QS Prime Asset Manager

User Manual — Mac

Version 1.7.3 · November 2026

A fixed asset register for private businesses and public bodies: every asset with its code, category, location, department, custodian, supplier, funding source, cost, dates, status and photo; categories that carry the depreciation policy; monthly depreciation (straight-line, reducing balance or units of production) with opening balances, a period lock and the net book value of every asset; transfers with printable transfer notes and a movement history for every asset; disposals with the gain or loss (surplus or deficit) against net book value, and board-of-survey lists; optional sign-off by approvers with their PIN; a maintenance log with schedules, warranty and insurance dates and alerts; asset tags with a barcode or QR code, and scan to find; physical counts (asset verification) with a scanner, custodian sign-off and corrected locations; revaluations to fair value with the revaluation surplus (netted within each class under IPSAS 17, asset by asset under IAS 16), and impairment losses and their reversals; balanced monthly journals for the general ledger — additions, depreciation, disposals, revaluations and impairments — as a GIFMIS journal upload (Excel) or for QuickBooks, Sage 50, Xero or any other system, with the accounts mapped per category; a full audit trail of who changed what, with the old and new values; import from an existing Excel register with a preview of every row; a dashboard with ten charts for any period, category, location, department or funding source; the statutory reports — fixed asset register, depreciation schedule, the movement schedule for the financial statements, additions, disposals, transfers, assets by custodian, fully depreciated assets, revaluations and impairments, the revaluation surplus, verification results and the audit log — on screen, as PDF and CSV, or printed; users and roles; backups; IPSAS 17 or IAS 16 wording.

qsprimepos.com · support@qsprimepos.com · Call or WhatsApp 026 477 7748

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New in version 1.7.3: easier-to-read bars
On macOS 27 the names and figures on the ranked charts (Net Book Value, Status, Cost, Depreciation and NBV, Maintenance Cost by Category, Revaluation Surplus) ran into each other. Each now shows its name and figure above the bar, and the whole row still opens what's behind it. The figures themselves never changed.

Version 1.7.2: small windows
With the window at its smallest, opening a record beside the Asset Register, Disposals, Board of Survey, Revaluation & Impairment or Maintenance no longer pushes the window sideways. The table scrolls sideways inside its card instead, and the buttons and filters above it move onto a second row when they don't fit.

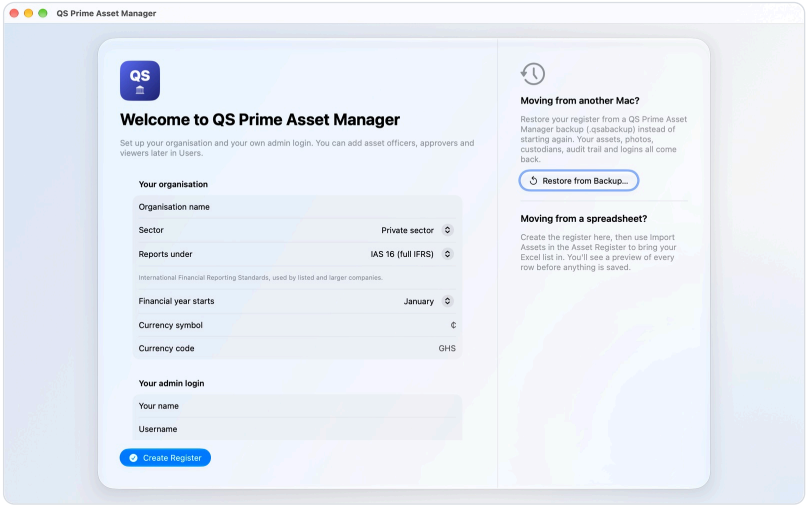
Version 1.7.1: one look on every screen
On macOS 26 and later every screen now sits on the Quillstone blue backdrop, which also runs behind the toolbar, and every table (Asset Register, Depreciation, Transfers, Disposals, Maintenance, Verification, Revaluation & Impairment, Accounting Journals, Audit Log) floats on a solid card, as Reports did. In dark mode the chart and table cards are a lighter navy instead of near-black. Banners and alert strips share one style that reads the same in light and dark mode; the maintenance strip is red on the Dashboard and the Maintenance screen while anything is overdue, orange otherwise. Codes and numbers are one colour: blue only where they open something, so sample records no longer have purple codes (theirs start SMP-). Fixed: with a schedule or job open, Maintenance no longer pushes the window sideways (when space is short its tabs become a pop-up menu), and the Dashboard's **Net Book Value** tile now leaves out impairment as well as depreciation, so it matches the register and the Movement Schedule.

Version 1.7: the Liquid Glass look
On macOS 26 and later the app uses the new **Liquid Glass** design: a glass sidebar and toolbar, glass buttons, tiles, banners and status labels, and a soft Quillstone blue backdrop behind the Dashboard, Settings, Reports, the list screens (Categories, Custodians, Suppliers, Users, Asset Tags) and the sign-in screens. Figures stay on solid backgrounds, so tables, charts and reports read as clearly as before. Nothing else changed: every screen, button and shortcut is where it was. On the list screens the line between the list and the record can no longer be dragged; the list keeps a fixed width. On macOS 14 and 15 the app looks as it did.

Version 1.6: accounting journals
A new **Accounting Journals** screen (⇧⌘J) turns what happened to the register in a month (or several) into balanced journals for the general ledger: **additions**, **depreciation**, **disposals** (with the gain or loss and the revaluation surplus transferred), **revaluations** and **impairments**. Export them as a **GIFMIS journal upload** (Excel, all 12 segments, leading zeros kept), or for **QuickBooks Online**, **Sage 50**, **Xero**, or a generic CSV for any other system. Map the accounts once, with categories posting to their own cost and depreciation accounts if you like (chapter 16). Also new: under IPSAS 17 the **revaluation surplus is netted within each class** of assets (the category), as the standard allows; under IAS 16 and the IFRS for SMEs it stays asset by asset (chapter 15). Version 1.5 brought verification, revaluation and impairment.

1. Getting started

1. Open **QS Prime Asset Manager 1.7.3.dmg** and drag the app into **Applications**.
2. The first time, macOS may say the app is from an "unidentified developer". Right-click the app, choose **Open**, then **Open** again. You only do this once.
3. The first-run screen asks for your organisation and your own admin login.



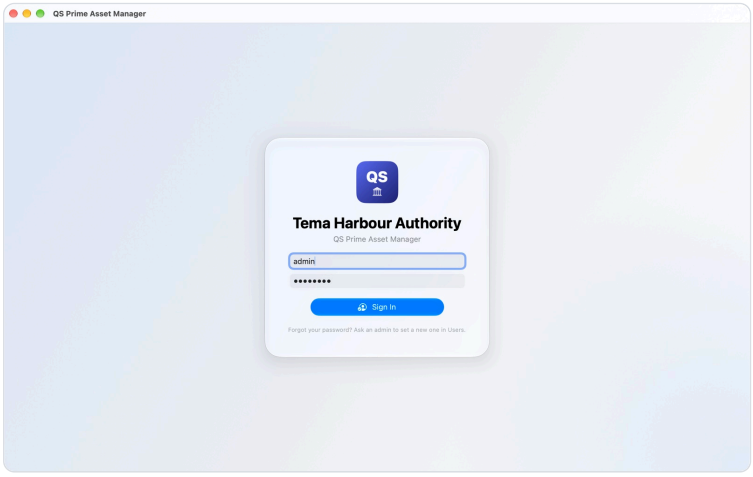
First run: the organisation, how it reports, and your admin login.

Field	What to enter
Organisation name	As it should appear on screens, exports and backups.
Sector	**Public sector** (government, MDAs, assemblies, parastatals, NGOs) or **Private sector** (companies). Public sector switches on funding sources.
Reports under	**IPSAS 17**, **IAS 16 (full IFRS)** or **IFRS for SMEs**. Chosen for you from the sector; change it if your organisation differs. See chapter 26.
Financial year starts	January for the Government of Ghana and most organisations; pick another month if your year ends differently.
Currency	₵ and GHS to start. Change them if you work in another currency.
Your admin login	Your name, a username and a password of at least 6 characters. This is the only login created; add others in Users (chapter 22).
Sample assets	Tick this to try the app with 36 sample assets, a year's depreciation, transfers, disposals, a board-of-survey list, and a year of maintenance with schedules, warranties and insurance, two revaluations, an impairment and two verification counts. They're marked **Sample**, use codes **SMP-001** onwards, and come out in one step (chapter 23).

Press **Create Register**. The register starts with the usual categories of property, plant and equipment, each with a common useful life (chapter 9). The app runs as a full 15-day trial (chapter 25).

> **Moving from another Mac, or from a spreadsheet?**
> From another Mac: press **Restore from Backup…** on the first-run screen instead (chapter 24). From Excel: create the register, then use **Import Assets** (chapter 20).

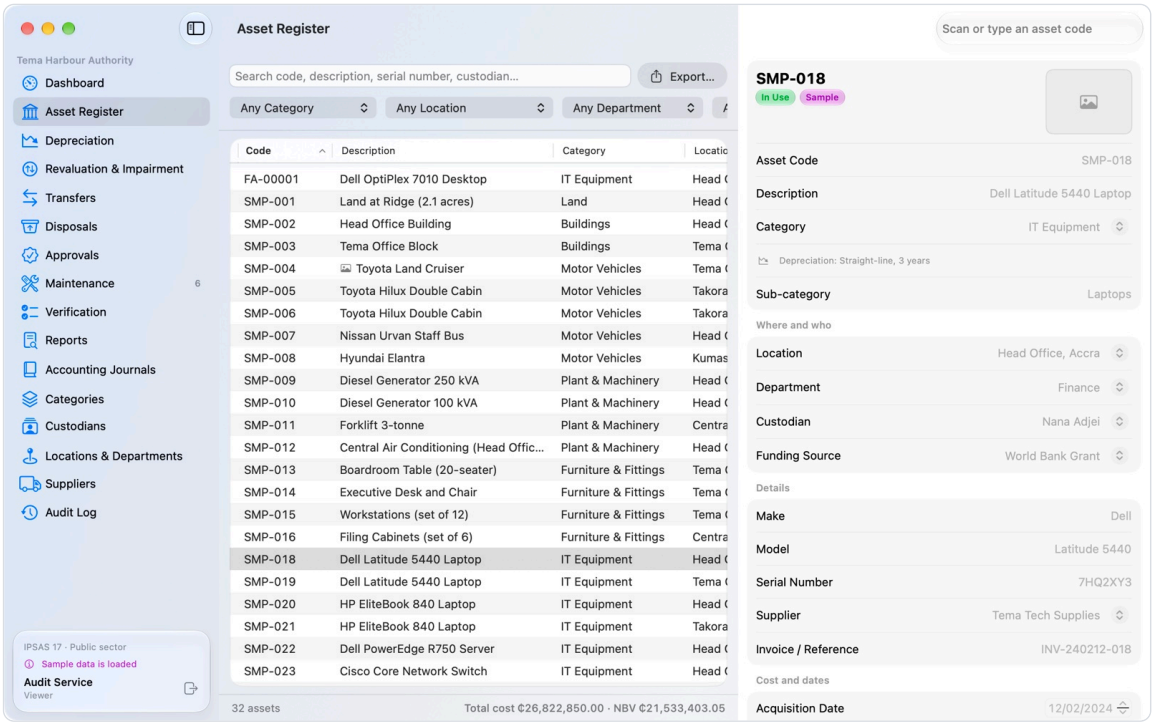
2. Signing in and roles



Sign in with your username and password.

Everyone has their own login, and what they can do depends on their role. The app checks the role every time something is saved, not just by hiding buttons.

Role	Can
Admin	Everything: assets, categories and their depreciation policy, an asset's own policy, the depreciation go-live month and locking months, transfers and disposals, reversing a disposal, undoing a revaluation or impairment, approvals settings, lists, users, settings, backups and the licence. Only an admin can delete an asset, reverse a disposal or undo a revaluation or impairment.
Asset Officer	Adds and edits assets; manages custodians, locations, departments, suppliers and funding sources; adds and renames categories (not their depreciation policy); enters usage, posts and reverses monthly depreciation; transfers assets; records disposals and keeps board-of-survey lists; records maintenance, keeps maintenance schedules and prints asset tags; counts assets; records revaluations, impairments and their reversals; imports and exports.
Approver	Views everything and exports. Signs off (or rejects) transfers and disposals with their PIN when approvals are on (chapter 13).
Viewer	Read only: the register, dashboard and audit log, with exports. For auditors and management.



A viewer sees every detail, greyed out, and can export — but can't change anything.

Sign out with the button at the bottom of the sidebar, or ⇧⌘L. Forgotten password: an admin sets a new one in Users.

3. Finding your way around

The sidebar lists the screens. The bottom of the sidebar shows the reporting framework and sector, whether sample data is loaded, and who is signed in. **New Asset** and the **scan box** (chapter 14) are always in the toolbar.

Screen	Shortcut	What it's for
Dashboard	⌘1	The register at a glance, with charts (chapter 4).
Asset Register	⌘2	Every asset: search, filter, add, edit (chapters 5–7).
Depreciation	⌘3	Monthly depreciation: preview, post, lock, opening balances (chapter 10).
Revaluation & Impairment	—	Revaluations to fair value, impairment losses and reversals, the revaluation surplus (chapter 15).
Transfers	⌘4	Moves between locations, departments and custodians, with transfer notes (chapter 11).
Disposals	⌘5	Disposals with their gain or loss, and board-of-survey lists (chapter 12).
Approvals	⌘6	Transfers and disposals waiting for sign-off (chapter 13). A number beside it counts them.
Maintenance	⌘7	What's due, the maintenance log, warranty and insurance dates, maintenance charts (chapter 14). A number beside it counts what's overdue or expiring.
Verification	—	Physical counts: scan or tick each asset, then complete the count (chapter 15).
Asset Tags	—	Labels with a barcode or QR code for each asset (chapter 14). A number beside it counts the tags waiting to print.
Reports	⌘8	The fixed asset register, depreciation and movement schedules and the other reports, as PDF or CSV (chapter 21).
Accounting Journals	—	Monthly journals for GIFMIS, QuickBooks, Sage, Xero or any ledger; the account mapping (chapter 16).
Categories	⌘9	Classes of asset and their depreciation policy (chapter 9).
Custodians	—	The people responsible for assets (chapter 17).
Locations & Departments	—	Locations, departments, funding sources (chapter 18).
Suppliers	—	Who assets were bought from (chapter 19).
Audit Log	⌘0	Every change, by whom, with the values before and after (chapter 8).
Users	—	Logins and roles (admins, chapter 22).
Settings	⌘,	Organisation, codes, backups, licence (admins, chapter 23).

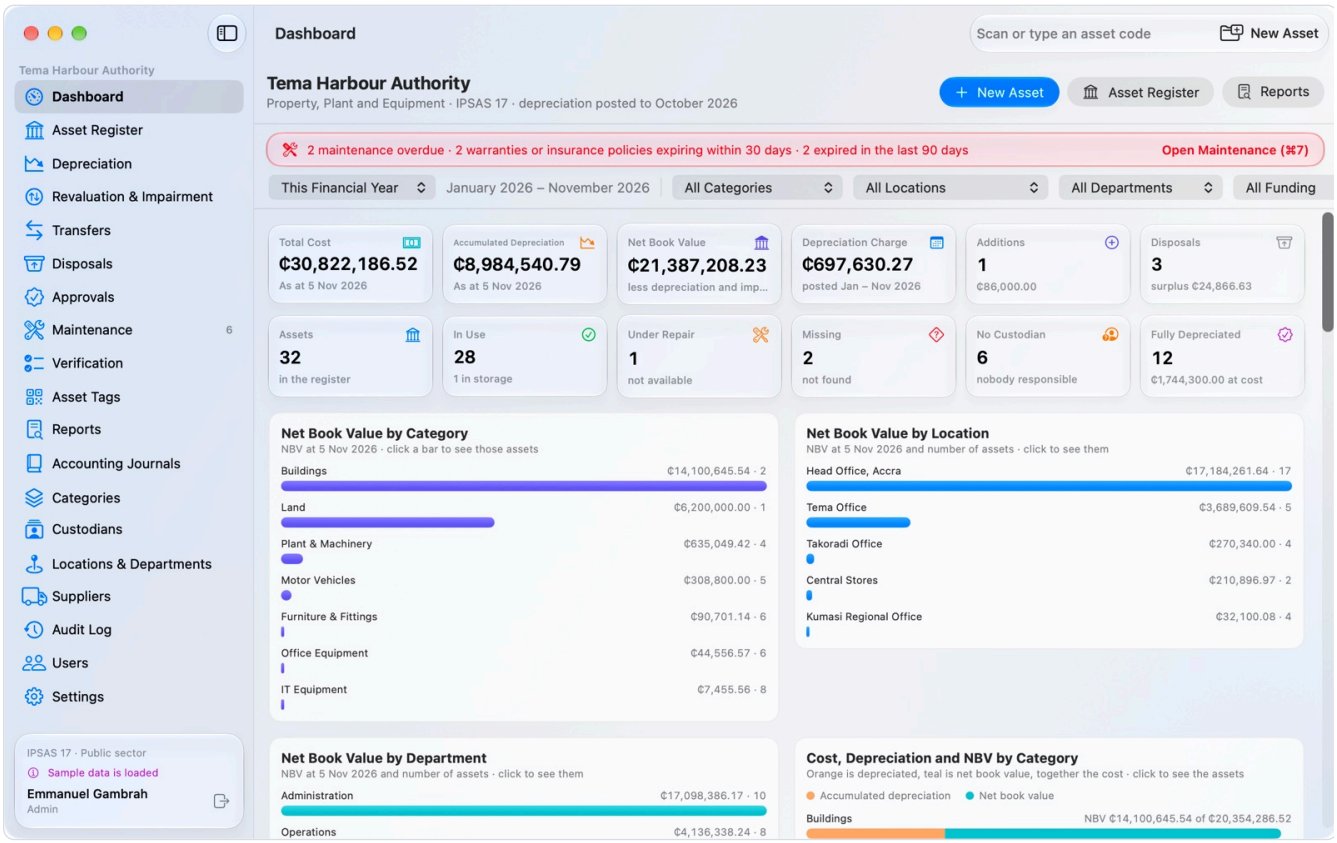
Action	Shortcut	Also on screen
New Asset	⌘N	Toolbar, Asset Register, Dashboard
Save (in an editor)	⌘S	The blue Save button
New Transfer…	⇧⌘T	Transfers › New Transfer; Transfer… on an asset
Record Disposal…	⇧⌘D	Disposals › Record Disposal; Dispose… on an asset
Record Maintenance…	⇧⌘M	Maintenance › Record Maintenance; Record Maintenance… on an asset
New Count…	⇧⌘V	Verification › New Count
Revalue Asset…	⇧⌘R	Revaluation & Impairment › Revalue Asset; Revalue… on an asset
Record Impairment…	—	Revaluation & Impairment › Impairments › Record Impairment; Record Impairment… on an asset
Print Asset Tags…	⇧⌘P	Asset Tags in the sidebar; Print Tags… in the Asset Register; Print Tag… on an asset
Scan to Find	⇧⌘F	The scan box at the top of the window
Import Assets…	⇧⌘I	Asset Register › Import…
Export Register…	⇧⌘E	Asset Register › Export…
Accounting Journals…	⇧⌘J	Accounting Journals in the sidebar
Back Up Now	⇧⌘B	Settings › Backup & Restore

Button colours

The main action on each screen is a large blue button (New Asset, Save, Create Register). Other actions are grey. Delete is red and always asks first, with **Cancel** as the default, so a stray Return never deletes anything.

4. The dashboard

The first screen after signing in. Every tile and every bar can be clicked: it opens the assets behind it in the Asset Register, or the report behind it.



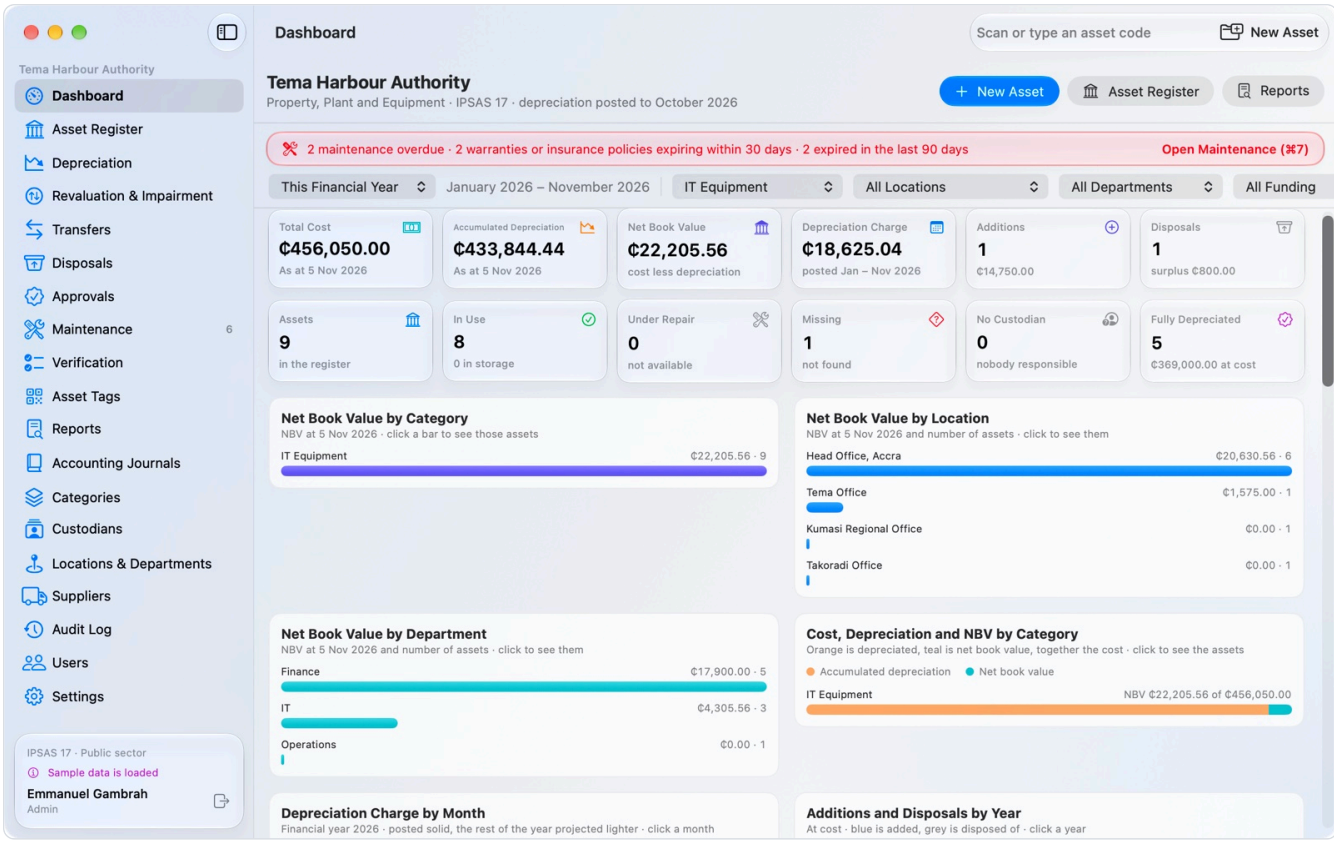
The dashboard for this financial year: the period and filters across the top, the tiles, then the charts.

The period and the filters

The bar under the heading sets what the dashboard covers:

- **Period**: **This Month**, **This Financial Year** (from the first month of the year to this month), **Last Financial Year**, or **Custom** with your own first and last month. Money tiles and charts show the position **at the end of the period** (today, while the period is still running); Depreciation Charge, Additions and Disposals count what happened **during** it.
- **Filters**: one category, location, department or funding source (when funding sources are switched on), or any mix. **Clear Filters** goes back to the whole register.

The period and filters stay as you left them while you click through to other screens and come back. A click-through keeps the filter: clicking the Missing tile while IT Equipment is chosen shows the missing IT equipment.



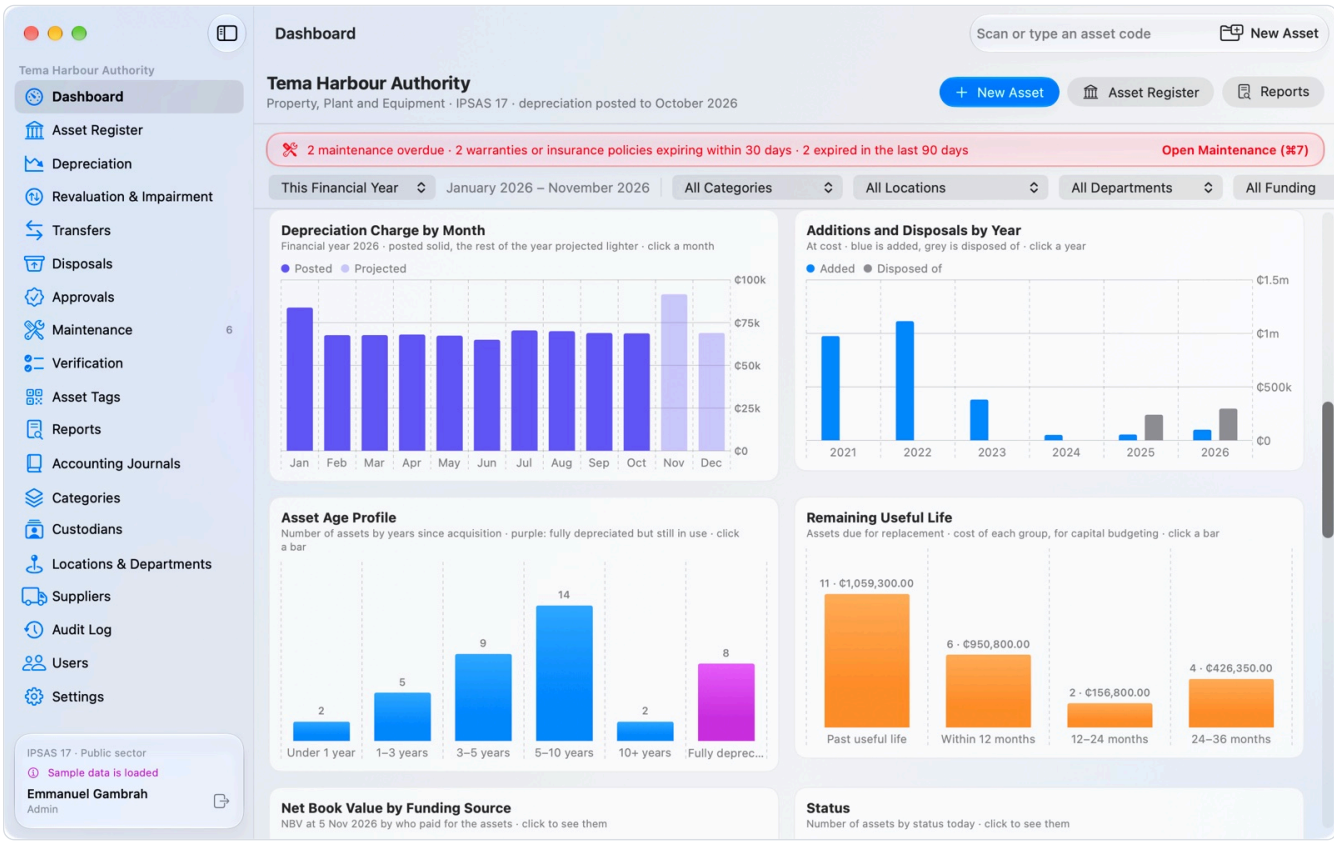
Filtered to IT Equipment: every tile and chart follows.

Tile	Shows · click to open
Total Cost	What the assets held at the end of the period cost · the Fixed Asset Register report for that date.
Accumulated Depreciation	Opening balances plus every month posted to the end of the period · the Depreciation Schedule.
Net Book Value	Cost or valuation less accumulated depreciation and any impairment, as in the register and the Movement Schedule · the Movement Schedule.
Depreciation Charge	Depreciation posted for the months of the period · the Depreciation screen.
Additions	Assets acquired in the period and what they cost · those assets in the register.
Disposals	Assets disposed of in the period and the total gain or loss (surplus or deficit) · the Disposals report.
Assets, In Use, Under Repair, Missing	How many assets, and how many have each status today; In Use also shows how many are in storage.
No Custodian	Assets nobody is responsible for — worth putting a name against.
Fully Depreciated	Assets depreciated down to their residual value, and what they cost · the Fully Depreciated Assets report.

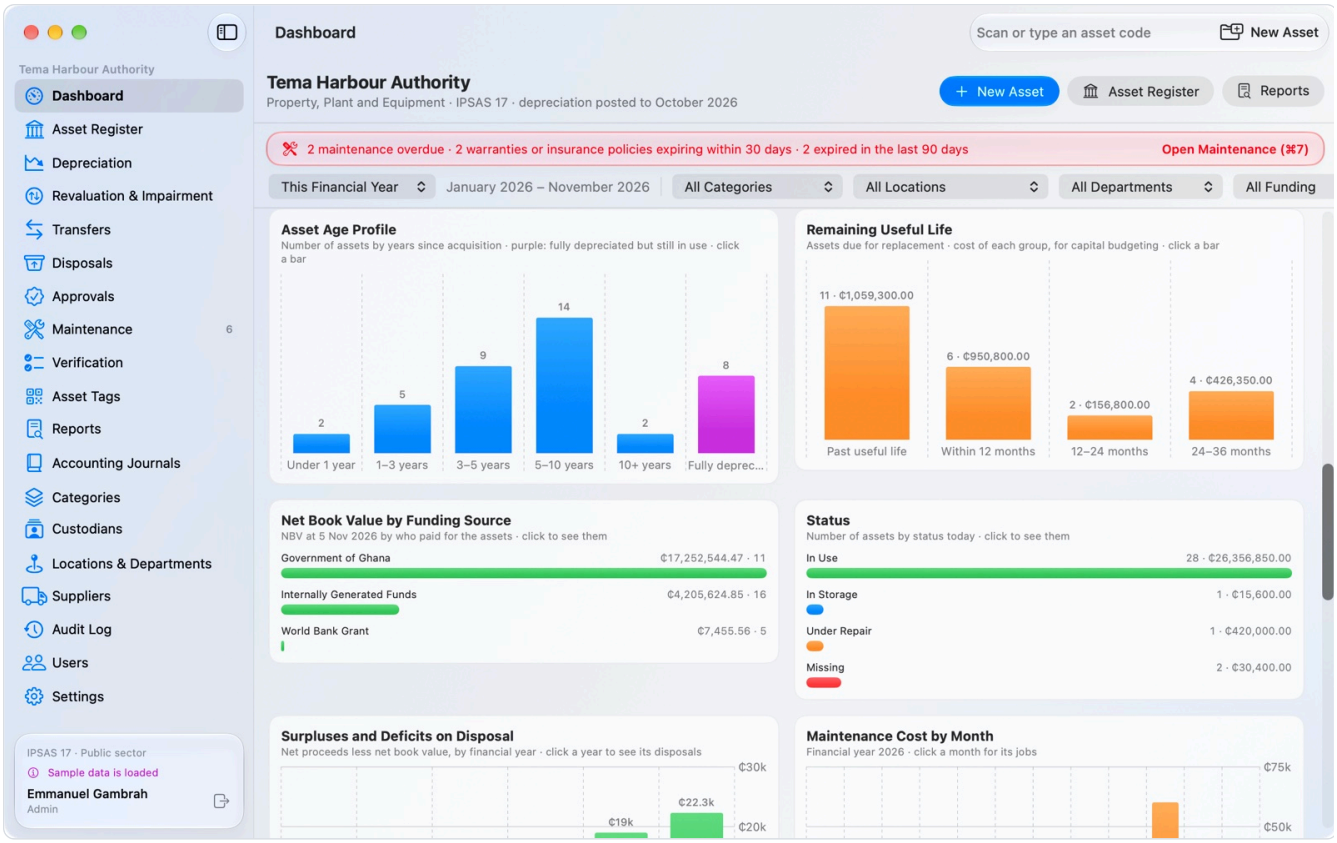
The ten charts

Chart	What it shows · click
Net Book Value by Category, by Location, by Department	Where the value sits, with the number of assets · the assets in that group.
Cost, Depreciation and NBV by Category	Each bar is the cost: orange is depreciated, teal is what's left · the assets in that category.
Depreciation Charge by Month	The financial year that ends the period: posted months solid, the rest of the year projected lighter on today's policies · that month on the Depreciation screen.
Additions and Disposals by Year	At cost, by financial year · blue: the assets acquired that year; grey: that year's Disposals report.
Asset Age Profile	How many assets are under 1 year old, 1–3, 3–5, 5–10 and 10 or more years old (from acquisition), and in purple how many are **fully depreciated but still in use** · those assets.
Remaining Useful Life	Assets already past their useful life, and those reaching the end of it within 12 months, 12–24 months and 24–36 months, with their cost: a guide for the capital budget. Land and other assets that aren't depreciated are left out · those assets.
Net Book Value by Funding Source	Who paid for the assets (only when funding sources are switched on) · the assets from that source.
Status	In use, in storage, under repair, missing · the assets with that status.

When any disposals have been recorded, an eleventh chart shows the **Gains and Losses on Disposal** by year (**Surpluses and Deficits** under IPSAS). Below them come the four **maintenance charts**: cost by month and by category, maintenance cost against book value, and what falls due or runs out in the next 90 days (chapter 14).



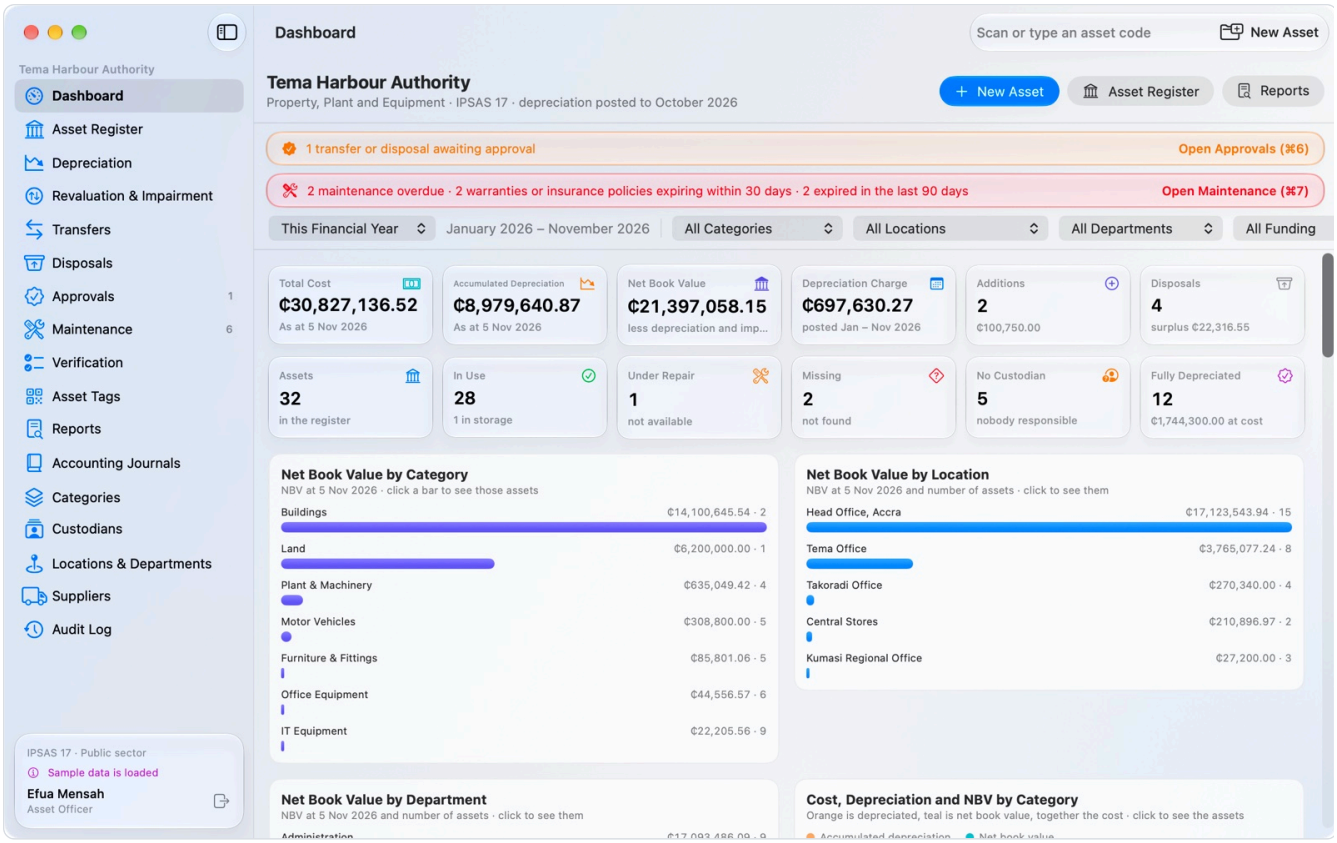
Depreciation by month (October to December projected), and additions against disposals by year.



The age profile, with fully depreciated assets still in use in purple, and the assets due for replacement.

> **Looking at an earlier period?**
> Money, age and remaining life are worked out as at the end of the period. Status and custodian are always as they are today, and a click-through shows the register as it is today.

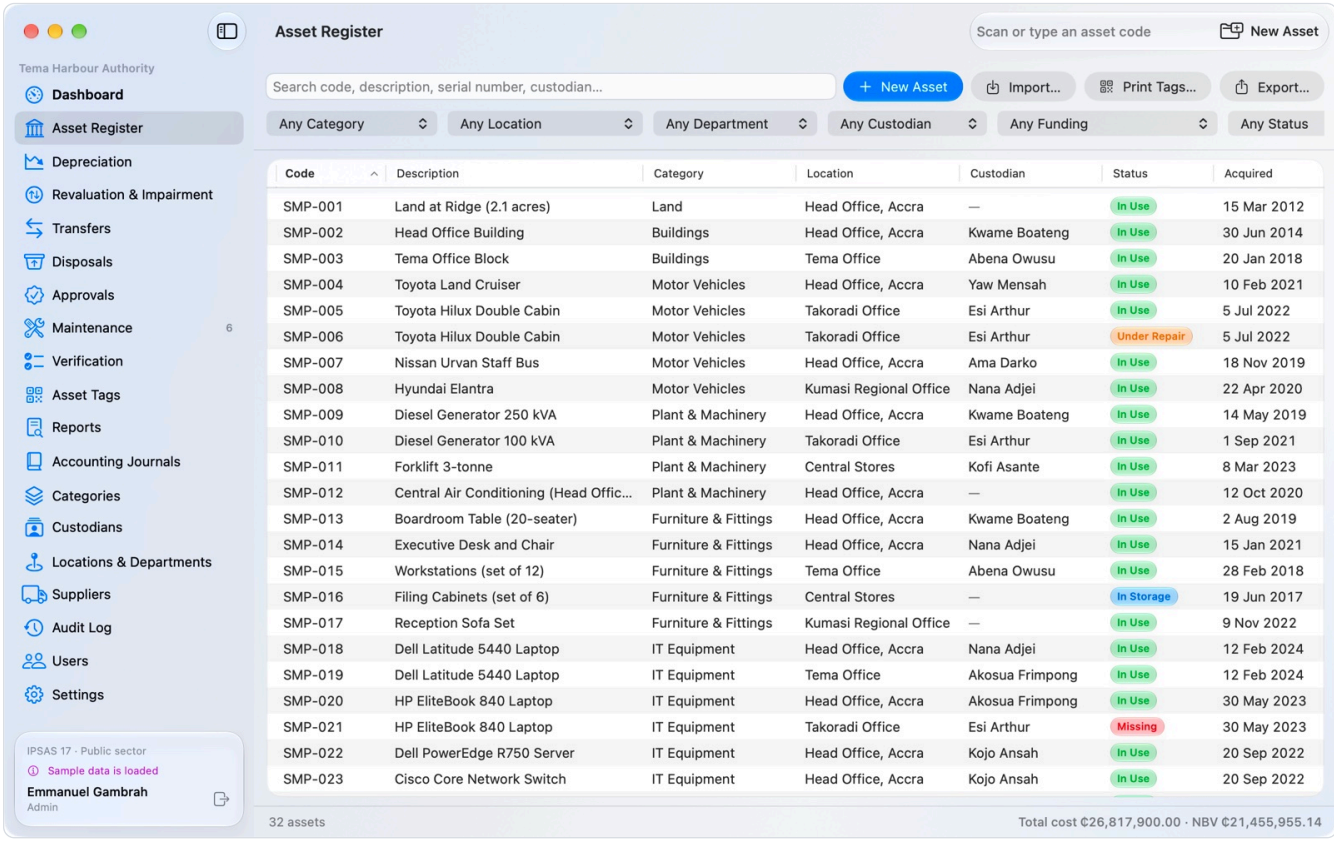
When transfers or disposals are waiting for approval, an orange bar across the top says how many; click it to open Approvals. When maintenance is overdue, or a warranty or insurance policy is about to run out (or ran out in the last 90 days), a red bar says so; click it to open Maintenance.



A transfer awaiting approval.

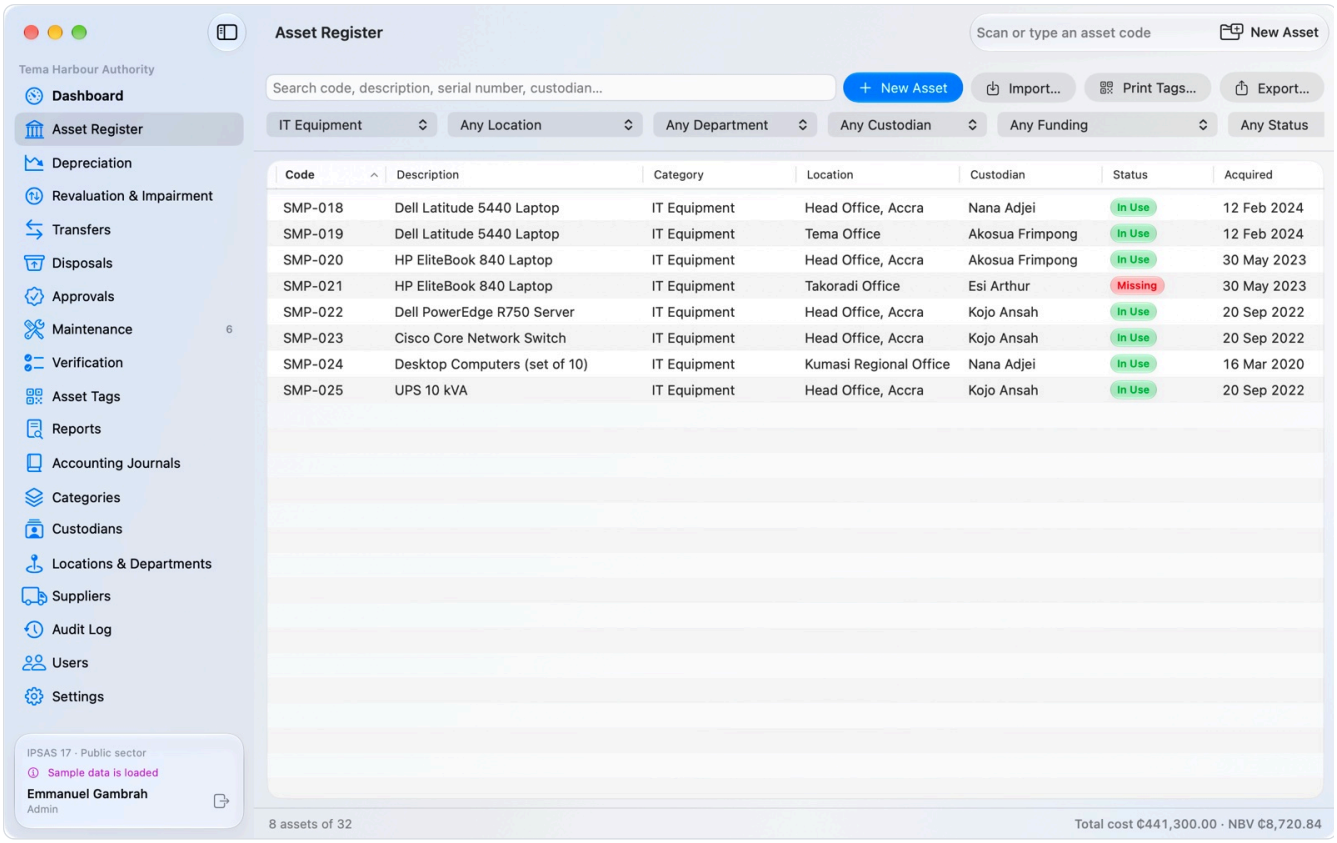
When the register is empty, the dashboard shows three ways to start: New Asset, Import Assets, or setting up locations and departments first.

5. The asset register



The Asset Register.

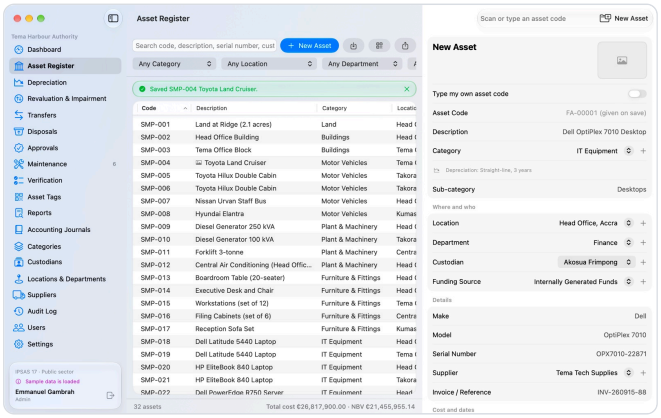
- **Search** looks through the code, description, serial number, make, model, sub-category, invoice reference, custodian and location.
- **Filters** under the search box: Category, Location, Department, Custodian, Funding Source (when switched on) and Status. Disposed assets stay in the register as history but are hidden: tick **Disposed** (or choose the Disposed status) to see them. Tick **Archived** to include archived assets. **Clear Filters** shows everything again. Filters set from the dashboard, or from "Show in the Register" on another screen, show here too.
- Click a column heading to sort. Sample assets have codes starting SMP-; a small picture icon means the asset has a photo.
- The **NBV** column is each asset's net book value today. The bar at the bottom counts the assets shown and adds up their cost and net book value (disposed assets are shown with a dash and left out of the totals). **Awaiting Approval** beside a description means a transfer or disposal of it is waiting for sign-off.



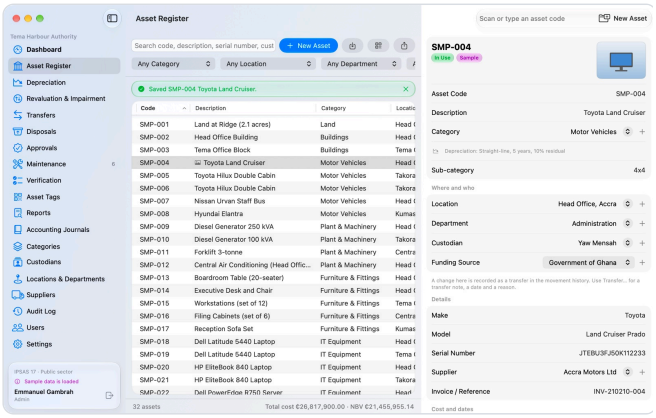
Filtered to one category: the count and total follow the filter.

6. Adding and editing assets

Press **New Asset** (⌘N), or click an asset to open it. The details open beside the list.



A new asset.

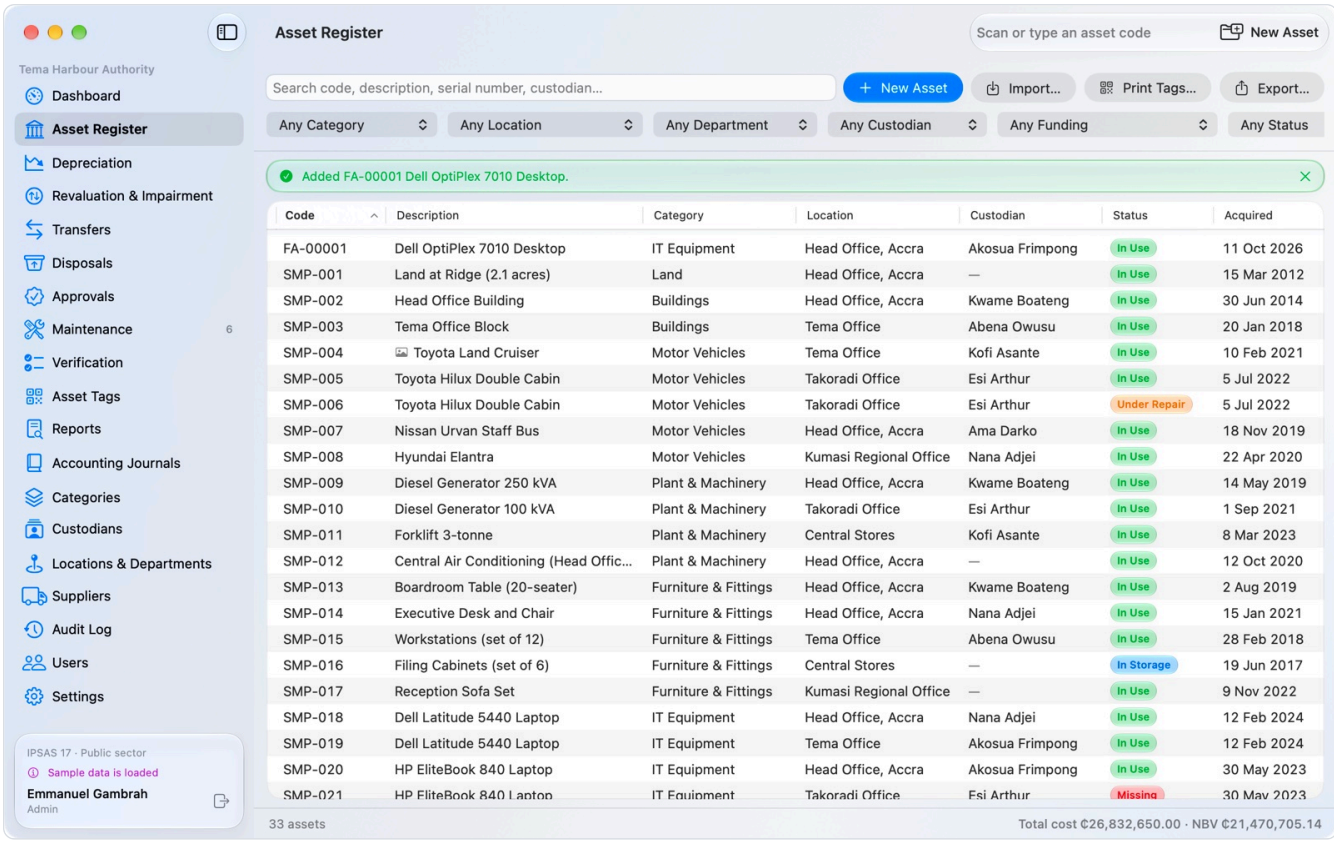


An existing asset, with its photo.

Field	Notes
Asset Code	Given on save, next in the sequence (chapter 7). Tick **Type my own asset code** to use your own.
Description	What it is: "Toyota Hilux Double Cabin", "Dell Latitude 5440 Laptop". Required.
Category	Required. It sets how the asset is depreciated; the policy shows under it.
Sub-category	Optional free text: Laptops, Pick-ups, Generators.
Location, Department, Custodian	Where it is, which department or cost centre, and who is responsible for it. Changing them on an existing asset is recorded as a transfer (chapter 11); when transfers need approval they can only be changed with **Transfer…**.
Funding Source	When switched on in Settings: Government of Ghana, IGF, a donor grant.
Make, Model, Serial Number	Serial, chassis or registration number. The app warns (without stopping you) if another asset has the same serial number.
Supplier, Invoice / Reference	Who it was bought from; the invoice, LPO or GRN number.
Acquisition Date	When it was acquired. Can't be in the future.
In-Service Date	When it started being used. Depreciation starts here (the whole month, by the default convention; chapter 10). It can't be before the acquisition date.
Cost	Historical cost. The app warns if it's below the capitalisation threshold (chapter 23).
Status	In Use, In Storage, Under Repair or Missing. Disposed is set by a disposal (chapter 12), not by hand.
Warranty and Insurance	Who gives the warranty and when it runs out; the insurer, the policy number and when the cover runs out. They show under Maintenance, and on the dashboard before they expire (chapter 14).
Photo and Notes	**Add Photo…** takes any picture; it's scaled down so the register stays small. Notes: anything worth knowing.

Every list field has a **+** beside it: type a name and it's added to that list at once and chosen (fill in the rest later on its own screen).

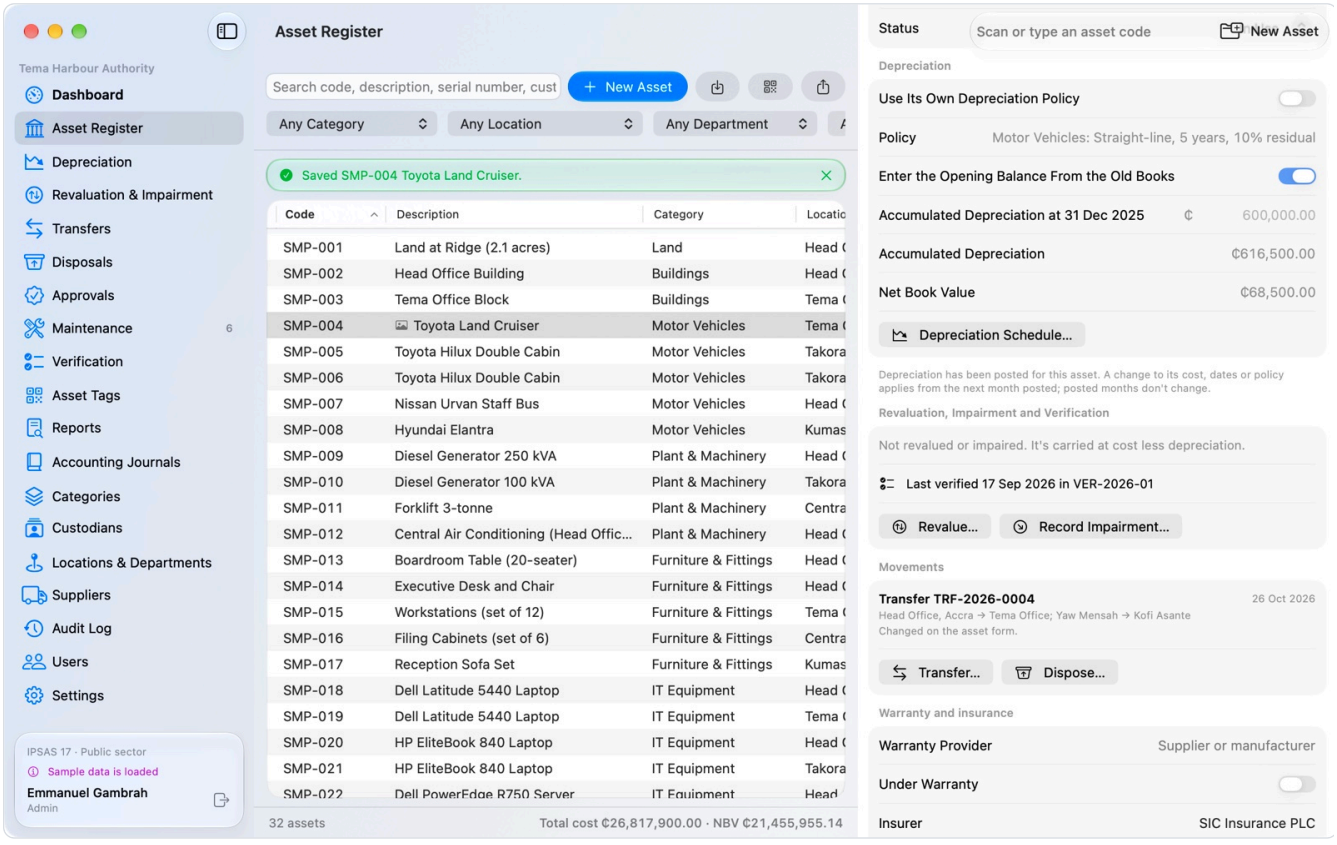
Save (⌘S) checks the asset, saves it, and closes the editor. If you click away from an asset you were changing, valid changes are saved for you; if something is wrong (no category, say), nothing is saved and the app tells you why.



Saved: the new asset is in the register with the next code.

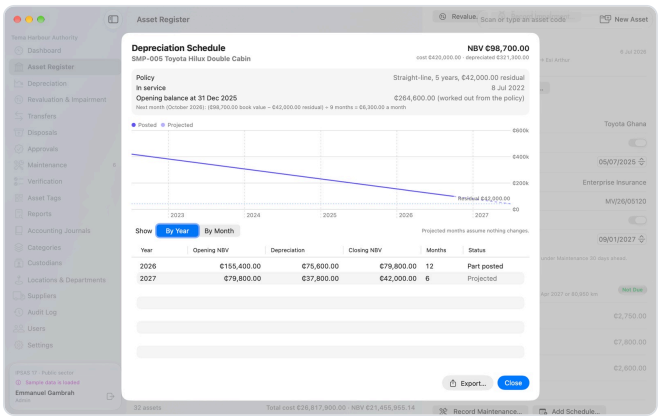
The Depreciation section

Further down the form, each asset shows how it's depreciated and where it stands:

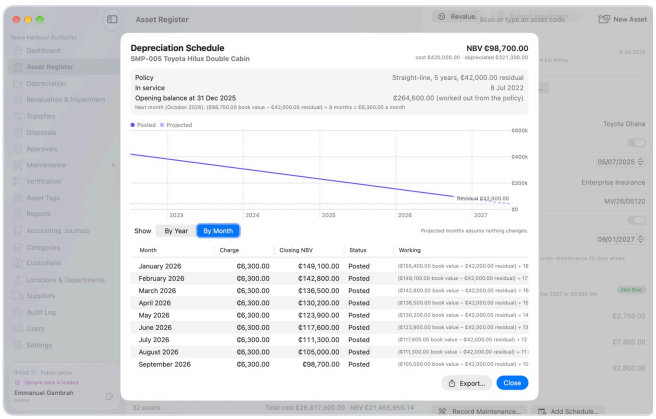


An asset brought in with its opening balance from the old register.

Item	What it does
Policy	The category's method, life and residual value.
Use Its Own Depreciation Policy	Admins only. Gives this asset a different method, life, rate or residual value from its category (a residual as a % of cost or an amount).
Expected Total Units, Units Are	For units of production: what it should deliver over its life (300,000 km, 20,000 hours). Until it's entered, the asset is depreciated straight-line over the useful life.
Enter the Opening Balance From the Old Books	For an asset in service before the go-live month: its accumulated depreciation in the old register at the day before go-live. Leave it off and the app works it out from the policy. It can only be changed until depreciation has been posted for the asset.
Accumulated Depreciation, Net Book Value	Where the asset stands today, with the next month's charge and how it's worked out.
Depreciation Schedule…	Every month posted and the months ahead, by year or by month, with a chart of the net book value over its life. **Export…** saves it as CSV.



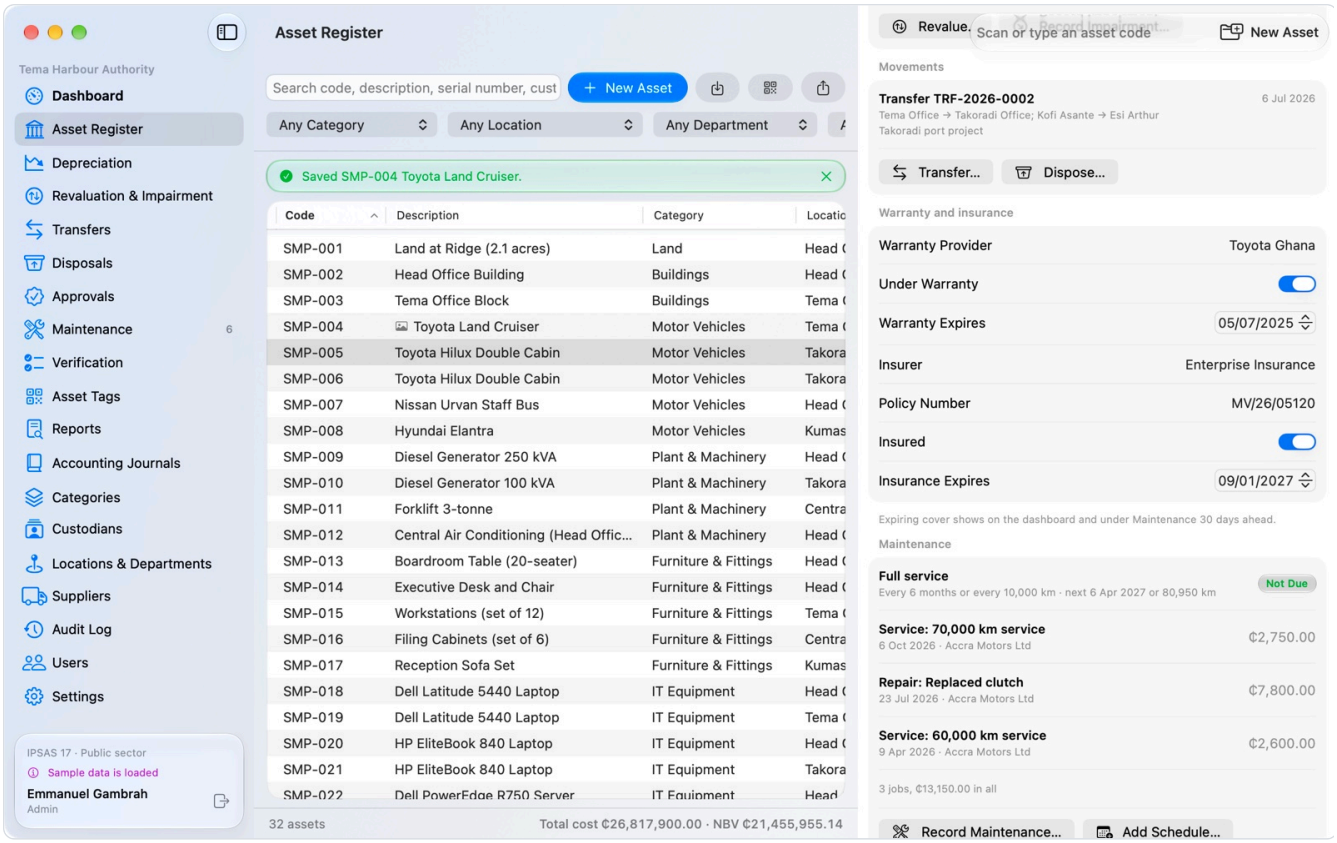
Depreciation Schedule by year.



By month, with the working for each month.

Movements

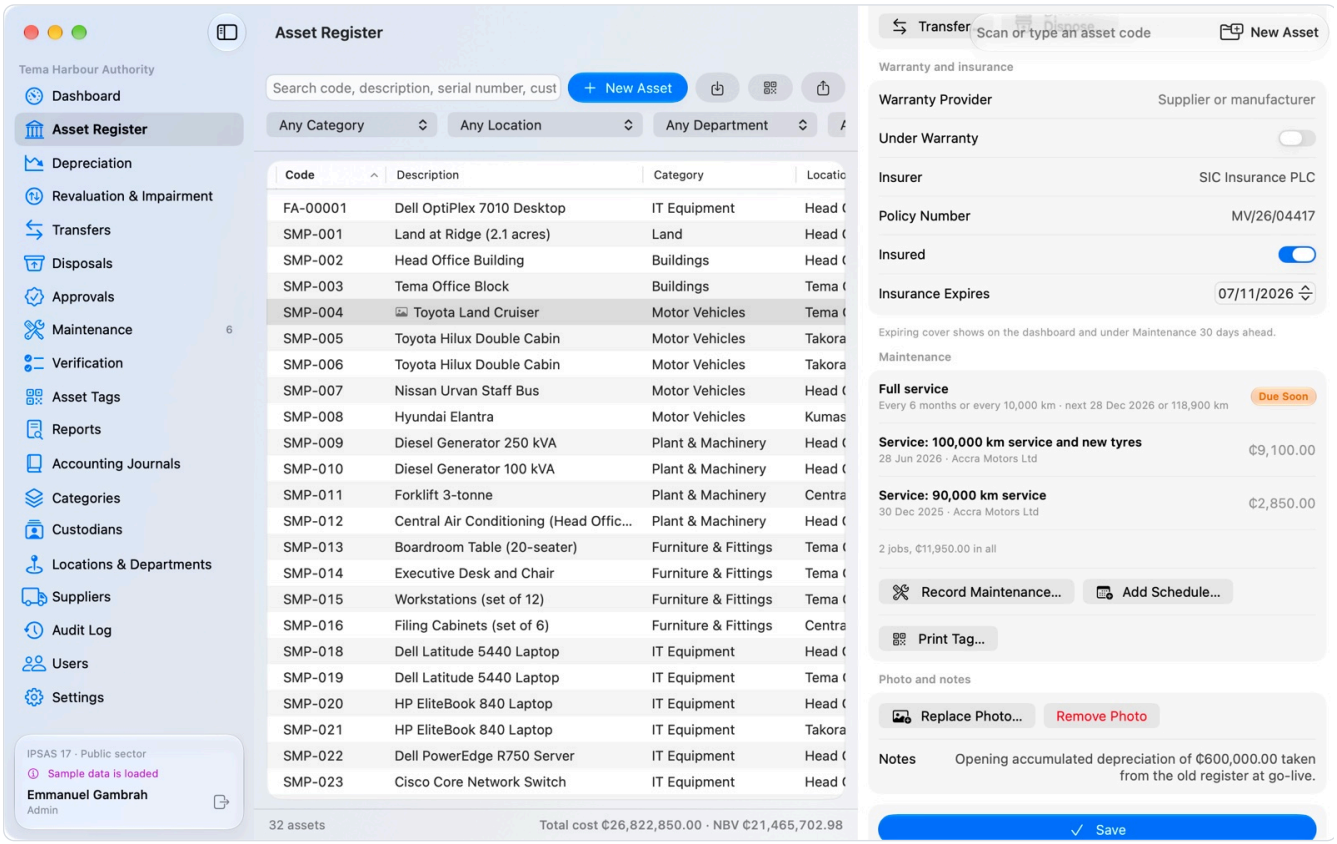
Every asset lists its transfers and its disposal, newest first; click one to open it. **Transfer…** and **Dispose…** start one for this asset (chapters 11 and 12).



Movements: the Hilux went from Tema to Takoradi, and its history shows the fields that changed.

Maintenance

The asset's maintenance schedules (with Due Soon or Overdue), its last five jobs and what its maintenance has cost in all. **Record Maintenance…**, **Add Schedule…** and **Print Tag…** start one for this asset (chapter 14).



A vehicle's warranty and insurance, its service schedule and its jobs.

Duplicate, archive, delete

- **Duplicate** starts a new asset with the same details — handy for a batch of identical laptops. The code, serial number and photo are left empty.
- **Archive…** takes an asset out of the register and the dashboard but keeps it and its history. Tick Archived in the filters to see it, then **Bring Back**. Use this for items that shouldn't be in the register. An asset that has really left (sold, scrapped, lost) is disposed of instead, with **Dispose…** (chapter 12).
- **Delete…** (admins only) is for an asset entered by mistake, such as a duplicate. An asset with depreciation posted, a disposal or maintenance on record can't be deleted: dispose of it or archive it instead. Deleting can't be undone, and the audit log keeps a full record of what was deleted and by whom.

7. Asset codes

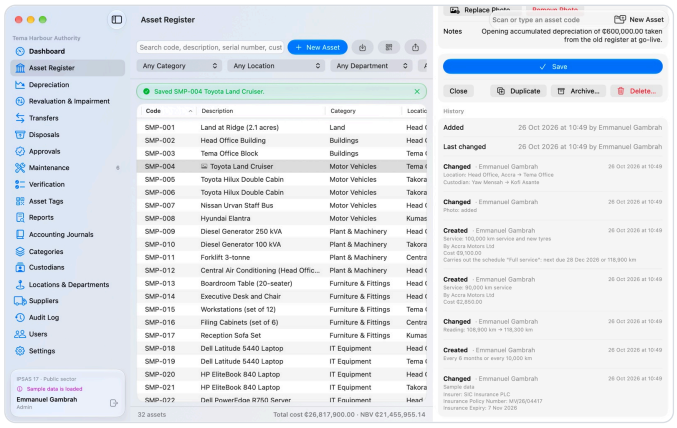
New assets are numbered in sequence: **FA-00001**, **FA-00002**… The asset form shows the code the next asset will get. In Settings › Asset Codes you can change the prefix (for example **GMA/**), the number of digits and the next number.

- Codes are unique, whatever the capitals.
- A code you type or import in the same pattern (FA-00040) moves the sequence past it, so the next automatic code never clashes. A code in another pattern (GMA/VEH/0012) is simply kept as it is.
- Changing the prefix affects new assets only; existing codes never change.
- Sample assets use their own series (SMP-001…), so they don't use up your numbers.

> **Asset tags**
> Printing QR code or barcode labels for these codes, and scanning them to find an asset, come in version 1.4.

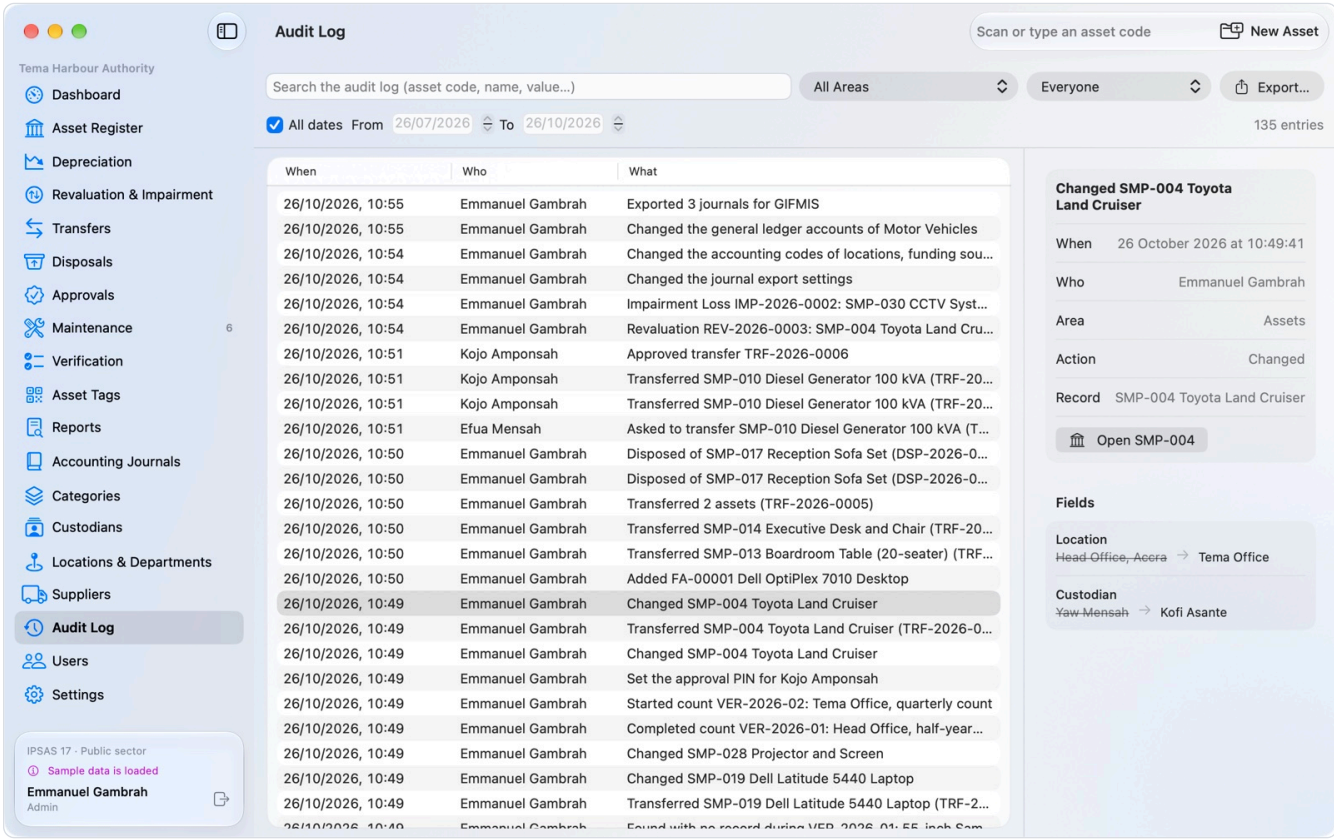
8. History and the audit log

Every change is recorded: who made it, when, and for every field the value before and after. Nothing can edit or remove these records — not even an admin — and they're kept when the record they're about is deleted.



The History at the bottom of each asset.

The **Audit Log** (⌘0) lists every change in the register: assets, categories and their policies, lists, users, settings, depreciation (posting, reversing, locking, usage), transfers, disposals, approvals and rejections, board-of-survey lists, imports, exports and backups. Search it, or narrow it by area, by person and by dates. Click an entry to see each field before and after; **Open** goes to the asset.



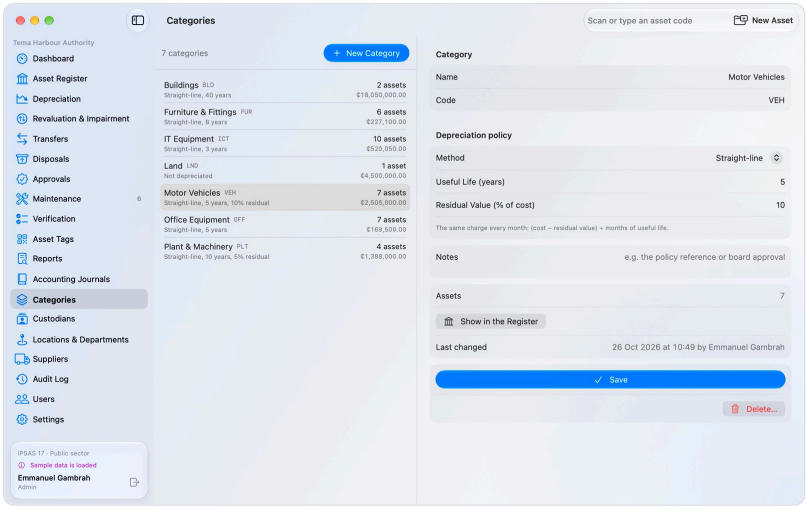
The Audit Log with one change open.

Export… saves the entries shown as a CSV file for Excel, headed with the organisation, the period and who exported it — ready to hand to an auditor. Exporting is recorded in the log too.

9. Categories and depreciation policy

Each category sets how its assets are depreciated. The register starts with these (change them to match your accounting policy):

Category	Code	Starting policy
Land	LND	Not depreciated
Buildings	BLD	Straight-line, 40 years
Motor Vehicles	VEH	Straight-line, 5 years, 10% residual
Plant & Machinery	PLT	Straight-line, 10 years, 5% residual
Furniture & Fittings	FUR	Straight-line, 8 years
Office Equipment	OFF	Straight-line, 5 years
IT Equipment	ICT	Straight-line, 3 years



Categories, with each one's policy, number of assets and total cost.

Method	How it works
Straight-line	The same charge every month: (cost − residual value) ÷ useful life.
Reducing balance	A fixed percentage a year of the book value at the start of the financial year, so the charge is highest early on.
Units of production	By use — kilometres or machine hours — entered each month (chapter 10). Each asset needs its expected total units; without one, the useful life is the fallback.
Not depreciated	Land, and assets that don't wear out such as heritage assets.

Admins and asset officers add and rename categories. **Only an admin can change a depreciation policy**, because it's accounting policy; every change is in the audit log with the old and new values. A change to a policy applies from the next month posted; months already posted never change. Deleting a category keeps its assets, but they have no category (and no policy) until you choose another.

10. Depreciation

The **Depreciation** screen (⌘3) works out each month's depreciation for every asset, shows you the working, and saves it when you **post** the month. Months are posted one at a time, in order. Once a month's accounts are closed, an admin **locks** it.

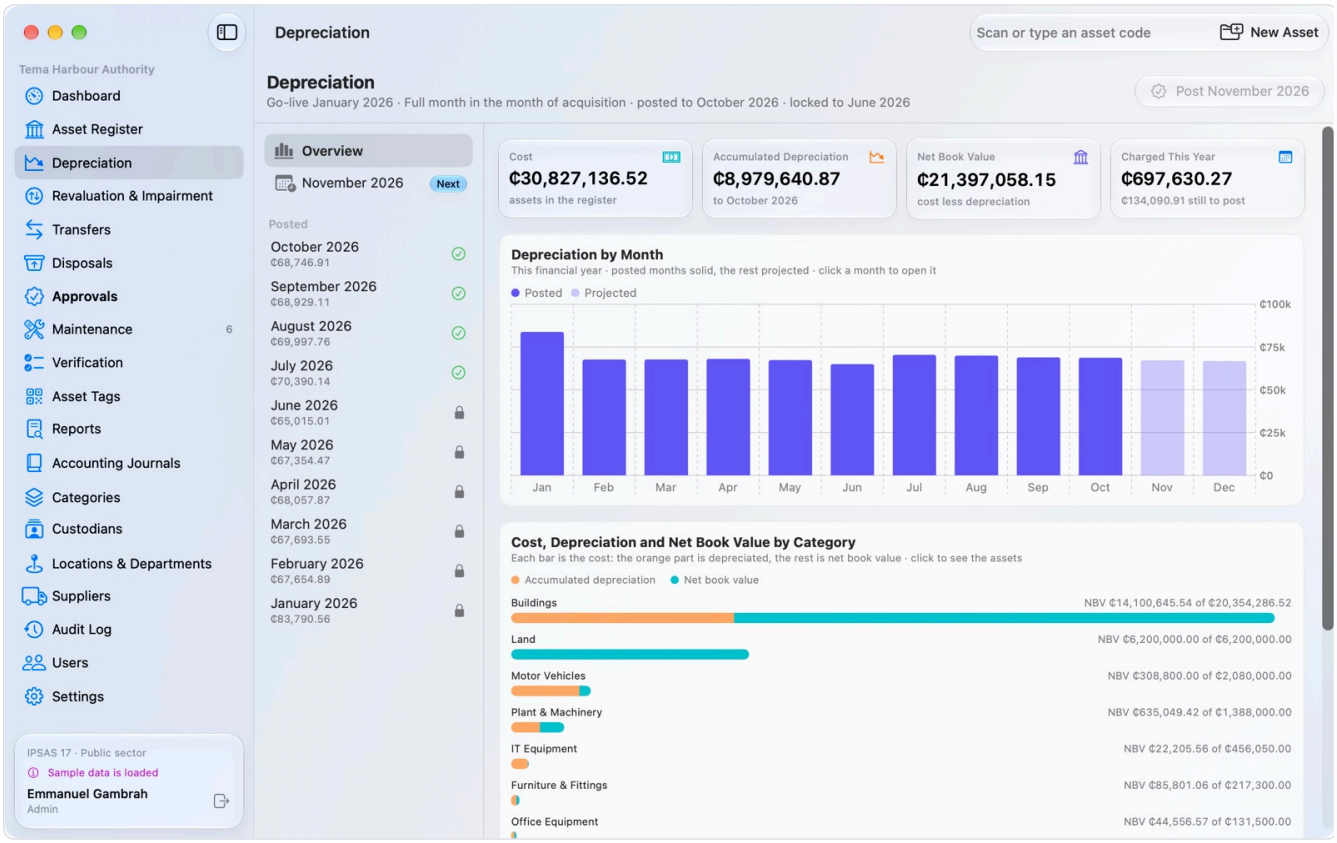
1 Check the go-live month and opening balances

2 Enter usage for units-of-production assets

3 Check the preview of the next month

4 Post the month

5 Lock it when the accounts are closed

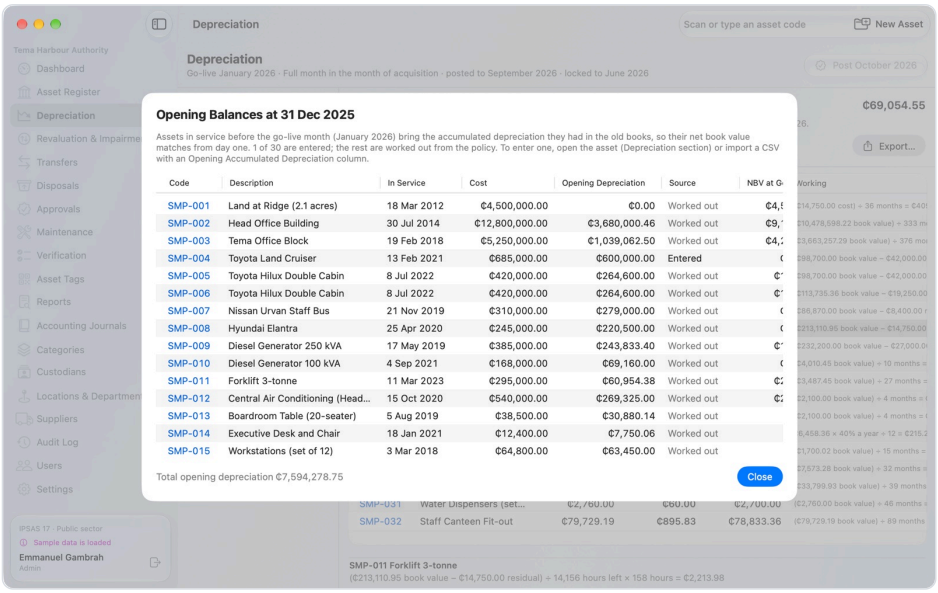


Overview: the totals, depreciation by month for this financial year, and cost, depreciation and net book value by category.

On the left: **Overview**, the next month to post (marked **Next**), and every posted month with its total — a green tick for an open month, a padlock for a locked one. Scroll down the Overview for **How depreciation is set up**: the go-live month, the date of the opening balances, the convention, and buttons to Opening Balances, the convention in Settings and the category policies.

Getting started: the go-live month and opening balances

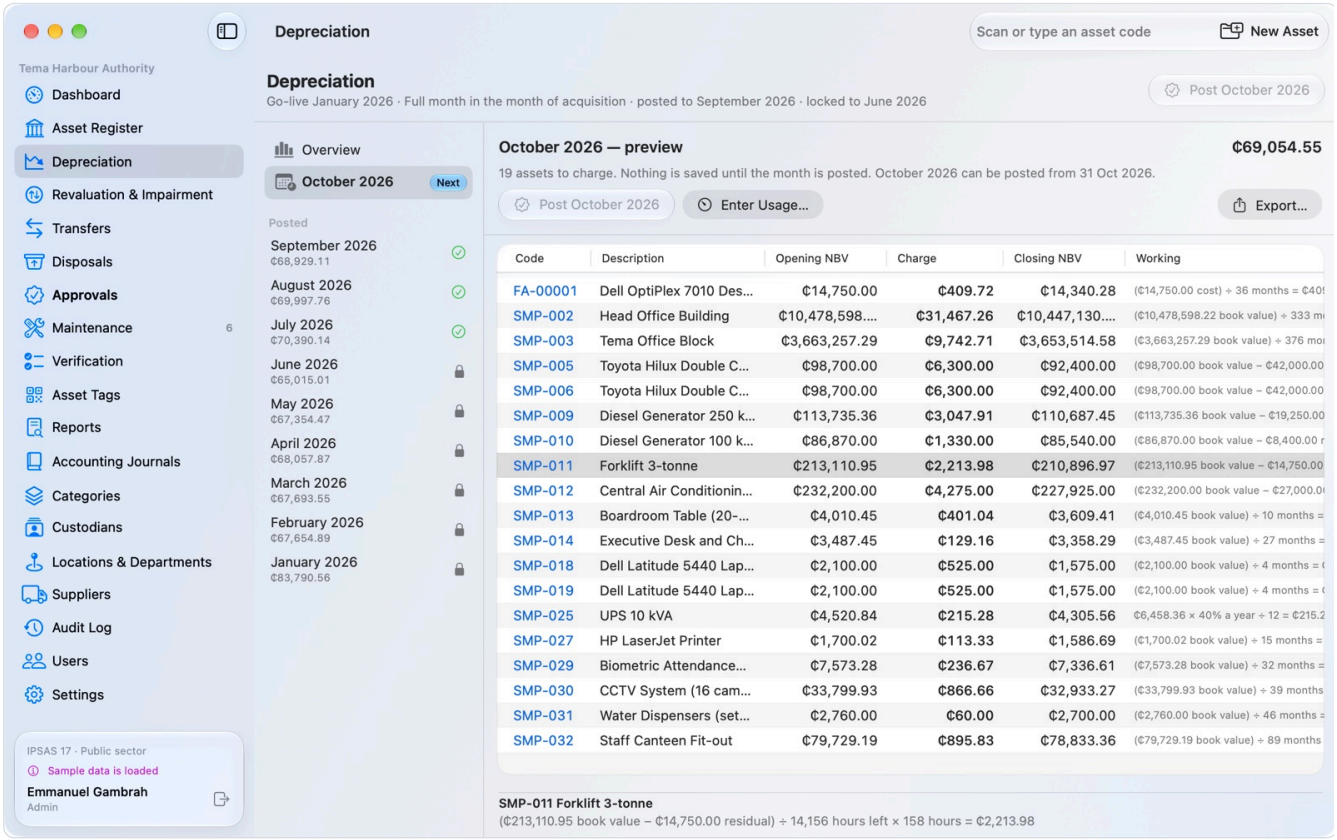
- The **go-live month** is the first month the app depreciates. It starts as the first month of the current financial year; an admin can change it under **How depreciation is set up** until the first month is posted. After that it's fixed.
- Assets in service before the go-live month bring an **opening balance**: their accumulated depreciation at the day before go-live, so their net book value matches the old books from day one. Enter it on the asset (chapter 6), or import it (chapter 20). Any asset without one gets it worked out from its policy; that figure is kept as it is once the first month is posted.
- **Opening Balances…** lists every such asset: in-service date, cost, opening depreciation, whether it was entered or worked out, and the net book value at go-live.



Opening Balances: entered or worked out, for every asset in service before go-live.

The next month

Click the month marked **Next** for a preview: every asset to charge, its net book value before and after, and the charge. Nothing is saved until the month is posted. Click an asset to see its full working in the strip below the table.

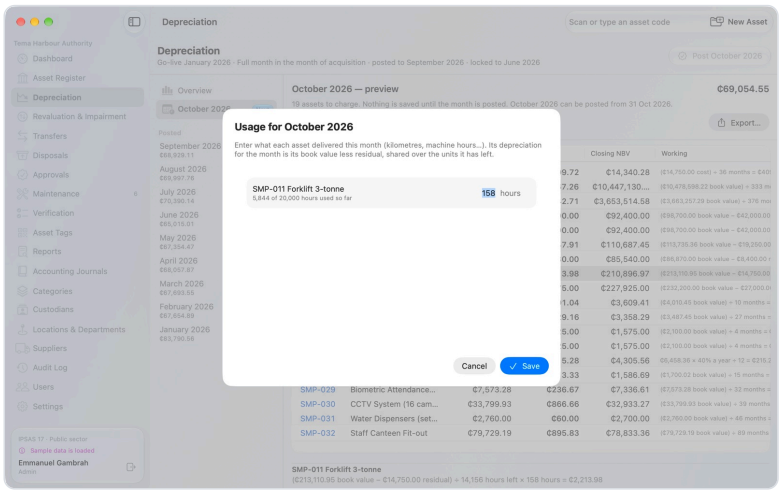


The preview of September, with the forklift's working (units of production) below.

Notes above the table point out anything to check first:

- **Adjustments**: an asset added late, brought back from the archive, or whose opening balance was corrected is charged in this month for the months it missed, marked **Adjustment**.
- **No usage entered**: a units-of-production asset isn't charged for a month with no usage.
- **No category**: an asset without a category has no policy, so it isn't charged.
- **Worked-out opening balances**: assets from before go-live with no opening balance entered.

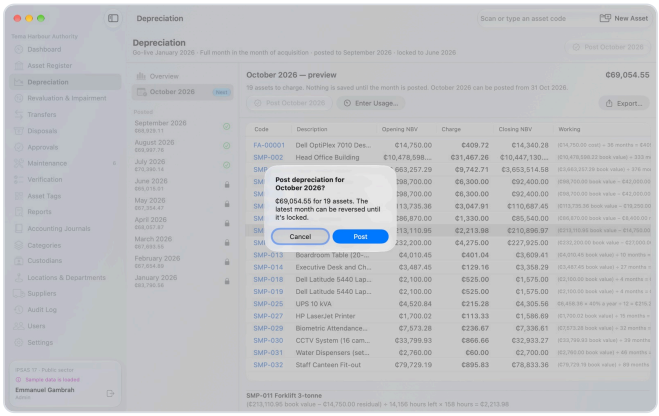
Enter Usage… takes what each units-of-production asset delivered this month (kilometres, machine hours…), showing how much it has used so far.



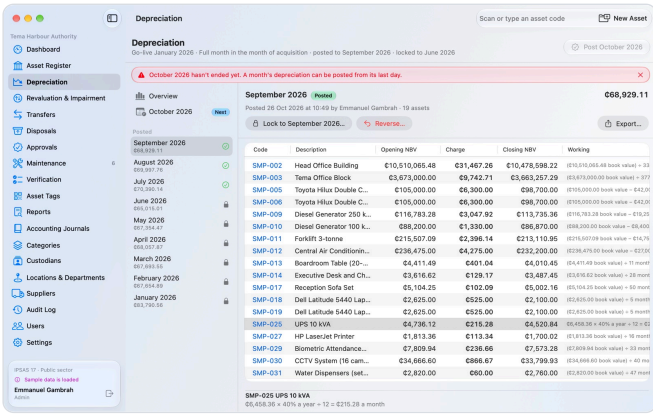
Usage for the month.

Posting, reversing and locking

- **Post** (admins and asset officers) saves the month. A month can be posted from its last day. The app asks first, with the total and number of assets.
- **Reverse…** takes the latest posted month off again, if it isn't locked, so it can be posted afresh. **Cancel** is the default. Only the latest month can be reversed.
- **Lock to …** (admins) locks every posted month up to that one, for good: they can't be reversed, and any correction goes into the next open month as an adjustment. Lock a month once its accounts are closed.
- **Export…** saves the preview or a posted month as CSV for Excel, with the working for each asset.
- Posting, reversing, locking, usage and the go-live month are all in the audit log.



Posting asks first.



A posted month, with Lock and Reverse.

How each month's charge is worked out

Method	Each month
Straight-line	(net book value – residual value) ÷ months of life left. With nothing changed, that's the same charge every month.
Reducing balance	Net book value at the start of the financial year (or at go-live, or when it went into service) × rate ÷ 12.
Units of production	(net book value – residual value) ÷ units left × units used this month.

Because each month works from where the asset stands, a change to its cost, useful life, residual value or policy applies from the next month posted; months already posted never change. Amounts are rounded to the pesewa, and the last charge lands exactly on the residual value. Archived and disposed assets aren't charged; a disposed asset's charge up to its disposal date is posted with the month of the disposal, marked with the disposal number (chapter 12).

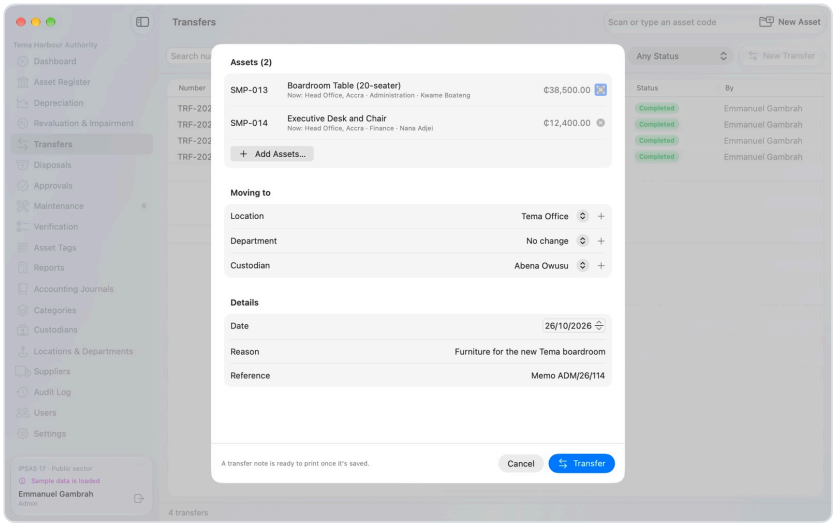
Convention (Settings › Depreciation)	The first month
Full month in the month of acquisition	The default. An asset put into service on any day of a month is charged for that whole month.
Pro-rata by days	Only the days in service: in service on the 15th of a 30-day month, 16 days.
Full year in the year of acquisition	The whole financial year it goes into service, whatever the month. The months before it went into service are charged in its first month.

Projected months
The charts and "still to post" project the rest of the year on the current policies. Units-of-production assets aren't projected, because their usage isn't known yet.

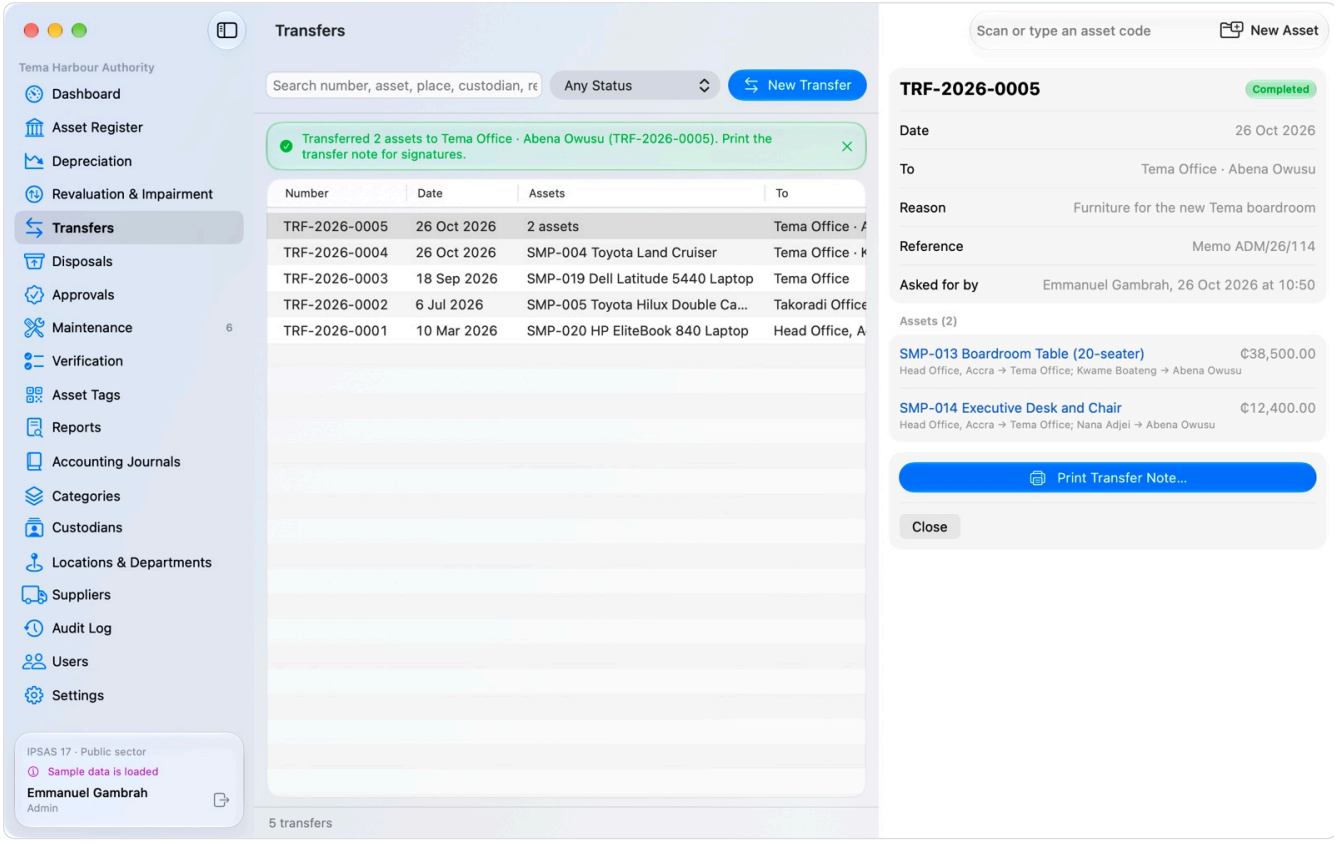
11. Transfers

A transfer moves one or more assets to another location, department and/or custodian: a vehicle reassigned to a new driver, furniture for a new office, laptops for another department. Each transfer has a number (**TRF-2026-0004**), a date, a reason and a transfer note to print and sign. Admins and asset officers make transfers.

1. Press **New Transfer** on the Transfers screen (⇧⌘T), or **Transfer…** on an asset.
2. **Add Assets…** to choose everything that's moving together.
3. Under **Moving to**, choose the new location, department and/or custodian. Leave a field on **No change** to keep it as it is for each asset.
4. Enter the date (it can be earlier than today), the reason, and a reference such as a memo number if there is one.
5. Press **Transfer**. The assets move at once, or, when approvals are on and the transfer needs one, the button says **Ask for Approval** and nothing moves until it's signed off (chapter 13).

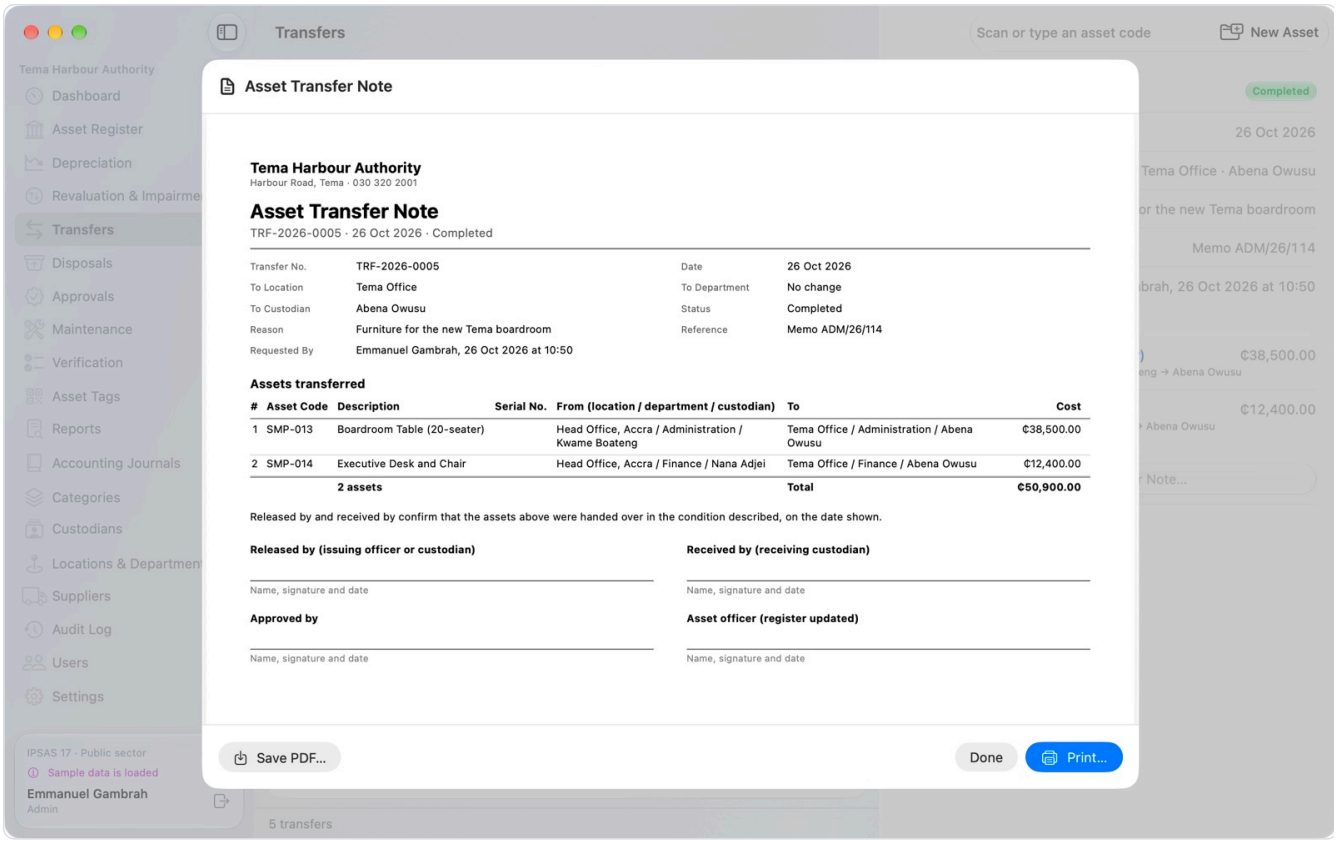


A new transfer of two items of furniture to Tema.



The Transfers screen: every transfer, with the one selected on the right.

The list shows every transfer with its date, assets, destination, status and who asked for and approved it; search it or filter by status. Click one for its details, each asset's move ("Head Office → Tema Office; Kwame Boateng → Abena Owusu"), and **Print Transfer Note…**.

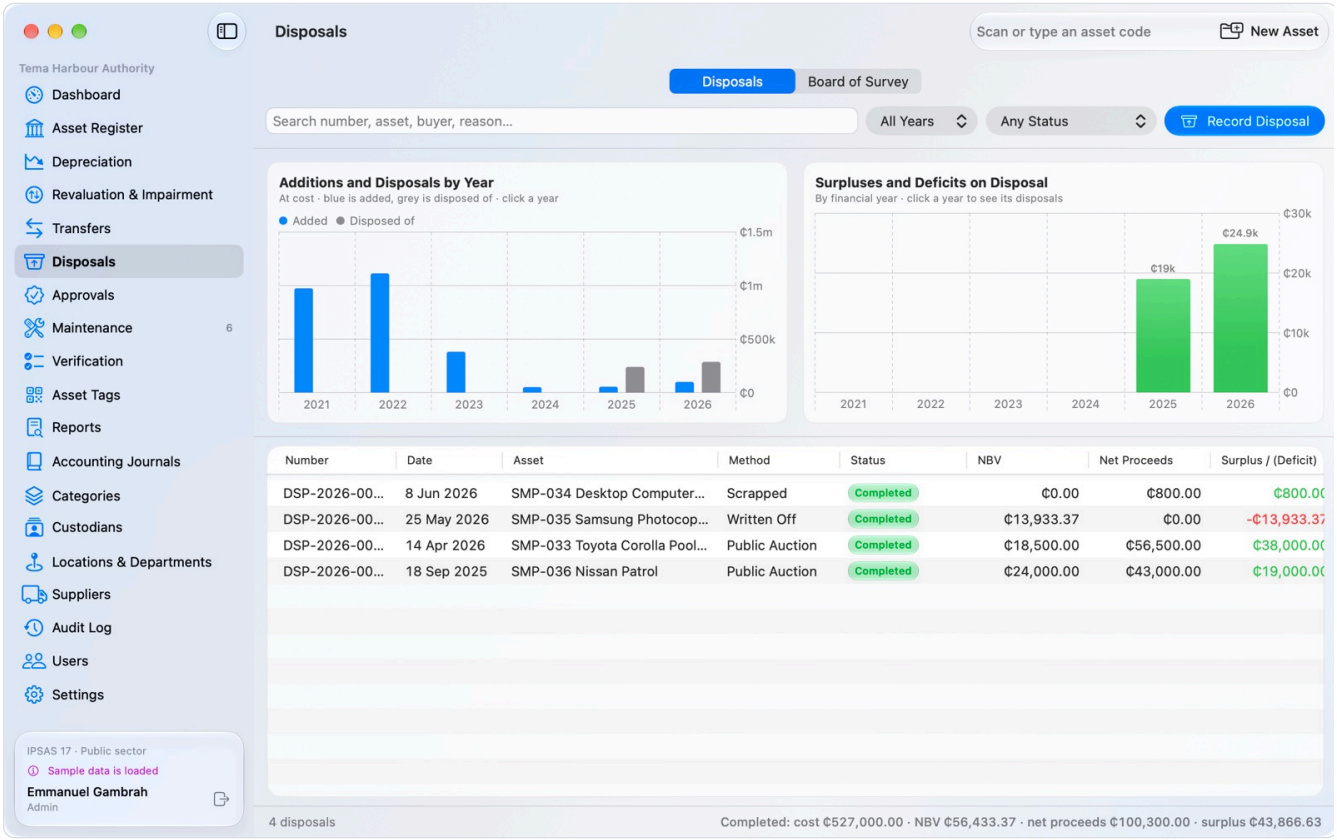


The transfer note: the assets, where each came from and went, the total, and lines for the people who release, receive and approve.

- The transfer note opens as a PDF: **Print…** it for signatures or **Save PDF…** to file it.
- Every asset records the move in its **Movements** and its history, field by field (chapter 6).
- Changing an asset's location, department or custodian on its form is recorded as a transfer too, with the reason "Changed on the asset form"; an import that moves assets records "CSV import". So the movement history is always complete.
- An asset can't be transferred while it's disposed of, archived, or already waiting for approval; a transfer that changes nothing is refused.
- A transfer waiting for approval can be cancelled by the person who asked for it, or by an admin.

12. Disposals and the board of survey

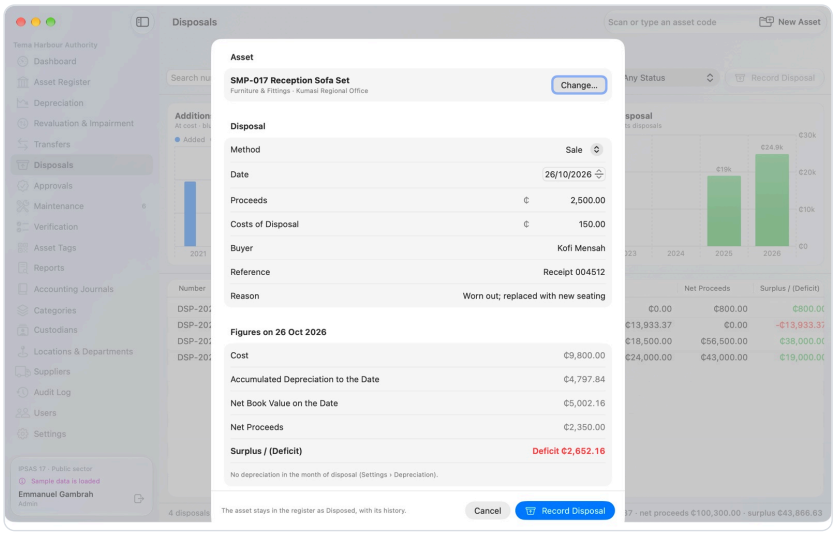
A disposal takes an asset out of the register when it leaves the organisation: **Sale**, **Public Auction**, **Scrapped**, **Written Off**, **Donated**, or **Lost or Stolen**. The app works out the **gain or loss** (under IPSAS 17, the **surplus or deficit**) against the asset's net book value on the disposal date. The asset stays in the register as **Disposed**, with all its history. Admins and asset officers record disposals.



The Disposals screen: additions against disposals by year, gains and losses by year, and every disposal.

Recording a disposal

1. Press **Record Disposal** (⇧⌘D) and choose the asset, or press **Dispose…** on the asset itself.
2. Choose the method and the date, and enter the proceeds, the costs of disposal (auctioneer's fees, advertising, removal), the buyer or recipient, a reference (receipt, auction report, police extract) and the reason.
3. The figures appear as you type: cost, accumulated depreciation to the date, net book value, net proceeds, and the gain or loss.
4. Press **Record Disposal** (or **Ask for Approval** when approvals are on, chapter 13).



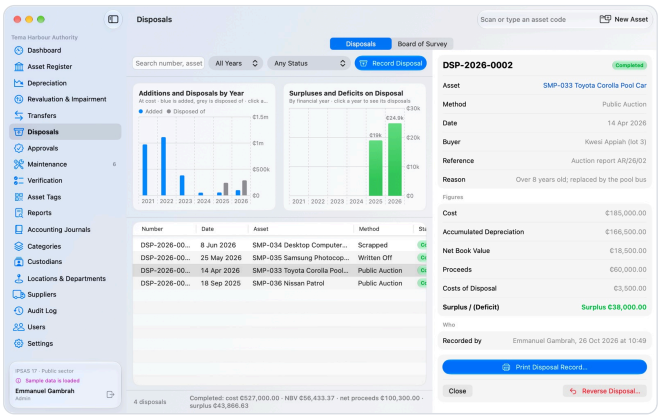
Selling a sofa set: net proceeds ₵2,350.00 against a net book value of ₵5,104.25, a deficit of ₵2,754.25.

Figure	How it's worked out
Accumulated depreciation to the date	The opening balance and every month posted, plus, when the disposal month is still open, the charge for that month up to the date: none by default (Settings › Charge Depreciation in the Month of Disposal is off), the whole month if it's on, or the days up to and including the disposal date under the pro-rata convention. That last charge is posted with the month's depreciation run.
Net book value	Cost less accumulated depreciation to the date.
Net proceeds	Proceeds less costs of disposal.
Gain / (loss)	Net proceeds less net book value. Shown as a surplus or deficit under IPSAS 17.

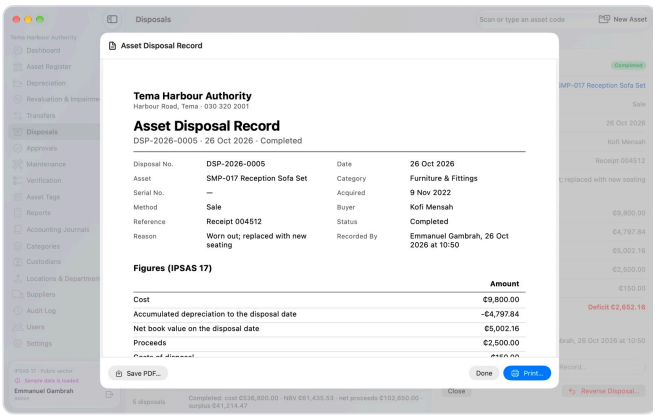
Which dates work

Depreciation must be up to date, so the book value is final. A disposal after the last month posted needs every month before it posted (the app says which to post). A disposal in a month already posted is accepted only if the asset wasn't charged for that month or later, as with land or a fully depreciated asset; otherwise date it after those months, or reverse them first. A disposal before the go-live month (an old one you're recording for the history) has its accumulated depreciation worked out from the policy, or you can type the old books' figure.

Click a disposal for its details, who recorded and approved it, and **Print Disposal Record…**: a one-page record of the figures with lines to sign, for the file. Click the asset's name to open it.



A disposal with its figures.



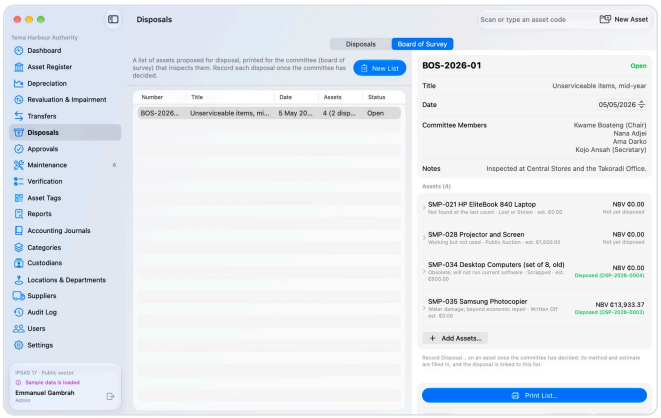
The printed disposal record.

- **Year** and **Status** filters narrow the list; the bar at the bottom totals the completed disposals shown.
- Click a year in the **Additions and Disposals** chart: the blue bar opens the register at the assets acquired that year, the grey bar the year's disposals. Click a year in the gains and losses chart for its disposals.
- **Reverse Disposal…** (admins only) is for a disposal recorded by mistake: the asset goes back into the register with its old status, and any months it missed are charged in the next depreciation run as adjustments. The disposal stays on record as Reversed. It can't be reversed once its last depreciation charge has been posted; reverse that month first (if it isn't locked).
- A disposed asset can't be changed, except its notes and photo, and can't be deleted.

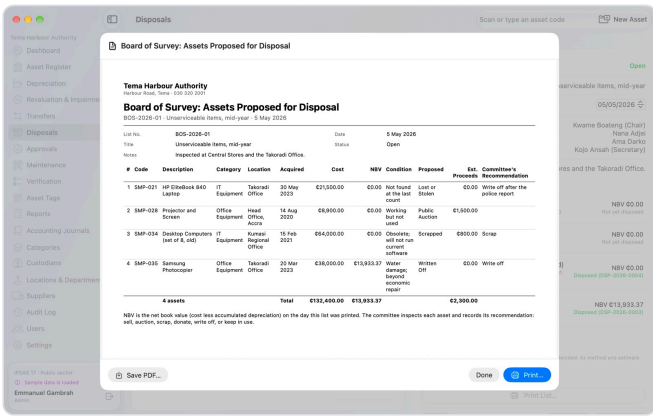
Board of survey

Public bodies (and many companies) have a committee inspect unserviceable assets and recommend what to do with them before anything is disposed of. The **Board of Survey** tab keeps these lists.

1. Press **New List**: a title, the date and the committee members (one per line; each gets a line to sign).
2. **Add Assets…** for everything proposed. An asset can be on one open list at a time.
3. Open each asset on the list to note its condition, the proposed method and the estimated proceeds.
4. **Print List…** for the committee: every asset with its cost, net book value, condition and proposal, and a column for the committee's recommendation.
5. After the committee meets, note each recommendation and press **Record Disposal…** on the asset: the disposal opens with the method and estimate filled in and is linked to the list. The list shows each asset's disposal number.
6. **Close List** when it's done (it can be reopened).



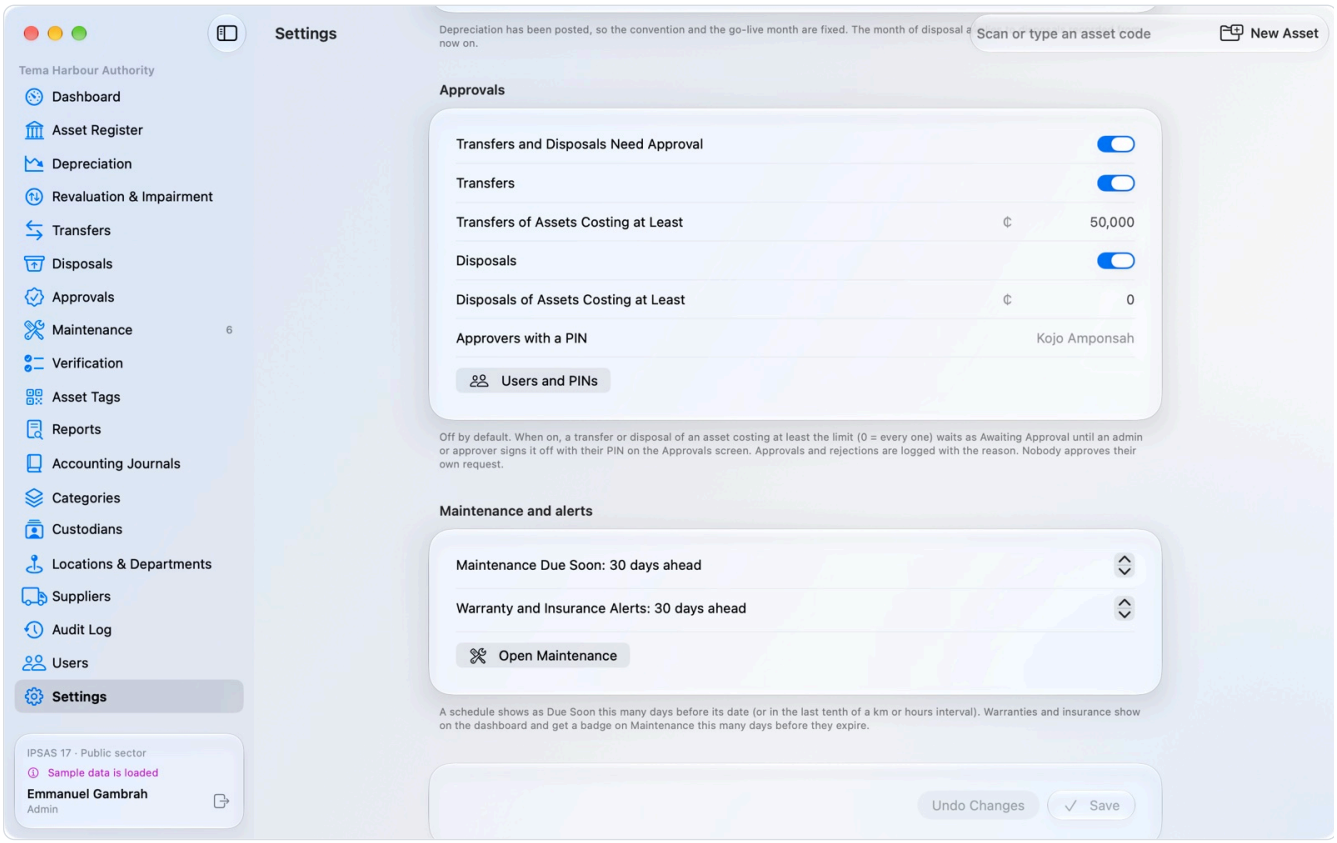
A board-of-survey list: two assets disposed of, two to go.



The printed list for the committee.

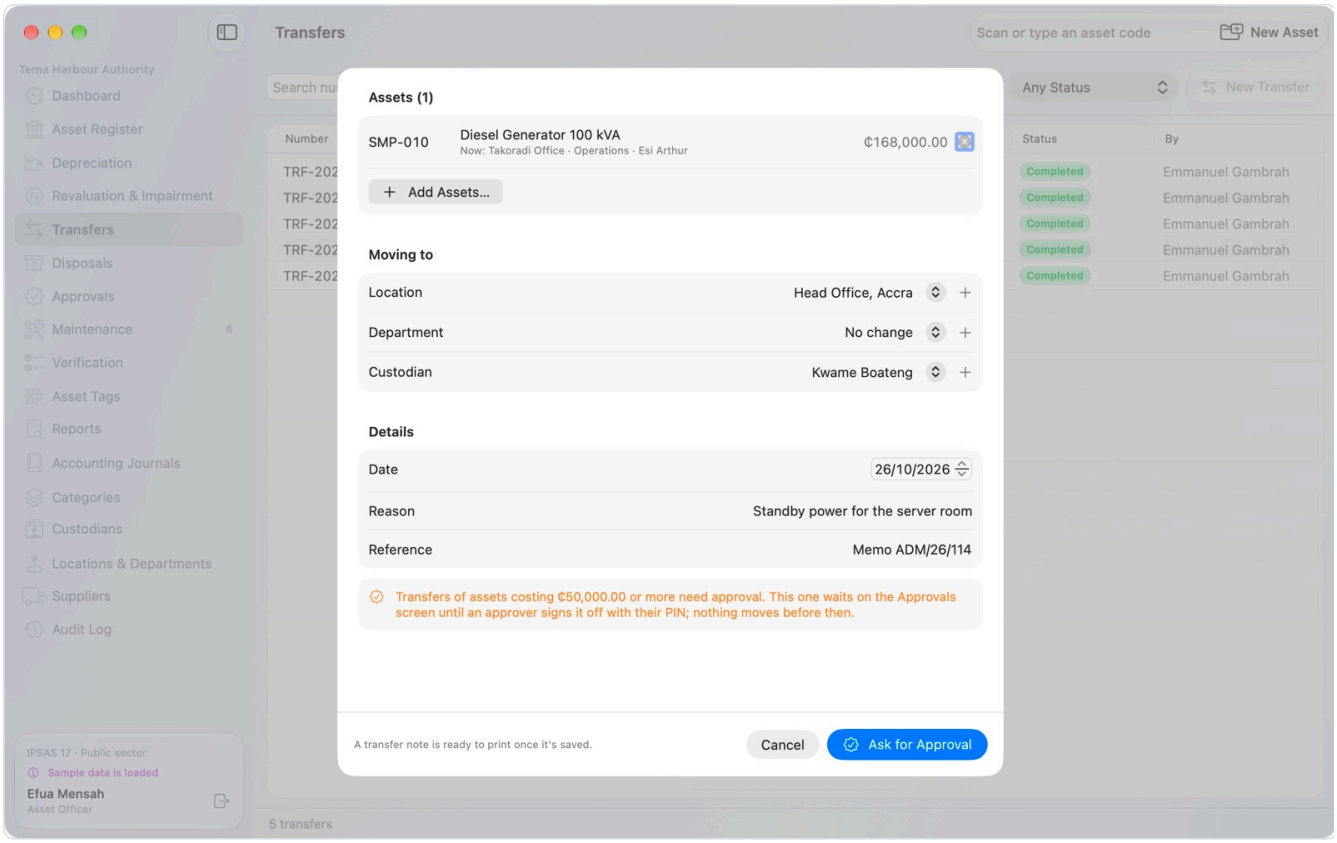
13. Approvals

Approvals are **off** to start with: transfers and disposals are carried out as soon as they're recorded. An admin can switch them on in **Settings › Approvals**, for transfers, for disposals, or both, each with a limit: only assets costing at least that much need approval (0 = every one).

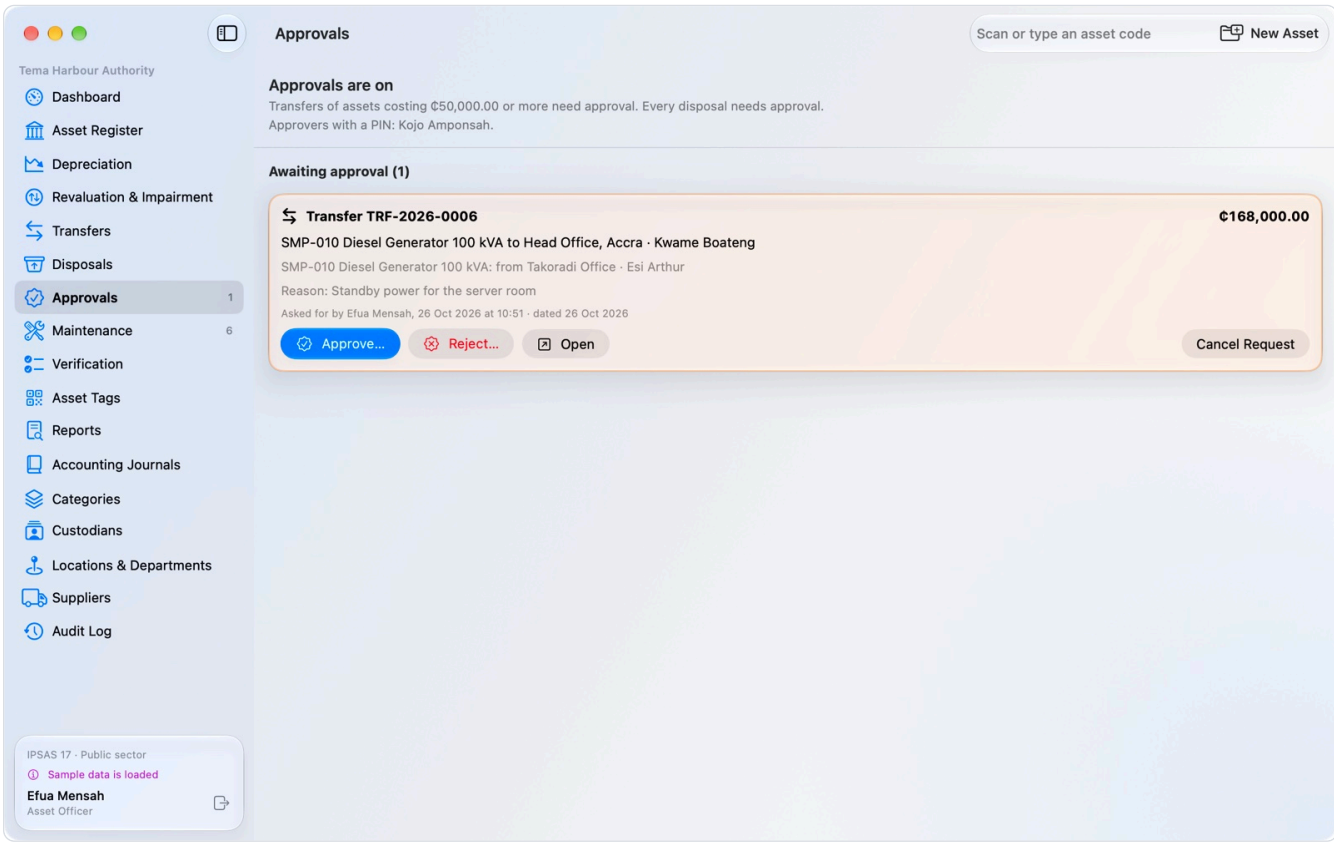


Settings › Approvals: transfers of assets costing ₵50,000 or more, and every disposal.

With approvals on, a transfer or disposal that needs one waits as **Awaiting Approval**: nothing changes on the asset, and it can't be moved or disposed of again until it's decided. The Approvals screen (⌘6) lists everything waiting, with a count beside it in the sidebar.

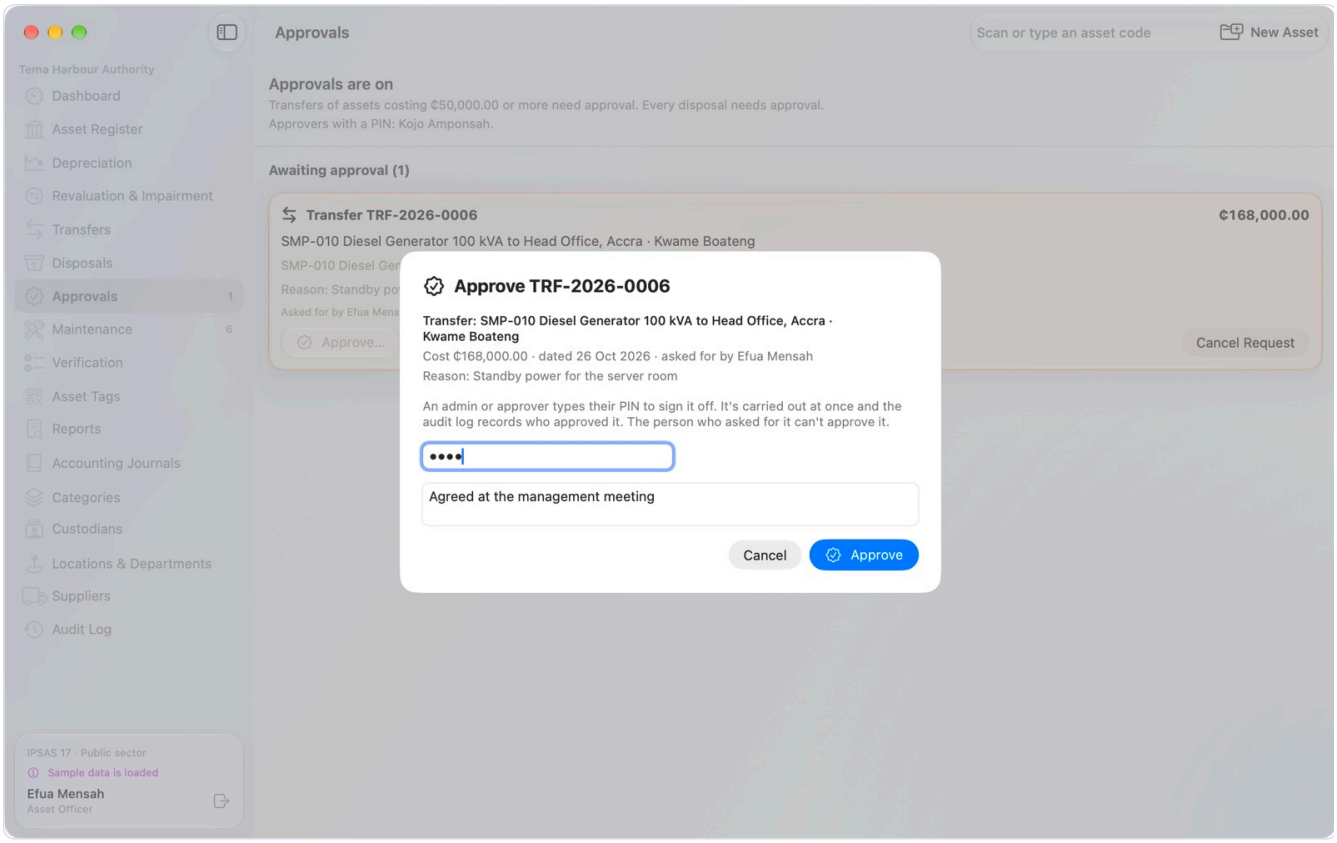


A generator transfer over the limit: it will ask for approval.

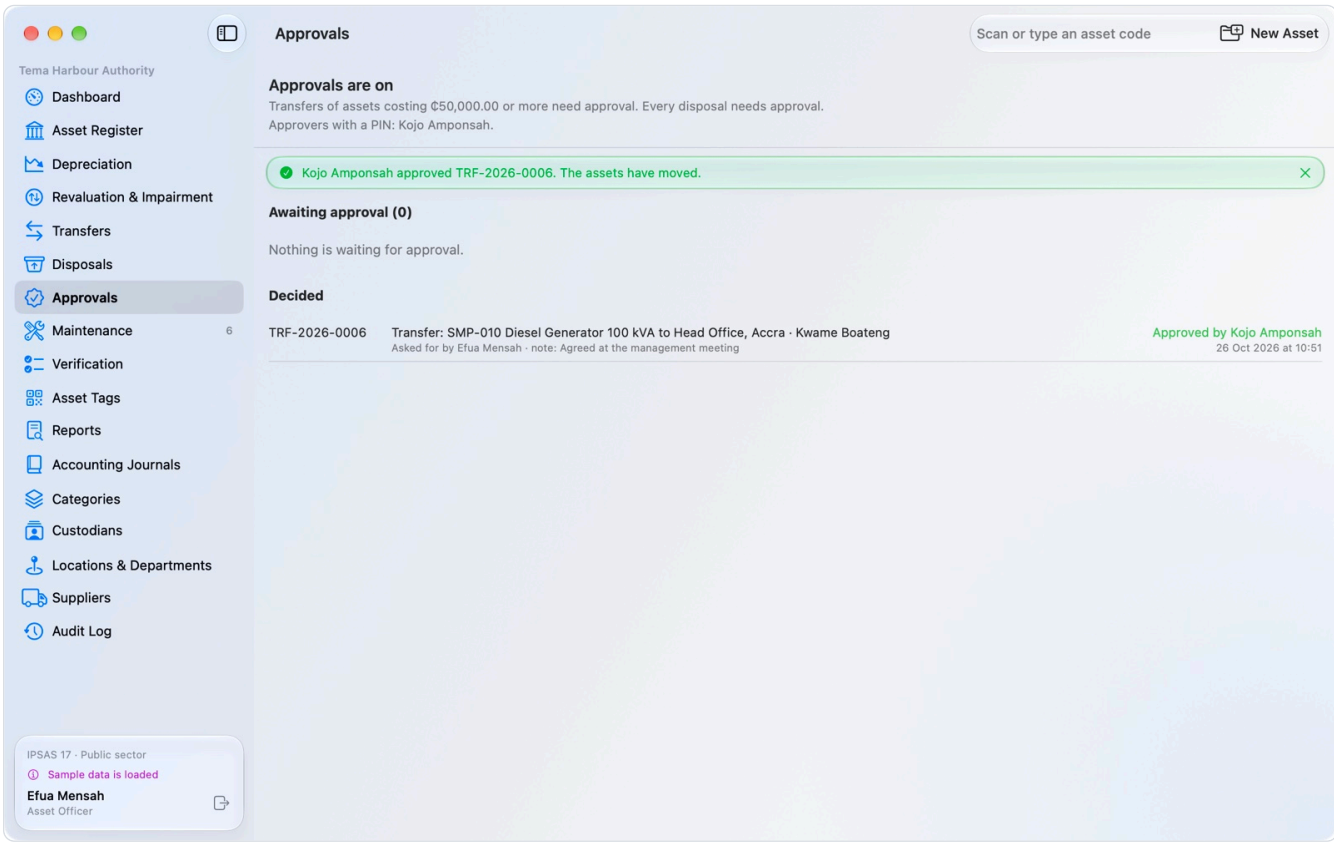


The Approvals screen with a transfer waiting.

1. The approver comes to the Mac (whoever is signed in stays signed in).
2. They press **Approve…** or **Reject…**, type their **approval PIN**, and add a note (a reason is required to reject).
3. Approved: the transfer or disposal is carried out at once (a disposal's figures are worked out again for the approval day's depreciation position). Rejected: nothing changes.



Kojo signs off with his PIN.



Approved: the decision is listed with who approved it and the note.

- Admins and approvers can have a PIN; an admin sets them in Users (chapter 22). Each PIN is different, so the app always knows who signed off.
- **Nobody approves their own request**: someone else must type their PIN.
- Approvals, rejections and cancellations are all in the audit log, with the approver's name and reason.

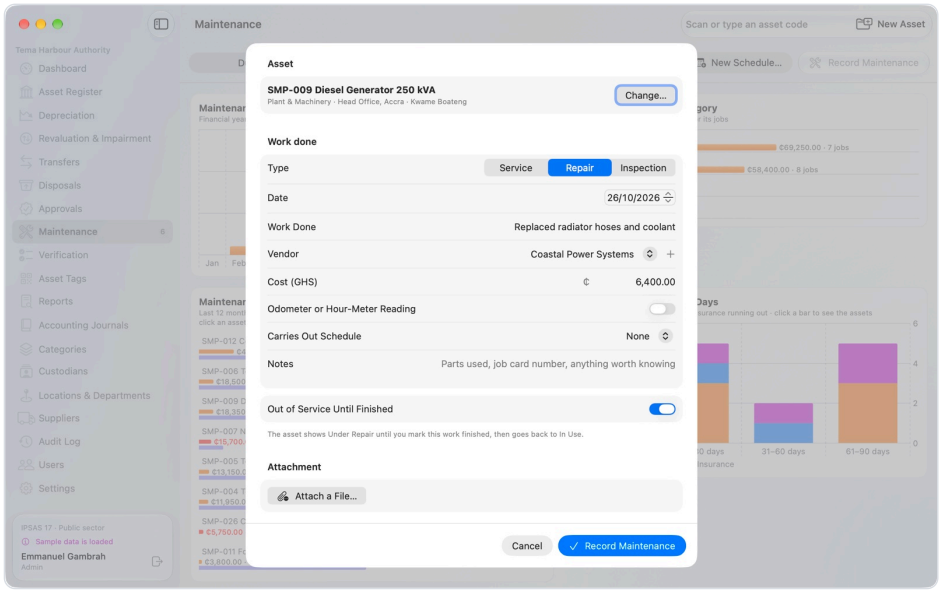
- A month can't be posted while a disposal dated in it (or earlier) is waiting for approval, because its figures depend on that month. Decide the disposal first.
- With transfers needing approval, an asset's location, department and custodian can't be changed on its form: use Transfer….
- In version 2.0 (several people on a shared register), approvers will sign off from their own computers.

14. Maintenance, warranties and asset tags

Maintenance (⌘7) has four tabs: **Due**, **Maintenance Log**, **Warranty & Insurance** and **Charts**. Admins and asset officers record maintenance and keep schedules; everyone else can look. A number beside Maintenance in the sidebar counts the maintenance that's overdue and the warranties and insurance policies running out (or run out in the last 90 days).

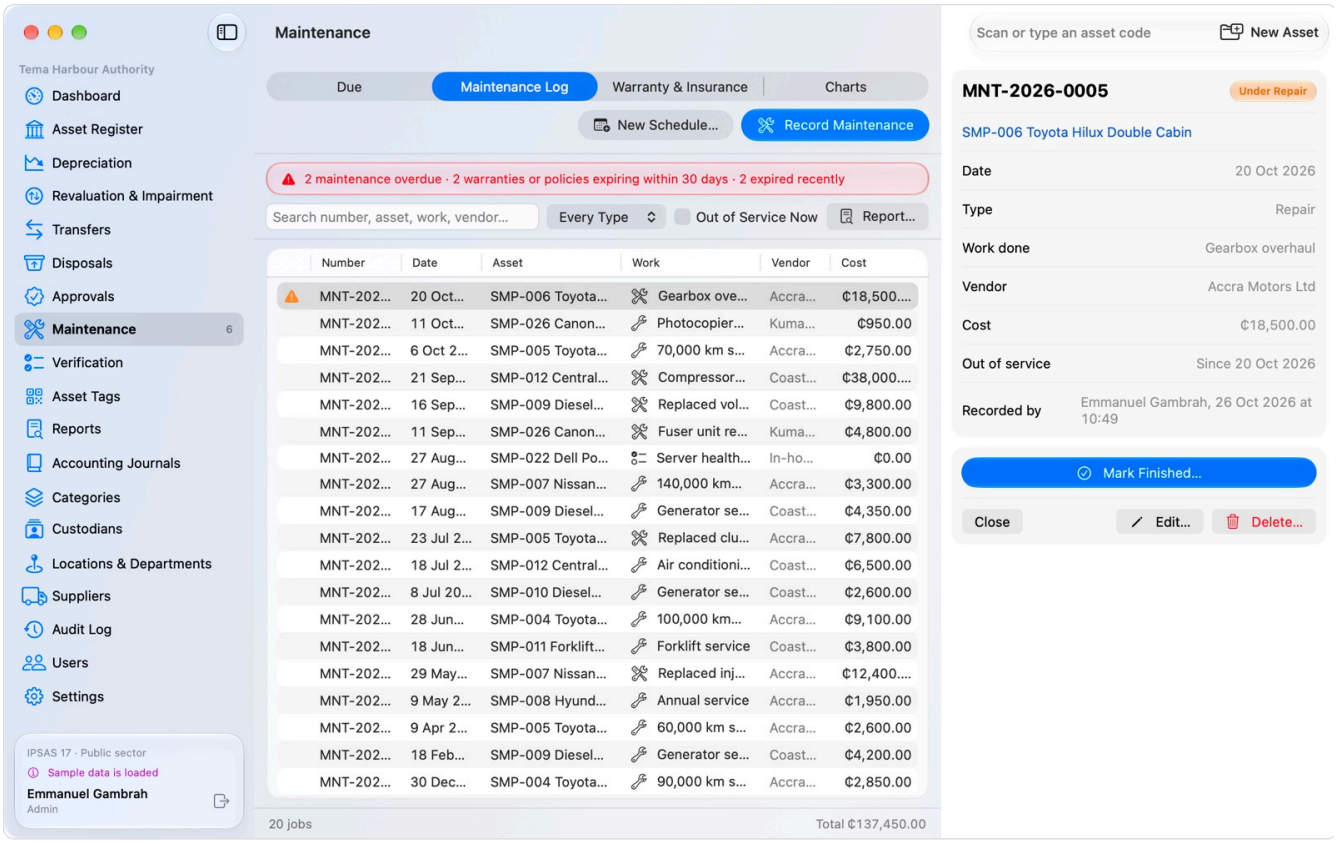
Recording maintenance

Press **Record Maintenance** (⇧⌘M), or **Record Maintenance…** on an asset.



Recording a repair. A repair takes the asset out of service until it's finished.

Field	Notes
Type	**Service**, **Repair** or **Inspection**.
Date, Work Done	When it was done (not in the future) and what: "10,000 km service", "Replaced compressor".
Vendor	The garage or contractor, from Suppliers (the **+** adds one), or **Done in-house**.
Cost	What it cost. Maintenance is an expense, not part of the asset's cost, so it doesn't change the net book value or depreciation.
Odometer or Hour-Meter Reading	The km or hours when the work was done, for schedules that go by usage.
Carries Out Schedule	The schedule this work fulfils: the next interval starts from this date and reading.
Out of Service Until Finished	On for a repair. The asset shows **Under Repair** until you press **Mark Finished…** on the job, then goes back to its status before (In Use, In Storage…). The status change is in the asset's history.
Attachment	A job card, invoice or certificate: a PDF or picture up to 10 MB. It's kept in the register and in backups; **Open** shows it.

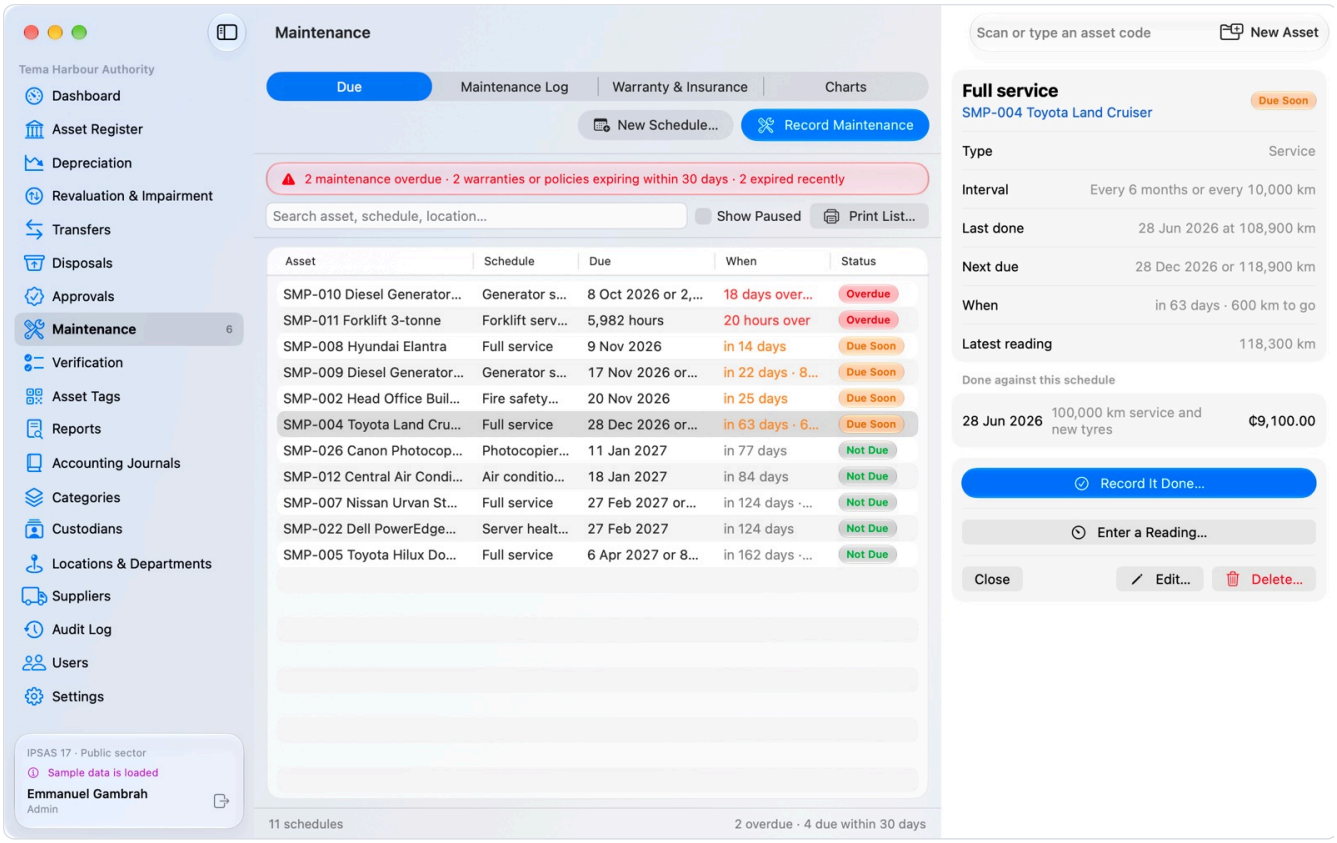


The Maintenance Log, with a vehicle still at the workshop (warning triangle). Select a job to see it, mark it finished, edit or delete it.

The log can be searched and filtered by type; **Out of Service Now** shows only open repairs. The bar at the bottom totals the cost of the jobs shown. A job entered by mistake can be deleted (the audit log keeps a copy); an asset with maintenance on record can't be deleted.

Schedules: what's due

A schedule is recurring maintenance for one asset: every so many months, every so many km or hours, or both — **whichever comes first**. Press **New Schedule…**, or **Add Schedule…** on an asset. Give it a name, the interval, and when it was last done (and the reading then, for km or hours).

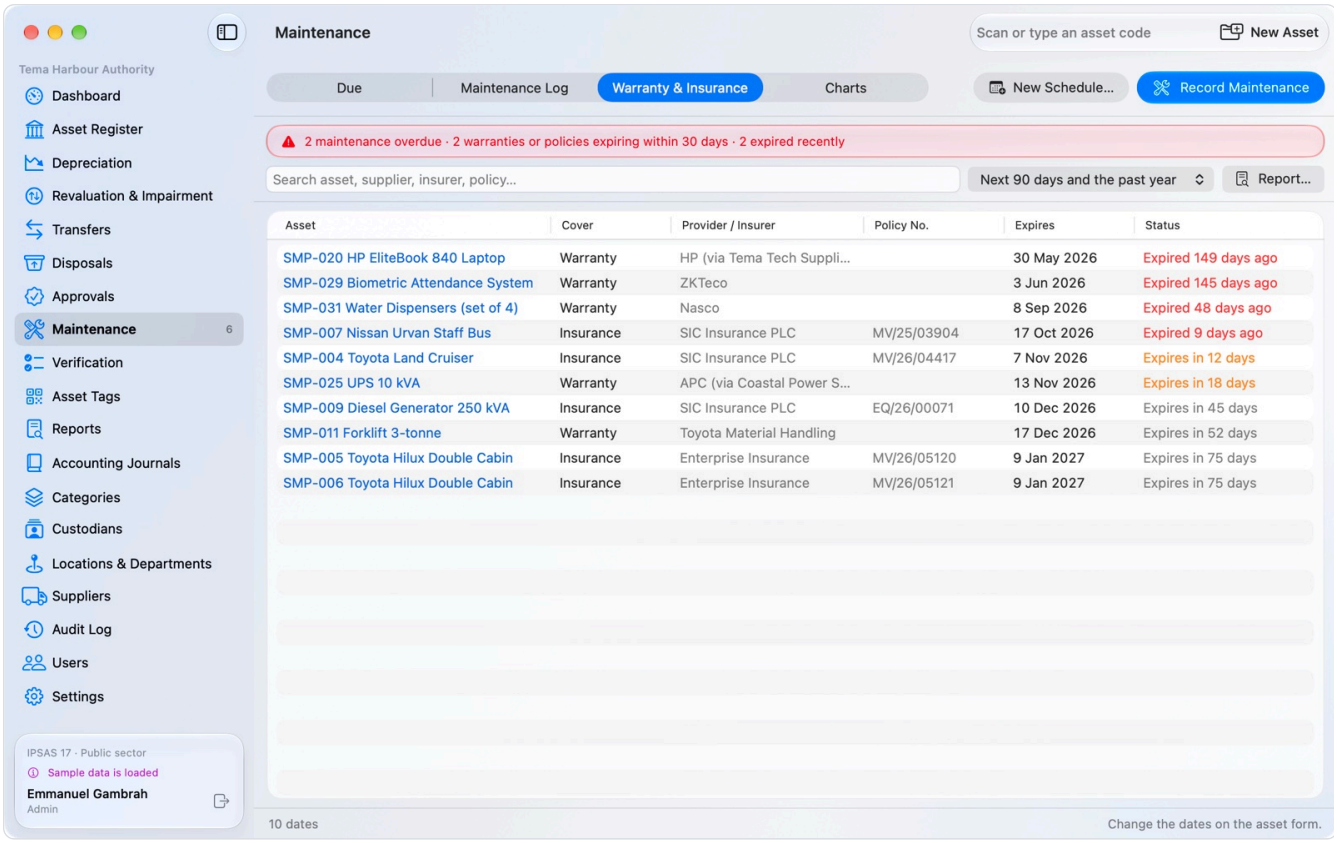


The Due tab: overdue first, then due soon, with the selected schedule beside the list.

- **Overdue** (red): past the date, or past the km or hours. **Due Soon** (orange): within 30 days, or in the last tenth of the km or hours (change the 30 days in Settings). **Not Due**: later.
- **Record It Done…** opens Record Maintenance filled in from the schedule; saving it starts the next interval.
- **Enter a Reading…** updates the odometer or hour meter between services. A vehicle or machine depreciated by units of production (chapter 10) in the same unit uses the usage you enter each month, so its hours count without typing them twice.
- Switch off **Active** to pause a schedule (tick **Show Paused** to see it). Schedules for disposed or archived assets drop off the list.
- **Print List…** opens the Maintenance Due report: a work list to print.

Warranty and insurance

The dates are on each asset (chapter 6) or come in with the import (chapter 20). The Warranty & Insurance tab lists what runs out in the next 30 days, 90 days or year, and what ran out in the past year, soonest first; or every date on record. Click an asset to open it and change the dates when cover is renewed.

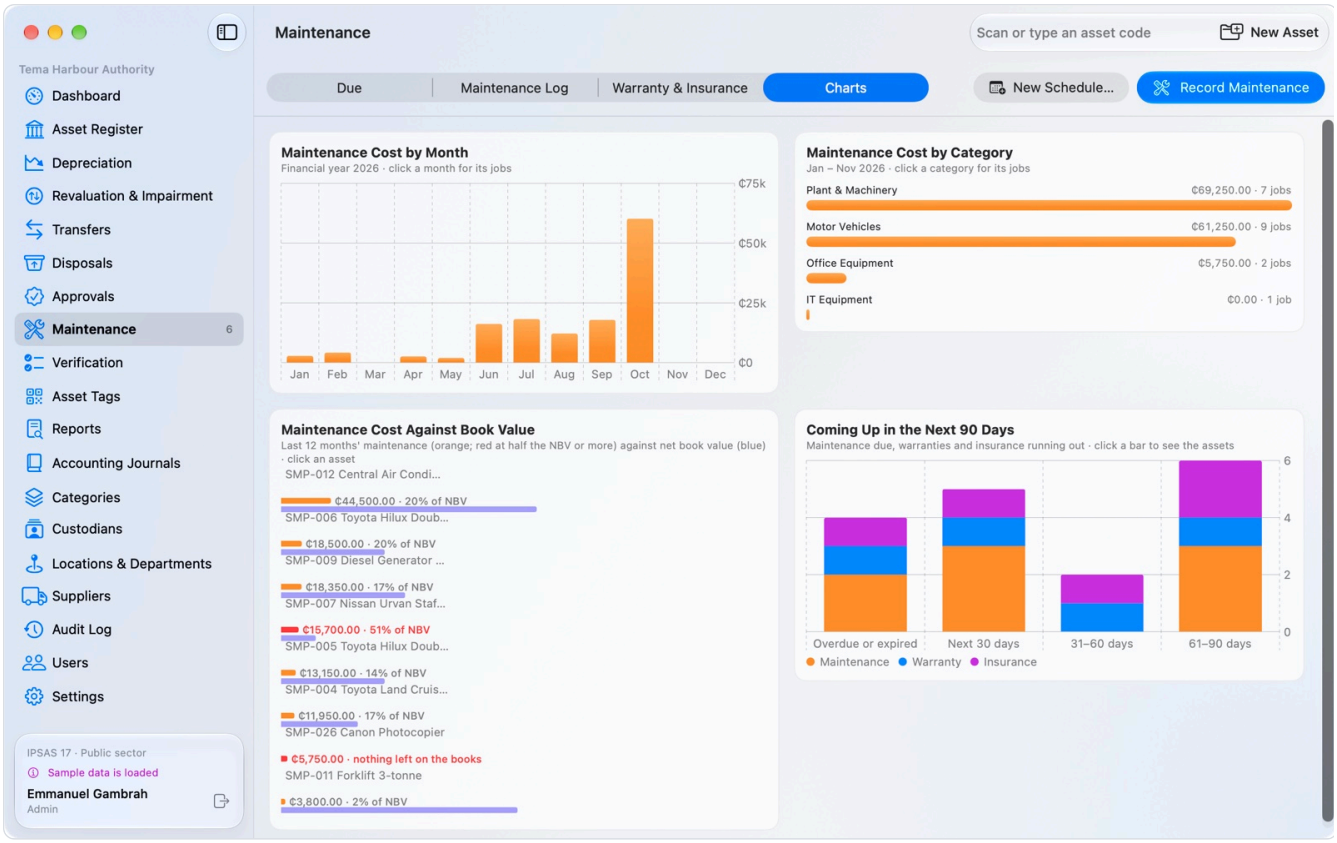


Warranty and insurance: cover that has run out in red, running out within 30 days in orange.

Charts

The Charts tab (and the bottom of the dashboard, for the dashboard's period and filters) has four charts. Each can be clicked.

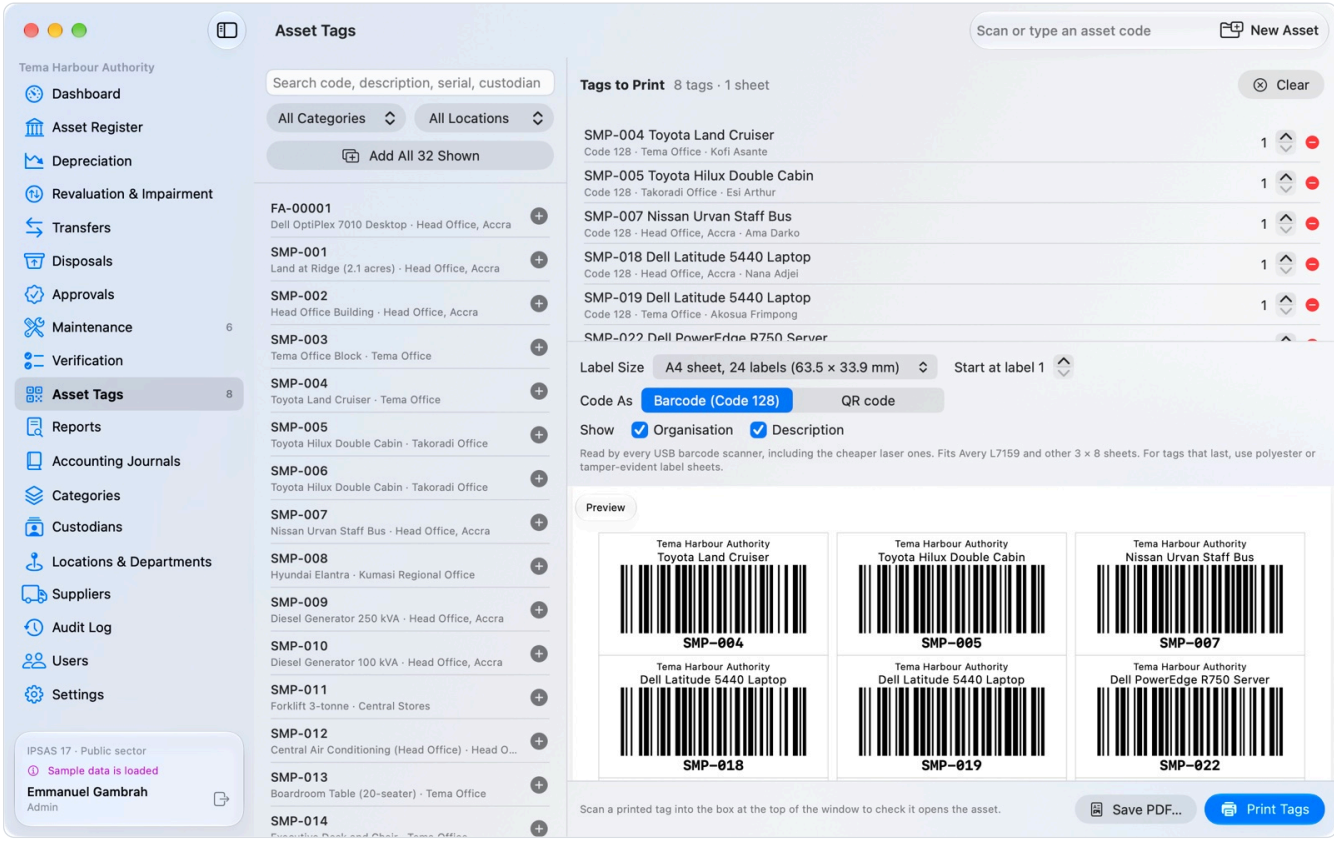
Chart	What it shows · click
Maintenance Cost by Month	The financial year, month by month · the Maintenance History report for that month.
Maintenance Cost by Category	Where the money went in the period · that category's jobs.
Maintenance Cost Against Book Value	The assets that cost most to maintain over the last 12 months (orange), against what they're still worth on the books (blue). **Red** means the upkeep has reached half the net book value or more — worth asking whether it's cheaper to replace than repair · the asset.
Coming Up in the Next 90 Days	Maintenance falling due and warranties and insurance running out, in 30-day steps, with what's already overdue or expired · those assets.



The maintenance charts.

Asset tags

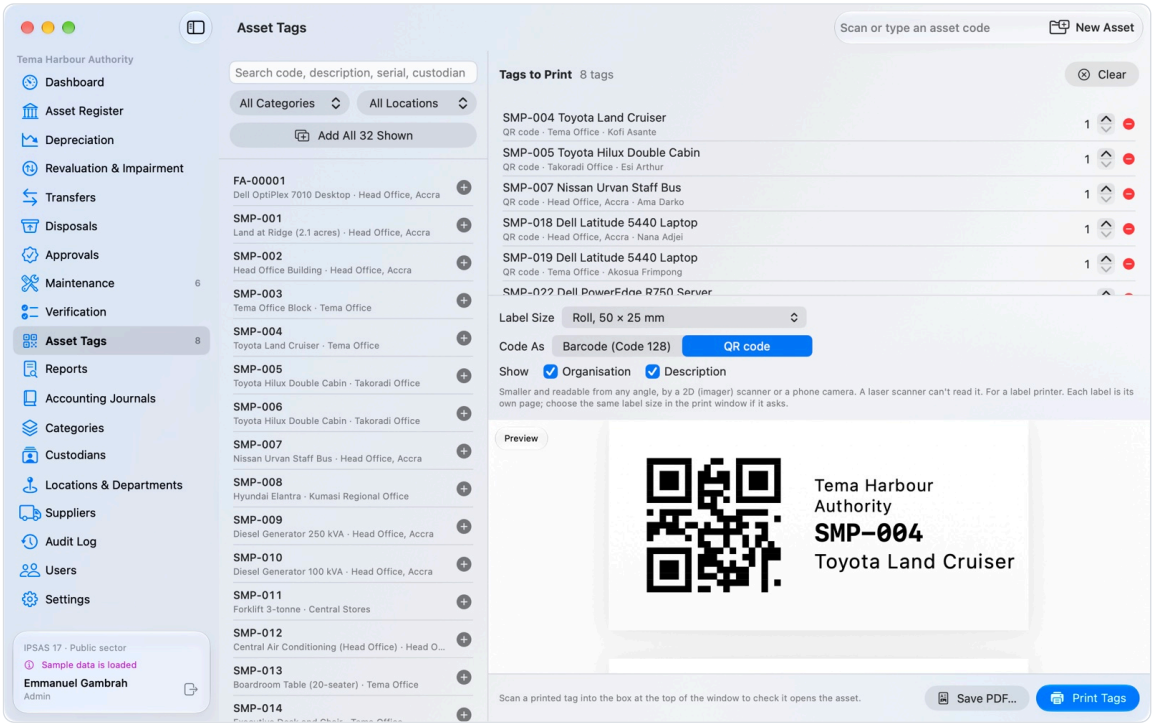
Asset Tags in the sidebar (⇧⌘P) prints a label for each asset with the organisation's name, the asset code, the description and the code as a barcode or a QR code. Add assets from the list on the left (search, or choose a category or location and press **Add All Shown** for a tagging day at one office), with **Print Tags…** in the Asset Register (the assets shown), or **Print Tag…** on an asset. The list stays while you move between screens.



Asset tags on an A4 sheet of 24, as Code 128 barcodes.

Option	Notes
Label Size	**A4 sheet, 24 labels** (63.5 × 33.9 mm, Avery L7159 and other 3 × 8 sheets), **A4 sheet, 40 labels** (45.7 × 25.4 mm, Avery L7654), or a label printer roll of **40 × 30 mm** or **50 × 25 mm**. On a part-used sheet, **Start at label** skips the labels already peeled off (across, then down).
Code As	**Barcode (Code 128)**: read by every USB barcode scanner, including the cheaper laser ones. **QR code**: smaller and readable from any angle, by a 2D (imager) scanner or a phone camera, but not by a laser scanner.
Show	The organisation's name and the description (the code is always printed). On a small label the organisation and description give way so the barcode stays big enough to scan.

The preview is exactly what prints. **Print Tags** prints at actual size, so the tags land on the sheet's labels; **Save PDF…** keeps a copy. A warning beside an asset says when its code is too long to scan well on the chosen label size (try a bigger label or a QR code). For tags that last on furniture and vehicles, use polyester or tamper-evident label sheets.



QR code tags on a 50 × 25 mm label roll.

Scan to find

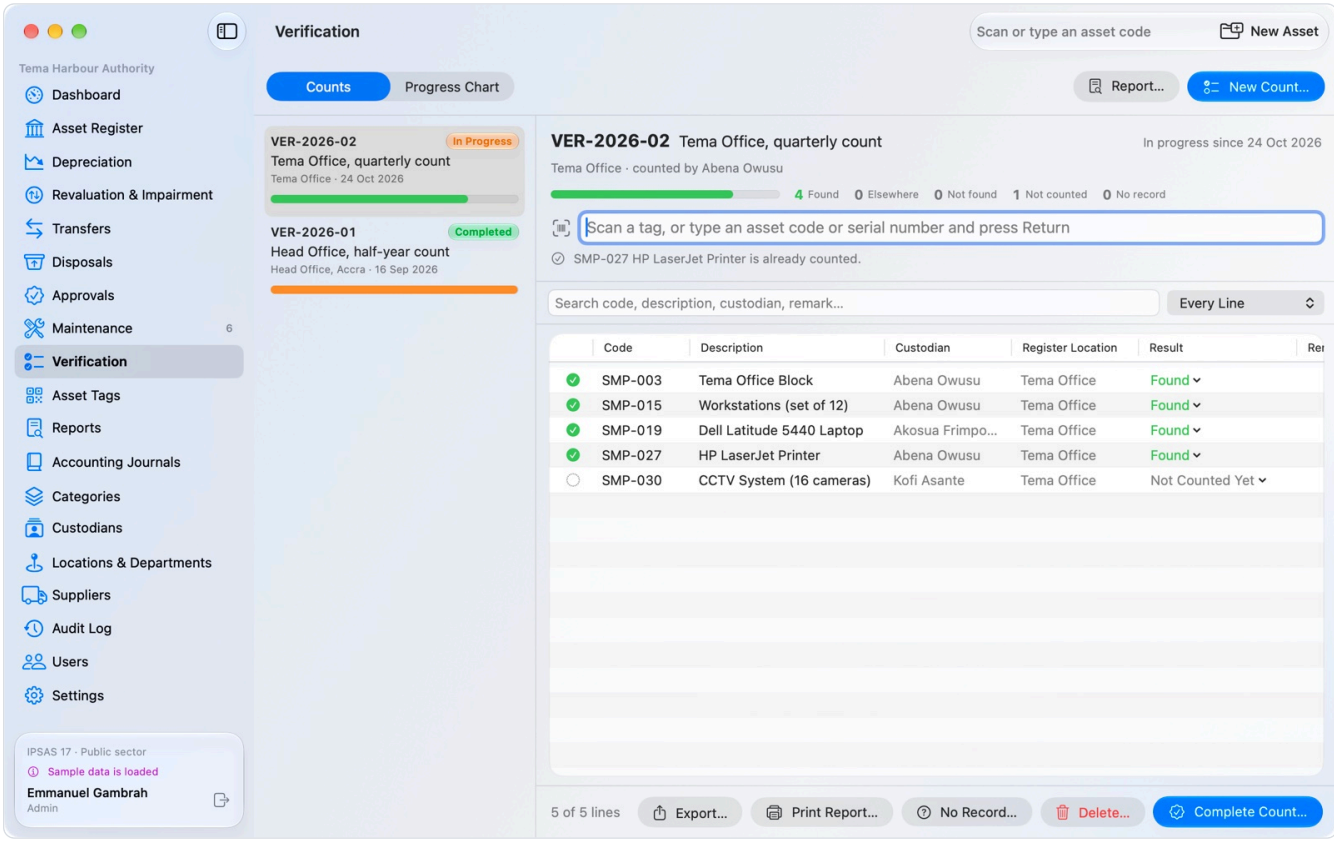
The **scan box** at the top of every screen opens an asset from its tag. Click it (or press ⇧⌘F) and scan: a USB scanner types the code and presses Return, and the asset opens in the Asset Register. Typing a code, or a manufacturer's serial number, works too. A code nothing in the register has says **No asset found**. Counting assets with the scanner is in chapter 15.

15. Verification, revaluation and impairment

Three things auditors and the annual accounts ask about the assets themselves: are they still there (**verification**), what are they worth now (**revaluation**), and has any lost value it won't get back (**impairment**). Admins and asset officers do all three; everyone else can look and run the reports. Only an admin can undo a revaluation or impairment recorded by mistake.

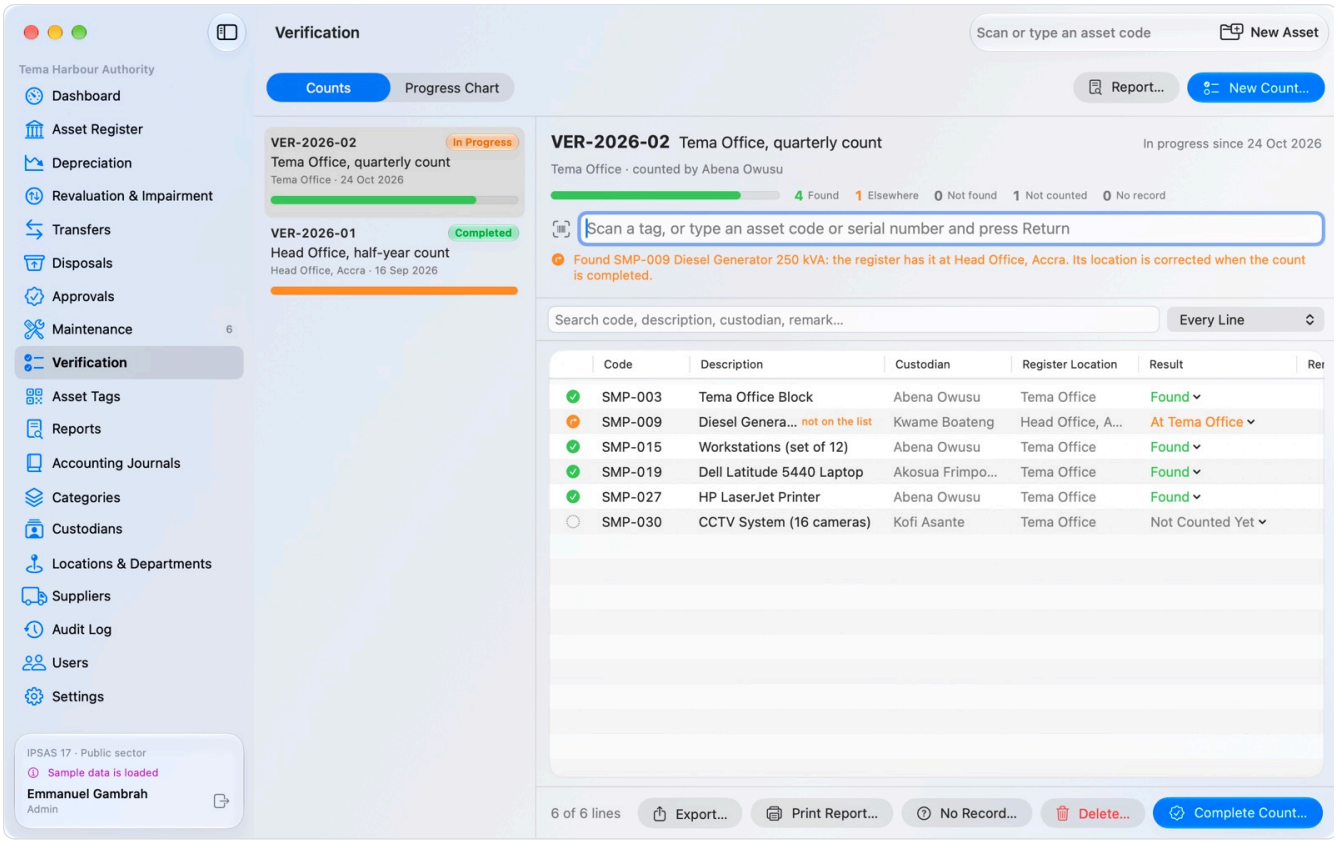
Counting assets (verification)

Verification in the sidebar keeps the counts. Press **New Count…** (⇧⌘V), give it a title, choose the **Location** and/or **Department** to count (or neither, for everything), the date and who is counting (one name per line: they sign the report). Every asset the register has there goes on the list.



A count in progress. Counts are on the left; the count's progress, the scan box and every line are on the right.

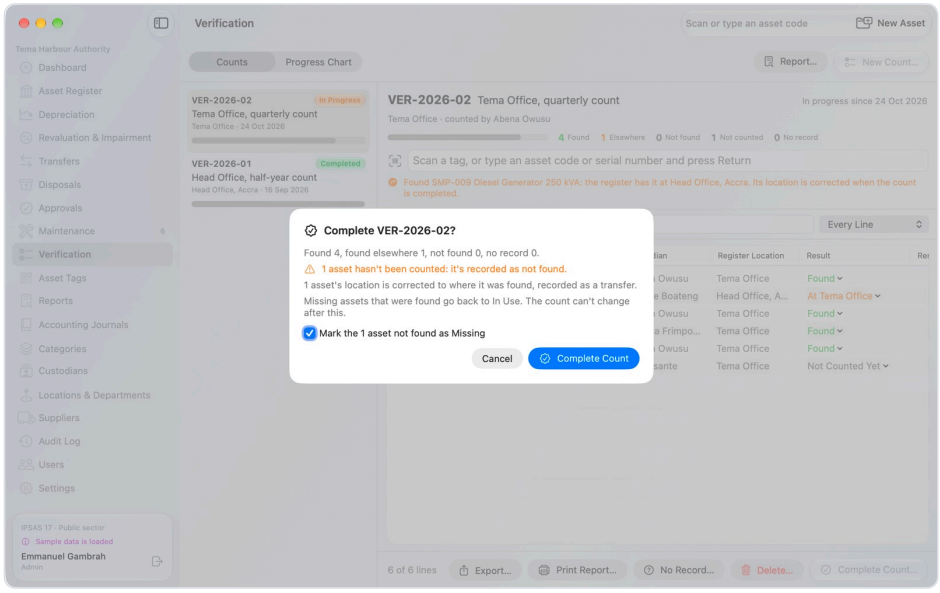
- **Scan** each tag into the big box at the top (a USB scanner types the code and presses Return), or type a code or serial number. The line turns green: **Found**. A scan that's already counted just says so.
- An asset the register has **somewhere else** can be scanned too: it's added to the count as **Found Elsewhere**, at this count's location, and marked "not on the list".
- Or tick lines by hand with the menu in the **Result** column: **Found**, **Found Elsewhere…** (choose where it actually is), **Not Found**, or back to **Not Counted Yet**. Right-click a line for **Remark…** ("Chair arm broken", "Tag missing").
- **No Record…** notes something that's there but isn't in the register (a donated television, say), with its serial number. It goes on the report for someone to look into.
- The count can be left and finished another day: the list keeps every tick. **Delete…** throws away a count started by mistake (nothing in the register has changed yet).



A generator the register has at Head Office scanned at Tema: Found Elsewhere. Its location is corrected when the count is completed.

Completing a count

When the counting's done, press **Complete Count…**.



Completing a count: what will change, and whether to mark the assets not found as Missing.

- Anything not counted is recorded as **Not Found** (the window warns you first).
- Assets **found elsewhere** have their location corrected to where they were found. Each correction is recorded as a transfer ("Found at Tema Office during verification VER-2026-02"), so the movement history stays complete. It's a correction of the record, so it doesn't wait for approval; an asset with a transfer or disposal already waiting is left as it is and named.
- **Mark the assets not found as Missing** (on unless you switch it off) sets their status to Missing. Missing assets that turned up go back to **In Use**.
- After that the count can't change. The asset form shows when each asset was last verified, and in which count.

Print Report… prints the verification report at any time: a summary, then each custodian's assets with the result and a line for the custodian to sign, the items found with no record, and lines for the counters, the asset officer and the head of department. **Export…** saves the count as CSV.

Tema Harbour Authority
Harbour Road, Tema · 030 320 2001

Asset Verification Report

VER-2026-01 · Head Office, Accra · 16 Sep 2026

Count No.	VER-2026-01	Title	Head Office, half-year count
Covers	Head Office, Accra	Started	16 Sep 2026
Status	Completed	Completed	18 Sep 2026 by Emmanuel Gambrah
Counted By	Efua Mensah, Kojo Ansah	Notes	Every floor and the store room.

Summary

	Assets
On the list (expected here)	18
Found	16
Found elsewhere (location corrected on completion)	1
Not found (marked Missing)	1
Found with no record	1

Akosua Frimpong (2)

#	Code	Description	Serial No.	Register Location	Result	Remark
1	SMP-019	Dell Latitude 5440 Laptop	7HQ2XY4	Head Office, Accra	Found at Tema Office	
2	SMP-020	HP EliteBook 840 Laptop	5CG2231KLM	Head Office, Accra	Found	

I confirm that the assets above marked Found are in my custody, and I have noted any that are not.

Custodian: Akosua Frimpong

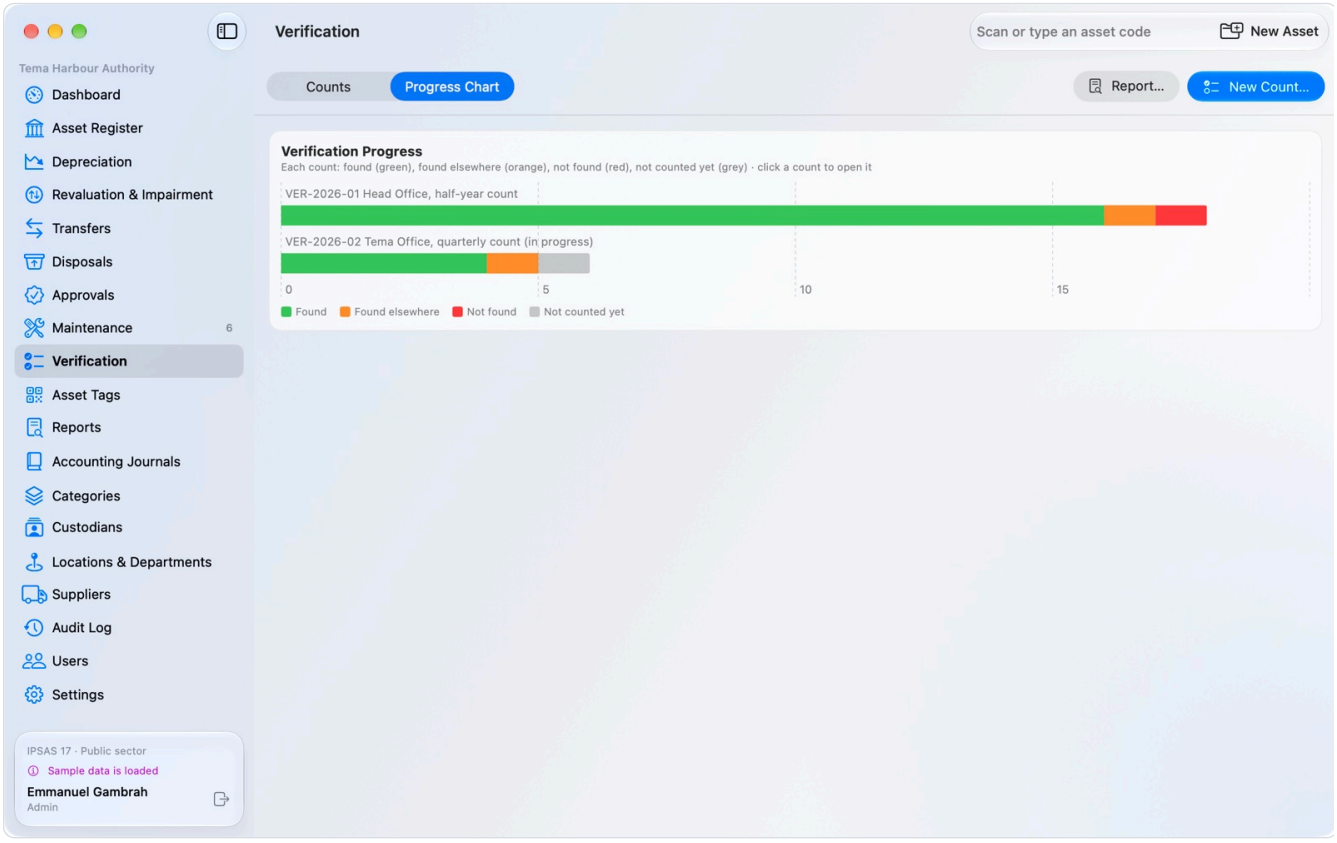
Name, signature and date

Ama Darko (4)

#	Code	Description	Serial No.	Register Location	Result	Remark
1	SMP-007	Nissan Urvan Staff Bus	JN1TBNE25Z0412290	Head Office, Accra	Found	
2	SMP-026	Canon Photocopier	XRT09881	Head Office, Accra	Found	
3	SMP-028	Projector and Screen	X51-001822	Head Office, Accra	Not Found	Not counted by the end of the count.

The verification report: each custodian confirms the assets in their care.

The **Progress Chart** tab (and the dashboard) shows every count as a bar: found (green), found elsewhere (orange), not found (red) and not counted yet (grey). Click a bar to open the count.

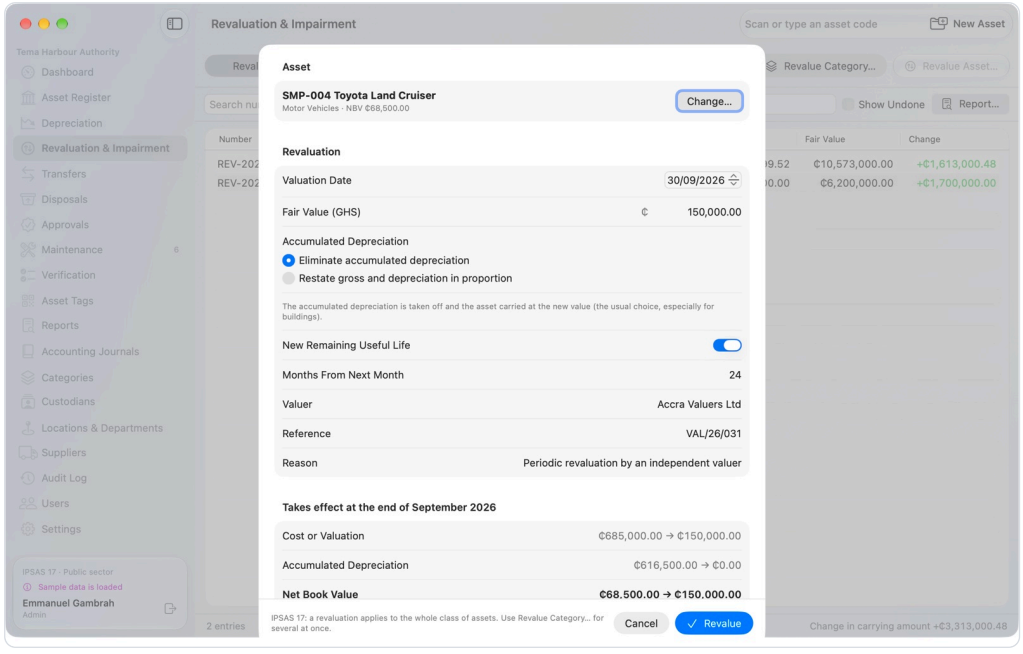


Verification progress for each count.

> **A count in practice**
> Print the tags first (chapter 14), so every asset can be scanned. Take a laptop with a USB scanner round the office, or tick the printed Assets by Custodian report (chapter 21) and enter it afterwards. Large registers are easier counted one location at a time.

Revaluing assets

Revaluation & Impairment in the sidebar has three tabs: **Revaluations**, **Impairments** and **Revaluation Surplus**. Press **Revalue Asset…** (⇧⌘R), or **Revalue…** on an asset.

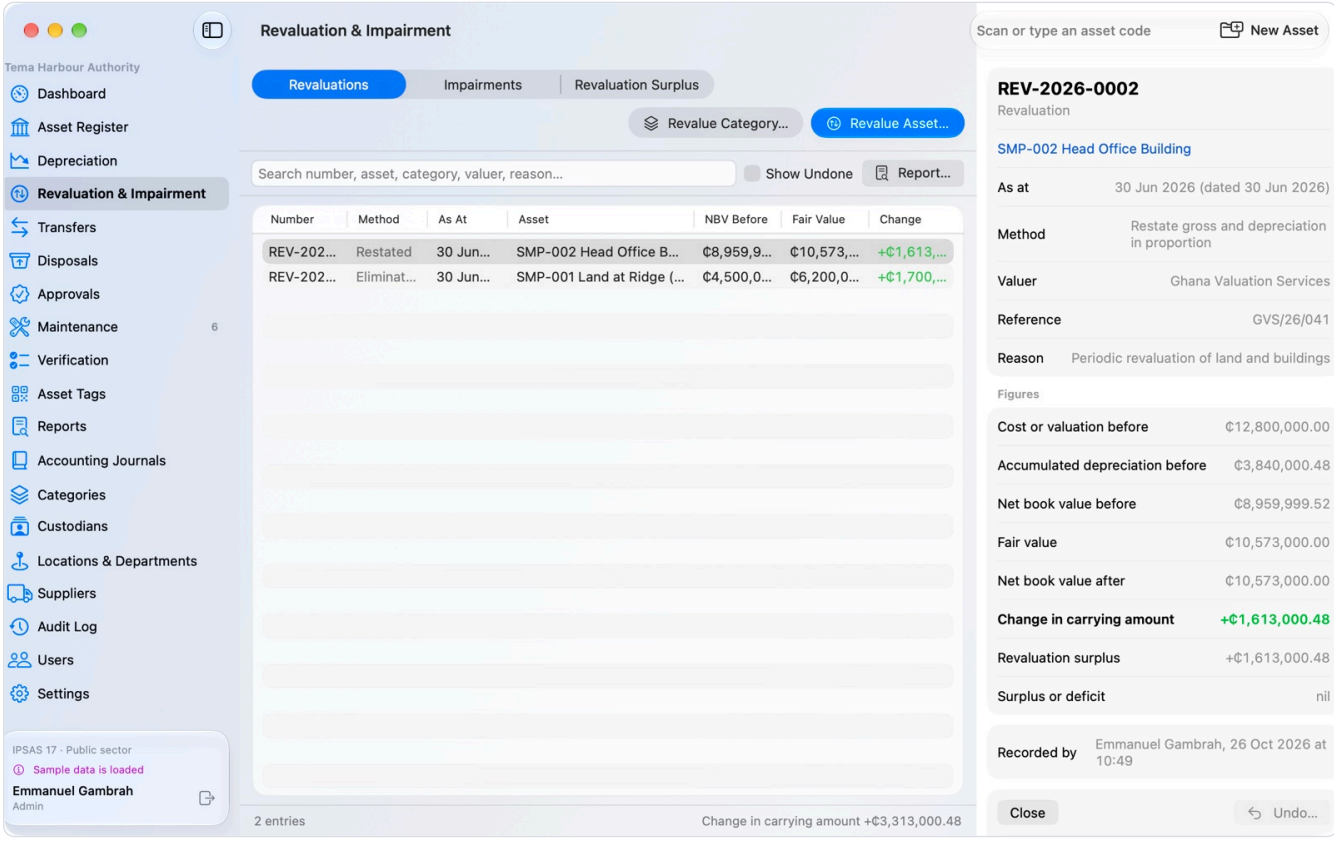


Revaluing a fully depreciated Land Cruiser still in use: the valuer's fair value, with two more years of life.

Field	Notes
Valuation Date	The revaluation takes effect at the **end of that month**, after the month's depreciation. The month must be posted and not locked (land and anything else that isn't depreciated can be dated in any month from go-live), and nothing may be posted for the asset after it. The earliest date is the month before go-live.
Fair Value	What the valuer says it's worth. It starts at today's net book value.
Accumulated Depreciation	**Eliminate** (the usual choice): the depreciation to date is taken off and the asset is carried at the new value. **Restate in proportion**: cost and depreciation are both scaled so the net book value equals the new value.
New Remaining Useful Life	Valuers often give one. Off: the new value is spread over the life that's left. A fully depreciated asset needs one.
Valuer, Reference, Reason	The firm or person, their report number, and why (the reason is required).

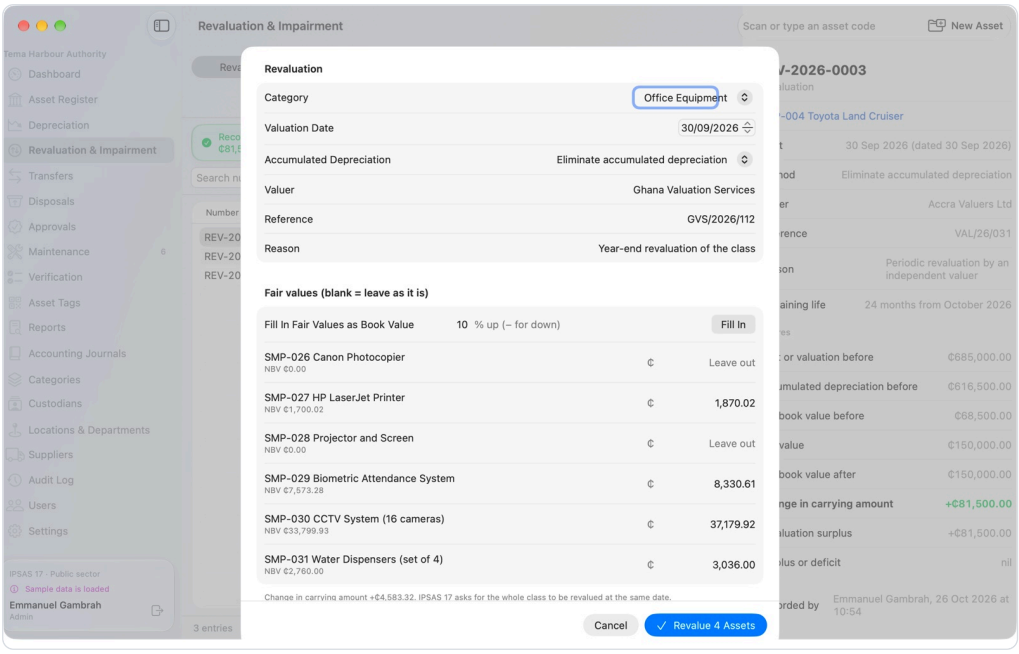
The bottom of the window shows the figures before and after, and where the difference goes, before anything is saved:

- An **increase** is credited to the **revaluation surplus** (in net assets/equity under IPSAS, other comprehensive income under IFRS) — except where it reverses an earlier decrease that went to surplus or deficit (profit or loss): that part is income.
- A **decrease** comes off the revaluation surplus first; the rest is an expense in surplus or deficit (profit or loss).
- **Whose surplus?** Under **IPSAS 17** the surplus is netted within each **class** of assets — the category: a decrease on one building comes off surplus built up by any building, and an increase reverses a decrease expensed on any of them. Under **IAS 16** and the **IFRS for SMEs** it's kept **asset by asset**: a decrease only comes off that asset's own surplus. The app follows the framework in Settings; the window's notes say which applied.
- Depreciation carries on from the next month on the new value. The Depreciation screen shows the working.
- Once an asset is revalued or impaired its **cost** and opening balance are fixed on the asset form, because the new figures were worked out from them.



Revaluations, with one selected: the figures before and after, the surplus, and who recorded it.

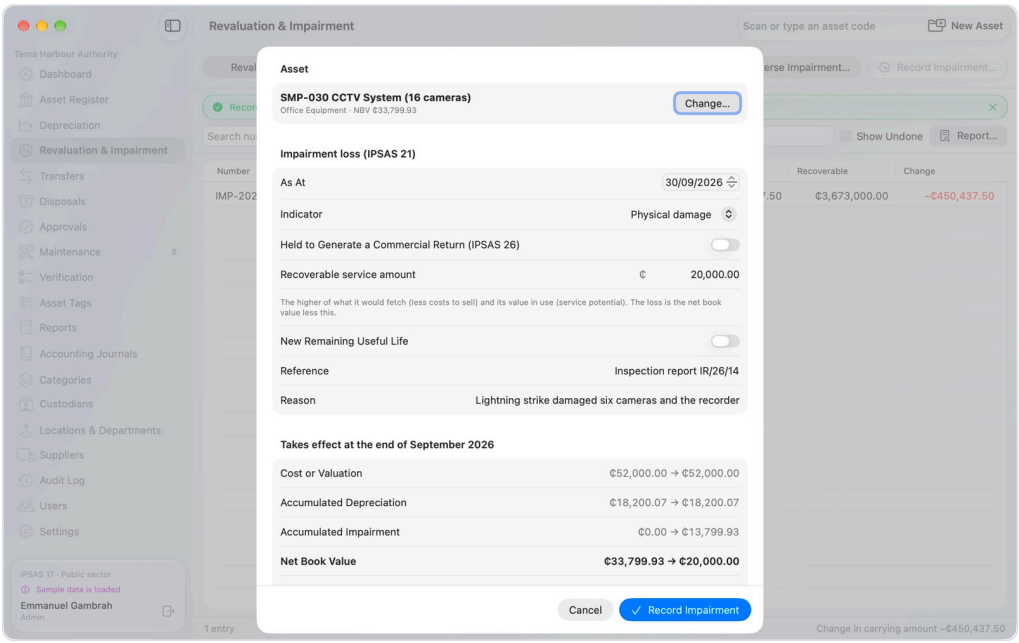
Revalue Category… revalues several assets of a category on one date with one valuer's report: choose the category and enter each fair value, or **Fill In** every value as the book value plus or minus a percentage and then adjust. A line left blank is left as it is; a problem on any line is shown on it, and nothing is saved until every line is right. IPSAS 17 and IAS 16 ask for a whole class of assets to be revalued at the same date, so this is the usual way to do it.



Revaluing a category. Assets with nothing left on the books are left for the valuer's figure.

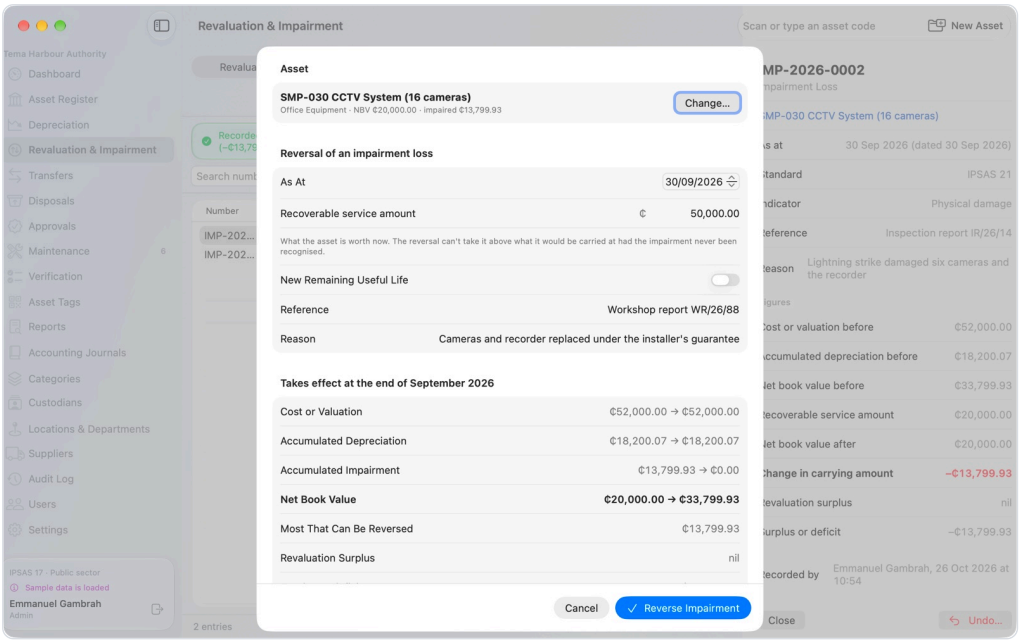
Impairment

An asset is impaired when it's worth less than its book value and won't recover soon: physical damage, obsolescence, standing idle, a fall in its market, or work on it halted. On the Impairments tab press **Record Impairment…** (or **Record Impairment…** on an asset), choose the indicator, and enter the **recoverable amount** — under IPSAS 21 (an asset held for service) the **recoverable service amount**. Tick **Held to Generate a Commercial Return** for IPSAS 26. The impairment loss is the net book value less that amount.



An impairment loss on a CCTV system damaged by lightning.

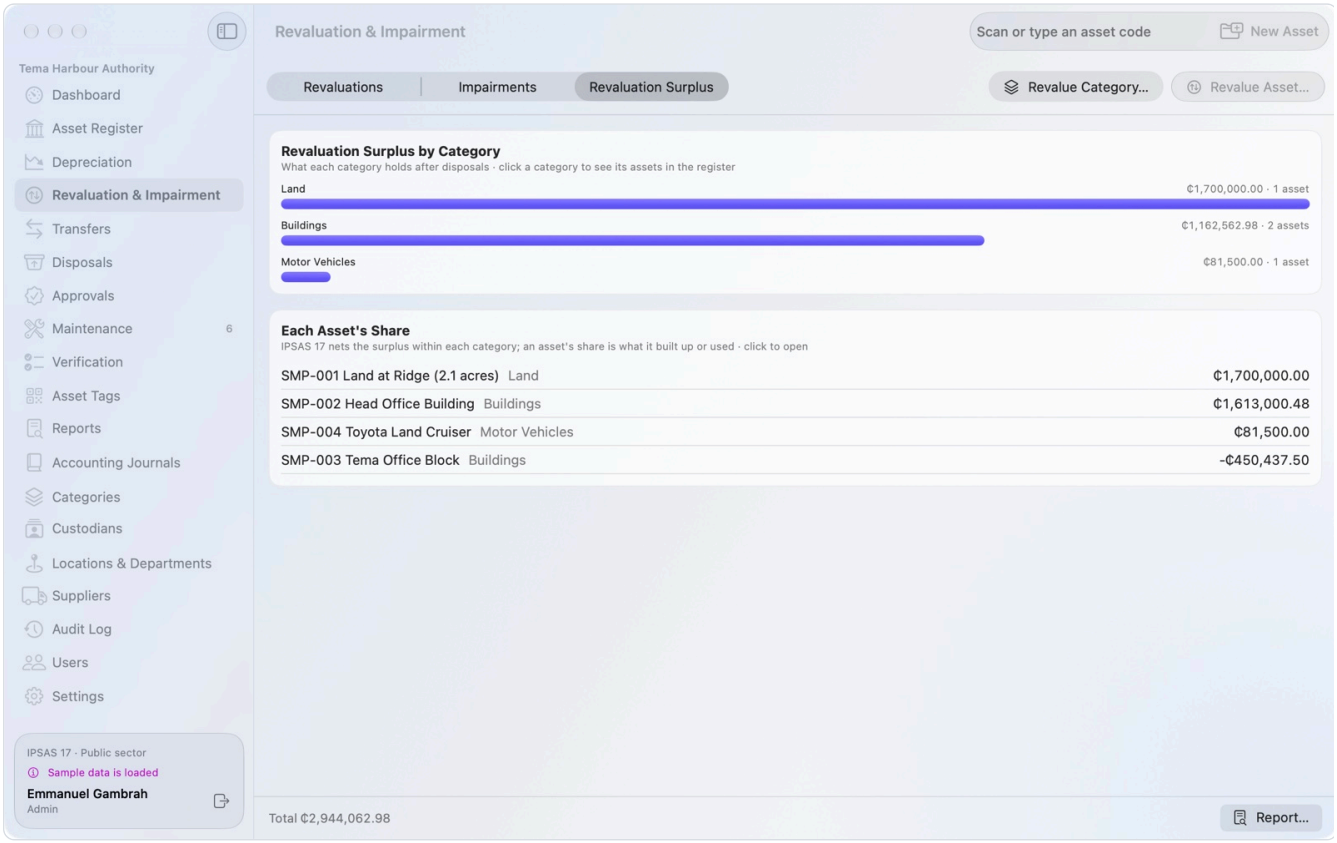
- The loss is an expense in surplus or deficit (profit or loss), except where there's revaluation surplus to absorb it: the class's under IPSAS 17, the asset's own under IAS 16. That comes off first.
- It's kept as **accumulated impairment**, separate from depreciation, and depreciation carries on from the lower value.
- If the value recovers, **Reverse Impairment…** takes some or all of it back. The reversal can't take the asset above what it would be carried at had the impairment never been recognised (the window works that out and shows the most that can be reversed). It's income up to what was expensed, and goes back to the revaluation surplus after that.
- A later revaluation to fair value takes in any impairment still on the asset.



Reversing an impairment: limited to what the asset would be worth on the books without it.

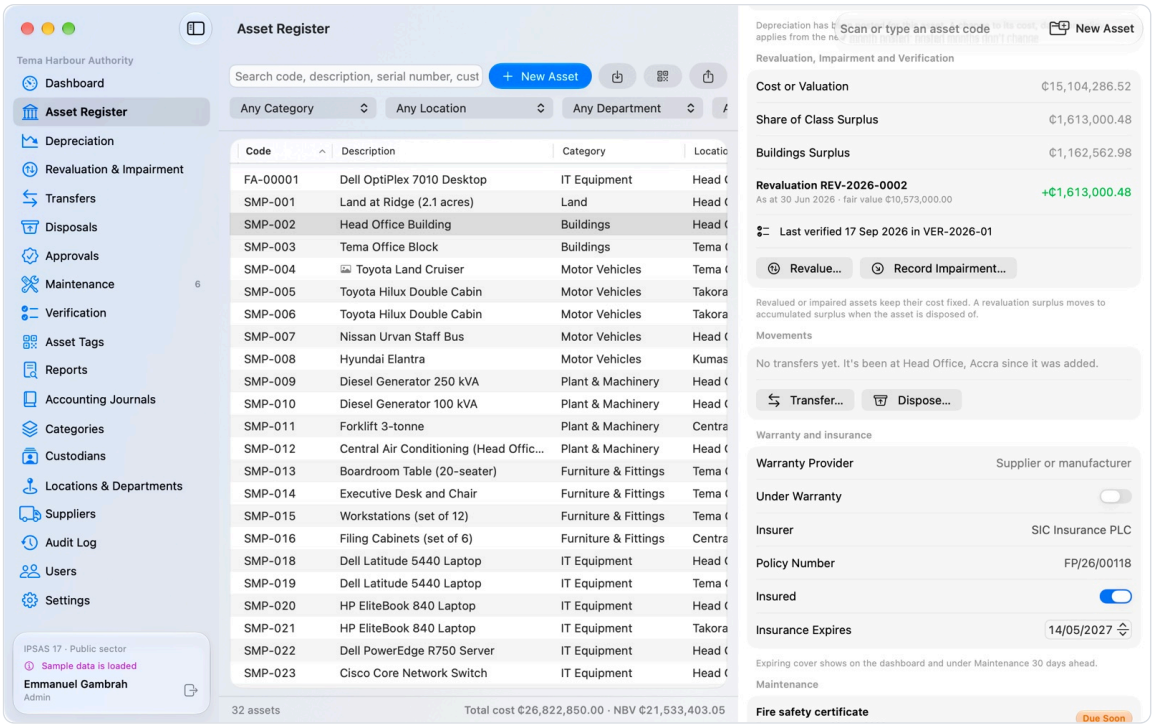
The revaluation surplus, the asset form and the reports

The **Revaluation Surplus** tab shows the surplus each category holds (as a chart, also on the dashboard) and asset by asset — under IPSAS 17, each asset's **share**: what its own changes added or used, so an impaired asset can show a negative share while its category's surplus stays positive. When an asset with a surplus is disposed of, its surplus moves straight to accumulated surplus (retained earnings) — under IPSAS 17 its share, but never more than the class still holds; it never goes through surplus or deficit. The disposal record says so. A disposal must be dated after the asset's latest revaluation or impairment.



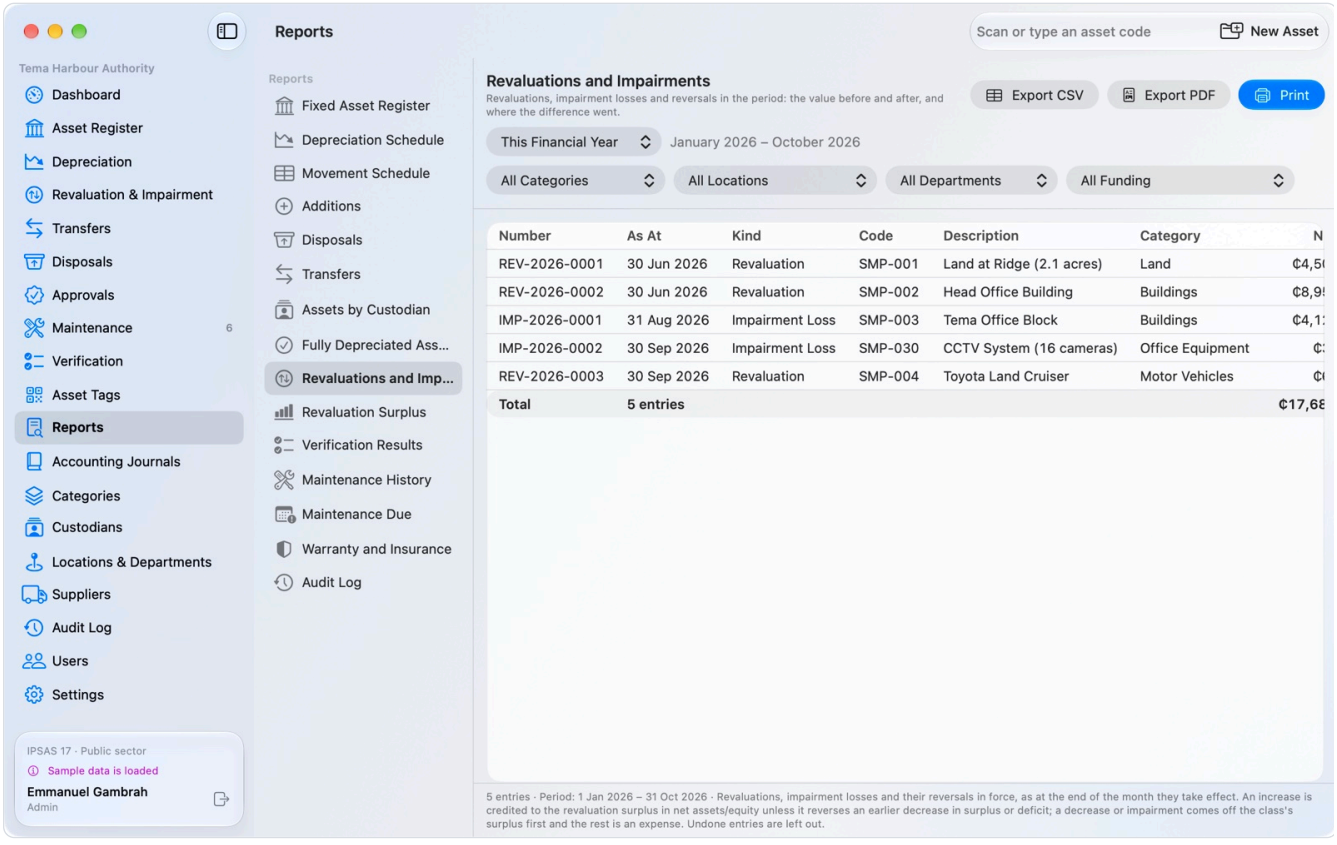
The revaluation surplus by category, and each asset's share (IPSAS 17). The Tema block's impairment came off the Buildings surplus.

On the asset form, **Revaluation, Impairment and Verification** shows the cost or valuation, the accumulated impairment, the revaluation surplus, each revaluation and impairment (click one to open it), when the asset was last verified, and the **Revalue…**, **Record Impairment…** and **Reverse Impairment…** buttons.



A revalued building on the asset form.

In **Reports** (chapter 21): the movement schedule carries the revaluations and an accumulated impairment section; the Fixed Asset Register shows cost or valuation and impairment; and **Revaluations and Impairments**, **Revaluation Surplus** and **Verification Results** are new.



The Revaluations and Impairments report: where each change went.

A mistake?

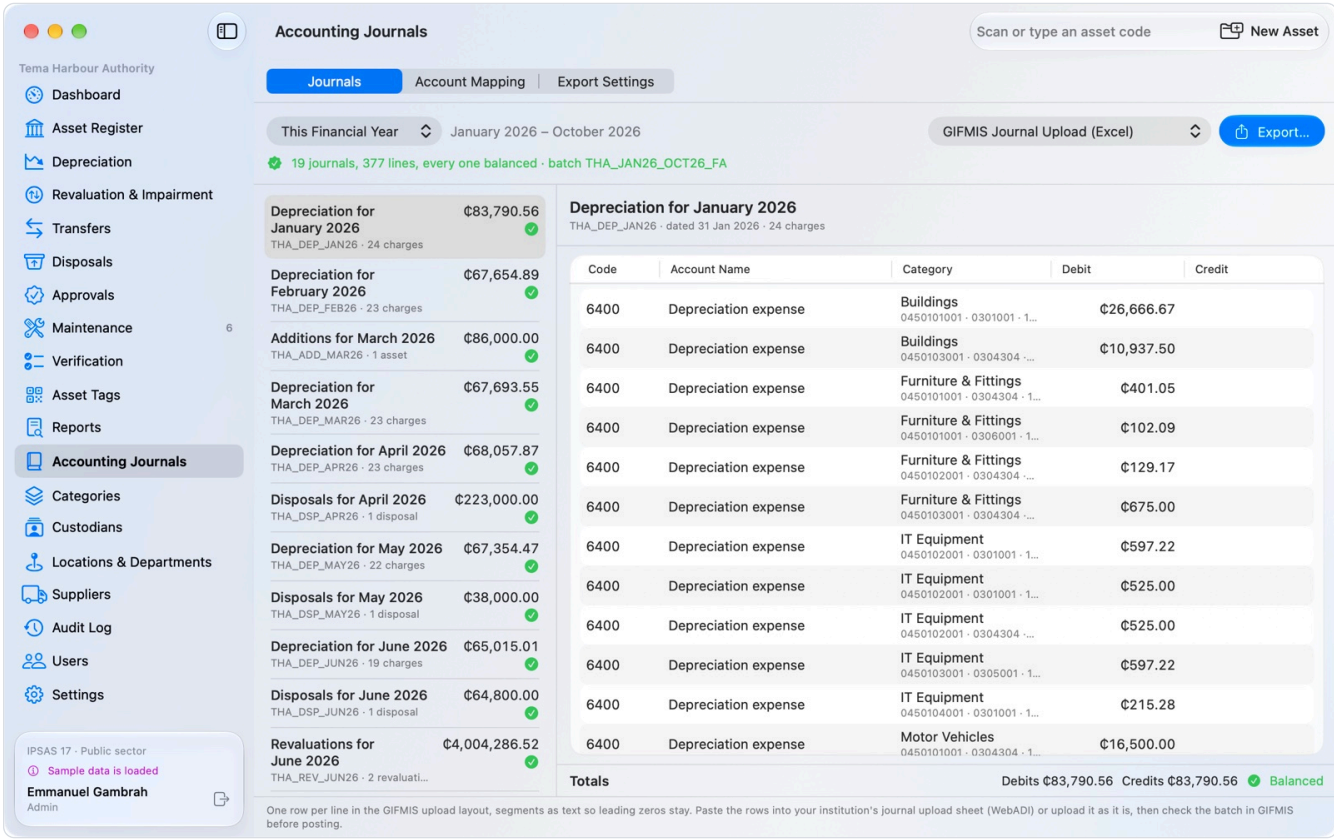
An admin can **Undo…** a revaluation or impairment from its details: only the latest one for the asset, only before any depreciation has been posted on the new value (reverse those months first), and only while its month isn't locked. The entry stays in the list marked Undone (tick **Show Undone**), and the audit log keeps it. Under IPSAS 17 the rest of the class is worked out again without it.

Changing the framework, or upgrading from 1.5

When the framework in Settings changes between IPSAS 17 and IAS 16 / IFRS for SMEs, every revaluation, impairment and disposal is worked out again under the new rule (the change in each asset's book value stays the same; only how much goes to the surplus and how much to surplus or deficit moves). A 1.5 register under IPSAS 17 is worked out by class the first time 1.6 opens it. The audit log records it.

16. Accounting journals

The register knows every addition, every month's depreciation, every disposal and every revaluation and impairment. **Accounting Journals** in the sidebar (⇧⌘J) turns them into balanced journals for the general ledger, so nobody retypes them into GIFMIS, QuickBooks, Sage or Xero. Everyone can see and export the journals; only an admin changes the accounts and the export settings.



The journals for the financial year so far, ready for GIFMIS: the depreciation journal for January with a line per category and cost centre.

The journals

Choose the months (**Last Month** to start, or this month, this financial year, last financial year, or custom) and the **format**. Each month gets one journal of each kind that has something in it, dated the last day of the month:

Journal	Debit	Credit
Additions	Cost or valuation (cost of assets acquired that month)	Asset purchases clearing (or your payables or bank account)
Depreciation	Depreciation expense (the month's posted run)	Accumulated depreciation
Disposals	Accumulated depreciation and impairment taken out; disposal proceeds (net of the costs of disposal); a loss (deficit)	Cost or valuation; a gain (surplus)
Disposals: surplus	Revaluation surplus on the asset	Accumulated surplus (retained earnings)
Revaluations	The rise in cost or valuation; accumulated depreciation (and impairment) eliminated; a decrease the surplus can't absorb, to impairment and revaluation losses	Revaluation surplus; a fall in cost or valuation; an increase reversing an earlier expense, to impairment reversals and revaluation gains
Impairments	Impairment loss (or the revaluation surplus it comes off); a reversal back to accumulated impairment	Accumulated impairment; a reversal to income (or the surplus)

- Lines are added up by account and category. For GIFMIS and the generic CSV they're also split by the cost centre, location code and funding code of the assets behind them; QuickBooks, Sage and Xero get one line per account and category. Both sides of every entry carry the same codes, so each journal balances for every fund, cost centre and location, not just in total.
- Every journal must **balance**: the list shows a green tick beside each, and the bar above says how many journals and lines there are. Export is refused if one doesn't.
- A month whose depreciation isn't posted yet has no depreciation journal, and the screen says so: post it on the Depreciation screen first. Months before the go-live month are left out (assets held then are opening balances, not additions).

- Journals are worked out from the records each time, so export a month once its depreciation is posted and its records are complete. Locking the month (chapter 10) stops its depreciation, revaluations and impairments changing; an asset added later with an acquisition date in that month still joins its additions, so add assets before you export.

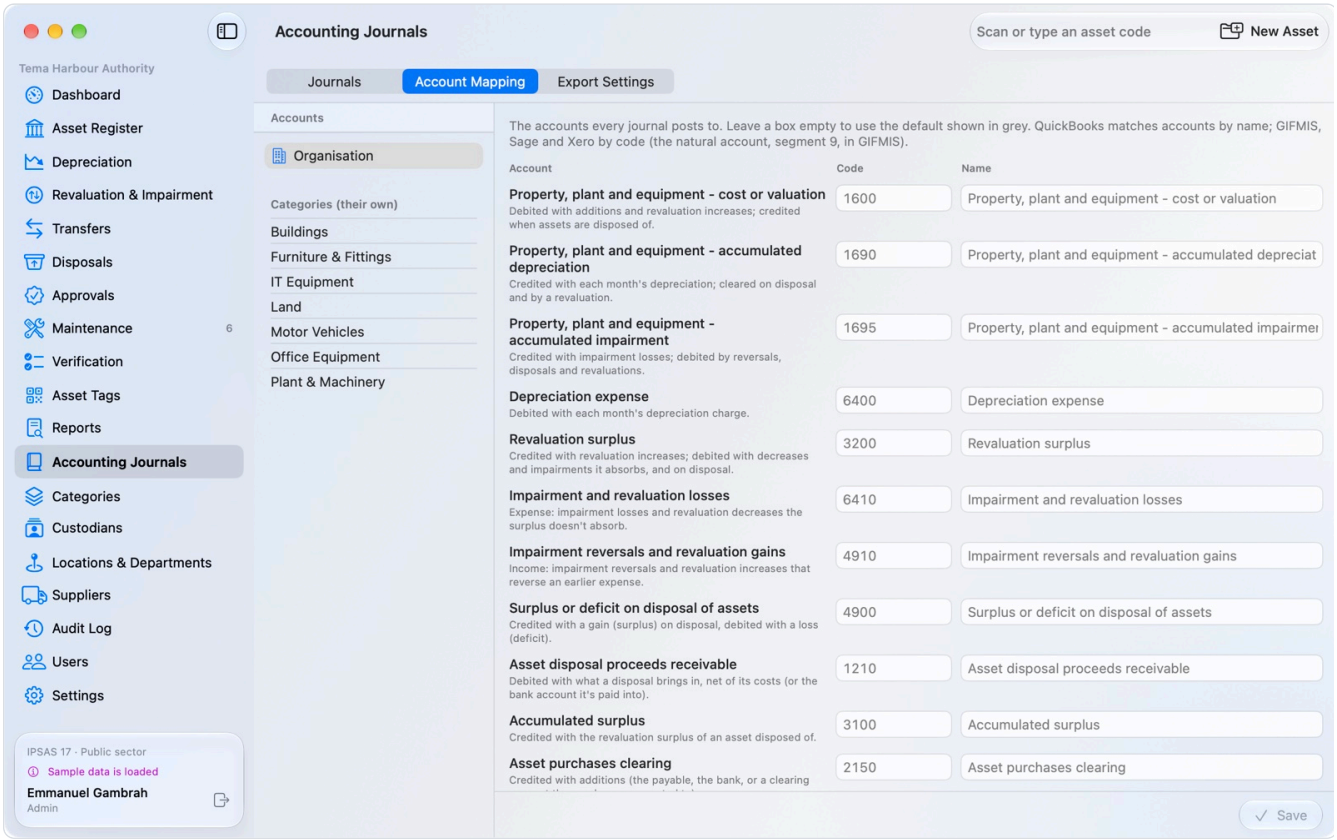
Press **Export…** and choose where to save the file. Every export is in the audit log, with the journals and their totals.

Format	How to bring it in
GIFMIS Journal Upload (Excel)	One row per line in the GIFMIS upload layout: Batch_Name, Journal_Name, Journal_Source, Journal_Category, Accounting_Period (Oct-26), the 12 segments, Debit_Amount, Credit_Amount, Line_Description. The segments are text cells, so 0000000 stays 0000000. Paste the rows into your institution's journal upload sheet (WebADI) or upload it as it is, and check the batch in GIFMIS before posting.
QuickBooks Online	Settings › Import Data › Journal Entries. Choose the dd/MM/yyyy date format. Accounts are matched by **name**.
Sage 50	File › Import › Audit Trail Transactions: JD (journal debit) and JC (journal credit) lines by nominal code, tax code T9.
Xero	Accounting › Manual Journals › Import. Accounts by code, debits positive and credits negative, with the tax rate from Export Settings.
Generic CSV	For any other system: batch, journal, type, date, period, account code and name, debit, credit, description, category, cost centre, location and funding codes. Opens in Excel.

> **Check the first import**
> The layouts follow the systems' published import templates and the GIFMIS upload layout, but every ledger is set up a little differently. Bring in one month first, check it with your accountant, and only then post it.

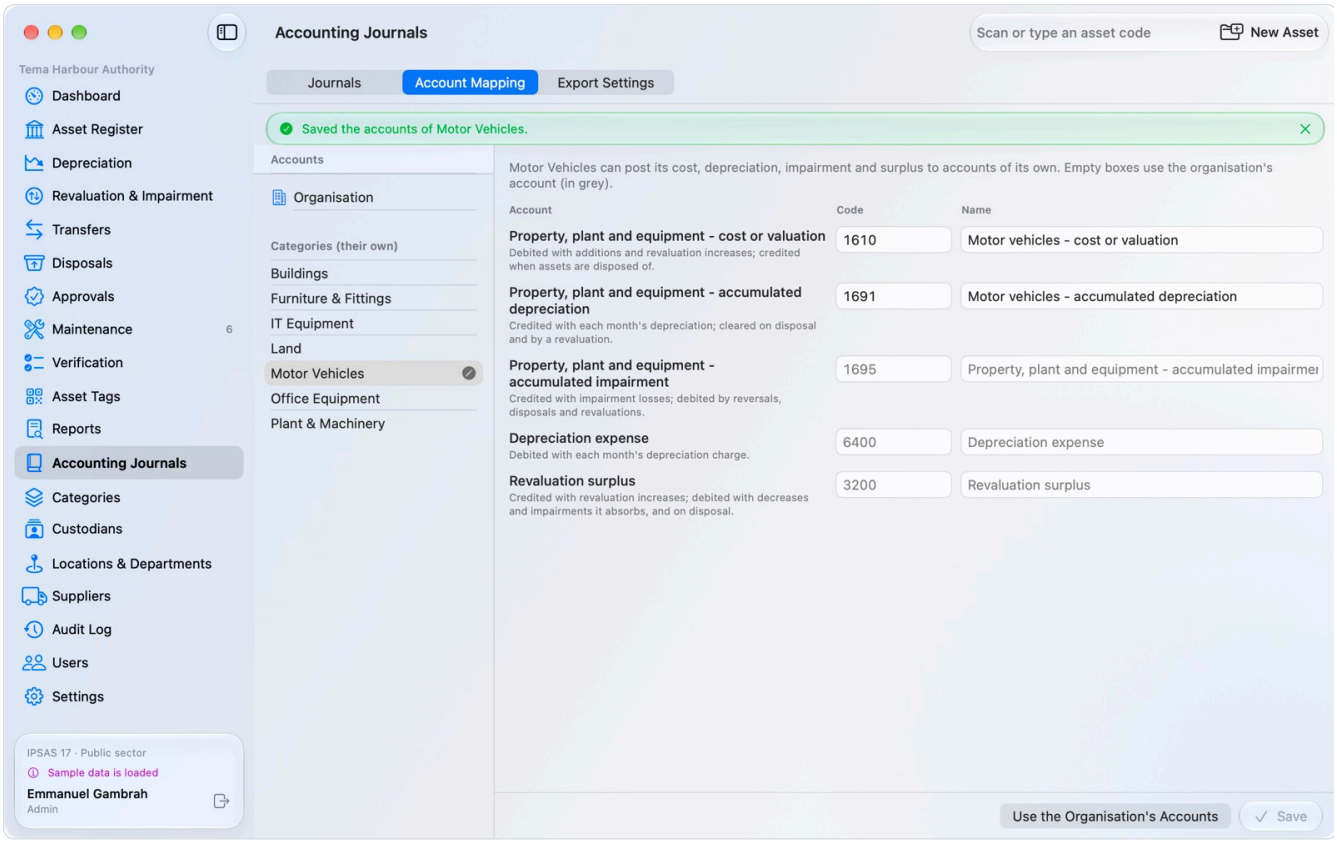
Account mapping

The **Account Mapping** tab holds the accounts the journals post to, each with a code and a name. Out of the box they have sensible names and placeholder codes (1600, 1690, 6400…): replace them with your own chart of accounts. An empty box uses the default shown in grey. QuickBooks needs the **names** to match your accounts exactly; GIFMIS (the natural account, segment 9), Sage and Xero use the **codes**.



The organisation's accounts. Each says what posts to it.

Pick a **category** on the left to give it accounts of its own for cost or valuation, accumulated depreciation, accumulated impairment, depreciation expense and revaluation surplus — Motor Vehicles to their own cost account, say. Empty boxes use the organisation's account; **Use the Organisation's Accounts** clears them.

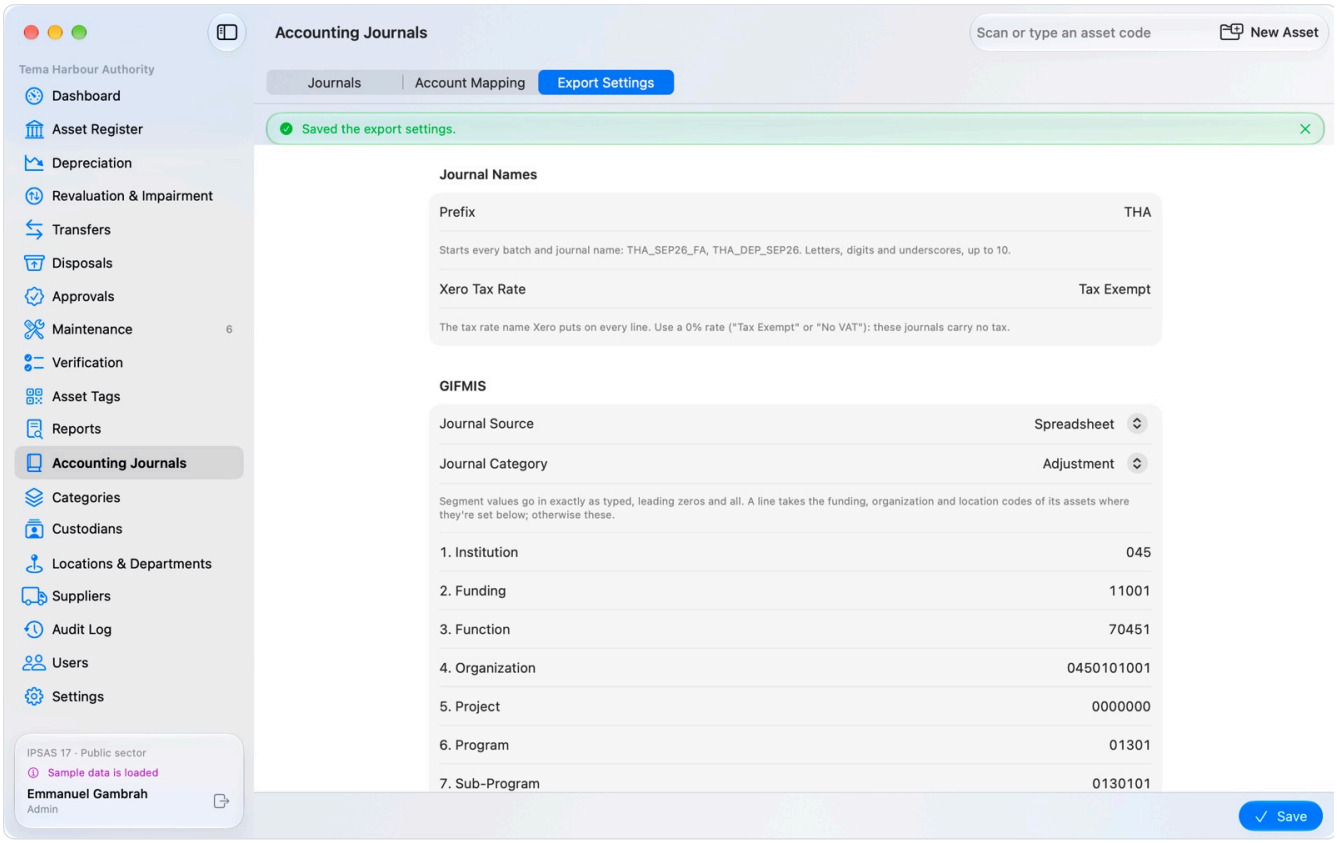


Motor Vehicles with a cost and accumulated depreciation account of their own.

Export settings and GIFMIS segments

The **Export Settings** tab has:

- **Prefix**: starts every batch and journal name, as GIFMIS likes them — prefix GMA gives the batch **GMA_OCT26_FA** and the depreciation journal **GMA_DEP_OCT26** (ADD additions, DSP disposals, REV revaluations, IMP impairments). Without a prefix they start FA.
- **Xero Tax Rate**: the tax rate name on every Xero line. Use a 0% rate; these journals carry no tax.
- **GIFMIS Journal Source** (Spreadsheet to start) and **Journal Category** (Adjustment to start).
- The **12 GIFMIS segments**: Institution, Funding, Function, Organization, Project, Program, Sub-Program, Activity, Natural Account, Location, Spare 1 and Spare 2. Enter your institution's values exactly as GIFMIS has them, leading zeros and all (zeros for segments you don't use). Segment 9, the natural account, comes from the account mapping. GIFMIS export waits until every other segment has a value.
- Codes that vary by asset: each **funding source**'s code (segment 2), each **department**'s cost centre (segment 4, the organization) and each **location**'s code (segment 10). A line takes these from its assets where they're set, and the defaults above where they're not.



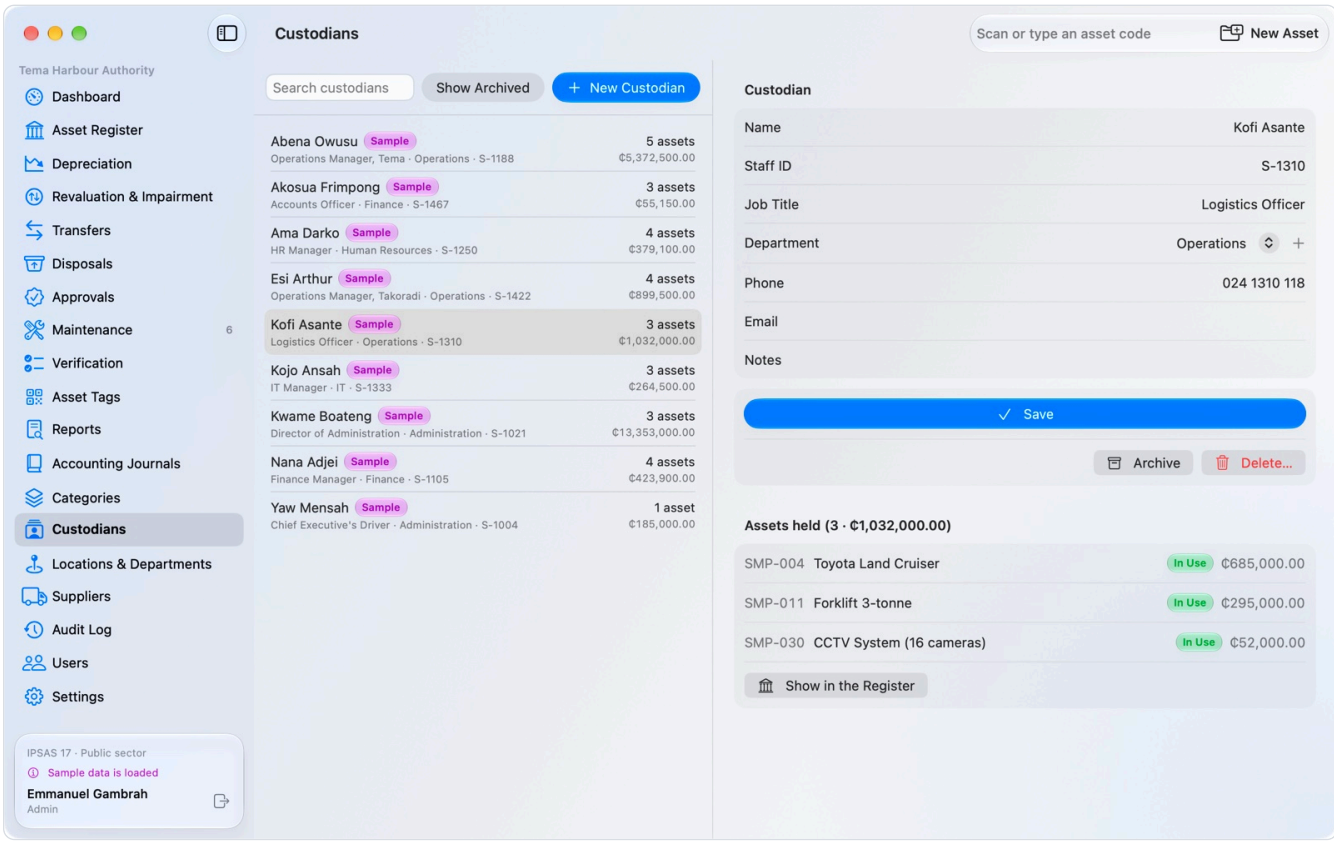
Export settings for a ministry: the prefix and the GIFMIS segment values.

Journal_Name	Accounting_Period	Seg1	Seg2	Seg4	Seg5	Seg9	Seg10	Debit_Amount	Credit_Amount	Line_Description
THA_ADD_SEP26	Sep-26	045	12101	0450102001	0000000	1600	0301001	14750.00	0.00	Additions Sep 2026 - IT Equipment
THA_ADD_SEP26	Sep-26	045	12101	0450102001	0000000	2150	0301001	0.00	14750.00	Additions Sep 2026 - IT Equipment
THA_DEP_SEP26	Sep-26	045	11001	0450101001	0000000	6400	0301001	31467.26	0.00	Depreciation Sep 2026 - Buildings
THA_DEP_SEP26	Sep-26	045	12101	0450103001	0000000	6400	0304304	9742.71	0.00	Depreciation Sep 2026 - Buildings

The first rows of the sample register's GIFMIS file for September (batch THA_SEP26_FA; the Source, Category and segments 3, 6–8, 11 and 12 columns are left out here). The segments keep their leading zeros; each addition's credit carries the same funding, organization and location as its debit.

17. Custodians

A custodian is the person responsible for an asset: the driver of a vehicle, the officer with a laptop, the head of a department for its furniture. Custodians don't need a login.

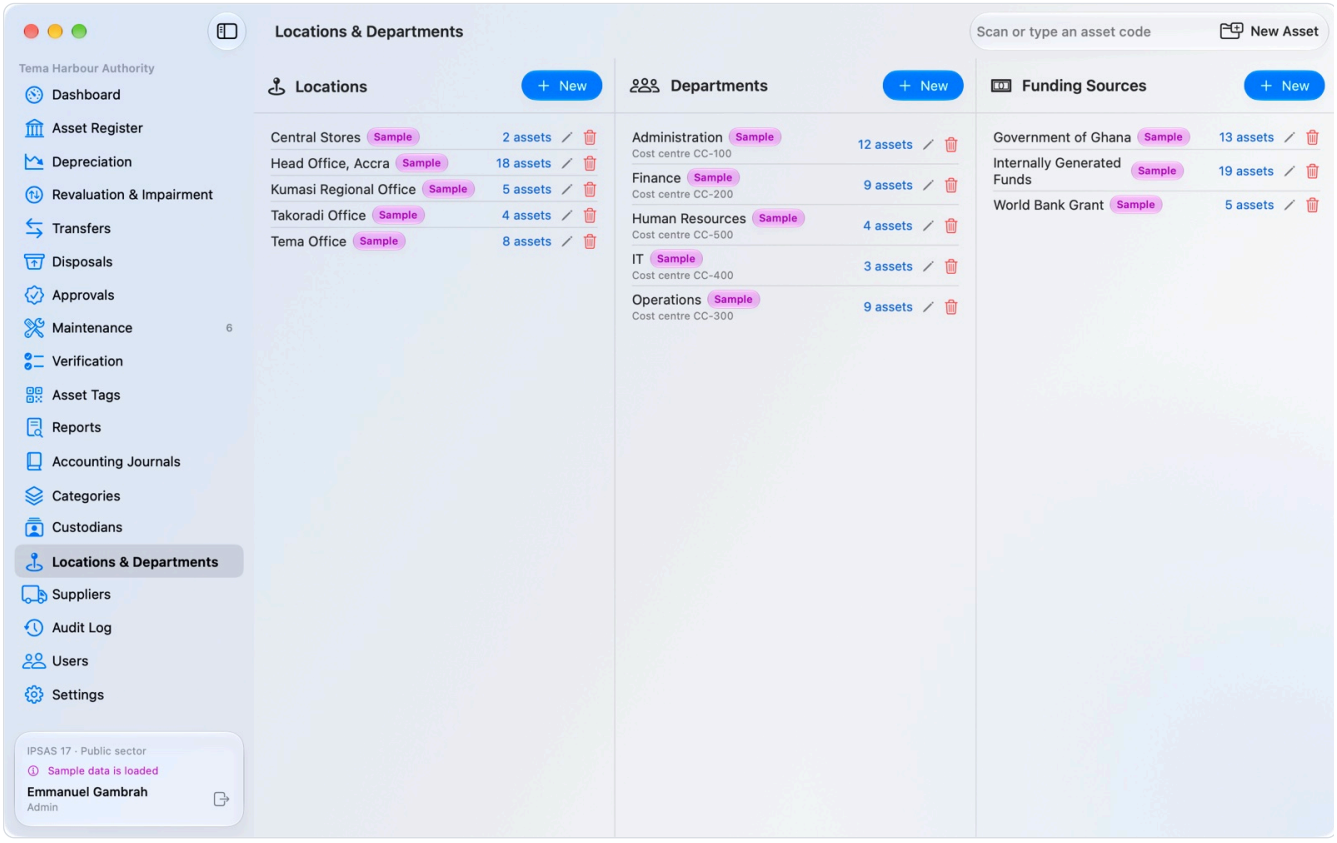


A custodian and every asset they hold.

- Name, staff ID (unique if given), job title, department, phone, email and notes.
- **Assets held** lists what they're responsible for, with the total cost. Click an asset to open it.
- Someone who has left: move their assets to someone else with a transfer (chapter 11), then **Archive** them. They stay on past records and transfer notes.
- **Delete** only works for a custodian who holds no assets.

> **Handover sheets**
> The Assets by Custodian report (chapter 21) is a printable list of each custodian's assets to tick and sign. For a physical count with the scanner, use Verification (chapter 15).

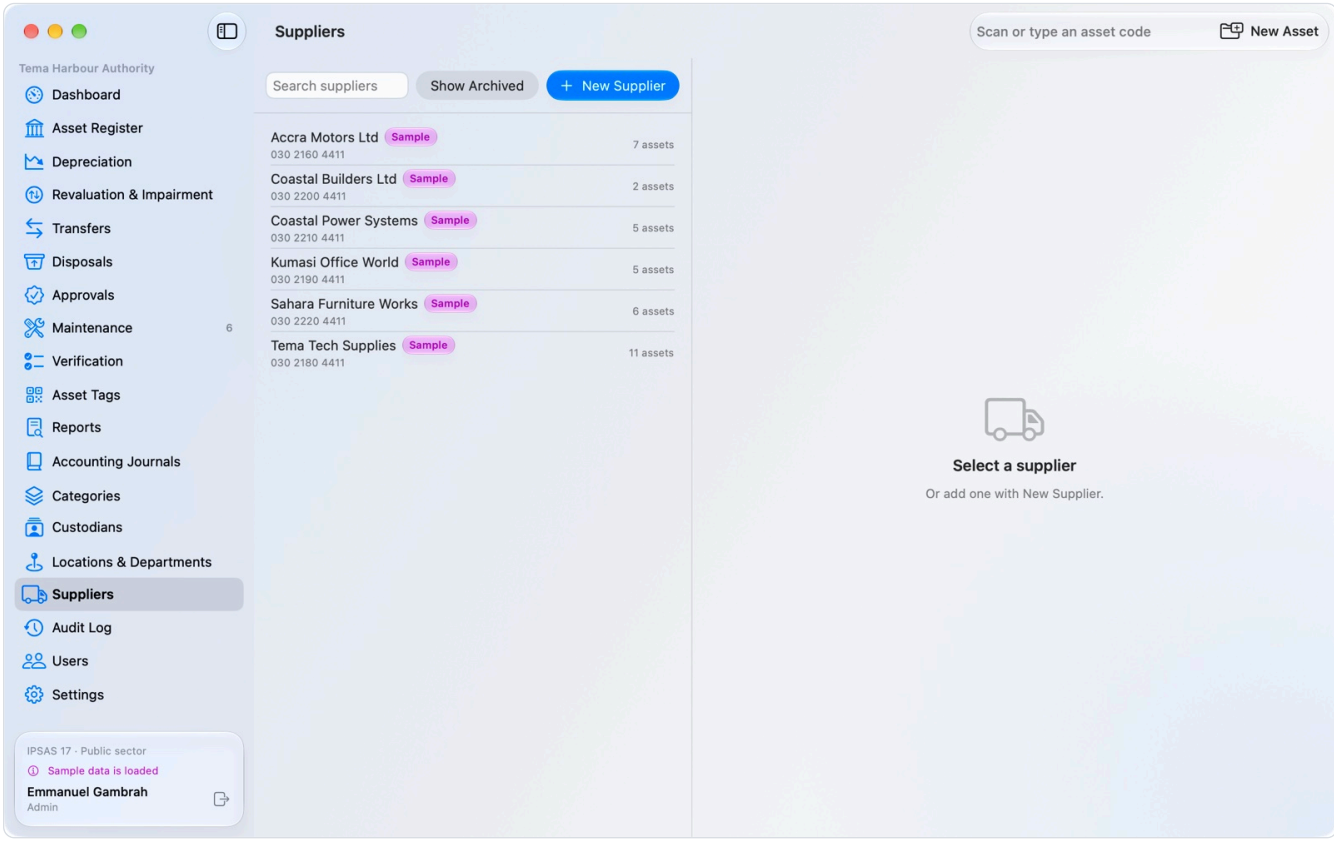
18. Locations, departments and funding sources



Locations, departments (with cost centres) and funding sources.

- **Locations**: sites, buildings and rooms.
- **Departments**: departments or cost centres. The pencil adds the cost centre code from your accounting system.
- **Funding Sources**: shown when switched on in Settings (on for the public sector).
- The number of assets opens the register filtered to them. Deleting an entry keeps its assets; they just lose that location, department or funding source.

19. Suppliers

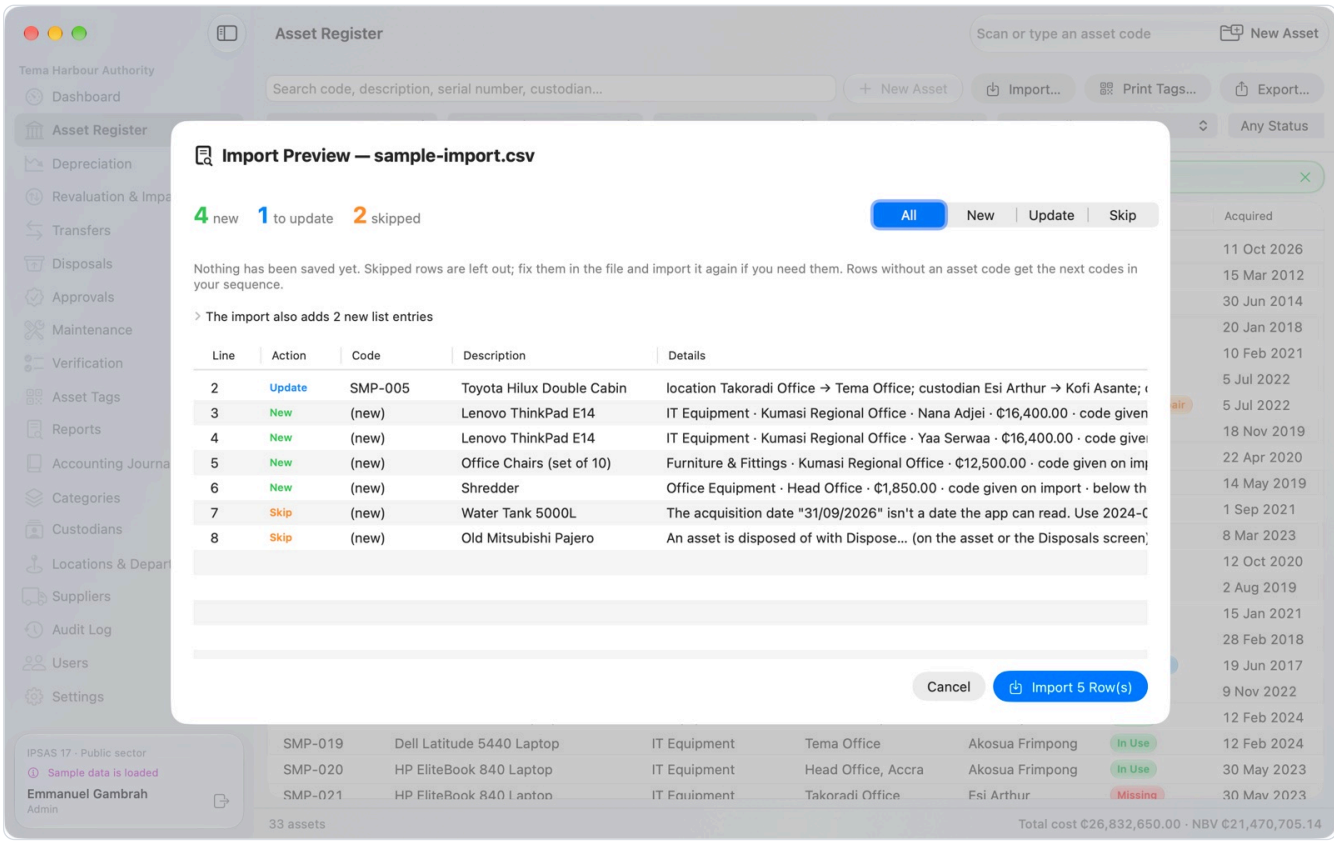


Suppliers.

The companies assets were bought from: contact, phone, email, address and notes. **Show in the Register** lists what was bought from them. A supplier with assets is archived rather than deleted.

20. Bringing in your register from Excel

If your register is in Excel, save it as CSV (**File › Save As › CSV UTF-8**) and press **Import…** in the Asset Register (⇧⌘I). Nothing is saved until you've seen a preview of every row.



The import preview: New, Update or Skip for every row, with the reason.

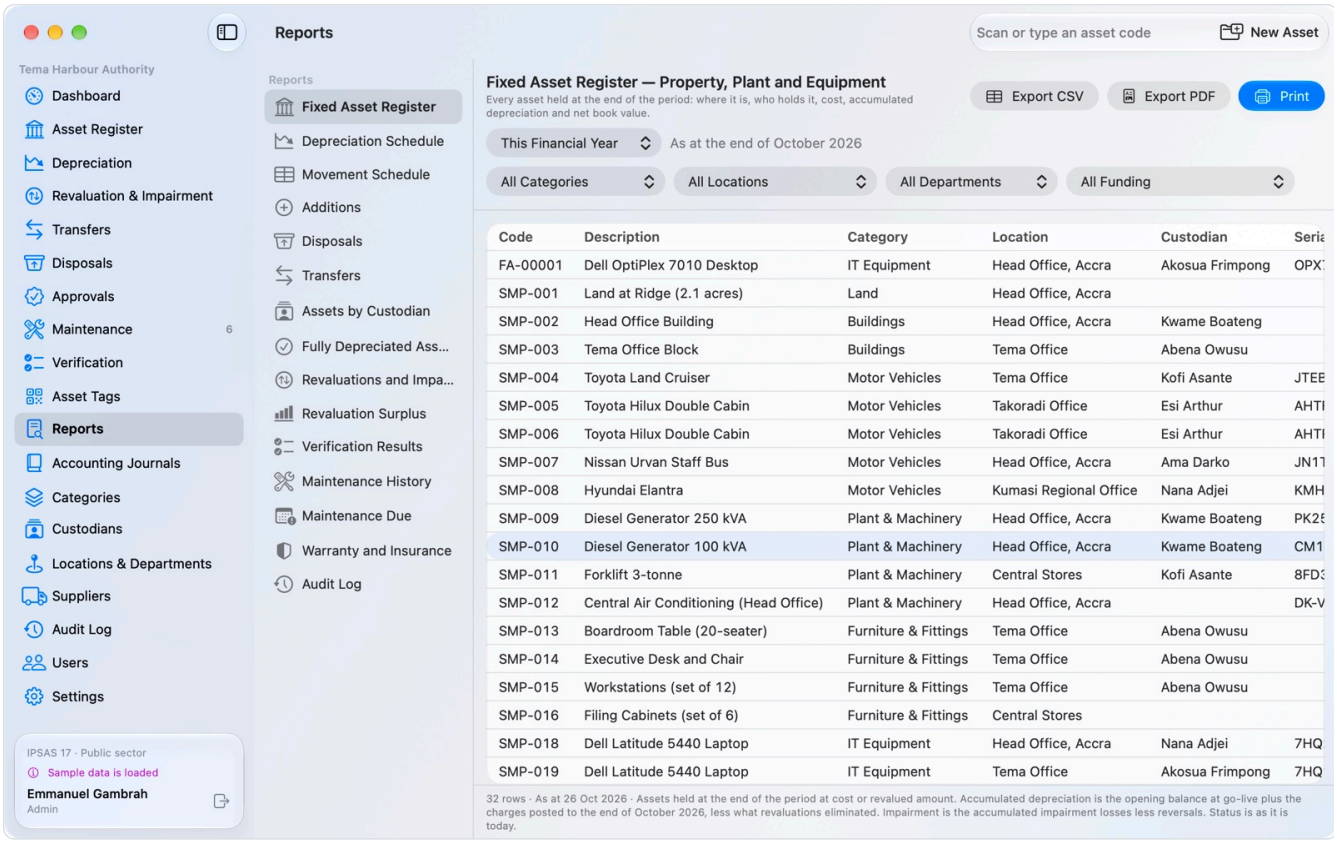
The first row must be the column headings. The app recognises the usual names (Tag Number, Asset Class, Site, Assigned To, Purchase Date, Historical Cost…). The easiest layout is the one **Export** writes:

Column	Notes
Asset Code	Matches an existing asset to update it. Leave it empty for new assets to get the next codes.
Description, Category	Needed for a new asset. A category that doesn't exist yet is added (straight-line over 5 years — check it in Categories).
Acquisition Date, Cost	Needed for a new asset. Dates as 2024-03-12 or 12/03/2024 — day first, as in Ghana. Amounts may have commas and ₵.
In-Service Date	Optional; the acquisition date if empty.
Location, Department, Custodian, Supplier, Funding Source	Names. New ones are added to the lists; the preview lists them.
Sub-category, Make, Model, Serial Number, Invoice / Reference, Notes	Optional.
Status	In Use, In Storage, Under Repair or Missing. A new row marked Disposed is skipped: import the asset as In Use, then record its disposal (chapter 12), so the gain or loss is worked out.
Warranty Provider, Warranty Expiry, Insurer, Insurance Policy Number, Insurance Expiry	Optional. Dates day first, like the others. "Policy No", "Warranty Expires" and similar headings are recognised.
Archived	Yes or No.
Opening Accumulated Depreciation	For assets in service before the go-live month: their accumulated depreciation in the old register at the day before go-live (chapter 10). Empty = worked out from the policy. It can't be changed for an asset with depreciation posted. A file with only an **Accumulated Depreciation** column has that read as the opening balance.
Accumulated Depreciation, Net Book Value	Written by Export, as at today. The import doesn't read them when there's an Opening Accumulated Depreciation column.

- **An empty cell leaves that detail as it is** when updating.
- Skipped rows show why: a date the app can't read, a cost that isn't a number, a code used twice. Fix them in Excel and import again — rows already imported show "Already up to date."
- **Import** saves every New and Update row at once, or none at all. Each asset's history says it came from the import.
- An import that changes an asset's location, department or custodian records a transfer (chapter 11). When transfers need approval, such a row is refused: make a transfer instead.

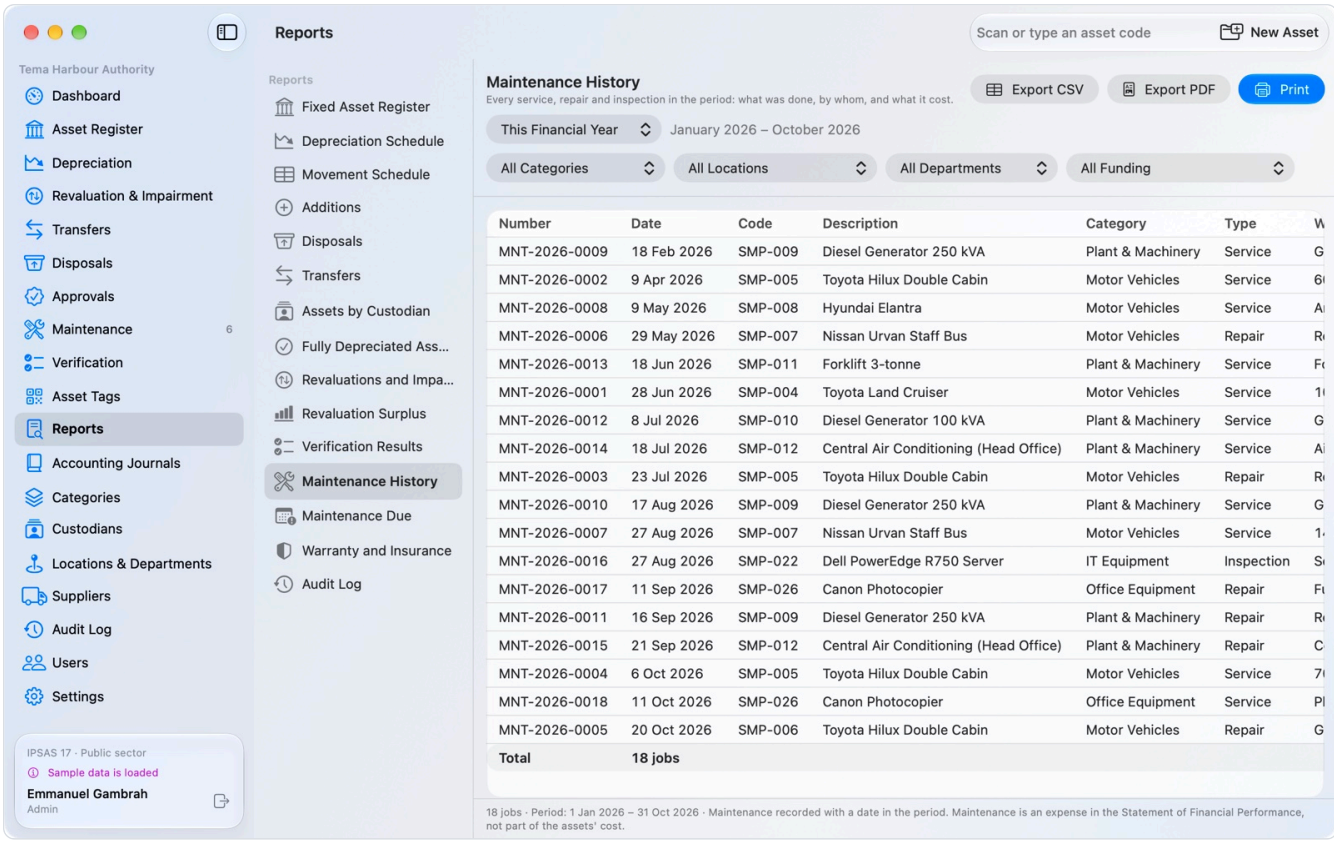
21. Reports and exporting

Reports (⌘8, or **Reports** on the dashboard) lists fifteen reports down the left. Choose one, then the period and any filters; the report is on screen straight away. **Export CSV** saves it for Excel, **Export PDF** saves an A4 PDF, and **Print** prints it. Every report — on paper, in the PDF and at the top of the CSV — carries the organisation's name and address, the report, the period, the framework (IPSAS 17, IAS 16 or IFRS for SMEs) and any filters, who generated it and when, and on paper "Page x of y" on every page. Wide reports print landscape, and long ones continue onto as many pages as they need, with the column headings repeated. Click a row to open the asset, disposal, transfer, custodian, revaluation or count behind it. Everyone can see and export reports, including viewers, and every export is recorded in the audit log.



The Reports screen, on the Fixed Asset Register.

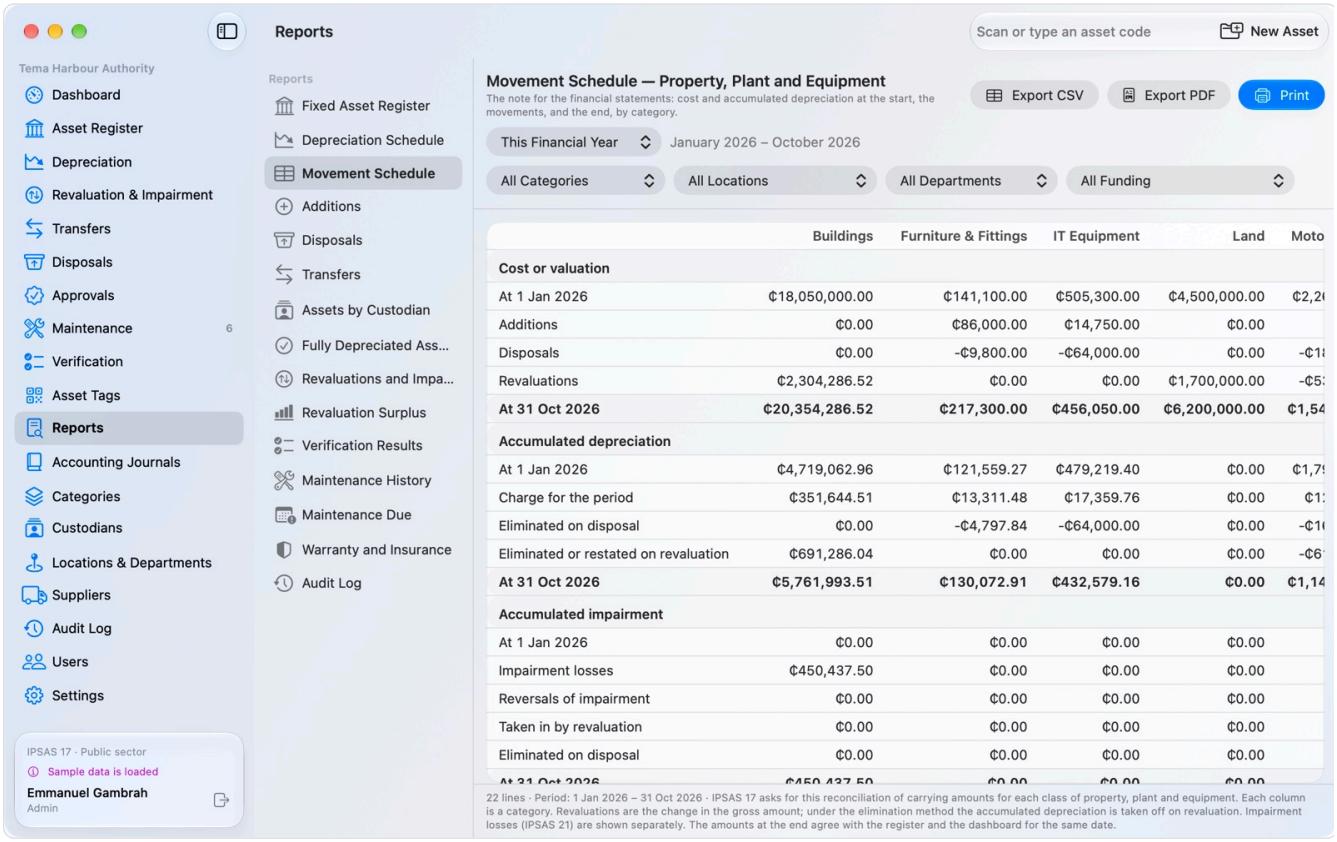
Report	What it shows
Fixed Asset Register	Every asset held at the end of the period: category, location, custodian, serial number, acquisition date, cost (cost or valuation once anything is revalued), accumulated depreciation, impairment (when there is any) and net book value, with totals.
Depreciation Schedule	For each asset: cost, depreciation at the start of the period, the charge for the period, depreciation taken out with a disposal, and the position at the end. Its totals agree with the movement schedule.
Movement Schedule	The note the financial statements need, with a column for each category and a total: cost or valuation at the start + additions − disposals ± revaluations = the end; the same for accumulated depreciation (start + charge − eliminated on disposal ± revaluation adjustments = end); accumulated impairment when there is any; and the net book value at the start and end.
Additions	Assets acquired in the period, with supplier, invoice and cost.
Disposals	Disposals in the period: cost, accumulated depreciation, net book value, net proceeds and the gain or loss (**Surplus / (Deficit)** under IPSAS).
Transfers	Completed transfers in the period, one line per asset, from where to where, with the reason.
Assets by Custodian	Who holds what today, grouped by person, with a **Seen (tick)** column and a line to sign: print it for each custodian (choose one in the picker) to confirm the assets they hold.
Fully Depreciated Assets	Assets depreciated down to their residual value and still held, with the month they got there.
Revaluations and Impairments	Revaluations, impairment losses and reversals in the period: the net book value before, the fair value or recoverable amount, the value after, and how much went to the revaluation surplus and how much to surplus or deficit (profit or loss).
Revaluation Surplus	The revaluation surplus by category: at the start, increases, decreases (including impairments charged against it), transferred on disposal, and at the end.
Verification Results	Every line of the counts completed in the period, with the result; not found in bold.
Maintenance History	Every service, repair and inspection dated in the period: the work, the vendor, the cost and how long the asset was out of service, with the total.
Maintenance Due	Today's work list: every active schedule, overdue first (in bold), then by due date.
Warranty and Insurance	Every warranty and insurance date on record, soonest first; cover that has run out is in bold.
Audit Log	Every change in the period, oldest first, with old and new values.



Maintenance History for this financial year: the job, the vendor, the cost and how long the asset was out of service.

For the Fixed Asset Register and Fully Depreciated Assets, the period sets the date: they show the position at the end of it (choose **Custom** and a month for an earlier year end). Assets by Custodian, Maintenance Due and Warranty and Insurance are always as at today.

The movement schedule



The movement schedule for this financial year.

Use the movement schedule for the property, plant and equipment note in the annual accounts. It always reconciles: each column adds across from the start to the end, and the amounts at the end agree with the register, the dashboard and the Fixed Asset Register report for the same date. Archived assets are left out, as they are everywhere else. Revaluations show as the change in the gross amount, with the depreciation they eliminated (or restated) on its own line; impairment losses and reversals have their own section (chapter 15).

Tema Harbour Authority
Harbour Road, Tema · 030 320 2001

Movement Schedule — Property, Plant and Equipment

Period: 1 Jan 2026 – 31 Oct 2026
IPSAS 17
Generated 26 Oct 2026 at 10:55 by Emmanuel Gambrah

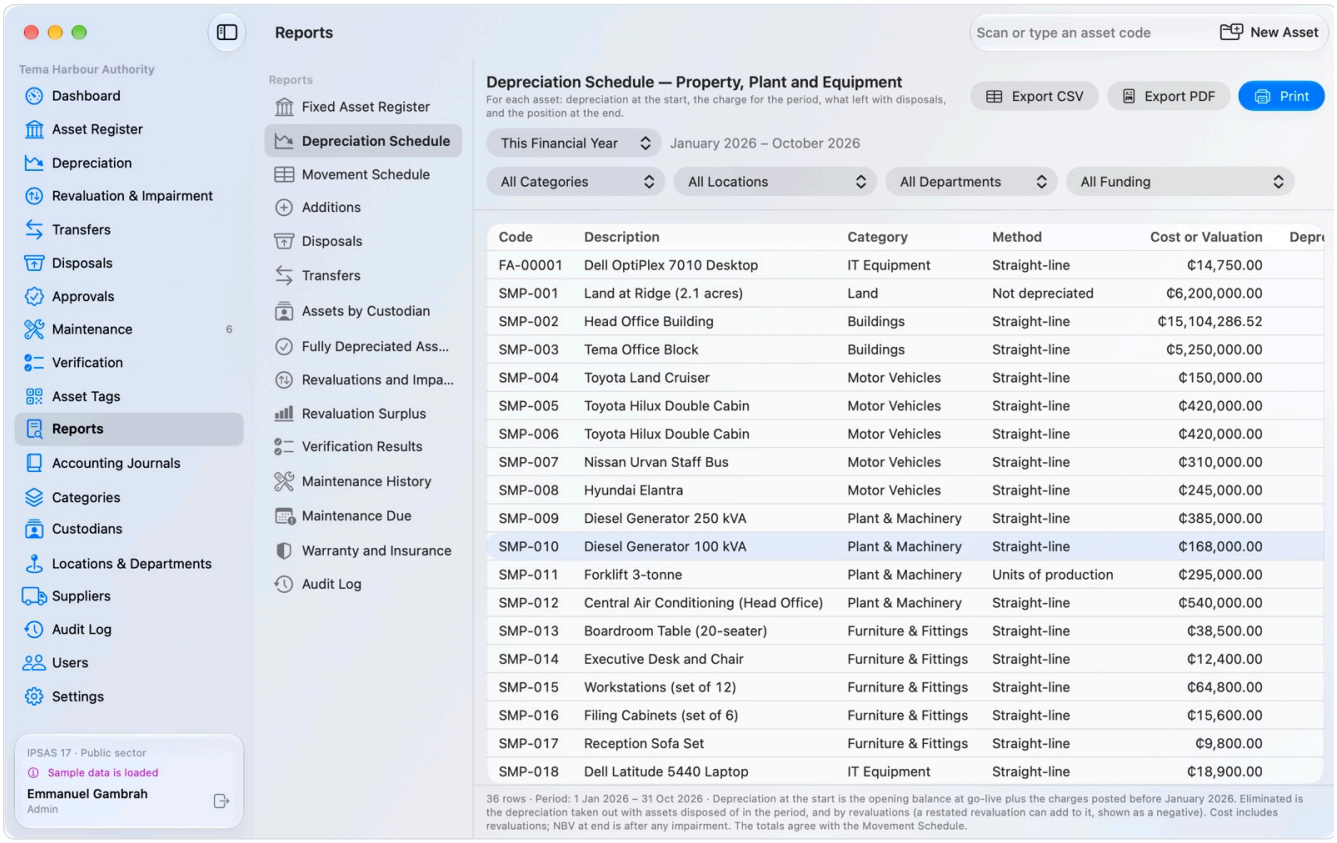
	Buildings	Furniture & Fittings	IT Equipment	Land	Motor Vehicles	Office Equipment	Plant & Machinery	Total
Cost or valuation								
At 1 Jan 2026	₵18,050,000.00	₵141,100.00	₵505,300.00	₵4,500,000.00	₵2,265,000.00	₵169,500.00	₵1,388,000.00	₵27,018,900.00
Additions	₵0.00	₵86,000.00	₵14,750.00	₵0.00	₵0.00	₵0.00	₵0.00	₵100,750.00
Disposals	₵0.00	-₵9,800.00	-₵64,000.00	₵0.00	-₵185,000.00	-₵38,000.00	₵0.00	-₵296,800.00
Revaluations	₵2,304,286.52	₵0.00	₵0.00	₵1,700,000.00	-₵535,000.00	₵0.00	₵0.00	₵3,469,286.52
At 31 Oct 2026	**₵20,354,286.52**	**₵217,300.00**	**₵456,050.00**	**₵6,200,000.00**	**₵1,545,000.00**	**₵131,500.00**	**₵1,388,000.00**	**₵30,292,136.52**
Accumulated depreciation								
At 1 Jan 2026	₵4,719,062.96	₵121,559.27	₵479,219.40	₵0.00	₵1,795,200.00	₵91,876.70	₵643,272.78	₵7,850,191.11
Charge for the period	₵351,644.51	₵13,311.48	₵17,359.76	₵0.00	₵129,900.00	₵17,856.70	₵98,810.91	₵628,883.36
Eliminated on disposal	₵0.00	-₵4,797.84	-₵64,000.00	₵0.00	-₵166,500.00	-₵24,066.63	₵0.00	-₵259,364.47
Eliminated or restated on revaluation	₵691,286.04	₵0.00	₵0.00	₵0.00	-₵616,500.00	₵0.00	₵0.00	₵74,786.04
At 31 Oct 2026	**₵5,761,993.51**	**₵130,072.91**	**₵432,579.16**	**₵0.00**	**₵1,142,100.00**	**₵85,666.77**	**₵742,083.69**	**₵8,294,496.04**
Accumulated impairment								
At 1 Jan 2026	₵0.00	₵0.00	₵0.00	₵0.00	₵0.00	₵0.00	₵0.00	₵0.00
Impairment losses	₵450,437.50	₵0.00	₵0.00	₵0.00	₵0.00	₵13,799.93	₵0.00	₵464,237.43
Reversals of impairment	₵0.00	₵0.00	₵0.00	₵0.00	₵0.00	₵0.00	₵0.00	₵0.00

Tema Harbour Authority · Movement Schedule — Property, Plant and Equipment · Generated 26 Oct 2026 at 10:55 Page 1 of 2

The same schedule as a PDF, ready for the accounts.

Before go-live

The app holds no monthly depreciation before the go-live month (chapter 10). The movement schedule and the depreciation schedule therefore start no earlier than go-live; if you choose an earlier month, they start at go-live and say so. The opening figures are then the opening balances you brought in.



The depreciation schedule: an asset disposed of in the period shows the depreciation it took with it.

Tema Harbour Authority
Harbour Road, Tema · 030 320 2001

Assets by Custodian

As at 26 Oct 2026
IPSAS 17 · Esi Arthur
Generated 26 Oct 2026 at 10:56 by Emmanuel Gambrah

Code	Description	Serial No.	Location	Status	Cost	Seen (tick)
Esi Arthur · staff ID S-1422 · Operations Manager, Takoradi · Operations — 3 assets						
SMP-005	Toyota Hilux Double Cabin	AHTFR22G906054481	Takoradi Office	In Use	₵420,000.00	
SMP-006	Toyota Hilux Double Cabin	AHTFR22G906054532	Takoradi Office	Under Repair	₵420,000.00	
SMP-021	HP EliteBook 840 Laptop	5CG2231KMN	Takoradi Office	Missing	₵21,500.00	
Total	**3 assets**				**₵861,500.00**	

Who holds each asset today. Print it for each custodian to tick the assets they have and sign: Name _____ Signature _____ Date _____.

Tema Harbour Authority · Assets by Custodian · Generated 26 Oct 2026 at 10:56

Page 1 of 1

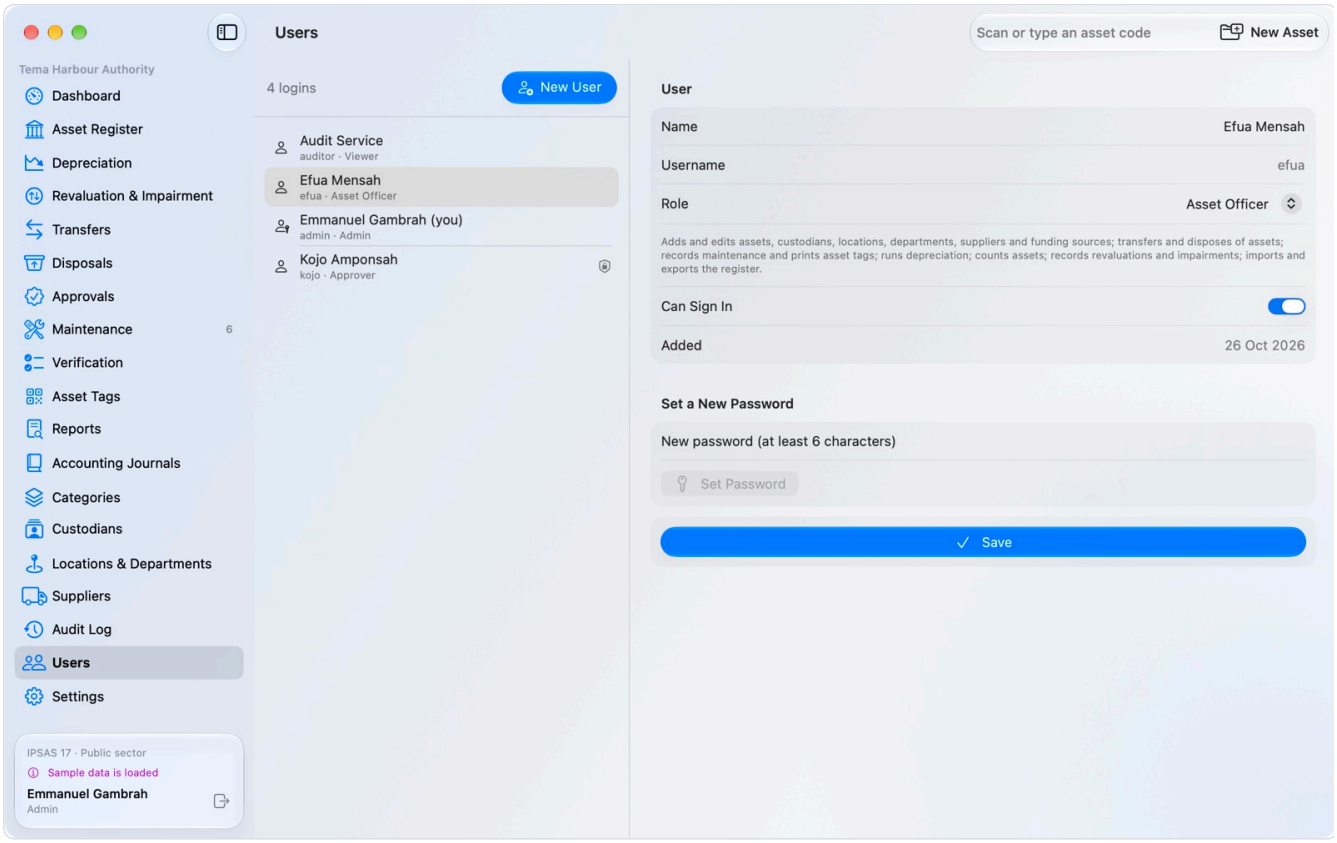
A sign-off sheet for one custodian.

Exporting the register for Excel

Export… in the Asset Register (⇧⌘E) saves the assets shown — all of them, or just the ones your filters show — as a CSV file that opens in Excel with ₵ intact. It uses the same columns as the import, ending with Opening Accumulated Depreciation, Accumulated Depreciation and Net Book Value (for a disposed asset, as at its disposal date), so you can edit in Excel and import the file back. Disposed assets are exported only when they're shown (tick Disposed). Unlike the reports, this file has no heading lines, so it imports back cleanly. The audit log exports the same way (chapter 8).

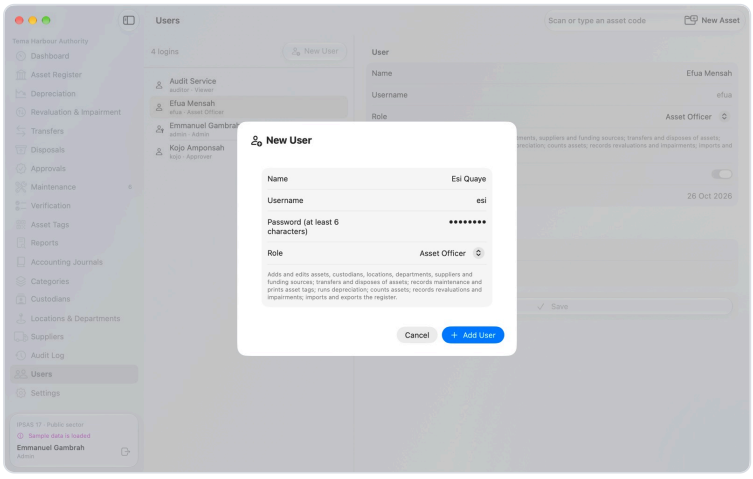
22. Users

Admins manage logins in **Users**.



Users and roles.

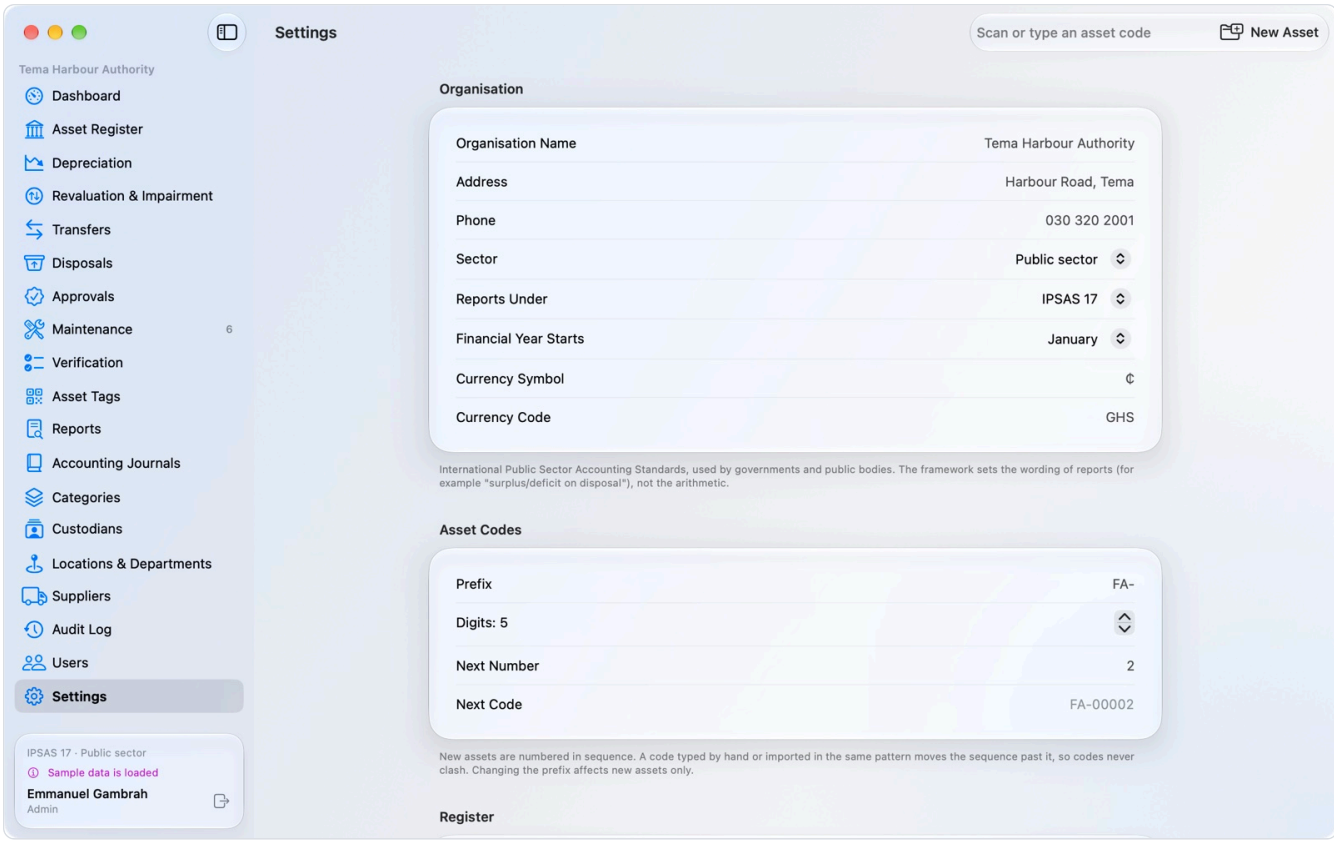
- **New User**: name, username, password and role. Tell them their password in person.
- Select a user to change their role, switch them off (**Can Sign In**), or set a new password.
- Approvers and admins can have an **approval PIN** (4 to 6 digits, different for everyone), used to sign off transfers and disposals (chapter 13).
- You can't demote or switch off yourself, and the last active admin can't be demoted, so the register is never locked out.



Adding a user.

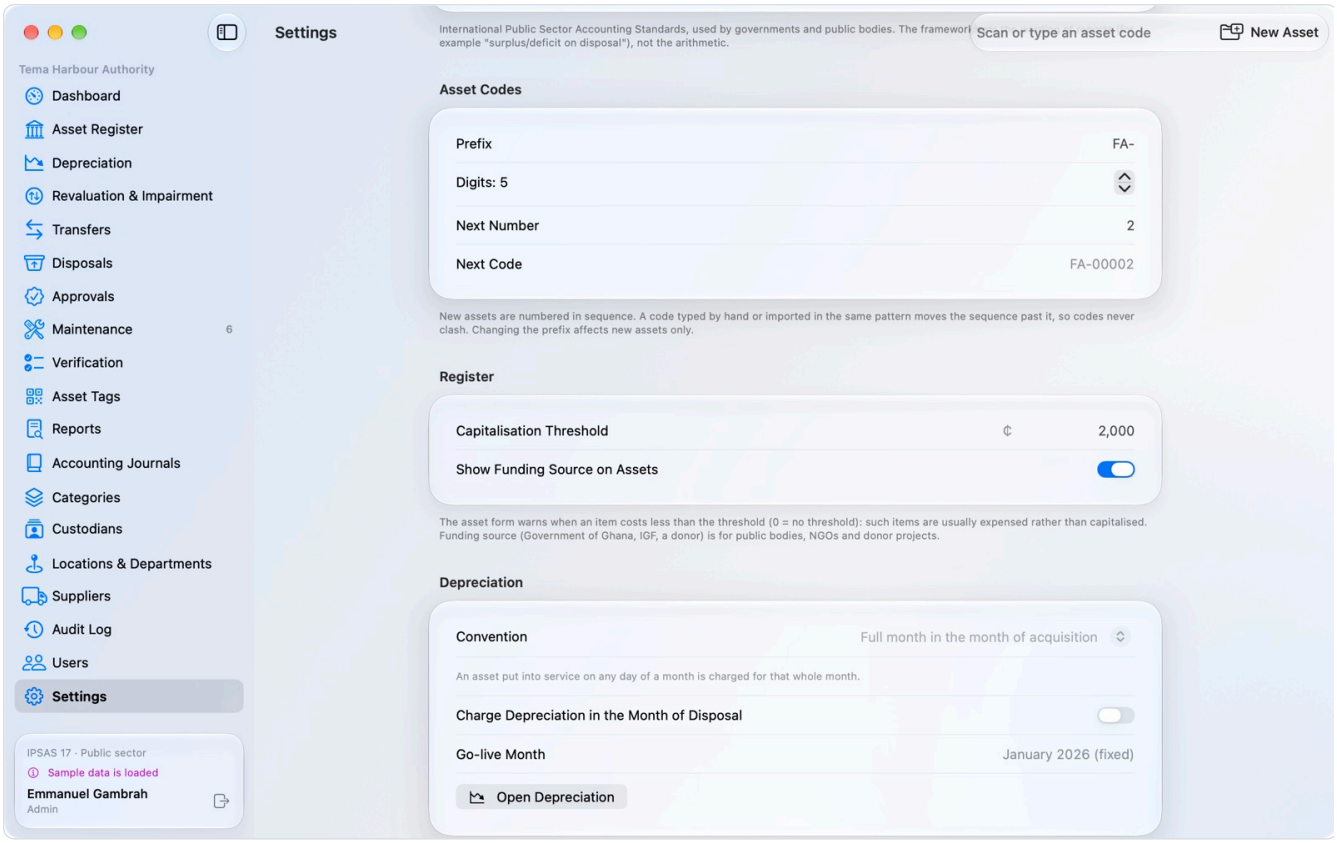
23. Settings

Admins only. Change what you need, then press **Save**; every change is in the audit log.



Settings › Organisation.

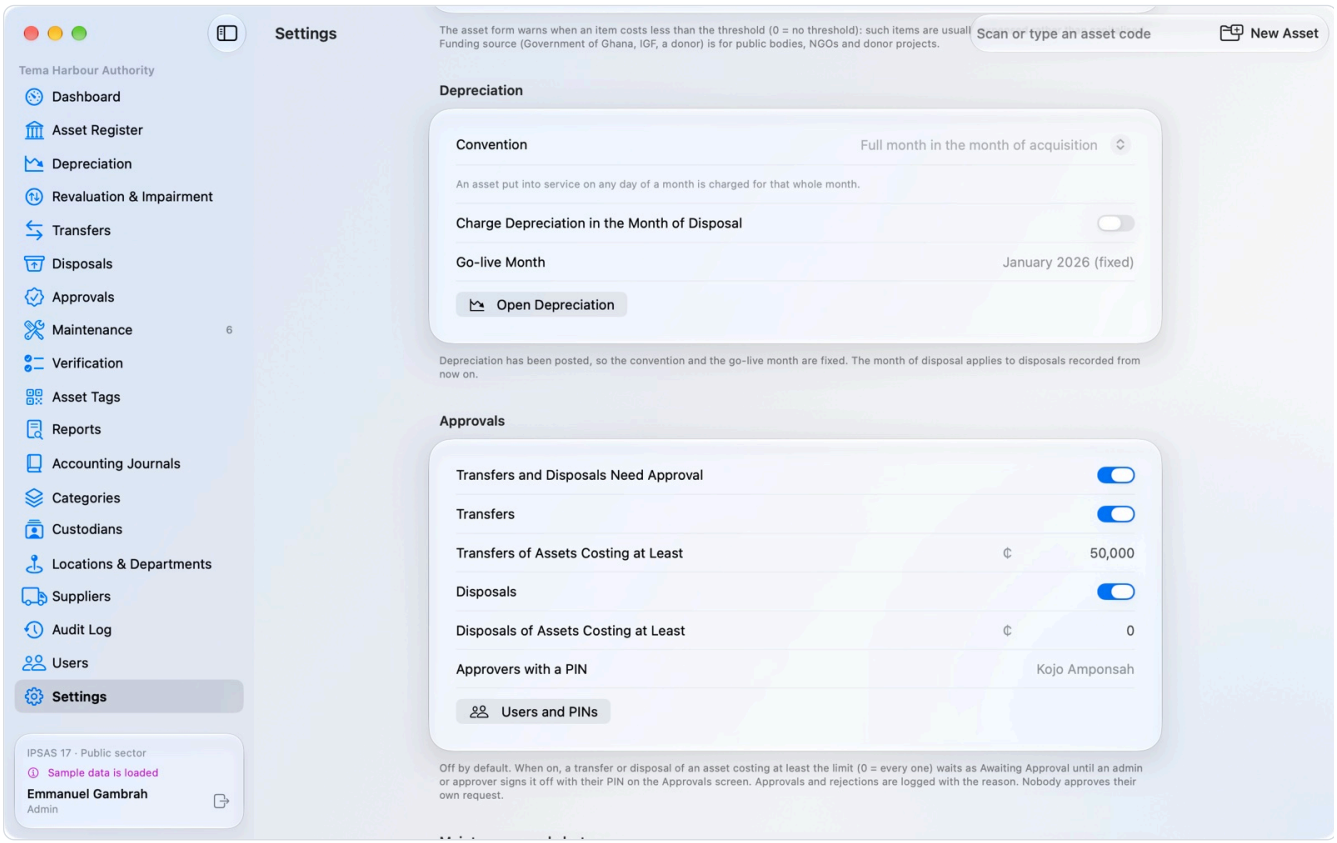
Setting	What it does
Organisation, address, phone	Shown on screens, exports and backups.
Sector, Reports Under	See chapter 26.
Financial Year Starts	Sets "this year" on the dashboard and the depreciation charts, the reducing-balance year, and the default go-live month.
Currency Symbol and Code	How amounts are shown.
Asset Codes	Prefix, digits and the next number (chapter 7).
Capitalisation Threshold	Items cheaper than this are usually expensed rather than capitalised. The asset form and the import warn when an item is below it. 0 = no threshold.
Show Funding Source on Assets	For public bodies, NGOs and donor projects.



Asset codes and the register settings.

Depreciation

Convention: how the first month is charged (chapter 10); fixed once depreciation has been posted. **Charge Depreciation in the Month of Disposal**: off by default, so a disposed asset isn't charged for the month it leaves (chapter 12). **Go-live Month** is shown here and chosen on the Depreciation screen.



Settings › Depreciation, after the first month has been posted.

Approvals

Switch approvals on and set the limits for transfers and disposals, then press Save (chapter 13). The section lists the approvers who have a PIN.

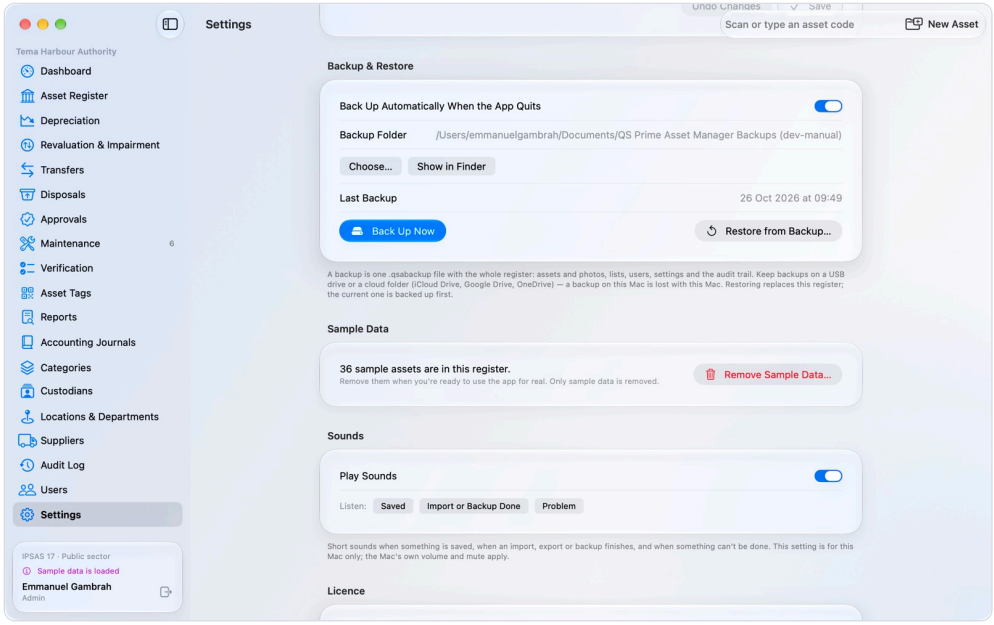
Maintenance and alerts

Maintenance Due Soon: how many days before its date a schedule shows as Due Soon (30 to start; a km or hours schedule is also Due Soon in the last tenth of its interval). **Warranty and Insurance Alerts**: how many days before they run out warranties and insurance show on the dashboard and in the badge on Maintenance (30 to start).

The accounts and journal settings are on the Accounting Journals screen (chapter 16). Further down: **Backup & Restore** (chapter 24), **Sample Data** (when loaded: **Remove Sample Data…** removes the sample assets and the sample list entries your own assets don't use; the audit log keeps its record), **Sounds**, **Licence** (chapter 25), **Help & Contact** and **About**.

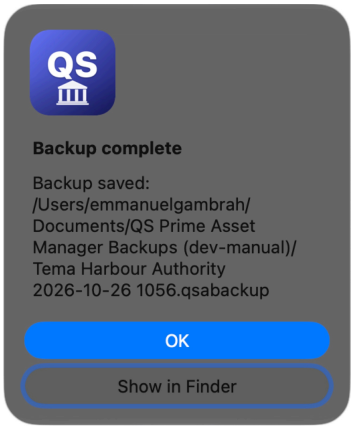
24. Backup and restore

A backup is one **.qsabackup** file holding the whole register: assets and their photos, categories, depreciation (posted months, usage and opening balances), transfers, disposals and board-of-survey lists, maintenance records with their attachments and schedules, lists, custodians, suppliers, users and their (scrambled) passwords, settings and the audit trail. The licence key isn't included.



Settings › Backup & Restore.

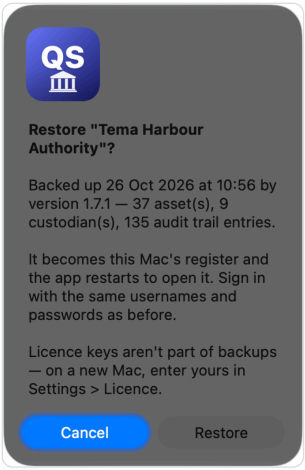
- **Automatic backup when the app quits** — on to start with, whenever something changed since the last backup. If it can't (the backup drive is unplugged), it asks whether to quit without one.
- **Back Up Now** (⇧⌘B) at any time.
- **Backup Folder**: *Documents › QS Prime Asset Manager Backups* to start. Use **Choose…** to pick a USB drive or a cloud folder (iCloud Drive, Google Drive, OneDrive) — a backup on this Mac is lost if the Mac is.
- Files are named with the organisation and time, for example *Tema Harbour Authority 2026-09-30 1805.qsabackup*. Old backups are kept.



Back Up Now.

Restoring, or moving to a new Mac

1. Install the app on the new Mac (chapter 1).
2. On the first-run screen, press **Restore from Backup…** (on a Mac already set up: Settings › Backup & Restore, admins only).
3. Choose the **.qsabackup** file. The app shows what's in it — organisation, date, assets, custodians and audit trail entries — and asks. **Cancel** is the default.
4. Press **Restore**. The app restarts with the restored register. Sign in with the logins from the backup.
5. Enter your licence key in Settings › Licence.



What's in the backup, before anything changes.



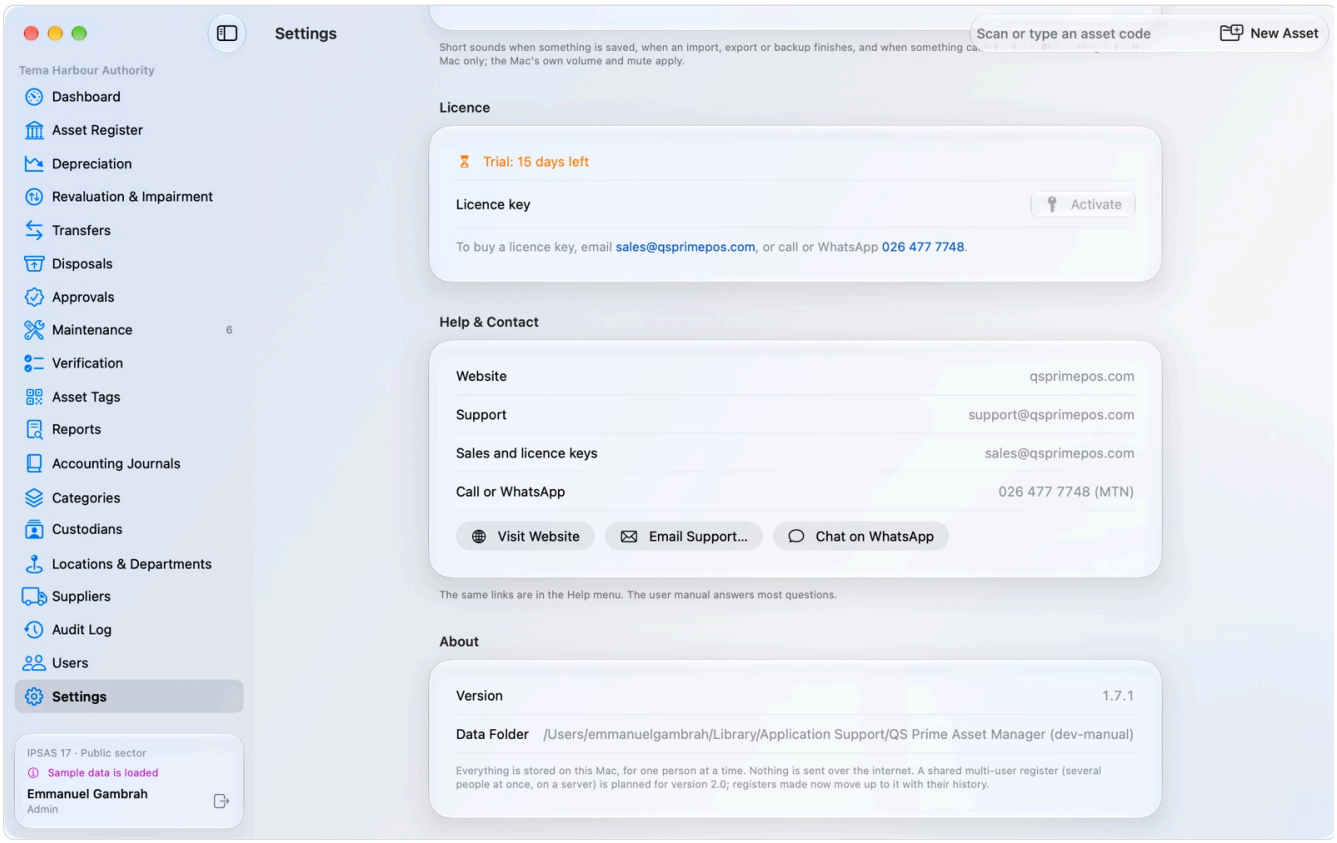
A backup from another QS Prime app is refused.

Restoring replaces the register that's open

The app keeps one register per Mac. Before restoring over a register with data, it backs that register up (a file ending *(before restore)*) and keeps its files, so nothing is lost. It refuses a backup from a newer version (update first), from the Windows version, from QS Prime POS or the Inventory Manager, or a damaged file — and then nothing changes.

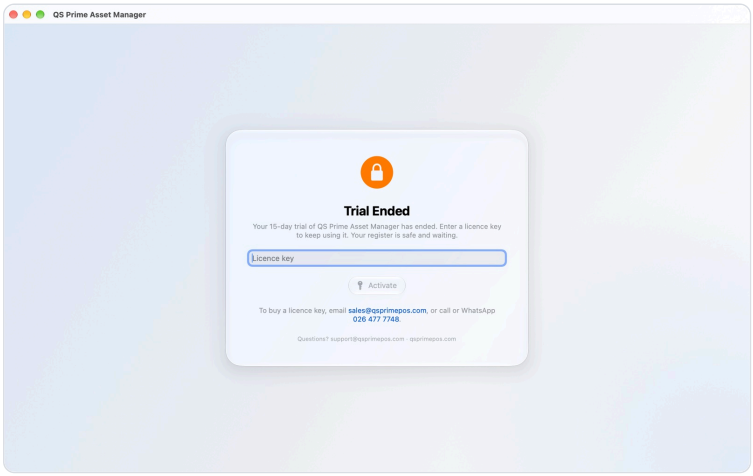
25. Licensing

The app runs as a full **15-day trial**. To keep using it, enter the licence key you receive from Quillstone Systems in **Settings › Licence** and press **Activate**. **To buy a key**, email **sales@qsprimepos.com** with your organisation's name, or call or WhatsApp **026 477 7748**.



Settings › Licence, and Help & Contact.

When the trial ends the app shows this screen until a key is entered. Your register is safe and all there once it's activated.



After the trial.

A key belongs to this app only: a QS Prime POS or Inventory Manager key doesn't unlock the Asset Manager. The key is for your Mac, not your register — after restoring on a new Mac, enter it again.

26. Public sector and private sector

The same app serves both. What you choose at first run (and can change in Settings) sets the wording and how the revaluation surplus is kept; the rest of the arithmetic is the same:

	Public sector	Private sector
Usual framework	IPSAS 17 Property, Plant and Equipment	IAS 16 (full IFRS), or IFRS for SMEs Section 17
Result on disposal	Surplus or deficit	Gain or loss
Statements	Statement of Financial Performance	Income Statement
Funding source	On: Government of Ghana, IGF, donors	Off (can be switched on)
Impairment	IPSAS 21 (held for service) or IPSAS 26 (cash-generating), recoverable service amount	IAS 36 (or IFRS for SMEs Section 27), recoverable amount
Revaluation surplus	In net assets/equity, netted within each class (category); to accumulated surplus on disposal	In other comprehensive income (equity), asset by asset; to retained earnings on disposal
Journals	GIFMIS journal upload (Excel) with all 12 segments	QuickBooks Online, Sage 50 or Xero

Both keep a full audit trail, both let you set the depreciation policy per category, and both have the same roles.

27. What's coming next

Version	What it adds
Windows	The same app on Windows, with the same features and licence keys.
2.0	**Multi-user**: several people working on one shared register at once. Registers kept in 1.x move up to it with all their history.

28. Troubleshooting and questions

Problem	What to do
"unidentified developer" when opening the app	Right-click the app › Open › Open. Once only.
"The asset code … is already used by …"	Each code belongs to one asset. Use another, or leave it empty to get the next one.
"Choose a category"	Every asset needs one: it sets how the asset is depreciated.
The movement schedule starts later than the month I chose	It starts no earlier than the depreciation go-live month, because the app holds no monthly depreciation before then (chapter 21). The note under the report says so.
The dashboard for last year shows assets with today's status	Money, age and remaining life are as at the end of the period; status and custodian are always today's (chapter 4).
"The in-service date is before the acquisition date"	An asset starts being used on or after the day it's acquired. Check both dates.
Status "Disposed" isn't in the list	An asset is disposed of with **Dispose…**, which works out the gain or loss (chapter 12).
"Post depreciation up to … first"	A disposal needs the months before it posted, so its book value is final. Post them on the Depreciation screen, then record the disposal.
"… has been charged depreciation for …, after this date"	The disposal date falls in a month already posted for this asset. Use a later date, or reverse those months first (if they aren't locked).
Can't post a month: "The disposal of … is awaiting approval"	Approve or reject that disposal on the Approvals screen first.
Location and custodian are greyed out on an asset	Transfers need approval (or one is already waiting): use Transfer… so an approver can sign it off.
"You asked for this, so someone else has to approve it"	Nobody approves their own request. Another admin or approver types their PIN.
A disposal can't be reversed	Its last depreciation charge has been posted: reverse that month first. If the month is locked, the disposal stays; record the asset again if it came back.
An asset disappeared	It may be disposed of or archived: tick Disposed or Archived in the register's filters. The audit log shows who did it.
Depreciation fields greyed out, or Delete refused	Only an admin can change a depreciation policy. An asset with depreciation posted can't be deleted either: archive it.
The Post button is grey	A month can be posted from its last day. Posting needs an admin or asset officer.
A posted month is wrong	If it's the latest and not locked: Reverse it, fix the asset, and post again. If it's locked: fix the asset; the difference goes into the next month as an adjustment.
A forklift or vehicle wasn't charged this month	Units-of-production assets need their usage: Depreciation › next month › Enter Usage…
The opening balance can't be changed	Depreciation has been posted for the asset. To change it, reverse the posted months back to go-live (only while they aren't locked).
Scanning a tag does nothing	Click the scan box at the top of the window first (or press ⇧⌘F), then scan. The scanner must be set to send Return after the code (most are).
The scanner reads the barcodes but not the QR codes	Laser scanners can't read QR codes. Use a 2D (imager) scanner, or print the tags as Code 128 barcodes.
Tags print off the labels	In the print window, make sure Scale is 100% (not "Scale to fit") and the paper is A4. For a label roll, choose the same label size as the tags.
An asset stays Under Repair	Its repair is still open: Maintenance › Maintenance Log, select the job (a warning triangle), **Mark Finished…**.
"Depreciation for … hasn't been posted" when revaluing	A revaluation or impairment takes effect at the end of its month, after that month's depreciation. Post the month first, or date it at the end of the latest posted month. Land, which isn't depreciated, can be dated in any month from go-live.
"… has depreciation posted for …, after this date"	Revaluations and impairments can't go back before months already posted for the asset. Date it at the end of the latest posted month, or reverse the later months first.
"… useful life is used up"	A fully depreciated asset being revalued needs a **New Remaining Useful Life**, or the whole new value would be charged next month.
An asset's cost is greyed out	It has been revalued or impaired, so the cost is fixed. An admin can undo the latest revaluation or impairment (if nothing has been posted on the new value) to correct it.
A revaluation or impairment can't be undone	Only the latest one for the asset, and only before depreciation has been posted on the new value and while its month isn't locked. Reverse the later months first.
"Nothing in the register has the code" during a count	Check the tag. If the item belongs to the organisation, note it with **No Record…**; it's listed in the report for follow-up.
A custodian can't be deleted	They still hold assets. Reassign them, or archive the custodian.
Rows skipped in an import	The preview gives the reason for each. Fix them in Excel and import again.

Dates import wrongly	The app reads 05/07/2022 as 5 July (day first). Use 2022-07-05 if your file is month first.
Excel shows odd characters instead of ₵	Open the CSV by double-clicking it, or in Excel use Data › From Text/CSV and choose UTF-8.
Backup failed	Plug in the backup drive, or choose another folder in Settings, then Back Up Now.
Forgotten password	An admin sets a new one in Users. If the only admin has forgotten, contact support.
Can several people count at once?	Not yet: 1.x is one Mac. Counters can go round with a laptop and a USB scanner, or tick the printed list and enter it afterwards. Several people at once comes with multi-user in 2.0.
Can several people use the register at once?	Not yet: 1.x is one Mac, one person at a time (several logins, one at a time). Multi-user comes in 2.0.
Export… is greyed out on Accounting Journals	Read the orange line above the journals: for GIFMIS, fill in every segment under Export Settings; otherwise a month may have nothing to post.
QuickBooks says an account doesn't exist	QuickBooks matches accounts by name. Make the names under Account Mapping exactly the same as in your QuickBooks chart of accounts.
The leading zeros of GIFMIS segments disappeared	Use the GIFMIS (Excel) format, not the generic CSV: Excel strips leading zeros from a CSV when it opens it.

Still stuck?

Email **support@qsprimepos.com**, call or WhatsApp **026 477 7748**, or visit **qsprimepos.com**. The Help menu has the same links, and Email Support puts the app and version in the subject for you.