

Basic Definitions :

To start using Fixed Assets Module ,User should make system setup that using after this in the Transactions.

Basic Information :

From Basic Definitions chose Basic Information you'll see this form :

User Code	English Name	Arabic Name	Parent Codes Id

We Use this form to define some basic data , that we use it when we define a new asset , you define here the insurance type, insurance companies and cars models.

Branches Definitions :

Branches

Branch Code 1

English Name Dorra CRC

Arabic Name شركة درة CRC

Notes

Active

In this screen we define branches, later on assets will be assigned to branches

We use this from to define our branches in our company , we use it after this to define the place of the fixed asset at which branch of our branches , and there is Active flag to stop using this branch at any time .

Departments Definitions :

Departments

Department Code 046

English Name Bank

Arabic Name بنك بلوم

Cost Center

Notes

Active

In this screen we define departments, later on assets will be assigned to departments

We use this from to define our Departments in our company , we use it after this to define the place of the fixed asset at which Department of our Departments , and there is Active flag to stop using this Department at any time .

Custodians Definitions :

Custodian

Custodian Code 1

English Name Default Custodian

Arabic Name امين عهدة افتراضى

Business Phone

Personal Phone

Business Mobile

Personal Mobile

Country

City

District

Postal Code

English Address

Arabic Address

Notes

Business E-Mail

Personal E-Mail

Active

Browse

In this screen we define custodians, later on assets will be assigned to custodians

We use this form to define employees data who are responsible of the fixed assets in the company , we enter all data about them such as telephone ,mobile and address and so on , we use this to define the custodians for every fixed asset , and we can move asset from custodian to other .

Insurance Companies :

The screenshot shows a software window titled "Insurance Company - [FST_F_028]". The window contains a form with the following fields and values:

Field	Value
Ins. Company Code	1
English Name	Al ahlia
Arabic Name	الاهلية للتأمين
Tel 1	
Tel 2	
Fax	
Country	
City	
District	
Postal Code	
English Address	
Arabic Address	
E-Mail	
Notes	
Active	<input checked="" type="checkbox"/>

We use this form to define the all data about the insurance companies that the company deal with them to make insurance for the fixed assets , we use this to define insurance company for every fixed asset .

Suppliers Groups :

For every Fixed asset we define the supplier , so we use this form from FA module to define the suppliers , but we start using this form from the Purchase module .

Main Group Code	English Name	Arabic Name
1	Main Suppliers	مجموعة الموردين الرئيسية
2	Main Contractors	مجموعة المقاولين الرئيسية

Sub Group Code	English Name	Arabic Name
21	Contractors	المقاولين

We use this form to define suppliers groups , first we define main groups like row material suppliers and fixed assets suppliers , then under every main group we define sub groups , such as fixed assets suppliers group we can make sub group like equipments suppliers and furniture suppliers and so on , we use this sub group to define every supplier , we see in this foe at the left the tree of suppliers groups shown the main group and its sub groups .

Suppliers Definitions :

Supplier Information

Supplier Code	001	
English Name	Supplier	
Arabic Name		
Supplier Group	11	Suppliers
Account Code	12040100100001	--
Credit Limit Days	30	
English Description		
Arabic Description		
Currency	Egyptian Pound	
Payment Type	Cash	
Active	<input checked="" type="checkbox"/>	

Supplier address | Supplier Tel. | User Defined Column | Contact Persons

Country		City	
District		Postal Code	
English Address			
Arabic Address			
E-Mail			
Web Site			

In this screen we define suppliers, later on assets will be assigned to suppliers, its not mandatory to define suppliers

We use this form to define all suppliers data that our company deal with them , especially in FA module we define FA Suppliers data , and we define the group for every supplier , and the account from the chart of accounts , and supplier currency ,payment type and credit limit days , in the detail of the form we define other data that we can define it to the supplier like the address , contact person data and telephones , and we can define our fields to use it to enter any other data about the suppliers .

Fixed Assets Groups Definitions :

Main Group Code	English Name	Arabic Name
1	أراضي	أراضي
2	مباني	مباني
3	انشاءات	انشاءات
4	أثاث ومعدات مكاتب	أثاث ومعدات مكاتب
5	سيارات	سيارات
6	معدات وآلات خفيفة	معدات وآلات خفيفة
7	شدهات وأخشاب وعروق ونحط	شدهات وأخشاب وعروق ونحط
8	أجهزة حاسب الی ونظام معلومات	أجهزة حاسب الی ونظام معلومات

Sub Group Code	English Name	Arabic Name
401	مكاتب	مكاتب

Depreciation Method: Straight Line Depr. Percent: 6

Account Code	Account Name
11010100100004	Asset Account Code
22010100100004	Accum. Account Code
51020100100004	Exp. Account Code
51040100100004	Capital Gains
51040100100004	Capital Loss

We use this form to define FA groups tree , first we define Main groups like lands , cars and computers and so on , then we define sub groups for every main group and for every sub group we define some important data like :

- 1- Depreciation Method for the FA sub group (Strait Line-Decreasing Balance).
- 2- Yearly Depreciation Percentage For every sub group.
- 3- FA Account code from COA , we use this account to post FA purchase voucher , add value to FA Voucher and FA sales voucher.
- 4- FA Accumulated depreciation account to accumulate depreciation expenses we use it to post Depreciation voucher and sales voucher.
- 5- FA depreciation expense account , we use it to post Depreciation voucher.
- 6- Capital Gains/Loss and it shown at sales voucher.

This data the default for every fixed asset in the sub group , and we can change it for every fixed asset , We can see at the left side of the form the group tree.

Link FA With GL :

Link to Accounts	
Ledger Link Code	1
English Name	Link FA with GL
Arabic Name	
Add Asset Journal Type	7 Assets Vouchers
Dispose Asset Journal Type	7 Assets Vouchers
Depr. Asset Journal Type	7 Assets Vouchers
Account Department	Accounting Department <input checked="" type="checkbox"/> Default

Every department in our company can define the way of link fixed assets with general ledger , we can define journal for the adding assets and add value , and another journal for assets sales , and another journal for depreciation , and we can make just one journal for all transactions , This shown the flexibility of BRIGHT System.

Assets Open Balance :

At the beginning of using BRIGHT System , we use this form to enter assets data that we purchase it before starting date of using the system :



بيانات الاصول الثابتة

اختيار

حالة الاصل
موجود
تاريخ اخر اهلاك
٢٠١٢-٦-٢٠
اجمالي الاهلاك
٣٦,٧٠٨,٣٣

كود الاصل ٠١٠١٠٠٢
الاسم اللاتيني
الاسم العربي تويوتا كامري
مجموعة الاصل الثابت ٠١٠١
تاريخ الشراء ٢٠٠٩-١٠-٠١
طريقة الاهلاك قسط ثابت
كمية ١
ضريبة ٠.٠٠
القيمة التخريدية ٣٥,٠٠٠.٠٠
تاريخ بداية الاهلاك ٢٠١٠-١٠-٠١
ملاحظة

رقم فاتورة الشراء
نسبة الاهلاك % ١٠
تكلفة الكمية ٨٠,٠٠٠.٠٠
اجمالي التكلفة ٨٠,٠٠٠.٠٠
القيمة المهلكة ٥٥,٠٠٠.٠٠
مجموع الاهلاك الافتتاحي ٢٢,٠٠٠.٠٠

بيانات الاخرى | بيانات الحسابات | حقول تعريف المستخدم | اضافة / استبعاد جزئي

كود الفرع ٠١ الفرع الرئيسي
كود امين العهدة ٠٣ احمد سيد
شركة التامين
تاريخ بداية التامين
رقم بوليصة التامين
جديدة / مستعملة
رقم الشاسمية
رقم مسلسل

كود الادارة ٠١ الادارة الرئيسية
كود المورد
نوع التامين
تاريخ انتهاء التامين
تاريخ نهاية الضمان
موديل السيارة
رقم المحرك

We will Explain this form in detail when we start explain Fixed Assets Form , but the main difference that you can enter depreciation open balance that calculated before using the system.

Fixed Assets Record :

When we purchase a new asset , when we need to query about old asset data or depreciations history , you have to use this form :

Fixed Assets Information

Fixed Asset Code: 4010000605 Open Balance Purchase

English Name: -

Arabic Name: مكتب ميلامين 1400م

Fixed Asset Group: 401 مكتب

Purchase Date: 01-01-2010 Purchase Invoice No: -

Depr. Method: Straight Line Depr. Percent: 6 %

Qty: 1 Qty Cost: 962.50

Tax: 0.00 Total Cost: 962.50

Scrap Value: 1.00 Depr. Value: 961.50

Depr. Start Date: 01-01-2010 Depr. Open Balance: 0.00

Notes: -

Asset Status: On Work

Last Depr. Date: 30-04-2010

Other Information | Accounting Information | User Defined Column | Partial Add / Disposal | Asset Calculation | Monthly Depr.

Branch Code: 1 Department Code: 999

Custodian Code: 1 Default Custodian Supplier Code: -

Insurance Company: - Insurance Type: -

Insurance Start Date: - Insurance End Date: -

Insurance Policy No: - Warranty Date: -

New / Used: - Car Model: -

Chassi No: - Engine No: -

Serial Number: -

- After query We split data in this form to FA Open Balance or FA we purchase after Starting using BRIGHT SYSTEM , after we enter asset code and name we assign sub group for the asset after this we see the depreciation method and percentage and accounting information and you can modify it.
- FA Quantity : when the value and type of assets is the same like computers the same component and value , you can enter them as one asset by quantity , then enter quantity cost and tax.
- Scrap Value : when the company want to make depreciation to part of asset value , we enter value of asset that we don't want to deprecate it , this feature is useful for the companies that keep making assets sell and don't want to make un real capital profit/loss .

- Here is some query data about the transaction on asset like adding value , disposal , and you can print the transaction voucher using the button for every line .

Other Information	Accounting Information	User Defined Column	Partial Add / Disposal	Asset Calculation	Monthly Depr.
Asset Cost Cost OB <input type="text" value="962.50"/> Addition <input type="text" value="0.00"/> Disposal <input type="text" value="0.00"/> Total Cost <input type="text" value="962.50"/>		Asset Depreciation Depr. OB <input type="text" value="0.00"/> Depr. Period <input type="text" value="19.23"/> Total Depr. <input type="text" value="19.23"/> N.B.V. <input type="text" value="943.27"/>		Partial Disposal Depr. Disposal <input type="text" value="0.00"/> Partial Sales. Price <input type="text" value="0.00"/> Partial Gain / Loss <input type="text" value="0.00"/>	
Asset Sales Profit / Loss Sales Date <input type="text"/> Sales Price <input type="text"/> Gain / Loss <input type="text"/>					

- Here is all asset calculations like asset open balance cost and adding value ,disposal and current FA value , also depreciation data and note book value for the FA , also data when we selling the FA .

Other Information	Accounting Information	User Defined Column	Partial Add / Disposal	Asset Calculation	Monthly Depr.	
Date	Depr. Value	Posted	Journal Date	Journal No	Journal Type	Notes
31-01-2010	4.81	<input type="checkbox"/>				
28-02-2010	4.81	<input type="checkbox"/>				
31-03-2010	4.81	<input type="checkbox"/>				
30-04-2010	4.81	<input type="checkbox"/>				
		<input type="checkbox"/>				
		<input type="checkbox"/>				
		<input type="checkbox"/>				
	19.23					

- We see the total depreciation in the last part , we can see here the depreciation details by months and voucher data also we can print vouchers .

- Use this form to add value to FA and enter the credit account to post the transaction to GL.

Partial Disposal From Fixed Asset :

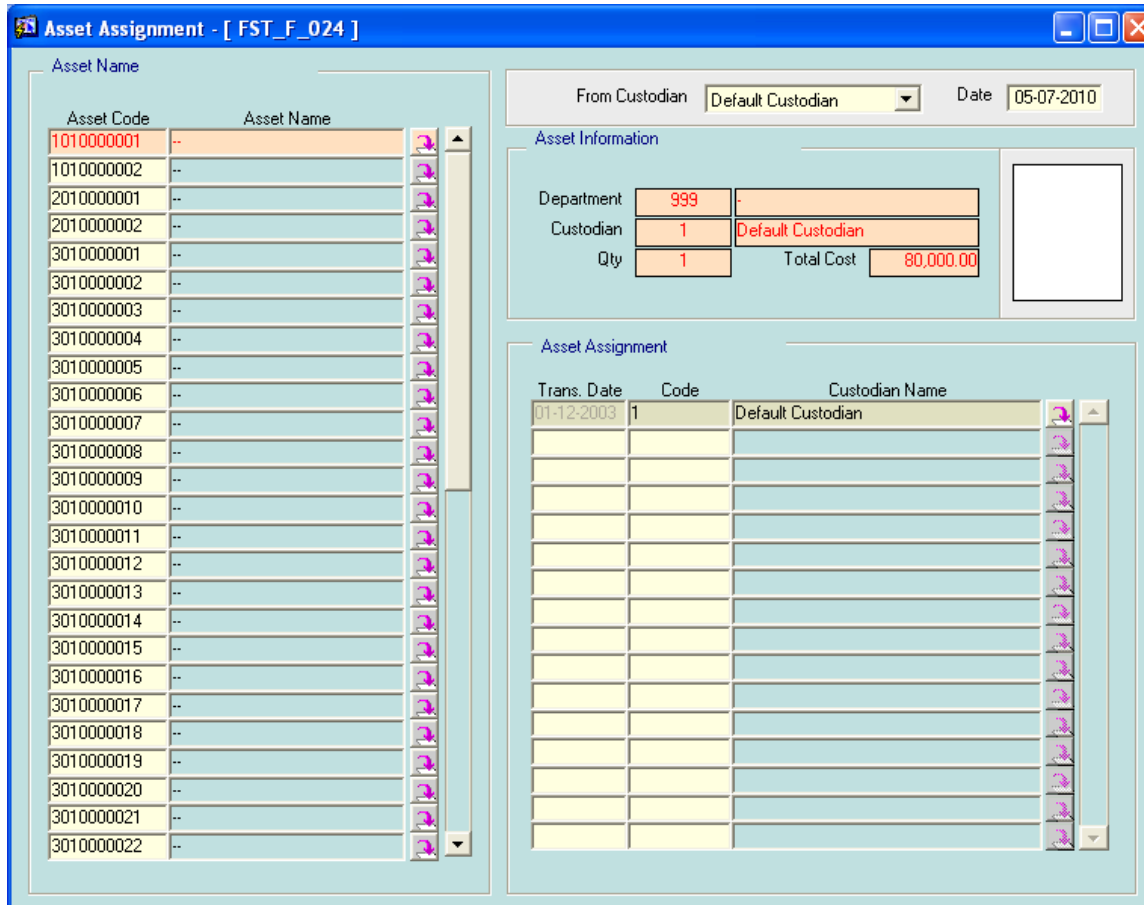
- Use this form to record the partial disposal from the FA , and enter sales price for the part and let BRIGHT SYSTEM calculate the profit and loss after calculating the depreciation till disposal date and you can post the transaction to GL.

Split Quantities :

- Use this form to split FA quantity into two new assets , you will see a new FA created by the quantity and code that you entered , also the old asset data will be changed .

- When we record FA for the first time we assign the asset to department , then we can move the asset from department to other just define the transaction date and to department , so you can find all assets for every department , and movement of FA between departments.

Assets Transfer Between Custodians :



- When we record FA for the first time we assign the asset to custodian , then we can move the asset from custodian to other just define the transaction date and to custodian , so you can find all assets for every custodian , and movement of FA between custodians.

Depreciation Calculation Till Month :

Depr. Calculation

Month 07-2010

From Fixed Asset Code 1010000001 --

To Fixed Asset Code 1010000001 --

Total Asset Managed 1

Calculate Depr. Clear Depr.

- We can specify month or end of year or some FA , to calculate the depreciation for every asset from last depreciation to the month that you entered , so you can query about the depreciation before posting to GL.
- Posting Depreciation to GL :

Status All Department Accounting Department 0

Post Depr. Document

Document No

Document Date 30-04-2010

From Month 01-2010 To Month 04-2010

Ledger Transaction

Computer Serial

Manager Name

Canceled Posted

Description

Summary Journal Details Journal

- Here you can post calculated depreciation to GL from month to month , and there is tow options ,first post summary for groups or in detail by every FA.

Query :

- You can display the result of your data on screen by queries , after this you can print it or export it to excel .
- This is an example for query (Fixed Assets Depreciation)

The screenshot shows a software window titled "Fixed Asset Depreciation - [FST_F_030]". It features a "Query Result" section with a table of asset data. The table has columns for Code, Fixed Asset Name, Cost OB, Addition, Disposal, Total Cost, Prev. Depr., Depr. Period, Depr. Disposal, Total Depr., and N. B. V. Below the table, there are summary statistics for New Asset, Disposed Asset, and Depreciation values.

Code	Fixed Asset Name	Cost OB	Addition	Disposal	Total Cost	Prev. Depr.	Depr. Period	Depr. Disposal	Total Depr.	N. B. V.
00004020011	Filling Machine Line 1	0.00	128,000.00	128,000.00	0.00	0.00	6,056.25	-6,056.25	0.00	0.00
00004020005	Cut Machine Line 1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
00004020050E	Cut Machine Line 1	46,200.00	0.00	0.00	46,200.00	34,000.00	6,612.18	0.00	40,612.18	5,587.82
00004020050E	Cut Machine Line 1	46,200.00	0.00	0.00	46,200.00	34,000.00	6,612.18	0.00	40,612.18	5,587.82
0000402007	Filling Machine Line 2	0.00	102.06	0.00	102.06	0.00	14.26	0.00	14.26	87.79
00004020072	Filling Machine Line 2	0.00	3,100.00	0.00	3,100.00	0.00	433.23	0.00	433.23	2,666.77
00004020073	Filling Machine Line 2	0.00	47,120.00	0.00	47,120.00	0.00	6,585.16	0.00	6,585.16	40,534.84
00004020074	Filling Machine Line 2	0.00	16,533.33	0.00	16,533.33	0.00	2,310.58	0.00	2,310.58	14,222.75
00004020075	Filling Machine Line 2	0.00	5,511.11	0.00	5,511.11	0.00	770.19	0.00	770.19	4,740.92
00004020076	Filling Machine Line 2	0.00	1,837.04	0.00	1,837.04	0.00	256.73	0.00	256.73	1,580.31
00004020077	Filling Machine Line 2	0.00	612.35	0.00	612.35	0.00	85.58	0.00	85.58	526.77
00004020078	Filling Machine Line 2	0.00	204.12	0.00	204.12	0.00	28.53	0.00	28.53	175.59
0000402008	Envloeping Machine Line 1	0.00	360,000.00	0.00	360,000.00	0.00	58,258.06	0.00	58,258.06	301,741.94
00004020091	Filling Machine Line 2	0.00	24,800.00	0.00	24,800.00	0.00	3,465.88	0.00	3,465.88	21,334.12
00004020092	Filling Machine Line 2	0.00	12,400.00	0.00	12,400.00	0.00	1,732.94	0.00	1,732.94	10,667.06
00004020093	Filling Machine Line 2	0.00	6,200.00	0.00	6,200.00	0.00	866.47	0.00	866.47	5,333.53
New Asset		1,100,000.00	1,084,500.00	261,500.00	1,923,000.00	371,426.61	278,201.56	-46,399.98	603,228.20	1,319,771.80
Disposed Asset										
Depreciation > 0										
Depreciation = 0										

You can query from this form about FA depreciations from month to month , or about FA group or sub group or specify from asset to asset in department or assets with custodians , and the report type to chose all assets or new assets or disposal assets then you can see asset open balance cost and data about the transactions that made on this asset , also you see the previous depreciation value and query period depreciation and disposal transactions depreciation ,finally you see the asset note book value , after this you can print this data or sent it to excel by (all assets – group – departments - custodians) , you can print every asset data using icon in the front of the asset .

- Also use the same way to see other queries :

- Fixed Assets Query.
- Assets Purchase / Disposal Total.
- Assets Purchase / Add value.
- Assets Partial / Total Disposal.
- Disposal Assets Profit and loss.

Reports :

Bright System – Fixed Asset Module present a valuable Reports :

Basic Data Reports :

- Insurance Type.
- Insurance Companies.
- Car Models.

Reports	
Basic Data	▶
Assets / Custodians / Suppliers ...	▶ Fixed Asset Card
Asset Depreciation Summary	▶ Fixed Assets Groups
Asset Depreciation Details	▶ Custodian Information
Asset Purchase / Disposal Total	▶ Custodian Summary
Asset Purchase / Add Value	▶ Supplier Information
Asset Disposal / Partial Disposal	▶ Branches Information
Capital Gain / Loss Asset Disposal	▶ Departments Information
Custodian Fixed Asset	
Branch Fixed Asset	
Department Fixed Asset	
Asset Transfere	
Asset Assignment	
Asset Expenses and Maintenance	

Assets Reports / Custodians / ...

- Fixed Asset Card.
- Fixed Assets Groups
- Custodians Information.
- Custodians Summary.
- Suppliers Information.
- Branches Information.
- Departments Information.

- Fixed Asset Card Report :

Bright Information System

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, Doha, Qatar

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Fixed Assets Card

Date 07-07-2010

General Information

Fixed Asset Code	0101001	Asset Status	Disposed
Fixed Asset Name	Toyota Land Cruiser		
Fixed Asset Main Group	01	Cars	
Fixed Asset Sub Group	0101	Toyota	
Branch	01	Main Branch	
Department	03	Royal Plaza Department	
Custodian	01	Rasha Ahmed	
Supplier			
Last Depr. Date	31-05-2010	Total Depr. Value	32,615.00



Financial Information

Depreciation Method	Straight Line	Depr. Percent	10
Qty	1	Qty Cost	120,000.00
Tax	0.00	Total Cost	120,000.00
Scrap Value	30,000.00	Depr. Value	90,000.00
Purchase Date	01-01-2008	Purchase Invoice No	111222
Depr. Start Date	01-01-2010	Depr. Open Balance	35000

Insurance Information

Assets Depreciation Summary :

- Assets Depreciation Groups.
- Assets Depreciation Departments.
- Assets Depreciation Custodians.

Assets Depreciation Detail :

- Assets Depreciation Tabular.
- Assets Depreciation Groups.
- Assets Depreciation Departments.
- Assets Depreciation Custodians.

- Assets Depreciation Groups Report :

Bright Information System

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Depreciation of Fixed Assets Report - Summary

From 01-01-2010 To 31-12-2010

Main Group 01 - Cars

Code	Fixed Asset Group Name		Cost OB	Addition	Disposal	Total Cost	Prev. Depr.	Depr. Period
0101	Toyota	3 Records	200,000.00	67,000.00	125,000.00	142,000.00	57,000.00	14,825.4
0102	Mazda	2 Records	50,000.00	72,000.00	0.00	122,000.00	16,000.00	9,649.9
0103	Hyundai	3 Records	42,000.00	190,000.00	0.00	232,000.00	10,500.00	17,961.3
Total Group Cars		8 Records	292,000.00	329,000.00	125,000.00	496,000.00	83,500.00	42,437.6

Main Group 02 - Computers

Code	Fixed Asset Group Name		Cost OB	Addition	Disposal	Total Cost	Prev. Depr.	Depr. Period
0201	desktop computer	1 Records	90,000.00	0.00	0.00	90,000.00	27,000.00	17,999.8
0202	Laptop Computer	2 Records	145,000.00	0.00	0.00	145,000.00	33,000.00	28,999.8
0203	Printer	3 Records	105,000.00	0.00	0.00	105,000.00	32,500.00	20,999.4
0204	Scanner	2 Records	0.00	26,000.00	0.00	26,000.00	0.00	4,333.0
Total Group Computers		8 Records	340,000.00	26,000.00	0.00	366,000.00	92,500.00	72,331.8

Main Group 03 - Furniture

Code	Fixed Asset Group Name		Cost OB	Addition	Disposal	Total Cost	Prev. Depr.	Depr. Period
0301	Chair	2 Records	23,000.00	0.00	6,000.00	17,000.00	6,000.00	974.9
0302	Sofa	1 Records	12,000.00	0.00	2,500.00	9,500.00	0.00	485.3
Total Group Furniture		3 Records	35,000.00	0.00	8,500.00	26,500.00	6,000.00	1,460.2

Main Group 04 - Electric Equipment

Code	Fixed Asset Group Name		Cost OB	Addition	Disposal	Total Cost	Prev. Depr.	Depr. Period
0401	Fax	2 Records	0.00	81,500.00	0.00	81,500.00	0.00	11,864.8
0402	Tel	4 Records	64,000.00	0.00	0.00	64,000.00	17,000.00	9,599.4
Total Group Electric Equipment		6 Records	64,000.00	81,500.00	0.00	145,500.00	17,000.00	21,464.2

Main Group 05 - Machines

Code	Fixed Asset Group Name		Cost OB	Addition	Disposal	Total Cost	Prev. Depr.	Depr. Period
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 Assets Purchase / Disposal Total :

- Assets Purchase / Disposal Total Tabular.
- Assets Purchase / Disposal Total By group.
- Assets Purchase / Disposal Total By departments.
- Assets Purchase / Disposal Total By custodians.

- **Assets Purchase / Disposal Total By departments :**

Bright Information System

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 , Doha, Qatar

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Fixed Assets Purchase / Disposal Total

From 01-01-2010 To 31-12-2010

Department 01 - Main Department

Code	Fixed Asset Name	%	Qty	Pur. Date	Cost OB	Addition	Disposal	T
0101002	Toyota Camry	10.00	1	01/01/2009	80,000.00	5,000.00	0.00	
0101003	Toyota Corolla	10.00	1	20/01/2010	0.00	57,000.00	0.00	
0103003	Hundai Sonata	10.00	1	20/02/2010	0.00	65,000.00	0.00	
0204002	Scanner Sony	20.00	15	01/03/2010	0.00	14,000.00	0.00	
0401001	Fax Panasonic	15.00	25	10/01/2010	0.00	40,000.00	0.00	
0401002	Fax Sony	15.00	20	10/01/2010	0.00	41,500.00	0.00	
0000402008	Envleoping Machine Line 1	20.00	1	06/03/2010	0.00	360,000.00	0.00	
<i>Total Department Main Department</i>				<i>7 Records</i>	80,000.00	582,500.00	0.00	

Department 02 - Al Sad Department

Code	Fixed Asset Name	%	Qty	Pur. Date	Cost OB	Addition	Disposal	T
0103004	Hundai Genesis	10.00	1	20/02/2010	0.00	125,000.00	0.00	
0204001	Scanner hp	20.00	10	01/03/2010	0.00	12,000.00	0.00	
0000402007	Filling Machine Line 2	17.00	0	03/02/2010	0.00	102.06	0.00	
00004020072	Filling Machine Line 2	17.00	2	03/02/2010	0.00	3,100.00	0.00	
00004020073	Filling Machine Line 2	17.00	19	03/02/2010	0.00	47,120.00	0.00	
00004020074	Filling Machine Line 2	17.00	7	03/02/2010	0.00	16,533.33	0.00	
00004020075	Filling Machine Line 2	17.00	2	03/02/2010	0.00	5,511.11	0.00	
00004020077	Filling Machine Line 2	17.00	0	03/02/2010	0.00	612.35	0.00	
00004020078	Filling Machine Line 2	17.00	0	03/02/2010	0.00	204.12	0.00	
00004020091	Filling Machine Line 2	17.00	10	03/02/2010	0.00	24,800.00	0.00	
00004020092	Filling Machine Line 2	17.00	5	03/02/2010	0.00	12,400.00	0.00	
00004020093	Filling Machine Line 2	17.00	3	03/02/2010	0.00	6,200.00	0.00	

Other Reports :

- Assets Purchase / Add value.
- Assets Purchase / Disposal.
- Capital Gain Profit / Loss Disposal.
- Custodian Fixed Asset.
- Branch Fixed Asset.
- Department Fixed Asset.
- Asset Transfers.
- Asset Assignment.
- Assets Expenses.