

User Guide

11.11. Fixed Assets- Ver 3.0.0

For

Supply, delivery, installation, Commissioning, Training
and Maintenance of Enterprise Resource Planning
System (DMMC-ERP)

For

DEHIWALA MOUNT-LAVINIA MUNICIPAL COUNCIL

By

EMETSOFT (PVT) LTD

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ENTERPRISE RESOURCE PLANNING (ERP)

Dehiwala Mount Lavinia Municipal Council

Welcome to the Easiest, Fastest, most Secure, FIRST & the ONLY ERP for the LGA sector

Fixes Asset Management

(Quick user Guide)

Navigation

URL: <https://erp.dehiwalamtl.mc.gov.lk/erp>



Asset Management

Assets, Reports, other functions

USER GUIDE

General:

1. Mandatory Fields are shown with Asteriks (*) mark. Please make sure to Fill those fields
2. Make sure to click “Next or Save” and “Exit” Buttons after adding data.

Emet FMS – Fixed Asset Management Module: Asset Management → Add Asset

Overview

The Add Asset UI allows users to register new fixed assets into the system. It captures essential metadata, financial details, depreciation settings, and classification for accurate tracking and reporting.

Tabs & Sections

Asset Details

Field	Description
Asset Item	Select from predefined categories (e.g., Computer Equipment–Desktop).
Asset Sub Item	Optional sub-classification.
Asset Code	Auto-generated or manually entered unique identifier.
Creation Date	Defaults to current date or can be set manually.
Assigned Person	Staff member responsible for the asset.
Location	Physical location (e.g., Book Keeping Branch).
Department/Classification	Select department and project classification.
Current Status	Typically set to “Active” for new assets.

Component Details

Used for assets with multiple components (e.g., desktop with monitor, keyboard). Add sub-items or linked components if applicable.

3 Accumulated Depreciation Details

Displays system-calculated depreciation once asset is posted. Not editable during Add phase.

4 Other Details

Field	Description
Asset Description	Free-text description (e.g., "Desktop for finance team").
Brand / Model / Serial No	Optional but recommended for traceability.
Supplier	Select from supplier registry or add new.
Date of Acquisition	Purchase date (e.g., 01/01/1980).
Purchase Amount / Tax / Total Value	Enter financials. Tax Receivable auto-calculates.
GRN / Invoice / PO No	Link to procurement records if available.

5 Depreciation Settings

Field	Description
Method	Choose between Straight Line or Reducing Balance.
Rate (%)	Enter depreciation rate (e.g., 15%).
Starting Policy	Select from:

- From Start of Next Year
- From Start of Purchase Month
- From Start of Purchase Year
- From Start of Purchase Date |

✂ Actions Available

- **Save:** Commits the asset to the system.
- **Exit:** Discards change.



View Asset UI

Module: Asset Management → View Asset

Assets view

Search By ⓘ
Asset Code

Search For

Q

Acquisition-From

Acquisition-To

Item Category ⓘ
05: Office & Other Equipr

Asset Item ⓘ
050101: Computer Equipment-Desktop

Asset Sub Item ⓘ
<-Select->

1 2 3 4 5 6 7 8 9 10 ...					
View	Asset Code	Purchase Date	Asset Value	Asset Description	Item
58	FNBKU05010101	01-Jan-1980	0.00	Desktop	050101:Computer Equipment-Desktop
59	FNBKU05010102	01-Jan-1980	0.00	Desktop	050101:Computer Equipment-Desktop
60	FNBKU05010103	01-Jan-1980	0.00	Desktop	050101:Computer Equipment-Desktop
61	FNBKU05010104	01-Jan-1980	0.00	Desktop	050101:Computer Equipment-Desktop
62	FNBKU05010105	01-Jan-1980	0.00	Desktop	050101:Computer Equipment-Desktop
63	FNBKU05010106	01-Jan-1980	0.00	Desktop	050101:Computer Equipment-Desktop
64	FNBKU05010107	01-Jan-1980	0.00	Desktop	050101:Computer Equipment-Desktop
65	FNBKU05010108	01-Jan-1980	0.00	Desktop	050101:Computer Equipment-Desktop
66	FNBKU05010109	01-Jan-1980	0.00	Desktop	050101:Computer Equipment-Desktop
67	FNBKU05010110	01-Jan-1980	0.00	Desktop	050101:Computer Equipment-Desktop
1 2 3 4 5 6 7 8 9 10 ...					

Save

Exit



Purpose

This interface allows users to view, verify, and manage fixed assets registered in the system. Each asset record includes financial, descriptive, and classification details. Clicking the Asset Code opens the full asset profile for review or editing.



Interface Overview



Search Filters

Field	Description
Search by Asset Code	Enter full or partial asset code to locate specific records.
Acquisition Date Range	Filter assets by purchase date (From – To).

Field	Description
Item Category	Select from predefined categories (e.g., Office & Other Equipment).
Asset Item	Choose specific item type (e.g., 050101: Computer Equipment–Desktop).
Asset Sub Item	Optional sub-classification for granular filtering.

Asset Listing Table

Column	Description
View	Clickable link (Asset ID) to open full asset details.
Asset Code	Unique identifier (e.g., FNBKU05010101).
Purchase Date	Date of acquisition (e.g., 01-Jan-1980).
Asset Value	Financial value of the asset (e.g., 0.00).
Asset Description	Free-text label (e.g., “Desktop”).
Item	Classification code and name (e.g., 050101: Computer Equipment–Desktop).

 **Tip:** Clicking the Asset Code in the “View” column opens the full asset profile in Edit mode. This includes depreciation settings, supplier info, and component details.

Actions Available

- **View Asset:** Click Asset Code to open full details.
- **Search / Filter:** Use top filters to narrow down results.
- **Pagination:** Navigate through asset records using page numbers.
- **Exit:** Return to previous module



User Manual: Edit Authorized Assets – Emet FMS

Module: Asset Management → Edit Authorized Assets

Edit Authorized Assets

Search By ⓘ
Asset Code

Search For

Q

Acquisition-From

Acquisition-To

Item Category ⓘ
05: Office & Other Equipment

Asset Item ⓘ
050101: Computer Equipment-Desktop

Asset Sub Item ⓘ
<-Select->

+

1 2 3 4 5 6 7 8 9 10

Asset ID	View	Asset Code	Purchase Date	Asset Value	Asset Description	Item
58	58	FNBKU05010101	01-Jan-1980	0.00	Desktop	050101:Computer Equipment-Desktop
59	59	FNBKU05010102	01-Jan-1980	0.00	Desktop	050101:Computer Equipment-Desktop
60	60	FNBKU05010103	01-Jan-1980	0.00	Desktop	050101:Computer Equipment-Desktop
61	61	FNBKU05010104	01-Jan-1980	0.00	Desktop	050101:Computer Equipment-Desktop
62	62	FNBKU05010105	01-Jan-1980	0.00	Desktop	050101:Computer Equipment-Desktop
63	63	FNBKU05010106	01-Jan-1980	0.00	Desktop	050101:Computer Equipment-Desktop
64	64	FNBKU05010107	01-Jan-1980	0.00	Desktop	050101:Computer Equipment-Desktop

Purpose

The **Edit Authorized Assets** UI provides a searchable, tabular view of all authorized fixed assets. Users can filter, locate, and view asset details by clicking the Asset ID. This interface supports verification, audit preparation, and post-authorization edits.

Search Filters

Use the top panel to narrow down asset records:

Field	Description
Search by Asset Code	Enter full or partial asset code to locate specific records.
Acquisition Date Range	Filter assets by purchase date (From – To).
Item Category	Select from predefined categories (e.g., 05: Office & Other Equipment).
Asset Item	Choose specific item type (e.g., 050101: Computer Equipment–Desktop).
Asset Sub Item	Optional sub-classification for granular filtering.



Asset Listing Table

Each row represents an authorized asset. The table includes:

Column	Description
Asset ID	Clickable link to open full asset details in Edit mode.
View	Duplicate of Asset ID for quick access.
Asset Code	Unique identifier (e.g., FNBKU05010101).
Purchase Date	Date of acquisition (e.g., 01-Jan-1980).
Asset Value	Financial value of the asset (e.g., 0.00).
Asset Description	Free-text label (e.g., “Desktop”).
Item	Classification code and name (e.g., 050101: Computer Equipment–Desktop).

 **Note:** Clicking the Asset ID opens the full asset profile, including depreciation settings, supplier info, and component details.



Available Actions

- **View Asset:** Click Asset ID to open full details.
- **Search / Filter:** Use top filters to narrow down results.
- **Pagination:** Navigate through asset records using page numbers.
- **Exit:** Return to dashboard or previous module.



User Manual: Edit Multiple Asset – Emet FMS

Module: Asset Management → Edit Multiple Asset

Asset Detail Update

Search By ⓘ
Asset Description

Search For
table

Q

Purchase-From
8/10/1900

Purchase-To
9/10/2025

Reset

Searching Criterias

☐ Search with empty Brand names
☐ Search with empty Model names
☐ Search with empty Serial Nos

☐ Unauthorized
☒ Authorized

☐ Select All

Select	Asset Code	Purchase Date	Asset Value	Asset Description	Brand	Model	Serial No	Asset ID
☐	FNBKU04010101	01-Jan-1980	0.00	Clerk Table(4*2.5)				1
☐	FNBKU04010102	01-Jan-1980	0.00	Clerk Table(4*2.5)				2
☐	FNBKU04010103	01-Jan-1980	0.00	Clerk Table(4*2.5)				3
☐	FNBKU04010104	01-Jan-1980	0.00	Clerk Table(4*2.5)				4
☐	FNBKU04010105	01-Jan-1980	0.00	Clerk Table(4*2.5)				5
☐	FNBKU04010106	01-Jan-1980	0.00	Clerk Table(4*2.5)				6
☐	FNBKU04010107	01-Jan-1980	0.00	Clerk Table(4*2.5)				7

Purpose

The **Edit Multiple Asset** UI allows users to search, view, and update multiple authorized asset records in bulk. This interface is ideal for correcting metadata, updating descriptions, or refining classification across several assets simultaneously.

Search & Filter Panel

Use the top section to locate assets for editing:

Field	Description
Search by Asset Description	Enter keywords to locate assets by name or label.
Purchase Date Range	Filter assets by acquisition date (From – To).
Brand / Model / Serial No	Optional filters to narrow down by hardware identifiers.
Authorization Status	Toggle between Unauthorized and Authorized assets.

Asset Listing Table

Each row represents an editable asset record:

Column	Description
Select	Checkbox to include asset in bulk edit.
Asset Code	Unique identifier (e.g., FNBKU04010101).
Purchase Date	Date of acquisition (e.g., 01-Jan-1980).
Asset Value	Financial value of the asset (e.g., 0.00).
Asset Description	Editable field (e.g., "Clerk Table (4×2.5)").
Brand / Model / Serial No	Optional fields for hardware traceability.
Asset ID	Clickable link to open full asset details in single-edit mode.

 **Note:** Clicking the **Asset ID** opens the full asset profile for detailed editing, including depreciation, supplier, and location data.

Available Actions

Action	Description
Select All	Mark all visible assets for bulk editing.
Edit Fields	Modify descriptions, brand, model, or serial numbers directly in the table.
Save	Commits all changes to selected assets.
Cancel	Discards unsaved changes.
Search	Refreshes results based on filter criteria.



User Manual: Authorize Asset – Emet FMS

Module: Asset Management → Authorize Asset

Asset Authorize

Search By ⓘ
Asset Code

Search For

Q

Acquisition-From

Acquisition-To

Item Category ⓘ
<-Select->

Asset Item ⓘ
<-Select->

Asset Sub Item ⓘ
<-Select->

☐ Select All

Select	Asset ID	View	Asset Code	Purchase Date	Asset Value	Asset Description	Item
☐	5235	5235	28/8/0001	05-May-2025	8,500.00	Tables-Dinning Table (Large) x 2	040123:Tables-Dinning Table (Large)
☐	5236	5236	18/040123/01	05-May-2025	8,500.00	Tables-Dinning Table (Large) x 21	040123:Tables-Dinning Table (Large)
☐	5237	5237	17/040123/01	05-May-2025	9,500.00	Tables-Dinning Table (Large) x 2223	040123:Tables-Dinning Table (Large)

Save

Exit

Purpose

The **Authorize Asset** UI allows users to review and authorize multiple fixed assets that have been added but not yet approved. This interface supports bulk authorization through checkbox selection and provides filtering tools to locate specific records.

Search & Filter Panel

Use the top section to refine asset listings before authorization:

Field	Description
Search by Asset Code	Enter full or partial asset code to locate specific records.
Acquisition Date Range	Filter assets by purchase date (From – To).
Item Category	Dropdown list of high-level categories (e.g., 05: Office & Other Equipment, 04: Furniture & Fixtures).

Field	Description
Asset Item	Dropdown list of specific items (e.g., 050101: Computer Equipment–Desktop, 040123: Tables–Dining Table (Large)).
Asset Sub Item	Optional dropdown for sub-classification (e.g., 040123/01: Dining Table – 6 Seater).

▼ **Dropdown Behavior:**

- Asset Item and Sub Item lists dynamically update based on selected Item Category.
- Only authorized categories/items appear in the dropdowns.

Asset Listing Table

Each row represents an asset pending authorization:

Column	Description
Select	Checkbox to mark asset for bulk authorization.
Asset ID	Clickable link to open full asset details in view mode.
Asset Code	Unique identifier (e.g., FNBKU04012301).
Purchase Date	Date of acquisition (e.g., 05-May-2025).
Asset Value	Financial value of the asset (e.g., 8,500.00).
Asset Description	Free-text label (e.g., “Tables–Dining Table (Large) x 2”).
Item	Classification code and name (e.g., 040123: Tables–Dining Table (Large)).

 **Note:** Clicking the **Asset ID** opens the full asset profile for review. No edits are allowed in this UI.

Available Actions

Action	Description
Select All	Marks all visible assets for authorization.
Tick Individual Checkboxes	Select specific assets for authorization.

Action	Description
Save	Commits authorization for selected assets.
Exit	Returns to dashboard or previous module.



User Manual: Asset Transfer – Emet FMS

Module: Asset Management → Asset Transfer

Asset Transfer

Transfer Note Number
6

Transfer ID
5247

Transfer Date
9/10/2025

Entering Date
9/10/2025

From Location ⓘ
1 : Stores - General

To Location ⓘ
10 : Municipal Engineering

Remarks

Asset Transfer Details

	Asset Code ⓘ	New Asset Code	Responsible Person ⓘ	Asset ID
Select	DMMC/FUR/00017	DMMC/FUR/00017	Deputy Commissioner	805
Select	DMMC/FUR/00068: Chair - normal	DMMC/FUR/00068	Deputy Commissioner	856

+
-

Save Reset Exit

Purpose

The **Asset Transfer** UI enables users to transfer one or more authorized assets from one location to another. This interface supports bulk transfers by adding multiple rows and saving them in a single transaction.

Header Fields

Field	Description
Transfer Note Number	Auto-generated or manually entered reference number.
Transfer ID	System-generated unique identifier.
Transfer Date	Date the transfer is initiated.
Entering Date	Date the entry is recorded in the system.
From Location	Dropdown list of current asset locations (e.g., Stores - General).
To Location	Dropdown list of destination locations (e.g., Municipal Engineering).

Field	Description
Remarks	Optional notes or justification for the transfer.

▼ **Dropdown Behavior:**

- Locations are pulled from the master location registry.
- Only active and authorized locations appear in the dropdowns.
- “From Location” and “To Location” must be different to proceed.

+ Asset Transfer Details Table

Use the **+** icon to add rows for each asset being transferred.

Column	Description
Select	Checkbox to mark asset for transfer.
Asset Code	Existing asset code (e.g., DMMC/FUR/00017).
New Asset Code	Optional field if asset code changes post-transfer.
Responsible Person	Dropdown list of staff members accountable for the asset.
Asset ID	Dropdown list of authorized assets available at the selected “From Location.”

 Note:

- Asset ID dropdown updates based on selected “From Location.”
- Selecting an Asset ID auto-populates the Asset Code and Responsible Person fields.

Available Actions

Action	Description
+ Add Row	Insert a new row to transfer another asset.
Select Asset	Choose from dropdown list filtered by “From Location.”

Action	Description
Save	Commits all selected asset transfers.
Exit	Returns to dashboard or previous module.



User Manual: Asset Transfer Authorize – Emet FMS

Module: Asset Management → Asset Transfer Authorize

ASSET TRANSFER AUTHORIZE

From Date
8/10/2025

To Date
9/10/2025

Q

Select	Transfer Note No	Enter Date	Transfer ID	Transaction Date	To Location	Location Name	Description
☒	6	10-Sep-2025	5247	10-Sep-2025	10	Municipal Engineering	

Save

Exit



Purpose

The **Asset Transfer Authorize** UI allows users to review and approve pending asset transfer requests. Multiple transfers can be authorized simultaneously by selecting rows and saving the transaction. This ensures proper validation before assets are moved between locations.



Search & Filter Panel

Use the top section to locate pending transfer records:

Field **Description**

From Date / To Date Filter transfer requests by transaction date range.



Dropdown Behavior:

- “To Location” pulls from the master location registry.
- Only active and authorized locations are listed.
- Selecting a location filters the transfer records accordingly.



Transfer Listing Table

Each row represents a pending asset transfer:

Column	Description
Select	Checkbox to mark transfer for authorization.
Transfer Note No	Reference number for the transfer.

Column	Description
Transfer ID	Unique system identifier.
Transaction Date	Date the transfer was initiated.
To Location	Destination location for the asset.
Location Name	Department or unit name receiving the asset.
Description	Summary of the asset(s) being transferred.

 Note:

- Ticking the checkbox selects the transfer for authorization.
- Multiple rows can be selected and authorized in one action.

 Available Actions

Action	Description
Tick Checkboxes	Select one or more transfers for authorization.
Save	Commits authorization for selected transfers.
Exit	Returns to dashboard or previous module.



User Manual: Asset Verification Add – Emet FMS

Module: Asset Management → Asset Verification Add

Asset Verification

Session ID
3

Description
Asset available in Municipal Engineering section

Location
10 : Municipal Engineering

Date
9/10/2025

Choose File No file chosen

Import Text File

+

Asset Code	Actual Location	System Location	Remarks
Select DMMC/FUR/00022	Municipal Engineering	Stores - General	
Select DMMC/Mec/00361	Municipal Engineering	Stores - General	

QR/Barcode

Save

Back

Purpose

The **Asset Verification Add** UI enables users to verify physical assets at a selected location. Assets can be added by scanning QR codes or uploading a CSV file. Once verified, the data is saved to update the system's asset registry and reconcile actual vs. system location.

Header Fields

Field	Description
Session ID	Auto-generated identifier for the verification session.
Description	Free-text summary of the verification activity (e.g., "Assets available in Municipal Engineering section").
Location	Dropdown list of physical locations where assets are being verified.
Date	Defaults to current date; can be manually adjusted.

Field	Description
Import Text File	Upload CSV file containing asset codes and location data.

▼ **Dropdown Behavior:**

- **Location** pulls from the master location registry (e.g., 10: Municipal Engineering, 03: Stores - General).
- Only active and authorized locations are listed.

Asset Verification Table

Each row represents an asset being verified:

Column	Description
Select	Checkbox to mark asset for verification.
Asset Code	Unique identifier printed on the QR label (e.g., DMMC/FUR/00022).
Actual Location	Physical location where the asset was found.
System Location	Location recorded in the system.
Remarks	Optional notes (e.g., "Relocated from Stores to Engineering").

 Note:

- Scanning a QR code automatically adds a new row with populated asset data.
- If the asset is not found in the system, an alert is triggered for manual review.

CSV Upload Instructions

To bulk import asset data:

1. Prepare a CSV file with the following columns:
 - Asset Code
 - Actual Location
 - Remarks (optional)
2. Click **Import Text File** and select your CSV.

3. System will auto-populate rows based on matched asset codes.

 Validation:

- Only assets assigned to the selected location will be accepted.
- Duplicate entries will be flagged.

 Available Actions

Action	Description
Scan QR Code	Use QR reader to scan asset label and auto-fill row.
Upload CSV	Import multiple assets using a structured file.
Verify	Review actual vs. system location and add remarks.
Save	Commits verified assets to the system.
Back	Returns to dashboard or previous module.



User Manual: Asset Verification Authorize – Emet FMS

Module: Asset Management → Asset Verification Authorize

ASSET VERIFICATION AUTHORIZE

Search By Search For

Select	View	Description	Date
☐	1	valuation 1	13-Dec-2024
☐	2	Commissioner office	05-May-2025

Purpose

The **Asset Verification Authorize** UI allows users to review and approve asset verification sessions submitted from field inspections. Multiple sessions can be authorized simultaneously by selecting rows and saving the transaction. This ensures that verified assets are formally recorded and reconciled with system data.

Search & Filter Panel

Use the top section to locate pending verification sessions:

Field	Description
-------	-------------

Search by Session ID Enter full or partial session ID to locate specific records.

Search For Optional keyword filter (e.g., location name or description).

Dropdown Behavior:

- Session IDs are auto-generated during asset verification.
- Only sessions pending authorization are listed.



Verification Session Table

Each row represents a submitted verification session:

Column	Description
Select	Checkbox to mark session for authorization.
View	Clickable link to open session details in read-only mode.
Description	Summary of the verification activity (e.g., "Valuation 1", "Commissioner Office").
Date	Date the verification session was submitted.

 Note:

- Ticking the checkbox selects the session for authorization.
- Clicking **View** opens the session for review, including scanned assets and remarks.

Available Actions

Action	Description
Tick Checkboxes	Select one or more sessions for authorization.
Save	Commits authorization for selected sessions.
Exit	Returns to dashboard or previous module.



User Manual: Asset Depreciation – Emet FMS

Module: Asset Management → Asset Depreciation

Asset Depreciation

Depreciation Date

12/30/2024

Q

Authorized assets only (Depreciations are not allowed for assets with zero depreciation percentage and zero asset value)

☒ Search By Asset

☐ Search By Category

☐ Show All Assets

DMMC/FUR/00001: Cabinet - Steel

☒ Pass Journal

☐ Select All

Depreciate

Exit

Depreciation

Journal Details

Select	AssetCode	Description	Asset Value	Depreciation	AccumulatedDepreciation	NetCarryValBF	NetCarryValCF	LastDepreDate	PurchaseDate	AssetID
☐	DMMC/FUR/00001	Cabinet - Steel	4,850.00	4,365.00	0.00	4,850.00	485.00	Not Started	6/25/2005	789

Purpose

The **Asset Depreciation** UI allows users to calculate and post depreciation for authorized assets. Users can select multiple assets, generate depreciation entries, and view the resulting journal entries for financial reporting and audit compliance.

Header Fields

Field	Description
Depreciation Date	Date for which depreciation is calculated (e.g., 12/30/2024).
Authorized Assets Only	System restricts depreciation to assets that are authorized and have valid depreciation settings.

 **Note:** Assets with zero depreciation percentage or zero asset value are excluded from processing.

Search & Filter Panel

Field	Description
Search by Asset	Enter asset code or description to locate specific records.
Search by Category	Filter assets by item category (e.g., Furniture, Equipment).
Show All Assets	Displays all eligible assets for depreciation.

Asset Listing Table

Each row represents an asset eligible for depreciation:

Column	Description
Select	Checkbox to mark asset for depreciation.
Asset Code	Unique identifier (e.g., DMMC/FUR/00001).
Description	Asset name (e.g., Cabinet – Steel).
Asset Value	Original purchase value.
Depreciation	Calculated depreciation amount.
Accumulated Depreciation	Total depreciation to date.
Net Carry Value (Before / After)	Asset value before and after depreciation.
Last Depreciation Date	Most recent depreciation entry.
Purchase Date	Date of acquisition.
Asset ID	Internal system reference.

Note:

- Multiple assets can be selected using checkboxes.
- Depreciation is calculated based on the method and rate defined during asset creation.

Journal Details Tab

After depreciation is processed, journal entries are displayed here:

Field	Description
Journal Voucher No	Auto-generated reference for the accounting entry.
Debit / Credit Accounts	Ledger accounts affected by depreciation.
Amount	Depreciation value posted.
Narration	Description of the transaction.

Available Actions

Action	Description
Tick Checkboxes	Select one or more assets for depreciation.
Depreciate	Generates depreciation and posts journal entries.
View Journal Details	Opens the journal tab to review accounting impact.
Exit	Returns to dashboard or previous module.



User Manual: Asset Revaluation – Emet FMS

Module: Asset Management → Asset Revaluation

Revaluation

Asset Code ⓘ
TEMP_5235:Tables-Dinning Table (Large)

Revaluation Details

Journal Details

Asset Description
Tables-Dinning Table (Large)

Purchase Date
5/2/2025

Original/Last Adjusted Asset Value
8500.00

Current Written Down Value(WDV)
8500.00

New Net Value(WDV)

Revalued Date
5/2/2025

Depreciation Rate
5

%

☐ Continue Life Lime

Remarks

☐ Continue Depreciation

Save

Reset

Exit



Purpose

The **Asset Revaluation** UI allows users to update the net book value of an existing asset. This is typically used to reflect market adjustments, condition-based changes, or audit-driven corrections. The system auto-fills current asset details, and users can enter new values, adjust depreciation settings, and view journal entries generated by the revaluation.



Revaluation Panel

Field	Description
Asset Code	Dropdown list of authorized assets. Selecting an asset auto-fills all existing values.

Field	Description
Asset Description	Auto-filled based on selected Asset Code (e.g., “Tables–Dining Table (Large)”).
Purchase Date	Original acquisition date of the asset.
Original/Last Adjusted Asset Value	Most recent recorded value before revaluation.
Current Written Down Value (WDV)	System-calculated net value after depreciation.
New Net Value (WDV)	Enter the updated value based on revaluation.
Revalued Date	Date the revaluation is effective.
Depreciation Rate (%)	Adjust the rate if applicable (e.g., 5%).
Continue Life Time	Optional field to extend or modify asset life.
Remarks	Free-text field for justification or notes.
Continue Depreciation	Checkbox to indicate whether depreciation should continue post-revaluation.

 Dropdown Behavior:

- **Asset Code** pulls from the master asset registry.
- Only authorized and active assets are listed.
- Selecting an asset auto-fills all related fields for review and update.

Journal Details Tab

After entering the new value and saving, the system generates a journal entry:

Field	Description
Journal Voucher No	Auto-generated reference for the accounting entry.
Debit / Credit Accounts	Ledger accounts affected by the revaluation.

Field	Description
Amount	Value adjustment posted.
Narration	Description of the transaction (e.g., "Asset revaluation for TEMP_5235").

 Note:

- Journal entries are system-generated and reflect the difference between old and new net values.
- These entries are visible only after saving the revaluation.

Available Actions

Action	Description
Select Asset	Choose asset from dropdown to auto-fill current values.
Enter New Net Value	Input updated WDV based on revaluation.
Adjust Depreciation Settings	Modify rate, life time, and depreciation continuation.
View Journal Details	Review accounting impact of the revaluation.
Save	Commits the revaluation and posts journal entries.
Exit	Returns to dashboard or previous module.



User Manual: Asset Disposal – Emet FMS

Module: Asset Management → Asset Disposal

Asset Disposal

Asset Code ⓘ
TEMP_5235:Tables-Dinning Table (Large)

Disposal Details

Journal Details

Asset Value
8500.00

Written Down Value
8500.0000

Disposal Value
8500

Remaining Depreciation
0

Disposal Date
9/10/2025

Enter Date
9/10/2025

Remarks

Dispose

Exit

Purpose

The **Asset Disposal** UI allows users to formally remove an asset from the system registry. Disposal may occur due to damage, obsolescence, sale, or transfer outside the organization. The system auto-fills current asset details upon selection, and generates journal entries to reflect the financial impact of the disposal.



Disposal Panel

Field	Description
Asset Code	Dropdown list of authorized assets. Selecting an asset auto-fills all related fields.
Asset Description	Auto-filled based on selected Asset Code (e.g., “Tables–Dining Table (Large)”).
Asset Value	Original purchase value of the asset (e.g., 8,500.00).

Field	Description
Written Down Value (WDV)	System-calculated net value after depreciation (e.g., 8,500.00).
Disposal Value	Value recovered from disposal (can be equal to or less than WDV).
Remaining Depreciation	System-calculated depreciation yet to be posted (e.g., 0.00).
Disposal Date	Date the disposal is effective (e.g., 10-Sep-2025).
Enter Date	Date the transaction is recorded in the system.
Remarks	Free-text field for disposal justification or notes.

▼ **Dropdown Behavior:**

- **Asset Code** pulls from the master asset registry.
- Only authorized and active assets are listed.
- Selecting an asset auto-fills all financial and descriptive fields for review.

Journal Details Tab

After disposal is executed, the system generates a journal entry:

Field	Description
Journal Voucher No	Auto-generated reference for the accounting entry.
Debit / Credit Accounts	Ledger accounts affected by the disposal.
Amount	Disposal value posted.
Narration	Description of the transaction (e.g., "Asset disposal for TEMP_5235").

 Note:

- Journal entries are system-generated and reflect the removal of the asset from the balance sheet.
- These entries are visible only after clicking **Dispose** and saving the transaction.

Available Actions

Action	Description
Select Asset	Choose asset from dropdown to auto-fill current values.
Review Financials	Confirm WDV, disposal value, and remarks.
Dispose	Executes the disposal and posts journal entries.
View Journal Details	Review accounting impact of the disposal.
Save	Commits the disposal transaction to the system.
Exit	Returns to dashboard or previous module.



User Manual: Asset QR Printing – Emet FMS

Module: Asset Management → Asset QR Printing

Asset QR Printing

Search By ⓘ
Asset Id

Search For

Q

Purchase-From
8/10/2000

Purchase-To
9/10/2025

Item Category ⓘ
07:Asset - Office ▼

Asset Item ⓘ
<-Select-> ▼

Asset Sub Item ⓘ
<-Select-> ▼

Location
<-Select-> ▼

☐ Select All

Printing Option
☒ Not Printed ☐ Pinned ☐ All

Select	Asset ID	Asset Code	Purchase Date	Asset Description	Item
☒	5239	1 /MO/S/0/02	15-May-2025	DESKTOPCOMPUTER	DESKTOPCOMPUTER
☐	5240	1 /MO/S/0/03	22-Aug-2025	DESKTOPCOMPUTER	DESKTOPCOMPUTER
☐	5241	1 /MO/S/0/04	22-Aug-2025	DESKTOPCOMPUTER	DESKTOPCOMPUTER

Printing Formats ⓘ
AssetQRCode.rpt
AssetQRCode_DMMC.rpt

☒ PDF

Print

Exit

Purpose

The **Asset QR Printing** UI enables users to generate and print QR code stickers for selected assets. These QR codes are used for physical tagging, verification, and scanning during audits or transfers. Users can filter assets, select printing formats, and print in bulk.

Search & Filter Panel

Use the top section to locate assets for QR printing:

Field	Description
Search by Asset ID	Enter full or partial asset ID to locate specific records.
Search For	Keyword-based search (e.g., asset description or code).
Purchase Date Range	Filter assets by acquisition date (From – To).

Field	Description
Item Category	Dropdown list of high-level categories (e.g., 07: Asset - Office Equipment).
Asset Item	Dropdown list of specific items (e.g., 070101: Desktop Computer).
Asset Sub Item	Optional dropdown for sub-classification.
Location	Dropdown list of physical locations (e.g., Municipal Engineering, Stores - General).
Printing Option	Filter by printing status:

- Not Printed
- Printed
- All |

 Dropdown Behavior:

- Asset Item and Sub Item lists dynamically update based on selected Item Category.
- Location dropdown pulls from the master location registry.
- Printing Option filters assets based on whether QR codes have already been printed.

Asset Listing Table

Each row represents an asset eligible for QR printing:

Column	Description
Select	Checkbox to mark asset for printing.
Asset ID	Internal system reference.
Asset Code	Unique identifier (e.g., 1/MO/S/0/02).
Purchase Date	Date of acquisition (e.g., 15-May-2025).
Asset Description	Free-text label (e.g., "DESKTOPCOMPUTER").
Item	Classification name (e.g., "DESKTOPCOMPUTER").

 **Note:**

- Multiple assets can be selected using checkboxes.
- Only assets marked as “Not Printed” will be processed unless “All” is selected.

Printing Format Options

Before printing, select one of the available formats:

Format Name	Description
AssetQRCode_DMMC.rpt	Customized format for DMMC branding and layout.
PDF Print	Generates printable PDF with selected QR codes.

 **Tip:**

- Choose format based on sticker size, layout preference, and department standards.

Available Actions

Action	Description
Search / Filter	Locate assets using filters.
Tick Checkboxes	Select one or more assets for QR printing.
Select Format	Choose desired report format from dropdown.
Print	Generates QR code stickers in selected format.
Exit	Returns to dashboard or previous module.

Fixed Asset Reports – Emet FMS

System: Emet FMS – Fixed Asset Management **Module:** Reports → Asset Report **Version:** 2.0.0.52 **Audience:** Finance Officers, Asset Managers, Auditors

Full List of Fixed Asset Reports

Registry Reports

- Asset Registry
- Asset Registry Format 2
- Asset Registry – All Details
- Location-wise Asset Registry
- Asset Item-wise Registry
- Asset Component Report

Acquisition Reports

- Asset Acquisition Report
- Asset Acquisition Unauthorized

Revaluation Reports

- Revaluation Reports

Depreciation Reports

- Depreciation Reports

Transfer Reports

- Asset Transfer Reports

Disposal Reports

- Disposal Reports



Financial Reports

- Financial Statements



Responsible Person Reports

- Responsible Person Report



Value History Reports

- Asset Value History



Verification Reports

- Asset Verification Report



Other Details Reports

- Asset Other Details Reports



Count Reports

- Asset Count Reports



Miscellaneous Reports

- All Categories
- Selected Categories
- Asset Code Wild Card Option

Example :

Asset Registry

Asset Reports

Fixed Asset Reports

Fixed Asset Registry Reports

Asset Registry

Asset Registry Format 2

Asset Registry - All Details

Location wise

Asset Item wise

Asset Component Report

Asset Acquisition Report

Revaluation Reports

Depreciation Reports

Asset Transfer Reports

Disposal Reports

Financial Statements

Responsible Person

Asset Value History

Asset Verification

Asset Other Details Reports

☒ All Categories

☐ Selected Categories

Asset Code Wild Card Option ?

To Date

9/10/2025

Main Heading :

Dehiwala Mt. Lavinia Municipal Council

Sub Heading :

Dehiwala

View Report

Exit

☒ PDF Format

Asset Code	Description	Date Of Acquisitio	Purchase Price	Adjustment/ Addition	Revaluation	Revalued Date	Disposal (Current F/Y)	Asset Value	Scrap Value	Rate of Depreciat	Accumulated Depreciation	WDV
FN/lb/05/01/01/34	Chair -Executive -General Supplier	25-Jun-2005	7,155.00	0.00	0.00		0.00	7,155.00	715.50	5.00	0.00	7,155.00
TEMP_5235	Tables-Dinning Table (Large)-Ganini Furniture & Timber Stores	02-May-2025	7,500.00	0.00	8,500.00	02-May-2025	0.00	8,500.00	850.00	5.00	0.00	8,500.00
Asset - Mechines		541	69,199,799.00	0.00	0.00		0.00	69,199,799.00	919,979.90		0.00	69,199,799.00
DMMC/Mec/00001	Video Casset Recorder -General Supplier	01-Jan-1986	14,950.00	0.00	0.00		0.00	14,950.00	1,495.00	10.00	0.00	14,950.00
DMMC/Mec/00002	Cash Register -General Supplier	01-Jan-1987	5,900.00	0.00	0.00		0.00	5,900.00	590.00	10.00	0.00	5,900.00
DMMC/Mec/00003	Drill machine -General Supplier	01-Jan-1987	17,096.00	0.00	0.00		0.00	17,096.00	1,709.60	10.00	0.00	17,096.00
DMMC/Mec/00004	Vibration Machine -General Supplier	01-Jan-1989	31,500.00	0.00	0.00		0.00	31,500.00	3,150.00	10.00	0.00	31,500.00