



# 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

**ATS Workbench**

Note that the search is case insensitive

Capex/Opex  Capitalization Number

Capex/Opex No  PO Number

Status

[Select All](#) | [Select None](#)

Select	Registration No	ATS Type	Capitalization Status	Capex/Opex Code	PO Number	Description	Amount	Initiated By	Pending With	Remarks
<input type="checkbox"/>	19	OPEX	Selected	810320	DHO-15-1003	XZZ	34,000.00			

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

Previous 10 11-20 of 70 Next 10

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
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

Previous 10 11-20 of 70 Next 10

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	
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
<input type="checkbox"/>	EDA-10075/2015 10028
<input type="checkbox"/>	EDA-10076/2015 10028
<input type="checkbox"/>	EDA-10077/2015 10028
<input type="checkbox"/>	EDA-10078/2015 10028
<input type="checkbox"/>	EDA-10079/2015 10028
<input type="checkbox"/>	EDA-10080/2015 10028
<input type="checkbox"/>	EDA-10081/2015 10028
<input type="checkbox"/>	EDA-10082/2015 10028

export[1] - Microsoft Excel

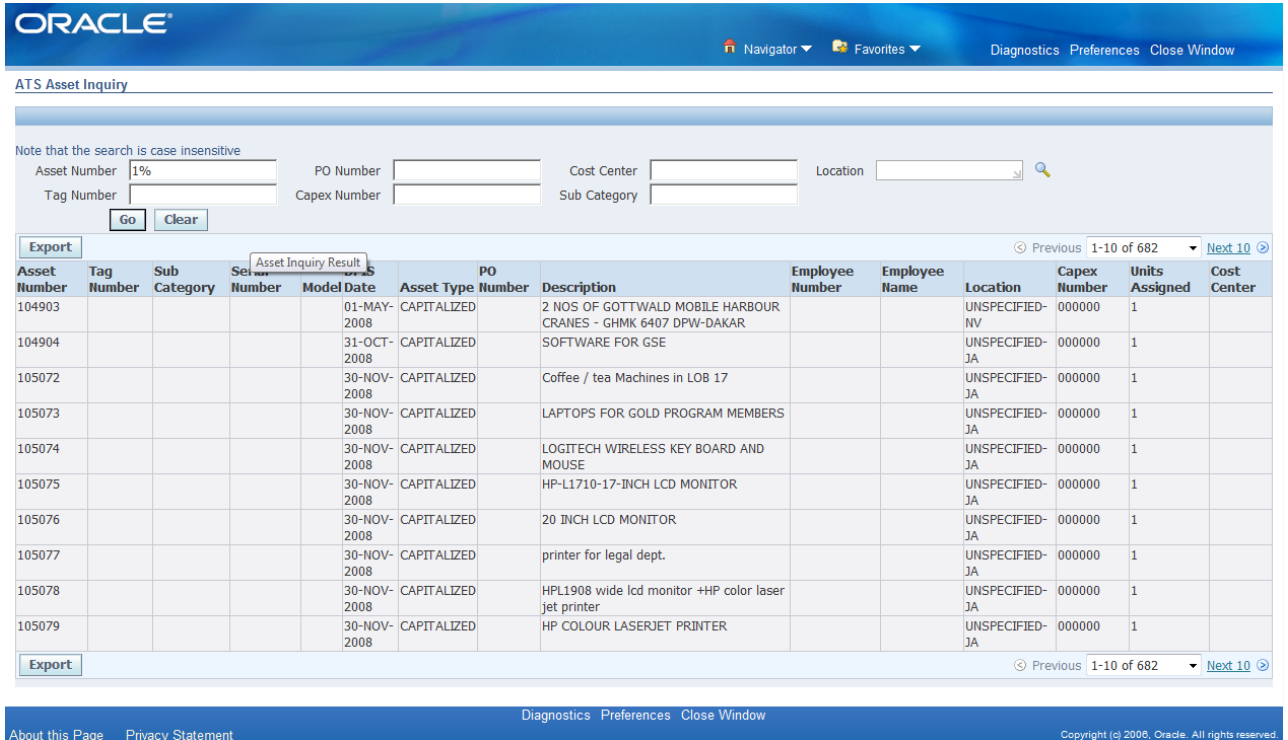
Tag Number	Register No	Asset Type	Capex/Opex No	Serial No	Description	Location	Tag
1	EDA-10075/2015	10028	OPEX	817020	sdf	TEST 2	DUBAI-JA Pri
2	EDA-10076/2015	10028	OPEX	817020	dfgsdf	TEST 2	DUBAI-JA Pri
3	EDA-10077/2015	10028	OPEX	817020		TEST 2	DUBAI-JA Pri
4	EDA-10078/2015	10028	OPEX	817020		TEST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

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

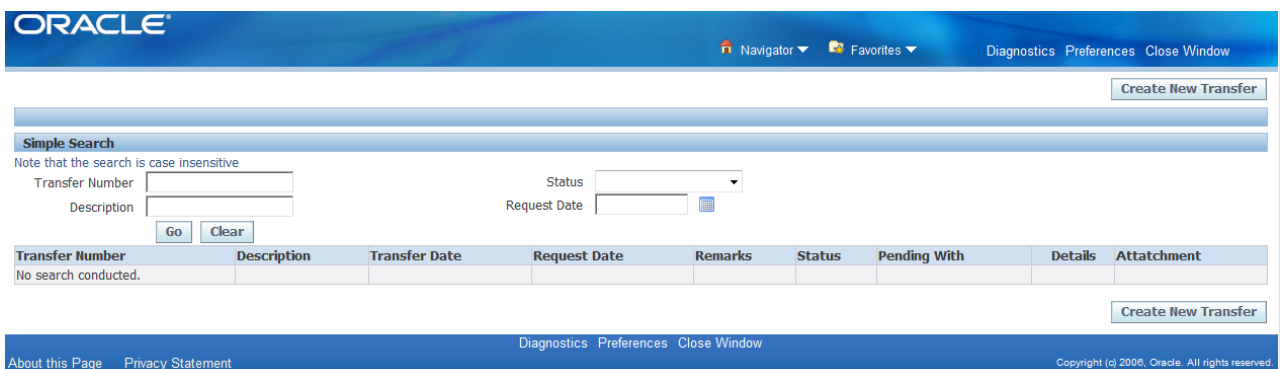
The following screen demonstrates the various parameters by which an Asset can be inquired.



The screenshot shows the Oracle ATS Asset Inquiry interface. At the top, there is a navigation bar with the Oracle logo, a home icon, and menu items for Navigator, Favorites, Diagnostics, Preferences, and Close Window. Below this is the title 'ATS Asset Inquiry'. A note states 'Note that the search is case insensitive'. The search area includes input fields for Asset Number (with a dropdown showing '1%'), Tag Number, PO Number, Cost Center, Location (with a dropdown), Capex Number, and Sub Category. There are 'Go' and 'Clear' buttons. Below the search area is a table with columns: Asset Number, Tag Number, Sub Category, Asset Inquiry Result, Model Date, Asset Type, PO Number, Description, Employee Number, Employee Name, Location, Capex Number, Units Assigned, and Cost Center. The table contains 10 rows of data. At the bottom of the table, there are 'Export' buttons and pagination controls showing 'Previous 1-10 of 682 Next 10'. A footer bar contains 'About this Page Privacy Statement', 'Diagnostics Preferences Close Window', and 'Copyright (c) 2006, Oracle. All rights reserved.'

## 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



The screenshot shows the Oracle ATS Asset Transfer interface. At the top, there is a navigation bar with the Oracle logo, a home icon, and menu items for Navigator, Favorites, Diagnostics, Preferences, and Close Window. Below this is a 'Create New Transfer' button. The main area is titled 'Simple Search'. A note states 'Note that the search is case insensitive'. The search area includes input fields for Transfer Number, Description, Status (with a dropdown), and Request Date. There are 'Go' and 'Clear' buttons. Below the search area is a table with columns: Transfer Number, Description, Transfer Date, Request Date, Remarks, Status, Pending With, Details, and Attachment. The table contains one row with the text 'No search conducted.'. At the bottom of the table, there is a 'Create New Transfer' button. A footer bar contains 'About this Page Privacy Statement', 'Diagnostics Preferences Close Window', and 'Copyright (c) 2006, Oracle. All rights reserved.'

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.

Save Submit Back

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Transfer Number 10019 Request Date 01-Mar-2015  
 \* Description test 01 Remarks  
 Status N

Asset Number	Description	Units	From Employee Name	From Costcenter Name	From Location Name	To Employee Name	To Costcenter Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Add Assets

Save Submit Back

Diagnostics Preferences Close Window

Search and Select List of Values - Windows Internet Explorer provided by DP World

Search and Select: Cancel Select

**Search**

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By: **AssetNumber**

**Results**

Select	Quick Select	AssetId	AssetNumber	TagNumber	Description	SerialNumber	ModelNumber	Employee Number	Location	Cost Center	Asset Description	Employee Name	Unit
<input type="radio"/>		104710	HO-26567		Department 34				UNSPECIFIED-JA	1051	I MATE JASJAM MOBILE PHONE		1
<input type="radio"/>		104694	HO-26229		Department 34				UNSPECIFIED-JA	1051	I MATE JASJAM Mobile Phone		1
<input type="radio"/>		HO-26228			Department 34				UNSPECIFIED-JA	1051	Nokia E90 ( Communicator)		1
<input type="radio"/>		104692	HO-26227		Department 34				UNSPECIFIED-JA	1051	I Mate JASJAM		1
<input type="radio"/>		104691	HO-26226		Department 34				UNSPECIFIED-JA	1051	I mate Jasjam		1
<input type="radio"/>		104690	HO-26044		Department 34				UNSPECIFIED-1A	1051	IMATE Pocket PC		1

[About this Page](#)

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. Users can further select the Assets that needs to be transferred to a particular employee or a cost center or a particular location.

**Search**

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By: **AssetNumber**

**Results**

Previous 1-10 Next 10

Select	Quick Select	AssetId	AssetNumber	TagNumber	Description	SerialNumber	ModelNumber	Employee Number	Location	Cost Center	Asset Description	Employee Name	Unit
<input type="radio"/>		104710	HO-26567		Department 34				UNSPECIFIED-JA	1051	I MATE JASJAM MOBILE PHONE		1
<input type="radio"/>		104694	HO-26229		Department 34				UNSPECIFIED-JA	1051	I MATE JASJAM Mobile Phone		1
<input type="radio"/>		HO-26228			Department 34				UNSPECIFIED-JA	1051	Nokia E90 ( Communicator)		1
<input type="radio"/>		104692	HO-26227		Department 34				UNSPECIFIED-JA	1051	I Mate JASJAM		1
<input type="radio"/>		104691	HO-26226		Department 34				UNSPECIFIED-JA	1051	I mate Jasjam		1
<input type="radio"/>		104690	HO-26044		Department 34				UNSPECIFIED-1A	1051	IMATE Pocket PC		1

## 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

[Previous](#) 1-10 of 24 [Next 10](#)

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

[Previous](#) 1-10 of 24 [Next 10](#)

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	

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.

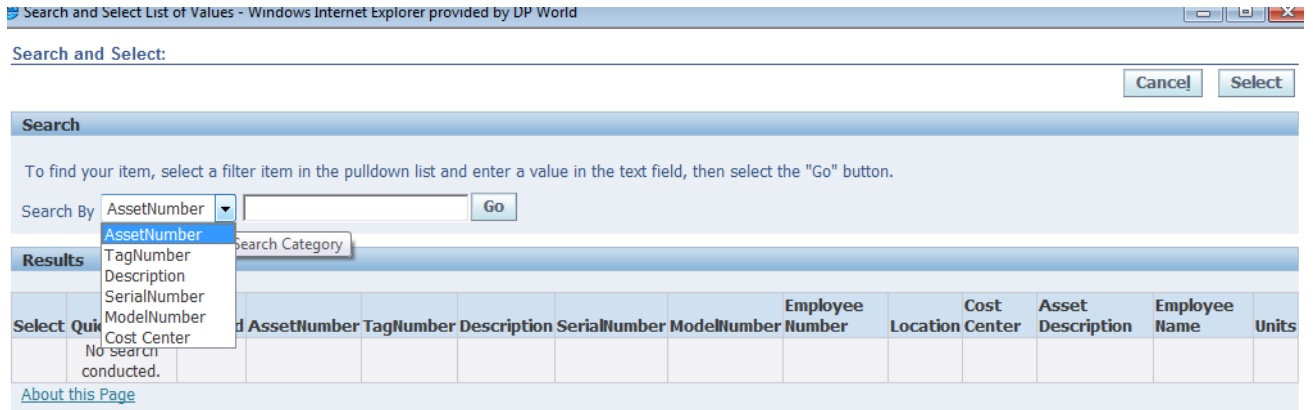
Similarly ATS Manager has the facility to Approve / Reject Transfers and Disposal requests

## Managing Master Data for ATS

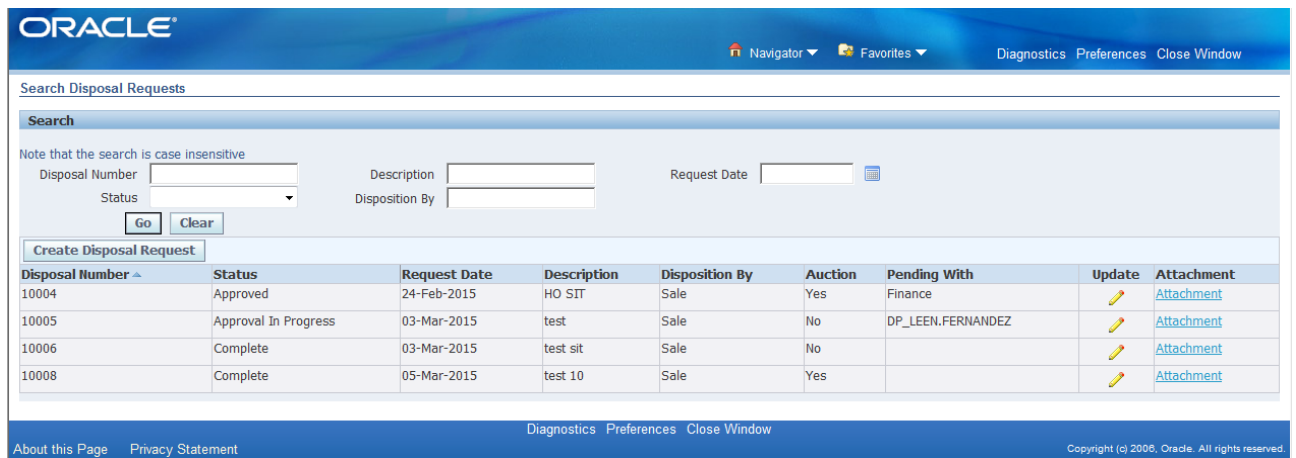
ATS Manager also helps in handling the necessary Master Data for the application like defining the categories, locations,

## 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.



Disposal Number	Status	Request Date	Description	Disposition By	Auction	Pending With	Update	Attachment
10004	Approved	24-Feb-2015	HO SIT	Sale	Yes	Finance		<a href="#">Attachment</a>
10005	Approval In Progress	03-Mar-2015	test	Sale	No	DP_LEEN.FERNANDEZ		<a href="#">Attachment</a>
10006	Complete	03-Mar-2015	test sit	Sale	No			<a href="#">Attachment</a>
10008	Complete	05-Mar-2015	test 10	Sale	Yes			<a href="#">Attachment</a>

## 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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