

CAPEX System User Manual

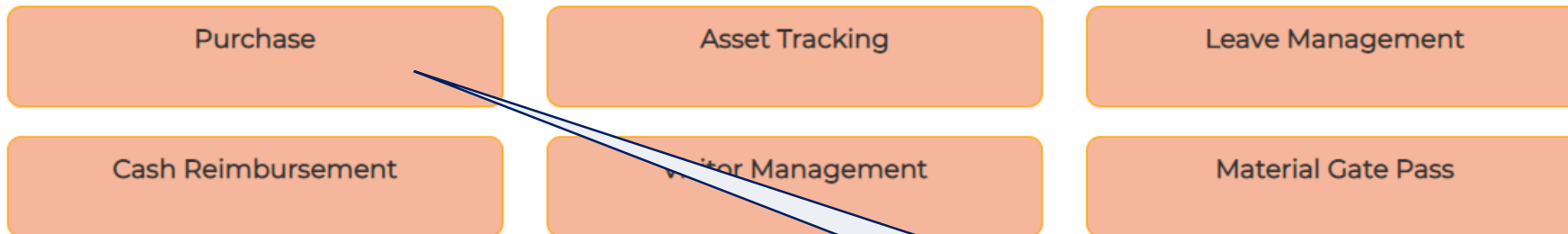
Getting Started: Module Menu

www.ruchagroup.com

Choose the software as per the requirement of your task

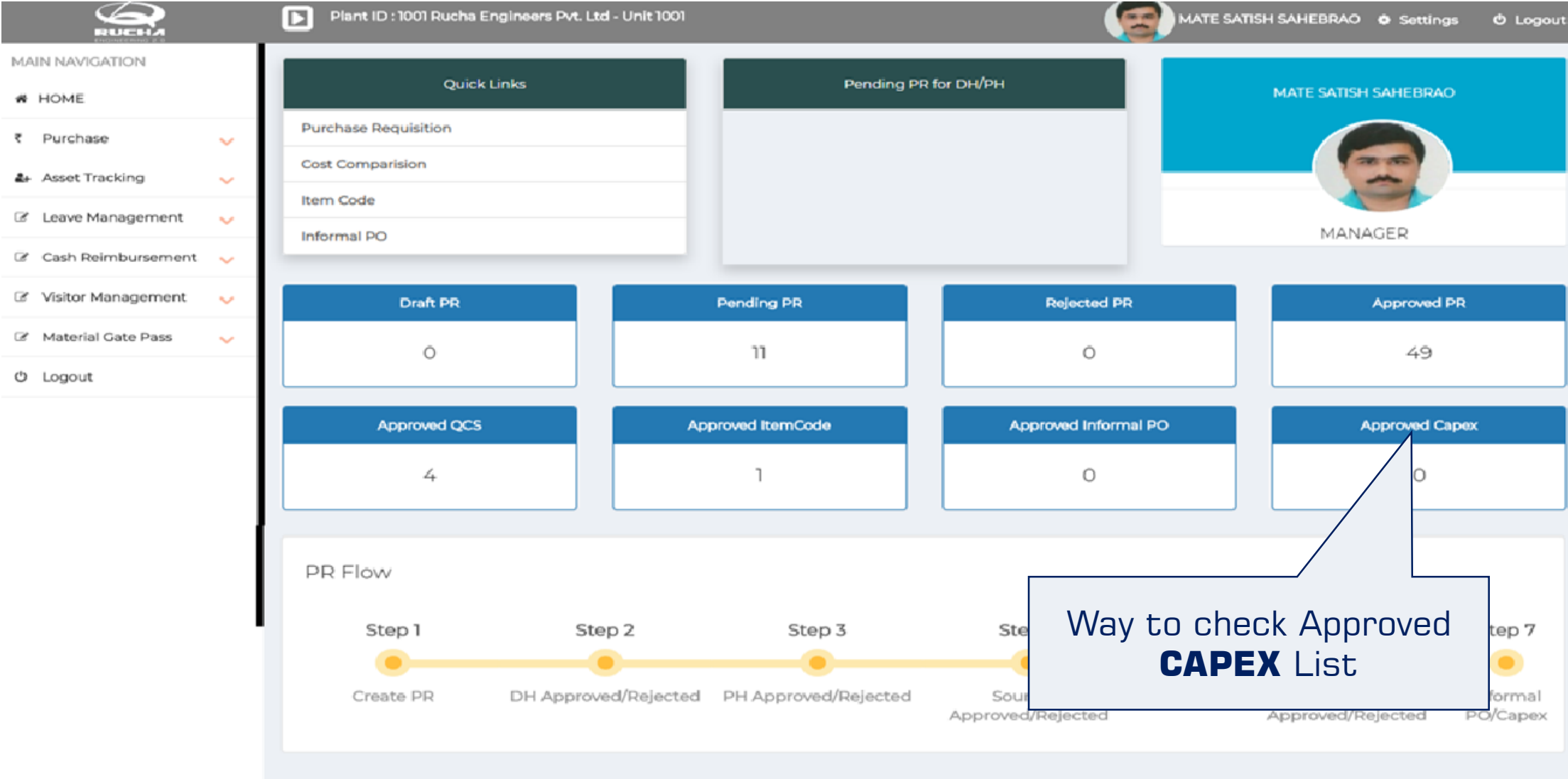


Choose Your Task



Click on **“Purchase”** to generate and process **CAPEX**.

Getting Started: Dashboard



Getting Started: CAPEX Creation

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The screenshot shows the RUCHA Engineering 2.0 employee portal. The browser address bar indicates the URL: `localhost/employee_portal/index.php/purchase/capex/capex_create_list`. The header displays the company logo, the plant ID (1004 Rucha Engineers Pvt. Ltd - Unit 1004), and the user's name (PRADNYA SHROFF) with options for Settings and Logout.

The left sidebar contains the MAIN NAVIGATION menu, which includes:

- HOME
- Purchase (selected)
- PR
- QCS
- Item Code
- Informal PO
- CAPEX
- Create Capex (highlighted)
- Existing Capex Status
- Capex Approval Status
- Asset Tracking
- Leave Management
- Cash Reimbursement
- Visitor Management

The main content area is titled 'Capex List' and includes a search bar and a table with the following columns: QCS No, QCS Date / Time, Plant, Selected Supplier, and Capex Status. The table contains one entry:

QCS No	QCS Date / Time	Plant	Selected Supplier	Capex Status
QCS 22	03-02-2019 12:17	1004	akshar logistic	QCS_Approved

Below the table, it says 'Showing 1 to 1 of 1 entries'. The pagination controls show 'Previous', '1', and 'Next'.

Two callout boxes provide instructions:

- Navigation menu to crate **Capex**
- After completing **QCS Process** then user can create **Capex**

CAPEX Creation View

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localhost/employee_portal/index.php/purchase/capex/create_capex/22

Plant ID : 1004 Rucha Engineers Pvt. Ltd - Unit 1004

PRADNYA SHROFF Settings Logout

Home > Capex > Create CAPEX

Create CAPEX

1	CAPEX Number	auto-generated	2	Plant	1004	3	CAPEX Date	07/19/2019
4	Department	R & D	5	PR No	73	6	PR Date	2019-02-03
7	QCS NO	22	8	QCS Owner	Pranay Mane	9	QCS Date	03-02-2019 12:17

2. Capex Detail

1	FUND NO	IT102
2	Master Asset GL Code	
3	Actual Required Asset GL Code	
4	Budget Sr. Number	
5	Project completion Date (Put-To-Use Date) (Approx.)	mm/dd/yyyy
6	Recommender	PRADNYA SHROFF
7	Company/ Unit	1004

3. Item Code Updation

Item ID	HSN Code	Item Code	Item Descriptions	Qty.	UOM	Final Rates	Final Amt
63	741	Box file	put all GRn in a file	2			
64	741	0	printing paper	1			
67	667	0	test	2			


On button Click Capex will be **Save As Draft**

Click on ID to **Update** Itemcode




Save Draft Cancel

CAPEX Draft List

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Plant ID : 1004 Rucha Engineers Pvt. Ltd - Unit 1004

 PRADNYA SHROFF  Settings  Logout

MAIN NAVIGATION

HOME

Purchase

PR

QCS

Item Code

Informal PO

CAPEX

Create Capex

Existing Capex Status

Draft Capex

Pending Approval

Approved

Rejected

Capex Approval Status

Draft Capex

Home > Capex > Draft Capex

 Show 10 entries Search:

Capex No	Capex Date / Time	Plant	Selected Supplier	Capex Status
Capex 18	2019-07-02 15:40:04	1004	J.k.traders	capex_draft
Capex 19	2019-07-02 15:40:40	1004	J.k.traders	capex_draft
Capex 20	2019-07-02 15:49:54	1004	J.k.traders	capex_draft
Capex 22	2019-07-02 16:04:31	1004	J.k.traders	capex_draft

Showing 1 to 4 of 4 entries

Previous 1 Next

Click here to see
Draft Capex Details

CAPEX Draft View

Plant ID : 1004 Rucha Engineers Pvt. Ltd - Unit 1004

PRADNYA SHROFF Settings Logout

MAIN NAVIGATION

HOME

Purchase

Asset Tracking

Leave Management

Cash Reimbursement

Visitor Management

Material Gate Pass

Logout

Draft CAPEX

1 CAPEX NO18

2 Plant1004

3 CAPEX Date2019-07-02 15:40:04

4 PD.No73

5 Department

6 OCS OwnerPRADNYA SHROFF

Cost Center

Sr. No.	Business Area	Item Code	Item Descriptions	UOM	Qty.	Cost Centre	Asset Group
1	1004	ASUS01	Item Description	Each	2		BUILDING

Add

2. Capex Detail

Add Asset Code

4. Item Code Updation

5. Self Declaration

Enter Cost Centre & Asset Group

Click on Button to **Add Asset Code** Against item code

Remaining View In Next Slide

CAPEX Draft View

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Click On Button to
**Edit
Cost Centre & Asset
Group**

After Adding **Asset
code**
This button is
Disabled

Click On Button
to **Edit
ItemCode**

3. Asset Code Creation

Sr. No.	Business Area	Item Code	Item Descriptions	UOM	Qty.	Cost Centre	Asset Group
28	1004	ASUS01	Item Description	Each	2		TOOLS & TACKLES

Add Asset Code

4. Item Code Updation

Item ID	HSN Code	Item Code	Item Descriptions	Qty.	UOM	Final Rates	Final Amt
37	965	ASUS01	Item Description	2	Each	1650	1650

Grand Total: 1650

5. Self Declaration

6. Action

Item Code

- 1 Item Code
- 2 Item Description

ASUS01

Item Description

Update

Enter New
ItemCode
& Click Update
Button

Remaining View In Next Slide

CAPEX Draft View

3. Asset Code Creation

4. Item Code Updation

5. Self Declaration

1	Outside Allotted Budget	NO
2	Order Value > 5 lakhs	YES
3	Quotations Received < 2 Suppliers	NO
4	If cost non-reimbursable by customer	NO
5	REPL cost > customer agreed reimbursement	NO
6	Advance Payment > Rs. 2 Lakhs without BG	NO
7	Advance of > 25%	NO
8	Payment terms > 90% before GRN	NO
9	Imported items	NO

(from an external source. ... An im
export from the sending coun

6. Action

☐ Save AS Draft ☐ Submit For Approval

Proceed Cancel

Based on self declaration the request will forwarded to next **approval process**
If Exception Occur means (Any one is YES) forward to Approval + MD office
Otherwise exception is not occur normal approval process will apply

On button click **Capex Request** will be **forwarded to Approval**

CAPEX Pending List

MAIN NAVIGATION

- HOME
- Purchase
- Asset Tracking
- Leave Management
- Cash Reimbursement
- Visitor Management
- Material Gate Pass
- Logout

Plant ID : 1001 Rucha Engineers Pvt. Ltd - Unit 1001

SettingsLogout

Pending Capex

Home > Capex > Pending Capex

Show 10 entries

Search:

Capex No	Capex Date / Time	Plant	Selected Supplier	Capex Status
Capex 4	2019-06-29 12:30:35	1002	J.k.traders	Pending For Asset Code creation

Showing 1 to 1 of entries

Previous1Next

Click here to see Pending Capex Details

Search the web and Windows

3:45 PM 7/19/2019

CAPEX View

Click here to
check **PR**
Details

Click here to
check **QCS**
Details

Plant ID : 1001 Rucha Engineers Pvt. Ltd - Unit 1001

MATE SATISH SAHEBRAO

SettingsLogout

MAIN NAVIGATION

- HOME
- Purchase
- Asset Tracking
- Leave Management
- Cash Reimbursement
- Visitor Management
- Material Gate Pass
- Logout

View CAPEX

Home > Capex > View CAPEX

1CAPEX NO4

2CAPEX OwnerMATE SATISH SAHEBR.

3CAPEX Date2019-06-29 12:30:35

4DepartmentFINANCE, ACCOUNTS &

5QCS NO2

6QCS OwnerGORE SANTOSH ASHO

7QCS Date2019-02-03 15:48:54

8PR No294

9Plant1002

2. Capex Detail

1FUND NO1234

2Master Asset GL Code5678

3Actual Required Asset GL Code5678

4Budget Sr. Number10

5Project completion Date (Put-To-Use Date) (Approx.)2019-06-30

6RecommenderMATE SATISH SAHEBRAO

7Company/ Unit1002

8Type of Capex

13Source/ Supplier/ AgencyJ.k.traders

14Credibility CheckYES

15Quantum (Total Amount) of Capex4800

16Basis of Price

17Payment TermsCOD

18Any warranties/ Guarantees1 Year On Site

19Any Bank Guarantees InvolvedN.A.

20Any penalties involved for failure on delivery or performanceN.A.

Remaining View In Next Slide

Inbox - ppshroff@ruchagroup.co x localhost / 127.0.0.1 / test_portal x Draft Capex x CAPEX No 4 x +

https://www.rucha.co.in/test_portal/index.php/purchase/capex/view_capex/4

Estimated Associated or Consequential Costs- that is, cost to company to make the capex actually productive n.a.

25 ROI Attachment

3. Self Declaration

4. Approver History

Capex ID	Approver Name	Approver Comment	Approver Status	Time
4	VIJAY TULSHIRAM BHUJANG	OK	capex_approved_by_finance	2019-06-29 12:33:24

5 Finance Controller Comment OK (VIJAY TULSHIRAM BHUJANG)

6 Finance For(Asset Code) Comment Approval Pending From Asset Code Creation (ADGAONKAR MAKAR BHASKAR)

7 Sourcing Comment Approval Pending From Sourcing Department(GORE SANTOSH ASH)

8 Asset code Attachment

Print

Search the web and Windows

3:51 PM 7/19/2019

RUCHA
ENGINEERING 2.0

Table view shows
Approver History

Click On Button To
Print Capex

Capex Reject List

MAIN NAVIGATION

HOME

Purchase

PR

QCS

Item Code

Informal PO

CAPEX

Create Capex

Existing Capex Status

Draft Capex

Pending Approval

Approved

Rejected

Capex Approval Status

Plant ID : 1001 Rucha Engineers Pvt. Ltd - Unit 1001

MATE SATISH SAHEBRAO Settings Logout

Rejected Capex

Home > Capex > Rejected Capex

Show 10 entries

Search:

Capex No	Capex Date / Time	Plant	Selected Supplier	Capex Status
Capex 7	2019-06-20 11:43:17	1004	J.k.traders	Rejected By Finance Controller


Showing 1 to 1 of 1 entries

Previous 1 Next

Click here to see
Capex Rejected
Details

Capex Rejected View

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Plant ID : 1001 Rucha Engineers Pvt. Ltd - Unit 1001

MATE SATISH SAHEBRAO

SettingsLogout

MAIN NAVIGATION

- HOME
- Purchase
- Asset Tracking
- Leave Management
- Cash Reimbursement
- Visitor Management
- Material Gate Pass
- Logout

View CAPEX

Home > Capex > View CAPEX

1CAPEX NO7

2CAPEX OwnerMATE SATISH SAHEBRAO

3CAPEX Date2019-06-20 11:43:17

4DepartmentR & D

5QCS NO5

6QCS OwnerHALDEKAR SUMEET PRADEEPRAO

7QCS Date23-01-2019 05:13

8PR No39

9Plant1004

2. Capex Detail

3. Self Declaration

4. Approver History

Capex ID	Approver Name	Approver Comment	Approver Status	Date / Time
7	VIJAY TULSHIRAM BHUJANG	not accept	capex_rejected_by_finance	2019-06-20 11:55:59
7	VIJAY TULSHIRAM BHUJANG	iON no created	capex_approved_by_finance	2019-06-20 12:04:17
7	ADGAONKAR MAKARAND BHASKAR	approved capex finally	capex_approved	2019-06-20 12:23:40
7				2019-06-20 12:37:17

5Finance Controller CommentApproval Pending From Finance Controller Department (VIJAY TULSHIRAM BHUJANG)

6Finance For(Asset Code) Commentapproved capex finally (ADGAONKAR MAKARAND BHASKAR)

Sourcing CommentApproval Pending From Sourcing Department(HALDEKAR SUMEET PRADEEPRAO)

Asset code Attachment

Move To Draft

Rejected **Capex** will forward to **Draft** after clicking here

Approval Process

CAPEX Approval Flow : Finance Controller

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The screenshot shows a web browser window with the URL `localhost/employee_portal/index.php/purchase/capex/capx_pending_list`. The page is titled "Pending Capex" and displays a table of pending capital expenditure requests. A callout box with the text "Click here to see **Capex** Details" points to the "Capex No." column header.

MAIN NAVIGATION

- HOME
- Purchase
- Asset Tracking
- Leave Management
- Cash Reimbursement
- Visitor Management
- Material Gate Pass
- Logout

Pending Capex

Plant ID : 1001 Rucha Engineers Pvt. Ltd - Unit 1001

VIJAY TULSHIRAM BHUJANG Settings Logout

Home > Capex > Pending Capex

Show 10 entries Search:

Capex No	Capex Date / Time	Plant	Selected Supplier	Capex Status
Capex 4	2019-06-16 09:39:14	1004	J.k.traders	Pending from Finance Controller

Showing 1 to 1 of 1 entries

Previous 1 Next

Click here to see **Capex** Details

Capex View for Finance Department

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The screenshot shows the 'Approval CAPEX' form in the RUCHA Engineering 2.0 system. The interface includes a top navigation bar with the RUCHA logo, Plant ID (1001 Rucha Engineers Pvt. Ltd - Unit 1001), and user information (VIJAY TULSHIRAM BHUJANG). A left sidebar contains a 'MAIN NAVIGATION' menu with options like HOME, Purchase, Asset Tracking, Leave Management, Cash Reimbursement, Visitor Management, Material Gate Pass, and Logout. The main form area is titled 'Approval CAPEX' and contains several sections: 1. CAPEX NO (4), 2. CAPEX Owner (PRADNYA SHROFF), 3. CAPEX Date (2019-06-16 09:39:14), 4. Department (R & D), 5. QCS NO (23), 6. QCS Owner (Pranay Mane), 7. QCS Date (2019-02-11 17:00:42), 8. PR No (73), and 9. Plant (1004). Below these are sections for '2. Capex Detail', '3. Self Declaration', and '4. Approver History'. The 'Approver History' section lists comments from various roles, including MD's Office Comment, Finance Controller Comment, Finance For(Asset Code) Comment, Sourcing Comment, and CAPEX ION NO. At the bottom, there are 'Approve' and 'Reject' buttons, a 'Proceed' button, and a 'Cancel' button. Annotations with callout boxes provide instructions: 'Enter ION NO' points to the CAPEX ION NO field; 'Click /check on the box & Enter valid comments press **proceed** Approve the Capex' points to the 'Approve' button; and 'Click /check on the box & Enter valid comments press **proceed** Reject the Capex' points to the 'Reject' button.

Plant ID : 1001 Rucha Engineers Pvt. Ltd - Unit 1001

VIJAY TULSHIRAM BHUJANG Settings Logout

Home > Capex > Approval CAPEX

1 CAPEX NO 4

2 CAPEX Owner PRADNYA SHROFF

3 CAPEX Date 2019-06-16 09:39:14

4 Department R & D

5 QCS NO 23

6 QCS Owner Pranay Mane

7 QCS Date 2019-02-11 17:00:42

8 PR No 73

9 Plant 1004

2. Capex Detail

3. Self Declaration

4. Approver History

5 MD's Office Comment approve (MANIKUTTAN NAIR)

6 Finance Controller Comment reject by VB (VIJAY TULSHIRAM BHUJANG)

7 Finance For(Asset Code) Comment Approval Pending From Asset Code Creation (ADGAONKAR MAKARAND BHASKAR)

8 Sourcing Comment Approval Pending From Sourcing Department(Pranay Mane)

9 CAPEX ION NO

10 Action ☐ Approve ☐ Reject

11 Approver Comment

Proceed Cancel


Enter **ION NO**




Click /check on the box & Enter valid comments press **proceed** Approve the Capex

Click /check on the box & Enter valid comments press **proceed** Reject the Capex

CAPEX Approval Flow : Finance Controller

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Plant ID : 1001 Rucha Engineers Pvt. Ltd - Unit 1001

ADGAONKAR MAKARAND BHASKAR  Settings  Logout

MAIN NAVIGATION

- HOME
- Purchase
- Asset Tracking
- Leave Management
- Cash Reimbursement
- Visitor Management
- Material Gate Pass
- Logout

Pending Capex

 Show entries

Capex No	Capex Date / Time	Plant	Selected Supplier	Capex Status
Capex 6	2019-06-18 12:32:26	1004	J.k.traders	Pending For Asset code Creatation

Showing 1 to 1 of 1 entries

Previous 1 Next

Click here to see
Capex Details

Capex View for Finance Department

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Plant ID : 1001 Rucha Engineers Pvt. Ltd - Unit 1001

ADGAONKAR MAKARAND BHASKAR Settings Logout

MAIN NAVIGATION

- HOME
- Purchase
- Asset Tracking
- Leave Management
- Cash Reimbursement
- Visitor Management
- Material Gate Pass
- Logout

Approval CAPEX

Home > Capex > Approval CAPEX

1	CAPEX NO	6	2	CAPEX Owner	PRADNYA SHROFF	3	CAPEX Date	2019-06-18 12:32:26
4	Department	R & D	5	QCS NO	32	6	QCS Owner	GORE SANTOSH ASHOKRAO
7	QCS Date	24-02-2019 03:17	8	PR No	70	9	Plant	10040

2. Capex Detail

3. Self Declaration

4. Approver History

5. Asset Code Creation

Asset code Attachment

7 Finance Controller Comment

8 Finance For(Asset Code) Comment

9 Sourcing Comment

10 Action

11 Approver Comment

Choose File No file chosen

approve by VB for ION no capex (VIJAY TULSHIRAM BHUJANG)

approve by MBA wid attachment (ADGAONKAR MAKARAND BHASKAR)

Approval Pending From Sourcing Department(GORE SANTOSH ASHOKRAO)

☒ Approve

Proceed Cancel

After Fill up excel file data attach file here

Click on **Excel ICON** to **Export Excel file**

Click /check on the box & Enter valid comments press **proceed** Approve the Capex

Excel Sheet Format

www.ruchagroup.com

download - Microsoft Excel

Home Insert Page Layout Formulas Data Review View Team

Clipboard: Cut, Copy, Paste, Format Painter

Font: Calibri, 11, Bold, Italic, Underline, Text Color, Background Color

Alignment: Wrap Text, Merge & Center

Number: General, Currency, Percentage, Decimals, Fractions

Styles: Conditional Formatting, Format as Table, Cell Styles

Cells: Insert, Delete, Format

Editing: AutoSum, Fill, Clear, Sort & Filter, Find & Select

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Sr. No.	Business Area	ION NO	Fund No	Project Name	Date of Project Completion	Item Code	Item Descriptions	UOM	Qty.	Cost Centre	Asset Group	Asset Sub Group	Asset Code	Asset Sr No	
2	11	1004	VB100782	12333	QCS	6/18/2019	456	efd	Each	2	pps	BUILDING				
3	11	1004	VB100782	12333	QCS	6/18/2019	456	efd	Each	2	pps	BUILDING				
4	2	1004	VB100782	12333	QCS	6/18/2019	0	test	Each	1	ppc12	DIES & FIXTURE				
5	3	1004	VB100782	12333	QCS	6/18/2019	0	polishing	Liter	2	tr123	Energy Saving Devices				
6																
7																
8																
9																
10																
11																
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14																
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21																
22																
23																
24																
25																

Ready


Search the web and Windows

7:59 PM 7/19/2019



RUCHA ENGINEERING 2.0

Approved Final Capex List For Sourcing Department

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Plant ID : 1003 Rucha Engineers Pvt. Ltd - Unit 1003

GORE SANTOSH ASHOKRAO  Settings  Logout

MAIN NAVIGATION

HOME

Purchase

PR

QCS

Informal PO

CAPEX

Approved

CAPEX Approval Status

Asset Tracking

Leave Management

Cash Reimbursement

Visitor Management

Quick Links

Create QCS

Incomplete QCS


Draft QCS

Pending QCS

QCS Pending for Approval

QCS 18	submitted_Sourcing_Mgr
QCS 31	submitted_Sourcing_Mgr
QCS 35	submitted_Sourcing_Mgr

GORE SANTOSH ASHOKRAO



ASST MANAGER

Pending PR

0

Create QCS

0

Draft QCS

0

Pending QCS

2

Rejected QCS

0


Approved QCS

3

localhost/employee_portal/index.php/purchase/QCS/capecx_approved_list

download.xls

Show all



Click here to see **Approved Capex List**

Approved Capex List

MAIN NAVIGATION

HOME

Purchase

Asset Tracking

Leave Management

Cash Reimbursement

Visitor Management

Material Gate Pass

Logout

Plant ID : 1003 Rucha Engineers Pvt. Ltd - Unit 1003

CORE SANTOSH ASHOKRAO

Settings

Logout

Approved Capex

Home > Capex > Approved Capex

Excel icon

Show 10 entries

Search:

Capex No	Capex Date / Time	Plant	Selected Supplier	Capex Status
Capex 13	2019-06-27 09:30:06	1004	S.M . electrical	Capex Process Completed

Showing 1 to 1 of 1 entries

Previous 1 Next

Click here to see **Capex** Details

Plant ID : 1003 Rucha Engineers Pvt. Ltd - Unit 1003

GORE SANTOSH ASHOKRAO

Settings Logout

MAIN NAVIGATION

HOME

Purchase

Asset Tracking

Leave Management

Cash Reimbursement

Visitor Management

Material Gate Pass

Logout

View CAPEX

Home > Capex > View CAPEX

1 CAPEX NO5

2 CAPEX OwnerMATE SATISH SAHEBR

3 CAPEX Date2019-07-08 12:49:07

4 DepartmentFINANCE, ACCOUNTS &

5 QCS NO4

6 QCS OwnerGORE SANTOSH ASHO

7 QCS Date2019-02-04 12:28:59

8 PR No293

9 Plant1001

2 . Capex Detail

3. Approver History

5 Finance Controller Commenttest capex5ignore (VIJAY TULSHIRAM BHUJANG)

6 Finance For(Asset Code) Commentapproveeeeeeeee (ADGAONKAR MAKARAND BHASKAR)

7 Sourcing Commentapprove by sourcing (GORE SANTOSH ASHOKRAO)

8 Asset code Attachmentdownload_(5).xls

Print

Cancel

Click here to print **Capex**

THANK YOU