

# **Impairment**

## How to impair assets

The user should click on Asset register function on the system.

Q.				Starting	Page - MD As	ssets - Demo	Municipality   A	ctive Period: 18190	15 (2018-11-01 - 2018-11	-30)   View Period: 18:	905 (2018-11-01 - 2018-	-11-30)		- ø ×
Home		🙀 Project	\$	Asset Register	<u>&amp;</u> •	aintenance	insurar	nce 済 Met	ers 💽 Functions	Verification	Attachments	Reports & Exports	😽 mSCOA	External 30
		•	2	2	?	Ê	<b>E</b>		<u>.</u>					
Summary View (Monthly)	Summary View (Yearly)	Tree Search	Search (Generic)	Search (FilterList)	Journals	Asset Reports	Depreciation Budgets	Vesta Segment Verification	Custodians Register					
	Ent	ry points						5	E .					

## Load assets

Click search generic and global search window will appear.

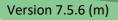


Click search button for system to load the asset register.

Q.					MD Assets	Demo Municipali	ty   Active Peric	d: 181905 (20:	18-11-01 - 2018	-11-30)   Vi	ew Period: 181905	(2018-11-01 -	2018-11-30)		-	٥
î	Home	A IDP	Project	S Asset Reg	ister 🙇	Maintenance	insuranc 🏹	e 🏹 M	eters 🔍	Functions	Verification	n 🖉 At	tachments 📋 Re	ports & Exports	🖁 mSCOA 🏼 🌏	External
		iummary View (Yearly) Ent		Search Seneric) (FilterLis	n Journals st)	Asset C Reports	Depreciation Budgets	Vesta Segment Verification	Custodians Register							
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Ente	r text to se	arch			* Find	Clear										
Ass	et ID	Description	Asset Number	Serial Number	Town	Location	Department	Cost Centre	Custodian	Owner	Life Cyde	Is Verified	Latest Verification Da	te Last Verified By	Latest Verification O	omment
	12	Double doo	A03599		555	Workshop	Technical S			VKLM	In Use	Found	2018-04-25	Makhosini Madi		
	13	Cabinet	A03751		Delmas	Main Office	Community		B Mabena	VKLM	In Use	Found	2018-05-09	Makhosini Madi	. Matching Verification	1
	14	Rack Distrib	A04003		Delmas	Delmas FC	Technical S			VKLM	In Use	Found	2018-04-17	Mbali Mnchunu		
	15	visitor chair	A04004		Delmas	Delmas FC	Technical S			VKLM	In Use	Found	2018-04-18	Mbali Mnchunu		
	16	Rack Wood	A04005		Delmas	DELMAS LIb	Community			VKLM	In Use	Found	2018-05-08	Mpho Kanyane		
	821	Bakkie	FNF560MP	ADNALGD22Z	Delmas	Workshop	Technical S			VKLM	In Use	Found	2018-04-20	Zamile Ndlovu		
	822	Bakkie	FNF561MP	ADNALGD22Z	Delmas	Workshop	Technical S			VKLM	In Use	Found	2018-05-09	Makhosini Madi		
	823	Bakkie	FNF567MP	ADNALGD22Z	Delmas	Workshop	Technical S			VKLM	In Use	Found	2018-05-04	Makhosini Madi		
	824	Refuse Tru	FPN 107MP	ADMFV234R8	Delmas	Workshop	Technical S			VKLM	In Use	Found	2018-05-16	Makhosini Madi		
	825	Fire engine	FRZ463MP	AHHGT13KPX	Delmas	Workshop	Technical S			VIKLM		Found	2018-05-16	Makhosini Madi		
	831	Microphone	A00435		Delmas	Delmas Mai	Office of th			VKLM	Not in use	Found	2018-05-16	Makhosini Madi		
	832	Microphone	A00436		Delmas	Delmas Mai	Office of th			VIKLM	Not in use	Found	2018-05-16	Makhosini Madi		
		Microphone	A00437		Delmas	Delmas Mai	Office of th			VKLM	Not in use	Not Found	2019-05-09	Dylan Marshall	test	
	833	Hid opriorie														

The user should go to condition column, filter assets by condition, e.g., fair or poor. The system will load the asset(s) as selected.

Highlight/mark asset(s) you want to impair, selected asset(s) will be highlighted in green, right click and select impairment.





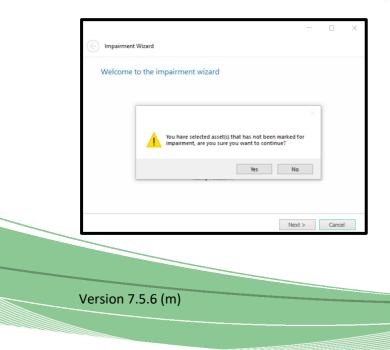
#### Asset Management System User Manual

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	Enter te	xt to search			~	Find	lear					
Dr	ag a col	umn header here	to group by that o	olumn								
	tion	Asset Number	Serial Number	Town	Location	Department	Cost Centre	Custodian	Owner	Life Cyde	Is Verified	Latest Verification Date
	doo	A03599		SSS	Workshop	Technical S			VKLM	In Use	Found	2018-04-25
		A03751		Delmas	Main Office	Community		B Mabena	VKLM	In Use	Found	2018-05-09
	strib	A04003		Delmas	Delmas FC	Technical S			VKLM	In Use	Found	2018-04-17
۱.	hair	A04004		Delmas	Delmas FC	Technical S			VKLM	In Use	Found	2018-04-18
	ood	A04005		Delmas	DELMAS Lib	Community			VKLM	In Use	Found	2018-05-08
		FNF560MP	ADNALGD22Z	Delmas	Workshop	Technical S			VKLM	In Use	Found	2018-04-20
		FNF561MP	ADNALGD22Z	Delmas	Workshop	Technical S			VKLM	In Use	Found	2018-05-09
		FNF567MP	ADNALGD22Z	Delmas	Workshop	Technical S			VKLM	In Use	Found	2018-05-04
	Tru	FPN107MP	ADMFV234R8	Delmas	Workshop	Technical S			VKLM	In Use	Found	2018-05-16
	jine	FRZ463MP	AHHGT1JKPX	Delmas	Workshop	Technical S			VKLM		Found	2018-05-16
	one	A00435		Delmas	Delmas Mai	Office of th			VKLM	Not in use	Found	2018-05-16
	one	A00436		Delmas	Delmas Mai	Office of th			VKLM	Not in use	Found	2018-05-16
	one	A00437		Delmas	Delmas Mai	Office of th			VKLM	Not in use	Not Found	2019-05-09
	one	A00438		Delmas	Delmas Mai	Office of th			VKLM	Not in use	Found	2018-05-16
	one	A00439		Delmas	Delmas Mai	Office of th			VKLM	Not in use	Found	2018-05-16
	Bra	T0060-110-0		Delmas	fire depart	Community			VKLM	In Use	Found	2018-04-10
	ng B	T0060-110-0		Delmas	fire depart	Community			VKLM		Found	2018-06-20
		T0060-11-0001		Delmas	Fire Depart	Community			VKLM	In Use	Found	2018-04-10

Right click on selected assets, select **finance changes first** then select **impair** functions. See below picture.

2						MD /	Assets -   Active P	eriod: 1	181905 (2018-11-01 - 20	)18-11	-30)   View Period: 1819	05 (2018-11-01 -	2018-11-30)				-	ēΧ
Hor	e A ID	P 🙀 Pro	ject S	Asset Register	<u>æ</u> ×	Naintenance 🛛	Insurance	7	Meters 🔣 Func	tions	Verification	Attachmen	its 📋 Report	ts & Exports 🛛 👹	mSCOA 🌔 E	xternal Sources	Settings	<b>(</b> )
Summary V (Monthly				Search (FilterList)	Journals		preciation Vesta	Segme fication										
Enter tex	Refresh Per Grid to search	Tools	v All Columns	Export Curren	Exporting	port Audit Registe	er IS											
ion	n header here Department		Custodian	Owner	Life Cycle			tion Da		Late	st Verification Comment	Disposal Date	Criticality Rating		Previous Condition			
	Technical S			VKLM	In Use	Found	2018-04-17		Mbali Mnchunu					Fair	Fair		00	199.50
shop	Technical S Technical S			VKLM	In Use	Found	2018-04-20 2018-05-09	6	Сору	-				Fair	Fair			56 264.00 56 264.00
shop	Technical S			VILM	In Use In Use	Found	2018-05-09	ß	Copy with Headers					Fair Fair	Fair		00 9	0.00
	Technical S				In Use	Found	2018-04-11 2018-06-20	-	View					Fair	rair		00	0.00
SONGA	Technical S				In Use	Found	2018-05-29	6	Edit					Fair	Fair		00	0.00
BONGA	Technical S				In Use	Found	2018-05-29			. 1				Fair	Fair		00	0.00
THAN	Technical S				In Use	Found	2018-05-29							Fair	Fair	0	00	0.00
THAN	Technical S				In Use	Found	2018-05-29	-		1				Fair	Fair	0.	00	0.00
THAN	Technical S				Normal u	ise Found	2018-05-29							Fair	Fair	0.	00	0.00
HOUT/	Technical S				In Use	Found	2018-07-23	-	ound.	1				Fair	Fair	0.	00	0.00
5SEL/	Technical S				In Use	Found	2018-07-06			•				Fair	Fair	0.	00	0.00
VENA	Technical S				In Use	Found	2018-07-09		Finance Changes	•	o Dispose			Fair	Good	0.	00	0.00
	Comments.			VKLM		Found	2018-06-13		Makhosini Madi		🔒 Impair			Fair	Fair	0	00	0.00
trate	Community			VKLM		Found	2018-06-13		Makhosini Madi					Fair	Fair		00	0.00

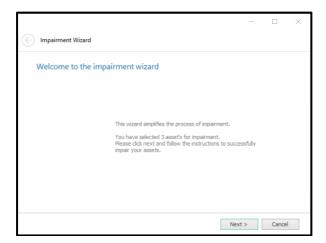
Impairment wizard will appear, impairment wizard will warn you if you have selected assets that has not been marked for impairment, click yes then next to continue.



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The system will automatically calculate total number of assets selected by the user for impairment. Click next to continue.



Impairment inputs window will appear, select impairment method, impairment date and give a reason for impairment. The system will also alert you if you have selected a date that is beyond current active period, click ok and give a reason for impairment. The system will automatically go back or select the current active period, click next to continue.

( Impairment Wizard			_	- [		×
Impairment Inputs						
Impairment Method :	ConditionBased	~				
Impairment Date :	2018-11-30	¥				
Percentage :						
Reason :						
	×					
You cannot select a date beyond your curren	at active period.					
		N	lext >	-	Cancel	
	ОК					

Wait for the system to process or load preview impairments.

	-		×
( Impairment Wizard			
Preview Impairments			
** Please Wait	_		
	Next >	Cance	
Version 7.5.6 (m)			



The user will have a preview of Finance and Life preview

Preview	Impairm	ents					Preview	/ Impairm	ents		
🚺 Previ	iew Finance	Preview Life					S Previ	iew Finance	Preview Life		
Asset ID	Category1		Category2	Category3	Transaction Type	Transa	Asset ID	Usefull Life		Reason	Date
821	Property, p	lant and equipment	Transport assets	Motor vehicles	Depreciation	New de	14	-0.082135	5236139630390143737166	New Depreciation to bring asset up to date	2018-11
821	Property, p	lant and equipment	Transport assets	Motor vehicles	Depreciation	New de	14	-0.917864	4763860369609856262834	Impairment of life	2018-11
822	Property, p	lant and equipment	Transport assets	Motor vehicles	Depreciation	New de	821	-0.082135	5236139630390143737166	New Depreciation to bring asset up to date	2018-11
822	Property, p	lant and equipment	Transport assets	Motor vehicles	Depreciation	New de	821	-0.917864	4763860369609856262834	Impairment of life	2018-11
							822	-0.082135	5236139630390143737166	New Depreciation to bring asset up to date	2018-11
							822	-0.917864	4763860369609856262834	Impairment of life	2018-11
<						>	<				

Click next to continue. The system will give the user a summery, total of accumulated depreciation and a total of accumulated impairment. Click next to save changes or click cancel function if you don't want to proceed with the impairment.

N.B. A new journal be created if the user click save to continue with the impairment, please make sure that you approve the journal before changes takes place.

		-		×
Ø	mpairment Wizard			
C	ompleting the wizard			
	Summary:			
	Total Accumulated Depreciation: -151550.0834			
	Total Accumulated Impairment: 0.0000			
	In order to save these changes dick save. By clicking save you agree to these changes. Alternatively click cancel to opt out of saving.			
	By saving you will be creating a new journal that will have to be approved before the changes takes effect.			
	Save			
	Finit	sh	Cancel	

The system will confirm if the impairment process is completed, click ok to continue.

Completin	ig the wizard				
Summary					
	Accumulated Depreciation: Accumulated Impairment: 0				
In order you agre out of sa	to save these changes click e to these changes. Alterna ving.	Completed !	×		
By savin before t	g you will be creating a new ne changes takes effect.	ОК	pe approved		
		Save	_		
				Finish	Cano

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## How to approve a journal

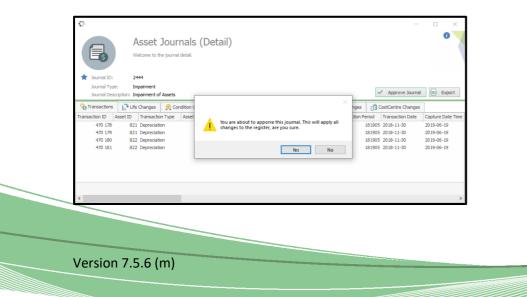
The user should click on journal function and assets journal will open, see below picture.

MD Assets -   Active Period: 181905 (2018-11-01 - 2018-11-30)	View Period: 1819	05 (2018-11-01 - 201	8-11-30)	
Thome 📐 IDP 🔯 Project 😺 Asset Register 🚵 Maintenance 🎯 Insurance 🏹 Meters 🔯 Functions	Verification	Attachments	Reports & Exports	🗑 mSCOA 🌔
Summary Vew Summary Vew Tree Search Search (Generic) (FilterList) Journals Asset Reports Budgets Verta Segment Verfaction Reports				
×				
Asset Journals. Welcome to asset journals. Double didk any journal to view details for that journal.				
	-			
Enter text to search	ation Comment	Disposal Date Cr		dition 📍 Previous Conditio
			Fair	Fair
Drag a column header here to group by that column			Fair	Fair
Date Description Records Records Rolled Up Affect Journal Type Correction Indicator Short Name App	orr		Fair	Fair
Dollar 11-30 Impairment of Assets 4 4 908.10 Impairment 0 Impairment - ConditionBased			Fair	Fair
Loto at a apparticit of race     T			Fair	
			Fair	Fair
			Fair	Good
<	>		Fair	Fair
			Fair	Fair
			Fair	

Double click on the journal and asset detail will appear.

Asset Journals (Detail)     Welcome to the journal detai.     Journal Type: Impairment     Journal Description: Impairment     Journal Description: Impairment of Assets     Approve Journal     Description: Impairment     Journal Description:												
Transactions	fe Changes 🧕 🧕 Condition Chang	es Category Changes	Cost Changes 9	👌 Residual Changes 🛛 👩 🕻	CostCentre Changes							
Transaction ID Asset ID	Transaction Type Asset Amou	nt Counter Amount Affe	ect Amount m SCOA Vers	rsion Transaction Period	Transaction Date Capture Date T	Time						
470 178 8	21 Depreciation 45	54.05 0.00	454.05	6.20 181905	2018-11-30 2019-06-19							
470 179 8	21 Depreciation	0.00 -454.05	-454.05	6.20 181905	2018-11-30 2019-06-19							
470 180 8	22 Depreciation 45	54.05 0.00	454.05	6.20 181905	2018-11-30 2019-06-19							
470 181 8	22 Depreciation	0.00 -454.05	-454.05	6.20 181905	2018-11-30 2019-06-19							
<						>						

Click on approve journal function, the system will warn you of the changes that will apply to the register, click yes to continue.





The system will confirm if the journal has been approved. Click ok to continue.

Contraction of the second seco		elcome to th		nals (De <sub>detail</sub> ,	tail)							_		ð	
Journal Type Journal Des	e: Im	pairment	Assets					×			~	Approve Journal	E	Export	
Contransactions	<mark>↓</mark> Life	Changes	🧕 Co	ndition Changes	Cat			~	🔒 🗞 Resi	dual Changes	<u>_</u>	CostCentre Changes			
Transaction ID	Asset ID	Transaction	n Type	Asset Amount	Counter				A Version	Transaction P	Period	Transaction Date	Captu	re Date Tim	e
470 178	821	Depreciatio	n	454.05	i i		Journal approved.		6.20		181905	2018-11-30	2019-	06-19	
470 179	821	Depreciatio	n	0.00					6.20		181905	2018-11-30	2019-	06-19	1
470 180	822	Depreciatio	n	454.05					6.20		181905	2018-11-30	2019-	06-19	
470 181	822	Depreciatio	m	0.00		_	ОК		6.20		181905	2018-11-30	2019-	06-19	
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