**Intangible Assets: Acquisition, Development and Maintenance**

1. Intangible Assets are the non-physical items of value that UNDP owns. The defining characteristics of an Intangible Asset are the lack of physical existence (cannot be touched), and having no set monetary value. They cannot be seen or touched, but are nonetheless important to UNDP’s success. Intangible Assets may be internally generated, such as internally developed software, or acquired from external sources e.g. goodwill (which may not apply to UNDP), or brand name e.g. If UNDP uses a reputable trademark in implementing one of its projects.

1. There are two classifications of Intangible Assets:
   1. Legal Intangible Assets: Items such as intellectual property, patents, trademarks, brand names and copyrights.
   2. Competitive Intangible Assets: Items such as know-how and reputation (e.g. goodwill).

1. As a general policy, UNDP mainly takes account of the Legal Intangibles and not Competitive Intangibles.
2. An intangible asset is an identifiable non-monetary asset without physical substance. UNDP offices may expend resources, or incur liabilities, in the acquisition, development, maintenance, or enhancement of intangible resources such as scientific or technical knowledge, design and implementation of new processes, or systems, licenses, intellectual property, and trademarks  (including brand names and publishing titles).
3. For an item to meet the definition of an intangible asset, the following conditions must be met:
4. It must be identifiable
5. UNDP must have control over the intangible, and
6. There must be existence of future economic benefits or service potential.

If an item does not meet the definition of an intangible asset or the above three criteria, expenditure to acquire it or generate it internally is recognized as an expense when it is incurred.

     An asset is identifiable if it either:

1. Is separable, i.e., is capable of being separated or divided from UNDP and sold, transferred, licensed, rented, or exchanged, either individually or together with a related contract, identifiable asset or liability, regardless of whether UNDP intends to do so; or
2. Arises from binding arrangements (including rights from contracts or other legal rights), regardless of whether those rights are

1. All *internally* generated Intangible Assets that have a value of $50,000 or more will be capitalized by UNDP through GSSC. Details of how these will be capitalized are available under the Acquisition sub-section. All *externally* purchased Intangible Assets that cost $5,000 or more will be capitalized through GSSC.
2. When an asset is capitalized, the total cost of the asset is expensed over several [accounting periods](https://www.dictionary.com/browse/accounting-period?s=t) (its useful life) instead of being fully [expensed](https://www.dictionary.com/browse/expensed?s=t) upon purchase.

1. The respective Amortization (the equivalent of depreciation when applied to Intangible Assets - see subsection on Amortization - Intangible Assets Amortizations, Reconciliations, Reports and Centralized Functions) rates for Intangible Assets are used to amortize the Intangible Asset over its useful life. An Intangible Asset that has an indefinite useful life is not amortized if there are no legal, contractual, regulatory, technological, or other factors that limit its useful life. Therefore, for Intangible Assets such as trademarks with indefinite lives, there will be zero amortization. If any legal, contractual or technological limitations to the life of an Intangible Asset exist, the estimated useful life will be used as the amortization period.

# Intangible Asset Types and Associated Amortization Rates

|  |  |  |
| --- | --- | --- |
| **Class** | **Estimated useful life (years)** | |
| Software acquired | 3-6 | |
| Internally developed software | 3-6 | |
| Trademarks | 2-6 | |
| Copyrights | 3-10 | |
| Patents | 2-6 | |
|  | |

1. UNDP offices will in general have the following types of Intangible Assets.

1. Internally Developed Software
2. Trademarks (that have been donated, purchased or internally generated)
3. Patent Rights (that have been donated, purchased or internally generated)
4. Copyrights (that have been donated, purchased or internally generated)
5. Software Licenses (that have been donated, purchased)

# a) Internally developed software

Internally developed software is software created by UNDP staff or consultants for internal use. Its cost includes all payroll (salaries, consultant’s fees, benefits like education or housing allowances); and all direct staff costs related to all software development activities. Typical examples of internally developed software are customization of the ERP ( Quantum); and the development of intranet and extranet sites.

# b) Trademarks

A trademark is a word, phrase, symbol or design or a combination of words, phrases, symbols or designs that identify and distinguish the source of the goods of one organization from those of others. A service mark is the same as a Trademark, except that it identifies and distinguishes the source of a service rather than a product. Throughout the POPP, the term "Trademark" will be used to refer to both trademarks and service marks.

# c) Patent rights

A Patent is a grant made by a government that gives the creator of an invention the sole right to make, use, and sell that invention for a set period of time. It is the right to exclude others from making, using, offering for sale, selling or importing that invention. Patents are usually issued by Patent and Trademark Offices of the host governments. Given the nature of UNDP’s business, there will be few instances where UNDP patents an invention.

# d) Copyrights

A Copyright is the exclusiv[e right](http://dictionary.reference.com/browse/right) to mak[e copies,](http://dictionary.reference.com/browse/copy) license, and otherwise exploit a literary, musical, or artistic work, whether printed, audio, [video,](http://dictionary.reference.com/browse/video) movie etc. It is a form of protection provided to the authors of "original works", both published and unpublished. Copyrights are registered by the Copyright Office of governments. There are a handful of UNDP Country Offices with reported copyrights for books, movies, documentaries and bulletins.

# e) Software Licenses/externally developed (purchased or donated)

A software license is a legal instrument governing the usage or redistribution of software. All software is copyright protected, except material in the public domain. A typical software license grants UNDP permission to use one or more copies of software in ways where such a use would otherwise constitute copyright infringement of the software owner's exclusive rights under copyright law. Some software comes with the license when purchased off the shelf or an original equipment manufacturer (OEM) license when bundled with hardware. Software licenses can generally be categorized into the following categories:

1. Proprietary licenses: Computer software licensed under exclusive legal right of the copyright holder. UNDP is given the right to use the software under certain conditions, but restricted from other uses, such as modification, further distribution, or reverse engineering. An example of proprietary software is the People Soft (Quantum) License; and

1. Free and open source licenses (F/OSS, FOSS) or free/libre/open-source software (FLOSS): Software that is liberally licensed to grant the right of users to use, study, change, and improve its design through the availability of its source code. In this context, *free* refers to the freedom to copy and re-use the software.

# Internally Developed and Externally Purchased Intangible Assets

1. The normal UNDP Procurement procedures - solicitation, CAP, ACP, contracting etc. - apply for the acquisition of externally purchased Intangible Assets.
2. *Internally* developed Intangible Assets are those generated by UNDP at a cost of US$50,000; or more;
3. *Externally* purchased Intangibles are those procured at a cost of US$5,000 or more; and that are used and controlled by UNDP for more than one reporting period.

(See the [POPP PP&E Section](https://popp.undp.org/taxonomy/term/271) for the explanation of the “use and control” concept.)

1. Such Intangible Assets should be recorded as UNDP assets via GSSC since they will always be initially expensed by virtue of having a different capitalization threshold from other assets.

# Project Intangible Assets

1. Intangible Assets for UNDP-funded projects that are under the control of Implementing Partners (mainly for NIM projects) are to be expensed.

# Intangible Assets Procured For Third Parties

1. Intangible Assets procured for the purpose of distribution to third parties and not intended to be used for administrative purposes or for implementing UNDP projects are not to be capitalized, and are excluded from UNDP’s Asset Module by expensing them on purchase. Also excluded are those items that serve as inputs before the development commences e.g. Research and Development costs that are processed or assembled into a final output. They will be expensed upon purchase.

# Internally Developed Software

1. Internally developed software is software created by UNDP staff or consultants for internal use. Its cost includes all payroll (salaries, consultant’s fees, benefits like education or housing allowances); and all direct staff costs related to all software development activities. Typical examples of internally developed software are customization of the ERP (Quantum); and the development of intranet and extranet sites.

1. The development costs of all internally developed intangibles must be capitalized and amortized (i.e. expensed) over the useful lives of the software (see Amortization section for more details).

The costs comprise of:

1. Materials and services used or consumed in generating the Intangible Asset;
2. Employee benefits and consultants’ charges (salaries; consultants’ fees; benefits such as education or housing allowances); and all staff costs related to all software development activities arising from the generation of the Intangible Asset;
3. Fees to register a legal right; and
4. Amortization of patents and licenses that are used to generate the Intangible Asset.

1. The following types of costs do not qualify to be capitalized as internally developed software and should therefore be expensed in line with [IPSAS](http://www.ifac.org/publications-resources/2012-handbook-international-public-sector-accounting-pronouncements) Expense Recognition:
2. Cost incurred at research stage of the asset;
3. Selling, indirect administrative and other general overhead expenditure like maintenance costs, unless the expenditure can be directly attributed to preparing the asset for use;
4. Identified inefficiencies and initial losses incurred before the asset achieves planned performance; and
5. Expenditure incurred on training staff to operate the asset.

1. In order to determine which costs can be capitalized as an Intangible Asset, the internal development and operational processes have to be split between:
   1. The research phase;
   2. The development phase; and
   3. The post implementation stage.
2. The following tables list the key activities in the research and development phases for creating and maintaining UNDP’s internally generated software.

# Software development

|  | **Preliminary** **Project Stage**  **(Research Phase)** | **Application** **Development Stage**  **(Development Phase to bring the software to UNDP’s intended use)** | **Post-Implementation /**  **Operation Stage** **(to maintain intended use)** |  |
| --- | --- | --- | --- | --- |
| *EXPENSE* | *CAPITALIZE* | *EXPENSE* |
| * Conceptual formulation of a alternatives * Evaluation of alternatives * Determination of existence of needed technology * Final selection of Alternatives | * Design of chosen path, including software configuration and software interfaces * Coding * Installation to hardware * Testing, including parallel processing phase | * Training * Application Maintenance |
|  | |  |  | |

# Website development

|  |  |  |
| --- | --- | --- |
| **Planning**  **(Research Phase)** | **Development of Website**  **(Development Phase to bring the software to UNDP’s intended use)** | **Operating (to maintain intended use)** |
| *EXPENSE* | *CAPITALIZE (i.e.  record asset)* | *EXPENSE* |
| * Undertaking feasibility study * Selecting the hardware and software, * Evaluating alternative products and suppliers. | * Preparing the infrastructure for the website, e.g. obtaining the operating and server software, developing the code, testing, etc. * Developing the graphic designs for the website, e.g. layout of the website, color of the web pages, etc. * Developing content for the website, i.e. by purchase or in-house development. And uploading information about UNDP and its services. | * Updating graphics * Adding new content/ features, * Back up, * Security |

# Trademarks

1. A key prerequisite to recording a Trademark as an asset is that the Trademark is officially registered and legally restricted to the use of the owner. A Trademark that has been officially registered and is therefore legally protected is known as a “Registered Trademark”.Trademarks are often used in a competitive environment to protect an organization’s product and brand. There will be few instances in UNDP’s administrative work or program implementation that will result in the registering of a Trademark. Should there be such an instance the determination on whether or not the Trademark qualifies for capitalization will be made by the Global Shared Services Centre (GSSC). The CO or HQ unit will need to submit a request, via UNall, to GSSC together with copies of the original purchase documents.

# Patents

1. Should such an instance arise when a Patent might exist, the determination will be made by GSSC. Recording will be done by GSSC upon receiving a request from CO or HQ unit together with all supporting documentation including documents supporting official registration of the patent, via UNall.

# Copyrights

1. In order to determine whether a Copyright should be recognized as an Intangible Asset, it is important to differentiate the cost at;
2. Research stage;
3. Development stage; and
4. Post Development stage.

1. The table below shows examples of different costs associated with copyrights and their respective treatments:

# Copyrights/ publishing content

| **Preliminary Stage**  **(Research Phase)** | **Content Development Stage/ Cost of authoring (Development Phase)** | **Post-Development Stage (Printing/ Shipping/ Distribution)** |
| --- | --- | --- |
| *EXPENSE* | *CAPITALIZE (i.e. record asset)* | *EXPENSE/ INVENTORY* |
| * **Concept/ Idea**   This is the stage when regions, outside researchers, UNDP senior management, and funding partners come up with potential study areas.   * **Design Proposal Process** Initiation on how to proceed with the idea. At this stage, different options are considered to proceed with the study. | * **Work Plan development**   Activities that need to be undertaken to proceed with the selected design. Involve external consultants or other UN agencies, donors, etc.   * **Content Development**   *Consultation*- At this stage, there is a dedicated staff as well as the appointment of outside experts, other government agencies, etc. together information for content development.  *Analysis* – Information gathered is used for analysis of the study.   * **Report**   *Draft report* – Initial drafting that incorporates analysis performed prior to revision of technical consultation.  *Review* –With UNDP agents, revisions and additional consultation (if needed) before the publication can go forward with production. More typically, subcontracted.  *Editing*– Edit, design and layout of the Report before the document is ready for printing. | * **Printing**   Print the publications.   * **Storage and Shipping**   Store after printing the publications. |

Note - If the advertising and promotional material includes tangible items that meet the definition of inventory, they will be recorded as inventory as per UNDP’s Expense Recognition Policy.

1. Recording in the Asset module will be done by GSSC upon receiving a request from CO or HQ unit via UNall.

# Externally Purchased Software Licenses

1. Recording in Quantum will be done by GSSC upon receiving a request from CO or HQ unit to reverse the expense, via UNall. For each software, the office will need to determine and advise GSSCof the useful life based on supporting documentation. Kindly refer to the Amortization section in order to review the ranges of useful lives for externally purchased software.

# Acquisition and Recording of Intangibles Owned, Controlled and Used by UNDP

1. All purchased Intangible Assets with a value of US$ 5,000 or more, with the exception of internally developed software, will be selected as UNDP asset items through the procurement catalogue and initially expensed but subsequently recorded in the Quantum asset module by GSSC upon receiving a request from CO or HQ unit via UNall.

1. For internally developed software there will be a need to capture the staff costs through allocation mechanisms like timesheets (see [proposed timesheet template for consultants](https://popp.undp.org/node/4996)) and apportion the appropriate staff costs that needs to be included in the cost for internally developed software. Internal staff costs together with any applicable consultant costs that are originally expensed will have to be consolidated and reversed from expenses and added manually in AM by GSSC . The CO or HQ unit will submit a request from CO or HQ unit via UNall. For more details on which costs will be included please refer to the following sections on “cost measurement” and recording of Intangible Assets.

1. On behalf of each CO, GSSC will process requests to capitalize internally generated software. Each business unit will need to submit a request via UNall to GSSC together with copies of the original purchase documentation. All documents relating to the acquisition of Intangible Assets must be filed at the respective CO or HQ unit.

1. For each internally generated software the business unit must also indicate the useful life of the intangible based on facts supported by submitted documentation. Please refer to the section on Amortizations in order to review the ranges of useful lives for internally generated software.

# Recognition and measurement

1. An Intangible Asset should be recognized only if it is
   * 1. identifiable; and
     2. Capable of being separated and sold, transferred or licensed.

1. Intangible Assets follow the same measurement applied for Equipment i.e. the historical cost, or if donated, the estimated fair market value at the time of Acquisition. (Refer to the Furniture and Equipment POPP subsection on Acquisition and Recording). Fair Market value is what a rational and knowledgeable buyer would willingly pay for an item sold by a rational and knowledgeable willing seller in a competitive market.
2. The recognition of an item as an Intangible Asset requires a business unit in UNDP to demonstrate that the item meets the following criteria:

* 1. The definition of an Intangible Asset;
  2. The probability that the expected future economic benefits or service potential attributable to the Intangible Asset will flow to the entity; and
  3. The cost or fair market value of the Intangible Asset, as appropriate, can be reliably measured; and
  4. The cost of the Intangible Asset meets the capitalization threshold.

1. For internally developed software, copyrights published content etc. the expenses relating to preliminary project planning and operation phases are expensed (not included in the capitalized value of the Intangible Asset).

# Measurement of cost

1. The cost of an acquired Intangible Asset comprises:
2. Its purchase price, including import duties and non-refundable purchase taxes (if applicable as UNDP is exempt from tax), after deducting trade discounts and rebates; and
3. Any directly attributable cost of preparing the asset for its intended use.

# Examples of directly attributable costs

1. Costs of employee benefits (salaries, education and housing allowance, overtime etc.) arising directly from bringing the asset to its working condition;
2. Professional fees arising directly from bringing the asset to its working condition;
3. Costs of testing whether the asset is functioning properly.

# Examples of expenditures that are not directly attributable costs of an Intangible Asset

1. Costs of introducing a new product or service (including costs of disseminating information about the Intangible Asset; and of promotional activities);
2. Costs of conducting operations in a new location or with a new UNDP office (including costs of staff training); and
3. Administration and other general overhead costs.

1. In instances where the total costs of an Intangible Assets result from procurement through multiple different purchase orders and vouchers, the costs should be added to the initial asset cost through an asset adjustment entry that must be processed by GSSC. This refers to the cases when at least one asset was generated through E-req-PO-AP voucher. Alternatively the expenses need to be reversed and an asset created in the Asset Module. Again, GSSCassistance is required. The CO or HQ unit will submit a request, via UNall, to GSSC together with copies of the original Invoices related to the cost being adjusted. All Intangible Asset adjustment documents must be filed at respective CO or HQ office.

# Intangible Assets Acquired through Non-Exchange Transactions

1. In some cases, UNDP may acquire Intangible Assets free of charge, or for a nominal consideration through a non-exchange transaction. In a non-exchange transaction, UNDP either receives value from another entity (government, donors or bilateral organizations) without directly giving approximately equal value in exchange; or gives value to another entity without directly receiving approximately equal value in exchange. (Licenses are an example.). Under these circumstances, the cost of the item is the fair market value at the date it is acquired. Once the fair market value of the asset is determined through a comparison of similar items in other similar organizations or by seeking the opinion of experts (e.g. a patent lawyer), a request should be sent to GSSC by the Asset Focal Point via UNall and copies of such independent or expert valuation attached to UNall. All original documents of such a request must be filed at the country office or HQ unit.

# Recording Intangible Assets

1. Recording cost associated with Intangible Assets in the Quantum Asset Management Module (AM) is an exercise that must be done by GSSC. The CO or HQ unit Asset Focal Point will submit a request, via UNall, to GSSC together with copies of the original purchase documentation.

1. Although Intangible Assets have no substance in nature and therefore are mainly related to the service component of the Procurement Catalogue, their development may include goods, which fall in the goods component of the Procurement Catalogue. When recording costs relating to Intangible Asset either through acquisition or internally generated, goods or services, COs, HQ and other Business Units must follow the sequencing of the Procurement Catalogue as outlined below:

# Recording externally purchased intangible software

1. All externally purchased Intangible Assets that cost $5,000 or more will be capitalized through GSSC. Each business unit will need to submit a request via UNall to GSSC and attach copies of the original purchase documentation. All documents relating to the acquisition of Intangible Asset must be filed at the respective CO or HQ unit.

# Recording internally developed intangible software

1. For internally developed software, where the Intangible Asset is between the development and operational stages, the costs associated with the asset are to be tracked by the CO or HQ unit developing the software; and expensed on a cumulative basis as an Quantum project or activity under a specific budgetary department. It is recommended that a dedicated project or activity be established in Quantum to track the building block transactions until the asset reaches a useful stage (when it is in-service) and thus should be capitalized).

1. The CO or HQ business unit should inform GSSC as soon as such a project or activity is established through UNall.

1. All expenses charged will be transferred to Fixed Assets and those that qualify will be added/merged to the asset type CIP by GSSCwithin Asset Management and General Ledger until all the costs associated with the Intangible Asset have been captured

1. At the point, when the software is fully developed and put in service, the CO or HQ Unit will inform GSSC through the Asset Focal Point, via Unall, that the internally developed software is completed and is in service and GSSC will capitlise the CIP asset with the date provided by the CO at which point the amortization cycle will commence.

1. In UNall, the Asset Focal Point submits, after approval by the CO/HQ unit Operations Manager, the Request submissions to GSSC; The UNDP office provides all the relevant details of the Intangible Asset, associated costs and Accounts Payable Voucher reference numbers with the associated expense chart of account. the office must map all expenses in Microsoft excel and cross reference to supporting documentation uploaded for ease of review by GSSC. GSSC reviews the details; determines whether the Intangible Asset qualifies for capitalization; and makes the necessary reversals from the expense account to the asset module in close consultation with the UNDP office where clarifications are required. All original documentation and supporting documents to the cost of internally developed software must be maintained at the respective CO or HQ unit. As mentioned in preceding sections, any research, development and post development costs (e.g. advertisements) should not be included in the capitalized costs of the intangible. Only the associated development costs should be capitalized.

# Tagging Of Intangible Assets

1. Because of their non-physical nature, these Assets are not tagged, but are maintained in the Asset Register of the business unit concerned. In place of the serial number, the license or copyright reference number should be indicated.

**Record Maintenance of Transfers, Adjustments and Impairments**

# Transfers and adjustments

1. The recording of transfers and adjustments will always be done by GSSC via a request through UNall by the Asset Focal Point. Copies of the relevant supporting documentation (e.g. the approved transfer or adjustment forms) must be uploaded with the request and properly filed at the CO or HQ unit level.

# Impairment of intangibles

1. Intangible Assets have finite lives and thus must be regularly reviewed for recoverability of carrying amounts. This means that if an Intangible has a value of say $100,000, there is a need to regularly review whether the $100,000 does indeed reflect the value of the asset or the value has significantly been reduced. Useful lives must be reassessed and altered when warranted by circumstances, such as technological obsolescence making the useful life shorter than the legal patent. Such downward alterations in value of an intangible are known as impairment. Normally, some independent confirmation from an expert in the field may be required to validate the impairment. This expert assessment will be the supporting documentation uploaded with the request to GSSC. UNDP will assess all intangibles for impairment as often as physical verification is carried out. When there is a probability for impairment during the bi-annual physical verification and assessment exercise, GSSC must be informed and the necessary financial entries processed after the facts are reviewed for compliance with accounting policy. Only impairments with a value that is the higher of US$ 500 or 20 percent of the original value of the asset should be processed.

# Safeguarding and Control

1. Given that Intangible Assets are not physically tangible, the way of safeguarding and controlling them is slightly different from those of Tangible (physically verifiable) Assets. UNDP needs to protect its patented inventions and copyrighted materials against unauthorized use by managing the manner in which the inventions and publications are distributed.
2. With regards to software licenses and internally developed software, there is a need to restrict access to the computer programs in order to protect such Intangible Assets.
3. For Websites, there is a need for constant monitoring to ensure that the domain name has not been used by another entity or individual.
4. Legal documents that grant the patents or copyrights should be kept in a secure location like a safe.

# Physical Verification

1. As Intangible Assets cannot be physically verified, the bi-annual physical verification exercise will mainly confirm that the Intangible Asset term is still valid under the legal document and does not need to be “Impaired”. For software licenses and internally developed software, the exercise will also confirm the validity of the license and the continued benefit to UNDP of the developed software that is still in use.

**Roles and Responsibilities**

# Authority to Acquire Intangible Assets

1. The Assistant Administrator/Chief Procurement Officer (CPO) of the Bureau for Management Services (BMS) is responsible for all Intangible Assets acquired, controlled and managed by UNDP. The CPO delegates this authority to each Resident Representative, Head of Out-Posted Headquarters’ Unit and to the HQ unit heads, regardless of the execution modality of the project the intangible is being purchased from.

# Responsibility of Business Units (HQ, Out-posted HQ Units and COs)

1. The responsibilities of Resident Representative/Heads of Office include, but are not exclusive, to the following:
2. Ensure that acquisition of Intangible Asset is done in accordance with the established procurement guidelines of UNDP;
3. Ensure that Intangible Assets are properly recorded in the AM module;
4. Ensure that potential Intangible Assets at research and those at development and operational stages are communicated to GSSC via Unall with sufficient background information;
5. Ensure that all Intangible Assets are booked, monitored and maintained;
6. Ensure that any event that potentially can result to impairment of the Intangible Asset are communicated to GSSC via the UNDP Service Request Portal form for Impairment;
7. Ensure that potential changes to the useful life cycle of Intangible Assets are documented and communicated to GSSC via Unall form for Impairment;
8. Ensure that all documentation supporting Intangible Assets are properly kept in line with

UNDP policy on record keeping;

1. Ensure that a transfer and disposal of Intangible Assets are dealt with in accordance with

PP&E chapter in POPP;

1. Ensure that issues requiring policy clarifications or changes are raised to General Operations, Bureau for Management Services.

# Responsibility of the General Operations/Office of Sourcing and Operations/Bureau for Management Services

1. In addition to its advisory services and technical support, the General Operations/BMS has the overall responsibility of ensuring that timely certifications of Intangible Assets are adhered to. General Operations/BMS’s responsibility also includes:
2. Updating policies and procedures relating to amortization, impairment and useful economic lives and Intangible Assets;
3. Providing Standard Operating Procedures for the recognition and management of

Intangible Assets;

1. Providing technical support to GSSC and all other business units on all asset management issues
2. Monitoring Intangible Asset expensed transactions for large and/or unusual items or any other exceptions that should have been capitalized

# Responsibility of the Global Shared Service Centre(GSSC)

1. Reviewing cases submitted by COs and other Business Units with regards to the recognition of Intangible Assets
2. Processing all GSSC transactions in line with established procedures.
3. Recording internally developed Intangible Assets in AM module upon receipt of notification from COs, HQ and other Business Units
4. Providing advisory support to COs and other business units
5. Recording all Intangibles via the Basic Add Functionality
6. Preparing adjustments in Quantum through journal entries for impairment, of Intangible

Assets

1. Reviewing exception reports from Quantum; and following up with COs for corrective actions
2. Providing training on Intangible policy and Quantum related issues for Intangible Assets