

**RAMCO AVIATION SOLUTION
VERSION 5.8**

USER GUIDE

FIXED ASSETS HUB

©2020 Ramco Systems Limited. All rights reserved.
All trademarks acknowledged.

This document is published by **Ramco Systems Ltd.** without any warranty. No part of this document may be reproduced or transmitted in any form or by any means, electronic or mechanical, for any purpose without the written permission of **Ramco Systems Limited**.

Improvements and changes to this text necessitated by typographical errors, inaccuracies of current information or improvements to software programs and/or equipment, may be made by Ramco Systems Limited, at any time and without notice. Such changes will, however, be incorporated into new editions of this document. Any hard copies of this document are to be regarded as temporary reference copies only.

The documentation has been provided for the entire Aviation solution, although only a part of the entire solution may be deployed at the customer site, in accordance with the license agreement between the customer and **Ramco Systems Limited**. Therefore, the documentation made available to the customer may refer to features that are not present in the solution purchased / deployed at the customer site.

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 AviationSolution. 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 Assets Hub** business process. The sub processes are explained in the remaining chapters.

Chapter 2 focuses on the **Fixed Assets Hub** 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  icon 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.

INTRODUCTION5

FIXED ASSETS HUB6

2.1 WORKING WITH FIXED ASSETS HUB7

2.2.1 Reviewing asset records8

2.2.2 Capitalization9

2.2.3 Capitalization-non doc. based11

INTRODUCTION

The Assets can be created, amended using Asset Capitalization component. For creating an Asset, amending an Asset multiple screens have to be visited. Fixed Asset Hub will be a one stop place for creating, authorizing, amending them. Also it shows visibility on how many documents are pending for capitalization. An asset can be created directly without source documents also.

The **Fixed Assets Hub** provides a dashboard to authorize, amend already created assets and also to create Asset Record for pending capitalization documents. The Hub provides the ability to create an Asset directly by crediting an Asset/Expense Account.

FIXED ASSETS HUB

The **Fixed Assets Hub** sub process provides a dashboard to authorize, amend already created Assets and also to create Asset Record for pending capitalization documents. The Hub also provides the ability to create an Asset directly by crediting an Asset/Expense Account.

2.1 WORKING WITH FIXED ASSETS HUB

The **Fixed Assets Hub** provides a dashboard to manage Fixed Assets, which serves as a one stop place for creating, authorizing and amending Assets. It shows visibility on how many documents are pending for capitalization. An asset can be created directly without source documents also.

1. Select the **Fixed Assets Hub** activity under the **Fixed Assets Hub** business component in **Fixed Assets Management** business process. The **Fixed Assets Hub** page appears. See *Figure 2.1*.

The screenshot displays the **Fixed Assets Hub** interface. The top navigation bar includes tabs for **Asset Review**, **Capitalization**, and **Capitalization - Non Doc. Based**. The **Asset Review** tab is active. On the left, the **Asset Search Options** panel shows a tree view of asset classes, including **AV** and **EMC-BDGEQ(101)/(112)**. The main area shows **Asset Details** for the selected asset class **EMC-BDGEQ(5)/(5)**. Below this, the **Asset List** table displays a list of assets with columns for **#**, **Asset #**, **Tag #**, **Asset Description**, **Tag Description**, **Total Asset Cost**, **Total Dep.**, **Total Book Value**, **Cost Center**, and **Analysis**.

#	Asset #	Tag #	Asset Description	Tag Description	Total Asset Cost	Total Dep.	Total Book Value	Cost Center	Analysis
1	EMC-BDGEQ-1	1	a11	T1	3719.79000000	82.21000000	3719.79000000	1200	
2	EMC-BDGEQ-2		a11	T1	0.00000000	0.00000000	0.00000000		
3	EMC-BDGEQ-3	1	ASTN01	T01	1895.04000000	104.96000000	1895.04000000	1100	
4	EMC-BDGEQ-4	1	AT1	T1	586.85000000	13.15000000	586.85000000	1100	
5	EMC-BDGEQ-5	1	AAT1	T1	18677.62000000	1322.38000000	18677.62000000	1100	

Figure 2.1 Fixed Assets Hub

2. The Fixed Assets Hub has the following tabs:
 - **Asset Review** Tab - Select this tab if you wish to review asset records.
 - **Capitalization** Tab - Select this tab to perform Pending Capitalization, Pending Authorization and Pending Amendment actions.
 - **Capitalization - Non Doc. Based** Tab - Select this tab to capitalize non-document based Assets.

To proceed further,

- ▶ Select the **Actions** link to perform the next possible action.
- ▶ Select the **Reports** link to perform the next possible action.

2.2.1 Reviewing asset records

By default the system defaults the **Asset Review** tab on launch of the **Fixed Assets Hub**. This tab enables you to view fixed asset records with asset attributes. Information such as MAT mapping, Part -Serial-Assets Mapping along with Current location can be viewed.

The following tabs are displayed:

1. The **Asset Search Options** section
 - **Asset Tree** tab
 - **Search** tab
2. The **Asset Details** tab
 - **List of Assets** multiline

Searching for an asset record

This tab enables you to specify the basis on which you wish to retrieve asset details in the adjacent **Asset List** multiline under the **Asset Details** tab.

1. Select the **Asset Tree** tab. The **Asset Tree** structure appears. *See Figure 2.2*
2. Use the drop-down list box to specify the basis on which you wish to retrieve details from the options Asset Class, Asset Group or Cost Center.

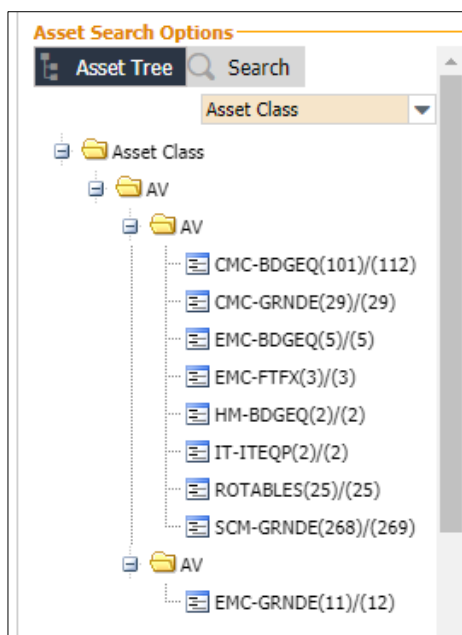
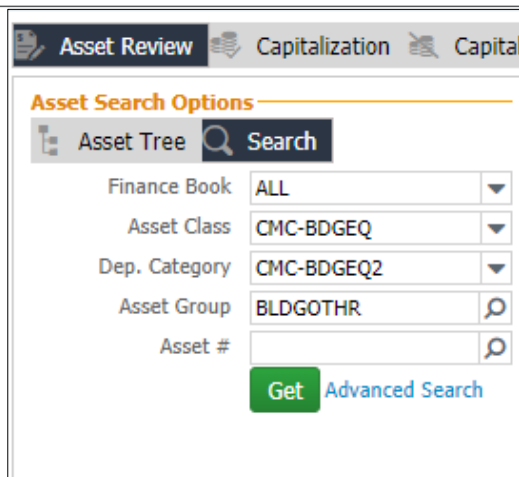


Figure 2.2 Asset Tree structure

This system retrieves the details of the asset you have selected in the tree structure in the adjacent **Asset List** multiline.

1. Select the **Search** tab. The search criterion appears. *See Figure 2.3*.



The dialog box titled 'Asset Search Options' contains the following fields and controls:

- Asset Tree** (icon) and **Search** (button)
- Finance Book**: ALL (dropdown)
- Asset Class**: CMC-BDGEQ (dropdown)
- Dep. Category**: CMC-BDGEQ2 (dropdown)
- Asset Group**: BLDGOTHR (dropdown)
- Asset #**: (text input with search icon)
- Get** (green button) and **Advanced Search** (blue hyperlink)

Figure 2.3 Asset Tree structure

- Use the drop-down list box to specify **Finance Book**, **Asset Class**, **Depreciation Category**, **Asset Group** and **Asset #** for which you wish to retrieve details in the **Asset List** multiline
- Click **Get** pushbutton.
- Select the **Advanced Search** hyperlink if you wish to further narrow down your filter criteria such as **Proposal #**, **Date Based**, **Unmapped Assets** and so on.

Viewing Asset List

This tab provides details of balance summary of assets.

- Select the details of assets from the **Asset Tree** tab in the **Asset Search Options** section. The system displays details as per the specifications in the Tree Structure. See Figure 2.4.

Asset Details										
		Asset Class	AV	AV	EMC-BDGEQ(5)/(5)					
Asset Cost	26402.00	Cummulative Depreciation	0.00	Book Value	0.00	Depreciation Year	AV 30	Capital Work in Progress	33889833.40	
Asset List										
#		Asset #	Tag #	Asset Description	Tag Description	Total Asset Cost	Total Dep.	Total Book Value	Cost Center	Analysis
1		EMC-BDGEQ-1	1	a11	T1	3719.79000000	82.21000000	3719.79000000	1200	
2		EMC-BDGEQ-2		a11	T1	0.00000000	0.00000000	0.00000000		
3		EMC-BDGEQ-3	1	ASTN01	T01	1895.04000000	104.96000000	1895.04000000	1100	
4		EMC-BDGEQ-4	1	AT1	T1	586.85000000	13.15000000	586.85000000	1100	
5		EMC-BDGEQ-5	1	AAT1	T1	18677.62000000	1322.38000000	18677.62000000	1100	

Legend: ● Fresh ● Inactive ● Active

Actions Reports

Figure 2.4 Asset List multiline

2.2.2 Capitalization

This tab performs Pending Capitalization, Pending Authorization and Pending Amendment.

- The following tiles are displayed along with the total numbers:
 - Pending Cap. – Indicates the total number of capital documents GI/Order based Invoice/Item Invoice /

SWO / AME document for which Asset # has not yet been generated.

- Pending Auth. – Indicates the number of Asset # that are in 'Fresh' which needs to be authorized.
 - Pending Amend Auth. – Indicates the number of Asset # which has been amended but pending authorization of Asset #.
2. Provide filter criteria to search for the required Asset and click the **Search** pushbutton.
 3. Select the [Asset Info.](#) Tab to record the Asset details.
 4. Select the [Doc. Line Info.](#) tab to record the Document details.

Recording Asset Info.

This tab allows recording, authorizing and deleting asset details. The proposal Information can also be retrieved for the asset.

1. Enter the **Account code** to which the transaction has been posted and **Cap. Amt.** to be capitalized.
 - ✎ *Note: The fields 'Account Code', 'Account Desc.', 'Cost Center', 'Analysis #', 'Sub Analysis #' and 'Cap. Amt.' fields appear for the "Direct Capitalization" assets.*
2. Enter the **Proposal #** based on which the invoice has been raised.
3. Select the **Finance Book** and **Asset Class Code** of the Asset.
4. Enter the **Asset Group Code**, **Asset Cost Center** and **Dep. Category** of the Asset.
5. Enter the **Asset Analysis #** and **Asset Sub Analysis #** of the Asset.
 - ✎ *Note: If CIM interaction between 'Asset Proposal' and 'Account Based Budget' does not exist, then "Analysis #" should not be entered.*
6. Enter the **Capitalization Date**, **In Service Date**, **Useful Life** and **Useful Life expires on**.
7. Select the **Dep. Category – CME** to specify the depreciation category of the Capital Maintenance Expenditure for the Asset #.
8. Enter the **Asset Location Code** in which the assets are physically located.
9. Specify the frequency in which the assets are to be physically verified in the **Inventory Cycle** field.
10. Enter the **Salvage Value**, **Maint. Int.**, **Manufacturer**, **Barcode No.**, **Serial No.**, **Warranty No.**, **Model** and **Custodian** of the Asset.
11. Click the **Get Proposal Info.** pushbutton to retrieve the proposal information.
12. Click the **Save** pushbutton to save the asset details.
13. Click the **Authorize** pushbutton to authorize the Asset.
14. Click the **Delete** pushbutton to delete the Asset.

Recording Doc. Line Info.

This tab allows recording, authorizing and deleting asset details document line information of the Asset. See *Figure 2.5*.

Fixed Assets Hub

Asset Review **Capitalization** Capitalization - Non Doc. Based

Pending Cap. 1094 Pending Auth. 73 Pending Amend Auth. 5

Search

Document Type: All Document # from/to: Finance Book/ Asset Class: All Root Exe. Doc.: Search On: Supplier Code

Asset Info. Doc. Line Info.

#	I.	Doc. Type	Doc. #	Doc. Date	Ref. Doc. Info./ Supplier Name	Seq. #/ Line #	Doc. Amt.	Line Amt.	Pend. Cap. Amt.	Cap. Amt.	Asset #
1	C	BASCWO	AWO-000021-2016	04-08-2016	1 / C9386	1	10,000.00	10,000.00	10,000.00	10,000.00	
2	C	BASCWO	AWO-000021-2016	04-08-2016	0 / C9386	0	45,000.00	45,000.00	45,000.00	45,000.00	
3	C	BASMIWO	CWO-009507-2019	16-05-2019	1 / 00089-003:32500	1	10,000.00	10,000.00	10,000.00	10,000.00	
4	C	BASMIWO	CWO-009507-2019	16-05-2019	2 / 00089-003:32500	2	10,000.00	10,000.00	10,000.00	10,000.00	
5	C	Direct Invoice	ITM-000020-2012	05-06-2012	1 / 00060	1	42,500.00	42,500.00	42,500.00	42,500.00	
6	C	Direct Invoice	ITM-000021-2012	05-06-2012	1 / 00060	1	42,500.08	42,500.08	42,500.08	42,500.08	
7	C	Direct Invoice	ITM-000022-2012	05-06-2012	1 / 00060	1	51,000.09	51,000.09	51,000.09	51,000.09	
8	C	Direct Invoice	ITM-000025-2012	05-06-2012	1 / 00060	1	3,842.00	3,842.00	3,842.00	3,842.00	
9	C	Direct Invoice	ITM-000026-2012	05-06-2012	1 / 00060	1	4,802.50	4,802.50	4,802.50	4,802.50	
10	C	Direct Invoice	ITM-000029-2012	05-06-2012	1 / 00060	1	51,000.09	51,000.09	51,000.09	51,000.09	
11	C	Direct Invoice	ITM-000030-2012	05-06-2012	1 / 00060	1	51,000.09	51,000.09	51,000.09	51,000.09	
12	C	Direct Invoice	ITM-000031-2012	05-06-2012	1 / 00060	1	51,000.09	51,000.09	51,000.09	51,000.09	

Actions Reports

- View Asset Proposal
- Transfer Asset
- Split Asset
- Reverse Asset
- Retire Asset
- Process Depreciation
- Location Info
- Edit Properties
- Create Dep. Adj.
- Create Cap. JV
- Asset Identifier Main
- Asset Identifier - Fac

Save Create Asset ID Amend Asset ID Write off

Figure 2.5 Recording Document line Information in Fixed Assets Hub

1. Enter the **Cap. Amt.** which is the document amount to be capitalized.
2. Enter the **Asset #** and **Tag #**.
3. Enter the **Asset Grouping** and **Proposal #** based on which the invoice has been raised.
4. Click the **Save** pushbutton to save the Document details.
5. Click the **Create Asset ID** pushbutton to create the Asset.
6. Click the **Amend Asset ID** pushbutton to amend the Asset.
7. Click the **Write-off** pushbutton to write-off the Asset.

2.2.3 Capitalization-non doc. based

This tab enables capitalization of the non-document based Assets.

1. The Dir Capitalization tab enables recording, authorizing and deleting asset details. The proposal Information can also be retrieved for the asset. *See Figure 2.6*
2. Select the [Asset Info.](#) Tab to record the Asset details.

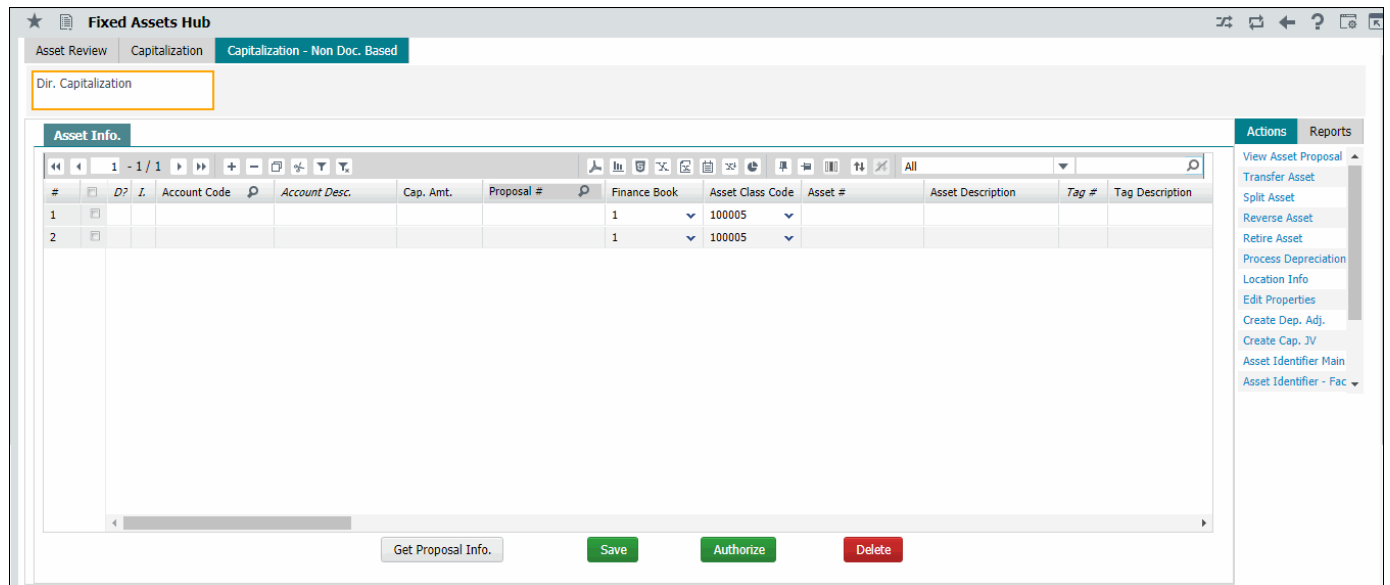


Figure 2.6 Capitalization Non Doc Based tab

To proceed, carry out the following:

- **Actions / Reports:** Next possible action links and report links for the asset based upon the Next Action to be performed.

Index

A

Advanced Search, 9

Asset

review, 8

search options, 9

C

Capitalize

non-document based Assets, 7

D

Dashboard

to authorize, 6

P

Part Inquiry, 7

Pending

Capitalization, Authorization and
Amendment, 7

R

Recording

Asset Information, 10

Doc. Line Info., 10

Review

asset records, 7

Reviewing

Asset Records, 8

S

Salvage

Value, 10

Searching

asset record, 8

U

Unmapped

assets, 9

V

Viewing

Asset List, 9

W

Working

with fixed assets hub, 7

Write-off, 11

Corporate Office and R&D Center

RAMCO SYSTEMS LIMITED

64, Sardar Patel Road, Taramani,
Chennai – 600 113, India

Office : + 91 44 2235 4510 / 6653 4000

Fax : +91 44 2235 2884

Website : www.ramco.com