

RAMCOAVIATION SOLUTION VERSION 5.8 USER GUIDE FIXED ASSETS MANAGEMENT

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ABOUT THIS MANUAL

This manual briefly describes the basic processes and functions in Ramco Aviation Solution.

WHO SHOULD READ THIS MANUAL

This manual is intended for users who are managing the Aviation industry processes and are new to Ramco Aviation Solution. This manual assumes that the user is familiar with the Aviation Industry nomenclatures and systems based software.

HOW TO USE THIS MANUAL

Ramco Aviation Solution provides extensive Online Help that contains detailed instructions on how to use the application. Users are suggested to use this manual for specific references, along with the Online Help. This manual contains enough information to help the users perform the basic tasks and points toward the Online Help for more detailed information.

HOW THIS MANUAL IS ORGANIZED

The User Guide is divided into 4 chapters and index. Given below is a brief run-through of what each chapter consists of.

Chapter 1 provides an overview of the entire **Fixed Asset Management** business process. The sub processes are explained in the remaining chapters.

Chapter 2 focuses on the Enterprise Setup sub process.

Chapter 3 dwells on the Capital Procurement sub process.

Chapter 4 dwells on the Account Finalization sub process.

The Index offers a quick reference to selected words used in the manual.

DOCUMENT CONVENTIONS

- The data entry has been explained taking into account the "Create" business activity. Specific references (if any) to any other business activity such as "Modify" and "View" are given as "Note" at the appropriate places.
- Boldface is used to denote commands and user interface labels.

Example: Enter **Company Code** and click the **Get Details** pushbutton.

Italics used for references.

Example: See Figure 1.1.

The sicon is used for Notes, to convey additional information.

REFERENCE DOCUMENTATION

This User Guide is part of the documentation set that comes with Ramco Aviation Solution.

The documentation is generally provided in two forms:

- The Documentation CD in Adobe® Systems' Portable Document Format (PDF).
- Context-sensitive Online Help information accessible from the application screens.

WHOM TO CONTACT FOR QUERIES

Please locate the nearest office for your geographical area from www.ramco.com for assistance.

contents

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1	FIXE	D ASSET -USAGE MANUAL	6
1.	1 FIXE	D ASSET – THEMES	6
	1.1.1	ENTERPRISE SETUP	6
	1.1.2	CAPITAL PROCUREMENT	6
	1.1.3	ACCOUNT FINALIZATION	6
	1.1.4	ASSET DISPOSAL	6
1.	2 BUS	INESS SCENARIOS	7
	1.2.1	BUSINESS SCENARIOS FOR ENTERPRISE SETUP	7
	1.2.2	BUSINESS SCENARIOS FOR CAPITAL PROCUREMENT	7
	1.2.3	BUDGETING	7
	1.2.4	CAPITALIZATION	7
	1.2.5	BUSINESS SCENARIOS FOR ACCOUNT FINALIZATION	7
	1.2.6	FIXED ASSETS	7
	1.2.7	BUSINESS SCENARIOS FOR ASSET DISPOSAL	7
	1.2.8	FIXED ASSETS	7
2	ENTI	ERPRISE SETUP	8
2	1 455	FT SETLIP	.10
	2.1.1	CREATE ASSET CLASS	10
	2.1.2	CREATE ASSET ACCOUNT DEFINITION	10
	2.1.3	CREATE ASSET GROUP	10
	2.1.4	CREATE ASSET LOCATION	11
3	CAPI	TAL PROCUREMENT	12
5	4		45
3.			15
	3.1.1		15
	5.1.Z		15
	3.1.5		.10
	3.1.4	VIEW BUDGET	10
	316		7
	317		,
	318	SELECT BUDGET	10
	3.1.9	AMEND BUDGET	19
	3.1.10	SELECT PROPOSAL	19
	3.1.11	AMEND PROPOSAL	20
3.	2 SELE	ECT DOCUMENT	23

contents

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	3.2.1	SELECT DOCUMENT DETAILS	.23
	3.2.2	CREATE ASSET RECORD	.24
	3.2.3	SELECT ASSET	.24
	3.2.4	DELETE ASSET RECORD	.25
	3.2.5	AUTHORIZE ASSET	.25
	3.2.6	CREATE CAPITAL JOURNAL	.26
	3.2.7	SELECT DOCUMENT	.26
	3.2.8	SELECT DOCUMENT DETAILS	.27
	3.2.9	AMEND ASSET RECORD	.27
	3.2.10	CREATE DEPRECIATION ADJUSTMENT	.28
	3.2.11	REVERSE ASSET RECORD	.28
4	ACCO	OUNT FINALIZATION	.30
4.1	ASSE	T DEPRECIATION	.32
	4.1.1	SET DEPRECIATION BOOK	.32
	4.1.2	CONFIRM USAGE AND VIEW DEPRECIATION	.32
	4.1.3	PROCESS DEPRECIATION	.34
	4.1.4	CREATE DEPRECIATION ADJUSTMENT	.35
	4.1.5	REVERSE DEPRECIATION	.35
	4.1.6	CONFIRM/DELETE PROCESS RUN	.36
4.2	ASSE	T MIGRATION	.39
	4.2.1	CREATE INITIAL ASSET ENTRY	.39
	4.2.2	UPDATE ACQUISITION INFORMATION	.39
	4.2.3	CREATE INITIAL BALANCE	.40
	4.2.4	COMPLETE INITIAL BALANCE ENTRY	.40
	4.2.5	UPLOAD INITIAL ASSET ENTRY	.41
	4.2.6	UPLOAD ACQUISITION INFORMATION	.41
4.3	SALE	OF ASSET	.43
	4.3.1	RETIRE ASSET	.43
	4.3.2	REVERSE RETIREMENT	.43
4.4	WRI	TE – OFF ASSET	.46
	4.4.1	RETIRE ASSET	.46
	4.4.2	REVERSE RETIREMENT	.47
4.5	S ASSE	T TRANSFER	.49
	4.5.1	RECORD ASSET TRANSFER	.49
	4.5.2	CONFIRM TRANSFER RECEIPT	.49
	4.5.3	REVERSE TRANSFER	.50
Inc	lex		.51

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FIXED ASSET -USAGE MANUAL

1.1 FIXED ASSET – THEMES

1.1.1 ENTERPRISE SETUP

This theme caters to the enterprise setup and other financial master setups.

1.1.2 CAPITAL PROCUREMENT

This theme caters to the procurement of capital items and also the associated spares, components and services that would be capitalized.

1.1.3 ACCOUNT FINALIZATION

This theme caters to the business functions that are carried out to finalize the books of account and draw out the financial statements

1.1.4 ASSET DISPOSAL

This theme caters to the disposal of assets.

1.2 BUSINESS SCENARIOS

1.2.1 BUSINESS SCENARIOS FOR ENTERPRISE SETUP

Asset Setup

- 1.2.2 BUSINESS SCENARIOS FOR CAPITAL PROCUREMENT
- 1.2.3 BUDGETING

Capital Budget and tracking

1.2.4 CAPITALIZATION

Asset Capitalization

1.2.5 BUSINESS SCENARIOS FOR ACCOUNT FINALIZATION

1.2.6 FIXED ASSETS

Asset Depreciation

Asset Migration

1.2.7 BUSINESS SCENARIOS FOR ASSET DISPOSAL

1.2.8 FIXED ASSETS

Sale of Asset

Write-off Asset

Asset Transfer

ENTERPRISE SETUP

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Asset Setup:

SI. #	Flow of Events	Primary Actor(s)	Component Name	Activity Name	UI Name	Functional Steps
1	Classification of Assets for Accounting	Finance Manager	Asset Type Definition	Create Asset Class	<u>Create</u> <u>Asset Class</u>	Create Asset Class
2	Activating of Asset Class	Finance Manager	Account Rule Definition	Create Asset Account Definitio	<u>Create</u> Asset Account Definition	Map Account code in ARD to activate it
3	Grouping of Assets for Reporting	Finance Manager	Asset Type Definition	Create Asset Group	<u>Create Asset</u> <u>Group</u>	Create Parent Asset Group and create child Asset Group for Parent
4	Identification of Locations for Assets	Account ant	Asset Location	Create Asset Location	Create Asset Location	Create Parent Asset Location and create child Asset Location for the Parent

2.1 ASSET SETUP

2.1.1 CREATE ASSET CLASS

	Create Asset Class						= x;		□ +	;	
	Asset Class Details										
44		+ 0 C T T.						Ŧ			Q
	Asset Class Code	Asset Class Description	Depreciable	Inventory Cycle	1	Asset Group Code 👂					
1			Yes	 Monthly 	*						
				Create							
-											

Figure 1: Create Asset Class

- 1. The Create Asset Class page is launched. See Figure 1.
- 2. Specify the Asset Class details.
- 3. Click **Create** to create the asset in fresh status.

2.1.2 CREATE ASSET ACCOUNT DEFINITION

<u> </u>	Crea	te Asset Account Definition				III ≭ = ₽ ← ?	to K
-	ccoui	Asset Class # 001	-	Description Aircraft	Finance Book	AVEOS 🔻	
	4	1 -7/9 > > + - 🗆 🗲	0 0 T T.		a III Al	V	Q
#		Usage	Account # 🔎	Effective From			
1		Capital Maintenance Expenditure					
2		Cumulative Depreciation-CME					
3		Depreciation-CME					
4		Capitalization Asset					
5		Depreciation					
6		Cumulative Depreciation					
7		Capital Work In Progress					
View	Asset	Account Definition		Create			

Figure 2: Create Asset Account Definition.

- 1. The Create Asset Account Definition page is launched. See Figure 2.
- 2. Select Asset Class # and Finance Book.
- 3. Specify the **Account #** or use the Help icon to select the account code.
- 4. Specify the **Effective From Date** as the start date of the year or period and click **Create** to create the asset account definition.

2.1.3 CREATE ASSET GROUP

	Create Asset Group				= x;	- - -	+ 1	
	Parent Group	ρ AIRCRAFT		Group Description				
	Asset Group Details							
44		+ 0 C T T.				Ŧ		Q
=	Asset Group Code	Asset Group Description	Parent Group 🔎					
1								
				Create Group				
_								

Figure 2: Create Asset Group

- 1. The Create Asset Group page is launched. See Figure 3.
- 2. Enter the **Parent Group** or use the **Help** icon to select the parent group.

- 3. Create the Asset Group without any Parent Group by entering details in the Asset Group Details multiline.
- 4. Specify the Parent Asset Group in the Asset Group Details.
- 5. Click **Create Asset** to create the asset group in the hierarchy.

2.1.4 CREATE ASSET LOCATION

Create Asset Location				≣ ≭ 膏 ঢ় ← ?	Co K
Parent Lo	ocation Code Ø AMYEG		Location Description		
Asset Location Details				-	0
# Asset Location Code	Asset Location Description	Short Desc	Parent Location Code D	Asset Location Type	~
1 🗇				CITY	*
		Create Location			

Figure 4: Create Asset Location

- 1. The Create Asset Location page is launched. See Figure 4.
- 2. Enter **Parent Location Code** or use the **Help** icon to select the parent location code.
- 3. Create the Asset Location without any Parent Location by entering details in the Asset Location Details multiline.
- 4. Specify the **Parent Location Code** in the **Asset Location Details** and click Create Location to create the asset location in the hierarchy.

CAPITAL PROCUREMENT

Capital Budget and Tracking:

SI. #	Flow of Events	Primary Actor(s)	Component Name	Activity Name	UI Name	Functional Steps
1	Capital Budget Requisition	Unit Finance Manager	Asset Planning	Create Budget Requirement	<u>Create Budget</u> <u>Requirement</u>	Select the appropriate Finance Book, Financial Year/ Period and Asset Class Create Budget requirement for each asset class
2	Budget sanction	Chief Finance Officer	Asset Planning	Create Budget	<u>Create</u> <u>Budget</u>	Select the Finance Book, Financial Year/Period and Asset Class and Get the requirements Allocate and create amount based on the requirement Allow for variances on the budget if required
3	Capital Asset Financial sanction	Finance Manager	Asset Planning	Create Asset Proposal	<u>Create Asset</u> <u>Proposal</u>	Enter Proposal date and description in the entry page. Give board reference details if available
4	Capital Asset Financial sanction	Finance Manager	Asset Planning	Create Asset Proposal	<u>Create</u> <u>Acquisition</u> <u>Proposal</u>	Create Proposal by giving financial year, asset class, proposal description and expiry date Give appropriate variances in case there is likely cost overrun or fluctuating exchange rate outlook
5	Budget tracking	Finance Manager	Asset Planning	View Budget	Select Budget View Budget	Enter the Budget No or select based on the search criteria View the details of the budget along with the utilized and balance amount will be shown



6	Proposal tracking	Finance Manager	Asset Planning	View Asset Proposal	<u>Select</u> <u>Proposal</u> <u>View</u>	Enter the Proposal no. or select based on the search criteria View the details of the proposal, committed amount, liability
					<u>Proposal</u>	booked amount and utilized (capitalized) amount
7	Amend Financial Sanctions	Chief Finance Officer	Asset Planning	Amend Budget	<u>Select</u> <u>Budget</u>	Enter the Budget Number or select based on the search criteria.
					<u>Amend</u> <u>Budget</u>	Amend the Budget allocation amount Enter the Proposal Number or select based on the search criteria.
					<u>Select</u> <u>Proposal</u>	Amend the proposal cost. This amount cannot exceed the Budget amount
					<u>Amend</u> <u>Proposal</u>	

3.1 CAPITAL BUDGET AND TRACKING

3.1.1 CREATE BUDGET

Create Budget						III xt 를 다	← ? ⊡ ⊠
Budget Budget I Asset Total Base Requirement Am Budget Information	t No. Date 16-07-2016 Class All	Fina Fina Total Base Allocate	nce Book All 💌 ncial Year 01 Jan 2011 - 31 Dec 201 d Amount	i v	Status Numbering Type Get Details Total Base Variance Amount	a ABUD V	
🕫 🧃 [No records to display] 🕨	* + 0 0 T T.				C # # 11 Al	Ŧ	Q
# Finance Book	Asset Class Code	Asset Class Description	Amount Required	Currency	Exchange Rate	Base Amount	Allocated Amo
4							•
Compute Allocated Amount							
	Create Budget			Create a	and Authorize		
Non Requirement Based Budget			Attach Notes				
	Created by			c	Created Date		

Figure 5: Create Budget

- 1. The Create Budget page is launched. See Figure 5.
- 2. Select the appropriate Finance Book, Asset Class Code and the Financial Year.
- 3. Click Get Details to retrieve the budget requirement details in the multiline.
- 4. Enter the appropriate Allocated Amount in the multiline and also specify the Variance if required.
- 5. Click Create Budget or Create and Authorize based on the users' permissions

3.1.2 CREATE ASSET PROPOSAL

Create Asset Proposal			
Proposal Date 16-07-2016 Board Reference Date 16-07-2016	m m	Proposal Descriptio Board Referenc	n
Acquisition Proposal		Retirement Proposal	

Figure 6: Create Asset Proposal

- 1. The Create Asset Proposal page is launched. See Figure 6.
- 2. Enter the **Proposal Date**and **Proposal Description**.
- 3. Enter the **Board Reference Date** and **Board Reference** if available.
- 4. Click **Acquisition proposal** or **Retirement Proposal** link to launch the acquisition or the retirement proposal page.



3.1.3 CREATE ACQUISITION PROPOSAL

囲	Close Acquisition Proposal				44 4 1 2 3	4 5 🕨 🔛	3 /44 🛅] _;;	8	13 +	. ?	Ż
	Proposal No. AP	N-000002-2011		Amendment No. 2		Status	Active					
	Proposal Date 01	-01-2011		Finance Book AVEOS		Cost Center	7610					
	Proposal Description E2	E		Financial Year FY11		Financial Period	NOV11					
	Asset Class CN	IC-BDGEQ		Board Reference		Board Reference Date	14-11-2011					
	Expiry Date 31	-12-2015		Currency CAD		Exchange Rate	1.00000000					
	Exchange Rate Variance %			Cost Variance %		Budget No.	ABUD-0000	01-2011				
	Liability Booked 68	80.00		Amount Utilized 0.00		Balance Amount	899993118.	00				
	Committed Amount 2,0	10										
-/	Asset Information											
••						a III All			Ŧ			
÷	Asset Description	Number Of Units	Currency	Accrued Proposed Cost	Accrued Cost In Base Currency							
1	E2E		CAD	90000000.00					9	90000000	0.00	
	Total Accrued Propos Attached Document Details	ed Cost In Base Curr 900000000.00 File Name			Proposed Cost Incl Variances	90000000.00						
	Total Accrued Propos Attached Document Details	ed Cost In Base Curr \$00000000.00 File Name	Image: Status Active 2011 Amendment No. 2 Status Active Finance Book AVEOS Cost Center 7519 Finance Book AVEOS Exchange Reference Date 34-11-2011 Cost Variance % Budget No. ABLO-000002-2011 Amount UBleed 0.00 Budget No. ABLO-000002-2011 Meer Of Units Currency Accrued Angoaed Cost Meer Of Units Currency Accrued Angoaed Cost CAD S0000000.00 S0000000.00 Base Curr 9000000.00 Proposed Cost Incl Variances 9000000.00 File Name Close Proposal Very Budget Attach Nodes									
	Total Accrued Propos Attached Document Details	ed Cost In Base Curr 90000000.00 File Name View Budget		Close Proposal	Proposed Cost Incl Variances	sococococo						
	Total Accrued Propos Attached Document Details	ed Cost In Base Curr 90000000,00 File Name View Budget Created by ALAAMARI		Close Proposal	Proposed Cost Incl Variances	50000000.00 Attach Notes 14-11-2011						

Figure 7: Create Acquisition Proposal

- 1. The Create Acquisition Proposal page is launched. See Figure 7.
- 2. Enter the **Proposal No**, **Proposal Description** and the **Expiry Date**.
- 3. Select the Finance Book, Year, Financial Period, Asset Class Code for which the proposal is to be made.
- 4. Enter the **Cost Variance** % and **Exchange Rate Variance** % (this is required in case the proposal currency is nonbase currency).
- 5. Enter the Asset Description; Units and the proposal cost break up in the multiline.
- 6. Click Compute Total Proposal Cost pushbutton to view the proposal cost including the variances
- 7. Click Create Proposal or Create and Authorize based on the user permissions.

3.1.4 SELECT BUDGET

	Sele	ect Budget						= 3 ● 5 ◆	? 🖸 🖪
			Budg	et No.					
	Searc	Financial Year Fro	m 01 Jan 2011 - 31 Dec 2011	T		To 01 Jan 2011 - 31 Dec 2011	v		
		Stab	us All 🔻		Am	endment No.		Search	
	Searc	h Results							
44	4	1 -3/3 → → T T,				上市 6 天 6 6	8 8 H	All 💌	Q
		Budget No.	Amendment No.	Financial Year	Status	Total Base Requirement Amount		Total Base Allocated Amount	
1		ABUD-000001-2011	1	FY11	Active		0.00		19000365568.
2		ABUD-000001-2011	2	FY11	Active		0.00		19000365568.
3		ABUD-000001-2011	3	FY11	Active		0.00		19000365568.
		4							•
1.77									
Budg	et								

Figure 8: Select Budget

- 1. The Select Budget page is launched. See Figure 8.
- 2. Enter the Budget No or use the Search Criteria to retrieve the budget available
- 3. Click View Budget to go to the View budget screen.



3.1.5 VIEW BUDGET

	View Budget						44	1 2	3 🕨	▶ 1 /	3 🗐 🕫		+	? 🗔 🗷
	Budge	et No. ABUD-000001-2011		Amend	ment No. 1					Status	Active			
	Budget	Date 01-01-2011		Finar	icial Year FY11									
	Total Base Requirement An	nount 0.00		Total Base Allocate	Amount 19000365568.20			Total	Base Utiliz	ed Amount	13000000.00			
	Total Base Variance An	nount 0.00		Total Base Balanc	e Amount 18870365568.20									
	Budget Information													
44	4 1 - 5 / 22 🕨 🗰 🝸	Τ.						6 8 9		All		-		Q
	Finance Book	Asset Class Code	Asset Class Description		Amount Required	Curre	ency	Exchange Rat	te		Base Amount			Allocated Ame
1	AVEOS	CMC-BDGEQ	0.0	00 CAD				1.00000000			0.00			
2	AVEOS	CMC-FTFX	Furnitures and Fixture CMC		0.0	00 CAD				1.00000000			0.00	
3	AVEOS	CMC-GRNDE	Ground Equipment CMC		0.0	00 CAD				1.0000000			0.00	
4	AVEOS	CMC-LSHLD	Leasehold CMC		0.0	00 CAD				1.00000000			0.00	
5	AVEOS	EMC-BDGEQ	Building Equipment EMC		0.0	00 CAD				1.00000000			0.00	
	•													×.
Attac	h Notes													
		Created by AL	AAMART	Created Data 14 45 2015										
		Last Modified by DM	USER				Last M	odified Date 01	-10-2014					
		cast modified by DM	IODEN.				Lascin	ounce Date 01	10 2014					

Figure 9: View Budget

- 1. The View Budget page is launched. See Figure 9.
- 2. The details of the budget are fetched.

3.1.6 SELECT PROPOSAL

	Sele	ect Proposal						≡ ≭ ⊜ ⊄ ←	? 🛛	ĸ
		Proposal Type Proposal No. 👂	Acquisition 💌							_
-	Search	Criteria								
		Finance Book	AVEOS V		User Id		Proposal Description			
		Proposed Amount From			То		Currency	CAD V		
		Proposal No. From			То		Amendment No.			
		Expiration Date From			То	(iii)		Search		
	Search	Results								
44	4	1 - 5 / 92 → → T T _x					🖾 😫 🕸 🗰 💷 🔺	T		Q
		Proposal No.	Amendment No.	Proposal Description	Proposal Type	Proposal Date	Total Proposed Amount	Board Reference		
1		APN-000001-2011	0	E2E	Acquisition	01-01-2011	1000000	0.00		
2		APN-000002-2011	0	E2E	Acquisition	01-01-2011	100000	0.00		
3		APN-000003-2011	0	E2E	Acquisition	01-01-2011	1000000	0.00		
4		APN-000004-2011	0	E2E	Acquisition	01-01-2011	1000000	0.00		
5		APN-000005-2011	0	E2E	Acquisition	01-01-2011	1000000	0.00		
		4								+
Acqu	isition I	Proposal			Retirement Proposal					
_										

Figure 10: Select Proposal

- 1. The **Select Budget** page is launched. *See Figure 10*.
- 2. Select the **Proposal Type** whether **Acquisition** or **Retirement** and the **Proposal No** or Use the **Search Criteria** to retrieve the proposal numbers in the multiline.
- 3. Click Acquisition Proposal or Retirement Proposal based on the proposal type.



3.1.7 VIEW PROPOSAL

View Acquisition Proposal						44 4 1	2 3	4 5	• •	3 /92 📰 🗆	4 7	□ ◆	? [0 K
Despect No. ADV.	20002 2011		Amon down t No.						C hai	ur Arthur				_
Proposal No. Appro-	00003-2011		Amendment No.	-						us Active				
Proposal Date 01-01-	-2011		Finance Book	AVEOS					Cost Cent	ter 7610				
Proposal Description E2E			Financial Year	FY11					Financial Peri	od NOV11				
Asset Class CMC-	FTFX		Board Reference					Boar	rd Reference Da	ite 14-11-2011				
Expiry Date 31-12-	-2015		Currency	CAD					Exchange Ra	ite 1.00000000				
Exchange Rate Variance %			Cost Variance %						Budget N	lo. ABUD-00000	1-2011			
Liability Booked 0.00			Amount Utilized	0.00					Balance Amou	nt 900134273.65	,			
Committed Amount 8144.0	00		Allocable across Years?	No										
- Asset Information														
44 € 1 - 1/1 ► 33 T T.					L.		e	8 m I	II All		Ŧ			Q
# Asset Description	Number Of Units	Currency	Accrued Proposed Cost		Total Proposed Cost		Accrue	d Cost In E	Base Currency					
1 E2E		CAD		90000000.00		900000000.00						900000	000.00	
Total Accrued Proposed	Cost In Base Curr 900000000.00					Proposed Cost In	cl Variano	ces 90000	00000.00					
Attached Document Details														
File Name														
View Year-wise Allocation				Print A	cquisition Proposal R	eport				Attach Note	5			
	Created by ALAAMARI					c	Created D	ate 14-11	-2011					
	Last Modified by DMUSER					Last M	lodified D	ate 21-06	-2012					

Figure 11: View Acquisition Proposal

- 1. The View Acquisition Proposal page is launched. See Figure 11.
- 2. The details of the acquisition proposal can be viewed.

3.1.8 SELECT BUDGET

Select Budget							= x; (? 🗔 🗷		
Budget No.											
Financial Year From 31 Dec 2015 - 31 Dec 2015 To 31 Dec 2015 - 31 Dec 2016 Search Search Results Search Search											
							48	-	0		
# Budget No.	Amendment No.	Financial Year	Status	Total Proposed /	Amount	Total Allocated	Amount	Total Utilized	Amount		
1 ABUD-000007-2016	0	FY16	Active				1002000326499999	.00			
4									•		
Burdoet											

Figure 12: Select Budget

- 1. The **Select Budget** page is launched. *See Figure 12*.
- 2. Enter the **Budget No** or use the **Search Criteria** to retrieve the budget available.
- 3. Click **Budget** to amend the budget.

3.1.9 AMEND BUDGET

D.	Amend Budget					44 4 1 F FF	1 /1 🗐 74		? 6 8
-									
	Budget	No. ABUD-000007-2016	Amer	idment No. 0			Status Active		
	Budget I	Date 27-05-2016				Financ	cial Year FY16		
	Total Base Requirement Amo	ount 0.00	Total Allocat	ed Amount 1002000326499999.00		Total Base Utilized /	Amount 41319005.00		
	Total Base Variance Am	ount 50000.00	Total Base Balan	ce Amount 1002000285180994.00					
	udget Information								
-	4 1 - 5 / 17 → → +	0 0 T T.				2 C 🗷 🖷 💷 🗚	I	v	Q
	Finance Book	Asset Class Code	Asset Class Description	Amount Required	Currency	Exchange Rate	Base Amount		Allocated Amo
1	AVEOS	00123 🗸	Furniture	0.00	CAD	1.00	000000	0.00	
2	AVEOS	BBFURD1 V	BB FURNITURED1	0.00	CAD	1.00	0000000	0.00	
3	AVEOS	BLDG V	BUILDING	0.00	CAD	1.00	0000000	0.00	
4	AVEOS	CMC-BDGEQ 🗸	Building Equipment CMC	0.00	CAD	1.00	0000000	0.00	
5	AVEOS	DPU v	DPU	0.00	CAD	1.00	0000000	0.00	
	4								•
Ree	ompute Allocated Amount								
				Amend Budget					
Attaci	Notes								
		Created by DMUS	ER		(Created Date 02-02-2016			
		Last Modified by DMUS	ER		Last M	Iodified Date 27-05-2016			

Figure 13: Amend Budget

- 1. The Amend Budget page is launched. See Figure 13.
- 2. Change the allocated amount for the Asset Class Code or change the Variance for the budget.
- 3. Click **Amend Budget** to amend the budget with the latest amount and a new version of the budget will be created.

3.1.10 SELECT PROPOSAL

	Sele	ct Proposal									: =	₽	+	? [
		Proposal Type	Acquisition 💌												
		Proposal No. 👂													
-	iearch	Criteria													
		Finance Book	AVEO 💌		User Id				Proposal Descriptio	n					
		Proposed Amount From			То				Currenc	y CAD 🐨					
		Expiration Date From	(ii)		То	(ii)	1								
		Proposal No. From			То				Search	1					
	iearch	Results													
44	4	1 - 5 / 44 → → T T _s						2 8 C I	Al 🖩 🗉			Ŧ			Q
		Proposal No.	Amendment No.	Proposal Type	Proposal Date	Total Proposed Amount		Board Referenc	e						
1		APN-000024-2014	0	Acquisition	01-05-2014		100000.00								
2		APN-000032-2016	0	Acquisition	01-01-2016		100000.00								
3		APN-000033-2016	0	Acquisition	01-01-2016		100000.00								
4		APN-000034-2016	0	Acquisition	01-01-2016		1000000.00								
5		APN-000036-2016	0	Acquisition	01-01-2016		100000.00								
		€													•
_															
Acqu	sition P	Proposal			R	etirement Proposal									
-															

Figure 14: Select Proposal.

- 1. The Select Proposal page is launched. See Figure 14.
- 2. Enter the Proposal No or use the Search Criteria to retrieve the proposal numbers in the multiline.
- 3. Click Acquisition Proposal or Retirement Proposal based on the proposal type.

3.1.11 AMEND PROPOSAL

Amend Acquisition Proposal						44 4 1 2	3 4 5 🕨 👐 5	/44 📰 ンՀ 🤅	≣ ¤ ← ?	0]
Proposal No. 4	APN-000036-2016		Amendment No.	0			Status	Active		
Proposal Date	01-01-2016		Finance Book	AVEOS			Cost Center 👂	1200		
Proposal Description	pROPOSAL2		Financial Year	FY16			Financial Period	FEB 💌		
Asset Class	ROTABLES V		Board Reference				Board Reference Date	01-01-2016		
Expiry Date	31-05-2016		Currency	CAD			Exchange Rate	1.00000000		
Exchange Rate Variance %			Cost Variance %				Budget No.	ABUD-000007-2016		
Committed Amount	6500.00		Liability Booked	0.00			Amount Utilized	0.00		
Allocable across Years?	No 💌									
- Asset Information										
(i i 1/1) → + 0 0	5 T T.				人主日		AL III AL	•		Q
# Asset Description	Number Of Units	Currency	Accrued Proposed Cost		Total Proposed Cos	t	Accrued Cost In Base Currenc	Y		
1 TEST1		CAD 🗸		100000.00		100000.00			100000.00	
2		CAD 🗸								
Compute Total Proposed C Total Accrued Propo	cost osed Cost In Base Curr 100000.00					Proposed Cost Incl Va	riances 100000.00			
	File Name 👂			View File						
			Amend	Proposal						
	Maintain Year-wise Allocation			View Budget				Attach notes		

Figure 15: Amend Acquisition Proposal

- 1. The Amend Acquisition Proposal page is launched. *See Figure 15*.
- 2. Change the Expiry Date, Cost or Exchange Rate Variances % and the Proposal Cost.
- 3. Click **Compute Total Proposed Cost** to view the revised costs.
- 4. Click Amend Proposal to amend the proposal.

Theme Capital Procurement: Scenario 2 - Asset Capitalization:

SI. #	Flow of Events	Primary Actor(s)	Component Name	Activity Name	UI Name	Functional Steps
1	Posting of Adjustment Entry	Accountant	Asset Depreciation Processing	Create Depreciation Adjustment	Create_ Depreciation Adjustment	For the documents selected specify the depreciation charge to create the depreciation adjustment
2	Capitalization of partial document value and non capital documents – Selection of document	Accountant	Asset Capitalization	Create Complex Record	<u>Select</u> <u>Document</u>	Select the appropriate document to be capitalized and specify the amount to be capitalized to the asset Amount to be capitalized can be grouped from different documents through Tag group
3	Capitalization of partial document value and non capital documents – Selection of document detail (per line wise)	Accountant	Asset Capitalization	Create Complex Record	<u>Select</u> <u>Document</u> <u>details</u>	Select the document line number and the amount to be capitalized from each line
4	Capitalization of partial document value and non capital documents – specify asset properties	Accountant	Asset Capitalization	Create Asset Record	<u>Create Asset</u> <u>Record</u>	For the selected document, specify the asset properties to be capitalized such as tag description, cost, location etc
5	Selection of an Asset Record to be deleted			Select Asset	<u>Select Asset</u>	Select the appropriate Finance Book, Asset Class Code and Type of Document to which the assets you want to delete belongs.
6	Deletion of an Asset			Delete Asset Record	<u>Delete Asset</u> <u>Record</u>	For the selected document, give Delete Asset to delete the specified asset and its associated tags

ramco

7	Capitalizing of multiple assets	Accountant	Asset Capitalization	Create Asset Record	<u>Create Bulk</u> <u>Assets</u>	Multiple assets can be created with same asset properties from a source asset created.
8	Authorize Capitalization	Finance Manager	Asset Capitalization	Authorize Asset	<u>Authorize</u> <u>Asset</u>	As capitalization involves accountability of major amount spends, it is authorized in a separate screen.
9	Capitalizing from other account codes	Finance Manager	Asset Capitalization	Create Capital Journal	<u>Create Capital</u> Journal	If some amount has to be capitalized from a non capital account or some other account, then same has to be journalized through capital journal
10	Make amendments to capitalized Asset	Finance Manager	Asset Capitalization	Amend Asset	<u>Select</u> <u>Document</u>	Select the document that are to be used to add to the asset
11	Make appends to the already existing asset			Amend Asset	<u>Select</u> <u>Document</u> <u>Details</u>	
12	Make amendments to capitalized Asset	Finance Manager	Asset Capitalization	Amend Asset	Amend Asset Record	Amend the existing asset tag or create a new tag for the asset with the new asset value
13	Reversal of authorized assets			Reverse Asset	Reverse Asset Record	Specify the reason for which the asset is to be reversed

3.2 SELECT DOCUMENT

Amend Acquisition Proposal					4 4 1 2 3 4 5 ▶ ₩	3 /44 🗐 🕮 🖶 🖶 🗧 🖸 🖛 ? 🗔 🖪
Proposal No. Proposal Date Proposal Date Proposal Description Asset Class Exchange Rate Variance % Committed Anount Allocable across Years? Asset Information Asset Description L bLOG2 2	APN-000033-2016 01-01-2016 PROPOSAL4 EMC-BDGEQ V 33-10-2016 0.00 No V No V Number Of Units	Currency CAD ¥ CAD ¥	Amendment No. Finance Book Financial Year Board Reference Currency Cost Variance % Lability Booked Accrued Proposed Cost	0 AVEOS Pr16 CAD 0.00 Total Proposed C 100000.00	Status Cost Center P Francial Period Board Reference Date Exchange Rate Budget No. Amount Utilized	Active 1200 FEB 01-01-2016 1.0000000 ABUD-00007-2016 0.00 100000.00
Compute Total Proposed Total Accrued Prop Attached Document Details	Cost need Cost In Base Curr 100000.00 File Name P Maintain Year-wise Allocation		Amend	View File Proposal View Budget	Proposed Cost Incl Variances 100000.00	Attach notes

Figure 16: Select Document.

- 1. The **Select Document** page is launched. *See Figure 16*.
- 2. To capitalize asset for partial value of the document and to create asset / tag across multiple documents, select the **Document Type** and **Finance Book** and click on **Search**.
- 3. Check the Non Capital Document to capitalize from a document that has not been identified for capitalization.
 - Note: If the document type is 'Make Work Order', ensure that the 'Non Capital Document' field remains unchecked.
- 4. Specify the appropriate capitalization amount or if the capitalization is to be made based on line number of the document then click the **Select Document Detail** link.
- 5. Enter the type of the root work order for which you wish to retrieve details in the multiline in the **Root Exec. Doc. Type** field.
- 6. Enter the execution document corresponding to the entered root execution document type for which you wish to retrieve details in the multiline in the **Root Exec. Doc. No.** field.
- 7. Click Compute Asset Cost pushbutton to get the Asset Cost.

3.2.1 SELECT DOCUMENT DETAILS

	Sele	ct Document Details					4 4 1 Þ 1	• 1 /1 📰 🕮		₽ ←	? [o K
	ocun	ent Details										
-	4	1-1/1 > >> © © T T.							Ŧ			Q
		Document Type	Document No.	Document Date	Ref. Doc. Info./ Supplier Name		Document Amount	Task Seq. No./Line No.				Ac
1		Direct Invoice	ITM-000010-2012	04-06-2012	Supplier 6		4802.5	0			1	16
		٩										۶.
Con	pute	Total					Asset Cost					_
Create	Assel	Record		Manage Goods Receipt		Viev	v Order Based Invoice					

Figure 17: Select Document Details.

- 1. The Select Document Details page is launched. See Figure 17.
- 2. To capitalize asset based on the Line No, specify the Capitalization Amount against the Line No.
- 3. If multiple Tags are to be created from values across documents, specify a common letter or word for the tags to

be grouped in Tag Group.

- Note: Ensure that there exists a unique tag group for each asset proposal.
- 4. Click **Compute Total** to calculate the **Asset Cost**.

3.2.2 CREATE ASSET RECORD

* 8	Cre	ate Asset R	ecord						RAMCO OU-Ramo	co Role	* * # # *	? []
- Doc	ument I	nformation —										
		Capitaliz	ation No.						Status			
		Capitaliza	tion Date	2020-01-28		Finance Book	AVE	eos 👻	Numbering Type	CAP	-	
Ass	et Inforr	nation					_					
		Asset C	lass Code	EMC-GRNDE		Asset Group Code	BLD	JOGMTCE JO	Cost Center	1100	Q	
			Asset No.			Asset Description	1		Asset Cost		21,200.00	
		A	Analysis #	A123	Q	Sub Analysis #	104	Q				
Tag	Informa	- 1/1 > >>	+ 0	% 0 % T 7					X 手 神 III 14 % All		Search	Q
#	10	Tag No.	Tag D	escription		Depreciation Category	Ir	n-service Date	Useful Life (in mths)		Jseful Life expires on	
1	23					EMC-GRNDE8	× 20	020-01-28	240.00000	000 2	040-01-27	
2	23						~					
						Courte A						
						Create A	ISSEL R	Necora .				
ccount	ing Inform	nation		Aut	horize Asset R	ecord	View	w Asset Record	Edit Asset Properties			
				Created by					Created Date			

Figure 18: Create Asset Record

- 1. The Create Asset Record page is launched. See Figure 18.
- 2. Enter the Capitalization Date of the asset.
- 3. The Tag No will be displayed in the multiline with appropriate grouping based on Tag group. Specify the Tag Description, In Service Date, Useful Life (in months), Useful Life Expires on, Tag Cost, Proposal No and Asset Location Code for the Asset / Tag to be created.
- 4. Click Create Asset Record to create the asset and tags.

Note that the system creates a new notional asset(s) in case of any part serial/Lot # coming in, which does

not have capex reference (Owned, Customer or supplier owned).

3.2.3 SELECT ASSET

Select Asset		표 겨 흥	₽ ← ? ⊡ ₪
Search Criteria Finance Book All Cocument Type All	Asset Class Code All v Document No.	Proposal No. D	
Asset No. D	Asset Location Code 👂	Search	
🐖 🧃 [No records to display] 🕨 😥 T T.			▼ Q
# Finance Book Asset Class Code	Asset No. Asset Description Asset Co	last	
	Found no rows to display!!!		
Delete Asset Record			

Figure 19: Select Asset

- 1. The **Select Asset** page is launched. *See Figure 19*.
- 2. Use the **Search Criteria** to retrieve the asset records to be deleted.
 - > Note: The system retrieves assets that are in "Fresh" status based on the search criteria.
- 3. Select the **Delete Asset Record** link to delete the asset record selected in the multiline.

3.2.4 DELETE ASSET RECORD

Delete As	set Record									¢ ≣	4	+	?	6
	ormation													
	Capitalization No. ~#~													
- Accet Inform	Capitalization Date		Finance Book ~#~											
- Asset Inform	Asset Class Code ~#~	A	sset Group Code ∼#~				Cost	Center ~#~						
	Asset No. ~#~	4	Asset Description ~#~											
-Tag Informat	on													
I I I INo reco	rds to display] > >> T T.					尼首也	 All			Ŧ			\$	5
# 🗏 Tag N	o. Tag Description	Depreciation Category	In-service Date	Business Use %	,	Tag Cos		Cap.Maint Ex	p.(CME)				Dep. C	lat
			Found no rows to display!											
Delete Tag														_
			Delete Asset											

Figure 20: Delete Asset Record

Note: The asset record that you wish to delete must be selected from the "Select Asset" page.

- 1. The **Delete Asset Record** page is launched. *See Figure 20*.
- 2. The system displays the **Asset Tag** information.
- 3. Check the box in the Select column of the multiline, to mark the asset tag which is to be deleted.
- 4. Click the **Delete Tag** pushbutton, to delete the selected tag of the asset.
- 5. Click the **Delete Asset** pushbutton to delete the asset record.

3.2.5 AUTHORIZE ASSET

Sea	rch Criteria —	Finance Book All			Arret Class Code				Proposal No.			0
		Document Type All	-		Document No.	Au		Canit	talization No.			2
		Accet No.	0		Accel Status	Frach -		Copie		Fearch		
		ASSEL NO.			Asset Status	riesii 👻				Search		
Sea	rch Results —											
44	1 - 10/2	91 🕨 💓 🏋				人 1	. 🛛 🕅 🖾 📽	図 単 神 田 科 ※	All	-	Search	Q
#	El rion		Asset Cost	Cost Center	Analysis #			Sub Analysis #		Capitalization	No.	
	23		50.00	7610	103			103		CAP-000471-2	019	
	23		50.00	1100	103			103		CAP-000470-2	019	
	-121		41,500.09	7610	1110			A100		CAP-000399-2	019	
	.03		155.00	1100	1110			A100		CAP-000421-2	019	
	10		175.00	1100	1110			A100		CAP-000421-2	019	
	83		11,200.00	7610	1110			A100		CAP-000400-2	019	
	8		101.80	1100	102			102		CAP-000472-2	019	
	23		531.50	1100	102			102		CAP-000720-2	019	
3	相		531.50	1100	102			102		CAP-000721-2	019	
10	23		2,459.00	1100	1110			A100		CAP-000722-2	019	
	4											
					Author	ise Asset						
intai	Asset-Canital I	ventory Mapping		Maintain Asset-Main	tenance Object Mapping			Maintain Asset-Facility Object I	Mapping			

Figure 21: Authorize Asset

- 1. The Authorize Asset page is launched. See Figure 21.
- 2. Use the **Search Criteria** to retrieve the assets to be authorized.
- 3. Click Authorize Asset to authorize an asset by selecting a row in the multiline.
- 4. Click View Asset to view the properties of the asset.
- 5. Click Accounting Information view the accounting entries passed for the asset.

3.2.6 CREATE CAPITAL JOURNAL

🗎 Create Capital Journal											III 74		± ←	?	
Voucher Information															_
Voucher #					Voucher Type	Normal	T		Stat	us					
Transaction Date		(1)			Finance Book	AVEOS	V		Numbering Ty	pe CJV			Ŧ		
Reversal Period		•													
Accounting Information															-
•• • [No records to display] • ••	+ - 0 +	O O T T.					YFAXE	× 6 † #	AII			•			ρ
# 🖉 Asset No. 🔎	Tag No. 🔎	Account Code D		Dr/Cr			Transaction Amount	In-service Date	•		Proposi	al No. O			
1				DR		~									_
4															•
															-
Compute Total			D	ebit Total					Remarks						
			Cr	edit Total											
															-
					Create Ca	pital Journal									

Figure 22: Create Capital Journal

- 1. The Create Capital Journal page is launched. See Figure 22.
- 2. Enter the **Asset No** and **Tag** for which the value has to be increased or decreased.
 - Note: The asset number and the tag number must be entered, if the account code specified in the "Account Code" field has been set as an asset account and if the account usage of the account code is "Capitalized Maintenance Expenses". in the "Account Rule Definition" business component.
- 3. Enter the **Account Code** that has to be credited / debited.
- 4. Enter the voucher amount in the Transaction Amount field
- 5. Enter the asset proposal code in the **Proposal No**.
 - Note: Entry in this field is mandatory, if the account usage of the account code is "Capitalized Maintenance Expenses", and is mapped to debit or credit account code in the "Account Rule Definition" business component.
- 6. Click Compute Total to retrieve the total of the Debit / Credit.
- 7. Click **Create Capital Journal** to create the capital journal.

3.2.7 SELECT DOCUMENT

	iment									間 2	4 🖶	13 +	. ?	Cē (
Search Criteria														
	Document Type	All	-		Finance Book	AVEOS -			Non Capital Document	83				
	Document Date From	16-07-2016	\$72		το	16-07-2016	878		Proposal No. P					
	Document No. From				To				Supplier Code P					
	Root Exec. Doc. Type		T		Root Exec. Doc. No.					Search				
Search Results														
++ + [No records	s to display] > >>	+ 0 0 0 T T.					ABUX		a IE Al					Q
Documen	nt 75see	Document Da	te .	Document No.	Ref. Doc. Info./ 5	luppler Nume			Document Amount		Aendi	ng Capitalis	adon	
1 11														
4							_							•
4 Compute Total								Tay God						Þ

Figure 23: Select Document.

- 1. The **Select Document** page is launched. *See Figure 23*.
- 2. Select the **Document Type**, **Finance Book**, **Proposal No**, **Root Exec. Doc. Type**, **Root Exec. Doc No.** and click Search to retrieve the documents.

- 3. Select **Document** by specifying **Capitalization Amount** and click **Compute** Total.
- 4. Select the Amend Asset Record link to amend the asset details.

3.2.8 SELECT DOCUMENT DETAILS

Select Document Details	Select Document Details ((+ 1 > ()) + 1 /1 ≡ x) = (1 + 2) ← ? □										
Document Details											
≪ « 1 -2/2 » » Ø © T T,					8 C 8 9 0 7	al di	Y	Q			
# Document Type	Document Date	Document No.	Ref. Doc. Info./ Supplier Name	Docu	iment Amount	Task Seq. No./Line No.		Acco			
1 🔲 Order Based Invoice	09-10-2015	SI-000816-2015	GI-009981-2014 / Supplier 6		20343.34			1 16110			
2 🖉 Order Based Invoice	09-10-2015	SI-000816-2015	GI-009981-2014 / Supplier 6		20343.34			2 16110			
4			_					•			
Compute Total					Tag Cost						
Amend Asset Record											
View Asset Record		Manage Goods Receipt		View Orde	ler Based Invoice						
View Ac Maint Exe Ref											

Figure 24: Select Document Details

- Note: This page can be visited only after computing the total capitalization amount.
- 1. The Select Document Details page is launched. See Figure 24.
- 2. Select Check the box in the Select column of the multiline to mark the document for amendment.
- 3. Click the **Compute Total** pushbutton to compute the tag cost.

3.2.9 AMEND ASSET RECORD

* 🗉 Amend Asset Record				RAMCO OU-ramco	role 👻 💢 🖨 🛱	4 ? 🗔
- Document Information						
Capitalization No.		Numbering Type	ASCAP -	Status		
Capitalization Date	01-28-2020	Finance Book	AVEOS	Proposal No.	APN-000082-2019	Q
In-service Date	01-22-2020					
- Tag Information	54					
Asset No.	Q	Asset Description		New Tag	2	
Asset Class Code		Asset Group Code		Business Use %		
Tag No.		Tag Description	0	Salvage Value		
Existing Tag Cost		Existing CME		Maint. Int.		
Tag Cost	1,200.00	Transfer to CME		Useful Life (in mths)		
Depreciation Category	-	Dep. Category - CME	-	Useful Life expires on		**
Asset Location Code	Q	Cost Center		Inventory Cycle	Not-Required 🗢	
Custodian		Model		Manufacturer		
Serial No.		Warranty No.		Barcode No.		
Analysis #		Sub Analysis #				
		Amend As	sset Record			
Edit Asset Properties		View Asset Record				
locument Details		Attach Notes		Accounting Information		
	Created by			Created Date		

Figure 25: Amend Asset

- 1. The Amend Asset page is launched. See Figure 25.
- 2. Enter the **Capitalization Date**, **Asset No / Tag No**. and **Tag Description** On entering the details of the asset and tag is retrieved.
- 3. Check the New Tag and enter the Tag Description if a new tag is added.
 - Note: Ensure that the above field is checked, if the document type is "Make Work Order".
- 4. Change the other details of the asset if required.
- 5. Click Amend Asset Record to amend the asset / tag.
 - Note: You cannot amend the asset-tag for which 100% depreciation has been processed.

3.2.10 CREATE DEPRECIATION ADJUSTMENT

\star 🗎 Amend Asset Record					그녀 틈	₽ +	? 🗟 🖪
- Document Information							
Capitalization No.		Numbering Type	CAP 🔻	Status			
Capitalization Date	16-07-2016	Finance Book	AVEOS	Proposal No. 🔎	APN-000055-2016		
In-service Date	16-07-2016						
- Tag Information							
Asset No. 👂		Asset Description		New Tag			
Asset Class Code		Asset Group Code		Business Use %			
Tag No.		Tag Description		Salvage Value			
Existing Tag Cost		Existing CME		Maint. Int.			
Tag Cost	50,000.00	Transfer to CME		Useful Life (in mths)			
Depreciation Category	v	Dep. Category - CME	•	Useful Life expires on		iii	1
Asset Location Code 👂		Cost Center		Inventory Cycle	Not-Required		
Custodian		Model		Manufacturer			
Serial No.		Warranty No.		Barcode No.			
		Amend As	sset Record				
Edit Asset Properties		View Asset Record					
Document Details		Attach Notes		Accounting Information			
	Created by			Created Date			

Figure 26: Create Depreciation Adjustment

- 1. Enter the date on which the depreciation adjustment documents were generated in **Transaction Date** field, select **Depreciation Code Book, Finance Book, Numbering Type** and enter cost center in which the entries are to be posted in the **Posting Cost Center** field.
- 2. Enter Search Criteria and click Get Details pushbutton to retrieve and select the asset in the multiline.
- 3. Click the **Compute Total** pushbutton to compute total depreciation.
- 4. Click the **Create** pushbutton to create the depreciation adjustment.

3.2.11 REVERSE ASSET RECORD

Reverse Asset Record					= # = :: +	. ? 🗔
 Reversal Information 						
Reversal Document	#	Reversal Type	Asset-Tag 🔹	Status		
Transaction Dat	te 🔟	Finance Book	AVE:	Numbering Type	RCAP 🔻	
Remar	ks					
- Search Criteria						
Document Typ	oe A/C Maint. Exe. Ref # ▼	Document No.		Proposal No. 👂		
Capitalization Date Fro	m	To	(f)	Capitalization No.		
Asset No.	P EMC-BDGEQ-1	Tag No.	5	User ID		
				Searc	:h	
Search Results						
44 4 [No records to display]	ТТ		L. L		v	Q
+ Enance Book	Accet Class Code	Canitalization Data Canitaliz	tion No. 4	seat No. Assat Description	Tag No.	Tag Descri
	7.0000 0000 0000	coprome coprome		Adde beser provi	1091101	rog besery
		R	verse			
View Document Details			Attach Notes	Accounting Informatio	n	

Figure 27: Reverse Asset Record

- 1. The **Reverse Asset** page is launched. *See Figure 27*.
- 2. Select the type of the reversal, whether Asset Tag or Capitalization Doc,
- 3. Enter the Asset Tag No. and Tag No., for Asset Tag type of reversal for which you want to retrieve details in the multiline.
- 4. Change the other details of the asset if required.
- 5. Click Amend Asset Record to amend the asset / tag.

- 6. Check the box in the **Select** column of the multiline to mark the document for reversal.
- 7. Click the **Reverse** pushbutton to reverse the selected asset.

ACCOUNT FINALIZATION

Theme Account Finalization: Scenario 1 – Asset Depreciation:

SI #	Flow of Events	Primary Actor(s)	Component Name	Activity Name	UI Name	Functional Steps
1	Create Depreciation Book	Chief Accountant	Asset Depreciation Setup	Set Depreciation Book	Set Depreciation Book	In case depreciation is to be calculated for purpose other than corporate or tax
2	Create Depreciation Book	Chief Accountant	Asset Depreciation Processing	Confirm Usage and View Depreciation	<u>Confirm Usage</u> <u>and View</u> <u>Depreciation</u>	To record usage, compute and confirm depreciation_
3	Process Depreciation	Chief Accountant	Asset Depreciation Processing	Process Depreciation	Process Depreciation	To specify the financial period up to which depreciation is to be processed Specify the group of assets to be processed for depreciation
4	Reverse Depreciation	Chief Accountant	Asset Depreciation Processing	Reverse Depreciation	Reverse Depreciation	To search and select the asset/ tag combination for reversal of depreciation. To reverse the entries generated during depreciation processing
5	Confirm Depreciation	Chief Accountant	Asset Depreciation Processing	Process Depreciation	<u>Confirm/Delete</u> <u>Process Run</u>	View the depreciation processed and confirm or delete based on the correctness of the calculations

4.1 ASSET DEPRECIATION

4.1.1 SET DEPRECIATION BOOK

	Set Depreciation Book				
-	Depreciation Book Details				
	∢ [No records to display] → → + ⊘ +	о т т.			Q v
	Depreciation Book Code	Description	Depreciation Below Book Value	Effective From Date	
1			Yes	*	
			Set Book		
Crea	te Calendars	Set Dej	preciation Parameters		
		Created by		Created Date	
	La	st Modified by		Last Modified Date	

Figure 28: Set Depreciation Book

- 1. The Set Depreciation Book page is launched. See Figure 28.
- 2. Enter the Depreciation Book Code and Description.
- 3. Select the **Depreciation Below Book Value** to Yes if the depreciation is to be charged for profit analysis purpose.
- 4. Click Set Depreciation Parameters to save the depreciation book.

4.1.2 CONFIRM USAGE AND VIEW DEPRECIATION

*	Ì	Confin	m Usage & View Depreciation	n								RamcoRol	e - RAMCO OU 👻 🎞		+ 1	? 🗔
Se	arct	ı Criteria	Review Usag	je 🔘	View Depreciatio	n Go			Depreciation B	Book Code	CORP	¥				
		Deprecial	Finance Book AVEOS Asset Class Al ion Category	• •	Dep.	Financial Year Asset # P Processing Status	31 DEC 20	015 - 31 DEC 2016	Financial Peri View Ex	iod From/To Tag No. P cception Dtls	All		▼ 01 Mar 2017	- 31 Mar 2	017 Get	▼ Details
Us -	age iear	Inform <mark>ch Resul</mark>	ation Allocation											_	_	
	4	1	- 10 / 202 🕨 🕨 🕂 — 🖆	7 ∻ ▼	T _x			人 10		Xi G	# # W	All	•		Q	2
#	1	Ind.	Asset #	Tag #	Usage	Asset Cost		Book Value	Comp. #	Param.	Maint, Int.		Usage - In Service Date			
1	1	₹ E	ROTABLES-12	1	CME		400.00	400.00		FH						
2		E	ROTABLES-12	1	CME		400.00	400.00		FH						
3		E	ROTABLES-12	1	CME		400.00	400.00		FH						
4		E	ROTABLES-12	1	CME		400.00	400.00		FH						
5		E	ROTABLES-12	1	CME		400.00	400.00		FH						
6		E	ROTABLES-12	1	CME		400.00	400.00		FH						
7		E	ROTABLES-12	1	CME		400.00	400.00		FH						
8		E	ROTABLES-12	1	CME		400.00	400.00		FH						
9		E	ROTABLES-12	1	CME		400.00	400.00		FH						
10		E	ROTABLES-12	1	CME		400.00	400.00		FH						
											<				>	
			Compute										Save			
Vi		tatistics														
-	k-	Catastics	Asset Selected 13				Reco	ords Selected 203				T	Tags Selected 17			
Proces	s Dei	preciation														

Figure 29: Confirm usage and view depreciation of fixed asset

- 1. Select the Review Usage radio button to record, compute and save asset deprecation.
- 2. Select the View Depreciation radio button to view depreciation details only.
- 3. Click the **Go** pushbutton.
- 4. Use the Depreciation Book Code drop-down list box to select the code identifying the depreciation book. The system lists all the Active depreciation books defined in the Set Depreciation Book activity of Asset Depreciation Setup business component. The system displays "Corporate" by default on launch of the page.
- 5. Enter the following fields in the **Search Criteria** group box to retrieve depreciation records for view / update.
- 6. Click the Get Details pushbutton to retrieve the asset details in the tab pages.

- 7. Select the **Usage Information** tab to record usage details of the asset. (This tab being the default tab appears on launch of the activity.)
- 8. Select the **Allocation** tab to record depreciation allocation details for the fixed asset.
- 9. Select the **Process Depreciation** link to initiate the depreciation processing for assets.

Recording the Usage Information tab

•	•	1	- 10 / 202 🕨 🕨 + 🗕 🖞	7 ∻ ₹	T _x		人口		24 C	# 🖮 🔟 Al	•	Q
		Ind.	Asset #	Tag #	Usage	Asset Cost	Book Value	Comp. #	Param.	Maint. Int.	Usage - In Service Date	
		E	ROTABLES-12	1	CME	400.00	400.00		FH			
		Е	ROTABLES-12	1	CME	400.00	400.00		FH			
		E	ROTABLES-12	1	CME	400.00	400.00		FH			
		Е	ROTABLES-12	1	CME	400.00	400.00		FH			
		Е	ROTABLES-12	1	CME	400.00	400.00		FH			
		E	ROTABLES-12	1	CME	400.00	400.00		FH			
		E	ROTABLES-12	1	CME	400.00	400.00		FH			
		E	ROTABLES-12	1	CME	400.00	400.00		FH			
		Е	ROTABLES-12	1	CME	400.00	400.00		FH			
		E	ROTABLES-12	1	CME	400.00	400.00		FH			
										<		>
			Compute								Save	

Figure 30: Record asset usage information

- 1. Click the Usage Information tab in the Confirm Usage and View Depreciation page.
- 2. In the multiline, enter the usage of the asset as on the In-Service date, in the Usage-In Service Date field.
- 3. Enter the value at which the parameter was initialized when it was inducted into operations, in the **Migrated Usage** field.
- 4. Enter the actual usage of the asset to be considered for depreciation computation on the fixed asset, in the Actual Depreciated Usage.
- 5. Click the **Compute** pushbutton to compute depreciation for the asset based on the input you just recorded in the page.
- 6. Click the **Save** pushbutton to save the recorded details.

Recording the Allocation tab

4	•		[No records to	display]))) -		- Τ T _x				x 🗄 × 🛯	# 🖷 💷 🗚		Ŧ		۶
		Ind.	Asset # 🔎	Tag # 🔎	Usage	Comp. #	Aircraft # 🔎	Param.	Cum. Usage	Cum. Depreciated Usage	Depreciable Usage	Actual Depreciated Usage	Prev. Period	Usage %	Dep. Amount	
					•											
					. · ·											

Figure 31: Record asset allocation details

- 1. Click the Allocation tab in the Confirm Usage and View Depreciation page.
- 2. In the multiline, enter **Asset #**, **Tag #** and usage for the fixed asset.
- 3. Enter **Aircraft #** to which the asset is presently attached.
- 4. Enter Actual Depreciated Usage to indicate the extent of the usage of the fixed asset considered for depreciation

computation for the financial month. However, the value you enter here must be the same as that specified the same field in the **User Allocation** tab.

- 5. Enter **Cost Center** to which the depreciation on the fixed asset is charged.
- 6. Enter Analysis # for the depreciation account code of the asset (component).
- 7. Click the **Compute** pushbutton to compute depreciation for the asset.
- 8. Click the **Save** pushbutton to save the recorded details.

4.1.3 PROCESS DEPRECIATION

Process Depreciation						= 겨 를 다	← ?	
Process Information								
Process Run No.		Depreciation Book Code	CORP	T.	Status			
Process Date	(1)	Finance Book	AVEOS	•	Numbering Type	DEP	•	
Currency CAD		Posting Cost Center						
Financial Calendar Information								
Financial Period Upto JUN	v	Start Date	01-12-2011		End Date	30-06-2016		
Process Upto Date	m							
- Assets Selection			_					
Selection Basis Asset Cla	lass 🔻	Asset Class	All	•	Depreciation Category		•	
Asset No. 👂		Cost Center				View Statistics		
View Statistics								
Asset Selection		Records Selected			Tags Selected			
		Pro	cess					
Confirm /Delete Process Run		Assign Asset			Set Suspension			
Confirm Usage & View Depreciation								
View Depreciation		View Process Status			View Unprocessed Details			
Accounting Information		View Suspension			View Rules			
Function Defaults								

Figure 32: Process Depreciation

- 1. The **Processing Depreciation** page is launched. *See Figure 32*.
 - >>> Note: Process Depreciation is to be done for each Depreciation Book separately.
- 2. Specify the Process Information and Financial Calendar Information.
- 3. If multiple periods depreciation are to be processed, select the **Financial Period Upto** with the latest period to process the depreciation for all the unprocessed periods.
- 4. Enter the **Process Upto Date** if partial period depreciation has to be processed.
- 5. Select the asset details in the **Assets Selected** to process the depreciation for the appropriate set of assets.
- 6. Specify the **Cost Center**, **Analysis #** and **Sub Analysis #** that is mapped to the asset specified for depreciation processing.
- 7. Click **View Statistics** pushbutton in the View Statistics group box to display the number of assets / tags taken for processing.
- 8. Click **Process** push button to run the depreciation processing for assets.

4.1.4 CREATE DEPRECIATION ADJUSTMENT

	Crea	te Depreciation Adjustme	nt						≣ x;	8	₽	← ?	[0	K
_		Document No. Transaction Date Posting Cost Center		8		Depreciation Book Code Finance Book	CORP V AVE: V	Document Status Numbering Type	DAJ 💌					_
-	Search	Criteria Asset Class Asset No. P	All	•		Depreciation Category Tag #	¥	Cost Center	Get Detai	s				
	Asset	Information												
	4	1 - 5 / 370 > >> ++ 🗇	OOT	T,			7	22 C # 10 Al		-	r		_	Q
#	-	Asset No.	Tag No.	Dr / Cr		Depreciation Charge	CME Depreciation Charge	Remarks						
1		CMC-BDGEQ-1		1 DR	*									
2		DPU-1		1 DR	*									
4	1	POTABLES-1		1 DR	*									
5		ROTABLES-10		1 DR	· ·									
		4					1				_			•
		Remarks				Compute Total Depreciation Total		CME Depreciation Total						
						Cre	ate							
Acco	unting	Information												

Figure 33: Create Depreciation Adjustment

- 1. Enter the date on which the depreciation adjustment documents were generated in the **Transaction Date** field, select the **Depreciation Code Book**, **Finance Book**, **Numbering Type** and enter the cost center in which the entries are to be posted in the **Posting Cost Center** field.
- 2. Enter the **Search Criteria** and click the **Get Details** pushbutton to retrieve and select the asset in the multiline.
- 3. Click the **Compute Total** pushbutton to compute total depreciation.
- 4. Click the Create pushbutton to create the depreciation adjustment.

4.1.5 REVERSE DEPRECIATION

	Reverse Dep	preciation																		≣ x;		4	+	? 🗔
	Reversal Inform	ation																						
		Reversal Document #						Re	eversal Type	By Process Run		Ŧ					Numb	ering Type	RDEP				Ŧ	
		Depreciation Book Code	CORP	•	Ŧ			F	inance Book	AVEOS		Ŧ					Fina	ancial Year	FY16				Ŧ	
		Reversal Date	16-07-2016	ĺ																				
-	Search Criteria																							
		Financial Period			•			Proc	ess Run No.	DEP-000234-20	16	Ŧ						Asset Class					Ŧ	
		Asset No. 👂							Tag # 👂							D	epreciatio	n Category					Ŧ	
		Cost Center 👂														Search								
-	Search Results														_		-							
44	i -1/:	1 > > = T T	τ.									L A	Ш		e	8.9	00 7	All			Ŧ			Q
#	Process R	Run No.		Financial Period			Asset No.			Tag No.	Usage			Asset Class	_			Depri	eciation Ca	itegory				Pos
1	DEP-0002	234-2016		APR						-	ASSET													110
	•																							4
_	Compute				De	epreciation Total	277.77			CME	Depreciation	Total	0.00					Suspe	ension Tot	al 0.00				
_									Re	verse														
Acc	ounting Information	n																						

Figure 34: Reverse Depreciation

- 1. The **Reverse Depreciation** page is launched. See Figure 28.
- 2. Specify the **Reversal Type, Numbering Type, Depreciation Book Code, Finance Book, Financial Year** and **Reversal Date** in the **Reversal Information** group box.
- 3. Enter the Search Criteria to select the asset in the multiline.
- 4. Select the asset details in the Search Results multiline to process the depreciation for reversal.
- 5. Click the **Compute** pushbutton to retrieve the total depreciation and total suspension of the process runs in the multiline selected for reversal.

6. Click the **Reverse** pushbutton to reverse the entries generated during creation.

4.1.6 CONFIRM/DELETE PROCESS RUN

	Confirm Deprecia	tion Process					≣ x; i	● □ ← 1	2 🗔 🗖
	earch Criteria								
<u>ا ا</u>	Deprec	iation Book Code CORP 💌			Process Run # DEP-000244-2016 💌		Finance Book AVEOS		
		Currency CAD					Get Details		
	epreciation Charge								
44	1 - 10 / 96 >	H T T.					🖷 💷 🔺	Ŧ	Q
	Usage	Financial Period	Start Date	End Date	Depreciation Category	Depreciation Charge	Suspension Depreciation		
1	ASSET	JAN13	01-01-2013	31-01-2013	ROTABLES8	222.06			0.00
2	ASSET	FEB13	01-02-2013	28-02-2013	ROTABLES8	222.06			0.00
3	ASSET	MAR13	01-03-2013	31-03-2013	ROTABLES8	222.06			0.00
4	ASSET	APR13	01-04-2013	30-04-2013	ROTABLES8	247.41			0.00
5	ASSET	MAY13	01-05-2013	31-05-2013	ROTABLES8	249.53			0.00
6	ASSET	JUN13	01-06-2013	30-06-2013	ROTABLES8	249.53			0.00
7	ASSET	JUL13	01-07-2013	31-07-2013	ROTABLES8	249.53			0.00
8	ASSET	AUG13	01-08-2013	31-08-2013	ROTABLES8	249.53			0.00
9	ASSET	SEP13	01-09-2013	30-09-2013	ROTABLES8	249.53			0.00
10	ASSET	OCT13	01-10-2013	31-10-2013	ROTABLES8	249.53			0.00
	D	epreciation Total 180319.29		c	ME - Depreciation Total 40.00		Suspension Total 0.00		
				Confirm		Delete			
Accou	nting Information								

Figure 35: Confirm / Delete Process Run

- 1. The Create Depreciation Calendar page is launched. See Figure 29.
- 2. Select the **Depreciation Book Code** and **Process Run No** for confirmation.
- 3. Click **Get Details** to get the **Depreciation Charge** calculated for all the periods.
- 4. Click **Confirm** to confirm the depreciation. Click **Delete** to delete it.
 - Note: You can confirm process runs only in a sequential order.
- 5. Necessary accounting entries get posted on confirmation and can be viewed in the Accounting Information page.

SI. Flow of Primary Component Activity **UI Name** Functional Steps # **Events** Actor(s) Name Name Creating Create Initial 1 Unit Asset Create Select Finance Book, Class initial asset Finance Code, Location Code, Group Migration Initial Asset Entry entries Manager code and Numbering Type. Asset Entry System displays last entered Asset number and Tag number. Enter Asset related details Enter Purchase details of Asset for which initial entries have been created. After Entering the Update purchase related details **Acquisition** Information user has to click "Update Acquisition information" 2 Unit Asset Create Create Initial Creating Select Depreciation book initial asset Finance code, Financial Year, Financial Migration Initial **Balance** balance Period Manager Balance For selected assets update depreciation charge, Revaluation Type, Revaluation Date and Revaluation Depreciation Select Depreciation book code, Finance Book and Asset Class Code. On Clicking "Get Details", the details of Account Code, Description, Balances, will be displayed. Complete Initial Balance initial Click "Complete Entry balance" When both GL and FA balances are same.

Theme Account Finalization: Scenario 2 - Asset Migration:



3	Uploading	Unit	Asset	Upload of	Upload Initial	Upload the initial asset
	initial Asset	Finance	Migration	Initial Asset	Asset Entry	entries into the system by
	Entry	Manager		Entry		specifying,
						a range or numbers specifying
						the assets or the tags to
						retrieve the balance entries
						from the external source in
						which the
						data is available.
						The data available in the external source must be in the specified format and must be complete in all respects.
					<u>Upload</u>	Upload all the purchase related information of the assets for which the initial entries are created.
					Information	The data available in the external source must be in
						the specified format and
						must be complete in all
						respects.

4.2 ASSET MIGRATION

4.2.1 CREATE INITIAL ASSET ENTRY

	Create Initial Asset Entry								≣ ≍		+	? 🗔 (ĸ
	Finance Boo Asset Group Code	AVEOS V	Ass	et Class Code	00123 💌		Asset Loca Nu	tion Code P	¥				
	Asset No	ο.		Tag No.									
	Asset Information												
44	[No records to display] > >>	+ 0 0 T T.				2 ii × e	* * H	All		Ŧ		Q	
-	Legacy Asset No.	Asset No.	Asset Description	Tag No.	Tag Description	Depreciation Ca	tegory		Asset Cost			Cap.Maint.	
1						All		*					
	4											Þ	
-													
				Create	Assets								
Acqu	isition Information												

Figure 36: Create Initial Asset Entry.

- 1. The Create Initial Asset Entry page is launched. See Figure 36.
- 2. Select the Finance Book, Asset Class Code, Location Code, Group Code and Numbering Type.
- 3. Enter the Asset Information details in the multiline.
- 4. The details relating to retirement has to be entered only if the Asset is retired at the time of initial entry.
- 5. Click Create Assets to create initial asset entries.

4.2.2 UPDATE ACQUISITION INFORMATION

	Jpdate Acquisition Infor	mation									E) x; i	9 5 .	← ?	
		Finance Book Asset No. P	AVE' · ·					Asset Class Tag N	Code 00)123	•				
D	ocument Information														
44	[No records to display]	* + 0 0 T T.			Å	<u>n</u> 🗉 1	X 🖬 🗎	× 0	8.9		All		Ŧ		Q
	Document Type	Document Date	Document No.	Supplier Name		Docume	nt Amount		Curr	ency		Exchan	ige Rate		GR
1	Direct Invoice 🗸								CAD		~	•			
	4														•
				Update Acquisition Information											
-															

Figure 37: Update Acquisition Information.

- 1. The Update Acquisition Information page is launched. See Figure 37.
- 2. Select the Finance Book, Asset Class Code, Asset No and Tag No.
- 3. Enter the Document Type, Document Date, Document No., Supplier Name, Document Amount, Currency, Exchange Rate, GR Date and Capitalization Amount.
- 4. Click **Update Acquisition Information** to update the acquisition information for the assets created.

4.2.3 CREATE INITIAL BALANCE

	Create Initial Balance								≡ 2	: =	4	? [3	K
	Depreciation Book C	de CORP 💌			Financial Year	F2014 V		Finar	ncial Period APR14 💌				-
	Finance Bo	ok AVEOS 💌			Asset Class Code	00123 💌				Get /	Assets		
-	Initial Balance Information												
4	🔹 [No records to display] 🕨 🕨	+ 0 0 4	ат. т.						All	Ŧ			Q
	Asset No.	Tag No.	Asset Cost	Cap.Maint.Exp.(CME)		Depreciation Charge	Depn.Charge-CME		Cumulative Depreciation	n Amount			
1													
	4												Þ
(Compute												_
					Create Init	ial Balance							_
Co	mplete Initial Balance												

Figure 38: Create Initial Balance

- 1. The Create Initial Balance page is launched. See Figure 32.
- 2. Select Depreciation Book Code, Financial Year and Financial Period.
- 3. Select Finance Book and Asset Class Code and click Get Assets.
- 4. Enter the Initial Balance like the Depreciation Charge, Revaluation Type, Revaluation Date, Revaluation Amount and Revaluation Depreciation.
- 5. Click **Compute** to obtain **Cumulative Depreciation Amount** and **Asset Book Value**.

4.2.4 COMPLETE INITIAL BALANCE ENTRY

Complete Initial Balan	ce Entry			8	≣ ≭ ≜ ⊑ ← ?	le K
Depreciation B	ook Code CORP 💌	Finance	Book AVEOS 💌	Asset Class Code 001	23 💌	
Number of Asse	t Entered	Number of Tag Ent	ered		Get Details	
🐗 🔺 [No records to display]	► → T T ₁				v	Q
# Account Code	Description	Balance as per GL	Balance as per FA	Difference in Total		
		Comp	lete Initial Balance			

Figure 39: Complete Initial Balance Entry

- 1. The Complete Initial Balance Entry page is launched. See Figure 33.
- 2. Select the Depreciation Book Code, Finance Book and Asset Class Code.
- 3. The details like Account Code, Description, Balance as per GL, Balance as per FA and Difference will be displayed.
- 4. Click **Complete Initial Balance** will complete the initial balance entries.

ramco

4.2.5 UPLOAD INITIAL ASSET ENTRY

Upload Initial Asset Entry				≣≭≣⊄✦	? 💿 🗷
Finance Book AVE Asset No. From Tag No. From	×	To To		Get Details	
Asset Information					
				v	Q
# Legacy Asset No. Asset No.	Asset Description	Tag No. Tag Description	Depreciation Category	Asset Cost	Cap.Maint
		Create Asset			
Acquisition Information					

Figure 40: Upload Initial Asset Entry

- 1. The Upload Initial Asset Entry page is launched. See Figure 40.
- 2. Select the Depreciation Book Code, Finance Book and Asset Class Code.
- 3. Enter the details of the Asset Number and Tag Number.
- 4. Click Get Details will upload from the Legacy Database.
- 5. Click **Create Asset** will create the asset as displayed in multiline.

4.2.6 UPLOAD ACQUISITION INFORMATION

	B Upload Acquisition Information												lo K
	-Do	Finance I	Book AVEOS	V									
4	6	[No records to display] 🕨	+ T Tx						All	Ŧ			Q
=		Asset No.	Tag No.	Document Type	Document No.	Document Date	Supplier Name		Document Amount		Curren	y	
						Undate Acquisition Informatio	n						- 1
						opure sequision mornado							_

Figure 41: Upload Acquisition Information.

- 1. The **Upload Acquisition Information** page is launched. *See Figure 41*.
- 2. Select the Finance Book.
- 3. Click Update Acquisition Information to update the acquisition information for the assets created.

Theme Asset Disposal: Scenario 1 - Sale of Asset:

SI. #	Flow of Events	Primary Actor(s)	Component Name	Activity Name	UI Name	Functional Steps
1	Retiring an asset	Unit Finance Manager	Asset Disposal	Retire Asset	<u>Retire Asset</u>	Enter details of retirement like Retirement Number, Date, Payment Category and Proposal Number
						Specify whether Authorized Invoice should be generated or Not
						Choose the Retirement Type as "Sale" and "Claims Receivable" as "Y"/"N"
						To ascertain the depreciation at the time of sale "Preview Depreciation" may be clicked
2	Reversing the retired asset	Unit Finance Manager	Asset Disposal	Reverse Retirement	<u>Reverse</u> <u>Retirement</u>	Enter Reversal Number, Reversal Date, Finance Book Select the assets which have to be reversed Reverse Retirement may be clicked to "Reverse Retirement"

4.3 SALE OF ASSET

4.3.1 RETIRE ASSET

	Retire Asset									= x;		. ← ?	e K
1.7	Retirement No.				Retirement Date		(11)		Statu	5			
	Finance Book	AVEO	V		Currency	CAD 🔻			Numbering Typ	MI 🔻			
	Payment Category	Credit	v		Proposal # D				Generate Authorized Invoic	No	Ŧ		
-	Search Criteria												
	Asset No. From				То				Asset Description				
	Tag No. From				То				Tag Description				
	Asset Location Code 👂				Asset Class #	All	Ŧ		Asset Group Code 🖇)			
	Cost Center				Marked For Retirement	Yes 🔻				Search			
-	Asset Information Image: Information Image: Imag	+ 0	0 Q T T.				Å		R se III Al		Ŧ		Q
=	Asset No.	Asset D	Pescription	Tag No.	Tag Description		Asset Location Code	Asset C	lass Code	Cost Center		Tag Cost	
1	-												
	4												
P	review Depreciation												
					Retire	Asset							
Acc	ounting Information												

Figure 42: Retire Asset.

- 1. The **Retire Asset** page is launched. *See Figure 42*.
- 2. Enter the Retirement Date and select the Finance Book, Numbering Type, and Payment Category.
- 3. Select the option for Generation of Authorized Invoice as Yes or No
- 4. Enter the Search Criteria to select the assets in the multiline
- 5. Select the **Retirement Type** as Sale and Claim Receivable as Yes or No depending upon the claim to be received for a particular asset.
- 6. Select the assets in multiline
- 7. Enter the **Customer Code** to whom the sale is proposed and the likely sale value.
- 8. Click **Preview Depreciation** and the depreciation upto the date of sale is calculated and displayed against each asset / tag.
- 9. Click **Retire Asset** to retire the asset.

4.3.2 REVERSE RETIREMENT

	Rev	verse Retirement							i z	; ē ;	+ 5	? 🗔 (
		Reversal #						Status				
		Reversal Date			Finance Book	AVEOS 💌		Numbering Type	RET 💌			
	Searc	:h Criteria										
		Retirement No.			Asset Class #	All 🔻		Asset Location Code 👂				
		Asset No. From			То			Asset Description				
		Tag No. From			То			Tag Description				
		Asset Group Code 👂			Cost Center							
									Search			
•	Asset	1 - 5 / 6 🕨 🗰 🕂 🗇 🗘	9 Q T T.					a il Al		Ŧ		٦
#		Retirement No.	Asset No.	Asset Description	Tag No.	Tag Description	Asset Location Co	ode	Asset Class	Code		Cost Cer
1		RET-000167-2013	ROTABLES-2	786		2 23456789INDIA	AMYVR		ROTABLES			7610
2		RET-000261-2013	EMC-GRNDE-1	ROTABLE COMPONENTS		1 ASSET	AMYEG		EMC-GRND	E		7610
3		RET-000263-2014	SCM-GRNDE-248	BLDGMTCE		1 BLDGMTCE	AMYTR		SCM-GRND	E		7610
4		RET-000265-2014	ROTABLES-10	Rotables		1 ROTABLES	CPR		ROTABLES			1200
5		RET-000267-2014	ROTABLES-11	rotables		1 Rotables	CPR		ROTABLES			1200
		4										+
					Reverse Re	etirement						
Acco	unting	g Information										

Figure 43: Reverse Retirement.

- 1. The **Reverse Retirement** page is launched. *See Figure 43*.
- 2. Enter the details of **Reversal Date** and select the **Finance Book** and the **Numbering Type**.
- 3. Enter the **Search Criteria** to select the assets in the multiline
- 4. Click **Reverse Retirement** to reverse the assets retired.

Theme Asset Disposal: Scenario 2 - Write-off Asset:

SI. #	Flow of Events	Primary Actor(s)	Componen t	Activity Name	UI Name	Functional Steps
1	Write-off an asset from the books	Unit Finance Manager	Asset Disposal	Retire Asset	<u>Retire Asset</u>	Enter details of retirement like Retirement Number, Date, Payment Category and Proposal Number Choose the Retirement Type as "Scrap" and "Claims Receivable" as "Yes" or "No", as the case may be. To ascertain the depreciation at the time of write-off "Preview Depreciation" may be clicked
2	Reversing the written-off Asset	Unit Finance Manager	Asset Disposal	Reverse Retirement	<u>Reverse</u> <u>Retirement</u>	Enter Reversal Number, Reversal Date, Finance Book Select the assets which have to be reversed Reverse Retirement may be clicked to "Reverse Retirement"

4.4 WRITE – OFF ASSET

4.4.1 RETIRE ASSET

Retire Asset							≣ x		i ← 1	
Retirement No. Finance Book Payment Category	AVEO V Credt V		Retirement Date Currency Proposal # 🎗	CAD 🔻	(73)	Statu: Numbering Type Generate Authorized Invoice	MI 💌 No	¥		
Asset No. From Tag No. From Asset Location Code <i>P</i> Cost Center			To To Asset Class # Marked For Retirement	All Yes 💌	¥	Asset Description Tag Description Asset Group Code 👂	Search			
Asset Information										
++ + [No records to display] + ++	+ C Q Q T T,					🗎 🌫 📽 🖡 🖕 💷 🔺	_	Ŧ		Q
# Asset No.	Asset Description	Tag No.	Tag Description		Asset Location Code	Asset Class Code	Cost Center		Tag Cost	
1										
4										•
Preview Depreciation										
			Retire	Asset						
Accounting Information										

Figure 41: Retire Asset.

- 1. The **Retire Asset** page is launched. *See Figure 41*.
- 2. Enter the Retirement Date and select the Finance Book, Numbering Type and Payment Category.
- 3. Select the option for Generation of Authorized Invoice as Yes or No
- 4. Enter the Search Criteria and click the Search pushbutton to retrieve and select the assets in the multiline
- 5. Select the **Retirement Type** as Sale and Claim Receivable as Yes or No depending upon the claim to be received for a particular asset and select the assets in multiline
- 6. Enter the **Customer Code** to whom the sale is proposed and the likely sale value.
- 7. Select whether insurance claim has been made against the retirement asset in the **Claim Insurance** column, provide the value for which the asset has been sold after retirement in the **Sale Value** column, and enter any observation regarding the retirement of the asset in the Remarks column.
- 8. Click **Preview Depreciation** and the depreciation upto the date of sale is calculated and displayed against each asset / tag.
- 9. Click **Retire Asset** to retire the asset.

4.4.2 REVERSE RETIREMENT

	Reve	erse Retirement							≣ ≭		•	? 🗔	ĸ
		Reversal #						Status					-
	c	Reversal Date	(fil)	Finance Boo	k AV	EOS 💌		Numbering Type	RET 💌				
	search	Retirement No.		Asset Class	# Al	•		Asset Location Code 👂					
		Asset No. From		1	0			Asset Description					
		Tag No. From		1	0			Tag Description					
		Asset Group Code 👂		Cost Cent	er								
									Search				
	Asset J	Information											_
44	4	1-5/6 > > + 0 0	C T T			F	11 U X 2	🗎 🕫 🖡 🖷 💷 🔺		Ŧ			Q
#		Retirement No.	Asset No.	Asset Description Tag No.		Tag Description		Asset Location Code	Asset Class Code			Cost C	ent
1		RET-000167-2013	ROTABLES-2	786	2	23456789INDIA		AMYVR	ROTABLES			7610	П
2		RET-000261-2013	EMC-GRNDE-1	ROTABLE COMPONENTS	1	ASSET		AMYEG	EMC-GRNDE			7610	
з		RET-000263-2014	SCM-GRNDE-248	BLDGMTCE	1	BLDGMTCE		AMYTR	SCM-GRNDE			7610	
4		RET-000265-2014	ROTABLES-10	Rotables	1	ROTABLES		CPR	ROTABLES			1200	
5		RET-000267-2014	ROTABLES-11	rotables	1	Rotables		CPR	ROTABLES			1200	
		4											Þ
. –													-
				Revers	e Ret	rement							
1.7													-
Acco	unting	Information											

Figure 42: Reverse Retirement.

- 1. The **Reverse Retirement** page is launched. *See Figure 42*.
- 2. Enter the details of **Reversal Date** and select the **Finance Book** and the **Numbering Type**.
- 3. Enter the search criteria to select the assets in the multiline.
- 4. Click **Reverse Retirement** to reverse the assets retired.

Theme Asset Disposal: Scenario 3 – Asset Transfer:

SI. #	Flow of Events	Primary Actor(s)	Component Name	Activity Name	UI Name	Functional Steps
1	Transfer of an asset to the another location	Unit Finance Manager	Asset Disposal	Record Asset Transfer	<u>Record</u> <u>Asset</u> <u>Transfer</u>	Enter details of transfer Select the Source Finance Book and Destination Finance Book Select the assets to be transferred Click "Confirm Asset" to transfer the asset
2	Confirm the receipt of the transferred asset	Unit Finance Manager	Asset Disposal	Confirm Transfer Receipt	<u>Confirm</u> <u>Transfer</u> <u>Receipt</u>	Receipt of transferred assets can be confirmed in their respective finance books
3	Reverse Transfer	Unit Finance Manager	Asset Disposal	Reverse Transfer	Reverse Transfer	Asset transferred but not confirmed by other unit can be reversed

4.5 ASSET TRANSFER

4.5.1 RECORD ASSET TRANSFER

	Rec	cord Asset Transfer										7; E	4	+	;	
	Frans	fer Information														
		Transfer No.			Transfer Type			Ŧ		Status						
		Transfer Date	16-07-2016		From/To Finance Book	AVE	DS 💌	Ŧ	Numbering	Type T	TRF			•		
	Searc	h Criteria														
		Asset No. From			То				Asset C	lass # 🖌	All			•		
		Tag No. From			То				Asset Location Co	xde 🔎						
		Asset Group Code 👂			Asset Description				Tag Desc	ription						
		Cost Center									Search					
	Asset	Information											_		_	
44	4	1 - 5 / 515 🔸 🗰 🕂 🗇	O O T T				人 日	1 🛛 X (v			Q
		Asset No.	Asset Description	Asset Group Code	Tag No.		Tag Description		Asset Class Code	Depre	ciation Cat	tegory				Ne
1		DPU-1	HARDWARE	HARDWARE		1	Purchase of Hardwares		DPU 🗸	HARD	WARES				-	e
2		EMC-BDGEQ-1	TEST	ACFTEQP		1	1212		EMC-BDGEQ 🗸	EMC-E	BDGEQ8					
3		EMC-GRNDE-1	ROTABLE COMPONENTS	COMMEQIP		2	ASSET-CME		EMC-GRNDE ~	EMC-C	GRNDE8				*	· .
4		FURNITURE-1	Furniture-001	INTFURN		1	Furniture-001		FURNITURE	FURN.	SLM					
5		FURNITURE-2	ROTABLES	ROTELEPO		1	ROTABLES_INTERFB		FURNITURE	FURN.	SLM				~	· .
		4														•
Pro	view	Depreciation														
-																- 1
					Confirm	Tran	sfer									
		- C														_
Acco	unang	Information														

Figure 43: Record Asset Transfer.

- 1. The **Record Asset Transfer** page is launched. *See Figure 43*.
- 2. Enter the transfer details in the Transfer Information group box.
- 3. Enter the Search Criteria to select the assets in the multiline
- 4. Click the **Preview Depreciation** and the depreciation upto the date of transfer is calculated and displayed against each asset / tag.
- 5. Click **Confirm Asset** to transfer the asset and the entries in the source **Finance Book** will be passed.

4.5.2 CONFIRM TRANSFER RECEIPT

Confirm Transfer Receipt									≣ z	; 7	14	- ?	
Receipt Information													
Confirmation Date	16-07-2016		Finance Book	AVEOS 💌				Transfer Type				Ŧ	
Search Criteria													
Asset No. From			То					Asset Description					
Tag No. From			То					Tag Description					
Transfer No. From			То				Sou	rce Finance Book	ALL 1				
Transfer Date From		…	То			Ē							
Cost Center			Asset Class #	All	,						Search		
 Asset Information 													
ee e [No records to display] > >>	+ 0 0 0 T T				7	<u>h</u>		II All			v		Q
 Transfer No. 	Transfer Date	Asset No.	Asset Description		Tag No.	Tag L	Description	Asset Class Code			Depreci	ation Cal	tegory
1											CMC-BE	GEQ1	
•													+
			(
Confirm Receipt			Reject Receipt										
Accounting Information													

Figure 44: Confirm Transfer Receipt

- 1. The **Confirm Transfer Receipt** page is launched. *See Figure 44*.
- 2. Enter the Confirmation Date, Finance Book and Transfer Type in the Receipt Information group box.
- 3. Enter the search criteria to select the assets in the multiline.
- 4. Click **Confirm Receipt** pushbutton to confirm receipt of transferred asset.
- 5. Click the **Reject Receipt** pushbutton to reject the receipt of the transferred asset.

4.5.3 REVERSE TRANSFER

*	* 🗎 Reverse Transfer										+? 🖬 (ĸ
	Frans	Transfer Date 15-0	7-2016			Transfer No. TRF-000017-2016			Status Trans	fer Out		-
44	4	1-1/1 > >> + 🗇 🗘	Q: T T,				人山		All Otto	•	۶	o
=		Asset No.	Asset Description	Tag No.		Tag Description		Asset Class Code	Asset Location Code		Cost Center	
1		CMC-BDGEQ-3	Building		2	Building_001		ROTABLES	AMYTR		1200	
2												
		•)	Þ.
-												-
		Reverse Transfer										
		information										-
Acco	inting	Information										

Figure 45: Reverse Transfer

- 1. The **Reverse Transfer** page is launched. *See Figure 45*.
- 2. Select the Transfer Number in multiline.
- 3. Click the **Reverse Transfer** pushbutton to reverse the transfer intended.

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Index

Α

Account #, 10 Account finalization, 6 Acquisition proposal, 15 Allocated Amount, 15 Allocation, 33 Amend asset record, 27 budget, 19 proposal, 20 Asset depreciation, 32 Asset Book Value, 40 Asset Class #, 10 Asset Class Code, 16, 40 Asset Cost, 23 Asset disposal, 6 Asset Group, 11 Asset Group Details, 11 Asset Location Details, 11 Asset migration, 39 Asset setup, 10 Asset Tag, 25, 28 Asset Tag No., 28 Asset transfer, 49 Authorize asset, 25

В

Budgeting, 7 Business scenarios for account finalization, 7 for asset disposal, 7 for capital procurement, 7 for enterprise setup, 7

С

Capital budget and tracking, 15 Capital procurement, 6 Capitalization, 7 Capitalization Amount, 23 Capitalization Doc, 28 Claim Insurance, 46 Claim Receivable, 46 Complete initial balance entry, 40 Confirm transfer receipt, 49 usage and view depreciation, 32 Confirm/delete process run, 36 Cost Variance %, 16 Create acquisition proposal, 16 asset account definition, 10 asset class, 10 asset group, 10 asset location, 11 asset proposal, 15 asset record, 24 budget, 15 capital journal, 26 depreciation adjustment, 28, 35 initial asset entry, 39 initial balance, 40 Cumulative Depreciation Amount, 40 Customer Code, 43

D

Debit / Credit, 26 Delete asset record, 25 Delete Tag, 25 Depreciation Below Book Value, 32 Depreciation Book Code, 32, 41 Depreciation Charge, 36 Depreciation Code Book, 28 Document Amount, 39

Е

Enterprise setup, 6 Exchange Rate Variance %, 16 Expiry Date, 16

F

Finance Book, 23 Financial Calendar, 34 Financial Period Upto, 34 fixed asset, 6, 7

G

Generation authorized Invoice, 46 Generation of Authorized Invoice, 43

GR Date, 39

I

Initial Balance, 40 Initial entry, 39

L

Legacy Database, 41

Μ

Migrated Usage, 33

Ρ

Parent Group, 10 Parent Location Code, 11 Payment Category, 46 Posting Cost Center, 28 Preview Depreciation, 46 Process Depreciation, 33, 34 Process Information, 34 Proposal Date, 15 Proposal Description, 15 Proposal No, 19, 26

R

Record asset transfer, 49 Retire asset, 43, 46 Retirement Date, 43 Retirement Proposal, 15 Retirement Type, 43 Reversal Date, 44, 47 Reverse asset record, 28 depreciation, 35 retirement, 43, 47 transfer, 50 Root Exec. Doc. No., 23

S

Sale, 46 Sale of asset, 43 Select asset, 24 budget, 16, 18 document details, 23 document, 23, 26 proposal, 17, 19 Set depreciation book, 32

т

Tag Group, 24 Tag No, 24, 28 Tag Number, 41 Transaction Amount, 26 Transaction Date, 35 Transfer Number, 50 Transfer Type, 49

U

Update acquisition information, 39 Upload acquisition information, 41 initial asset entry, 41 Usage Information, 33 Usage-In Service Date, 33 Useful Life Expires on, 24

V

Variance, 15, 19 View budget, 17 proposal, 18 View Statistics, 34

W

Write – off asset, 46

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