



Fixed Asset Management

Solution Document

For



Solution Document of Fixed Asset Management System

The version of this document is V 1.3.0

Copyright© hSenid Business Solutions (Pvt) Ltd. All rights reserve.

No part of this publication may be reproduced, transmitted, transcribed, stored in a retrieval system, or translated into any language, in any form or by any means, electronic, mechanical, photocopying, recording, or otherwise, without prior written permission from hSenid Business Solutions (Pvt) Ltd. The information furnished herein is believed to be accurate and reliable. However, no responsibility is assumed by hSenid Business Solutions (Pvt) Ltd for its use, or for any infringements of patents or other rights of third parties resulting from its use.

All other trademarks and registered trademarks referenced in this document are the property of their respective owners.

Table of Contents

1	Overview	10
2	Login.....	12
2.1	Requirements.....	12
2.2	Solution Provided	12
3	Asset Register.....	14
3.1	Requirements.....	14
3.2	Solution Provided	14
3.2.1	Asset Search	16
4	Acquisition	20
4.1	Requirements.....	20
4.2	Solution Provided	20
4.2.1	Acquisition.....	23
4.2.2	Acquisition Upload	28
5	Addition.....	30
5.1	Requirements.....	30
5.2	Solution Provided	30
6	Depreciation.....	32
7	Transfer	32
7.1	Requirements.....	32
7.2	Solution Provided	32
7.2.1	Individual Transfer	32
7.2.2	Bulk Transfer	35
8	Revaluation	38
8.1	Requirements.....	38
8.2	Solution Provided	38
9	Disposal	40
9.1	Requirements.....	40
9.2	Solution Provided	40
9.2.1	Individual Disposal	40
9.2.2	Bulk Disposal	42
10	Maintenance	44
10.1	Requirements.....	44

10.2	Solution Provided	44
11	Impairment	47
11.1	Requirements.....	47
11.2	Solution Provided.....	47
12	Edit / Delete Asset.....	49
12.1	Requirements.....	49
12.2	Solution Provided.....	49
13	AIC Code Printing	53
13.1	Requirement	53
13.2	Solution Provided.....	53
14	Process	55
14.1	Depreciation Process	55
14.1.1	Requirement	55
14.1.2	Solution Provided.....	55
14.2	Depreciation Forecast Process.....	58
14.2.1	Requirement	58
14.2.2	Solution	58
14.3	Document Posting.....	59
14.3.1	Requirement	59
14.3.2	Solution	59
15	System Administration.....	61
15.1	Security Administration	61
15.1.1	Create Menu Access.....	61
15.1.2	Create Report Access	63
15.1.3	Create User Profiles	65
15.2	System Settings.....	68
15.2.1	Module Configuration.....	68
15.2.2	Add Reports	71
16	Business Intelligence.....	76
16.1	My Reports.....	76
16.1.1	Requirement	76
16.1.2	Solution	76
16.2	Analytical Tools	79
16.2.1	Requirement	79
16.2.2	Solution	79

17	Workflow.....	87
17.1	For Your Approval	87
17.1.1	Requirement	87
17.1.2	Solution	87
18	Asset Master	89
18.1	Asset Groups	89
18.1.1	Requirement	89
18.1.2	Solution	89
18.2	Super Categories	90
18.2.1	Requirement	90
18.2.2	Solution	90
18.3	Sub Categories	92
18.3.1	Requirement	92
18.3.2	Solution	92
18.4	Level	96
18.4.1	Requirement	96
18.4.2	Solution	96
18.5	Reasons	97
18.5.1	Requirement	97
18.5.2	Solution	97
18.6	RTOM	98
18.6.1	Requirement	98
18.6.2	Solution	98
18.7	Location.....	100
18.7.1	Requirement	100
18.7.2	Solution	100
18.8	Production / Service.....	101
18.8.1	Requirement	101
18.8.2	Solution	101
18.9	Measuring Types	102
18.9.1	Requirement	102
18.9.2	Solution	102
18.10	Acquisition Type	103
18.10.1	Requirement	103
18.10.2	Solution	103

18.11	Currency Type	104
18.11.1	Requirement	104
18.11.2	Solution	104
18.12	Asset Condition	105
18.12.1	Requirement	105
18.12.2	Solution	105
19	Reports.....	107
19.1	Track Logins Report.....	107
19.2	Depreciation Reconciliation Report	108
19.3	Cost Centre Wise Asset Categories (For All Categories One Cat. By One Cat.).....	111
19.4	RTO Wise Asset Report (For All Categories One By One)	113
19.5	Motor Vehicle Asset Details.....	115
19.6	Exchanges (Ntp, Intl, Ngn,Ngn Other).....	116
19.7	Land (Fh,Lh).....	117
19.8	Building Report	118
19.9	Building Report With Component.....	119
19.10	Asset Report Super Cat. & Sub Cat. Wise.....	120
19.11	Asset Report Super Cat. Sub Cat. Component Wise	121
19.12	Asset Summery Report Asset Group & Super Cat Wise.....	122
19.13	Asset Acq. Report (For A Given Period)	124
19.14	Asset Additions Report (For A Given Period)	125
19.15	Asset Disposal Report (All)	126
19.16	Asset Disposal Report (For The Given Period)	127
19.17	Fully Depreciated Asset Report (All)	128
19.18	Fully Depreciated Asset Report (For The Given Period)	129
19.19	Depreciation Forecast Summery Report(For The Given Period)	130
19.20	Depreciation Forecast Report Super Cat Wise (For The Given Period)	131
19.21	Asset Details by Cost Centre	132
19.22	Asset History	134
19.23	Project Wise Report	136
19.24	Project Cap (Summary)	138
19.25	Project Capitalization	140
20	Alerts	142
	Acceptance / Sign Off.....	144

Table of Figures

Figure 2.1: Login Screen	12
Figure 2.2: Layout of the system once logged in	13
Figure 3.1: Asset Register.....	15
Figure 3.2: Hide Columns	17
Figure 3.3: Asset History popup.....	19
Figure 4.1: Acquisition Process	22
Figure 4.3; Select Doc line.....	25
Figure 4.5: Primary Component – More Details	26
Figure 4.6: Acquisition – Other Information.....	27
Figure 4.7: Acquisition Upload.....	28
Figure 4.8: Acquisition Upload.....	29
Figure 5.2: Asset Details - Individual	31
Figure 7.2: Asset Details.....	34
Figure 7.3: Asset Transfer	35
Figure 7.4: Asset Details - Bulk.....	36
Figure 7.5: New AIC Codes	36
Figure 8.1: Asset Revaluation.....	38
Figure 8.2: Asset Details.....	39
Figure 9.2: Asset Details.....	41
Figure 9.3: Asset Disposal	42
Figure 9.4: Asset Details - Bulk.....	43
Figure 10.1: Asset Maintenance	44
Figure 10.2: Maintenance History	45
Figure 11.1: Asset Impairment.....	47
Figure 11.2: Asset Details.....	48
Figure 12.1: Edit Asset	49
Figure 12.2: Change the Doc Line	50
Figure 12.3: Edit Asset Components	50
Figure 12.4: Edit Asset Components – More Details	51
Figure 12.5: Edit Asset Other Information	51
Figure 14.1: Depreciation.....	55
Figure 14.3: Depreciation Forecast.....	58
Figure 14.4: Document Posting – Step 01.....	59
Figure 14.5: Document Posting – Step 02.....	59
Figure 14.7: Document Posting – Step 04.....	60
Figure 15.1: Menu Access	61
Figure 15.2: Menu Access - Summary.....	62
Figure 15.3: Report Access.....	63
Figure 15.4: Report Access - Summary	64
Figure 15.5: Create User	65
Figure 15.6: Workflow Management.....	66
Figure 15.7: User Profile - Summary	67
Figure 15.9: Report Navigator – Administration – Module Configuration – Define Levels	69

Figure 15.10: Report Navigator – Administration – Module Configuration – Application/Module Tree	70
Figure 15.11: Report Navigator – Administration – Module Configuration – Define Modules.....	70
Figure 15.12: Report Navigator – Administration Functions – Adding Reports Flow	71
Figure 15.13: Report Navigator - Add Reports – Screen 1	72
Figure 15.14: Report Navigator - Add Reports - Screen 2.....	73
Figure 15.15: Report navigator – Add Reports – Upload Report	74
Figure 15.16: Report navigator – Add Reports – Upload Report – Choose Report	75
Figure 16.2: Report Navigator - My Reports.....	77
Figure 16.3: Report Navigator – My Reports – Report Selection.....	78
Figure 16.5: Analytical Tool – Query Designer – 2D Chart – Loading Query Designer	80
Figure 16.6: Analytical Tool – Query Designer – 2D Chart – Selecting Fields	80
Figure 16.7: Analytical Tool – Query Designer – 2D Chart – Generating Results	81
Figure 16.8: Analytical Tool – Query Designer – 2D Chart – Format Chart Information	81
Figure 16.9: Analytical Tool – Query Designer – 2D Chart – Saving the Chart	82
Figure 16.10: Analytical Tool – Query Designer – Report – Loading Query Designer	82
Figure 16.11: Analytical Tool – Query Designer – Report – Selecting Fields	83
Figure 16.12: Analytical Tool – Query Designer – Report – Generating Results	83
Figure 16.13: Analytical Tool – Query Designer – Report – Entering Report Title.....	84
Figure 16.14: Analytical Tool – Query Designer – 2D Chart – Saving the report	84
Figure 16.15: Analytical Tool – Query View	85
Figure 16.16: Analytical Tool – Analytical Query View – Report	85
Figure 16.17: An Analytical Query Report in a Tabular Form	86
Figure 16.18: Sample 2D Chart for Super Category wise Cost.....	86
Figure 17.1: For Your Approval - Summary.....	87
Figure 17.2: For Your Approval - Details	87
Figure 17.3: Request Details	88
Figure 18.1: Define Asset Groups – Detailed View	89
Figure 18.2: Define Asset Groups - Summary	89
Figure 18.3: Define Super Category	90
Figure 18.4: Define Super Categories - Summary	91
Figure 18.5: Define Sub Categories – Basic Information	92
Figure 18.6: Define Sub Categories - Attributes	94
Figure 18.7: Define Sub Categories - Summary	95
Figure 18.8: Define Levels – Detailed View.....	96
Figure 18.9: Define Levels - Summary.....	97
Figure 18.10: Define Reasons – Detailed View	97
Figure 18.11: Define Reasons - Summary	98
Figure 18.12: Define RTOM – Detailed View	99
Figure 18.13: Define RTOM - Summary	99
Figure 18.14: Define Location – Detailed View.....	100
Figure 18.15: Define Location - Summary.....	100
Figure 18.16: Define Production / Service – Detailed View.....	101
Figure 18.17: Define Production / Service - Summary.....	102
Figure 18.18: Define Measuring Type – Detailed View.....	102
Figure 18.19: Define Measuring Type - Summary	103

Figure 18.20: Define Acquisition Type – Detailed View	103
Figure 18.21: Define Acquisition Type - Summary.....	104
Figure 18.22: Define Currency Type – Detailed View	104
Figure 18.23: Define Currency Type - Summary	105
Figure 18.24: Define Asset Condition – Detailed View	105
Figure 18.25: Define Asset Condition - Summary	106

1 Overview

This document has been prepared to give an 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 each 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

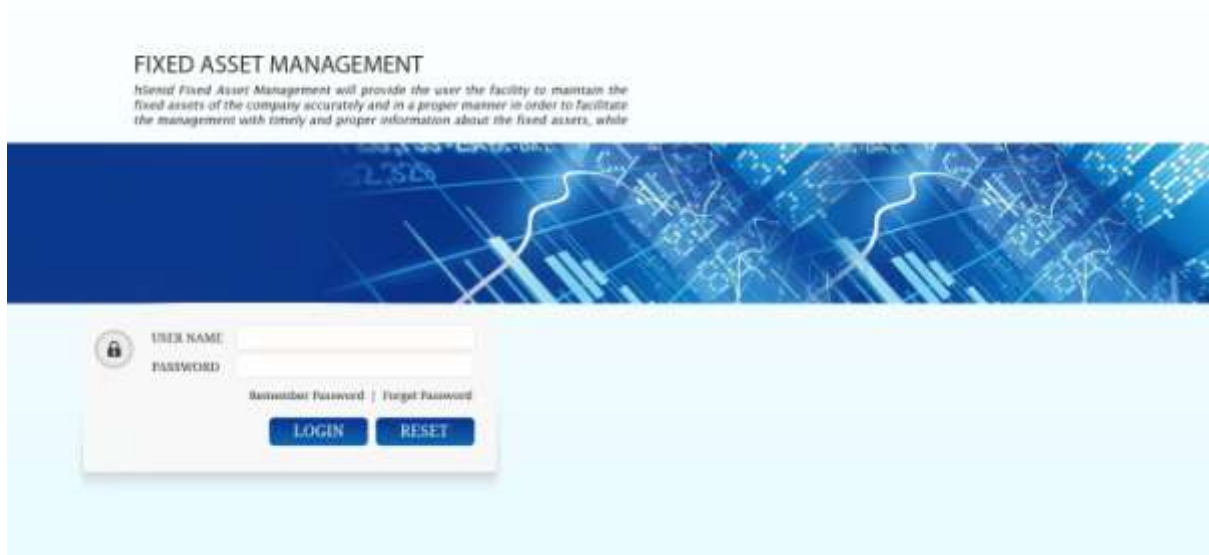


Figure 2.1: Login Screen

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:

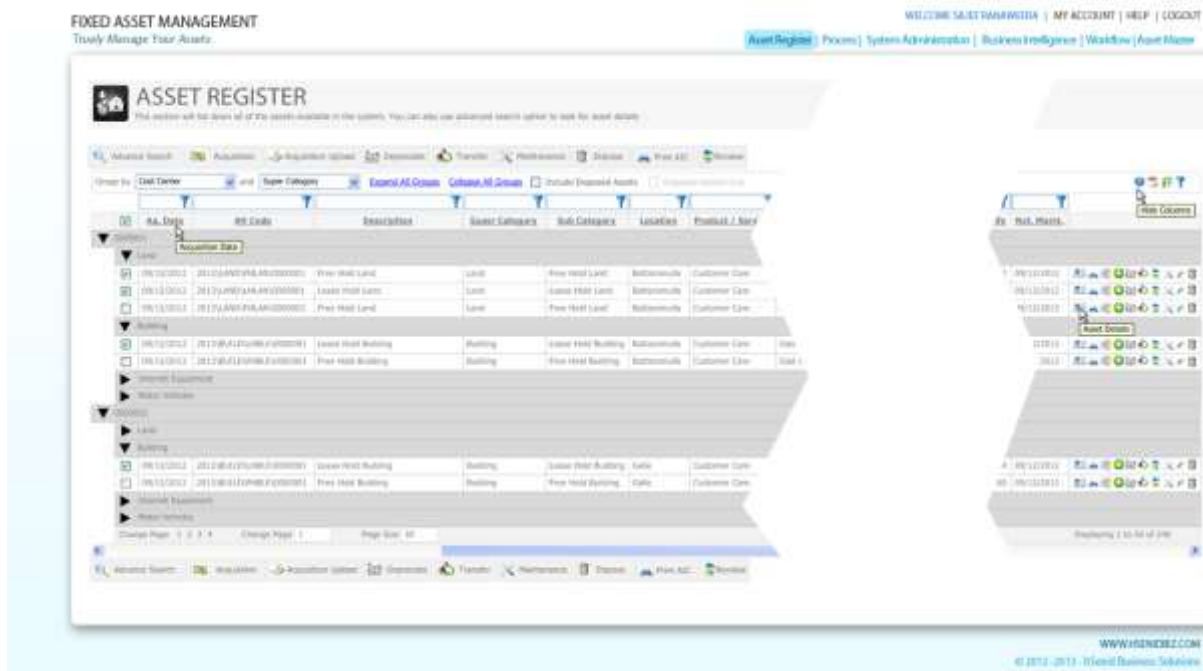


Figure 2.2: Layout of the system once logged in

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



ASSET REGISTER

This section will list down all of the assets available in the system. You can also use advanced search option to look for asset details







































































































Advance Search Acquisition Acquisition Upload Depreciate Transfer Dispose Print AIC

Group by Cost Center and Super Category Expand All Groups Collapse All Groups Include Disposed Assets Disposed Assets Only

	Aq. Date	AH Code	Description	Super Category	Sub Category	Location	Product / Ser
▼ 0000001							
▼ Land							
<input checked="" type="checkbox"/>	09/12/2012	2012\LAND\FHLAN\0000001	Free Hold Land	Land	Free Hold Land	Battaramulla	Customer Care
<input checked="" type="checkbox"/>	09/12/2012	2012\LAND\LHLAN\0000001	Lease Hold Land	Land	Lease Hold Land	Battaramulla	Customer Care
<input type="checkbox"/>	09/12/2012	2012\LAND\FHLAN\0000002	Free Hold Land	Land	Free Hold Land	Battaramulla	Customer Care
▼ Building							
<input checked="" type="checkbox"/>	09/12/2012	2012\BUILD\LHBUT\0000001	Lease Hold Building	Building	Lease Hold Building	Battaramulla	Customer Care
<input type="checkbox"/>	09/12/2012	2012\BUILD\FHBUT\0000001	Free Hold Building	Building	Free Hold Building	Battaramulla	Customer Care
▶ Internet Equipment							
▶ Motor Vehicles							
▼ 0000002							
▶ Land							
▼ Building							
<input checked="" type="checkbox"/>	09/12/2012	2012\BUILD\LHBUT\0000001	Lease Hold Building	Building	Lease Hold Building	Galle	Customer Care
<input type="checkbox"/>	09/12/2012	2012\BUILD\FHBUT\0000001	Free Hold Building	Building	Free Hold Building	Galle	Customer Care
▶ Internet Equipment							
▶ Motor Vehicles							
Change Page 1 2 3 4	Change Page 1	Page Size 50					

Shows
selected
columns

Hide Columns

Nxt. Maint.	
09/12/2012	     
09/12/2012	     
09/12/2012	     
09/12/2012	     
09/12/2012	     
09/12/2012	     
09/12/2012	     
09/12/2012	     
09/12/2012	     
09/12/2012	     
09/12/2012	     
09/12/2012	     
09/12/2012	     
09/12/2012	     
09/12/2012	     
09/12/2012	     
09/12/2012	     
09/12/2012	     
09/12/2012	     
09/12/2012	     
09/12/2012	     
09/12/2012	     
09/12/2012	     
09/12/2012	     
09/12/2012	     
09/12/2012	     
09/12/2012	     
09/12/2012	     
09/12/2012	     
09/12/2012	     
09/12/2012	     
09/12/2012	     
09/12/2012	     
09/12/2012	     
09/12/2012	     
09/12/2012	     
09/12/2012	     
09/12/2012	     
09/12/2012	     
09/12/2012	     
09/12/2012	     
09/12/2012	     
09/12/2012	     
09/12/2012	     
09/12/2012	     
09/12/2012	     
09/12/2012	     
09/12/2012	     
09/12/2012	     
09/12/2012	     
09/12/2012	     
09/12/2012	     
09/12/2012	     
09/12/2012	     
09/12/2012	     
09/12/2012	     
09/12/2012	     
09/12/2012	     
09/12/2012	     

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.

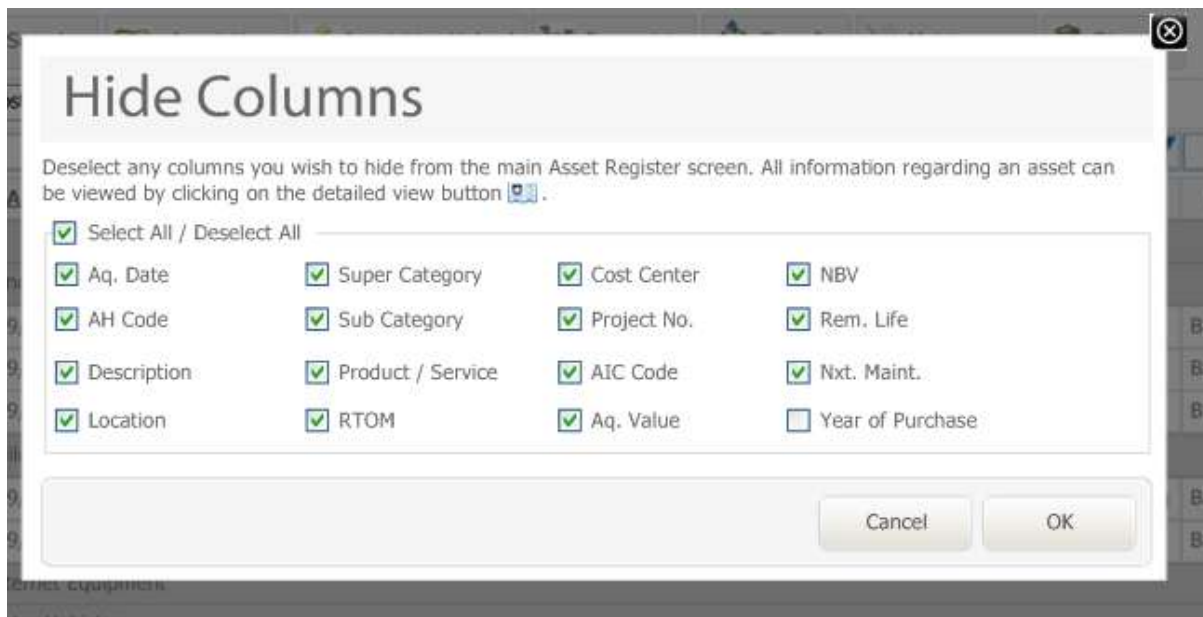


Figure 3.2: Hide Columns

- 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.

list down all of the assets available in the system. You can also use advanced search option to look for asset details

Advanced Search

☒ By Acquisition Date

From To

☒ By Element

Element -1
 Element -2
 Element -3
 Element -4
 Element -5
 Element -6
 Element -7



☒ Asset Attributes

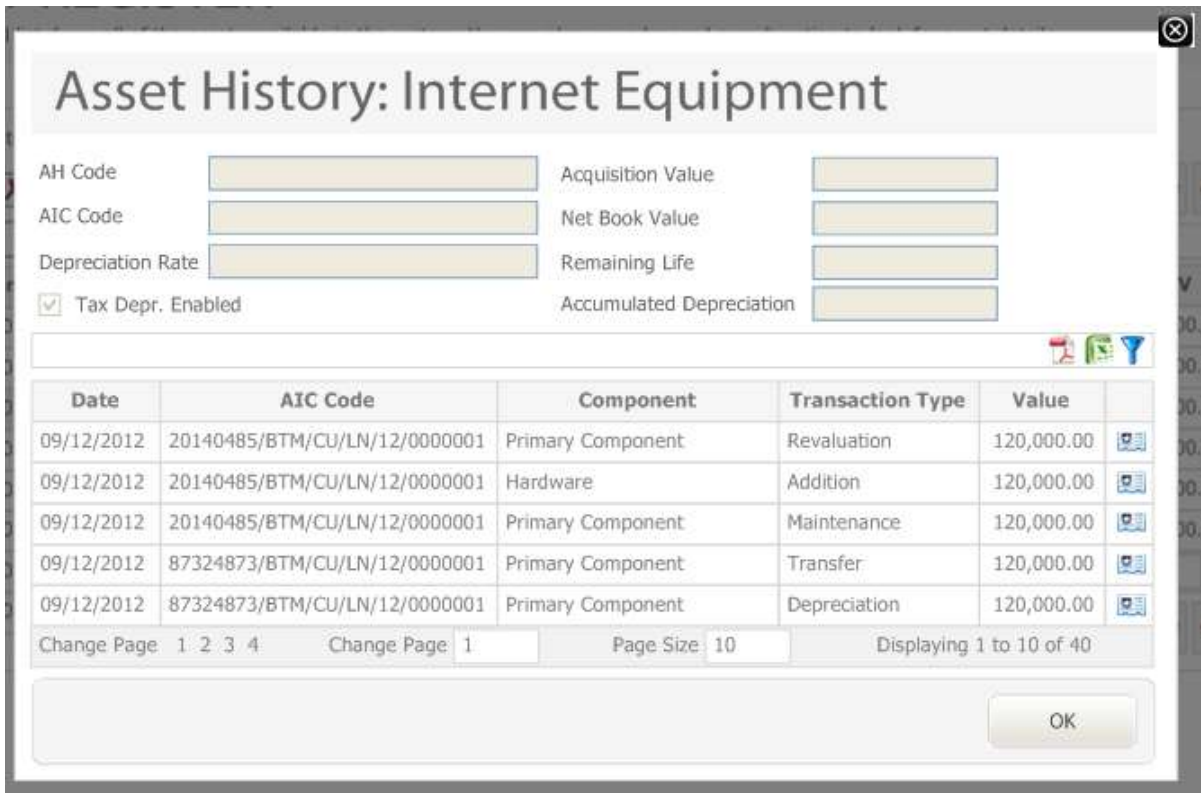
Super Category
 Sub Category
 Attribute Search Value

Attribute	Value	
Serial Number	8987348	
License Number	NA - 5678	
Registration Date	16/12/2012	

☐ Include Disposed Assets ☐ Disposed Assets Only

- 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:








Asset History: Internet Equipment

AH Code Acquisition Value

AIC Code Net Book Value

Depreciation Rate Remaining Life


☒ Tax Depr. Enabled Accumulated Depreciation

Date	AIC Code	Component	Transaction Type	Value	
09/12/2012	20140485/BTM/CU/LN/12/0000001	Primary Component	Revaluation	120,000.00	
09/12/2012	20140485/BTM/CU/LN/12/0000001	Hardware	Addition	120,000.00	
09/12/2012	20140485/BTM/CU/LN/12/0000001	Primary Component	Maintenance	120,000.00	
09/12/2012	87324873/BTM/CU/LN/12/0000001	Primary Component	Transfer	120,000.00	
09/12/2012	87324873/BTM/CU/LN/12/0000001	Primary Component	Depreciation	120,000.00	

Change Page 1 2 3 4 Change Page 1 Page Size 10 Displaying 1 to 10 of 40

OK

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

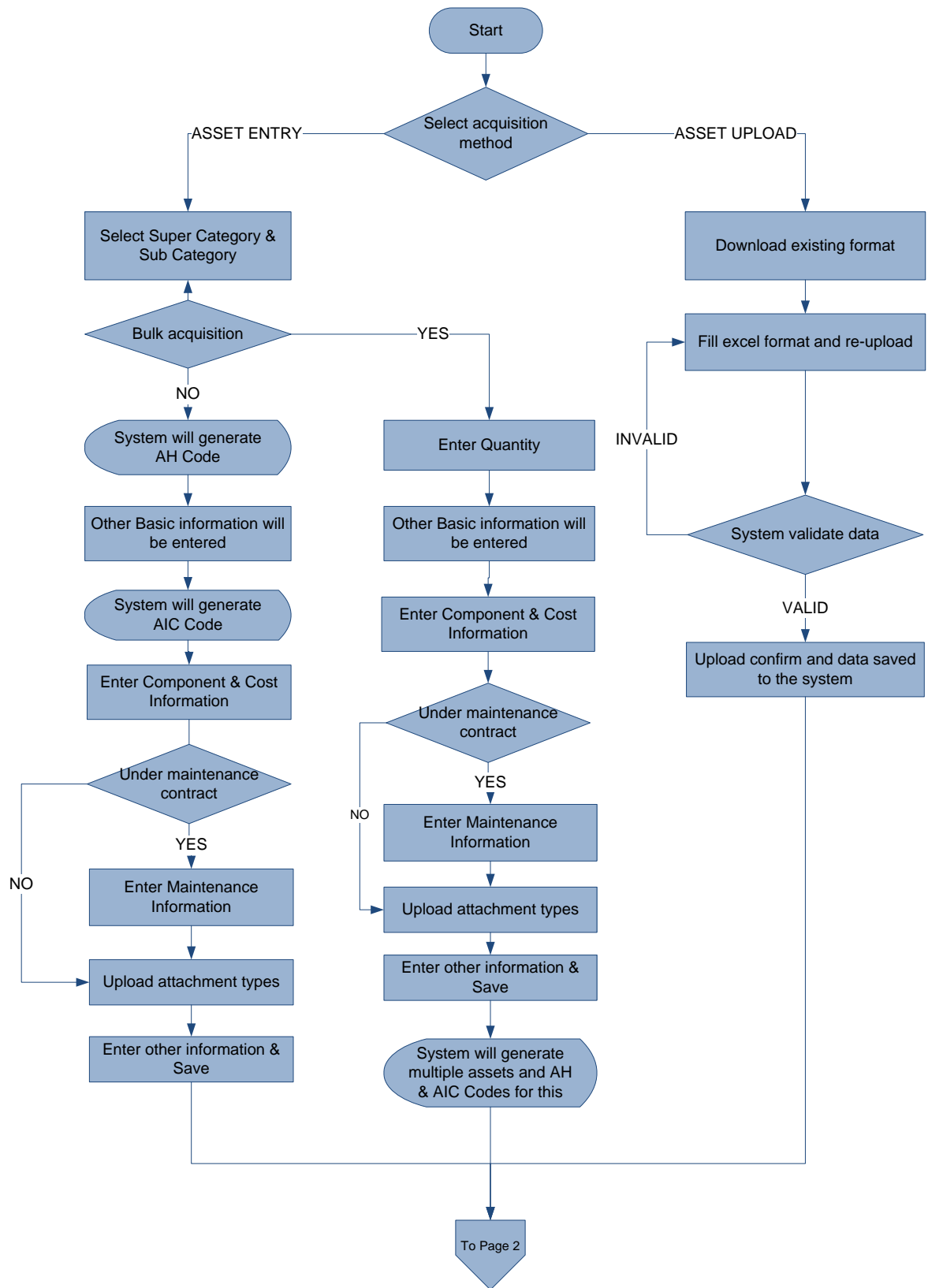
This function spans as a sub function from the asset register.

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.



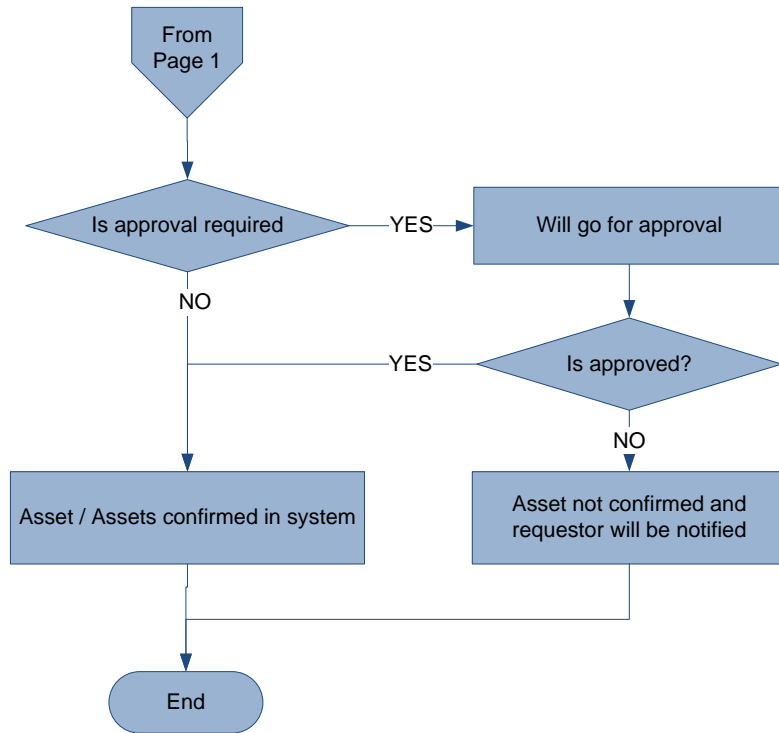


Figure 4.1: Acquisition Process

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.

AQUISITION
This section will allow you to acquire assets for your organisation

Basic Information | Asset Values | Other Information

Acquisition Date: 07/12/2012 (Mandatory field highlighted in red)

Description: Enter a description here... (Mandatory field highlighted in red)

Super Category: (Dropdown menu)

Sub Category: (Dropdown menu)

Reason: Internal Requirement (Dropdown menu)

☒ Bulk Acquisition | Quantity: 0

AH Code: (Auto Generated)

CODA Information [Select Doc Line](#)

Document Code: (Auto Generated)

Doc Number: (Auto Generated)

Doc Line Number: (Auto Generated)

Cost Centre: (Auto Generated)

Asset Code: (Auto Generated)

Generic Information

Location: (Dropdown menu)

Product / Service: (Dropdown menu)

AIC Code: (Auto Generated)

Measuring Type: (Dropdown menu)

Acquisition Type: (Dropdown menu)

Currency Code: (Dropdown menu)

RTOM: (Dropdown menu)

Approval Details

Approving Person	Date	Comment
(Next Approving Person's Name)		

Previous | Reset | Submit

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	2 nd of this type of item purchased for the above values (i.e. 2 nd 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	2 nd 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”.

This section will allow you to acquire assets for your organisation

Select a Doc Line

From: 06/12/2012 To: 06/12/2012 View

Cost Center	Nominal	Analysis	Project	Description	Reference - 1	Home Value	
00000001	1110	1000	27057	Year 2010 carried forward	X	120,000.00	Select
00000001	1110	1000	27057	Year 2010 carried forward	X	120,000.00	Select
00000001	1110	1000	27057	Year 2010 carried forward		120,000.00	Select
00000001	1110	1000	27057	Year 2010 carried forward		120,000.00	Select
00000001	1110	1000	27057	Year 2010 carried forward		120,000.00	Select

Cancel OK

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.

ACQUISITION

This section will allow you to acquire assets for your organisation

Basic Information Asset Values Other Information

Component	Age in Months	Cost	Scrap Value	A/C Depr. Rate	Tax Depr. Rate
<input checked="" type="checkbox"/> Primary Component (Default)	120	0	0	10	12
<input checked="" type="checkbox"/> Electrical	60	0	0	20	12
<input checked="" type="checkbox"/> Toilet / Plumbing	0	0	0	0	0
<input checked="" type="checkbox"/> Interior	80	0	0	15	0
<input type="checkbox"/> Lawn	0	0	0	0	0

Previous Reset Submit

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 if 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 entered** by clicking the more details button on the **right of** screen.
(Please **see the** more info screen of the primary component)

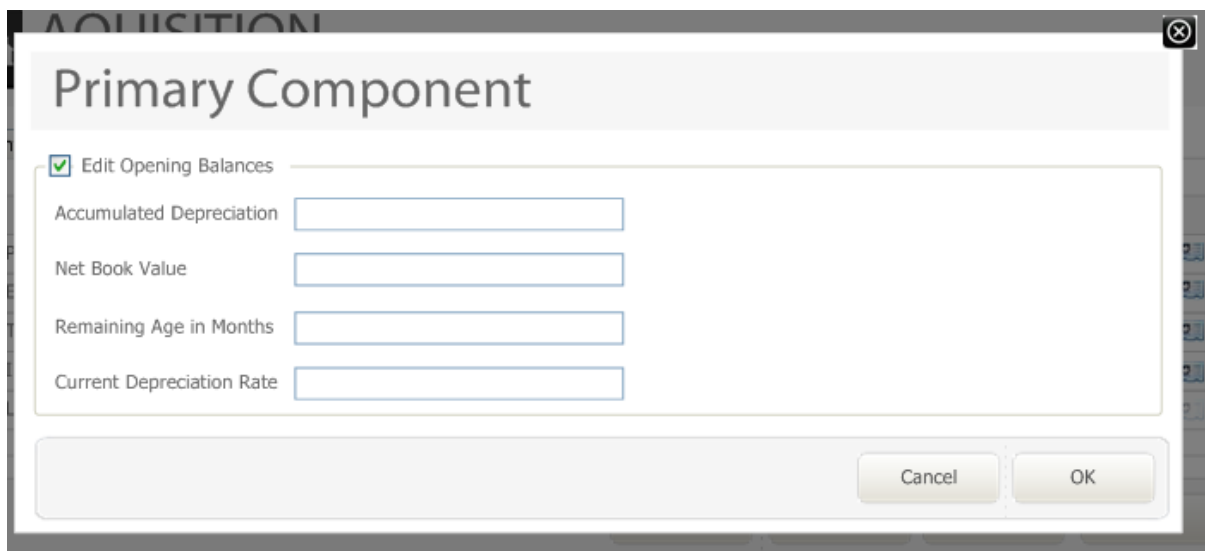


Figure 4.5: Primary Component – More Details

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** the asset for later reference.

AQUSITION

This section will allow you to acquire assets for your organisation

Basic Information
Asset Values
Other Information

Select a picture to upload

Browse
Upload

Condition ▼

Next Maintenance Date 07/12/2012 📅 ▼ ✖

Upload Maintenance Contract Browse Upload

[View Contract](#)

Attachment Description

Select Attachment Browse Upload

Description	
Warranty Card	✎ 🗑
Registration Document	✎ 🗑


Name	Value
Serial Number	8987348
License Number	NA - 5678
Registration Date	16/12/2012 📅 ▼ ✖

Previous
Reset
Submit

Figure 4.6: Acquisition – Other Information

26. Serial number, Registration number and the registration date (or any other attribute **that is** specific 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



AQUISITION UPLOAD

This section will allow you to upload acquired assets to the system using excel format

Super Category

Sub Category

Select file to upload [Download Valid Format](#)

Total Records

Number of Valid Records

Number of Invalid Records

Valid Records

Invalid Records

Cost centre code	Nominal	Analysis	AIC	Document Code	Document No	Document line No	Measuring Code	Acquisi
55300000	Other Fixed Assets	Computers	55300000/B06/NO/CPU/00/001	HSTISSUES	371	52	No.ITEM	STORE<
55300000	Other Fixed Assets	Computers	55300000/B06/NO/CPU/00/002	HSTISSUES	371	52	No.ITEM	STORE<
55300000	Other Fixed Assets	Computers	55300000/B06/NO/CPU/02/001	HSTISSUES	371	52	No.ITEM	STORE<
55300000	Other Fixed Assets	Computers	55300000/B06/NO/CPU/04/001	HSTISSUES	371	52	No.ITEM	STORE<
55300000	Other Fixed Assets	Computers	55300000/B06/NO/CPU/07/001	HSTISSUES	371	52	No.ITEM	STORE<
55300000	Other Fixed Assets	Computers	55300000/B06/NO/CPU/07/002	HSTISSUES	371	52	No.ITEM	STORE<
55300000	Other Fixed Assets	Computers	55300000/B06/NO/CPU/07/003	HSTISSUES	371	52	No.ITEM	STORE<


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.



ACQUISITION UPLOAD

This section will allow you to upload acquired assets to the system using excel format

Super Category:

Sub Category:

Select file to upload [Download Valid Format](#)

Total Records:

Number of Valid Records:

Number of Invalid Records:

Row No	Warning / Error
2	AH Code duplicated
13	Invalid format for colum "Asset Cost"
14	Invalid format for colum "AIC Code"
17	Mandatory Information missing: Cost Centre, Asset Cost

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.

 **ADDITION**
This section will allow you to make additions to existing assets that your organisation has acquired

Addition Code

(Auto Generated)



Date Submitted

(Current Date Loaded)

Requestor's Name

(Logged in user's name)


Addition Date

07/12/2012  

Remarks

Enter a description here...

Reason

Internal Requirement 

AH Code

Description

Acquisition Value

Net Book Value

Remaining Life

Accumulated Depreciation

[More Info](#)

<input checked="" type="checkbox"/>	Component	Addition Cost	New Age	New Scrap Value	New Depr. Rate	Acu. Depr.
<input checked="" type="checkbox"/>	Primary Component (Default)	0	15	0	10	10
<input type="checkbox"/>	Electrical	0	15	0	15	15
<input type="checkbox"/>	Toilet / Plumbing	0	15	0	0	0
<input checked="" type="checkbox"/>	Interior	0	15	0	0	0
<input checked="" type="checkbox"/>	Lawn	0	15	0	0	0

Approval Details

Approving Person	Date	Comment
(Next Approving Person's Name)		

Previous

Reset

Submit

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:

Asset Details

AIC Code

Document Code (Auto Generated)

Doc Number (Auto Generated)

Doc Line Number (Auto Generated)

Cost Centre (Auto Generated)


Asset Code (Auto Generated)

OK

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) \geq (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.



TRANSFER

This section will allow you to transfer assets from one cost center / location to another

Transfer Sequence	(Auto Generated Sequence No)	AH Code	
Date Entered	(Current Date Loaded)	Description	
Requestor's Name	(Logged in user's name)	Acquisition Value	
Transfer Date	07/12/2012  	Net Book Value	
Remarks	Enter a description here...	Remaining Life	
		Accumulated Depreciation	More Info
Transfer to Cost Center	0000002	Original Cost Center	0000001
Reason	Internal Requirement		
New AIC Code	(Auto Generated with Cost Center)		

Approval Details

 Print AIC Code

Approving Person	Date	Comment
(Next Approving Person's Name)		

Previous

Reset

Submit

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.

allow you to make additions to existing assets that your organisation has acquired


Asset Details


AIC Code	<input type="text"/>
Document Code	(Auto Generated)
Doc Number	(Auto Generated)
Doc Line Number	(Auto Generated)
Cost Centre	(Auto Generated)
Asset Code	(Auto Generated)

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  .

 **TRANSFER**
This section will allow you to transfer assets from one cost center / location to another

Transfer Sequence

(Auto Generated Sequence No)

No. of Assets Selected

[View Items](#)

Date Entered

(Current Date Loaded)


Original Cost Center

0000001

Requestor's Name

(Logged in user's name)

Transfer Date

07/12/2012  

Remarks

Enter a description here...

Transfer to Cost Center

0000002

[View AIC Codes](#)

Reason

Internal Requirement

Approval Details

Approving Person	Date	Comment
(Next Approving Person's Name)		

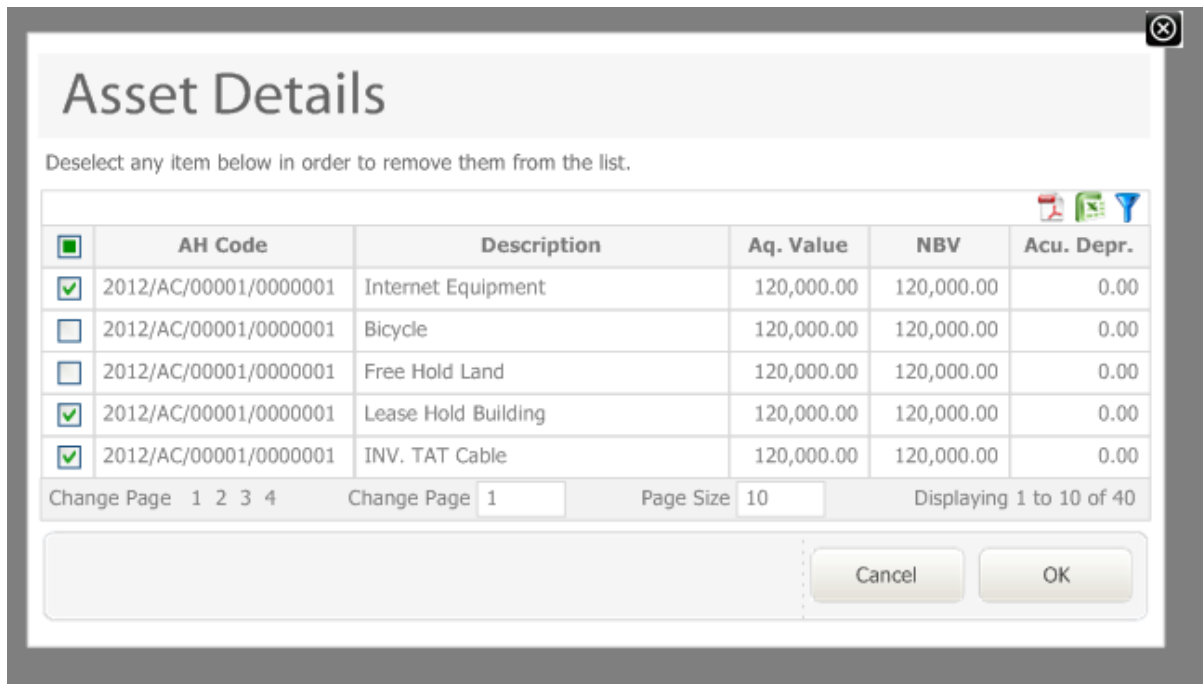
Previous

Reset

Submit

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:



Asset Details

Deselect any item below in order to remove them from the list.

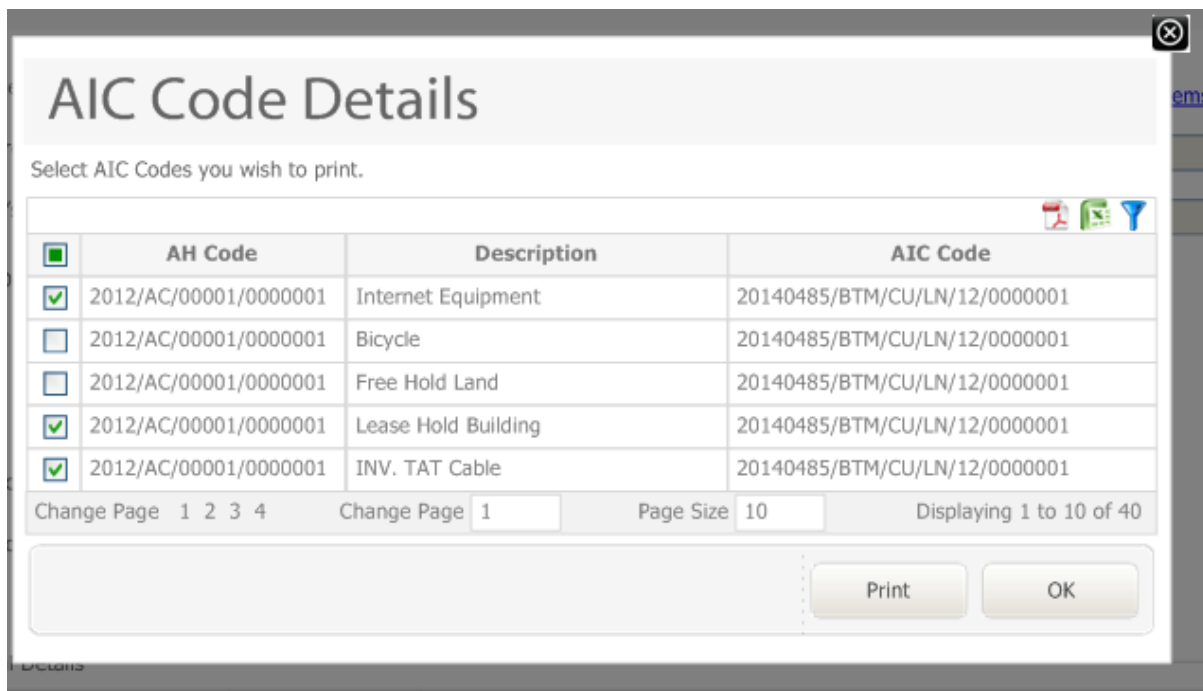
<input checked="" type="checkbox"/>	AH Code	Description	Aq. Value	NBV	Acu. Depr.
<input checked="" type="checkbox"/>	2012/AC/00001/0000001	Internet Equipment	120,000.00	120,000.00	0.00
<input type="checkbox"/>	2012/AC/00001/0000001	Bicycle	120,000.00	120,000.00	0.00
<input type="checkbox"/>	2012/AC/00001/0000001	Free Hold Land	120,000.00	120,000.00	0.00
<input checked="" type="checkbox"/>	2012/AC/00001/0000001	Lease Hold Building	120,000.00	120,000.00	0.00
<input checked="" type="checkbox"/>	2012/AC/00001/0000001	INV. TAT Cable	120,000.00	120,000.00	0.00

Change Page 1 2 3 4 Change Page 1 Page Size 10 Displaying 1 to 10 of 40

Cancel OK

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.



AIC Code Details

Select AIC Codes you wish to print.

<input checked="" type="checkbox"/>	AH Code	Description	AIC Code
<input checked="" type="checkbox"/>	2012/AC/00001/0000001	Internet Equipment	20140485/BTM/CU/LN/12/0000001
<input type="checkbox"/>	2012/AC/00001/0000001	Bicycle	20140485/BTM/CU/LN/12/0000001
<input type="checkbox"/>	2012/AC/00001/0000001	Free Hold Land	20140485/BTM/CU/LN/12/0000001
<input checked="" type="checkbox"/>	2012/AC/00001/0000001	Lease Hold Building	20140485/BTM/CU/LN/12/0000001
<input checked="" type="checkbox"/>	2012/AC/00001/0000001	INV. TAT Cable	20140485/BTM/CU/LN/12/0000001

Change Page 1 2 3 4 Change Page 1 Page Size 10 Displaying 1 to 10 of 40

Print OK

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.

 **REVALUATION**
This section will allow you to revalue existing assets that your organisation has acquired

Revaluation Sequence

AH Code

Date Entered

Description

Valuer's Name

Acquisition Value

Revaluation Date

Net Book Value

Remarks

Remaining Life

Reason

Accumulated Depreciation

[More Info](#)

<input checked="" type="checkbox"/>	Component	Revalued Amt.	Value Diff.	Reserve Amt.	Life Time	Depr. Rate
<input checked="" type="checkbox"/>	Primary Component (Default)	0	0	0	10	10
<input type="checkbox"/>	Electrical	0	0	0	15	15
<input type="checkbox"/>	Toilet / Plumbing	0	0	0	0	0
<input checked="" type="checkbox"/>	Interior	0	0	0	0	0
<input checked="" type="checkbox"/>	Lawn	0	0	0	0	0

Approval Details

Approving Person	Date	Comment
(Next Approving Person's Name)		

Previous

Reset

Submit

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.

allow you to make additions to existing assets that your organisation has acquired

Asset Details

AIC Code	<input type="text"/>
Document Code	(Auto Generated)
Doc Number	(Auto Generated)
Doc Line Number	(Auto Generated)
Cost Centre	(Auto Generated)
Asset Code	(Auto Generated)

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.

 **DISPOSAL**
This section will allow you to dispose of existing assets that your organisation has acquired

Disposal Code

(Auto Generated)



Date Submitted

(Current Date Loaded)

Requestor's Name

(Logged in user's name)


Disposal Date

07/12/2012  

Remarks

Enter a description here...

Reason

Internal Requirement 

AH Code

Description

Acquisition Value

Net Book Value

Remaining Life

Accumulated Depreciation

[More Info](#)

Approval Details

Previous

Reset

Submit

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.

allow you to make additions to existing assets that your organisation has acquired


Asset Details


AIC Code	<input type="text"/>
Document Code	(Auto Generated)
Doc Number	(Auto Generated)
Doc Line Number	(Auto Generated)
Cost Centre	(Auto Generated)
Asset Code	(Auto Generated)

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 value 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 .

 **DISPOSAL**
This section will allow you to dispose of existing assets that your organisation has acquired

Disposal Code

(Auto Generated)

No. of Assets Selected

[View Items](#)



Date Submitted

(Current Date Loaded)

Requestor's Name

(Logged in user's name)


Disposal Date

07/12/2012  

Remarks

Enter a description here...

Reason

Internal Requirement 

Approval Details

Approving Person	Date	Comment
(Next Approving Person's Name)		

Previous

Reset

Submit

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:

Asset Details

Deselect any item below in order to remove them from the list.

<input type="checkbox"/>	AH Code	Description	Aq. Value	NBV	Acu. Depr.
<input checked="" type="checkbox"/>	2012/AC/00001/0000001	Internet Equipment	120,000.00	120,000.00	0.00
<input type="checkbox"/>	2012/AC/00001/0000001	Bicycle	120,000.00	120,000.00	0.00
<input type="checkbox"/>	2012/AC/00001/0000001	Free Hold Land	120,000.00	120,000.00	0.00
<input checked="" type="checkbox"/>	2012/AC/00001/0000001	Lease Hold Building	120,000.00	120,000.00	0.00
<input checked="" type="checkbox"/>	2012/AC/00001/0000001	INV. TAT Cable	120,000.00	120,000.00	0.00

Change Page 1 2 3 4
Change Page
Page Size
Displaying 1 to 10 of 40

Cancel

OK

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

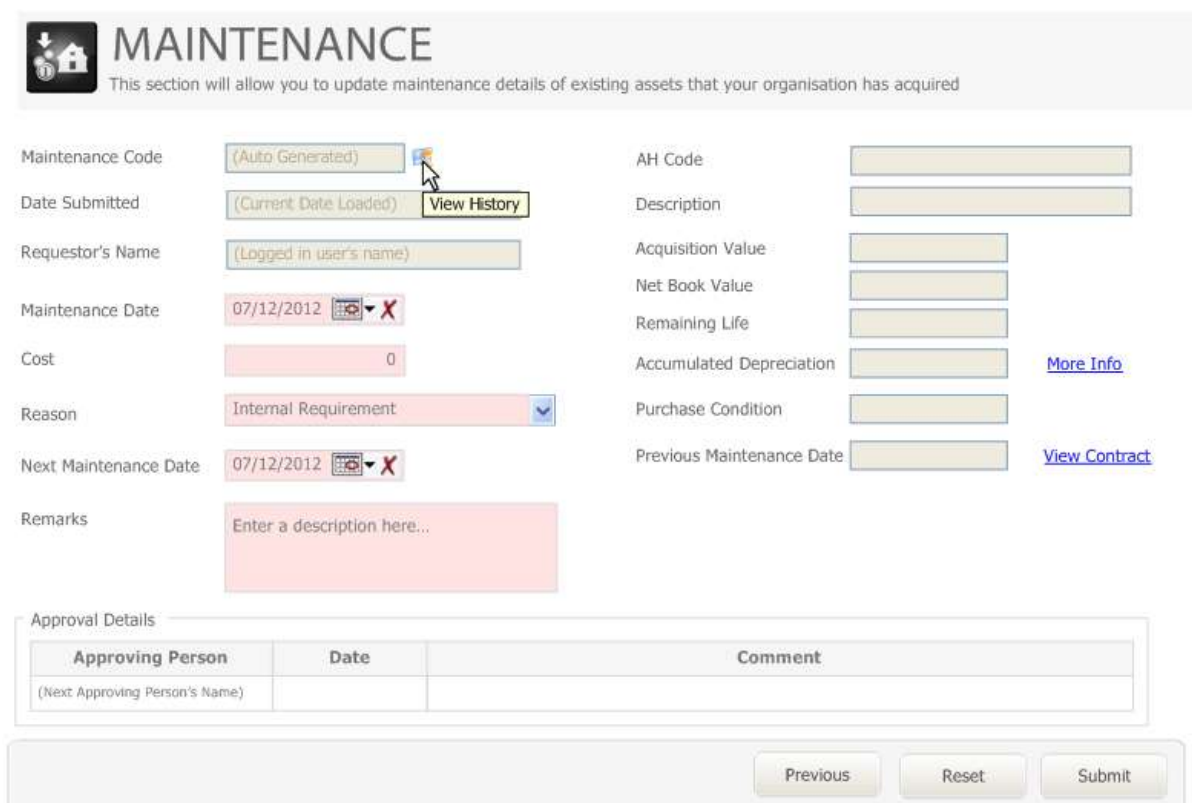
This function spans as a sub function from the asset register and can be done individually.

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.





MAINTENANCE
This section will allow you to update maintenance details of existing assets that your organisation has acquired


Maintenance Code: (Auto Generated)  [View History](#)



Date Submitted: (Current Date Loaded)

Requestor's Name: (Logged in user's name)

Maintenance Date: 07/12/2012  

Cost: 0

Reason: Internal Requirement 

Next Maintenance Date: 07/12/2012  

Remarks: Enter a description here...

AH Code:

Description:

Acquisition Value:

Net Book Value:

Remaining Life:

Accumulated Depreciation: [More Info](#)

Purchase Condition:


Previous Maintenance Date: [View Contract](#)

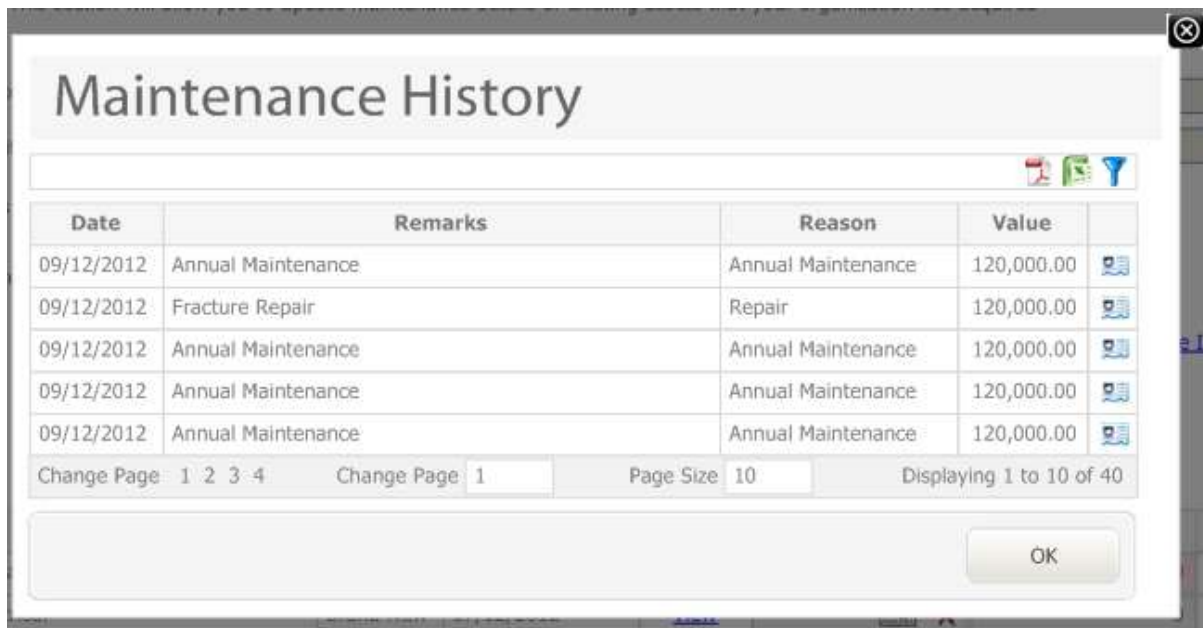
Approval Details

Approving Person	Date	Comment
(Next Approving Person's Name)		

[Previous](#) [Reset](#) [Submit](#)

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.



The image shows a 'Maintenance History' dialog box with a table of maintenance records. The table has columns for Date, Remarks, Reason, and Value. There are five rows of data, all dated 09/12/2012. The first row shows 'Annual Maintenance' with a value of 120,000.00. The second row shows 'Fracture Repair' with a value of 120,000.00. The remaining three rows show 'Annual Maintenance' with a value of 120,000.00. Below the table is a pagination control showing 'Change Page 1 2 3 4', 'Change Page 1', 'Page Size 10', and 'Displaying 1 to 10 of 40'. An 'OK' button is at the bottom right.

Date	Remarks	Reason	Value
09/12/2012	Annual Maintenance	Annual Maintenance	120,000.00
09/12/2012	Fracture Repair	Repair	120,000.00
09/12/2012	Annual Maintenance	Annual Maintenance	120,000.00
09/12/2012	Annual Maintenance	Annual Maintenance	120,000.00
09/12/2012	Annual Maintenance	Annual Maintenance	120,000.00

Change Page 1 2 3 4 Change Page 1 Page Size 10 Displaying 1 to 10 of 40

OK

Figure 10.2: Maintenance History

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



The image shows an 'Asset Details' dialog box. It contains several input fields for asset information. The fields are: AIC Code, Document Code, Doc Number, Doc Line Number, Cost Centre, and Asset Code. The Document Code, Doc Number, Doc Line Number, Cost Centre, and Asset Code fields are pre-filled with '(Auto Generated)'. There is an 'OK' button at the bottom right.

Asset Details

AIC Code

Document Code (Auto Generated)

Doc Number (Auto Generated)

Doc Line Number (Auto Generated)

Cost Centre (Auto Generated)

Asset Code (Auto Generated)

OK

Figure 10.3: Asset Details

- 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.
- 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.



IMPAIRMENT

This section will allow you apply an impairment on existing assets that your organisation has acquired

Impairment Sequence

(Auto Generated Sequence No)



Date Entered

(Current Date Loaded)

Requestor's Name

(Logged in user's name)


Impairment Date

07/12/2012  

Remarks

Enter a description here...

Reason

Internal Requirement 

AH Code

Description



Acquisition Value

Net Book Value

Remaining Life

Accumulated Depreciation

[More Info](#)

	Component	Current NBV	New NBV	Current Acu. Depr.	New Acu. Depr.
<input checked="" type="checkbox"/>	Primary Component (Default)	12,000.00			10
<input type="checkbox"/>	Electrical	12,000.00	0		15
<input type="checkbox"/>	Toilet / Plumbing	12,000.00	0		0
<input checked="" type="checkbox"/>	Interior	12,000.00	0		0
<input checked="" type="checkbox"/>	Lawn	12,000.00	0		0

Approval Details

Approving Person	Date	Comment
(Next Approving Person's Name)		

Previous

Reset

Submit

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.

allow you to make additions to existing assets that your organisation has acquired

Asset Details

AIC Code	<input type="text"/>
Document Code	(Auto Generated)
Doc Number	(Auto Generated)
Doc Line Number	(Auto Generated)
Cost Centre	(Auto Generated)
Asset Code	(Auto Generated)

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

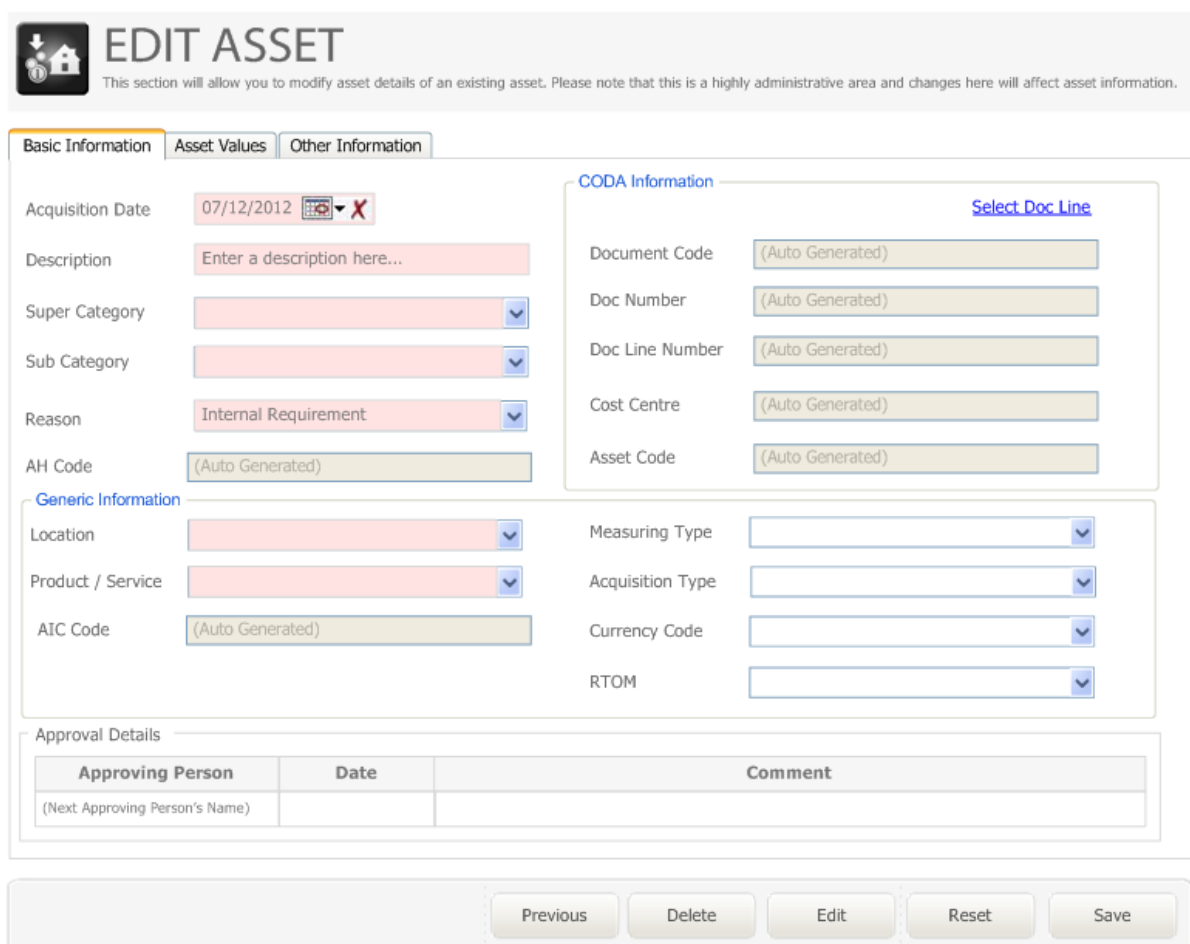
This function spans as a sub function from the asset register and can be done individually.

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.



EDIT ASSET
This section will allow you to modify asset details of an existing asset. Please note that this is a highly administrative area and changes here will affect asset information.

Basic Information | Asset Values | Other Information

Acquisition Date: 07/12/2012  

Description: Enter a description here...

Super Category:

Sub Category:

Reason: Internal Requirement

AH Code: (Auto Generated)

CODA Information [Select Doc Line](#)

Document Code: (Auto Generated)

Doc Number: (Auto Generated)

Doc Line Number: (Auto Generated)

Cost Centre: (Auto Generated)

Asset Code: (Auto Generated)

Generic Information

Location:

Product / Service:

AIC Code: (Auto Generated)

Measuring Type:

Acquisition Type:

Currency Code:

RTOM:

Approval Details

Approving Person	Date	Comment
(Next Approving Person's Name)		

Previous Delete Edit Reset Save

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).

This section will allow you to modify asset details of an existing asset. Please note that this is a highly administrative area and changes here will affect asset information.

Select a Doc Line

From: 06/12/2012 To: 06/12/2012 View

Cost Center	Nominal	Analysis	Project	Description	Reference - 1	Home Value	
00000001	1110	1000	27057	Year 2010 carried forward	X	120,000.00	Select
00000001	1110	1000	27057	Year 2010 carried forward	X	120,000.00	Select
00000001	1110	1000	27057	Year 2010 carried forward		120,000.00	Select
00000001	1110	1000	27057	Year 2010 carried forward		120,000.00	Select
00000001	1110	1000	27057	Year 2010 carried forward		120,000.00	Select

Cancel OK

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.

This section will allow you to modify asset details of an existing asset. Please note that this is a highly administrative area and changes here will affect asset information.

EDIT ASSET

Basic Information Asset Values Other Information

Component	Age in Months	Cost	Scrap Value	A/C Depr. Rate	Tax Depr. Rate	
<input checked="" type="checkbox"/> Primary Component (Default)	120	0	0	10		
<input checked="" type="checkbox"/> Electrical	60	0	0	20	12	More Details
<input checked="" type="checkbox"/> Toilet / Plumbing	0	0	0	0	0	More Details
<input checked="" type="checkbox"/> Interior	80	0	0	15	0	More Details
<input type="checkbox"/> Lawn	0	0	0	0	0	More Details

Previous Delete Edit Reset Save

Figure 12.3: Edit Asset Components

Primary Component

☒ Edit Opening Balances

Accumulated Depreciation

Net Book Value

Remaining Age in Months

Current Depreciation Rate

☒ Record Maintenance Information

Condition

Next Maintenance Date 07/12/2012

Upload Maintenance Contract

[View Contract](#)

Figure 12.4: Edit Asset Components – More Details

EDIT ASSET

This section will allow you to modify asset details of an existing asset. Please note that this is a highly administrative area and changes here will affect asset information.

Basic Information | Asset Values | **Other Information**

Select a picture to upload

Attachment Description

Select Attachment

Description	
Warranty Card	
Registration Document	

Name	Value
Serial Number	8987348
License Number	NA - 5678
Registration Date	16/12/2012

Figure 12.5: Edit Asset Other Information

- 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.

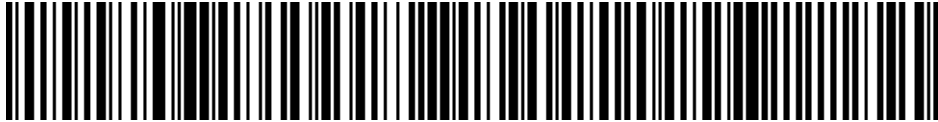

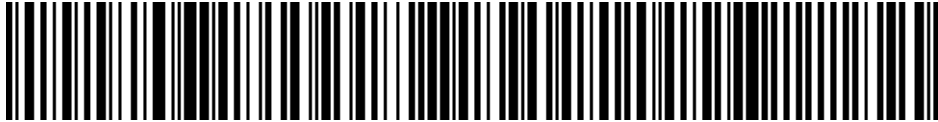

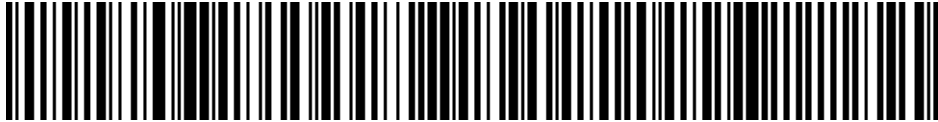

13 AIC Code Printing

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 Fixed Asset Users	Report Title Label with Asset Identification Code			
Database Information				
Header Sri Lanka Telecom Ltd. Fixed Asset System	Footer .DATE	Page No.		
Body of Report <table border="1" style="width: 100%;"> <tr> <td style="width: 60%; vertical-align: top;"> 20140485/BTM/CU/LN/12/0000001  </td> <td style="width: 40%; text-align: center; vertical-align: middle;">  <div style="font-size: 48pt; font-weight: bold;">1</div> Movement Count </td> </tr> </table>			20140485/BTM/CU/LN/12/0000001 	 <div style="font-size: 48pt; font-weight: bold;">1</div> Movement Count
20140485/BTM/CU/LN/12/0000001 	 <div style="font-size: 48pt; font-weight: bold;">1</div> Movement Count			
Groups N/A				
Sorting N/A	Record Selection (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:

DEPRECIATION
This section will allow you to depreciate assets on a monthly basis

Processed Date: (Current Date Loaded) Year: 2013
Requestor's Name: (Logged in user's name) Month: January

Current Process | Processed Assets

Select Super Category

Super Category
<input checked="" type="checkbox"/> Motor Vehicle
<input type="checkbox"/> Land
<input type="checkbox"/> Building
<input checked="" type="checkbox"/> Internet Equipment
<input checked="" type="checkbox"/> Bicycle

Select Sub Category

Sub Category
<input checked="" type="checkbox"/> Van
<input type="checkbox"/> Car
<input type="checkbox"/> Motor Bike
<input checked="" type="checkbox"/> Internet Equipment
<input checked="" type="checkbox"/> Bicycle

Select Asset**

AH Code
<input checked="" type="checkbox"/> 2012\MOT\VAN\0000001
<input type="checkbox"/> 2012\MOT\CAR\0000001
<input type="checkbox"/> 2012\MOT\BIK\0000001
<input checked="" type="checkbox"/> 2012\IE\IE\0000001
<input checked="" type="checkbox"/> 2012\BIC\BIC\0000001

** Since depreciation will be processed at asset level, please select at least one asset

Remarks: Enter a description here...

Process Status:

Reset Process

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):

$$MDV = (Asset\ Cost - Scrap\ Value) \times (Component\ Depreciation\ Rate / (100 \times 12))$$

$$New\ Net\ Book\ Value = Current\ Net\ Book\ Value - MDV$$

$$New\ Accumulated\ Depreciation = Current\ Accumulated\ Depreciation - MDV$$

$$New\ Remaining\ Life = Current\ Remaining\ Life - 1$$

- 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.



DEPRECIATION

This section will allow you to depreciate assets on a monthly basis

Processed Date: (Current Date Loaded) Year: 2013

Requestor's Name: (Logged in user's name) Month: January

Current Process | **Processed Assets**

<input checked="" type="checkbox"/>	Processed Date	Super Category	Sub Category	AH Code
<input checked="" type="checkbox"/>	09/12/2012	Motor Vehicle	Van	2012\MOT\VAN\0000001
<input type="checkbox"/>	09/12/2012	Land	Car	2012\MOT\CAR\0000001
<input type="checkbox"/>	09/12/2012	Building	Motor Bike	2012\MOT\BIK\0000001
<input checked="" type="checkbox"/>	09/12/2012	Internet Equipment	Internet Equipment	2012\IE\IE\0000001
<input checked="" type="checkbox"/>	09/12/2012	Bicycle	Bicycle	2012\BIC\BIC\0000001

Change Page: 1 2 3 4 Change Page: 1 Page Size: 50 Displaying 1 to 50 of 240

Previous Reset Process

Figure 14.2: Depreciation – Processed Assets

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

14.2 Depreciation Forecast Process

14.2.1 Requirement

- To be able to forecast 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.

DEPRECIATION FORECAST
This is a pre process interface which will allow you to process your forecast information prior to running forecast reports

Year: 2013
Month: January
Duration (Month): 3

Select Super Category

	Super Category
<input checked="" type="checkbox"/>	Motor Vehicle
<input type="checkbox"/>	Land
<input type="checkbox"/>	Building
<input checked="" type="checkbox"/>	Internet Equipment
<input checked="" type="checkbox"/>	Bicycle

Process Status

Reset Process

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

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

The screenshot shows the 'DOCUMENT POSTING' header with a sub-header 'This area allows you to post documents to the CODA system'. Below this, 'Step 01 of 05: Please login to CODA using your credentials' is displayed. There are two input fields: 'Username' with the text 'User' and 'Password' with masked characters '*****'. A 'Login' button is located at the bottom right of the form.

Figure 14.4: Document Posting – Step 01

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

The screenshot shows the 'DOCUMENT POSTING' header. Below it, 'Step 02 of 05: Enter the following information. Areas in highlighted are mandatory.' is displayed. The form includes: 'Code' (00000001), 'Doc Date' (07/12/2012), 'Description' (a text area with placeholder 'Enter a description here...'), and 'Link Code' (00000001). At the bottom right, there are 'Logout' and 'Next' buttons.

Figure 14.5: Document Posting – Step 02

- 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.

The screenshot shows the 'DOCUMENT POSTING' header. Below it, 'Step 03 of 05: Select a super category and processed information.' is displayed. The form includes: 'Super Category' (Motor Vehicles), 'Year' (2013), and 'Month' (January). To the right, a table shows generated codes:

	Level 01	Level 02
Depreciation Code	000001	000001
Provision for Depreciation Code	000001	000001

At the bottom right, there are 'Logout', 'Previous', and 'Next' buttons.

Figure 14.6: Document Posting – Step 03

- 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.

DOCUMENT POSTING
This area allows you to post documents to the CODA system

Step 04 of 05: Enter the reference and debit/credit information.

No. of References **Generate References**

Reference	Value
External Reference 1	2
External Reference 2	2

Type	Line Description
Debit	2
Credit	2

Logout Previous Next

Figure 14.7: Document Posting – Step 04

- 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.

DOCUMENT POSTING
This area allows you to post documents to the CODA system

Step 05 of 05: Review your details and click on “Add Document and Logout”

Code: Super Category:

Doc Date: Year:

Description: Month:

Link Code:

	Level 01	Level 02
Depreciation Code	000001	000001
Provision for Depreciation Code	000001	000001

Reference	Value
External Reference 1	2
External Reference 2	2

Type	Line Description
Debit	1
Credit	0

ID	A/C Code	Db/Cr	Doc Value	Vehicle No
0000001	00298893487	1	120,000.00	
0000001	00298893487	0	120,000.00	

Logout Previous Add & Logout

Figure 14.8: Document Posting – Final Step

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

MENU ACCESS
This section will allow you to create menu access profiles

Name

Description

Tick the checkboxes against the functions you wish to provide the profile users access with

- ☒ Asset Register
 - ☒ Advanced Search
 - ☒ Acquisition
 - ☒ Acquisition Upload
 - ☐ Depreciate
 - ☒ Transfer
 - ☐ Maintenance
 - ☐ Dispose
 - ☐ Addition
 - ☒ View Asset Details
 - ☒ Edit Asset Details
 - ☒ View Asset History
 - ☒ Revaluation
 - ☒ Hide Columns
- ☐ Processes
- ☐ Asset Master
- ☐ System Administration
- ☐ Business Intelligence
- ☐ My Account
- ☐ Workflow

New Delete Edit Reset Save Summary View

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.



MENU ACCESS

This section will allow you to create menu access profiles

<u>Name</u>		<u>Description</u>	
Administrators		Administrators	
General Users		General Users	
Head of Departments		Head of Departments	
Report Users		Report Users	
Procurement		Procurement	

Change Page 1 2 3 4 Change Page 1 Page Size 10 Displaying 1 to 10 of 40

New

Figure 15.2: Menu Access - Summary

- 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.
- 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.

REPORT ACCESS
This section will allow you to create report access profiles

Name

Description

Tick the checkboxes against the reports you wish to provide the profile users access with

<input type="checkbox"/>	Report Name	
<input checked="" type="checkbox"/>	Cost Center wise Assets Report	View
<input type="checkbox"/>	Motor Vehicle Asset Details	View
<input type="checkbox"/>	Exchanges	View
<input checked="" type="checkbox"/>	Building Report	View
<input checked="" type="checkbox"/>	Project Cap	View

Change Page 1 2 3 4 Change Page 1 Page Size 10 Displaying 1 to 10 of 40

New Delete Edit Reset Save Summary View









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.




REPORT ACCESS

This section will allow you to create report access profiles

		  
Name	Description	
Administrators	Administrators	
General Users	General Users	
Head of Departments	Head of Departments	
Report Users	Report Users	
Procurement	Procurement	
Change Page 1 2 3 4	Change Page 1	Page Size 10
		Displaying 1 to 10 of 40

New

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.

USER PROFILES
This section will allow you to create users in the system

User Name: ☒ Active User

Password:

Confirm Password:

First Name:

Last Name:

Email:

User Type: [Assign Approval](#)

Select Menu Access Profiles

Profile Name
<input checked="" type="checkbox"/> Administrators
<input type="checkbox"/> General Users
<input type="checkbox"/> Heads of Departments
<input checked="" type="checkbox"/> Report Users
<input checked="" type="checkbox"/> Procurement

Select Report Access Profiles


Profile Name
<input checked="" type="checkbox"/> Administrators
<input type="checkbox"/> General Users
<input type="checkbox"/> Heads of Departments
<input checked="" type="checkbox"/> Report Users
<input checked="" type="checkbox"/> Procurement

Select Cost Centers

Code	Name
<input checked="" type="checkbox"/> 0000001	Colombo 01
<input type="checkbox"/> 0000002	Galle
<input type="checkbox"/> 0000003	Kandy
<input checked="" type="checkbox"/> 0000004	Battaramulla
<input checked="" type="checkbox"/> 0000005	Colombo 03


New Delete Edit Reset Save Summary View


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 in 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 users will be 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.



WORKFLOW MANAGEMENT

This section will allow you to manage how approvals will be carried out for each function in the system

Username Saman Perera


Function	Approving Person	
Acquisition	H.M.S. Priyantha	 ✖
Addition	H.M.S. Priyantha	 ✖
Depreciation	H.M.S. Priyantha	 ✖
Transfer	H.M.S. Priyantha	 ✖
Revaluation	H.M.S. Priyantha	 ✖
Disposal	H.M.S. Priyantha	 ✖
Maintenance	H.M.S. Priyantha	 ✖
Impairment	H.M.S. Priyantha	 ✖
Edit	H.M.S. Priyantha	 ✖
Delete	H.M.S. Priyantha	 ✖

Previous Reset Save

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.



USER PROFILES


This section will allow you to create users in the system

User Name	First Name	Last Name	Email	
Priyantha	Priyantha	Fernando	priyantha@slt.lk	
Saman	Saman	Perera	saman@slt.lk	
Sulochana	Sulochana	Sahabandu	sulochana@slt.lk	
Buddhika	Buddhika	Samaraweera	buddhika@slt.lk	
Amal	Amal	Kumarasinghe	amal@slt.lk	

Change Page 1 2 3 4 Change Page 1 Page Size 10 Displaying 1 to 10 of 40

New

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

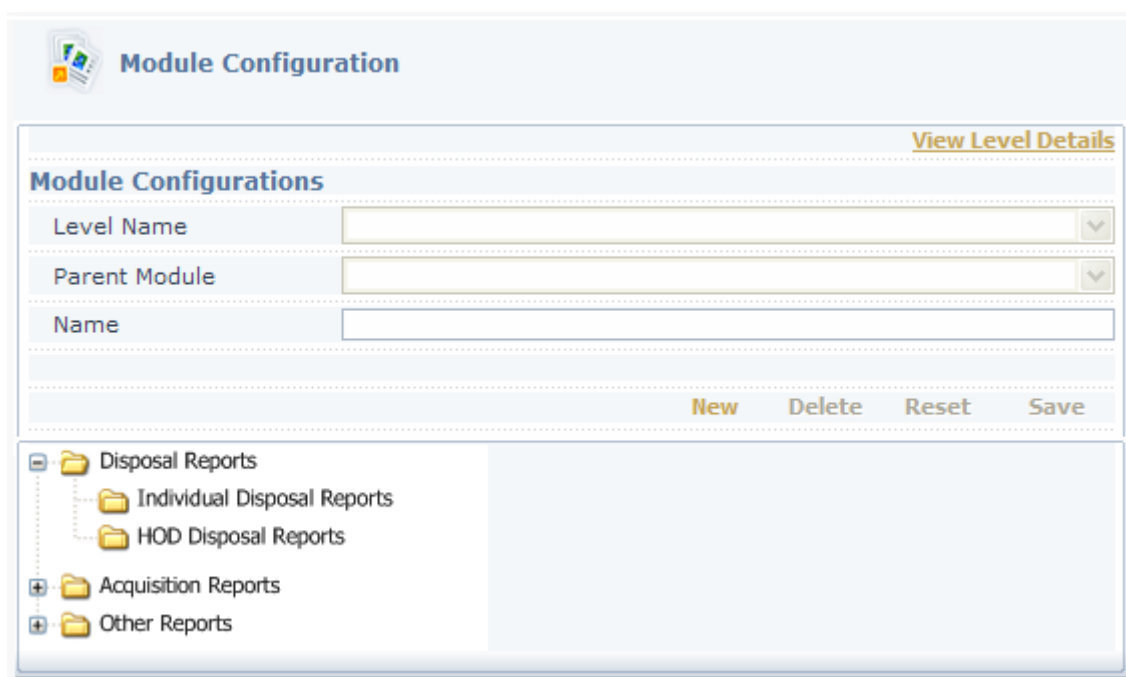
- To be able to manage reports easily

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.



The screenshot shows the 'Module Configuration' form. At the top left is an icon of a folder with a document. The title 'Module Configuration' is in blue. On the top right is a link 'View Level Details'. Below the title is a section 'Module Configurations' containing three input fields: 'Level Name', 'Parent Module', and 'Name'. Each field has a dropdown arrow. Below these fields are four buttons: 'New', 'Delete', 'Reset', and 'Save'. At the bottom is a tree view showing a hierarchy of folders: 'Disposal Reports' (with a minus icon), 'Individual Disposal Reports', 'HOD Disposal Reports', 'Acquisition Reports' (with a plus icon), and 'Other Reports' (with a plus icon).

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.

The screenshot displays the 'Module Configuration' interface. At the top, there's a 'Module Configuration' header with a minimize icon. Below it, a section titled 'Module Level Configurations' contains a 'Level Name' input field and a 'Minimize Level Details' link. A table below this section lists configuration details: 'Application', 'Module', 'Page No.', and '1'. To the right of the table are buttons for 'New', 'Delete', 'Reset', and 'Save'. Below the table, there are 'Select' buttons for 'Application' and 'Module'. The bottom section, titled 'Module Configurations', includes input fields for 'Level Name', 'Parent Module', and 'Name', along with 'New', 'Delete', 'Reset', and 'Save' buttons. At the bottom, a tree view shows a hierarchy of reports: 'Disposal Reports' (with sub-items 'Individual Disposal Reports' and 'HOD Disposal Reports'), 'Acquisition Reports', and 'Other Reports'.

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.

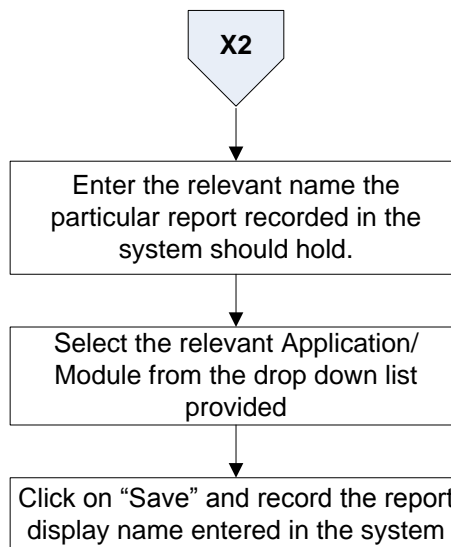



Figure 15.12: Report Navigator – Administration Functions – Adding Reports Flow

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).


Add Reports

Report Name
Report Display Name
Application / Module

New Delete Reset Save


Reports already attached to the Report Navigator

Report Name	
Cost Center wise Assets Report	Select
Motor Vehicle Asset Details	Select
Exchanges	Select
Building Report	Select
Project Cap	Select

[Upload Report to Report Folder](#)

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.



Add Reports

Report Name
03-Utilized Leave summary.rpt

Report Display Name
Utilized Leave summary

Application / Module
EIM

New
Delete
Reset
Save

Reports already attached to the Report Navigator

Report Name	
Cost Center wise Assets Report	Select
Motor Vehicle Asset Details	Select
Exchanges	Select
Building Report	Select
Project Cap	Select

Reports found in the Report Folder

Report Name		
Cost Center wise Assets Report	Select	Preview
Exchanges	Select	Preview

Page No.
1 2

Refresh

[Upload Report to Report Folder](#)

Figure 15.14: Report Navigator - Add Reports - Screen 2

- The **Report Name** 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 **Select** 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.

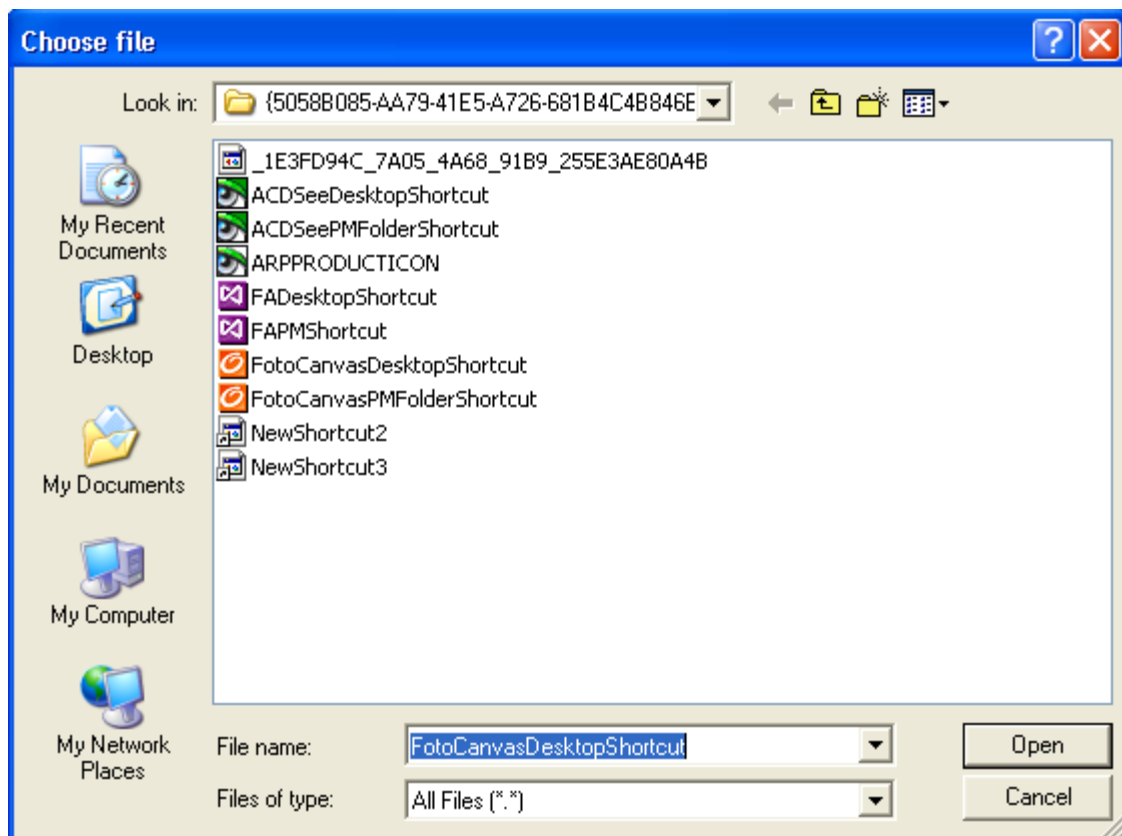


Figure 15.16: Report navigator – Add Reports – Upload Report – Choose Report

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.

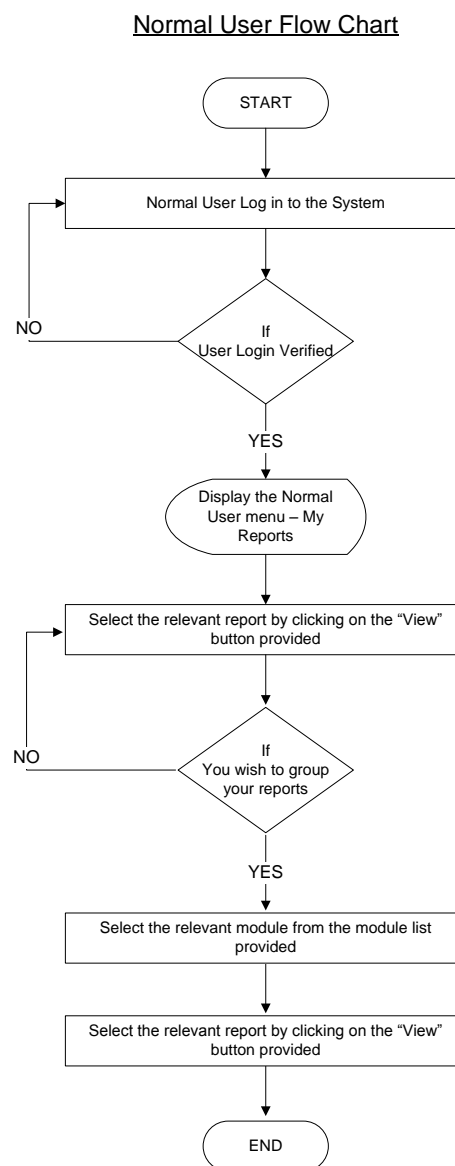
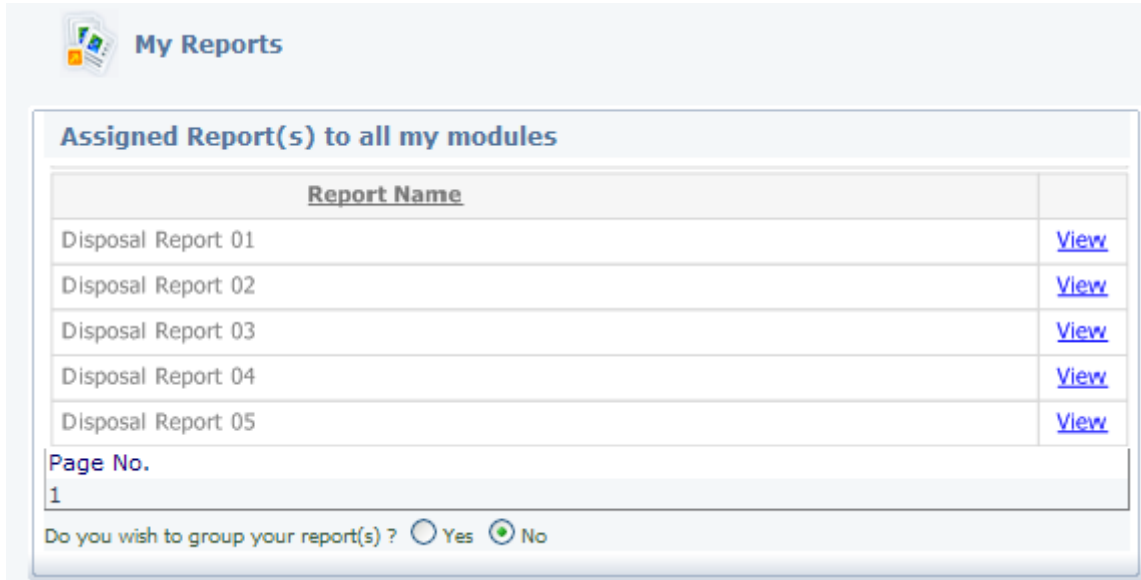


Figure 16.1: Report Navigator – Customary Feature – My Reports Flow

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.



The screenshot shows a web interface titled "My Reports" with a sub-header "Assigned Report(s) to all my modules". Below this is a table with two columns: "Report Name" and "View". The table lists five disposal reports, each with a corresponding "View" link. Below the table, there is a "Page No." field with the value "1" and a question "Do you wish to group your report(s) ?" with two radio buttons: "Yes" (unselected) and "No" (selected).


Report Name	
Disposal Report 01	View
Disposal Report 02	View
Disposal Report 03	View
Disposal Report 04	View
Disposal Report 05	View

Page No.
1

Do you wish to group your report(s) ? ☐ Yes ☒ No

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.

 **My Reports**

Disposal Reports

Individual Disposal Reports

HOD Disposal Reports

Acquisition Reports

Other Reports

Assigned Reports to EIM

Report Name	
Disposal Report 01	View
Disposal Report 02	View
Disposal Report 03	View
Disposal Report 04	View
Disposal Report 05	View

Page No.
1

Do you wish to group your report(s) ? ☒ Yes ☐ No

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

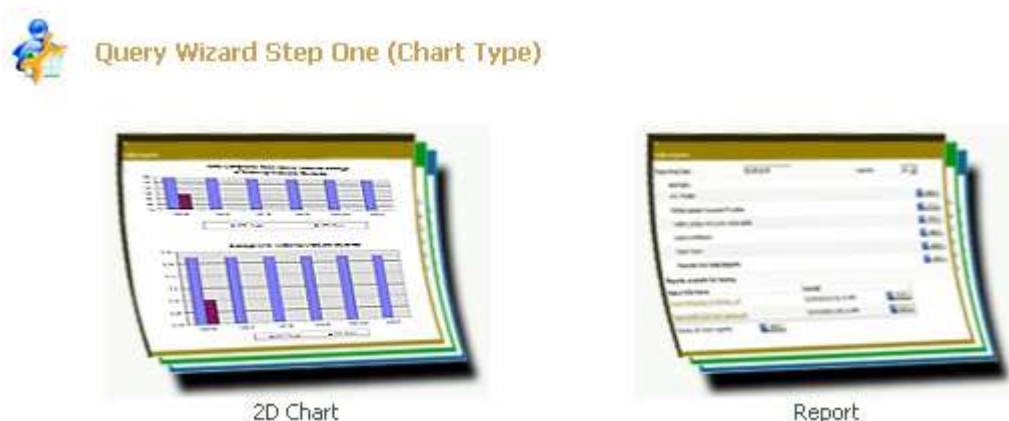


Figure 16.4: Analytical Tool – Query Designer

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.

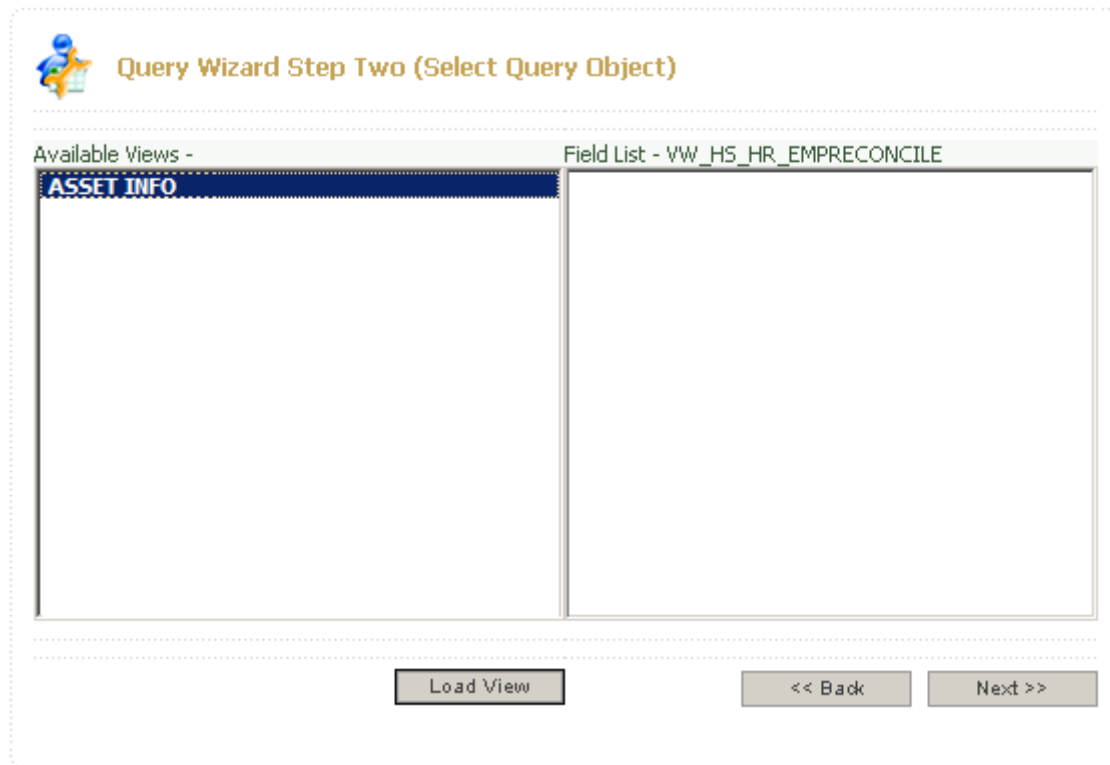


Figure 16.5: Analytical Tool – Query Designer – 2D Chart – Loading Query Designer

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.

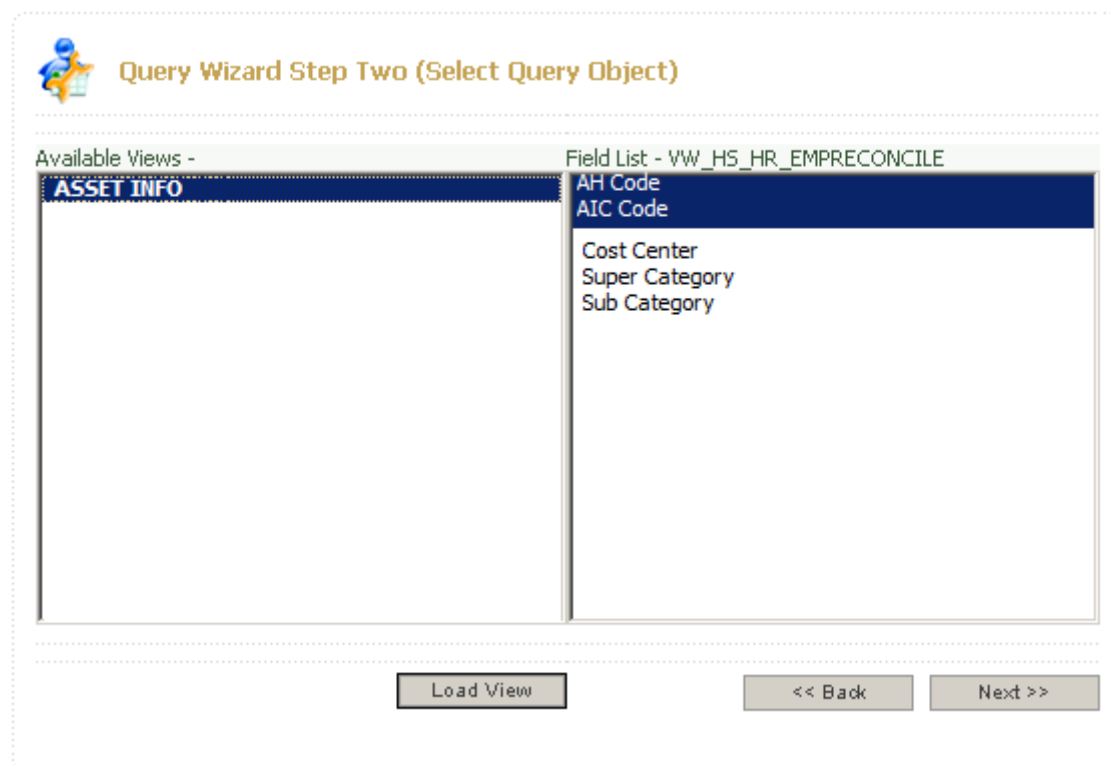



Figure 16.6: Analytical Tool – Query Designer – 2D Chart – Selecting Fields

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.



Step Three (Format Query)

Column	Data Type	Sort Type	Criteria
AH Code	String	Ascending	
Description	String	None	


Results

AH Code	Description
2012/TBH/BYT/000002	Asset A
2012/TBH/BYT/000002	Asset B
2012/TBH/BYT/000002	Asset C
2012/TBH/BYT/000002	Asset D

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.



Analytical Tool Query Wizard

Format Chart

Chart Type :
 Report Title :

No. of Series :

Field Mappings

Series	Y Axis	X Axis
2	Super Category	Cost

Chart Query Parameters

None.

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.

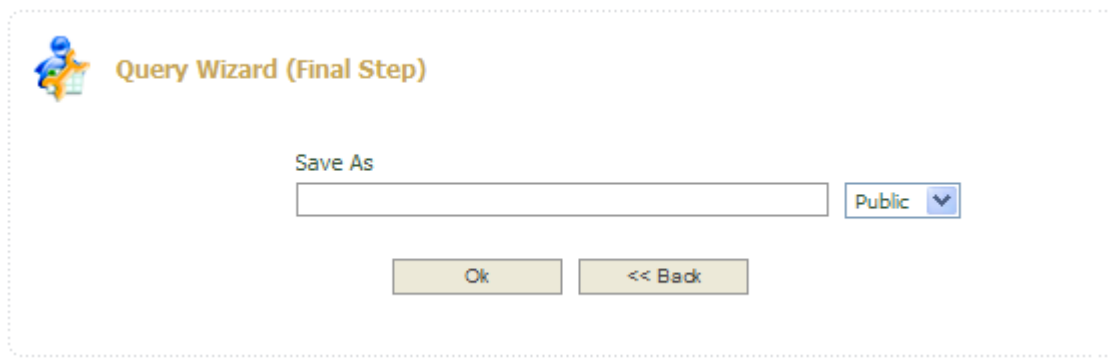


Figure 16.9: Analytical Tool – Query Designer – 2D Chart – Saving the Chart

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.

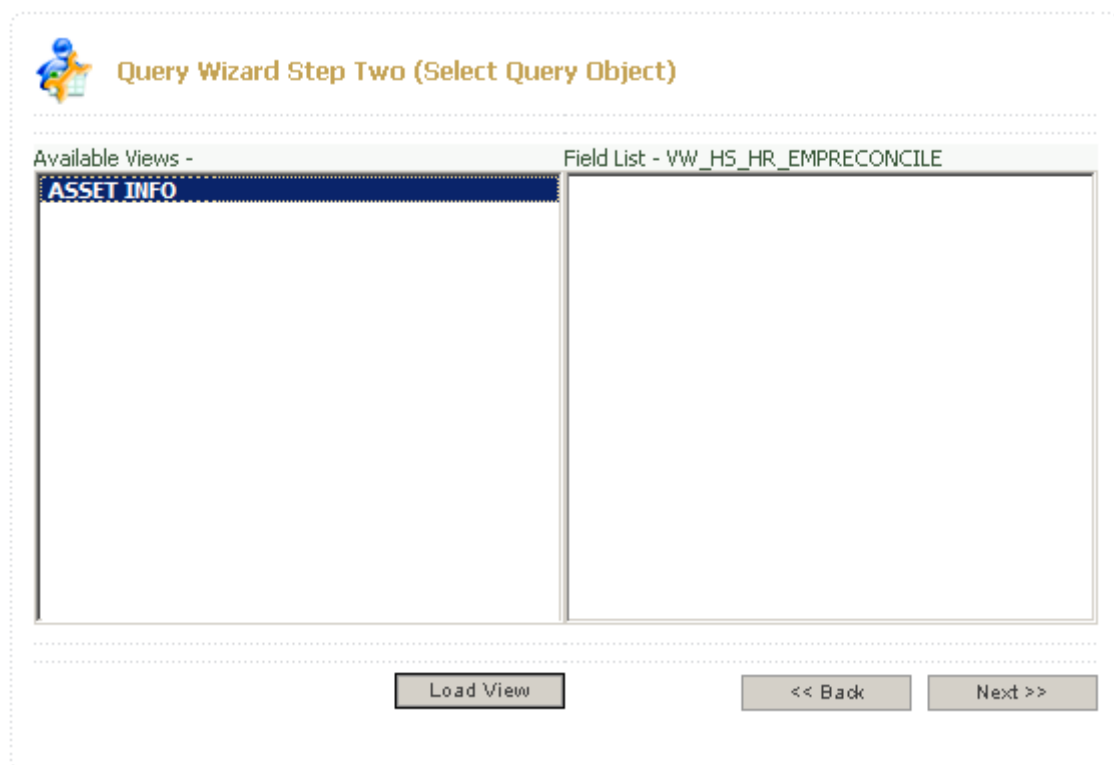


Figure 16.10: Analytical Tool – Query Designer – Report – Loading Query Designer

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.

Query Wizard Step Two (Select Query Object)

Available Views -

ASSET INFO

Field List - VW_HS_HR_EMPRECONCILE

AH Code
AIC Code
Cost Center
Super Category
Sub Category

Load View

<< Back

Next >>

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.

Step Three (Format Query)

Column	Data Type	Sort Type	Criteria
AH Code	String	Ascending	
Description	String	None	

<< Back

Next >>

Query Results

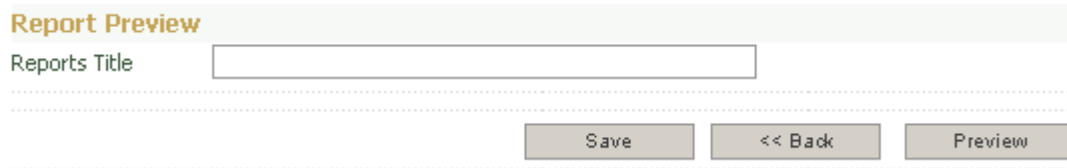
Results

AH Code	Description
2012/TBH/BYT/000002	Asset A
2012/TBH/BYT/000002	Asset B
2012/TBH/BYT/000002	Asset C
2012/TBH/BYT/000002	Asset D

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.

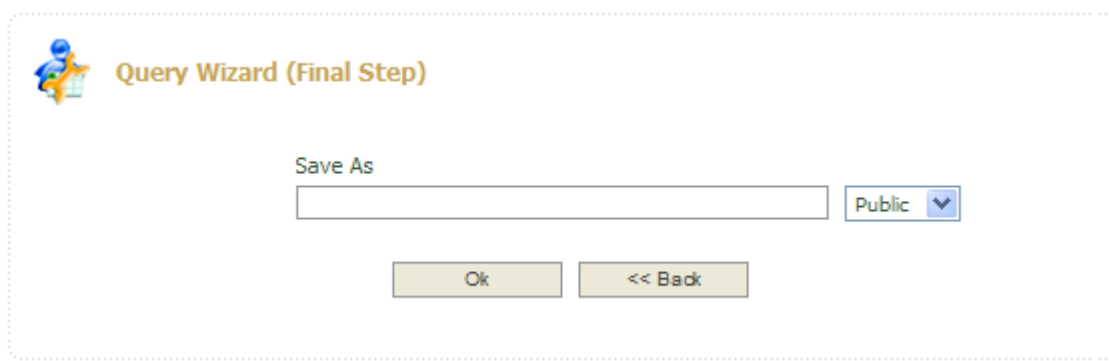
The image shows a web form titled "Report Preview" in a light green header. Below the header, there is a text input field labeled "Reports Title". At the bottom of the form, there are three buttons: "Save", "<< Back", and "Preview".

Report Preview

Reports Title

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.

The image shows a web form titled "Query Wizard (Final Step)" with a small icon of a person and a chart. Below the title, there is a "Save As" label followed by a text input field. To the right of the input field is a dropdown menu currently set to "Public". At the bottom, there are two buttons: "Ok" and "<< Back".

Query Wizard (Final Step)

Save As

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.

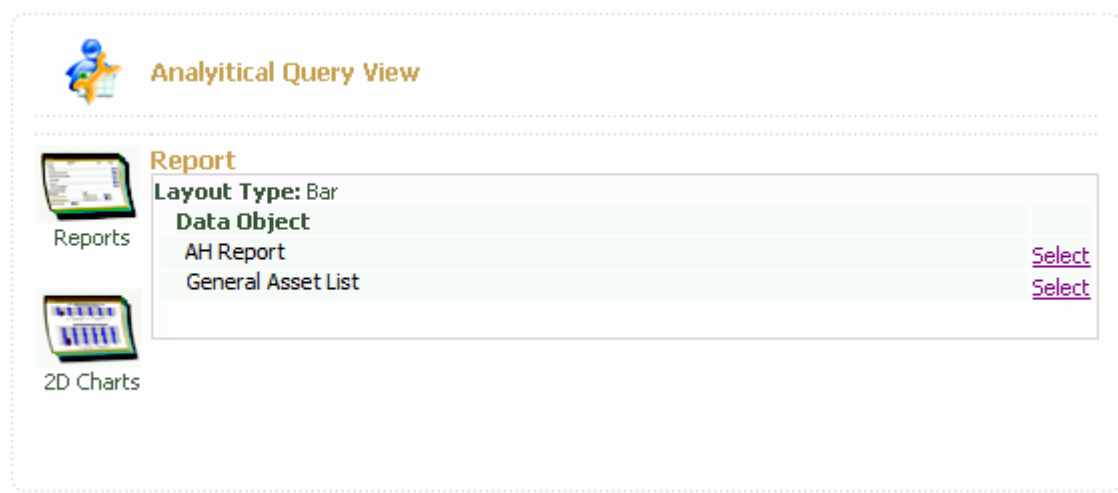


Figure 16.16: Analytical Tool – Analytical Query View – Report

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.

Report Viewer - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Google Search ABC Check SnagIt

Asset Detail Report

Aq. Date	AH Code	Description	Super Category
09/12/2012	2012\LAND\FHLAN\0000001	Free Hold Land	Land
09/12/2012	2012\LAND\LHLAN\0000001	Lease Hold Land	Land
09/12/2012	2012\LAND\FHLAN\0000002	Free Hold Land	Land

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.

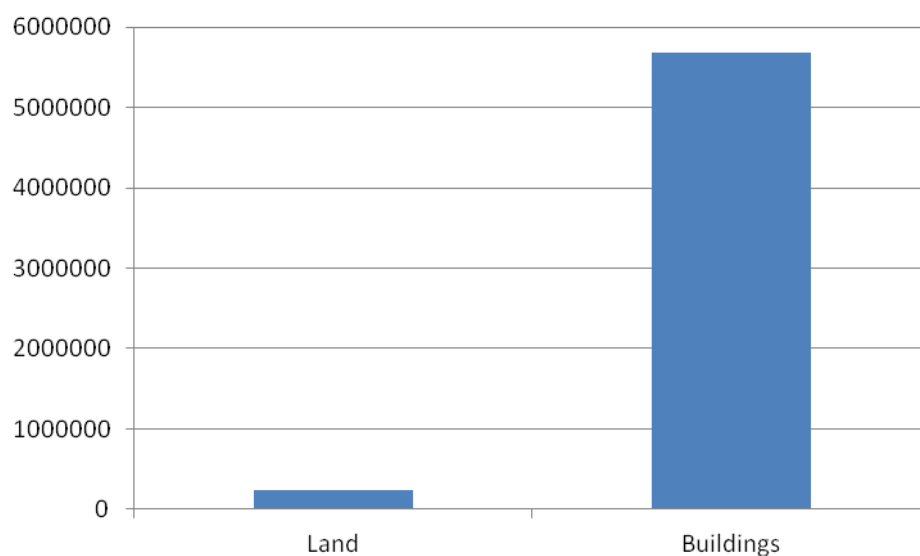


Figure 16.18: Sample 2D Chart for Super Category wise Cost

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

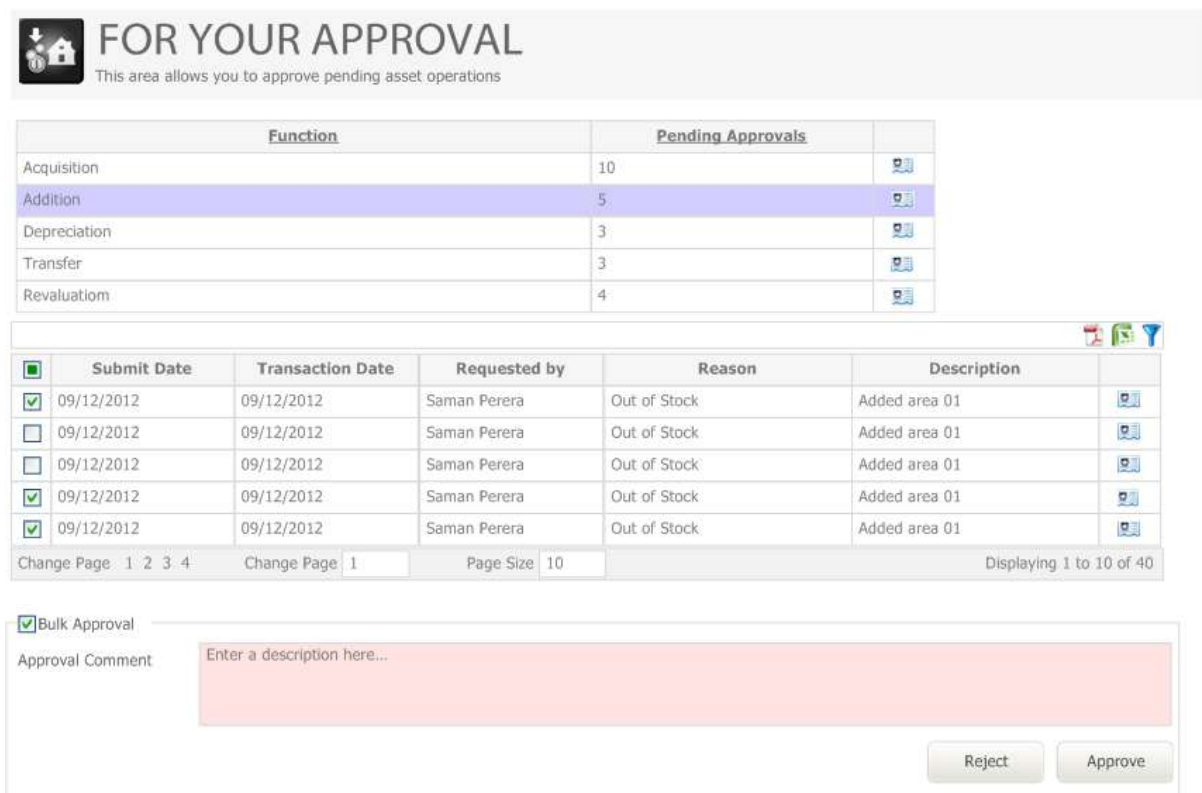
- Only administrative users will have access to this area. They will first see a summary of the asset operation requests which have arrived.



Function	Pending Approvals	
Acquisition	10	
Addition	5	
Depreciation	3	
Transfer	3	
Revaluation	4	

Figure 17.1: For Your Approval - Summary

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



Function	Pending Approvals	
Acquisition	10	
Addition	5	
Depreciation	3	
Transfer	3	
Revaluation	4	


	Submit Date	Transaction Date	Requested by	Reason	Description	
<input checked="" type="checkbox"/>	09/12/2012	09/12/2012	Saman Perera	Out of Stock	Added area 01	
<input type="checkbox"/>	09/12/2012	09/12/2012	Saman Perera	Out of Stock	Added area 01	
<input type="checkbox"/>	09/12/2012	09/12/2012	Saman Perera	Out of Stock	Added area 01	
<input checked="" type="checkbox"/>	09/12/2012	09/12/2012	Saman Perera	Out of Stock	Added area 01	
<input checked="" type="checkbox"/>	09/12/2012	09/12/2012	Saman Perera	Out of Stock	Added area 01	


Change Page: 1 2 3 4 Change Page: 1 Page Size: 10 Displaying 1 to 10 of 40

☒ Bulk Approval

Approval Comment:

Figure 17.2: For Your Approval - Details



- 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.
- 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)




FOR YOUR APPROVAL

This area allows you to approve pending asset operations

Addition Code: (Auto Generated) To: (Auto Generated)

Addition Date: 07/12/2012  

Remarks: Enter a description here...

Reason: Internal Requirement 

Super Category:

Sub Category:

No. of Assets Selected: [View Items](#)

	Component	Addition Cost	New Age	New Scrap Value	New Depr. Rate	Acu. Depr.
<input checked="" type="checkbox"/>	Primary Component (Default)	0	0	0	10	10
<input type="checkbox"/>	Electrical	0	0	0	15	15
<input type="checkbox"/>	Toilet / Plumbing	0	0	0	0	0
<input checked="" type="checkbox"/>	Interior	0	0	0	0	0
<input checked="" type="checkbox"/>	Lawn	0	0	0	0	0

Approval Comment:

Previous
Reject
Approve

Figure 17.3: Request Details

- 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.
- Click on the previous screen to view the operation details.
- 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)
- 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)
- 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

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

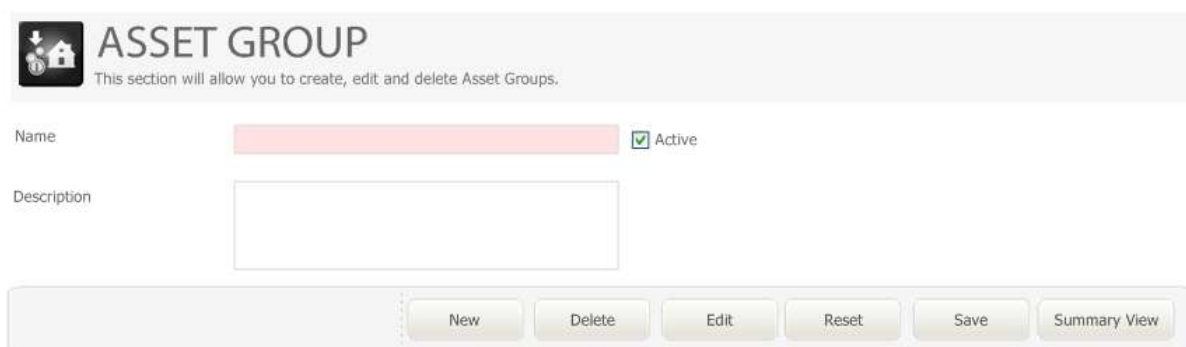
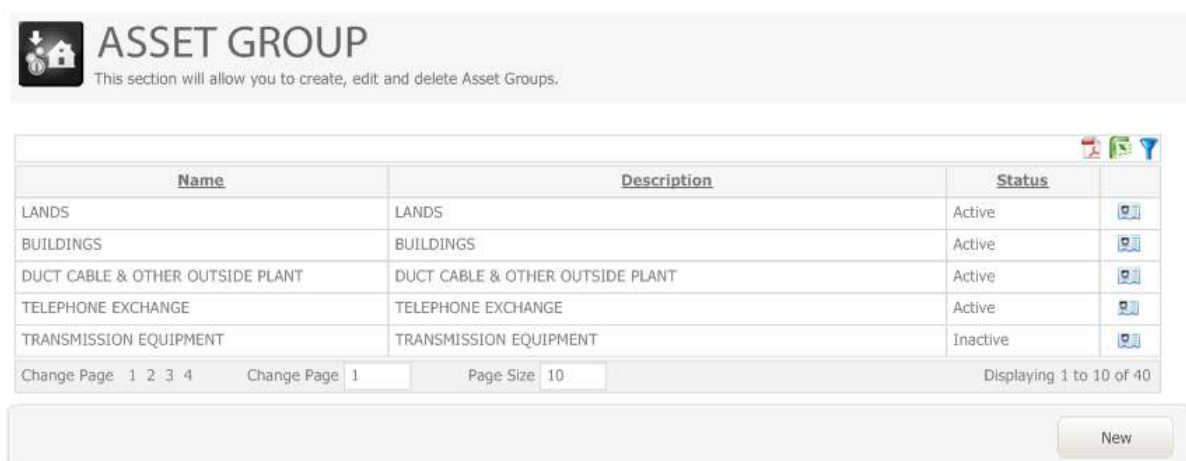


Figure 18.1: Define Asset Groups – Detailed View

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



Name	Description	Status	
LANDS	LANDS	Active	
BUILDINGS	BUILDINGS	Active	
DUCT CABLE & OTHER OUTSIDE PLANT	DUCT CABLE & OTHER OUTSIDE PLANT	Active	
TELEPHONE EXCHANGE	TELEPHONE EXCHANGE	Active	
TRANSMISSION EQUIPMENT	TRANSMISSION EQUIPMENT	Inactive	

Change Page 1 2 3 4 Change Page 1 Page Size 10 Displaying 1 to 10 of 40

New

Figure 18.2: Define Asset Groups - Summary

- 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.

SUPER CATEGORY
This section will allow you to create, edit and delete super categories.

Category Code (AIC & AH)

Name

CODA Super Category Code

Asset Group

☒ Automatically Generate AIC

☒ Depreciated

CODA Depreciation Codes	
Depreciation Amount for Element 02	<input type="text"/>
Depreciation Amount for Element 03	<input type="text"/>
Provision for Depreciation Element 02	<input type="text"/>
Provision for Depreciation Element 03	<input type="text"/>

New Delete Edit Reset Save Summary View

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.

SUPER CATEGORY

This section will allow you to create, edit and delete super categories.

Category Code	Name	
LAN	Land	
BUL	Buildings	
FIX	Fixtures	
LIB	Library Materials	
COM	Computers	

Change Page 1 2 3 4
Change Page 1
Page Size 10
Displaying 1 to 10 of 40

New

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: deflections 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.



SUB CATEGORY

This section will allow you to create, edit and delete sub categories.

Basic Information

Attributes

Category Code (AIC & AH)

Name

Super Category

Land

☒ Depreciated

Component Information

Component Code (AIC)

(Auto Generated)

☒ Active

Component Name

☒ Default Age In Months

☐ Default A/C Depreciation Rate

(Auto generated if above selected)









Default Cost

Default Tax Depreciation Rate

New

Reset

Add to Grid

Code	Component Name	Age in Months	A/C Depr. Rate	Default Cost	Tax Depr. Rate	Status	
00	Primary Component (Default)	60	60	60	60	Active	 
01	Electrical	36	36	36	36	Active	 
02	Interior	18	18	18	18	Active	 
03	Lawn	40	40	40	40	Inactive	 

New

Delete

Edit

Reset

Save

Summary View

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:

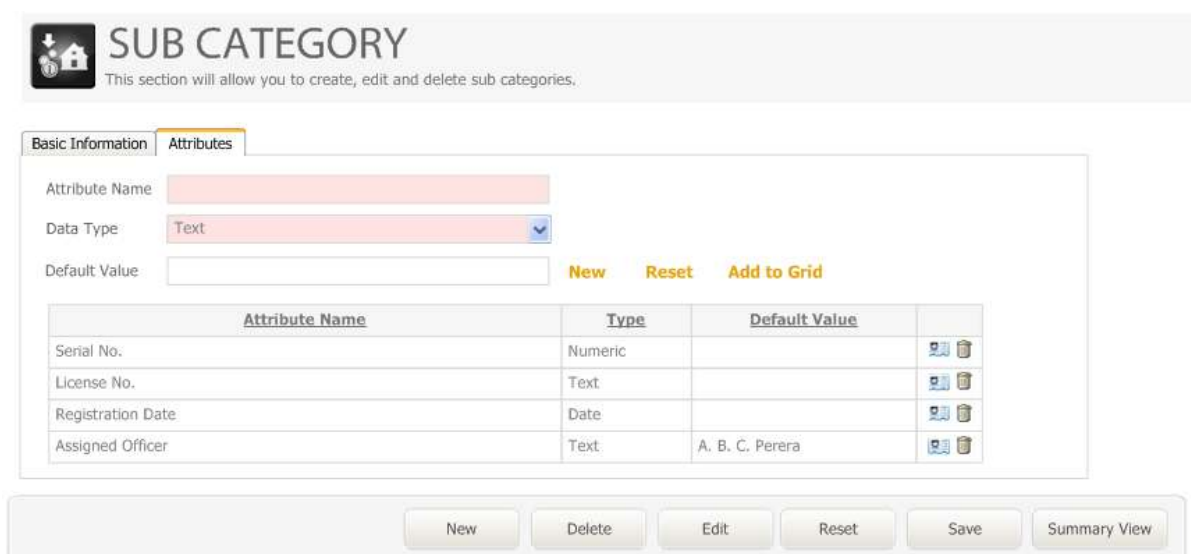
Age in Months = (100/Depreciation Rate) X 12

**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 may 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.



SUB CATEGORY
This section will allow you to create, edit and delete sub categories.

Basic Information | **Attributes**

Attribute Name:
Data Type: Text
Default Value: New Reset Add to Grid

Attribute Name	Type	Default Value	
Serial No.	Numeric		 
License No.	Text		 
Registration Date	Date		 
Assigned Officer	Text	A. B. C. Perera	 



New Delete Edit Reset Save Summary View


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 may 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.



SUB CATEGORY


This section will allow you to create, edit and delete sub categories.

Category Code	Name	Super Category	
LHL	Lease Holding Land	Land	
FHL	Free Holding Land	Land	
LHB	Lease Holding Building	Buildings	
FHB	Free Holding Building	Buildings	
CPU	CPU	Computers	

Change Page 1 2 3 4
Change Page 1
Page Size 10
Displaying 1 to 10 of 40

New

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: definitions 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.

LEVEL
This section will allow you to create, edit and delete levels.

Cost Centre ☒ Active

Nominal

Sub Nominal / Analysis

Project / Product

Other

Level

Date Created

Labels

Comments

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.



LEVEL

This section will allow you to create, edit and delete levels.

Cost Centre	Nominal	Sub Nominal / Analysis	Project / Product	Other	Date Created	
000000	1110	1000	276787		02/12/2012	
000000	1110	2000	276788		02/12/2012	
000000	1110	3000	276789		02/12/2012	
000000	2110	1000	276790		02/12/2012	
000000	2110	2000	276791	000002	02/12/2012	

Change Page 1 2 3 4 Change Page 1 Page Size 10 Displaying 1 to 10 of 40

New

Figure 18.9: Define Levels - Summary

- 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.
- 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

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



REASON

This section will allow you to create, edit and delete reasons for asset operations.

Reason Name ☒ Active

Asset Operation

Description


New Delete Edit Reset Save Summary View






Figure 18.10: Define Reasons – Detailed View

- 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.


**REASON**
This section will allow you to create, edit and delete reasons for asset operations.

Name	Asset Operations	Description	Status	
Internal Requirement	Transfer	To be used for internal transfers in a location	Active	
Out of Stock	Acquisition	To be used during acquisitions	Active	
Damaged	Disposal	To be used during disposals	Active	
Repaired	Maintenance	To be used during maintenance	Active	
Annual Maintenance	Maintenance	To be used during maintenance	Inactive	

Change Page 1 2 3 4 Change Page 1 Page Size 10 Displaying 1 to 10 of 40

New

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.



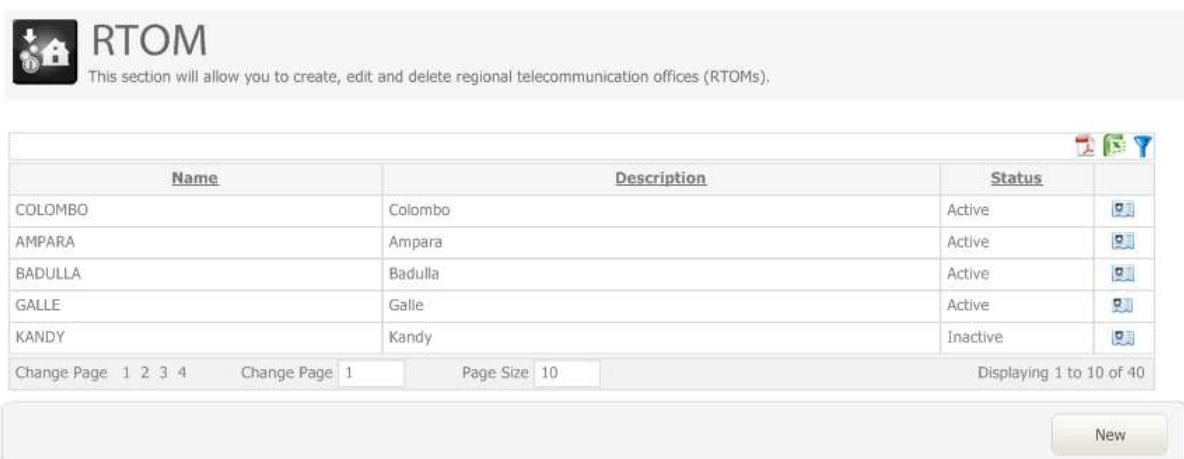
RTOM
This section will allow you to create, edit and delete regional telecommunication offices (RTOMs).

Name ☒ Active

Description

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.



RTOM
This section will allow you to create, edit and delete regional telecommunication offices (RTOMs).

Name	Description	Status	
COLOMBO	Colombo	Active	
AMPARA	Ampara	Active	
BADULLA	Badulla	Active	
GALLE	Galle	Active	
KANDY	Kandy	Inactive	

Change Page 1 2 3 4 Change Page 1 Page Size 10 Displaying 1 to 10 of 40

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.

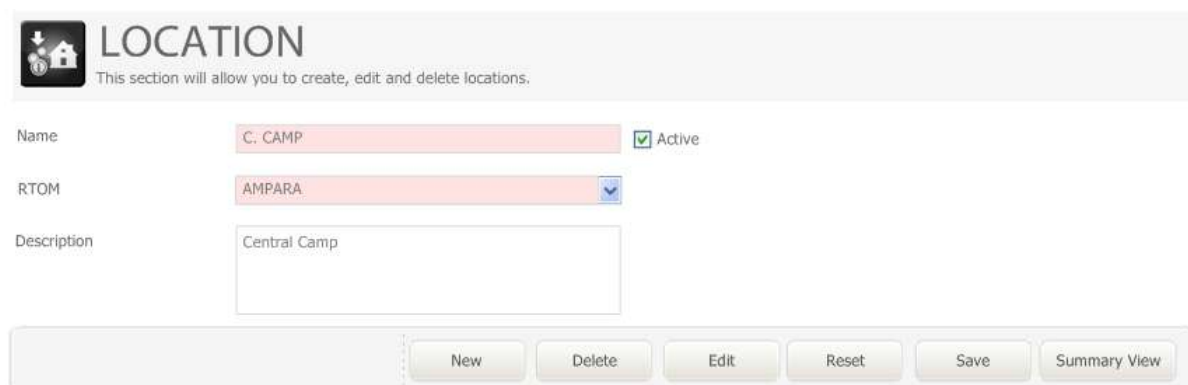
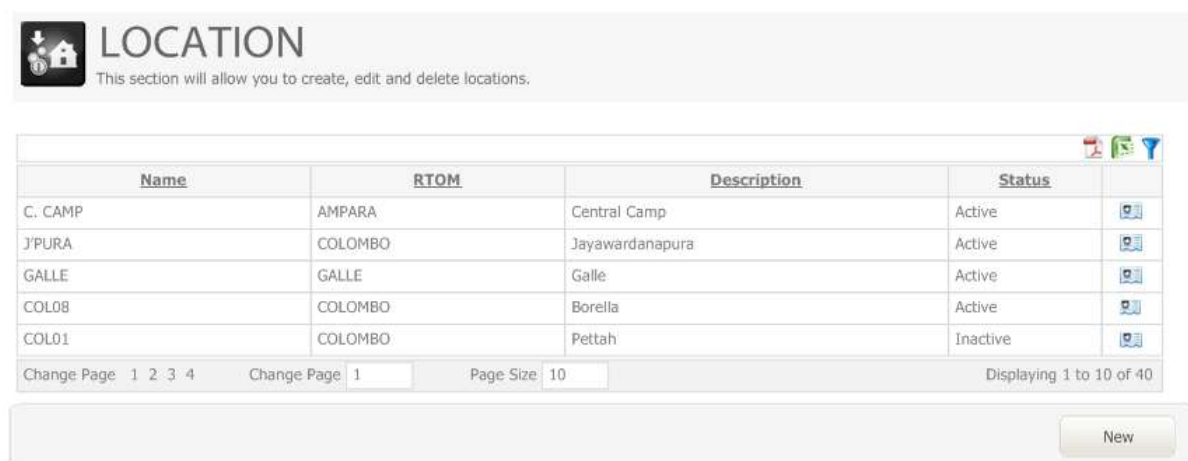


Figure 18.14: Define Location – Detailed View

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.




Name	RTOM	Description	Status	
C. CAMP	AMPARA	Central Camp	Active	
J'PURA	COLOMBO	Jayawardanapura	Active	
GALLE	GALLE	Galle	Active	
COLO8	COLOMBO	Borella	Active	
COLO1	COLOMBO	Pettah	Inactive	

Change Page 1 2 3 4 Change Page 1 Page Size 10 Displaying 1 to 10 of 40

New

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.



PRODUCTION / SERVICE

This section will allow you to create, edit and delete Production / Service Codes.

Name	Description	Status	
000001	000001	Active	
000002	000002	Active	
000003	000003	Active	
000004	000004	Active	
000005	000005	Inactive	

Change Page 1 2 3 4 Change Page 1 Page Size 10 Displaying 1 to 10 of 40

New

Figure 18.17: Define Production / Service - Summary

- 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.
- 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

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



MEASURING TYPE

This section will allow you to create, edit and delete Measuring Types.

Name ☒ Active


Description

New Delete Edit Reset Save Summary View

Figure 18.18: Define Measuring Type – Detailed View






- Enter the Name and a Description (Optional).
- If the Measuring Type should be active the user may tick the Active checkbox. This will be ticked by default.
- 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.



MEASURING TYPE


This section will allow you to create, edit and delete Measuring Types.

Name	Description	Status	
METER	Meter – Distance - Metric	Active	
NO. LINE	Number of lines	Active	
NO. ITEM	Number of items	Active	
PORTS	Number of communication ports	Active	
GB	Giga Bytes – Storage Capacity	Inactive	

Change Page 1 2 3 4 Change Page 1 Page Size 10 Displaying 1 to 10 of 40

New

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.



ACQUISITION TYPE

This section will allow you to create, edit and delete Acquisition Types.

Name ☒ Active

Description

New Delete Edit Reset Save Summary View

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.

Name	Description	Status	
F. SUP-CAP	Purchased by F. Supplier	Active	
H. PUR	Hire Purchase	Active	
LEASE	Lease	Active	
3RD-PARTY	Purchased from 3 rd Party	Active	
TEMP	Temporary	Inactive	

Change Page 1 2 3 4 Change Page 1 Page Size 10 Displaying 1 to 10 of 40

New

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.

Name ☒ Active


Description

New Delete Edit Reset Save Summary View

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.



CURRENCY TYPE


This section will allow you to create, edit and delete Currency Types.

Name	Description	Status	
LKR	Sri Lankan Rupees	Active	
USD	US Dollars	Active	
GBP	Sterling Pounds	Active	
EUR	Euros	Active	
AUD	Australian Dollars	Inactive	

Change Page 1 2 3 4 Change Page 1 Page Size 10 Displaying 1 to 10 of 40

New

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.



ASSET CONDITION

This section will allow you to create, edit and delete Asset Conditions.

Name ☒ Active

Description

New Delete Edit Reset Save Summary View

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.

ASSET CONDITION

This section will allow you to create, edit and delete Asset Conditions.

Name	Description	Status	
B. NEW	Brand New	Active	
RECON	Reconditioned	Active	
2ND-HAND	2 nd Hand	Active	
SCRAP	Scrapped Purchase	Active	
MIN.REPAIR	Minimum Repairs	Inactive	

Change Page 1 2 3 4
Change Page 1
Page Size 10
Displaying 1 to 10 of 40

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

TRACK LOGINS REPORT				
Purpose – TO VIEW A LIST OF USERS AND THEIR ACCESS INFORMATION TO THE SYSTEM				
Audience			Report Title TRACK LOGINS REPORT	
Database Information ORACLE				
Header Sri Lanka Telecom Ltd. Fixed Asset Management System			Footer TIME OF PRINT, DATE, PG NO	
Body of report				
User	In Date	In Time	Out Date	Out Time
Groups N/A				
Sorting N/A			Record Selection N/A	
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				
Summarized Data N/A				
Key information/Formatting N/A				
Signoff:				

19.2 Depreciation Reconciliation Report

DEPRECIATION RECONCILIATION REPORT																							
Purpose – TO VIEW A SUMMARY OF THE RECONCILED RECORDS OF DEPRECIATION WITH RESPECT TO LAST MONTH																							
Audience	Report Title DEPRECIATION RECONCILIATION REPORT																						
Database Information ORACLE																							
Header Sri Lanka Telecom Ltd. Fixed Asset Management System	Footer TIME OF PRINT, DATE, PG NO																						
Body of report <u>Report Summary</u> <div> <div>Super Category</div> <div>[Selected Super Category]</div> </div> <div> <div>Year</div> <div>[Selected Year]</div> </div> <div> <div>Month</div> <div>[Selected Month]</div> </div> <table> <tr> <td>Depreciation Value of [Last Month]</td> <td>100,000.00</td> </tr> <tr> <td>Depreciation Value of [Selected Month]</td> <td><u>200,000.00</u></td> </tr> <tr> <td>Difference</td> <td>100,000.00</td> </tr> </table> <table> <tr> <td>Depreciation Value of [Last Month]</td> <td>100,000.00</td> </tr> </table> <i>Current Month Variences</i> <u>Add</u> <table> <tr> <td>Depreciation From New Acquisitions</td> <td>100,000.00</td> </tr> <tr> <td>Depreciation due to Increase in Rate</td> <td>100,000.00</td> </tr> </table> <u>Less</u> <table> <tr> <td>Depreciation From Disposed Assets</td> <td>(25,000.00)</td> </tr> <tr> <td>Depreciation due to Fully Depreciated Assets</td> <td>(25,000.00)</td> </tr> <tr> <td>Depreciation due to Decrease in Rate</td> <td><u>(50,000.00)</u></td> </tr> <tr> <td>Difference</td> <td>100,000.00</td> </tr> </table> <table> <tr> <td>Depreciation Value of [Selected Month]</td> <td>200,000.00</td> </tr> </table>		Depreciation Value of [Last Month]	100,000.00	Depreciation Value of [Selected Month]	<u>200,000.00</u>	Difference	100,000.00	Depreciation Value of [Last Month]	100,000.00	Depreciation From New Acquisitions	100,000.00	Depreciation due to Increase in Rate	100,000.00	Depreciation From Disposed Assets	(25,000.00)	Depreciation due to Fully Depreciated Assets	(25,000.00)	Depreciation due to Decrease in Rate	<u>(50,000.00)</u>	Difference	100,000.00	Depreciation Value of [Selected Month]	200,000.00
Depreciation Value of [Last Month]	100,000.00																						
Depreciation Value of [Selected Month]	<u>200,000.00</u>																						
Difference	100,000.00																						
Depreciation Value of [Last Month]	100,000.00																						
Depreciation From New Acquisitions	100,000.00																						
Depreciation due to Increase in Rate	100,000.00																						
Depreciation From Disposed Assets	(25,000.00)																						
Depreciation due to Fully Depreciated Assets	(25,000.00)																						
Depreciation due to Decrease in Rate	<u>(50,000.00)</u>																						
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

N/A

Record Selection

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: 15/11/2012							
Cost center wise:							
Cost Center: 00000000							
CATEGORY CPU							
READER CODE	MAKE	MODEL	DATE OF PUR	AS_COST	DEPT	ACUM DEP	RETR VAL
2007MOVABLE4CPU00000015	HP COMPAQ	PIV TOWER	21/11/2007	71,904.12			71,904.12
1999MOVABLE2GTAMPFR00000001	PIRNEY BOWES 46		22/11/1999	66,150.00			66,150.00
2002MOVABLE4PRINTER00000069	PANASONIC KX-P		22/11/2002	45,780.00			45,780.00
1999MOVABLE1CABINET00000185	STEEL 4 DRAWER	FILING CABINET	19/11/1999	4,540.00			4,540.00
2007MOVABLE4MONITOR00000081	HP 21" LCD		21/11/2007	35,000.00			35,000.00
2002MOVABLE1ALMYRAH00000035	STEEL	ALMYRAH	19/11/2002	5,254.00			5,254.00
2007MOVABLE1CHAIR00000091			27/04/2007	2.00			2.00
2007MOVABLE4CD WHITE00000001	SONY	DRX-330UL	20/11/2007	13,300.00			13,300.00
2006MOVABLE4UFS00000192	UP-SELEC/300V A		22/11/2000	9,384.00			9,384.00
2007MOVABLE4UFS00000021	MOE JI KYA		22/11/2007	27,000.00			27,000.00
1999MOVABLE1CABINET00000184	STEEL 4 DRAWER	FILING CABINET	19/11/1999	4,540.00			4,540.00
2006MOVABLE4UFS00000194	UP-SELEC/300V A		22/11/2000	9,384.00			9,384.00
2007MOVABLE4UFS00000020	MOE JI KYA		22/11/2007	27,000.00			27,000.00
2006MOVABLE4UFS00000192	UP-SELEC/300V A		22/11/2000	9,384.00			9,384.00
2006MOVABLE4UFS00000194	RIELLO 620V A		22/11/2000	10,000.00			10,000.00
2003MOVABLE4MONITOR00000134	DELL-15" CRT		21/11/2003	12,000.00			12,000.00
2003MOVABLE1TABLE00000082		WOODEN	19/11/2003	3,300.00			3,300.00
2002MOVABLE4CPU00000192	COMPAQ	PIV TOWER	21/11/2002	71,904.12			71,904.12
2005MOVABLE4CPU00000084	DELL	PIV DESKTOP	21/11/2005	71,904.12			71,904.12
2003MOVABLE1CHAIR00000252	DAMROFABRICG	VISITORS CHAIR	19/11/2003	4,540.00			4,540.00
2003MOVABLE1TABLE00000081	DAMRO	STEEL SIDE RETU	19/11/2003	12,420.00			12,420.00
2006MOVABLE4UFS00000194	UP-SELEC/300V A		22/11/2000	9,384.00			9,384.00
2003MOVABLE4CPU00000100	DELL	PIV TOWER	21/11/2003	71,904.12			71,904.12
2004MOVABLE4MONITOR00000313	DELL/17" CRT		21/11/2004	14,300.00			14,300.00
2007MOVABLE4CPU00000052	ASUS	PIV TOWER	21/11/2007	71,904.12			71,904.12
2005MOVABLE4PRINTER00000065	HP LASERJET		22/11/2005	35,843.00			35,843.00
2003MOVABLE4CPU00000104	DELL	PIV TOWER	21/11/2003	71,904.12			71,904.12
2003MOVABLE1CHAIR00000258	WOODEN CUSHIO	ARM CHAIR	19/11/2003	3,300.00			3,300.00
2004MOVABLE4PRINTER00000068	PINTRONIX		22/11/2004	1.00			1.00
2006MOVABLE4CPU00000074	COMPAQ	PIV DESKTOP	21/11/2000	71,904.12			71,904.12
2006MOVABLE4MONITOR00000111	COMPAQ /S 510 /1		21/11/2000	12,000.00			12,000.00
2004MOVABLE4CPU00000177	DELL	PIV DESKTOP	21/11/2004	71,904.12			71,904.12

Page 1 of 2347

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	
<u>RTO - HAVELOCK TOWN</u>					
<u>LOCATION - COLOMBO</u>					
2006.A/C INTA/C INTE:000000	25/06/2006	119,850.17	72,328.01	799.00	
2006.A/C INTA/C INTE:000001	25/06/2006	123,016.64	74,238.96	820.11	
2007.A/C INTA/C INTE:000000	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	
<u>RTO - MARADANA</u>					
<u>LOCATION - WELIKADA</u>					
2000.A/C INTA/C INTE:000007	28/10/2000	0.00	0.00	0.00	
2006.A/C INTA/C INTE:000002	30/08/2006	191,492.17	95,286.41	1,276.61	
2006.A/C INTA/C INTE:000004	30/08/2006	656,157.36	326,504.51	4,374.38	3
2006.A/C INTA/C INTE:000005	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	
<u>RTO - RATMALANA</u>					

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

[illegible]

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																																																															
<table><tr><td>AH Code</td><td>RTOM</td><td>Location</td><td>Component</td><td>Cost</td><td>Acc. Dep.</td><td>Dep. Amount</td><td>NBV</td></tr><tr><td></td><td></td><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><td></td><td></td></tr><tr><td></td><td></td><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><td></td><td></td></tr><tr><td></td><td></td><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><td></td><td></td></tr></table>								AH Code	RTOM	Location	Component	Cost	Acc. Dep.	Dep. Amount	NBV																																																
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																																																															
<table><tr><td>RTOM</td><td>AH Code</td><td>Location</td><td>Sub Category</td><td>Cost</td><td>Acc. Dep.</td><td>Dep. Amount</td><td>NBV</td></tr><tr><td></td><td></td><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><td></td><td></td></tr><tr><td></td><td></td><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><td></td><td></td></tr><tr><td></td><td></td><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><td></td><td></td></tr></table>								RTOM	AH Code	Location	Sub Category	Cost	Acc. Dep.	Dep. Amount	NBV																																																
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					Footer				
Sri Lanka Telecom Ltd. Fixed Asset Management System					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					Record Selection				
RTOM					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:- <u>Land</u> 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)

ASSET ACQUISITION REPORT (FOR A GIVEN PERIOD)						
Purpose –						
Audience			Report Title ASSET ACQUISITION 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 Purchase	Cost	Acc. Dep.	NBV
Groups SUPER CATEGORY						
Sorting N/A			Record Selection FROM DATE, TO DATE			
Calculations or Formulas N/A						
Summarized Data N/A						
Key information/Formatting N/A						
Signoff:						

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 <table border="1" style="margin: 20px auto; width: 60%;"> <thead> <tr> <th>Asset Super category</th> <th>AH Code</th> <th>Date of addition</th> <th>Cost</th> <th>Acc. Dep.</th> <th>NBV</th> </tr> </thead> <tbody> <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> </tbody> </table>		Asset Super category	AH Code	Date of addition	Cost	Acc. Dep.	NBV																														
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 <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>AH Code</th> <th>Date of Disposal</th> <th>Reason to disposed</th> <th>Cost</th> <th>Acc. Dep.</th> <th>NBV</th> </tr> </thead> <tbody> <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> </tbody> </table>		AH Code	Date of Disposal	Reason to disposed	Cost	Acc. Dep.	NBV																								
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 <table border="1" style="margin: 20px auto; width: 60%;"> <tr> <th>AH Code</th> <th>Date of Disposal</th> <th>Reason to disposed</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> </table>		AH Code	Date of Disposal	Reason to disposed	Cost	Acc. Dep.	NBV																								
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 <table border="1" style="margin: 20px auto;"> <thead> <tr> <th>AH Code</th> <th>Cost</th> <th>Acc. Dep.</th> <th>NBV</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>		AH Code	Cost	Acc. Dep.	NBV																												
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)

FULLY DEPRECIATED ASSET REPORT (FOR THE GIVEN PERIOD)																																			
Purpose –																																			
Audience		Report Title FULLY DEPRECIATED ASSET 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																																			
<table border="1"> <thead> <tr> <th>AH Code</th> <th>Cost</th> <th>Acc. Dep.</th> <th>NBV</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> </tbody> </table>				AH Code	Cost	Acc. Dep.	NBV																												
AH Code	Cost	Acc. Dep.	NBV																																
Groups N/A																																			
Sorting AH CODE		Record Selection FROM DATE, TO DATE																																	
Calculations or Formulas N/A																																			
Summarized Data N/A																																			
Key information/Formatting N/A																																			
Signoff:																																			

19.19 Depreciation Forecast Summery Report(For The Given Period)

DEPRECIATION FORECAST SUMMERY REPORT (FOR THE GIVEN PERIOD)											
Purpose –											
Audience	Report Title DEPRECIATION FORECAST SUMMERY 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 <table border="1" style="margin-left: auto; margin-right: auto;"> <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>		Super Category	Depreciation Value	Building	10,000	Cable BDP	20,000	Exchange Eq.	15,000	Total	45,000
Super Category	Depreciation Value										
Building	10,000										
Cable BDP	20,000										
Exchange Eq.	15,000										
Total	45,000										
Groups SUPER CATEGORY											
Sorting SUPER CATEGORY	Record Selection SUPER CATEGORY (MULTIPLE), YEAR, MONTH, DURATION (MONTHS)										
Calculations or Formulas N/A											
Summarized Data TOTAL OF DEPRECIATION VALUE FOR THE PERIOD											
Key information/Formatting N/A											
Signoff:											

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										
Body of report <table border="1"> <thead> <tr> <th>Month</th><th>Depreciation Value</th></tr> </thead> <tbody> <tr> <td>Jan</td><td>10,000</td></tr> <tr> <td>Feb</td><td>20,000</td></tr> <tr> <td>Mar</td><td>15,000</td></tr> <tr> <td>Total</td><td>45,000</td></tr> </tbody> </table>		Month	Depreciation Value	Jan	10,000	Feb	20,000	Mar	15,000	Total	45,000
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						
Header Sri Lanka Telecom Ltd. Fixed Asset Management System				Footer TIME OF PRINT, DATE, PG NO		
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 De
00000000		A/C INTE	1	426,930.00	2,846
20140400		A/C INTE	1	0.00	0
20700000		A/C INTE	1	636,157.36	4,374
26020000		A/C INTE	1	191,402.17	1,270
30100000		A/C INTE	19	3,115,469.52	3,706
30210200		A/C INTE	2	344,615.31	2,397
30210300		A/C INTE	1	0.00	0
30330700		A/C INTE	1	32,244.16	214
30720000		A/C INTE	2	247,167.50	1,647
30720300		A/C INTE	1	119,830.17	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																																																																															
<table border="1"><thead><tr><th>Month</th><th>Year</th><th>Life in month</th><th>Dep. Rate</th><th>Asset Value</th><th>Addition Cost</th><th>Dep. Value</th><th>Acc. Dep.</th><th>NBV</th><th>Action</th></tr></thead><tbody><tr><td></td><td></td><td></td><td></td><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><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><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><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><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><td></td><td></td><td></td><td></td></tr></tbody></table>										Month	Year	Life in month	Dep. Rate	Asset Value	Addition Cost	Dep. Value	Acc. Dep.	NBV	Action																																																												
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:																																																																															

<div>  SRI LANKA TELECOM LIMITED Fixed Asset System </div> <div>Asset History</div>							
Month	Year	Life in Mo	Dep Rate	Asset Value	Depreciation Value	Accum Dep	NetBook Val
AS_CODE 1970AAC INTA/C INTX0000000							
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	8	1.00	0.00	0.00	1.00
2	2004	0	8	1.00	0.00	0.00	1.00
3	2004	0	8	1.00	0.00	0.00	1.00
4	2004	0	8	1.00	0.00	0.00	1.00
5	2004	0	8	1.00	0.00	0.00	1.00
6	2004	0	8	1.00	0.00	0.00	1.00
7	2004	0	8	1.00	0.00	0.00	1.00
8	2004	0	8	1.00	0.00	0.00	1.00
9	2004	0	8	1.00	0.00	0.00	1.00
10	2004	0	8	1.00	0.00	0.00	1.00
11	2004	0	8	1.00	0.00	0.00	1.00
12	2004	0	8	1.00	0.00	0.00	1.00
1	2005	0	8	1.00	0.00	0.00	1.00
2	2005	0	8	1.00	0.00	0.00	1.00
3	2005	0	8	1.00	0.00	0.00	1.00
4	2005	0	8	1.00	0.00	0.00	1.00
5	2005	0	8	1.00	0.00	0.00	1.00
6	2005	0	8	1.00	0.00	0.00	1.00
7	2005	0	8	1.00	0.00	0.00	1.00
8	2005	0	8	1.00	0.00	0.00	1.00
9	2005	0	8	1.00	0.00	0.00	1.00
10	2005	0	8	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			
<u>Asset Capitalization - Project wise</u>			
Parameters		Super Category :	
		From date :	
		To date :	
<i>Sri Lanka Telecom PLC</i>			<i>AMAS RFA 003</i>
<u>Asset Capitalization - Project Wise</u>			
<i>For the period from to</i>			
Super Category	F.H.Building		
<u>Asset Header Code</u>	<u>Proj. No.</u>	<u>Proj. Name</u>	<u>Asset Cost</u>
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

	xxxxxx		215,600.00
Sub Total			3,544,900.00
Grand Total			6,114,900.00
Groups AH CODE, PROJECT NO.			
Sorting AH CODE, PROJECT NO.		Record Selection 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			
<u>Project Capitalization - Summary Report</u>			
Parameters		From date : To date :	
<i>Sri Lanka Telecom PLC</i>			<i>AMAS RFA 002</i>
<u>Project Capitalization Summary</u>			
<i>For the Period fromto.....</i>			
<u>Asst Super Category</u>	<u>Proj. No.</u>	<u>Proj Name</u>	<u>Asset Cost</u>
<i>F.H.Building</i>	25933		963,000.00
	42350		3,865,000.00
	xxxxx		750,000.00
Sub Total			5,578,000.00
<u>Switching</u>	32600		789,500.00
	18369		365,930.00
	xxxxx		3,456,890.00
Sub Total			4,612,320.00

<u>Transmission</u>	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 SUPER CATEGORY	Record Selection 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		
<u>Project Capitalization - Parameters</u>		
		Project No :
		From date :
		To date :
<i>Sri Lanka Telecom PLC</i>		<i>AMAS RFA 001</i>
<u>Project Capitalization</u>		
<i>For the Period fromto.....</i>		
Project No :		
Project Name :		
<u>Asset Header Code</u>	<u>Month & Year</u>	<u>Asset Cost</u>
<u>F.H. Building</u>		-
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	
<u>Fixtures</u>			
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 PROJECT NO, SUPER CATEGORY, AH CODE		Record Selection 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

Alert No	Alert Name	Event	Recipient	Frequency	Email Alert Text						
1	Maintenance Alert	4 months prior to maintenance	Administrator	Once	<div>Dear < Administrator>, This is to inform you that the following assets are due for maintenance on <date> <Asset List></div> <table><tr><td>AH Code</td><td>Super Category</td><td>Sub Category</td></tr><tr><td></td><td></td><td></td></tr></table> <div> This is an auto generated mail sent to you from Fixed Asset Management System. Please do not reply this email.</div>	AH Code	Super Category	Sub Category			
AH Code	Super Category	Sub Category									
2	Full Depreciation Alert	1 month before full depreciation process	Administrator	Once	<div>Dear < Administrator>, This is to inform you that the following assets will be fully depreciated on <date>. <Asset List></div> <table><tr><td>AH Code</td><td>Super Category</td><td>Sub Category</td></tr><tr><td></td><td></td><td></td></tr></table> <div> This is an auto generated mail sent to you from Fixed Asset Management System. Please do not reply this email.</div>	AH Code	Super Category	Sub Category			
AH Code	Super Category	Sub Category									
3	Transfers	When a transfer request is approved	Recipient of the Transferred Assets	Once	<div>The recipient of the transfer will be notified about all the assets that were transferred.</div>						

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: