

GIFMIS

# **ASSET MANAGEMENT ON GIFMIS**

---

## User Guide

**USERS**

**7/19/2017**

A GUIDE FOR MANAGEMENT OF FIXED ASSETS USING GIFMIS

## Table of Contents

<b>1.0 INTRODUCTION .....</b>	<b>3</b>
1.1 GETTING TO ASSET FUNCTIONALITY .....	3
1.2 ROLES & FUNCTIONS.....	4
<b>2 ASSET REGISTRATION .....</b>	<b>4</b>
2.1 Flow Chart .....	4
2.2 PROCESS FLOWS: .....	4
<b>3 ASSET RECEIPTS .....</b>	<b>5</b>
3.1 AUTOMATIC PROCEDURE.....	5
3.2 MANUAL PROCESSING OF ASSET RECEIPT .....	23
3.3 ASSETS – CONTRACT AND MAINTENANCE .....	37
<b>4 ASSET TRANSFER .....</b>	<b>40</b>
4.1 INTRODUCTION .....	40
4.2 PROCESS FLOW .....	41
<b>5 ASSET REVALUATION .....</b>	<b>56</b>
5.1 INTRODUCTION .....	56
5.2 FLOW CHART .....	56
5.3 PROCESS FLOW .....	56
5.3.1 Desk Officer Asset Revaluation .....	56
<b>6. ASSET DEPRECIATION.....</b>	<b>69</b>
6.1 INTRODUCTION.....	69
<b>7. ASSET DISPOSAL .....</b>	<b>82</b>
7.1 INTRODUCTION .....	82
7.2 FLOW CHART .....	83
7.3 PROCESS FLOW .....	83
<b>8. ASSET AUDIT.....</b>	<b>96</b>
<b>9. ASSET LOCATION.....</b>	<b>98</b>

## 1.0 INTRODUCTION

Asset Management is a function under **Budget Execution Module**. It is an automated way of managing the acquisition, Receipt, registration, revaluation, depreciation, transfer, audit, relocation and or possibly disposal of a fixed asset (non current) of an organization.

### 1.1 GETTING TO ASSET FUNCTIONALITY

**SELECT** or **ENSURE** that after Login you are onto **BUDGET EXECUTION** Module.

Fig 0.1

**SELECT** Budget Execution Module as shown by the arrow below:

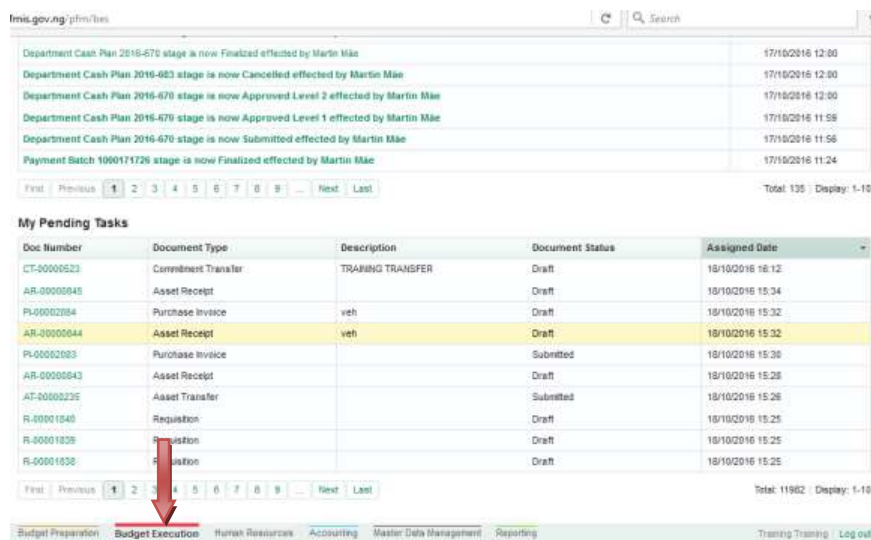


Fig 0.2

After navigating to **BUDGET EXECUTION** module **LOCATE** ASSET on the Budget Execution functionality menu as shown below.



## 1.2 ROLES & FUNCTIONS

- 1 **Asset Registration:** Asset Registration enables one to add an existing asset to the list of assets in the system, and the role is performed by Desk Officers.
- 2 Other functionalities under Asset management are: **Asset Receipts, Asset Transfers, Asset Revaluations, Asset Depreciation, and Asset Disposal** which are performed by the MDA initiating officers otherwise known as ‘desk officers’. A Desk Officer would initiate and submit, while the MDA Reviewer would review the submitted job, MDA First Approver would approve what has been reviewed by the reviewer, and the MDA final Approver then finalizes what the first approver has approved.
- 3 **Asset Audit:** Depending on the subsisting policy of Government, it may be carried out Quarterly, half yearly or annually to confirm the existence and the present condition of an asset. It is a role currently performed by auditor using the Audit Review role.
- 4 **Asset Location:** This function displays the current location of moveable and non-moveable assets and defines new locations when assets are relocated. This role is currently performed by Asset Desk officers.

## 2 ASSET REGISTRATION

This role as stated earlier is performed by: Desk officers.

Fig 1.1

### 2.1 Flow Chart

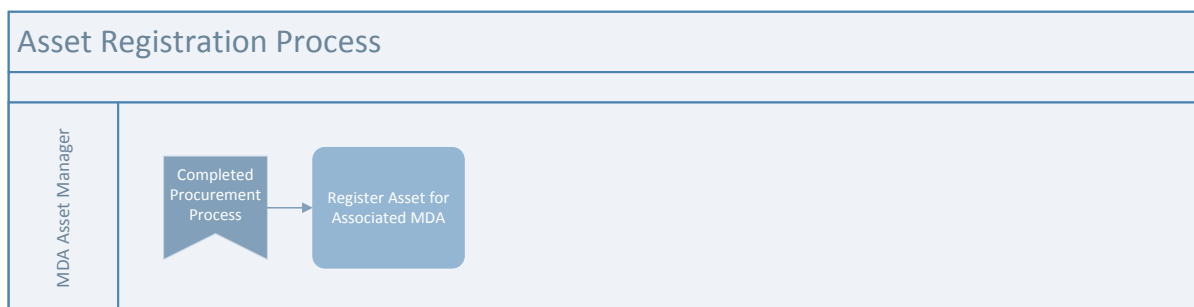


Fig 1.2

### 2.2 PROCESS FLOWS:

The Desk Officer navigates to Budget Execution module after login and clicks on Asset dropdown. SELECT Asset from the dropdown to register an Asset on the system as shown in figure 1.2!



Fig 1.3

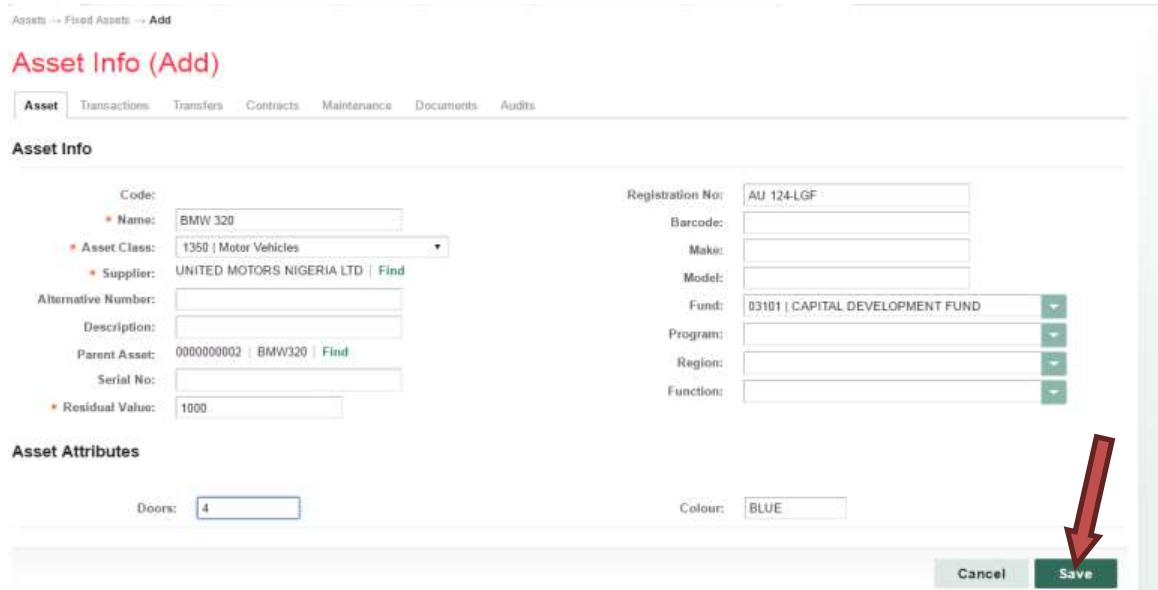
**CLICK** on 'Add new asset' to register an Asset on the system!

### Fixed Assets



Fig 1.4

Then, fill in the fields. (Note that fields with red asterisks are mandatory). **Click** on Save to register the asset as shown below:



## 3 ASSET RECEIPTS

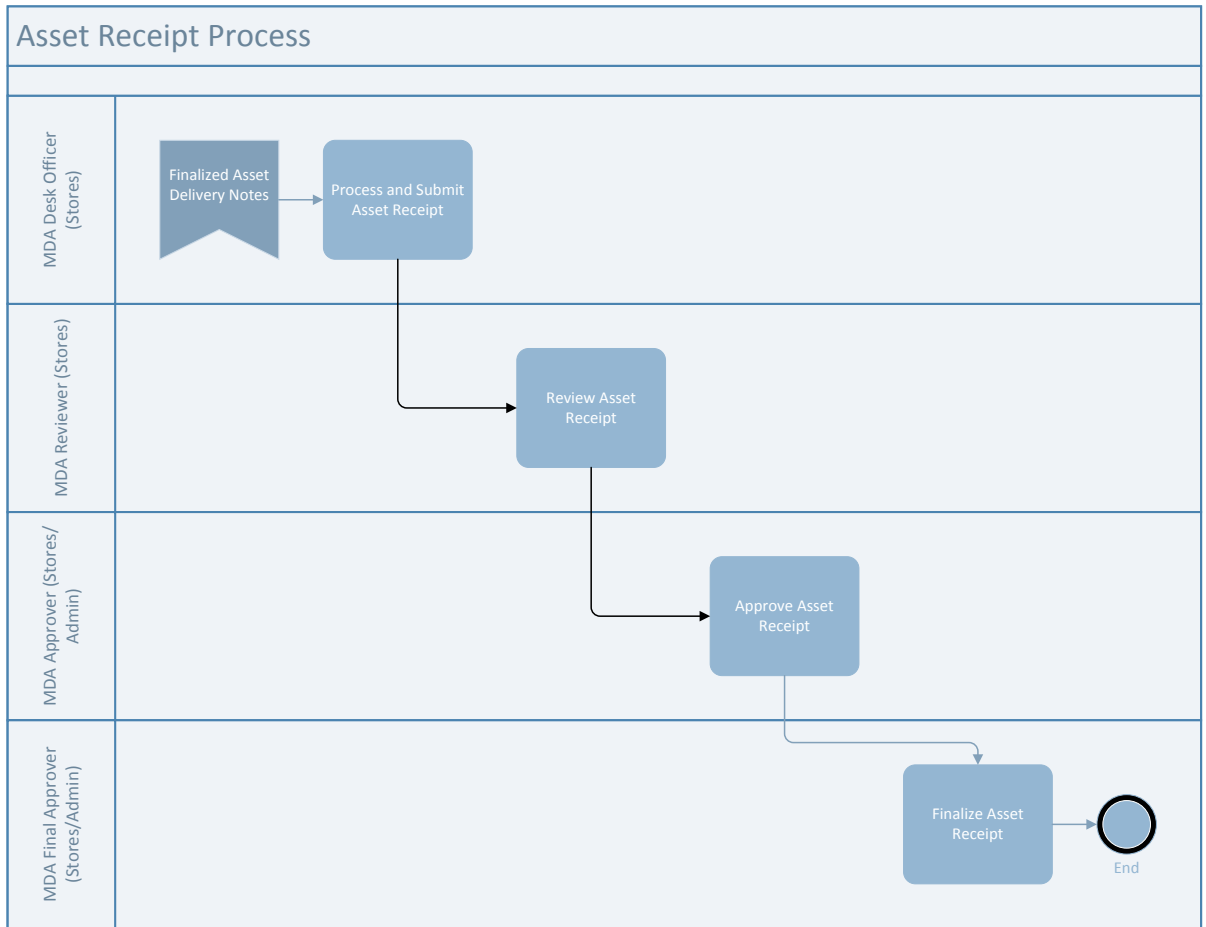
Asset Receipt is the process of taking delivery of the supply of goods and generating evidence which forms the basis for a supplier's payment. Asset Receipt can be processed in two different ways in GIFMIS: Automatically and Manually

### 3.1 AUTOMATIC PROCEDURE:

This is called automatic asset receipt because it is created automatically on finalization of Delivery note. In other words, it becomes a draft under **Asset Receipt List** as soon a delivery note is finalized. The procedure is as shown below:

Fig 2.1

### 3.1.1 FLOW CHART



### 3.1.2 PROCESS FLOW.

After login into the system the initiator of Asset Receipt performs his role to initiate Asset Receipt

Fig 2.2

### 3.1.3 DESK OFFICER ASSET RECEIPT

**SELECT** Asset Receipt from Asset Menu as shown below:

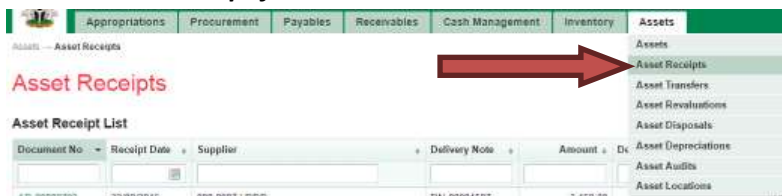


Fig 2.3

**SELECT** one of the automatically generated drafts from the asset receipt list by clicking on the Document No as shown below:

**BUDGET EXECUTION**  
 Appropriations | Procurement | Payables | Receivables | Cash Management | Inventory | Assets

Assets → Asset Receipts

### Asset Receipts

Asset Receipt List + Add new asset receipt

Document No	Receipt Date	Supplier	Delivery Note	Amount	Description	Status
AR-0000797	03/10/2016	00386534-0001   UNITED MOTORS NIGERIA LTD	DN-00001529	4 410 000.00	New Cars for Petrol	Draft
AR-0000798	03/10/2016	00386534-0001   UNITED MOTORS NIGERIA LTD		1 000.00	Being receipt issued to supplier on delivery of Fixed Asset Purchased.	Draft
AR-0000792	22/09/2016	000-0007   DDD	DN-00001507	3 150.00		Draft

**Fig 2.4**  
 After choosing the appropriate document through the document number, one may wish to edit further.

**BUDGET EXECUTION**  
 Appropriations | Procurement | Payables | Receivables | Cash Management | Inventory | Assets

Assets → Asset Receipts

### Asset Receipts

Asset Receipt List + Add new asset receipt

Document No	Receipt Date	Supplier	Delivery Note	Amount	Description	Status
AR-0000797	03/10/2016	00386534-0001   UNITED MOTORS NIGERIA LTD	DN-00001529	4 410 000.00	New Cars for Petrol	Draft
AR-0000798	03/10/2016	00386534-0001   UNITED MOTORS NIGERIA LTD		1 000.00	Being receipt issued to supplier on delivery of Fixed Asset Purchased.	Draft
AR-0000792	22/09/2016	000-0007   DDD	DN-00001507	3 150.00		Draft

**Fig 2.5**  
**CLICK** on Edit tab to Edit or not Edit.

**Asset Receipt: AR-0000792**

Receipt Info | Receipt Lines | Attachments

Asset Receipt Lines

No	DN Line	INV Line	Class	Code	Name	Description	Transaction Type	Line Amount	Edit
1	DN-00001507.2		1350   Motor Vehicles				Investment	3 150.00	Edit

Total: 1 | Display: 1

**Fig 2.6**  
**CLICK** on 'save and close' tab to save as shown below:

**Add/Edit Line** Close

No: 1

Description:

- Class: 1350 | Motor Vehicles
- Asset: 000000248 | BMW 320
- Transaction Type: Investment
- Line Amount: 3150

**Save and Close**

**Fig 2.7**

See whether your changes are effected



Fig 2.8

**CLICK** on 'attachment' tab, and then click on 'Add new attachment' to attach relevant documents as shown below.



Fig 2.9

**Fill in the name** and **click** the document file tab to choose the appropriate file to attach.

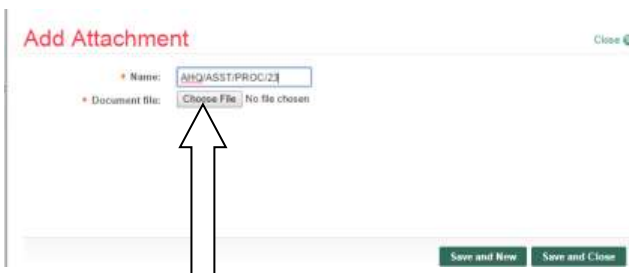


Fig 2.10

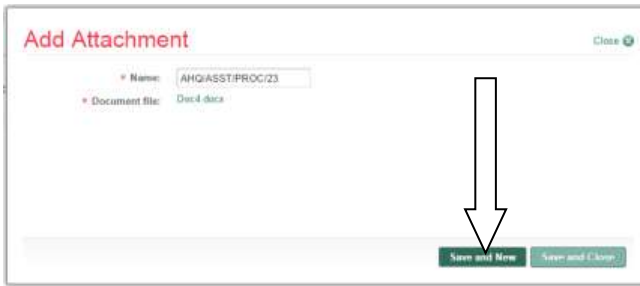
**Highlight the file** and **click** on open tab to choose a file.



Fig 2.11

**CLICK** on 'save and new' to add more files or 'save and close' to end the session as may be desired.





**Fig 2.12**

**File is attached successfully.**



**Fig 2.13**

**CLICK on Receipt Info tab to submit receipt.**



**Fig 2.14**

**CLICK on Submit Asset Receipt tab to submit asset receipt after writing a comment on the comment box (though writing comment is optional).**

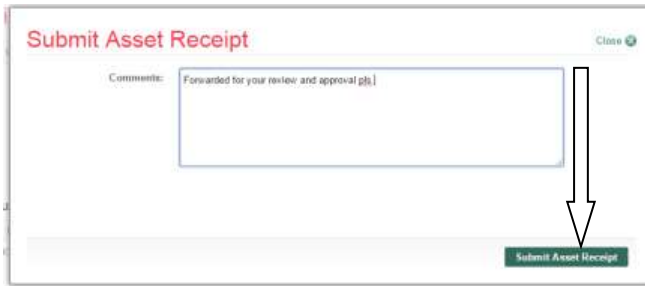


Fig 2.15

Asset receipt is submitted successfully.



### 3.1.2 REVIEWER ASSET RECEIPT

Fig 2.16

The reviewer logs into GIFMIS, select from the submitted 'Asset receipts document' to be approved from the dashboard, open it by clicking the document number, navigates to receipt lines to see details and go back to Receipt Info page to approve. He approves by clicking on 'Approve' button below or rejects if he has issues, otherwise; Go to ASSET Icon on the screen as shown below;



Fig 2.17

**SELECT** the 'Asset Receipts' from the Assets Menu as shown below:

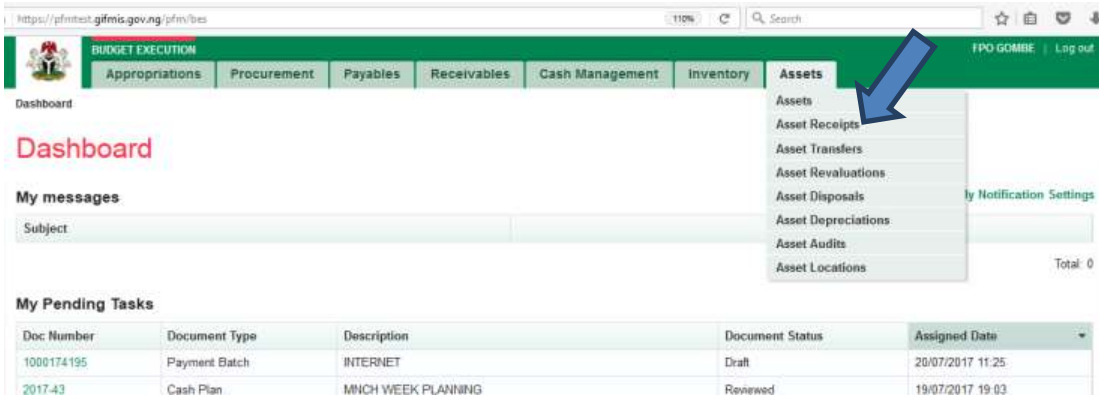


Fig 2.18

**CLICK** on the drop-down below the Status column to select the appropriate document status needed as shown below:



Fig 2.19

**SELECT** Submitted from the Status Menu as shown below:

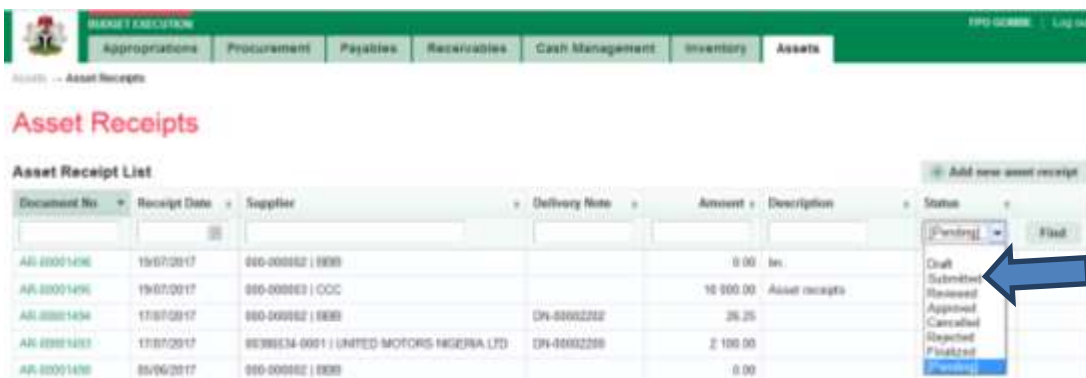


Fig 2.20

**CLICK** on 'Find' to filter the Asset Receipt document on Submitted Status as shown below:

**BUDGET EXECUTION** | FPO GOMBE | Log out

Appropriations | Procurement | Payables | Receivables | Cash Management | Inventory | **Assets**

Assets → Asset Receipts

### Asset Receipts

Asset Receipt List Add new asset receipt

Document No.	Receipt Date	Supplier	Delivery Note	Amount	Description	Status	
AR-00001436	19/07/2017	000-000002   E900		0.00	bn.	Draft	Submit
AR-00001436	19/07/2017	000-000003   CCC		10 000.00	Asset receipts	Draft	Find
AR-00001436	17/07/2017	000-000002   E900	DN-00002202	26.25		Draft	
AR-00001433	17/07/2017	0000034-0001   UNITED MOTORS NIGERIA LTD	DN-00002200	2 100.00		Draft	
AR-00001430	05/06/2017	000-000002   E900		0.00		Draft	

Fig 2.21

**CLICK** on the document number to open and review the details of the document for review as shown below:

**BUDGET EXECUTION** | FPO GOMBE | Log out

Appropriations | Procurement | Payables | Receivables | Cash Management | Inventory | **Assets**

Assets → Asset Receipts

### Asset Receipts

Asset Receipt List Add new asset receipt

Document No.	Receipt Date	Supplier	Delivery Note	Amount	Description	Status	
AR-00001470	11/04/2017	000-0001   MUSA YUSUF & CO. LTD.		900 000.00		Submitted	Find
AR-00001329	18/12/2016	000-0004   AAA		80 000.00	stationery	Submitted	

Total: 2 | Display: 1-2

Fig 2.22

**CLICK** on Receipts lines to see the details in the line review as shown below:

**BUDGET EXECUTION** | FPO GOMBE | Log out

Appropriations | Procurement | Payables | Receivables | Cash Management | Inventory | **Assets**

Assets → Asset Receipts

### Asset Receipt: AR-00001470

Receipt Info | Receipt Lines | Attachments

Asset Receipt Info Print

Document No: AR-00001470 | Receipt Date: 11/04/2017  
 Supplier: 000-0001 | MUSA YUSUF & CO. LTD. | Receipt Total Amount: 900 000.00  
 Description: | Delivery Note:

Asset Receipt Status History

Date	Status	Responsible Person	Comment
11/04/2017 15:36	Draft	Training Training	
11/04/2017 15:37	Submitted	Training Training	

← Back to list Approve | Reject

Fig 2.23

**VIEW** the details of the line to see if there is anything that needs to be corrected; otherwise see the next screen shot....

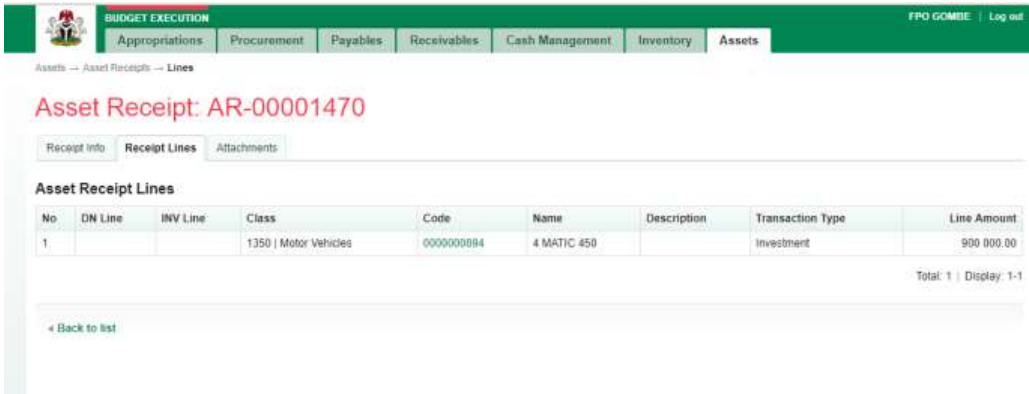


Fig 2.24

If there is nothing to correct, **CLICK** on 'Receipt Info' to go back to the approval page to approve the document as shown below:

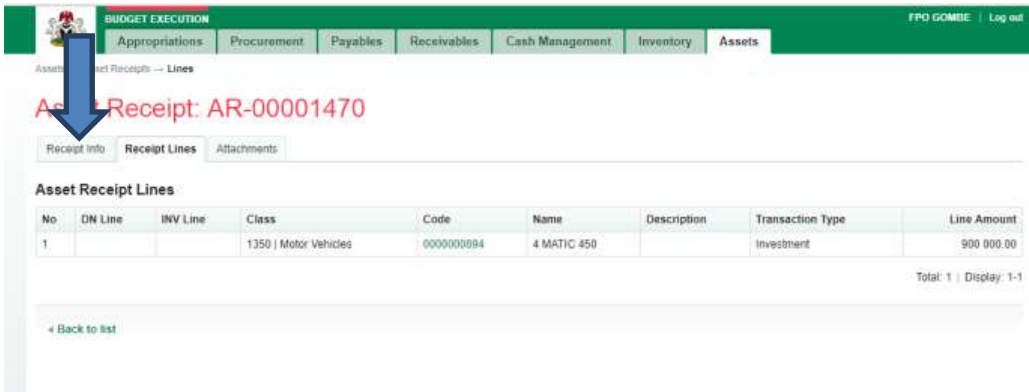


Fig 2.25

**CLICK** on Approve or Reject tabs to approve or Reject the Asset Receipt review as shown below:

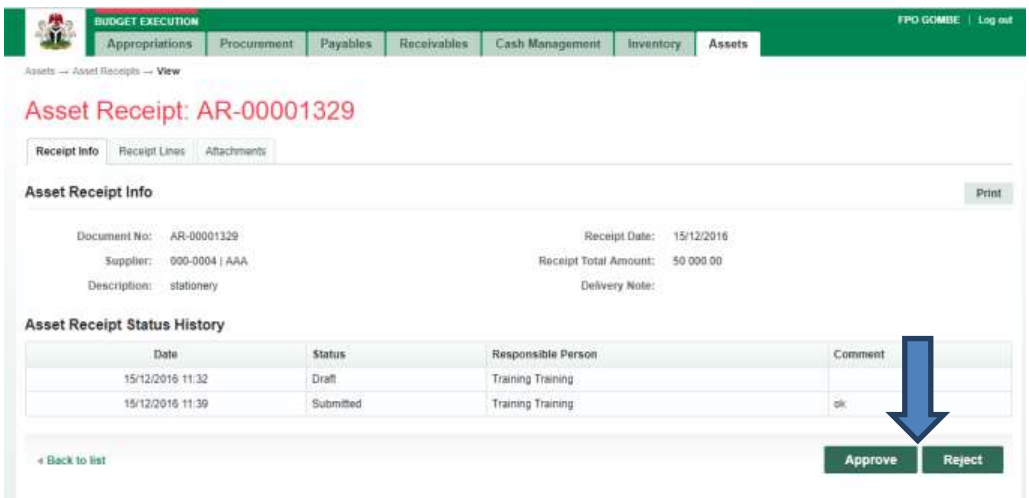


Fig 2.26

**CLICK** on Approve to Approve or Reject to reject and write a comment on comment field. (Note that comment is optional on approval but mandatory on rejection); as the case may be and as shown below:



### 3.1.3 FIRST APPROVER ASSET RECEIPT

Fig 2.27

The First approver like the reviewer, logs into GIFMIS, select from the submitted 'Asset receipts document' to be approved from the DASHBOARD, open it by clicking the document number, navigates to receipt lines to see details and go back to Receipt Info page to approve. He approves by clicking on 'Approve' button below or rejects if he has issues, otherwise; Go to ASSET Icon on the screen as shown below;



Fig 2.28

**SELECT** the 'Asset Receipts' from the Assets Menu.

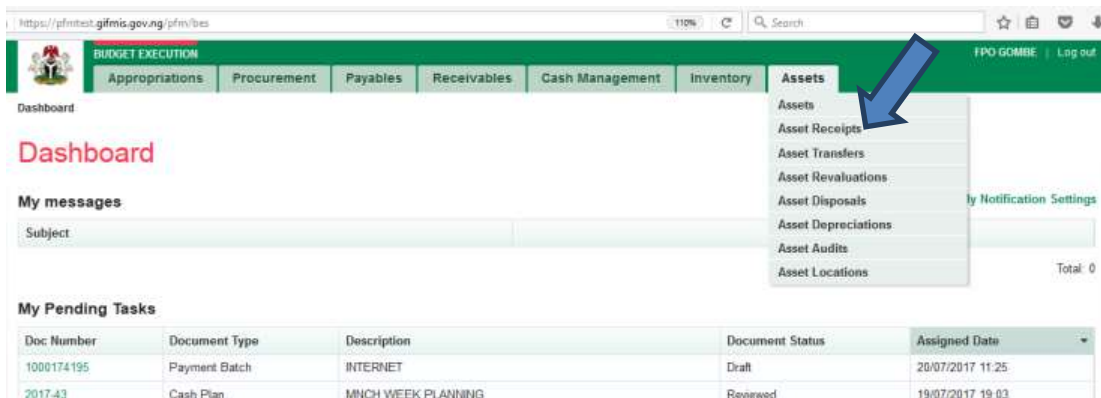


Fig 2.29

**CLICK** on the drop-down below the Status column to select the appropriate document status needed as shown below:



Fig 2.30

**SELECT** Reviewed from the Status Menu as shown below:

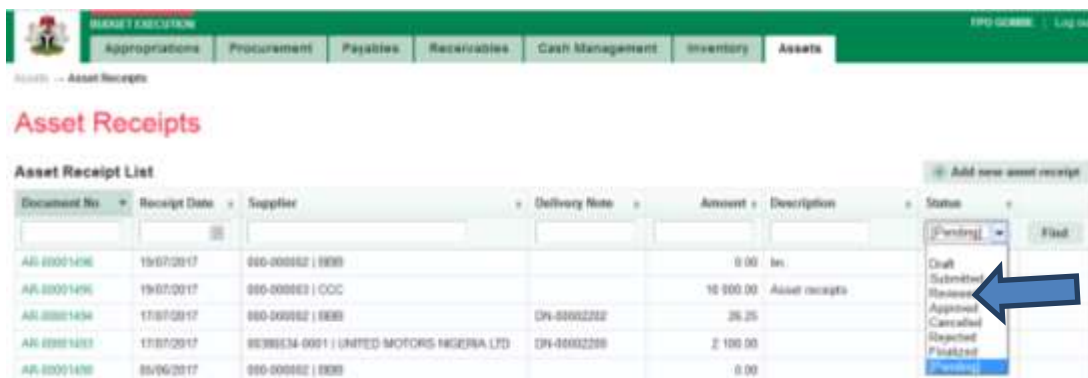


Fig 2.31

CLICK on 'Find' to filter the Asset Receipt document on Submitted Status as shown below:

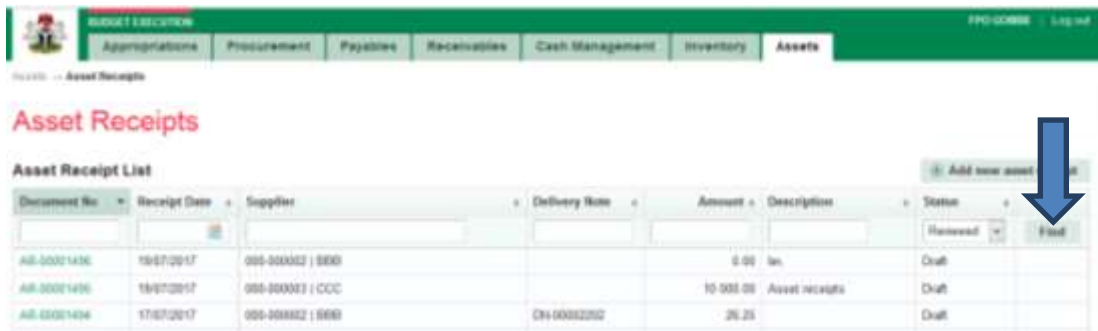


Fig 2.32

CLICK on the document number to open and review the details of the document for approval as shown below:



Fig 2.33

CLICK on Receipts lines to see the details in the line review as shown below:

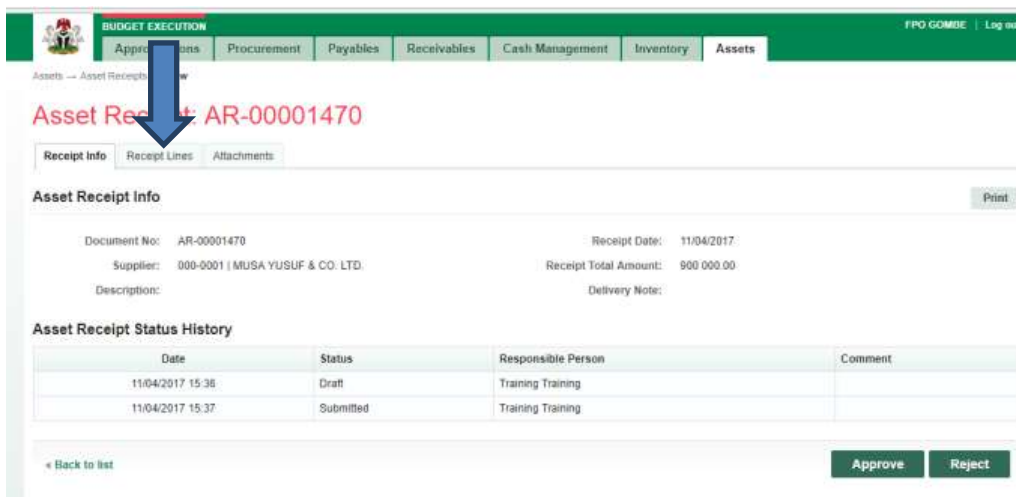




Fig 2.34

**VIEW** the details of the line to see if there is anything that needs to be corrected

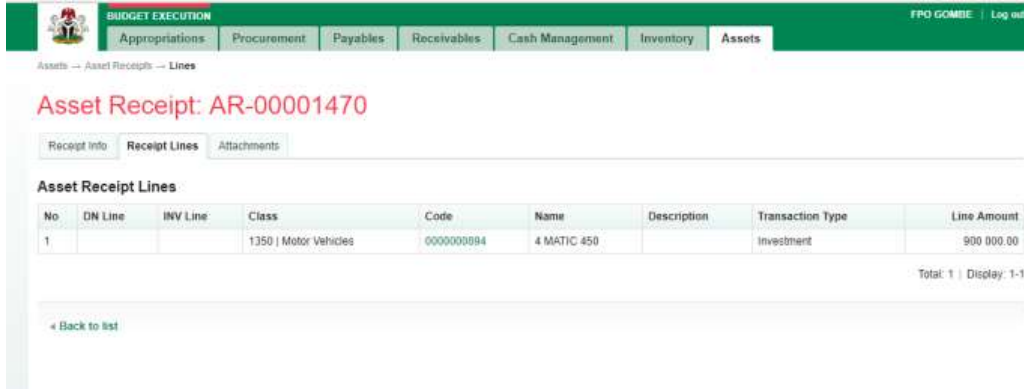


Fig 2.35

If there is nothing to correct, **CLICK** on 'Receipt Info' to go back to the approval page to approve the document as shown below:

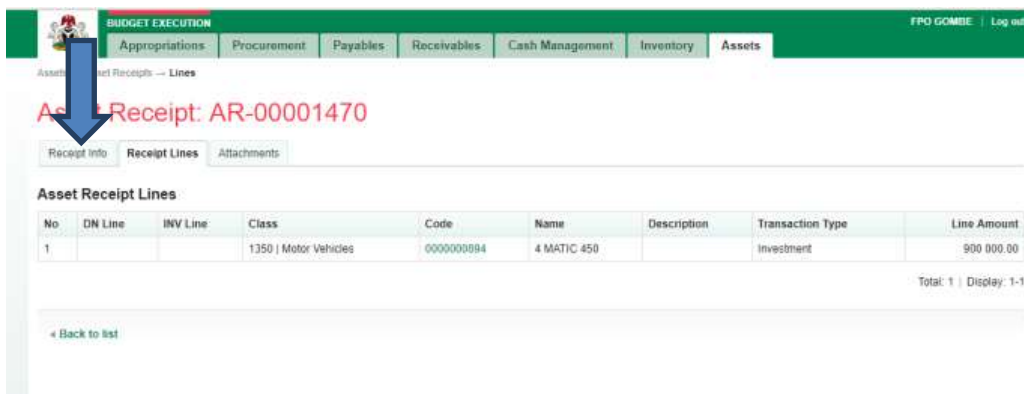


Fig 2.36

**CLICK** on Approve or Reject tabs (where there is need to reject) to Approve or Reject the Asset Receipt as shown below:

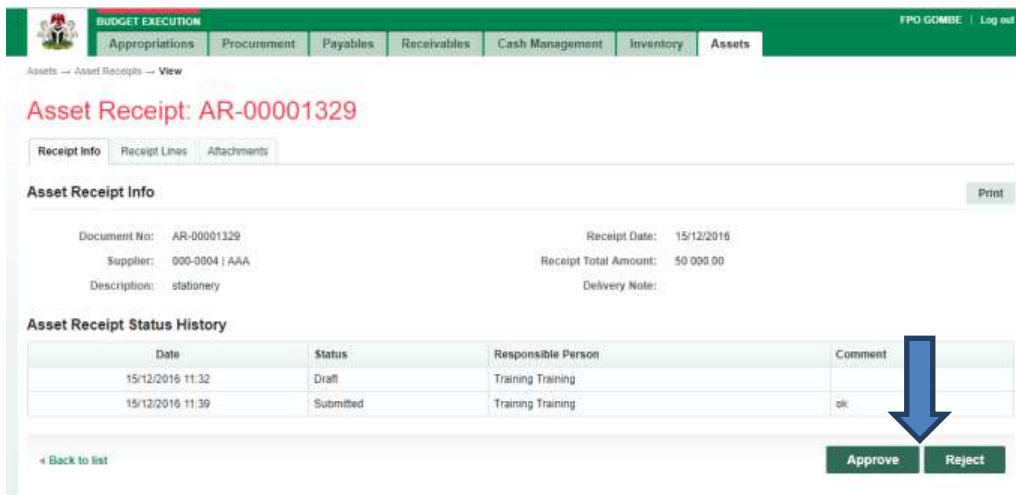
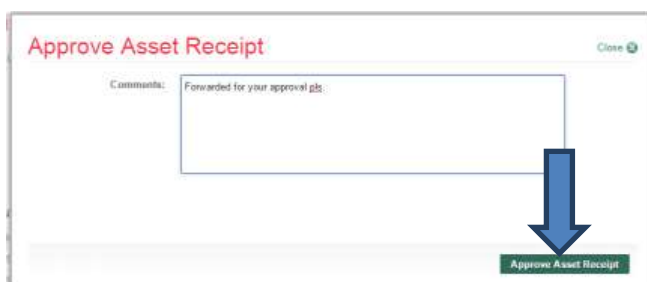


Fig 2.37

**CLICK** on Approve tab to Approve or Reject to reject (Note that comment is optional on Approval but mandatory on Rejection) as shown below:



### 3.1.4 FINAL APPROVER ASSET RECEIPT

Fig 2.38

The Final approver like the First approver, logs into the system, select from the Approved 'Asset receipts document' to be Finalize from the DASHBOARD, open it by clicking the document number, navigates to receipt lines to see details and go back to Receipt Info page to Finalize. He approves by clicking on 'Finalize' button b or rejects if he has issues, otherwise; Go to ASSET Icon on the screen as shown below;



Fig 2.39

**SELECT** the 'Asset Receipts' from the Assets Menu.

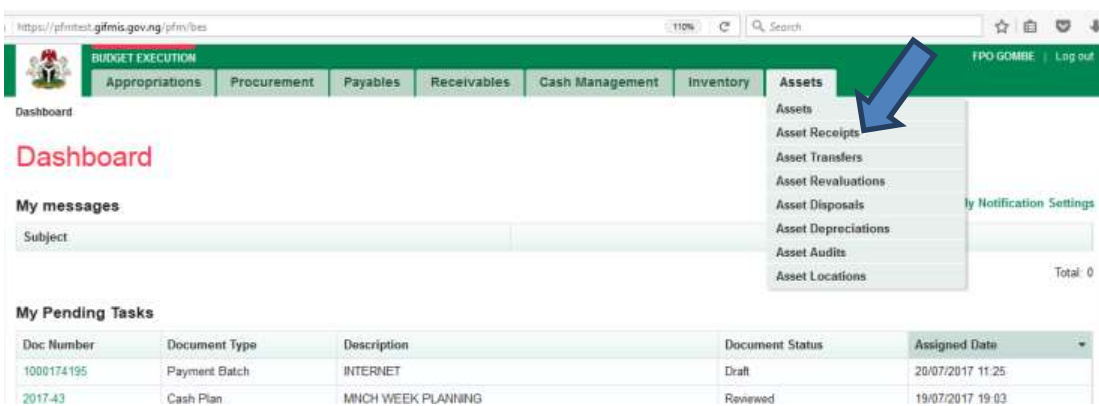


Fig 2.40

**CLICK** on the drop-down below the Status column to select the appropriate document status needed as shown below:



Fig 2.41

**SELECT** Approved from the Status Menu as shown below:

**BUDGET EXECUTION** | Appropriations | Procurement | Payables | Receivables | Cash Management | Inventory | **Assets** | FPO 02/000 | Log out

Assets - Asset Receipts

### Asset Receipts

Asset Receipt List

Document No.	Receipt Date	Supplier	Delivery Note	Amount	Description	Status
AR-0001436	19/07/2017	000-000002   0000		0.00	In.	Draft
AR-0001436	19/07/2017	000-000003   0000		10 000.00	Asset receipts	Draft
AR-0001434	17/07/2017	000-000002   0000	DN-00002202	26.25		Approved
AR-0001433	17/07/2017	00390134-0001   UNITED MOTORS NIGERIA LTD	DN-00002200	2 100.00		Approved
AR-0001430	09/06/2017	000-000002   0000		0.00		Pending

Fig 2.42

**CLICK** on 'Find' to filter the Asset Receipt document on 'Approved' Status as shown below:

**BUDGET EXECUTION** | Appropriations | Procurement | Payables | Receivables | Cash Management | Inventory | **Assets** | FPO 02/000 | Log out

Assets - Asset Receipts

### Asset Receipts

Asset Receipt List

Document No.	Receipt Date	Supplier	Delivery Note	Amount	Description	Status
AR-0001436	19/07/2017	000-000002   0000		0.00	In.	Draft
AR-0001430	19/07/2017	000-000003   0000		10 000.00	Asset receipts	Draft

Fig 2.43

**CLICK** on the document number to open and review the details of the document for approval as shown below:

**BUDGET EXECUTION** | Appropriations | Procurement | Payables | Receivables | Cash Management | Inventory | **Assets** | Market Mkt | Log out

Assets - Asset Receipts

### Asset Receipts

Asset Receipt List

Document No.	Receipt Date	Supplier	Delivery Note	Amount	Description	Status
AR-00001470	11/04/2017	000-0001   MUSA YUSUF & CO. LTD.		900 000.00		Submitted
AR-00001329	18/12/2016	000-0004   AAA		80 000.00	stationery	Submitted

Total: 2 | Display: 1-2

Fig 2.44

**CLICK** on Receipts lines to see the details in the line review as shown below:

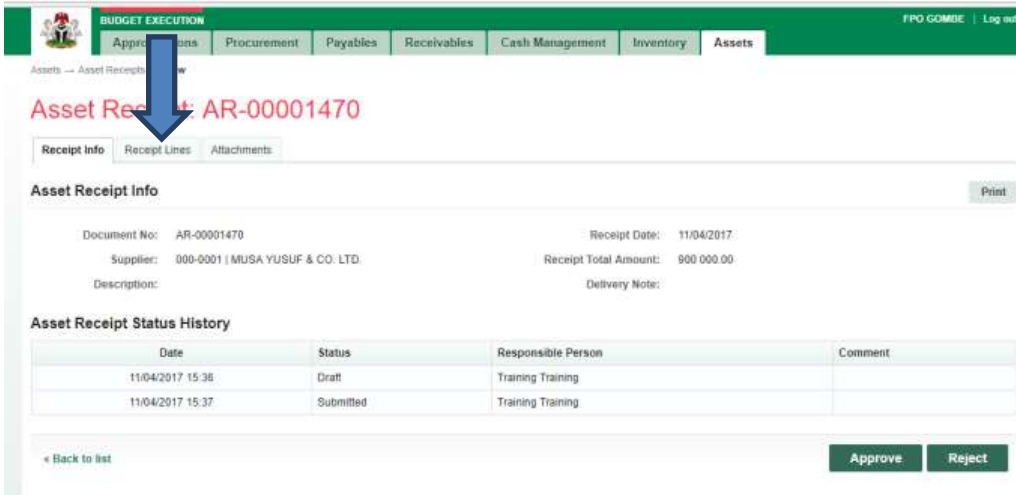


Fig 2.45

**VIEW** the details of the line to see if there is anything that needs to be corrected

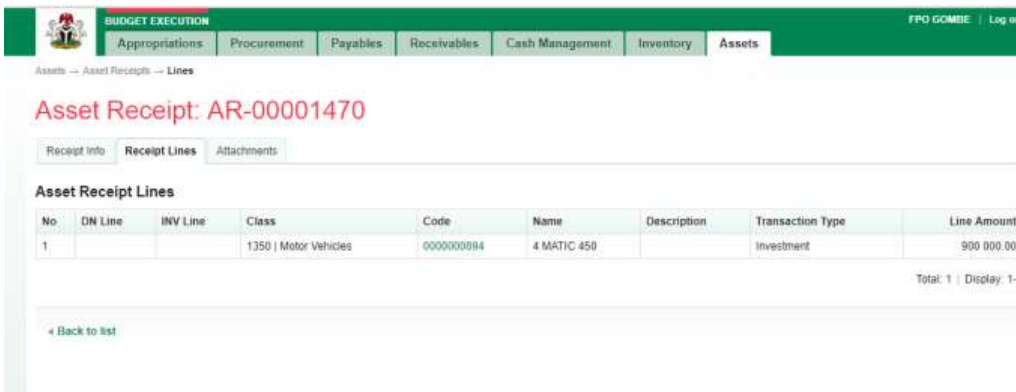


Fig 2.46

If there is nothing to correct, **CLICK** on 'Receipt Info' to go back to the approval page to approve the document as shown below:

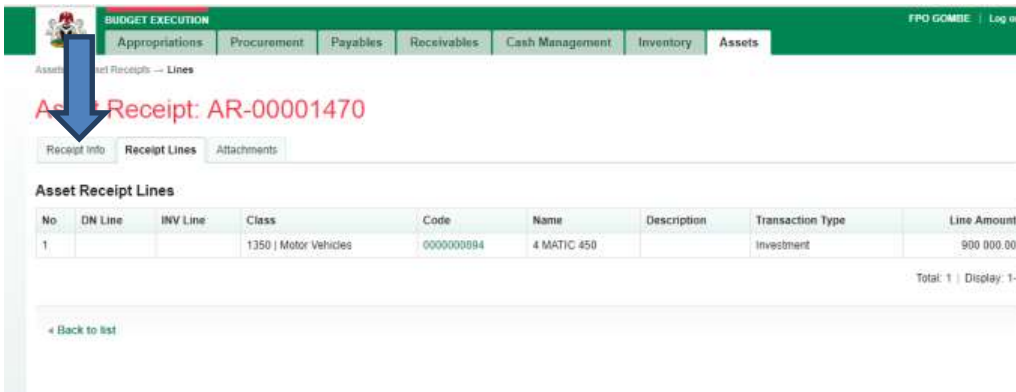


Fig 2.47

**CLICK** on Finalize or Reject tabs to Finalize or Reject the Asset Receipt as shown below:

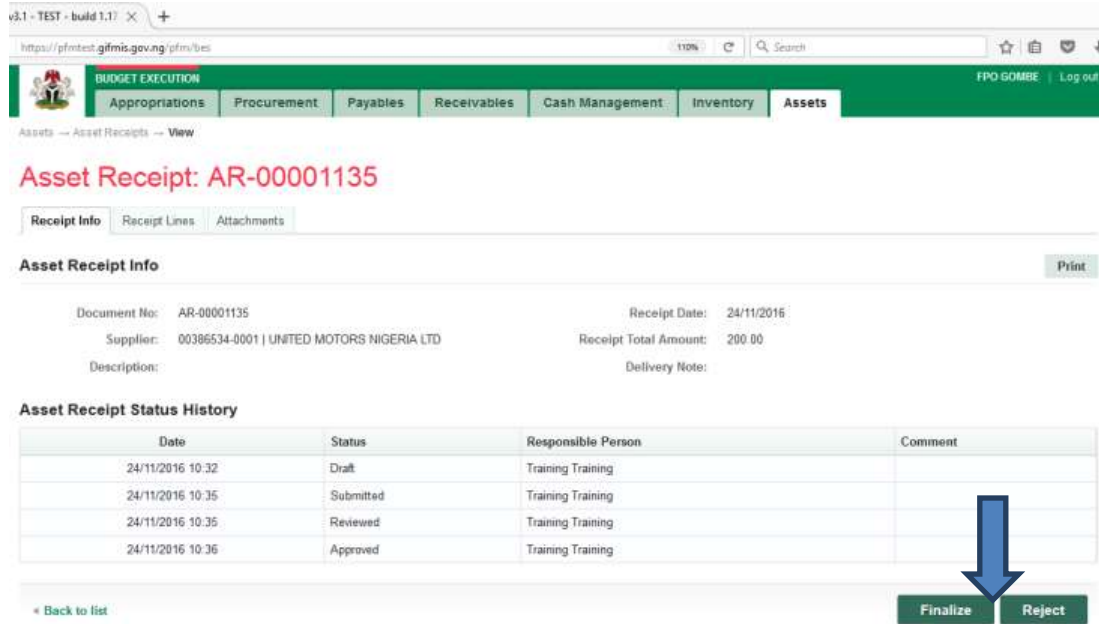
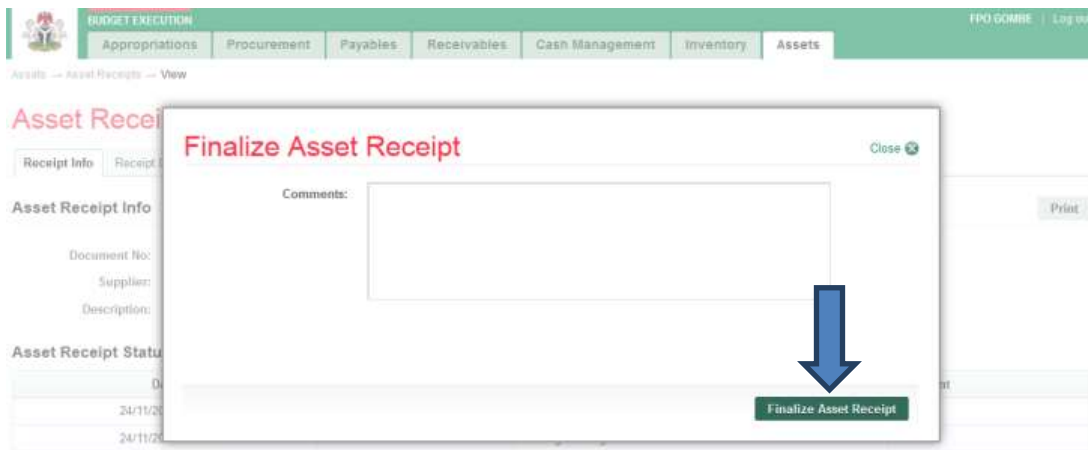


Fig 2.48

**CLICK** on Finalize to Finalize or Reject to reject and write a comment on comment field. (Note that comment is optional on approval but mandatory on rejection); as the case may be and as shown below



### 3.2 MANUAL PROCESSING OF ASSET RECEIPT:

#### 3.2.1 DESK OFFICER ASSET RECEIPT:

The same act of creating a receipt on delivery automatically as shown above can equally be done manually by adding a new receipt from the interface as would be shown below:

Fig 2.49

After logging into the system navigate to Budget Execution module; then 'go to' Asset icon and SELECT from the Asset menu – 'Asset Receipt', then CLICK on 'Add new receipt' manually as shown below.



Fig 2.50

Fill in the required fields and click on Save.

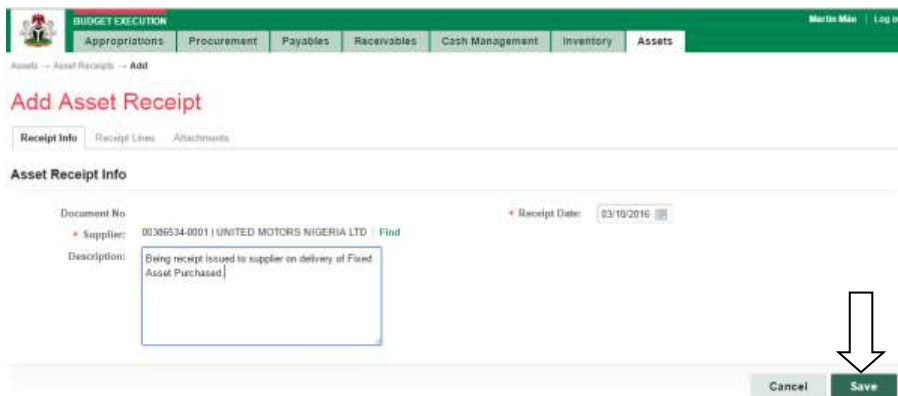


Fig 2.51

Data saved successfully! Click on Request Lines to register the asset



Fig 2.52

**CLICK** Add new line.



Fig 2.53

**CLICK** On save and close after defining the line.

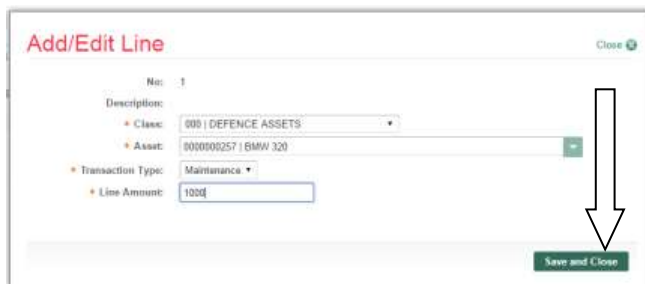
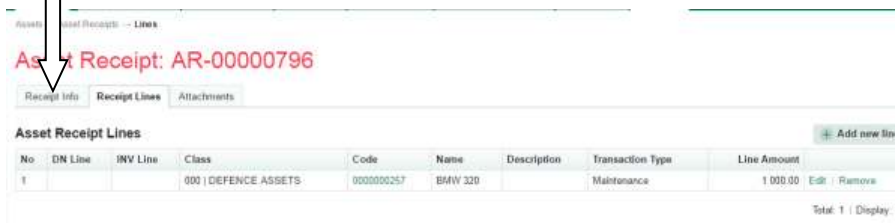


Fig 2.54

**CLICK** on Receipt Info to navigate to submit or cancel tab for submission as shown below:



### 3.2.2 REVIEWER ASSET RECEIPT

Fig 2.55

The reviewer logs into system, select from the submitted 'Asset receipts document' to be approved from the dashboard, open it by clicking the document number, navigates to receipt lines to see details and go back to Receipt Info page to approve. He approves by clicking on 'Approve' button below or rejects if he has issues, otherwise; Go to ASSET Icon on the screen as shown below;



Fig 2.19

**SELECT** the 'Asset Receipts' from the Assets Menu as shown below:

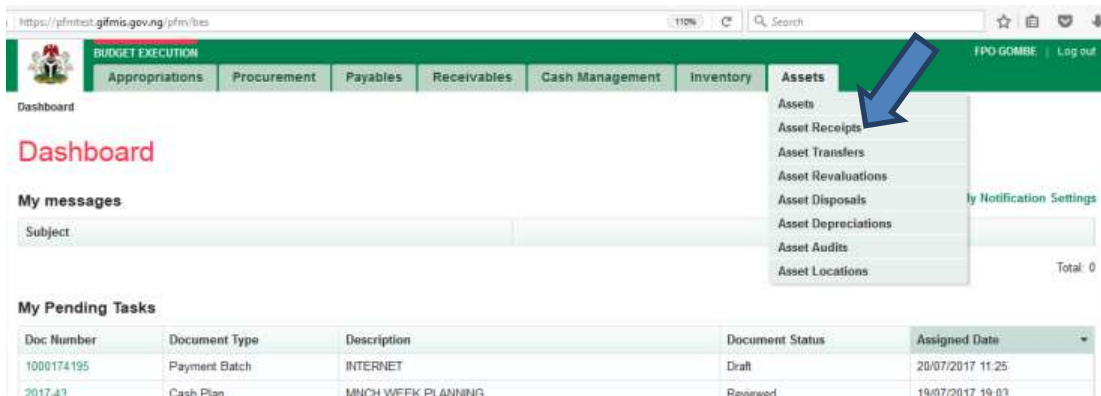


Fig 2.20

**CLICK** on the drop-down below the Status column to select the appropriate document status needed as shown below:



Fig 2.21

**SELECT** Submitted from the Status Menu as shown below:

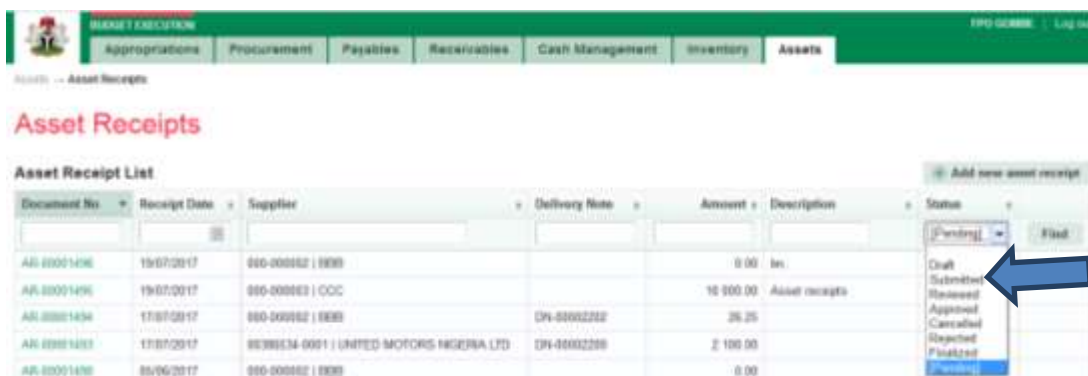


Fig 2.22

**CLICK** on 'Find' to filter the Asset Receipt document on Submitted Status as shown below:

**BUDGET EXECUTION** | FPO GOMBE | Log out

Appropriations | Procurement | Payables | Receivables | Cash Management | Inventory | **Assets**

Assets → Asset Receipts

### Asset Receipts

Asset Receipt List Add new asset receipt

Document No.	Receipt Date	Supplier	Delivery Note	Amount	Description	Status	
AR-00001436	19/07/2017	000-000002   E900		0.00	bn.	Draft	Submitter   Find
AR-00001436	19/07/2017	000-000003   CCC		10 000.00	Asset receipts	Draft	
AR-00001436	17/07/2017	000-000002   E900	DN-00002202	26.25		Draft	
AR-00001433	17/07/2017	0000034-0001   UNITED MOTORS NIGERIA LTD	DN-00002200	2 100.00		Draft	
AR-00001430	05/06/2017	000-000002   E900		0.00		Draft	

Fig 2.23

**CLICK** on the document number to open and review the details of the document for review as shown below:

**BUDGET EXECUTION** | FPO GOMBE | Log out

Appropriations | Procurement | Payables | Receivables | Cash Management | Inventory | **Assets**

Assets → Asset Receipts

### Asset Receipts

Asset Receipt List Add new asset receipt

Document No.	Receipt Date	Supplier	Delivery Note	Amount	Description	Status	
AR-00001470	11/04/2017	000-0001   MUSA YUSUF & CO. LTD.		900 000.00		Submitted	Submitter   Find
AR-00001329	18/12/2016	000-0004   AAA		80 000.00	stationery	Submitted	

Total: 2 | Display: 1-2

Fig 2.24

**CLICK** on Receipts lines to see the details in the line review as shown below:

**BUDGET EXECUTION** | FPO GOMBE | Log out

Appropriations | Procurement | Payables | Receivables | Cash Management | Inventory | **Assets**

Assets → Asset Receipts

### Asset Receipt: AR-00001470

Receipt Info | Receipt Lines | Attachments

Asset Receipt Info Print

Document No: AR-00001470 | Receipt Date: 11/04/2017  
 Supplier: 000-0001 | MUSA YUSUF & CO. LTD. | Receipt Total Amount: 900 000.00  
 Description: | Delivery Note:

Asset Receipt Status History

Date	Status	Responsible Person	Comment
11/04/2017 15:36	Draft	Training Training	
11/04/2017 15:37	Submitted	Training Training	

← Back to list Approve | Reject

Fig 2.25

**VIEW** the details of the line to see if there is anything that needs to be corrected; otherwise see the next screen shot....

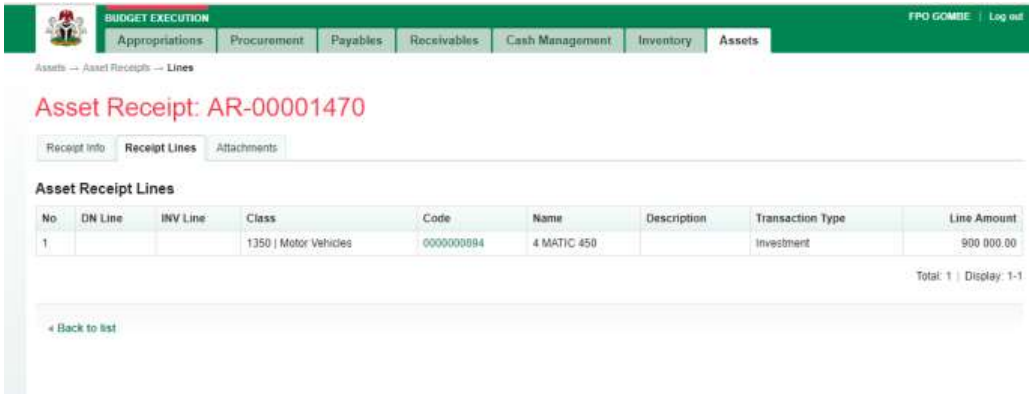


Fig 2.26

If there is nothing to correct, **CLICK** on 'Receipt Info' to go back to the approval page to approve the document as shown below:

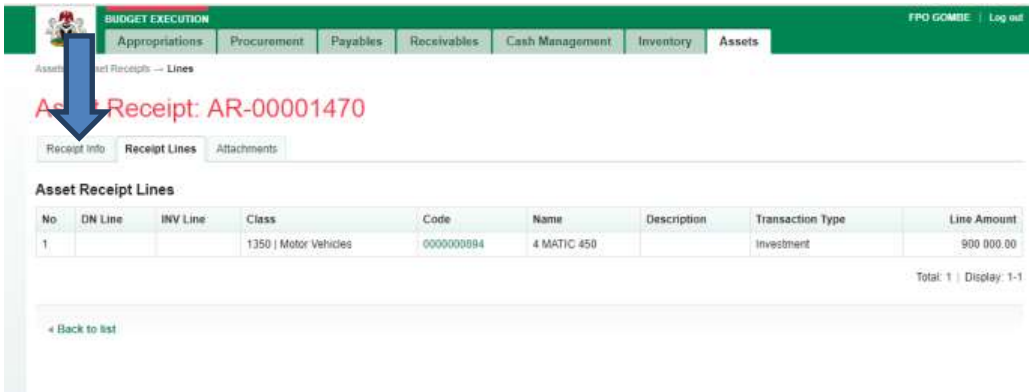


Fig 2.27

**CLICK** on Approve or Reject tabs (where there is need to reject) to Approve or Reject the Asset Receipt review as shown below:

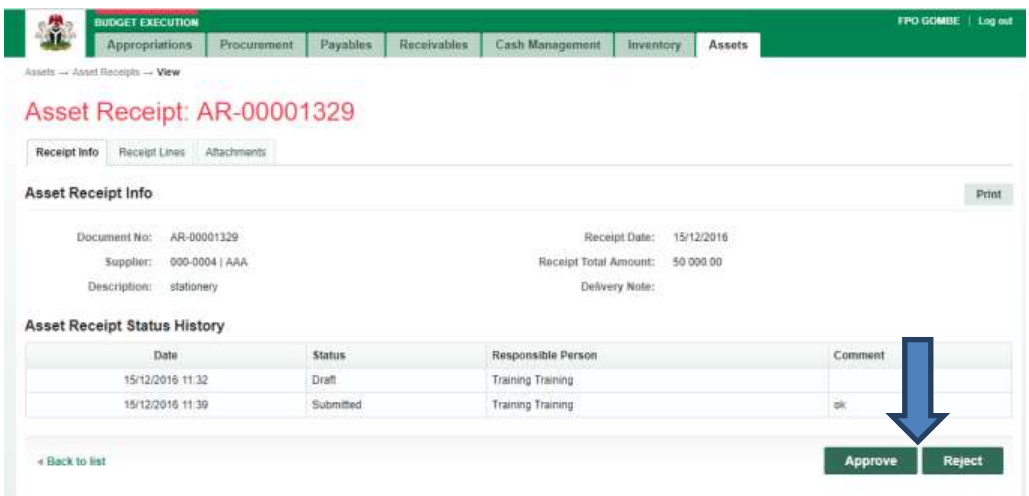
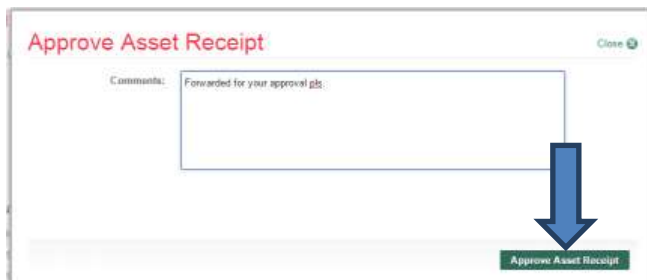


Fig 2.28

**CLICK** on Approve o to Approve or Reject to reject (Note that comment on approval is optional but mandatory on rejection); as the case may be and as shown below:



### 3.2.3 FIRST APPROVER ASSET RECEIPT

Fig 2.29

The First approver like the reviewer, logs into GIFMIS, select from the submitted 'Asset receipts document' to be approved from the DASHBOARD, open it by clicking the document number, navigates to receipt lines to see details and go back to Receipt Info page to approve. He approves by clicking on 'Approve' button below or rejects if he has issues, otherwise; Go to ASSET Icon on the screen as shown below;



Fig 2.30

**SELECT** the 'Asset Receipts' from the Assets Menu.

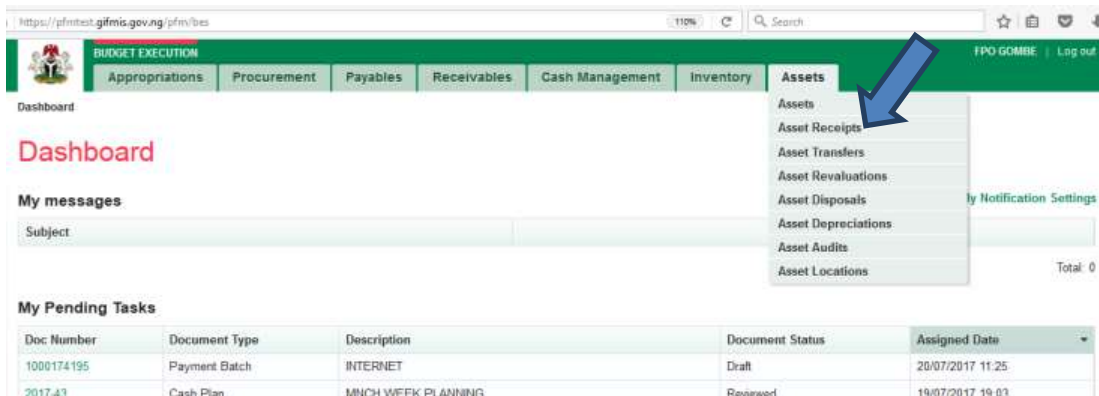


Fig 2.31

**CLICK** on the drop-down below the Status column to select the appropriate document status needed as shown below:



Fig 2.32

**SELECT** Reviewed from the Status Menu as shown below:

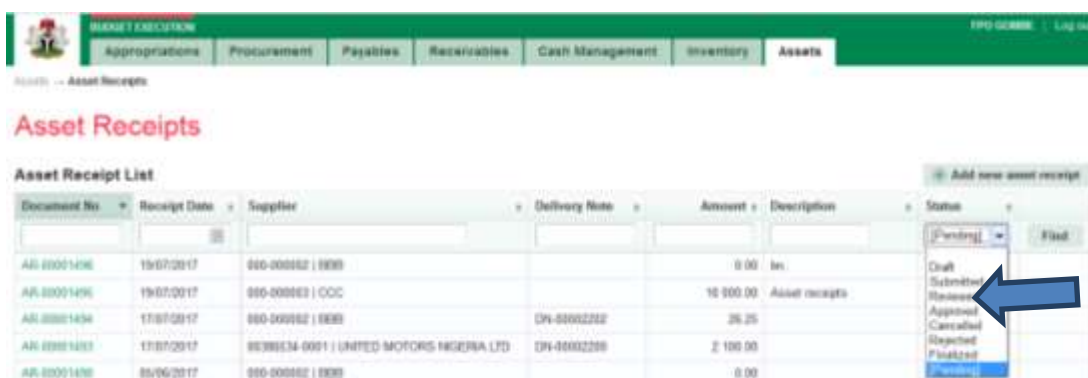
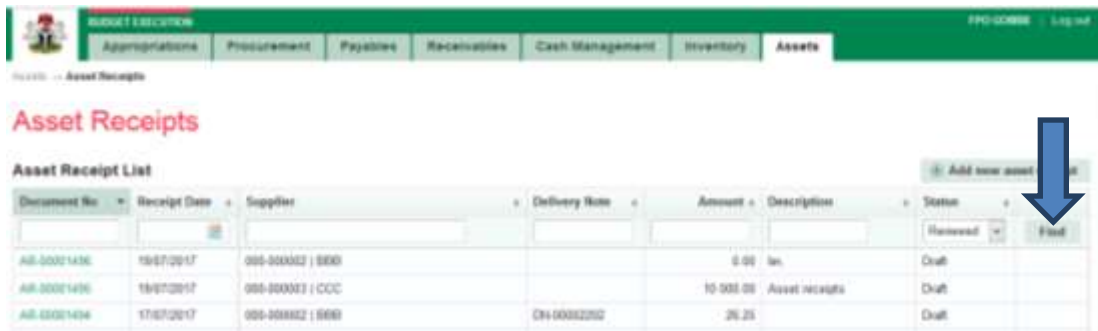


Fig 2.33

CLICK on 'Find' to filter the Asset Receipt document on Submitted Status as shown below:

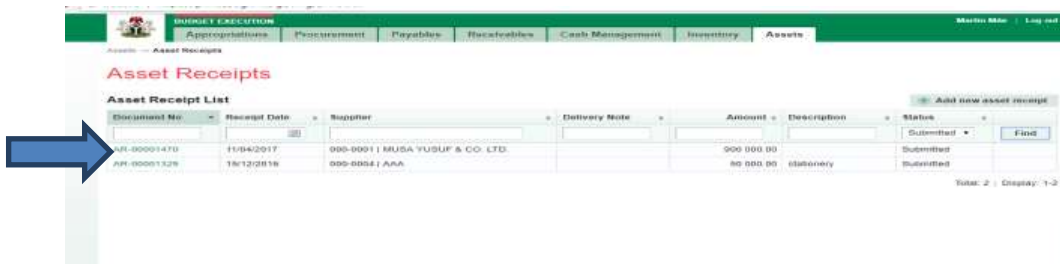


Asset Receipt List

Document No.	Receipt Date	Supplier	Delivery Note	Amount	Description	Status	Find
AR-0001436	19/07/2017	000-00002   000		0.00	in.	Draft	
AR-0001436	19/07/2017	000-00003   CCC		10 000.00	Asset receipts	Draft	
AR-0001434	17/07/2017	000-00002   000	00-00002202	26.25		Draft	

Fig 2.34

CLICK on the document number to open and review the details of the document for approval as shown below:

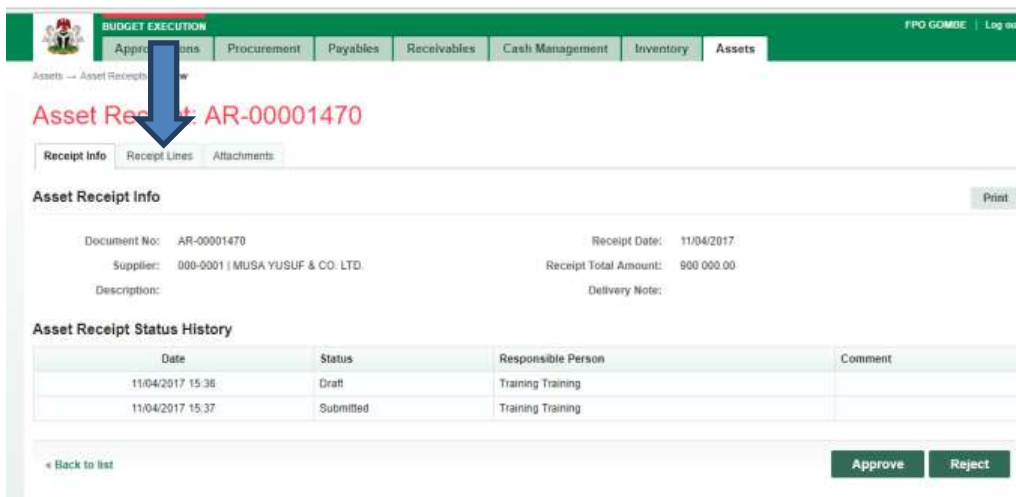


Asset Receipt List

Document No.	Receipt Date	Supplier	Delivery Note	Amount	Description	Status	Find
AR-00001470	11/04/2017	000-0001   MUSA YUSUF & CO. LTD.		900 000.00		Submitted	
AR-00001329	18/12/2016	000-0004   AAA		80 000.00	stationery	Submitted	

Fig 2.35

CLICK on Receipts lines to see the details in the line review as shown below:



Asset Receipt: AR-00001470

Receipt Info | Receipt Lines | Attachments

Asset Receipt info

Document No: AR-00001470      Receipt Date: 11/04/2017  
Supplier: 000-0001 | MUSA YUSUF & CO. LTD.      Receipt Total Amount: 900 000.00  
Description:      Delivery Note:

Asset Receipt Status History

Date	Status	Responsible Person	Comment
11/04/2017 15:36	Draft	Training Training	
11/04/2017 15:37	Submitted	Training Training	

Back to list      Approve      Reject

Fig 2.36

**VIEW** the details of the line to see if there is anything that needs to be corrected

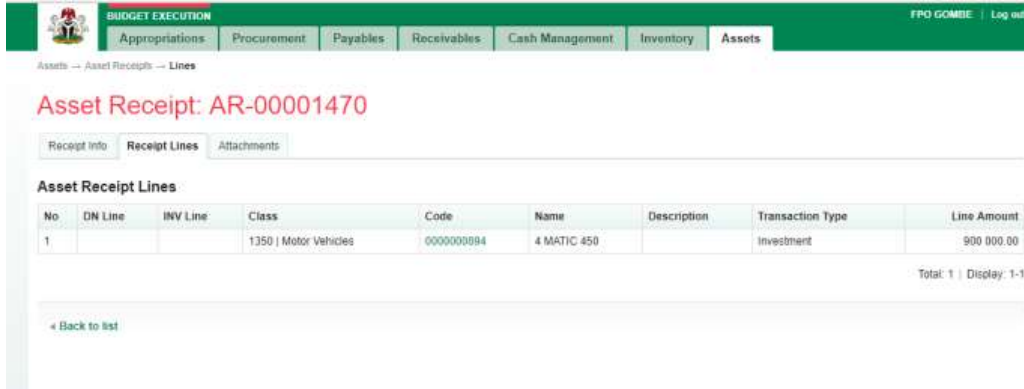


Fig 2.37

If there is nothing to correct, **CLICK** on 'Receipt Info' to go back to the approval page to approve the document as shown below:

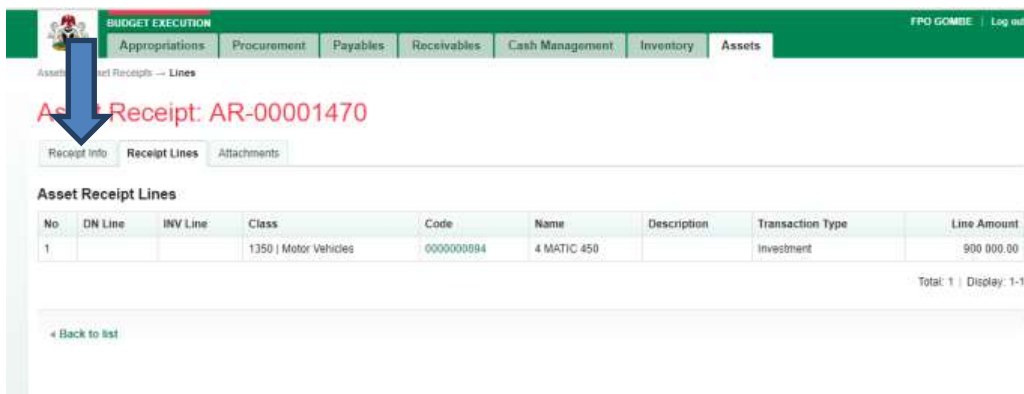


Fig 2.38

**CLICK** on Approve or Reject tabs (where there is need to reject) to Approve or Reject the Asset Receipt as shown below:

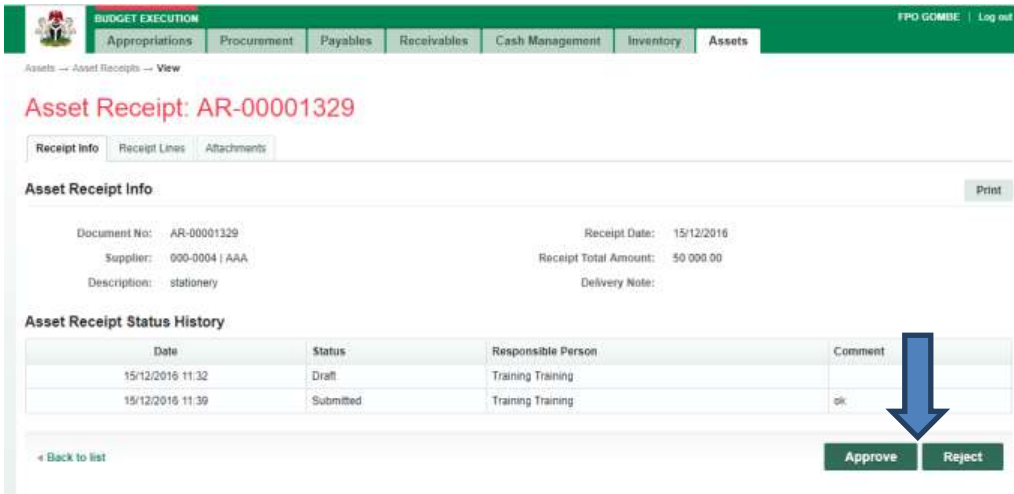


Fig 2.39

**CLICK** on Approve tab to Approve or Reject to reject (Note that comment is optional on Approval but mandatory on Rejection) as shown below:



### 3.2.4 FINAL APPROVER ASSET RECEIPT

Fig 2.40

The Final approver like the First approver, logs into the system, select from the Approved 'Asset receipts document' to be Finalize from the DASHBOARD, open it by clicking the document number, navigates to receipt lines to see details and go back to Receipt Info page to Finalize. He approves by clicking on 'Finalize' button or rejects if he has issues, otherwise; Go to ASSET Icon on the screen as shown below;





Fig 2.41

**SELECT** the 'Asset Receipts' from the Assets Menu.

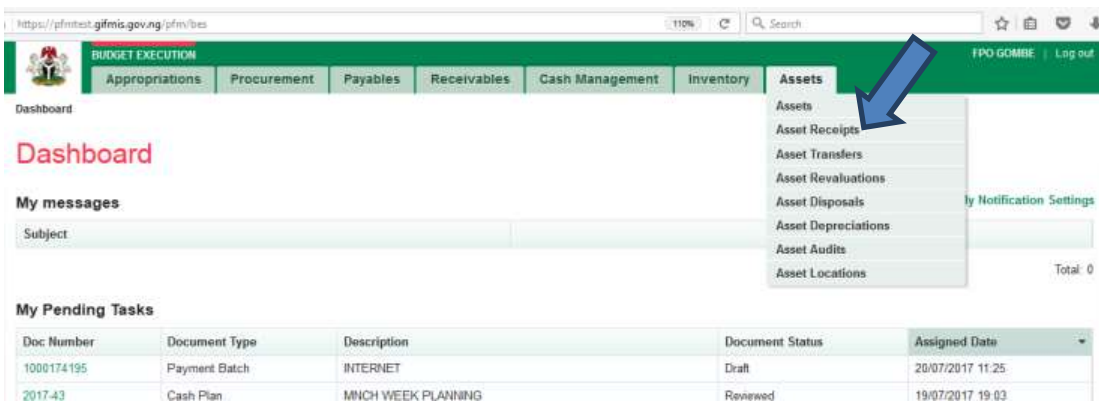


Fig 2.42

**CLICK** on the drop-down below the Status column to select the appropriate document status needed as shown below:



Fig 2.43

**SELECT** Approved from the Status Menu as shown below:

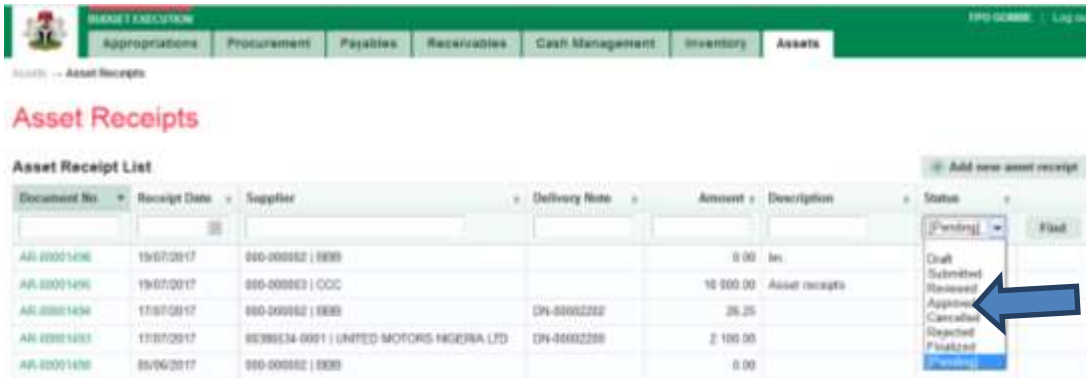


Fig 2.44

**CLICK** on 'Find' to filter the Asset Receipt document on 'Approved' Status as shown below:

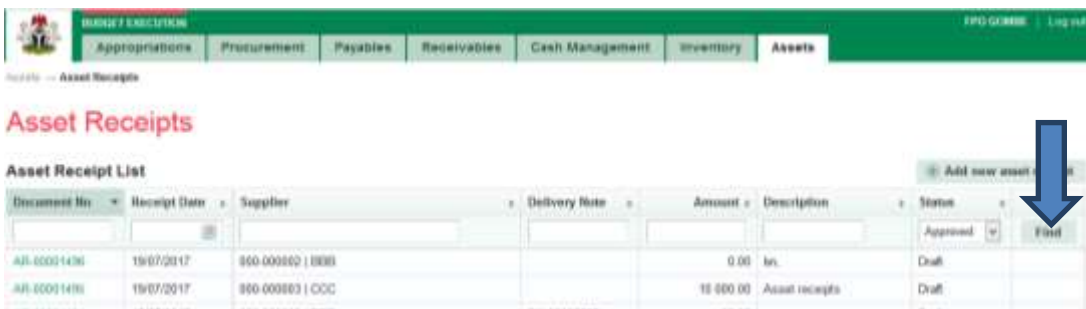


Fig 2.45

**CLICK** on the document number to open and review the details of the document for approval as shown below:

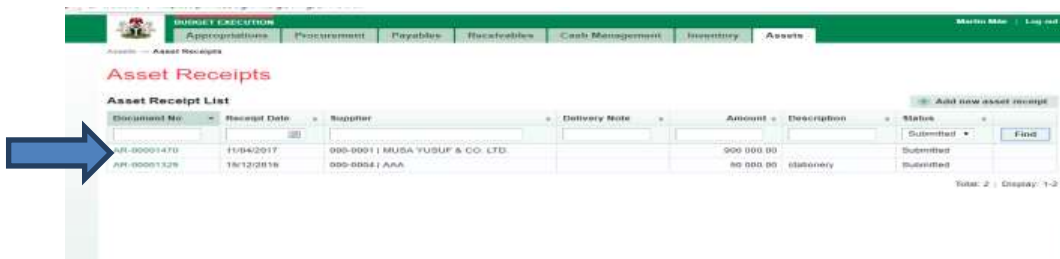


Fig 2.46

**CLICK** on Receipts lines to see the details in the line review as shown below:

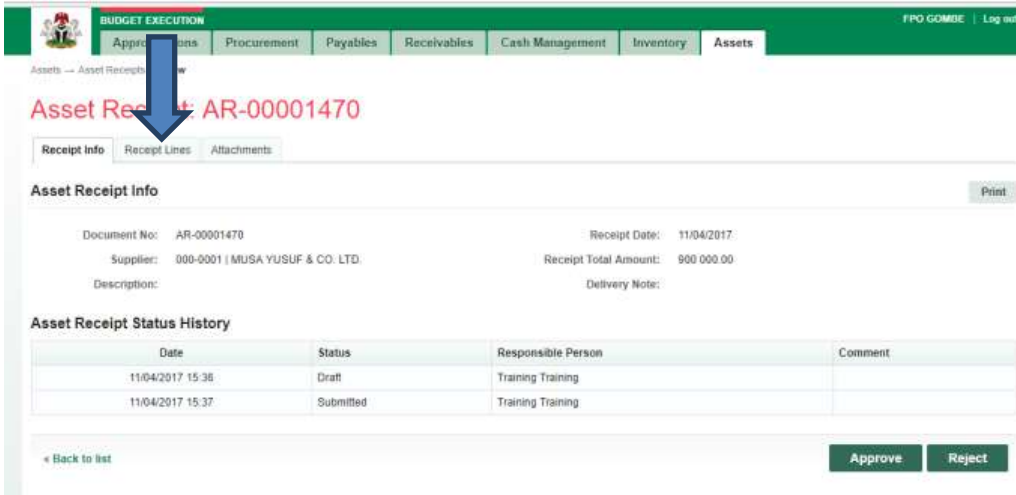


Fig 2.47

**VIEW** the details of the line to see if there is anything that needs to be corrected

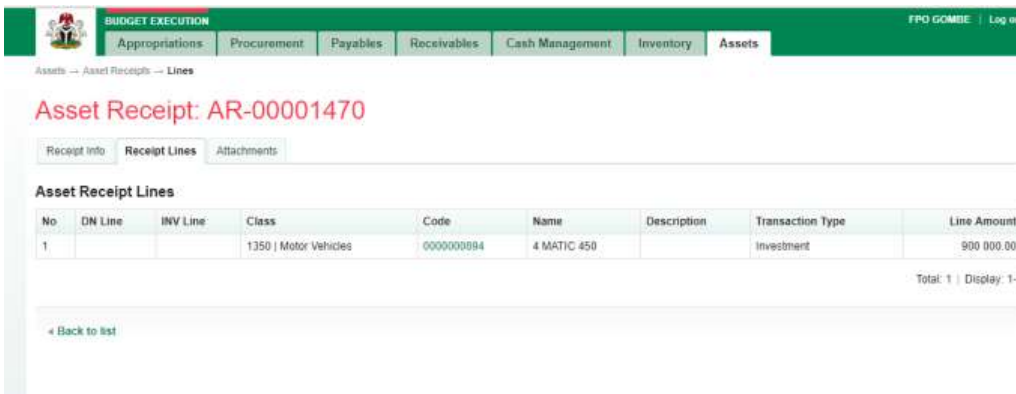


Fig 2.48

If there is nothing to correct, **CLICK** on 'Receipt Info' to go back to the approval page to approve the document as shown below:

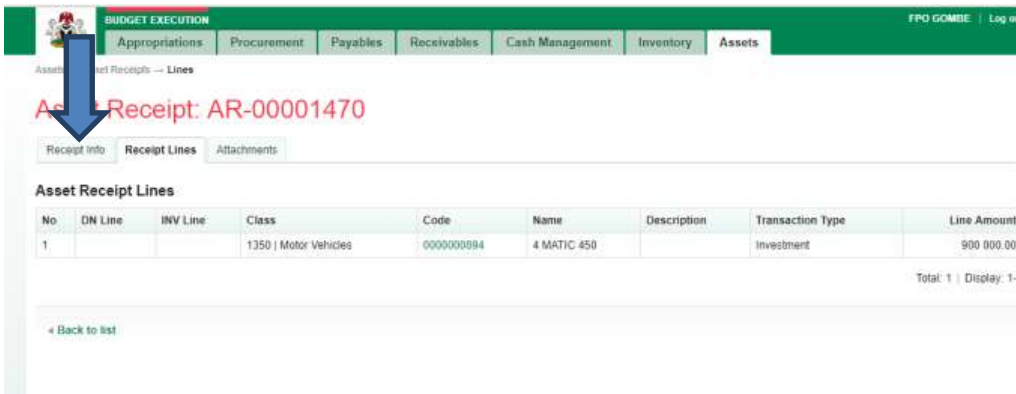


Fig 2.49

**CLICK** on Finalize or Reject tabs to Finalize or Reject the Asset Receipt as shown below:

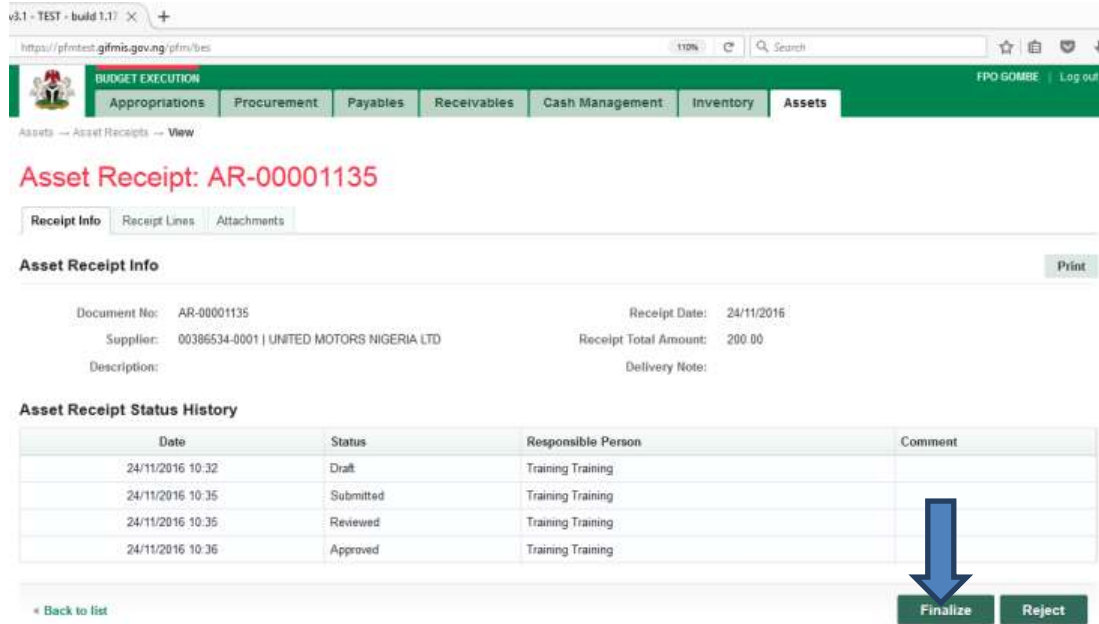
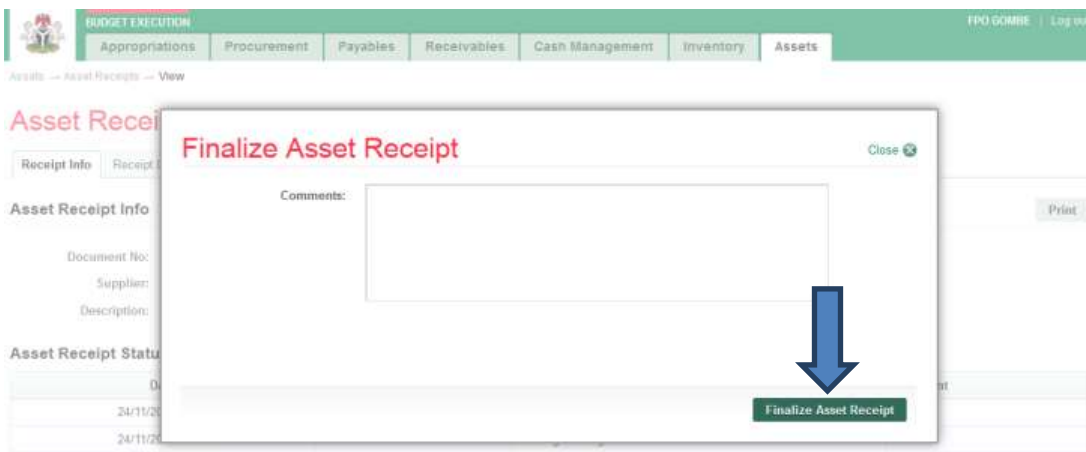


Fig 2.50

**CLICK** on Finalize to Finalize or Reject to reject and write a comment on comment field. (Note that comment is optional on approval but mandatory on rejection); as the case may be and as shown below



### 3.3 ASSETS – CONTRACT AND MAINTENANCE

This role is performed by MDA **Asset Manager**.

Fig 2.51

**SELECT** Asset Receipt from the Asset Menu to add a contract to asset.

Contract:

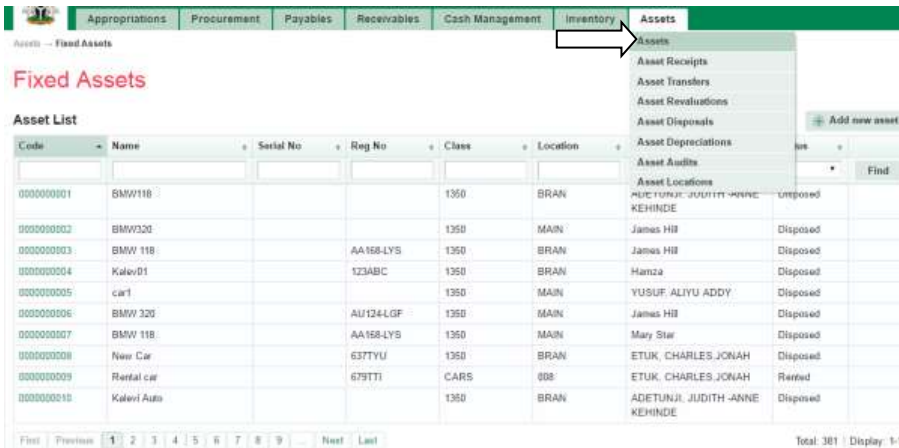


Fig 2.52

**SELECT** and find only asset on 'Acquired' status from the Fixed Asset List because you cannot make any contract or maintenance on a Disposed Asset.



Fig 2.53



Fig 2.54

**SELECT** the desired asset by clicking on the asset code.

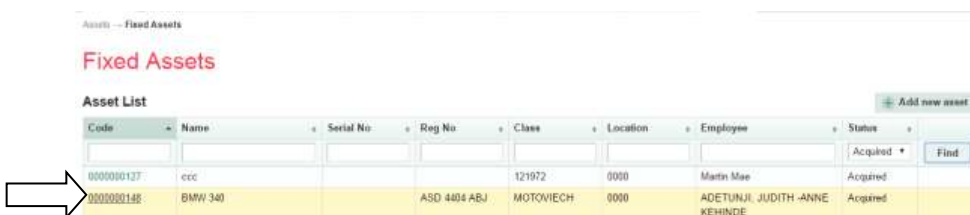


Fig 2.55

**CLICK** on contract tab to add contract on an asset.

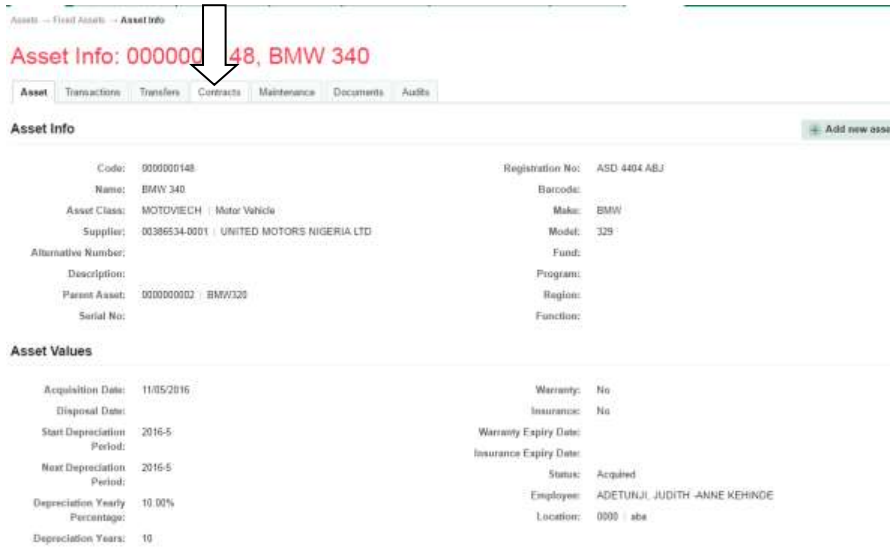


Fig 2.56

**CLICK** on Add new contract.



Fig 2.57

**CLICK** on save and new to add more or, save and close to close after filling the fields.

**Add/Edit Contract** Close

- Contract No:
- Contract Type:
- Supplier: 00008679-0001 | GLOBAL INSURANCE BROKERS LTD | Find
- Start Date:
- End Date:
- Description:

**Fig2.58**

Assets - Fixed Assets - Asset Contracts

**Contracts: 0000000148, BMW 340**

✓ Data saved successfully!

Asset Transactions Transfers **Contracts** Maintenance Documents Audits

**Asset Contracts** + Add new contract

Contract No	Contract Type	Supplier	Start Date	End Date	Description	Edit	Delete
UM331289	Rental	00008679-0001   GLOBAL INSURANCE BROKERS LTD	03/10/2016	02/10/2017	M/V INSURANCE		

Total: 1 | Display: 1-1

**(Note that there is no approval workflow on Asset contract).**

After the above shot, you view **Asset Contract Report** through reporting module to confirm the successful addition of contract to the asset, (Please see the procedure of generating the report in

**Fig ...** below).

**Maintenance:**

**Fig 2.59**

**CLICK on Maintenance tab to add Maintenance to the asset.**

Assets - Fixed Assets - Asset Contracts

**Contracts: 0000000148, BMW 340**

✓ Data saved successfully!

Asset Transactions Transfers **Contracts** **Maintenance** Documents Audits

**Asset Contracts** + Add new contract

Contract No	Contract Type	Supplier	Start Date	End Date	Description	Edit	Delete
UM331289	Rental	00008679-0001   GLOBAL INSURANCE BROKERS LTD	03/10/2016	02/10/2017	M/V INSURANCE		

**Fig 2.60**

**CLICK on Add new maintenance item to add maintenance.**

Assets - Fixed Assets - Asset Maintenance

**Maintenance: 0000000148, BMW 340**

Asset Transactions Transfers Contracts **Maintenance** Documents Audits

**Asset Maintenance** + Add new maintenance item

Schedule Date	Execution Date	Description	Status
---------------	----------------	-------------	--------

Fig 2.61

Fill the fields and click on 'save and new' to add more or, 'save and close' to finish

Add/Edit Maintenance Close

Schedule Date: 17/10/2016  
Status: Planned  
Execution Date:  
Description: Standard 100,000 km maintenance

Save and New Save and Close

Fig2.62

You can still edit the item added.

(Note that there is no approval workflow on Asset Maintenance).

Assets — Fixed Assets — Asset Maintenance

Maintenance: 0000000148, BMW 340

✓ Data saved successfully!

Asset Transactions Transfers Contracts Maintenance Documents Audits

Asset Maintenance new maintenance item

Schedule Date	Execution Date	Description	Status	
17/10/2016		Standard 100,000 km maintenance	Planned	Edit Delete

## 4 ASSET TRANSFER

### 4.1 INTRODUCTION

In practice, an asset can be transferred from one office to another or from one location to another; such movement is expected to be recorded. GIFMIS does the same and in a transparent way as would be shown below:



Fig 3.1

FLOW CHART

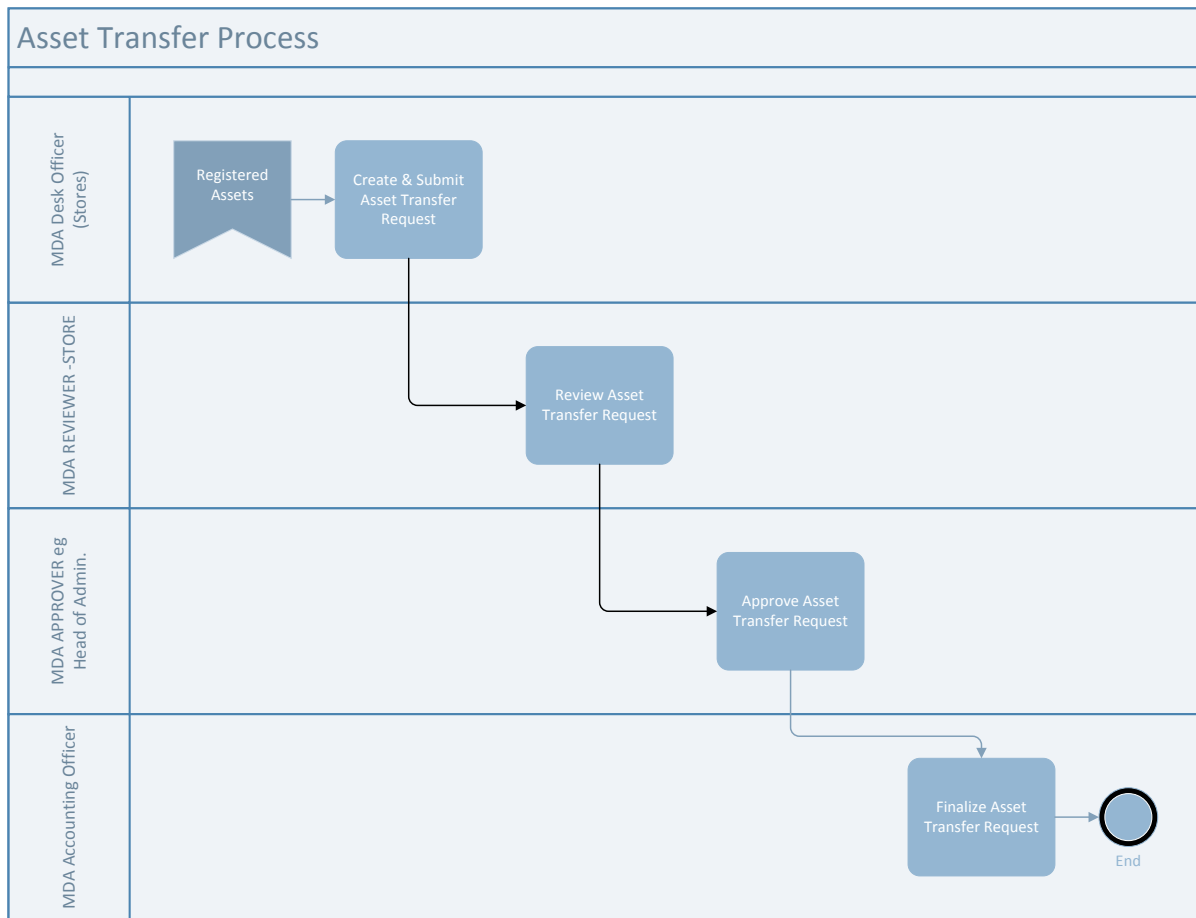


Fig 3.2

4.2 PROCESS FLOW

The Desk Officer logs into GIFMIS and navigate to Budget Execution sub-system. Click on Asset dropdown and SELECT Asset Transfers from dropdown to add new asset transfer.



Fig3.3

**CLICK** on 'add new asset transfer' and indicated below to add an asset transfer.



Fig 3.4

The page below opens. Fill the required fields and clickon 'save' to save the asset transfer document.

Assets → Asset Transfers → Add/Edit Asset Transfer

### Add/Edit Asset Transfer

Transfer Info | Transfer Lines | Transfer Attachments

**Asset Transfer Info**

Document No:

Transfer Date: 03/10/2016

Description:

To Employee: 001-022000 | ADETUNJI, JUDITH ANNE KEHINDE | Find

To Location: MAIN | Main Building

Cancel Save

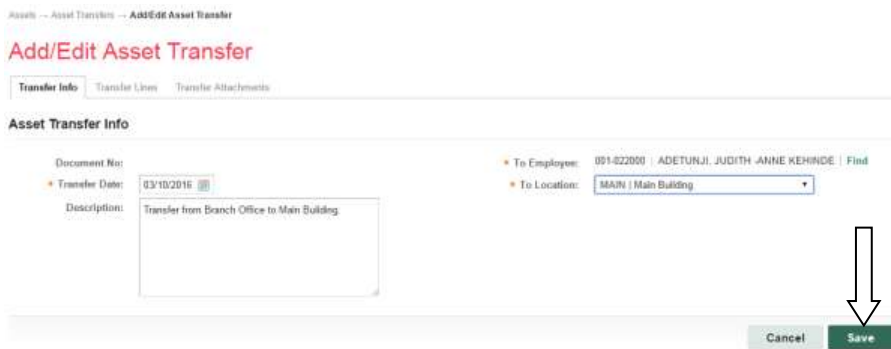


Fig 3.5

Navigate to 'Transfer lines' tab to add transfer lines.

Assets → Asset Transfers → Info

### Asset Transfer: AT-00000221

Transfer Info | Transfer Lines | Transfer Attachments

**Asset Transfer Info** Print

Document No: AT-00000221 To Employee: 001-022000 | ADETUNJI, JUDITH ANNE KEHINDE

Transfer Date: 03/10/2016 To Location: MAIN | Main Building

Description: Transfer from Branch Office to Main Building.

**Asset Transfer Status History**

Date	Status	Responsible Person	Comment
03/10/2016 18:19	Draft	Martin Maa	

Back to list Edit Delete Submit Cancel

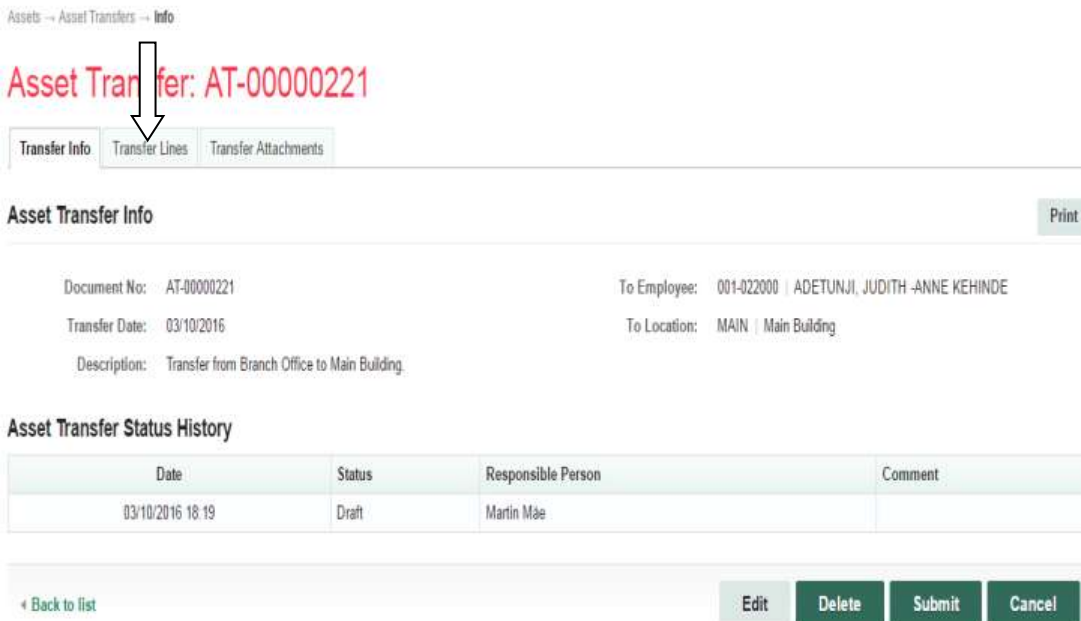


Fig 3.6

The page below opens. CLICK on add new asset tab to add a line

Assets → Asset Transfers → Lines

### Asset Transfer: AT-00000221

Transfer Info | Transfer Lines | Transfer Attachments

**Transfer Lines** + Add new asset

Line No	Code	Name	Serial No	Reg No



Fig 3.7

The page below opens. SELECT the desired asset to be transferred in the asset list.

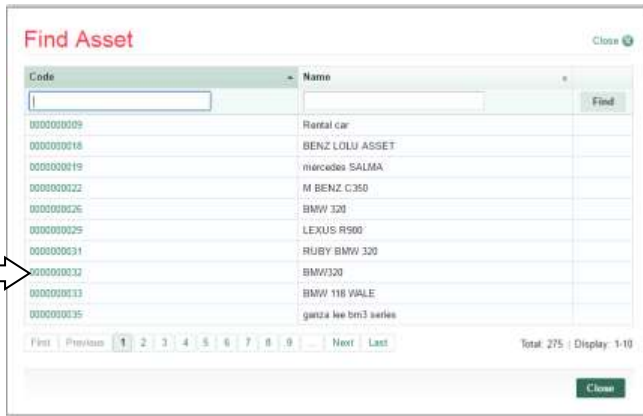


Fig 3.8

**Attach** the relevant documents if any, before you submit.

**See** further procedure of attaching documents in Fig 2.7 to Fig 2.11 above.



Fig 3.9

Navigate back to Transfer Info page, and **CLICK** on submit tab to submit the transfer document.

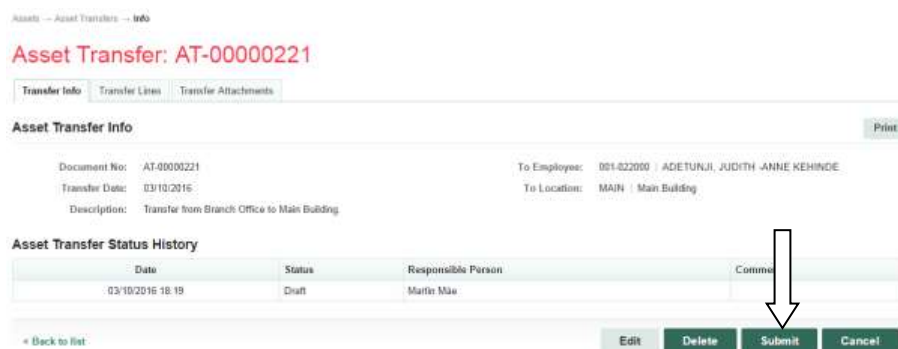
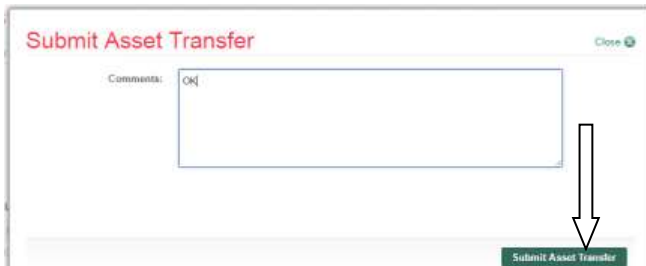


Fig 3.10

**Write** comment in the comment box before submit Asset Transfer (Note that comment is optional).

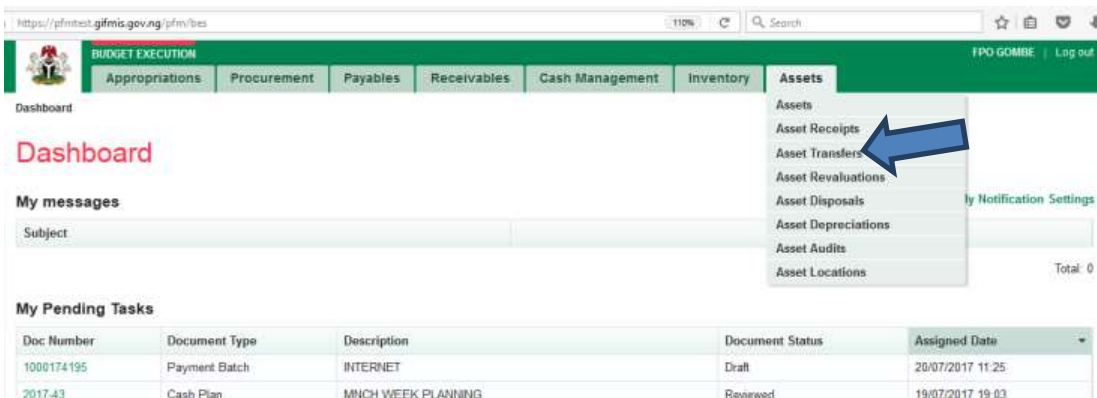


#### 4.3 REVIEWER ASSET TRANSFER

The reviewer logs into GIFMIS, select from the submitted 'Asset receipts document' to be approved from the dashboard, open it by clicking the document number, navigates to receipt lines to see details and go back to Receipt Info page to approve. He approves by clicking on 'Approve' button below or rejects if he has issues, otherwise; Go to ASSET Icon on the screen as shown below;

Fig 3.11

**SELECT** the 'Asset Transfer' from the Assets Menu as shown below:



**CLICK** on the Asset Transfer file code from the list of submitted items to open for review as shown below:

Fig 3.12

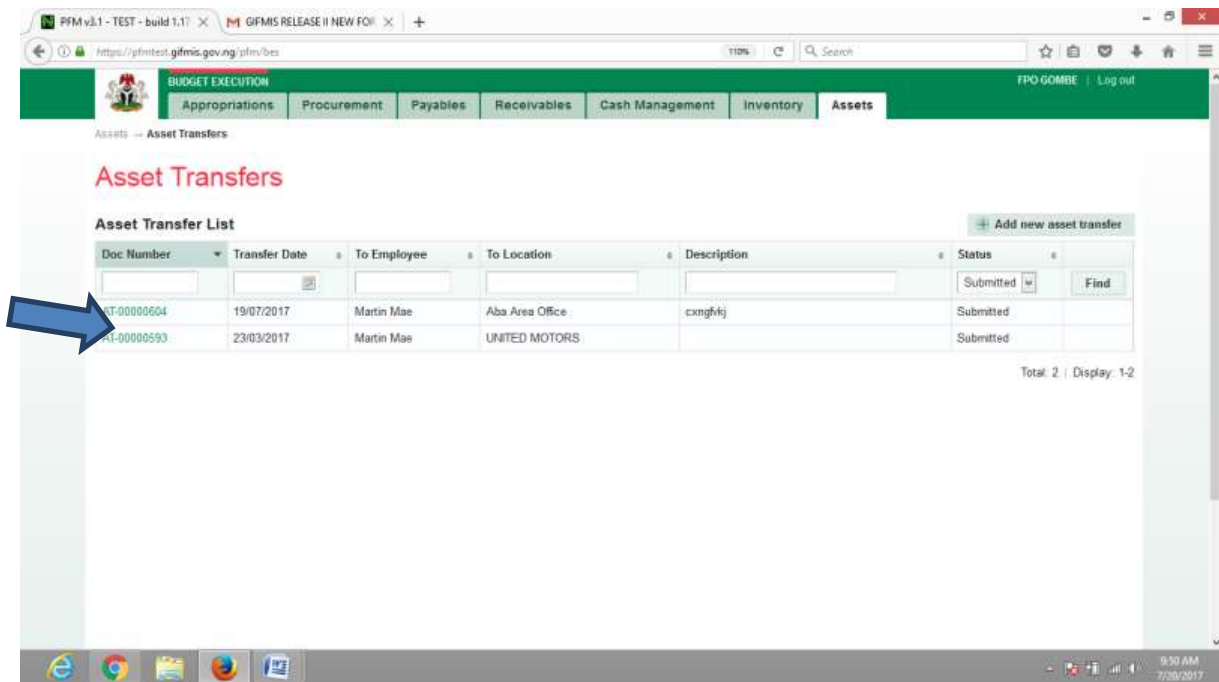
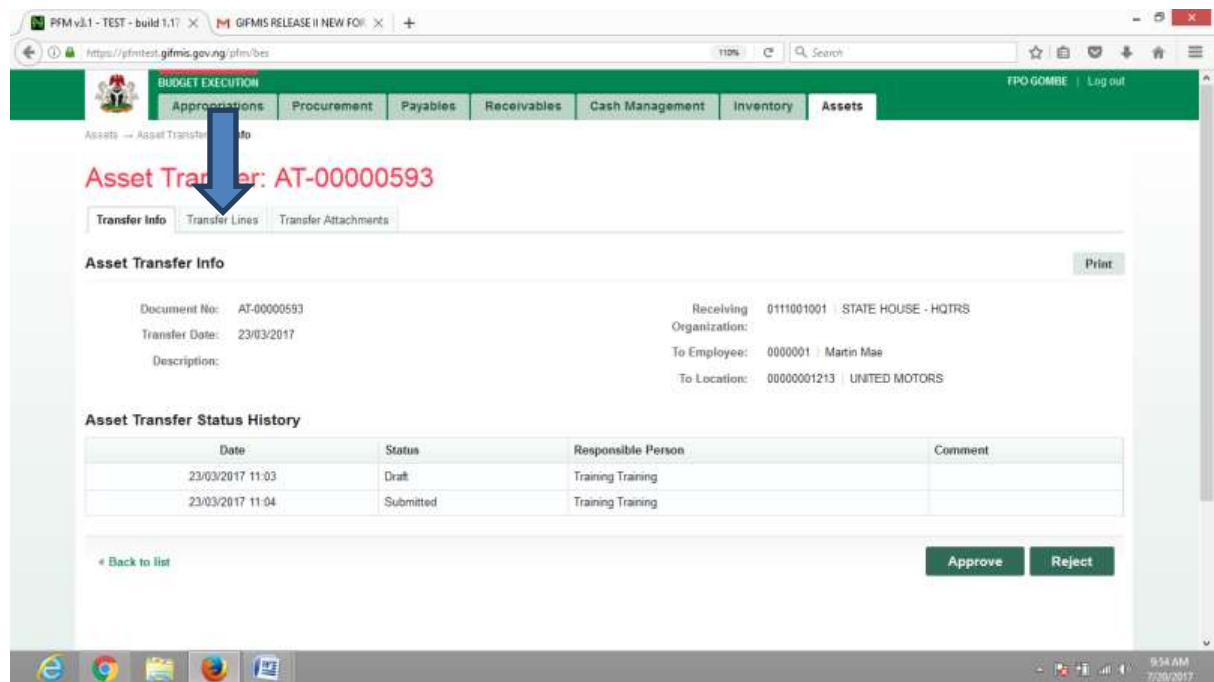


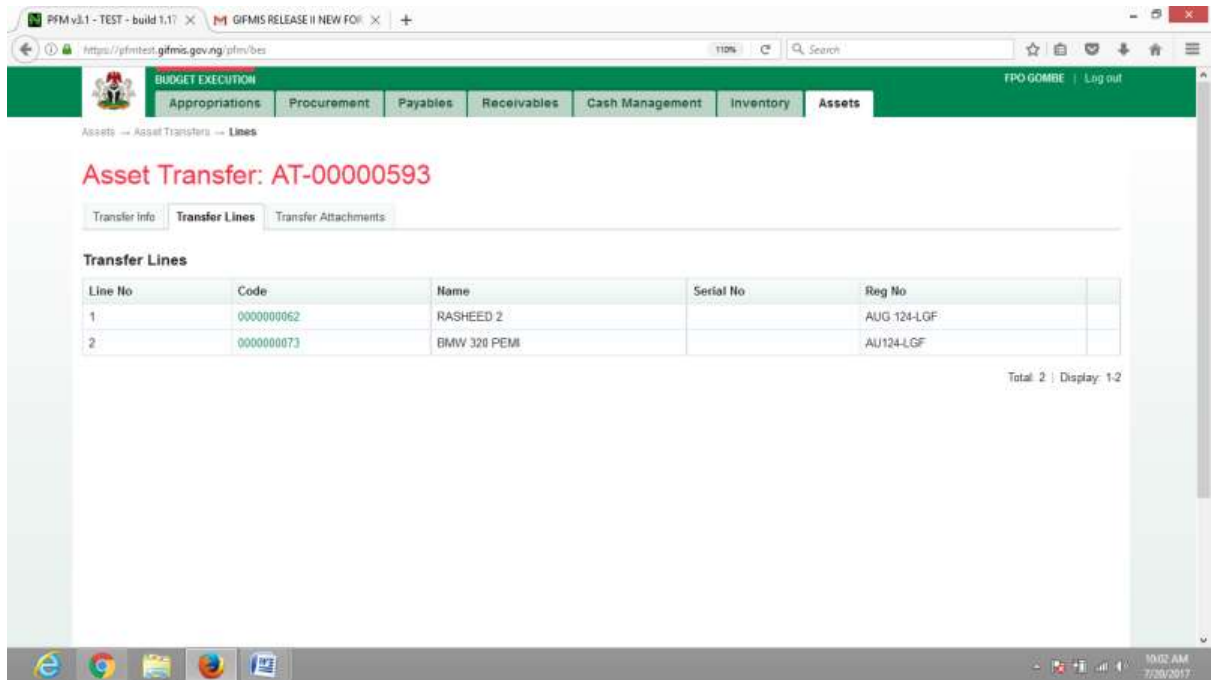
Fig 3.13

**CLICK** on Transfer lines to see the details in the line review as shown below:



**VIEW** the details of the line to see if there is anything that needs to be corrected; otherwise see the next screen shot....

Fig 3.14



If there is nothing to correct, **CLICK** on 'Receipt Info' to go back to the approval page to approve the document as shown below:

Fig 3.15

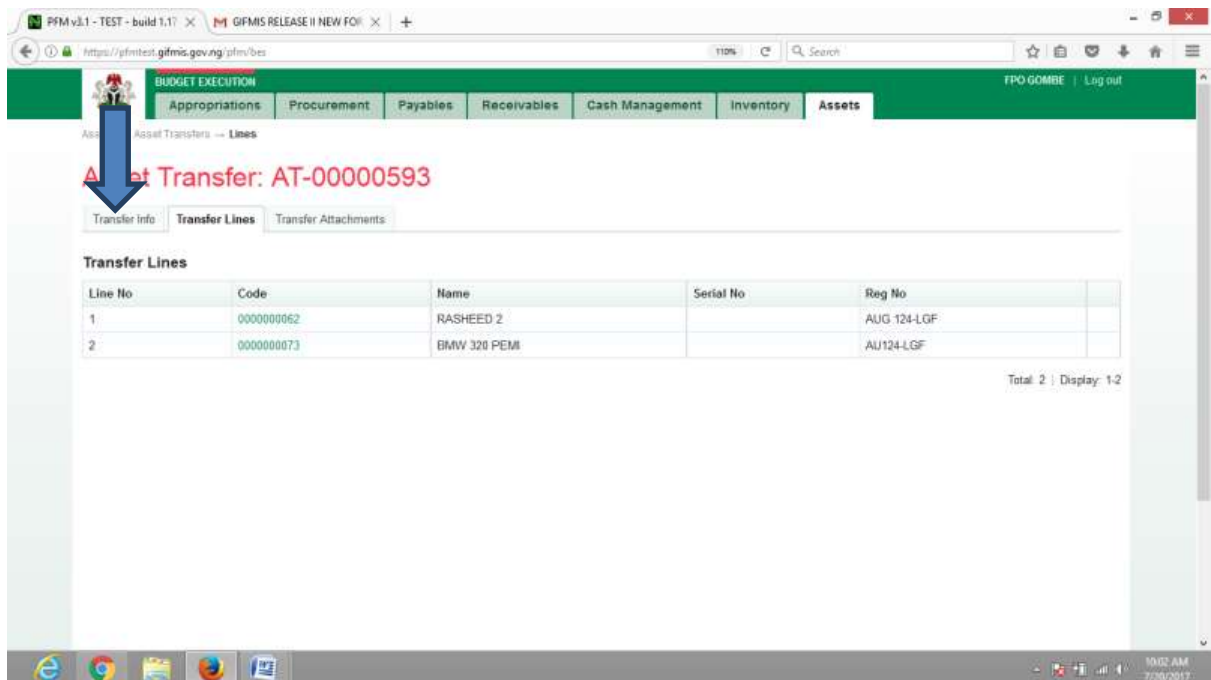
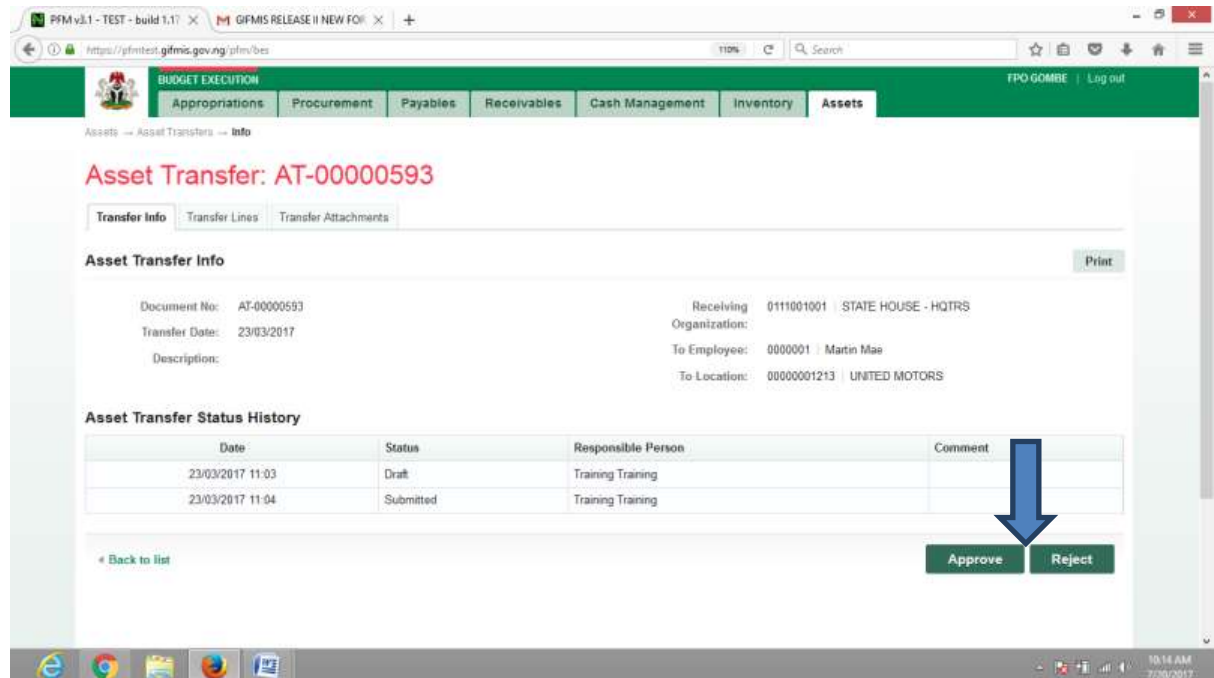


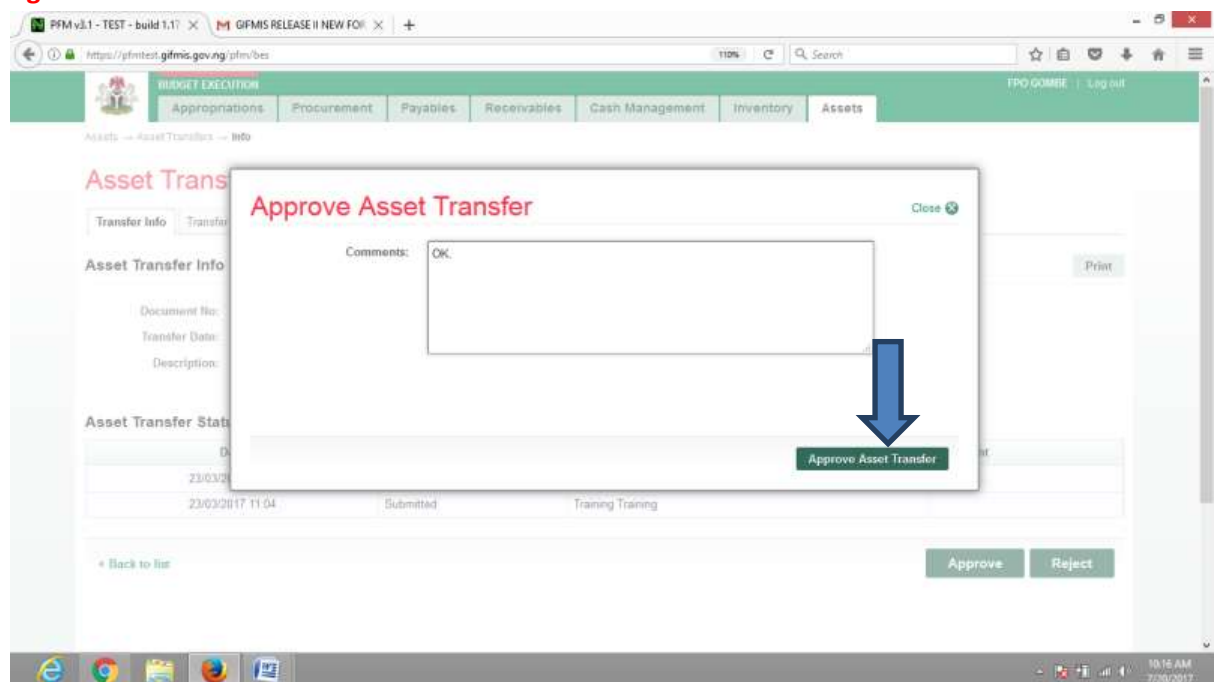
Fig 3.16

**CLICK** on Approve or Reject tabs to approve or reject the Asset transfer as shown below:



**CLICK** on Approve to Approve or Reject to reject and write a comment on comment field. (Note that comment is optional on approval but mandatory on rejection); as the case may be and as shown below:

Fig 3.17



#### 4.4 FIRST APPROVER ASSET TRANSFER

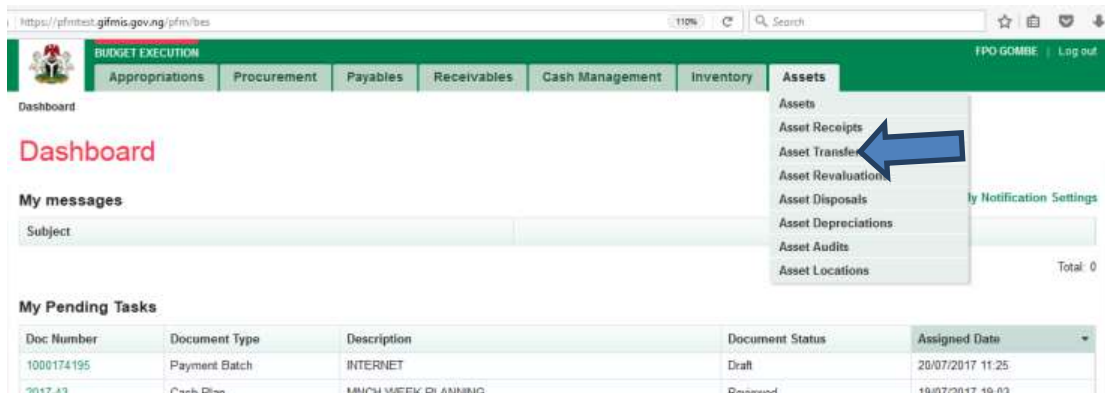
First approver like the reviewer logs into the system, select from the submitted 'Asset receipts document' to be approved from the dashboard, open it by clicking the document number, navigates to receipt lines to see details and go back to Receipt Info page to approve. He approves by clicking on 'Approve' button below or rejects if he has issues, otherwise; Go to ASSET Icon on the screen as shown below;

Fig 3.18



Fig 3.19

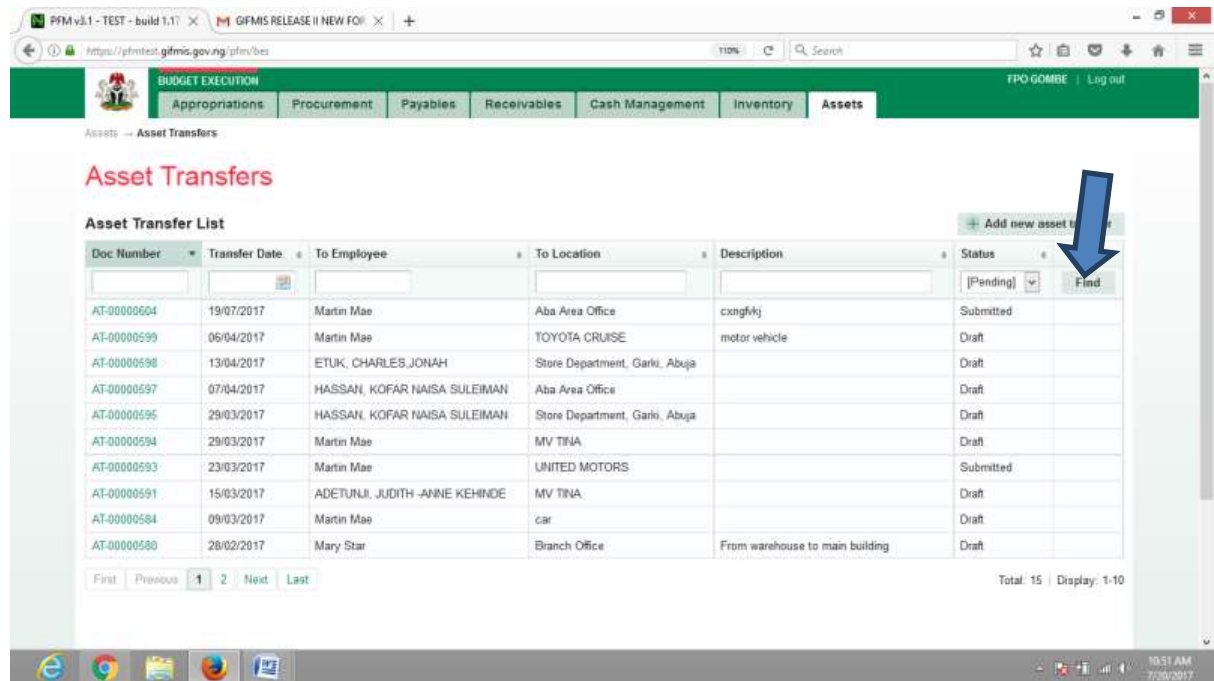
**SELECT** the 'Asset transfer' from the Assets Menu.



**CLICK** on the drop-down below the Status column to select the appropriate document status needed as shown below:

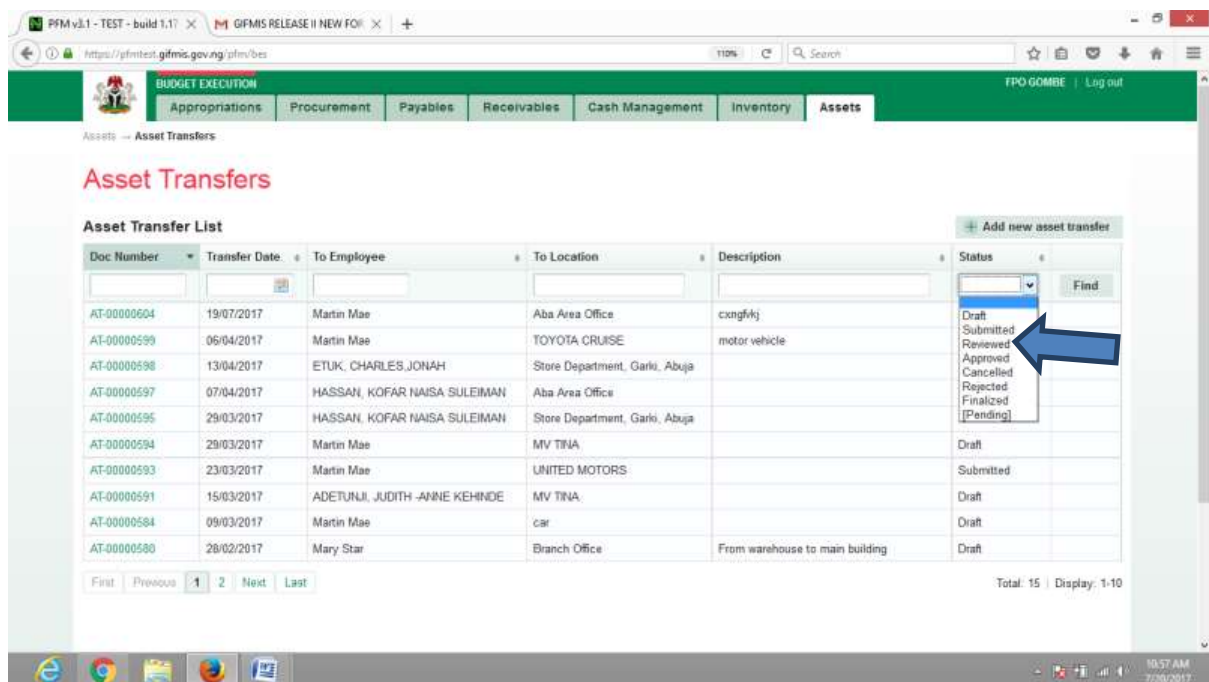


Fig 3.20



SELECT Reviewed from the Status Menu as shown below:

Fig 3.21



CLICK on the code of the submitted file to open it for review;

Fig 3.22

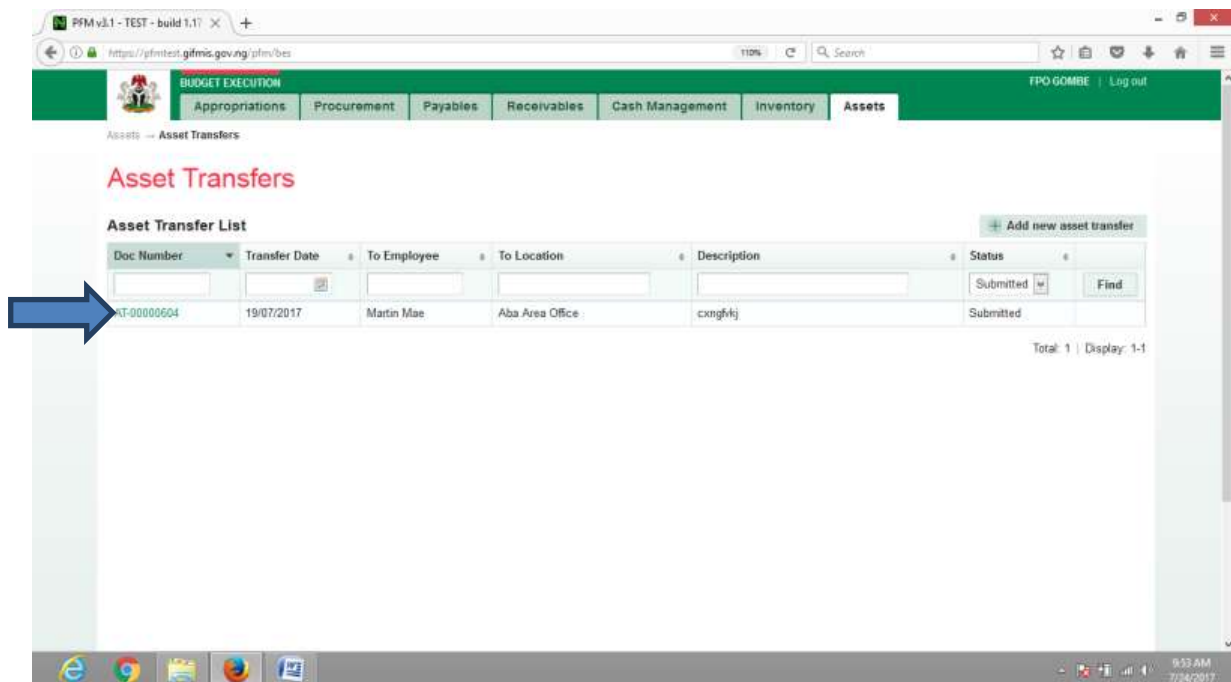


Fig 3.23

**CLICK** on Transfer line to open and see the details of the line for review as shown below;

**CLICK** on Transfer Info navigate to approval page for approval; all things been equal as shown below:

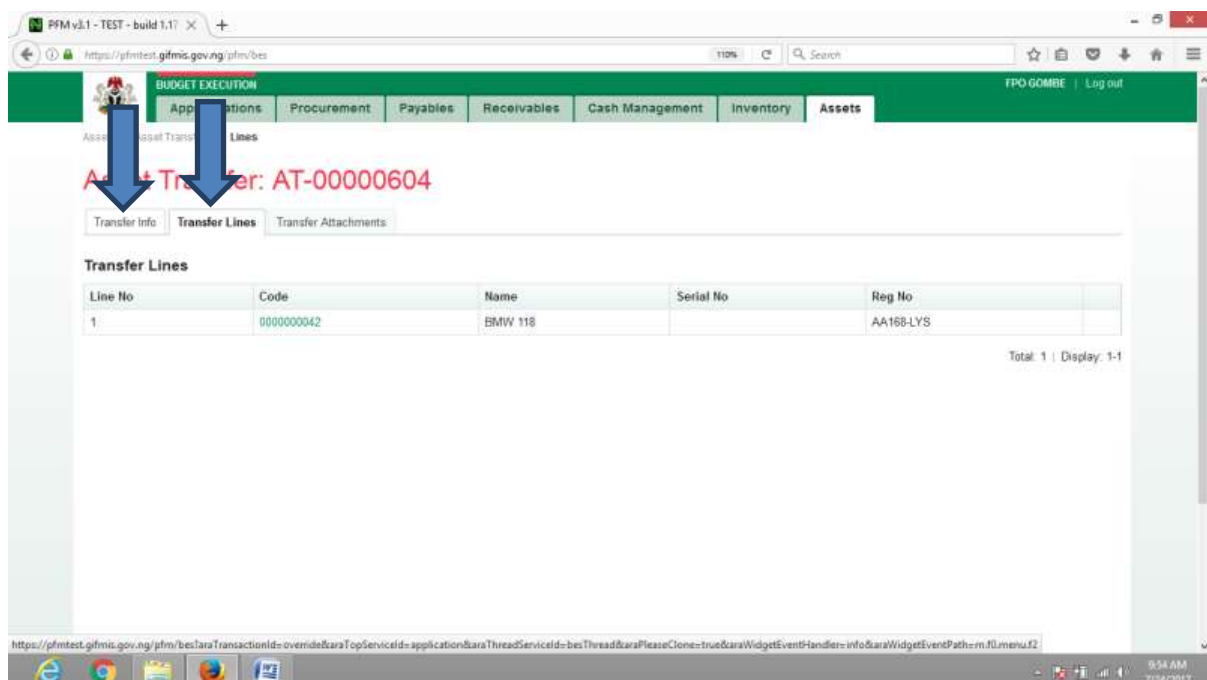
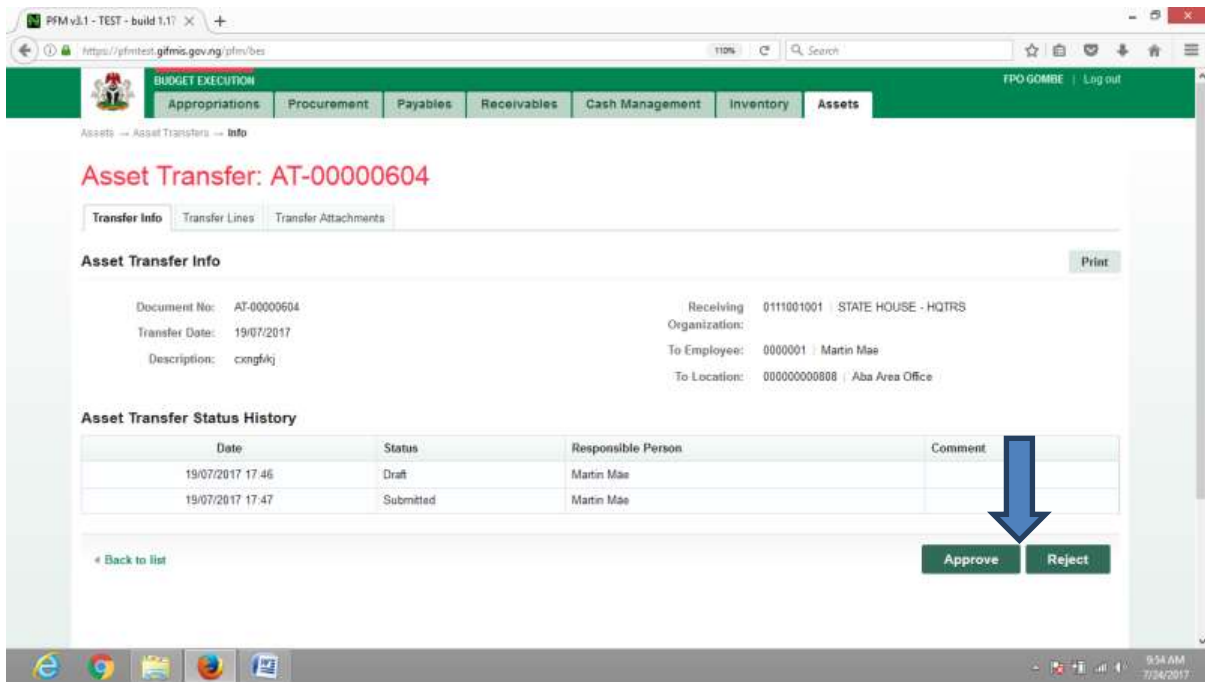


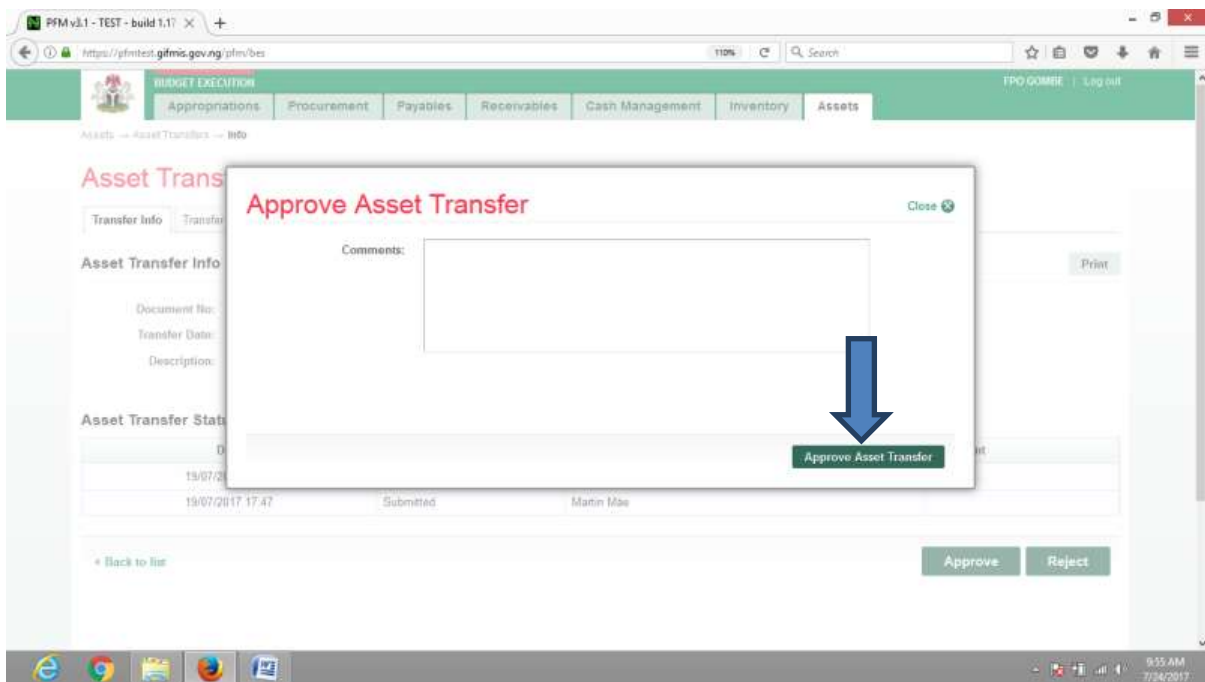
Fig 3.24

**CLICK** on Approve or Reject to approve or reject the file as shown below;



**CLICK** on Approve to Approve or Reject to reject and write a comment on comment field. (Note that comment is optional on approval but mandatory on rejection); as the case may be and as shown below:

**Fig 3.25**



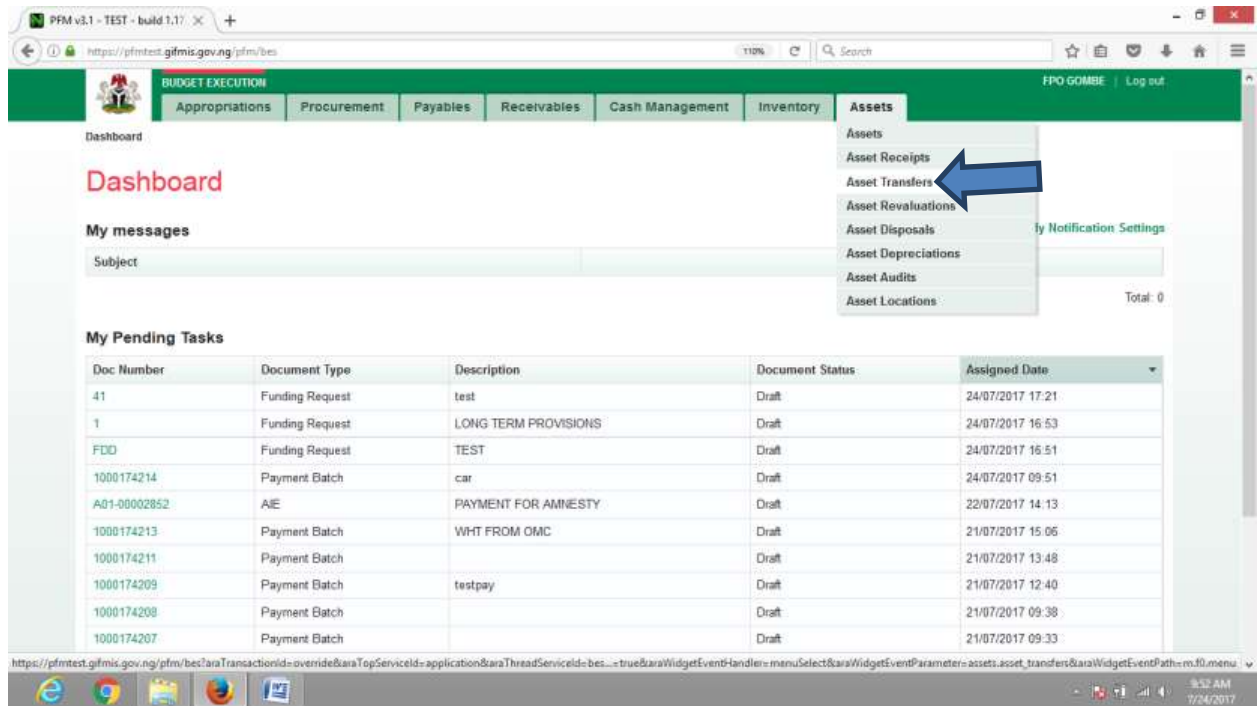
#### *4.5FINAL APPROVER ASSET TRANSFER*

Final Approver like the First approver logs into the system, select from the submitted 'Asset transfer document' to be approved from the dashboard, open it by clicking the document number, navigates to receipt lines to see details and go back to Receipt Info page to approve. He approves

by clicking on 'Approve' button below or rejects if he has issues, otherwise; Go to ASSET Icon on the screen as shown below;

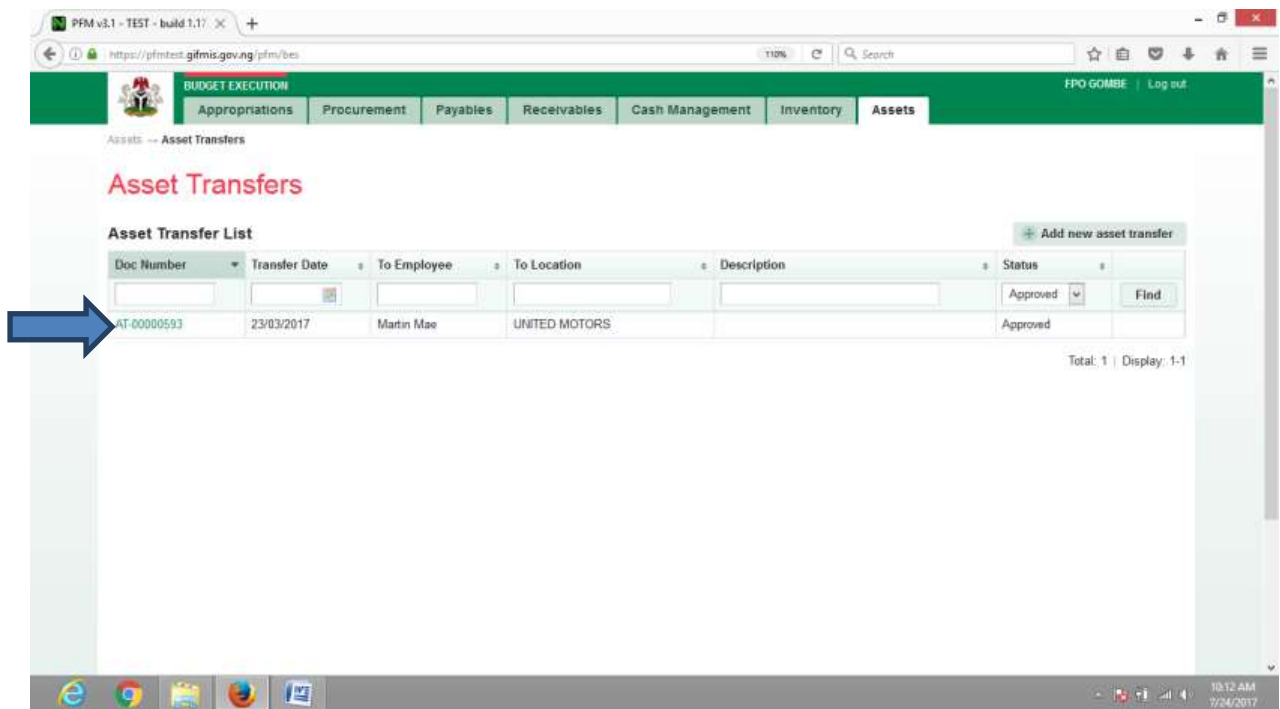
**SELECT** the Asset transfer from the Asset Menu as shown below;

Fig 3.26



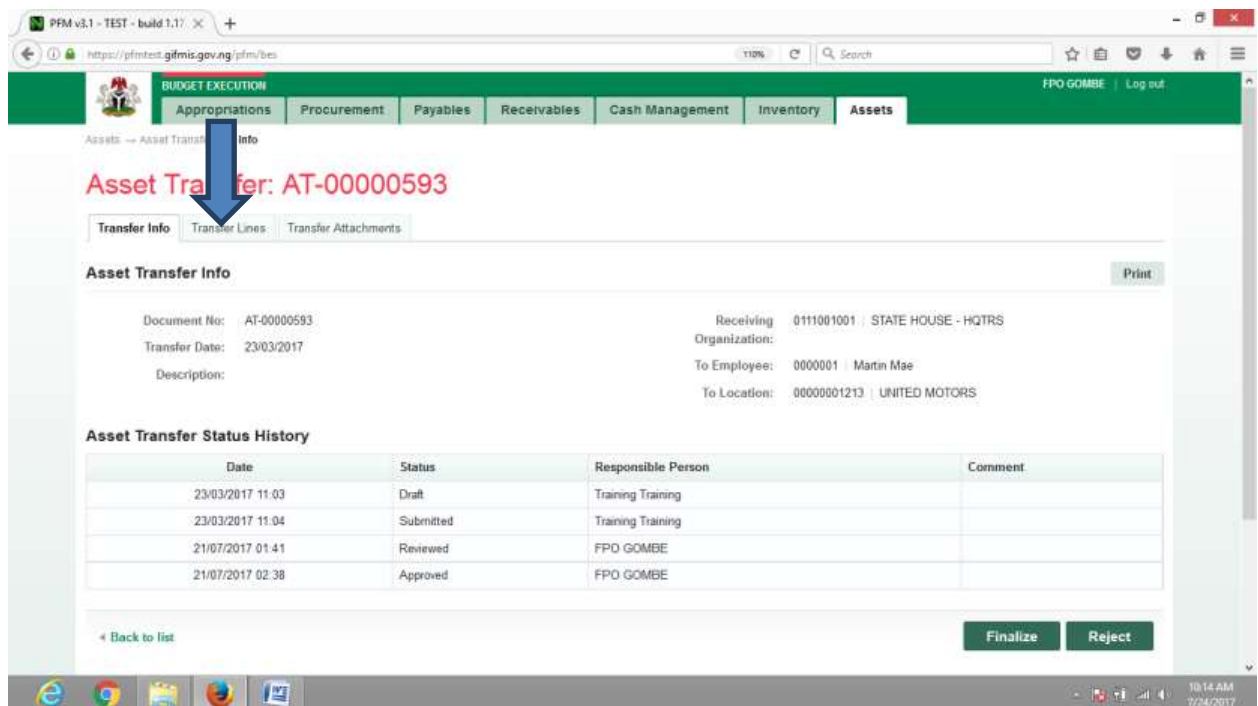
**CLICK** on the code of the submitted file to open it for review;

Fig 3.27



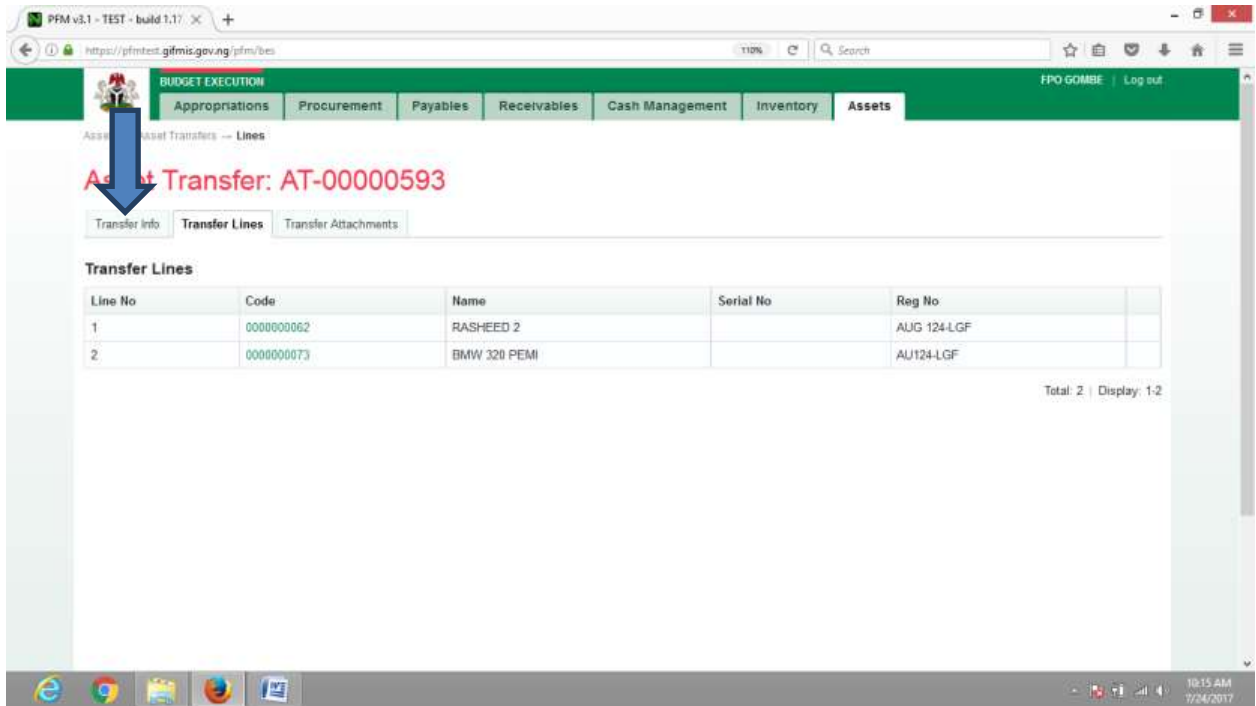
**CLICK** on Transfer line to open and see the details of the line for review as shown below;

Fig 3.28



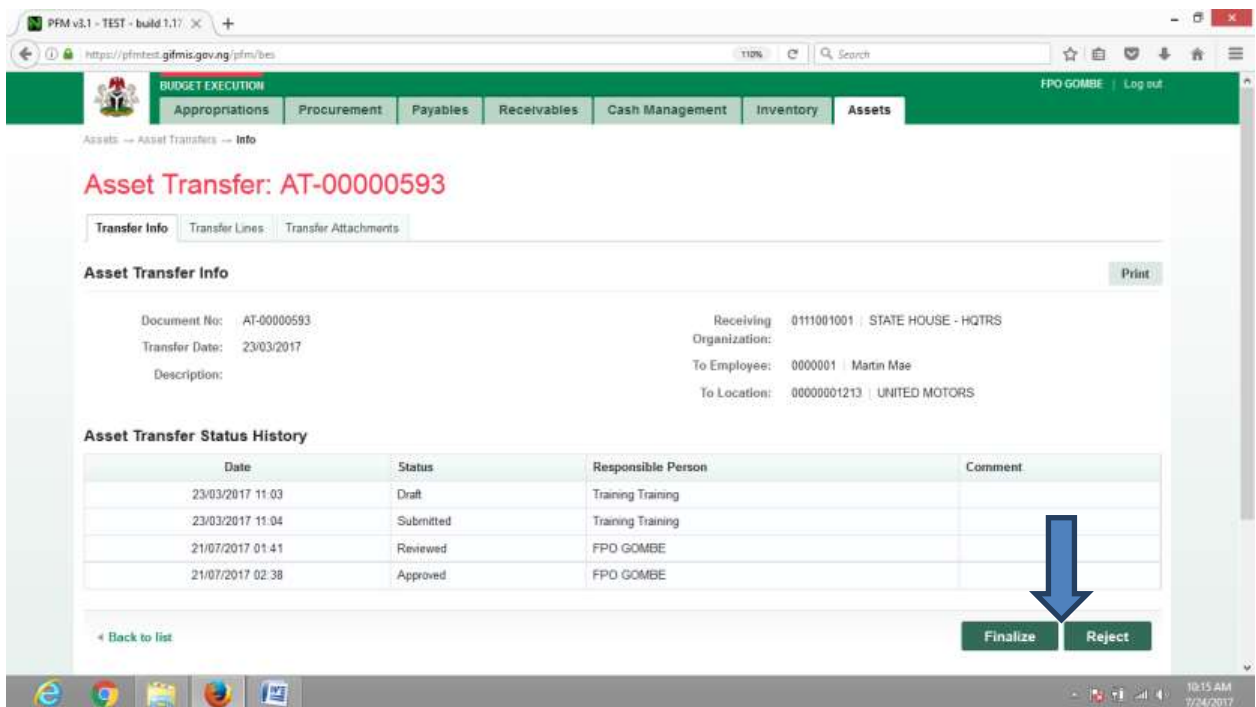
**CLICK** on Transfer Info navigate to approval page for approval; all things been equal as shown below:

Fig 3.29



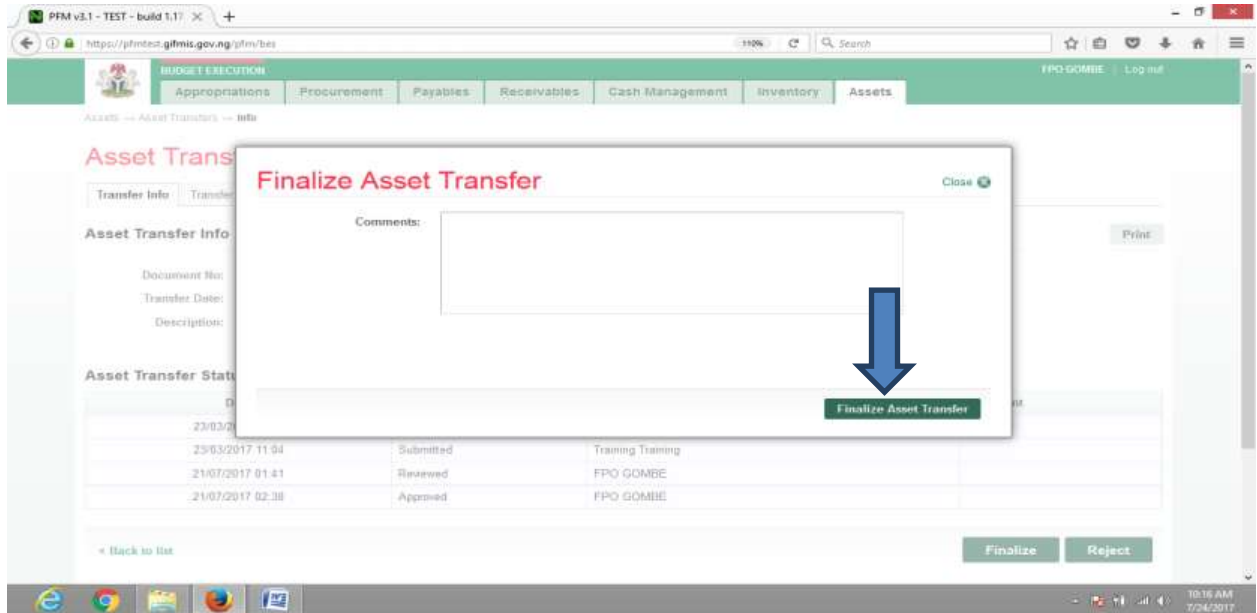
**CLICK** on Finalize or Reject to Finalize or reject the file as the case may be and as shown below;

Fig 3.30



**CLICK** on Finalize to Finalize or Reject to reject and write a comment on comment field. (Note that comment is optional on approval but mandatory on rejection); as the case may be and as shown below:

**Fig 3.31**

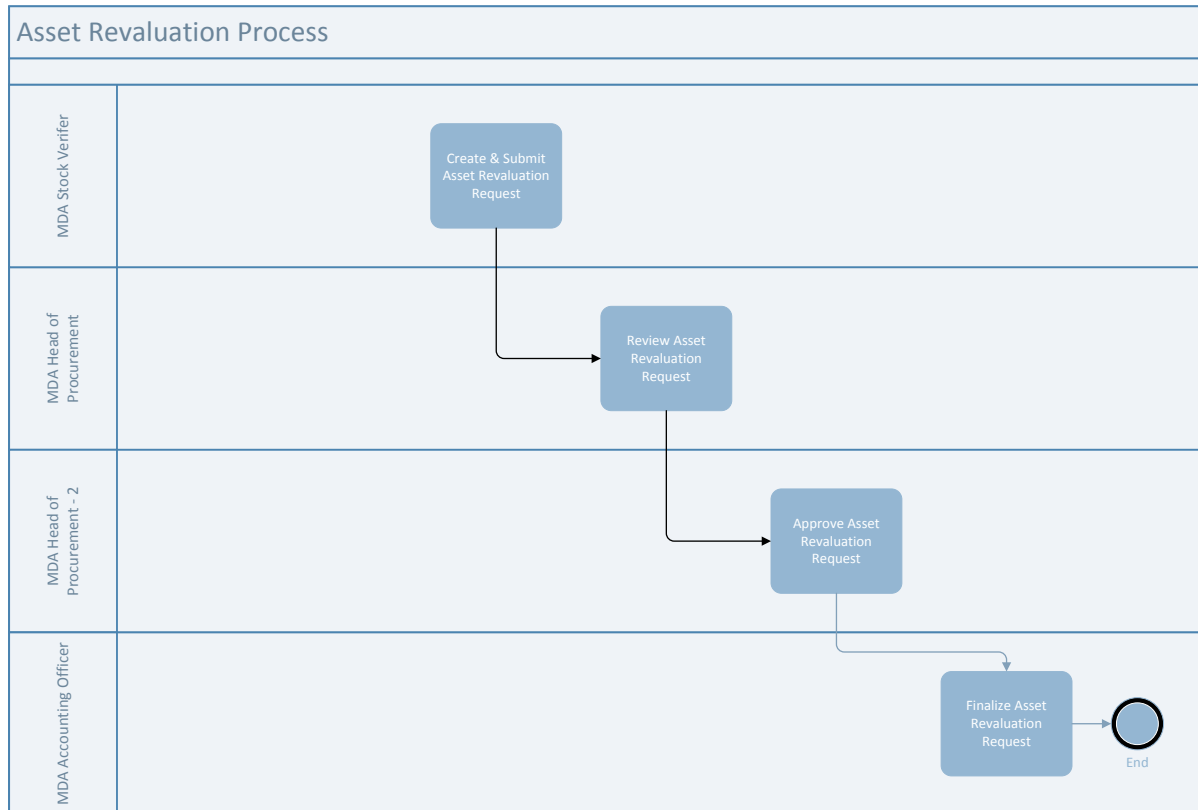


## 5 ASSET REVALUATION

### 5.1 INTRODUCTION

It is in line with accounting practice that noncurrent assets are revalued to establish their current market value. The procedure for revaluation in GIFMIS is as follows:

### 5.2 FLOW CHART



### 5.3 PROCESS FLOW

#### 5.3.1 Desk Officer Asset Revaluation

The Desk Officer logs into GIFMIS and navigate to Budget Execution sub-system, and click on Asset dropdown. SELECT Asset Revaluation from dropdown to add new asset revaluation.

Fig 4.1

**SELECT** Asset Revaluation in the asset menu to navigate to revaluation.



Fig4.2

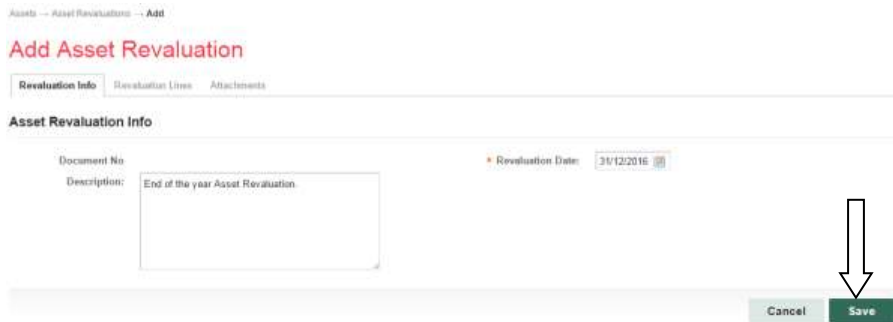
**CLICK** on Add new asset revaluation to add a revaluation document.





**Fig 4.3**

**CLICK** on save after defining the asset revaluation to save the document.



**Fig 4.4**

**CLICK** on Revaluation Lines tab to add a line.



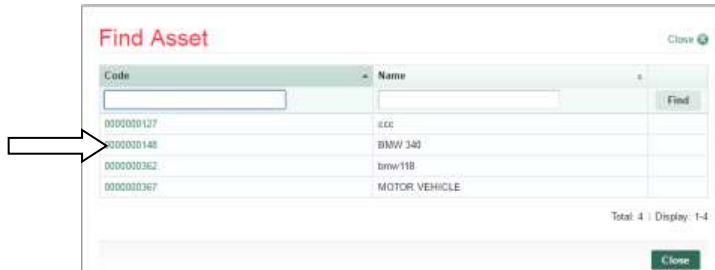
**Fig 4.5**

**CLICK** on Add new line to add a line.



**Fig 4.6**

**SELECT** the asset to be revalued on the asset list.

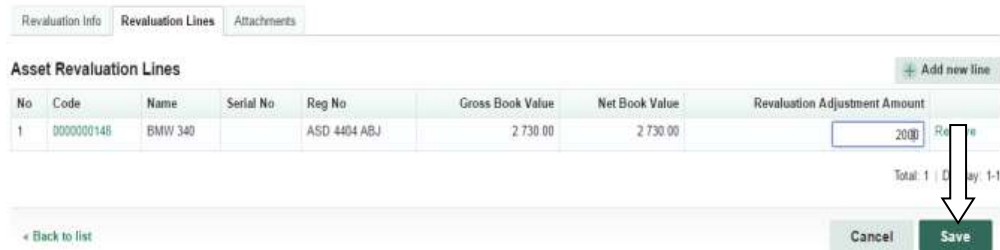


**Fig 4.7**

**Click** save to save the line, after filling Revaluation amount field.

Assets -- Asset Revaluations -- Lines

**Asset Revaluation: ARV-00000189**



**Fig 4.8**

**CLICK** on attachment tab to attach the relevant documents.

Please see complete procedure for attachment in **Fig 2.7** to **Fig 2.11** above.

**Asset Revaluation: ARV-00000189**



**Fig 4.9**

**CLICK** on submit tab to submit the revaluation document.



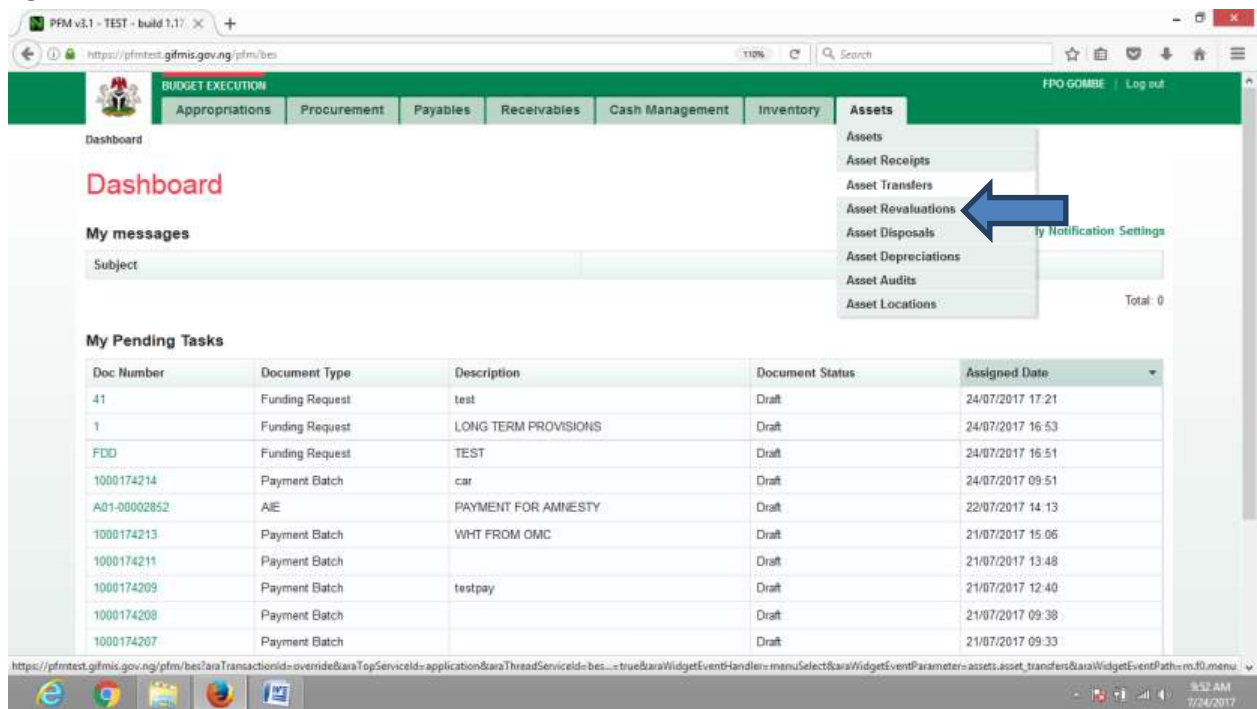
**Fig 4.10**

### 5.3.2 REVIEWER ASSET REVALUATION

The reviewer logs into GIFMIS, select from the submitted 'Asset receipts document' to be approved from the dashboard, open it by clicking the document number, navigates to revaluation lines to see details and go back to Revaluation Info page to approve. He approves by clicking on 'Approve' button below or rejects if he has issues, otherwise; go to ASSET Icon on the screen as shown below:

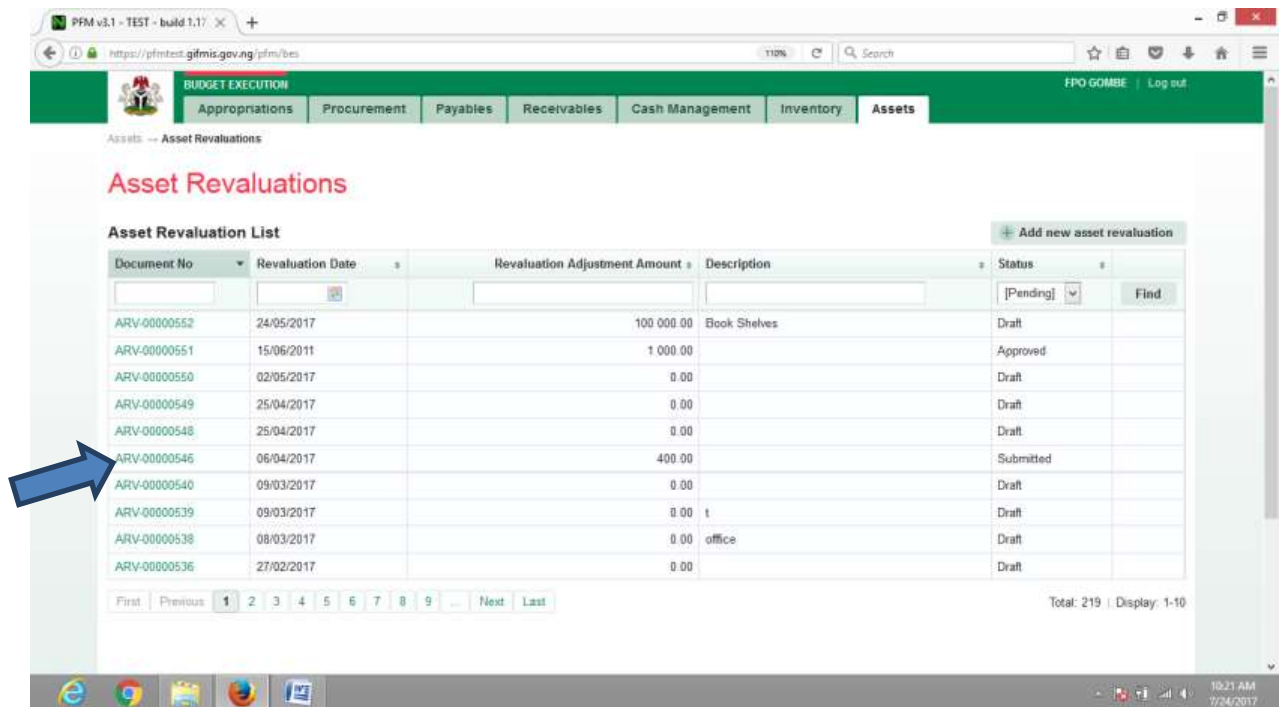
**SELECT** the 'Asset Revaluation' from the Assets Menu as shown below:

Fig 4.11



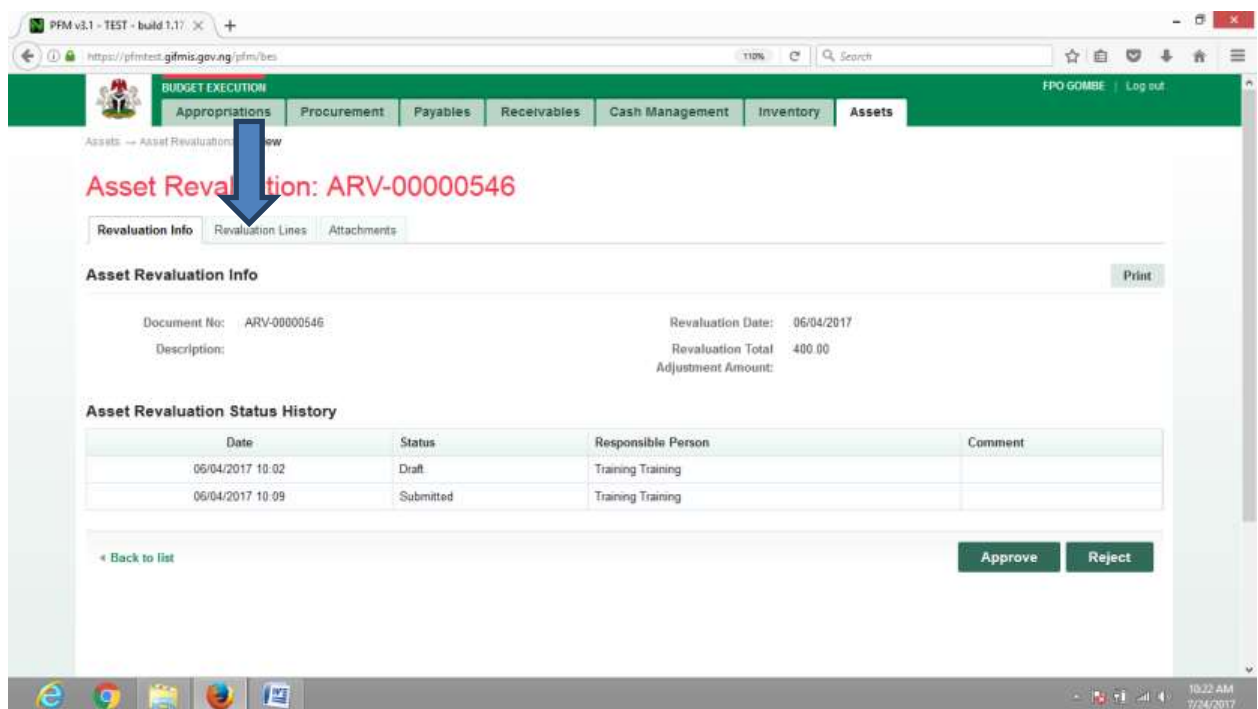
**CLICK** on the Asset Revaluation file code from the list of submitted items to open for review as shown below:

**Fig 4.12**



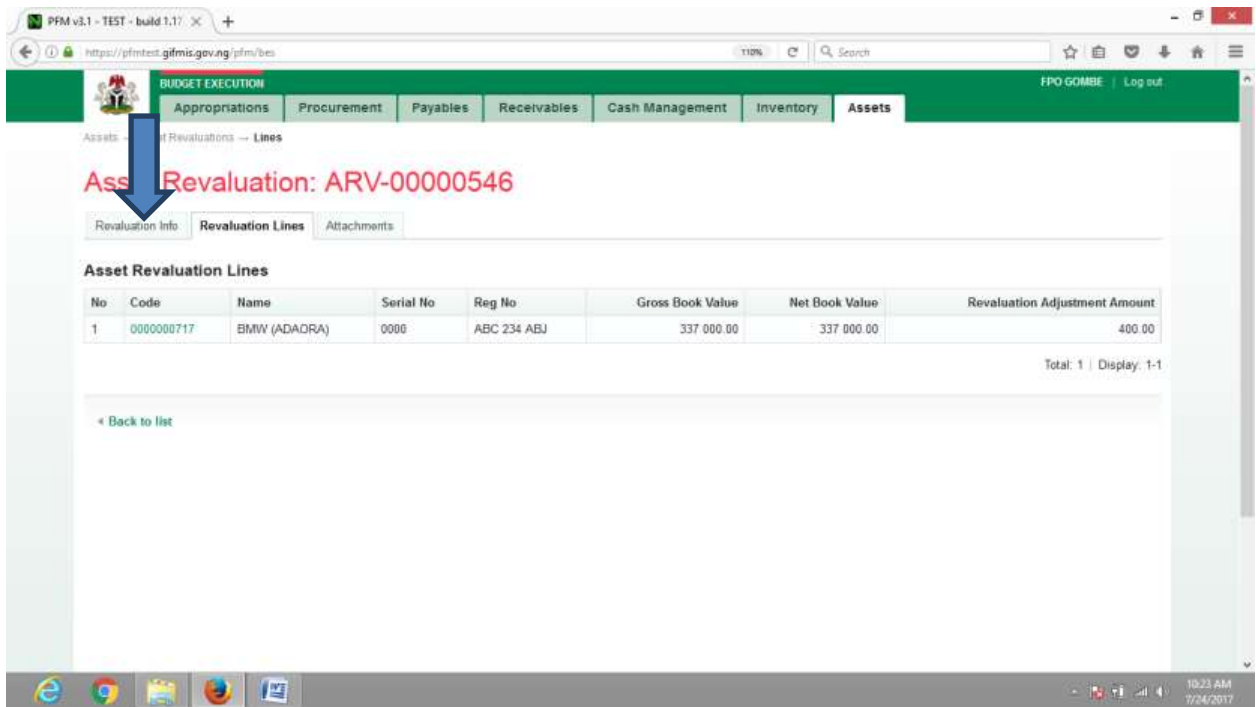
**CLICK** on Revaluation lines to see the details in the line for review as shown below:

**4.13**



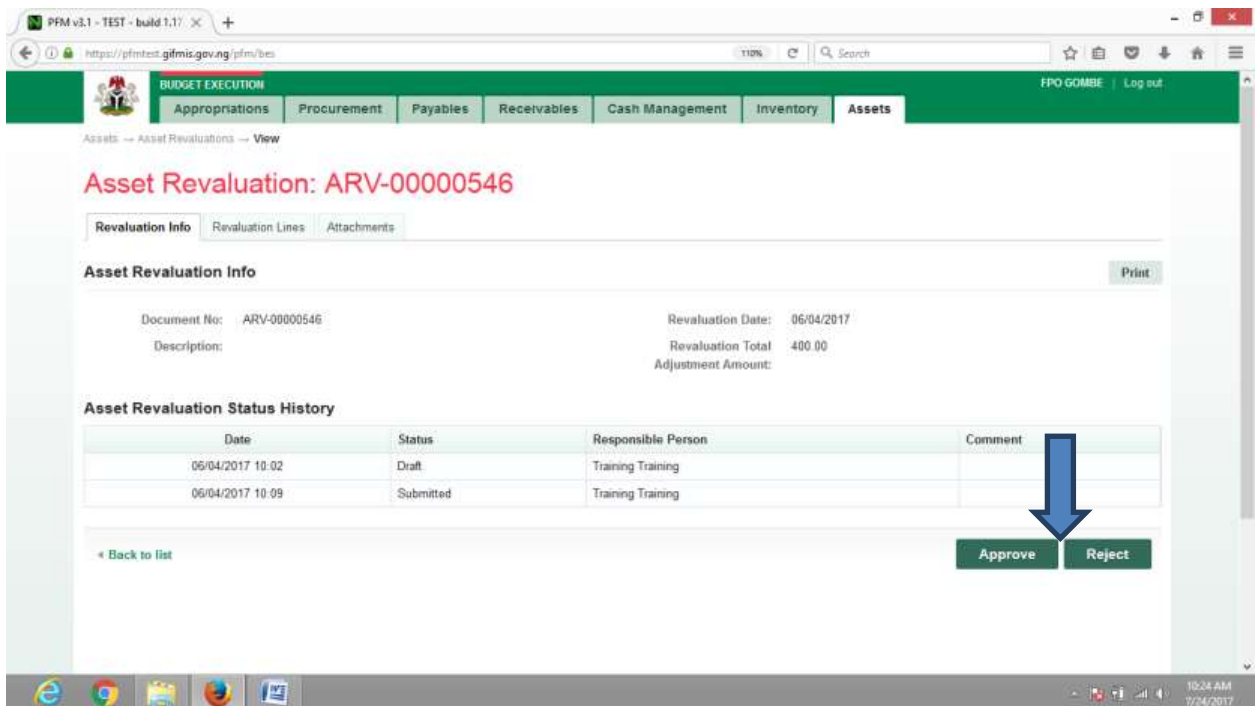
**CLICK** on 'Revaluation Info' to go back to the approval page to approve the document as shown below:

**Fig 4.14**



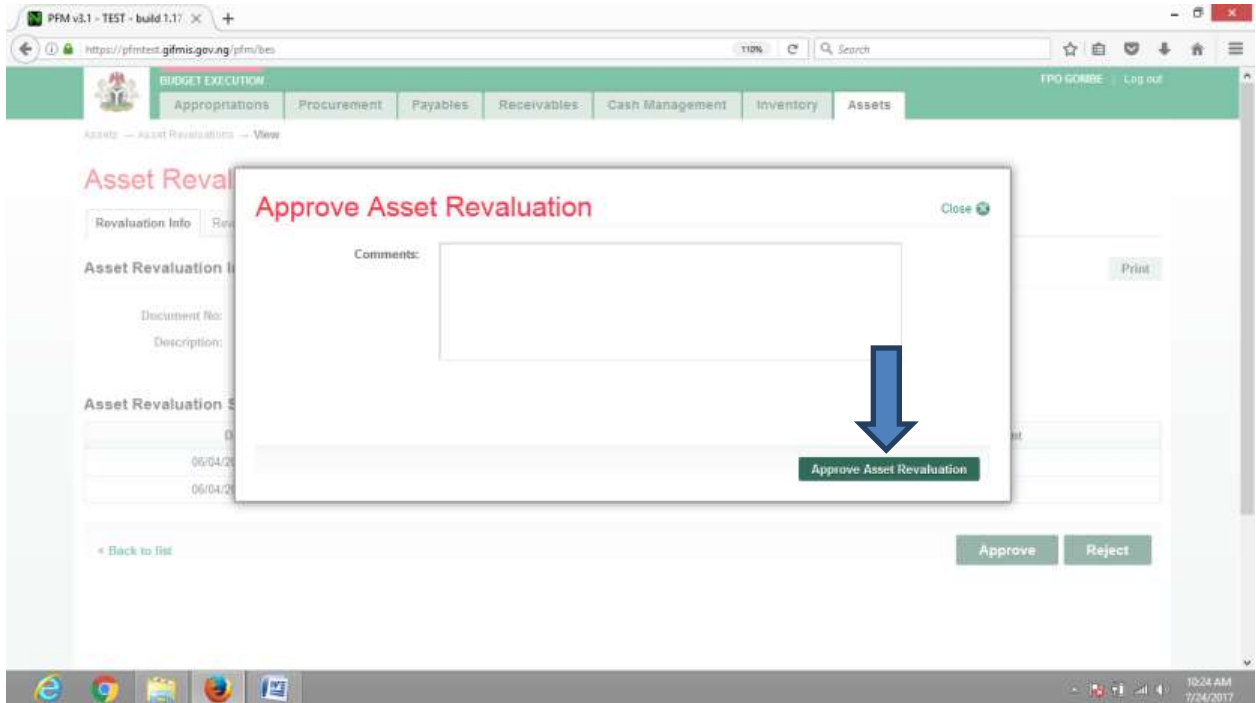
**CLICK** on Approve or Reject tabs to approve or reject the Asset transfer as shown below:

**Fig 4.15**



**CLICK** on Approve to Approve or Reject to reject and write a comment on comment field. (Note that comment is optional on approval but mandatory on rejection); as the case may be and as shown below

**Fig 4.16**

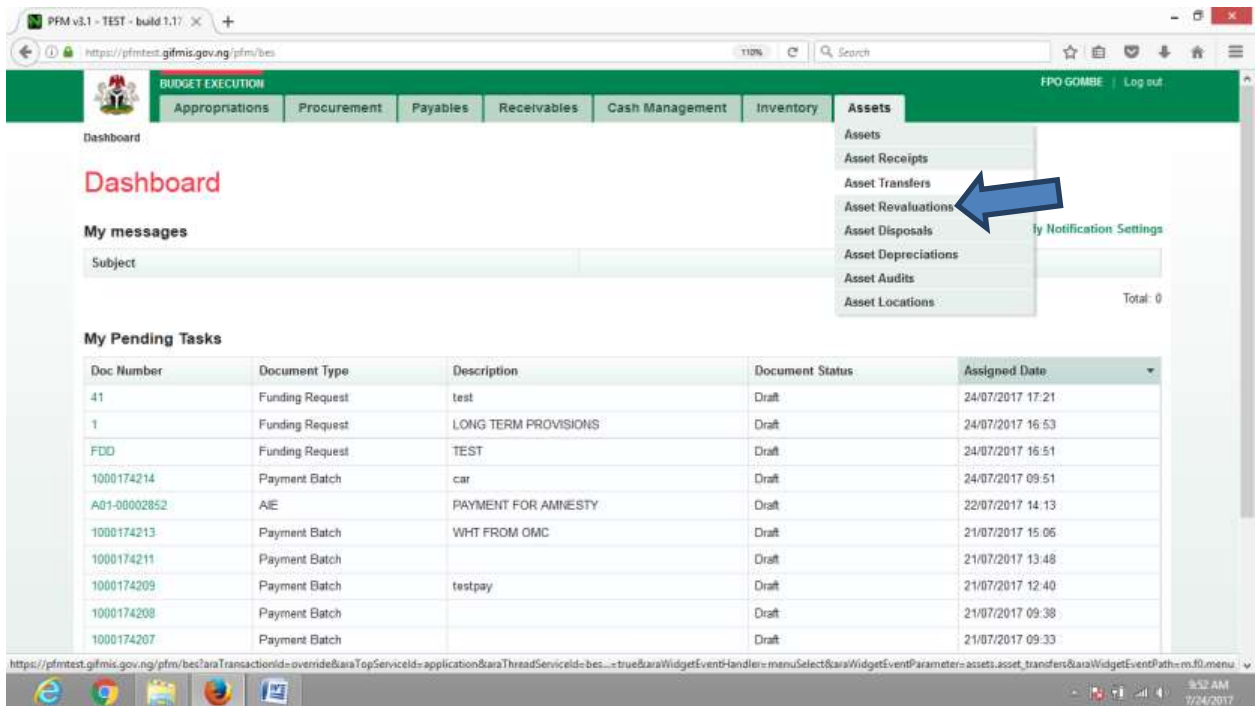


### *5.3.3 FIRST APPROVER ASSET REVALUATION*

The First approver shall log into GFMIS, select from the submitted 'Asset receipts document' to be approved from the dashboard, open it by clicking the document number, navigates to revaluation lines to see details and go back to Revaluation Info page to approve. He approves by clicking on 'Approve' button below or rejects if he has issues, otherwise; go to ASSET Icon on the screen as shown below:

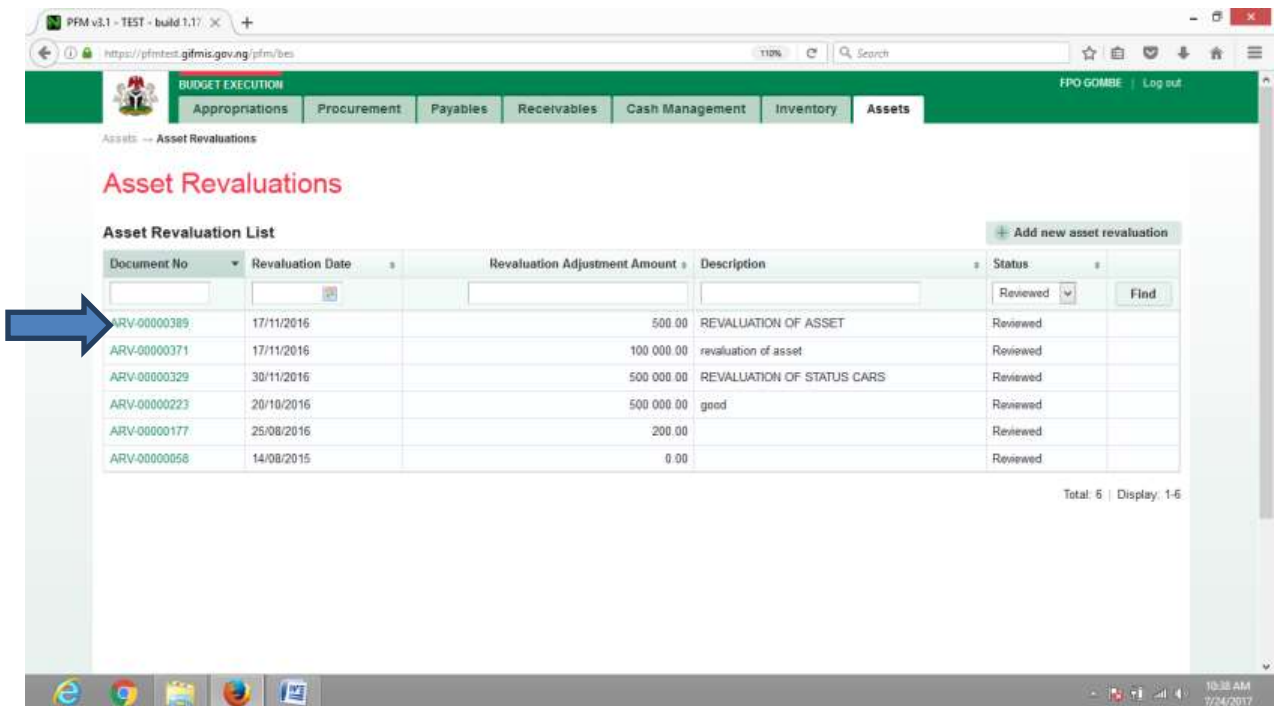
**SELECT** the 'Asset Revaluation' from the Assets Menu as shown below:

**Fig 4.17**



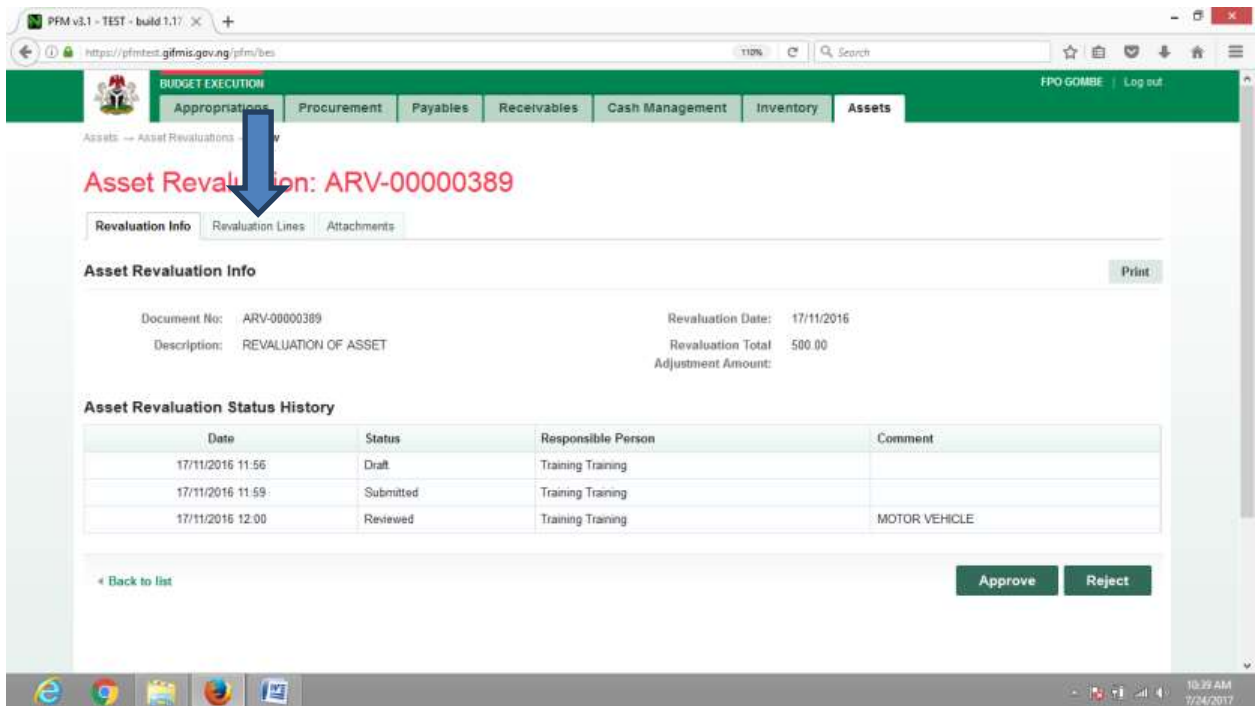
**CLICK** on the Asset Revaluation file code from the list of reviewed items to open for review as shown below:

**Fig 4.18**



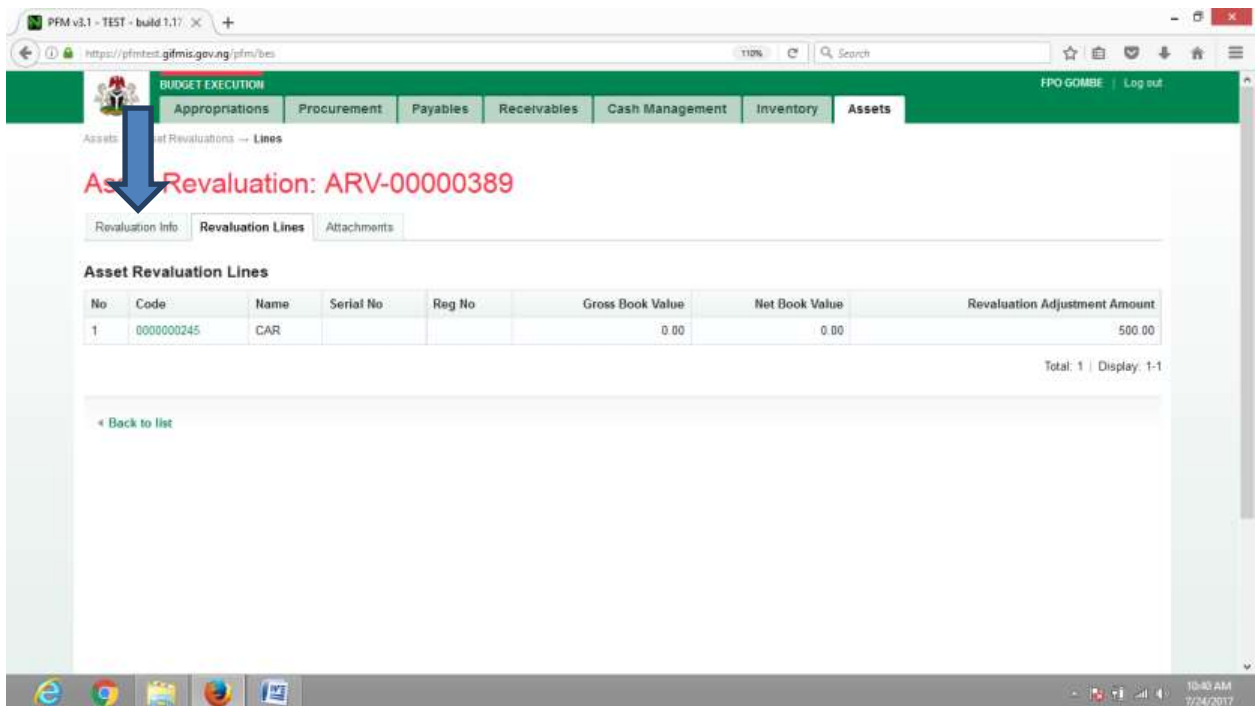
**CLICK** on Revaluation lines to see the details in the line for review as shown below:

**Fig 4.19**



**CLICK** on 'Revaluation Info' to go back to the approval page to approve the document as shown below:

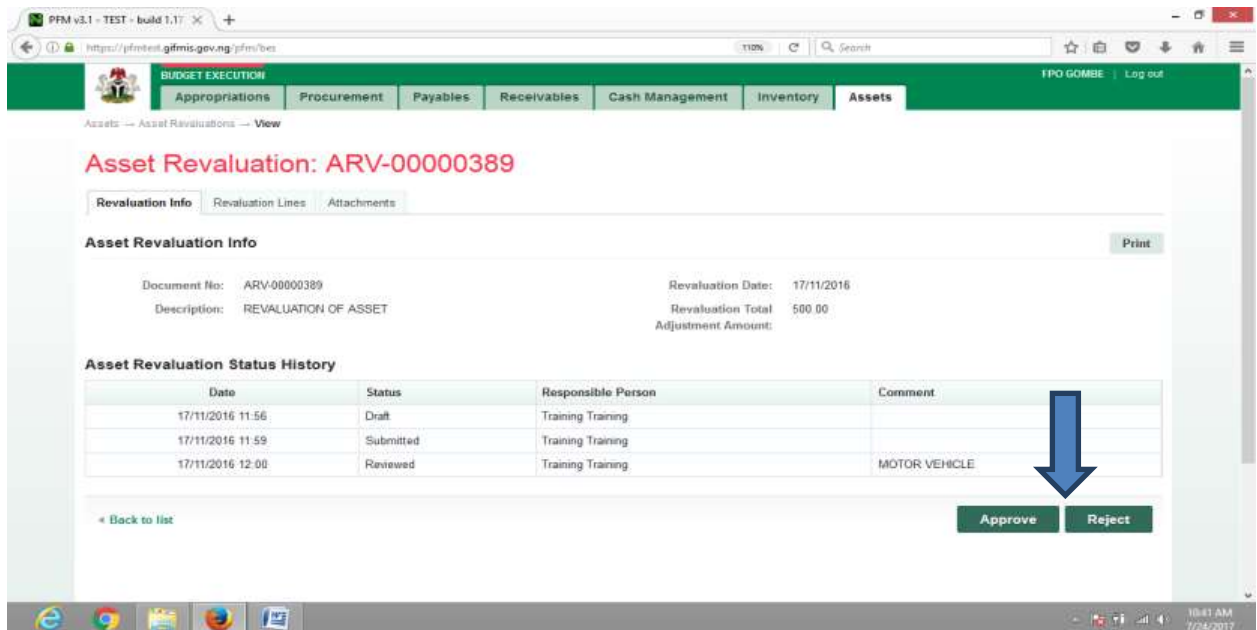
**Fig 4.20**





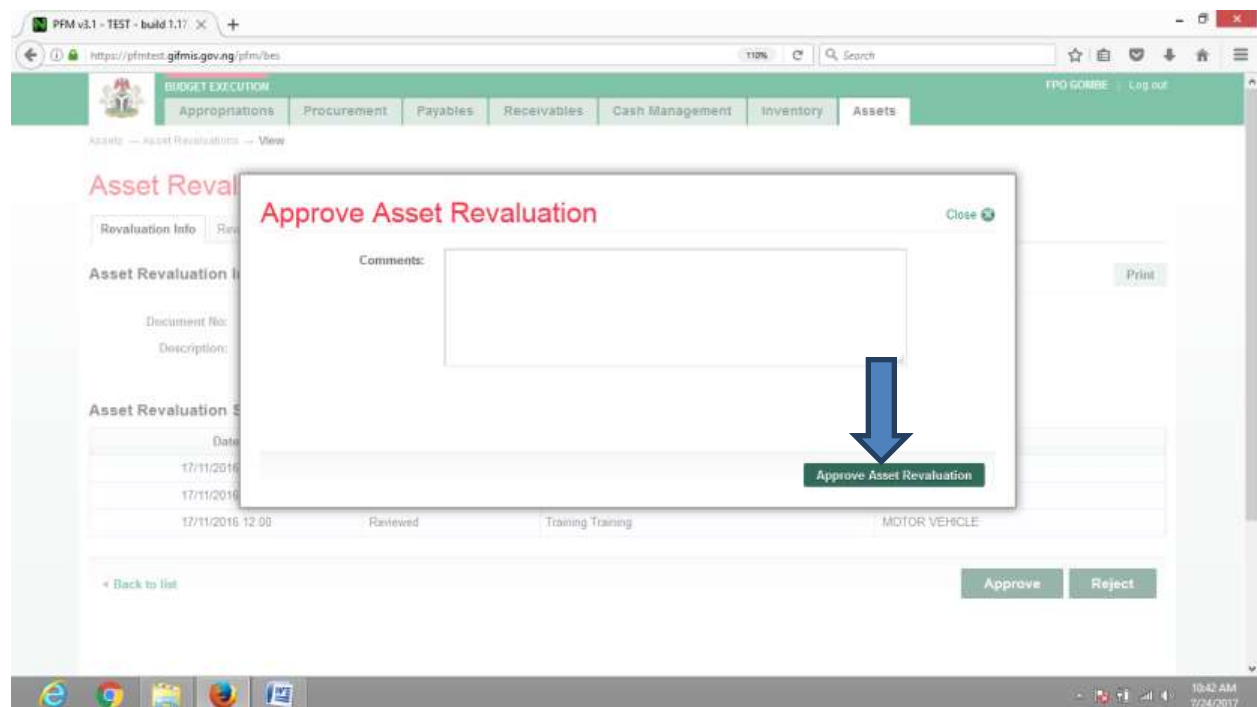
**CLICK** on Approve or Reject tabs to approve or reject the Asset transfer as shown below:

**Fig 4.21**



**CLICK** on Approve to Approve or Reject to reject and write a comment on comment field. (Note that comment is optional on approval but mandatory on rejection); as the case may be and as shown below

**Fig 4.22**

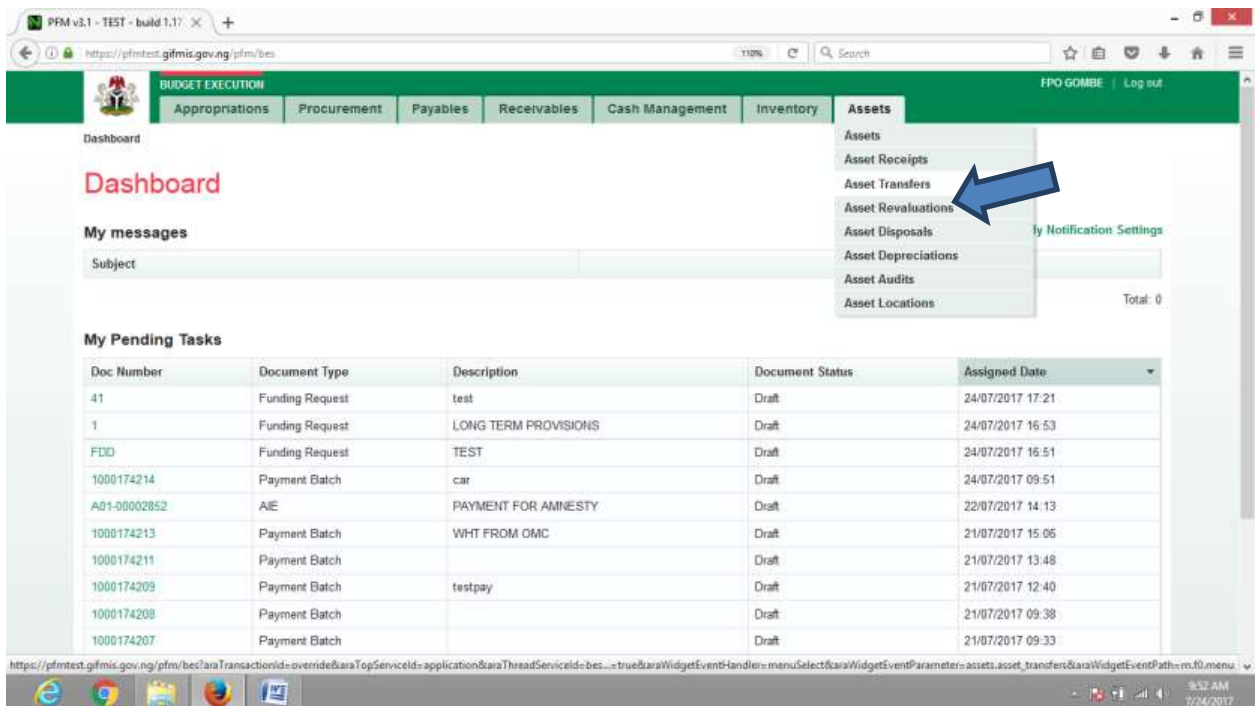


### 5.3.4 FINAL APPROVER ASSET REVALUATION

The Final approver like the First approver logs into system, select from the submitted 'Asset Revaluation document' to be Finalized from the dashboard, open it by clicking the document number, navigates to revaluation lines to see details and go back to Revaluation Info page to approve. He approves by clicking on 'Finalize' button below or rejects if he has issues, otherwise; go to ASSET Icon on the screen as shown below:

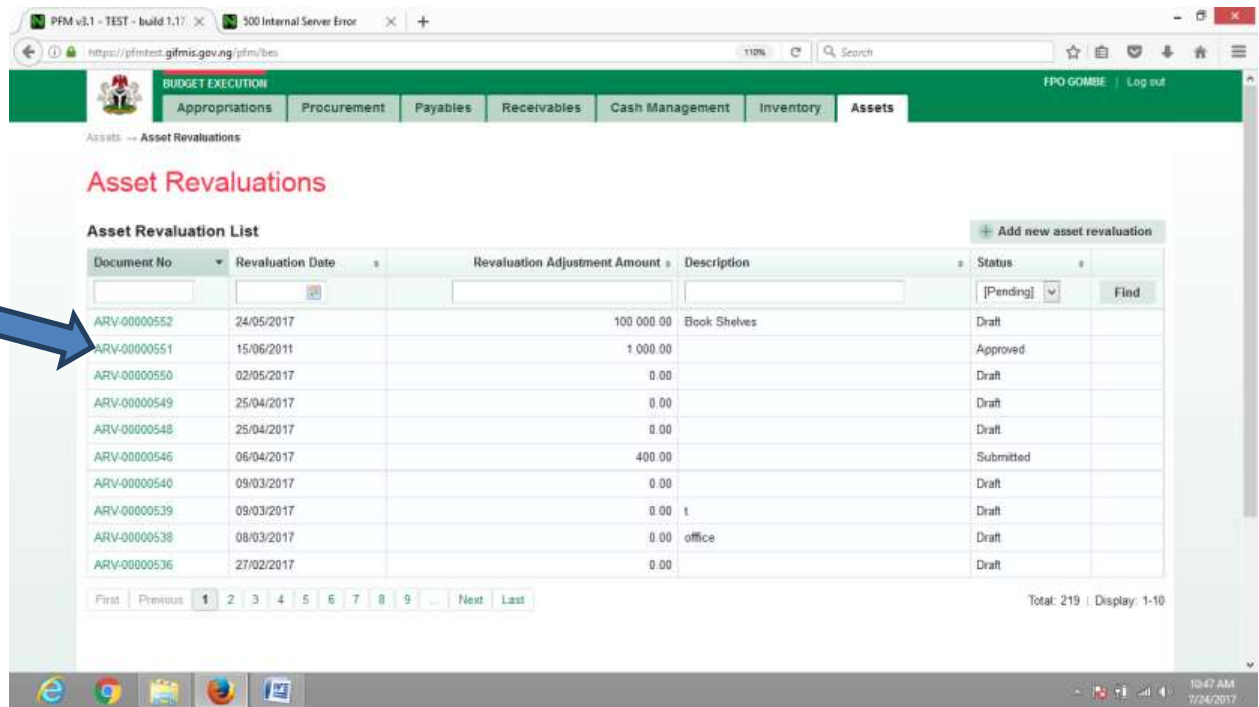
**SELECT** the 'Asset Revaluation' from the Assets Menu as shown below:

Fig 4.23



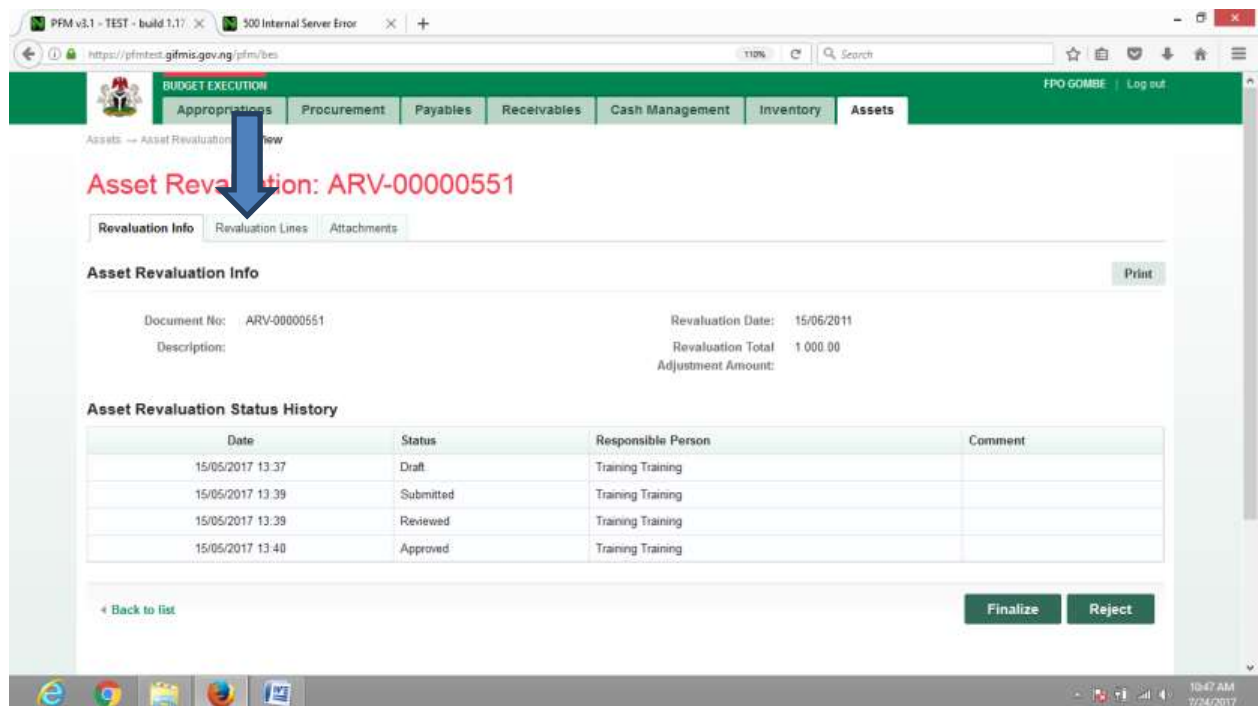
**CLICK** on the Asset Revaluation file code from the list of Approved items to open for review as shown below:

Fig 4.24



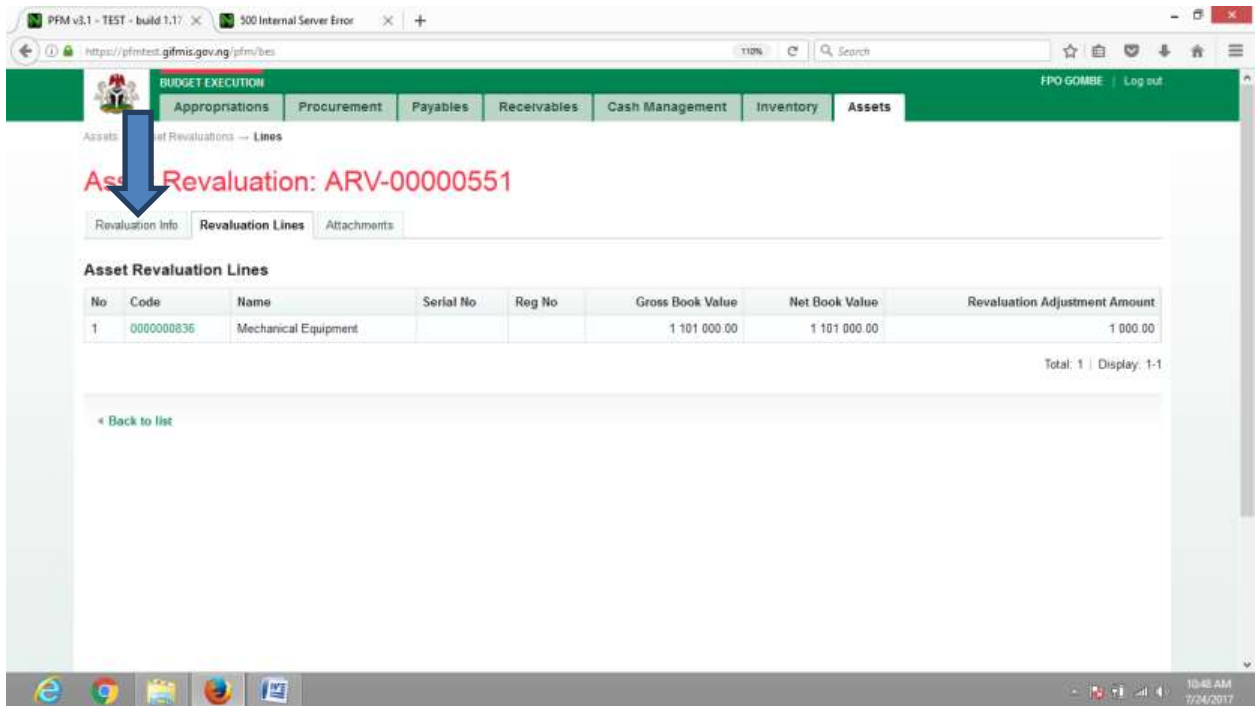
**CLICK** on Revaluation lines to see the details in the line for review as shown below:

Fig 4.25



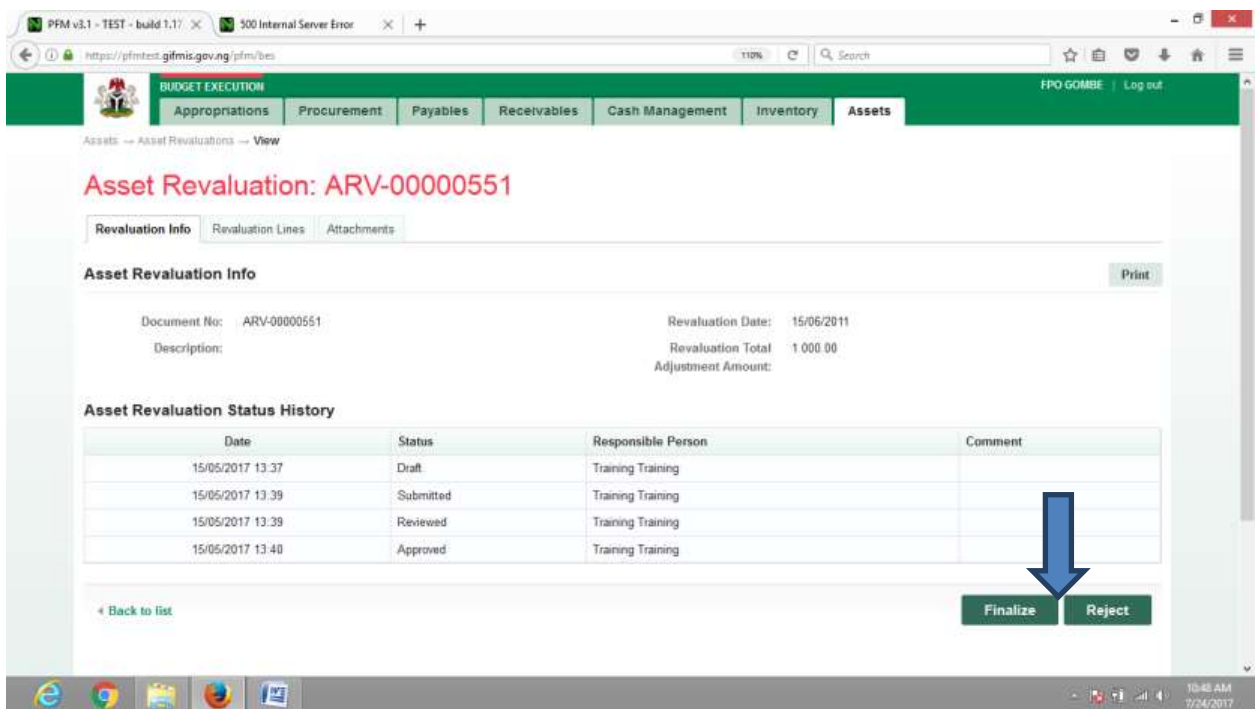
**CLICK** on 'Revaluation Info' to go back to the approval page to approve the document as shown below:

Fig 4.26



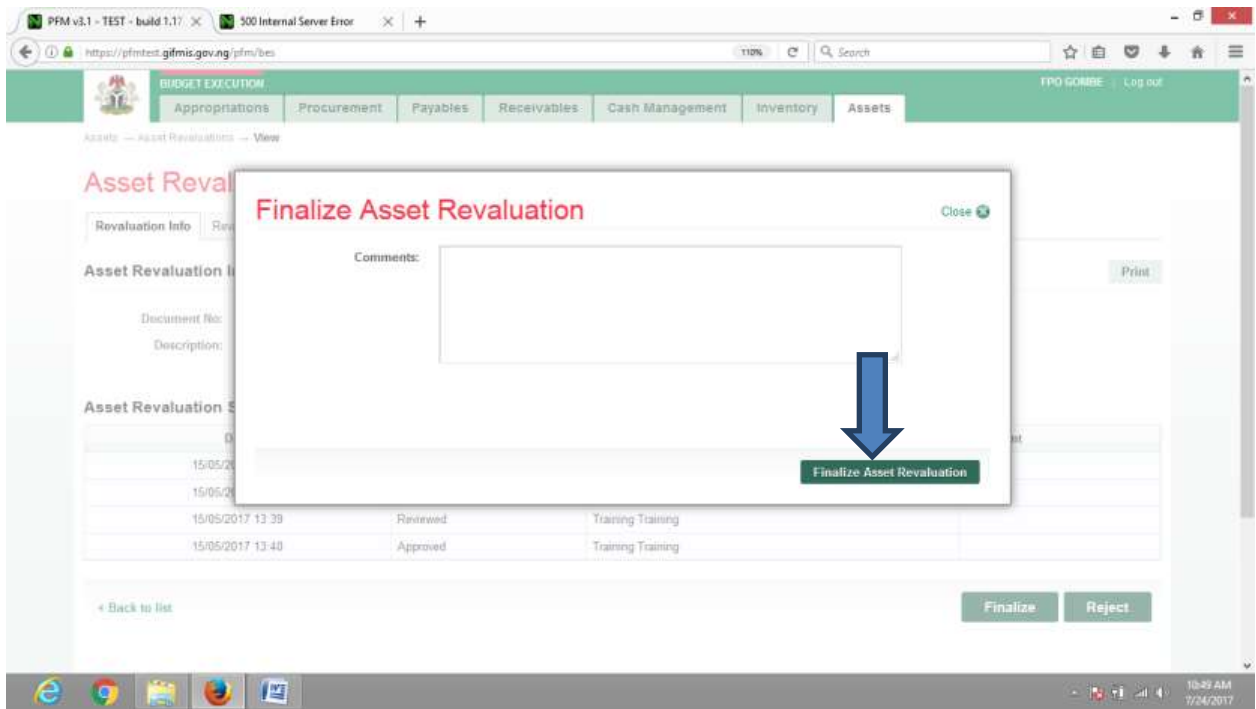
**CLICK** on Finalize or Reject tabs to Finalize or reject the Asset Revaluation as shown below:

Fig 4.27



**CLICK** on Finalize to Finalize or Reject to reject and write a comment on comment field. (Note that comment is optional on approval but mandatory on rejection); as the case may be and as shown below

**Fig 4.28**



## 6. ASSET DEPRECIATION

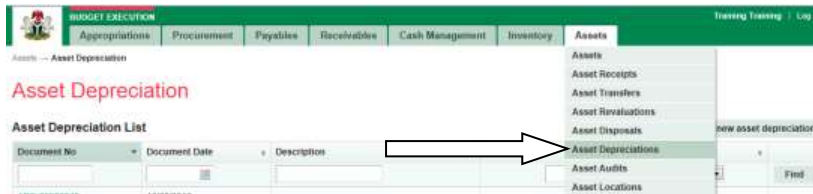
### 6.1 INTRODUCTION

The value of an asset depreciates through time as it is put to use. The procedure for depreciation on GIFMIS is as shown below:

#### 6.1.1 Desk Officer Asset Depreciation

**Fig 5.1**

**SELECT** Asset Depreciations from the asset Menu to navigate to asset depreciation.



**Fig 5.2**

**CLICK** on Add new asset depreciation tab to add asset depreciation document.



**Fig 5.3**

Fill in the asset depreciation fields and click on Save to save the document.



**Fig5.4**

**CLICK** on depreciation line tab to add a line.



**Fig5.5**

**CLICK** on calculate depreciation line tab to calculate depreciation.



**Fig 5.6**

**CLICK** on calculate depreciation lines tab after defining the depreciation line to add a line.



**Fig 5.7**  
**No data available after calculating the depreciating because the depreciation was not defined by the master data administrator. Otherwise the depreciation would have shown on this sheet.**



**Fig 5.8**  
**CLICK on Add new line tab to manually add depreciation line.**



**Fig 5.9**  
**CLICK on save and close tab after defining the depreciation line to add a line.**



**Fig 5.10**  
**CLICK on Depreciation Info tab to submit the document.**



Fig 5.11

You submit if you are not attaching any document, but if you need to attach any, Please see Fig 2.7 to Fig 2.11 under Receipt above.



Fig 5.12

Submit asset depreciation after writing a comment on the comment box.



Fig 5.13

### 6.1.2 REVIEWER ASSET DEPRECIATION

The reviewer logs into the system, select from the submitted 'Asset depreciation document' to be approved from the dashboard, open it by clicking the document number, navigates to depreciation lines to see details and go back to depreciation Info page to approve. He approves by clicking on 'Approve' button below or rejects if he has issues, otherwise; go to ASSET Icon on the screen as shown below:

Fig 5.14

SELECT the 'Asset depreciation' from the Assets Menu as shown below:

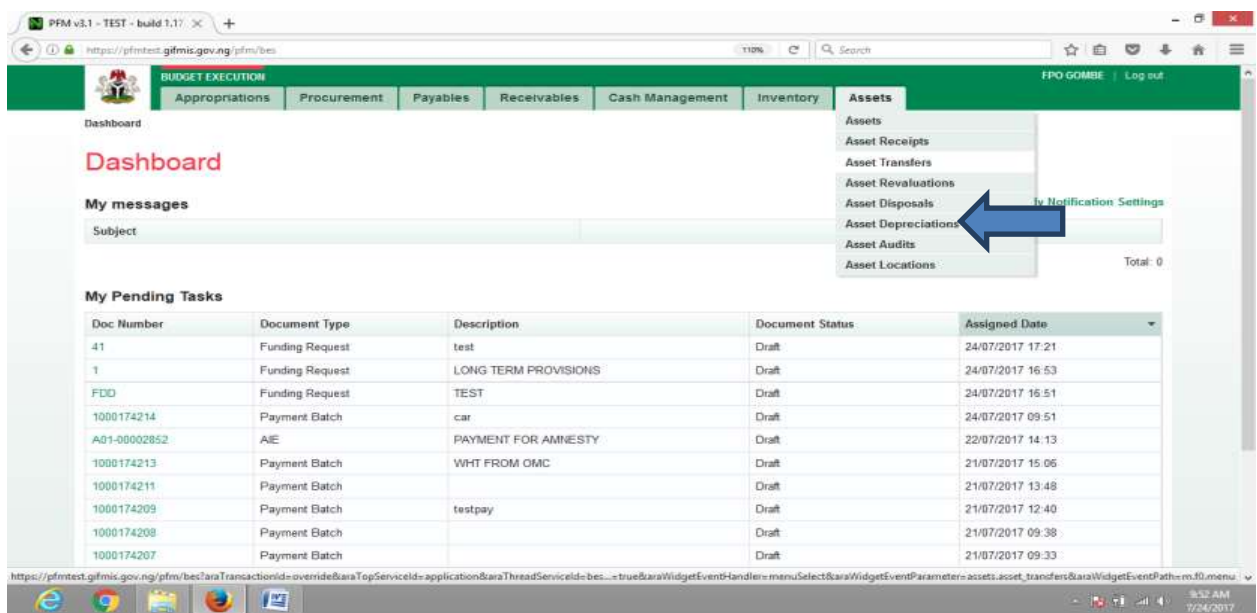




Fig 5.15

**CLICK** on the Asset Depreciation file code from the list of submitted items to open for review as shown below:

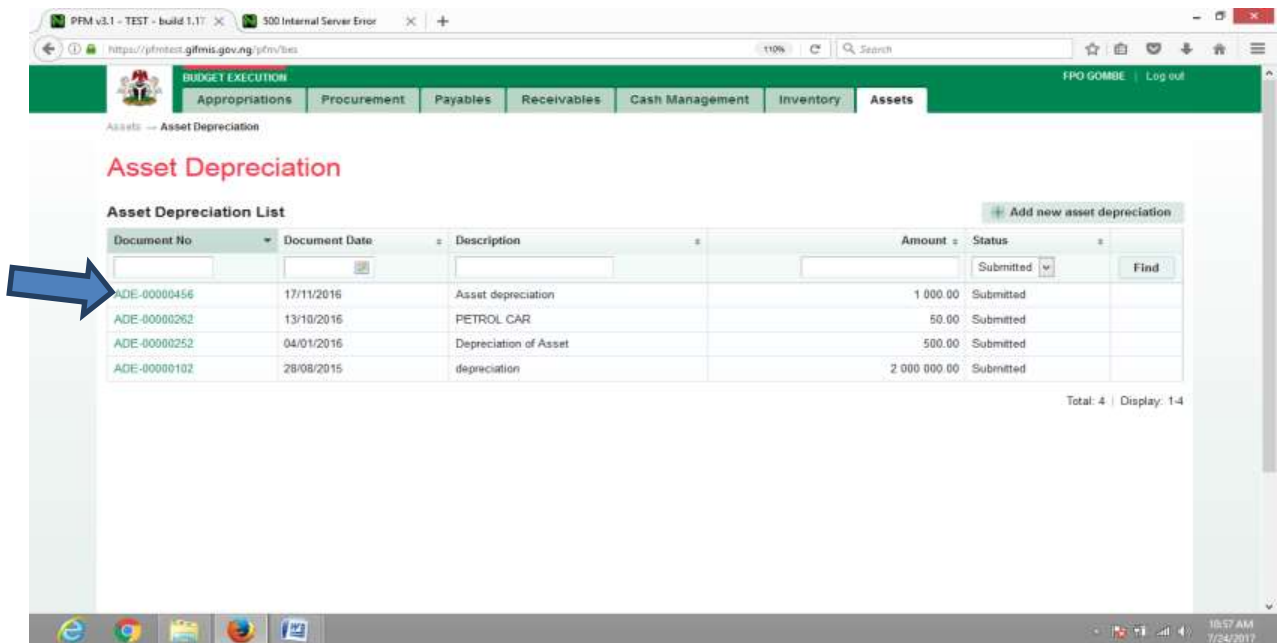


Fig 5.16

**CLICK** on Depreciation lines to see the details in the line for review as shown below:

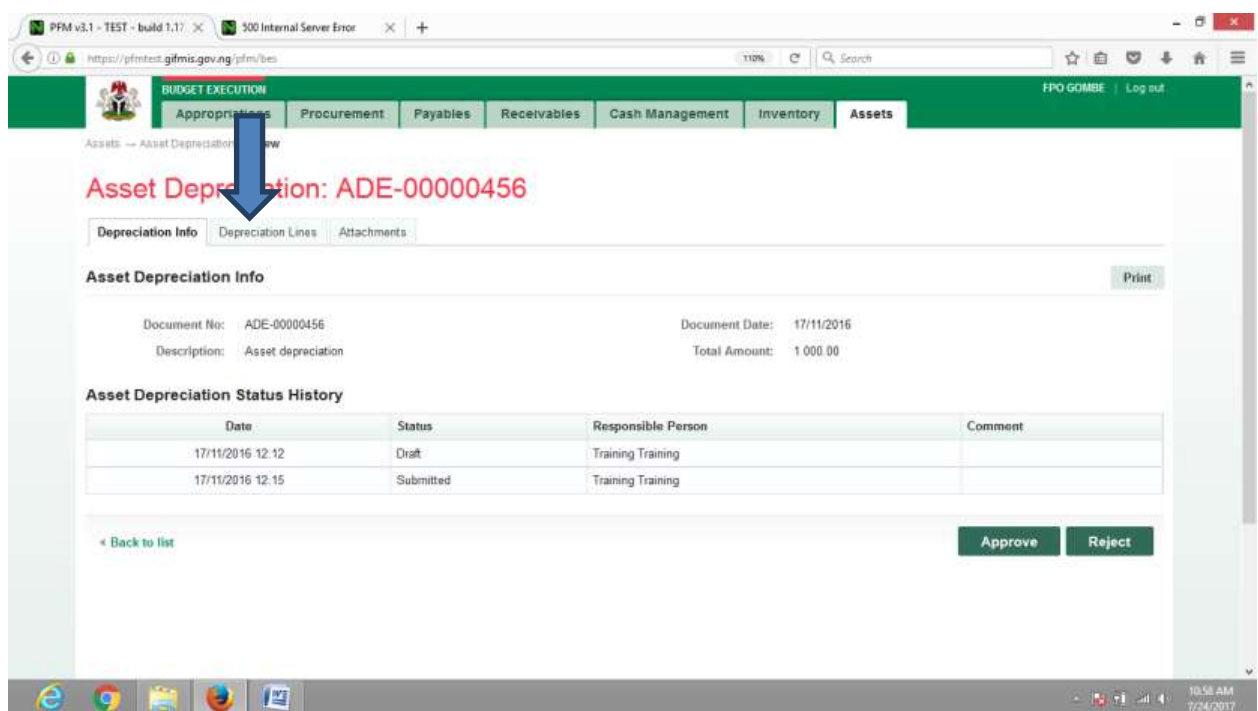


Fig 5.17

**CLICK** on 'Depreciation Info' to go back to the approval page to approve the document as shown below:

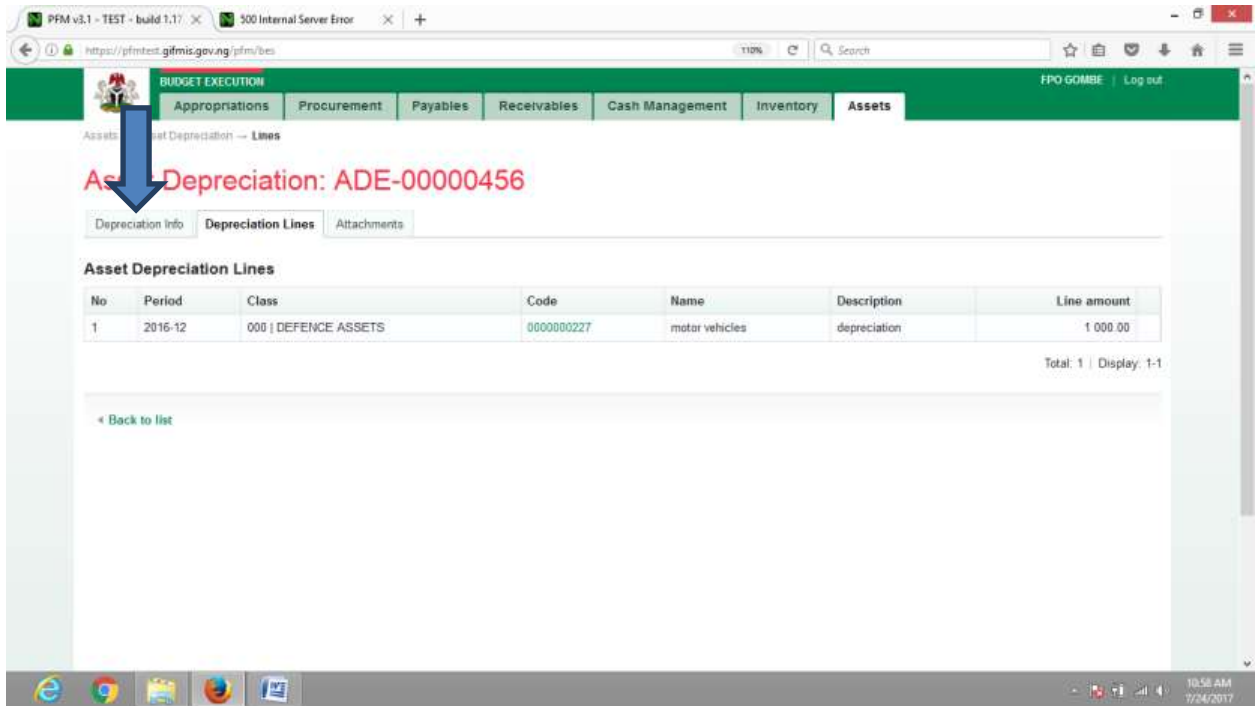


Fig 5.18

**CLICK** on Approve or Reject tabs to approve or reject the Asset depreciation as shown below:

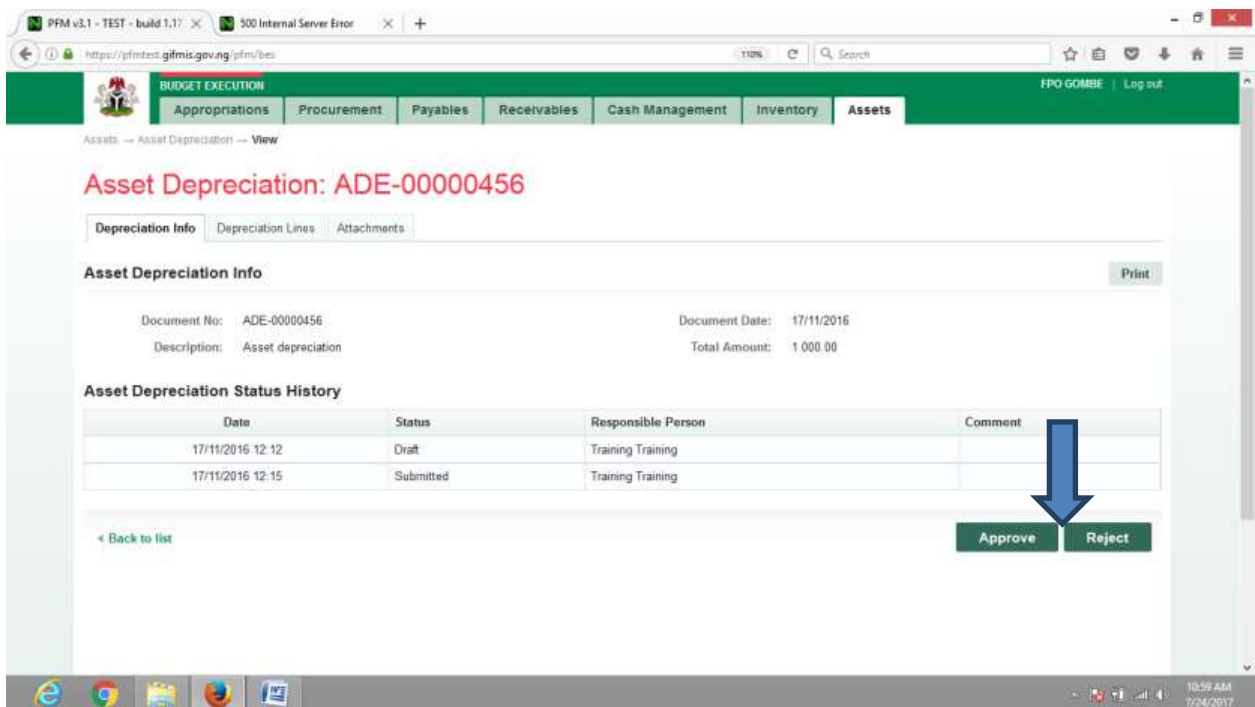
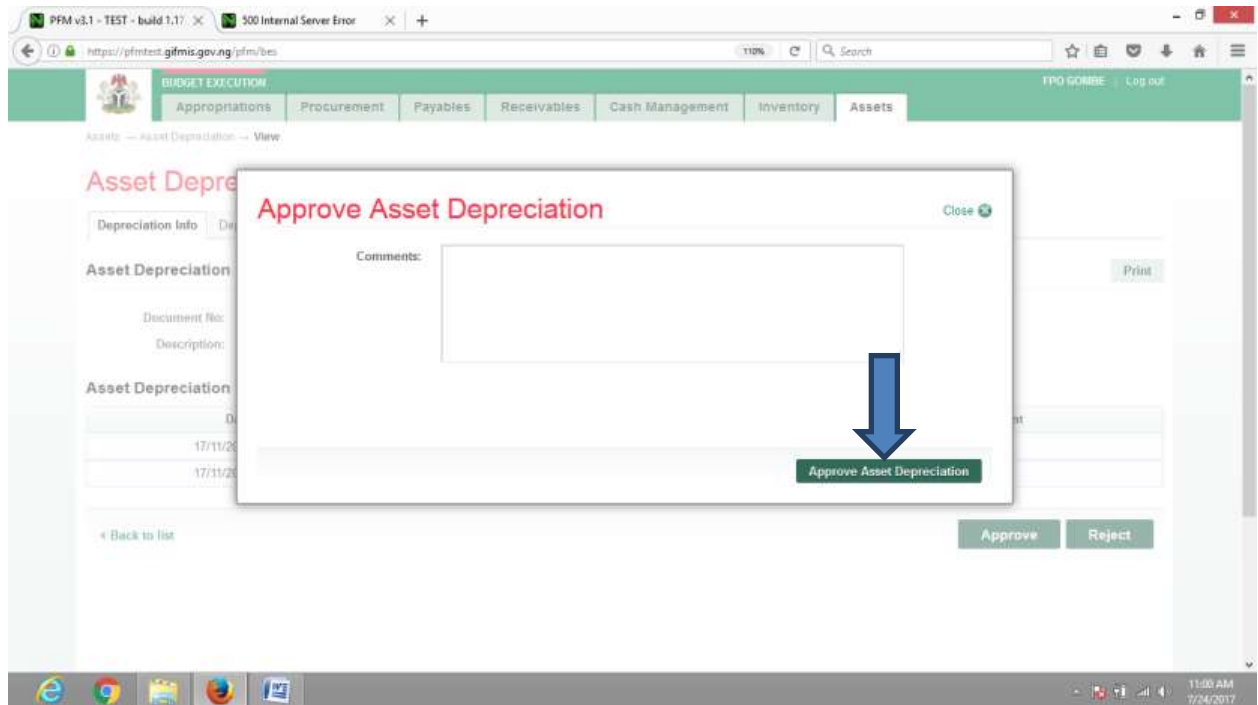


Fig 5.19

**CLICK** on Approve to Approve or Reject to reject and write a comment on comment field. (Note that comment is optional on approval but mandatory on rejection); as the case may be and as shown below



### 6.1.3 FIRST APPROVER ASSET DEPRECIATION

The reviewer logs into the system, select from the submitted 'Asset depreciation document' to be approved from the dashboard, open it by clicking the document number, navigates to depreciation lines to see details and go back to depreciation Info page to approve. He approves by clicking on 'Approve' button below or rejects if he has issues, otherwise; go to ASSET Icon on the screen as shown below:

Fig 5.20

**SELECT** the 'Asset depreciation' from the Assets Menu as shown below:

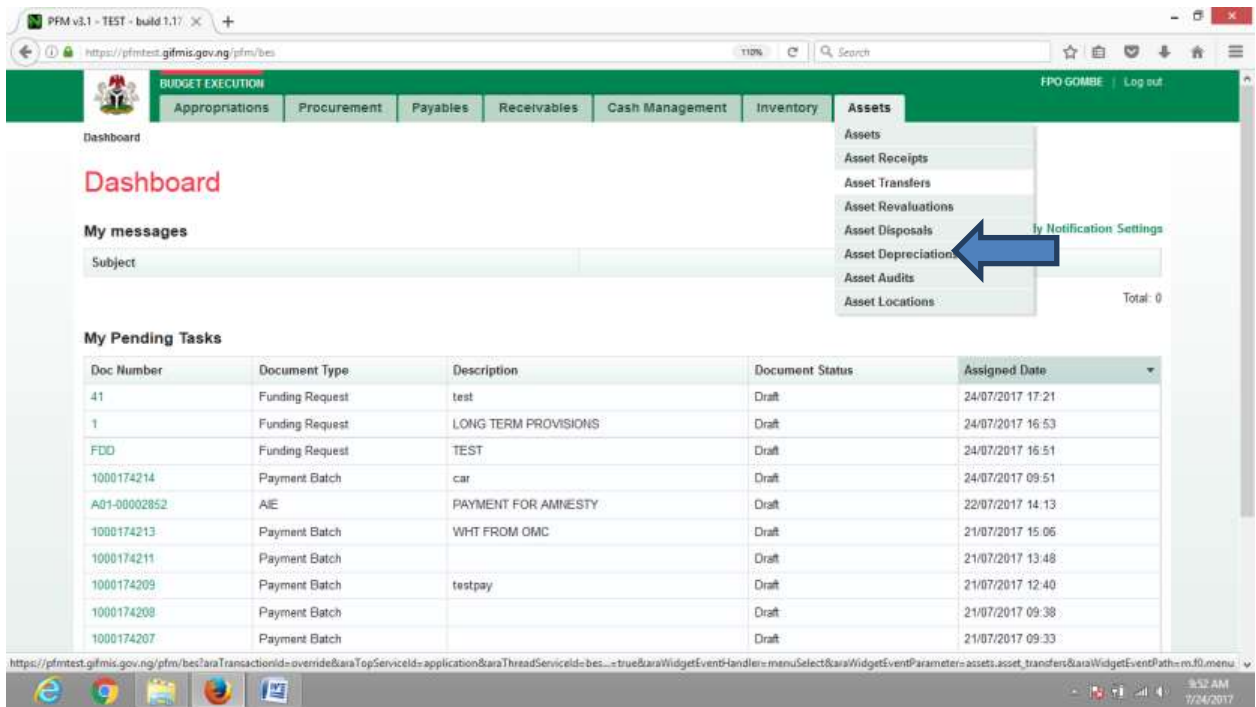


Fig 5.21

**CLICK** on the Asset Depreciation file code from the list of reviewed items to open for review as shown below:

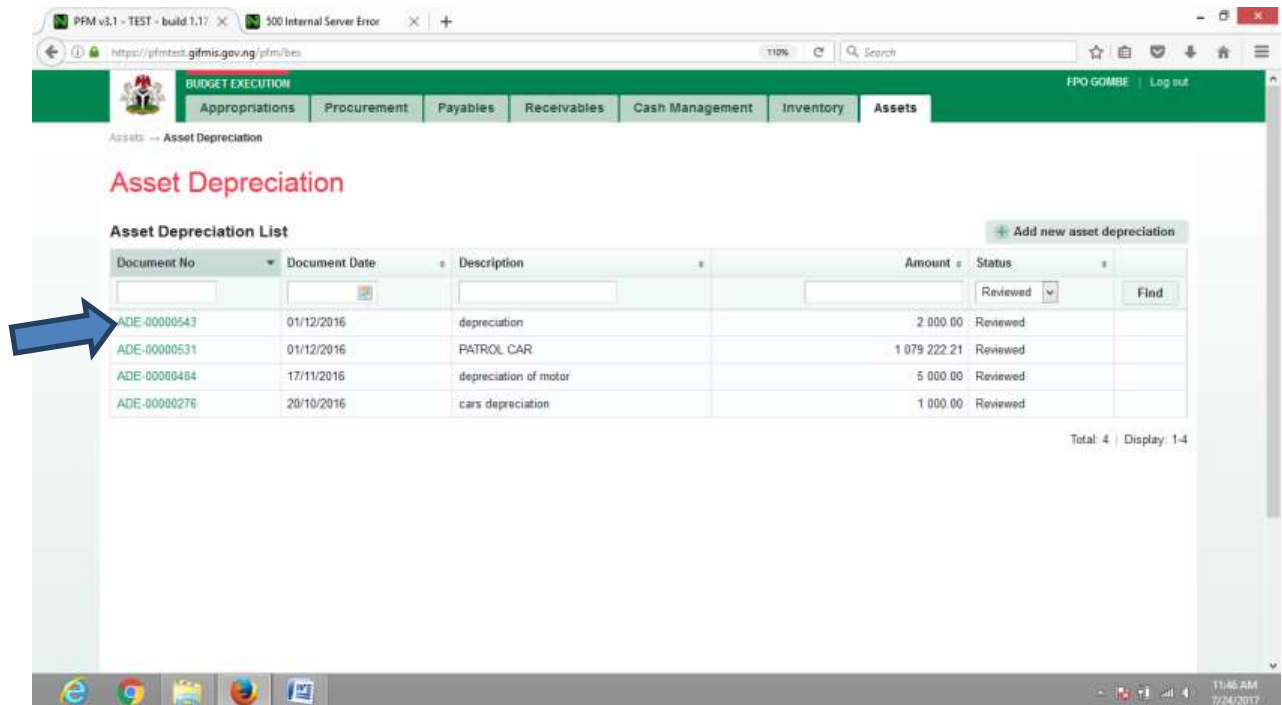


Fig 5.22

**CLICK** on Depreciation lines to see the details in the line for review as shown below:

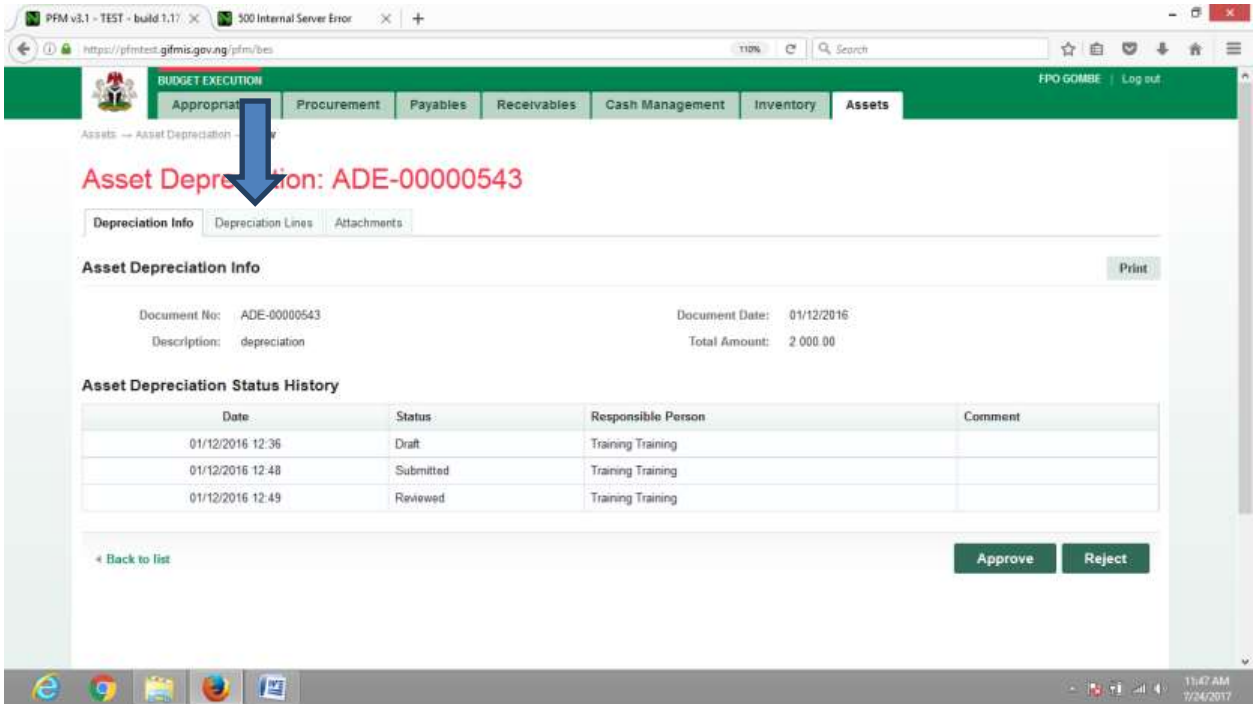
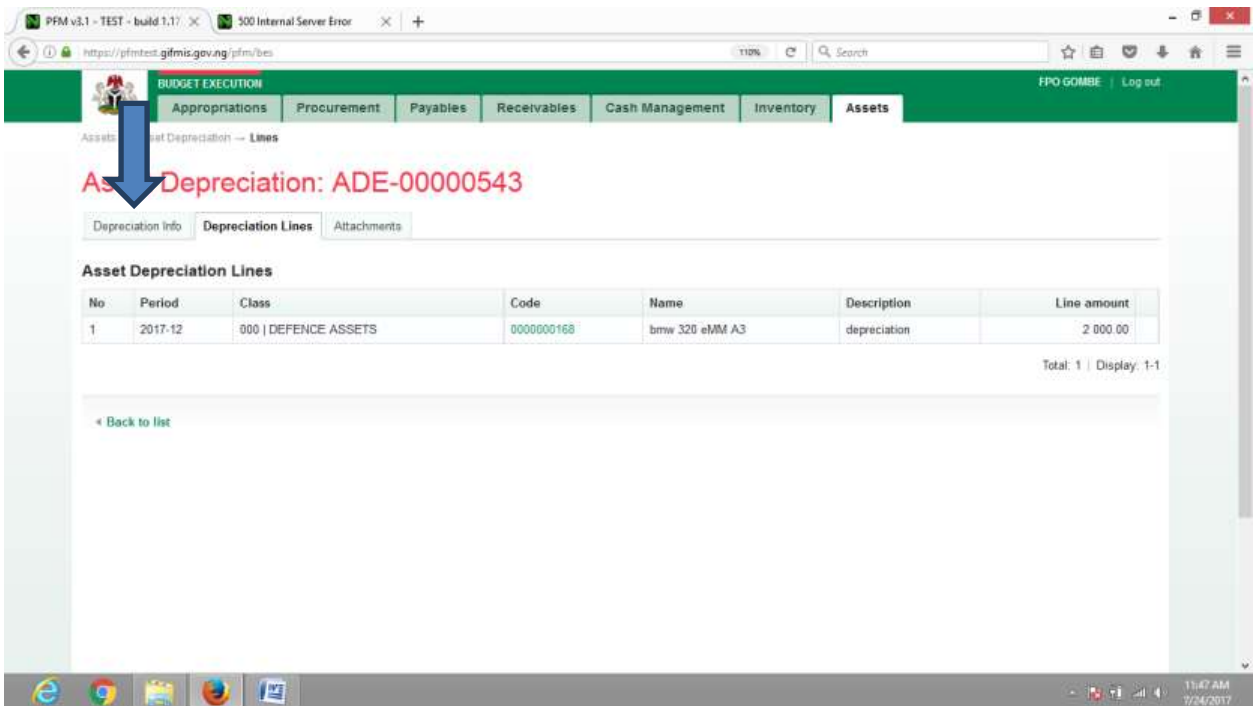


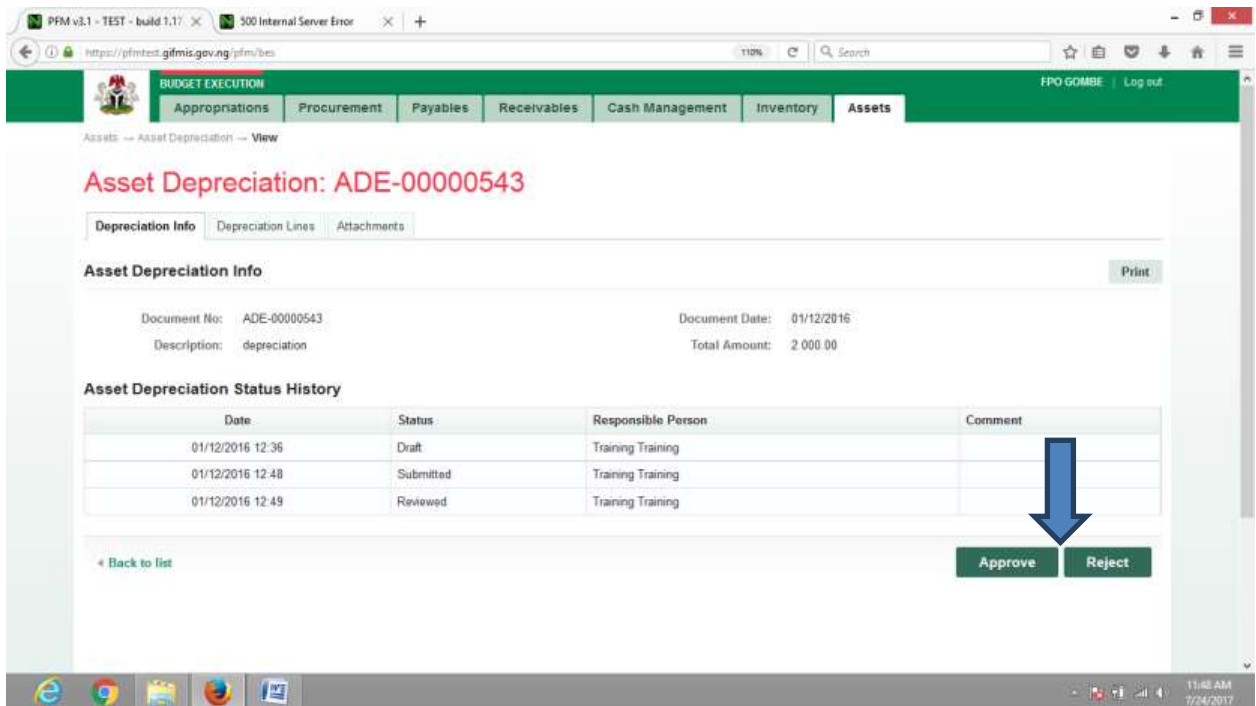
Fig 5.23

**CLICK** on 'Depreciation Info' to go back to the approval page to approve the document as shown below:



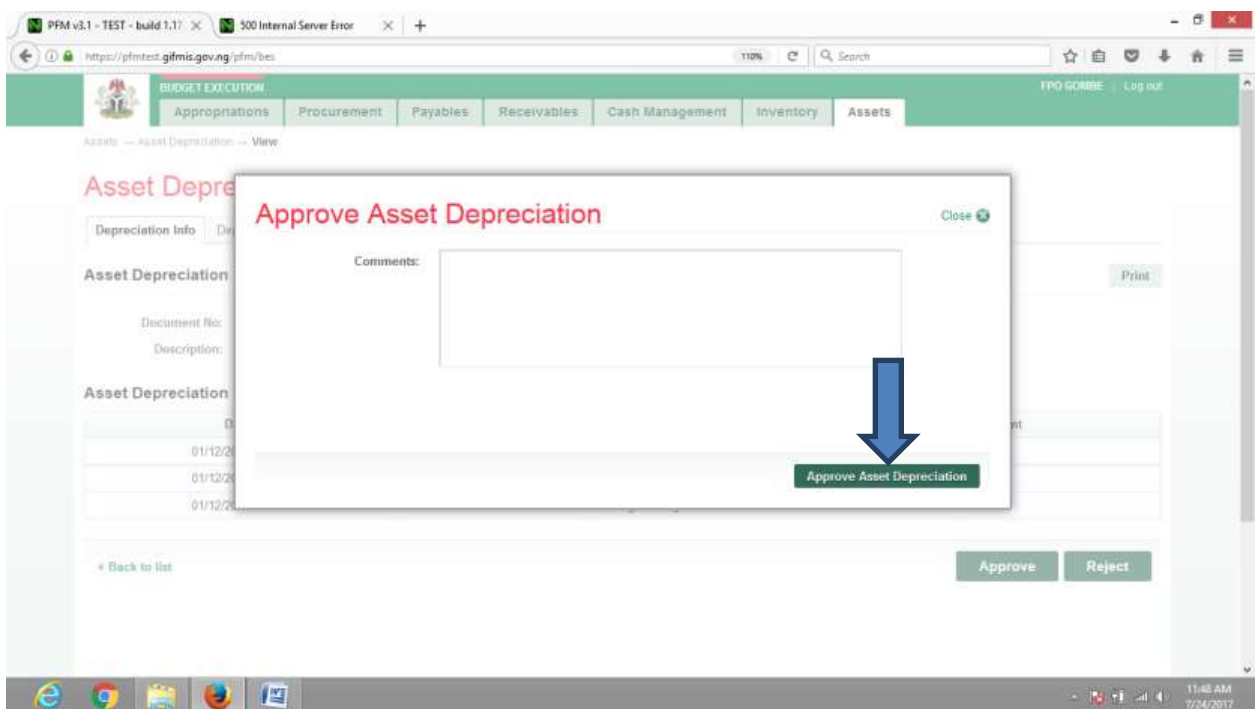
5.24

**CLICK** on Approve or Reject tabs to approve or reject the Asset depreciation as shown below:



5.25

**CLICK** on Approve to Approve or Reject to reject and write a comment on comment field. (Note that comment is optional on approval but mandatory on rejection); as the case may be and as shown below



#### 6.1.4 FINAL APPROVER ASSEET DEPRECIATION

The reviewer logs into the system, select from the submitted 'Asset depreciation document' to be approved from the dashboard, open it by clicking the document number, navigates to depreciation lines to see details and go back to depreciation Info page to approve. He approves by clicking on 'Approve' button below or rejects if he has issues, otherwise; go to ASSET Icon on the screen as shown below:

Fig 5.26

**SELECT** the 'Asset depreciation' from the Assets Menu as shown below:

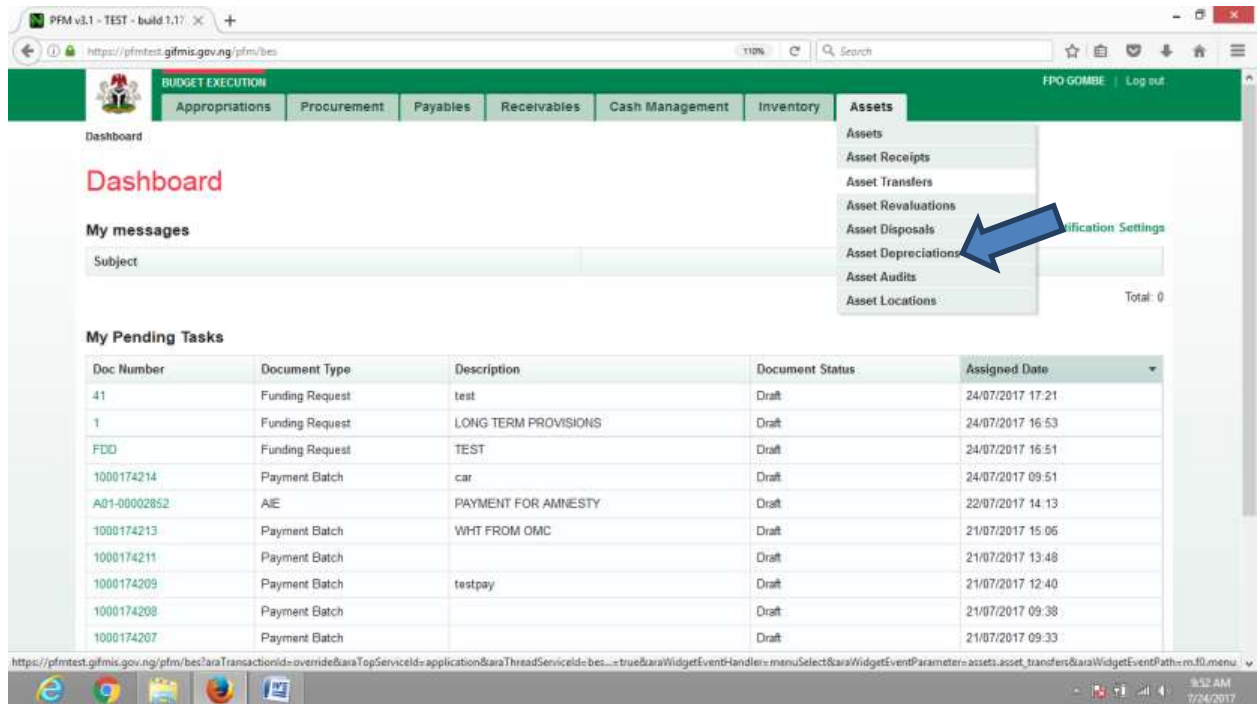


Fig 5.27

**CLICK** on the Asset Revaluation file code from the list of approved items to open for review as shown below:

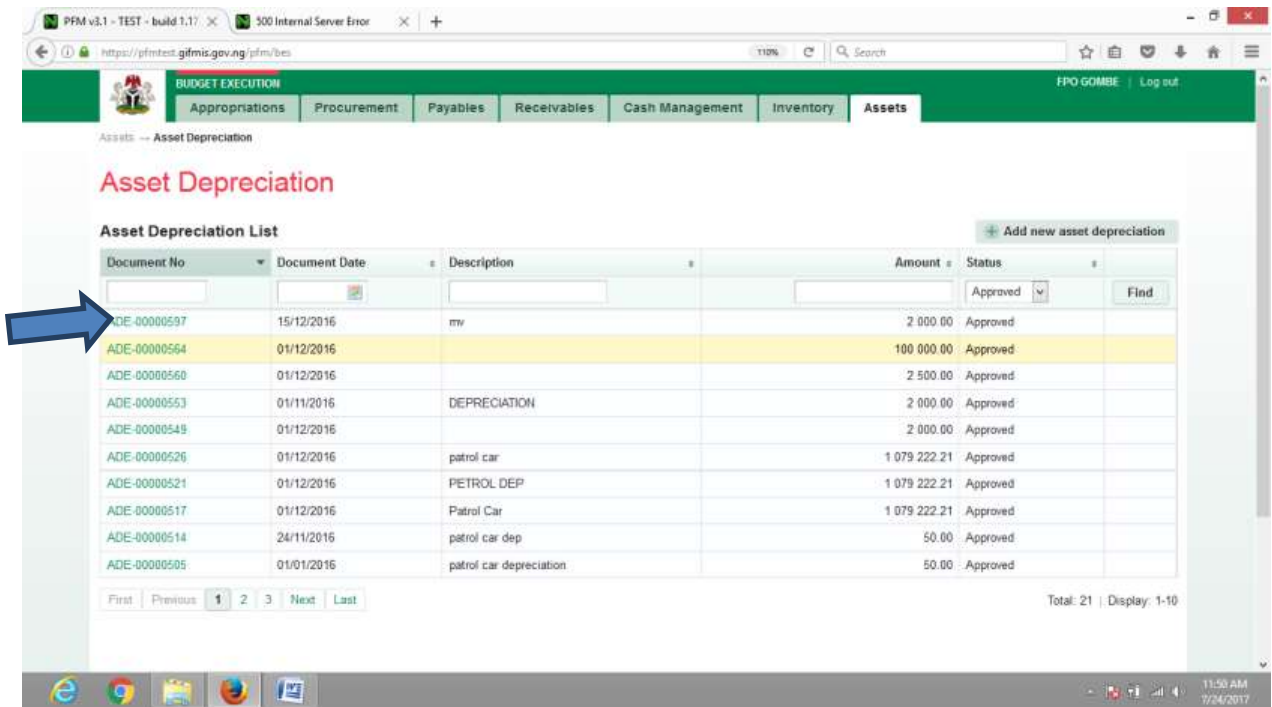


Fig 5.28

**CLICK** on Depreciation lines to see the details in the line for review as shown below:

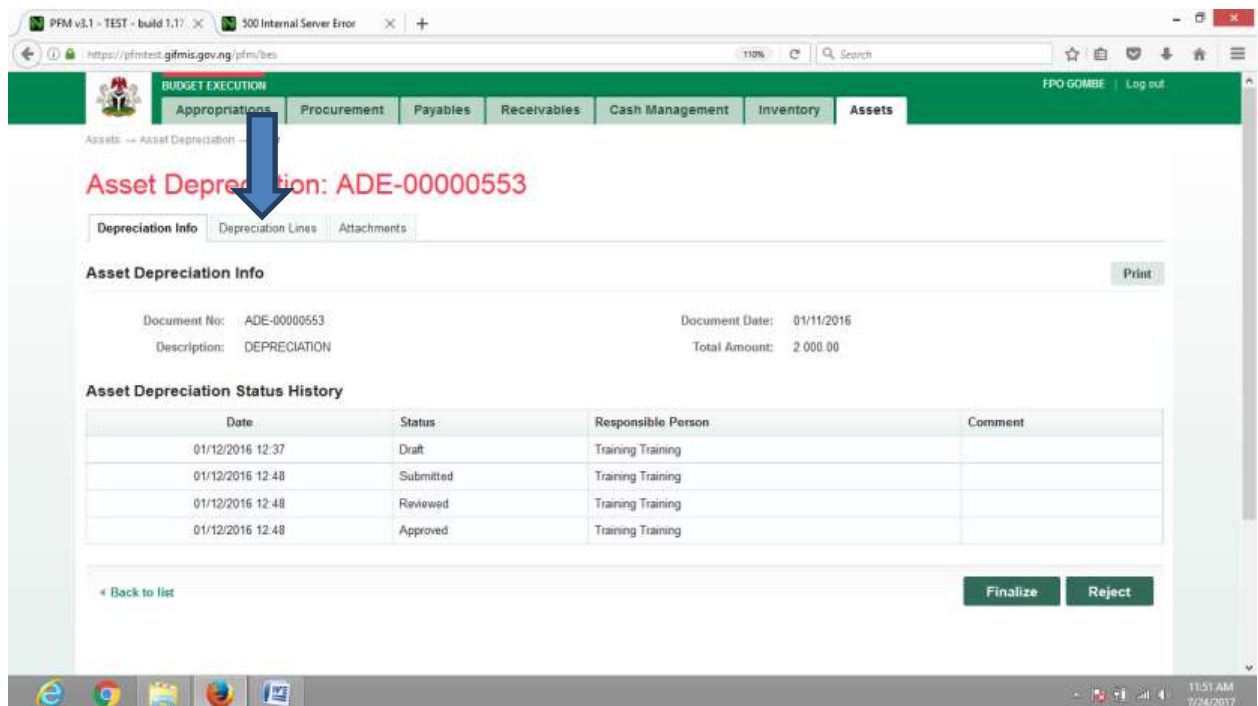


Fig 5.29

**CLICK** on 'Depreciation Info' to go back to the Finalization page to finalize the document as shown below:



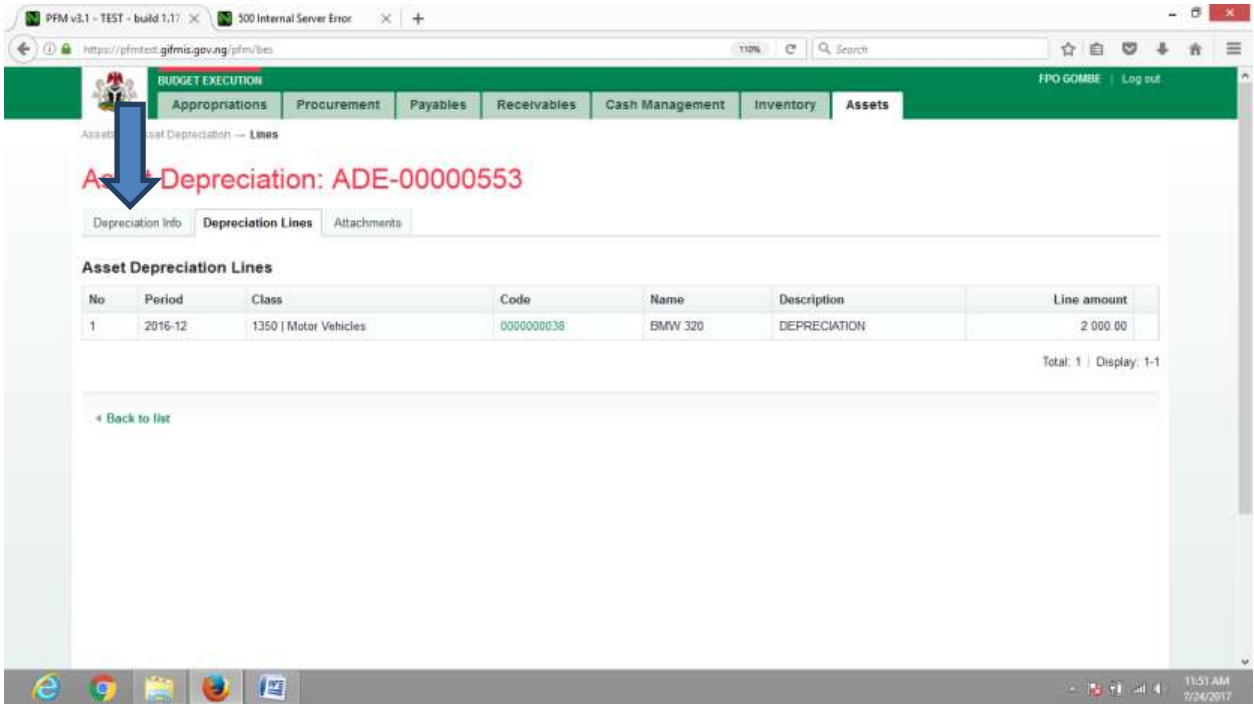


Fig 5.30

**CLICK** on Finalize or Reject tabs to Finalize or reject the Asset depreciation as shown below:

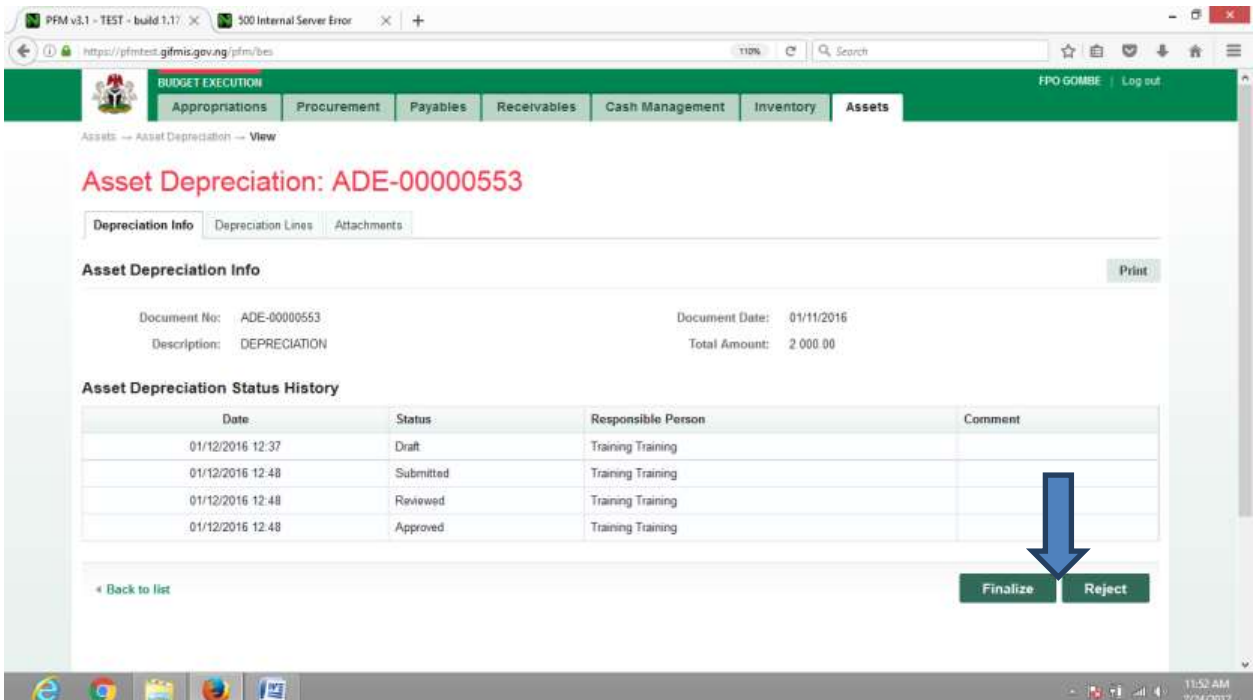
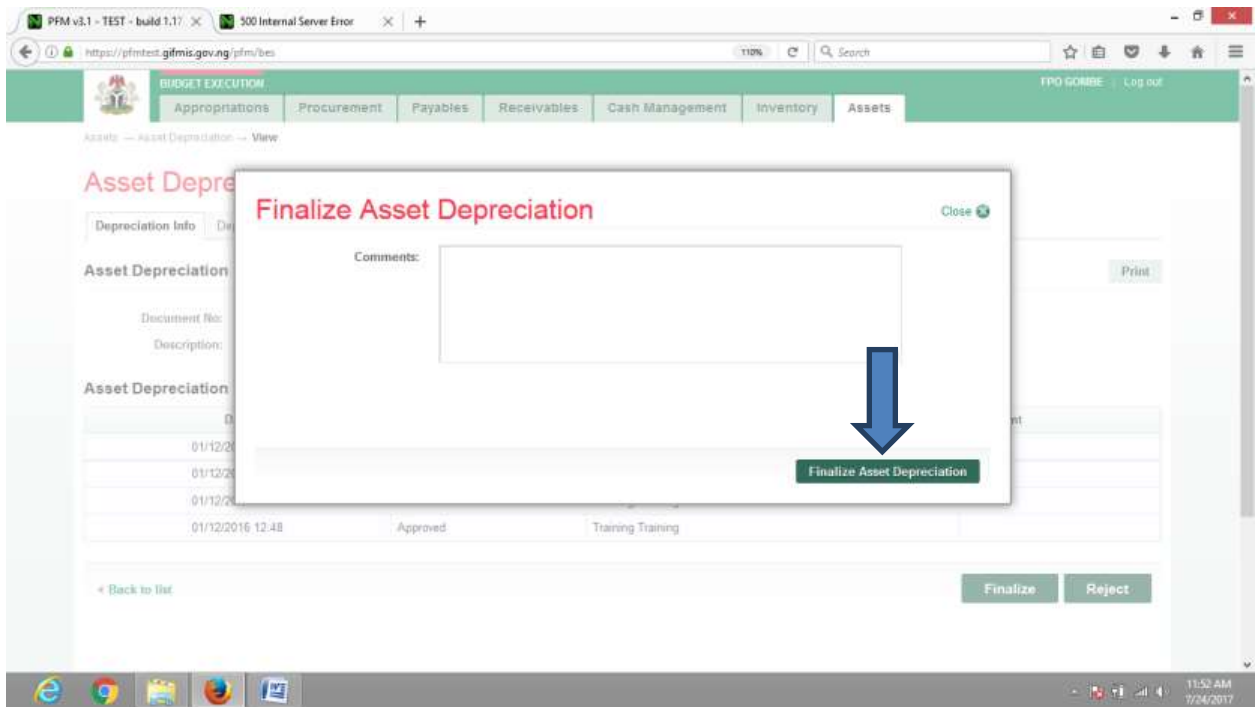


Fig 5.31

**CLICK** on Finalize to Finalize or Reject to reject and write a comment on comment field. (Note that comment is optional on approval but mandatory on rejection); as the case may be and as shown below



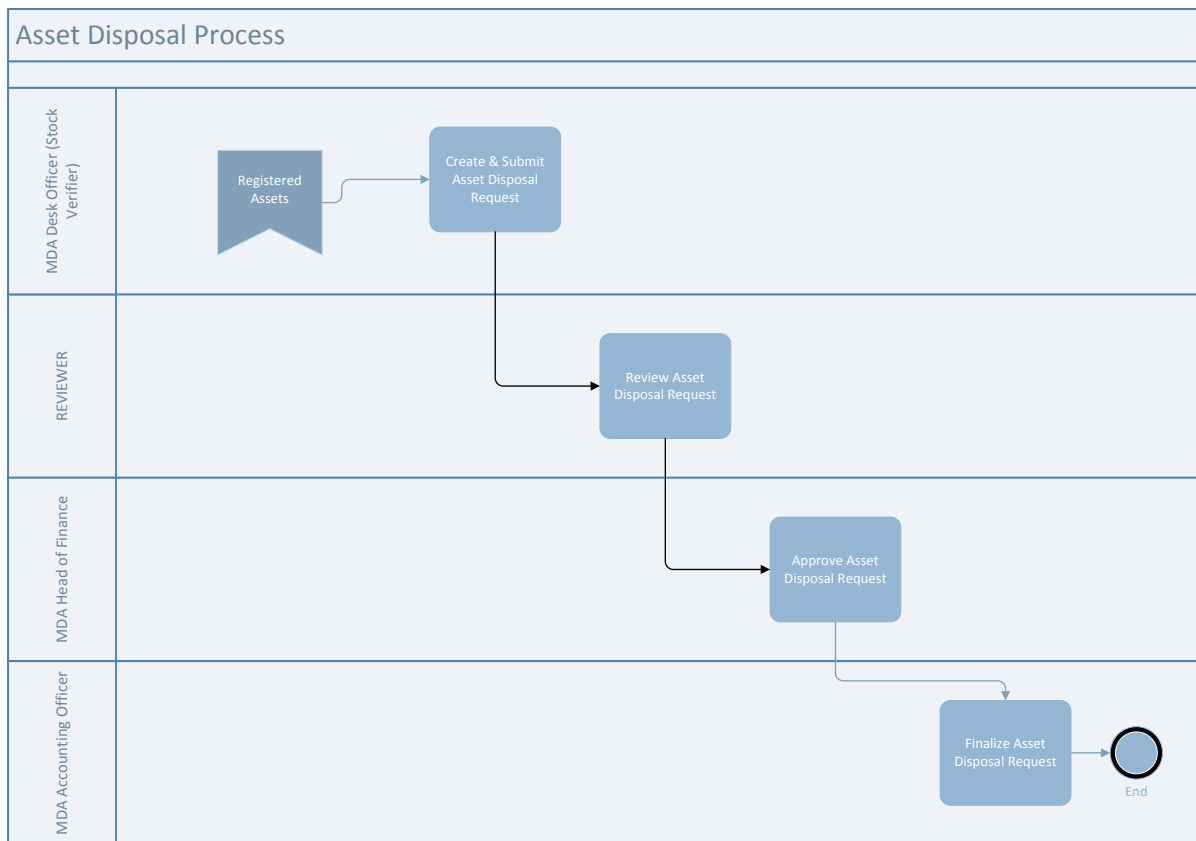
## 7. ASSET DISPOSAL

### 7.1 INTRODUCTION

**At the expiration of the life of an asset or even before its expiration, an organisation may as a result of Government policy or any other reason disposed-off their asset. The procedure for doing that on GIFMIS is shown below:**

**Fig 6.1**

## 7.2 FLOW CHART



## 7.3 PROCESS FLOW

### 7.3.1 DESK OFFICER ASSET DISPOSAL

Fig 6.2

**SELECT** Asset Disposal from the asset menu to navigate to asset disposal.



Fig 6.3

**CLICK** on Add new asset disposal tab to add an asset disposal document.



Fig 6.4

**CLICK** on save tab to save, after defining the document.

### Add Asset Disposal

Disposal Info | Disposal Lines | Attachments

**Asset Disposal Info**

Document No:

Description: patrol car

\* Disposal Date: 05/10/2016

\* Disposal Type: Sales

\* Customer: 000321-46 | Affordable Cars Limited | Find

\* Sales Invoice: SI-00000005

Cancel Save

Fig 6.5

**CLICK** on disposal line tab to add a line.

### Asset Disposal: ADI-00000222

Disposal Info | Disposal Lines | Attachments

**Asset Disposal Lines**

No	Code	Name	Serial No	Reg No	Gross Book Value
Total: 0					

Fig 6.6

**CLICK** on Add new line to add a line.

### Asset Disposal: ADI-00000222

Disposal Info | Disposal Lines | Attachments

**Asset Disposal Lines**

+ Add new line

No	Code	Name	Serial No	Reg No	Gross Book Value	Accumulated Depreciation	Net Book Value	Sales Price
Total: 0								

+ Back to list

Close Save

Fig 6.7

**SELECT** the asset to be disposed.

### Find Asset

Close

Code	Name
0000000127	ccc

Total: 1 | Display: 1-1

Fig 6.8

Put the sales price and find customer **and click** on save.

### Asset Disposal: ADI-00000222

Disposal Info | Disposal Lines | Attachments

**Asset Disposal Lines**

+ Add new line

No	Code	Name	Serial No	Reg No	Gross Book Value	Accumulated Depreciation	Net Book Value	Sales Price
1	0000000127	ccc			2 050.00	0.00	2 050.00	0

Total: 1 | Display: 1-1

+ Back to list

Close Save

Fig 6.9

Disposal line is saved successfully.

### Asset Disposal: ADI-00000222

✓ Data saved successfully

Disposal Info | Disposal Lines | Attachments

**Asset Disposal Lines**

+ Add new line

No	Code	Name	Serial No	Reg No	Gross Book Value	Accumulated Depreciation	Net Book Value	Sales Price
1	0000000127	ccc			2 050.00	0.00	2 050.00	500

**Fig 6.10**

You submit if you are not attaching any document, but if you need to attach any, please see **Fig 2.7 to Fig 2.11** under Receipt above.

**Asset Disposal: ADI-0000222**

Disposal Info | Disposal Lines | Attachments

**Asset Disposal Info** Print

Document No: ADI-0000222  
Description: patrol car

Disposal Date: 06/10/2016  
Disposal Type: Sales  
Sales Invoice#: SI-00000005  
Customer: 000321-46 | Affordable Cars Limited

**Asset Disposal Status History**

Date	Status	Responsible Person	Comment
06/10/2016 11:11	Draft	Training Training	

[Back to list](#) Edit Delete Submit Cancel

**Fig 6.11**

Add comment if any and click on submit asset disposal tab to submit the document.

**Submit Asset Disposal** Close

Comments:

Submit Asset Disposal

### 7.3.2 REVIEWER ASSET DISPOSAL

The reviewer logs into the system, select from the submitted 'Asset disposal document' to be approved from the dashboard, open it by clicking the document number, navigates to disposal lines to see details and go back to disposal Info page to approve. He approves by clicking on 'Approve' button below or rejects if he has issues, otherwise; go to ASSET Icon on the screen as shown below:

**Fig 6.12**

**SELECT** the 'Asset disposal' from the Assets Menu as shown below:

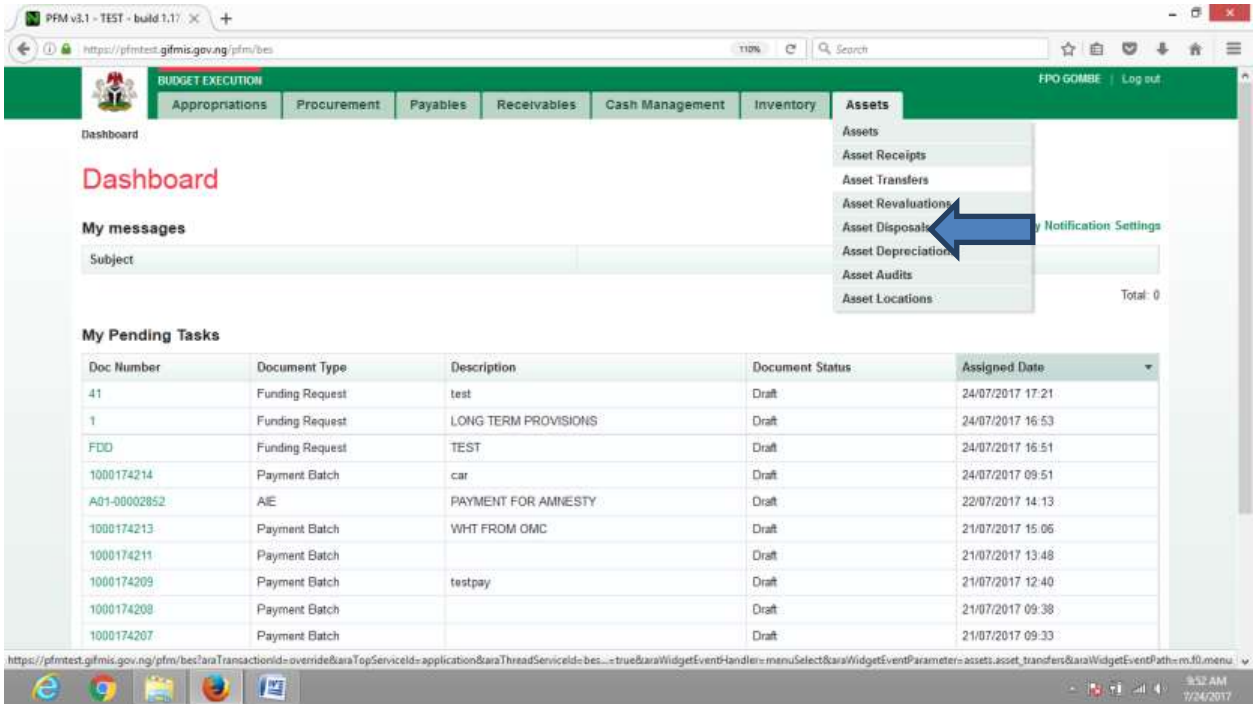


Fig 6.13

**CLICK** on the Asset Disposal file code from the list of submitted items to open for review as shown below:

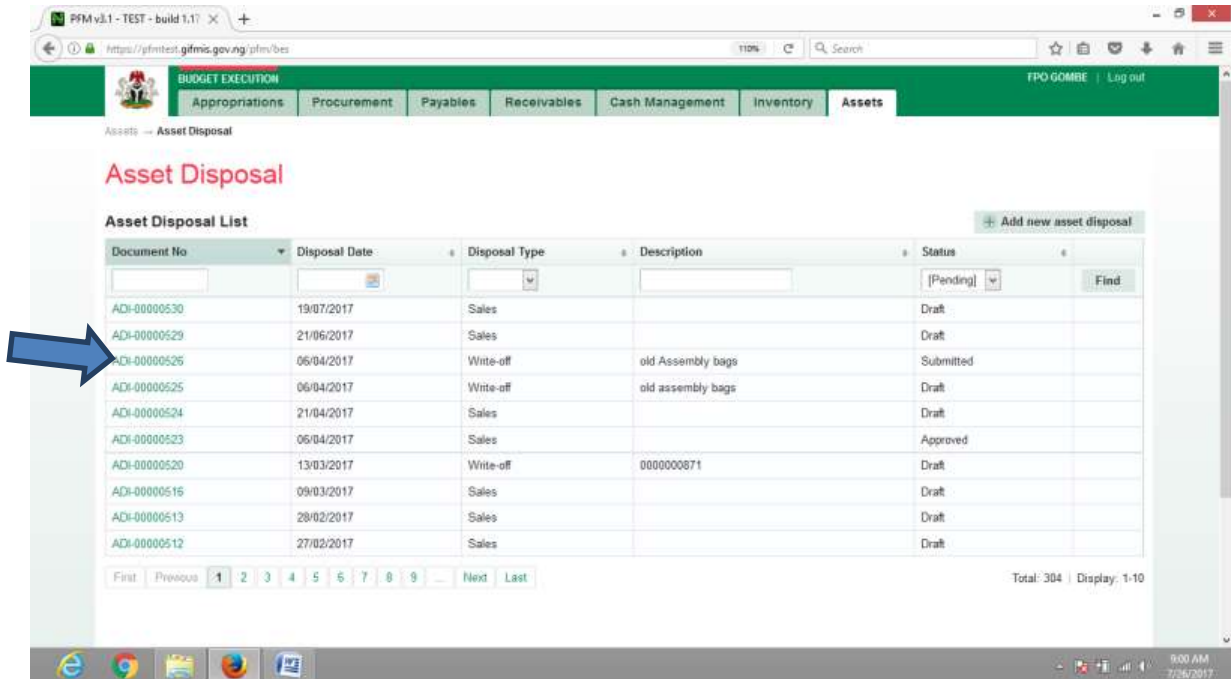


Fig 6.14

**CLICK** on Disposal lines to see the details in the line for review as shown below:

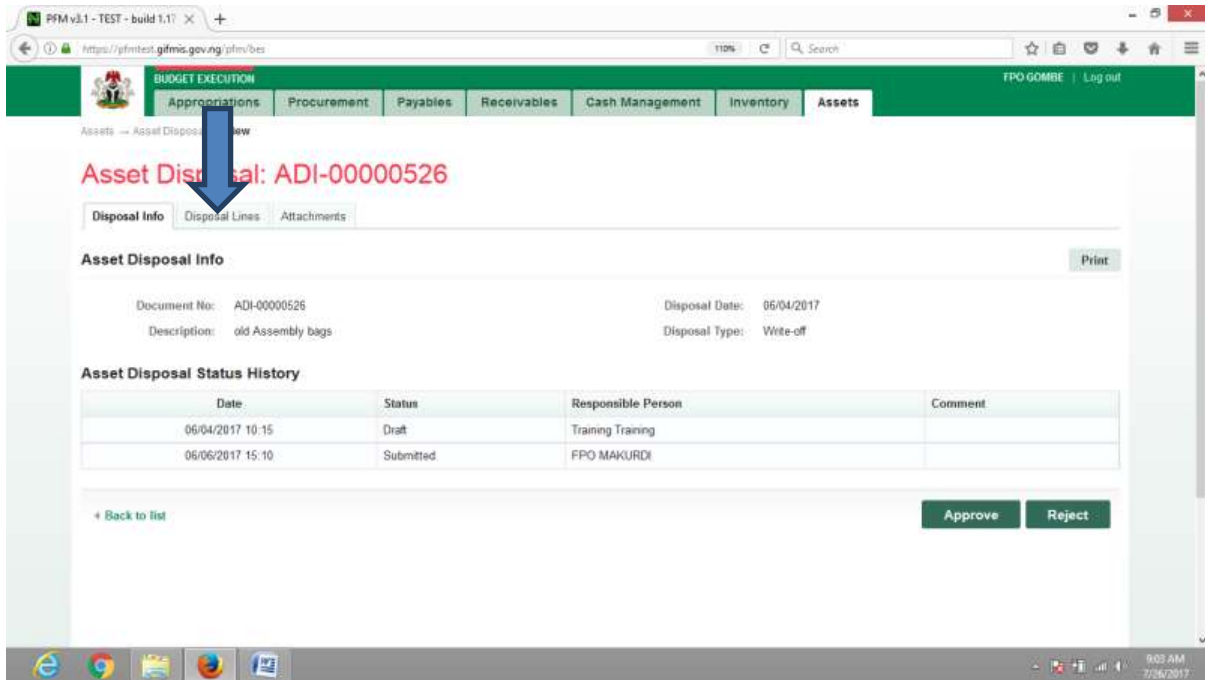


Fig 6.15

**CLICK** on 'Disposal Info' to go back to the approval page to approve the document as shown below:

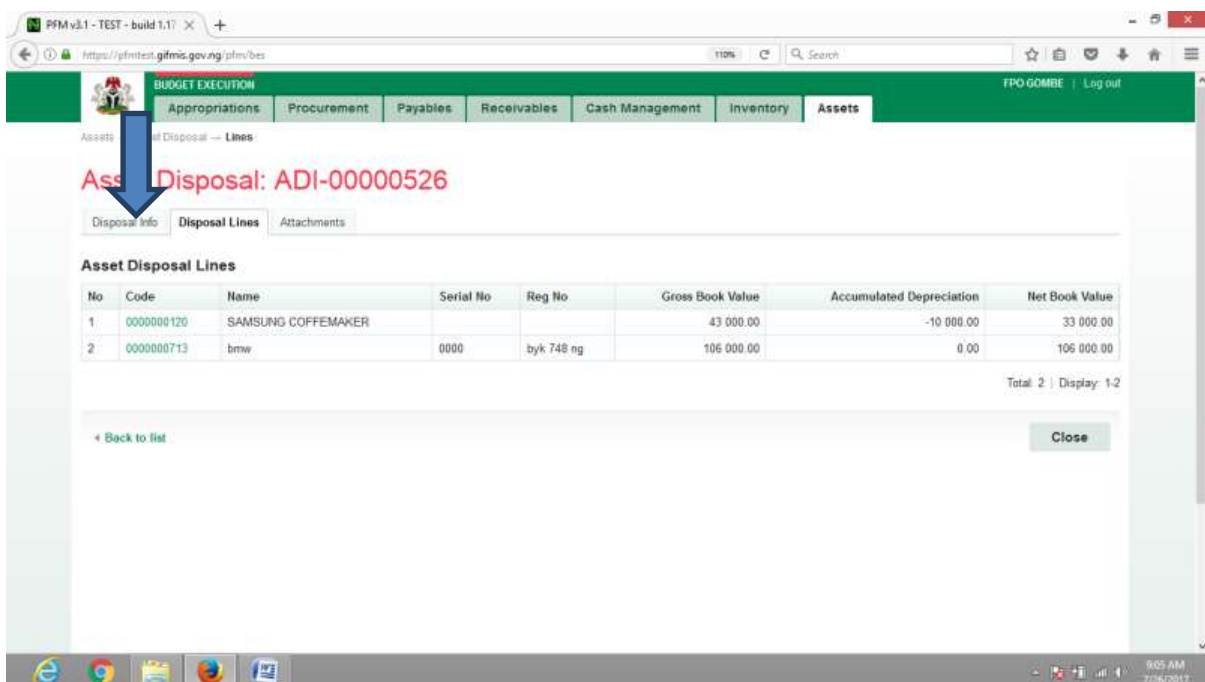


Fig 6.16

**CLICK** on Approve or Reject tabs to approve or reject the Asset disposal as shown below:

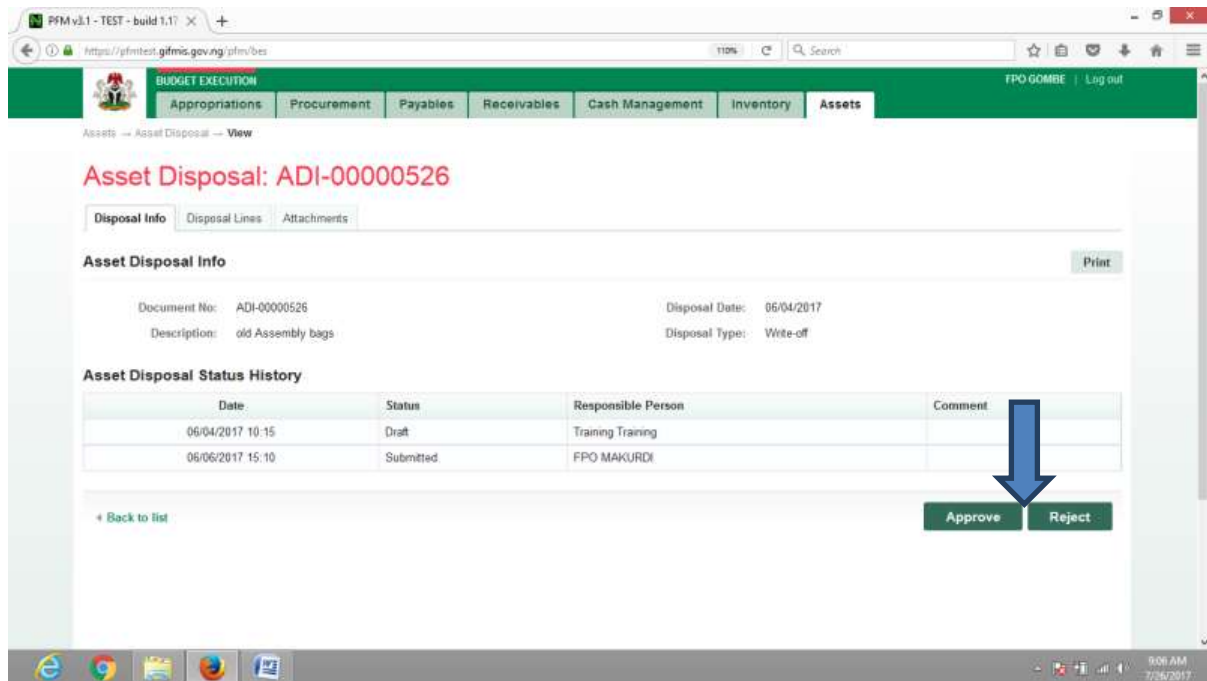
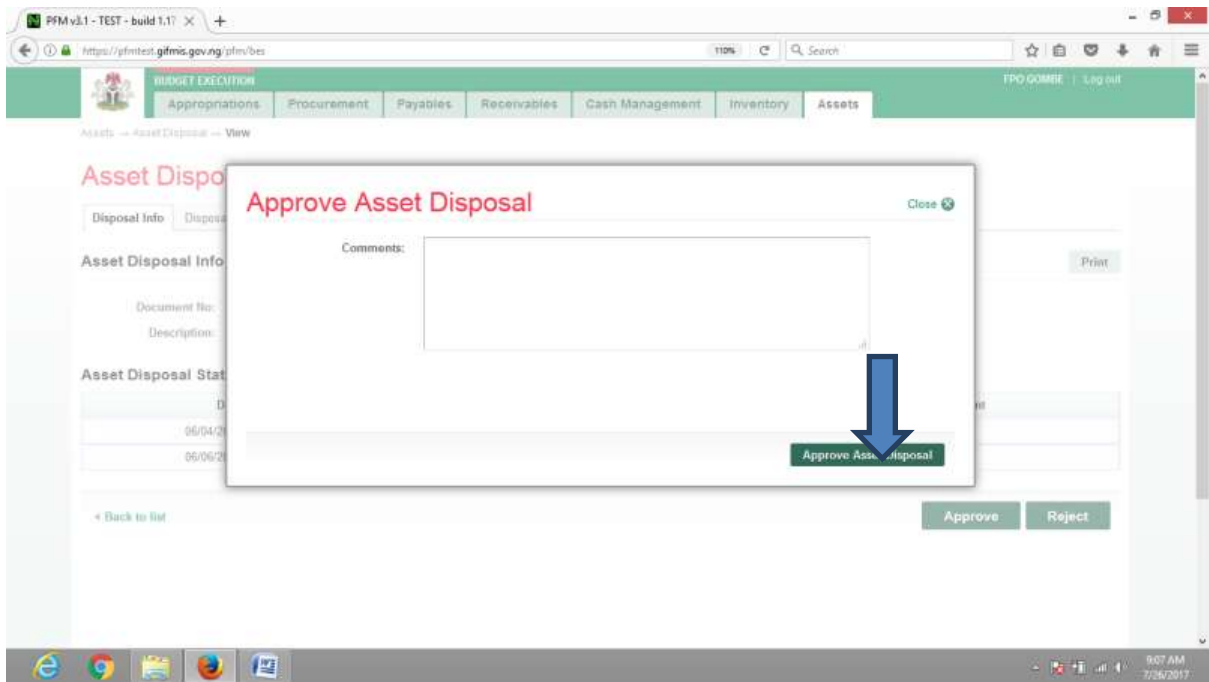


Fig 6.17

**CLICK** on Approve to Approve or Reject to reject and write a comment on comment field. (Note that comment is optional on approval but mandatory on rejection); as the case may be and as shown below





### 7.3.2 FIRST APPROVER ASSET DISPOSAL

The reviewer logs into the system, select from the submitted 'Asset DISPOSAL document' to be approved from the dashboard, open it by clicking the document number, navigates to disposal lines to see details and go back to disposal Info page to approve. He approves by clicking on 'Approve' button below or rejects if he has issues, otherwise; go to ASSET Icon on the screen as shown below:

Fig 6.18

**SELECT** the 'Asset disposal' from the Assets Menu as shown below:

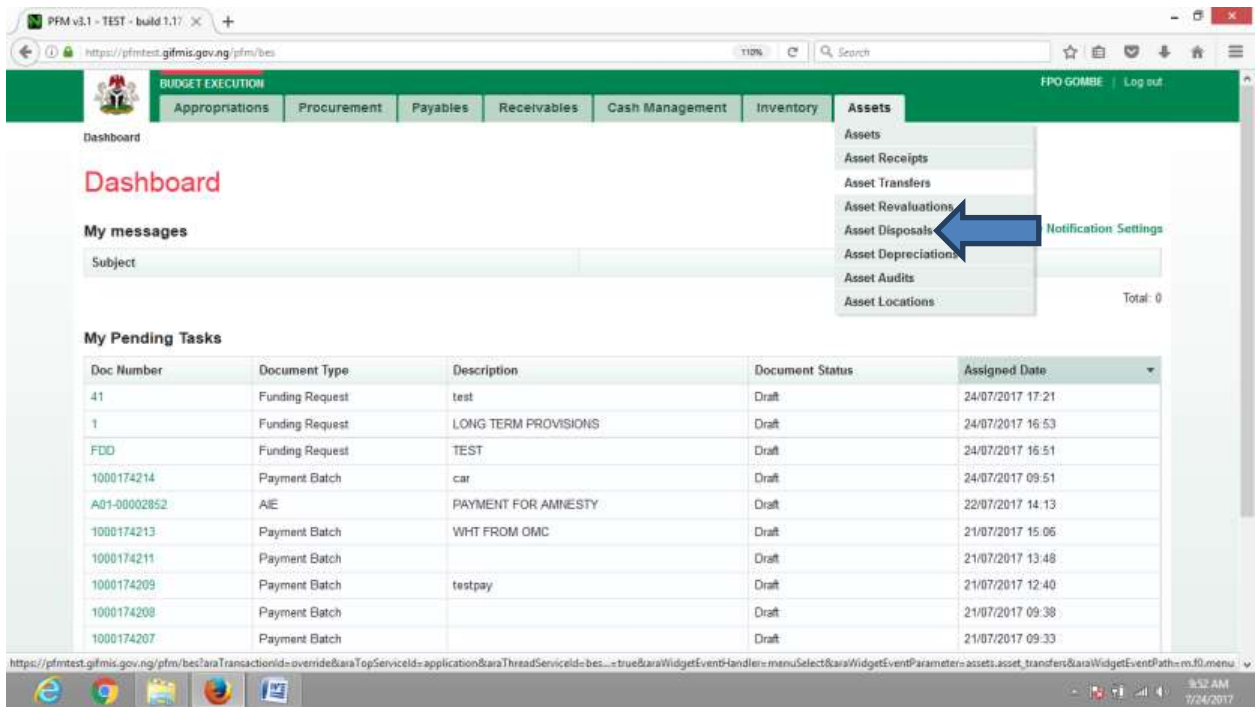


Fig 6.19

**CLICK** on the Asset Disposal file code from the list of reviewed items to open for review as shown below:

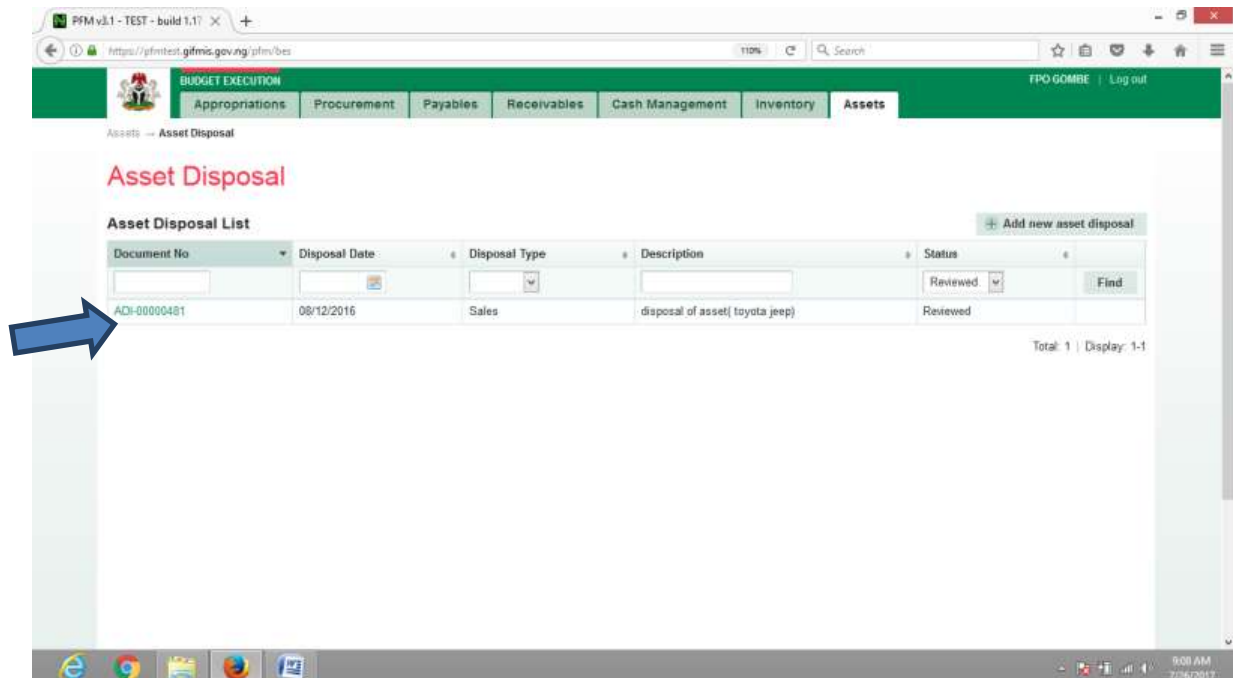


Fig 6.20

**CLICK** on Disposal lines to see the details in the line for review as shown below:

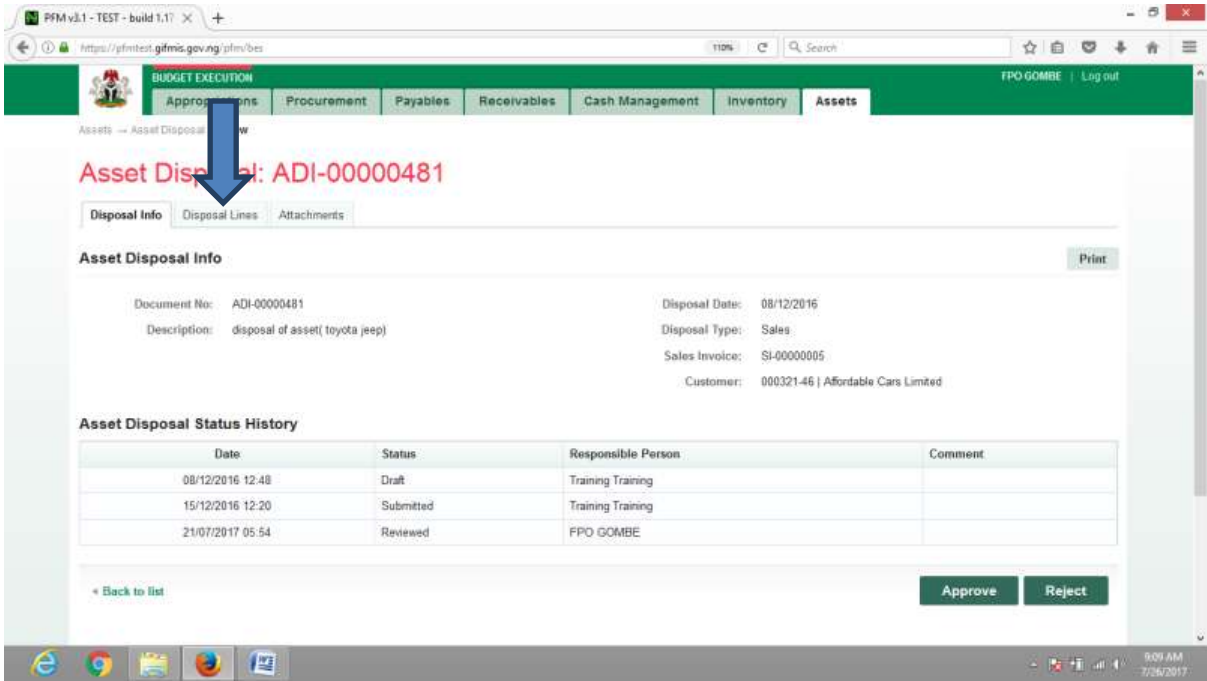


Fig 6.21

**CLICK** on 'Disposal Info' to go back to the approval page to approve the document as shown below:

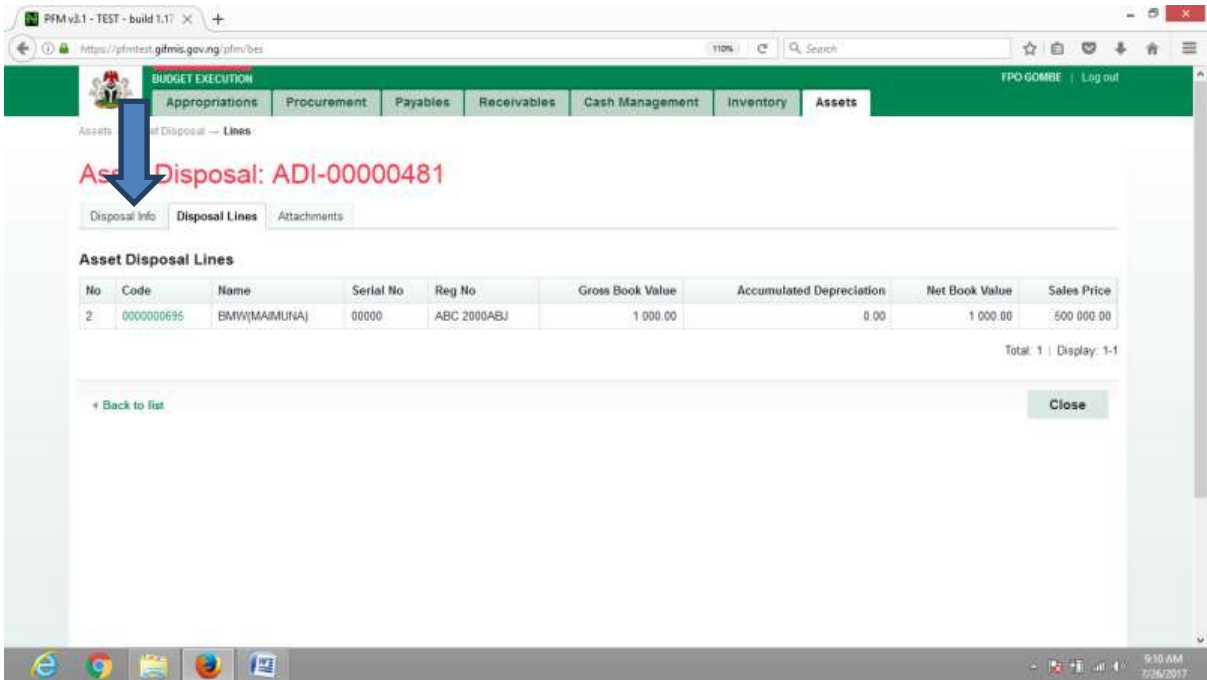


Fig 6.22

**CLICK** on Approve or Reject tabs to approve or reject the Asset disposal as shown below:

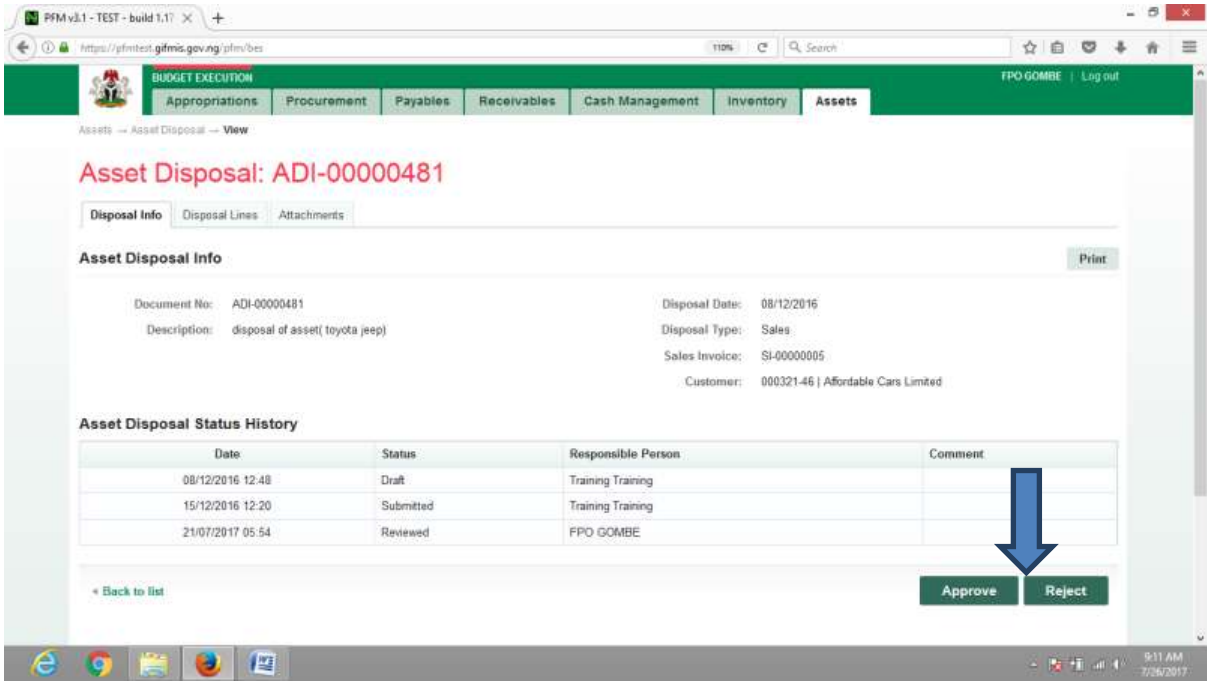
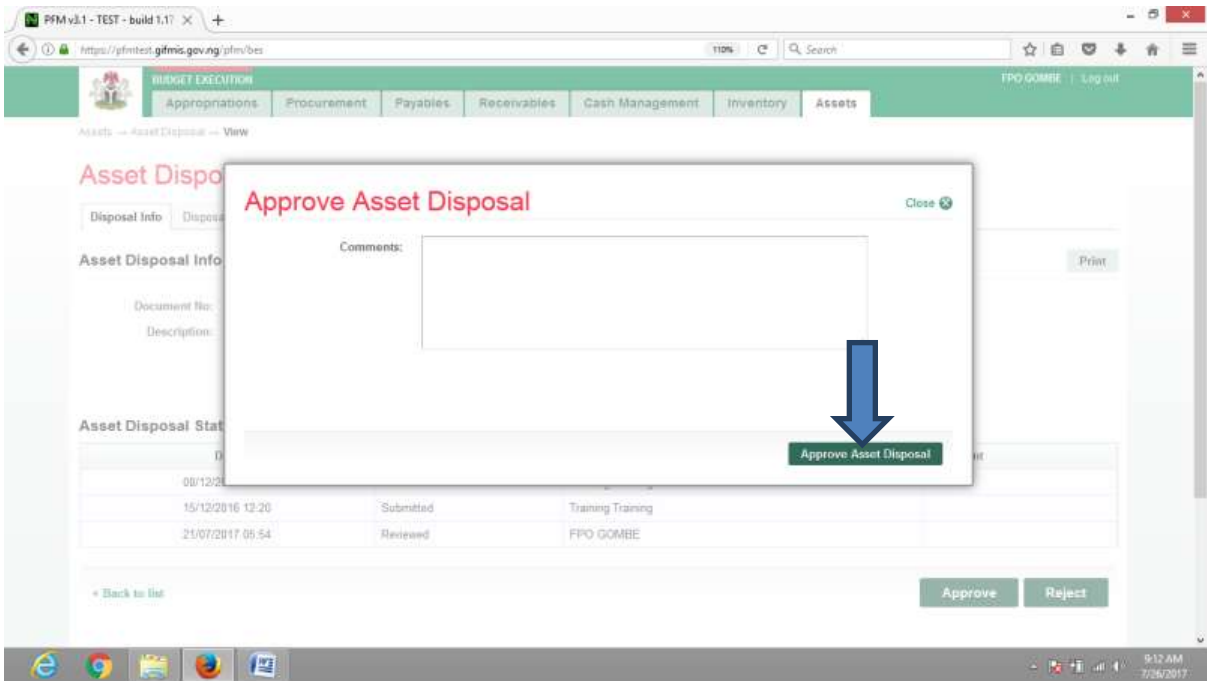


Fig 6.23

**CLICK** on Approve to Approve or Reject to reject and write a comment on comment field. (Note that comment is optional on approval but mandatory on rejection); as the case may be and as shown below



### 7.3.3 FINAL APPROVER ASSEET DISPOSAL

The reviewer logs into the system, select from the submitted 'Asset disposal document' to be approved from the dashboard, open it by clicking the document number, navigates to disposal lines to see details and go back to disposal Info page to approve. He approves by clicking on 'Approve' button below or rejects if he has issues, otherwise; go to ASSET Icon on the screen as shown below:

Fig 6.24

**SELECT** the 'Asset disposal' from the Assets Menu as shown below:

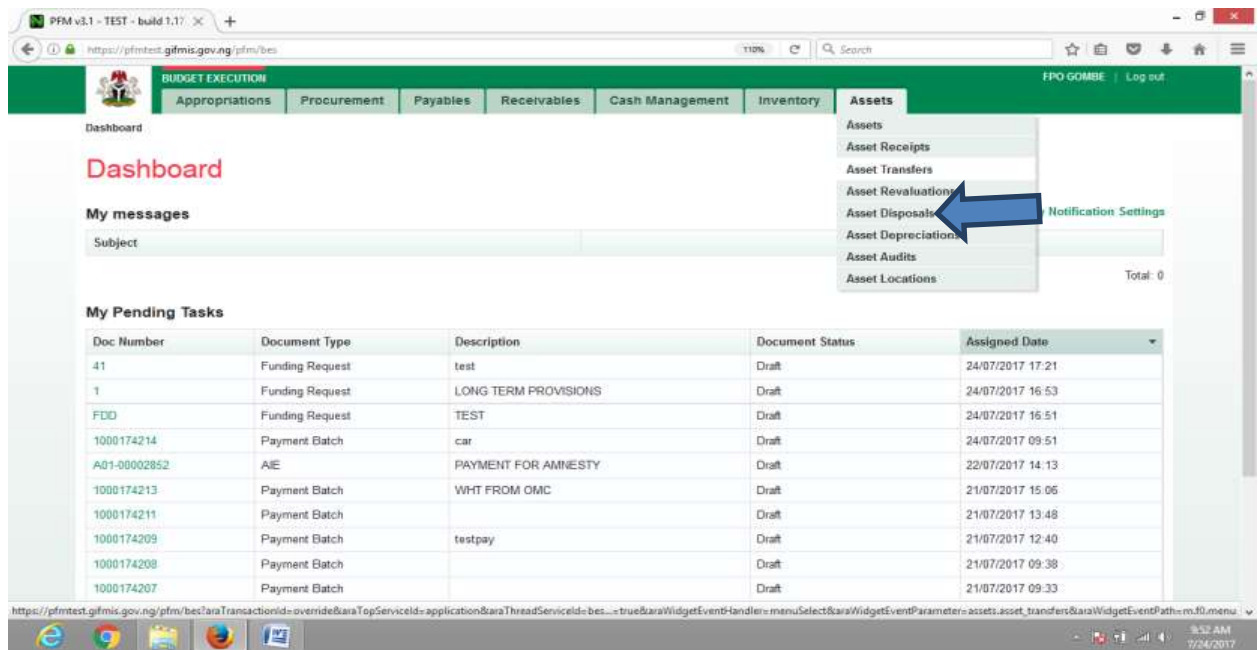


Fig 6.25

**CLICK** on the Asset Disposal file code from the list of approved items to open for review as shown below:

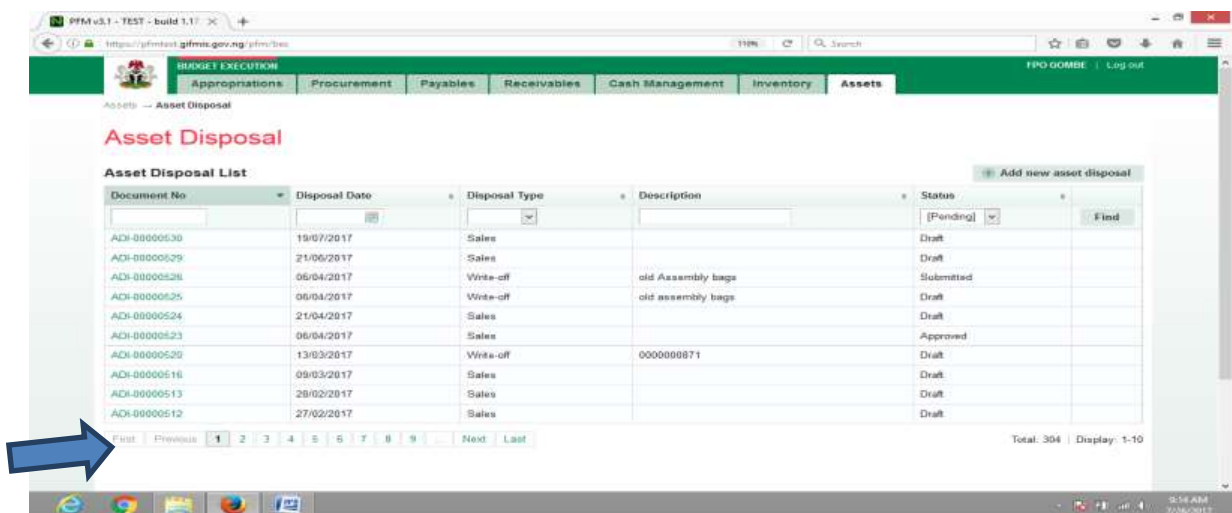


Fig 6.26

**CLICK** on Disposal lines to see the details in the line for review as shown below:

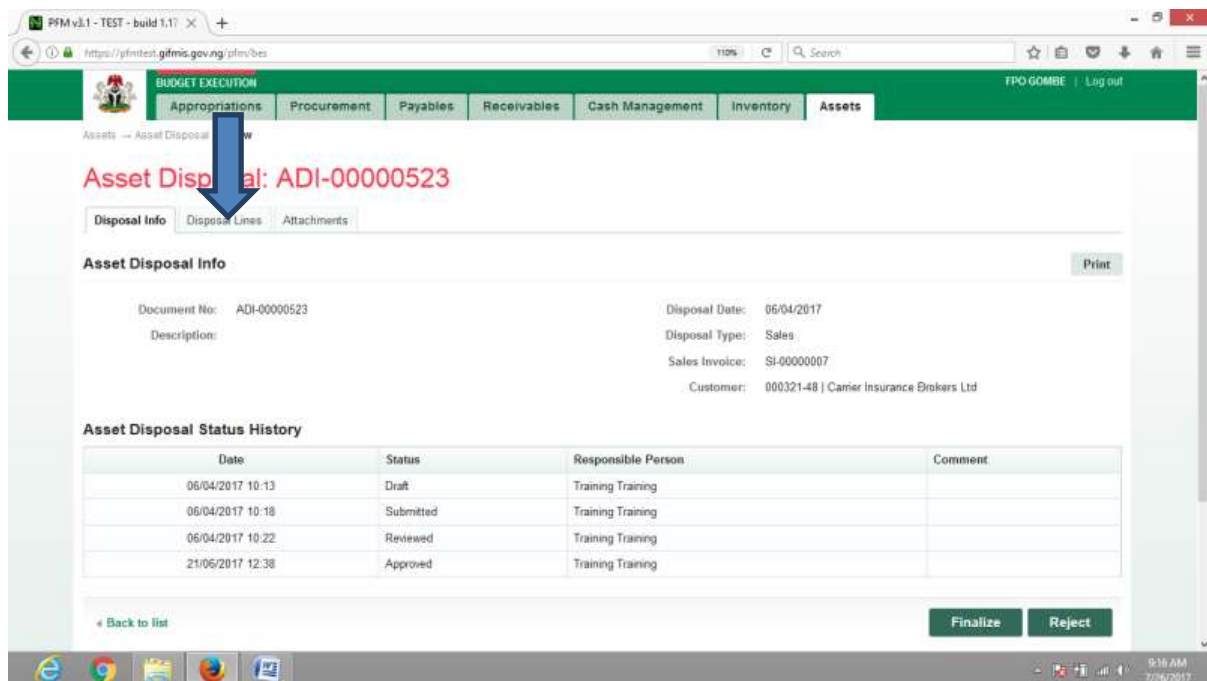


Fig 6.27

**CLICK** on 'Disposal Lines' to go back to the Finalization page to finalize the document as shown below:

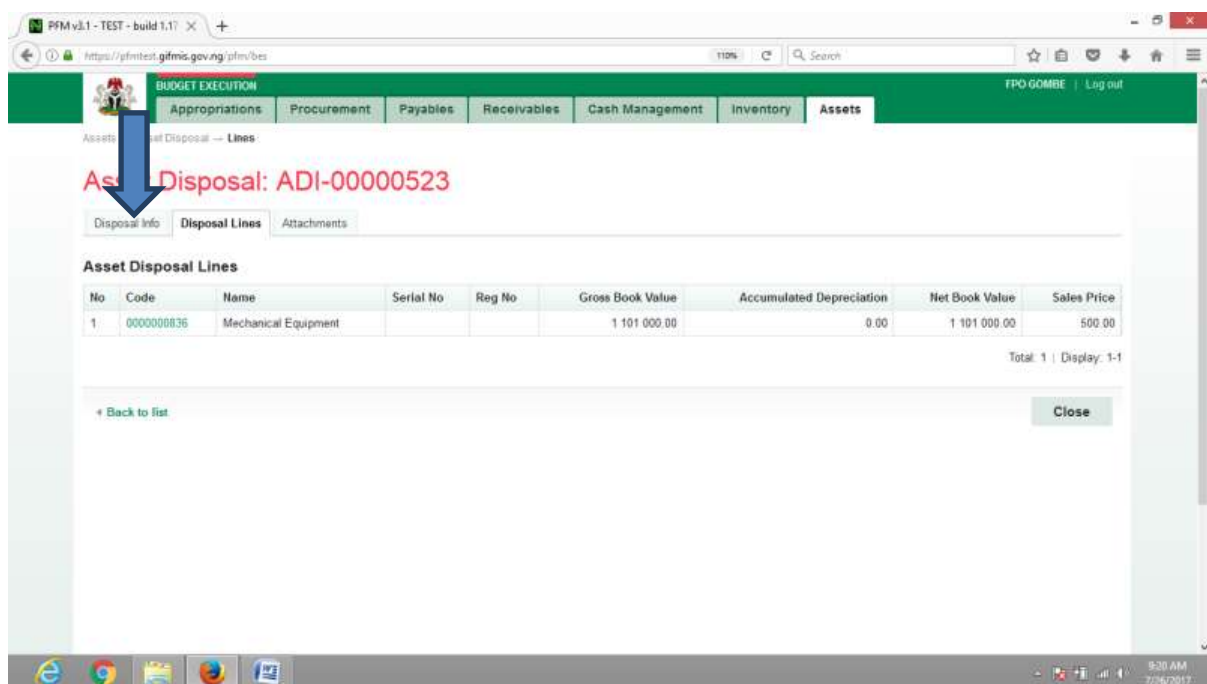


Fig 6.27

**CLICK** on Finalize or Reject tabs to Finalize or reject the Asset disposal as shown below:

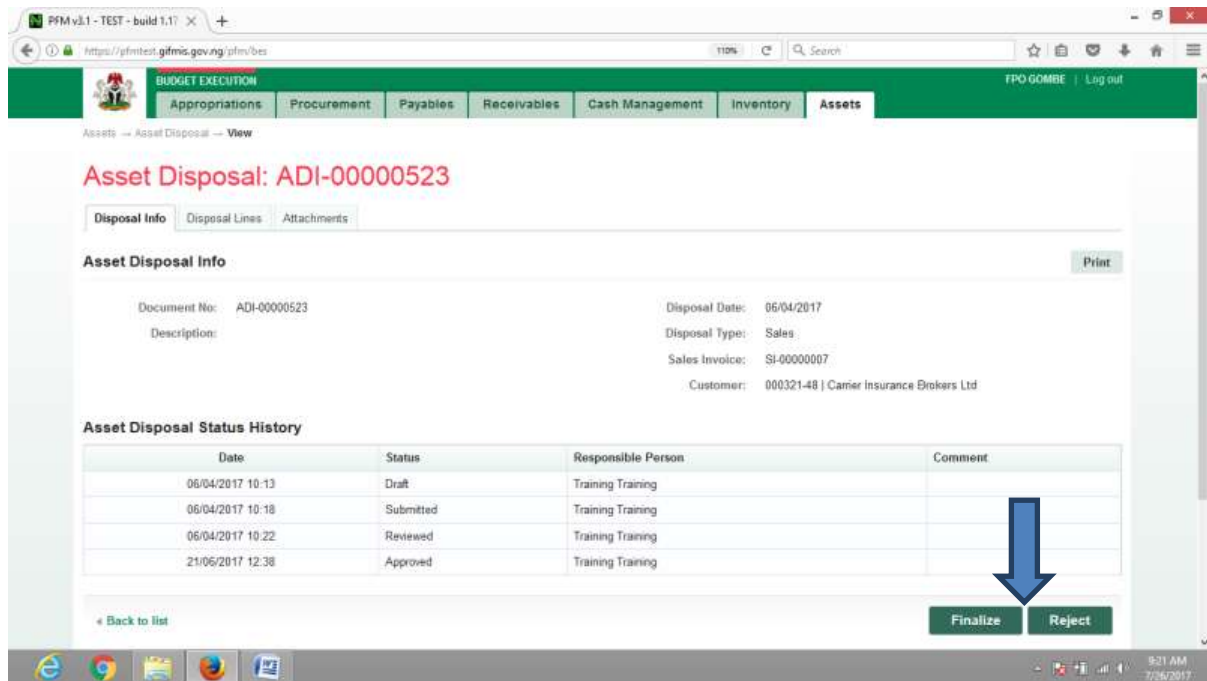
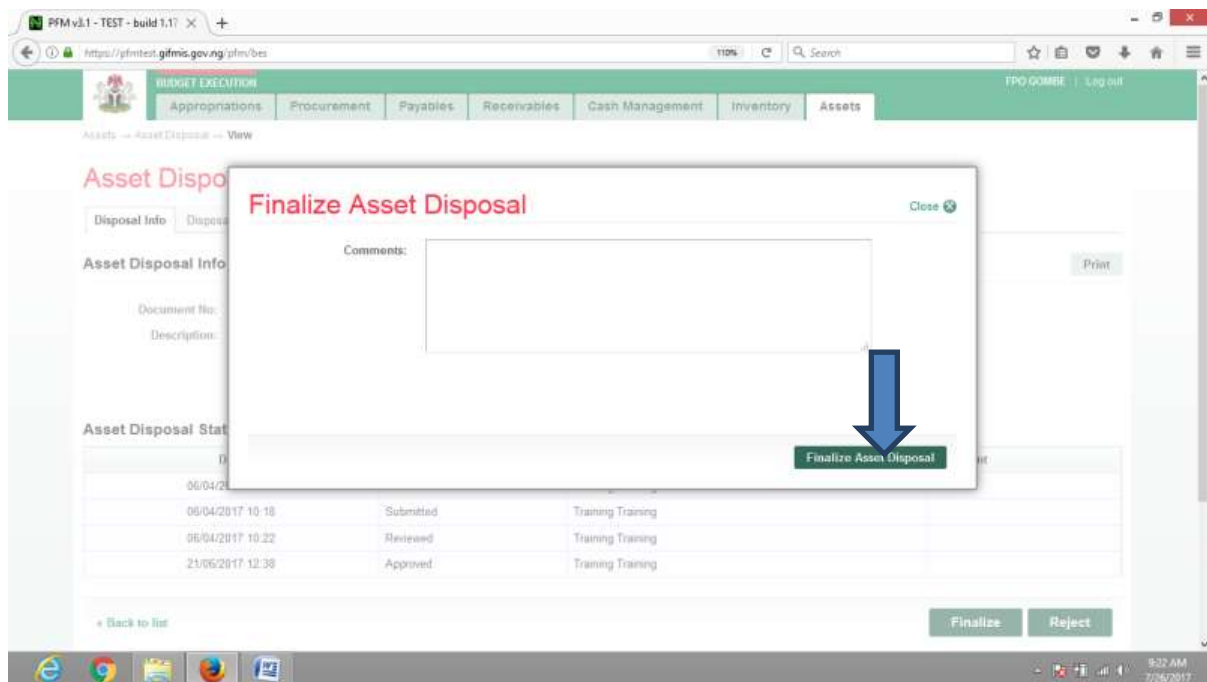


Fig 6.28

**CLICK** on Finalize to Finalize or Reject to reject and write a comment on comment field. (Note that comment is optional on approval but mandatory on rejection); as the case may be and as shown below



## 8. ASSET AUDIT

Asset Audit depending on the policy of Government, it is carried out half yearly or annually to confirm the existence or otherwise of an asset and its present condition. It is a role performed by a Desk officer.

Fig 7.1

Auditor

**SELECT** Asset Audits from the Assets Menu to navigate to assets audit.



Fig 7.2

**CLICK** on Add new asset audit to add a document.



Fig 7.3

**Fill in the fields and click** on save tab to save the document.

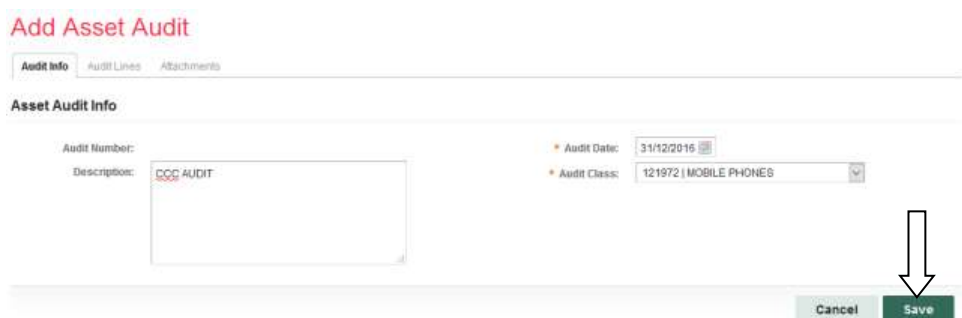


Fig 7.4

**CLICK** on add Audit Lines to add an audit line.





Fig 7.5

**CLICK** on Add new line to add a line.



Fig 7.6

**SELECT** the document to Audit from the asset list.

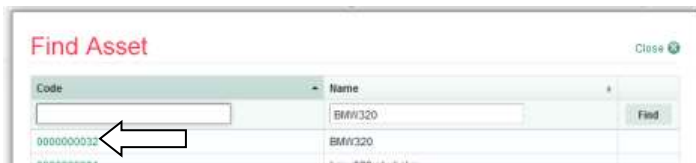


Fig 7.7

**CLICK** on save tab after checking verified box and writing the description of the audit.



Fig 6.8

**CLICK** on Audit Info tab to Finalize if you are not attaching any file, but if you need to Attach any; please see Fig 2.7 to Fig 2.11 under receipt above.

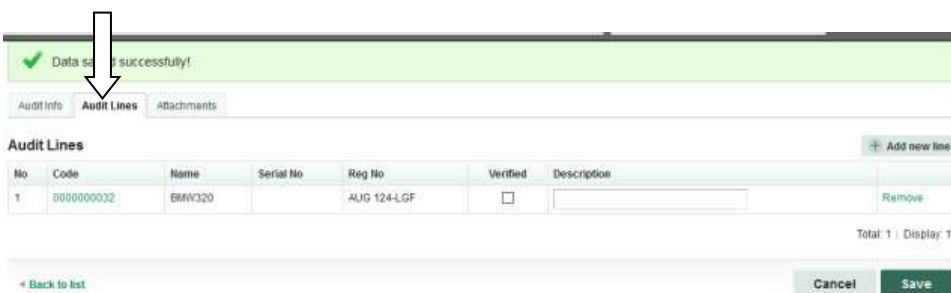


Fig7.9

## View Asset Audit: AA-00100321

**Asset Audit Info** Print XLS Print PDF

Audit Number: AA-00100321      Audit Date: 31/12/2016  
Description: BMW 320A      Audit Class: 1350 | Motor Vehicles

**Asset Audit Status History**

Date	Status	Responsible Person	Comment
05/10/2016 12:10	Draft	Training Training	

[Back to list](#)      [Edit](#)      [Delete](#)      [Finalize](#)

Fig 7.9

**CLICK** on Finalize tab to Finalized asset audit if no comment.

**Finalize Asset Audit** Close

Comments:

[Finalize Asset Audit](#)

Fig 7.10

**View Asset Audit: AA-00100321**

✓ Asset Audit finalized successfully!

[Audit Info](#)   [Audit Lines](#)   [Attachments](#)

## 9. ASSET LOCATION

This states the current location of an asset and at the same time, define a new location for an asset. It is function carried out by Desk Officer Asset location.

Fig 8.1

**SELECT** Asset Location from the Assets menu to navigate to asset location.

Appropriations   Procurement   Payables   Receivables   Cash Management   Inventory   **Assets**

Assets → Asset Locations

**Asset Locations**

**Asset Location List**

Code	Name	Address
0000	888	0101   ABA NORTH

- Assets
- Asset Receipts
- Asset Transfers
- Asset Revaluations
- Asset Disposals
- Asset Depreciations
- Asset Audits
- Asset Locations**

Fig 8.2

**CLICK** on Add asset location to add an asset location document.



Fig 8.3

Fill the asset location info and click on save to save the asset location document.



Fig8.4

Asset Location added successfully.

