FAR Instructions

## Instructions

Instructions for “Fixed Assets Register bot”

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

**Phase 1: Documents to be received and from the Audit Team:**

-Fixed Assets Register (.xlsx format)

-Fixed Assets Additions detail (.xlsx format)

-Fixed Assets Disposals detail (.xlsx format)

-Fixed Assets CIP detail (.xlsx – not mandatory)

-Advances detail (.xlsx format – not mandatory)

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

**Phase 2: Pre-requisites:**

* Each excel file provided by the Audit Team in excel 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 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 TB 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 | 6 yrs |
| 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 |

**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 |
| OMF Account: | 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 | 6 yrs |
| Data Punere in Functiune | PIF Date | General / Text |  |
|  | |  | |

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

**Disposals detail:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 | 6 yrs | |
| Data punere in functiune | PIF Date | General / Text |  | |
|  | |  | |

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

**General notes:**

1. The present Instruction document is linked directly into the application, by pressing the “Instruction” 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 Accumulated Impairments presented in FAR, it should only contains the header);
3. It is not mandatory that the headers to be on the first row, or columns in any specific order;
4. If any, all the data beneath the last rows of the PBC to be imported that are not relevant (i.e totals, other information) 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” input dialog the use should input the Year of the Test Period (2019, 2020, etc.)

For any issues, questions and/ or suggestions, please contact:

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