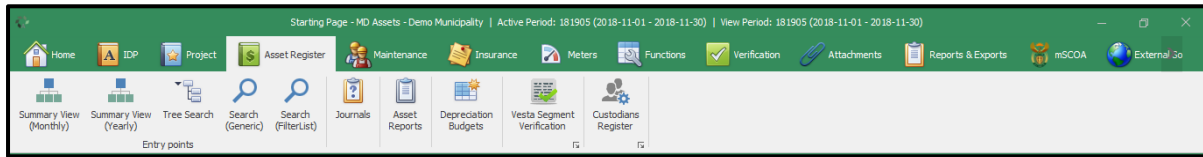


## Impairment

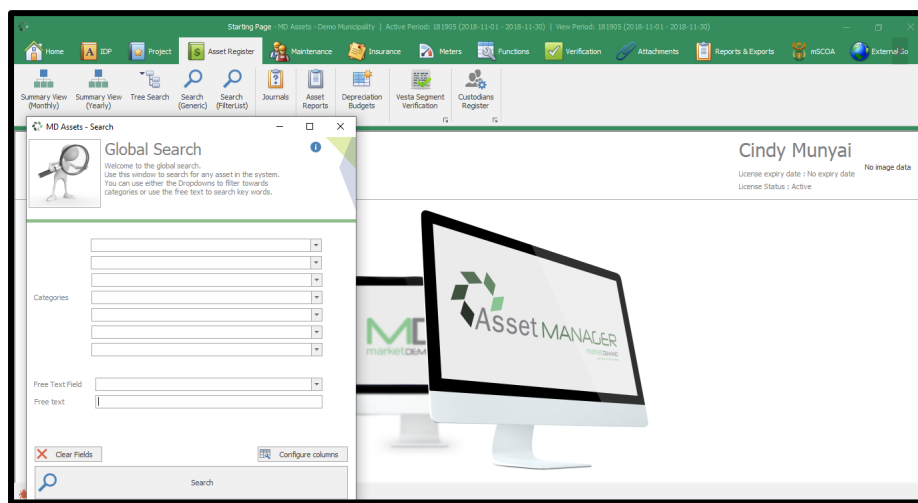
### How to impair assets

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

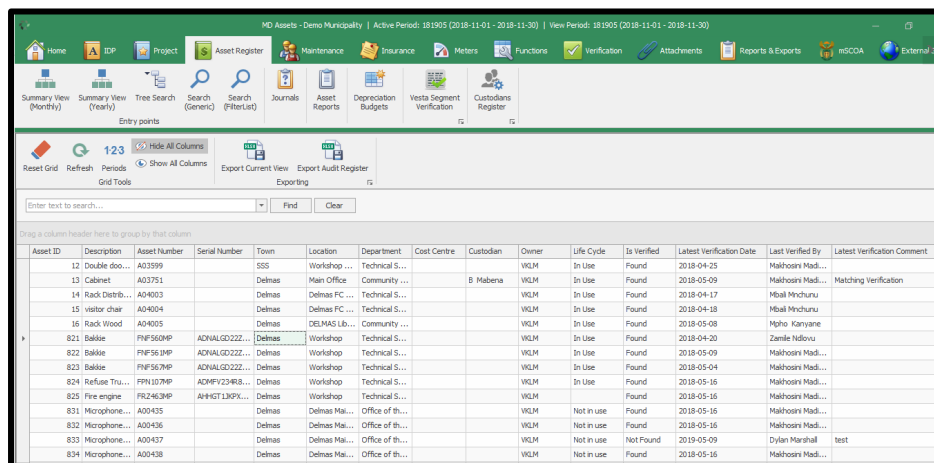


### Load assets

Click search generic and global search window will appear.



Click search button for system to load the asset register.



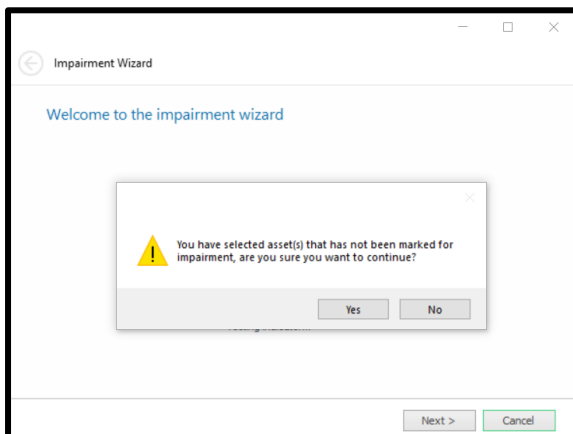
The user should go to condition column, filter assets by condition, e.g., fair or poor. The system will load the asset(s) as selected. Highlight/mark asset(s) you want to impair, selected asset(s) will be highlighted in green, right click and select impairment.

| Asset Number   | Serial Number | Town   | Location       | Department      | Cost Centre | Custodian | Owner | Life Cycle | Is Verified | Latest Verification Date |
|----------------|---------------|--------|----------------|-----------------|-------------|-----------|-------|------------|-------------|--------------------------|
| 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               |
| A04003         |               | Delmas | Delmas FC ...  | Technical S...  |             |           | VKLM  | In Use     | Found       | 2018-04-17               |
| A04004         |               | Delmas | Delmas FC ...  | Technical S...  |             |           | VKLM  | In Use     | Found       | 2018-04-18               |
| A04005         |               | Delmas | DELMAS Lib...  | Community ...   |             |           | VKLM  | In Use     | Found       | 2018-05-08               |
| FNF560MP       | ADNALGD222... | Delmas | Workshop       | Technical S...  |             |           | VKLM  | In Use     | Found       | 2018-04-20               |
| FNF561MP       | ADNALGD222... | Delmas | Workshop       | Technical S...  |             |           | VKLM  | In Use     | Found       | 2018-05-09               |
| FNF567MP       | ADNALGD222... | Delmas | Workshop       | Technical S...  |             |           | VKLM  | In Use     | Found       | 2018-05-04               |
| FPN107MP       | ADMVF234R8... | Delmas | Workshop       | Technical S...  |             |           | VKLM  | In Use     | Found       | 2018-05-16               |
| FRZ463MP       | AHHGT1JKPX... | Delmas | Workshop       | Technical S...  |             |           | VKLM  | In Use     | Found       | 2018-05-16               |
| A00435         |               | Delmas | Delmas Mai...  | Office of th... |             |           | VKLM  | Not in use | Found       | 2018-05-16               |
| A00436         |               | Delmas | Delmas Mai...  | Office of th... |             |           | VKLM  | Not in use | Found       | 2018-05-16               |
| A00437         |               | Delmas | Delmas Mai...  | Office of th... |             |           | VKLM  | Not in use | Not Found   | 2019-05-09               |
| A00438         |               | Delmas | Delmas Mai...  | Office of th... |             |           | VKLM  | Not in use | Found       | 2018-05-16               |
| A00439         |               | Delmas | Delmas Mai...  | Office of th... |             |           | VKLM  | Not in use | Found       | 2018-05-16               |
| T0060-110-0... |               | Delmas | fire depart... | Community ...   |             |           | VKLM  | In Use     | Found       | 2018-04-10               |
| T0060-110-0... |               | Delmas | fire depart... | Community ...   |             |           | VKLM  | In Use     | Found       | 2018-06-20               |
| T0060-11-0001  |               | Delmas | Fire Depart... | Community ...   |             |           | VKLM  | In Use     | Found       | 2018-04-10               |

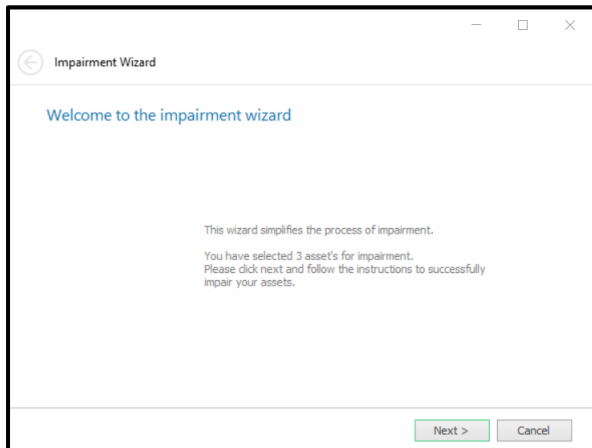
Right click on selected assets, select **finance changes** first then select **impair** functions. See below picture.

| Asset Number | Serial Number | Town | Location | Department     | Cost Centre | Custodian | Owner | Life Cycle | Is Verified | Latest Verification Date | Last Verified By | Latest Verification Comment | Disposal Date | Criticality Rating | Current Condition | Previous Condition | Acquisition Amount | Current Residual |
|--------------|---------------|------|----------|----------------|-------------|-----------|-------|------------|-------------|--------------------------|------------------|-----------------------------|---------------|--------------------|-------------------|--------------------|--------------------|------------------|
| is FC...     |               |      |          | Technical S... |             |           | VKLM  | In Use     | Found       | 2018-04-17               | Mbali Mchunzu    |                             |               | Fair               | Fair              |                    | 0.00               | 199.50           |
| shop         |               |      |          | Technical S... |             |           | VKLM  | In Use     | Found       | 2018-04-20               |                  |                             |               | Fair               | Fair              |                    | 0.00               | 56,264.00        |
| shop         |               |      |          | Technical S... |             |           | VKLM  | In Use     | Found       | 2018-05-09               |                  |                             |               | Fair               | Fair              |                    | 0.00               | 56,264.00        |
| Other...     |               |      |          | Technical S... |             |           | VKLM  | In Use     | Found       | 2018-04-11               |                  |                             |               | Fair               | Fair              |                    | 0.00               | 0.00             |
| lard B...    |               |      |          | Technical S... |             |           | VKLM  | In Use     | Found       | 2018-06-20               |                  |                             |               | Fair               | Fair              |                    | 0.00               | 0.00             |
| XONGA        |               |      |          | Technical S... |             |           | VKLM  | In Use     | Found       | 2018-05-29               |                  |                             |               | Fair               | Fair              |                    | 0.00               | 0.00             |
| XONGA        |               |      |          | Technical S... |             |           | VKLM  | In Use     | Found       | 2018-05-29               |                  |                             |               | Fair               | Fair              |                    | 0.00               | 0.00             |
| PHAN...      |               |      |          | Technical S... |             |           | VKLM  | In Use     | Found       | 2018-05-29               |                  |                             |               | Fair               | Fair              |                    | 0.00               | 0.00             |
| PHAN...      |               |      |          | Technical S... |             |           | VKLM  | In Use     | Found       | 2018-05-29               |                  |                             |               | Fair               | Fair              |                    | 0.00               | 0.00             |
| PHAN...      |               |      |          | Technical S... |             |           | VKLM  | In Use     | Found       | 2018-05-29               |                  |                             |               | Fair               | Fair              |                    | 0.00               | 0.00             |
| PHAN...      |               |      |          | Technical S... |             |           | VKLM  | In Use     | Found       | 2018-05-29               |                  |                             |               | Fair               | Fair              |                    | 0.00               | 0.00             |
| HOU/...      |               |      |          | Technical S... |             |           | VKLM  | In Use     | Found       | 2018-07-23               |                  |                             |               | Fair               | Fair              |                    | 0.00               | 0.00             |
| 328L...      |               |      |          | Technical S... |             |           | VKLM  | In Use     | Found       | 2018-07-06               |                  |                             |               | Fair               | Fair              |                    | 0.00               | 0.00             |
| idNA...      |               |      |          | Technical S... |             |           | VKLM  | In Use     | Found       | 2018-07-09               |                  |                             |               | Fair               | Good              |                    | 0.00               | 0.00             |
| ibale...     |               |      |          | Community ...  |             |           | VKLM  | In Use     | Found       | 2018-06-13               | Mahosini Mad...  |                             |               | Fair               | Fair              |                    | 0.00               | 0.00             |
| is Lib...    |               |      |          | Community ...  |             |           | VKLM  | In Use     | Found       | 2018-06-13               | Mahosini Mad...  |                             |               | Fair               | Fair              |                    | 0.00               | 0.00             |

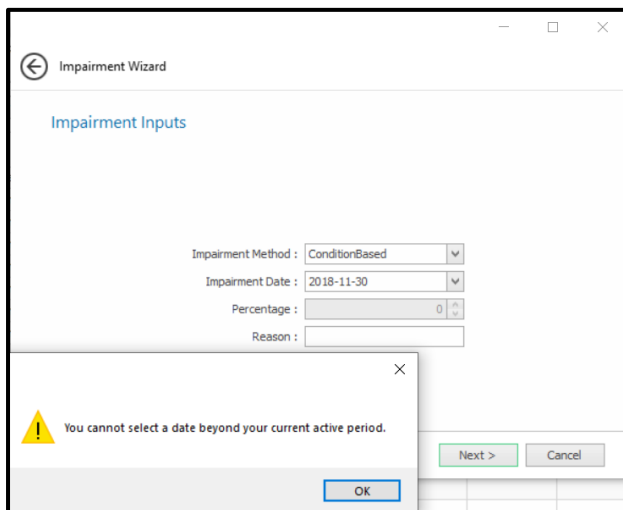
Impairment wizard will appear, impairment wizard will warn you if you have selected assets that has not been marked for impairment, click yes then next to continue.



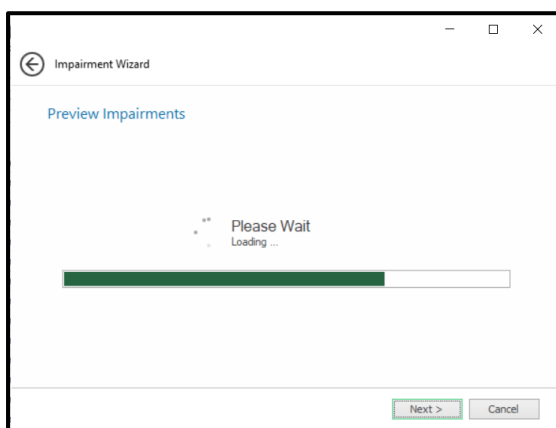
The system will automatically calculate total number of assets selected by the user for impairment. Click next to continue.



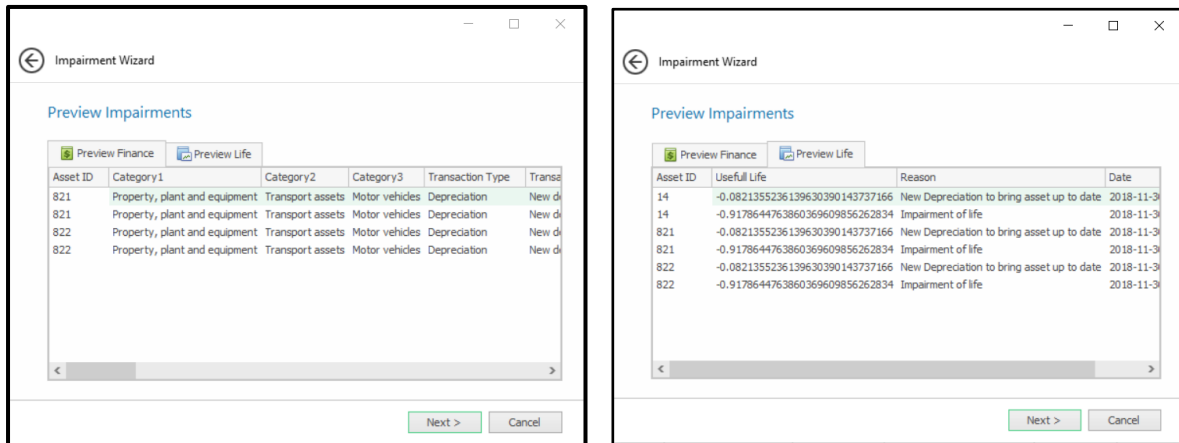
Impairment inputs window will appear, select impairment method, impairment date and give a reason for impairment. The system will also alert you if you have selected a date that is beyond current active period, click ok and give a reason for impairment. The system will automatically go back or select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



Wait for the system to process or load preview impairments.

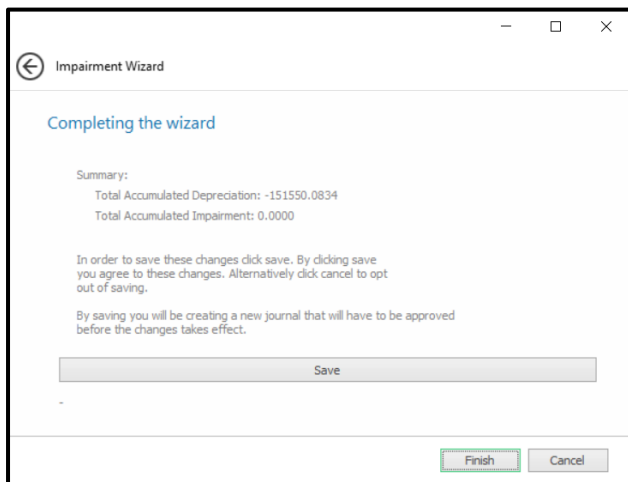


The user will have a preview of Finance and Life preview

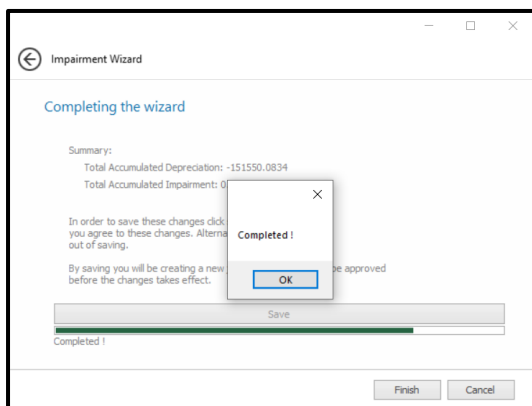


Click next to continue. The system will give the user a summery, total of accumulated depreciation and a total of accumulated impairment. Click next to save changes or click cancel function if you don't want to proceed with the impairment.

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.

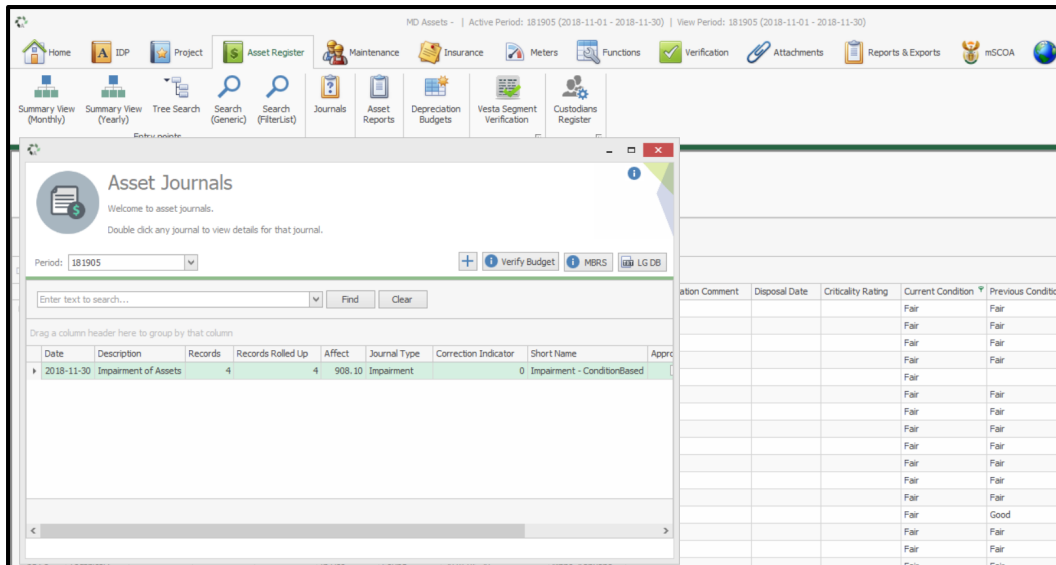


The system will confirm if the impairment process is completed, click ok to continue.

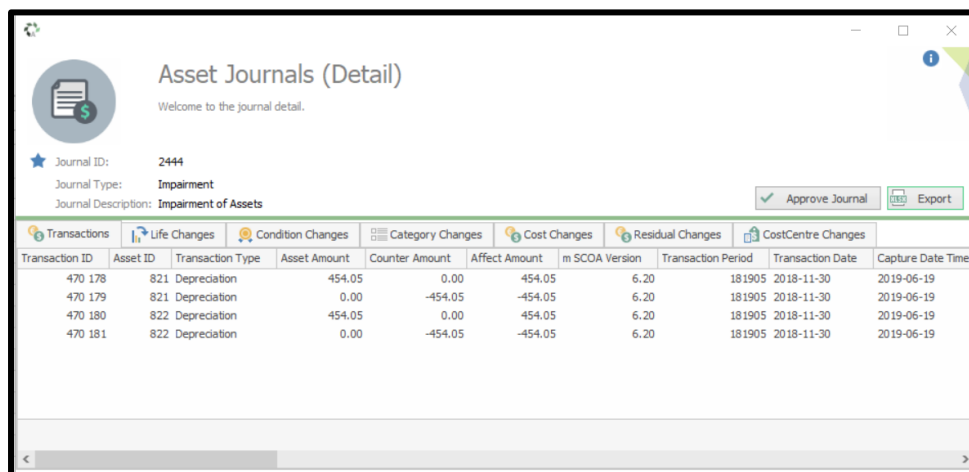


**How to approve a journal**

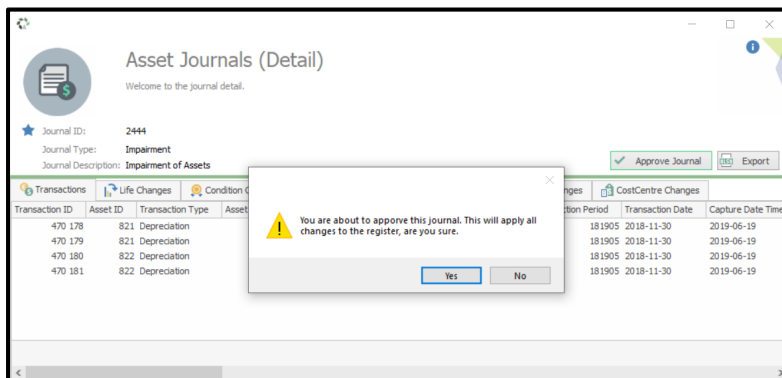
The user should click on journal function and assets journal will open, see below picture.



Double click on the journal and asset detail will appear.



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.

