

Financial fixed asset register

How to access asset register

The user should click on asset register function and the following window will appear.





Summary View

MD Assets supply's live 3 consecutive year GRAP compliant PPE notes and asset registers.

Summary view contains all the work in compiling the register, the AFS accountant will mostly rely on it to compile the AFS.

The user will be able to see the comparative figures of the current and previous year. Values originate from all transaction journals.

Summary View (monthly)

Click on summary view (month) and the following window will appear. The user will see the active month and previous closed month.

Period Category	Opening Carry	Opening Cost	Addition	Cost Adjustment	Cost Disposal	Closing Cost	Opening Depreciation	Depreciation	Depreciation Adjustment	Depreciation Disposal	Closing Depreciation	n Ope
181905 Buildings	3 487.32		0.00	0.00	0.00	-	2 763.35	0.00	0.00			
181905 Computer equipment	0.00	59 519.25	0.00	0.00	0.00	59 519.25	59 519.25	0.00	0.00	0.00	59 519	.25
181905 Fire equipment	4 235.64	8 052.00	0.00	0.00	0.00	8 052.00	3 8 16.36	0.00	0.00	0.00	3 8 1 6	.36
191005 Eurolturo and office anuiome	ont 005.00	E 024.00	0.00	0.00	0.00	E 024 00	5 009 17	0.00	0.00	0.00	5.009	17
<												
181904 (Previous F											- 🛼 🐔	¥15
Period Category	Opening Carry	Opening Cost	Addition	Cost Adjustment	Cost Disposal	Closing Cost	Opening Depreciation	Depreciation	Depreciation Adjustment	Depreciation Disposal	Closing Depreciation	n Ope
181904	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	.00
181904 Buildings	3 504.70	6 250.67	0.00	0.00	0.00	6 250.67	2 745.97	17.38	0.00	0.00	2 763	.35
181904 Computer equipment	0.00	59 519.25	0.00	0.00	0.00	59 519.25	59 519.25	0.00	0.00	0.00	59 519	.25
191004 Eiro og ipmont	4 965 77	9.052.00	0.00	0.00	0.00	9.052.00	2 794 12	20.12	0.00	0.00	2.014	96
<												
181903 (Outer Peri											- 🛼 ℃	ک ا
Period Category	Opening Carry	Opening Cost	Addition	Cost Adjustment	Cost Disposal	Closing Cost	Opening Depreciation	Depreciation	Depreciation Adjustment	Depreciation Disposal	Closing Depreciati	on Op
181903 Buildings	3 521.52	6 250.67	0.0	0.0	0.0	0 6 250.63	7 2 729.1	5 16.8	2 0.0	0 0.0	0 2.74	15.97
181903 COMP EQUIP	0.00	0.00	18 000.00	0.0	0.0	0 18 000.00	0.0	0.0	0 0.0	0 0.0	0	0.00
	0.00		18 000.00 0.00									

Summary view (yearly)

Click on summery view by year and the following window will appear. This function allows the user to see the summary of the selected year together with the comparative figures of the previous year.

e.g. If you select period 1819, you will see 1819 as the" current active year" with1718 as the comparative "previous year".

NB: if summery doesn't appear up to date, the user can at any point in time rebuild the summery in both monthly and yearly.

\overline{Q}						MD A	ssets - Demo	Municipality	Active Per	iod: 181905 (20	18-11-01 - 201	3-11-30) Vie	w Period: 18	1905 (2018-11-0	1 - 2018-11-30)				- 0	×
睂	Home 🚺	IDP	Projec	t [\$	Asset	Register	hainti 🍂	mance 🛓	Insuran	ce 🏹 M	leters		Verifi	ication 🥖	Attachments	📋 Repo		🗑 msc	00A 🌔 Extr	
		-	•	P		ρ	?	Î	f											
Summar (Mon		nary View (early)	Tree Search	Generi		earch Jo terList)			edation ligets	Vesta Segment Verification	t Custodians Register									
		Ent	try points								5	5								\sim
	9 (Curr	ent P	eriod)																💀 😯	
Period	Category		Op	ening Carr	ry Op	pening Cost	Addition	Cost Adjustr	ent Cos	t Disposal C	losing Cost	Opening Depre	eciation D	Depreciation D	Depreciation Adjustm	ient D	epreciation Disposal	l Closin	g Depreciation	Opening
	Computer er				0.00	119 038.5			0.00	0.00	119 038.50		19 038.50	0.00		0.00		.00	119 038.50	
	Fire equipme Furniture an		viomont	8 71 2 93		16 104.0 19 538.0			0.00	0.00	16 104.00 19 538.00		7 393.61 16 604.79	0.00		0.00		.00 .00	7 393.61 16 604.79	
	Horitoon	d onice eq	upment	2.93		19 536.0			0.00	0.00	2 204 224 02		0.00	0.00		0.00		.00	10 004.79	
<																				
171	8 (Prev	ious I	Period)																🛼 🛟	
Period	Category			Opening C	arry	Opening Cos	t Addition	Cost Adju	tment (Cost Disposal	Closing Cost	Opening Dep	reciation	Depreciation	Depreciation Adjust	ment I	Depreciation Dispos	al Clos	ing Depreciation	Opening
1718					0.00	0	.00 00.	.00	0.00	0.00	0.0	5	0.00	0.00		0.00		0.00	0.00	
	Buildings				760.90	6 250		.00	0.00	0.00			2 489.77	204.62		0.00		0.00	2 694.40	
	Computer er				614.36	59 519		.00	0.00	0.00			2 261 56	6 6 14.36		0.00		0.00	59 519.25	
						e ne	00 0		0.00	11.00	- Shern					11.00			7212.01	
<																				
161	7 (Oute	r Per	iod)																🎭 🛟	1
Period	Category			Opening C	arry	Opening Cos	t Addition	Cost Adj	ustment	Cost Disposal	Closing Cost	Opening De	epreciation	Depreciation	Depreciation Adju	stment	Depreciation Dispo	osal Clo	sing Depreciation	Openi
	Buildings			3	965.52	6 250		0.00	0.00				2 285, 15			0.00		0.00	2 489.7	
	COMP EQUE				0.00			0.00	0.00				0.00			0.00		0.00	0.0	
	Computer er				726.99	59 519		0.00	0.00				38 792.26			0.00		0.00	52 904.8	
121	Eko.oouineed	set.		c	100.04	0.051	.00	0.00	0.00		0.050	00	2,900,44	262.01	0	0.00		0.00	2 061 5	e
/													_							
🐥 Mair	Debug 123	Period 4	Settings	Chang	elog 🔒	A Lookups														
				-												_		_		_

Click on rebuild function and the following window will appear. The summery structures for that particular period will be rebuild and the process might take time depending on the amount of data. Click yes to continue and allow the system to process the rebuilding of the summery.

Period	Category C	Opening Carry	Opening Cost	Addition Co	st Adjustment	at Dispanal Cla	vine Cent O	nonina Doprociation D	oprovistion D	annasistipa Adiustragent [Depreciation Disposal	Closing Depreciation (Opening I
1819	Land	12 729 733.70	12 729 733.70	0.00	0.					0.00	0.00	0.00	_
1819	Other machinery and equipment	0.00	25 450.00	0.00	0.					0.00	0.00	25 450.00	
1819	Transport assets	590 664.97	1 242 400.00	0.00	0.			ry structures for period			0.00	651 735.03	
						🔼 can be a	long proccess of	depending on the amo	unt of asset u ha	ave.)			
• 1718	(Previous Period)							Yes	No		📑 🔂	
Period	Category	Opening Carry	Opening Cost	Addition	Cost Adjustment	Cost Disposal	Closing Cost	Opening Depreciation	Depreciation	Depreciation Adjustment	Depreciation Disposal	Closing Depreciation	Opening
1718	Furniture and office equipment	2 238.0	1 7919.0	0.00	0.00	0.00	7919.00	5 680.99	1072.94	0.00	0.00	6 753.93	
1718	Heritage	1 074 502.6	3 1 102 112.0	1 0.00	0.00	0.00	1 102 112.01	0.00	0.00	0.00	0.00	0.00	
1718	Infrastructure	1 924 594.1	8 3813292.4	4 0.00	0.00	2 060 231.70	1 753 060.74	1888 698.26	91 733.27	0.00	1 407 608.78	572 822.75	
1710	Intanoibla annata	609 771 0	0 600 771 0	0.00	0.00	0.00	609 771 09	0.00	0.00	0.00	0.00	0.00	
c													
1617	(Outer Period)											📑 💀	×LS L
Period	Category	Opening Carry	Opening Cost	Addition	Cost Adjustment	Cost Disposal	Closing Cost	Opening Depreciation	Depreciation	Depreciation Adjustment	Depreciation Disposal	Closing Depreciation	Openin
1617	Buildings	3 965.5	2 6 250.6	7 0.0	0.00	0.00	6 250.67	2 285.15	204.62	0.0	0 0.0	2 489.7	7
1617	COMP EQUIP	0.0	0.0	0.0 C	0.00	0.00	0.00	0.00	0.00	0.0	0.0	0.0	0
1617	Computer equipment	20 726.9	9 59 519.2	5 0.0	0.00	0.00	59 519.25	38 792.26	14 112.63	0.0	0.0	0 52 904.8	9
1617	Fire equipment	E 160 E	4 9.052.0		0.00	0.00	9.052.00	2 900 46	262.00	0.0		2 2 2 1 5	c



Tree search

The user can use the tree search function to view assets in the register. Click on Tree search icon and the following window will appear.

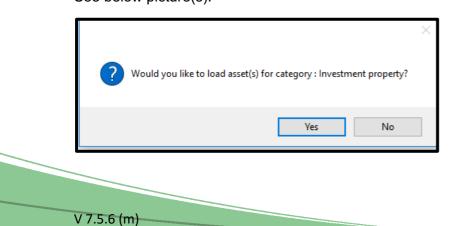
Q.											– ø ×
1 Home	🚺 IDP 🛛 🙀 Projec	t Sset Regist	er 🚵 Maintenance	insurance	🔊 Meters	Functions	Verification	Attachments	📋 Reports & Exports	👸 mSCOA	External So
Summary View S (Monthly)	Summary View Tree Search (Yearly) Entry points	Search (Generic) (FilterList)	Journals Asset Reports	Depreciation Ve Budgets V	sta Segment C	Lustodians Register					
-A	Welcome to tree se Use this to tree vie Use the rightclick m asset register view	earch. w to find assets in the re ienu to load the assets in	gister. the main								0
Ø 🌣	Current year:	181905									Export

Right click in order to load the assets in the main asset register.

The user has access to export the loaded register by clicking export button.

P	Tree Sea Welcome to tree sea Use this to tree view Use the rightalck me asset register view.	arch. v to find assets in ti enu to load the asse	he register. ets in the main						
ø 🌣	Current year:	161710							6
Asset Categories		Asset Count							
Investment roop Intragible Asset Property, plant Intangible asset Property, plant Intangible asset Property Plant Heritage Assets Property, Prope	t	1 226 212	stment property						

Click on View Detail: Investment property and the following window will appear. The system will ask if you would want the system to load assets for that particular category. Click yes to continue. See below picture(s).



Page 3 of 17

The system will load the assets as required. See below picture.

Resi	et Grid Refre	sh Change P	eriod Export (Grid Tools	(.xlsx) 🕓 Sł	now All Columns											
En	ter text to sea	rdh			▼ F	Find Cle	ar									
P	K Asset ID	Category1	Category2	Category3	Category4	Category5	Category6	Category7	Description	Extended Description	Asset Number	Serial Number	Registration Number	Vin Number	Parent Asset Number	Quan
L	585	Investment	Investment						Land / Erf /	WALKRAAL A EXT 1	PR - 10776	T0JS0090000	Township Title	No		
	587	Investment	Investment						Land / Erf /	WALKRAAL A EXT 1	PR - 10778	T0JS0090000	Township Title	No		
	589	Investment	Investment						Land / Erf /	WALKRAAL A EXT 1	PR - 10780	T0JS0090000	Township Title	No		
	7	Investment	Investment						Land / Erf /	GROBLERSDAL EXT 1	PR - 10023	T0JS0016000	T11495/1998	No		
	8	Investment	Investment						Land / Erf /	GROBLERSDAL EXT 1	PR - 10025	T0JS0016000	T11495/1998	No		
	21	Investment	Investment						Land / Erf /	LAERSDRIF 13401	PR - 10053	T0JS0022000	T126997/2004	No		
	967	Investment	Investment						Land / Erf /	WALKRAAL A EXT 1	PR - 11575	T0JS0090000	Township Title	No		
	969	Investment	Investment						Land / Erf /	WALKRAAL A EXT 1	PR - 11577	T0JS0090000	Township Title	No		
	982	Investment	Investment						Land / Erf /	WALKRAAL A EXT 1	PR - 11590	T0JS0090000	Township Title	No		
	594	Investment	Investment						Land / Erf /	WALKRAAL A EXT 1	PR - 10790	T0JS0090000	Township Title	No		
	596	Investment	Investment						Land / Erf /	WALKRAAL A EXT 1	PR - 10792	T0JS0090000	Township Title	No		
	787	Investment	Investment						Land / Erf /	WALKRAAL A EXT 1	PR - 11286	T0JS0090000	Township Title	No		
	789	Investment	Investment						Land / Erf /	WALKRAAL A EXT 1	PR - 11294	T0JS0090000	Township Title	No		
	794	Investment	Investment						Land / Erf /	WALKRAAL A EXT 1	PR - 11314	T0JS0090000	Township Title	No		

Asset register

How to load asset register

The user should click on Asset register Function, Search Generic in order to load the register. Once the user has clicked on search generic, the following window will appear.

Starting Page - MD Assets - Demo Municip	
👚 Home 🚺 IDP 📓 Project 🚺 Asset Register 🎎 Maintenance 🔌	👔 Insurance 🔊 Meters 👿 Functions 🗹 Verification 🧳 Attachments 📋 Reports & Exports 🕷 mSCOA 《 External So
Summary View Summary View Tree Search Search Journals Asset Depre	Vesta Segment Grate
Clobal Search Welkers by by blad search. Use the window is such for any asset in the system. No cruue either the Oredown's to file towards. Calagories or use the file the two treads of the younds.	Cindy Munyai Lonne expry date : No expry date Lonnes Status : Arthe
Categories	Asset MANAGER
Pree Text Pield v	
Configure columns	

Configure your columns

Once the global search window has been selected, the user will be able to configure column(s) as desired, click configure column(s).

The user has a choice of configuring the column(s) he is interested in, in the register. This option also assist in the performance of saving the amount of data usage.

It is also a faster and simpler way of searching / loading the register.

The user should select the available column on the left hand side, click add column(s), and the selected column (s) will appear on the right side (Configured column). See below picture(s).



Asset Management System User Manual

Starting Page - MD Assets - Demo Municipa	ality Active Period: 181905 (2018-11-01 - 2018-11-30) View Period: 181905 (2018-11-01 - 20	18-11-30) — 🗇
🕋 Home 🖪 IDP 🔯 Project 🚺 Asset Register 🔏 Maintenance 💐	Insurance 🔊 Meters 國 Functions 🇹 Verification 🥢 Attachments	📋 Reports & Exports 🛛 🕷 mSCOA (🔮 Exter
Sumary Ver Sumary Ver Tres Sarch Search Sear	MDAcaset - User Column config Monore - User Column config Monore by our column configuration. Monore by our column configuration. When the by our column configuration of the register above producing the monore that the register above producing the monore that the set of t	re Hersstell n. of data used.
Categores	Available Columns:	Configured Columns:
Pres Tot Field Cear Fields Configure columns	Category 7 Denrotion Extended.cetorotion Adversaria/cetorotion Adversaria/cetorotion Adversaria/cetorotion Adversaria/cetorotion Adversaria/cetorotion Registration/autoention Registration/autoention Registration/autoention Registration/autoention Registration/autoention Registration/autoention Registration/autoention Registration/autoention Registration/autoention Registration Re	Address Buldhag des and an

After selecting all the required column(s), click done to save, the system will take you back to global search window. Click search, and it will load the asset register. See below picture.

e -																	
î	Home	A IDP	Project	S A	sset Register	Alintenance	🦄 Insura	nce 🏹	Meters	Functions	Verification	n 🥖 Attacher	ents 📋	Reports & Exports	🗑 mSCC	DA 🌏 E	kternal 50
1		.	-	ρ	ρ	?	*										
umm	ary View S	Summary View		Search		lournals Asset	Depreciation	Vesta Segme	ent Custodians								
(Mo	nthly)	(Yearly)		(Generic)	(FilterList)	Reports	Budgets	Verification									
_		Ent	ry points						rs r	\$ I							
Reset	Grid Refr	esh Periods	Itide All Col Show All Col		Export Current	View Export Audit R	-										
_		Grid Tools				Exporting	li,										
Ente	r text to se	arch				Find Clear											
Ass	et ID	Category6	Parent Asset	Ward	Town	Location	Suburb	Street Name	Street Number	Address	Building	Building Barcode	Room	Room Barcode	GPSX	GPSY	Quanti
	12	cc3fde10-3		1	Delmas	Workshop					Workshop		Laboratory	R00403	28.68493652	-26.13591576	
	13	cc3fde10-3		9	Delmas	Main Office					Main Building		Room 38	R00311	28.67369320	-26.14867680	
	14	cc3fde10-3		6	Delmas	Delmas FC	Delmas Pro			45 Sarel Cil	FC Dumat B		Planning an	R00430	28.68670667	-26.14948333	
	15	cc3fde10-3			Delmas	Delmas FC	Delmas Pro			45 Sarel Cil	FC Dumat B		Technical Di	R00480	28.68291030	-26.14875980	
		cc3fde10-3		6	Delmas	DELMAS LIb					DELMAS LI		A00047		28.68307114		
		cc3fde10-3		9	Delmas	Workshop					Workshop		Assistant M			-26.14889717	
		cc3fde10-3		1	Delmas	Workshop					Workshop		Assistant M				
		cc3fde10-3		9	Delmas	Workshop					Workshop		Assistant M		28.67339325		
		cc3fde10-3		1	Delmas	Workshop					Workshop		Assistant M		28.68247060	-26.13570880	
		cc3fde10-3		2	Delmas	Workshop					Workshop		Assistant M		28.68411000	-26.11314000	
					Delmas	Delmas Mai					Main Building		Council Cha			-26.14918500	
	831	cc3fde10-3		9													
	831 832	cc3fde10-3		9	Delmas	Delmas Mai					Main Building		Council Cha			-26.14918500	
	831 832 833					Delmas Mai Delmas Mai					Main Building Main Building Main Building		Council Cha Council Cha Council Cha	R00457	28.67443333	-26.14918500 -26.14918500 -26.14918500	

If the user does not configure column(s), the system will automatically load all the column(s) in the register. Click search button inorder to load asset register. See below picture.

🛟 MD Assets - Search	- 🗆 X	
R	Global Search Vectore to the global rearch. Use the window to search for any asset in the system. You can use either the Orodowns to fifter towards categories, the free text to search or a combination of the two. If all controls are left blank, the entire register will be returned.	
]
Categories]
	•]
	Ŧ]
	Ŧ	
Free Text Field All	T	
Free text		
X Clear Fields	Configure columns	
Q	Search	

All the assets will be loaded, Wait for the system to load all the assets as configured.





N.B. Give the system time to load or process everything. Allow the searching and the loading indicators at the bottom ribbon to load fully

Check the indicator at the bottom right of the screen (its processing the assets). (see below picture).

mary Vew Gamery Vew			ingeter	A Marte			S.B. Henry	Se runcions	verticat		sits 📃 Reports		📵 HSCOA 🔵	External Source	а фри	anga 🔏 res	••• 🤍		A. 194	
	Tree Search Sea	p p set Search west PilterLap	iam	in Asset	Deprecetor	Vesta Seg														
Dit 123	() Pide All Colum			1			rs.	5									_			
et Grid Refresh Periods Grid Toole		The Export Co		Export Audit sting	Register 15															
tier task to search in			v Pr	d Ciea																
	Category2 Ca			Category5		Category7		Extended Description				Serial Number	RegistrationNumber	VinNumber	Parent Asset			aton Sub		Street Name
65575 Property, p			eetlights		Streetlights			Streetight Steel 3n		Infrastructure assets										Reliz
65575 Property, p			eet lights eet lights		Streetlights			Streetight Steel 12		Infrastructure assets	Infrastructure assets									Reltz
65577 Property, p 65578 Property, p			estights petiohts		Street lights Street lights			Streetight Concrete		Infrastructure assets										Reitz
65579 Property, p			eet ights		Streetlights			Streetight Steel 12	850gHt-287 850gHt-289		Infrastructure assets									Reliz Reliz
65580 Property, p.,			ertights		Streetlights			Streetight Steel 9n			Infrastructure assets									Ref2
63581 Property, p.,			ertigns ertights		Streetlights			Streetight Steel 12		Infrastructure assets										Reitz
65552 Property, p			ertights		Streetlights			Steedget Steel 31			Infrastructure assets									2007
65503 Property, p			eetights		Streetlights			Streetight Steel 9m			Infrastructure assets									Reitz
65584 Property, p			ertights		Streetlights			Streetight Steel 12			Infrastructure search									Reltz
65585 Property, p.			wet lights		Streetlights			Streetight Steel 12	BRight-302	Infrastructure assets										2472
65585 Property, p.,			retlights		Streetlights			Streetlight Steel 9n		Infrastructure assets										i eiz
65587 Property, p			eet lights		Streetlights			Streetight Steel 9m		Infrastructure assets	Infrastructure estate							cheix Doo	orated I	Relly
65588 Property, p			eetlights		Streetlights			Streetight Steel Sm			infrastructure assets									Retz
65589 Property, p			eet lights		Street lights			Streetight Steel 10		Infrastructure assets	Infrastructure assets					time	onstad Mo	daia Kra	onstad i	Reiz
65500 Preperty, p			netlights		Streetlights			Streeticht Steel Sm			Infrastructure assets									Lett
65591 Property, p.,	Infrastruct Ro	ada Str	wetlighte	Roads	Streetlights		Street light	Streeticht Steel Br	89441-312	Infrastructure assets	Infrastructure assets					622	onstad Mo	chaka (ros	orstad I	2 sitz
65592 Property, p	Infrastruct Ro	ads 511	retlights	Roads	Streetlights		Street light	Streetight Steel 9n	05Light-314	Infrastructure assets	Infrastructure assets		N			600	onstad Mo	diska Kost	beteno	Retz
65393 Property, p.,	Infrestruct Re	eds Str	eet lights	Roeds	Streetlights	No.1584	Street light	Streetight Steel Bri	05Upht-315	Infrastructure assets	Infrastructure assets					00	onstad Mo	cheke Koo	i betero	Reliz
65504 Property, p	Infrastruct Ro	ads Str	eetlights	Roads	Streetlights	No_1505	Street light	Streetight Steel Sn	0511ght-035	Infrastructure assets	Infrastructure assets					120	onstad Mo	duia tos	i betero	Leitz
65595 Property, p	Infrastruct Re	ads Str	eetlights	Roads	Streetlights	No_1586	Street light	Streetight Steel 9n	BSUght-317	Infrastructure assets	Infrastructure assets			\		K20	onstad Mo	chaica Koos	ionstad I	Reitz
65596 Property, p	Infrastruct Re	ads Str	retights	Roads	Streetlights	No_1987	Street light	Streefight Steel 9m	RSLight-339	Infrastructure assets	Infrastructure sesets					(Drs	onstad Mo	chain tra	i betero	Reitz
65597 Property, p	Infrestruct Ro	ieds Str	eet lights	Roads	Streetlights	No_1588	Street light	Steelight Steel 8n	85ight-321	Infrastructure assets	Infrastructure assets					100	onstad Mo	chaika Koos	i betaro	Reitz
65598 Property, p	Infrestruct Ro	ods Str	retights	Roads	Streetlights	No_1509	Street light	Streetight Steel Bn	05Ught-322	Infrastructure assets	Infrastructure assets					100	onstad Mo	duiz tos	i betero	Retz
65399 Property, p	brfrastruct Ro	ods 517	eet lights	Roads	Streetlights	No_1990	Street light	Streetight Steel 10	55Upht-325	Infrastructure assets	Infrastructure assets					100	onstad Mo	diaka Root	i betaro	Reliz
65600 Preperty, p	infrestruct Re	ada Str	retlights	Roseis	Streetlights	No_1991	Streetlight	Streetight Steel Br	051ight-325	Infrastructure assets	Infrastructure assets					Kro	oneted Mo	chain Kran	i betero	tetr
65601 Property, p	Snfrastruct Ro	ada 52	eet lights	Roads	Streetlights	No_1992	Street light	Streetight Steel 12	BSUght-327	Infrastructure assets	Infracticiture assets					100	onstad Mo	chaka Koos	ionetad I	Reltz
65602 Property, p	Infrastruct Re	eds Str	retlights	Roads	Streetlights	No_1993	Street light	Steelight Steel Bn	BSight-329	Infrastructure assets	Infrastructure assets					Kro.	onstad Mo	chaixa Kros	i betero	Reitz
65603 Property, p	Infrastruct Ro	ieds Str	eetlights	Roads	Streetlights	N0_1594	Street light	Streetight Steel 9m	85Ught-332	Infrastructure assets	Infrastructure assets					100	onitiad Mo	diaka Rost	ionstad I	Reliz

Asset Detail

How to view Asset detail

The user has access to view the detailed information of an asset including imagery, mapping, mScoa and financial information.

Double click on any asset and the detailed window of that particular asset will appear. See below picture(s).

Asset details

MD Assets - Detail		-1		0
	Asset Deta	ail		
	Welcome to asset deta	d.		
	Here you can view all t	he detailed information regarding an asset. ery, mapping, mScoa & financial info.		
	tou can also view imag	ery, mapping, mscoa & nnancial into.		
I 🗸 🖂				
🚖 Unique ID: 822				
III Asset: Detail	🔁 📾 👗			
Asset: Image			Asset Detail	
ing robert indge	Description	Value		
Asset: Location	AssetID	822		1
	Category1	Property, plant and equipment		
 Asset: Verifications 	Category2	Transport assets		
-	Category3	Motor vehicles		
Asset: Life	Category4	Passenger vehicles 00e1bbf3-e341-402c-b82c-f61993dbc43d		
<u> </u>	Category5	uue10073-e341-402c-082c-761993d0c43d cc3fde10-30e0-11e3-8a1a-001e673400ac		
Asset: Transactions	Category6 Category7	af8b25d1-8fac-46e5-9e87-9d3b3472133f		
0	SummaryCategory	Transport assets		
Asset: Cost	AppendixBCategory	Transport assets		
V	Description	Bakkie		
Asset: Residuals	ExtendedDescription	NISSAN NP300		
×	Quantity	0		
Asset: Fair Values	AssetNumber	ENE 56 1MP		
V	SerialNumber	ADNALGD22ZR033727		
 Asset: Condition 	RegistrationNumber			
• Hoseer contraction	VinNumber			
Asset: Categories	ParentAsset			
U resear categories	Ward	1		
🗑 Asset: mSCOA	Town	Delmas		
U ROCCI MOCON	Location	Workshop		
@ Asset: Attachments	Suburb			
	StreetName			~
S Asset: Attachments				

V 7.5.6 (m)

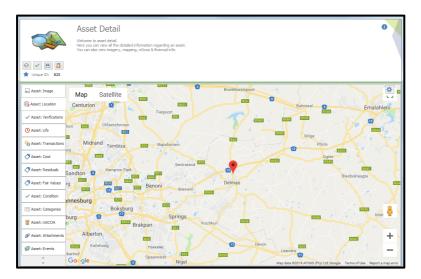
Page 6 of 17



Image (Picture)



Location (Position of the asset).



Verification

MD Assets - Detail	Asset Welcome to a Here you can You can also		nformation re g, mScoa & fi	garding an a	sset.			
Unique ID: 833	 							
🛋 Asset: Image	Verification Date	Barcode	Condition	Comment	Verified By	Verifications	s Status	
Content Asset: Location	2016-05-27 2016-06-24	A00437 A00437	Good	Barcoded	Paul Mda Paul Mda	Copure Date	Found	
	2017-05-22 2018-05-16	A00437 Manual Verification	Good None	-	Zamile Ndlovu Makhosini Madinane		Found Found	
 Asset: Verifications 								
-								
Asset: Verifications Asset: Life Asset: Transactions								

V 7.5.6 (m)



Asset life

MD Assets - Detail									
Unique ID: 16									
Asset: Detail	📀 📠 👗								
Asset: Image							Life		
in Assett Indge	Value	Reason	Transaction Date	Period	Journal	Is Start			
Asset: Location	7.00	EUL TakeOn	2008-07-01	0	Journal: None	\checkmark			
	-6.10	1718 RUL T	2018-06-30	0	Journal: None				
✓ Asset: Verifications									

Asset Transactions

MD Assets - Detail								
	Asset Deta	ail						0
	Welcome to asset deta Here you can view all t You can also view imag	ne detailed infi						
I 🗐 🗸								
🚖 Unique ID: 16								
III Asset: Detail	😔 📾 👗							
Asset: Image					Transi	actions		
Asset: Image	Transaction Type	Amount1	Amount2	Transaction Date	Transaction Period	Adjustment Per	Journal	
Asset: Location	TakeonCostBalance	1850.00	0.00	2016-06-30	151 612	151 612	Journal: 0	
Co Asset: Location	TakeonDepreciationBalance	-975.70	0.00	2016-06-30	151 612	151 612	Journal: 0	
 Asset: Verifications 	TakeonImpairmentBalance	0.00	0.00	2016-06-30	151 612	151 612	Journal: 0	
	Depreciation	-237.69	0.00	2018-06-30	161 712	161 712	Journal: 0	
	Depreciation	0.00	237.69	2018-06-30	161 712	161 712	Journal: 0	
Asset: Life	Depreciation	-335.07	0.00	2018-06-30	171 812	171 812	Journal: 0	
A	Depreciation	0.00	335.07	2018-06-30	171 812	171 812	Journal: 0	
Asset: Transactions	Depreciation	0.00	0.00	2018-11-30	181 905	181 905	Journal: 1341	
	Depreciation	0.00	0.00	2018-11-30	181 905	181 905	Journal: 1341	
Asset: Cost	Disposal	1 000.00	0.00	2018-11-30	181 905		Journal: 1341	
-	Disposal	0.00	-1 000.00	2018-11-30	181 905		Journal: 1341	
Asset: Residuals	Disposal Of Depreciation	1 548.46		2018-11-30	181 905		Journal: 1341	
	Disposal Of Depreciation	0.00		2018-11-30	181 905		Journal: 1341	
Asset: Fair Values	Depreciation	0.00		2018-08-30	181 905		Journal: 1342	
	Depreciation	0.00		2018-08-30	181 905		Journal: 1342	
Asset: Condition	Disposal	1 000.00		2018-08-30	181 905		Journal: 1342	
	Disposal	0.00		2018-08-30	181 905		Journal: 1342	
Asset: Categories	Disposal Of Cost	-1850.00		2018-08-30	181 905		Journal: 1342	
-	Disposal Of Cost	0.00		2018-08-30	181 905		Journal: 1342	
🗑 Asset: mSCOA	Disposal Of Depreciation	1 548.46	0.00	2018-08-30	181 905		Journal: 1342	
~	Disposal Of Depreciation	0.00		2018-08-30	181 905		Journal: 1342	
Asset: Attachments	Disposal Of Impairment	0.00		2018-08-30	181 905		Journal: 1342	
Grander Attachments	Disposal	588.24	0.00	2018-11-30	181 905	181 905	Journal: 1343	

Costs

🛟 MD Assets - Detail						
 ✓ Im I ✓ Inique ID: 15 	Asset De Welcome to asset d Here you can view in You can also view in		ion regarding an a a & financial info.	asset.		6
Asset: Detail	🔁 📑 🌟					
Asset: Image					Cost	
	Cost Amount Reason	·		Journal		
Reset: Location	0.00 Take on	2008-07-01	Cornelius Botes	Journal: None		
 Asset: Verifications 						





Residuals

🛟 MD Assets - Detail									
	Asset I Welcome to as Here you can You can also v		information rega ng, mScoa & fina	arding an asset. ncial info.					0
 ↔ ✓ ■ ♦ Unique ID: 833 									
III Asset: Detail	€ 📾 👗								
🛋 Asset: Image	Residual Amount	Residual Period	Residual Date	Residual Reason	Journal	Residual Changed By	Change Date		
Asset: Location	203.60	141 512	2015-06-30 2015-06-30	Imported Imported	Journal: None	MD Verification MD Verification			
✓ Asset: Verifications									
🕒 Asset: Life									
GASSET: Transactions									
Asset: Cost									

Asset Condition.

🛟 MD Assets - Detail							- • ×	
Asset Detail Welcome to asset detail. Here you can view all the detailed information regarding an asset. You can also view imagery, mapping, mScoa & financial info.								
 ↔ ✓ ● ○ ★ Unique ID: 823 								
Asset: Detail	🔁 📾 👗							
🛋 Asset: Image	New Condition	Reason/Note	Condition Date	Journal	Change By	Condition		
Asset: Location	Good	- Verificati	2015-06-30 2016-07-11	Journal: None				
✓ Asset: Verifications	Good Good	Android Ve Android Ve	2017-05-15 2018-05-04		Makhosini Madinane Makhosini Madinane			
🕒 Asset: Life								
Net: Transactions								
Asset: Cost								

Categories

🛟 MD Assets - Detail											
	Asset Detail Welcome to asset detail. Here you can view all the detailed information regarding an asset. You can also view imagery, mapping, mScoa & financial info.										
 ✓ ■ □ ★ Unique ID: 16 											
Asset: Detail	🔁 📠 👗										
Asset: Image				Categories							
Asset: Indge	Category1	Category2	Category3	Category4	Category5	Category6					
Asset: Location	Property, plant and equipment	Furniture and office equipment	Furniture and fittings	Shelving and bookcases	21cc0435-59bd-427b-a9cb-b3672206f8ca	Cc3fde10-30e0-11e3-8a1a-001e673400a					
	Property, plant and equipment	Furniture and office equipment	Furniture and fittings	Shelving and bookcases	21cc0435-59bd-427b-a9cb-b3672206f8ca	Cc3fde10-30e0-11e3-8a1a-001e673400a					
 Asset: Verifications 											
🕒 Asset: Life											



mSCOA Configurations

🛟 MD Assets - Detail									= <mark>-</mark> 2	x
Asset Detail Welcome to asset detail. Here you can view all the detailed information regarding an asset. You can also view imagery, mapping, mScoa & financial info.										
 ✓ Im □ ★ Unique ID: 16 ▲ Asset: Detail 	Ð	• 📾 🔆								_
	_				mSCOA Config					_
Asset: Image		Segment 🔺	Segment Group	Account	Long Description	Configured Date	Configured By	Scoa Version		
Asset: Location	Þ	✓ Segment: Function								^
~~~		Function	Function	FX001001004000000		2016-12-12	Cornelius Botes		6.1	
✓ Asset: Verifications		Function	Function	FX001001006000000	Function:Community an	2017-04-12	Cornelius Botes		6.1	
		Function	Function	FX001001006000000	Function:Community an	2017-04-12	Cornelius Botes		6.1	
🕒 Asset: Life		Function	Function	FX001001006000000	Function:Community an	2018-03-27	Cornelius Botes		6.1	
		Function	Function	FX001001006000000	Function:Community an	2018-07-23	Ulricke van Staden		6.2	
C Asset: Transactions		Function	Function	FX001001006000000	Function:Community an	2018-07-30	Ulricke van Staden		6.2	

## Assets Attachments

V 7.5.6 (m)

🛟 MD Assets - Detail		
	Asset Detail Welcome to asset detail. Here you can view all the detailed information regarding an asset. You can also view imagery, mapping, mScoa & finandal info.	0
<ul> <li>✓ ■</li> <li>♦ Unique ID: 823</li> </ul>		
Asset: Image	Attachments	0
Contraction	Welcome to attachments.	
✓ Asset: Verifications	Here you can manage the attachments per asset.	
O Asset: Life	Download	Ø Unlink X Delete
Saset: Transactions	Name         Size         Attachment Type         Added Date         Added By           20190129 mSCOA Chart config.pdf         237 KB         Certificate         2019-04-01         Cornelus Botes	
Asset: Cost		
Asset: Residuals		
Asset: Fair Values		
✓ Asset: Condition		
Asset: Categories	X AttachmentType	
🗑 Asset: mSCOA	Certificate Demo Document	
Asset: Attachments	Invoice Other Other	
@ Asset: Events	Browse:	
* •	Attachment Type:	

Page **10** of **17** 



# Journals

### **Closed period adjustments**

"Period closing, finalisation and audit period corrections (Period 13, 14 and 15) are opening balance transactions in the current open period as well as normal transactions in the audit periods."

MD developed a journal module within the asset management system which will allow the municipality to make any asset financial adjustments (in active and closed periods).

Below is a view adjustment examples snipped out of the system.

First things first, the municipality will need to create a blank journal.

#### How to access journals

The user should click on journals on the system and the following window will appear.

<b>E5</b> eriod: 18190	Asset Journ Welcome to asset journal Double click any journal t	ls.	is for that journal.								+ O Verify Budget O MBRS W LG
inter text to	search		-	Find	Clear						
Date	Description		Records Rolled Up	Affect	Journal Type	Correction Indicator	Short Name	Approved	Approved By	Approved Date	
2019-04-04	System Addition 181905_1				Addition		5		0		
2019-04-16	Disposal of Assets	0	0	0.00	Disposal		) Disposal		0		
2019-04-16	Disposal of Assets	0	0	0.00	Disposal		Disposal		0		
2019-04-16	Disposal of Assets	0	0	0.00	Disposal	(	) Disposal		0		
2019-04-16	Disposal of Assets	0	C	0.00	Disposal	(	) Disposal		0		
2019-04-17	Disposal of Assets	0	0	0.00	Disposal	(	) Disposal		0		
2019-04-17	Disposal of Assets	0	c	0.00	Disposal	(	Disposal		0		
2019-04-17	Disposal of Assets	0	c	0.00	Disposal		Disposal		0		
2019-04-17	Disposal of Assets	0	0	0.00	Disposal	0	) Disposal		0		
2019-04-17	Disposal of Assets	0	0	0.00	Disposal	(	) Disposal		0		
2019-04-17	Disposal of Assets	0	0	0.00	Disposal	(	) Disposal		0		
2019-04-17	Disposal of Assets	0	C	0.00	Disposal		Disposal		0		
2019-04-17	Disposal of Assets	0	c	0.00	Disposal		Disposal		0		
2019-04-17	Disposal of Assets	0	c	0.00	Disposal		Disposal		0		
2019-04-17	Disposal of Assets	0	0	0.00	Disposal	(	) Disposal		0		
2019-04-17	Disposal of Assets	0	0	0.00	Disposal	(	) Disposal		0		
2019-04-17	Disposal of Assets	0	C	0.00	Disposal		) Disposal		0		
2019-04-17	Disposal of Assets	0	C	0.00	Disposal		) Disposal		0		
2019-04-17	Disposal of Assets	0	0	0.00	Disposal	(	) Disposal		0		

## How to create a blank journal

Click on journal - HAdd new journal – Follow the wizard.

Asset Journals Welcome to asset journals. Double click any journal to view details for that journal.												- a ×			
P	eriod: 18190	•											+ 0	Verify Bud	lget 🚺 MBRS 📠 LG DB
[	Enter text to	search		•	Find	Clear					<i>©</i>	-	- 0	×	
Dr	ag a column h										New Jo	urnal			
	Date	Description	Records	Records Rolled Up	Affect	Journal Type	Correction Indicator	Short Name	Approved	Approved					
Þ	2019-04-04	System Addition 181905_1	0	C	0.00	Addition	5	i			Description:				
	2019-04-16	Disposal of Assets	0	C	0.00	Disposal	0	Disposal			Date:	2019-05-03		-	
	2019-04-16	Disposal of Assets	0	C	0.00	Disposal	0	Disposal			Journal Type:	Custom Journal		Ŧ	
	2019-04-16	Disposal of Assets	0	C	0.00	Disposal	0	Disposal			Period:	181905		_	
	2019-04-16	Disposal of Assets	0	C	0.00	Disposal	0	Disposal			T Chou.	101903			
	2019-04-17	Disposal of Assets	0	C	0.00	Disposal	0	Disposal			~	Save			
	2019-04-17	Disposal of Assets	0	C	0.00	Disposal	0	Disposal			·	Save			
	2019-04-17	Disposal of Assets	0	C	0.00	Disposal	0	Disposal							

V 7.5.6 (m)

Page **11** of **17** 



Describe the type of journal and click save, the system will confirm if the journal created was successful, Click ok to continue. See below picture(s).

A A		_	×	-	
New Jo	ournal				×
Description:	Disposal of Assets				
Date:	2019-05-03		Ŧ		Created succesfully.
Journal Type:	Custom Journal		~		created successionly.
Period:	181905				
					ОК
~	Save				

Once the blank journal has been created, go to the loaded register and highlight the applicable assets which you want to adjust.

Right click on the highlighted assets – Other – Generate Correction Template – Generic Corrections.

ß	Сору			000026002				LETTER TR	
r 🗅	Copy with Headers			000026002				LETTER TRAY	
-	View	۶.		000026002				LETTER TR	
	Edit	•		000026002				LETTER TR	
	Verification			000026002				LETTER TRAY	
				000026002				LETTER TR	
	Insurance	۲.		000026002				RECEPTIO	
8	mSCOA Config	۲.	٢	Geo Lookup				TABLE WO	
• 🔳	Other	•	2	Add Maintenanc	e			DESK WITH	
	Jobcard	F	G.	Add to Project				AIRCONDI	
hiture	8			Remove from Pro	oject			AIRCONDI	
nputer	E			Mark for Disposa	al.			SERVERS A	
nputer	E		_					SYSTEMS C	
	-	-	<b>-</b>	Generate Shape F	rile				
				Generate Correct	tion Template	e 🕨	В,	Generic correcti	on
			X	Dispose Asset			В,	Removal of dep	reciation
			P	Add Invoice			₿,	Depreciate	

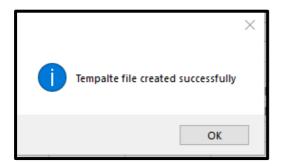
Save Template (The template is an excel document).

	А	В	С	D	E
1	AssetID T	ype Debit	Credit Da	ate   Period	Note
2	37 Transa	ction Type	0.00	2018-08-1	3 181901
3	40 Transa	ction Type	0.00	2018-08-1	3 181901
4	57 Transa	ction Type	0.00	2018-08-1	3 181901
5	60 Transa	ction Type	0.00	2018-08-1	3 181901
6	77 Transa	ction Type	0.00	2018-08-1	3 181901
7	80   Transa	ction Type	0.00	2018-08-1	3 181901



#### Asset Management System User Manual

The system will confirm if the template file is created successfully, click ok to continue.



PS."The municipality will need to create a duplicate line for the debit and credit amount and/or if the journal contains more than one transaction.

#### 1. Depreciation Reversal (period 13)

Asset 👻	Transaction Type	Value1 🔻	Value2 🔻	Date 🔻	Period 💌	Note	Ŧ	Cornelius C. Botes:
1353	Depreciation Adjustment	0	-0.0059	2017/11/01	171813	Reverse depreciation after dispos		Debit: Asset
1353	Depreciation Adjustment	0.0059	0	2017/11/01	171813	Reverse depreciation after dispos	al	Credit: Expenditure
1368	Depreciation Adjustment	0	-0.0059	2017/11/01	171813	Reverse depreciation after dispos	al	System auto retrieve SCOA Guids
1368	Depreciation Adjustment	0.0059	0	2017/11/01	171813	Reverse depreciation after dispos	al	
1369	Depreciation Adjustment	0	-0.0059	2017/11/01	171813	Reverse depreciation after dispos	al	
1369	Depreciation Adjustment	0.0059	0	2017/11/01	171813	Reverse depreciation after dispos	al	

#### 2. Asset Impairment (Period 13)

		Value1 💌			Period 💌	Note 💌	
1353	Depreciation Adjustment	0	0.000664	2017/11/24	171813	Depreciation on impairmnet	Cornelius C. Botes:
1353	Depreciation Adjustment	-0.00066	0	2017/11/24	171813	Depreciation on impairmnet	Depreciation on Impairment: Credit: Asset
1353	Impairment	0	0.006936	2017/11/24	171813	Asset Impairment	Debit: Expenditure
1353	Impairment	-0.00694	0	2017/11/24	171813	Asset Impairment	<b>.</b>
1368	Depreciation Adjustment	0	0.000664	2017/11/24	171813	Depreciation on impairmnet	Impairment: Credit: asset
1368	Depreciation Adjustment	-0.00066	0	2017/11/24	171813	Depreciation on impairmnet	Debit: Profit/Loss
1368	Impairment	0	0.006936	2017/11/24	171813	Asset Impairment	
1368	Impairment	-0.00694	0	2017/11/24	171813	Asset Impairment	System auto retrieve SCOA Guids

#### 3. Asset Disposal (Period 13)

Asset 💌	Transaction Type	Value1 💌	Value2 💌	Date 💌	Peric 💌	Note	•				
1353	Disposal	16.67	0	2017/11/24	171813	Disposed amount			us C. Bote		
1353	Disposal	0	-16.67	2017/11/24	171813	Disposed amount		Cost of Credit:	disposal:		
1353	Disposal Of Cost	0	45.14	2017/11/24	171813	Cost on disposal			rofit/Loss		
1353	Disposal Of Cost	-45.14	0	2017/11/24	171813	Cost on disposal					
1353	Disposal Of Depreciation	45.133064	0	2017/11/24	171813	Accumalated Deprciation On Dispos	al	Accuma Debit: A		rciation On	Disposal:
1353	Disposal Of Depreciation	0	-45.1331	2017/11/24	171813	Accumalated Deprciation On Dispos	al		profit/Loss		
1353	Disposal Of Impairment	0.006936	0	2017/11/24	171813	Accumalated Impairment On Dispos	al				
1353	Disposal Of Impairment	0	-0.00694	2017/11/24	171813	Accumalated Impairment On Dispos	al	Accuma Debit: A		airment On	Disposal:
1368	Disposal	7.48	0	2017/11/24	171813	Disposed amount			rofit/Loss		
1368	Disposal	0	-7.48	2017/11/24	171813	Disposed amount					
1368	Disposal Of Cost	0	45.16	2017/11/24	171813	Cost on disposal			ed amount sset (bank)		
1368	Disposal Of Cost	-45.16	0	2017/11/24	171813	Cost on disposal			rofit/Loss		
1368	Disposal Of Depreciation	45.153064	0	2017/11/24	171813	Accumalated Deprciation On Dispos	al		·		
1368	Disposal Of Depreciation	0	-45.1531	2017/11/24	171813	Accumalated Deprciation On Dispos	al				
1368	Disposal Of Impairment	0.006936	0	2017/11/24	171813	Accumalated Impairment On Dispos	al				
1368	Disposal Of Impairment	0	-0.00694	2017/11/24	171813	Accumalated Impairment On Dispos	al				



#### 4. Recalculate Depreciation (Period 13)

V 7.5.6 (m)

Asset 💌	Transaction Type 🛛 💌	Value1 🔻	Value2 🔻	Date 💌	Period 💌	Note	•	Cornelius C. Botes:
1353	Depreciation Adjustment	-4929.24	0	2017/11/01	171813	Reverse depreciation after disposal		Credit: Asset
1353	Depreciation Adjustment	0	4929.241	2017/11/01	171813	Reverse depreciation after disposal		Debit: Expenditure
1368	Depreciation Adjustment	-1343.19	0	2017/11/01	171813	Reverse depreciation after disposal		System auto retrieve SCOA Guids
1368	Depreciation Adjustment	0	1343.191	2017/11/01	171813	Reverse depreciation after disposal		
1369	Depreciation Adjustment	-1366.49	0	2017/11/01	171813	Reverse depreciation after disposal		
1369	Depreciation Adjustment	0	1366.488	2017/11/01	171813	Reverse depreciation after disposal		
1386	Depreciation Adjustment	-8220.24	0	2017/11/01	171813	Reverse depreciation after disposal		
1386	Depreciation Adjustment	0.0059	8220.243	2017/11/01	171813	Reverse depreciation after disposal		

The debit/credit amount of the asset will always be in the value1 column, based on the transaction type the system will choose what transaction value 2 is (expenditure).

Once the excel journal is complete the user could then reimport the journal.

The system will validate the journal, if the user agrees with the validations please select 'Save All'.

									-		×
(	8	New Jou These are the ne JournalID : New Record	w record: 47			he journal	I.		Sho	ow Validat ow Guids ow Accour ow Descrip	nts
		•									
	Enter text to	search				-	Find	Clear			
-											
Dra	ag a column h	neader here to grou		t column							
	Asset Id	Туре	Debit	Credit	Date	Period	Note	Correction Indicator			
×	37	Transaction Type		0.00	2018-08-13			0			
	40	Transaction Type		0.00	2018-08-13			0			
	57	Transaction Type		0.00	2018-08-13			0			
	60	Transaction Type		0.00	2018-08-13			0			
	77	Transaction Type		0.00	2018-08-13			0			
	80	Transaction Type	0.00	0.00	2018-08-13	181901		0			
-											
		Save All									

Deepening on what initiated the create of the journal we added transaction options with the journal (Life Changes, Condition Changes, Category Changes, Cost Changes, Date Changes, Residual Changes, Cost Centre Changes, Etc.)

The user could right click on any of the above mentioned columns within the loaded register – Edit – Edit asset by column – and follow the wizard. Once done the wizard will ask you to link it to a journal.



The amendment will be saved together with the journal (See tabs in red border).

°		sset Journal		I)				-		×
Journal ID Journal Ty Journal De Transactions	/pe: Cus	stom Journal 18 Additions Date Correction 5 Condition Changes	on Category Chan	ges Cost Char			pprove Journal	Import	Exp	ort
Transaction ID	Asset ID	Transaction Type	Debit Amount	Credit Amount	Affect Amount	m SCOA Version	Transaction Period	Transaction Date	Capture [	Date Tir
454504	14085	Depreciation Adjustment	-91.6708	0.0000	-91.6708	в 6.	1 181901	2018-08-10	2018-08-	10
454505	5 14085	Depreciation Adjustment	0.0000	91.6708	91.670	3 6.	1 181901	2018-08-10	2018-08-	10
<										

NB: "Once a month has been rolled over the municipality will not be able to edit/delete a journal in a closed period."



# **Asset Report**

### How to access Asset report

The user should click on asset report and the system will load all the reports available in the system.

🏠 Horr	• 🛛	DP	Project	S Ass	et Register	2		ance 🧯	🔰 Insuran	= 💦		Function:	: 🗹 Ver		🖉 Atta		E Repu	🞇 mSCOA	. 🌏 External	
ummary Vi (Monthily)	w Summ	ary View Tr early) Entry (	(Ge	O arch heric) (	Search FilterList)	Journals	Ast Rep	et Depr	eciation dgets	Vesta Segmen Verification	nt Cus	todians rgister								
	Wel Her		ting. all the reports a or enter on the s				rit.													0
Enter text	to search				٣	Find		lear												
			by that column			l.	iews 1	eport Descr	intion											
Module	Туре	Category	Report Name	inthiv		V		ieport Descr		summarized m	anthiv fin	ances formatted t	for the appendix	ix B.						
	Type Formal	Category				V	37	isplays a re	xort of your			ances formatted fo								
Module Assets Assets	Type Formal Formal	Category Financial Financial	Report Name Appendix B - M Appendix B - Ye			V	37 24	isplays a re Isplays a re	xort of your xort of your	summarized y	early fina	nces formatted fo	the appendix							
Module Assets	Type Formal	Category Financial Financial Inventory	Report Name Appendix B - M Appendix B - Ye Door Sheet	arty		V	37 24 25	isplays a re Isplays a re Isplays a fo	, port of your port of your mai report o	summarized y displaying all as	early fina ssets per	nces formatted fo room in municipalit	the appendix							
Module Assets Assets Assets Assets	Type Formal Formal Formal	Category Financial Financial Inventory Categories	Report Name Appendix B - M Appendix B - Ye	arly s level 2		V	37 24 25 17	isplays a rep lisplays a rep lisplays a for lisplays a for	, xort of your xort of your mail report o st of unique	summarized y displaying all as categories for	early fina ssets per und in levi	nces formatted fo	the appendix							
Module Assets Assets Assets	Type Formal Formal Formal Tabled	Category Financial Financial Inventory	Report Name Appendix B - M Appendix B - Ye Door Sheet Asset Categori	arly s level 2 s level 3	es	V	37 24 25 17 16	isplays a rep isplays a rep isplays a for cetrieves a li cetrieves a li	, xort of your xort of your mal report o st of unique st of unique	summarized y displaying all as categories for categories for	early fina ssets per und in leve und in leve	nces formatted fo room in municipalit el 2 categories.	r the appendix i							
Module Assets Assets Assets Assets Assets	Type Formal Formal Formal Tabled Tabled	Category Financial Financial Inventory Categories Categories	Report Name Appendix B - M Appendix B - Ye Door Sheet Asset Categorie Asset Categorie	arly s level 2 s level 3 r categor			37 24 25 17 16 10	isplays a rep lisplays a rep lisplays a for tetrieves a li tetrieves a li tetrieves a li	, port of your mal report of st of unique st of unique st of assets	summarized yo displaying all as categories for categories for categories as	early fina ssets per und in leve und in leve used on t	nces formatted fo room in municipalit el 2 categories. el 3 categories.	r the appendix i y aries							
Module Assets Assets Assets Assets Assets Assets	Type Formal Formal Formal Tabled Tabled	Category Financial Financial Inventory Categories Categories Categories	Report Name Appendix B - M Appendix B - Ye Door Sheet Asset Categorii Asset Categorii Assets summar	arly s level 2 s level 3 r categor dget forc	ast (Phoenio	4)	37 24 25 17 16 10 89	lisplays a rep lisplays a rep lisplays a for letrieves a li letrieves a li lisplays the	, port of your mal report of st of unique st of unique st of assets depreciation	summarized y displaying all as categories fou categories fou categories as budget forcas	early final ssets per und in leve und in leve used on t sts for 18	nces formatted fo room in municipalit el 2 categories. el 3 categories. he financial summ	r the appendix i Y aries ive years.							
Module Assets Assets Assets Assets Assets Assets Assets	Type Formal Formal Formal Tabled Tabled Tabled	Category Financial Financial Inventory Categories Categories Categories Financial	Report Name Appendix B - M Appendix B - Ye Door Sheet Asset Categori Asset Categori Assets summar Depreciation bu	arly s level 2 s level 3 r categor dget forc recast - 5	ast (Phoenix iummarized	<) 1617	37   24   17   16   10   89   60	isplays a rep lisplays a rep lisplays a for letrieves a li letrieves a li letrieves a li lisplays the i lisplays the i	, port of your port of your mal report of at of unique st of unique st of assets depreciation I depreciation	summarized y isplaying all as categories fou categories as budget forcas in forecast for	rearly finan ssets per und in leve used on t sts for 18 r the 1617	nces formatted fo room in municipalit el 2 categories. el 3 categories. he financial summ 19 and 4 consecut	r the appendix i y aries tive years. jected years							
Module Assets Assets Assets Assets Assets Assets Assets Assets Assets	Type Formal Formal Tabled Tabled Tabled Tabled Tabled	Category Financial Financial Inventory Categories Categories Categories Financial Financial	Report Name Appendix B - M Appendix B - Ye Door Sheet Asset Categori Assets summar Depredation bu Depredation Fo	arly s level 2 s level 3 r categor dget forc recast - 5 recast - 5	ast (Phoenio Rummarized Rummarized	<) () 1617 1718	37 24 25 17 16 10 89 60 1	isplays a rep lisplays a rep lisplays a for tetrieves a li tetrieves a li tetrieves a li tetrieves a li tetrieves a li setrieves a li summarizer summarizer	, port of your mal report of at of unique at of unique at of assets depreciation I depreciation	summarized y displaying all as categories fou categories fou categories as budget forcas in forecast for in forecast for	rearly final spets per und in leve und in leve used on t sts for 18 r the 1617 r the perio	nces formatted fo room in municipalit el 2 categories. el 3 categories. the financial summ 19 and 4 consecut 7 period with 4 proj	r the appendix i y aries tive years. jected years jected years.							
Module Assets Assets Assets Assets Assets Assets Assets Assets	Type Formal Formal Tabled Tabled Tabled Tabled Tabled Tabled Tabled	Category Financial Financial Inventory Categories Categories Categories Financial Financial Financial	Report Name Appendix B - M Appendix B - Ye Door Sheet Asset Categori Assets summar Depredation bu Depredation Fo Depredation Fo	arly s level 2 s level 3 r categor dget foro recast - 5 recast - 5 recast - 5	ast (Phoenio lummarized lummarized lummarized	<ul> <li>k)</li> <li>1617</li> <li>1718</li> <li>1819</li> </ul>	37 24 25 17 16 89 60 60 1 10	isplays a rep isplays a rep isplays a for cetrieves a li cetrieves	vort of your mail report of at of unique at of unique at of unique st of assets depreciation I depreciation I depreciation	summarized y- displaying all as categories fou categories as budget forcas in forecast for in forecast for in forecast for	early final ssets per und in leve used on t sts for 18 r the 1617 r the perio r the 1819	nces formatted for room in municipalit el 2 categories. el 3 categories. he financial summ 19 and 4 consecut 7 period with 4 pro id 1718 with 4 pro	r the appendix l y aries ive years. Jected years Jected years. Jected years.	Β.	entire years	: depreciati	20,			
Module Assets Assets Assets Assets Assets Assets Assets Assets Assets Assets	Type Formal Formal Formal Tabled Tabled Tabled Tabled Tabled Tabled Tabled	Category Financial Financial Inventory Categories Categories Categories Financial Financial Financial Financial	Report Name Appendix B - M Appendix B - Ye Oor Sheet Asset Categori Assets summar Deprediation Fo Deprediation Fo Deprediation Fo	arly s level 2 s level 3 r categor dget foro recast - 5 recast - 5 recast - 5	ast (Phoenio lummarized lummarized lummarized	<ul> <li>k)</li> <li>1617</li> <li>1718</li> <li>1819</li> </ul>	37 24 25 17 16 10 89 60 11 10 10	isplays a rep lisplays a rep lisplays a for letrieves a li- tetrieves a li- tetrieves a li- tetrieves a li- tetrieves a li- splays the i- summarizer summarizer ienerates a	vort of your wort of your mal report o st of unique st of unique st of assets depreciation I depreciation I depreciation I depreciation I depreciation	summarized y- displaying all as categories fou categories as budget forcas in forecast for in forecast for in forecast for	early final soets per und in leve used on t sts for 18 the 1617 the perior the 1819 ation. The	nces formatted for room in municipalit el 2 categories. el 3 categories. the financial summ 19 and 4 consecut 7 period with 4 pro, 4 period with 4 pro, 9 period with 4 pro, 9 period with 4 pro, 9 monthly average	r the appendix l y aries ive years. Jected years Jected years. Jected years.	Β.	entire years	: depreciati	20.			

### How to view asset report

Double click on the selected report to load, e.g. if you double click on depreciation Forecast, the system will load a summarised depreciation of that particular period. See below picture.

$\hat{Q}$					MD Assets - Demo I	Municipality   Active	Period: 181905 (20	18-11-01 - 2018-11-3	0)   View Period: 18	1905 (2018-11-01 - :	2018-11-30)		– c	i X
1	A Hom		IDP	🙀 Project 🚺	Asset Register 🍂 Mainter	vance 🛛 🚵 Ins	urance 🏹 M	leters 🔯 Func	tions 😽 Verif	ication 🖉 Att	achments 📋 F	😭 mSCOA	<b>(</b>	
s	(Monthly)	w Summ	ary View Ti sarly) Entry	(Gener	A Search Journals As	] E	Vesta Segment Verification	2				~		
	<b>1</b> 00 1000	Wel			A summarized de			ummarize				- 0	×	0
_	Enter text			by that column	Enter text to search		٠	Find Clear					<b></b>	
	Module	Type	Category	Report Name										
	Assets	Formal	Financial	Appendix B - Mon	Category	Depreciation PY	Depreciation CY	Depreciation NY1	Depreciation NY2	Depreciation NY3	Depreciation NY4			^
	Assets	Formal	Financial	Appendix B - Year	Buildings	205.00		204.00	-1842.00	205.00			_	
	Assets	Formal	Inventory	Door Sheet	Computer equipment	14 151.00			0.00					
	Assets	Tabled	Categories	Asset Categories	Fire equipment	363.00				280.00				
	Assets	Tabled	Categories	Asset Categories	Furniture and office equipment	1 361.00		0.00		0.00				
	Assets	Tabled	Categories	Assets summary o	Heritage	0.00	0.00	0.00	0.00	0.00	0.00			
	Assets	Tabled	Financial	Depreciation budg	Infrastructure	78 664.00	823 342.00	84 476.00	-907 818.00	270 058.00	111 310.00			
+	Assets	Tabled	Financial	Depreciation Fore	Intangible assets	0.00	0.00	0.00	0.00	0.00	0.00			
	Assets	Tabled	Financial	Depreciation Fore	Investment property	0.00	0.00	0.00	0.00	0.00	0.00			
	Assets	Tabled	Financial	Depreciation Fore	Land	0.00	0.00	0.00	0.00	0.00	0.00			
	Assets	Tabled	Financial	Depreciation Fore	Other machinery and equipment	2 346.00	0.00	0.00	0.00	0.00	0.00			
	Assets	Tabled	Financial	Full Register	Transport assets	31815.00								
	Assets	Tabled	Financial	Takeon Register o									L	~

Any / all fields are searchable and reports can be found effortlessly.



## Asset Management System User Manual

The user has access to export the report in excel spread sheet.

ſ					Summarized 16	17			_			
L	ø									(22)		
				_	Find     Clear							
C				×≞				ggg.xlsx - Excel			? 🛧	×
	Category	Depreciation PY	Depreciat			PAGE LAYOUT	ORMULAS DA	TA REVIEW V	IEW		Cindy C. N	
F	Buildings	205.00		-	Calibri - 11	· A A =	= - %	🚌 General 🔹	E Conditional Fo	rmatting * 👔	∎Insert • Σ•	<b>∮</b> ▼ -
	Computer equipment	14 151.00		Pas			=	- · · ·	Pormat as Tabl	e* 👔	KDelete 👻 🕹 👻	M -
	Fire equipment	363.00		Pas *	ste B <i>I</i> U - ⊞ -	<u>⊘</u> • <u>A</u> • ≡	= = € <del>1</del> 2	÷ • • •	🔛 Cell Styles *		Format - 🥠 -	
	Furniture and office equipment	1 361.00		Clip	board 5 Font	6	Alignment	5 Number 5	Styles		Cells Edit	ting ^
	Heritage	0.00		A1		Category						~
	Infrastructure	78 664.00	82	AL	Jx							
	Intangible assets	0.00		_	A	В	С	D	E	F	G	<b>_</b>
	Investment property	0.00							Depreciation N *			
	Land	0.00			Buildings	205,00	1 638,00					5,00
	Other machinery and equipment	2 346.00			Computer equipment Fire equipment	14 151,00 363,00	0,00 3 070,00					0,00
	Transport assets	31 815.00			Furniture and office equipm							0.00
L			-		Heritage	0,00	4 308,00					0,00
					Infrastructure	78 664.00	823 342.00			270 05		
					Intangible assets	0,00						0.00
ſ					Investment property	0,00						0,00
			_		Land	0,00	0,00	0,00	0,00		0,00	0,00
æ	ts Tabled Financial Takeo	n Register of 16171	2	11	Other machinery and equipr	2 346,00	0,00	0,00	0,00		0,00	0,00
				12	Transport assets	31 815,00	0,00	0,00	0,00		,00	0,00

