

AC.09.02 FIXED ASSET ENTRY

1. Path:

FM / AC.09 Fixed Asset / AC.09.02 Fixed Asset Entry V.1

2. Image:

The screenshot shows the 'Fixed Assets Entry v.1' window in GenuSuite. The top bar includes the GenuSuite logo, a 'Live Support' button, and 'Log out' and 'Refresh' options. The main window has a header with the user's name 'Welcome [NGUYỄN NHƯ LAI]' and a search bar. The left sidebar contains a search table for assets. The main area is divided into two panes. The left pane contains input fields for 'Company' (VINA GENUWIN), 'Tag ID', 'Language' (Vietnamese), 'Status' (Active), and 'Service Date' (05/11/2011). The right pane is titled 'General Info' and contains fields for 'Company' (VINA GENUWIN), 'Group' (ME-0001), 'Asset code' (ME-0001), 'Asset name' (Máy tính xách tay TOSHIBA), 'Local name', 'Kor. name', 'Kind' (ME-Machinery - Equipment), 'Department' (IT Management Team), 'Charger' (NGUYỄN NHƯ LAI), 'PL Unit' (AC), 'PL Center' (Accounting), 'Description' (Máy tính xách tay TOSHIBA), and 'L.Description' (Máy tính xách tay TOSHIBA). At the bottom, there is a table for recording transactions with columns for Date, Voucher No, Type, Trans. Amt, Book Amt, Depreciation Date, and Month.



Asset No	Asset name
ME-0001	Máy tính xách tay TOSHIBA
BD-0001	Main Office
FO-0001	Bàn ghế văn phòng (10bộ)
IA-0001	Software accounting management

Date	Voucher No	Type	Trans. Amt	Book Amt	Depreciation Date	Month
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3. Definition:

“AC.09.02 Fixed Asset Entry”: is where user can register fixed asset and depreciation information.

4. How to use:

- ❖ On the left: user can search fixed asset which user input in the system: trans date, Voucher No, user press  and then click on row to view.
- ❖ On the right: is where user input data for fixed asset, press  and begin input:
 - Tab **General Info**: this section is where user can register asset information: asset code, asset name, kind, department, PL Unit where manager that asset...

General Info		More Info		Received & Disposal Info	
Company	VINA GENUWIN				
Group				Unit	EA
Asset code	ME-0001	Auto	<input checked="" type="checkbox"/>	len	1
Asset name	Máy tính xách tay TOSHIBA				
Local name	Máy tính xách tay TOSHIBA				
Kor. name	Máy tính xách tay TOSHIBA				
Kind	ME--Machinery - Equipment				
Department	IT Management Team				
Charger	NGUYỄN NHƯ LAI				
PL Unit	AC	Accounting			
PL Center					
Description	Máy tính xách tay TOSHIBA				
L.Description	Máy tính xách tay TOSHIBA				

Date	Voucher No	Type	Trans. Amt	Book Amt	Depreciation Date	Month
Register increase/ decrease original fixed asset						

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PL CODE		PL NAME	
Center code		Center Name	




PL CODE	PL NAME	Center Code	Center Name
05	Department 05	GPSIE	Golf Pro shop Statement
ACCIT	Accounting & Control, & IT	AGE	Administrative & General
BQET	Banquet	FBSIE	Food & Beverage Staten
CMT	Course Mtce	GCSIE	Golf Course Statement c
CONS	Convenience Store	OODSIE	Other Operated Departn
EXEO	Executive Office	AGE	Administrative & General
FBMO	F&B Management Office	FBSIE	Food & Beverage Staten
FOFF	Front Office	RSIS	Rooms Statement of Inc
GOP	Golf Operation	GCSIE	Golf Course Statement c
HOKE	House keeping	RSIS	Rooms Statement of Inc
MIBA	Mini Bar	FBSIE	Food & Beverage Staten
ODOO	OOD Others	OODSIE	Other Operated Departn
PMGT	Property Management	RSIS	Rooms Statement of Inc
PRIC	Purchasing, Receiving & Inver	AGE	Administrative & General
PSNL	Personnel	HRE	Human Resources Expen
TLL	Tower lobby Lounge	FBSIE	Food & Beverage Staten

OK EXIT

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The below, user can register increase/ decrease original fixed asset if company want to change original.

For each tab:

- Button : press here to begin add new for this tab.
- Button : after user input data, please press this button to Save.
- Button : delete information on Tab.
- Tab **More Info**: user register depreciation information:

General Info		More Info		Received & Disposal Info	
General Ledger Information					
Asset Acct. Code	211200	MACHINERY & EQUIPMENT			
Depr. Acct. Code	214100	DEP'N :TANGIBLE FIXED ASSETS			
Expe. Acct. Code	642400	A/E - EPRECAION OF FIXED ASSETS			
Depreciation Information					
Depr. method	Straight Line		Depr. rate	1	
Service Date	01/06/2011		Depr. Date	01/06/2011	
Estimate Life	3 Year(s) 0 Month(s) 36 Months(s) 1,096 Day(s)				
Remain day(s)	0		Depreciated (End date)	31/05/2013	
Currency	VND	Ex. Rate	1	Book Rate	1
Original Cost	15,000,000			15,000,000	
Begin Depr.	0			0	
Monthly Depr.	416,667			416,667	
Daily Depr.	13,686			13,686	
Accum. Depr.	0			0	
Remain. Amt.	15,000,000			15,000,000	
Purchase Information					
Prod year	2011	Invoice Date	01/06/2011	Invoice No	0000234
Serial No		Voucher No			
Price	15,000,000	Amount	15,000,000		
Origin		Quantity	1		
Capacity		Engine No			
Manufacturer		Supplier			
Model					

- **Asset Acct.code**: user click on this blue work to select account code, system will appear a popup to select

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Account Code:

Account Name:

Upper Account Name:

Account Code	Account Name
001	Operating lease assets
002	Goods held under trust or for processing
003	Goods received on consignment for sale
004	Bad debts written off
007	Foreign currencies
008	Subsidies of state budget
111100	CASH ON HAND - VND
111200	CASH ON HAND - FOREIGN CURRENCY
111300	GOLD, SILVER, GEMSTONES
112100	CASH IN BANK - VND
112200	CASH IN BANK - FOREIGN CURRENCY
112300	GOLD, SILVER, GEMSTONES
113100	CASH2 IN TRANSIT - VND
113200	CASH IN TRANSIT - FOREIGN CURRENCY
121100	STOCK
121200	BOND
128100	LONG - TERM DEPOSITS
128800	OTHER SHORT-TERM INVESTMENTS

OK EXIT

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- **Depr. Acct.code**: user click on this blue work to select account code, system will appear a popup to select

Account Group Code -- Web Page Dialog

Company: CTY TNHH ABC Trans Group: ASSET

Acc Group code: AD001 Acc Group name: AD001

Acc group code: Acc group name: Select row

Mã số	Mã TK	Account Name (Eng)	Account Name (Local)	name
214100	214100	DEP'N :TANGIBLE FIXED ASSET	Hao mòn TSCĐ hữu hình	유형고
214200	214200	DEP'N : FINANCE LEASE ASSET	Hao mòn TSCĐ thuê tài chính	금융고
214300	214300	DEP'N : INTANGIBLE ASSETS	Hao mòn TSCĐ vô hình	무형고
214700	214700	DEP'N : REAL ESTATE INVESTM	Hao mòn bất động sản đầu tư	부동산

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- **Exp. Acct.code**: user click on this blue work to select account code, system will appear a popup to select

Account Group Code -- Web Page Dialog

Company: CTY TNHH ABC Trans Group: ASSET
 Acc Group code: AE002 Acc Group name: AE002

Acc group code: Acc group name: Select row

Mã số	Mã TK	Account Name (Eng)	Account Name (Local)	name
623400	623400	Deprecation of fixed assets	Chi phí khấu hao máy thi công	건설장
627400	627400	Deprecation of fixed assets	Chi phí khấu hao TSCĐ	간접자
641400	641400	S/E - DEPRECIATION OF FIXED A	Chi phí khấu hao TSCĐ	판매비
642400	642400	A/E - EPRECIATION OF FIXED AS	Chi phí khấu hao TSCĐ	관리비

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Depreciation Information:

- Depr.method is straight line.
- Derp date is firstday of monthly.
- Estimate life: time in use.
- Currency, Original.
- Begin Depr: accumulate amount before register that asse in the system.
- Monthly depr, daily depr, accum.depr, remain amt: is automatical.



Purchase Information:

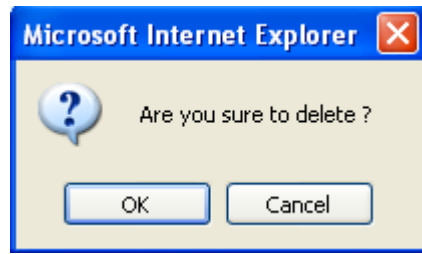
- Register Serial no, price, Origin, capacity, manufaturer...
- **Tab Received&Disposal Info:** input unsued information when user liquidate

Tag ID: Status: Active Unused date: Language: Vietnamese


General Info More Info **Received & Disposal Info**

Date of issuing card: 01/06/2011
 Chief account: Nguyễn Văn A
 Date of delivery and receiving: 01/06/2011
 Minutes of delivery and receiving No.: BB00001
 Date ceased using fixed asset: 01/11/2011
 Reason for not using:

- Button  on the top: after user input data, please press this button to Save.
- Button : delete asset



Click OK to delete.

- Button : press this button to print asset card.