

User Manual (English)

The following are the various modules and domains offered by ERP+ from Technocom, covering a wide range of businesses. You can be a small distributor, a manufacturer, running an educational institute, or a healthcare organization. There is something for everyone.

Connect

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All Rights Reserved © 2019 Technocom Co. W.L.L. - Kingdom of Bahrain **Module: Assets**

Module: Asset

In ERP+, you can maintain fixed asset records for assets like computers, furniture, cars, etc. and manage their depreciations, sale, or disposal. You can track locations of the assets or keep records of employees who are using the asset. You can also manage the maintenance details of the assets.

1. Topics

1.1 Asset Management

- 1. The Asset Module
- 2. Asset Category
- 3. Asset Location
- 4. Asset Maintenance
- 5. Asset Movement

1.2 Asset Transactions

- 1. Asset Value Adjustment
- 2. Purchasing an Asset
- 3. Selling an Asset

1.3 Discarding Assets

- 1. Asset Depreciation
- 2. Scrapping an Asset

1.1 Topic: Asset Management

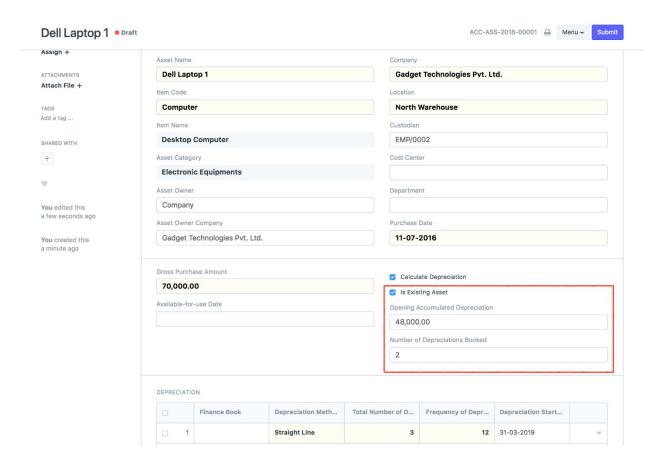
- 1. The Asset Module
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1. The Asset Module

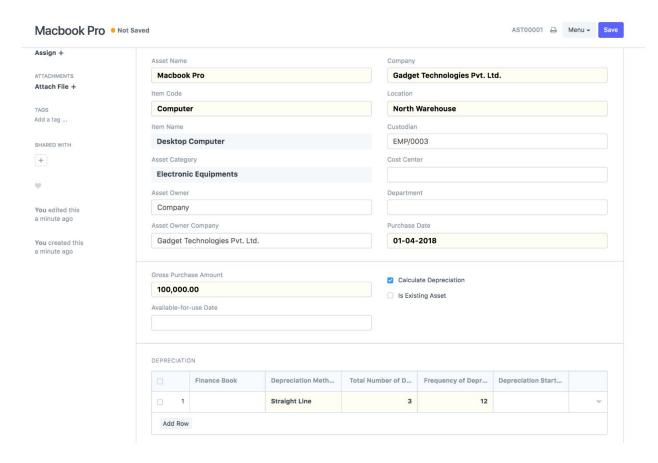
Asset record is the heart of fixed asset management feature. All the transactions related to Asset like purchasing, sales, depreciation, scrapping, movement or maintenance will be managed against the Asset record.

There are two use cases for creating an asset record. The asset can be existing asset which has been bought earlier and it might have already been depreciated partially. Or the asset is a newly purchased item.

For the existing asset, you can create the asset record directly checking "Is Existing Asset" field. In this case, you also need to enter already booked depreciation amount and number of booked depreciations. And based on the input, system will create a schedule for remaining depreciation.

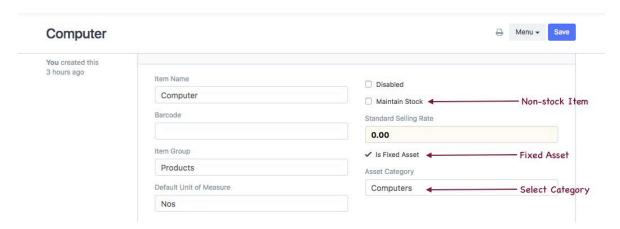


For new asset, you cannot create the asset record directly from Asset master. Asset record will be created automatically on submission of Purchase Receipt / Purchase Invoice for the Asset. And later you can modify the details of the asset record.



Explanation of the fields:

1. Item Code: An Item for the Asset must be a non-stock item, with "Is Asset" field checked.



- 2. Asset Category: The category of assets it belongs to.
- 3. Is Existing Asset: Check if the asset is being carried forward from the previous Fiscal Year. The existing assets which are partially / fully depreciated can also be created/maintained for the future reference.
- 4. Status: The options are Draft, Submitted, Partially Depreciated, Fully Depreciated, Sold and Scrapped.

- 5. Location: Set the location of the asset.
- 6. Gross Purchase Amount: The purchase cost of the asset.
- 7. Depreciation Start Date: The date from which booking of depreciation will be started.
- 8. Expected Value After Useful Life: Useful Life is the time period over in which the company expects that the asset will be productive. After that period, either the asset is scrapped or sold. In case it is sold, mention the estimated value here. This value is also known as Salvage Value, Scrap Value or Residual Value.
- 9. Opening Accumulated Depreciation: The accumulated depreciation amount which has already been booked for an existing asset.
- 10. Available-for-use Date: The date from which the asset has been started to use. The depreciation for the first period will be calculated from this date.
- 11. Current Value (After Depreciation): In case you are creating record of an existing asset which has already been partially/fully depreciated, mention the current value of the asset. In case of new asset, mention the purchase amount or leave it blank.
- 12. Depreciation Method: There are two options: Straight Line and Double Declining Balance.
 - Straight Line: This method spreads the cost of the fixed asset evenly over its useful life.
 - Double Declining Method: An accelerated method of depreciation, it results in higher depreciation expense in the earlier years of ownership.
- 13. Total Number of Depreciations: The total number of depreciations during the useful life. In case of existing assets which are partially depreciated, mention the number of pending depreciations.
- 14. Number of Depreciations Booked: Enter the number of already booked depreciations for an existing asset.
- 15. Frequency of Depreciation (Months): The number of months between two depreciations.
- 16. Next Depreciation Date: Mention the next depreciation date, even if it is the first one. If the asset is an existing one and depreciation has already been completed, leave it blank.

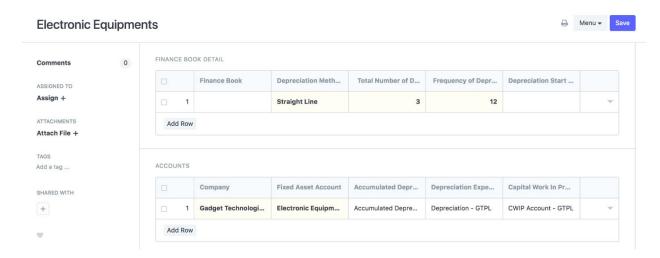
Accounting Entry

On submission of an asset, "Capital Work in Progress" account will be credited and the asset account related to the asset will be debited. Submission is only possible after entering "Available-to-use Date". If "Available-to-use Date" is a future date, then accounting entry will be booked automatically on that date via scheduler.

2. Asset Category

First step towards asset management, is creating Asset Category based on the type of assets. For example, all your desktops and laptops can be part of an Asset Category named "Electronic Equipment".

In Asset Category, you can set default depreciation method, periodicity and depreciation related accounts, which will be applicable to all the assets under the category.



Note: You can also set default depreciation related Accounts and Cost Centers in Company master.

3. Asset Location

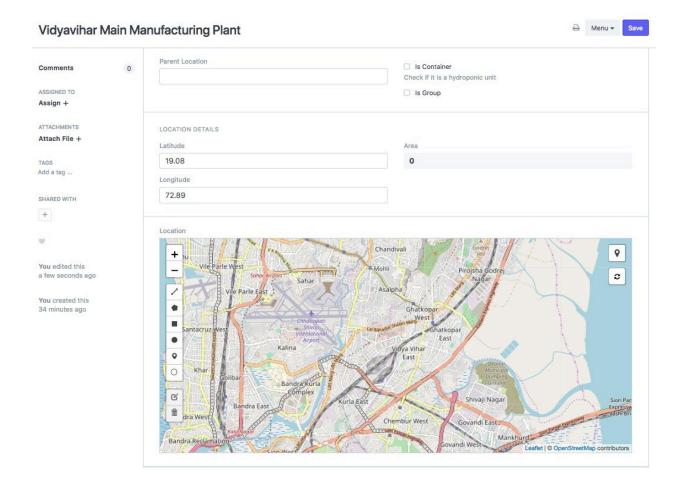
The assets that your organization owns will be located at various facilities like administrative offices, manufacturing plants, warehouses etc. In ERP+ you can create a 'Location' for each of your facilities and track the assets which are present in these locations.

You can also add Latitude and Longitude of the location.

When an asset is moved from one location to another you need to create an asset movement record.

Map

Map of the location is also shown.



4. Asset Maintenance

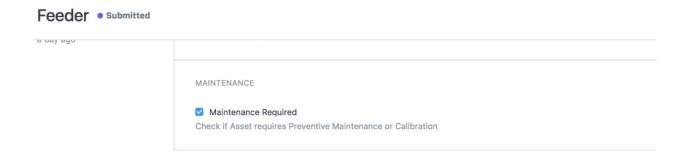
ERP+ provides features to track the details of individual maintenance/calibration tasks for an asset by date, the person responsible for the maintenance and future maintenance due date.

To perform Asset Maintenance in ERP+,

- 1. Enable Asset Maintenance.
- 2. Create Asset Maintenance Team.
- 3. Create Asset Maintenance.
- 4. Create Asset Maintenance Log.
- 5. Create Asset Repair Log.

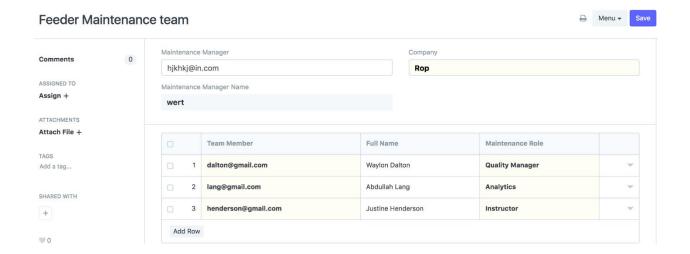
Enable Asset Maintenance

Check Maintain Required in Asset to enable Asset Maintenance



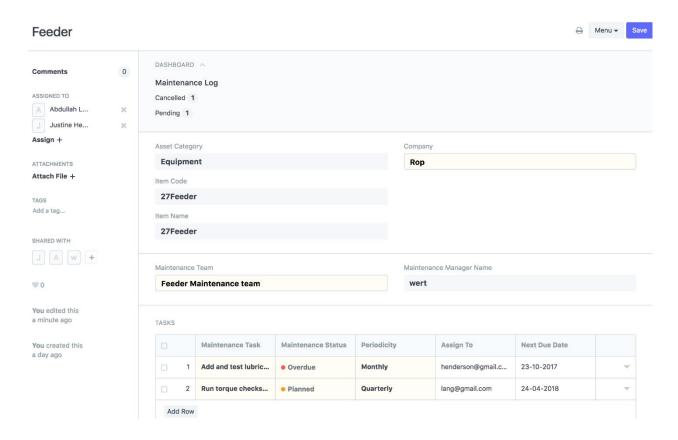
Asset Maintenance Team

Create Asset Maintenance Team, select team members and their role.



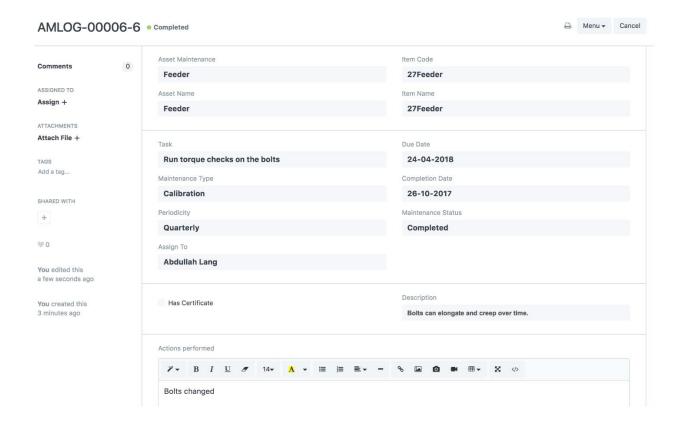
Asset Maintenance

For each asset create an Asset Maintenance record listing all the associated maintenance tasks, maintenance type (Preventive Maintenance or Calibration), periodicity, assign to and start and end date of maintenance. Based on start date and periodicity the next due date is auto-calculated and a To Do is created for the Assignee.



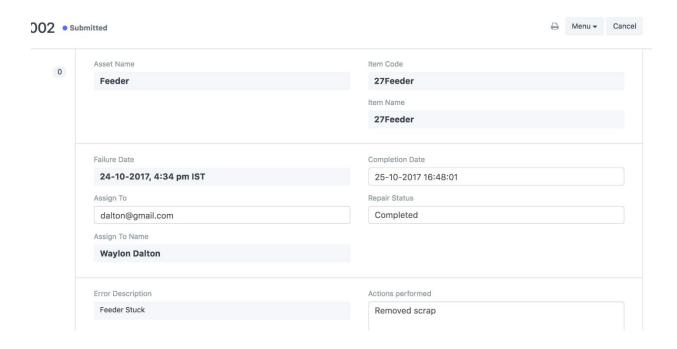
Asset Maintenance Log

For each task in Asset Maintenance, Asset Maintenance Log is auto created to keep track of the upcoming Maintenances. It will have status, completion date and actions performed. Based on completion date here, next due date is calculated automatically and new Asset Maintenance Log is created.



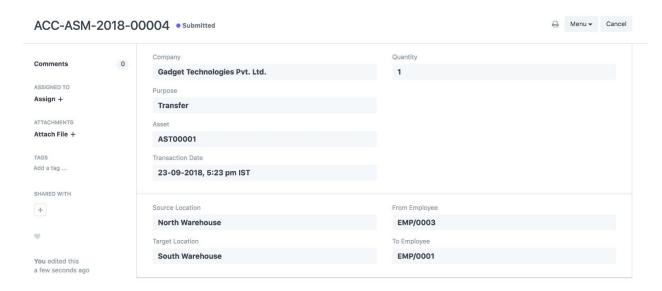
Asset Repair

You can also maintain the records of Repair/Failures of your asset which are not listed in Asset Maintenance.

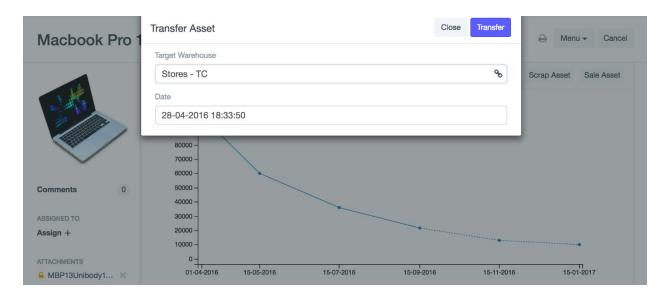


5. Asset Movement

In ERP+, you can track the location of an asset or to whom it is issued. For that, you need to create an Asset Movement transaction, whenever the asset is moved from one location to another. You can also keep a track to issuance of the asset to any employee.



There is also a dedicated button "Transfer Asset" inside the Asset form to initiate the Asset Movement.



1.2 Topic: Asset Transactions

- 1. Asset Value Adjustment
- 2. Purchasing an Asset
- 3. Selling an Asset

1. Asset Value Adjustment

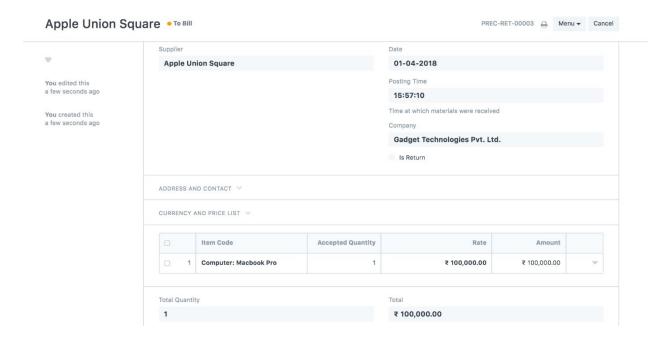
In case of fixed asset management, sometimes the value of an asset needs some adjustment. For example, if a laptop got damaged some reason, and its value will be dropped instantly. And in that case, we have to readjust the value of the asset.

Using Asset Value Adjustment form, you can do that easily. In the transaction, select the asset and mention the current value. And the system will book a "Gain/Loss on asset revaluation" and adjust the valuation of the asset.



2. Purchasing an Asset

For purchasing a new asset, first you have to create Asset Category and related Item record for the asset. Then the normal purchase cycle should be followed for purchasing an asset. In Purchase Receipt or Purchase Invoice through which you are receiving the item, you have to enter "Asset Location". And on submission of the Receipt entry, asset record will be created automatically. You can then enter other details of the asset manually from the Asset record.



Following accounting entries will be posted on submission of the Receipt entry.

Posting Date	Account	Debit (INR)	Credit (INR)	Balance (INR)	Voucher Type	Voucher No
	Opening					
01-04-2018	Asset Received But Not Bill		100,000.000	-100,000.000	Purchase Receipt	PREC-RET-00003-1
3 01-04-2018	CWIP Account - GTPL	100,000.000			Purchase Receipt	PREC-RET-00003-1
	Total	100,000.000	100,000.000			
	01-04-2018	Opening 01-04-2018 Asset Received But Not Bill 01-04-2018 CWIP Account - GTPL	Opening 01-04-2018	Opening 01-04-2018 Asset Received But Not Bill 100,000.000 01-04-2018 CWIP Account - GTPL 100,000.000	Opening 01-04-2018 Asset Received But Not Bill 100,000.000 -100,000.000 01-04-2018 CWIP Account - GTPL 100,000.000	Opening 01-04-2018 Asset Received But Not Bill 100,000.000 -100,000.000 Purchase Receipt 01-04-2018 CWIP Account - GTPL 100,000.000 Purchase Receipt

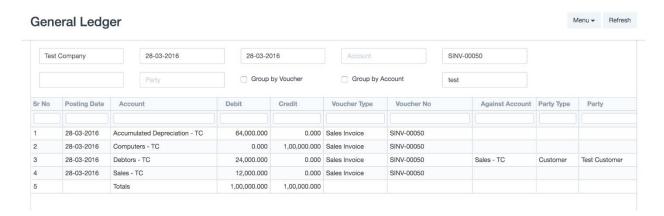
It is noticeable here that, instead of corresponding asset account, Capital Work in Progress (CWIP) has been debited. It is because, asset has been just purchased and it is still not available for use. Until the asset is available for use, the asset value maintained against this account. On the day when it is available for use, the CWIP account gets credited and corresponding asset account gets debited.

We also use a temporary account "Asset Received but Not Billed" (a liability account) which gets credited on submission of Purchase Receipt entry. Later, on submission of Purchase Invoice, this account gets debited / reversed.

3. Selling an Asset

To sell an asset, open the asset record and create a Sales Invoice by clicking on "Sell Asset". On submission of the Sales Invoice, following entries will take place:

- "Receivable Account" (Debtors) will be debited by the sales amount.
- "Fixed Asset Account" will be credited by the purchase amount of asset.
- "Accumulated Depreciation Account" will be debited by the total depreciated amount till now.
- "Gain/Loss Account on Asset Disposal" will be credited/debited based on gain/loss amount. The Gain/Loss account can be set in Company record.

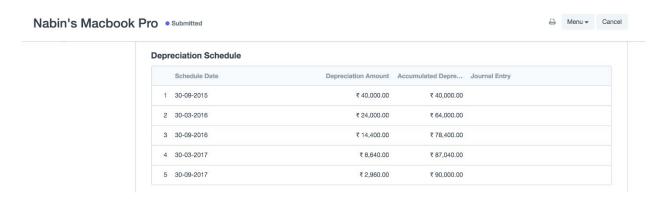


1.3 Topic: Discarding Assets

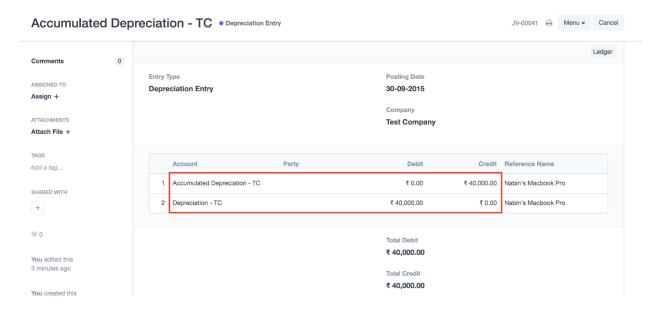
- 1. Asset Depreciation
- 2. Scrapping an Asset

1. Depreciations

The system automatically creates a schedule for depreciation based on depreciation method and other related inputs in the Asset record. It is also possible to create multiple depreciation schedule for different Finance Book.

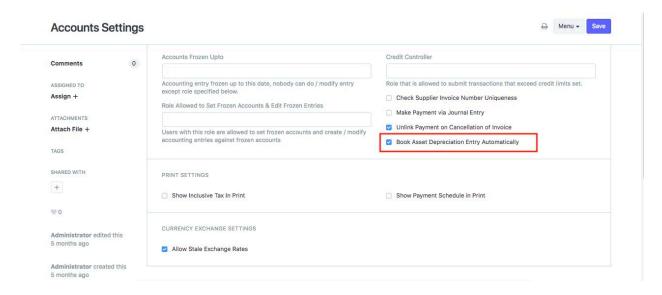


On the scheduled date, system creates depreciation entry by creating a Journal Entry and the same Journal Entry is updated in the depreciation table for reference. Next Depreciation Date and Current Value are also updated on submission of depreciation entry.

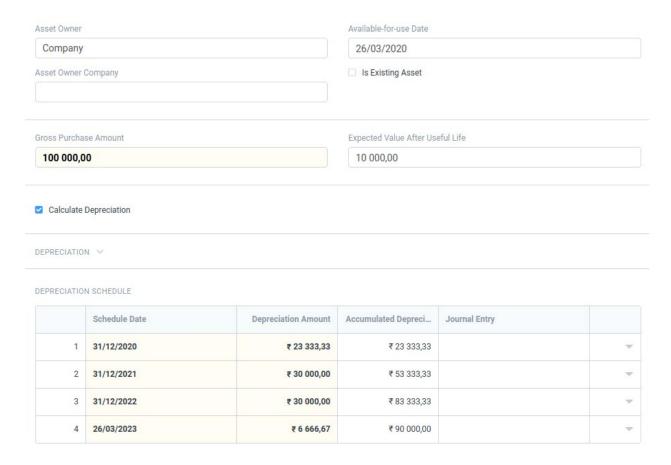


In the depreciation entry, the "Accumulated Depreciation Account" is credited and "Depreciation Expense Account" is debited. The related accounts can be set in the Asset Category or Company.

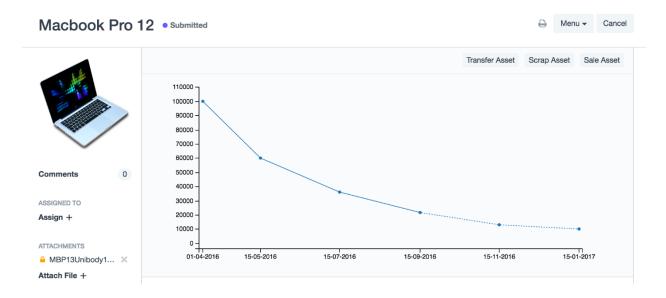
You can enable booking of depreciation entry automatically from "Account Settings". This will create depreciation entry automatically on scheduled date via scheduler. Otherwise, you have to create Journal Entry manually by clicking "Make Depreciation Entry" in corresponding Depreciation Schedule row.



The system will automatically set the fiscal year end date as the next depreciation date and calculate the depreciation amount prorata temporis based on the Available-for-use Date (IFRS16)



For better visibility, net value of the asset on different depreciation dates are shown in a line graph.



Scrapping an Asset

You can scrap an asset anytime using the "Scrap Asset" button in the Asset record. The "Gain/Loss Account on Asset Disposal" mentioned in the Company is debited by the Current Value (After Depreciation) of the asset. After scrapping, you can also restore the asset using "Restore Asset" button.

