

MCIS Assets Screen - ERDF-WI-8-006

Related Documents

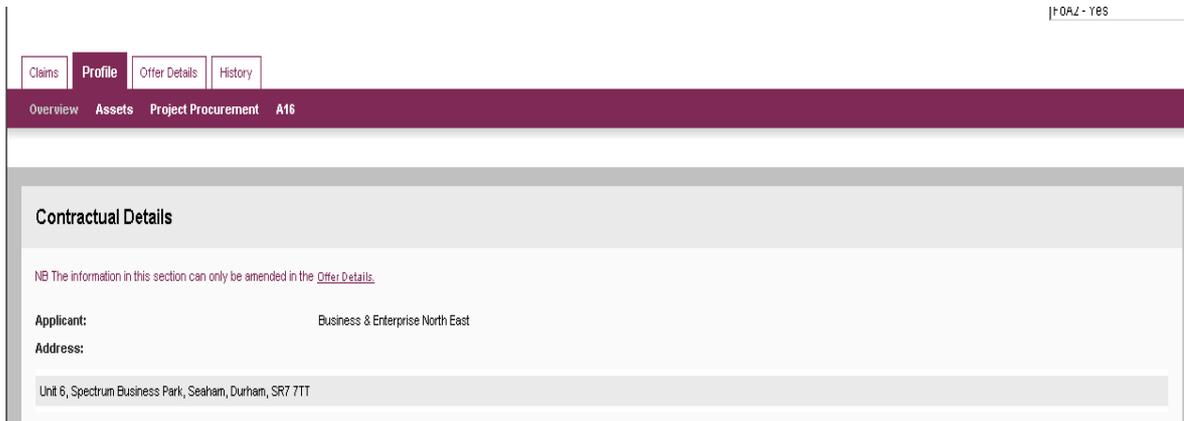
Work Instruction	ERDF-WI-8-001 Claims Work Instruction for Grant Recipients
Guidance	ERDF-GN-1-008 MCIS Claim Editor User Guide

1. About the Assets screen

The assets screen is a new development in MCIS which has been added to enable grant recipients to enter their asset register details directly onto MCIS. The screen replaces the existing ERDF-Forms-8-004 Asset Register and should be used going forward.

2. Where to find the Assets screen

To access the new assets screen on MCIS you will need to have either “claim editor” or “project deliverer” roles. Once you are logged into MCIS in one of these roles the new assets screen can be found in the profile section of any project record on MCIS.



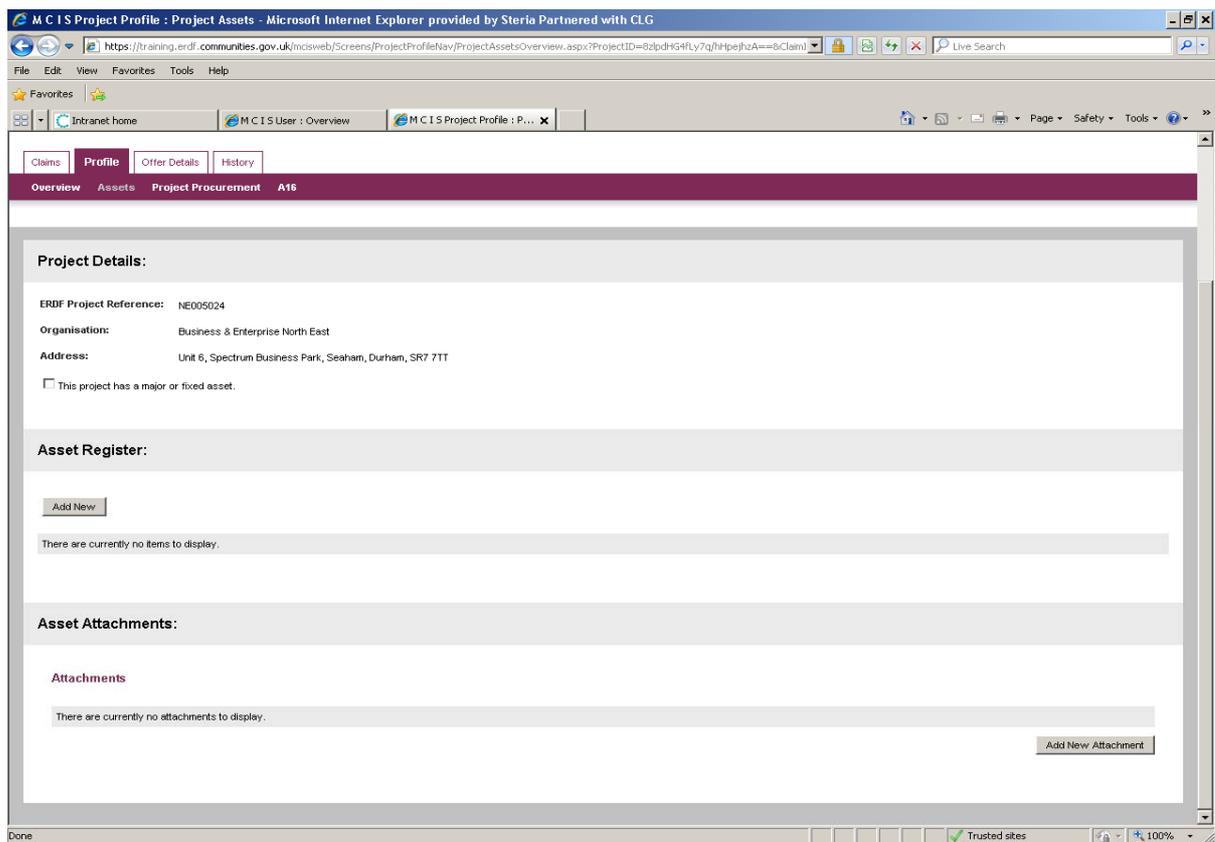
The screenshot shows the MCIS interface with the 'Profile' tab selected. The 'Assets' sub-tab is highlighted in a dark purple bar. Below this, the 'Contractual Details' section is visible, containing the following information:

NB The information in this section can only be amended in the [Offer Details](#).

Applicant: Business & Enterprise North East

Address: Unit 6, Spectrum Business Park, Seaham, Durham, SR7 7TT

Select “Assets” from the profile tab to take you into the new screen.



3. How to use the assets screen

The assets page is split into 3 sections which are to be completed by the grant recipient. Project Details, Asset Register and Asset Attachments.

The Project Details section is largely self populating and shows the project reference, organisation and address details. If your project has a major or fixed ERDF funded asset please add a tick in the box in this section.

This project has a major or fixed asset

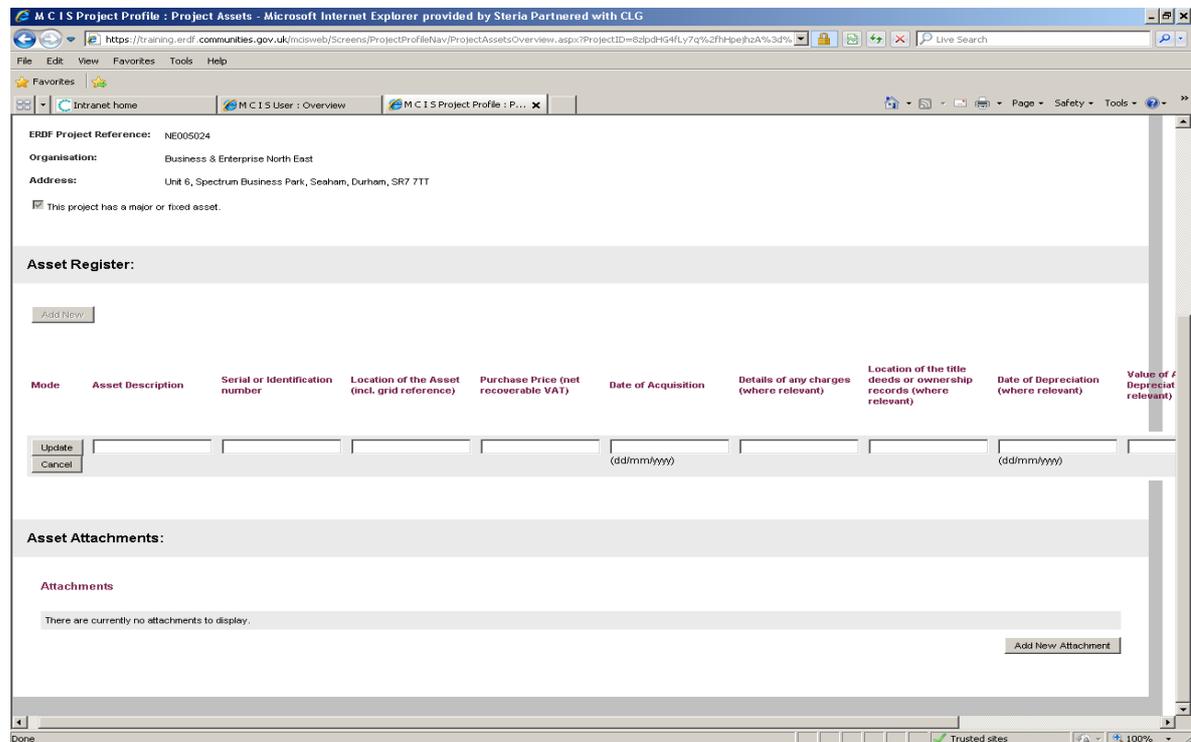
When this is selected a new screen will open up in the Asset Register section.

A major asset is not a Fixed Asset and is defined as an item of equipment (not affixed to land or buildings) including for example computer systems etc, which has a value of at least £5,000.00, at either the date of the funding agreement or the date of acquisition funded by the ERDF grant.

A fixed asset is land, buildings and fixed plant and machinery, i.e. affixed to any land/buildings which are to be acquired, developed, enhanced,

constructed and/or installed as part of the ERDF funded Project

If ERDF has co-financed or been used to fund the purchase of an Asset it must be recorded on MCIS. A formal asset register is required for all ERDF funded assets above £5,000 in value.



ERDF Project Reference: NE005024
 Organisation: Business & Enterprise North East
 Address: Unit 6, Spectrum Business Park, Seaham, Durham, SR7 7TT
 This project has a major or fixed asset.

Asset Register:

Mode	Asset Description	Serial or Identification number	Location of the Asset (incl. grid reference)	Purchase Price (net recoverable VAT)	Date of Acquisition	Details of any charges (where relevant)	Location of the title deeds or ownership records (where relevant)	Date of Depreciation (where relevant)	Value of / Depreciated relevant
					(dd/mm/yyyy)			(dd/mm/yyyy)	

Asset Attachments:

Attachments

There are currently no attachments to display.

If you don't have major or fixed assets but still want to list items in the asset register you can select "add new" in the Asset register section and the screen above will open up. This could include information from your own internal asset registers for assets below £5,000.

4. Completing the Assets Register

The following fields must now be completed for each asset record. The 1st 5 fields are mandatory and must be completed in order for you to save the record and proceed.

Asset Description – This should be a clear and detailed description of the ERDF funded asset

Serial or Identification number – This is the serial or identification number of the asset (where relevant)

Location of the Asset (incl. grid reference) – Please include the location of the asset, including the full address and postcode as a minimum. If a grid reference is relevant and known then please also include this.

Purchase Price (net recoverable VAT) – Please add price of the asset when it was purchased excluding recoverable VAT

Date of Acquisition - (dd/mm/yyyy) – Please enter the date that the asset was purchased on using the required format

Details of any charges (where relevant) – If there are any legal charges or restrictions on title placed on the asset please include details of the type of legal charges and restrictions on title and who they belong to. Any associated paperwork to evidence the legal charge and restriction on title and the registration with the Land Registry should be uploaded in the attachments section

Location of the title deeds or ownership records (where relevant) – Please add the contact name and details for the owners of any records or title deeds

Date of Depreciation (where relevant) - (dd/mm/yyyy) – Enter the date that the asset came into use and that any depreciation will be measured from. Please also attach the methodology used to calculate depreciation of the asset and its value

Value of Accumulated Depreciation (where relevant) – Estimate the total value of depreciation of the asset to date

Current Value (where relevant) – Where the value of an asset has changed significantly from the purchase value please add the current value here and include the reasons for the change in value of an asset

A charge has been placed against the Asset – tick box – Where there is a legal charge or a restriction on title which has been placed against this specific asset please put a tick in the box. If there is a legal charge or a restriction on title against a particular asset this should be included in schedule 1 of your funding agreement

Once all of the relevant information for the record has been added click “update” and your record will be shown as below.

M C I S Project Profile : Project Assets - Microsoft Internet Explorer provided by Steria Partnered with CLG
 https://training.erd.cmmunities.gov.uk/mcisweb/Screens/ProjectProfileNav/ProjectAssetsOverview.aspx?ProjectID=%2fmbu2EWhyc960brGneL6w%3d

NETpark Connector - Servicing Land, North East - Regional Competitiveness and Employment Programme
 Reference: NE004495A Status: Live

Limited (Innovation Connector) Call - July 2008
 Local Authority

Claims Profile Offer Details History

Overview Assets Project Procurement A16

Project Details:
 ERDF Project Reference: NE004495A
 Organisation: Durham County Council
 Address: COUNTY HALL, DURHAM, DH1 1UF
 This project has a major or fixed asset.

Asset Register:

Mode	Asset Description	Serial or Identification number	Location of the Asset (incl. grid reference)	Purchase Price (net recoverable VAT)	Date of Acquisition	Details of any charges (where relevant)	Location of the title deeds or ownership records (where relevant)	Date of Depreciation (where relevant)	Value of Accumulated Depreciation (where relevant)	Current Value (where relevant)	A charge has been placed against the Asset
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	SME Units	7526910	South Shields, Newcastle, NE33 6UG	150,000,000.00	24/06/2009	Registered at land registry, owned by Newcastle CC		31/12/2020			Yes

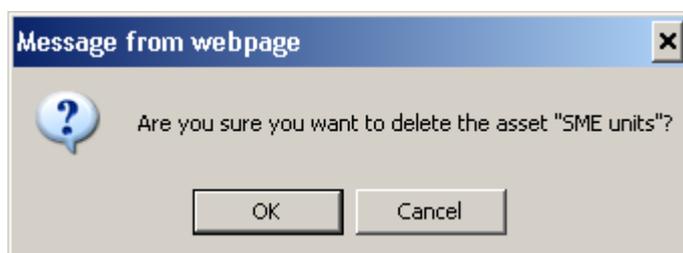
Asset Attachments:

Done Trusted sites 100%

5. Editing or deleting records

You will then have the option to either edit or delete that line. If you want to edit select “edit” and you will be taken back to the input screen. This should be done if you want to make any amendments to the record.

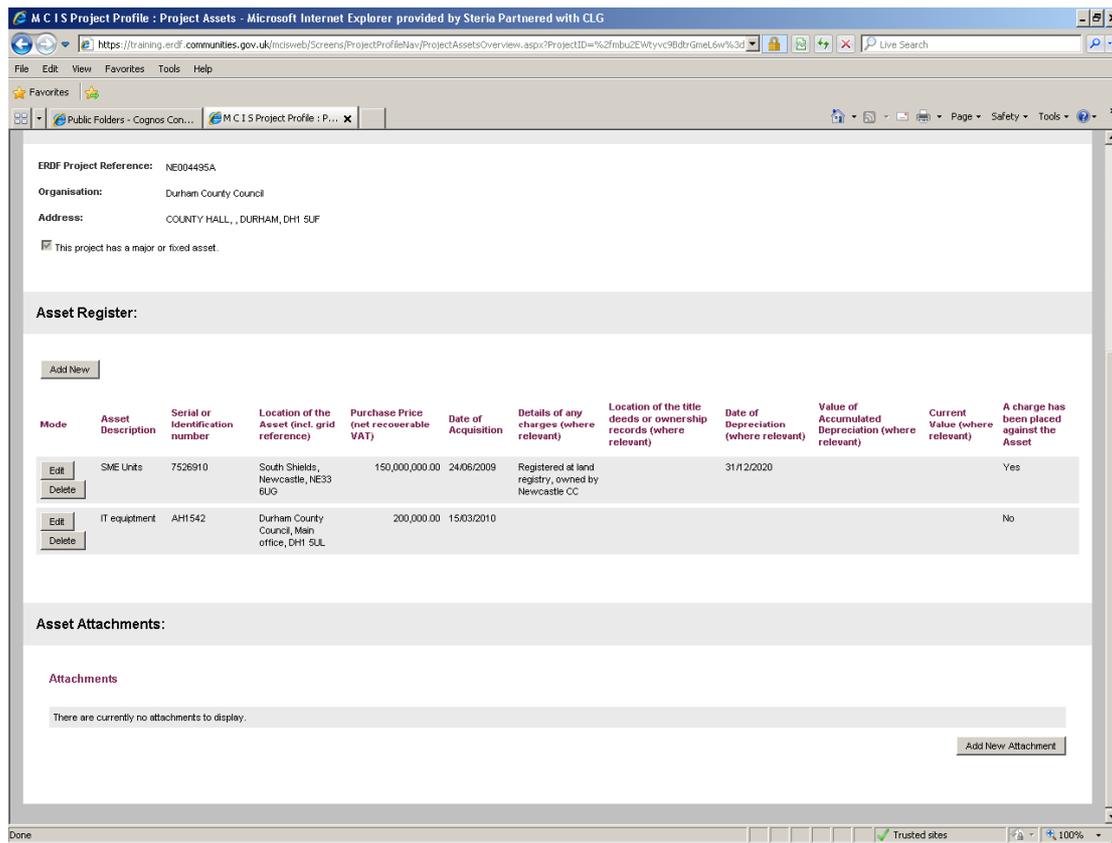
To delete the record completely select “delete”. The warning message below will appear and you should select your option.



To add more records select “add new” and you will be taken back to the input screen at section 3.

6. Adding Attachments

If you want to add any further details or documents in relation to the asset you can add these as attachments. To do this select “Add new attachment”.



ERDF Project Reference: NE004495A
 Organisation: Durham County Council
 Address: COUNTY HALL, DURHAM, DH1 5LF
 This project has a major or fixed asset.

Asset Register:

[Add New](#)

Mode	Asset Description	Serial or Identification number	Location of the Asset (incl. grid reference)	Purchase Price (net recoverable VAT)	Date of Acquisition	Details of any charges (where relevant)	Location of the title deeds or ownership records (where relevant)	Date of Depreciation (where relevant)	Value of Accumulated Depreciation (where relevant)	Current Value (where relevant)	A charge has been placed against the Asset
Edit Delete	SME Units	7526910	South Shields, Newcastle, NE33 6UG	150,000,000.00	24/06/2009	Registered at land registry, owned by Newcastle CC		31/12/2020			Yes
Edit Delete	IT equipment	AH1542	Durham County Council, Mesh office, DH1 5LL	200,000.00	15/03/2010						No

Asset Attachments:

Attachments

There are currently no attachments to display.

[Add New Attachment](#)

This brings up the standard MCIS attachment screen. Click on “browse” and select the relevant document from your folder. Add a title and if necessary a further description of the document and select “upload attachment.”

M C I S Project Profile : Project Assets - Microsoft Internet Explorer provided by Steria Partnered with CLG

<https://training.erdf.comunities.gov.uk/mcisweb/Screens/ProjectProfileNav/ProjectAssetsOverview.aspx?ProjectID=%2fmbu2EWyvc960brGneL6w%3d>

File Edit View Favorites Tools Help

Favorites

Public Folders - Cognos Con... M C I S Project Profile : P... x

Done

Organisation: Durham County Council

Address: COUNTY HALL, DURHAM, DH1 5LF

This project has a major or fixed asset.

Asset Register:

Mode	Asset Description	Serial or Identification number	Location of the Asset (incl. grid reference)	Purchase Price (net recoverable VAT)	Date of Acquisition	Details of any charges (where relevant)	Location of the title deeds or ownership records (where relevant)	Date of Depreciation (where relevant)	Value of Accumulated Depreciation (where relevant)	Current Value (where relevant)	A charge has been placed against the Asset
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	>Mc Units	/52631U	South Shields, Newcastle, NE33 6UG	150,000.00	24/06/2009	Registered at land registry, owned by Newcastle CC		31/12/2020			Yes
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	IT equipment	AH1542	Durham County Council, Main office, DH1 5LF	200,000.00	15/03/2010						No

Asset Attachments:

Attachments

File Name	Title	Description
Land registry docs.doc	Land Registry documentation	<input type="button" value="Delete"/>

Done

Trusted sites 100%

You can then add further attachments if required following the same process. You can also delete any of the attachments you have added by selecting "delete". MCIS will ask if you are sure and if you are select "OK".

7. When should the assets screen be updated?

As the screen is part of the project profile this can be updated at any point and does not need to be linked to the submission of a claim for payment. It is however essential that this screen is completed before your project comes to an end and before the submission of your final claim for payment and payment of any retention monies will not be made until this is done.