

MG/PR02

رئیس دفتر امور مالی و اداری

ASSET MASTER DATA CREATION FORM

Agency Name	<input type="text"/>	Asset Creation Form No	<input type="text" value="Business Area/year/0001"/>
Business Area	<input type="text"/>	Asset No	<input type="text"/>
Cost Centre	<input type="text"/>	Asset Class	<input type="text"/>

Asset General Information

Description 1	<input type="text"/>		
Description 2	<input type="text"/>		
Use of the Asset	<input type="text"/>		
Location in which the asset will be used	<input type="text"/>		
Quantity (in pieces)	<input type="text"/>	Requested Asset Class	<input type="text"/>
Requested GL Code	<input type="text"/>		

Asset Origin Information

Vendor	<input type="text"/>		
Manufacturer	<input type="text"/>		
Asset Purchased new	<input type="checkbox"/>	Asset purchased used	<input type="checkbox"/>
Acquisition Date	<input type="text"/>	Asset use Commence Date	<input type="text"/>
Country of Origin	<input type="text"/>		
Type/ Brand Name	<input type="text"/>		
Original Value	<input type="text"/>		

Depreciation Information

fill in this area only if the default life of asset needs to be changed (specifying the reason for the change)

Useful Life	<input type="text"/>	Years
Reason	<input type="text"/>	

Requested by:

Authorised by:

SAP User ID	<input type="text"/>	SAP User ID	<input type="text"/>
Name	<input type="text"/>	Name	<input type="text"/>
Designation	<input type="text"/>	Designation	<input type="text"/>
Date	<input type="text"/>	Date	<input type="text"/>
Signature	<input type="text"/>	Signature	<input type="text"/>

SAP Asset Master Update by:

SAP User ID	<input type="text"/>	Signature	<input type="text"/>
Name	<input type="text"/>	Date	<input type="text"/>
Designation	<input type="text"/>		