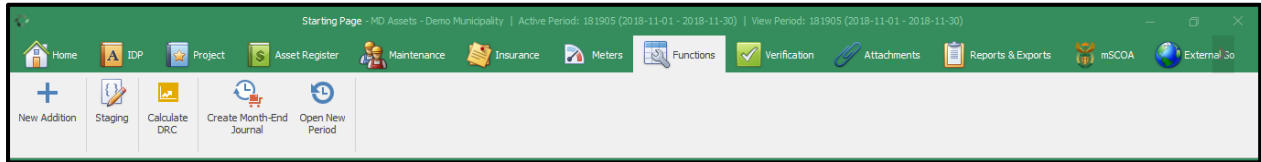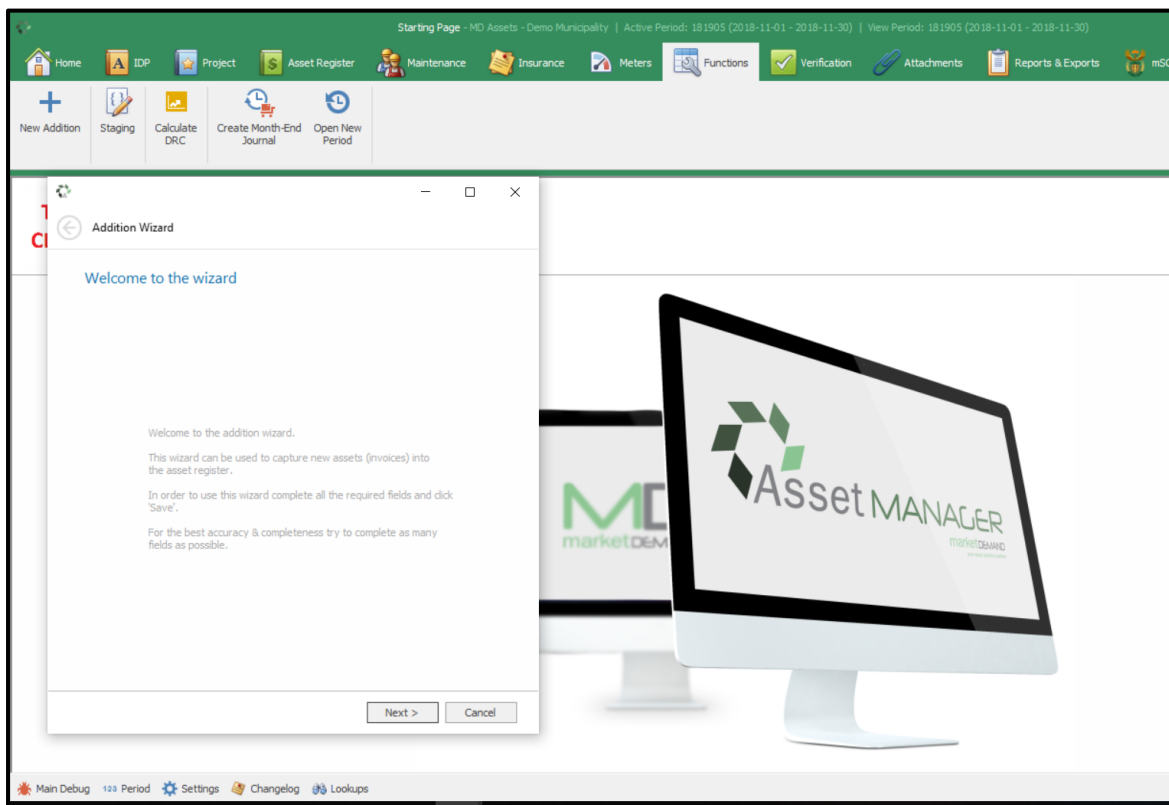# New Additions

How to add new assets/addition on the system

Click on Functions button on the system.

Click on add addition and the addition wizard will appear.
The wizard can be used to capture new asset(s) (Invoice) into the asset register.
Keep following the wizard and fill in all the required fields.

Click next and the description window will appear.
For best accuracy and completeness, the user should complete as many fields as possible

The system will automatically calculate the useful life of the particular added asset depending on the categories chosen.
Click next button to continue.

N.B When you click next and the Red Cross appear, it means that those particular categories are compulsory fields, however, the system will notify you of the incomplete fields and will also allow you to continue.
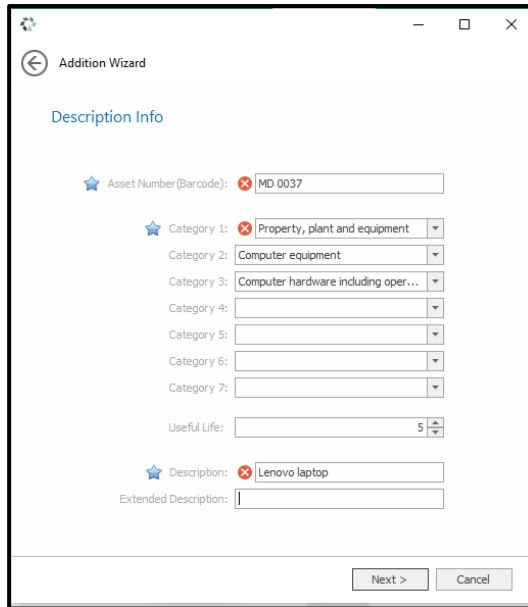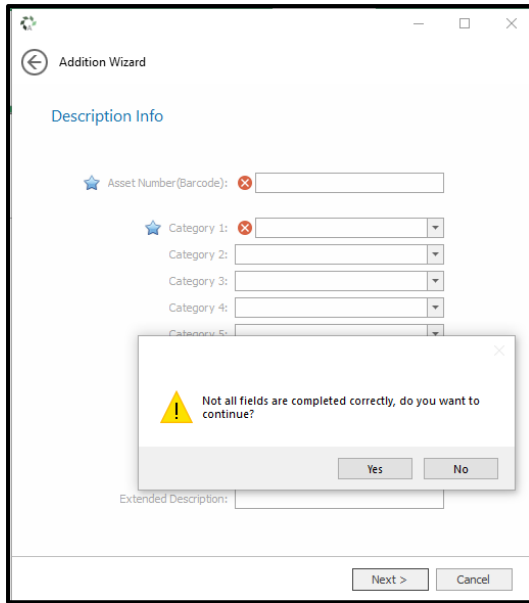
After populating description info fields, the following the following screen is Location info.
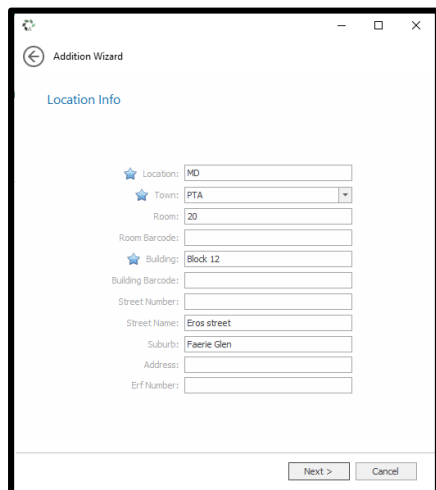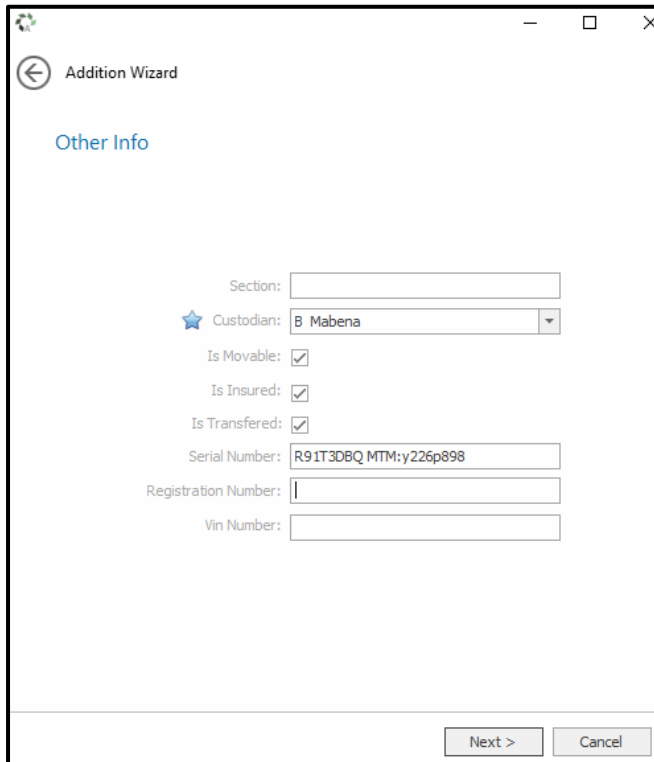

The screen after location info is Finance info.
The user has access to choose the condition of the asset on the dropdown arrow.
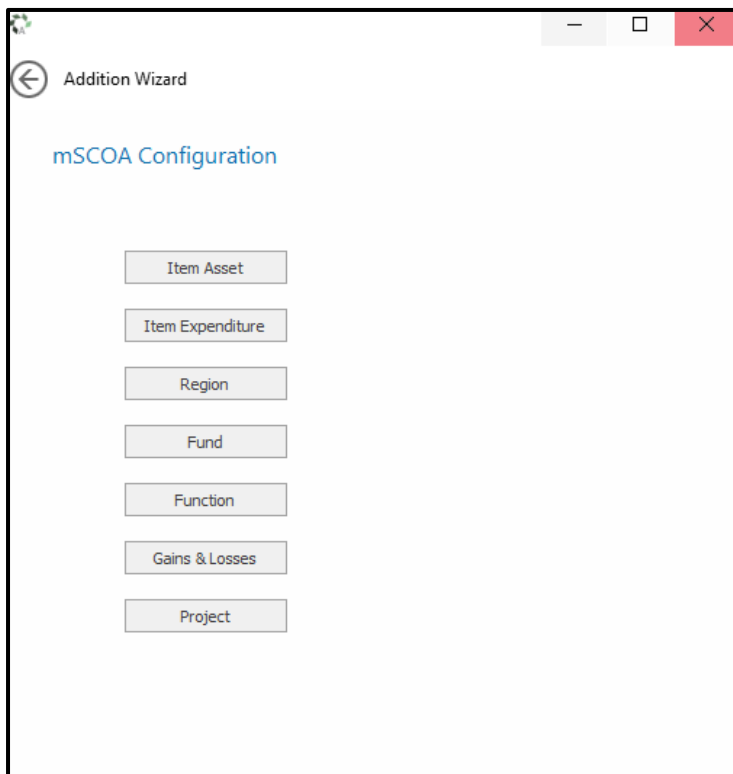Fill in the required fields and click next to continue.

V 7.5.6 (m)
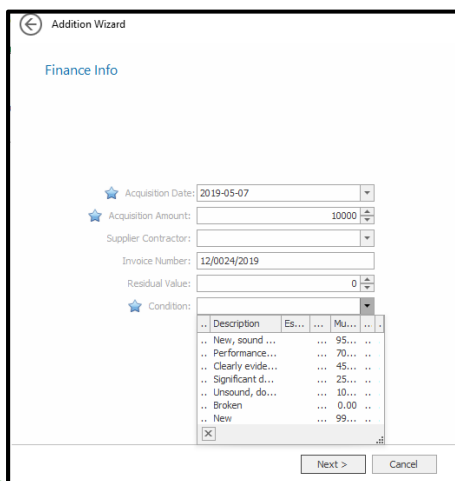
Click next and other info screen will pop up.
The user can select the Custodian on the drop down arrow.
Tick if the asset you are adding is a movable asset and insured as well.
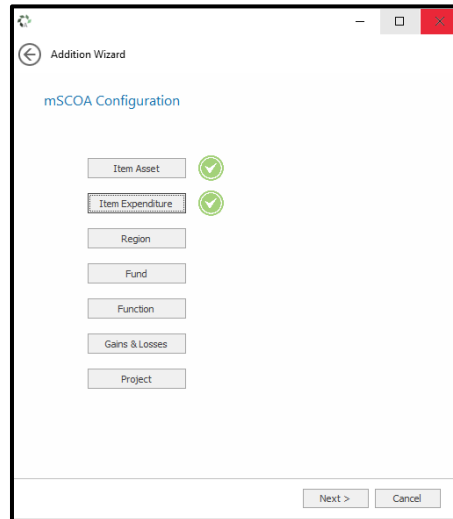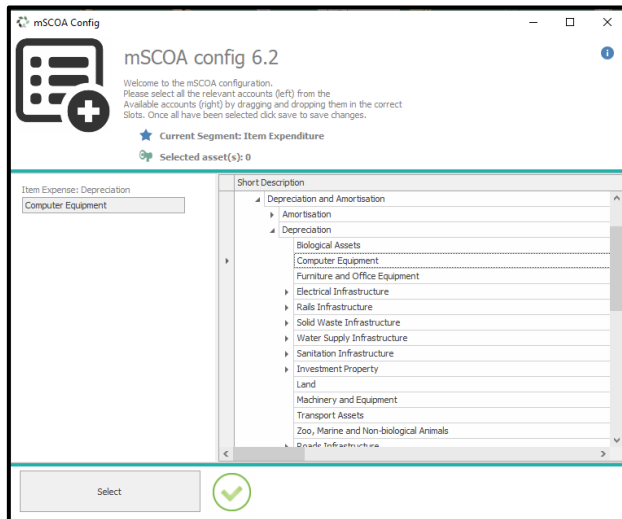Populate all the required fields and click next to continue.

After populating other info field(s) information, and clicked next, **mSCOA configurations** screen will appear. Click on Asset item to start with configurations.
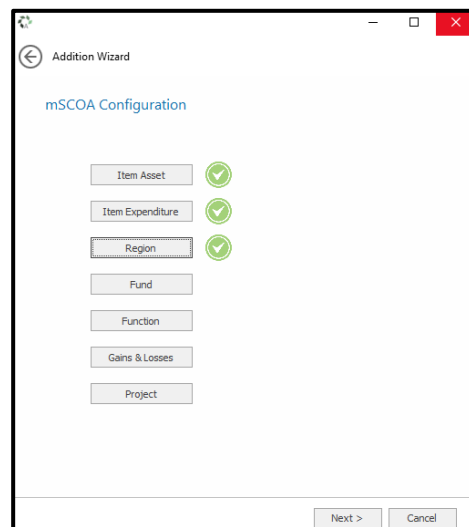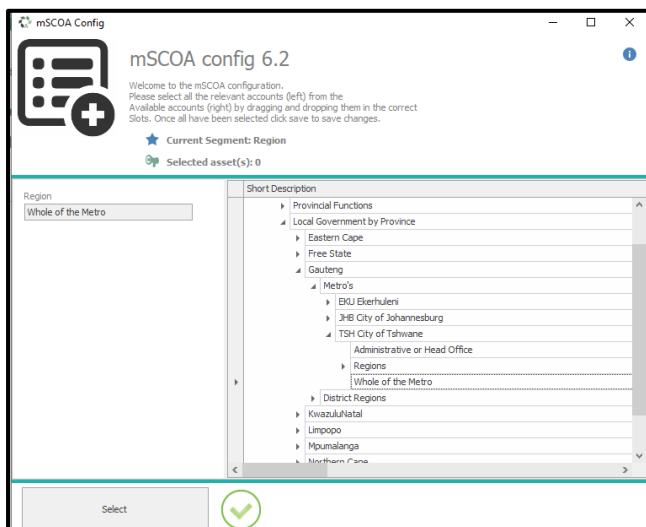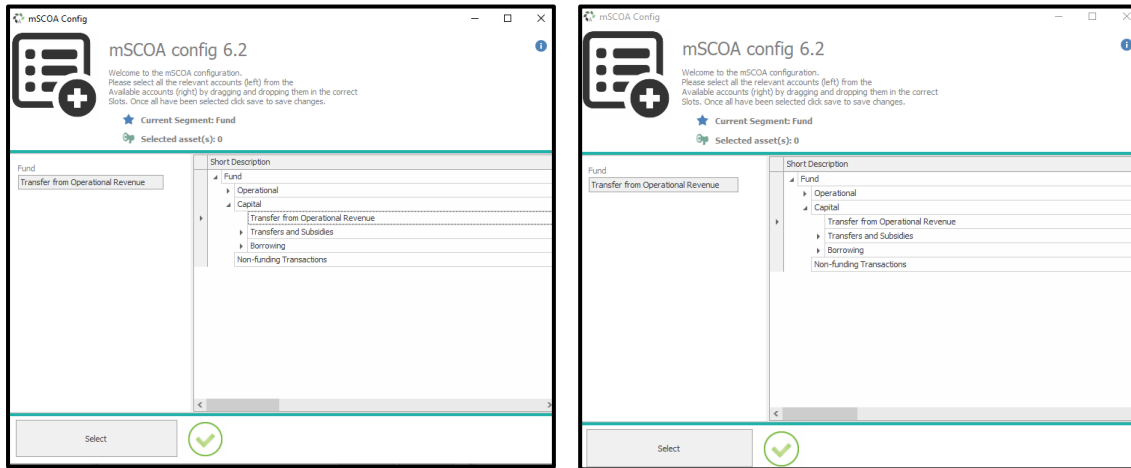
V 7.5.6 (m)
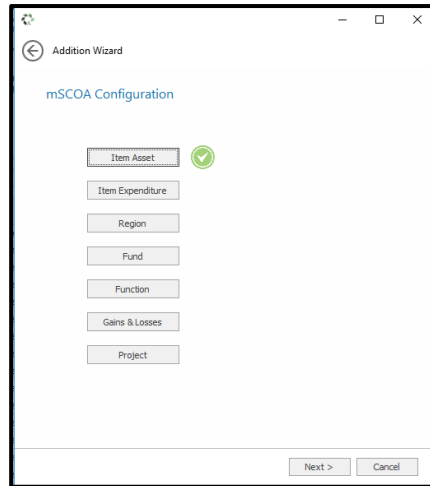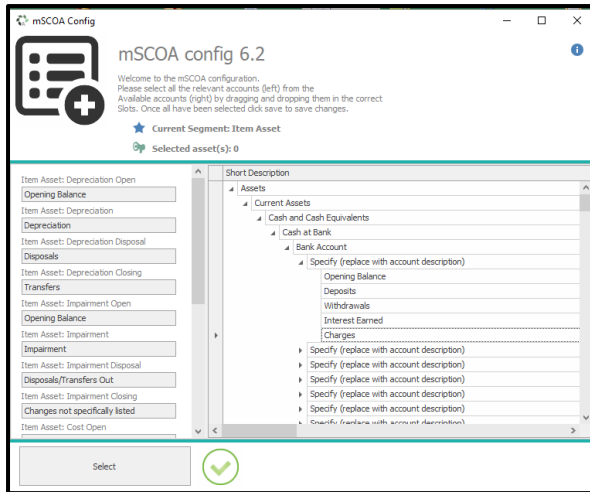
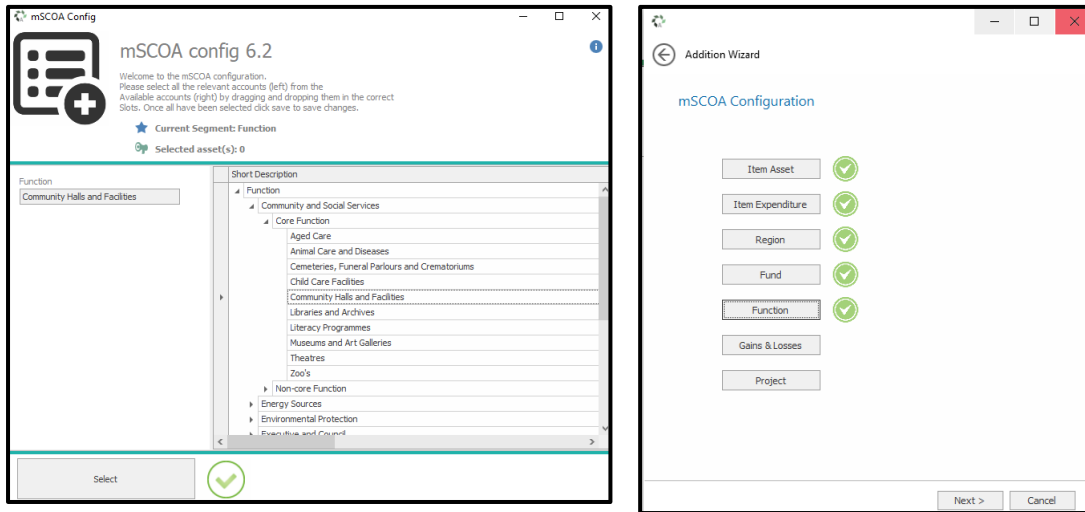Click select and item expenditure mSCOA configuration wizard will appear.

Click next and region mSCOA configuration will appear.

V 7.5.6 (m)

Click next and Fund mSCOA configuration window will appear.

Click next and function mSCOA configuration window will appear.

Click next and mSCOA Gains and losses window will appear.

V 7.5.6 (m)
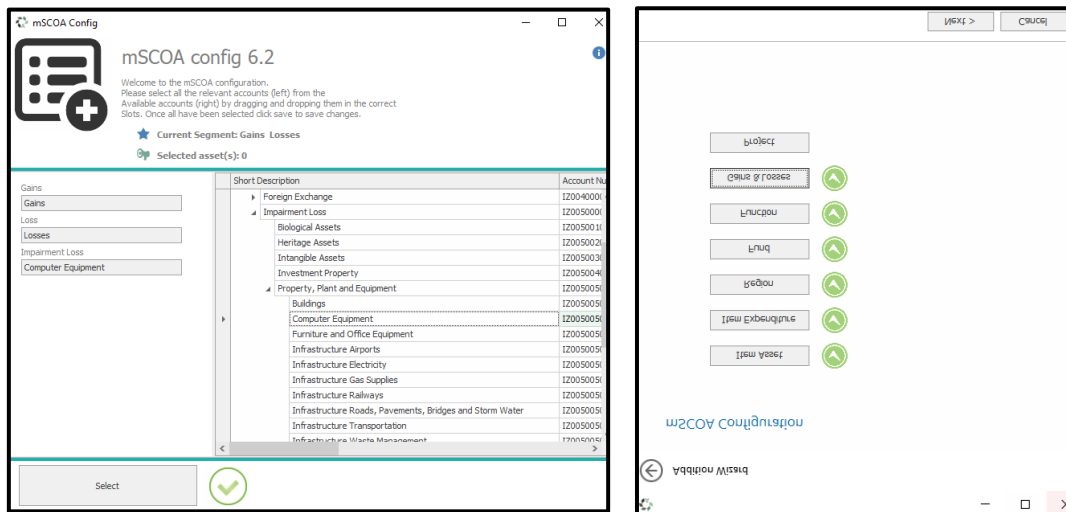
Click next and mSCOA project window will appear.
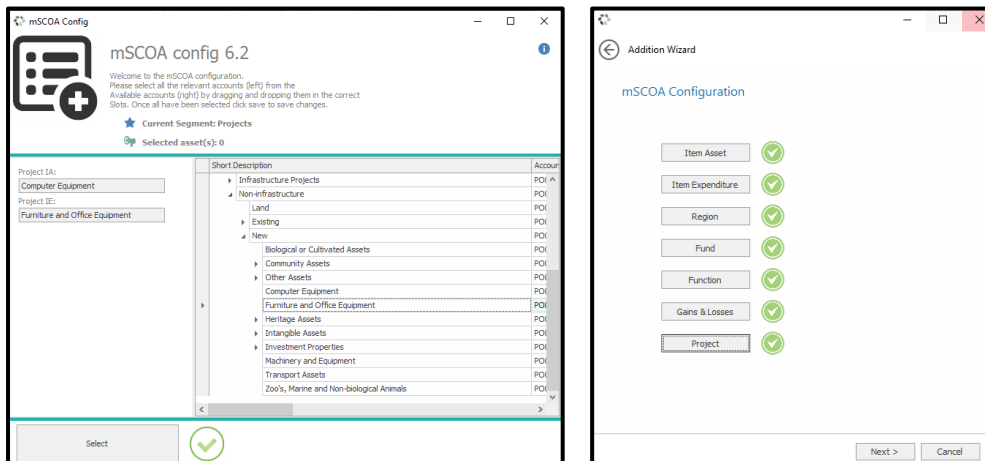
If all fields are not completed, the following message will appear (See below picture).
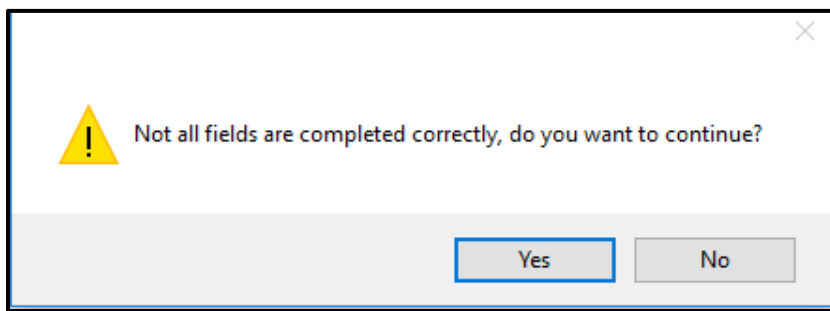
If all 7 segments are configured will have a green tick. (See below picture).

Click next and the validation window will appear. Click validate in order to compete the wizard, the user can click save and finish if the validation passes.

V 7.5.6 (m)

The system will list all the invalid information under **issue** if your validation did not pass, it will block you from saving your addition. Go back and correct the invalid fields in order to continue.
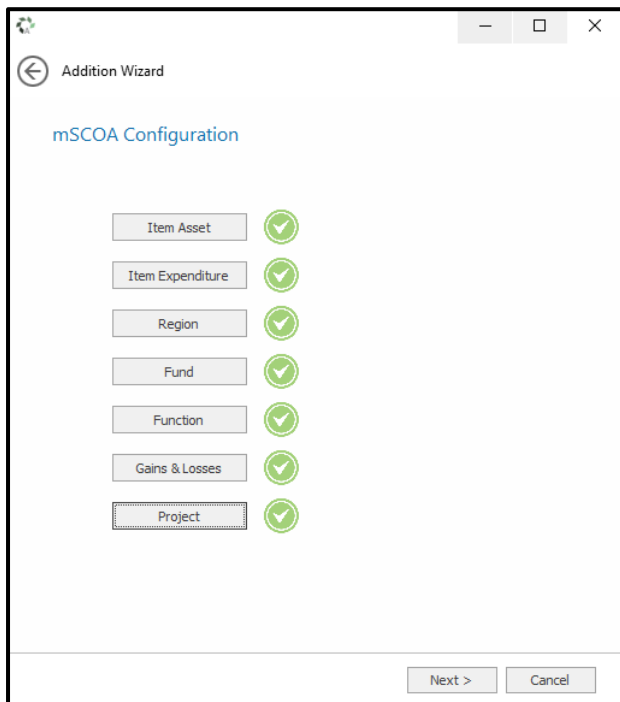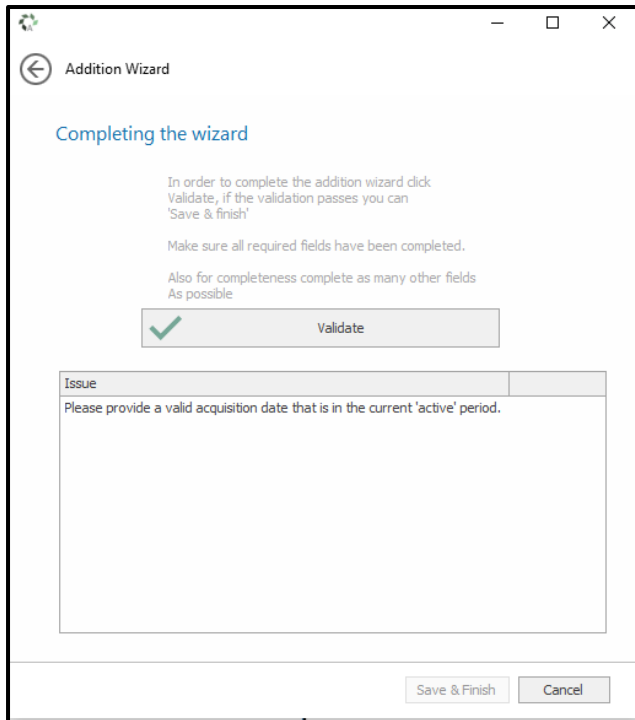

Click validate in order to compete the wizard, the system will allow you to save the new addition.
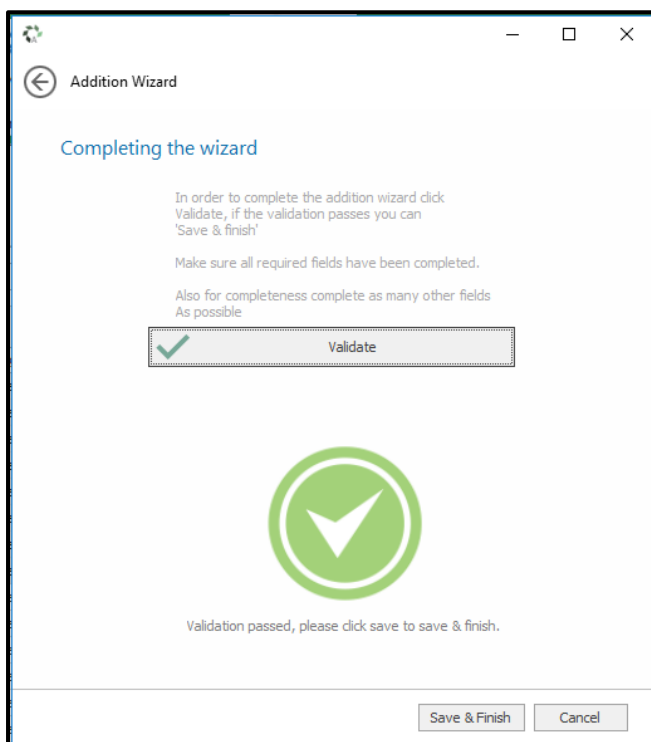
The following message will pop up, click yes to continue.

V 7.5.6 (m)
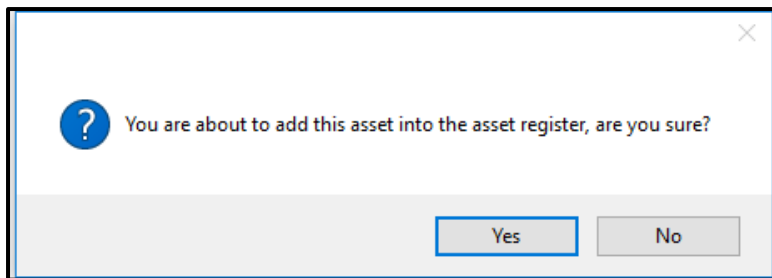
The system will confirm if the asset has been successfully saved.
(See below picture), click ok.

Staging Assets

How to access staging assets

During verification period, all new found assets will also be displayed in the staging module with the type "android handheld" the user should click on function button on the system.
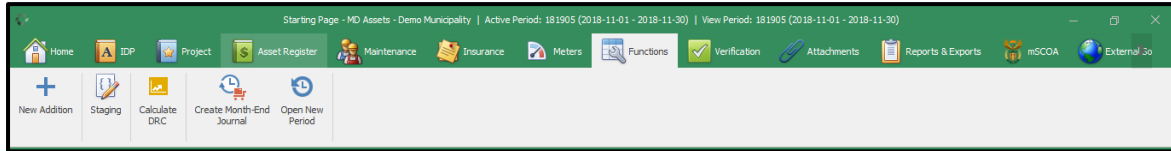
Click on staging and the following window will appear.
The system will automatically warn you of the staging asset waiting for action. Or to be cleared.
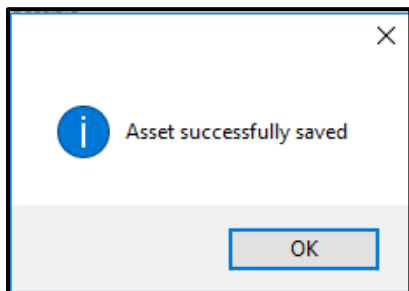Close the warning window.
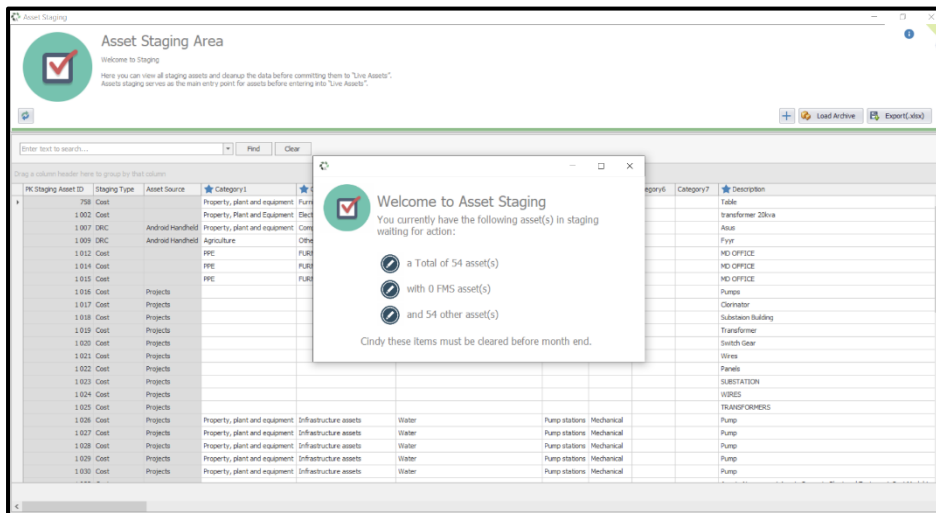
N.B The greyed out Columns are non-editable.
The user can start making changes on category 1.
All the fields marked with blue stars are compulsory.
The user can change asset info per category.

V 7.5.6 (m)
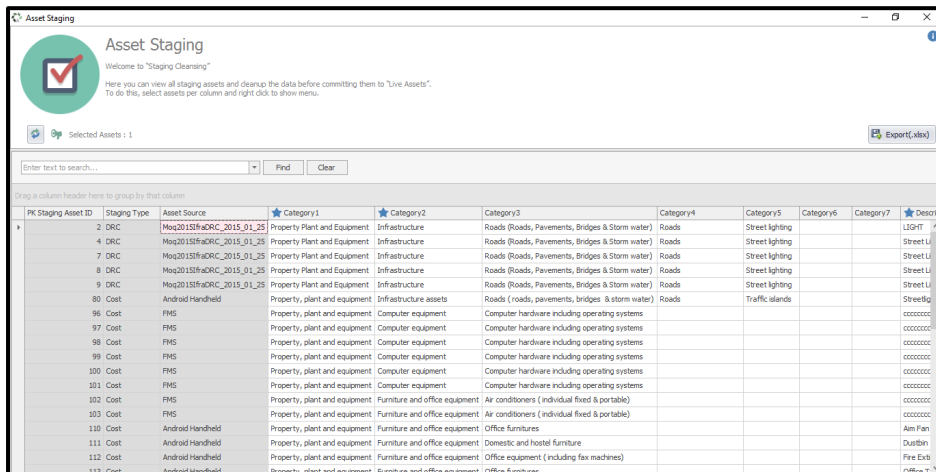
The user has access to filter assets by name.
E.g. click on top row of the register and the filter will appear.
Click on it and the system will give you access to filter by names, tick the relevant asset box.
If you tick intangible assets, all intangibles will be loaded. (See below pictures).

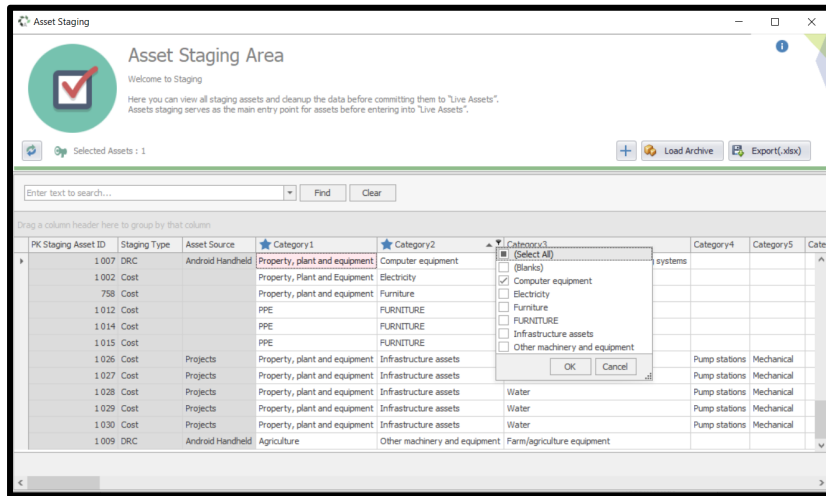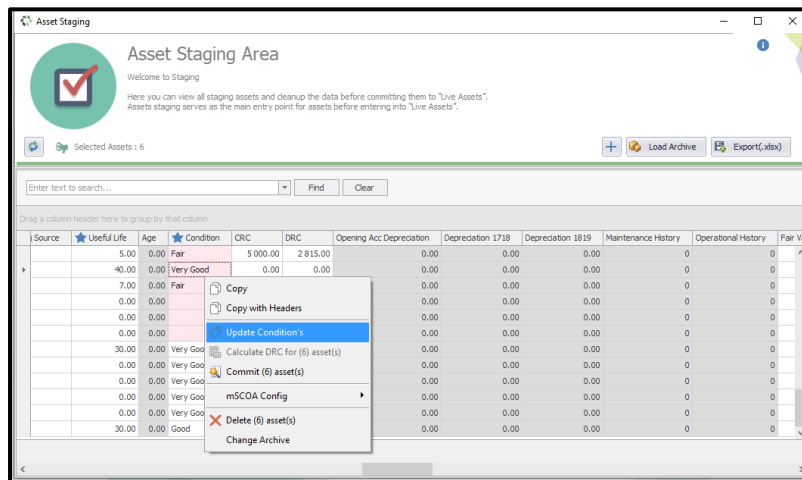Highlight anywhere in the asset register and right click e.g., condition, the selected assets will be highlighted in pink. Select update condition, category, or Description(S) you can highlight as many assets as you want if you want to add, change or clean up data before committing them to live assets. (See window below picture).


Click on update description and the following window will appear, Fill in the description and click update. Select the new condition on the drop down menu and click update. The system will change the condition according to the selected once, the assets conditions will change.

V 7.5.6 (m)
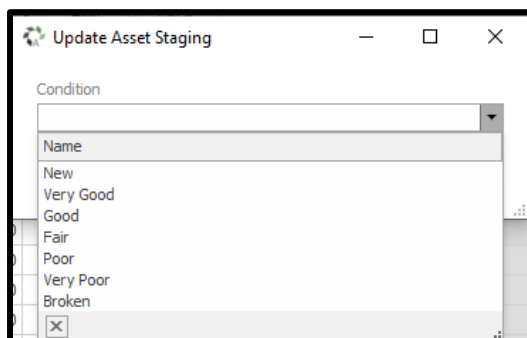
The system will confirm if the data has been updated successfully.
Click ok to proceed.
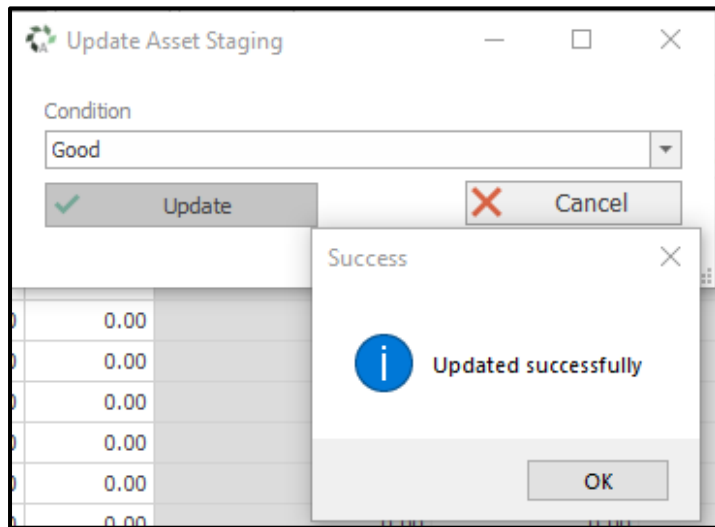
If the user add the asset number that exists already in the asset category, the system will search to see if that particular asset number exist in order to avoid duplicates.

Mscoa

The staging assets should be **SCOAFIED** before sent to the register, the system won't allow you to commit assets that has not been configured.
Click anywhere in the staging assets and select mSCOA configurations.

V 7.5.6 (m)
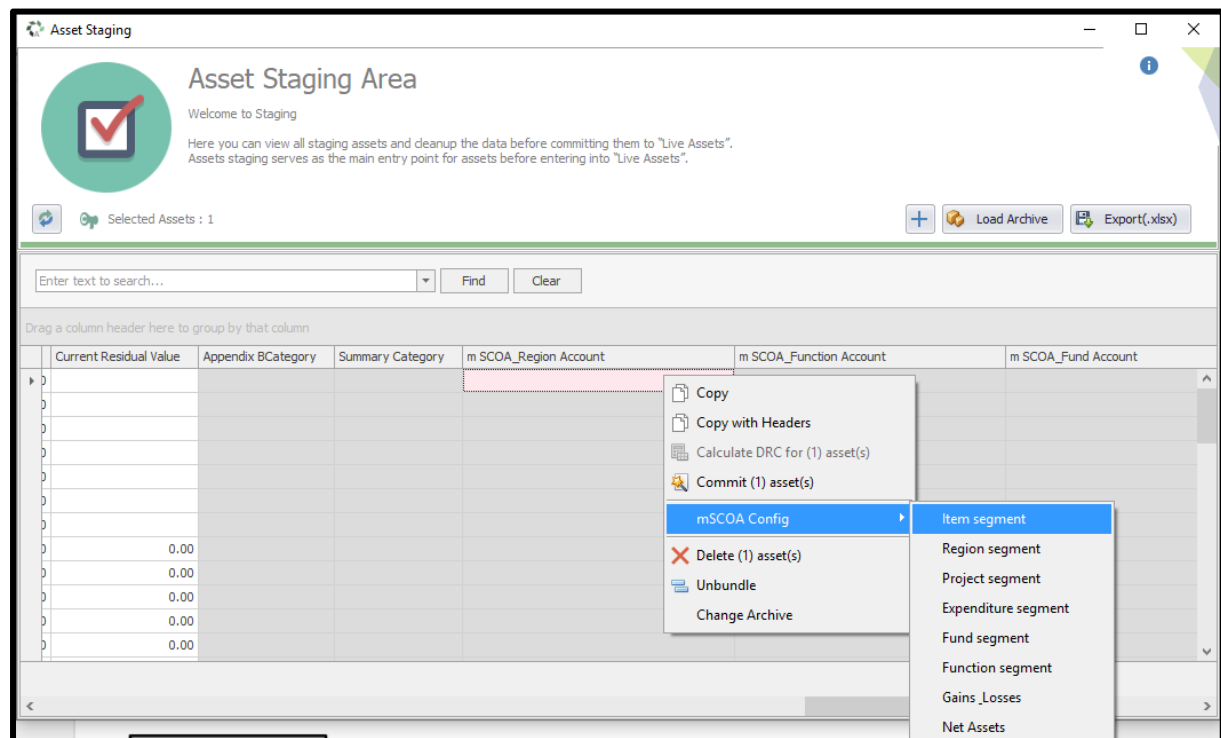
Start your configuration with **item segments**, make sure that you configure all 8 segments in order to be able to commit the asset(s) to the register, the system will block you from committing the assets if all segments are not configured. Select the relevant account (right) from the available accounts (right) drag and drop them in the correct slots (right).
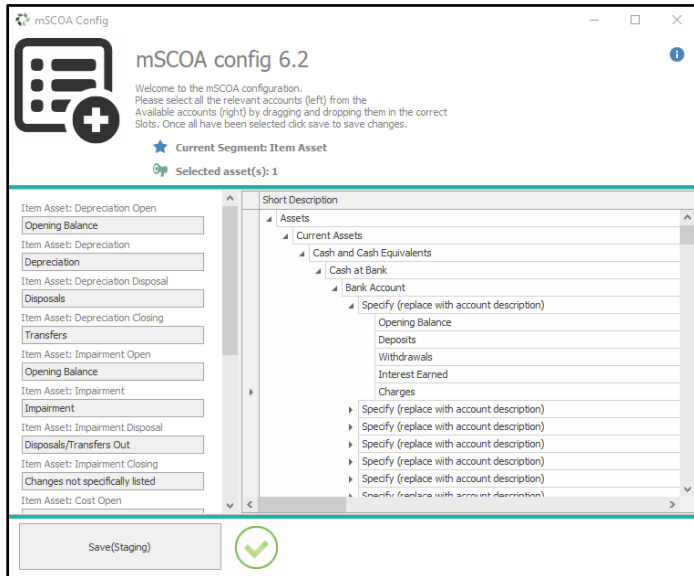
Confirmation message will pop up, click yes if you are sure of your configurations.
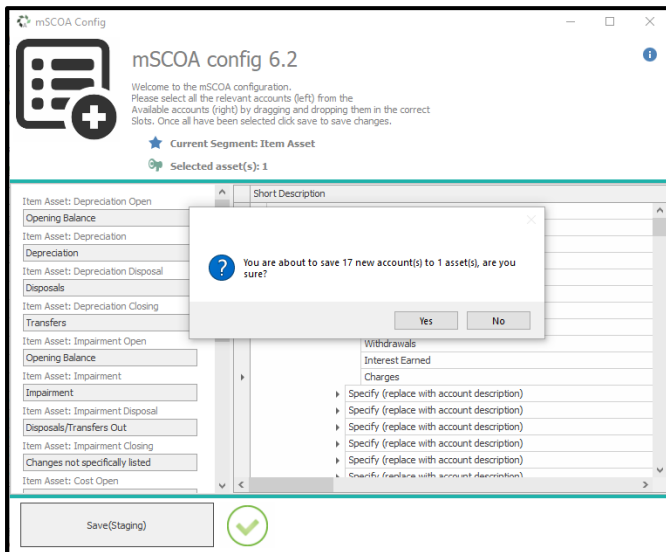
The system will confirm if the changes made are successful. Click ok to continue with other configurations.

V 7.5.6 (m)
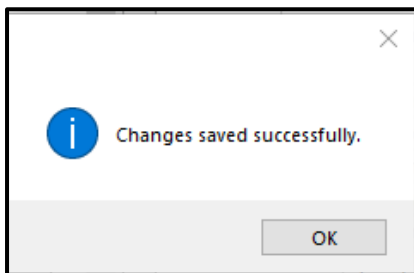
Region segment, project segment, expenditure, fund segment, function segment, Gains and losses and Net Assets must be configured as well following the above configuration procedure.
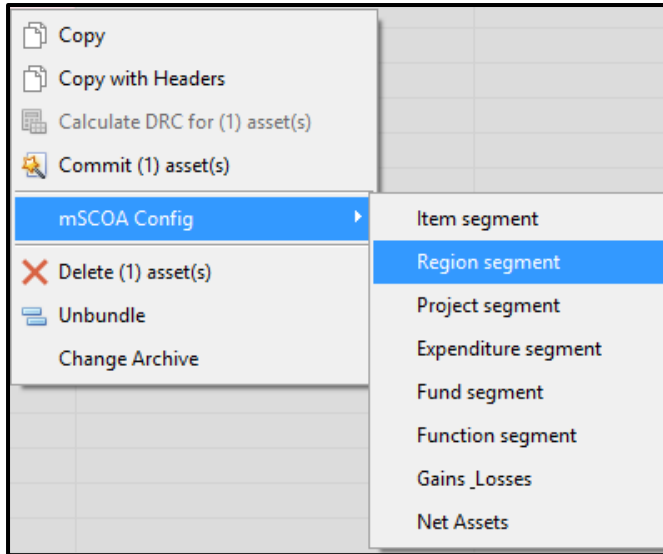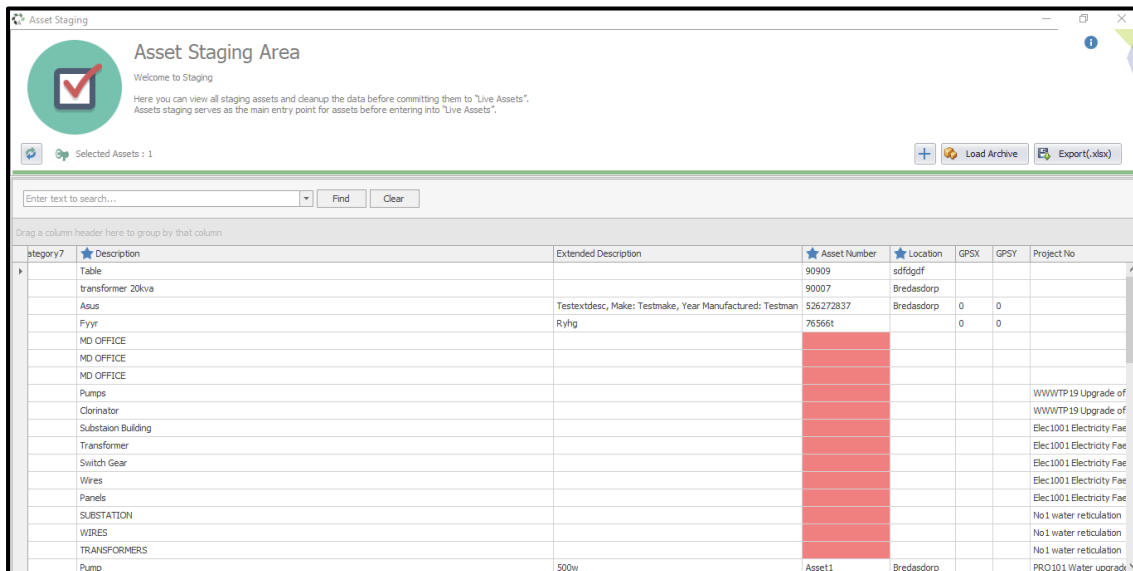

Duplicates

All the duplicates that already exists in the staging area are highlighted in red, and we recommend users to start cleaning the staging area with duplicates, we also recommend that it should be done on a daily basis right after verification to avoid piling up of assets in staging area.
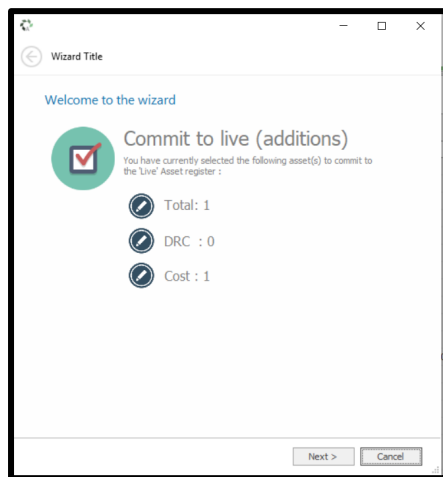

Committing assets

Committing assets simply means that the user is sending the staging assets to live register. The user can right click on the staging register after filling all the required fields. Select commit assets (see below picture).

V 7.5.6 (m)
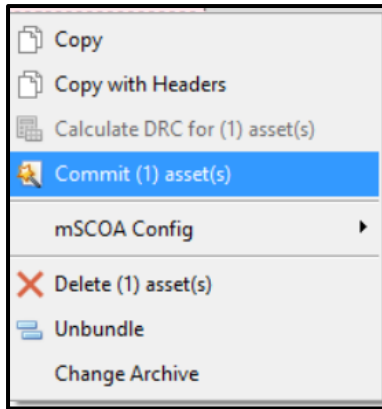
The system will automatically calculate the total number of asset, DRC and cost the user is about to commit.

Follow the wizard by clicking yes to continue.
The system will show you the total number of fields to be updated and issues found.
Click next.

V 7.5.6 (m)
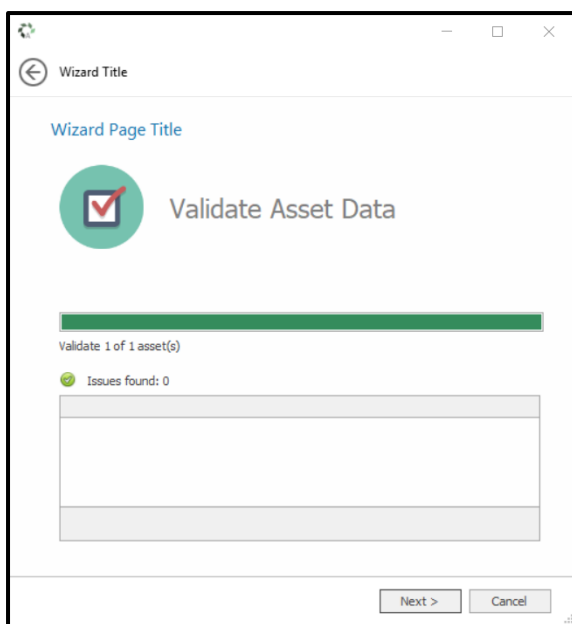
The system will confirm if the validation passed, click save to finish and save your changes.
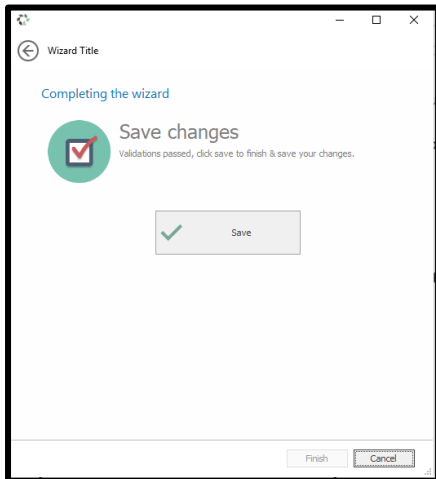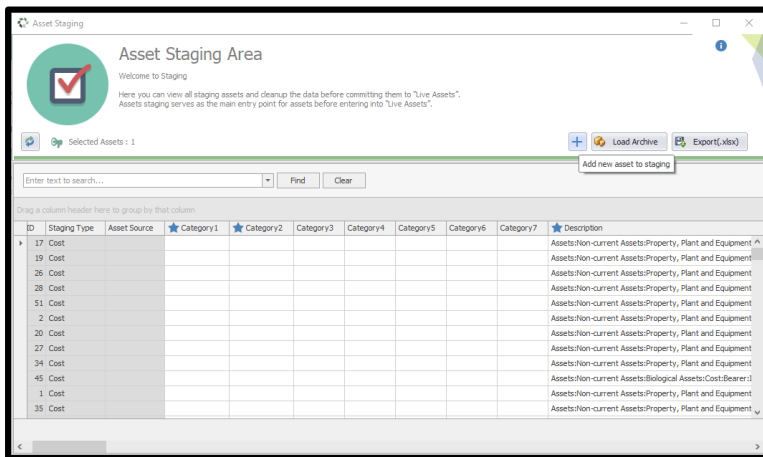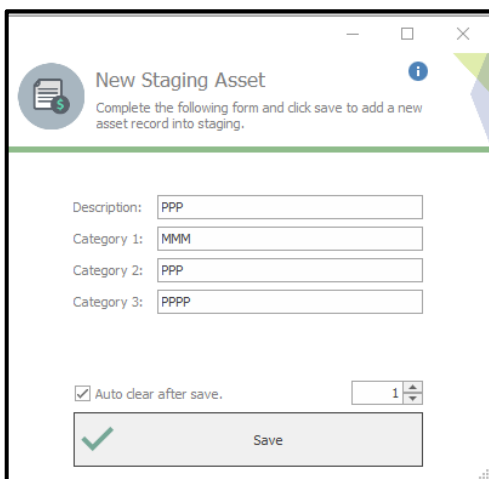

New staging asset

The user has access to create new staging asset right at asset staging area.
Click on + add new asset to staging and the following wizard will appear.

Complete the form by adding description and categories the click save.
Make sure Auto clear after save box is ticked.

V 7.5.6 (m)

The system will confirm if the new asset has been successfully added, click yes if you want to add another asset, or no if you don't want to add another asset

Confirmation window of added asset to staging will apear, click yes to refresh your staging asset to be able to view it.
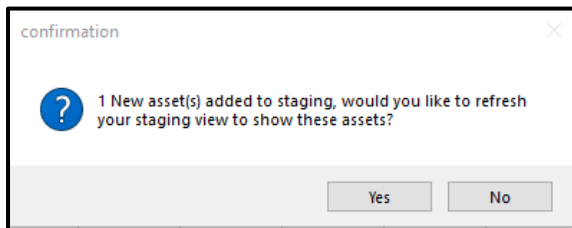
The user has access to load archives, click on load archive.
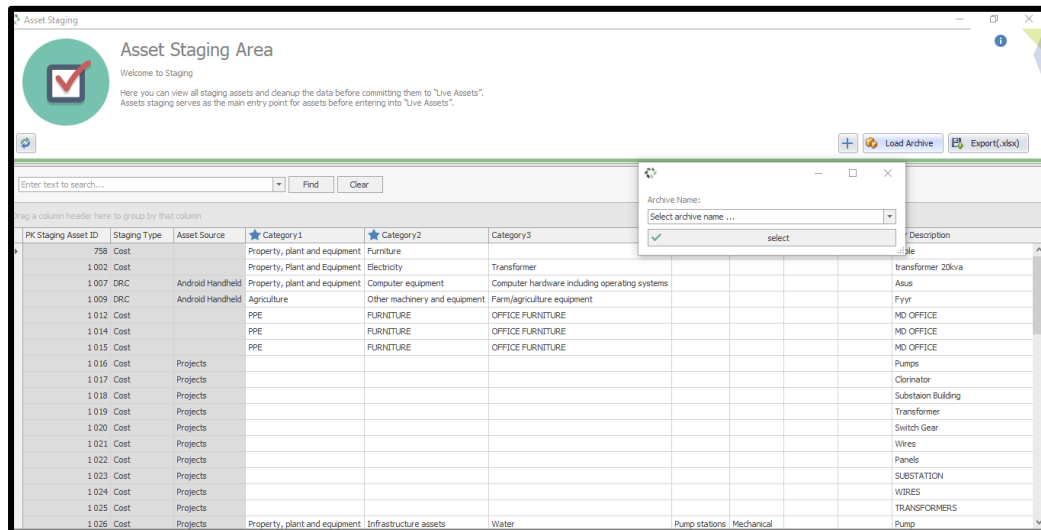
Select the archive name on the dropdown list.

V 7.5.6 (m)

Click select so that the sytem can load the selected archives.

The user has acces to export the assert register into excel spread sheet.

V 7.5.6 (m)

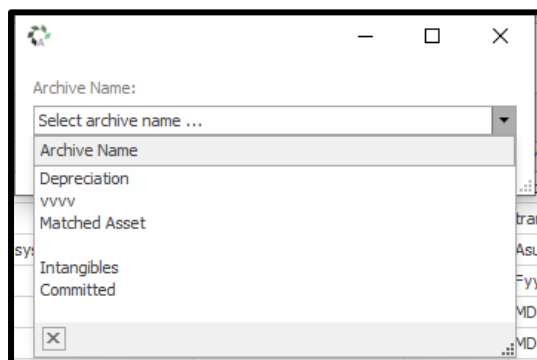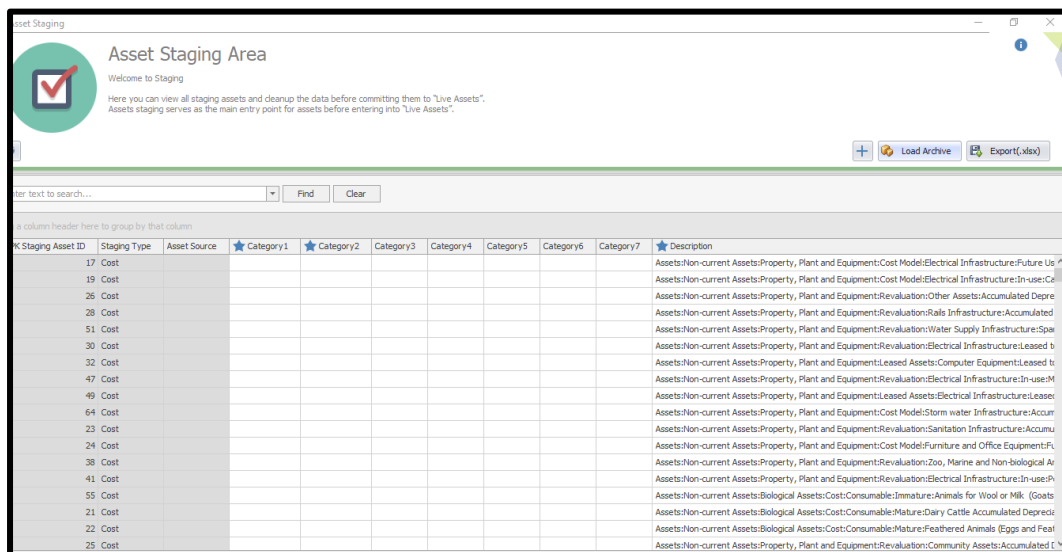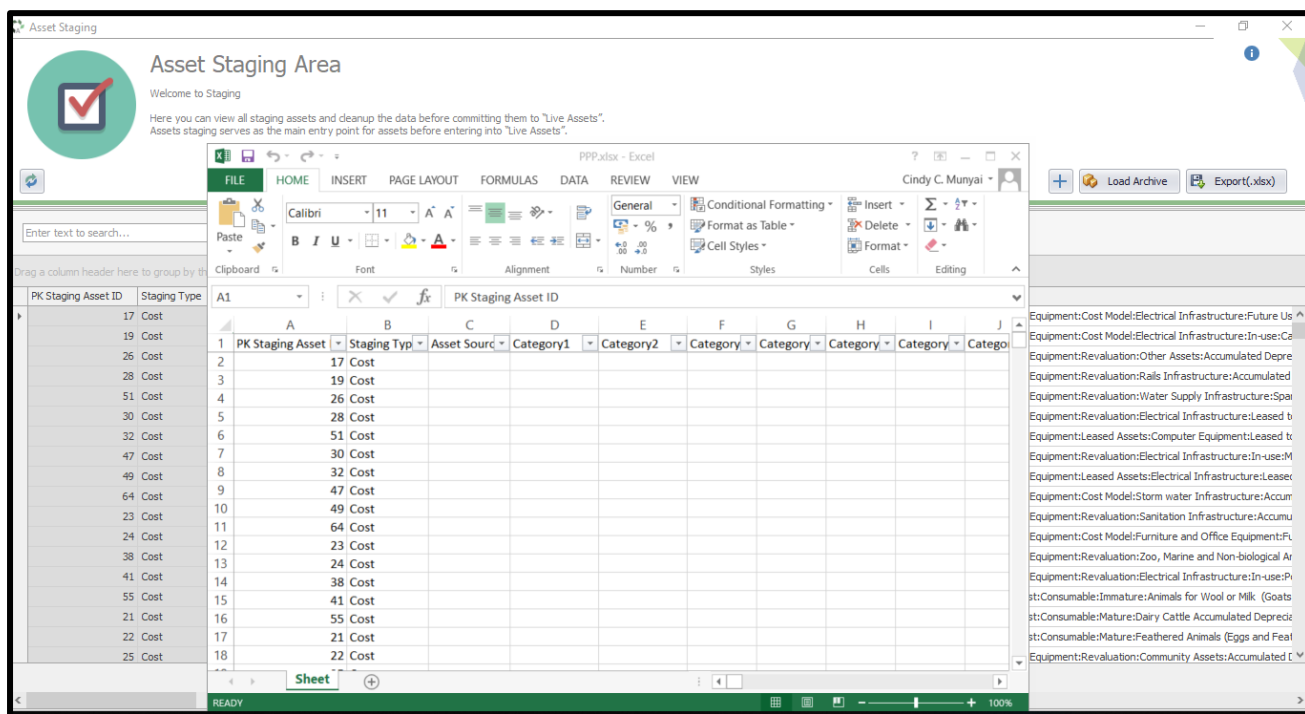# Verification matching

How to match assets

"New found" verified assets, should be matched first (if applicable) to an existing asset ("not found") asset before committed as a new assets.
Click on verification function on the system.
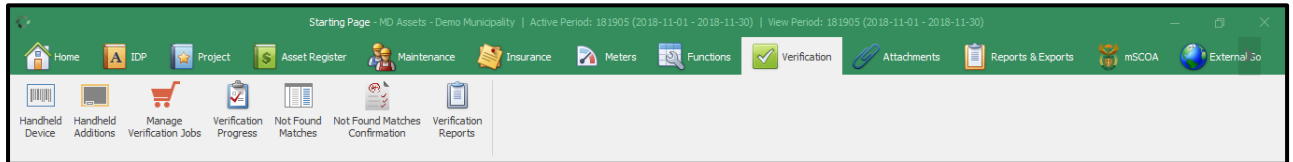
Click not found Matches and the following window will appear.
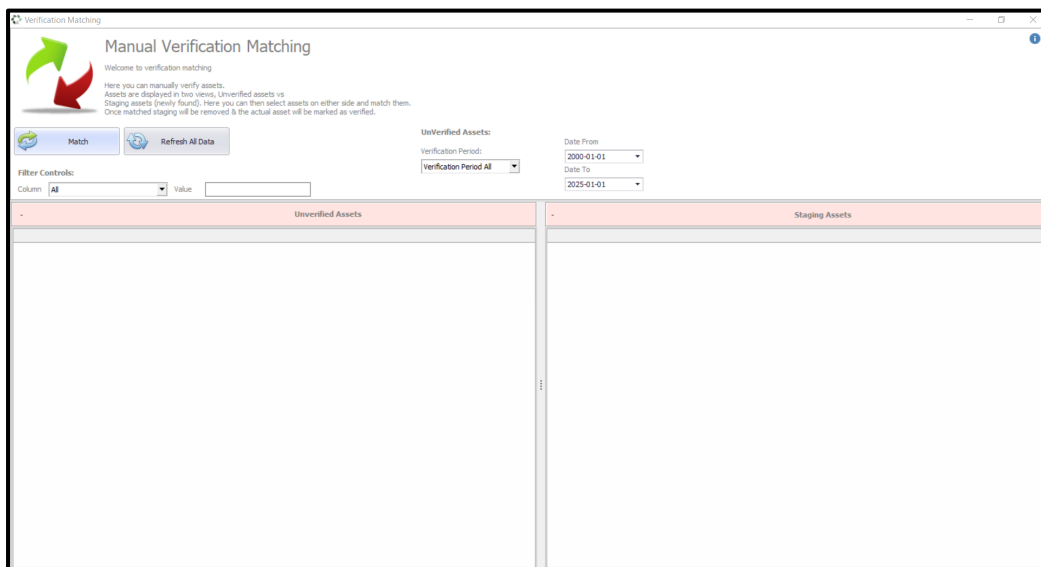
Click refresh all data functions so that the system can load data from both sides. unverified assets and staging assets will load.
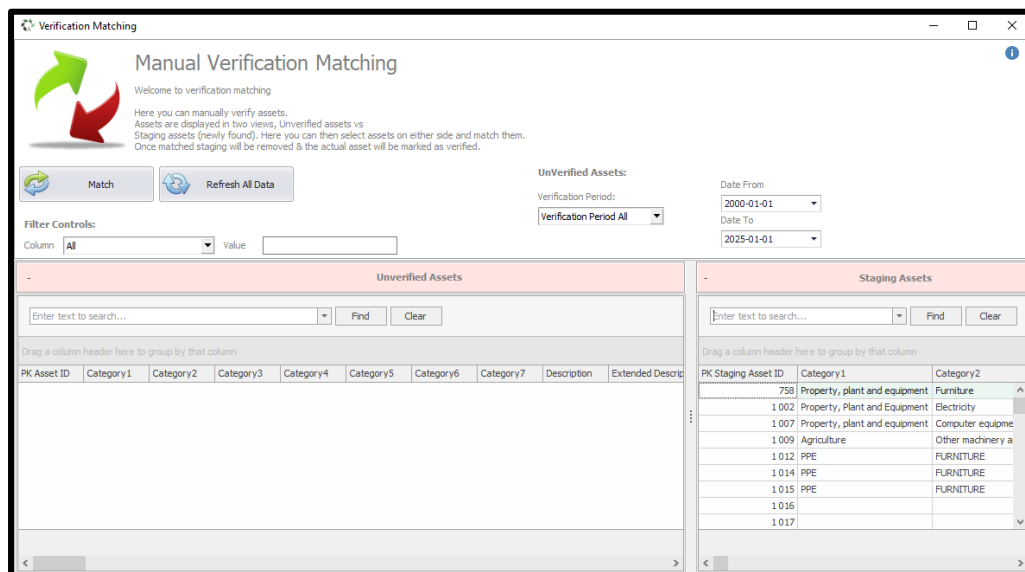
Select the (dates from) where you starded verification to and (date to) where you progressed with verification, and click refresh button.See below pictures.

The user should firs check asset number on staging, if it's highlighted in red, it means it's a duplicate to FAR.

V 7.5.6 (m)
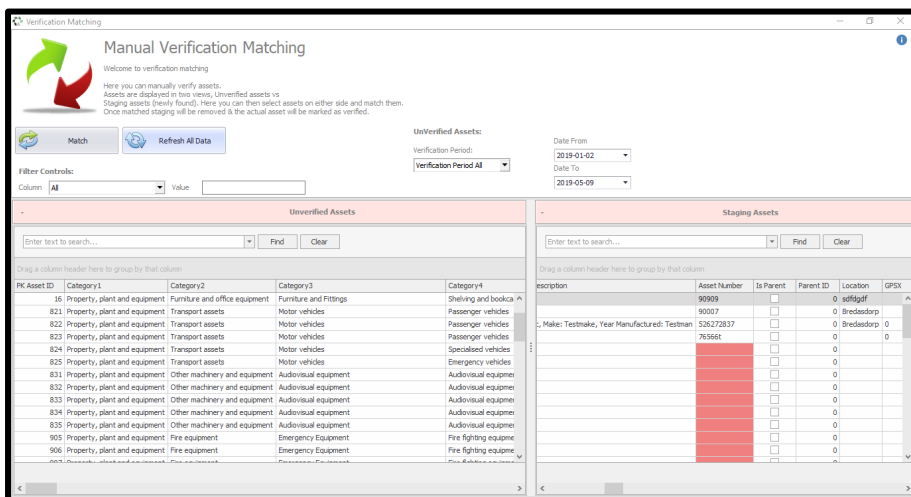
Find /search asset number highlighted in red on staging assets, highlight found assets on left and right hand sides.
Compare staging assets with unverified assets between selected dates.

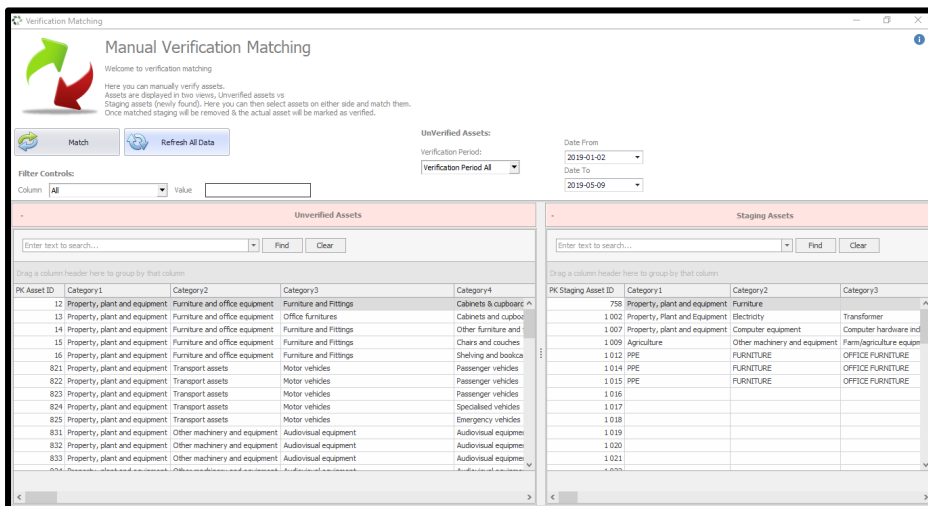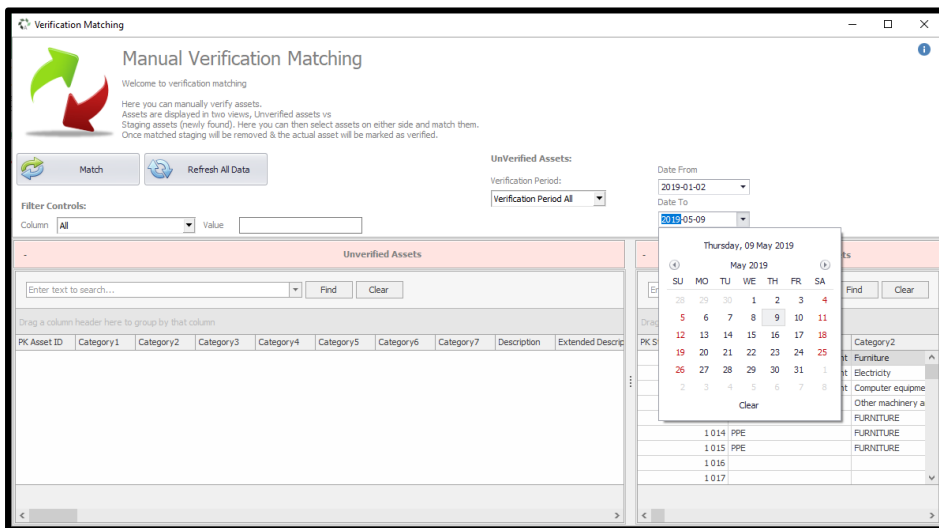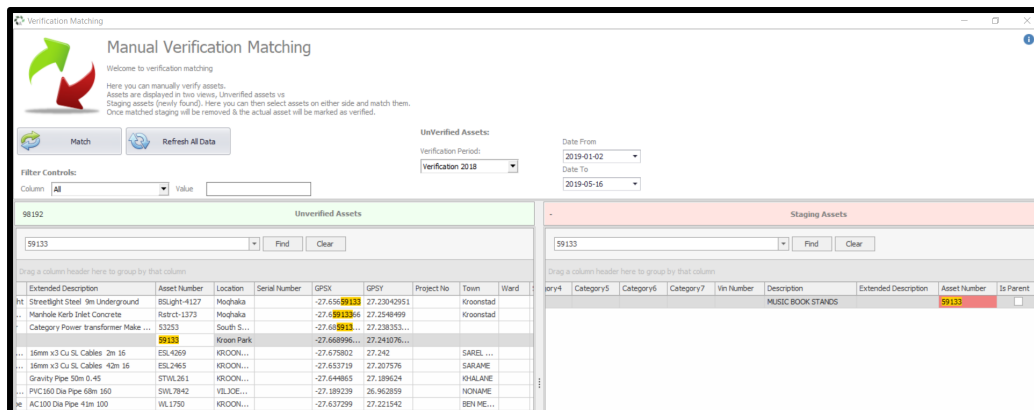**N.B**. Compare the staging assets with unverified between selected dates, check description as well, double click both sides to see the pictures of the asset. See below pictures. Scroll through the raw to check related information, comparing it with the unverified asset.
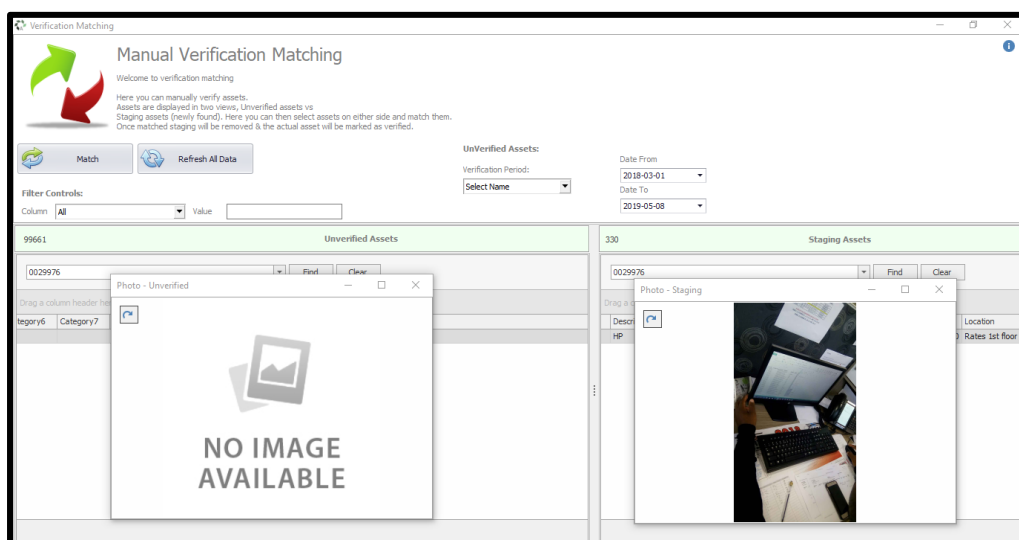
Once done click match function, the system will confirm if the asset is matched successfully. Click ok to continue.

V 7.5.6 (m)
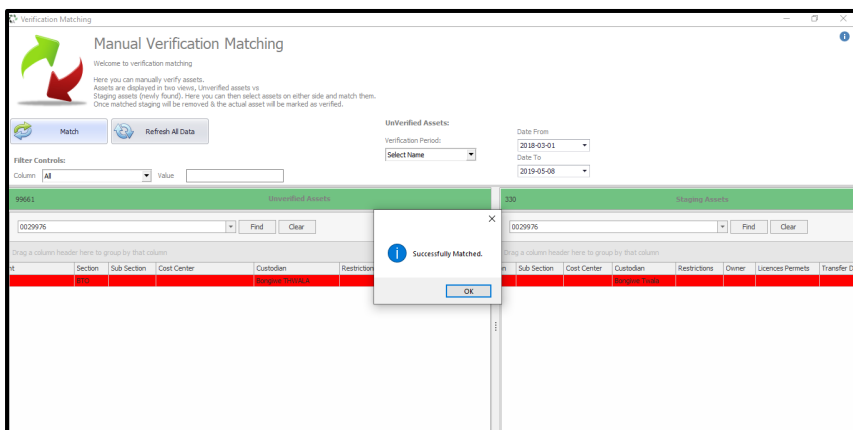
N.B. Acquisition amount and acquisition dates should not be changed. Close verification matching window.
Open not found matches confirmation fiction. Tick the box on PK asset ID column.
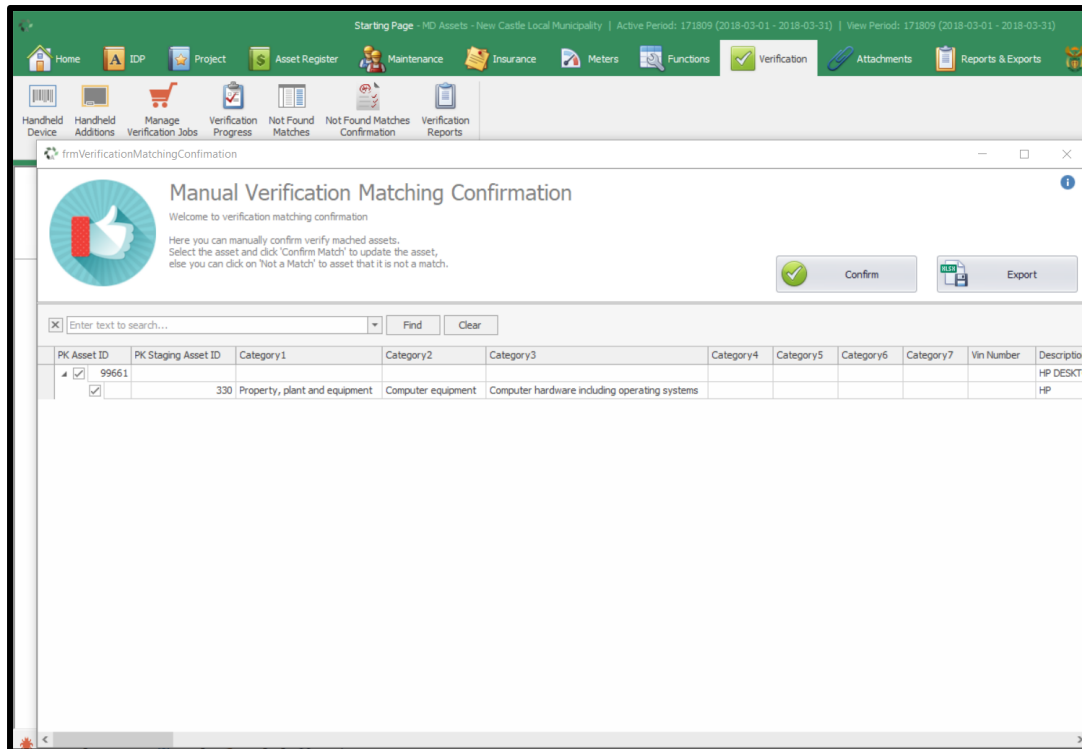
Click confirm function to confirm verified matched assets. Confirmation window will appear. Click yes if you are sure and the system will confirm if verification was updated successfully and that means the verified asset has been added to the FAR.

Month end procedure / Depreciation

Depreciation calculations should be done monthly. MD has developed a menu driven month end procedure.

How to access month end procedure

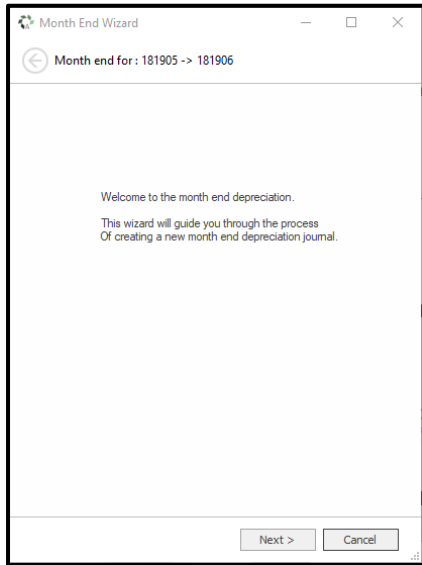Under function module click Create Month-end journal and month end wizard will open. The wizard will show the current period which will close and the new being opened. Click next to proceed. After closing the current period, the user won't be able to make any changes to it.

Rebuild summaries, click on rebuild summaries if you want make sure that all summaries are up to date. The user has access to update summaries for current month and current yearly. Click next to continue.
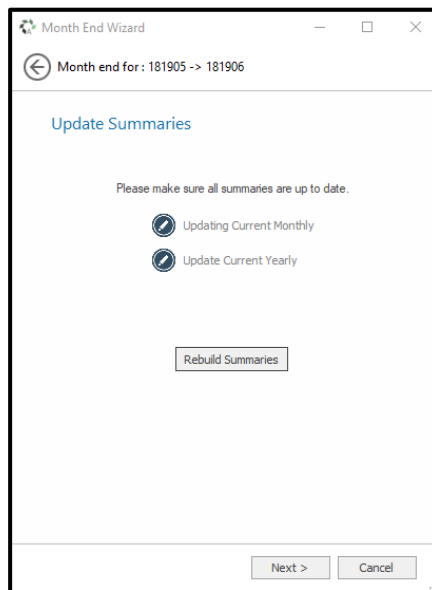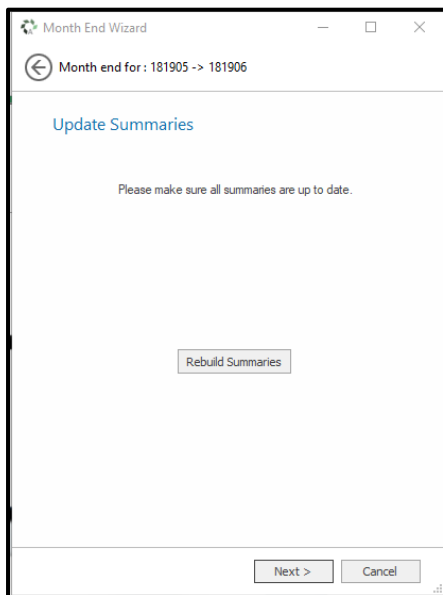
The following window will validate mSCOA configurations, select the relevant mSCOA configuration version. Once the selection has been made you will be notified if there are any errors (not configured assets). If no error appear, you will be able to continue, click next.

V 7.5.6 (m)
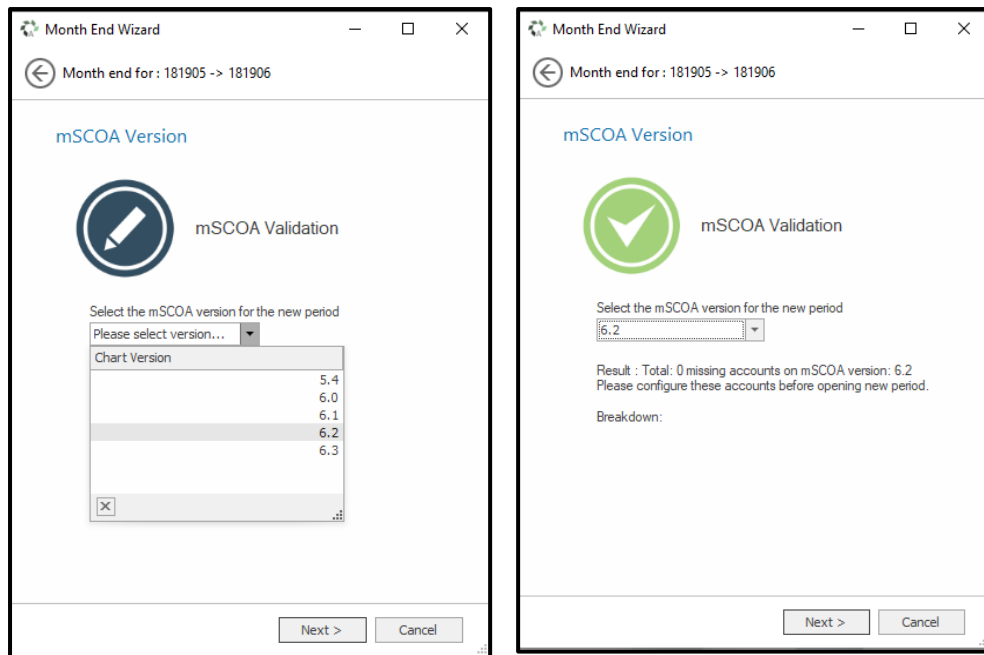
The next window will provide you with the depreciation details for the current period, you will see the total depreciation amount and the amount of assets affected. The user will be able to click on two links.

Affected detail (It will show depreciation calculation or detail per asset)
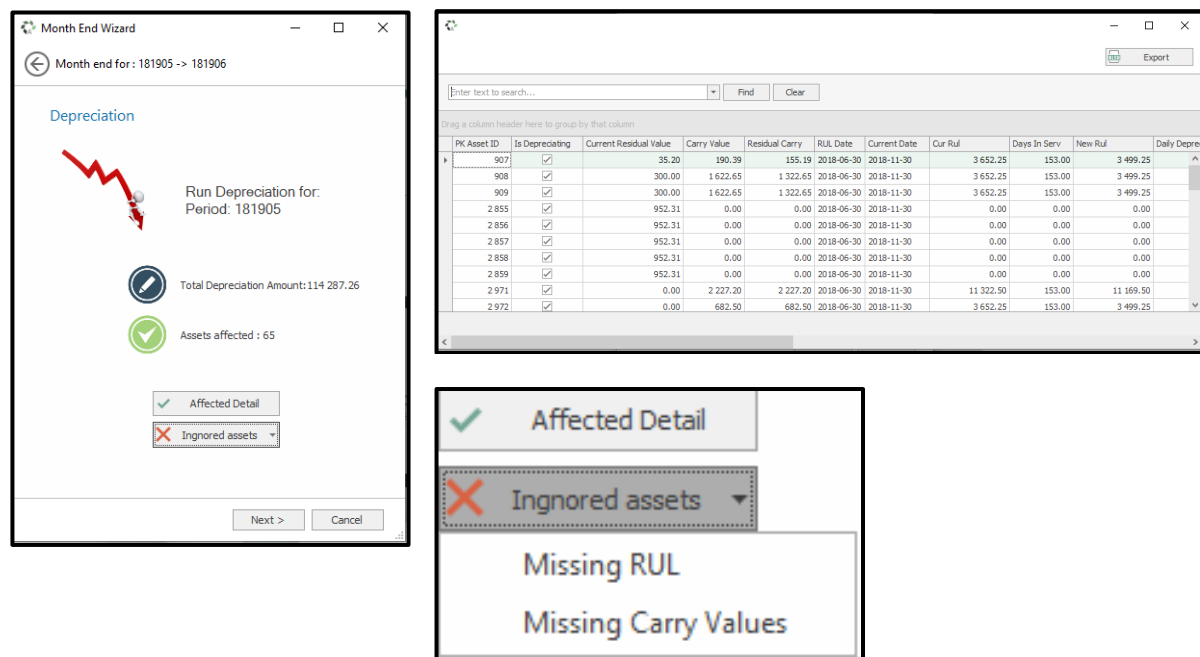
Ignored assets (It will show assets that will not depreciate, e.g. land or assets with no RUL/closing value). Click next to continue.


After clicking next a review changes window will open. This window will recap all the changes which will take place when month end is conducted. Once you agree with the summery provided, click on accept changes and next to continue.

See below picture.

Unapproved journal

Unapproved journals in the system will block depreciation process, first approve the journal or delete them, then proceed with the depreciation.

The review window appears with the depreciation values, closing previous period opening a new one.
The user should accept the changes by ticking in the tick box provided, the changes saved cannot not be changed.
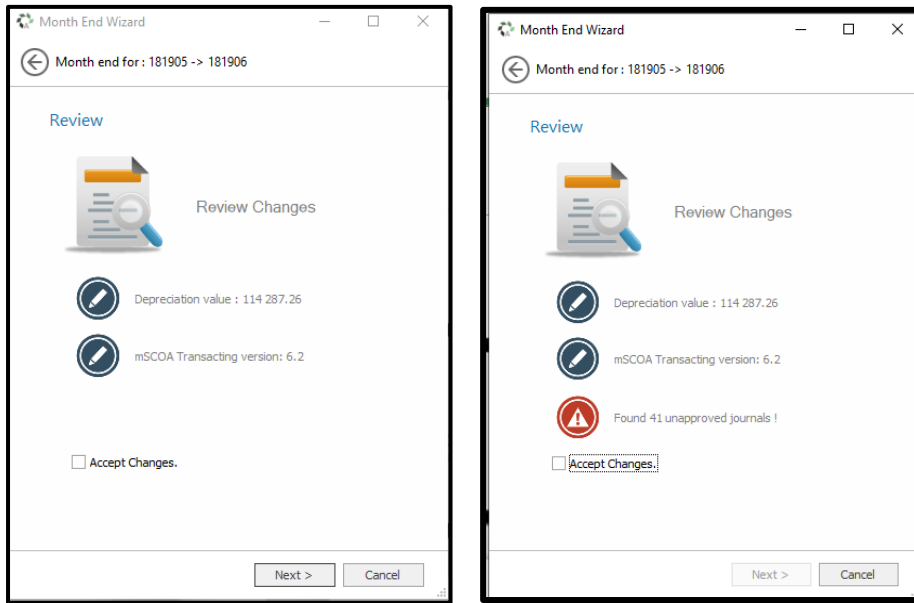
Click finish button to confirm month end completion. The changes saved cannot not be changed. Click finish button to proceed.
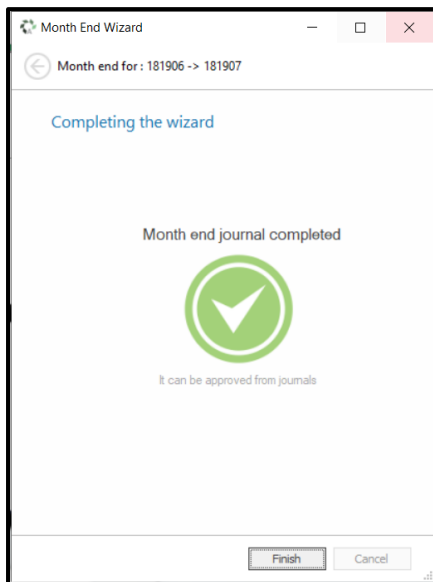
It's very important for all system users to log out and log in again after month end procedure has been completed. This will help the system with its transformation with the period and financial changes in all the affected tables. You can then load the register, double click on

any assets, open the asset life tab to confirm if the asset life has been depreciated. Open the financial history tab and confirm if the financials has been depreciated.
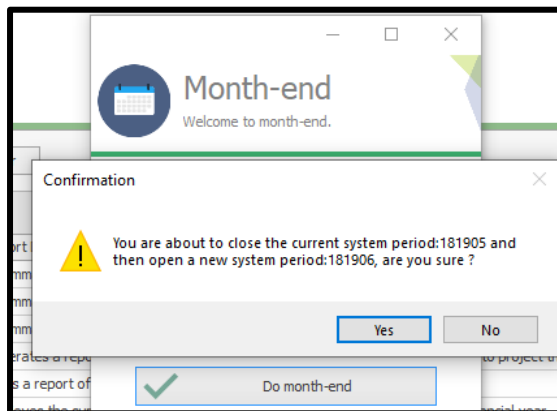
Open new period

Once all financial movement for current active period has been completed on the AR, municipality may open a new period and

How to open a new period.

Click on open new period function in the system
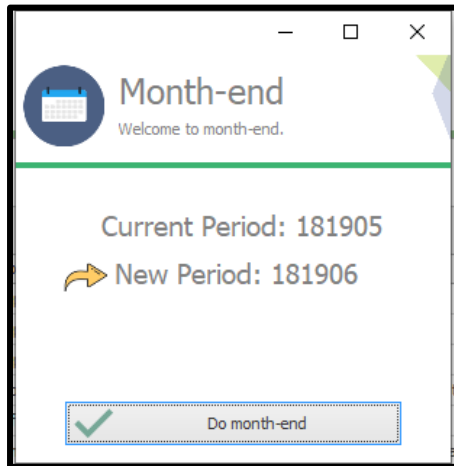
Click do month end, confirmation window will appear, click yes if you want to close the current period and open a new period.

NB. Once a period is closed you can no longer adjust or delete any journals in the closed period. Click yes to continue. The system will confirm if the process was completed successfully. Click ok to continue.
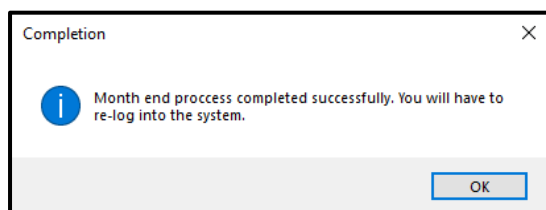
System will close, the user will have to re login, and the period will change.

V 7.5.6 (m)