GIFMIS

ASSET MANAGEMENT ON GIFMIS

User Guide

USERS 7/19/2017

A GUIDE FOR MANAGEMENT OF FIXED ASSETS USING GIFMIS

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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:

Department Cash Plan 251	6-670 stage a new Finalized effected	d by Martin Man			17/10/2016 12	2:00
	2016-683 stage is now Cancelled				17/10/2016 12	2:00
	2016-670 stage is now Approved				17/10/2018 12	2:00
	2016-670 stage is now Approved				17/10/2016 11	- 59
	2016-670 stage is now Submitted	A REAL PROPERTY OF A READ REAL PROPERTY OF A REAL P			17/10/2016 11	56
Payment Satch 1000171	726 stage is now Finalized effects	ed by Martin Mae			17/10/2016 11	24
finit Previous 1	2 3 4 5 6 7 6 9				Total: 135) D	isplay: 1-
Doc Number	Document Type	Description	Document Status	Assign	ed Date	
T-0000523	Convolution Transfer	TRAINING TRANSFER	Draft	18/10/2	016 16 12	
4R-00008645	Asset Receipt		Draft	18/10/2	016 15:34	
91-06002884	Purchase Invoice	veh	Draft	18/10/2	016 15:32	
AR-30000044	Asset Receipt	veh	Draft	15/10/2	016 15:32	
PL00062023	Purchase Involce		Submitted	18/10/2	036 15:30	
PF-000021863	Asset Receipt		Draft	18/10/2	016 15:25	
4R-00002083						
	Aaset Transfer		Submitted	18/10/2	016 15:26	
4R-00000643	Asset Transfer Requisition		Submitted Draff		018 15:28 018 15:25	
AR-00200643 AT-00000235				18/10/2		
AR-00000843 AT-00000235 R-00001840	Requisition		Dratt	18/10/2	018 15:25	

Fig 0.2

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

0 (1) (2) (2) (1) (2) (2) (2) (2) (2) (2) (2) (2) (2) (2	den/hee					0	2 Search		1.4	à e
and the second se								Protocol Protocol		1.0
	NUDGET EXECUTION			(Income of the local division of the local				Training Training	Log all	
40-	Appropriations	Procurement	Payables	Receivables	Cash Management	Inventory	Assets			
Dashboard					1. CO -					

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!

0.55.0	BUDGE	ET ERECUTION							
M.	Арр	ropriations	Procurement	Payables	Receivables	Cash Mana	gement	inventory	Assets
anati - fine	dAsset	3						\Rightarrow	Assets
									Asset Receipts
Fixed	As	sets							Asset Transfors
									Asset Revaluations
Asset Lis	t								Asset Revaluations Asset Disposals
Asset Lis	t	Name	+ 5	erial No o	Reg No	Class	+ Locati	ion «	
Asset Lis	t	Name	+ 5	erial No	Reg No	Class	+ Locati	ion e	Asset Disposals

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

Fixed	A	sse	ts										,	ļ
Asset Li	st												+ Add	new maset
Code		- Nar	14	Serial No	 Reg No	18	Class	Location	1.0	Employee	1.4	Status	+	
													•	Find
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:

	Documents Audits			
sset Info				
Code:		Registration No:	AU 124LGF	
Name: BMW 320		Barcode:	1	
Asset Class: 1350 Motor Vehicles		Make:		
 Supplier: UNITED MOTORS NIGERIA LTD Find 		Model:		
Alternative Number:		Fund:	03101 CAPITAL DEVELOPMENT	FUND
Description:		Program:		-
Parent Asset: 0000000002 BMW320 Find		Region:		
Serial No:		Function:		
Residual Value: 1000				
set Attributes				
Doors: 4		Colour:	BLUE	

3 ASSET RECEIPTS

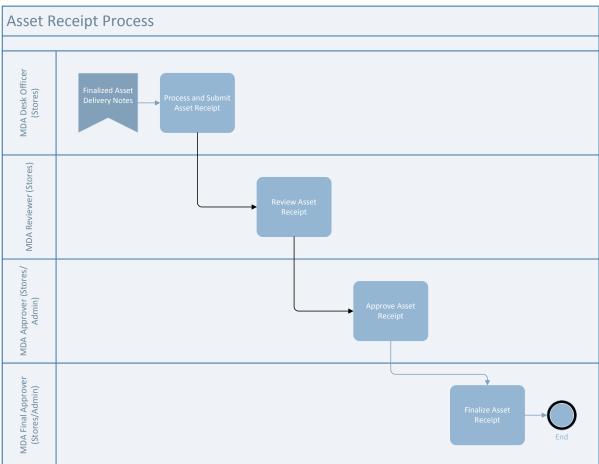
Asset Receipt is the process of taking delivery of the supply of goods and generating evidence which forms the basis for a supplier's payment. Asset Receipt can be processed in two different ways in GIFMIS: Automatically and Manually

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:

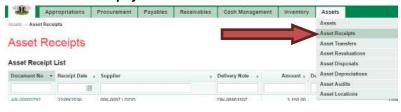


Fig 2.3

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

- <u>2</u>	Арр	propriations	Procurement Payables	Recei	vahles Cast	Management	nventory	Assets			
Assets As	et Rece	lipts			and the owner and the state						
Asset	Re	ceipts									
		1110									
Asset Re	ceipt l	List							🕂 Add ne	wasse	treceipt
Document	No =	Receipt Date :	Supplier	:+	Delivery Note	: Amoun	= Descript	tion	 Status	+	
									[Pending]		Find
		1							(renand)		
AR-000007	97	03/10/2016	00386534-0001 J UNITED M NIGERIA LTD	OTORS	DN-00001529	4 4 10 000	IO New Car	rs for Petrol	Draft		
AR-000007		03/10/2016 03/10/2016			DN-00001529	4.410.000	0 Being re	rs for Petrol ceipt issued to supplier o of Fixed Asset Purchased	1.		

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

*	Appropriations	Procurement Payables Re	ceiv	ables Cast	Man	agement In	ventory Assets			
	leceipts									
Asset Recei	pt List							🕂 Add new	asset	recei
Document No	• Receipt Date :	Supplier	14	Delivery Note	+	Amount :	Description	 Status	+	
	11 🗰							[Pending]	•	Find
AR-00000797	03/10/2016	00385534-0001 J UNITED MOTORIS NIGERIA LTD		DN-00001529		4 410 000.00	New Cars for Petrol	Dratt		
00120000001-01		designed for an and the second se				1 000.00		Draft		
AR-00000798	03/10/2016	00386534-0001 UNITED MOTORS NIGERIA LTD					delivery of Fixed Asset Purchased			

Fig 2.5

CLICK on Edit tab to Edit or not Edit.

Racelpt Inf	fo Receipt Lines	Attachments						
cent Pa	ceipt Lines							
2261 HG	callet millen							
	Line	INV Line	Class	Code	Name	Description	Transaction Type	Line Amount

Fig 2.6

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

Add/Edit Line		Close 6
No: Description:	9	
· Class;	1350 (Motor Vehicles .	
Asset	0000000248 (BMW 320	-
Transaction Type:	Investment *	
+ Line Amount:	3150	

See whether your changes are effected



Fig 2.8

CLICK on 'at hold cheen click on 'Add new attachment' to attach relevant documents as shown be pw.

asets Asset Recentle Attachments	
Asset Receipt: AR-00000792	
Receipt Info Receipt Unes Attachments	
Receipt Info Receipt Lines Attachments	+ Add new attachmer

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.



File is attached successfully.

Annati Annat Bacourts Attachments	
Asset Receipt: AR-00000792	
V Data saved successfully!	
Receipt Info Receipt Lines Attachments	
Asset Receipt Attachments	+ Add new attachment
Nome + Lin	•
AHQ/ASST/PROC/23 Deciliance	Remove

Fig 2.13

CLICK on Receipt Info tab to submit receipt.

Aust - Hecel	pt: AR-000	00792					
V	Lines Attachments						
Asset Receipt Info							Prir
Document No:	AR-00000792		Receipt Date:	22/09/2016			
Supplier	000-0007 (DDD		Receipt Total Amount:				
Description			Dalivery Note:	DN-00001507			
Asset Receipt Statu	is History						
	Date	Status	Responsible Person			Comment	
22/09	2016 10 13	Draft	Training Training				
+ Back to Dat					Edit	Submit	Cancel

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).

Subr	nit Asset	Receipt	Class 🥹
	Commente	Ferwarded for your review and approval pb1	



Asset receipt is submitted successfully.

Ass Recei	ipt: AR-00	000795				
et Receipt s	ubmitted successful	yi				
Receipt no Receipt	Lines Attachments					
Asset Receipt Info						Pri
Document No:	AR-00000795		Receipt Date:	11/05/2016		
Supplier:	00386534-0001 UNI	TED MOTORS NIGERIA LTD	Receipt Total Amount:	2 730 00		
Description:	NEW CARS FOR PA	TROL	Delivery Note:	DN-00001211		
sset Receipt Statu	us History				_	
E	Date	Status	Responsible Person		Com	
83/10/2	016 15 37	Deaft	Matin Mae			
03/10/2	016 15:40	Submitted	Martin Mae			
+ Back to list					Approve	Reject

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;

10926	Appropriations	Procurement	Payables	Receivables	Cash Management	Inventory	Assets		FPO GOMBE	Logau
Dashboard										
Dashbo	oard									
Ay message	es							Modify N	ly Notification	Settin
Subject							Received			
										Total
My Pending	a Tasks									
Doc Number	Docume	nt Type	Description			Docum	ent Status	Assigned	f Date	
1000174195	Payment	Batch	INTERNET			Draft		20/07/20	17 11:25	
2017-43	Cash Pla	n	MINCH WEEK	PLANNING		Reviewa	d	19/07/20	7 19 03	

Fig 2.17

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

https://pfmtest.g	jifmis.gov.ng/pfm/bes					110% C C	A, Search		☆ 自	0 4
e 🎘 e 🖪	UDGET EXECUTION					-			FPO GOMBE	Logout
3	Appropriations	Procurement	Payables	Receivables	Cash Management	Inventory	Assets			
ashboard				1			Assets			
							Asset Receipts			
Dashbo	oard						Asset Transfers			
							Asset Revaluatio	05		
My messag	jes						Asset Disposals	h	Votification	Settings
Subject							Asset Depreciation	ons		
							Asset Audits			
							Asset Locations			Total: 0
My Pending	g Tasks									
Doc Number	Documer	nt Type	Description			Docur	nent Status	Assigned	Date	
1000174195	Payment	Batch	INTERNET			Draft		20/07/2017	7 11:25	
2017-43	Cash Pla	n .	MNCH WEEK	K PLANNING		Review	ved	19/07/2017	7 19 03	

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

	Pagerature P	taturement Payables	Receivables	Cash Manage	 - Inventory	Assets			COMM	L Logar
Asset Re	ceipts									
Asset Receipt L								· All m	-	Tun
Gocument fin	Receipt Date +	Supplier		Delivery flote	Amount +	Description	+	Statue.	Y.	
								[Puniting]		Find
AR-00001496	19/07/2017	000-000002 DERS			0.00			Druft		
AR-80001496	19/07/2017	460-000863 (COC			10 800.00	Asset recepts		Dut		

Fig 2.19

SELECT Submitted from the Status Menu as shown below:

-	(pro	prations Pr	occrement Payables Receival	Dime.	Cash Manage	marit.	inventory	Assets		
orth Asset Nee	een									
sset Re	ec	eipts								
sset Receipt									···· Add news 1	
incument No.		Receipt Date +	Seguliar		Delivery Note	2	Armount +	Description	Status -	
					Say the firm				(Pentry) +	Stad
		19/07/2017	000-000082 (1909)				0.00	bes.	Dial Submitted	
1 4000 hitse		Carlor Contractor Contractor							The barriel and	
		19407-0017	000-0000001 0000				10 000.00	Asset monges		
5.0001496			000-0000001 (CCC 000-0000002 (IDER)		CN-SINK2762		10 900.00	Asset monges	Reviewed Approval Carcultud	
AL 20001496 AL 20001496 AL 20001496 AL 20001496		19407/00117		1.070	DN-688822122			Asset moniple	Reviewed Approved	

Fig 2.20

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

	in .								
sset Re	ceipts								
set Receipt L	ist							- Add new sea	
	Receipt Date +	Supplier		Delivery Note	4	Amount -	Description	Status o	
				1				Submitted (+)	- Canal
								a second s	
A 20021405	19-01023-17	805-000062 88381				0.00	in.	Dut	
		000-0000021 (1000) 900-0000031 (CCC					ten. Asset receipts		
A-80001496	19-0.12217			04-90002202				Dut	
44.000214346 44.0000214346 44.0000214346 45.0000214231	19-07-09-07 19-07-09-17	808-000883 (CCC	4.075	(7+ 00022122 (7+ 00022122		10 100 10		Dult Dult	

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

Asset Recei	pt Li	st					- Add now as
Electronic No.		Recent Date	- Buppher	Dollvery Note	Amount +	Description	Statute +
C		100					Submitted +
AR-00001470		11/04/2017	000-00011 MUSA YUSUF & CO. LTD.		900 000 00		Submitted
API-00081329		10/12/2010	000-0004 (AAA		00 000 06	stationery	putrimed
							Yotas: 2

Fig 2.22

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

BUDGET EXECUTION			TPO GOMBE Login
Appro uns Pro	ocurement Payables Rece	eivables Cash Management Inventory Assets	
Issets Asset Recepts w			
	00004470		
Asset Rec 4: AR	-00001470		
Receipt Info Receipt Lines Attach	ments		
Asset Receipt Info			Print
Document No: AR-00001470	1	Receipt Date: 11/04/2017	
Supplier: 000-0001 (M	USA 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	
	Submitted	Training Training	

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....

	Assel Receip		R-00001	470						
				470						
Rece	ept info Red	elpt Lines A	ttachments							
Asse	t Receipt L	ines								
No	DN Line	INV Line	Class		Code	Name	Description	Transaction Type	Line J	Amoun
1			1350 Motor V	ehicles	0000000894	4 MATIC 450		Investment	900	000.0
									Total: 1 Dis	olay: 1
									IVIAL 1 1 DIS	eney.

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

32	BUDGE	T EXECUTION							FPO GOMBE Log of
1.19	App	ropriations	Procurement	Payables	Receivables	Cash Management	Inventory	Assets	
Assets	net Flacelp	is Lines							
	De	a sink A	0.0000	470					
Ac	Re	ceipt: A	R-00001	1470					
Rec	pipt Info Re	celpt Lines A	ttachments						
	1000000	alguages Dis							
Asse	t Receipt L	ines							
No	DN Line	INV Line	Class		Code	Name	Description	Transaction Type	Line Amount
1			1350 Motor V	/ehicles	0000000894	4 MATIC 450		Investment	900 000.00
									Total: 1 Display: 1-1
									Marco Mantolana
2.4	10000								
4 B	ack to list								

Fig 2.25

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

	BUDGET EXECUTION								FPO GOMBE	1.5.6
-	Appropriations	Procurement	Payables	Receivables	Cash Management	Inventory	Assets			
$nels \rightarrow As$	ant Receipts \rightarrow View									
3			000							
Asse	t Receipt: A	4K-0000.	1329							
Receipt Ir	nfo Receipt Lines	Aftachments								
The second second		SUS STOLEN								
Asset Re	eceipt Info									Print
D	locument No: AR-000	01329			Recei	pt Date: 15/	12/2016			
	Supplier: 000-00	04 I AAA			Receipt Total A	amount: 50	00.000			
	Description: stations	ary			Deliver	ry Note:				
Asset Re	eceipt Status Histo	ory							_	
	Date		Status		Responsible Person			Comment		
	15/12/2016 11:32	2	Draft		Training Training					
	15/12/2016 11:30	,	Submitted		Training Training			ok		
								0.0225-2		
< Back to	Diffst							Approv	e Rej	ect

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:

prove Asse		
Comments:	Forwarded for your approval gits	
	h	

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;

A15 316	Appropriations	Procurement	Payables	Receivables	Cash Management	Inventory	Assets	FPO GOMER	
ashboard									
Dashbo	oard								
My message	es							Modify My Notification	on Setting
Subject							Received		
									Total:
Ay Pending	a Tasks								
Doc Number	Docume	nt Type	Description			Docum	ent Status	Assigned Date	
1000174195	Payment	Batch	INTERNET			Draft		20/07/2017 11:25	
		in		PLANNING		Review		19/07/2017 19:03	

SELECT the 'Asset Receipts' from the Assets Menu.

https://pfmtest.g	ifmis.gov.ng/pfm/bes					110% C C	A. Search		合自	0 1
0 the B	UDGET EXECUTION						a		FPO GOMBE	Log out
- 3	Appropriations	Procurement	Payables	Receivables	Cash Management	inventory	Assets			
Dashboard				1			Assets			
							Asset Receipts			
Dashb	oard						Asset Transfers			
							Asset Revaluatio	005		
My messag	jes						Asset Disposals		ly Notification	Settings
Subject							Asset Depreciati	ons		
							Asset Audits		-	
							Asset Locations			Total: 0
My Pending	g Tasks									
Doc Number	Documer	nt Type	Description			Docur	nent Status	Assigne	d Date	
1000174195	Payment	Batch	INTERNET			Draft		20/07/20	17 11:25	
2017-43	Cash Pla	n	MNCH WEEK	C PLANNING		Review	wed	19/07/20	17 19 03	

Fig 2.29

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

	execution Pr	tuturement Payables	a macangana a	Cash Manage		Inventory	Assets		190	GERMAN	- I. Loga
Asset Receip						- section of the					
Asset Red	ceipts										
Asset Receipt L									· Add no	w 84	7.00
Document fito =	Receipt Date +	Supplier		Delivery flote	+	Amount a	Description	+	Statue.	٢	
									[Punting]		Find
AR-00001476	19/07/2017	000-0000007 INERS				0.00			Druft		
AR-00001496	19/07/2017	460-000363 (COC				18 800.00	Asset recepts		Dut		
				-		-					

Fig 2.30

SELECT Reviewed from the Status Menu as shown below:

-), pr	oprations P	rocurement Pegables Receivables	2	Cash Manage	01010	t inventory	Assets			
orn Asset Re	(eq	fit.									
sset R	01	aints									
1990114		verbro.									
saet Receip	t L	int.							··· Ald re		and record
locament No.		Receipt Date +	Supplier		Delivory Note		Amount a	Description	Statue		
		10							Pentryl	٠	Fied
AL \$10021-1096		19/07/09/7	000-000082 1000				0.00	bes.	DiaR Submitted		
and a subscription of the		19/07/0017	995-009103 (CCC				10 900.00	Assertments:	Sabrothel Reviewer		
PL 8000014(9)		17/07/00/17	000-00000210000		UN-SIGREDE		25.25		Approved Carculture	T	
			REBUSIA 4001 UNITED MOTORS INCERNA UTD		094-00002208		2 100.00		Reported Ploatent		
46.00003496 46.00003496 46.00003496		1187/2017	anomician number of the sector		Or a determination of						

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

1.20	ese 1	LECOTION			× .			20 C				0.0000	E : Lagar
3 🖓	ager.	opriations	Procurement	Papables	Receivables	Cash Manage	ri#11	Howeney.	Assets				
contra - Aqual De		dia.											
Asset R	er	eints											
CODELIN		anih to											
loset Receip	H L	int									· Add to	-	e e
Decoreret No.		Receipt Date	a Supplier		. *	Delivery Note		Arrest .	Description		Stetle		\mathbf{T}
Decument No.		Receipt Date	< Supplier			Collivery Note	1	Arresult -	Description	-	Statue Harnward	-	
		Contraction of the	+ Supplier	500		Delivery Nam	1	Arrowsti -				-	
All-bootstate			i i i i i i i i i i i i i i i i i i i			Collivery Hate	1	0.00			Harrent	- 12	-

Fig 2.32

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

A	aset Receip	t Li	st					- Add now as	-
	Document No	-	Recent Date	Buppher	Dollvory Note	 Amount +	Description	Statute a	
			100					Submitted +	14
N	NR-00001470		11/84/2017	999-99911 MUSA YUSUF & CO. LTD.		999 000 000		Submitted	
Ζ,	NPL-00001329		18/12/2819	000-0004 (AAA			stationery	Dutwinted	

Fig 2.33

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

Appro Des Proce	urement Payables R	ceivables Cash Management	Inventory Assets	
issets Assot Recepts		Contraction and an a	- HILLING T	
Asset Rec 🕂 AR-0	00001470			
Receipt Info Receipt Lines Attachme	ents			
Asset Receipt Info				Prin
Document No: AR-00001470		Receip	ot Date: 11/04/2017	
Supplier: 000-0001 MUS	A YUSUF & CO. LTD.	Receipt Total A	mount: 900 000 00	
Description:		Detiver	y Note:	
Description: Asset Receipt Status History		Detiver	y Note:	
2	Status	Deliver Responsible Person	y Note:	Comment
Asset Receipt Status History	Status Draft		Y Note:	Comment

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

Assets	App	ropriations	Procurement	Payables	Receivables	Cash Management	Inventory	Assets	
As	set Re	ceipt: A	R-00001	470					
Dece	apt Info Re	elpt Lines A	ttachments						
Rece	ADI HILD NO	Centry Crimes	diacriments						
Asse	t Receipt L	ines							
No	DN Line	INV Line	Class		Code	Name	Description	Transaction Type	Line Amou
1			1350 Motor V	ehicles	0000000894	4 MATIC 450		Investment	900 000.0
									Total: 1 Display:
									the second s

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:

12	Appr	opriations	Procurement	Payables	Receivables	Cash Management	Inventory	Assets		
Assets	net Rincelph	s - Lines								
22		2.1.3		1000						
As	Red	ceipt: A	R-00001	470						
Rece	ept info Rec	eipt Lines A	ttachments							
Asse	t Receipt L	ines								
			Class		Code	Name	Description	Transaction Type	Line Ar	noun
No	DN Line	INV Line	Class							
	DN Line	INV Line	1350 Motor Ve	ihides	0000000894	4 MATIC 450		Investment	900 (00.00
	DN Line	INV Line		shides	0000000894	4 MATIC 450		Investment		
	DN Line	INV Line		shicles	6000000894	4 MATIC 450		Investment	900 (Total: 1 Disp	
	DN Line	INV Line		ehicles	0000000894	4 MATIC 450		Investment		

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:

- M	BUDGET EXECUTION			THE REAL PROPERTY AND		HODOWER			FPO GOMBE	
-	Appropriations	Procurement	Payables	Receivables	Cash Management	Inventor	Y Assets			
stels $\rightarrow As$	with \leftarrow alignments in the second lines.									
Acco	t Receipt:	AP 0000	1320							
4556	r Receipt.	AN-0000	1323							
Receipt In	nfo Receipt Lines	Attachments								
Asset Re	eceipt Info									Print
	locument No: AR-00				421714	autorone	127/1/20121			
					and the second second		15/12/2016			
		004 AAA			Receipt Total A		50 000 00			
	Description: station	tery			Deliver	y Note:				
Asset Re	eceipt Status Hist	tory							_	
	Date		Status		Responsible Person			Comment		
	15/12/2016 11.3	2	Draft		Training Training					
	15/12/2016 11 3	19	Submitted		Training Training			ok		
+ Back to	a list							Approve	Reje	ant:
- DOUR ID	0 1104							Approve	Nep	

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

Approve Asse	t Receipt	Close 🕑
Comments;	Forwarded for your approval gits	
		Approve Asset Receipt

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;

12 2 4	ppropriations	Procurement	Payables	Receivables	Cash Management	Inventory	Assets		KE Logau
ashboard									
Dashboa	ard								
My messages	8							Modify My Notificat	ion Setting
Subject							Received		
									Total:
My Pending T	Tasks								
Doc Number	Docume	int Type	Description			Docum	ient Status	Assigned Date	
1000174195	Payment	t Batch	INTERNET			Draft		20/07/2017 11:25	

SELECT the 'Asset Receipts' from the Assets Menu.

ECUTION							
			s a			FPO GOM	BE Log out
priations Procurement	Payables I	Receivables	Cash Management	Inventory	Assets		
	10				Assets		
					Asset Receipts		
					Asset Transfers		
					Asset Revaluations		
					Asset Disposals	ly Notifica	tion Settings
					Asset Depreciations		
					Asset Audits		
					Asset Locations		Total: 0
						Asset Receipts Asset Transfers Asset Revaluations Asset Disposals Asset Depreciations Asset Audits	Asset Receipts Asset Transfers Asset Revaluations Asset Disposals by Notificat Asset Depreciations Asset Audits

Fig 2.40

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

	reproduce P	tucurement. Payables	Receivables	Cash Manage	 streetlory	Assets	1940	GEORE	- Lington
Asset Recet		interaction in the factories	Receivables	Creati Manialla	 Contraction (E.).				
Asset Re	ceipts								
Asset Receipt L	Jat						· All m	-	190
Document fito =	Receipt Date +	Supplier		Delivery flate	Amount x	Description	Statue.	٢.	
							(Puniteg)		Find
AR-00001498	19/07/2017	000-000002 (DENS			0.00	án;	Draft		
AR-80001496	19/07/2017	460-008863 (COC			18 800.00	Asset recepts	Duit		
		and some lateral		-					

Fig 2.41

SELECT Approved from the Status Menu as shown below:

1 A 1	8281	AND CALIFORNIA									CORRE	E L LIG
3	4ppr	roprationa	Procurament	Pagables	Receivables	Cash Manage	internet	answedory	Assets			
orto Asset3	lices	efte.										
sset F	le	ceipts										
sset Recei	pt L	iet.								··· Add or		et receile
locament No.		Receipt Date	x Supplier			Dellivory Note		Amount :	Description	Statue		
		1								Pentry	*	Fied
20 2000 5 AM		19/07/2017	000-000082 9	100				0.00	bes.	Diat		
6.10001495		19/07/2017	005-00000210	00				10 900.00	Aise month:	Submitted Reviewed		
ALCONCTADA.		17870912	860-069982 8	100		CH-68882282		35.25		Carculat		
AL DEPENDENT		17872917	85385534-007	UNITED MOTO	ORS INSERIALIZO	094-00002208		2 100.00		States?		
		85/96/2017	000-00000210					0.00		Control of		

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

2.00.0	FERECIPTION								101	GOME	E Linger
- AD	Propriational P	rocurement Payables	Receivables	Cash Manage	minist.	meentory	Assets				
and the Asset Nece	ąc.					11					
Asset Re	cointe										_
13501 110	Celhra										
Asset Receipt	List								· Add m	W 4004	8 B.
Decoment No	Receipt Date: -	Supplier		Delivery Note		Amount =	Description	. *	Status		Ţ
Decoment No	Hecelpt Date -	Sugglive		Delivery Note	*	Amount :	Description		Status Approved	-	
	Hecelpt Date +	Supplier 800.000202 UKB		frencher hannen	*				Status Approved Draft		
All cool tabl				frencher hannen	*	0.00			Seamon Approved Draff		Find

Fig 2.43

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

				int						- Add now at	
	Socument No	umont No.	ia	Recent Date	1.10	Buppher	Dollvery Note	Amount +	Description	Stature =	
					199					Submitted +	19
11/94/2017 005-0001 MUSA YUSUF & CO. LTD. 900-000 Submitted	AR-00001470									Submitted	
16(12)(016 000-0004) AnA Big 000 00 distance manual mutual m mutual mutual mutu	PL-00001329	00001329		10/12/2019		000-00041 AAA		60 000 06	stationery	Butmitted	

Fig 2.44

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

Appro pas Proces	rement Payables Re	ceivables Cash Management Inventory As	FPO GOMBE Log
	tromost Payables 80	cervables Cash wanagement Inventory Ass	sets
saets Asset Receipts			
Asset Rec + AR-0	0001470		
Asserned An-o	0001470		
Receipt Info Receipt Lines Attachme	nts		
sset Receipt Info			Prin
isser Necelpt Into			
Document No: AR-00001470		Receipt Date: 11/04/2017	S
Supplier: 000-0001 MUS	A YUSUF & CO. LTD.	Receipt Total Amount: 900 000.00	
Description:		Delivery Note:	
and Develop Distance Materia			
sset 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

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

sset R	accoint: A	D 00004470						
1000111	eceipt. A	R-00001470						
Receipt Info	Receipt Lines A	ttachments						
New Section 1	CASH CALCUSE 110							
sset Receip	t Lines							
Vo DN Line	INV Line	Class	Code	Name	Description	Transaction Type	Line Ar	iour
í.		1350 Motor Vehicles	0000000894	4 MATIC 450		Investment	900 (00.0

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:

	BUOGE	T EXECUTION							FPO GOMBE	Log out
1.2	App	ropriations	Procurement	Payables	Receivables	Cash Management	Inventory	Assets		
Assets	art Finonip	its Lines								
	1 Dec		0.0000	470						
Ac	Re	ceipt: A	R-00001	470						
Rec	ept Info Re	celpt Lines	Attachments							
	1450/150	analana M								
Asse	t Receipt l	ines								
No	DN Line	INV Line	Class		Code	Name	Description	Transaction Type	Line J	Amount
1			1350 Motor V	ehides	0000000894	4 MATIC 450		Investment	900	00.000
									Total: 1 Dis	olay 1-1
										nooscoore
22	North N									
« Ba	ack to list									

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

	st gifmis/gov.ng/pfm/bes					110% C	Q, Search	合自	Ð
020	BUDGET EXECUTION							FPO GOMBE	Logou
3	Appropriations	Procurement	Payables Re	ceivables	Cash Management	Inventory	Assets		
iouts - Asi	set Receipts \rightarrow View								
Asset	Receipt:	AR-00001	135						
Receipt In	fo Receipt Lines	Attachments							
Asset Re	ceipt Info								Print
De	ocument No: AR-00	001135			Receipt	Date: 24/11	2016		
	Supplier: 00386	534-0001 UNITED MO	TORS NIGERIA LTD		Receipt Total Am	iount: 200.0	0		
	Description:				Delivery	Note:			
Asset Re	ceipt Status Hist	ory							
	Date		Status	1	Responsible Person			Comment	
	24/11/2016 10:3	2	Draft	1	Fraining Training				
	24/102010 10.3		C 1 (11)	1	Fraining Training				
	24/11/2016 10 3	5	Submitted		contraction of the second s				
			Submitted Reviewed		Training Training				



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

Appropriati	And a second sec	bles Receivables	Cash Management	inventory	Assets		FPO GOMBE Log out
Annila - Annil Pacingle - Vi	ew.						
Asset Recei							
Receipt Info Receipt I	Finalize Asset	Receipt			Close	0	
Asset Receipt Info	Comments:						Print
Document No:							
Supplier:					_		
Description:							
Asset Receipt Statu							
0.						nt.	
24/11/20					Finalize Asset Receipt		
24/11/24				100			

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.

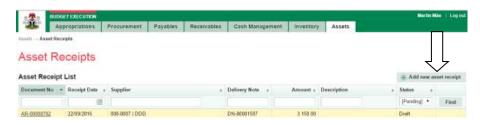


Fig 2.50

Fill in the required fields and click on Save.

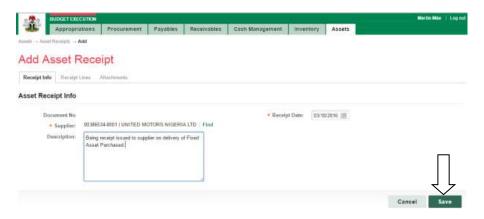


Fig 2.51

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

t: AR-00000	796					
ssfullyl						
en Attachments						
						Print
		Receipt Date:	03/10/2016			
0386534-0001 UNITED MC	TORS NIGERIA LTD	Receipt Total Amount:	0 00			
	er on delivery of Fixed Asset	Onlivery Note:				
History						
te	Status	Responsible Person			Comment	
16 16 11	Draft	Martin Mae				
			Edit	Delete	Submit	Cancel
	ssfullyl ws Attachmenis 99-0000796 00386534-0001 UNITED MC	Attachments AR-0000796 N386534-0001 I UNITED MOTOR'S NIGERIA LTO Selar sceept insued to supplier on delivery of Fixed Asset Wistory te Status	Adachments AR-0000796 AR-00007 AR-0000796 AR-000796 AR-0000796 AR-0000796 AR-0000796 AR-0000796 AR-	Aflachmarkte Aflac	Affachmarks Affach	Attachments Attachments AR-40000796 Receipt Date: 03/10/2015 Receipt Total Amount: 0.00 Delivery Note: Auchinaed: History ter Status: Responsible Person Comment Dotal

CLICK Add new line.



Fig 2.53

CLICK On save and close after defining the line.

Net	a	
Description:		
+ Claus:	000 DEFENCE ASSETS ·	
* Asset	000000257 BMW 320	-
 Transaction Type: 	Maintanance. •	
+ Line Amount:	1000	
		5 7

Fig 2.54

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

1945	visel Reco	inter - Linex							
Is	V		AR-00000796						
Rece	ept Info	Receipt Lines	Allachments						
	t Receipt		Allachments						+ Add new lie
			Class	Code	Name	Description	Transaction Type	Line Amount	+ Add new lie

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;

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

https://pfmtest.g	ifmis.gov.ng/pfm/bes					110% C 0	Search :		合 自	0 1
1. SA2	UDGET EXECUTION				s	-	s		FPO GOMBE	Logout
1	Appropriations	Procurement	Payables	Receivables	Cash Management	Inventory	Assets			
Dashboard				0			Assets			
							Asset Receipts			
Dashbo	oard						Asset Transfers			
							Asset Revaluatio	05	1201700525-05400	
My messag	jes						Asset Disposals		ly Notification	5 ottings
Subject							Asset Depreciation	ons		
1.11.11.11.1							Asset Audits		_	
							Asset Locations			Total: 0
My Pending	g Tasks									
Doc Number	Docume	nt Type	Description			Docum	nent Status	Assigne	ed Date	
1000174195	Payment	Batch	INTERNET			Draft		20/07/20	117 11:25	
2017-43	Cash Pla	n	MNCH WEEK	K PLANNING		Review	wed	19/07/20	17 19:03	

Fig 2.20

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

	EXECUTION Propriations Pr	nourement Payables	-	Cash Manage		meentory	Assets		COMME	Linger
and - Asset Recet			- netwinkbort	Contract and other						
Asset Re	ceipts									
Asset Receipt L	Jat.							· Alt o	-	140
Document No =	Receipt Date +	Supplier		Delivery flote	+	Amount a	Description	Statue.	٢.	
								[Puniting]		Find
AR-00001496	19/07/2017	000-000002110683				0.00		Draft		
AR-80001496	19/07/0017	460-000863 (COC				18 800.00	Asset recepts	Dut		
and the second second						and had				

Fig 2.21

SELECT Submitted from the Status Menu as shown below:

anti Asset Suce		rocurement Payables Receivables	Cash Managa	enant inventory	Assets	
sset Re	ceipts					
sset Receipt I	List					· Add new annet recall
focument No. +	Receipt Date +	Suggline	Delivory Note	a Amount	Description	+ Stame +
	10					(Pentry) + Stad
A REAL POINT OF	19/07/2017	440-000452 HOD		0.0	i bei.	Due .
6.0001496	19(07)2017	885-888883) CCC		10 900.0	Aise mages	Submitted Reviewed Approval
AL INTER TABLE	17/87/0817	000-040002 0000	DN-53582282	25.2		Approved Carculari Rejected
						Generat
ALC ADDRESS AGES	1787/2017	RE3BEE34-0001 J UNITED MOTORS INCREMALLED	094-00002208	2 100.0	1	Pinalized

Fig 2.22

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

	in .								
sset Re	ceipts								
set Receipt L	ist							- Add new sea	
	Receipt Date 4	Supplier		Delivery Note	4	Amount -	Description	Status o	
				1				Submitted (+)	- Canal
								a second s	
A 20021405	19-01-09-17	805-000062 88381				0.00	in.	Dut	
		000-0000021 (1000) 900-0000031 (CCC					ten. Asset receipts		
A-80001496	19-010217			04-90002202				Dut	
44.000214346 44.0000214346 44.0000214346 45.0000214231	19-07-09-07 19-07-09-17	808-000883 (CCC	4.075	(7+ 00022122 (7+ 00022122		10 100 10		Dult Dult	

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

Asset Receip	pt Li	st					- And now a
Elocament No.		Recent Date +	Bappher	Dollvery Note	 Amount +	Description	Statute +
		100					Suteritted +
AR-00001470		11/84/2017	998-9991 MUSA YUSUF & CO. LTD.		999 000 00		Submitted
API-00001328		10/12/28198	000-0054 (AAA		AG 000.00	etationery	munimed
19-80081329		16/12/20116	000-0004 AAA			elationery	Tubrided

Fig 2.24

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

S19416 -	UTION			FPO GOMBE Log
Appro	uns Procurement	Payables Rece	ivables Cash Management Inventory Assets	
Assets Asset Recepts	w			
A		1170		
Asset Rec	+ AR-0000	1470		
Receipt Info Receipt L	ines Attachments			
Asset Receipt Info				Prin
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 Statu	s History			
De	ite	Status	Responsible Person	Comment
	17 15:36	Draft	Training Training	
11/04/25	17 15:37	Submitted	Training Training	

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....

	Aanel Receip		0.0004	470						
AS	set Re	ceipt: A	R-000014	470						
Rece	ept Info Re	celpt Lines A	ttachments							
	t Receipt L									
No	DN Line	INV Line	Class		Code	Name	Description	Transaction Type	Line J	Amount
1			1350 Motor Veh	vicles	0000000894	4 MATIC 450		Investment	900	000.00
									Total: 1 Dis	olay: 1-
										0.000

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

3.5	BUDGE	EXECUTION							FPO GOMBE Log o
1	App	opriations	Procurement	Payables	Receivables	Cash Management	Inventory	Assets	
sam	net Fleiceipi	s Lines							
	1 Dec		-	470					
Ac	Red	ceipt: A	R-00001	1470					
Rec	apt Info Rec	elpt Lines A	dtachments						
Asse	t Receipt L	ines							
No	DN Line	INV Line	Class		Code	Name	Description	Transaction Type	Line Amount
			47770 1 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4	/ehides	0000000894	4 MATIC 450		Investment	900 000.00
1			1350 Motor V					investorie	900 000.00
1			1.350 Midlor V					in gooligin	Total: 1 Display: 1-
1			1350 Middor V						
			1,150 M080F V						
	ack to list		1,350 Wellor V						

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:

e#29	BUDGET EXECUTION							FP0	GOMBE Log out
-Sec.	Appropriations	Procurement	Payables	Receivables	Cash Management	Inventory	Assets		
Assets Ass	ant Receipts \rightarrow View								
Asset	Receipt:	AR-00001	1329						
Receipt In	fo Receipt Lines	Attachments							
Asset Re	ceipt Info								Print
De	ocument No: AR-00	0001329			Rece	ipt Date: 1	5/12/2016		
	Supplier: 000-0	004 AAA			Receipt Total	Amount: 50	0 000 00		
	Description: statio	nery			Defive	ry Note:			
Asset Re	ceipt Status His	tory							_
	Date		Status		Responsible Person			Comment	
	15/12/2016 11:	12	Draft		Training Training				
	15/12/2016 11:	39	Submitted		Training Training			*	Ļ
+ Back to	list							Approve	Reject

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:

Comments:	E 111 11	
s, unimprine,	Forwarded for your approval <u>pis</u>	
		JL

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;

1421	UDGET EXECUTION	Procurement		Receivables				FPO GOMEE	Log au
Deshboard	Appropriations	Procurement	Payables	Receivables	Cash Management	Inventory	Assets		
asnocaro									
Dashb	oard								
Ay messaç	jes							Modify My Notificatio	on Setting
Subject							Received		
									Total:
My Pendin	g Tasks								
Doc Number	Documer	nt Type	Description			Docum	ent Status	Assigned Date	
1000174195	Payment	Batch	INTERNET			Draft		20/07/2017 11:25	
2017-43	Cash Pla	π	MNCH WEEK	PLANNING		Review	ed	19/07/2017 19:03	

SELECT the 'Asset Receipts' from the Assets Menu.

https://pfmtest.g	ifmis.gov.ng/pfm/bes					110% C C	A. Search		合 自	0
0 10 B	UDGET EXECUTION				s	-			TPO GOMBE	Logout
1.	Appropriations	Procurement	Payables	Receivables	Cash Management	Inventory	Assets			
Dashboard				10			Assets		1	
							Asset Receipts			
Dashbo	oard						Asset Transfers			
							Asset Revaluatio	05		
My messag	jes						Asset Disposals		ly Notification	Settings
Subject							Asset Depreciatio	ons		
							Asset Audits		-	
							Asset Locations			Total: 0
My Pending	g Tasks									
Doc Number	Docume	nt Type	Description			Docur	nent Status	Assigned	d Date	
1000174195	Payment	Batch	INTERNET			Draft		20/07/20	17 11:25	
2017-43	Cash Pla	n (MNCH WEEK	K PLANNING		Review	ved	19/07/20	17 19 03	

Fig 2.31

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

	execution reproduces Pr	nourement Payables	Receivables	Cash Manage	ilerit.	- Internitory	Assets		1 CLORED	L . Logad
	ph									
Asset Re	ceipts									•
Asset Receipt L	Jat.							· Alto	-	744
Gocument Ro =	Receipt Date +	Supplier		Delivery flate		Amount a	Description	Statue.	٢.	
								[Puniteg]		Find
AR-00001496	19/07/2017	000-0000027 IDERS				0.00	árc;	Draft		
AR-80001496	19/07/2017	460-000363 (CCC				18 800.00	Asset recepts	Duit		
		and because interest		-						

Fig 2.32

SELECT Reviewed from the Status Menu as shown below:

400	roprations P	rocurement Payables Receivables		Cash Manageon	ant inventory	Assets			
orth Asset Since	en:								
sset Re	ceipts								
sast Receipt I	eserv.						- Add re		
sawt Macaspe	Lies.								
locament No. +	Receipt Date +	Sopplier	*	Delivory Note :	Amount :	Description =	Status		
	18						Pendeng	*	Fied
		600-200882 1900			0.00	f bes.	Diat		
AD BRIDD HIRE	19/07/2017	ARR-AMILIAR LINES							
	19/07/2017	986-999983) CCC			10 900.00	Assermants:	Research		
6.0001496				CH-SINK2222	10 900.00		Research		
48-20001496 48-20001496 48-20001496 48-20001486	19(07:0017	985-8089821 CCC		CH-50002202			Approved Approved Carcuited Repetied Ploatest		

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

1.20	ese 1	LECOTION			× .			20 C				0.0000	E : Lagar
3 🖓	ager.	opriations	Procurement	Papables	Receivables	Cash Manage	ri#11	Howeney.	Assets				
contra - Aqual De		dia.											
Asset R	er	eints											
CODELIN		anih to											
loset Receip	H L	int									(E. Add to	-	e e
Decoreret No.		Receipt Date	a Supplier		. *	Delivery Note		Arrest .	Description		Stetle		\mathbf{T}
Decument No.		Receipt Date	< Supplier			Collivery Note	1	Arresult -	Description	-	Statue Harnward	-	
		Contraction of the	+ Supplier	500		Delivery Nam	1	Arrowsti -				-	
All-bootstate			i i i i i i i i i i i i i i i i i i i			Collivery Hate	1	0.00			Harrent	- 12	-

Fig 2.34

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

A	aset Receip	t Li	st					- Add now as	-
	Document No	-	Recent Date	Texponer	Dollvory Note	 Amount +	Description	Statute a	
			100					Submitted +	14
N	NR-00001470		11/84/2017	999-99911 MUSA YUSUF & CO. LTD.		999 000 000		Submitted	
Ζ,	NPL-00001329		18/12/2819	000-0004 (AAA			stationery	Dutwinted	

Fig 2.35

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

Appro Des Proce	urement Payables R	ceivables Cash Management	Inventory Assets	
issets Assot Recepts		Contraction and an a	- HILLING T	
Asset Rec 🕂 AR-0	00001470			
Receipt Info Receipt Lines Attachme	ents			
Asset Receipt Info				Prin
Document No: AR-00001470		Receip	ot Date: 11/04/2017	
Supplier: 000-0001 MUS	A YUSUF & CO. LTD.	Receipt Total A	mount: 900 000 00	
Description:		Detiver	y Note:	
Description: Asset Receipt Status History		Detiver	y Note:	
2	Status	Deliver Responsible Person	y Note:	Comment
Asset Receipt Status History	Status Draft		Y Note:	Comment

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

Assets	App	ropriations	Procurement	Payables	Receivables	Cash Management	Inventory	Assets	
As	set Re	ceipt: A	R-00001	470					
Dece	apt Info Re	elpt Lines A	ttachments						
Rece	ADL HILD	Centry Crimes	diacriments						
Asse	t Receipt L	ines							
No	DN Line	INV Line	Class		Code	Name	Description	Transaction Type	Line Amou
1			1350 Motor V	ehicles	0000000894	4 MATIC 450		Investment	900 000.0
									Total: 1 Display:
									the second s

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:

12	Appr	opriations	Procurement	Payables	Receivables	Cash Management	Inventory	Assets		
Assets	net Rincelph	s - Lines								
22		2.1.3		1000						
As	Red	ceipt: A	R-00001	470						
Rece	ept info Rec	eipt Lines A	ttachments							
Asse	t Receipt L	ines								
			Class		Code	Name	Description	Transaction Type	Line Ar	noun
No	DN Line	INV Line	Class							
	DN Line	INV Line	1350 Motor Ve	ihides	0000000894	4 MATIC 450		Investment	900 (00.00
	DN Line	INV Line		shides	0000000894	4 MATIC 450		Investment		
	DN Line	INV Line		shicles	6000000894	4 MATIC 450		Investment	900 (Total: 1 Disp	
	DN Line	INV Line		ehicles	0000000894	4 MATIC 450		Investment		

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:

Ĭ.	Appropriations	Procumment	Payables	Receivables	Cash Management	Inventor	Assets			
stels $\rightarrow As$	set Receipts View									
	Descipto	A D. 0000	1000							
4556	t Receipt:)	AR-0000	1329							
Receipt In	No Receipt Lines	Attachments								
Asset Re	ceipt Info									Print
D	ocument No: AR-00	001329			Receip	ot Date: 1	5/12/2016			
	Supplier: 000-0	004 AAA			Receipt Total A	mount: 3	0 000 00			
	Description: station	nery			Deliver	y Note:				
Asset Re	eceipt Status Hist	tory							_	
	Date		Status		Responsible Person			Comment		
	15/12/2016 11.3	12	Draft		Training Training					
	15/12/2016 11 3	59	Submitted		Training Training			ok .	L	

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

Approve Asse	t Receipt	Close 🛛
Commenta:	Forwarded for your approval <u>pls</u>	
		47
		Approve Asset Receipt

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 b or rejects if he has issues, otherwise; Go to ASSET Icon on the screen as shown below;

115 216	Appropriations	Procurement	Payables	Receivables	Cash Management	Inventory	Assets		E Logau
	appropriations	Procurement	Payables	Receivables	Gash Management	inventory	Assets		
lashboard									
Dashbo	bard								
My message	rs.							Modify My Notificati	on Setting
Subject							Received		
									Total:
My Pending	Tacks								
	Documer	rt Turne	Description			Docum	ent Status	Assigned Date	
2010-2020-2020	Documen	ir iype	11			Draft	enc autous	20/07/2017 11:25	
Doc Number 1000174195	Payment	Batch	INTERNET						

SELECT the 'Asset Receipts' from the Assets Menu.

https://pfmtest	gifmis.gov.ng/pfm/bes					110% C C	Search .		合 自	0 1
0.00	BUDGET EXECUTION						s		PO GOMBE	Logout
	Appropriations	Procurement	Payables	Receivables	Cash Management	inventory	Assets			
Dashboard				20	N		Assets			
							Asset Receipts			
Dashb	oard						Asset Transfers			
							Asset Revaluatio	105		
My messa	ges						Asset Disposals	ly	Notification	Settings
Subject							Asset Depreciation	ons		
							Asset Audits			
							Asset Locations			Total: 0
My Pendin	ng Tasks						Asset Locations			Tota
Doc Number	Documer	nt Type	Description			Docur	nent Status	Assigned D	ate	
1000174195	Payment	Batch	INTERNET			Draft		20/07/2017	11:25	
2017-43	Cash Pla		MNCH WEEK	PLANNING		Review	verl	19/07/2017	19-03	

Fig 2.42

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

		CRECUTION	_								()		100	• CLIMIN	L.I. Login
-	400r	operations	17	sourement.	Payablas	Receivables		Cash Manage	11411	e. Inventory	Asseta				
Asset th	wiang	fix.													
Asset R	e	eipts													
		100													\wedge
Assel Receip	pt L	iat											· Abt m		498
Gocament Ro		Receipt Date		Supplier			•	Delivery flote		Amount a	Description		Statue.	٢.	
			ε.										[Penting]		Find
AR-00001476		19/07/2017		400-0003021 64	683					0.00	ári;		Draft		
AR-00001496		19/07/0017		400-000803 (C)	00					18 800.00	Asset recept	ti.	Druft		
								And American							

Fig 2.43

SELECT Approved from the Status Menu as shown below:

1 A 1	8381	ENDERTHEN									GORBE	E I LIG
3	4pp	roprations	Procurament	Payables	Receivables	Cash Manage	*****	answedory	Assets			
orto Asset3	linces	petra.										
sset F	Rei	ceipts										
sset Recei	pt L	.iet								··· Add re		of receip
locament No.		Receipt Date	x Supplier			Delivery Note		Amount :	Description	Statue		
		1								Pentryl	*	Fied
20 2000 5 AM		19/07/2017	000-00008218	inn				0.00	bes.	Diat		
6.10001495		19/07/0017	005-00000233	00				10 900.00	Aise month:	Saterited Reviewed		_
ALCONCTADA.		11010012	000-069982 0	00		CH-60082282		35.25		Carculat		
ALC DEPENDENT AND D		17872917	80386534-002	LINEED MORE	ORS INSERIA UZD	094-00002208		2 100.00		Reacted Finalized		
		85/96/2017	000-00000218					0.00		2 with the		

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

·	CT UNDERFORM	5.6	- 41			ex	<u></u>		GOME	i Liga
36	propriationa	Procurement Payable	s Receivables	Gash Manage	mient.	meentory	Assets			
and the second second	ante									
Asset Re	acointe									_
19961 146	sceipts									
Asset Receipt	List							· Add m	W 4554	6 6
Document Mo	· Heceipt Date	Supplier		Delivery Note		Amount =	Description	 Status		4
								Approved	+	V
										Find
AJI-00001436	19/07/2017	860-000862 URBS				0.00	bs.	Duff		Ford
AJI-00001436	19/07/2017 19/07/2017	960-000800 (1998) 960-000803 (CCC					hn. Assat recepts	Dult		Fond

Fig 2.45

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

-											548 mm
	Recent Date	· Biapprine		+ 1	Dollvery Note		Amount +	Description		Status -	
	1991									Submitted +	Fin
	11/84/2017			0.			999 000 000			Submitten	
	10/12/201910	000-00041 A	A.A.				80 000 00	stationery		putmitted	
			11/84/2017 008-000111k 18/12/2017 008-000111k	11/842017 008-00011 MUSA YUSUF & CO. LT 18/12/2019 005-00541 AAA	11/04/2017 000-0001 MUSA YUSUF & CO. LTD. 19/12/01/19 000-0004 AAA	11/84/2017 000-00011 MUSA YUSUF & CO. LTD. 16/12/08199 000-00541 AAA	1//04/2017 000-0001 MUSA YUSUF & CO. LTD. 18/12/2019 000-0004 AAA	1/3642017 008-00011 MUSA YUSUF & CO. LTD. 900 000 00 1612/0116 009-00541 AAA 60 000 00	11/04/2017 006-0001 MUSA YUSUF & CO. LTD. 906-000 80 18/12/0119 005-0054 AAA 80 080 00 diatonery	11/04/2017 005-00011 MUSA YUSUP's CO. LTD. 900 000 00 16/12/0119 005-0054 J ASA 80 000 00 00 0000000	1/05-2017 095-00911 MUSA YUSUF & CO. LTD. 900 1000 00 Sudemitted 18/12/2015 005-00541 AnA 80 000 00 diationery Busenitted

Fig 2.46

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

Appro pas Proces	rement Payables Re	ceivables Cash Management Inventory		MOE Log
	tromost Payables 80	ceivables caen management inventory	Assets	
saets Asset Receipts				
Asset Rec + AR-0	0001470			
Assel new An-o	0001470			
Receipt Info Receipt Lines Attachme	nts			
sset Receipt Info				Prin
isser Necelpt Into				Prin
Document No: AR-00001470		Receipt Date: 1	1/04/2017	
Supplier: 000-0001 MUS	A YUSUF & CO. LTD.	Receipt Total Amount: 9	00.000.00	
Description:		Delivery Note:		
and Develop Distance Materia				
sset 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

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

incent I	Dessint: A	P 00001470						
isset	Receipt. A	R-00001470						
Receipt Info	Receipt Lines /	Attachments						
sset Rece	ipt Lines							
No DN LI	ie INV Line	Class	Code	Name	Description	Transaction Type	Line A	mou
í.		1350 Motor Vehicles	000000894	4 MATIC 450		Investment	900	000.0

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:

1	BUOGE	T EXECUTION							FPO GOMBE	Log out
1.2	App	ropriations	Procurement	Payables	Receivables	Cash Management	Inventory	Assets		
Assets	art Finonip	is - Lines								
1	1 Dec		0.0000	470						
Ac	Re	ceipt: A	R-00001	1470						
Rec	ept Info Re	celpt Lines	Attachments							
	1450/150	analates Di								
Asse	t Receipt l	ines								
No	DN Line	INV Line	Class		Code	Name	Description	Transaction Type	Line J	Amount
1			1350 Motor V	/ehicles	0000000894	4 MATIC 450		Investment	900	00.000
									Total: 1 Dis	olay 1-1
										nooscoore
22	North N									
« Ba	ack to list									

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

			110% C*	Q, Search	合 自 🛡
				ايت سن ا	FPO GOMBE Log o
Appropriations	Procurement	Payables Receivables	Cash Management Invento	ry Assets	
ioeta Asset Receipta View					
Asset Receipt:	AR-00001	135			
sset Receipt Info					Print
Document No: AR-00	001135		Receipt Date: 24	11/2016	
Supplier: 00386	534-0001 UNITED MO	TORS NIGERIA LTD	Receipt Total Amount: 20	0.00	
Description:			Delivery Note:		
Asset Receipt Status His	ory				
	5	ŝtatus	Responsible Person		Comment
Date)raft	Training Training		
Date 24/11/2016 10:3	2 1				
		Submitted	Training Training		
24/11/2016 10 3	5 5				

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

Appropriat	And a second sec	bles Receivables	Cash Management	Triventory Ass	ets	FPO GOMHE	Log out
Areits - Asset Recepts - V	ew						
Asset Recei							
Receipt Info Receipt I	Finalize Asset	Receipt			Close 🚱		
Asset Receipt Info	Comments:						Print
Document No:							
Supplier:					- I		
Description:							
Asset Receipt Statu					1		
24/11/20				Final	ze Asset Receipt		
24/11/26							

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:

eem - Find		A CONTRACTOR OF THE OWNER OWNE	C. Contraction of the local distance	011/0609	and the second	COLUMN AND ADDRESS			Vien C	Concerning of the second		Assets				
uter - Fund	L PLA SAL										_,	Assat Receipts		1		
Fixed	As	sets										Asset Transfers				
												Asset Revaluations				
Asset List												Asset Disposals		1.18	Add	new asse
Code		Name	14	Secial No		Reg No	4	Class		Location		Asset Depreciations		in.		
												Asset Audits		-		Find
		and second 12								and the second s		Asset Locations				Find
000000001		BMW118						1350		BRAN		ADETUNDE JUDITH ANNE KEHINDE	0	thoseq		
101000000000		BMW320						1350		MAIN		James Hill	Di	ipmed		
0000000003		BMW 118				AA168-LYS		1350		BRAN		James Hill	Di	sposed		
0000000004		Kelev01				173ABC		1358		BRAN		Hamza	De	sposed		
0000000005		cart						1350		MAIN		YUSUF, ALIYU ADDY	De	sposed		
0000000006		BMW 320				AU124-LGF		1350		MAIN		Jamas Hill	De	sposed		
0000000007		BMW 118				AA158-LYS		1350		MAIN		Mary Star	Di	sposed		
NOCOCOCOCO		New Car				637TYU		1358		BRAN		ETUK, CHARLES JONAH	Di	sposed		
0000000009		Rental car				679771		CARS		608		ETUK. CHARLES JONAH	Re	inted		
0000000010		Kelevi Auto						1360		BRAN		ADETUNJI, JUDITH -ANNE KEHINDE	Di	spined		

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.

Assets - Fixed As													
Fixed A	S	sets											
Asset List											+ 4	ád w	ew asset
Code	•	Name	.+	Serial No	٠	Reg No	Class	 Location	 Employee	e Stat		•	
												11	Find
1000000001		BMW118					1350	BRAN	ADETUNJI, JUDITH ANNE KEHINDE	Ac	quire		
0000000002		EIMW320					1350	MAIN	James Hill		poseo		

Fig 2.53

Accets - Fie	ed Ass	ets												
Fixed	As	sets												
Asset Li	st												+ 14	id new asset
Code	- 0	Name	14	Sotial No	14	Reg No	 Class	+	Location	. 4	Employee	. 2	5	
													cquired *	Find

Fig 2.54

SELECT the desired asset by clicking on the asset code.

Annin Fised	Asset	*										
Fixed	As	sets										
Asset List	:									1	Add	new asse
Code		Name	 Secial No	Reg No	Class	÷	Location	Employee	*	Status	+	
										Acquired		Find
0000000127		ecc			121972		0000	Martin Mae		Acquired		
0000000148		BMW 340		ASD 4404 ABJ	MOTOVIECH		0000	ADETUNJI, JUDITH -ANNE KEHINDE		Acquired		

Fig 2.55

CLICK on contract tab to add contract on an asset.

Asset Info: (000000 48, BMW 340			
Asset Transactions	Transfere Contracts Maintenance Documents Audits			
Asset Info				+ Add new ease
Code:	900000148	Registration No:	ASD 4404 ABJ	
Namo:	BMWY 340	Barcode		
Asset Class:	MOTOVIECH Mater Vahicle	Make:	BWW.	
Supplier;	00386534-0001 UNITED MOTORS NIGERIA LTD	Model:	329	
Alturnative Number;		Fund:		
Description:		Program:		
Parent Auson	000000002 BMW320	Region		
Serial No:		Function:		
Asset Values				
Acquisition Date:	11/05/2016	Warranty:	No	
Disposal Date:		Insurance:	Na	
Start Depreciation	2016-5	Warranty Espiry Date:		
Period:		Insurance Expiry Date:		
Next Depreciation Period:	2016-5	Status:	Acquired	
Depreciation Yearly	10.00%	Employee	ADETUNUL JUDITH -ANNE KEHINDE	
Percentage:	- 150, 506 TP	Location:	0000 sbs	
Depreciation Years:	10			

Fig 2.56

CLICK on Add new contract.

Assets I	Load Accels A	a set Contract	18							
Cont	racts: (00000	00148	, BMW	340					
Asset	Transactions	Transfers	Contracts	Maintenance	Documents	Audita				
Asset C	ontracts									+ Add new contract
Contract	No	Ce	ontract Type		Supplier	6	Start Data	End Date	Description	
										Total: 1

Fig 2.57

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

· Contract No:	UM331289	
· Contract Type:	Rental	
* Supplier	00008679-0001 GLOBAL INSURANCE BROKERS LTD Find	
· Start Date:	83/10/2016 📰	
* End Date:	02/10/2017	
 Description: 	M/V INSURANCE	

Fig2.58

useti - File	initi Asset Contract	() () () () () () () () () () () () () (
Contr	cts: 00000	00148	, BMW 340					
J L	/							
V Dates	aved successfully!							
Asset Trans	actions Transfers	Contracts	Maintenance Discuments Audits					
Asset Contr	acts						- 6.44	new contrai
Contract No	Contract Type	Supplier		Start Date	End Date	Description		
UM331289	Rental	000086754	001 GLOBAL INSURANCE BROKERS LTD	03/10/2016	02/10/2017	M/V INSURANCE	En	Deline

(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.

Contrac		00148, E IW 340				
🖌 Data s	aved successfullyT					
Asset Contr		Contracts Malmenance Documents Audits				Add new contra
Contract No	Contract Type	Supplier	Start Date	End Date	Description	
UM331289	Rental	00008679-0001 ; GLOBAL INSURANCE BROKERS LTD	03/10/2016	02/10/2017	M/V INSURANCE	Edti Datete

Fig 2.60

CLICK on Add new maintenance item to add maintenance.

Azzatz Fixed Ayosta	Asset Maintena	unca					П
Maintena	nce: 00	00000	148, BN	1W 340	D		
Asset Transacti	ons Transfers	Contracta	Maintenance	Documents	Audits		J L
Asset Maintena	ince						🛓 Add new maintenance Item
Schodule Date			Execution D	Jato		Description	Status

Fig 2.61

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



Fig2.62

You can still edit the item added.

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

Azarta — Fired Acarta — As	set Maintanence				
Maintenance	e: 0000000	148, BN	1W 340		
V Data saved such	cessfully1				
Asset Transactions	Transfers Contracts	Maintenance	Documents Audits		П
Asset Maintenance				19	f new maintenance Item
Schodule Date	Execution Date		Description	Status	57
\$7710/2016			Standard 100.000 km maintenance	Planned	Edt Dalaha

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

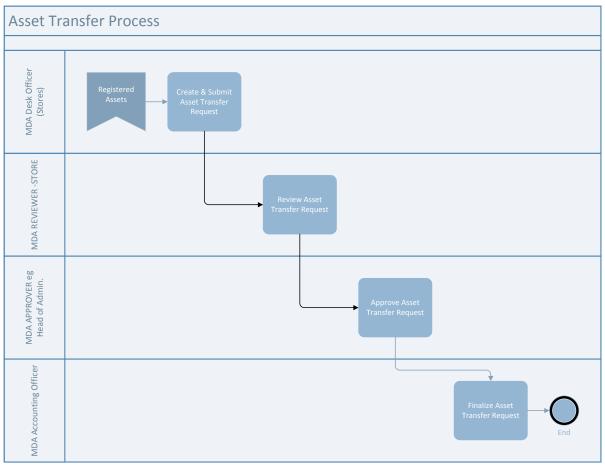


Fig 3.2

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.

JI.	A	propriations	Procurement	Payables	Receivables	0	lash Management	inventory	Assets	
Asses Fo		ela							Assets	
								~	Asset Recsipts	
Fixed	As	ssets						=>	Asset Transfers	
								-	Asset Revolutions	
Asset Lis	st								Asset Disposals	🚊 Add new au
Code		Name	. 5	erial No	Reg No	4 C	lass .	ocation a	Asset Depreciations	as i i a i
									Asset Audits	• Find
									Asset Locations	rind

Fig3.3

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

Assets Asset Te	ansh									
Asset Transf								+ Add no	Ļ	a transfer
Doc Number		Transfer Date . To Employee	*	To Location	. *	Description	4	Status		
		(i) (ii)						[Pending]		Find

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

for Info Transfer	Lines Transfie Attachesetts			
t Transfer Info				
Document No:		• To Employoe:	001-022000 ADETUNJI, JUDITH ANNE	KEHINDE Fin
• Transfer Data:	d3/10/2016 III	• To Location:	MAIN Main Building	
Description	Transfer from Branch Office to Main Building.			
				Γ

Fig 3.5

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

Assets → Asset Transfer: AT-0 Transfer Info Transfer Lines Transfer A	0000221 stachments		
Asset Transfer Info			Print
Document No: AT-00000221		To Employee: 001-022000	ADETUNJI, JUDITH ANNE KEHINDE
Transfer Date: 03/10/2016		To Location: MAIN Mai	in Building
Description: Transfer from Bran	ch Office to Main Building.		
Asset Transfer Status History			
Date	Status	Responsible Person	Comment
03/10/2016 18:19	Draft	Martin Mäe	
< Back to list		Edit	Delete Submit Cancel

Fig 3.6

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

Accels Accel 1	ranalors Linex					
Asset 7	ransfer:	AT-0000022	21			
Transfer Info	Transfer Lines	Transfer Attachments				
Transfer Lin	ies					🕂 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.

Code		Name		
1				F
000000009		Rental car		
0000000018		BENZ LOLU ASSET		
000000019		mercedes SALMA		
000000022		M BENZ C350		
0000000026		BMW 320		
000000025		LEXUS R900		
000000031		RUBY BMW 320		
000000033		EMW320		
0000000113		BMW 118 WALE		
0000000035		ganza ke bm3 series		
Fint Previous 1 2 3	4 5 6 7 8 9	Next Lant	Total: 275	Displa

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.

Adatts — Asset Tar					
	ansfer: AT-1 100	0221			
	Transfer Lines Transfer Attachmo				
Transfer Line					- Add new asset
	507	10000	1277111-	521/20	- Add mew deser
Line No	Code	Name	Sorial No	Reg No	
	800000032	BMW326		AUG 124-LGF	Remove

Fig 3.9

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

Transfer toto Transfer	Lines Transfer Attach	ements		
Asset Transfer Info				Prin
Document No:	AT-00000221		To Employee:	091-022000 ADETUNJI, JUDITH ANNE KEHINDE
Transfer Dote:	03/10/2016		To Location:	
Description:	Transfer from Branch O	ffice to Main Building.		
Asset Transfer Stat	us History			Π
	Date	Status	Responsible Person	Comme
03/10	2016 18:19	Draft	Matter Mae	



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

Transfer	Close @
ON	
	п
	5
	M Constant

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:

https://pfmtext.g	gifmis.gov.ng/pfm/bes					110% C C	, Search		合 自	0 1
342 P	NUDGET EXECUTION				s		a		FPO GOMBE	Ling out
3	Appropriations	Procurement	Payables	Receivables	Cash Management	Inventory	Assets			
Dashboard				0		2	Assets			
							Asset Receipts	1-	1	
Dashb	oard						Asset Transfers			
							Asset Revaluation	005		
My messag	jes						Asset Disposals		ly Notificatio	n Settings
Subject							Asset Depreciati	ons		
Maria Carlos							Asset Audits		_	
							Asset Locations			Total: 0
My Pending	g Tasks									
Doc Number	Docume	nt Type	Description			Docur	nent Status	Assigne	ed Date	
1000174195	Payment	Batch	INTERNET			Draft		20/07/2	017 11:25	
2017-43	Cash Pla	n	MNCH WEEK	K PLANNING		Review	ed	19/07/2	017 19:03	

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

Fig 3.12

Decomposition Procurement Payables Receivables Cash Management Inventory Assets Asset Transfer Doct Number Transfer Date To Engloyee To Location Description Status Find Transfer Lit Impropriation Status To Engloyee To Location Description Status Find Transfer Date Transfer Date Impropriation Marin Mae Abarso Office cxugfrig Submitted Submit	https://pfmtest.gifn	- 11								tion C C	A, Search		☆	自		F 11	1
Asset Transfer List Transfer List Transfer Date • To Employee • To Location • Description • Status • Transfer Date • To Employee • To Location • Description • Status • Transfer Date • To Employee • To Location • Description • Status • Transfer Date • To Employee • To Location • Description • Status • Transfer Date • To Employee • To Location • Description • Status • Transfer Date • To Employee • To Location • Description • Status • Transfer Date • To Employee • To Location • Description • Status • Transfer Date • To Employee • To Location • Description • Status • Transfer Date • To Employee • To Location • Description • Status • Transfer Date • To Employee • To Location • Description • Status • Transfer Date • To Employee • To Location • Description • Status • Transfer Date • To Employee • To Location • Description • Status • Transfer Date • To Employee • To Location • Description • Status • Transfer Date • To Employee • To Location • Description • Status • Transfer Date • To Employee • To Location • Description • Status • Transfer Date • To Employee • To Location • Description • Status • Transfer Date • To Employee • To Location • Description • Status • Transfer Date • To Employee • To Location • Description • Status • Transfer Date • To Employee • To Location • Description • Description • Status • Transfer Date • To Employee • To Location • Description • De	122 224			Notes and					10100101		-	9	PO GOM	48E	Log out		
Asset Transfer List Asset Transfer List # Add new asset transfer Doc Number Transfer Date To Employee To Location Description Status Image: Construction of the status		318/1925	owned one of Latitudes	rement	Payable	96	Heceivables	Cash Manag	ement	inventory	Assets						
Asset Transfer List	ASSES - ASSET I	ransters															
Asset Transfer List	Asset T	ran	sfers														
Doc Number Transfer Date To Employee To Location Description Status Image: Construction of the state of			erere .														
Image: Constraint of the second sec	Asset Transf	fer Lis	t									+ Add r	iew as	set tran	ster		
NT-00000604 19/07/2017 Martin Mae Aba Area Office cxngf/kj Submitted AL-00000593 23/03/2017 Martin Mae UNITED MOTORS Submitted	Doc Number	*	Transfer Date	 To Emp 	ployee		To Location	1.4	Descr	iption		Status					
AF-00000593 23/03/2017 Martin Mae URITED MOTORS Submitted			2									Submitted	¥.	Fit	nd		
	47-00000604		19/07/2017	Martin)	Mae		Aba Area Office		cxngfe	dej		Submitted					
Total: 2 Display: 1-2												and the second second					
	AT-00000593		23/03/2017	Martin 1	Мае		UNITED MOTORS						lotal 2	Displ	ay: 1-2		

Fig 3.13

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

		110% C Q Search	☆ 自 ♥ ♣ ⋪
BUDGET EXECUTION Appropriations Proc	urement Payables Rec	elvables Cash Management Inventory Assets	FPO GOMBE Log out
Assets Asset Transfer	00000593		
	r Attachmenta		
Asset Transfer Info			Prim
Document No: A7-00000593 Transfer Dote: 23/03/2017 Description:		Receiving 0111001001 STATE Organization: To Employee: 0000001 Marin Mi To Location: 00000001213 UNIT	
Asset Transfer Status History	Status	Responsible Person	Comment
23/03/2017 11:03	Draft	Training Training	Contribut
23/03/2017 11:04	Submitted	Training Training	
			Approve Reject
< Back to list			

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

https://pfmtest.gifmis	.gav.ng/pfm/bes					110% C Q	Search	☆ (0 0	+ +	1
222 C	propriations	Procurement	Payables	Receivables	Cash Management	Inventory	Assets	FPO GOMB	i i lu	g out	
Assets Asset Tran		Procurement	Calaniae	Receivables	Cash management	inventory	Assets				
		-									
Asset Tra	ansfer:	AT-00000	1593								
Transfer Info Tr	ansfer Lines	Transfer Attachment	\$								
Transfer Lines											
Line No	Code		Nam		5	rial No	Reg No				
1	000000	00062		HEED 2			AUG 124-LGF				
2	00000	00073	BMW	/ 320 PEM			AU124-LGF				
								Total 2	Li a pro		

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

n migar/princessigning	s.gov.ng/phn/bes			tions C Q Se	arch	☆ 自	0	6 1
220 CT	ET EXECUTION propriations Procurement	Payables Receivables	Cash Management	Inventory	Assets	FPO GOMBE	Log out	
A et Tr	stera → Lines ansfer: AT-00000 ransfer Lines Transfer Attachment							
Transfer Lines								
Line No	Code	Name	Seri	al No	Reg No			
1	000000062	RASHEED 2			AUG 124-LGF			
2	000000073	BMW 320 PEMI			AU124-LGF			
						Total 2 Di		

_ 8 × PFM v3.1 - TEST - build 1.17 × M GFMIS RELEASE II NEW FOR × + 🔹 🛈 🛔 https://pfmitest.gifmis.gov.ng/pfm/bes 110% C Q, Search FPO GOMBE | Log out BUDGET EXECT
 BUDGET Execution

 Appropriations
 Procurement
 Payables
 Receivables
 Cash Management
 Inventory
 Assets
 Assets - Asset Transfers - Info Asset Transfer: AT-00000593 Transfer Info Transfer Lines Transfer Attachments Asset Transfer Info Print Document No: AT-00000593 Receiving 0111001001 STATE HOUSE - HQTRS Organization Transfer Date: 23/03/2017 To Employee: 0000001 Martin Mae Description: To Location: 00000001213 UNITED MOTORS Asset Transfer Status History Comment Date Status **Responsible Person** 23/03/2017 11:03 Draft Training Training 23/03/2017 11:04 Submitted Training Training # Back to list 👌 👩 🚞 📵 📖

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:

PFM v3.1 - TEST - build 1.17 × M	REFINIS RELEASE II NEW FOR X +						- 8 ×
🐑 🛈 🖶 https://pfmitest.gifmis.gov.ng/pf	m/bes		0	110% C Q Search		☆ 自 ♥ ♣	+ ≡
Appropriate Appropriate	ions Procurement Pa	yables. Receivables	Cash Management	Inventory Assets		TPO GOMER Log out	Î
Asset Trans	Approve Asse	t Transfer			Close 😵		
Asset Transfer Info	Comments:	OK.				Print	
Document No:							
Transfer Data:					_		
Description		1		đ.			
Asset Transfer State				4	ן ל		
D. 23/03/2				Approve Ass	et Transfor		
23/03/2011	7 11 04 Submi	ttad	Training Training				
+ Back to fur					Appro	ve Reject	
👌 👩 🚞 📵	12					- 191 1 at 1	10.16 AM 7/20/2017

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;

BUDGE	propriations Procurement	Payables	Receivables	Cash Management	Inventory	Assets		
	ropisations	rajames	Receivables	Gasit management	inventory	ASSELS		
lashboard								
Dashboa	rd							
My messages							Modify My Notificati	on Cattle
wy messages							mouny my nouncau	on secon
Subject					F	leceived		
								Total
My Pending Ta	sks							
Doc Number	Document Type	Description			Documen	t Status	Assigned Date	0
1000174195	Payment Batch	INTERNET			Draft		20/07/2017 11:25	

Fig 3.18

Fig 3.19

SELECT the 'Asset transfer' from the Assets Menu.

y Assets Assets Asset Receipts	TPO GOMBE Lag out
Assets	
A	
Asset Receipts	
Asset Transfer	
Asset Revaluation	Company to share designed at
Asset Disposals	ly Notification Settings
Asset Depreciations	
Asset Audits	11/20/07
Asset Locations	Total: 0
	Asset Revaluation Asset Disposals Asset Depreciations Asset Audits

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

		EXECUTION						FPO GOM	BE L LA	o out
		and the state of t	rocurement Payables Re	celva	ables Cash Management	t	Inventory Assets			
Assets Asset	Transf	ers		-terrore						
	-									
Asset 7	ra	nsters							Γ	7
Asset Trans	sfer L	ist						+ Add new ass	et t	-
Doc Number		Transfer Date a	To Employee		To Location		Description	Status e	~	Ļ
		12						[Pending]	Find	
AT-00000604		19/07/2017	Martin Mae		Aba Area Office		cxngfvkj	Submitted		
AT-00000599		06/04/2017	Martin Mae		TOYOTA CRUISE		motor vehicle	Draft		
AT-00000598		13/04/2017	ETUK, CHARLES, JONAH		Store Department, Garki, Abuja			Draft		
AT-00000597		07/04/2017	HASSAN, KOFAR NAISA SULEIMAN	N.	Aba Area Office			Draft		
AT-00000595		29/03/2017	HASSAN, KOFAR NAISA SULEIMAN	N	Store Department, Garki, Abuja			Draft		
AT-00000594		29/03/2017	Martin Mae		MV TINA			Draft		
AT-00000593		23/03/2017	Martin Mae		UNITED MOTORS			Submitted		
AT-00000591		15/03/2017	ADETUNJI, JUDITH -ANNE KEHINDE	8	MV TINA.			Draft		
AT-00000584		09/03/2017	Martin Mae		car			Draft		
AT-00000580		28/02/2017	Mary Star		Branch Office		From warehouse to main building	Draft		

SELECT Reviewed from the Status Menu as shown below: Fig 3.21

BUDGET EXECUTION Appropriations Procurement Payables Receivables Cash Mar Asset Transfers Asset Transfers Asset Transfer List Doc Number Transfer List Doc Number Transfer Date Transfer Date To Employee To Location To Cash Mar Asset Transfer Date To To Cash Mar Asset Transfer Date To To Cash Mar Asset Transfer Date To	Bescription Cxngfxkj motor vehicle	Add new asset transfer Status Find
Asset Transfer List Doc Number Transfer Date. To Employee To Location AT-00000604 19:07/2017 Martin Mae Aba Area Office AT-00000599 06:04/2017 Martin Mae TO YOTA CRUISE AT-00000598 13:04/2017 ETUK, CHARLES, JONAH Store Department, Ga	cxngfrkj	e Status e Find
Asset Transfer List Doc Number Transfer Date. To Employee To Location Image: Constraint of the state of	cxngfrkj	e Status e Find
Asset Transfer List Doc Number Transfer Date. To Employee To Location Image: Constraint of the state of	cxngfrkj	e Status e Find
Doc Number Transfer Date To Employee To Location Image: Constraint of the state of the sta	cxngfrkj	e Status e Find
AT-00000604 19/07/2017 Martin Mae Aba Area Office AT-00000559 06/04/2017 Martin Mae TOYOTA CRUISE AT-00000558 13/04/2017 ETUK, CHARLES, JONAH Store Department, Ga	cxngfrkj	- Find
AT-00000604 19/07/2017 Martin Mae Abs Area Office AT-00000599 06/04/2017 Martin Mae TOYOTA CRUISE AT-00000598 13/04/2017 ETUK, CHARLES JONAH Store Department, Ga	1000 E1080	1 (1) (1) (1) (1) (1) (1) (1) (1) (1) (1
AT-00000559 06/04/2017 Martin Mae TOYOTA CRUISE AT-00000559 13/04/2017 ETUK, CHARLES JONAH Store Department, Ga	1000 E1080	
AT-00000598 13/04/2017 ETUK, CHARLES, JONAH Store Department, Ge	matericablela	Draft
	motor versole	Submitted Reviewed
AT-00000597 07/04/2017 HASSAN, KOFAR NAISA SULEIMAN Aba Area Office	iu, Abuja	Approved Cancelled
		Rejected Finalized
AT-00000595 29/03/2017 HASSAN, KOFAR NAISA SULEIMAN Store Department, Ga	ki, Abuja	[Pending]
AT-00000594 29/03/2017 Martin Mae MV TINA		Draft
AT-00000593 23/03/2017 Martin Mae UNITED MOTORS		Submitted
AT-00000591 15/03/2017 ADETUNJI, JUDITH -ANNE KEHINDE MV TINA		Draft
AT-00000584 09/03/2017 Martin Mae car		Oraft.
AT-00000580 28/02/2017 Mary Star Branch Office	From warehouse to main bu	silding Draft
Finit Previous 1 2 Neid Last		Total: 15 Display: 1-10

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

Fig 3.22

DockTEXECUTION Procurement Payables Receivables Cash Management Inventory Assets	D 🖨 https://pfmtest.gifm	nis.gov.ng/pl	m/bes						TIDN C	Q, Search			£	0	4 1	ł.
Asset Transfers Asset Transfer List Do: Number Transfer Date To Employee To Location Do: Number Transfer Date To Employee To Location Do: Cumpley Transfer Date Transfer Date Transfer Date Transfer Date Transfer Date Transfer Date Transfer Date Transfer Date Transfer Date Transfer Date Transfer Date Transfer	A CONTRACT OF A											PO GOM	48E	Logou	(
Asset Transfer List + Add new asset transfer Doc Number Transfer Date + To Employee + To Location + Description + Status + Transfer Date + To Employee + To Location + Description + Status + Transfer Date + To Employee + To Location + Description + Status + Transfer Date + To Employee + To Location + Description + Status + Transfer Date + To Employee + To Location + Description + Status + Transfer Date + To Employee + To Location + Description + Status + Transfer Date + To Employee + To Location + Description + Status + Transfer Date + To Employee + To Location + Description + Transfer Date + To Employee + To Location + Transfer Date + To Employee + To Location + Transfer Date + To Employee + Transfer Date + To Employee + Transfer Date + Transfer Dat		ppropriati	ions Procu	rement	Payable	96	Receivables	Cash Manage	ement Inventory	Assets						
Asset Transfer List + Add new asset transfer Doc Number Transfer Date & To Employee & To Location & Description & Status & To Cocation & Description & To Cocation &	Assets \rightarrow Asset Tra	ransfers														
Asset Transfer List Add new asset transfer Doc Number Transfer Date To Employee To Location Description Status Find Tr00000604 19/07/2017 Martin Mae Aba Area Office cxugfkj Submitted																
Doc Number Transfer Date To Employee To Location Description Status MI-00000004 19/07/2017 Martin Mae Aba Area Office cxngfrkj Submitted	Asset II	ranste	ers													
Doc Number Transfer Date To Employee To Location Description Status Image: Status Image: Status Image: Status Image: Status Image: Status Image: Status Image: Status Image: Status Image: Status Image: Status Image: Status Image: Status Image: Status Image: Status Image: Status Image: Status Image: Status Image: Status Image: Status Image: Status Image: Status Image: Status Image: Status Image: Status Image: Status	Accest Transfe	lar Lint											0.000			
Image: Constraint of the second sec	1978-5-7-0 CO200801		mafrie Data	To Emplo			To Longiture	1/45	Decededan		 1.	HEW do	ocuua	Inches		
KT-00006604 19/07/2017 Martin Mae Aba Area Office cxngfrkj Submitted	Cont multiper	- 110		TO Linpa	yee	-	TO LOCADON	_	Description			127	172	-24		
												¥.	1	ind		
Total: 1 Display: 1-1	AT-00000604	19/	07/2017	Martin Ma	ie .		Aba Area Office		cxngfvkj		Submitted					
												Total: 1	Dist	play: 1-1		

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:

/ m maga//printest.gam	is.gov.ng/plm/bes					110% C Q	Search		4	自	0	F #
52 BUD	BET EXECUTION					_		4.1	FPO GOM	48E	Log out	
A	ations	Procurement	Payables	Receivables	Cash Management	Inventory	Assets					
Asse Asset Tra	Lines											
	-	AT-00000	604									
	Ver.	A1-00000	1004									
Transfer Info 1	Transfer Lines	Transfer Attachments	6									
Transfer Line:	2											
Line No		240		Name				n				
Line no		ode 100000042		BMW 118	Serial	NO		Reg No AA168-LYS				
1.20		10000042		Distant 110				AM 100-LT 3				
									Total: 1	Disp	lay: 1-1	
									Total 1	Disp	Nay. 1-1	

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

https://pfnitest.gifmis.gov.ng/pfni/bes		110% C Q Search	☆ 自 ♥ ♣
Appropriations Procure	ment Payables Receivable	Cash Management Inventory Assets	FPO GOMBE Log out
Assets Asset Transfers Info			
Asset Transfer: AT-00	0000604		
Transfer Info Transfer Lines Transfer Att	achments		
Asset Transfer Info			Print
Document No: AT-00000604 Transfer Date: 19/07/2017 Description: cxngfvlg		Receiving 0111001001 STATE Organization: To Employee: 0000001 Martin Mae To Location: 00000000088 Aba	•
Asset Transfer Status History			
Date	Status	Responsible Person	Comment
19/07/2017 17 46	Draft	Martin Mae	
19/07/2017 17:47	Submitted	Martin Máe	
			Approve Reject
< Back to list			

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

PFM v3.1 - TEST - build 1.17 × + O	fm/bes	1104 C	Q, Search	☆ 🖨 🛡 🗍	*
Auda - Aud Tacida -	ions Procurement Payables	Receivables Cash Management Invento	ry Assets	FPO GOMER Log out	
Asset Trans	Approve Asset Tr	ansfer	Close 🥹		
Asset Transfer Info	Comments:			Print	
Document No: Transfer Date: Description:					
Asset Transfer State 0 19/07/21			Approve Asset Transfer		
19/07/20	17 17 47 Submitted	Matin Mae			
+ Back to list			Appro	we Reject	
				- 1 <mark>11</mark> 17 at 17	9:35 AM 7/34/2017

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

m maps//princes.game	s.gov.ng/pfm/bes					110% C Q	& Search		合臣		
BUDG	ET EXECUTION								FPO GOMBE	E Log out	ſ.
Ap	propriations	Procurement	Payables	Receivables	Cash Management	Inventory	Assets				
Dashboard							Assets				
-	12						Asset Receipts	1			
Dashboa	ard						Asset Transfers				
							Asset Revaluation	85			
My messages							Asset Disposals		ly Notification	on Settings	k.
Subject							Asset Depreciati Asset Audits	ons			
							Asset Audits Asset Locations			Total: 0	
My Pending Ta		ument Type	Desc	ription		Document St	atus	Assigned I	Date		
41	Fun	ding Request	test			Draft		24/07/2017	17:21		
1	Fun	ding Request	LONG	G TERM PROVISION	IS	Draft		24/07/2017	16:53		
FDD	Fun	ding Request	TEST			Draft		24/07/2017	16:51		
1000174214	Pay	ment Batch	car			Draft		24/07/2017	09:51		
A01-08002852	AIE		PAYN	MENT FOR AMNEST	Y	Draft		22/07/2017	14:13		
1000174213	Pay	ment Batch	WHT	FROM OMC		Draft		21/07/2017	15.06		
1000174211	Pay	ment Batch				Draft		21/07/2017	13:48		
1000174209	Pay	ment Batch	testp	ау		Draft		21/07/2017	12:40		
1000174208	Pay	ment Batch				Draft		21/07/2017	09:38		
1000174207	Pay	ment Batch				Draft		21/07/2017	09:33		

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

Fig 3.27

	mis.gov.ng/	pfm/bes						TION C	R, Search			自	0	5 1
	DGET EXEC	UTION							_		FPO GON	ABE	Log out	l'
	Appropria	ations Pro	curem	nent Payable	es	Receivables Ca	ash Manage	ement Inventory	Assets					
Assets Asset Tr		fers												
Asset Transf											new as	set tra	ansfer	
Doc Number	* 1	ransfer Date	. T	To Employee	1.0	To Location		Description		 Status	1			
		10								Approved	4	F	ind	
AT-00000593	2	3/03/2017	N	Martin Mae		UNITED MOTORS				Approved				
											Total: 1	Dts	play: 1-1	
											Total: 1	Dts	play: 1-1	

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

https://pfmtest.gifmis.gov.ng/pfm/bes					110% C Q	Search		合日	a c	7 4	3
								FPO GOME	EIL	g out	
	Procurement P	ayables	Receivables	Cash Management	Inventory	Assets					
Assets Asset Transfi											
Asset Tra fer: A	T-0000059	93									
Transfer Info Transfer Lines Tr	ansfer Attachments										
Asset Transfer Info									Pr	int	
Document No: AT-000005 Transfer Date: 23/03/201 Description:				Rece Organizi To Empli	ation:	1001 STATE HO	USE - HQTRS				
Asset Transfer Status Histor	у			To Loca	ation: 000000	01213 UNITED I	MOTORS				
Date	Stat	tus		Responsible Person			Comment				
23/03/2017 11:03	Draft	t		Training Training							
23/03/2017 11:04	Sub	mitted		Training Training							
21/07/2017 01 41	Revi	ewed		FPO GOMBE							
21/07/2017 02:38	App	roved		FPO GOMBE							
+ Back to list							Finalize	R	eject		

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

Fig 3.29

https://pfmtest.gifmi	s.gov.ng/pfm/bes				TIDN C Q	Search	合自	0 1	8
500G	ET EXECUTION						FPO GOMBE	Log out	
Ap	propriations Procu	rement Payables	Receivables	Cash Management	Inventory	Assets			
	ansfer: AT-0	0000593							
Transfer Info Tr	ransfer Lines Transfer	Attachments							
Transfer Lines									
Line No	Code	Nam	0	Sor	ial No	Reg No			
1	0000000062		e HEED 2			AUG 124-LGF			
2	0000000073	BMM	320 PEMI			AU124-LGF			
							Total: 2 Dr	iplay: 1-2	

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

https://pfmtest.gifmis.gov.ng/pfm/bes					T10% C Q	Search		合自	0	+
BUDGET EXECUTION								FPO GOMBE	Log	out
Appropriations	Procurement	Payables	Receivables	Cash Management	Inventory	Assets				
Assets \rightarrow Asset Transfers \rightarrow into										
Asset Transfer:	AT-00000	593								
Transfer Info Transfer Lines	Transfer Attachments									
Asset Transfer Info									Print	¢
Document No: AT-0000	00593					001 STATE HO	USE - HQTRS			
Transfer Date: 2303/2 Description:	017			Organiz To Emp To Loc	oyee: 000000	Martin Mae	MOTORS			
a second second second				To Emp	oyee: 000000		MOTORS			
Description:	ory	Status		To Emp	oyee: 000000		MOTORS Comment			
Description: Asset Transfer Status Hist	ory	Status Draft		To Emp To Loc	oyee: 000000					
Description: Asset Transfer Status Hist Date	lory			To Emp To Loc Responsible Person	oyee: 000000					
Description: Asset Transfer Status Hist Date 23/03/2017 11:03		Draft		To Emp To Loc Responsible Person Training Training	oyee: 000000					
Description: Asset Transfer Status Hist Date 23x03/2017 11:04 23x03/2017 11:04		Draft Submitted		To Emp To Loc Responsible Person Training Training	loyee: 000000			Л		

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:

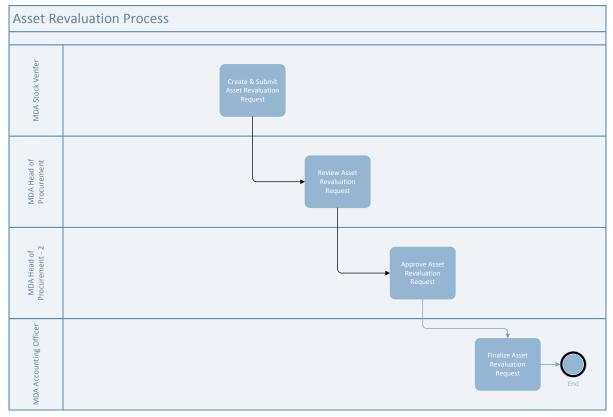
https://pfmtest.gifmis.gov.ng/pfm/ber		(110%) C Q, Searc	h .	合自	0 +	20
Appropriations Proce	urement Payables Receiv	ibles Cash Management Inventory As	sets			
$\bar{A}_{\rm TRATS} \rightarrow A_{\rm SRR}$ Transform \rightarrow infla						
Asset Trans						
Transfer Infor Transfer Finaliz	e Asset Transfer		Close 😁			
Asset Transfer Info	Comments:		_		Print	
Asset transfer into					ICTION.	
Document the:						
Transulate Dates:						
Description:						
Asset Transfer State						
0		Envi	ize Asset Transfer	nı.		
22/02/20						
25/03/2017 11:04	Butmitted	Training Training				
21/07/2917 01.41	Anviewed	FPO GOMBE				
.21/07/2017 02:08	Approved	FPO GOMBE				
< Back to Bat			Fina	lize Reji	rot.	

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



Fig4.2

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

Austin Asset Rev	aituattor	m				Γ		
Asset Re	eva	luations				ļ	Ļ	
Asset Revalua	tion	List				+ Add news	innet reve	ilustion
Document No	17	Revoluation Date	+	Revaluation Adjustment Amount +	Description	Status		
		1				[Pending] *		Find

Fig 4.3

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

entuation Info	abattat Lines Attachments			
et Revaluation	Info			
Document No		· Revoluation Date:	31/12/2016	
Description:	End of the year Asset Revaluation			

Fig 4.4

CLICK on Revaluation Lines tab to add a line.

Asset Revalu tion: A	RV-0000018	9			
toot i to raite					
V Data saved succe ully!					
Revaluation Info Revaluation Lines Attr	actionents				
Asset Revaluation Info					Prin
Document No: ARV-00000189		Revaluation Oute:	31/12/2016		
Oreacription: End of the year Ase	set Revaluation	Revaluation Total Adjustment Amount:	0.00		
Asset Revaluation Status History					
Date	Status	Responsible Person		Comment	
05-50,0040,40,51	Deaft	Wartin Mae			
03/10/2016 18:51				Delete Submit	Cancel
< Back to list			Edit	Delete Submit	
			Edit	Delete	
			Edit	Delete	

	ana na ana		line to ad	u a inte.	<u>1-</u> 5 M	
Asset R	evalua	ation: AF	RV-0000018	89		
Revolution Info			hments			\downarrow
Asset Revalu	ation Line	\$				🕂 Add new line
No Code	Name	Serial No	Reg No	Gross Book Value	Not Book Value	Revaluation Adjustment Amount
						Tetat 0
+ Back to list						Cancel Save

Fig 4.6

SELECT the asset to be revalued on the asset list.

Code	Name	
		F
0303030127	REE	
9303030148	BMW 340	
000000362	bmw/18	
0000000367	MOTOR VEHICLE	

Fig 4.7

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

 $\mathsf{Accets} \to \mathsf{Accet}\,\mathsf{Revaluations} \to \mathsf{Lines}$

Asset Revaluation: ARV-00000189

Revaluation Info Revaluation Lines Attachments Asset Revaluation Lines + Add new line No Code Name Serial No Reg No Gross Book Value Net Book Value **Revaluation Adjustment Amount** 0000000148 BMW 340 ASD 4404 ABJ 2 730 00 2 730.00 1 2000 « Back to list Cancel

Fig 4.8

CLICK on attachment tab to attach the relevant documents.

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

Revail	ustion Info R	evaluation Lines	Attachments	8			_	Ļ
sset	Revaluatio	n Lines					+ 4	ldd oew line
lo i	Code	Name	Serial No	Reg No	Gross Book Value	Net Book Value	Revaluation Adjustment Amount	
	0000000148	8MW 340		ASD 4404 ABJ	2.730.00	2 739.00	2090	Remove

Fig 4.9

CLICK on submit tab to submit the revaluation document.

Asset Revaluation: ARV-00000189

sset Revaluation Info				Prin
Document No: ARV-0000189		Reensuation Date:	31/12/2016	
Description: End of the year Ass	et Revaluation	Revaluation Total Adjustment Amount:	2 000 00	
sset Revaluation Status History				Π
sset Revaluation Status History	Status	Responsible Person		Comme
Sset Revaluation Status History Date 03/10/2016 18:51	Status Draft			Comme

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:

) 🔒 https://pfmtest.gifmis.g	oving/pfm/bes					110% C Q	, Search		습 E		卜前
e 💏 e BUDGET	EXECUTION								FPO GOME	E Log out	(
App	ropriations	Procurement	Payables	Receivables	Cash Management	Inventory	Assets				
Dashboard							Assets		1		
2	12						Asset Receipts				
Dashboa	rd						Asset Transfers				
							Asset Revaluatio				
My messages							Asset Disposals Asset Depreciation		ly Notificati	on Settings	
Subject							Asset Audits	MIS			
							Asset Locations			Total: 0	
My Pending Tas	sks										
		14		20					8	_	
Doc Number	Docum	nent Type		ription		Document St	atus	Assigned Da		•	
Doc Number 41	Docum	g Request	test		20	Draft	atus	24/07/2017 1	7.21	5	
Doc Number 41 1	Docum Funding Funding	g Request g Request	test LONG	TERM PROVISION	15	Draft Draft	atus	24/07/2017 1 24/07/2017 1	7:21 6:53	*	
Doc Number 41 1 FDD	Docum Funding Funding Funding	g Request g Request g Request	test LONG TEST	TERM PROVISION	iS	Draft Draft Draft	atus	24/07/2017 1 24/07/2017 1 24/07/2017 1	7:21 6:53 6:51	*	
Doc Number 41 1	Docum Funding Funding Funding	g Request g Request	test LONG TEST car	TERM PROVISION		Draft Draft	atus	24/07/2017 1 24/07/2017 1	7:21 6:53 6:51 9:51	*	
Doc Number 41 1 FDD 1000174214	Docum Funding Funding Paymen AlE	g Request g Request g Request nt Batch	test LONG TEST car PAYN	TERM PROVISION		Draft Draft Draft Draft	afus	24/07/2017 1 24/07/2017 1 24/07/2017 1 24/07/2017 0	7:21 6:53 6:51 9:51 4:13	*	
Doc Number 41 1 FDD 1000174214 A01-00002852	Docum Funding Funding Funding Paymen AllE Paymen	g Request g Request g Request	test LONG TEST car PAYN	TERM PROVISION		Draft Draft Draft Draft Draft	afus	24/07/2017 1 24/07/2017 1 24/07/2017 1 24/07/2017 0 22/07/2017 1	7.21 6.53 6.51 9.51 4.13 5.06		
Doc Number 41 1 FDD 1000174214 A01-0002852 1000174213	Docum Funding Funding Funding Paymer AlE Paymer Paymer	g Request g Request g Request nt Batch nt Batch	test LONG TEST car PAYN	TERM PROVISION		Draft Draft Draft Draft Draft Draft Draft	atus	24/07/2017 1 24/07/2017 1 24/07/2017 1 24/07/2017 0 22/07/2017 1 21/07/2017 1	7:21 6:53 6:51 9:51 4:13 5:05 3:48		
Doc Number 41 1 FDD 1000174214 A01-00002852 1008174213 1000174214	Docum Funding Funding Payme AIE Payme Payme Payme Payme	g Request g Request g Request nt Batch nt Batch nt Batch	test LONG TEST Car PAYN WHT	TERM PROVISION		Draft Draft Draft Draft Draft Draft Draft	atus	24/07/2017 1 24/07/2017 1 24/07/2017 1 24/07/2017 0 22/07/2017 1 21/07/2017 1 21/07/2017 1	7.21 6.53 6.51 9.51 4.13 5.06 3.48 2.40		

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

Fig 4.12

20.00	EXECUTION						0% C 0				습 FPO GOM	745		
Asset Revalu	ations	urement	Payables	Receivables	Cash Mana	agement	Inventory	Assets						
Asset Revaluation	on List									+ Add nev	v asset re	evaluat	ion	
Document No	· Revaluation Dat	e s	Re	valuation Adjustme	nt Amount +	Description			+	Status	1			
1	128					1				[Pending]	Ŷ	Fin	d	
ARV-00000552	24/05/2017				100 000 00	Book Shelve				Draft				
ARV-00000551	15/06/2011				1,000.00					Approved				
ARV-00000550	02/05/2017				0.00					Draft				
ARV-00000549	25/04/2017				0.00					Draft				
ARV-00000548	25/04/2017				0.00					Draft.				
ARV-00000546	06/04/2017				400.00					Submitted				
ARV-00000540	09/03/2017				0.00					Draft				
ARV-00000539	09/03/2017				0 00	t				Draft				
ARV-00000538	08/03/2017				0.00	office				Draft				
ARV-00000536	27/02/2017				0.00					Draft				
First Previous	2 3 4 5	6 7 8	9 Next	Last						Tot	al: 219	Display	1-10	

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

4.13

A https://pfinite	est.gifmis/gov.ng/pfm/bes					110% C Q	Search		合自	0	+ 1	k
- ** *	BUDGET EXECUTION Appropriations	Procurement	Payables	Receivables	Cash Management	Inventory	Assets		FPO GOMBE	i Logi	W)	
	uset Revaluations		· spanes		and management							
Asset	t Reval tio	on: ARV-(000005	46								
Revaluation	ion Info Revaluation L	ines Attachments										
Asset Re	evaluation Info									Print		
D	locument No: ARV-00	000546			Revaluation	Date: 06/04/20	17					
	Description:				Revaluation Adjustment An							
Asset Re	evaluation Status I		Status		Responsible Person			Comment				
	06/04/2017 10:02		Draft		Training Training							
			Submitted		Training Training							
	06/04/2017 10:09											
« Back to								Approve	Rej		R.	

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

Fig 4.14

Puttps://pfmts	et.gifmis.gov.ng/pfm/t	bes				tions C 9, Search		合自	0	÷ .
4	BUDGET EXECUTION							FPO GOMBE	Logo	ŧ
	Appropriation		Payables	Receivables	Cash Management	Inventory Ass	ets			
Assets -	it Revaluations \rightarrow L	ines								
Ass	Revalua	tion: ARV-	-00000	546						
1000	ele valua		000000	10						
Revaluatio	n Info Revaluatio	n Lines Attachment	ts							
Asset Re	valuation Line	s								
No Co			Serial No	Reg No	Gross Book Value	Net Book Value	e Revaluation	Adjustment /	Amount	
1 000	0000717 BMV	V (ADADRA)	0000	ABC 234 ABJ	337 000.00	337 000 0	0		400.00	
								Total: 1 Dis	nau t.	
								rotal. I T Dis	spiay. I-	2
< Back to	list									
4 DOCK II	inet.									

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

https://pfmtest.gifmis.gov.ng/pfm/bes					T10% C Q	Search		合自	Ø	+	1
			-	Carl Hannah		dara da	,	PO GOMBE	Log o	4	
Appropriations	Procurement	Payables	Receivables	Cash Management	Inventory	Assets					
Accest Developt		000005	10								
Asset Revaluati	on: ARV-	000005	46								
Revaluation Info Revaluation I	ines Attachments										
Asset Revaluation Info									Print		
Document No: ARV-0	0000546			Revaluation	Date: 06/04/20	17					
Description:				Revaluation							
				Adjustment An	sount:						
Asset Revaluation Status	History										
Date		Status		Responsible Person			Comment				
06/04/2017 10:03	2	Draft		Training Training							
06/04/2017 10:0		Submitted		Training Training			_				
* Back to list							Approve	Rej	ect		
							10 CO. 10	-			

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

PFM v3.1 - TEST - build 1.17 × +	m/bes	10%	C Q. Search	☆ 卣 ♥ 4	ń	=
Appropriate		bles Receivables Cash Management In	ventory Assets			Î
Annutz - Annut Revolutions -	- Vierov					
Asset Reval						
Revaluation Info Sea	Approve Asset	Revaluation	Close 🔮			
Asset Revaluation I	Comments:			Print		
Discument No:						
Description:						
Asset Revaluation 5						
05/04/25			Approve Asset Revaluation			
06/04/2						
< Back to list			Appro	ve Reject		
👌 👩 🚉 😻	12			ः 👪 सं अप	10:24	4.AM /2017

5.3.3 FIRST APPROVER ASSET REVALUATION

The First approver shall log 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 4.17

	. gifmis.gov.ng/pfm/bes					TIDN C 9	, Search		合臣		÷
5 22.	BUDGET EXECUTION								FPO GOMBE	Log ou	4
36.	Appropriations	Procurement	Payables	Receivables	Cash Management	Inventory	Assets				
Dashboard							Assets				
							Asset Receipts				
Dasht	board						Asset Transfers	1			
							Asset Revaluation	18	Ty Notificatio	E aller	
My messa	iges						Asset Disposals Asset Depreciatio		Ty Notificatio	in Setting	
Subject							Asset Audits	us	-		
							Asset Locations			Total:	0
Doc Numbe		ument Type		ription		Document St	atus	Assigned D			
41	Fun	ding Request	test			Draft		24/07/2017	17:21		
1	Fund	ding Request	LONG	TERM PROVISION	IS	Draft		24/07/2017	16:53		
	Funi	ding Request	TEST			Draft		24/07/2017	16:51		
FDD	Pav	ment Batch	car			Draft		24/07/2017	09:51		
FDD 1000174214	1.72	11000210000000				Draft		22/07/2017	14:13		
	1.114		PAYN	IENT FOR AMNEST	Y	Uran					
1000174214	52 AIE			IENT FOR AMNEST	Y	Draft		21/07/2017	15.06		
1000174214 A01-0000285	52 AlE Pay				Y	Concept 1		21/07/2017 21/07/2017			
1000174214 A01-0000285 1000174213	52 AIE Payi Payi	ment Batch		FROM OMC	Y	Draft			13.48		
1000174214 A01-0600285 1000174213 1000174211	52 AIE Payi Payi Payi	ment Batch ment Batch	WHT	FROM OMC	Y	Draft Draft		21/07/2017	13:48 12:40		

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

Dot	- 44			12 221	+ Add new asset re	evaluation
et en e	cument No 💌	Revaluation Date a	Revaluation Adjustment Amount +	Description *	Status = Reviewed	Find
AIRI	V-00000389	17/11/2016	500.00	REVALUATION OF ASSET	Reviewed	Fina
	V-00000371	17/11/2016		revaluation of asset	Reviewed	
AR	V-00000329	30/11/2016		REVALUATION OF STATUS CARS	Reviewed	
AR	V-00000223	20/10/2016	500 000 00	good	Reviewed	
ARV	V-00000177	25/08/2016	200.00		Reviewed	
ARV	V-00000058	14/08/2015	0.00		Reviewed	

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

Fig 4.19

BUDGET EXECUTION Appropriations Procurement Payables Receivables Cash I Assets Asset Revaluations V Assets Asset Revaluation V Asset	Management Invent	ory Assets	FPO GOMBE Log out	
Asset Revalution: ARV-00000389				
Revaluation Info Revaluation Lines Attachments				
Asset Revaluation Info			Print	
Document No: ARV-00000389 Description: REVALUATION OF ASSET Asset Revaluation Status History		7/11/2016 00.00		
Date Status Responsible Perso	on	Comment		
Date Status Responsible Perso 17/11/2016 11:56 Draft Training Training	on	Comment		
	on	Comment		

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

	$1 \cdot \text{build } 1.17 \times +$				ANNO 1 TO THE ADDRESS	
	pfintest.gifmis.gov.ng/pfn	m/bes			TIDS C Q Search	合 自 💟
1	BUDGET EXECUT					FPO GOMBE Log or
			Payables Receivab	les Cash Managemen	Inventory Assets	
As		ation: ARV-				
Reva	lustion Info Revaluat	tion Lines Attachment	R.			
sse	t Revaluation Lin	nes				
No	Code	Name Serial No	Reg No	Gross Book Value	Net Book Value	Revaluation Adjustment Amount
ė.	000000245	CAR		0.00	0.00	500.00
< Ba	sck to list					Total: 1 Display: 1-

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

Fig 4.21

		110%	C Q Search	合自 🖸 🕴
Appropriations P	rocurement Payables	Receivables Cash Management Im	ventory Assets	TPO GOMBE Log out
Assets				
Asset Revaluation	: ARV-000003	89		
Revaluation Info Revaluation Lines	Attachments			
Asset Revaluation Info				Print
Document No: ARV-000003 Description: REVALUATI	ON OF ASSET	Revaluation Date: Revaluation Total Adjustment Amount:	500.00	
Date	Status	Responsible Person	Comment	
Date	Draft	Training Training		
17/11/2016 11 56	Liran.			
	Submitted	Training Training		
17/11/2016 11.56		Training Training Training Training	MOTOR VEHICLE	Ţ

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

https://pfintest.gifmis.gov.ng/pfi	n/bes		TIDS C Q Search	合自 🛡 🖡
Appropriate		ables Receivables Cash Management	Inventory Assets	TPO GONDE Log out
Asset Reval	Approve Asset	Revaluation	Close	•
Asset Revaluation I	Comments:			Print
Description:				
Asset Revaluation 5				_
17/11/2016			Approve Asset Revaluation	
17/11/2016	2 00 Reviewed	Training Training	MOTOR VEHICLE	
< Back to list		L 35 - 5		Approve Reject
-	12			- 18.71 of 4

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

https://pfmtest.gifmis.gov	ng/pfm/bes				TIDN C C	& Search	ž	自日日	÷ 1
	ECUTION						FPO G	OMBE Log out	
Appro	priations Procuremen	t Payables	Receivables	Cash Management	Inventory	Assets			
Dashboard						Assets			
						Asset Receipts	1		
Dashboard						Asset Transfers			
						Asset Revaluation		ication Settings	
My messages						Asset Disposals Asset Depreciation		reaction seconda	
Subject						Asset Audits			
						Asset Locations		Total: 0	
My Pending Task	S Document Type	Descr	iption		Document St	tatus	Assigned Date		
41	Funding Request	test	thron.		Draft		24/07/2017 17:21	2	
1	Funding Request		TERM PROVISION	IS	Draft		24/07/2017 16 53		
FDD	Funding Request	TEST			Draft		24/07/2017 16:51		
1000174214	Payment Batch	car			Draft		24/07/2017 09:51		
A01-00002852	AIE	PAYM	ENT FOR AMNEST	TY	Draft		22/07/2017 14:13		
1000174213	Payment Batch	WHT	FROM OMC		Draft		21/07/2017 15 06		
1000174211	Payment Batch				Draft		21/07/2017 13:48		
1000174209	Payment Batch	testpa	v		Draft		21/07/2017 12:40		
1000174208	Payment Batch				Draft		21/07/2017 09:38		
1000174207	Payment Batch				Draft		21/07/2017 09:33		

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

30.01	GETIEXE Ippropr		Payables	Receivables	Cash Mana	dement	Inventory	Assets		FPO GO	MBE 1	Log eu	¥:
Assets Asset R		luations											
Asset Revalu	ation	List								+ Add new asset	revalu	ation	
Document No	٠	Revaluation Date s	R	evaluation Adjustmen	t Amount +	Description			+	Status			
		123								[Pending] ¥	F	ind	
ARV-00000552		24/05/2017			100 000 00	Book Shelves				Draft			
ARV-00000551		15/06/2011			1.000.00					Approved			
ARV-00000550		02/05/2017			0.00					Draft			
ARV-00000549		25/04/2017			0.00					Draft			
ARV-00000548		25/04/2017			0.00					Draft			
ARV-00000546		06/04/2017			400.00					Submitted			
ARV-00000540		09/03/2017			0.00					Draft			
ARV-00000539		09/03/2017			0.00	t				Draft			
ARV-00000538		08/03/2017			0.00	office				Draft.			
ARV-00000536		27/02/2017			0.00					Draft			
First Previous	1	2 3 4 5 6 7 8	9 Next	Last						Total: 219	Displ	ay: 1-10	2

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

Fig 4.25

									合重		
14 A	BUDGET EXECUTION		-						FPO GOMBE		
	Appropriations	Procurement	Payables	Receivables	Cash Management	Inventory	Assets				
ASSEE -+ AAT	set Revaluation New										
Accet	Dava ti	ADV/	00005	E4							
Asset	Reva	on: ARV-0	100005	51							
Revaluatio	on Info Revaluation L	ines Attachments									
Asset De	valuation Info									Print	
Assel Re	- and a contraction of the second										
Assel Re											
	ocument No: ARV-00	000551			Revaluation	Date: 15/06/21	111				
De		000551			Revaluation						
De	ocument No: ARV-00	000551				Total 1 000.0					
De	ocument No: ARV-00 Description:				Revaluation	Total 1 000.0					
De	ocument No: ARV-00 Description: valuation Status I	History	100000		Revaluation Adjustment An	Total 1 000.0					
De	ocument No: ARV-00 Description: valuation Status I Date	History	Status		Revaluation Adjustment An Responsible Person	Total 1 000.0		Commer	ť		
De	ocument No: ARV-00 Description: valuation Status i Date 15/06/2017 13.37	History	Status		Revaluation Adjustment An	Total 1 000.0		Commer	t		
De	ocument No: ARV-00 Description: valuation Status I Date	History			Revaluation Adjustment An Responsible Person	Total 1 000.0		Commer	ŧ		
De	ocument No: ARV-00 Description: valuation Status i Date 15/06/2017 13.37	History	Draft		Revaluation Adjustment An Responsible Person Training Training	Total 1 000.0		Commer	ŧ		

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

Fig 4.26

https:/	/pfmtest.gifmis.gov.ng	/pfm/bes				tions C Q Search	合 自 🖁 4
-56	BUDGET EXEC		Payables	Receivables	Cash Management	Inventory Assets	FPO GOMBE Log out
Assub	The many		000005	51			
		luation Lines Attachments					
No	Code	Name	Serial No	Reg No	Gross Book Value	Net Book Value	Revaluation Adjustment Amount
1	000000835	Mechanical Equipment			1 101 000 00	1 101 000.00	1 000.00
≪ B	lack to list						Total: 1 Display: 1-1

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

· rimpso/princes	at gifmis.gov.ng/pfm/bes					TIDN C Q. Sec	wich		合	白	0 1	前
1	BUDGET EXECUTION								FPO GOM	BE	Log out	Ē
	Appropriations	Procurement	Payables	Receivables	Cash Management	Inventory	Issets					
ASSES -> AAS	set Revaluations \rightarrow View											
	Revaluati			51								
Revaluatio	on Info Revaluation L	ines Attachments										
Asset Re	valuation Info									10	Print	
Do	ocument No: ARV-00	0000551			Revaluation							
	Description:				Revaluation	Total 1.000.00						
					Adjustment An							
Asset Re	valuation Status	History										
Asset Re	valuation Status		Status					Comment				
Asset Re			Status Draft		Adjustment An			Comment				
Asset Re	Date				Adjustment An Responsible Person			Comment				
Asset Re	Date 15/05/2017 13 37		Draft		Adjustment An Responsible Person Training Training			Comment	Î			
Asset Re	Date 15/05/2017 13:37 15/05/2017 13:39		Draft Submitted		Adjustment An Responsible Person Training Training Training Training			Comment				
Asset Re	Date 15/05/2017 13:37 15/05/2017 13:39 15/05/2017 13:39		Draft Submitted Reviewed		Adjustment An Responsible Person Training Training Training Training Training Training			Comment	Ţ	r		
	Date 15/05/2017 13:37 15/05/2017 13:39 15/05/2017 13:39 15/05/2017 13:40		Draft Submitted Reviewed		Adjustment An Responsible Person Training Training Training Training Training Training				Ţ	Rejec		
Asset Re	Date 15/05/2017 13:37 15/05/2017 13:39 15/05/2017 13:39 15/05/2017 13:40		Draft Submitted Reviewed		Adjustment An Responsible Person Training Training Training Training Training Training			Comment	Ţ	Rejec	t	
	Date 15/05/2017 13:37 15/05/2017 13:39 15/05/2017 13:39 15/05/2017 13:40		Draft Submitted Reviewed		Adjustment An Responsible Person Training Training Training Training Training Training				Ţ	Rejec	t	

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

	dm/bes		TIDN C Q. Search	合 自 🔍 🖡
Appropria	tions Procurement Pa	yables Receivables Cash Manag	pement Inventory Assets	TPO GOMBE Log out
Asset Revaluations Revaluation Into Rev	Finalize Asset	Revaluation	Close	0
Asset Revaluation in Declaration Description:	Comments:			Print
Asset Revaluation \$			Finalize Asset Revaluation	
15/05/21				

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.

322	NUDGET EXECUT	non						Transing Training	ni laga
1	Appropriatio	ne Procurument	Payables	Receivables	Cash Management	Inventory	Assets		
anth - Athe	t Depreciation						Assets		
							Asset Rocepts		
Asset	Deprec	ation					Asset Transfers		
							Asset Revaluations		
Asset Dep	reciation Li	st					Asset Disposats	new asset dep	eciation
Document N		Document Date	· Descrip	piloes :		=>	Asset Depreciations		
		10				-	Asset Audits		Find
							Asset Locations	- A	

Fig 5.2

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

Asset Depre	nother						
Asset De						7	ļĻ
Asset Deprecia	tan I ta						as in depreciation
Asset Deprecia	JON LIS	t.				T was new i	asset depreciation
Document No		Document Date	Description	14	Amount +	Status	4

Fig 5.3

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

ciation Info 👘 🗇	preclation Laves Adaptments			
Depreciation	Info			
Document No		* Document Date:	04012036 10	
Description:	Depreciation of Asset			

Fig5.4

CLICK on depreciation line tab to add a line.

Anarts Anart Depresiation	View						
Asset Depre	tion: ADE	-0000025	2				
V Data saved suc	ion yi						
Depreciation Info De	epreciation Lines Atlactme	ets					
Asset Depreciation	Info						Print
Document No:	ADE-00000252		Document Date:	04/01/2016			
Description:	Depreciation of Asset		Total Amount:	0.00			
Asset Depreciation	Status History						
	Dete	Status.	Responsible Person			Comment	
6410	v2016 09 53	Draft	Training Training				
+ Back to test				Edit	Delete	Submit	Cancel

Fig5.5

CLICK on calculate depreciation line tab to calculate depreciation.

	and reference - P						
Asse	et Depreci	ation: ADE	-0000025	2		П	
Depreci	ation infis Deprecia	tion Lines Atlactme	rits			ļĻ	
Asset 0	Depreciation Lin	es.				Calculate depreciation lines	+ Add new line
No	Period	Class	Code	Name	Description		Line amount

Fig 5.6

CLICKon calculate depreciation lines tab after defining the depreciation line to add a line.

Asset Class:	MOTOVIECH Motor Vehicle	
Asset Code:	000000026218MW320	
Description:	5 yrs Dep. Using thraight line method	
Calculate Until Period (including):	2017-12	
Calculation Mode:	Add to existing lines Gaptace existing lines	
		ŢĹ

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.

iquit - i	ent Digre	cultor Lines						
Asse	t De	preciation	ADE-	0000025	2			
Deprecia	don into	Depreciation Lines	Atachnert	5				
Asset Di	eprecial	tion Lines					Calculate depreciation lines	+ Add new los
No	Perior	¢ 0	255	Code	Nate	Description		Line amount

Fig 5.8

CLICK on Add new line tab to manually add depreciation line.



Fig 5.9

CLICKon 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 seeFig 2.7 to Fig 2.11 under Receipt above.



Fig 5.12

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

Constants	Pareacted by your more again	
	Linearun to Met Junion EF	_
		∇T



6.1.2 REVEWER 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:

	lov.ng/pfm/bes				110% C 9	& Search	合		
BUDGE	EXECUTION					FPO GOMBE Log out			
App	ropriations Procuremen	nt Payables	Receivables	Cash Management	Inventory	Assets			
Dashboard						Assets			
Dashboard					Asset Receipts				
					Asset Transfers				
						Asset Revaluation	4	tion Settings	
and the second se	My messages					Asset Disposals Asset Depreciatio		ment seconds	
Subject	Subject					Asset Audits			
						Asset Locations		Total: 0	
My Pending Ta	Cocument Type	Desci	ription		Document St	atus	Assigned Date		
41	Funding Request	test	and the second se		Draft		24/07/2017 17:21		
1	Funding Request	LONG	LONG TERM PROVISIONS		Draft		24/07/2017 16:53		
FDD	Funding Request	TEST	TEST		Draft		24/07/2017 16:51		
1000174214	Payment Batch	car	car		Draft.		24/07/2017 09:51		
A01-08002852	AIE	PAYN	PAYMENT FOR AMNESTY		Draft		22/07/2017 14:13		
1000174213	Payment Batch	WHT	WHT FROM OMC		Draft		21/07/2017 15 06		
1000174211	Payment Batch				Draft		21/07/2017 13:48		
	Payment Batch	testpe	testpay		Draft		21/07/2017 12:40		
1000174209	Payment Batch				Draft		21/07/2017 09:38		
1000174209 1000174208	r ayment Daton				Draft		21/07/2017 09:33		

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

414					ttos C Search			- · · ·
15 C		ement Payable	s Receivables	Cash Management	Inventory Assets	140 0	SOMBLE Log ou	
Assets Asset Depr	eciation							
Asset De	BUDGET EXECUTION Procurement Payables Receivables Cash Management Inventory Assets Appropriations Procurement Payables Receivables Cash Management Inventory Assets							
Asset Deprecia	tion List		Add new asset depreciation Add new asset depreciation Ad					
Document No	· Document Dat	e : Desc	ription		Amount =	Status		
		i) (î				Submitted v	Find	
ADE-00000456	17/11/2016	Asse	depreciation		1 000.00	Submitted		
ADE-00000262	13/10/2016	PETR	OL CAR		50.00	Submitted		
ADE-00000252	04/01/2016	Depre	ciation of Asset		500.00	Submitted		
AGE-00000102	28/08/2015	depre	ciation		2 000 000 00	Submitted		
						lotai	: 4 Display: 14	P.

Fig 5.16

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

	5				110% C Q	Search			é C	5 4	
								FPO GOM	BE L	o out	
	Procurement	Payables Rec	cetvables Cas	h Management	Inventory	Assets					
Assets Asset Depreciation	N										
Accet Depre	tion: ADE	-00000456									
Asset Depre	NON. ADE	-00000456	<u>19</u>								
Depreciation Info Depreciati	on Lines Attachmer	its.									
Asset Depreciation Info									Pr	int	
Document No: ADE-	00000456			Document	Date: 17/11/20						
						0					
Description: Asse	t depreciation			Total Am	iount: 1 000 00						
Asset Depreciation Statu	s History										
Date	(1))))))))))))))))))))))))))))))))))))	Status	Respor	sible Person			Comment				
17/11/2016 12	12	Draft	Training	Training							
17/11/2010-12.	15	Submitted	Training	Training							
17/11/2016 12										10	
17/11/2016 12											
							Approv	• •	leject		
17/11/2016 12							Approv	e F	Reject		
17/11/2016 12							Approv	e F	Reject		
17/11/2016 12							Approv	ie F	leject		

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

	//pfinitest.gifmis.gov.ng/pfin/be				TIDN C Q. Sec	urch	合自	0 1	1
5	BUDGET EXECUTION	_					FPO GOMBE	Log out	
	Appropriations		ayables Receivables	Cash Management	Inventory	ssets			
Asset	s set Depreciation Line	15							
As	Deprecia	tion: ADE-0	0000456						
115	Vocpreeid		0000400						
De	preciation Info Depreciatio	n Lines Attachments							
	et Depresietien Lines								
	et Depreciation Lines								
No	Period Clas		Code	Name		scription	Line amo		
1	2016-12 000	DEFENCE ASSETS	00000002	27 motor vehicle	es dej	preciation	1 000	00	
							Total: 1 Dis	play: 1-1	
-	Back to list								
	NOTE OF THE								

Fig 5.18

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

https://pfmtest.	Interest gifmis gav.ng infin/bes DUDCET EXECUTION Approprisations Procurement Payables Receivables Cash Management Inventory Assets											
522	and the discount of the second s								FPO GOMBE	Log o	4	
	all Potent Information Production											
$\text{Assuls} \rightarrow \text{Anss}$	t Deprectation \rightarrow View											
Accet	Depresiet		00000	AEC								
Asset	Depreciat	ION. ADE	-000004	430								
Depreciatio	n Info Depreciation	Lines Attachmen	tu									
Asset Dep	Tel: total All () about total ()											
Doc	Internitive Internitive </td											
	eaculturin waser o	and a constraint			iour m	nounc 1000.0	5 C					
Asset Dep	reciation Status	History										
	Date		Status		Responsible Person			Comment				
	17/11/2016 12:12	2	Draft		Training Training							
	17/11/2016 12:15	i	Submitted		Training Training							
< Back to I	tel retuit 1/1 () 200 miterial severe pro											
	In the last of the											

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

https://pfmtest.gifmis.gov.ng/ph	n/bes	110%	C Q Search	合 自 💟 🌢	+ ≡
Appropriate	Producement Payables Receivables Cash Management Inventory Assets				
Azzatz - Azzat Depretation -	Viave				
Asset Depre	Approve Asset	Depreciation	Close 🕥		
Asset Depreciation	Comments:			Print	
Discussent No.					
Description:					
Asset Depreciation				ıt.	
17/11/20			Approve Asset Depreciation		
< Back to list			Appro	svø Reject	

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:

https://pfmtext.gifmis.gov	/.ng/pfm/bes				110% C Q	l, Search		☆ 6	0	÷ .
								FPO GOMB	E Log ou	f I
Appro	priations Procurement	Payables Re	ceivables	Cash Management	Inventory	Assets				
Dashboard						Assets				
Deckhaar						Asset Receipts				
Dashboard	2					Asset Transfers				
My messages						Asset Revaluatio	115	ly Notificati	on Setting	
party ones						Asset Depreciatio	ana			
Subject						Asset Audits				
						Asset Locations			Total: (
My Pending Task	S									
Doc Number	Document Type	Description	n.		Document St	atus	Assigned	Date		
41	Funding Request	test			Draft		24/07/201	7 17:21		
1	Funding Request	LONG TER	M PROVISION	NS	Draft		24/07/201	7 16 53		
FDD	Funding Request	TEST			Draft		24/07/201	7 16 51		
1000174214	Payment Batch	car			Draft		24/07/201	7 09:51		
A01-00002852	AIE	PAYMENT	FOR AMNES	TY	Draft		22/07/201	7 14:13		
1000174213	Payment Batch	WHT FROM	1 OMC		Draft		21/07/201	7 15 06		
1000174211	Payment Batch				Draft		21/07/201	7 13:48		
1000174209	Payment Batch	testpay			Draft		21/07/201	7 12:40		
1000174208	Payment Batch				Draft		21/07/201	7 09:38		
	Payment Batch				Draft		21/07/201			

Fig 5.21

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

Discrete Execution Procurement Payables Receivables Cash Management Inventory Assets Asset - Asset Depreciation Baset - Asset Depreciation Setter - Amount : Status : Setter - Amount : Setter - Amount : Setter - Amount :	https://pfmtest.gifmis.gov.ng/pfm/	/bes				110% C Q	Search			白(2 +	ń
Asset Depreciation Asset Depreciation List	300 CA		-						FPO GO	MBE L	og out	
Asset Depreciation List Add new asset depreciation Document No Document Date Description Amount : Status Image: Control of the control of th	$Assets \to Asset Depreciation$		rayautes	Receivables	Gaan management	inventory	ASSELS					
Document No Document Date Description Amount = Status # ADE-00000543 01/12/2016 depreciation 2 000 00 Reviewed Find ADE-00000543 01/12/2016 depreciation 2 000 00 Reviewed Find ADE-00000543 01/12/2016 depreciation of motor 0 0000 Reviewed Find ADE-00000531 01/12/2016 depreciation of motor 0 00000 Reviewed Find ADE-00000276 20/10/2016 cars depreciation findom findom Reviewed Find												
ADE-00000543 01/12/2016 deprectation 2 00 00 Reviewed Find ADE-00000543 01/12/2016 deprectation 2 00 00 Reviewed ADE-00000543 01/12/2016 PATROL CAR 1 079 222.21 Reviewed ADE-00000544 17/11/2016 deprectation of motor 5 000.00 Reviewed ADE-00000276 20/10/2016 cars deprectation 1 000.00 Reviewed	1000		: Descripti	ion			Amount -		I new asset o	deprecial	ion	
ADE-0000054J 01/12/2016 deprectation 2 000 00 Reviewed ADE-00000531 01/12/2016 PATROL CAR 1 079 222 21 Reviewed ADE-0000054J 17/11/2016 deprectation of motor 5 000.00 Reviewed ADE-00000276 20/10/2016 cars deprectation 1 000.00 Reviewed			- Districts	1			Party and a		(v)	Fin	4	
ADE-00000484 17/11/2016 depreciation of motor 5 000.00 Reviewed ADE-00000276 20/10/2016 cars depreciation 1 000.00 Reviewed	ADE-00000543		depreciat	ion			2 000 00	Reviewed				
ADE-0000276 20/10/2016 cars depreciation 1 000.00 Reviewed	ADE-00000531	01/12/2016	PATROL	CAR			1 079 222 21	Reviewed				
	ADE-00000484	17/11/2016	depreciat	ion of motor			5 000.00	Reviewed				
Total: 4 Display: 14	ABE-00000276	20/10/2016	cars depr	eciation			1 000.00	Reviewed				
									Total 4	4 Displa	y: 1-4	



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

	bes				TIDN C Q	Search		合	自	0	÷ 1
BUDGET EXECUTION						_		FPO GO	MBE	Log ou	f -
Appropriat	Procurement	Payables R	ecetvables	Cash Management	Inventory	Assets					
Assets Asset Depreciation	Y										
Accet Depre	tion: ADE	0000054	2								
Asset Depre	HON. ADE	-0000054	.5								
Depreciation Info Deprecia	ation Lines Attachme	nta									
Asset Depreciation Info	,									Print	
	E-00000543			Document							
Description: dep	reciation			Total An	nount: 2 000 0	0					
Asset Depreciation Stat	tus History										
Asset Depreciation Stat	tus History	Status		Paragarihin Parron			Com	nant			
Date	-	Status		Responsible Person			Comm	nent			
Date 01/12/2016 1	2:36	Draft		Training Training			Comm	nent			
Date 01/12/2016 1 01/12/2016 1	2:36 2:48	Draft Submitted		Training Training Training Training			Comm	nent			
Date 01/12/2016 1	2:36 2:48	Draft		Training Training			Com	nent			
Date 01/12/2016 1 01/12/2016 1 01/12/2016 1	2:36 2:48	Draft Submitted		Training Training Training Training							
Date 01/12/2016 1 01/12/2016 1	2:36 2:48	Draft Submitted		Training Training Training Training				prove	Reje	ct	
Date 01/12/2016 1 01/12/2016 1 01/12/2016 1	2:36 2:48	Draft Submitted		Training Training Training Training					Reje	ct	
Date 01/12/2016 1 01/12/2016 1 01/12/2016 1	2:36 2:48	Draft Submitted		Training Training Training Training					Reje	ct	

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

https://	pfinitest gifmis.gov.r	ng/pfm/bes		110% 0	9 Q. Search	合自 💟 4
-	BUDGET EX	ECUTION mations Procurement	Payables Receivables	Cash Management Inven	tory Assets	FPO GOMBE Log out
Assets	eat Depraciant	eciation: ADE-	00000543	Salari managemetik	NUTY. NSPES	
	t Depreciation	preciation Lines Attachments	1			
No	Period	Class	Code	Name	Description	Line amount
1	2017-12	000 DEFENCE ASSETS	0000000168	bmw 320 eMM A3	depreciation	2 000 00
≪ Ba	ck to list					



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

	Asset Depreciation – View Set Depreciation: ADE-00000543 celation Info Depreciation Lines Attachments t Depreciation Info Depreciation Lines Attachments t Depreciation Info Depreciation Lines Attachments Document Nix: ADE-0000543 Description: depreciation Depreciation Status History t Depreciation Status History Taining Training 01/12/2016 12.48 Submitted Training Training 01/12/2016 12.49 Reviewed Training Training									
A STATE OF THE OWNER						-	FP	O GOMBE	Log out	ť
Assets		Payables	Receivables	Cash Management	Inventory Asse	ets				
			543							
Asset Depreciation Info	n Lines Adactiment								Print	
o en el constante constante de la constante	00033395050 7 8	Status					ommost			
Date				Responsible Person		c.	Comment	_		
Dote 01/12/2016 12:3	6	Draft		Responsible Person Training Training		c	Comment	1		
Date 01/12/2016 12:3 01/12/2016 12:4	6	Draft Submitted		Responsible Person Training Training Training Training		c	Comment	1		
Date 01/12/2016 12:3 01/12/2016 12:4	6	Draft Submitted		Responsible Person Training Training Training Training			Į	Reju	ect	

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

https://pfintest.gifmis.gov.ng/pf			(110%) C Q Search	습 트	倍 计分词 医	ń	=
BUDGET EXECUT		bles Receivables Cash Manao	ement Inventory Assets				
Azzatz - Azzat Depractation -		pprove Asset Depreciation					
Asset Depre							
Depreciation Info Dep	Approve Asset	Depreciation	Close	• •			
Asset Depreciation	Comments:						
Asset Depreciation					Print		
Document No:							
Description:							
Asset Depreciation							
0			ŢĹ	nt			
01/12/20							
01/12/2			Approve Asset Sepreciation	-			
« Back to list				Approve R	eject		
o 😫 😣	19				9.61 M 4	11/48 A	M

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:

https://pfmtes	t.gifmis/gov.ng/pfm/bes					TIDN C 9	Search		合日		. +	
*	Appropriations	Procurement	Payables	Receivables	Cash Management	Inventory	Assets		FPO GOME	EįLo	ig out	
Dashboard							Assets	1				-
(manuscuru)							Asset Receipts					
Dasht	board						Asset Transfers					
							Asset Revaluatio	ns	1			
My messa	ages						Asset Disposals		tificat	ion Sett	tings	
Subject							Asset Depreciation	ans				
							Asset Audits			Ter	tal: 0	
							Asset Locations			10	de v	
My Pendi	ng Tasks											
Doc Numbe	r Doo	ument Type	Desc	ription		Document St	atus	Assigned Dat	e			
41	Fun	ding Request	test			Draft		24/07/2017 17	21			
1	Fun	ding Request	LON	G TERM PROVISION	IS	Draft		24/07/2017 16	53			
FDD	Fun	ding Request	TEST	r		Draft		24/07/2017 16	51			
1000174214	Pay	ment Batch	car			Draft		24/07/2017 09	51			
A01-000028	52 AIE		PAY	MENT FOR AMNEST	Y	Draft		22/07/2017 14	13			
1000174213	Pay	ment Batch	WHT	FROM OMC		Draft		21/07/2017 15	06			
1000174211	Pay	ment Batch				Draft		21/07/2017 13	48			
1000174209	Pay	ment Batch	testp	ay		Draft		21/07/2017 12	40			
1000174208	Pay	ment Batch				Draft		21/07/2017 09	38			
1000174207	Pay	ment Batch				Draft		21/07/2017 09	33			
	and the second se				bese trueðtaraWidgetEventHar							

Fig 5.27

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

- <u>1</u>	BUDGET EXECUTION		- Dec	ables Receivables	Cash Managem		-		FPO GO	MBE	Log ou	
Assets Ass	Appropriations et Depreciation	Procurement	Pay	vables Receivables	Cash Managem	ent Inventory	Assets					
Accet	Deprecia	ation										
Assel	Deprecia	ation										
Asset Dep	reciation List							🛨 Add	new asset	deprec	iation	
Document N	lo = 1	Document Date		Description	.1		Amount =	Status				
		12						Approved			Find	
ADE-000005	97 1	15/12/2016		πw			2 000 00	Approved				
ADE-000005	64. (01/12/2016					100 000 00	Approved				
ADE-000005	60 C	01/12/2016					2 500.00	Approved				
ADE-000005	53 (01/11/2016		DEPRECIATION			2 000.00	Approved				
ADE-000005	49 0	01/12/2016					2 000.00	Approved				
ADE-000005	26 0	01/12/2016		patrol car			1 079 222 21	Approved				
ADE-000005	21 0	01/12/2016		PETROL DEP			1 079 222 21	Approved				
ADE-000005	17. 0	01/12/2016		Patrol Car			1 079 222 21	Approved				
ADE-000005	14 2	24/11/2016		patrol car dep			50.00	Approved				
ADE-000005	05 0	01/01/2016		patrol car depreciation			50.00	Approved				
First Prev	ious 1 2 3	Next Last							Total: 21	Disp	Nay: 1-1	0

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

https://pfmtest.gifmis.gov.ng/pfm/bes					110% C Q	Search		☆ 		+
BUDGET EXECUTION								FPO GOMB	E Log	a oraș
Appropriations	Procurement	Payables	Receivables	Cash Management	Inventory	Assets				
Assets Asset Depreciation										
Asset Deprec	ion: ADE-	000005	53							
Depreciation Info Depreciation	Lines Attachment	20								
Depreciation mite	Canta Paracimient									
Asset Depreciation Info									Prin	st
Document No: ADE-00	000553			Document	Date: 01/11/2	016				
이 것을 알고 가지 않는 것을 물고 있을 것을 수 있다.	OLATION			Total An	nount: 2.000.0					
Description: DEPRE	GIAHON			LOTAL AR	noant: 2.000.0	,				
Description: DEPRE	GATION			Iotal An	noant: 2.000.0					
Asset Depreciation Status				lotai An	nount: 2 000 0					
anonakanan umasan	History	Status		Responsible Person	nount: 2 000 0	*	Comment			
Asset Depreciation Status	History	Status Draft			nount: 2 000 0		Comment			
Asset Depreciation Status	History			Responsible Person	noune 2000 0		Comment			
Asset Depreciation Status Date 01/12/2016 12:37	History	Draft		Responsible Person Training Training	noune 2000 0		Comment			
Asset Depreciation Status Date 01/12/2016 12:37 01/12/2016 12:48	History	Draft Submitted		Responsible Person Training Training Training Training	Noune: 2 000 0		Comment			
Asset Depreciation Status Date 01/12/2016 12:37 01/12/2016 12:48 01/12/2016 12:48	History	Draft Submitted Reviewed		Responsible Person Training Training Training Training Training Training	oune: 2000.0	,				
Asset Depreciation Status Date 01/12/2016 12:37 01/12/2016 12:48 01/12/2016 12:48	History	Draft Submitted Reviewed		Responsible Person Training Training Training Training Training Training	oune: 2000.0	,	Comment	ze R	eject	
Asset Depreciation Status Date 01/12/2016 12:37 01/12/2016 12:48 01/12/2016 12:48	History	Draft Submitted Reviewed		Responsible Person Training Training Training Training Training Training	oune: 2000.0			ze R	eject	
Asset Depreciation Status Date 01/12/2016 12:37 01/12/2016 12:48 01/12/2016 12:48	History	Draft Submitted Reviewed		Responsible Person Training Training Training Training Training Training	oune: 2000.0			ze R	eject	



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

A https://	pfinitest gifmis.gov.ng	/µfm/bes			tions C Q Search	合 自 🗢 🗍
32	BUDGET EXEC					FPO GOMBE Log out
	Appropri	ations Procurement	t Payables Receivables	Cash Management	Inventory Assets	
Asset			E-00000553			
	t Depreciation					
No	Period	Class	Code	Name	Description	Line amount
1	2016-12	1350 Motor Vehicles	000000038	BMW 320	DEPRECIATION	2 000 00
< Ba	ick to list					



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

https://pfmtest.gifmis.gov.ng/pfm/	es.				TIDN C Q	Search		☆ €		+
								FPO GOMBI	E Log	out
Appropriation	s Procurement	Payables	Receivables	Cash Management	Inventory	Assets				
Assets \rightarrow Asset Depreciation \rightarrow V	ew									
Asset Depreci	ation: ADE	-000005	53							
Depreciation Info Deprecia	tion Lines Attachmen	nta								
Asset Depreciation Info									Print	t
Document No: AD	E-00000553			Document	Date: 01/11/2	016				
	PRECIATION			Total Ar						
Asset Depreciation Sta	us History									
Date		Status		Responsible Person			Comme	at		
Date 01/12/2016 1	2:37	Draft		Training Training			Comme	nt		
Date 01/12/2016 1 01/12/2016 1	2:37 2:48	Draft Submitted		Training Training Training Training			Comme	nt		
Date 01/12/2016 1 01/12/2016 1 01/12/2016 1	2:37 2:48 2:48	Draft Submitted Reviewed		Training Training Training Training Training Training			Comme	nt		
Date 01/12/2016 1 01/12/2016 1	2:37 2:48 2:48	Draft Submitted		Training Training Training Training			Comme	nt.		
Date 01/12/2016 1 01/12/2016 1 01/12/2016 1	2:37 2:48 2:48	Draft Submitted Reviewed		Training Training Training Training Training Training			Comme	nt II		
Date 01/12/2016 1 01/12/2016 1 01/12/2016 1	2:37 2:48 2:48	Draft Submitted Reviewed		Training Training Training Training Training Training			Commen	Ţ	eject	
Date 01/12/2016 1 01/12/2016 1 01/12/2016 1 01/12/2016 1	2:37 2:48 2:48	Draft Submitted Reviewed		Training Training Training Training Training Training				Ţ	eject	
Date 01/12/2016 1 01/12/2016 1 01/12/2016 1 01/12/2016 1	2:37 2:48 2:48	Draft Submitted Reviewed		Training Training Training Training Training Training				Ţ	eject	

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

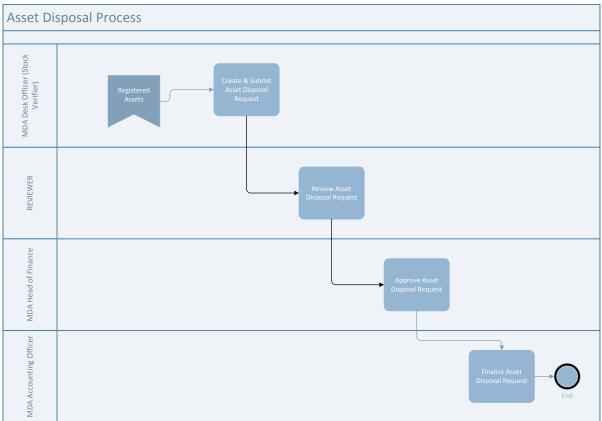
https://pfmtext.gifmis/gov.ng/p	m/bes			tions C Q Search		合自	0	+	ń
						TPO GOMBE	Log	ut.	
Azautz — Aazat Deprodution		ables Receivables	Cash Management	Inventory Assets					
Asset Depre									
	Finalize Asset	Depreciation	1		Close 😳				
Depreciation Info Dep									
Asset Depreciation	Comments:						Print		
Discussent Nec									
Description:				_					
Asset Depreciation									
Asser Deprectation									
01/12/20									
01/12/26				Finalize Asset	Depreciation				
01/12/20]				
	6 12 48 Appro		Training Training						

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.

	cumus									Birts Bir	
Appropri	tattine	Prociarrentest	Payatiles	Receitables	Cash Ha	napoment.	Investory	Assets			
Asset Dispo								Assets Asset Recepte Asset Transfers Asset Recauses		1	
Asset Disposal Lie	5							Award Stepanoode	<		
Document No		Disposal Date		Disposal Type		description .		Assat Depressed	ans.	4	
		())		100				AssetAutes			THE
423-09000217		83/08/2016		Bates				Assetlocators			

Fig 6.3



Fig 6.4

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

sset Disposal Info			
Document No		• Disposal Date:	05/10/2016 📰
Description:	patrol car	 Disposal Type: 	Sales w
		* Customer:	000321-46 Affordable Cars Limited Find
		 Sales Invoice: 	SI-00000005 v
			Cancel
			Cancel
g 6.5			Cancel
		1	Cancel
ICK on dis	oosal lin n tab to add a		Cancel
ICK on dis	bosal ling tab to add a set Disp sal: ADI-00000		Cancel
ICK on dis As			Cancel
As	set Disp al: ADI-00000		Cancel

CLICK on Add new line to add a line.

			00000222	2			
Disposal Info	Disposal U	Lines Attachmy	eres				[
Asset Disp	sal Lines						+ Add new line
No Code	Name	Senal No	Reg No	Gross Book Value	Accumulated Depreciation	Ret Book Value	Sales Price
							Total: 0
+ Back to Bat						Close	Save

Fig 6.7

SELCTthe asset to be disposed.

Find Asset		
Code	Name	
1		Find
000000127	cec:	

Fig 6.8

Put the sales price and find customer and click on save. Asset Disposal: ADI-00000222

Assetl	Disposal L	ines						+ 1	add new line
No C	ode	Name	Sertal No	Reg No	Gross Book Value	Accumulated Depreciation	Net Book Value	Sales Price	
1 0	00000127	ecc			2 050.00	0.00	2 050.00	0	Remove
								Total: 1	Display: 1-1

Fig 6.9

Disposal line is saved successfully.

Asset Disposal: ADI-00000222

۲	Data saved si	uccessfully							
Dis	nasal Into Dispo	osal Lines	Attachments						
S S(t Disposal Lir	nes						980.0	ldd new lis
		Masteriot	Serial No	Reg No	Gross Book Value	Accumulated Depreciation	Net Book Value	Sales Price	
lo	Code	Name	Seria no	nug no	Gross soon vinus				

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.



sset Disposal Info	•				Ptir
Document No.	ADI-00000222		Disposal Data:	05/10/2016	
Description:	patrol car		Disposal Type:	Sales	
			Sales Invoice:	SI-00000005	
			Customer:	000321-46 Affordable Cars Limited	
sset Disposal Sta	tus History		Customer:	000321-46 Affordable Cars Limited	
sset Disposal Sta	tus History Date	Status	Customer: Responsible Person	000321-46 Affordable Cars Limited	

Fig 6.11

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

t Disposal	Close 🤀
e	
	4
	Submit Asset Disposal
	t Disposal

7.3.2 REVEWER 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:

multiple / building	s.gov.ng/pfm/bes					TIDN C 9	& Search		台		+	
ALC: 14	propriations 8	Procurement	Payables	Receivables	Cash Management	Inventory	Assets		FPO GOMB	E Log	out	
	propriations i	rocurement	Payables	Receivables	Cash Management	inventory			_			
Dashboard							Assets Asset Receipts					
Dashboa	ard						Asset Transfers					
Dashboe							Asset Revaluatio	one.				
My messages							Asset Disposals		y Notificati	on Setti	ngs	
Subject							Asset Depreciati	on				
							Asset Audits					
							Asset Locations			Tota	1:0	
My Pending Ta	asks											
Doc Number	Docum	ent Type	Desc	ription		Document St	atus	Assigned De	ite		•	
41	Funding	Request	test			Draft		24/07/2017 1	7:21			
1	Funding	Request	LONG	G TERM PROVISION	IS	Draft		24/07/2017 1	6.53			
FDD	Funding	Request	TEST			Draft		24/07/2017 1	6.51			
1000174214	Paymen	# Batch	car			Draft		24/07/2017 0	9:51			
A01-00002852	AIE		PAYI	MENT FOR AMNEST	Y	Draft		22/07/2017 1	4:13			
1000174213	Paymen	t Batch	WHT	FROM OMC		Draft		21/07/2017 1	5.06			
1000174211	Paymen	it Batch				Draft		21/07/2017 1	3:48			
1000174209	Paymen	it Batch	testp	ay		Draft		21/07/2017 1	2:40			
	Paymen	t Batch				Draft		21/07/2017 0	9:38			
1000174208						Draft		21/07/2017 0				

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

22 C	execution opriations Procuremen	t Payables	Receivables	Cash Manageme	nt Inventory	Assets		FPO GOI	MBE L	ng out
Assets Asset Dispos	Contraction of the second states	r Payabies	Hecelvables	Cash Manageme	nt inventory	Assets				
Asset Dis	posal									
Asset Disposal I	List						- 100	Add new as	ant diama	
Document No	Disposal Date	+ Disp	osal Type	Description				MULL HEW IS	ser unspo	od)
Ducament no	Usposar Date	e casp	w	1 Description			[Pending]	3	Fin	
ADI-00000530	19/07/2017	Sale					Draft	1	real	
ADI-00000529	21/06/2017	Sale					Drat			
ADI-00000525	05/04/2017	Witt		old Assembly	haas		Submitted			
ADI-00000525	06/04/2017	Write		old assembly t			Draft			
ADI-00000524	21/04/2017	Sale		and new many i			Draft			
ADI-00000523	06/04/2017	Sale					Approved			
ADI-00000520	13/03/2017	Writ	e-off	000000871			Draft			
ADI-00000516	09/03/2017	Sale	5				Draft			
ADI-00000513	28/02/2017	Sale	9				Draft			
ADI-00000512	27/02/2017	Sale	5				Draft			
Eint Dousses 14	2 3 4 5 6 7	0 0 Nave	Last					Total: 304	Diselau	1.10
Contraction 1.4			Last					Total. Day	Diapiay	1.10

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

https://pfmtes	t.gifmis.gav.ng/phn/bes					110% C C	, Search		☆ 自		ŧ
-	BUDGET EXECUTION Appropriations	Procurement	Payables	Receivables	Cash Management	Inventory	Assets		FPO GOMBE	Log out	
Assets - Ass	aut Disposa kew	Conservation of the second second		Contractor were at	The second second second	- Charlester and a second					
Asset	Dist al:	ADI-0000	00526								
Disposal Ir	nfo Disposal Lines	Attachments									
Asset Dis	posal Info									Print	
	cument No: ADI-000 Description: old Asse	00526 embly bags			10000	al Date: 06/04/2 al Type: Write-c					
Asset Dis	posal Status Hist	ory	Status		Responsible Person			Comment			
	06/04/2017 10:15		Draft		Training Training			Conment			
	06/06/2017 15:10		Submitted		FPO MAKURDI						
4 Back to	list							Approve	Re	ject	

Fig 6.15

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

-	pfinitest.gifmis.gov.r					10% C Q S		交自 S TPO GOMBE Log o
-	and the second se	riations Procurement	Payables Re	eivables Casi	n Management	Inventory	Assets	recounter cogo
iste e al	et Disposal	Lines	11				21-1	
As	Disp	osal: ADI-0000	0526					
	\checkmark		10520					
Disp	osal Info Dispor	sal Lines Attachments						
Asse	t Disposal Li	nes						
No	Code	Name	Serial No	Reg No	Gross Boo	k Value	Accumulated Depreciation	Net Book Value
1	0000000120	SAMSUNG COFFEMAKER			43	000.00	-10 000.00	33 000 00
2	0000000713	bmw	0000	byk 748 ng	106	000.00	0.00	106 000 00
								Total 2 Display 1
18	ack to list							Close

Fig 6.16

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

https://pfmtest.gifmis.gov.ng/pfm/bes				110% C Q	Search		☆ 値	0	+	1
EUDGET EXECUTION Appropriations Procure	ment Payables	Receivables	Cash Management	Inventory	Assets		FPO GOMBE		out	
Assets Asset Disposal View				THE REAL PROPERTY OF						
Asset Disposal: ADI-0	0000526									
Disposal Info Disposal Lines Attachment	s									
Asset Disposal Info								Prin	t	
Document No: ADI-00000526 Description: old Assembly bags			Disposal Disposal							
Asset Disposal Status History Date	Status		Responsible Person			Comment				
06/04/2017 10:15	Draft		Training Training							
06/06/2017 15:10	Submitted		FPO MAKURDI							
+ Back to list						Approve	Re	ject	i l	

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

Appropriat	where the second statement is a second statement of the second se	s Cash Management Inventory Assets	TPO GOMER U		
Asset Dispo]			
Disposal Info Dupour	Approve Asset Disposal	Close 🚱			
Asset Disposal Info	Comments:		Pr	int	
Document No:					
Description					
Asset Disposal Stat					
D					
96/04/21		Approve Ass. Jitposal			
		and the second			
		Аррго	ve Røject		
< Back to Ref.					
< Back to list					

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:

nupso/princes.g	ifmis/goving/pfm/bes					110% C Q	& Search		合臣		÷.,
	UDGET EXECUTION					,			FPO GOMBE	Log ou	f.
- 36	Appropriations	Procurement	Payables	Receivables	Cash Management	Inventory	Assets				
Dashboard							Assets				
-	12						Asset Receipts				
Dashbo	oard						Asset Transfers		1		
							Asset Revaluatio	ns			
My messag	es						Asset Disposals Asset Depreciation		Notificatio	on Setting	
Subject							Asset Depreciation	21212	-		
							Asset Locations			Total: (5
Doc Number		ument Type		ription		Document St	atus	Assigned D			Į.
41	Fun	fing Request	test			Draft		24/07/2017 1	17:21		
1		ding Request		G TERM PROVISION	IS	Draft		24/07/2017 1			
FDD	Fun	ting Request	TEST	Ş		Draft		24/07/2017 1	16.51		
1000174214	Pay	ment Batch	car			Draft		24/07/2017 0	99:51		
A01-08002852	AIE		PAYI	MENT FOR AMNEST	Y	Draft		22/07/2017 1	14:13		
1000174213	Pay	ment Batch	WHT	FROM OMC		Draft		21/07/2017 1	15.06		
1000174211	Pay	ment Batch				Draft		21/07/2017 1	13:48		
1000174209	Pay	ment Batch	testp	ay		Draft		21/07/2017	12:40		
1000174208	Рау	ment Batch				Draft		21/07/2017 0	9:38		
100011146.00		ment Batch				Draft		21/07/2017 0	10:22		

Fig 6.19

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

INDUCT EXECUTION Procurement Payables Receivables Cash Management Inventory Assets	Appropriations Procurement Payables Receivables Cash Management Inventory Assets Asset Disposal Asset Disposal List Document No Disposal Date Disposal Type Description Status Reviewed Find ADH0000481 08/12/2016 Sales disposal (tryota jeep) Reviewed 	https://pfmtest.gifmis.gov/	ng/plm/bes					110% C C	A, Search		1	☆ 自	0
Asset Disposal Asset Disposal List	Asset Disposal Asset Disposal List	All and a second							-		FPO	GOMBE	Log o
Asset Disposal List Activity of the set of	Asset Disposal Asset Disposal List Document No Disposal Date Disposal Type Description Status Find ADI-00000481 08/12/2016 Sales disposal of asset(toyota jeep) Reviewed	1011300	and a second sec	Payables	Receivables	Cas	h Management	Inventory	Assets				
Asset Disposal List Add new asset disposal Add new	Asset Disposal List Add new asset disposal	Assets Asset Disposal											
Asset Disposal List Add new asset disposal Add new	Asset Disposal List Add new asset disposal	Asset Disp	osal										
Document No Disposal Date Disposal Type Description Status Find ADI-0000481 08/12/2016 Sales disposal of asset(tryota jeep) Reviewed Find	Document No Disposal Date Disposal Type Description Status Find ADI-0000481 08/12/2016 Sales disposal of asset(toyota jeep) Reviewed Find	Abber Disp	obui										
ADI-0000481 08/12/2016 Sales disposal of asset(toyata jeep) Reviewed	ADI-0000481 08/12/2016 Sales disposal of asset(toyota jeep) Reviewed	Asset Disposal Li	st								+ Add new	asset d	isposal
ADI-0000481 08/12/2016 Sales disposal of asset(toyota jeep) Reviewed	ADI-00000481 00/12/2016 Sales disposal of asset(toyota jeep) Reviewed	Document No	♥ Disposal Date	e Di			Description		1	Status			
			2		*					Reviewed	2		Find
Total: 1 Display: 1-1	Total 1 Display: 1-1	ADI-00000481	08/12/2016	Sa	ales		disposal of asset t	loyota jeep)		Reviewed			
											Tota	é:1 ∖ Di	isplay: 1



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

https://pfmtest.gifmis.gov.ng/plm/bes					110% (e 9, 5	earch :		-	自	Ø	+ 1	ń
BUDGET EXECUTION	Procurement	Payables	Receivables	Cash Management	Inven	ntory	Assets		FPO GO	MBE	Logo		
Assets Asset Dispesal	A DATASE MUMIEL	000000000000000000000000000000000000000	0.0000000000000000000000000000000000000	- and the second s	Constant and	ance III							
Asset Disp el:	ADI-0000	0481											
Disposal Info Disposal Lines	Attachments												
Asset Disposal Info											Print		
Document No: ADI-00	000481			Dispos	al Date:	08/12/201	6						
Description: dispos	al of asset(toyota jee;	6		Dispos	al Type:	Sales							
				Sales I	Invoice:	SI-000000	05						
Asset Disposal Status His	tory			Cu	stomer:	000321-46	i Affordable)	Cars Limited					
Date		Status		Responsible Person				Comment					
08/12/2016 12:4	1	Draft		Training Training									
15/12/2016 12:20)	Submitted		Training Training									
21/07/2017 05:54		Reviewed		FPO GOMBE									
+ Back to list								Approv	e	Reje	ct		

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

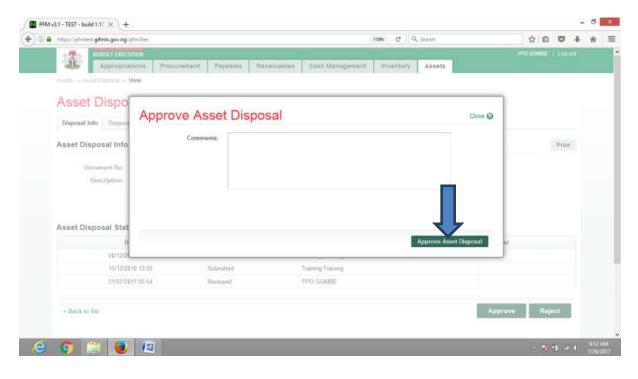
A. Priteria	//pfmitest.gifmis.gov/	ng/pfm/bes				tion C Q, Search	1	2 8 0	+
Si	BUDGET EX						FPO (SOMBE Log	out
12	Approp	priations Procur	ement Pays	ables Receivables	Cash Management	Inventory Assets			
Asset	et Dispesal	- Lines							
As	Disp	osal: ADI-	000004	81					
43		USal. ADI-	000004						
Dis	posal Info Dispo	sal Lines Attachme	nts						
Ass	et Disposal Li	nes							
No	Code	Name	Serial No	Reg No	Gross Book Value	Accumulated Depreciation	Net Book Value	Sales Pric	
2	000000695	BMW(MAIMUNA)	00000	ABC 2000ABJ	1 000.00	0.00	1 000.00	500 000 0	
								1 Display:	2.U 2.2
							1003	L 1 Diapiay.	1-1
	lack to list							Close	
1.3									



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

https://pfinitest.gifmis.gov.ng/plin/bes		TIDN C Q Sea	rch 众 自 🗢 🕴
Appropriations Pro	ocurement Payables Ro	eceivables Cash Management Inventory A	FPO GOMBE Log out
Assets Asset Disposat View			
Asset Disposal: AD	01-00000481		
Disposal Info Disposal Lines Attai	chiments -		
Asset Disposal Info			Print
Document No: ADI-00000481		Disposal Date: 08/12/2016	
Description: disposal of as	set(toyota jeep)	Disposal Type: Sales	
		Sales Invoice: SI-0000005	5
		Customer: 000321-46	Affordable Cars Limited
Asset Disposal Status History			
Date	Status	Responsible Person	Comment
08/12/2016 12:48	Draft	Training Training	
15/12/2016 12:20	Submitted	Training Training	
21/07/2017 05:54	Reviewed	FPO GOMBE	
+ Back to list			Approve Reject

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:

The part of protocol gaining	ov.ng/pfm/bes				112% C C	& Search		- 10 E.M.	0 t	
BUDGET	EXECUTION							FPO GOMBE 1		
Appr	opriations Procurement	Payables	Receivables	Cash Management	Inventory	Assets				
Dashboard						Assets				
	1					Asset Receipts				
Dashboar	d					Asset Transfers				
My messages						Asset Revaluatio		Notification Se	ettines	
POPULATION CONTRACT						Asset Depreciatio	102			
Subject						Asset Audits				
						Asset Locations		1	Total: 0	
My Pending Tas	ks									
Doc Number	Document Type	Desc	ription		Document St	tatus	Assigned Dat	le		
41	Funding Request	test			Draft		24/07/2017 17	21		
1	Funding Request	LONG	S TERM PROVISION	IS	Draft		24/07/2017 16	5.53		
FDD	Funding Request	TEST			Draft		24/07/2017 16	5.51		
1000174214	Payment Batch	car			Draft		24/07/2017 05	9:51		
A01-08002852	AIE	PAYN	MENT FOR AMNEST	Y	Draft		22/07/2017 14	13		
1000174213	Payment Batch	WHT	FROM OMC		Draft		21/07/2017 15	5.06		
1000174211	Payment Batch				Draft		21/07/2017 13	3:48		
1000174209	Payment Batch	testp	ау		Draft		21/07/2017 12	2:40		
1000174208	Payment Batch				Draft		21/07/2017 05	9:38		
	Payment Batch				Draft		21/07/2017 09	-11		

Fig 6.25

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

Asset: Asset Disposal					
Asset Dispo	sal				
Asset Disposal List				👘 Add new ass	ot disposal
Document No	 Disposal Date 	 Disposal Type 	Description	s Status s	
	100	*		[Pending] v	Find
ADI-08000530	19/07/2017	Sales		Draft	
AGI-00000529	21/06/2017	Sales		Draft	
ADI-0000052HL	06/04/2017	Write-off	old Assembly bags	Submitted	
A01-00000525	06/04/2017	Write-off	old assembly bags	Draft	
ADI-00000524	21/04/2017	Sales		Draft	
ADI-00000523	06/04/2017	Sales		Approved	
ADI-00000520	13/03/2017	Write-off	000000871	Draft	
ADE00000516	09/03/2017	Saleu		Draft	
ADI-00000513	28/02/2017	Sales		Draft	
ALI-00000513					

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

https://pfmitest.gifmis.gov.ng/pfm/bes		110	C Q Search	☆ 自 ♥
Appropriations Proce	urement Payables Reco	ivables Cash Management	Inventory Assets	FPO GOMBE Logo
ksaets Asset Disposed Tw Asset Disposed Info Disposed Info	-00000523			
Asset Disposal Info				Print
Document No: ADI-00000523		Disposal Da	ite: 06/04/2017	
Description		Disposal Typ	pet Sales	
		Sales Invoi	ce: SI-0000007	
		Custom	er: 000321-48 Carrier Insurar	ice Brokers Ltd
Asset Disposal Status History				
Date	Status	Responsible Person		Comment
06/04/2017 10:13	Draft	Training Training		
06/04/2017 10:18	Submitted	Training Training		
06/04/2017 10:22	Reviewed	Training Training		
21/06/2017 12:38	Approved	Training Training		

Fig 6.27

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

https://	/pfmtest.gifmis.go	ving/plm/bes					110% C Q. 3	earch		☆ 自	0 1
-	BUDGET E	XECUTION			_				643	GOMBE	Log out
-	Appro	priations	Procurement	Payables	Receivables	Cash Management	Inventory	Assets			
Vasieta	set Disposa	i → Lines									
As	Disr	anal. A	DI-000	00523							
~~		Jusai. P	101-0000	00525							
Disp	posal Info Disp	osal Lines 4	Attachments								
A	et Disposal L	ines									
No	Code	Name		Serial No	Reg No	Gross Book Value	Accumulated	Depreciation	Net Book Value	Sales	Price
1	000000836	Mechanical I	Equipment	ourier no	they fre	1 101 000 00		0.00	1 101 000.00		00.00
									T.	al: 1 Displ	2005.U
									100	ar i Lispi	ay. 1-1
+ 8	lack to list									Close	

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

	nis.gav.ng/phn/bes					110% C	9, Search		수 6	9 0	+	1
32 C	OGET EXECUTION								FPO GOMB	E Log) out	
	Appropriations	Procurement	Payables	Receivables	Cash Management	Inventory	Assets					
Assets Asset Di	$specal \rightarrow View$											
Asset D	isposal:	ADI-0000	0523									
	Contract of the		1.									
Disposal Info	Disposal Lines	Attachments										
Asset Dispos	sal Info									Prir	nt.	
							0047					
Ph	ATH 000	00700										
	ent No: ADI-000	00523			Disposal							
	ent No: ADI-000 cription:	00523			Disposal	Type: Sales						
		00523			Disposal Sales In	Type: Sales	000007	eres Destroy (14)				
		00523			Disposal Sales In	Type: Sales		ance Brokers Ltd				
Desc					Disposal Sales In	Type: Sales	000007	ance Brokers Ltd				
Desc	cription:	tory	Status		Disposal Sales In	Type: Sales	000007	ance Brokers Ltd Comment				
Desc	cription: sal Status Hist	tory	Status Draft		Disposal Sales In Cust	Type: Sales	000007					
Desc	cription: sal Status Hist Date	tory			Disposal Sales In Cust Responsible Person	Type: Sales	000007					
Desc	sal Status Hist Date 06/04/2017 10:13	tory	Draft		Disposal Sales In Cust Responsible Person Training Training	Type: Sales	000007					
Desc	cription: sal Status Hist Date 06/04/2017 10:13 06/04/2017 10:18	tory	Draft Submitted		Disposal Soles In Cust Responsible Person Training Training Training	Type: Sales	000007		Ţ			
Desc	Date 06/04/2017 10.13 06/04/2017 10.18 06/04/2017 10.18 06/04/2017 10.18	tory	Draft Submitted Reviewed		Disposal Sales In Cust Responsible Person Training Training Training Training Training Training	Type: Sales	000007		Л			

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

	fm/bes		110% C ⁴	Q, Search	☆ 自 ♥	+ 1	h.
Adapter of Asset Copyright of Market	ions Procurement	Payables Recenta	bles Cash Management Invento	ny Assets	FPO GOMER LING	euit	
Asset Dispo	Finalize As	set Disposal		Close 🕲			
Asset Disposal Info	Comme	ints:			Prin	τ.	
Document No: Description:				- n			
Asset Disposal Stat				Finalize Asse Olsposal			
06/04/21							
06/04/281	17 10 18	Submitted	Training Training				
		Reviewed	Training Training				
06/04/201		Approved	Training Training				
06/04/201 21/06/201	17 12 38						

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 it 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.

1221	UDGET EXEC	UTION								Training Traini
- Me	Appropri	ations Proc	urement	Payables	Receivables	Cash Man	agement	Inventory	Assets	
uum - Asset	Audits								Assets	
									Asset Receipts	
Asset A	Audits	5							Asset Transfers	
									Asset Revaluations	
Asset Audit	t List								Asset Disposais	Add new a
Audit Number	-	Audit Date	+ As	iset Class			Description		Asset Depreciations	
		1							Asset Audits	
		-							AssetLocations	nianzaniz

Fig 7.2

CLICK on Add new asset audit to add a document.

CLICK on Add new	asset audit to ad	da a document.		П
Asset Audits				
Asset Audit List				+ Add new asset audit
Audit Number - Audit Date	Asset Class	Description	+ Status	

Fig 7.3

Fill in the fields and click on save tab tosave the document.

udit Info				
Audit Number:		· Audit Date:	31/12/2016	
Description:	CCC AUDIT	Audit Class:	121972 MOBILE PHONES	0

Fig 7.4

CLICK on add Audit Lines to add an audit line.

🗸 Dati	a sat suci	cessfullyf	
Audit Info	AuditLines	Attachments	

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.

ludi	t Lines						+ Add new I
No	Code	Name	Serial No	Reg No	Verified	Description	_
t	000000032	BMW320		AUG 124-LGF			Rem

Fig 6.8

CLICK on Audit Info tab to Finalize if you are not attaching any file, but if you need to

uccessfully! Dala Audit Info Audit Lines Atta ments Audit Lines + Add new line No Code Name Reg No Verified BMW320 AUG 124-LGF τ Remove 000000032 Total: 1 | Display: 1-1 Cancel Save + Back to list

Attach any; please see Fig 2.7 to Fig 2.11 under receipt above.

Fig7.9

View Asset Audit: AA-00100321

	Print XLS Print 6
Audit Date:	31/12/2016
Audit Class:	1350 Motor Vehicles
Responsible Person	Comment
Training Training	
	۲ ل
	Audit Class: Responsible Person

Fig 7.9

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

manze /	Asset Audit	Close
	mments:	
	17	
		ŢĹ
		Final Alize Assert Audut

Fig 7.10

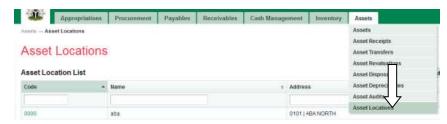
view Asse	udit: AA-00100321	
	nalized successfully!	
Asset Audit II	naized successiully!	

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.





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

Assets Asset Locations		П
Asset Locations		
Asset Location List		+ Add new abset location
Code a Hama	Address	

Fig 8.3

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

Add Asset Location			
Asset Location Info			
* Code:	007		-
- Manver:	NOTOR VEHICLE		
* Address:	3702 J ABUJA MUNICIPAL	-	
			\sim
			Cancel Save

Fig8.4

Asset Location added successfully.

View Asset L	ocation		
V Data saved succe	essfullyf		
Asset Location Info			+ Add new asset location
	Code:	007	
	Name:	MOTOR VEHICLE	
	Address:	3702 ABUJA MUNICIPAL	
• Audit Trail			
+ Back to list			Delete Edit