The Fixed Asset Management Module of idu-Concept has been designed to facilitate and streamline the monitoring, verification and management of fixed assets. It delivers a user-friendly front end to your organisation’s asset register, and can accommodate multiple companies, asset books, cost centre and asset hierarchies.

**ASSET ADMINISTRATOR**

The Administrator Module provides the system administrator with a powerful yet extremely user friendly toolkit to manage assets and their movement within the organisation.

**Functionality includes the facility to define and maintain:**
- Companies
- Multiple Asset Books
- Asset Reason – indicating the status of an asset
- Asset Locations – linked to a cost centre
- Multiple Corporate Structures
- Asset Groups
- Assets
- Multiple Asset Structures
- The Management of certain assets as stock (ideal for new store management)
- Periodic Asset Verifications
- Overdue Asset Verification E-Mail
- System Security
- Period Administration

In addition the Administrator Module provides:
- A report maintenance option allowing the administrator to customize report groupings and the facility to include custom developed reports so that asset users can run them seamlessly from within the application.
- A “trickle data feed” importing assets from the asset register.
- E-mail notification to the Asset Administrator notifying them of asset disposals or transfers.

**USER INTERFACE**

**New Assets**
The idu-Concept Fixed Asset Management Module will notify the cost centre manager of new assets that have been assigned to the cost centre via an import into the database. Selecting the new asset view will allow the cost centre manager to allocate the new asset to a location and a person responsible.

**Asset Verification**
The verification function enables the users to perform asset verification aimed at physically verifying the company’s assets on a periodic cycle.

If assets have not been verified the administrator will e-mail users an overdue asset verification reminder – either current, 30 days, 60 days or 90 days overdue.

**Existing Assets**
Existing assets are displayed by asset group indicating the asset cost, accumulated depreciation and book value. Selecting an asset group will display the assets within the asset group and the detailed information pertaining to the selected asset.

**Asset Disposal**
This option allows the user to dispose of an asset giving a reason for the disposal and additional comments. Once the submit button has been selected an e-mail will be sent to the administrator notifying them of the disposal.

**Inward Transfer of Assets**
The cost centre receiving the asset transfer is required to accept or reject this inward transfer. When logging on to the application the user will be notified that an asset has been transferred and that this needs to be accepted. If an inward transfer is rejected the cost centre that originated the transfer will be notified of this rejection by e-mail.

**MIS Summary Asset Enquiries**
This allows a user to view detailed asset information either by an asset view or cost centre at various levels within the cost centre structure dependent on user access. The summarized asset details will be displayed in the selected structures. By drilling down through the structure, the user can see cost and depreciation figures at the various levels within the structures for a selected period.

**Asset Reconciliation**
The system also goes a long way to automating the reconciliation of assets from budgeted CAPEX to actual spend supporting a many to many reconciliation environment.
Compact is a light-weight, user friendly and cost effective extension to the idu-Concept Fixed Asset Management Module. This module was developed for organisations that wish to empower a substantial number of users to manage the assets for which they are responsible. These users would typically not need the full functionality of the Fixed Asset Management Module but need only to be able to verify, initiate and accept asset transfers.

These asset verifications are done through easy-to-use mobile friendly capture screens, and therefore no user training is required. The captured information is then relayed back to the Fixed Asset Management system for further processing and analysis.

A user will receive an email notification from the IDU Fixed Asset Management system, this notification includes a hyperlink and clear instructions as to how to log into the Compact module. This module is mobile friendly and can be actioned using a mobile device as well as on a PC or laptop.

**USER EXPERIENCE**

Once logged in a user will be presented with a series of simple to use and understandable screens, allowing them to verify or transfer assets.

**Asset Transfers**

To transfer an asset, the user selects the asset(s) that they would like to transfer. They are then prompted to capture the destination cost centre and location, the reason for transfer and select the effective date. They also have the ability to capture notes if required.

**Asset Verification**

Selecting the Asset verification option will lead the user to this screen showing the cost centres that are available to the user to select and a description of the assets to be verified. There is also an option for the user to capture any notes or relevant observations about the asset before submitting the verification results to the IDU Fixed Asset Management Module.

The verification screen on the Fixed Asset Management Module has been adapted to show the verifier by asset and the status of the verification, Yes, No or Outstanding.

After receiving an email prompt requesting a user to accept an asset transfer the user selects the asset they would like to accept and is then able to capture any notes before clicking to accept or reject the transfer.