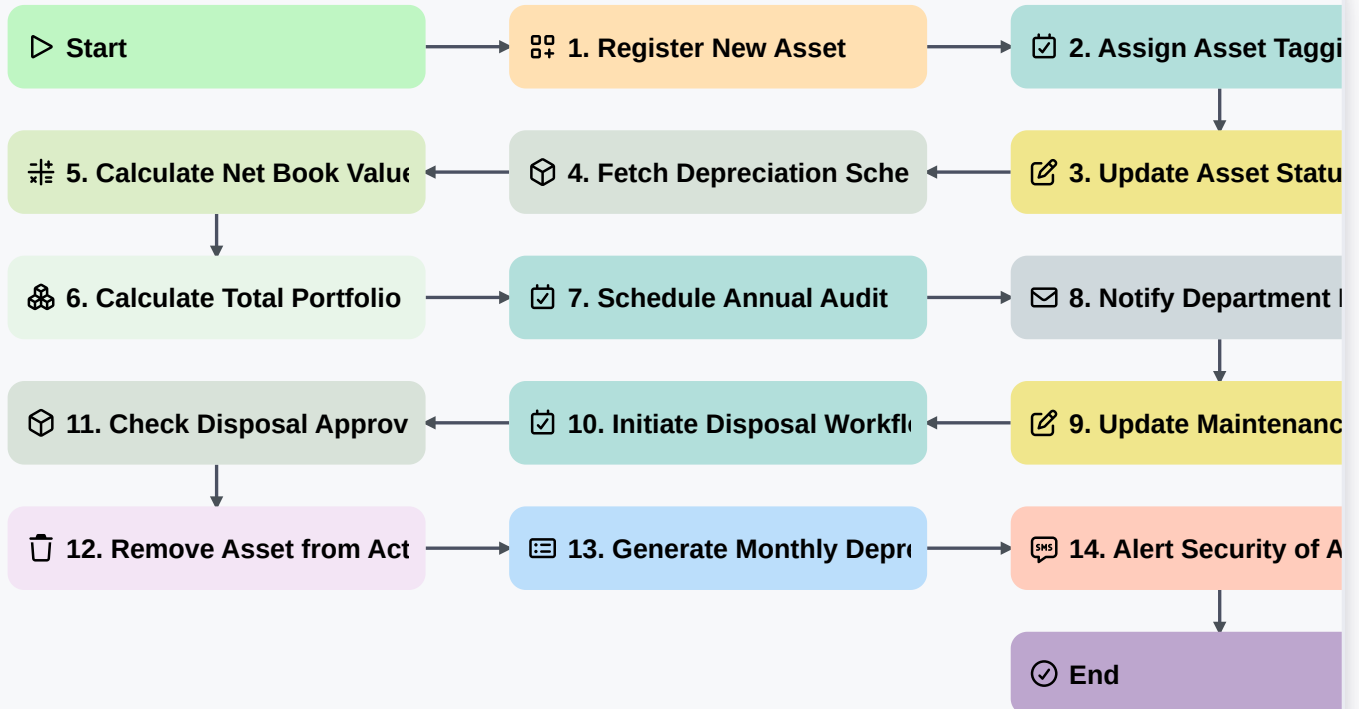


Fixed Asset Lifecycle Management



▷ Start

Start of the Workflow/Process.

🔧 1. Register New Asset

Create a new entry in the Fixed Assets data model when a new asset is acquired.

✅ 2. Assign Asset Tagging

Create a task for the inventory clerk to physically tag the new asset.

✍️ 3. Update Asset Status to Active

Update the status field in the Asset data model once tagging is complete.

📦 4. Fetch Depreciation Schedule

Retrieve the monthly depreciation values from the Depreciation Schedule data model.

🔢 5. Calculate Net Book Value

Calculate the current value by subtracting accumulated depreciation from the original cost.

🔗 6. Calculate Total Portfolio Value

Sum the Net Book Value of all active assets in the data model.

☑ **7. Schedule Annual Audit**

Create a recurring task for the finance team to verify physical existence of assets.

✉ **8. Notify Department Head**

Send an email to the relevant manager when a new asset is assigned to their cost center.

✍ **9. Update Maintenance Log**

Update the last maintenance date in the Asset data model after a service is performed.

☑ **10. Initiate Disposal Workflow**

Create a task for the IT/Operations manager to approve the decommissioning of an asset.

📦 **11. Check Disposal Approval**

Get the approval status from the Asset Disposal data model.

🗑 **12. Remove Asset from Active Registry**

Delete or remove the asset entry from the 'Active Assets' data model view.

📄 **13. Generate Monthly Depreciation Report**

Create a report summarizing all depreciation expenses incurred during the month.

📱 **14. Alert Security of Asset Movement**

Send an SMS to security personnel when high-value assets are marked as 'In Transit'.

☑ **End**

End of the Workflow/Process.