



Fixed Asset Manager User Guide

Your Ultimate Solution to Seamless
Asset Management

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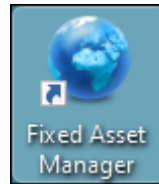
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Introduction to the DBS Fixed Asset Manager Application

Welcome to the DBS Fixed Asset Manager Application. This User Guide will take you step by step through the various screens, from creating an Asset Register to customising your own Asset Registers, to help you get the most out of the Application.

Please ensure you have downloaded and installed the full programme, including the Server and Reporting installation, using the **Installation and Setup Guide**, available from our website, and have the Fixed Asset Manager icon on your desktop.



Our easy-to-follow screenshots allow you to work at your own pace, as well as serving as a reference tool, going forward. With the Fixed Asset Manager, you will be able to:

- **Create Multiple Asset Registers:** The Basic version of the application will allow for a single Asset Register, with the option to upgrade to either the Standard Edition, with two Registers, or the Pro version which will allow for an unlimited number of Registers. All versions make provision for an unlimited number of Asset records within a Register and the platform has been built on SQL Server Express, a reliable Microsoft Database platform used for many years in the industry.
- **Upload your existing Asset Register from Excel** using our template.
- **Create, Amend or Delete** Asset details and perform comprehensive searches on existing Assets.
- **Create, Amend or Delete** Asset Categories and Sub-categories, Cost Centres and Departments, as well as Asset Locations and Sub-locations.
- **Create, Amend or Delete Supplier records**, keeping track of Assets purchased, as well as maintenance services rendered.
- **Record Asset Disposals and Transfers**, including disposal and transfer details.

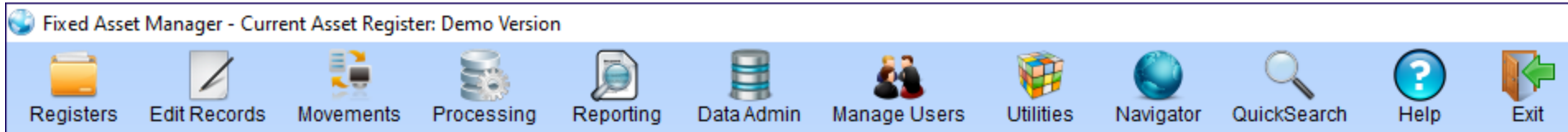
- **Bulk Internal Asset Movements and Transfers** within your organisation.
- **Depreciation Processing** using the six main methods recognised by Accountants.
- **Comprehensive, Customisable Reporting using Crystal Reports** allowing for the export of reports to PDF, EXCEL and Word, as well as copy & paste options.
- **User Level Maintenance** - Assign appropriate access profiles to multiple Users to ensure the protection of your data.
- **Backup and restore your data**, ensuring you always have a record of your Asset information.

Once you have successfully downloaded and set up the application, using the **Fixed Asset Manager Installation and Setup Guide**, you are ready to start creating your Asset Register.

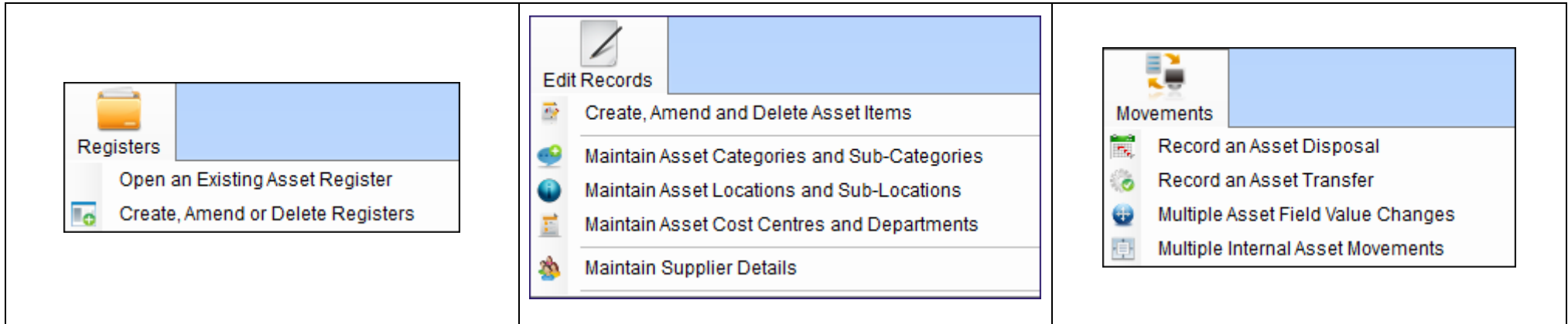
System Navigator


Access to the various functions can be gained either from the horizontal menu displayed at the top of the screen, or by clicking on the links to the individual sections in the main Navigator screen.



Horizontal Menu Displayed at the Top of the Screen:







Expanded Horizontal Menu:







 Processing


-  Depreciation Calculation
-  Financial Year-End Run





 Reporting


-  Report Selection
-  Reporting Interface
-  Reminders






 Data Admin


-  Backup, Restore or Delete Database
-  Import Data from Excel Datasource
-  Delete and Re-Create Database


 Manage Users

-  User Profile Maintenance
-  Users Level Maintenance
-  User Profile Assignment
-  User Movements

 Utilities


-  Log Off and Log On as New User
-  Copy Files between two Locations
-  Windows Functions
-  Other Utilities
-  Relaxation








 Navigator

-  Image Menu
-  System Navigator

 QuickSearch

-  QuickSearch

 Help

-  Internet...
-  Fixed Asset Manager Help...
-  System Information...
-  Purchase Product
-  Product Activation
-  Upgrade Product
-  About...

 Exit

Navigator Screen

Fixed Asset Manager - System Navigator

Fixed Asset Manager - Demo Version



Fixed Asset Manager
Your Ultimate Solution to Seamless Asset Management

This Trial Version of Fixed Asset Manager will expire on:



Asset Register Maintenance
[Create, Amend or Delete an Asset Register...](#) 

Click here to create a new or additional Register, amend an existing Register, or delete one or more existing Registers...

Asset Record Maintenance
[Create, Amend or Delete an Asset Items...](#)
[Perform a Search on Asset Items...](#) 

Click here to create a new Asset, amend existing Asset details, delete an existing Asset, or do a comprehensive Asset Search...

Asset Category Maintenance
[Create, Amend or Delete Asset Categories...](#) 

Click here to create, amend or delete Asset categories and/or Asset sub-categories...

Asset Location Maintenance
[Create, Amend or Delete Asset Locations...](#) 

Click here to create, amend or delete Asset locations and/or Sub-locations...

Cost Centre Maintenance
[Create, Amend or Delete Cost Centres...](#) 

Click here to create, amend or delete cost centres and/or departments...

Asset Disposals & Movements
[Record Asset Disposals...](#)
[Record Asset Transfers...](#)
[Multiple Asset Field Value Changes...](#)
[Multiple Internal Asset Movements...](#) 

User Profile Management & Documentation Management
[User Profile Maintenance...](#)
[User Level Maintenance...](#)
[User Profile Assignment...](#)
[User Movements...](#) 

Data Related Functions
[Backup, Restore or Delete Database...](#)
[Import Data from Excel Datasource...](#)
[Delete and Re-Crete Database...](#) 

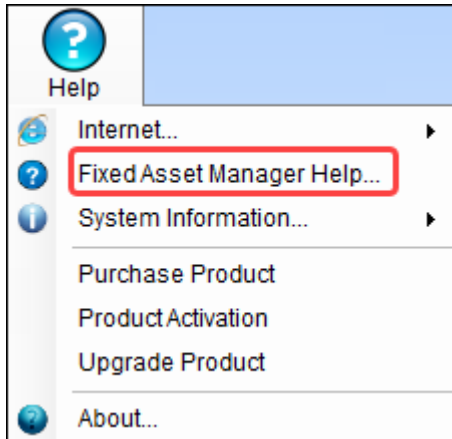
Getting Help

In addition to the main User Guide, on each screen you will see a blue symbol:



By clicking this symbol on the screen you are on, the system will take you to the individual User Guide for that topic.

To reference the full User Guide, click on the 'Help' menu item at the top of the main screen and select '**Fixed Asset Manager Help**' from the drop-down menu.



Hints and Tips

Throughout the User Guide, you will see this icon.



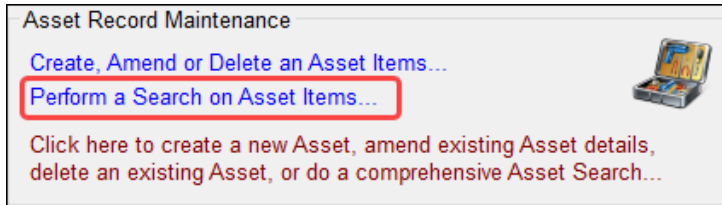
Where you see it displayed, you will find useful hints and tips to help you get the

best out of the application.

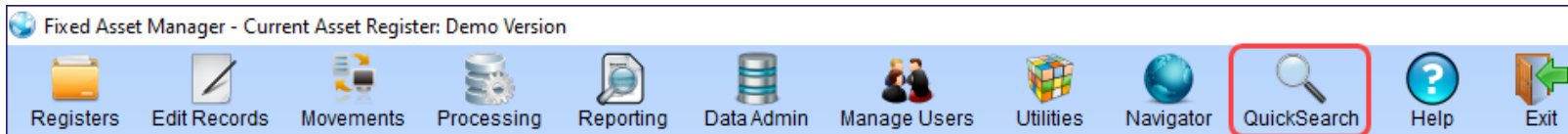
Asset Search

An Asset search can be done in several ways. The first two options will also allow you to search by date, value and status criteria:

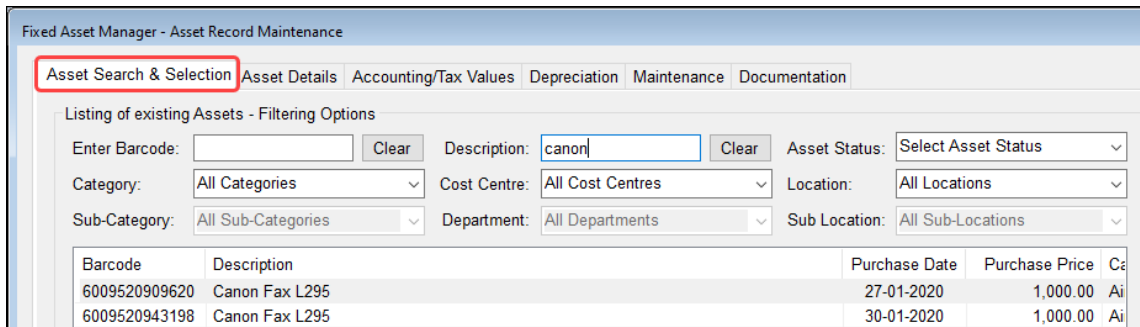
- By selecting the **'Perform a Search on Asset Items'** option from the main Navigator screen:



- Selecting the **'QuickSearch'** option from the horizontal menu at the top of the screen:



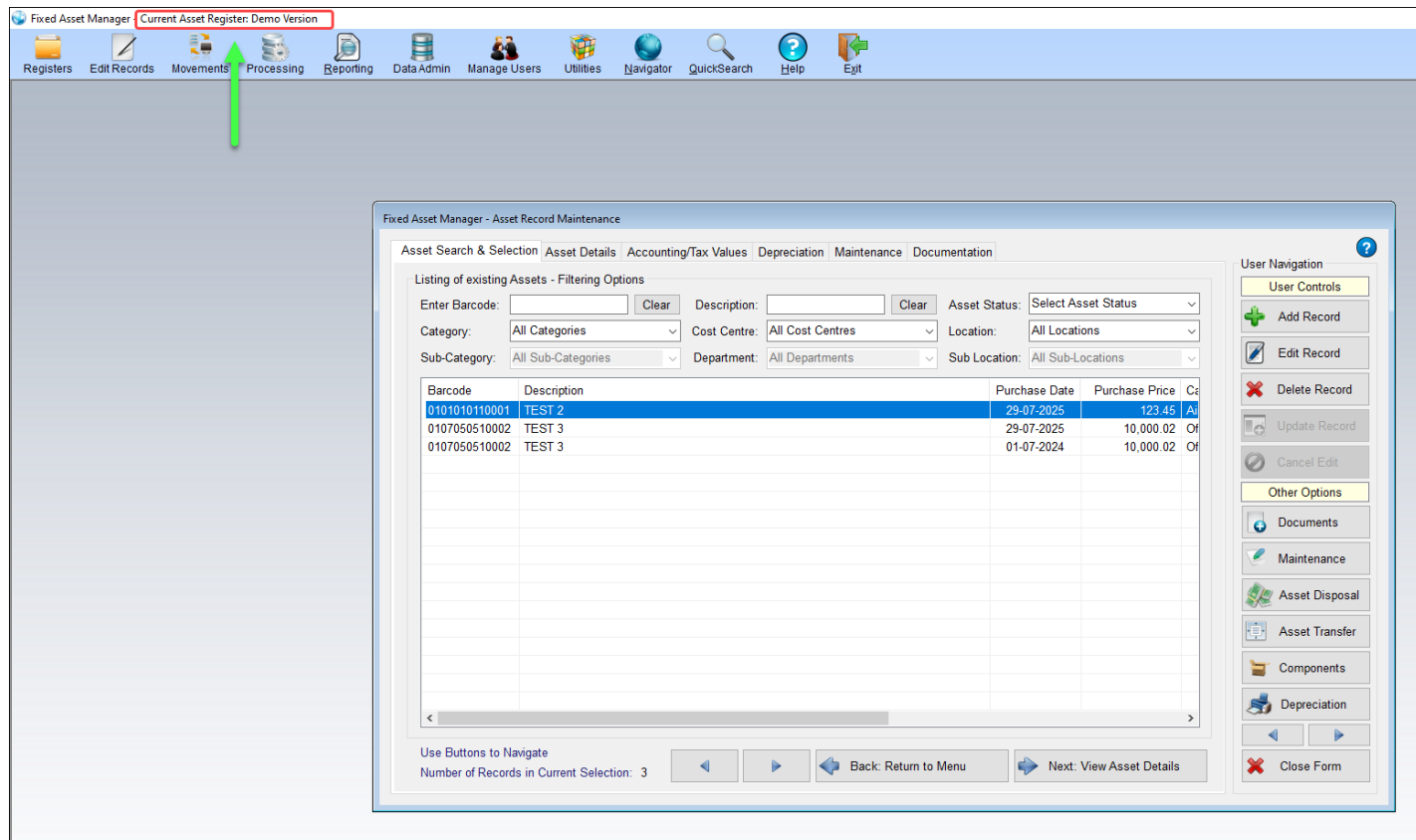
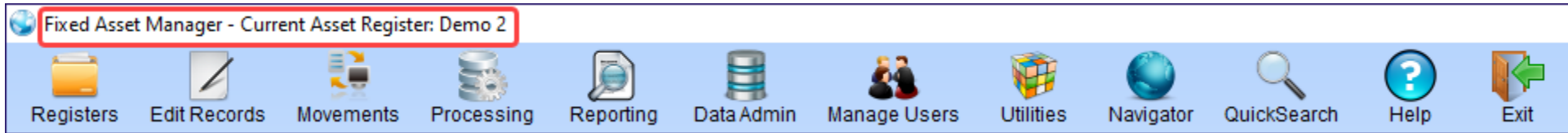
- From the **'Asset Search and Selection'** tab on the 'Asset Record Maintenance/Create, Amend or Delete an Asset Item' screen:



Making Changes in the Correct Register

If you opt for the Pro Edition of the Fixed Asset Manager, you could have many different Asset Registers. Even if you have the Standard Edition, making sure you are amending or deleting the right data in the right Register is crucial.

To confirm you are working in the correct Register, just check at the top of your screen, above the horizontal menu:



Asset Register Maintenance

Overview

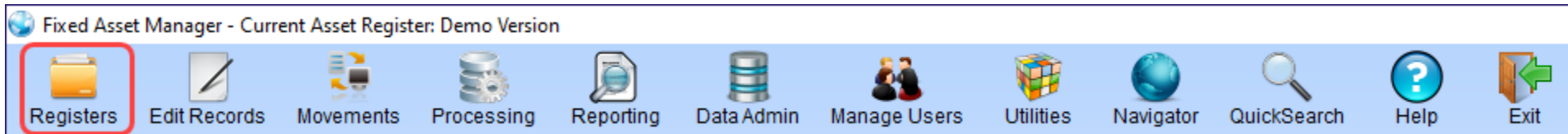
Before adding your Assets to the Asset Register, you will need to create the Asset Register itself. However, it is recommended that you read the section on **'Creating, Amending or Deleting an Asset Record'** before you create your first Asset Register, which will give you a good idea of what is involved in the process and allow you to make the right choices for your individual needs.



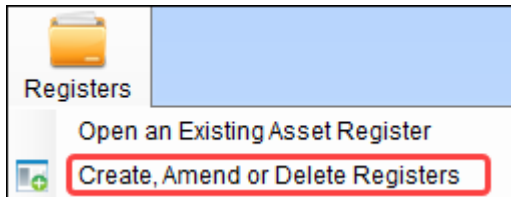
If you are deleting or amending an existing Asset Register, make sure you are working in the right Register! See **Amending and Deleting an Existing Asset Register** at the end of this Section.

Creating a New Asset Register

To access the screen for Creating a new Asset Register, select the **'Registers'** menu item from the Horizontal Menu Bar at the top of the screen, as illustrated below.



Select the **'Create, Amend or Delete Registers'** menu item from the drop-down menu.



OR Click on the relevant link in the Navigator screen:

Asset Register Maintenance

[Create, Amend or Delete an Asset Register...](#)



Click here to create a new or additional Register, amend an existing Register, or delete one or more existing Registers...

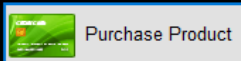
Fixed Asset Manager - System Navigator



Fixed Asset Manager

Your Ultimate Solution
to Seamless Asset
Management

**This Trial Version
of Fixed Asset
Manager will expire
on:**



Fixed Asset Manager - Demo Version

Asset Register Maintenance

[Create, Amend or Delete an Asset Register...](#)



Click here to create a new or additional Register, amend an existing Register, or delete one or more existing Registers...

Cost Centre Maintenance

[Create, Amend or Delete Cost Centres...](#)



Click here to create, amend or delete cost centres and/or departments...

Asset Record Maintenance

[Create, Amend or Delete an Asset Items...](#)
[Perform a Search on Asset Items...](#)



Click here to create a new Asset, amend existing Asset details, delete an existing Asset, or do a comprehensive Asset Search...

Asset Disposals & Movements

[Record Asset Disposals...](#)
[Record Asset Transfers...](#)
[Multiple Asset Field Value Changes...](#)
[Multiple Internal Asset Movements...](#)



Asset Category Maintenance

[Create, Amend or Delete Asset Categories...](#)



Click here to create, amend or delete Asset categories and/or Asset sub-categories...

User Profile Management & Documentation Management

[User Profile Maintenance...](#)
[User Level Maintenance...](#)
[User Profile Assignment...](#)
[User Movements...](#)



Asset Location Maintenance

[Create, Amend or Delete Asset Locations...](#)



Click here to create, amend or delete Asset locations and/or Sub-locations...

Data Related Functions

[Backup, Restore or Delete Database...](#)
[Import Data from Excel Datasource...](#)
[Delete and Re-Create Database...](#)



The Home screen will appear. Select the 'Create Register' button. The screen below will open on the **Asset Register Details** tab.

Fixed Asset Manager - Company/Asset Register Maintenance

Asset Register Details Create Structure Upload Documentation

Asset Register Details

Asset Register Details - All Fields Required

Asset Register Name:

Enter Password:

Financial Details

Company Registration Number:

Next Company Financial Year-End: 31/03/2025

Tax Related Information:

Company VAT Registration No.: Tax Rate [%]:

Asset Code Allocation

Use Auto Allocation of Sequenced Asset Codes / Bar Codes:

Provide own Asset Codes / Barcodes:

By selecting the Auto Allocation option, a 13 digit Barcode made up of a combination of the Category and Location Codes, as well as an incremental Asset Number will be generated automatically. Should you select the option to provide your own AssetCodes, any combination of alpha-numeric characters can be used to serve as a unique Asset code.

Entity Contact Details

Contact Details

Contact Details:

Telephone No.:

Cell No.:

Email Address:

Business Address:

Business Address 1:

Business Address 2:

Business Address 3:

Postal Address:

Postal Address 1:

Postal Address 2:

Postal Address 3:

Website Address: ...

Same as Business Address:

Last Depreciation run done for the Period Ending: 31/03/2026

Close Form

User Navigation

User Controls

+ Create Register

Edit Register

Delete Register

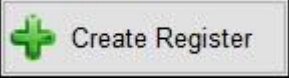


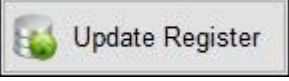

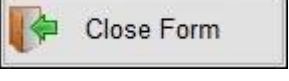
Update Register

Cancel Edit

Other Options

Close Form

Controls Used in Managing Asset Registers

	<p>Create Register button: Click on this button to add an Asset Register to the database table. Whilst you are in the process of creating a new Register, the application is said to be in Insert Mode. Click on 'Update Register' to save the new Register to the database. The system will prevent you from using an existing Register name.</p>
	<p>Edit Register button: Click on this button to amend an existing Asset Register. Whilst you are in the process of amending the details of an existing Register, the application is said to be in Edit Mode. Click on 'Update Register' to save your changes to the database. To discard your changes, click on the 'Cancel Edit' button, and no update will be made to the database.</p>
	<p>Delete Register button: Click on this button to delete an existing Asset Register.</p>
	<p>Update Register button: The Update button will update the database either with a new Register that has been created, or any changes made to an existing register, depending on the application you are working in.</p>
	<p>Cancel Edit: Click on the Cancel Edit button if you wish to cancel the process of creating a new Asset Register, or if you wish to cancel the editing process on any existing Register. The system will revert back to View mode.</p>
	<p>Close Form: Click on the Close Form button to close the screen and revert back to the main menu.</p>



Should you delete an existing Asset Register, all data and information linked the Register will also be deleted!

Asset Register Details

Complete the following fields:

- **Asset Register Name:** Select a unique name for the Asset Register. The system will prevent you from duplicating an existing Asset Register name.
- **Password:** Provide a password to access the Asset Register if required. The password is optional and will be used to limit access to the Asset Register to those users who have been provided with the password.
- **Company Registration Number:** Enter relevant CRN, if applicable.
- **Company Financial Year-End Date:** Select the company's next Financial Year-end date. The system will automatically adjust the date to the next FYE date whenever the financial year-end run has been performed.
- **Company VAT No.:** Should the company be registered for Value Added Tax, it will be useful to have the VAT Number on record for reporting and other miscellaneous purposes. This field can be left blank if the company is not registered for VAT.
- **Tax Rate [%]:** The company's tax rate percentage will be used to calculate the tax that may be payable or deductible on the Profit or Loss made on the disposal of an Asset.
- **Use Auto Allocation of Sequenced Asset Codes / Bar Codes:** By selecting the Auto Allocation option, the application will automatically generate a unique 13-digit barcode for each Asset. This barcode can be read using a standard barcode scanner. Alternatively, you can elect to provide your own Asset Codes.

Should you wish to use Auto Allocation after initially selecting to provide your own Asset codes, or vice-versa, you can change the setting by editing the Register on the '**Asset Register Details**' tab, selecting '**Edit Register**' and changing the settings in the '**Asset Code Allocation**' field. All your own codes will remain for existing Assets and the system will prompt you to accept or amend Auto-allocated bar codes for any new Assets you create.

- **Provide own Asset Codes:** By selecting this option, you will be prompted to enter your own code in the field provided, each time you create an Asset.
- **Entity Contact Details:** Complete this section with the basic Contact Details of the individual or Company on behalf of whom you may be maintaining the Asset Register, or your own details. Entering these details is not a requirement and all the fields displayed can be left blank if the information is not useful or relevant to you.

When you have completed this section, click on the second tab – **'Create Structure'**.

Asset Register Structure Preferences

Fixed Asset Manager - Company/Asset Register Maintenance

Asset Register Details | **Create Structure** | Upload Documentation

Asset Register Structure Preferences

In the section below you are able to select your preference as to the creation of Typical Asset Register structures in respect of Asset Categories, Locations and Cost Centres for the new Asset Register.

Select Option Below

I will create my own Category, Location and Cost Centre Structures:

Create Typical Category, Location and Cost Centre Structures:

Clone Category, Location and Cost Centre Structures from existing:

Select Register to Clone from: Demo Version99

Based on Current Selection, no structure will be created:

Preferences - Include the following Asset Register Structures

Asset Register Categories and Sub-categories:

Asset Register Cost Centers and Departments:

Asset Register Locations and Sub-locations:

IMPORTANT: Your selection options in this screen will determine the Structure of your new Asset Register. These selections cannot be changed once they have been created.

Asset Register Structure Preference

When creating a new Asset Register, the user has three options in terms of the Asset Register Structure. These options are as follows:

Create your own structure relating to Categories, Locations and Cost Centres:

The selection of this option will mean that the Asset Register will be created without any pre-populated structure and the user is free to create a suitable structure for the Register;

System generated structure relating to Categories, Locations and Cost Centres:

By selecting this option, the user has the option to have the new Register populated with a typical Asset Register structure in as far as the Asset Categories and Sub-categories, Locations and Sub-locations, as well as Cost Centres and Departments are concerned. These structures can always be deleted should they not be relevant to the specific entity, but the structure could assist the user in developing a better understanding of how the Asset Register is structured and many of the structures such as Categories and Sub-categories may come in handy to the user.

Clone Category, Location and Cost Centre Structures from an Existing Register on the System:

By selecting this option, the user has the option to clone an existing structure from an existing Register on the system. The

Back: Register Details | Next: Documentation

User Navigation

User Controls

Create Register

Edit Register

Delete Register

Update Register

Cancel Edit

Other Options

Close Form

When creating a new Asset Register, you have three options in terms of the Asset Register Structure. These options are as follows:

- **Create your own structure relating to Categories, Locations and Cost Centres:**

The selection of this option will mean that the Asset Register will be created without any pre-populated structure and you are free to create a suitable structure for the Register;

- **The system will create a structure relating to Categories, Locations and Cost Centres:**

By selecting this option, you have the option to have the new Register populated with a typical Asset Register structure in as far as the Asset Categories and Sub-categories, Locations and Sub-locations, as well as Cost Centres and Departments are concerned. These structures can always be deleted should they not be relevant to the specific entity, but the structure could assist you in developing a better understanding of how the Asset Register is structured and many of the structures such as Categories and Sub-categories may come in handy.

- **Clone Category, Location and Cost Centre Structures from an Existing Register on the System:**

By selecting this option, you have the option to clone an existing structure from an existing Register on the system. The benefit of this option is that if you have created a suitable structure for an existing Asset Register on the system, the structure can be cloned to the new Asset Register, saving time and effort.

Based on your selection, you can further select which structures to include:

- ✓ Categories and Sub-Categories
- ✓ Cost Centres and Departments
- ✓ Locations and Sub-Locations



Your selection options in this screen will determine the Structure of your new Asset Register. These Structure selections cannot be changed once they have been created.

When you have completed the relevant fields, click on the next tab - '**Upload Documentation**'.

Upload Documentation

Fixed Asset Manager - Company/Asset Register Maintenance

Asset Register Details | Create Structure | **Upload Documentation**

Select Text File to Import From [Source]:

Use this Document Management functionality to upload any relevant documentation relating to the selected Asset Register to your system for future reference.

Select Document to Upload to Selected Folder

Source Document & Folder:

Target Folder:

Documents related to Selected Asset Register:

Document Management System

Use this functionality to upload any relevant documentation relating to the selected Asset Register to your system for future reference, such contracts, agreements, etc.

Select a Document

Click on the 'Select Document to Upload to Selected Folder' Button to select any document or image from your hard-drive or external device for uploading to the DMS Folder for the Current Asset Register you are working in.

View an uploaded document

All uploaded documents will be listed for the relevant Asset Register that you are currently viewing or editing. Once you have uploaded a document to the DMS Folder, simply double-click on the document you wish to view in the 'Documents Related to Selected Asset' window.

Back: Create Structure | Next: Register Details

User Navigation

- User Controls
 - Create Register
 - Edit Register
 - Delete Register
 - Update Register
 - Cancel Edit
- Other Options
 - Close Form

Document Management System

Use this functionality to upload any relevant documentation relating to the selected Asset to your system for future reference.

Select a Document

Click on the **'Select Document to Upload to Selected Folder'** Button and select any document or image from your hard-drive or external device for uploading to the DMS Folder for the Current Asset Register you are working in.

View an uploaded document

Once you have uploaded a document to the DMS Folder, the document can be viewed by highlighting the document name that appears in the 'Documents Related to Selected Asset Register' panel and selecting **'Open Document'**.

Deleting Obsolete Documents

To delete obsolete documents that are no longer relevant to the Asset Register you are working in, select the document, then right-click and choose **'Delete Document'**.

Select **'Update Register'** to create the new Asset Register.

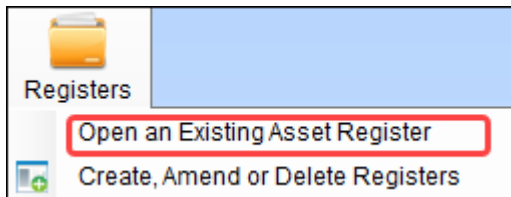
The system will return you to the login screen, where you can select the relevant Asset Register.

Amending an Existing Asset Register

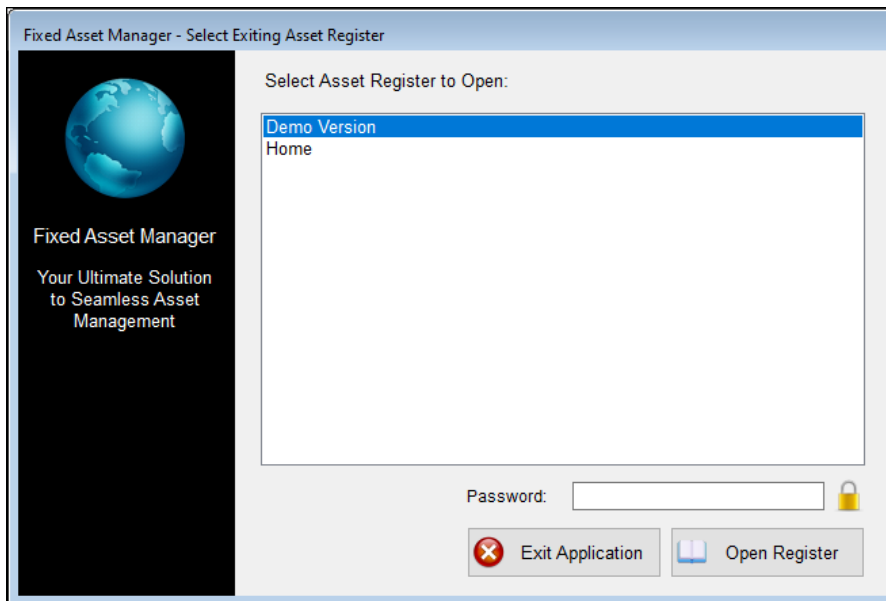
To prevent unauthorised amending of an Asset Register, it is necessary to first log into the Asset Register you wish to amend. Provided that each Asset Register has a password (recommended for multiple Users), unauthorised access can be prevented.

To amend an existing Asset Register:

- Select **'Registers'** from the horizontal menu at the top of the screen, and select **'Open an Existing Register'** from the drop-down menu, as shown below:



- The following screen will open:



- Select the Register you wish to amend, type in the password (if applicable) and click on **'Open Register'**.
- The Navigation page will open, showing the name of the register you have opened:



Click on **'Create, Amend or Delete an Asset Register'** from the main screen and select the **'Edit Register'** button.

Fixed Asset Manager - Company/Asset Register Maintenance

Asset Register Details | Create Structure | Upload Documentation

Asset Register Details

Asset Register Details - All Fields Required

Asset Register Name:

Enter Password:

Financial Details

Company Registration Number:

Next Company Financial Year-End:

Tax Related Information:

Company VAT Registration No.: Tax Rate [%]:

Asset Code Allocation

Use Auto Allocation of Sequenced Asset Codes / Bar Codes:

Provide own Asset Codes / Barcodes:

By selecting the Auto Allocation option, a 13 digit Barcode made up of a combination of the Category and Location Codes, as well as an incremental Asset Number will be generated automatically. Should you select the option to provide your own AssetCodes, any combination of alpha-numeric characters can be used to serve as a unique Asset code.

Last Depreciation run done for the Period Ending:

Entity Contact Details

Contact Details

Contact Details:

Telephone No.:

Cell No.:

Email Address:

Business Address:

Business Address 1:

Business Address 2:

Business Address 3:

Postal Address: Same as Business Address:

Postal Address 1:

Postal Address 2:

Postal Address 3:

Website Address:

User Navigation

User Controls

Create Register

Edit Register

Delete Register

Update Register

Cancel Edit

Other Options

Close Form

Close Form Next: Create Structure

Amend any of the available fields on the **Asset Register Details** tab or **Upload Documentation** tab and click on **'Update Register'** to save your changes to the Database.



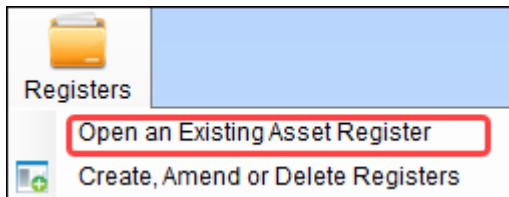
You cannot change the Structure details once they have been selected when creating the Asset Register.

Deleting an Existing Asset Register

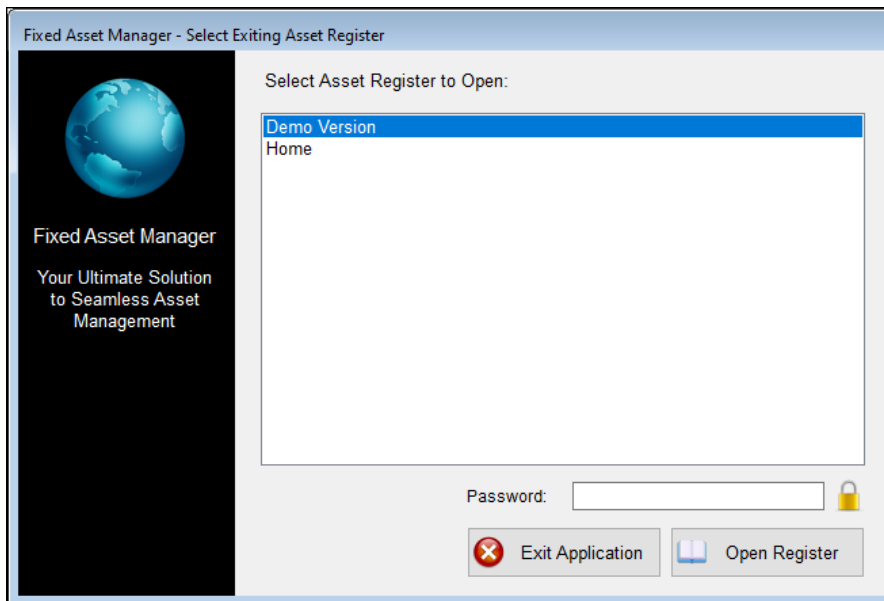
To prevent unauthorised deletion of an Asset Register, it is necessary for the User to log into the Asset Register they wish to delete. Provided that each Asset Register has a password (recommended for multiple Users), unauthorised access can be prevented.

To delete an existing Asset Register:

- Select '**Registers**' from the horizontal menu at the top of the screen, and select '**Open an Existing Register**' from the drop-down menu, as shown below:



- The following screen will open:



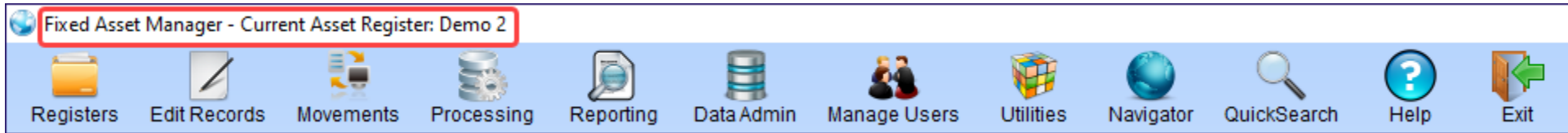
- Select the Register you wish to delete, type in the password (if applicable) and click on **'Open Register'**.
- The Navigation page will open, showing the name of the register you have opened:



- Select **'Create, Amend or Delete an Asset Register'**.
- Select **'Delete Register'**. You will be prompted to confirm your selection as this action cannot be undone.
- The system will return to the **'Select Existing Asset Register'** screen.
- There must always be at least one Asset Register in the Directory. You cannot delete an Asset Register if it is the only one in the system.



If you're not sure which Register you are working in, check at the very top of your screen, above the horizontal menu. The name of the current Register can be seen, whatever screen you are working in.



Asset Record Maintenance

Overview

This section of the Asset Register is the heart of the Application. It is important, to save you time later, that you read this section before creating your Asset Register.

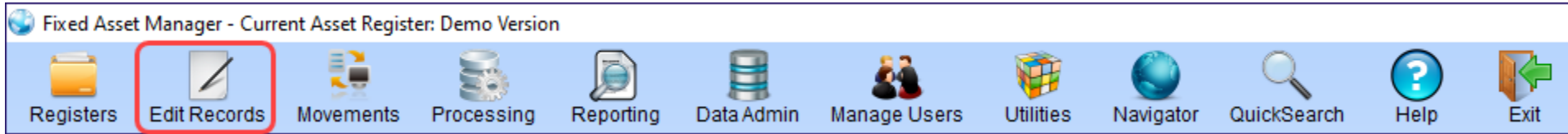
If you have elected to create your own structure when creating an Asset Register, it would be advisable to create your Structure before adding Assets. If you prefer to add Assets before creating a meaningful Structure, all Assets will be added to the “Default” Structure. Any Assets created using the Default Structure can be moved, either singularly or in bulk, to your own Structure, using the **Asset Movement functionality**, which is covered later in this Guide.

This section consists of six tabs, grouping Asset information together, and are as follows:

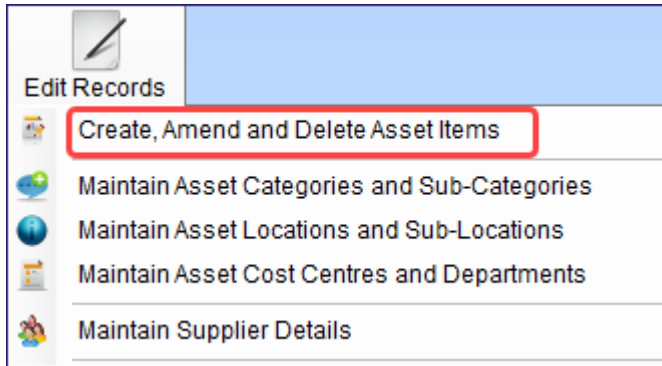
- Asset Search & Selection
- Asset Details
- Accounting/Tax Values
- Depreciation
- Maintenance
- Documentation

Creating a New Asset Record

To access the screen for creating an Asset, select the **'Edit Records'** menu item from the horizontal menu bar at the top of the screen, as illustrated below.



Select the **'Create, Amend & Delete Asset Items'** from the drop-down menu.



OR Click on the relevant link in the Navigator screen:

Asset Record Maintenance

[Create, Amend or Delete an Asset Items...](#)

[Perform a Search on Asset Items...](#)



Click here to create a new Asset, amend existing Asset details, delete an existing Asset, or do a comprehensive Asset Search...

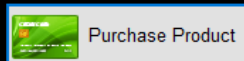
Fixed Asset Manager - System Navigator



Fixed Asset Manager

Your Ultimate Solution
to Seamless Asset
Management

**This Trial Version
of Fixed Asset
Manager will expire
on:**



Fixed Asset Manager - Demo Version

Asset Register Maintenance

[Create, Amend or Delete an Asset Register...](#)



Click here to create a new or additional Register, amend an existing Register, or delete one or more existing Registers...

Asset Record Maintenance

[Create, Amend or Delete an Asset Items...](#)

[Perform a Search on Asset Items...](#)



Click here to create a new Asset, amend existing Asset details, delete an existing Asset, or do a comprehensive Asset Search...

Asset Category Maintenance

[Create, Amend or Delete Asset Categories...](#)



Click here to create, amend or delete Asset categories and/or Asset sub-categories...

Asset Location Maintenance

[Create, Amend or Delete Asset Locations...](#)



Click here to create, amend or delete Asset locations and/or Sub-locations...

Cost Centre Maintenance

[Create, Amend or Delete Cost Centres...](#)



Click here to create, amend or delete cost centres and/or departments...

Asset Disposals & Movements

[Record Asset Disposals...](#)

[Record Asset Transfers...](#)

[Multiple Asset Field Value Changes...](#)

[Multiple Internal Asset Movements...](#)



User Profile Management & Documentation Management

[User Profile Maintenance...](#)

[User Level Maintenance...](#)

[User Profile Assignment...](#)

[User Movements...](#)



Data Related Functions

[Backup, Restore or Delete Database...](#)

[Import Data from Excel Datasource...](#)

[Delete and Re-Create Database...](#)



When you have selected **'Create, Amend and Delete Asset Items'** from the main menu, the application will open on the first tab – 'Asset Search & Selection'. click on the **'Add Record'** button.

Fixed Asset Manager - Asset Record Maintenance

Asset Search & Selection | Asset Details | Accounting/Tax Values | Depreciation | Maintenance | Documentation

Listing of existing Assets - Filtering Options

Enter Barcode: Clear Description: Clear Asset Status: Select Asset Status

Category: All Categories Cost Centre: All Cost Centres Location: All Locations

Sub-Category: All Sub-Categories Department: All Departments Sub Location: All Sub-Locations

Barcode	Description	Purchase Date	Purchase Price	Ca
0101010110010	Test 1	31-08-2023	63,000.00	Fu
0101010110011	Test 2	21-01-2024	66,000.00	Ai
0107070410007	Test 3	07-05-2022	9,000.00	Of
0101010110009	Test 5	23-03-2024	1,000,000.00	Ai

Use Buttons to Navigate between Tabs above
Number of Records in Current Selection: 4

Back: Return to Menu Next: View Asset Details

User Navigation

User Controls

+ Add Record

Edit Record

Delete Record

Update Record

Cancel Edit

Other Options

Documents

Maintenance

Components

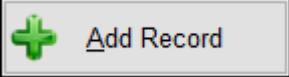
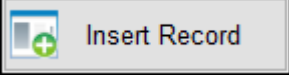

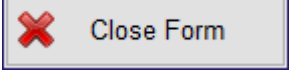
Depreciation

Close Form



When creating an Asset, you have the option to either create the Structure first (Category, Location, etc.) and add the new Asset directly into the Structure, or you can create the Asset first and move it singularly or in bulk into the correct Structure, using the **'Multiple Internal Asset Movements'** function in the **'Movements'** menu.

Controls Used in Creating a New Asset

	<p>Add Record button: Click on this button to add an Asset to the Database. Whilst you are in the process of creating a new Asset, the application is said to be in Edit Mode, and only once you have clicked on the 'Insert Record' button, will the new Item be added to the Database. To cancel the process, click on the 'Cancel Edit' button.</p>
	<p>Insert Record button: click on this button once you have finished adding the information for the new Asset. The Asset will be added to your Asset Register</p>
	<p>Cancel Edit: Click on the Cancel Edit button if you wish to cancel the process of creating a new Asset, or if you wish to cancel the editing process on an existing Asset. The system will revert back to View mode.</p>
	<p>Close Form: Click on the Close Form button to close the screen and revert back to the main menu.</p>



All other buttons on the Asset Record Maintenance home screen are used when amending an existing Asset. Once you have created the new Asset by completing the **Asset Details** tab, it becomes an existing Asset and any additions or amendments fall under '**Amending an Existing Asset Record**'.

Generating a Barcode

If you elected to use system-generated barcodes in the setup screen for the Asset Register, the following sub-screen will appear and you can use the selection to generate a 13-digit barcode for the Asset. If you elected to use a generic Structure from the system, you can select your Asset Category, Cost Centre and Location from the drop-down menu. These can be changed at a later date. Alternatively, the Asset will be linked to the Default Structure, which can also be changed later.

The screenshot displays the 'Fixed Asset Manager - Asset Record Maintenance' application. The main window is divided into several sections: 'Asset Search & Selection', 'Asset Details', 'Accounting/Tax Values', 'Depreciation', 'Maintenance', and 'Documentation'. The 'Asset Details' section is active, showing fields for 'Asset Category, Cost Centre and Location' (Air Conditioners, Air Conditioners Free Standing, Corporate Finance, Accounts Payable, Location1, Sub-Location1 A) and 'Supplier Details' (Default Supplier). A 'Generate Asset Barcode' dialog box is overlaid on the main window, containing the same 'Asset Category, Cost Centre and Location' fields and a 'Barcode Generation' section with a text field for the barcode (0101010110013) and a corresponding barcode image. At the bottom of the dialog, there are two buttons: 'Accept Barcode' (highlighted with a green checkmark) and 'Cancel & Exit'. The main window also features a 'User Navigation' panel on the right with buttons for 'Add Record', 'Edit Record', 'Delete Record', 'Insert Record', 'Cancel Edit', 'Documents', 'Maintenance', 'Components', 'Depreciation', and 'Close Form'. A 'Please Note' message at the bottom of the main window states: 'Please Note: The depreciation for any new assets created will only be updated with the next depreciation run.'

Select **'Accept Barcode'**.

User Generated Barcodes

If you chose to use your own barcodes when creating the Asset Register, you will be prompted to enter your own Asset code in the 'Asset Bar/ID Code' field when creating an Asset. If you chose to use a system-based Structure, you can allocate the Asset to one of the options in the drop-down menus for Asset Category, etc. If you chose to use your own Structure, the Asset will be written to the Default Structure.

Fixed Asset Manager - Asset Record Maintenance

Asset Search & Selection **Asset Details** Accounting/Tax Values Depreciation Maintenance Documentation

Asset Category, Cost Centre and Location

Asset Category: Air Conditioners
Asset Sub-Category: Air Conditioners Free Standing
Cost Centre: Corporate Finance
Department: Accounts Payable
Location [City]: Location1
Location [Room]: Sub-Location1 A

Supplier Details

Supplier Name: Default Supplier
Supplier Invoice Date: 31/07/2025
Supplier Invoice Number/Document:
Purchase Order Date: 31/07/2025
Purchase Order No.:
CAPEX Approval Number:
Guarantee Period [Months]: 12 31/07/2025
License Renewal Date: 31/07/2025
Last Depreciation run done for the Period Ending: 31/03/2025

Primary Details

Asset Bar/ID Code: * BarCode:
Asset Description: *
Date Purchased: * 31/07/2025
Quantity Purchased: 1
Purchase Price: * 0.00
Reference/Serial No.:
Asset Status: Active/In Production
Responsible Official:

Insurer Details & Estimated Replacement Value

Insured with: Sanlam
Policy Number:
Index Type: % Monetary Value
Replacement Value Index: 1.25 0.00
Insurance Value Index: 1.00 0.00

Please Note: The depreciation for any new assets created will only be updated with the next depreciation run.

Back: Asset Selection Next: Accounting/Tax Values

User Navigation

User Controls


Add Record
Edit Record
Delete Record
Insert Record
Cancel Edit


Other Options

Documents
Maintenance
Components
Depreciation
Close Form

Asset Details

Complete the following fields:

Asset Categories & Sub-Categories	Asset Categories & Sub-Categories are useful in grouping assets together in terms of characteristics and purpose for reporting and depreciation purposes.
Cost Centres & Departments	Cost Centres & Departments are useful in allocating the Accounting and Tax Depreciation against Assets linked to the Cost Centres & Departments benefitting from their use.
Locations & Sub-Locations	Locations & Sub-Locations allow you to track where Assets can be found. The Asset Register allows for the locality to be changed at any time, ensuring that when Assets are transferred internally, their whereabouts can be established at all times.
Supplier Details	Click on the drop-down menu to select a Supplier, or use the  symbol to add a Supplier to the Database, so you have a record of where the Asset was purchased. (Note: you can add several suppliers at once and create categories for them by going to ' Edit Records/Maintain Supplier Details ' in the horizontal menu)
Asset Bar/ID Code	System generated or enter your own, as described above.
Asset Description	The Asset Description field can consist of up to 240 alpha-numeric characters. You should aim to be as descriptive as possible, so you can easily recognise the Asset.
Date Purchased	The Date Purchased field is used in calculating the Accounting and Tax Depreciation on Assets. Depreciation is calculated on a month-to-month basis. If the Asset was purchased before the 15th of a given month, the purchase date will default to the 1st of the month for depreciation purposes, and to the end of the month if the purchase date is recorded as being after the 15th of the month.

Quantity Purchased	Should a number of Assets be purchased that are exactly the same, both in terms of the purchase date and purchase price, multiple Assets can be grouped together and will be depreciated as a unit. This is provided so that the Asset Register is not cluttered with multiple Assets that are exactly the same in nature and often low in value.
Purchase Price	The purchase price of an Asset is the price paid, whether the Asset was purchased new or used. Where the purchase price of an Asset cannot be established in monetary terms, it should be reflected in the Asset Register at a fair market value.
Reference/Serial No.	The Asset reference number should be a unique number, such as a serial number. Note: this is not the same as the Asset ID or barcode.
Asset Status	Chose the appropriate option from the drop-down menu – see separate Status Definition Guide below.
Insurer Details	Select the Insurance company from the drop-down menu, or use the  button to add an Insurance company, see separate Insurer Details Guide below.

Asset Status Definitions:

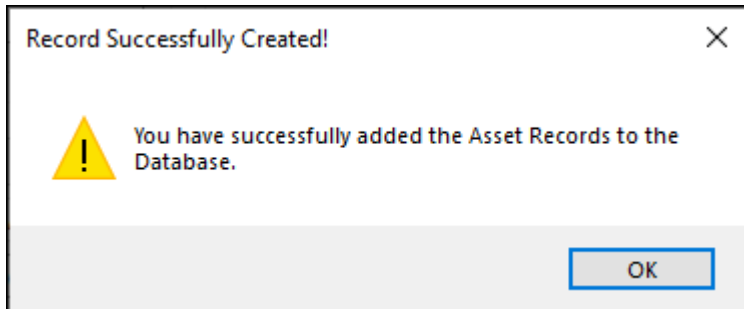
- **Active/In Production:** The Asset is currently active.
- **Available but Not in Production:** The Asset is currently available, but due to various reasons may not be used in production.
- **Decommissioned/Scrapped:** The Asset is on the Asset Register, but has been decommissioned or scrapped, due to being outdated and no longer suitable to be used in production.
- **Disposed:** An Asset is on the Asset Register, but has been disposed of (i.e., sold)
- **Stolen:** The Asset is on the Register, but has been stolen.
- **Donated:** The Asset is on the Register, but has been donated.

Insurer Details:

- **Insured with:** Select the Insurer the Asset is insured with from the available list of Insurers.
Policy Number: Enter the Policy Number under which the Asset is insured. Use the **Upload Documentation** tab to upload any Insurance related documentation pertaining to the Asset.
- **New Replacement Value Insurance Index:** Enter the Replacement Insurance Index to provide some indication of the current Replacement Value of the Asset.
- **Insurance Value Index:** Indicate by what percentage the insured value should increase annually.

Complete the fields in the 'Asset Details' tab and click on the '**Insert Record**' button to create the Asset and add it to the database.

You will see the following message appear:

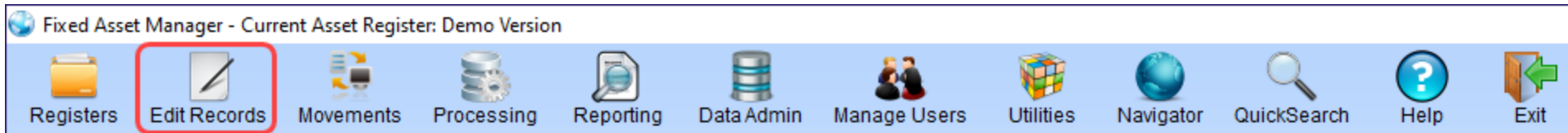


Once you have added an Asset to the database, you can either exit the screen or perform other functions, as described in the section '**Amending an Existing Asset Record**'.

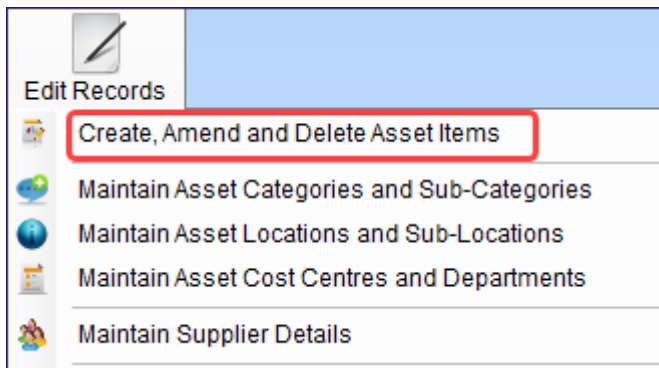
Amending an Existing Asset Record

Use this function to add or amend data for an Asset, such as performing a depreciation run, updating maintenance records or uploading documentation, etc.

To access the screen for amending an existing Asset, select the **'Edit Records'** menu item from the horizontal menu bar at the top of the screen, as illustrated below.



Select the **'Create, Amend & Delete Asset Items'** from the drop-down menu.



OR Click on the relevant link in the Navigator screen:

Asset Record Maintenance

[Create, Amend or Delete an Asset Items...](#)

[Perform a Search on Asset Items...](#)



Click here to create a new Asset, amend existing Asset details, delete an existing Asset, or do a comprehensive Asset Search...

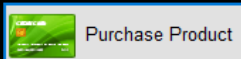
Fixed Asset Manager - System Navigator



Fixed Asset Manager

Your Ultimate Solution
to Seamless Asset
Management

**This Trial Version
of Fixed Asset
Manager will expire
on:**



Fixed Asset Manager - Demo Version

Asset Register Maintenance

[Create, Amend or Delete an Asset Register...](#)



Click here to create a new or additional Register, amend an existing Register, or delete one or more existing Registers...

Asset Record Maintenance

[Create, Amend or Delete an Asset Items...](#)

[Perform a Search on Asset Items...](#)



Click here to create a new Asset, amend existing Asset details, delete an existing Asset, or do a comprehensive Asset Search...

Asset Category Maintenance

[Create, Amend or Delete Asset Categories...](#)



Click here to create, amend or delete Asset categories and/or Asset sub-categories...

Asset Location Maintenance

[Create, Amend or Delete Asset Locations...](#)



Click here to create, amend or delete Asset locations and/or Sub-locations...

Cost Centre Maintenance

[Create, Amend or Delete Cost Centres...](#)



Click here to create, amend or delete cost centres and/or departments...

Asset Disposals & Movements

[Record Asset Disposals...](#)

[Record Asset Transfers...](#)

[Multiple Asset Field Value Changes...](#)

[Multiple Internal Asset Movements...](#)



User Profile Management & Documentation Management

[User Profile Maintenance...](#)

[User Level Maintenance...](#)

[User Profile Assignment...](#)

[User Movements...](#)



Data Related Functions

[Backup, Restore or Delete Database...](#)

[Import Data from Excel Datasource...](#)

[Delete and Re-Create Database...](#)



When you have selected '**Create, Amend or Delete Asset Items**', the screen will open on the tab named '**Asset Search & Selection**'.

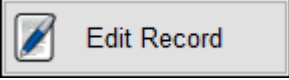
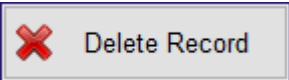
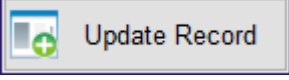
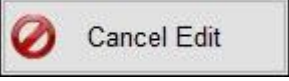
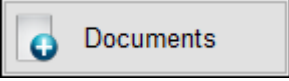
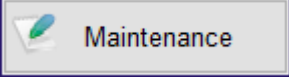
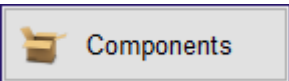
Filtering Options

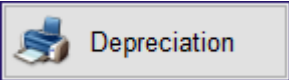

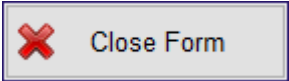
If you have many Assets in your Asset Register, you can search for a particular Asset, using the '**Asset Search & Selection**' function.

To filter the list of Assets in order to locate the Asset you wish to work on, various filtering options are available:

Asset Bar/ID Code	Enter the required Barcode/Asset ID in the Barcode field. The system will automatically filter the asset records that contain the barcode or partial barcode that has been entered.
Category & Sub-Category	Select the required category from the Category drop-down menu. Once the Category has been selected, the Asset Sub-category can be selected
Cost Centre & Department	Select the Cost Centre to filter. Once the required Cost Centre has been selected, the Departments to the Asset Cost Centre will be populated in the Department drop-down menu. Select the relevant Department.
Asset Status	Select the Asset Status on which you would like to filter assets on. Select from the available Status options: Active/In Production, Available but Not in Production, Decommissioned/Scrapped, Disposed, Stolen and Donated
Location & Sub-location	Select the Location to filter on. Once the required Location has been selected, the Sub-locations to the Asset Location will be populated in the Sub-location drop-down menu. Select the required Sub-location

Controls Used in Amending an Existing Asset

	<p>Edit Record button: Click on this button to Amend the details relating to an existing Asset, on any of the screens.</p> <p>Whilst you are in the process of amending the details of an existing Asset, the application is said to be in Edit Mode, and only once you have clicked on the 'Update Record' button, will the changes be made to the Database. To cancel the process, click on the 'Cancel Edit' button.</p>
	<p>Delete Record button: Click on this button to delete an existing Asset record on any screen in the Asset Record Maintenance screen. Performing this function will delete the Asset completely from your Database. You will receive a warning message to confirm deletion. This action cannot be reversed! A suggestion would rather be to remove it using the 'Disposal of Assets' function, covered in the 'Movements' section.</p>
	<p>Update Record button: The Update Button will update the details of the Asset you have edited and save them to the Database.</p>
	<p>Cancel Edit: Click on the Cancel Edit button if you wish to cancel the process of creating a new Asset, or if you wish to cancel the editing process on an existing Asset. The system will revert back to View mode.</p>
	<p>Documents: Use this Document Management functionality to upload or view any relevant documentation relating to the selected Asset to your system for future reference.</p>
	<p>Maintenance: use this functionality to record or view the details of any maintenance performed on any of the Assets in the current Asset Register.</p>
	<p>Components: should an Asset be made up of individual, replaceable components, use this functionality to record the replacement of one or more of the individual components, whilst maintaining the integrity of the Asset itself.</p>

	<p>Depreciation: this button will take you to the depreciation report for the item you are viewing, once a Depreciation run has been done (see Accounting/Tax Values tab), with the option to either export the information in PDF, Word or Excel format or print the report.</p>
	<p>Navigation Controls: The Navigation buttons can be used to move to the next and previous Asset.</p>
	<p>Close Form: Click on the Close Form button to close the screen and revert back to the main menu.</p>

To edit an existing Asset, navigate using the tabs provided.

Asset Details	Update fields such as Supplier Name, Asset Status, and Insurance Details, etc. Please note that any changes made to fields that may affect or change historical depreciation statistics would require a depreciation run to update correctly.
Accounting/Tax Values	Update the available fields in the Accounting and/or Tax Values for the Asset. Information such as the purchase price and description of the Asset should be changed on the 'Asset Details' tab. The depreciation figures are automatically calculated by the system, based on the field selection. Should the Category and/or Depreciation Method change, a depreciation run would need to be done to update the depreciation statistics for the Asset.
Depreciation	View the Depreciation for an individual Asset for the selected date range and export into an Excel document, if required.
Maintenance	View any maintenance recorded against the Asset.
Documentation	Upload additional information relating to the Asset, such as a User Guide or invoices.



Remember to select '**Edit Record**' to edit each screen, and '**Update Record**' to save your changes

Accounting/Tax Values

Fixed Asset Manager - Asset Record Maintenance

Asset Search & Selection | Asset Details | **Accounting/Tax Values** | Depreciation | Maintenance | Documentation

Asset Accounting Values

Asset Bar/ID Code: 0101010110010 Date Purchased: 31/08/2023 Purchase Price: 63,000.00 Quantity: 1

Asset Description: Test 1

Accounting Values

Asset Category: Furniture & Fittings

Depreciation Method: Straight Line Method

Period [Years]: 5.00

Purchase Price: 63,000.00

Estimated Residual Value: % 0.00 0.00

Depreciable Value: 63,000.00

Less: Accumulated Depreciation: 32,550.00

Asset Book Value: 30,450.00

Accounting Values - Current Financial Year

Book Value Beginning of Current Year: 01-04-2025 43,050.00

Less: Depreciation for the Current Year: 12,600.00

Current Book Value as at: 31-03-2026 30,450.00

Tax Values

Asset Tax Category: Adding machines

Depreciation Method: Straight Line Method

Period Period [Years]: 5.00

Purchase Price: 63,000.00

Estimated Residual Value: % 0.00 0.00

Depreciable Value: 63,000.00

Less: Accumulated Tax Depreciation: 32,550.00

Asset Tax Value: 30,450.00

Tax Values - Current Financial Year

Tax Value Beginning of Financial Year: 43,050.00

Less: Depreciation for the Current Year: 12,600.00

Current Tax Value as at 30,450.00

User Navigation

User Controls

Other Options

The information you added in the 'Asset Details' tab (i.e., date purchased and description) will be pulled through onto this screen.

As the Asset has already been created and now exists in the database, if you wish to amend the values in the Accounting and/or Tax values, perform a Depreciation Run or View the Depreciation Statistics of this Asset, you will select the '**Edit Record**' button.



The 'Perform Depreciation Run' and 'View Depreciation Statistics' buttons will be disabled until you have created the Asset and added it to the database.

Depreciation

Tax depreciation is the depreciation expense claimed by a taxpayer on a tax return to compensate for the loss in the value of the tangible Assets used in income-generating activities. Similar to accounting depreciation, tax depreciation allocates depreciation expenses over multiple periods. Thus, the tax values of depreciable Assets gradually decrease over their useful lives. Tax authorities treat depreciation expenses as tax deductions. In other words, taxpayers can claim depreciation expenses for eligible tangible Assets to reduce their taxable income and the tax amount owed.

The Fixed Asset Manager Application makes provision for selecting an appropriate Depreciation Method by asset category depending on the useful life of the Asset. Depreciation methods catered for are Straight Line Method, Reducing Balance Method, Sum of Digits Method, Immediate Write-off Method, Write-off by Year-End Method, and the Variable Write-off Method.

For accounting purposes, your Fixed Asset Register should reflect the value of an Asset at any time during its useful life.

The cost of the Asset should therefore be spread across the Asset's useful life – allowing you to reflect the cost to use that Asset to produce income in any given period. Aside from distorting the true value of Assets to a business, depreciating too aggressively reduces the value of those Assets on the balance sheet as well as reducing profits in the Profit & Loss Statement – therefore undervaluing the business. This can have significant impacts on a business' ability to borrow, meet banking loan covenants, and sell the business at a fair value.

Keeping separate Asset Registers for tax and accounting ensures you can maximise taxable deductions for you or your client and maximise the value of the business on the balance sheet.

What Assets are Eligible for Tax Depreciation?

Tax rules regarding depreciation can vary among different tax jurisdictions. Therefore, the Assets eligible for a claim of tax depreciation expense may also vary among countries. Nevertheless, there are several key criteria for the Assets to be considered eligible for depreciation claims that could be found across various jurisdictions:

- **A Taxpayer owns the Asset:**

A taxpayer can claim depreciation expenses only for those Assets that are considered to be a property owned by a taxpayer.

- **The Asset is used in the Income-Generating Activities:**

A taxpayer can deduct depreciation expenses only for Assets that are employed in the business or income-generating activities. Thus, Assets that are intended solely for personal use are not eligible for the depreciation claim.

- **The Asset has a determinable useful life:**

The Asset eligible for depreciation claim must have a useful life that can be reasonably estimated. In other words, one can provide a reasonable estimate of the number of years during which the Asset will remain in service until the point in time when it will become obsolete or will stop producing any economic benefits.

- **The Asset's useful life exceeds one year:**

Depreciation can be claimed only for long-term assets. It implies that the assets have a useful life of more than one year.

Performing a Depreciation Run

To perform a Depreciation run for the Asset you are viewing, select 'Perform Depreciation Run' at the bottom of the Accounting/Tax Values screen:

Fixed Asset Manager - Asset Record Maintenance

Asset Search & Selection | Asset Details | **Accounting/Tax Values** | Depreciation | Maintenance | Documentation

Asset Accounting Values

Asset Bar/ID Code: 0101010110010 Date Purchased: 31/08/2023 Purchase Price: 63,000.00 Quantity: 1

Asset Description: Test 1

Accounting Values		Tax Values	
Asset Category:	Furniture & Fittings	Asset Tax Category:	Adding machines
Depreciation Method:	Straight Line Method	Depreciation Method:	Straight Line Method
Period [Years]:	5.00	Period Period [Years]:	5.00
Purchase Price:	63,000.00	Purchase Price:	63,000.00
Estimated Residual Value: %	0.00	Estimated Residual Value: %	0.00
Depreciable Value:	63,000.00	Depreciable Value:	63,000.00
Less: Accumulated Depreciation:	32,550.00	Less: Accumulated Tax Depreciation:	32,550.00
Asset Book Value:	30,450.00	Asset Tax Value:	30,450.00

Accounting Values - Current Financial Year		Tax Values - Current Financial Year	
Book Value Beginning of Current Year: 01-04-2025	43,050.00	Tax Value Beginning of Financial Year:	43,050.00
Less: Depreciation for the Current Year:	12,600.00	Less: Depreciation for the Current Year:	12,600.00
Current Book Value as at: 31-03-2026	30,450.00	Current Tax Value as at	30,450.00

Perform Depreciation Run View Depreciation Statistics Back: Asset Details Next: Depreciation Details

User Navigation

- User Controls
- Add Record
- Edit Record
- Delete Record
- Update Record
- Cancel Edit
- Other Options
- Documents
- Maintenance
- Components
- Depreciation
- Close Form

Select the option you wish to run, select your date parameters and click on **'Perform Depreciation Run'**.

Fixed Asset Manager - Depreciation Run

Select one of the following Depreciation options: End Prev Fin Year: Start Curr Fin Year: End Curr Fin Year:


Period for which Depreciation run will be performed

- Perform Depreciation Run from the Date of Asset Purchase up to the selected End Period below
- Perform Depreciation Run from the Date of Asset Purchase up to the end of the Financial Year
- Perform Depreciation Run for one month since the previous run was performed
- Perform Run for a selected Asset from the Date of Asset Purchase up to selected End Period

Date up to which Depreciation run will be performed


End Period [Inclusive of Selected Month]:

Explanatory Notes

 NB: Depreciation will be calculated for each Asset from the Date of Purchase up to 31/03/2026, unless the Asset was Disposed of or Scrapped during the Life Expectancy of the asset. All prior Depreciation Records will be Deleted.



Progress Grid of Completed Records

100% Asset Count: 2

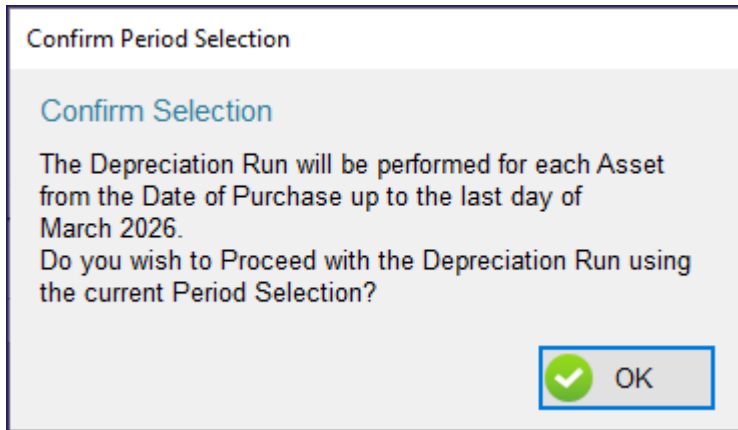


Barcode	Description	Category	Sub Category	Cost Centre	Department
*					

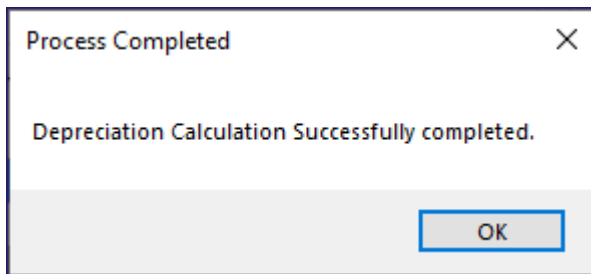
< >

 Perform Depreciation Run  Close Form

You will be asked to confirm your selection:



And the system will confirm the depreciation calculation has been done for this Asset.



You can now close the form and the system will revert back to the 'Accounting/Tax Values' tab.

If you wish to view the full depreciation statistics for this Asset, click on **'View Depreciation Statistics'** in the **'Accounting/Tax Values'** tab. The tab **'Depreciation'** will open and you can either copy the information into an Excel document, continue to another tab, or close the form:

Fixed Asset Manager - Asset Record Maintenance

Asset Search & Selection | Asset Details | Accounting/Tax Values | **Depreciation** | Maintenance | Documentation

Select Date Parameters:

Start Date: 01-07-2024 to End Date: 01-07-2024 Apply Date Range

Results of Selected Report:

Period	Purchase Price	Accounting Residual Value	Depreciable Value	Accounting Depreciation	Accounting Accumulated Depreciation	Accounting Book Value	Tax Residual Value	Tax Depreciable Value	Tax Depreciation
30-09-2023	63,000.00	0.00	63,000.00	1,050.00	1,050.00	61,950.00	0.00	63,000.00	1,050.00
31-10-2023	63,000.00	0.00	63,000.00	1,050.00	2,100.00	60,900.00	0.00	63,000.00	1,050.00
30-11-2023	63,000.00	0.00	63,000.00	1,050.00	3,150.00	59,850.00	0.00	63,000.00	1,050.00
31-12-2023	63,000.00	0.00	63,000.00	1,050.00	4,200.00	58,800.00	0.00	63,000.00	1,050.00
31-01-2024	63,000.00	0.00	63,000.00	1,050.00	5,250.00	57,750.00	0.00	63,000.00	1,050.00
29-02-2024	63,000.00	0.00	63,000.00	1,050.00	6,300.00	56,700.00	0.00	63,000.00	1,050.00
31-03-2024	63,000.00	0.00	63,000.00	1,050.00	7,350.00	55,650.00	0.00	63,000.00	1,050.00
30-04-2024	63,000.00	0.00	63,000.00	1,050.00	8,400.00	54,600.00	0.00	63,000.00	1,050.00
31-05-2024	63,000.00	0.00	63,000.00	1,050.00	9,450.00	53,550.00	0.00	63,000.00	1,050.00
30-06-2024	63,000.00	0.00	63,000.00	1,050.00	10,500.00	52,500.00	0.00	63,000.00	1,050.00
31-07-2024	63,000.00	0.00	63,000.00	1,050.00	11,550.00	51,450.00	0.00	63,000.00	1,050.00
31-08-2024	63,000.00	0.00	63,000.00	1,050.00	12,600.00	50,400.00	0.00	63,000.00	1,050.00
30-09-2024	63,000.00	0.00	63,000.00	1,050.00	13,650.00	49,350.00	0.00	63,000.00	1,050.00
31-10-2024	63,000.00	0.00	63,000.00	1,050.00	14,700.00	48,300.00	0.00	63,000.00	1,050.00
30-11-2024	63,000.00	0.00	63,000.00	1,050.00	15,750.00	47,250.00	0.00	63,000.00	1,050.00
31-12-2024	63,000.00	0.00	63,000.00	1,050.00	16,800.00	46,200.00	0.00	63,000.00	1,050.00
31-01-2025	63,000.00	0.00	63,000.00	1,050.00	17,850.00	45,150.00	0.00	63,000.00	1,050.00

User Navigation

User Controls

- Add Record
- Edit Record
- Delete Record
- Update Record
- Cancel Edit

Other Options

- Documents
- Maintenance
- Components
- Depreciation**
- Close Form

Copy Content to Clipboard Refresh Current Data Back: Accounting/Tax Values Next: Maintenance Details



You can also view a formatted version of the report by clicking on the **'Depreciation'** button on the side of the screen.

By selecting the 'Depreciation' button located on the side, you will generate a formatted report for the depreciation of the Asset you are viewing.

This report can be exported as a PDF, Word or Excel document, or printed directly to your printer.

Fixed Asset Manager - Reporting Module

Select Report: Depreciation per Asset Report Content: Depreciation per Asset Close Form

Select Category: All Categories Select Cost Centre: All Cost Centres Select Location: All Locations

Select Sub-Category: All Sub-Categories Select Department: Select Sub-Location:

Show Accounting and Tax Values for the Selected Period:

Select Date Range: 7/31/2025 to 7/31/2025 Filter Report by Date Range Selection

1 /1+ SAP CRYSTAL REPORTS

Main Report

0101010110009
0101010110010
0101010110011
0107070410007
0630181810000
1234567

Demo Version
Depreciation Statistics by Asset

Depreciation Statistics for Asset: 0101010110010 Test 1

Asset Code: 0101010110010 Purchase Date: 08/31/2023 Purchase Price: 63,000
 Category: Furniture & Fittings Sub-Category: Boardroom Tables Residual Value
 Cost Centre: Human Resources Department: HR Management & Policy Net Depr Value: 63,000
 Location: Location1 Sub-Location: Sub-Location1 A

Period End	Accounting Values			Tax Values		
	Period Depreciation	Acc Depreciation	Book Value	Period Depreciation	Acc Depreciation	Tax
30/09/2023	1,050.00	1,050.00	61,950.00	1,050.00	1,050.00	61,9
31/10/2023	1,050.00	2,100.00	60,900.00	1,050.00	2,100.00	60,9
30/11/2023	1,050.00	3,150.00	59,850.00	1,050.00	3,150.00	59,8
31/12/2023	1,050.00	4,200.00	58,800.00	1,050.00	4,200.00	58,8
31/01/2024	1,050.00	5,250.00	57,750.00	1,050.00	5,250.00	57,7
29/02/2024	1,050.00	6,300.00	56,700.00	1,050.00	6,300.00	56,7
31/03/2024	1,050.00	7,350.00	55,650.00	1,050.00	7,350.00	55,6

Current Page No.: 1 Total Page No.: 1+ Zoom Factor: 100%

Maintenance Records

Use this section to view maintenance information for an Asset, such as service dates for vehicles or equipment.

To view current maintenance for a particular Asset, select the Asset from the **'Asset Search and Selection'** tab, then click on the **'Maintenance'** tab:

Fixed Asset Manager - Asset Record Maintenance

Asset Search & Selection | Asset Details | Accounting/Tax Values | Depreciation | **Maintenance** | Documentation

Select Date Parameters:
Start Date: 01-07-2024 to End Date: 01-07-2024 Apply Date Range

Results of Selected Report: **Double Click on selected maintenance item to view full details**

Invoice Date	Description	Invoice No	Reference No	Supplier	Ma
31-08-2024	Wheels replaced	None Provided	None Provided		31

User Navigation

- User Controls
- Add Record
- Edit Record
- Delete Record
- Update Record
- Cancel Edit
- Other Options
- Documents
- Maintenance
- Components
- Depreciation
- Close Form

Copy Content to Clipboard | Refresh Current Data | Back: Depreciation Details | Next: Documentation

To add a Maintenance record for an Asset, either click on the **'Maintenance'** button on the side of the screen, if you are already in the **Maintenance** tab for the selected Asset, or select the Asset you wish to add maintenance information for from the tab **'Asset Search & Selection'** and then click on the **'Maintenance'** button:

Fixed Asset Manager - Asset Record Maintenance

Asset Search & Selection | Asset Details | Accounting/Tax Values | Depreciation | Maintenance | Documentation

Listing of existing Assets - Filtering Options

Enter Barcode: Clear Description: Clear Asset Status: Select Asset Status

Category: All Categories Cost Centre: All Cost Centres Location: All Locations

Sub-Category: All Sub-Categories Department: All Departments Sub Location: All Sub-Locations

Barcode	Description	Purchase Date	Purchase Price	Ca
0101010110010	Test 1	31-08-2023	63,000.00	Fu
0101010110011	Test 2	21-01-2024	66,000.00	Ai
0107070410007	Test 3	07-05-2022	9,000.00	Of
0101010110009	Test 5	23-03-2024	1,000,000.00	Ai

User Navigation

User Controls

- Add Record
- Edit Record
- Delete Record
- Update Record
- Cancel Edit

Other Options

- Documents
- Maintenance**
- Components
- Depreciation
- Close Form

Use Buttons to Navigate between Tabs above
Number of Records in Current Selection: 4

Back: Return to Menu | Next: View Asset Details

Click on the **'Add Item'** button and complete the details of the maintenance work carried out.

Fixed Asset Manager - Asset Maintenance Records

Existing Asset Maintenance Records

Record Asset Maintenance

Asset Details as per Asset Register:

Asset Bar/ID Code: 0101010110009

Asset Description: Test 5

Maintenance Details

Description of Work Done:

Maintenance/Invoice Date: 31/07/2025

Invoice No:

Work Order/Reference No.:

Supplier/Contractor Name: Default Supplier

Next Scheduled Maintenance Date: 31/07/2025

Asset Expense Details - [Not Compulsory]

Labour Cost:

Parts/Material Cost:

Total Maintenance Cost:

Estimated Cost as per Quotation/Budget:

Over/(Under) Estimated Cost:

Job Completion Date: 31/07/2025

User Navigation

User Controls

+ Add Item

Edit Item

Delete Item

Update Item

Cancel Edit

Other Options

Close Form

Use this functionality to record the details of any maintenance performed on any of the assets in the current Asset Register. The purpose is to build up a maintenance history to serve as a reference into the future.

Complete the relevant fields and select **'Update Item'** button when finished. You will see the maintenance record you created in the 'Existing Asset Maintenance Records' on the left hand side. Close the form when done.



The system will calculate the cost of the repair against a quote you received, if applicable.

Documentation

Fixed Asset Manager - Asset Record Maintenance

Asset Search & Selection | Asset Details | Accounting/Tax Values | Depreciation | Maintenance | **Documentation**

Select Text File to Import From [Source]:

Use this Document Management functionality to upload any relevant documentation relating to the selected Asset to your system for future reference.

Select Document to Upload to Selected Folder

Source Document & Folder:


Target Folder:

Documents related to Selected Asset:

Select Text File to Import From [Source]:

Use this Document Management functionality to upload any relevant documentation relating to the selected Asset to your system for future reference.

Select Image to display



Test 1

User Navigation

- User Controls
- Add Record
- Edit Record
- Delete Record
- Update Record
- Cancel Edit
- Other Options
 - Documents**
 - Maintenance
 - Components
 - Depreciation
- Close Form

View Asset Details | Asset Record Selection | Back: Maintenance Details | Next: View Asset Details

Document Management System

Uploading a document relevant to the Asset you are editing can either be done from the **'Documentation'** tab or by clicking on the **'Documents'** button on the side of the screen. Use this functionality to upload any relevant documentation relating to the selected Asset to your system for future reference.

If you need a reminder of which Asset you are uploading or viewing a document for, click on the **'View Asset Details'** button at the bottom of the screen, or select a different Asset, using the **'Asset Record Selection'** button next to it, then navigate back to the Documentation tab.

Select a Document

Click on the **'Select Document to Upload to Selected Folder'** button to select any document or image from your hard-drive or external device for uploading to the DMS Folder for the Asset record that is currently being viewed.

View an uploaded document

Once you have uploaded a document to the DMS Folder, the document can be viewed by highlighting the relevant document in the **'Documents Related to Selected Asset'** window. Right-click and select 'View document'.

Delete an Uploaded document

As with viewing a document, right-click on the relevant document but select 'Delete document'. The document will be deleted from the database.

Document Image

You can also upload an image of the Asset, which could be helpful for insurance claims, especially artwork, jewellery, etc. Simply click on **Select Image to Display** and select the image from your hard drive. The Image will appear in the window.

Components

Should an Asset be made up of individual, replaceable components, use this functionality to record the replacement of one or more of the individual components, whilst maintaining the integrity of the Asset itself.

To add a component to an existing Asset, click on the **'Components'** button located on the side of the screen:

Fixed Asset Manager - Asset Record Maintenance

Asset Search & Selection | Asset Details | Accounting/Tax Values | Depreciation | Maintenance | Documentation

Listing of existing Assets - Filtering Options

Enter Barcode: Clear Description: Clear Asset Status: Select Asset Status

Category: All Categories Cost Centre: All Cost Centres Location: All Locations

Sub-Category: All Sub-Categories Department: All Departments Sub Location: All Sub-Locations

Barcode	Description	Purchase Date	Purchase Price	Ca
0101010110010	Test 1	31-08-2023	63,000.00	Fu
0101010110011	Test 2	21-01-2024	66,000.00	Ai
0107070410007	Test 3	07-05-2022	9,000.00	Of
0101010110009	Test 5	23-03-2024	1,000,000.00	Ai

User Navigation

User Controls

- Add Record
- Edit Record
- Delete Record
- Update Record
- Cancel Edit

Other Options

- Documents
- Maintenance
- Components**
- Depreciation
- Close Form

Use Buttons to Navigate between Tabs above
Number of Records in Current Selection: 4

Back: Return to Menu Next: View Asset Details

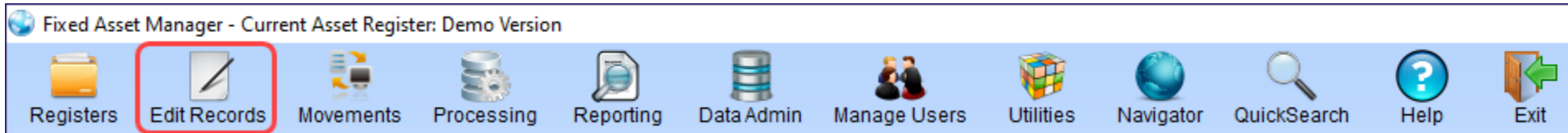
Select **Add Item**, complete the fields and select **Update Item** when finished, or **Cancel Edit** if necessary, then **Close Form**. The system will return to the screen you were in.

The screenshot shows the 'Component Maintenance' application window. The interface is divided into three main sections:

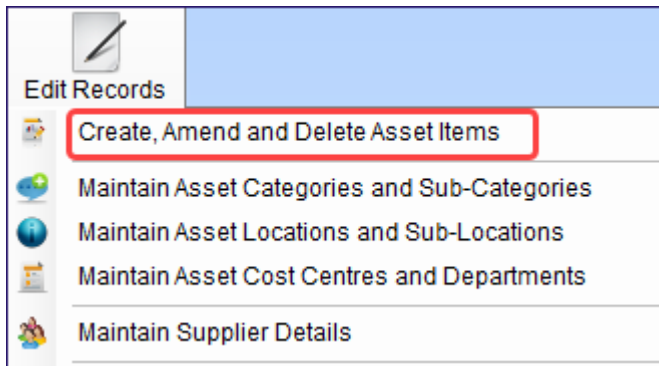
- Existing Asset Components:** A large, empty rectangular area on the left side of the window, intended for displaying a list of existing components.
- Asset Component Maintenance Facility:** A central form area containing several input fields and a dropdown menu:
 - Asset Details as per Asset Register:**
 - Asset Bar/ID Code: 0101010110009
 - Asset Description: Test 5
 - Asset Component Details:**
 - Asset Component Details [Linked to Main Asset]:
 - Component Description: (empty text box)
 - Date Purchased: 31/07/2025 (dropdown menu)
 - Purchase Price: (empty text box)
 - Reference/Serial No.: (empty text box)
 - Supplier Details: Default Supplier (dropdown menu)
 - Invoice Number: (empty text box)
- User Controls:** A vertical panel on the right side containing several buttons:
 - User Controls:** A yellow header bar.
 - Add Item:** A button with a green plus sign icon, highlighted with a blue border.
 - Edit Item:** A button with a pencil icon.
 - Delete Item:** A button with a red X icon.
 - Update Item:** A button with a refresh icon.
 - Cancel Edit:** A button with a red circle and slash icon.
 - Other Options:** A yellow header bar.
 - Navigation:** Four small arrow buttons (back, forward, etc.).
 - Close Form:** A button with a red X icon.

Deleting an Existing Asset Record

Should you wish to delete an existing Asset, rather than changing its status to 'Disposed', select the **'Edit Records'** menu item from the horizontal menu bar at the top of the screen, as illustrated below.



Select the **'Create, Amend & Delete Asset Items'** from the drop-down menu.



OR Click on the relevant link in the Navigator screen:

Asset Record Maintenance

[Create, Amend or Delete an Asset Items...](#)

[Perform a Search on Asset Items...](#)



Click here to create a new Asset, amend existing Asset details, delete an existing Asset, or do a comprehensive Asset Search...

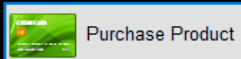
Fixed Asset Manager - System Navigator



Fixed Asset Manager

Your Ultimate Solution
to Seamless Asset
Management

**This Trial Version
of Fixed Asset
Manager will expire
on:**



Fixed Asset Manager - Demo Version

Asset Register Maintenance

[Create, Amend or Delete an Asset Register...](#)



Click here to create a new or additional Register, amend an existing Register, or delete one or more existing Registers...

Cost Centre Maintenance

[Create, Amend or Delete Cost Centres...](#)



Click here to create, amend or delete cost centres and/or departments...

Asset Record Maintenance

[Create, Amend or Delete an Asset Items...](#)

[Perform a Search on Asset Items...](#)



Click here to create a new Asset, amend existing Asset details, delete an existing Asset, or do a comprehensive Asset Search...

Asset Disposals & Movements

[Record Asset Disposals...](#)

[Record Asset Transfers...](#)

[Multiple Asset Field Value Changes...](#)

[Multiple Internal Asset Movements...](#)



Asset Category Maintenance

[Create, Amend or Delete Asset Categories...](#)



Click here to create, amend or delete Asset categories and/or Asset sub-categories...

User Profile Management & Documentation Management

[User Profile Maintenance...](#)

[User Level Maintenance...](#)

[User Profile Assignment...](#)

[User Movements...](#)



Asset Location Maintenance

[Create, Amend or Delete Asset Locations...](#)



Click here to create, amend or delete Asset locations and/or Sub-locations...

Data Related Functions

[Backup, Restore or Delete Database...](#)

[Import Data from Excel Datasource...](#)

[Delete and Re-Create Database...](#)



- In the 'Asset Search & Selection' tab, select the Asset you wish to delete.
- Click on the '**Delete Record**' button. You will be prompted to confirm your selection.
- Select 'OK' to delete the Asset, or 'Cancel' to return to the 'Asset Details' tab. **Note: this action cannot be reversed.**

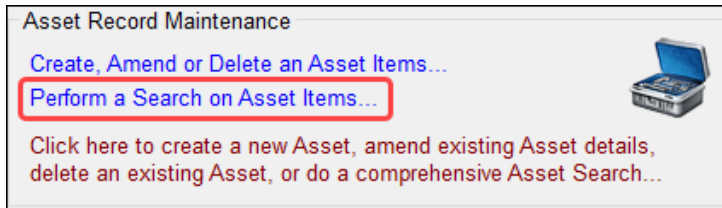


Multiple Assets can be deleted at the same time, using the '**Movements**' horizontal menu item and selecting '**Multiple Internal Asset Movements**'.

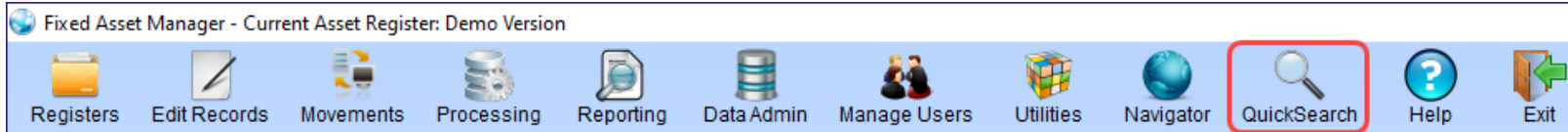
Asset Search

An Asset search can be done in several ways. The first two options will also allow you to search by date, value and status criteria:

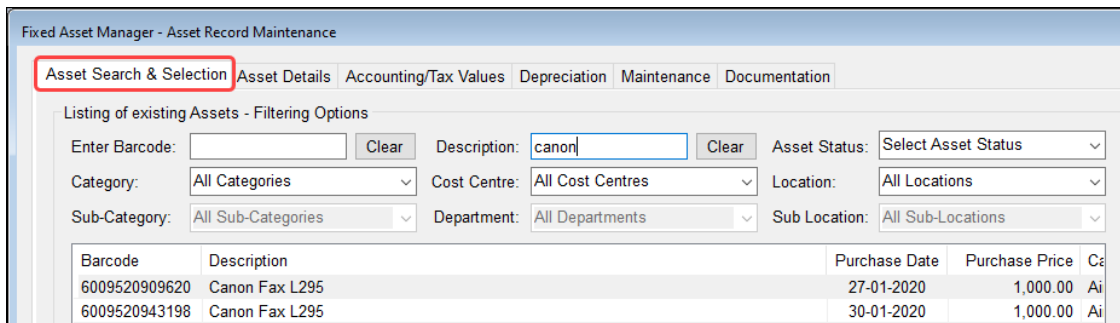
- By selecting the **'Perform a Search on Asset Items'** option from the main Navigator screen:



- Selecting the **'QuickSearch'** option from the horizontal menu at the top of the screen:



- From the **'Asset Search and Selection'** tab on the 'Asset Record Maintenance' screen:



Asset Categories and Sub-Categories

Overview

Asset categories are labels or groups that classify Assets according to their type, function, or characteristics. This helps in tracking, depreciating, and maintaining your Assets properly.

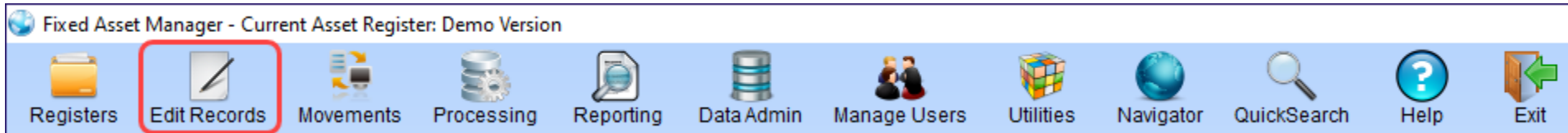
Why use Asset Categories:

- Streamlined Reporting
- Accounting Compliance – Different categories may have different depreciation rules.
- Efficient Asset Tracking – Helps with audits, maintenance schedules, and life cycle tracking.
- Budgeting & Planning – Better planning for asset replacement and upgrades.

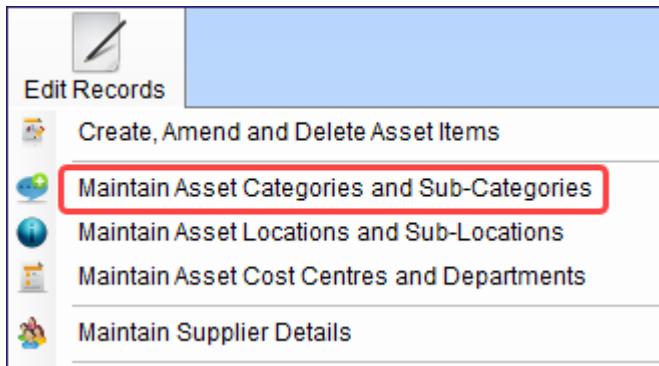
Common Asset Categories:	Common Asset Sub-Categories:
Plant & Machinery	Air conditioners, lawnmowers, grinding machines, compressors
Furniture & Fixtures	Desks, chairs, tables, cupboards
IT Equipment	Computers, monitors, printers
Vehicles	Delivery vehicles, company cars, motorbikes, trailers

Creating, Amending and Deleting Asset Categories and Sub-Categories

To access the screen for Creating, Amending or Deleting an Asset Category, select the **'Edit Records'** menu item from the Horizontal Menu Bar at the top of the screen, as illustrated below.



Select the **'Maintain Asset Categories and Sub-Categories'** from the drop-down menu.



OR Click on the relevant link in the Navigator screen:

Asset Category Maintenance

[Create, Amend or Delete Asset Categories...](#)

Click here to create, amend or delete Asset categories and/or Asset sub-categories...



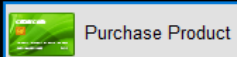
Fixed Asset Manager - System Navigator



Fixed Asset Manager

Your Ultimate Solution
to Seamless Asset
Management

**This Trial Version
of Fixed Asset
Manager will expire
on:**



Fixed Asset Manager - Demo Version

Asset Register Maintenance

[Create, Amend or Delete an Asset Register...](#)

Click here to create a new or additional Register, amend an existing Register, or delete one or more existing Registers...



Cost Centre Maintenance

[Create, Amend or Delete Cost Centres...](#)

Click here to create, amend or delete cost centres and/or departments...



Asset Record Maintenance

[Create, Amend or Delete an Asset Items...](#)
[Perform a Search on Asset Items...](#)

Click here to create a new Asset, amend existing Asset details, delete an existing Asset, or do a comprehensive Asset Search...



Asset Disposals & Movements

[Record Asset Disposals...](#)
[Record Asset Transfers...](#)
[Multiple Asset Field Value Changes...](#)
[Multiple Internal Asset Movements...](#)



Asset Category Maintenance

[Create, Amend or Delete Asset Categories...](#)

Click here to create, amend or delete Asset categories and/or Asset sub-categories...



User Profile Management & Documentation Management

[User Profile Maintenance...](#)
[User Level Maintenance...](#)
[User Profile Assignment...](#)
[User Movements...](#)



Asset Location Maintenance

[Create, Amend or Delete Asset Locations...](#)

Click here to create, amend or delete Asset locations and/or Sub-locations...



Data Related Functions

[Backup, Restore or Delete Database...](#)
[Import Data from Excel Datasource...](#)
[Delete and Re-Create Database...](#)



Asset Categories & Sub-Categories – Home Screen

Asset Category Maintenance - Current Asset Register: Demo Version

Maintenance - Asset Categories | Depreciation Details

Asset Categories - Select Category

- Air Conditioners
- Computer Equipment
- Computer Software
- Furniture & Fittings
- Land & Buildings
- Motor Vehicles & Trailers
- Office Equipment
- Plant & Machinery
- Tools & Equipment

Asset Sub-Categories - Select Sub-Category

- Air Conditioners Free Standing
- Air Conditioners Installed

Asset Category Details

Category Description: Air Conditioners

Category Default Parameters:

Default Depreciation Method: Straight Line Method

Default Depreciation Term [Years]: 5.00

Default Residual Value Percentage [%]: 0.00

Category Status:

Category Blocked:

Asset Sub-Category Details

Sub-Category Description: Air Conditioners Free Standing

Categories

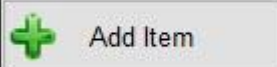
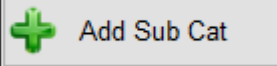
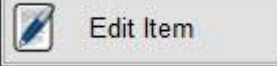
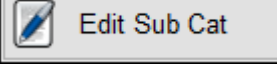
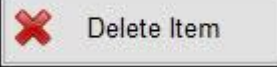
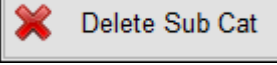
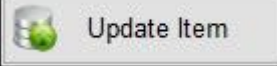
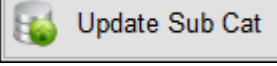
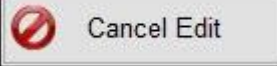
- + Add Item
- ✎ Edit Item
- ✖ Delete Item
- ↻ Update Item
- ⊘ Cancel Edit
- ⏪ ⏩ ⏴ ⏵

Sub-Categories

- + Add Sub Cat
- ✎ Edit Sub Cat
- ✖ Delete Sub Cat
- ↻ Update Sub Cat
- ⊘ Cancel Edit
- ⏪ ⏩ ⏴ ⏵
- 🏠 Close Form

?

Controls Used in Managing Asset Categories and Sub-Categories

	<p>Add Item and Sub Cat buttons: Click on this button to add an Asset Category or Sub-category to the database. Whilst you are in the process of creating a new Category or Sub-category, the application is said to be in Insert Mode, and only once you have clicked on the 'Update Item' or 'Update Sub Cat' buttons, will the new item be added to the Database. To cancel the process, click on the 'Cancel Edit' button.</p>
	
	<p>Edit Item and Edit Sub Cat buttons: Click on this button to amend the details relating to an existing Asset Category or Sub-category. Whilst you are in the process of amending the details of an existing Category or Sub-category, the application is said to be in Edit Mode, and only once you have clicked on the 'Update Item' or 'Update Sub Cat' buttons, will the changes be added to the database. To cancel the process, click on the 'Cancel Edit' button.</p>
	
	<p>Delete Item and Delete Sub Cat buttons: Click on this button to delete an existing Asset Category or Sub-category. Should you delete an Asset Category, all Asset Sub-Categories linked the Category will also be deleted. Categories and Sub-categories cannot be deleted if there are Assets linked to the Category or any of the Sub-categories.</p>
	
	<p>Update Item and Update Sub Cat buttons: The Update button will update the database either with a New Category or Sub-category that has been created, or alternatively, any changes made to an existing Asset Category or Sub-category will be updated to the database.</p>
	
	<p>Cancel Edit: Click on the Cancel Edit button if you wish to cancel the process of creating a new Asset Category or Sub-category, or if you wish to cancel the editing process on any existing Categories of Sub-categories. The system will revert back to View mode.</p>



Close Form: Click on the Close Form button to close the screen and revert back to the main menu.



Navigation Controls: The Navigation buttons can be used to move up or down in the list of Categories or Sub-categories.

Procedure to Create a new Asset Category or Sub-category

- Click on the **'Add Item'** or **'Add Sub Cat'** Item button;
- Capture the details of the Category or Sub-category in the fields provided for;
- Click on the **'Update Record'** button to save the new Category or Sub Category Item to the database table.



When you create a new Category, a sub-category will automatically be created. You can either delete this sub-category or re-name it.

Procedure to Amend the details of an existing Category or Sub-category

- Navigate to the Category or Sub-category you wish to amend;
- Click on the **'Edit Item'** or **'Edit Sub Cat'** button;
- Amend the details of the fields you wish to change;
- Click on the **'Update Record'** button to save the amended details for the Category or Sub-category to the database table.

Procedure to Delete an Asset Category or Sub-category

- Navigate to the record you wish to delete;
- Click on the **'Delete Item'** button;
- Should you wish to Delete an Asset Category, all Sub-categories linked to the Category will automatically be deleted;

Note: An Asset Category or Sub-category cannot be deleted if there are existing Asset records linked to it.



You must have at least one Asset Category and one Sub-Category in your Asset Register. You will not be able to delete if it is the only record.

Depreciation Details

Asset Category Maintenance - Current Asset Register: Demo Version

Maintenance - Asset Categories | Depreciation Details

Select Date Parameters:

Start Date: 01-07-2024 to End Date: 01-07-2025 **Apply Date Range**

Results of Selected Report:

Category Description	Purchase Price	Accounting Residual Value	Accounting Accumulated Depreciation	Accounting Book Value	Tax Residual Value	Tax Accumulated Depreciation	Tax Val
Air Conditioners	1,066,000.00	0.00	400,000.00	666,000.00	0.00	400,000.00	6
Computer Equipment	0.00	0.00	0.00	0.00	0.00	0.00	
Computer Software	0.00	0.00	0.00	0.00	0.00	0.00	
Furniture & Fittings	63,000.00	0.00	32,550.00	30,450.00	0.00	32,550.00	
Land & Buildings	0.00	0.00	0.00	0.00	0.00	0.00	
Motor Vehicles & Trailers	0.00	0.00	0.00	0.00	0.00	0.00	
Office Equipment	9,000.00	0.00	0.00	0.00	0.00	0.00	
Plant & Machinery	0.00	0.00	0.00	0.00	0.00	0.00	
Tools & Equipment	0.00	0.00	0.00	0.00	0.00	0.00	
Depreciation Totals:	1,138,000.00	0.00	432,550.00	696,450.00	0.00	432,550.00	6

Categories

- Add Item
- Edit Item
- Delete Item
- Update Item
- Cancel Edit

Sub-Categories

- Add Sub Cat
- Edit Sub Cat
- Delete Sub Cat
- Update Sub Cat
- Cancel Edit
- Close Form

Copy to Clipboard | Print Report | Home Screen

To view the current depreciation for all Categories, select the date parameters, and click on the **'Apply Date Range'** button. You then have the option to print the report or copy it to the Clip Board and paste it into an Excel spreadsheet.

Alternatively, you can select **'Print Report'** and a presentation-friendly version of the report will be generated:

Fixed Asset Manager - Reporting Module

Select Report: Report Content:

Select Category: Select Cost Centre: Select Location:

Select Sub-Category: Select Department: Select Sub-Location:

Show Accounting and Tax Values for the Selected Period:

Select Date Range: to

Close Form

1 / 1

SAP CRYSTAL REPORTS

Air Conditioners

Main Report

Demo Version

Listing of Fixed Assets by Asset Category

Period: to

Category	Purchase Price	Acc Depreciation	Book Value	Acc Dep Tax	Ta
Category: Air Conditioners					
	0.00	0.00	0.00	0.00	
Totals: Air Conditioners	1,066,000.00	400,000.00	666,000.00	666,000.00	666,
Grand Totals	1,066,000.00	0.00	0.00	0.00	

Current Page No.: 1 Total Page No.: 1 Zoom Factor: 100%

Select your date parameters and click on **'Filter Report by Data Range Selection'**. The report can then either be exported to a PDF, Excel or Word document, or printed.

Note : The Depreciation details for all Categories will only be updated when a Depreciation run has been done (see separate chapter on Processing).

Asset Locations and Sub-Locations

Overview

Asset Location allows you to see where an Asset is located.

The Assets that you or your organisation own can be located at various facilities like administrative offices, manufacturing plants, warehouses, etc. In this section, you can create a 'Location' for each of your facilities and track where your Assets are situated.

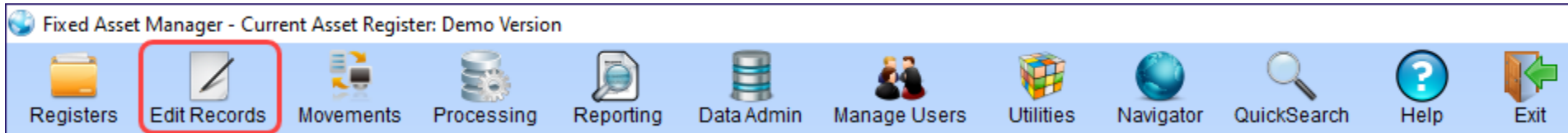
Why use Asset Locations:

- Streamlined Reporting
- Efficient Asset Tracking – Helps with audits, maintenance schedules, and life cycle tracking.
- Budgeting & Planning – Better planning for asset replacement and upgrades.

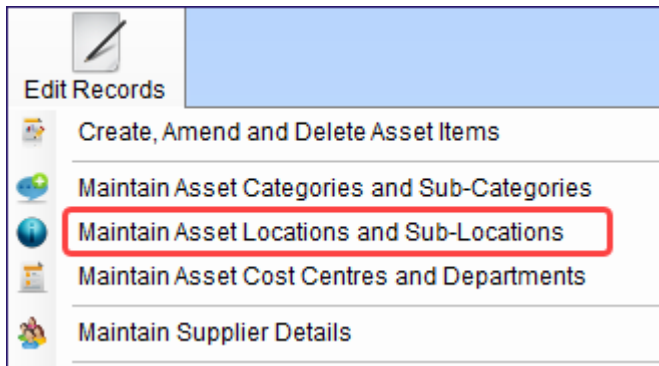
Common Asset Locations:	Common Asset Sub-Locations:
Head Office	Sales Office, Group Services, HR, Payroll
Cape Town Office	Sales Office, HR, Workshop
Durban Office	Sales Office, HR, IT Department
Johannesburg Office	Sales Office, HR, Vehicle Depot

Creating and Maintaining Asset Locations and Sub-Locations

To access the screen for Creating, Amending or Deleting an Asset Location, select the **'Edit Records'** menu item from the Horizontal Menu Bar at the top of the screen, as illustrated below.



Select the **'Maintain Asset Locations and Sub-Locations'** from the drop-down menu.




OR Click on the relevant link in the Navigator screen:

Asset Location Maintenance

[Create, Amend or Delete Asset Locations...](#)

Click here to create, amend or delete Asset locations and/or Sub-locations...



Fixed Asset Manager - System Navigator

Fixed Asset Manager - Demo Version



Fixed Asset Manager

Your Ultimate Solution to Seamless Asset Management

This Trial Version of Fixed Asset Manager will expire on:

 Purchase Product

Asset Register Maintenance

[Create, Amend or Delete an Asset Register...](#)

Click here to create a new or additional Register, amend an existing Register, or delete one or more existing Registers...



Asset Record Maintenance

[Create, Amend or Delete an Asset Items...](#)
[Perform a Search on Asset Items...](#)

Click here to create a new Asset, amend existing Asset details, delete an existing Asset, or do a comprehensive Asset Search...



Asset Category Maintenance

[Create, Amend or Delete Asset Categories...](#)

Click here to create, amend or delete Asset categories and/or Asset sub-categories...



Asset Location Maintenance

[Create, Amend or Delete Asset Locations...](#)

Click here to create, amend or delete Asset locations and/or Sub-locations...



Cost Centre Maintenance

[Create, Amend or Delete Cost Centres...](#)

Click here to create, amend or delete cost centres and/or departments...



Asset Disposals & Movements

[Record Asset Disposals...](#)
[Record Asset Transfers...](#)
[Multiple Asset Field Value Changes...](#)
[Multiple Internal Asset Movements...](#)



User Profile Management & Documentation Management

[User Profile Maintenance...](#)
[User Level Maintenance...](#)
[User Profile Assignment...](#)
[User Movements...](#)



Data Related Functions

[Backup, Restore or Delete Database...](#)
[Import Data from Excel Datasource...](#)
[Delete and Re-Create Database...](#)



Asset Locations & Sub-locations – Home Screen

Location Maintenance - Current Asset Register: Demo Version

Maintenance - Asset Locations | Depreciation Details

Asset Locations - Select Location

- Location1
- Location2
- Location3
- Location4
- Location5

Asset Location Details

Location Description: Location1

Location Details

Location Address 1: To be entered

Location Address 2: To be entered

Location Address 3: To be entered

Location Postal Code: 0000

Location Telephone No.: To be entered

Asset Sub-Locations - Select Sub-Location

- Sub-Location1 A
- Sub-Location1 B
- Sub-Location1 C

Asset Sub-Location Details

Sub-Location Description: Sub-Location1 A

Next: Depreciation Details

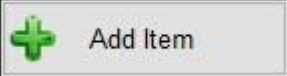


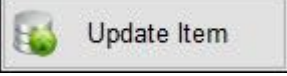
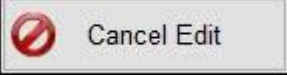

Locations

- Add Item
- Edit Item
- Delete Item
- Update Item
- Cancel Edit

Sub-Locations

- Add Item
- Edit Item
- Delete Item
- Update Item
- Cancel Edit
- Close Form

Controls Used in Managing Asset Locations and Sub-Locations

	<p>Add Item button: Click on this button to add an Asset Location or Sub-location to the database. Whilst you are in the process of creating a new Location or Sub-location, the application is said to be in Insert Mode, and only once you have clicked on the 'Update Item' button, will the new Location or Sub-location be added to the Database. To cancel the process, click on the 'Cancel Edit' button, and no changes will be made to the Database.</p>
	<p>Edit Item button: Click on this button to amend the details relating to an existing Asset Location or Sub-location. Whilst you are in the process of amending the details of an existing Location or Sub-location, the application is said to be in Edit Mode, and only once you have clicked on the 'Update Item' button, will the changes be added to the Database. To cancel the process, click on the 'Cancel Edit' button.</p>
	<p>Delete Item button: Click on this button to delete an existing Asset Location or Sub-location. Should you delete an Asset Location, all Asset Sub-locations linked the Location will also be deleted. Locations and Sub-locations cannot be deleted if there are Assets linked to the Location or any of the Sub-locations.</p>
	<p>Update Item button: The Update button will update the database either with a New Location or Sub-location that has been created, or alternatively, any changes made to an existing Location or Sub-location will be updated to the Database.</p>
	<p>Cancel Edit: Click on the Cancel Edit button if you wish to cancel the process of creating a new Asset Location or Sub-location, or if you wish to cancel the editing process on any existing Location or Sub-location. The system will revert back to View mode.</p>
	<p>Close Form: Click on the Close Form button to close the screen and revert back to the main menu.</p>



Navigation Controls: The Navigation buttons can be used to move up or down in the list of Locations or Sub-locations.

Procedure to Create a new Asset Location or Sub-location

- Click on the **'Add Item'** button;
- Capture the details of the Location or Sub-location in the fields provided for;
- Click on the **'Update Item'** button to save the new Location or Sub-location Item to the database table.

Procedure to Amend the details of an existing Location or Sub-location

- Navigate to the record you wish to amend;
- Click on the **'Edit Item'** button;
- Amend the details of the fields you wish to change;
- Click on the **'Update Item'** button to save the amended details for the Location or Sub-location to the database table.

Procedure to Delete an Asset Location or Sub-location

- Navigate to the record you wish to delete;
- Click on the **'Delete Item'** button;
- Should you wish to Delete an Asset Location, all Sub-locations linked to the Location will automatically be deleted;

Note : An Asset Location or Sub-location cannot be deleted if there are existing Asset records linked to it.



You must have at least one Asset Location and one Sub-Location in your Asset Register. You will not be able to delete if it is the only record.

Depreciation Details

Location Maintenance - Current Asset Register: Demo Version

Maintenance - Asset Locations | Depreciation Details

Select Date Parameters:

Start Date: 01-07-2024 to End Date: 01-07-2024 **Apply Date Range**

Results of Selected Report:

Location Description	Purchase Price	Accounting Residual Value	Accounting Accumulated Depreciation	Accounting Book Value	Tax Residual Value	Tax Accumulated Depreciation	Tax Value
Location1	1,129,000.00	0.00	432,550.00	696,450.00	0.00	432,550.00	696,450.00
Location2	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Location3	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Location4	9,000.00	0.00	0.00	0.00	0.00	0.00	0.00
Location5	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Depreciation Totals:	1,138,000.00	0.00	432,550.00	696,450.00	0.00	432,550.00	696,450.00

Locations

- Add Item
- Edit Item
- Delete Item
- Update Item
- Cancel Edit

Sub-Locations

- Add Item
- Edit Item
- Delete Item
- Update Item
- Cancel Edit
- Close Form

Copy to ClipBoard | Print Report | Home Screen

To view the current depreciation for all Locations, select the date parameters, and click on the **'Apply Date Range'** button. You then have the option to print the report or copy it to the Clip Board and paste it into an Excel spreadsheet.

Alternatively, you can select **'Print Report'** and a presentation-friendly version of the report will be generated:

Fixed Asset Manager - Reporting Module

Select Report: [] Report Content: [] Close Form

Select Category: [] Select Cost Centre: [] Select Location: []

Select Sub-Category: [] Select Department: [] Select Sub-Location: []

Show Accounting and Tax Values for the Selected Period:

Select Date Range: 3/ 1/2023 to 7/31/2024 Filter Report by Date Range Selection

Location1

Main Report

Demo Version

Listing of Fixed Assets by Location Period: to

Locations and Sub-Locations	Purchase Price	Acc Depreciation	Book Value
Location1	1,129,000.00	432,550.00	696,450.00
Sub-Location1 A	1,129,000.00	432,550.00	696,450.00
Grand Totals			

Current Page No.: 1 Total Page No.: 1 Zoom Factor: 100%

Select your date parameters and click on **'Filter Report by Data Range Selection'**. The report can then either be exported to a PDF, Excel or Word document, or printed.

Note : The Depreciation details for all Locations will only be updated when a Depreciation run has been done (see separate chapter on Processing).

Cost Centres & Departments

Overview

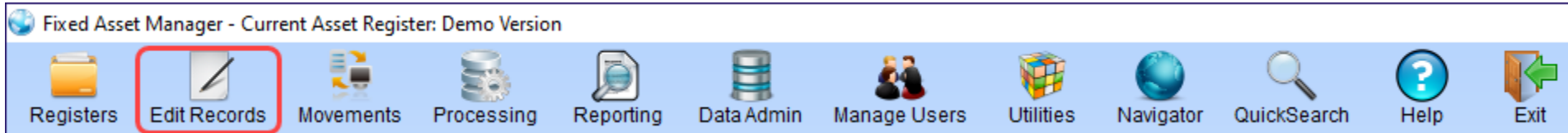
Having Cost Centres and Departments linked to an Asset Register offers several significant advantages for organisations. It essentially bridges the gap between Asset management and financial management, providing a more holistic view of resource utilisation and financial performance. While using this section of the Register is not compulsory, many Users will find it enhances their overall knowledge of the Assets under their control, allowing them to make informed decisions.

Key advantages include:

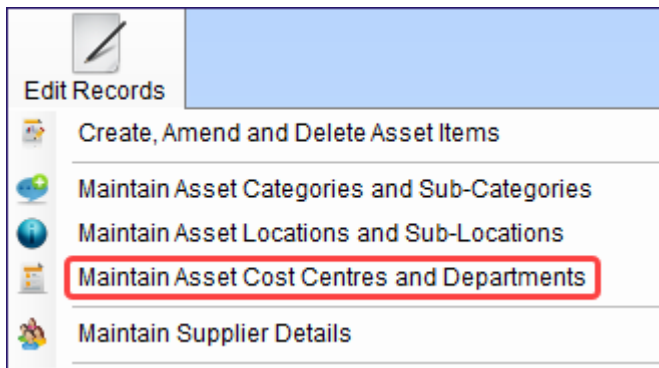
- **Enhanced Cost Control and Analysis:** By assigning Assets to specific cost centres and/or departments, you can accurately track all costs associated with those Assets within that department. This includes purchase price, depreciation, maintenance, repairs and insurance.
- **Improved Budgeting and Forecasting:** With clear data on Asset-related expenses per department, budgeting becomes more accurate and efficient. You can analyse spending patterns, identify trends, and make more precise financial projections for future periods.
- **Identification of Inefficiencies:** Detailed cost data per department allows you to pinpoint areas where Assets might be under-utilised, over-maintained, or incurring excessive costs. This helps in identifying opportunities for cost reduction and optimisation.
- **Pricing Optimisation:** For companies that develop products or offer services, knowing the true cost of Assets used in their creation (allocated to relevant cost centers) helps in setting competitive and profitable pricing.
- **Streamlined Audits and Compliance:** An accurate Asset Register with cost center allocation simplifies audit processes by providing a clear trail of Asset ownership, location, and associated costs, aiding in compliance with regulatory standards.

Creating, Amending or Deleting Cost Centres & Departments

To access the screen for Creating, Amending or Deleting Cost Centres and Departments, select the **'Edit Records'** menu item from the Horizontal Menu Bar at the top of the screen, as illustrated below.



Select the **'Maintain Asset Cost Centres and Departments'** from the drop-down menu.



OR Click on the relevant link in the Navigator screen:

Cost Centre Maintenance

[Create, Amend or Delete Cost Centres...](#)

Click here to create, amend or delete cost centres and/or departments...



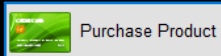
Fixed Asset Manager - System Navigator



Fixed Asset Manager

Your Ultimate Solution
to Seamless Asset
Management

**This Trial Version
of Fixed Asset
Manager will expire
on:**



Fixed Asset Manager - Demo Version

Asset Register Maintenance

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[Create, Amend or Delete an Asset Items...](#)
[Perform a Search on Asset Items...](#)



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Asset Category Maintenance

[Create, Amend or Delete Asset Categories...](#)



Click here to create, amend or delete Asset categories and/or Asset sub-categories...

Asset Location Maintenance

[Create, Amend or Delete Asset Locations...](#)



Click here to create, amend or delete Asset locations and/or Sub-locations...

Cost Centre Maintenance

[Create, Amend or Delete Cost Centres...](#)



Click here to create, amend or delete cost centres and/or departments...

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[Record Asset Disposals...](#)
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User Profile Management & Documentation Management

[User Profile Maintenance...](#)
[User Level Maintenance...](#)
[User Profile Assignment...](#)
[User Movements...](#)



Data Related Functions

[Backup, Restore or Delete Database...](#)
[Import Data from Excel Datasource...](#)
[Delete and Re-Crete Database...](#)



Cost Centres & Departments – Home Screen

Cost Centre Category Maintenance - Current Asset Register: Demo Version

Maintenance - Cost Centres & Departments Depreciation Details

Cost Centres - Select Cost Centre

- Corporate Finance
- Corporate Management
- Human Resources
- Information Technology
- Operations
- Research & Development
- Sales & Marketing

Cost Centre Characteristics

Cost Centre Description: Corporate Finance

Details of Responsible Official:

Name of Official: To be entered

Telephone Number [Work]: To be entered

Telephone Number [Cell]: To be entered

Cost Centre Blocked:

A Cost Centre is a function within an Organisation that does not directly add to profit but still costs money to operate, such as the accounting, HR, or IT Departments.

Cost Centres

+ Add Item

✎ Edit Item

✖ Delete Item

↻ Update Item

⊘ Cancel Edit

⏪ ⏩ ⏴ ⏵

Departments - Select Department

- Accounts Payable
- Accounts Receivable
- Budget & Profit Planning
- Corporate Finance Management
- Payroll Administration

Department Characteristics

Department Description: Accounts Payable

Details of Responsible Official:

Name of Official:

Telephone Number [Work]:

Telephone Number [Cell]:

Department Blocked:

➔ Next: Depreciation Details

Departments

+ Add Dept

✎ Edit Dept

✖ Delete Dept

↻ Update Dept


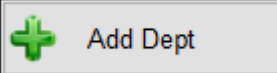
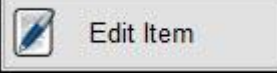
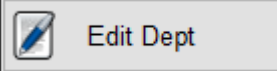
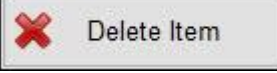
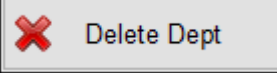
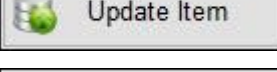
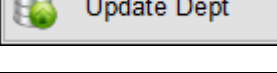
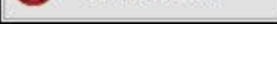
⊘ Cancel Edit

⏪ ⏩ ⏴ ⏵

➔ Close Form

Controls Used in Managing Cost Centres & Departments

Within the DBS Asset Management system, Departments are a sub-section of Cost Centres, in the same way as Sub-categories are a sub-section of Categories. Accordingly, create the Cost Centre, then the Department within that Cost Centre.

 	<p>Add Item/Add Department buttons: Click on these buttons to add a Cost Centre and/or Department to the Database. Whilst you are in the process of creating a new Cost Centre/Department, the application is said to be in Insert Mode, and only once you have clicked on the 'Update Item/Dept' button, will the new Cost Centre and/or Department be added to the database. To cancel the process, click on the 'Cancel Edit' button.</p>
 	<p>Edit Item/Edit Dept buttons: Click on these buttons to amend the details relating to an existing Cost Centre or Department. Whilst you are in the process of amending the details of an existing Cost Centre/Department, the application is said to be in Edit Mode, and only once you have clicked on the 'Update Item/Dept' button, will the changes be added to the database. To cancel the process, click on the 'Cancel Edit' button.</p>
 	<p>Delete Item/Delete Dept buttons: Click on these buttons to delete an existing Cost Centre or Department. Should you delete a Cost Centre, all Departments linked the Cost Centre will also be deleted. Cost Centres cannot be deleted if there are Assets linked to the Cost Centre or Department.</p>
 	<p>Update Item/Dept buttons: These buttons will update the database with the new Cost Centre or Department that has been created, or alternatively, any changes made to an existing Cost Centre/Department will be updated to the database.</p>
	<p>Cancel Edit: Click on the Cancel Edit button if you wish to cancel the process of creating a new Cost Centre or Department, or if you wish to cancel the editing process on any existing Cost Centres/Departments. The system will revert back to View mode.</p>



Close Form: Click on the Close Form button to close the screen and revert back to the main menu.



Navigation Controls: The Navigation buttons can be used to move up or down in the list of Cost Centres or Departments.

Procedure to Create a new Cost Centre or Department

- Click on the **'Add Item'** or **'Add Dept'** button;
- Capture the details of the Cost Centre or Department in the fields provided for;
- Click on the **'Update Item'** or **'Update Dept'** button to save the new Cost Centre or Department to the database table.

Procedure to Amend the details of an existing Cost Centre or Department

- Navigate to the record you wish to amend;
- Click on the **'Edit Item'** or **'Edit Dept'** button illustrated above;
- Amend the details of the fields you wish to change;
- Click on the **'Update Item'** or **'Update Dept'** button to save the amended details for the Cost Centre or Department to the database table.

Procedure to Delete a Cost Centre or Department

- Navigate to the record you wish to delete;
- Click on the **'Delete Item'** or **'Delete Dept'** button;
- Should you wish to Delete a Cost Centre, all Departments linked to the Cost Centre will automatically be deleted;
- A Cost Centre or Department cannot be deleted if there are existing Asset records linked to it.



You must have at least one Cost Centre and one Department in your Asset Register. You will not be able to delete if it is the only record.

Depreciation Details

Cost Centre Category Maintenance - Current Asset Register: Demo Version

Maintenance - Cost Centres & Departments Depreciation Details

Select Date Parameters:

Start Date: 01-07-2024 to End Date: 01-07-2024 **Apply Date Range**

Results of Selected Report:

Cost Centre Description	Purchase Price	Accounting Residual Value	Accounting Accumulated Depreciation	Accounting Book Value	Tax Residual Value	Tax Accumulated Depreciation	Tax Value
Corporate Finance	1,066,000.00	0.00	400,000.00	666,000.00	0.00	400,000.00	666,000.00
Corporate Management	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Human Resources	63,000.00	0.00	32,550.00	30,450.00	0.00	32,550.00	30,450.00
Information Technology	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Operations	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Research & Development	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sales & Marketing	9,000.00	0.00	0.00	0.00	0.00	0.00	9,000.00
Depreciation Totals:	1,138,000.00	0.00	432,550.00	696,450.00	0.00	432,550.00	696,450.00

Cost Centres

- Add Item
- Edit Item
- Delete Item
- Update Item
- Cancel Edit

Departments

- Add Dept
- Edit Dept
- Delete Dept
- Update Dept
- Cancel Edit

Copy to ClipBoard Print Report Home Screen

To view the current depreciation for all Cost Centres, select the date parameters, and click on the **'Apply Date Range'** button. You then have the option to print the report or copy it to the ClipBoard and paste it into an Excel spreadsheet.

Alternatively, you can select **'Print Report'** and a presentation-friendly version of the report will be generated:

The screenshot shows the SAP Crystal Reports interface for the 'Fixed Asset Manager - Reporting Module'. The report is titled 'Air Conditioners' and is a 'Main Report'. The data is presented in a table with the following structure:

Demo Version		Period:		to	
Listing of Fixed Assets by Asset Category					
Category	Purchase Price	Acc Depreciation	Book Value	Acc Dep Tax	Ta
Category: Air Conditioners	0.00	0.00	0.00	0.00	
Totals: Air Conditioners	1,066,000.00	400,000.00	666,000.00	666,000.00	666,
Grand Totals	1,066,000.00	0.00	0.00	0.00	

The interface also shows various filters and options at the top, including 'Select Report', 'Select Category', 'Select Sub-Category', 'Select Cost Centre', 'Select Department', 'Select Location', and 'Select Sub-Location'. A 'Filter Report by Date Range Selection' button is visible, along with a date range of 3/1/2023 to 1/31/2023. The bottom of the window shows 'Current Page No.: 1', 'Total Page No.: 1', and 'Zoom Factor: 100%'.

Select your date parameters and click on **'Filter Report by Data Range Selection'**. The report can then either be exported to a PDF, Excel or Word document, or printed.

Note : The Depreciation details for all Cost Centres will only be updated when a Depreciation run has been done (see separate chapter on Processing).

Asset Movements

Overview

This section provides detailed procedures and guidelines for recording Asset movements, including disposals, transfers, and multiple movements, within the Asset Management application.

Asset Disposal Overview

The Asset disposal process involves recording the details of Asset disposals such as sale, scrapping, donation and theft. This ensures accurate tracking and documentation of Asset transactions within an organization.

- Key fields include date of movement, nature of Asset disposal, and gross proceeds on disposal.
- The system calculates profit or loss on disposal based on entered values.
- Ability to record sold to, authorised by, payment method, payment date, and a field for comments.

Asset Transfer Overview

The asset transfer procedure allows for the internal or external movement of Assets between different locations or departments. This process is essential for maintaining accurate Asset records and ensuring proper allocation. In addition, Assets can be deleted from the database entirely, although it is important to note that this process cannot be reversed and should only be used if a mistake has been made that cannot be rectified.

- Key fields include date of transfer, nature of Asset movement, and Asset selection.
- Users must specify the Cost Centre, Department, Location, and Sub-Location for the transfer.

Multiple Asset Field Value Changes Overview

This functionality allows for changes to be made to multiple Assets at the same time, such as purchase date and price, supplier details and accounting details such as residual value, depreciation methods and number of years over which depreciation should be done.

Multiple Asset Movement Overview

The Multiple Asset movement functionality enables the efficient transfer of multiple Assets simultaneously, improving operational efficiency. This process is designed to streamline Asset management across various categories and locations.

- Select the type of multiple movement: Category and Sub-Category, Cost Centre and Department, or Location and Sub-Location.
- Filtering options allow users to narrow down Asset selections based on specific criteria.

Key Benefits of Multiple Asset Movement

Multiple Asset movement offers several advantages that enhance the efficiency and accuracy of Asset management. These benefits are crucial for organizations managing large inventories.

- **Efficiency:** Saves and resources compared to individual Asset movements.
- **Accuracy:** Ensures proper documentation and tracking of all Assets during movement.
- **Planning:** Requires careful planning for smooth and efficient Asset transfers.
- **Documentation:** Maintains records of Asset movements, including dates and locations.

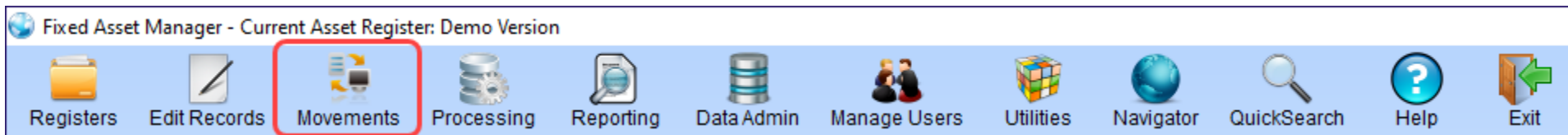
Examples of Multiple Asset Movements:

- Moving all computers and peripherals from one office floor to a new one.
- Relocating a department's entire inventory to a new warehouse location.
- Transferring Assets between business units or locations within an organization.

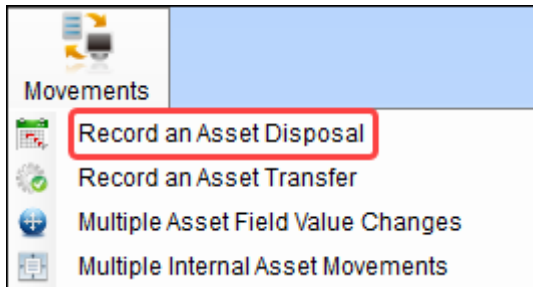
Asset Disposals

Should you sell, donate, scrap or have an Asset stolen, it can remain on the database for accounting and depreciation purposes, but be marked as 'disposed' to indicate it is no longer a viable Asset and will no longer be subjected to depreciation charges.

To access the screen for facilitating Asset Disposals, select the '**Movements**' menu item from the Horizontal Menu Bar at the top of the screen, as illustrated below.



Select '**Record Asset Disposals**' from the drop-down menu.



OR Click on the relevant link in the Navigator screen:

Asset Disposals & Movements

[Record Asset Disposals...](#)

[Record Asset Transfers...](#)

[Multiple Asset Field Value Changes...](#)

[Multiple Internal Asset Movements...](#)



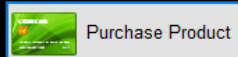
Fixed Asset Manager - System Navigator



Fixed Asset Manager

Your Ultimate Solution
to Seamless Asset
Management

**This Trial Version
of Fixed Asset
Manager will expire
on:**



Fixed Asset Manager - Demo Version

Asset Register Maintenance

[Create, Amend or Delete an Asset Register...](#)

Click here to create a new or additional Register, amend an existing Register, or delete one or more existing Registers...



Cost Centre Maintenance

[Create, Amend or Delete Cost Centres...](#)

Click here to create, amend or delete cost centres and/or departments...



Asset Record Maintenance

[Create, Amend or Delete an Asset Items...](#)
[Perform a Search on Asset Items...](#)

Click here to create a new Asset, amend existing Asset details, delete an existing Asset, or do a comprehensive Asset Search...



Asset Disposals & Movements

[Record Asset Disposals...](#)
[Record Asset Transfers...](#)
[Multiple Asset Field Value Changes...](#)
[Multiple Internal Asset Movements...](#)



Asset Category Maintenance

[Create, Amend or Delete Asset Categories...](#)

Click here to create, amend or delete Asset categories and/or Asset sub-categories...



User Profile Management & Documentation Management

[User Profile Maintenance...](#)
[User Level Maintenance...](#)
[User Profile Assignment...](#)
[User Movements...](#)



Asset Location Maintenance

[Create, Amend or Delete Asset Locations...](#)

Click here to create, amend or delete Asset locations and/or Sub-locations...



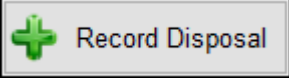
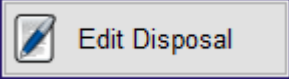
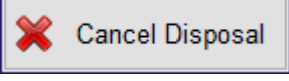
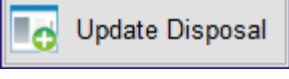
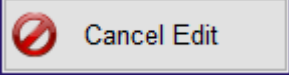
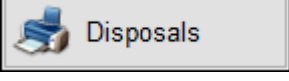

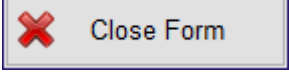
Data Related Functions

[Backup, Restore or Delete Database...](#)
[Import Data from Excel Datasource...](#)
[Delete and Re-Crete Database...](#)




D

Controls Used in Asset Disposal

	<p>Record Disposal button: Click on this button to record the disposal of an Asset. Whilst you are in the process of recording a disposal, the application is said to be in Edit Mode, and only once you have clicked on the 'Update Disposal' button, will the disposal be changed in the database. To cancel the process, click on the 'Cancel Edit' button.</p>
	<p>Edit Disposal button: use this button to edit the details of a previously disposed Asset, such as the Asset description, ID, Gross Proceeds price or details on the Record Asset Movement fields.</p>
	<p>Cancel Disposal button: this button will reverse the disposal of a previously disposed Asset.</p>
	<p>Update Disposal button: use this button to save the disposal of the Asset to the database.</p>
	<p>Cancel Edit button: use this button to cancel the process of disposing of an Asset.</p>
	<p>Disposals button: Click on this button to generate a report of the disposal.</p>
	<p>Navigation Controls: The Navigation buttons can be used to move the next and previous Asset.</p>
	<p>Close Form: Click on the Close Form button to close the screen and revert back to the main menu.</p>

Procedure to Record an Asset Disposal

<p>Date of Movement:</p>	<p>Select the date on which the Asset was disposed of from the date selector field provided:</p> <div data-bbox="577 304 1352 528" style="border: 1px solid gray; padding: 5px;"> <p>Details of Asset Disposal</p> <p>Date of Disposal: <input type="text" value="6/30/2023"/> ▾</p> <p>Nature of Asset Disposal: <input type="text" value="Select Disposal Type"/> ▾</p> <p>Amend or Reverse existing Disposals: <input type="checkbox"/></p> </div>
<p>Nature of Asset Disposal:</p>	<p>Select the relevant Disposal Type from the dropdown menu provided. Available Disposal Types are:</p> <ul style="list-style-type: none"> • Scrapping of Asset • Sale of Asset • Theft of Asset • Donation of Asset <div data-bbox="577 839 934 1054" style="border: 1px solid gray; padding: 5px;"> <p>Select Disposal Type ▾</p> <p>Select Disposal Type</p> <p>Sale of Asset</p> <p>Scrapping of Asset</p> <p>Theft of Asset</p> <p>Donation of Asset</p> </div>
<p>Click on the 'Record Disposal' Button:</p>	<div data-bbox="577 1110 869 1190" style="border: 1px solid gray; padding: 5px;"> <p> Record Disposal</p> </div>

Select an Asset:

Highlight the Asset to dispose of from the Asset list – use the filter if you have many Assets:

Select Asset to Dispose

Filter by Category:

Filter by Description:

Barcode	Description
0101010110005	Test 1
0101010110008	Test 2

Complete the following details relating to the disposal:

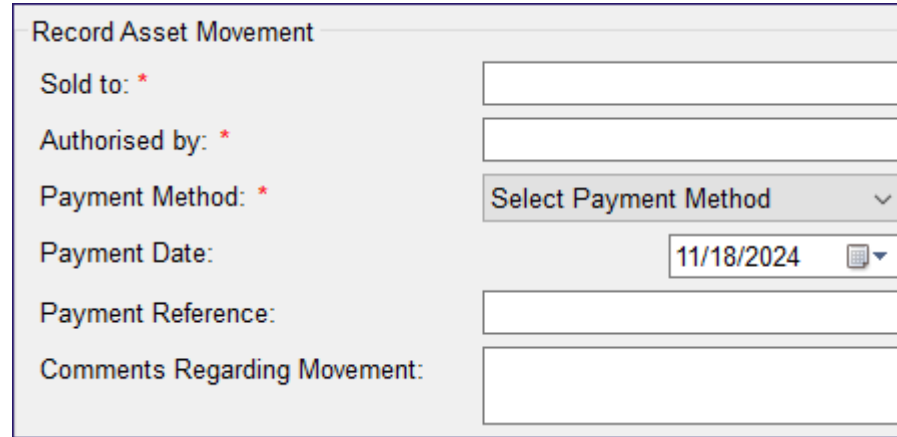
Gross Proceeds on the Disposal of the Asset:

As you enter the proceeds on the disposal of the Asset, the system will calculate the Profit/[Loss] on the disposal.

Calculation of Profit or Loss on Sale	Accounting	Tax
Gross Proceeds on Disposal of Asset:	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Cost Price of Asset:	<input type="text" value="40,000.00"/>	<input type="text" value="40,000.00"/>
Less: Accumulated Depreciation:	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Nett Value at the time of Disposal:	<input type="text" value="40,000.00"/>	<input type="text" value="40,000.00"/>
Profit/[Loss] on Disposal:	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>

Record Asset Movement:

Fields to be completed where relevant are:




Record Asset Movement

Sold to: *

Authorised by: *

Payment Method: *

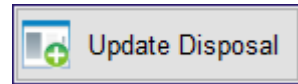
Payment Date: 

Payment Reference:

Comments Regarding Movement:

These are required fields, so in the case of an Asset that was stolen or donated, you can insert 'N/A' or 'Stolen/Donated'. In the 'Payment Method' field, select 'None'.

**Click on 'Update Disposal'
to save your information:**



Documentation

Once the disposal is recorded, you can add additional information by clicking on the **'Documentation'** tab in the Asset Disposal screen and uploading any disposal information, such as an invoice or an affidavit, etc.

Record Asset Disposals

Details of Asset Disposal

Date of Disposal: 3/22/2024

Nature of Asset Disposal: Select Disposal Type

Amend or Reverse existing Disposals:

Select Asset to Dispose

Filter by Category: Select All Categories

Filter by Description:

Barcode	Description
0101010110010	Test 1
0101010110011	Test 2
0107070410007	Test 3
0101010110009	Test 5

Record Asset Disposals **Documentation**

Select Text File to Import From [Source]:

Use this Document Management functionality to upload any relevant documentation relating to the selected Asset to your system for future reference.

Select Document to Upload to Selected Folder

Source Document & Folder:

Target Folder:

Documents related to Selected Asset:

Master Records

Maintenance

Record Disposal

Edit Disposal

Cancel Disposal

Update Disposal

Cancel Edit

Other Options

Disposals


Close Form

Currently Viewing: All Assets in Production 4

- ✓ Select the document to upload from your hard drive or external data source.
- ✓ The name of the document will be visible in the **'Documents related to the Selected Asset'** field.
- ✓ To view the document, highlight it and right-click with your mouse. Select either Open Document or Delete document.

Amend or Reverse Existing Disposals

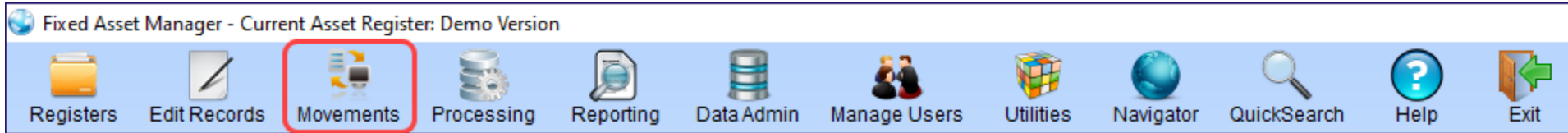
You have the option of amending the gross proceeds or Asset movement information for an existing disposal.

Amend or Reverse existing Disposals:	<p>Click on the box to view a list of all existing Assets that have been disposed of:</p> <div data-bbox="577 338 1352 561"><p>Details of Asset Disposal</p><p>Date of Disposal: 8/15/2025</p><p>Nature of Asset Disposal: Select Disposal Type</p><p>Amend or Reverse existing Disposals: <input checked="" type="checkbox"/></p></div>				
	<div data-bbox="577 612 2018 730"> Un-tick the box to reveal all Active/In Production Assets.</div>				
Nature of Asset Disposal:	<p>Highlight the relevant Asset and the type of disposal will show in the Nature of Asset Disposal window:</p> <div data-bbox="577 836 1169 1347"><p>Record Asset Disposals</p><p>Details of Asset Disposal</p><p>Date of Disposal: 8/15/2025</p><p>Nature of Asset Disposal: Sale of Asset</p><p>Amend or Reverse existing Disposals: <input checked="" type="checkbox"/></p><p>Select Asset to Dispose</p><p>Filter by Category: Select All Categories</p><p>Filter by Description:</p><table border="1"><thead><tr><th>Barcode</th><th>Description</th></tr></thead><tbody><tr><td>0101010110009</td><td>Test 5</td></tr></tbody></table></div>	Barcode	Description	0101010110009	Test 5
Barcode	Description				
0101010110009	Test 5				

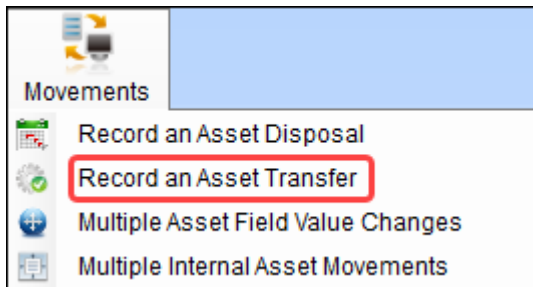
To amend the details of a disposed of Asset:	Click on the 'Edit Disposal' button and edit the Asset ID, description, change the gross proceeds of the disposal. Click on 'Update Disposal' to save your changes, or 'Cancel Edit' to discard your changes.
To reverse a previously disposed of Asset:	<p>Click on 'Cancel Disposal'. The following message will appear:</p> <div data-bbox="577 308 1314 735" style="border: 1px solid black; padding: 10px;"><p>Cancel Disposed Status</p><p>Cancel Disposed Status</p><p>Please Note: By reversing the Disposed Status of this asset, the transaction that recorded the disposal will be removed, and the Asset Status will be amended to 'Active/In Production'. Would you like to proceed with the cancellation?</p><p style="text-align: right;"><input checked="" type="button" value="OK"/> <input type="button" value="Cancel"/></p></div> <p>Select 'OK' to complete the process, or Cancel.</p>

Asset Transfers

Asset Transfers can either be done singularly or in bulk. The screen for a single or multiple transfers is the same. To access the screen for facilitating Asset Transfers, select the **'Movements'** menu item from the Horizontal Menu Bar at the top of the screen, as illustrated below.



Select **'Record an Asset Transfer'** from the drop-down menu.



OR Click on the relevant link in the Navigator screen:

Asset Disposals & Movements

- [Record Asset Disposals...](#)
- [Record Asset Transfers...](#)
- [Multiple Asset Field Value Changes...](#)
- [Multiple Internal Asset Movements...](#)



Fixed Asset Manager - System Navigator

Fixed Asset Manager - Demo Version



Fixed Asset Manager
Your Ultimate Solution to Seamless Asset Management

This Trial Version of Fixed Asset Manager will expire on:

[Purchase Product](#)

Asset Register Maintenance

[Create, Amend or Delete an Asset Register...](#)

Click here to create a new or additional Register, amend an existing Register, or delete one or more existing Registers...

Asset Record Maintenance

[Create, Amend or Delete an Asset Items...](#)
[Perform a Search on Asset Items...](#)

Click here to create a new Asset, amend existing Asset details, delete an existing Asset, or do a comprehensive Asset Search...

Asset Category Maintenance

[Create, Amend or Delete Asset Categories...](#)

Click here to create, amend or delete Asset categories and/or Asset sub-categories...

Asset Location Maintenance

[Create, Amend or Delete Asset Locations...](#)

Click here to create, amend or delete Asset locations and/or Sub-locations...

Cost Centre Maintenance

[Create, Amend or Delete Cost Centres...](#)

Click here to create, amend or delete cost centres and/or departments...

Asset Disposals & Movements

[Record Asset Disposals...](#)
[Record Asset Transfers...](#)
[Multiple Asset Field Value Changes...](#)
[Multiple Internal Asset Movements...](#)

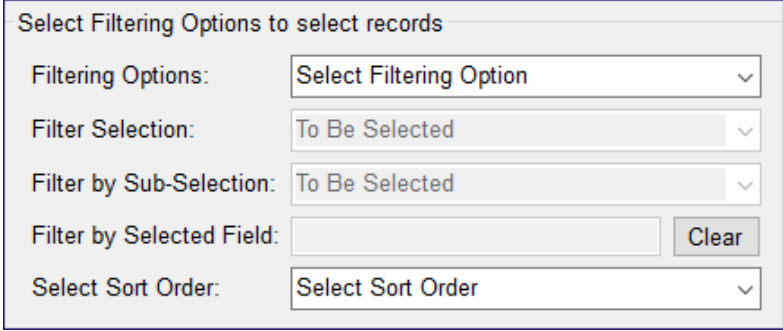
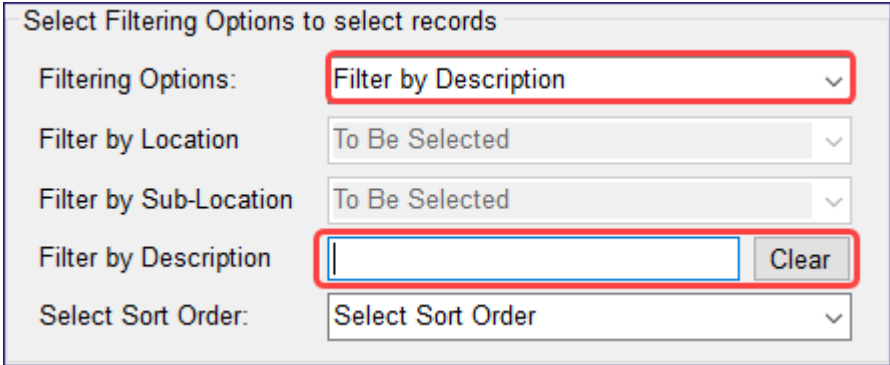
User Profile Management & Documentation Management

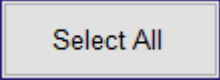
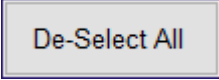
[User Profile Maintenance...](#)
[User Level Maintenance...](#)
[User Profile Assignment...](#)
[User Movements...](#)


Data Related Functions

[Backup, Restore or Delete Database...](#)
[Import Data from Excel Datasource...](#)
[Delete and Re-Create Database...](#)

Procedure to Record an Asset Transfer/Multiple Transfers

<p>Identify the Asset(s) to be transferred:</p>	<p>Find the relevant Asset(s) by using the filtering options:</p>  <p>The screenshot shows a 'Select Filtering Options to select records' dialog box. It contains the following fields: 'Filtering Options' (dropdown menu), 'Filter Selection' (dropdown menu), 'Filter by Sub-Selection' (dropdown menu), 'Filter by Selected Field' (text input field with a 'Clear' button), and 'Select Sort Order' (dropdown menu). All dropdown menus are currently set to 'To Be Selected' or 'Select Filtering Option'.</p>
<p>Filtering by Description:</p>	<p>By selecting 'Filter by Description' from the Filtering Options, you may enter key words in the field highlighted below. Any Assets that contain that key word will appear in the Asset section. This will help if you are looking for a particular Asset but are not sure where it is located or which category it belongs to, or the exact spelling of the Asset.</p>  <p>The screenshot shows the same dialog box as above, but with 'Filter by Description' selected in the 'Filtering Options' dropdown. The 'Filter by Description' text input field is highlighted with a red border, and the 'Clear' button next to it is also highlighted with a red border.</p>
<p>Select Single Asset to Transfer:</p>	<p>Highlight the relevant Asset.</p>

<p>Select Multiple Assets to Transfer:</p>	<p>Select multiple Assets by either holding down the Ctrl key and clicking on selected Assets, or the Shift key. Click again on a particular Asset to de-select it.</p> <p>Or click on the 'Select All' button: </p> <p>Select 'De-Select All' to re-start your selection: </p>
<p>Select the transfer destination:</p>	<div data-bbox="577 579 1361 901" style="border: 1px solid gray; padding: 5px;"> <p>Select the Destination Parameters [Category / Location / Cost Centre]</p> <p>Select Movement Type: <input style="width: 100%;" type="text" value="Category and Sub-Category Movements"/></p> <p>Move to Selected Parameters:</p> <p>Move to Category: <input style="width: 100%;" type="text" value="Air Conditioners"/></p> <p>Move to Sub-Category: <input style="width: 100%;" type="text" value="Air Conditioners Free Standing"/></p> </div> <p>Movement Selection types are:</p> <ul style="list-style-type: none"> • Location & Sub-Location • Category & Sub-Category • Cost Centre & Department • Move Asset Item(s) to Trash <p>Note: Deleting an Asset or Assets cannot be reversed!</p>
<p>Record Movement:</p>	<p>Click on the 'Record Movement' button to transfer the Asset to the newly selected destination.</p>


 Record Movement

You will see confirmation that your changes have been made:

Changes Successfully completed

Changes Successfully completed

The selected asset changes have been successfully completed.

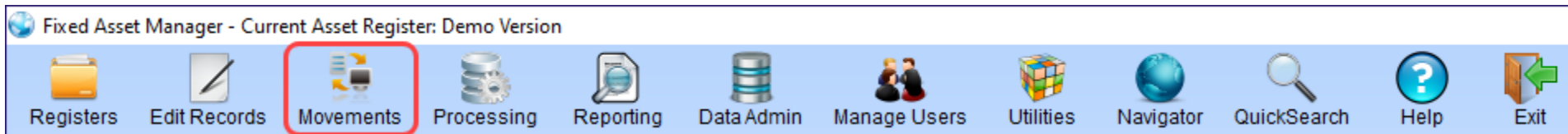
 OK

Multiple Asset Field Value Changes

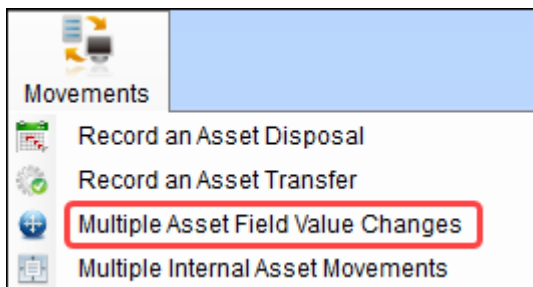
Changes to the data for individual Assets can be made in the '**Edit Records/Create, Amend and Delete Asset Items**' section of the application.

The DBS Fixed Asset Manager allows you to make multiple changes at the same time to certain fields and values of multiple Assets, such as purchase date and price, supplier, residual percentage value and depreciation method.

To access the screen for facilitating multiple Asset field and value changes, select the '**Movements**' menu item from the Horizontal Menu Bar at the top of the screen, as illustrated below.



Select '**Multiple Asset Field Value Changes**' from the drop-down menu:



OR Click on the relevant link in the Navigator screen:

Asset Disposals & Movements

- [Record Asset Disposals...](#)
- [Record Asset Transfers...](#)
- [Multiple Asset Field Value Changes...](#)
- [Multiple Internal Asset Movements...](#)



Fixed Asset Manager - System Navigator

Fixed Asset Manager - Demo Version



Fixed Asset Manager
Your Ultimate Solution to Seamless Asset Management

This Trial Version of Fixed Asset Manager will expire on:

 Purchase Product

Asset Register Maintenance

[Create, Amend or Delete an Asset Register...](#)

Click here to create a new or additional Register, amend an existing Register, or delete one or more existing Registers...



Asset Record Maintenance

[Create, Amend or Delete an Asset Items...](#)
[Perform a Search on Asset Items...](#)

Click here to create a new Asset, amend existing Asset details, delete an existing Asset, or do a comprehensive Asset Search...



Asset Category Maintenance

[Create, Amend or Delete Asset Categories...](#)

Click here to create, amend or delete Asset categories and/or Asset sub-categories...



Asset Location Maintenance

[Create, Amend or Delete Asset Locations...](#)

Click here to create, amend or delete Asset locations and/or Sub-locations...



Cost Centre Maintenance

[Create, Amend or Delete Cost Centres...](#)

Click here to create, amend or delete cost centres and/or departments...



Asset Disposals & Movements

[Record Asset Disposals...](#)

[Record Asset Transfers...](#)

[Multiple Asset Field Value Changes...](#)

[Multiple Internal Asset Movements...](#)



User Profile Management & Documentation Management

[User Profile Maintenance...](#)
[User Level Maintenance...](#)
[User Profile Assignment...](#)
[User Movements...](#)



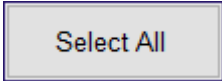
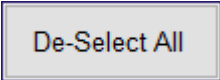




Data Related Functions

[Backup, Restore or Delete Database...](#)
[Import Data from Excel Datasource...](#)
[Delete and Re-Create Database...](#)

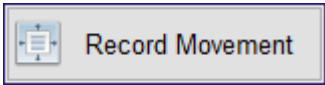


Procedure to Record Multiple Asset Field Value Changes

Identify the Assets to be changed:	<p>Find the relevant Assets by using the filtering options:</p> <div data-bbox="577 284 1444 651"><p>Select Filtering Options to select records</p><p>Filtering Options: <input type="text" value="Select Filtering Option"/></p><p>Filter Selection: <input type="text" value="To Be Selected"/></p><p>Filter by Sub-Selection: <input type="text" value="To Be Selected"/></p><p>Filter by Selected Field: <input type="text"/> <input type="button" value="Clear"/></p><p>Select Sort Order: <input type="text" value="Select Sort Order"/></p></div>
Filtering by Description:	<p>By selecting 'Filter by Description' from the Filtering Options, you may enter key words in the field highlighted below. Any Assets that contain that key word will appear in the Asset section. This will help if you are looking for a particular Asset but are not sure where it is located or which category it belongs to, or the exact spelling of the Asset.</p> <div data-bbox="577 935 1462 1302"><p>Select Filtering Options to select records</p><p>Filtering Options: <input type="text" value="Filter by Description"/></p><p>Filter by Location: <input type="text" value="To Be Selected"/></p><p>Filter by Sub-Location: <input type="text" value="To Be Selected"/></p><p>Filter by Description: <input type="text"/> <input type="button" value="Clear"/></p><p>Select Sort Order: <input type="text" value="Select Sort Order"/></p></div>

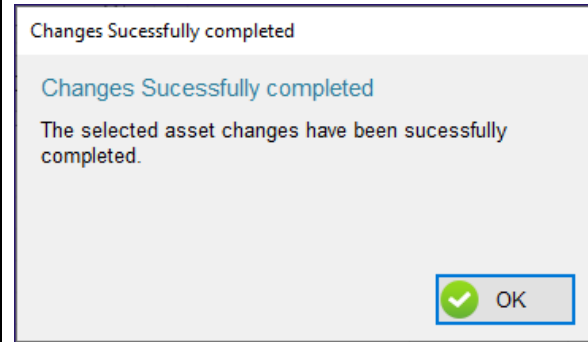
<p>Select the Assets to be changed:</p>	<p>Select multiple Assets by either holding down the Ctrl key and clicking on selected Assets, or the Shift key. Click again on a particular Asset to de-select it.</p> <p>Or click on the 'Select All' button: </p> <p>Select 'De-Select All' to re-start your selection: </p>
<p>Select which Fields and Values to Change:</p>	<div data-bbox="577 539 1285 882" style="border: 1px solid gray; padding: 5px;"> <p>Select the Fields and Values to Change</p> <p>Date Purchased: <input checked="" type="checkbox"/> <input type="text" value="24/06/2025"/> </p> <p>Purchase Price: <input checked="" type="checkbox"/> <input type="text"/></p> <p>Supplier Name: <input checked="" type="checkbox"/> <input type="text" value="Default Supplier"/> </p> <p>Residual Value %: <input checked="" type="checkbox"/> <input type="text" value="0.00"/> %</p> <p>Depreciation Method: <input checked="" type="checkbox"/> <input type="text" value="Straight Line Method"/> </p> <p>Depreciation Years: <input checked="" type="checkbox"/> <input type="text"/></p> </div> <p>Note : de-select any fields that remain the same.</p>
<p>Depreciation Method Change:</p>	<p>If changing the depreciation method, the following methods are available in the drop-down menu:</p> <div data-bbox="577 1078 1032 1326" style="border: 1px solid gray; padding: 5px;"> <p><input type="text" value="Straight Line Method"/> </p> <p>Straight Line Method</p> <p>Reducing Balance Method</p> <p>Sum of Digits Method</p> <p>Immediate Write-off Method</p> <p>Write-off by Year-End Method</p> <p>Variable Write-off Method</p> </div>

Record Movement:



Click on the **'Record Movement'** button to save the changes.

You will see confirmation that your changes have been made:



Record Multiple Internal Asset Movements

See '[Asset Transfers](#)'.

User Profile Management

Overview

With the DBS Asset Management System, you can create multiple Users with separate profiles and assign them to individual Asset Registers, thereby:

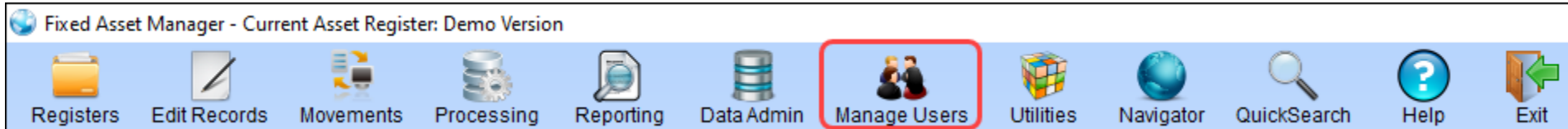
- **Protecting your data and your privacy;** users only have access to the information and functions strictly necessary for their job roles. This minimizes the risk of unauthorized access, accidental data modification or deletion, and data breaches.
- **Confidentiality:** Certain asset information might be sensitive. User profiles allow you to restrict this information to only those with a legitimate need to know.
- **Faster change management:** When new employees join or existing employees change roles, their access can be swiftly adjusted by simply assigning or revoking predefined roles, rather than manually configuring individual permissions.



It is easier to create the profiles first, then create and assign the users to them. By doing this, you eliminate having to go back into the user section when you have created the profile, to assign a profile to them.

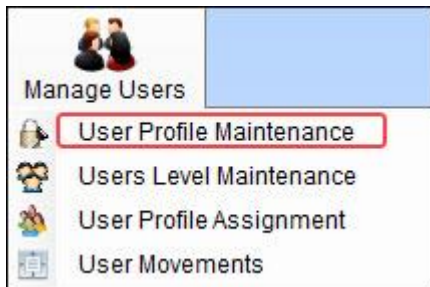
Creating a New Profile

To access the screen for creating and editing User Details, maintaining User Profile levels and assigning profiles to Users, select **'Manage Users'** menu item from the Horizontal Menu Bar displayed at the top of the screen, as illustrated below:



The only User on the system is the Administrator (you), who has full access to all functions, including creating and amending additional Users and Profiles.

To set up the Profile for the additional User, to determine what they will and will not be able to do, according to their role. Select the **'User Profile Maintenance'** menu item from the drop-down menu.



OR Click on the relevant link in the Navigator screen:

User Profile Management & Documentation Management

[User Profile Maintenance...](#)

[User Level Maintenance...](#)

[User Profile Assignment...](#)

[User Movements...](#)



Fixed Asset Manager - System Navigator



Fixed Asset Manager

Your Ultimate Solution
to Seamless Asset
Management

**This Trial Version
of Fixed Asset
Manager will expire
on:**



Purchase Product

Fixed Asset Manager - Demo Version

Asset Register Maintenance

[Create, Amend or Delete an Asset Register...](#)



Click here to create a new or additional Register, amend an existing Register, or delete one or more existing Registers...

Asset Record Maintenance

[Create, Amend or Delete an Asset Items...](#)
[Perform a Search on Asset Items...](#)



Click here to create a new Asset, amend existing Asset details, delete an existing Asset, or do a comprehensive Asset Search...

Asset Category Maintenance

[Create, Amend or Delete Asset Categories...](#)



Click here to create, amend or delete Asset categories and/or Asset sub-categories...

Asset Location Maintenance

[Create, Amend or Delete Asset Locations...](#)



Click here to create, amend or delete Asset locations and/or Sub-locations...

Cost Centre Maintenance

[Create, Amend or Delete Cost Centres...](#)



Click here to create, amend or delete cost centres and/or departments...

Asset Disposals & Movements

[Record Asset Disposals...](#)
[Record Asset Transfers...](#)
[Multiple Asset Field Value Changes...](#)
[Multiple Internal Asset Movements...](#)



User Profile Management & Documentation Management

[User Profile Maintenance...](#)
[User Level Maintenance...](#)
[User Profile Assignment...](#)
[User Movements...](#)



Data Related Functions

[Backup, Restore or Delete Database...](#)
[Import Data from Excel Datasource...](#)
[Delete and Re-Create Database...](#)



User Profile - Home Screen

Fixed Asset Manager - Role Maintenance
? X

User Profile Maintenance

Select Existing Profile:

Profile Name:

Profile Description:

Copy Permissions from: Clear All Selections

Permissions for Selected Role: ?

Use the 'Update' button to apply changes made in permissions for this role to all existing projects. NB: To make the changes take effect for new projects only, use 'Save and close' instead.

<input type="checkbox"/> Company Maintenance	<input type="checkbox"/> Asset Maintenance	<input type="checkbox"/> Category Maintenance	<input type="checkbox"/> Cost Centre Maintenance	<input type="checkbox"/> Location Maintenance
<input checked="" type="checkbox"/> Create New Companies	<input checked="" type="checkbox"/> Create New Assets	<input checked="" type="checkbox"/> Create New Categories	<input checked="" type="checkbox"/> Create New Cost Centres	<input checked="" type="checkbox"/> Create New Locations
<input checked="" type="checkbox"/> View Company Details	<input checked="" type="checkbox"/> View Asset Details	<input checked="" type="checkbox"/> View Category Details	<input checked="" type="checkbox"/> View Cost Centre Details	<input checked="" type="checkbox"/> View Location Details
<input checked="" type="checkbox"/> Amend Company Details	<input checked="" type="checkbox"/> Amend Asset Details	<input checked="" type="checkbox"/> Amend Category Details	<input checked="" type="checkbox"/> Amend Cost Centre Details	<input checked="" type="checkbox"/> Amend Location Details
<input checked="" type="checkbox"/> Delete Companies	<input checked="" type="checkbox"/> Delete Assets	<input checked="" type="checkbox"/> Delete Asset Categories	<input checked="" type="checkbox"/> Delete Cost Centres	<input checked="" type="checkbox"/> Delete Locations
<input type="checkbox"/> Supplier Maintenance	<input type="checkbox"/> Processing	<input type="checkbox"/> User Maintenance	<input type="checkbox"/> Security Maintenance	<input type="checkbox"/> Data Related Processes
<input checked="" type="checkbox"/> Create New Suppliers	<input checked="" type="checkbox"/> Movement Processing	<input checked="" type="checkbox"/> Create New Users	<input checked="" type="checkbox"/> User Role Maintenance	<input checked="" type="checkbox"/> Import/Export Data
<input checked="" type="checkbox"/> View Supplier Details	<input checked="" type="checkbox"/> Depreciation Processing	<input checked="" type="checkbox"/> View User Details	<input checked="" type="checkbox"/> User Level Maintenance	<input checked="" type="checkbox"/> Backup/Restore Database
<input checked="" type="checkbox"/> Amend Supplier Details	<input checked="" type="checkbox"/> Document Management	<input checked="" type="checkbox"/> Amend User Details	<input checked="" type="checkbox"/> Assign User Profiles	
<input checked="" type="checkbox"/> Delete Suppliers		<input checked="" type="checkbox"/> Delete Users		

User Navigation

User Controls

+ Add Profile

✎ Edit Profile

✖ Delete Profile

↻ Update Profile

⊘ Cancel Edit

Other Options

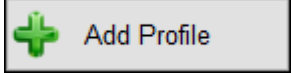
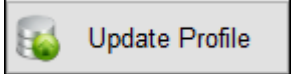
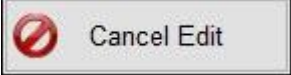
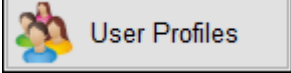
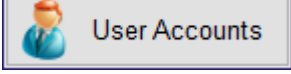
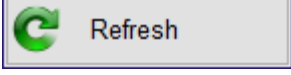
👤 User Profiles

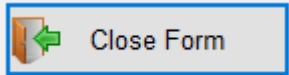
👤 User Accounts

↻ Refresh

➡ Close Form

Controls Used in Creating a New Profile

	<p>Add Profile: Click on the Add Profile button and assign a name and description to the new profile in the fields provided. To save you time, pre-populated profiles have been set up, choose one of these from the 'Copy Permissions from:' drop-down menu, or amend any existing profile to suit your requirements. The 'Permissions for Selected Role' section will become live. To select or de-select all roles, click on the button next to the individual permission in bold.</p>
	<p>Update Profile: Whilst you are in the process of creating a new profile, or editing an existing one, the application is said to be in Insert Mode. Click on the 'Update Profile' button to update an existing profile or add a new one to the database. You can go back and amend the profile details at any time by clicking on the 'Edit Profile' button.</p>
	<p>Cancel Edit: Click on the 'Cancel Edit' button if you wish to cancel the process of creating a new profile, or if you wish to cancel the editing process on any existing profile. The system will revert back to View mode and no changes will be made to the database.</p>
	<p>User Profiles: See separate section on User Setup and Maintenance – Profile Assignment.</p>
	<p>User Accounts: See separate section on User Setup and Maintenance – User Details.</p>
	<p>Refresh: Use this button to revert back to the original permissions for the profile you are editing, before you select either 'Update Profile' or 'Cancel Edit'. Clicking on 'Refresh' will allow you to continue working in the selected profile, with the original permissions restored.</p>



Close Form: The Close Form button will be highlighted once you click on the **'Update Profile'** or **'Cancel Edit'** buttons. Click on the Close Form button to close the screen and revert back to the main menu.



The system will prevent you from creating a new profile with the same name as an existing profile.

Amending and Deleting an Existing Profile

Fixed Asset Manager - Role Maintenance
? X

User Profile Maintenance
?

Select Existing Profile:

Profile Name:

Profile Description:

Copy Permissions from: Clear All Selections

Permissions for Selected Role: ?

Use the 'Update' button to apply changes made in permissions for this role to all existing projects. NB: To make the changes take effect for new projects only, use 'Save and close' instead.

<input type="checkbox"/> Company Maintenance	<input type="checkbox"/> Asset Maintenance	<input type="checkbox"/> Category Maintenance	<input type="checkbox"/> Cost Centre Maintenance	<input type="checkbox"/> Location Maintenance
<input checked="" type="checkbox"/> Create New Companies	<input checked="" type="checkbox"/> Create New Assets	<input checked="" type="checkbox"/> Create New Categories	<input checked="" type="checkbox"/> Create New Cost Centres	<input checked="" type="checkbox"/> Create New Locations
<input checked="" type="checkbox"/> View Company Details	<input checked="" type="checkbox"/> View Asset Details	<input checked="" type="checkbox"/> View Category Details	<input checked="" type="checkbox"/> View Cost Centre Details	<input checked="" type="checkbox"/> View Location Details
<input checked="" type="checkbox"/> Amend Company Details	<input checked="" type="checkbox"/> Amend Asset Details	<input checked="" type="checkbox"/> Amend Category Details	<input checked="" type="checkbox"/> Amend Cost Centre Details	<input checked="" type="checkbox"/> Amend Location Details
<input checked="" type="checkbox"/> Delete Companies	<input checked="" type="checkbox"/> Delete Assets	<input checked="" type="checkbox"/> Delete Asset Categories	<input checked="" type="checkbox"/> Delete Cost Centres	<input checked="" type="checkbox"/> Delete Locations
<input type="checkbox"/> Supplier Maintenance	<input type="checkbox"/> Processing & Reporting	<input type="checkbox"/> Asset Movements	<input type="checkbox"/> Security Maintenance	<input type="checkbox"/> Data Related Processes
<input checked="" type="checkbox"/> Create New Suppliers	<input checked="" type="checkbox"/> Depreciation Processing	<input checked="" type="checkbox"/> Record Asset Disposals	<input checked="" type="checkbox"/> User Profile Maintenance	<input checked="" type="checkbox"/> Backup/Restore Database
<input checked="" type="checkbox"/> View Supplier Details	<input checked="" type="checkbox"/> Year-End Processing	<input checked="" type="checkbox"/> Record Asset transfers	<input checked="" type="checkbox"/> User Level Maintenance	<input checked="" type="checkbox"/> Import/Export Data
<input checked="" type="checkbox"/> Amend Supplier Details	<input checked="" type="checkbox"/> Report Generation	<input checked="" type="checkbox"/> Bulk Asset Movements	<input checked="" type="checkbox"/> User Profile Assignment	<input checked="" type="checkbox"/> Database Re-creation
<input checked="" type="checkbox"/> Delete Suppliers	<input checked="" type="checkbox"/> Quick-Search Module	<input checked="" type="checkbox"/> Bulk Field Changes	<input checked="" type="checkbox"/> User Movements	<input checked="" type="checkbox"/> SQL Query-Builder

User Navigation

User Controls

+ Add Profile

✎ Edit Profile

✗ Delete Profile

↻ Update Profile

⊘ Cancel Edit

Other Options

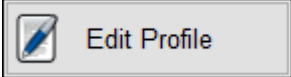
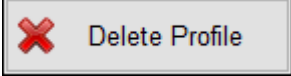
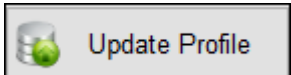
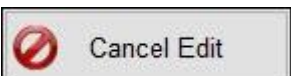
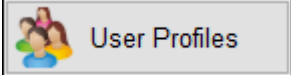
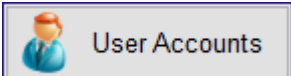
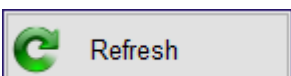
👤 User Profiles

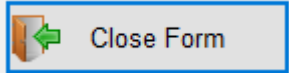
👤 User Accounts

↻ Refresh

➡ Close Form

Controls Used in Amending and Deleting an Existing Profile

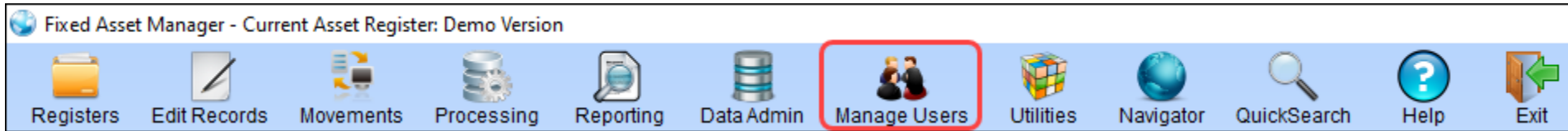
	<p>Edit Profile: Select the existing profile you wish to edit from the drop-down menu, and click on the 'Edit Profile' button to edit the permissions for an existing profile. The 'Permissions for Selected Role' section will become live. To select or de-select all roles, click on the button next to the individual permission in bold.</p>
	<p>Delete Profile: Select an existing profile to delete from the 'Select Existing Profile' drop-down menu and complete the action by clicking here. You will be asked to confirm your action as it cannot be reversed.</p>
	<p>Update Profile: Whilst you are in the process of creating a new profile, or editing an existing one, the application is said to be in Insert Mode. Click on the 'Update Profile' button to update an existing profile or add a new one to the database. You can go back and amend the profile details at any time by clicking on the 'Edit Profile' button.</p>
	<p>Cancel Edit: Click on the 'Cancel Edit' button if you wish to cancel the process of creating a new profile, or if you wish to cancel the editing process on any existing profile. The system will revert back to View mode and no changes will be made to the database.</p>
	<p>User Profiles: See separate section on User Setup and Maintenance – Profile Assignment.</p>
	<p>User Accounts: See separate section on User Setup and Maintenance – User Details.</p>
	<p>Refresh: Use this button to revert back to the original permissions for the profile you are editing, before you select either 'Update Profile' or 'Cancel Edit'. Clicking on 'Refresh' will allow you to continue working in the selected profile, with the original permissions restored.</p>



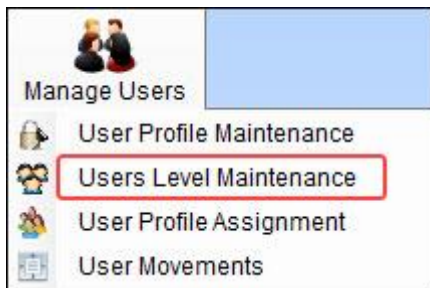
Close Form: The Close Form button will be highlighted once you click on the **'Update Profile'** or **'Cancel Edit'** buttons. Click on the Close Form button to close the screen and revert back to the main menu.

Creating a New User

To access the screen for creating and editing User Details, select the **'Manage Users'** menu item from the Horizontal Menu Bar displayed at the top of the screen, as illustrated below:



Select the **'Users Level Maintenance'** menu item from the drop-down menu.



OR Click on the relevant link in the Navigator screen:

User Profile Management & Documentation Management

[User Profile Maintenance...](#)

[User Level Maintenance...](#)

[User Profile Assignment...](#)

[User Movements...](#)



Fixed Asset Manager - System Navigator



Fixed Asset Manager

Your Ultimate Solution
to Seamless Asset
Management

**This Trial Version
of Fixed Asset
Manager will expire
on:**



Purchase Product

Fixed Asset Manager - Demo Version

Asset Register Maintenance

[Create, Amend or Delete an Asset Register...](#)



Click here to create a new or additional Register, amend an existing Register, or delete one or more existing Registers...

Asset Record Maintenance

[Create, Amend or Delete an Asset Items...](#)
[Perform a Search on Asset Items...](#)



Click here to create a new Asset, amend existing Asset details, delete an existing Asset, or do a comprehensive Asset Search...

Asset Category Maintenance

[Create, Amend or Delete Asset Categories...](#)



Click here to create, amend or delete Asset categories and/or Asset sub-categories...

Asset Location Maintenance

[Create, Amend or Delete Asset Locations...](#)



Click here to create, amend or delete Asset locations and/or Sub-locations...

Cost Centre Maintenance

[Create, Amend or Delete Cost Centres...](#)



Click here to create, amend or delete cost centres and/or departments...

Asset Disposals & Movements

[Record Asset Disposals...](#)
[Record Asset Transfers...](#)
[Multiple Asset Field Value Changes...](#)
[Multiple Internal Asset Movements...](#)



User Profile Management & Documentation Management

[User Profile Maintenance...](#)
[User Level Maintenance...](#)
[User Profile Assignment...](#)
[User Movements...](#)

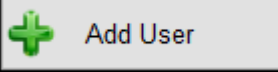
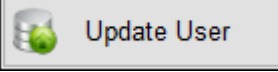
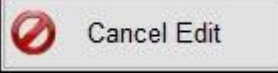


Data Related Functions

[Backup, Restore or Delete Database...](#)
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[Delete and Re-Create Database...](#)

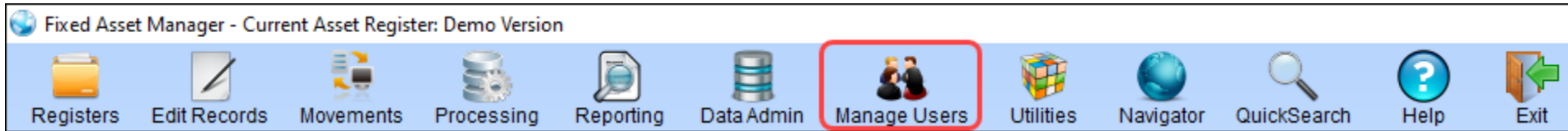


Controls Used in Creating a New User

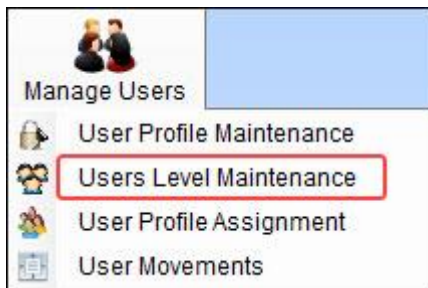
	<p>Add User button: Click on the Add User button and assign a Profile name and Description to the new Profile. To save you time, pre-populated Profiles have been set up, choose one of these from the “Copy Permissions from:” or amend any to suit your requirements. The Permissions for Selected Role section will become live. To select or de-select all roles, click on the button next to the Permission in bold.</p>
	<p>Update User button: Whilst you are in the process of creating a new User, the application is said to be in Insert Mode, and only once you have clicked on the Update User button, will the new User be added to the database. You can go back and amend the User details at any time by clicking on the Edit User button in the main screen.</p>
	<p>Cancel Edit: The process will be cancelled should you click on the Cancel Edit button, and no change will be made in the Database. Click on the Cancel Edit button if you wish to cancel the process of creating a new User, or if you wish to cancel the editing process on any existing User. The system will revert back to View mode.</p>

Amending and Deleting an Existing User

To access the screen for creating and editing User Details, select the **'Manage Users'** menu item from the Horizontal Menu Bar displayed at the top of the screen, as illustrated below:



Select the **'Users Level Maintenance'** menu item from the drop-down menu.



OR Click on the relevant link in the Navigator screen:

User Profile Management & Documentation Management

[User Profile Maintenance...](#)

[User Level Maintenance...](#)

[User Profile Assignment...](#)

[User Movements...](#)



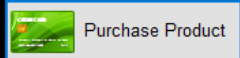
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Asset Register Maintenance

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Asset Record Maintenance

[Create, Amend or Delete an Asset Items...](#)
[Perform a Search on Asset Items...](#)



Click here to create a new Asset, amend existing Asset details, delete an existing Asset, or do a comprehensive Asset Search...

Asset Category Maintenance

[Create, Amend or Delete Asset Categories...](#)



Click here to create, amend or delete Asset categories and/or Asset sub-categories...

Asset Location Maintenance

[Create, Amend or Delete Asset Locations...](#)



Click here to create, amend or delete Asset locations and/or Sub-locations...

Cost Centre Maintenance

[Create, Amend or Delete Cost Centres...](#)



Click here to create, amend or delete cost centres and/or departments...

Asset Disposals & Movements

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User Profile Management & Documentation Management

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[User Level Maintenance...](#)
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Data Related Functions

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[Delete and Re-Create Database...](#)



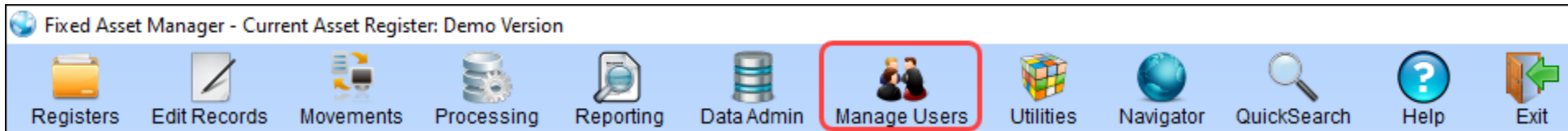
Controls Used in Editing or Deleting a User

 Edit User	Edit User button: Whilst you are in the process of editing an existing User, the application is said to be in Insert Mode, and only once you have clicked on the Update User button, will the new details be added to the database. You can go back and amend the User details at any time by clicking on the Edit User button in the main screen.
 Delete User	Delete User button: Use this button to delete an existing User.
 Update User	Update User: Click here to save your changes.
 Cancel Edit	Cancel Edit: The process will be cancelled should you click on the Cancel Edit button, and no change will be made in the Database. Click on the Cancel Edit button if you wish to cancel the process of creating a new User, or if you wish to cancel the editing process on any existing User. The system will revert back to View mode.
 Close Form	Close Form: Click on the Close Form button to close the screen and revert back to the main menu.

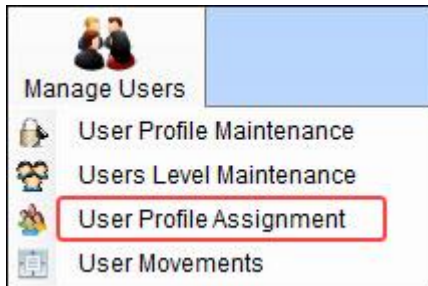
Assigning Users to Profiles

Now we have created Profiles and Users, we can assign Users to Profiles, depending on their roles and responsibilities.

To access this functionality, select '**Manage Users**' from the menu at the top of the screen, as illustrated below:



Select '**User Profile Assignment**' from the drop-down menu.



OR Click on the relevant link in the Navigator screen:

User Profile Management & Documentation Management

[User Profile Maintenance...](#)

[User Level Maintenance...](#)

[User Profile Assignment...](#)

[User Movements...](#)



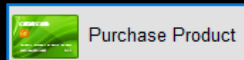
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[Create, Amend or Delete Asset Categories...](#)



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User Profile Management & Documentation Management

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[User Profile Assignment...](#)
[User Movements...](#)



Asset Location Maintenance

[Create, Amend or Delete Asset Locations...](#)



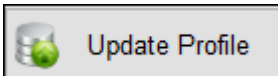
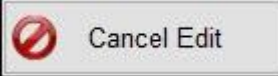
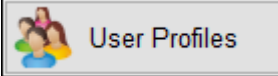
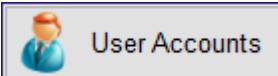
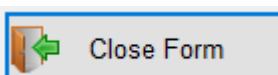

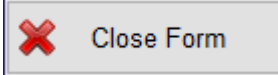
Click here to create, amend or delete Asset locations and/or Sub-locations...

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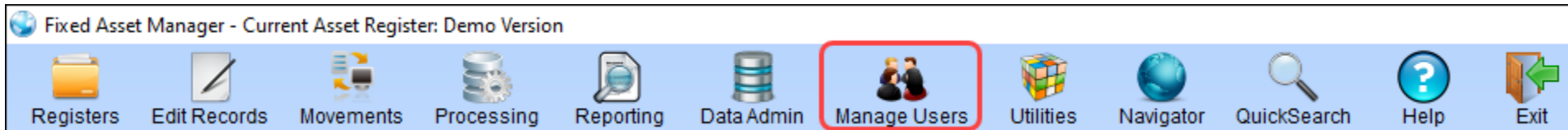
Controls Used in Assigning Profiles to Users

	<p>Update Profile: Whilst you are in the process of assigning a Profile to a User, the application is said to be in Insert Mode. Click on the 'Update Profile' button to update your changes one to the database. You can go back and amend the profile details at any time by clicking on the 'Edit Profile' button.</p>
	<p>Cancel Edit: Click on the 'Cancel Edit' button if you wish to cancel the process of creating a new profile, or if you wish to cancel the editing process on any existing profile. The system will revert back to View mode and no changes will be made to the database.</p>
	<p>User Profiles: See separate section on User Setup and Maintenance – Profile Assignment.</p>
	<p>User Accounts: See separate section on User Setup and Maintenance – User Details.</p>
	<p>Close Form: The Close Form button will be highlighted once you click on the 'Update Profile' or 'Cancel Edit' buttons. Click on the Close Form button to close the screen and revert back to the main menu.</p>
	<p>Navigation Controls: The Navigation buttons can be used to move the next and previous User.</p>
	<p>Close Form: Click on the Close Form button to close the screen and revert back to the main menu.</p>

User Movements

Should an employee change Cost Centre, Location or Department, this can be recorded using the **User Movements** functionality.

To access this functionality, select '**Manage Users**' from the menu at the top of the screen, as illustrated below:



Select '**User Movements**' from the drop-down menu.



OR Click on the relevant link in the Navigator screen:

User Profile Management & Documentation Management

[User Profile Maintenance...](#)

[User Level Maintenance...](#)

[User Profile Assignment...](#)

[User Movements...](#)



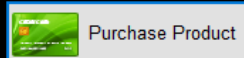
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