

Manual

BOS- Fixed Asset User Guide

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1. Overview

The Fixed Asset system enables hotels to manage assets from acquisition to final depreciation. It supports asset grouping, categorization, location assignment, and depreciation account mapping. The system provides tools for recording, splitting, transferring, repairing, and approving assets, as well as submitting depreciation to the accounting system. Integration with procurement and accounting modules ensures complete asset traceability and financial compliance.

2. Set Configuration

The Set Configuration section is used to define fundamental asset data before operational use. It allows users to prepare essential structures like asset groups, types, and item lists, ensuring readiness for accurate tracking, depreciation, and reporting.

2.1 Menu Items

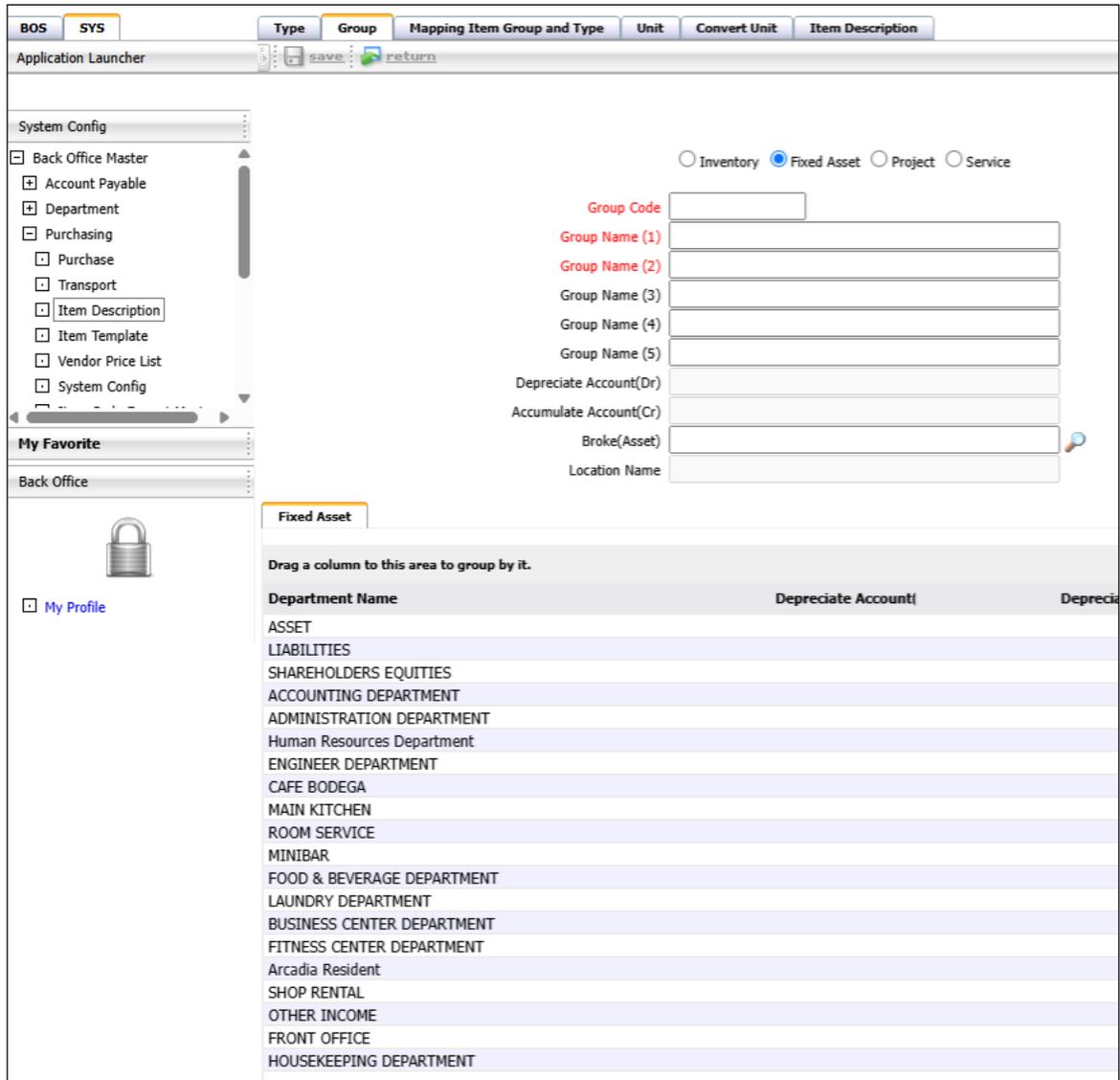
The Menu Items module enables users to configure asset classifications such as groups, types, and individual items. Each item is linked to depreciation accounts, providing a standardized structure for efficient asset control and financial integration.

2.1.1 Group

Asset groups represent major categories of fixed assets such as furniture or equipment. Grouping ensures consistent depreciation and reporting structure.

To perform the task:

1. Go to SYS Tab > Procurement
2. Select "Group"
3. Click "New"
4. Fill in item group code and names (English/Thai)
5. Bind depreciation (Dr.) and accumulated depreciation (Cr.) accounts
6. Define account legs by department if required
7. Click "Save"



The screenshot shows the 'Group' configuration window for 'Fixed Asset'. The left sidebar contains a tree view under 'System Config' with items like 'Back Office Master', 'Account Payable', 'Department', 'Purchasing', 'Purchase', 'Transport', 'Item Description', 'Item Template', 'Vendor Price List', and 'System Config'. Below this is 'My Favorite' with 'Back Office' and 'My Profile'. The main area has tabs for 'Type', 'Group', 'Mapping Item Group and Type', 'Unit', 'Convert Unit', and 'Item Description'. The 'Group' tab is active, showing configuration fields for 'Inventory', 'Fixed Asset' (selected), 'Project', and 'Service'. Fields include 'Group Code', 'Group Name (1-5)', 'Depreciate Account(Dr)', 'Accumulate Account(Cr)', 'Broke(Asset)', and 'Location Name'. Below the form is a table for 'Fixed Asset' with a header 'Drag a column to this area to group by it.' and columns for 'Department Name', 'Depreciate Account', and 'Depreciate'. The table lists various departments such as ASSET, LIABILITIES, SHAREHOLDERS EQUITIES, ACCOUNTING DEPARTMENT, ADMINISTRATION DEPARTMENT, Human Resources Department, ENGINEER DEPARTMENT, CAFE BODEGA, MAIN KITCHEN, ROOM SERVICE, MINIBAR, FOOD & BEVERAGE DEPARTMENT, LAUNDRY DEPARTMENT, BUSINESS CENTER DEPARTMENT, FITNESS CENTER DEPARTMENT, Arcadia Resident, SHOP RENTAL, OTHER INCOME, FRONT OFFICE, and HOUSEKEEPING DEPARTMENT.

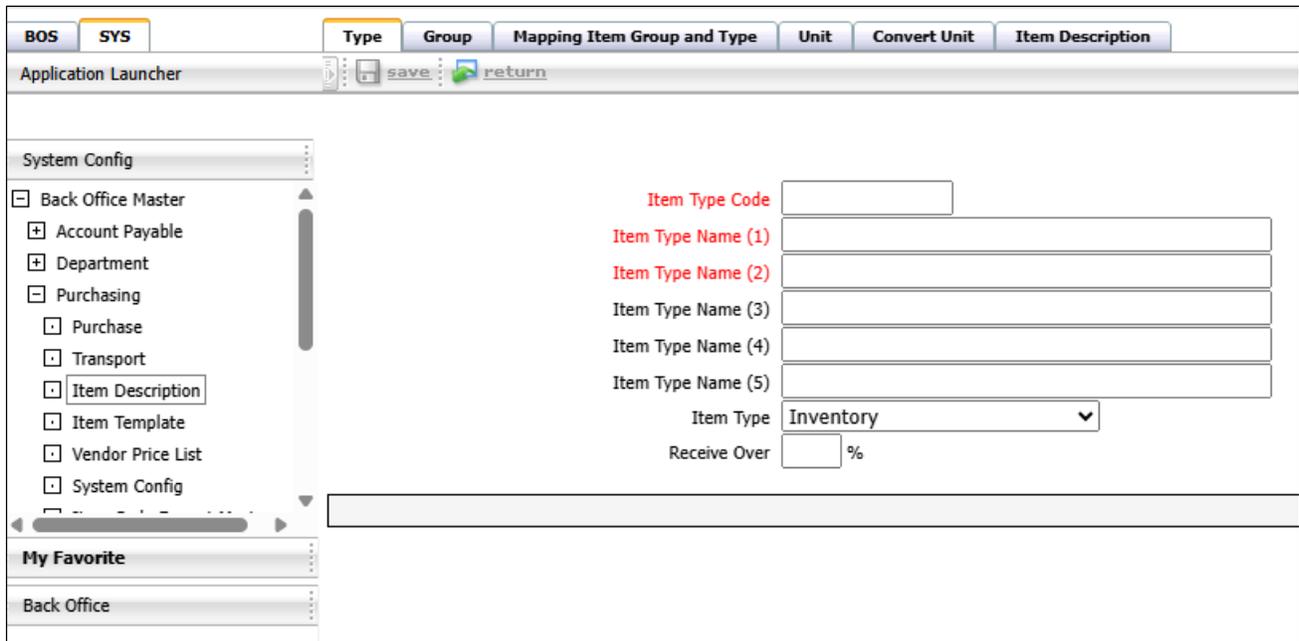
Note: It is recommended to name groups based on accounting categories, such as Furniture or Equipment, to align with depreciation reports.

2.1.2 Type

Asset types are subcategories within a group (e.g., office furniture under furniture group). These support more detailed classification.

To perform the task:

1. Go to SYS Tab > Procurement > Type
2. Click "New"
3. Enter type code and names (English/Thai)
4. Assign to item group
5. Click "Save"



The screenshot displays the 'Type' configuration window in the software. The left-hand navigation pane shows a tree structure under 'System Config' with 'Item Description' selected. The main workspace contains the following form elements:

- Item Type Code**: A text input field.
- Item Type Name (1)** through **Item Type Name (5)**: Five stacked text input fields for naming the asset type.
- Item Type**: A dropdown menu currently showing 'Inventory'.
- Receive Over**: A text input field followed by a percentage sign (%).

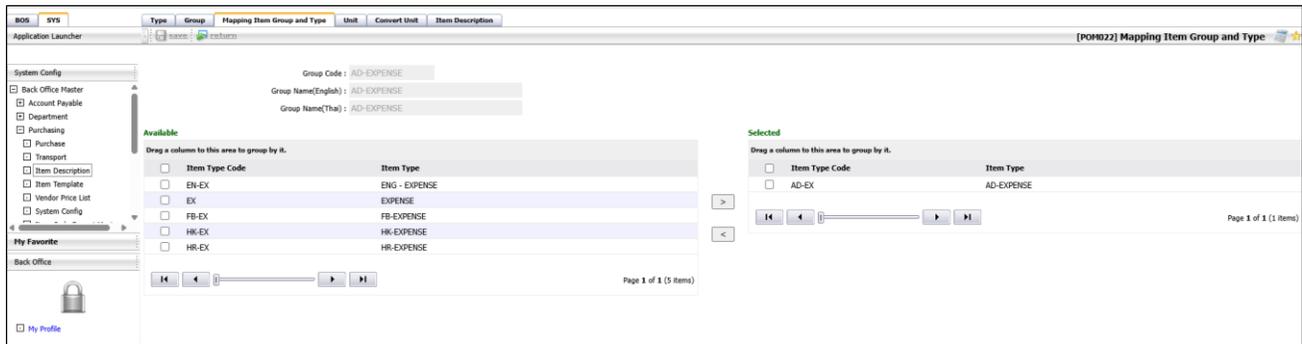
Note: Use specific and relevant type names that match the group, such as "Office Chair" under the "Furniture" group, for accurate classification.

2.1.3 Mapping Group and Type

This step links specific asset types to corresponding asset groups to support accurate reporting and categorization.

To perform the task:

1. Go to SYS Tab > Procurement > Mapping
2. Select desired item group
3. Click "Edit"
4. Select desired asset types
5. Use arrow buttons to assign or unassigned
6. Click "Save"



Note: Double-check the mapping before saving, as it directly affects reporting and asset categorization.

2.1.4 Item

Asset items represent individual asset records with complete details, account bindings, and categorization.

To perform the task:

1. Go to SYS Tab > Procurement > Item
2. Click "New"
3. Enter item name (English/Thai), select unit
4. Choose asset group and type
5. Bind to correct account legs
6. Click "Save"

BOS	SYS	Type	Group	Mapping Item Group and Type	Unit	Convert Unit	Item Description
Application Launcher							
<div style="display: flex; justify-content: space-between;"> save barcode print qr print return </div>							
<div style="display: flex;"> <div style="width: 30%; border: 1px solid gray; padding: 5px;"> <p>System Config</p> <ul style="list-style-type: none"> <input type="checkbox"/> Back Office Master <input checked="" type="checkbox"/> Account Payable <input checked="" type="checkbox"/> Department <input type="checkbox"/> Purchasing <ul style="list-style-type: none"> <input type="checkbox"/> Purchase <input type="checkbox"/> Transport <input type="checkbox"/> Item Description <input type="checkbox"/> Item Template <input type="checkbox"/> Vendor Price List <input type="checkbox"/> System Config </div> <div style="width: 70%; padding: 5px;"> <div style="border-bottom: 1px solid gray; margin-bottom: 5px;">save & new</div> <p>Item Type Inventory ▼</p> <p>Group Name <input style="width: 80%;" type="text"/></p> <p>Item Type <input style="width: 80%;" type="text"/></p> <p>Item Code <input style="width: 80%;" type="text"/></p> <p>Item Name (1) <input style="width: 80%;" type="text"/></p> <p>Item Name (2) <input style="width: 80%;" type="text"/></p> <p>Item Name (3) <input style="width: 80%;" type="text"/></p> <p>Item Name (4) <input style="width: 80%;" type="text"/></p> <p>Item Name (5) <input style="width: 80%;" type="text"/></p> </div> </div>							
<div style="display: flex; justify-content: space-between; border-bottom: 1px solid gray;"> Description(1) Description(2) Recipe </div> <div style="padding: 5px;"> <p>Barcode ID <input style="width: 80%;" type="text"/></p> <p>Item Code(Old) <input style="width: 80%;" type="text"/></p> <p>UOM Name <input style="width: 80%;" type="text"/></p> <p>UOM (Check) <input style="width: 80%;" type="text"/></p> <p>UOM (Sale) <input style="width: 80%;" type="text"/></p> <p>Inventory (UOM Report) <input style="width: 80%;" type="text"/></p> <p>Recipe (UOM Report) <input style="width: 80%;" type="text"/></p> <p>Account Name <input style="width: 80%;" type="text"/></p> <p>Marketlist(Type) <input type="radio"/> Food <input type="radio"/> Beverage <input checked="" type="radio"/> Nothing</p> </div>							
<div style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p>My Favorite</p> <p>Back Office</p> <div style="text-align: center; margin: 10px 0;">  </div> <p><input type="checkbox"/> My Profile</p> </div>							

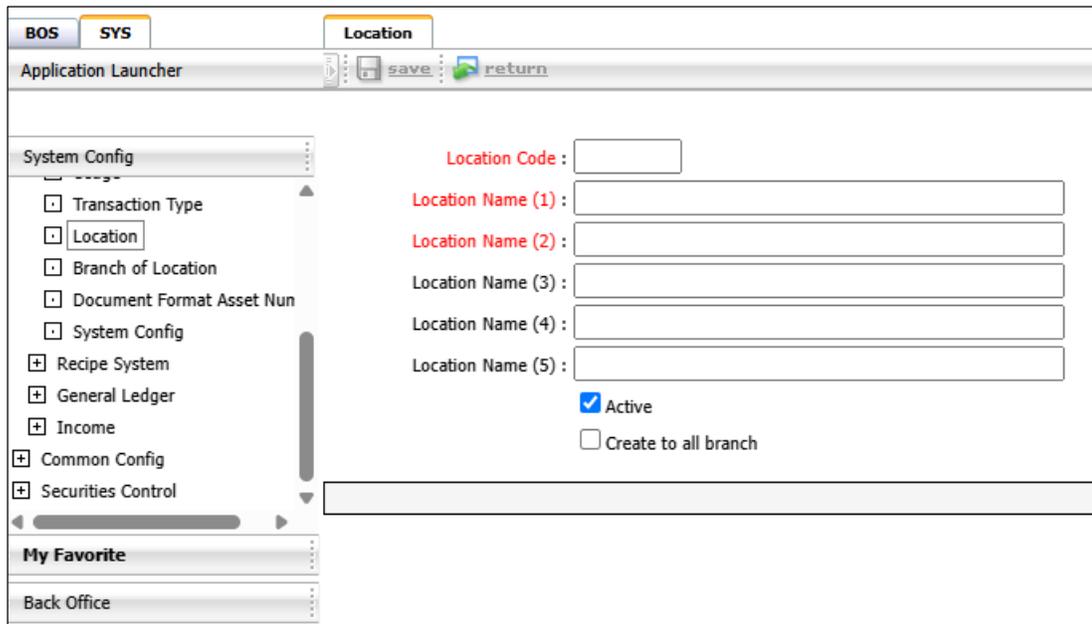
Note: It is recommended to upload images or details of the asset for future reference and to select the correct account based on the hotel's accounting policy.

2.2 Venue

Venues represent asset storage or usage locations for proper tracking and control.

To perform the task:

1. Go to SYS Tab > Assets > Locations
2. Click "New"
3. Enter venue number and name
4. Click "Save"



The screenshot displays the 'Location' configuration form within the SORASO application. The interface includes a sidebar on the left with a tree view containing 'System Config' and 'My Favorite' sections. The 'System Config' section is expanded to show 'Location'. The main form area contains the following fields and options:

- Location Code :** A single-line text input field.
- Location Name (1) :** A single-line text input field.
- Location Name (2) :** A single-line text input field.
- Location Name (3) :** A single-line text input field.
- Location Name (4) :** A single-line text input field.
- Location Name (5) :** A single-line text input field.
- Active**
- Create to all branch**

At the top of the form, there are 'save' and 'return' buttons. The sidebar also shows 'Transaction Type', 'Branch of Location', 'Document Format Asset Nun', 'System Config', 'Recipe System', 'General Ledger', 'Income', 'Common Config', and 'Securities Control' under 'System Config', and 'Back Office' under 'My Favorite'.

Note: Use meaningful names that reflect the actual location, such as “Meeting Room – 2nd Floor” or “Warehouse 01,” to simplify asset tracking.

3. Operation

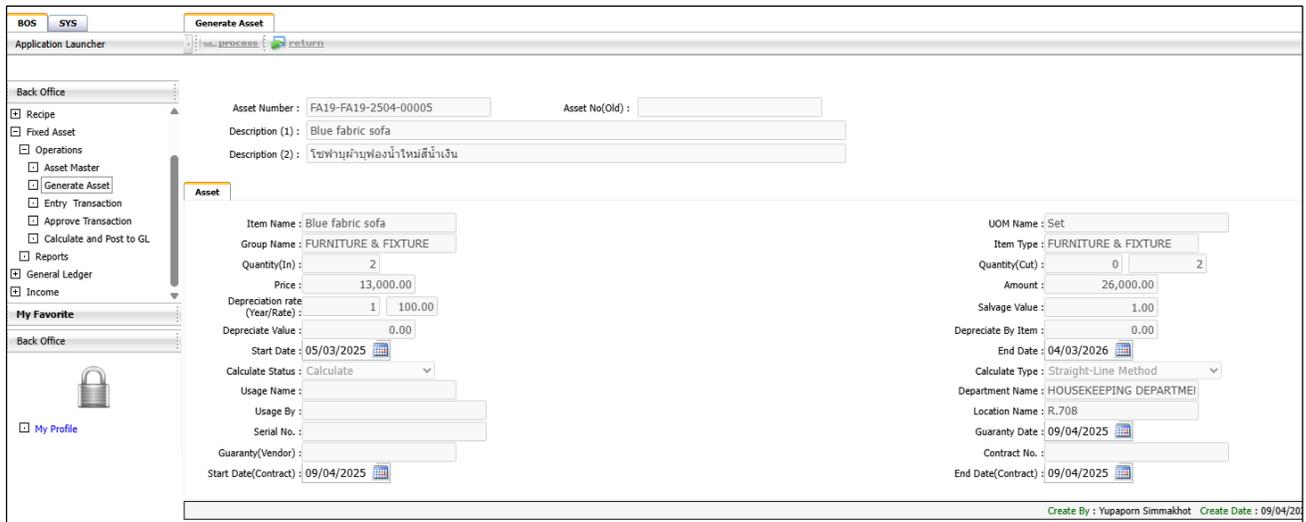
The Operation section covers all essential asset activities, including asset saving, splitting, transactions, approvals, and posting to the accounting system. It ensures end-to-end control of asset lifecycle management, from acquisition to depreciation, with traceable and compliant processes.

3.1 Save Assets

Assets can be added via the procurement system or directly within the Fixed Asset module.

To perform the task:

1. Go to BOS Tab > Asset System > Save Assets
2. For direct entry, click "New"
3. Fill in asset details, set depreciation years/rate
4. Upload images if needed
5. Click "Save"



The screenshot shows the 'Generate Asset' form in the BOS system. The form is titled 'Generate Asset' and is part of the 'Asset System' module. It contains various input fields for asset details, including Asset Number (FA19-FA19-2504-00005), Description (Blue fabric sofa), Item Name (Blue fabric sofa), Group Name (FURNITURE & FIXTURE), Quantity (2), Price (13,000.00), Depreciation rate (1/100.00), Start Date (05/03/2025), and End Date (04/03/2026). The form also includes fields for UOM Name (Set), Item Type (FURNITURE & FIXTURE), Department Name (HOUSEKEEPING DEPARTMENT), and Location Name (R.708). The 'Calculate Status' is set to 'Calculate'.

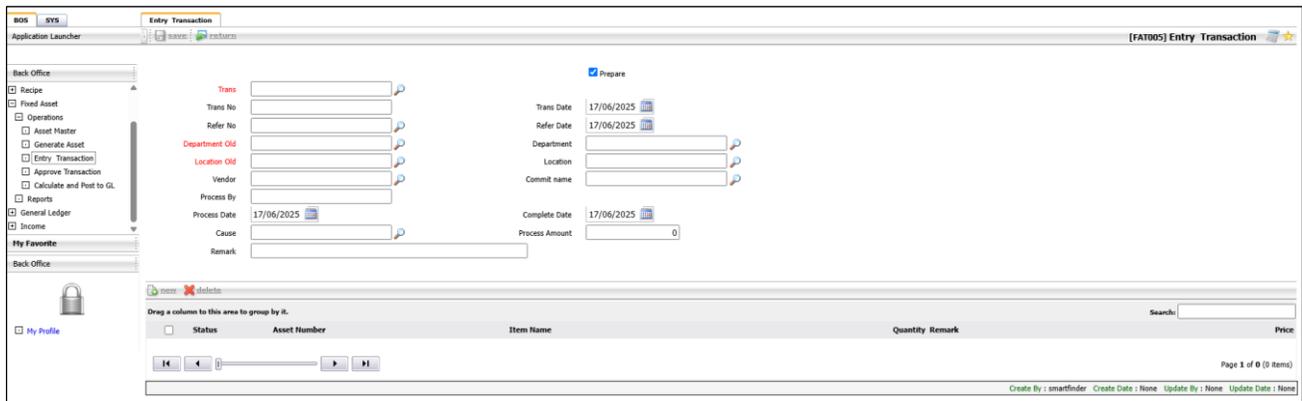
Note: Asset records from the procurement module appear automatically after goods receipt confirmation.

3.2 Asset Transactions

Includes transactions such as amortization, transfers, and repairs. Supports tracking movement and value adjustments.

To perform the task:

1. Go to BOS Tab > Asset System > Asset Transactions
2. Click "New"
3. Select transaction type (write-off, transfer, repair)
4. Set original/new agency and location
5. Select asset ID
6. Click "Save"
7. Use "Preview" to print, "Request for approval" to initiate approval



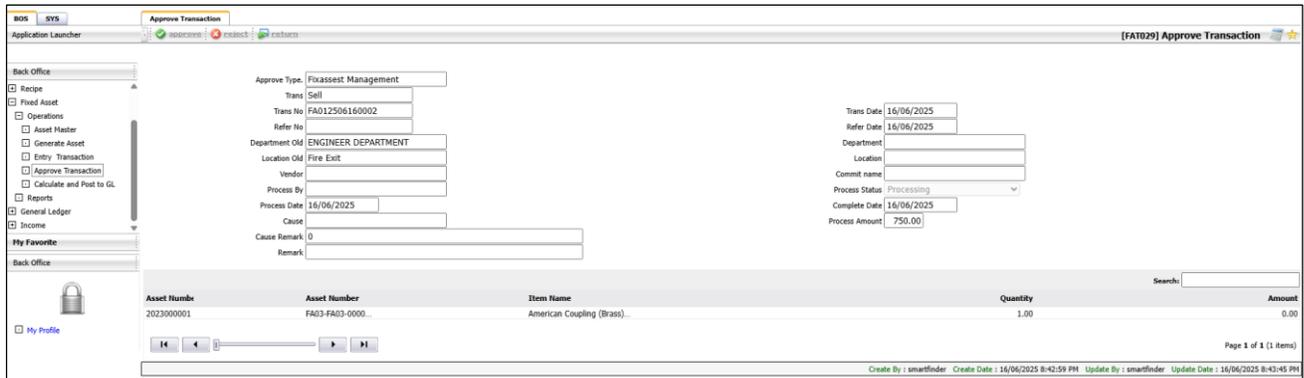
Note: Please verify the data before clicking “Request for Approval,” as the transaction will be officially recorded in the system.

3.3 Approval of Asset Transaction

Asset transaction approval finalizes changes like depreciation, transferring asset status accordingly.

To perform the task:

1. Go to BOS Tab > Asset System > Approval
2. Select document
3. Click "Approve" or "Reject"



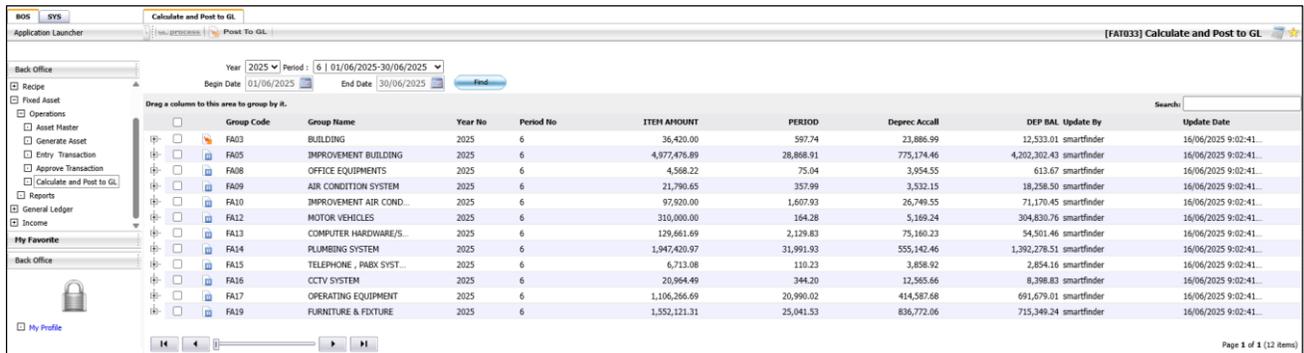
Note: Approvers should review all asset details carefully before approval to avoid incorrect postings.

3.4 Submit Account Login Information

Submit processed depreciation and asset data to the GL system monthly.

To perform the task:

1. Go to BOS Tab > Calculate and Post to GL
2. Select period (year/month)
3. Click "Process" to generate batch
4. Click "Post to GL" to submit



Group Code	Group Name	Year No	Period No	ITEM AMOUNT	PERIOD	Deprac Accall	DEP BAL	Update By	Update Date
FA03	BUILDING	2025	6	36,420.00	597.74	23,886.99	12,533.01	smartfinder	16/06/2025 9:02:41...
FA05	IMPROVEMENT BUILDING	2025	6	4,977,476.89	28,868.91	775,174.46	4,202,302.43	smartfinder	16/06/2025 9:02:41...
FA08	OFFICE EQUIPMENTS	2025	6	4,568.22	75.04	3,954.55	613.67	smartfinder	16/06/2025 9:02:41...
FA09	AIR CONDITION SYSTEM	2025	6	21,790.65	357.99	3,532.15	18,258.50	smartfinder	16/06/2025 9:02:41...
FA10	IMPROVEMENT AIR COND...	2025	6	97,920.00	1,607.93	26,749.55	71,170.45	smartfinder	16/06/2025 9:02:41...
FA12	MOTOR VEHICLES	2025	6	310,000.00	164.28	5,169.24	304,830.76	smartfinder	16/06/2025 9:02:41...
FA13	COMPUTER HARDWARE/S...	2025	6	129,661.69	2,129.83	75,160.23	54,501.46	smartfinder	16/06/2025 9:02:41...
FA14	PLUMBING SYSTEM	2025	6	1,947,420.97	31,991.93	555,142.46	1,392,278.51	smartfinder	16/06/2025 9:02:41...
FA15	TELEPHONE , PBX SYST...	2025	6	6,713.08	110.23	3,858.92	2,854.16	smartfinder	16/06/2025 9:02:41...
FA16	CCTV SYSTEM	2025	6	20,964.49	344.20	12,565.66	8,398.83	smartfinder	16/06/2025 9:02:41...
FA17	OPERATING EQUIPMENT	2025	6	1,106,266.69	20,990.02	414,587.68	691,679.01	smartfinder	16/06/2025 9:02:41...
FA19	FURNITURE & FIXTURE	2025	6	1,552,121.31	25,041.53	836,772.06	715,349.24	smartfinder	16/06/2025 9:02:41...

Note: Once submitted, new assets in the same group can't be re-sent unless the previous batch is removed.