

RAMCO AVIATION 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  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](http://www.ramco.com) for assistance.

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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

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### 1.2.4 CAPITALIZATION

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### 1.2.5 BUSINESS SCENARIOS FOR ACCOUNT FINALIZATION

### 1.2.6 FIXED ASSETS

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### 1.2.7 BUSINESS SCENARIOS FOR ASSET DISPOSAL

### 1.2.8 FIXED ASSETS

[Sale of Asset](#)

[Write-off Asset](#)

[Asset Transfer](#)

# ENTERPRISE SETUP

**Asset Setup:**

Sl. #	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	<a href="#">Create Asset Class</a>	Create Asset Class
2	Activating of Asset Class	Finance Manager	Account Rule Definition	Create Asset Account Definition	<a href="#">Create Asset Account Definition</a>	Map Account code in ARD to activate it
3	Grouping of Assets for Reporting	Finance Manager	Asset Type Definition	Create Asset Group	<a href="#">Create Asset Group</a>	Create Parent Asset Group and create child Asset Group for Parent
4	Identification of Locations for Assets	Accountant	Asset Location	Create Asset Location	<a href="#">Create Asset Location</a>	Create Parent Asset Location and create child Asset Location for the Parent

## 2.1 ASSET SETUP

### 2.1.1 CREATE ASSET CLASS

#	Asset Class Code	Asset Class Description	Depreciable	Inventory Cycle	Asset Group Code
1			Yes	Monthly	

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

#	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		

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

#	Asset Group Code	Asset Group Description	Parent Group
1			

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

#	Asset Location Code	Asset Location Description	Short Desc	Parent Location Code	Asset Location Type
1					CITY

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:**

Sl. #	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	<a href="#">Create Budget Requirement</a>	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	<a href="#">Create Budget</a>	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	<a href="#">Create Asset Proposal</a>	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	<a href="#">Create Acquisition Proposal</a>	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	<a href="#">Select Budget</a>  <a href="#">View Budget</a>	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



## 3.1 CAPITAL BUDGET AND TRACKING

### 3.1.1 CREATE BUDGET

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

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

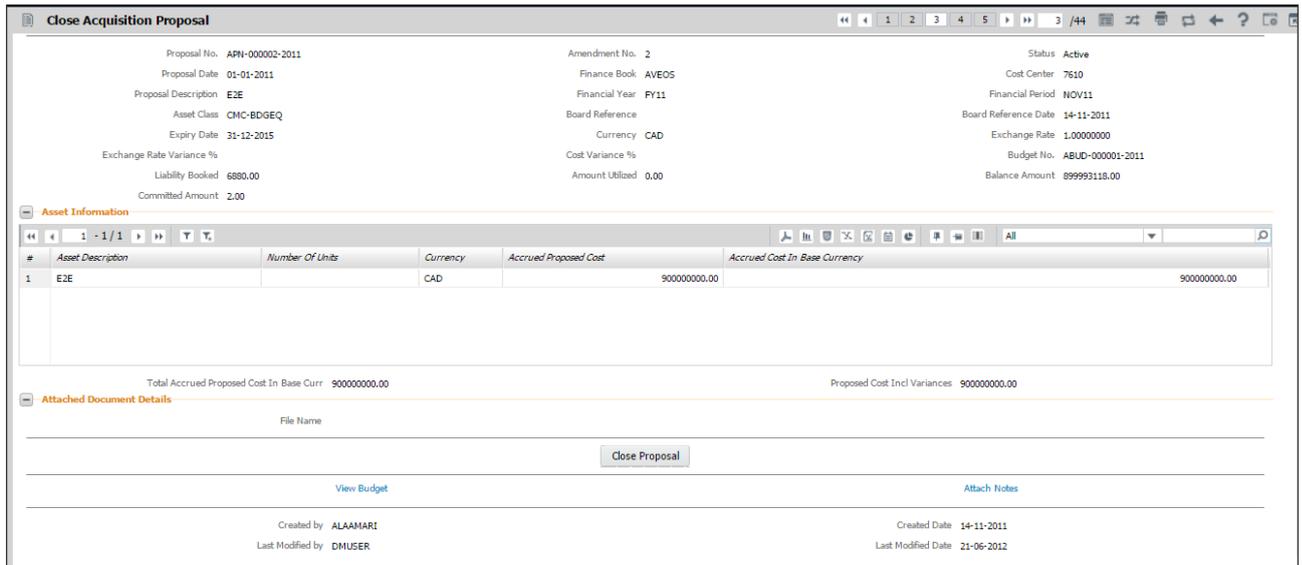


Figure 7: Create Acquisition Proposal

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 non-base 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

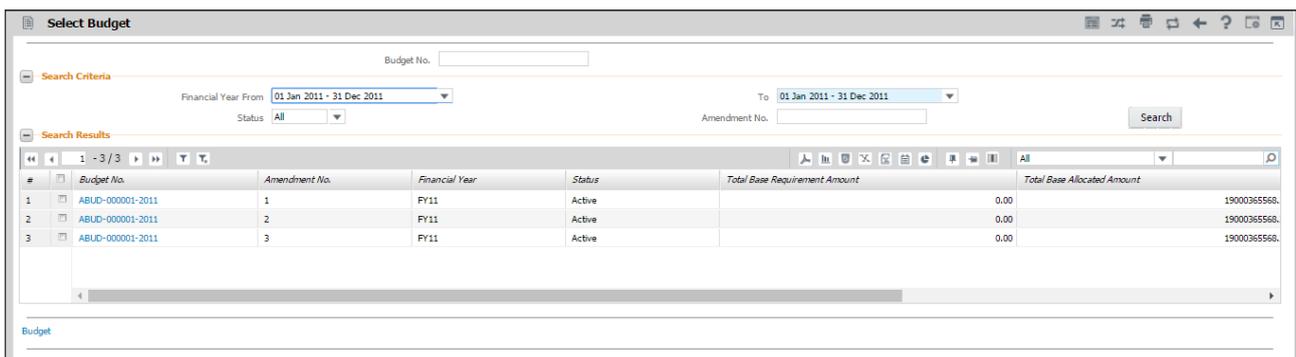


Figure 8: Select Budget

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

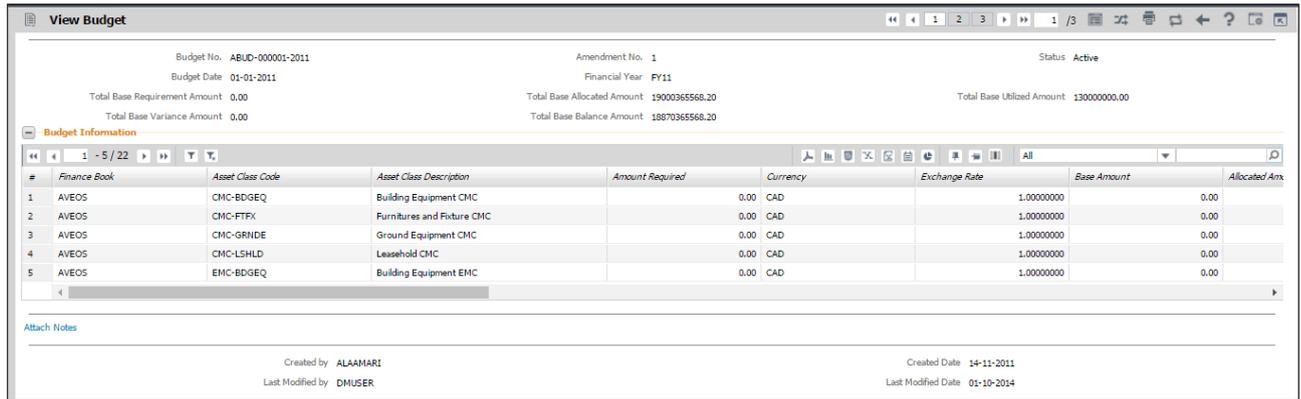


Figure 9: View Budget

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

### 3.1.6 SELECT PROPOSAL

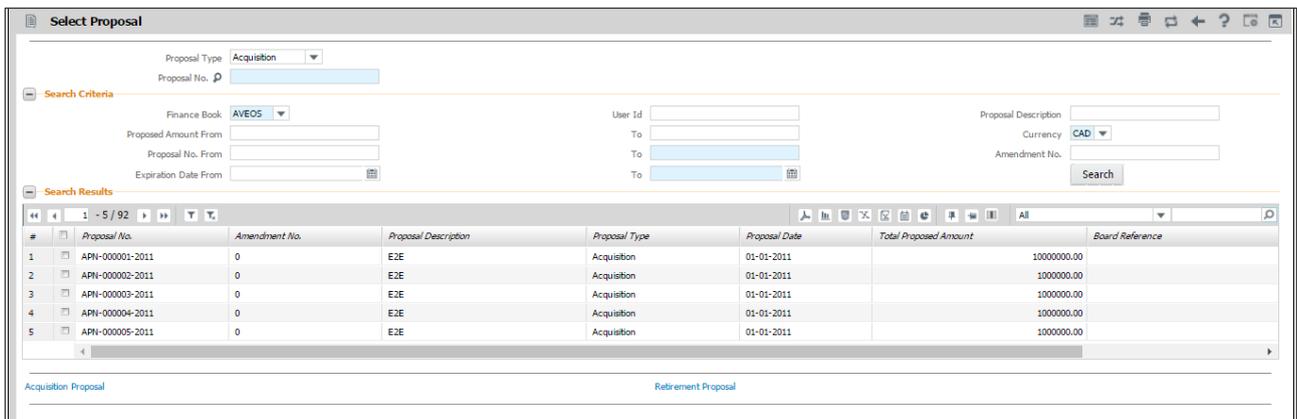


Figure 10: Select Proposal

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

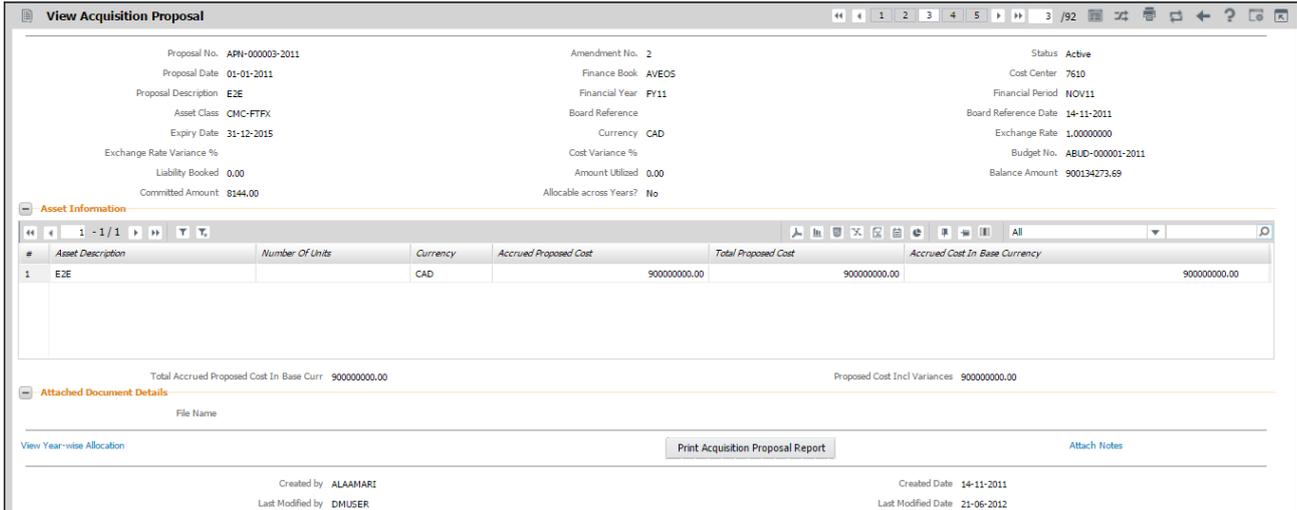


Figure 11: View Acquisition Proposal

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

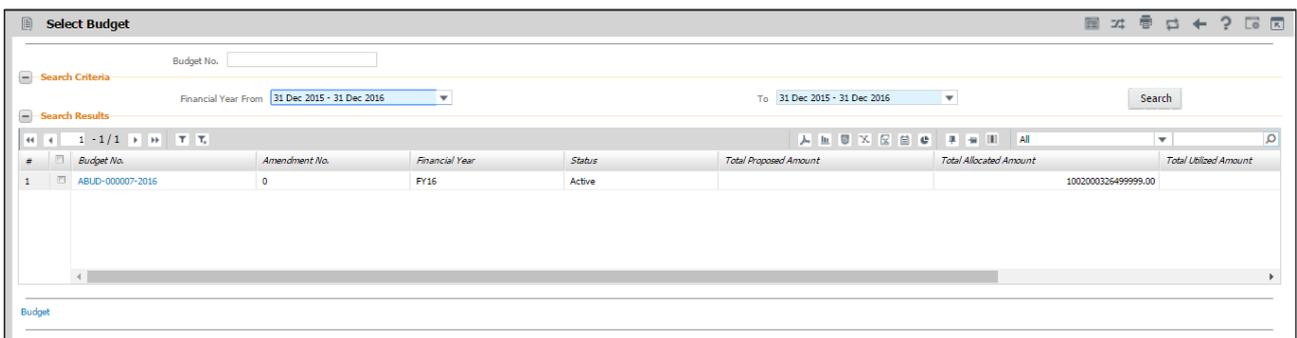


Figure 12: Select Budget

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

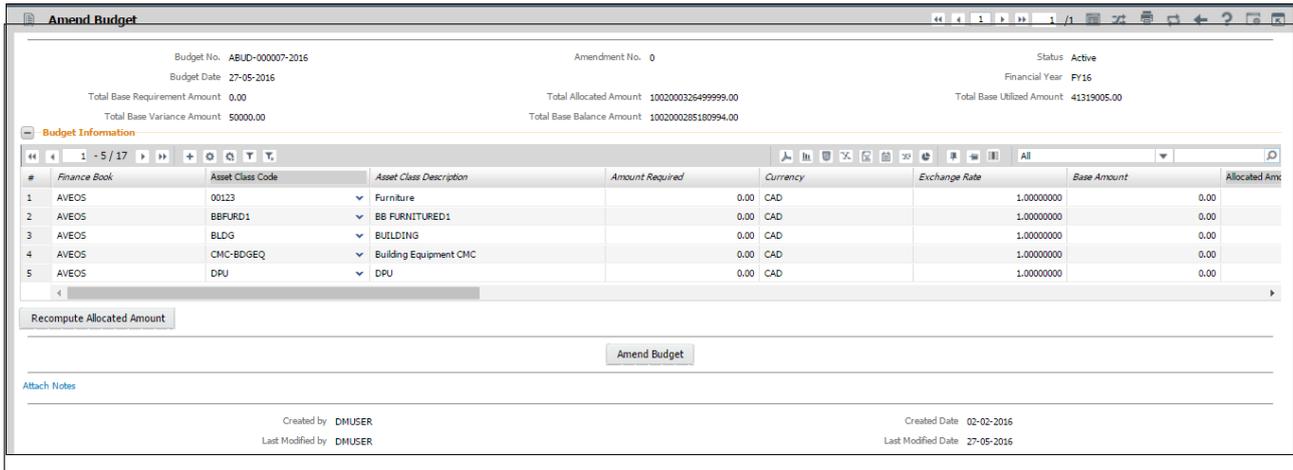


Figure 13: Amend Budget

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

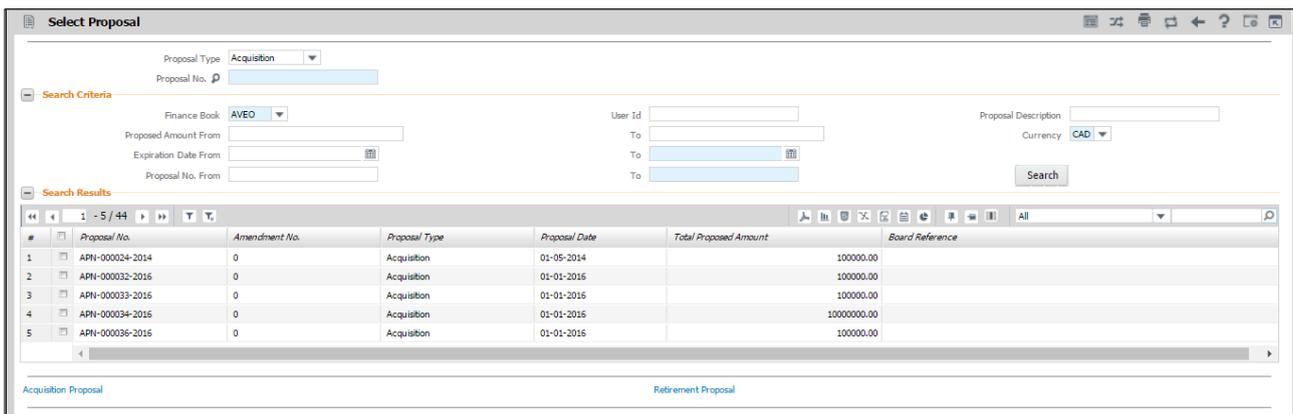


Figure 14: Select Proposal.

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**

Proposal No. 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      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**

#	Asset Description	Number Of Units	Currency	Accrued Proposed Cost	Total Proposed Cost	Accrued Cost In Base Currency
1	TEST1		CAD	100000.00	100000.00	100000.00
2			CAD			

Compute Total Proposed Cost

Total Accrued Proposed Cost In Base Curr 100000.00      Proposed Cost Incl Variances 100000.00

Attached Document Details

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:

Sl. #	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	<a href="#">Create Depreciation Adjustment</a>	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	<a href="#">Select Document</a>	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	<a href="#">Select Document details</a>	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	<a href="#">Create Asset Record</a>	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	<a href="#">Select Asset</a>	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	<a href="#">Delete Asset Record</a>	For the selected document, give Delete Asset to delete the specified asset and its associated tags

7	Capitalizing of multiple assets	Accountant	Asset Capitalization	Create Asset Record	<a href="#">Create Bulk Assets</a>	Multiple assets can be created with same asset properties from a source asset created.
8	Authorize Capitalization	Finance Manager	Asset Capitalization	Authorize Asset	<a href="#">Authorize Asset</a>	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	<a href="#">Create Capital Journal</a>	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	<a href="#">Select Document</a>	Select the document that are to be used to add to the asset
11	Make appends to the already existing asset			Amend Asset	<a href="#">Select Document Details</a>	
12	Make amendments to capitalized Asset	Finance Manager	Asset Capitalization	Amend Asset	<a href="#">Amend Asset Record</a>	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	<a href="#">Reverse Asset Record</a>	Specify the reason for which the asset is to be reversed

## 3.2 SELECT DOCUMENT

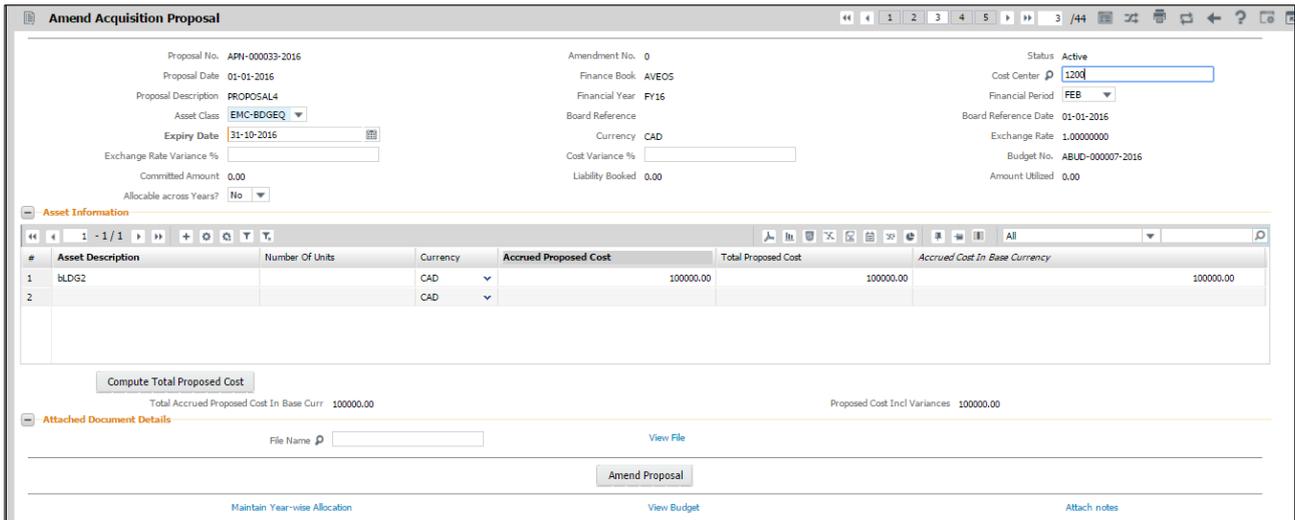


Figure 16: Select Document.

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

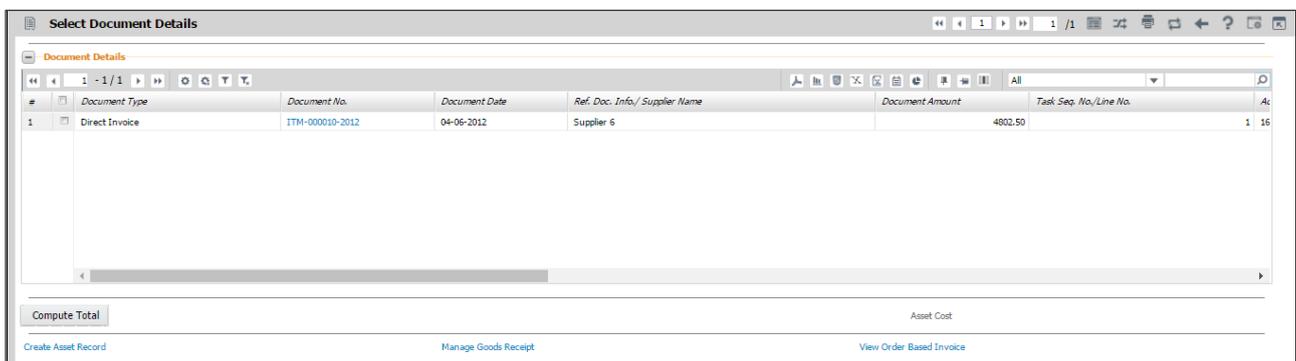


Figure 17: Select Document Details.

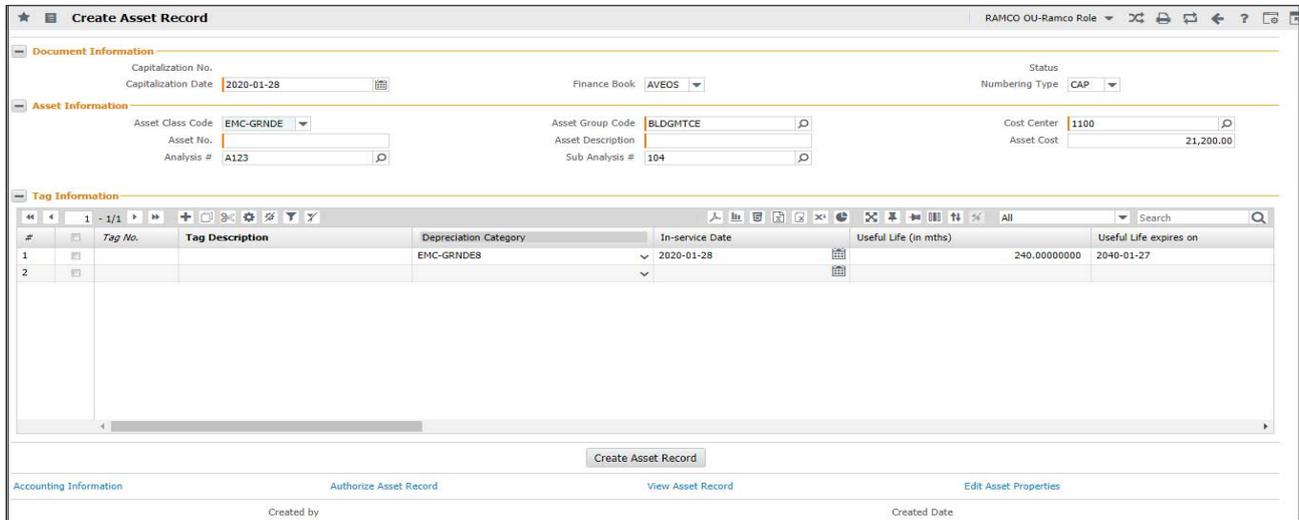
1. The **Select Document Details** page is launched. See Figure 17.
2. To capitalize asset based on the **Line No**, specify the **Capitalization Amount** against the **Line No**.
3. If multiple Tags are to be created from values across documents, specify a common letter or word for the tags to

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

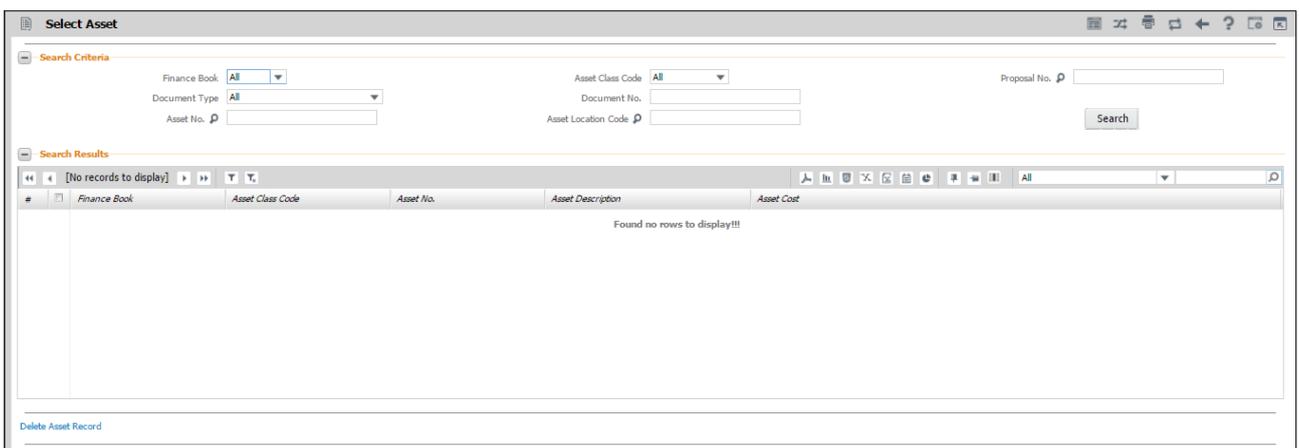


**Figure 18: Create Asset Record**

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



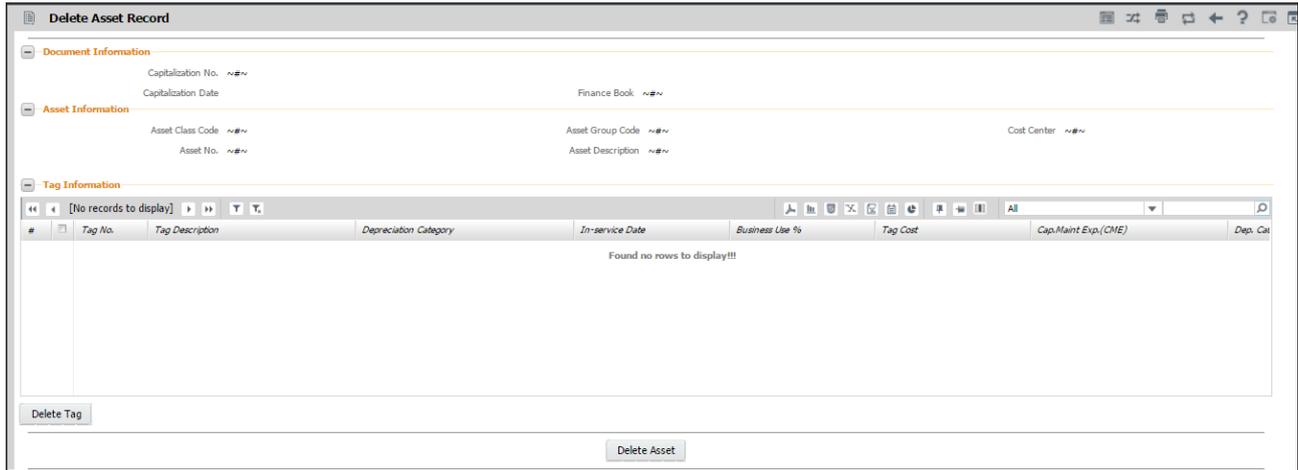
**Figure 19: Select Asset**

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

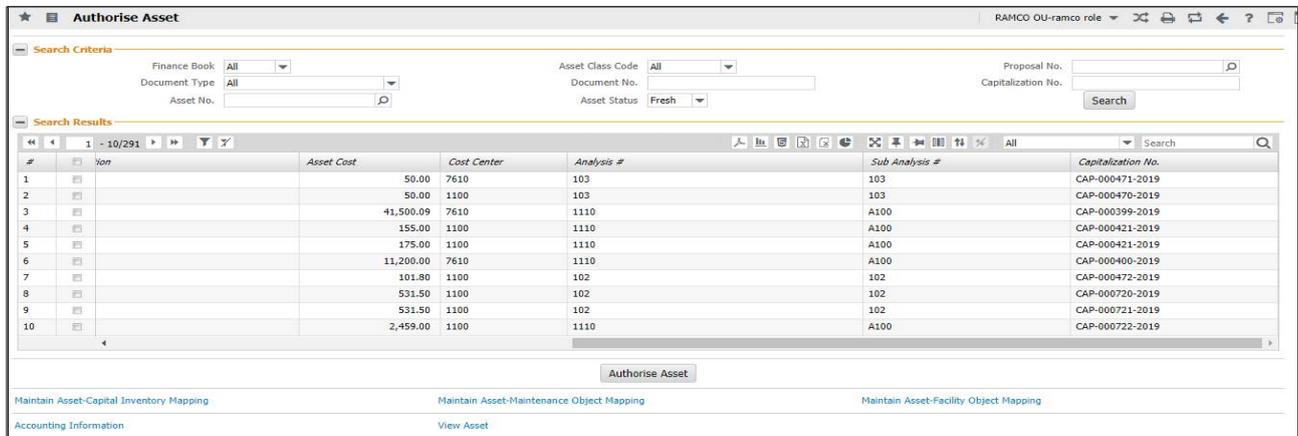


**Figure 20: Delete Asset Record**

*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.

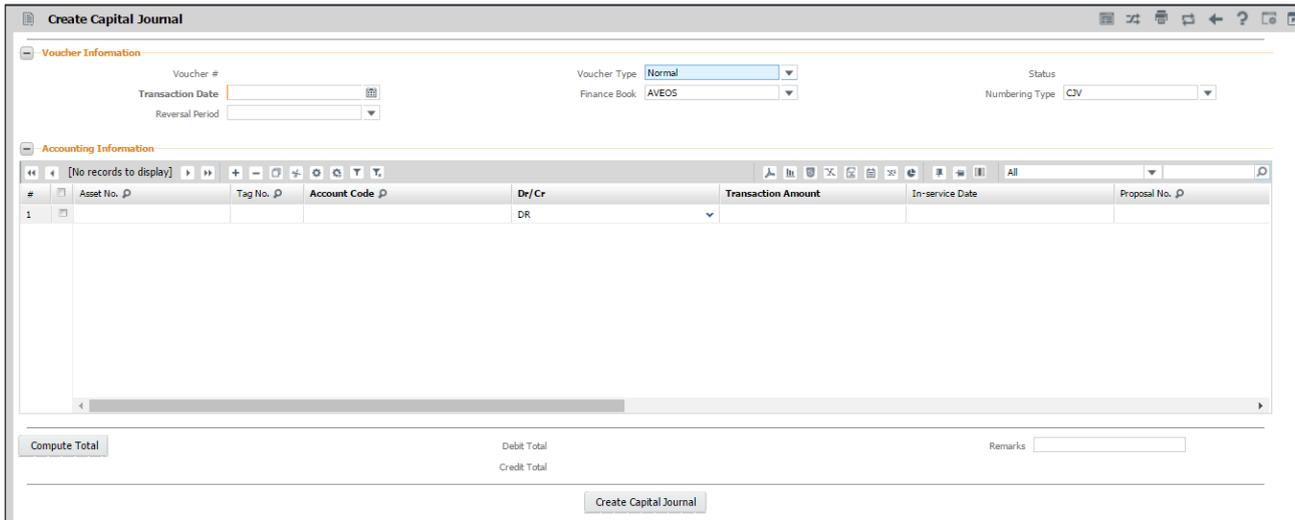
### 3.2.5 AUTHORIZE ASSET



**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.

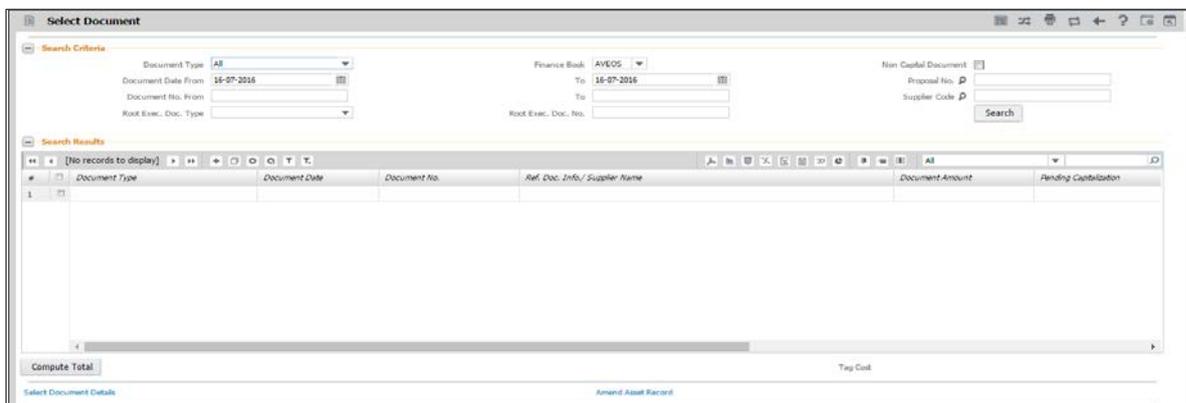
### 3.2.6 CREATE CAPITAL JOURNAL



**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

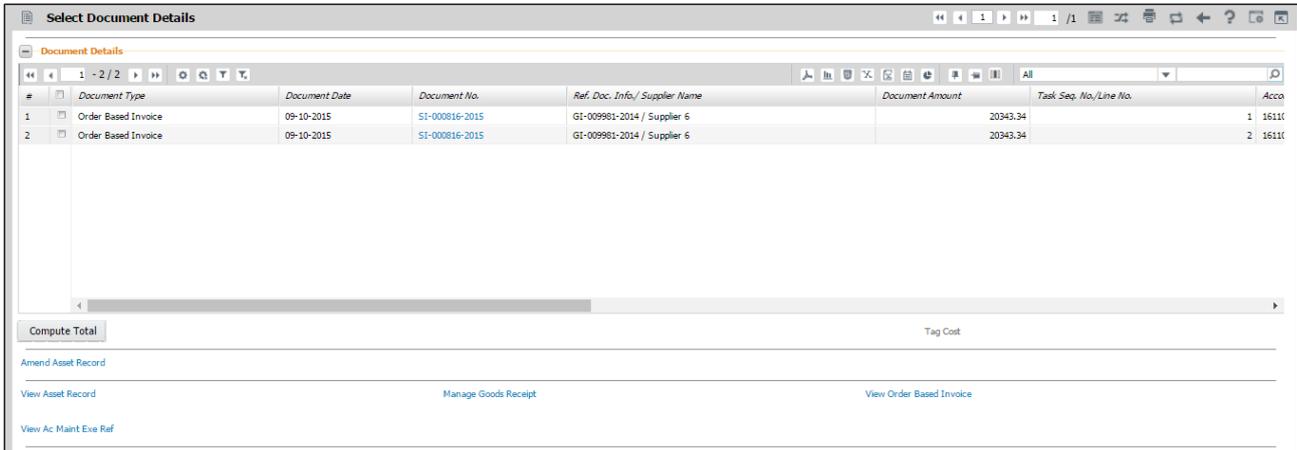


**Figure 23: Select Document.**

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

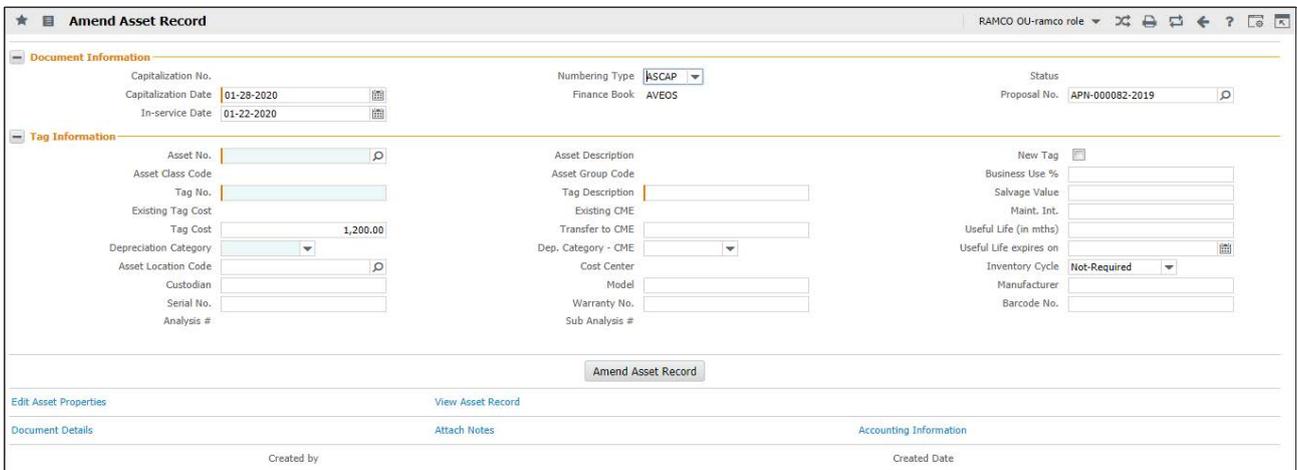


**Figure 24: Select Document Details**

*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



**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

**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

**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	<a href="#">Set Depreciation Book</a>	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	<a href="#">Confirm Usage and View Depreciation</a>	To record usage, compute and confirm depreciation_
3	Process Depreciation	Chief Accountant	Asset Depreciation Processing	Process Depreciation	<a href="#">Process Depreciation</a>	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	<a href="#">Reverse Depreciation</a>	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	<a href="#">Confirm/Delete Process Run</a>	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

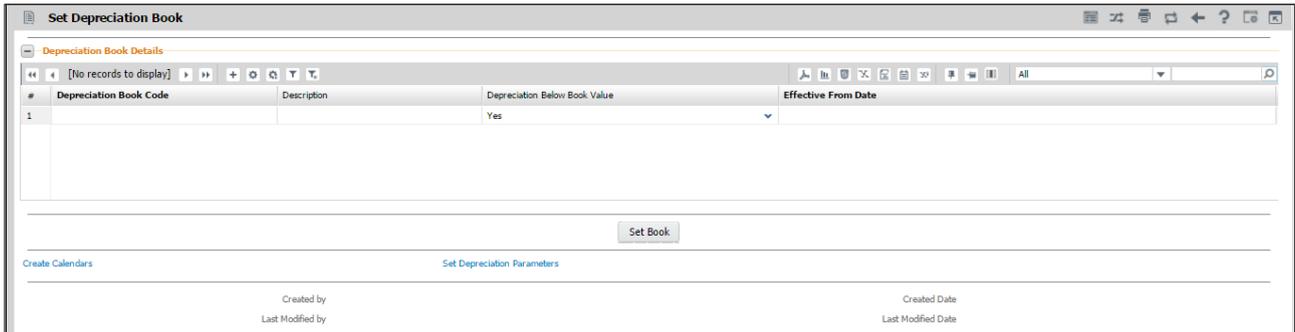


Figure 28: Set Depreciation Book

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

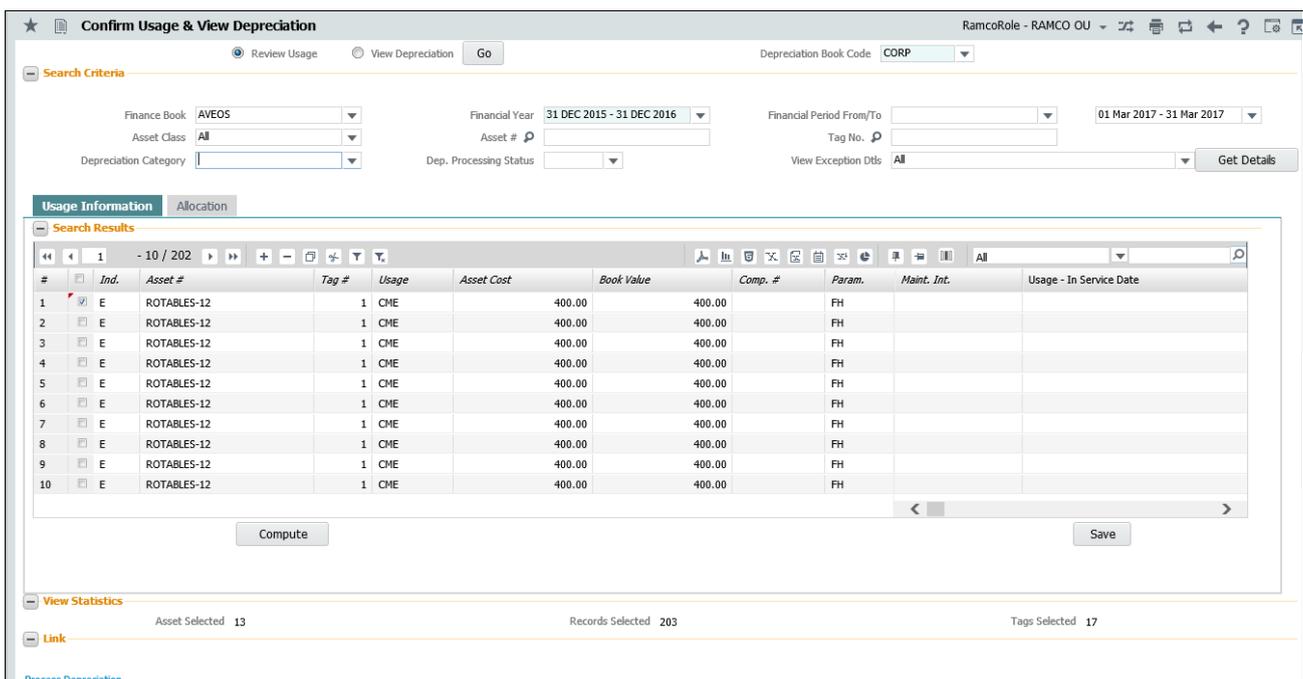


Figure 29: Confirm usage and view depreciation of fixed asset

1. Select the **Review Usage** radio button to record, compute and save asset depreciation.
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

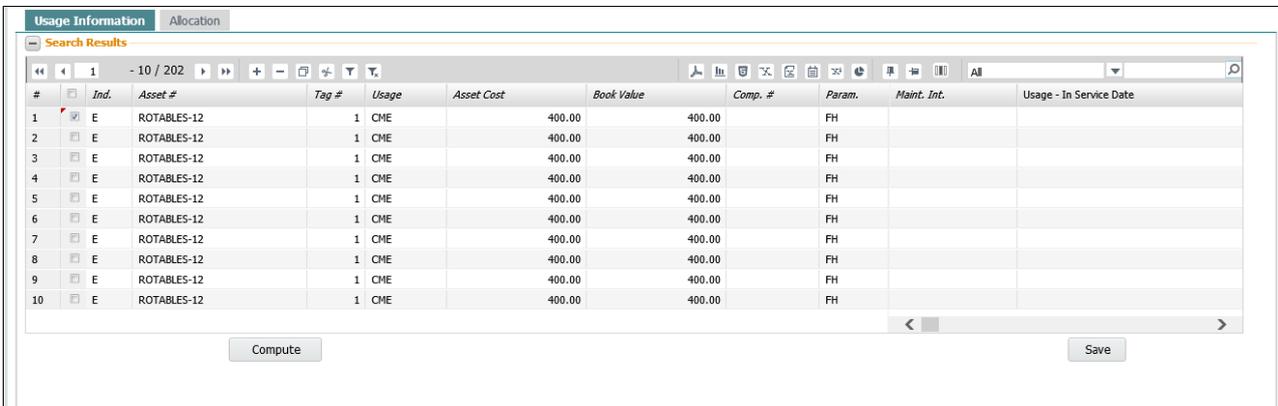


Figure 30: Record asset usage information

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

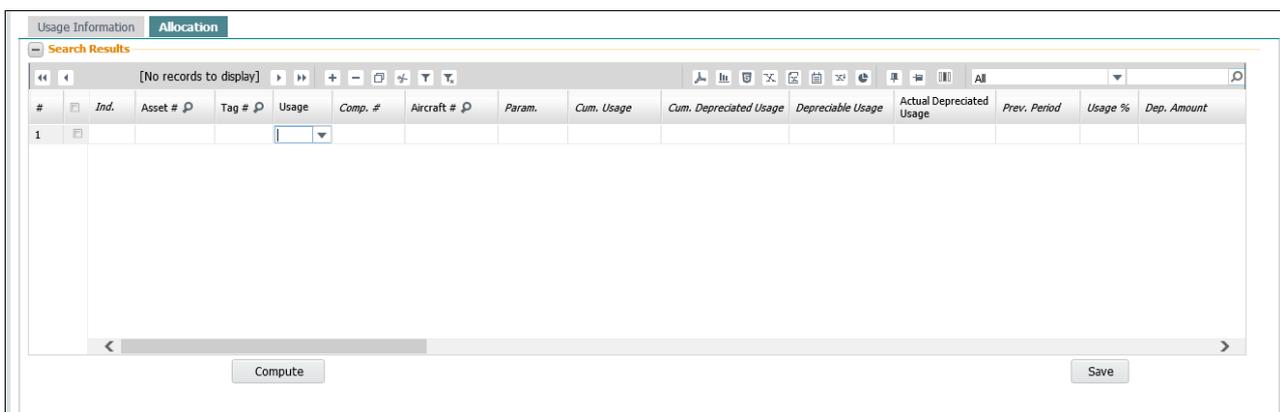


Figure 31: Record asset allocation details

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.

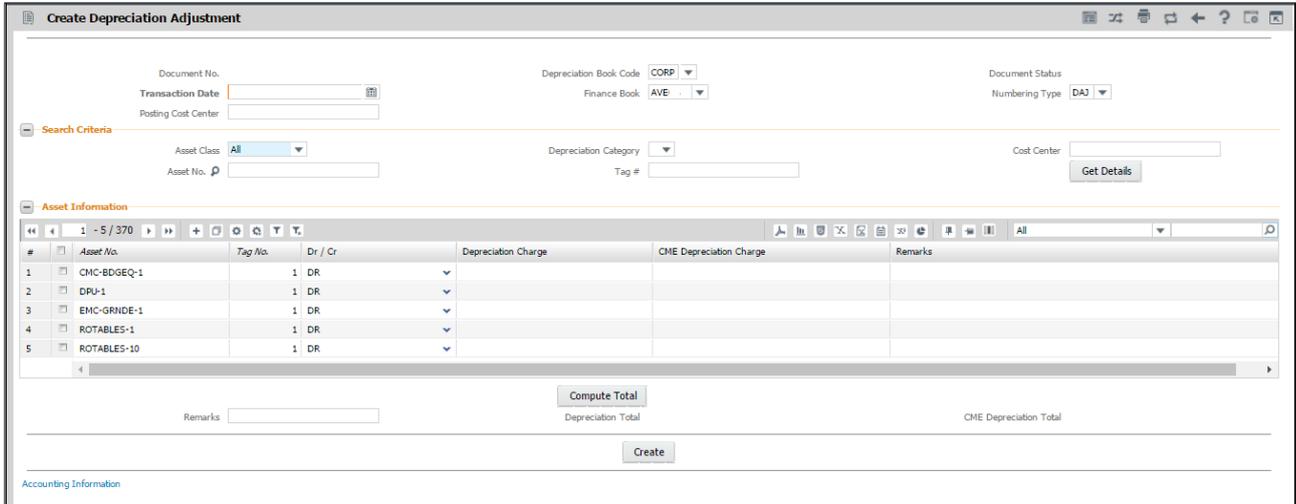
5. Enter **Cost Center** to which the depreciation on the fixed asset is charged.
6. Enter **Analysis #** for the depreciation account code of the asset (component).
7. Click the **Compute** pushbutton to compute depreciation for the asset.
8. Click the **Save** pushbutton to save the recorded details.

### 4.1.3 PROCESS DEPRECIATION

**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.

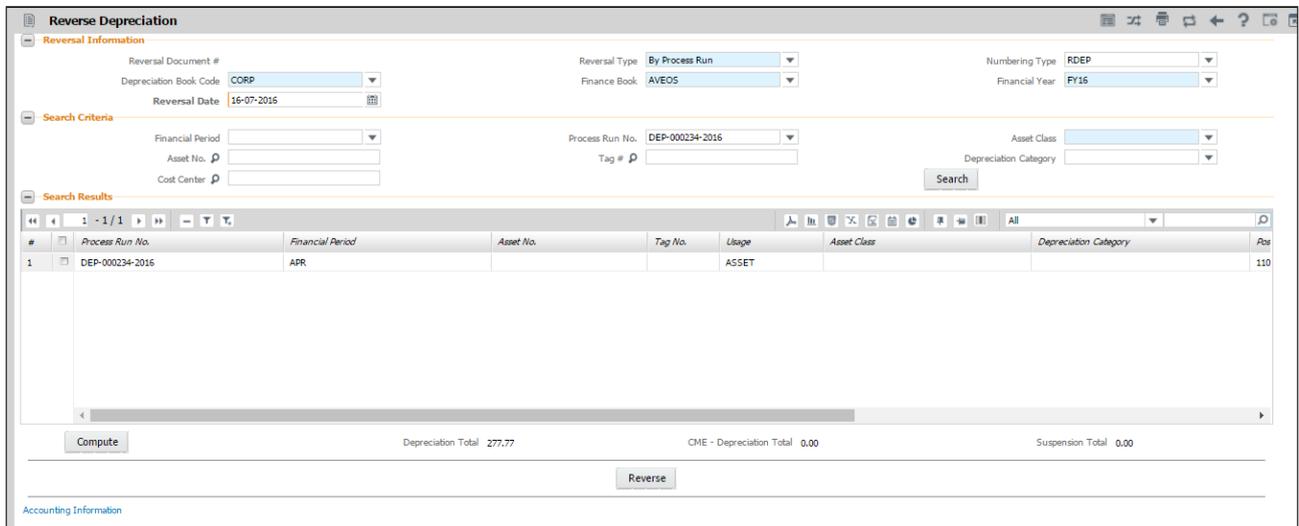
### 4.1.4 CREATE DEPRECIATION ADJUSTMENT



**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

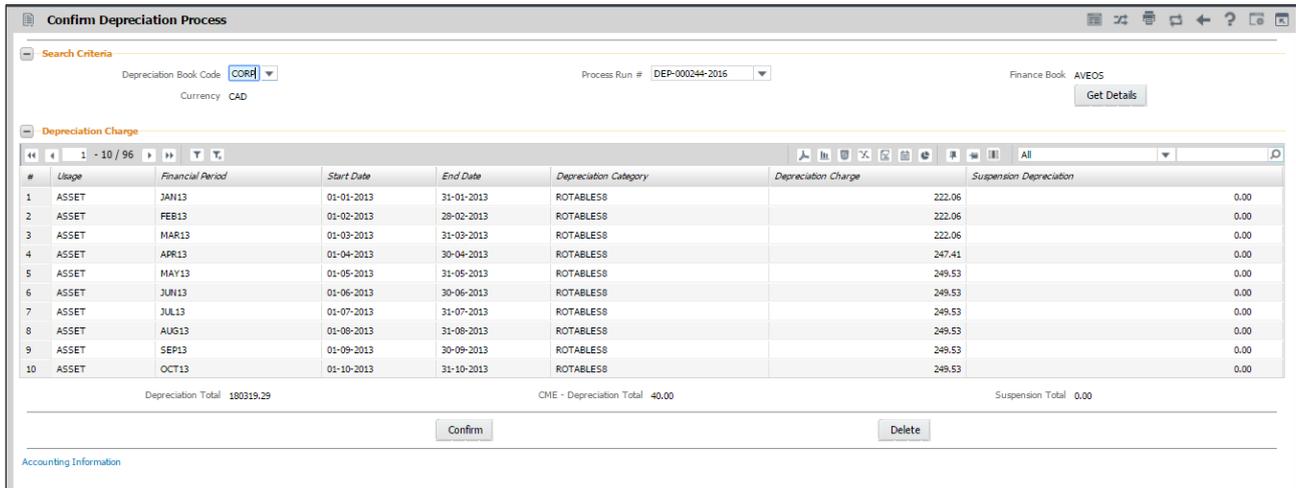


**Figure 34: Reverse Depreciation**

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.

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

### 4.1.6 CONFIRM/DELETE PROCESS RUN



**Figure 35: Confirm / Delete Process Run**

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





## 4.2 ASSET MIGRATION

### 4.2.1 CREATE INITIAL ASSET ENTRY

Figure 36: Create Initial Asset Entry.

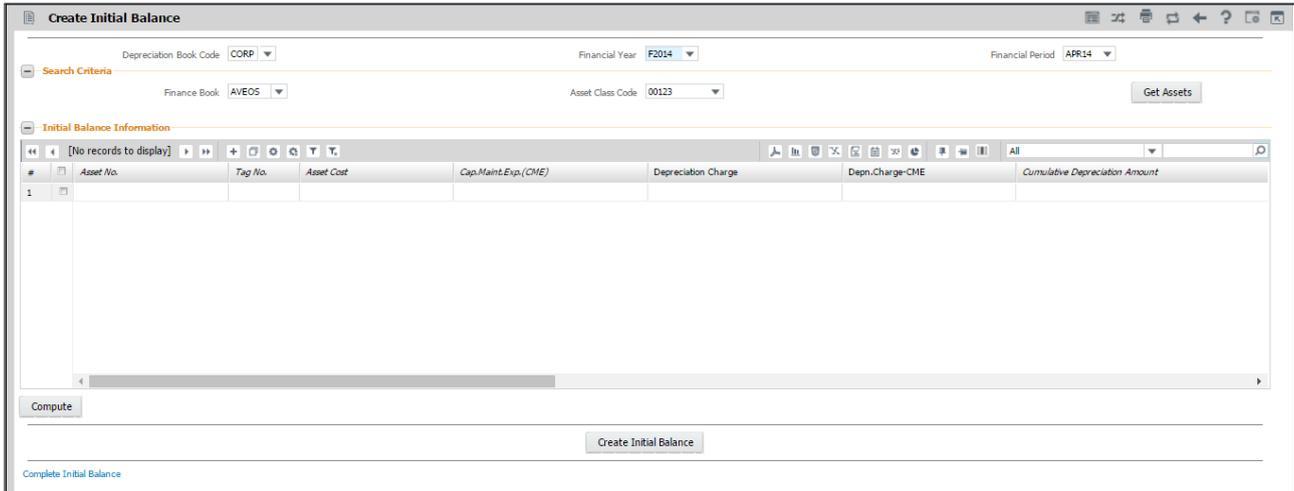
1. The **Create Initial Asset Entry** page is launched. *See Figure 36.*
2. Select the **Finance Book**, **Asset Class Code**, **Location Code**, **Group Code** and **Numbering Type**.
3. Enter the **Asset Information** details in the multiline.
4. The details relating to retirement has to be entered 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

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.

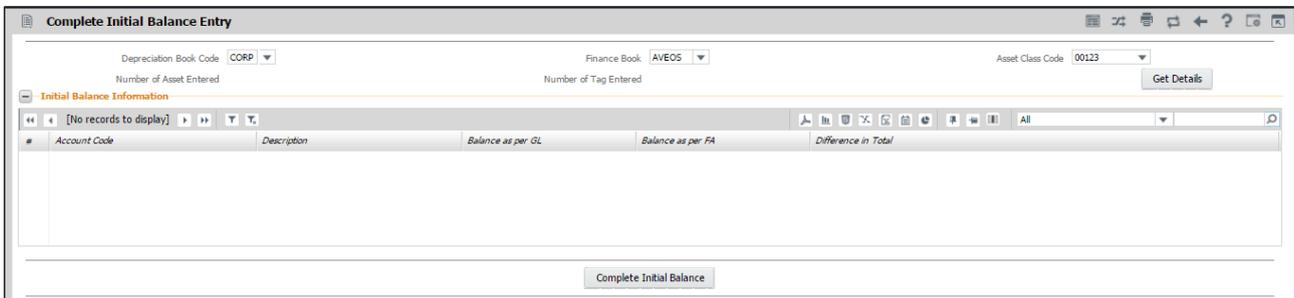
### 4.2.3 CREATE INITIAL BALANCE



**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



**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.

## 4.2.5 UPLOAD INITIAL ASSET ENTRY

**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

**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:**

Sl. #	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	<a href="#">Retire Asset</a>	<p>Enter details of retirement like Retirement Number, Date, Payment Category and Proposal Number</p> <p>Specify whether Authorized Invoice should be generated or Not</p> <p>Choose the Retirement Type as "Sale" and "Claims Receivable" as "Y"/"N"</p> <p>To ascertain the depreciation at the time of sale "Preview Depreciation" may be clicked</p>
2	Reversing the retired asset	Unit Finance Manager	Asset Disposal	Reverse Retirement	<a href="#">Reverse Retirement</a>	<p>Enter Reversal Number, Reversal Date, Finance Book</p> <p>Select the assets which have to be reversed</p> <p>Reverse Retirement may be clicked to "Reverse Retirement"</p>

## 4.3 SALE OF ASSET

### 4.3.1 RETIRE ASSET

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

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:**

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

## 4.4 WRITE – OFF ASSET

### 4.4.1 RETIRE ASSET

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

#	Retirement No.	Asset No.	Asset Description	Tag No.	Tag Description	Asset Location Code	Asset Class Code	Cost Cent
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-GRNDE	7610
3	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

**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:**

Sl. #	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	<a href="#">Record Asset Transfer</a>	<p>Enter details of transfer</p> <p>Select the Source Finance Book and Destination Finance Book</p> <p>Select the assets to be transferred</p> <p>Click “Confirm Asset” to transfer the asset</p>
2	Confirm the receipt of the transferred asset	Unit Finance Manager	Asset Disposal	Confirm Transfer Receipt	<a href="#">Confirm Transfer Receipt</a>	<p>Receipt of transferred assets can be confirmed in their respective finance books</p>
3	Reverse Transfer	Unit Finance Manager	Asset Disposal	Reverse Transfer	<a href="#">Reverse Transfer</a>	<p>Asset transferred but not confirmed by other unit can be reversed</p>

## 4.5 ASSET TRANSFER

### 4.5.1 RECORD ASSET TRANSFER

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

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

Transfer Date 15-07-2016 Transfer No. TRF-000017-2016 Status Transfer Out

Transfer Information

#	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							

Reverse Transfer

Accounting 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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