BISAN SYSTEMS

FMIS

$ Jimwe Tiljok im Mol $

Public Financial Management – Ministry of Finance

9.1 Fixed Assets Management

VERSION 1.0 OCTOBER 2022

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1. Objective

This module defines the procedures for managing fixed assets in the Bisan system. The Bisan system is used centrally to Receive Fixed assets, move assets between ministry locations, count the assets in the locations and retire the asset when need to remove the asset quantity and asset amount.

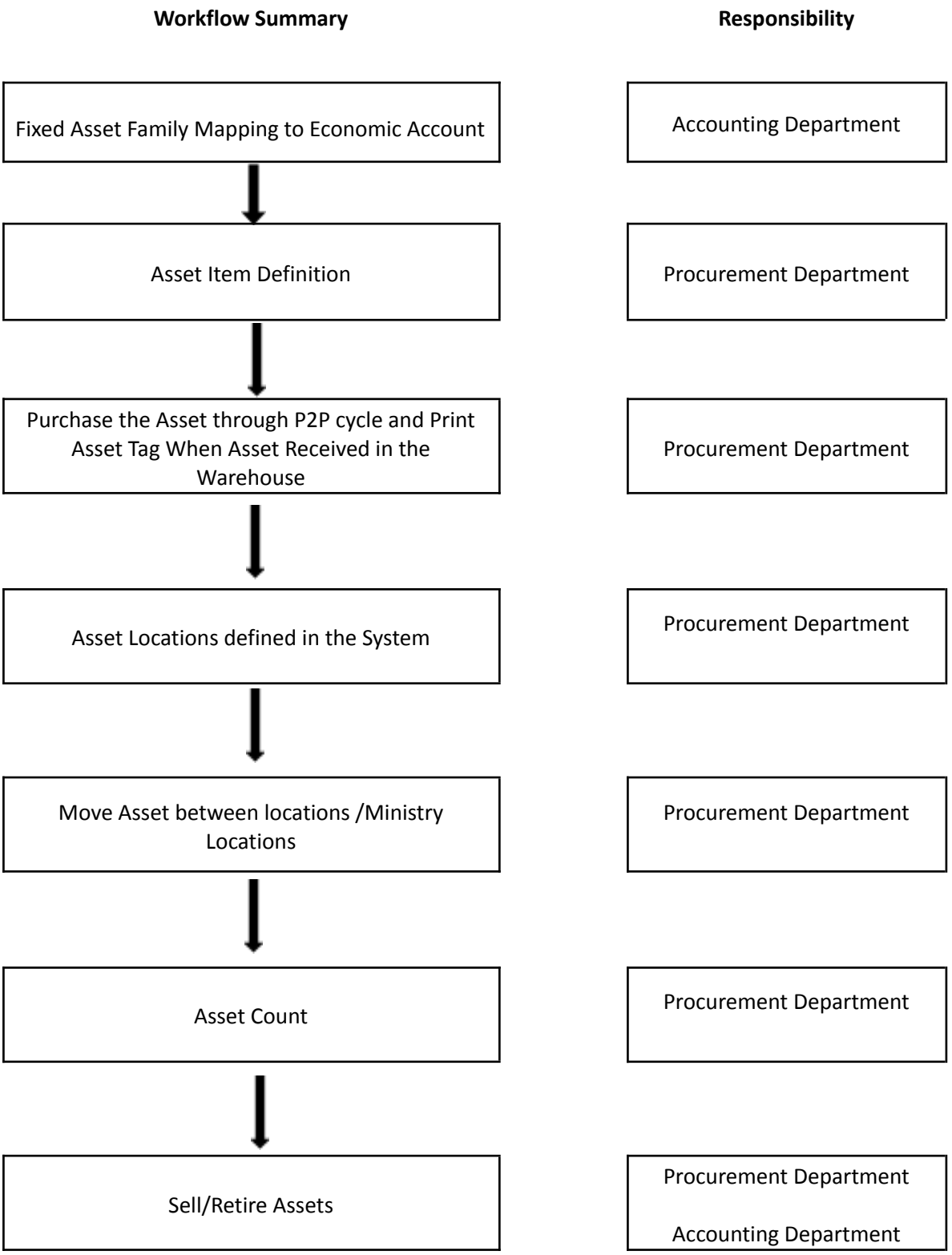
As with all other modules in this policy and procedures manual, it starts with a schematic overview of the process then discusses each step in detail, highlighting the screens and approvals required at each step

2. Scope

This procedure is of interest to:

- Procurement Department
- Accounting Department
- Line Ministries

3. Workflow/Process Flowchart



4. Detailed Process Procedures

4.1 Background

The Fixed Assets module is fully integrated with the procure-to-pay (P2P) process workflow, along with synchronizing the process to meet GASB recording and reporting standards (recording on a modified and full-accrual basis at the same time). This will therefore present new decision points for the end users interacting with the FMIS.

The configuration of the Assets Module is to establish the asset items and to allow recording of capitalized or non-capitalized assets. Early in the process a decision is made as to when an asset will be classified as capital and depreciable or fully expensed, but maintained in the asset register for inventory purposes. This decision point happens at the PR document stage when the asset item is selected. Alternatively, if a Budget Request Voucher (BRV) voucher is used to start the purchase of a fixed asset(s), it would be referenced to the asset item per line in BRV. When a fixed asset GL account is selected on BRV, it will require a fixed asset item (same idea as A/R A/P). Example: if BRV is used and we have 10 printers as an example, we have to enter 10 GL lines on the BRV (a separate line per printer).

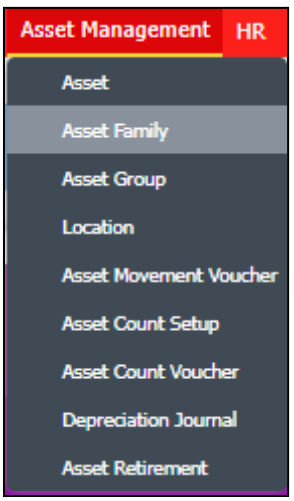
The GRMI has multiple fixed asset account groups defined in the economic codes of the BCS, therefore each asset item must be mapped to an asset group to reflect the financial effect on the general ledger.

The following sections describe the process in Bisan to procure, account for, and manage fixed assets.

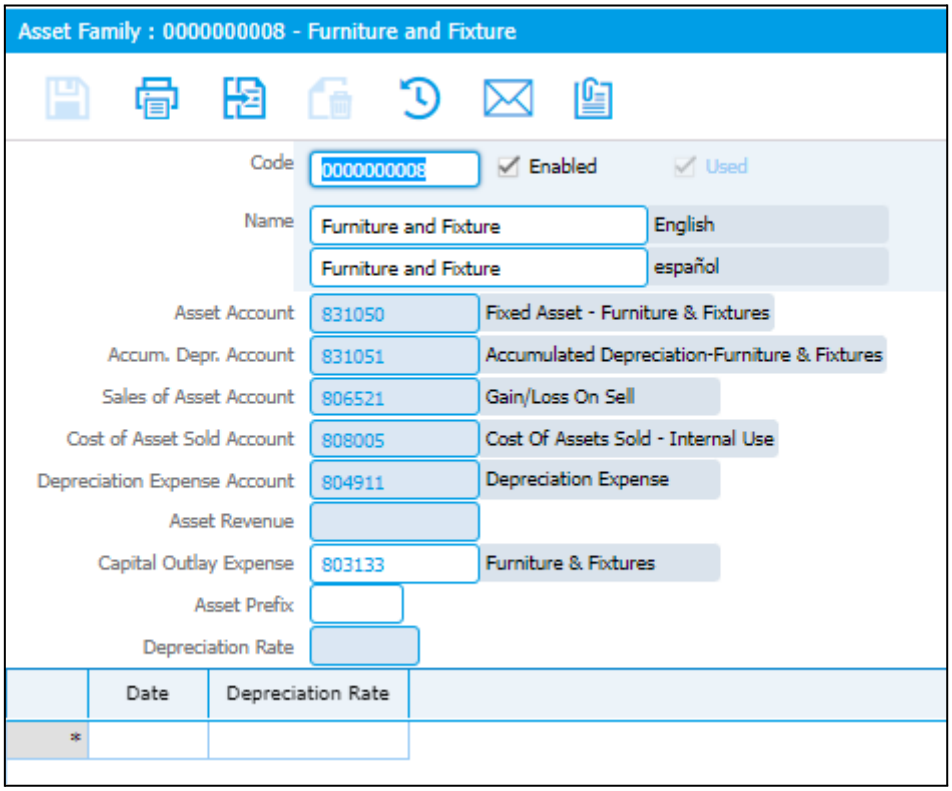
4.2 Detailed Fixed Asset Management Process

4.2.1 Asset Family

Step 1: Asset Family Definition and mapping to the chart of account



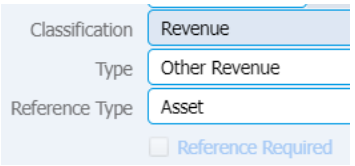
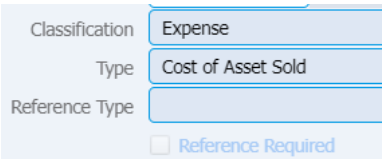
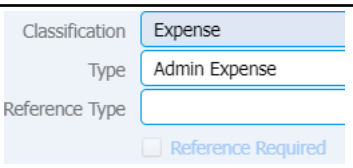
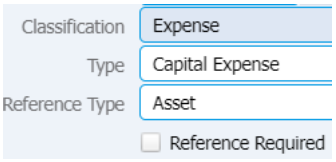
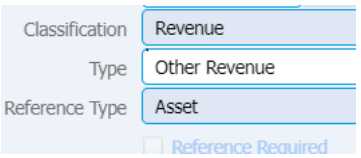
The Asset Family table contains a list of all Asset Families (Groupings). Once selected, all defined asset families are displayed. You can show the fields of asset families to review the accounts or you can open the asset family to review the accounts. The following image is an example of an asset family:



Understanding the asset family fields and defining new asset family.

Header/General Tab

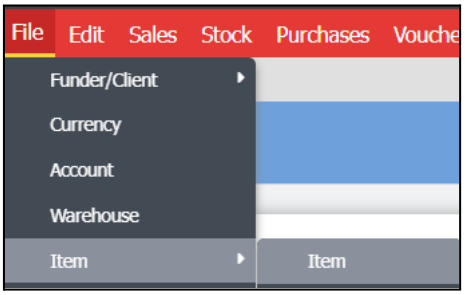
Field Name	Capitalized Asset	Non-Capitalized Asset	Comments
Code	Unique Code	Unique Code	Fixed Asset Family code is a unique code to identify the asset family. Users can enter a code or leave the code field empty and Bisan will create a sequential code for the asset family.
Asset Account	Asset Type: Fixed Assets Classification: Assets Type: Fixed Assets Reference Type: Asset Reference Required	Asset Type: Capital Expense Classification: Expense Type: Capital Expense Reference Type: Asset Reference Required	If the asset account selected is of type **fixed asset**, then the asset value will be capitalized. If the asset account selected is of type **capital expense**, then the total asset value is classified under expenditure immediately upon purchase, with the option of tracking the asset count by location and custody.
Accumulated Depreciation Account	Account type: Accumulated Depreciation Classification: Assets Type: Accumulated Depreciation Reference Type: Asset Reference Required	Not Required	

Field Name	Capitalized Asset	Non-Capitalized Asset	Comments
Sales of Asset Account	Account type: Other Revenue and the reference type should be Asset. If an asset is sold, it is used to record the sales value of the asset.	Not Required	
Cost of Asset Sold Account	Account type: Cost of Asset Sold. If an asset is sold, it is used to record the cost of asset sold (book value).	Not Required	
Depreciation Expense Account	Account type: Operation or Admin Expense	Not Required	
Capital Outlay Expense	Account type: Expense.	Account type: Expense. The same account selected under asset account above.	This account is used to record the Asset value as a Capital Expenditure under GASB. Note: This account is used in the budget line item for appropriation control. 
Asset Revenue	Not Required	Account type other revenues with reference asset	
Asset Prefix	The value of this field will be used in numbering the assets code tag		
Depreciation Detail	Depreciation rate and start date for the percentage		Example on encoding percentage, if the Depreciation Rate is 25%, then the rate in the system will be 25 (4 years, straight line depreciation rate).

4.2.2 Asset Item

Step 2: Asset Item Definition

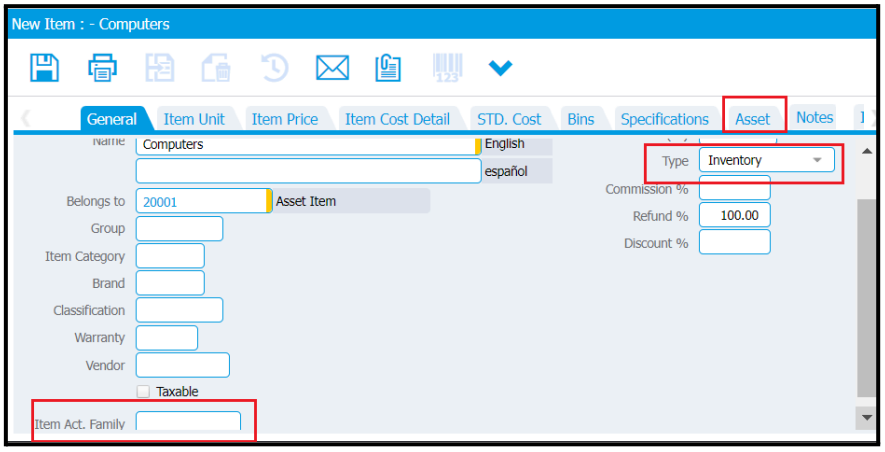
File – Item - Item



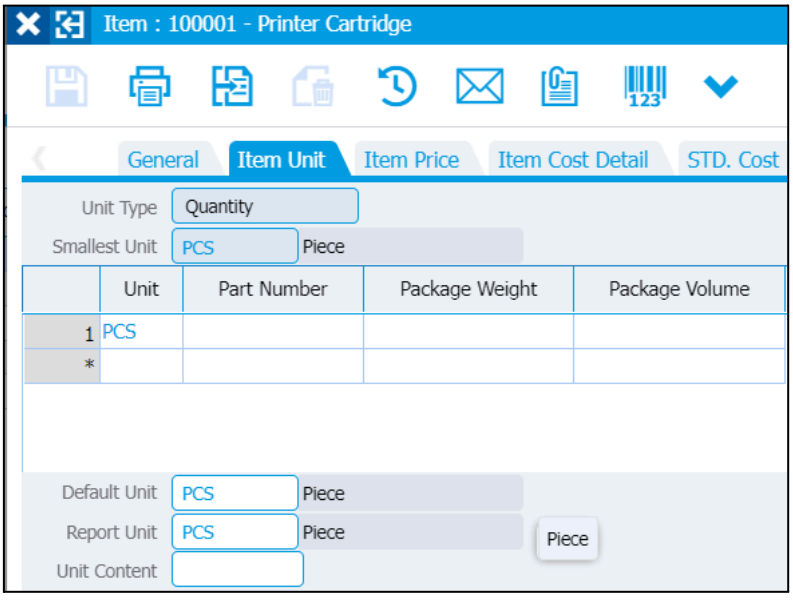
Click  to insert a new asset item:

To define a fixed asset, the first step is to define an Asset Item. Please reference Module 2.2 Procurement section 5.3.1.1 for adding a new inventory type with additional information required as follows, it is the same process to follow:

- ***Item Act. Family***: field is not required field. Asset family will be defined under the tab Asset
- ***Type:*** Must be Inventory

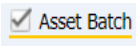
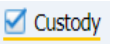


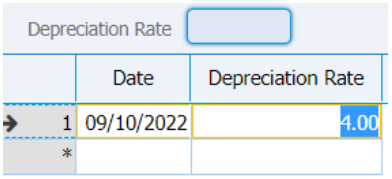
Item Unit: Must be Quantity with smallest unit selected under units.



Asset tab

Under the asset tab the following information should be completed

Field to be Completed	Discussion on How to Complete
Asset Family	This is a mandatory field that links the fixed asset item to a default economic account number in the GL. By clicking in the field and pressing F2, you will be shown a list of **pre-defined** asset account family codes/names for you to choose from, depending on the nature of the asset item being purchased. This is used for showing a particular economic account number in the PR that is used to reserve the budget line item as a capital Outlay expense. Please see previous step for discussion on how to complete this table should the pre-defined families be changed or new families added.
Asset Group	A list (table) of asset groups could be defined with a Code and Name, with the purpose of Grouping the same type of assets for reporting purposes.
Asset Batch	This should be checked  if the asset item is not managed with a unique serial number. An example is purchase of chairs, where there is no need to enter a serial number for each chair as this would be exhausting and time consuming given all chairs have the same characteristics and are of relatively low value. If the chairs are checked as Batch then the system will treat the chairs and tag them as batch containing a number of chairs (example if 100 chairs were bought, the batch will be 100 and each chair will be tagged as 1/100,2/100 and so on)
Asset Prefix	A prefix for asset tags for all items belongs to this item. For example, if the letter "C" was entered in this field all tags generated for the items bought will start with a C and then the tag generated serial number.
Custody	If this field has a check  , this means the asset should be assigned to a custodian and this will be used in the fixed assets management module to track assets and custodians.
Depreciation Rate	System uses straight line depreciation method, this is the rate used to calculate the yearly depreciation expense. Please note this overrides the rate defined in the asset family.

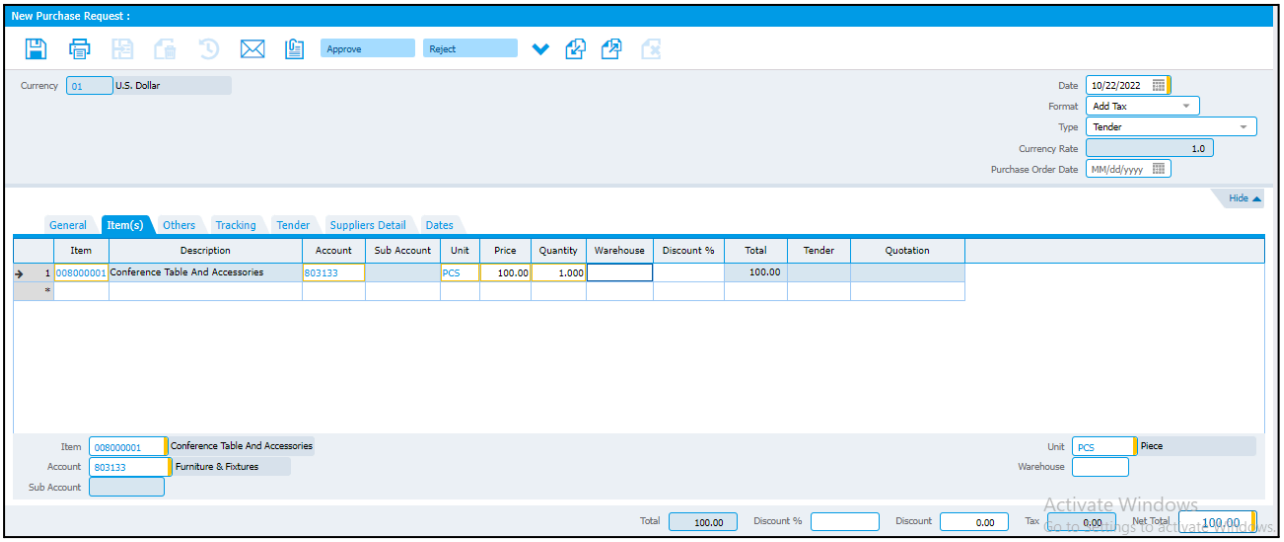
Field to be Completed	Discussion on How to Complete
	 If for any reason the rate changes, this could be tracked by multiple lines by entering the date and the new rate.

4.2.3 Asset Procurement workflow

Step 3: Use Asset Item in Procurement

For a review of the Vouchers in the procurement workflow, please refer to Module 2.2 Procurement for more details.

1- **Purchase Request** - When an asset item is selected in the purchase request, the capital outlay expense will be shown in account field automatically and then requires the user to input the quantity requested and the expected price of the fixed asset: see the screenshot below:



The purchase request will go through the approval process till posting and then on posting level an original document will be printed with sequential code , see the following print out of the PR:

Government of the Republic of the Marshall Islands
P.O. Box D, Majuro, Marshall Islands MH 96960

Purchase Request 22/00000003

Copy
10/22/2022

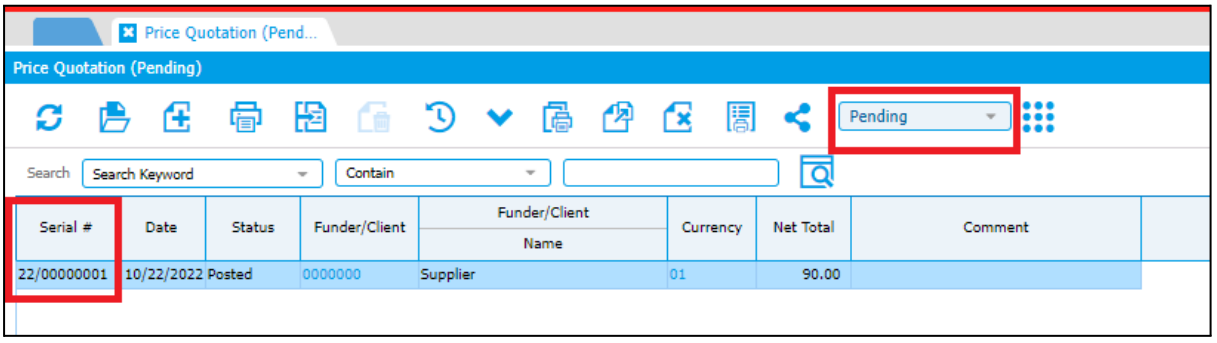
Item	Description	Unit	Price	Quantity	Total (USD)
008000001	Conference Table And Accessories	PCS	100	1	100.00

Fund 10101 General Fund
Ministry/Agency 010000 Office of the President
Program 000000 Default Program
Location 1000 RMI
SPG/Project 00000000 non project

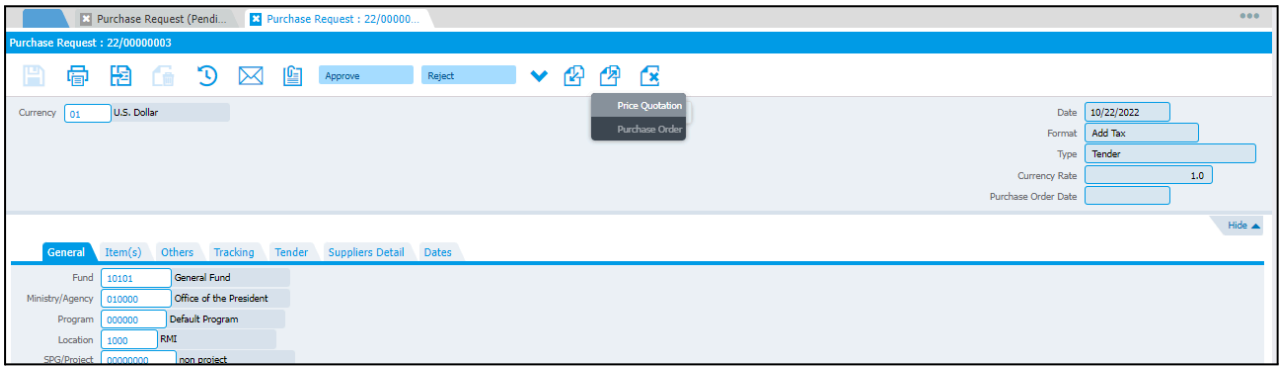
Total	100.00
Tax	0.00
Net Total	**100.00**

User	Date	Reject	Action	To	Comment	Documents
ADMIN	10/22/2022 05:55:52	No	Posted	DONE		No
ADMIN	10/22/2022 05:55:48	No	APPROVAL4	PRPOSTED		No
ADMIN	10/22/2022 05:55:46	No	APPROVAL2	PRREVIEW4		No
ADMIN	10/22/2022 05:55:44	No	APPROVAL1	PRREVIEW2		No
ADMIN	10/22/2022 05:55:36	No	Send To Group	PRREVIEW1	Done Data Entry	No
ADMIN	10/22/2022 05:39:14	No	Entry	PRCREATION	Entered.	No

The purchase request will be classified under the pending group after posting, see screenshot below:

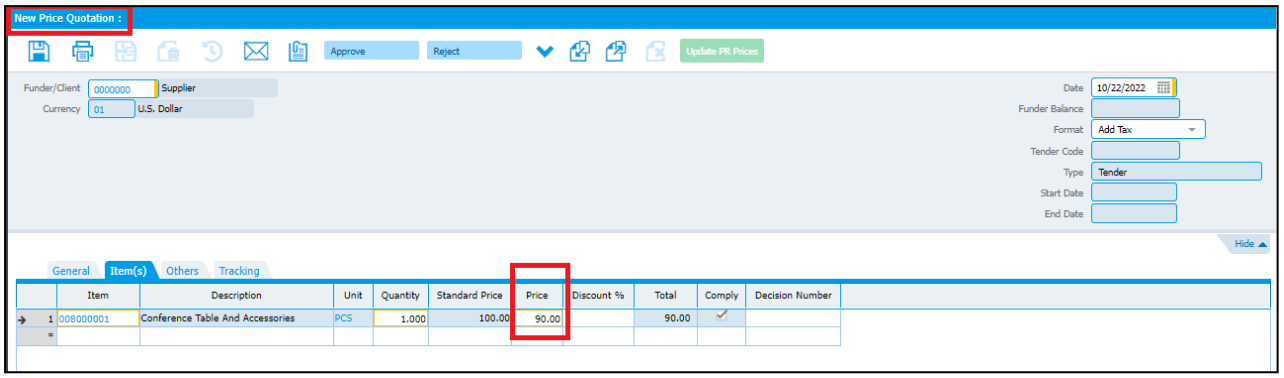


2- **Price Quotation**: The purchase request is sent to Price Quotation to complete the procurement process. The Purchase request should be open and click on Send to Price Quotation, see screenshot below:

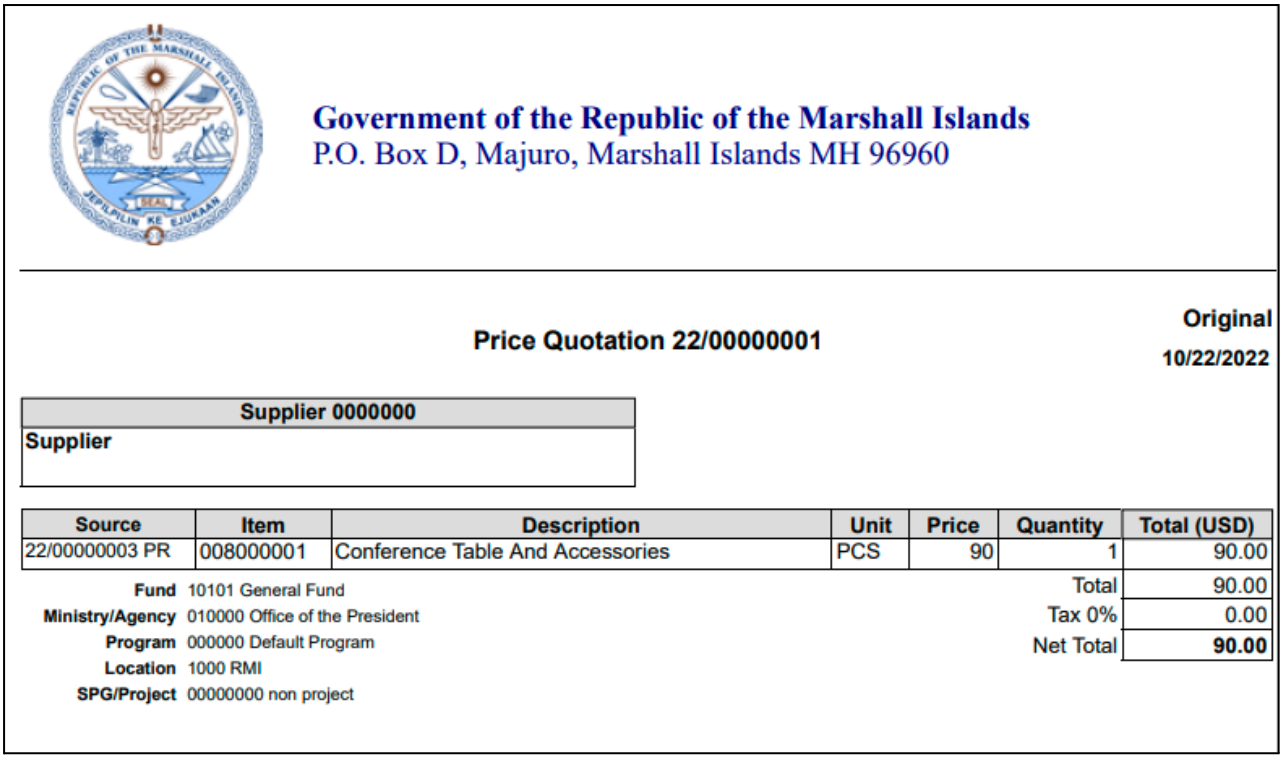


A New Price Quotation will be opened and Actual price should be entered in the item details tab (The actual price should be less than or equal the expected price. If the line item price on the Price

Quotation is greater than the Purchase Request price the price on the Purchase Request should be adjusted before sending to the Price Quotation), see screenshot below:



The price quotation should be posted and will be under the group pending until it is sent to the next voucher (Purchase Order). See screenshot below:



Government of the Republic of the Marshall Islands
P.O. Box D, Majuro, Marshall Islands MH 96960

Price Quotation 22/00000001

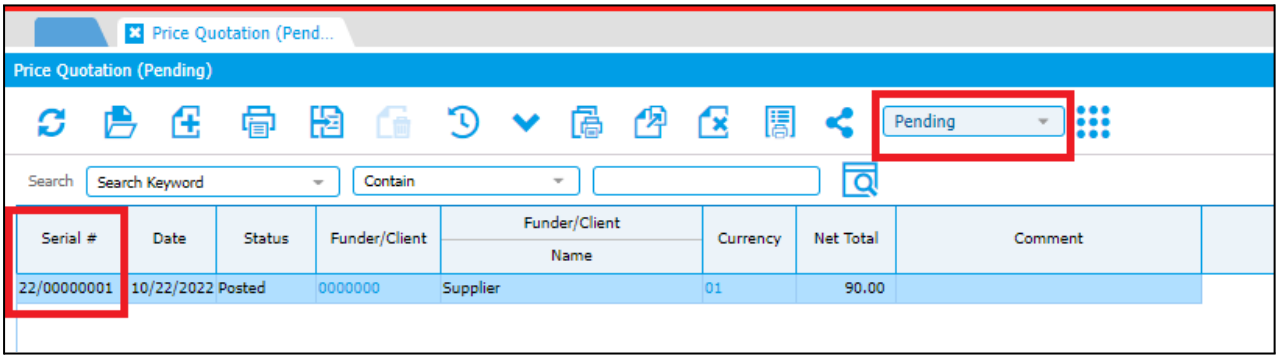
Original
10/22/2022

Supplier 0000000
Supplier

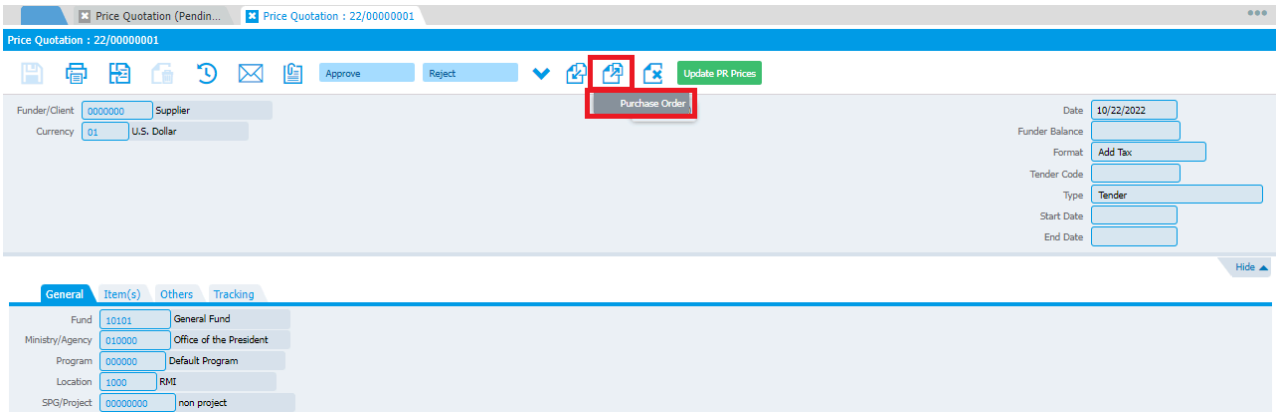
Source	Item	Description	Unit	Price	Quantity	Total (USD)
22/00000003 PR	008000001	Conference Table And Accessories	PCS	90	1	90.00

Fund	10101 General Fund	Total	90.00
Ministry/Agency	010000 Office of the President	Tax 0%	0.00
Program	000000 Default Program	Net Total	**90.00**
Location	1000 RMI		
SPG/Project	00000000 non project		

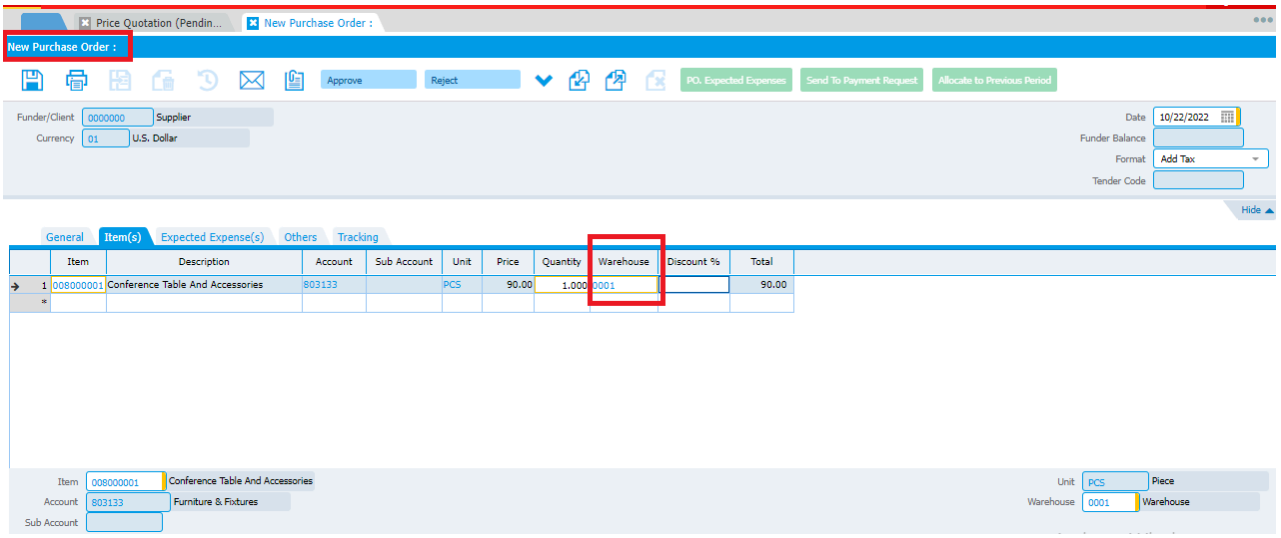
The price quotation will be classified under the pending group as shown below:



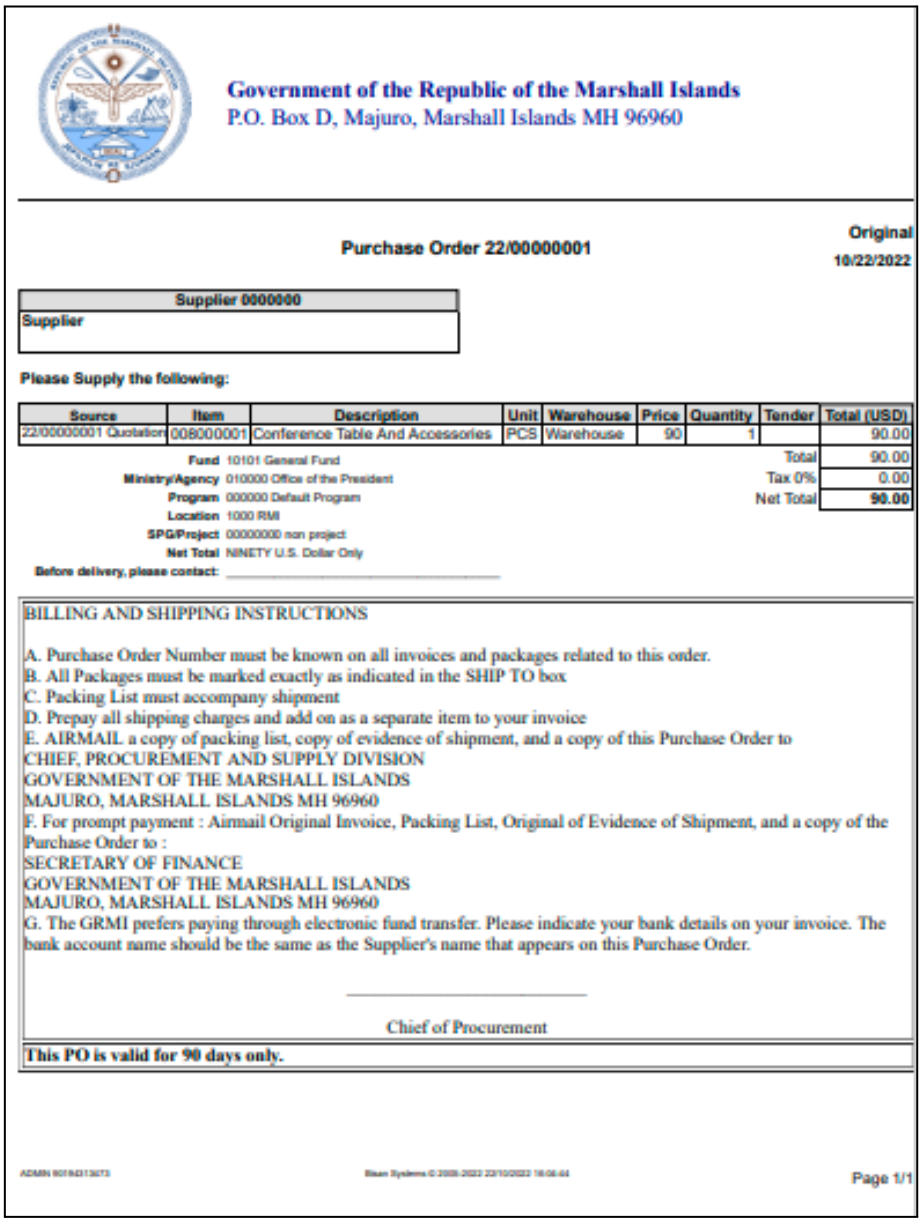
3- **Purchase Order**: The price quotation is sent to Purchase Order. Open PQ and send to Purchase Order, as shown below:



A New Purchase order will be opened and Warehouse should be selected in the item details tab, see screenshot below:



The purchase order will go through the approval process until posted, see the printout of purchase order below:



Government of the Republic of the Marshall Islands
P.O. Box D, Majuro, Marshall Islands MH 96960

Purchase Order 22/00000001

Original
10/22/2022

Supplier 0000000
Supplier

Please Supply the following:

Source	Item	Description	Unit	Warehouse	Price	Quantity	Tender	Total (USD)
22/00000001 Quotation	008000001	Conference Table And Accessories	PCS	Warehouse	90	1		90.00

Fund	10101 General Fund	Total	90.00
Ministry/Agency	010000 Office of the President	Tax 0%	0.00
Program	000000 Default Program	Net Total	**90.00**
Location	1000 RMI		
SPG/Project	00000000 non project		
Net Total	NINETY U.S. Dollar Only		
Before delivery, please contact:	_____		

BILLING AND SHIPPING INSTRUCTIONS

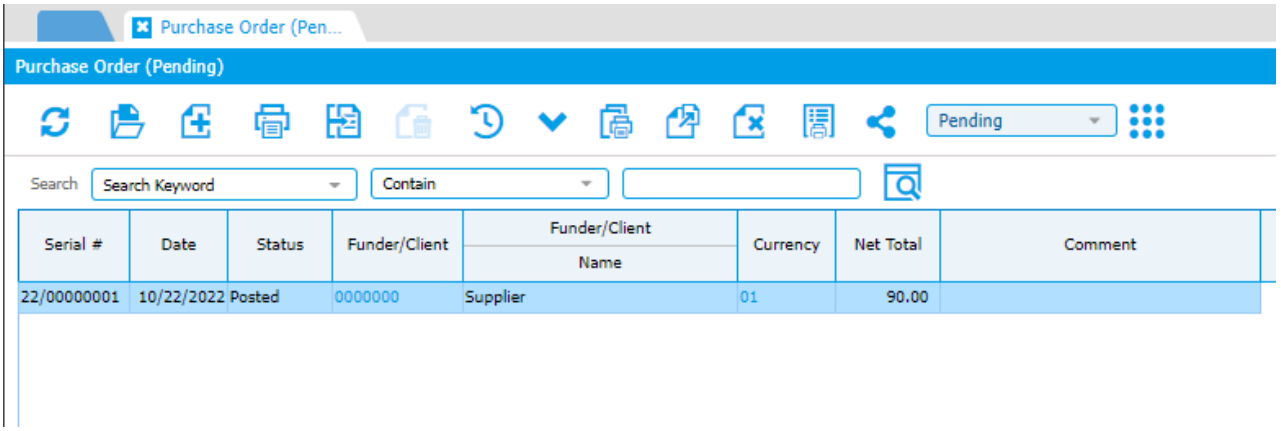
A. Purchase Order Number must be known on all invoices and packages related to this order.
B. All Packages must be marked exactly as indicated in the SHIP TO box
C. Packing List must accompany shipment
D. Prepay all shipping charges and add on as a separate item to your invoice
E. AIRMAIL a copy of packing list, copy of evidence of shipment, and a copy of this Purchase Order to
CHIEF, PROCUREMENT AND SUPPLY DIVISION
GOVERNMENT OF THE MARSHALL ISLANDS
MAJURO, MARSHALL ISLANDS MH 96960
F. For prompt payment : Airmail Original Invoice, Packing List, Original of Evidence of Shipment, and a copy of the Purchase Order to :
SECRETARY OF FINANCE
GOVERNMENT OF THE MARSHALL ISLANDS
MAJURO, MARSHALL ISLANDS MH 96960
G. The GRMI prefers paying through electronic fund transfer. Please indicate your bank details on your invoice. The bank account name should be the same as the Supplier's name that appears on this Purchase Order.

_____
Chief of Procurement

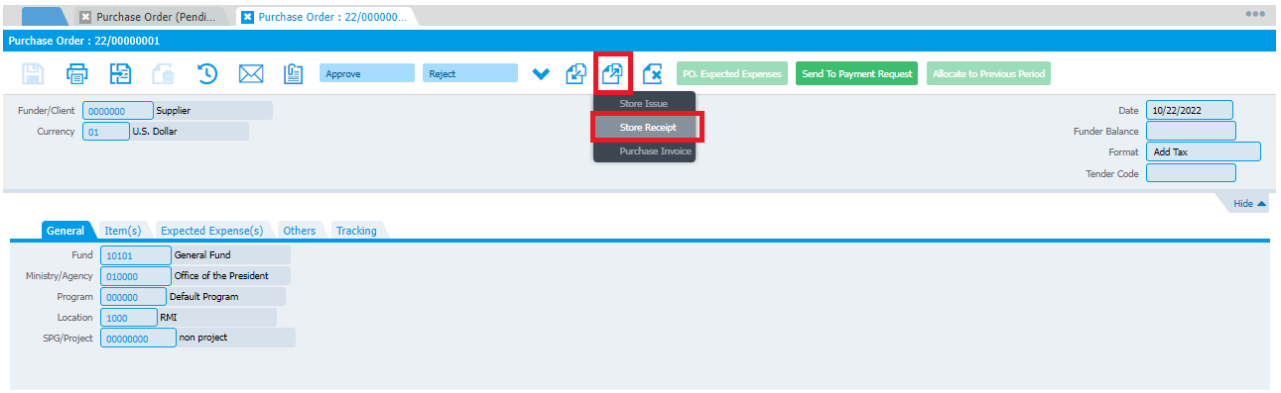
This PO is valid for 90 days only.

Page 1/1

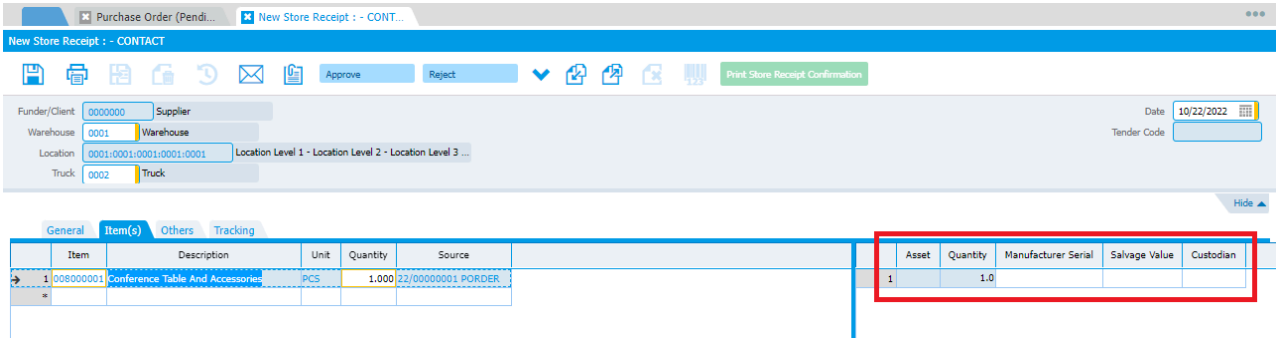
The purchase order will be classified under the pending group, see screenshot below:



4- **Store Receipt**: The Purchase order is sent to Store Receipt, as shown below:

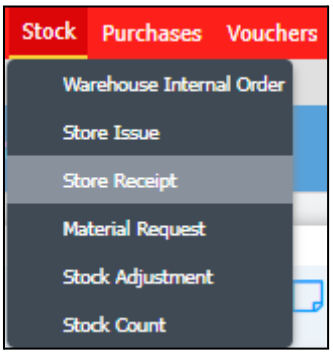


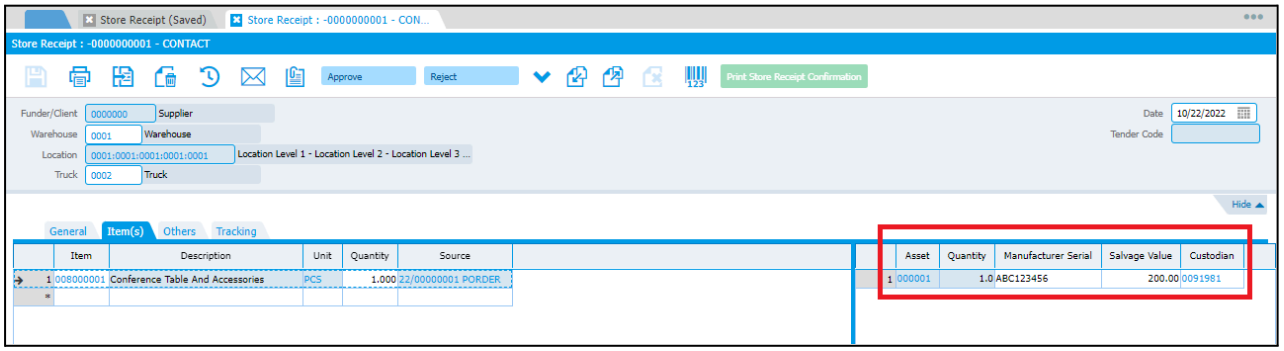
A new Store receipt will be opened to receive the fixed asset in the warehouse and an Asset Window on the line item will be opened in the store receipt. The new window contains detailed asset information as follows:



Field Name	Purpose	Comments
Asset	The asset code is a serial code generated from the system after saving/printing the document	The asset code may be sequential code generated from Bisan or a serial asset code starting with a prefix if a prefix was selected in the item.
Manufacturer Serial	The manufacturer serial of the fixed asset is the serial number on the asset coming from the manufacturer.	For example: The car Vin Number Or Computer Serial Number
Salvage Value	Salvage value of the fixed asset	The asset price after its fully depreciated
Custodian	The custodian of the fixed asset while it's in the warehouse location Each warehouse has a Custodian assigned to it.	The custodian list will show all employee lists defined in the system

5- **Store Receipt**: The store receipt can be Saved/Posted then the asset code will be generated as shown below (Stock – Store Receipt):





The store receipt can be printed and the send to Purchase Invoice as shown below:

Government of the Republic of the Marshall Islands
P.O. Box D, Majuro, Marshall Islands MH 96960

Store Receipt 22/00000001

Original
10/22/2022

Supplier 0000000
Supplier

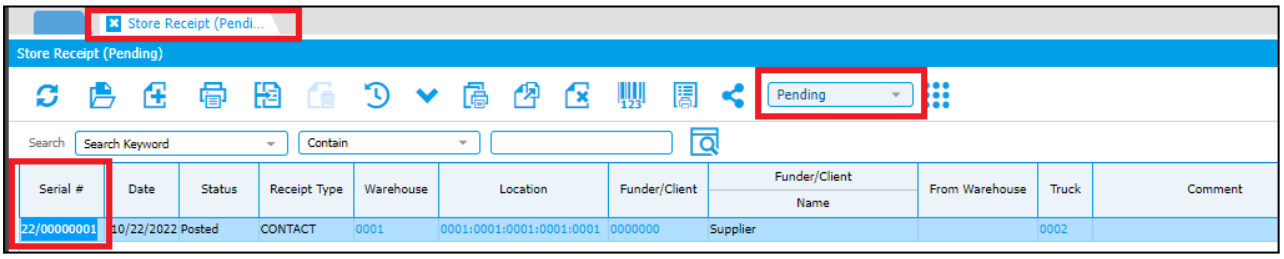
Source	Item	Description	Unit	Quantity
22/00000001 PORDER	008000001	Conference Table And Accessories	PCS	1

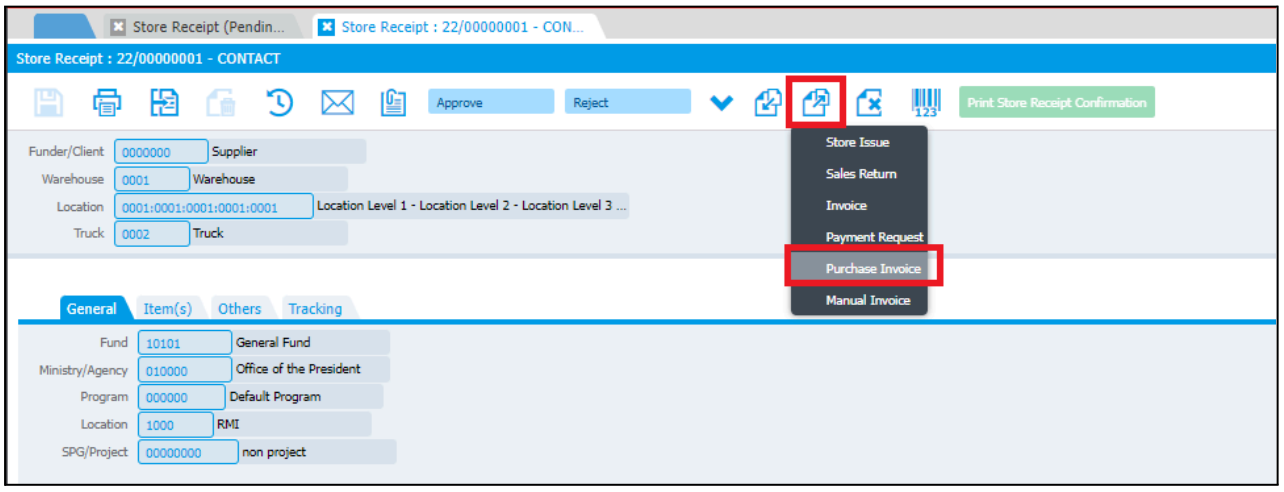
Asset:	Quantity:	Manufacturer Serial:	Salvage Value:	Custodian:
000001	1	ABC123456	200.00	0091981 - TERELL ELANZO

Fund 10101 General Fund
Ministry/Agency 010000 Office of the President
Program 000000 Default Program
Location 1000 RMI
SPG/Project 00000000 non project
Warehouse 0001 Warehouse
Truck 0002 Truck

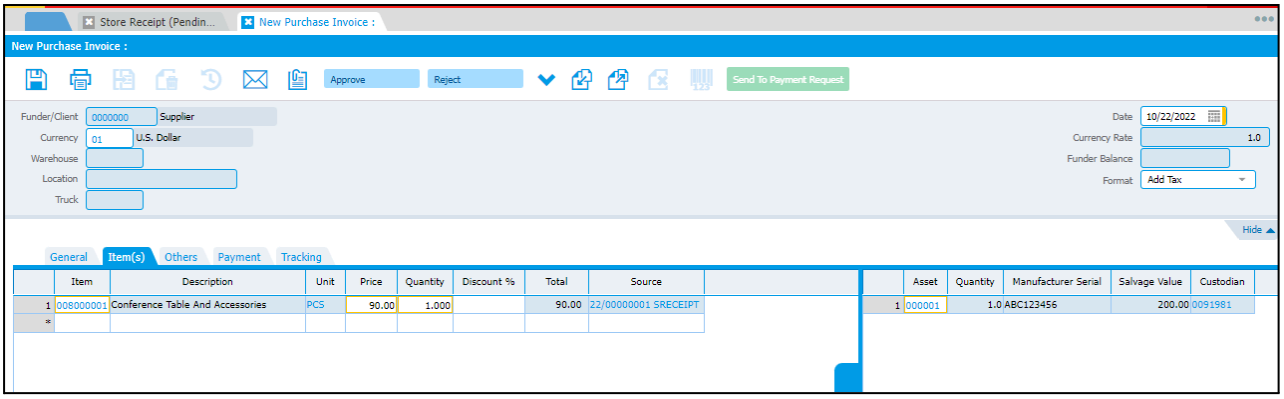
User	Date	Reject	Action	To	Comment	Documents
ADMIN	10/22/2022 08:08:38	No	Posted	DONE		No
ADMIN	10/22/2022 07:50:40	No	Send To Group	SENDPOTOSR	Done Data Entry	No
ADMIN	10/22/2022 07:35:06	No	Entry	SENDPOTOSR	Entered.	No

6- **Purchase Invoice**: After printing the store receipt, the voucher will be under the pending group and it can be sent to purchase invoice as shown below:

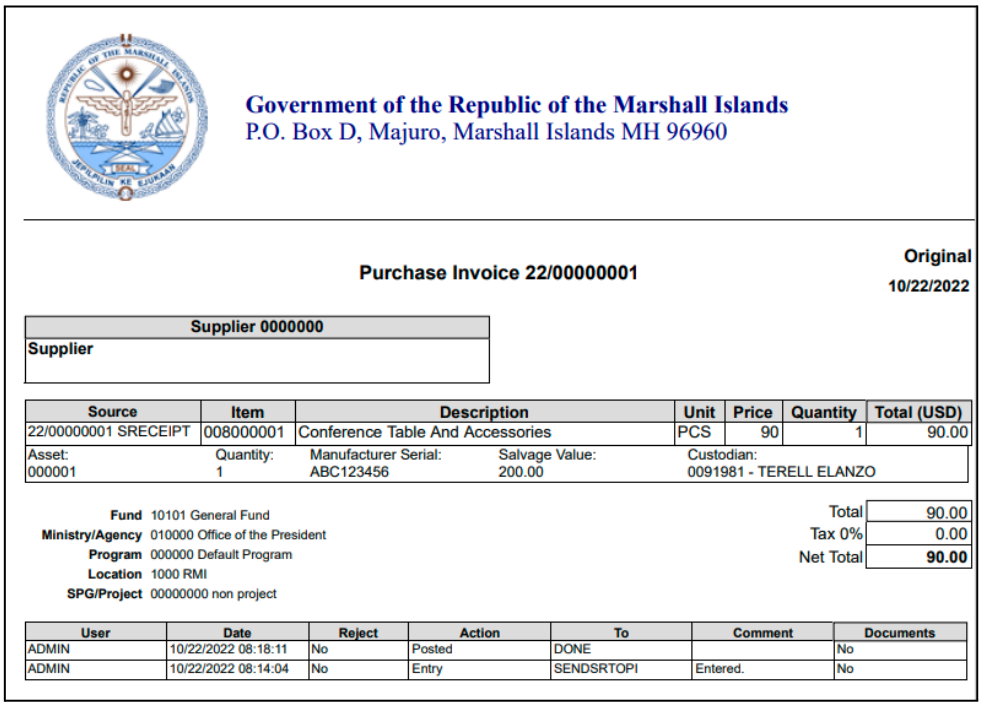




A new Purchase Invoice will be opened as shown below:



The purchase invoice should be approved and posted (Printed). The printed purchase invoice as shown below:



Government of the Republic of the Marshall Islands
P.O. Box D, Majuro, Marshall Islands MH 96960

Purchase Invoice 22/00000001

Original
10/22/2022

Supplier 0000000
Supplier

Source	Item	Description	Unit	Price	Quantity	Total (USD)
22/00000001 SRECEIPT	008000001	Conference Table And Accessories	PCS	90	1	90.00

Asset:	Quantity:	Manufacturer Serial:	Salvage Value:	Custodian:
000001	1	ABC123456	200.00	0091981 - TERELL ELANZO

Fund 10101 General Fund
Ministry/Agency 010000 Office of the President
Program 000000 Default Program
Location 1000 RMI
SPG/Project 00000000 non project

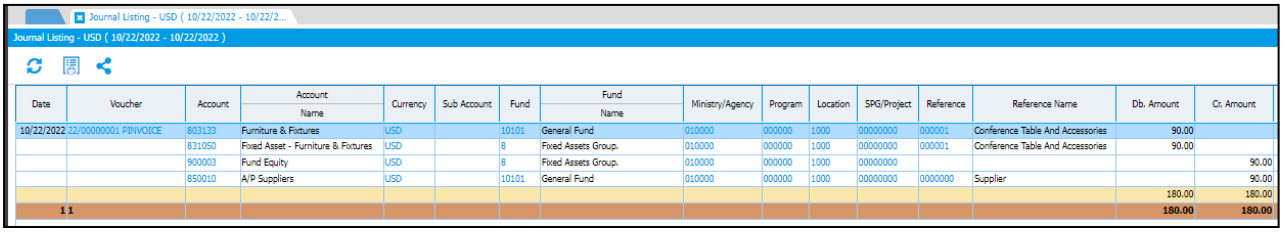
Total	90.00
Tax 0%	0.00
Net Total	**90.00**

User	Date	Reject	Action	To	Comment	Documents
ADMIN	10/22/2022 08:18:11	No	Posted	DONE		No
ADMIN	10/22/2022 08:14:04	No	Entry	SENDSRTOPI	Entered.	No

4.2.4 Fixed Assets Accounting Entry

Step 7: Accounting Entry after Posting the Purchase Invoice

The accounting entry can be reviewed in Journal Listing Report as shown below:



Journal Listing - USD (10/22/2022 - 10/22/2...)

Journal Listing - USD (10/22/2022 - 10/22/2022)

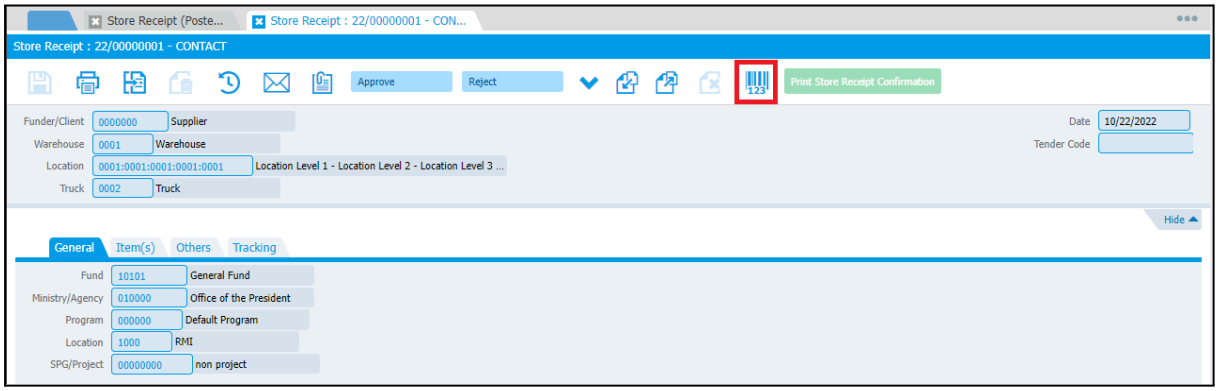
Date	Voucher	Account	Account Name	Currency	Sub Account	Fund	Fund Name	Ministry/Agency	Program	Location	SPG/Project	Reference	Reference Name	Db. Amount	Cr. Amount
10/22/2022	22/00000001 PINVOICE	803133	Furniture & Fixtures	USD		10101	General Fund	010000	000000	1000	00000000	000001	Conference Table And Accessories	90.00	
		831050	Fixed Asset - Furniture & Fixtures	USD		8	Fixed Assets Group.	010000	000000	1000	00000000	000001	Conference Table And Accessories	90.00	
		900003	Fund Equity	USD		8	Fixed Assets Group.	010000	000000	1000	00000000				90.00
		850010	A/P Suppliers	USD		10101	General Fund	010000	000000	1000	00000000	0000000	Supplier		90.00
														180.00	180.00
1 1														**180.00**	**180.00**

The fixed asset account will be posted on the asset group fund against the fund equity and the capital layout expense will be posted on the general fund against the Account payable for supplier.

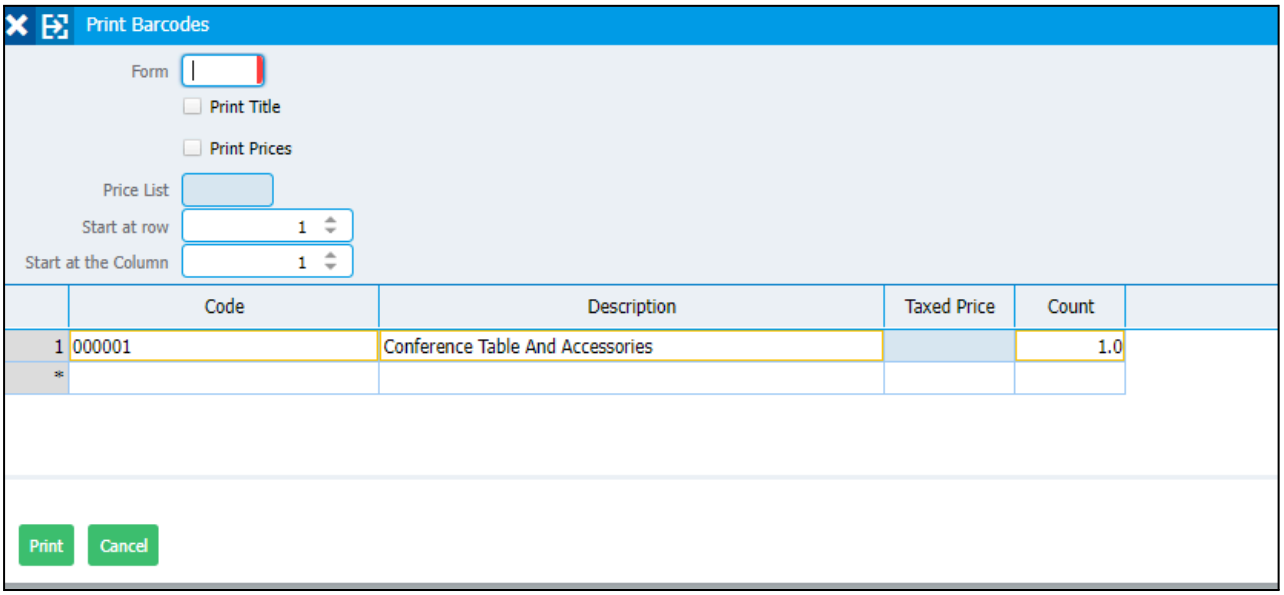
4.2.5 Generate Asset Tag Barcodes

Step 8: Print the Asset Barcode:

The Asset barcode can be printed at the stage of **store receipt** by clicking on barcode printing as shown below:

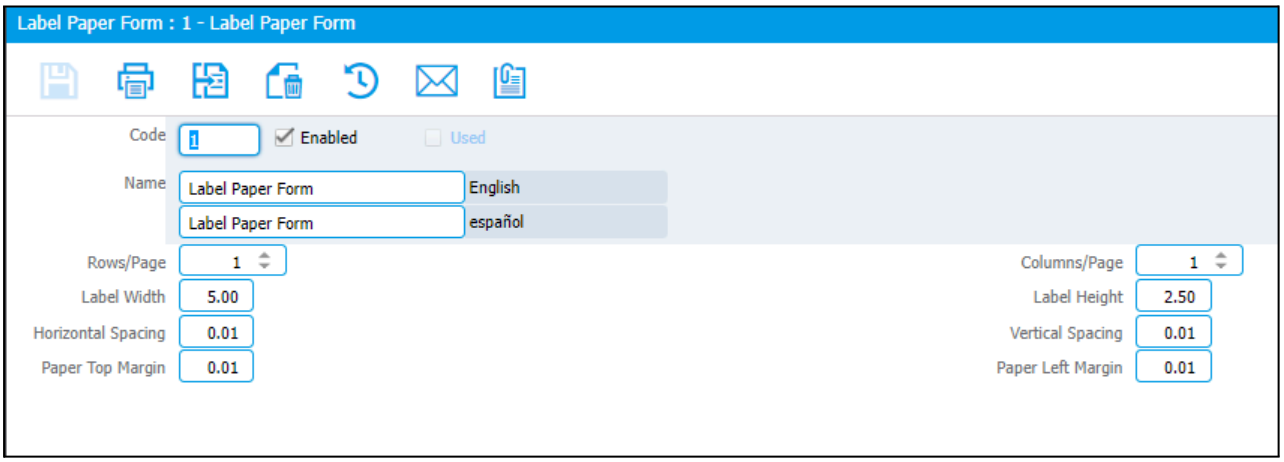


The print barcode dialog will be shown as below:



Field Name	Purpose	Comments
Form	Link to the label dimensions	The label width, height, vertical and horizontal margins for the label and left and right margins for the label
Print Title	Option to print The Title of GRMIFMIS on the barcode label	The title will be printed is the same Bisan FMIS system
Print Price	Option to print Item Price on the barcode label	The Item price saved in the item profile will be printed
Code	Asset Code will be printed as barcode and as a code	Asset code may contain character same case as a character prefix defined in the asset item profile
Description	Asset Name will be printed on the barcode label	
Quantity	Option to print multiple labels for the same asset	

The label paper form is located under Tools□Printers□Label Paper Form and it can be defined as follows:



The printed barcode will be as shown below:



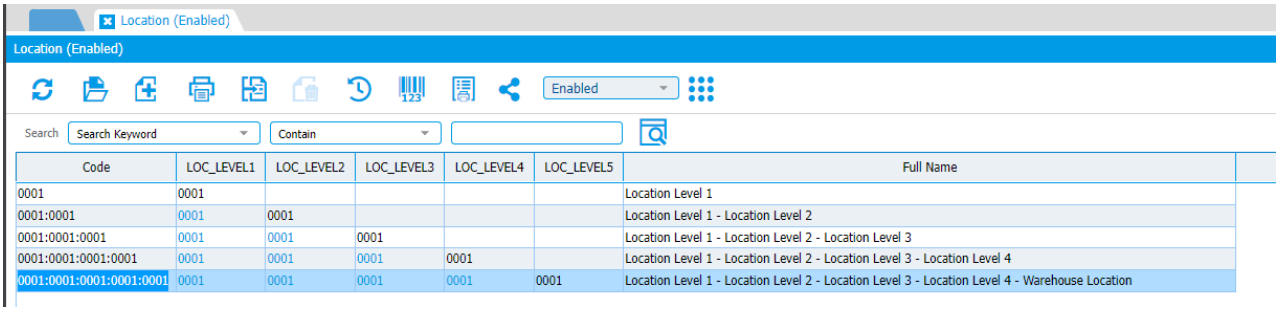
000001

Conference Table And Accessories

4.2.6 Asset locations

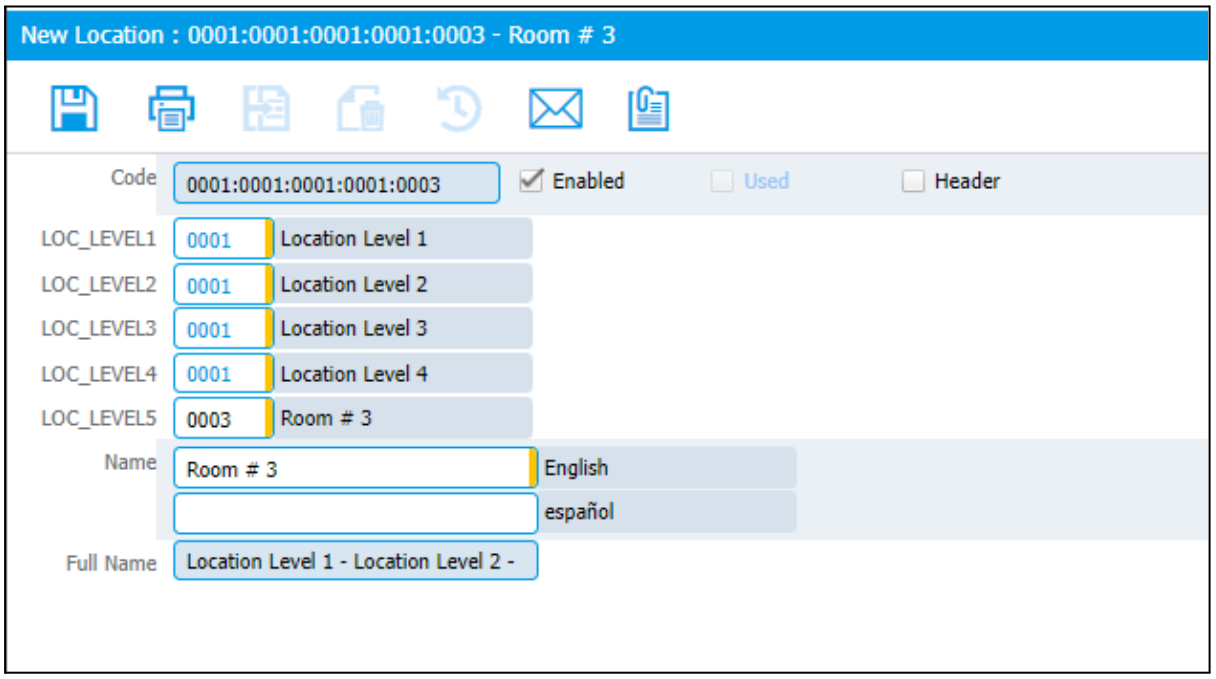
Step 9: Define the Fixed Asset Locations:

The assets' location should be defined in the system before transferring/moving assets. The asset locations can be defined under Asset Management Locations, the asset locations contain 5 levels:



Code	LOC_LEVEL1	LOC_LEVEL2	LOC_LEVEL3	LOC_LEVEL4	LOC_LEVEL5	Full Name
0001	0001					Location Level 1
0001:0001	0001	0001				Location Level 1 - Location Level 2
0001:0001:0001	0001	0001	0001			Location Level 1 - Location Level 2 - Location Level 3
0001:0001:0001:0001	0001	0001	0001	0001		Location Level 1 - Location Level 2 - Location Level 3 - Location Level 4
0001:0001:0001:0001:0001	0001	0001	0001	0001	0001	Location Level 1 - Location Level 2 - Location Level 3 - Location Level 4 - Warehouse Location

The lowest level (Level 5) will be used for locating fixed assets. When a new location is added to the system then the location level should be selected and then the header location can be selected in the location profile, as shown below:

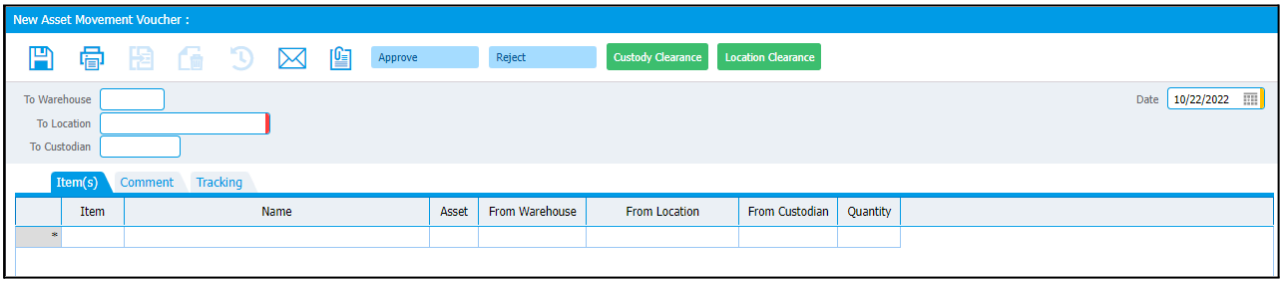


4.2.7 Asset Vouchers

4.2.7.1 *Asset Movement Voucher:*

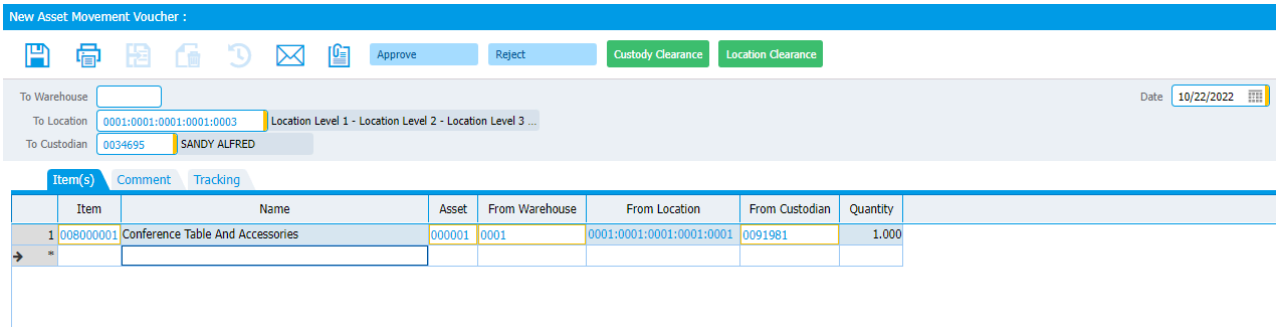


The asset movement voucher can be used to transfer asset to a new custodian and a new location as follows:



Field Name	Purpose	Comments
To Warehouse	Option to move the asset to the warehouse	Option to move the asset to another warehouse defined in the system
To Location	Required to select the new location of the asset	If To Warehouse was selected then the location will be selected automatically which is the Warehouse Location
To Custodian	New Custodian of the fixed asset	There is an option to move the asset to a new location for same

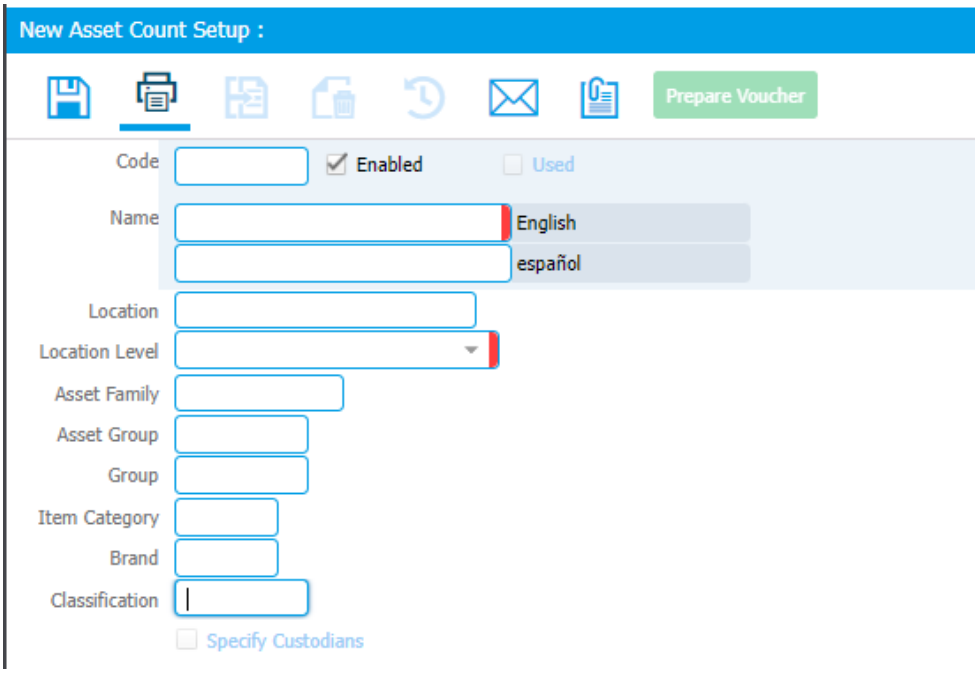
Field Name	Purpose	Comments
		custodian, so the old custodian of the fixed asset can be selected in the To Custodian
Date	Date of moving asset to the new location or the new custodian	
Item	Asset Item code which is defined in the fixed asset	The system will fill the item code automatically if the barcode scanned by barcode scanner. If a scanner is not used, this can be entered manually.
Asset	The fixed asset code which was printed on the barcode label	The system will fill the asset code automatically if the barcode scanned by barcode scanner. If a scanner is not used, this can be entered manually.
From Warehouse	The From warehouse will be filled automatically after selecting the fixed asset code if the asset located in the warehouse	The system will fill the From Warehouse/Location code automatically if the barcode scanned by barcode scanner
From Location	The From Location will be filled automatically after selecting the fixed asset and it may be the warehouse location	The system will fill the From Warehouse/Location code automatically if the barcode scanned by barcode scanner
From Custodian	The From Custodian will be filled automatically after selecting the fixed asset code and this is the old custodian	The system will fill the From Custodian code automatically if the barcode scanned by barcode scanner
Quantity	Asset Quantity will be moved in the asset movement voucher	The system will fill the quantity automatically if the barcode scanned by barcode scanner
Custody Clearance	Clicking on the custody clearance will load all the fixed assets with specific custodian on the asset movement voucher	It can be used instead of reading the fixed assets one by one
Location Clearance	Clicking on the Location clearance will load all the fixed assets in specific Locations on the asset movement voucher	It can be used instead of reading the fixed assets one by one



4.2.7.2 Counting Assets

A- Asset Count Setup

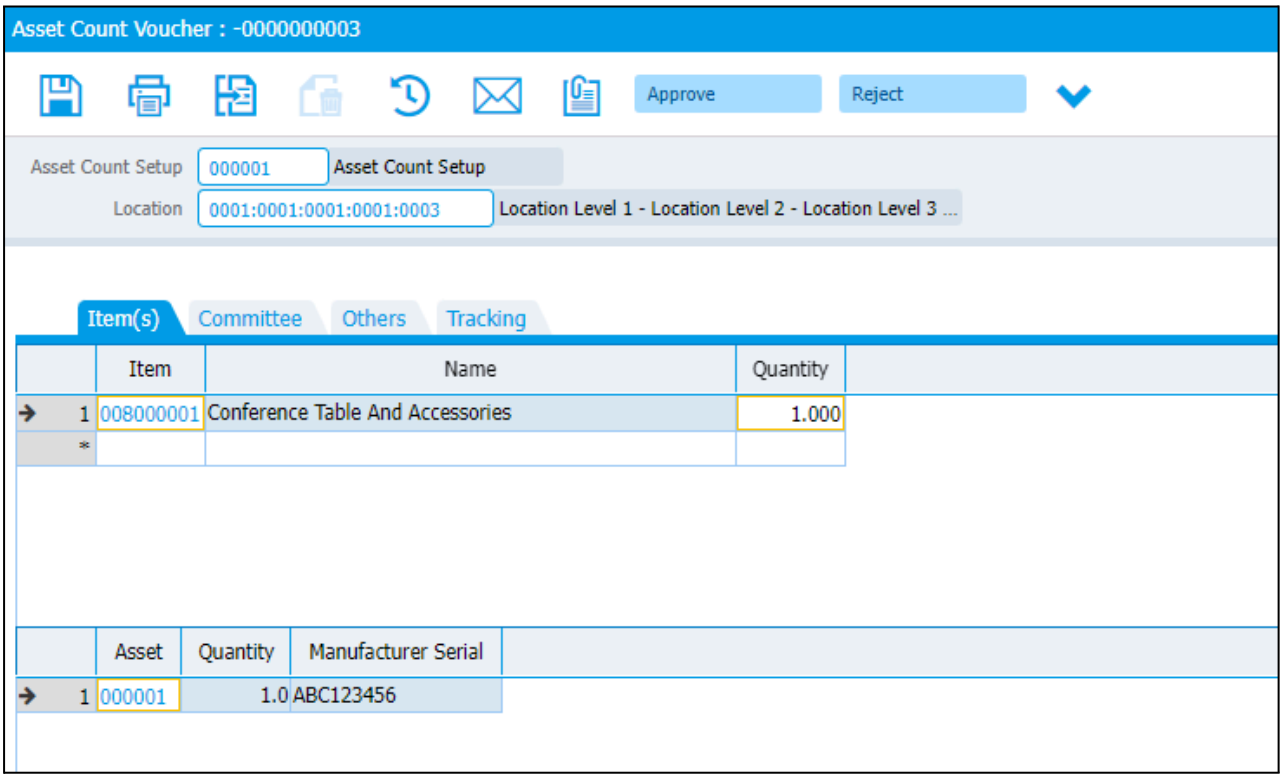
The asset count setup should be created to determine the count process for a specific location, family, group or specific location level as shown below:



Field Name	Purpose
Code	Option to input the asset count setup code or it can be generated sequentially by the system
Name	Input asset count setup name
Location	It can be specified if the count will be for a specific location only
Location Level	It must be specified in order to create asset count voucher
Asset Family	It can be selected if the count will be for assets related to a specific family
Asset Group	It can be selected if the count will be for a specific asset group
Group	It can be selected if the count will be for a specific asset items group
Item Category	It can be selected if the count will be for a specific asset items category
Brand	It can be selected if the count will be for a specific asset items brand
Classification	It can be selected if the count will be for a specific asset items classification
Specify Custodians	It can be selected if the count will be based on custodians
Prepare Voucher	After specifying the criteria of asset count then Bisan will create the asset count vouchers, for example: If level 5 is selected in the location level then Bisan will create Asset count voucher for all locations on the 5th level.

B- Asset Count Voucher

The Asset count voucher will be generated after clicking on Prepare Voucher in asset count setup and then it can be used for counting either by reading the barcode label in the asset count voucher or input the items and fixed assets manually, as shown below:

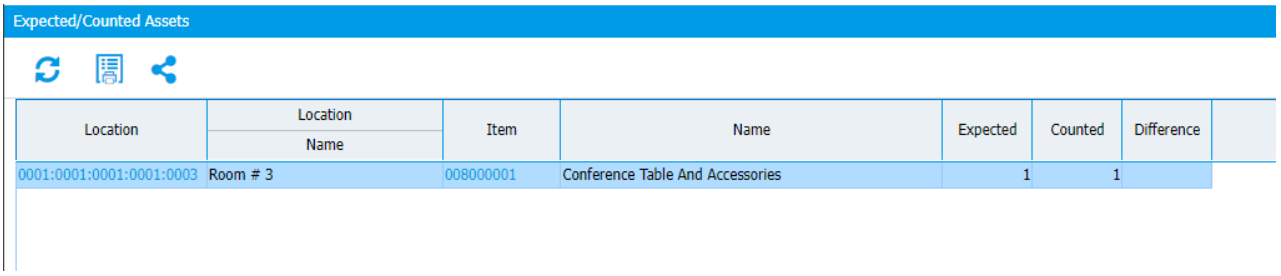


Under the Committee tab, you can list the committee member names responsible for carrying out the physical count process.

The Expected/Counted Assets Report can be reviewed after posting the asset count voucher to review the result of expected and counted assets as shown below:

C- Report Fixed Assets Expected/Counted Assets

Asset Count setup should be selected and Show asset tag can be checked to view the result below:



4.2.7.3 Asset Depreciation

Asset Management Depreciation Journal

The depreciation journal will be created automatically based on the information related to each asset (Asset Amount, Depreciation Rate and Depreciation Period). The journal voucher created will be disabled so the users cannot make changes to the voucher details, which means that it can be posted only based on system calculation.

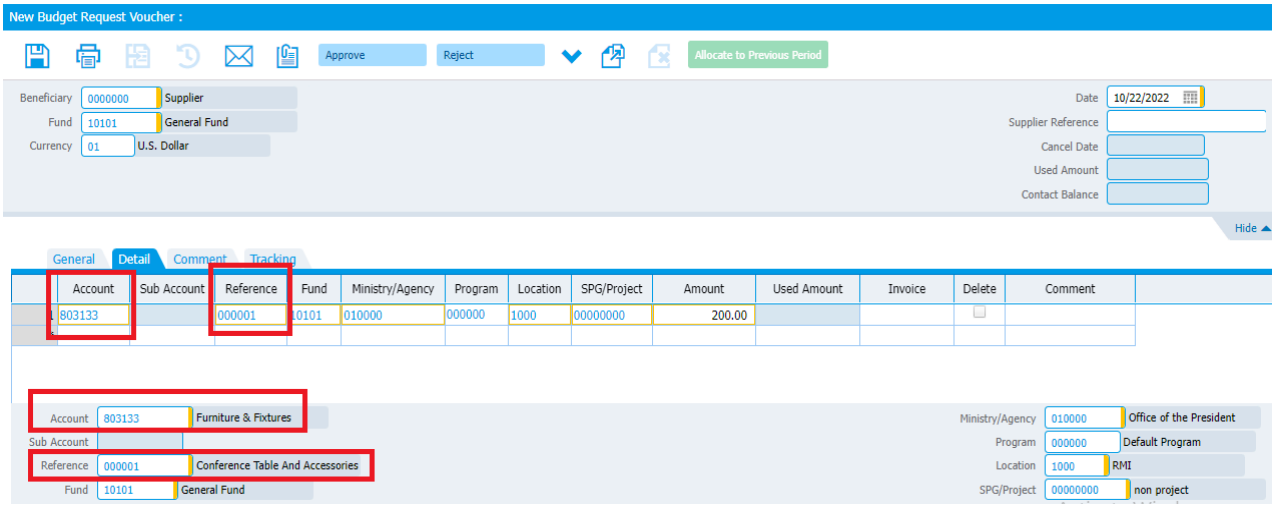
To control the depreciation period intervals, the system administrator can setup as follows:

Tools Setup wizard Fixed Assets

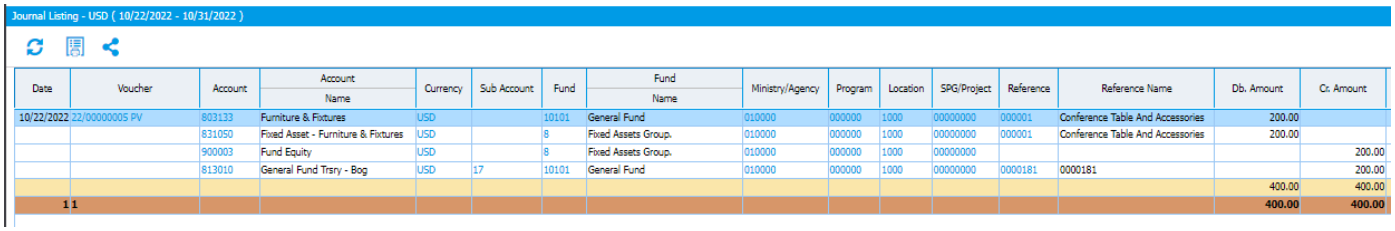
- Depreciation Voucher Period: Monthly, Quarterly and Annually
- Option to Subtract Salvage Value when calculating the depreciation

4.2.7.4 Recording Assets from Contacts / Projects

For Capital Contracts and Projects with multiple payments and spans over multiple periods to be completed, the payments should be capitalized without calculating depreciation until the project is completed and then depreciation calculations will commence. Since multiple payments should be accumulated on the same asset tag as follows
The asset value can be increased using the budget request voucher. The capital layout expense should be selected in the budget request voucher and the reference (Fixed Asset Tag) should be selected in the voucher, as shown below:



The Budget request voucher should be approved and sent to payment request then to payment voucher, the posting result will be as GASB Asset Entry as shown below:

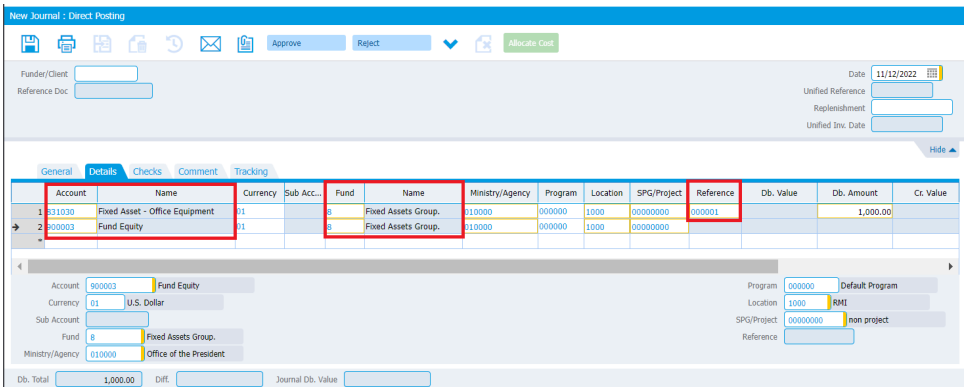


The Fixed asset and fund equity balance will be posted over the asset group fund and the capital layout expense and payment will be posted over the general fund.

4.2.7.5 Increase/Decrease the Fixed asset value

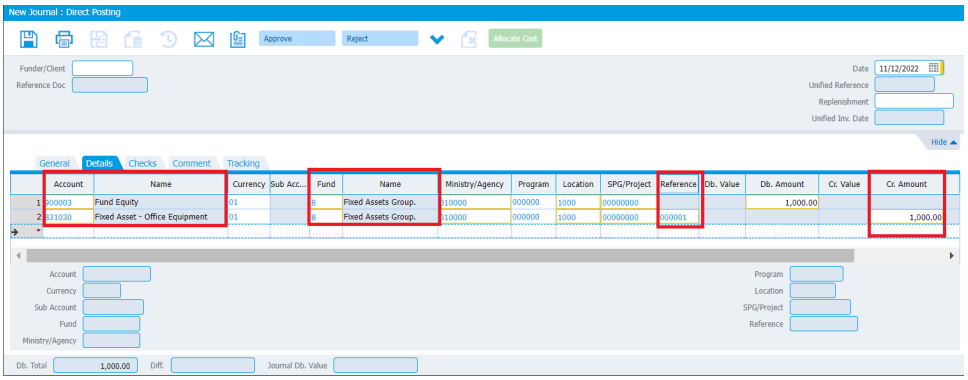
In cases where the asset value is increased/decreased due to asset revaluation without any monetary transactions where no cash being paid or received, the transaction should be recorded by a journal voucher on the Asset Group Fund only, with the following entries

Fixed assets value increased



Please note the transaction details, the Fixed Asset account has an Asset Tag as a Reference and the transaction value is in the **Db**, and the transaction is on the Asset Group Fund.

Fixed assets value decreased

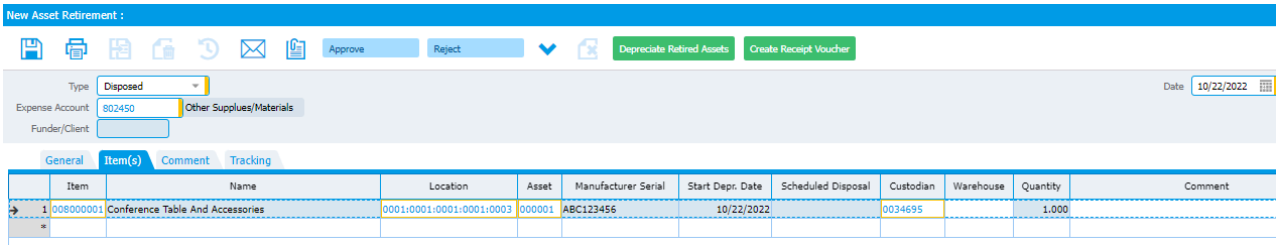


Please note the transaction details, the Fixed Asset account has an Asset Tag as a Reference and the transaction value is in the **Cr.** side, and the transaction is on the Asset Group Fund.

4.2.7.6 Asset Retirement

The asset retirement voucher can be used to remove the asset quantity from locations and asset amount from the Balance sheet.

Asset Management Asset Retirement



Field Name	Purpose	Comments
Type	Retirement type should be selected: Disposed, Lost, Donated or Spare Parts	
Expense Account	The expense account should be selected and it will be used to close	

	the remaining amount/Book value of the fixed assets	
Item	The asset items that defined in the fixed asset	The system will fill the item code automatically if the barcode scanned by barcode scanner
Location	The Location of the fixed assets	The system will fill the location code automatically if the barcode scanned by barcode scanner
Asset	The fixed asset code (tag) that needs to be retired	The system will fill the asset code automatically if the barcode scanned by barcode scanner
Custodian	The custodian of the fixed asset that needs to be retired	The system will fill the custodian code automatically if the barcode scanned by barcode scanner
Manufacturer Serial	Non-entry field, it will reflect the information saved in the fixed asset profile	
Start Depreciation Date	Non-entry field, it will reflect the information saved in the fixed asset profile	
Schedule Disposal	Non-entry field, it will reflect the information saved in the fixed asset profile	
Depreciate Retired Asset	**It will be used to create a depreciation journal for the selected asset in the asset retirement from last depreciation journal date to the retirement date**	**This Step should be performed and the depreciation Journal voucher posted before the Asset Retirement voucher is posted.**
Create a Receipt Voucher	It can be used to sell the asset that linked with asset family contains asset account of type capital expenditure	The result is to create a receipt voucher against revenue