

Fixed Asset Management

Solution Document of Fixed Asset Management System

The version of this document is V 1.3.0

Copyright[©] ModularFour (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 ModularFour (Pvt) Ltd. The information furnished herein is believed to be accurate and reliable. However, no responsibility is assumed by ModularFour (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
3 Asset Register.....	13
3.1 Requirements.....	13
3.2 Solution Provided	13
3.2.1 Asset Search.....	15
4 Acquisition.....	19
4.1 Requirements.....	19
4.2 Solution Provided	19
5 Addition	28
5.1 Requirements.....	28
5.2 Solution Provided	29
6 Depreciation	31
7 Transfer.....	31
7.1 Requirements.....	31
7.2 Solution Provided	31
7.2.1 Individual Transfer.....	31
7.2.2 Bulk Transfer.....	32
8 Revaluation	35
8.1 Requirements.....	35
8.2 Solution Provided	35
9 Disposal.....	37
9.1 Requirements.....	37
9.2 Solution Provided	37
9.2.1 Individual Disposal.....	37

9.2.2 Bulk Disposal.....	39
10 Maintenance.....	40
10.1 Requirements	40
10.2 Solution Provided.....	40
11 Impairment	42
11.1 Requirements	42
11.1.2 Solution Provided.....	42
12 Edit / Delete Asset.....	44
12.1 Requirements	44
12.2 Solution Provided.....	44
13 AIC Code Printing.....	47
13.1 Requirement	47
13.2 Solution Provided.....	47
14 Process.....	49
14.1 Depreciation Process	49
14.1.1 Requirement	49
14.1.2 Solution Provided.....	49
14.2 Depreciation Forecast Process.....	51
14.1 Requirement	51
14.2 Solution.....	52
14.3 Document Posting.....	52
14.3.1.....	52
Requirement.....	52
15 System Administration	55
15.1 Security Administration	55
15.1.1 Create Menu Access.....	55
15.1.1.1 Requirement	55

15.1.1.2 Solution.....	55
15.1.2 Create Report Access	56
15.1.2.1 Requirement	56
15.1.2.2 Solution.....	56
15.1.3 Create User Profiles	58
15.1.3.1 Requirement	58
15.1.3.2 Solution.....	58
15.2 System Settings	60
15.2.1 Module Configuration	60
15.2.1.1 Requirement	60
15.2.1.2 Solution.....	61
15.2.2 Add Reports.....	64
15.2.2.1 Requirement	64
15.2.2.2 Solution.....	64
16 Business Intelligence.....	67
16.1 My Reports	67
16.1.1 Requirement	67
16.1.2 Solution.....	67
16.2 Analytical Tools.....	69
16.2.1 Requirement	69
16.2.2 Solution.....	70
16.2.2.1 Query Designer.....	70
16.2.2.1.1 2D Charts	70
16.2.2.1.2 Reports.....	73
16.2.2.2 Query View	75
16.2.2.2.1 Reports.....	76
16.2.2.2.2 2D Charts	77

17 Workflow	78
17.1 For Your Approval	78
17.1.1	78
Requirement	78
17.1.2	78
Solution	78
18 Asset Master	80
18.1 Asset Groups	80
18.1.1 Requirement	80
18.1.2 Solution	80
18.2 Super Categories	81
18.2.1 Requirement	81
18.2.2 Solution	81
18.3 Sub Categories	83
18.3.1 Requirement	83
18.3.2 Solution	84
18.4 Level	88
18.4.1 Requirement	88
18.4.2 Solution	88
18.5 Reasons	89
18.5.1 Requirement	89
18.5.2 Solution	89
18.6 RTOM	90
18.6.1	90
Requirement	90
18.6.2	91
Solution	91

18.7 Location	92
18.7.1 Requirement	92
18.7.2 Solution.....	92
18.8 Production / Service	93
18.8.1.....	93
Requirement.....	93
18.8.2.....	93
Solution	93
18.9 Measuring Types	94
18.9.1 Requirement	94
18.9.2 Solution.....	94
18.10 Acquisition Type.....	95
18.10.1 Requirement.....	95
18.10.2 Solution	95
18.11 Currency Type	96
18.11.1 Requirement.....	96
18.11.2 Solution	97
18.12 Asset Condition	98
18.12.1 Requirement.....	98
18.12.2 Solution	98
19 Reports.....	99
19.1 Track Logins Report	99
19.2 Depreciation Reconciliation Report	101
19.3 Cost Centre Wise Asset Categories (For All Categories)	106
19.4 RTO Wise Asset Report (For All Categories One By One)	108
19.5 Motor Vehicle Asset Details.....	110
19.6 Exchanges (Ntp, Intl, Ngn,Ngn Other).....	112

19.7 Land (Fh,Lh)	114
19.8 Building Report	116
19.9 Building Report With Component	118
19.10 Asset Report Super Cat. & Sub Cat. Wise	119
19.11 Asset Report Super Cat. Sub Cat. Component Wise	121
19.12 Asset Summery Report Asset Group & Super Cat Wise.....	123
19.13 Asset Acq. Report (For A Given Period).....	125
19.14 Asset Additions Report (For A Given Period).....	126
19.15 Asset Disposal Report (All).....	128
19.17 Fully Depreciated Asset Report (All).....	130
19.18 Fully Depreciated Asset Report (For the Given Period).....	131
19.19 Depreciation Forecast Summery Report(For The Given Period)	133
19.20 Depreciation Forecast Report Super Cat Wise (For The Given Period)	135
19.21 Asset Details by Cost Centre	137
19.22 Asset History	139
19.23 Project Wise Report.....	142
19.24 Project Cap (Summary).....	145
19.25 Project Capitalization	148

1 Overview

This document has been prepared to give an outline of the solution provided for AssetLine leasing in view of the Fixed Asset Management (FAM) system proposed to assist ASSETLINE LEASING 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 ASSETLINE LEASING. 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 ASSETLINE LEASING earlier will be noted (i.e. what was ASSETLINE LEASING'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

2.1 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 centers assigned to them automatically. i.e. Company selection is not required.

The landing page once logged in is displayed below:

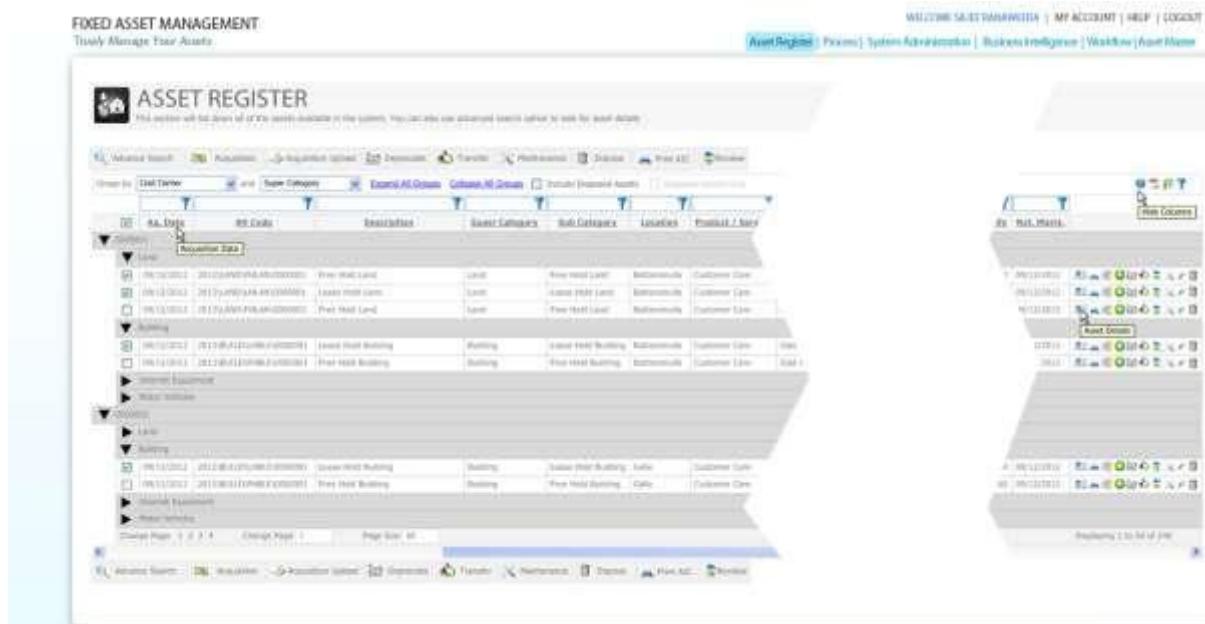


Figure 2.2: Layout of the system once logged in

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

The screenshot shows the Asset Register interface. At the top, there are several buttons: Advance Search, Acquisition, Acquisition Upload, Depreciate, Transfer, Dispose, and Print AIC. Below these are dropdown menus for 'Group by Cost Center' and 'Super Category', along with links for 'Expand All Groups' and 'Collapse All Groups'. There are also checkboxes for 'Include Disposed Assets' and 'Disposed Assets Only'.

The main area is a grid table with columns: Ag. Date, AH.Code, Description, Super Category, Sub Category, Location, and Product / Ser. A tooltip 'Shows selected columns' points to the 'Ag. Date' column header. The first row of data is highlighted with a yellow background.

The data grid contains two main sections: 'Land' and 'Building'. Under 'Land', there are three rows of data: Free Hold Land, Lease Hold Land, and another Free Hold Land entry. Under 'Building', there are two rows: Lease Hold Building and Free Hold Building. Below the grid, there are sections for 'Internet Equipment' and 'Motor Vehicles'.

At the bottom of the grid, there are buttons for 'Change Page' (with options 1, 2, 3, 4) and 'Page Size' (set to 50). The footer contains the same set of buttons as the top bar.

The screenshot shows the Asset Details interface. At the top, there is a toolbar with icons for various actions. A tooltip 'Asset Details' points to one of the icons. The main area displays a list of asset entries, each with a date (e.g., 09/12/2012), a unique identifier, and a set of action icons.

Below the list, there are navigation buttons: 'Nxt. Maint.', '12/2012', '112', and '09/12/2012'. The footer indicates 'Displaying 1 to 50 of 240'.

Figure 3.1: Asset Register

3.2.1 Asset Search

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

- Assets are loaded in the asset list (figure 3.1) the information can be further filtered based on the following fields (which will be displayed in columns):
 - Acquisition Date, AH Code, Super Category, Sub Category, Description, Location, Product / Service, RTOM, Cost Centre, Project No., AIC Code, Acquisition Value, Net Book Value, Remaining Life, Next Maintenance Date, Year of Purchase
- They will also be able to sort assets based on the above columns in ascending and descending order.
- Also the filtration can be based by entering criteria and matching them with values in the list based on whether they are:
 - No Filter, Contains, Does Not Contain, Starts 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.

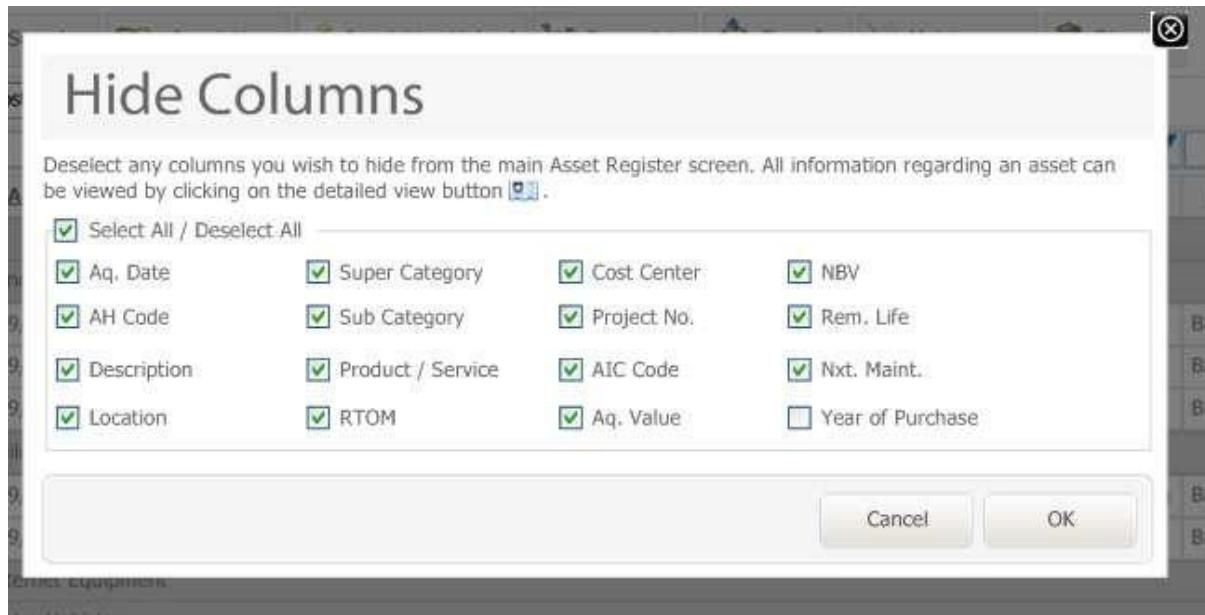


Figure 3.2: Hide Columns

- 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 customize the columns that they see)
- For more search criteria the user can click on the "Advanced Search" button.

Advanced Search

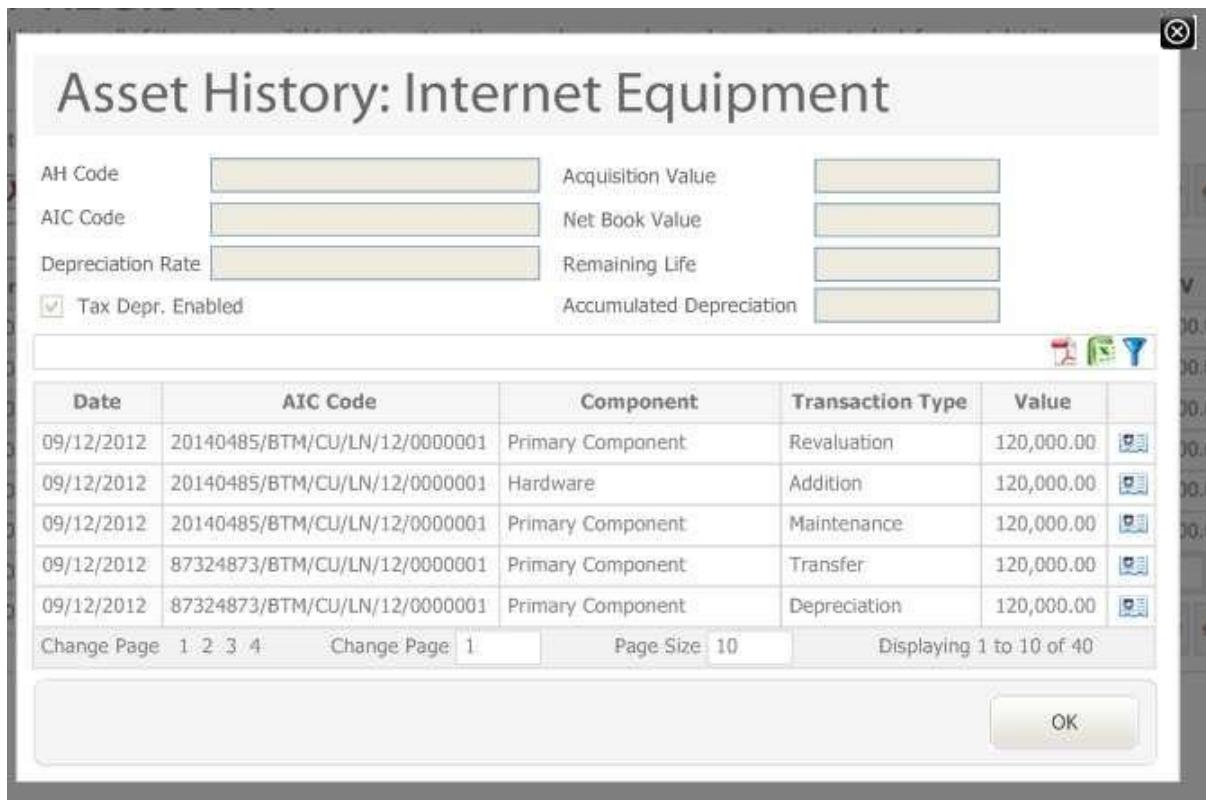
<input checked="" type="checkbox"/> By Acquisition Date From <input type="text" value="06/12/2012"/> <input type="button" value="..."/> To <input type="text" value="06/12/2012"/> <input type="button" value="..."/>	<input checked="" type="checkbox"/> By Element Element -1 <input type="text"/> Element -2 <input type="text"/> Element -3 <input type="text"/> Element -4 <input type="text"/> Element -5 <input type="text"/> Element -6 <input type="text"/> Element -7 <input type="text"/>								
<input checked="" type="checkbox"/> Asset Attributes Super Category <input type="text" value="Motor Vehicle"/> Sub Category <input type="text" value="Van"/> Attribute <input type="text" value="Engine No"/> Search Value: <input type="text" value="Enter Text"/> <input type="button" value="Add to Grid"/>									
<table border="1"> <thead> <tr> <th>Attribute</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>Serial Number</td> <td>8987348 <input type="button" value="Edit"/> <input type="button" value="Delete"/></td> </tr> <tr> <td>License Number</td> <td>NA - 5678 <input type="button" value="Edit"/> <input type="button" value="Delete"/></td> </tr> <tr> <td>Registration Date</td> <td>16/12/2012 <input type="button" value="Edit"/> <input type="button" value="Delete"/></td> </tr> </tbody> </table>		Attribute	Value	Serial Number	8987348 <input type="button" value="Edit"/> <input type="button" value="Delete"/>	License Number	NA - 5678 <input type="button" value="Edit"/> <input type="button" value="Delete"/>	Registration Date	16/12/2012 <input type="button" value="Edit"/> <input type="button" value="Delete"/>
Attribute	Value								
Serial Number	8987348 <input type="button" value="Edit"/> <input type="button" value="Delete"/>								
License Number	NA - 5678 <input type="button" value="Edit"/> <input type="button" value="Delete"/>								
Registration Date	16/12/2012 <input type="button" value="Edit"/> <input type="button" value="Delete"/>								
<input type="checkbox"/> Include Disposed Assets <input type="checkbox"/> Disposed Assets Only									
<input type="button" value="Clear Criteria"/> <input type="button" value="Cancel"/> <input type="button" value="OK"/>									

Figure 3.2: Advance Search

- 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)
Furthermore 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:



The screenshot shows a modal window titled "Asset History: Internet Equipment". At the top, there are several input fields: AH Code, AIC Code, Depreciation Rate, Acquisition Value, Net Book Value, Remaining Life, and Accumulated Depreciation. A checked checkbox labeled "Tax Depr. Enabled" is also present. Below these fields is a toolbar with icons for Print, Copy, Paste, and Delete. The main area is a table listing transactions for the asset. The table has columns for Date, AIC Code, Component, Transaction Type, Value, and a small icon column. The data in the table is as follows:

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	

Below the table are navigation buttons: "Change Page" (with links 1, 2, 3, 4), "Change Page" (with link 1), "Page Size" (set to 10), and "Displaying 1 to 10 of 40". At the bottom right is an "OK" button.

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

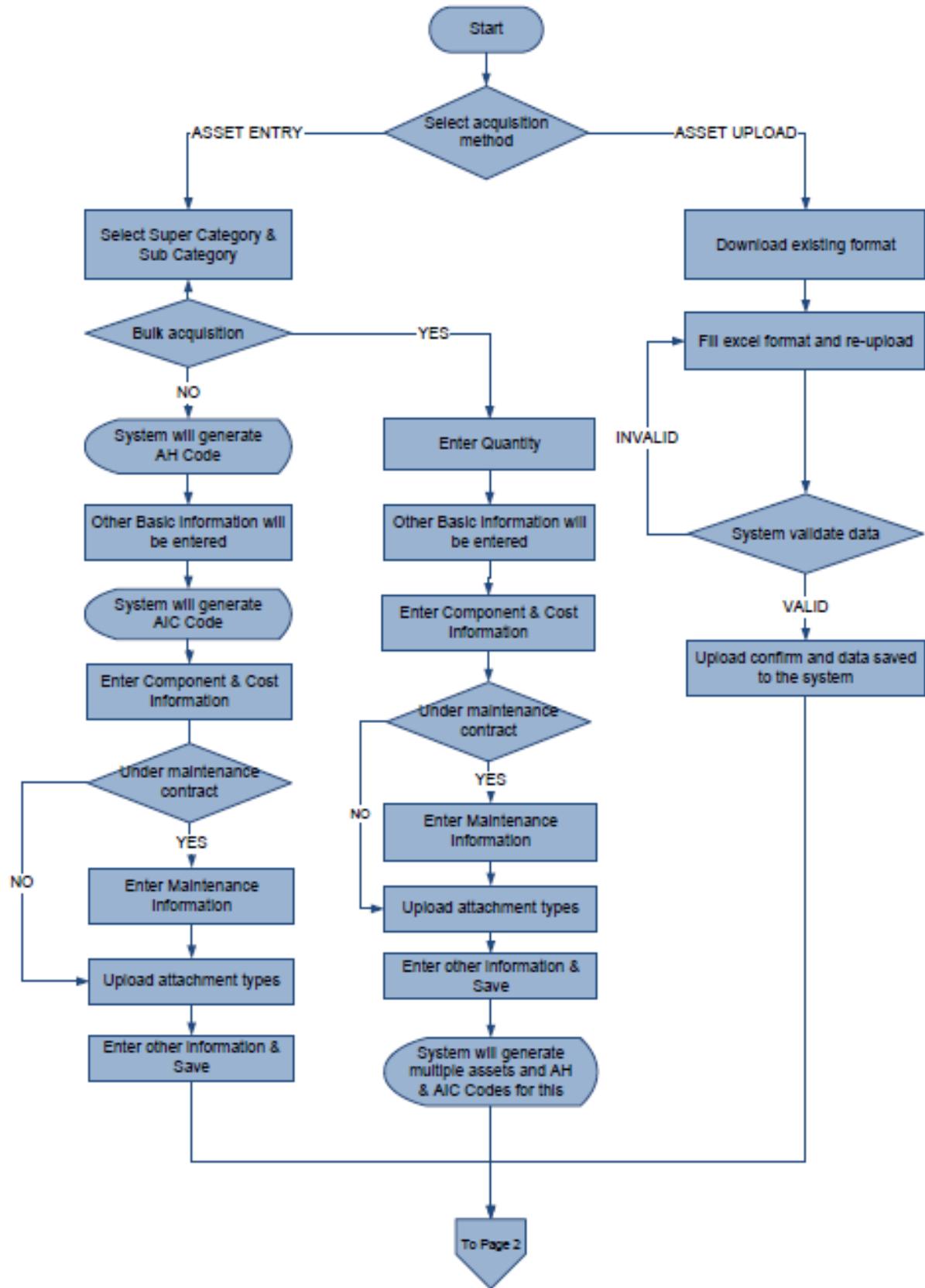
This function spans as a sub function from the asset register.

4.1 Requirements

- Ability to acquire assets based on the IFRS standards as per the requirement communicated by ASSET LINE LEASING, 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.



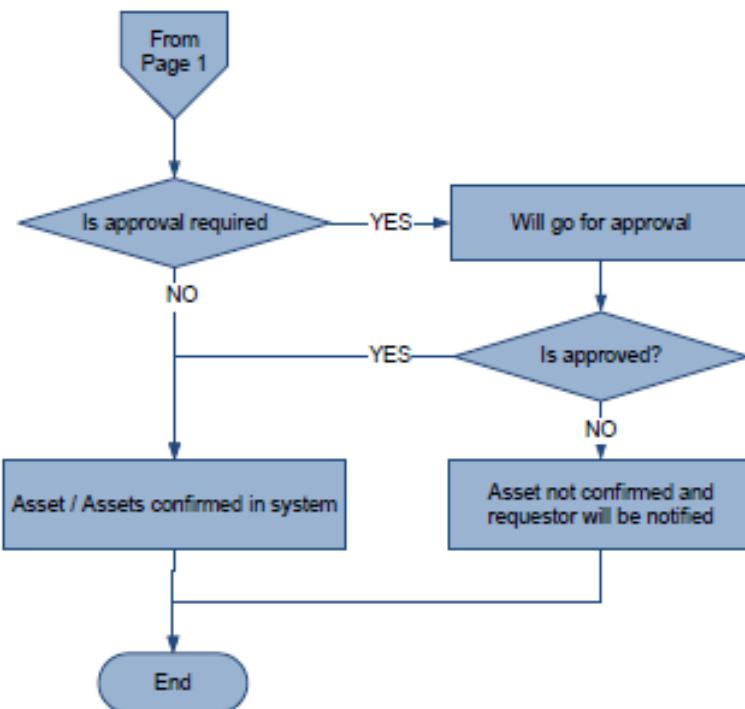


Figure 4.1: Acquisition Process

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.

The screenshot shows the "AQUISITION" form interface. The title bar includes a logo and the word "AQUISITION". Below the title, a sub-header states: "This section will allow you to acquire assets for your organisation". The form is divided into several sections:

- Basic Information:** Contains fields for "Acquisition Date" (set to 07/12/2012), "Description" (placeholder: "Enter a description here..."), "Super Category" (dropdown), "Sub Category" (dropdown), "Reason" (dropdown set to "Internal Requirement"), and a checked checkbox for "Bulk Acquisition" with a quantity of 0. It also includes an "AH Code" field (Auto Generated).
- CODA Information:** Contains fields for "Document Code" (Auto Generated), "Doc Number" (Auto Generated), "Doc Line Number" (Auto Generated), "Cost Centre" (Auto Generated), and "Asset Code" (Auto Generated). There is also a "Select Doc Line" link.
- Generic Information:** Contains fields for "Location" (dropdown), "Product / Service" (dropdown), "AIC Code" (Auto Generated), "Measuring Type" (dropdown), "Acquisition Type" (dropdown), "Currency Code" (dropdown), and "RTOM" (dropdown).
- Approval Details:** A table with columns for "Approving Person", "Date", and "Comment". It includes a row for "(Next Approving Person's Name)".

At the bottom of the form are buttons for "Previous", "Reset", and "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".

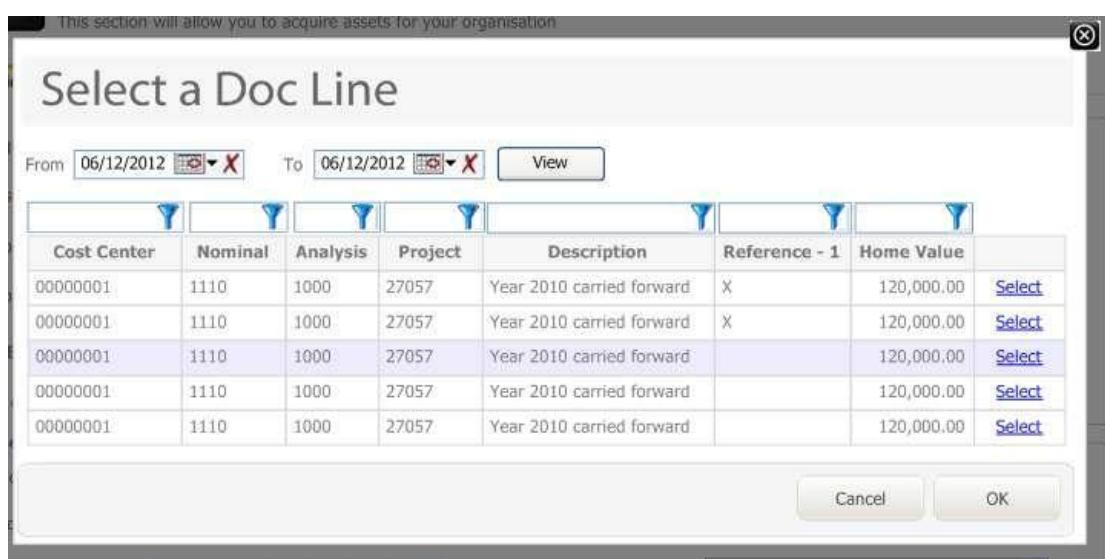


Figure 4.3; Select Doc line

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.

The screenshot shows the 'AQUISITION' application interface. At the top, there's a logo and the title 'AQUISITION' with a subtitle: 'This section will allow you to acquire assets for your organisation'. Below the title are three tabs: 'Basic Information', 'Asset Values' (which is selected), and 'Other Information'. The main area contains a table with the following data:

Component	Age in Months	Cost	Scrap Value	A/C Depr. Rate	Tax Depr. Rate
Primary Component (Default)	120	0	0	10	12
Electrical	60	0	0	20	0
Toilet / Plumbing	0	0	0	0	0
Interior	80	0	0	15	0
Lawn	0	0	0	0	0

Buttons at the bottom include 'Previous', 'Reset', and 'Submit'. A 'More Details' link is also visible.

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.

$$\text{Age in Months} = (100/\text{Depreciation Rate}) \times 12$$

**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)

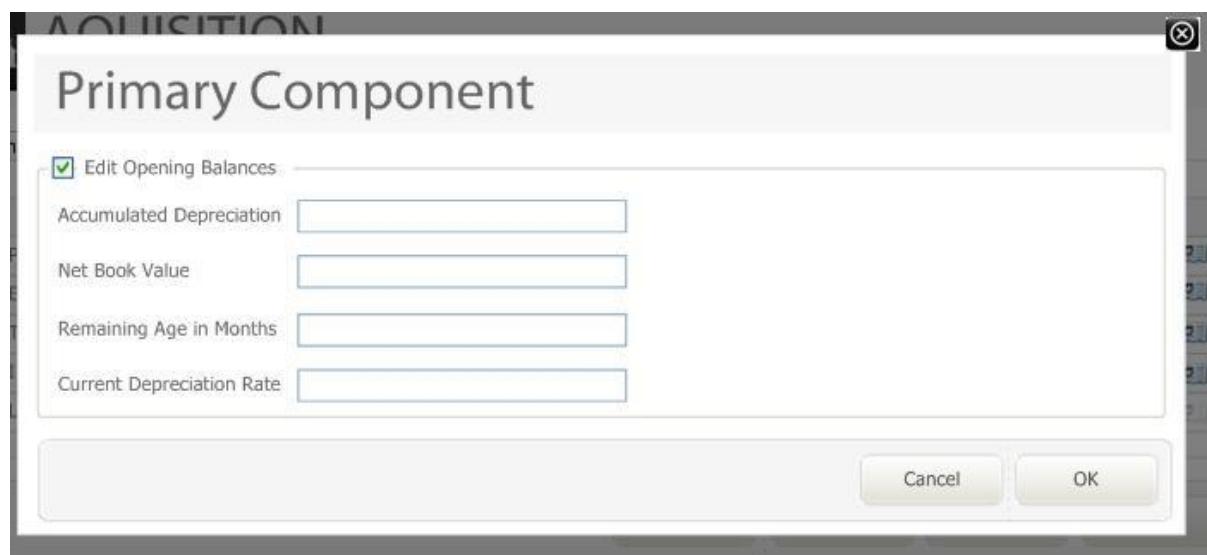


Figure 4.5: Primary Component – More Details

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.



AQUISITION

This section will allow you to acquire assets for your organisation

[Basic Information](#) [Asset Values](#) [Other Information](#)

	Select a picture to upload <input type="text"/> Browse Upload								
Condition <input type="text"/>									
Next Maintenance Date <input type="text"/> 07/12/2012 Edit X									
Upload Maintenance Contract <input type="text"/> View Contract	Browse Upload								
Attachment Description <input type="text"/>									
Select Attachment <input type="text"/>	Browse Upload								
<table border="1"> <thead> <tr> <th>Description</th> <th></th> </tr> </thead> <tbody> <tr> <td>Warranty Card</td> <td> </td> </tr> <tr> <td>Registration Document</td> <td> </td> </tr> </tbody> </table>		Description		Warranty Card	 	Registration Document	 		
Description									
Warranty Card	 								
Registration Document	 								
Serial Number License Number Registration Date	<table border="1"> <thead> <tr> <th>Name</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>Serial Number</td> <td>8987348</td> </tr> <tr> <td>License Number</td> <td>NA - 5678</td> </tr> <tr> <td>Registration Date</td> <td>16/12/2012 Edit X</td> </tr> </tbody> </table>	Name	Value	Serial Number	8987348	License Number	NA - 5678	Registration Date	16/12/2012 Edit X
Name	Value								
Serial Number	8987348								
License Number	NA - 5678								
Registration Date	16/12/2012 Edit X								
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

The screenshot shows the 'AQUISITION UPLOAD' section. At the top, there's a message: 'This section will allow you to upload acquired assets to the system using excel format'. Below this are dropdown menus for 'Super Category' and 'Sub Category'. A file upload area includes a 'Select file to upload' input field, a 'Download Valid Format' link, and 'Browse' and 'Read' buttons. Below these are three text boxes labeled 'Total Records', 'Number of Valid Records', and 'Number of Invalid Records'. A large grid table follows, with columns: Cost centre code, Nominal, Analysis, AIC, Document Code, Document No, Document line No, Measuring Code, and Acquisi. The first seven columns have dropdown arrows. The last column has a dropdown arrow and a blue checkmark icon. The grid contains 8 rows of data, all identical, showing '55300000' for Cost centre code, 'Other Fixed Assets' for Nominal, 'Computers' for Analysis, '55300000/B06/NO/CPU/00/001' for AIC, 'HSTISSUES' for Document Code, '371' for Document No, '371' for Document line No, '52 No.ITEM' for Measuring Code, and 'STORE-C' for Acquisi. At the bottom of the grid are 'Previous', 'Reset', and 'Upload' buttons.

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	371	52 No.ITEM	STORE-C
55300000	Other Fixed Assets	Computers	55300000/B06/NO/CPU/00/002	HSTISSUES	371	371	52 No.ITEM	STORE-C
55300000	Other Fixed Assets	Computers	55300000/B06/NO/CPU/02/001	HSTISSUES	371	371	52 No.ITEM	STORE-C
55300000	Other Fixed Assets	Computers	55300000/B06/NO/CPU/04/001	HSTISSUES	371	371	52 No.ITEM	STORE-C
55300000	Other Fixed Assets	Computers	55300000/B06/NO/CPU/07/001	HSTISSUES	371	371	52 No.ITEM	STORE-C
55300000	Other Fixed Assets	Computers	55300000/B06/NO/CPU/07/002	HSTISSUES	371	371	52 No.ITEM	STORE-C
55300000	Other Fixed Assets	Computers	55300000/B06/NO/CPU/07/003	HSTISSUES	371	371	52 No.ITEM	STORE-C

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 center 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.

The screenshot shows the 'ACQUISITION UPLOAD' section of a software application. At the top left is a icon of a house with a downward arrow. To its right is the title 'ACQUISITION UPLOAD'. Below the title is a sub-instruction: 'This section will allow you to upload acquired assets to the system using excel format'. The interface includes several input fields: 'Super Category' and 'Sub Category' dropdown menus, a 'Select file to upload' input field with a 'Browse' button, a 'Download Valid Format' link, and a 'Read' button. Below these are three text input fields for 'Total Records', 'Number of Valid Records', and 'Number of Invalid Records'. A tabbed panel at the bottom shows 'Valid Records' (selected) and 'Invalid Records'. The 'Invalid Records' tab displays a table with the following data:

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

At the bottom right of the form are buttons for 'Previous', 'Reset', and 'Upload'.

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

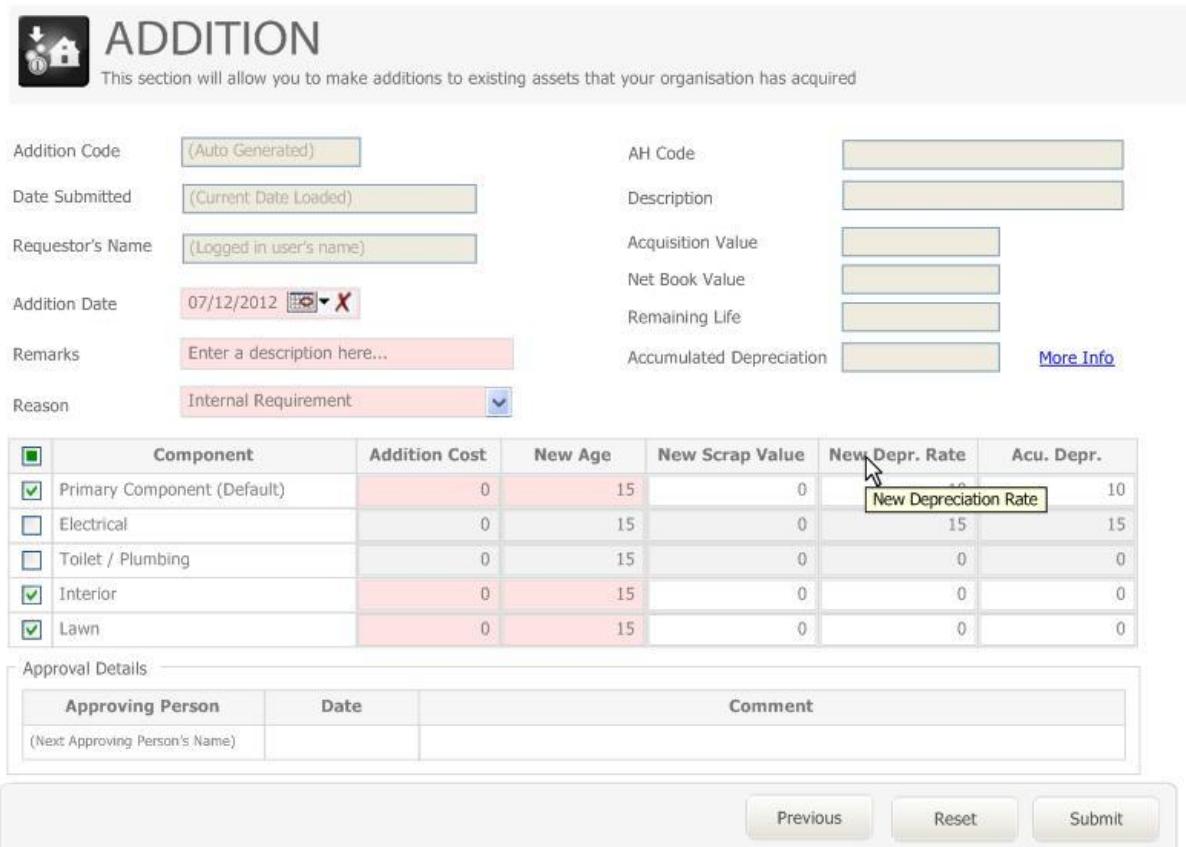
This function spans as a sub function from the asset register and can be done individually.

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 ASSET LINE LEASING.
- 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.



Component	Addition Cost	New Age	New Scrap Value	New Depr. Rate	Acu. Depr.
Primary Component (Default)	0	15	0	10 New Depreciation Rate	10
Electrical	0	15	0	15	15
Toilet / Plumbing	0	15	0	0	0
Interior	0	15	0	0	0
Lawn	0	15	0	0	0

Figure 5.1: Addition

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



Figure 5.2: Asset Details - Individual

4. Enter the addition date and a description to identify the addition later.
5. Next select the components you wish to apply additions to. You may even select the "Primary Component" (which is the main asset itself) or an asset which was not previously added, or add value to existing components.
6. You may enter the addition cost and new age (these are mandatory for an addition), and if required a new scrap value, new accounting depreciation rate and an accumulated depreciation adjustment.
7. When entering the new age for components it cannot exceed the total remaining life of the primary component. i.e. (Remaining Life of Primary Component + New Age of Primary Component) \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.

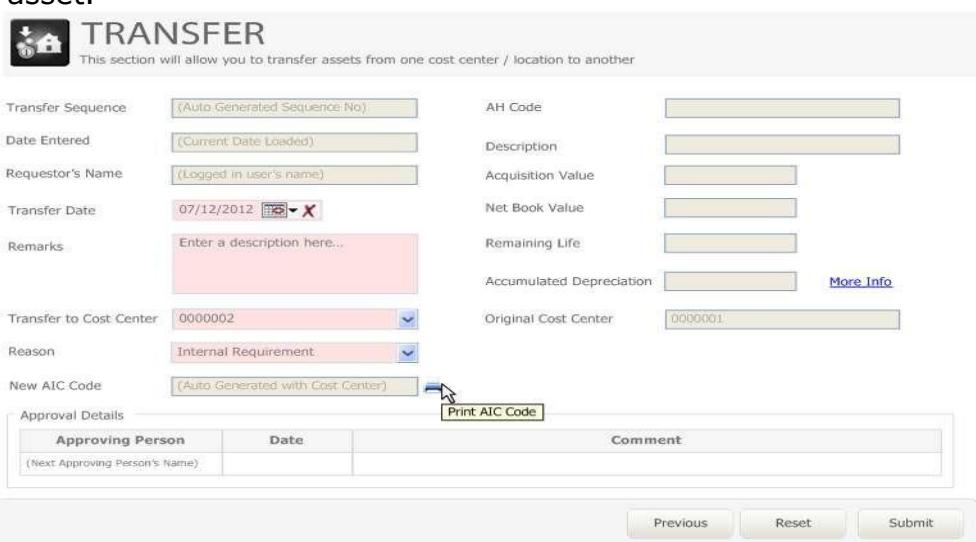
7.1 Requirements

- 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.



The screenshot shows a web-based application titled "TRANSFER". The header includes a logo of a house with a downward arrow and the word "TRANSFER". Below the header, a sub-header states: "This section will allow you to transfer assets from one cost center / location to another". The form contains several input fields and dropdown menus:

Transfer Sequence	(Auto Generated Sequence No.)	AH Code	[Input Field]
Date Entered	(Current Date Loaded)	Description	[Input Field]
Requestor's Name	(Logged in user's name)	Acquisition Value	[Input Field]
Transfer Date	07/12/2012 [Calendar Icon] X	Net Book Value	[Input Field]
Remarks	Enter a description here...	Remaining Life	[Input Field]
		Accumulated Depreciation	[Input Field] More Info
Transfer to Cost Center	0000002 [Dropdown]	Original Cost Center	0000001 [Input Field]
Reason	Internal Requirement [Dropdown]		
New AIC Code	(Auto Generated with Cost Center) [Input Field]		
Approval Details		Print AIC Code	
Approving Person	Date	Comment	
(Next Approving Person's Name)			

At the bottom of the form are three buttons: "Previous", "Reset", and "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.



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 .



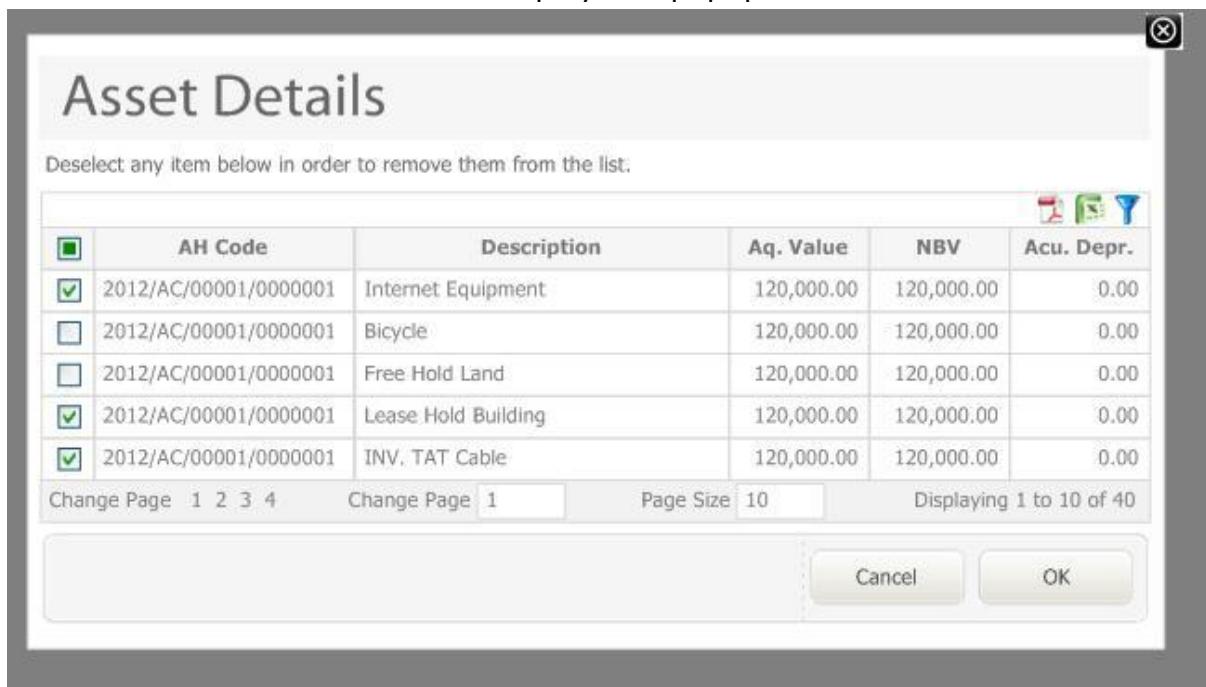
TRANSFER

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	<input type="button" value="View Items"/>
Date Entered	(Current Date Loaded)	Original Cost Center	0000001
Requestor's Name	(Logged in user's name)		
Transfer Date	07/12/2012 <input type="button" value="X"/>		
Remarks	Enter a description here...		
Transfer to Cost Center	0000002 <input type="button" value="View AIC Codes"/>		
Reason	Internal Requirement	<input type="button" value="View Details"/>	
Approval Details			
Approving Person	Date	Comment	
(Next Approving Person's Name)			
<input type="button" value="Previous"/> <input type="button" value="Reset"/> <input type="button" value="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 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

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.

	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

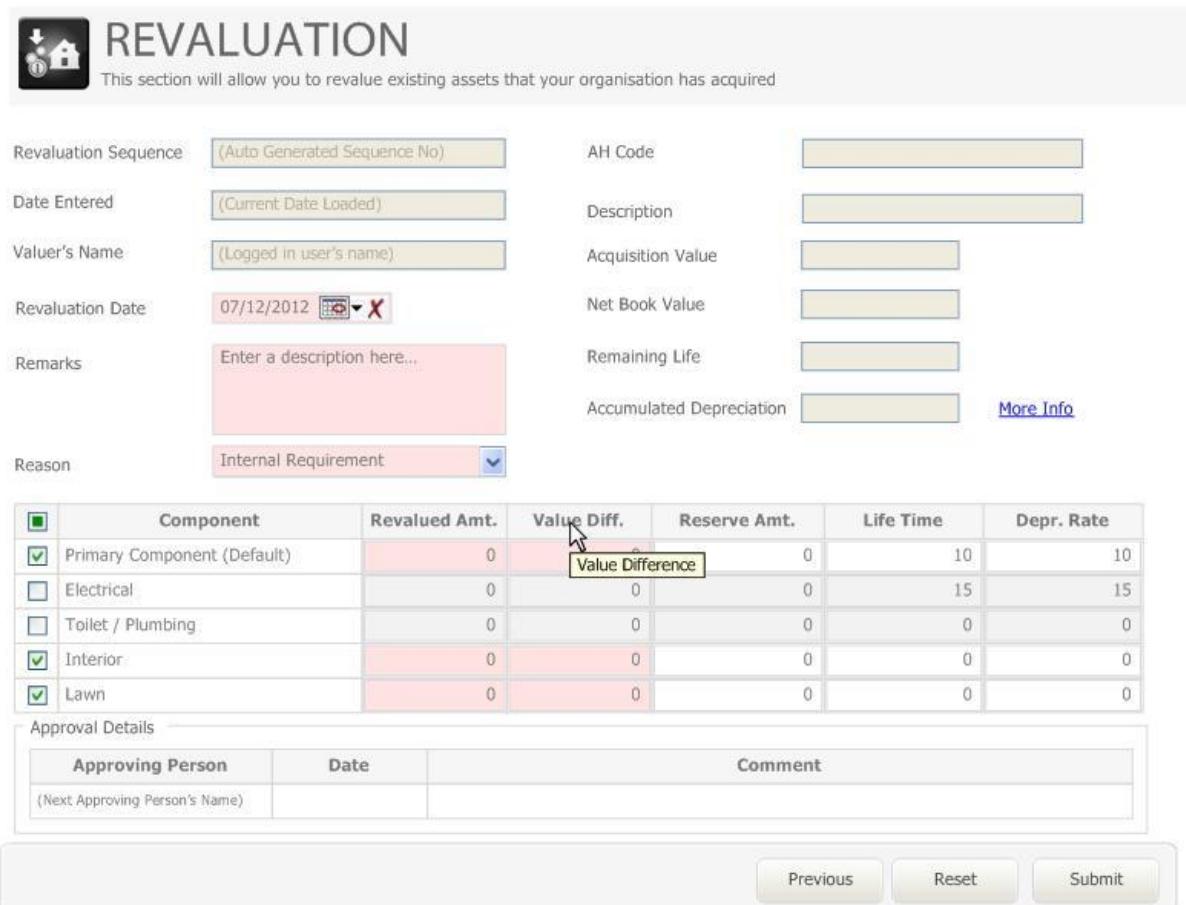
This function spans as a sub function from the asset register and can be done individually.

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.



The screenshot shows the 'REVALUATION' page. At the top, there is a section titled 'REVALUATION' with a house and download icon. Below it, a sub-section says 'This section will allow you to revalue existing assets that your organisation has acquired'. The main form contains the following fields:

Revaluation Sequence	(Auto Generated Sequence No)	AH Code
Date Entered	(Current Date Loaded)	Description
Valuer's Name	(Logged in user's name)	Acquisition Value
Revaluation Date	07/12/2012  	Net Book Value
Remarks	Enter a description here...	Remaining Life
Reason	Internal Requirement	Accumulated Depreciation More Info

Below these fields is a table for component details:

Component	Revalued Amt.	Value Diff.	Reserve Amt.	Life Time	Depr. Rate
Primary Component (Default)	0	Value Difference	0	10	10
Electrical	0	0	0	15	15
Toilet / Plumbing	0	0	0	0	0
Interior	0	0	0	0	0
Lawn	0	0	0	0	0

At the bottom, there is an 'Approval Details' section with columns for Approving Person, Date, and Comment, and a note '(Next Approving Person's Name)'. Below this are buttons for Previous, Reset, and 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.



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.

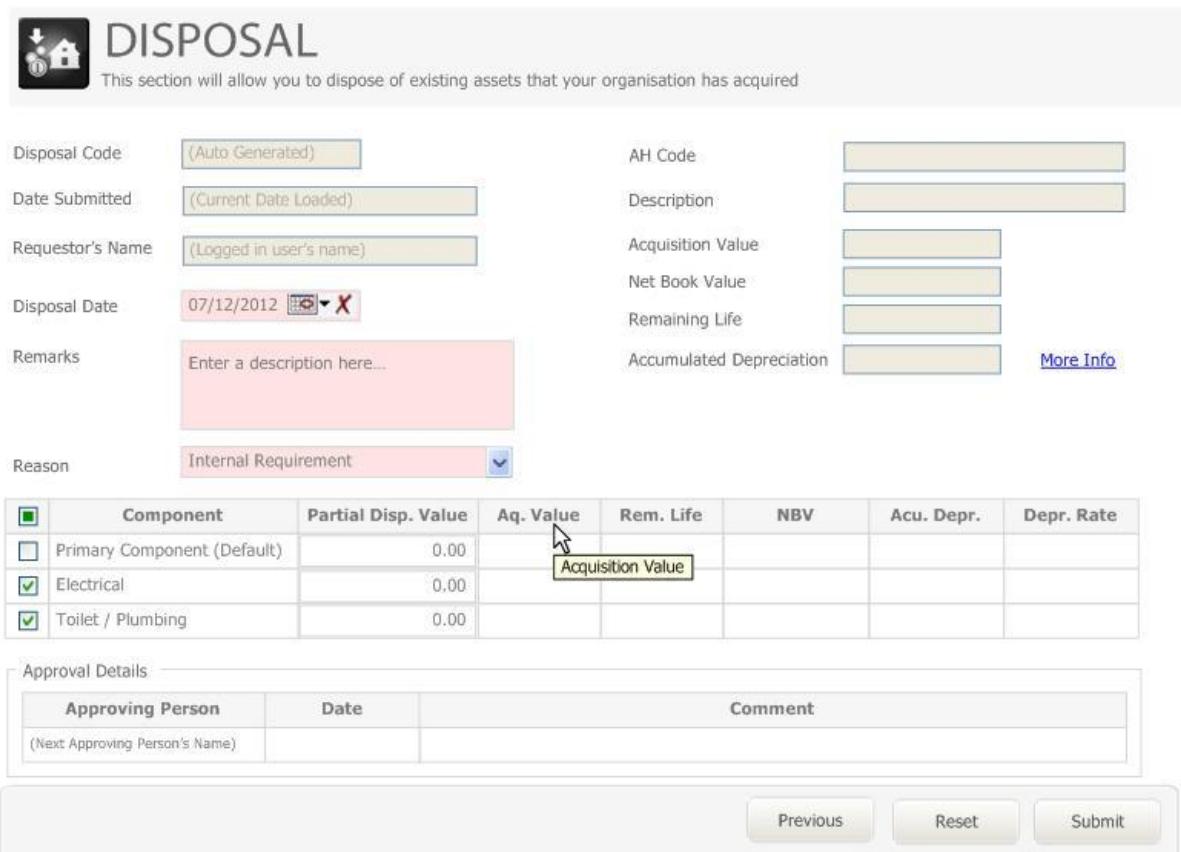
9.1 Requirements

- 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.



The screenshot shows the 'DISPOSAL' section of a software application. At the top, there is a header with a house and trash icon, followed by the title 'DISPOSAL' and a sub-instruction: 'This section will allow you to dispose of existing assets that your organisation has acquired'. Below the header are several input fields:

Disposal Code	(Auto Generated)	AH Code	
Date Submitted	(Current Date Loaded)	Description	
Requestor's Name	(Logged in user's name)	Acquisition Value	
Disposal Date	07/12/2012  	Net Book Value	
Remarks	Enter a description here...	Remaining Life	
Reason	Internal Requirement	Accumulated Depreciation	More Info

Below these fields is a table titled 'Component' with columns: Component, Partial Disp. Value, Aq. Value, Rem. Life, NBV, Acu. Depr., and Depr. Rate. The 'Aq. Value' column contains a dropdown menu with 'Acquisition Value' selected. The table rows include:

Component	Partial Disp. Value	Aq. Value	Rem. Life	NBV	Acu. Depr.	Depr. Rate
Primary Component (Default)	0.00	Acquisition Value				
Electrical	0.00					
Toilet / Plumbing	0.00					

At the bottom of the form are sections for 'Approval Details' (with columns for Approving Person, Date, and Comment) and three buttons: Previous, Reset, and 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.



Figure 9.2: Asset Details

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

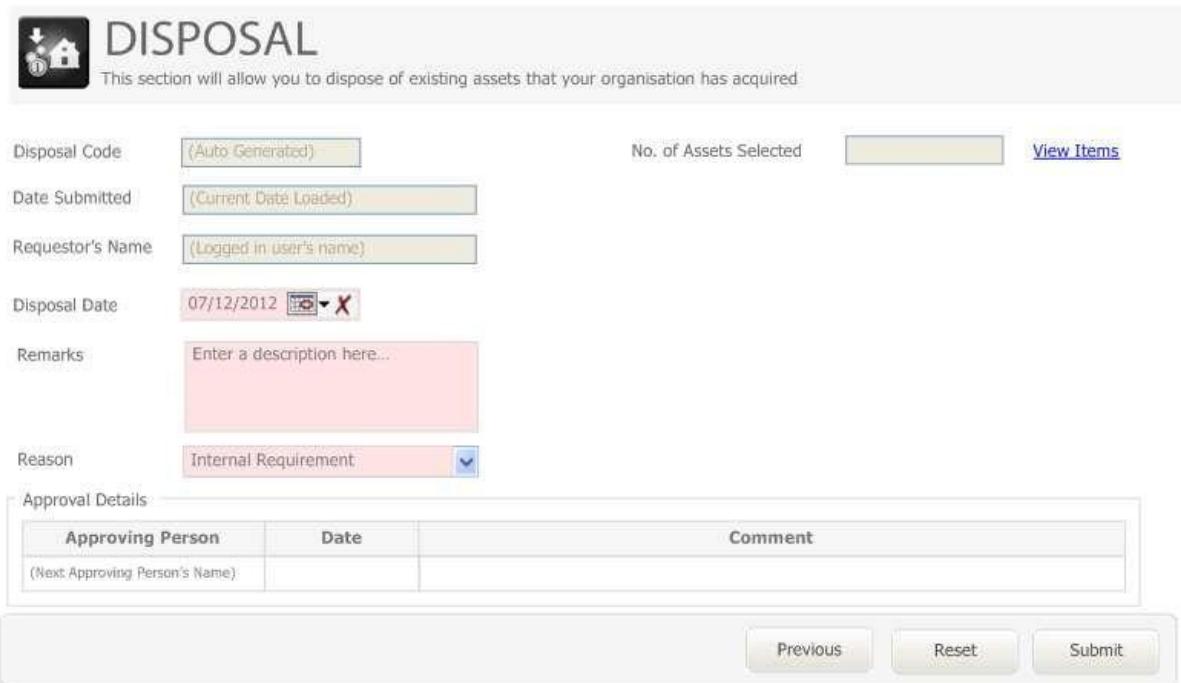
5. You will see a summary of the existing components of the selected asset. If you wish to dispose only individual components you may select them from the component list available. NOTE: If the Primary Component is selected all other sub components will also be disposed.

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

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

9.2.2 Bulk Disposal

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



The screenshot shows the 'DISPOSAL' form. At the top left is a house icon with a trash can inside. The title 'DISPOSAL' is in large bold letters. Below it is a sub-instruction: 'This section will allow you to dispose of existing assets that your organisation has acquired'. The form fields include:

- 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 
- Approval Details: A table with columns 'Approving Person', 'Date', and 'Comment'. It contains one row with '(Next Approving Person's Name)'.

At the bottom are three buttons: Previous, Reset, and 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:

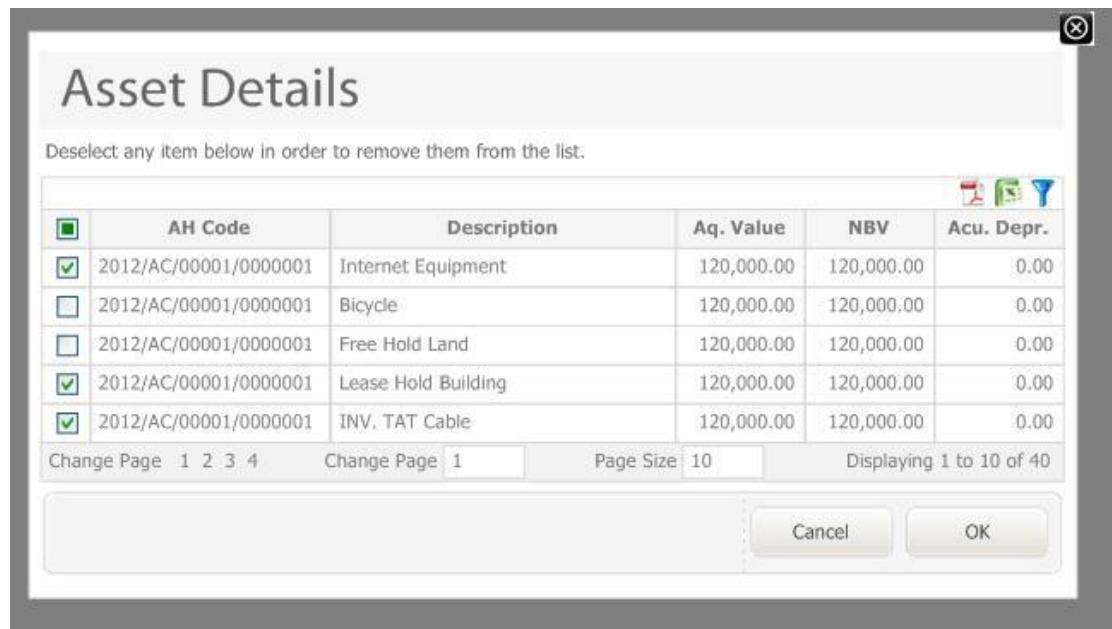


Figure 9.4: Asset Details – Bulk

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

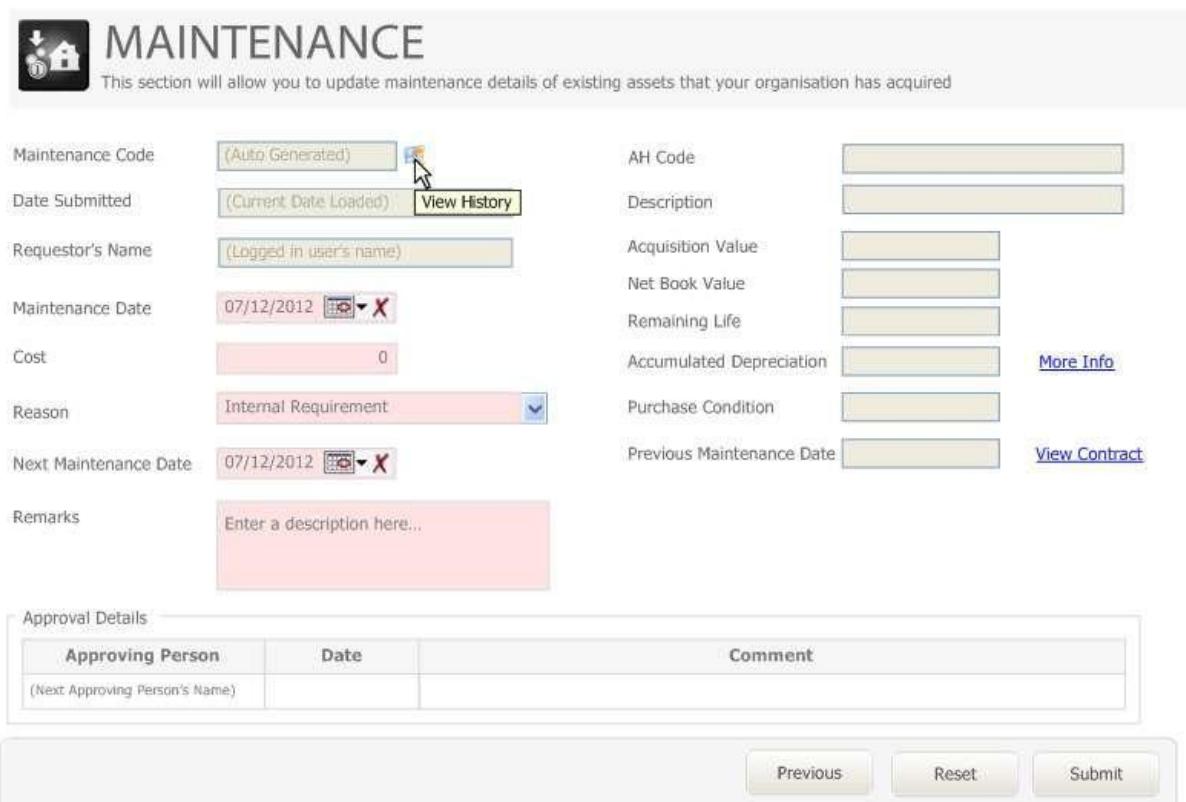
This function spans as a sub function from the asset register and can be done individually.

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.



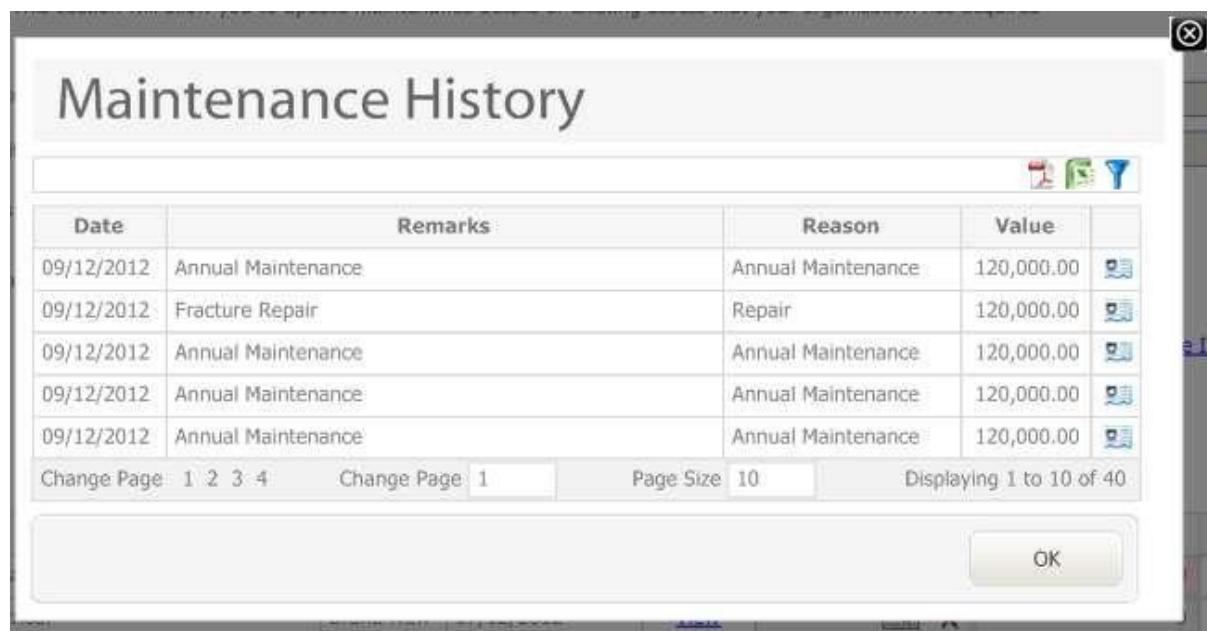
The screenshot shows the 'MAINTENANCE' page. At the top, there is a header with a house and wrench icon, the title 'MAINTENANCE', and a sub-instruction: 'This section will allow you to update maintenance details of existing assets that your organisation has acquired'. Below the header are several input fields and buttons:

Maintenance Code	(Auto Generated)		AH Code	<input type="text"/>						
Date Submitted	(Current Date Loaded)		Description	<input type="text"/>						
Requestor's Name	(Logged in user's name)		Acquisition Value	<input type="text"/>						
Maintenance Date	07/12/2012  		Net Book Value	<input type="text"/>						
Cost	0		Remaining Life	<input type="text"/>						
Reason	Internal Requirement		Accumulated Depreciation	<input type="text"/> More Info						
Next Maintenance Date	07/12/2012  		Purchase Condition	<input type="text"/>						
Remarks	Enter a description here...			View Contract						
Approval Details <table border="1"> <thead> <tr> <th>Approving Person</th> <th>Date</th> <th>Comment</th> </tr> </thead> <tbody> <tr> <td>(Next Approving Person's Name)</td> <td></td> <td><input type="text"/></td> </tr> </tbody> </table>					Approving Person	Date	Comment	(Next Approving Person's Name)		<input type="text"/>
Approving Person	Date	Comment								
(Next Approving Person's Name)		<input type="text"/>								

At the bottom right are three buttons: 'Previous', 'Reset', and 'Submit'.

Figure 10.1: Asset Maintenance

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



Maintenance History

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.



Asset Details

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

OK

Figure 10.3: Asset Details

5. To view the uploaded (only if done at the point of acquisition) maintenance contract against the asset can be viewed by clicking on the "View Contract" button.
6. Enter the maintenance date, maintenance cost, select a reason and enter a remark to identify the transaction later.
7. You may enter the next maintenance date to trigger the reminder for the maintenance.
8. Once entered you can submit. If approval is required the relevant approval request will be generated by the system.

11 Impairment

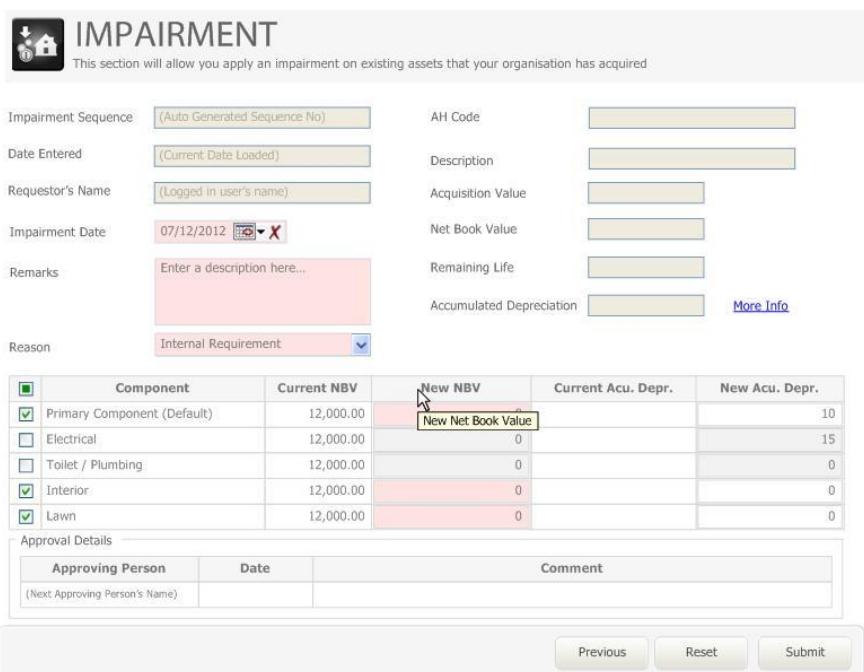
This function spans as a sub function from the asset register and can be done individually.

11.1 Requirements

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

11.1.2 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.



Component	Current NBV	New NBV	Current Acu. Depr.	New Acu. Depr.
Primary Component (Default)	12,000.00	0	10	
Electrical	12,000.00	0	15	
Toilet / Plumbing	12,000.00	0	0	
Interior	12,000.00	0	0	
Lawn	12,000.00	0	0	

Figure 11.1: Asset Impairment

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

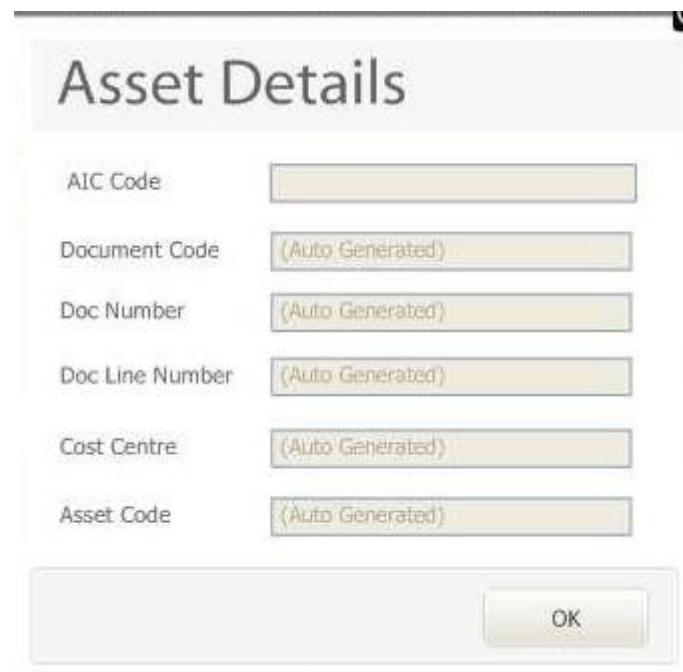


Figure 11.2: Asset Details

4. Enter the Impairment Date and a description to identify the addition later, and select a reason.
5. Next select the components you wish to enter impairment information. You may even select the "Primary Component" (which is the main asset itself) or an existing component. (Note: only components that are existing against the asset will be displayed here).
6. You may enter the New Net Book Value and the New Accumulated Depreciation amount. The current Net Book Value and Accumulated Depreciation of each component are also displayed here.
7. Once entered you can submit. If approval is required the relevant approval request will be generated by the system.

12 Edit / Delete Asset

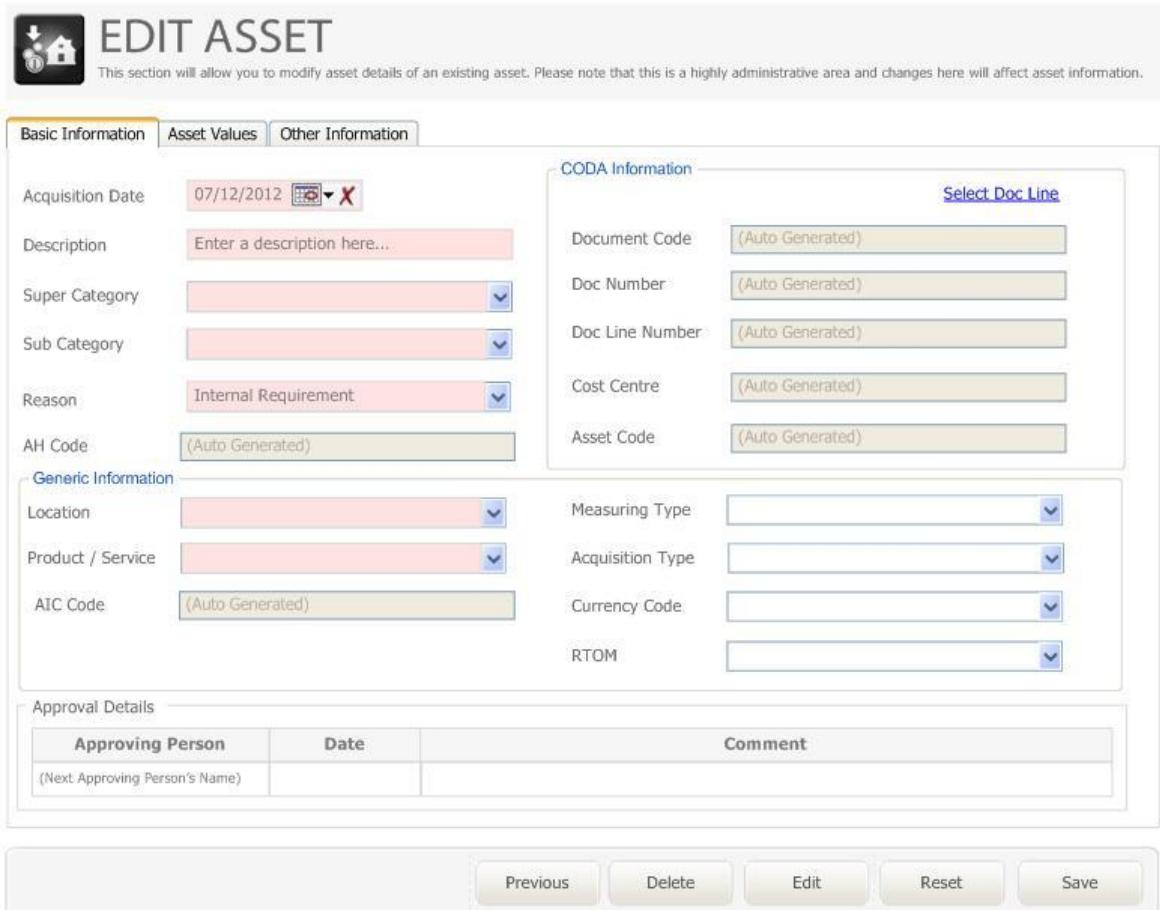
This function spans as a sub function from the asset register and can be done individually.

12.1 Requirements

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

12.2 Solution Provided

- 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.



The screenshot shows the 'Edit Asset' form. At the top left is a logo of a house with a gear and a download arrow. To its right is the title 'EDIT ASSET'. Below the title is a note: '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.' The form has three tabs at the top: 'Basic Information' (selected), 'Asset Values', and 'Other Information'. The 'Basic Information' tab contains fields for 'Acquisition Date' (set to 07/12/2012), 'Description' (placeholder 'Enter a description here...'), 'Super Category' (dropdown menu), 'Sub Category' (dropdown menu), 'Reason' (dropdown menu set to 'Internal Requirement'), and 'AH Code' (text field '(Auto Generated)'). To the right of these fields is a 'CODA Information' section with five fields: 'Document Code' (text field '(Auto Generated)'), 'Doc Number' (text field '(Auto Generated)'), 'Doc Line Number' (text field '(Auto Generated)'), 'Cost Centre' (text field '(Auto Generated)'), and 'Asset Code' (text field '(Auto Generated)'). Below the basic information are sections for 'Generic Information' (with fields for 'Location', 'Product / Service', and 'AIC Code' (text field '(Auto Generated)')) and 'Approval Details' (with a table for 'Approving Person', 'Date', and 'Comment'). At the bottom are buttons for 'Previous', 'Delete', 'Edit', 'Reset', and 'Save'.

Figure 12.1: Edit Asset

- Previously entered asset information (during acquisition) will be displayed.
- 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.
Warning messages will also popup requesting confirmation of editing. However the validations for AIC code will be ignored during this process.
- If assets have been previously posted to CODA the select doc line feature will be disabled (i.e. you cannot change the doc line of the asset).

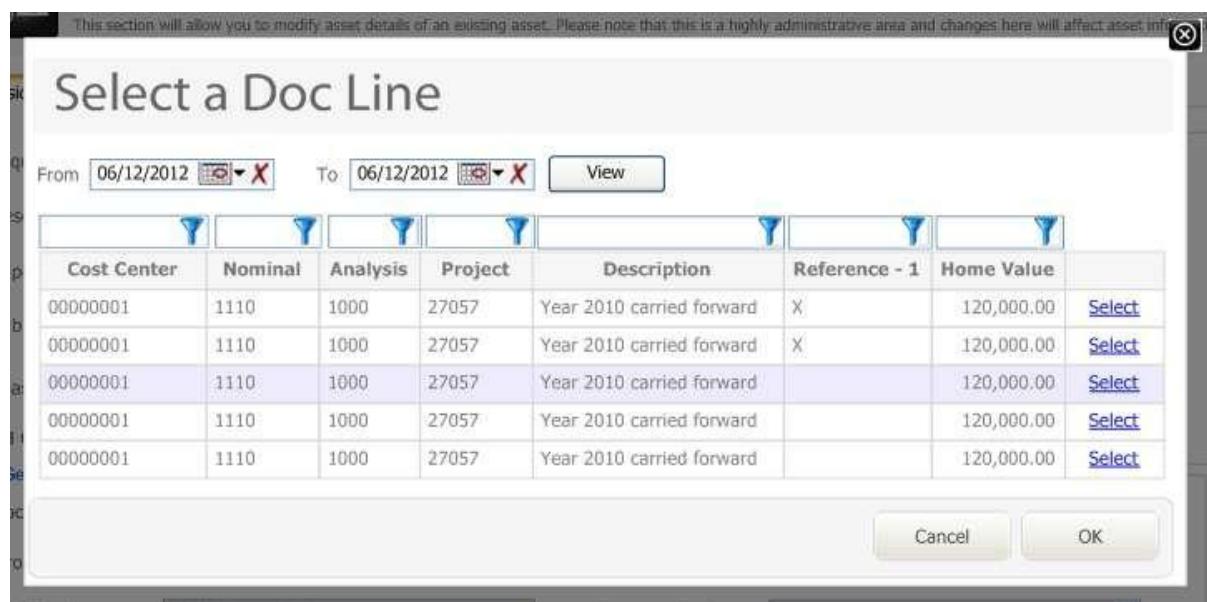


Figure 12.2: Change the Doc Line

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

Component	Age in Months	Cost	Scrap Value	A/C Depr. Rate	Tax Depr. Rate	More Details
Primary Component (Default)	120	0	0	10	12	Tax Depreciation Rate
Electrical	60	0	0	20	0	Edit
Toilet / Plumbing	0	0	0	0	0	Edit
Interior	80	0	0	15	0	Edit
Lawn	0	0	0	0	0	Edit

Figure 12.3: Edit Asset Components

EDIT ASSET

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 [Browse](#) [Upload](#)

[View Contract](#)

[Cancel](#) [OK](#)

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 [Browse](#) [Upload](#)

Attachment Description

Select Attachment [Browse](#) [Upload](#)

Description	
Warranty Card	
Registration Document	

Name	Value
Serial Number	8987348
License Number	NA - 567B
Registration Date	16/12/2012

[Previous](#) [Delete](#) [Edit](#) [Reset](#) [Save](#)

Figure 12.5: Edit Asset Other Information

6. Once asset details are modified the user can click on the save button to save information.
7. If in case any changes will subject to a change in AH code or AIC code the new AH & AIC codes will be generated during the saving process. This entry will be recorded as a edition in the asset history.
8. If the user wishes to delete the asset they may click on the delete button.
NOTE: deletion is not possible if the asset has already been depreciated at least once. Warning messages will also popup requesting confirmation of deleting.
9. Once entered you can save or confirm the deletion, if approval is required the relevant approval request will be generated by the system.

13 AIC Code Printing

13.1 Requirement

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

13.2 Solution Provided

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

Report Prototype Form

Purpose

.To Print the AIC codes of selected assets

Audience	Report Title
Fixed Asset Users	Label with Asset Identification Code

Database Information

Header	Footer	Page No.
Asset Line leasingLtd. Fixed Asset System	.DATE	

Body of Report

20140485/BTM/CU/LN/12/0000001

1

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

Height 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:

The screenshot shows a software interface titled "DEPRECIATION". At the top, there is a message: "This section will allow you to depreciate assets on a monthly basis". Below this are four input fields: "Processed Date" (set to "(Current Date Loaded)"), "Year" (set to "2013"), "Requestor's Name" (set to "(Logged in user's name)"), and "Month" (set to "January").

The main area contains three dropdown menus:

- Select Super Category:** A dropdown menu listing "Super Category" with options: Motor Vehicle, Land, Building, Internet Equipment, and Bicycle. The "Motor Vehicle" option is checked.
- Select Sub Category:** A dropdown menu listing "Sub Category" with options: Van, Car, Motor Bike, Internet Equipment, and Bicycle. The "Van" option is checked.
- Select Asset**:** A dropdown menu listing "AH Code" with options: 2012\MOT\VAN\0000001, 2012\MOT\CAR\0000001, 2012\MOT\BIK\0000001, 2012\IE\IE\0000001, and 2012\BIC\BIC\0000001. The first two options are checked.

At the bottom left, a note says: "Since depreciation will be processed at asset level, please select at least one asset." There is also a "Remarks" field with the placeholder "Enter a description here..." and a "Process Status" bar which is partially filled with yellow. At the bottom right are "Reset" and "Process" buttons.

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.

Processed Date	Super Category	Sub Category	AH Code
09/12/2012	Motor Vehicle	Van	2012 MOT VAN 0000001
09/12/2012	Land	Car	2012 MOT CAR 0000001
09/12/2012	Building	Motor Bike	2012 MOT BIK 0000001
09/12/2012	Internet Equipment	Internet Equipment	2012 IEUE 0000001
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

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

14.2 Depreciation Forecast Process

14.1 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 Solution

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

The screenshot shows a software interface titled "DEPRECIATION FORECAST". At the top left is a small icon of a house with a gear and a dollar sign. Below the title is a sub-instruction: "This is a pre process interface which will allow you to process your forecast information prior to running forecast reports". On the left side, there are three dropdown menus: "Year" set to "2013", "Month" set to "January", and "Duration (Month)" set to "3". To the right of these is a section titled "Select Super Category" containing a list of categories with checkboxes. Some categories like "Motor Vehicle" and "Internet Equipment" have checkboxes checked. Below this is a horizontal "Process Status" bar with a yellow hatched pattern. At the bottom right are two buttons: "Reset" and "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 a 'DOCUMENT POSTING' page. At the top left is a logo of a house with a gear and a plus sign. Below it, the title 'DOCUMENT POSTING' is displayed in large, bold letters. A sub-instruction 'This area allows you to post documents to the CODA system' is present. A step indicator 'Step 01 of 05: Please login to CODA using your credentials' is shown. There are two input fields: 'Username' with 'User' typed in and 'Password' with '*****'. A large empty rectangular area for the login form follows. On the right side, there is a 'Login' button.

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 a 'DOCUMENT POSTING' page. The title and logo are identical to the previous screen. A step indicator 'Step 02 of 05: Enter the following information. Areas in highlighted are mandatory.' is shown. There are four input fields: 'Code' with '00000001' (highlighted in red), 'Doc Date' with '07/12/2012' (with a calendar icon and delete button), 'Description' with 'Enter a description here...', and 'Link Code' with '00000001'. Below the form is a large empty rectangular area. On the right side, 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 a 'DOCUMENT POSTING' page. The title and logo are identical. A step indicator 'Step 03 of 05: Select a super category and processed information.' is shown. There are three dropdown menus: 'Super Category' set to 'Motor Vehicles', 'Year' set to '2013', and 'Month' set to 'January'. To the right is a table showing processed information:

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

A large empty rectangular area follows the table. On the right side, there are 'Logout', 'Previous', and 'Next' buttons.

Figure 14.6: Document Posting – Step 03

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

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	2	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

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

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	0000001	Super Category	Motor Vehicles
Doc Date	01/12/2013	Year	2013
Description	Enter a description here...		
Line Code	0000001	Month	January

Reference	Value	Type	Line Description
External Reference 1	2	Debit	1
External Reference 2	2	Credit	0

ID	A/C Code	Db/Cr	Doc Value	Vehicle No
9000001	05298831487	1	120,000.00	
0000001	05298831487	0	120,000.00	

Logout Previous Add & Logout

Figure 14.8: Document Posting – Final Step

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

15 System Administration

15.1 Security Administration

15.1.1 Create Menu Access

15.1.1.1 Requirement

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

15.1.1.2 Solution

1. The afore said requirement will be provided by allowing you to create "Menu Access" policies or rules (templates that will provide access to certain areas, E.g. Administrative, General User, Head of Department, Report Only User, etc.)
2. Profiles can be created by navigating to the relevant menu item and creating a new profile by clicking on the new button.

The screenshot shows a software interface titled 'MENU ACCESS'. At the top left is a small icon of a house with a gear and a download arrow. The main title 'MENU ACCESS' is in large, bold, blue capital letters. Below it, a sub-instruction reads 'This section will allow you to create menu access profiles'. There are two input fields: 'Name' (with a red placeholder bar) and 'Description' (with a white placeholder bar). A note below says 'Tick the checkboxes against the functions you wish to provide the profile users access with'. A tree-view checkbox list follows, starting with 'Asset Register' which is expanded to show numerous sub-options like 'Advanced Search', 'Acquisition', 'Acquisition Upload', etc., many of which have green checkmarks. Other collapsed categories include 'Processes', 'Asset Master', 'System Administration', 'Business Intelligence', 'My Account', and 'Workflow'. At the bottom are five buttons: 'New', 'Delete', 'Edit', 'Reset', and 'Save', followed by a 'Summary View' link.

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.

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 15.2: Menu Access - Summary

6. To edit an existing definition select the relevant item from the summary view (you may also search items in this view by the values available in each column) and click on details and then click on edit.
7. You may also delete a definition in the same way. NOTE: deflections 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.

The screenshot shows the 'REPORT ACCESS' section. At the top, there is a header with a house icon and the text 'REPORT ACCESS'. Below it, a sub-header says 'This section will allow you to create report access profiles'. There are two input fields: 'Name' (with a red placeholder bar) and 'Description'. A note below says 'Tick the checkboxes against the reports you wish to provide the profile users access with'. A table follows, with columns for 'Report Name' and 'View' (containing five rows of reports). Below the table are buttons for 'Change Page' (1-4), 'Page Size' (10), and 'Displaying 1 to 10 of 40'. At the bottom are buttons for 'New', 'Delete', 'Edit', 'Reset', 'Save', and '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.

The screenshot shows the 'REPORT ACCESS' section with a sub-header 'This section will allow you to create report access profiles'. A table is displayed with columns for 'Name' and 'Description'. It lists five roles: Administrators, General Users, Head of Departments, Report Users, and Procurement. Each row has an edit icon (pencil) and a delete icon (trash bin). Below the table are buttons for 'Change Page' (1-4), 'Page Size' (10), and 'Displaying 1 to 10 of 40'. A large 'New' button is located at the bottom right.

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: deflections 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. Therefore 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.

The screenshot shows the 'USER PROFILES' creation interface. The form includes fields for User Name, Password, Confirm Password, First Name, Last Name, Email, and User Type (Admin). It features three dropdown menus for selecting Menu Access Profiles, Report Access Profiles, and Cost Centers, each showing a list of predefined options. A 'Check Availability' button is located above the User Type field. At the bottom are buttons for New, Delete, Edit, Reset, Save, and Summary View.

Profile Name
Administrators
General Users
Heads of Departments
Report Users
Procurement

Profile Name
Administrators
General Users
Heads of Departments
Report Users
Procurement

Code	Name
0000001	Colombo 01
0000002	Galle
0000003	Kandy
0000004	Battaramulla
0000005	Colombo 03

Figure 15.5: Create User

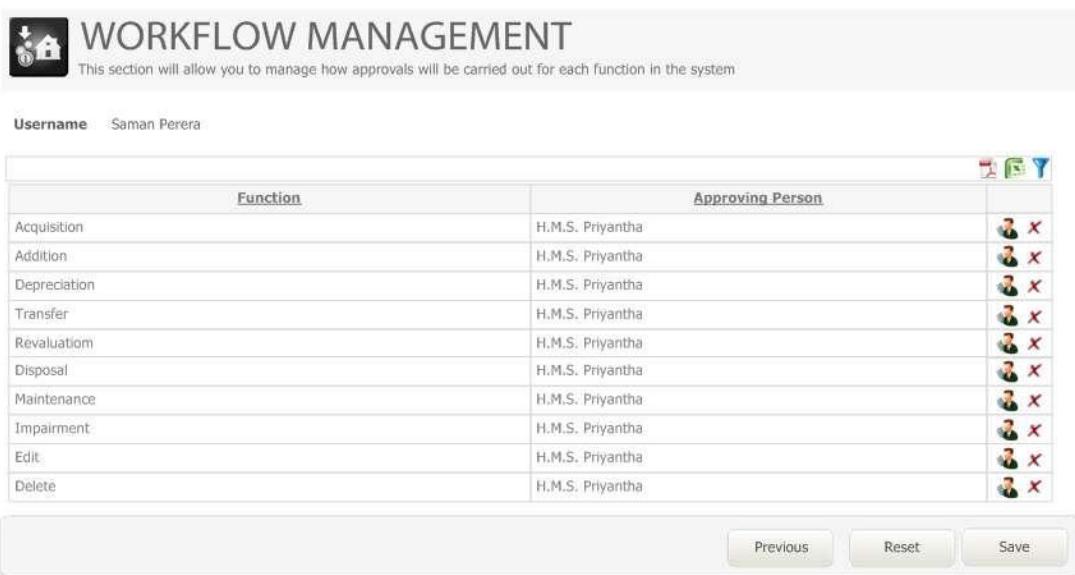
2. Enter a username for the user. NOTE: This name has to be unique. Once entered you can check if the user exists by clicking on the  button which will prompt you if you can proceed.
3. For the created user to be active tick the Active User checkbox. Later if you require to deactivate the user you may 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 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.



The screenshot shows a 'WORKFLOW MANAGEMENT' section. At the top, there's a header with a house and gear icon, followed by the title 'WORKFLOW MANAGEMENT'. Below the header, a sub-instruction says: 'This section will allow you to manage how approvals will be carried out for each function in the system'. The main area contains a table with two columns: 'Function' and 'Approving Person'. The 'Function' column lists various asset operations: Acquisition, Addition, Depreciation, Transfer, Revaluation, Disposal, Maintenance, Impairment, Edit, and Delete. The 'Approving Person' column for all rows shows 'H.M.S. Priyantha'. To the right of the table are icons for Print, Copy, Paste, and Delete. At the bottom, there are buttons for 'Previous', 'Reset', and 'Save'.

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

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	Kumarasighe	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: deflections 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 a software interface titled "Module Configuration". At the top right is a "View Level Details" link. Below it is a section titled "Module Configurations" with three input fields: "Level Name", "Parent Module", and "Name", each with a dropdown arrow. At the bottom of this section are four buttons: "New", "Delete", "Reset", and "Save". To the left of these buttons is a tree view of report categories. The tree starts with "Disposal Reports", which has two children: "Individual Disposal Reports" and "HOD Disposal Reports". Below "Disposal Reports" is a collapsed node "Acquisition Reports", and at the bottom is another collapsed node "Other Reports".

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 shows the 'Module Configuration' screen. At the top, there's a 'Module Level Configurations' section with a 'Level Name' input field and a 'Save' button. Below it is a grid table with columns for 'Level Name' and 'Select'. The grid contains four rows: 'Application' (with 'Select' under 'Level Name'), 'Module' (with 'Select' under 'Level Name'), 'Page No.' (with '1' under 'Level Name'), and an empty row. At the bottom of this section is a 'Module Configurations' section with fields for 'Level Name', 'Parent Module', and 'Name', along with 'New', 'Delete', 'Reset', and 'Save' buttons. To the right of these fields is a tree view of report categories: 'Disposal Reports' (with 'Individual Disposal Reports' and 'HOD Disposal Reports' as children), 'Acquisition Reports', and 'Other Reports'. The 'Save' button is highlighted in yellow.

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.

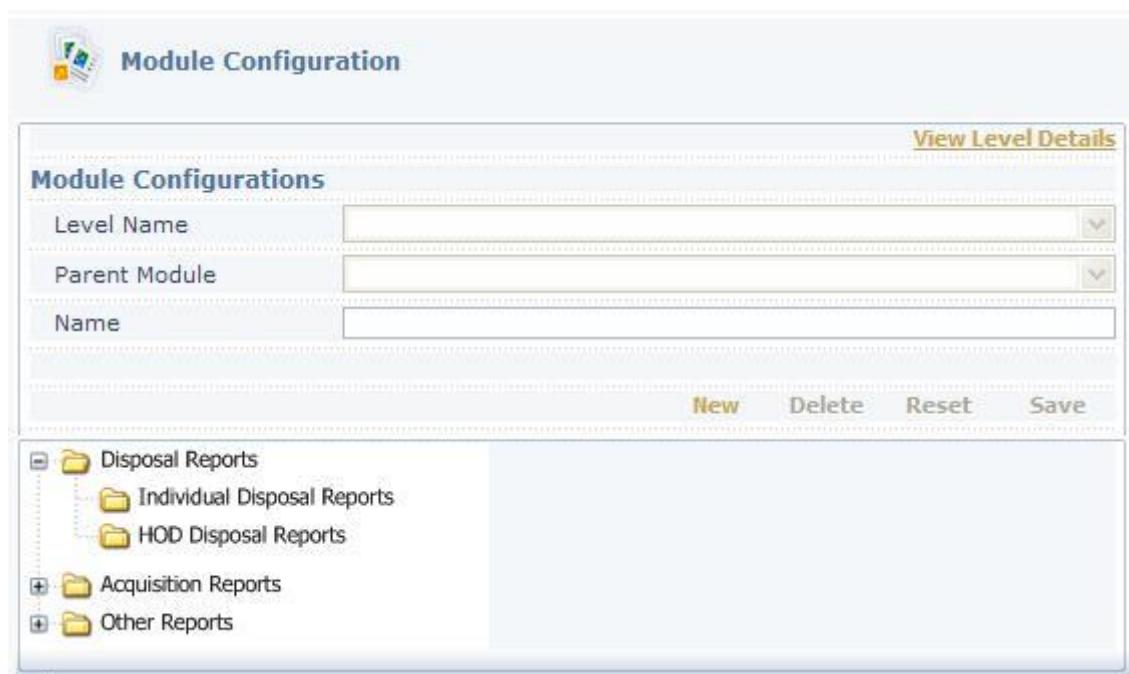


Figure 15.11: Report Navigator – Administration – Module Configuration – Define Modules

- 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.

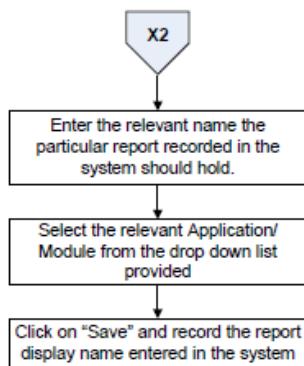


Figure 15.12: Report Navigator – Administration Functions – Adding Reports Flow

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	<input type="text"/>
Report Display Name	<input type="text"/>
Application / Module	<input type="text"/> <input type="button" value="▼"/>
<input type="button" value="New"/> <input type="button" value="Delete"/> <input type="button" value="Reset"/> <input type="button" value="Save"/>	

Reports already attached to the Report Navigator

Report Name	
Cost Center wise Assets Report	<input type="button" value="Select"/>
Motor Vehicle Asset Details	<input type="button" value="Select"/>
Exchanges	<input type="button" value="Select"/>
Building Report	<input type="button" value="Select"/>
Project Cap	<input type="button" value="Select"/>

[Upload Report to Report Folder](#)

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 <input type="button" value="▼"/>
<input type="button" value="New"/> <input type="button" value="Delete"/> <input type="button" value="Reset"/> <input type="button" value="Save"/>	

Reports already attached to the Report Navigator

Report Name	
Cost Center wise Assets Report	<input type="button" value="Select"/>
Motor Vehicle Asset Details	<input type="button" value="Select"/>
Exchanges	<input type="button" value="Select"/>
Building Report	<input type="button" value="Select"/>
Project Cap	<input type="button" value="Select"/>

Reports found in the Report Folder

Report Name	
Cost Center wise Assets Report	<input type="button" value="Select"/> <input type="button" value="Preview"/>
Exchanges	<input type="button" value="Select"/> <input type="button" value="Preview"/>
Page No.	
1 2	
<input type="button" value="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.

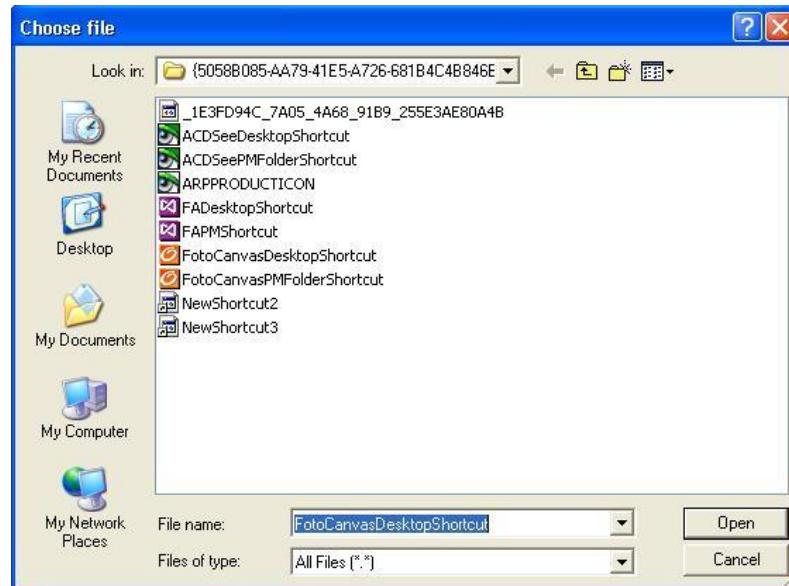


Figure 15.16: Report navigator – Add Reports – Upload Report – Choose Report

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 authorized to handle/use.

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

Normal User Flow Chart

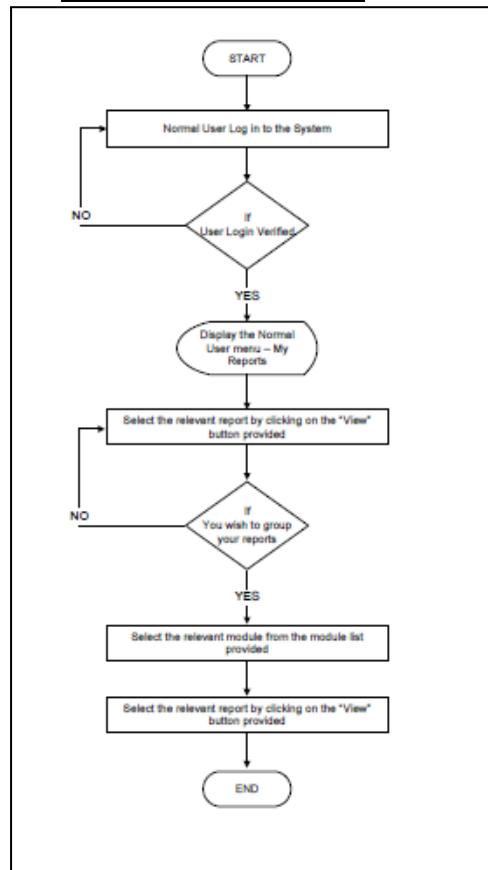


Figure 16.1: Report Navigator – Customary Feature – My Reports Flow

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-based application titled 'My Reports'. At the top, there's a small icon of three overlapping documents. Below the title, a section header reads 'Assigned Report(s) to all my modules'. Under this, there's a table with columns for 'Report Name' and 'View'. The table lists five reports: 'Disposal Report 01', 'Disposal Report 02', 'Disposal Report 03', 'Disposal Report 04', and 'Disposal Report 05', each with a corresponding 'View' link. Below the table, there's a field labeled 'Page No.' containing the number '1'. At the bottom, a question 'Do you wish to group your report(s) ?' has two radio button options: 'Yes' (unchecked) and 'No' (checked).

Figure 16.2: Report Navigator - My Reports

Step 2: Click on the 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 ModularFour 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

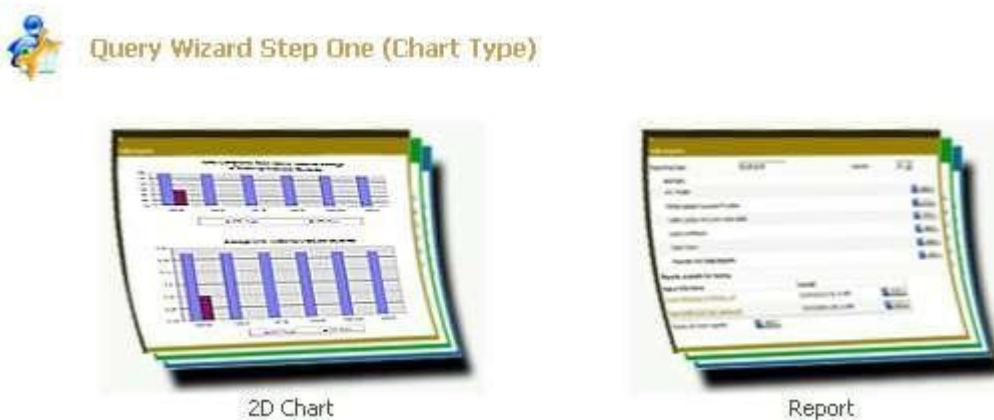


Figure 16.4: Analytical Tool – Query Designer

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.

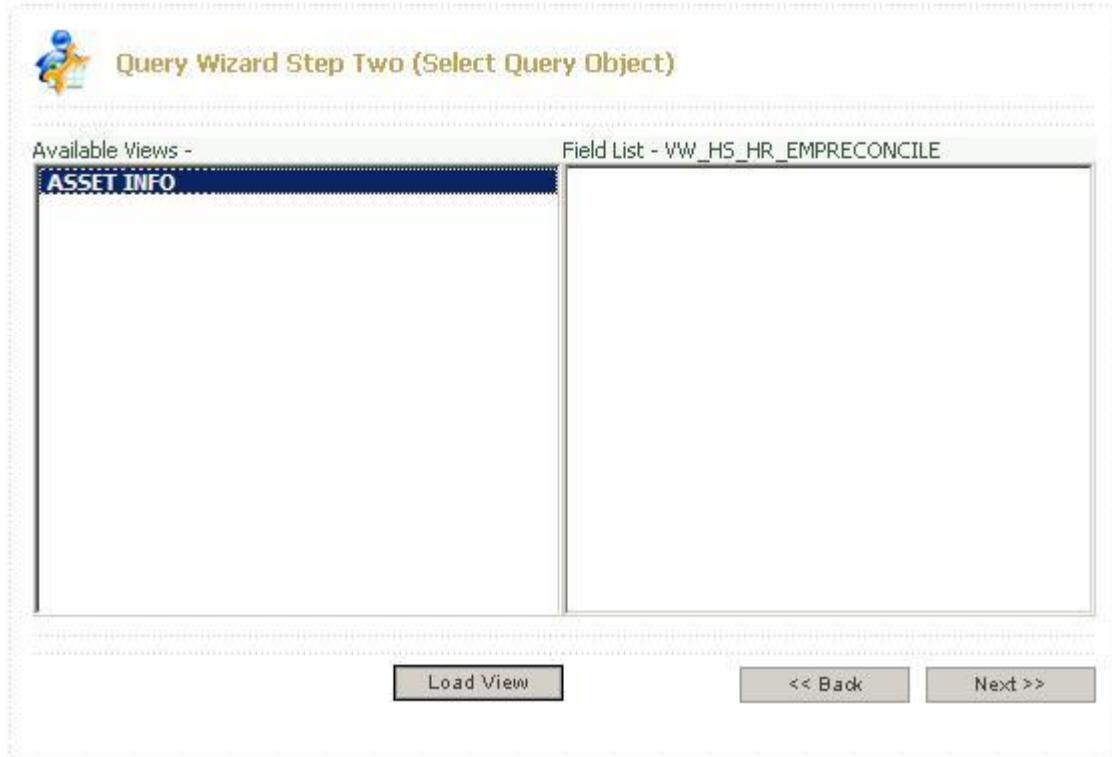


Figure 16.5: Analytical Tool – Query Designer – 2D Chart – Loading Query Designer

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.

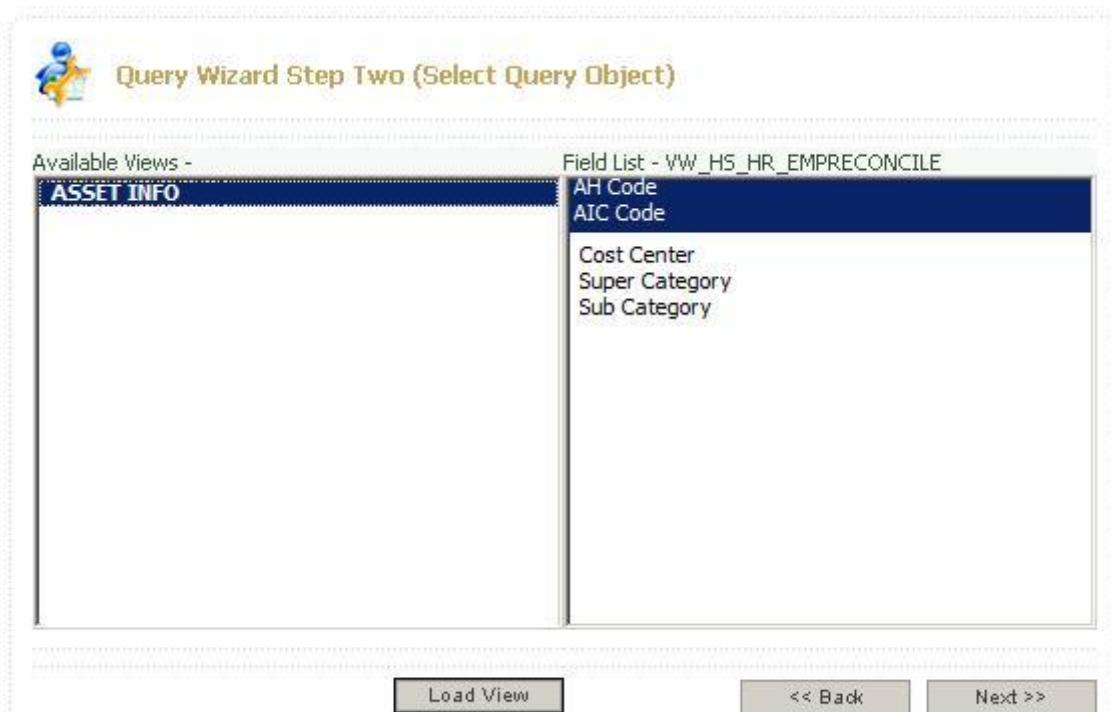


Figure 16.6: Analytical Tool – Query Designer – 2D Chart – Selecting Fields

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.

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 16.7: 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 : Bar Report Title : Super Category wise Cost

Bo. of Series : 1

Field Mappings

Series	Y Axis	X Axis
2	Super Category	Cost

Chart Query Parameters

None.

Save Back Show

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.

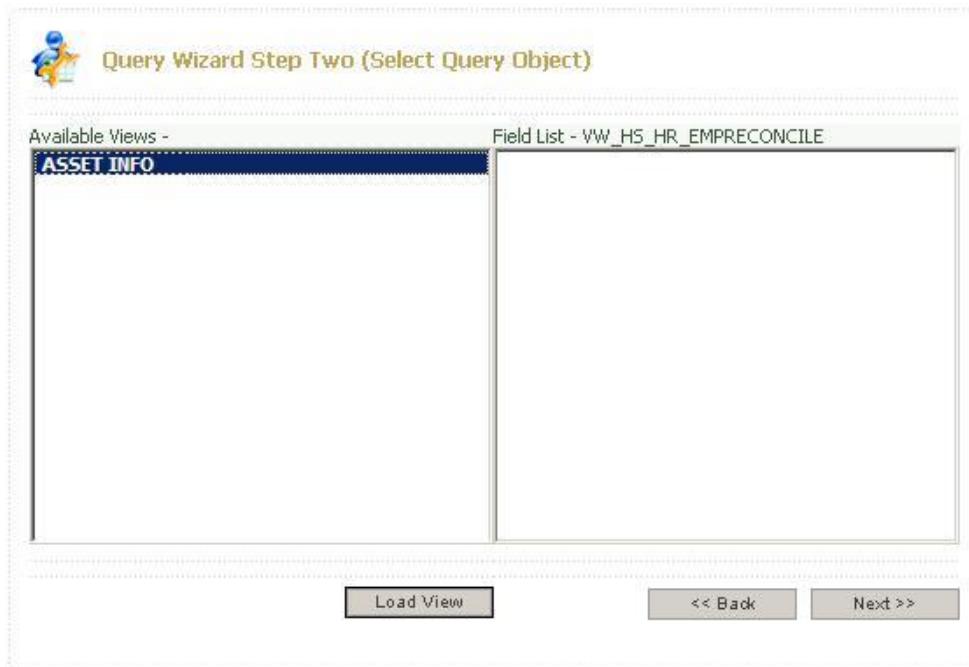


Figure 16.10: Analytical Tool – Query Designer – Report – Loading Query Designer

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 >> 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.



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

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

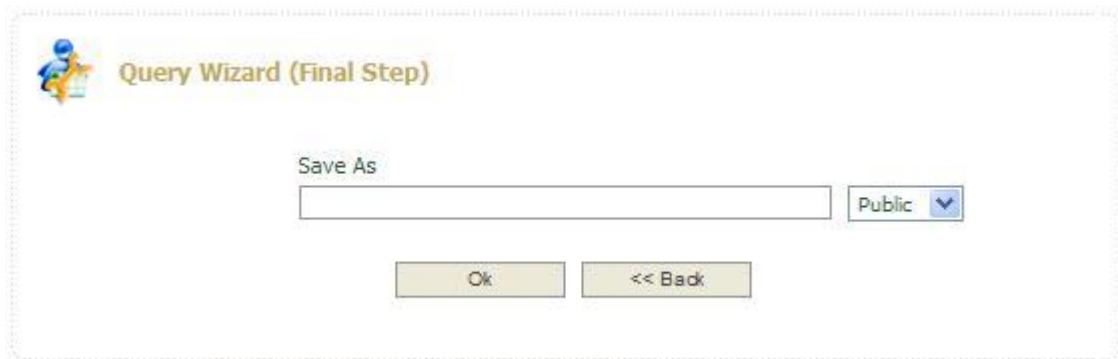


Figure 16.14: Analytical Tool – Query Designer – 2D Chart – Saving the report

16.2.2.2 Query View

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

- 1.1.1.2.1 Reports**
- 1.1.1.2.2 2D Charts**

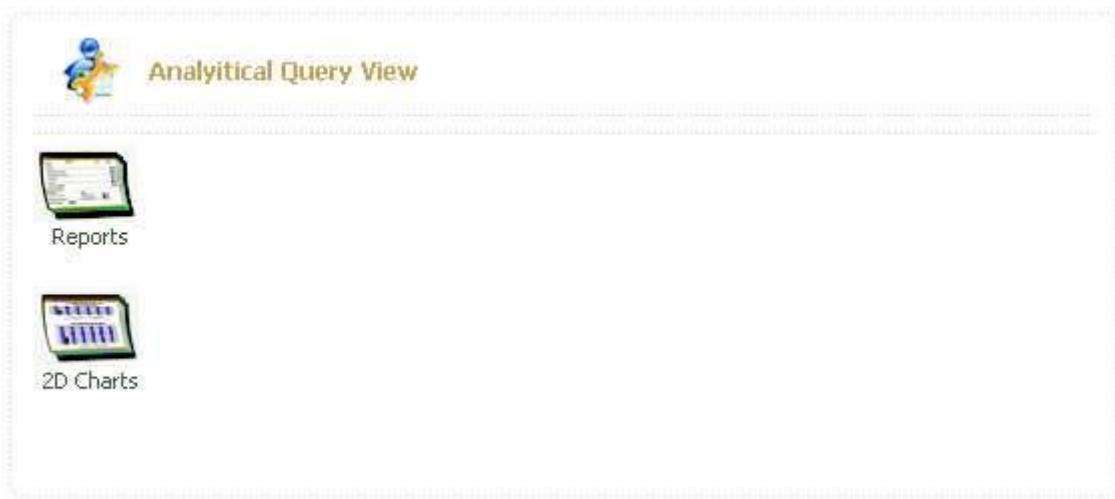


Figure 16.15: Analytical Tool – Query View

16.2.2.1 Reports

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

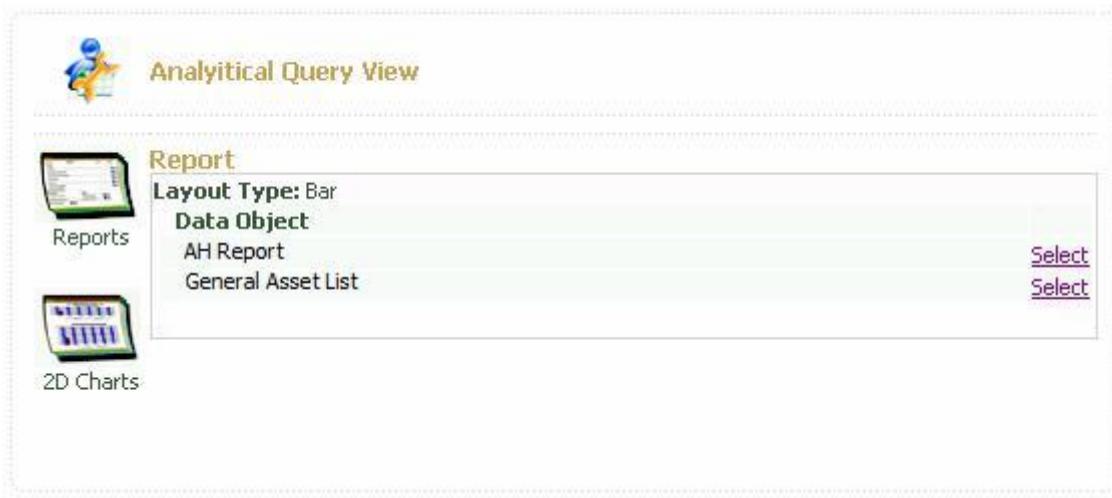


Figure 16.16: Analytical Tool – Analytical Query View – Report

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.

The screenshot shows a Microsoft Internet Explorer window titled "Report Viewer - Microsoft Internet Explorer". The menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar contains icons for Back, Forward, Stop, Refresh, Home, and SnagIt. A search bar with "Google" is present. The main content area displays a report titled "Asset Detail Report" with a table:

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 2D Charts

The output will be generated in 2D chart format by following the instruction described under

'1.1.1.2.1 Reports'. This gives the user to understand the output much quicker and easier than tabular form.

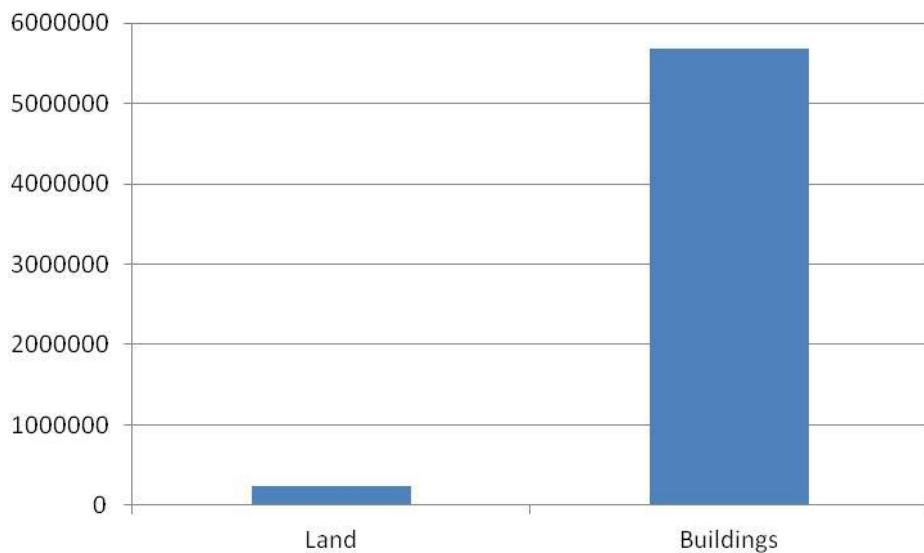


Figure 16.18: Sample 2D Chart for Super Category wise Cost

17 Workflow

17.1 For Your Approval

17.1.1 Requirement

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

17.1.2 Solution

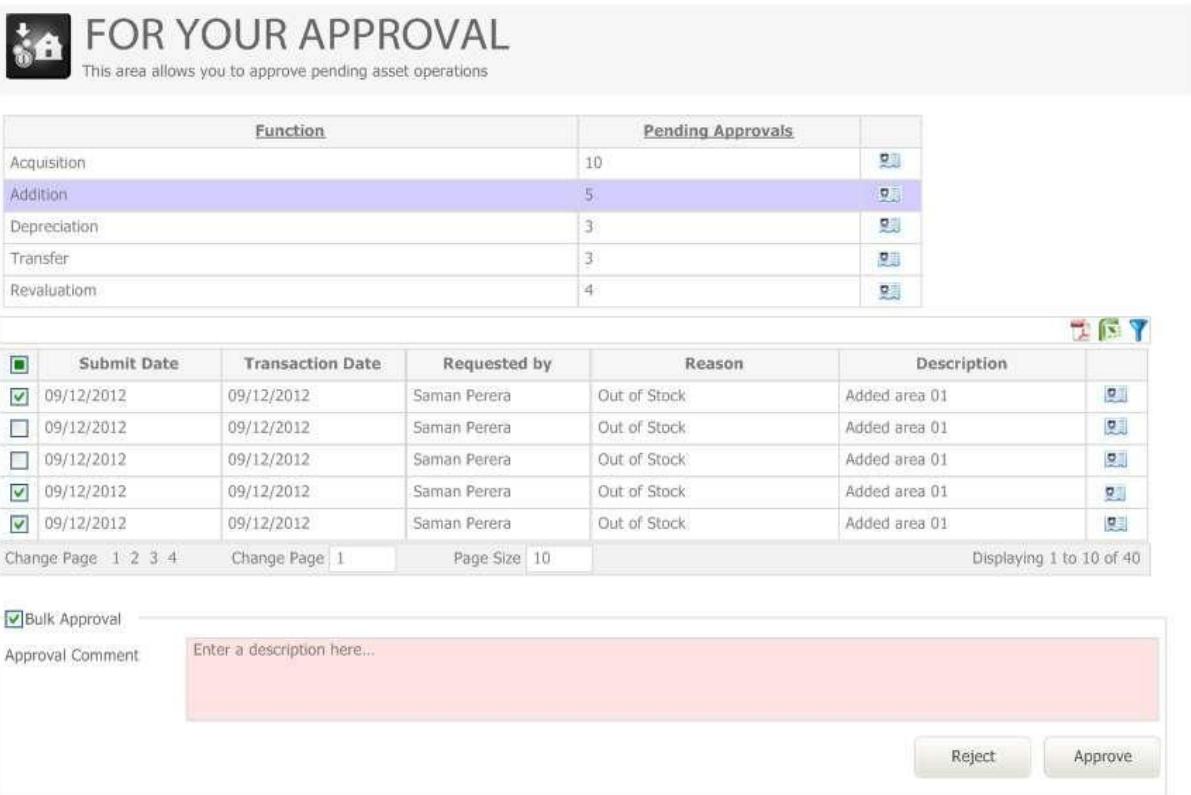
1. Only administrative users will have access to this area. They will first see a summary of the asset operation requests which have arrived.



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

Figure 17.1: For Your Approval - Summary

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



Submit Date	Transaction Date	Requested by	Reason	Description	
09/12/2012	09/12/2012	Saman Perera	Out of Stock	Added area 01	
09/12/2012	09/12/2012	Saman Perera	Out of Stock	Added area 01	
09/12/2012	09/12/2012	Saman Perera	Out of Stock	Added area 01	
09/12/2012	09/12/2012	Saman Perera	Out of Stock	Added area 01	
09/12/2012	09/12/2012	Saman Perera	Out of Stock	Added area 01	

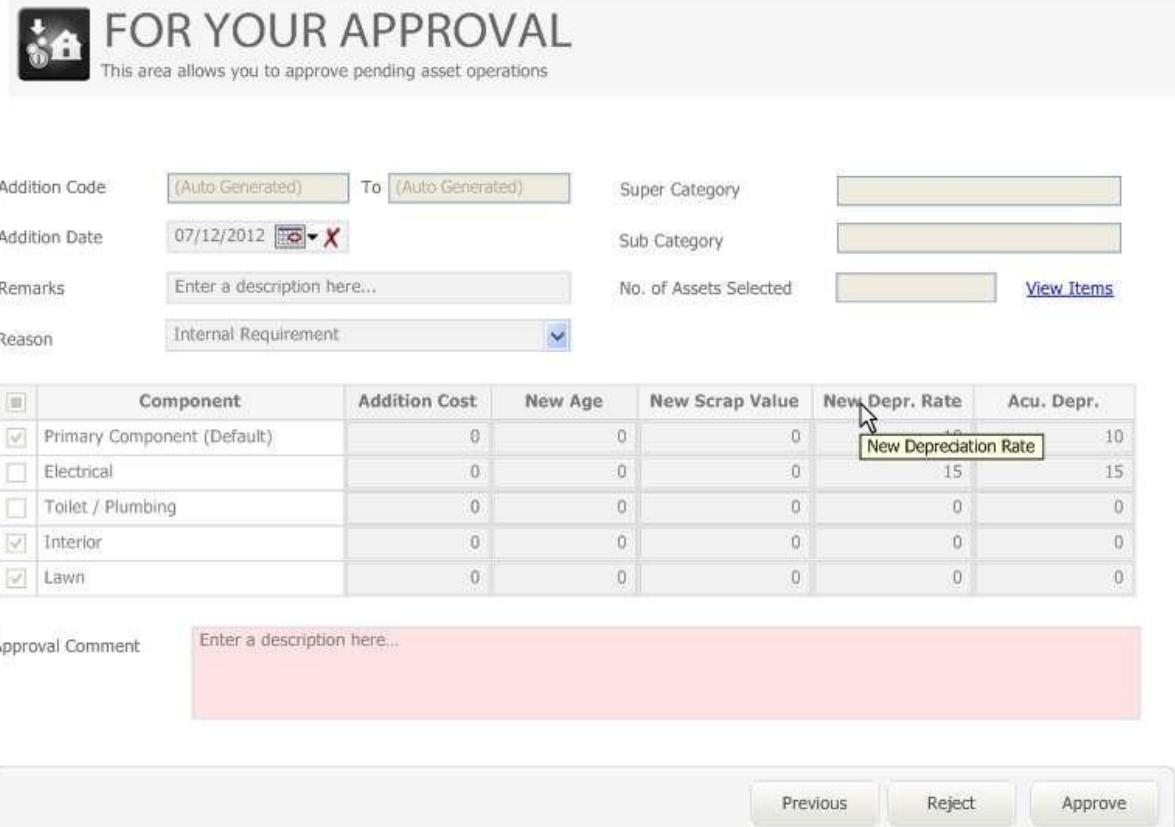
Change Page 1 2 3 4 Change Page 1 Page Size 10 Displaying 1 to 10 of 40

Bulk Approval

Approval Comment

Figure 17.2: For Your Approval – Details

3. At this point the user can view each requests Submission Date, Transaction Date (E.g. for additions this would be the addition date), Requested User (First and Last Name), Reason selected during submission and description entered as remarks.
4. Click on the  button to go for detailed approval (NOTE: during a detailed approval you can only approve or reject the selected request. i.e. one at a time)



The screenshot shows a software interface titled "FOR YOUR APPROVAL". A sub-header states: "This area allows you to approve pending asset operations". The interface includes the following fields:

- Addition Code: (Auto Generated)
- To: (Auto Generated)
- Super Category: [empty input field]
- Addition Date: 07/12/2012  
- Sub Category: [empty input field]
- Remarks: Enter a description here...
- No. of Assets Selected: [empty input field] [View Items](#)
- Reason: Internal Requirement 

A table displays asset details:

	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: Enter a description here... 

Buttons at the bottom: Previous, Reject, Approve

Figure 17.3: Request Details

5. You can view the request but cannot edit it. At this point you can enter an approval / rejection comment and click on approve to approve this records or reject to reject it.
6. Click on the previous screen to view the operation details.
7. For bulk approval tick the checkbox against the operation requests (one operation at a time. E.g. at one time you can approve all additions only, and then another operation's requests)
8. Tick the check box against the bulk approval check box and enter a comment for the bulk approval. (this will enable the approval / reject buttons)

- 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.

The screenshot shows a software interface titled 'ASSET GROUP'. A sub-instruction at the top says 'This section will allow you to create, edit and delete Asset Groups.' Below the title, there are two input fields: 'Name' (with a red placeholder bar) and 'Description' (an empty text area). To the right of the 'Name' field is a checked checkbox labeled 'Active'. At the bottom of the form is a horizontal row of buttons: 'New', 'Delete', 'Edit', 'Reset', 'Save', and 'Summary View'.

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

Figure 18.2: Define Asset Groups - Summary

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

18.2 Super Categories

18.2.1 Requirement

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

18.2.2 Solution

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



SUPER CATEGORY

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

Category Code (AIC & AH)	<input type="text"/>								
Name	<input type="text"/>								
CODA Super Category Code	<input type="text"/>								
Asset Group	BUILDINGS <input type="button" value="▼"/>								
<input checked="" type="checkbox"/> Automatically Generate AIC <input checked="" type="checkbox"/> Depreciated									
CODA Depreciation Codes <table border="1"> <tr> <td>Depreciation Amount for Element 02</td> <td><input type="text"/></td> </tr> <tr> <td>Depreciation Amount for Element 03</td> <td><input type="text"/></td> </tr> <tr> <td>Provision for Depreciation Element 02</td> <td><input type="text"/></td> </tr> <tr> <td>Provision for Depreciation Element 03</td> <td><input type="text"/></td> </tr> </table>		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"/>
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"/>								
<input type="button" value="New"/> <input type="button" value="Delete"/> <input type="button" value="Edit"/> <input type="button" value="Reset"/> <input type="button" value="Save"/> <input type="button" value="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.

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.

The screenshot shows a software interface titled 'SUB CATEGORY'. At the top, there is a message: 'This section will allow you to create, edit and delete sub categories.' Below the title, there are two tabs: 'Basic Information' (selected) and 'Attributes'. The 'Basic Information' tab contains the following fields:

- Category Code (AIC & AH): A red-highlighted input field.
- Name: An empty input field.
- Super Category: A dropdown menu showing 'Land'.
- Deprecated: A checked checkbox.

Below these fields is a section titled 'Component Information' containing the following fields:

- Component Code (AIC): A dropdown menu showing '(Auto Generated)'.
- Active: A checked checkbox.
- Component Name: A red-highlighted input field.
- Default Age In Months: A radio button.
- Default A/C Deprecation Rate: A radio button.
- (Auto generated if above selected): A red-highlighted input field.
- Default Cost: An empty input field.
- Default Tax Depreciation Rate: An empty input field.

At the bottom of the 'Basic Information' tab, there are three buttons: 'New', 'Reset', and 'Add to Grid'. The 'Add to Grid' button is highlighted in yellow. Below this is a table showing existing sub categories:

Code	Component Name	Age in Months	A/C Depr. Rate	Default Cost	Tax Depr. Rate	Status	Action
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	

At the bottom of the screen, there are several buttons: 'New', 'Delete', 'Edit', 'Reset', 'Save', and '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.

6. 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.
7. 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.
8. Areas denoted as default values will be used to capture user input at this stage and will automatically generate 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)
9. 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.

10. 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.
11. 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.

12. Only if depreciation is required for the Sub Category the Default Age in Months or the Default A/C Depreciation rate can be entered.
13. The user can choose 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:

$$\text{Age in Months} = (100/\text{Depreciation Rate}) \times 12$$

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

11.The user also has the option of entering a Default Cost and Tax Depreciation Rate.

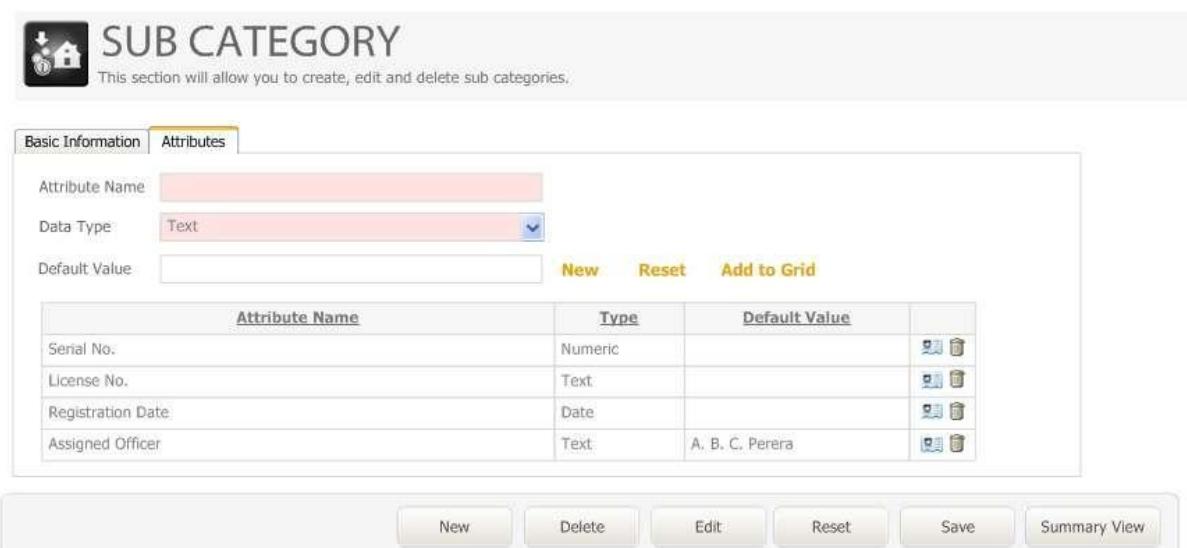
12.Once all of the information for the component is entered you can click on the **Add to Grid** button and the component information will be stored. If it is the initial stage where you are creating a sub category, once you have added the Primary Component you can proceed to add other components.

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

14.To remove a component from the list you mat click on the  button.

NOTE: If component information has been used in other areas of the system, it is not possible to remove. Instead you can deactivate by un-ticking the Active checkbox against a component.

15.Next you can proceed to the attributes tab which will allow you to define which attributes are applicable to the sub category assets.



The screenshot shows a software interface titled "SUB CATEGORY". At the top left is a small icon of a house with a gear. Below the title, a sub-header says "This section will allow you to create, edit and delete sub categories." There are two tabs at the top: "Basic Information" (which is selected) and "Attributes" (highlighted with a yellow border).

Under the "Attributes" tab, there are three input fields:

- "Attribute Name": A text input field.
- "Data Type": A dropdown menu currently set to "Text".
- "Default Value": An input field containing the text "A. B. C. Perera".

Below these fields are three buttons: "New", "Reset", and "Add to Grid".

A table below lists defined attributes with columns for "Attribute Name", "Type", and "Default Value". Each row has edit and delete icons.

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

At the bottom are several buttons: "New", "Delete", "Edit", "Reset", "Save", and "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 have a date Date information will be stored (dd/mm/yyyy format). Users will picker to select the information during acquisition.

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

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

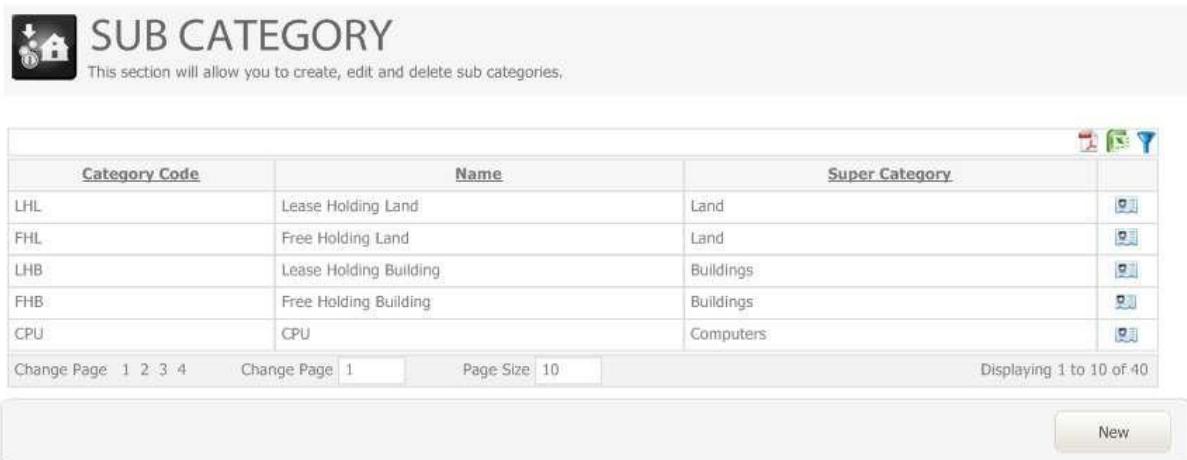
20.To modify an already added attribute, you may click on the  button. Once modifications are done you can click on the **Add to Grid** button again to save the attribute details or **Reset** to reset it back to the previous state without saving your changes to the attribute.

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

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

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

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



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: deflections 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 centers

To be able to dispose cost centers 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.

The screenshot shows a software interface titled 'LEVEL'. At the top, there is a message: 'This section will allow you to create, edit and delete levels.' Below this, there are several input fields:

- Cost Centre: A red-highlighted field containing a placeholder.
- Active: A checked checkbox.
- Nominal: An empty field.
- Sub Nominal / Analysis: An empty field.
- Project / Product: An empty field.
- Other: An empty field.
- Level: An empty field.
- Date Created: A date field showing '07/12/2012' with a calendar icon and a delete 'X' button.
- Labels: An empty field.
- Comments: An empty field.

At the bottom of the screen, there is a horizontal row of buttons: New, Delete, Edit, Reset, Save, and Summary View.

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.

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

The screenshot shows a software interface titled 'LEVEL'. At the top left is a small icon of a house with a downward arrow. To its right is the word 'LEVEL'. Below this is a sub-instruction: 'This section will allow you to create, edit and delete levels.' The main area is a table with the following columns: Cost Centre, Nominal, Sub Nominal / Analysis, Project / Product, Other, and Date Created. The table contains six rows of data. At the bottom of the table are navigation links: 'Change Page' (with options 1, 2, 3, 4), 'Page Size' (set to 10), and a note 'Displaying 1 to 10 of 40'. A 'New' button is located at the bottom right of the table area.

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

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: deflections 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.

The screenshot shows a software interface titled 'REASON'. At the top left is a small icon of a house with a downward arrow. To its right is the word 'REASON'. Below this is a sub-instruction: 'This section will allow you to create, edit and delete reasons for asset operations.' The main area contains three input fields: 'Reason Name' (text box), 'Asset Operation' (dropdown menu set to 'Acquisition'), and 'Description' (text area). Below these fields is a row of buttons: 'New', 'Delete', 'Edit', 'Reset', 'Save', and 'Summary View'.

Figure 18.10: Define Reasons – Detailed View

2. Enter the Reason name and select an Asset Operation the reason should be assigned to. i.e. reasons will be specific to each asset operation. Following are a list of available operations in the system to which reasons can be assigned to:
Acquisition, Addition, Revaluation, Transfers, Disposals, Maintenance, Edit and Impairment.
3. If the reason should be active the user may tick the Active checkbox. This will be ticked by default.
4. Any specific Description can also be entered.
5. Click on save to save the information or reset to reset the information to its initial state.
6. To view the summary list of existing definitions click on Summary View.

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: deflections 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.

This screenshot shows the 'Define RTOM - Detailed View' screen. At the top left is a small icon of a house with a download arrow. To its right is the text 'RTOM'. Below that is a sub-instruction: 'This section will allow you to create, edit and delete regional telecommunication offices (RTOMs)'. The main area contains two input fields: 'Name' (containing a redacted value) and 'Description' (an empty text area). To the right of the 'Name' field is a checked checkbox labeled 'Active'. At the bottom are several buttons: 'New', 'Delete', 'Edit', 'Reset', 'Save', and 'Summary View'.

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.

This screenshot shows the 'Define RTOM - Summary' screen. At the top left is a small icon of a house with a download arrow. To its right is the text 'RTOM'. Below that is a sub-instruction: 'This section will allow you to create, edit and delete regional telecommunication offices (RTOMs)'. The main area is a table with three columns: 'Name', 'Description', and 'Status'. The table lists five entries: COLOMBO (Colombo, Active), AMPARA (Ampara, Active), BADULLA (Badulla, Active), GALLE (Galle, Active), and KANDY (Kandy, Inactive). At the bottom of the table are navigation buttons for 'Change Page' (1 to 4), 'Page Size' (10), and a note 'Displaying 1 to 10 of 40'. Below the table is a large 'New' button.

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

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: deflections 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.

The screenshot shows a software interface titled "LOCATION". At the top left is a small icon of a house with a download arrow. The title "LOCATION" is in large capital letters. Below the title is a sub-instruction: "This section will allow you to create, edit and delete locations." The main area contains three input fields: "Name" with the value "C. CAMP", "RTOM" with the value "AMPARA", and "Description" with the value "Central Camp". To the right of the "Name" field is a checked checkbox labeled "Active". Below these fields is a horizontal row of buttons: "New", "Delete", "Edit", "Reset", "Save", and "Summary View".

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
JIPURA	COLOMBO	Jayawardanapura	Active
GALLE	GALLE	Galle	Active
COL08	COLOMBO	Borella	Active
COL01	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: deflections 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.

Name

Description

Active

New Delete Edit Reset Save Summary View

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.



The screenshot shows a table titled "PRODUCTION / SERVICE". The table has three columns: "Name", "Description", and "Status". There are five rows of data:

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

Below the table are navigation buttons: "Change Page" (1, 2, 3, 4), "Page Size" (10), and "Displaying 1 to 10 of 40". A "New" button is located at the bottom right.

Figure 18.17: Define Production / Service - Summary

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

18.9 Measuring Types

18.9.1 Requirement

To be able to create, edit and delete Measuring Types

18.9.2 Solution

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



The screenshot shows a form titled "MEASURING TYPE". It has two fields: "Name" and "Description". Below the "Name" field is a checkbox labeled "Active" which is checked. At the bottom are several buttons: "New", "Delete", "Edit", "Reset", "Save", and "Summary View".

Figure 18.18: Define Measuring Type – Detailed View

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

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: deflections 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.

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

Name	<input type="text" value=""/>	<input checked="" type="checkbox"/> Active
Description	<input type="text"/>	
<input type="button" value="New"/> <input type="button" value="Delete"/> <input type="button" value="Edit"/> <input type="button" value="Reset"/> <input type="button" value="Save"/> <input type="button" value="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.

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

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: deflections 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.

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

Name: [Redacted] Active

Description: [Empty]

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: deflections 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.

This screenshot shows the 'ASSET CONDITION' creation form. At the top left is a house icon with a gear and download symbol. The title 'ASSET CONDITION' is centered above a sub-instruction: 'This section will allow you to create, edit and delete Asset Conditions.' Below the title are two input fields: 'Name' (containing a redacted value) and 'Description' (an empty text area). To the right of the 'Name' field is a checked checkbox labeled 'Active'. At the bottom of the form are six buttons: 'New', 'Delete', 'Edit', 'Reset', 'Save', and '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.

This screenshot shows the 'ASSET CONDITION' summary list. At the top left is a house icon with a gear and download symbol. The title 'ASSET CONDITION' is centered above a sub-instruction: 'This section will allow you to create, edit and delete Asset Conditions.' Below the title is a table with three columns: 'Name', 'Description', and 'Status'. The table contains five rows with the following data:

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

At the bottom of the table are navigation buttons for 'Change Page' (1, 2, 3, 4) and 'Page Size' (10), and a message 'Displaying 1 to 10 of 40'. A large 'New' button is located at the bottom right of the table area.

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 Asset Line leasing Ltd. Fixed Asset Management System			Footer TIME OF PRINT, DATE, PG NO																					
Body of report																								
<table border="1"><thead><tr><th>User</th><th>In Date</th><th>In Time</th><th>Out Date</th><th>Out Time</th></tr></thead><tbody><tr><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr></tbody></table>					User	In Date	In Time	Out Date	Out Time															
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 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 AssetLine leasing Ltd. Fixed Asset Management System	Footer TIME OF PRINT, DATE, PG NO
Body of report	
Report Summary	
Super Category	[Selected Super Category]
Year	[Selected Year]
Month	[Selected Month]
Depreciation Value of [Last Month]	100,000.0 0
Depreciation Value of [Selected Month]	200,000.0 0
Difference	100,000.0 0
Depreciation Value of [Last Month]	100,000. 00
Current Month Variences	
Add	
Depreciation From New Acquisitions	100,000.0 0
Depreciation due to Increase in Rate	100,000.0 0
Less	
Depreciation From Disposed Assets	(25,000.0 0)
Depreciation due to Fully Depreciated Assets	(25,000.0 0)
Depreciation due to Decrease in Rate	(50,000.0 0)
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.	NBV	Acu. Depr.	Depr. Rate	Depr. Value
---------------------	----------------	------------	------------	-------------------	-------------------	--------------------

		Life			
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 month
- 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)

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 Asset Line leasingLtd. Fixed Asset Management System	Footer TIME OF PRINT, DATE, PG NO																
Body of report																	
Cost center:	Category:																
<table border="1"> <thead> <tr> <th>HEADER CODE</th><th>MAKE</th><th>MODEL</th><th>DATE OF PURCHASE</th><th>AH COST</th><th>DEP AMOUNT</th><th>ACC DEP</th><th>NBV</th></tr> </thead> <tbody> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>		HEADER CODE	MAKE	MODEL	DATE OF PURCHASE	AH COST	DEP AMOUNT	ACC DEP	NBV								
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: <hr/>																	

Asset Line leasing (Ltd.)

Date: 15/10/2012

Cost Center: 00000000

CATEGORY CPU

HEADER CODE	MAKE	MODEL	DATE OF PUR	AB_COST	DEF_AMT	ACUM_DEF	NET_BAL
2007MO9ABL84CPU0000055	HP COMPAQ	PIV TOWER	2011/08/07	71,904.12			71,904.12
1999MO9ABL82GTAMPFR0000001	FIREHES BOVES 66		2011/09/99	66,120.00			66,120.00
2002MO9ABL84PRINTER0000069	PANASONIC KX-P		2011/02/02	45,780.00			45,780.00
1998MO9ABL81CARINETU00000125	STEEL 14 DRAWER	FILLING CABINET	1911/09/95	4,540.00			4,540.00
2007MO9ABL84MONITOR0000081	HP 21" LCD		2011/03/07	35,000.00			35,000.00
2002MO9ABL81ALMYRAH0000063	STEEL	ALMYRAH	1911/08/02	3,254.00			3,254.00
2007MO9ABL81CHAIR0000091			2006/03/07	2.00			2.00
2007MO9ABL84CD WRITER00000601	SONY	DRX-330UL	2001/08/07	11,500.00			11,500.00
2000MO9ABL84UFP5000193	UP-SELECT 300V A		2011/02/00	9,384.00			9,384.00
2007MO9ABL84UFP50000021	MGB 10 KV A		2011/08/07	27,000.00			27,000.00
1999MO9ABL81CABINETU00000124	STEEL 14 DRAWER	FILLING CABINET	1911/09/95	4,540.00			4,540.00
2000MO9ABL84UFP50000196	UP-SELECT 300V A		2011/08/00	9,384.00			9,384.00
2007MO9ABL84UFP50000020	MGB 10 KV A		2011/03/07	27,000.00			27,000.00
2009MO9ABL84UFP50000192	UP-SELECT 300V A		2011/08/00	9,384.00			9,384.00
2009MO9ABL84UFP50000199	RIBELLO 620W S		2011/08/00	10,000.00			10,000.00
2003MO9ABL84MONITOR00000134	DELL-15" CRT		2011/08/03	12,000.00			12,000.00
2003MO9ABL81TABLE00000082	WOODEN		1911/08/03	3,200.00			3,200.00
2002MO9ABL84CPU00000192	COMPAQ	PIV TOWER	2011/08/02	71,904.12			71,904.12
2002MO9ABL84PCUT00000034	DELL	PIV DESKTOP	2011/08/03	71,904.12			71,904.12
2003MO9ABL81CHAIR00000252	DAMRO FABRICOS	VISITORS CHAIR	1911/08/03	4,540.00			4,540.00
2003MO9ABL81TABLE00000081	DAMRO	STEEL SIDE RETU	1911/08/03	12,420.00			12,420.00
2009MO9ABL84UFP50000094	UP-SELECT 300V A		2011/08/00	9,384.00			9,384.00
2003MO9ABL84CPU00000100	DELL	PIV TOWER	2011/08/03	71,904.12			71,904.12
2004MO9ABL84MONITOR00000313	DELL 17" CRT		2011/08/04	14,000.00			14,000.00
2007MO9ABL84CPU0000052	ASUS	PIV TOWER	2011/08/07	71,904.12			71,904.12
2003MO9ABL84PRINTER0000065	HP LASERJET		2011/08/03	35,840.00			35,840.00
2003MO9ABL84CPU00000104	DELL	PIV TOWER	2011/08/03	71,904.12			71,904.12
2003MO9ABL81CHAIR00000254	WOODEN CUSHION	ARM CHAIR	1911/08/03	3,200.00			3,200.00
2004MO9ABL84PRINTER0000068	PINTRO4DX		2011/08/04	1.00			1.00
2000MO9ABL84CPU0000074	COMPAQ	PIV DESKTOP	2011/08/00	71,904.12			71,904.12
2009MO9ABL84MONITOR00000111	COMPAQ / 5.5101		2011/08/00	12,000.00			12,000.00
2004MO9ABL84CPU00000177	DELL	PIV DESKTOP	2011/08/04	71,904.12			71,904.12

Page 1 - 67340

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 AssetLine leasing Ltd. Fixed Asset Management System	Footer TIME OF PRINT, DATE, PG NO																
Body of report																	
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; padding: 2px;">HEADER CODE</th> <th style="text-align: left; padding: 2px;">DATE OF PURCHASE</th> <th style="text-align: left; padding: 2px;">AH COST</th> <th style="text-align: left; padding: 2px;">ACC. DEP</th> <th style="text-align: left; padding: 2px;">DEP AMOUNT</th> <th style="text-align: left; padding: 2px;">NBV</th> </tr> </thead> <tbody> <tr> <td style="height: 100px;"></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>						HEADER CODE	DATE OF PURCHASE	AH COST	ACC. DEP	DEP AMOUNT	NBV						
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:																	

Asset Line Leasing

HEADER CODE	DATE OF PUR	AH_COST	Acc-Dep	Dep Amount
RTO_HAVELOCK TOWN				
LOCATION : COLOMBO				
2006A/CINTA/CINTE:000000	25/06/2006	119,850.17	72,328.01	799.00
2006A/CINTA/CINTE:000001	25/06/2006	123,016.64	74,238.96	820.11
2007A/CINTA/CINTE:000000	08/02/2007	426,950.00	185,011.61	2,846.33
LOCATION SUB TOTAL		669,816.81	331,578.58	4,465.44
RTO SUB TOTAL		669,816.81	331,578.58	4,465.44
RTO_MARADANA				
LOCATION : WELIKADA				
2000A/CINTA/CINTE:000007	28/10/2000	0.00	0.00	0.00
2006A/CINTA/CINTE:000002	30/08/2006	191,492.17	95,286.41	1,276.61
2006A/CINTA/CINTE:000004	30/08/2006	656,157.36	326,504.51	4,374.38
2006A/CINTA/CINTE:000005	30/08/2006	363,610.19	180,933.01	2,424.07
LOCATION SUB TOTAL		1,211,259.72	602,723.93	8,075.06
RTO SUB TOTAL		1,211,259.72	602,723.93	8,075.06
RTO_RATMALANA				

19.5 Motor Vehicle Asset Details

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

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)

Signoff:

19.8 Building Report

BUILDING REPORT																																																																																																																																			
Purpose – TO VIEW BUILDING INFORMATION																																																																																																																																			
Audience						Report Title	BUILDING REPORT																																																																																																																												
Database Information						ORACLE																																																																																																																													
Header						Footer	TIME OF PRINT, DATE, PG NO																																																																																																																												
AssetLine leasing Ltd. Fixed Asset Management System																																																																																																																																			
Body of report																																																																																																																																			
<table border="1"> <thead> <tr> <th><i>RTOM</i></th><th><i>AH Code</i></th><th><i>Location</i></th><th><i>Year</i></th><th><i>Extent</i></th><th><i>address</i></th><th><i>Name of Land</i></th><th><i>Cost</i></th><th><i>Acc. Dep.</i></th><th><i>Dep. Amount</i></th><th><i>NBV</i></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><td></td></tr> </tbody> </table>											<i>RTOM</i>	<i>AH Code</i>	<i>Location</i>	<i>Year</i>	<i>Extent</i>	<i>address</i>	<i>Name of Land</i>	<i>Cost</i>	<i>Acc. Dep.</i>	<i>Dep. Amount</i>	<i>NBV</i>																																																																																																														
<i>RTOM</i>	<i>AH Code</i>	<i>Location</i>	<i>Year</i>	<i>Extent</i>	<i>address</i>	<i>Name of Land</i>	<i>Cost</i>	<i>Acc. Dep.</i>	<i>Dep. Amount</i>	<i>NBV</i>																																																																																																																									
Groups																																																																																																																																			
N/A																																																																																																																																			
Sorting						Record Selection																																																																																																																													
RTOM						N/A																																																																																																																													
Calculations or Formulas																																																																																																																																			
Only assets of the Building super category will be loaded																																																																																																																																			
Summarized Data																																																																																																																																			
N/A																																																																																																																																			
Key information/Formatting																																																																																																																																			
N/A																																																																																																																																			

Signoff:

19.9 Building Report With Component

BUILDING REPORT WITH COMPONENTS																																																							
Purpose – TO VIEW BUILDINGS AND COMPONENT																																																							
Audience				Report Title BUILDING REPORT WITH COMPONENTS																																																			
Database Information ORACLE																																																							
Header AssetLine leasing Ltd. Fixed Asset Management System				Footer TIME OF PRINT, DATE, PG NO																																																			
Body of report																																																							
<table border="1"> <thead> <tr> <th><i>AH Code</i></th><th><i>RTOM</i></th><th><i>Location</i></th><th><i>Component</i></th><th><i>Cost</i></th><th><i>Acc. Dep.</i></th><th><i>Dep. Amount</i></th><th><i>NBV</i></th></tr> </thead> <tbody> <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> </tbody> </table>								<i>AH Code</i>	<i>RTOM</i>	<i>Location</i>	<i>Component</i>	<i>Cost</i>	<i>Acc. Dep.</i>	<i>Dep. Amount</i>	<i>NBV</i>																																								
<i>AH Code</i>	<i>RTOM</i>	<i>Location</i>	<i>Component</i>	<i>Cost</i>	<i>Acc. Dep.</i>	<i>Dep. Amount</i>	<i>NBV</i>																																																
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																																																																			
Database Information ORACLE				ASSET REPORT SUPER CAT. & SUB CAT. WISE																																																																			
Header AssetLine leasing Ltd. Fixed Asset Management System				Footer TIME OF PRINT, DATE, PG NO																																																																			
Body of report																																																																							
<table border="1"> <thead> <tr> <th><i>RTOM</i></th><th><i>AH Code</i></th><th><i>Location</i></th><th><i>Sub Category</i></th><th><i>Cost</i></th><th><i>Acc. Dep.</i></th><th><i>Dep. Amount</i></th><th><i>NBV</i></th></tr> </thead> <tbody> <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> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>								<i>RTOM</i>	<i>AH Code</i>	<i>Location</i>	<i>Sub Category</i>	<i>Cost</i>	<i>Acc. Dep.</i>	<i>Dep. Amount</i>	<i>NBV</i>																																																								
<i>RTOM</i>	<i>AH Code</i>	<i>Location</i>	<i>Sub Category</i>	<i>Cost</i>	<i>Acc. Dep.</i>	<i>Dep. Amount</i>	<i>NBV</i>																																																																
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 AssetLine Leasing Ltd. Fixed Asset Management System					Footer TIME OF PRINT, DATE, PG NO																																																																																																								
Body of report																																																																																																													
<table border="1"> <thead> <tr> <th><i>RTOM</i></th><th><i>AH Code</i></th><th><i>Location</i></th><th><i>Sub Category</i></th><th><i>Components</i></th><th><i>Cost</i></th><th><i>Acc. Dep.</i></th><th><i>Dep. Amount</i></th><th><i>NBV</i></th><th></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> <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>										<i>RTOM</i>	<i>AH Code</i>	<i>Location</i>	<i>Sub Category</i>	<i>Components</i>	<i>Cost</i>	<i>Acc. Dep.</i>	<i>Dep. Amount</i>	<i>NBV</i>																																																																																											
<i>RTOM</i>	<i>AH Code</i>	<i>Location</i>	<i>Sub Category</i>	<i>Components</i>	<i>Cost</i>	<i>Acc. Dep.</i>	<i>Dep. Amount</i>	<i>NBV</i>																																																																																																					
Groups SUPER CATEGORY, SUB CATEGORY																																																																																																													
Sorting RTOM					Record Selection SUPER CATEGORY (MULTIPLE), SUB CATEGORY (MULTIPLE)																																																																																																								
Calculations or Formulas																																																																																																													

N/A

Summarized Data

N/A

Key information/Formatting

N/A

Signoff:

19.12 Asset Summary Report Asset Group & Super Cat Wise

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 AssetLine leasing Ltd. Fixed Asset Management System	Footer TIME OF PRINT, DATE, PG NO																																																				
Body of report																																																					
<table border="1"> <thead> <tr> <th><i>Asset Group</i></th><th><i>Super category</i></th><th><i>Cost</i></th><th><i>Acc. Dep.</i></th><th><i>NBV</i></th><th></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> <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>						<i>Asset Group</i>	<i>Super category</i>	<i>Cost</i>	<i>Acc. Dep.</i>	<i>NBV</i>																																											
<i>Asset Group</i>	<i>Super category</i>	<i>Cost</i>	<i>Acc. Dep.</i>	<i>NBV</i>																																																	
Groups ASSET GROUP																																																					
Sorting ASSET GROUP, SUPER CATEGORY	Record Selection ASSET GROUP (MULTIPLE), SUPER CATEGORY (MULTIPLE)																																																				
Calculations or Formulas Ex:-																																																					
<u>Land</u> <u>Land</u>																																																					

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	Footer TIME OF PRINT, DATE, PG NO																																									
AssetLine leasing Ltd. Fixed Asset Management System																																										
Body of report	<table border="1"> <thead> <tr> <th>Asset Super category</th> <th>AH Code</th> <th>Date of Purchase</th> <th>Cost</th> <th>Acc. Dep.</th> <th>NBV</th> </tr> </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 Purchase	Cost	Acc. Dep.	NBV																														
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 PERIO D)																																
Database Information ORACLE																																			
Header AssetLine leasing Ltd. Fixed Asset Management System			Footer TIME OF PRINT, DATE, PG NO																																
Body of report																																			
<table border="1"> <thead> <tr> <th><i>Asset Super category</i></th><th><i>AH Code</i></th><th><i>Date of addition</i></th><th><i>Cost</i></th><th><i>Acc. Dep.</i></th><th><i>NBV</i></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>						<i>Asset Super category</i>	<i>AH Code</i>	<i>Date of addition</i>	<i>Cost</i>	<i>Acc. Dep.</i>	<i>NBV</i>																								
<i>Asset Super category</i>	<i>AH Code</i>	<i>Date of addition</i>	<i>Cost</i>	<i>Acc. Dep.</i>	<i>NBV</i>																														
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 AssetLine leasing Ltd. Fixed Asset Management System			Footer TIME OF PRINT, DATE, PG NO																																
Body of report																																			
<table border="1"> <thead> <tr> <th><i>AH Code</i></th><th><i>Date of Disposal</i></th><th><i>Reason to disposed</i></th><th><i>Cost</i></th><th><i>Acc. Dep.</i></th><th><i>NBV</i></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>						<i>AH Code</i>	<i>Date of Disposal</i>	<i>Reason to disposed</i>	<i>Cost</i>	<i>Acc. Dep.</i>	<i>NBV</i>																								
<i>AH Code</i>	<i>Date of Disposal</i>	<i>Reason to disposed</i>	<i>Cost</i>	<i>Acc. Dep.</i>	<i>NBV</i>																														
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 AssetLine leasing 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>Date of Disposal</th> <th>Reason 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> <tr><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>						AH Code	Date of Disposal	Reason disposed	Cost	Acc. Dep.	NBV																														
AH Code	Date of Disposal	Reason 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 AssetLine leasing Ltd. Fixed Asset Management System	Footer TIME OF PRINT, DATE, PG NO
--	--------------------------------------

Body of report

AH Code	Cost	Acc. Dep.	NBV

Groups

N/A

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

Calculations or Formulas

All fully depreciated assets will be picked for this report.

Summarized Data

N/A

Key information/Formatting

N/A

Signoff:

19.18 Fully Depreciated Asset Report (For the Given Period)

FULLY DEPRECIATED ASSET REPORT (FOR THE GIVEN PERIOD)																																												
Purpose –																																												
Audience		Report Title FULLY DEPRECIATED ASSET REPORT (FOR THE GIVEN PERIOD)																																										
Database Information ORACLE																																												
Header AssetLine leasing Ltd. Fixed Asset Management System		Footer TIME OF PRINT, DATE, PG NO																																										
Body of report																																												
<table border="1"> <thead> <tr> <th><i>AH Code</i></th><th><i>Cost</i></th><th><i>Acc. Dep.</i></th><th><i>NBV</i></th><th></th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>					<i>AH Code</i>	<i>Cost</i>	<i>Acc. Dep.</i>	<i>NBV</i>																																				
<i>AH Code</i>	<i>Cost</i>	<i>Acc. Dep.</i>	<i>NBV</i>																																									
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 Summary Report(For The Given Period)

DEPRECIATION FORECAST SUMMARY REPORT (FOR THE GIVEN PERIOD)	
Purpose –	
Audience	Report Title
Database Information ORACLE	DEPRECIATION FORECAST SUMMARY REPORT (FOR THE GIVEN PERIOD)
Header AssetLine leasing Ltd. Fixed Asset Management System	Footer TIME OF PRINT, DATE, PG NO
Body of report	
Record Selection SUPER CATEGORY (MULTIPLE), YEAR, MONTH, DURATION (MONTHS)	

<i>Super Category</i>	<i>Depreciation Value</i>
Building	10,000
Cable BDP	20,000
Exchange Eq.	15,000
Total	45,000

Groups

SUPER CATEGORY

Sorting

SUPER CATEGORY

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 AssetLine leasing Ltd. Fixed Asset Management System	Footer TIME OF PRINT, DATE, PG NO
--	---

Body of report

N/A

Signoff:

Jan	
Feb	
Mar	
Total	

Groups

SUPER CATEGORY,
MONTH

Sorting

SUPER CATEGORY,
MONTH

Calculations or Formulas

N/A

Summarized Data

N/A

Key information/Formattin g

Value

10,000

20,000

15,000

45,000

**Record
Selection**

SUPER

CATEGORY
(MULTIPLE),
YEAR, MONTH,
DURATION
(MONTHS)

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 AssetLine leasing 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:										

Total 31 100% 31 of 31

Asset Line Leasing

Cost Center	Cost Center Desc	Type	No of Items	Total Cost	Total Acc Dr
00000000		A/C INT'L	1	426,930.00	2,046
30140400		A/C INT'L	1	0.00	0
30700000		A/C INT'L	1	856,151.36	4,374
26520000		A/C INT'L	1	191,492.17	1,276
30100000		A/C INT'L	19	3,115,469.52	3,706
30216300		A/C INT'L	2	344,615.31	2,297
30210300		A/C INT'L	1	0.00	0
30330700		A/C INT'L	1	32,244.16	214
30720000		A/C INT'L	2	247,167.50	1,647
30720300		A/C INT'L	1	119,850.17	799
90220000		A/C INT'L	1	363,610.19	2,044
19,586					

19.22 Asset History

ASSET HISTORY REPORT																																																																																																													
Purpose –																																																																																																													
Audience					Report Title ASSET HISTORY																																																																																																								
Database Information ORACLE																																																																																																													
Header AssetLine leasing Ltd. Fixed Asset Management System					Footer TIME OF PRINT, DATE, PG NO																																																																																																								
Body of report																																																																																																													
<table border="1"> <thead> <tr> <th><i>Month</i></th><th><i>Year</i></th><th><i>Life in month</i></th><th><i>Dep. Rate</i></th><th><i>Asset Value</i></th><th><i>Addition Cost</i></th><th><i>Dep. Value</i></th><th><i>Acc. Dep.</i></th><th><i>NBV</i></th><th><i>Action</i></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> <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>										<i>Month</i>	<i>Year</i>	<i>Life in month</i>	<i>Dep. Rate</i>	<i>Asset Value</i>	<i>Addition Cost</i>	<i>Dep. Value</i>	<i>Acc. Dep.</i>	<i>NBV</i>	<i>Action</i>																																																																																										
<i>Month</i>	<i>Year</i>	<i>Life in month</i>	<i>Dep. Rate</i>	<i>Asset Value</i>	<i>Addition Cost</i>	<i>Dep. Value</i>	<i>Acc. Dep.</i>	<i>NBV</i>	<i>Action</i>																																																																																																				
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/Form
attting**

N/A

Signoff:

Total 2992 100% 2992 of 3005

Asset Line Leasing

Asset History :

Month	Year	Link in Mn.	Deg Rate	Asset Value	Depreciation Value	Accum Deg	NetBook Valu
AB_CODE 1970AC IN7AC DATE 00000000							
1	2003	0	10	100	0.00	0.00	100
2	2003	0	10	100	0.00	0.00	100
3	2003	0	10	100	0.00	0.00	100
4	2003	0	10	100	0.00	0.00	100
5	2003	0	10	100	0.00	0.00	100
6	2003	0	10	100	0.00	0.00	100
7	2003	0	10	100	0.00	0.00	100
8	2003	0	10	100	0.00	0.00	100
9	2003	0	10	100	0.00	0.00	100
10	2003	0	10	100	0.00	0.00	100
11	2003	0	10	100	0.00	0.00	100
12	2003	0	10	100	0.00	0.00	100
1	2004	0	8	100	0.00	0.00	100
2	2004	0	8	100	0.00	0.00	100
3	2004	0	8	100	0.00	0.00	100
4	2004	0	8	100	0.00	0.00	100
5	2004	0	8	100	0.00	0.00	100
6	2004	0	8	100	0.00	0.00	100
7	2004	0	8	100	0.00	0.00	100
8	2004	0	8	100	0.00	0.00	100
9	2004	0	8	100	0.00	0.00	100
10	2004	0	8	100	0.00	0.00	100
11	2004	0	8	100	0.00	0.00	100
12	2004	0	8	100	0.00	0.00	100
1	2005	0	8	100	0.00	0.00	100
2	2005	0	8	100	0.00	0.00	100
3	2005	0	8	100	0.00	0.00	100
4	2005	0	8	100	0.00	0.00	100
5	2005	0	8	100	0.00	0.00	100
6	2005	0	8	100	0.00	0.00	100
7	2005	0	8	100	0.00	0.00	100
8	2005	0	8	100	0.00	0.00	100
9	2005	0	8	100	0.00	0.00	100
10	2005	0	8	100	0.00	0.00	100

19.23 Project Wise Report

PROJECT WISE REPORT					
Purpose –					
Audience		Report Title	PROJECT WISE REPORT		
Database Information					
ORACLE					
Header AssetLine leasing Ltd. Fixed Asset Management System		Footer TIME OF PRINT, DATE, PG NO			
Body of report <u>Asset Capitalization -</u> <u>Project wise</u> Parameters					
Super Category : From date : To date :					
<i>AssetLine leasing Company</i>			<i>AMAS RFA 003</i>		
<u>Asset Capitalization – Project Wise</u>					
<i>For the period from..... to</i>					
<i>Super Category</i>	<i>F.H.Building</i>				
<u>Asset Header Code</u>	<u>Proj. No.</u>	<u>Pr oj. Na me</u>	<u>Asset Cost</u>		
<i>2008/FH Buil/FH Build/0000005</i>	<i>25732</i>		<i>150,000.00</i>		
	<i>32001</i>		<i>1,520,000.00</i>		
	<i>xxxxx</i>		<i>900,000.00</i>		

Sub Total			2,570,000.00
2009/FH Buil/FH Build/0000032	45326		2,560,300.00
	55320		769,000.00

	xxxxx		215,600.00					
Sub Total			3,544,900.00					
Grand Total			6,114,900.00					
Groups								
AH CODE, PROJECT NO.								
Sorting	Record Selection SUPER CATEGORY (MULTIPLE), FROM DATE, TO DATE							
AH CODE, PROJECT NO.								
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 AssetLine leasing Ltd. Fixed Asset Management System		Footer TIME OF PRINT, DATE, PG NO	
Body of report <u>Project Capitalization -</u> <u>Summary Report</u>			
Parameters From date : To date :			
<i>AssetLine leasing Company</i>			<i>AMAS RFA 002</i>
<i>Project Capitalization Summary</i>			
<i>For the Period from to</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

<i>Transmission</i>	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 AssetLine leasing Ltd. Fixed Asset Management System		Footer TIME OF PRINT, DATE, PG NO						
Body of report								
<u>Project Capitalization -</u> <table> <tr> <td>Parameters</td> <td>Project No :</td> </tr> <tr> <td></td> <td>From date :</td> </tr> <tr> <td></td> <td>To date :</td> </tr> </table>			Parameters	Project No :		From date :		To date :
Parameters	Project No :							
	From date :							
	To date :							
<u>AssetLine leasing PLC</u>		<u>AMAS RFA</u> <u>001</u>						
<u>Project Capitalization</u>								
<u>For the Period from</u> to.....								
<u>Project No :</u>								
<u>Project Name :</u>								
<u>Asset Header Code</u>	<u>Month & Year</u>	<u>Asset Cost</u>						
<u>F.H. Building</u>								
<u>2008/FH Build/FH</u> <u>Build/0000005</u>	<u>25/08/200</u> <u>8</u>	<u>520,000.0</u> <u>0</u>						
	<u>30/12/200</u> <u>8</u>	<u>150,000.0</u> <u>0</u>						
	<u>29/03/200</u> <u>9</u>	<u>75,000.00</u>						
Sub Total		745,000.0 0						

2009/FH Build/FH Build/0000023	14/01/200 9	453,000.0 0
	24/05/200 9	562,000.0 0
	30/11/200 9	583,600.0 0

Sub Total		1,598,600. 00	
Total F. H. Building		2,343,600. 00	
Fixtures			
2009/Fixture/Fixture/00 00018	19/02/20 09	68,000.00	
	15/03/20 09	27,000.00	
	28/05/20 09	45,000.00	
Sub Total		140,000.0 0	
Total Fixtures		140,000.0 0	
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:

Acceptance / Sign Off

FIXED ASSET MANAGEMENT – SOLUTION DOCUMENT

Acceptance and Sign Off by Asset Line Leasing

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

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

Name: Signature:

Date:

Name: Signature:

Date:

On behalf of ModularFour (Pvt) Ltd.

Name: Signature:

Date: