Fixed Assets Register Application

## Instructions

Instructions for “Fixed Assets Register Application”

**Please read and follow all the instructions for a proper use of this application!**

**Phase 1: Documents to be received:**

-Fixed Assets Register (.xlsx format)

-Fixed Assets Additions detail (.xlsx format)

-Fixed Assets Disposals detail (.xlsx format)

-Trial Balance as at Audit Period (.xlsx format)

**Phase 2: Pre-requisites:**

* Each excel file provided to the Audit Team should be imported in the application using the corresponding button, as presented in Phase 3
* The user should vaildate the accuracy and completeness of data imported in the application by completing the validation checks from the “Validation” worksheet in the output excel.
* The Details should be sanitized so it contains only Fixed Assets Accounts (i.e. the FAR should not contain inventories accounts or other accounts that are not FA –class 2)
* The PBC should be processed and defined accordingly to the following instructions:

**Trial Balance:**

The Table Header of the Trial Balance should be renamed as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **Description as per PBC** | **New description of key headers** | **Format** | **Example** |
| OMF Account (Analytical): | Account | General / Number | 21110, 291,68111 |
| Account Description: | Description | General/ Text | Buildings / Licenses |
| Opening Balance: | OB | General / Number | (12,462,161) |
| Debit Movement: | DM | General / Number | (2,406,271) |
| Credit Movement: | CM | General / Number | 3,516,868 |
| Closing Balance: | CB | General / Number | 10,627,971 |

**FAR:**

The Table Header of the FAR should be renamed as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **Description as per PBC** | **New description of key headers** | **Format** | **Example** |
| Item Name / ID: | Item | General / Number / Text | Buildings, Car2, Equipment X |
| OMF Account: | Account FAR | General/ Number | 2110,212,2131,205.1 |
| Item Description | Description | General/Text | Building |
| Useful Life | UL | General / Text | 12,24,48 |
| Data Punere in Functiune | PIF Date | Date | 12/12/2012 |
| Acquisition Cost / GBV: | GBV | General / Number | 12,345,678.90 |
| Accumulated Depreciation: | Accumulated Depreciation | General / Number | 12,345,678.90 |
| Depreciation Charge (in period): | Depreciation Charge | General / Number | 12,345,678.90 |

**\*\*Note: Useful Life (UL) needs to be expressed in months. For example, if an asset has a UL of 2 years, instead of writing 2 in the UL column, you should write 24 (as in 24 months).**

**For revaluation and capitalization options we additionally need other standard columns.**

**For capitalization in addition to those present in the table above we need the following:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Description as per PBC** | **New description of key headers** | **Format** | **Example** |
| Date of capitalization | Date of capitalization | Date | 12/12/2012 |
| Value of capitalization | Value of capitalization | General / Number | 12,345,678.90 |

**For revaluation we need:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Description as per PBC** | **New description of key headers** | **Format** | **Example** |
| Date of revaluation | Date of revaluation | Date | 12/12/2012 |
| method - gross/net | method - gross/net | General / Text | Net |
| Value after revaluation | Value after revaluation | General / Number | 12,345,678.90 |

**Addition detail:**

The Table Header of the FA addition detail should be renamed as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **Description as per PBC** | **New description of key headers** | **Format** | **Example** |
| Item Description/ Name / ID: | Item | General / Number / Text | Buildings, Car2, Equipment X |
| Account Add: | Account Add | General / Number | 2110,212,2131,205.1 |
| Acquisition Cost / GBV: | GBV | General / Number | 12,345,678.90 |
| Accumulated Depreciation: | Accumulated Depreciation | General / Number | 12,345,678.90 |
| PIF Date (date format): | PIF Date | Date | 12/31/2019 |
| Depreciation Charge (in period): | Depreciation Charge | General / Number | 12,345,678.90 |
| Addition Type (Pure / Transfer\*): | Type | General / Text | Pure / Transfer |
| Description | Description | General / Text | Desktop PC |
| Useful Life | UL | General / Text | 12,24,48 |
|  | |  | |

**\*It is MANDATORY to input data on “Type” column. Data should consist only in: “Pure” or “Transfer”.**

“Pure” stands for assets acquired by the company via purchase, while “Transfer” refers to items that were transferred internally to an Asset account.

**Disposals detail:**

The Table Header of the FA disposal detail should be renamed as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description as per PBC** | **New description of key headers** | **Format** | **Example** | |
| Item Description/ Name / ID: | Item | General / Number / Text | Buildings, Car2, Equipment X | |
| OMF Account: | Account Disposals | General / Number | 2110,212,2131,205.1 | |
| Acquisition Cost / GBV: | GBV | General / Number | 12,345,678.90 | |
| Accumulated Depreciation: | Accumulated Depreciation | General / Number | 12,345,678.90 | |
| Depreciation Charge: | Disposals Charge | General / Number | 12,345,678.90 | |
| Disposal Date (date format): | Disposal Date | Date | 12/31/2019 | |
| Disposal Type (Sale/Scrap\*): | Type | General / Text | Sale / Scrap | |
| Description | Description | General / Text | Desktop PC | |
| Useful Life | UL | General / Text | 12,24,48 | |
| Data punere in functiune | PIF Date | General / Text | 12/31/2019 | |
|  | |  | |

**\*It is MANDATORY to input data on “Type” column. Data should consist only in: “Sale” or “Scrapped” for disposals.**

**General notes:**

**Graphical user interface

Description automatically generated**

1. The present Instruction document is linked directly into the application, by pressing the “Instructions” button from the MENU;
2. It is mandatory that the PBC contains the column headers presented above, but it is not mandatory to contain data beneath (e.g. if there are no Depreciation Charge figures presented in FAR, it should still contain the column in the header);
3. It is not mandatory for the headers to be on the first row, or columns in any specific order.
4. If the detail contains data beneath the last rows of the PBC to be imported that are not relevant (i.e. totals, other information), that data should be deleted, otherwise it will be imported in application.
5. The application will import the first worksheet of each PBC- therefore the PBC needed to be uploaded should be moved first
6. In the “Year End” field the user should input the exact date of the end of the year being tested (12/31/2019, 10/31/2020, etc.)

If you encounter any issues or if you have any other questions or suggestions, please contact:

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