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Fixed Asset Management

Solution Document

For

Sri Lanka Telecom
One Country. One Voice.

Solution Document of Fixed Asset Management System

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1 Overview

This document has been prepared to give and outline of the solution provided for Sri Lanka Telecom (SLT) in view of the Fixed Asset Management (FAM) system proposed to assist SLT in managing their fixed assets and relating requirements shared.

FAM will be web based asset management software, which will provide the user the facility to maintain the fixed assets of the company accurately and in a proper manner in order to facilitate the management with timely and proper information about the fixed assets. Also the module will cater the requirement of IFRS as per the communications done by SLT. The shortfall of the existing system performance in relation to the management's current and future requirement had been considered in formulating this solution.

The documentation approach will run you through the flow of functions provided throughout the system in operational sequence. In reach functional area the requirements raised with regard to the specific area in relation to the communications shared with SLT earlier will be noted (i.e. what was SLT's requirement in relation to the area under discussion) and the solution provided for each area will follow (i.e. how the requirements mentioned will be accomplished).

Module high level functions are as follows according to operational sequence:

- Login
- Asset Register
    - Search Assets
    - Asset Operations
        - Acquisition
        - Addition
        - Depreciation
        - Transfer
        - Revaluation
        - Disposal
        - Maintenance
        - Impairment
        - Edit / Delete Asset
        - AIC Code Printing

- Process
    - Depreciation Process
    - Depreciation Forecast Process
    - Document Posting
- System Administration
    - Security Administration
        - Create Menu Access
        - Create Report Access
        - Create Users & Set Approval
    - System Settings
        - Add Reports
- Business Intelligence
    - My Reports
        - Requested Report formats
    - Analytical Tools
        - Design Objects
        - View Objects
- My Account
    - Change Password
- Workflow
    - For Your Approval
    - My Operations Status (and Cancellation)
    - Asset Operations
- Asset Master

Therefore the following areas will in detail highlight how the above functions will be provided in the proposed system.

2 Login

2.1 Requirements

The login area will facilitate the following requirements:

- Restrict access to the system by using a username and password
- Ability to receive the password by email if forgotten, without the intervention of an administrator

2.2 Solution Provided

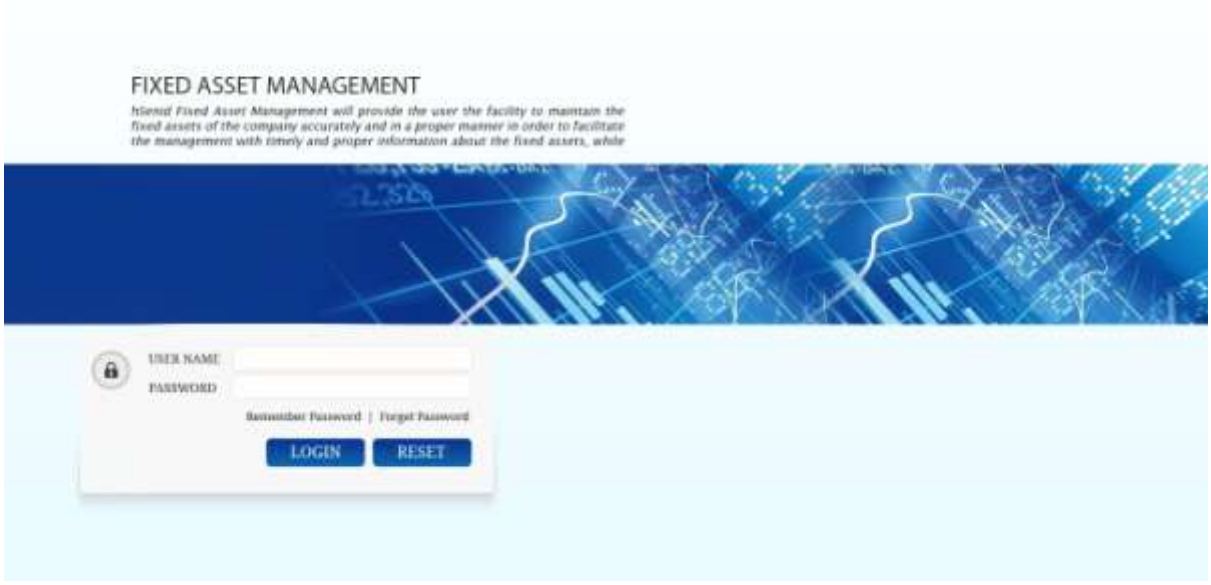


Figure 2.1: Login Screen

The above login screen will facilitate the following:

- Enter a username and password and login to the system only for users predefined in the system
- Client will be provided with a super administrative user to create initial users and provide access permissions
- Users will only be able to access areas provided to them by the administrator (Explained further under the security section)
- Users have the ability to enter the username and click on “Forgot password” to receive an email notification with the password. The email will be entered at the point of user creation.
- “Remember Password’ will provide the user the ability to allow their web browser to remember their password associating with the username.

- Users will have access to the relevant cost centres assigned to them automatically. i.e. Company selection is not required.

The landing page once logged in is displayed below:

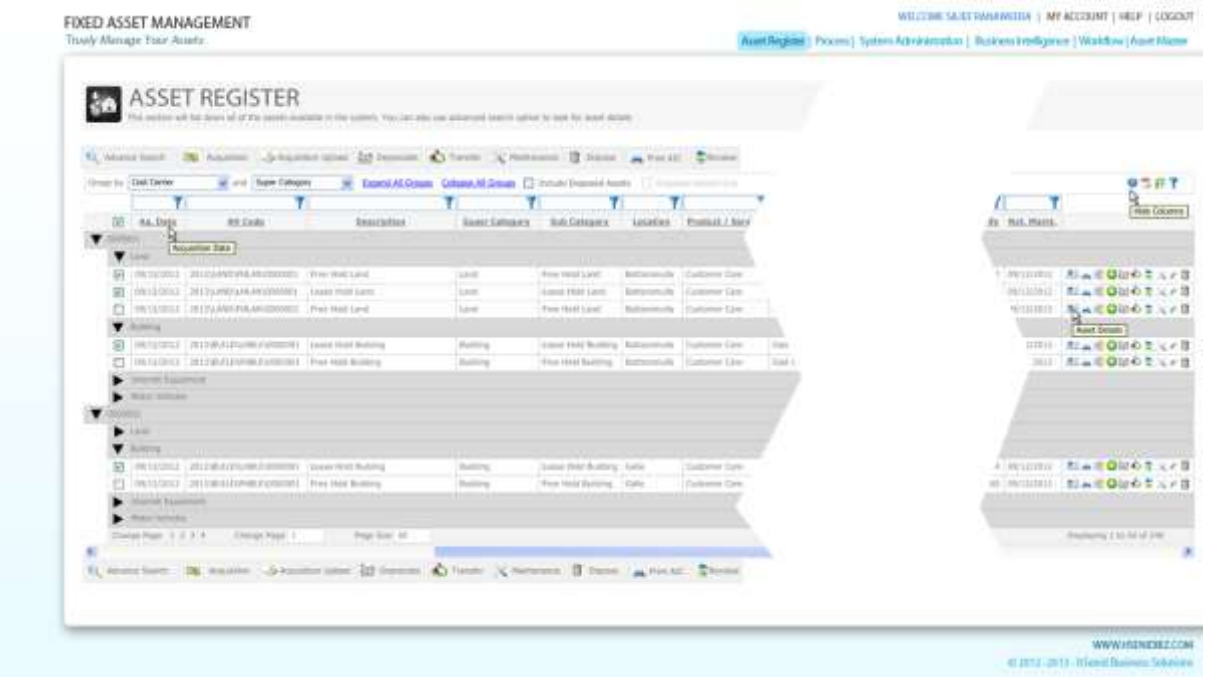


Figure 2.2: Layout of the system once logged in

3 Asset Register

3.1 Requirements

The asset register will be the main interface of the system and will cater to the following requirements:

- Ability to search assets based on existing criteria (available on the current fixed asset management version)
- Ability to easily initiate asset based functions (E.g. Acquisition, Depreciation, Transfers, Maintenance, Disposal, etc.)
- Ability to maintain hidden and shown columns on the asset register per user. (i.e. when I login to the system again my hidden selection should be loaded)

3.2 Solution Provided

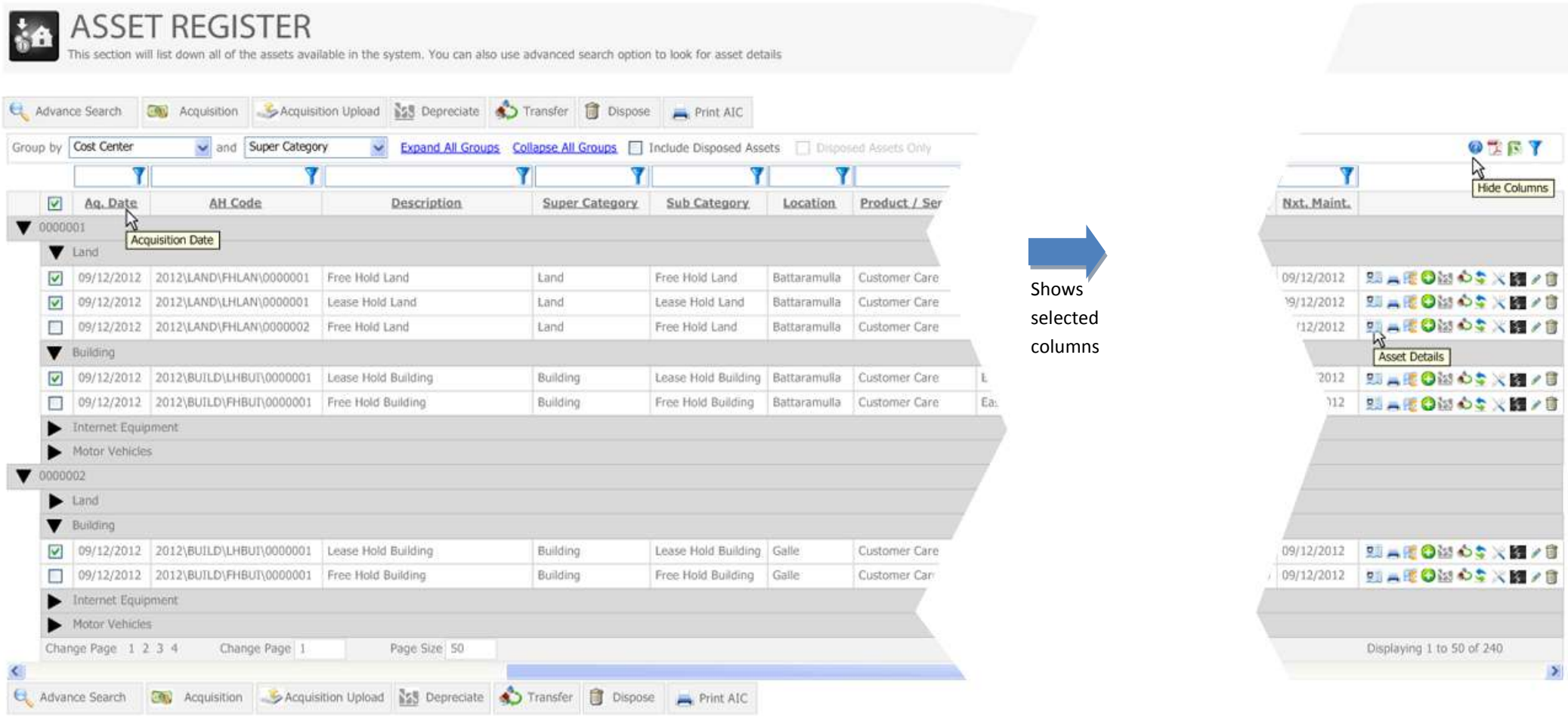


Figure 3.1: Asset Register

3.2.1 Asset Search

The asset search will provide advanced searching features mentioned below for the best usability and to find what you want with the least amount of effort.

- Assets are loaded in the asset list (figure 3.1) the information can be further filtered based on the following fields (which will be displayed in columns):

  Acquisition Date, AH Code, Super Category, Sub Category, Description, Location, Product / Service, RTOM, Cost Centre, Project No., AIC Code, Acquisition Value, Net Book Value, Remaining Life, Next Maintenance Date, Year of Purchase

- They will also be able to sort assets based on the above columns in ascending and descending order.

- Also the filtration can be based by entering criteria and matching them with values in the list based on whether they are:

  No Filter, Contains, Does Not Contain, Stars With, Ends With, Equal To, Not Equal To, Greater Than, Less Than, Greater Than Or Equal To, Less Than Or Equal To, Between, Not Between, Is Empty, Is Not Empty, Is Null, Is Not Null

- The filtration fields will have an automatic fill option (i.e. when half of the value in a dropdown is typed the remaining half will be prompted by the system in alphabetical order)

- For better understanding and identifying the assets can be grouped by two levels based on the following attributes common to many assets:

  RTOM, Cost Centre, Location, Year, Project No

- You also have the ability to include disposed assets to the list or view only disposed assets by ticking the relevant check boxes. The system by default will include only active assets for ease of use.

- If the list of columns are too many, and the user wishes to only have selected columns to be displayed in his/her asset register view, they may hide the necessary columns by clicking on the hide columns button which will open the following popup.

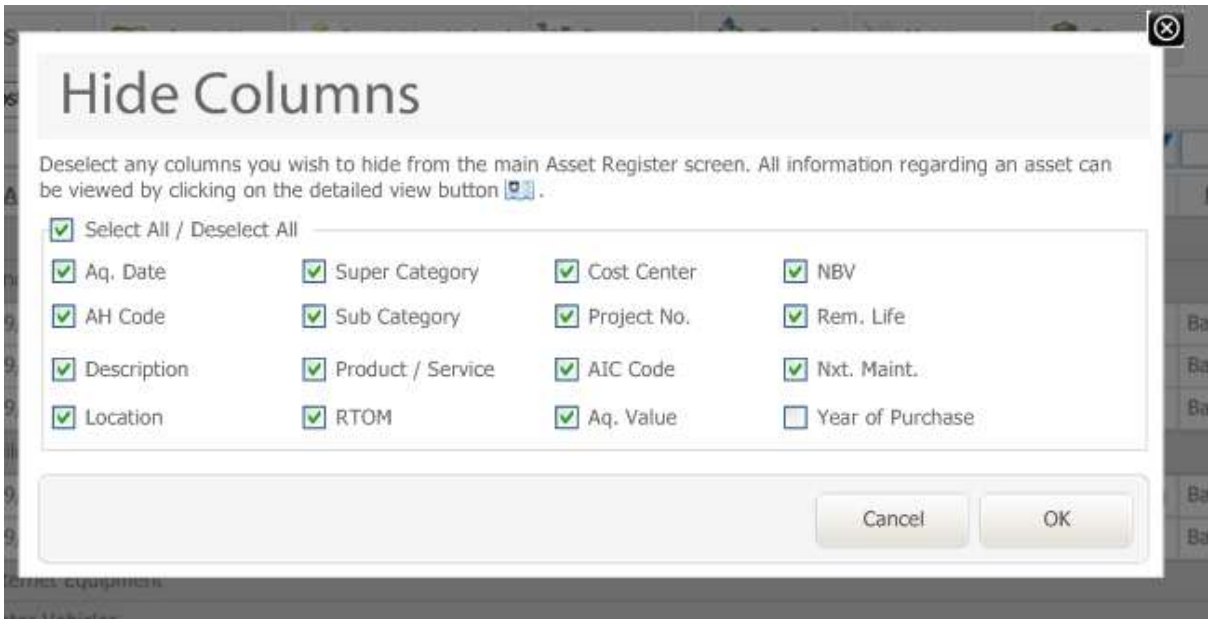
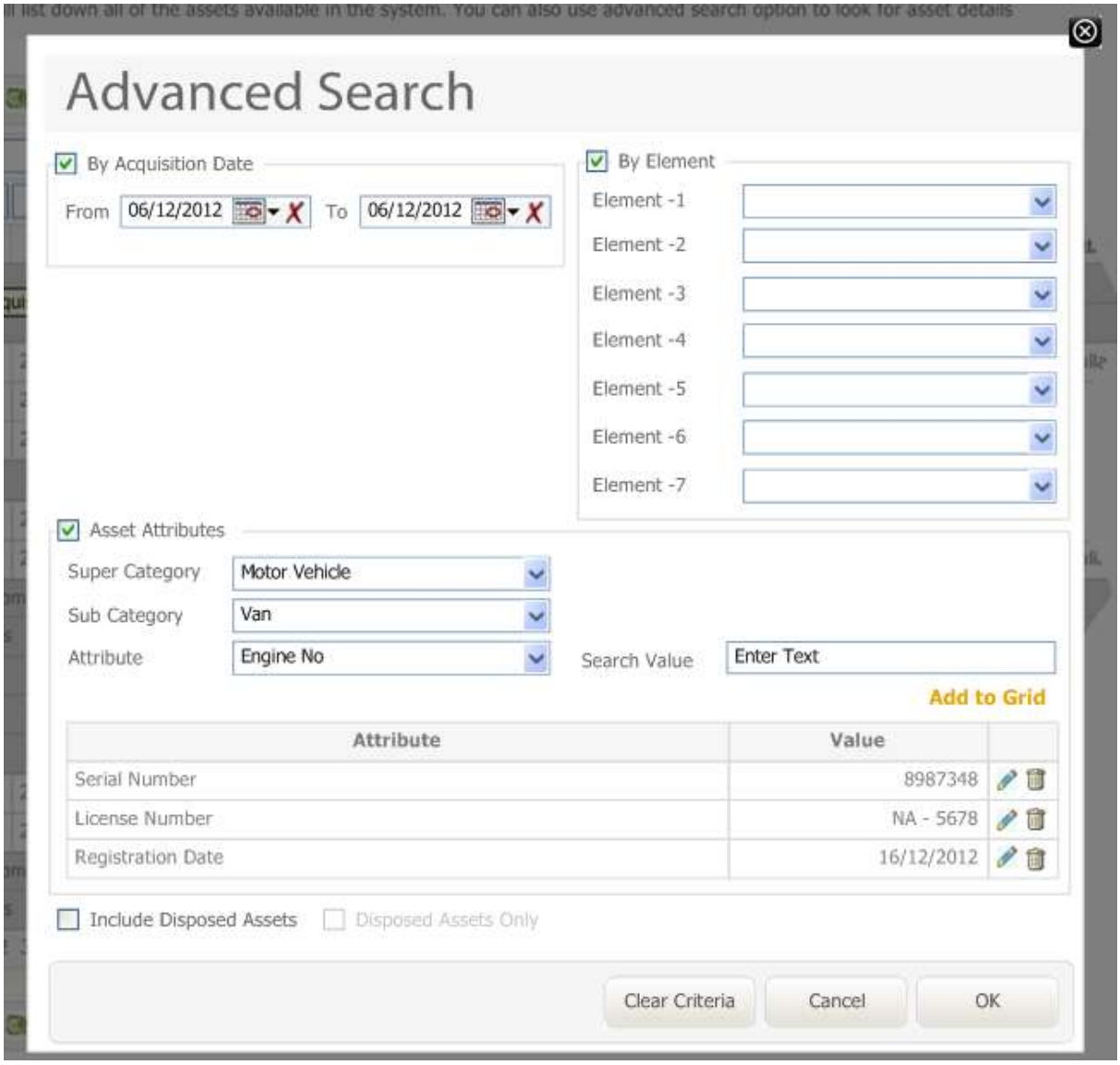


Figure 3.2: Hide Columns

- By ticking on a checkbox the relevant columns will be displayed in the Asset Register table. This selection will be unique per user and will be loaded again according to a user's last selection at the point the user logs in to the system again.
- This hide columns feature will be access controlled (i.e. only some users will have the option to customise the columns that they see)
- For more search criteria the user can click on the "Advanced Search" button.



- Search and view asset details based on the following criteria. If multiple search criteria are enable they will combine with each other and provide the results based on all selected areas. This areas will have automatic fill option (i.e. when half of the value in a dropdown is typed the remaining half will be prompted by the system in alphabetical order)
    - By the acquisition date (E.g. from 01/01/2012 to 31/12/2012)
    - By elements assigned (E.g. Element 1 and Element 2). These elements will have to be picked based on information available in CODA.
    - By Asset attributes. You may select multiple attributes by adding them to a grid. Please note that once you select a sub category attribute for the search all other attributes will have to be of that sub category (since attributes will vary from sub category to sub category). E.g. Vehicle Reg. No 123234 and Chassis No. 6276764
    - You may include searching disposed assets (if this checkbox is not ticked only active assets will be considered for other search criteria, if ticked it will search active and disposed assets)

- Further more you can only search disposed assets if required

- If advanced search criteria should be cleared and previous criteria should display, the user can click on the “Clear Criteria” to clear the advanced search selection.
- Once selected assets in line with criteria will display (in figure 3.1).
- Once selected assets are listed the user has the ability to view the asset details and history of the asset. The asset details will be as per the acquisition page (explained in the next section). The history information is as follows:

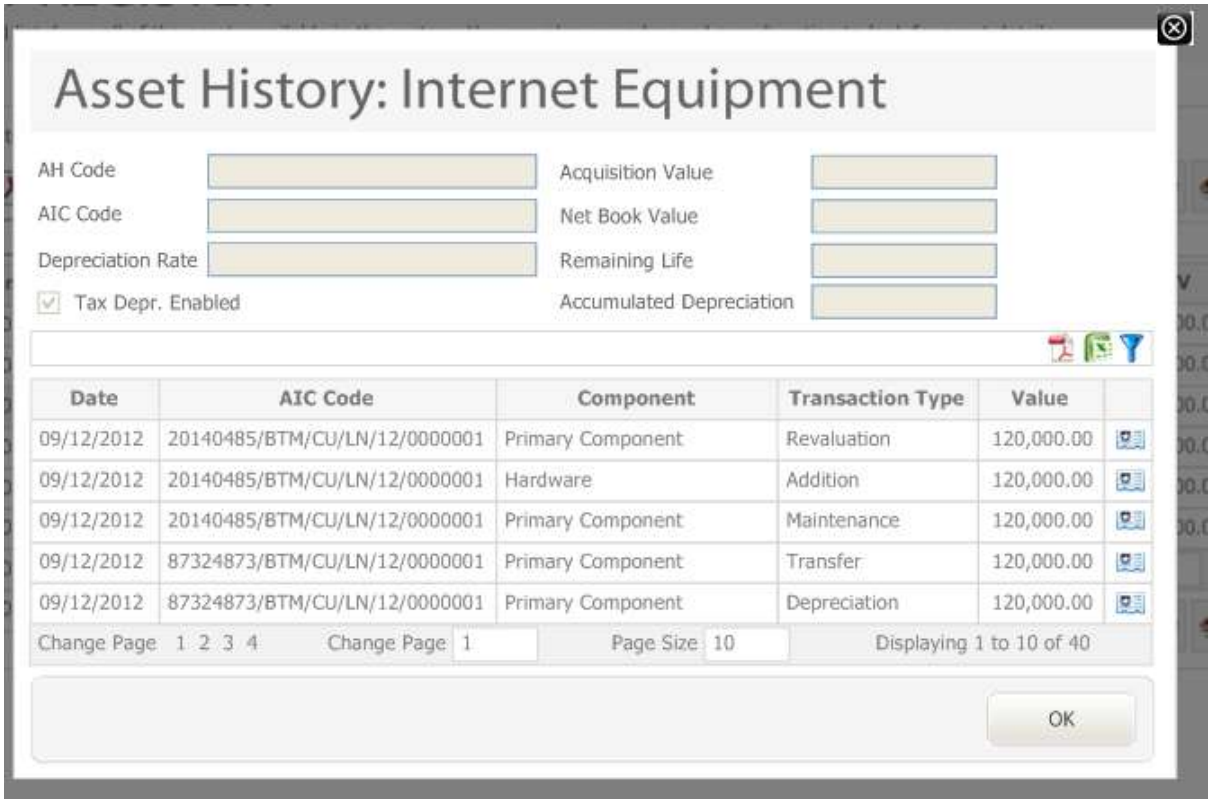


Figure 3.3: Asset History popup

- The information displayed can also be filtered based on the columns. E.g. you may use this interface to view the AIC Code history of an asset.
- Detailed information of each transaction can be viewed by clicking on the more button .

4 Acquisition

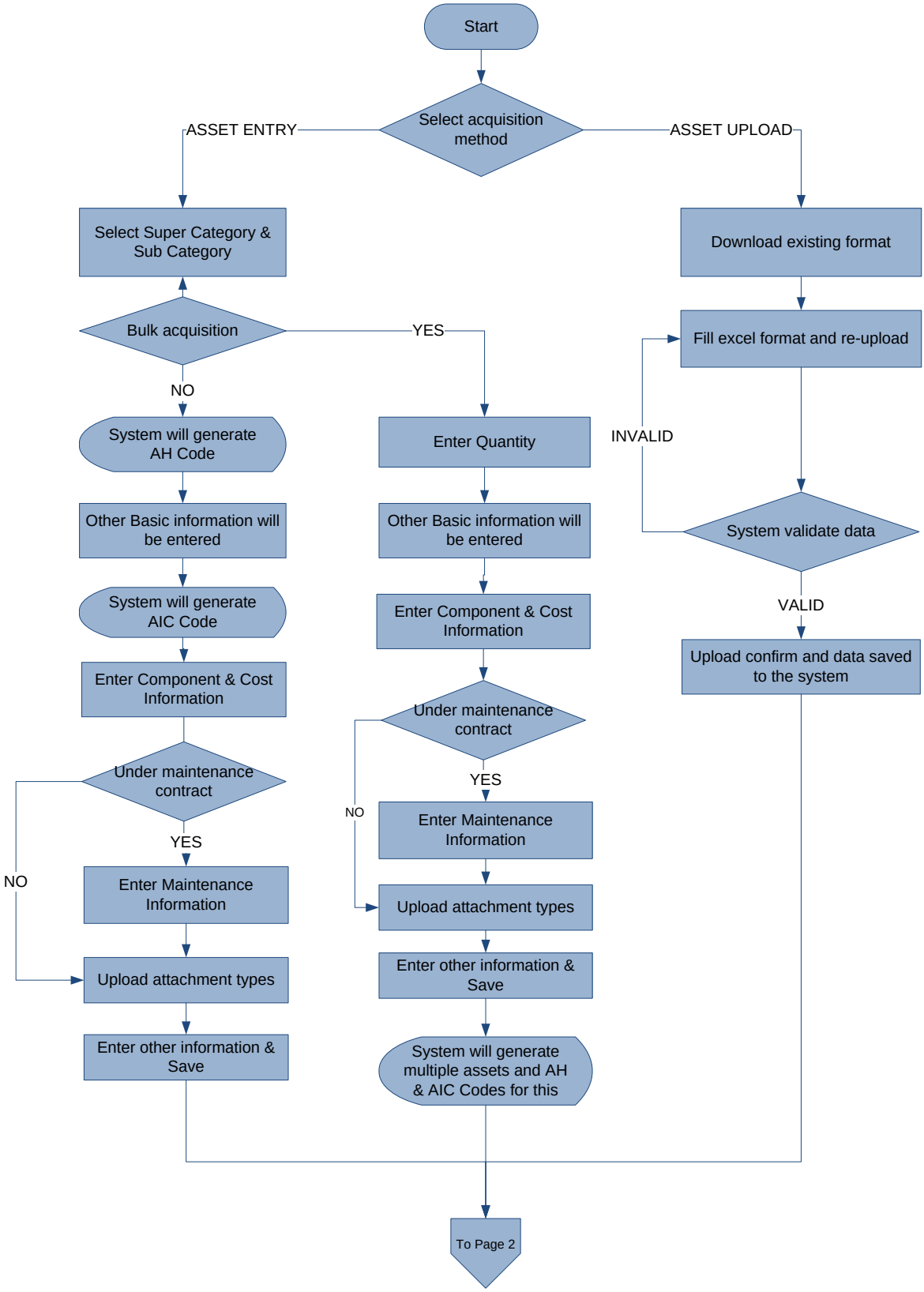
This function spans as a sub function from the asset register.

4.1 Requirements

- Ability to acquire assets based on the IFRS standards as per the requirement communicated by SLT, where components can be entered separately and depreciated accordingly.
- Ability to enter bulk acquisitions to the system.
- Ability to validate mandatory information in the system required for the Fixed Asset management process.
- Provide dropdown menus where ever predefined information is possible.
- Provide an excel upload facility which checks the validations available with the regular acquisition process and informs the user of any upload issues.
- Ability to send acquisitions for approval.

4.2 Solution Provided

Acquisition is a process in the Fixed Asset Management module. Followings are the process of Acquisition.


Start
Select acquisition method
ASSET ENTRY
ASSET UPLOAD
Select Super Category & Sub Category
Download existing format
Bulk acquisition
YES
NO
Fill excel format and re-upload
System will generate AH Code
Enter Quantity
INVALID
Other Basic information will be entered
Other Basic information will be entered
System validate data
System will generate AIC Code
Enter Component & Cost Information
VALID
Enter Component & Cost Information
Upload confirm and data saved to the system
Under maintenance contract
Under maintenance contract
YES
NO
NO
YES
Enter Maintenance Information
Enter Maintenance Information
Upload attachment types
Upload attachment types
Enter other information & Save
Enter other information & Save
System will generate multiple assets and AH & AIC Codes for this
To Page 2

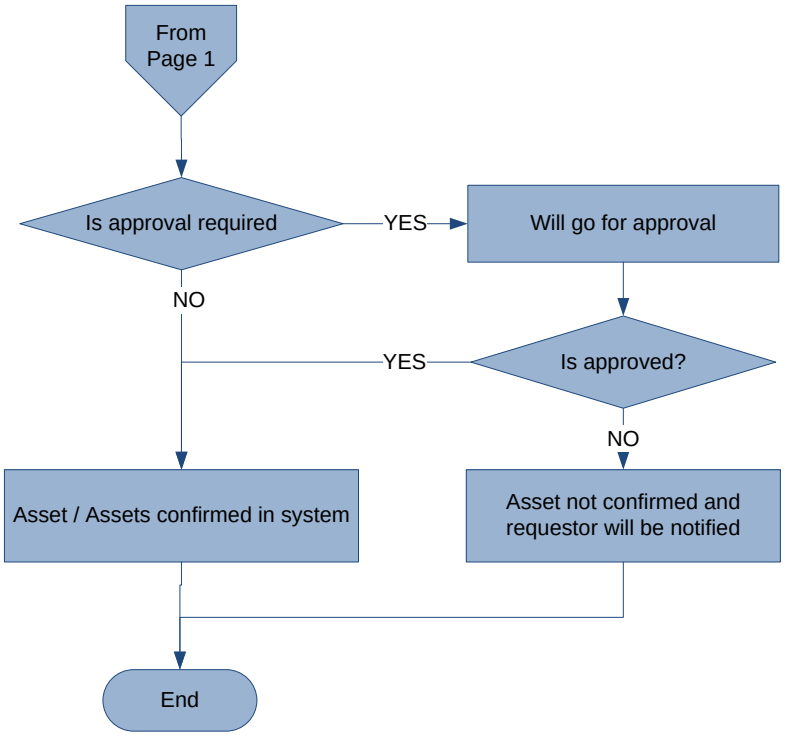


Figure 4.1: Acquisition Process

4.2.1 Acquisition

This area will focus on how to enter the asset information in the system one by one, or if the asset is of the same type and multiple quantities must be entered (E.g. 50 chairs) this area can be used.

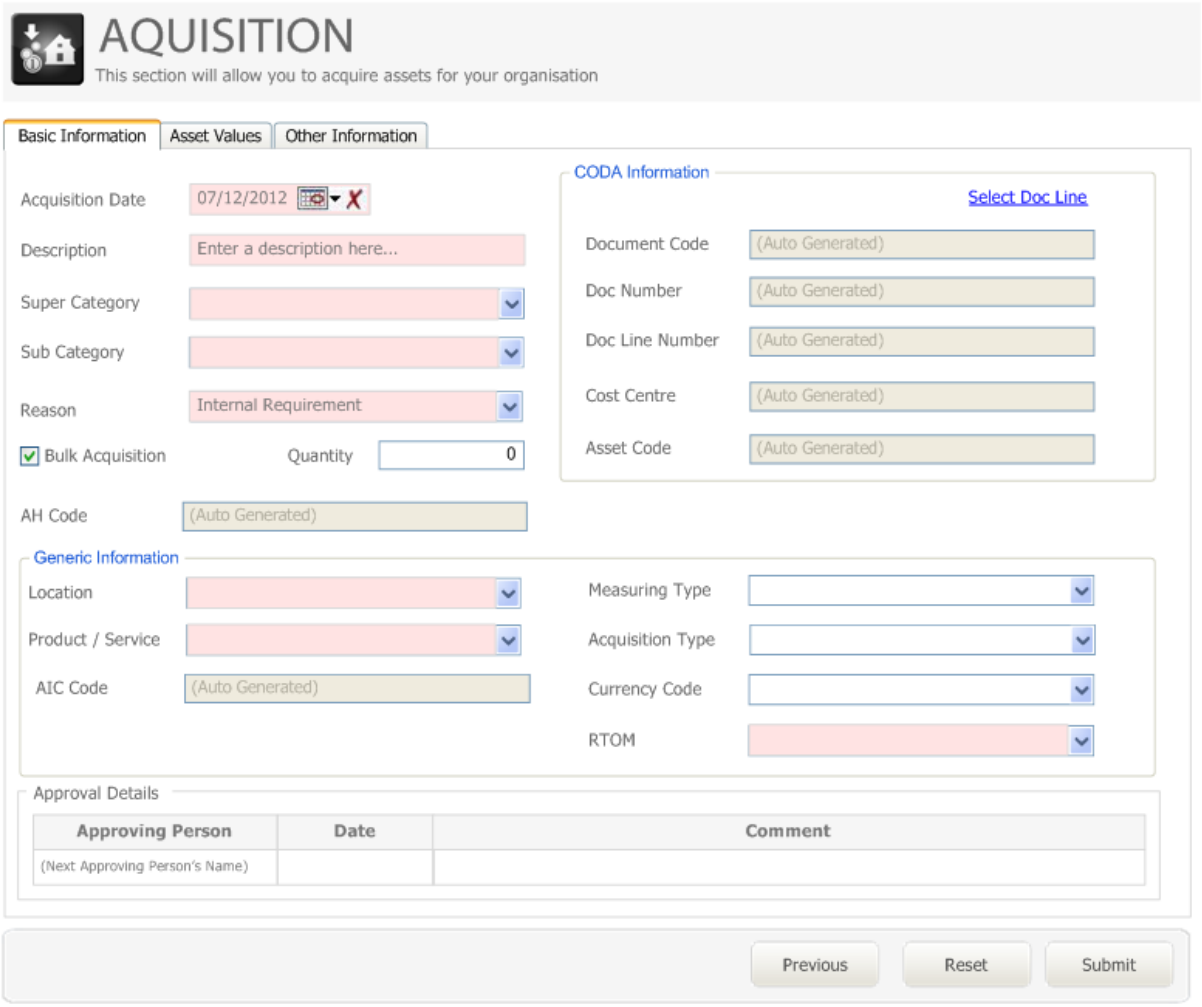


Figure 4.2: Acquisition – Basic Information

1. Acquisition date can be entered by the date format. (Mandatory fields will be highlighted in red. i.e. the system will not allow you to save an asset without entering this information)
2. Description about the asset is typed.
3. Super category and sub category of the asset is selected from a drop down list.
4. If bulk uploading is needed that should be ticked in the check box and the quantity of the asset entered in the text box. (e.g. 50 chairs)
5. AH Code is generated once the user entered the above information about the asset. (this will be disabled if bulk upload and codes will be generated after saving)

[Acquisition Year]/[Super Category Code]/[Sub Category Code/[9 digit serial No.]

E.g.

2012/LAND/LHL/000000002

AH Code value	Field Name	Actual Value
2012	Acquisition Date in YYYY format	2012
LAND	Super Category Code	Land
LHL	Sub Category Code	Lease Holding Land
000000002	9 digit serial number	2nd of this type of item purchased for the above values (i.e. 2nd lease holding land purchased in 2012)

6. Location, Product/Service code, RTOM is selected from a drop down list.
7. AIC Code is generated** once the asset details are complete according to the following format:

[Cost Center Code]/[Location Code]/[Product or Service Code]/[Sub Category]/[Year of purchase]/[9 digit serial No.]/[2 digit component ID]

E.g. 20140485/BTM/CU/CPU/12/000000002/00

AIC Code value	Field Name	Actual Value
201040485	Cost Centre Code	Teleshop Kotte
BTM	Location Code	Battaramulla
CU	Product / Service Code	Customer Care
CPU	Sub Category	Central Processing Unit
12	Year of Purchase	2012
000000002	9 digit serial number	2nd of this type of item purchased for the above values
00	2 digit Component ID	The primary component of the asset (all other component will begin from 01 onwards)

**NOTE: This number will be generated only for Super Category assets marked as Auto Generated AIC or Not. (E.g. land and Building AIC's will not be auto generated and will have to be entered manually, and the field will be masked with "/" characters so that the user as to only enter the relevant digits). There will also be a validation if such entered codes for Cost Centre, Location, Product / Service and Sub Category. This validation will only be applicable at the acquisition operation and not the edit/delete operations

8. If you need to select a doc line you can do so by clicking on the “Select Doc line”.

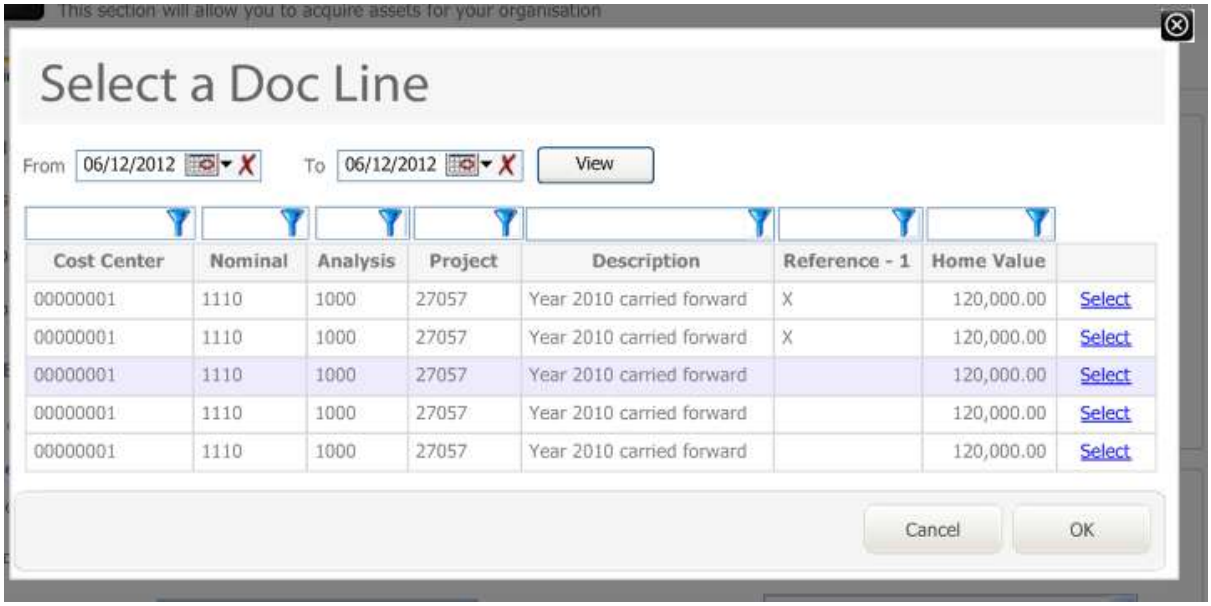


Figure 4.3; Select Doc line

9. First select a valid date range applicable for a doc line and click on view to display a list of doc lines which are available.

10. You can use the filtration options given in order to select the required doc line.

11. Once you select the new doc line and click on OK you may proceed. CODA information is generated automatically once the above details are entered.

12. Measuring type, Acquisition type and currency code is selected from the drop down list and move to the next tab.

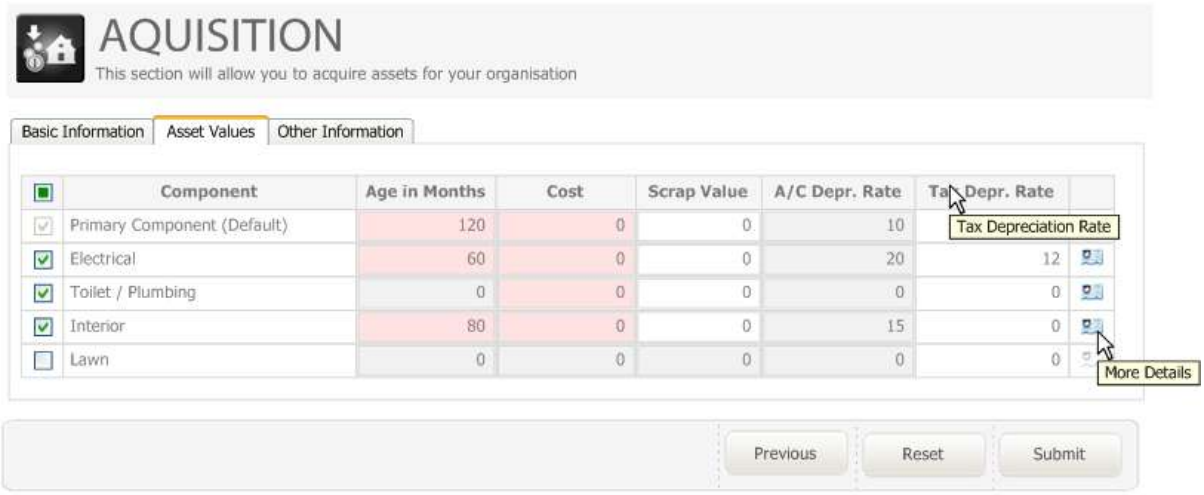


Figure 4.4: Acquisition – Asset Values

13. Here based on the predefined depreciation rate of the sub category components the depreciation rate and age in months will load by default. How it will be calculated will be as follows.

Age in Months = (100/Depreciation Rate) X 12

**The depreciation rate is considered to be the annual depreciation rate entered.

14. If the Age in months is manually changed by the user the system will automatically update the relevant depreciation rate for each component based on the inverse calculation of the above formula. This will supersede the default depreciation rate given against a component at the master definition level.

15. All ages of components should be less than the primary component and it will be validated against the Age in Months of the primary component and the system will prompt a message.

16. If a component has been marked as not been depreciated then the age in months and depreciation rate is not required.

17. You can then enter the cost of each component. The cost of the primary component will be considered as the cost of the asset is any other components do not exist for the selected assets sub category.

18. The scrap value will be loaded as 1 by default for all components (i.e. assets will be depreciated until they are 1). This can be changed at component level at the time of acquisition.

19. Primary component details are filled and TD (Tax Depreciation) is ticked if the asset is tax depreciation enabled.

20. If the asset has components tick the component and enter the details.

21. More details can **be ente**red by clicking the more details button on the **right of** screen. (Please **see the** more info screen of the primary component)

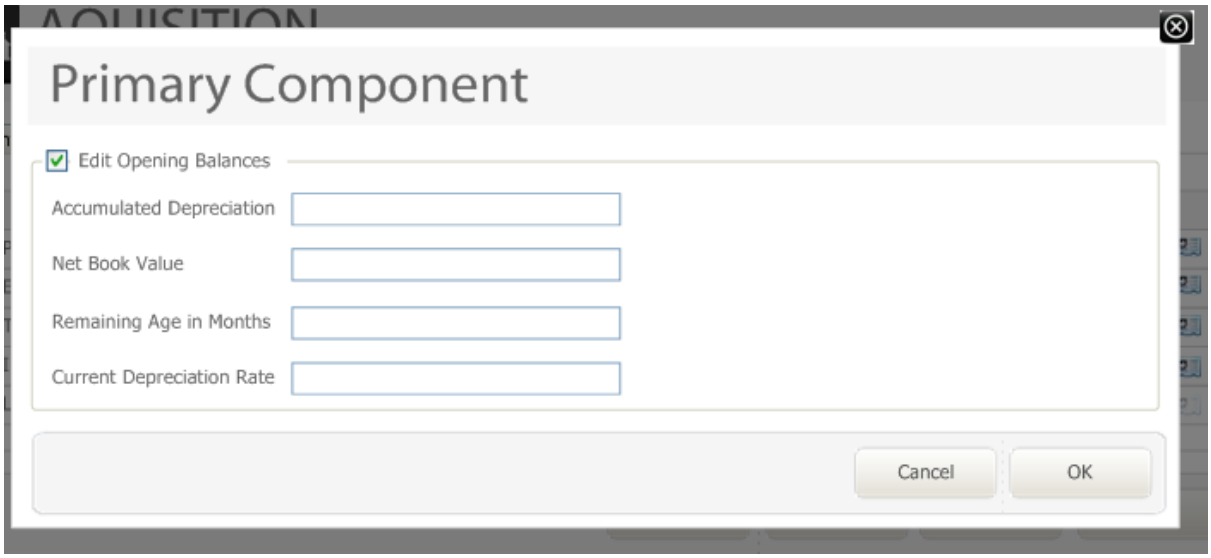


Figure 4.5: Primary Component – More Details

22. You may enter opening balances of component costs and maintenance information.

23. In the “Other Information” tab, Picture of the asset is uploaded by browsing the picture and uploading the selection.

24. You may then input maintenance information against the asset including the Condition, Next Maintenance Date and Upload a contract if required.

25. You may also upload attachments such as Warranty Cards, Registration Documents, etc. **against t**he asset for later reference.

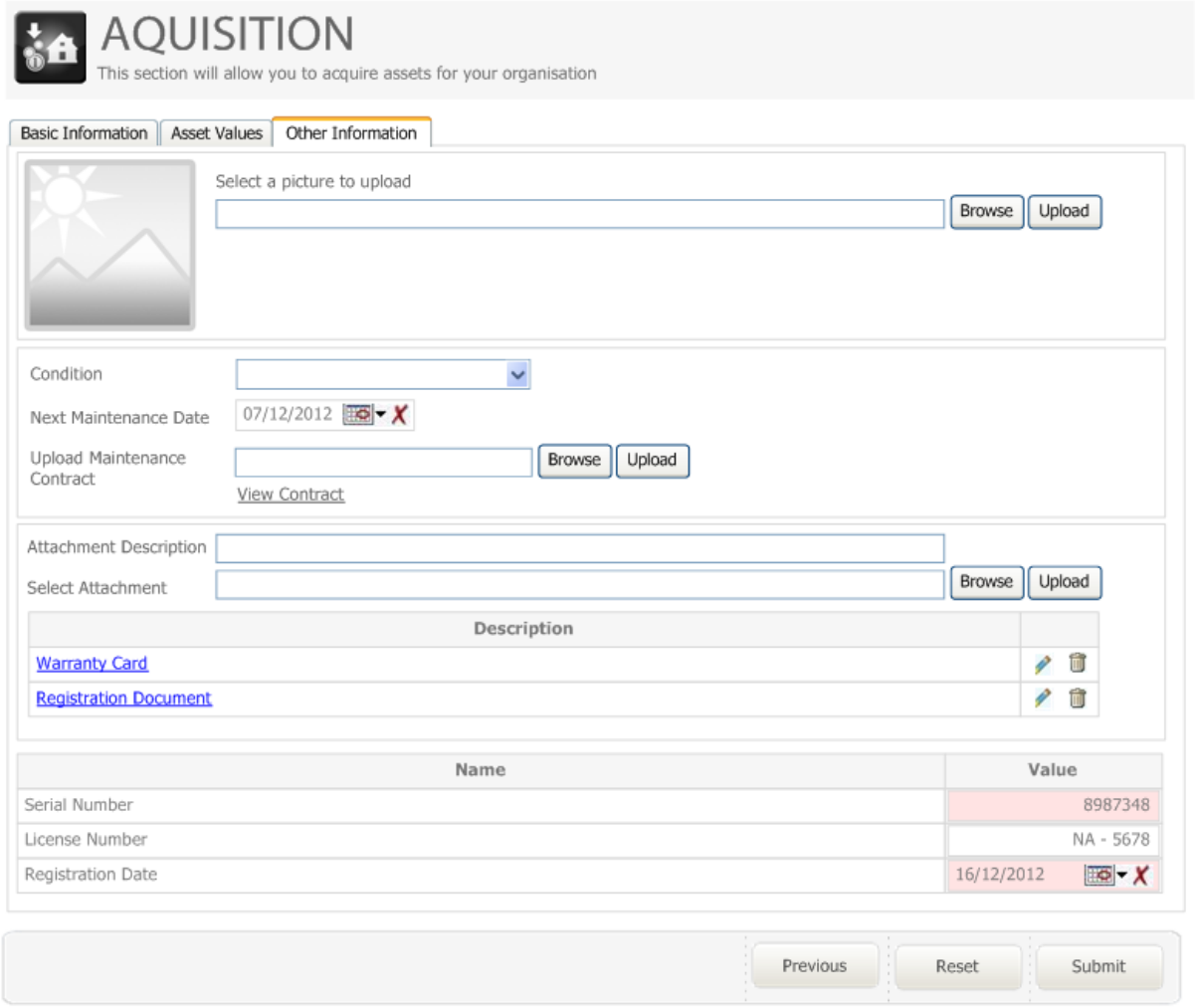


Figure 4.6: Acquisition – Other Information

26. Serial number, Registration number and the registration date (or any other attribute **that is s**pecific to the sub category and super category) is typed on the given fields.

27. Following the entry of all this information you may submit your acquisition. If approval is required then the acquisition will take effect only following approval.

28. At the point of acquisition, if the cumulative acquisitions in the system against the selected doc line (including the new acquisition which is currently submitted) is greater than the cost indicated against the doc line, the system will prompt a warning message requesting the user to confirm whether to submit the acquisition or not. The user can either modify the current acquisition request or override this warning.

4.2.2 Acquisition Upload

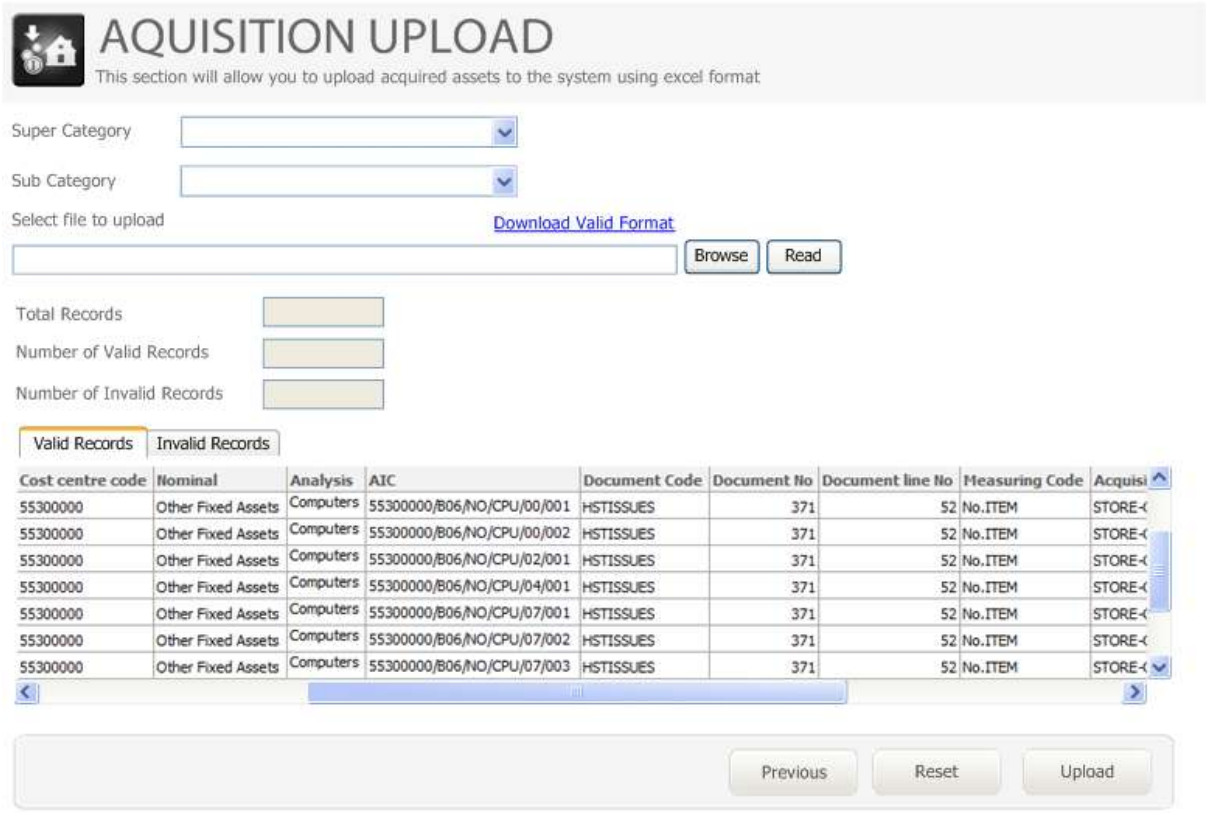


Figure 4.7: Acquisition Upload

Step 1- Select the relevant super category and sub category and then click on the download valid format to download the relevant format for the sub category.

Step 2- The format of excel sheet to be filled with the details as follows:

- Cost centre code, Nominal, Analysis, Component, Asset cost, AIC, Document Code, Document No, Document line No, Measuring Code, Acquisition type Code, Acquisition date, Currency type Code, Location Code, Supper Category Code, Sub Category Code, Asset Account No, Element2, Sub Location, Serial Number, Make, Model, Description, Assigned officer, Department, Age in months.

- Other than the above information the system will generate all custom attributes listed depending on a sub category's attributes.

Step 3 –Browse the file and click on the read to read the content in the file and the details can be viewed.

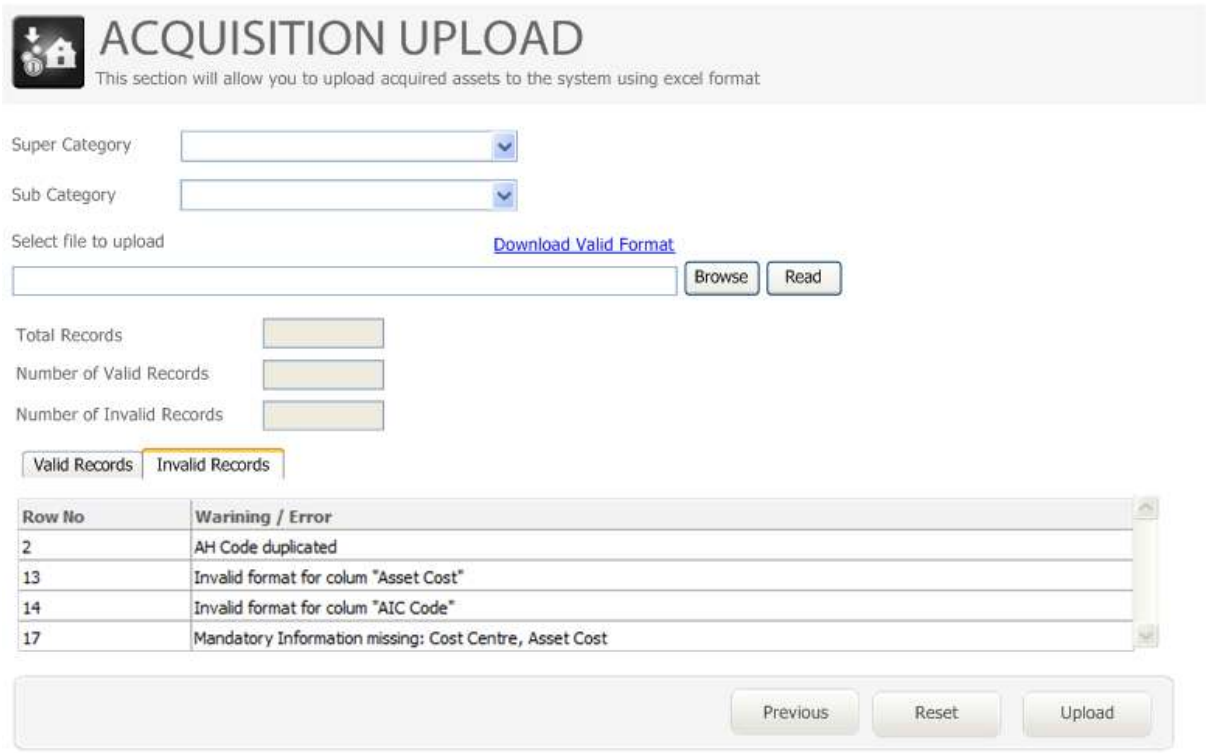


Figure 4.8: Acquisition Upload

Step 4- Click on the Invalid records to view the details.

Step 5-If the records listed down in the list are correct click upload if not reset and redo the process.

5 Addition

This function spans as a sub function from the asset register and can be done individually.

5.1 Requirements

- Ability to make additions to existing assets, while allowing the additions lifetime to match the remaining lifetime of the existing asset in compliance with the IFRS standards as per the requirement communicated by SLT.
- After addition entry the accumulated depreciation should display accurately
- The cost center of the addition should be viewable.
- Ability to send additions for approval.

5.2 Solution Provided

1. First select the relevant asset you wish to make the addition to in the "Asset Register" and click on the addition button against the relevant asset.

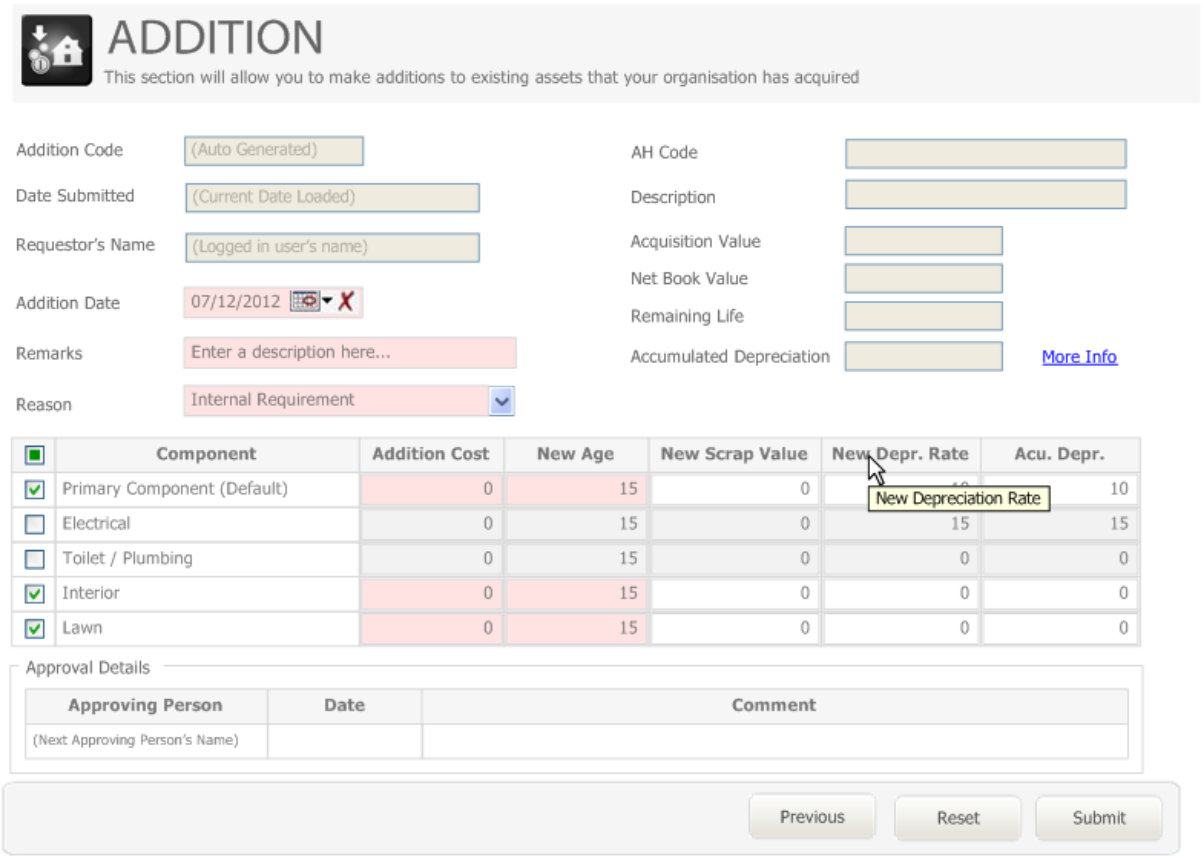


Figure 5.1: Addition

2. The addition code, AH code, asset description, acquisition value, net book value, remaining life and accumulated depreciation will be displayed automatically. (based on your selection).
3. To view more information about the selected asset you may click the relevant button which will display this popup:

Figure 5.2: Asset Details - Individual

4. Enter the addition date and a description to identify the addition later.

5. Next select the components you wish to apply additions to. You may even select the "Primary Component" (which is the main asset itself) or an asset which was not previously added, or add value to existing components.

6. You may enter the addition cost and new age (these are mandatory for an addition), and if required a new scrap value, new accounting depreciation rate and an accumulated depreciation adjustment.

7. When entering the new age for components it cannot exceed the total remaining life of the primary component. i.e. (Remaining Life of Primary Component + New Age of Primary Component) >= (Remaining Life of Component + New Age of Component). This condition should be checked for each component.

8. When a new age is given for the primary component it will be automatically assigned to all other components (i.e. the remaining life of all components will be the same as the primary component), unless specifically changed by the user.

9. Once entered you can submit. If approval is required the relevant approval request will be generated by the system.

6 Depreciation

This function spans as a sub function from the asset register and can be done individually or in bulk by clicking the button. However in bulk depreciation, it is required that the user select assets of the same sub category since the components applicable will vary.

Once selected the users will be transferred to the Depreciation Process area explained later.

7 Transfer

This function spans as a sub function from the asset register and can be done individually or in bulk. However in bulk transfers, it is required that the user select assets of the same sub category and in the same cost center and location.

7.1 Requirements

- Ability to transfer assets individually or in bulk from one cost centre or location to another.
- Ability to send transfers for approval.

7.2 Solution Provided

7.2.1 Individual Transfer

1. First select the relevant asset you wish to transfer in the “Asset Register” and click on the transfer button against the relevant asset.

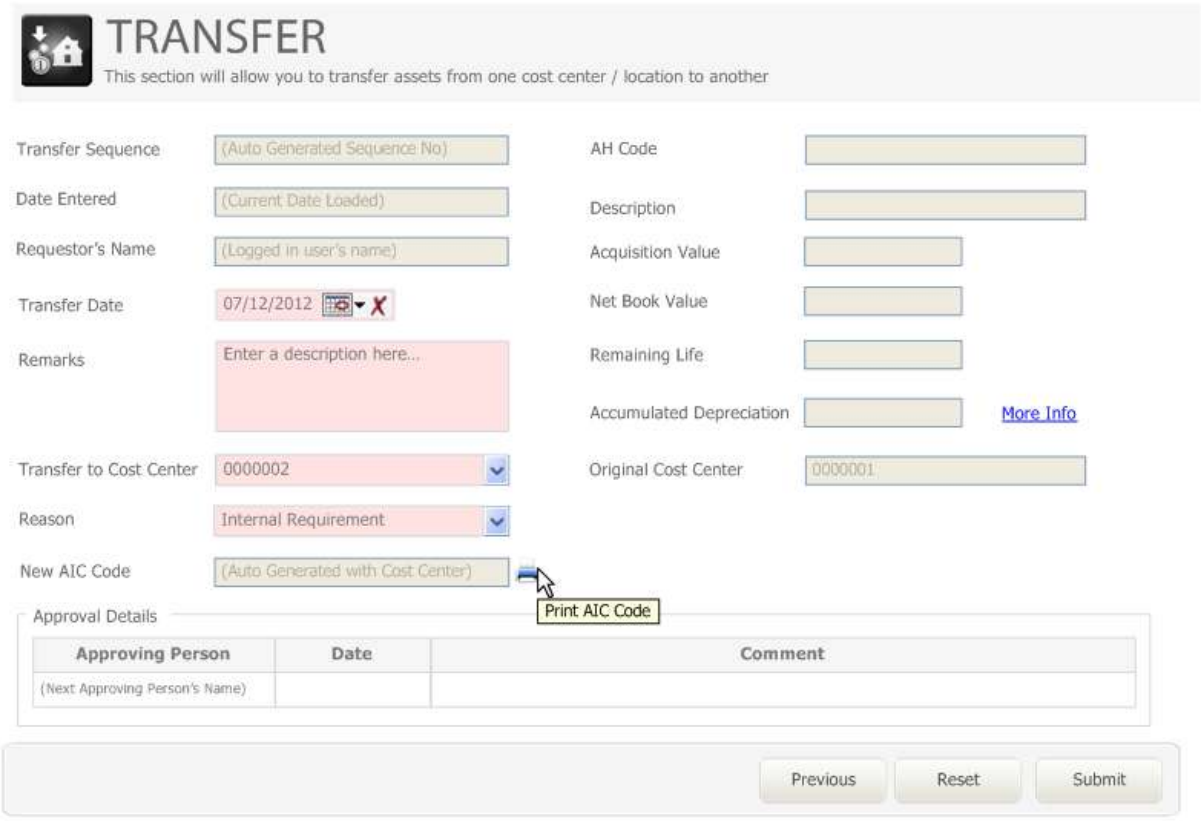


Figure 7.1: Asset Transfer

2. The Transfer Sequence, Date Entered, Requester's Name (Logged in user's first and last name), and asset information (AH Code, Description, Acquisition Value, Net Book Value, Remaining Life, Accumulated Depreciation) will be generated by the system.

3. For more information on the selected asset click on the button and the following popup will appear.

Figure 7.2: Asset Details

4. Enter the transfer date and a description to identify the addition later, and select a reason.
5. Next select the Cost Center and the Location to which you wish to transfer the asset to. (The original cost center and location will display alongside it).
6. Once the cost center is selected the New AIC code for the asset will be generated. If the submission is approved the icon will be activated against the AIC code you can click it to print the new AIC code (for information on AIC Code Printing please refer section “13 AIC Code Printing”)
7. Once entered you can submit. If approval is required the relevant approval request will be generated by the system.

7.2.2 Bulk Transfer

1. First select (tick the checkboxes) relevant assets you wish to transfer in the “Asset Register” and click on the transfer button .

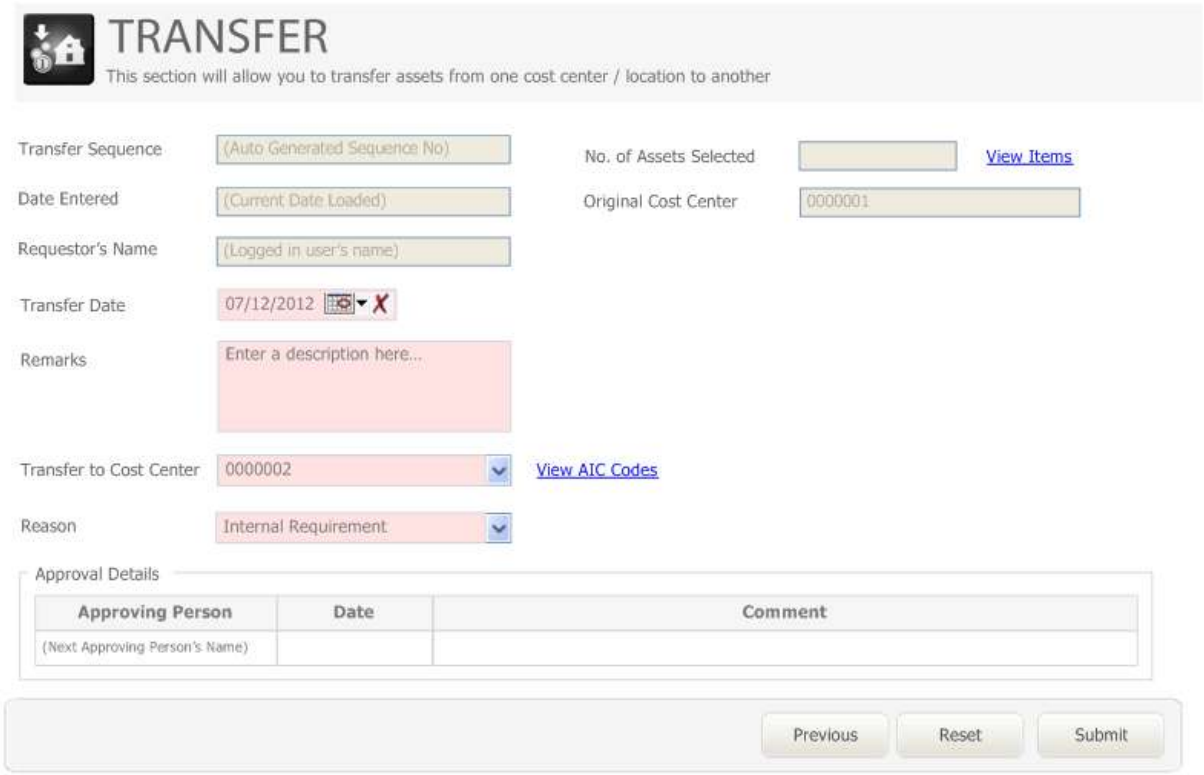


Figure 7.3: Asset Transfer

2. The transfer sequence, the super category and sub category of the assets selected, will be displayed automatically. (based on your selection).

3. To view more information about the selected assets you may click the relevant button which will display this popup:

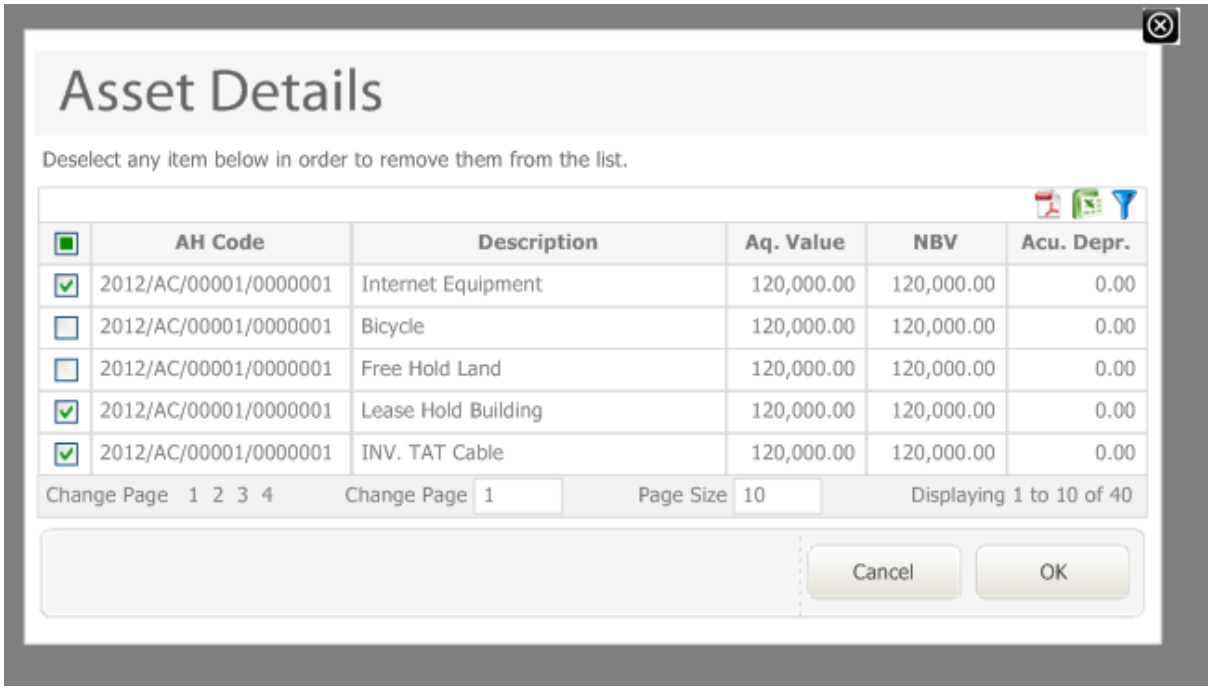


Figure 7.4: Asset Details - Bulk

4. To remove assets from the current select you can deselect them at this point and click on OK.

5. Enter the transfer date and a description to identify the addition later, and the reason.

6. Next select the cost centre to which you want to transfer the assets to.

7. Once you select this a link will be enabled to View AIC Codes for the assets. You can click this to view the new AIC Codes in the following popup.

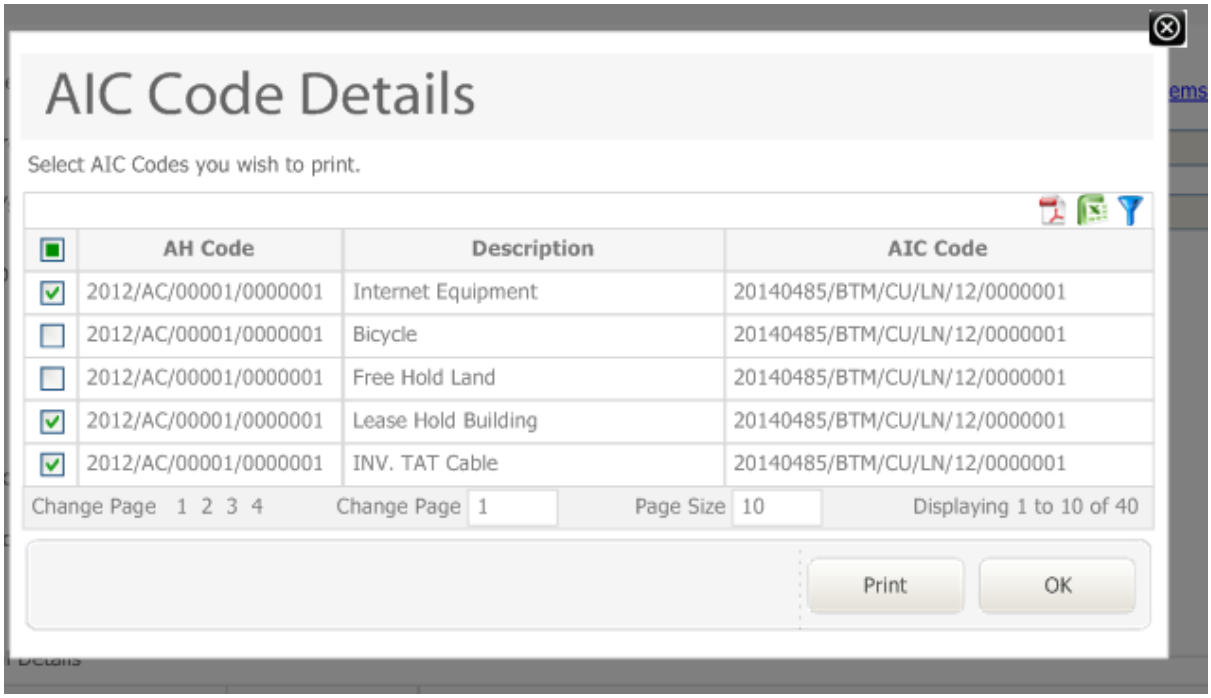


Figure 7.5: New AIC Codes

8. You can click ok to return to the previous screen.

9. If the transfers have been approved successfully a print button will be enabled. Select the assets you wish to print by ticking the check box against them and click on the print button and you can print the new AIC codes for the transferred assets. (For more information on AIC code printing, please refer section “13 AIC Code Printing”).

10. Once entered you can submit. If approval is required the relevant approval request will be generated by the system.

8 Revaluation

This function spans as a sub function from the asset register and can be done individually.

8.1 Requirements

- Ability to revalue assets
- Ability to send revaluations for approval.

8.2 Solution Provided

1. First select the relevant asset you wish to revalue in the “Asset Register” and click on the revalue button against the relevant asset.

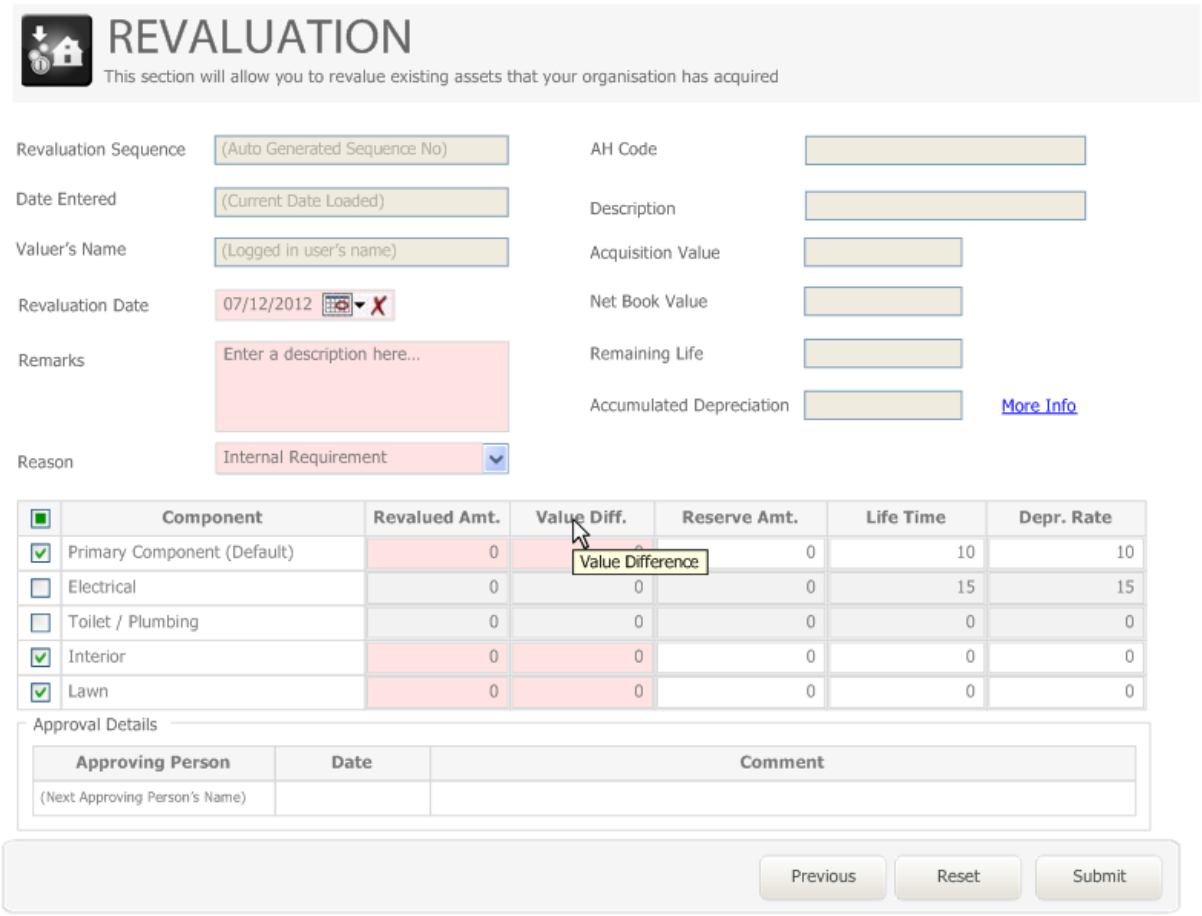


Figure 8.1: Asset Revaluation

2. The Revaluation Sequence, Date Entered, Valuer’s Name (Logged in user’s first and last name), and asset information (AH Code, Description, Acquisition Value, Net Book Value, Remaining Life, Accumulated Depreciation) will be generated by the system.

3. For more information on the selected asset click on the button and the following popup will appear.

Figure 8.2: Asset Details

4. Enter the revaluation date and a description to identify the addition later, and select a reason.

5. Next select the components you wish to revalue to. You may even select the “Primary Component” (which is the main asset itself) or any one of the existing components. (Components not added to the asset cannot be revalued)

6. You may enter the Revalue Amount, Value Difference, Reserve Amount, Life Time and Depreciation Rate.

7. Once entered you can submit. If approval is required the relevant approval request will be generated by the system.

8. Revaluation will be done based on the asset cost.

9. For depreciation the current Net Book Value will be considered.

9 Disposal

This function spans as a sub function from the asset register and can be done individually or in bulk. However in bulk disposals, it is required that the user select assets of the same sub category since the components applicable will vary.

9.1 Requirements

- Ability to dispose assets individually or in bulk
- Ability to send disposals for approval

9.2 Solution Provided

9.2.1 Individual Disposal

1. First select the relevant asset you wish to dispose in the "Asset Register" and click on the dispose button against the relevant asset.

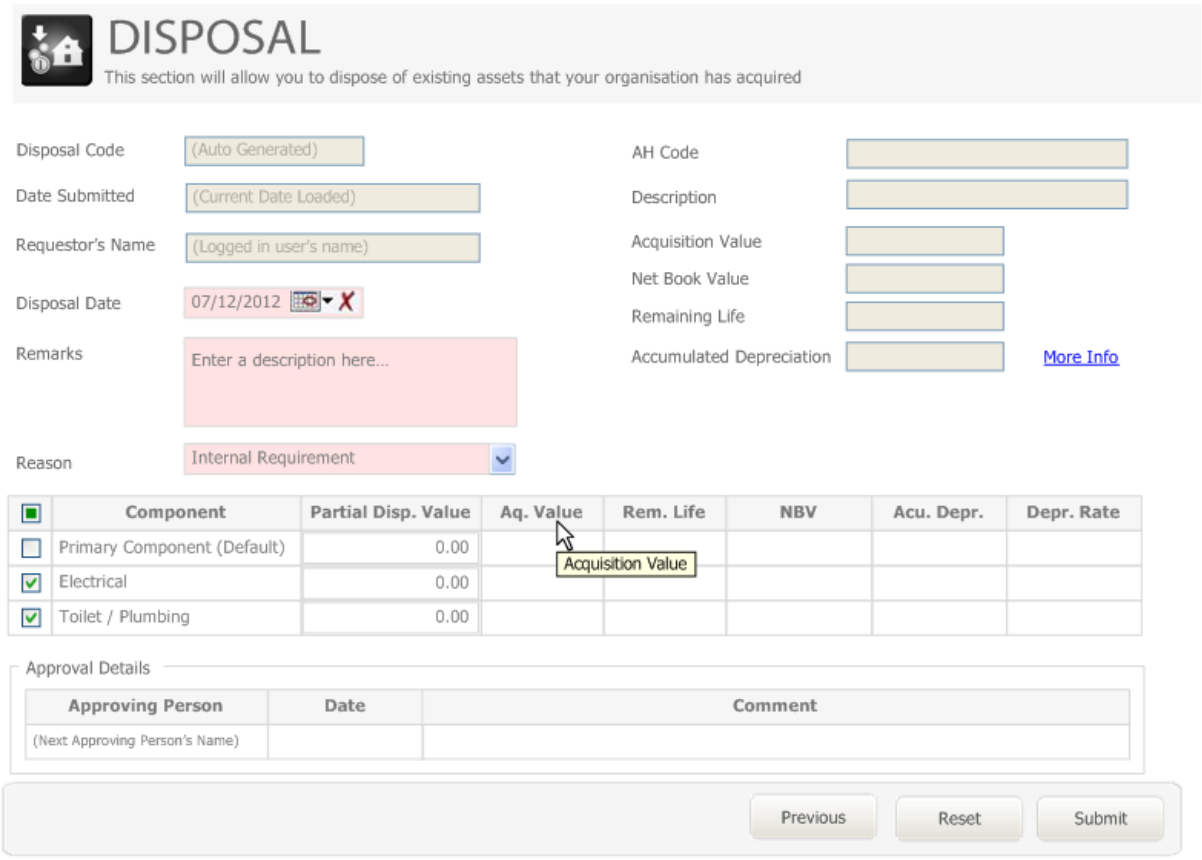


Figure 9.1: Asset Disposal

2. The Disposal Code, Date Submitted, Requestor's Name (Logged in user's first and last name), and asset information (AH Code, Description, Acquisition Value, Net Book Value, Remaining Life, Accumulated Depreciation) will be generated by the system.

3. For more information on the selected asset click on the button and the following popup will appear.

Figure 9.2: Asset Details

4. Enter the disposal date and a description to identify the addition later, and select a reason.

5. You will see a summary of the existing components of the selected asset. If you wish to dispose only individual components you may select them from the component list available. NOTE: If the Primary Component is selected all other sub components will also be disposed.

6. If you wish to partially dispose an asset cost, you may enter the relevant value in the Partially Disposed Value column against the relevant component and only that value will get disposed (it will deduct from the asset cost and will affect the accumulated depreciation). If the values is left as 0 (zero) the entire component will be disposed.

7. Once entered you can submit. If approval is required the relevant approval request will be generated by the system.

9.2.2 Bulk Disposal

1. First select (tick the checkboxes) relevant assets you wish dispose in the “Asset Register” and click on the dispose button .

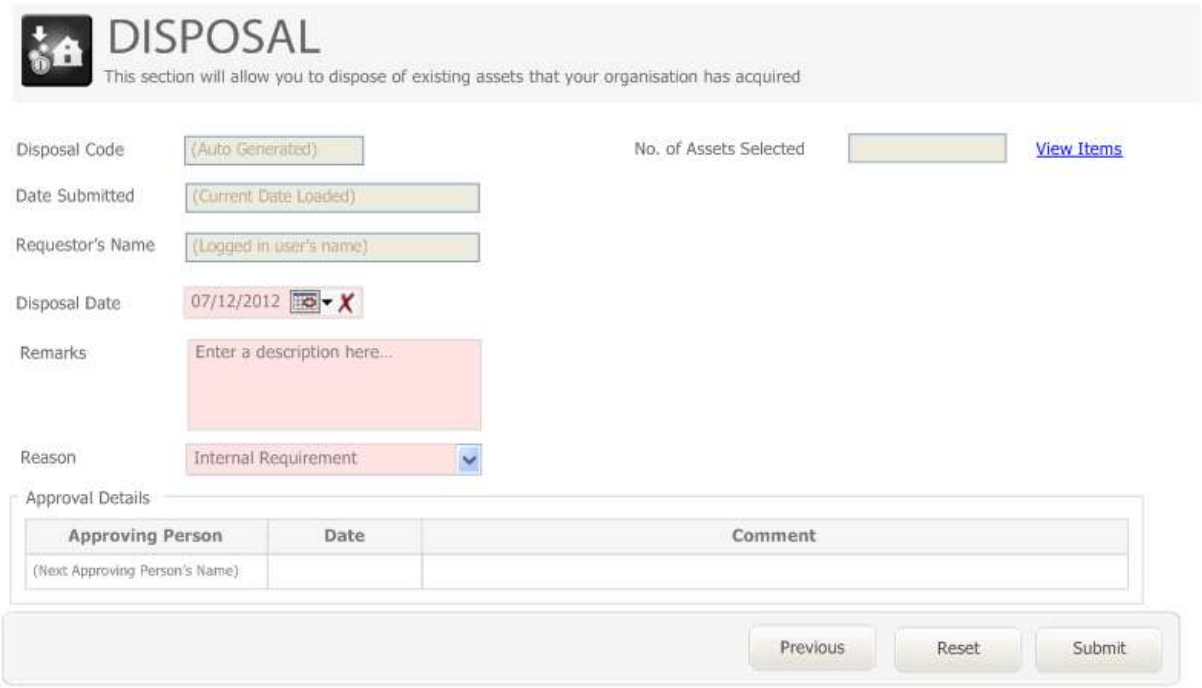


Figure 9.3: Asset Disposal

2. The Disposal Code, Date Submitted and Requestor’s Name (first and last name of user) will be displayed automatically. (based on your selection).

3. To view more information about the selected assets you may click the relevant button which will display this popup:

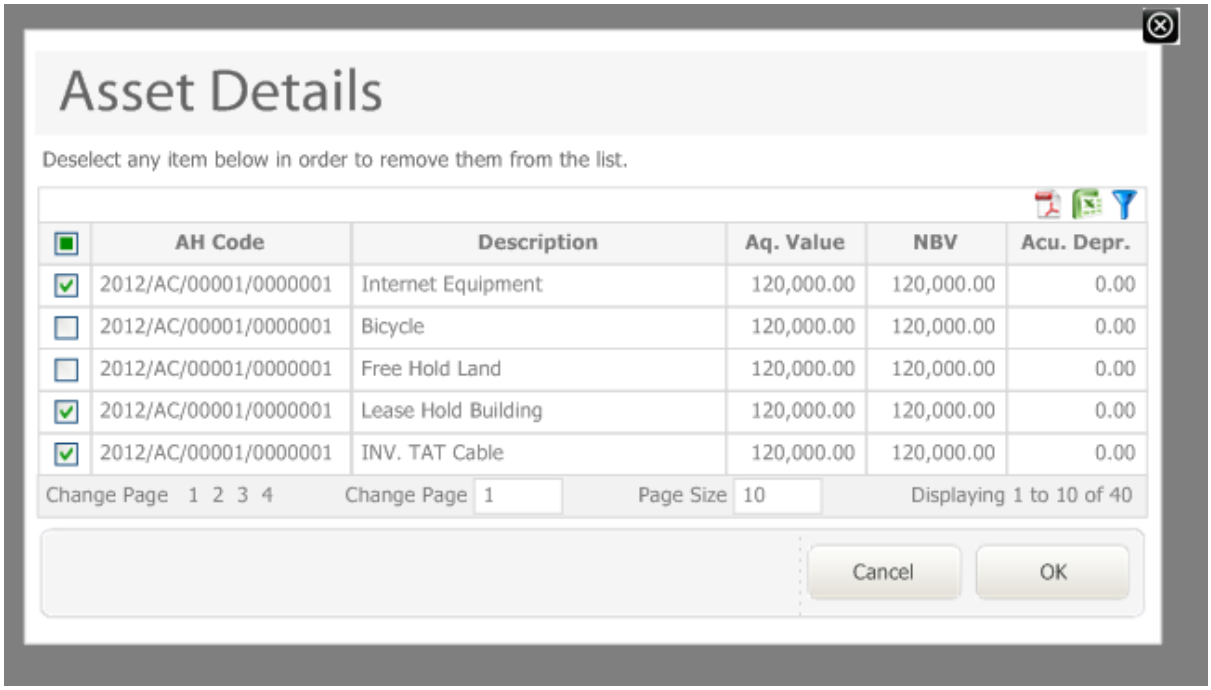


Figure 9.4: Asset Details - Bulk

4. To remove assets from the current select you can deselect them at this point and click on OK.

5. Enter the disposal date and a description to identify the addition later, and the reason.

6. Once entered you can submit. If approval is required the relevant approval request will be generated by the system.

10 Maintenance

This function spans as a sub function from the asset register and can be done individually.

10.1 Requirements

- Ability to store asset maintenance information against an asset and alert users regarding the maintenance period.
- Ability to send maintenance applications for approval

10.2 Solution Provided

1. First select the relevant asset you wish to enter maintenance information against in the "Asset Register" and click on the maintenance button against the relevant asset.

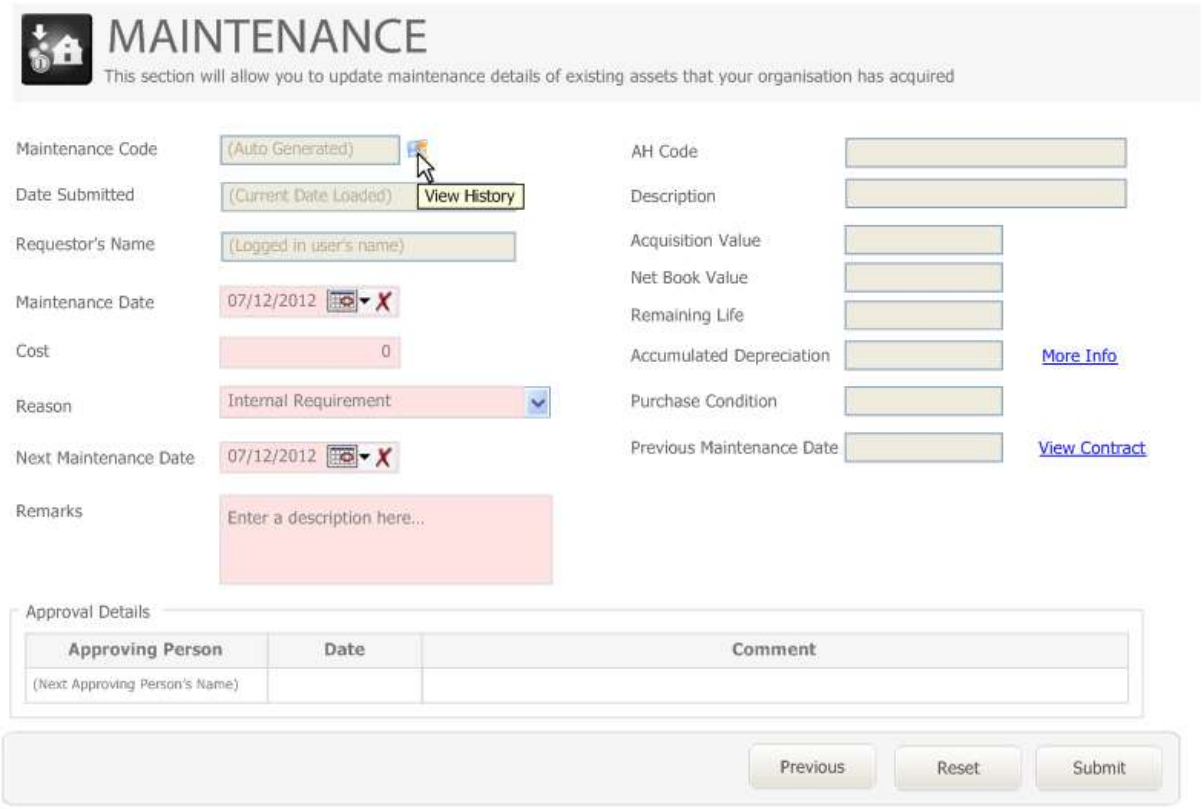


Figure 10.1: Asset Maintenance

2. The Maintenance Code, Date Submitted, Requestor's Name (Logged in user's first and last name), and asset information (AH Code, Description, Acquisition Value, Net Book Value, Remaining Life, Accumulated Depreciation, Purchase Condition and Previous Maintenance Date) will be generated by the system.

3. To view the maintenance history of this asset you may click on the button to display the following popup screen.

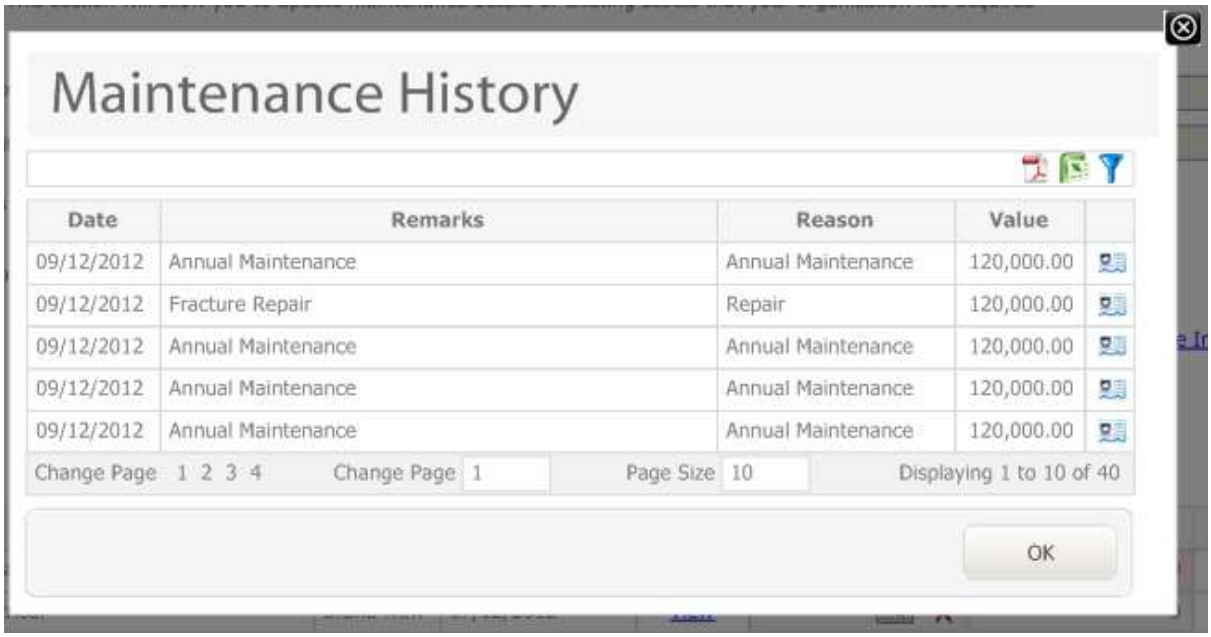


Figure 10.2: Maintenance History

4. For more information on the selected asset click on the button and the following popup will appear.

Figure 10.3: Asset Details

5. To view the uploaded (only if done at the point of acquisition) maintenance contract against the asset can be viewed by clicking on the “View Contract” button.

6. Enter the maintenance date, maintenance cost, select a reason and enter a remark to identify the transaction later.

7. You may enter the next maintenance date to trigger the reminder for the maintenance.

8. Once entered you can submit. If approval is required the relevant approval request will be generated by the system.

11 Impairment

This function spans as a sub function from the asset register and can be done individually.

11.1 Requirements

- Ability to submit impairments with changes to an asset's accumulated depreciation and net book value without affecting the cost.
- Ability to send impairment applications for approval

11.2 Solution Provided

1. First select the relevant asset you wish to submit a impairment against, in the "Asset Register" and click on the impairment button against the relevant asset.

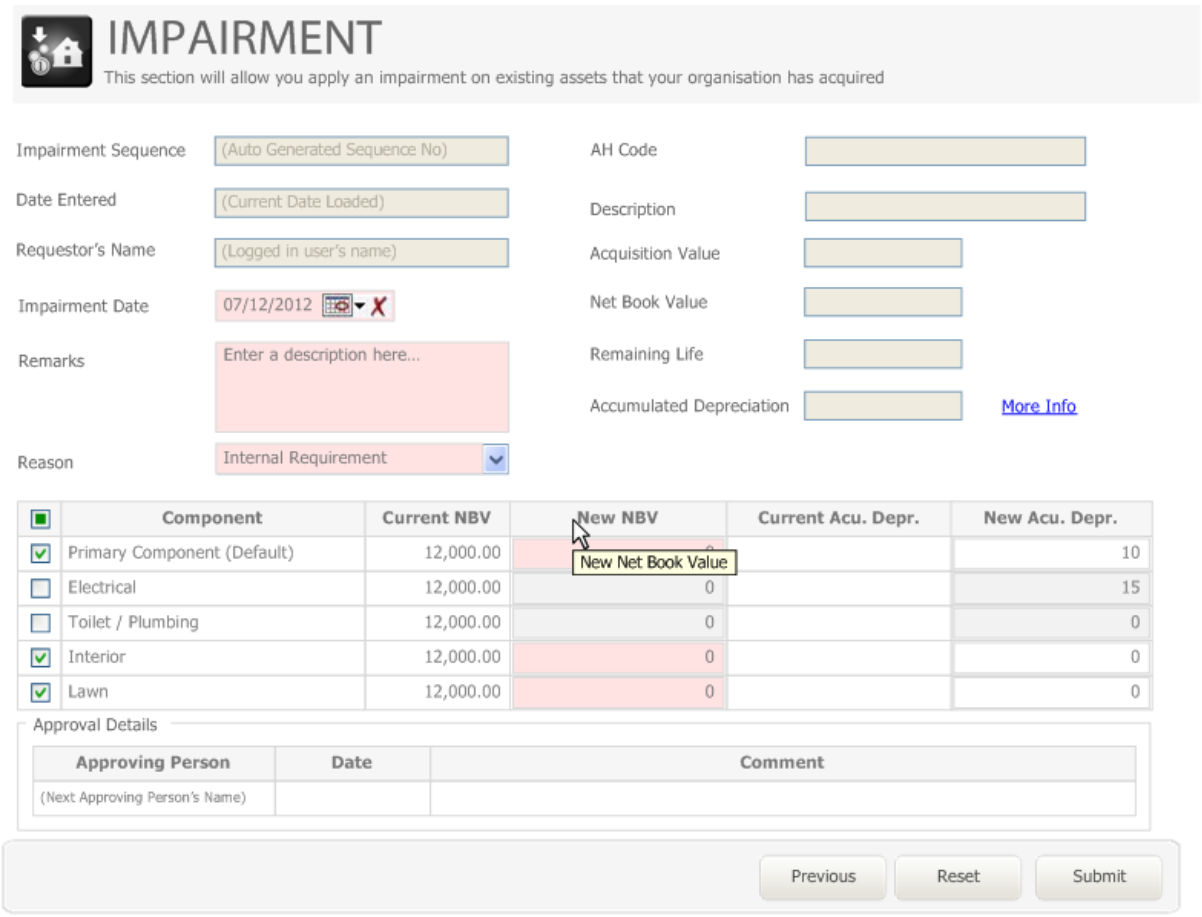


Figure 11.1: Asset Impairment

2. The Impairment Sequence, Date Submitted, Requestor's Name (Logged in user's first and last name), and asset information (AH Code, Description, Acquisition Value, Net Book Value, Remaining Life, Accumulated Depreciation) will be generated by the system.
3. For more information on the selected asset click on the button and the following popup will appear.

Figure 11.2: Asset Details

4. Enter the Impairment Date and a description to identify the addition later, and select a reason.

5. Next select the components you wish to enter impairment information. You may even select the “Primary Component” (which is the main asset itself) or an existing component. (Note: only components that are existing against the asset will be displayed here).

6. You may enter the New Net Book Value and the New Accumulated Depreciation amount. The current Net Book Value and Accumulated Depreciation of each component are also displayed here.

7. Once entered you can submit. If approval is required the relevant approval request will be generated by the system.

12 Edit / Delete Asset

This function spans as a sub function from the asset register and can be done individually.

12.1 Requirements

- Ability for privileged users only to access this function.
- Ability for a user with access to this function to be able to modify asset information
- Ability for a user with access to this function to delete an asset.
- Ability to modify later, values affecting the AH and AIC code
- Ability to send for approval any deletions or editions done in this area.

12.2 Solution Provided

1. First select the relevant asset you wish to change the information against, in the "Asset Register" and click on the edit button against the relevant asset.

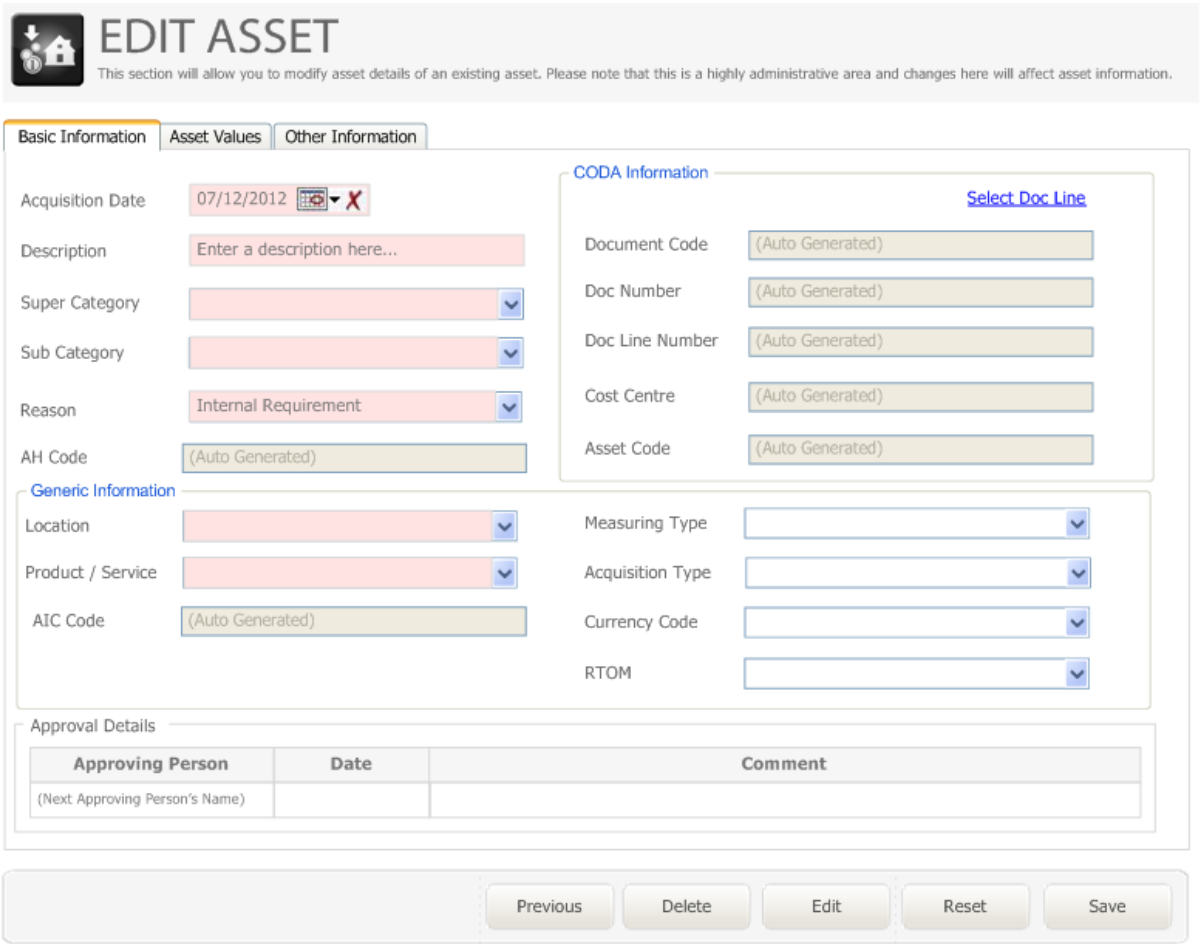


Figure 12.1: Edit Asset

2. Previously entered asset information (during acquisition) will be displayed.
3. The user if they wish to edit any information can click on the Edit button and change asset information. NOTE: Like during acquisition the user cannot leave any mandatory fields blank.

A warning message will also popup requesting confirmation of editing. However the validations for AIC code will be ignored during this process.

4. If assets have been previously posted to CODA the select doc line feature will be disabled (i.e. you cannot change the doc line of the asset).

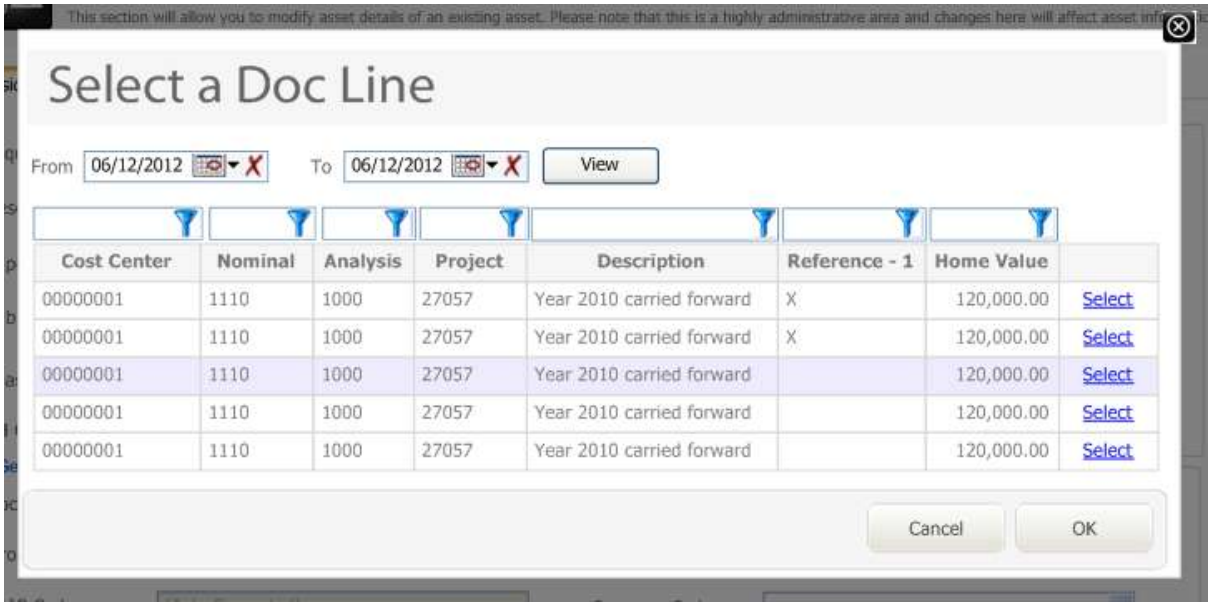


Figure 12.2: Change the Doc Line

5. The following areas can also be modified. NOTE: All validations and checks which occur during the acquisition process will also be applicable here.

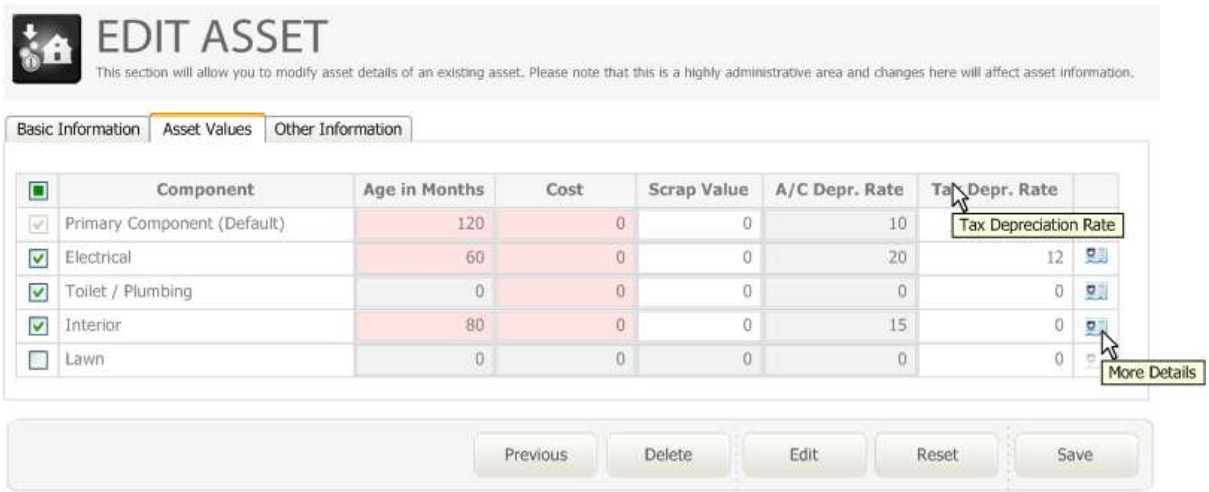


Figure 12.3: Edit Asset Components

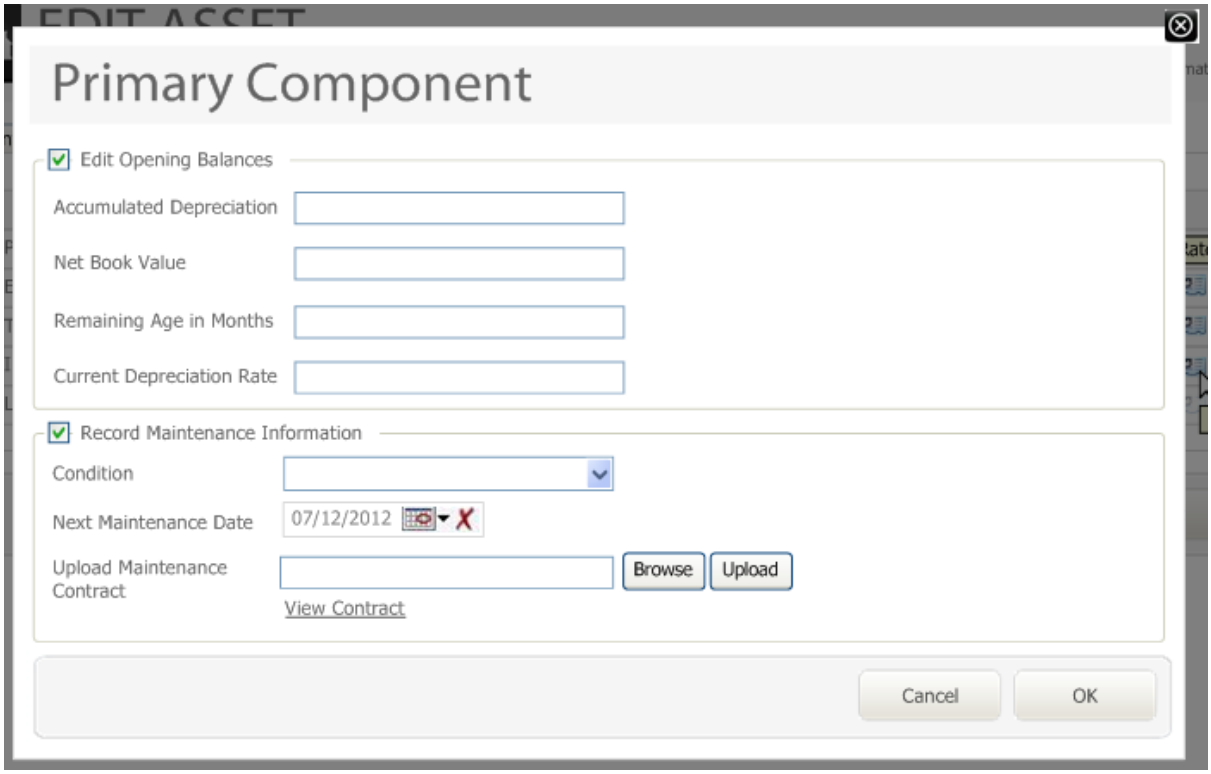


Figure 12.4: Edit Asset Components – More Details

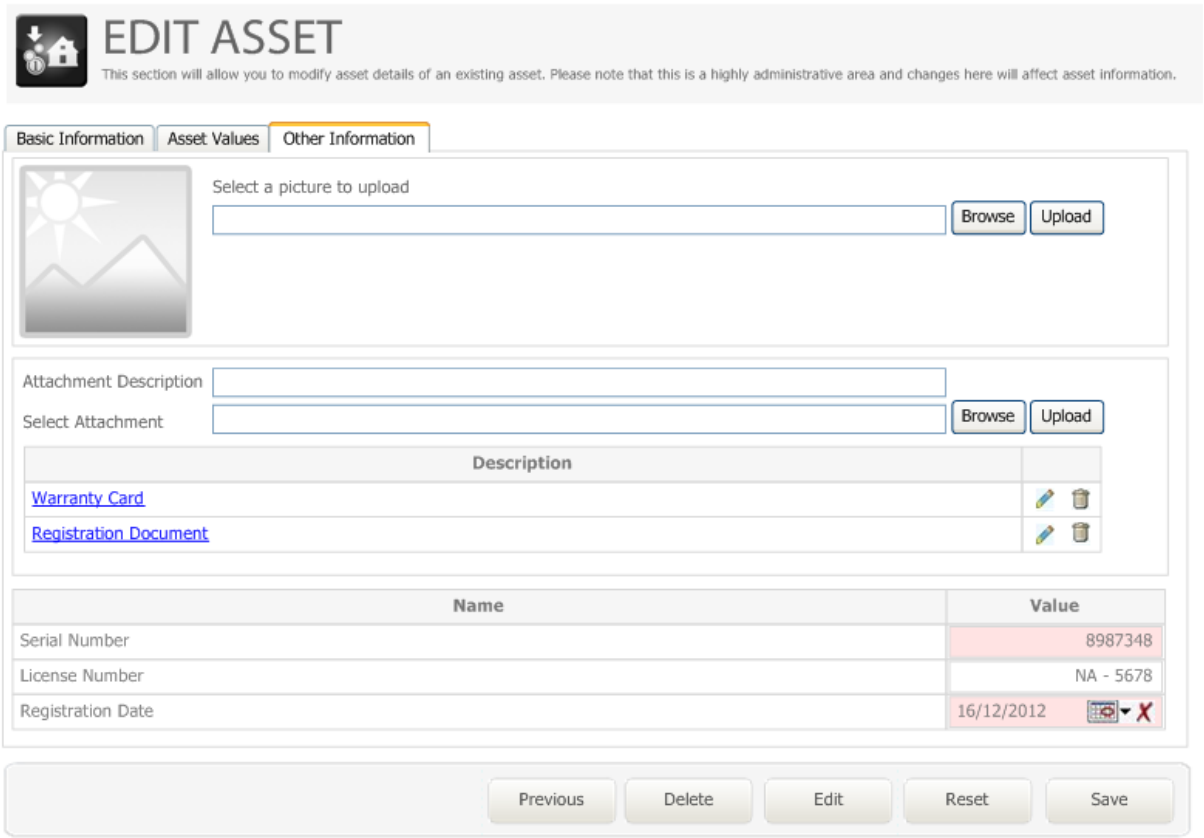


Figure 12.5: Edit Asset Other Information

6. Once asset details are modified the user can click on the save button to save information.

7. If in case any changes will subject to a change in AH code or AIC code the new AH & AIC codes will be generated during the saving process. This entry will be recorded as a edition in the asset history.

8. If the user wishes to delete the asset they may click on the delete button. NOTE: deletion is not possible if the asset has already been depreciated at least once. A warning message will also popup requesting confirmation of deleting.

9. Once entered you can save or confirm the deletion, If approval is required the relevant approval request will be generated by the system.

13 AIC Code Printing

13.1 Requirement

- Ability to automatically generate printable AIC code based on the information provided.

13.2 Solution Provided

1. Select the required assets to print the AIC code, from the Asset Register and click on the button and the following report will generate the required AIC codes which can then be exported or printed.

Report Prototype Form

.

Purpose

.To Print the AIC codes of selected assets

Audience	**Report Title**
Fixed Asset Users	Label with Asset Identification Code

Database Information

Header	**Footer**
Sri Lanka Telecom Ltd. Fixed Asset System	.DATE Page No.

Body of Report

20140485/BTM/CU/LN/12/0000001 Sri Lanka Telecom One Country. One Voice. 	1 Movement Count

Groups

N/A

Sorting	**Record Selection**
N/A	(Automatically Selected from System Previous Step)

Calculations or Formula

Movement Count = Number of transactions against the asset as per the asset history information.

Summarized Data

N/A

Key information/Formatting

Hight of print should be 2cm and width should be 8 cm

Signoff:

14 Process

14.1 Depreciation Process

14.1.1 Requirement

- To be able to depreciate Super Category wise, Sub Category wise, Asset wise and Component wise depreciation.
- To view previously processed assets and not reprocess them.
- To be able to view the processes status of a previously run process.

14.1.2 Solution Provided

1. This area can be initiated either by the “Asset Register” or by directly accessing this menu. The following screen will be displayed:

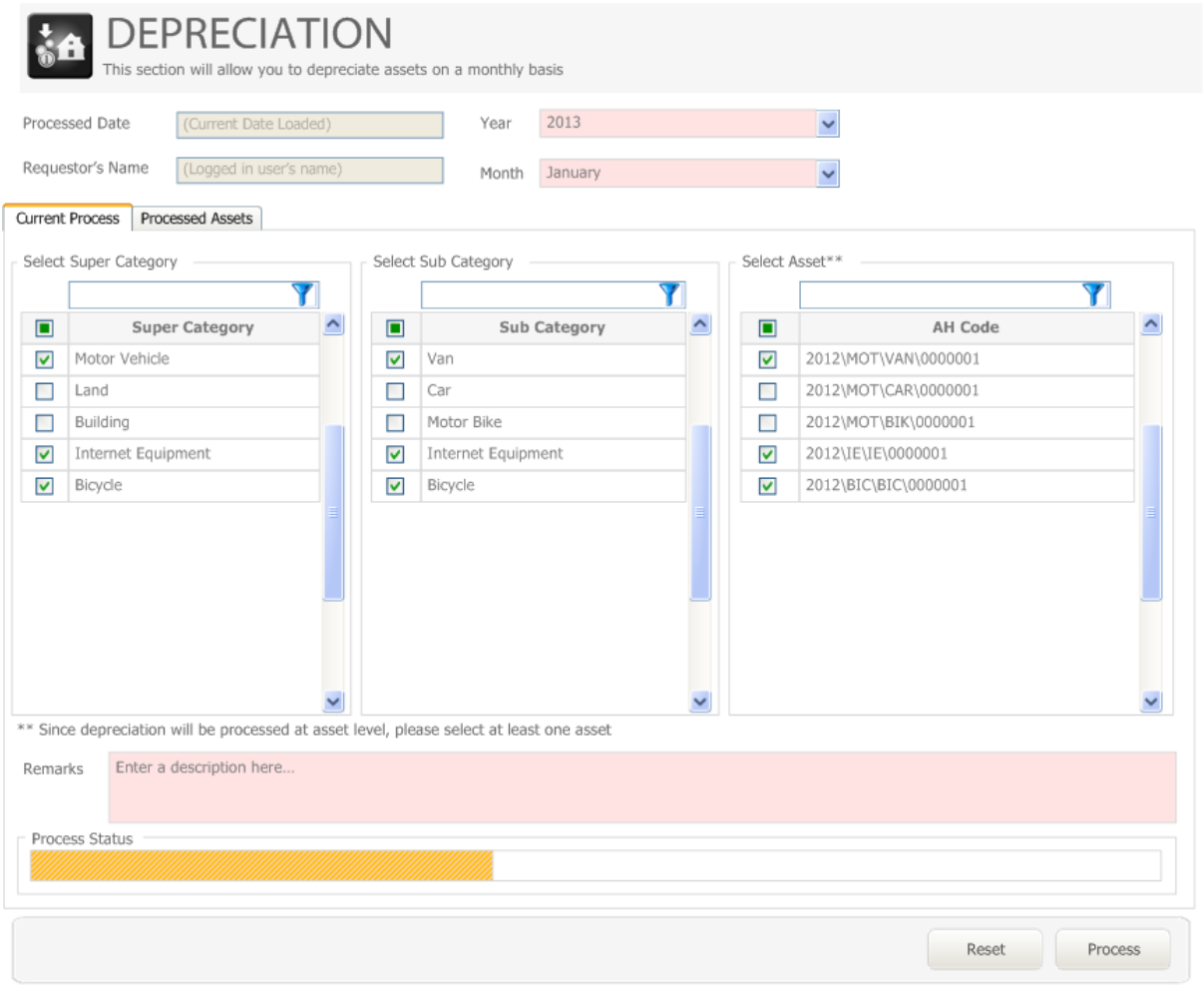


Figure 14.1: Depreciation

2. The Processed Date and the Requestor’s Name will be automatically generated by the system.
3. The user can select the Year and the Month and the Previously Processed Assets will be loaded.

4. First the user can directly select components off the component grid, or for a more filtered processing they can first select the Super Category which will load the Relevant Sub Categories, which when selected will load the relevant assets.

5. You may also use the filtration option of the tables available in order to selectively process components.

6. Specify the remarks for later identification of the process and click the process button which will show you the ongoing process progress.

   The depreciation calculation for each component of an asset will be subject to the following conditions:

   - Fully depreciated assets/components will not be depreciated
   - Assets/components marked as not depreciated when defining the component (in the Asset Master) will not be depreciated
   - Each month during the depreciation process following will be calculated for each component:

     Component's Monthly Depreciation Value (MDV):

     MDV = (Asset Cost – Scrap Value) X (Component Depreciation Rate / (100 X 12))

     New Net Book Value = Current Net Book Value – MDV

     New Accumulated Depreciation = Current Accumulated Depreciation - MDV

     New Remaining Life = Current Remaining Life – 1

   - An asset will be marked as fully depreciated during a process if any of the following conditions complete:
     - New Net Book Value = Scrap Value

       OR

     - New Remaining Life = 0

       OR

     - New Accumulated Depreciation = (Asset Cost – Scrap Value)

7. To Reset the page and start the process click on the reset button.

8. On the previously processed tab you can see the following information.

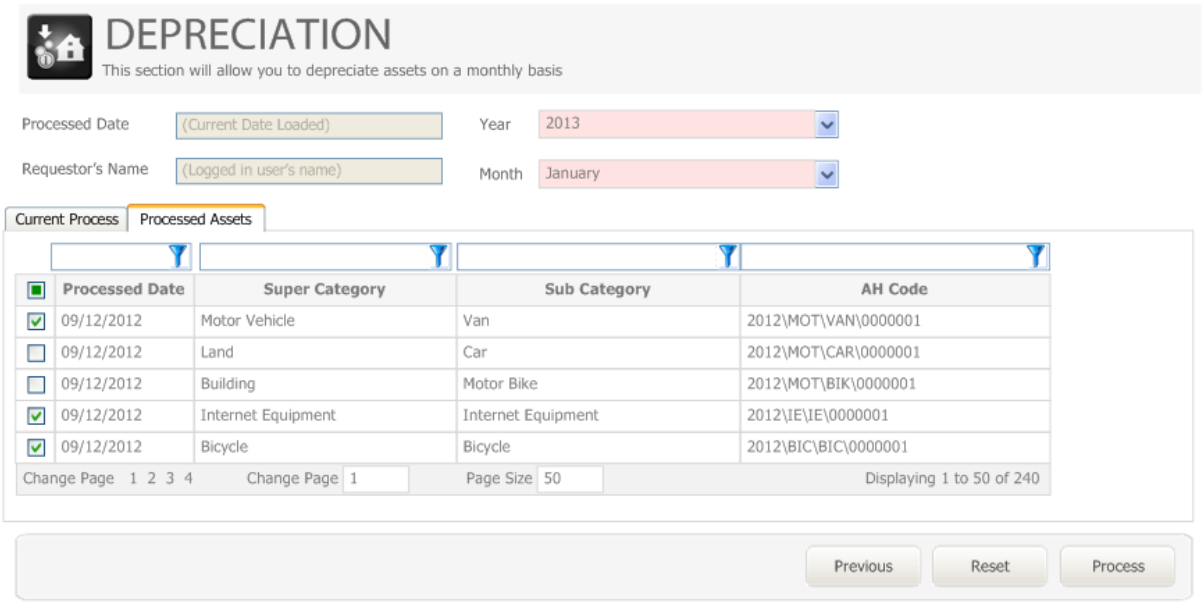


Figure 14.2: Depreciation – Processed Assets

9. Here you may select previously processed components and reprocess if required.

14.2 Depreciation Forecast Process

14.2.1 Requirement

- To be able to fore cast the depreciation values for a future month
- Ability to find out which assets / components will be fully depreciated during that period

14.2.2 Solution

1. First you will have to run the depreciation forecast process by selecting the relevant menu item.

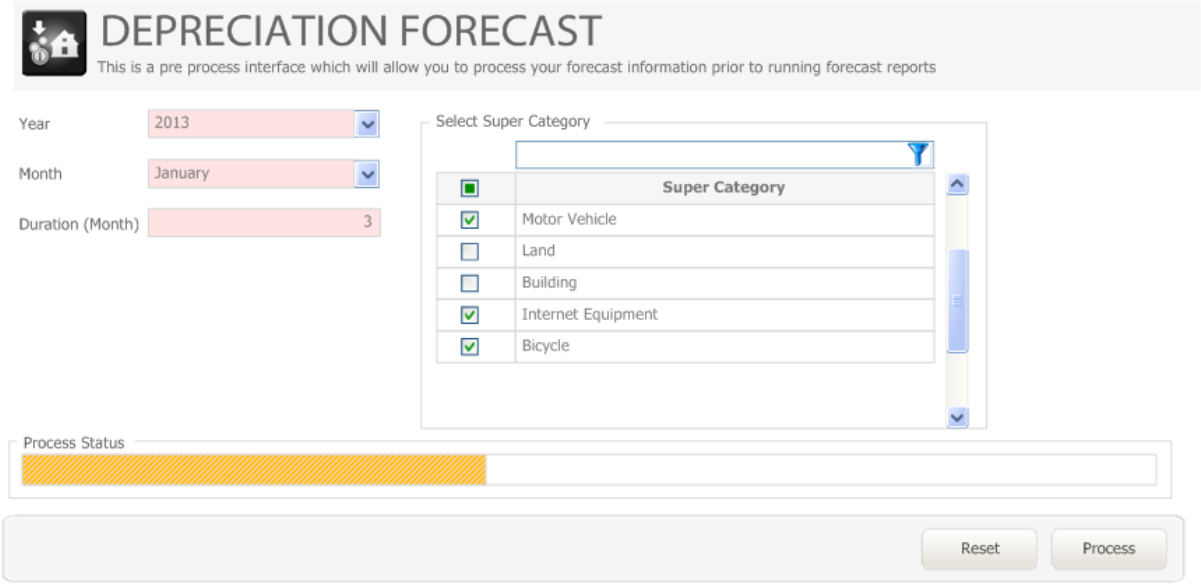


Figure 14.3: Depreciation Forecast

2. Next you may select the Year and the Month you wish to project along with the Duration in months.
3. Then you may select one or more Super Categories you wish to view information of and click on the process button.
4. Once this process is clicked the system will process the depreciation based on the calculations mentioned under the “Depreciation Process” section, but for a future month starting on the given month and up to the duration given in months, and the progress of this process can be viewed.
5. To stop the process or reset information on the interface you may click on the “Reset” button.
6. Once the process is complete you can view the asset forecast report from the My Reports Area of the system.

14.3 Document Posting

14.3.1 Requirement

- To be able to post assets to CODA doc lines from the Asset Management system

14.3.2 Solution

1. First you can select the document posting option from the relevant menu item and you will be asked to enter you user name and password for CODA.

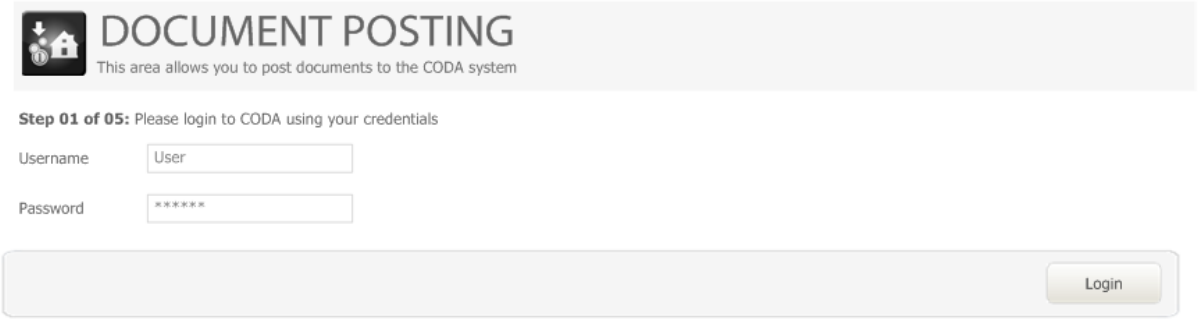


Figure 14.4: Document Posting – Step 01

2. Next you can select the Code, Doc Date (mandatory) and enter a description and Link Code if required.

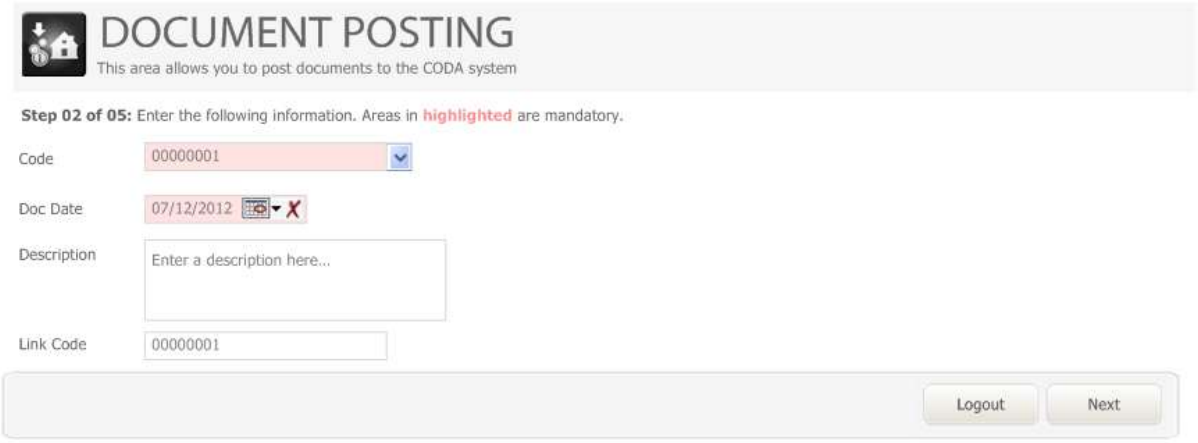


Figure 14.5: Document Posting – Step 02

3. Next you can select the Super Category which will generate the depreciation code and provisional code for the given levels. You can also select a Year and Month.

Figure 14.6: Document Posting – Step 03

4. Next you can enter external references by first entering the number of references and clicking on the “Generate References” button. This will allow you to enter values against each external reference generated. You may also enter Line Descriptions for the Credit & Debit types.

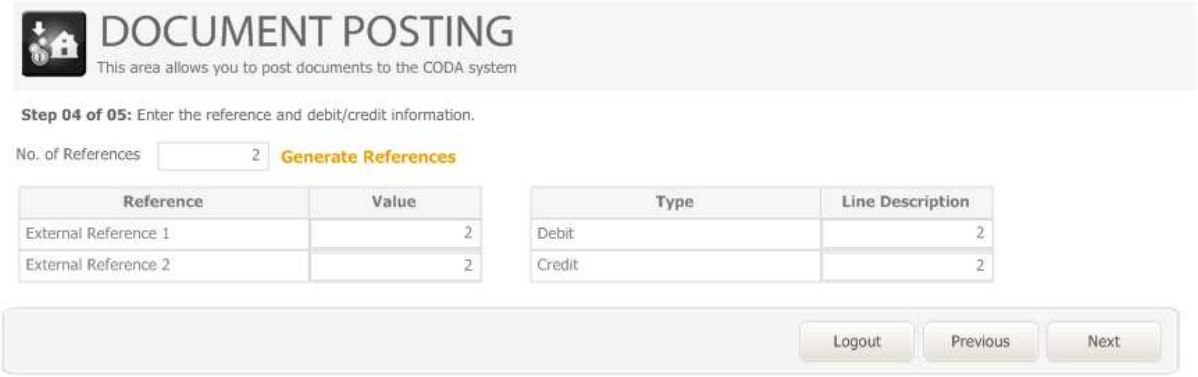


Figure 14.7: Document Posting – Step 04

5. Finally you can view a summary of what you had entered along with the Doc Details. If you are satisfied with the information you may finally click on “Add & Logout”. The user will be prompted with a warning for confirmation and once confirmed the details will be posted in the relevant CODA doc line.

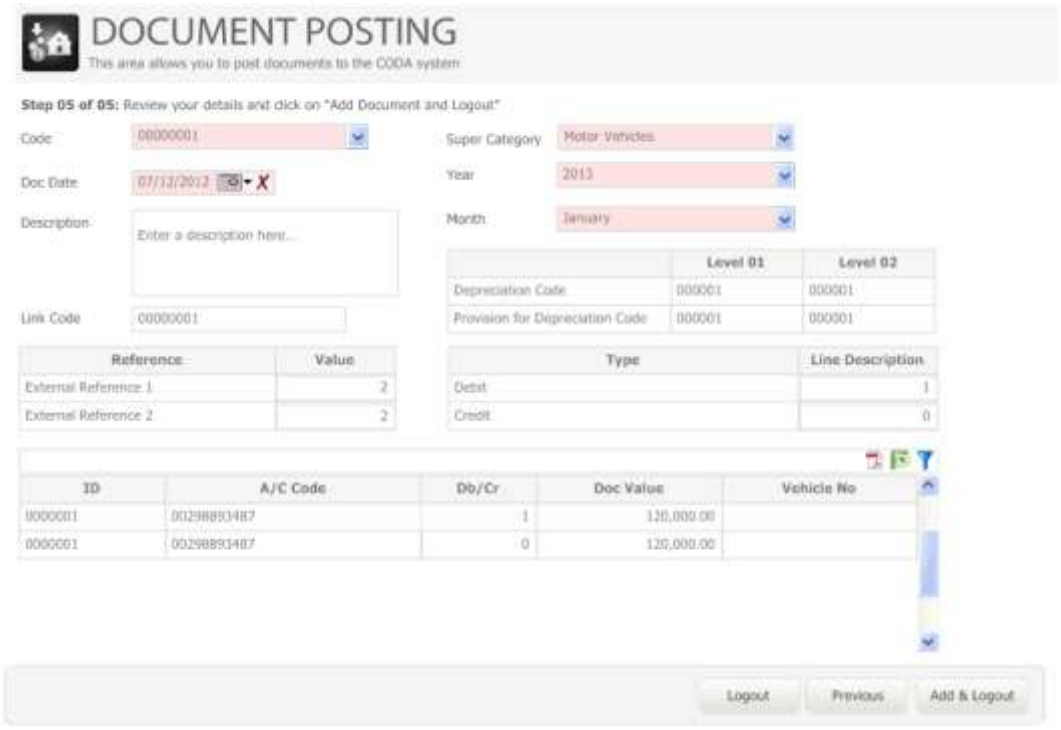


Figure 14.8: Document Posting – Final Step

6. At any given point in the process if you wish to logout you may click on the “Logout” button.

7. At any given point if you wish to go to the previous step and change information you may click on the “Previous” button.

15 System Administration

15.1 Security Administration

15.1.1 Create Menu Access

15.1.1.1 Requirement

- To be able to create user profiles with limited access to areas of the system

15.1.1.2 Solution

1. The afore said requirement will be provided by allowing you to create “Menu Access” policies or rules (templates that will provide access to certain areas, E.g. Administrative, General User, Head of Department, Report Only User, etc.)

2. Profiles can be created by navigating to the relevant menu item and creating a new profile by clicking on the new button.

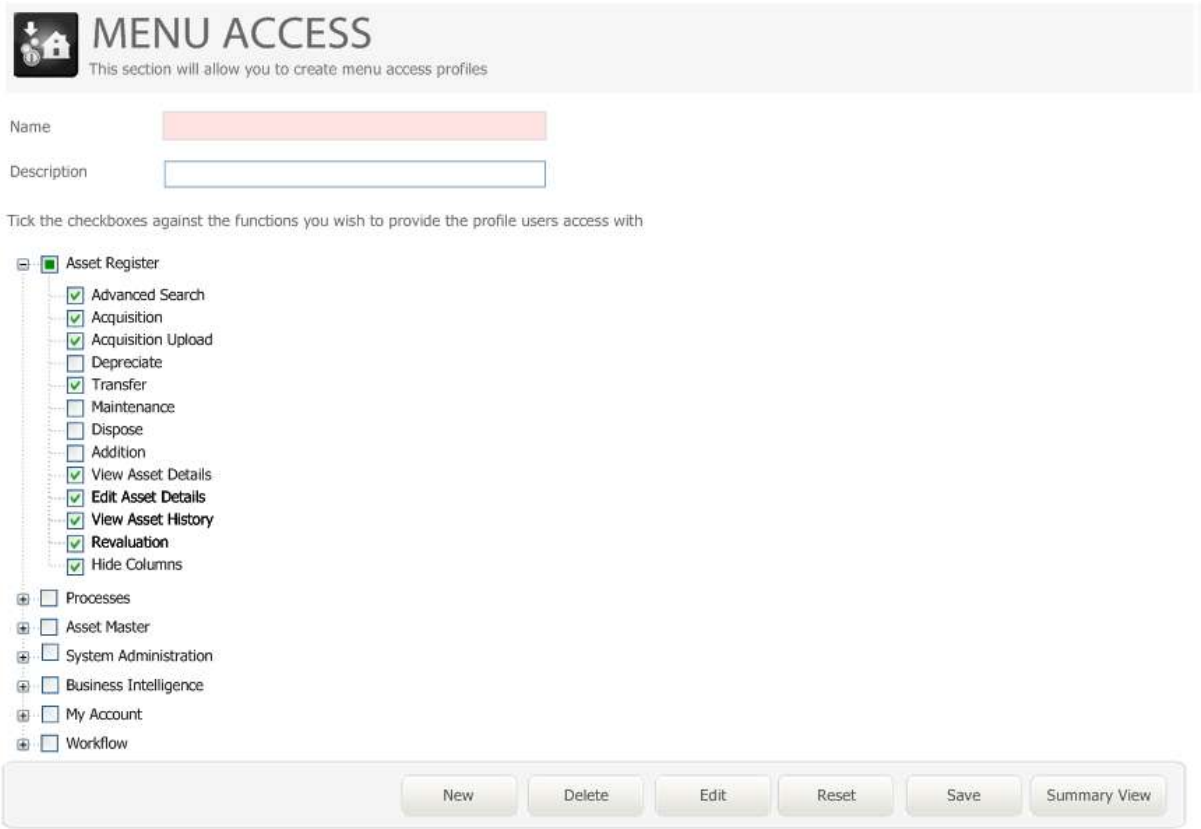


Figure 15.1: Menu Access

3. Enter a Name and a Description for the profile and then select the areas the users of this profile have access to by ticking the checkbox against each menu.

4. Click on save to save the information or reset to reset the information to its initial state.

5. To view the summary list of existing definitions click on Summary View.

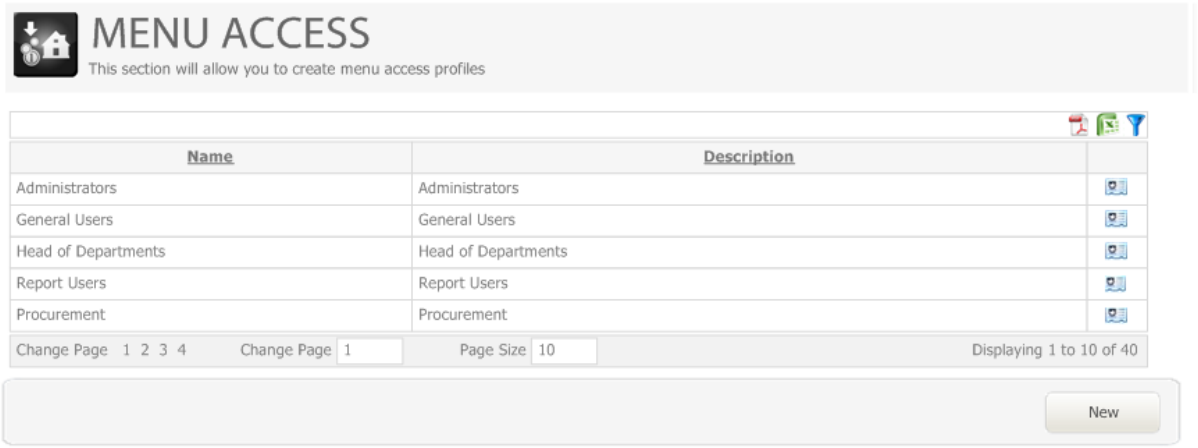


Figure 15.2: Menu Access - Summary

6. To edit an existing definition select the relevant item from the summary view (you may also search items in this view by the values available in each column) and click on details and then click on edit.

7. You may also delete a definition in the same way. NOTE: defections will not be able to be deleted if the information is used elsewhere in the system.

15.1.2 Create Report Access

15.1.2.1 Requirement

- TO be able to create profiles and control users with access to specific reports based on their requirements

15.1.2.2 Solution

1. The afore said requirement will be provided by allowing you to create “Report Access” policies or rules (templates that will provide access to certain reports, E.g. Disposal Reports, General Reports, Admin Reports, Summary Reports, etc.)

2. Profiles can be created by navigating to the relevant menu item and creating a new profile by clicking on the new button.

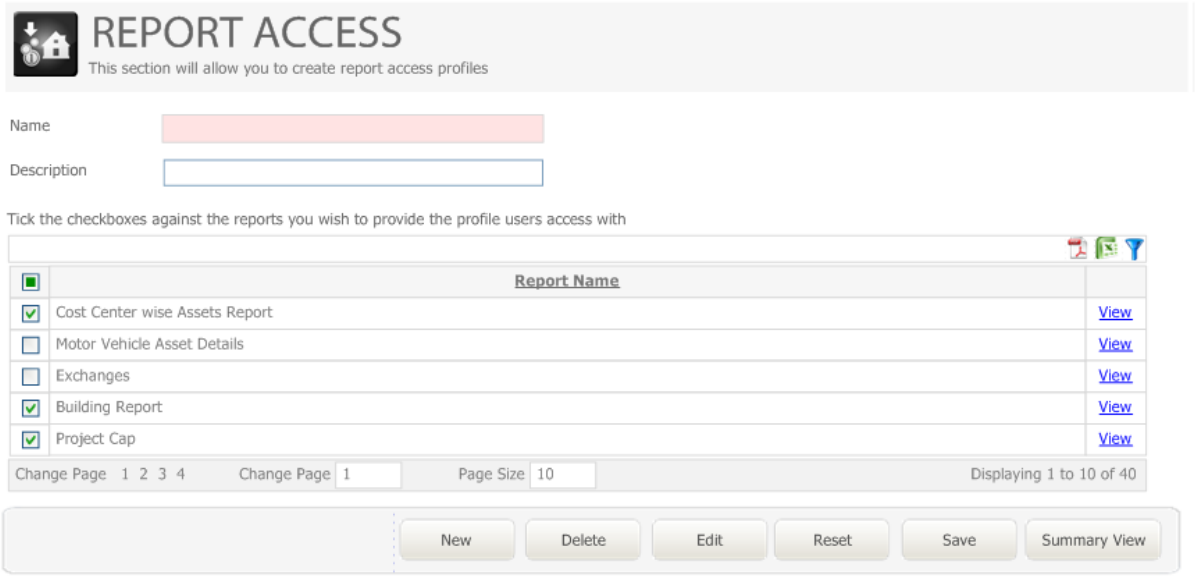


Figure 15.3: Report Access

3. Enter a Name and a Description for the profile and then select the reports the users of this profile have access to by ticking the checkbox against each menu. You may search reports using the report name.

4. You can also preview a report by clicking on the “View” button against each report.

5. Click on save to save the information or reset to reset the information to its initial state.

6. To view the summary list of existing definitions click on Summary View.

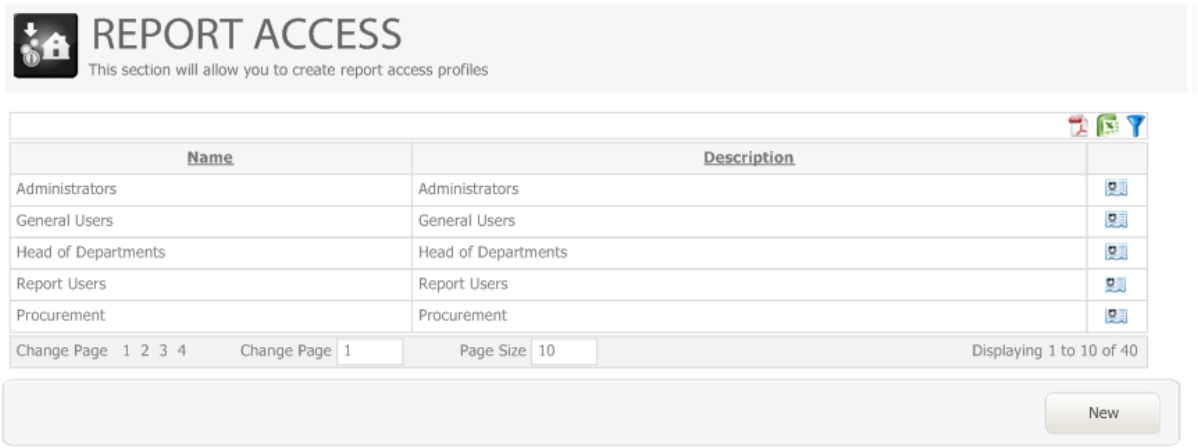


Figure 15.4: Report Access - Summary

7. To edit an existing definition select the relevant item from the summary view (you may also search items in this view by the values available in each column) and click on details and then click on edit.

8. You may also delete a definition in the same way. NOTE: defections will not be able to be deleted if the information is used elsewhere in the system.

15.1.3 Create User Profiles

15.1.3.1 Requirement

- To be able to create users in the system and assign them with access to cost centers, reports and menus based on predefined profiles
- To store the email addresses required for alerts
- To store basic user details such as first name and last name
- To be able manage the approval flows of user actions
- To reset user passwords and change email addresses when required.

15.1.3.2 Solution

1. The afore said requirement will be provided by allowing creating a user in the system by navigating to the relevant menu item and creating a new profile by clicking on the new button.

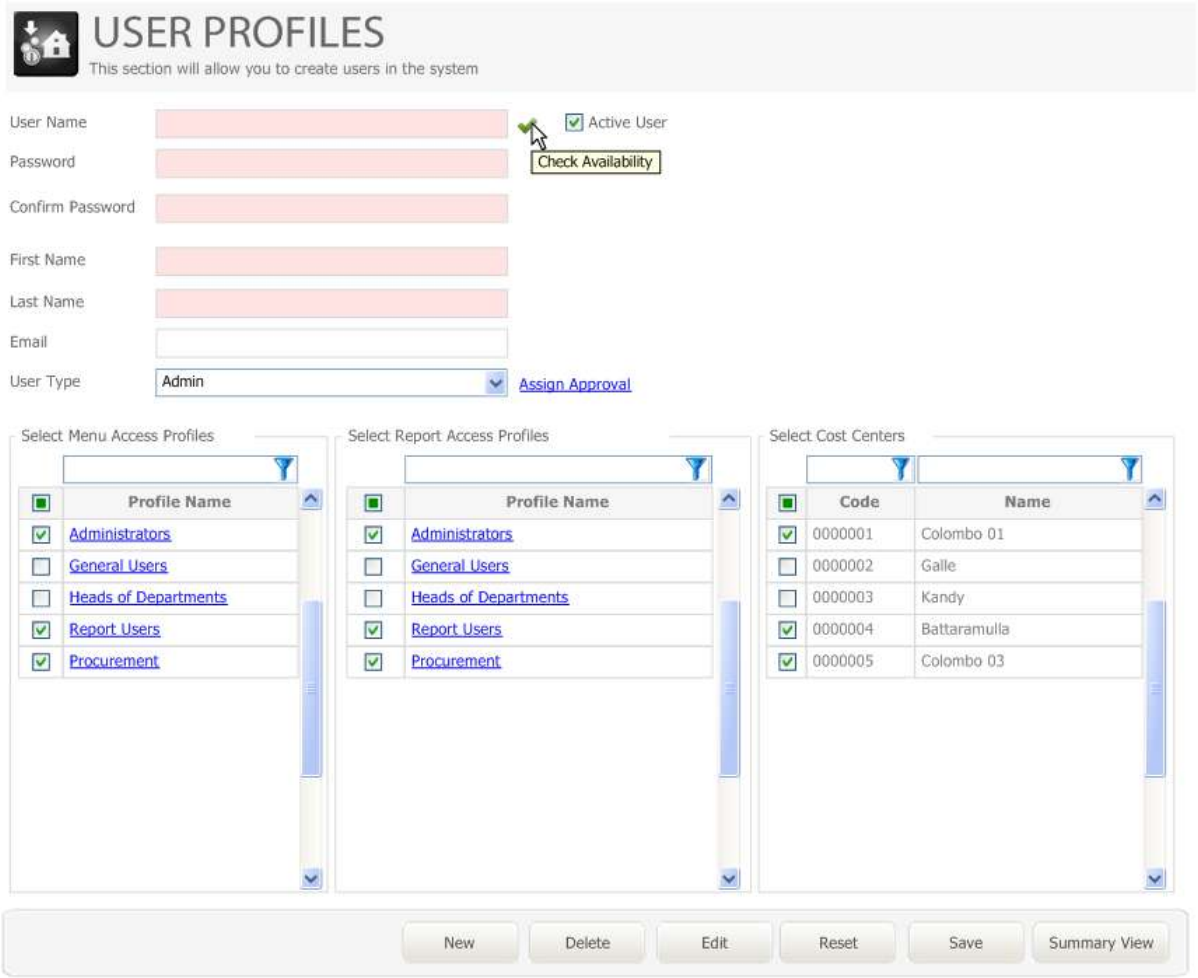


Figure 15.5: Create User

2. Enter a username for the user. NOTE: This name has to be unique. Once entered you can check if the user exists by clicking on the button which will prompt you if you can proceed.

3. For the created user to be active tick the Active User checkbox. Later if you require to deactivate the user you may do so by un-ticking this checkbox. The user will not be able to login and will not be displayed during user selections for approval.

4. Next enter a password and repeat the password n the confirmation area.

5. Enter the First and Last Name of the employee (this name will be the visible name throughout the system)

6. Enter a valid email address for the user. Any email notification/alert will be sent to this email address for each user.

7. Select a user type:

   Admin User — These user will the users who will carry out approval tasks in the system.

   General User — These users will carry out operational tasks in the system. Therefore each asset operation that they carry out must be assigned with an approving person.

8. If a General User click on the "Assign Approval" button to select approving persons. There will be a default admin user assigned (A back end parameter) E.g. Priyantha as the admin user and you can save it or you can change the user by clicking on the button.

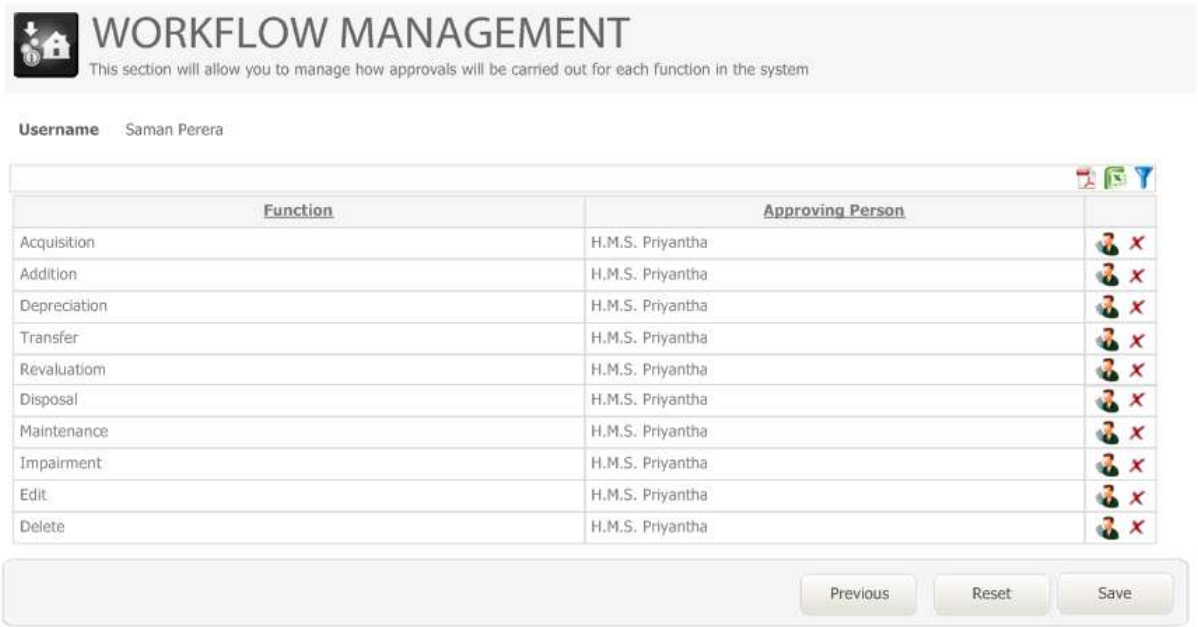


Figure 15.6: Workflow Management

9. Only active users can be assigned as approving persons and in the above list if a user has been deactivated after assigning there will be an indication next to it suggesting as (Inactive) against the user's name.

10. To remove approval (if approval is not required) for a particular function you may click on the button against the relevant function.

11. Once the workflows are configured you can click on save, and then previous buttons to return to the user screen.

12. Select relevant Menu Access Profiles, Report Access Profiles and Cost Centers applicable for the user.

13. Click on save to save the information or reset to reset the information to its initial state.

14. To view the summary list of existing definitions click on Summary View.

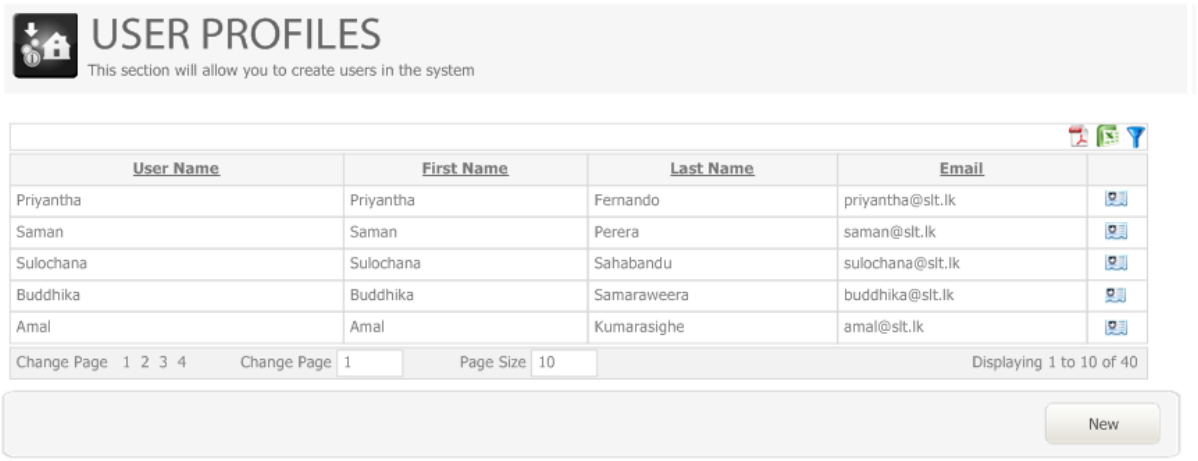


Figure 15.7: User Profile - Summary

15. To edit an existing definition select the relevant item from the summary view (you may also search items in this view by the values available in each column) and click on details and then click on edit.

16. You may also delete a definition in the same way. NOTE: defections will not be able to be deleted if the information is used elsewhere in the system.

15.2 System Settings

15.2.1 Module Configuration

15.2.1.1 Requirement

- To be able to manage reports easily

15.2.1.2 Solution

In this section, the system allows the user to define various levels and the applications they hold as well as the respective modules being used in the company.

Follow these steps:

Step 1: Once you login to the system and click on the relevant menu option, the system will display the following form allowing you to simply create various applications as well as their respective modules.

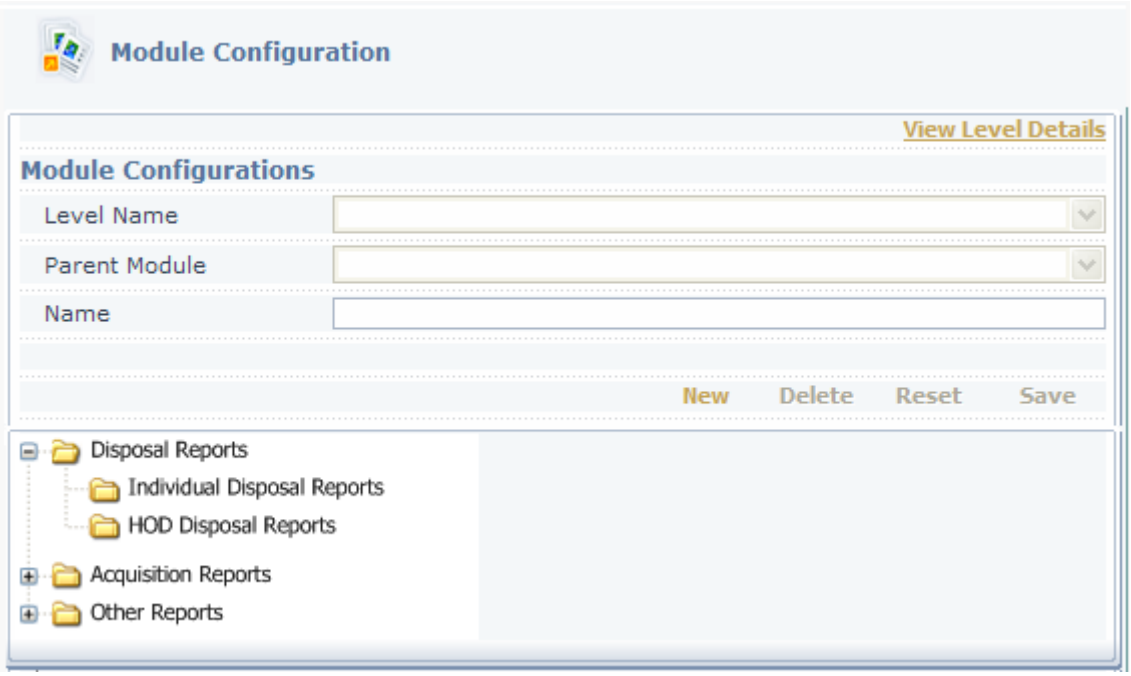


Figure 15.8: Report Navigator – Administration – Module Configuration

Step 2: Click on the New button provided and using the drop down list provided select the suitable level under which you wish to define various applications and modules respectively.

NOTE: Please note that the first two levels called the "Application" level and the "Module" level would be automatically defined by the system.

Step 3: Enter a suitable name for the application you wish to define in the system.

Step 4: After entering the relevant information click on Save to record the particular application created in the system.

Step 6: If you wish to add another level then click on View Level Details and the following form will be displayed allowing you to create a different level and add sub modules to it.

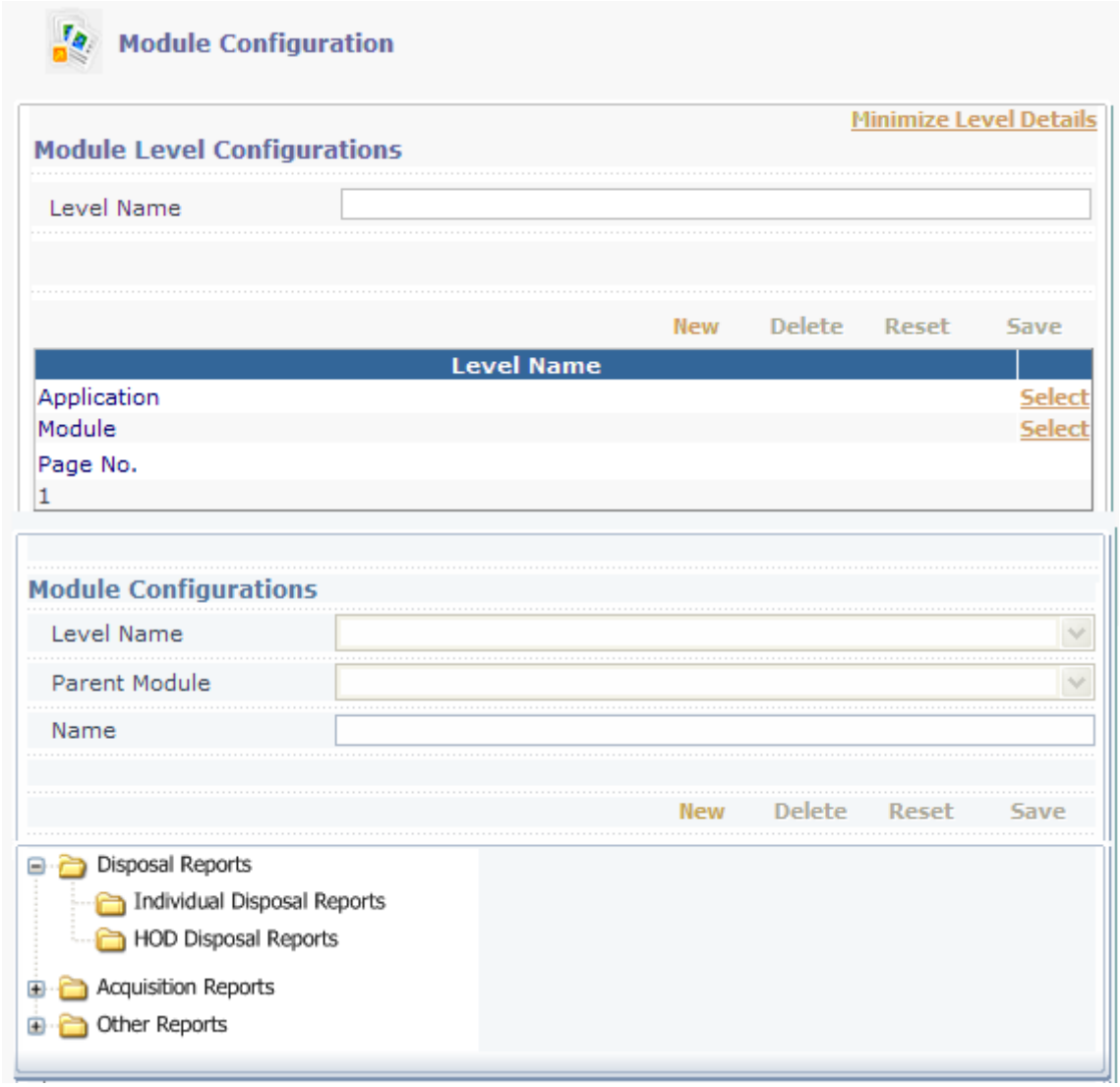


Figure 15.9: Report Navigator – Administration – Module Configuration – Define Levels

Step 7: Enter a suitable name for the level you wish to create in the system and click on Save to record the particular level created in the system. The grid as shown in figure above, will display all the relevant levels created previously; click on Select button to edit the information of a particular level defined in the system.

Step 8: Using the drop down list provided, select the suitable level of which applications and modules you wish to define in the system. If you selected the "Application" level then:

- Enter a suitable name for the application you wish to define in the system.

The tree as shown in figure below, will display all the levels and their respective applications, modules, etc defined in the system.

Figure 15.10: Report Navigator – Administration – Module Configuration – Application/Module Tree

Step 9: If you have selected the "Module" level then using the drop down list provided, select the suitable "parent level" under which you wish to define this level.

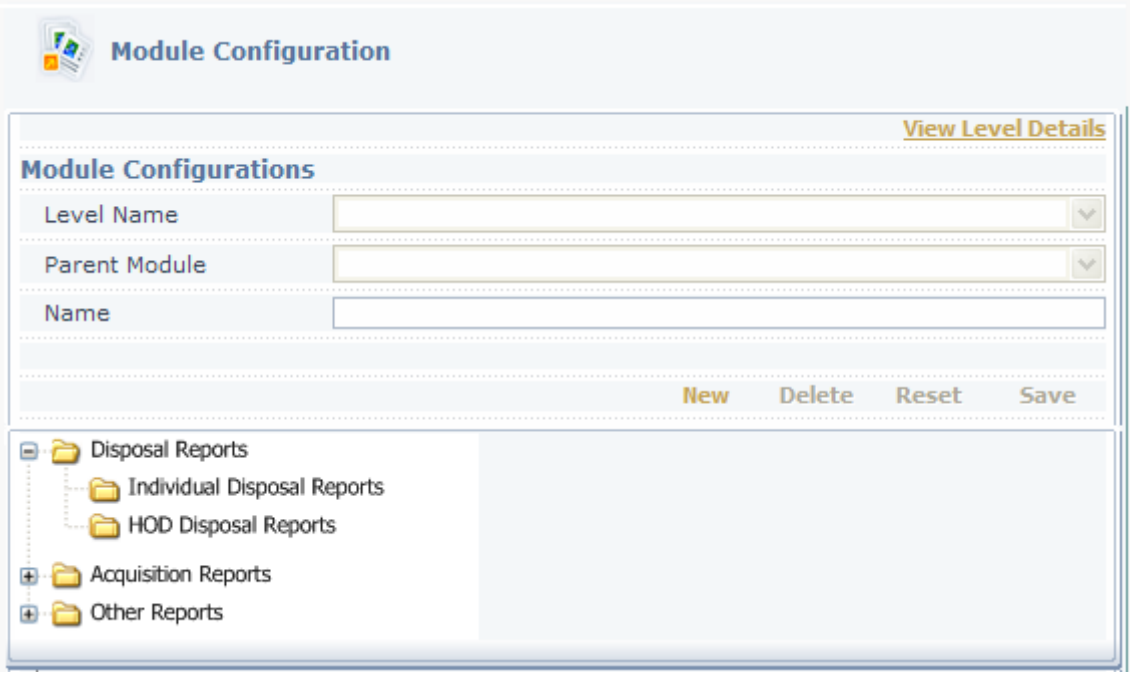


Figure 15.11: Report Navigator – Administration – Module Configuration – Define Modules

- Enter a suitable name for the module you wish to define in the system.

For each level you create follow all the steps as described.

15.2.2 Add Reports

15.2.2.1 Requirement

- To be able to add newly configured reports to the system

15.2.2.2 Solution

In this section, the system allows the user to define and add various reports in to the Report Navigator module that the company expects to be using in the respective business processes.

The flow as how the reports are added is shown below.

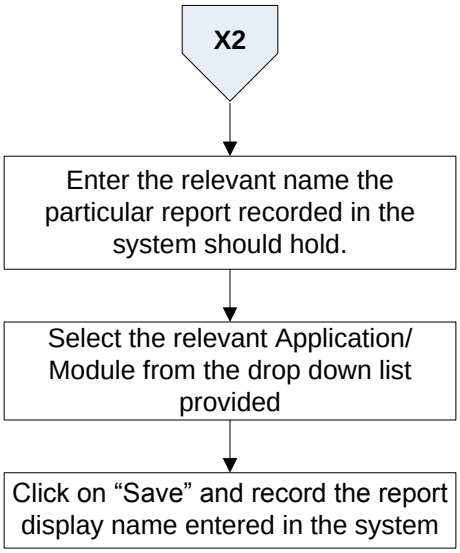


Figure 15.12: Report Navigator – Administration Functions – Adding Reports Flow

Follow these steps:

Step 1: Once you login to the system and click on the relevant menu option, the system will display the following form allowing you to simply define all the names of the reports that would be maintained in the report navigator and also add the respective reports in to the system (the reports could be added through a CD, Floppy, Flash Drive, etc).

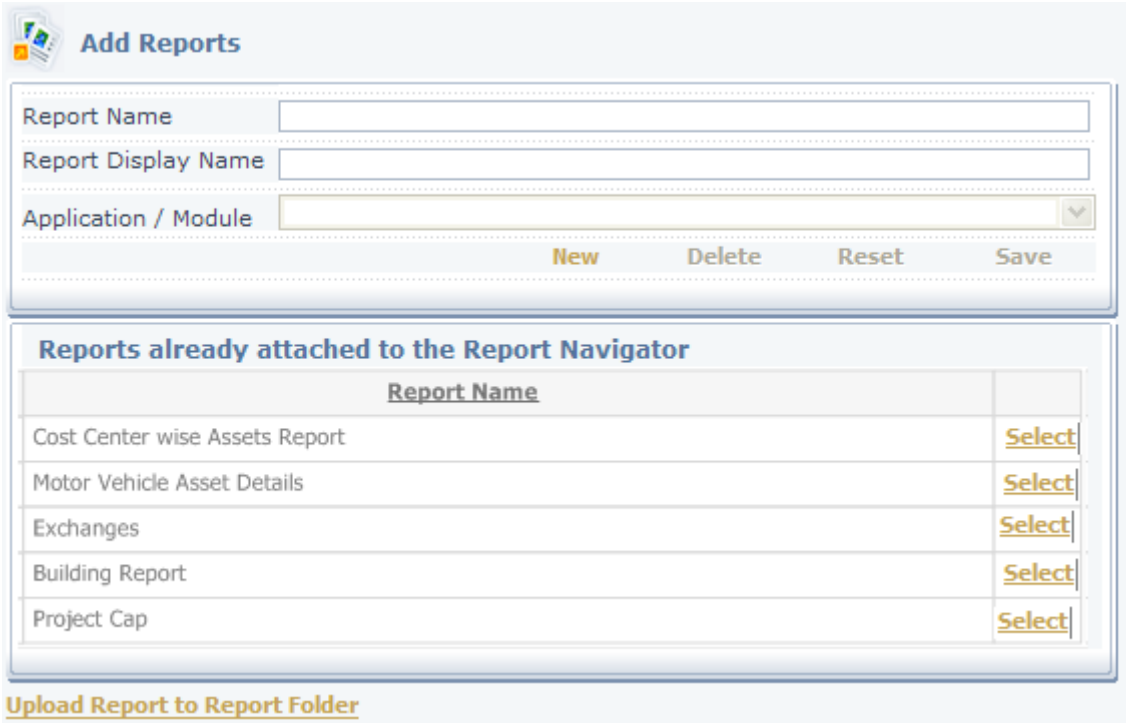


Figure 15.13: Report Navigator - Add Reports – Screen 1

Step 2: Click on the New button provided and the following form will be displayed allowing you to enter a suitable name for the particular report been defined in the system.

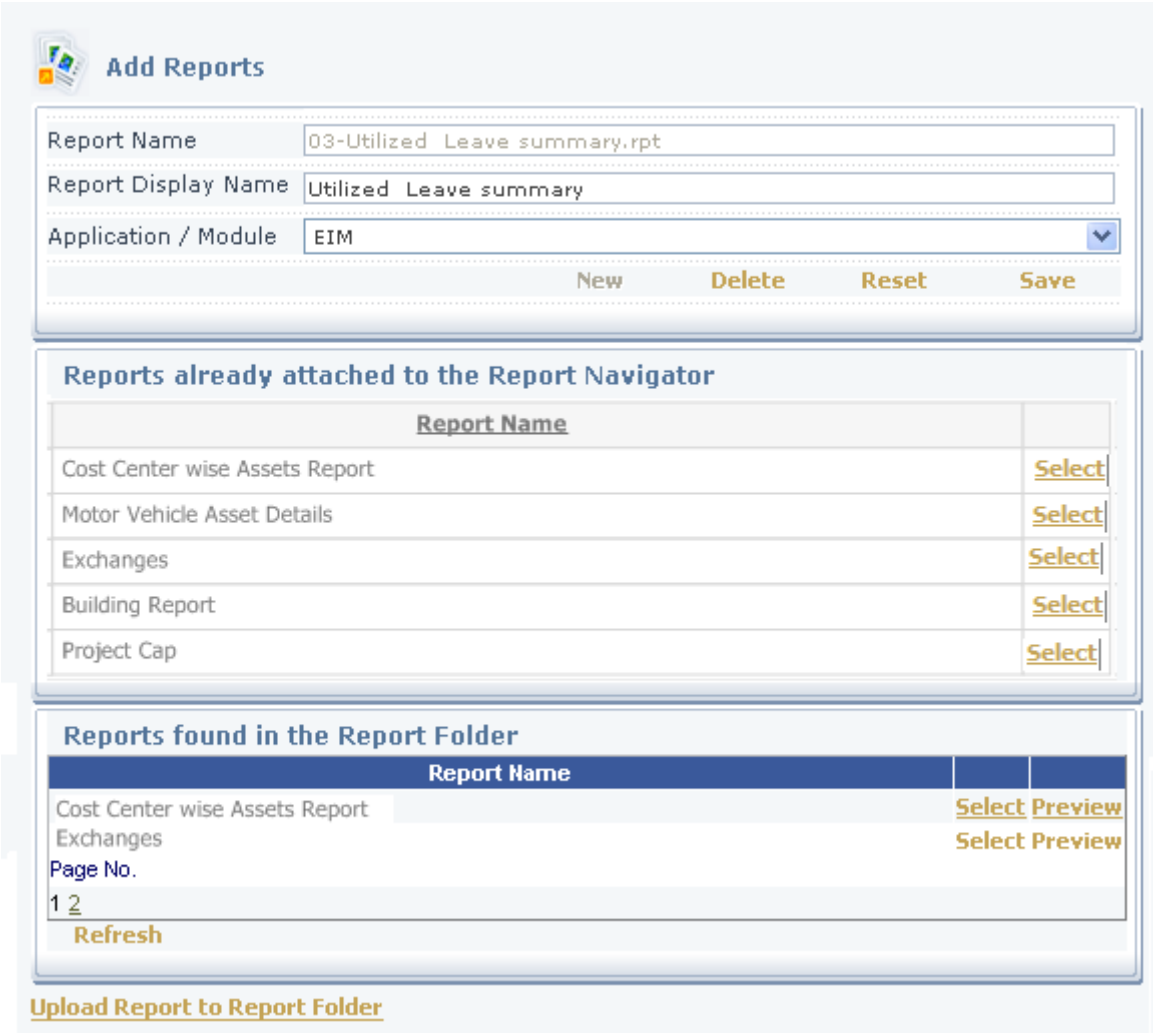


Figure 15.14: Report Navigator - Add Reports - Screen 2

- The field is not an editable field and will automatically display the existing name of the respective report being defined in the system – as it is loaded from the source.

- Using the drop down list provided in the “Application/Module” field, select the suitable application or module to which the particular report you wish to specify belongs to.

- As the figure depicts, the first grid of the form will display all the actual names and the new names of the various reports that has been already defined and added in to the system.

- And the second grid displays the names of the reports that is in a particular folder that you wish to upload in to the system through a particular source.

- The button provided will allow you to modify the name of the particular report defined in the system.

Step 3: Click on the Save button to record the particular report defined in the system.

Step 4: Click on the Preview button provided, and the system will display a pop-up window allowing you to specify a parameter in order to view only a block of data from the details of the report you have added in to the system.

Step 5: Click on the **"Submit"** button to send the report information.

Step 6: Click on the "**View Report**" button.

Step 7: Click on the "**Refresh**" if you are unable to view a particular report.

Step 8: In order to upload your reports to the system, click on Upload Report to Report Folder and the following pop-up window will be displayed allowing you to choose you relevant report and upload it to the system.

Figure 15.15: Report navigator – Add Reports – Upload Report

Step 9: Click on the "**Browse**" button provided and the following window will be displayed.

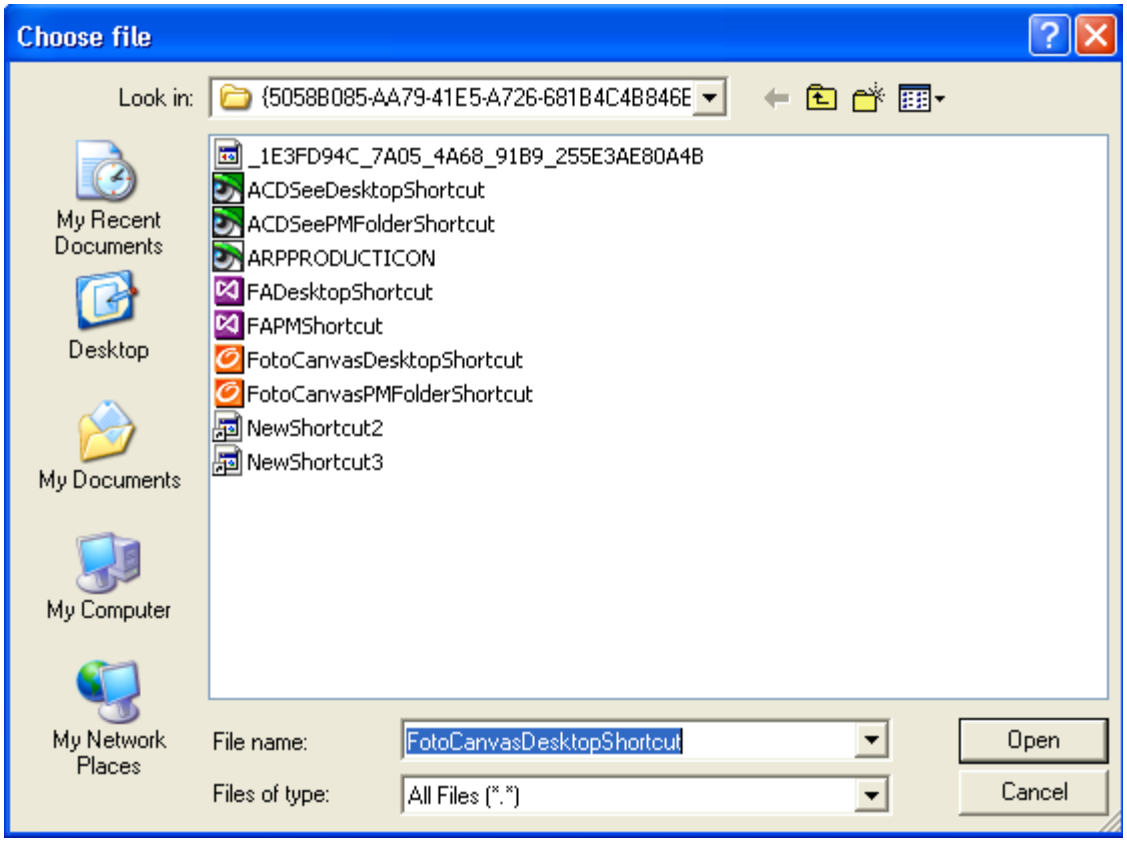


Figure 15.16: Report navigator – Add Reports – Upload Report – Choose Report

Step 10: Choose your report from the window provided and click on the "**Upload**" button provided and your report will be successfully added in to the system.

Step 11: When you click on the Select button provided, if the selected report consists of parameters the system will display a pop-up window allowing you to provide necessary parameters and save them on a particular report.

16 Business Intelligence

16.1 My Reports

16.1.1 Requirement

- To be able to run reports and provide required selection criteria and view reports
- To be able to export report information in to excel (.xls), word (.doc) and PDF (.pdf) formats

16.1.2 Solution

In this section, the system allows the user to view the relevant report he/she is authorised to handle/use.

The flow as to how the various reports are accessed by the normal users is depicted below.

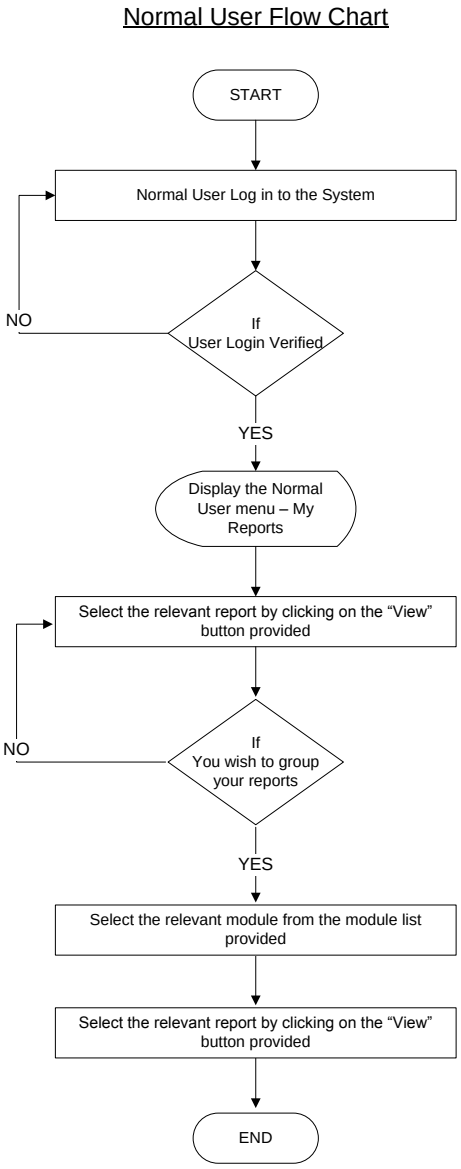


Figure 16.1: Report Navigator – Customary Feature – My Reports Flow

Follow these steps:

Step 1: Once you login to the system and click on My Reports menu option, the system will display a form containing all the reports assigned to you, irrespective of their respective modules.

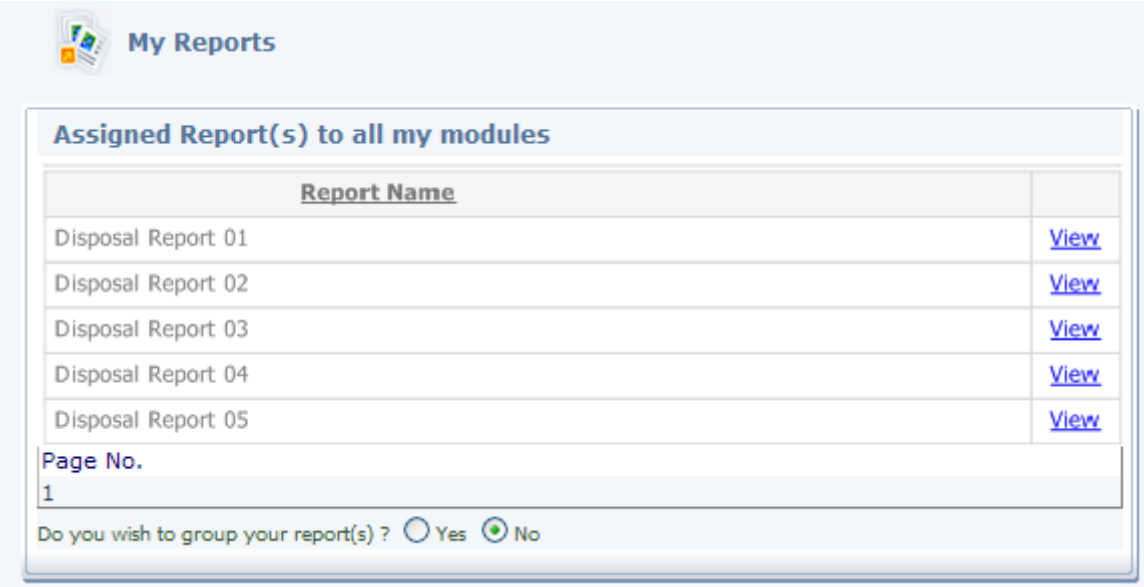


Figure 16.2: Report Navigator - My Reports

Step 2: Click on the Do you wish to group your report(s) ? Yes No radio buttons provided allowing you to group according to their respective modules.

Figure 16.3: Report Navigator – My Reports – Report Selection

Step 3: Click on the View button to generate the report.

16.2 Analytical Tools

16.2.1 Requirement

- To be able to create dynamic reports and charts based on pre-configured information templates (Views)
- To be able to store these reports and charts for later retrieval

16.2.2 Solution

The “Query Designer” will allow users to create their dynamic reports and charts from existing information templates (these are information retrieved by the system which hSenid will pre-configure for your availability of use within this module), while the “Query View” will allow them to view previously saved charts and reports that they had created and saved. How this solution is provided is further elaborated below.

16.2.2.1 Query Designer

The co-operate admin users can design queries according to different requirements by using Query Wizard. There are 2 ways to design the queries. They are:

1.1.1.1.1 2D Charts

1.1.1.1.2 Reports

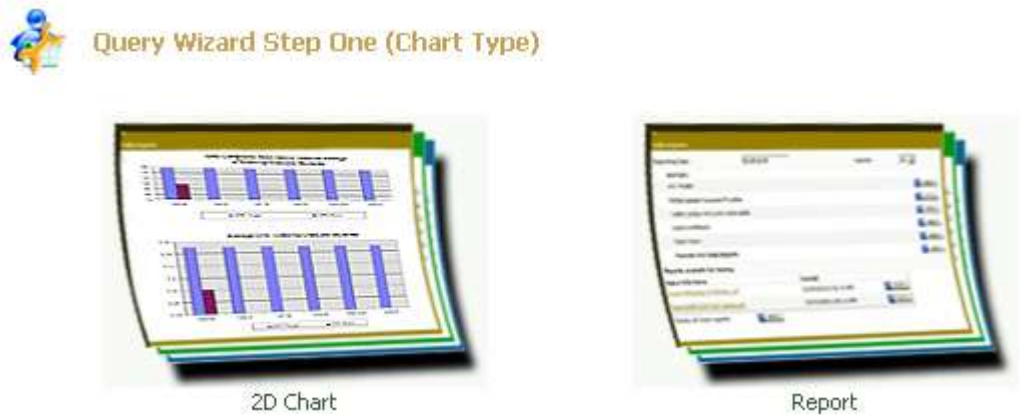


Figure 16.4: Analytical Tool – Query Designer

16.2.2.1.1 2D Charts

In this section, the queries are designed in order to generate the required output in 2D chart format. The user can commence the designing by clicking on ‘**2D Chart**’ button.

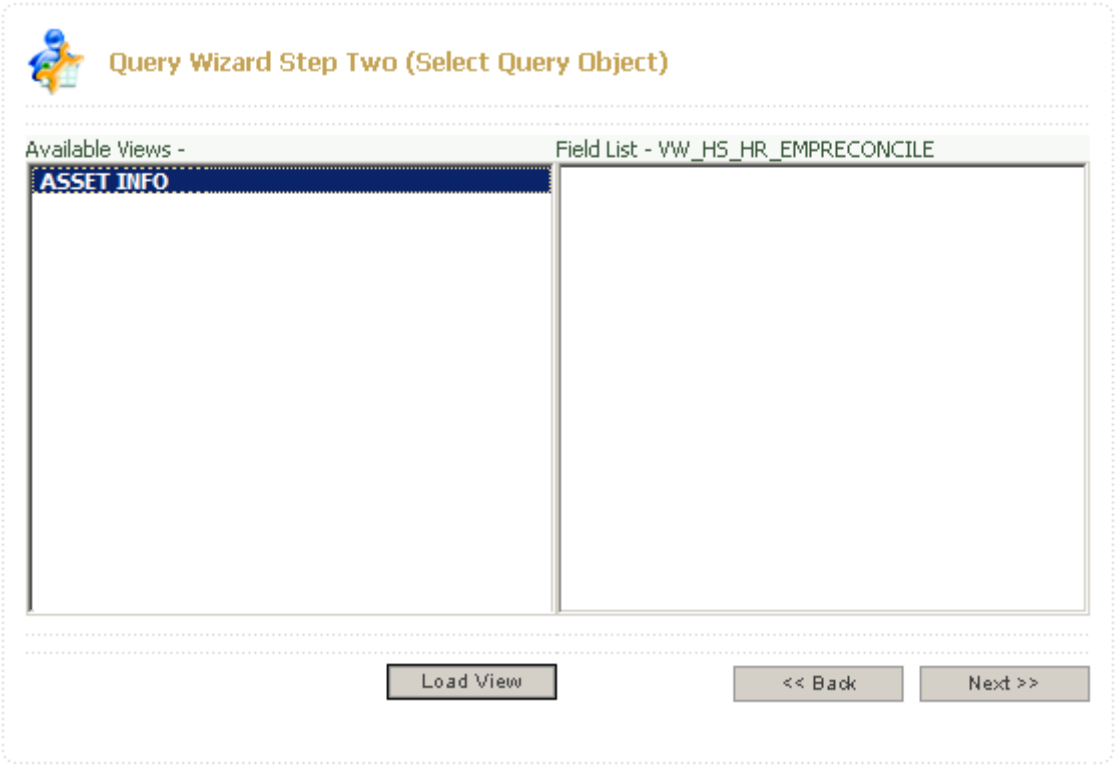


Figure 16.5: Analytical Tool – Query Designer – 2D Chart – Loading Query Designer

The user needs to load the available views in order to select the field/s which is required. Clicking "**Load View**" the user gets the following dialog box.

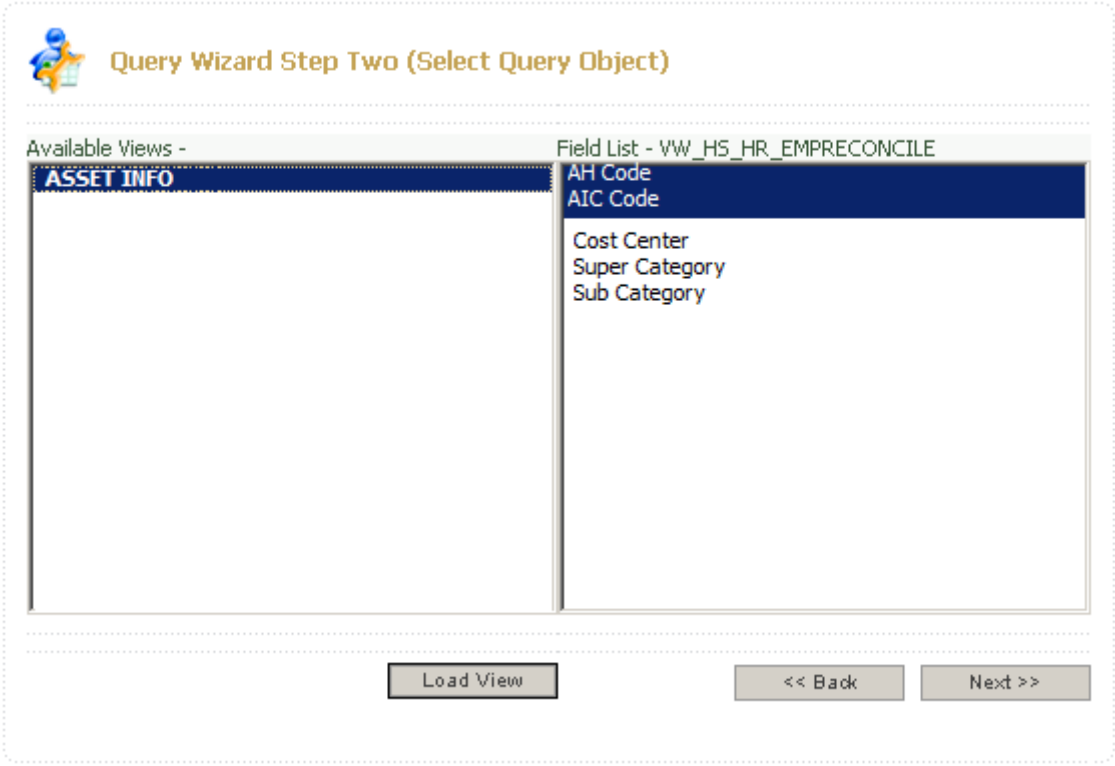


Figure 16.6: Analytical Tool – Query Designer – 2D Chart – Selecting Fields

Select the fields required from the field list area as shown above. By clicking on "**Next**" button, the following page will be displayed allowing you to generate the query results.

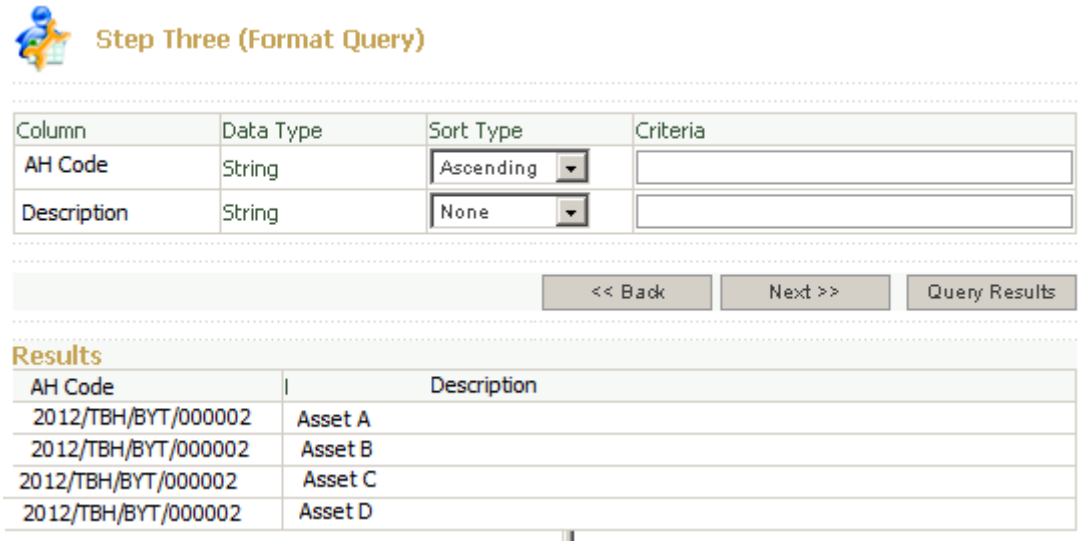


Figure 16.7: Analytical Tool – Query Designer – 2D Chart – Generating Results

The results generated are displayed under the "**Results**" grid area as shown above.

Click on the "**Next**" button. The following page will be displayed allowing you to provide necessary information (chart type, No. of series, report title, field mapping information, chart query parameters) for the chart format.

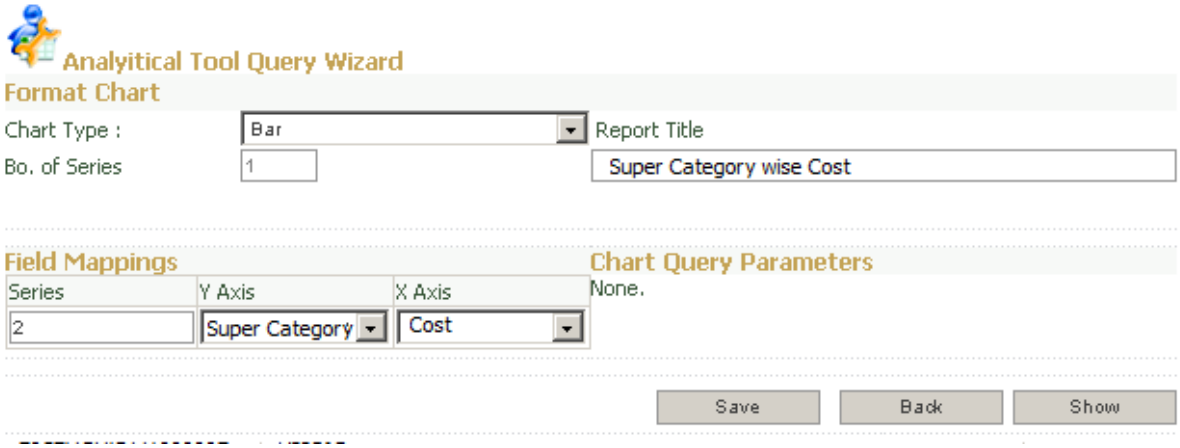


Figure 16.8: Analytical Tool – Query Designer – 2D Chart – Format Chart Information

Click on the "Save" button. The following page will be displayed allowing you to state the chart accessibility, whether it is public or private.

Figure 16.9: Analytical Tool – Query Designer – 2D Chart – Saving the Chart

16.2.2.1.2 Reports

The required output based on given criteria will be generated in a tabular form. By clicking on the '**Report'** of Query Designer, the steps below describe briefly how to generate an output according to user criteria.

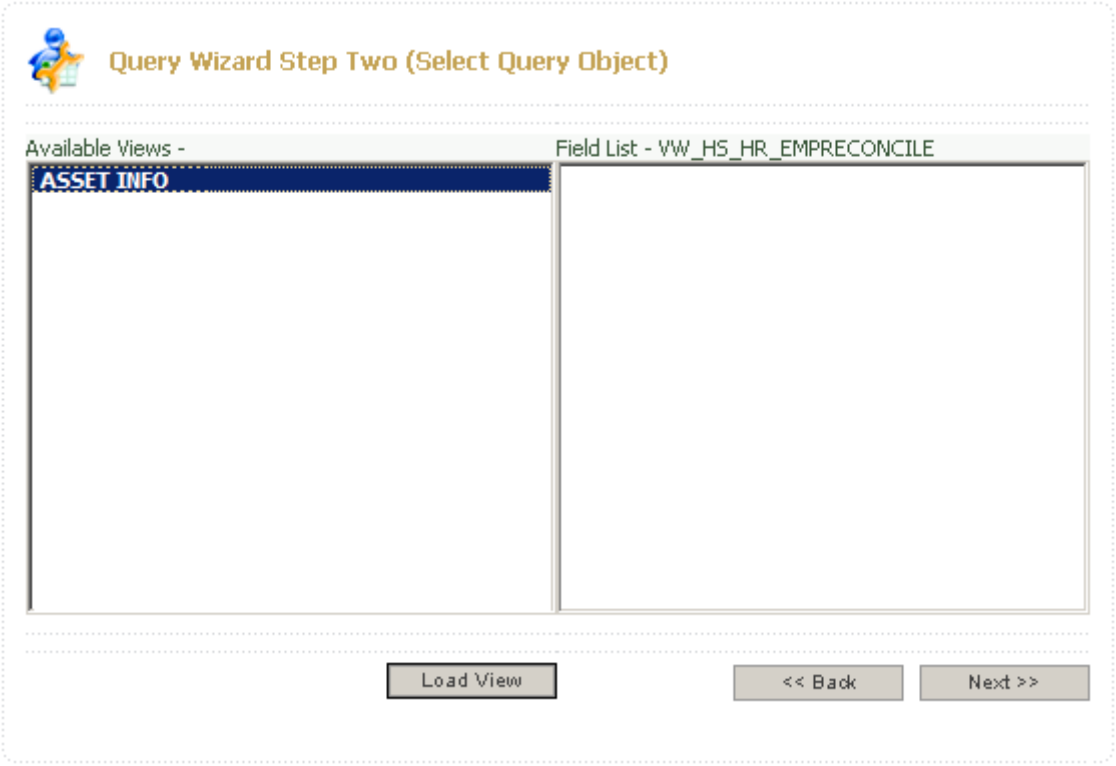


Figure 16.10: Analytical Tool – Query Designer – Report – Loading Query Designer

The user needs to load the available views in order to select the field/s which is required. Clicking "**Load View**" the user gets the following dialog box.

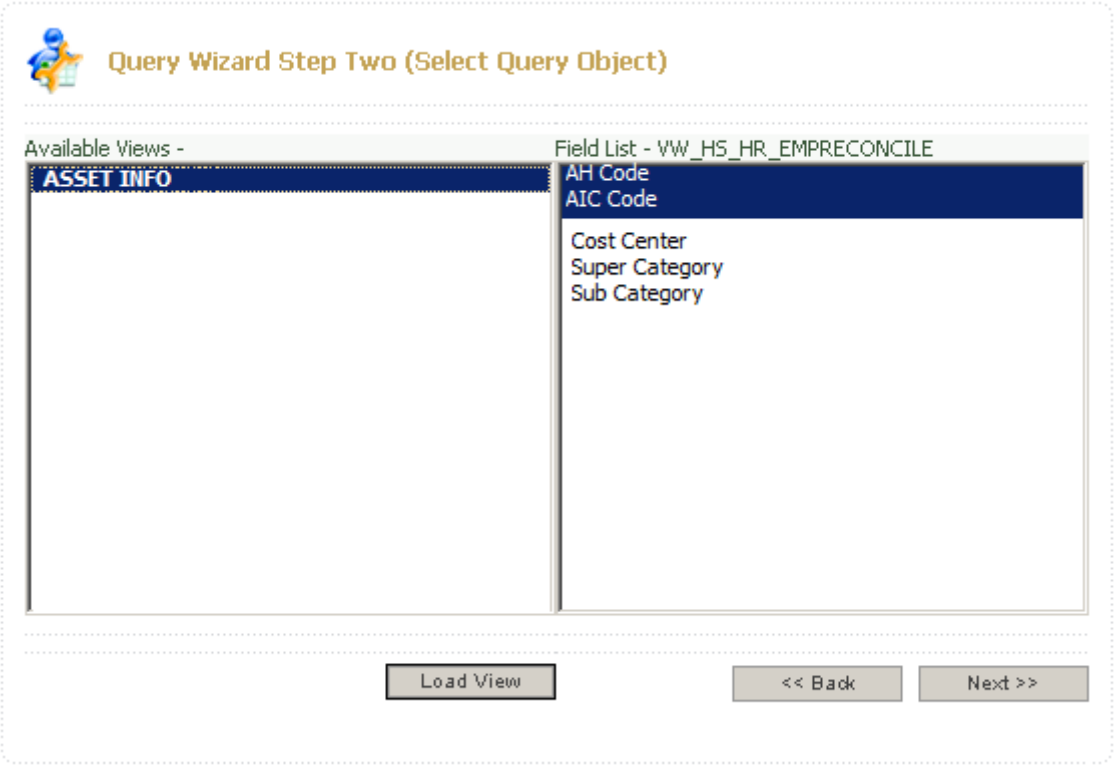


Figure 16.11: Analytical Tool – Query Designer – Report – Selecting Fields

Select the fields required from the field list area as shown above. By clicking on "**Next**" button, the following page will be displayed allowing you to generate the query results.

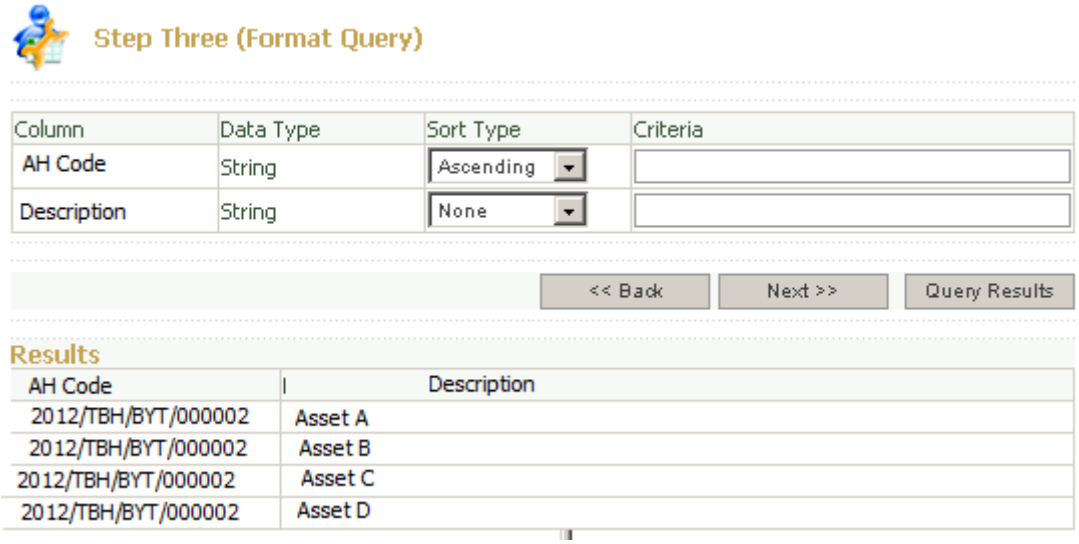


Figure 16.12: Analytical Tool – Query Designer – Report – Generating Results

The results generated are displayed under the "**Results**" grid area as shown above.

Click on the "**Next**" button. The following page will be displayed allowing you to provide necessary information (sort type and criteria) for the chart format.

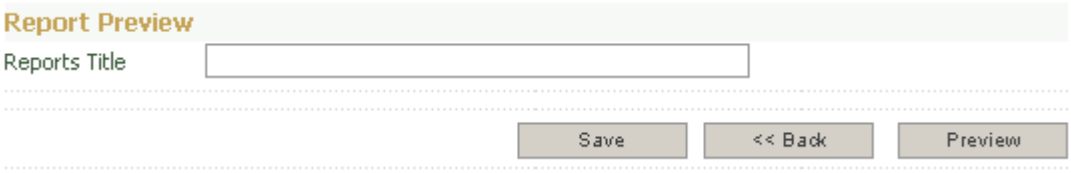


Figure 16.13: Analytical Tool – Query Designer – Report – Entering Report Title

Click on the "Save" button. The following page will be displayed allowing you to state the report accessibility, whether it is public or private.

Figure 16.14: Analytical Tool – Query Designer – 2D Chart – Saving the report

16.2.2.2 Query View

Analytical Query View allows the application users to view information defined under the query designer section to cater the different user requirements. There are 2 ways to view the outputs. They are:

1.1.1.2.1 Reports

1.1.1.2.2 2D Charts

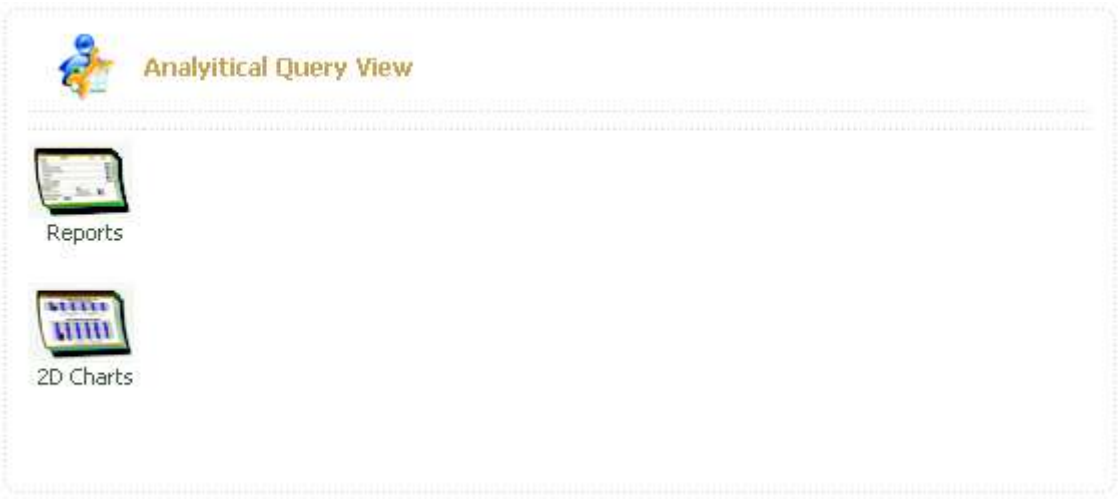


Figure 16.15: Analytical Tool – Query View

16.2.2.2.1 Reports

The information analysed based on the user requirements is generated in a tabular form.

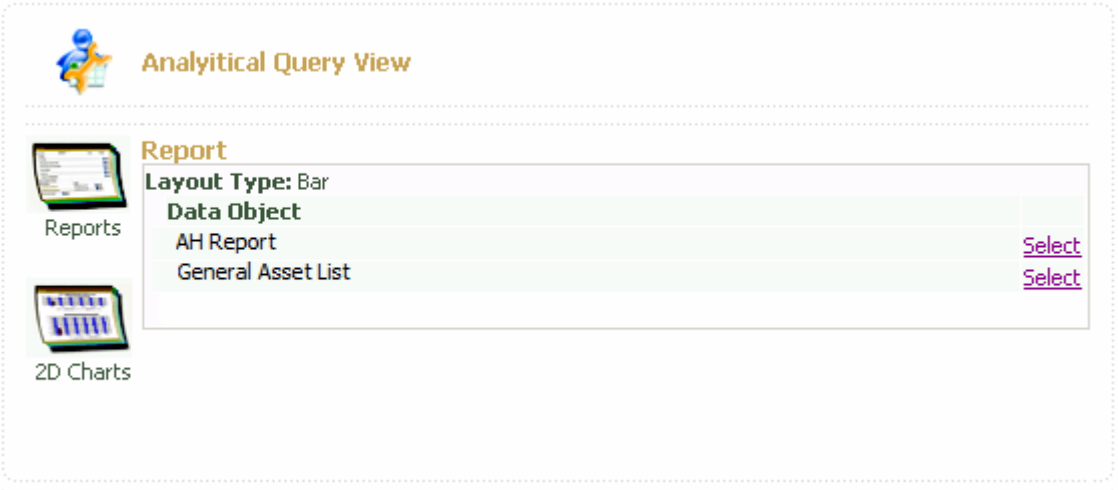


Figure 16.16: Analytical Tool – Analytical Query View – Report

If you need to generate a report on particular criteria, click on the particular "**Select**" button of the data object required from the available data object list. The result will be produced as follow.

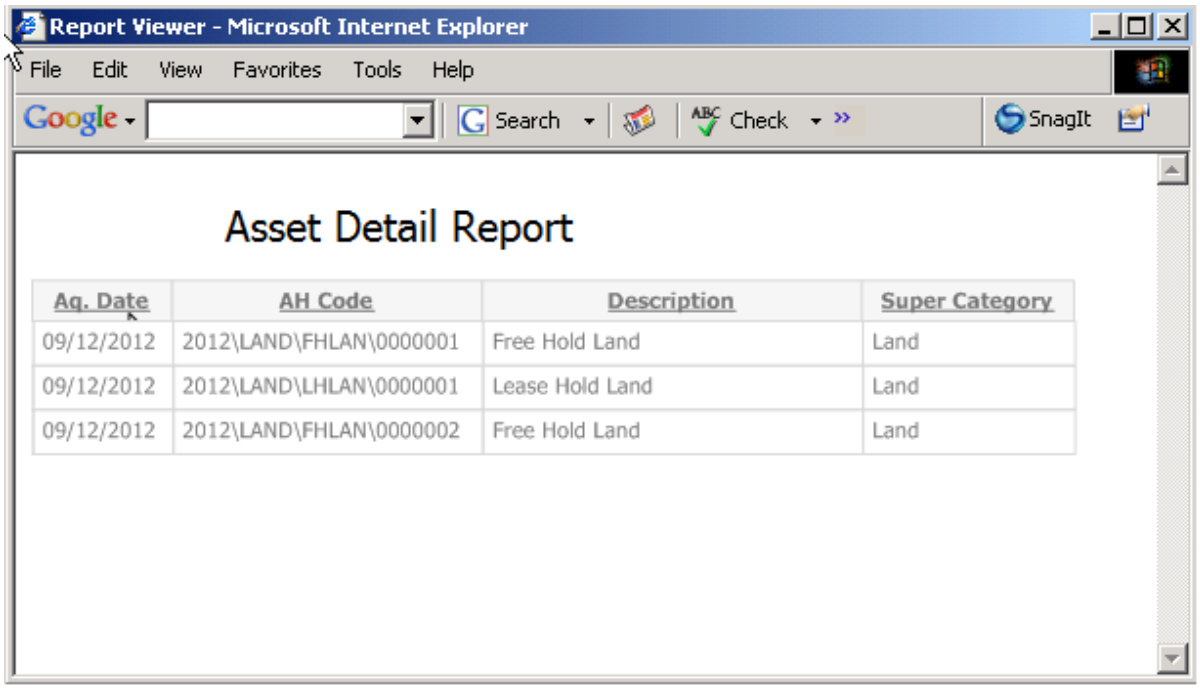


Figure 16.17: An Analytical Query Report in a Tabular Form

16.2.2.2.2 2D Charts

The output will be generated in 2D chart format by following the instruction described under '1.1.1.2.1 Reports'. This gives the user to understand the output much quicker and easier than tabular form.

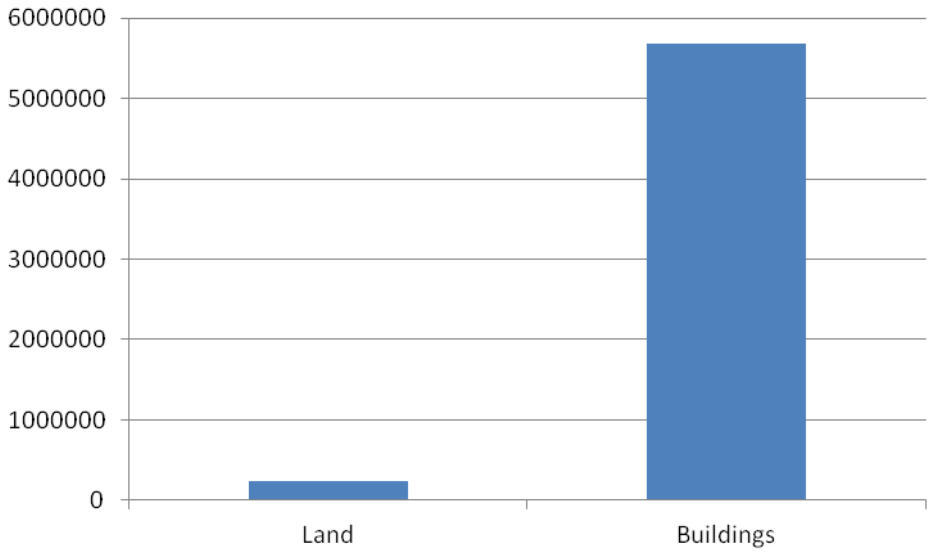


Figure 16.18: Sample 2D Chart for Super Category wise Cost

17 Workflow

17.1 For Your Approval

17.1.1 Requirement

- The ability for administrative users to be able to approve asset operation requests

17.1.2 Solution

1. Only administrative users will have access to this area. They will first see a summary of the asset operation requests which have arrived.

Figure 17.1: For Your Approval - Summary

2. Once the user clicks on the more button the requests summary for a particular operation will be displayed.

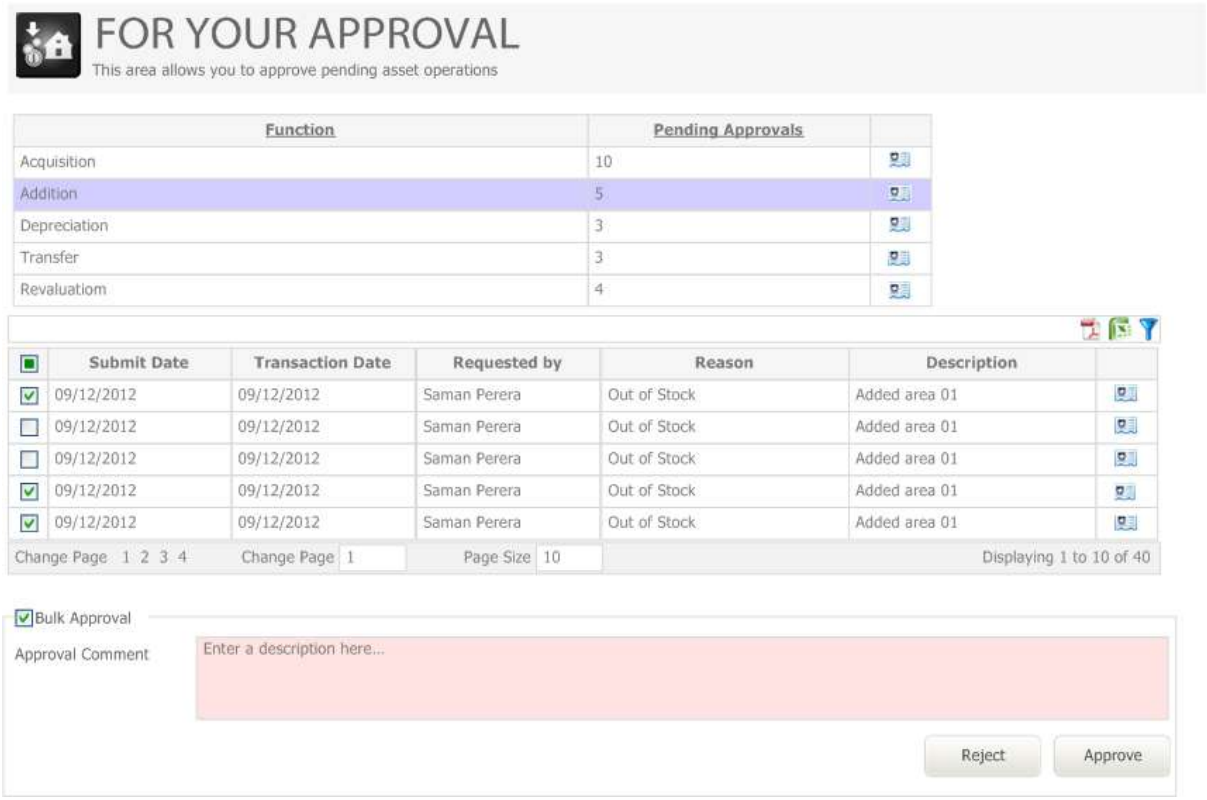


Figure 17.2: For Your Approval - Details

3. At this point the user can view each requests Submission Date, Transaction Date (E.g. for additions this would be the addition date), Requested User (First and Last Name), Reason selected during submission and description entered as remarks.

4. Click on the button to go for detailed approval (NOTE: during a detailed approval you can only approve or reject the selected request. i.e. one at a time)

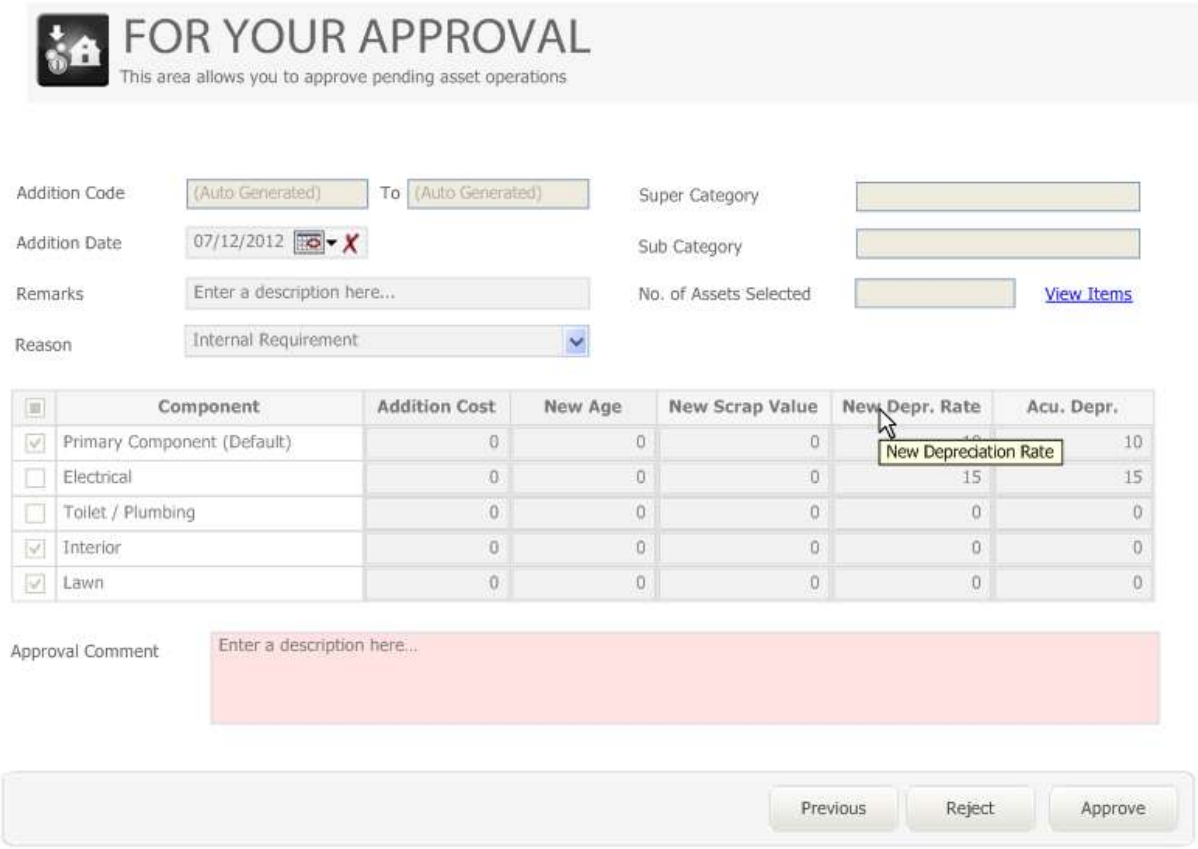


Figure 17.3: Request Details

5. You can view the request but cannot edit it. At this point you can enter an approval / rejection comment and click on approve to approve this records or reject to reject it.

6. Click on the previous screen to view the operation details.

7. For bulk approval tick the checkbox against the operation requests (one operation at a time. E.g. at one time you can approve all additions only, and then another operation's requests)

8. Tick the check box against the bulk approval check box and enter a comment for the bulk approval. (this will enable the approval / reject buttons)

9. Once you have selected the required requests you can click on approve to approve these requests and reject to reject these requests. The remainder of the records (unselected) will remain pending until they are approved / rejected.

18 Asset Master

18.1 Asset Groups

18.1.1 Requirement

- To be able to create, edit and delete Asset Groups in order to group super categories in reports

18.1.2 Solution

1. Asset Groups can be created by navigating to the relevant menu item and clicking on the new button.

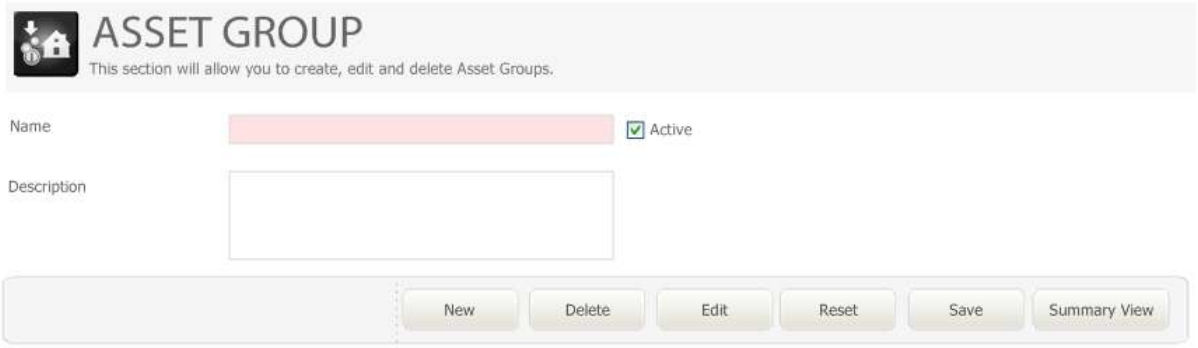


Figure 18.1: Define Asset Groups – Detailed View

2. Enter the Name and a Description (Optional).
3. If the Asset Groups should be active the user may tick the Active checkbox. This will be ticked by default.
4. Click on save to save the information or reset to reset the information to its initial state.
5. To view the summary list of existing definitions click on Summary View.

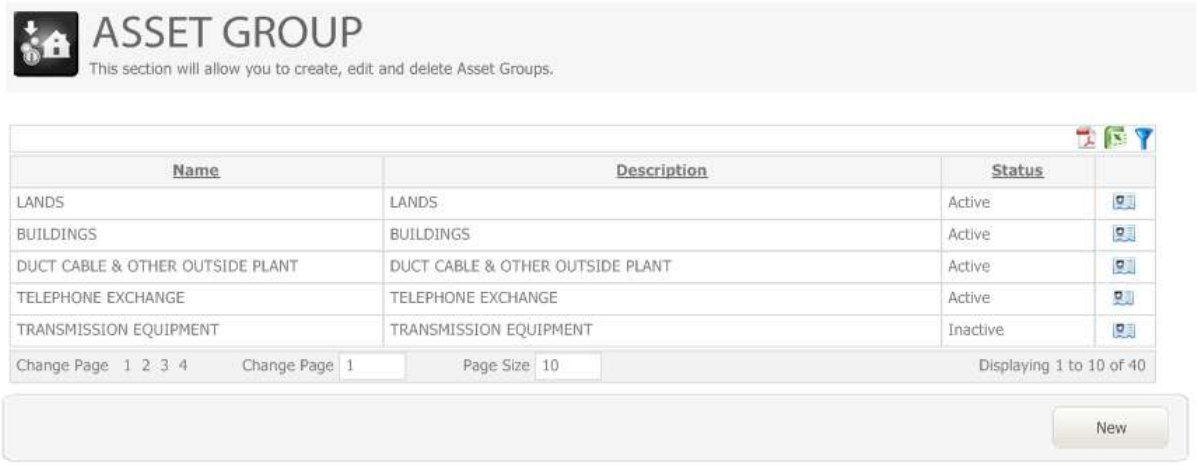


Figure 18.2: Define Asset Groups - Summary

6. To edit an existing definition select the relevant item from the summary view (you may also search items in this view by the values available in each column) and click on details and then click on edit.

7. You may also delete a definition in the same way. NOTE: defections will not be able to be deleted if the information is used elsewhere in the system.

18.2 Super Categories

18.2.1 Requirement

- To be able to create, edit and delete Super Categories in the system
- To be able to identify whether AIC should be generated for assets or not, based on their super category.
- To be able to identify whether assets should be depreciated or not, based on their super category.
- To store other information related to assets based on super category (E.g. CODA details).

18.2.2 Solution

1. Super Categories can be created by navigating to the relevant menu item and clicking on the new button.

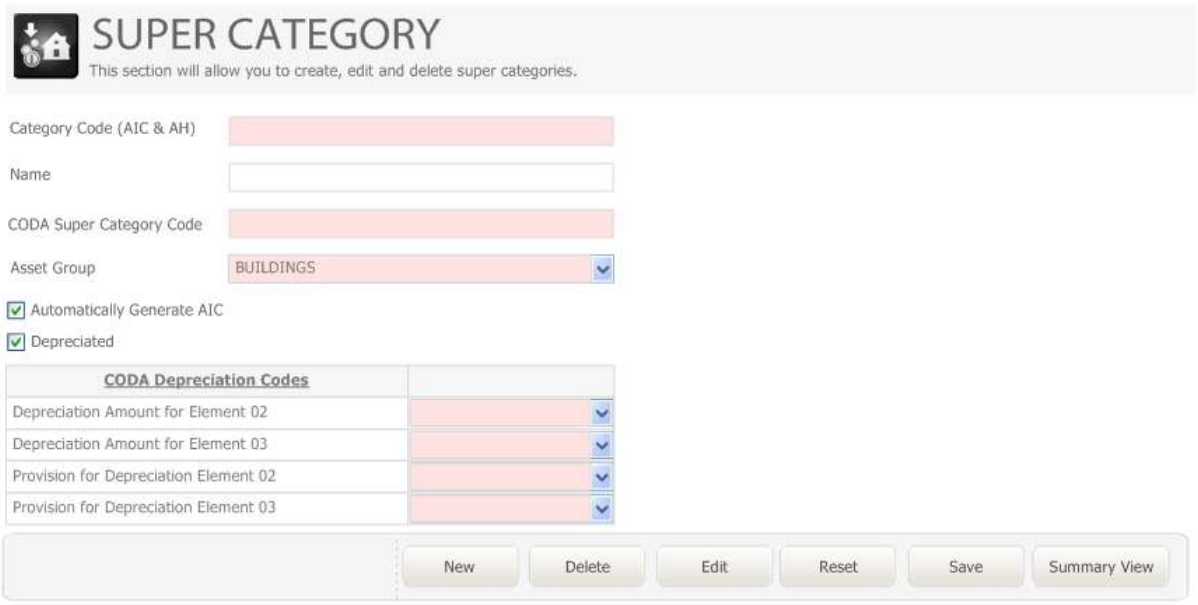


Figure 18.3: Define Super Category

2. Enter the Category Code which will be used to generate the AIC and AH code sections of an asset in this super category. (This should be a unique code throughout the system, if not the system will not allow you to save)
3. Enter a Name and CODA Super Category Code. The latter is mandatory.
4. Select the Asset Group that these Super Category assets will belong to.
5. Specify whether the AIC Code should be automatically generated upon acquisition for assets in this Super Category or not by ticking the checkbox. (If the checkbox is ticked it would suggest that the AIC code will be auto generated.)

6. Specify whether the assets in this Super Category should be depreciated or not by ticking the checkbox. (If the checkbox is ticked it would suggest that the assets are depreciated.)

7. Specify the relevant CODA Depreciation codes (only required if the Super Category Depreciation is enabled by ticking the checkbox). These codes will be retrieved from CODA.

8. Click on save to save the information or reset to reset the information to its initial state.

9. To view the summary list of existing definitions click on Summary View.

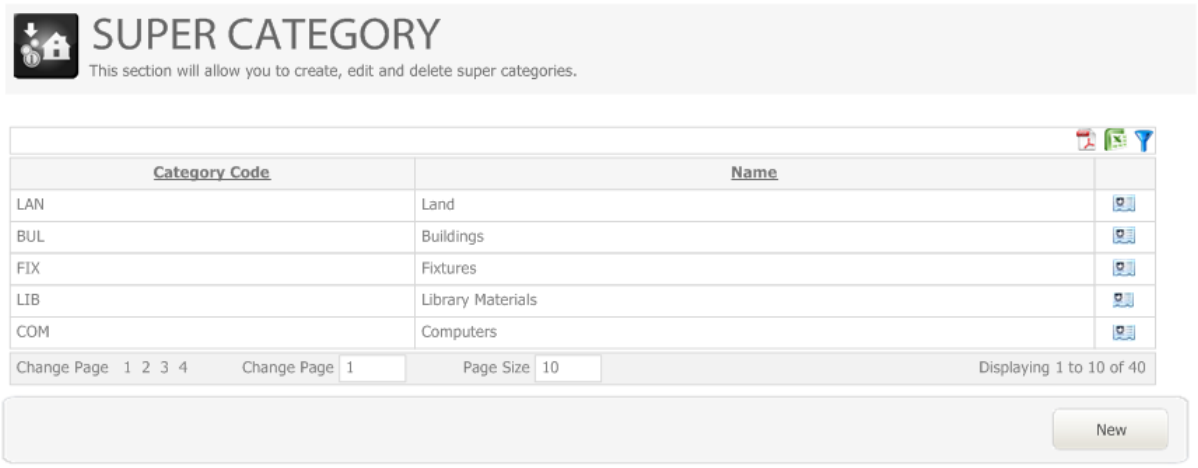


Figure 18.4: Define Super Categories - Summary

10. To edit an existing definition select the relevant item from the summary view (you may also search items in this view by the values available in each column) and click on details and then click on edit.

11. You may also delete a definition in the same way. NOTE: defections will not be able to be deleted if the information is used elsewhere in the system.

18.3 Sub Categories

18.3.1 Requirement

- To be able to create, edit and delete Sub Categories in the system
- To assign Sub Categories to Super Categories.
- To be able to identify whether assets should be depreciated or not, based on their sub category.
- To store the asset default value information for Primary Component.
- To be able to create and store information of other components against each sub category.
- To be able to create and store information of attributes against each sub category.

18.3.2 Solution

1. Sub Categories can be created by navigating to the relevant menu item and clicking on the new button.

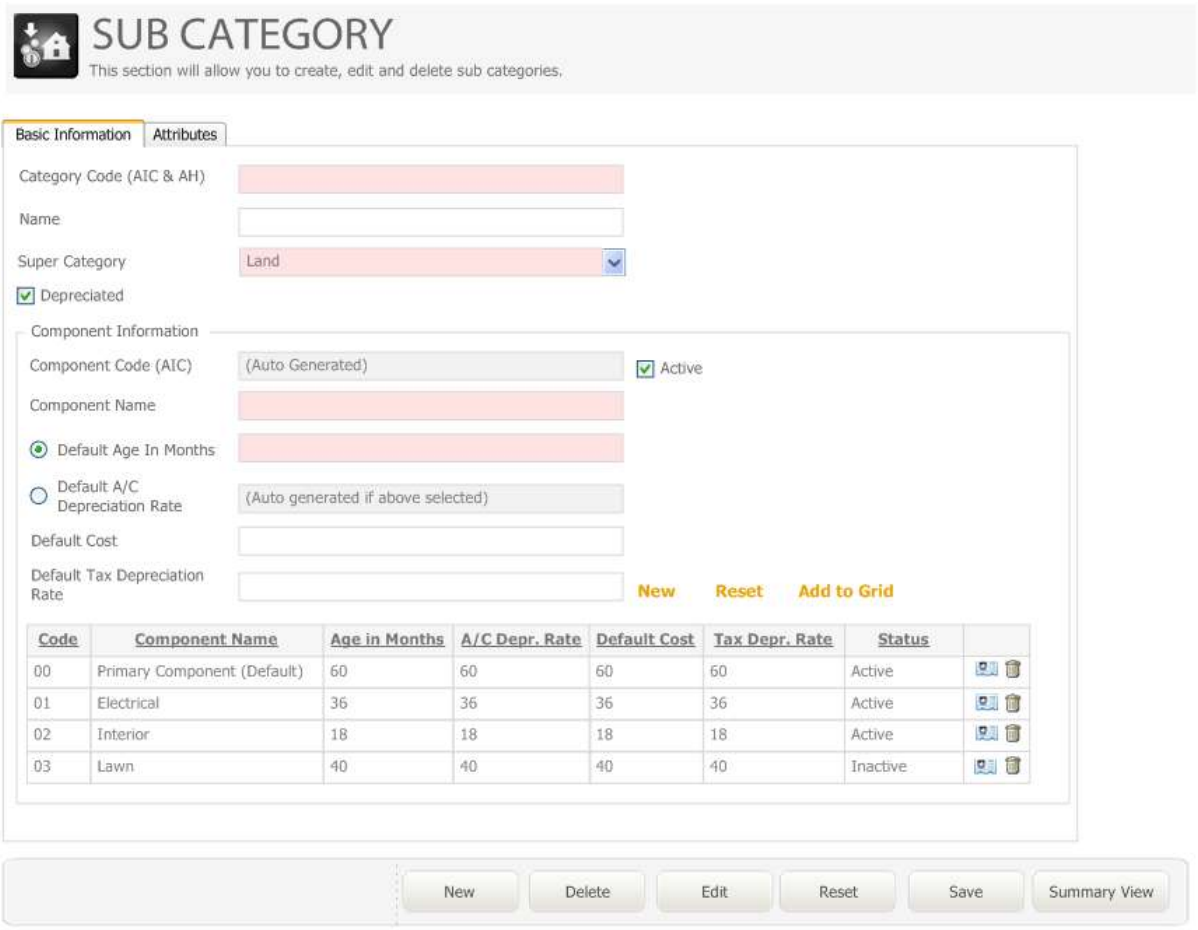


Figure 18.5: Define Sub Categories – Basic Information

2. Enter the Category Code which will be used to generate the AIC and AH code sections of an asset in this super category. (This should be a unique code throughout the system, if not the system will not allow you to save)

3. Enter a Name and select the Super Category from the available dropdown list. NOTE: The Super Categories in the list should be created in the “Super Categories” section of the asset master prior to assigning sub categories.

4. Specify whether the assets in this Sub Category should be depreciated or not by ticking the checkbox. (If the checkbox is ticked it would suggest that the assets are depreciated.). NOTE: this checkbox will only appear if the selected Super Category in the previous step will allow depreciation.

5. Next move to the component information section. This section will be automatically loaded with Primary Component information on the first instance of creating a sub category.

   Once it has been added against a sub category only, you will be allowed to add additional component types to assets by clicking on the **New** button.

   Also a super category will not be allowed to save without entering the mandatory information of at least the Primary Component and adding it to the component list.

   Areas denoted as default values will be used to capture user input at this stage and will automatically generated the information during acquisition stage. (You may use these features to enter frequently occurring information, so that it is not required to enter the same at each acquisition)

6. The Component Code (used for AIC generation) will be automatically generated.

   NOTE: For the Primary Component the code will be 00, while for each additional component it will be continued from 01 onwards. If components are removed in between the new component will get a sequence number at the end of the sequence. i.e. if there are 10 components for a sub category and number 3 is removed. Subsequently if another component is added its Code will be 11.

7. If the component should be active the user may tick the Active checkbox. This will be ticked by default and will not be editable for the Primary Component.

8. The Component Name can be entered by the user.

   NOTE: This is not possible for the Primary Component which will be loaded at the initial creation of the sub category.

9. Only if depreciation is required for the Sub Category the Default Age in Months or the Default A/C Depreciation rate can be entered.

10. The user can chose either the Age in Months or the A/C Depreciation rate (annual rate) to be default and enter a specific value. Based on this value the other will be generated by the system.

    E.g. if “Default Age in Months” is selected and the value 60 is entered the system will automatically fill the “Default A/C Depreciation Rate” as 20 (i.e. 20%).

    NOTE: The relationship between the depreciation rate and age is as follows:

Age in Months = (100/Depreciation Rate) X 12

**The depreciation rate is considered to be the annual depreciation rate entered.

11. The user also has the option of entering a Default Cost and Tax Depreciation Rate.
12. Once all of the information for the component is entered you can click on the **Add to Grid** button and the component information will be stored. If it is the initial stage where you are creating a sub category, once you have added the Primary Component you can proceed to add other components.
13. To modify an already added component, you may click on the button. Once modifications are done you can click on the **Add to Grid** button again to save the component details or **Reset** to reset it back to the previous state without saving your changes to the component.
14. To remove a component from the list you mat click on the button.

    NOTE: If component information has been used in other areas of the system, it is not possible to remove. Instead you can deactivate by un-ticking the Active checkbox against a component.
15. Next you can proceed to the attributes tab which will allow you to define which attributes are applicable to the sub category assets.

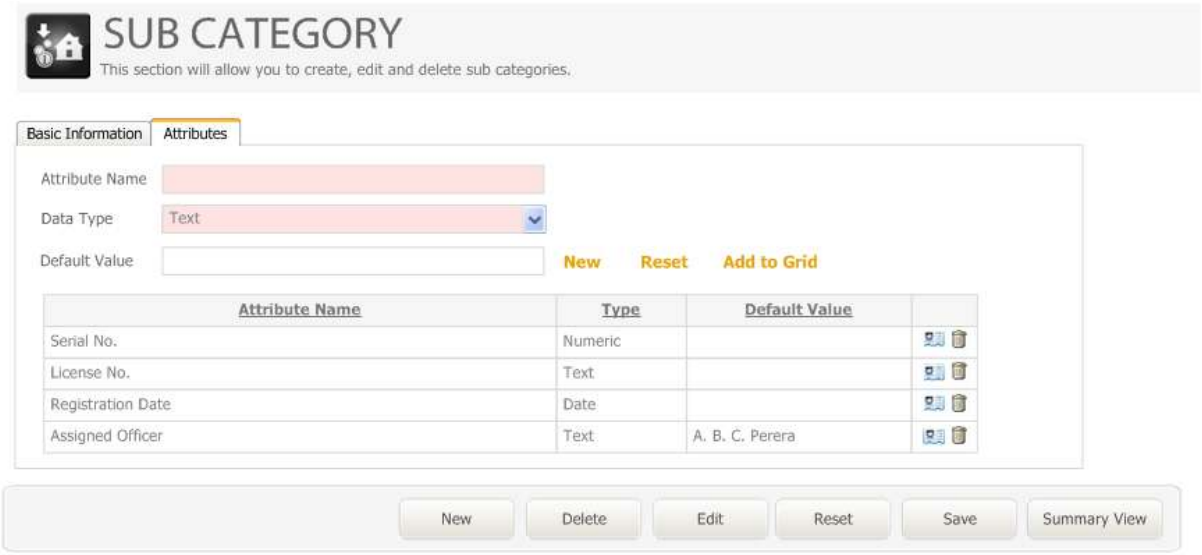


Figure 18.6: Define Sub Categories - Attributes

16. Click on the **New** button to add a new attribute to the sub category.
17. Enter a Name for the attribute and select the Type of information to be stored. Following are a list of types:

    Text — Any text based information including alphanumeric and special characters. Users will get a textbox to enter their information.

Numeric	Only Numeric information (digits 0 to 9 and with a length of 12 digits and 2 decimal places). Users will get a textbox to enter their information while only numbers will be allowed.
Date	Date information will be stored (dd/mm/yyyy format). Users will have a date picker to select the information during acquisition.

18. If a default value should be loaded during acquisition you may enter the Default value of the attribute. The input value and method will be based on the data type you selected in the previous step.

19. Once all of the information for the attribute is entered you can click on the **Add to Grid** button and the attribute information will be stored.

20. To modify an already added attribute, you may click on the button. Once modifications are done you can click on the **Add to Grid** button again to save the attribute details or **Reset** to reset it back to the previous state without saving your changes to the attribute.

21. To remove an attribute from the list you mat click on the button.

    NOTE: If attribute information has been used in other areas of the system, it is not possible to remove.

22. Click on save to save the information or reset to reset the information to its initial state.

23. To view the summary list of existing definitions click on Summary View.

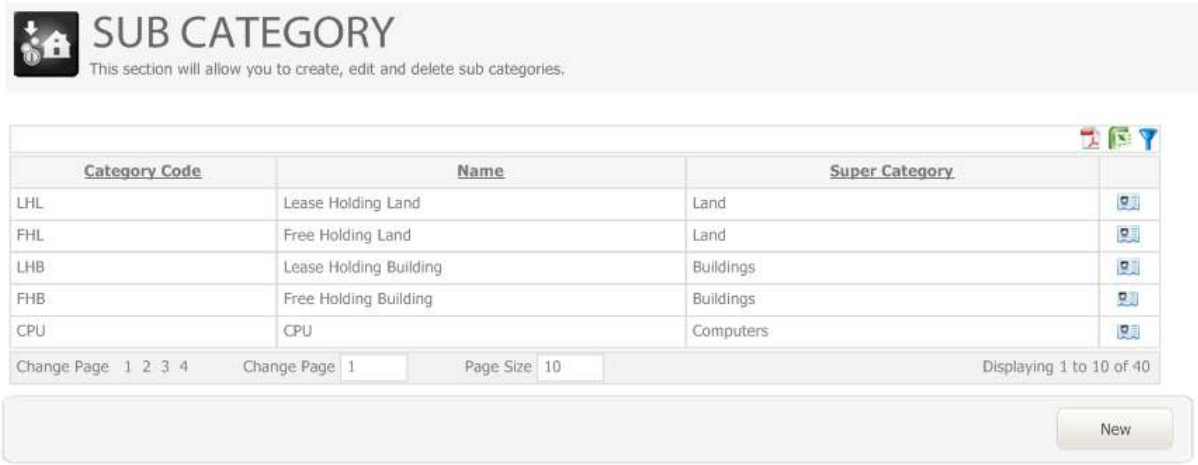


Figure 18.7: Define Sub Categories - Summary

24. To edit an existing definition select the relevant item from the summary view (you may also search items in this view by the values available in each column) and click on details and then click on edit.

25. You may also delete a definition in the same way. NOTE: defections will not be able to be deleted if the information is used elsewhere in the system.

18.4 Level

18.4.1 Requirement

- To be able to create, edit and delete Levels in the system in parallel to CODA cost centres
- To be able to dispose cost centres by deactivating them.

18.4.2 Solution

1. Levels can be created by navigating to the relevant menu item and clicking on the new button.

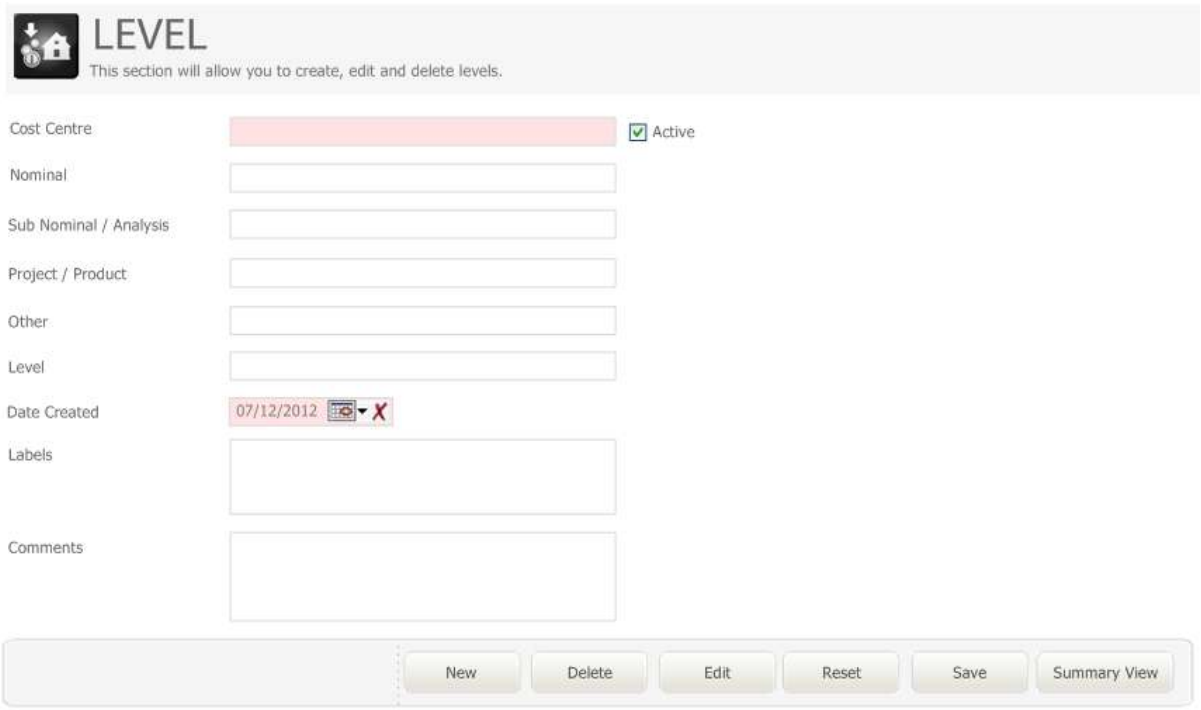


Figure 18.8: Define Levels – Detailed View

2. Enter the Cost Centre code (also used for AIC generation), Nominal code, Sub Nominal / Analysis code, Project / Product code and other code information as per the details in CODA.
3. If the level should be active the user may tick the Active checkbox. This will be ticked by default. Un-ticking this checkbox will amount to disposing this particular cost centre and level.
4. Specify to which level this entry is associated with. NOTE: fields up to the mentioned level should not be left blank. E.g. if Level is 3, then Cost Centre, Nominal and Sub Nominal / Analysis fields should be filled.
5. Next the Date Created can be selected. The current date will load by default.
6. Any specific Label information or Comments can also be entered.
7. Click on save to save the information or reset to reset the information to its initial state.
8. To view the summary list of existing definitions click on Summary View.

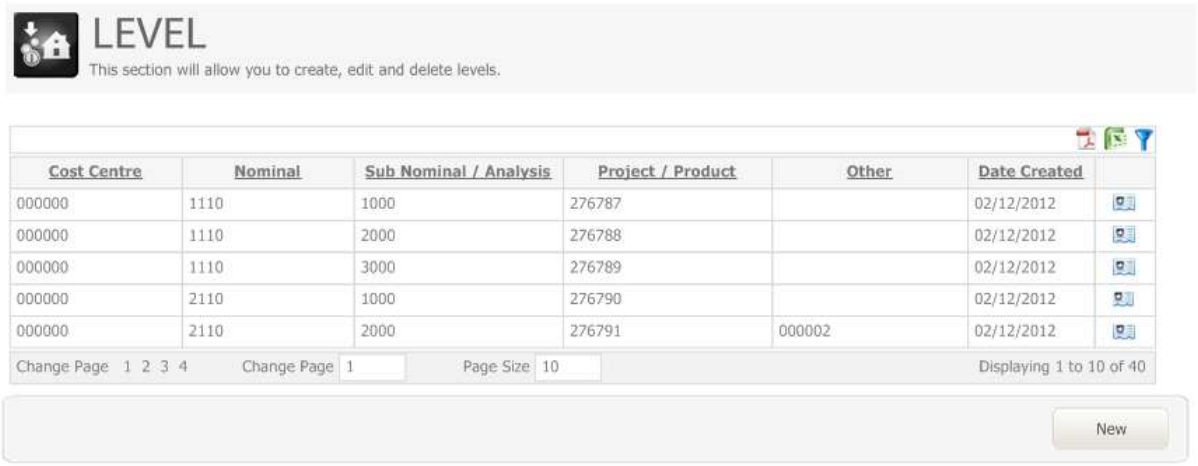


Figure 18.9: Define Levels - Summary

9. To edit an existing definition select the relevant item from the summary view (you may also search items in this view by the values available in each column) and click on details and then click on edit.

10. You may also delete a definition in the same way. NOTE: defections will not be able to be deleted if the information is used elsewhere in the system.

18.5 Reasons

18.5.1 Requirement

- To be able to create, edit and delete Reasons for asset operations

18.5.2 Solution

1. Reasons can be created by navigating to the relevant menu item and clicking on the new button.

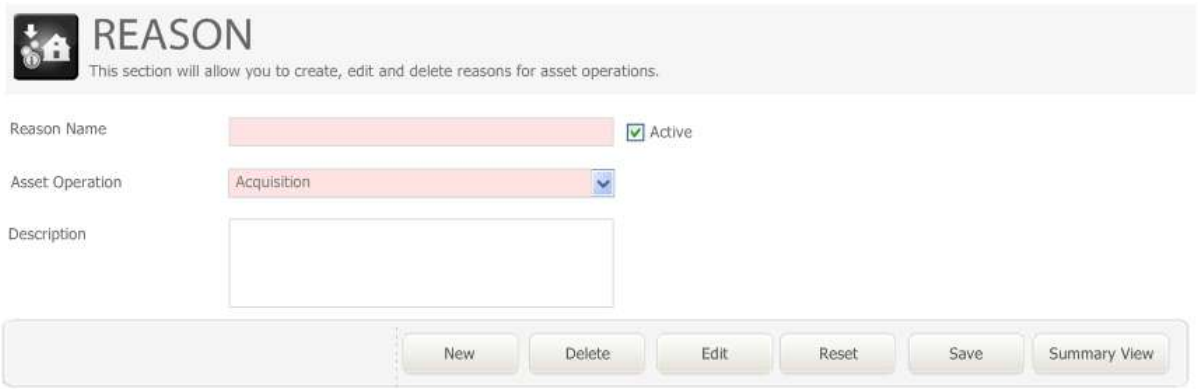


Figure 18.10: Define Reasons – Detailed View

2. Enter the Reason name and select an Asset Operation the reason should be assigned to. i.e. reasons will be specific to each asset operation. Following are a list of available operations in the system to which reasons can be assigned to:

Acquisition, Addition, Revaluation, Transfers, Disposals, Maintenance, Edit and Impairment.

3. If the reason should be active the user may tick the Active checkbox. This will be ticked by default.

4. Any specific Description can also be entered.

5. Click on save to save the information or reset to reset the information to its initial state.

6. To view the summary list of existing definitions click on Summary View.

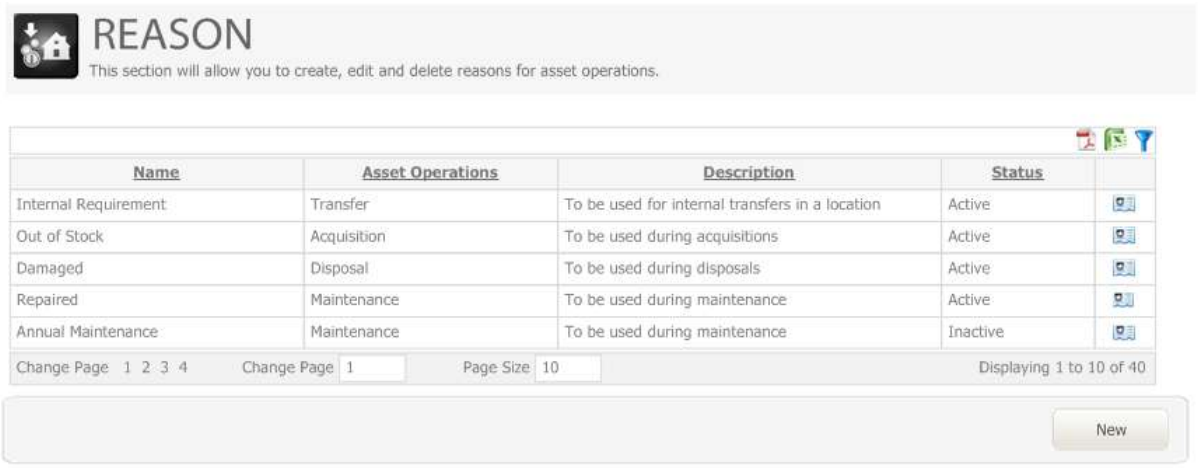


Figure 18.11: Define Reasons - Summary

7. To edit an existing definition select the relevant item from the summary view (you may also search items in this view by the values available in each column) and click on details and then click on edit.

8. You may also delete a definition in the same way. NOTE: defections will not be able to be deleted if the information is used elsewhere in the system.

18.6 RTOM

18.6.1 Requirement

- To be able to create, edit and delete Regional Telecommunication Offices (RTOMs)

18.6.2 Solution

1. RTOMs can be created by navigating to the relevant menu item and clicking on the new button.

Figure 18.12: Define RTOM – Detailed View

2. Enter the Name and a Description (Optional) for the RTOM.
3. If the RTOM should be active the user may tick the Active checkbox. This will be ticked by default
4. Click on save to save the information or reset to reset the information to its initial state.
5. To view the summary list of existing definitions click on Summary View.

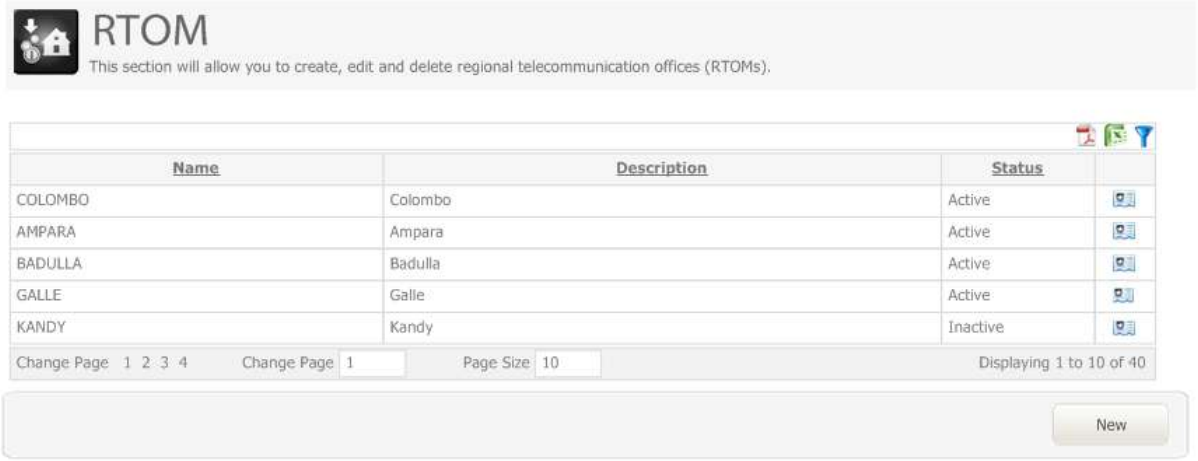


Figure 18.13: Define RTOM - Summary

6. To edit an existing definition select the relevant item from the summary view (you may also search items in this view by the values available in each column) and click on details and then click on edit.
7. You may also delete a definition in the same way. NOTE: defections will not be able to be deleted if the information is used elsewhere in the system.

18.7 Location

18.7.1 Requirement

- To be able to create, edit and delete Locations
- To assign Locations to Regional Telecommunication Offices (RTOMs)

18.7.2 Solution

1. Locations can be created by navigating to the relevant menu item and clicking on the new button.

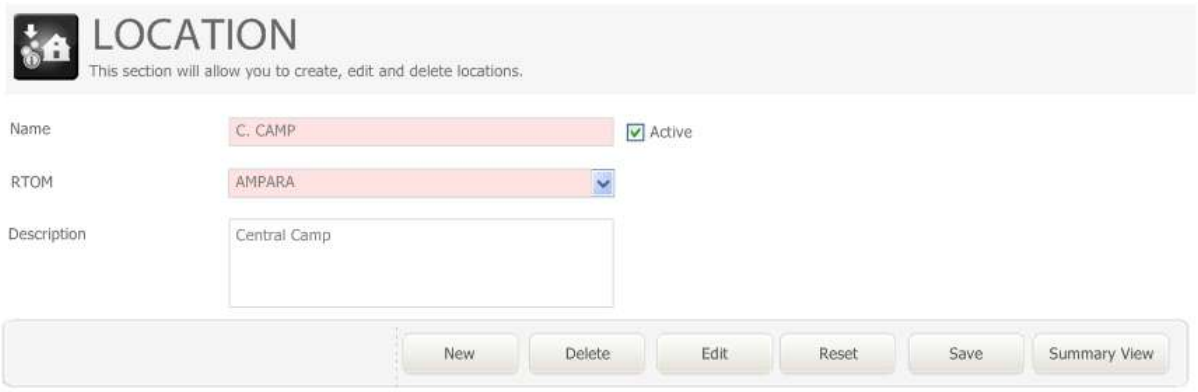


Figure 18.14: Define Location – Detailed View

2. Enter the Name (also used for AIC generation) and a Description (Optional) for the Location and also assign the relevant RTOM.

   NOTE: RTOMs should be created prior to this step. Refer section “RTOM” under the Asset Master area.

3. If the Location should be active the user may tick the Active checkbox. This will be ticked by default

4. Click on save to save the information or reset to reset the information to its initial state.

5. To view the summary list of existing definitions click on Summary View.

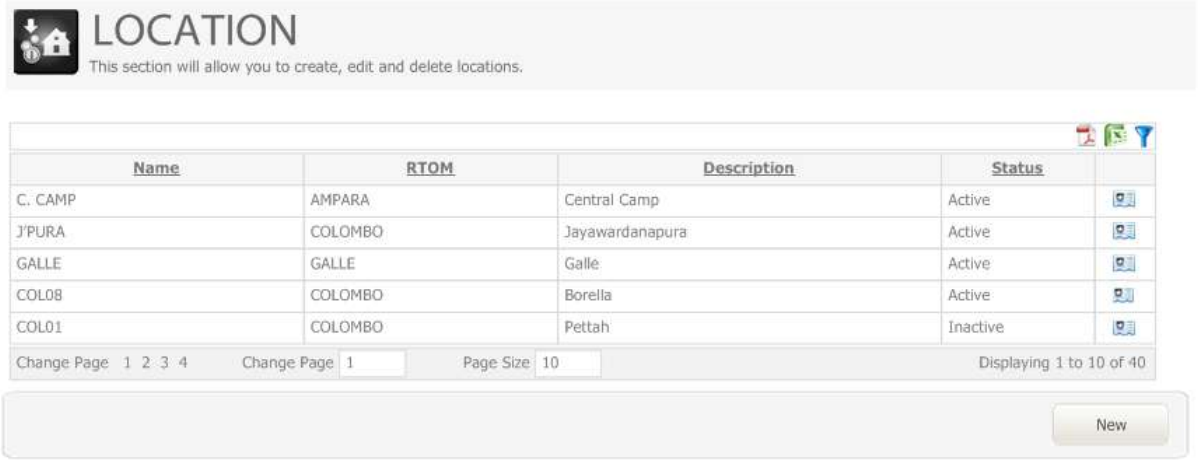


Figure 18.15: Define Location - Summary

6. To edit an existing definition select the relevant item from the summary view (you may also search items in this view by the values available in each column) and click on details and then click on edit.

7. You may also delete a definition in the same way. NOTE: defections will not be able to be deleted if the information is used elsewhere in the system.

18.8 Production / Service

18.8.1 Requirement

- To be able to create, edit and delete Production / Service codes for AIC generation

18.8.2 Solution

1. Production / Service Codes can be created by navigating to the relevant menu item and clicking on the new button.

Figure 18.16: Define Production / Service – Detailed View

2. Enter the Name (also used for AIC generation) and a Description (Optional).

3. If the Production / Service should be active the user may tick the Active checkbox. This will be ticked by default.

4. Click on save to save the information or reset to reset the information to its initial state.

5. To view the summary list of existing definitions click on Summary View.

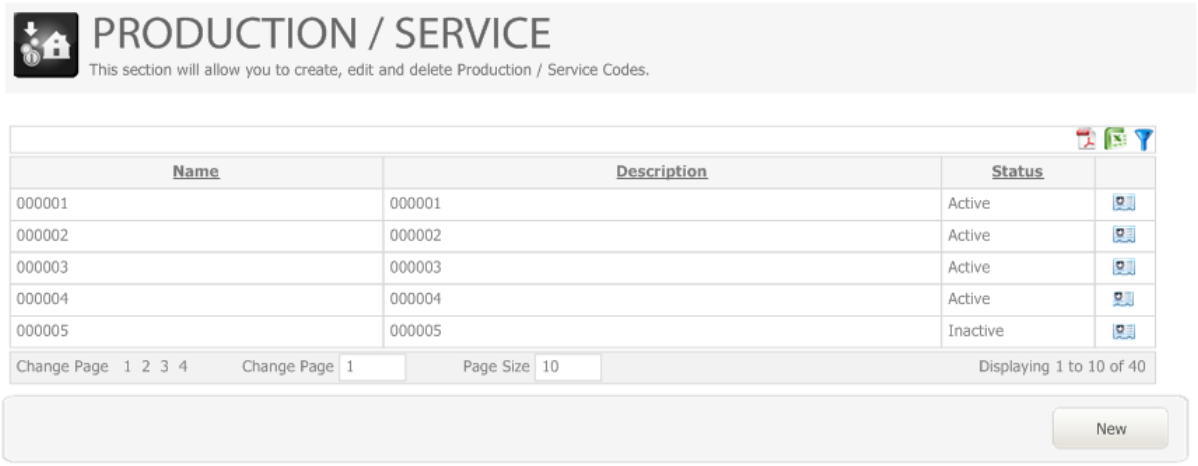


Figure 18.17: Define Production / Service - Summary

6. To edit an existing definition select the relevant item from the summary view (you may also search items in this view by the values available in each column) and click on details and then click on edit.

7. You may also delete a definition in the same way. NOTE: defections will not be able to be deleted if the information is used elsewhere in the system.

18.9 Measuring Types

18.9.1 Requirement

- To be able to create, edit and delete Measuring Types

18.9.2 Solution

1. Measuring Types can be created by navigating to the relevant menu item and clicking on the new button.

Figure 18.18: Define Measuring Type – Detailed View

2. Enter the Name and a Description (Optional).

3. If the Measuring Type should be active the user may tick the Active checkbox. This will be ticked by default.

4. Click on save to save the information or reset to reset the information to its initial state.

5. To view the summary list of existing definitions click on Summary View.

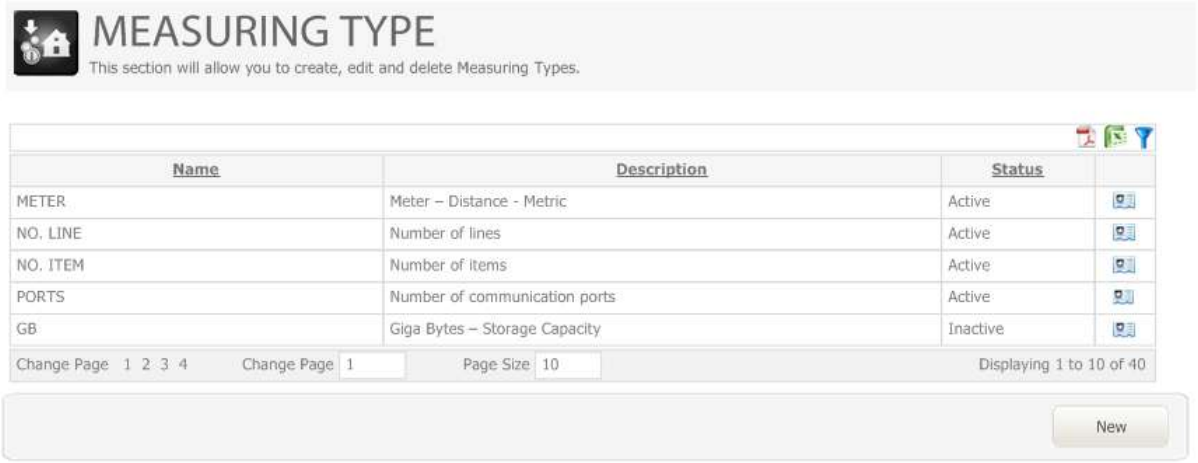


Figure 18.19: Define Measuring Type - Summary

6. To edit an existing definition select the relevant item from the summary view (you may also search items in this view by the values available in each column) and click on details and then click on edit.

7. You may also delete a definition in the same way. NOTE: defections will not be able to be deleted if the information is used elsewhere in the system.

18.10 Acquisition Type

18.10.1 Requirement

- To be able to create, edit and delete Acquisition Types

18.10.2 Solution

1. Acquisition Types can be created by navigating to the relevant menu item and clicking on the new button.

Figure 18.20: Define Acquisition Type – Detailed View

2. Enter the Name and a Description (Optional).

3. If the Acquisition Type should be active the user may tick the Active checkbox. This will be ticked by default.

4. Click on save to save the information or reset to reset the information to its initial state.

5. To view the summary list of existing definitions click on Summary View.

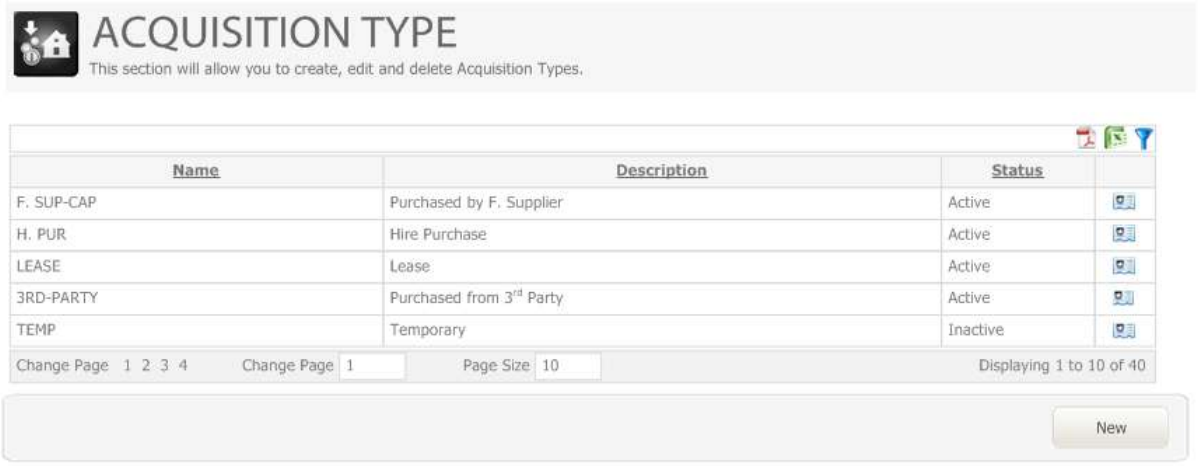


Figure 18.21: Define Acquisition Type - Summary

6. To edit an existing definition select the relevant item from the summary view (you may also search items in this view by the values available in each column) and click on details and then click on edit.

7. You may also delete a definition in the same way. NOTE: defections will not be able to be deleted if the information is used elsewhere in the system.

18.11 Currency Type

18.11.1 Requirement

- To be able to create, edit and delete Currency Types

18.11.2 Solution

1. Currency Types can be created by navigating to the relevant menu item and clicking on the new button.

Figure 18.22: Define Currency Type – Detailed View

2. Enter the Name and a Description (Optional).

3. If the Currency Type should be active the user may tick the Active checkbox. This will be ticked by default.

4. Click on save to save the information or reset to reset the information to its initial state.

5. To view the summary list of existing definitions click on Summary View.

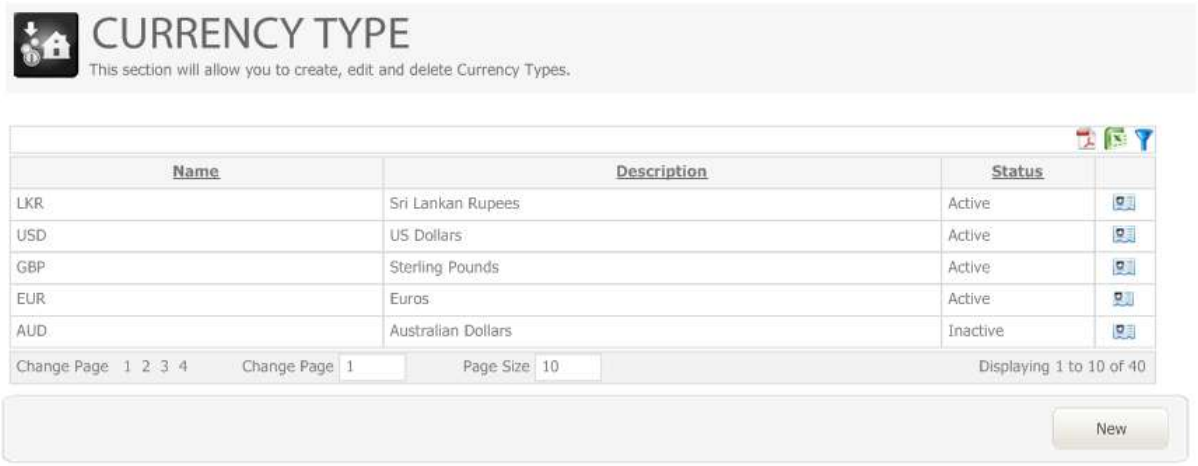


Figure 18.23: Define Currency Type - Summary

6. To edit an existing definition select the relevant item from the summary view (you may also search items in this view by the values available in each column) and click on details and then click on edit.

7. You may also delete a definition in the same way. NOTE: defections will not be able to be deleted if the information is used elsewhere in the system.

18.12 Asset Condition

18.12.1 Requirement

- To be able to create, edit and delete Conditions of Assets

18.12.2 Solution

8. Asset Conditions can be created by navigating to the relevant menu item and clicking on the new button.

Figure 18.24: Define Asset Condition – Detailed View

9. Enter the Name and a Description (Optional).

10. If the Asset Conditions should be active the user may tick the Active checkbox. This will be ticked by default.

11. Click on save to save the information or reset to reset the information to its initial state.

12. To view the summary list of existing definitions click on Summary View.

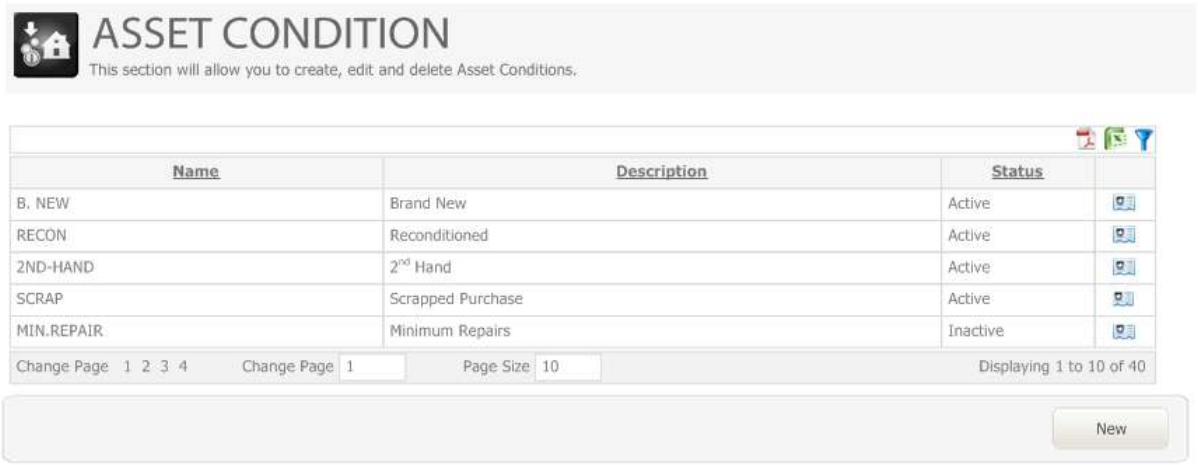


Figure 18.25: Define Asset Condition - Summary

13. To edit an existing definition select the relevant item from the summary view (you may also search items in this view by the values available in each column) and click on details and then click on edit.

14. You may also delete a definition in the same way. NOTE: defections will not be able to be deleted if the information is used elsewhere in the system.

19 Reports

19.1 Track Logins Report

<table>
<tr><td colspan="2">TRACK LOGINS REPORT</td></tr>
<tr><td colspan="2">Purpose – TO VIEW A LIST OF USERS AND THEIR ACCESS INFORMATION TO THE SYSTEM</td></tr>
<tr><td>Audience</td><td>Report Title
TRACK LOGINS REPORT</td></tr>
<tr><td colspan="2">Database Information
ORACLE</td></tr>
<tr><td>Header
Sri Lanka Telecom Ltd.
Fixed Asset Management System</td><td>Footer
TIME OF PRINT, DATE, PG NO</td></tr>
<tr><td colspan="2">Body of report

<table>
<tr><td>User</td><td>In Date</td><td>In Time</td><td>Out Date</td><td>Out Time</td></tr>
<tr><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td></td><td></td><td></td><td></td><td></td></tr>
</table>
</td></tr>
<tr><td colspan="2">Groups
N/A</td></tr>
<tr><td>Sorting
N/A</td><td>Record Selection
N/A</td></tr>
<tr><td colspan="2">Calculations or Formulas
USER = the username
In Date & Time = Time and Date the user logged in to the system
Out Date & Time = Time and Date the user logged out of the system</td></tr>
<tr><td colspan="2">Summarized Data
N/A</td></tr>
<tr><td colspan="2">Key information/Formatting
N/A</td></tr>
<tr><td colspan="2">Signoff:</td></tr>
</table>

19.2 Depreciation Reconciliation Report

DEPRECIATION RECONCILLIATION REPORT

Purpose – TO VIEW A SUMMARY OF THE RECONCILED RECORDS OF DEPRECIATION WITH RESPECT TO LAST MONTH

Audience	**Report Title** DEPRECIATION RECONCILLIATION REPORT
Database Information ORACLE	
Header Sri Lanka Telecom Ltd. Fixed Asset Management System	**Footer** TIME OF PRINT, DATE, PG NO

Body of report

Report Summary

Super Category	[Selected Super Category]
Year	[Selected Year]
Month	[Selected Month]

Depreciation Value of [Last Month]	100,000.00	
Depreciation Value of [Selected Month]	200,000.00	
Difference	100,000.00	
Depreciation Value of [Last Month]		100,000.00
Current Month Variences		
Add		
Depreciation From New Acquisitions	100,000.00	
Depreciation due to Increase in Rate	100,000.00	
Less		
Depreciation From Disposed Assets	(25,000.00)	
Depreciation due to Fully Depreciated Assets	(25,000.00)	
Depreciation due to Decrease in Rate	(50,000.00)	
Difference		100,000.00
Depreciation Value of [Selected Month]		200,000.00

Report Details

Depreciation From New Acquisitions

Sub Category	AH Code	Re. Life	NBV	Acu. Depr.	Depr. Rate	Depr. Value
LEASE HOLDING LAND	AAAA	10			10	50,000.00
FREE HOLD LAND	BBBB	10			10	50,000.00
Total						**100,000.00**

Depreciation due to Increase in Rate

Sub Category	AH Code	Re. Life	NBV	Acu. Depr.	Depr. Rate	Depr. Value
LEASE HOLDING LAND	CCC	10			15	50,000.00
FREE HOLD LAND	DDD	10			15	50,000.00
Total						**100,000.00**

Depreciation From Disposed Assets

Sub Category	AH Code	Re. Life	NBV	Acu. Depr.	Depr. Rate	Depr. Value
LEASE HOLDING LAND	EEE	0			10	10,000.00
FREE HOLD LAND	FFF	0			10	15,000.00
Total						**25,000.00**

Depreciation due to Fully Depreciated Assets

Sub Category	AH Code	Re. Life	NBV	Acu. Depr.	Depr. Rate	Depr. Value
LEASE HOLDING LAND	GGG	0			10	10,000.00
FREE HOLD LAND	HHH	0			10	15,000.00
Total						**25,000.00**

Depreciation due to Decrease in Rate

Sub Category	AH Code	Re. Life	NBV	Acu. Depr.	Depr. Rate	Depr. Value
LEASE HOLDING LAND	III	10			5	10,000.00
FREE HOLD LAND	JJJ	10			5	15,000.00
Total						50,000.00

Groups
BY SUPER CATEGORY

Sorting	**Record Selection**
N/A	SUPER CATEGORY (MULTIPLE), YEAR, MONTH

Calculations or Formulas	
A. Depreciation Value of [Last Month]	= processed depreciation value of the month prior to the selected moth
B. Depreciation Value of [Selected Month]	= processed depreciation value of the selected month
C. Difference	= B - A
D. Depreciation Value of [Last Month]	= A
E. Depreciation From New Acquisitions	= processed depreciation value due to new acquisitions
F. Depreciation due to Increase in Rate	= processed depreciation value due to increases in depreciation during the selected month (only the amount increased)
G. Depreciation From Disposed Assets	= processed depreciation value of the previous month, of assets disposed during the current month
H. Depreciation due to Fully Depreciated Assets	= processed depreciation value of the previous month, of assets fully depreciated in the current month
I. Depreciation due to Decrease in Rate	= processed depreciation value due to increases in depreciation during the selected month (only the amount decreased)
J. Difference	= E + F – (G + H + I)
K. Depreciation Value of [Selected Month]	= D + J
** If all depreciations are reconciled K should equal to B and C should equal to J	
Detailed Report Each section' (E to I above) assets following details: Sub Category AH Code Remaining Life (Re. Life) Net Book Value (NBV) Accumulated Depreciation (Acu. Depr.) Depreciation Rate (Depr. Rate) Depreciation Value (Depr. Value) of relevant month given as per the definitions of each section (above E to I)	
Summarized Data The above report body area should repeat if multiple super categories are selected.	
Key information/Formatting	
Signoff:	

19.3 Cost Centre Wise Asset Categories (For All Categories One Cat. By One Cat.)

COST CENTER WISE CATEGORIES(FOR ALL CATEGORIES ONE CAT. BY ONE CAT)

Purpose – To identify the assets under given Cost center.

Audience	**Report Title** COST CENTER WISE CATEGORIES

Database Information
ORACLE

Header Sri Lanka Telecom Ltd. Fixed Asset Management System	**Footer** TIME OF PRINT, DATE, PG NO

Body of report

Cost center: **Category:**

HEADER CODE	MAKE	MODEL	DATE OF PURCHASE	AH COST	DEP AMOUNT	ACC DEP	NBV

Groups
COST CENTRE

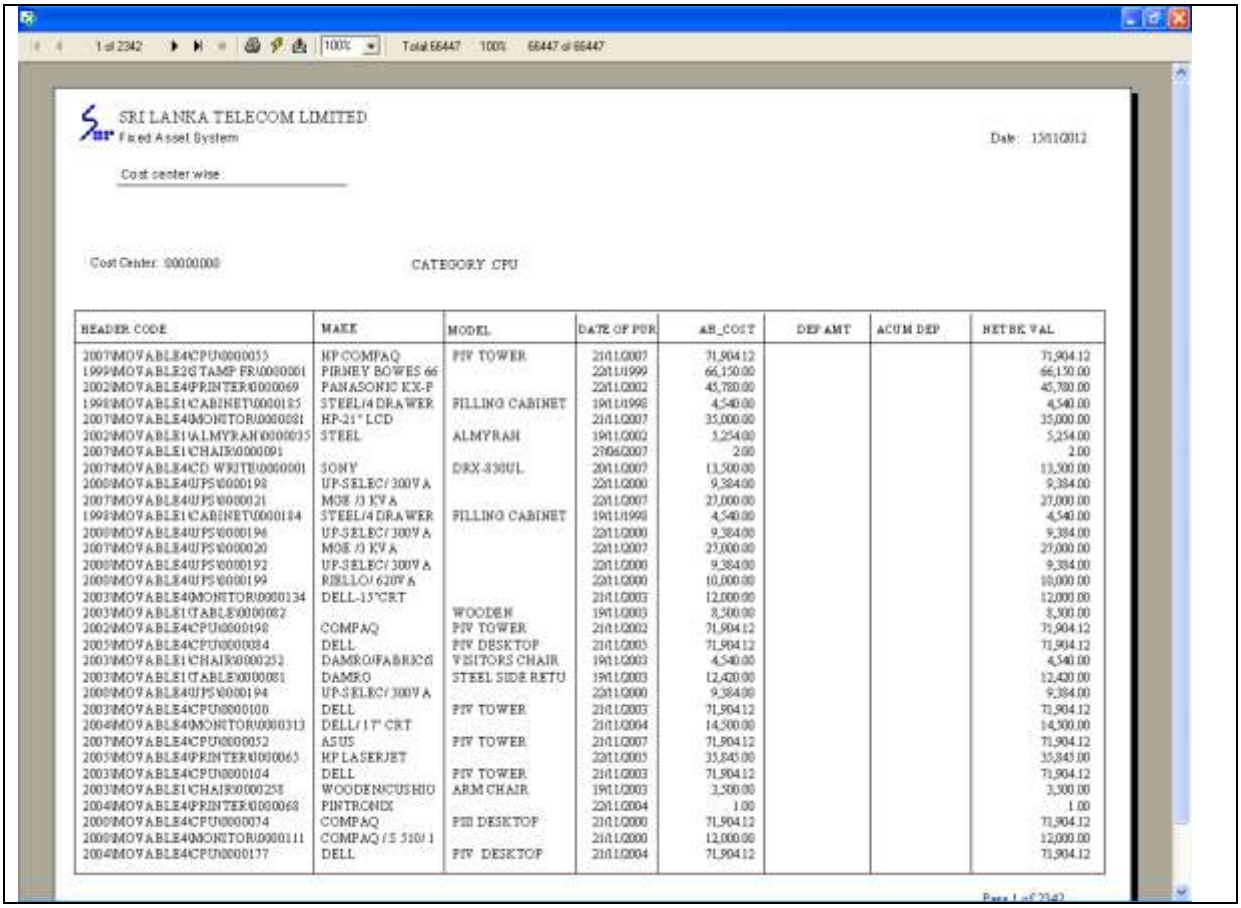
Sorting BY HEADER CODE	**Record Selection** COST CENTRE

Calculations or Formulas
N/A

Summarized Data
Total Super Category wise
Total for Cost center

Key information/Formatting
N/A

Signoff:



SRI LANKA TELECOM LIMITED
Fixed Asset System

Date: 15/10/2012

Cost center wise

Cost Center: 00000000 CATEGORY CPU

HEADER CODE	MAKE	MODEL	DATE OF PUR	AB_COST	DEP AMT	ACUM DEP	NET BK VAL
2007\MOVABLE4\CPU\0000055	HP COMPAQ	PIV TOWER	21\01\2007	71,904.12			71,904.12
1999\MOVABLE2\STAMP FR\0000001	PIRNEY BOWES 66		22\01\1999	66,150.00			66,150.00
2002\MOVABLE4\PRINTER\0000069	PANASONIC KX-P		22\01\2002	45,780.00			45,780.00
1998\MOVABLE1\CABINET\0000125	STEEL/4 DRAWER	FILLING CABINET	19\01\1998	4,540.00			4,540.00
2007\MOVABLE4\MONITOR\0000081	HP-21" LCD		21\01\2007	35,000.00			35,000.00
2002\MOVABLE1\ALMYRAH\0000035	STEEL	ALMYRAH	19\01\2002	5,254.00			5,254.00
2007\MOVABLE1\CHAIR\0000091			27\06\2007	2.00			2.00
2007\MOVABLE4\CD WRITE\0000001	SONY	DRX-830UL	20\01\2007	13,500.00			13,500.00
2000\MOVABLE4\UPS\0000198	UP-SELEC/ 300VA		22\01\2000	9,384.00			9,384.00
2007\MOVABLE4\UPS\0000021	MOE /3 KVA		22\01\2007	27,000.00			27,000.00
1998\MOVABLE1\CABINET\0000184	STEEL/4 DRAWER	FILLING CABINET	19\01\1998	4,540.00			4,540.00
2000\MOVABLE4\UPS\0000196	UP-SELEC/ 300VA		22\01\2000	9,384.00			9,384.00
2007\MOVABLE4\UPS\0000020	MOE /3 KVA		22\01\2007	27,000.00			27,000.00
2000\MOVABLE4\UPS\0000192	UP-SELEC/ 300VA		22\01\2000	9,384.00			9,384.00
2000\MOVABLE4\UPS\0000199	RIELLO/ 620VA		22\01\2000	10,000.00			10,000.00
2003\MOVABLE4\MONITOR\0000134	DELL-15"CRT		21\01\2003	12,000.00			12,000.00
2003\MOVABLE1\TABLE\0000082		WOODEN	19\01\2003	8,500.00			8,500.00
2002\MOVABLE4\CPU\0000198	COMPAQ	PIV TOWER	21\01\2002	71,904.12			71,904.12
2003\MOVABLE4\CPU\0000084	DELL	PIV DESKTOP	21\01\2003	71,904.12			71,904.12
2003\MOVABLE1\CHAIR\0000252	DAMRO/FABRICS	VISITORS CHAIR	19\01\2003	4,540.00			4,540.00
2003\MOVABLE1\TABLE\0000081	DAMRO	STEEL SIDE RETU	19\01\2003	12,420.00			12,420.00
2000\MOVABLE4\UPS\0000194	UP-SELEC/ 300VA		22\01\2000	9,384.00			9,384.00
2003\MOVABLE4\CPU\0000100	DELL	PIV TOWER	21\01\2003	71,904.12			71,904.12
2004\MOVABLE4\MONITOR\0000313	DELL/ 17" CRT		21\01\2004	14,500.00			14,500.00
2007\MOVABLE4\CPU\0000052	ASUS	PIV TOWER	21\01\2007	71,904.12			71,904.12
2005\MOVABLE4\PRINTER\0000065	HP LASERJET		22\01\2005	35,845.00			35,845.00
2003\MOVABLE4\CPU\0000104	DELL	PIV TOWER	21\01\2003	71,904.12			71,904.12
2003\MOVABLE1\CHAIR\0000258	WOODEN/CUSHIO	ARM CHAIR	19\01\2003	3,500.00			3,500.00
2004\MOVABLE4\PRINTER\0000068	PINTRONIX		22\01\2004	1.00			1.00
2000\MOVABLE4\CPU\0000074	COMPAQ	PIII DESKTOP	21\01\2000	71,904.12			71,904.12
2000\MOVABLE4\MONITOR\0000111	COMPAQ / S 510/ 1		21\01\2000	12,000.00			12,000.00
2004\MOVABLE4\CPU\0000177	DELL	PIV DESKTOP	21\01\2004	71,904.12			71,904.12

19.4 RTO Wise Asset Report (For All Categories One By One)

RTO WISE ASSET REPORT(FOR ALL CATEGORIES ONE BY ONE)

Purpose – To Identify Asset Details RTO and Location wise.

Audience	**Report Title** RTO WISE ASSET REPORT

Database Information
ORACLE

Header Sri Lanka Telecom Ltd. Fixed Asset Management System	**Footer** TIME OF PRINT, DATE, PG NO

Body of report

HEADER CODE	DATE OF PURCHASE	AH COST	ACC. DEP	DEP AMOUNT	NBV

Groups
RTO & THEN Location

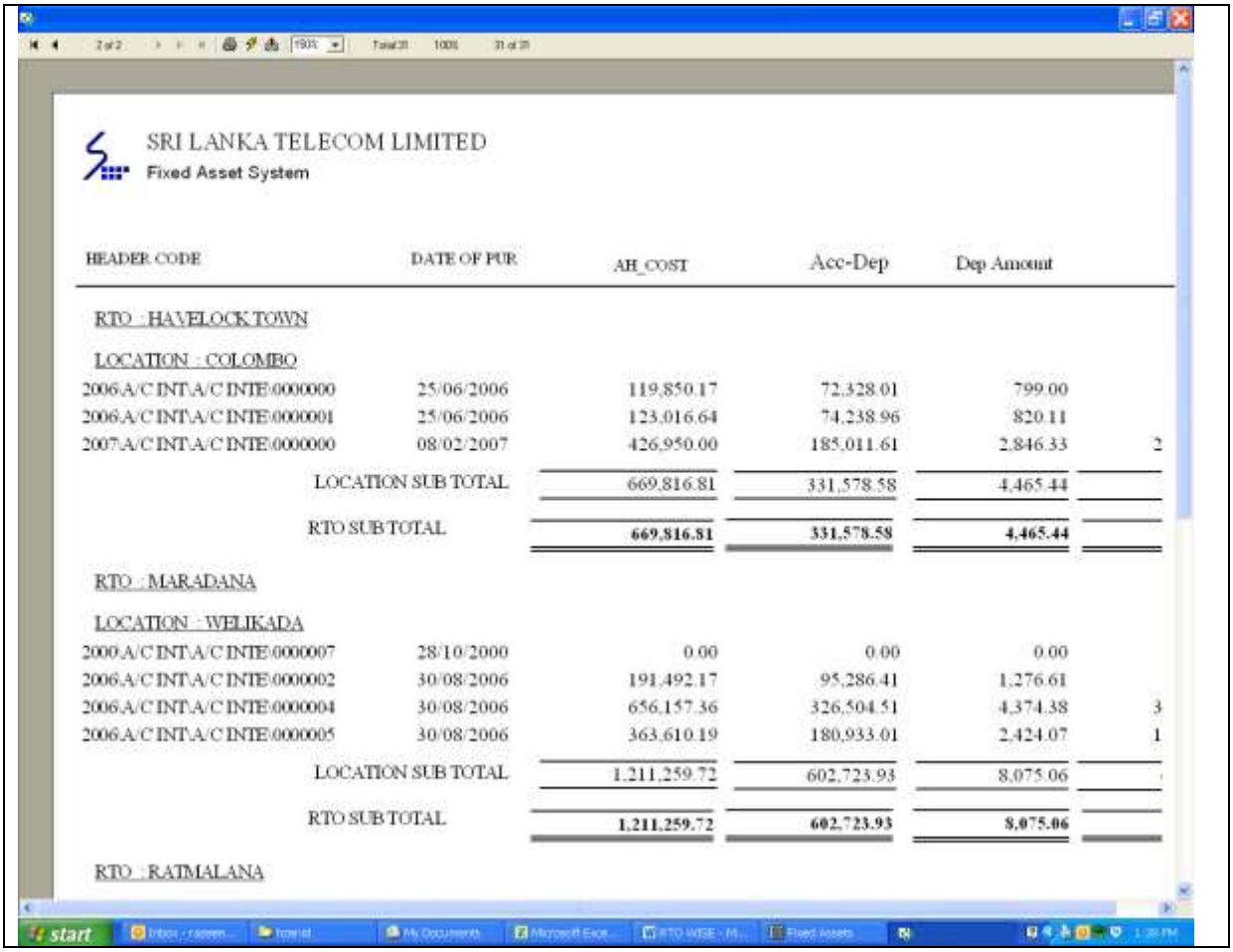
Sorting BY HEADER CODE	**Record Selection** RTO

Calculations or Formulas
N/A

Summarized Data
Total Location wise
Total RTO wise
Grand Total

Key information/Formatting
N/A

Signoff:



SRI LANKA TELECOM LIMITED

Fixed Asset System

HEADER CODE	DATE OF PUR	AH_COST	Acc-Dep	Dep Amount	
RTO : HAVELOCK TOWN					
LOCATION : COLOMBO					
2006\A/C INT\A/C INTE\0000000	25/06/2006	119,850.17	72,328.01	799.00	
2006\A/C INT\A/C INTE\0000001	25/06/2006	123,016.64	74,238.96	820.11	
2007\A/C INT\A/C INTE\0000000	08/02/2007	426,950.00	185,011.61	2,846.33	2
LOCATION SUB TOTAL		669,816.81	331,578.58	4,465.44	
RTO SUB TOTAL		**669,816.81**	**331,578.58**	**4,465.44**	
RTO : MARADANA					
LOCATION : WELIKADA					
2000\A/C INT\A/C INTE\0000007	28/10/2000	0.00	0.00	0.00	
2006\A/C INT\A/C INTE\0000002	30/08/2006	191,492.17	95,286.41	1,276.61	
2006\A/C INT\A/C INTE\0000004	30/08/2006	656,157.36	326,504.51	4,374.38	3
2006\A/C INT\A/C INTE\0000005	30/08/2006	363,610.19	180,933.01	2,424.07	1
LOCATION SUB TOTAL		1,211,259.72	602,723.93	8,075.06	
RTO SUB TOTAL		**1,211,259.72**	**602,723.93**	**8,075.06**	
RTO : RATMALANA					

19.5 Motor Vehicle Asset Details

MOTOR VEHICLE ASSET DETAILS REPORT

Purpose –

Audience	**Report Title** MOTOR VEHICLE ASSET DETAILS

Database Information
ORACLE

Header Sri Lanka Telecom Ltd. Fixed Asset Management System	**Footer** TIME OF PRINT, DATE, PG NO

Body of report

AH Code	Vehicle No.	Super Category	Sub Category	Year of Purchase	Registration Date	Make	Model	Engine No.	Chassis No.	Cost	Acc. Dep.	Dep. Amount	NBV

Groups
N/A

Sorting BY AH CODE	**Record Selection** N/A

Calculations or Formulas
Only assets of the Motor Vehicles super category type will load

Summarized Data
N/A

Key information/Formatting
N/A

Signoff:

19.6 Exchanges (Ntp, Intl, Ngn,Ngn Other)

NATIONAL EX/ INTL. EX/ NGN EX/ NGN OTHERS REPORT

Purpose – TO VIEW National Ex/ Intl. Ex/ NGN Ex/ NGN Others

Audience	**Report Title** NATIONAL EX/ INTL. EX/ NGN EX/ NGN OTHERS

Database Information
ORACLE

Header Sri Lanka Telecom Ltd. Fixed Asset Management System	**Footer** TIME OF PRINT, DATE, PG NO

Body of report

AH Code	RTOM	Location	Year of Commissioned	Exchange Code	Type	Make	Model	Cost	Acc. Dep.	Dep. Amount	NBV

Groups
N/A

Sorting AH CODE	**Record Selection** N/A

Calculations or Formulas
All assets in the exchanges super category type will be loaded

Summarized Data
N/A

Key information/Formatting
N/A

Signoff:

19.7 Land (Fh,Lh)

LAND (FREE HOLD/LEASE HOLD)REPORT

Purpose – TO VIEW Land (Free hold/Lease hold)

Audience	**Report Title** LAND (FREE HOLD/LEASE HOLD)

Database Information
ORACLE

Header Sri Lanka Telecom Ltd. Fixed Asset Management System	**Footer** TIME OF PRINT, DATE, PG NO

Body of report

AH Code	RTOM	Location	Year of Purchased	Deed No.	Survey Plan No.	Extent	Address	Name of Land	No. of Buildings	Cost	Acc. Dep.	Dep. Amount	NBV

Groups
N/A

Sorting AH CODE	**Record Selection** N/A

Calculations or Formulas
Only assets under the Land super category will be picked

Summarized Data
N/A

Key information/Formatting
N/A

Signoff:

19.8 Building Report

BUILDING REPORT

Purpose – TO VIEW BUILDING INFORMATION

Audience	**Report Title** BUILDING REPORT

Database Information
ORACLE

Header Sri Lanka Telecom Ltd. Fixed Asset Management System	**Footer** TIME OF PRINT, DATE, PG NO

Body of report

RTOM	AH Code	Location	Year	Extent	address	Name of Land	Cost	Acc. Dep.	Dep. Amount	NBV

Groups
N/A

Sorting RTOM	**Record Selection** N/A

Calculations or Formulas
Only assets of the Building super category will be loaded

Summarized Data
N/A

Key information/Formatting
N/A

Signoff:

19.9 Building Report With Component

BUILDING REPORT WITH COMPONENTS

Purpose – TO VIEW BUILDINGS AND COMPONENT

Audience	**Report Title** BUILDING REPORT WITH COMPONENTS

Database Information
ORACLE

Header Sri Lanka Telecom Ltd. Fixed Asset Management System	**Footer** TIME OF PRINT, DATE, PG NO

Body of report

AH Code	RTOM	Location	Component	Cost	Acc. Dep.	Dep. Amount	NBV

Groups
AH CODE

Sorting AH CODE	**Record Selection** N/A

Calculations or Formulas
Only assets of the Building super category will be loaded

Summarized Data
N/A

Key information/Formatting
N/A

Signoff:

19.10 Asset Report Super Cat. & Sub Cat. Wise

ASSET REPORT SUPER CAT. & SUB CAT. WISE

Purpose – TO VIEW ASSETS SUPER CATEGORY & SUB CATEGORY WISE

Audience	**Report Title** ASSET REPORT SUPER CAT. & SUB CAT. WISE

Database Information
ORACLE

Header Sri Lanka Telecom Ltd. Fixed Asset Management System	**Footer** TIME OF PRINT, DATE, PG NO

Body of report

RTOM	AH Code	Location	Sub Category	Cost	Acc. Dep.	Dep. Amount	NBV

Groups
SUPER CATEGORY, SUB CATEGORY

Sorting RTOM	**Record Selection** SUPER CATEGORY (MULTIPLE), SUB CATEGORY (MULTIPLE)

Calculations or Formulas
N/A

Summarized Data
N/A

Key information/Formatting
N/A

Signoff:

19.11 Asset Report Super Cat. Sub Cat. Component Wise

ASSET REPORT SUPER CAT. ,SUB CAT COMPONENT WISE

Purpose –

Audience	**Report Title** ASSET REPORT SUPER CAT. ,SUB CAT COMPONENT WISE

Database Information
ORACLE

Header Sri Lanka Telecom Ltd. Fixed Asset Management System	**Footer** TIME OF PRINT, DATE, PG NO

Body of report

RTOM	AH Code	Location	Sub Category	Components	Cost	Acc. Dep.	Dep. Amount	NBV

Groups
SUPER CATEGORY, SUB CATEGORY

Sorting RTOM	**Record Selection** SUPER CATEGORY (MULTIPLE), SUB CATEGORY (MULTIPLE)

Calculations or Formulas
N/A

Summarized Data
N/A

Key information/Formatting
N/A

Signoff:

19.12 Asset Summery Report Asset Group & Super Cat Wise

DEPRECIATION RECONCILLIATION REPORT

Purpose – TO VIEW A SUMMARY OF THE RECONCILED RECORDS OF DEPRECIATION WITH RESPECT TO LAST MONTH

Audience	**Report Title** DEPRECIATION RECONCILLIATION REPORT

Database Information
ORACLE

Header Sri Lanka Telecom Ltd. Fixed Asset Management System	**Footer** TIME OF PRINT, DATE, PG NO

Body of report

Asset Group	Super category	Cost	Acc. Dep.	NBV

Groups
ASSET GROUP

Sorting ASSET GROUP, SUPER CATEGORY	**Record Selection** ASSET GROUP (MULTIPLE), SUPER CATEGORY (MULTIPLE)

Calculations or Formulas
Ex:-

Land

Land

Building Building   Duct Cable & Other outside Plant Cable Subscriber Up to DP Cable PSTN BDP PABX Power Plant Pay Phone Equipment Etc.   Telephone Exchange
Summarized Data N/A
Key information/Formatting N/A
Signoff:

19.13 Asset Acq. Report (For A Given Period)

<table>
<tr><td colspan="2">ASSET ACQUISITION REPORT (FOR A GIVEN PERIOD)</td></tr>
<tr><td colspan="2">Purpose –</td></tr>
<tr><td>Audience</td><td>Report Title
ASSET ACQUISITION REPORT (FOR A GIVEN PERIOD)</td></tr>
<tr><td colspan="2">Database Information
ORACLE</td></tr>
<tr><td>Header
Sri Lanka Telecom Ltd.
Fixed Asset Management System</td><td>Footer
TIME OF PRINT, DATE, PG NO</td></tr>
<tr><td colspan="2">Body of report
<table>
<tr><th>Asset Super category</th><th>AH Code</th><th>Date of Purchase</th><th>Cost</th><th>Acc. Dep.</th><th>NBV</th></tr>
<tr><td></td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td></td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td></td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td></td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td></td><td></td><td></td><td></td><td></td><td></td></tr>
</table></td></tr>
<tr><td colspan="2">Groups
SUPER CATEGORY</td></tr>
<tr><td>Sorting
N/A</td><td>Record Selection
FROM DATE, TO DATE</td></tr>
<tr><td colspan="2">Calculations or Formulas
N/A</td></tr>
<tr><td colspan="2">Summarized Data
N/A</td></tr>
<tr><td colspan="2">Key information/Formatting
N/A</td></tr>
<tr><td colspan="2">Signoff:</td></tr>
</table>

19.14 Asset Additions Report (For A Given Period)

ASSET ADDITIONS REPORT (FOR A GIVEN PERIOD)

Purpose –

Audience	**Report Title** ASSET ADDITIONS REPORT (FOR A GIVEN PERIOD)

Database Information
ORACLE

Header Sri Lanka Telecom Ltd. Fixed Asset Management System	**Footer** TIME OF PRINT, DATE, PG NO

Body of report

Asset Super category	AH Code	Date of addition	Cost	Acc. Dep.	NBV

Groups
SUPER CATEGORY

Sorting SUPER CATEGORY, AH CODE	**Record Selection** FROM DATE, TO DATE

Calculations or Formulas
N/A

Summarized Data
N/A

Key information/Formatting
N/A

Signoff:

19.15 Asset Disposal Report (All)

ASSET DISPOSAL REPORT (ALL)

Purpose –

Audience	**Report Title** ASSET DISPOSAL REPORT (ALL)

Database Information
ORACLE

Header Sri Lanka Telecom Ltd. Fixed Asset Management System	**Footer** TIME OF PRINT, DATE, PG NO

Body of report

AH Code	Date of Disposal	Reason to disposed	Cost	Acc. Dep.	NBV

Groups
AH CODE

Sorting DATE DISPOSED, AH CODE	**Record Selection** N/A

Calculations or Formulas
All disposed assets will be picked to this report

Summarized Data
N/A

Key information/Formatting
N/A

Signoff:

19.16 Asset Disposal Report (For The Given Period)

ASSET DISPOSAL REPORT (FOR THE GIVEN PERIOD)

Purpose –

Audience	**Report Title** ASSET DISPOSAL REPORT (FOR THE GIVEN PERIOD)

Database Information
ORACLE

Header Sri Lanka Telecom Ltd. Fixed Asset Management System	**Footer** TIME OF PRINT, DATE, PG NO

Body of report

AH Code	Date of Disposal	Reason to disposed	Cost	Acc. Dep.	NBV

Groups
AH CODE

Sorting DATE OF DISPOSAL, AH CODE	**Record Selection** FROM DATE, TO DATE

Calculations or Formulas
N/A

Summarized Data
N/A

Key information/Formatting
N/A

Signoff:

19.17 Fully Depreciated Asset Report (All)

FULLY DEPRECIATED ASSET REPORT (ALL)

Purpose –

Audience	**Report Title** FULLY DEPRECIATED ASSET REPORT (ALL)

Database Information
ORACLE

Header Sri Lanka Telecom Ltd. Fixed Asset Management System	**Footer** TIME OF PRINT, DATE, PG NO

Body of report

AH Code	Cost	Acc. Dep.	NBV

Groups
N/A

Sorting AH CODE	**Record Selection** N/A

Calculations or Formulas
All fully depreciated assets will be picked for this report.

Summarized Data
N/A

Key information/Formatting
N/A

Signoff:

19.18 Fully Depreciated Asset Report (For The Given Period)

<table>
<tr><td colspan="2">FULLY DEPRECIATED ASSET REPORT (FOR THE GIVEN PERIOD)</td></tr>
<tr><td colspan="2">Purpose –</td></tr>
<tr><td>Audience</td><td>Report Title
FULLY DEPRECIATED ASSET REPORT (FOR THE GIVEN PERIOD)</td></tr>
<tr><td colspan="2">Database Information
ORACLE</td></tr>
<tr><td>Header
Sri Lanka Telecom Ltd.
Fixed Asset Management System</td><td>Footer
TIME OF PRINT, DATE, PG NO</td></tr>
<tr><td colspan="2">Body of report
<table>
<tr><th>AH Code</th><th>Cost</th><th>Acc. Dep.</th><th>NBV</th></tr>
<tr><td></td><td></td><td></td><td></td></tr>
<tr><td></td><td></td><td></td><td></td></tr>
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<tr><td></td><td></td><td></td><td></td></tr>
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<tr><td colspan="2">Groups
N/A</td></tr>
<tr><td>Sorting
AH CODE</td><td>Record Selection
FROM DATE, TO DATE</td></tr>
<tr><td colspan="2">Calculations or Formulas
N/A</td></tr>
<tr><td colspan="2">Summarized Data
N/A</td></tr>
<tr><td colspan="2">Key information/Formatting
N/A</td></tr>
<tr><td colspan="2">Signoff:</td></tr>
</table>

19.19 Depreciation Forecast Summery Report(For The Given Period)

<table>
<tr><td colspan="2">DEPRECIATION FORECAST SUMMERY REPORT (FOR THE GIVEN PERIOD)</td></tr>
<tr><td colspan="2">Purpose –</td></tr>
<tr><td>Audience</td><td>Report Title
DEPRECIATION FORECAST SUMMERY REPORT (FOR THE GIVEN PERIOD)</td></tr>
<tr><td colspan="2">Database Information
ORACLE</td></tr>
<tr><td>Header
Sri Lanka Telecom Ltd.
Fixed Asset Management System</td><td>Footer
TIME OF PRINT, DATE, PG NO</td></tr>
<tr><td colspan="2">Body of report
<table>
<tr><th>Super Category</th><th>Depreciation Value</th></tr>
<tr><td>Building</td><td>10,000</td></tr>
<tr><td>Cable BDP</td><td>20,000</td></tr>
<tr><td>Exchange Eq.</td><td>15,000</td></tr>
<tr><td>Total</td><td>45,000</td></tr>
</table></td></tr>
<tr><td colspan="2">Groups
SUPER CATEGORY</td></tr>
<tr><td>Sorting
SUPER CATEGORY</td><td>Record Selection
SUPER CATEGORY (MULTIPLE), YEAR, MONTH, DURATION (MONTHS)</td></tr>
<tr><td colspan="2">Calculations or Formulas
N/A</td></tr>
<tr><td colspan="2">Summarized Data
TOTAL OF DEPRECIATION VALUE FOR THE PERIOD</td></tr>
<tr><td colspan="2">Key information/Formatting
N/A</td></tr>
<tr><td colspan="2">Signoff:</td></tr>
</table>

19.20 Depreciation Forecast Report Super Cat Wise (For The Given Period)

DEPRECIATION FORECAST REPORT SUPER CAT. WISE (FOR THE GIVEN PERIOD)

Purpose –

Audience	**Report Title** DEPRECIATION FORECAST REPORT SUPER CAT. WISE (FOR THE GIVEN PERIOD)

Database Information
ORACLE

Header Sri Lanka Telecom Ltd. Fixed Asset Management System	**Footer** TIME OF PRINT, DATE, PG NO

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Month	Depreciation Value
Jan	10,000
Feb	20,000
Mar	15,000
Total	**45,000**

Groups
SUPER CATEGORY, MONTH

Sorting SUPER CATEGORY, MONTH	**Record Selection** SUPER CATEGORY (MULTIPLE), YEAR, MONTH, DURATION (MONTHS)

Calculations or Formulas
N/A

Summarized Data
N/A

Key information/Formatting
N/A

Signoff:

19.21 Asset Details by Cost Centre

ASSET DETAILS BY COST CENTER

Purpose –

Audience	**Report Title** ASSET DETAILS BY COST CENTER

Database Information
ORACLE

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Body of report

COST CENTER	COST CENTER DESCRIPTION	TYPE	NO OF ITEM	TOTAL COST	TOTAL ACC. DEP.	NBV

Groups
COST CENTRE

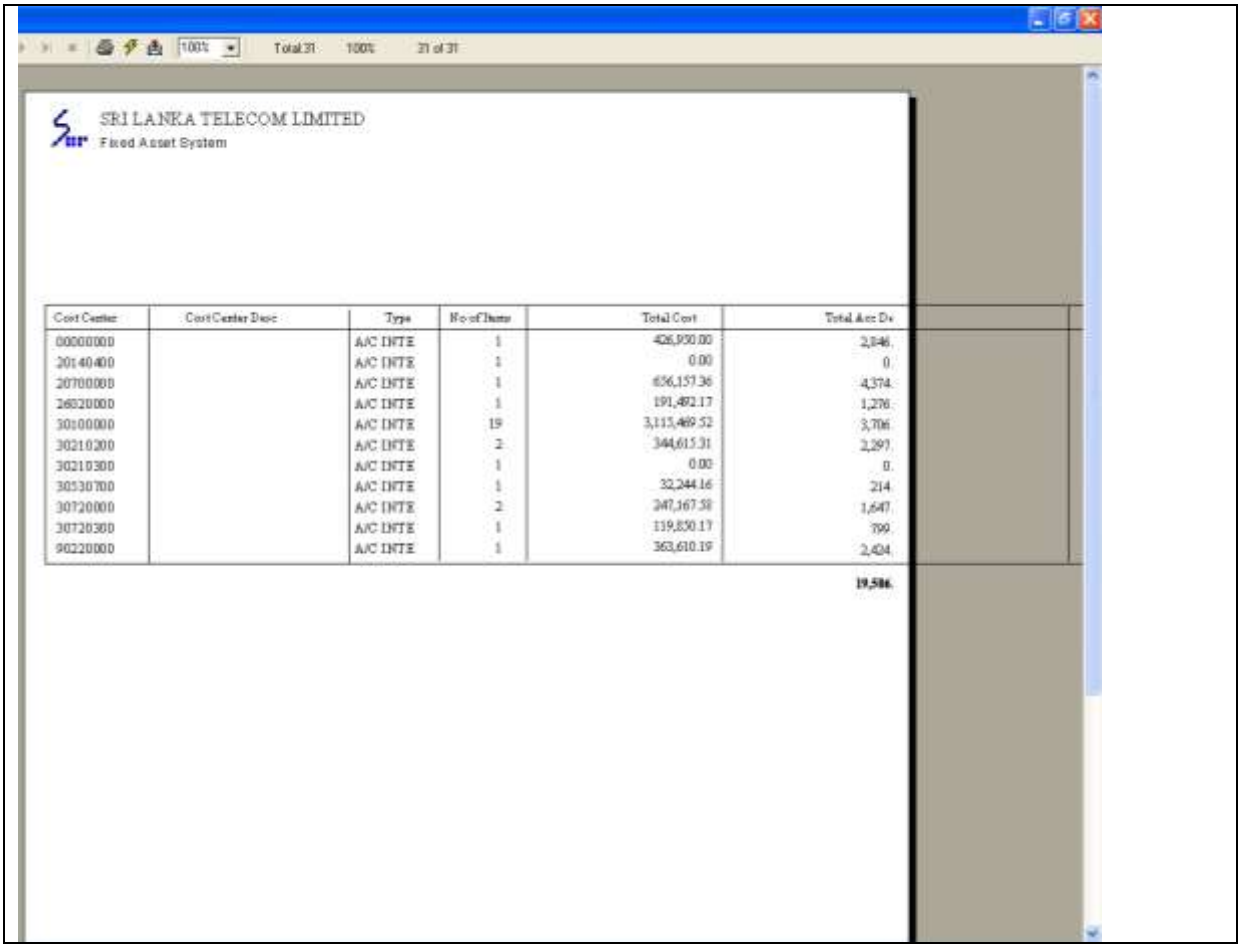
Sorting COST CENTRE	**Record Selection** COST CENTRE (MULTIPLE)

Calculations or Formulas
N/A

Summarized Data
N/A

Key information/Formatting
N/A

Signoff:



SRI LANKA TELECOM LIMITED
Fixed Asset System

Cost Center	Cost Center Desc	Type	No of Items	Total Cost	Total Acc Dp
00000000		A/C INTE	1	426,930.00	2,846.
20140400		A/C INTE	1	0.00	0.
20700000		A/C INTE	1	656,157.36	4,374.
26020000		A/C INTE	1	191,492.17	1,276.
30100000		A/C INTE	19	3,115,489.52	3,706.
30210200		A/C INTE	2	344,615.31	2,297.
30210300		A/C INTE	1	0.00	0.
30530700		A/C INTE	1	32,244.16	214.
30720000		A/C INTE	2	247,167.58	1,647.
30720300		A/C INTE	1	119,850.17	799.
90220000		A/C INTE	1	363,610.19	2,424.
					19,586.

19.22 Asset History

ASSET HISTORY REPORT

Purpose –

Audience	**Report Title** ASSET HISTORY

Database Information
ORACLE

Header Sri Lanka Telecom Ltd. Fixed Asset Management System	**Footer** TIME OF PRINT, DATE, PG NO

Body of report

Month	Year	Life in month	Dep. Rate	Asset Value	Addition Cost	Dep. Value	Acc. Dep.	NBV	Action

Groups
AH CODE

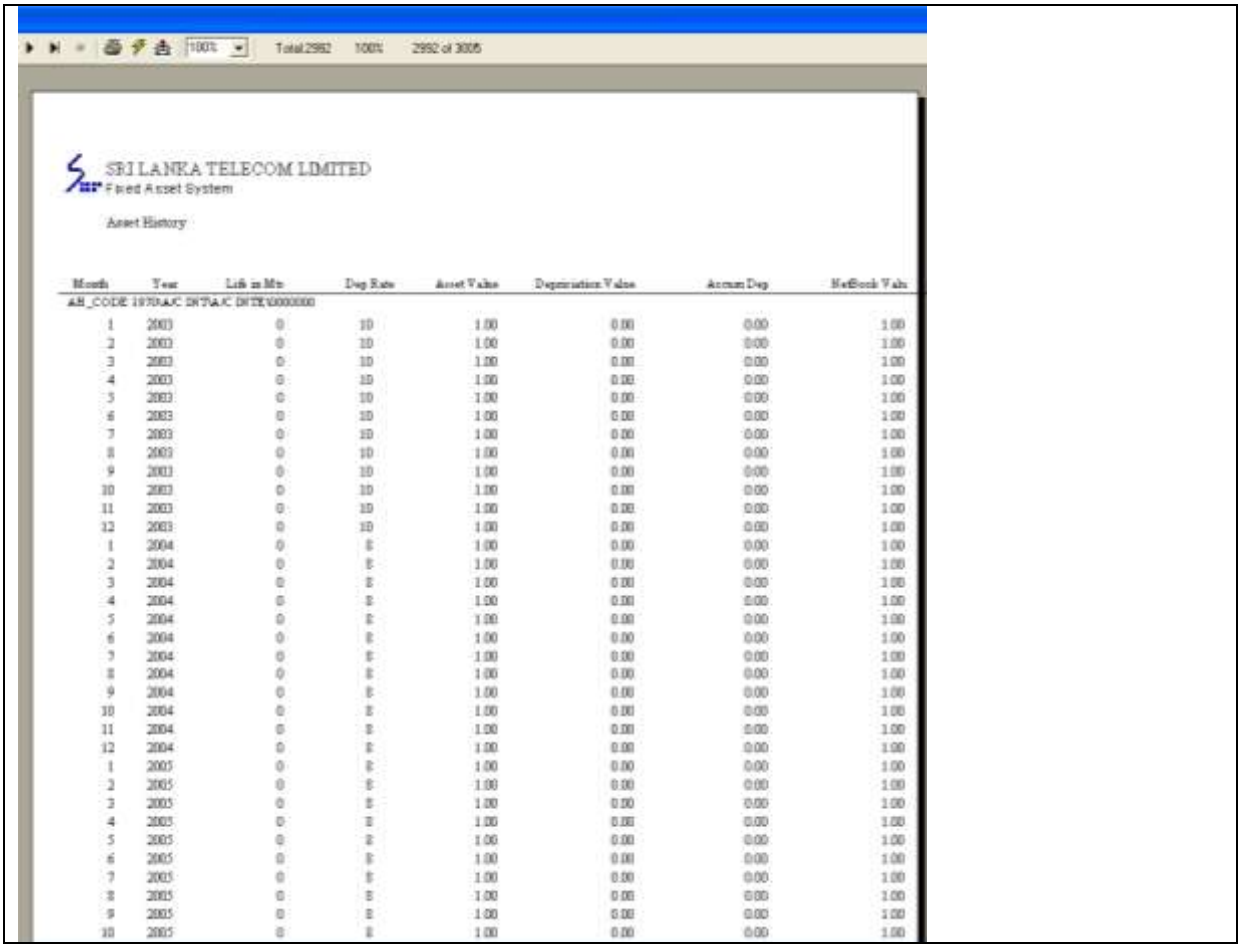
Sorting AH CODE, YEAR, MONTH	**Record Selection** SUPER CATEGORY (MULTIPLE), SUB CATEGORY (MULTIPLE)

Calculations or Formulas
N/A

Summarized Data
N/A

Key information/Formatting
N/A

Signoff:



SRI LANKA TELECOM LIMITED
Fixed Asset System

Asset History

Month	Year	Life in Mts	Dep Rate	Asset Value	Depreciation Value	Accum Dep	NetBook Valu
AH_CODE 1970AC INTAC INTE\0000000							
1	2003	0	10	1.00	0.00	0.00	1.00
2	2003	0	10	1.00	0.00	0.00	1.00
3	2003	0	10	1.00	0.00	0.00	1.00
4	2003	0	10	1.00	0.00	0.00	1.00
5	2003	0	10	1.00	0.00	0.00	1.00
6	2003	0	10	1.00	0.00	0.00	1.00
7	2003	0	10	1.00	0.00	0.00	1.00
8	2003	0	10	1.00	0.00	0.00	1.00
9	2003	0	10	1.00	0.00	0.00	1.00
10	2003	0	10	1.00	0.00	0.00	1.00
11	2003	0	10	1.00	0.00	0.00	1.00
12	2003	0	10	1.00	0.00	0.00	1.00
1	2004	0	0	1.00	0.00	0.00	1.00
2	2004	0	0	1.00	0.00	0.00	1.00
3	2004	0	0	1.00	0.00	0.00	1.00
4	2004	0	0	1.00	0.00	0.00	1.00
5	2004	0	0	1.00	0.00	0.00	1.00
6	2004	0	0	1.00	0.00	0.00	1.00
7	2004	0	0	1.00	0.00	0.00	1.00
8	2004	0	0	1.00	0.00	0.00	1.00
9	2004	0	0	1.00	0.00	0.00	1.00
10	2004	0	0	1.00	0.00	0.00	1.00
11	2004	0	0	1.00	0.00	0.00	1.00
12	2004	0	0	1.00	0.00	0.00	1.00
1	2005	0	0	1.00	0.00	0.00	1.00
2	2005	0	0	1.00	0.00	0.00	1.00
3	2005	0	0	1.00	0.00	0.00	1.00
4	2005	0	0	1.00	0.00	0.00	1.00
5	2005	0	0	1.00	0.00	0.00	1.00
6	2005	0	0	1.00	0.00	0.00	1.00
7	2005	0	0	1.00	0.00	0.00	1.00
8	2005	0	0	1.00	0.00	0.00	1.00
9	2005	0	0	1.00	0.00	0.00	1.00
10	2005	0	0	1.00	0.00	0.00	1.00

19.23 Project Wise Report

PROJECT WISE REPORT	
Purpose –	
Audience	**Report Title** PROJECT WISE REPORT
Database Information ORACLE	
Header Sri Lanka Telecom Ltd. Fixed Asset Management System	**Footer** TIME OF PRINT, DATE, PG NO

Body of report

Asset Capitalization - Project wise

Parameters **Super Category :**
From date :
To date :

Sri Lanka Telecom PLC			*AMAS RFA 003*
Asset Capitalization - Project Wise			
For the period from ……..…… to ……..			
Super Category	**F.H.Building**		
Asset Header Code	**Proj. No.**	**Proj. Name**	**Asset Cost**
2008/FH Buil/FH Build/0000005	**25732**		**150,000.00**
	32001		**1,520,000.00**
	xxxxx		**900,000.00**
Sub Total			**2,570,000.00**
2009/FH Buil/FH Build/0000032	**45326**		**2,560,300.00**
	55320		**769,000.00**

	xxxxx		215,600.00
Sub Total			3,544,900.00
Grand Total			6,114,900.00

Groups
AH CODE, PROJECT NO.

Sorting	**Record Selection**
AH CODE, PROJECT NO.	SUPER CATEGORY (MULTIPLE), FROM DATE, TO DATE

Calculations or Formulas
Assets acquired during the above period will be picked to this report.

Summarized Data
AH CODE wise Sub total
Grand Total

Key information/Formatting
N/A

Signoff:

19.24 Project Cap (Summary)

PROJECT CAP (SUMMARY)	
Purpose –	
Audience	**Report Title** PROJECT CAPITALISATION - SUMMARYREPORT
Database Information ORACLE	
Header Sri Lanka Telecom Ltd. Fixed Asset Management System	**Footer** TIME OF PRINT, DATE, PG NO

Body of report

Project Capitalization - Summary Report

Parameters From date :
To date :

Sri Lanka Telecom PLC			*AMAS RFA 002*
Project Capitalization Summary			
For the Period from ……to……			
Asst Super Category	Proj. No.	Proj Name	Asset Cost
F.H.Building	25933		963,000.00
	42350		3,865,000.00
	xxxxx		750,000.00
Sub Total			5,578,000.00
Switching	32600		789,500.00
	18369		365,930.00
	xxxxx		3,456,890.00
Sub Total			4,612,320.00

Transmission	**75800**		**750,000.00**
	93200		**5,600,000.00**
	12500		**1,560,000.00**
	xxxxx		**865,000.00**
Sub Total			**8,775,000.00**
Grand Total			**18,965,320.00**

Groups
SUPER CATEGORY

Sorting	**Record Selection**
SUPER CATEGORY	SUPER CATEGORY (MULTIPLE), FROM DATE, TO DATE

Calculations or Formulas
Assets acquired during the above period will be picked to this report.

Summarized Data
SUPER CATEGORY wise Sub total
Grand Total

Key information/Formatting
N/A

Signoff:

19.25 Project Capitalization

PROJECT CAPITALIZATION	
Purpose –	
Audience	**Report Title** PROJECT CAPITALIZATION
Database Information ORACLE	
Header Sri Lanka Telecom Ltd. Fixed Asset Management System	**Footer** TIME OF PRINT, DATE, PG NO

Body of report

Project Capitalization -

Parameters

Project No :
From date :
To date :

Sri Lanka Telecom PLC		*AMAS RFA 001*
Project Capitalization		
For the Period from ……to……		
Project No :		
Project Name :		
Asset Header Code	Month & Year	Asset Cost
F.H. Building		-
2008/FH Build/FH Build/0000005	25/08/2008	520,000.00
	30/12/2008	150,000.00
	29/03/2009	75,000.00
Sub Total		745,000.00
2009/FH Build/FH Build/0000023	14/01/2009	453,000.00
	24/05/2009	562,000.00
	30/11/2009	583,600.00

Sub Total		**1,598,600.00**
Total F. H. Building		**2,343,600.00**
Fixtures		
2009/Fixture/Fixture/0000018	**19/02/2009**	**68,000.00**
	15/03/2009	**27,000.00**
	28/05/2009	**45,000.00**
Sub Total		**140,000.00**
Total Fixtures		**140,000.00**
Grand Total		**2,483,600.00**

Groups
PROJECT NO, AH CODE

Sorting	**Record Selection**
PROJECT NO, SUPER CATEGORY, AH CODE	PROJECT NO (MULTIPLE), FROM DATE, TO DATE

Calculations or Formulas
Assets acquired during the above period will be picked to this report.

Summarized Data
AH CODE wise Sub Totals
PROJECT NO wise Grand Totals
Final Grand Total

Key information/Formatting
N/A

Signoff:

20 Alerts

<table>
<tr><th>Alert No</th><th>Alert Name</th><th>Event</th><th>Recipient</th><th>Frequency</th><th>Email Alert Text</th></tr>
<tr><td>1</td><td>Maintenance Alert</td><td>4 months prior to maintenance</td><td>Administrator</td><td>Once</td><td>Dear < Administrator>,

This is to inform you that the following assets are due for maintenance on <date>

<Asset List>

<table><tr><td>AH Code</td><td>Super Category</td><td>Sub Category</td></tr><tr><td></td><td></td><td></td></tr></table>

This is an auto generated mail sent to you from Fixed Asset Management System. Please do not reply this email.</td></tr>
<tr><td>2</td><td>Full Depreciation Alert</td><td>1 month before full depreciation process</td><td>Administrator</td><td>Once</td><td>Dear < Administrator>,

This is to inform you that the following assets will be fully depreciated on <date>.

<Asset List>

<table><tr><td>AH Code</td><td>Super Category</td><td>Sub Category</td></tr><tr><td></td><td></td><td></td></tr></table>
This is an auto generated mail sent to you from Fixed Asset Management System. Please do not reply this email.</td></tr>
<tr><td>3</td><td>Transfers</td><td>When a transfer request is approved</td><td>Recipient of the Transferred Assets</td><td>Once</td><td>The recipient of the transfer will be notified about all the assets that were transferred.</td></tr>
</table>

Change Control

Version	Date	Description	Author
0.9.0	10/12/2012	Initial Document	Yuwanmini Landersz / Gowshika Sutharsan
1.0.0	18/12/2012	Updated following discussion on 13/12/2012	Yuwanmini Landersz
1.1.0	21/12/2012	Updated Asset Masters and changes as per discussions on 18/12/2012	Yuwanmini Landersz
1.2.0	04/01/2013	Updated partial disposal comment received on 03/01/2013	Yuwanmini Landersz
1.3.0	07/01/2013	Updated transfer alert and revaluation conditions as per discussions on 07/01/2013	Yuwanmini Landersz

Acceptance / Sign Off

FIXED ASSET MANAGEMENT – SOLUTION DOCUMENT

Acceptance and Sign Off by Sri Lanka Telecom

We have read carefully the contents of the solution document for the Fixed Asset Management system provided by hSenid Business Solutions (Pvt) Ltd.

We hereby confirm that the details contained in this document are in line with the requirements of Sri Lanka Telecom relating to the Fixed Asset Management system.

Name: …….. Signature: …….

Date: ……..

Name: …….. Signature: …….

Date: ……..

On behalf of hSenid Business Solutions (Pvt) Ltd.

Name: …….. Signature: …….

Date: ……..