Sphere Technologies

Asset
Tracking System

Asset Tracking System (ATS) is a comprehensive solution which will automate recording, tagging, tracking movements, disposal and physical audit of all existing and new assets. As process is in built in ATS, it stream lines operations and simplifies the management of assets.

Asset Tracking System integrates with Oracle Fixed Asset, Payables, General Ledger, and Oracle Purchasing module or any other external ERP systems.

Asset Tracking System Modules

Asset Tracking System (ATS) comprises of primarily three modules namely

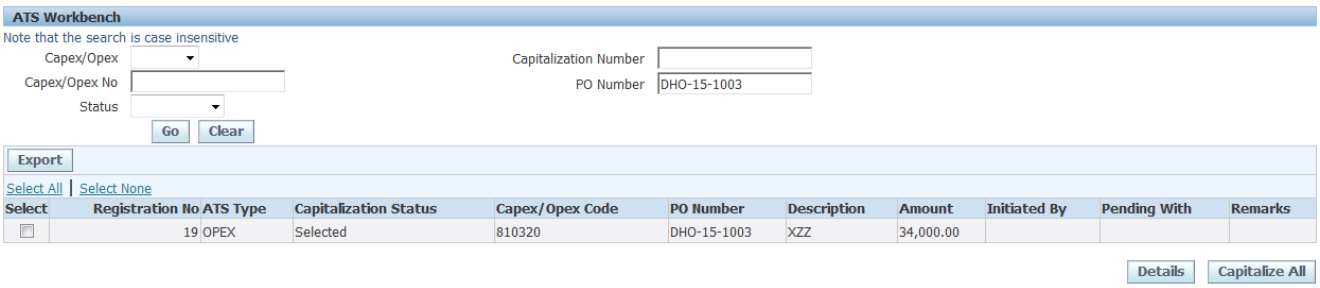
- **ATS Self Service**
- **ATS Controllers and**
- **ATS Manager** .

ATS Self Service Features

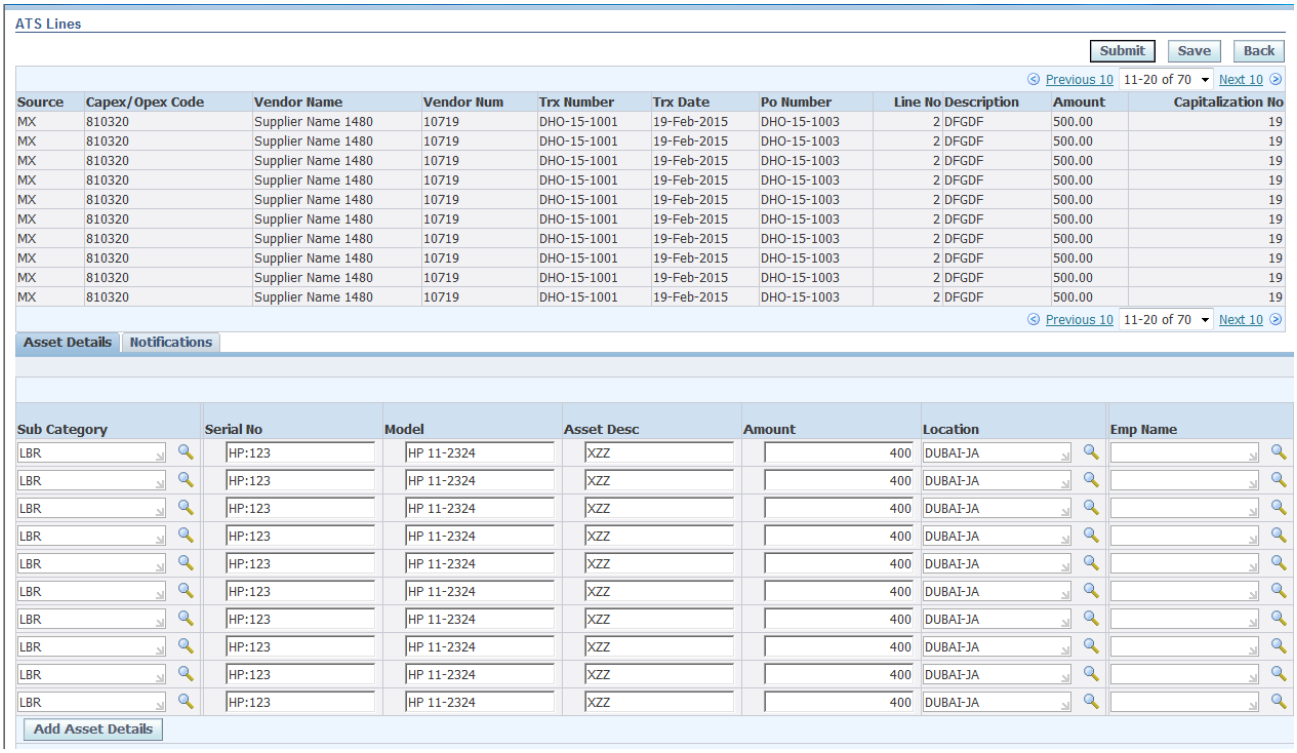
With the help of the ATS Self Service module a user will be able to perform three major functions like Asset Capitalization Requests, Asset Transfer Requests and Asset Disposal Requests.

Asset Capitalization Request

User can perform the Asset Capitalization request from the ATS Work Bench feature of the Oracle E-Business Suite. User inputs the PO Number and will be able to view the PO line item as seen below



User will be able to check the details of the PO as seen here and will be able to enter the details of all the Assets under the Asset Details Tab and will further submit for approval for Capitalization. This request will be sent to Finance for finalization



ATS Lines

Submit | Save | Back

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Source	Capex/Opex Code	Vendor Name	Vendor Num	Trx Number	Trx Date	Po Number	Line No	Description	Amount	Capitalization No
MX	810320	Supplier Name 1480	10719	DHO-15-1001	19-Feb-2015	DHO-15-1003	2	DFGDF	500.00	19
MX	810320	Supplier Name 1480	10719	DHO-15-1001	19-Feb-2015	DHO-15-1003	2	DFGDF	500.00	19
MX	810320	Supplier Name 1480	10719	DHO-15-1001	19-Feb-2015	DHO-15-1003	2	DFGDF	500.00	19
MX	810320	Supplier Name 1480	10719	DHO-15-1001	19-Feb-2015	DHO-15-1003	2	DFGDF	500.00	19
MX	810320	Supplier Name 1480	10719	DHO-15-1001	19-Feb-2015	DHO-15-1003	2	DFGDF	500.00	19
MX	810320	Supplier Name 1480	10719	DHO-15-1001	19-Feb-2015	DHO-15-1003	2	DFGDF	500.00	19
MX	810320	Supplier Name 1480	10719	DHO-15-1001	19-Feb-2015	DHO-15-1003	2	DFGDF	500.00	19
MX	810320	Supplier Name 1480	10719	DHO-15-1001	19-Feb-2015	DHO-15-1003	2	DFGDF	500.00	19
MX	810320	Supplier Name 1480	10719	DHO-15-1001	19-Feb-2015	DHO-15-1003	2	DFGDF	500.00	19

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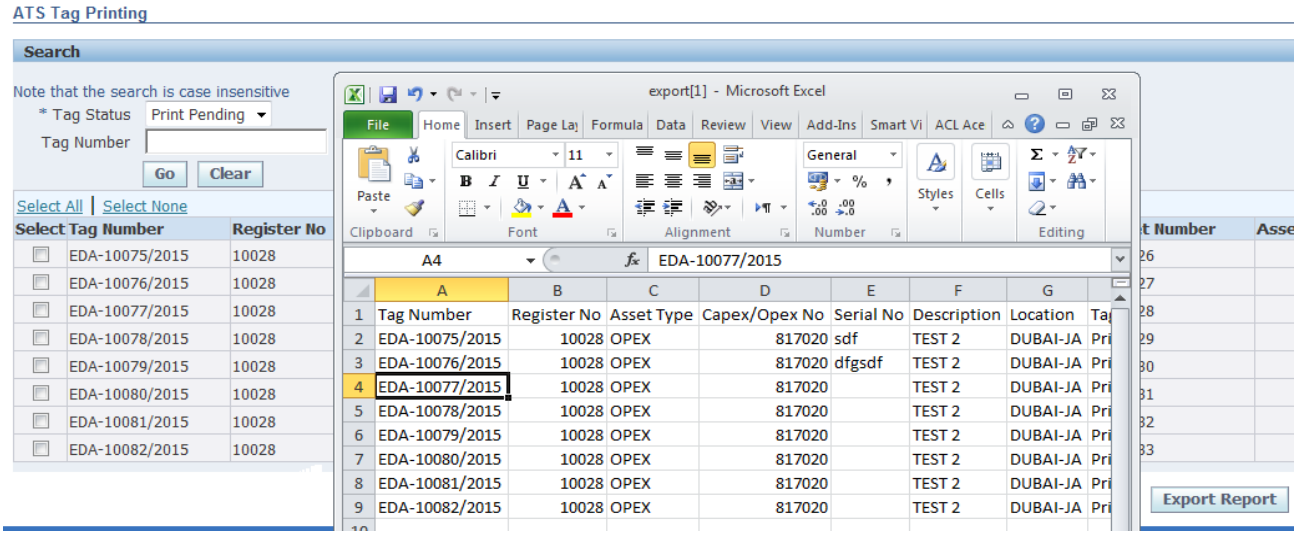
Asset Details | Notifications

Sub Category	Serial No	Model	Asset Desc	Amount	Location	Emp Name
LBR	HP:123	HP 11-2324	XZZ	400	DUBAI-JA	
LBR	HP:123	HP 11-2324	XZZ	400	DUBAI-JA	
LBR	HP:123	HP 11-2324	XZZ	400	DUBAI-JA	
LBR	HP:123	HP 11-2324	XZZ	400	DUBAI-JA	
LBR	HP:123	HP 11-2324	XZZ	400	DUBAI-JA	
LBR	HP:123	HP 11-2324	XZZ	400	DUBAI-JA	
LBR	HP:123	HP 11-2324	XZZ	400	DUBAI-JA	
LBR	HP:123	HP 11-2324	XZZ	400	DUBAI-JA	
LBR	HP:123	HP 11-2324	XZZ	400	DUBAI-JA	

Add Asset Details

Tag Printing by Asset Controller

Once the Asset is finalized for capitalization by Finance the Asset Controller will be able to print the Asset Tags from the Asset Tag Printing module. Asset Controller will be able to view all the Pending Tags requests in one window and will be able to select one or more Tags and print them. Upon printing of the Tags, the Asset controller will send them by courier segregating by location and Asset Coordinator.



ATS Tag Printing

Search

Note that the search is case insensitive

* Tag Status: Print Pending

Tag Number:

Go | Clear

Select All | Select None

Select	Tag Number	Register No
	EDA-10075/2015	10028
	EDA-10076/2015	10028
	EDA-10077/2015	10028
	EDA-10078/2015	10028
	EDA-10079/2015	10028
	EDA-10080/2015	10028
	EDA-10081/2015	10028
	EDA-10082/2015	10028

export[1] - Microsoft Excel

File | Home | Insert | Page Lay | Formula | Data | Review | View | Add-Ins | Smart Vi | ACL Ace

Clipboard | Font | Alignment | Number | Editing

A4 | EDA-10077/2015

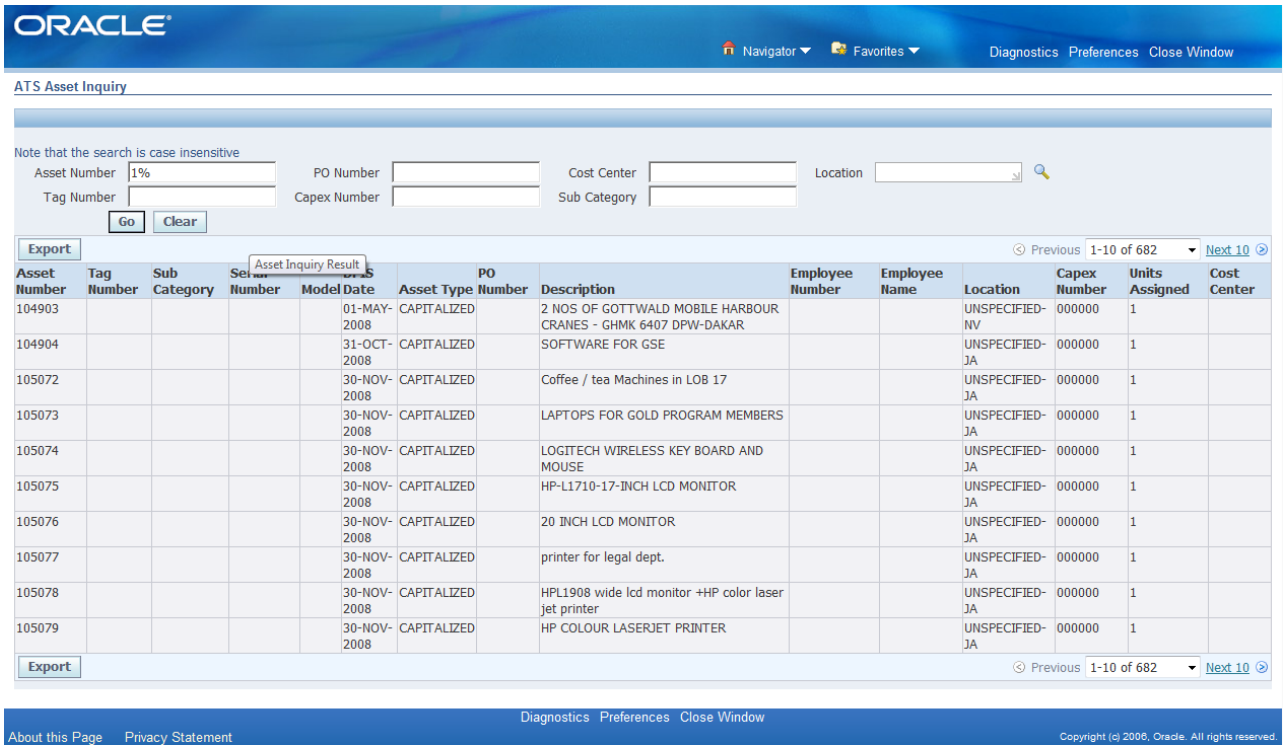
	A	B	C	D	E	F	G
1	Tag Number	Register No	Asset Type	Capex/Opex No	Serial No	Description	Location
2	EDA-10075/2015	10028	OPEX	817020	sdf	TEST 2	DUBAI-JA
3	EDA-10076/2015	10028	OPEX	817020	dfgsdf	TEST 2	DUBAI-JA
4	EDA-10077/2015	10028	OPEX	817020		TEST 2	DUBAI-JA
5	EDA-10078/2015	10028	OPEX	817020		TEST 2	DUBAI-JA
6	EDA-10079/2015	10028	OPEX	817020		TEST 2	DUBAI-JA
7	EDA-10080/2015	10028	OPEX	817020		TEST 2	DUBAI-JA
8	EDA-10081/2015	10028	OPEX	817020		TEST 2	DUBAI-JA
9	EDA-10082/2015	10028	OPEX	817020		TEST 2	DUBAI-JA

Export Report

Asset Enquiry

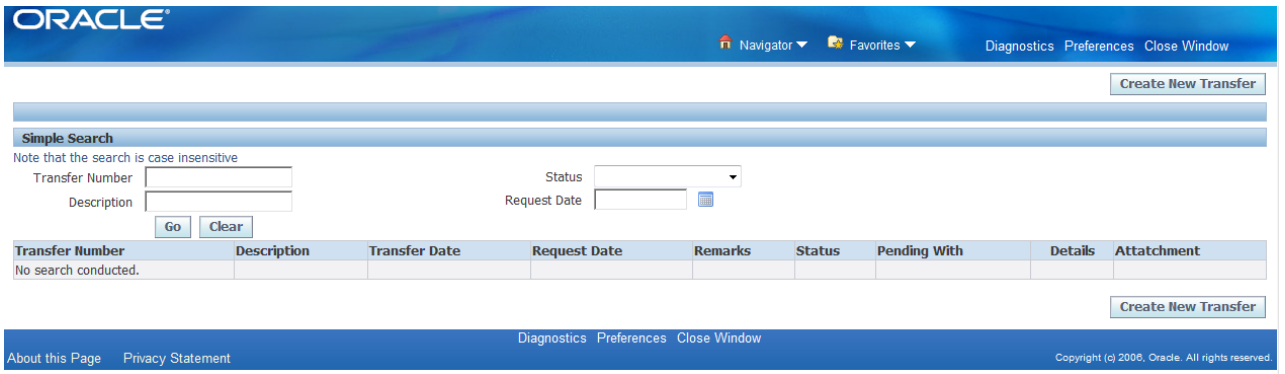
Once an Asset is affixed with the Tag it can be easily inquired by ATS Controllers and ATS Managers. The solution provides various parameters by which one can inquire assets

The following screen demonstrates the various parameters by which an Asset can be inquired.

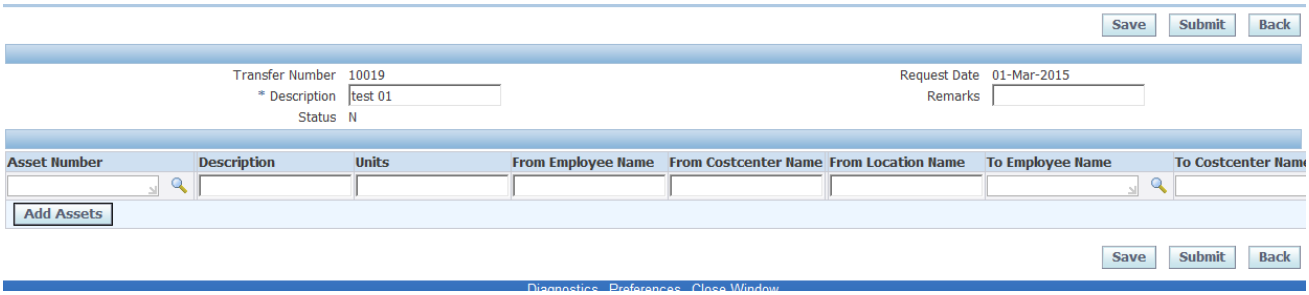


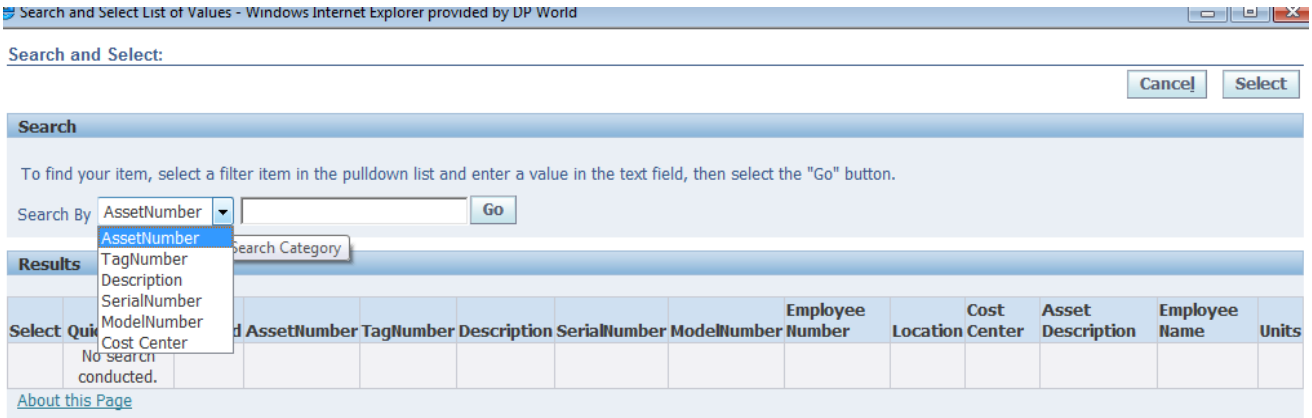
Asset Transfers

Users will be able to transfer Assets that are capitalized to other locations by way of a new transfer request or will be able to query earlier submitted requests

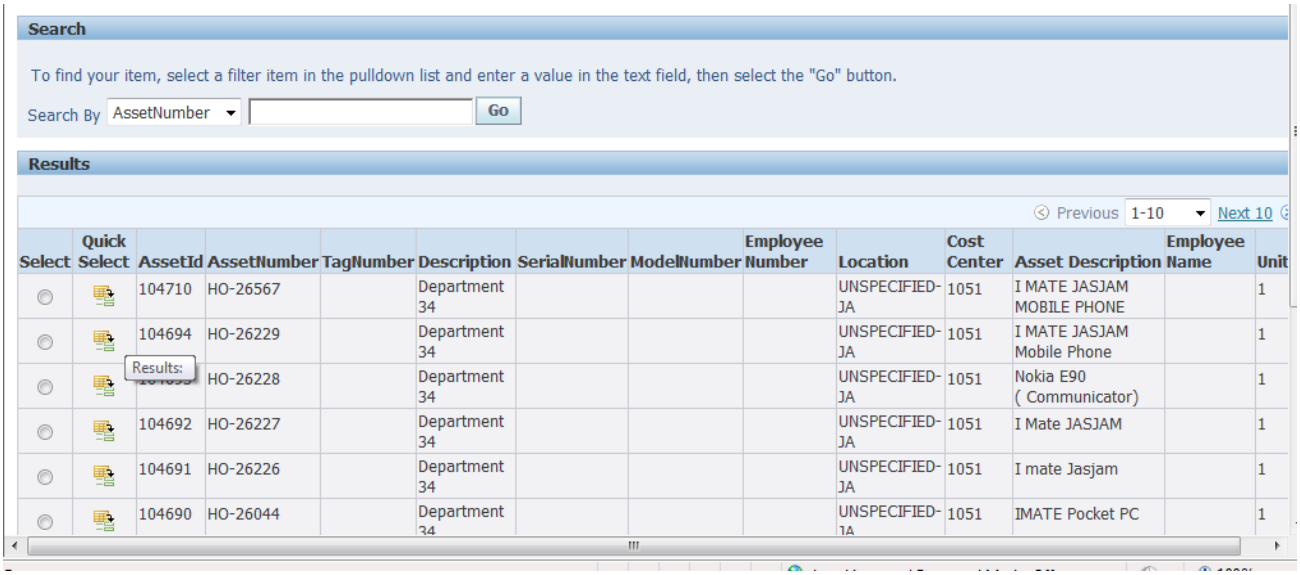


User can add a New Asset by using the Add Assets button. Similarly user can look for already available Assets from the system by querying the system using various parameters like Asset Number, Tag Number, Serial Number, Model Number, Cost Center etc.



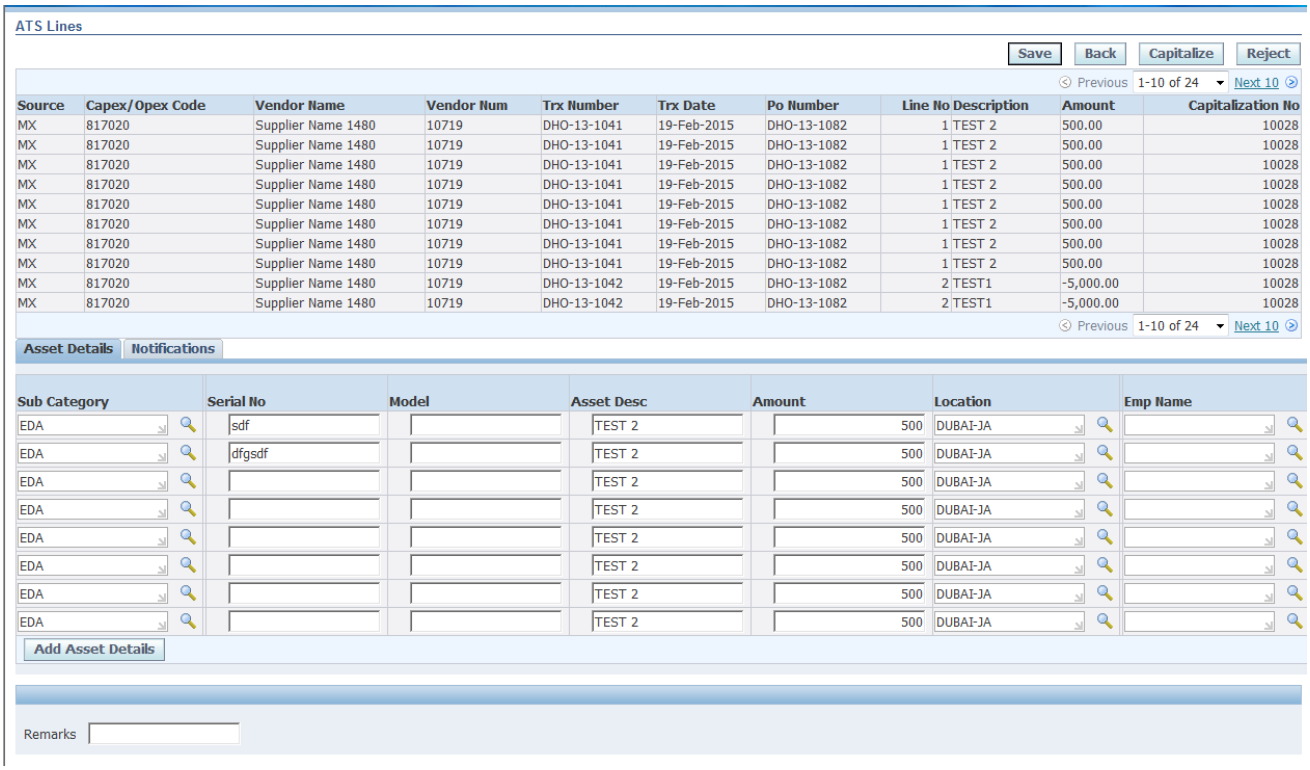


User can add a New Asset by using the Add Assets button. Similarly user can look for already available Assets from the system by querying the system using various parameters like Asset Number, Tag Number, Serial Number, Model Number, Cost Center etc. Based on the search parameter the application will show the available and matching Assets. User can further select the Assets that needs to be transferred to a particular employee or a cost center or a particular location.



Approving Capitalization Requests

ATS Manager will be able to Approve all the capitalization requests by going to the ATS Workbench. Further ATS Manager can select the status as Approved to view all the Capitalization lines that need to be approved.



ATS Lines

Save | Back | Capitalize | Reject

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Source	Capex/Opex Code	Vendor Name	Vendor Num	Trx Number	Trx Date	Po Number	Line No	Description	Amount	Capitalization No
MX	817020	Supplier Name 1480	10719	DHO-13-1041	19-Feb-2015	DHO-13-1082	1	TEST 2	500.00	10028
MX	817020	Supplier Name 1480	10719	DHO-13-1041	19-Feb-2015	DHO-13-1082	1	TEST 2	500.00	10028
MX	817020	Supplier Name 1480	10719	DHO-13-1041	19-Feb-2015	DHO-13-1082	1	TEST 2	500.00	10028
MX	817020	Supplier Name 1480	10719	DHO-13-1041	19-Feb-2015	DHO-13-1082	1	TEST 2	500.00	10028
MX	817020	Supplier Name 1480	10719	DHO-13-1041	19-Feb-2015	DHO-13-1082	1	TEST 2	500.00	10028
MX	817020	Supplier Name 1480	10719	DHO-13-1041	19-Feb-2015	DHO-13-1082	1	TEST 2	500.00	10028
MX	817020	Supplier Name 1480	10719	DHO-13-1041	19-Feb-2015	DHO-13-1082	1	TEST 2	500.00	10028
MX	817020	Supplier Name 1480	10719	DHO-13-1042	19-Feb-2015	DHO-13-1082	2	TEST1	-5,000.00	10028
MX	817020	Supplier Name 1480	10719	DHO-13-1042	19-Feb-2015	DHO-13-1082	2	TEST1	-5,000.00	10028

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Asset Details | Notifications

Sub Category	Serial No	Model	Asset Desc	Amount	Location	Emp Name
EDA	sdf		TEST 2	500	DUBAI-JA	
EDA	dfgsdf		TEST 2	500	DUBAI-JA	
EDA			TEST 2	500	DUBAI-JA	
EDA			TEST 2	500	DUBAI-JA	
EDA			TEST 2	500	DUBAI-JA	
EDA			TEST 2	500	DUBAI-JA	
EDA			TEST 2	500	DUBAI-JA	
EDA			TEST 2	500	DUBAI-JA	

Add Asset Details

Remarks

Further user can select the line that needs to be capitalized and view the details of that line as shown above. Finance Manager will have full access and can update any detail as needed and can also enter Remarks. Further user can verify the capitalization request and approve by clicking the Capitalize button or enter remarks and click on Reject button.

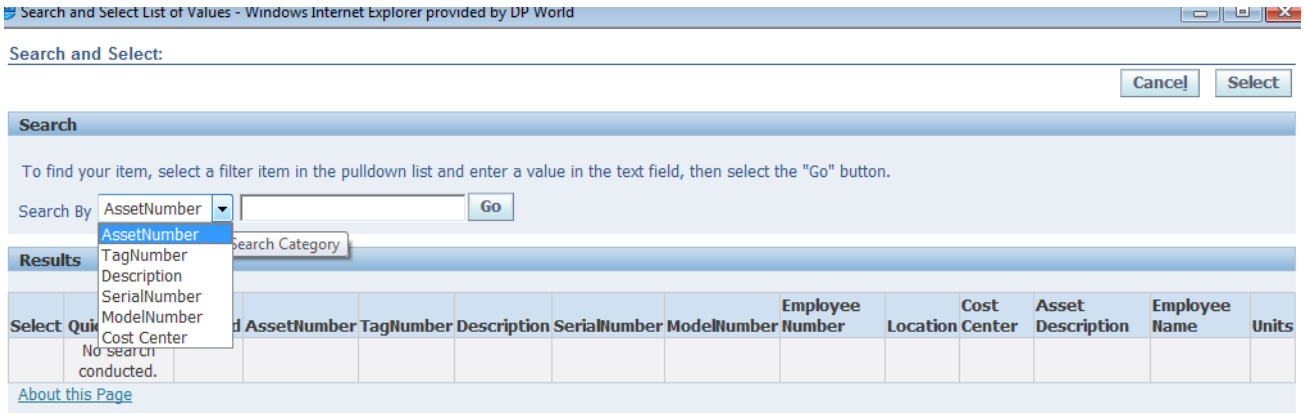
Similarly ATS Manager has the facility to Approve / Reject Transfers and Disposal requests

Managing Master Data for ATS

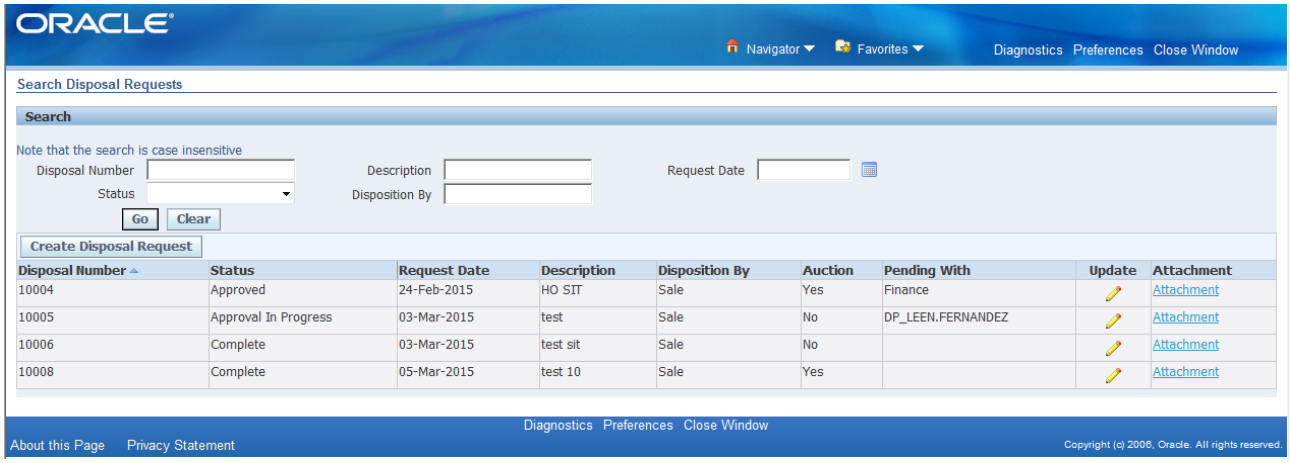
ATS Manager also helps in handling the necessary Master Data for the application like defining the categories, locations,

Asset Disposals

With the help of the ATS User can dispose any Asset by using the New Disposal Request or by searching for already submitted requests for Disposal



Based on the search criteria all the Assets matching the criteria will be displayed to the user and user can further select all the Assets he / she wants to dispose. Further user can upload the disposal related communication and any other information by clicking on the Attachment link relevant to the Asset to be disposed.



Managing the ATS Application

In order to ensure that users are able to use the ATS application effectively there is a need to properly administer the Application and this is made possible by the ATS Manager user. ATS Manager will be able to do all the functions of the ATS Controller and ATS Coordinator and also be able to Approve Asset Capitalization Requests, Asset Transfer Requests and Asset Disposal Requests.

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