will not be displayed in the selection box of asset code.



#### Notes

1. Asset Code with “Active” effective status will be available for selection in the selection box of Asset Code when adding / editing Asset Registration.

### Delete Asset Code



#### Function Description

This function allows users to delete existing asset codes. However, users are not allowed to delete an asset code with asset registration or write-off details. Users may consider setting the effective status of asset code to “Inactive” if the asset code is no longer in use.



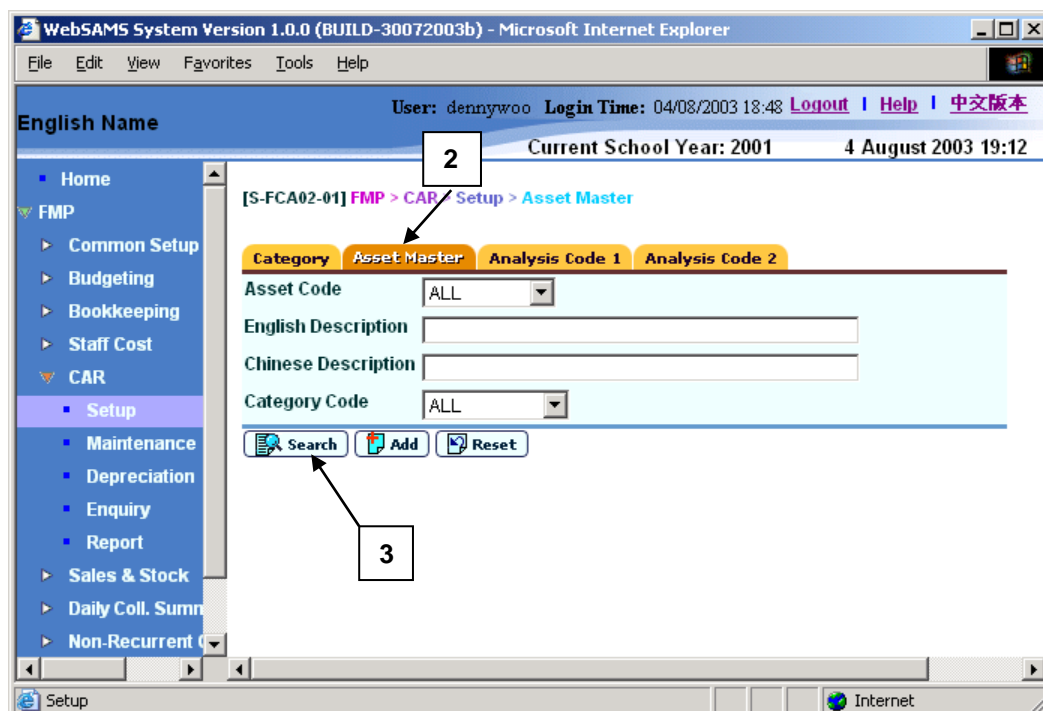
#### Pre-requisites

1. Asset Master record must exist.
2. Asset code selected for deletion is not involved in any asset registration or write-off details.

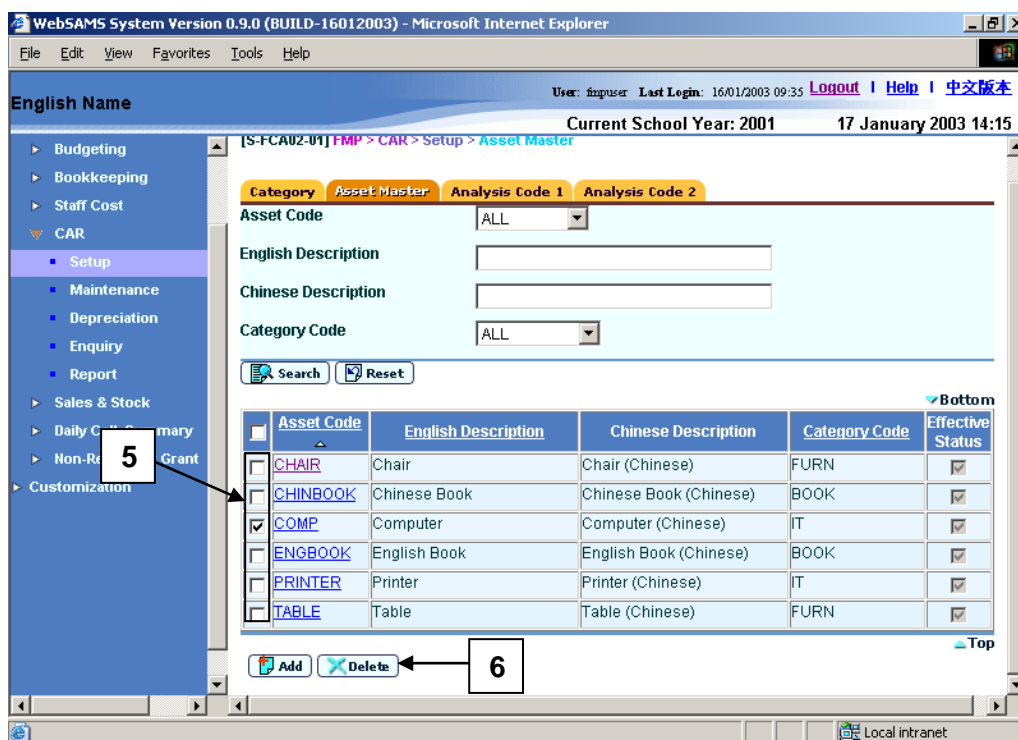


#### User Procedures

1. Click **[FMP]** → **[CAR]** → **[Setup]** from the left menu.
2. Click **[Asset Master]** tab.
3. Enter the search criteria and click **[Search]** button to search for asset master records.



4. A list of matched asset master records is shown.
5. Check the boxes in front of the **Asset Code** to be deleted. Users can select one or more asset code records to be deleted at the same time.
6. Click **[Delete]** button and confirm the operation.





#### Post-effects

1. To delete existing Asset Code(s), users can select one or more asset codes from the search result list and click the **[Delete]** button. The system will check to ensure that there are no asset registration and write-off activities with the selected Asset Code(s) and then prompt for confirmation. Once confirmed, the system will delete the selected Asset Code(s) from the list.



#### Notes

1. Deletion of the Asset Code is not allowed if any Asset Registration Details and write-off activities with this Asset Code exists. An error message will be prompted and the “Delete” action will be aborted.



## 2.1.3 Analysis Code 1

Add Analysis Code 1

## Function Description

This function allows users to create a new analysis code 1. An analysis code is used to characterize asset master records and facilitate users to narrow the searching criteria in all online enquiry and reports. Analysis code 1 is an optional asset information. Users can group assets into different analysis code 1 to shortlist the asset records in the search screens and report criteria screens. E.g. if it is always required to print report according to levels, users can define all the levels in this function, e.g. Primary 6. Then in the asset registration screen, users can choose “Primary 6” as the analysis code 1 for those assets related to Primary 6 Level. Later, when setting print criteria in reports or retrieving data in enquiry screens, users can shortlist those assets related to “Primary 6” level by choosing Analysis Code 1 as “Primary 6”.



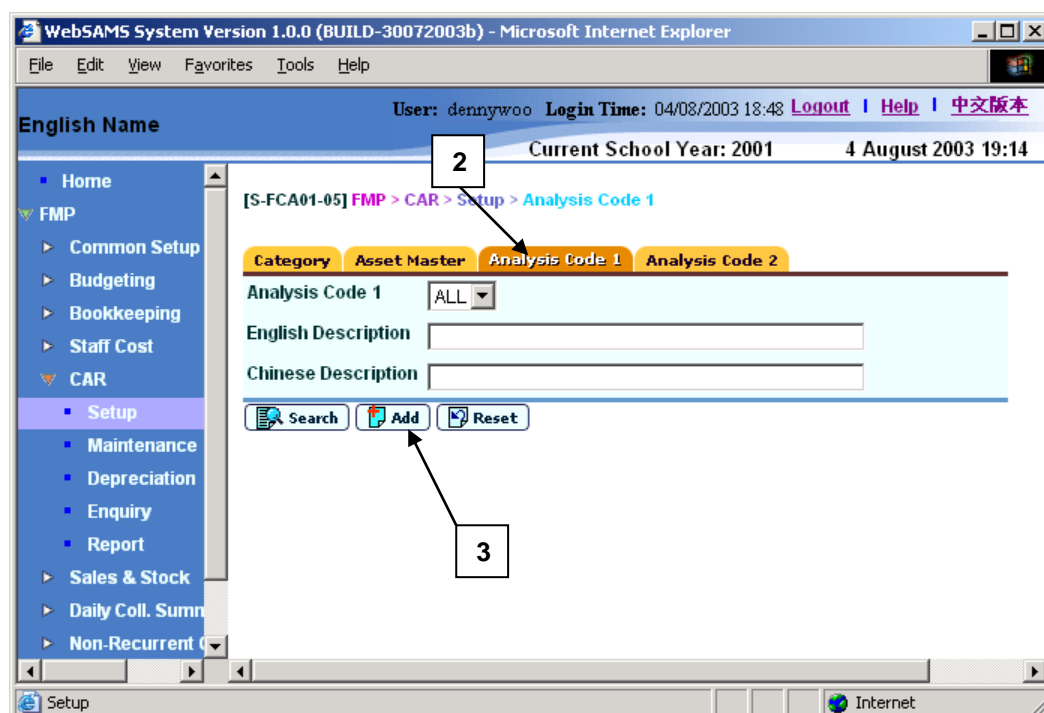
## Pre-requisites

1. Asset Code 1 does not exist in the system.



## User Procedures

1. Click **[FMP] → [CAR] → [Setup]** from the left menu.
2. Click **[Analysis Code 1]** tab.
3. Click **[Add]** button. A page with 5 blank lines will be displayed. Users may enter one or more analysis code information.



4. Fill in the information.
5. Click **[Save]** button, or

6. Click **[Back]** button to quit without saving.

WebSAMS System Version 1.0.0 (BUILD-08092003a) - Microsoft Internet Explorer

User: fmpuser Login Time: 10/09/2003 08:07 Logout | Help | 中文版本

Primary AM (School Type 2) Current School Year: 2002 10 September 2003 8:10

[S-FC01-07] 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
SCIENCE	Science (Eng)	Science (Chi)
MATH	Mathematics (Eng)	Mathematics (Chi)

Save Back

4 5 6



## Post-effects

1. When the **[Save]** button is clicked, the system will prompt for confirmation. Once confirmed, the system will validate the information and prompt for any invalid data or missing fields. When the system prompts “Record saved successfully”, the information of the new Analysis Code 1 is saved.
2. This Analysis Code 1 will appear in the Asset Registration, Write-Off Asset, Transfer Asset and Report screen.



## Notes

1. Analysis Code 1, English Description, Chinese Description and Effective Status are mandatory fields and they are required to be entered.
2. At most 5 new analysis code records can be added at the same time.
3. Analysis Code 1 with “Active” effective status will be available for selection in the selection box of Analysis Code 1 when adding / editing Asset Registration.
4. Analysis Code 1 is an optional field when filling asset items of Asset Registration. Users may choose “N/A”, which means “Not Applicable”, if analysis code 1 is not to be used.

## Update Analysis Code 1



### Function Description

This function allows users to update an existing analysis code 1. Users may change the description and effective status of the analysis code 1. Updated description will appear on all the online screens and newly generated reports after the change. Change in effective status will be effective instantly. For example, after setting an analysis code 1 to “Inactive”, this analysis code 1 cannot be selected in all online functions except for data enquiry. Users may consider setting the effective status of analysis code to “Inactive” if the code is no longer in use.



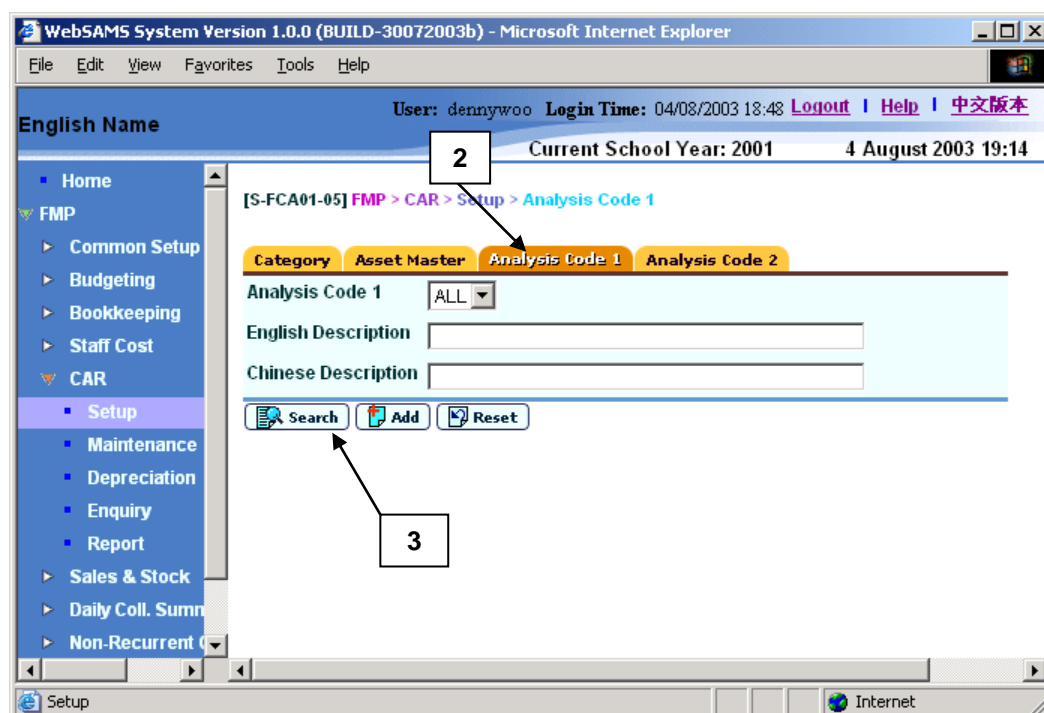
### Pre-requisites

1. Analysis Code 1 records must exist.

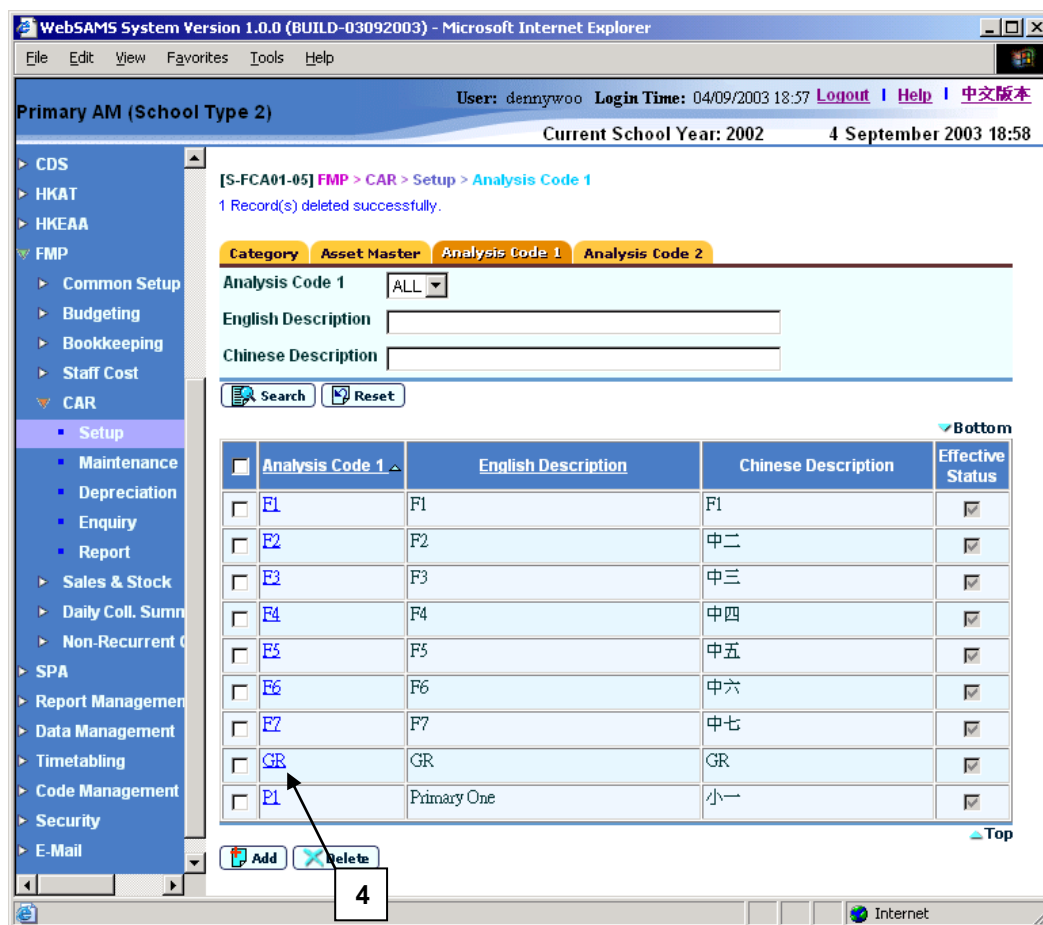


### User Procedures

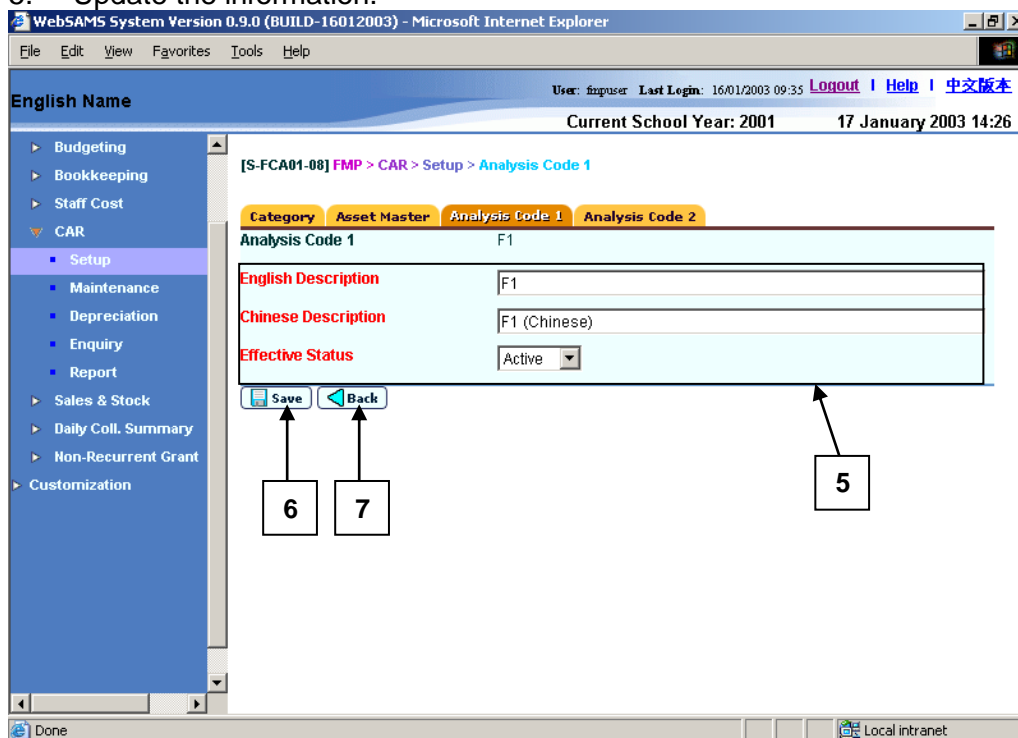
1. Click **[FMP] → [CAR] → [Setup]** from the left menu.
2. Click **[Analysis Code 1]** tab.
3. Enter the search criteria and click **[Search]** button to search for analysis code 1 records.



4. A list of matched analysis code 1 records is shown. Click **Analysis Code 1** hyperlink to edit / view an analysis code 1 record.



##### 5. Update the information.



6. Click **[Save]** button, or

7. Click **[Back]** button to quit without saving.



#### Post-effects

1. When **[Save]** button is clicked, the system will prompt for confirmation. Once confirmed, the system will validate the information and prompt for any invalid data or missing fields. When the system prompts “Record saved successfully”, the information of the Analysis Code 1 is saved with the updated details.



#### Notes

1. English Description, Chinese Description and Effective Status are mandatory fields and they are needed to be entered.
2. Analysis Code 1 with “Active” Effective Status will be available for selection in the selection box of Analysis Code 1 when adding / editing Asset Registration.

#### Delete Analysis Code 1



#### Function Description

This function allows users to delete an existing analysis code 1. However, users are not allowed to delete an analysis code 1 if any asset master with this analysis code 1 exists in Asset Registration. Users may consider setting the effective status of analysis code 1 to “Inactive” if the code is no longer in use.



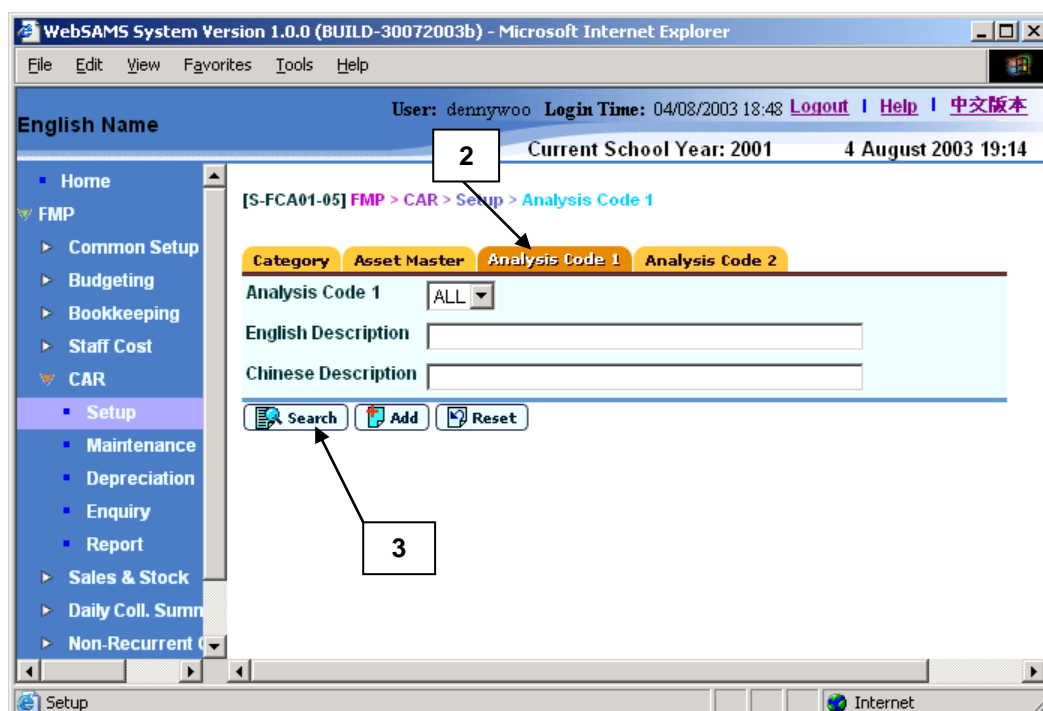
#### Pre-requisites

1. Analysis Code 1 must exist in the system.

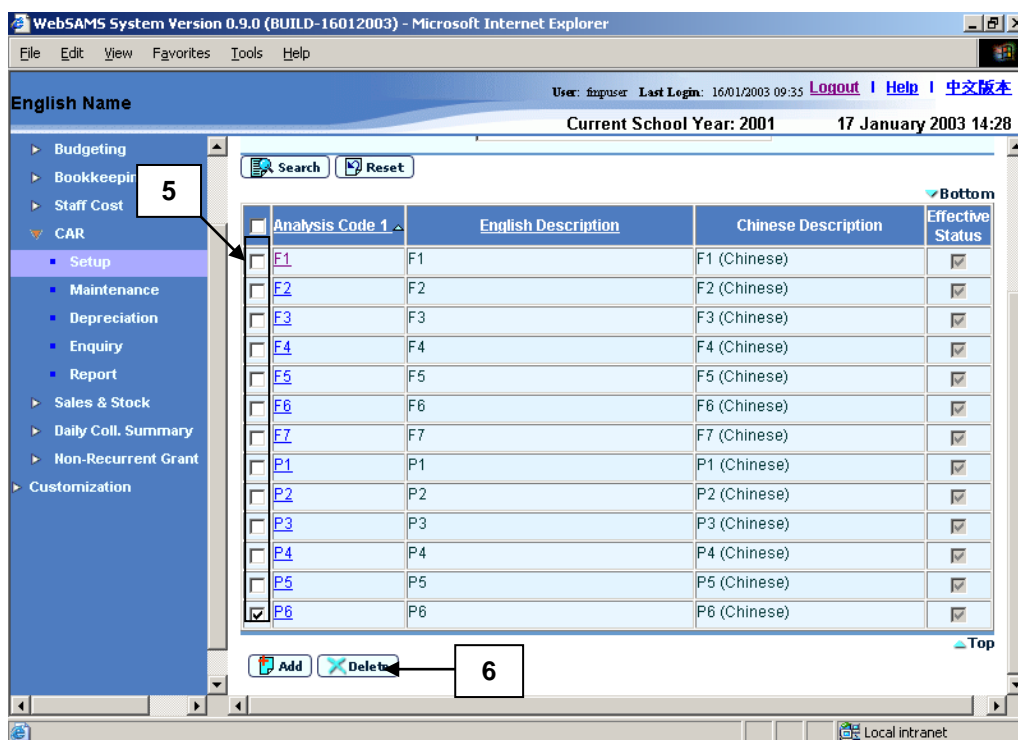


#### User Procedures

1. Click **[FMP]** → **[CAR]** → **[Setup]** from the left menu.
2. Click **[Analysis Code 1]** tab.
3. Enter the search criteria and click **[Search]** button to search for analysis code 1 records.



4. A list of matched analysis code 1 records is shown.
5. Check the boxes in front of the **Analysis Code 1** to be deleted. Users can select one or more records to be deleted at the same time.
6. Click **[Delete]** button.





#### Post-effects

1. To delete existing analysis code 1, users can select one or more codes from the search result list and click the **[Delete]** button. The system will check to ensure that there are no asset registration records with the selected analysis code 1 and prompt for confirmation. Once confirmed, the system will delete the selected analysis code 1 from the list.



#### Notes

1. Deletion of the analysis code 1 is not allowed if any asset registration with this analysis code 1 exists. An error message will be prompted and the "Delete" action will be aborted.

## 2.1.4 Analysis Code 2

Add Analysis Code 2

## Function Description

This function allows users to create another analysis code. An analysis code is used to characterize asset master records and facilitate users to narrow the searching criteria in all online enquiry and reports. Analysis code 2 is an optional asset information. Users can group assets into different analysis code 2 to shortlist the asset records in the search screens and report criteria screens. E.g. if it is always required to print report according to school subjects, besides according to levels which have been already defined under analysis code 1, users can define school subjects as analysis code 2 in this function, e.g. Art. Then in the asset registration screen, users can choose “Art” as the analysis code 2 for those assets related to Art subject. Later, when setting print criteria in reports or retrieving data in enquiry screens, users can shortlist those assets related to “Art” subject by choosing Analysis Code 2 as “Art”.



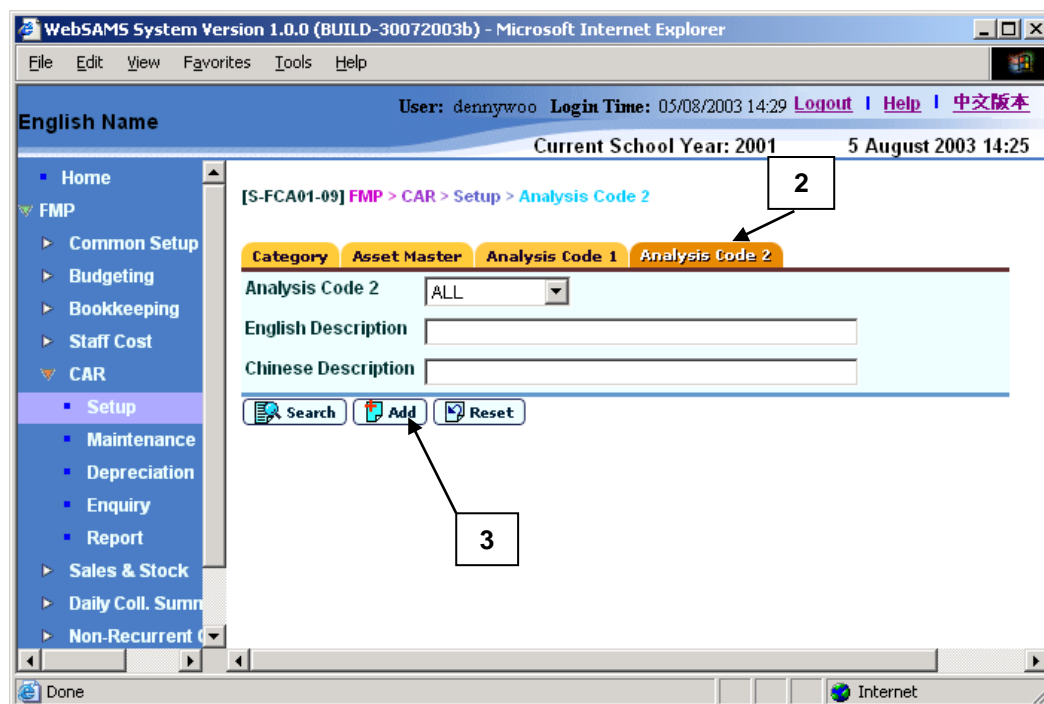
## Pre-requisites

1. Asset Code 2 does not exist in the system.



## User Procedures

1. Click **[FMP]** → **[CAR]** → **[Setup]** from the left menu.
2. Click **[Analysis Code 2]** tab.
3. Click **[Add]** button. A page with 5 blank lines will be displayed. Users may enter one or more analysis code information.



4. Fill in the information.



- Click **[Save]** button, or
- Click **[Back]** button to quit without saving.

WebSAMS System Version 1.0.0 (BUILD-08092003a) - Microsoft Internet Explorer

User: fmpuser Login Time: 10/09/2003 08:07 Logout | Help | 中文版本

Primary AM (School Type 2) Current School Year: 2002 10 September 2003 8:14

[S-FA01-11] 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
JUNIOR	Junior level (Eng)	Junior level (Chi)
SENIOR	Senior level (Eng)	Senior level (Chi)

Save Back

5 6 4



## Post-effects

- When the **[Save]** button is clicked, the system will prompt for confirmation. Once confirmed, the system will validate the information and prompt for any invalid data or missing fields. When the system prompts “Record saved successfully”, the information of the new Analysis Code 2 is saved.
- This Analysis Code 2 will appear in the Asset Registration, Write-Off Asset, Transfer Asset and Report screen.



## Notes

- Analysis Code 2, English Description, Chinese Description and Effective Status are mandatory fields and they are required to be entered.
- At most 5 new analysis code records can be added at the same time.
- Analysis Code 2 with “Active” effective status will be available for selection in the selection box of Analysis Code 2 when adding / editing Asset Registration.
- Analysis Code 2 is an optional field when filling asset items of Asset Registration. Users may choose “N/A”, which means “Not Applicable”, if analysis code 2 is not to be used.

## Update Analysis Code 2



### Function Description

This function allows users to update an existing analysis code 2. Users may change the description and effective status of the analysis code 2. Updated description will appear on all the online screens and newly generated reports after the change. Change in effective status will be effective instantly. For example, after setting an analysis code 2 to “Inactive”, this analysis code 2 cannot be selected in all online functions except for data enquiry. Users may consider setting the effective status of analysis code to “Inactive” if the code is no longer in use.



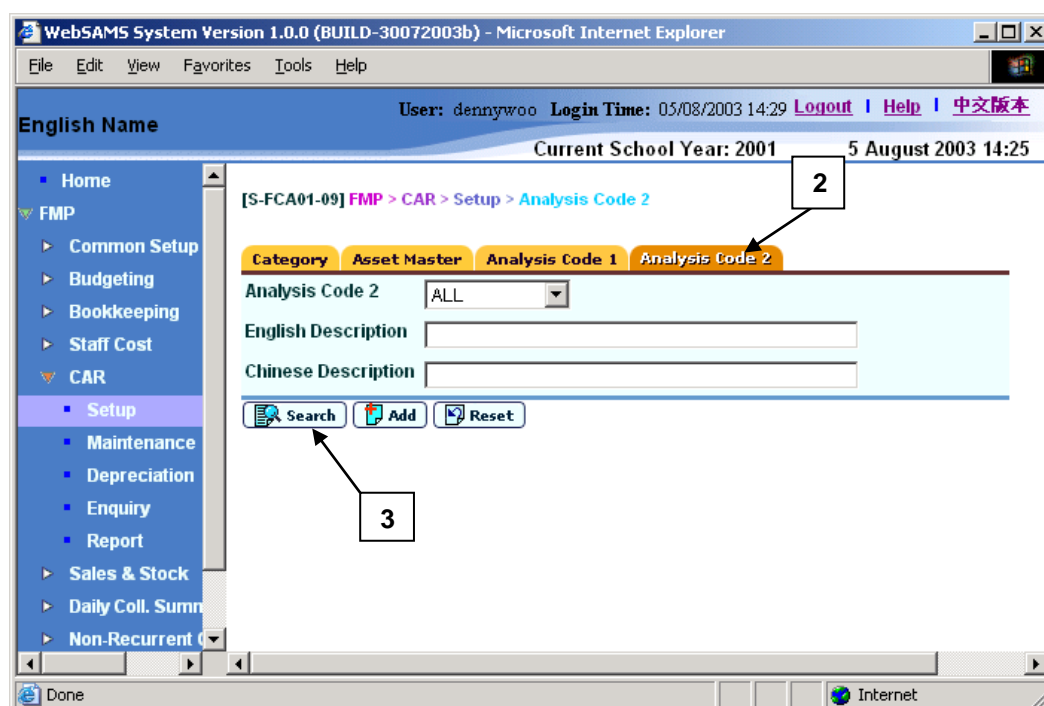
### Pre-requisites

1. Analysis code 2 records must exist.

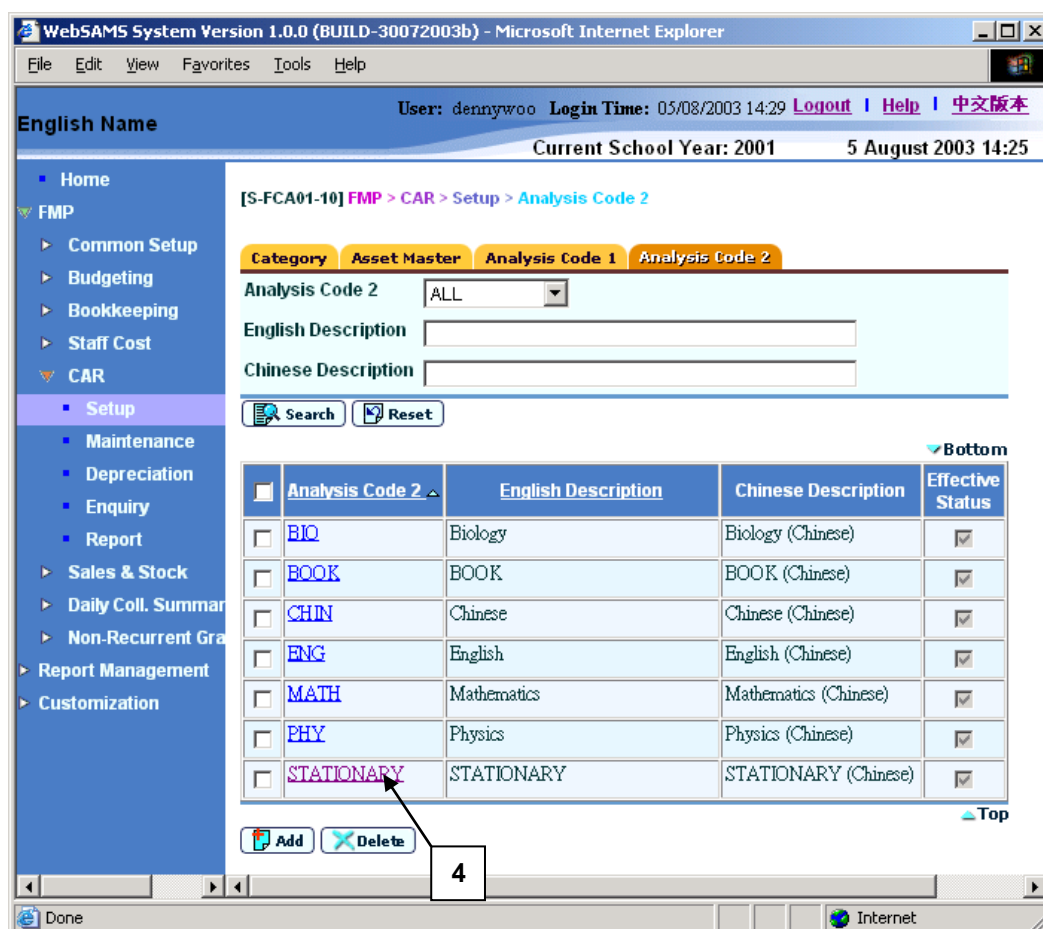


### User Procedures

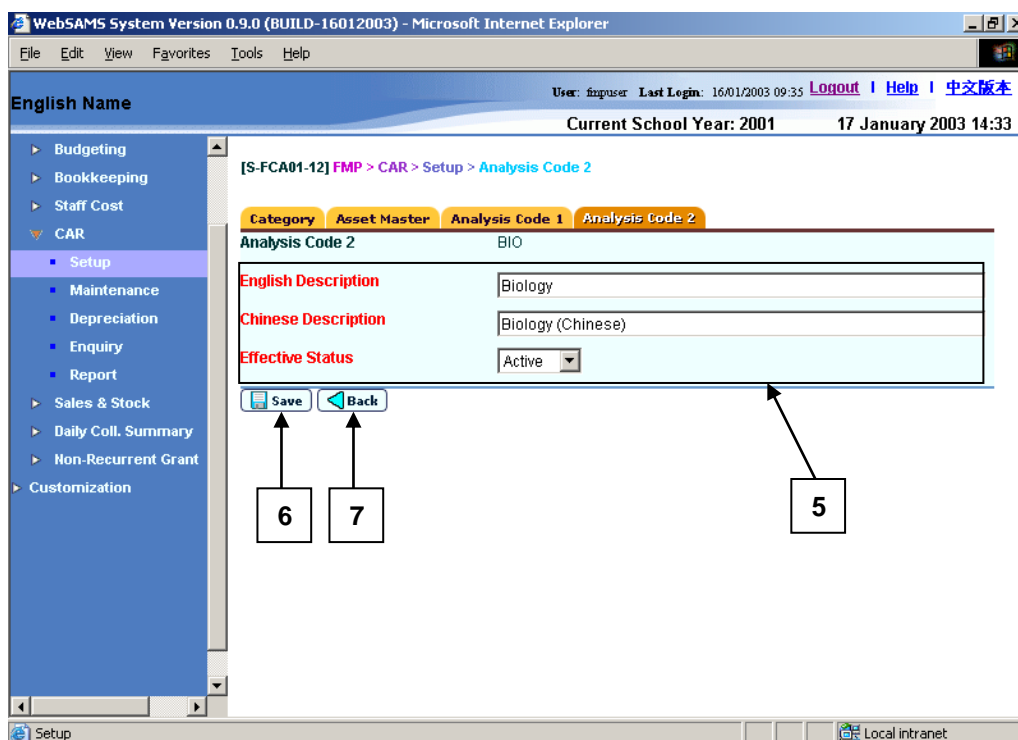
1. Click **[FMP]** → **[CAR]** → **[Setup]** from the left menu.
2. Click **[Analysis Code 2]** tab.
3. Enter the search criteria and click **[Search]** button to search for analysis code 2 records.



4. A list of matched analysis code 2 records is shown. Click **Analysis Code 2** hyperlink to edit / view an analysis code 2 record.



5. Update the information.



6. Click [Save] button, or

7. Click **[Back]** button to quit without saving.



#### Post-effects

1. When **[Save]** button is clicked, the system will prompt for confirmation. Once confirmed, the system will validate the information and prompt for any invalid data or missing fields. When the system prompts “Record saved successfully”, the information of the Analysis Code 2 is saved with the updated details.



#### Notes

1. English Description, Chinese Description and Effective Status are mandatory fields and they are required to be entered.
2. Analysis Code 2 with “Active” effective status will be available for selection in the selection box of Analysis Code 2 when adding / editing Asset Registration.

### Delete Analysis Code 2



#### Function Description

This function allows users to delete an existing analysis code 2. However, users are not allowed to delete an analysis code 2 if any asset master with this analysis code 2 exists in Asset Registration. Users may consider setting the effective status of analysis code 2 to “Inactive” if the code is no longer in use.



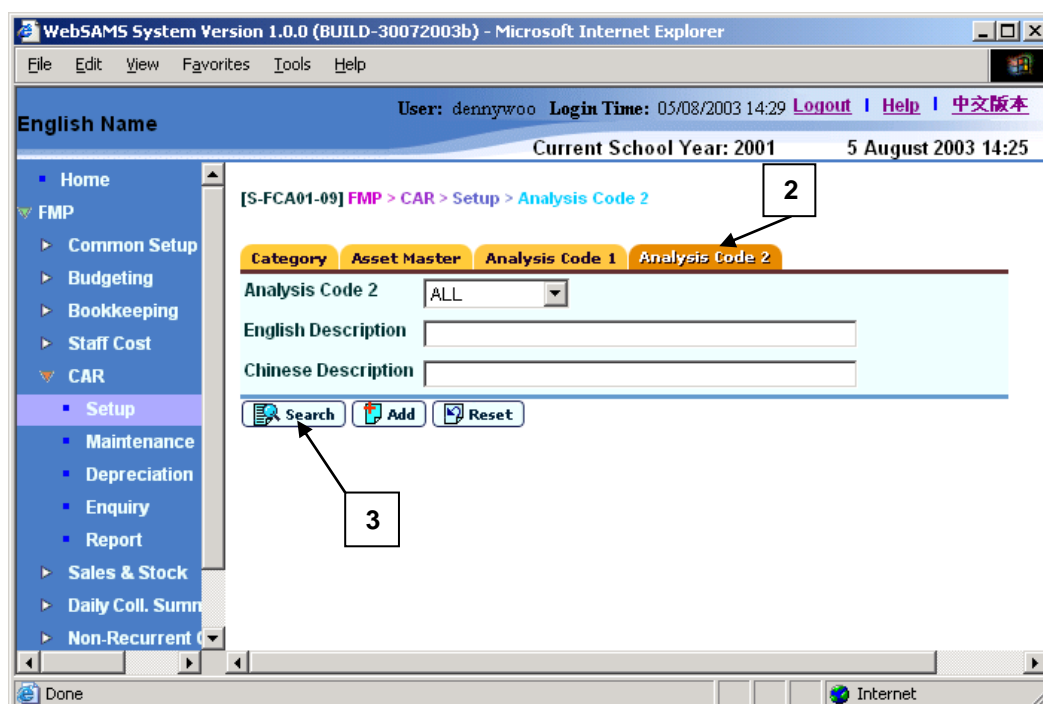
#### Pre-requisites

1. Analysis Code 2 must exist in the system.

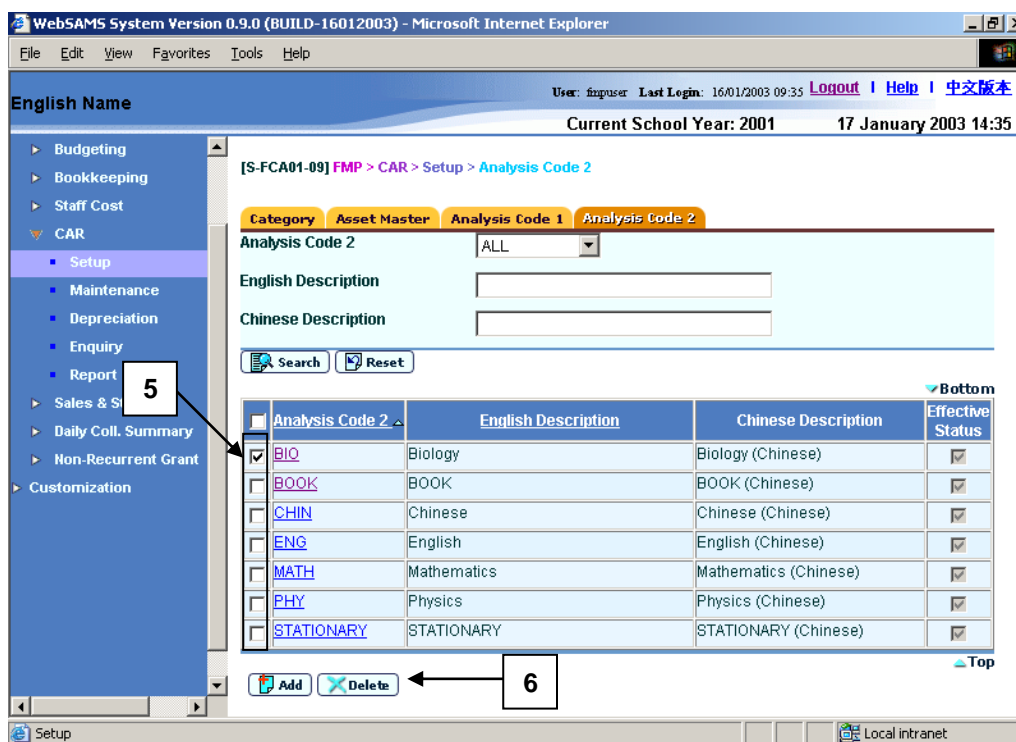


#### User Procedures

1. Click **[FMP]** → **[CAR]** → **[Setup]** from the left menu.
2. Click **[Analysis Code 2]** tab.
3. Enter the search criteria and click **[Search]** button to search for analysis code 2 records.



4. A list of matched analysis code 2 records is shown.
5. Check the boxes in front of the **Analysis Code 2** to be deleted. Users can select one or more records to be deleted at the same time.
6. Click **[Delete]** button.





#### Post-effects

1. To delete existing analysis code 2, users can select one or more codes from the search result list and click the **[Delete]** button. The system will check to ensure that there are no asset registration records with the selected analysis code 2 and prompt for confirmation. Once confirmed, the system will delete the selected analysis code 2 from the list.



#### Notes

1. Deletion of the analysis code 2 is not allowed if any asset registration with this analysis code 2 exists. An error message will be prompted and the “Delete” action will be aborted.

## 2.2 Maintenance

### 2.2.1 Asset Voucher

#### Add Asset Voucher



#### Function Description

This function allows users to create a new asset voucher in any one of the opened accounting years in Capital Asset Module. Asset voucher created under Capital Asset Module contains Accounting Month, Voucher Type, Voucher No., Voucher Date, Voucher Particulars, Quotation/Tender Number and Voucher Amount. Voucher created in Capital Asset Module cannot be retrieved in Bookkeeping Module and voucher posting is not required 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.

Alternatively, users may create an asset voucher in Bookkeeping Module. Users can choose to create asset voucher under Capital Asset Register Payment Voucher (please refer to Common Setup for Voucher Type Maintenance details). Capital Asset Register Payment Voucher created in Bookkeeping Module can be retrieved in Capital Asset functions after the voucher has been posted. The voucher will then be transmitted to Capital Asset Module for filling in Asset Registration. If Bookkeeping Module is not in use, users should create all asset vouchers in Capital Asset Module.



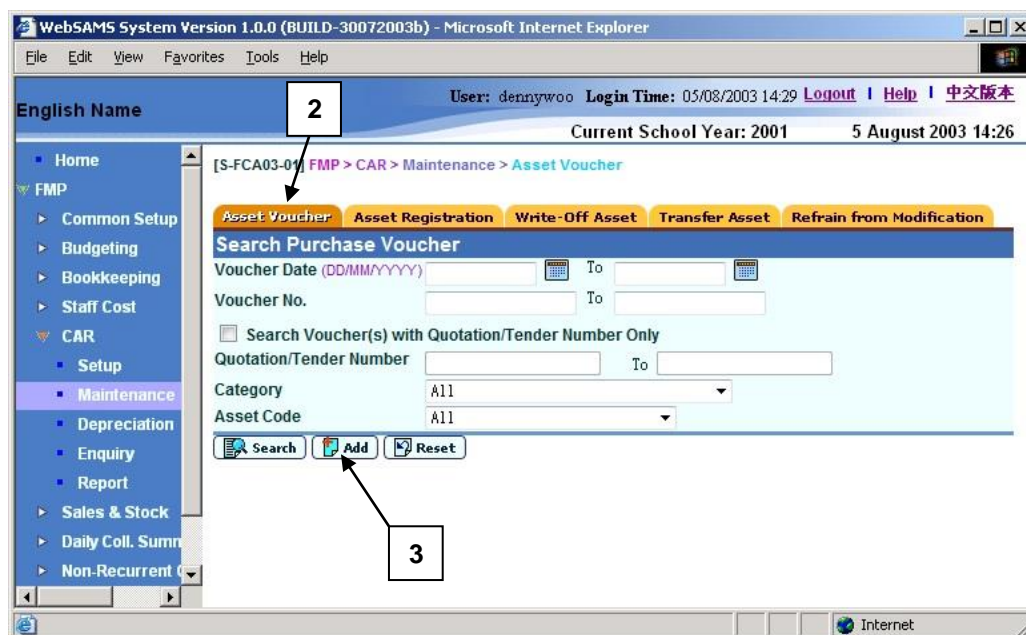
#### Pre-requisites

1. Voucher with the same voucher number does not exist in the system.
2. Accounting Year has been created in Common Setup Module.
3. Voucher type has been set up in Common Setup Module.
4. The Voucher Type (CA) Capital Asset Purchase Voucher is a pre-load voucher type.



#### User Procedures

1. Click **[FMP] → [CAR] → [Maintenance]** from the left menu.
2. Click **[Asset Voucher]** tab.
3. Click **[Add]** button.



4. Select the accounting year and month, and voucher type, then fill in the information including voucher no., date, particulars, Quotation/Tender Number and amount.

If the selected voucher type has been set to use system auto-generate voucher number, "Auto" will appear in the voucher number textbox by default. There is a total of 13 digits for the auto-generate voucher number, (e.g. CA03/01-00001 where "03/01" represents January 2003, and "00001" represents that it is the first voucher of accounting year 2002/2003. The system will automatically go to 00002 for the second voucher of accounting year 2002/2003 under the same voucher type. When creating a new voucher of the next year, system will create a new set of sequence number and prior years' sequence number will be retained. Please refer to Common Setup – Voucher Type Maintenance for details). Users can use the auto-generate number or they can enter their own voucher number by overwriting the word "Auto".

If auto-generate voucher number option has not been selected: -

- a. Voucher number must be unique throughout the system. Please ensure the same voucher number will not be repeated for other vouchers in future.
- b. If the same voucher is to be repeated annually, users may consider to put the year in the first four digits of the voucher number, for example YYYYNNNNNN (value: 2003VOU001) where YYYY represents the "Year" and NNNNNN represents the "Voucher No.". There are 10 digits for users to manually input the voucher number.
- c. If the same voucher is to be paid monthly, users may consider to put the year and month in the first six digits of the voucher number, for example YYYYMMNNNN (value: 200301V001) where YYYY represents the "Year", MM represents the "Month" and NNNN represents the "Voucher No.". There are 10 digits for users to manually input the voucher number.
- d. Voucher Prefix will be added in front of the voucher number input by users. Upon saving of voucher, the number of digits will become 12



because 2 digits of voucher prefix are added by the system (e.g. CA2003VOU001 or CA200301V001).

5. Click **[Save]** button, or
6. Click **[Back]** button to go back to the search screen without saving.

WebSAMS System Version 1.0.0 (BUILD-29052003a) - Microsoft Internet Explorer

User: fmpuser Last Login: 17/02/2003 15:04 Logout | Help | 中文版本

English Name

Current School Year: 2001 2 June 2003 18:30

[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 Particulars one

Quotation/Tender Number

Voucher Amount \$ 0.00

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 selected, please ensure that the same voucher number will not be duplicated in future.

Save Back

5 6 4



## Post-effects

1. When the **[Save]** button is clicked, the system will prompt for confirmation. Once confirmed, the system will validate the information and prompt for any invalid data or missing fields. When the system prompts "Record saved successfully", the information of the new asset voucher is saved.
2. The newly added voucher will be treated as incomplete unclassified asset voucher with outstanding Asset Registration to be entered in Capital Asset Module.



## Notes

1. Accounting Month, Voucher Type, Voucher No., Voucher Date, Voucher Particulars and Voucher Amount are mandatory fields and they are required to be entered.
2. Voucher date must fall within the selected Accounting Month.
3. No accounting information is required when creating voucher in Capital Asset Module. Such voucher is not required to be posted.
4. Status of newly created asset voucher will be set to "Incomplete" and grouped under "Unclassified" (i.e. not yet classified as Original / Adjustment Voucher). Users should fill in Asset Registration subsequently.

## Update Asset Voucher



### Function Description

This function allows users to amend the Voucher Date, Voucher Particulars and Voucher Amount of an incomplete unclassified purchase voucher created in Capital Asset Module. Users can update the asset voucher only if the voucher is in “Incomplete” status.



### Pre-requisites

1. The purchase voucher created in Capital Asset Module must exist in the system.
2. The asset voucher is in the status of “Incomplete”.
3. Update of asset voucher created in Bookkeeping Module is not allowed.
4. Voucher date is not earlier than freeze date. Otherwise, the voucher records will be in display mode. No modification is allowed.



### User Procedures

1. Click **[FMP] → [CAR] → [Maintenance]** from the left menu.
2. Click **[Asset Voucher]** tab.
3. Enter the search criteria. Either **Voucher Date** or **Voucher Number** must be entered for searching vouchers. Click **[Search]** button to search for voucher records.
4. After the **[Search Voucher(s) with Quotation/Tender Number Only]** button is clicked, user may input the quotation / tender number range to search the selected vouchers with quotation/tender number.

WebSAMS System Version 1.0.0 (BUILD-30072003b) - Microsoft Internet Explorer

User: dennywoo Login Time: 05/08/2003 14:29 Logout | Help | 中文版本

Current School Year: 2001 5 August 2003 14:26

[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 Reset

5. A list of matched voucher records is shown. Click **Voucher No.** hyperlink to view / edit a voucher record.

WebSAMS System Version 1.0.0 (BUILD-17092003b) - Microsoft Internet Explorer

User: super1 Login Time: 05/09/2014 16:03 Logout | Help | 中文版本

Current School Year: 2001 5 August 2003 14:28

[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 01/02/2003

Voucher No. To

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

Quotation/Tender Number To

Category All

Asset Code All

Search Reset

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	<input checked="" type="checkbox"/>
CA02/10-00002	-	Initial Setup	02/10/2002	50,000.00	50,000.00	CAR	<input type="checkbox"/>
CA02/10-00003	CA0001	Initial Setup	31/10/2002	8,500.00	211,000.00	CAR	<input checked="" type="checkbox"/>
CA02/10-00006	CA0002	1111111111	31/10/2002	0.00	40,000.00	CAR	<input type="checkbox"/>
CA02/10-00007	-	21313123	31/10/2002	0.00	0.00	CAR	<input type="checkbox"/>
CA03/01-00009	-	test Tender	30/01/2003	1,000.00	0.00	CAR	<input type="checkbox"/>
CA03/01-00011	-	dfsd fsd	31/01/2003	2,200.00	1,100.00	CAR	<input type="checkbox"/>

Add Delete

5

6. Update the voucher details. Users can update the voucher date, voucher particulars, quotation/tender number and voucher amount.

7. Click **[Save]** button.

WebSAMS System Version 1.0.0 (BUILD-17092003b) - Microsoft Internet Explorer

User: super1 Login Time: 05/09/2014 16:03 Logout | Help | 中文版本

Current School Year: 2001 5 August 2003 14:28

[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-CAY-001

Voucher Amount \$ 1000.00

Completed ☐

Save Back

7 6



## Post-effects

1. When the **[Save]** button is clicked, the system will prompt for confirmation. Once confirmed, the system will validate the information and prompt for any invalid data or missing fields. When the system prompts "Record updated successfully", the information of the asset voucher is saved with the updated details.



## Notes

1. For voucher created under CAR module, users can change the voucher date, particulars, quotation/tender number and amount. For posted voucher created under Bookkeeping Module, users cannot change any information.
2. Voucher Date, Voucher Particulars and Voucher Amount are mandatory fields and they are required to be entered.
3. Voucher Date must fall within the selected Accounting Month.
4. The voucher date should be after the freeze date (i.e. the date refrain from modification)
5. Voucher information will be shown as display mode if
  - a. the voucher is created under Bookkeeping Module, or
  - b. the voucher has been registered with assets, or
  - c. the voucher is generated from data conversion (i.e. converted from SAMS system).

Updating is not allowed on any of the above-mentioned vouchers.

## Delete Asset Voucher



## Function Description

This function allows users to delete unclassified purchase vouchers created in Capital Asset Module.



## Pre-requisites

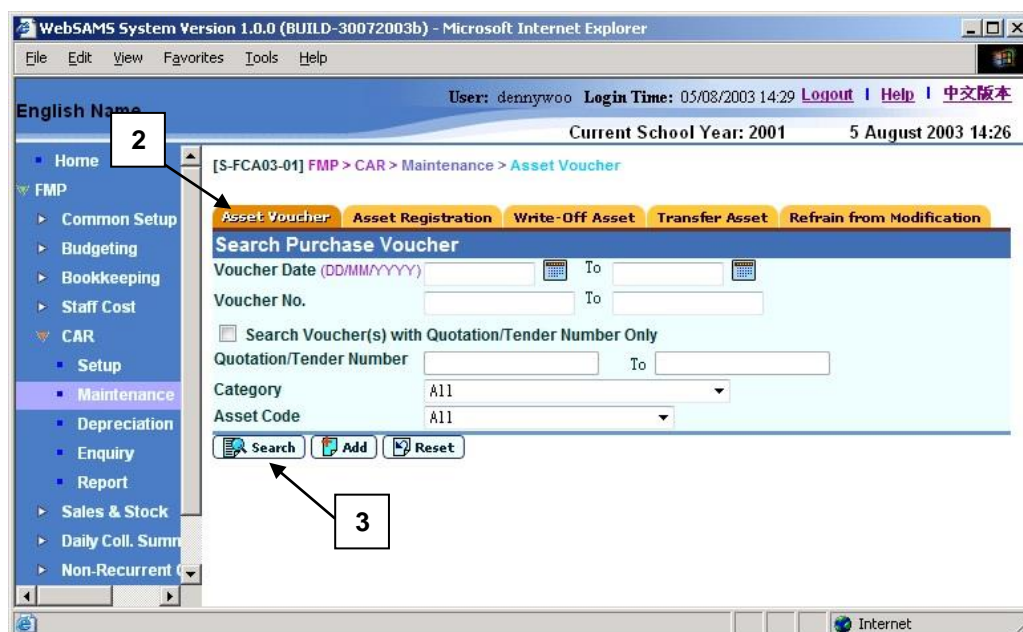
1. Voucher records exist in the system.
2. Vouchers are created in CAR Module, but not Bookkeeping Module.
3. Voucher grouping of the voucher is unclassified with incomplete voucher status.
4. Voucher date is not earlier than freeze date.



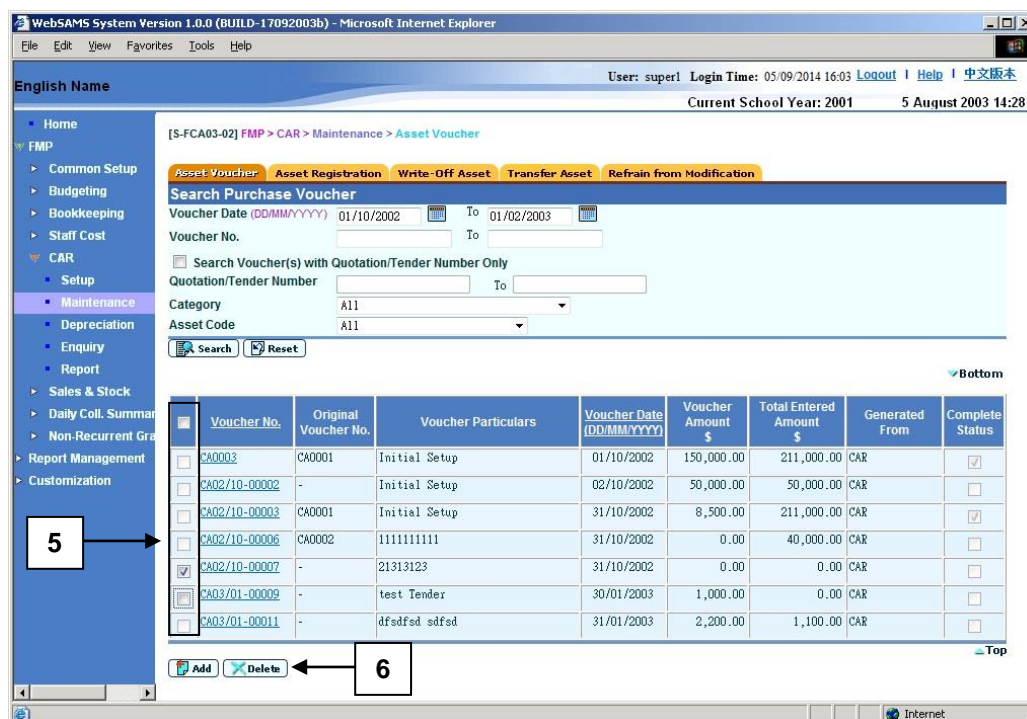
## User Procedures

1. Click **[FMP]** → **[CAR]** → **[Maintenance]** from the left menu.
2. Click **[Asset Voucher]** tab.
3. Enter the search criteria and click **[Search]** button to search for voucher records.

4. After the **[Search Voucher(s) with Quotation/Tender Number Only]** button is clicked, user may input the quotation / tender number range to search the selected vouchers with quotation/tender number.



5. A list of matched voucher records is shown. Check the boxes in front of **Voucher No.** to be deleted.
6. Click **[Delete]** button.







## Post-effects

1. The record will be deleted. The deleted Voucher No. cannot be re-used. Users can print the list of deleted voucher from the List of Deleted Vouchers Report (R-FCA018-E).



## Notes

1. 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.
2. Please note that voucher number cannot be re-used even if the voucher has been deleted.

### Set Completed Voucher as Incomplete Voucher



## Function Description

Users are not allowed to update Asset Registration Details of a completed asset voucher. This function allows users to set a “Completed” voucher to “Incomplete” for revising the Asset Registration. By setting a completed asset voucher to “Incomplete”, users may revise the Asset Registration Details of the voucher again. However, if the asset has been written off, the corresponding voucher cannot be set to “Incomplete” again.



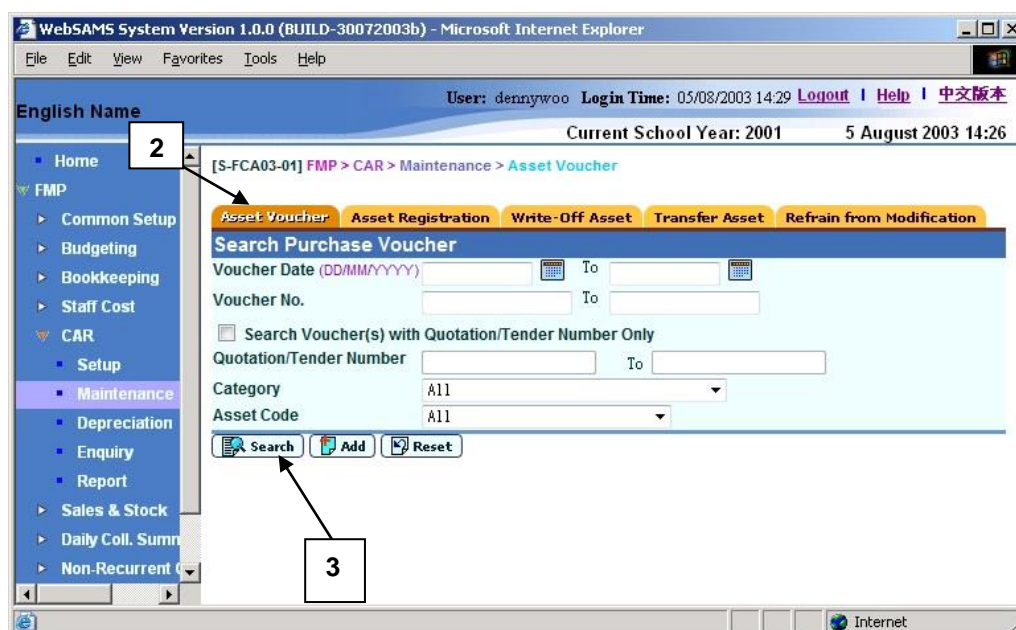
## Pre-requisites

1. The voucher must be either (i) a completed unclassified voucher, (ii) a completed original voucher without adjustment voucher being attached, or (iii) the last completed adjustment voucher of an original voucher.
2. Assets registered with the voucher have not been written off.

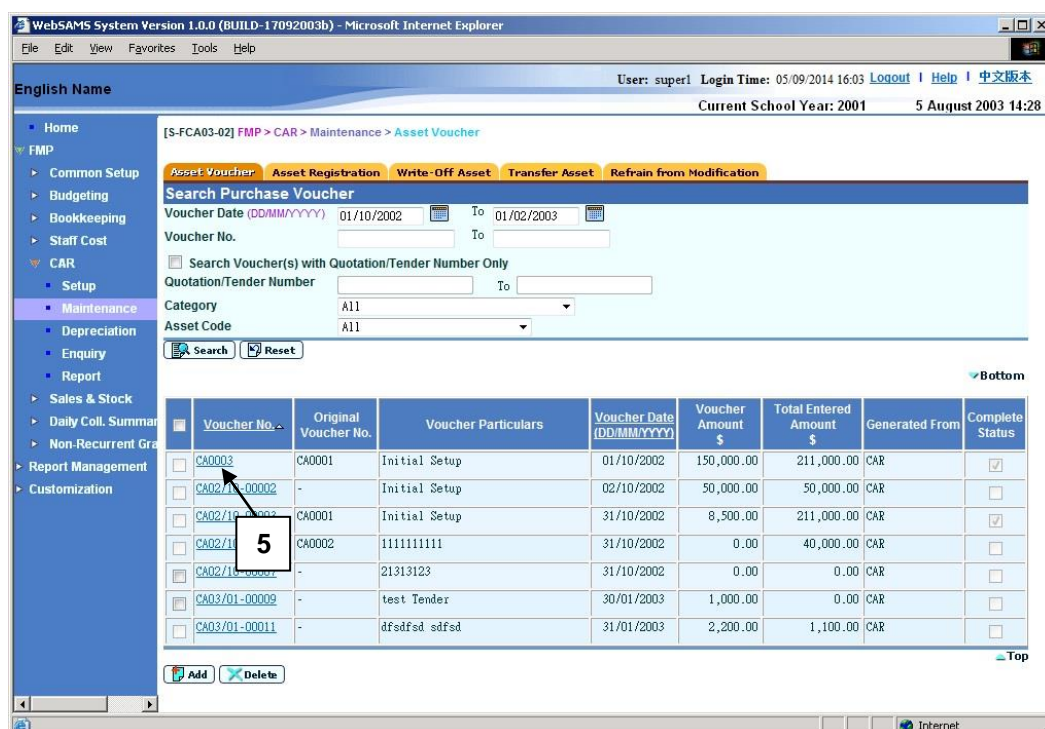


## User Procedures

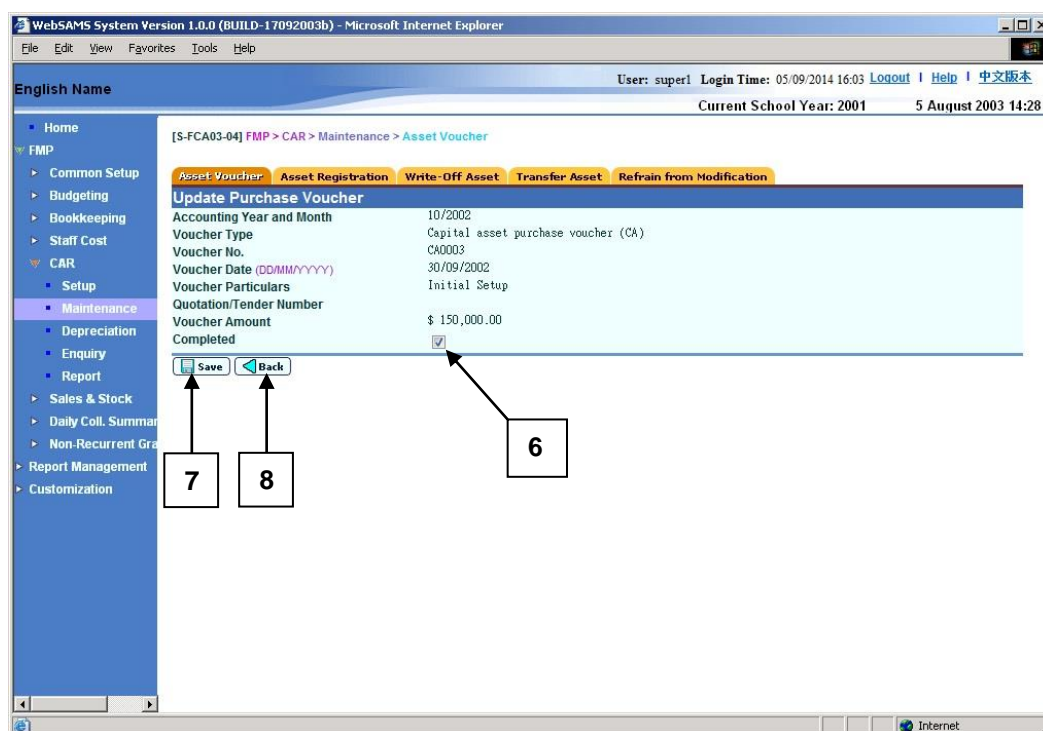
1. Click **[FMP] → [CAR] → [Maintenance]** from the left menu.
2. Click **[Asset Voucher]** tab.
3. Enter the search criteria and click **[Search]** button to search for voucher records.
4. After the **[Search Voucher(s) with Quotation/Tender Number Only]** button is clicked, user may input the quotation / tender number range to search the selected vouchers with quotation/tender number.



5. A list of matched voucher records is shown. Click **Voucher No.** hyperlink to view / edit voucher detail.



6. Uncheck the complete status.



7. Click **[Save]** button to save the complete status, or
8. Click **[Back]** button to go back to the search screen without saving.



#### Post-effects

1. The system prompts “Record saved successfully”. The voucher completion status will change to “Incomplete”. Then users can amend the voucher information in Asset Registration.
2. The asset registered under this voucher will no longer show in Write-off Asset and Transfer Asset screens whereas this voucher will reappear in Asset Registration screen.



#### Notes

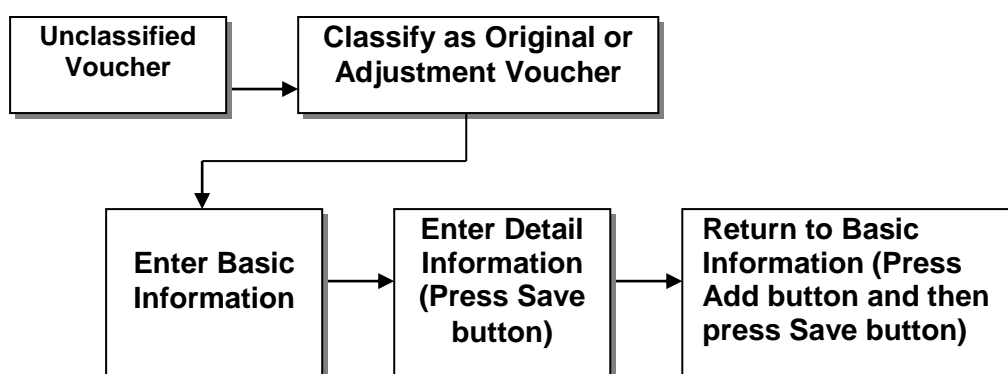
1. If users want to set a voucher with written off assets as “Incomplete”, error message will be prompted out.
2. If users want to set an original voucher as “Incomplete”, that original voucher should not attach with any adjustment voucher.



### 2.2.2 Asset Registration

The asset registration is used for recording all the capital asset, non-consumable and durable goods. The registration includes 2 parts - basic and detail registration 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 users want to register an asset, they should have created a voucher in CAR Module or Bookkeeping Module. Otherwise, users cannot perform asset registration in the CAR Module.

The workflow of the Asset Registration is summarized as follows:



There are 3 voucher groupings in asset registration, “Unclassified”, “Original” and “Adjustment”. **Unclassified voucher** is a newly created voucher without asset registration. **Original voucher** is a voucher with asset registration and it is the first voucher created for asset registration. **Adjustment voucher** is a voucher which is attached to a completed original voucher. 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.

#### Maintain Asset Registration – Input on Screen



##### Function Description

Users can start asset registration by selecting the voucher no. from “Unclassified” voucher grouping.



##### Pre-requisites

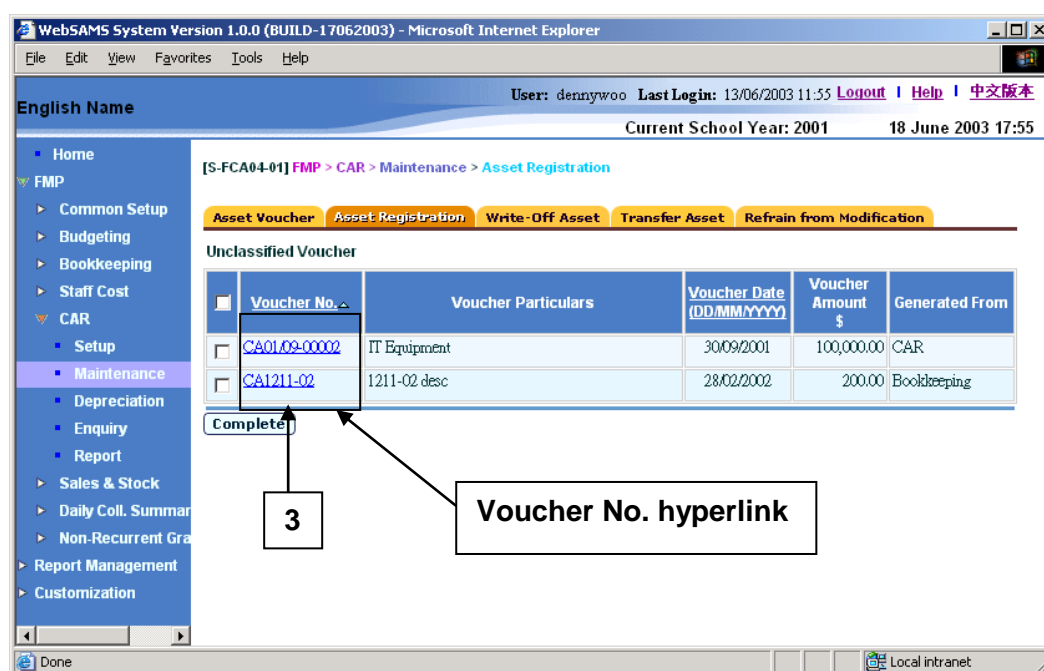
1. Incomplete asset voucher must exist in the system.
2. Asset codes must exist in the system.
3. Location and staff must exist in the system (refer to [FMP] → [Common Setup] → [Location Maintenance] FCS11 and [FMP] → [Staff Cost] → [Staff Master] FSC05).



## User Procedures

A) Unclassified Asset VoucherBasic Information

1. Click **[FMP]** → **[CAR]** → **[Maintenance]** from the left menu.
2. Click **[Asset Registration]** tab.
3. Click **Voucher No.** hyperlink under unclassified voucher to add asset item.



4. a) In the upper portion of the **Asset Registration** page, select Original Voucher or Adjustment Voucher from the selection box of Voucher Grouping.  
b) (i) If it is an adjustment voucher, please enter the Original Voucher No. or  
(ii) click **[Search]** button, a pop-up window will appear for the users to search the completed Original Voucher No. Click **[Select]** button to choose the Voucher No. from the pop-up window.

5. Enter Asset Type by selecting “Purchase” or “Donation”. However, if it is an Adjustment Voucher, the Asset Type will be disabled and followed the Asset Type of the Original Voucher.
6. Enter the followings for the basic information of asset registration:
  - Category Code
  - Asset Code (Mandatory field)
  - Registered Date (Mandatory field but defaulted with voucher date)
  - Quantity (Mandatory field)
  - Entered Amount (Mandatory field)
  - Government Fund (Mandatory field)

Analysis Code 1 (Optional field)

Analysis Code 2 (Optional field)

Remarks

### Detail Information

- Click **Details** to fill in the following information: location (Mandatory field), responsible officer (Optional field), quantity (Mandatory field), location remarks (Optional field), serial no. (Optional field), maintenance renewal date (Optional field) and other remarks / accessories (Optional field).

PRIMARY SCHOOL AM User: winnieho Login Time: 21/08/2007 19:03 Logout | Help | 中文版  
Current School Year: 2001 21 August 2007 19

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

**Asset Registration**

Voucher No. Ck444444 Voucher Date (DD/MM/YYYY) 30/09/2002  
Particulars dssdsd  
Voucher Amount \$ 0.00 Entered Amount \$ 0.00  
Voucher Grouping Original Voucher  
Asset Type Purchase Original Voucher No. Search

5

7

6

Basic Information Details

Category Code ALL Registered Date 30/09/2002  
Description (DD/MM/YYYY)  
Asset Code Quantity 0  
Entered Amount \$ 0.00  
Government Fund \$ 0.00  
Other Fund \$ 0.00

Analysis Code 1 N/A - Not Applicable  
Analysis Code 2 N/A - Not Applicable  
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

- Click **[Add]** button to add the new line.
- If any of the location lines is not required, users can delete the location lines by selecting the selection box next to the location and clicking the **[Delete]** button. Users can select one or more location lines to be deleted at the same time.
- Click **[Save]** button to save asset detail information and go back to Basic Information page.
- If users want to go back to Basic Information page without saving the updated asset detail information, users can click **[Back]** button.

PRIMARY SCHOOL AM (RESTRICTED)

User: super! Login Time: 18/01/2017 19:10 Logout | Help | 中文版本

Current School Year: 2007 18 January 2017 19:26

[S-FC04-04] FMP > CAR > Maintenance > Asset Registration

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

Basic Information Details

Asset Code Registered Date (DDMMYYYY) 31/07/2016

Description Category Code All

Analysis Code 1 N/A Entered Amount \$ 0.00

Analysis Code 2 N/A Government Fund \$ 0.00

Quantity 0 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
	N/A - Not Applicable					31/07/2016
	N/A - Not Applicable					31/07/2016
	N/A - Not Applicable					31/07/2016
	N/A - Not Applicable					31/07/2016
	N/A - Not Applicable					31/07/2016
	N/A - Not Applicable					31/07/2016

Add Delete Save Back

8 9 10 11 7

### Basic Information

12. Click **[Add]** button to add the new items with both Basic and Detail Information into the voucher.

13. Click **[Reset]** button to clear the last selected information.

WebSAMS System Version 1.0.0 (BUILD-30072003b) - Microsoft Internet Explorer

User: dennywoo Login Time: 05/08/2003 14:29 Logout | Help | 中文版本

Current School Year: 2001 5 August 2003 14:57

[S-FC04-03] FMP > CAR > Maintenance > Asset Registration

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

Asset Registration

Voucher No. CA01/09-00002 Voucher Date (DDMMYYYY) 30/09/2001

Particulars IT Equipment

Voucher Amount \$100,000.00 Entered Amount \$0.00

Voucher Grouping Original Voucher

Asset Type Purchase

Basic Information Details

Category Code FURN Registered Date (DDMMYYYY) 30/09/2001

Description Furniture Quantity 40

Asset Code CHAIR Entered Amount \$ 250.00

Description Chair Government Fund \$ 250.00

Other Fund \$0.00

Analysis Code 1 F1 - F1

Analysis Code 2 MATH - Mathematics

Remarks

12 Add 13 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

14. To edit an asset detail, click on the Line No. hyperlink. The details will be displayed in the Asset Details table. Users can edit the information and click **[Save]** button.
15. If any line is not required, users can delete the line by selecting the selection box next to the Line No. and clicking the **[Delete]** button. Users can select one or more lines to be deleted at the same time.
16. Click **[Save]** button to save the Basic Information and Detail Information of the Asset Registration.
17. Click **[Back]** button to go back to the voucher selection screen without saving any updated information in this screen.

PRIMARY SCHOOL AM User: Login Time: 21/08/2007 19:03 Logout | Help | 中文版

Current School Year: 2001 21 August 2007 19:

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

### Asset Registration

Voucher No. CA00/09-00002 Voucher Date (DD/MM/YYYY) 01/09/2300  
Particulars Regina Adjustment Voucher  
Voucher Amount \$ 100,000.00 Entered Amount \$ 10.00  
Voucher Grouping Original Voucher  
Asset Type Purchase

#### Basic Information Details

Category Code ALL Registered Date (DD/MM/YYYY) 01/09/2300  
Description Asset Code Quantity 0  
Entered Amount \$ 0.00  
Government Fund \$ 0.00  
Other Fund \$ 0.00  
Analysis Code 1 N/A - Not Applicable  
Analysis Code 2 N/A - Not Applicable  
Remarks

Add Reset

Line No.	Asset Code	Registered Date	Asset Description	Category Code	Analysis Code 1	Analysis Code 2	Quantity	Entered Amount \$
1	ASSET 1	05/09/2002	Asset One	CAT1	AC1KARINA	ENG	150	10.00

Save Delete Back

14 15 16 17

B) Original VoucherBasic Information

1. Click **[FMP]** → **[CAR]** → **[Maintenance]** from the left menu.
2. Click **[Asset Registration]** tab.
3. Click **Voucher No.** hyperlink under original voucher to add asset item.

WebSAMS System Version 0.9.0 (BUILD-07112002) - Microsoft Internet Explorer

User: dennywoo Login Time: 09/09/2003 09:49 Logout | Help | 中文版本

Current School Year: 2001 9 September 2003 9:50

English Name

Home

FMP

Common Setup

Budgeting

Bookkeeping

Staff Cost

CAR

Setup

Maintenance

Depreciation

Enquiry

Report

Sales & Stock

Daily Coll. Summary

Non-Recurrent Grant

Report Management

Customization

Voucher No.	Voucher Particulars	Voucher Date (DD/MM/YYYY)	Voucher Amount \$	Entered Amount \$	Generated From
CK0001Z	Rollout Testing	30/09/2002	500,000.00		Bookkeeping
KK1234	test incomplete/complete box	30/09/2030	4.00		CAR

Original Voucher

Voucher No.	Voucher Particulars	Voucher Date (DD/MM/YYYY)	Voucher Amount \$	Entered Amount \$	Generated From
CA0009-00001	Regina Original Voucher	01/09/2300	10,000.00	100.00	CAR
CA0009-00002	Regina Adjustment Voucher	01/09/2300	100,000.00	10.00	CAR
CA78/09-00001	Computer	30/09/7778	500.00	200.00	CAR
CADEPREL	Testing	30/09/2002	3,000.00	3,000.00	CAR
CAEFDE	rtt	21/07/2002	0.00	0.00	CAR
CAHELPI	testing	30/09/2002	0.00	0.00	CAR
CAKARINA1	123456789 223456789 323456789 423456789 523456789 623456789	30/09/2002	1,000.00	0.00	CAR
CATOL	Testing	30/06/2003	100,000.00	100,000.00	CAR
CK02/03-00001	For office use	31/03/2002	123,000.45	1,000.00	Bookkeeping

Adjustment Voucher

Voucher No.	Original Voucher No.	Voucher Particulars	Voucher Date (DD/MM/YYYY)	Total Voucher Amount \$	Total Entered Amount \$	Generated From
CA0001	CA0001A	For office use	31/03/2002	661,500.00	211,000.00	Bookkeeping
CK0003PM	CK0001PM	Rollout Testing	31/12/2002	650,000.00	300,000.00	CAR
CK0003Z	CK0001X	Rollout Testing	30/09/2002	650,000.00	300,000.00	CAR

Complete

4. Users may follow **User Procedures step 6 – 17** of Unclassified Voucher to continue entering item details of the original voucher.

C) Adjustment VoucherBasic Information

1. Click **[FMP]** → **[CAR]** → **[Maintenance]** from the left menu.
2. Click **[Asset Registration]** tab.
3. Click **Voucher No.** hyperlink under adjustment voucher to add asset item.

WebSAMS System Version 0.9.0 (BUILD-07112002) - Microsoft Internet Explorer

User: dennywoo Login Time: 09/09/2003 09:49 Logout Help 中文版本

English Name Current School Year: 2001 9 September 2003 9:50

Home  
FMP  
Common Setup  
Budgeting  
Bookkeeping  
Staff Cost  
CAR  
Setup  
Maintenance  
Depreciation  
Enquiry  
Report  
Sales & Stock  
Daily Coll. Summary  
Non-Recurrent Grant  
Report Management  
Customization

Voucher No.	Voucher Particulars	Voucher Date (DD/MM/YYYY)	Voucher Amount \$	Entered Amount \$	Generated From
CK0001Z	Rollout Testing	30/09/2002	500,000.00		Bookkeeping
KK1234	test incomplete/complete box	30/09/2030	4.00		CAR

Original Voucher

Voucher No.	Voucher Particulars	Voucher Date (DD/MM/YYYY)	Voucher Amount \$	Entered Amount \$	Generated From
CA0009-00001	Regina Original Voucher	01/09/2300	10,000.00	100.00	CAR
CA0009-00002	Regina Adjustment Voucher	01/09/2300	100,000.00	10.00	CAR
CA7809-00001	Computer	30/09/7778	500.00	200.00	CAR
CADEPREL	Testing	30/09/2002	3,000.00	3,000.00	CAR
CABFDF	rttt	21/07/2002	0.00	0.00	CAR
CAHELPI	testing	30/09/2002	0.00	0.00	CAR
CAKARINA1	123456789 223456789 323456789 423456789 523456789 623456789 723456789	30/09/2002	1,000.00	0.00	CAR
CATO1	Testing	30/06/2003	100,000.00	100,000.00	CAR
CK0203-00001	For office use	31/03/2002	123,000.45	1,000.00	Bookkeeping

Adjustment Voucher

Voucher No.	Original Voucher No.	Voucher Particulars	Voucher Date (DD/MM/YYYY)	Total Voucher Amount \$	Total Entered Amount \$	Generated From
CA0001	CA0001A	For office use	31/03/2002	661,500.00	211,000.00	Bookkeeping
CK0003PM	CK0001PM	Rollout Testing	31/12/2002	650,000.00	300,000.00	CAR
CK0002Z	CK0001X	Rollout Testing	30/09/2002	650,000.00	300,000.00	CAR

Complete

4. Users may follow **User Procedures step 6 – 17** of Unclassified Voucher to continue entering item details of the adjustment voucher.



#### Post-effects

1. The asset item will be added to the system. Users can complete the voucher if all the information has been entered and matched.



#### Notes

##### A) Voucher Information

1. If voucher grouping is an original voucher, users are only required to select the asset type. There is no need to fill in the original voucher no.
2. If voucher grouping is an adjustment voucher, the following points should be noted.
  - a. Asset type will be disabled and it will follow the asset type of the original voucher.
  - b. Users have to enter the original voucher no. directly. And this original voucher no. must be in "Complete" status.
  - c. If users click **[Search]** button to search for voucher no., a pop-up window will appear. To limit the scope of searching, users can enter the voucher date or/and voucher no. range and then click **[Search]** button. Subsequently, all completed vouchers with users defined criteria will be listed out in the selection box. Users can select the voucher no. by clicking **[Select]** button. And the selected voucher no. will be copied over to the asset registration screen and the pop-up window will be closed automatically.



3. Adjustment vouchers should be attached to a “Completed” original voucher. It allows users to add and update the asset item and amount.

B) Basic Information

1. Users can choose the category code from the selection box and then choose the asset code from the selected category.
2. **Analysis Code 1** and **Analysis Code 2** are optional and are defaulted as “Not Applicable”.
3. The registered date is defaulted as the voucher date. Users can update the registered date. However, the registered date should not be a future date and it should be later than the freeze date (i.e. Refrain from Modification Date). Otherwise, an error message will be prompted.
4. If the entered amount exceeds the voucher amount, an error message will be prompted.
5. Please note that all inactive codes will not be shown in the selection box.

C) Detail Information

1. For a complete asset registration, users have to enter the location and quantity of all asset items. The responsible officer is defaulted as “Not Applicable”.
2. The quantity for the detail information should not be more than the quantity of the basic information. Both quantities should be matched. Otherwise, the system will prompt an error message if users complete the asset voucher.
3. The Maintenance Renewal Date should not be earlier than Registered Date.

Maintain Asset Registration - Import by Template



Function Description

Users can import asset registration details of asset vouchers of voucher grouping “Unclassified Voucher” or “Original Voucher”.



Pre-requisites

1. Incomplete asset voucher must exist in the system.
2. Asset codes must exist in the system.
3. Location and staff must exist in the system (refer to **[FMP] → [Common Setup] → [Location Maintenance]** FCS11 and **[FMP] → [Staff Cost] → [Staff Master]** FSC05).



## User Procedures

1. Click **[FMP] → [CAR] → [Maintenance]** from the left menu.
2. Click **[Asset Registration]** tab.
3. Click **[Import]** button.

[illegible]

- Click “Download Asset Registration Details template” to download the template file for input of Asset Registration Details.

[S-FC04-05] [FMP](#) > [CAR](#) > [Maintenance](#) > [Asset Registration](#)

**Please specify the location of file to be upload**

File Name and Path(\*.xls)

\* 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

[Download Asset Registration Details template](#)

5. Click **[Browse]** button and select the file to be imported.
6. Click **[Confirm]** button.



## Post-effects

1. The asset registration details of the asset voucher will be created in the system. User can check the records in **FMP > CAR > Maintenance > Asset Registration**.
2. The voucher grouping will be set as original voucher when the related asset registration details are imported.



## Notes

Import of asset registration details for “Adjustment voucher” is not applicable.

### Complete Asset Voucher



#### Function Description

Users can complete asset vouchers under the voucher grouping of “Unclassified”, “Original” and “Adjustment”. Users are recommended to complete the voucher after they have finished filling in Asset Registration of that voucher. For Original and Adjustment vouchers, users 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. In case the voucher amount of an original voucher is not enough for registering asset items, users may complete the original voucher first, then create an adjustment voucher and attach this adjustment voucher to that completed original voucher to increase the voucher amount.



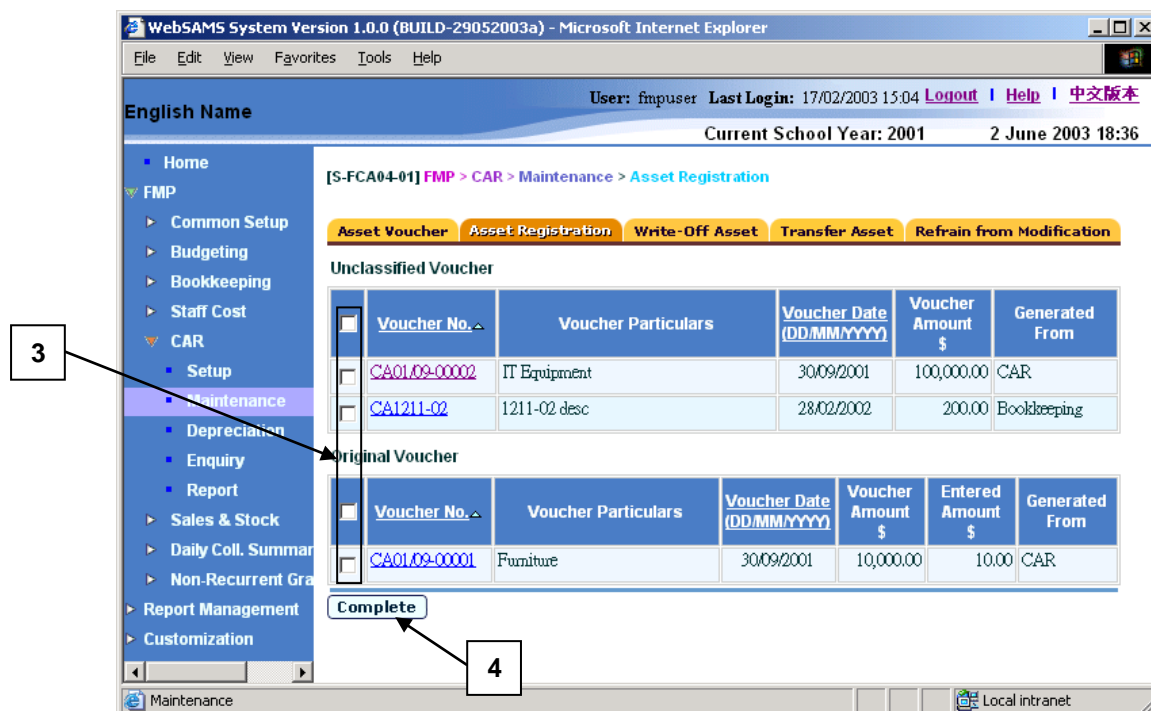
#### Pre-requisites

1. “Incomplete” asset purchase voucher must exist in the system.
2. If it is an “Original” or “Adjustment” voucher, all asset locations must have been specified.



#### User Procedures

1. Click **[FMP]** → **[CAR]** → **[Maintenance]** from the left menu.
2. Click **[Asset Registration]** tab.
3. Check the boxes in front of the **Voucher No.** to be completed.
4. Click **[Complete]** button to complete the selected asset vouchers.



### Post-effects

1. The system prompts "Record saved successfully", the voucher completion status will change to "Complete". This voucher will not be shown in this screen again.
2. This voucher and the related asset will appear in Write-off Asset and Transfer Asset applications.
3. No amendment can be made on the asset registration of the selected voucher if the voucher status is "Complete".



### Notes

1. Users can complete an unclassified voucher which does not contain any asset registration.
2. To complete an original or adjustment voucher, the quantities of both basic and detail information should be entered and matched. Otherwise, warning message will be prompted. The action will be aborted.

3. To mark the existing Asset Purchase Vouchers as “Complete”, users can select one or more vouchers from the list and click **[Complete]** button. The system will prompt for confirmation. Once confirmed, the system will change the selected Asset Purchase Vouchers to “Complete” Status. And these vouchers will not appear in the screen of Asset Registration. No modification is allowed unless users set the vouchers as “incomplete” again.
4. To set completed voucher back to incomplete voucher, please refer to Section 2.3.1 Asset Voucher.

### 2.2.3 Write-Off Asset

This function allows authorized users to maintain write-off assets. Users can choose Partial Write-off or Batch Write-off.

#### Partial Write-off Asset



##### Function Description

Users should write-off the asset if the asset is broken, loss or no longer functioning. Users can use this function to partially write off assets, e.g. if 10 computers were registered before and one of them are broken, then user can write-off 1 computer by this function.



##### Pre-requisites

1. Asset details must exist in the system.
2. The asset voucher is completed.



##### User Procedures

#### Add Write-off Transaction

1. Click **[FMP]** → **[CAR]** → **[Maintenance]** from the left menu.
2. Click **[Write-Off Asset]** tab.
3. Enter the search criteria and click **[Search]** button to search for asset records.
4. A list of matched records is displayed. Click **Asset Code** hyperlink to select the record to be written off.

WebSAMS System Version 1.0.0 (BUILD-30072003b) - Microsoft Internet Explorer

User: dennywoo Login Time: 05/08/2003 14:29 Logout | Help | 中文版本

Current School Year: 2001 5 August 2003 15:12

[S-FC06-02] 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

Analysis Code 1 ALL

Analysis Code 2 ALL

Location ALL

Responsible Officer ALL

Search Reset

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
CHAIR	Chair	FURN	F5	CHIN	30/09/2001	CA01/09-00006	10	0	10
COMP	Computer	IT	F1	CHIN	31/10/2001	CA01/09-00003	2	0	2
TABLE	Table	FURN	F3	PHY	30/09/2001	CA01/09-00006	2	0	2

5. Detailed information of the record is displayed. Click **Location** hyperlink to select an asset detail to be written off. A page with 5 blank lines will be displayed. Users may enter one or more write-off transactions.

WebSAMS System Version 0.9.0 (BUILD-05022003) - Microsoft Internet Explorer

User: elladup Last Login: 06/02/2003 10:10 Logout | Help | 中文版本

Current School Year: 2001 6 February 2003 10:25

[S-FC06-03] FMP > CAR > Maintenance > Write-off Asset

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

Asset Code CHAIR Registered Date 30/11/2002

Description Chair (eng) Voucher No. CA3011

Asset Type Purchase Analysis Code 1 SUB CAT 1

Category CAT1 Analysis Code 2 SUB CAT 3

Original Quantity 10 Original Entered Amount \$ 10.00

On Hand Quantity 10 On Hand Amount \$ 10.00

Write-off Quantity 0 Write-off Amount \$ 0.00

	Location	Responsible Officer	Original Quantity	Write-off Quantity	On Hand Quantity
<input type="checkbox"/>	RM 106 Room 106 (eng)	MMMM NNNN	5	0	5
<input type="checkbox"/>	RM 102 Room 102 english description	S003 STAFF0013 T	5	0	5

Batch Write-off Back

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.

6. Enter Write-off Date, Write-off Quantity and Write-off Reason.
7. Click **[Save]** button to save the records.

WebSAMS System Version 1.0.0 (BUILD-30092003) - Microsoft Internet Explorer

User: fmpuser Login Time: 02/10/2003 18:16 Logout | Help | 中文版本

Primary AM (School Type 2) Current School Year: 2002 2 October 2003 18:17

[S-FC06-05] FMP > CAR > Maintenance > Write-off Asset

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

Asset Code DESK Registered Date 12/03/2003 (DDMMYYYY)

Description Desk Voucher No. CAFURN

Category FURN Analysis Code 1 N/A - Not Applicable

Asset Type Purchase Analysis Code 2 N/A - Not Applicable

Location RM105 - Room 105 Responsible Officer 0001 - STAFF ONE

Original Quantity 7 Original Entered Amount \$3,500.00

On Hand Quantity 5 On Hand Amount \$2,500.00

Write-off Quantity 2 Write-off Amount \$1,000.00

Write-off Date (DDMMYYYY)	Write-off Quantity	Write-off Reason
13/03/2003	2	Broken
14/03/2003	3	Broken

Delete Save Back

### Update Write-off Transaction

1. Click **[FMP]** → **[CAR]** → **[Maintenance]** from the left menu.
2. Click **[Write-Off Asset]** tab.
3. Enter the search criteria and click **[Search]** button to search for asset records.
4. A list of matched records is displayed. Click **Asset Code** hyperlink to select the record to be written off.

WebSAMS System Version 1.0.0 (BUILD-30072003b) - Microsoft Internet Explorer

User: dennywoo Login Time: 05/08/2003 14:29 Logout | Help | 中文版本

English Name Current School Year: 2001 5 August 2003 15:12

[S-FC06-02] FMP > CAR > Maintenance > Write-off Asset

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

Registered Date (DDMMYYYY) To

Category ALL

Asset Code ALL

Analysis Code 1 ALL

Analysis Code 2 ALL

Location ALL

Responsible Officer ALL

Search Reset

Asset Code	Asset Description	Category Code	Analysis Code 1	Analysis Code 2	Registered Date (DDMMYYYY)	Voucher No.	Quantity
							Original Write-Off On Hand
CHAIR	Chair	FURN	F5	CHIN	30/09/2001	CA01/09-00006	10 0 10
COMP	Computer	IT	F1	CHIN	31/10/2001	CA01/09-00003	2 0 2
TABLE	Table	FURN	F3	PHY	30/09/2001	CA01/09-00006	2 0 2

- Detailed information of the record is displayed. Click **Location** hyperlink to select an asset detail to be written off. A page with existing write-off records and 5 blank lines will be displayed. Users may update existing write-off records and enter one or more new write-off records.

WebSAMS System Version 0.9.0 (BUILD-05022003) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

User: ellam Last Login: 06/02/2003 10:10 Logout Help 中文版本

Through - Train School (Type 6) Current School Year: 2001 6 February 2003 10:25

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

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

Asset Code CHAIR Registered Date 30/11/2002

Description Chair (eng) Voucher No. CA3011

Asset Type Purchase Analysis Code 1 SUB CAT 1

Category CAT1 Analysis Code 2 SUB CAT 3

Original Quantity 10 Original Entered Amount \$ 10.00

On Hand Quantity 10 On Hand Amount \$ 10.00

Write-off Quantity 0 Write-off Amount \$ 0.00

	Location	Responsible Officer	Original Quantity	Write-off Quantity	On Hand Quantity
<input type="checkbox"/>	<a href="#">RM 106 Room 106 (eng)</a>	MMMM NNNN	5	0	5
<input type="checkbox"/>	<a href="#">RM102 Room 102 english description</a>	S003 STAFF0013 T	5	0	5

Batch Write-off Back

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.

5

- Enter Write-off Quantity and Write-off Reason.
- Click **[Save]** button to save the records.



WebSAMS System Version 0.9.0 (BUILD-05022003) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

User: ellafup Last Login: 06/02/2003 10:10 Logout Help 中文版本

Through - Train School (Type 6) Current School Year: 2001 6 February 2003 11:26

Home

FMP

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

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

Asset Code CHAIR Registered Date 30/11/2002

Description Chair (eng) Voucher No. CA3011

Asset Type Purchase Analysis Code 1 SUB CAT 1

Category CAT1 Analysis Code 2 SUB CAT 3

Location RM 106 Room 106 (eng) Responsible Officer MMMM NNNN

Original Quantity 5 Original Entered Amount \$ 5.00

On Hand Quantity 0 On Hand Amount \$ 0.00

Write-off Quantity 5 Write-off Amount \$ 5.00

	Write-off Date	Write-off Quantity	Write-off Reason
<input type="checkbox"/>	01/12/2002	1	Testing
<input type="checkbox"/>	02/12/2002	4	Testing2
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

Delete Save Back

Local intranet

Delete Write-off Transaction

1. Click **[FMP] → [CAR] → [Maintenance]** from the left menu.
2. Click **[Write-Off Asset]** tab.
3. Enter the search criteria and click **[Search]** button to search for asset records.
4. A list of matched records is displayed. Click **Asset Code** hyperlink to select the record to be written off.

WebSAMS System Version 1.0.0 (BUILD-30072003b) - Microsoft Internet Explorer

User: dennywoo Login Time: 05/08/2003 14:29 Logout | Help | 中文版本

English Name

Current School Year: 2001 5 August 2003 15:12

[S-FCA06-02] 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

Analysis Code 1 ALL

Analysis Code 2 ALL

Location ALL

Responsible Officer ALL

Search Reset

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
<a href="#">CHAIR</a>	Chair	FURN	F5	CHIN	30/09/2001	CA01/09-00006	10	0	10
<a href="#">COMP</a>	Computer	IT	F1	CHIN	31/10/2001	CA01/09-00003	2	0	2
<a href="#">TABLE</a>	Table	FURN	F3	PHY	30/09/2001	CA01/09-00006	2	0	2

5. Detail information of the record is displayed. Click **Location** hyperlink to select an asset detail to be written off. A page with existing write-off records and 5 blank lines will be displayed.

WebSAMS System Version 0.9.0 (BUILD-05022003) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Through - Train School (Type 6) User: elladup Last Login: 06/02/2003 10:10 Logout | Help | 中文版本

Current School Year: 2001 6 February 2003 10:25

[S-FA06-03] FMP > CAR > Maintenance > Write-off Asset

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

Asset Code CHAIR Registered Date 30/11/2002

Description Chair (eng) Voucher No. CA3011

Asset Type Purchase Analysis Code 1 SUB CAT 1

Category CAT1 Analysis Code 2 SUB CAT 3

Original Quantity 10 Original Entered Amount \$ 10.00

On Hand Quantity 10 On Hand Amount \$ 10.00

Write-off Quantity 0 Write-off Amount \$ 0.00

<input type="checkbox"/>	Location	Responsible Officer	Original Quantity	Write-off Quantity	On Hand Quantity
<input type="checkbox"/>	RM 106 Room 106 (eng)	MMMM NNNN	5	0	5
<input type="checkbox"/>	RM102 Room 102 english description	S003 STAFF0013 T	5	0	5

Batch Write-off Back

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.

5

6. Check the boxes next to the **Write-off Date** to be deleted. Users can select one or more write off records to be deleted at the same time.

7. Click [**Delete**] button and confirm the operation.

WebSAMS System Version 0.9.0 (BUILD-05022003) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Through - Train School (Type 6) User: elladup Last Login: 06/02/2003 10:10 Logout | Help | 中文版本

Current School Year: 2001 6 February 2003 11:26

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

Asset Code CHAIR Registered Date 30/11/2002

Description Chair (eng) Voucher No. CA3011

Asset Type Purchase Analysis Code 1 SUB CAT 1

Category CAT1 Analysis Code 2 SUB CAT 3

Location RM 106 Room 106 (eng) Responsible Officer MMMM NNNN

Original Quantity 5 Original Entered Amount \$ 5.00

On Hand Quantity 0 On Hand Amount \$ 0.00

Write-off Quantity 5 Write-off Amount \$ 5.00

<input type="checkbox"/>	Write-off Date	Write-off Quantity	Write-off Reason
<input type="checkbox"/>	01/12/2002	1	Testing
<input type="checkbox"/>	02/12/2002	4	Testing2
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

Delete Save Back

6

7



## Post-effects

### Add Write-off Transaction

1. If the action is successful, the asset and write-off records will be added to the system. Otherwise, the records will remain unchanged.

### Update Write-off Transaction

1. If the action is successful, the asset and write-off records will be updated to the system. Otherwise, the records will remain unchanged.

### Delete Write-off Transaction

1. If action is successful, the asset and write-off records will be deleted from the system. Otherwise, the records will remain unchanged.



## Notes

1. If the write-off date entered is on or before the freeze date, an error message will be prompted.
2. If the write-off quantity entered is greater than the on-hand quantity, an error message will be prompted.
3. If duplicated write-off record (same asset location and write-off date) is found, the system will prompt an error message to disallow the users to continue the write off action. Instead, users can update the existing write-off record to make the changes.
4. No future date is allowed.
5. Write-off Date is not editable.

### Batch Write-off Asset



## Function Description

Users can write off assets by batch. Users should write-off the asset if the asset is broken, loss or no longer functioning. Users can use this function to write-off assets by batch, e.g. if 10 computers were registered before and all of them are broken, then users can write-off all these computers by this function.



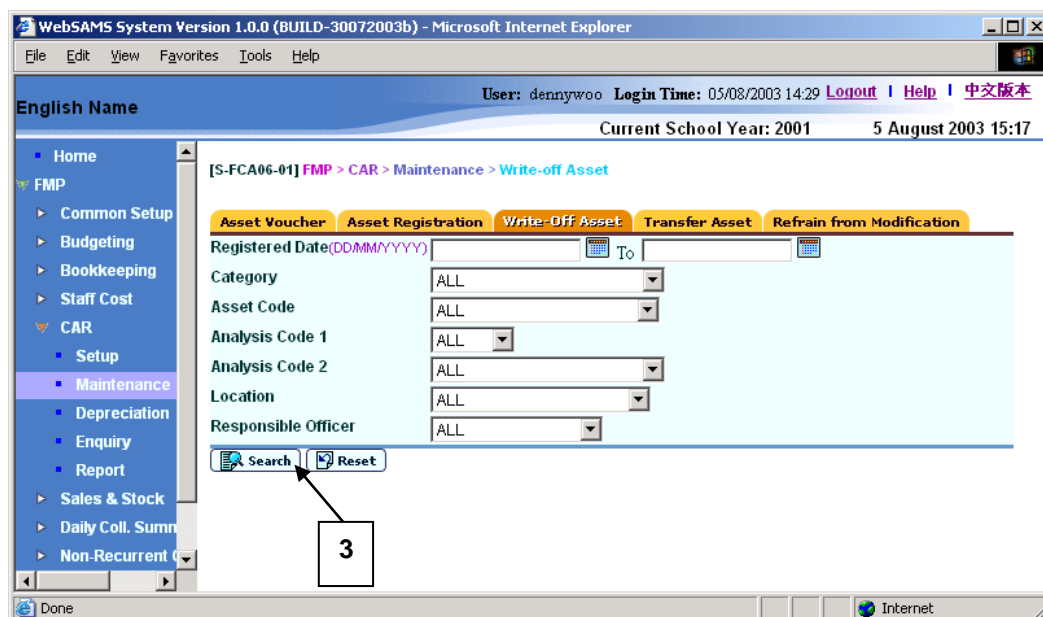
## Pre-requisites

1. Asset details must exist in the system.
2. The asset voucher is completed.

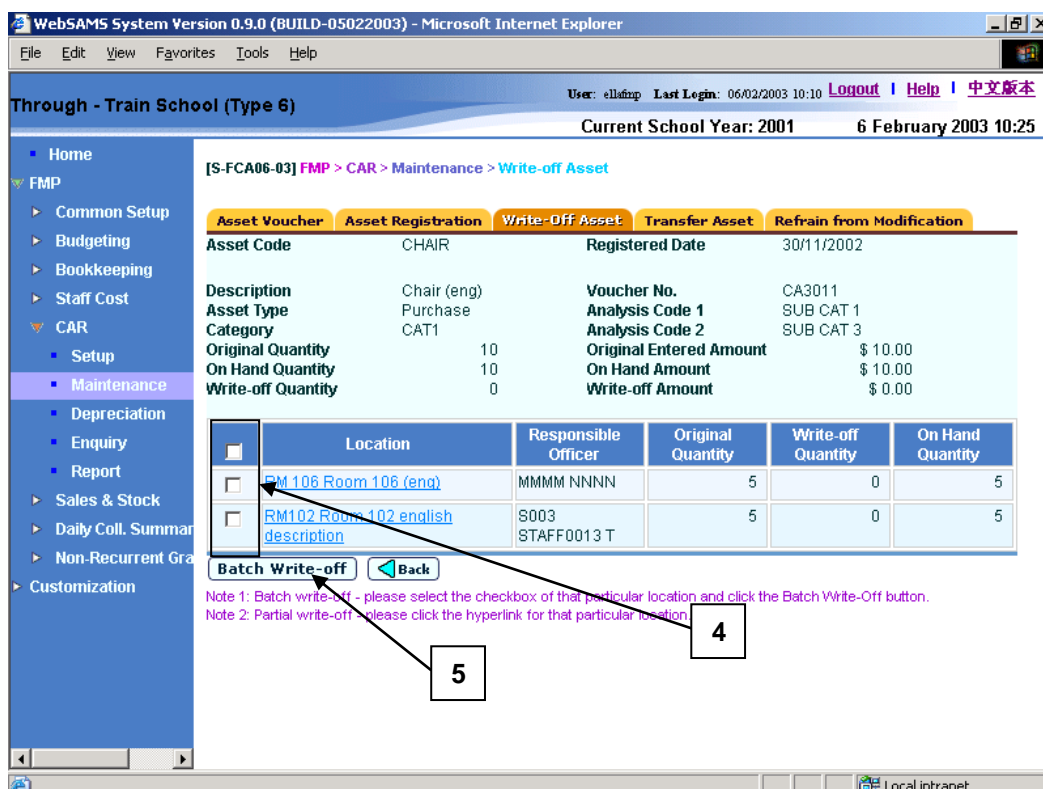


## User Procedures

1. Click **[FMP]** → **[CAR]** → **[Maintenance]** from the left menu.
2. Click **[Write-Off Asset]** tab.
3. Enter the search criteria and click **[Search]** button to search for asset details.



4. A list of matched record is displayed. Check the boxes in front of the **Location** to be written off by batch.



5. Click **[Batch Write-off]** button.
6. Update **Write-off Date** and **Write-off Reason** by batch.
7. Click **[Save]** button to save the changes.

WebSAMS System Version 1.0.0 (BUILD-29052003a) - Microsoft Internet Explorer

User: fmpuser Last Login: 17/02/2003 15:04 Logout | Help | 中文版本

English Name Current School Year: 2001 2 June 2003 18:45

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

Asset Voucher	Asset Registration	Write-Off Asset	Transfer Asset	Refrain from Modification
Asset Code	CHAIR	Registered Date	30/09/2001	
Description	Chair	Voucher No.	CA01/09-00006	
Category Code	FURN	Analysis Code 1	F5	
Asset Type	Purchase	Analysis Code 2	CHIN	
Original Quantity	10	Original Entered Amount	\$ 10.00	
On Hand Quantity	10	On Hand Amount	\$ 10.00	
Write-off Quantity	0	Write-off Amount	\$ 0.00	

Write-off Date (DD/MM/YYYY)

Write-off Reason

Save Back

6

7

Maintenance Local intranet



## Post-effects

1. If the action is successful, the asset and write-off records will be updated to the system. Otherwise, records will remain unchanged.



## Notes

1. If the write-off date entered is on or before the freeze date, an error message will be prompted.
2. No future date is allowed.

## 2.2.4 Transfer Asset



## Function Description

This function allows users 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.



## Pre-requisites

1. Asset details must exist in the system.
2. Location and responsible officer records must exist and must be in “Active” status in the system.
3. The asset voucher of the selected asset is completed.



## User Procedures

1. Click **[FMP] → [CAR] → [Maintenance]** from the left menu.
2. Click **[Transfer Asset]** tab.
3. Enter the search criteria and click **[Search]** button to search for Transfer Asset records.

4. A list of matched records is displayed. Click **Asset Code** hyperlink to view / edit Transfer Asset record.

WebSAMS System Version 1.0.0 (BUILD-30072003b) - Microsoft Internet Explorer

User: dennywoo Login Time: 05/08/2003 14:29 Logout | Help | 中文版本

English Name Current School Year: 2001 5 August 2003 15:26

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

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

Registered Date (DDMMYYYY) To

Category ALL

Asset Code ALL

Analysis Code 1 ALL

Analysis Code 2 ALL

Location ALL

Responsible Officer ALL

Search Reset

Asset Code	Asset Description	Category Code	Analysis Code 1	Analysis Code 2	Registered Date (DDMMYYYY)	Voucher No.	Quantity
							Original Write-Off On Hand
CHAIR	Chair	FURN	F5	CHIN	30/09/2001	CA01/09-00006	10 0 10
COMP	Computer	IT	F1	CHIN	31/10/2001	CA01/09-00003	2 0 2
TABLE	Table	FURN	F3	PHY	30/09/2001	CA01/09-00006	2 0 2

4

5. The detailed allocation information of the selected record is displayed. Click **Transfer Details** hyperlink to proceed asset transfer.

WebSAMS System Version 0.9.0 (BUILD-05022003) - Microsoft Internet Explorer

User: ellidup Last Login: 06/02/2003 10:10 Logout | Help | 中文版本

Through - Train School (Type 6) Current School Year: 2001 6 February 2003 10:29

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

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

Asset Code CHAIR Registered Date 30/11/2002

Description Chair (eng) Voucher No. CA3011

Asset Type Purchase

Category CAT1

Analysis Code 1 SUB CAT 1

Analysis Code 2 SUB CAT 3

On Hand Quantity 10

Location	Responsible Officer	On Hand Quantity	Transfer Details
RM 106 Room 106 (eng)	MMMM NNNN		Link
RM102 Room 102 english description	S003 STAFF0013 T		Link

Back

5

6. In Transfer Details table, edit the **Date of Transfer**, **Target Location**, **Target Responsible Officer**, **Transfer Quantity** and **New Location Remarks**.
7. The selected asset can be transferred to a maximum of 5 locations or responsible officers.



8. Click **[Save]** button to save the changes.

WebSAMS System Version 0.9.0 (BUILD-05022003) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Through - Train School (Type 6) User: ellamp Last Login: 06/02/2003 10:10 Logout Help 中文版本

Current School Year: 2001 6 February 2003 10:30

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

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

Asset Code CHAIR Registered Date 30/11/2002

Description Chair (eng) Voucher No. CA3011

Category CAT1

Analysis Code 1 SUB CAT 1

Analysis Code 2 SUB CAT 3

Location RM 106 Room 106 (eng) Responsible Officer MMMM NNNN

On Hand Quantity 5

Transfer Details

Date of Transfer	Target Location	Target Responsible Officer	Transfer Quantity
		N/A - Not Applicable	
		N/A - Not Applicable	
		N/A - Not Applicable	
		N/A - Not Applicable	
		N/A - Not Applicable	

Save Back

Done Local intranet



## Post-effects

1. If the action is successful, the new asset allocation information will be updated to the system. Otherwise, records will remain unchanged.



## Notes

1. Users can transfer asset to more than one location or responsible officer by entering more than one transfer details entries. E.g. if users need to transfer asset to 2 locations, then users should enter 2 transfer details entries and simply leave the other 3 lines in blank.
2. If the sum of quantity allocated to the target locations exceeds on-hand quantity of the source location, the system will prompt an error message. Users may choose to edit the input information or abort the action.
3. A transfer action re-allocates asset up to five target locations. If necessary, users can perform another transfer action.
4. Date of transfer must not be a future date.
5. Only the last transfer history is kept if the same asset has been transferred more than once. Users can print the Transfer List (R-FCA010-E) for recording purpose.
6. For partial transfer, users can enter Transfer Quantity less than the On Hand Quantity. The remaining assets will be kept at their original location.

### 2.2.5 Refrain from Modification



#### Function Description

This function allows authorized users 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.

Users can maintain the freeze date in order to facilitate asset auditing. No adjustment on transaction made on or before the freeze date is allowed. New registration with registered date on or before the freeze date is not allowed.



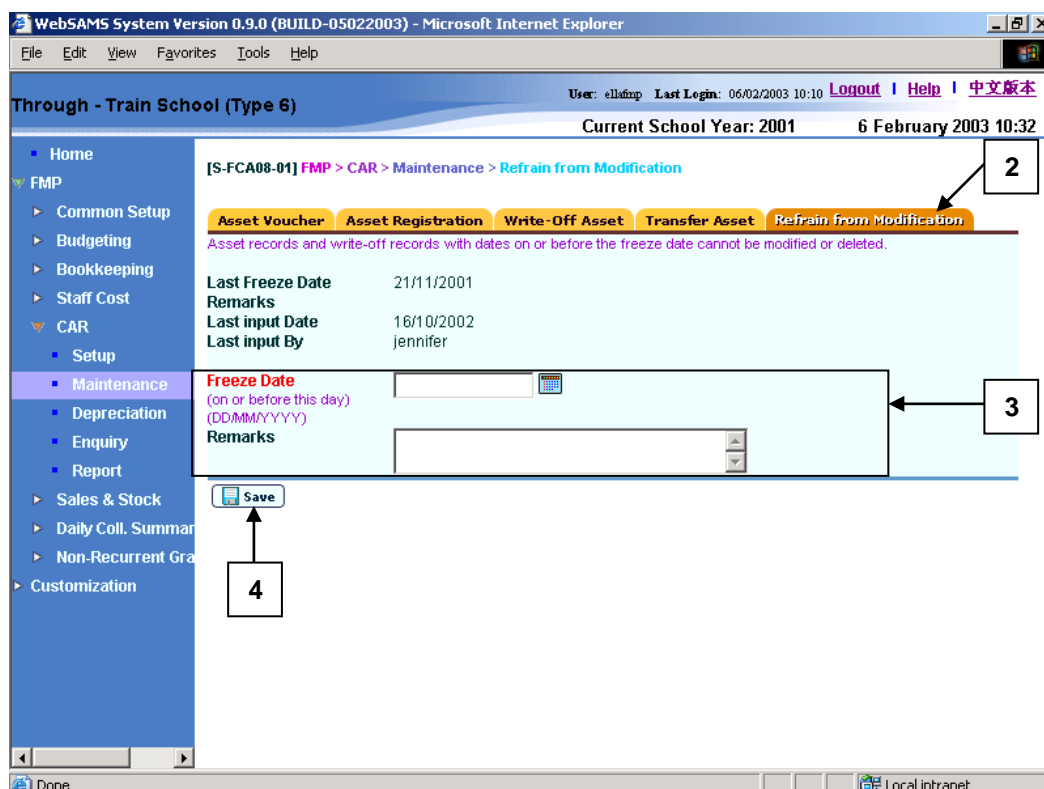
#### Pre-requisites

1. Users must be granted with the appropriate system access rights in order to update the freeze date.
2. All vouchers are completed on or before the freeze date.



#### User Procedures

1. Click **[FMP] → [CAR] → [Maintenance]** from the left menu.
2. Click **[Refrain from Modification]** tab. The Refrain from Modification screen will be displayed. In this screen, users can find the last entered freeze date information. If there is no freeze date entered before, "N/A" (Not Applicable) will be shown.
3. Fill in the information.
4. Click **[Save]** button.



## Post-effects

1. If the action is successful, the freeze date will be updated to the system. Otherwise, records will remain unchanged.
2. Voucher creation, asset registration, asset transfer and asset write off records on or before the entered freeze date are not allowed.



## Notes

1. The Freeze Date must be entered upon saving.
2. The entered Freeze Date must be later than the Last Freeze Date, and on or before today's date.
3. Future date is not allowed.
4. Users are not allowed to save the Freeze Date if there is incomplete voucher on or before the entered freeze date.

## 2.3 Depreciation



### Function Description

This function provides a template for users to fill in depreciation amount on yearly basis. All the registered assets are grouped by categories for depreciation information. Users should calculate and prepare the depreciation information off the system, and then enter this information into the system. This function serves as a mean to capture all these depreciation information. No depreciation method will be adopted in the system.



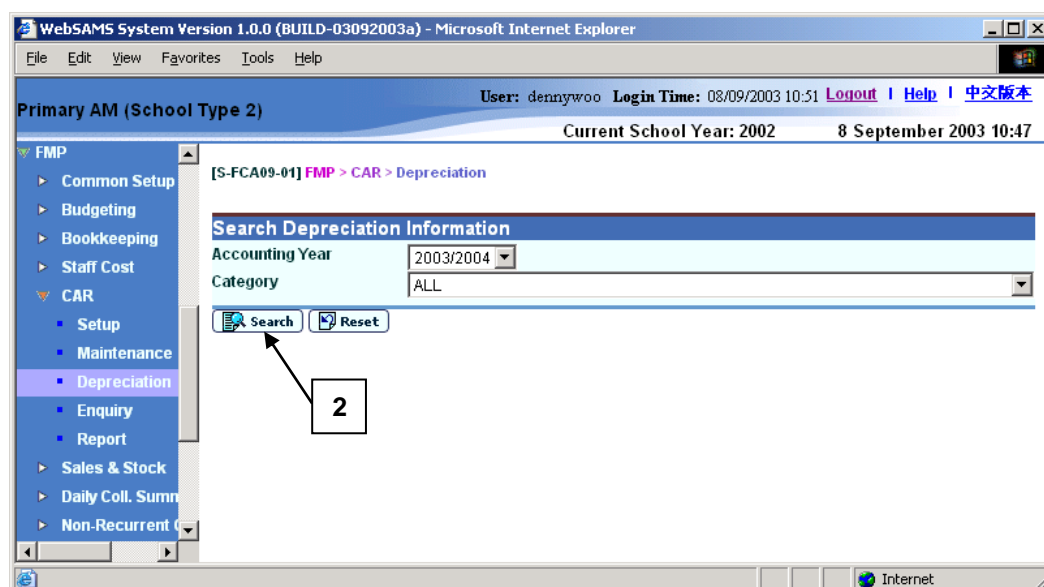
### Pre-requisites

1. Users have already performed the asset registration of an accounting year.



### User Procedures

1. Click **[FMP] → [CAR] → [Depreciation]** from the left menu.
2. Enter the search criteria and click **[Search]** button to search for category code. All assets are grouped by categories for depreciation.



3. A list of matched category records is shown. Click the **Category Code** hyperlink to view / edit the depreciation information of the assets under the selected category.

WebSAMS System Version 1.0.0 (BUILD-03092003a) - Microsoft Internet Explorer

User: dennywoo Login Time: 08/09/2003 10:51 Logout | Help | 中文版本

Primary AM (School Type 2) Current School Year: 2002 8 September 2003 10:47

[S-FA09-02] FMP > CAR > Depreciation

Search Depreciation Information

Accounting Year: 2003/2004  
Category: ALL

Search Reset

Please click the hyperlink for inputting the depreciation amount

Category Code	English Description	Chinese Description
AUDIO	Audio Equipment	影響器材
FURN	Furniture	傢俬
IT	Information Technology	資訊科技

3

## 4. Fill in the amount.

- For Asset Purchase in Previous Accounting Years, users can fill in
  - Not Chargeable amount for those assets which are not subject to depreciation at all.
  - Depreciation amount for the total chargeable assets in this year.
- For Asset Purchase in this Accounting Year, users can fill in the following fields, by the month of the assets registered.
  - Not Chargeable Amounts
  - Depreciation Amount

WebSAMS System Version 1.0.0 (BUILD-03092003a) - Microsoft Internet Explorer

User: dennywoo Login Time: 08/09/2003 10:51 Logout | Help | 中文版本

Primary AM (School Type 2) Current School Year: 2002 8 September 2003 10:50

[S-FA09-03] FMP > CAR > Depreciation

Update Depreciation Record

Accounting Year: 2003/2004  
Category: FURN - Furniture

	Registered Month	Original Amount	Not Chargeable	Written Off	Total Chargeable	Cumulative	This Year
Asset Purchase in Previous Accounting Years							
Balance B/F		7,000.00	( 30.00 )	( 1,000.00 )	5,970.00	90.00	
Write-off during the year			30.00	( 0.00 )	30.00		
Sub-total		7,000.00	( 0.00 )	( 1,000.00 )	6,000.00	90.00	1400
Asset Purchase in Accounting Year 2003/2004							
	09/2003	10,000.00	( 0.00 )	( 0.00 )	10,000.00		3000
Balance C/F		17,000.00	( 0.00 )	( 1,000.00 )	16,000.00	90.00	4,400.00

Reset Save Back

7 5 6

4a 4b

- Click **[Save]** button to save the depreciation information and go back to the search screen.

6. Click **[Back]** button to go back to the search screen without saving the updated information.
7. Click **[Reset]** button to clear the updated information.



#### Post-effects

1. The system prompts “Record saved successfully”. The updated depreciation information is saved.
2. The Balance C/F will become the opening balance of the next accounting year.



#### Notes

1. The depreciation screen displays the following information:
  - a. Asset Purchase in Previous Accounting Years
    - i. Balance B/F – The total opening balance as at the first day of the selected accounting year
    - ii. Write-off during the year – Assets registered in previous accounting years which have been written off in the selected accounting year
    - iii. Sub-Total – The sub-total balance of assets purchased in previous accounting years
  - b. Asset Purchase in this Accounting Year
    - i. Asset Purchase Information grouped by Accounting Month – Total cost and depreciation of the asset purchased in an accounting month
    - ii. Balance C/F – The total asset cost and depreciation of all the registered assets as at the last day of the accounting year.

The definitions of column headings are as follows:

- a. Registered Month – Asset registration month. For asset registered in the selected accounting year, the asset will be grouped by registered month.
- b. Original Amount – The sum of the entered amount of the assets registered under the selected category within that month. This amount is calculated by the system.
- c. Not Chargeable Amount – The amount which is not subject to depreciation and will be excluded from the asset registered amount.
- d. Written Off Amount – The amount of the asset written off via the write-off function. This amount is calculated by the system.
- e. Total Chargeable Amount – The Total Chargeable Amount of the assets which is subject to depreciation. This amount represents the original amount minus not chargeable amount and written off amount.
- f. Cumulative Depreciation Amount – This amount is accumulated from the entered depreciation amount of the selected asset category of all the previous years. This amount is calculated by the system.
- g. This Year Depreciation Amount – Amount depreciated in this accounting year

2. The Total Not Chargeable cost entered must not exceed the Original Cost. And Yearly Depreciation Amount must not exceed the Total Chargeable Cost. Otherwise, an error message will be prompted.
3. Amount entered is kept for depreciation purpose only and will not affect the registered assets in the system.

## 2.4 Enquiry



### Function Description

Users can make enquiry on registered assets. Asset registration, allocation information and write-off information can be displayed by this function.



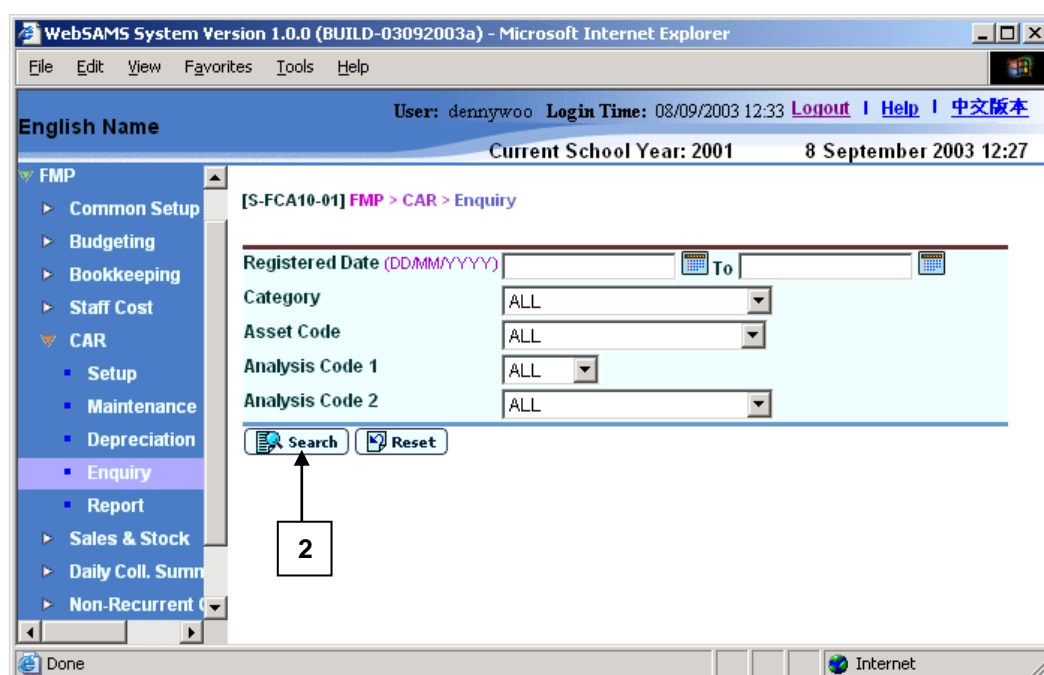
### Pre-requisites

1. Asset details must exist in the system.



### User Procedures

1. Click **[FMP] → [CAR] → [Enquiry]** from the left menu.
2. Enter the search criteria and click **[Search]** button to search for asset records.



3. A list of matched asset records is shown.
4. Click the **Asset Code** hyperlink to view the details of the registered assets of the selected asset code.



WebSAMS System Version 1.0.0 (BUILD-17092003b) - Microsoft Internet Explorer

User: fmpuser Login Time: 22/09/2003 13:59 Logout | Help | 中文版本

Primary AM (School Type 2) Current School Year: 2002 22 September 2003 14:00

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

Registered Date (DD/MM/YYYY) To

Category FURN - Furniture

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
<a href="#">DESK</a>	Desk	FURN	N/A	N/A	120	2	118

5. Click the Registered Date hyperlink to view the voucher and the registration details.

WebSAMS System Version 1.0.0 (BUILD-17092003b) - Microsoft Internet Explorer

User: fmpuser Login Time: 22/09/2003 13:59 Logout | Help | 中文版本

Primary AM (School Type 2) Current School Year: 2002 22 September 2003 14:01

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

Asset Code: DESK  
Description: Desk  
Category Code: FURN  
Analysis Code 1: N/A  
Analysis Code 2: N/A  
Original Quantity: 120  
Write-off Quantity: 2  
On Hand Quantity: 118

Registered Date (DD/MM/YYYY)	Voucher No.	Quantity			Entered Amount \$	Gov't Fund \$	Other Fund \$	Complete Status
		Original	Write-Off	On Hand				
<a href="#">12/03/2003</a>	CA000001	10	2	8	5,000.00	3,000.00	2,000.00	<input checked="" type="checkbox"/>
<a href="#">30/09/2002</a>	CA0001	10	0	10	2,000.00	2,000.00	0.00	<input checked="" type="checkbox"/>
<a href="#">01/09/2003</a>	CA000002	100	0	100	10,000.00	10,000.00	0.00	<input type="checkbox"/>

Back

6. Click **Write-off Details** hyperlink to view write off details.

WebSAMS System Version 1.0.0 (BUILD-29052003a) - Microsoft Internet Explorer

User: fmpuser Last Login: 17/02/2003 15:04 Logout | Help | 中文版本

English Name Current School Year: 2001 2 June 2003 18:48

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

Capital Asset Enquiry Result

Registration Details		Write-off Details	
Asset Code	CHAIR	Registered Date (DD/MM/YYYY)	30/09/2001
Description	Chair	Voucher No.	CA01/09-00006
Asset Type	Purchase		
Category Code	FURN		
Analysis Code 1	F5		
Analysis Code 2	CHIN		
Original Quantity	10	Original Entered Amount	\$10.00
Write-off Quantity	0	Write-off Amount	\$0.00
On Hand Quantity	10	On Hand Amount	\$10.00
Remarks			
Location	Responsible Officer	On Hand Quantity	Location Remarks
GENERAL - General Office	N/A - Not Applicable	10	1Floor
Serial No.	Maintenance Renewal Date		Other Remarks / Accessories
INVOICE 1237	31/07/2016		

Back

Enquiry Local intranet

WebSAMS System Version 1.0.0 (BUILD-08092003) - Microsoft Internet Explorer

User: dennywoo Login Time: 09/09/2003 09:39 Logout | Help | 中文版本

Primary AM (School Type 2) Current School Year: 2002 9 September 2003 9:36

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

Capital Asset Enquiry Result

Registration Details		Write-off Details	
Asset Code	DESK	Registered Date (DD/MM/YYYY)	12/03/2003
Description	Desk	Voucher No.	CAFURN
Asset Type	Purchase		
Category Code	FURN		
Analysis Code 1	N/A		
Analysis Code 2	N/A		
Original Quantity	10	Original Entered Amount	\$5,000.00
Write-off Quantity	2	Write-off Amount	\$1,000.00
On Hand Quantity	8	On Hand Amount	\$4,000.00
Remarks			
Location	Responsible Officer	Write-off Quantity	Write-off Date (DD/MM/YYYY)
RM105 Room 105	0001 STAFF ONE	2	13/03/2003
Reasons			

Back

Internet



## Post-effects

- Users can browse through the search results displayed.



## Notes

- No modification of data is allowed.

## 2.5 Report

### 2.5.1 Generate Report



#### Function Description

Users can generate the Capital Asset reports through this report function. “All categories” list contains all the reports available under the Capital Asset Register Module. These reports are further grouped separately into different categories according to its nature.

Users can view the reports for the following categories:

- All Categories
- FCA 1 – Setup
- FCA 2 – Voucher List
- FCA 3 – Register & Others
- FCA 4 – Stocktake Worksheet
- FCA 5 – Data Conversion



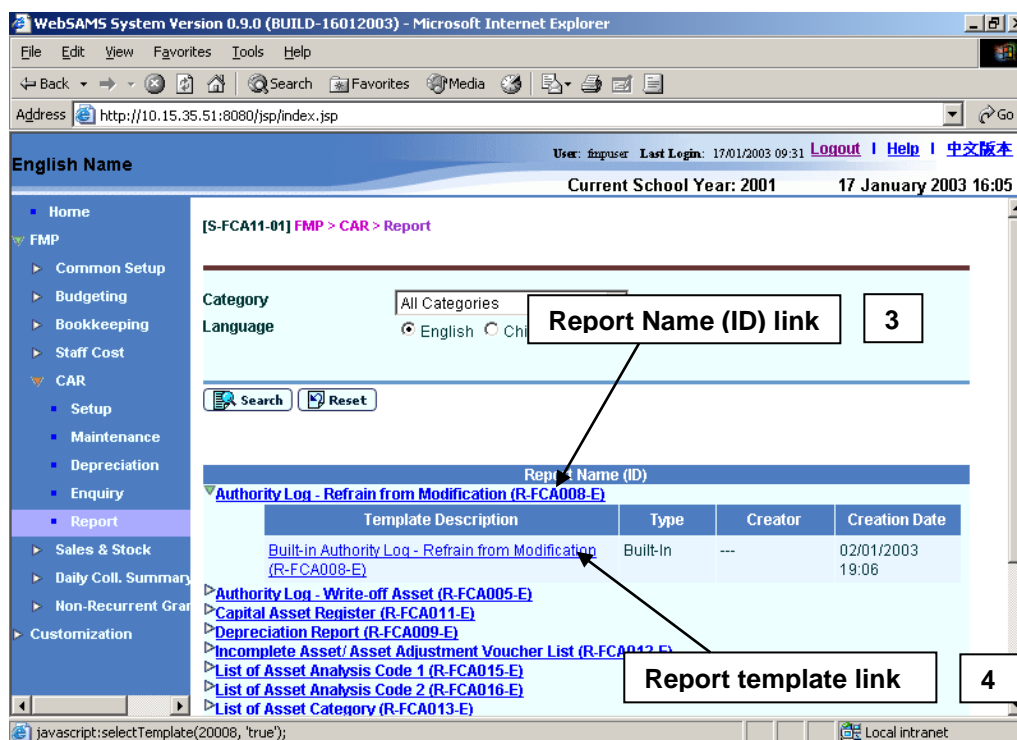
#### Pre-requisites

1. Adobe Acrobat Reader and Microsoft Office 2000 are required in order to view the reports.



#### User Procedures

1. Click **[FMP] → [CAR] → [Report]** from the left menu.
2. Users can select category and language. All reports under the selected category will be displayed.
3. Click on the Report Name (ID) link and list of built-in and user-defined report templates are displayed.



4. Click on the Report Template link to view the report search criterions.
5. Users may narrow down the search by changing the various search criterions presented on the screen.
6. Click **[Preview & Print]** button to view the report online. A report window will pop up. Print the report to local print queue or save to local hard disk from the popup window.
7. Users can choose to generate the report backend by clicking on **[To File]** button.
  - a. Users are required to fill in the report descriptions. Report will then be generated and stored in Report Repository. No report window will pop up.
  - b. Users can click the hyperlink to go to Report Repository to download the report or click **[Report Management]** → **[Repository]** from the left menu to download the report later.

WebSAMS System Version 1.0.0 (BUILD-03092003a) - Microsoft Internet Explorer

User: dennywoo Login Time: 08/09/2003 10:51 Logout | Help | 中文版本

Primary AM (School Type 2) Current School Year: 2002 8 September 2003 11:01

[S-FCA11-11] FMP > CAR > Report

**Capital Asset Register (R-FCA011-E):-**  
Built-in Template

Please input the print criteria.

Registered Date (DDMM/YYYY) To To  
Voucher No. A To Z  
Category Code ALL  
Asset Code ALL  
Format PDF

Preview & Print To File Reset Back

5

6

7

Explorer User Prompt

Script Prompt:

Please enter the description of the report for easy reference during report retrieval.

Capital Asset Register as at 21/10/2003

OK Cancel

7a

WebSAMS System Version 1.0.0 (BUILD-30092003) - Microsoft Internet Explorer

User: fmpuser Login Time: 02/10/2003 18:04 Logout | Help | 中文版本

English Name Current School Year: 2001 2 October 2003 18:10

[S-FCA11-11] FMP > CAR > Report

Report has been submitted for generation. Please go to the "Repository" function of "Report Management" module to view the generated report.

**Capital Asset Register (R-FCA011-E):-**  
Built-in Template

Please input the print criteria.

Registered Date (DDMM/YYYY) To To  
Voucher No. a To z  
Category Code ALL  
Asset Code ALL  
Format PDF

Preview & Print To File Reset Back

7b



## Post-effects

1. The selected report is generated for users to preview in a pop-up window if **[Preview & Print]** button is clicked.

2. The selected report is generated and stored in Report Management – Repository if **[To File]** button is clicked. Users may enter the description of the report for easy reference during report retrieval in Report Management – Repository.



#### Notes

1. The Data Conversion Category is only available for schools which choose to convert the data of Capital Asset Register from SAMS system.
2. The following reports are available:

#### **All Categories**

- Assets List with Write-off Quantity and Date (R-FCA019-E)
- Authority Log on Refrain from Modification (R-FCA008-E)
- Authority Log on Write-off Asset (R-FCA005-E)
- Capital Asset Register (R-FCA011-E)
- Converted Asset Code List (R-FCA017-E)
- Depreciation Report (R-FCA009-E)
- Incomplete Asset / Asset Adjustment Voucher List (R-FCA012-E)
- List of Asset Analysis Code 1 (R-FCA015-E)
- List of Asset Analysis Code 2 (R-FCA016-E)
- List of Asset Category (R-FCA013-E)
- List of Asset Master (R-FCA014-E)
- List of Deleted Vouchers (R-FCA018-E)
- 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)
- Stocktake Worksheet by Location (R-FCA006-E)
- Stocktake Worksheet by Responsible Officer (R-FCA007-E)
- Transfer List (R-FCA010-E)
- Voucher List for Capital Asset (R-FCA001-E)

#### **FCA 1 – Setup**

- List of Asset Analysis Code 1 (R-FCA015-E)
- List of Asset Analysis Code 2 (R-FCA016-E)
- List of Asset Category (R-FCA013-E)
- List of Asset Master (R-FCA014-E)

### **FCA 2 – Voucher List**

- Incomplete Asset / Asset Adjustment Voucher List (R-FCA012-E)
- List of Deleted Vouchers (R-FCA018-E)
- Voucher List for Capital Asset (R-FCA001-E)

### **FCA 3 – Register & Others**

- Assets List with Write-off Quantity and Date (R-FCA019-E)
- Authority Log on Refrain from Modification (R-FCA008-E)
- Authority Log on Write-off Asset (R-FCA005-E)
- Capital Asset Register (R-FCA011-E)
- Depreciation Report (R-FCA009-E)
- 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)
- Transfer List (R-FCA010-E)

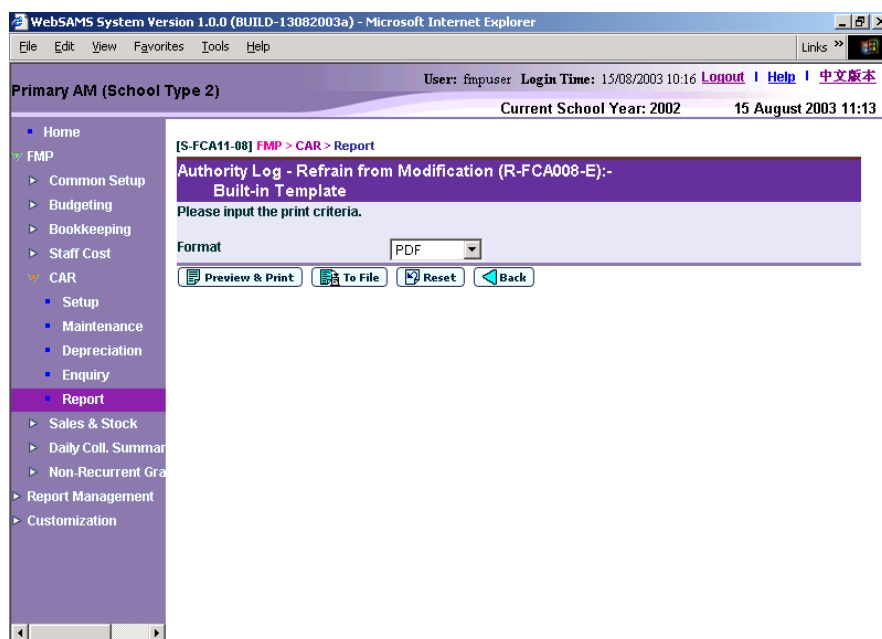
### **FCA 4 – Stocktake Worksheet**

- Stocktake Worksheet by Location (R-FCA006-E)
- Stocktake Worksheet by Responsible Officer (R-FCA007-E)

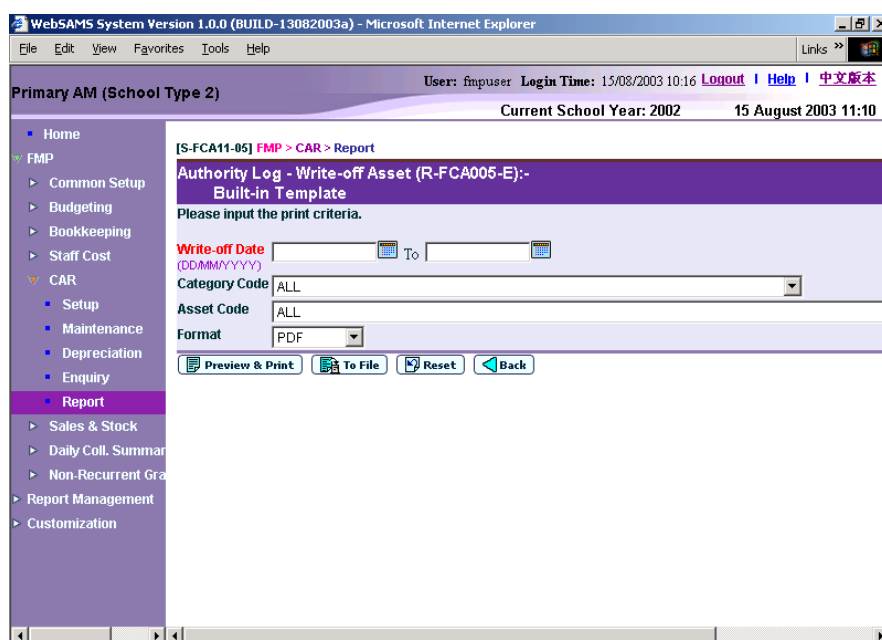
3. Different reports may have different set of input criteria.
  - Assets List with Write-off Quantity and Date (R-FCA019-E)
    - This function allows users to generate the Authority Log on Refrain from Modification (R-FCA019-E) based on the selected print criteria.

- The below criteria can be selected from this screen to generate reports:
  - Registered Date Range
  - Voucher No. Range
  - Category Code
  - Asset Code
  - As at Date
  - Format (PDF, WORD, RICHTEXT, EXCEL)
- You can (i) view the report online by clicking the **[Preview & Print]** button or (ii) generate and store the report in Report Management – Repository by clicking the **[To File]** button.
- Authority Log on Refrain from Modification (R-FCA008-E)
  - This function allows users to generate the Authority Log on Refrain from Modification (R-FCA008-E) based on the selected print criteria.





- The below criteria can be selected from this screen to generate reports:
  - Format (PDF, WORD, RICHTEXT, EXCEL)
- You can (i) view the report online by clicking the **[Preview & Print]** button or (ii) generate and store the report in Report Management – Repository by clicking the **[To File]** button.
- Authority Log on Write-off Asset (R-FCA005-E)
  - This function allows users to generate the Authority Log on Write-off Asset (R-FCA005-E) based on the selected print criteria.



- The below criteria can be selected from this screen to generate reports:
  - Write-off Date Range (mandatory, must be entered)
  - Category Code
  - Asset Code
  - Format (PDF, WORD, RICHTEXT, EXCEL)
- You can (i) view the report online by clicking the **[Preview & Print]** button or (ii) generate and store the report in Report Management – Repository by clicking the **[To File]** button.
- Capital Asset Register (R-FCA011-E)
  - This function allows users to generate the Capital Asset Register (R-FCA011-E) based on the selected print criteria.

WebSAMS System Version 1.0.0 (BUILD-13082003a) - Microsoft Internet Explorer

User: fmpuser Login Time: 15/08/2003 10:16 Logout | Help | 中文版本

Primary AM (School Type 2) Current School Year: 2002 15 August 2003 11:17

Home

FMP

- Common Setup
- Budgeting
- Bookkeeping
- Staff Cost
- CAR
  - Setup
  - Maintenance
  - Depreciation
  - Enquiry
  - Report**
- Sales & Stock
- Daily Coll. Summary
- Non-Recurrent Grant
- Report Management
- Customization

[S-FCA11-11] FMP > CAR > Report

Capital Asset Register (R-FCA011-E):-  
Built-in Template

Please input the print criteria.

Registered Date  To   
(DD/MM/YYYY)

Voucher No.  To

Category Code ALL

Asset Code ALL

Format PDF

Preview & Print To File Reset Back

- The below criteria can be selected from this screen to generate reports:
  - Registered Date Range
  - Voucher No. Range
  - Category Code
  - Asset Code
  - Format (PDF, WORD, RICHTEXT, EXCEL)
- You can (i) view the report online by clicking the **[Preview & Print]** button or (ii) generate and store the report in Report Management – Repository by clicking the **[To File]** button.

- Depreciation Report (R-FCA009-E)
  - This function allows users to generate the Depreciation Report (R-FCA009-E) based on the selected print criteria.

WebSAMS System Version 1.0.0 (BUILD-13082003a) - Microsoft Internet Explorer

File Edit View Favorites Tools Help Links »

User: fmpuser Login Time: 15/08/2003 10:16 Logout | Help | 中文版本

Primary AM (School Type 2) Current School Year: 2002 15 August 2003 11:14

Home

FMP

- Common Setup
- Budgeting
- Bookkeeping
- Staff Cost
- CAR
  - Setup
  - Maintenance
  - Depreciation
  - Enquiry
  - Report
- Sales & Stock
- Daily Coll. Summary
- Non-Recurrent Grants
- Report Management
- Customization

[S-FCA11-09] FMP > CAR > Report

Depreciation Report (R-FCA009-E):-  
Built-in Template

Please input the print criteria.

Accounting Year: 2002/2003

Category Code: ALL

Format: PDF

Preview & Print To File Reset Back

- The below criteria can be selected from this screen to generate reports:
  - Accounting Year
  - Category Code
  - Format (PDF, WORD, RICHTEXT, EXCEL)
- You can (i) view the report online by clicking the **[Preview & Print]** button or (ii) generate and store the report in Report Management – Repository by clicking the **[To File]** button.
- Incomplete Asset / Asset Adjustment Voucher List (R-FCA012-E)
  - This function allows users to generate the Incomplete Asset / Asset Adjustment Voucher List (R-FCA012-E) based on the selected print criteria.

WebSAMS System Version 1.0.0 (BUILD-13082003a) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

User: fmpuser Login Time: 15/08/2003 10:16 Logout Help 中文版本

Primary AM (School Type 2) Current School Year: 2002 15 August 2003 11:02

[S-FCA11-12] FMP > CAR > Report

**Incomplete Asset/ Asset Adjustment Voucher List (R-FCA012-E):-**  
Built-in Template

Please input the print criteria.

Voucher Date (DD/MM/YYYY) To

Voucher No. To

Voucher Grouping All

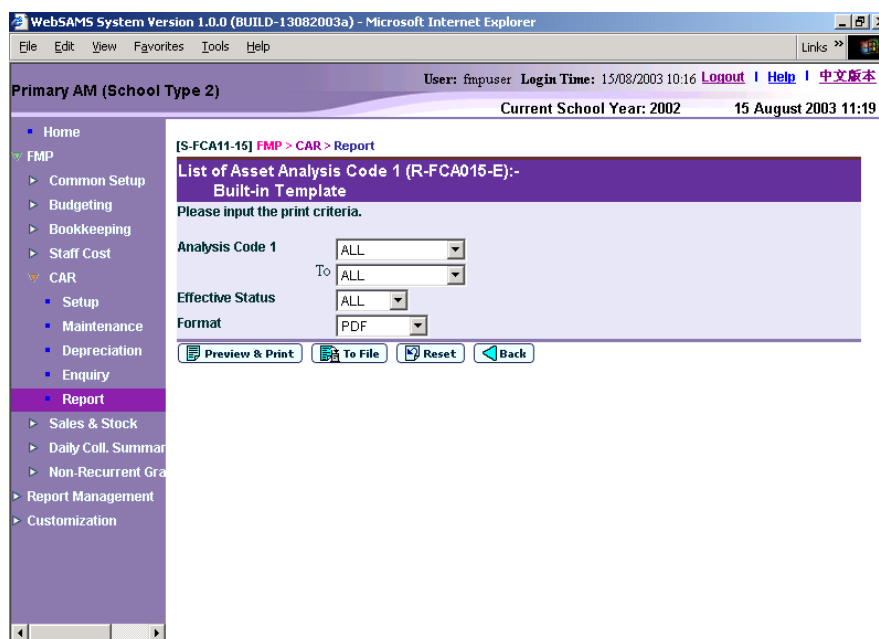
☐ Print Voucher(s) with Quotation/Tender Number Only

Quotation/Tender Number To

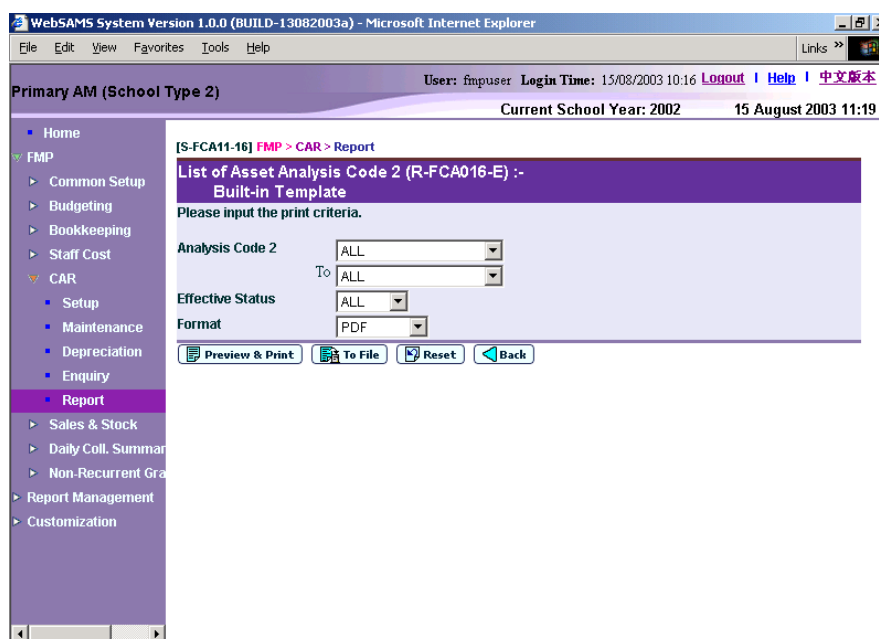
Format PDF

Preview & Print To File Reset Back

- The below criteria can be selected from this screen to generate reports:
  - Voucher Date Range
  - Voucher No. Range
  - Voucher Grouping (All, Unclassified Voucher, Original Voucher, Adjustment Voucher)
  - Quotation/Tender Number Range
  - Format (PDF, WORD, RICHTEXT, EXCEL)
- You can (i) view the report online by clicking the **[Preview & Print]** button or (ii) generate and store the report in Report Management – Repository by clicking the **[To File]** button.
- List of Asset Analysis Code 1 (R-FCA015-E)
  - This function allows users to generate the List of Asset Analysis Code 1 (R-FCA015-E) based on the selected print criteria.



- The below criteria can be selected from this screen to generate reports:
  - Analysis Code 1 Range
  - Effective Status (All, Active, Inactive)
  - Format (PDF, WORD, RICHTEXT, EXCEL)
- You can (i) view the report online by clicking the **[Preview & Print]** button or (ii) generate and store the report in Report Management – Repository by clicking the **[To File]** button.
- List of Asset Analysis Code 2 (R-FCA016-E)
  - This function allows users to generate the List of Asset Analysis Code 2 (R-FCA016-E) based on the selected print criteria.



- The below criteria can be selected from this screen to generate reports:
  - Analysis Code 2 Range
  - Effective Status (All, Active, Inactive)
  - Format (PDF, WORD, RICHTEXT, EXCEL)
- You can (i) view the report online by clicking the **[Preview & Print]** button or (ii) generate and store the report in Report Management – Repository by clicking the **[To File]** button.
- List of Asset Category (R-FCA013-E)
  - This function allows users to generate the List of Asset Category (R-FCA013-E) based on the selected print criteria.

WebSAMS System Version 1.0.0 (BUILD-13082003a) - Microsoft Internet Explorer

User: fmpuser Login Time: 15/08/2003 10:16 Logout | Help | 中文版本

Primary AM (School Type 2) Current School Year: 2002 15 August 2003 11:18

Home

FMP

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

[S-FCA11-13] FMP > CAR > Report

List of Asset Category (R-FCA013-E):-  
Built-in Template

Please input the print criteria.

Category Code ALL

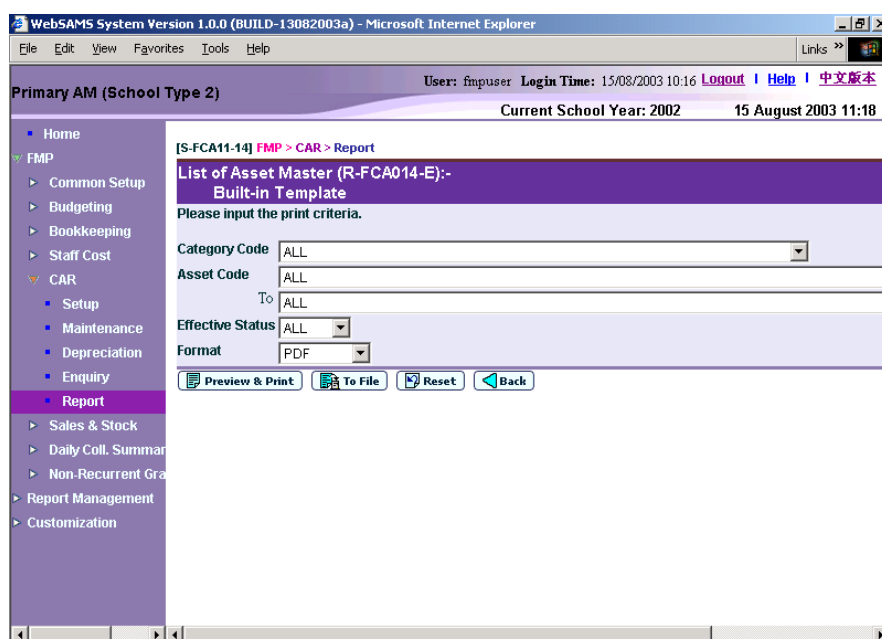
To ALL

Effective Status ALL

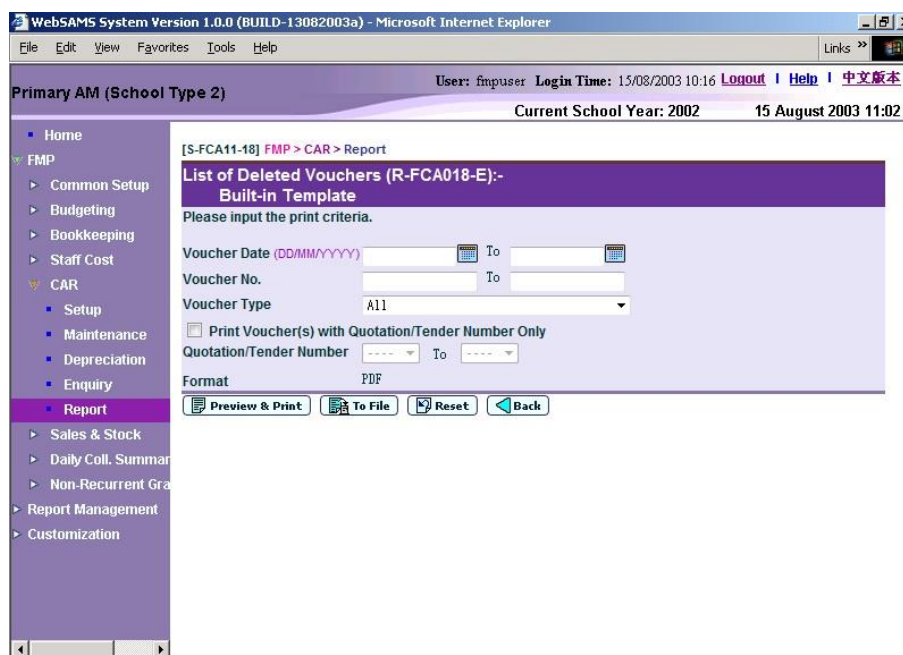
Format PDF

Preview & Print To File Reset Back

- The below criteria can be selected from this screen to generate reports:
  - Category Code Range
  - Effective Status (All, Active, Inactive)
  - Format (PDF, WORD, RICHTEXT, EXCEL)
- You can (i) view the report online by clicking the **[Preview & Print]** button or (ii) generate and store the report in Report Management – Repository by clicking the **[To File]** button.
- List of Asset Master (R-FCA014-E)
  - This function allows users to generate the List of Asset Master (R-FCA014-E) based on the selected print criteria.



- The below criteria can be selected from this screen to generate reports:
  - Category Code
  - Asset Code Range
  - Effective Status (All, Active, Inactive)
  - Format (PDF, WORD, RICHTEXT, EXCEL)
- You can (i) view the report online by clicking the **[Preview & Print]** button or (ii) generate and store the report in Report Management – Repository by clicking the **[To File]** button.
- List of Deleted Vouchers (R-FCA018-E)
  - This function allows users to generate the List of Deleted Vouchers (R-FCA018-E) based on the selected print criteria.



- The below criteria can be selected from this screen to generate reports:
  - Voucher Date Range
  - Voucher No. Range
  - Voucher Type
  - Quotation/Tender number Range
  - Format (PDF)
- You can (i) view the report online by clicking the **[Preview & Print]** button or (ii) generate and store the report in Report Management – Repository by clicking the **[To File]** button.
- Register of Capital Asset by Category (R-FCA002-E)
  - This function allows users to generate the Register of Capital Asset by Category (R-FCA002-E) based on the selected print criteria.



WebSAMS System Version 1.0.0 (BUILD-13082003a) - Microsoft Internet Explorer

File Edit View Favorites Tools Help Links >>

User: fmpuser Login Time: 15/08/2003 10:16 Logout Help 中文版本

Primary AM (School Type 2) Current School Year: 2002 15 August 2003 11:03

[S-FCA11-02] FMP > CAR > Report

**Register of Capital Asset by Category (R-FCA002-E):-**  
Built-in Template

Please input the print criteria.

Category Code  To

Asset Code  To

Asset Type

Registered Date (DDMMYYYY)  To

Format

- The below criteria can be selected from this screen to generate reports:
  - Category Code Range
  - Asset Code Range
  - Asset Type
  - Registered Date Range (mandatory, must be entered)
  - Format (PDF, WORD, RICHTEXT, EXCEL)
- You can (i) view the report online by clicking the **[Preview & Print]** button or (ii) generate and store the report in Report Management – Repository by clicking the **[To File]** button.
- Register of Capital Asset by Location (R-FCA003-E)
  - This function allows users to generate the Register of Capital Asset by Location (R-FCA003-E) based on the selected print criteria.

WebSAMS System Version 1.0.0 (BUILD-13082003a) - Microsoft Internet Explorer

File Edit View Favorites Tools Help Links >>

User: fmpuser Login Time: 15/08/2003 10:16 Logout Help 中文版本

Primary AM (School Type 2) Current School Year: 2002 15 August 2003 11:09

[S-FCA11-03] FMP > CAR > Report

**Register of Capital Asset by Location (R-FCA003-E):-**  
Built-in Template

Please input the print criteria.

Location Code  To

Asset Code  To

Asset Type

Registered Date (DDMMYYYY)  To

Format

- The below criteria can be selected from this screen to generate reports:
  - Location Code Range
  - Asset Code Range
  - Asset Type
  - Registered Date Range (mandatory, must be entered)
  - Format (PDF, WORD, RICHTEXT, EXCEL)
- You can (i) view the report online by clicking the **[Preview & Print]** button or (ii) generate and store the report in Report Management – Repository by clicking the **[To File]** button.
- Register of Capital Asset by Responsible Officer (R-FCA004-E)
  - This function allows users to generate the Register of Capital Asset by Responsible Officer (R-FCA004-E) based on the selected print criteria.

WebSAMS System Version 1.0.0 (BUILD-13082003a) - Microsoft Internet Explorer

File Edit View Favorites Tools Help Links >>

User: fmpuser Login Time: 15/08/2003 10:16 Logout Help 中文版本

Primary AM (School Type 2) Current School Year: 2002 15 August 2003 11:10

[S-FCA11-04] FMP > CAR > Report

**Register of Capital Asset by Responsible Officer (R-FCA004-E):-**  
Built-in Template

Please input the print criteria.

Responsible Officer: ALL  
To: ALL

Asset Code: ALL  
To: ALL

Asset Type: ALL

Registered Date (DDMMYYYY): To

Format: PDF

Preview & Print To File Reset Back

- The below criteria can be selected from this screen to generate reports:
  - Responsible Officer Range
  - Asset Code Range
  - Asset Type
  - Registered Date Range (mandatory, must be entered)
  - Format (PDF, WORD, RICHTEXT, EXCEL)
- You can (i) view the report online by clicking the **[Preview & Print]** button or (ii) generate and store the report in Report Management – Repository by clicking the **[To File]** button.
- Stocktake Worksheet by Location (R-FCA006-E)
  - This function allows users to generate the Stocktake Worksheet by Location (R-FCA006-E) based on the selected print criteria.

WebSAMS System Version 1.0.0 (BUILD-13082003a) - Microsoft Internet Explorer

File Edit View Favorites Tools Help Links >>

User: fmpuser Login Time: 15/08/2003 10:16 Logout | Help | 中文版本

Primary AM (School Type 2) Current School Year: 2002 15 August 2003 11:11

[S-FCA11-06] FMP > CAR > Report

**Stocktake Worksheet by Location (R-FCA006-E):-**  
**Built-in Template**

Please input the print criteria.

Location Code ALL To ALL

Category Code ALL To ALL

Asset Code ALL To ALL

Asset Type ALL

Format PDF

Preview & Print To File Reset Back

- The below criteria can be selected from this screen to generate reports:
  - Location Code Range
  - Category Code Range
  - Asset Code Range
  - Asset Type
  - Format (PDF, WORD, RICHTEXT, EXCEL)
- You can (i) view the report online by clicking the **[Preview & Print]** button or (ii) generate and store the report in Report Management – Repository by clicking the **[To File]** button.
- Stocktake Worksheet by Responsible Officer (R-FCA007-E)
  - This function allows users to generate the Stocktake Worksheet by Responsible Officer (R-FCA007-E) based on the selected print criteria.

WebSAMS System Version 1.0.0 (BUILD-13082003a) - Microsoft Internet Explorer

File Edit View Favorites Tools Help Links >>

User: fmpuser Login Time: 15/08/2003 10:16 Logout Help 中文版本

Primary AM (School Type 2) Current School Year: 2002 15 August 2003 11:12

[S-FCA11-07] FMP > CAR > Report

**Stocktake Worksheet by Responsible Officer (R-FCA007-E):-**  
**Built-in Template**

Please input the print criteria.

Responsible Officer: ALL To: ALL

Category Code: ALL To: ALL

Asset Code: ALL To: ALL

Asset Type: ALL

Format: PDF

Preview & Print To File Reset Back

- The below criteria can be selected from this screen to generate reports:
  - Responsible Officer Range
  - Category Code Range
  - Asset Code Range
  - Asset Type
  - Format (PDF, WORD, RICHTEXT, EXCEL)
- You can (i) view the report online by clicking the **[Preview & Print]** button or (ii) generate and store the report in Report Management – Repository by clicking the **[To File]** button.
- Transfer List (R-FCA010-E)
  - This function allows users to generate the Transfer List (R-FCA010-E) based on the selected print criteria.

- The below criteria can be selected from this screen to generate reports:
  - Transfer Date Range (mandatory, must be entered)
  - Category Code
  - Asset Code
  - Format (PDF, WORD, RICHTEXT, EXCEL)
- You can (i) view the report online by clicking the **[Preview & Print]** button or (ii) generate and store the report in Report Management – Repository by clicking the **[To File]** button.
- Voucher List for Capital Asset (R-FCA001-E)
  - This function allows users to generate the Voucher List for Capital Asset (R-FCA001-E) based on the selected print criteria.

- The below criteria can be selected from this screen to generate reports:
    - Original Voucher Date Range or
    - Original Voucher No. Range or
    - Adjustment Voucher No.
    - Complete Status (All, Completed, Incomplete)
    - Quotation/Tender Number Range
    - Format (PDF, WORD, RICHTEXT, EXCEL)
  - You can (i) view the report online by clicking the **[Preview & Print]** button or (ii) generate and store the report in Report Management – Repository by clicking the **[To File]** button.
4. WebSAMS report is built on PDF format with Crystal Report Application, minor alignment issue may be possibly located when printing in other formats.