



**IndianOil**

# **ASSET AUDIT SYSTEM**

**USER MANUAL**



# Introduction

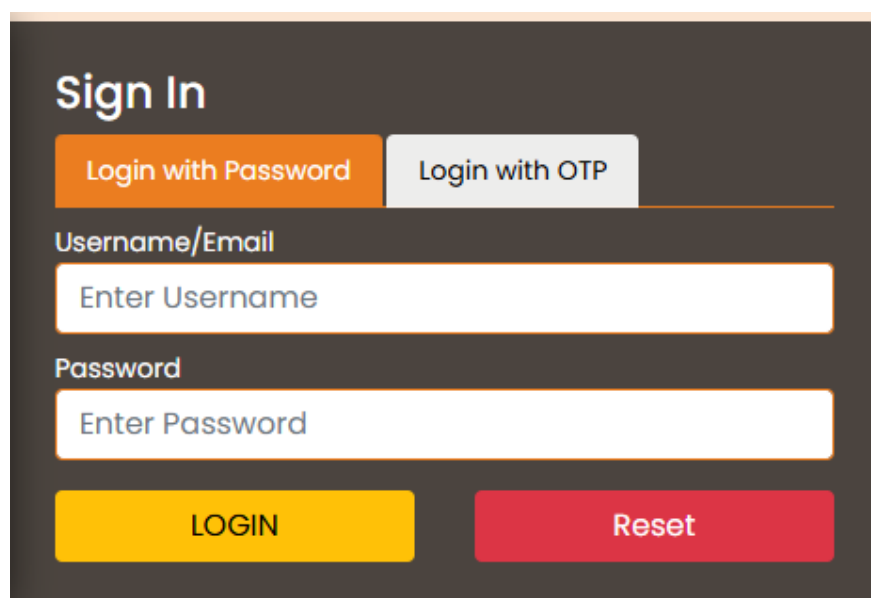
Asset Audit System is an online platform designed for seamless asset tracking and audit management. It simplifies workflows, enhances accountability, and provides real-time insights into asset status.

## Accessing the Platform

### Logging In

1. Visit [assetaudit.lipl.in](http://assetaudit.lipl.in).
2. Enter your username and password provided by the administrator through email .
3. Click the Login button.

Fig:01



The screenshot shows a 'Sign In' form with a dark background. At the top, there are two buttons: 'Login with Password' (orange) and 'Login with OTP' (grey). Below these are two input fields: 'Username/Email' with the placeholder 'Enter Username' and 'Password' with the placeholder 'Enter Password'. At the bottom, there are two buttons: 'LOGIN' (yellow) and 'Reset' (red).

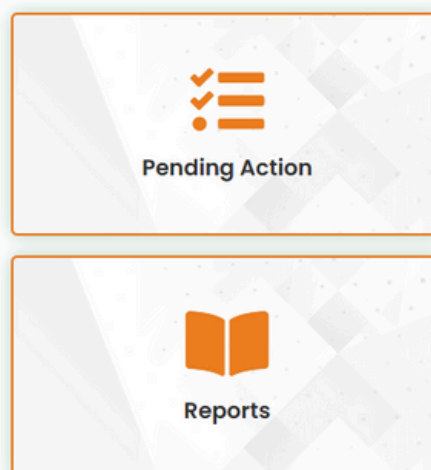
### Quick Actions

After logging in, users are presented with two main Quick Action sections:

#### i. Pending Action

#### ii. Reports

Fig:02



## i.Pending Section

**Purpose:** Displays a list of tasks or audits that are pending action.

### What End User Can Do:

- View details of pending audits or tasks.
- Click on **“Update audit Status”** to open the respective audit form.
- Update asset status, add remarks, and submit tasks directly from this section.

Fig:03

The screenshot shows the Indian Oil portal interface. At the top right, there is a user profile section with the text "Welcome Rajdeep," and links for "Change Password", "Profile", and "Logout". Below this, it says "User Type : Sales Area User (005)". A "My reports" button is visible. The main content area has a "Submit a report" header with a back arrow. Below this is a table with the following data:

#	Division	Region	State	Cycle	Submission Due Date	Submission Status	Actions
1	Marketing Division	Eastern Region	Odisha	1st cycle of the Asset Physical Verification of Assets	27-11-2024	Not Submitted	Update Audit Status

Fig:04

The screenshot shows the Indian Oil Corporation Ltd portal. The main heading is "1ST CYCLE OF THE ASSET PHYSICAL VERIFICATION OF ASSETS". Below the heading is a note: "Note : The orange color headers are prefilled and you can not edit these fields." There is a "Circular File" link in the top right corner. The table below contains the following data:

ement	SAP Quantity	Cap.date	Gross Block (Acquisition Cost)	Accumulated Depreciation	WDV as on 31.03.2024	Status * Mandatory	Remark	Available Quantity
1	1	12-12-1997	4800	-4800	0	Available		1
1	1	12-07-1997	2500	-2500	0	Available		1
1	1	12-07-1997	4700	-4700	0	Available		1
1	1	07-06-2001	106	-106	0	Available		1
1	1	31-05-2001	748343	-581827	166516	Available		1
1	1	31-03-1967	6057.23	-5997.23	60	Available		1
1	1	01-04-2005	1202000	-683853	518147	Available		1
1	1	01-04-2006	553312.07	-299155.07	254157	Available		1
1	1	01-07-2006	2250246	-1201422	1048824	Available		1

Users can download the circular file associated with each audit order. This file contains important guidelines, instructions, or references related to the audit process.

## Managing Asset Statuses

### Default Status and Update Options

- By default, the status of each asset is set to Available.
- Users can update the status by selecting an option from the dropdown menu.

## Status Options

- **Available:** Indicates the asset is fully usable and in place.
- **Not Available:** Select if the asset is missing.
- **Transferred:** Use this option if the asset has been moved to another location.
- **To Be Written Off:** Choose if the asset is to be removed from inventory.
- **Partially Available:** Indicates the asset is only partially usable or present.

## Steps to Update Asset Status

**Open the Asset List :** Navigate to the Pending Tasks or Assets section.

### Change Status:

- Click the dropdown menu under the Status column next to the asset.
- Select the desired status

### Add Remarks

If the status is:

- Not Available
- Transferred
- To Be Written Off
- Partially Available

You must add remarks in the Remarks column.

### Upload Document (Optional for 'To Be Written Off')

If the status is set to To Be Written Off, an upload field will appear.

- Upload the required document (e.g., proof or approval).
- Update Quantity (If Necessary)
- Users can adjust the quantity value in the Quantity column.
- Note: The quantity cannot exceed the SAP quantity value.
- After updating the status, remarks, and uploading (if applicable), click Submit

### Mandatory Fields and Restrictions

- **Remarks:** Remarks are mandatory for all statuses except Available.
- **Upload Field:** For To Be Written Off, uploading a document is Optional.
- **Quantity Validation:** The quantity field will not allow input higher than the SAP quantity.

**Example Workflow**

1. The status of an asset is initially Available.
2. The user changes the status to Transferred.
3. They must provide a remark such as "Transferred to Location XYZ."
4. If they select To Be Written Off, an upload option appears, and they must attach a justification document.
5. Adjust the quantity (if needed) within the SAP limit.
6. Submit.

Fig:05

Status * Mandatory	Remark	Available Quantity
Available		1

Fig:06

Status * Mandatory	Remark	Available Quantity
Not Available	* Mandatory	0

Fig:07

Status * Mandatory	Remark	Available Quantity
To be written off	* Mandatory	0
<input type="button" value="Choose file"/> N...n		

Fig:08

ement	SAP Quantity	Cap date	Gross Block (Acquisition Cost)	Accumulated Depreciation	WDV as on 31.03.2024	Status * Mandatory	Remark	Available Quantity
1		31-07-2012	2988259.74	-1153131.74	1835128	Available		1
1		31-03-2013	2106155.89	-787932.89	1318223	Available		1
1		30-06-2013	1948582.68	-712868.68	1235714	Available		1
1		31-03-1986	12487.44	-12363.44	124	Available		1
1		31-03-1987	5198	-5147	51	Available		1
1		01-04-2004	113725	-112588	1137	Available		1
1		01-04-2004	41693	-41277	416	Available		1
1		01-04-2004	30482	-30178	304	Available		1
1		27-04-2004	722372	-715149	7223	Available		1

## ii. Report Section

**Overview:** The Report Section allows users to view, filter, and manage submitted audit reports. Users can access the details of assets with their updated statuses and download or upload signed reports post finalization.

### Key Features of the Report Section

#### 1. Submitted Audit Report List

- Users can see all the audit reports that have been submitted in the system.
- Each report includes details such as the report ID, audit date, location, and status.

#### 2. View Audit Report

- Click View Audit Report next to any report to open the detailed list of audited assets.

#### 3. Filter Reports

- Users can filter the report list based on:
  - Location: Filter reports by specific location.
  - Keyword Search: Search using keywords like asset name, status, or remarks.

#### 4. Download PDF

- Users can download the full audit report as a PDF for offline use.

#### 5. Upload Signed Report

- After the admin finalizes and freezes the report, users can upload the signed copy.
- *Steps:*
  - a. Click the Upload Signed Report button.
  - b. Choose the file from your device.
  - c. Click Submit to upload the document.

Fig:09

The screenshot displays the 'Asset Audit Report' interface. At the top, there is a 'Filter' section with a dropdown menu for 'Locations' (set to '--All--') and a text input for 'Keyword'. Below the filter are 'Search' and 'Reset' buttons. On the right side of the table area, there is an 'Upload Asset Report' button. The main part of the interface is a table with the following data:

Class ation	Asset Number	Asset Description	Unit of Measurement	SAP Quantity	Cap.date	Gross Block (Acquisition Cost)	Accumulated Depreciation	WDV as on 31.03.2024	Status	Remark	Available Quantity	Attach File	Updated Date
Tank	70044219	20KL TANK	EA	1	24-02-2023	843332.14	-53411.14	789921	Available		1		26-11-2024
hrs- Motor	70044055	SUBMERSIBLE TURBINE PUMP 0.75 HP	EA	1	02-06-2023	88545.74	-7477.74	81068	Available		1		26-11-2024
ower	70043984	Light Pole	EA	1	11-04-2023	243689.55	-36188.55	207501	Available		1		26-11-2024