FIXED ASSETS

In this section there are 5 main functions for which you may want to use the Fixed Assets Module

- You may want to add some equipment or fixed asset to your master register list
- When you receive assets you will want to add this quantity to your stock (either new stock or existing stock)
- When you have assets, you will want to distribute these assets through the school. You will want to keep a record of where they are retrieval at a later date
- When these assets are being returned, you will be want to book them back into for stock so that they are available again
- When assets are lost or damaged you will need to permanently remove these books out of stock
- In this way we are going to process some purchases and allocate them to a specific venue.

1.1   Maintain Master List of Assets

- To start the **Maintain Master List Assets** sub menu Click on the button 'Maintain Fixed Assets Items' button from the Physical Resources main menu no Figure 2 above.
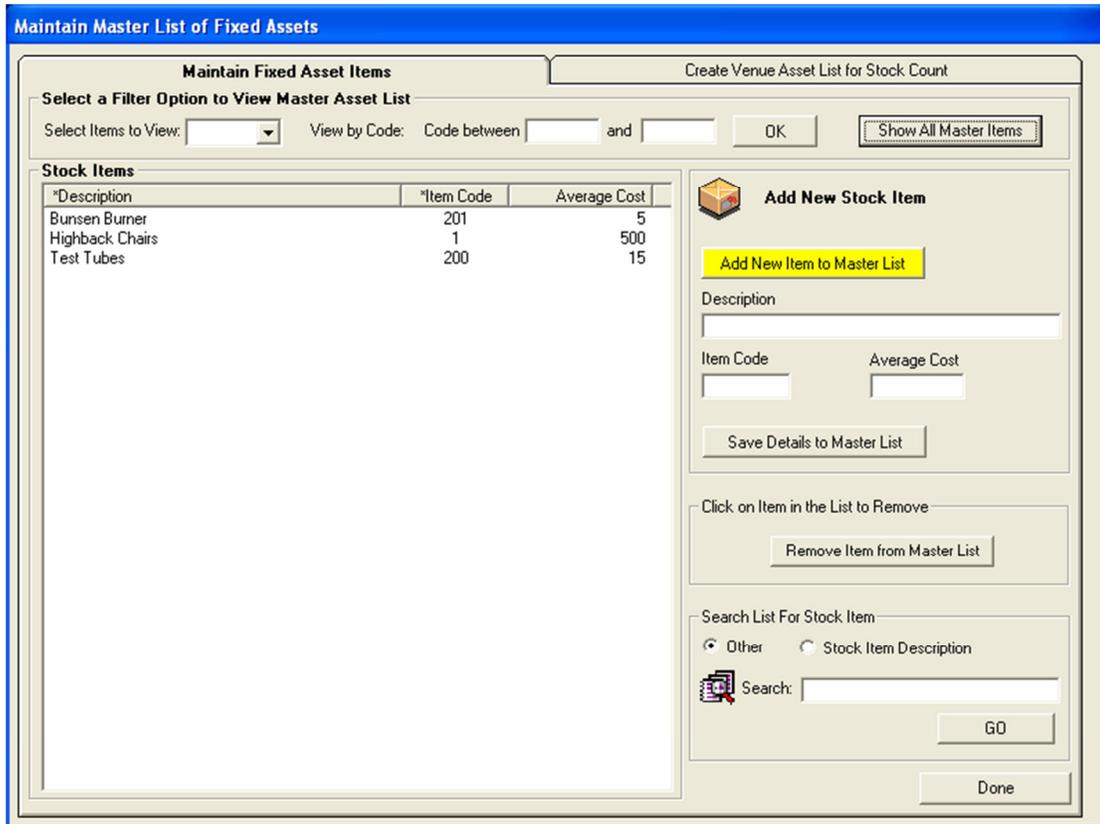
Figure 19: Maintain Master List of Fixed Assets

- Click on button – 'Add **New item to Master List**'
- Description: enter item description e.g. High back chairs

  Item code: e.g. 001
- Average Cost: e.g. R500 each
- Click on **Save Details to Master List**
- Click on **Ok**, and **Done** to finish
- Carry out this function for all items on your Fixed Assets register
- You now have created the **Master List of Assets**. You can always add to this list as you receive assets

Other functions available on this screen:

- Select item to View (alphabetical listing)
- View by Code (code between   and   )
- View All Master Items

- Remove Item from Master List (this function is available if the school sells the item, or it is lost or stolen)
- Search List for Stock Item

1.2   Maintain Venue List

- Go to 'Maintain Venue List'

Figure 20: Maintain Venue List

- Click on '**Add New Venue**'
- There are 11 categories of venues in the drop box to choose from (please identify them first in order to decide which rooms fall under which Category:
  - Enter **Description** e.g. Grade 1 class
  - Enter **Category** e.g. Classroom

o   Enter **Room number** e.g. Room 1

- Click on **Save Venue**, and **Ok**
- **You now do this for every room in your school**

Note: You have now created all the venues in your school so that you can go on to the next step and log where the assets are going to be registered at.

1.2.1   Allocate Stock Items (Fixed Assets) To Venues

- Click on '**Maintain Master List of Assets**' button on the **Physical Resources** main menu
- Now go to the TAB '**Create Venue Assets List for Stock Count**' (Tab 2)

Figure 21: Maintain Master List of Fixed Assets

- Click on **Venue** type – e.g. Laboratory – and it jumps into the top cell

- Click on - **Select items for this venue** type – drop down box –
- Select **Items for this Venue** Type – e.g. Bunsen Burner
- Click on **Accept Item for Venue**
- Click on **Save, Ok, and Done**.
- Do this for all items selected for this venue – one by one
- Do this for all venues – one by one
- You have now allocated types of assets to specific rooms in your schools so that you know where they should be found at any stage
- Other functions available on this screen:
  - Remove item.
  - Print Options:
  - Print all
  - Print per Group – select a Group
  - Print

1.3   Issue and Maintain Fixed Assets

- Click on '**Issue and Maintain Fixed Assets**' button from the Physical Resources main menu
- Click on TAB – '**Add stock to Venues**' (Tab 1)

Figure 22: Maintain Inventory Stock per Venue

- Click on '**Select a venue to Maintain Stock Quantities**'
- Drop down box: select e.g. Principal's office
- Select **Asset Register**: e.g. 600/001 Furniture & Fittings
  Date of Purchase: e.g. 16/01/2005
- Add **Fixed Asset** to grid: select item e.g. high back chair
- Stock code – it is automatically populated after having highlighted high back chairs(This Information pops automatically into the first line of the grid) Tab across to Quantity added: e.g.1
- TAB across – this populates the Total Amount
- Click on **Save To Venue** and Done buttons.

Note: This adds the quantity of any item and the total value to the venue where they should be found. This should be done for every item and quantity of every item that you have allocated in the school.

- If you have made a mistake and entered an item twice or entered incorrectly then go to the bottom of the page. Enter in the line number which you would like to delete and Press – 'Remove Line' and on **Save To Venue** button.

WRITE OFF STOCK ITEMS

- Click on 'Issue and Maintain Fixed Assets button from the **Physical Resources** main menu on Figure 2 above
- Click on TAB '**Write off Stock Items**' Tab 2
- '**Select Venue for write off'**: choose
- Click on item to be written off: select

Note*:* This populates the right hand side of the screen Number of items to be discarded: enter quantity Reason for write off: 3 Options: Broken, Stolen or Lost

- Select **date**, **Write off stock**, and **Ok**
- You will see the stock written off under screen on Figure 22

Figure 23: Maintain Inventory Stock per Venue: Add Stock to Venue

1.4   Detail Fixed Assets

- Order by Item code –
    - Print all venues
    - Print per venue
    - Print per group (category)

- Alphabetically by Item Description –
    - Print all venues
    - Print per venue
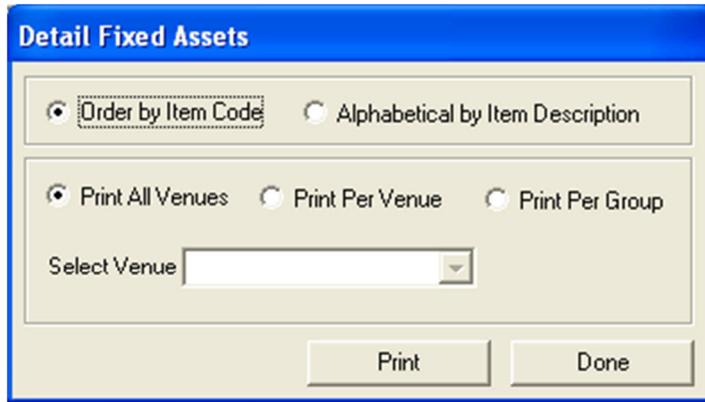   - Print per group (category)

Figure 24: Detail Fixed Assets

1.5   Summary Fixed Assets

- This will give you a summary total of number of pieces (Assets) in each venue

1.6   Print Fixed Asset Stock Registers

- Print all or Print per register (per account number)

1.7   Print Fixed Assets Stock Write Off

- Filter per date – (from … to …)
- Filter per stock item – (Code between … and …)
- Filter per register: (Choose account)