



ASSET MANAGEMENT

User Manual



TABLE OF CONTENT

1. INTRODUCTION

- ii. What is Asset
- iii. The Asset Register

2. ASSET REGISTER

- I. Asset Category
- ii. Add New
- iii. Assign to Location
- iv. Depreciate Asset
- v. Disposed Asset

3. ASSET MAINTENANCE

- I. Asset In Location
- ii. Requisition
- iii. Scheduled Maintenance

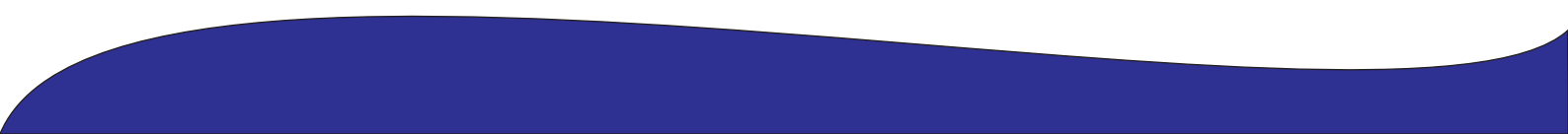
4. ALLOCATION HISTORY

- I. Asset Allocation
- ii. Allocation History

5. REMINDER

- I. Scheduled Maintenance Alert
- ii. Escalation

6. SETUP

- I. Menu Priviledge
 - ii. User Activation
- 

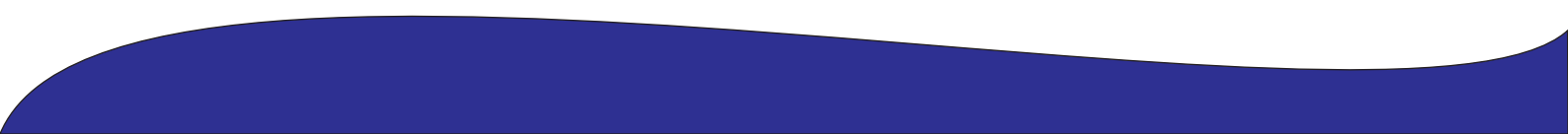
WHAT IS AN ASSET

The word Assets (i.e. fixed assets) is used to indicate capital goods purchased by the company for use in the production process over a period of several years. Asset are therefore capital goods that are used by the business to either profit making or office utilization.

C & Ileasing Plc categorized assets into the following categories:

- 1. Land & Building**
- 2. Construction in progress**
- 3. Motor Vehicle**
- 4. Plant & Machinery**
- 5. Furniture & Fittings.**
- 6. Office Equipment.**
- 7. Cranes & Pipes**
- 8. Marine Equipment**

These categories of assets have different assets attached to them. Based on the asset type e.g cars will fall under Motor Vechice, Laptops will be categorized under Office Equipment etc... Each of these categories of assets have their unique functionality based on their properties.

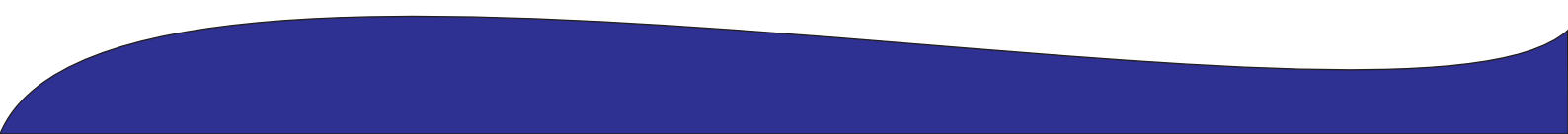


ASSET REGISTER

The Asset Register comprises of all companies assets as most companies are required to keep an Asset Register. In its classic form this register is made up of a number of pages, one for each asset purchased. Each page is therefore headed up with the description of a particular asset and shows all of the movement affecting that asset over time: from its purchase, through its depreciation to when it was disposed.

In C&I the Asset Register is made of up the old record (although this record can not be said to be complete as they are not well defined), and the new records which is asset from the procurement portal.

For asset currently purchased, they are stored in the asset register as new asset record which have full description and history including allocation to disposal because this is well documented. In the next chapter lets see how asset are categorized and brought into the system.



ASSET REGISTER

i asset category

The Asset Category identifies the way assets are categorized in the Asset Register, this helps the system to be able to identify each asset and the category which they fall under

ASSET CATEGORY

Full list of your asset register by Category.

Tag	Category Name	Total Cost	Total Asset	Action
☐	Land & Building	0.00	0	View
☐	Construction in progress	9,000.00	1	View
☐	Motor Vehicle	0.00	0	View
☐	Plant & Machinery	22,063,000.00	15	View
☐	Furniture & Fittings	0.00	0	View
☐	Office Equipment	53,707,200.00	526	View
☐	Cranes & Pipeline	0.00	0	View
☐	Marine Equipment	0.00	0	View

ASSET CATEGORY TOTAL COST TOTAL ASSET

As you can see from the diagram each category has a TOTAL COST and TOTAL NUMBER OF ASSET. This allows you to have a brief overview of each category of asset, their cost and the total number of asset in the company

View Button

OFFICE EQUIPMENT

10 records per page

Search...

No	Name	Cost	Date	Category	Status	Details
☐	ProLiant ML370 G5	3,800.00	2001-01-16	Office Equipment	active	Action
☐	ProLiant DL380p Gen8	7,800.00	2001-01-19	Office Equipment	active	View
☐	ProLiant DL580 G7	4,500.00	2001-01-04	Office Equipment	active	Edit
☐	ProLiant DL380p Gen8	12,500.00	2001-01-12	Office Equipment	active	Action
☐	Virtual Machine Gen8	34,000.00	2001-01-11	Office Equipment	active	Action

Showing 1 to 5 of 5 entries

< Previous 1 Next >

When the view button is click, it takes you to all the asset under that category eg. for this diagram Office Equipment. which includes cost, date of purchase, category and status. Also Certain actions like View and Edit that particular asset can also be performed

ASSET REGISTER

ii Add New

Add new involves the way assets are brought into the system which includes

1. Add New(Direct) - Manually
2. From Procurement
3. Upload

ADD NEW ASSETS

[BACK](#)

Please choose which platform you are adding the asset from


Add New
(Direct)


From procurement

 Upload

ADD NEW - DIRECT

When you click on add new you are expected to fill a form to add the new asset to the asset register


Add New
(Direct)



ADD NEW ASSET

[BACK](#)

Asset Name *

Asset Cost *

Date Purchased * 

Asset Description

Effective Date(Dep)  (optional)

Type of Asset *

Asset Category *

Asset Sub Category *

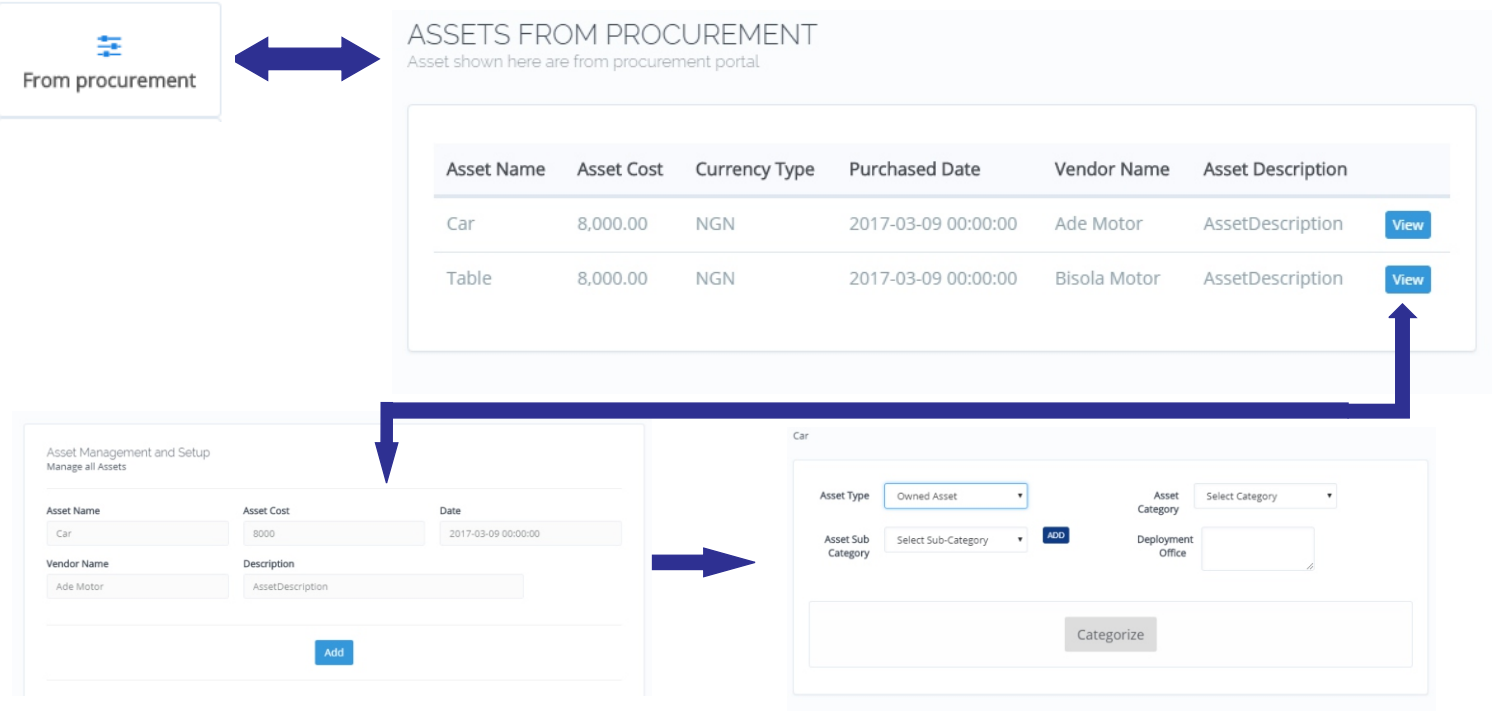
Deployment Office

[ADD](#)

Add Asset

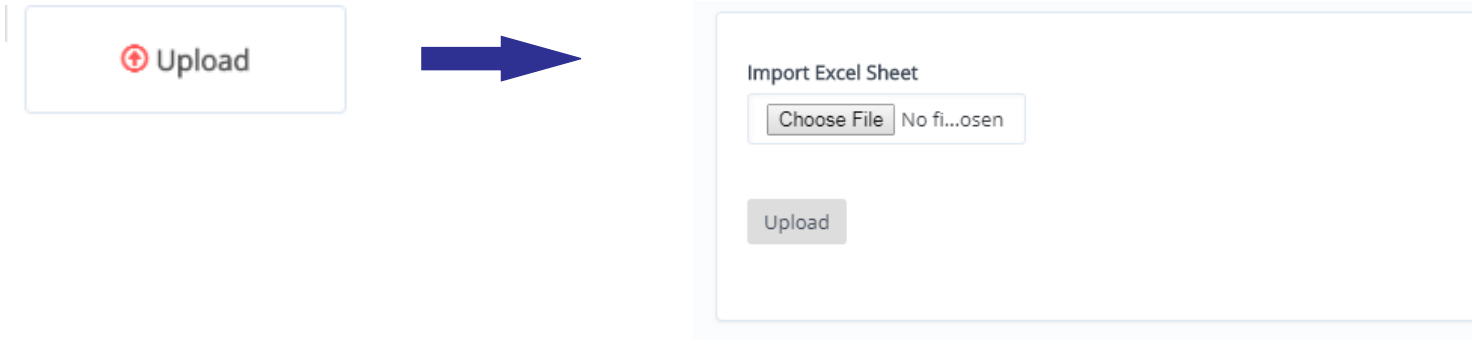
FROM PROCUREMENT

Asset that are purchased from procurement portal and brought into the system and categorized accordingly based on the location and category.



UPLOAD

Asset can also be uploaded through an excel spreadsheet based on the specified format.



ASSIGN TO LOCATION

Once asset are brought into the system from procurement portal if they are not added directly by the user, they have to be moved to their various location eg. Lagos, PH, Abuja etc..

ASSIGN TO LOCATION

Move assets to location

Move Assets

☐	Asset Name	Asset Cost	Purchase Date	Type	Category
☐ 487			0000-00-00		
☐ 549	Somoto 1	9000	2018-06-01	Lease Assets	Construction in progress
☐ 550	Car	8000	2017-03-09	Owned Asset	Motor Vehicle

To assign the asset to a particular location select the asset you want to assign and click on the MOVE ASSETS. A popup box appears which allows you to assign accordingly.

Today 2018-08-08

close

ASSET MOVEMENT NOW

SELECT LOCATION

Select Location

SELECT UNIT

Select Unit

Submit

Once an asset is assigned to a location and in a unit eg. I.T or Admin or Maintenance, the Maintenance Office in charge of Asset Maintenance will be able to login and see all the asset assign to that location, thereby allow him/her to be able to maintain the asset regularly

ASSET DEPRECIATION

Asset are depreciated based on the category. Every month it is expected that you run the depreciation process to allow the system to depreciate the asset monthly with the proper figures in place

DEPRECIATION

All assets are depreciated per month

Tag	Category Name	Total Net Book	Cummulative Dep	Total Asset	Dep.Value	Status	Action
☐	Land & Building			0		Pending	Action ▾
☐	Construction in progress			0		Pending	Action ▾
☐	Motor Vehicle			1		Pending	Action ▾
☐	Plant & Machinery			0		Pending	Action ▾
☐	Furniture & Fittings			0		Pending	Action ▾
☐	Office Equipment	2,250.00	60,350.00	5	1,236.67	Depreciated	Action ▾
☐	Cranes & Pipeline			0		Pending	View Depreciation Close Year Ending
☐	Marine Equipment			0		Pending	
☐	Services			0		Pending	

The following action can also be performed View - Depreciate, Close, Year Ending

ASSET CATEGORY

OFFICE EQUIPMENT

Name	Cost	Eff-Date	Useful Life	Useful-Count	Count-(Period)	Dep	Dep-Within Period	Accum Dep-Opening	Accum Dep	Book Value	Action
ProLiant ML370 G51	3,800.00	2001-01-20	60	42	2	63.33	126.67	0.00	2,660.00	1,140.00	Edit
ProLiant DL380p Gen82	7,800.00	2001-01-25	60	58	2	130.00	260.00	0.00	7,540.00	260.00	Edit
ProLiant DL580 G73	4,500.00	2001-01-26	60	59	1	75.00	75.00	0.00	4,425.00	75.00	Edit
ProLiant DL380p Gen84	12,500.00	2001-02-02	60	59	1	208.33	208.33	0.00	12,291.67	208.33	Edit
Virtual Machine Gen85	34,000.00	2001-07-27	60	59	1	566.67	566.67	0.00	33,433.33	566.67	Edit

DEPRECIATION

close

Select Period

Select ▾

Open Period

Construction in progress

0

ASSET DISPOSAL

Once asset have reach their full life cycle the assets are disposed using the disposal module. The

MARK FOR DISPOSAL

Mark Asset for Disposal

Name	Date	Category	A-Cost	M-Cost	Status	Action
Electric Pump Machine & Nozzle CI/PM/00/0018	0000-00-00	Plant & Machinery	40,000.00			
Pumping Machine CI/PM/00/0023	0000-00-00	Plant & Machinery	23,000.00			
Check Meter CI/PM/00/0024	0000-00-00	Plant & Machinery	150,000.00			



Once an asset is marked for disposal by the maintenance office, The office is then expected to fill the Asset disposal form shown “ASSET DISPOSAL” which will go through the three process of approval before final disposal. HOD - ICU and ADMIN for final Disposal.

	Category	A-Cost	M-Cost	Status	Action
00-00	Plant & Machinery	40,000.00			

ASSET DISPOSAL: Electric Pump Machine & Nozzle

Select HOD

Select HOD

Select ICU

Select ICU

Disposal Amount :

Disposal Reason:

C&U
Inter

2. ASSET MAINTENANCE

Asset in Location

Once the maintenance officer logs in based on the location of the office the asset are display in Category and Sub Category as shown below

ASSET CATEGORY

All asset Category

Tag	Category Name	Total Maintenance Cost	Total Per Class	Action
☐	Office Equipment		162	View

ASSET SUB CATEGORY

Port Harcourt / Office Equipment

Tag	Category Name	Total Maintenance Cost	Total	Action
☐	Laptop		115	View
☐	Desktop		47	View

ALL ASSET:: OFFICE EQUIPMENT : DESKTOP

Port Harcourt

[Add Reminder](#)

[Mark For Disposal](#)

10 records per page

Search...

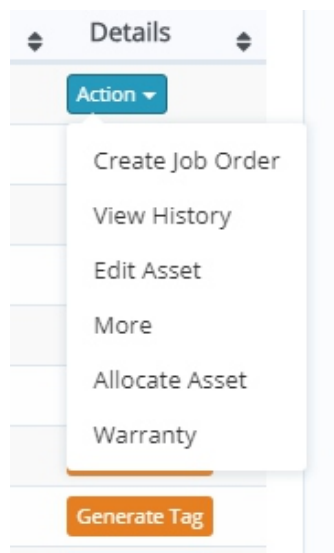
No	Name	Asset Cost	LMD	TMC	Status	Details
☐ 49	DESKTOP COMPUTER SYSTEM CI/OE/12/0010	107000			active	Action
☐ 46	DESKTOP COMPUTER CI/OE/12/0013	110000			active	Action
☐ 45	DESKTOP John and Son CI/OE/12/0014				active	Action
	DESKTOP	105000			active	Generate Tag
	DESKTOP	105000			active	Generate Tag
	DESKTOP	105000			active	Generate Tag
	DESKTOP	105000			active	Generate Tag
	DESKTOP	106000			active	Generate Tag
	DESKTOP				active	Generate Tag

Here the maintenance officer can carry out several activities which includes the following:

2. ASSET MAINTENANCE

Asset in Location

- Create Job Order
- View History
- Edit Asset
- More
- Allocate Asset
- Warranty
- Generate Asset Tag



[Add Reminder](#) [Mark For Disposal](#)

10 records per page

No	Name	Allocated To	LMD	TMC	Status	Details
179	HP CI/OE/00/0016 CILAG53	nathaniel asuelimhen			active	Action
180	HP 620 CI/OE/11/0005 CIPHC900				active	Action
	HP COMPAQ 610 CILAG236	akpabio john			active	Generate Tag
	HP COMPAQ 630 CILAG237	gbenga abolarin			active	Generate Tag
	HP COMPAQ 610 CILAG244	victor samson			active	Generate Tag
184	HP COMPAQ 630 CI/OE/00/0017 CILAG247	kalu kalu			active	Action
	HP 620 CILAG251	olabisi babamuyiwa			active	Generate Tag
	HP 620 CILAG258	segun adelaja			active	Generate Tag
	HP 620 CILAG261	treasury.intern			active	Generate Tag
	HP G42 CILAG263	vacant			active	Generate Tag

Showing 1 to 10 of 244 entries

< Previous 1 2 3 4 5 Next >

Asset Tag

Here you can see brief important Information like asset Tag, Allocated To Last Maintenance Date(LMD), Total Maintenance Cost (TMC)

Also before an action can be performed on an asset you need to generate the tag for that particular asset

Here the maintenance officer can carry out several activities which includes the following:

2. ASSET MAINTENANCE

Create Job Order

Once an asset is due for maintenance, you create a job order for the asset and this goes through the approval process. Once a requisition is generated for payment its sink into 'EXPENSE PRO' where payment is being handled

JOB ORDER : HP - CI/OE/00/0016

Narrate the Problem

What a Word

Estimated Cost optional

3333

Engineer / Vendor Name:- Add Vendor

Scheduled Date for Repair/Service

18-08-9

Select Head of Department

Muhammad Lasisi >> oladejo.lasisi@c-ileasing.com

SAVE

C&Ileasir Internet c

NOTE: when creating your job order you need to click on the “Add Vendor” and specify the vendor and prices accordingly like shown in the diagram below

ADD VENDORS BID/PRICE close

Black Panther	2999	Choose File 3...
Noble System	7000	Choose File 1...
Sobis Comput	6700	Choose File b...

Submit

Engineer / Vendor Name:- Add Vendor

Scheduled Date for Repair/Service

18-08-9

Select Head of Department

Here the maintenance officer c
the following:

Narrate the Problem

What a Word

Estimated Cost optional

3333

Engineer / Vendor Name:- Add Vendor

Added Vendors Vendor A : 2999 Vendor B : 7000 - Vendor C: 6700

Scheduled Date for Repair/Service

18-08-9

Select Head of Department

Muhammad Lasisi >> oladejo.lasisi@c-ileasing.com

SAVE

C&Ileasir Internet c