

Welcome

Welcome to TRACKIT®, the ultimate tool for ASSET MANAGEMENT from Sparshcom Limited (Software Division). TRACKIT provides an easy & fast way to manage your vast asset base functioning in a dynamic environment. It takes off the drudgery of maintaining mammoth registers and unending computations right from the time you acquire an asset till you retire it. To add power, you can track down details at the component level if you wish to.

With TRACKIT, you can be rest assured, that you have the power in your hands to manage all activities related to Asset Management.

Introduction

This software deals with the managing Assets. The software has the facility of managing the accounts of the fixed asset of the companies fixed assets spread over across the location.

The software is also provided with additional functionality with AMC module and Insurance module

Features

TRACKIT offers some exciting features to give you the flexibility and power to manage your asset base. Some of the features are:

Compatibility: To any operating systems eg. Windows – 95, Windows – 98 and Windows - NT.

Creation of Company: The user creates a company going to the masters.

Location Hierarchy: You can define your own hierarchy of location to pinpoint the exact physical location of any asset. For example, you may like to identify every asset according to a plant ---à building ---à section hierarchy. You can define up to 9 levels.

Asset Categorization: You can classify an asset belonging to a Class + Category + Sub-Category1 + Sub-Category2. Generate MIS reports based on any of these categories.

Tracking Components: If you enter the details of all the major components that comprise the asset, you can track all activities on assets to the component level.

Example: If you have a computer as an asset comprising CPU, Monitor & keyboard as components, you can track details about a monitor movement of the CPU alone.

Purchase Value Breakup: You can enter multiple Expenses that make up the final purchase Value. The system will add these amounts and display the final Purchase Value. You can define the components yourself and enter either Debit amounts or Credit Amounts.

Multi-Currency Support: Enter your Purchase Value in any foreign currency and the system will display the value in your functional currency

Depreciation Computation: All the methods – Written Down Value (WDV), Straight Line Method (SLM), Shifts based are supported. Takes care of statutory reporting schedules for Balance Sheet & Income Tax.

Annual maintenance contract: this has a master and a details screen.

The user can maintain the asset under annual maintenance contract and what ever the parts replaced and services attended on asset can be entered in the services details screen.

About Trackit

TRACKIT Version 1.0

Designed & Developed by Sparshcom Limited (Software Division), Hyderabad.

Minimum Requirements

Any IBM compatible PC with WIN95 or Windows NT x86-compatible computer
RAM : Minimum 32MB (64MB recommended for optimum performance)
Hard-disk space: 30 MB
SVGA Color Monitor recommended

Installation Procedure

- The Installation CD contains 1 ‘.cab’ files, ‘setup.exe’, ‘support’ directory .
- Run ‘setup.exe’.
- Say ok to the welcome screen.
- Specify the installation location.
- Specify the program group name.
- After installing completely, message will be displayed saying “Setup is completed successfully”.
- A directory named “TrackIt” is created in program files where all the files i.e. the executable file Database file, Report files, and ActiveX components are copied automatically.
- Now start the application from the Start -> Programs -> Asset Management System -> Asset Management System
- Then login screen will come. Enter user name as ‘Admin’ and password as ‘Admin’.
- Configure the user and company and financial year.
- After configuring the above screens, close the package and restart the package with that user and company and financial year.
- To ensure the proper operation of the software change the **Date** format of the system through Control Panel → regional Settings → **Short Date Style** to “dd/mm/yyyy”, **Long Date Style** to “dddd,MMMM dd,yyyy” and **Date Separator** to “/”

Trouble Shooting while installing:

- If any message comes saying “can’t update file, access is denied”, then search the file in system folder and remove read-only attribute of that file in the properties of the file.

- If any message comes saying “some system files are out of date. Do you want to update the files”, say ok and the system will automatically restarts and updates all the files.

- If any message comes saying “a file being copied is older then the file on your system. Do you want to overwrite it”, click ‘yes to all’.

- Open the system and check for Calendar if you are getting error that calendar control is not present Copy MSCAL.ocx into windows\system folder

- If ODBC drivers are not present in the system will not get installed Install ODBC drivers and Reinstall the Software

- If any Message comes saying “Operation Must use an Updateable Query” Click Ok . It means Database is Read-Only . Check for Trackit database in the application path and remove the read only property.

How to Define User Access Levels:

Select Setup Access Levels from menu.

Select User Id from list. If the User has not yet been defined Click to go to Masters User and define user.

To Define the various Access levels available to any user you can select by drag and drop method the various menu options that you want him to have access to.

A blank screen appears by default into which You can use the drag and drop method to select the various authorizations to be provided to the user.

If any of the selected options need to be deselected, double-click the required options.

For the menu selected for each User, select the various Options like Modify / Delete / View etc. that are available to him .

In case the Access levels that you make available to a new user is the same as a previous user you can replicate the new user from the previous one .

Click on 'Apply' to save the record. The User now has access only to the menu selected by you. Only these options are activated on the Tool Bar each time the User Logs

Defining Global Entities :

Select Setup Global Entities Maintenance from menu.

Select the field for which you intend to Define Entries.

Click on the 'New' button to enter new data and click on 'Save' to store the data.

To view all the options /data available in the list click on 'Show' button.

You can also delete any value as long as it is not in use anywhere.

Build Location Hierarchy:

Select Setup Location Hierarchy from menu.

To be able to pinpoint the exact location of any Asset you will have to build the Location Hierarchy.

This will require you to follow the following steps:

Define Segment Names
Define Sequence Order,
Build List of Values,
Build Segment Combinations.
Define Segment Names:

Each Segment here denotes each step of the location hierarchy. For e.g. Zone/ Branch / Division / Dept / Floor / section etc You can build a maximum of Nine Segments to be able to describe the exact location of the required asset.

You can enter the Description and Detailed Description of each Segment and save the record. In case you require to change the segment values click on 'Restart' to enter fresh values. This function can be used only if the segment combinations have not been built.

Define Sequence Order:

The various Segments that have been defined by you are available here for you to Sequentially Order as per your requirement. You can select any order such as-

Zone-Branch-Floor-Dept-section etc.

Branch-Zone-Division-Section-Floor etc.

You can now Save the record.

Build list of Values:

Select the segment and build Values by giving the Identification and Description.

For eg. Branch Id.	Branch Description
MDS	Madras Branch.
Floor Id.	Floor Description
Second	Second Floor

On saving the Record the contents are available for view on the Grid.

Building Segment Combinations:

To enable you to build the Structure the Segment fields are available according to the various Sequential Orders you have defined.

Select from the list of Values provided by you for each segment.

For this you will have to single-click in each field to be able to view the list available and then Double-click on the value to enter it.

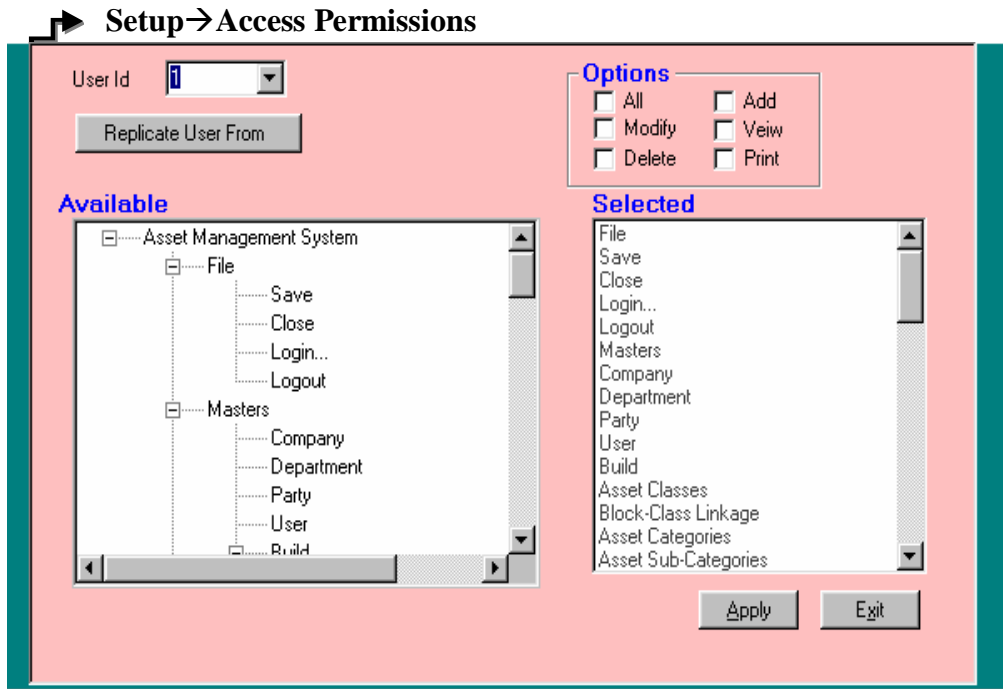
Click on 'Add to list' for view on the Grid. Save the record.

To change the Combination which is in the process of being built, click on 'Redefine'.

These Location Hierarchies that you have built are available for selection in any 'Location' field.

Note: Once the Combinations have been built and saved they cannot be deleted if they are in use anywhere in the system. In case the Combination is not in use, and you need to start afresh, first delete the Sequence Orders, Which automatically deletes the Combinations. Next delete the List of Values for individual Segments and click on the 'Restart' button in the segment form to redefine the segments.

SETUP ACCESS PERMISSIONS



Select User Id from list.

To enable access to menu options, you can select by drag and drop method the menu options from the 'available' section to the 'selected' section.

If any of the selected options need to be deselected, drop back the required options.

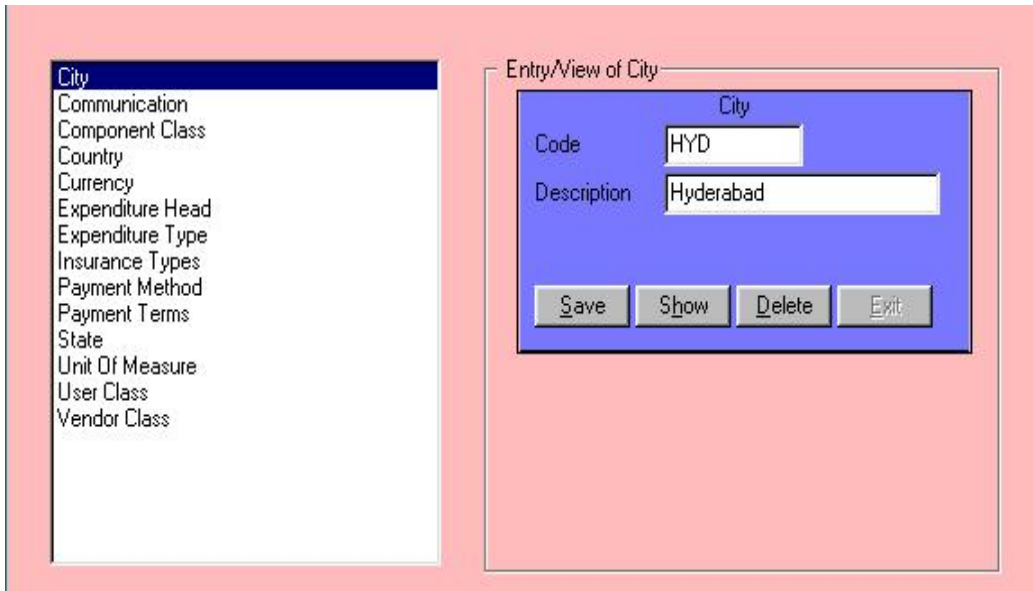
For the menu selected for each User, select the various options like Modify / Delete / View etc. that can be made available to him.

In case the Access permissions that you make available to a new user is the same as an existing user, you can replicate the access permissions from any of the registered users. You can now customize this further if you wish.

Click on 'Apply' to save the record. Only these options are activated on the Tool Bar each time the User Logs in.

To get more information on how to administer a User go to *Masters → User* .

DEFINING GLOBAL ENTITIES



This is a general screen for storing values for various master entities like Cities, States, Country, Party Classes, Payment Terms, Payment Methods, etc. Select the Entity for which you intend to define values.

Click on the 'New' button to enter new data and click on 'Save' to store the data. To view all the values available in the list, click on 'Show'. You can also delete any value as long as it is not in use anywhere in the application.

LOCATION HEIRARCHY



To be able to pinpoint the exact location of an Asset, you will have to build the Location Hierarchy.

This will require you to follow the following steps:

- Define Segment Names
- Define Sequence Order
- Define List of Values
- Define the structure

DEFINE SEGMENT NAMES



Setup → Location Hierarchy → Define Segment Names

Definition of Location Hierarchy

Max Segments:
Add a Row
Restart

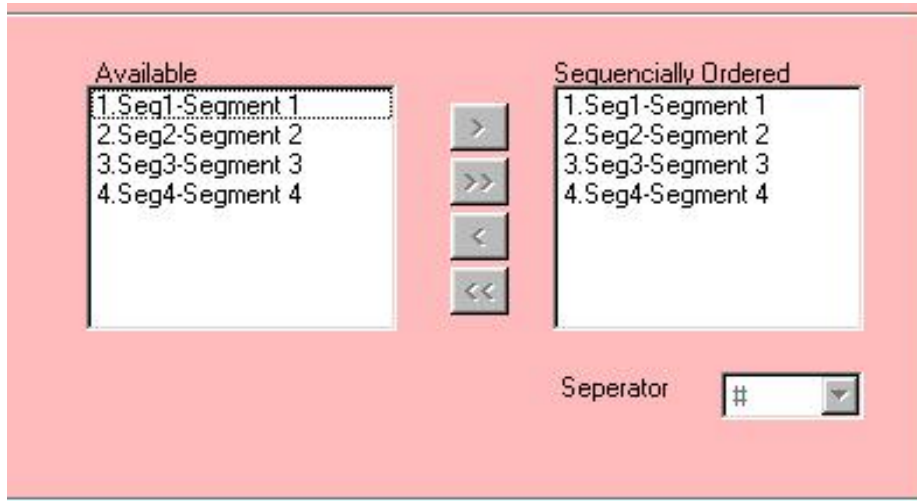
Segment Id	Description	Detailed Description
1	<input type="text" value="Seg1"/>	<input type="text" value="Segment 1"/>
2	<input type="text" value="Seg2"/>	<input type="text" value="Segment 2"/>
3	<input type="text" value="Seg3"/>	<input type="text" value="Segment 3"/>
4	<input type="text" value="Seg4"/>	<input type="text" value="Segment 4"/>

Each Segment here denotes each step of the location hierarchy. For e.g. Zone/ Branch / Division / Dept / Floor / section, etc You can build a maximum of nine segments to be able to describe the exact location of the required asset. You can enter the Description and Detailed Description of each Segment and save the record.



In case you need to change the sequential order in which you have defined the Segments you need not 'Restart' to enter new data, go to 'Master-> Location Hierarchy->Define Sequence Orders' to define the sequential order.

DEFINE SEQUENCE ORDERS

**Setup→Location Hierarchy→Define Sequence Orders**

The segments that have been earlier defined by you are available here for you to sequentially order as per your requirement. Select any of the segments from the left side window. Click on '>' button to move this segment to the right window. This now becomes the first segment. Repeat the process for the rest of the segments. Alternately, you can move all the segments at a time by clicking on '>>' button. This will copy the existing order from the left window to the right. In case you want to undo or rebuild the sequence, you can move all('<<') or one('<') segment back from the right window to the left.

You can select a separator (# / ? / \$ etc.) which will be used to differentiate the individual segments when the combinations are built.

Save the record.

BUILD LIST OF VALUES



Setup→Location Hierarchy→Build List of Values

Code	Description
ACCT	Accounts Department
PRODU	Production Department
STOR	Stores Department

Select the Segment defined earlier and Build Values by giving the Identification and Description.

For e.g. Branch Id. Branch Description

MDS Madras Branch.

Floor Id. Floor Description

Second Second Floor

On saving the record the contents are available for view on the Grid.

DEFINE COMBINATIONS

Setup→Location Hierarchy→Define Combinations

SOU#AP#HYD#PRODU

Region	State	Branch	Department	Section
SOU-South Region	AP-Andhra Pradeh	HYD-Hyderabad Br	PRODU-Production	

Add to List Redefine

SOU#AP#HYD#ACCT#UNIT1

To enable you to build the structure, the segment fields are displayed in the order you have defined.

Click on the first segment to display the list of values which you earlier built. Double-click to select one of the values. Repeat the same for the rest of the segments. A full cycle through all the segments builds one location combination location.

Once a combination is built, click on 'Add to list' for view on the Grid and continue defining fresh combinations. Once you have finished building all the necessary combinations, click on 'Save' .

Before Adding to the Grid if you wish to redefine the combination, click on 'Redefine'. Once defined, these Location Hierarchies that you have built are available for selection in any 'Location' field.



Once the combinations have been built they cannot be deleted if they are in use anywhere in the system. You cannot even redefine segments or sequentially reorder them until the combinations have been deleted. For this you will have to delete all the Sequence Orders. This will automatically delete all the combinations. To delete the sequence orders you will have to first delete the Asset through Asset->Aquisition .Hence be sure you have entered the correct data before you build the combinations.

MAINTAIN COMPANY DETAILS



Masters - Company [X]

View | Entry / Edit

Company Code * SPARSH Company Name * SPARSH Communications Ltd

Address

Address * 4-3-347/A, 1st Floor
Bank Street, Koti.

City * HYD-HYDERABA [Hand Icon]

State * AP-ANDHRA PR [Hand Icon]

Country * INDIA-INDIA [Hand Icon]

Pin 500095

Communication Information

Type	Value
OFF PH	4757508
RES PH	4757509
FAX	4756240
EMAIL	

Other Information

Contact Person1 Mr.Suresh Designation Sr.Marketing Exec

Contact Person2 Mr.Laxman Murthy Designation Marketing Manager

CST Reg.No []

SST Reg.No []

Enter the Company Code, Company Name and address. Click on the New button / press F4 Function key to create new city/state/country if the required value is not found in the list.

Select the type of Communication available and enter the values[Office Tel.no. etc.] . You can enter any number of types & values.

Enter the names and designation of contact person/s of the company .

Enter the CST and SST Reg.Nos.

Enter the Start and End dates of the current financial year.

Save the Record by clicking the Save button on the Tool Bar.

To Edit or Delete any record click on 'View' to get a view of all the existing records. Double click on the required record . Now you can Edit or Delete the record.



The record can be deleted only if there are no references within the application.

Configuring Financial Year

▶ Setup → Financial Year Configuration

Company Code Company Name

Define Financial Period

Financial Year Code

Start Date End Date

Financial Period Status

	Period No.	Period Name	Year	Month	Starting Date	Ending Date	Status
1	1	April	2001	April	01/04/2001	30/04/2001	Open
2	2	May	2001	May	01/05/2001	31/05/2001	Open
3	3	June	2001	June	01/06/2001	30/06/2001	Open
4	4	July	2001	July	01/07/2001	31/07/2001	Open
5	5	August	2001	August	01/08/2001	31/08/2001	Open
6	6	September	2001	September	01/09/2001	30/09/2001	Open
7	7	October	2001	October	01/10/2001	31/10/2001	Open
8	8	November	2001	November	01/11/2001	30/11/2001	Open
9	9	December	2001	December	01/12/2001	31/12/2001	Open
10	10	January	2002	January	01/01/2002	31/01/2002	Open
11	11	February	2002	February	01/02/2002	28/02/2002	Open
12	12	March	2002	March	01/03/2002	31/03/2002	Open

Enter End Date of the Financial Year

Enter the Financial Year Code and its Start and End Date.

Click Build the Period Schedule Command Button to build the periods of particular Financial Year.

Save the record by clicking the Save button on the tool bar. The Accounting Year cannot be Configured again once it is saved.

MAINTAIN DEPARTMENT DETAILS

Master → Department

View Entry/Edit

Company Name	Sanghi Spinners India Ltd.,
Dept-Id	ACC
Department Name	Accounts

Enter an Identification Number and Name for each department of your Company. To Edit or Delete any record click on 'View' to get a view of all the existing records. Double click on the required record . Now you can Edit or Delete the record.

Save the Record by clicking the Save button on the Tool Bar.



The record can be deleted only if there are no references within the application.

MAINTAIN PARTY DETAILS

Masters → Party



View
Entry / Edit

Class

Type

Code

Name

Group Code

Alternate Code

Address

Address

City

State

Country

Pin

Communication Information

Type	Value	Remarks
PHOFF	7667467	

Contact Person1

Contact Person2

Select PartyClass and Type from the list provided. Enter the Name and Code, Group Code and Alternate Code for the party.

Click on the New button /press F4 Function Key to enter new values if the required values are not found in the list.

Select the type of communication available and enter the values. You can enter multiple rows for each party.

Save the Record by clicking the Save button on the Tool Bar.

To Edit or Delete any record, click on 'View' to get a view of all the existing records. Double click on the required record . Now you can Edit or Delete the record.



The record can be deleted only if there are no references within the application.

MAINTAIN USER DETAILS

Masters → User

View | **Entry/Edit**

Company: Sanghi Spinners India Ltd.,

User-Id: 3 | User-Class: MGR-MANAGER

Title: Mr | First Name: Vijay | Middle Name: | Last Name: |

Department: ACC-Accounts | Designation: Executive

Password: | Confirm Password: | Change Password Regularly | Password Expiry Days: 1

Enter the User Identification and User Class which determines the User's hierarchy in the company. Click on the New button to create New UserClass if the required user class is not available in the list.

Enter Full Name, department and designation. Click on the New button / press F4 to create a department if the required value is not available in the list.

Enter a password and confirm it by repeating it. The minimum permissible length for the password is 4 Characters and the maximum is 10 characters. If you desire to change the password regularly, provide a Password Expiry time in days. This will prompt you to change the password once the valid days have expired. Ensure that the new password is not the same as the recent two occurrences.

Save the Record by clicking the Save button on the Tool Bar.

To Edit or Delete any record click on 'View' to get a view of all the existing records. Double click on the required record. Now, you can Edit or Delete the record as per your requirement.



The record can be deleted only if there are no references within the application.

AMC MASTER SCREEN

Select masters ----- > go to AMC

Click on now button on view bar.

This form is mainly to create the records of the annual maintenance contract awarded to the vendors or contractors for the assets whose warranty and guarantee has been expired

Contract no is system generated—

Select the AMC type ---à comprehensive or non-comprehensive

Enter the contract date from and to by clicking F4 the period for which the contract is awarded.

Contractor type to be selected can be a vendor, contractor etc stored as the party type.

Contractor name list of the parties available has to be selected.

Currency type to be selected depending upon the contract.

If it is Rupee conversion rate unit should be mentioned as 1 or else if any other currency then depending upon the available rate on that date should be mentioned.

Conversion date should be mentioned.

Invoice date and invoice no from receipt of the invoice from the vendor or contractor should be entered.

Amount field should be entered with the amount charged in the invoice for the AMC.

Remarks column should be the brief description of the contract for the asset created.

In the Asset hierarchy as per the asset hierarchy created should be selected.

Or else if we do not know the asset hierarchy we can click on retrieve button and choose the asset code.

In the location we can select to which location the asset belongs.

And click on the save button to save the record.

For another record click on the new button and can enter the values.

AMC Contract Master [View] [Entry/Edit]

AMC Profile

Contract No: 1 Company: SPARSH Communications Ltd

AMC Type: Comprehensive Contract From Date: 30/04/2000 Contract To Date: 28/12/2001

Contractor Type: CONTR-Contract Contractor Name: sriniv-Srinivas Servicing Center

Currency: RS Currency Rate: 1 Conversion Date: 01/05/2000

Invoice Date: 02/05/2000 Invoice No: Inv/HYD/246 Amount: 5000

Remarks: Amc For The Year

Asset Details

Asset Id	Description	Technical Description	User Asset Co
VEHICLIGHTPETROCAR00001	Dark Blue Maruthi	800 cc model 1992	Maruthi Car Ap 10 D 1
VEHICLIGHTPETROCAR00002	Dark Yellow Maruthi	800 cc model 1996	Maruthi Car Ap 11 T 2
VEHICHEAVYDIESBUS00001	TATA A/c Bus	Model 2000 86 seater	86 Seater Bus AP 25 3
VEHICHEAVYDIESBUS00002	Ashok Leyland A/c Bus	Model 2000 56 seater	86 Seater Bus KP 2 K
VEHICHEAVYDIESLORRY0000	TATA Lorry Yellow Color	Model 1999	TATA Lorry MP 12 D 1

BUILD ASSET CLASSES



Masters → Build → Asset classes

View	Entry/Edit
Class ID	<input type="text" value="FF"/>
Class Description	<input type="text" value="Furniture & Fixtures"/>
Depr % B.S	<input type="text" value="21.5"/>
Depr % I.T	<input type="text" value="22"/>

Enter Asset Class Id. and Asset Class Description.

Enter the Percentage of Depreciation on the Asset separately for Balance Sheet and Income Tax purposes.

Save the Record by clicking the Save button on the Tool Bar.

To Edit or Delete any record click on 'View' to get a view of all the existing records. Double click on the required record. Now, you can Edit or Delete the record as per your requirement.



The record can be deleted only if there are no references within the application.

BUILD

BLOCK CLASS LINKAGE



Masters→Build→Block Class Linkage

The Asset classes built through Masters→Asset Classes can be grouped into Blocks for Income tax purposes.

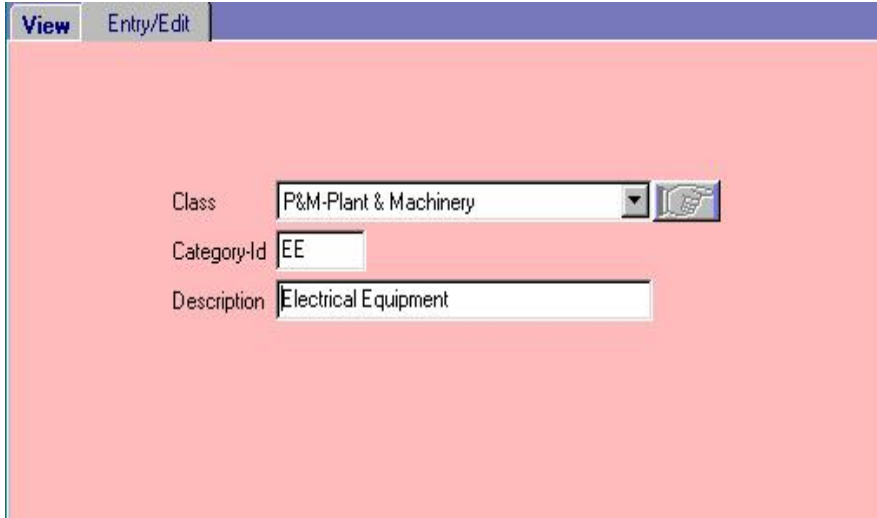
Enter a Block Name and give its Description. From the list displayed select the Asset classes that you would like to group under that Block. Click on OK to save the record.

Follow the same procedure to create new Blocks.

To delete a Block Definition, enter the Block Name. This will display the Classes under that Block, Click on 'Delete'. The deleted classes will go back to the list of Available Classes.

BUILD ASSET CATEGORY

 **Masters→Build→Asset Categories** Select the



required Asset Class. Click on the New button to add a new class if the required class is not in the list. Enter the Asset Category Id and the description.

Save the Record by Clicking the Save button on the Tool Bar.

To Edit or Delete any record click on ‘View’ to get a view of all the existing records. Double click on the required record . Now you can Edit or Delete the record. The record can be deleted only if there are no references within the application.

BUILD ASSET SUB-CATEGORIES



Masters → Build → Sub-Categories

Select Asset Class and Category Identification. Click on the New button to add a new class if the required class is not in the list. Enter the Sub-Category Id and the description.

Save the Record by Clicking the Save button on the Tool Bar.

To Edit or Delete any record click on 'View' to get a view of all the existing records. Double click on the required record. Now you can Edit or Delete the record.



The record can be deleted only if there are no references within the application.

BUILD ASSET SUB-CATEGORY 2

**Masters→Build→Sub-Category 2**

Class	COMP-Computers	New
Category-id	CC-Home Computers	New
Category1-Id	C2-Drt	New
Category2-Id	C2-PR	
Category2-Description	Personal	

Select and Enter Asset Class, Category and Sub-Category Identification.

Click on the New button to add values other than those listed.

Enter the Sub-Category2 Identification and Description.

Save the Record by Clicking the Save button on the Tool Bar.

To Edit or Delete any record click on 'View' to get a view of all the existing records. Double click on the required record. Now you can Edit or Delete the record.



The record can be deleted only if there are no references Within the application.

DEFINE PARTY TYPES



Masters → Build → Party Types

Define Party Types

Party Class: MANF-MANUFACTURER

Party Type Id: FOR

Description: Forging Industries Ltd

Select Party Class from the list. Click on the New button to add values other than those listed. Enter the Party type Id and description.


To Edit or Delete any record click on 'View' to get a view of all the existing records. Double click on the required record. Now you can Edit or Delete the record.


Save the record by clicking the Save button on the Tool Bar.



The record can be deleted only if there are no references within the application.

MAINTAIN GENERAL LEDGER CODES

 **Masters→Accounts→GL Code**



Company	Sanghi Spinners India Ltd.,
GL Code	1000
GL Description	Land & Buildings

Enter General Ledger Code and its description.

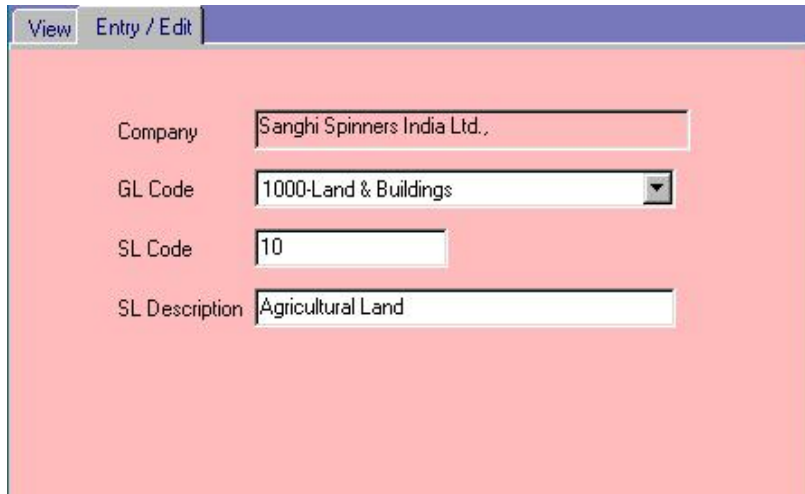
To Edit or Delete any record click on ‘View’ to get a view of all the existing records. Double click on the required record. Now you can Edit or Delete the record.

Save the Record by Clicking the ‘Save’ button on the Tool Bar.



The Record can be deleted only if there are no references within the Application.

MAINTAIN SUB LEDGER CODES



Company	Sanghi Spinners India Ltd.
GL Code	1000-Land & Buildings
SL Code	10
SL Description	Agricultural Land

Select General Ledger Code.

Enter Sub-Ledger code and its description.

To Edit or Delete any record click on 'View' to get a view of all the existing records. Double click on the required record.

Now you can Edit or Delete the record.

Save the Record by Clicking the Save button on the Tool Bar.



The record can be deleted only if there are no references within the application.

ASSET ACQUISITION DETAILS



Assets → Acquisition

To view records entered during the current session click on 'View'. To view/edit any old record, click on 'Search Criteria', enter the criteria for the records you want to retrieve and click on 'Retrieve'. Details of all the old

records will be available on the view screen. Double click on the required Asset to edit details. Click on 'Revert To Current Session' to view current records on the view screen.

Select Asset Class and Category details, this automatically generates the Asset Code as a concatenated string comprising Class+Category+Sub-Category1+Sub-Category2+a unique serial no. identifying the occurrence of the combination of this string.

Ex: 10 Assets added under Class:P&M, SubCategory:IT Assets, SubCategory1:Computers, SubCategory2: Pentium PCs will have a generated Asset code as: P&M+IT+COMP+PENTPC+001

P&M+IT+COMP+PENTPC+002

P&M+IT+COMP+PENTPC+003 etc upto 010

Enter User Name, User Code, Location, and Description details. Entering data in all the fields is mandatory.

In case a Component has been acquired for an existing Asset, click on Component and select the Parent Asset. This will help in giving a realistic picture of the cost & depreciation of the parent Asset, and this Asset is reflected as a component to the parent asset.

Enter details pertaining to the following sections to build the complete information of an Asset. You can even call the Asset at a later stage and enter the information (as and when you get it).

Purchase Details

Document Details

Components Details

Profiles for Depreciation, Lease, Hire-Purchase

The next few pages discuss the above sections in detail.

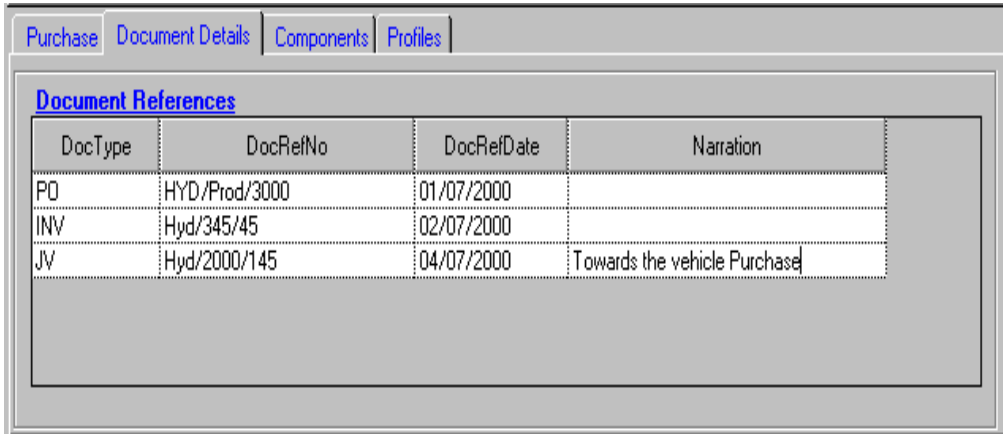
ASSET ACQUISITION—PURCHASE DETAILS

Purchase Document Details Components Profiles						
Value	<input type="text" value="900000"/>	Source of Purchase	<input checked="" type="radio"/> Direct <input type="radio"/> Hire <input type="radio"/> Lease		Asset	<input type="radio"/> New <input checked="" type="radio"/> Old
Manufacturer		Purchase Amount				
Type	<input type="text" value="CONTR - Contractors"/>	Exp. Head	Currency	Cur. Rate	Conv. Date	Expense Amount
Code	<input type="text" value="Ultam - Ultam Transporters"/>	ASSET CO	DOLLAR	45.00	08/07/2000	15000.000
Supplier		INSURAN	DOLLAR	45.00	08/07/2000	5000.000
Type	<input type="text" value="SUPPL - Suppliers"/>					
Code	<input type="text" value="Raveena - Raveena Motors"/>					

Select the Source of Purchase – Direct, Hire Purchase, Lease and the status of the Asset.(Old / New). Select Manufacturer and/ or Supplier from whom the Asset has been acquired.

Enter the Purchase Value breakup. You can classify the expenses under different Expense Heads like Basic Price, Sales Tax, Freight, etc. See ‘Setup-Global Entities’ for more information on how to configure expense heads. Enter the Currency used for the transaction. If the Currency used is not functional enter the Currency Rate and Conversion Date. The sum of all the expenses appears in the ‘Purchase Value’ field.

ASSET ACQUISITION—DOCUMENT DETAILS



DocType	DocRefNo	DocRefDate	Narration
PO	HYD/Prod/3000	01/07/2000	
INV	Hyd/345/45	02/07/2000	
JV	Hyd/2000/145	04/07/2000	Towards the vehicle Purchase

You can enter multiple document details referencing the purchase & installation of the Asset. Some standard document types like Purchase Order, Invoice have been provided by default.

ASSET ACQUISITION—COMPONENT DETAILS

CompClass	Category	Description	TechDescription	Cost
VEHIC		TATA A/c Bus	Model 2000 86 seater	400000.00
VEHIC		TAPE RECORDER	pHILLIPS	50000.00

Each Asset can have multiple sub-equipments called 'Components'. You can enter any number of components depending upon your need to monitor them in terms of:

Moving each component independently at a later point of time.

Retire one/ many components independently.

Components can also be categorized by 'Component Class' & 'Component Category' independent of their Asset classification. However, the Asset class & Asset category applies to all Components.

In case you want to treat the entire Asset as a single unit, you should replicate the Asset as a Component. Click on 'Replicate Asset as Component'.

You can apportion the Purchase Value across the components using any of the supported methods for later analysis:

- Equal Distribution

- Percentage

- Adhoc

ASSET ACQUISITION—DEPRECIATION DETAILS

Depreciation					
Installation Date *	20/06/2001	Commencing Date *	20/06/2001		
	Method	Percentage	Book Value	Dep. Till Date	Last Dep. Date
For Tax *	WDV	33	900000	0	20/06/2001
For B/S *	SLM	25	900000	0	20/06/2001

Depreciation can be computed for Balance Sheet and Income Tax separately from the Installation Date . You can apply any of the following methods-

Written Down Value method [WDV]

Straight Line method [SLM]

Click on 'Profiles' and select Depreciation.

Purchase value is copied to Book Value, which can be edited.

If the Book value is different from the Purchase value, enter the Depreciation till Date and Depreciation Last Computed on Date. This data is the base information used by the system for future depreciation computation. Depreciation Percentage can be Edited.

If the selected method for Balance sheet is Written Down Value or Straight Line Method, then the Shift basis can also be indicated to compute depreciation.

ASSET ACQUISITION — HIRE PURCHASE DETAILS

Purchase	Document Details	Components	Profiles
Hire Purchase			
System Ref. No	<input type="text"/>	Date	<input type="text"/>
Party & Name	F001 - MANI	<input type="text"/>	Period Type <input type="text"/>
Ref. Doc No	123	Date	21/04/1999
Start Date	21/04/1999	End Date	24/04/1999
Principal Value	4675	Int. Amt	0.00
		No of Periods	1
		Installment Amt	4675
		Due Date Period	5
		Gross Total	4675.00

Enter the Name of the Party and the Dates for which the contract is valid.

The 'Gross Total' will be the Sum of the Principal value and the Interest Amount.

Select the Period Type and enter the Number of Periods for payment. The 'Instalment Amount' is derived from the Gross Total Amount and the Number of Periods of Payment. Enter the last date by which the Instalment Amount has to be paid each period.

ASSET ACQUISITION— LEASE DETAILS

Purchase	Document Details	Components	Profiles			
Lease						
System Ref. No	<input type="text"/>	Date	<input type="text"/>	Period Type	<input type="text"/>	X
Party & Name	<input type="text" value="F001 - MANI"/>	<input type="text"/>	<input type="text"/>	No of Periods	<input type="text" value="1"/>	
Ref. Doc No	<input type="text" value="123"/>	Date	<input type="text" value="21/04/1999"/>	Lease Rent	<input type="text" value="4675"/>	
Start Date	<input type="text" value="21/04/1999"/>	End Date	<input type="text" value="24/04/1999"/>	Due Date Period	<input type="text" value="5"/>	
Asset Value	<input type="text" value="4675"/>	Total Lease	<input type="text" value="0.00"/>			

Enter the Name of the Lessor and the Dates for which the contract is valid.

Enter cost of the asset against 'Principal Value' and the lease amount against 'Total Lease Amount' fields.

Select the Period Type and enter the Number of Periods for payment to automatically compute the amount for 'Lease Rental per period'. Enter the last date by which the Lease Rent has to be paid each period.

Once all the Asset details have been entered, Save the Record by clicking the 'Save' button on the Tool Bar. The System now generates a 'System Reference Number' for identifying the transaction.



The 'View' screen displays all the details of the Assets saved during the present session. You can select the Asset from the View screen, by double clicking on it, to edit the details if required.

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MOVEMENT OF ASSET/S



View
Selection of Assets
Details of Assets 'n' Components

Class:

Category:

Sub Category 1:

Sub Category 2:

Request Id of Movement:

Location of Assets:

Asset Id:

Selected	SysRef No.	Asset Id	Asset Description
<input checked="" type="checkbox"/>	1	L&BNoneNoneNone00001	Asdfas
<input checked="" type="checkbox"/>	2	L&BNoneNoneNone00002	Asdfas
<input checked="" type="checkbox"/>	3	L&BNoneNoneNone00003	Asdfas
<input type="checkbox"/>	4	L&BNoneNoneNone00004	Asdfas
<input type="checkbox"/>	5	L&BNoneNoneNone00005	Asdfas
<input type="checkbox"/>	6	L&BNoneNoneNone00006	Asdfas
<input type="checkbox"/>	7	L&BNoneNoneNone00007	Asdfas

The Screen displays the following tabs and presents the 'Selection of Assets' tab by default.

View

Selection of Assets

Details of Assets 'n' Components

To edit previously created movement records:

The 'View' screen displays Assets moved earlier. Double-click on any row to edit details.

To create fresh movement records:

Select the required Assets in any combination from the 'Selection Criteria' panel and click on 'Retrieve'. Click on 'Clear Criteria' if you want to query afresh. Now select/deselect (toggle) assets by clicking in the first column. Finish selection by clicking on the 'Select' button.

You can now enter the new location & new user against each Asset. You can also effect **full / partial** movement by double clicking in the first column. By default the complete Asset is available for movement. To enable Partial Movement click in the first column [full / partial] to effect Partial movement and select the Component for which you would like to effect movement. By default all the Components will be Deselected. Partial movement allows you to enter the new location & new user for each of the components. In case all the components are selected for Movement, the Asset will be identified as 'Full'. Movement of a Component from an Asset to another enables only physical movement, it has no Financial implications.

Complete the form by entering the Actual Transfer Date, Requested By and Authorized by columns. (If a request exists for the movement, the Requested By and Transfer By Date columns will be filled by default).
Click on the 'Save' button to store the details.



If the Asset consists of only one Component ,it cannot be identified for Partial Movement.

RETIREMENT OF ASSET/S



The

View
Selection of Assets
Details of Assets 'n' Components

Class:

Category:

Sub Category 1:

Sub Category 2:

Request Id of Retirement:

Location of Assets:

Asset Id:

Selected	SysRefNo	AstId	AstDesc
<input checked="" type="checkbox"/>	1	L&BNoneNoneNone00001	Asdfas
<input checked="" type="checkbox"/>	2	L&BNoneNoneNone00002	Asdfas
<input checked="" type="checkbox"/>	3	L&BNoneNoneNone00003	Asdfas
<input type="checkbox"/>	4	L&BNoneNoneNone00004	Asdfas
<input type="checkbox"/>	5	L&BNoneNoneNone00005	Asdfas
<input type="checkbox"/>	6	L&BNoneNoneNone00006	Asdfas
<input type="checkbox"/>	7	L&BNoneNoneNone00007	Asdfas

Screen displays the following tabs and presents the 'Selection of Assets' tab by default.

- View
- Selection of Assets
- Details of Assets 'n' Components

To edit previously created Retirement records:

The **‘View’** screen displays Assets Retired earlier. Double-click on any row to edit details.

To create fresh Retirement records:

Select the required Assets in any combination from the ‘Selection Criteria’ panel and click on Retrieve. Click on ‘Clear Criteria’ if you want to query afresh. Now select/deselect (toggle) assets by clicking in the first column. Finish selection by clicking on the ‘Select’ button.

An Asset can be Retired by using any of the following methods:

Sale

Scrap

De-Commission

In case of Sale/Scrap enter the ‘Sale Value’ for each Asset

In case of De-Commission just select the Asset that has to be Retired.

By default the complete Asset is available for retirement. In case all the components are selected for Retirement, the Asset will be identified as ‘Full’. Retirement of a component decreases the value of the Asset.



If the Assets → Revaluation

is Part

entified

ASSET REVALUATION

System Ref. No. Date Company

Asset Hierarchy

Class Category Sub Category1 Sub Category2 Asset Id

Location

Select the Assets you want to Move

Click to Select	Asset Id	Description
<input checked="" type="checkbox"/>	L&BNoneNoneNone00001	Asdfas
<input checked="" type="checkbox"/>	L&BNoneNoneNone00002	Asdfas
<input checked="" type="checkbox"/>	L&BNoneNoneNone00003	Asdfas
<input checked="" type="checkbox"/>	L&BNoneNoneNone00004	Asdfas
<input type="checkbox"/>	L&BNoneNoneNone00005	Asdfas
<input type="checkbox"/>	L&BNoneNoneNone00006	Asdfas
<input type="checkbox"/>	L&BNoneNoneNone00007	Asdfas
<input type="checkbox"/>	L&BNoneNoneNone00008	Asdfas
<input type="checkbox"/>	L&BNoneNoneNone00009	Asdfas
<input type="checkbox"/>	L&BNoneNoneNone00010	Asdfas

Select the required Assets in any combination from the ‘Selection Criteria’ panel and click on Retrieve. Click on ‘Clear Criteria’ if you want to query afresh.

Enter the bill/invoice Number & Date in the ‘Ref Doc No’ and ‘Ref Doc Date’ columns.

Select the Basis for Revaluation and enter the Revaluation Date. The Revaluation Amount can be distributed among the components of the Asset by using the Component Wise Distribution Method. Select the required method.

Enter the Names of the User/s who have Proposed and Authorized the Revaluation. Enter the narration for the Transaction.

Now select/deselect (toggle) Assets by clicking in the first column. Finish selection by clicking on the 'Close' button. Click on 'Select All' to select all the retrieved Assets. Enter the Revaluation Amount for each Asset.

Click in the next column to automatically compute the increase or decrease of the value of the asset in percentage & absolute value terms. The total amount is also computed in 'Revaluation Amount' column of the header area. Right Click on the Asset Row for viewing component wise Value distribution. Save the Record by clicking the 'Save' button on the Tool Bar.

RECALL A DE-COMMISSIONED ASSET



Assets → Recall a De-Commissioned Asset

System Ref. No. Date Company

Asset Identification

Class Category Sub Category1 Sub Category2 Asset Id

Location

Retirement Transaction-Id

Ref Doc No. Ref Doc Date Recalled Date

Proposed By Authorised By

Narration

Asset Id	Description	Technical Description	Purchase Value
L&BNoneNoneNone00001	Asdfas	Asfdsafaa	1200
L&BNoneNoneNone00002	Asdfas	Asfdsafaa	1200
L&BNoneNoneNone00003	Asdfas	Asfdsafaa	1200

Select the required Assets in any combination from the ‘Selection Criteria’ panel and click on ‘Retrieve’. Click on ‘Clear Criteria’ if you want to query afresh..

A De-Commissioned Asset can also be recalled by providing the Retirement Transaction Identification Number. Now select/deselect (toggle) Assets by clicking in the first column. Finish selection by clicking

on the ‘Close’ button. Click on ‘Select All’ to select all the retrieved Assets

Enter the Document Details and the Names of the User/s who have Proposed and Authorized the Recall. Complete the Record by entering the Recalled Date Column. Click on the ‘Save’ button to store the details.

COMPUTE DEPRECIATION



Transactions → Compute depreciation

The screenshot shows a software window with a light pink background. At the top, there is a 'Class' dropdown menu set to 'L&B - Land And Buildings' and an 'As On' date field with slashes for day, month, and year. Below these is a 'Clear Criteria' button. The interface is divided into two sections: 'Balance Sheet' and 'Income Tax'. Each section contains a 'Depreciation BS' or 'Depreciation IT' button, followed by 'Preview', 'Report', and 'Finalise' buttons.

Select Asset class for which Depreciation has to be Computed and enter the date as on which Depreciation is to take place.

Click on ‘Depreciation BS /Depreciation IT’ to enable Depreciation of the asset in the Balance sheet /Income Tax method.

Click on the ‘Preview’ to view the Depreciation records of the current transaction according to the method of depreciation selected by you.

To create the Report for Depreciation according to Schedule XIV of Indian Companies Act 1956 for B/S or I/T purposes, Click on the corresponding ‘Report’ button. You can calculate the Depreciation any number of times till you click on the ‘Finalise’ button. Once you click on

the Finalise button you cannot calculate Depreciation on the Asset anymore. The final Report will be generated.
click on the 'Save' button to store the details.

CAPTURE EXPENDITURE ON ASSETS

 **Transactions → Capture Expenditure on Assets**

System Ref.No. <input type="text"/>	Date <input type="text" value="22/04/1999"/>	Company <input type="text" value="Sanghi Spinners India Ltd.,"/>
Ref Doc No. <input type="text" value="123"/>	Ref Doc Date <input type="text" value="22/04/1999"/>	Total Expense <input type="text" value="50000"/>
Currency <input type="text" value="INR-INDIAN"/>	Currency Rate <input type="text" value="1"/>	Translation Date <input type="text" value="/_/_"/>

Asset Details				
Asset Id	Description	Technical Description	Purchase	Book
L&BNoneNoneNone00004	Asdfas	Asfdsafaa	1200	1057.38

Expenditure Details						
SNO	Expenditure Type	GL Code	SL Code	Date	EXP Amount	H
1	<input type="text"/>	1000	10	22/04/1999	50000.00	50000
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Enter the bill/invoice Number & Date in the ‘Ref Doc No’ and ‘Ref Doc Date’ columns. In case the expenditure incurred is in foreign currency, select currency, currency rate and the translation Date.

Select the required Assets in any combination from the ‘Selection Criteria’ panel and click on Retrieve. Click on ‘Clear Criteria’ if you want to query afresh.

Now select/deselect (toggle) assets by clicking in the first column. Next, click on 'Close' to complete selection. Click on 'Select All' to select all the retrieved Assets.

You can now enter the various Expenditure details like Expense Head, Expense Types, GL Code, SL Code and Total Amount for each Asset. The total amount is computed in 'Total Expense' column of the header area. Press the 'Insert' key to add a new row and the 'Delete' key to delete an existing row.

Save the Record by clicking the Save button on the Tool Bar. In case multiple Assets have been selected, the details of the next selected Asset will be displayed.

Follow the above mentioned procedure for every Asset selected.

CAPTURE INSURANCE DETAILS

 Transactions → Capture Insurance details

Insurance Profile

System Ref.No. Date Company

InsuranceType Insurance Company Policy No

Start Date ExpDate Insurable Value Act Val Insured

Premium Amount Freq Of Payment Ref Doc No. RefDoc Date

Distribution Method for Premium Amount
 Automatic(Pro-Rata) Manual

Narration

Asset Hierarchy

Class Category Sub Category1 Sub Category2 Asset Id
 Location

Asset Details

Technical Description	Purchase Value	Book Value	Dep.Till Date	Insured Amount	Premium Amount
Asfdsafaa	1200	1057.38	142.62	1000.00	105.26
Asfdsafaa	1200	1057.38	142.62	4000.00	421.05
Asfdsafaa	1200	1057.38	142.62	3000.00	315.79
Asfdsafaa	1200	1057.38	142.62	1500.00	157.89

Select the Type of Insurance and the Insurance Company that you have Insured your Asset with. Click on the New button to enter the names of Insurance Companies other than those in the list.

Enter the Start and Expiry dates, Frequency of Payment and the Document details of the Insurance Policy.

Select the required Assets in any combination from the ‘Selection Criteria’ panel and click on ‘Retrieve’. Click on ‘Clear Criteria’ if you want to query

afresh. Now select/deselect (toggle) assets by clicking in the first column. Finish selection by clicking on the 'close' button. Click on 'Select All' to select all the retrieved Assets.

The total Book Value of all the selected Assets will be computed in the 'Insurable Value' field. Enter the Amount for which each Asset has been insured in the 'Insured Amount' field. This will be totaled and displayed as 'Actual Val Insured' in the header area.

The insurance premium amount can be entered in 2 ways :

Automatic [Pro-Rata] - the Premium Amount for each asset is automatically computed.

Manual- the Premium Amount for each asset has to be entered by you.

The total Premium Amount will be computed in the corresponding field in the header area. You can now save the record by clicking on the 'Save' button.

AMC Service Details Screen:

Annual Maintenance Service Details

View Entry/Edit

Asset Code * [dropdown] Contract No's Available * [dropdown]

Service ID [text] Service Date * [date]

Serviced By [text] Complaint Desc [text area]

Remarks [text area]

Is Parts Replaced

	Part S.No	Part Details	Remarks	Part Va
1				

AMC Service Details

Select transaction in the menu

Go to annual maintenance service details

Click on the new button.

Select the asset code for which the service details have to be entered.

Select the contractor's name form the list of available contractors.

Enter the service ID

Enter the date for which the AMC contractor provides the service for the asset.

Enter the name of the person who has serviced the machine

Enter the complaint description for the asset.

Enter the remark field if any, which is an optional field.

If the parts replaced the click the check box for the parts replaced.


Enter the details of the parts in the details column.

Once the relevant information are entered then

Click the save button.

If another record to be entered then click the new button to enter another record.

REQUISITION FOR ASSET MOVEMENT


Transactions → Request → Asset Movement

System Ref. No. Date Company

Asset Hierarchy

Class
 Category
 Sub Category1
 Sub Category2
 Asset Id

Location

Select the Assets you want to Move

Click to Select	Asset Id	Description
<input checked="" type="checkbox"/>	P & MPM05COMPNone00001	64 PIN CONNECTORS
<input checked="" type="checkbox"/>	P & MPM05COMPNone00002	64 PIN CONNECTORS
<input checked="" type="checkbox"/>	P & MPM05COMPNone00003	64 PIN CONNECTORS
<input type="checkbox"/>	P & MPM05COMPNone00010	ACER 32X EXT.W/CASING
<input type="checkbox"/>	P & MPM05COMPNone00011	ACER 32X EXT.W/CASING
<input type="checkbox"/>	P & MPM05COMPNone00012	ACER 32X EXT.W/CASING
<input type="checkbox"/>	P & MPM05PRNTNone00001	PRINTERS
<input type="checkbox"/>	P & MPM05PRNTNone00002	PRINTERS
<input type="checkbox"/>	P & MPM05PRNTNone00003	PRINTERS

Enter the conditions in any combination in the ‘Selection Criteria’ panel and click on Retrieve. In case you want to change the condition, click on ‘Clear Criteria’. The Assets matching the criteria appears in the ‘selected records’ panel.

You can now select any number of Assets by clicking on each row in the first column. Clicking on an already selected Asset deselects it. Click on 'Close' to complete the selection. The selected records along with the current user & location now appear.

You can now enter the new user & new location for each of the selected Asset.

In case you are moving one or more Components of the Asset, click on the selected Asset to identify as partial and on right click, the components will be presented. You can now highlight the components which you want to be moved and give the new user & new location against each component and close the window. In case all the components are selected, the entire Asset will be considered for movement.

Enter the Names of the User/s who have Proposed and Authorized the Retirement

Save the Record by clicking the Save button on the Tool Bar. Click on the 'Print' button to get a hardcopy of the requisition.



Once the request is made, it cannot be edited. It can only be cancelled through the Menu path

Transactions - > Cancel - > Request for Movement.

REQUISITION FOR ASSET RETIREMENT

 **Transactions → Request → Asset Retirement**

System Ref. No. Date Company

Asset Hierarchy

Class Category Sub Category1 Sub Category2 Asset Id ?

Location

Request For Sale Scrap Decommission

Complete Asset	Asset Id	Description	Technical Description
<input checked="" type="checkbox"/>	L&BNoneNoneNone00007	Asdfas	Asfdsafaa
<input checked="" type="checkbox"/>	L&BNoneNoneNone00008	Asdfas	Asfdsafaa
<input checked="" type="checkbox"/>	L&BNoneNoneNone00009	Asdfas	Asfdsafaa

Proposed By Authorised By 1)

2)

3)

Select the required Assets in any combination from the ‘Selection Criteria’ panel and click on ‘Retrieve’. Click on ‘Clear Criteria’ if you want to query afresh.

Now select/deselect (toggle) assets by clicking in the first column. Next, click on ‘Close’ to complete selection.

An Asset can be Retired by using any of the following methods:

Sale

Scrap

De-Commission

In case of Sale/Scrap enter the 'Estimated Disposal Value' for each Asset.

In case you want to retire one or more components of the Asset, click on the selected Asset to identify as partial and on right click, the components will be presented.

You can now highlight the components you want to Retire.

Enter the Names of the User/s who have Proposed and Authorized the Retirement.


Save the Record by clicking the 'Save 'button on the Tool Bar. Click on the 'Print' button to get a hardcopy of the saved data.



Once the request is made, it cannot be edited. It can only be cancelled through the Menu path

Transactions -> Cancel -> Request for Retirement.

PREPARE INVOICE FOR SALE

 **Transactions→Prepare Invoice for Sale**

Invoice-Id	<input type="text" value="1"/>	Invoice-Date	<input type="text" value="22/04/1999"/>	Party Name	<input type="text" value="FERRO ALLOYS"/>
Retirement Ref	<input type="text" value="2"/>	<input style="background-color: #cccccc;" type="button" value="?"/>	Financial Year	<input type="text" value="2000-2001"/>	
Bill To Address			Ship To Address		
<input type="text" value="ST. NO.5"/>			<input type="text" value="ROAD NO. 1"/>		
<input type="text" value="HIMAYATNAGAR"/>			<input type="text" value="BANJARA HILLS"/>		
<input type="text" value="HYDERABAD"/>			<input type="text" value="HYDERABAD"/>		
<input type="text" value="A.P"/>			<input type="text"/>		
Disposal value	<input type="text" value="50000"/>	Sales Tax	<input type="text" value="1000"/>	Excise Duty	<input type="text" value="1000"/>
Freight	<input type="text" value="500"/>	Insurance	<input type="text" value="1000"/>	Package and Forward	<input type="text" value="1000"/>
Others	<input type="text" value="500"/>	Paid By		Total Amount	
		Self <input type="button" value="v"/>		<input type="text" value="55000"/>	
		Self <input type="button" value="v"/>			
		Self <input type="button" value="v"/>			
		Self <input type="button" value="v"/>			
Payment Terms	<input type="button" value="QTRLY-QUARTERLY"/> <input type="button" value="v"/>	Narration		<input type="button" value="Display Asset Details"/>	<input type="button" value="Print"/>
Payment Method	<input type="button" value="CASH-BY CASH"/> <input type="button" value="v"/>	<input type="text"/>			

Select the Retirement Ref. No. of the sold/scrapped Asset and enter the Invoice Date and Party name.

Fill in the 'Bill To Address' and 'Ship To Address' fields.

Enter the Disposal Value, Sales Tax and Excise Duty. You may enter Freight, Insurance, Packaging etc., along with the qualifier as 'Paid by Party' or 'Paid by Self'. In case of 'Paid by Self', the total Invoice Amount will reflect the expenses.

Select the Payment Term to indicate the frequency of payment and the Method of payment.

Clicking on 'Display Asset' will show the Retired Assets pertaining to the Retirement Ref. No entered earlier.

Save the record by clicking the 'Save' button on the Tool Bar. Click on the 'Print' button to get a hardcopy of the document.

CANCEL REQUISITION FOR MOVEMENT

Transactions → Cancel → Requisition for Movement

From	<input type="text"/>	To	<input type="text"/>
Movement Id	<input type="text" value="1"/>	Current Location	<input type="text"/>
Current User	<input type="text"/>	New Location	<input type="text"/>
New User	<input type="text" value="asd"/>		

Selection	Move Id	Move Date	AssetID	Requested by	CurrentUser	Current Location
<input checked="" type="checkbox"/>	1	23/04/1999	2	asd	Srinivas	SPARSH#H

Enter values in any of the fields in the header panel and click on 'Retrieve'.

A list of requests pending for movement, meeting the selection criteria will be displayed. Click on 'Clear' if you want to change the criteria.

Click in the first column to select the record to be cancelled and click on the 'cancel' button to Cancel the request. In case you need to undo the cancellation click on 'undelete'.

Save the record by clicking the Save button on the Tool Bar.

CANCEL REQUISITION FOR RETIREMENT



Transactions → Cancel → Requisition for Retirement

From:

Request ID:

Retirement method:

Proposed By:

To:

EXTDISPVAL:

Company:

Selection	Request ID	Req Date	Aset ID	Retirement Method	ProposedBy	
<input checked="" type="checkbox"/>	1	22/04/1999	4	SALE	raj	50
<input checked="" type="checkbox"/>	1	22/04/1999	5	SALE	raj	50

Enter values in any of the fields in the header panel and click on 'Retrieve'.

A list of requests pending for retirement, meeting the selection criteria will be displayed. Click on 'Clear' if you want to change the criteria.

Click in the first column to select the record to be cancelled and click on the 'Cancel' button to Cancel the Request.

In case you need to undo the cancellation click on 'undelete'.

Save the record by clicking the Save button on the Tool Bar.

CANCEL EXPENDITURE ENTRIES


Transactions → Cancel → Expenditure Entries

From

Expenditure head

Expenditure Type

User Name

To

SL ID

Asset Code

Expenditures

Selection	Tran Id	Trandate	Asset ID	S.No	Expn Incurred Date	Expend
<input checked="" type="checkbox"/>	1	22/04/1999	7	1	01/04/1999	MAIN

Enter values in any of the fields in the header panel and click on ‘Retrieve’.

Click on ‘Clear’ if you want to change the criteria.

Click in the first column to select the record to be cancelled and click on the ‘Cancel’ button to Cancel the record.

In case you need to undo the cancellation click on ‘undelete’.

Save the record by clicking the Save button on the Tool Bar.

QUERIES ON ASSET HIERARCHY

Queries → Asset Hierarchy

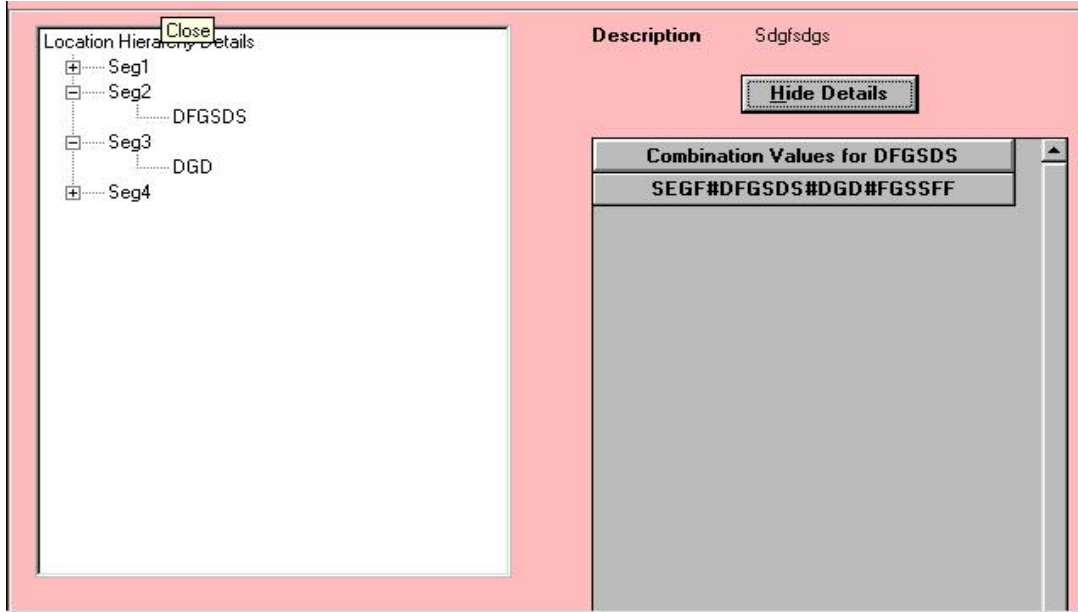


A list of all the Asset Classes will be shown by default. Click on the required Asset class to be able to see the Categories and subsequently the Sub-Categories.

Select the required category and click on ‘No. of Assets’ in the right window frame. This will let you know the total number of Assets available under the selected criteria. Click on ‘Show Details’ to see a display of details of all the Assets under the selected criteria. Click on ‘Hide Details’ to conceal the details from view.

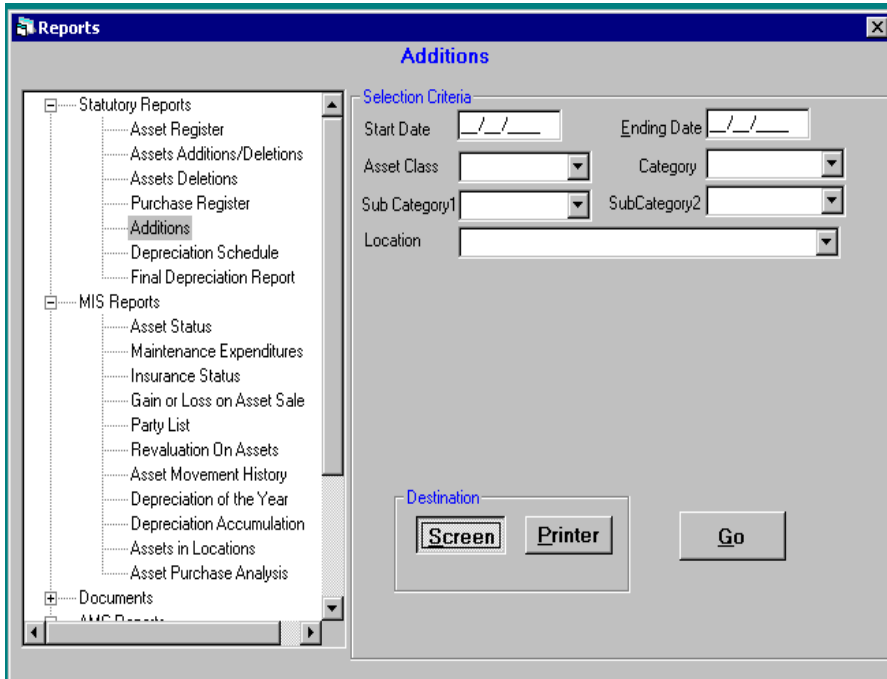
QUERIES ON LOCATION HIERARCHY

Queries → Location Hierarchy



A list of all the Location Segments as defined by you under Location Hierarchy Setup will appear by default. Drop Down the required segment and click on the required value. click on 'Show Details' to get a display of all the Segment Combinations in which the selected segment value appears. Click on 'Hide Details' to conceal the details from view. Double Click on each retrieved combination to see the Asset details located at the location.

GENERATION OF REPORTS



Reports are classified as:

Statutory

Management Information [MIS]

Documents

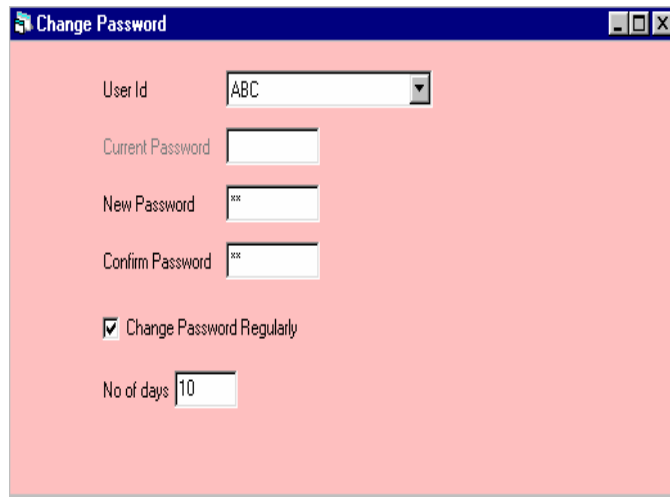
AMC Reports

Select the Report that you would like to Generate. The selection criteria is report-sensitive – fields which are required for a selected report appear.


You can enter the Criteria the ‘Selection Criteria’ Panel. If any of the fields is left blank, the default value is taken – for example if ‘Asset Class’ is left blank, ALL the Classes will be considered.

Now click on ‘Go’ to generate the report and display by default on screen.

The report can be printed to the default printer or can be exported to a Lotus/Excel spreadsheet or a text file or sent to any user on a mail network.



CHANGE USER PASSWORD

 **Utilities → Change User Password**

If you login as a User, enter Current Password, New Password and confirm by repeating it.

If you Login as ADMIN, you need to select User Id. before entering the New Password and confirming it.

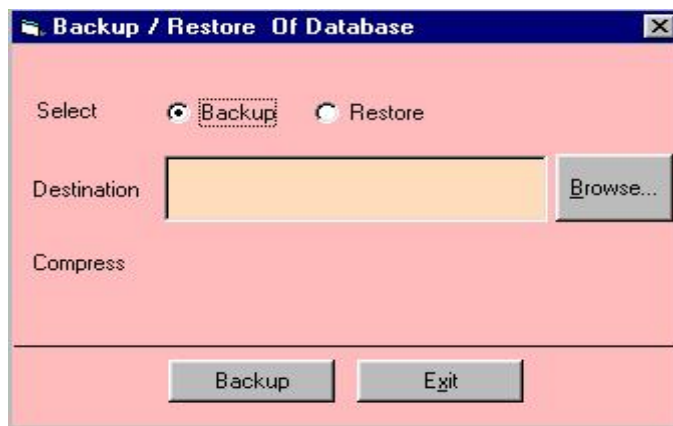
If New Password and Confirm Password are different, error message is displayed.

You can opt for time based reminder to change password by giving the password expiry days.

Click on the save button to save the record.

BACKUP / RESTORE DATA

Utilities → Backup 'n Restore



Click on Backup / Restore option button as per your requirement.

To take a Backup of the database, enter the Destination of the backup file. Select the path for the Destination by clicking on 'Browse'. Now click on 'Backup' to create a Backup file of the database.

To overwrite your Original file with the Backup file click on 'Restore'.

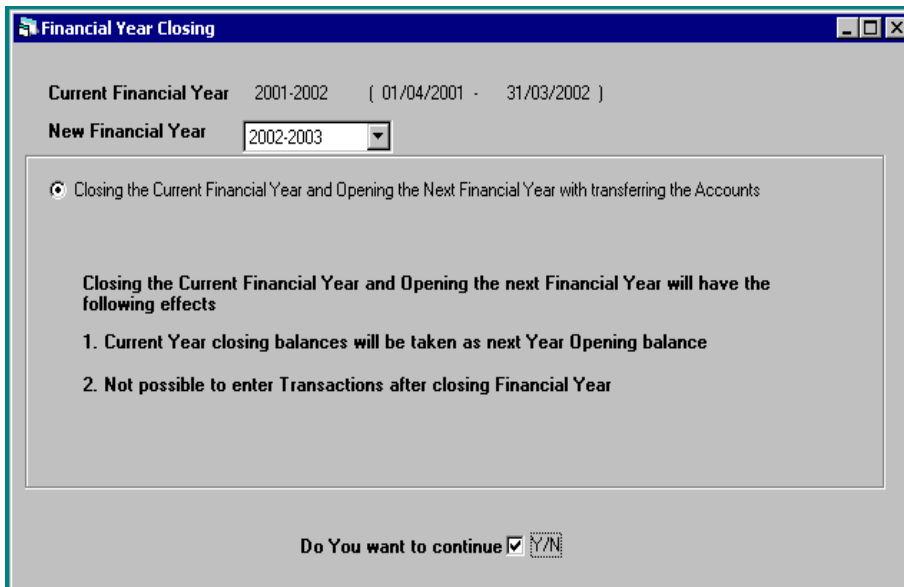
Specify the source of the backup and click on 'Restore'.

Check or Uncheck the Compress button to take the backup using compression techniques.

Restoring a Compressed file automatically de-compresses it before restoration.

FINANCIAL YEAR CLOSING

Setup → Financial Year Closing



Select the New Financial year from the list.

Choose option and view the necessary changes that would occur after the option is chosen.

Check 'Do you want to continue?'

Click on ok.

This allows you to start using the new financial year. Relogin into the system. Choose the new financial year. The financial year close would only occur if the last day of the last month of the old financial year. When using the new financial year confirm whether the user is in the new financial year.

APPENDIXES

TROUBLE SHOOTING

If any message comes saying “can’t update file, access is denied”, then search the file in system folder and remove read-only attribute of that file in the properties of the file.

If any message comes saying “some system files are out of date. Do you want to update the files”, say ok and the system will automatically restarts and updates all the files.

If any message comes saying “a file being copied is older then the file on your system. Do you want to overwrite it”, click ‘yes to all’.

System date format should be DD/MM/YYYY (start-> settings-> control panel -> regional settings)

GLOSSARY

Actual period of usage method (applicable for balance sheet only): Depreciation will be based on the Actual Usage of the Asset in terms of the Unit of Measurement.

Adhoc basis: Adhoc basis enables the user to enter the cost of the individual components. The change in the value of the Asset from revaluation is distributed among the components on an individual basis.

Ad-hoc Distribution(for revaluation): The User can provide a percentage increase/decrease of the value of each component of the Asset.

Alternate Code: The Party code as assigned or generated by the Accounting system or any other Computerised Application for cross reference with the Asset Management system.

Base Value: Purchase value of the Asset as billed by the vendor along with Excise duty.

Basis for Revaluation: The value of the Asset can be updated, based on the present Market value or the Reinstatement value i.e the value as arrived on by the Technical Assessor.

Bill To Address: The address to which the Invoice has to be sent. For ex. Local/Head office etc.

CST: Central Sales Tax levied on the base value of the invoice.

De-Commission: If an Asset is not in use temporarily ,it can be De-Commissioned i.e put out of use for accretion period of time De- Commissioned asset can be recalled at any point of time.

Depreciable life: Remaining life of the Asset in terms of Years.

Equal Distribution (for revaluation): The revaluation amount is equally distributed amongst all the components of the Asset.

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Equal Distribution Method: Equal Distribution method distributes the Purchase value of the Asset equally among all the components.

Expense Heads: All the expenses incurred during the aquisition of an Asset. This includes the cost of the Asset, freight charges, postal charges, etc.

Expense Types: A sub-classification of expense heads such as Railway Freight charges etc.

Expired Life: The total period ,in terms of years ,for which the Asset has been in use.

General Ledger Code: Ledger in the Accounting system representing a particular type of transaction such as Depreciation.

Group code: In case the party belongs to a group of companies, it may have a separate Group code.

Narration: Any textual details of the transaction can be entered in this field.

Number of Periods: The number of periods in terms of the period type in which the payment has to be made.

Party Class: Classification of the type of Vendor from whom the Asset has been acquired such as the Manufacturer/Supplier / Dealer etc.

Party Type: It is a sub- categorisation of the party class. For eg. One time Vendor.

Percentage Method: Percentage Method distributes the Purchase value of the Asset on the basis of the Percentage allotted by the User in the Percentage column.

Period Type: Period of payment during the year such as Yearly / Half-yearly / Quarterly.

Sale: An Asset can be sold by the Company during its useful life . This can be one of the Retirement methods.

Scrap: In case the Asset does not meet quality requirements it can be treated as scrap and retired. You may or may not get a disposal value for it.

Ship To Address: The Address to which the sold/scrapped Asset has to be sent to.

SST: State sales Tax as levied on the base value of the Invoice.

Straight Line method: Depreciation on the Purchase Value of the Asset. The depreciation will be equally distributed over the years.

Sub-Ledger code: A sub-classification of the General Ledger. For e.g. Depreciation could have a Sub Ledger code representing Depreciation for Plant and Machinery.

Pro-rata basis: Distribution of the revaluation amount is based on the Book value of the Particular Component among the total components of the Asset.

Total life: Total useful life of the Asset in terms of Years.

Unit of Measurement: The unit in which the running life of the Asset can be represented. Eg. Kilometres etc.

Useful life: The total life of an Asset in terms of its unit of measurement. For e.g. The useful life of a car may be 10,000 KM.

User Class: The positional hierarchy of the user in the company. For eg. Manager/ Executive/ Technician etc.

Written Down Value method: Depreciation on the Book value of the Asset. In this method the depreciation will be high initially and will decrease with passage of time.

CONVENTIONS AND SYMBOLS USED

To help you Navigate through the Asset Management System we have provided you with some Key Board shortcuts:

F1

- Context - Sensitive help

F2

- Visual Calender to select Dates.

F4

- Displays a input box wherein you can enter New values

The following symbols have been used in the Asset Management System and the User Manual:



NAVIGATION PATH NOTE

Notes indicate points of concern that you should be aware of when using the application. It also tells you of the common errors that you should watch out for.



TIP

Saves you time in data entry or to point out additional helpful information, such as a shortcut.



NEW BUTTON

This button is used in the Asset Management System to display the 'New Entries' dialogue. If the required values are not available in the list displayed, Click on this button. This will either display the sub-screen or take you to the Master Entries form. Enter the required value and save the record. This value will now be available in the selection list.
