

# Government Asset Register User Manual



Treasury  
June 2023

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# The Government Asset Register (GAR)

## 1.0 Guide to GAR Processes

This user manual has been prepared by Treasury to guide users of the Government Asset Register (GAR) system on how to use the system. Users are requested to use this guide strictly for the intended purpose and to refrain from unauthorised disclosure or copying of this manual.

**Please find below some important keyboard shortcuts relevant for GAR Users:**

<b>Function/Purpose</b>	<b>Keyboard Shortcut</b>
Enter into query mode	F11
Query with partial information	Prefix or suffix with %
Execute query	CTRL + F11
Close/Exit screen	F4
Invoke List of Values	CTRL + L
Insert duplicate field	SHIFT + F5
Insert duplicate record	SHIFT + F6

# The Government Asset Register (GAR)

## 2.0 Definitions

- **Capitalized assets** are assets which have been paid in full and which are already commissioned.
- **Construction in process (CIP)** are assets which have not yet been paid in full and have not yet been commissioned. This is applicable for:
  - Buildings or structures which are still under construction; and
  - Assets where there are milestones for payment (for example software under the Intangible Asset Category).

The **CIP asset** is **capitalized** upon commissioning and any amount not yet paid should be accounted for in the cost of the asset (Refer to **Step 5.4**).

- **Accounts Payable (AP)** module forms part of the Treasury Accounting System (**TAS**). The Accounts Payable module is used by the officers of the Finance section to effect payments to suppliers for assets acquired by the Government.
- **Track as assets** is a function under the AP module and is used by the officers of the Finance section to categorize a payment as an asset.
- **Manual additions** refer to the process of adding assets in the system, which:
  - are purchased but have not tracked as asset in the **Accounts Payable (AP) module**;
  - have been received as donation; and
  - are transferred from other Ministries/Departments.
- **Mass additions** refer to the process of adding assets that have been purchased and tracked as asset in the Accounts Payable (AP) module, or uploaded through ADI templates in the system. Basic information relating to the asset is transferred through the Mass Additions process. The GAR User should complement any additional asset details thereafter.
- **DFF** is the term used for **Descriptive Flexfield** and is used to record additional asset information.
- **Asset Category combination** refers to the cluster to which the asset is classified, and is made up of a combination of three coded segments:
  - **Major**- Major segment refers to main asset classification;
  - **Minor 1**- Minor 1 provides a sub-category dependent on the major asset segment, for e.g Major being Other Machinery & Equipment and Minor 1 being Office Equipment; and
  - **Minor 2**- Minor 2 is a further break down of Minor 1, for e.g **Major** being Other Machinery & Equipment, **Minor 1** being Office Equipment and **Minor 2** being Printers.

# The Government Asset Register (GAR)

## 3.0 Introduction

The **Government Asset Register (GAR)** has been implemented in the central government with the aim of providing the Government with a central database of assets acquired and controlled by Ministries and Departments. It is a key tool that can be used in the management and control of assets as well as in the preparation of the Government Accounts. The cost of the assets acquired during each financial year should be recognised in the Government Accounts as an addition during the year. The purpose of this document is to guide GAR Users in the recording/processing and reporting of Non-Financial transactions in the GAR system.

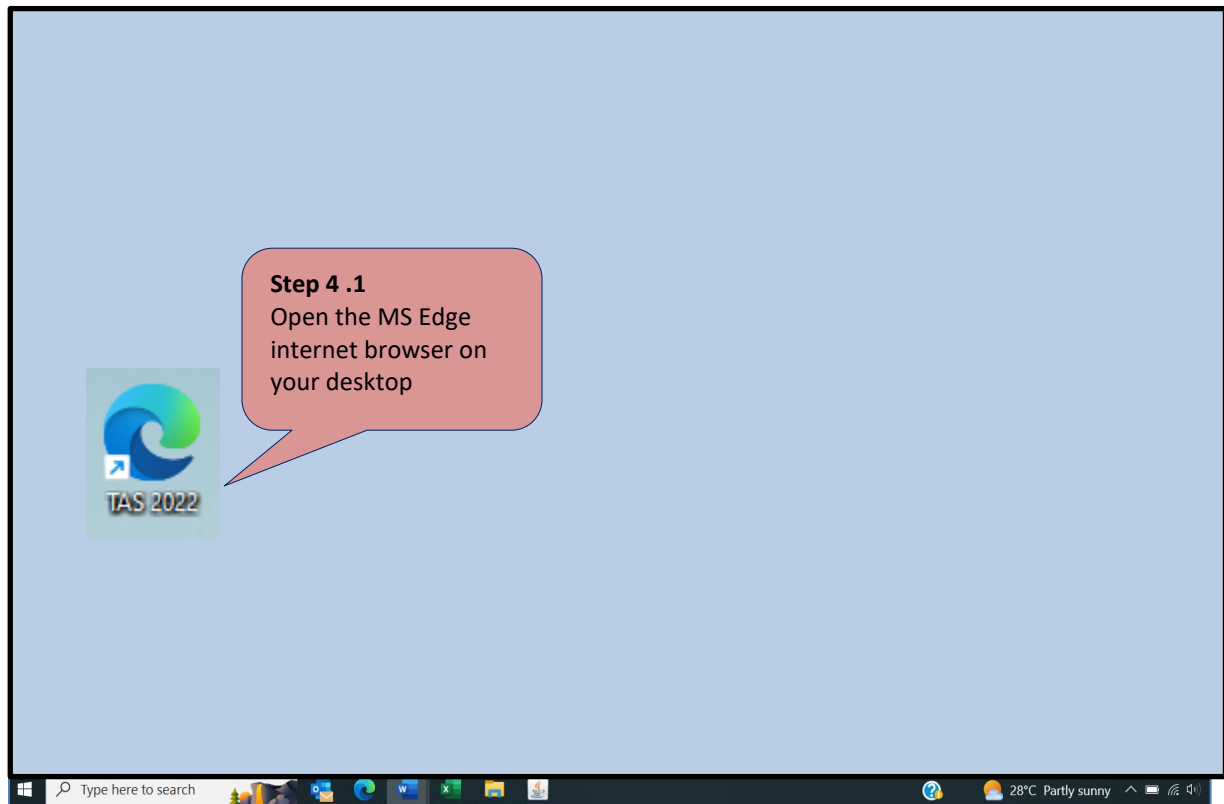
The GAR system which forms part of the Treasury Accounting System (TAS) has recently been upgraded to a new version (R12.1.3 to R12.2.11).

***All fields in the different screens which are highlighted in yellow are mandatory and should be updated accordingly.***

# The Government Asset Register (GAR)

## 4.0 Log in to the GAR system

There are some new features to log in the upgraded system.



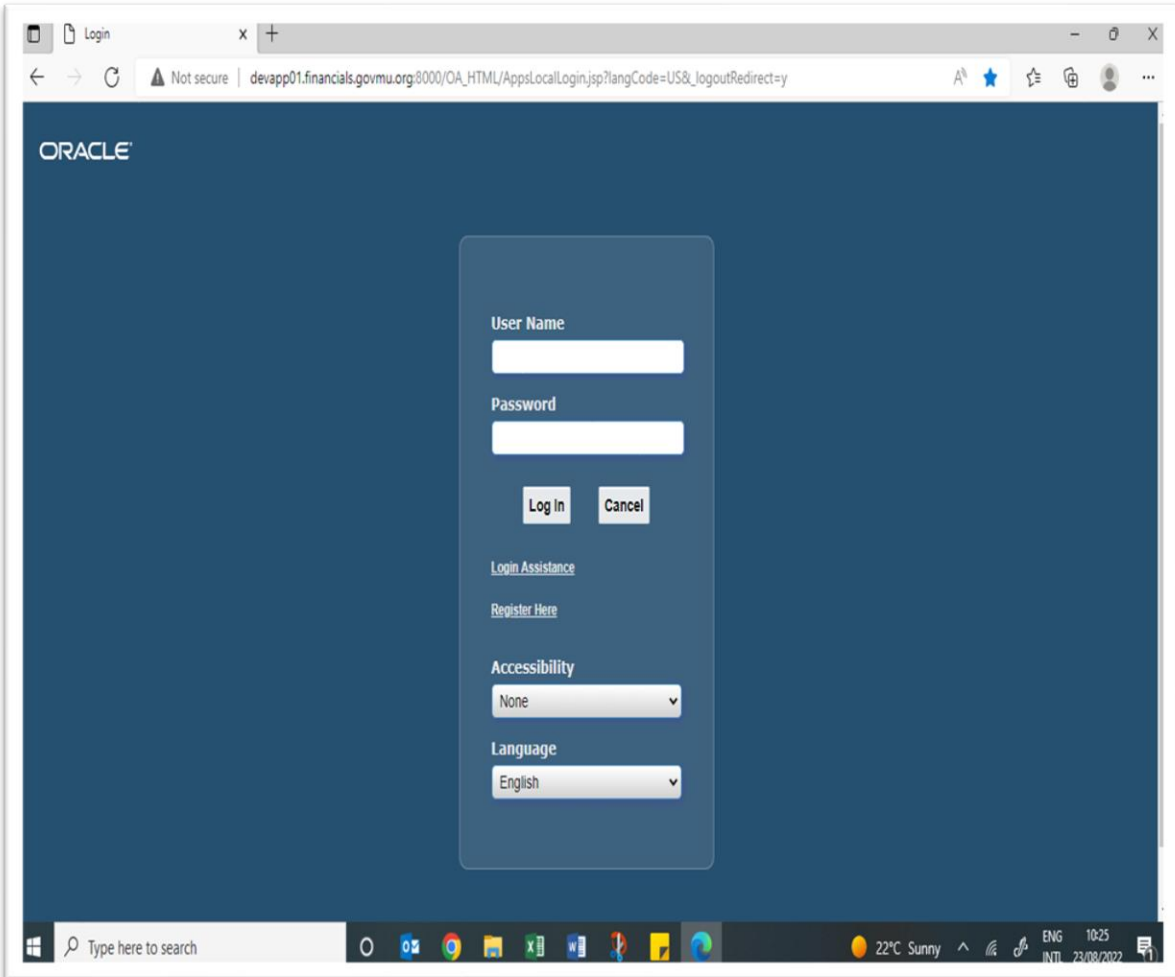
**Note:**

*The GAR system should be installed by the CISD officer posted at your Ministry/Department. In case, the system has not been installed, your Ministry/Department CISD officer should contact the CISD officer posted at Treasury.*

# The Government Asset Register (GAR)

## 4.0 Log in to GAR system (Continued)

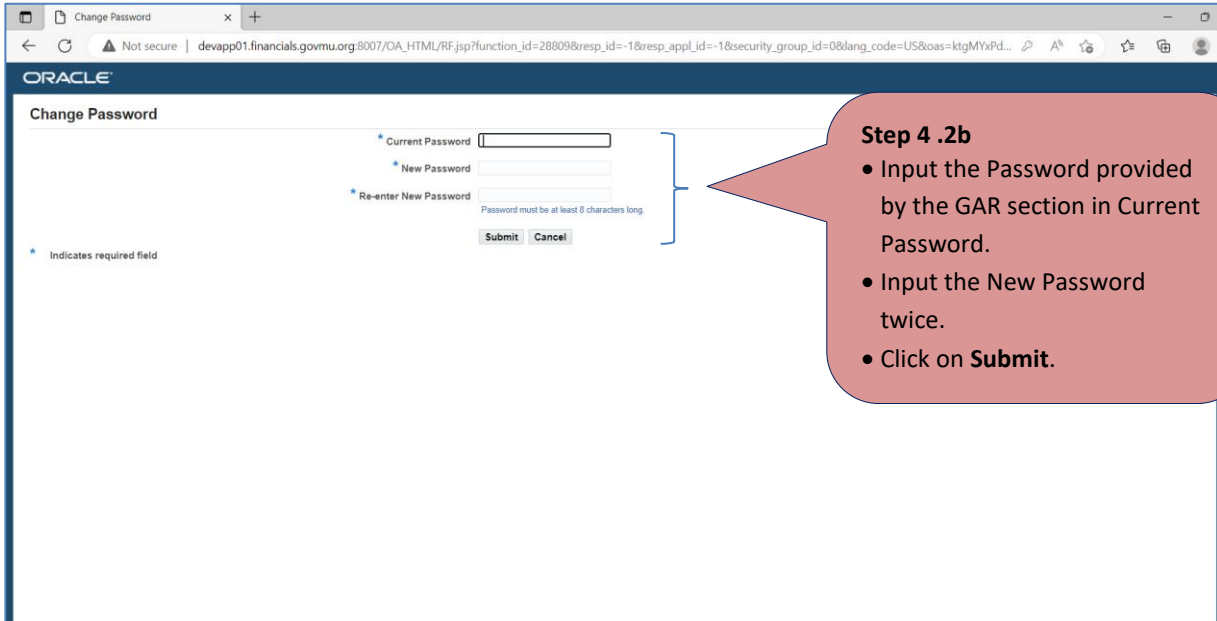
**Step 4.2a:** Enter your current User Name and Password.



# The Government Asset Register (GAR)

## 4.0 Log in to GAR system (Continued)

**Step 4.2b:** If a User is logging in for the **first time** or the **password has been reset** by the GAR section, the User will be required to change the password provided by the GAR section.




The screenshot shows a web browser window with the Oracle logo and the title "Change Password". The form contains three input fields: "Current Password", "New Password", and "Re-enter New Password". A note below the "Re-enter New Password" field states "Password must be at least 8 characters long". There are "Submit" and "Cancel" buttons at the bottom of the form. A callout box on the right side of the form provides instructions for Step 4.2b.

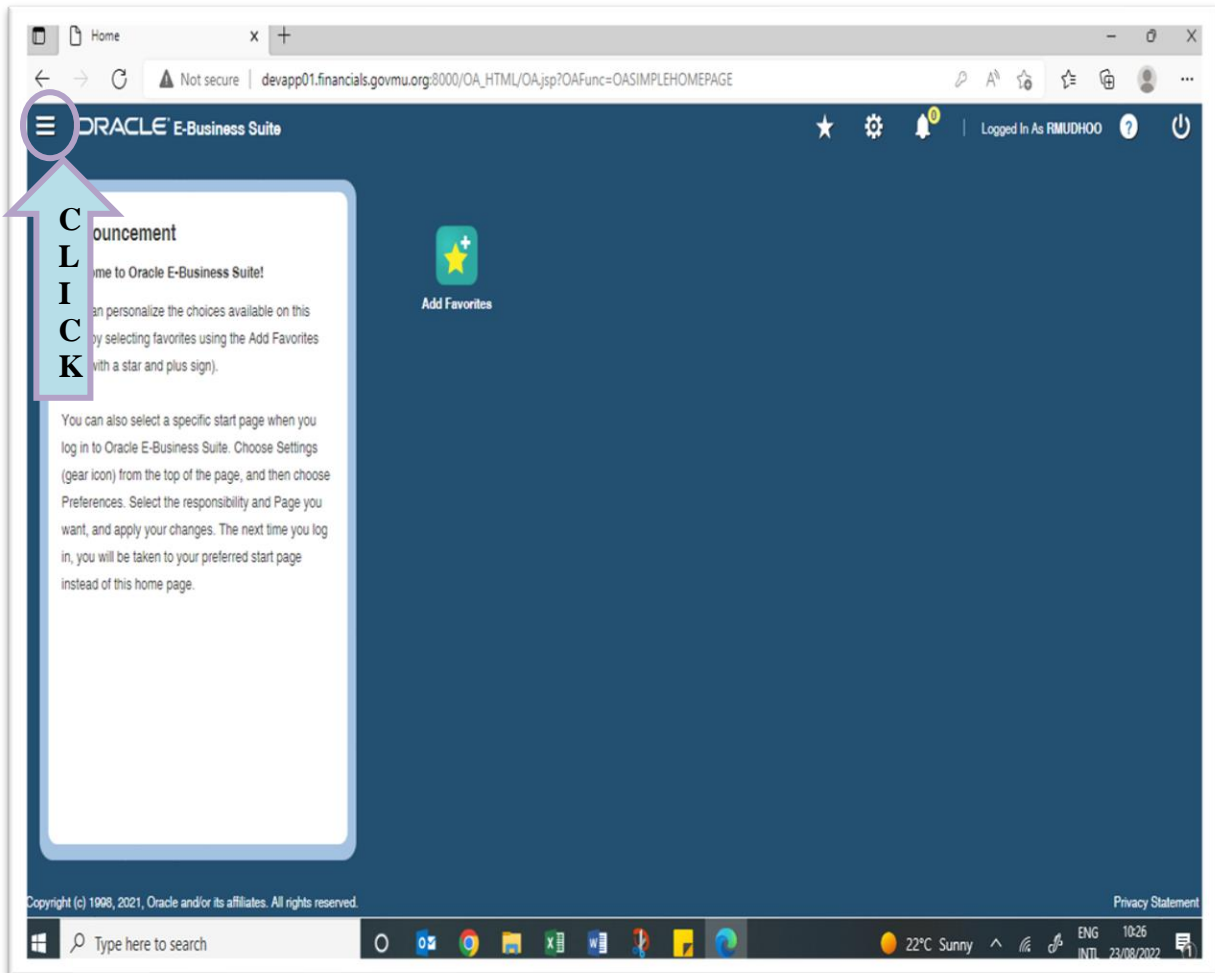
**Step 4 .2b**

- Input the Password provided by the GAR section in Current Password.
- Input the New Password twice.
- Click on **Submit**.

# The Government Asset Register (GAR)

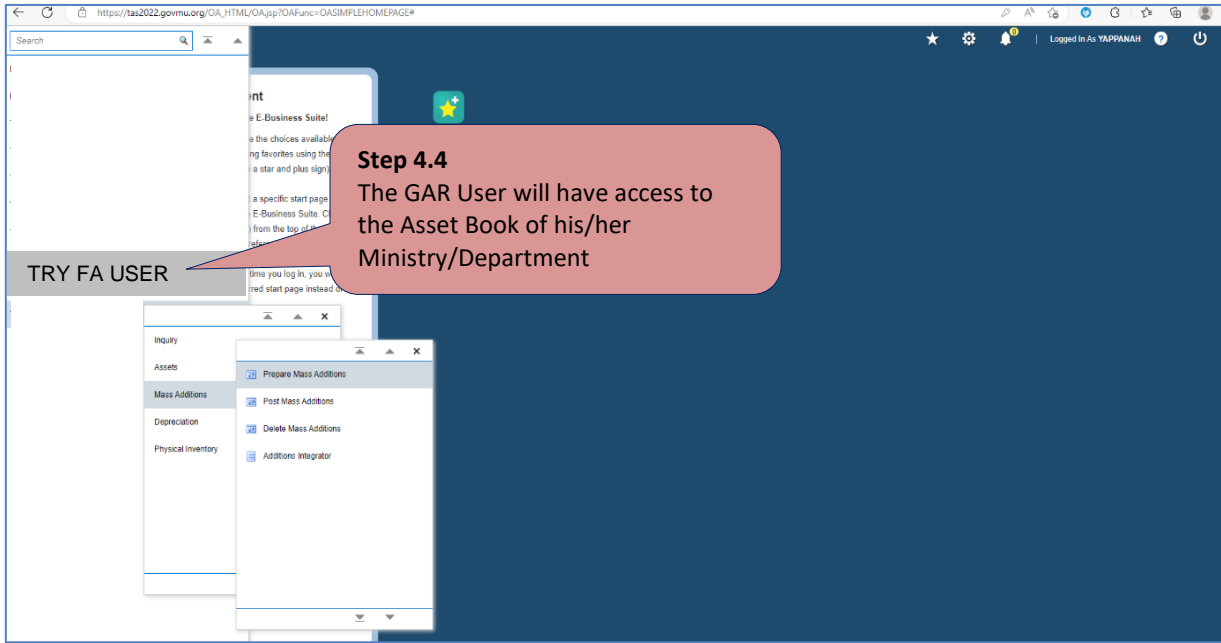
## 4.0 Log in to GAR system (Continued)

**Step 4.3:** Click on  to access to responsibilities, all Responsibilities available to you will be displayed.



# The Government Asset Register (GAR)

## 4.0 Log in to GAR system (Continued)



The GAR User will choose one of the following options:

- a) the **Mass Additions** for Assets tracked by Finance section; or
- b) **Assets > Asset Workbench** for **Manual Additions**  
to record the Assets acquired in the month.

# The Government Asset Register (GAR)

## 5.0 Additions

Assets acquired by the Ministry/Department should be recorded in the Government Asset Register (GAR) as an addition. Asset additions are performed through the following methods:

### 5.1 Mass additions - Capitalized Asset and CIP

#### 5.1.1 Add to Assets

#### 5.1.2 Split Assets

#### 5.1.3 Merge Assets

### 5.2 Manual Additions - Capitalized Assets

### 5.3 Manual Additions - CIP Assets

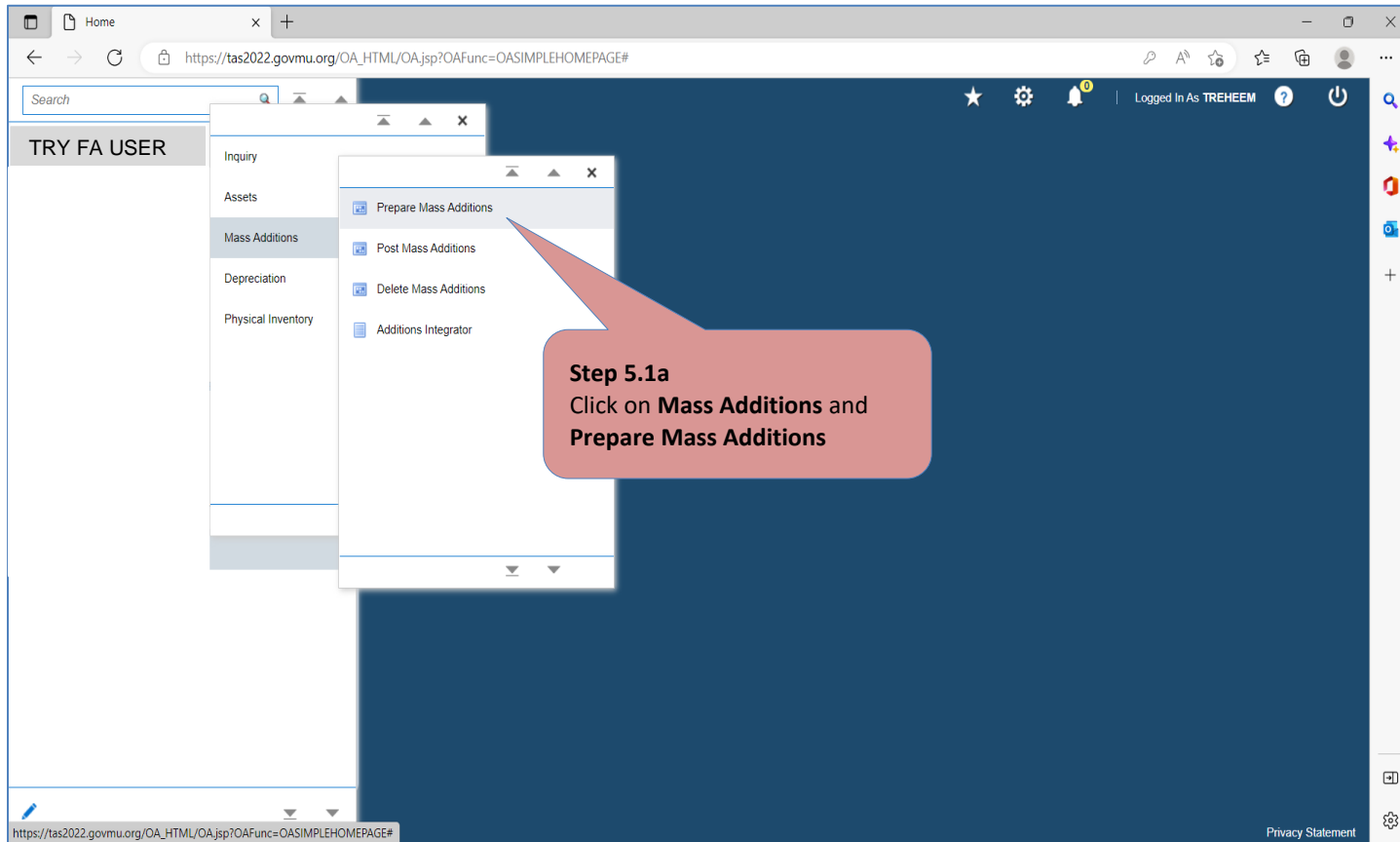
### 5.4 Capitalize CIP Assets

# The Government Asset Register (GAR)

## 5.1 Mass Additions – Capitalized Asset and CIP

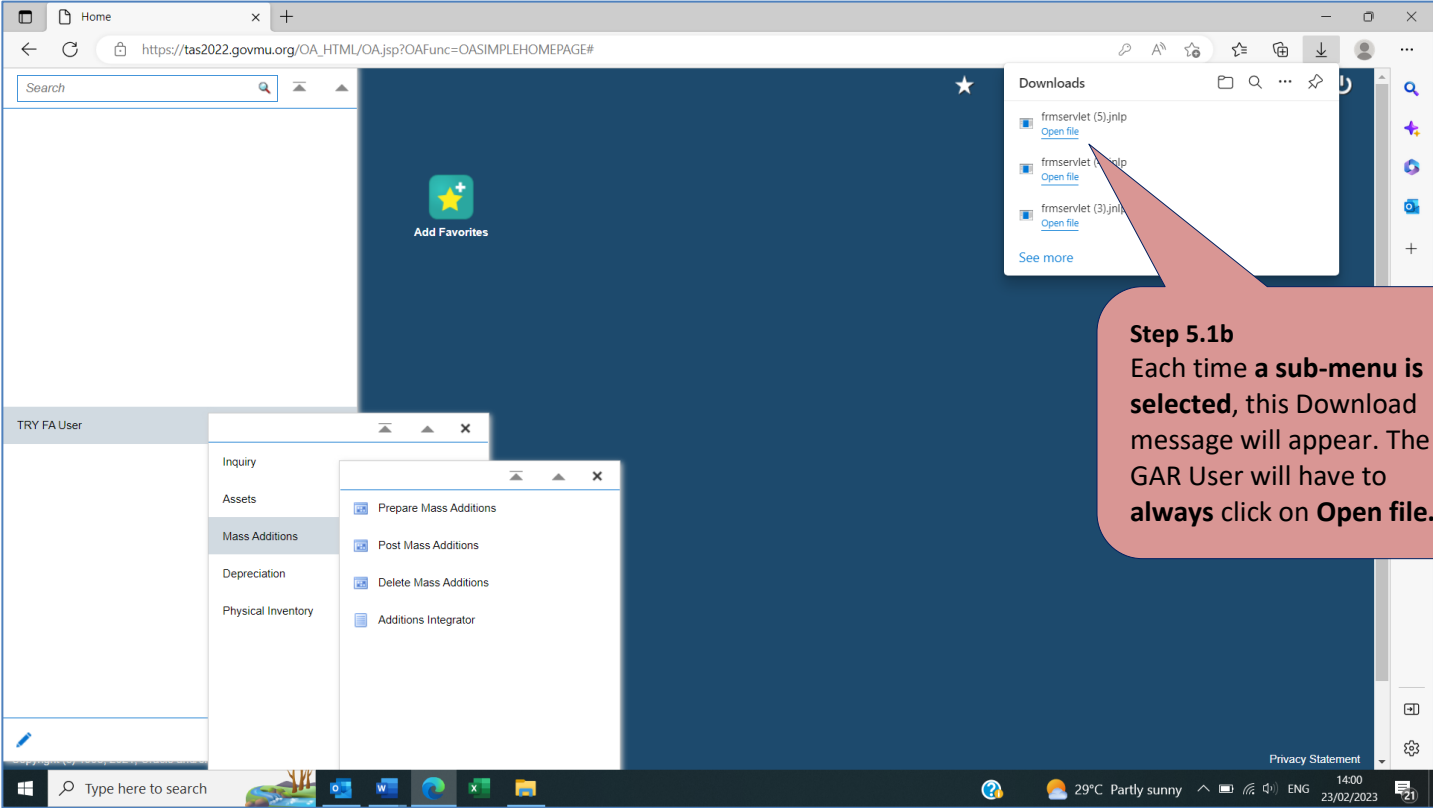
When assets are acquired via Accounts Payable module, the Finance Section records part of the asset information such as the asset cost, description and supplier details. This information is transferred to the Asset module via the **‘Mass Additions’** process. Mass Additions **apply both for Capitalised and CIP Assets**.

The following guidelines will walk you through the **‘Mass Additions’** process.



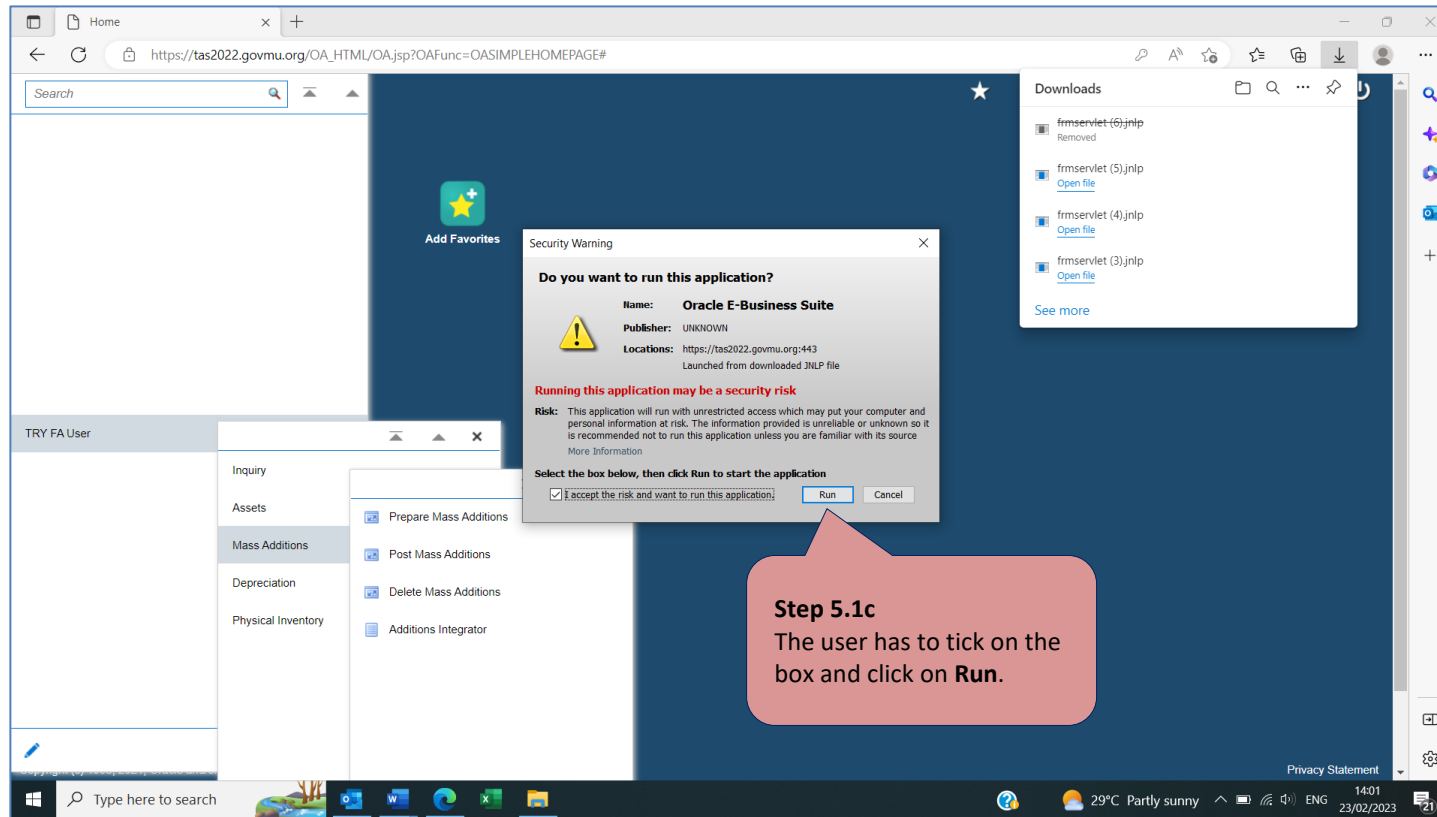
# The Government Asset Register (GAR)

## 5.1 Mass Additions – Capitalized Asset and CIP (Continued)



# The Government Asset Register (GAR)

## 5.1 Mass Additions – Capitalized Asset and CIP (Continued)



## The Government Asset Register (GAR)

### 5.1 Mass Additions – Capitalized Asset and CIP (Continued)

The following screen will appear when you click on prepare **Mass Additions**. The Ministry/ Department **Book ID** will correspond to the GAR FA User responsibility assigned. It is **vital that the GAR User confirms that the Book ID pertains to his/her Ministry/Department Asset Book**, prior to proceeding further.

The screenshot shows a software window titled "Find Mass Additions". The window contains a grid of input fields for various data points. The fields are arranged in two columns. The left column includes: Book (with a dropdown arrow), Transaction Date, Invoice Number, Description, Asset Number, Supplier Name, PO Number, Project Number, Create Batch, Source System, Comments, Group Asset, Employee Name, and Expense Account. The right column includes: Queue, Transaction Type, Invoice Line, Asset Key, Category, Supplier Number, Source Batch, Task Number, Create Date, Invoice Date, Employee Number, and Location. At the bottom of the window, there are five buttons: Clear, New, Capitalize, Adjust, and Find.

# The Government Asset Register (GAR)

## 5.1 Mass Additions – Capitalized Asset and CIP (Continued)

The screenshot shows the 'Find Mass Additions' window with various input fields and buttons. A 'Queue Names' dialog box is open, showing a list of queue names with 'New' selected. Three callout boxes provide instructions:

- Step 5.1d**: Click on Queue and choose **New**.
- Step 5.1e**: Click on **OK**.
- Step 5.1f**: Click on **Find**.

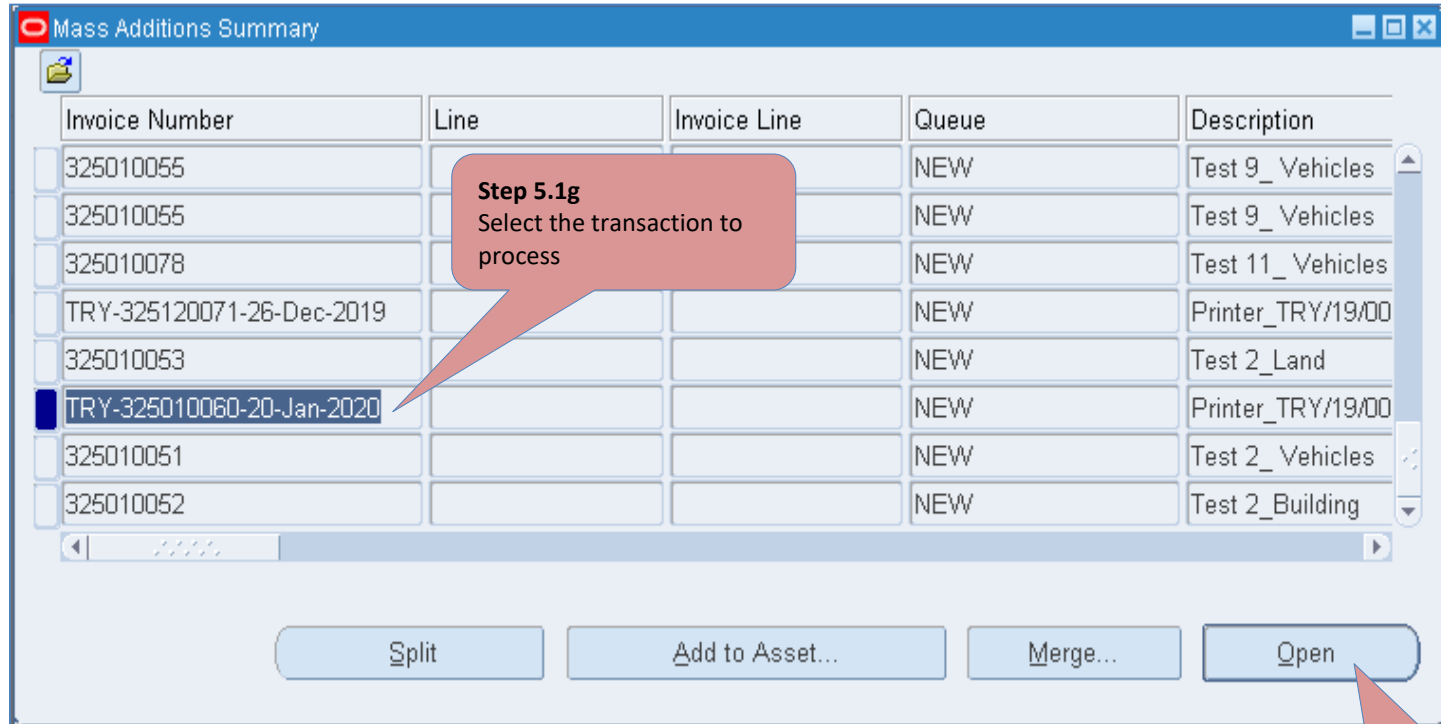
The main window contains the following fields and buttons:

- Book: TRY
- Transaction Date
- Invoice Number
- Description
- Asset Number
- Supplier Name
- PO Number
- Project Number
- Create Batch
- Source System
- Comments
- Group Asset
- Employee Name
- Expense Account
- Queue
- Transaction Type
- Invoice Line
- Asset Key
- Category
- Supplier Number
- Source Batch
- Task Number
- Create Date
- Invoice Date
- Employee Number
- Location
- Buttons: Clear, New, Capitalize, Adjust, Find

## The Government Asset Register (GAR)

### 5.1 Mass Additions – Capitalized Asset and CIP (Continued)

Once you click on 'Find', the 'Mass Additions Summary' window will open. The 'Invoice Number' and 'Description' should be matched to the supporting document provided by Procurement section and Finance section, to identify the asset which should be added.



**Step 5.1h**  
Click on Open

# The Government Asset Register (GAR)

## 5.1 Mass Additions – Capitalized Asset and CIP (Continued)

Once you click on **OPEN**, the Mass Additions screen opens. The following information should be input:

The screenshot shows the 'Mass Additions' window with the following fields and callouts:

- Queue:** Set to 'NEW'. Callout: **Note:** Queue at first will be NEW.
- Category:** 122.27.E27014. Callout: **Step 5.1i** Ensure that Asset Category is correct.
- Date in Service:** 17-JAN-2020. Callout: **Step 5.1j** Date in Service: The Date should reflect the Commissioning Date.
- Cost:** 5,000.00. Callout: The cost of the Asset should be updated as per Goods Form 1/5 and Payment Voucher (PV). Any cost of a non-asset on the PV should be excluded and include only cost of the Asset being recorded.
- Line Number:** [ ... ]. Callout: DFF can be updated here.

Other fields include: Book (TRY), Transaction Type, Invoice Number (TRY-325010060-20-Jan-), Employee Name, Expense Account, Depreciate (checked), Supplier Name, PO Number, Project Number, Create Batch (12567938), Source System (Spreadsheet), Clearing Account (TRY.020901.61122999.TRY.0.0.0.0.0), and Comments.

Buttons at the bottom: Project Details..., Assignments..., Cancel, Done.

# The Government Asset Register (GAR)

## 5.1 Mass Additions – Capitalized Asset and CIP (Continued)

In Asset Details Tab (refer to screen below), the GAR user will need to enter the following information:

- Serial number (E.g **OAGC7WDKA00080**)
- Asset Type: ensure **CIP** in cases where full payment is not effected and **Capitalized** in case of full payment (E.g **Capitalized**)
- Manufacturer (E.g **SAMSUNG**)
- Model Number (E.g **SCX-3401**)
- Warranty Number (E.g **L7L3700465**)
- Asset Key (E.g **ADDITION BY PURCHASE**)

The screenshot shows the 'Mass Additions' window with the 'Asset Details' tab selected. The 'Description' field contains 'Printer\_TRY/19/0042' and the 'Asset Key' field contains 'ADDITION BY PURCHA'. The 'Serial Number' field contains 'OAGC7WDKA00080' and the 'Asset Type' is set to 'Capitalized'. The 'Manufacturer' is 'SAMSUNG' and the 'Model Number' is 'SCX-3401'. The 'Warranty Number' is 'L7L3700465'. The 'Date in Service' is '17-JAN-2020' and the 'Cost' is '5,000.00'. The 'In Use' and 'In Physical Inventory' checkboxes are checked. The 'Assignments...' button is highlighted.

**Step 5.1k**  
Click on **Asset Details** to go on the Asset Details Tab.

**Step 5.1l**  
Select the Asset Type whether **Capitalized** or **CIP** Asset

The **Description** of the Asset should be the name of the Asset followed by the Goods Form 1/5 Number. The length of the **Description** should not exceed 80 characters.

**Step 5.1m**  
Select the appropriate **Asset Key**.

**Step 5.1n**  
Click on **Assignments**

# The Government Asset Register (GAR)

## 5.1 Mass Additions – Capitalized Asset and CIP (Continued)

Assignments

Invoice Number: 325000001  
Book: TRY  
Line Number:   
Total Units: 1  
Distribution Set:   
 Show Merged Distributions  
Units Assigned: 1  
Units Remaining: 0

Distributions

Units	Employee Name	Employee Number	Expense Account	Location
1			0.0.22999906.TRY.0.0.0.0	TRY.LP025.BR002.F003

Cancel Done

**Step 5.1o**  
Fill in the **unit change**, **employee details**, **expense account** details and **location** details field.

**Step 5.1p**  
Except for Economic Classification which should be the **Major Asset Category depreciation code**, update the remaining fields as per supporting payment documents (GF1 and Other Charges)

**Step 5.1q**  
Update the Asset **Location** as per supporting payment documents (GF5)

# The Government Asset Register (GAR)

## 5.1 Mass Additions – Capitalized Asset and CIP (Continued)

Assignments

Invoice Number: 325000001  
Book: TRY  
Line Number:   
Total Units: 1  
Distribution Set:   
 Show Merged Distributions  
Units Assigned: 1  
Units Remaining: 0

Distributions

Units	Employee Name	Employee Number	Expense Account	Location
1	PEERBOCUS, Mrs. SABI	28450	0.0.22999906.TRY.0.0.0.0	TRY.LP025.BR002.F003

Cancel Done

**Step 5.1r**  
Once all the information has been input, click on **Done**

# The Government Asset Register (GAR)

## 5.1 Mass Additions – Capitalized Asset and CIP (Continued)

Invoice Number	Line	Invoice Line	Queue	Description
325010055			NEW	Test 9_Vehicles
325010055			NEW	Test 9_Vehicles
325010078			NEW	Test 9_Vehicles
TRY-325120071-26-Dec-2019			NEW	TRY/19/00
325010053			NEW	Test 2_Land
TRY-325010060-20-Jan-2020			ON HOLD	Printer_TRY/19/00
325010051			NEW	Test 2_Vehicles
325010052			NEW	Test 2_Building

The asset should be "ON HOLD"

**Step 5.1s**  
Click on **Open**

# The Government Asset Register (GAR)

## 5.1 Mass Additions – Capitalized Assets and CIP (Continued)

The user should change the status from 'ON HOLD' to 'POST'.

The screenshot shows the 'Mass Additions' window with the following fields:

Book	TRY	Queue	ON HOLD
Transaction Type		Transaction Date	
Invoice Number	TRY-325010060-20-Jan-	Line Number	[ ... ]
Category	122.27.E27014	Group Asset	
Employee Name		Employee Number	
Expense Account		Location	
Date in Service	17-JAN-2020	Cost	5,000.00
		<input checked="" type="checkbox"/> Depreciate	

Below the main form are tabs for 'Source', 'Asset Details', and 'Depreciation'. The 'Source' tab is active, showing:

Supplier Name		Supplier Number	
PO Number		Source Batch	
Project Number		Task Number	
Create Batch	12567938	Create Date	19-JAN-2022
Source System	Spreadsheet	Invoice Date	
Clearing Account	TRY.020901.61122999.TRY.0.0.0.0.0		
Comments			

At the bottom are buttons for 'Project Details...', 'Assignments...', 'Cancel', and 'Done'.

**Step 5.1t**  
Change Queue from "ON HOLD" to "POST"

# The Government Asset Register (GAR)

## 5.1 Mass Additions – Capitalized Assets and CIP (Continued)

The screenshot shows the 'Mass Additions' application window. The main form contains the following fields:

- Book: TRY
- Transaction Type: [Empty]
- Invoice Number: TRY-325010060-20-Jan-
- Category: 122.27.E27014
- Employee Name: [Empty]
- Expense Account: [Empty]
- Date in Service: 17-JAN-2020  Depreciate
- Queue: ON HOLD
- Transaction Date: [Empty]
- Line Number: [Empty]
- Group Asset: Find %
- Employee Number: [Empty]
- Location: [Empty]
- Cost: [Empty]

The 'Queue Names' dialog box is open, showing a list of queue names: Delete, On Hold, and Post. The 'Post' option is selected. The dialog box has 'Find', 'OK', and 'Cancel' buttons.

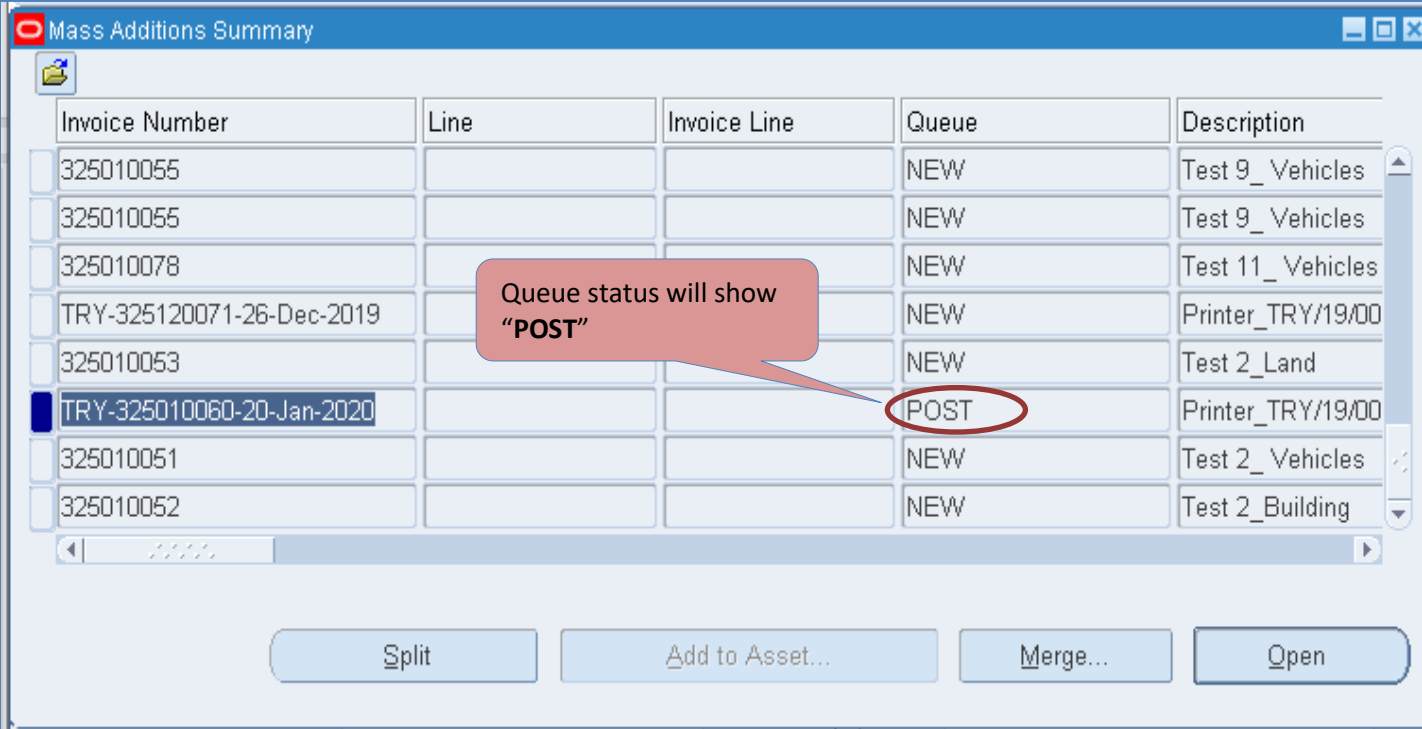
The main window has tabs for 'Source', 'Asset Details', and 'Depreciation'. The 'Asset Details' tab is active, showing fields for:

- Supplier Name: [Empty]
- Supplier Number: [Empty]
- PO Number: [Empty]
- Source Batch: [Empty]
- Project Number: [Empty]
- Task Number: [Empty]
- Create Batch: 12567938
- Create Date: 15-JAN-2022
- Source System: Spreadsheet
- Invoice Date: [Empty]
- Clearing Account: TRY.020901.61122999.TRY.0.0.0.0.0
- Comments: [Empty]

At the bottom of the window, there are buttons for 'Project Details...', 'Assignments...', 'Cancel', and 'Done'. The 'Done' button is highlighted by a red callout bubble.

## The Government Asset Register (GAR)

### 5.1 Mass Additions – Capitalized Assets and CIP (Continued)



Invoice Number	Line	Invoice Line	Queue	Description
325010055			NEW	Test 9_ Vehicles
325010055			NEW	Test 9_ Vehicles
325010078			NEW	Test 11_ Vehicles
TRY-325120071-26-Dec-2019			NEW	Printer_TRY/19/00
325010053			NEW	Test 2_Land
TRY-325010060-20-Jan-2020			POST	Printer_TRY/19/00
325010051			NEW	Test 2_ Vehicles
325010052			NEW	Test 2_Building

Queue status will show "POST"

Buttons: Split, Add to Asset..., Merge..., Open

Once the above steps have been completed, the GAR user should inform the GAR section. All transactions with Queue **status POST** in the Mass Additions interface will be **posted to GAR through the post mass addition request run**. This will be a **schedule process that will run** in the afternoon after office hours.

## The Government Asset Register (GAR)

### 5.1.1 Add to Assets

There may be several milestones of payments. These multiple payments are linked and added together using the “**Add to Asset**” feature. This process applies both to **CIP** and **Capitalised Assets**.

➤ **CIP assets**

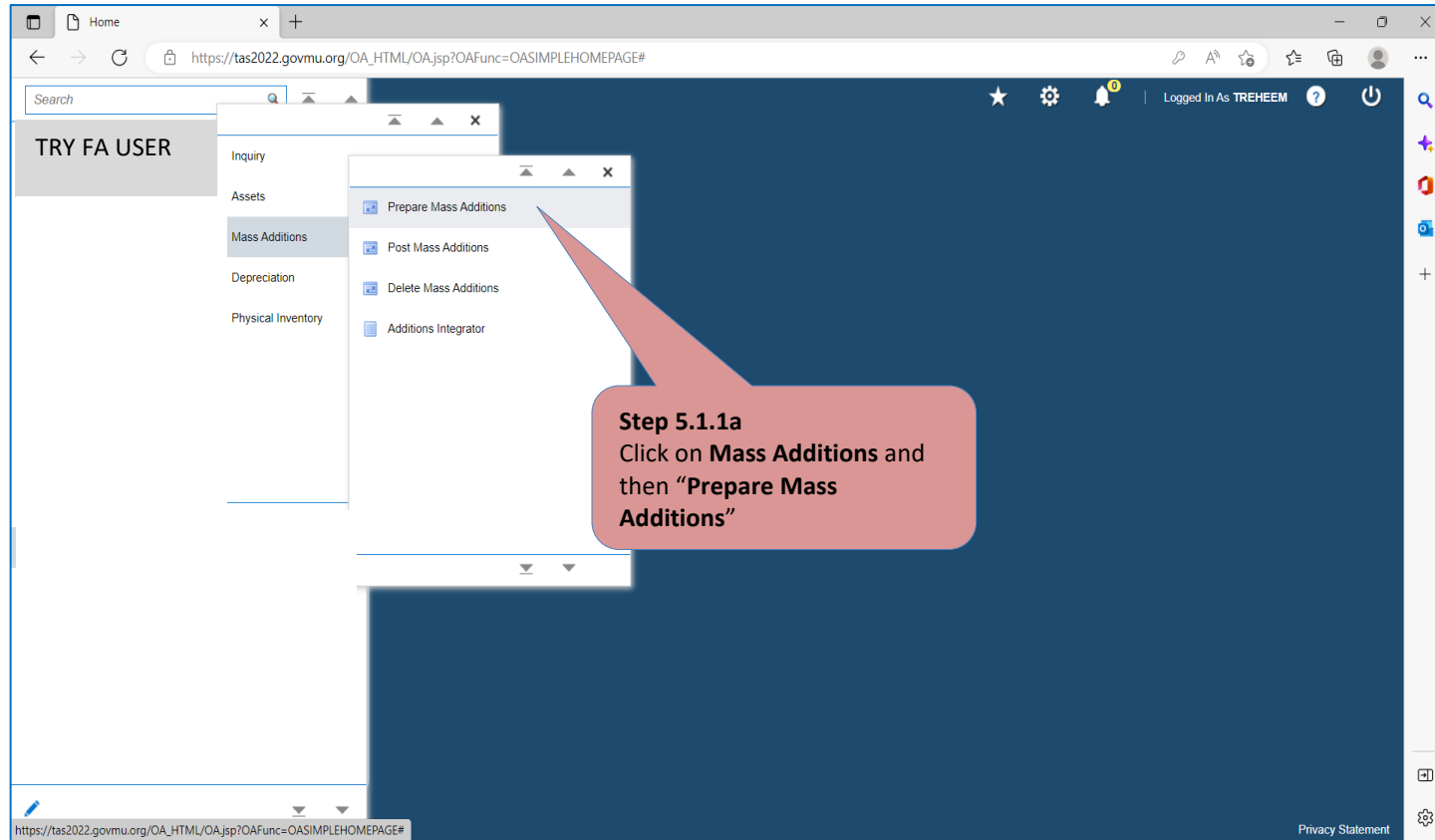
Once the initial transaction has been recorded in GAR and an asset reference has been assigned, all the subsequent expenditures relating to that asset should be added to that asset reference (hence the “**Add to Asset**”). This will ensure that the aggregate cost of that asset is reflected in GAR.

➤ **Capitalised assets**

When an upgrade is done to an asset already capitalised in GAR, the expenditure is added to that asset reference (hence the “**Add to Asset**”). This will ensure that the aggregate cost of that asset is reflected in GAR, and it includes the cost of the upgrade.

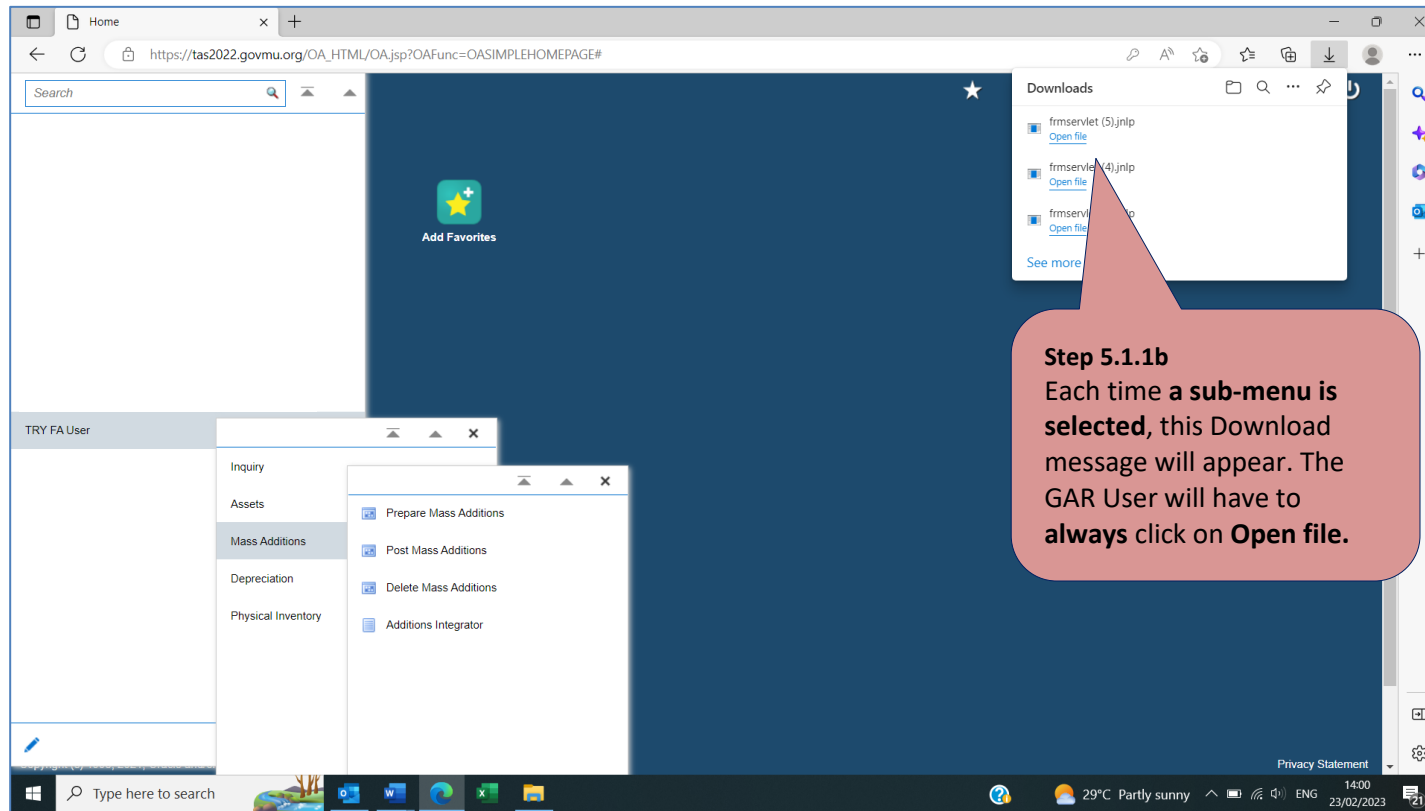
# The Government Asset Register (GAR)

## 5.1.1 Add to Assets (Continued)



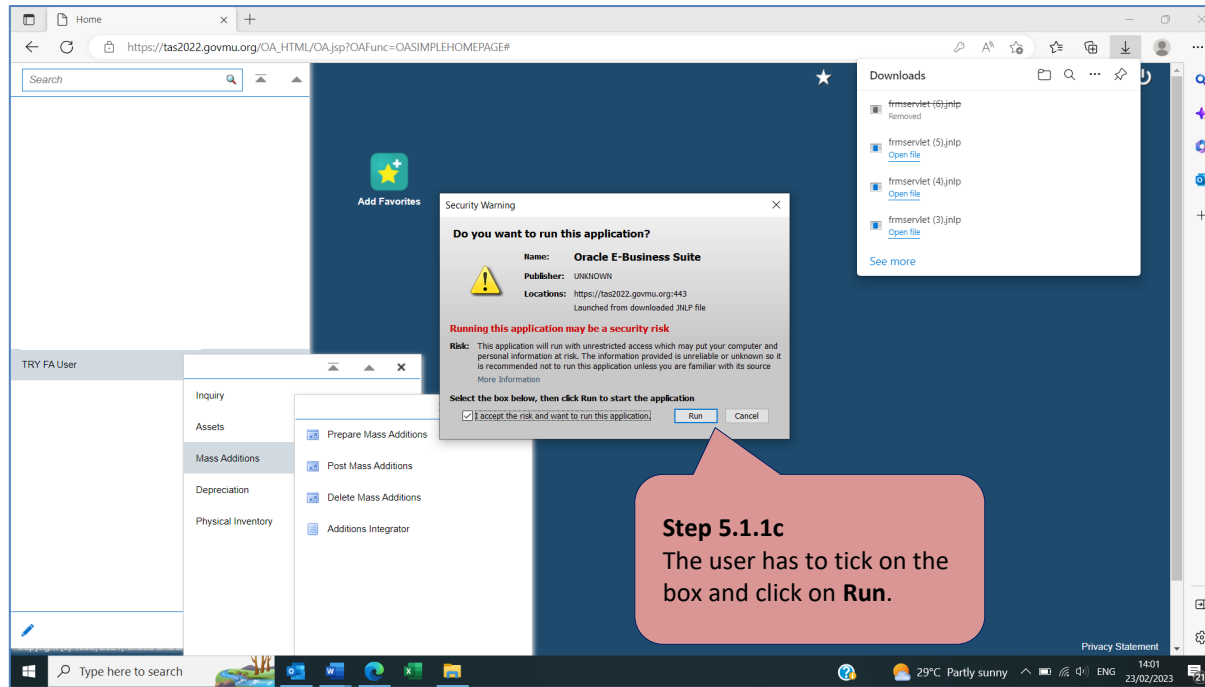
# The Government Asset Register (GAR)

## 5.1.1 Add to Assets (Continued)



# The Government Asset Register (GAR)

## 5.1.1 Add to Assets (Continued)



# The Government Asset Register (GAR)

## 5.1.1 Add to Assets (Continued)

The screenshot shows the 'Find Mass Additions' application window. It features a grid of input fields for various data points such as Book, Transaction Date, Invoice Number, Description, Asset Number, Supplier Name, PO Number, Project Number, Create Batch, Source System, Comments, Group Asset, Employee Name, Expense Account, Queue, Transaction Type, Invoice Line, Asset Key, Category, Supplier Number, Source Batch, Task Number, Create Date, Invoice Date, Employee Number, and Location. At the bottom, there are buttons for 'Clear', 'New', 'Capitalize', 'Adjust', and 'Find'. A 'Queue Names' dialog box is overlaid on the right side, containing a search field and a list of transaction statuses: Capitalize, Cost Adjustment, Delete, Merged, New, On Hold, Post, and Posted. The 'New' status is currently selected. A callout box points to the 'New' status with the text 'Step 5.1.1d Select the corresponding Transaction Status.' Another callout box points to the 'OK' button in the dialog with the text 'Step 5.1.1e Click on OK'.

## The Government Asset Register (GAR)

### 5.1.1 Add to Assets (Continued)

**Step 5.1.1f**  
Select the Asset Transaction to be added to an asset already in GAR

**Step 5.1.1g**  
Click on **Add to Asset**

Invoice Number	Line	Invoice Line	Queue	Description
325010052			NEW	Test 3_Building
325010053			NEW	Test 3_Land
325010140			NEW	Test B_Vehicles
325010054			NEW	Test 7_Vehicles
325010078			NEW	Test 10_Vehicles
325010053			NEW	Test A_Land
			NEW	TEST141221-2
325010078			NEW	Test 8_Vehicles

Buttons: Split, Add to Asset..., Merge..., Open

Expense Account: [ ] Location: [ ]

Buttons: Clear, New, Capitalize, Adjust, Find

## The Government Asset Register (GAR)

### 5.1.1 Add to Assets (Continued)

Mass Additions Summary

Invoice Number	Line	Invoice Line	Queue	Description
----------------	------	--------------	-------	-------------

**Find Assets**

Find by Asset Detail | Find by Book | Find by Assignment | Find by Source Line | Find by Lease

Asset Number: 13407  
Tag Number:   
Serial Number:   
Description:   
Category:  [  ]  
Asset Key:

Clear Find

Expense Account:  Location:

Clear New Capitalize Adjust Find

**Step 5.1.1h**  
Insert Asset Number  
of the CIP asset

**Step 5.1.1i**  
Click on Find

## The Government Asset Register (GAR)

### 5.1.1 Add to Assets (Continued)

**Add to Asset**

Asset Number	Description	Units	Asset Type	Cost	Date in Service	Gross
13407	Test A_Buildi	1	CAPITA...	5,500,001.00	15-MAY-2020	

Amortize Adjustment  
 New Category and Description

Cancel Done

**Step 5.1.1j**  
Click on  
**Done**

## The Government Asset Register (GAR)

### 5.1.1 Add to Assets (Continued)

Invoice Number	Line	Invoice Line	Queue	Description
			NEW	TEST141221-1
325010055			NEW	Test 8_Vehicles
325010055			NEW	Test 8_Vehicles
325010051			NEW	Test 3_Vehicles
325010052			ON HOLD	Test 3_Building
325010053			NEW	Test 3_Land
325010140			NEW	Test B_Vehicles
325010054			NEW	Test 7_Vehicles

**Step 5.1.1k**  
Click on **Open**

# The Government Asset Register (GAR)

## 5.1.1 Add to Assets (Continued)

The GAR user will obtain the following screen after completing **Step 5.1.1k**:

**Mass Additions**

Book	TRY	Queue	ON HOLD
Transaction Type		Transaction Date	
Invoice Number	325010052	Line Number	[ ... ]
Category	111.03.A03003	Group Asset	
Employee Name		Employee Number	
Expense Account		Location	
Date in Service	15-MAY-2020	Cost	5,500,001.00
	<input checked="" type="checkbox"/> Depreciate		

**Source** | Asset Details | Depreciation

Supplier Name		Supplier Number	
PO Number		Source Batch	
Project Number		Task Number	
Create Batch	12351062	Create Date	21-SEP-2021
Source System	Spreadsheet	Invoice Date	
Clearing Account	TRY.020901.61111999.TRY.0.0.0.0.0		
Comments			

Project Details... | Assignments... | Cancel | Done

# The Government Asset Register (GAR)

## 5.1.1 Add to Assets (Continued)

The screenshot shows the 'Mass Additions' window with the following fields and values:

Book	TRY	Queue	ON HOLD
Transaction Type		Transaction Date	
Invoice Number	325010052	Line Number	
Category	111.03.A03003	Group Asset	
Employee Name		Employee Number	
Expense Account		Location	
Date in Service	15-MAY-2020	Cost	
		<input checked="" type="checkbox"/> Depreciate	

Below the main form, there are tabs for 'Source', 'Asset Details', and 'Depreciation'. The 'Asset Details' tab is active, showing fields for Supplier Name, PO Number, Project Number, Create Batch (12351062), Source System (Spreadsheet), Clearing Account (TRY.020901.61111999.TRY.0.0.0.0.0), and Comments.

A 'Queue Names' dialog box is open, showing a list of queue names: 'Delete', 'On Hold', and 'Post'. The 'Post' option is highlighted. The dialog has 'Find', 'OK', and 'Cancel' buttons.

At the bottom of the main window, there are buttons for 'Project Details...', 'Assignments...', 'Cancel', and 'Done'.

**Step 5.1.1**  
Change the Queue from 'ON HOLD' to 'POST'.

**Step 5.1.1m**  
Click on OK

**Step 5.1.1n**  
Click on Done

# The Government Asset Register (GAR)

## 5.1.1 Add to Assets (Continued)

The screenshot shows the 'Mass Additions' window with the following fields and values:

Book	TRY	Queue	COST ADJUSTMENT
Transaction Type		Transaction Date	
Invoice Number	325010052	Line Number	[...]
Category	111.03.A03003	Group Asset	
Employee Name		Employee Number	
Expense Account		Location	
Date in Service	15-MAY-2020	Cost	5,500,001.00
<input checked="" type="checkbox"/> Depreciate			

Below the main form are three tabs: 'Source', 'Asset Details', and 'Depreciation'. The 'Source' tab is active, showing the following fields:

Supplier Name		Supplier Number	
PO Number		Source Batch	
Project Number		Task Number	
Create Batch	12351062	Create Date	21-SEP-2021
Source System	Spreadsheet	Invoice Date	
Clearing Account	TRY.020901.61111999.TRY.0.0.0.0.0		
Comments			

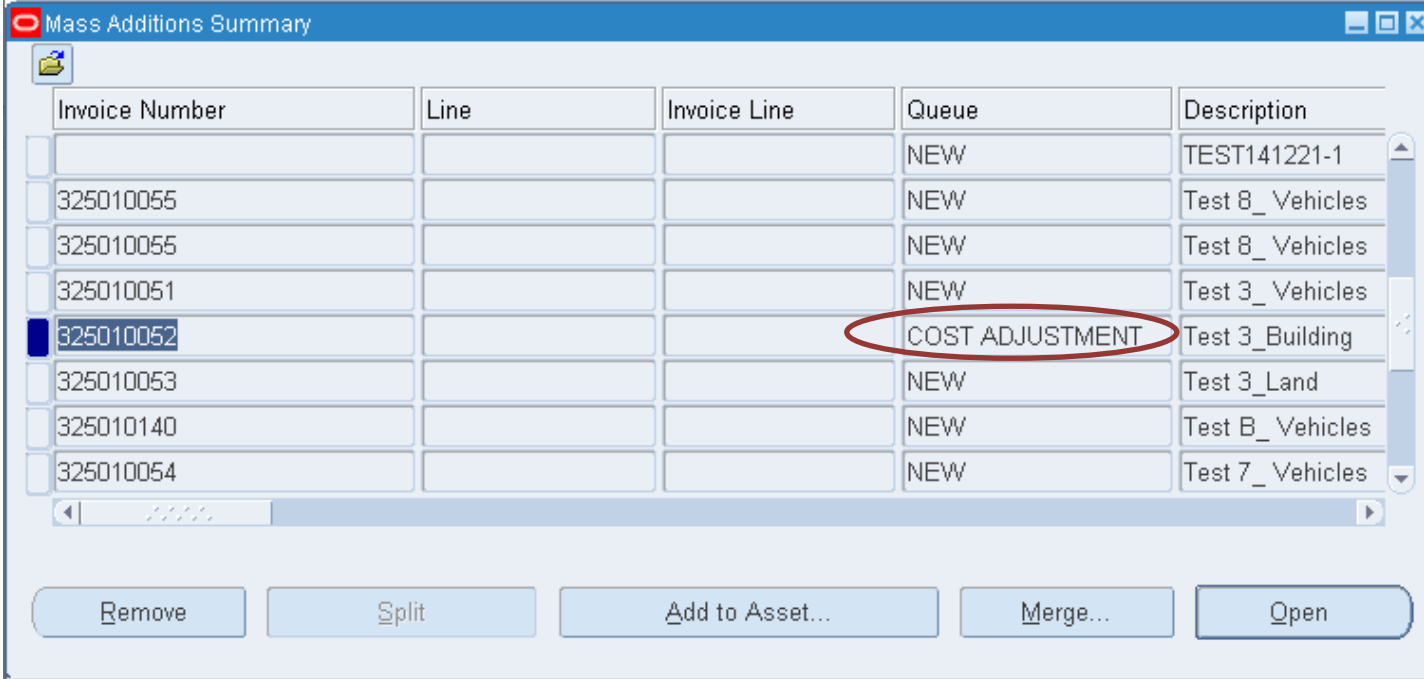
At the bottom of the window are four buttons: 'Project Details...', 'Assignments...', 'Cancel', and 'Done'.

**Step 5.1.1o**  
When 'POST' is selected, it will automatically change to 'COST ADJUSTMENT'.

**Step 5.1.1p**  
Click on Done

## The Government Asset Register (GAR)

### 5.1.1 Add to Assets (Continued)



Invoice Number	Line	Invoice Line	Queue	Description
			NEW	TEST141221-1
325010055			NEW	Test 8_ Vehicles
325010055			NEW	Test 8_ Vehicles
325010051			NEW	Test 3_ Vehicles
325010052			COST ADJUSTMENT	Test 3_Building
325010053			NEW	Test 3_Land
325010140			NEW	Test B_ Vehicles
325010054			NEW	Test 7_ Vehicles

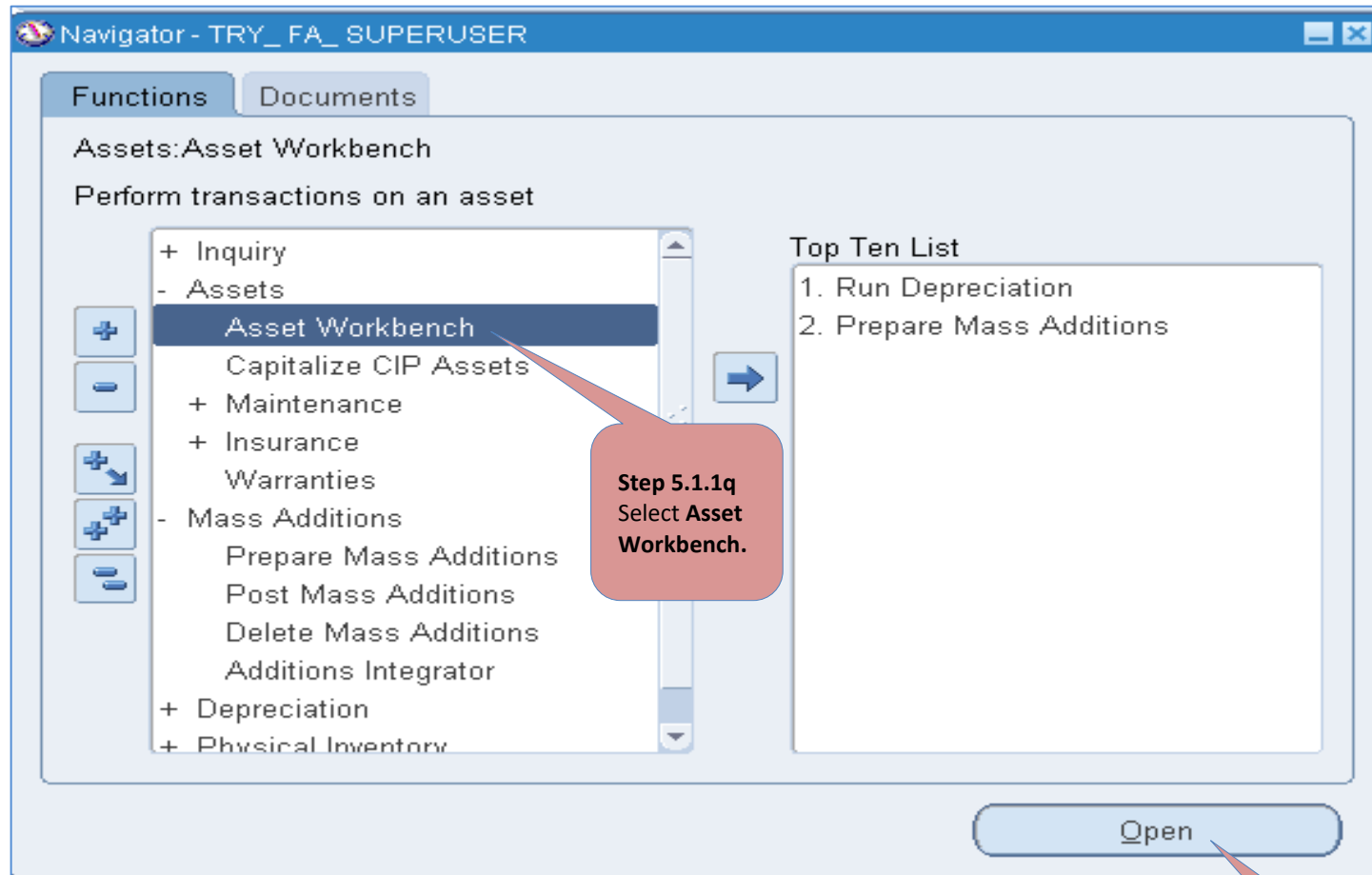
Buttons: Remove, Split, Add to Asset..., Merge..., Open

Once the above step has been completed, the GAR user should inform the GAR section. The officers of the GAR section will then verify these transactions with Queue status **POST/COST ADJUSTMENT** in the Mass Additions interface which will be **posted to GAR through the post mass addition request run**. This will be a **schedule process that will run** in the afternoon after office hours.

# The Government Asset Register (GAR)

## 5.1.1 Add to Assets (Continued)

To check that the cost of Asset has been adjusted, please follow the steps mentioned below:



**Step 5.1.1q**  
Select **Asset Workbench**.

**Step 5.1.1r**  
Click on **Open**

## The Government Asset Register (GAR)

### 5.1.1 Add to Assets (Continued)

**Find Assets**

**By Asset Detail**

Asset Number  Description

Tag Number  Category

Serial Number  Asset Key

Warranty Number  Asset Type

Status

**By Book**

Book  Group Asset

Dates in Service  -   Show Disabled Groups

**By Assignment**

Employee Name  Employee Number

Expense Account  Location

**By Source Line**

Supplier Name  Supplier Number

Invoice Number  Line Number

PO Number  Source Batch

Project Number  Task Number

**By Lease**

Lease Number  Lessor

Description

**Step 5.1.1s**  
Type the **Asset Number**

**Step 5.1.1t**  
Click on **Find**



# The Government Asset Register (GAR)

## 5.1.1 Add to Assets (Continued)

Asset Number: 13407  
Asset Type: Capitalized  
Cost: 11,000,002.00  
New Cost: 11,000,002.00  
Status:   
Amortize Adjustment:   
Amortization Start Date:

Invoice Number	Invoice Line	Invoice Description	Distribution Line	Active	Supplier Name	Supplier Number	Line Amount	Transfer Amount [ ]
325010052	1	Test A_Building		<input checked="" type="checkbox"/>			5,500,001.00	
325010052		Test 3_Building		<input checked="" type="checkbox"/>			5,500,001.00	
				<input type="checkbox"/>				
				<input type="checkbox"/>				
				<input type="checkbox"/>				
				<input type="checkbox"/>				
				<input type="checkbox"/>				
				<input type="checkbox"/>				
				<input type="checkbox"/>				
				<input type="checkbox"/>				

PO Number:   
Project Number:   
Material Indicator:   
Source Batch:   
Task Number:   
Buttons: Project Details..., Transfer to..., Retire, Done, Cancel

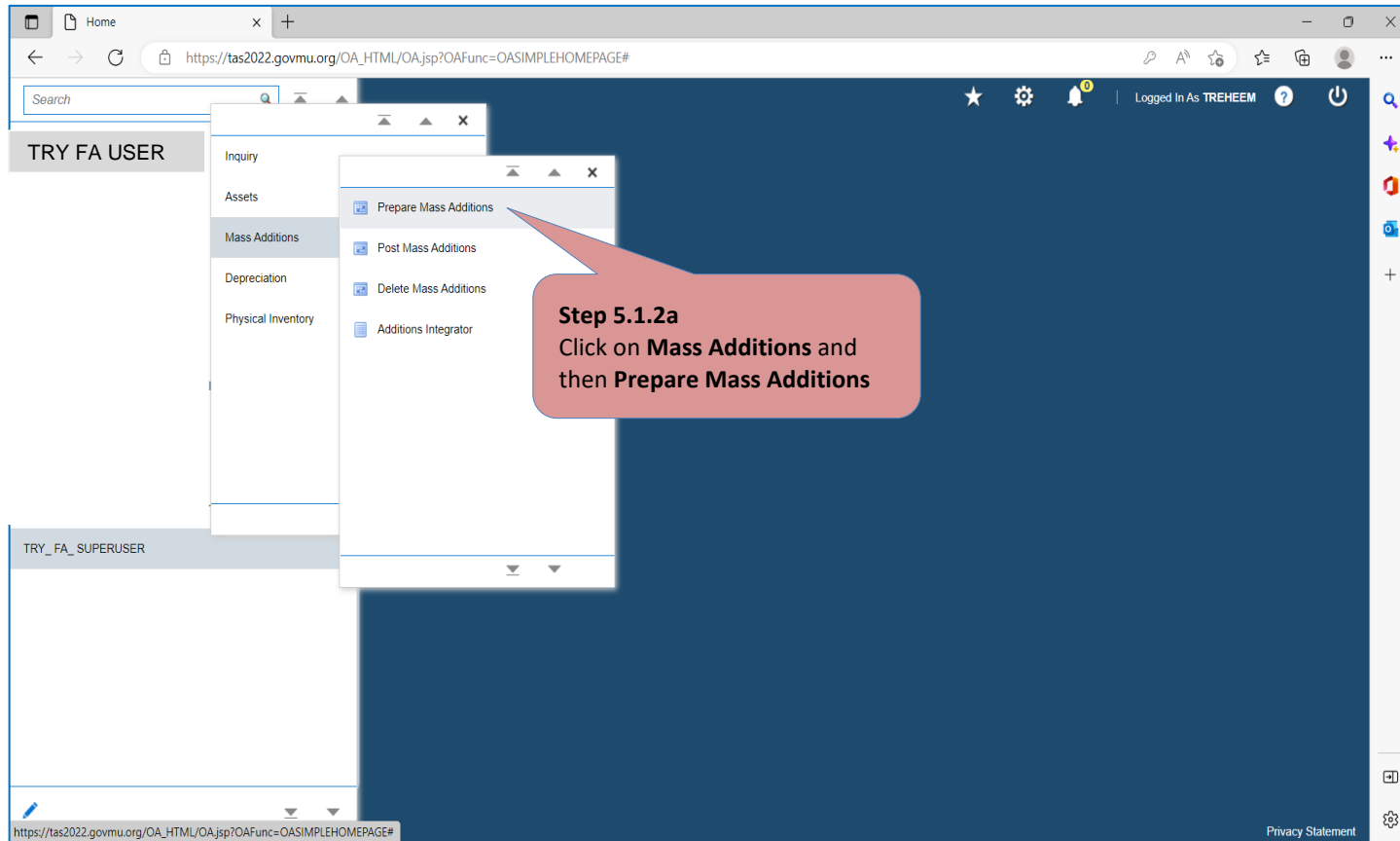
Please note that the cost has been adjusted accordingly.

**Step 5.1.1v**  
Click on Done.

## The Government Asset Register (GAR)

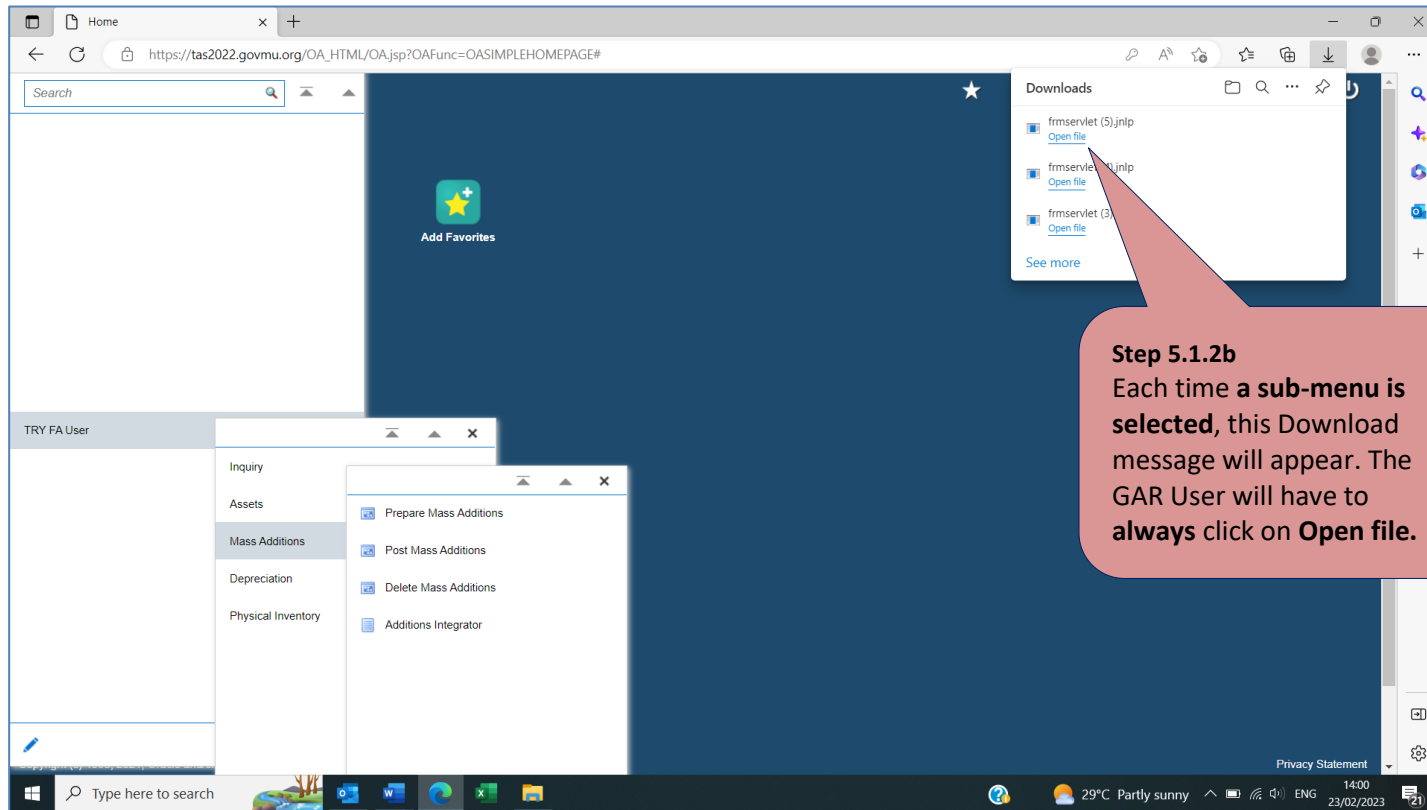
### 5.1.2 Split Assets

In case the **Mass Additions** transaction relates to the acquisition of **more than one unit** which should be recorded separately then the **Split Assets** feature should be used. Split Assets can be used for both Capitalized and CIP Assets.



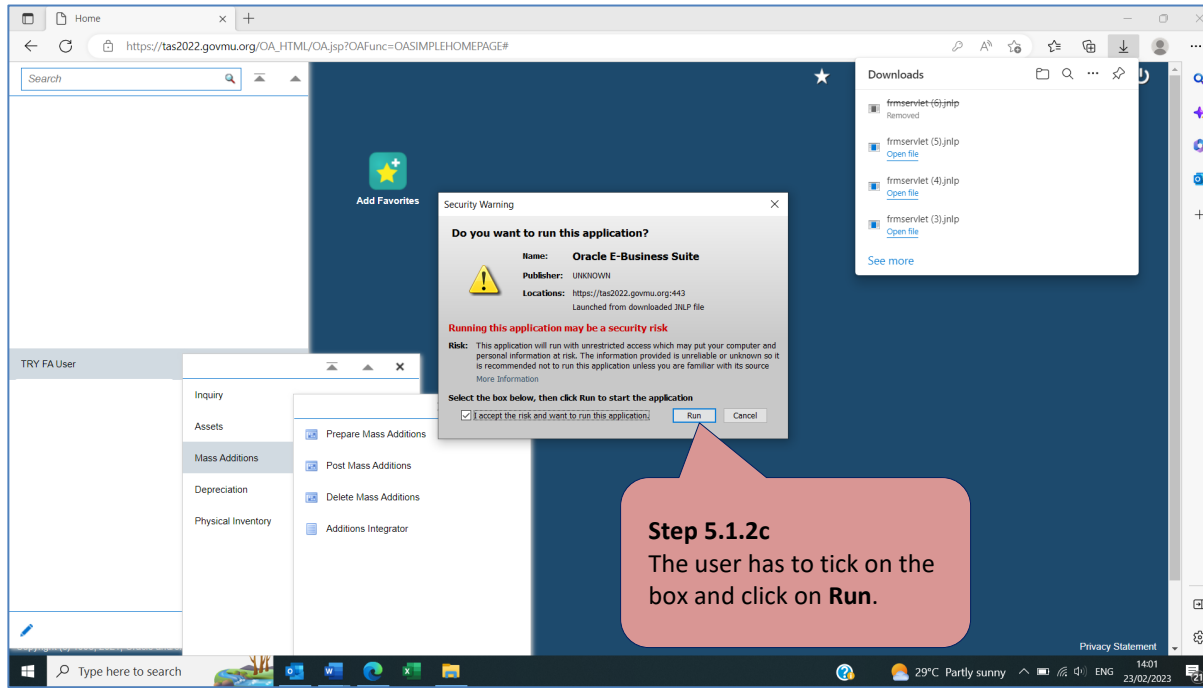
# The Government Asset Register (GAR)

## 5.1.2 Split Assets (Continued)



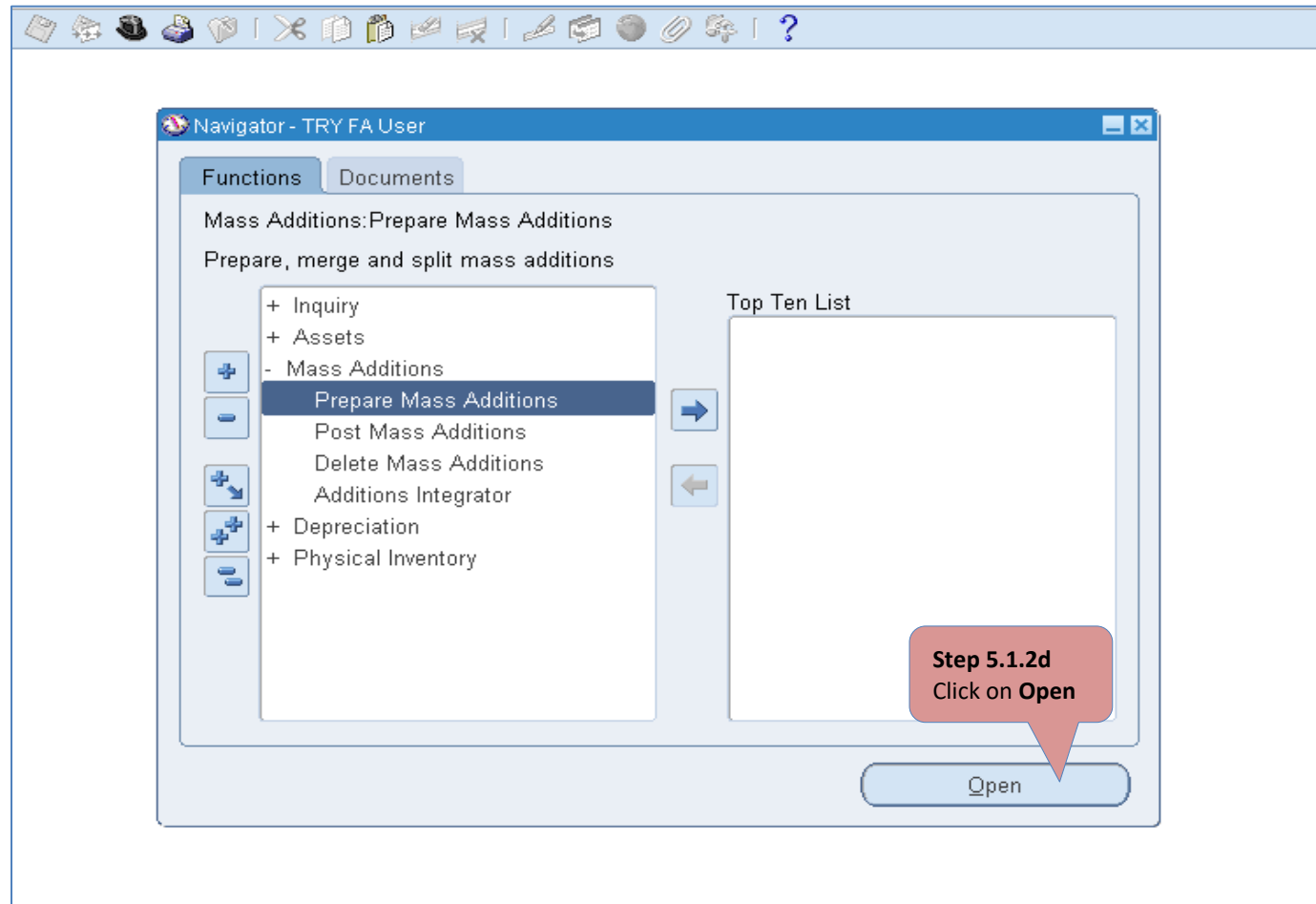
# The Government Asset Register (GAR)

## 5.1.2 Split Assets (Continued)



# The Government Asset Register (GAR)

## 5.1.2 Split Assets (Continued)



# The Government Asset Register (GAR)

## 5.1.2 Split Assets (Continued)

The screenshot shows a software window titled "Find Mass Additions" with a blue header bar. The window contains a form with various input fields and buttons. Three callout boxes with red backgrounds and white text provide instructions:

- Step 5.1.2e**: Type the Book (points to the "Book" field containing "TRY")
- Step 5.1.2f**: Select NEW (points to the "Queue" field containing "NEW")
- Step 5.1.2g**: Click on Find (points to the "Find" button)

The form fields include:

- Book: TRY
- Queue: NEW
- Transaction Date: [ ]
- Transaction Type: [ ]
- Invoice Number: [ ]
- Invoice Line: [ ]
- Description: [ ]
- Asset Key: [ ]
- Asset Number: [ ]
- Category: [ ]
- Supplier Name: [ ]
- Supplier Number: [ ]
- PO Number: [ ]
- Source Batch: [ ]
- Project Number: [ ]
- Task Number: [ ]
- Create Batch: [ ]
- Create Date: [ ]
- Source System: [ ]
- Invoice Date: [ ]
- Comments: [ ] [ ]
- Group Asset: [ ]
- Employee Name: [ ]
- Employee Number: [ ]
- Expense Account: [ ]
- Location: [ ]

Buttons at the bottom include: Clear, Capitalize, Adjust, Find, and Open.

# The Government Asset Register (GAR)

## 5.1.2 Split Assets (Continued)

Navigator - TRY\_FA\_SUPERUSER

Find Mass Additions

Mass Additions Summary

Invoice Number	Distribution Line	Invoice Line	Queue	Description
GAR-325120067-18-DEC-2022	1	3	SPLIT	SERVER
GAR-325010011-23-JAN-2023	1	3	NEW	TAS UPGRADE A
GAR-325010011-23-JAN-2023	1	2	POST	Laptop_TRY GF1/
GAR-325120067-18-DEC-2022	1	2	POST	PRINTER
GAR-325120067-18-DEC-2022	1	2	POST	PRINTER
GAR-325120067-18-DEC-2022	1	2	SPLIT	PRINTER
GAR-325010011-23-JAN-2023	1	1	NEW	CHAIRS
GAR-325120067-18-DEC-2022	1	1	NEW	TABLE

Buttons: Split, Add to Asset..., Merge..., Open

Buttons: Clear, New, Capitalize, Adjust, Find, Open

**Step 5.1.2h**  
Select the asset transaction to **Split**.

**Step 5.1.2i**  
Click on **Open** to update the **Asset Details**.

# The Government Asset Register (GAR)

## 5.1.2 Split Assets (Continued)

The screenshot shows the 'Mass Additions' window in a software application. The window title is 'Navigator - TRY\_FA\_SUPERUSER'. It contains several tabs: 'Find Mass Additions', 'Mass Additions Summary', and 'Mass Additions'. The 'Mass Additions' tab is active and displays the following fields:

- Book: TRY
- Transaction Type: [Empty]
- Invoice Number: GAR-325010011-23-JAN
- Category: 0.0.0
- Employee Name: [Empty]
- Expense Account: [Empty]
- Date in Service: 31-JUL-2022
- Queue: NEW
- Transaction Date: [Empty]
- Line Number: 1
- Group Asset: [Empty]
- Employee Number: [Empty]
- Location: [Empty]
- Cost: 200.00
- Depreciate

Below these fields are three tabs: 'Source', 'Asset Details', and 'Depreciation'. The 'Asset Details' tab is selected and shows the following fields:

- Asset Number: [Empty]
- Tag Number: [Empty]
- Serial Number: [Empty]
- Manufacturer: Expensed
- Lease Number: [Empty]
- Lessor: [Empty]
- Property Type: [Empty]
- Property Class: [Empty]
- Description: CHAIRS
- Asset Key: [Empty]
- Units: 1
- Parent Asset: [Empty]
- Model Number: [Empty]
- Warranty Number: [Empty]
- In Use
- In Physical Inventory
- Ownership: [Empty]
- Bought: [Empty]

At the bottom of the window are four buttons: 'Project Details...', 'Assignments...', 'Cancel', and 'Done'.

Two callout boxes provide instructions:

- Step 5.1.2j**: Update the **Asset Details** which are common. Example **Description** **Asset Key**
- Step 5.1.2k**: The **Units** on the system is by default **1**.

# The Government Asset Register (GAR)

## 5.1.2 Split Assets (Continued)

Navigator - TRY\_FA\_SUPERUSER

Find Mass Additions

Mass Additions Summary

Mass Additions

Book: TRY Queue: NEW

Transaction Type: Transaction Date:

Invoice Number: GAR-325010011-23-JAN Line Number: 1 [|||||]

Category: 0.0.0 Group Asset:

Employee Name: Employee Number:

Expense Account: Location:

Date in Service: 31-JUL-2022  Depreciate Cost: 200.00

Source Asset Details Depreciation

Asset Number: Description: CHAIRS

Tag Number: Asset Key:

Serial Number: Units: 5

Expensed: Parent Asset:

Manufacturer: Model Number:

Lease Number: Warranty Number:

Lessor:  In Use  In Physical Inventory

Property Type: Ownership:

Property Class: Bought:

Project Details... Assignments... Cancel Done

**Step 5.1.2l**  
Change the **Units** from 1 to the **Number of Units** acquired (example 5).

**Step 5.1.2m**  
Click on the **Assignments** to change the **Number of Units**.

# The Government Asset Register (GAR)

## 5.1.2 Split Assets (Continued)

Once the number of Units has been changed, the **Total Units** will automatically change to 5.

**Step 5.1.2n**  
Change the **Number of Units** from 1 to 5.

**Step 5.1.2o**  
Click on **Done**.

Units	Employee Name	Employee Number	Expense Account	Location
5				

# The Government Asset Register (GAR)

## 5.1.2 Split Assets (Continued)

**Step 5.1.2p**  
The Asset to be split status has now changed to **ON HOLD**.

Invoice Number	Distribution Line	Invoice Line	Queue	Description
GAR-325120067-18-DEC-2022	1	2	POST	PRINTER
GAR-325120067-18-DEC-2022	1	2	SPLIT	PRINTER
GAR-325010011-23-JAN-2023	1	1	ON HOLD	Executive Chair_T
GAR-325120067-18-DEC-2022	1	1	NEW	TABLE
TRY-325120065-29-DEC-2022	1	1	SPLIT	TRY/ GF1 NO: TR
TRY-325120065-29-DEC-2022	1	1	POSTED	TRY/ GF1 NO: TR
TRY-325120065-29-DEC-2022	1	1	POSTED	TRY/ GF1 NO: TR
TRY-325120032-TRY--12-DEC-20	1	1	POSTED	TRY/GF1 NO: TRY

**Step 5.1.2q**  
Click on **Split**

**Caution**  
APP-OFA-48258: Split this mass addition?  
OK Cancel

**Step 5.1.2r**  
Click on **OK**

# The Government Asset Register (GAR)

## 5.1.2 Split Assets (Continued)

The screenshot shows the Navigator application interface. At the top, there are two tabs: "Find Mass Additions" and "Mass Additions Summary". Below the tabs is a table with the following columns: Invoice Number, Distribution Line, Invoice Line, Queue, and Description. The table contains several rows of data, with the row for "GAR-325010011-23-JAN-2023" highlighted. Below the table are buttons for "Split", "Add to Asset...", "Merge...", and "Open". At the bottom of the application window are buttons for "Clear", "New", "Capitalize", "Adjust", and "Find". A "Note" dialog box is open in the foreground, displaying the message: "APP-OFA-48268: Mass addition successfully split into 5 mass additions." with an "OK" button.

Invoice Number	Distribution Line	Invoice Line	Queue	Description
GAR-325120067-18-DEC-2022	1	2	POST	PRINTER
GAR-325120067-18-DEC-2022	1	2	SPLIT	PRINTER
GAR-325010011-23-JAN-2023	1	1	ON HOLD	Executive Chair_TI
GAR-325120067-18-DEC-2022	1	1	NEW	TABLE
TRY-325120065-29-DEC-2022	1	1	SPLIT	TRY/ GF1 NO: TR
TRY-325120065-29-DEC-2022	1	1	POSTED	TRY/ GF1 NO: TR
TRY-325120065-29-DEC-2022	1	1	POSTED	TRY/ GF1 NO: TR
TRY-325120032-TRY--12-DEC-2022	1	1	POSTED	TRY/GF1 NO: TRY

**Step 5.1.2s**  
Click on **OK**.

# The Government Asset Register (GAR)

## 5.1.2 Split Assets (Continued)

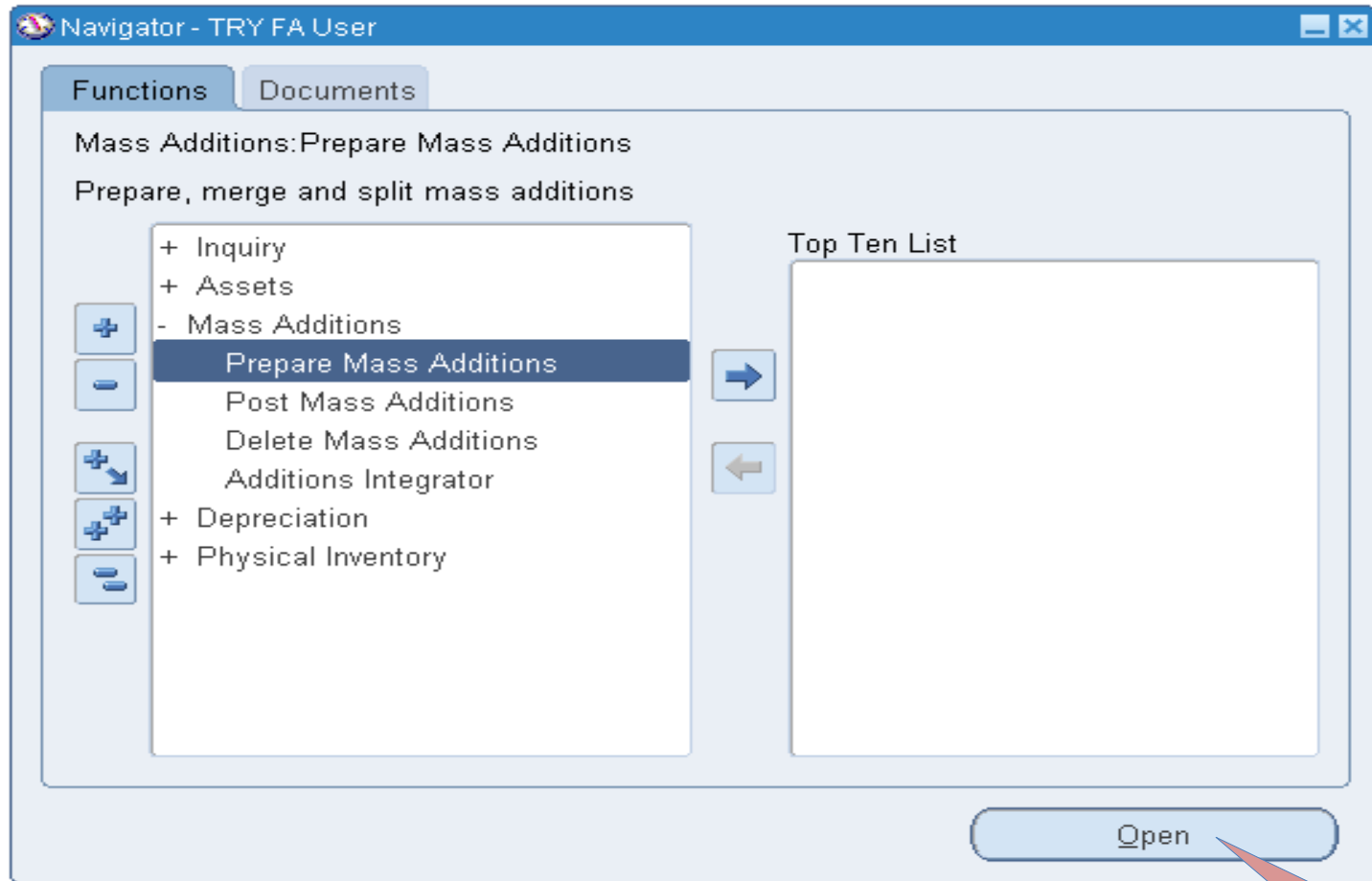
The Asset has now been split into five assets. The **Split Functionality** will **split the transaction equally** as per the **number of units recorded** (In the above example, the number of units was changed to **5**) in **Asset Details** screen. The **cost also is divided equally over the asset number of units recorded**. The user is required to update the details of each specific asset accordingly once the transaction has been split.

	Distribution Line	Invoice Line	Queue	Description
DEC-2022	1	2	SPLIT	PRINTER
DEC-2022	1	1	NEW	TABLE
JAN-2023	1	1	ON HOLD	Executive Chair_TRYGF1 23/002
JAN-2023	1	1	ON HOLD	Executive Chair_TRYGF1 23/002
JAN-2023	1	1	ON HOLD	Executive Chair_TRYGF1 23/002
JAN-2023	1	1	ON HOLD	Executive Chair_TRYGF1 23/002
DEC-2022	1	1	SPLIT	TRY/ GF1 NO: TRY/22/0033 INV
7--12-DEC-21	1	1	POSTED	TRY/GF1 NO: TRY/22/0034 INV

## The Government Asset Register (GAR)

### 5.1.2 Split Assets (Continued)

Below is an illustration of the steps on how to **POST** an asset which has been split:



**Step 5.1.2t**  
Click on **Open**.

# The Government Asset Register (GAR)

## 5.1.2 Split Assets (Continued)

**Step 5.1.2u**  
Search for the asset which has been split using the Ministry/Department Asset Book ID (**TRY**).

**Step 5.1.2v**  
Select **ON HOLD**

**Step 5.1.2w**  
Click on **Find**

Book	TRY	Queue	ON HOLD
Transaction Date		Transaction Type	
Invoice Number		Invoice Line	
Description		Asset Key	
Asset Number		Category	
Supplier Name		Supplier Number	
PO Number		Source Batch	
Project Number		Task Number	
Create Batch		Create Date	
Source System		Invoice Date	
Comments	[ ]		
Group Asset		Employee Number	
Employee Name		Location	
Expense Account			

Buttons: Clear, Capitalize, Adjust, Find

# The Government Asset Register (GAR)

## 5.1.2 Split Assets (Continued)

The screenshot shows a software interface with a table of asset additions. The table has columns for Distribution Line, Invoice Line, Queue, and Description. The data rows are as follows:

	Distribution Line	Invoice Line	Queue	Description
DEC-2022	1	2	SPLIT	PRINTER
DEC-2022	1	1	NEW	TABLE
JAN-2023	1	1	ON HOLD	Executive Chair_TRYGF1 23/002
JAN-2023	1	1	ON HOLD	Executive Chair_TRYGF1 23/002
JAN-2023	1	1	ON HOLD	Executive Chair_TRYGF1 23/002
JAN-2023	1	1	ON HOLD	Executive Chair_TRYGF1 23/002
DEC-2022	1	1	SPLIT	TRY/ GF1 NO: TRY/22/0033 INV
7-12-DEC-21	1	1	POSTED	TRY/GF1 NO: TRY/22/0034 INV

Below the table are two rows of buttons: Split, Add to Asset..., Merge..., Open; and Clear, New, Capitalize, Adjust, Find, Open.

**Step 5.1.2x**  
The asset has been split into 5. All the asset details have to be updated. Choose one of the assets split to update the **Asset Details**.

**Step 5.1.2y**  
Click on **Open**

## The Government Asset Register (GAR)

### 5.1.2 Split Assets (Continued)

Update the asset details where applicable:

#### Notes:

You will observe that the **aggregate cost** of the transaction **was split into five equal transactions**, i.e the **cost** of one asset split is **Rs 40**. You should **ensure that each split transaction tallies with their corresponding asset** information provided in the supporting documents, such that the sum of their cost amounts to the source document/s total amount.

If the asset cost is not of equal amount, for example, a printer (**Rs 5,000**) and a PC (**Rs 20,000**) have been acquired under the same **Invoice Number**. The cost would be split equally i.e **Rs 12,500**. The GAR User has therefore to update the Cost of both assets:

Split Asset	Split Amount Rs	Change Amount Rs
Printer	12,500	5,000
PC	12,500	20,000
Total	<b>25,000</b>	<b>25,000</b>

# The Government Asset Register (GAR)

## 5.1.2 Split Assets (Continued)

The screenshot shows the 'Assignments' window with the following fields and values:

- Invoice Number: 138040137
- Book: TRY
- Line Number: (empty)
- Total Units: 1
- Distribution Set: (dropdown menu)
- Show Merged Distributions:
- Units Assigned: 1
- Units Remaining: 0

The 'Distributions' table contains the following data:

Units	Employee Name	Employee Number	Expense Account	Location
1	KALLYCHURN, Mr. AVIN	55910	0.0.22999906.TRY.0.0.0.0.0	TRY.LE002.BS008.F006

Callout boxes provide the following instructions:

- Step 5.1.2zi.** Fill in the **unit, employee details, expense account details and location details field.**
- Step 5.1.2zii.** Except for **Economic Classification** which should be the **Major Asset Category depreciation code**, update the remaining fields as per supporting payment documents (GF1 and Other Charges)
- Step 5.1.2ziv.** Click on **Done** once all fields have been updated accordingly.
- Step 5.1.2ziii.** Update Asset Location accordingly.

Buttons: Cancel, Done

## The Government Asset Register (GAR)

### 5.1.2 Split Assets (Continued)

Same action to be repeated for the other split asset transactions. That is, update their asset's details accordingly.

Once all the assets' details have been updated such as **Commissioning Date**, change the **Queue** from **ON HOLD** to **POST**.

**Step 5.1.2zv.**  
Change the **Queue** from **ON HOLD** to **POST**.

The screenshot displays the 'Mass Additions' form with the following data:

Book	TRY	Queue	POST
Transaction Type		Transaction Date	
Invoice Number	GAR-325010011-23-JAN	Line Number	1
Category	133.02.G02001	Group Asset	
Employee Name		Employee Number	
Expense Account		Location	
Date in Service	31-JUL-2022	Cost	40.00
<input checked="" type="checkbox"/> Depreciate			

Supplier Information:

Supplier Name	TEST UAT CO LTD	Supplier Number	C23180005
PO Number		Source Batch	GAR_UAT_23
Project Number		Task Number	
Create Batch	21164866	Create Date	23-JAN-2023
Source System	ORACLE PAYABLES	Invoice Date	23-JAN-2023
Clearing Account	TRY.070301.22040002.TRY.0.0.0.0.0		
Comments			

Dialog Box Fields:

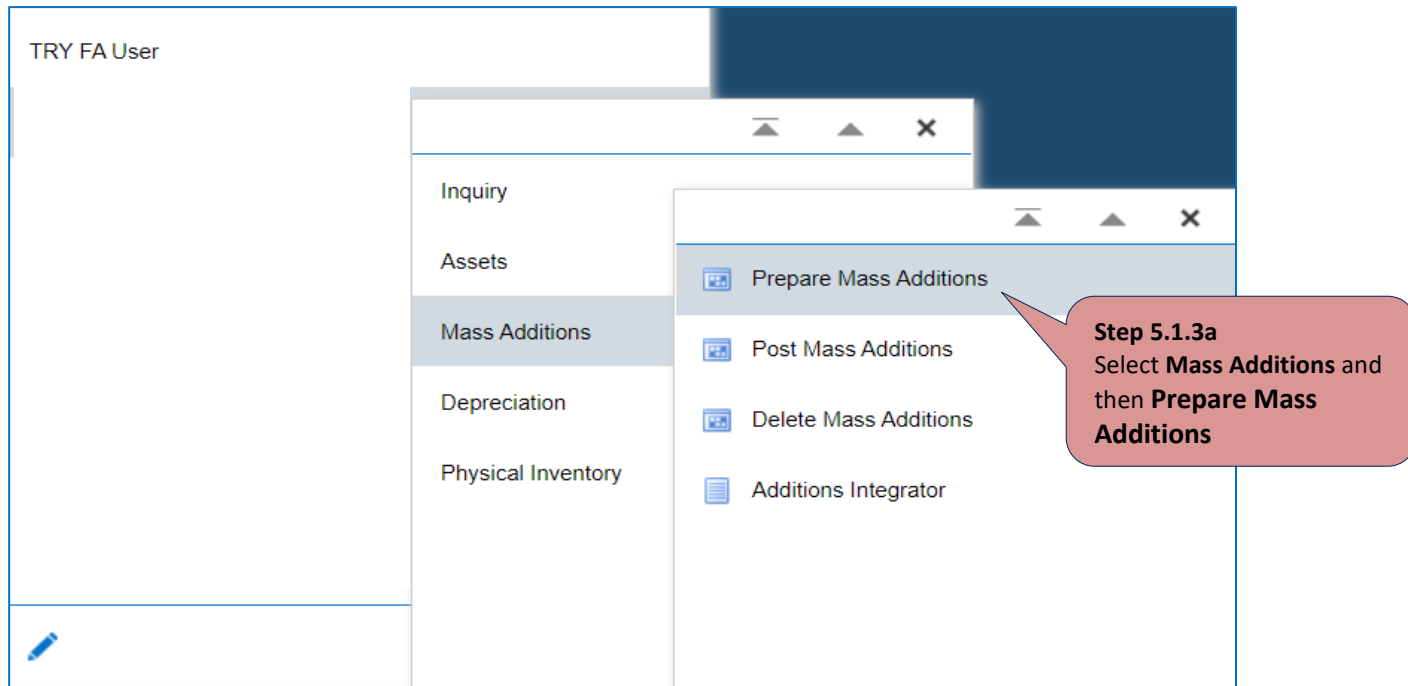
Date of Purchase	01-JUL-2022
Date of Delivery	01-JUL-2022
Date of Installation	
Commissioning Date	
Context Value	

Once the above steps have been completed, the GAR user should inform the GAR section. The officers of the GAR section will then verify these transactions before these are posted to GAR through the post mass addition request run. This will be a schedule processed run, in the afternoon after office hours.

# The Government Asset Register (GAR)

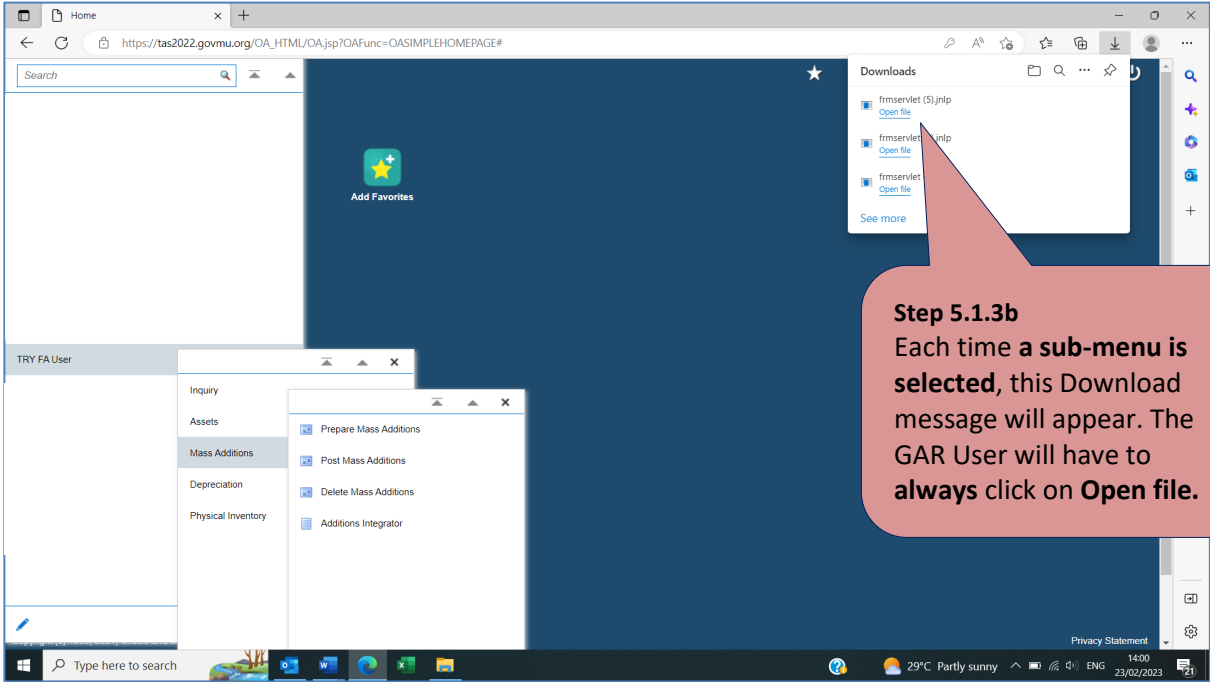
## 5.1.3 Merge Assets

The Merge Assets function is used when an asset has been paid with two different invoice numbers.



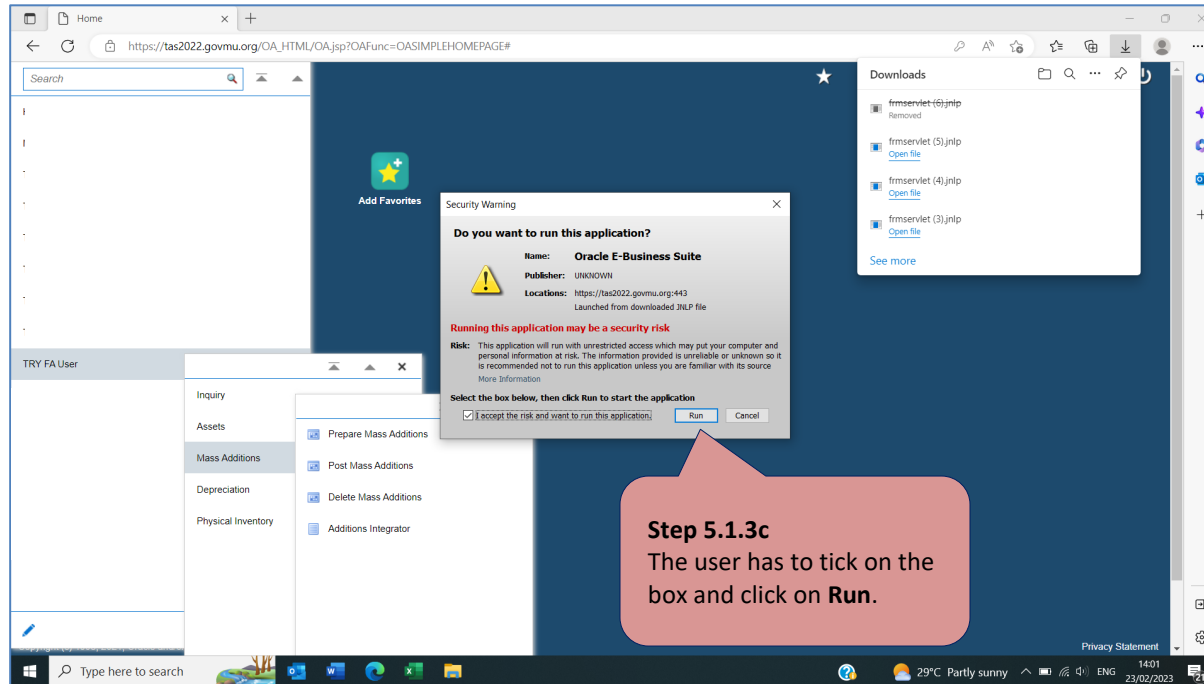
# The Government Asset Register (GAR)

## 5.1.3 Merge Assets (Continued)



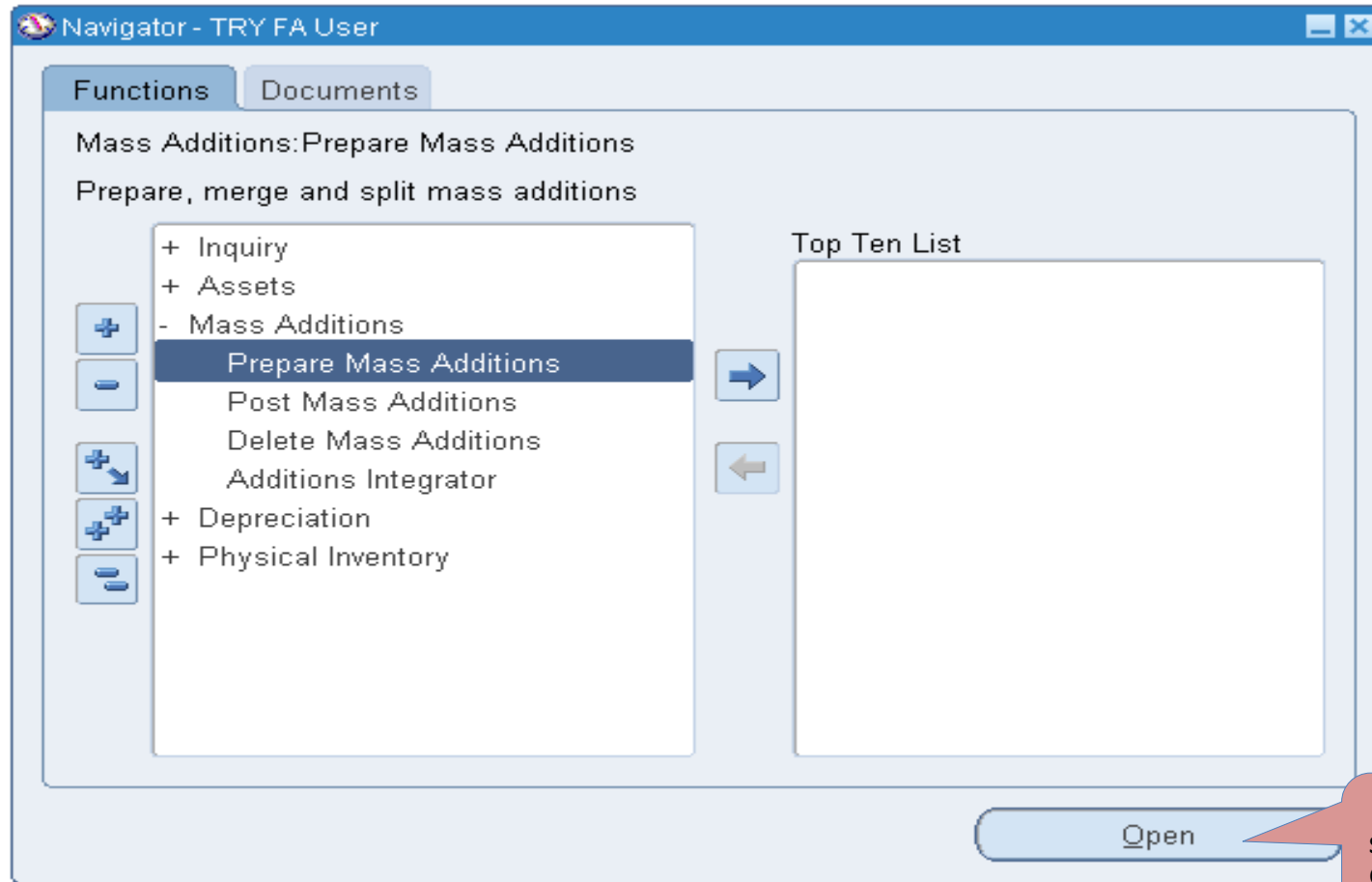
# The Government Asset Register (GAR)

## 5.1.3 Merge Assets (Continued)



# The Government Asset Register (GAR)

## 5.1.3 Merge Assets (Continued)



**Step 5.1.3d**  
Click on **Open**

# The Government Asset Register (GAR)

## 5.1.3 Merge Assets (Continued)

Oracle Applications - PROD

File Edit View Folder Tools Window Help

Find Mass Additions

Book	TRY	Queue	ON HOLD
Transaction Date		Transaction Type	
Invoice Number		Invoice Line	
Description		Asset Key	
Asset Number		Category	
Supplier Name		Supplier Number	
PO Number		Source Batch	
Project Number		Task Number	
Create Batch		Create Date	
Source System		Invoice Date	
Comments			
Group Asset			
Employee Name		Employee Number	
Expense Account		Location	

Buttons: Clear, New, Capitalize, Adjust, Find

Open

**Step 5.1.3e**  
Search for the asset which has to be **Merge** using the Ministry/Department Asset Book ID.

**Step 5.1.3f**  
Select Queue **NEW** or **ON HOLD**.

# The Government Asset Register (GAR)

## 5.1.3 Merge Assets (Continued)

Oracle Applications - PROD

File Edit View Folder Tools Window Help

Mass Additions Summary

Invoice Number	Distribution Line	Invoice Line	Queue	Description
GAR-325010011-23-JAN-2023	1	4	ON HOLD	TAS Upgrade
GAR-325120067-18-DEC-2022	1	3	ON HOLD	SERVER
GAR-325120067-18-DEC-2022	1	3	ON HOLD	SERVER
GAR-325120067-18-DEC-2022	1	2	ON HOLD	PRINTER
GAR-325120067-18-DEC-2022	1	2	ON HOLD	PRINTER
135100032			ON HOLD	Wooden Filing Cal
135100032			ON HOLD	Wooden Filing Cal

Split Add to Asset... Merge... Open

Expense Account Location

Clear New Capitalize Adjust Find

**Step 5.1.3g**  
Click on **Merge**

# The Government Asset Register (GAR)

## 5.1.3 Merge Assets (Continued)

Oracle Applications - PROD

File Edit View Folder Tools Window Help

Mass Additions Summary

Merge Mass Additions

Invoice Number 135100032 Line Number

Units 1 Line Amount 6,210.00

Merged Units 1 Total Merged Cost 6,210.00

Sum Units

Lines

Merged

Queue	Invoice Number	Line	Cost	Description
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

Cancel Done

**Step 5.1.3h**  
Press F11 on the Line.

# The Government Asset Register (GAR)

## 5.1.3 Merge Assets (Continued)

Oracle Applications - PROD

File Edit View Folder Tools Window Help

Mass Additions Summary

Merge Mass Additions

Invoice Number 135100032 Line Number

Units 1 Line Amount 6,210.00

Merged Units 1 Total Merged Cost 6,210.00

Sum Units

Lines

Merged

Queue	Invoice Number	Line	Cost	Description
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

Cancel Done

The Line will change to this colour

# The Government Asset Register (GAR)

## 5.1.3 Merge Assets (Continued)

Oracle Applications - PROD

File Edit View Folder Tools Window Help

Mass Additions Summary

Merge Mass Additions

Invoice Number 135100032 Line Number

Units 1 Line Amount 6,210.00

Merged Units 1 Total Merged Cost 6,210.00

Sum Units

Lines

Merged

Queue	Book	Depreciate	Date in Service	Group Asset
<input type="checkbox"/>	TRY	<input checked="" type="checkbox"/>		
<input type="checkbox"/>		<input type="checkbox"/>		
<input type="checkbox"/>		<input type="checkbox"/>		
<input type="checkbox"/>		<input type="checkbox"/>		
<input type="checkbox"/>		<input type="checkbox"/>		
<input type="checkbox"/>		<input type="checkbox"/>		
<input type="checkbox"/>		<input type="checkbox"/>		
<input type="checkbox"/>		<input type="checkbox"/>		

The Book of the Ministry/Department will automatically appear.

Cancel Done

# The Government Asset Register (GAR)

## 5.1.3 Merge Assets (Continued)

Oracle Applications - PROD

File Edit View Folder Tools Window Help

Mass Additions Summary

**Merge Mass Additions**

Invoice Number 135100032 Line Number

Units 1 Line Amount 6,210.00

Merged Units 1 Total Merged Cost 6,210.00

Sum Units

Lines

Merged

Queue	Book	Depreciate	Date in Service	Group Asset
<input type="checkbox"/>		<input checked="" type="checkbox"/>		
<input type="checkbox"/>		<input type="checkbox"/>		
<input type="checkbox"/>		<input type="checkbox"/>		
<input type="checkbox"/>		<input type="checkbox"/>		
<input type="checkbox"/>		<input type="checkbox"/>		
<input type="checkbox"/>		<input type="checkbox"/>		
<input type="checkbox"/>		<input type="checkbox"/>		

**Step 5.1.3i**  
Remove the Book Name i.e  
**TRY.**

Cancel Done

# The Government Asset Register (GAR)

## 5.1.3 Merge Assets (Continued)

Oracle Applications - PROD

File Edit View Folder Tools Window Help

Mass Additions Summary

**Merge Mass Additions**

Invoice Number 135100032 Line Number

Units 1 Line Amount 6,210.00

Merged Units 1 Total Merged Cost 6,210.00

Sum Units

Lines

Merged

Queue	Invoice Number	Line	Cost	Description
<input checked="" type="checkbox"/>	135100033%			
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

Cancel Done

**Step 5.1.3j**  
Query the second Invoice Number to be merged by pressing on Ctrl F11

# The Government Asset Register (GAR)

## 5.1.3 Merge Assets (Continued)

Oracle Applications - PROD

File Edit View Folder Tools Window Help

Mass Additions Summary

Merge Mass Additions

Invoice Number 135100032 Line Number

Units 1 Line Amount 6,210.00

Merged Units 1 Total Merged Cost 6,210.00

Sum Units

Lines

Merged

Queue	Invoice Number	Line	Cost	Description
<input type="checkbox"/> On Hold	135100033%		6,210.00	Wooden Filing Cabinet_GF1 TI
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

Cancel Done

The above-mentioned information will appear for Invoice Number 135100033.

# The Government Asset Register (GAR)

## 5.1.3 Merge Assets (Continued)

Oracle Applications - PROD

File Edit View Folder Tools Window Help

Mass Additions Summary

Merge Mass Additions

Invoice Number 135100032 Line Number  
Units 1 Line Amount 6,210.00  
Merged Units 1 Total Merged Cost 12,420.00  
 Sum Units

Lines

Queue	Invoice Number	Line	Cost	Description
<input checked="" type="checkbox"/> Merged	135100033%		6,210.00	Wooden Filing Cabinet_GF1
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

Cancel Done

You will note that the Total Merged cost of the Asset has changed from Rs 6,210 to Rs 12,420. Invoice Number **135100032** amount merged with Invoice Number **135100033** amount

**Step 5.1.3k**  
Input a Tick in the box.

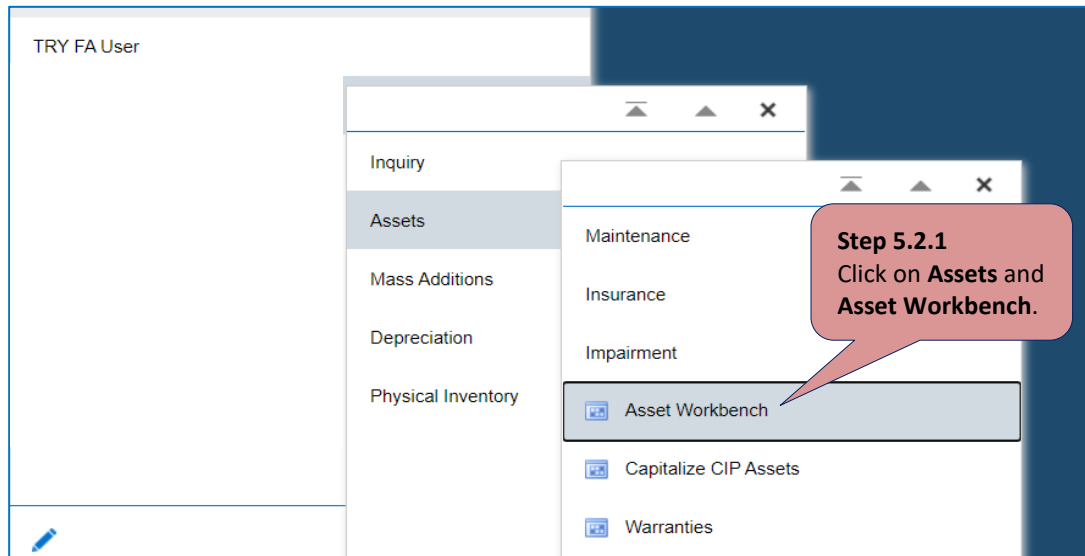
**Step 5.1.3l**  
Click on Done.

## The Government Asset Register (GAR)

### 5.2 Manual Additions - Capitalized Assets

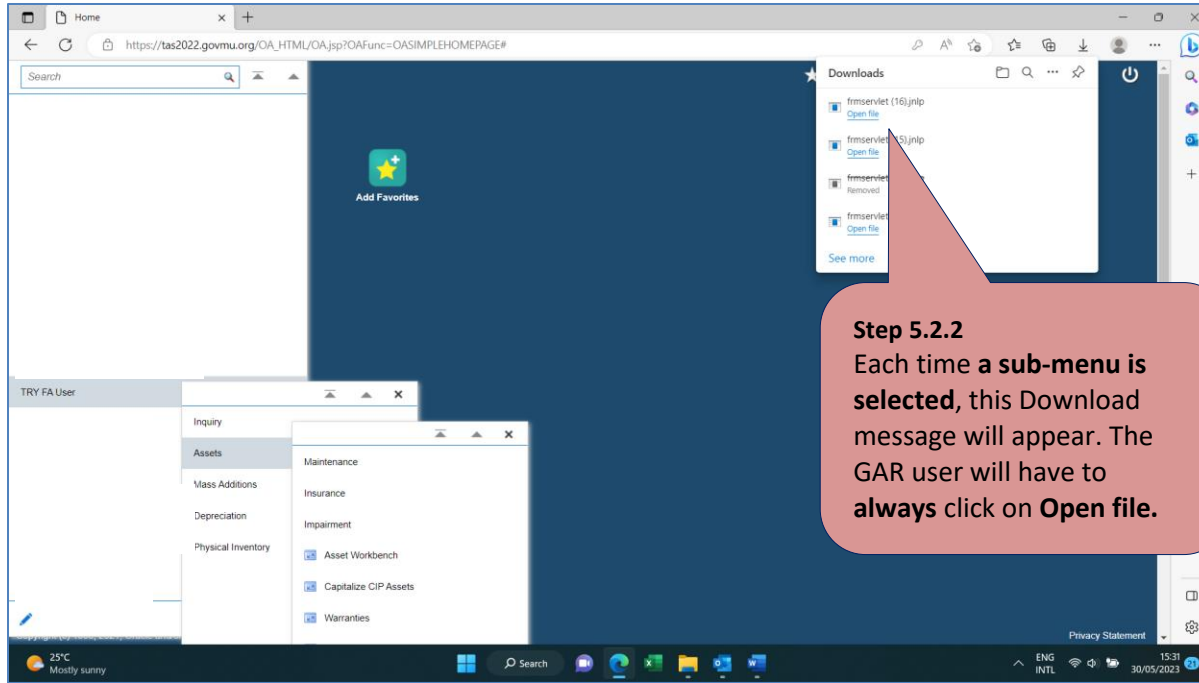
The Manual Additions function should be used in the following situations:

- the Asset has not been tracked by Finance section or
- the Asset has been received in donation or
- the Asset has been transferred from another Ministry/Department.



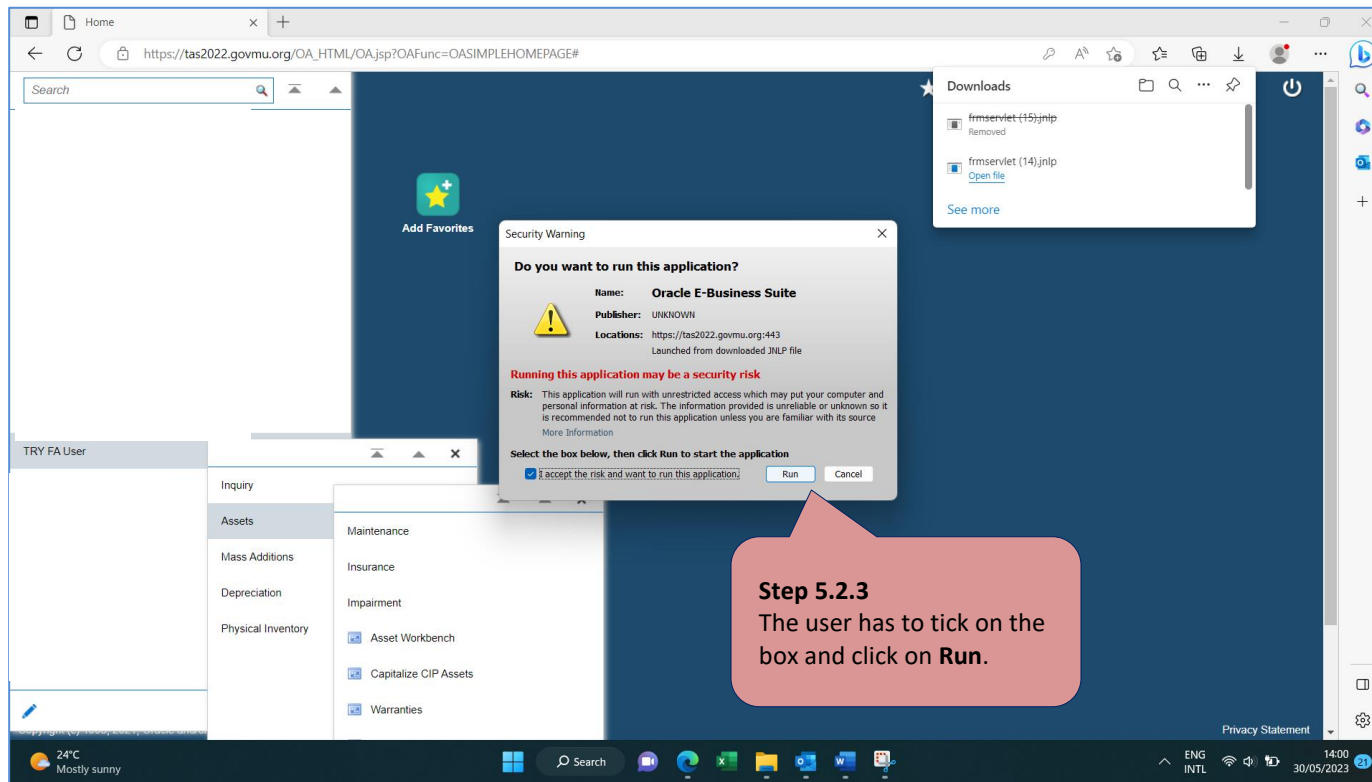
# The Government Asset Register (GAR)

## 5.2 Manual Additions - Capitalized Assets (Continued)



# The Government Asset Register (GAR)

## 5.2 Manual Additions - Capitalized Assets (Continued)



# The Government Asset Register (GAR)

## 5.2 Manual Additions - Capitalized Assets (Continued)

The following screen “Find Assets” will appear:

The screenshot shows the 'Find Assets' application window with several sections for filtering assets:

- By Asset Detail:** Fields for Asset Number, Tag Number, Serial Number, Warranty Number, Status, Description, Category, Asset Key, and Asset Type.
- By Book:** Fields for Book (containing 'TRY'), Dates in Service, Group Asset, and a checkbox for 'Show Disabled Groups'.
- By Assignment:** Fields for Employee Name, Employee Number, Expense Account, and Location.
- By Source Line:** Fields for Supplier Name, Supplier Number, Invoice Number, Line Number, PO Number, Source Batch, and Project Number.
- By Lease:** Fields for Lease Number and Description.

At the bottom, there are four buttons: 'Clear', 'Additions', 'QuickAdditions', and 'Find'. Two callout boxes are present: one pointing to the 'Book' field with the text 'The Asset Book Code will automatically be selected as per the Ministry/ Department User responsibility.', and another pointing to the 'Additions' button with the text 'Step 5.2.4 Click on Additions.'

**Notes:**

- 1. Kindly ensure that the **book ID selected** corresponds to the Ministry/ Department to which the manual addition pertains to. **Failure to comply with the above instruction may result in an asset being recorded in the wrong Ministry/Department asset book.***
- 2. **This will happen if a GAR user, transferred from another Ministry/Department uses his previous FA user responsibility to record the current Ministry Asset acquired in GAR. Hence, the importance of informing the Treasury GAR unit of any change in posting of GAR users.***

# The Government Asset Register (GAR)

## 5.2 Manual Additions - Capitalized Assets (Continued)

### Step 5.2.5

The GAR user will be required to fill in the information for the asset purchased in the **Asset Details** screen below.

The screenshot shows the 'Asset Details' window with the following fields and controls:

- Asset Number:
- Tag Number:
- Serial Number:
- Asset Type:
- Parent Asset:
- Manufacturer:
- Warranty Number:
- Lease Number:
- Lessor:
- In Use
- In Physical Inventory
- Property Type:
- Property Class:
- Commitment:
- Description:
- Category:  [  ]
- Asset Key:
- Units:
- Description:
- Model:
- Description:  [  ]
- Ownership:
- Bought:
- Investment Law:

Buttons:

# The Government Asset Register (GAR)

## 5.2 Manual Additions - Capitalized Assets (Continued)

**Step 5.2.6**  
Write the **Description** of the Asset purchased.

**Asset Details**

Asset Number	<input type="text"/>	Description	<input type="text" value="Laptop"/>
Tag Number	<input type="text"/>	Category	<input type="text"/> [ ]
Serial Number	<input type="text"/>	Asset Key	<input type="text"/>
Asset Type	Capitalized	Units	<input type="text" value="1"/>
Parent Asset	<input type="text"/>	Description	<input type="text"/>
Manufacturer	<input type="text"/>	Model	<input type="text"/>
Warranty Number	<input type="text"/>	Description	<input type="text"/> [ ]
Lease Number	<input type="text"/>	Ownership	<input type="text" value="Owned"/>
Lessor	<input type="text"/>	Bought	<input type="text" value="New"/>
<input checked="" type="checkbox"/> In Use		Investment Law	<input type="text"/>
<input checked="" type="checkbox"/> In Physical Inventory			
Property Type	<input type="text"/>		
Property Class	<input type="text"/>		
Commitment	<input type="text"/>		

# The Government Asset Register (GAR)

## 5.2 Manual Additions - Capitalized Assets (Continued)

The screenshot shows the 'Asset Details' form with the following fields filled: Description: Laptop; Asset Type: Capitalized; Units: 1. A 'Category Flexfield' dialog is open, showing a 'Major' dropdown menu with a list of options. A callout box points to the '...' button next to the 'Major' dropdown. Another callout box points to the '122 Other Machinery & Equipment' option in the list. A third callout box points to the 'OK' button at the bottom of the dialog.

**Step 5.2.7**  
For the Asset **Category**, click on the ...

**Step 5.2.8**  
Select the appropriate **Major**. For Laptop, the Major is **Other Machinery & Equipment**.


**Step 5.2.9**  
Click on the **OK**.

Major	Description
111	Buildings- Dwellings
112	Buildings- Other than Dwellings
113	Other Structures
121	Transport Equipment
122	Other Machinery & Equipment
	Intangible Fixed Assets
133	Furniture, Fixtures & Fittings
410	Non Produced Assets - Land
EXP	Expensed Asset Test



# The Government Asset Register (GAR)

## 5.2 Manual Additions - Capitalized Assets (Continued)

**Step 5.2.12**  
For the Asset **Category Minor2**,  
click on the .

**Step 5.2.13**  
Select the appropriate **Minor 2** for Laptop. To find the code, type %. Refer to **Annex**.

**Step 5.2.14**  
Click on **Find** and select the **Minor 2** category.

Minor2	Description
A01001	Disability Centres
A01002	Drop-in Centres
A01003	Home for Old Aged
A01004	Shelters for Children
A02001	Clarisse House
A02002	High Commissioner?s /Ambassador?s Residence
A02003	State House
A03001	Barracks
A03002	Overseas Mission Residences
A03003	Quarters
B01001	Air Traffic Control Buildings
B01002	Area Control Centres
B01003	Beacons and Marker Buildings
B01004	Navigational Aids Buildings
B01005	Office Buildings
B01006	Outstations

# The Government Asset Register (GAR)

## 5.2 Manual Additions - Capitalized Assets (Continued)

The screenshot shows the 'Asset Details' window with the following fields:

- Asset Number: [ ]
- Tag Number: [ ]
- Serial Number: [ ]
- Asset Type: Capitalized
- Parent Asset: [ ]
- Manufacturer: [ ]
- Warranty Number: [ ]
- Lease Number: [ ]
- Lessor: [ ]
- In Use
- In Physical Inventory
- Property Type: [ ]
- Property Class: [ ]
- Commitment: [ ]
- Description: Laptop
- Category: [ ]
- Asset Key: [ ]
- Ownership: Owned
- Bought: New
- Investment Law: [ ]

The 'Category Flexfield' dialog box is overlaid, showing the following structure:

- Major: 122 (Other Machinery & Equipment)
- Minor1: 13 (IT)
- Minor2: E13006

A red callout box points to the 'OK' button with the text: **Step 5.2.15**  
Click on OK.

# The Government Asset Register (GAR)

## 5.2 Manual Additions - Capitalized Assets (Continued)

Once the GAR user has completed **Step 5.2.17**, he/she will be required to fill in the **DFF**.

The screenshot shows the 'Asset Details' form with the following fields:

- Asset Number: [ ]
- Tag Number: [ ]
- Serial Number: [ ]
- Asset Type: Capitalized
- Parent Asset: [ ]
- Manufacturer: [ ]
- Warranty Number: [ ]
- Lease Number: [ ]
- Lessor: [ ]
- Property Type: [ ]
- Property Class: [ ]
- Commitment: [ ]
- Description: Laptop
- Category: 122.13.E13006 [ 12 ]
- Asset Key: [ ]
- In Use:
- In Physical Inventory:
- Bought: New
- Investment Law: [ ]

The 'Asset Category' dialog box is open, showing:

- Date of Purchase: 12-APR-2021
- Date of Delivery: 19-APR-2021
- Date of Installation: 19-APR-2021
- Commissioning Date: 19-APR-2021
- Context Value: [ ]

**Step 5.2.16** Fill in the appropriate information as per Goods Form 1.

**Step 5.2.17** Click on the [ ] button.

# The Government Asset Register (GAR)

## 5.2 Manual Additions - Capitalized Assets (Continued)

After the GAR User has clicked on the Context Value (Refer to **Step 5.2.17**). The following screen will be shown as below:

The screenshot shows two overlapping windows from the GAR system. The background window is titled "Asset Details" and contains the following fields:

- Asset Number: [Empty]
- Tag Number: [Empty]
- Serial Number: [Empty]
- Asset Type: Capitalized
- Parent Asset: [Empty]
- Manufacturer: [Empty]
- Warranty Number: [Empty]
- Lease Number: [Empty]
- Lessor: [Empty]
- In Use
- In Physical Inventory
- Property Type: [Empty]
- Property Class: [Empty]
- Commitment: [Empty]
- Source Lines: [Button]

The description is "Laptop", the category is "122.13.E13006" (with a dropdown arrow and "[ 12 ]" next to it), and the asset key is [Empty].

The foreground window is titled "Asset Category" and contains the following fields:

- Date of Purchase: 12-APR-2021
- Date of Delivery: 19-APR-2021
- Date of Installation: 19-APR-2021
- Commissioning Date: 19-APR-2021
- Context Value: Other Asset Information
- General Information: General Information
- Transfer From: [Empty]
- Transfer To: [Empty]
- Transfer Date (DD-MON-YYYY): [Empty]
- Original Asset Number: [Empty]
- GF1/GF5 reference: [Empty]
- Area (Sq.m): [Empty]
- Other Address: [Empty]
- Vehicle Information: Vehicle Information
- Chassis No: [Empty]

In the above example (**Laptop**), there is no DFF to be filled. If the asset donated such as **Vehicle, Building**, the additional information has to be input by the GAR User.

# The Government Asset Register (GAR)

## 5.2 Manual Additions - Capitalized Assets (Continued)

**DFF screen**  
Fill in the corresponding information accordingly.

**Asset Category**

Original Asset Number  
GF1/GF5 reference  
Area (Sq.m)  
Other Address

**Vehicle Information**  
Chassis No  
Registration Number

**Building Information**  
No. of Floors

**Road Information**  
Project Name  
Contractor Name  
Length (KM)

**Land Information**  
PIN  
TV Number

OK Cancel Clear Help

**Step 5.2.18**  
Click on OK.

# The Government Asset Register (GAR)

## 5.2 Manual Additions - Capitalized Assets (Continued)

The screenshot shows the 'Asset Details' form with the following fields:

- Asset Number: [ ]
- Tag Number: [ ]
- Serial Number: [ ]
- Asset Type: Capitalized
- Parent Asset: [ ]
- Manufacturer: [ ]
- Warranty Number: [ ]
- Lease Number: [ ]
- Lessor: [ ]
- In Use
- In Physical Inventory
- Property Type: [ ]
- Property Class: [ ]
- Commitment: [ ]

The 'Description' field contains 'Laptop' and the 'Category' field contains '122.13.E13006'. The 'Asset Key' field is highlighted with a callout: **Step 5.2.19** Click on the [ ] for Asset Key.

The 'Asset Status' dialog box is open, showing a list of asset statuses. The first item, 'ADDITION BY DONATION', is selected. A callout points to this item: **Step 5.2.20** Select the Asset Status. e.g. ADDITION BY DONATION.

The dialog box has 'Find%' at the top and 'End', 'OK', and 'Cancel' buttons at the bottom. A callout points to the 'OK' button: **Step 5.2.21** Click on OK.

Asset Status	Description
ADDITION BY DONATION	Asset Received as Donation
ADDITION BY LOAN(M/D)	Asset Received on Loan from Mins/Dept
ADDITION BY LOAN(OGB)	Asset Received on Loan from Other Govt Bodies
ADDITION BY PURCHASE	Asset Acquired by Purchase
ADDITION BY TRANSFER (M/D)	Asset Received from other Mins/Dept
ADDITION BY TRANSFER (OGB)	Asset Received from other Other Govt Bodies
ADDITION PRIOR TO 01.07.2017	Asset Acquired Prior to 1st July 2017
AWAITING DISPOSAL	Asset Awaiting Disposal
DISP- DEST/DUMP	Disposal through Destruction/Dumping
DISP- DONATION	Asset donated to other Organisation
DISP- LOAN(M/D)	Asset on Loan to Other Mins/Dept
DISP- LOAN(OGB)	Asset on Loan to Other Govt Bodies
DISP- LOSS	Asset Lost during the Year
DISP- SALES	Disposal by Sales/Auction
DISP- TFR (M/D)	Asset Transferred to other Mins/Dept
DISP- TFR (OGB)	Asset Transferred to other Other Govt Bodies

# The Government Asset Register (GAR)

## 5.2 Manual Additions - Capitalized Assets (Continued)

The screenshot shows the 'Asset Details' window with the following fields and values:

- Asset Number: [Empty]
- Tag Number: [Empty]
- Serial Number: [Empty]
- Asset Type: Capitalized
- Parent Asset: [Empty]
- Manufacturer: Fujitsu
- Warranty Number: [Empty]
- Lease Number: [Empty]
- Lessor: [Empty]
- In Use
- In Physical Inventory
- Property Type: [Empty]
- Property Class: [Empty]
- Commitment: [Empty]
- Description: Laptop
- Category: 122.13.E13006
- Asset Key: ADDITION BY DONATION
- Units: 1
- Description: [Empty]
- Model: [Empty]
- Description: [Empty]
- Ownership: Owned
- Bought: New
- Investment Law: [Empty]

Buttons: Source Lines, Continue, Cancel

**Step 5.2.22**  
Click on **Source Lines**.



# The Government Asset Register (GAR)

## 5.2 Manual Additions - Capitalized Assets (Continued)

The screenshot displays the 'Books' window within the 'Assets' application. The window is divided into several sections:

- Asset Details:** Asset Number, Reference Number, Book (TRY), and Comments.
- Financial Information:** Current Cost (35,000.00), Original Cost, Salvage Value Type (Percent), Salvage Value (1,750.00), Recoverable Cost (33,250.00), and Net Book Value (35,000.00). Depreciation metrics include YTD Depreciation (0.00), Accumulated Depreciation (0.00), Salvage Value Percent (5%), Revaluation Ceiling, and Revaluation Reserve.
- Depreciation Section:** Includes tabs for Depreciation, Group Asset, Short Fiscal Year, and Impairment. The 'Method' is set to STL. The 'Date in Service' is 19-APR-2021. Other settings include Life Years (5), Months (0), Prorate Convention (PAMS\_PCONV), Prorate Date (30-JUN-2021), and an unchecked 'Amortize NBV over Remaining Life' option.

Callout boxes provide the following instructions:

- Step 5.2.26:** Insert the Asset Cost in **Current Cost**
- Step 5.2.27:** Insert the **Date in Service (Commissioning Date)**
- Step 5.2.28:** Click on **Continue**.



# The Government Asset Register (GAR)

## 5.2 Manual Additions - Capitalized Assets (Continued)

Books

Assignments

Asset Number:  Reference Number:

Book: TRY Transfer Date: 19-APR-2021

Comments:

Distribution Set:  Unit of Measure:

Total Units: 1

Unit Change	Units	Employee Name
1	1	

Employee Names

Find: APPANA%

Name	Employee Number
APPANA, Mr. SEEMADREE D	35858
APPANAH BALAGHEE, Mrs. RISHADEVI PATHARE...	37623
APPANAH, Miss SHAZIA	56319
APPANAH, Miss YAKSHI	21808
APPANAH, Mr. BEEJAYE COOMAR	59578
APPANAH, Mr. DHARAMRAJ	52073
APPANAH, Mr. NILANAH	4132
APPANAH, Mr. SALIL RAVISH	53135
APPANAH, Mrs. BANUMATI CUNIAH	3009
APPANAH, Mrs. DEVIANEE DOOKHEE	44082
APPANAH, Mrs. GIANEE RAMKISSOON	52640
APPANAH, Mrs. SADHNA SANASSEE	10359
APPANAH, Mrs. SMITA ABHOOSSEE	48279
APPANAH, Mrs. SARASWDEE APPAN...	51060

Find End OK Cancel

Cancel

**Step 5.2.30**  
Select the name of the employee.

**Step 5.2.31**  
Click on OK

# The Government Asset Register (GAR)

## 5.2 Manual Additions - Capitalized Assets (Continued)

Asset Details

Books

Assignments

Asset Number  Reference Number

Book TRY Transfer Date 19-APR-2021

Comments

Distribution Set  Unit of Measure

Total Units 1 Units to Assign 0 [ ]

Unit Change	Units	Employee Name	Number	Expense Account	Location
1	1	APPANAH, Miss YAKSHI	21808	<input type="text"/>	<input type="text"/>

**Step 5.2.32**  
Fill in the **Expense Account**

Done Cancel



# The Government Asset Register (GAR)

## 5.2 Manual Additions - Capitalized Assets (Continued)

The screenshot shows a software interface for managing assets. A dialog box titled "TAS ACCOUNTING FLEXFIELD" is open, allowing users to configure various fields. The "Economic Classification" field is highlighted in yellow and contains the value "22999906". Other fields include "Ministry/Cost Centre", "Vote/Sub Head", "ID Code", "Analysis", "Activity/Project", "Miscellaneous", "Type", and "Reporting Entity", all with a value of "0". The dialog box has buttons for "OK", "Cancel", "Combinations", "Clear", and "Help".

Unit Change	Units	Emp Name
1	1	APPA

**Step 5.2.34**  
Except for Economic Classification which should be the **Major Asset Category depreciation code**, update the remaining fields as per supporting payment documents (GF1 and Other Charges)

# The Government Asset Register (GAR)

## 5.2 Manual Additions - Capitalized Assets (Continued)

TAS Accounting Flexfield screen

Assignments

Asset Number

Book

Comments

Distribution Set

Total Units

Unit Change

Units

Emp Name

APPA

TAS ACCOUNTING FLEXFIELD

Ministry/Cost Centre **TRY** Treasury

Vote/Sub Head **070301** Vote 7-3:Treasury

Economic Classification **22999906** Depreciation- Other Machinery and Equipment

ID Code **TRY** M/Finance - Treasury

Analysis **0** Default

Activity/Project **C010499** Others - MOF Acquisition of I.T Equipment

Miscellaneous **0** Default

Type **0** Default

Reporting Entity **0** Default

OK Cancel Combinations Clear Help

Done Cancel

**Step 5.2.35**  
Click on **OK** to continue.

**The Major Asset Category Depreciation account is maintained.**

# The Government Asset Register (GAR)

## 5.2 Manual Additions - Capitalized Assets (Continued)

Books

Assignments

Asset Number  Reference Number

Book TRY Transfer Date 19-APR-2021

Comments

Distribution Set  Unit of Measure

Total Units 1 Units to Assign 0 [  ]

Unit Change	Units	Employee Name	Number	Expense Account	Location
1	1	APPANAH, Miss YAKSHI	21808	TRY.070301.22999906.TRY.0.C010	...

**Step 5.2.36**  
Update the **Location** field.

Done Cancel

# The Government Asset Register (GAR)

## 5.2 Manual Additions - Capitalized Assets (Continued)

Books

Assignments

Asset Number:

Reference Number:

Book: TRY

Transfer Date: 19-APR-2021

Comments:

Distribution Set:

Unit of Measure:

Total Units: 1

Units to Assign: 0

Unit Change	Units	Employee Name
1	1	APPANAH, Miss YAKSHI

Location Flexfield

Ministry/Department: TRY Treasury

Locality: LP025 Port Louis

Building: BR002 Rabadia Building

Floor: F002 2

Section: CA003 Accounts Section

Room/Office/Ward: RO002 Office

OK Cancel Combinations Clear Help

Done Cancel

**Step 5.2.37**  
Choose the appropriate codes for **Location** and then click on **OK**.

# The Government Asset Register (GAR)

## 5.2 Manual Additions - Capitalized Assets (Continued)

Assets

Asset Details

Books

Assignments

Asset Number  Reference Number

Book TRY Transfer Date 19-APR-2021

Comments

Distribution Set  Unit of Measure

Total Units 1 Units to Assign 0 [ ]

Unit Change	Units	Employee Name	Number	Expense Account	Location
1	1	APPANAH, Miss YAKSHI	21808	TRY.070301.22999906.TRY.0.C010	TRY.LP025.BR002.F002.CA003.RO002

Done Cancel

**Step 5.2.38**  
Click on **Done** to continue.

# The Government Asset Register (GAR)

## 5.2 Manual Additions - Capitalized Assets (Continued)

The **Asset Number** will be automatically generated. This *number* will be used to retrieve information on the asset, whenever required.

**Step 5.2.39**  
Click on **OK** to continue

**Step 5.2.40**  
Click on **Done** to continue.

**Assignments**

Asset Number  Reference Number 70102  
Book TRY Transfer Date 19-APR-2021  
Comments   
Distribution Set  Unit of Measure   
Total Units 1 Units to Assign 0 [ ]

Unit Change	Units	Employee Name	Num
1	1	APPANAH, Miss YAKSHI	218

CA003.R0002

Done Cancel



# The Government Asset Register (GAR)

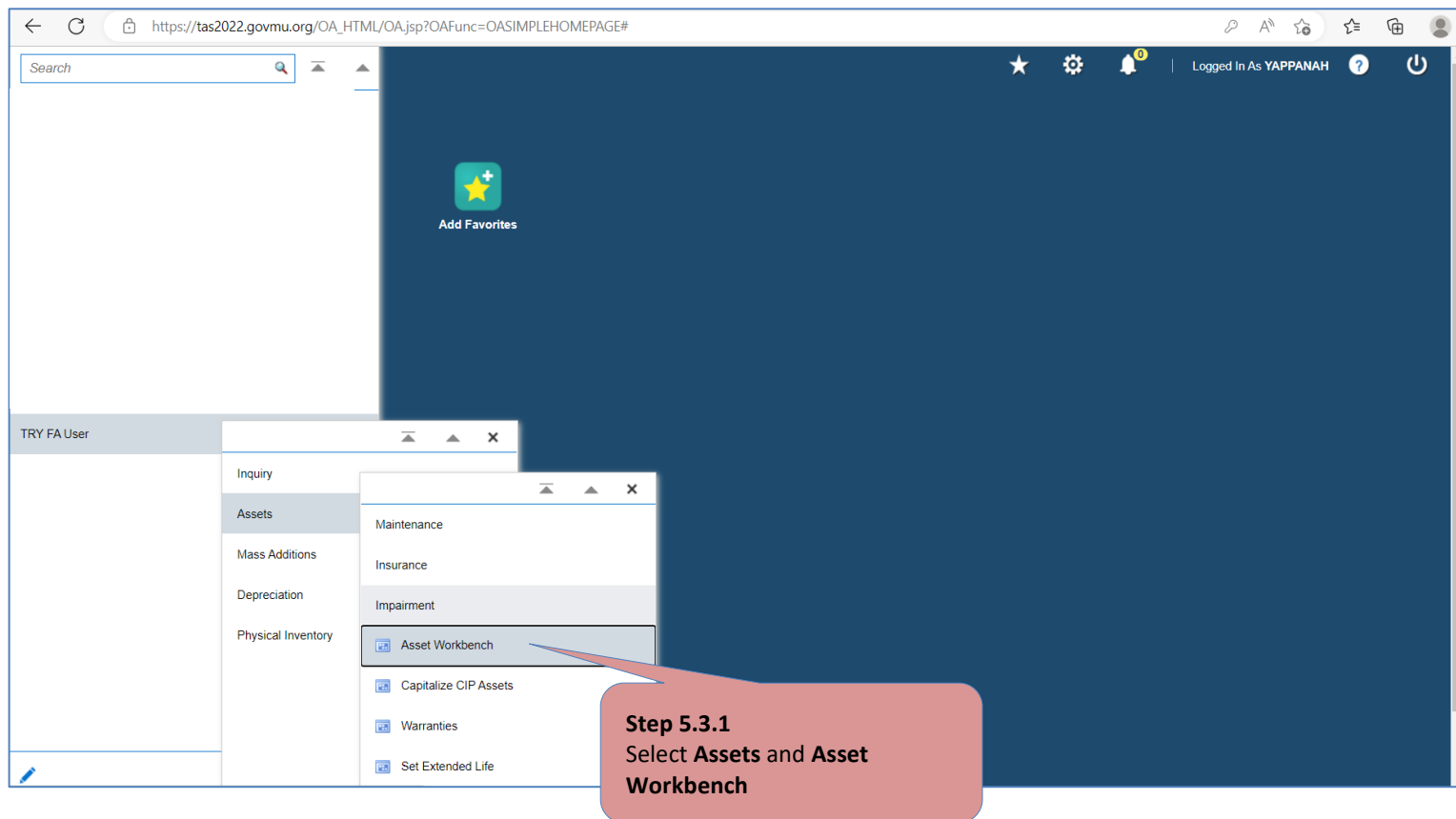
## 5.3 Manual Additions - CIP Asset

**Construction in process (CIP)** are assets which have not yet been paid in full and have not yet been commissioned.

This is applicable for:

- I. Buildings or structures which are still under construction; and
- II. Assets where there are milestones for payment (for example software under the Intangible Asset Category).

It should be noted that when recording a **CIP asset**, the **initial payment should be recorded to generate an asset number**. The **subsequent payment should be added to the asset number** manually or using the **“add to asset”** functionality at **5.1.1** of the Mass Addition interfaces.



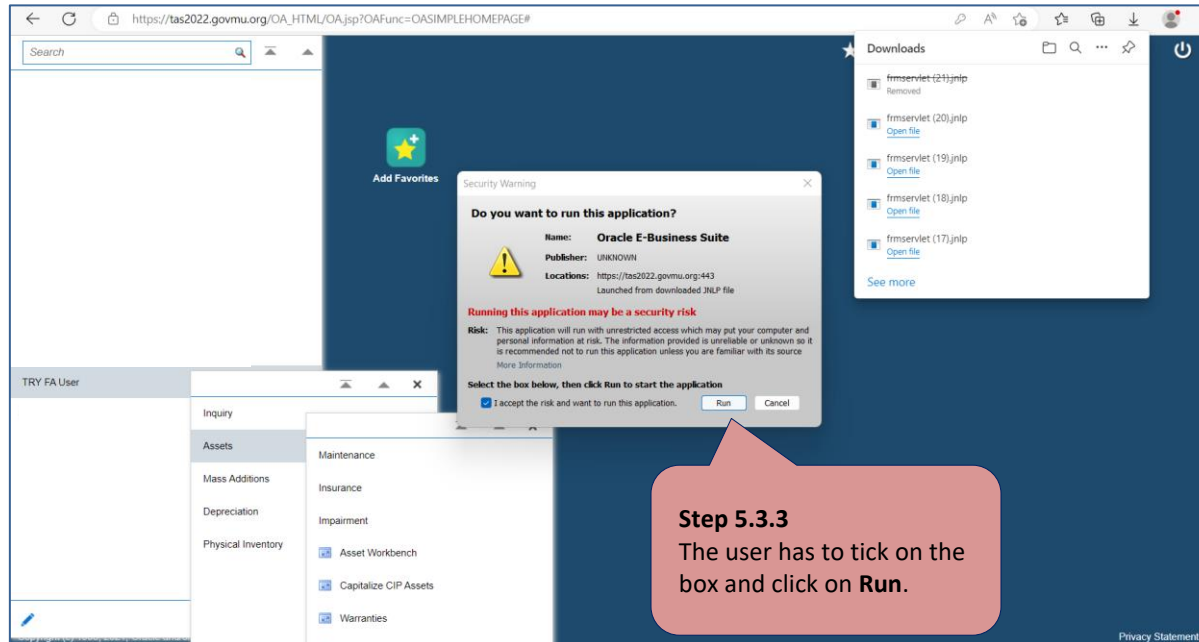
# The Government Asset Register (GAR)

## 5.3 Manual Additions - CIP Asset (Continued)

**Step 5.3.2**  
Each time a sub-menu is selected, this Download message will appear. The GAR user will have to always click on **Open file**.

# The Government Asset Register (GAR)

## 5.3 Manual Additions - CIP Asset (Continued)



# The Government Asset Register (GAR)

## 5.3 Manual Additions - CIP Asset (Continued)

**Find Assets**

**By Asset Detail**

Asset Number [ ]  
Tag Number [ ]  
Serial Number [ ]  
Warranty Number [ ]  
Status [ ]

Description [ ]  
Category [ ] [ ]  
Asset Key [ ]  
Asset Type [ ]

**By Book**

Book TRY  
Dates in Service [ ] - [ ]  
Group Asset [ ]  
 Show Disabled Groups

**By Assignment**

Employee Name [ ] Employee Number [ ]  
Expense Account [ ] Location [ ]

**By Source Line**

Supplier Name [ ] Supplier Number [ ]  
Invoice Number [ ] Line Number [ ]  
PO Number [ ] Source Batch [ ]  
Project Number [ ] Task Number [ ]

**By Lease**

Lease Number [ ] Lessor [ ]  
Description [ ]

Clear Additions QuickAdditions Find

The Asset Book Code will automatically be selected as per the Ministry/ Department User responsibility.

**Step 5.3.4**  
Click on **Additions**.

# The Government Asset Register (GAR)

## 5.3 Manual Additions - CIP Asset (Continued)

The screenshot shows the Oracle Applications 'Asset Details' form. The form contains the following fields and values:

- Asset Number: [Empty]
- Tag Number: [Empty]
- Serial Number: Capitalized
- Asset Type: CIP
- Parent Asset: Group
- Manufacturer: [Empty]
- Warranty Number: [Empty]
- Lease Number: [Empty]
- Lessor: [Empty]
- In Use:
- In Phys:
- Property Type: Personal
- Property Class: 1245
- Commitment: [Empty]
- Description: Toyota Corolla Sedan car
- Category: 121.02.D02006
- Asset Key: ADDITION BY PURCHASE
- Units: 1
- Ownership: Owned
- Bought: New
- Investment Law: [Empty]

Callout boxes provide the following instructions:

- Step 5.3.5** Record the **Description** of the asset
- Step 5.3.6**
  - a. Record the Asset **Category** as per **Steps 5.2.7 to 5.2.17**; and
  - b. Update the Asset Descriptive Flex Field (DFF), where applicable (Refer to **Steps 5.2.18 to 5.2.19**)
- Step 5.3.7** Update the **Asset Key**, i.e. how the asset was acquired.
- Step 5.3.8** Insert the quantity in the **Units** field, which should be in general 1.
- Step 5.3.9** Update the **Asset Type** to **CIP**
- Step 5.3.10** Click on **Continue**

**Note:**

Kindly refer to **Capitalized Assets- Manual additions (Steps 5.2.6 to Step 5.2.27)** should you require detailed explanation on how to record the information from **Step 5.3.5 to Step 5.3.8**

## The Government Asset Register (GAR)

### 5.3 Manual Additions - CIP Asset (Continued)

The screen below will appear:

**Step 5.3.11**  
Select the Ministry/  
Department Asset **Book ID**  
e.g TRY

Books

Asset Number

Reference Number

Book

Comments  [  ]

Financial Information

Current Cost

Original Cost

Salvage Value Type

Salvage Value

Recoverable Cost

Net Book Value

YTD Depreciation  0.00

Accumulated Depreciation  0.00

Salvage Value Percent  %

Revaluation Ceiling

Revaluation Reserve

Depreciation Group Asset Short Fiscal Year Impairment

Method

Method

Life Years

Months

Bonus Rule

Depreciation Limit

Type

Limit Amount

Percent  %

Depreciate

Date in Service

Prorate Convention

Prorate Date

Amortization Start Date

Amortize NBV over Remaining Life

Ceiling

Continue Cancel

# The Government Asset Register (GAR)

## 5.3 Manual Additions - CIP Asset (Continued)

**Step 5.3.12**  
Leave the **cost as Zero**, as same will subsequently be updated in Source Line.

Asset Number [ ] Reference Number [ ]  
Book TRY Comments [ ] [ ]

Financial Information

Current Cost	0.00	YTD Depreciation	0.00
Original Cost	0.00	Accumulated Depreciation	0.00
Salvage Value Type	Percent	Salvage Value Percent	15 %
Salvage Value	0.00	Revaluation Ceiling	[ ]
Recoverable Cost	0.00	Revaluation Reserve	[ ]
Net Book Value	0.00		

Depreciation | Group Asset | Short Fiscal Year | Impairment

Method

Method	STL	<input checked="" type="checkbox"/> Depreciate	Date in Service	30-JUN-2021
Life Years	8		Prorate Convention	PAMS_PCONV
Months	0		Prorate Date	30-JUN-2021
Bonus Rule	[ ]		Amortization Start Date	[ ]
Depreciation Limit		<input type="checkbox"/> Amortize NBV over Remaining Life	Ceiling	[ ]
Type	[ ]			
Limit Amount	[ ]			
Percent	[ ] %			

Continue Cancel

**Step 5.3.13**  
Click on **Continue**



# The Government Asset Register (GAR)

## 5.3 Manual Additions - CIP Asset (Continued)

The following screen shows an **Assignments** screen which has been completed.

Unit Change	Units	Employee Name	Number	Expense Account	Location
1	1	KALLYCHURN, Mr. AVINASH	55910	TRY.0.22999905.0.0.0.0.0.0	TRY.LP025.BR002.F000.CO.R0

**Note:** The **Employee's Name** is optional and recommended for assets which are mobile.

# The Government Asset Register (GAR)

## 5.3 Manual Additions - CIP Asset (Continued)

The screenshot shows the 'Assignments' window in the GAR system. The window contains several input fields: 'Asset Number' (empty), 'Book' (TRY), 'Reference Number' (71125), 'Transfer Date' (30-JUN-2021), 'Comments' (empty), 'Distribution Set' (dropdown), 'Unit of Measure' (empty), 'Total Units' (1), and 'Units to Assign' (0). Below these fields is a table with columns for 'Unit Change', 'Units', and 'Employee Name'. The first row shows '1' in the 'Unit Change' column, '1' in the 'Units' column, and 'KALLYCHURN, Mr. AVINASH' in the 'Employee Name' column. A 'Note' dialog box is open in the center, displaying the text: 'APP-OFA-48266: Transaction saved for asset number 13411. Reference numbers: 71124, 71125'. An 'OK' button is visible in the dialog box. At the bottom of the window are 'Done' and 'Cancel' buttons. Three callout boxes provide instructions: one pointing to the 'Reference Number' field, one pointing to the 'OK' button, and one pointing to the 'Done' button.

An asset number will be assigned to the asset. **Remember this number** as same will be used to find the asset and **record its cost.**

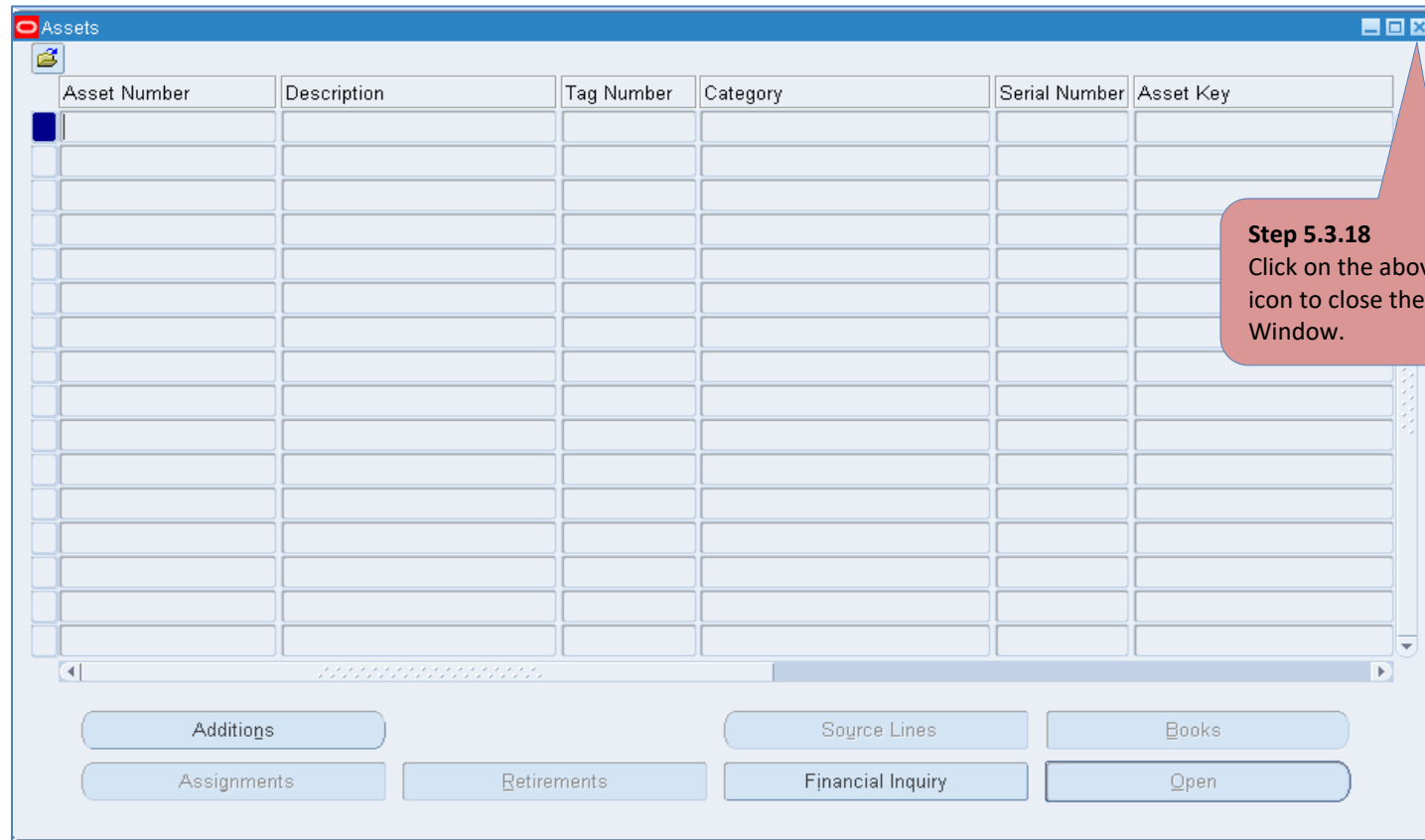
**Step 5.3.16**  
Click on **OK.**

**Step 5.3.17**  
Click on **Done**

# The Government Asset Register (GAR)

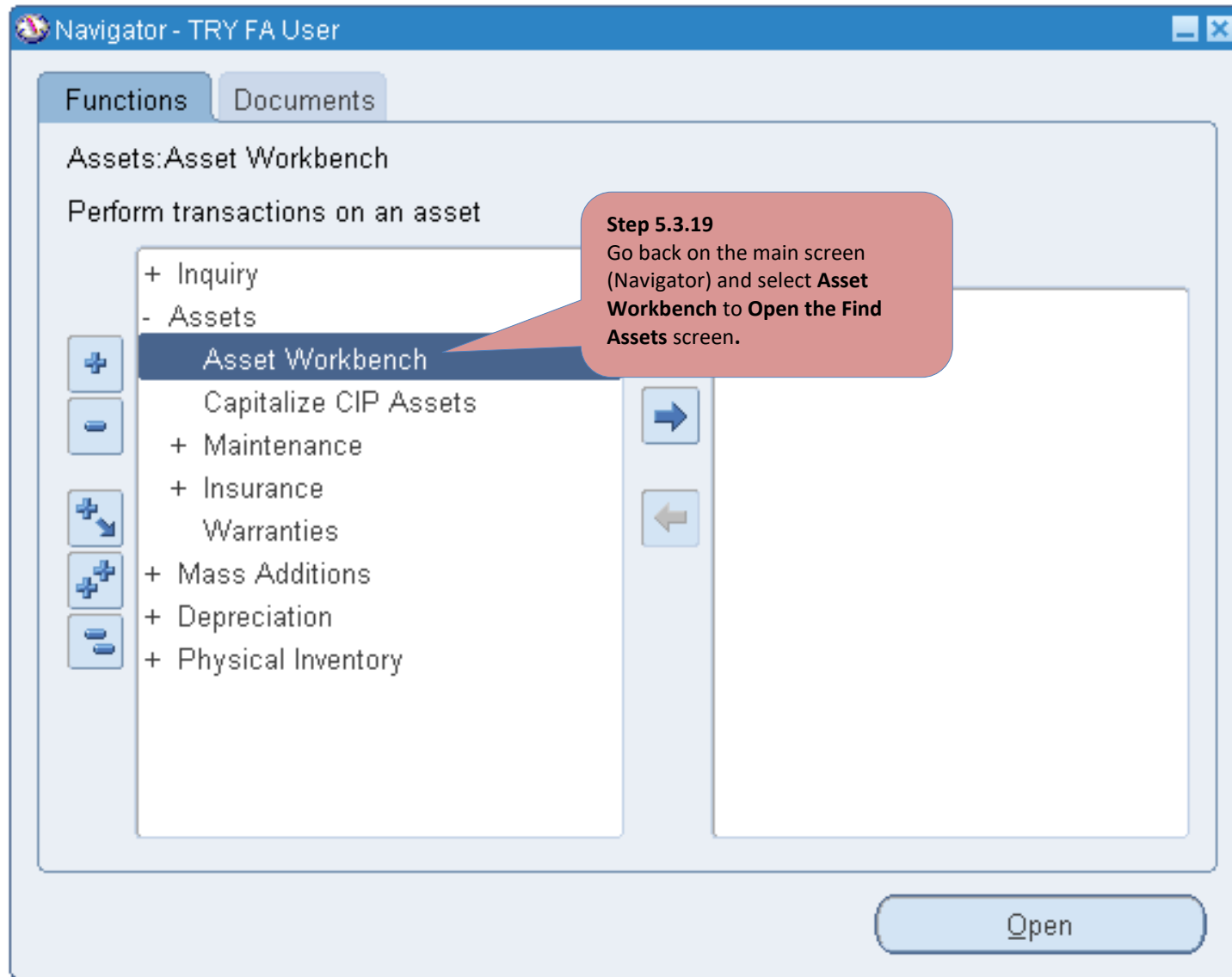
## 5.3 Manual Additions - CIP Asset (Continued)

Once the process has been completed, this screen will appear:



# The Government Asset Register (GAR)

## 5.3 Manual Additions - CIP Asset (Continued)



# The Government Asset Register (GAR)

## 5.3 Manual Additions - CIP Asset (Continued)

**Find Assets**

**By Asset Detail**

Asset Number: 13411  
Tag Number:   
Serial Number:   
Warranty Number:   
Status:

Description:   
Category:  [  ]  
Asset Key:   
Asset Type:

**By Book**

Book: TRY |  ...  
Dates in Service:  -   
Group Asset:   
 Show Disabled Groups

**By Assignment**

Employee Name:   
Expense Account:   
Employee Number:   
Location:

**By Source Line**

Supplier Name:   
Invoice Number:   
PO Number:   
Project Number:   
Supplier Number:   
Line Number:   
Source Batch:   
Task Number:

**By Lease**

Lease Number:   
Description:   
Lessor:

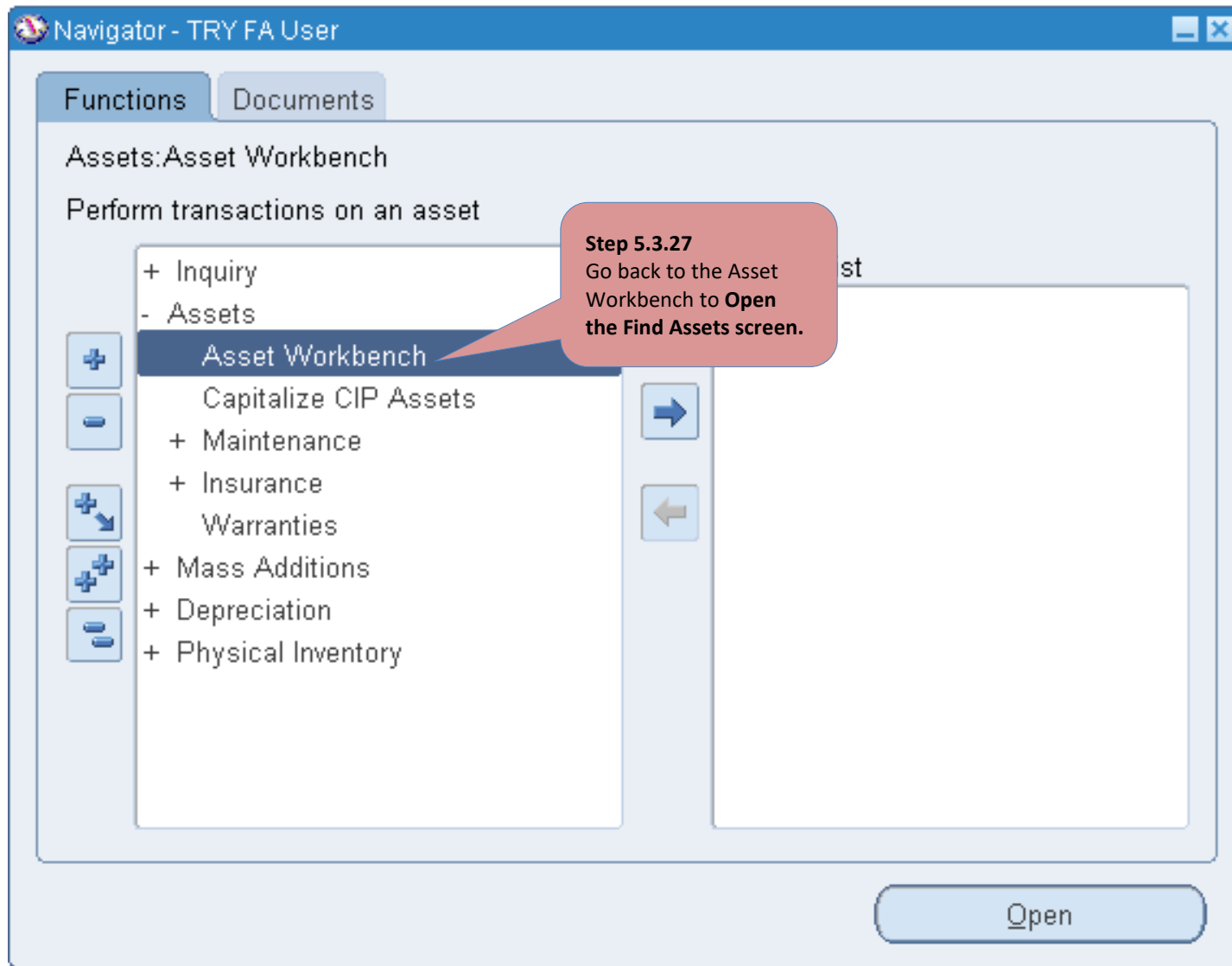
**Step 5.3.21**  
Click on **Find**.





# The Government Asset Register (GAR)

## 5.3 Manual Additions - CIP Asset (Continued)



# The Government Asset Register (GAR)

## 5.3 Manual Additions - CIP Asset (Continued)

**Find Assets**

**By Asset Detail**

Asset Number  Description

Tag Number  Category  [  ]

Serial Number  Asset Key

Warranty Number  Asset Type

Status

**By Book**

Book  Group Asset

Dates in Service  -   Show Disabled Groups

**By Assignment**

Employee Name  Employee Number

Expense Account  Location

**By Source Line**

Supplier Name  Supplier Number

Invoice Number  Line Number

PO Number  Source Batch

Project Number  Task Number

**By Lease**

Lease Number  Lessor

Description

**Step 5.3.28**  
Search for the **Asset Number**  
and Ministry ID

**Step 5.3.29**  
Click on **Find**

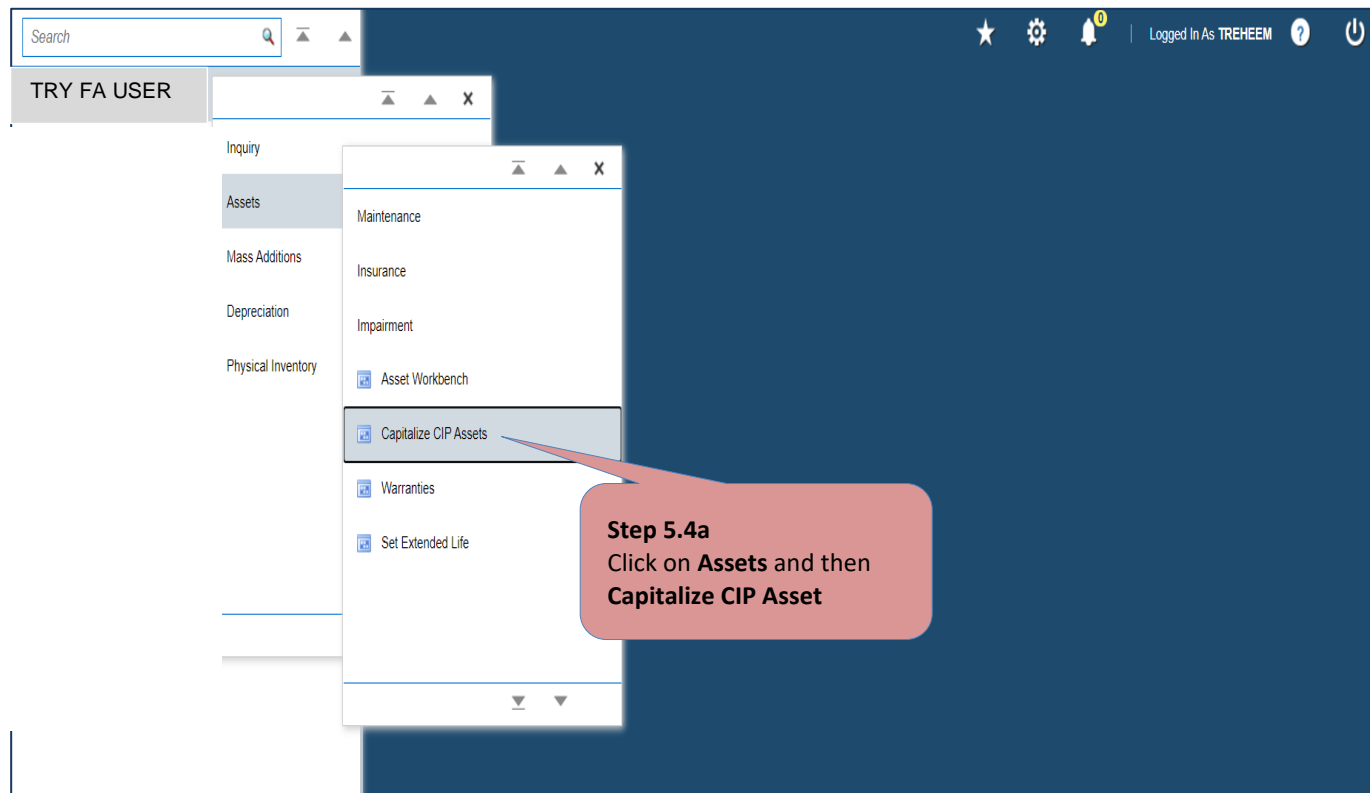




# The Government Asset Register (GAR)

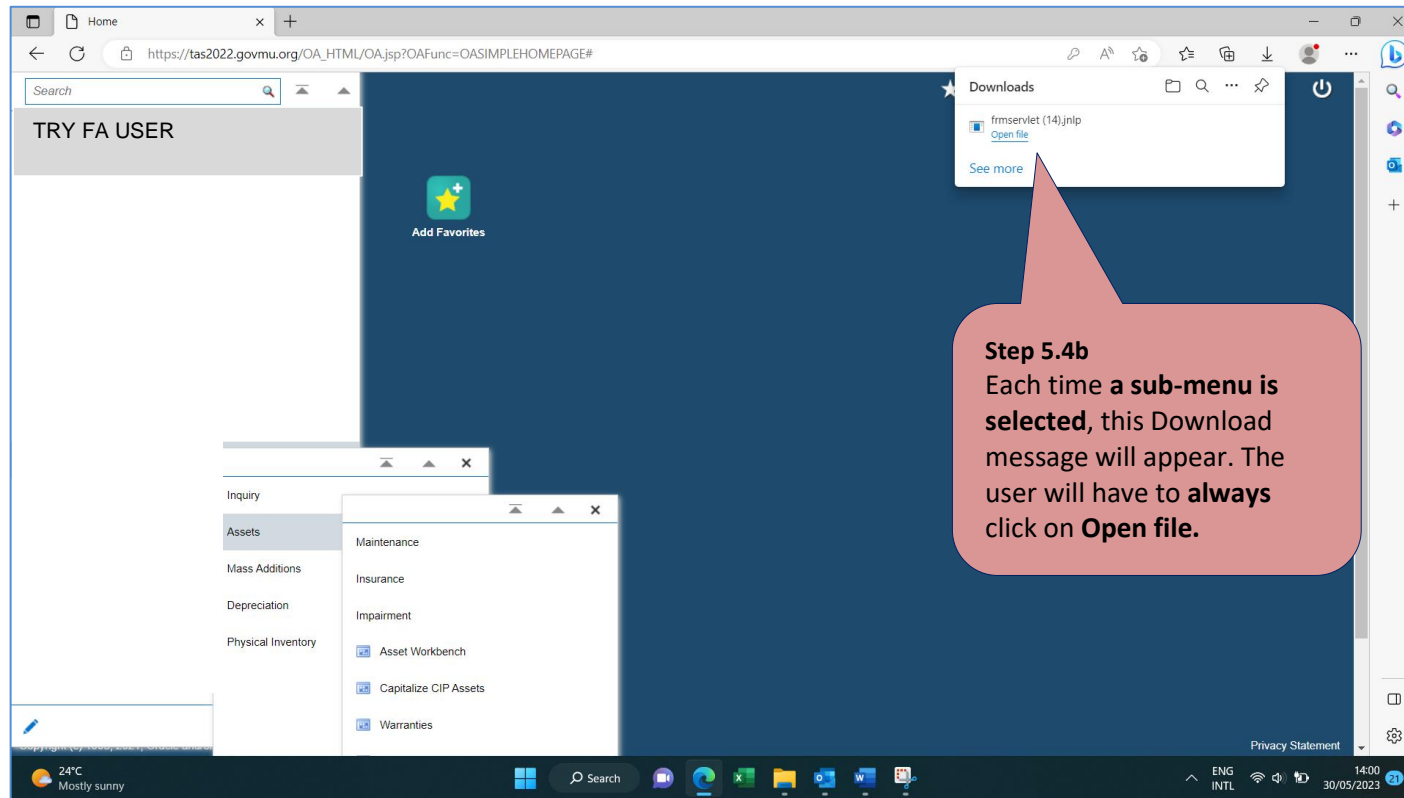
## 5.4 Capitalize CIP Assets

CIP assets are capitalised when they are commissioned and placed in service. Capitalising an asset will lead to subsequent depreciation computation. Hence, the amount payable on the asset should be recorded in source line to reflect the asset aggregate cost, prior to initiating the Capitalise CIP Assets process. The asset is depreciated as from its capitalisation date.



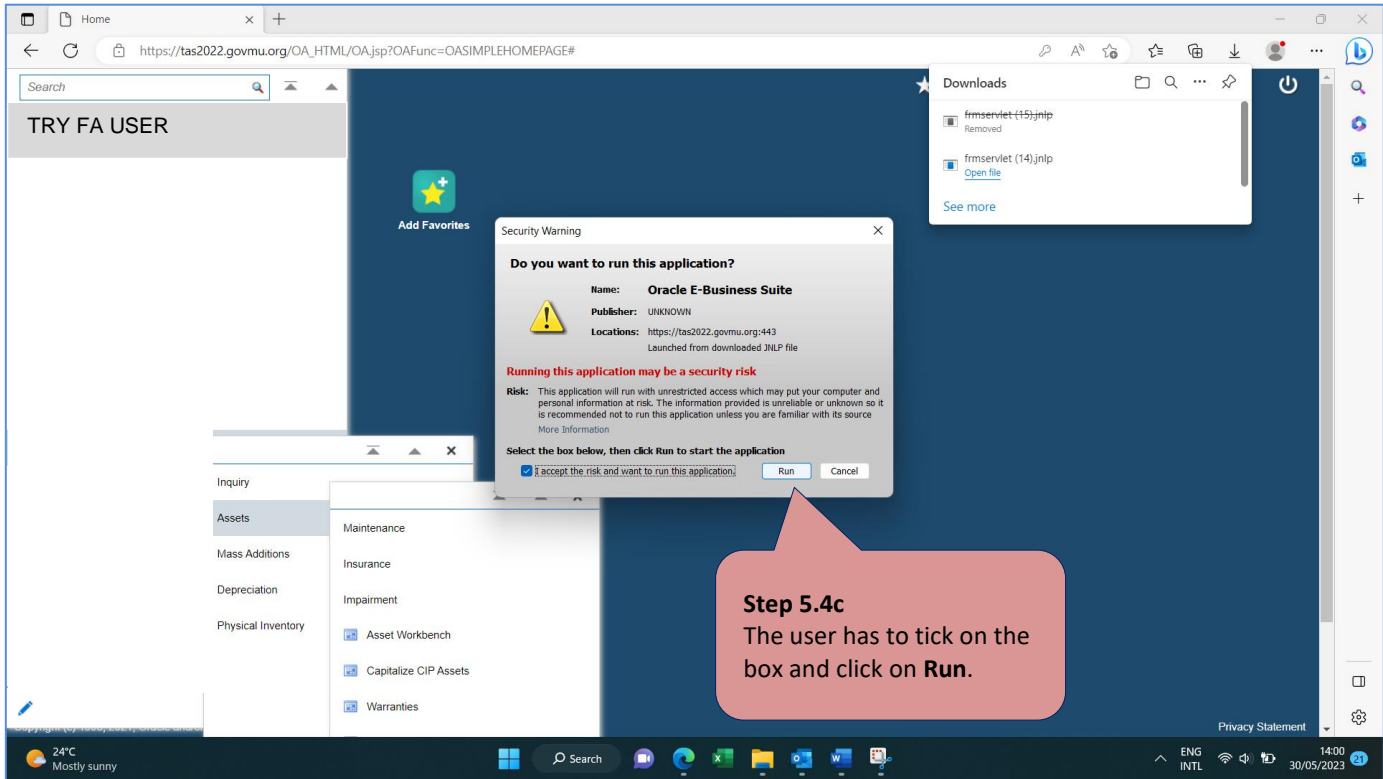
# The Government Asset Register (GAR)

## 5.4 Capitalize CIP Assets (Continued)



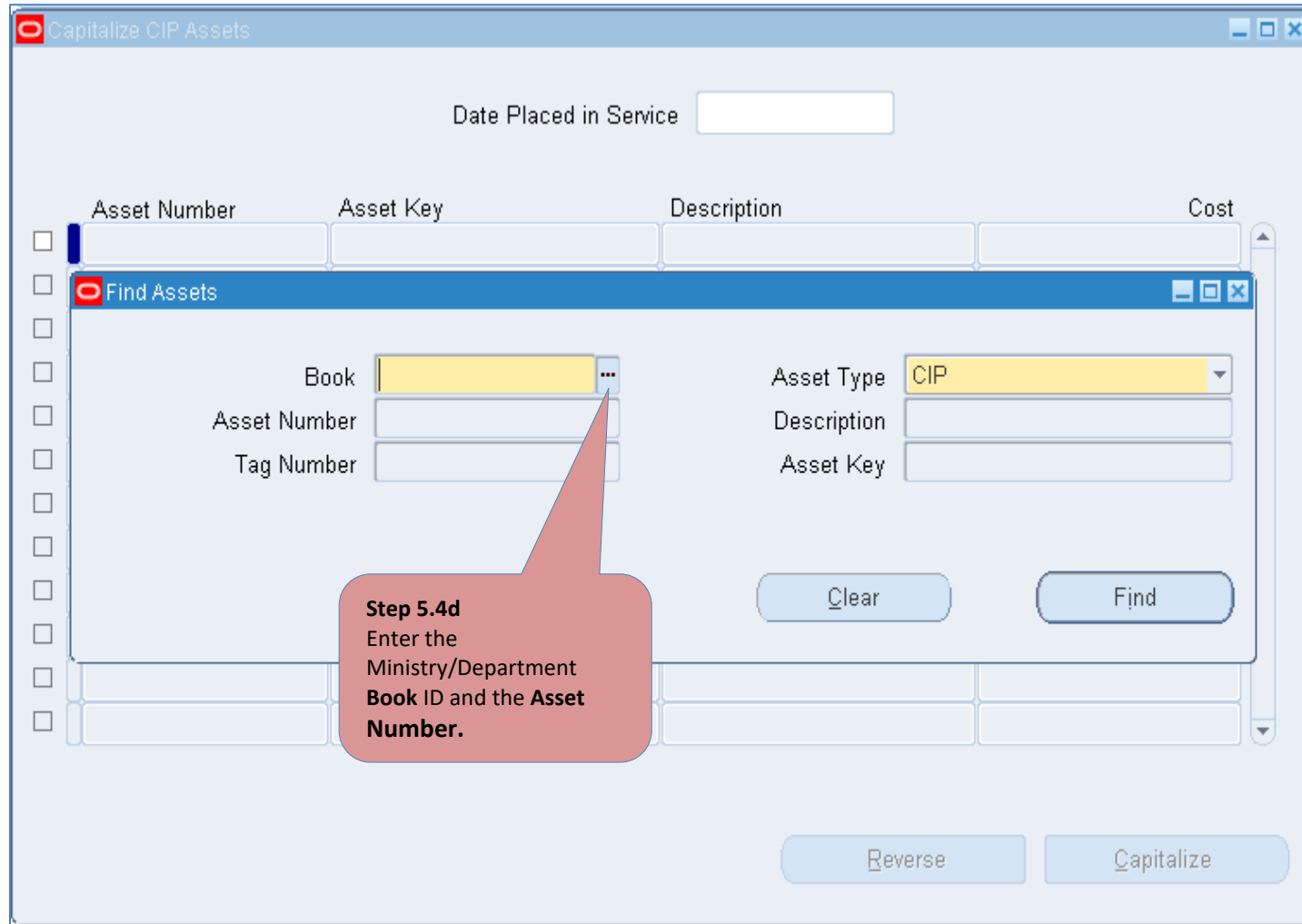
# The Government Asset Register (GAR)

## 5.4 Capitalize CIP Assets (Continued)



# The Government Asset Register (GAR)

## 5.4 Capitalize CIP Assets (Continued)



Date Placed in Service

Asset Number	Asset Key	Description	Cost
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

**Find Assets**

Book

Asset Number

Tag Number

Asset Type

Description

Asset Key

**Step 5.4d**  
Enter the Ministry/Department Book ID and the Asset Number.

# The Government Asset Register (GAR)

## 5.4 Capitalize CIP Assets (Continued)

Date Placed in Service

Asset Number	Asset Key	Description	Cost
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

**Find Assets**

Book  Asset Type

Asset Number  Description

Tag Number  Asset Key

**Step 5.4e**  
Click on Find

# The Government Asset Register (GAR)

## 5.4 Capitalize CIP Assets (Continued)

Capitalize CIP Assets

Date Placed in Service

	Asset Number	Asset Key	Description	Cost
<input checked="" type="checkbox"/>	13411	ADDITION BY PURCHASE	Toyota Corolla Sedan car	1,900,000.00
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

**Step 5.4f**  
Record the asset Commissioning date i.e **Date Placed in Service**

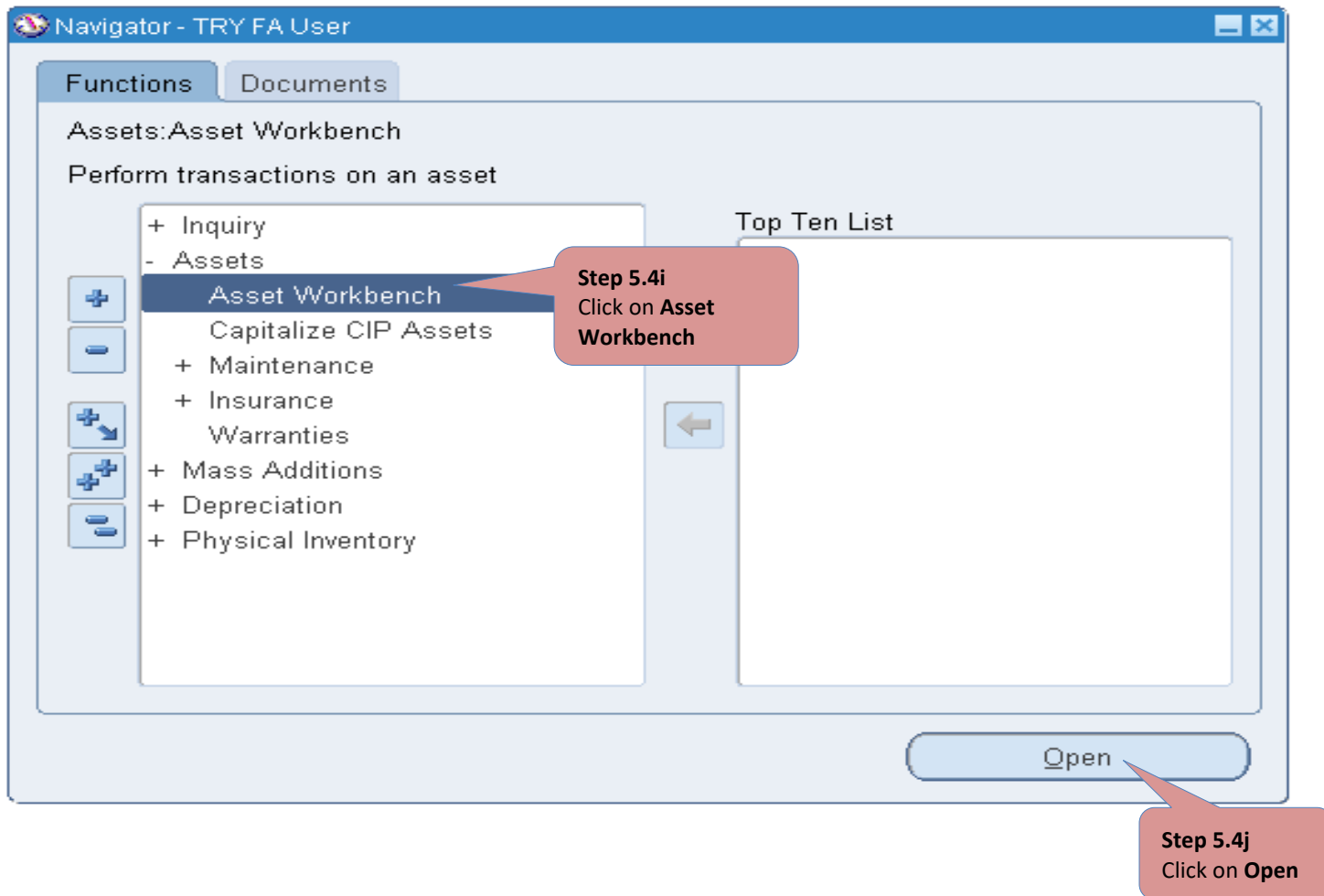
**Step 5.4g**  
Tick the box

**Step 5.4h**  
Click on **Capitalize**

# The Government Asset Register (GAR)

## 5.4 Capitalize CIP Assets (Continued)

The GAR User should follow the steps below to check whether the asset has been Capitalized.



# The Government Asset Register (GAR)

## 5.4 Capitalize CIP Assets (Continued)

**Find Assets**

**By Asset Detail**

Asset Number  Description

Tag Number  Category

Serial Number  Asset Key

Warranty Number  Asset Type

Status

**By Book**

Book  Group Asset

Dates in Service  -   Show Disabled Groups

**By Assignment**

Employee Name  Employee Number

Expense Account  Location

**By Source Line**

Supplier Name  Supplier Number

Invoice Number  Line Number

PO Number  Source Batch

Project Number  Task Number

**By Lease**

Lease Number  Lessor

Description

**Step 5.4m**  
Click on **Find**



# The Government Asset Register (GAR)

## 5.4 Capitalize CIP Assets (Continued)

Asset Number: 13411  
Cost: 1,900,000.00  
Status:   
Asset Type: Capitalized  
New Cost: 1,900,000.00  
 Amortize Adjustment  
Amortization Start Date:   
PO Number:   
Project Number:   
 Material Indicator  
Source Batch:   
Task Number:   
Buttons: Project Details..., Transfer to..., Retire, Done, Cancel

Invoice Number	Invoice Line	Description	Distribution Line	Active	Supplier Name	Supplier Number	Line Amount	Transfer Amount [ ]
325060103		TRY/20/0093 - CAR		<input checked="" type="checkbox"/>	TOYOTA (MAURITIUS)	C07060975	1,200,000.00	
		Retention-5%		<input checked="" type="checkbox"/>	TOYOTA (MAURITIUS)	C07060975	95,000.00	
		2nd Payment		<input checked="" type="checkbox"/>	TOYOTA (MAURITIUS)	C07060975	605,000.00	
				<input type="checkbox"/>				
				<input type="checkbox"/>				
				<input type="checkbox"/>				
				<input type="checkbox"/>				
				<input type="checkbox"/>				
				<input type="checkbox"/>				
				<input type="checkbox"/>				

**Step 5.4o**  
Note: Asset Type has been changed to **Capitalized**

**Step 5.4p**  
Click on Done

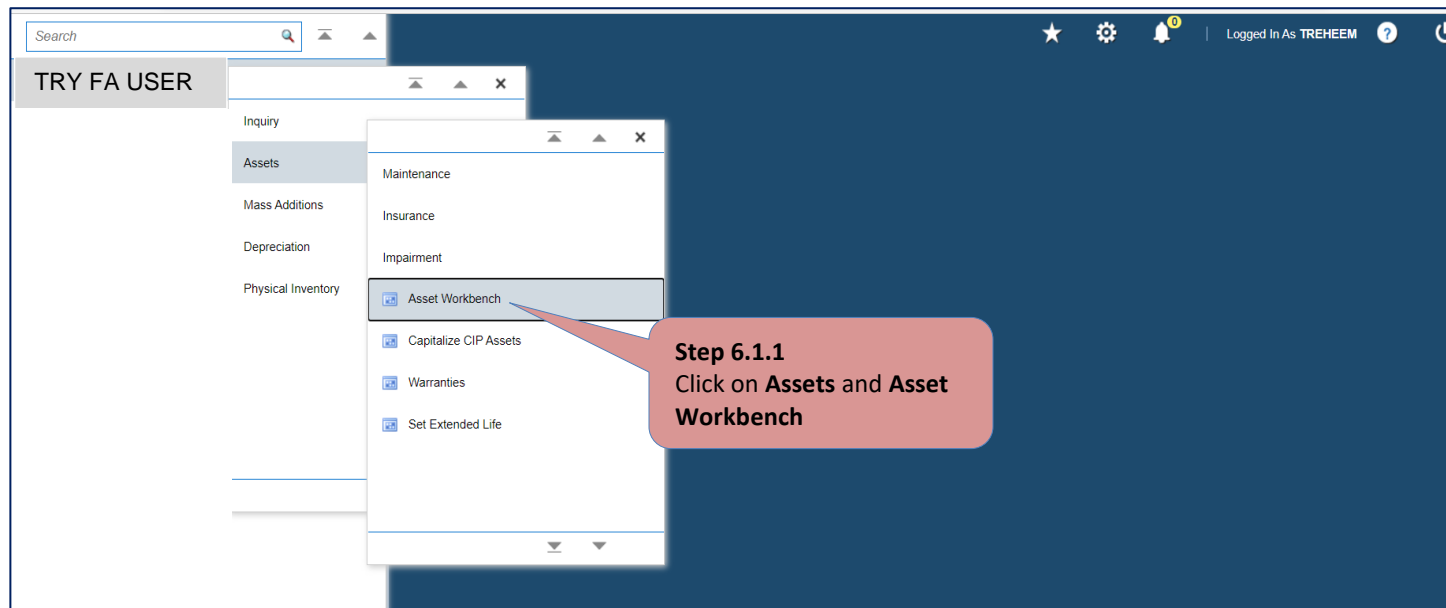
# The Government Asset Register (GAR)

## 6.0 Asset Transfer

An asset may be transferred within a Ministry/Department (**same asset book**) or to another Ministry/Department (**another asset book**).

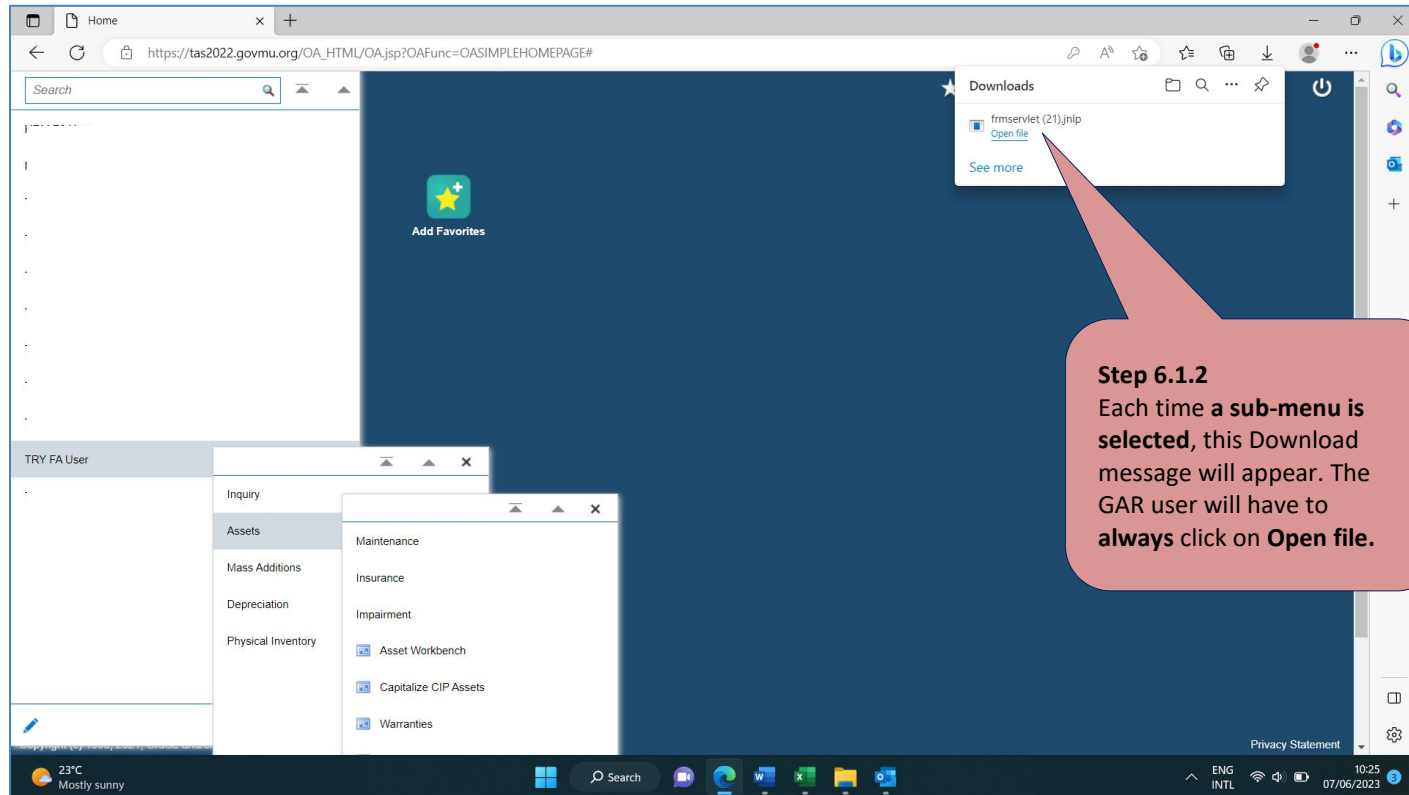
### 6.1 Asset Transfer within a Ministry/Department – Same Asset Book

An asset can be reassigned to another employee or location. These changes are done using **Assignments** screen. Transfer **within** a Ministry /Department refers to **a change in asset location**.



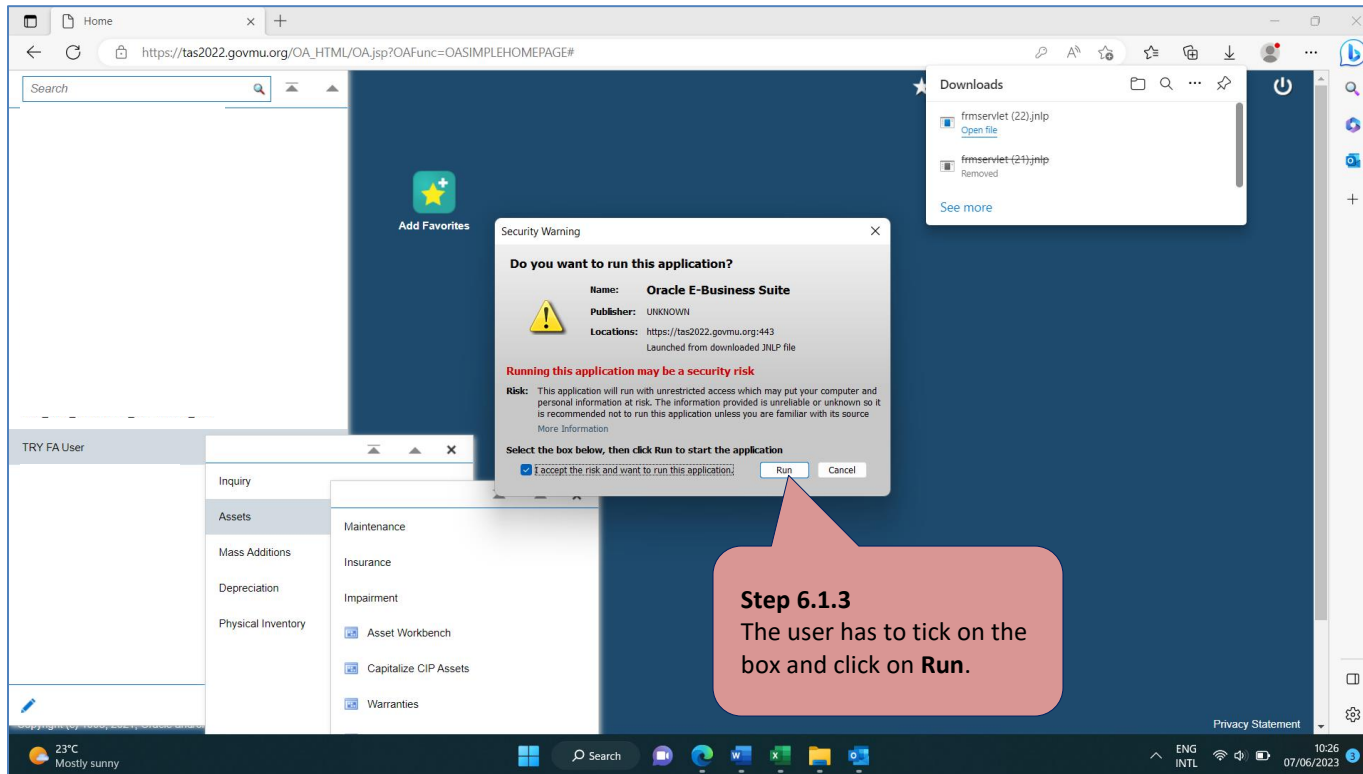
# The Government Asset Register (GAR)

## 6.1 Asset Transfer within same Ministry/Department – Same Asset Book (Continued)



# The Government Asset Register (GAR)

## 6.1 Asset Transfer within same Ministry/Department – Same Asset Book (Continued)



# The Government Asset Register (GAR)

## 6.1 Asset Transfer within same Ministry/Department – Same Asset Book (Continued)

**Find Assets**

**By Asset Detail**

Asset Number  Description

Tag Number  Category

Serial Number  Asset Key

Warranty Number  Asset Type

Status

**By Book**

Book  Group Asset

Dates in Service   Show Disabled Groups

**By Assignment**

Employee Name  Employee Number

Expense Account  Location

**By Source Line**

Supplier Name  Supplier Number

Invoice Number  Line Number

PO Number  Source Batch

Project Number  Task Number

**By Lease**

Lease Number  Lessor

Description

**Step 6.1.6**  
Click on Find





# The Government Asset Register (GAR)

## 6.1 Asset Transfer within same Ministry/Department – Same Asset Book (Continued)

**Step 6.1.10**  
The Expense account will remain the same

**Step 6.1.9**  
Insert value 1 in the Unit change to show that the asset has been transferred to the new employee

**Step 6.1.11**  
Update new location

**Step 6.1.12**  
Click on OK

Unit Change	Units	Employee Name	Number	Expense Account	Location
-1	1	KALLYCHURN, Mr. AVINASH	55910	TRY.0.22999905.0.0.0.0.0.0	TRY.LP025.BR002.F000.CO.RD
1	1	APPANAH, Miss YAKSHI	21808	TRY.0.22999905.0.0.0.0.0.0	

Location Flexfield details:  
Ministry/Department: TRY (Treasury)  
Locality: LP025 (Port Louis)  
Building: BR002 (Rabadia Building)  
Floor: F003 (3)  
Section: CA003 (Accounts Section)  
Room/Office/Ward: RF004 (Finance No 1)

# The Government Asset Register (GAR)

## 6.1 Asset Transfer within same Ministry/Department – Same Asset Book (Continued)

Asset Number: 13411  
Book: TRY  
Reference Number:   
Transfer Date: 30-JUN-2021  
Comments:   
Total Units: 1  
Unit of Measure:   
Units to Assign: 0 [ ]

Unit Change	Units	Employee Name	Number	Expense Account	Location
-1	1	KALLYCHURN, Mr. AVINASH	55910	TRY.0.22999905.0.0.0.0.0.0	TRY.LP025.BR002.F000.CO.R0
1	1	APPANAH, Miss YAKSHI	21808	TRY.0.22999905.0.0.0.0.0.0	TRY.LP025.BR002.F003.CA003.RF004

Done Cancel

**Step 6.1.13**  
Click on Done

# The Government Asset Register (GAR)

## 6.1 Asset Transfer within same Ministry/Department – Same Asset Book (Continued)

The following confirmation message is displayed:

Asset Number: 13411      Reference Number: 71137  
Book: TRY      Transfer Date: 30-JUN-2021  
Comments:      Unit of Measure:      [ ]  
Distribution Set:      Units to Assign: 0      [ ]  
Total Units: 1

Unit Change	Units	Employee Name	Number	Expense Account	Location
-1	1	KALLYCHURN, Mr. AVINASH	55910		
1	1	APPANAH, Miss YAKSHI	21808		

FRM-40400: Transaction complete: 3 records applied and saved.

OK

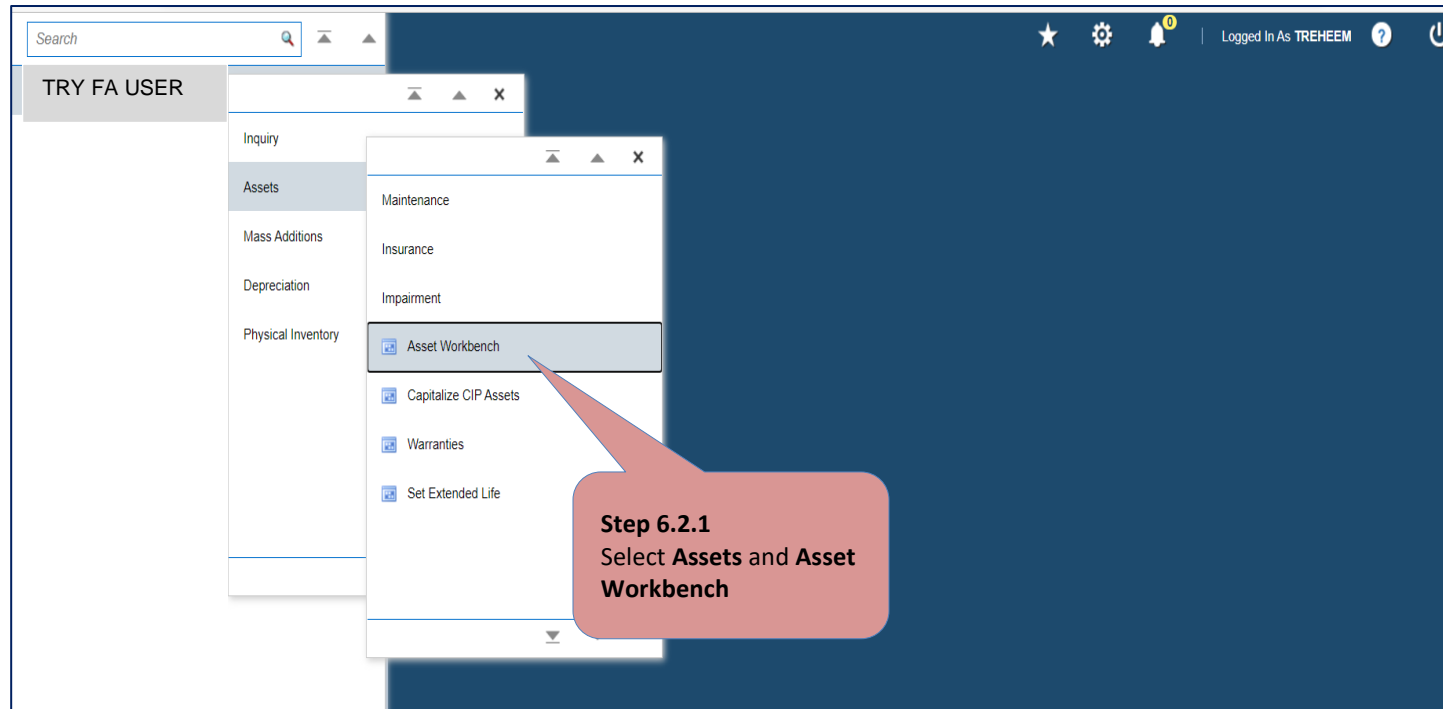
Done      Cancel

**Step 6.1.14**  
Click on **OK**.

## The Government Asset Register (GAR)

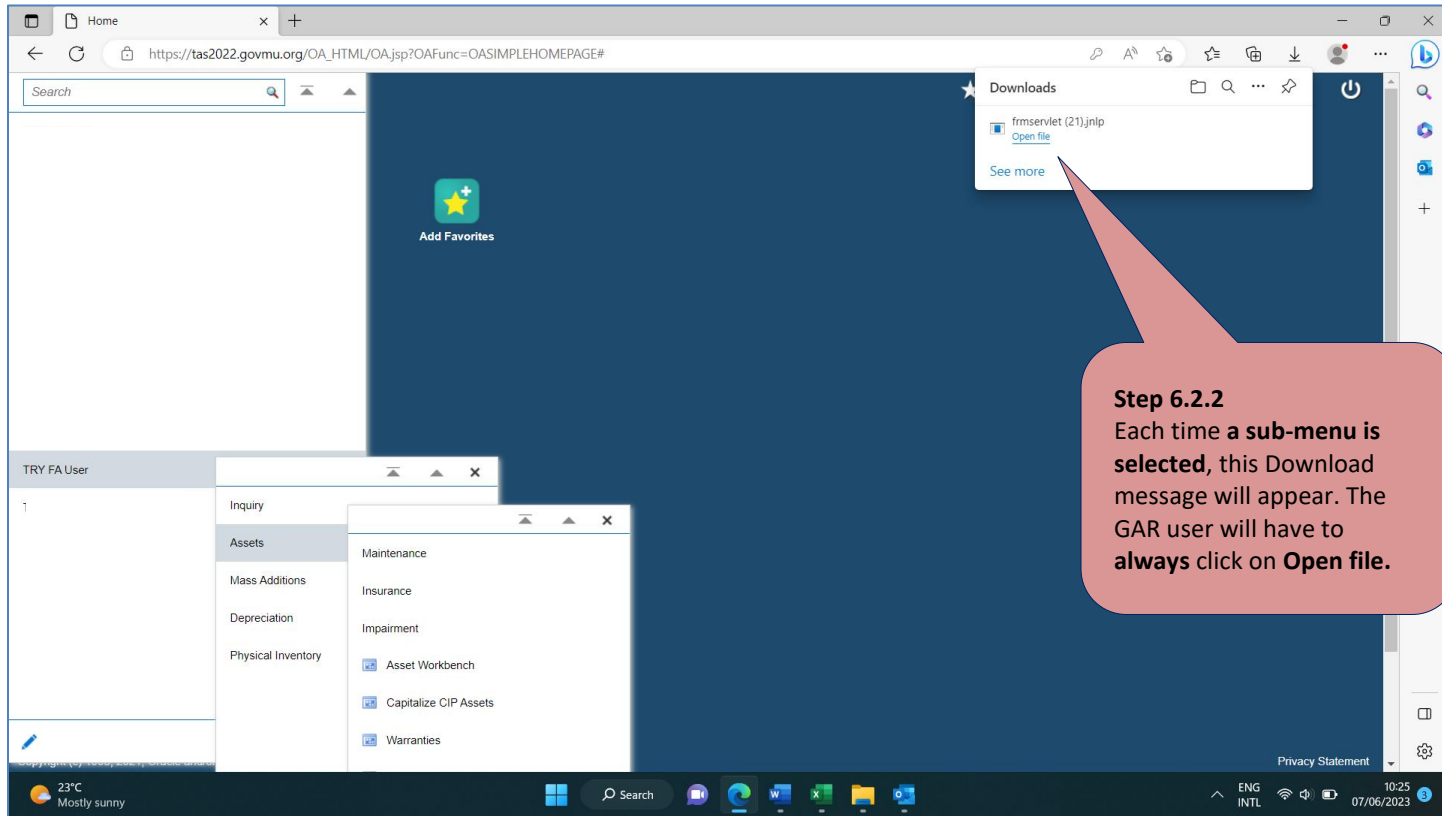
### 6.2 Asset Transfer to another Ministry/Department –Book

When an asset is transferred from one Ministry/Department to another Ministry/Department, the transfer should be recorded on the basis of the relevant GF5. The transferor Ministry/Department refers to **asset retirement** in the Asset Book from which the asset is transferred and *an addition* in the Asset Book to which the asset is transferred (transferee Ministry/Department).



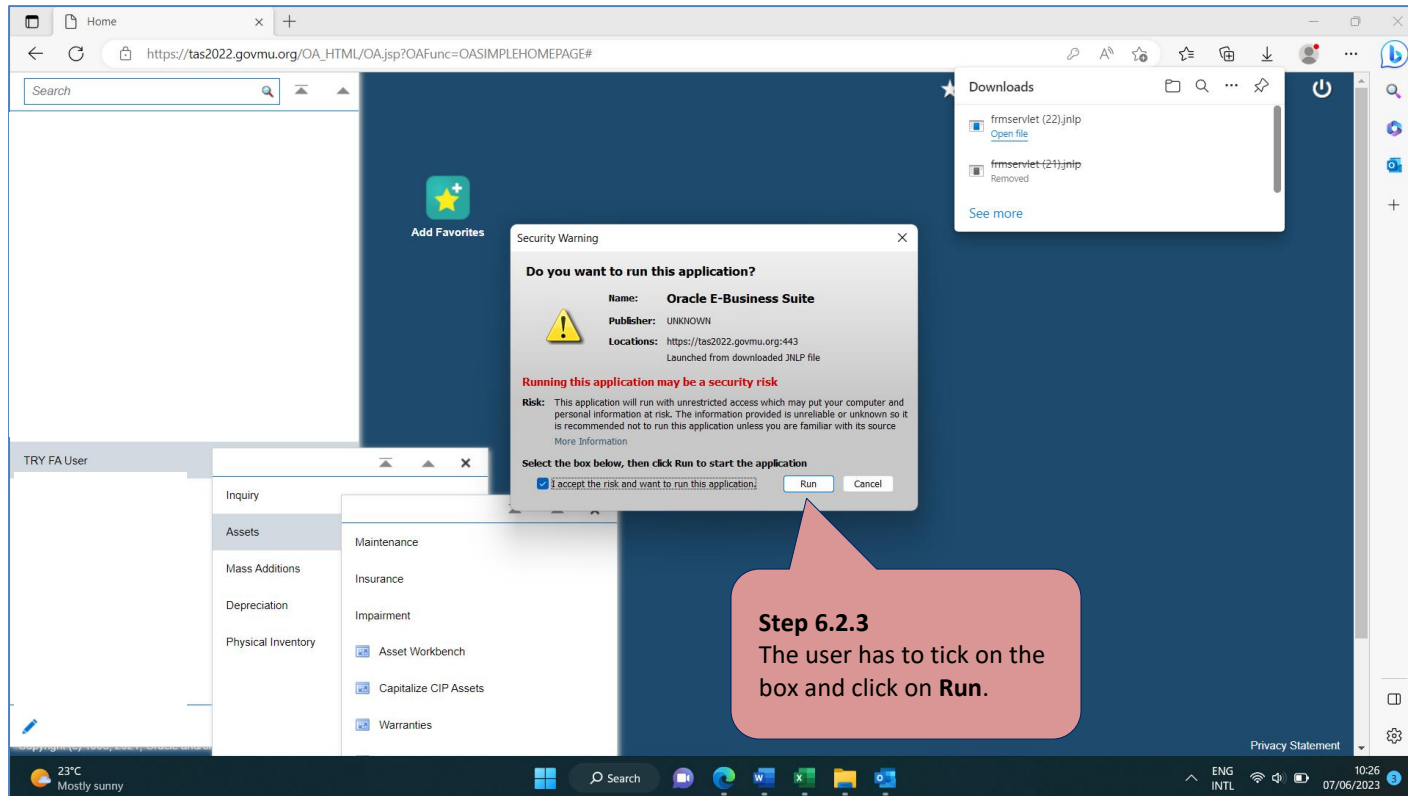
# The Government Asset Register (GAR)

## 6.2 Asset Transfer to another Ministry/Department – Another Asset Book (Continued)



# The Government Asset Register (GAR)

## 6.2 Asset Transfer to another Ministry/Department – Another Asset Book (Continued)



# The Government Asset Register (GAR)

## 6.2 Asset Transfer to another Ministry/Department – Another Asset Book (Continued)

The screenshot shows the 'Find Assets' application window with the following sections and fields:

- By Asset Detail:** Asset Number (13357), Tag Number, Serial Number, Warranty Number, Status, Description, Category, Asset Key, Asset Type.
- By Book:** Book (TRY), Dates in Service, Group Asset, Show Disabled Groups (checkbox).
- By Assignment:** Employee Name, Employee Number, Expense Account, Location.
- By Source Line:** Supplier Name, Supplier Number, Invoice Number, Line Number, PO Number, Source Batch, Project Number, Task Number.
- By Lease:** Lease Number, Lessor, Description.

Callout boxes indicate the following steps:

- Step 6.2.4:** Insert Asset Number to be transferred (points to the Asset Number field).
- Step 6.2.5:** Insert the Asset Book (points to the Book field).
- Step 6.2.6:** Click on Find (points to the Find button).

Buttons at the bottom: Clear, Additions, QuickAdditions, Find.



# The Government Asset Register (GAR)

## 6.2 Asset Transfer to another Ministry/Department – Another Asset Book (Continued)

**Retirements**

Asset Number: 13357  
Book: TRY  
Comments:

Reference Number:   
Retire Date: 30-JUN-2021  
Status: Pending

**Retirement Details**

Current Units	1	Current Cost	100,001.00
Units Retired	1	Cost Retired	100,001.00
Retirement Type	<input type="text"/>	Proceeds of Sale	0.00
Retirement Convention	PAMS_PCONV	Cost of Removal	0.00
Straight Line Method	<input type="text"/>	Gain/Loss Amount	<input type="text"/>
Check/Invoice	<input type="text"/>	Life Years	<input type="text"/>
Trade in Asset	<input type="text"/>	Months	<input type="text"/>
		Sold To	<input type="text"/>
		Description	<input type="text"/>

**Group Asset**

Group Asset	<input type="text"/>	Recognize Gain and Loss	<input type="text"/>
Reduction Rate	<input type="text"/> %	Prior Year Reserve Retired	<input type="text"/>
Reserve Retired	<input type="text"/>		

Buttons: Subcomponents, Reinststate, Done, Cancel

**Step 6.2.8**  
Insert Asset Book

**Step 6.2.9**  
Insert the date that the asset has been transferred to another Ministry/Dept

**Step 6.2.10**  
Insert the Cost of the Asset being transferred.

# The Government Asset Register (GAR)

## 6.2 Asset Transfer to another Ministry/Department – Another Asset Book (Continued)

The screenshot shows the 'Retirements' window with the following fields:

- Asset Number: 13357
- Book: TRY
- Reference Number: [Empty]
- Retire Date: 30-JUN-2021
- Status: Pending
- Current Units: 1
- Units Retired: 1
- Current Cost: 100,001.00
- Cost Retired: 100,001.00
- Retirement Convention: PAMS\_PCONV
- Retirement Type: [Empty]
- Group Asset: [Empty]
- Reduction Rate: [Empty] %
- Reserve Retired: [Empty]

The 'Retire Types' dialog box is open, displaying a list of disposal types:

Type	Description
DISP- DEST/DUMP	Disposal through Destruction/Dumping
DISP- DONATION	Asset donated to other Organisation
DISP- LOAN(M/D)	Asset on Loan to Other Mins/Dept
DISP- LOAN(OGB)	Asset on Loan to Other Govt Bodies
DISP- LOSS	Asset Lost during the Year
DISP- SALES	Disposal by Sales/Auction
DISP- TFR (M/D)	Asset Transferred to other Mins/Dept
DISP- TFR (OGB)	Asset Transferred to other Other Govt Bodies
DISP-ADJUSTMENT	Adjustment for Assets Wrongly Recorded in GAR

**Step 6.2.11**  
Select Retirement Type

**Step 6.2.12**  
Select DISP- TFR (M/D)

**Step 6.2.13**  
Click on OK

# The Government Asset Register (GAR)

## 6.2 Asset Transfer to another Ministry/Department – Another Asset Book (Continued)

**Retirements**

Asset Number	13357	Reference Number	
Book	TRY	Retire Date	30-JUN-2021
Comments		Status	Pending [ ]

**Retirement Details**

Current Units	1	Current Cost	100,001.00
Units Retired	1	Cost Retired	100,001.00
Retirement Type	DISP- TFR (M/D)	Proceeds of Sale	0.00
Retirement Convention	PAMS_PCONV	Cost of Removal	0.00
Straight Line Method		Gain/Loss Amount	
Check/Invoice		Life Years	Months
Trade in Asset		Sold To	
		Description	[ ]

**Group Asset**

Group Asset		Recognize Gain and Loss	
Reduction Rate	%	Prior Year Reserve Retired	
Reserve Retired			

Subcomponents Reinststate Done Cancel

**Step 6.2.14**  
Click on Done

# The Government Asset Register (GAR)

## 6.2 Asset Transfer to another Ministry/Department – Another Asset Book (Continued)

The following confirmation window will appear:

Retirements

Asset Number: 13357  
Book: TRY  
Comments: [ ]

Reference Number: 72123  
Retire Date: 30-JUN-2021  
Status: Pending [ ]

Retirement Details

Current Units: 1  
Units Retired: 1  
Retirement Type: DISP- TFR (M/D)

Current Cost: 100,001.00  
Cost Retired: 100,001.00

Retirement Convention: PAMS\_PCONV

Straight Line Method: [ ]  
Check/Invoice: [ ]  
Trade in Asset: [ ]

Group Asset

Group Asset: [ ]  
Reduction Rate: [ ] %  
Reserve Retired: [ ]

Recognize Gain and Loss: [ ]  
Prior Year Reserve Retired: [ ]

Subcomponents | Reinstate | Done | Cancel

Forms

FRM-40400: Transaction complete: 1 records applied and saved.

OK

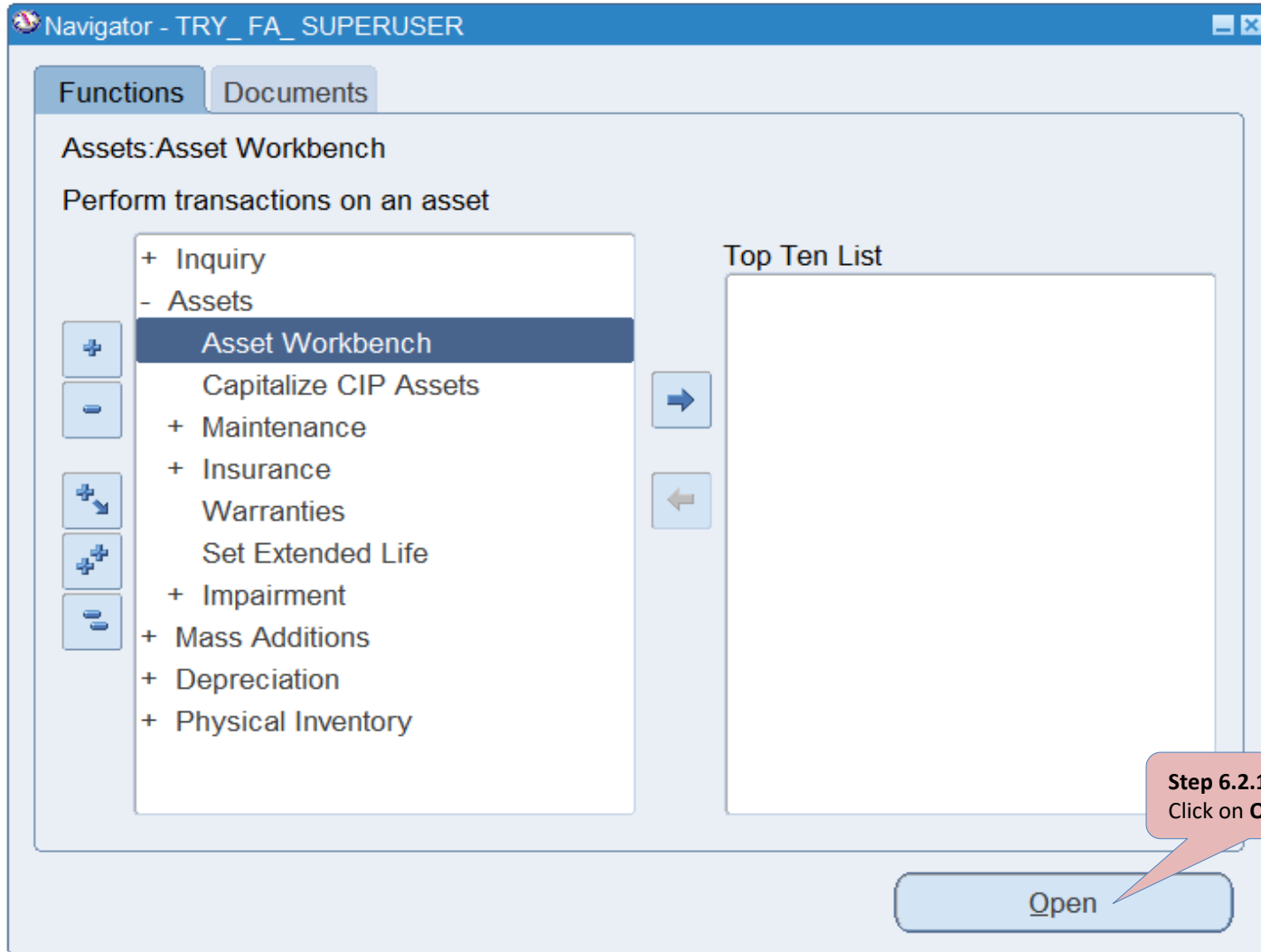
**Step 6.2.15**  
Click on OK

**Step 6.2.16**  
Click on Done

## The Government Asset Register (GAR)

### 6.2 Asset Transfer to another Ministry/Department – Another Asset Book (Continued)

Once step 6.2.12 has been completed, the GAR User must fill in the details in the DFF



# The Government Asset Register (GAR)

## 6.2 Asset Transfer to another Ministry/Department – Another Asset Book (Continued)

**Find Assets**

**By Asset Detail**

Asset Number  Description

Tag Number  Category

Serial Number  Asset Key

Warranty Number  Asset Type

Status

**By Book**

Book  Group Asset

Dates in Service  -   Show Disabled Groups

**By Assignment**

Employee Name  Employee Number

Expense Account  Location

**By Source Line**

Supplier Name  Supplier Number

Invoice Number  Line Number

PO Number  Source Batch

Project Number  Task Number

**By Lease**

Lease Number  Lessor

Description

**Step 6.2.18**  
Type the **Asset Number**.

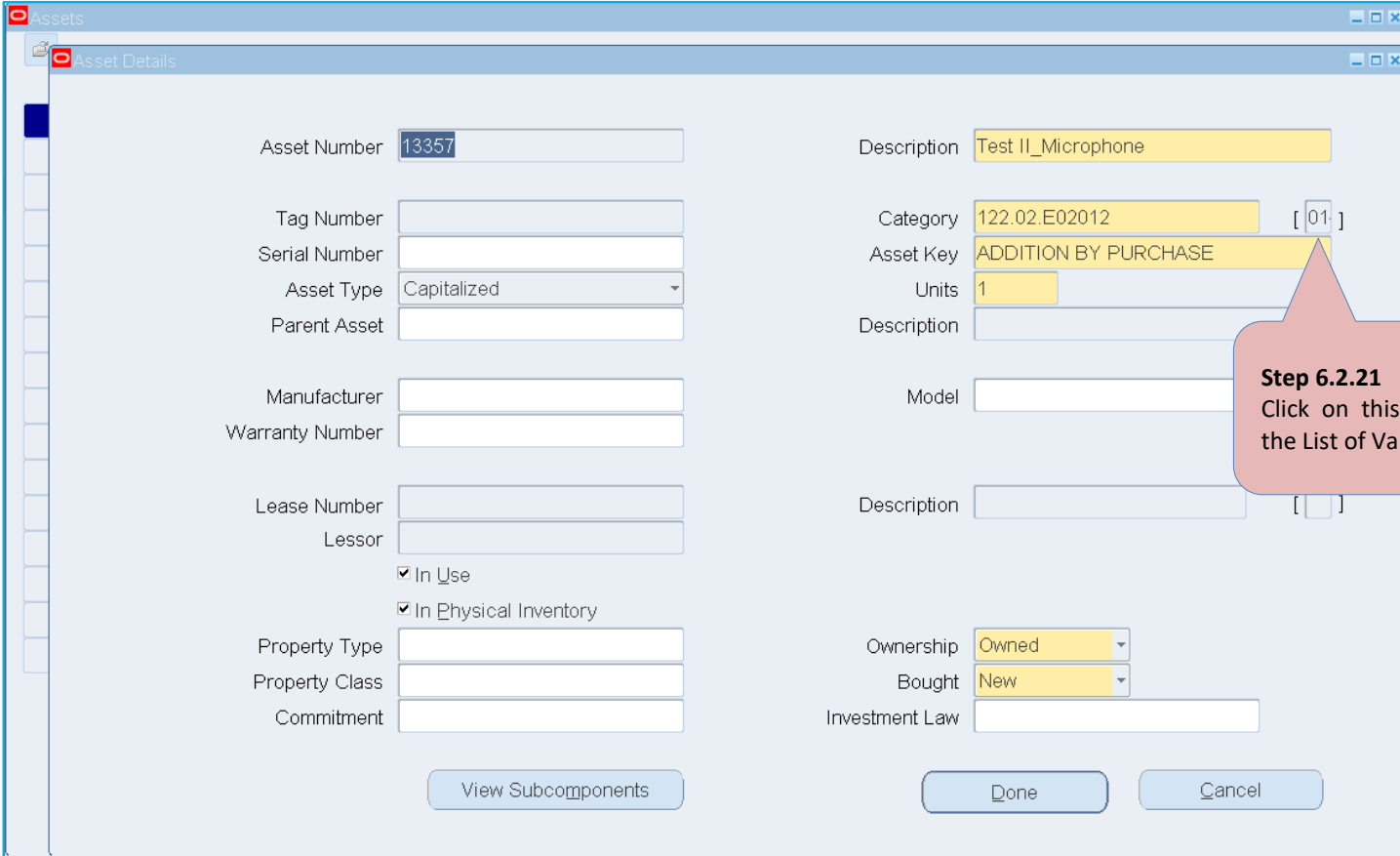
**Step 6.2.19**  
Click on **Find**



# The Government Asset Register (GAR)

## 6.2 Asset Transfer to another Ministry/Department – Another Asset Book (Continued)

In the Asset details screen, the GAR User should click  on the



The screenshot shows the 'Asset Details' window with the following fields and values:

- Asset Number: 13357
- Tag Number: (empty)
- Serial Number: (empty)
- Asset Type: Capitalized
- Parent Asset: (empty)
- Manufacturer: (empty)
- Warranty Number: (empty)
- Lease Number: (empty)
- Lessor: (empty)
- In Use:
- In Physical Inventory:
- Property Type: (empty)
- Property Class: (empty)
- Commitment: (empty)
- Description: Test II\_Microphone
- Category: 122.02.E02012 [ 01 ]
- Asset Key: ADDITION BY PURCHASE
- Units: 1
- Model: (empty)
- Ownership: Owned
- Bought: New
- Investment Law: (empty)

A callout box points to the 'List of Values' icon (three dots in a square) next to the 'Asset Key' field, with the text: **Step 6.2.21** Click on this icon for the List of Values.

# The Government Asset Register (GAR)

## 6.2 Asset Transfer to another Ministry/Department – Another Asset Book (Continued)

The screenshot shows the 'Asset Details' window with the following fields:

- Asset Nun: 13357
- Description: Test II Microphone
- Tag Number: [Empty]
- Serial Number: [Empty]
- Asset Type: Capitalized
- Parent Asset: [Empty]
- Manufacturer: Alcatel
- Warranty Number: [Empty]
- Lease Number: [Empty]
- Lessor: [Empty]
- In Use
- In Physical Inventory
- Property Type: [Empty]
- Property Class: [Empty]
- Commitment: [Empty]
- Ownership: Owned
- Bought: New
- Investment Law: [Empty]

The 'Asset Category' dialog box is open, showing:

- Date of Purchase: [Empty]
- Date of Delivery: [Empty]
- Date of Installation: [Empty]
- Commissioning Date: [Empty]
- Context Value: [Empty]
- Buttons: OK, Cancel, Clear, Help

Buttons at the bottom of the main window: View Subcomponents, Done, Cancel.

**Step 6.2.22**  
Click on the three dots at the end of the **Context Value** field for the full list of DFF.

## The Government Asset Register (GAR)

### 6.2 Asset Transfer to another Ministry/Department – Another Asset Book (Continued)

After completing **Step 6.2.23**, the following screen will appear:

The screenshot displays two overlapping windows from the Government Asset Register (GAR) software. The background window is titled "Asset Details" and shows the following fields:

- Asset Number: 13357
- Description: Test II\_Microphone
- Tag Number: [Empty]
- Serial Number: [Empty]
- Asset Type: Capitalized
- Parent Asset: [Empty]
- Manufacturer: [Empty]
- Warranty Number: [Empty]
- Lease Number: [Empty]
- Lessor: [Empty]
- In Use
- In Physical Inventory
- Property Type: [Empty]
- Property Class: [Empty]
- Commitment: [Empty]
- View Subcode: [Empty]

The foreground window is titled "Asset Category" and contains the following fields:

- Date of Purchase: 01-JUN-2020
- Date of Delivery: [Empty]
- Date of Installation: [Empty]
- Commissioning Date: [Empty]
- Context Value: Other Asset Information
- General Information: General Information
- Transfer From: [Empty]
- Transfer To: [Empty]
- Transfer Date (DD-MON-YYYY): [Empty]
- Original Asset Number: [Empty]
- GF1/GF5 reference: GF01/001
- Area (Sq.m): [Empty]
- Other Address: [Empty]
- Vehicle Information: Vehicle Information
- Chassis No: [Empty]
- Registration/ License Plate: [Empty]
- Building Information: Building Information
- No. of Floors: [Empty]

At the bottom of the "Asset Category" window, there are four buttons: OK, Cancel, Clear, and Help.

## The Government Asset Register (GAR)

### 6.2 Asset Transfer to another Ministry/Department – Another Asset Book (Continued)

Once the asset has been retired, the following details need to be updated:

- DFF “**Transfer To**” field- Select from the drop down list the ID of the Ministry to which the Asset has been transferred; and
- Asset Key updated to “**DISP-TFR (M/D)**”, i.e, Asset Transferred to

**Step 6.2.23**  
Update the **Transfer To** field with the ID of the Ministry/Dept to which the asset has been transferred and **Transfer Date**

**Asset Details**

Asset Number: 13357  
Description: Test II\_Microphone

Tag Number:   
Serial Number:

Lessor:   
 In Use  
 In Physical Inventory  
Property Type:   
Property Class:   
Commitment:   
View Subcode:

**Asset Category**

Date of Purchase: 01-JUN-2020  
Date of Delivery:   
Date of Installation:   
Commissioning Date:   
Context Value: Other Asset Information  
General Information: General Information  
Transfer From:   
Transfer To: HOU Ministry of Housing & Lands  
Transfer Date (DD-MON-YYYY):   
Original Asset Number:   
GF1/GF5 reference: GF01/001  
Area (Sq.m):   
Other Address:   
Vehicle Information: Vehicle Information  
Chassis No:   
Registration/ License Plate:   
Building Information: Building Information  
No. of Floors:

Buttons: OK, Cancel, Clear, Help

# The Government Asset Register (GAR)

## 6.2 Asset Transfer to another Ministry/Department – Another Asset Book (Continued)

The screenshot shows the 'Assets' software interface. A dialog box titled 'Asset Status' is open, displaying a list of asset status options. The 'DISP- TFR (M/D)' option is selected. The main form fields are as follows:

Field	Value
Description	Test II_Microphone
Category	122.02.E02012
Asset Key	DISP- TFR (M/D)
Units	1
Description	
Model	
Description	
Ownership	Owned
Bought	New
Investment Law	

Buttons: End, OK, Cancel, View Subcomponents, Done, Cancel.

**Step 6.2.24**  
Update the **Asset Key** to reflect the disposal type to **DISP-TFR (M/D)**

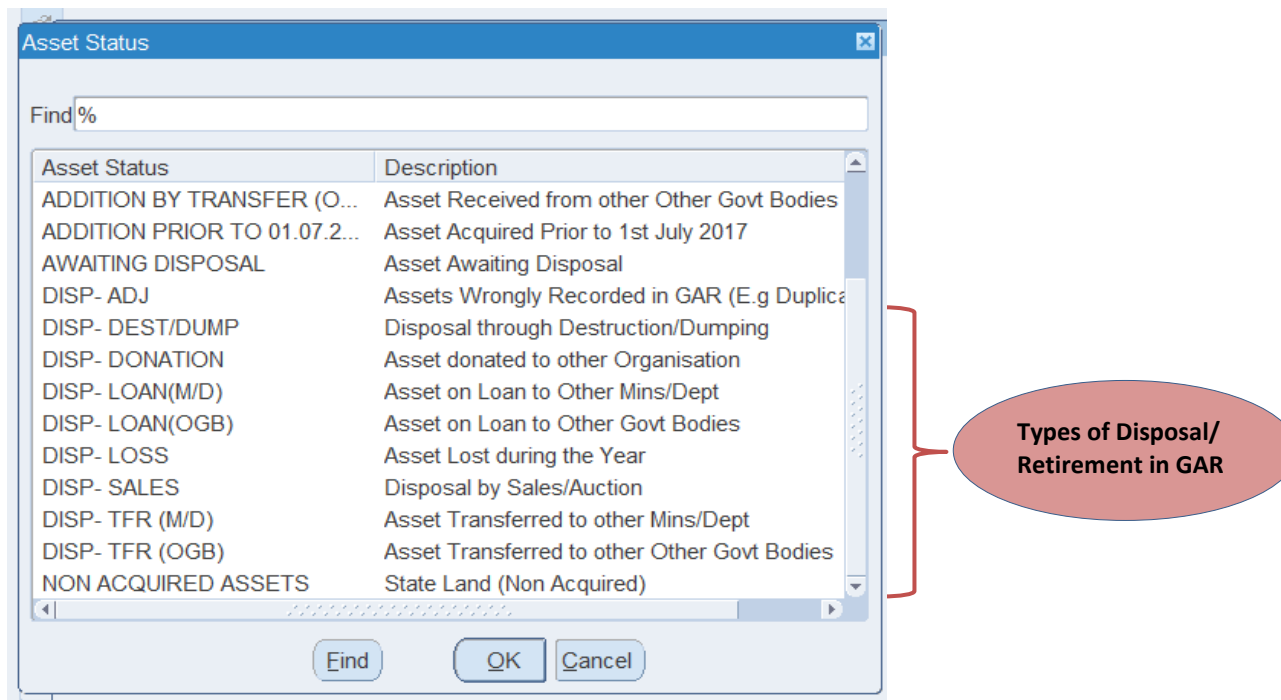
**Step 6.2.25**  
Click on **Done**.

## The Government Asset Register (GAR)

### 6.2 Asset Transfer to another Ministry/Department – Another Asset Book (Continued)

Once the above retirement/disposal processes have been completed, the user should send a correspondence to the GAR Unit of the Treasury informing them of the following:

- GAR asset number of the retired asset,
- The Asset cost;
- The Asset date place in service (Commissioning Date)
- The retirement type:



- The Book ID of the Ministry/Department to which it is being transferred, when it is a transfer between Ministry/Department

## The Government Asset Register (GAR)

### 6.2 Asset Transfer to another Ministry/Department – Another Asset Book (Continued)

The Ministry/Department receiving the asset should process the asset as a **Manual Additions - Capitalised Asset (Refer to Steps at 5.1)**. It is recommended that the asset details are updated with the original asset cost and date place in service. The addition details like:

- Transfer From;
- Transfer Date; and
- Original Asset Number,

should be added in the DFF screen of the Asset Details screen.

The screenshot displays the 'Asset Details' window for an asset named 'Test II\_Microphone'. The window is divided into several sections. On the left, there is a list of fields including Asset Number, Tag Number, Serial Number, Asset Type, Parent Asset, Manufacturer, Warranty Number, Lease Number, Lessor, Property Type, Property Class, and Commitment. A 'View Subcode' button is located below these fields. The main area of the window contains the following fields:

- Date of Purchase: 01-JUN-2020
- Date of Delivery: (empty)
- Date of Installation: (empty)
- Commissioning Date: (empty)
- Context Value: (empty)
- Other Asset Information: (empty)
- General Information: (empty)
- Transfer From: (empty) - A red arrow points to this field.
- Transfer To: Ministry of Housing & Lands - A red arrow points to this field.
- Transfer Date (DD-MON-YYYY): (empty) - A red arrow points to this field.
- Original Asset Number: (empty) - A red arrow points to this field.
- GF I/GFS reference: GF01/001
- Area (Sq.m): (empty)
- Other Address: (empty)
- Vehicle Information: (empty)
- Chassis No: (empty)
- Registration Number: (empty)
- Building Information: (empty)
- No. of Floors: (empty)

A red speech bubble with the text 'Details to update in New book on transfer' is positioned over the 'Transfer From', 'Transfer To', and 'Transfer Date' fields. At the bottom right of the window, there are buttons for 'OK', 'Cancel', 'Clear', and 'Help'.

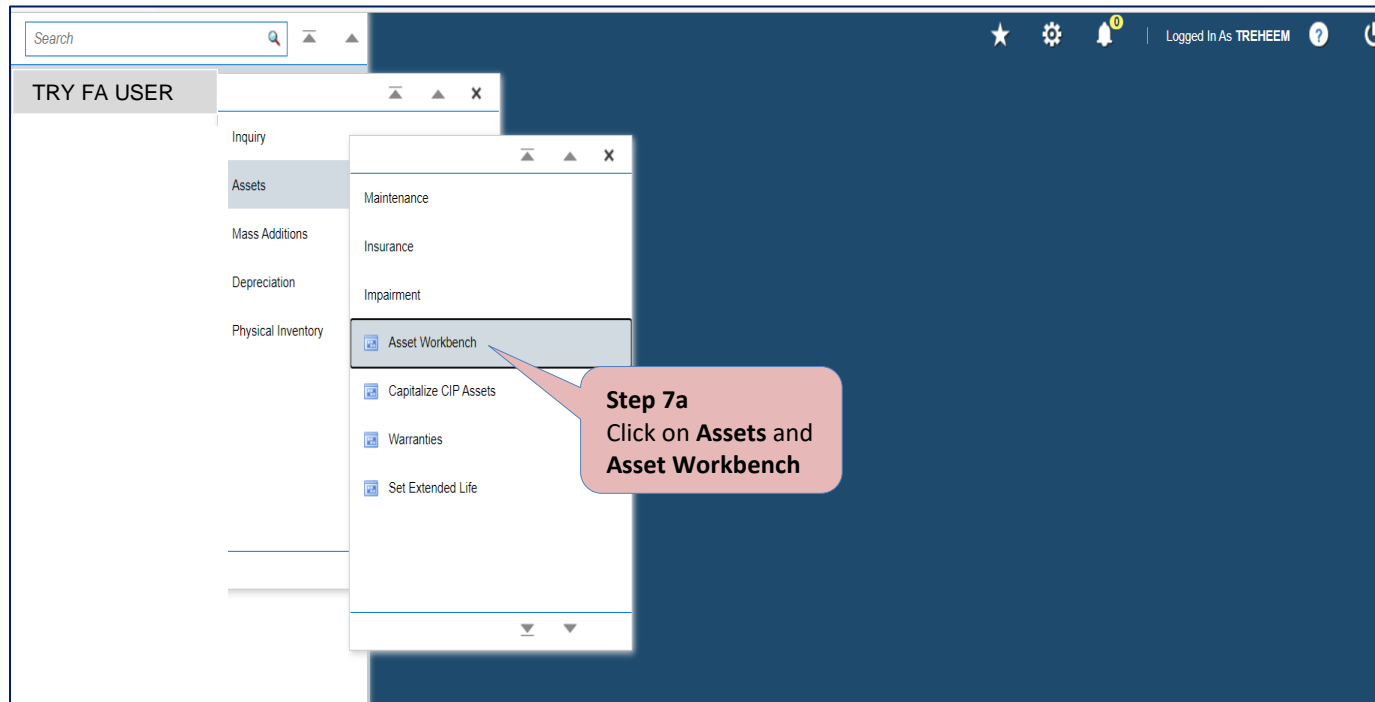
# The Government Asset Register (GAR)

## 7.0 Retirement / Partial Retirement

Retirement / Partial Retirement process refers to the removal of an asset from the asset book in the following events:

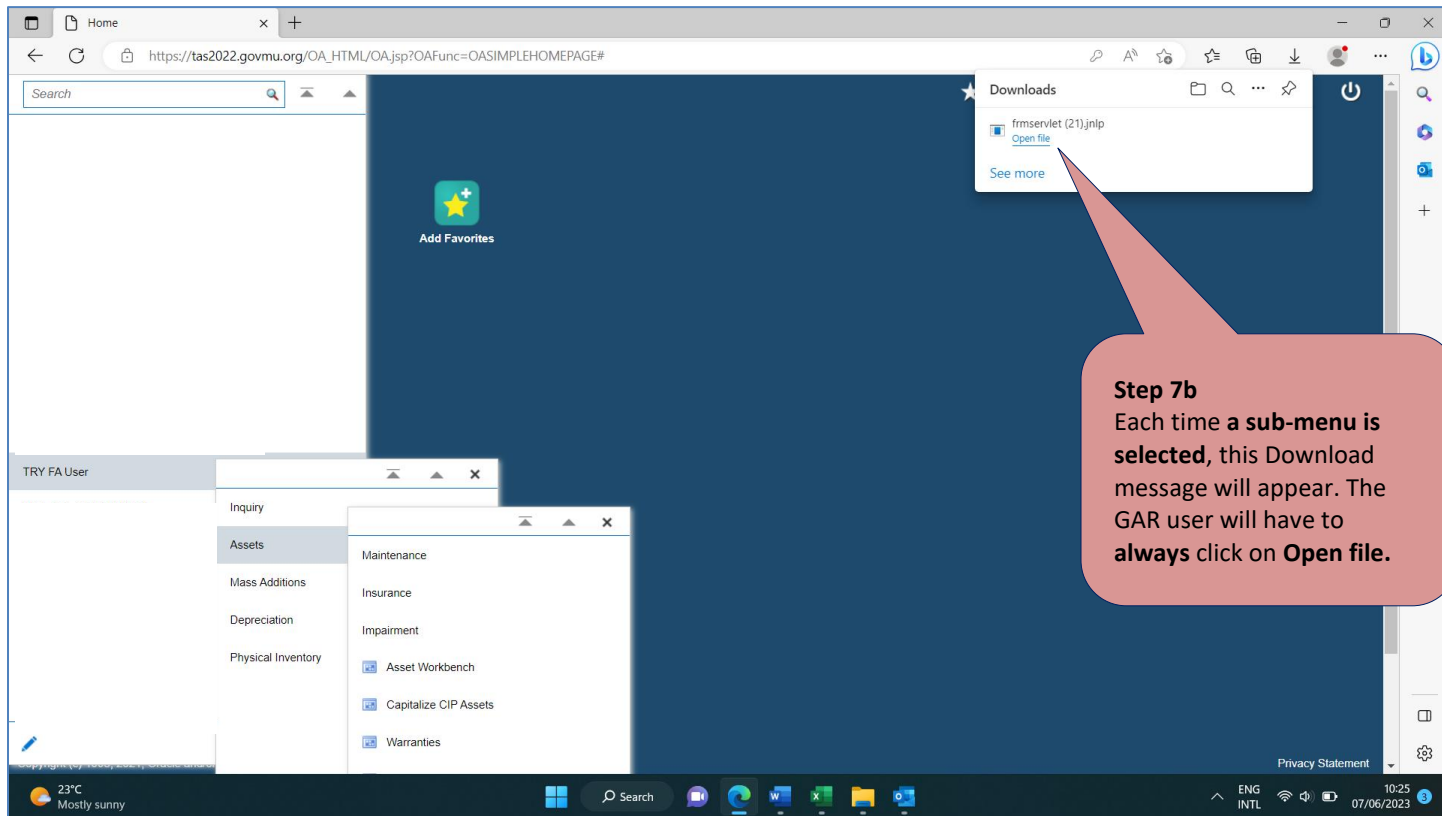
- Sale of an asset
- Destruction of an asset
- Loss of an asset
- Transfer to another Ministry/Department
- Obsolescence of an asset (which is no longer in use by the organisation)

**Note:** *The Treasury GAR unit should always be informed of any asset retirement prior to proceeding with same on the system.*



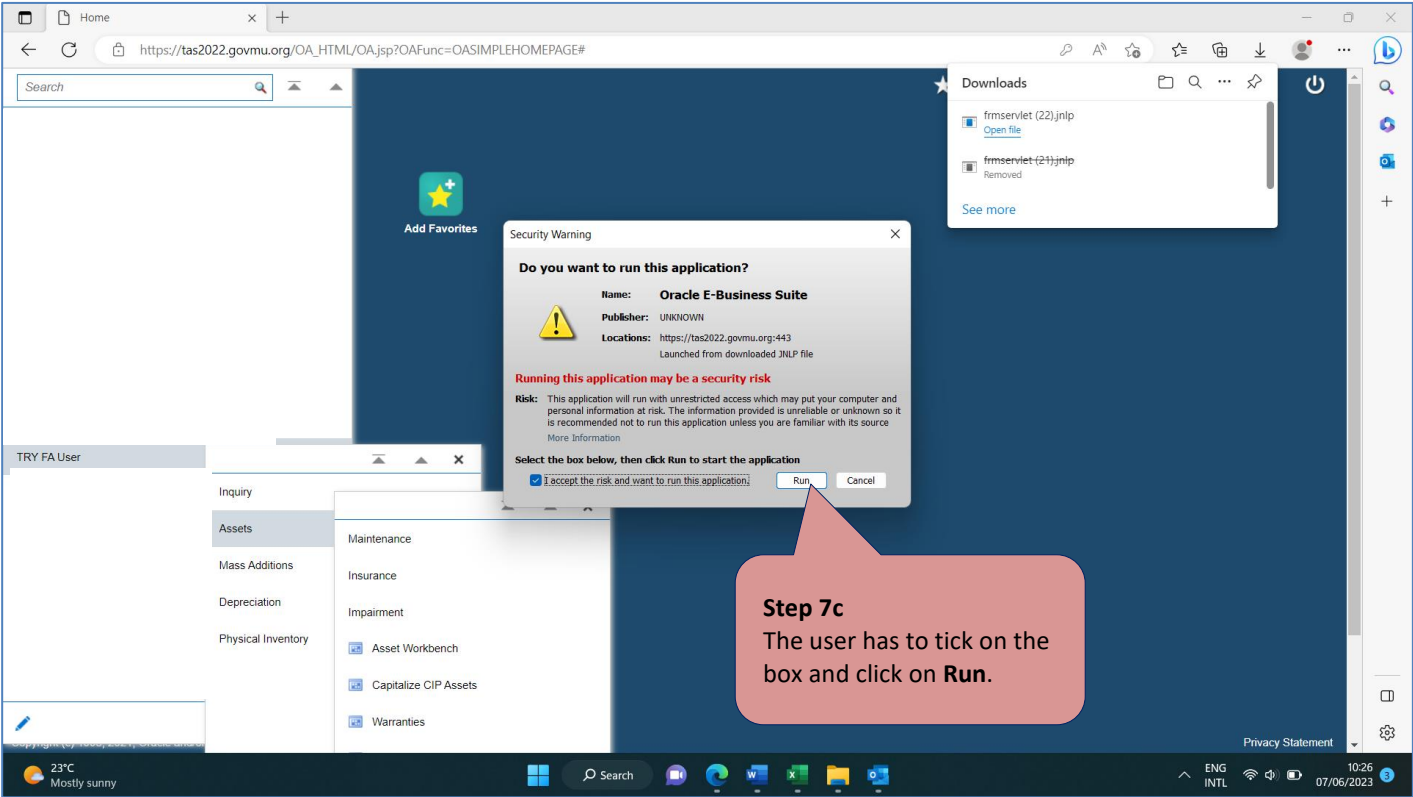
# The Government Asset Register (GAR)

## 7.0 Retirement / Partial Retirement (Continued)



# The Government Asset Register (GAR)

## 7.0 Retirement / Partial Retirement (Continued)



# The Government Asset Register (GAR)

## 7.0 Retirement / Partial Retirement (Continued)

**Find Assets**

**By Asset Detail**

Asset Number: 167065  
Tag Number:   
Serial Number:   
Warranty Number:   
Status:

Description:   
Category:  [  ]  
Asset Key:   
Asset Type:

**By Book**

Book: HRM  
Dates in Service:  -   
Group Asset:   
 Show Disabled Groups

**By Assignment**

Employee Name:   
Expense Account:   
Employee Number:   
Location:

**By Source Line**

Supplier Name:   
Invoice Number:   
PO Number:   
Project Number:   
Supplier Number:   
Line Number:   
Source Batch:   
Task Number:

**By Lease**

Lease Number:   
Description:   
Lessor:

Clear Additions QuickAdditions **Find**



# The Government Asset Register (GAR)

## 7.0 Retirement / Partial Retirement (Continued)

Retirements

Asset Number	167065	Reference Number	
Book	HRM	Retire Date	31-JUL-2022
Comments		Status	Pending [ ]

Retirement Details

Current Units	1	Current Cost	1,171,500.00
Units Retired	1	Cost Retired	1,171,500.00
Retirement Type	DISP-ADJUSTMENT	Proceeds of Sale	0.00
Retirement Convention	PAMS_PCONV	Cost of Removal	0.00
Straight Line Method		Gain/Loss Amount	
Check/Invoice		Life Years	Months
Trade in Asset		Sold To	
		Description	[ ]

Group Asset

Group Asset		Recognize Gain and Loss	
Reduction Rate	%	Prior Year Reserve Retired	
Reserve Retired			

Subcomponents Reinststate Done Cancel

**Step 7h**  
Insert Asset  
Book ID

**Step 7i**  
Insert the Units Retired  
i.e 1

**Step 7j**  
Select Retirement  
Type

**Step 7k**  
Insert Retirement Date

**Step 7l**  
Insert Proceeds of Sale  
where applicable

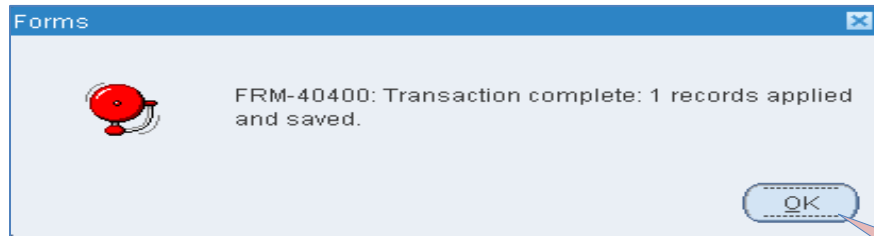
**Step 7m**  
Insert Cost of  
Removal if any

**Step 7n**  
Click on Done

## The Government Asset Register (GAR)

### 7.0 Retirement / Partial Retirement (Continued)

The following confirmation window will appear.

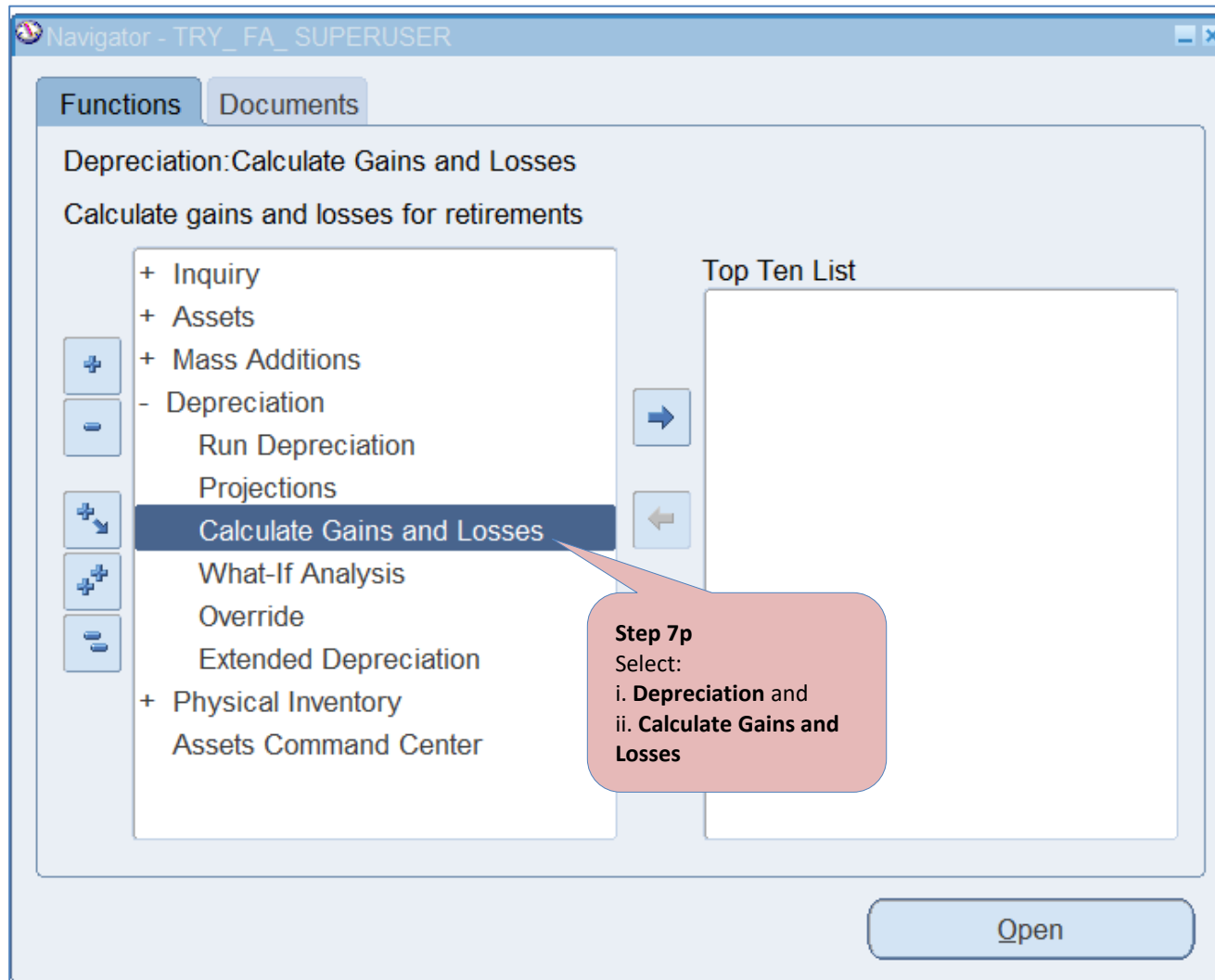


**Step 7o**  
Click on **OK**.

## The Government Asset Register (GAR)

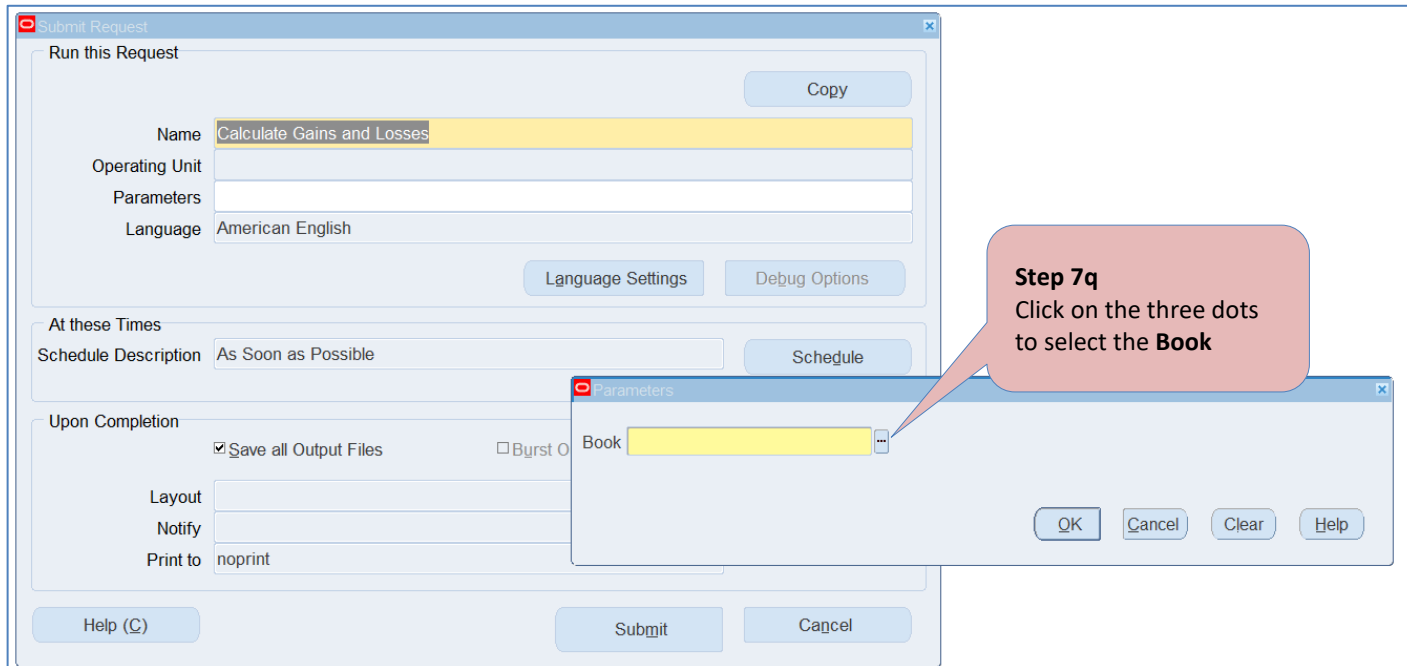
### 7.0 Retirement / Partial Retirement (Continued)

The GAR user will also have to generate a “**Calculate Gains and Losses**” report for the **Retirement** process to be complete.



# The Government Asset Register (GAR)

## 7.0 Retirement / Partial Retirement (Continued)



# The Government Asset Register (GAR)

## 7.0 Retirement / Partial Retirement (Continued)

The screenshot shows a 'Submit Request' dialog box with the following fields and options:

- Run this Request:**
  - Name: Calculate Gains and Losses
  - Operating Unit: (empty)
  - Parameters: (empty)
  - Language: American English
- At these Times:**
  - Schedule Description: As Soon as Possible
- Upon Completion:**
  - Save all Output Files
  - Burst O
  - Layout: (empty)
  - Notify: (empty)
  - Print to: noprint

The 'Parameters' sub-dialog box is open, showing:

- Book: HRM
- MINS HEALTH QUALITY OF LIFE
- Buttons: OK, Cancel, Clear, Help

**Step 7r**  
Click on **OK** for the **Parameters** to be filled.

# The Government Asset Register (GAR)

## 7.0 Retirement / Partial Retirement (Continued)

**Submit Request**

Run this Request

Copy

Name Calculate Gains and Losses

Operating Unit

Parameters HRM

Language American English

Language Settings Debug Options

At these Times

Schedule Description As Soon as Possible Schedule

Upon Completion

Save all Output Files  Burst Output

Layout Options

Notify Delivery Opts

Print to noprnt

Help (C) Submit Cancel

**Step 7s**  
Click on **Submit**.

# The Government Asset Register (GAR)

## 7.0 Retirement / Partial Retirement (Continued)

**Submit Request**

Run this Request

Copy

Name Calculate Gains and Losses

Operating Unit

Parameters HRM

Language American English

Language Settings Debug Options

At these Times

Schedule Description As Soon as Possible

Schedule

Upon Completion

Save all Output Files  Byrst Output

Layout

Notify

Print to noprnt

Help (C) Submit Cancel

**Note**

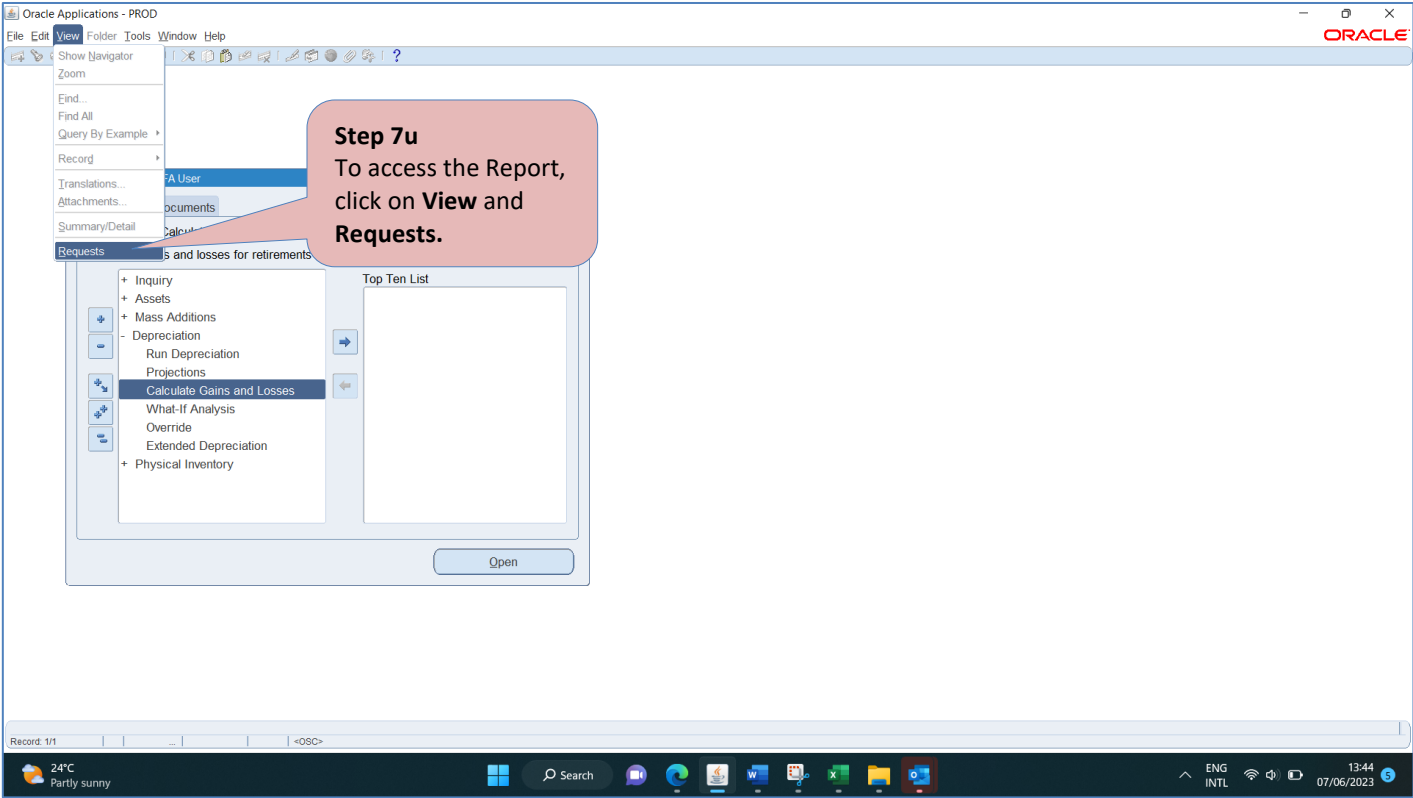
Request submitted. (Request ID = 23342454)

OK

**Step 7t**  
Click on OK.

# The Government Asset Register (GAR)

## 7.0 Retirement / Partial Retirement (Continued)



# The Government Asset Register (GAR)

## 7.0 Retirement / Partial Retirement (Continued)

Requests

Refresh Data Find Requests Submit a New Request Submit New Request Set

Auto Refresh (X) Copy Single Request Copy Request Set

Request ID	Name	Parent	Phase	Status	Parameters
23342454	Calculate Gains and Losses		Completed	Normal	HRM
23328633	Asset Retirements Report		Completed	Normal	HRM, 2021, JUL-22, JUL-22
23328447	Calculate Gains and Losses		Completed	Normal	HRM

Hold Request View Details Rerun Request View Output

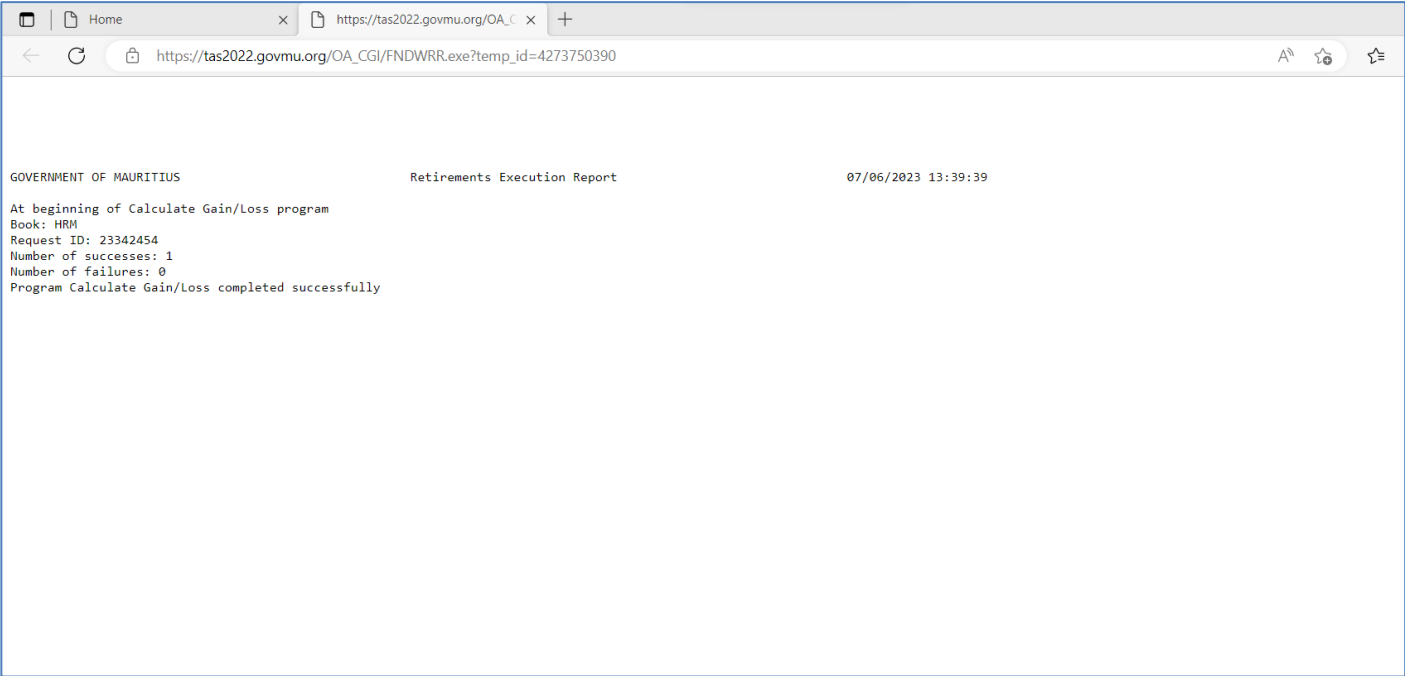
Cancel Request Diagnostics Reprint/Republish (J) View Log (K)

**Step 7v**  
Click on **View Output**.

# The Government Asset Register (GAR)

## 7.0 Retirement / Partial Retirement (Continued)

The GAR user should email the **Retirements Execution** report to the GAR unit.



# The Government Asset Register (GAR)

## 7.0 Retirement / Partial Retirement (Continued)

### For Partial Retirement:

When doing **Partial Retirement**, the user will not be able to change the **Asset Key** for the asset disposed. **The cost retired will be the total asset cost divided by the number of units grouped under the asset number, multiplied by the number of asset/s retired.**

The screenshot shows the 'Retirements' window with the following fields and values:

Field	Value
Asset Number	13388
Book	TRY
Comments	
Reference Number	
Retire Date	30-JUN-2021
Status	Pending [ ]
Current Units	5
Units Retired	1
Retirement Type	
Retirement Convention	PAMS_PCONV
Straight Line Method	
Check/Invoice	
Trade in Asset	
Current Cost	23,345.00
Cost Retired	4,669.00
Proceeds of Sale	0.00
Cost of Removal	0.00
Gain/Loss Amount	
Life Years	
Months	
Sold To	
Description	[ ]
Group Asset	
Reduction Rate	%
Reserve Retired	
Recognize Gain and Loss	
Prior Year Reserve Retired	

**Step 7x** Input the number of Units to be Retired

**Step 7y** Insert: Proceeds of Sale Cost of Removal where applicable

**Step 7z** Click on Continue

Cost Retired is automatically calculated

Buttons: Subcomponents, Reinstate, Continue, Cancel

# The Government Asset Register (GAR)

## 7.0 Retirement / Partial Retirement (Continued)

Asset Number: 13388  
Book: TRY  
Reference Number:   
Transfer Date: 30-JUN-2021  
Comments:   
Total Units: 4  
Unit of Measure:   
Units to Assign: 0 [ ]

Unit Change	Units	Employee Name	Number	Expense Account	Location
-1	5			0.0.22999904.TRY.0.0.0.0.0	TRY.LP025.BR002.F003.CO.RA008

**Step 7zi**  
Insert the (-) value 1, as 1 asset retired in the group.

**Step 7zii**  
Click on Done

# The Government Asset Register (GAR)

## 7.0 Retirement / Partial Retirement (Continued)

The following confirmation message will appear:

Asset Number: 13388  
Reference Number: 67085  
Book: TRY  
Transfer Date: 30-JUN-2021  
Comments:  
Total Units: 4  
Unit of Measure:  
Units to Assign: 0 [ ]

Unit Change	Units	Employee Name	Number
-1	5		

FRM-40400: Transaction complete: 3 records applied and saved.

**Step 7ziii**  
Click on **OK**

Done Cancel

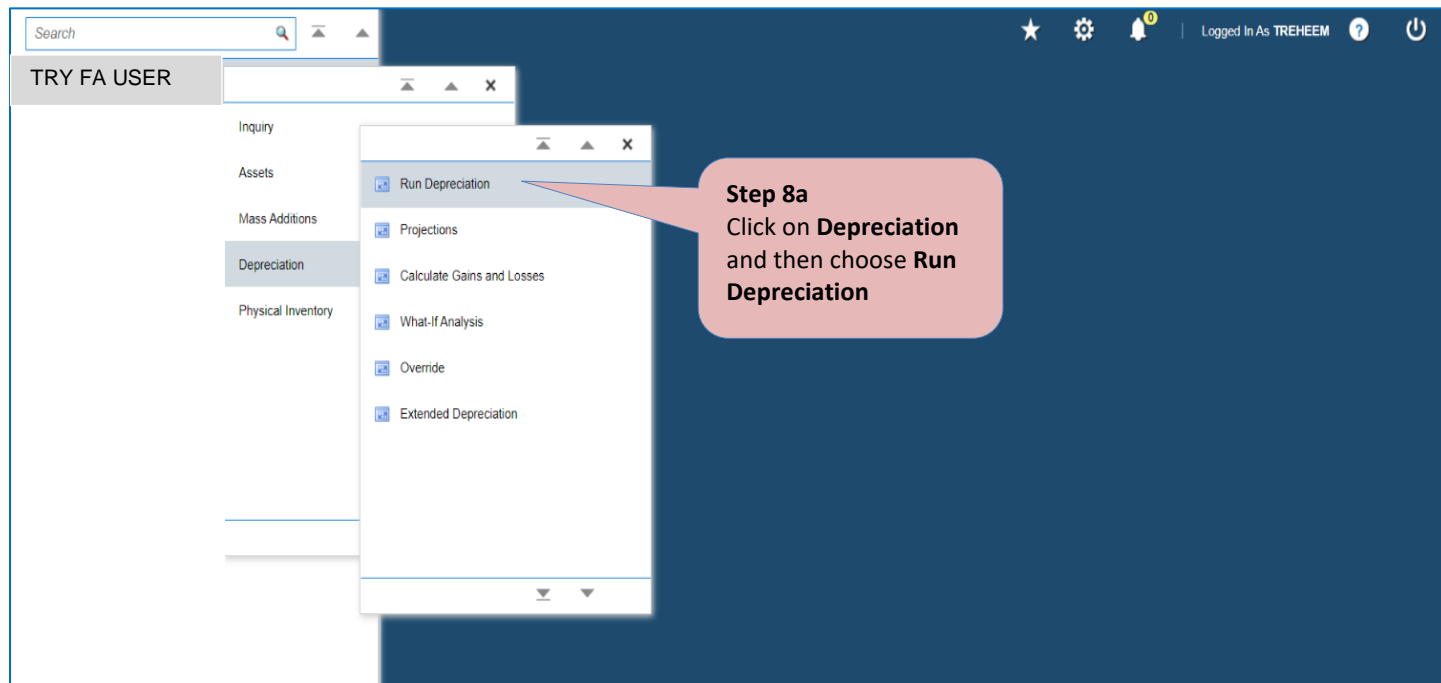
**Note:** For **Partial Retirement** also, the GAR user should follow **steps 7p to 7v** generate the “**Calculate Gains and Losses**” report.

## The Government Asset Register (GAR)

### 8.0 Depreciation

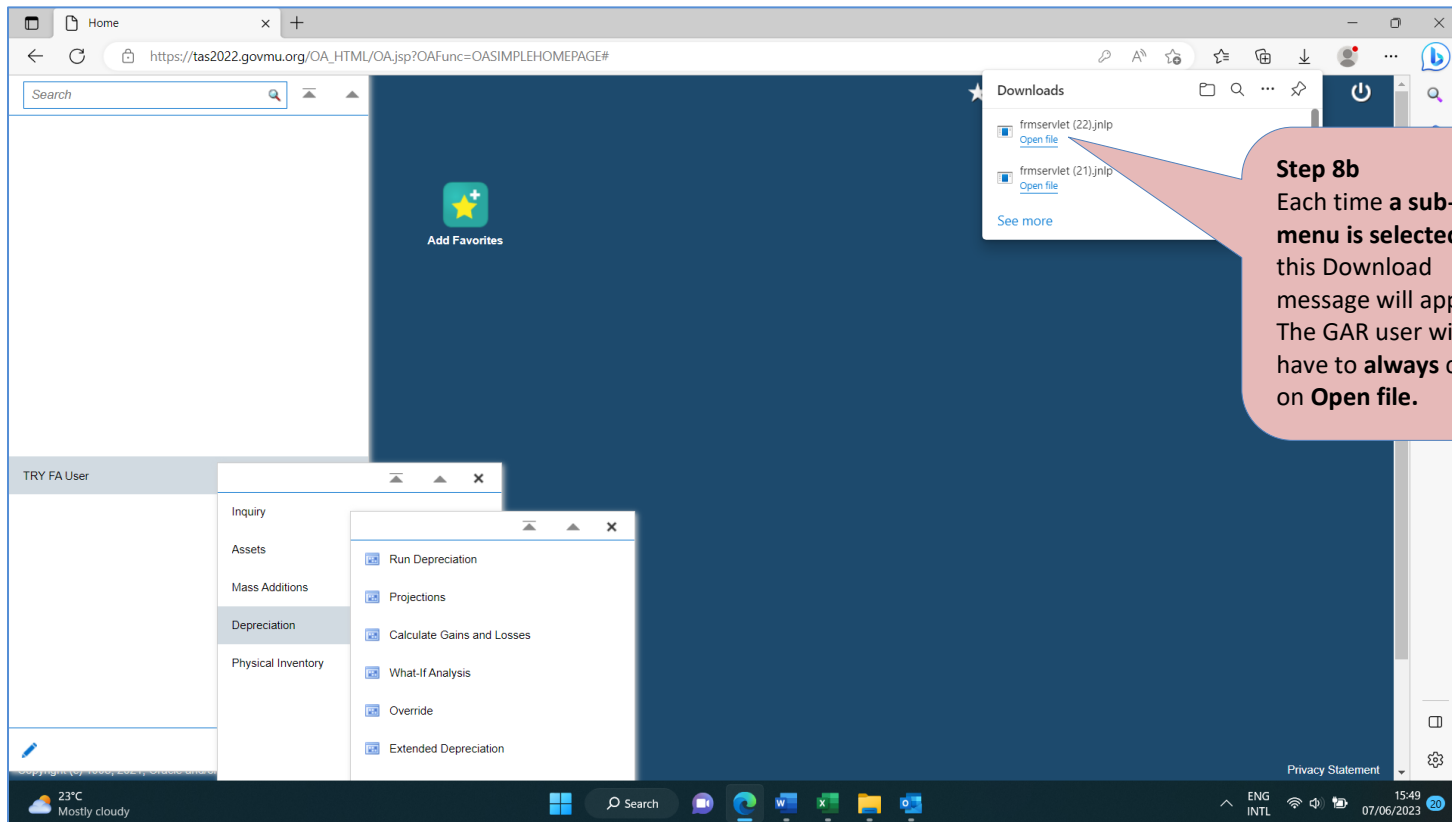
Depreciation is the systematic allocation of the depreciable amount of an asset over its useful life. Depreciable amount is the cost of an asset, or other amount substituted for cost, less its residual value.

**Note:** *Depreciation for the current period should be processed at the end of the month, after all assets for the month have been recorded in GAR.*



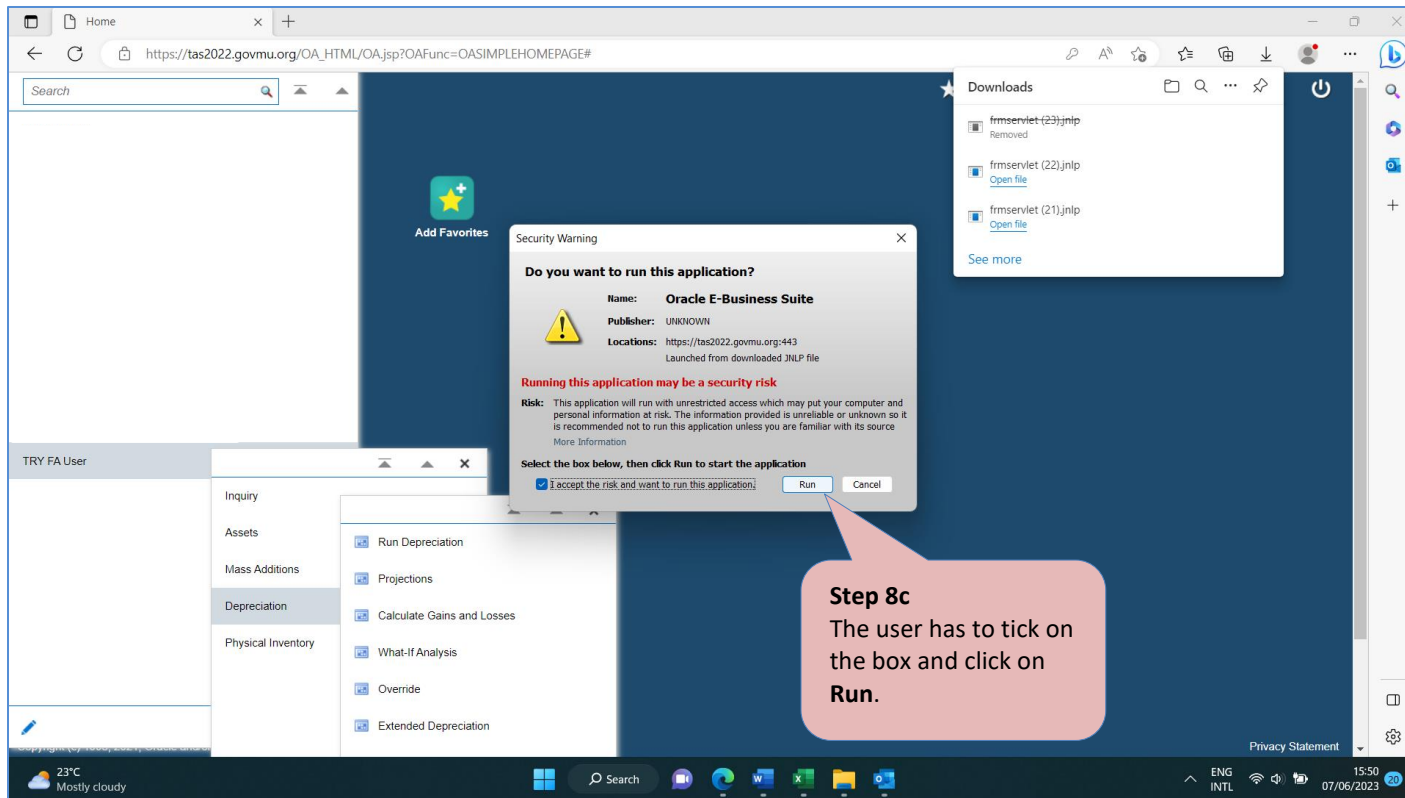
# The Government Asset Register (GAR)

## 8.0 Depreciation (Continued)



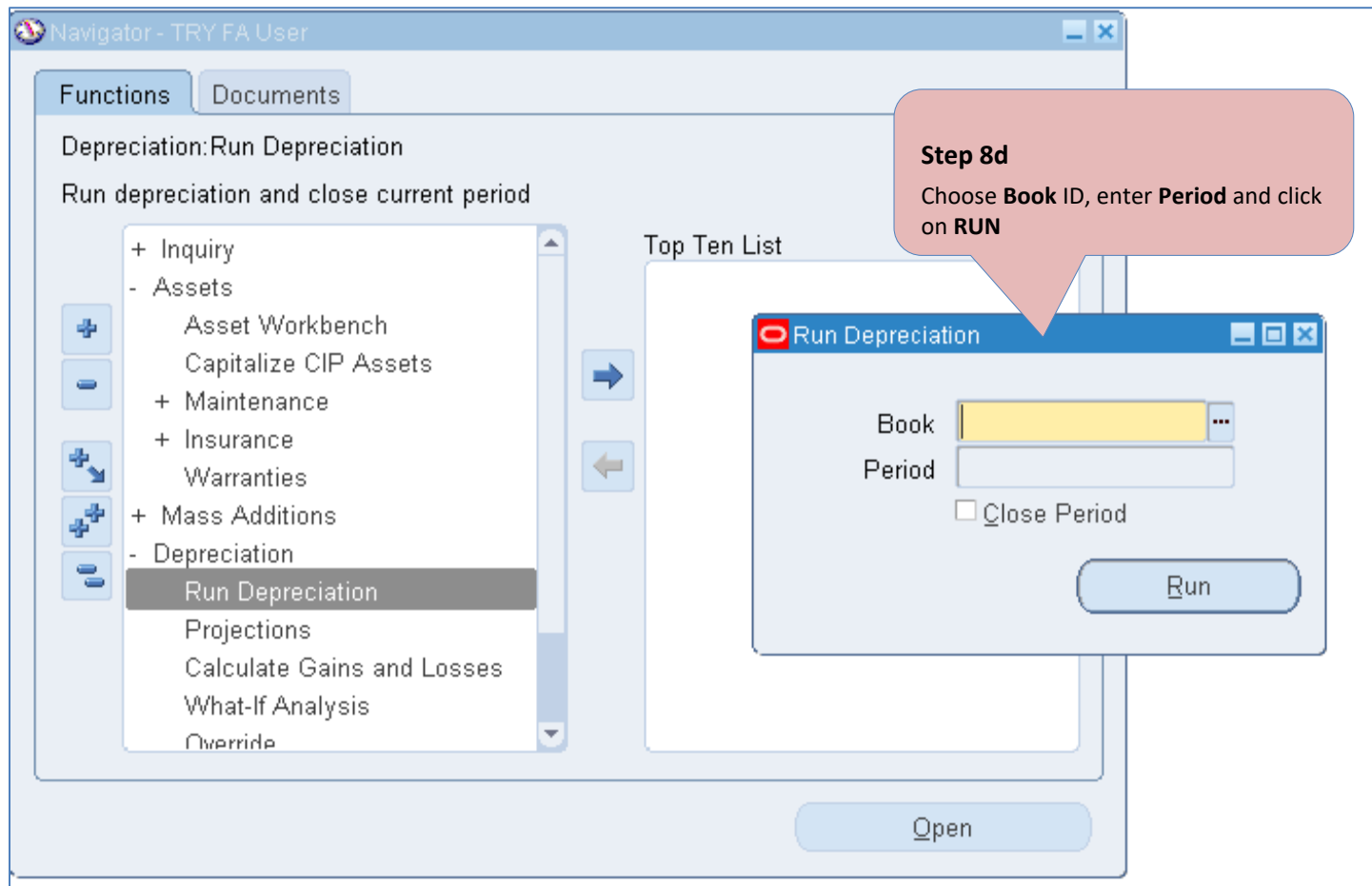
# The Government Asset Register (GAR)

## 8.0 Depreciation (Continued)



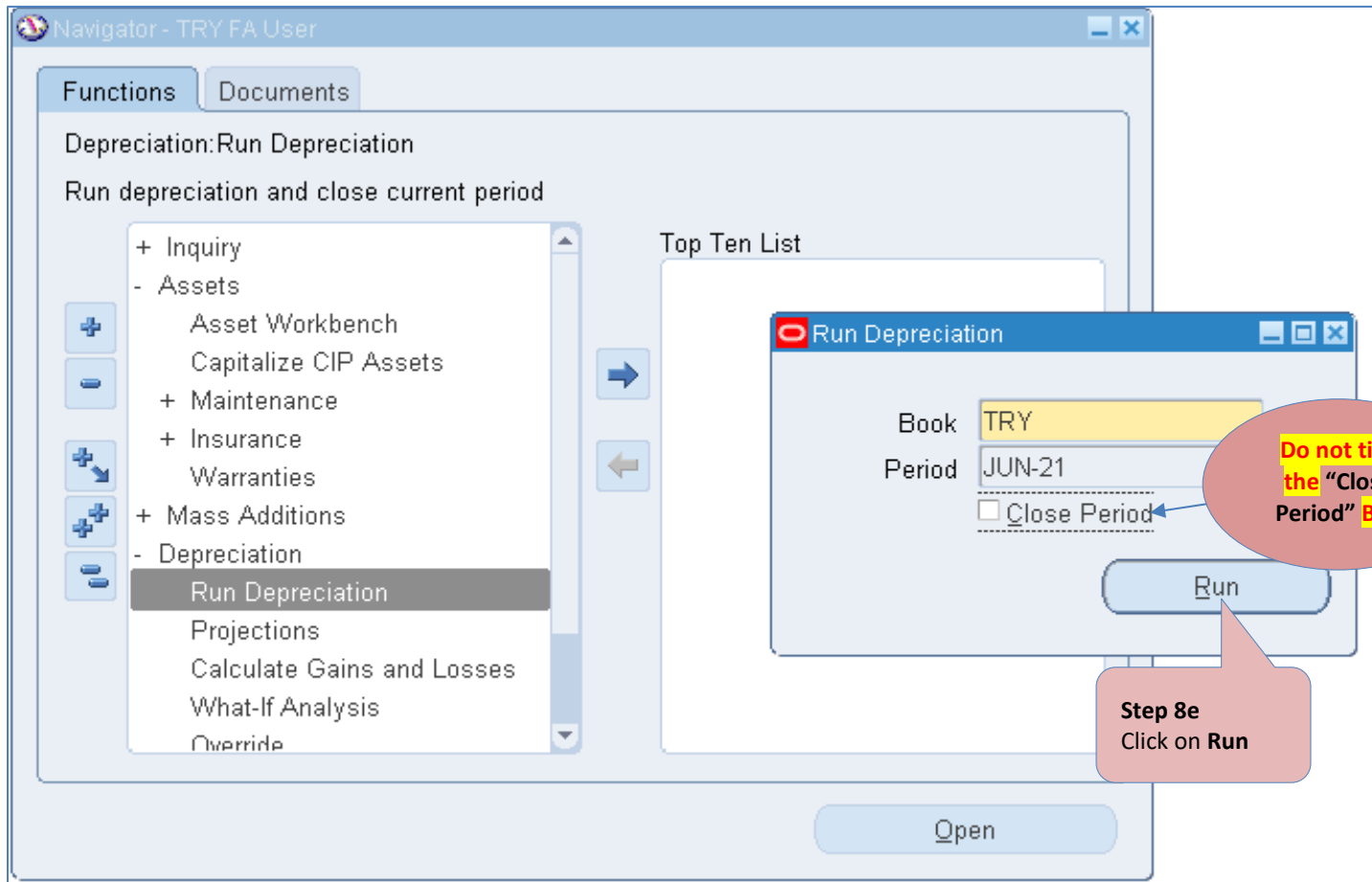
# The Government Asset Register (GAR)

## 8.0 Depreciation (Continued)



# The Government Asset Register (GAR)

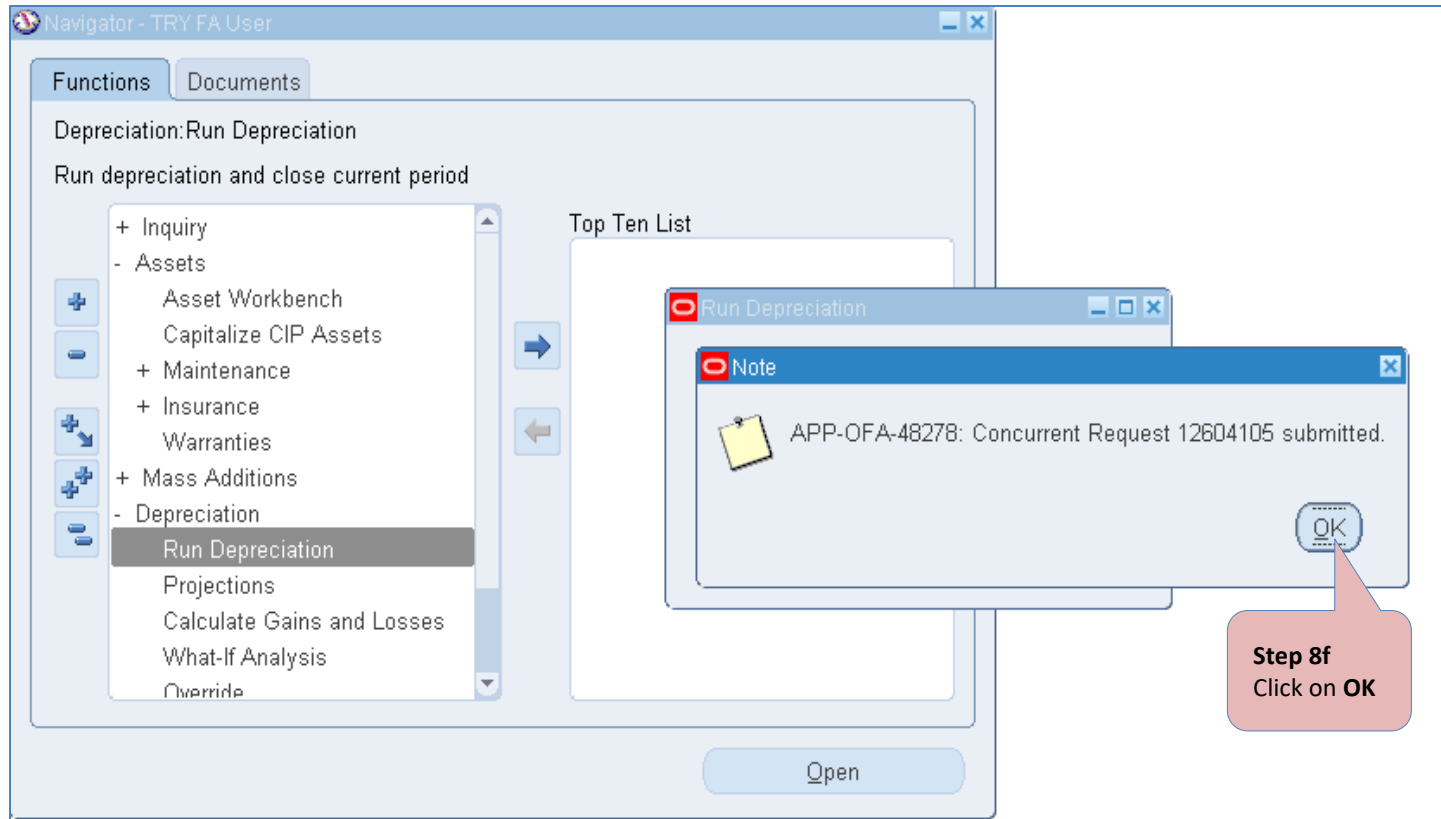
## 8.0 Depreciation (Continued)



## The Government Asset Register (GAR)

### 8.0 Depreciation (Continued)

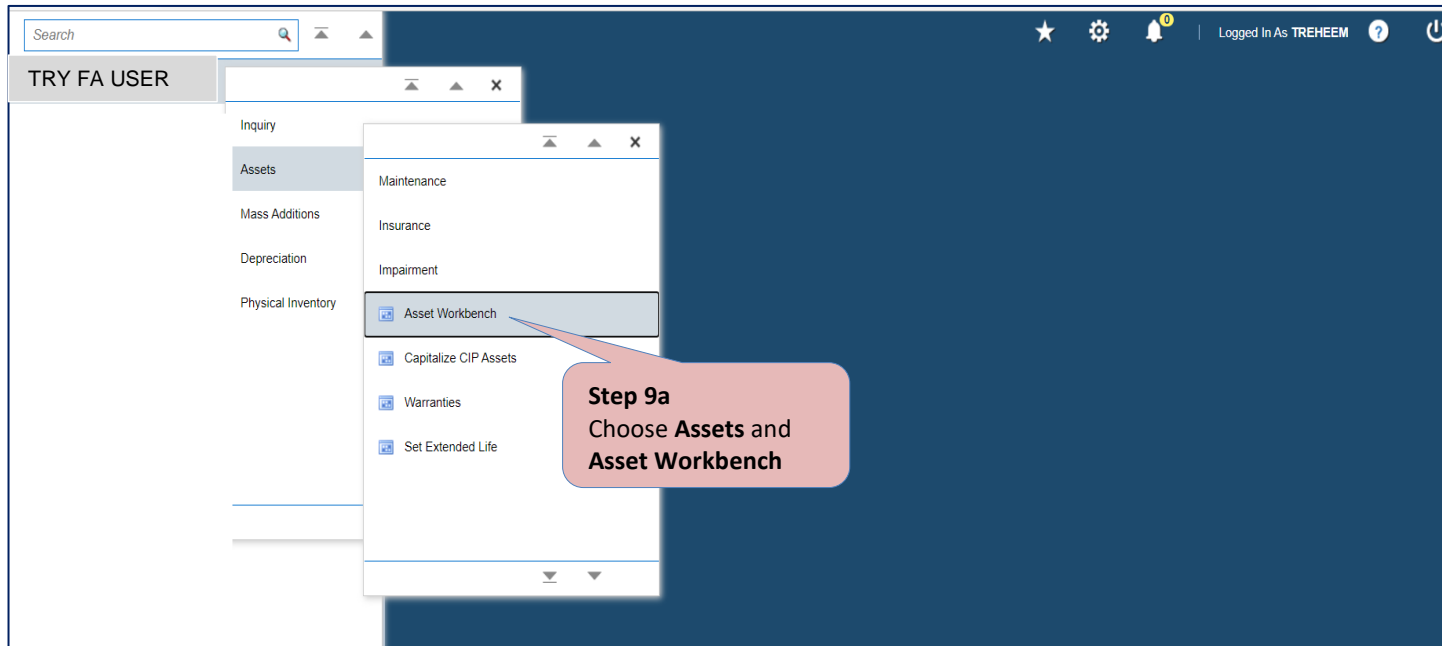
The following confirmation message will appear:



# The Government Asset Register (GAR)

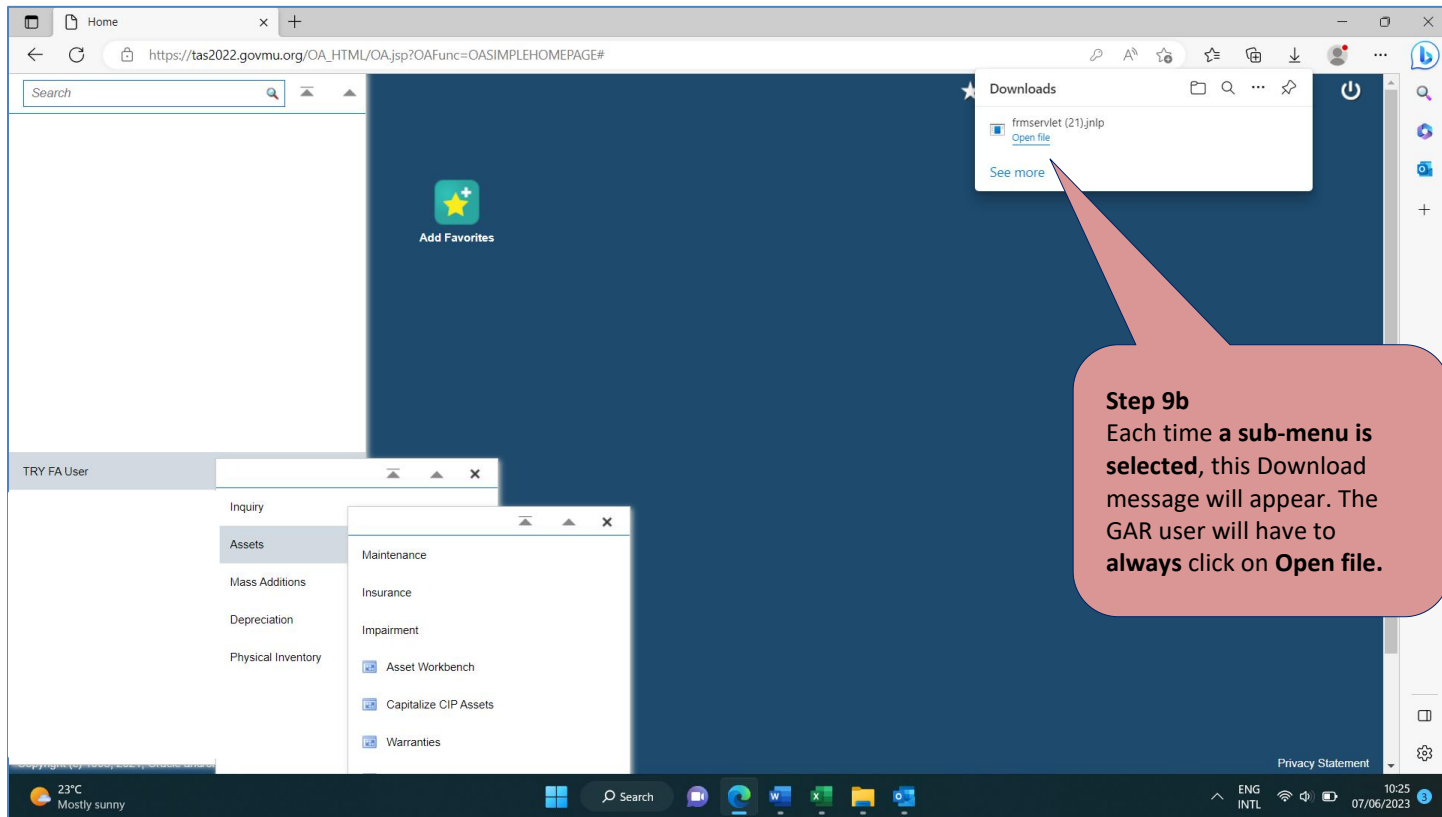
## 9.0 Reports

Perform the following **steps** to run and view a report:



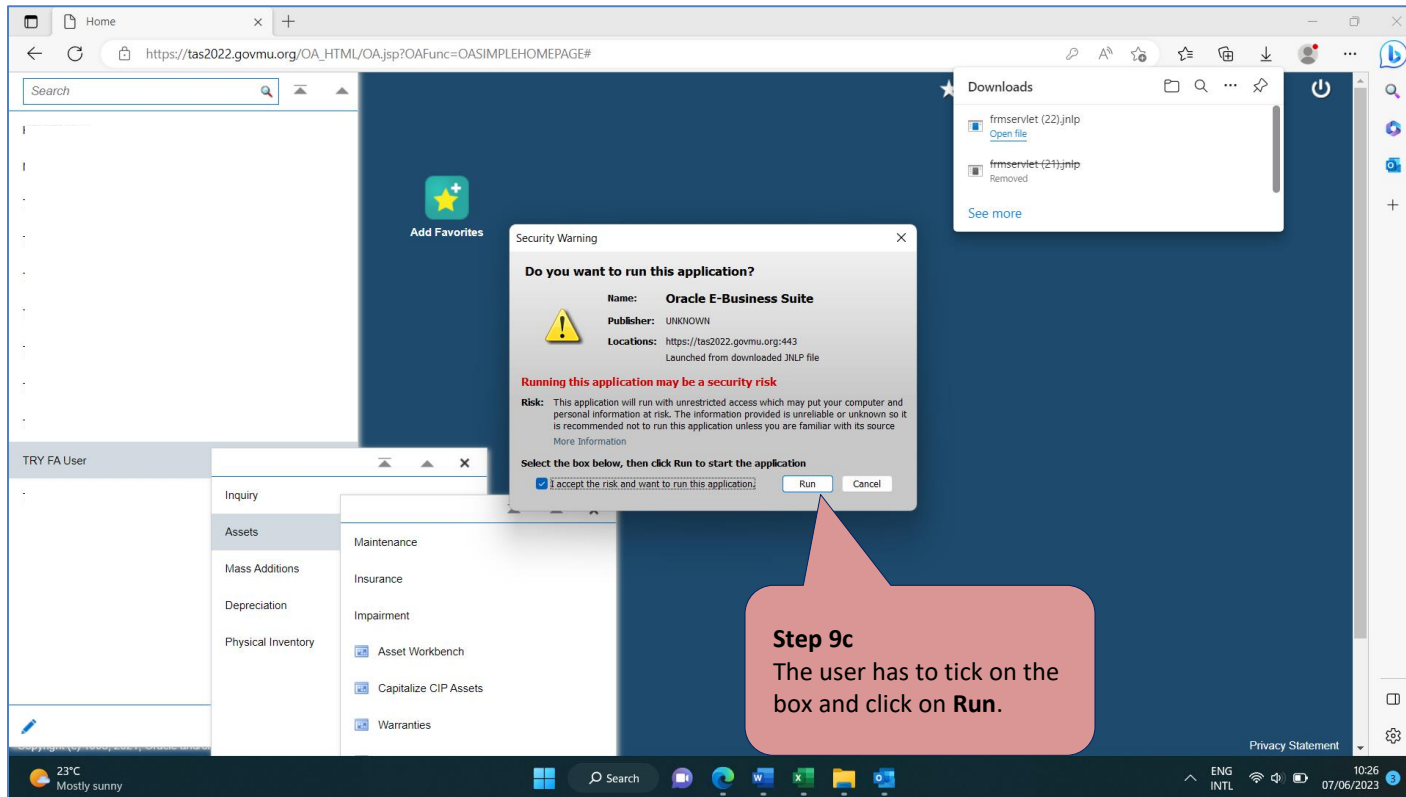
# The Government Asset Register (GAR)

## 9.0 Reports (Continued)



# The Government Asset Register (GAR)

## 9.0 Reports (Continued)



# The Government Asset Register (GAR)

## 9.0 Reports (Continued)

The screenshot shows the Oracle Applications interface for the 'Requests' report. The window title is 'Oracle Applications - CLONE DOB 020921'. The menu bar includes 'File', 'Edit', 'View', 'Folder', 'Tools', 'Window', and 'Help'. The 'View' menu is open, showing options like 'Show Navigator', 'Zoom', 'Find...', 'Find All', 'Query By Example', 'Record', 'Translations...', 'Attachments...', 'Summary/Detail', and 'Requests'. A callout box points to the 'View' menu with the text: 'Step 9d Click on "View" and then choose "Request"'. The main form area contains several sections: 'Description' with fields for Description, Category, Asset Key, and Asset Type; 'Book' with a dropdown set to 'TRY'; 'Dates in Service' with two date fields; 'Group Asset' with a dropdown and a 'Show Disabled Groups' checkbox; 'By Assignment' with fields for Employee Name, Employee Number, Expense Account, and Location; 'By Source Line' with fields for Supplier Name, Supplier Number, Invoice Number, Line Number, PO Number, Source Batch, and Project Number; and 'By Lease' with fields for Lease Number, Lessor, and Description. At the bottom, there are buttons for 'Clear', 'Additions', 'QuickAdditions', and 'Find'.

# The Government Asset Register (GAR)

## 9.0 Reports (Continued)

**Find Requests**

My Completed Requests

My Requests In Progress

All My Requests

Specific Requests

Request ID

Name

Date Submitted

Date Completed

Status

Phase

Requestor

Include Request Set Stages in Query

Order By **Request ID**

Select the Number of Days to View:

**Step 9e**  
Click on "Submit a new Request"

# The Government Asset Register (GAR)

## 9.0 Reports (Continued)

**Submit Request**

Run this Request

Copy

Name

Operating Unit

Parameters

Language

Language Settings

Debug Options

At these Times

Schedule Description: As Soon as Possible

Schedule

Upon Completion

Save all Output Files     Burst Output

Layout

Notify

Print to

Options

Delivery Opts

Help (C)

Submit

Cancel

**Step 9f**  
Click on Dropdown button and choose from list of the report.

# The Government Asset Register (GAR)

## 9.0 Reports (Continued)

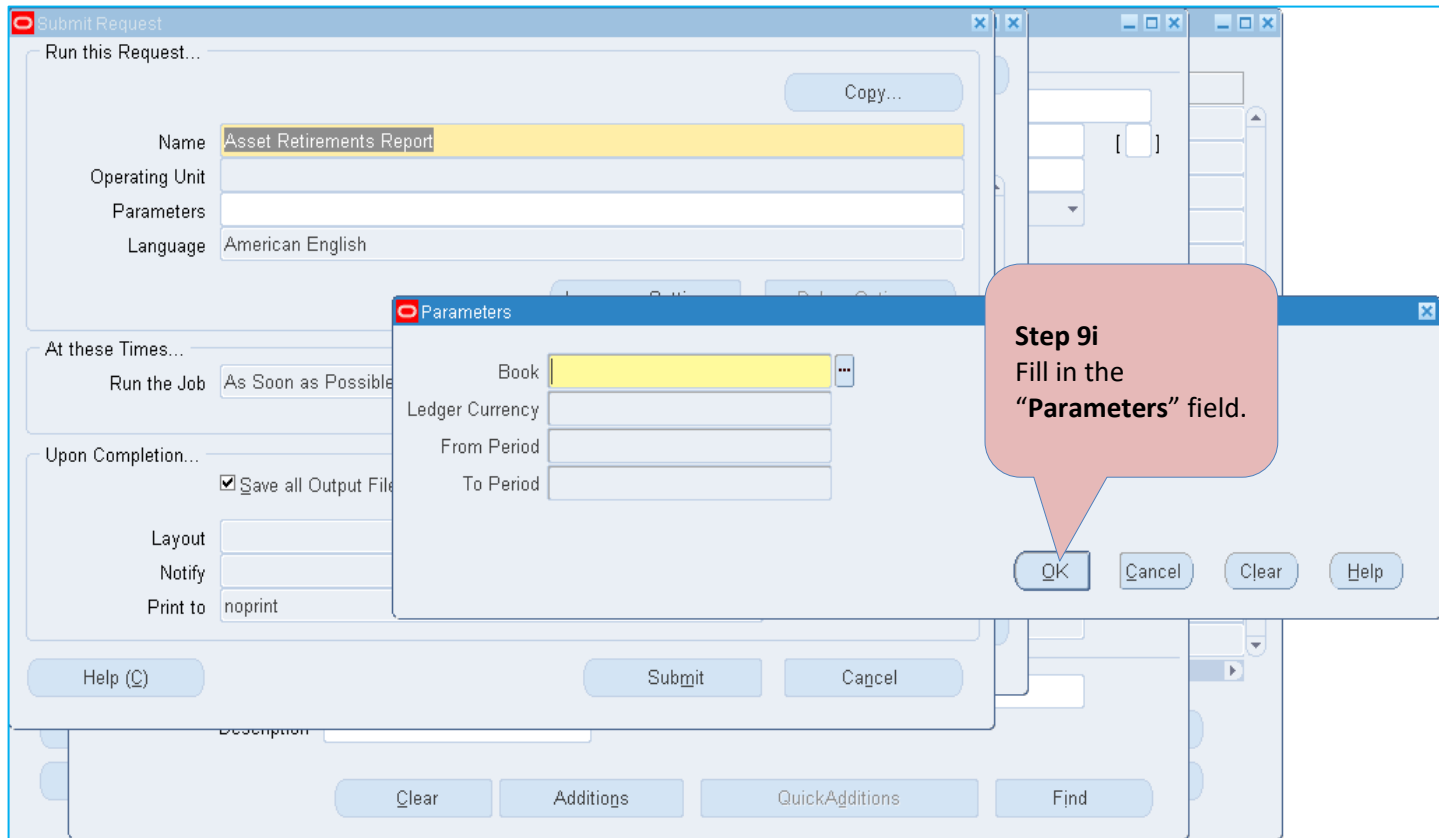
The screenshot shows the 'Submit Request' window with a 'Reports' dialog box open. The dialog box contains a list of reports with the following columns: Name, Application, and a dropdown menu. The 'ACE Assets Update Report' is selected. A callout box points to the selected report with the text: **Step 9g** Choose the Report required.

Name	Application
ACE Assets Update Report	Assets
ACE Depreciation Comparison Report	Assets
ACE Non-Depreciating Assets Exception Report	Assets
ACE Unrecognized Depreciation Method Code Exception Report	Assets
Account Reconciliation Reserve Ledger Report	
Additions By Source Report	
Adjusted Form 4562 - Depreciation and Amortization Report	
Adjusted Form 4626 - AMT Detail Report	
Adjusted Form 4626 - AMT Summary Report	
Annual Additions Report	Assets
Asset Additions By Cost Center Report	Assets
Asset Additions Report	Assets
Asset Additions Responsibility Report	Assets

At the bottom of the dialog box, there are buttons for 'Find', 'OK', and 'Cancel'. A callout box points to the 'OK' button with the text: **Step 9h** Click on OK.

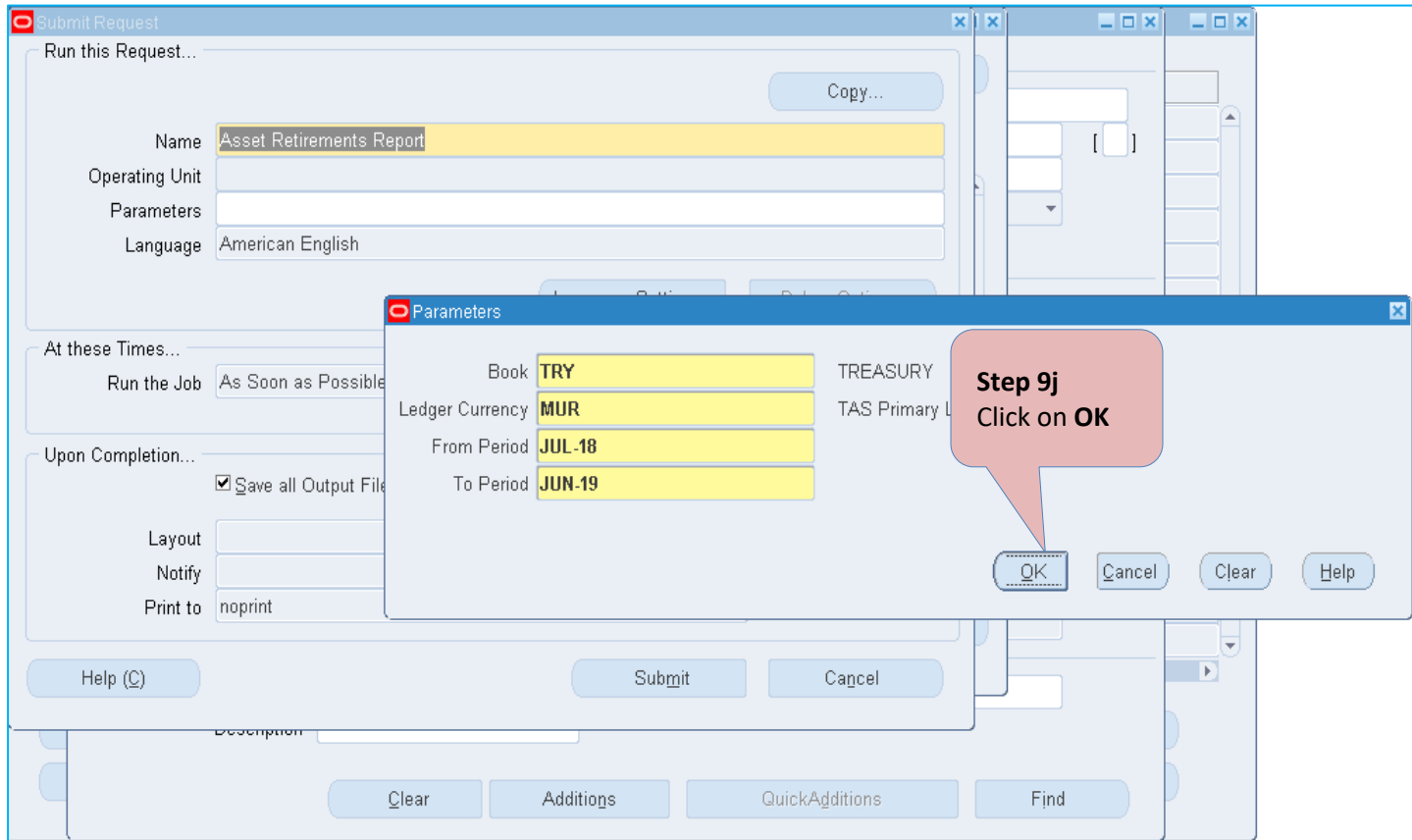
# The Government Asset Register (GAR)

## 9.0 Reports (Continued)



# The Government Asset Register (GAR)

## 9.0 Reports (Continued)



9.0 Reports (Continued)

**Submit Request**

Run this Request...

Copy...

Name: Asset Retirements Report

Operating Unit:

Parameters: TRY.MUR.JUL-18.JUN-19

Language: American English

Language Settings... Debug Options

At these Times...

Run the Job: As Soon as Possible Schedule...

Upon Completion...

Save all Output Files

Layout: Options...

Notify: Delivery Opts

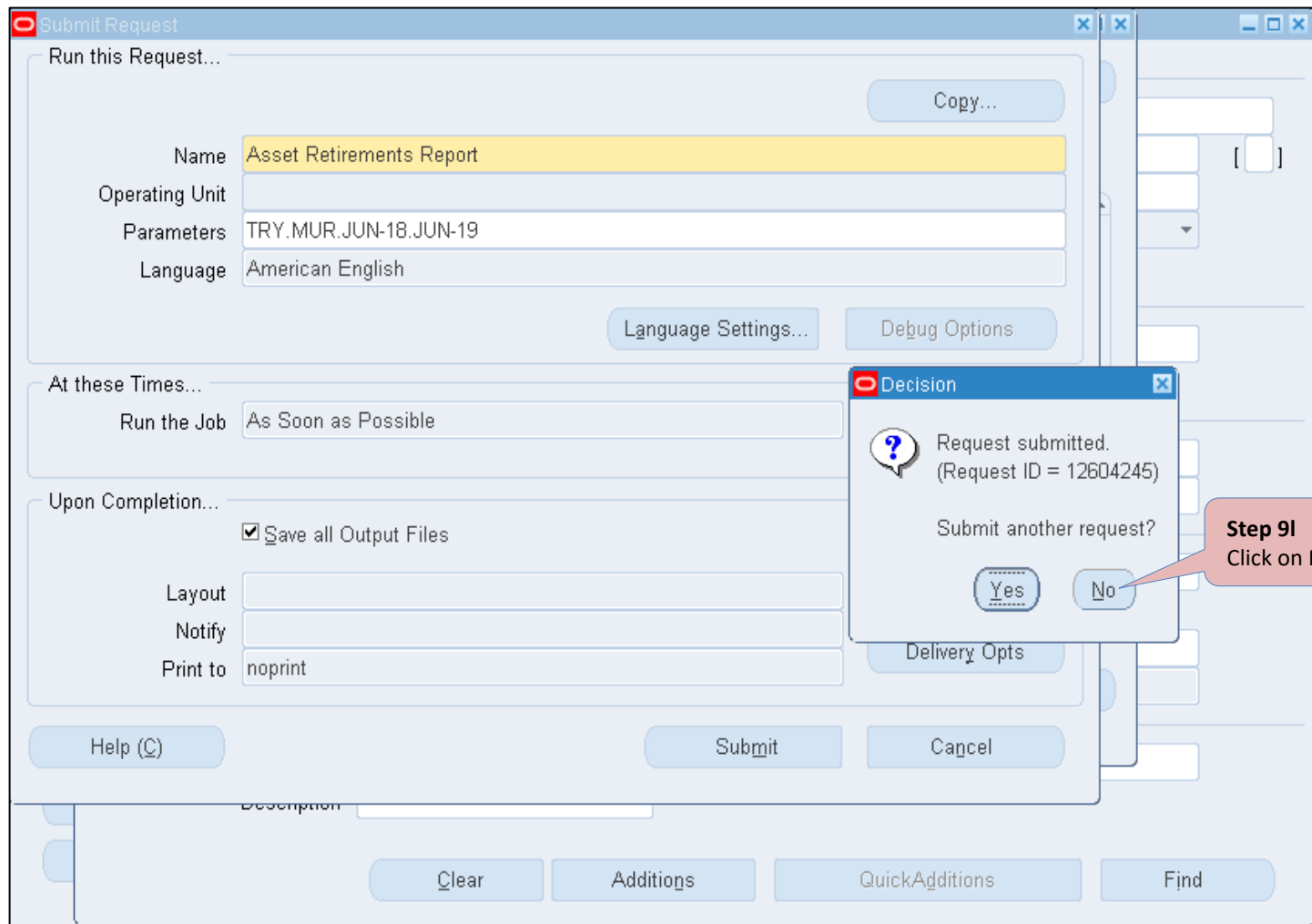
Print to: noprint

Help (C) Submit Cancel

**Step 9k**  
Click on **Submit**

# The Government Asset Register (GAR)

## 9.0 Reports (Continued)



9.0 Reports (Continued)

**Find Requests**

My Completed Requests

My Requests In Progress

All My Requests

Specific Requests

Request ID

Name

Date Submitted

Date Completed

Status

Phase

Requestor

Include Request Set Stages in Query

Order By **Request ID**

Select the Number of Days to View:

**Step 9m**  
Click on Find

# The Government Asset Register (GAR)

## 9.0 Reports (Continued)

Requests

Refresh Data Find Requests Submit a New Request Submit New Request Set

Auto Refresh (X) Copy Single Request Copy Request Set

Request ID	Name	Parent	Phase	Status	Parameters
21622321	Asset Retirements Report		Completed	Normal	FSR, 2021, JUL-17, AUG-17

Hold Request View Details Rerun Request View Output

Cancel Request Diagnostics Reprint/Republish (J) View Log (K)

**Step 9n**  
Choose the report

**Step 9o**  
Click on View Output

## The Government Asset Register (GAR)

### 9.0 Reports (Continued)

The report will appear in this window:

Report: request ID - 12604245

Page 1 Font Size 10

GOVERNMENT OF MAURITIUS Asset Retirements Report  
Currency: MUR Period: JUN-18 to JUN-19  
Book: TRY  
Reporting Entity: 0  
Asset Type: Capitalized  
Account: 61122001  
Ministry/Cost Centre: TRY

Asset Number - Description	Date Placed in Service	Date Retired	Cost Retired	Net Book Value Retired	Proceeds of Sale
13176 - TRY-TRY	06-MAR-2019	30-JUN-2019	20,872.50	19,881.06	0.00
13177 - TRY-TRY	02-MAY-2019	30-JUN-2019	39,330.00	38,740.05	0.00
Ministry/Cost Centre TRY Totals:			60,202.50	58,621.11	0.00
Account 61122001 Totals:			60,202.50	58,621.11	0.00

Go To... First Previous Next Last

# The Government Asset Register (GAR)

## 9.0 Reports (Continued)

To view the report in a larger window:

**Step 9p**  
Click on **Tools** and then  
Choose **Copy File**

Oracle Applications - CLONE DOB 020921  
File Edit View Folder Tools Window Help  
Copy File...

Report request ID - 12804245  
Page 1

GOVERNMENT OF MAURITIUS  
Currency: MUR  
Book: TRY  
Reporting Entity: 0  
Asset Type: Capitalized  
Account: 61122001  
Ministry/Cost Centre: TRY

Asset Retirements Report  
Period: JUN-18 to JUN-19

Asset Number - Description	Date Placed in Service	Date Retired	Cost Retired	Net Book Value Retired	Proceeds of Sale
13176 - TRY-TRY	06-MAR-2019	30-JUN-2019	20,872.50	19,881.06	0.00
13177 - TRY-TRY	02-MAY-2019	30-JUN-2019	39,330.00	38,740.05	0.00
Ministry/Cost Centre TRY Totals:			60,202.50	58,621.11	0.00
Account 61122001 Totals:			60,202.50	58,621.11	0.00

Go To... First Previous Next Last  
Clear Additions QuickAdditions Find

# The Government Asset Register (GAR)

## 9.0 Reports (Continued)

The report will then appear in this window:

Oracle Applications Home Page x http://tasr12.mc...=dbc&gv13=tasuat x Oracle Applications R12 x http://tasr12.m...p\_id=3816226282 x

GOVERNMENT OF MAURITIUS  
 Currency: MUR  
 Book: TRY  
 Reporting Entity: 0  
 Asset Type: Capitalized  
 Account: 61122001  
 Ministry/Cost Centre: TRY

Asset Retirements Report  
 Period: JUN-18 to JUN-19  
 Report Date: 21-FEB-2022 13:19  
 Page: 1 of 1

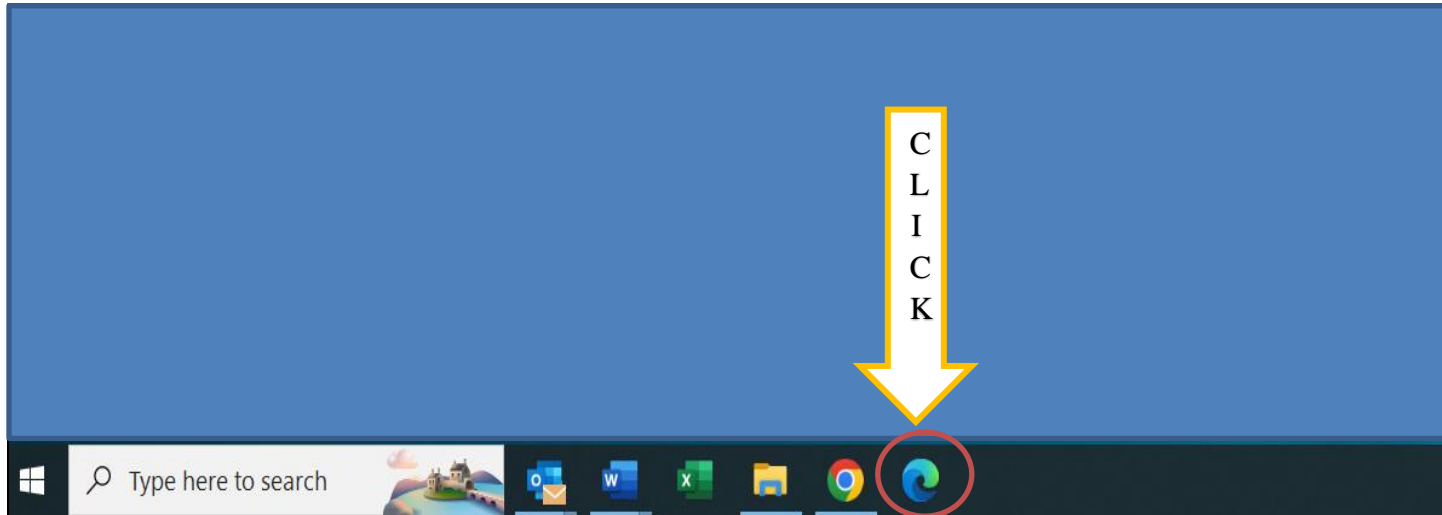
Asset Number - Description	Date Placed in Service	Date Retired	Cost Retired	Net Book Value Retired	Proceeds of Sale	Removal Cost	Gain/Loss	Trans Number
13176 - TRY-TRY	06-MAR-2019	30-JUN-2019	20,872.50	19,881.06	0.00	0.00	-19,881.06	36211
13177 - TRY-TRY	02-MAY-2019	30-JUN-2019	39,330.00	38,740.05	0.00	0.00	-38,740.05	36210
Ministry/Cost Centre TRY Totals:			60,202.50	58,621.11	0.00	0.00	-58,621.11	
Account 61122001 Totals:			60,202.50	58,621.11	0.00	0.00	-58,621.11	
Asset Type Capitalized Totals:			60,202.50	58,621.11	0.00	0.00	-58,621.11	
Reporting Entity 0 Totals:			60,202.50	58,621.11	0.00	0.00	-58,621.11	
Report Totals:			60,202.50	58,621.11	0.00	0.00	-58,621.11	

\* : Reinstated Assets  
 P : Partial Retirement

## The Government Asset Register (GAR)

### 10.0 Log out of the GAR system

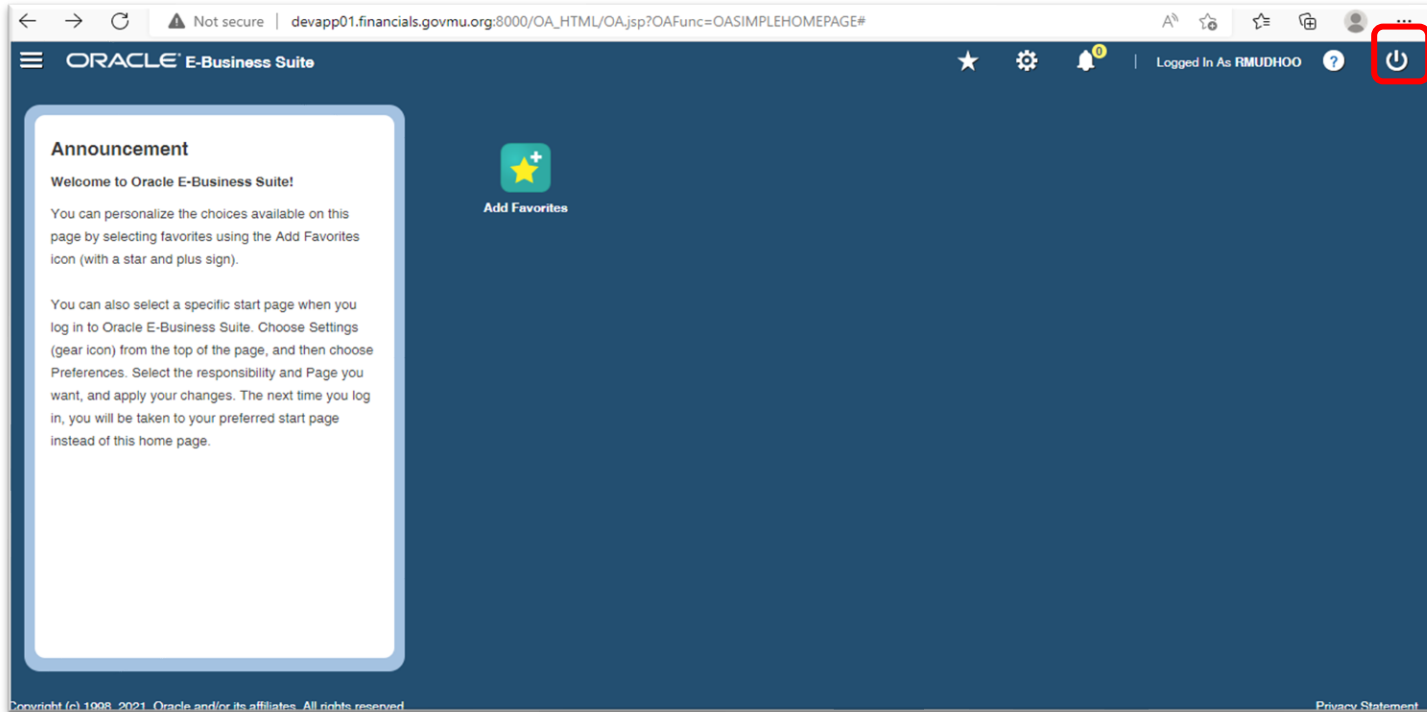
**Step 10.1:** Click on the MS Edge Browser icon to return to the main page.



# The Government Asset Register (GAR)

## 10.0 Log out of the GAR system (Continued)

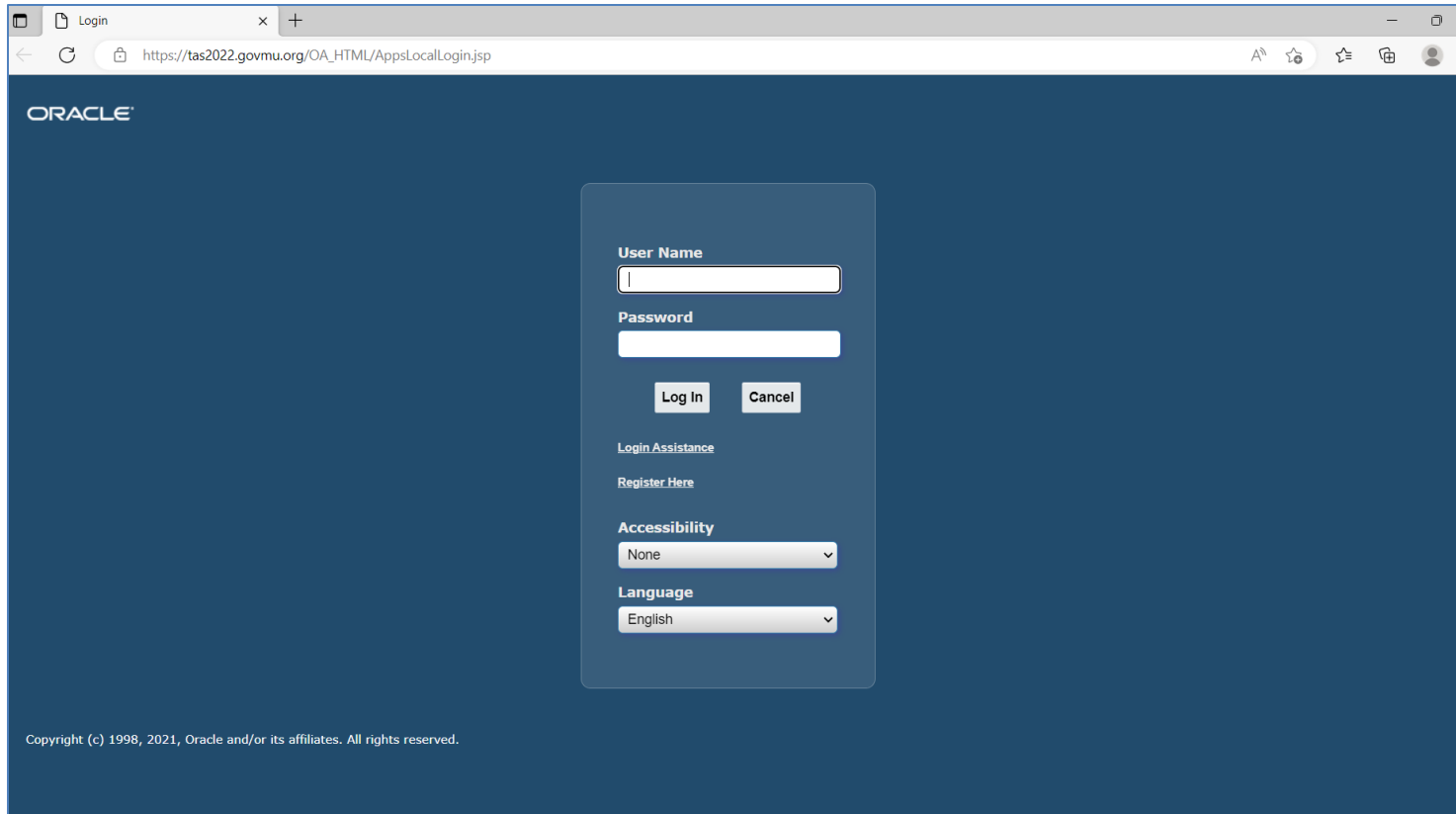
Step 10.2: Click on 



## The Government Asset Register (GAR)

### 10.0 Log out of the GAR system (Continued)

**Step 10.3:** You will be logged out of the screen and the Login screen will appear.



The screenshot shows a web browser window with the URL [https://tas2022.govmu.org/OA\\_HTML/AppsLocalLogin.jsp](https://tas2022.govmu.org/OA_HTML/AppsLocalLogin.jsp). The page features the Oracle logo in the top left corner. The main content is a login form with the following elements:

- User Name:** A text input field.
- Password:** A password input field.
- Log In:** A button.
- Cancel:** A button.
- Login Assistance:** A section containing a [Register Here](#) link.
- Accessibility:** A dropdown menu currently set to "None".
- Language:** A dropdown menu currently set to "English".

At the bottom of the page, there is a copyright notice: "Copyright (c) 1998, 2021, Oracle and/or its affiliates. All rights reserved."

## The Government Asset Register (GAR)

### Annexes

- In case the GAR coordinator at the Ministry/Department wishes to add/remove a new/existing GAR User, then the GAR Assignment/Removal of Responsibility Form (**Annex 1.1**) should be duly filled and the signed form should be sent to the GAR section for processing.
- In case, the GAR User has forgotten his/her password, the User has to complete the Password Reset Form (**Annex 1.2**) and submit the duly signed form to GAR section for processing.
- In case, an asset category/location code is not available on the list of GAR Asset Category and Code combination list, the Ministry/Department is required to fill in the 'Request Form to update Asset Location/Category' (**Annex 2.1**). The guidelines to complete the 'Request Form to update Asset Location/Category' are at **Annex 2.2**.