

**USER MANUAL FOR  
FIXED ASSET MODULE OF  
ERP SYSTEM FOR POWER SECTOR  
(RFP No: 27.71.0000.002.07.023.17-154)**

Developed By:



in collaboration with:

Microsoft, Technohaven Co Ltd and Computer Services Ltd



## **Executive Summary**

Techvision in collaboration with Microsoft Bangladesh, Technohaven Co. Ltd. and Computer Services Ltd. has completed customization and configuration of HR Module of Microsoft Navision 2018 ERP System under the contract agreement dated 11<sup>th</sup> October 2018 against RFP No 27.71.0000.002.07.023.17-154 dated February 08, 2018.

According to the signed agreement, we, the joint venture company, will customize, configure and deploy an ERP System to 14 power companies (legal entities) under Power Cell. The deliverable modules are –

- HR Management System
- Fixed Asset Management System
- Procurement System
- Accounts and Finance System

Users of the ERP System are from 14 legal entities / power companies under Power Cell namely

1. Power Cell
2. Power Division
3. BPDB
4. DPDC
5. PGCB
6. BREB
7. DESCO
8. APSCL
9. CPGCBL
10. RPCL
11. NWPGL
12. WZPGCL
13. SREDA
14. NESCO
15. EGCB
16. B-R PowerGen Ltd.

This document has been prepared as User Manual outlining the usages and operational learning of HR Module of ERP System for Power Sector.

## Table of Contents

Introduction.....	8
Minimum Requirement.....	10
Get Started.....	11
How to Log In / Start.....	11
How to Log Out.....	13
How to Navigate Form / Page.....	14
FA-100 General Setup.....	15
FA-101 How to: Setup Depreciation Book.....	16
Depreciation Book Setup.....	16
FA-102 How to: Setup Fixed Asset.....	24
Depreciation Book Setup.....	24
FA-103 How to: Setup Posting group.....	29
Posting Group Setup.....	29
FA-104 How to: Setup Posting Type.....	37
Posting Type Setup.....	37
FA-105 How to: Setup Asset type.....	41
Asset Type Setup.....	41
FA-106 How to: Setup Asset Subtype.....	46
Asset Subtype Setup.....	46
FA-107 How to: Setup Journal Setup.....	52
Journal Setup.....	52
FA-108 How to: Setup Unique Code.....	57
Unique Code Setup.....	57
FA-109 How to: Setup Major Code.....	62
Major Code Setup.....	62
FA-110 How to: Setup Major Sub Code.....	67
Major Sub Code Setup.....	67
FA-111 How to: Setup Minor Code.....	72
Minor Code Setup.....	72
FA-112 How to: Setup Minor Sub Code.....	77

Minor Sub Code Setup .....	77
FA-200 Insurance Setup & View.....	82
FA-201 How to: Add New Insurance .....	83
FA-202 How to: View Insurance List.....	88
FA-300 Asset Setup .....	91
FA-301 How to: View Asset List.....	92
FA-302 How to: View an Asset.....	95
FA-302.1 General Information.....	99
FA-302.2 Depreciation Book.....	99
FA-302.3 Maintenance .....	99
FA-302.4 Miscellaneous.....	99
FA-303 How to: New Asset Register.....	100
FA-303.1 Add General Information.....	104
FA-303.2 Add Depreciation Book Information .....	106
FA-303.3 Add Maintenance Information .....	107
FA-303.4 Add Miscellaneous.....	108
FA-303.5 Add Additional Information.....	109
FA-303.6 Add FA Component.....	157
FA-303.7 Add Main Asset Component.....	158
FA-303.8 Upload Asset Image.....	161
FA-400 Updating Asset Information.....	163
FA-401 How to: Edit Asset.....	164
FA-402 How to: Maintenance Contract Info.....	169
FA-402 How to: Maintenance Contract Information.....	169
FA-403 How to: Maintenance Schedule.....	175
FA-403 How to: Maintenance Contract Information.....	175
FA-500 Fixed Asset Related Transactions .....	182
FA-501 How to: Acquire Existing Asset .....	183
FA-502 How to: Acquire New Asset.....	190
FA-503 How to: Post Maintenance Payment Information .....	204
FA- 504 How to: Post Insurance.....	211

FA-505 How to: Proceed Appreciation for Asset.....	218
FA-506 How to: Calculate Depreciation of Assets.....	224
FA-507 How to: Dispose an Asset .....	232
FA-508 How to: Move an Asset.....	23236
FA-600 Fixed Asset Related Batch Process.....	243
FA-601 How to: Copy Fixed Asset .....	244
FA-602 How to: Fixed Asset.....	251
FA-700 View Fixed Asset Related Information.....	256
FA-701 How to: View Maintenance Ledger Entries .....	257
FA-702 How to: View Asset Statistics .....	261
FA-702 How to: View Asset Statistics.....	268
FA-703 How to: View Main Asset Statistics .....	274
FA-704 How to: View Asset Image.....	274
FA-800 Asset Journal Posting.....	279
FA-801 How to: Post Fixed Asset G/L Journal.....	280
FA-801.1 Appreciation Journal.....	283
FA-801.2 Fixed Asset G/L Journal .....	286
FA-801.3 DISPOSE Journal.....	288
FA-801.4 Fixed Asset Maintenance Journal .....	291
FA-801.5 Write Down Journal .....	293
FA-802 How to: Post Fixed Asset Journal.....	296
FA-803 How to: Post Fixed Asset Re class Journal.....	301
FA-804 How to: Post Acquisition Journal (Existing Asset).....	306
FA-805 How to: Post Appreciation Journal.....	312
FA-806 How to: Post Write Down Journal.....	314
FA-807 How to: Post Maintenance Journal .....	316
FA-808 How to: Post Disposing Journal.....	318
FA-809 How to: Post Insurance Journal .....	332
FA-900 Fixed Asset Reports .....	337
FA-901 How To: Generate Asset Synopsi8s Reports.....	337
FA-901.1 Land Synopsis Report.....	338

FA-901.2 Building Synopsis Report.....	342
FA-901.3 Civil Works Synopsis Report.....	345
FA-901.4 Generation Sub-Station Synopsis Report.....	348
FA-901.5 Generation Plant Synopsis Report.....	352
FA-901.6 All Fixed Assets Synopsis Report .....	356
FA-902 How To: Generate Asset Summery Reports.....	360
FA-902.1 Land Summary Report .....	360
FA-902.2 Building Summary Report .....	364
FA-902.3 Generation Plant Summary Report.....	368
FA-902.4 Generation Sub-Station Summary Report .....	372
FA-902.5 Distribution Sub-Station Summary Report.....	376
FA-902.6 Computer Accessories Summery Report.....	380
FA-902.7 Furniture Summery Report.....	384
FA-902.8 Vehicle Summery Report .....	388
FA-902.9 Fixed Asset Report.....	391
FA-903 How To: Generate Asset Details Reports .....	995
FA-903.1 Land Details Report.....	996
FA-903.2 Building Details Report.....	400
FA-903.3 Generation Plant Details Report.....	402
FA-903.4 Generation Sub-Station Details Report.....	404
FA-903.5 Distribution Sub-Station Details Report.....	412
FA-903.6 Computer Accessories Details Report.....	416
FA-903.7 Furniture Details Report .....	420
FA-903.8 Vehicle Details Report.....	423
FA-903.9 Civil Works Details Report.....	427
FA-903.10 Circuit Breaker Details Report.....	431
FA-903.11 Power Transformer Details Report.....	434
FA-903.12 Fixed Asset Details Report .....	438
FA-904 How To: Generate Asset Maintenance Reports.....	442
FA-904.1 Maintenance Contract Report.....	443
FA-904.2 Maintenance Log Report .....	446

FA-904.3 Maintenance Payment Report .....	450
FA-904.4 Maintenance Next Service Report.....	458
FA-904.5 Maintenance Register Report .....	460
FA-904.6 Maintenance Details Report .....	462
FA-905 How To: Generate Asset Insurance Reports.....	464
FA-905.1 Insurance List Report.....	465
FA-905.2 Insurance Register Report .....	468
FA-905.3 Insurance Coverage Details Report.....	472
FA-905.4 Insurance Total Value Insured Report.....	476
FA-905.5 Non Insured FAs Report.....	480
FA-906 How To: Generate Fixed Asset Miscellaneous Report.....	484
FA-906.1 FA Posting Group-Net Change Report.....	484
HR-906.2 Fixed Asset-Acquisition List Report.....	488
HR-906.3 Fixed Asset Register Report .....	492
FA-907 How To: Generate Fixed Asset List Reports .....	496
FA-907 Fixed Asset List Report .....	496
FA-1000 Dashboard .....	500
FA- 1001 How to: View Fixed Asset Dashboard.....	501

## **Introduction**

Fixed Asset (FA) Management module focuses on managing and reflecting the life-cycle of company's long-lived capital assets comprising a wide variety of processes, such as procurement, acquisition, tagging and tracking, deploying and operating for financial benefits (e.g. renting out the facilities), maintaining and upgrading and finally retirement of the assets.

By giving real time information, Fixed Assets Management module will result in better decision making and strategic planning, Alignment management of infrastructure with strategic policies and direction will support the long-term success of the utility's mission, goals and objectives. This function, being connected to accounting, inventory and procurement, will be impacted by those department's policies.

The following list describes a sequence of tasks which are generally performed in Fixed Asset Management:

1. Procurement
2. Fixed Asset Acquisition
3. Maintain Fixed Assets
4. Insure Fixed Assets
5. Revalue Assets
6. Transfer, Split or Combine Assets
7. Depreciation

Followings are the basic work flow of Fixed Assets Management.



## Minimum Requirement

Before you access Navision 2018 ERP System for Power Sector, we recommend that you verify that your computer or mobile device and internet connection meets or exceeds the minimum system requirements for the product. This section lists the requirements.

### Browsers

**Chrome for Windows and Firefox for Windows:** Dynamics NAV is designed to work with the current version of these desktop browsers.

**Safari:** Dynamics NAV is designed to work with the current version of Safari on OSX.

**Microsoft Edge:** Dynamics NAV is designed to work with the current version of Microsoft Edge.

**Internet Explorer:** Dynamics NAV is designed to work with Internet Explorer 11 (build 11.0.9600.17239) for Windows 10 and for Windows 8.1 (32-bit and 64-bit versions). We recommend that you upgrade to the latest version of Internet Explorer supported for your version of Windows.

### Mobile devices

**Windows:** Dynamics NAV for Windows can be installed on devices with at least 1GB of RAM and Windows 10 Phone, Home, Pro, Enterprise, or Education (32-bit and 64-bit editions).

**iOS:** Dynamics NAV for iPad and iPhone requires iOS 9.0 or later.

**Android:** Dynamics NAV for Android tablet and Android phone can be installed on devices with at least 1GB of RAM and Android 5.0 or higher.

**Device size:** Dynamics NAV is supported on smartphones with a minimum screen size of 4" and tablets with a minimum screen size of 7".

### Internet Connection

Standard bandwidth (3 Mbps downlink) of internet connection will require to run the ERP System.

# Get Started

## Introduction

This is a general instruction section to show

- Log In to the ERP System
- Log Out from the ERP System
- Navigation Process

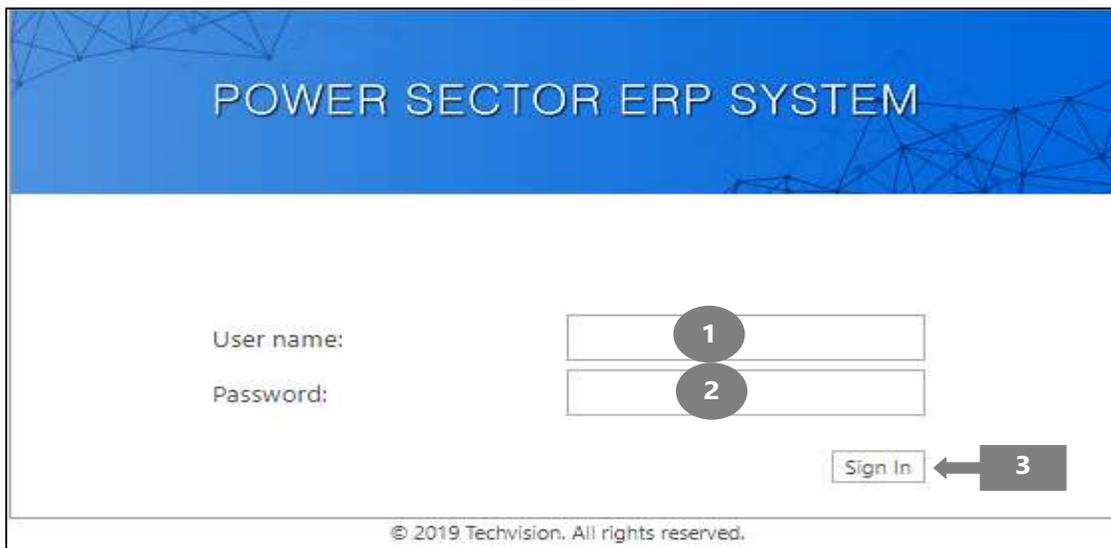
## Prerequisite

- Meeting minimum requirement
- ERP Credentials – Username and Password

## How to Log In / Start

### Steps

- A. Open browser (Chrome / Internet Explorer / Mozilla Firefox)
- B. Enter the URL address in address bar of the browser  
<https://bdpowersectorerp.com/powerdiverpservice>
- C. Press Enter. Login page will be appeared as below.



POWER SECTOR ERP SYSTEM

User name:

Password:

Sign In

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D. Enter your Username and Password in box 1 and 2 respectively.



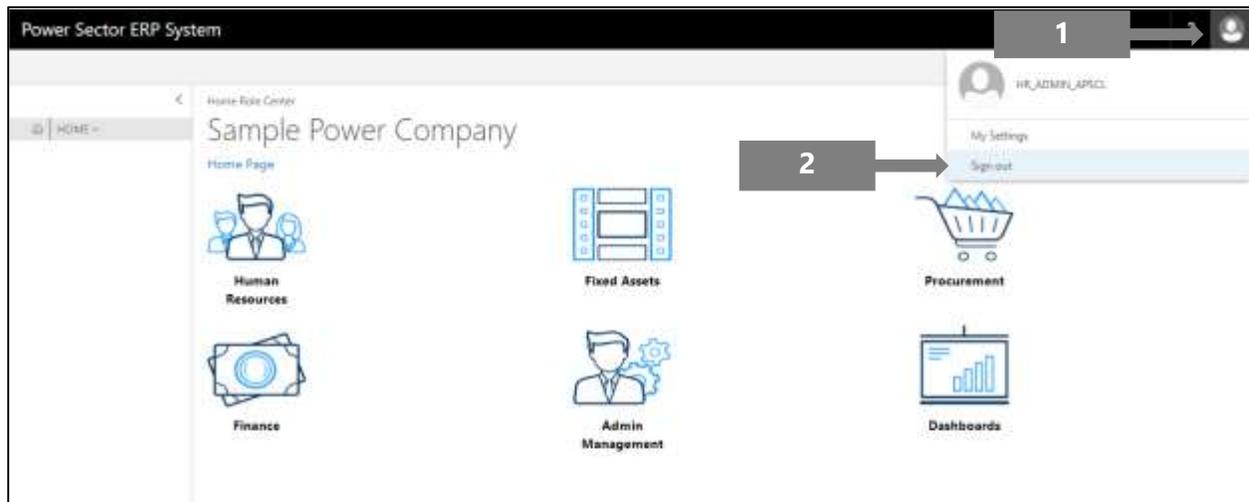
E. Select on "Sign In" button or press ENTER to load ERP Home Page. Following screen will be appeared



## How to Log Out

### Steps

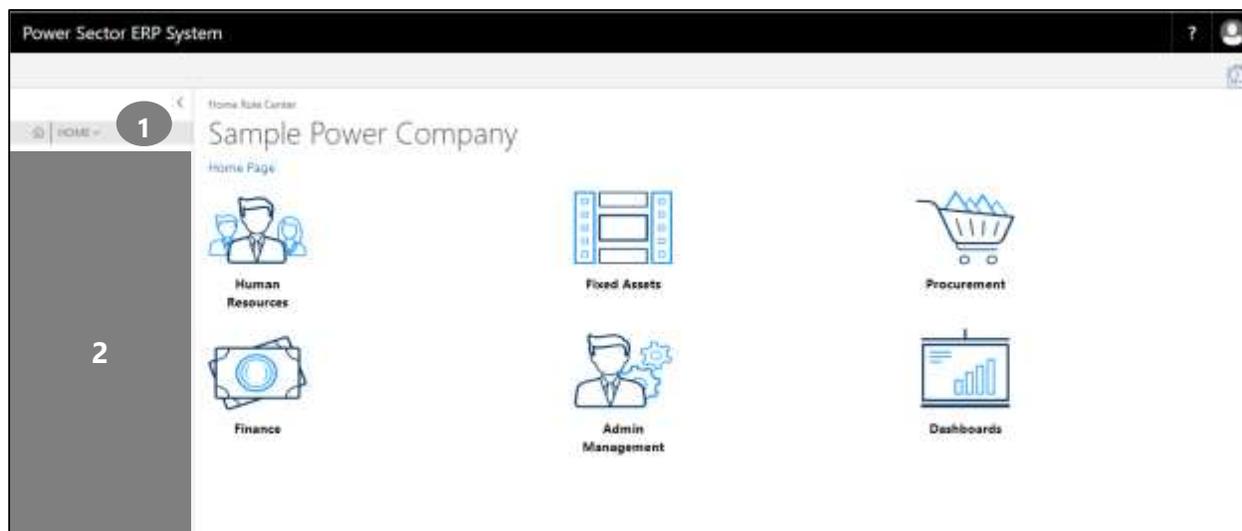
Follow the below steps as serialized in following figure in any forms



1. Click on right most top icon
2. Click on Sign Out to exit the system

## How to Navigate Form / Page

1. Click on "Home" from any form to return to ERP Home Page. Refer to figure below.
2. Click on blank left panel, as shown in above figure, from any form to return to previous form. Refer to figure below.



## FA-100 General Setup

### Introduction

This section shows how to configure the setup options to run and operate different Fixed Asset functions in the module. General Setup contains –

FA-101	Depreciation Book Setup
FA-102	Fixed Asset Setup
FA-103	Posting Group Setup
FA-104	Posting Type Setup
FA-105	Asset Type Setup
FA-106	Asset Subtype Setup
FA-107	Journal Setup
FA-108	Unique Code Setup
FA-109	Major Code Setup
FA-110	Major Sub Code Setup
FA-111	Minor Code Setup
FA-112	Minor Sub Code Setup

### Role

- Module Admin

### Prerequisite

- Module Admin credentials – username and password

## FA-101 How to: Setup Depreciation Book

### Introduction

This process demonstrates how to setup Depreciation Book for an organization.

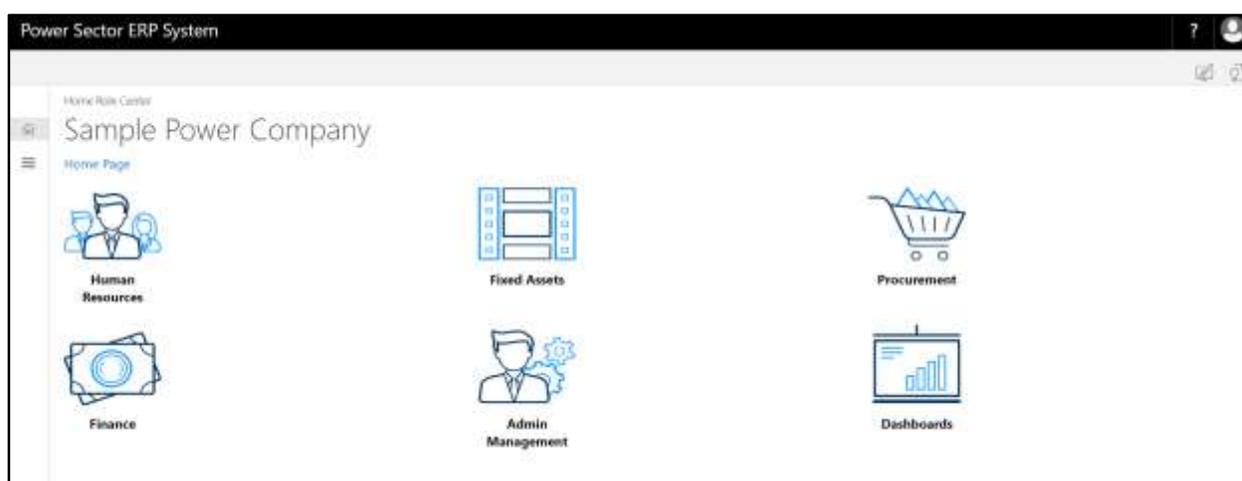
### Roles

- Module Admin

### Depreciation Book Setup

To initiate, follow the steps below.

- A. Login with your respective **FA Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



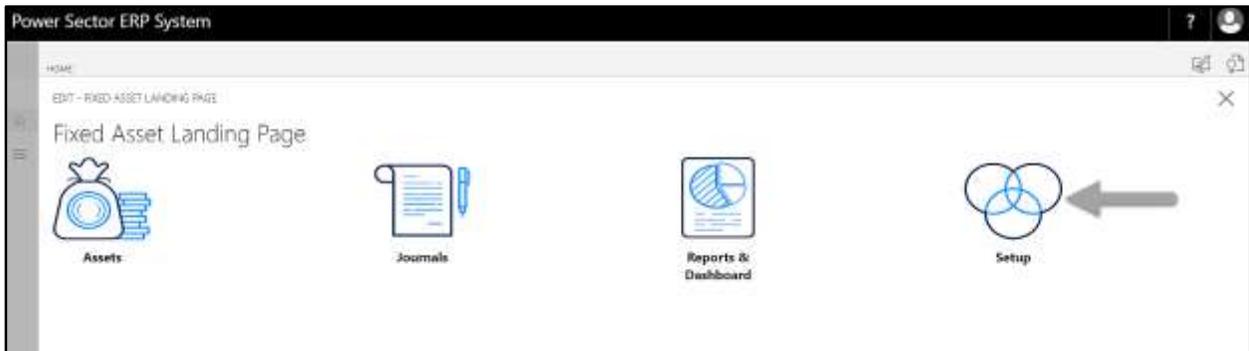
B. Choose the “Fixed Assets” icon.



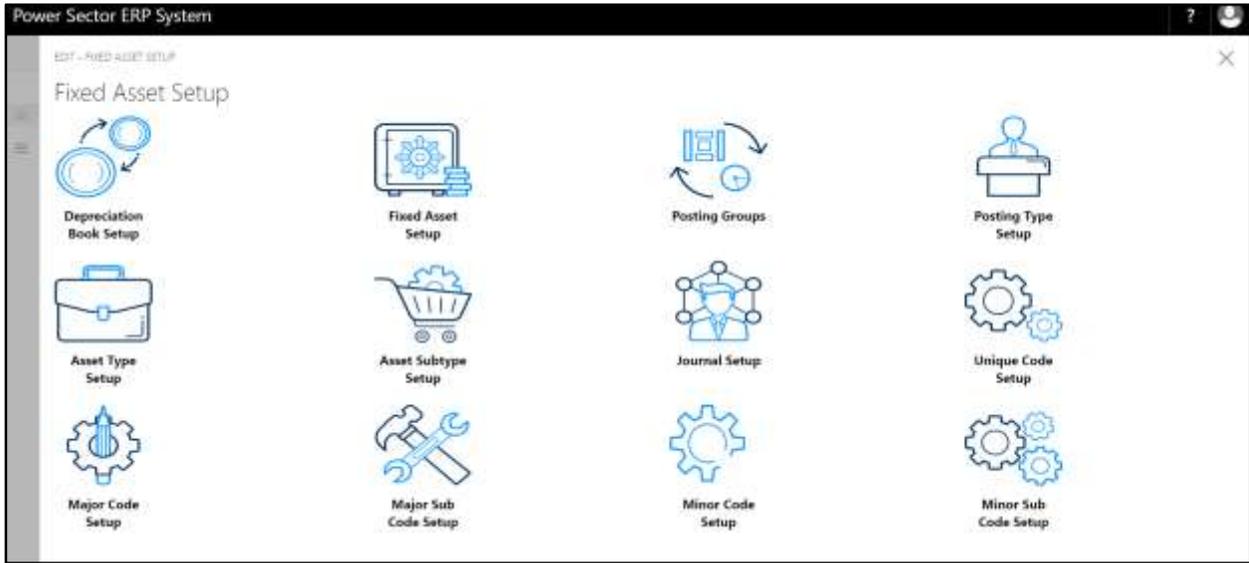
FA Landing Page will be appeared as below



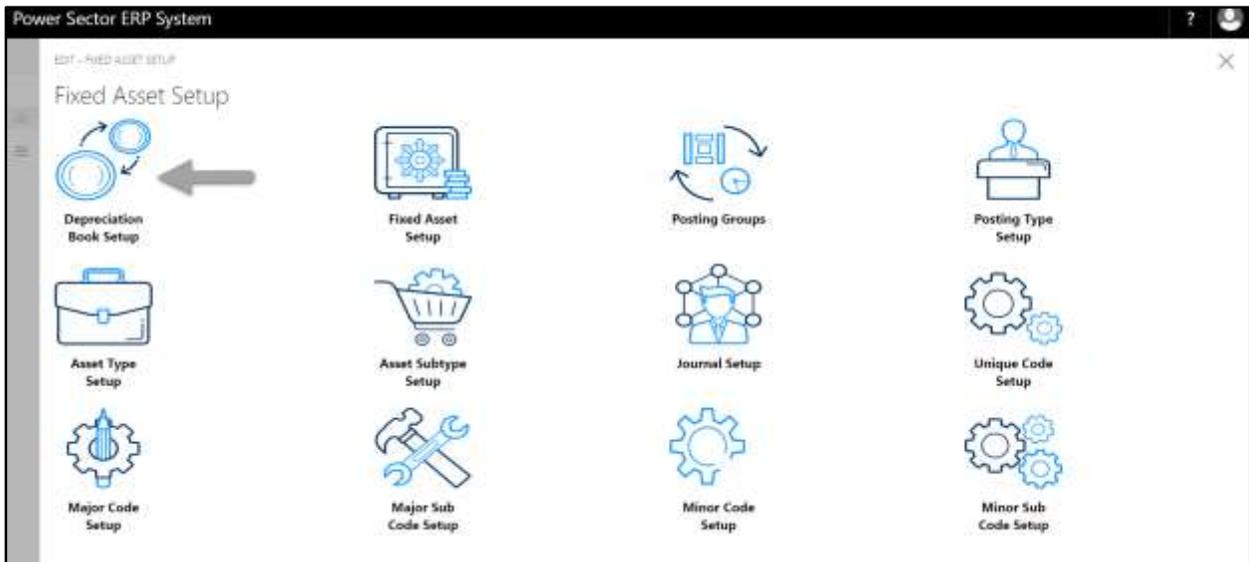
C. Choose the “Setup” in FA Landing Page.



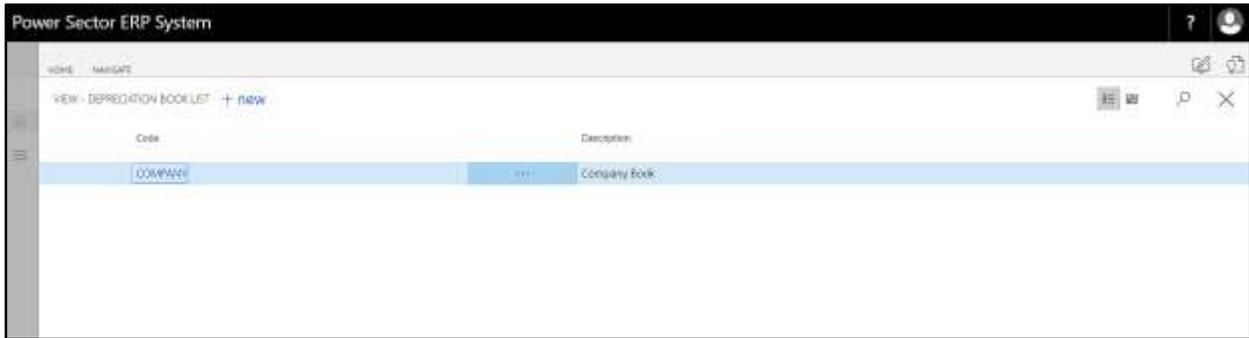
FA Setup Landing Page will be appeared as below



D. Choose the “**Depreciation Book Setup**” in FA Setup Landing Page, as indicated below.



The following **Depreciation Book List** page will be appeared.



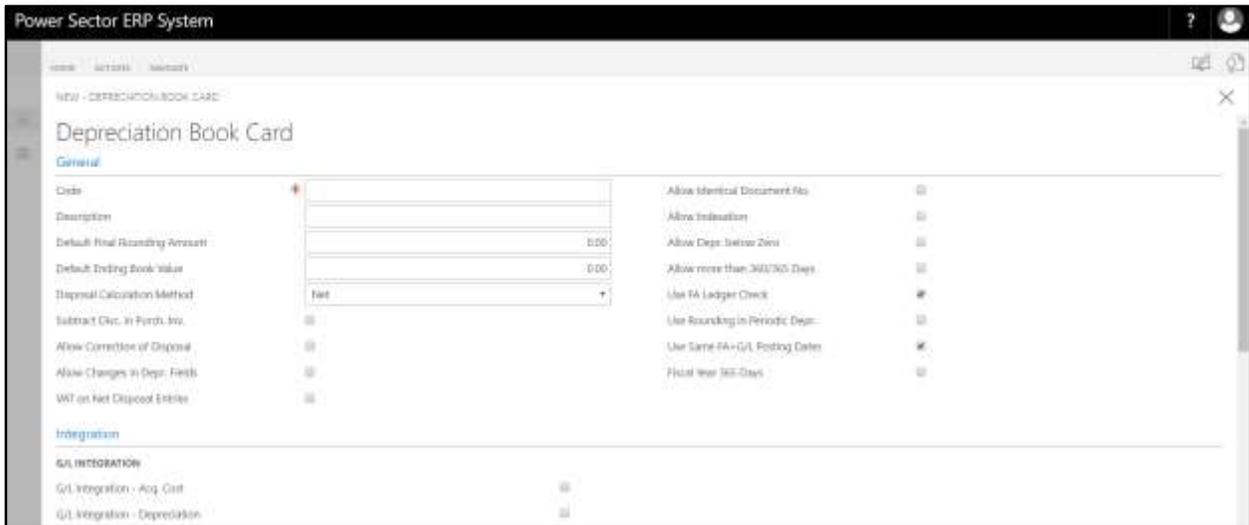
**Note**

On first time load, page will be blank and will show existing data as new setup data will be entered.

E. Choose the **“New”** icon on the Depreciation Book List page, as indicated in figure below.



The following **Depreciation Book card** will be appeared.

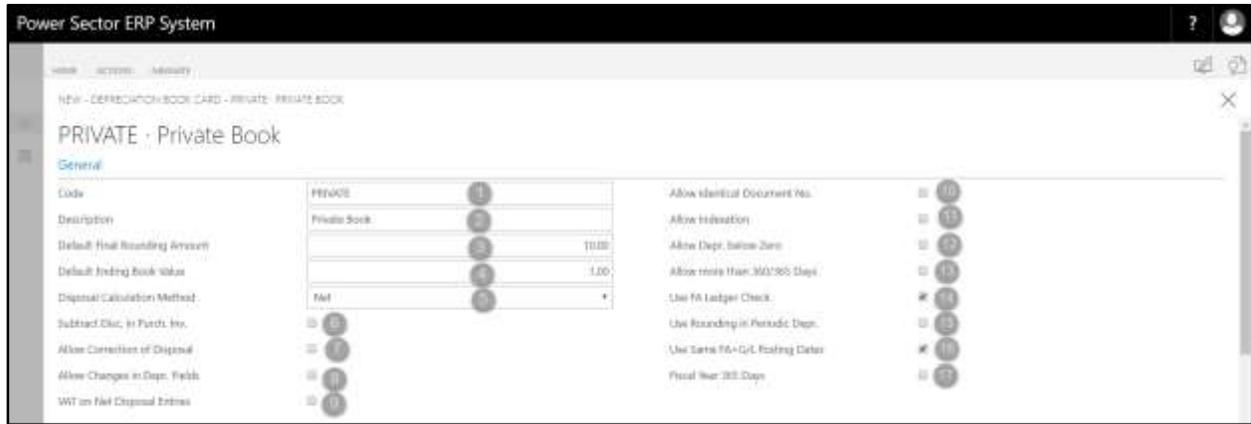


F. Provide below **General** information to proceed.

1. Provide **Code**.
  - **Code: PRIVATE**
2. Provide **Description**.
  - **Description: Private Book**
3. Provide **Default Final Rounding Amount**.
  - **Default Final Rounding Amount: 10**
4. Provide **Default Ending Book Value**.
  - **Default Ending Book Value: 1**
5. Choose the **Disposal Calculation Method** from the dropdown by clicking on  button
  - **Disposal Calculation Method: Net**
6. Select **Subtract Disc. in Purch. Inv.** checkbox to specifies that the line and invoice discount are subtracted from the acquisition cost posted for the fixed asset.
7. Select **Allow correction in Disposal** Checkbox to Allow correction in Disposal.
8. Select **Allow Changes in Depr. Fields** Checkbox to Allow Changes in Depreciation Fields
9. Select **Vat on Net Disposal Entries** Checkbox to Allow Vat on Net Disposal Entries.
10. Select **Allow Identical Document No.** Checkbox to Allow Identical Document No.
11. Select **Allow Indexation** Checkbox to Allow Indexation
12. Select **Allow Depr. Below Zero** Checkbox to Allow Depr. Below Zero
13. Select **Allow More than 260/265 Days** Checkbox to Allow More than 260/265 Days
14. Select **Use FA Ledger Check** Checkbox to Use FA Ledger Check
15. Select **Use Rounding in Periodic Depr.** Checkbox to Use Rounding in Periodic Depr.

16. Select **Use Same FA+G/L Posting Dates** Checkbox to Use Same FA+G/L Posting Dates

17. Select **Fiscal year 365 Days** Checkbox to Fiscal year 365 Days



G. Provide below **Integration information** to proceed. If not visible, scroll down.

1. Select **G/L Integration – Acq. Cost** Checkbox to G/L Integration – Acq. Cost.
2. Select **G/L Integration – Depreciation** Checkbox to G/L Integration – Depreciation
3. Select **G/L Integration – Write-Down** Checkbox to G/L Integration – Write-Down
4. Select **G/L Integration – Appreciation** Checkbox to G/L Integration Appreciation
5. Select **G/L Integration – Custom 1** Checkbox to G/L Integration – Custom 1.
6. Select **G/L Integration – Custom 2** Checkbox to G/L Integration – Custom 2
7. Select **G/L Integration – Disposal** Checkbox to G/L Integration – Disposal
8. Select **G/L Integration – Maintenance** Checkbox to G/L Integration – Maintenance



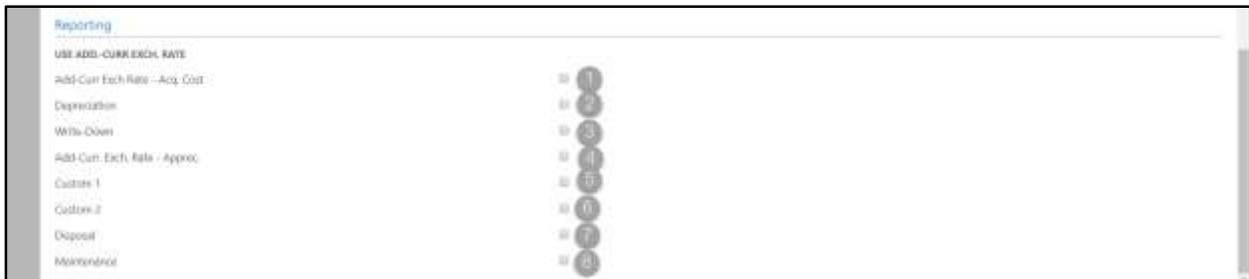
H. Provide below **Integration information** to proceed. If not visible, scroll down.

1. Select **Part of Duplication List** Checkbox to Part of Duplication List.
2. Select **Use FA Exch. Rate in Duplic.** Checkbox to Use FA Exch. Rate in Duplic.
3. Provide **Default Exchange rate**
  - **Default Exchange rate: 0**

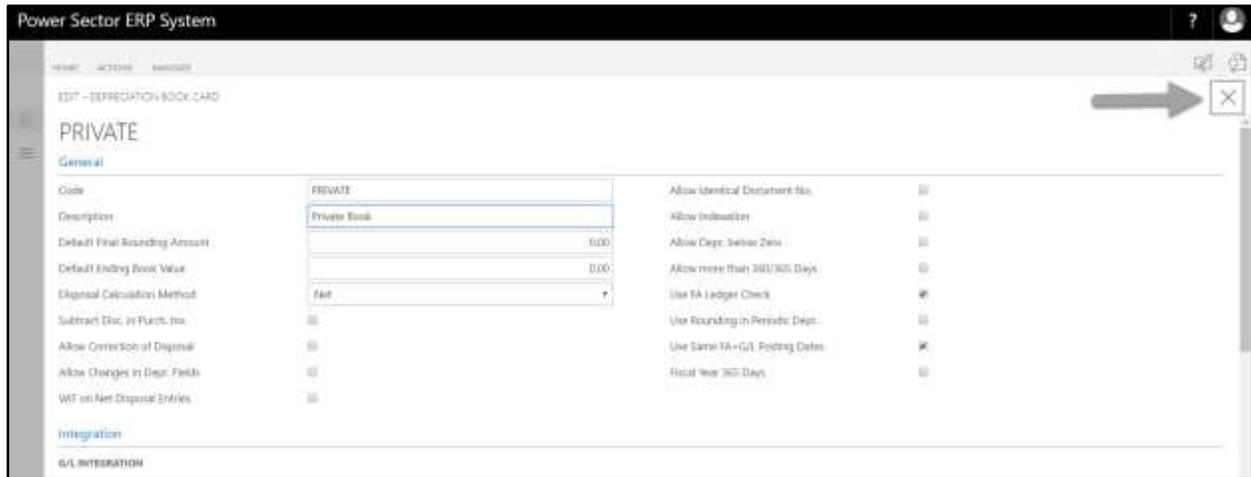


I. Provide below **Integration information** to proceed. If not visible, scroll down.

1. Select **Add-Curr Exch rate- Acq. Cost** Checkbox to Add-Curr Exch rate- Acq. Cost
2. Select **Depreciation** Checkbox to Depreciation
3. Select **Write Down** Checkbox to Write Down
4. Select **Add-Curr Exch rate- Apprec.** Checkbox to Add-Curr Exch rate- Apprec.
5. Select **Custom1** Checkbox to Custom1
6. Select **Custom2** Checkbox to Custom2
7. Select **Disposal** Checkbox to Disposal
8. Select **Maintenance** Checkbox to Maintenance



J. Click the “” button to save and close.



## FA-102 How to: Setup Fixed Asset

### Introduction

This process demonstrates how to setup Fixed Asset of an organization.

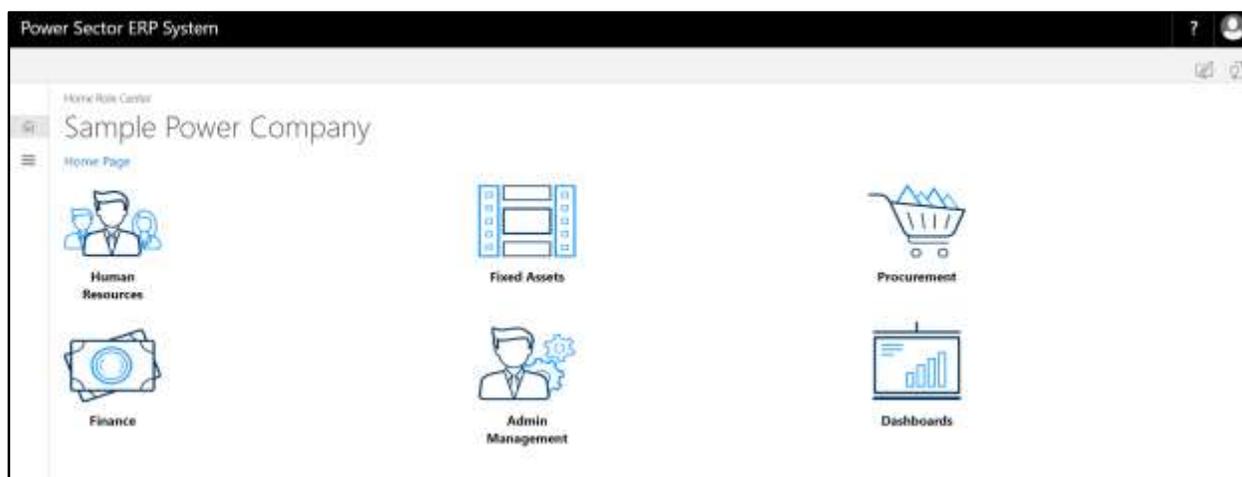
### Roles

- Module Admin

### Depreciation Book Setup

To initiate, follow the steps below.

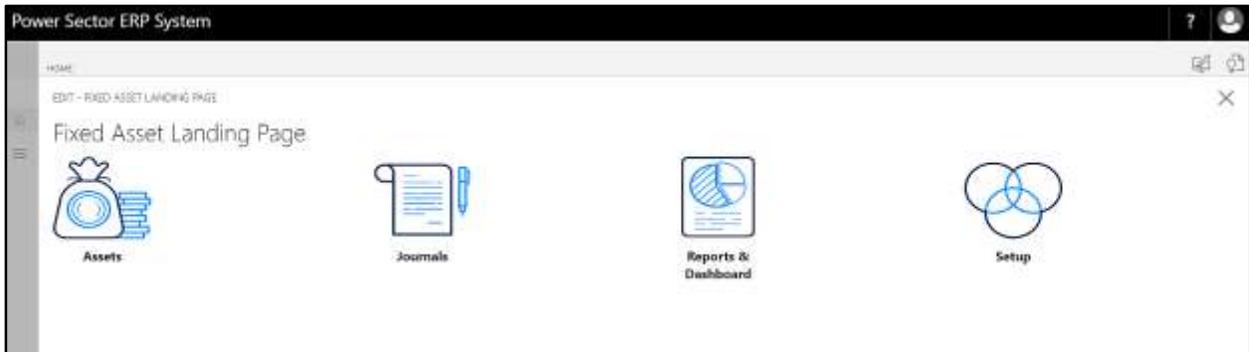
- A. Login with your respective **FA Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



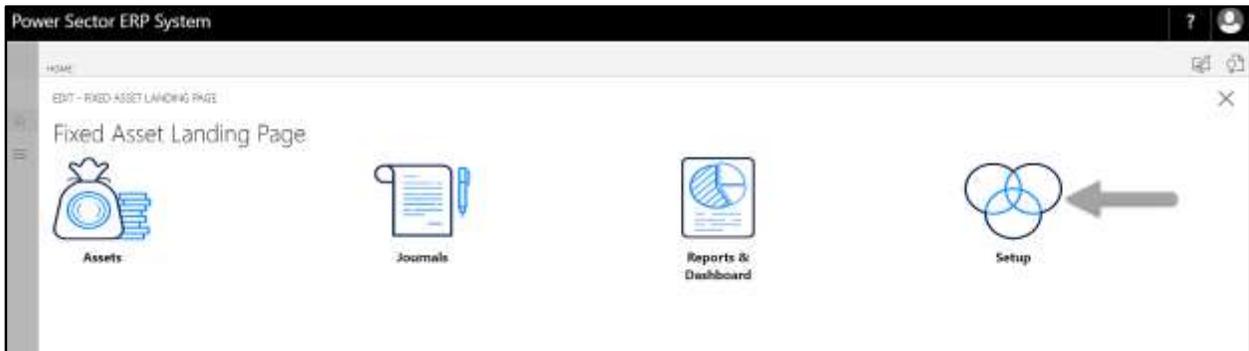
B. Choose the “Fixed Assets” icon.



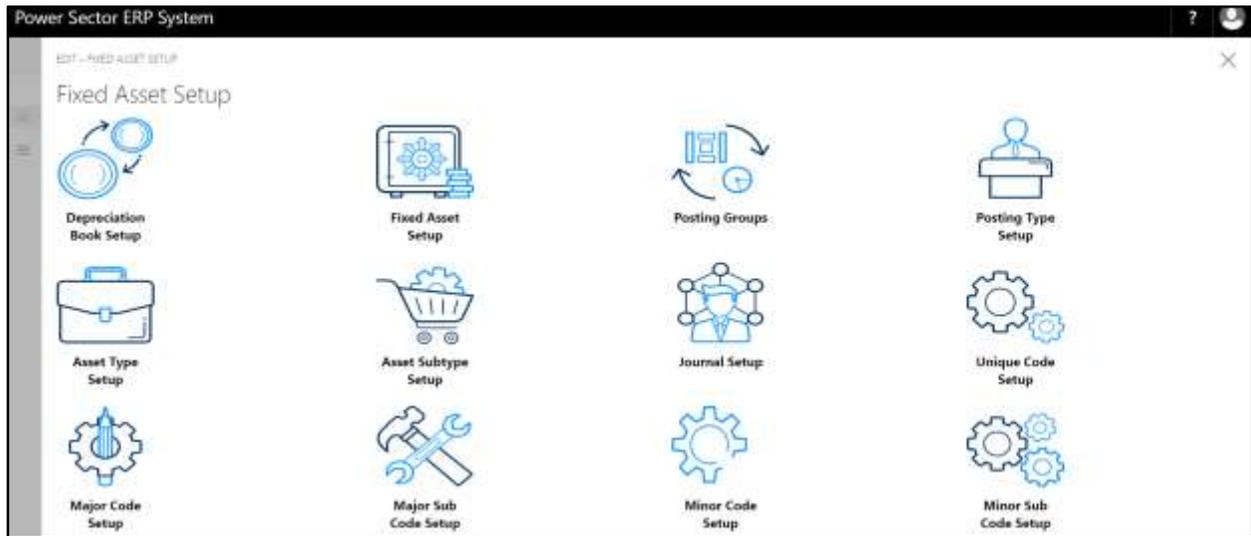
FA Landing Page will be appeared as below



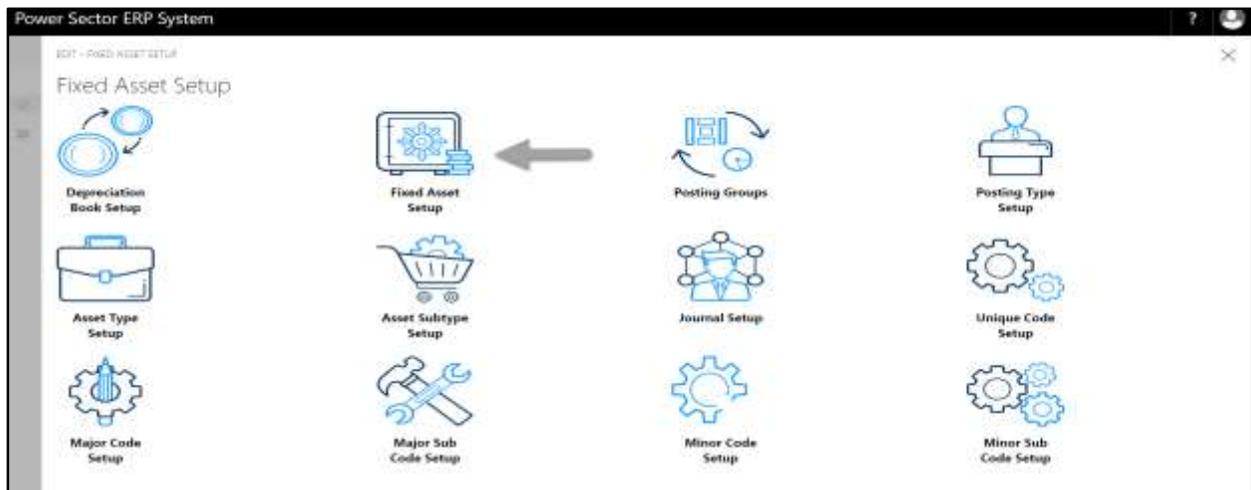
C. Choose the “Setup” in FA Landing Page.



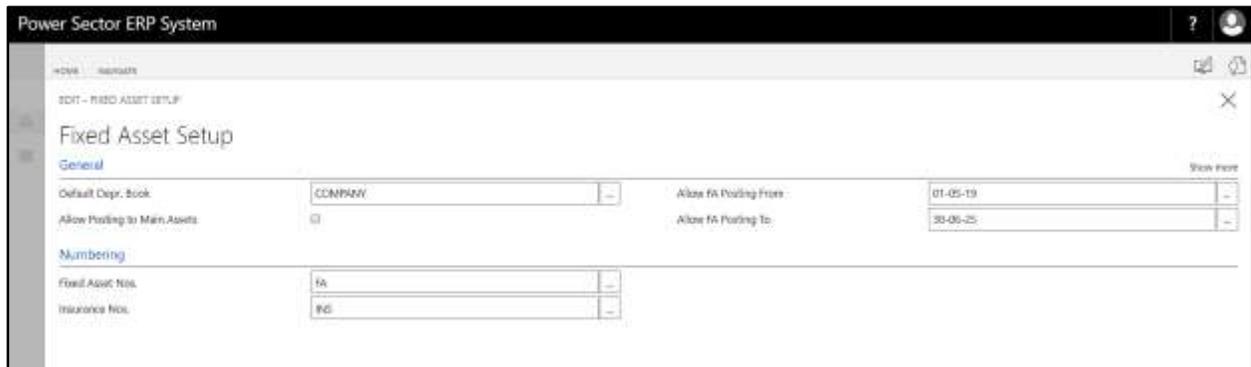
“FA Setup Landing Page” will be appeared as below



D. Choose the “Fixed Asset Setup” in FA Setup Landing Page, as indicated below.



The following Fixed Asset Setup page will be appeared.



**Note**

On first time load, page will be blank and will show existing data as new setup data will be entered.

E. Provide below **General** information to proceed.

1. Provide **Default Depr. Book.**
  - **Default Depr. Book: Company**
2. Select **Allow Posting to Main assets** Checkbox to Allow Posting to Main assets
3. Provide **Allow FA Posting From**
  - **Allow FA Posting From: 01-05-19**
4. Provide **Allow FA Posting To**
  - **Allow FA Posting To: 30-06-25**

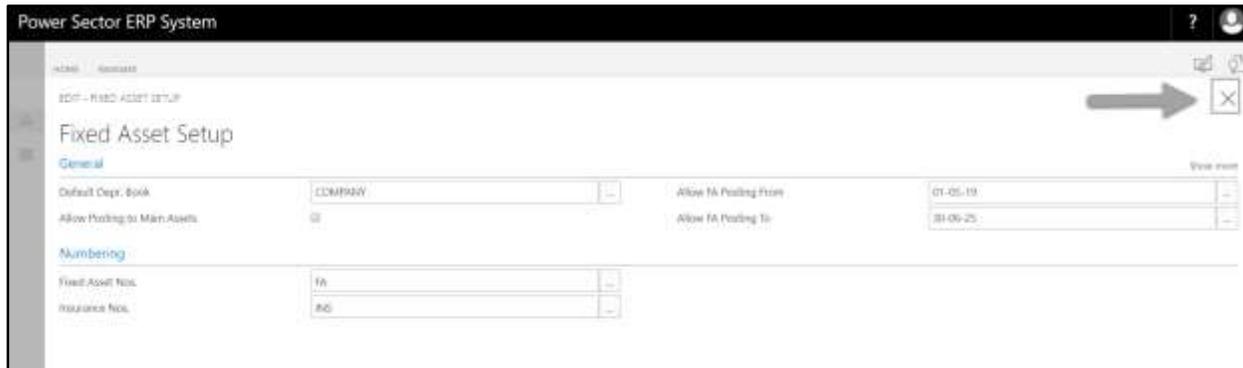


F. Provide below **Numbering** to proceed. If not visible, scroll down.

1. Provide **Fixed Asset Nos.**
  - **Fixed Asset Nos.: FA**
2. Provide **Insurance Nos.**
  - **Insurance Nos.: INS**



G. Click the “” button to save and close.



## FA-103 How to: Setup Posting group

### Introduction

This process demonstrates how to setup Posting Group of an organization.

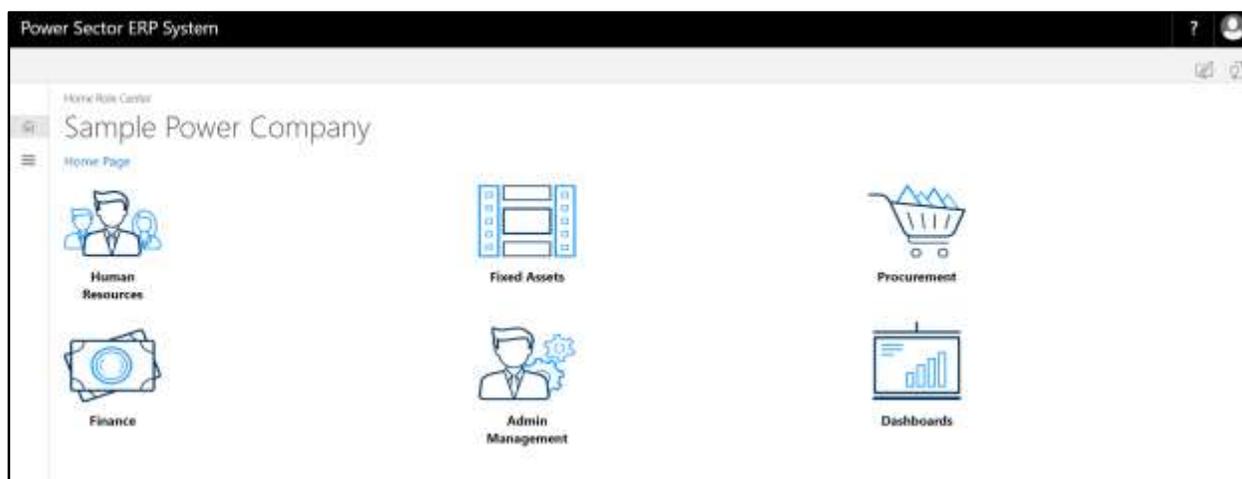
### Roles

- Module Admin

### Posting Group Setup

To initiate, follow the steps below.

- A. Login with your respective **FA Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



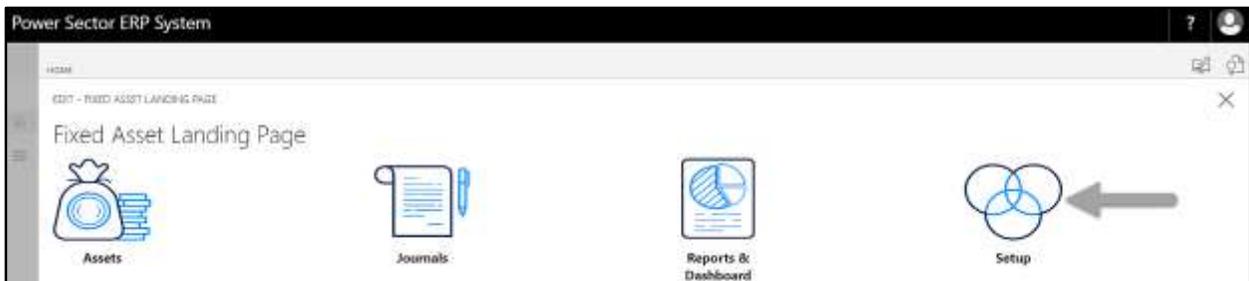
B. Choose the “Fixed Assets” icon.



FA Landing Page will be appeared as below



C. Choose the “Setup” in FA Landing Page.



FA Setup Landing Page will be appeared as below



D. Choose the “Posting Group” in FA Setup Landing Page, as indicated below.



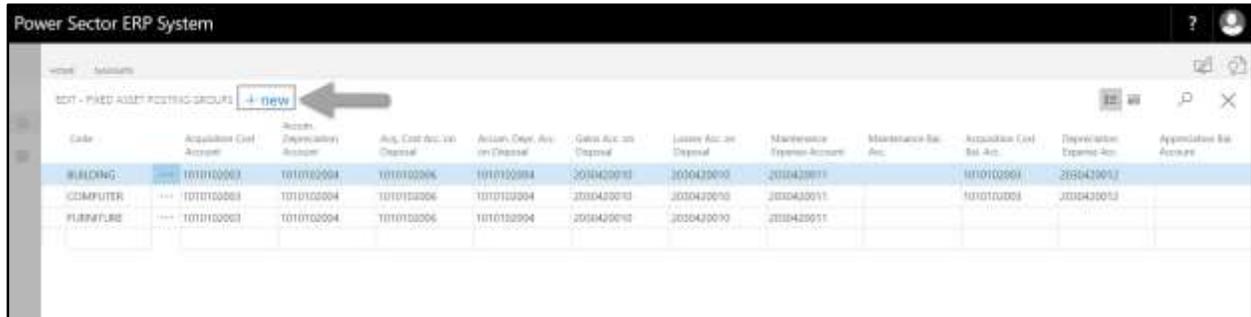
The following Fixed Asset Posting Groups page will be appeared.

Code	Acquisition Cost Account	Accum. Depreciation Account	Acc. Cost Acc. Val. Deprecial	Accum. Depn. Acc. on Deprecial	Gain Acc. on Deprecial	Losses Acc. on Deprecial	Maintenance Expense Account	Maintenance Res. Acc.	Acquisition Cost Bal. Acc.	Depreciation Expense Acc.	Appreciation Bal. Account
BUILDING	1010102003	1010102004	1010102006	1010102004	2030420010	2030420010	2030420011		1010102001	2030420012	
COMPUTER	1010102003	1010102004	1010102006	1010102004	2030420010	2030420010	2030420011		1010102001	2030420012	
FURNITURE	1010102003	1010102004	1010102006	1010102004	2030420010	2030420010	2030420011				

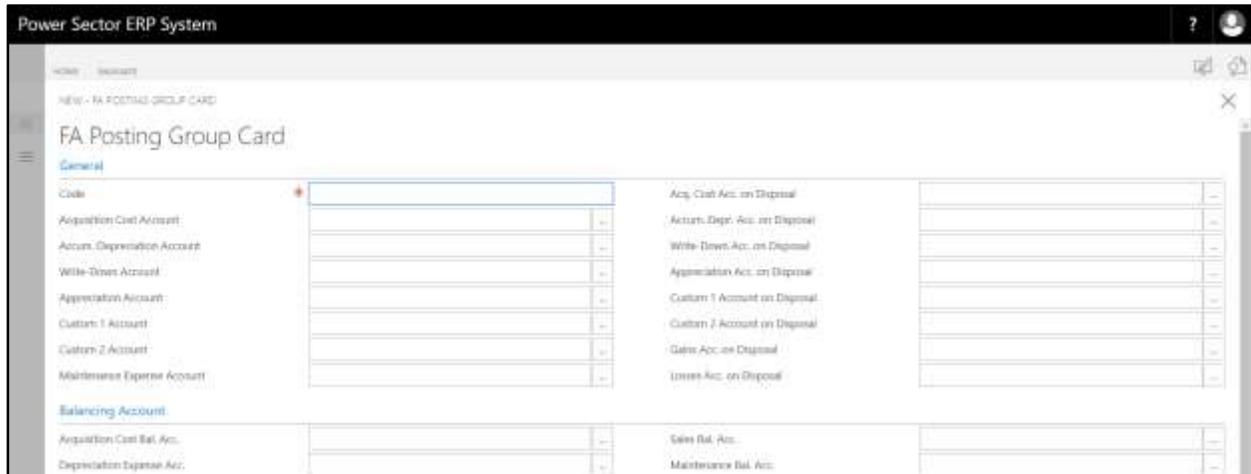
**Note**

On first time load, page will be blank and will show existing data as new setup data will be entered.

E. Choose the **“New”** icon on the Fixed Asset Posting Groups page, as indicated in figure below.



The following **FA Posting Group card** will be appeared.



F. Provide below **General** information to proceed.

1. Provide **Code**.
  - **Code: FURNITURE**
2. Provide **Acquisition Cost Account**.
  - **Acquisition Cost Amount: 1010102003**
3. Provide **Accum. Depreciation Account**.
  - **Accum. Depreciation Account: 1010102004**

4. Provide **Write-Down Account**.
  - **Write-Down Account: 1010103001**
5. Provide **Appreciation Account**.
  - **Appreciation Account: 1010103002**
6. Provide **Custom 1 Account**
  - **Custom 1 Account: 1010102003**
7. Provide **Custom 2 Account**
  - **Custom 2 Account: 1010102003**
8. Provide **Maintenance Expense Account**
  - **Maintenance Expense Account: 2030420011**
9. Provide **Acq. Cost Acc. On Disposal**
  - **Acq. Cost Acc. On Disposal: 1010102006**
10. Provide **Accum. Depr. Acc. On Disposal**
  - **Accum. Depr. Acc. On Disposal: 1010102004**
11. Provide **Write-Down Acc. On Disposal**
  - **Write-Down Acc. On Disposal: 1010103003**
12. Provide **Appreciation Acc. On Disposal**
  - **Appreciation Acc. On Disposal: 1010101001**
13. Provide **Custom 1 Account on Disposal**
  - **Custom 1 Account on Disposal: 4030701001**
14. Provide **Custom 2 Account on Disposal**
  - **Custom 2 Account on Disposal: 2030420010**
15. Provide **Gains Acc. On Disposal**
  - **Gains Acc. On Disposal: 4030701001**
16. Provide **losses Acc. On Disposal**
  - **Losses Acc. On Disposal: 2030420010**

FURNITURE			
General			
Code	FURNITURE		
Acquisition Cost Account	1010102003		
Accum. Depreciation Account	1010102004		
Write-Down Account	1010103001		
Appreciation Account	1010103002		
Custom 1 Account	1010102003		
Custom 2 Account	1010102003		
Maintenance Expense Account	2030420011		
Acq. Cost Acc. on Disposal	1010102005		
Accum. Depr. Acc. on Disposal	1010102004		
Write-Down Acc. on Disposal	1010103003		
Appreciation Acc. on Disposal	1010103001		
Custom 1 Account on Disposal	4030701001		
Custom 2 Account on Disposal	2030420010		
Gains Acc. on Disposal	4030701001		
Losses Acc. on Disposal	2030420010		

G. Provide below **Balancing Account** to proceed. If not visible, scroll down.

1. Provide **Acquisition Cost Bal. Acc.**
  - **Acquisition Cost Bal. Acc.: 1010102003**
2. Provide **Depreciation Expense Acc.**
  - **Depreciation Expense Acc.: 2030420012**
3. Provide **Write-Down Expense Acc.**
  - **Write-Down Expense Acc.: 1010305001**
4. Provide **Appreciation Bal. Account**
  - **Appreciation Bal. Account: 1010305001**
5. Provide **Custom 1 Expense Acc.**
  - **Custom 1 Expense Acc.: 4030701001**
6. Provide **Custom 2 Expense Acc.**
  - **Custom 2 Expense Acc.: 2030420012**
7. Provide **Sales Bal. Acc.**
  - **Sales Bal. Acc.: 1010102004**
8. Provide **Maintenance Bal Acc.**
  - **Maintenance Bal Acc.: 4030701001**
9. Provide **Write-Down Bal. Acc. On Disposal**
  - **Write-Down Bal. Acc. On Disposal: 1010102005**
10. Provide **Appreciation bal. Acc. On Disposal**
  - **Appreciation bal. Acc. On Disposal: 1010109001**
11. Provide **Custom 1 Bal. Acc. on Disposal**
  - **Custom 1 Bal. Acc. on Disposal: 4030701001**

12. Provide **Custom 2 bal. Acc. on Disposal**

- **Custom 2 bal. Acc. on Disposal: 2030420012**

Balancing Account			
Acquisition Cost Bal. Acc.	1010100001	1	--
Depreciation Expense Acc.	2030420012	2	--
Write-Down Expense Acc.	1010000001	3	--
Appreciation Bal. Account	1010000001	4	--
Custom 1 Expense Acc.	4000701001	5	--
Custom 2 Expense Acc.	2030420012	6	--
Sales Bal. Acc.	1010100004	7	--
Maintenance Bal. Acc.	4000701001	8	--
Write-Down Bal. Acc. on Disposal	1010100001	9	--
Apprec. Bal. Acc. on Disposal	1010100001	10	--
Custom 1 Bal. Acc. on Disposal	4000701001	11	--
Custom 2 Bal. Acc. on Disposal	2030420012	12	--

H. Provide below **Gross Disposal** to proceed. If not visible, scroll down.

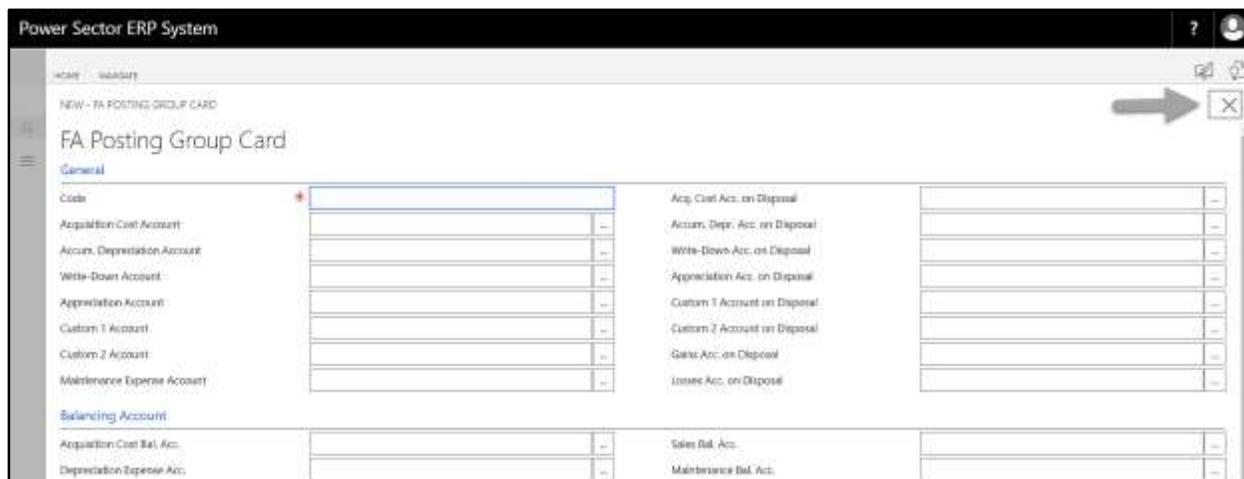
1. Provide **Gain Account** for Sales Acc. On Disposal
  - **Gain Account: 2030420012**
2. Provide **Loss Account** for Sales Acc. On Disposal
  - **Loss Account: 4030701001**
3. Provide **Gain Account** for Book value Acc. On Disposal
  - **Gain Account: 1010109001**
4. Provide **Loss Account** for Book value Acc. On Disposal
  - **Loss Account: 1020313003**

Gross Disposal			
SALES ACC. ON DISPOSAL		BOOK VALUE ACC. ON DISPOSAL	
Gain Account	2030420012	1	--
Loss Account	4030701001	2	--
Gain Account	1010109001	3	--
Loss Account	1020313003	4	--

I. There are some Valuable data which will be shown based on Current status of those account.

Allocation			
Allocated %		Maintenance	0.0
Acquisition Cost	0.0	Allocated %	
Depreciation	0.0	Sales	0.0
Write-Downs	0.0	Loss	0.0
Appreciation	0.0	Book Value (Gain)	0.0
Custom 1	0.0	Book Value (Loss)	0.0
Custom 2	0.0		

J. Click the "X" button to save and close.



## FA-104 How to: Setup Posting Type

### Introduction

This process demonstrates how to setup Posting Type of an organization.

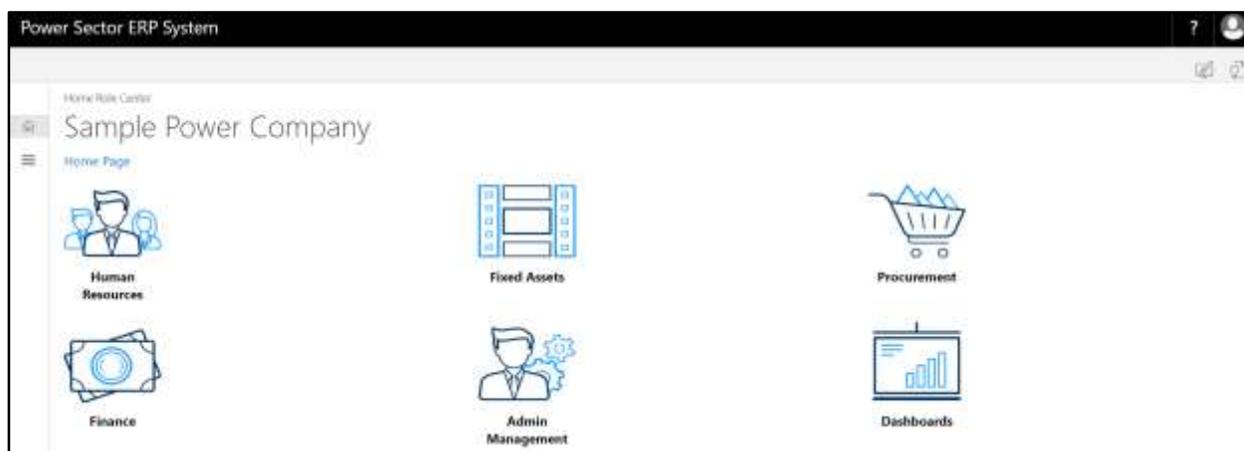
### Roles

- Module Admin

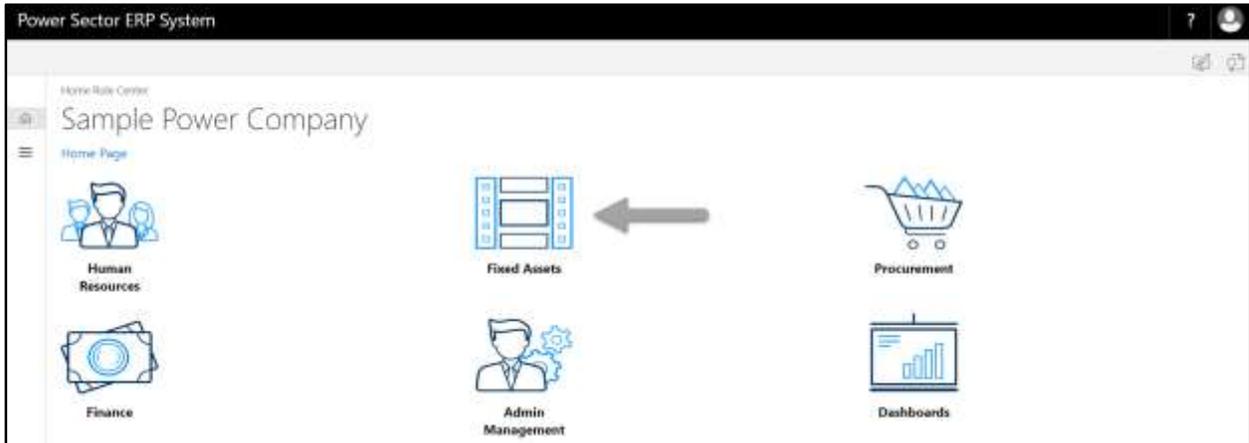
### Posting Type Setup

To initiate, follow the steps below.

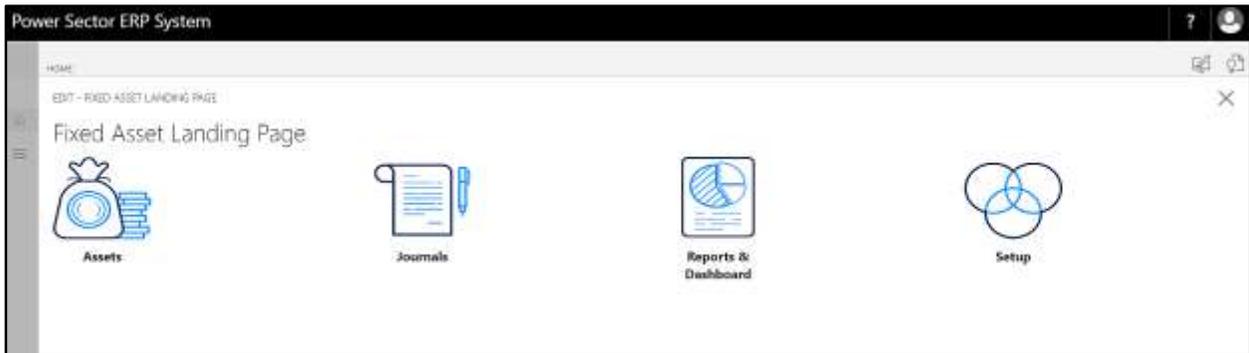
- A. Login with your respective **FA Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



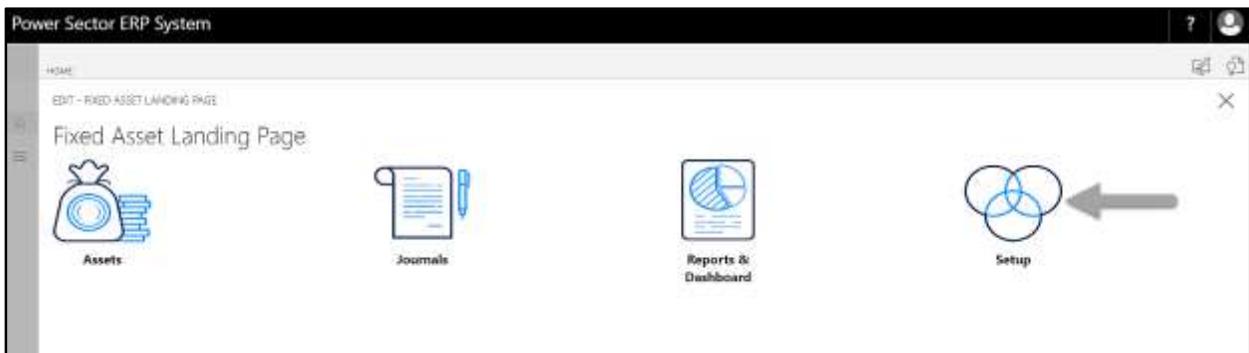
B. Choose the "Fixed Assets" icon.



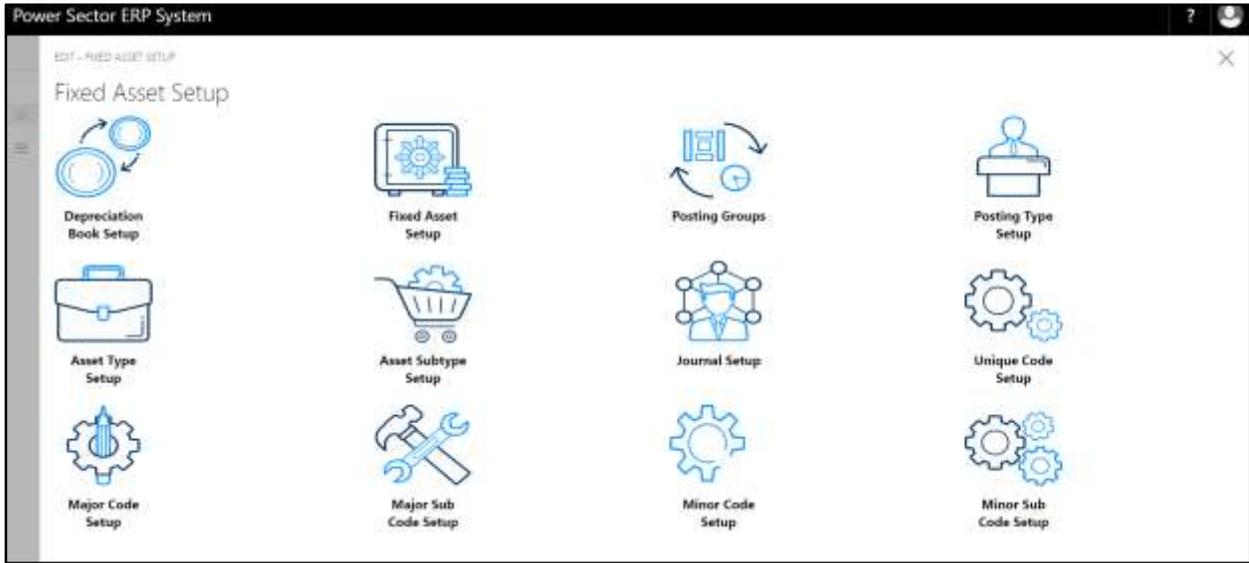
FA Landing Page will be appeared as below



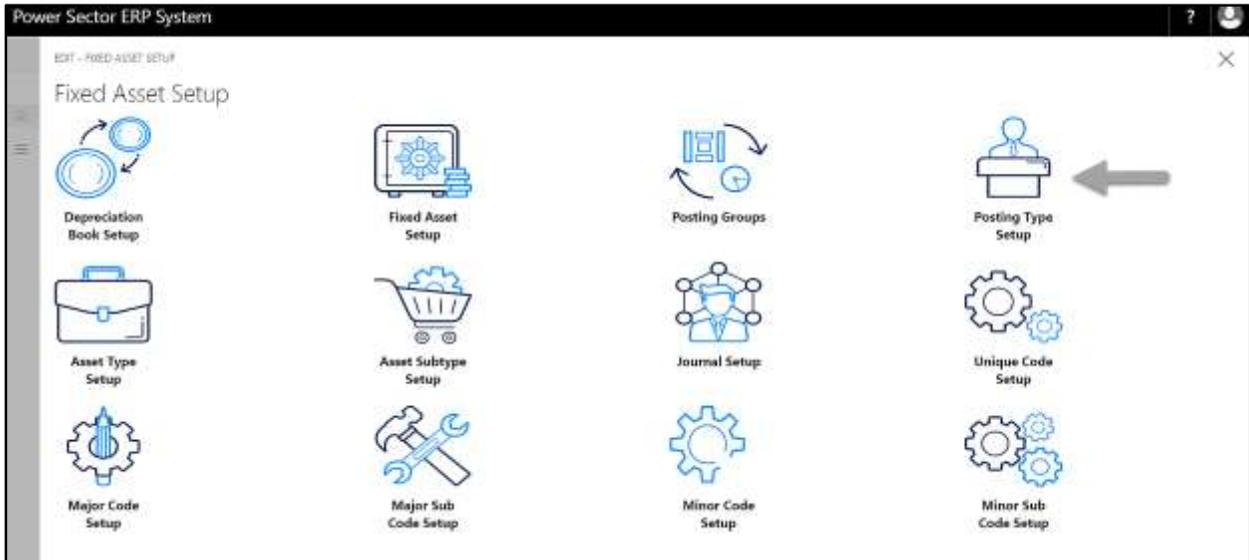
C. Choose the "Setup" in FA Landing Page.



FA Setup Landing Page will be appeared as below



D. Choose the “**Posting Type Setup**” in FA Setup Landing Page, as indicated below.



The following **Fixed Asset Posting Type Setup** page will be appeared as Default.

Posting Type	Part of Book Value	Part of Depreciable Base	Include in Depn. Calculation	Include in Gain/Loss Calc.	Reverse before Deposal	Acquisition Type	Depreciation Type	Sign
Write-Down	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Credit
Appreciation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Debit
Custom 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Credit
Custom 2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Credit
Write-Down	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Credit
Appreciation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Debit
Custom 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Credit
Custom 2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Credit

**Note**  
Fixed Asset Posting Type Setup will be Default Setup.

E. Click the “” button to save and close.

Posting Type	Part of Book Value	Part of Depreciable Base	Include in Depn. Calculation	Include in Gain/Loss Calc.	Reverse before Deposal	Acquisition Type	Depreciation Type	Sign
Write-Down	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Credit
Appreciation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Debit
Custom 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Credit
Custom 2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Credit
Write-Down	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Credit
Appreciation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Debit
Custom 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Credit
Custom 2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Credit

## FA-105 How to: Setup Asset type

### Introduction

This process demonstrates how to setup Asset Type of an organization.

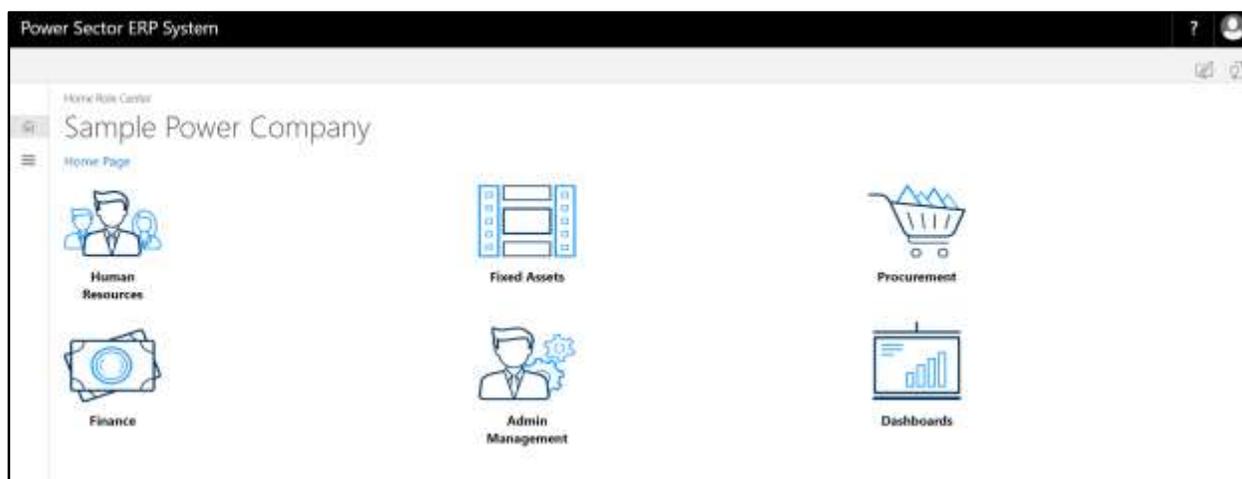
### Roles0

- Module Admin

### Asset Type Setup

To initiate, follow the steps below.

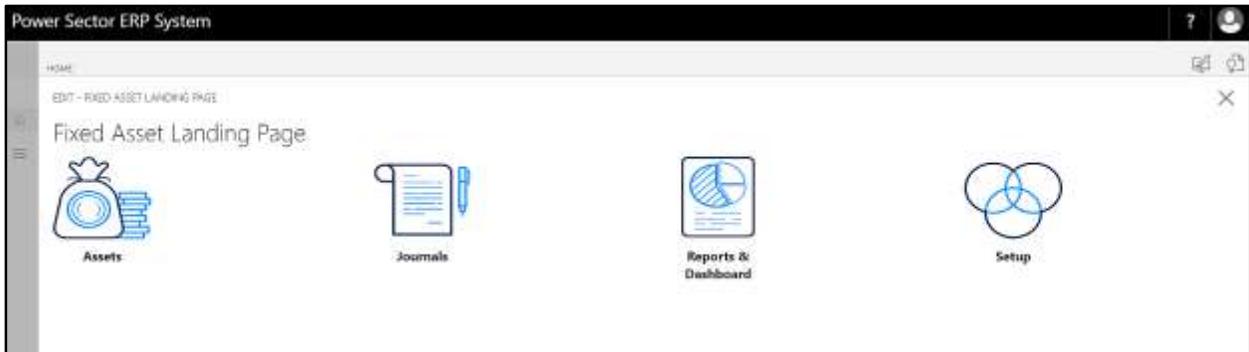
- A. Login with your respective **FA Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



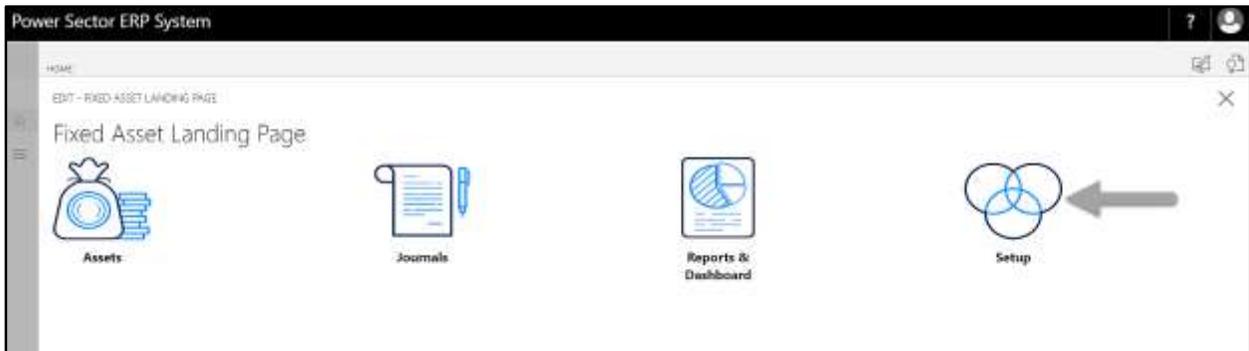
B. Choose the “Fixed Assets” icon.



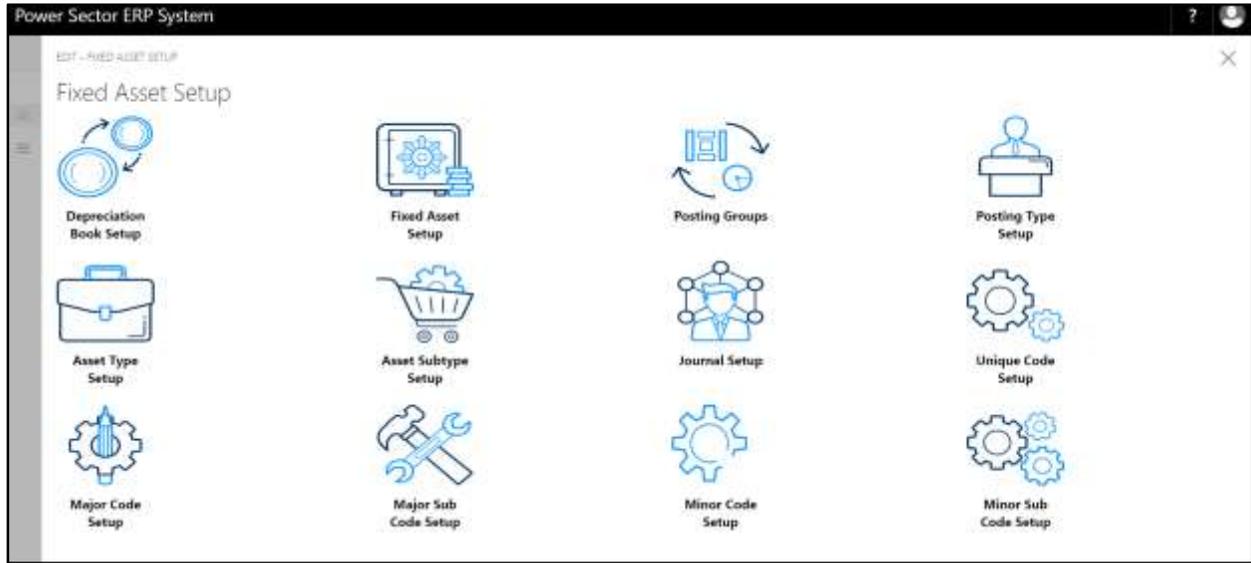
FA Landing Page will be appeared as below



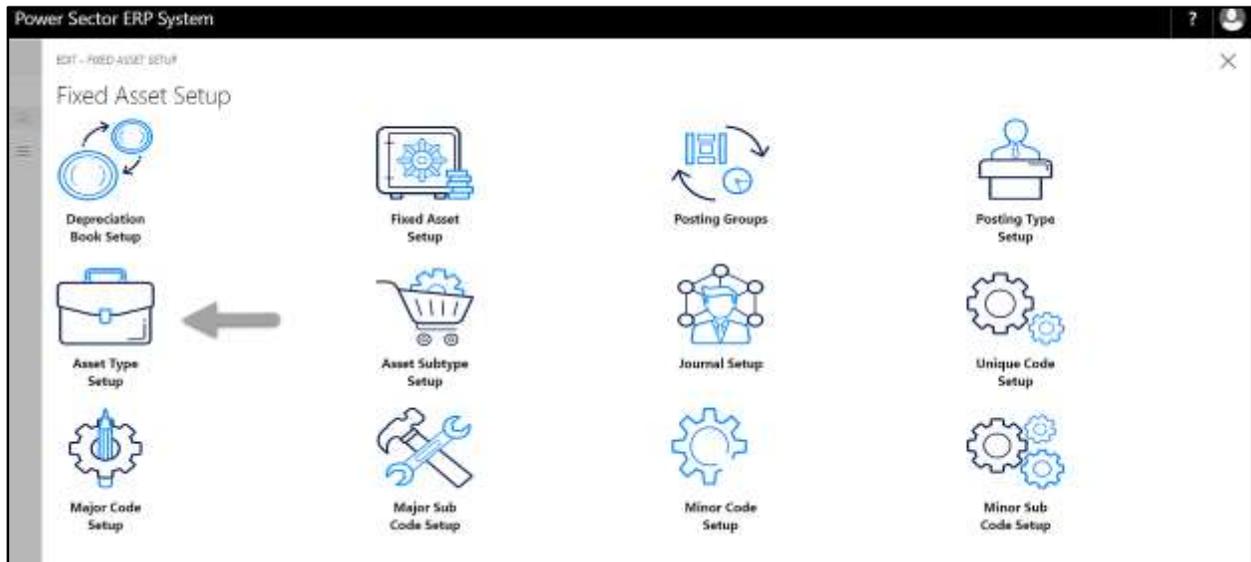
C. Choose the “Setup” in FA Landing Page.



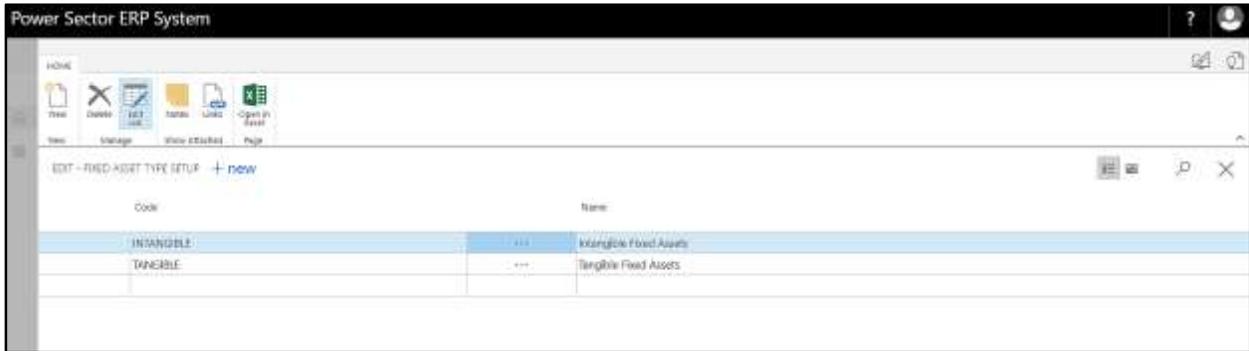
FA Setup Landing Page will be appeared as below



D. Choose the "Asset type Setup" in FA Setup Landing Page, as indicated below.



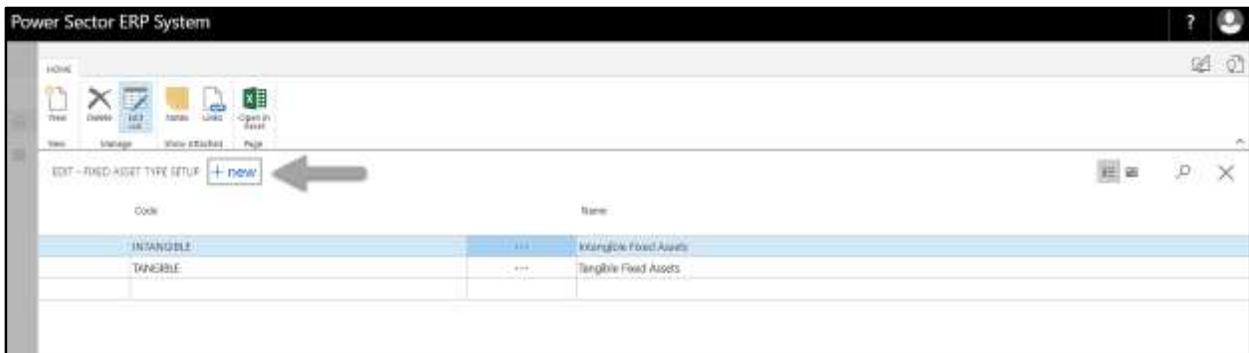
The following **Fixed Asset Type Setup** page will be appeared.



**Note**

On first time load, page will be blank and will show existing data as new setup data will be entered.

E. Choose the **“New”** icon on the Fixed Asset Type Setup page, as indicated in figure below.



**New Row** will be appeared for Asset Type Setup entry as below.



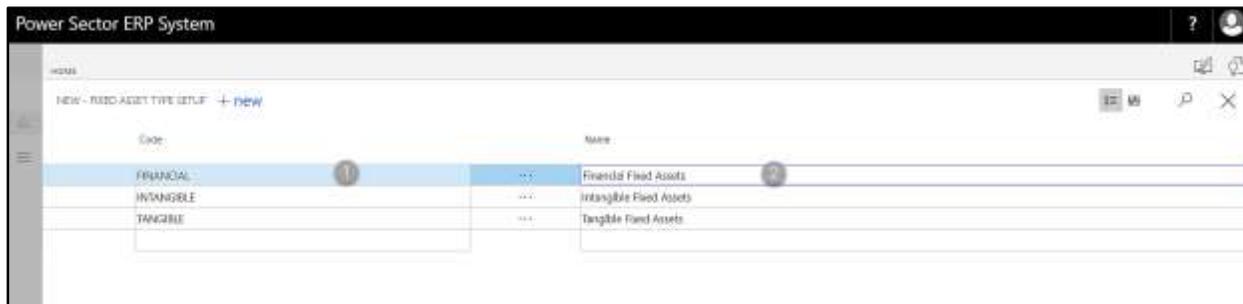
F. Provide below **General** information to proceed.

1. Provide **Code**.

- **Code: Financial**

2. Provide **Name**.

- **Name: Financial Fixed Assets**



G. Click the “” button to save and close.



## FA-106 How to: Setup Asset Subtype

### Introduction

This process demonstrates how to setup Asset Subtype of an organization.

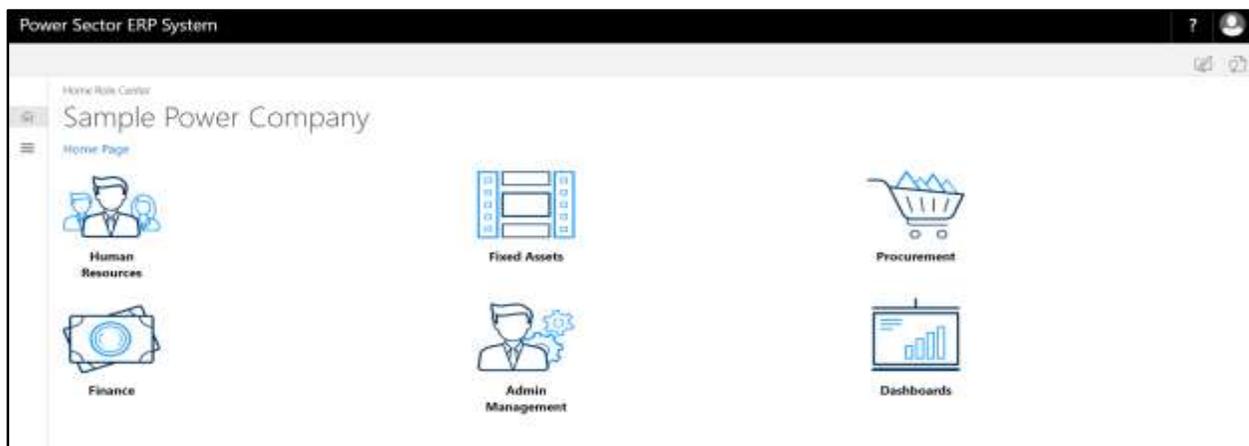
### Roles

- Module Admin

### Asset Subtype Setup

To initiate, follow the steps below.

- A. Login with your respective **FA Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



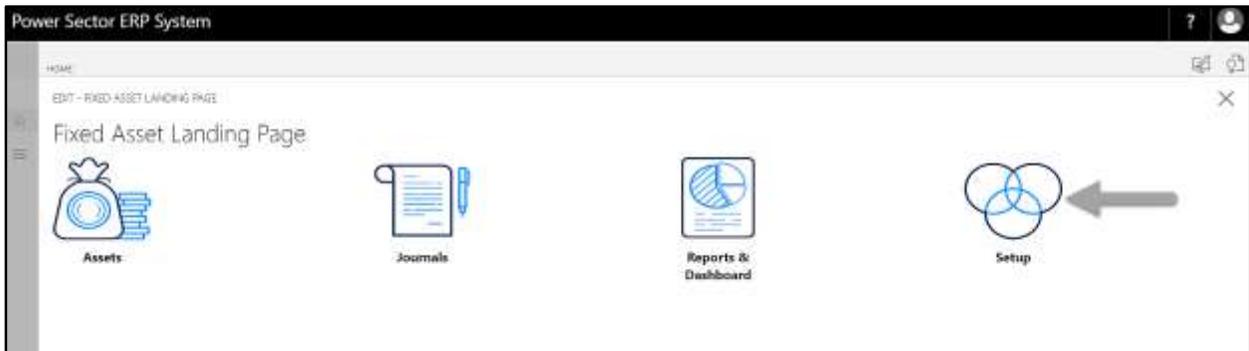
B. Choose the “Fixed Assets” icon.



FA Landing Page will be appeared as below



C. Choose the “Setup” in FA Landing Page.



FA Setup Landing Page will be appeared as below



D. Choose the "Asset Subtype Setup" in FA Setup Landing Page, as indicated below.



The following **Fixed Asset Subtype Setup** page will be appeared.

Code	Name	Asset Type	Default Posting Group	Default Depreciation % (DU)	Template
BUILDING	BUILDING	TANGIBLE	BUILDING	11.00	Building
CIRCUIT BR	Circuit Breaker	TANGIBLE	CIRCUIT BREAKER	0.00	Circuit Breakers
CIVIL WORK	Civil Work	TANGIBLE	LAND	0.00	Civil Works
COM ACCESS	Computer Accessories	TANGIBLE	COMPUTER	0.00	Office Equipment
COMPUTER	Computer	TANGIBLE	COMPUTER	3.00	Office Equipment
FURNITURE	Furniture & Fixtures	TANGIBLE	FURNITURE	2.00	Furniture
GENE PLANT	Generation Plant	TANGIBLE	PLANT	0.00	Generation Plant
GENE SUB	Generation Sub-Station	TANGIBLE	SUBSTATION	0.00	Generation Sub-Station
LAND	LAND	TANGIBLE	LAND	0.00	Land
OFFICE EQU	Office Equipment	TANGIBLE		0.00	Office Equipment
VEHICLE	Vehicle	TANGIBLE		0.00	

**Note**

On first time load, page will be blank and will show existing data as new setup data will be entered.

E. Choose the **“New”** icon on the Fixed Asset Subtype Setup page, as indicated in figure below.

Code	Name	Asset Type	Default Posting Group	Default Depreciation % (DU)	Template
BUILDING	BUILDING	TANGIBLE	BUILDING	11.00	Building
CIRCUIT BR	Circuit Breaker	TANGIBLE	CIRCUIT BREAKER	0.00	Circuit Breakers
CIVIL WORK	Civil Work	TANGIBLE	LAND	0.00	Civil Works
COM ACCESS	Computer Accessories	TANGIBLE	COMPUTER	0.00	Office Equipment
COMPUTER	Computer	TANGIBLE	COMPUTER	3.00	Office Equipment
FURNITURE	Furniture & Fixtures	TANGIBLE	FURNITURE	2.00	Furniture
GENE PLANT	Generation Plant	TANGIBLE	PLANT	0.00	Generation Plant
GENE SUB	Generation Sub-Station	TANGIBLE	SUBSTATION	0.00	Generation Sub-Station
LAND	LAND	TANGIBLE	LAND	0.00	Land
OFFICE EQU	Office Equipment	TANGIBLE		0.00	Office Equipment
VEHICLE	Vehicle	TANGIBLE		0.00	

New Row will be appeared for Asset Subtype Setup entry as below.

Code	Name	Asset Type	Default Posting Group	Default Depreciation % (SL)	Template
BUILDING	BUILDING	TANGIBLE	BUILDING	0.00	15.00 Building
CIRCUIT BR	Circuit Breaker	TANGIBLE	CIRCUIT BREAKER	0.00	0.00 Circuit Breaker
CIVIL WORKS	Civil Works	TANGIBLE	LAND	0.00	0.00 Civil Works
COM ACCESS	Computer Accessories	TANGIBLE	COMPUTER	0.00	0.00 Office Equipment
COMPUTER	Computer	TANGIBLE	COMPUTER	5.00	0.00 Office Equipment
FURNITURE	Furniture & Fixture	TANGIBLE	FURNITURE	2.00	0.00 Furniture
GENE PLANT	Generation Plant	TANGIBLE	PLANT	0.00	0.00 Generation Plant
GENE SUBE	Generation Sub-Station	TANGIBLE	SUBSTATION	0.00	0.00 Generation Sub-Station
LAND	LAND	TANGIBLE	LAND	0.00	0.00 Land
OFFICE ECU	Office Equipment	TANGIBLE		0.00	0.00 Office Equipment
VEHICLE	Vehicle	TANGIBLE		0.00	

F. Provide below **General** information to proceed.

1. Provide **Code**.
  - **Code: DIST. SUB**
2. Provide **Name**.
  - **Name: DISTRIBUTION SUBSTATION**
3. Choose **Asset Type** from the dropdown
  - **Asset Type: TANGIBLE**
4. Choose **Default Posting Group** From the dropdown
  - **Default Posting Group: Substaion**
5. Provide **Default Depreciation % (SL)**
  - **Default Depreciation % (SL):0**
6. Choose **Template** From the dropdown
  - **Template: Distribution Sub-Station**

**Important**

Choosing "Template" should be careful, Additional data Template of an asset depends on this. [7]

Code	Name	Asset Type	Default Posting Group	Default Depreciation % (DA)	Template
DIST. SUB.	DISTRIBUTION SUBSTATION	TANGIBLE	SUBSTATION	0.00	Distribution Sub-Station
BUILDING	BUILDING	TANGIBLE	BUILDING	15.00	Building
CIRCUIT BR.	Circuit Breaker	TANGIBLE	CIRCUIT BREAKER	0.00	Circuit Breakers
CIVIL WORK	Civil Work	TANGIBLE	LAND	0.00	Civil Works
COM.ACCESS	Computer Accessories	TANGIBLE	COMPUTER	0.00	Office Equipment
COMPUTER	Computer	TANGIBLE	COMPUTER	5.00	Office Equipment
FURNITURE	Furniture & fixture	TANGIBLE	FURNITURE	2.00	Furniture
GENE PLANT	Generation Plant	TANGIBLE	PLANT	0.00	Generation Plant
GENE SUB	Generation Sub-Station	TANGIBLE	SUBSTATION	0.00	Generation Sub-Station
LAND	LAND	TANGIBLE	LAND	0.00	Land
OFFICE ECU	Office equipment	TANGIBLE		0.00	Office Equipment
VEHICLE	Vehicle	TANGIBLE		0.00	

G. Click the “X” button to save and close.

Code	Name	Asset Type	Default Posting Group	Default Depreciation % (DA)	Template
DIST. SUB.	DISTRIBUTION SUBSTATION	TANGIBLE	SUBSTATION	0.00	Distribution Sub-Station
BUILDING	BUILDING	TANGIBLE	BUILDING	15.00	Building
CIRCUIT BR.	Circuit Breaker	TANGIBLE	CIRCUIT BREAKER	0.00	Circuit Breakers
CIVIL WORK	Civil Work	TANGIBLE	LAND	0.00	Civil Works
COM.ACCESS	Computer Accessories	TANGIBLE	COMPUTER	0.00	Office Equipment
COMPUTER	Computer	TANGIBLE	COMPUTER	5.00	Office Equipment
FURNITURE	Furniture & fixture	TANGIBLE	FURNITURE	2.00	Furniture
GENE PLANT	Generation Plant	TANGIBLE	PLANT	0.00	Generation Plant
GENE SUB	Generation Sub-Station	TANGIBLE	SUBSTATION	0.00	Generation Sub-Station
LAND	LAND	TANGIBLE	LAND	0.00	Land
OFFICE ECU	Office equipment	TANGIBLE		0.00	Office Equipment
VEHICLE	Vehicle	TANGIBLE		0.00	

## FA-107 How to: Setup Journal Setup

### Introduction

This process demonstrates how to setup Journal Setup of an organization.

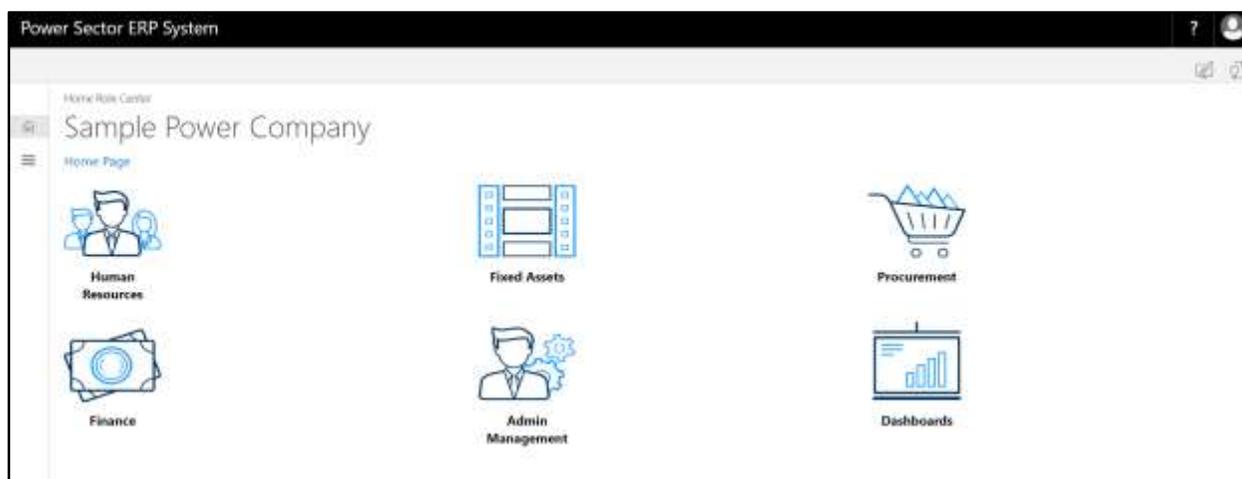
### Roles

- Module Admin

### Journal Setup

To initiate, follow the steps below.

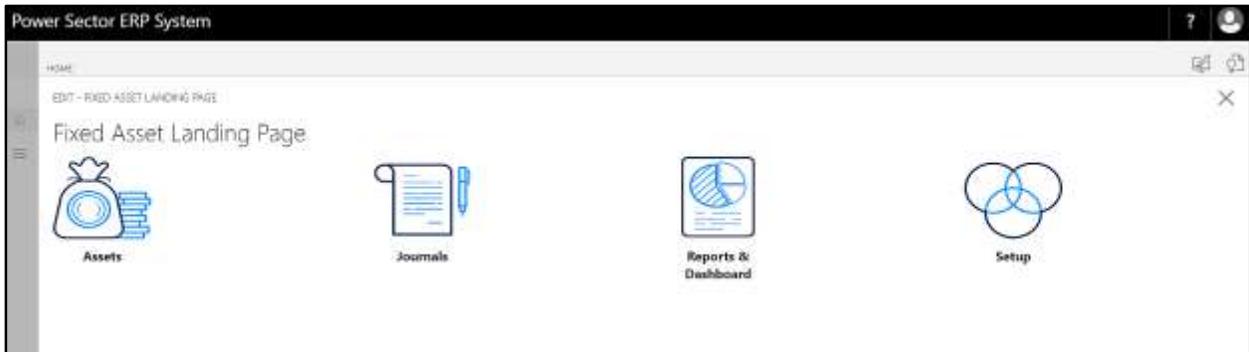
- A. Login with your respective **FA Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



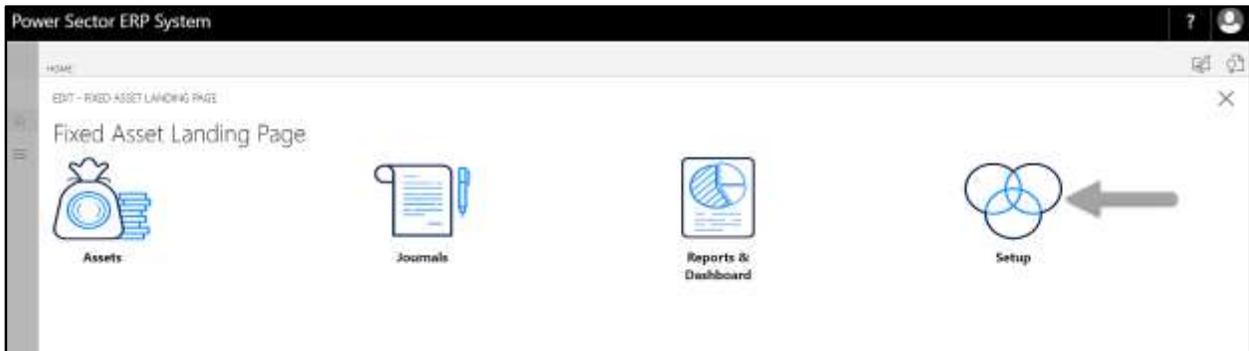
B. Choose the "Fixed Assets" icon.



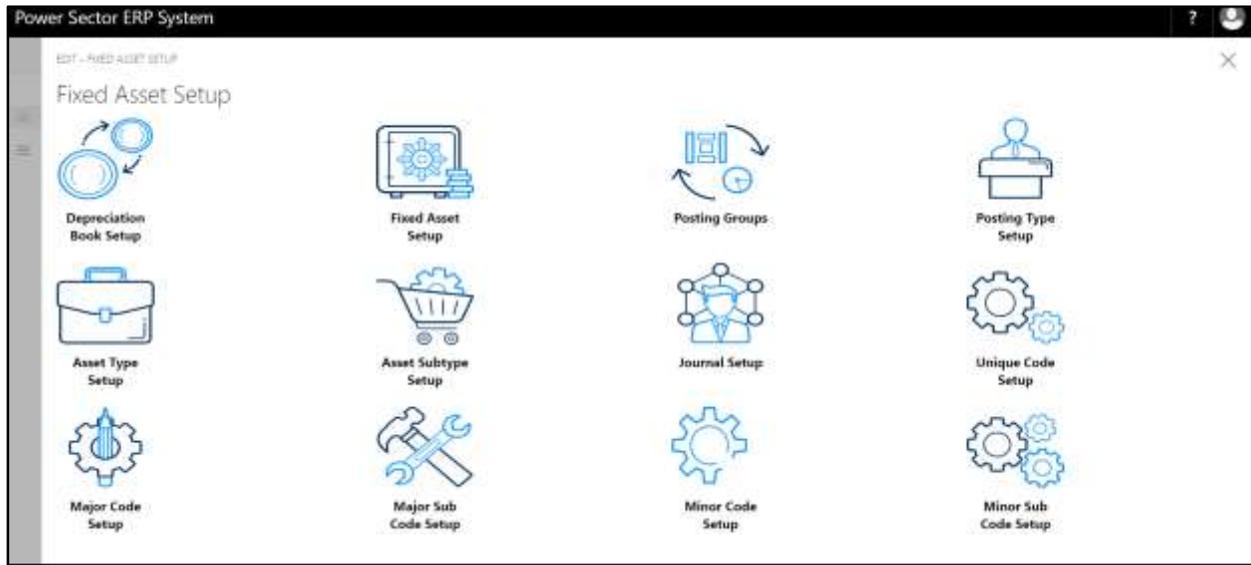
FA Landing Page will be appeared as below



C. Choose the "Setup" in FA Landing Page.



FA Setup Landing Page will be appeared as below



D. Choose the “**Journal Setup**” in FA Setup Landing Page, as indicated below.



The following **Fixed Asset Journal Setup** page will be appeared.



**Note**

On first time load, page will be blank and will show existing data as new setup data will be entered.

E. Choose the “**New**” icon on the Fixed Asset Journal Setup page, as indicated in figure below.



**New Row** will be appeared for Journal Setup entry as below.



F. Provide below **General** information to proceed.

1. Provide **Depreciation Book Code**.
  - **Depreciation Book Code: PRIVATE**
2. Provide **User ID**.
  - **User ID: 200389001**
3. Provide **FA Jnl. Template Name**
  - **FA Jnl. Template Name: ASSETS**
4. Choose **FA Jnl. Batch Name** from the dropdown
  - **FA Jnl. Batch Name: DEFAULT**
5. Choose **Gen. Jnl. Template Name** From the dropdown
  - **Gen. Jnl. Template Name: ASSETS**
6. Provide **Gen. Jnl. Batch Name**
  - **Gen. Jnl. Batch Name: AUTOMATIC**

7. Choose **Insurance Jnl. Template Name** From the dropdown
  - **Insurance Jnl. Template Name: INSURANCE**
8. Choose **Insurance Jnl. Batch Name** From the dropdown
  - **Insurance Jnl. Batch Name: DEFAULT**



G. Click the “” button to save and close.



## FA-108 How to: Setup Unique Code

### Introduction

This process demonstrates how to setup Unique Code for Fixed Asset of an organization.

### Roles

- Module Admin

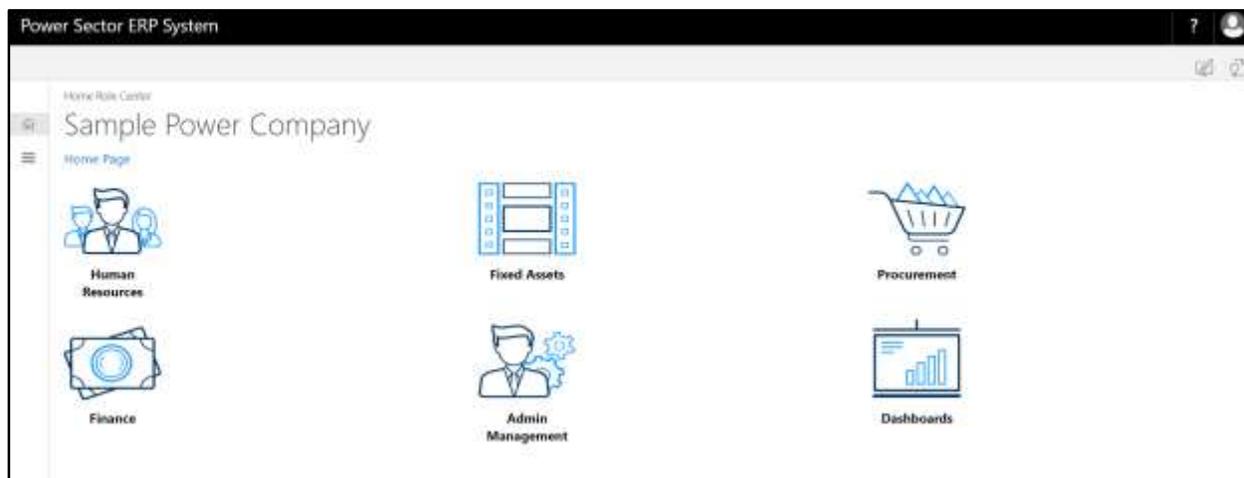
### Prerequisite:

- Major code setup
- Major sub code setup
- Minor code setup
- Minor sub code setup

### Unique Code Setup

To initiate, follow the steps below.

- A. Login with your respective **FA Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



B. Choose the “Fixed Assets” icon.



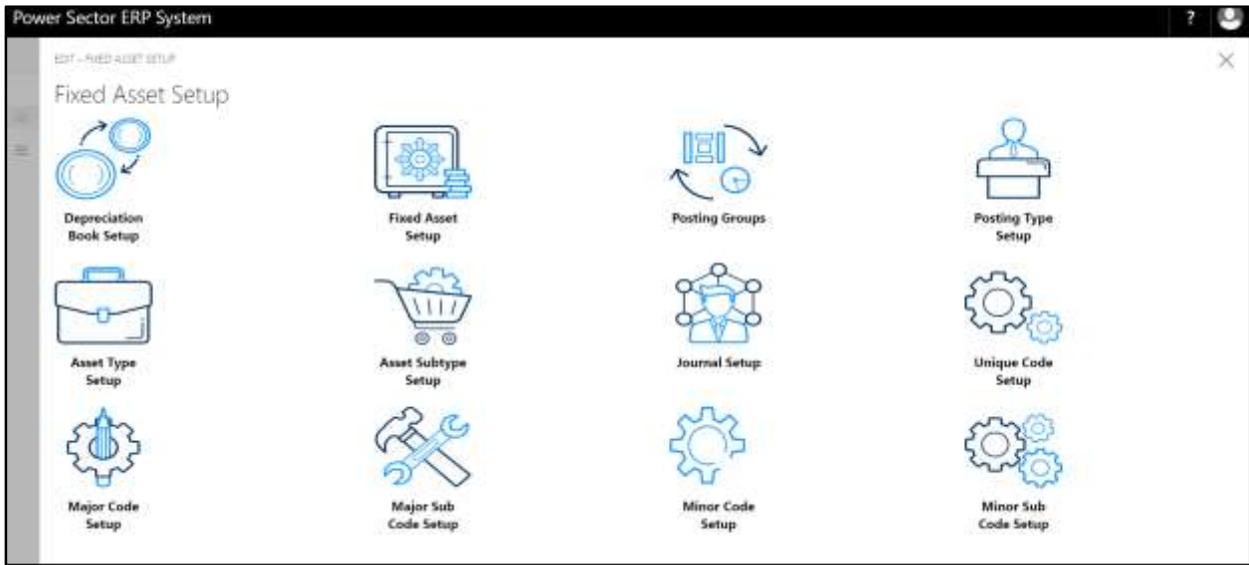
FA Landing Page will be appeared as below



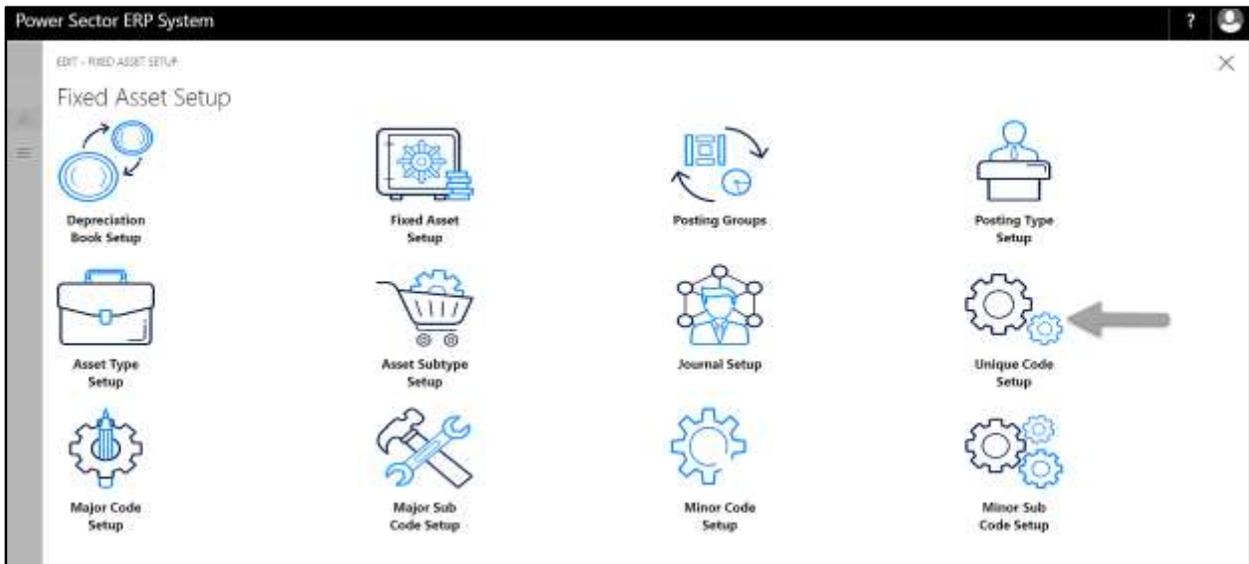
C. Choose the “Setup” in FA Landing Page.



FA Setup Landing Page will be appeared as below



D. Choose the **“Unique Code Setup”** in FA Setup Landing Page, as indicated below.



The following **Fixed Asset Unique Code Setup** page will be appeared.

Code	Description	Major Code	Major Code Description	Major Sub Code	Major Sub Code Description	Minor Code	Minor Code Description	Minor Sub Code	Minor Sub Code
01001001		01		01	Wooden Furniture	01	Table	001	Execut
01002002		01		01	Wooden Furniture	02	Chair	002	Execut
01003001		01		03	Plastic Furniture	01	Table	001	Execut
01003002		01		03	Plastic Furniture	02	Chair	002	Execut
02003003	Substation	02	Sub-Station	02	Three Phase	03	Voltage Label 220	003	MW 33
020204003		02	Sub-Station	02	Three Phase	04	Voltage Label 330	003	MW 25
020403004		02	Sub-Station	04	Two Phase	03	Voltage Label 220	004	MW 40
020404004		02	Sub-Station	04	Two Phase	04	Voltage Label 330	004	MW 40
03003002		03	Furniture	03	Plastic Furniture	02	Chair	002	Execut
030010012		03	Furniture	10	Table	12	Executive Table	012	Wood

**Note**  
On first time load, page will be blank and will show existing data as new setup data will be entered.

E. Choose the **"New"** icon on the Fixed Asset Unique Code Setup page, as indicated in figure below.

**New Row** will be appeared for Unique Code Setup entry as below.

Code	Description	Major Code	Major Code Description	Major Sub Code	Major Sub Code Description	Minor Code	Minor Code Description	Minor Sub Code	Minor Sub Code
010101001		01		01	Wooden Furniture	01	Table	001	Execut
010102002		01		01	Wooden Furniture	02	Chair	002	Execut
01003001		01		03	Plastic Furniture	01	Table	001	Execut
01003002		01		03	Plastic Furniture	02	Chair	002	Execut
02003003	Substation	02	Sub-Station	02	Three Phase	03	Voltage Label 220	003	MW 33
020204003		02	Sub-Station	02	Three Phase	04	Voltage Label 330	003	MW 33
020403004		02	Sub-Station	04	Two Phase	03	Voltage Label 220	004	MW 40
020404004		02	Sub-Station	04	Two Phase	04	Voltage Label 330	004	MW 40
03003002		03	Furniture	03	Plastic Furniture	02	Chair	002	Execut
030010012		03	Furniture	10	Table	12	Executive Table	012	Wood

F. Provide below **General** information to proceed.

1. **Code Will be generated automatically based on others field entry.**
2. Provide **Description**
  - **Description: Furniture**
3. Choose **Major Code** from the dropdown
  - **Major Code: 03**
4. **Major Code Description** will be populated by the system based on **Major code**
5. Choose **Major Sub Code** from the dropdown
  - **Major Sub Code: 01**
6. **Major Sub Code Description** will be populated by the system based on **Major code**
7. Choose **Minor Code** from the dropdown
  - **Minor Code: 01**
8. **Minor Code Description** will be populated by the system based on **Minor code**
9. Choose **Minor Sub Code** from the dropdown
  - **Minor Sub Code: 001**
10. **Minor Sub Code Description** will be populated by the system based on **Major code**



G. Click the “” button to save and close.



## FA-109 How to: Setup Major Code

### Introduction

This process demonstrates how to setup Major Code for Fixed Asset of an organization.

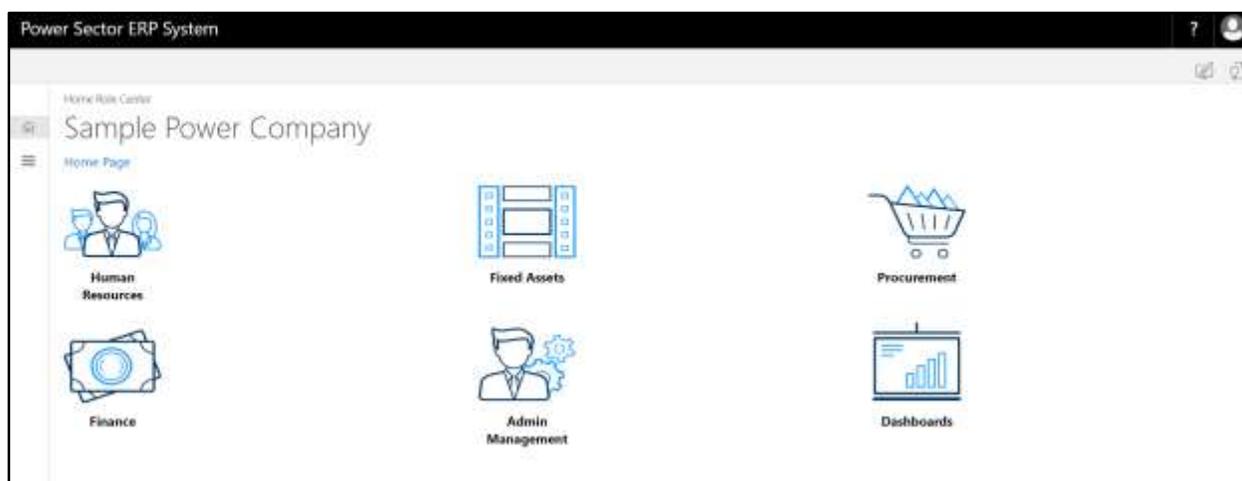
### Roles

- Module Admin

### Major Code Setup

To initiate, follow the steps below.

- A. Login with your respective **FA Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



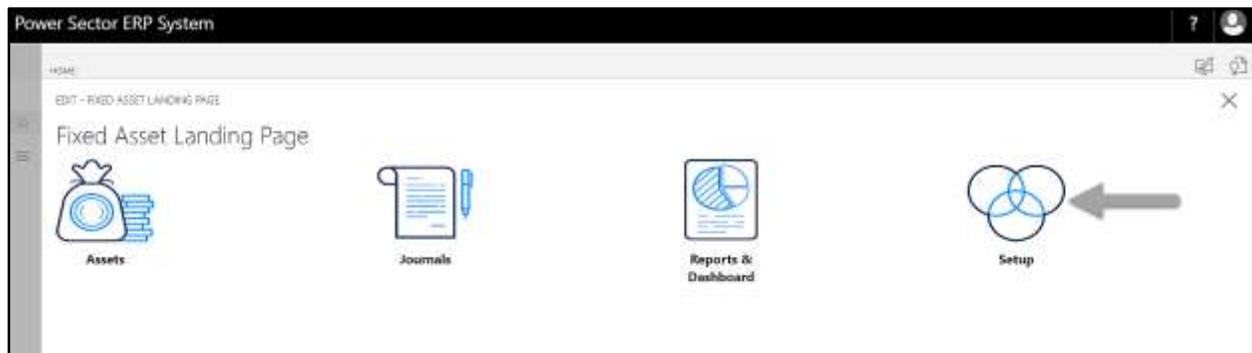
B. Choose the “Fixed Assets” icon.



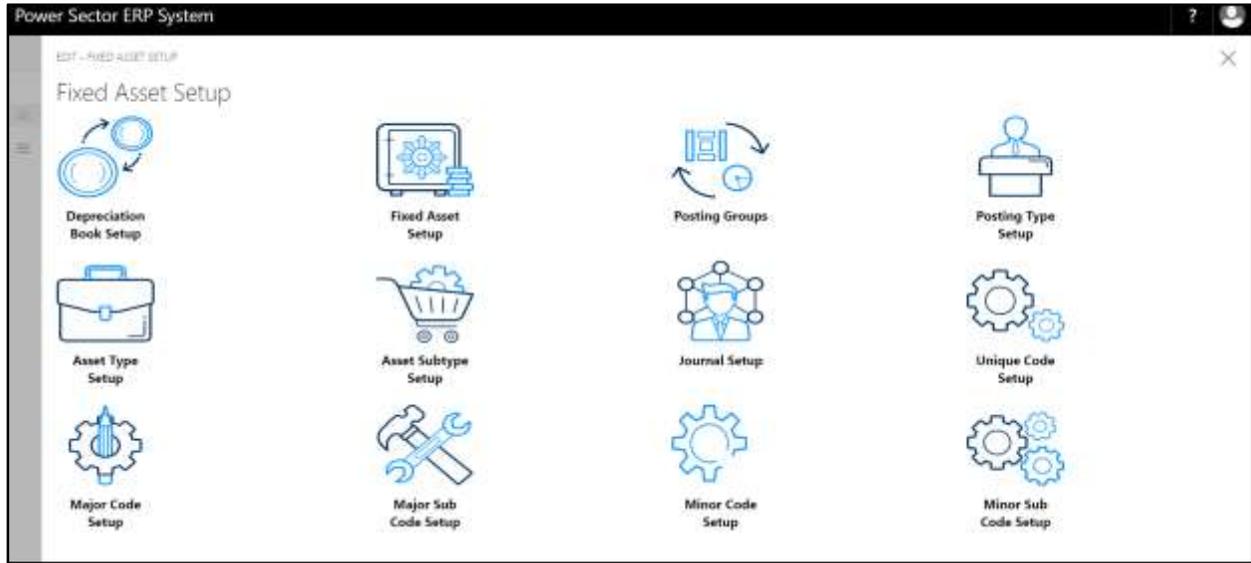
FA Landing Page will be appeared as below



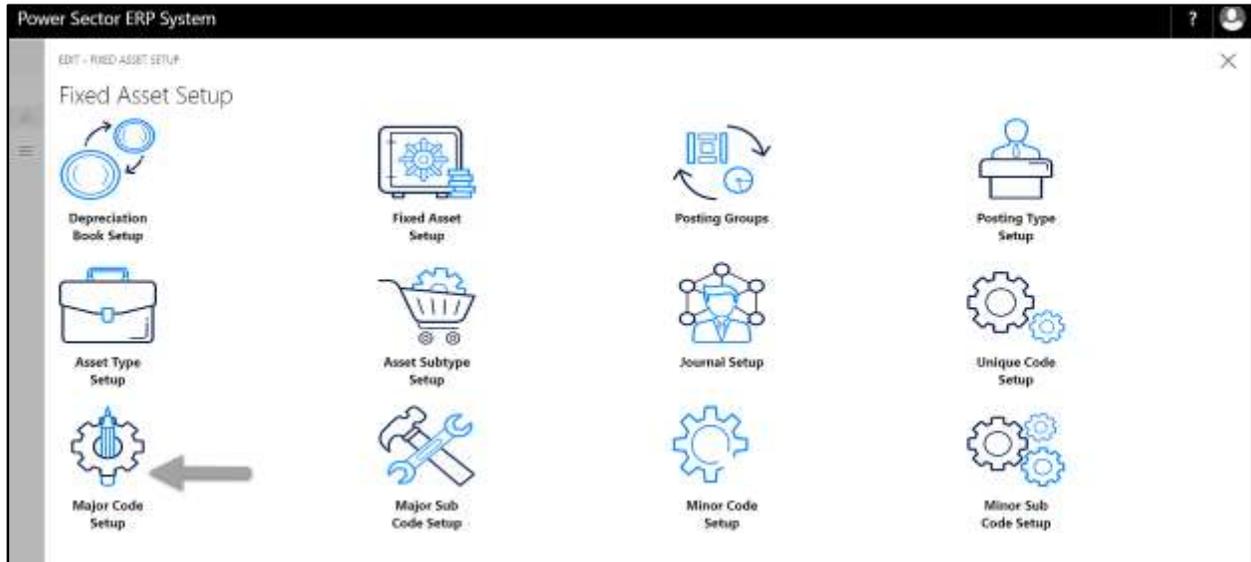
C. Choose the “Setup” in FA Landing Page.



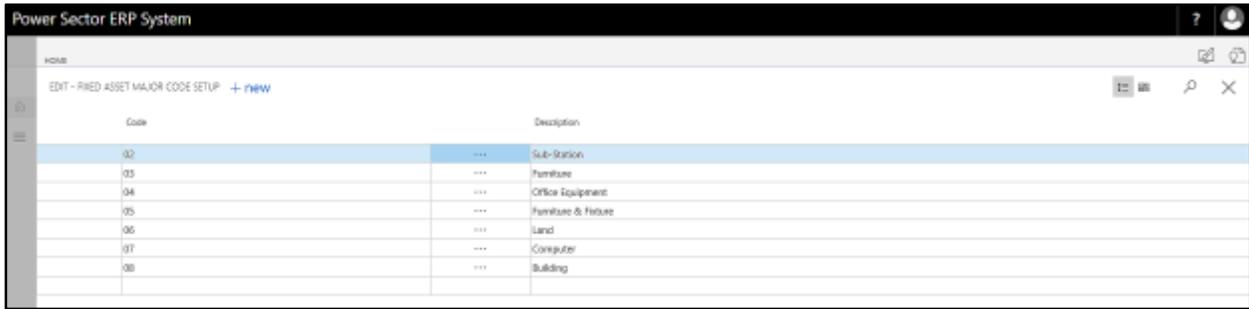
FA Setup Landing Page will be appeared as below



D. Choose the "Major Code Setup" in FA Setup Landing Page, as indicated below.



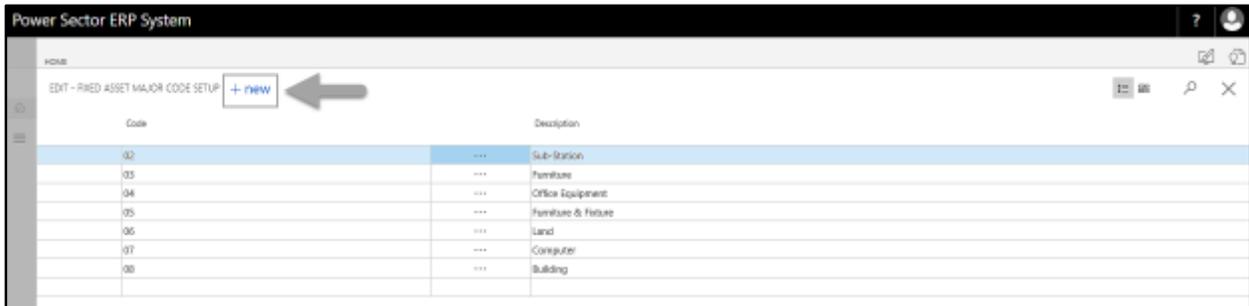
The following **Fixed Asset Major Code Setup** page will be appeared.



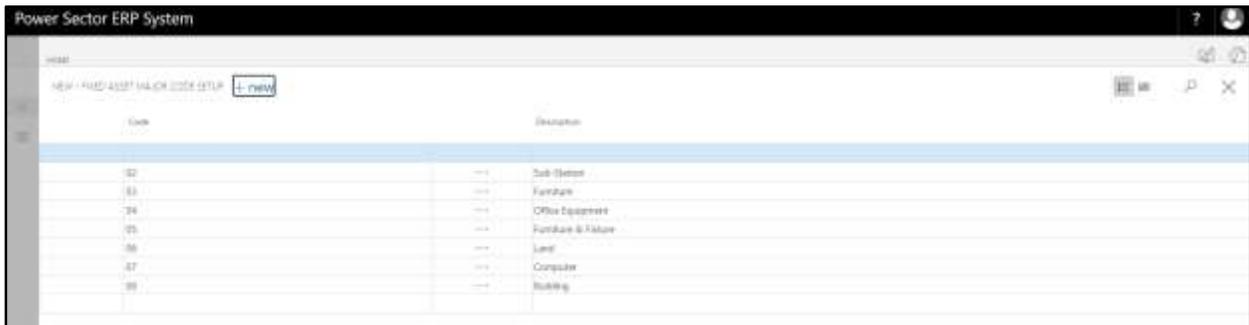
**Note**

On first time load, page will be blank and will show existing data as new setup data will be entered.

E. Choose the **“New”** icon on the Fixed Asset Major Code Setup page, as indicated in figure below.

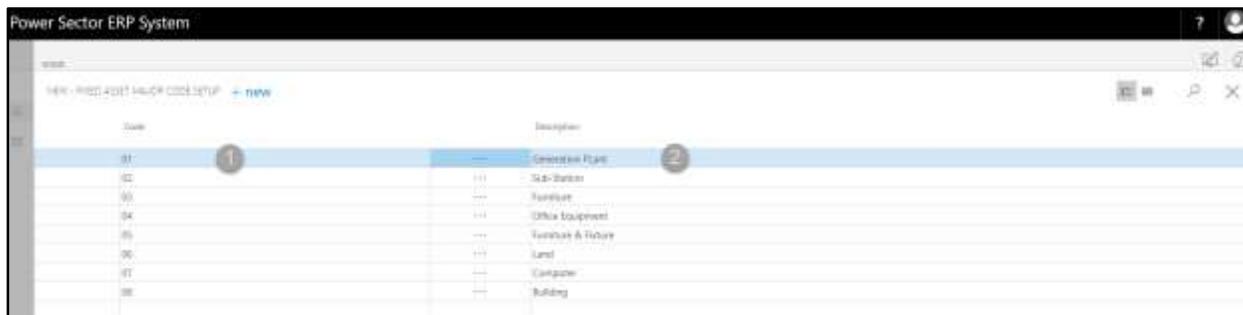


**New Row** will be appeared for Major Code Setup entry as below.

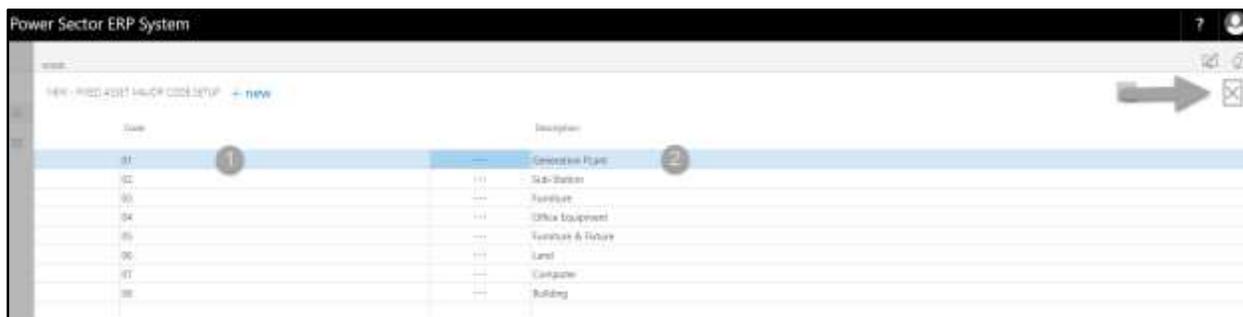


F. Provide below **General** information to proceed.

1. Provide **Code**
  - **Code: 01**
2. Provide **Description**
  - **Description: Generation Plant**



G. Click the “” button to save and close.



## FA-110 How to: Setup Major Sub Code

### Introduction

This process demonstrates how to setup Major Sub Code for Fixed Asset of an organization.

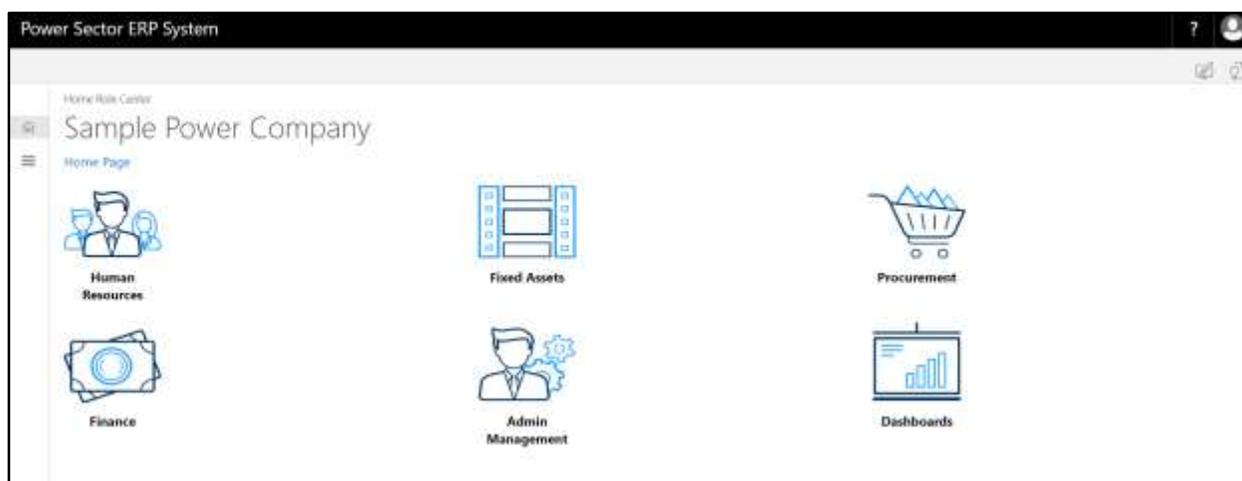
### Roles

- Module Admin

### Major Sub Code Setup

To Initiate, follow the steps below.

- A. Login with your respective **FA Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



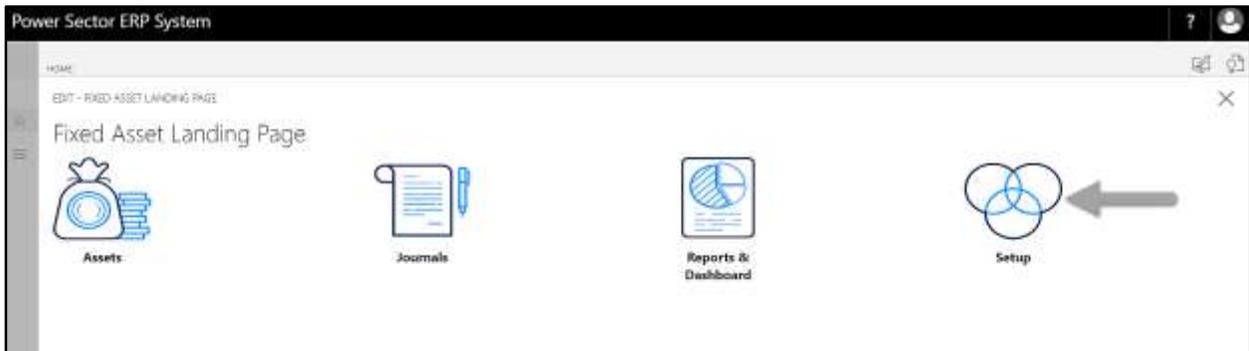
B. Choose the “Fixed Assets” icon.



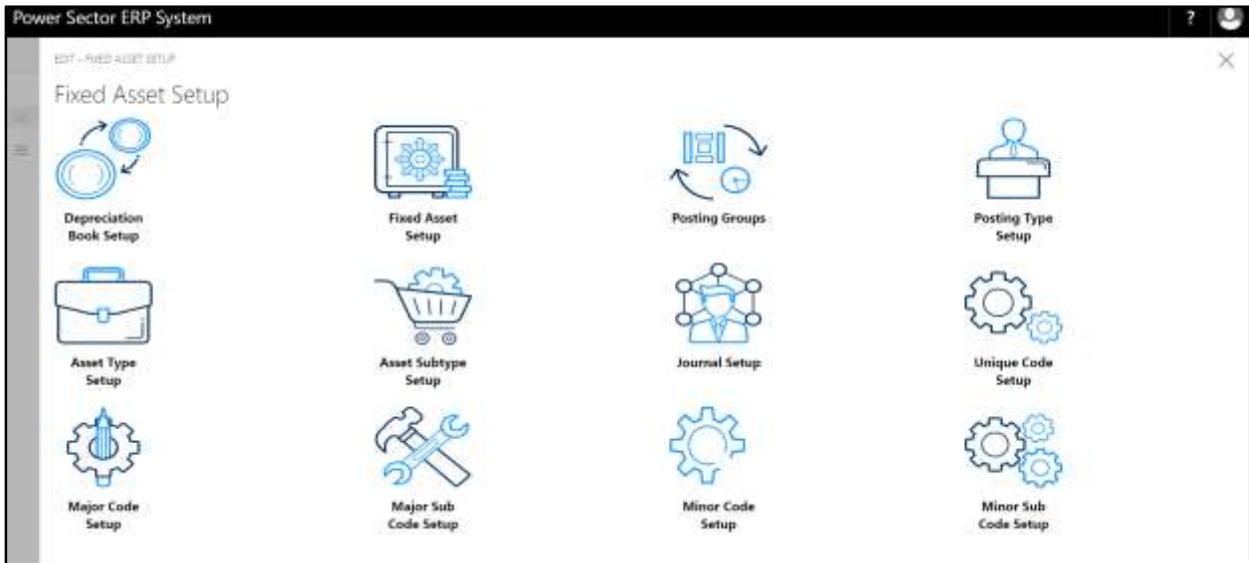
FA Landing Page will be appeared as below



C. Choose the “Setup” in FA Landing Page.



FA Setup Landing Page will be appeared as below



D. Choose the “Major Sub Code Setup” in FA Setup Landing Page, as indicated below.



The following **Fixed Asset Major Sub Code Setup** page will be appeared.

Code	Description
01	Wooden Furniture
02	Three Phase
03	Plastic Furniture
04	Two Phase
05	Office Equipment
06	Purchased Land
07	Desktop Computer
08	Laptop Computer

**Note**

On first time load, page will be blank and will show existing data as new setup data will be entered.

E. Choose the **“New”** icon on the Fixed Asset Major Sub Code Setup page, as indicated in figure below.

Code	Description
01	Wooden Furniture
02	Three Phase
03	Plastic Furniture
04	Two Phase
05	Office Equipment
06	Purchased Land
07	Desktop Computer
08	Laptop Computer

**New Row** will be appeared for Major Sub Code Setup entry as below.

Code	Description
01	Wooden Furniture
02	Three Phase
03	Plastic Furniture
04	Two Phase
05	Office Equipment
06	Purchased Land
07	Desktop Computer
08	Laptop Computer
09	

F. Provide below **General** information to proceed.

1. Provide **Code**

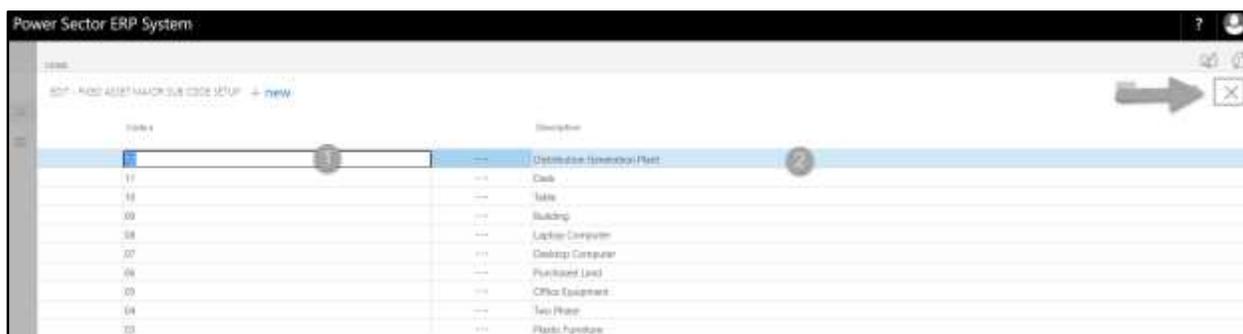
- **Code: 12**

2. Provide **Description**

- **Description: Distribution Generation Plant**



G. Click the “” button to save and close.



## FA-111 How to: Setup Minor Code

### Introduction

This process demonstrates how to setup Minor Code for Fixed Asset of an organization.

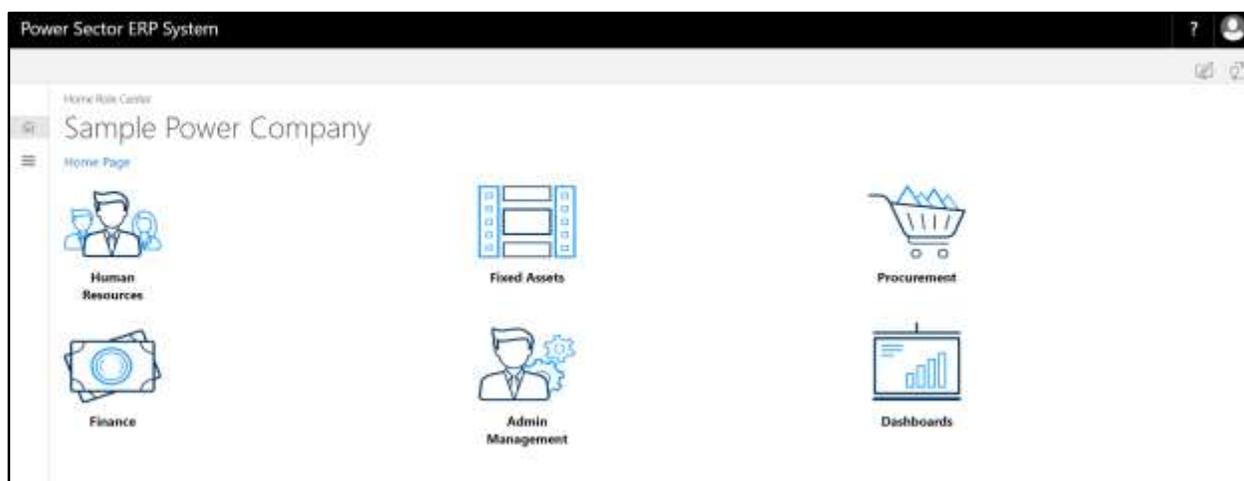
### Roles

- Module Admin

### Minor Code Setup

To initiate, follow the steps below.

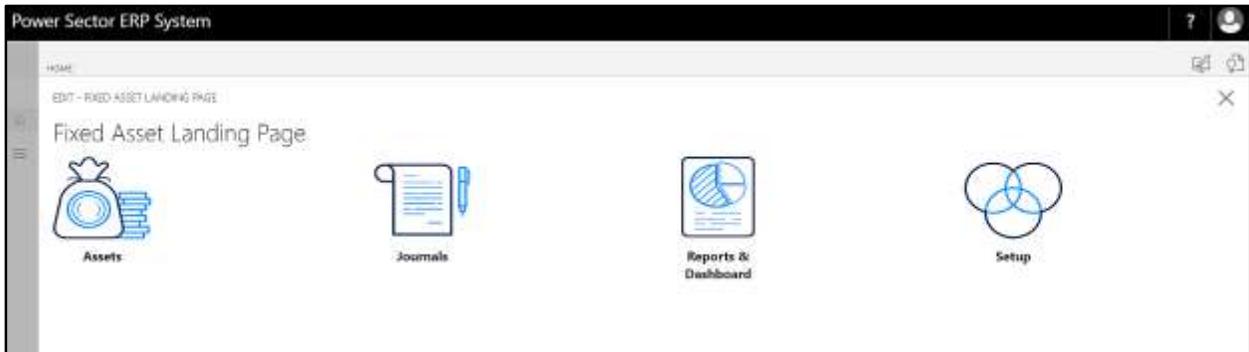
- A. Login with your respective **FA Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



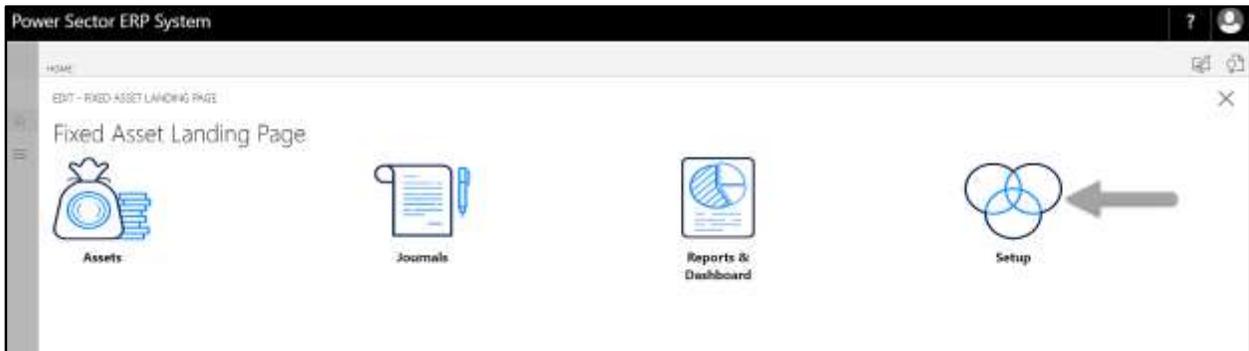
B. Choose the “Fixed Assets” icon.



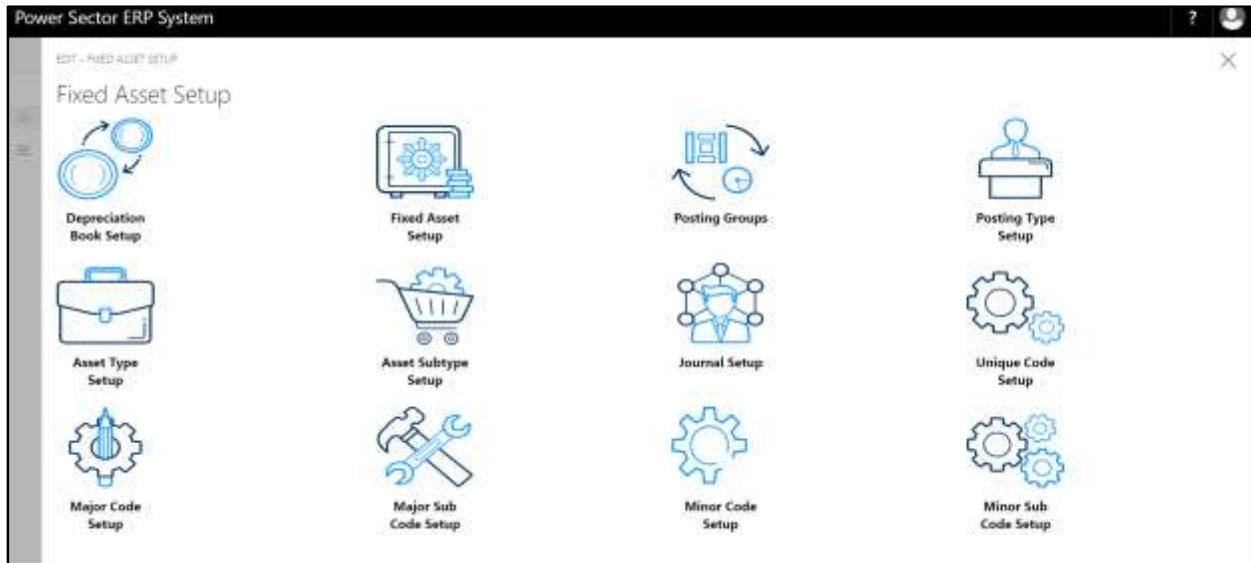
FA Landing Page will be appeared as below



C. Choose the “Setup” in FA Landing Page.



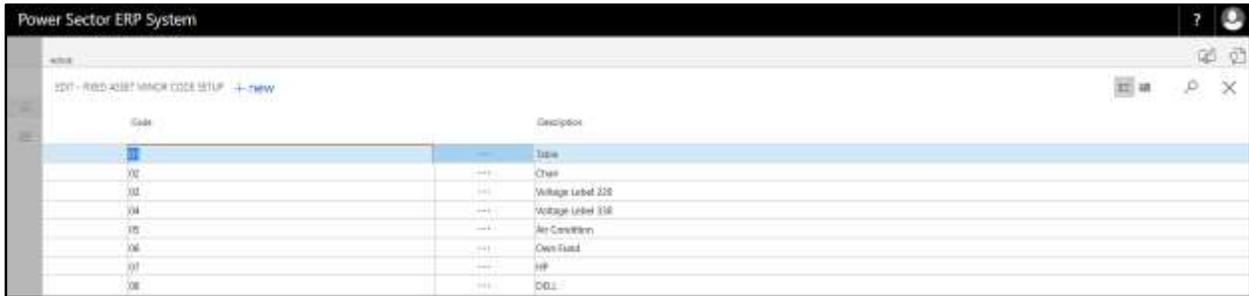
FA Setup Landing Page will be appeared as below



D. Choose the “**Minor Code Setup**” in FA Setup Landing Page, as indicated below.

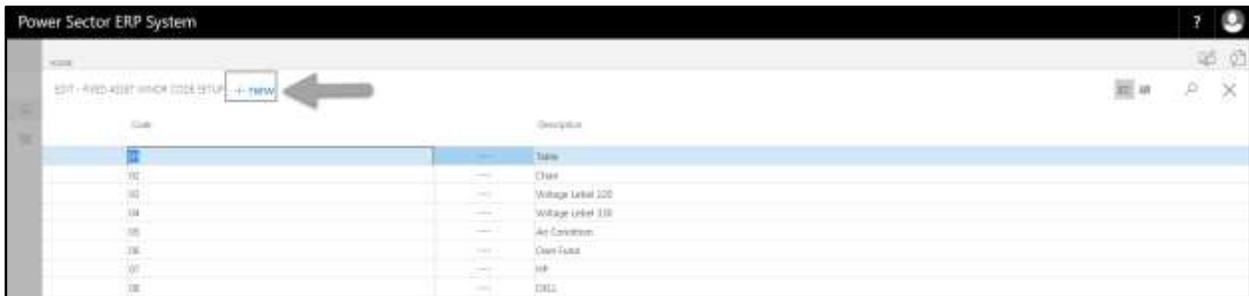


The following **Fixed Asset Minor Code Setup** page will be appeared.

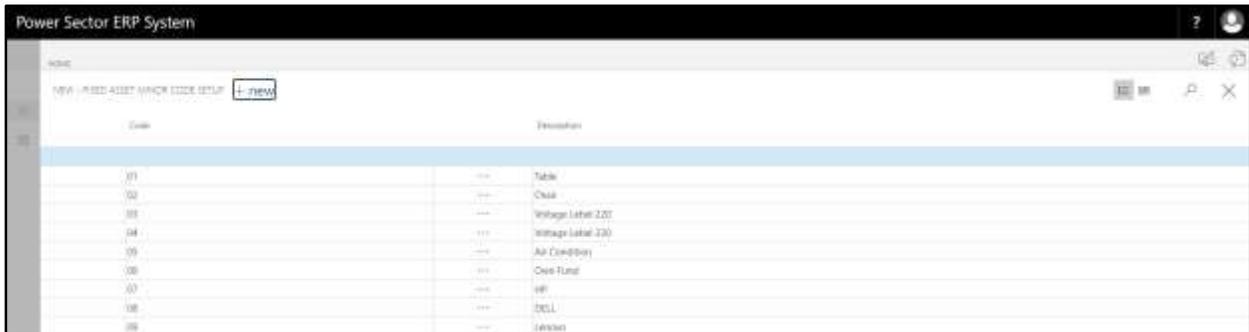


**Note**  
On first time load, page will be blank and will show existing data as new setup data will be entered.

E. Choose the **“New”** icon on the Fixed Asset Minor Code Setup page, as indicated in figure below.

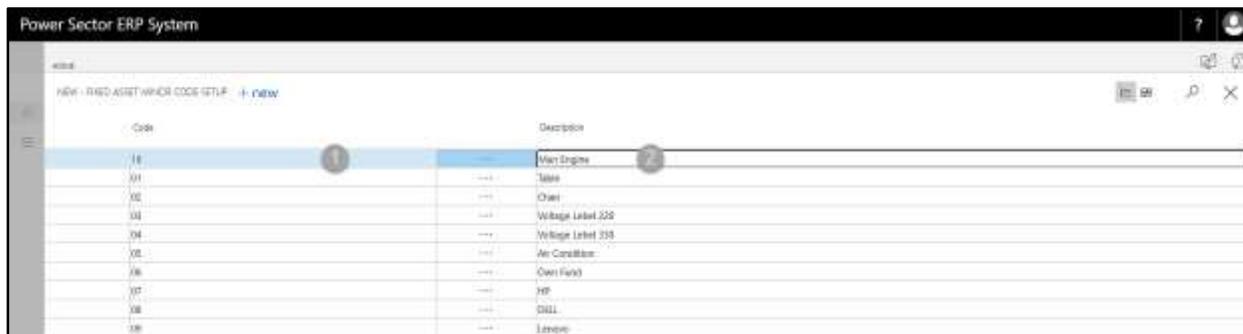


**New Row** will be appeared for Minor Code Setup entry as below.

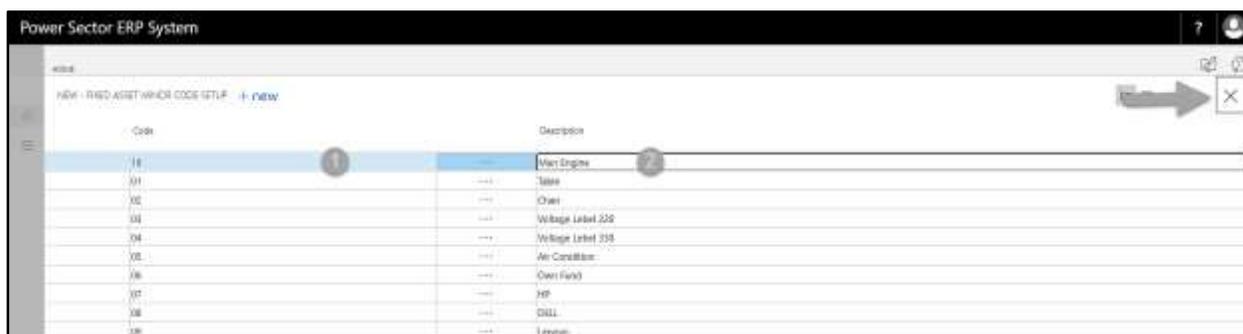


F. Provide below **General** information to proceed.

1. Provide **Code**
  - **Code: 18**
2. Provide **Description**
  - **Description: Man Engine**



G. Click the “” button to save and close.



## FA-112 How to: Setup Minor Sub Code

### Introduction

This process demonstrates how to setup Minor Sub Code for Fixed Asset of an organization.

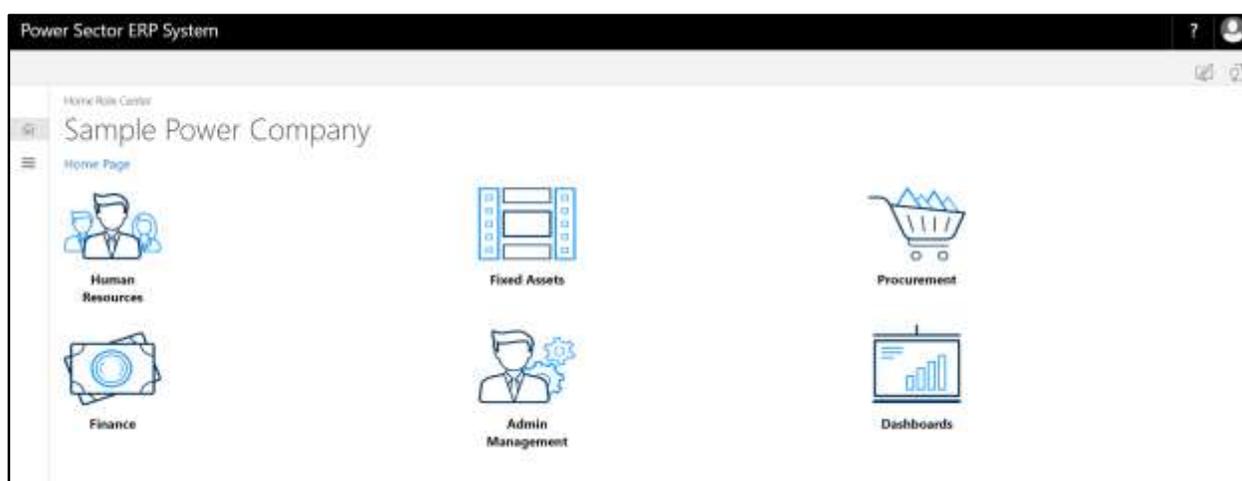
### Roles

- Module Admin

### Minor Sub Code Setup

To initiate, follow the steps below.

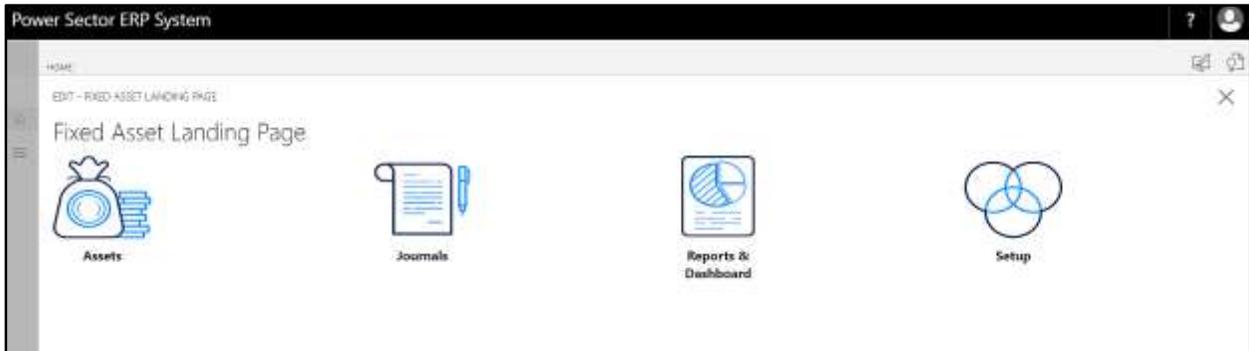
- A. Login with your respective **FA Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



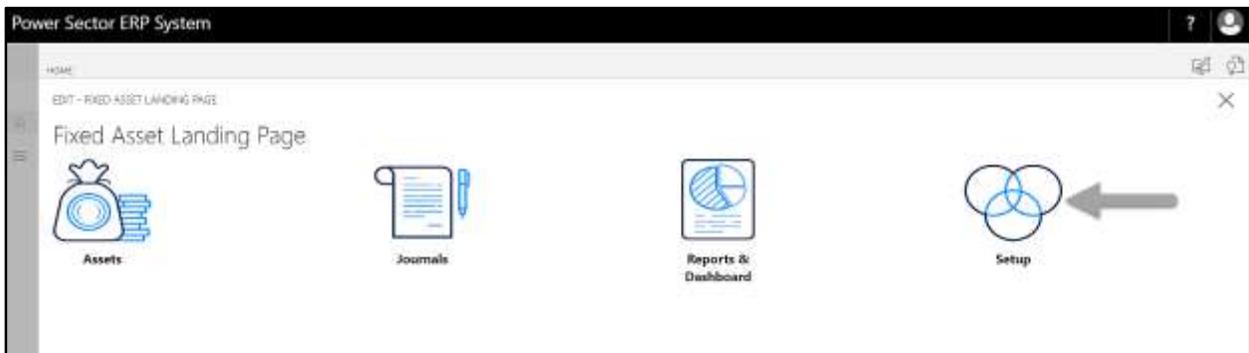
B. Choose the “Fixed Assets” icon.



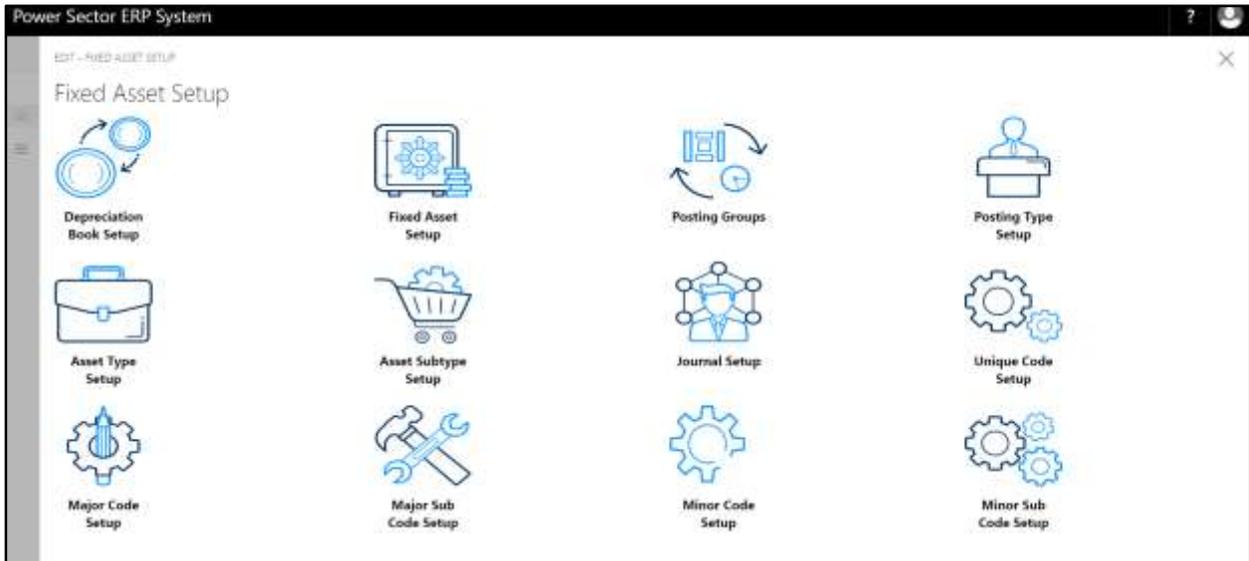
FA Landing Page will be appeared as below



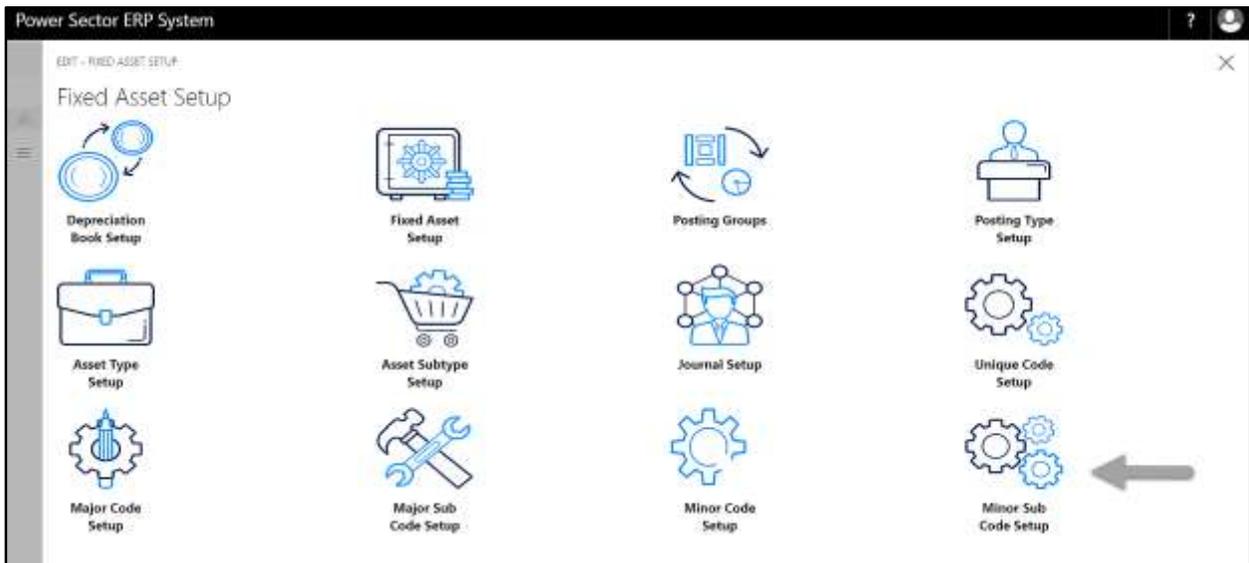
C. Choose the “Setup” in FA Landing Page.



FA Setup Landing Page will be appeared as below



D. Choose the “**Minor Sub Code Setup**” in FA Setup Landing Page, as indicated below.



The following **Fixed Asset Minor Sub Code Setup** page will be appeared.

Code	Description
001	Executive Table
002	Executive Chair
003	MW 33/ 330kv
004	MW 44/ 440KV
005	2 Ton
006	Land for Office Building
007	Probook 440 G5
008	Probook 450 G5
009	Macbook Air
010	Map

**Note**  
On first time load, page will be blank and will show existing data as new setup data will be entered.

E. Choose the **“New”** icon on the Fixed Asset Minor Sub Code Setup page, as indicated in figure below.

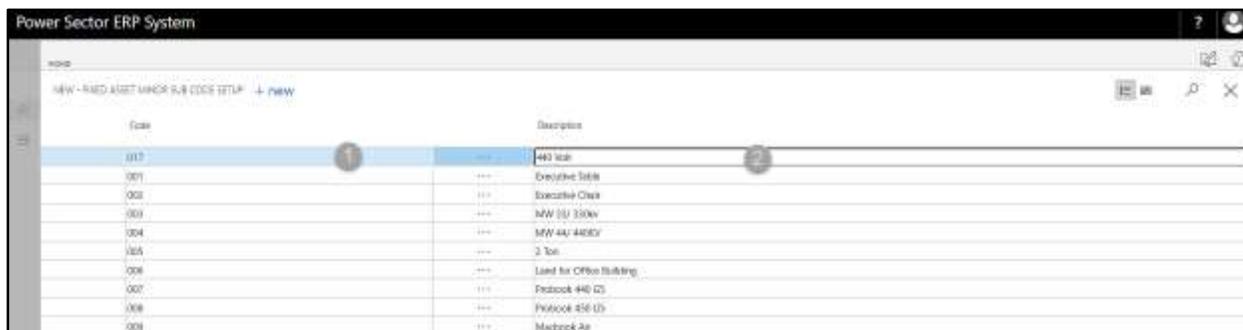
Code	Description
001	Executive Table
002	Executive Chair
003	MW 33/ 330kv
004	MW 44/ 440KV
005	2 Ton
006	Land for Office Building
007	Probook 440 G5
008	Probook 450 G5
009	Macbook Air
010	Map

**New Row** will be appeared for Minor Sub Code Setup entry as below.

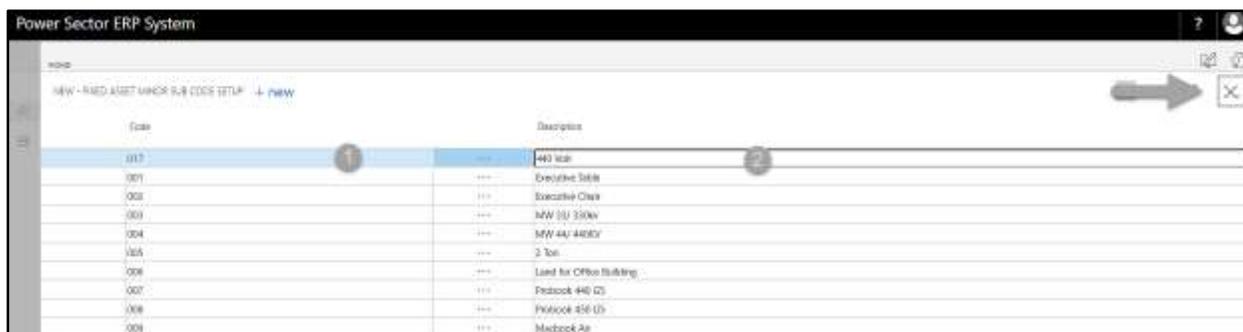
Code	Description
001	Executive Table
002	Executive Chair
003	MW 33/ 330kv
004	MW 44/ 440KV
005	2 Ton
006	Land for Office Building
007	Probook 440 G5
008	Probook 450 G5
009	Macbook Air

F. Provide below **General** information to proceed.

1. Provide **Code**
  - **Code: 017**
2. Provide **Description**
  - **Description: 440 Volt**



G. Click the "X" button to save and close.



## FA-200 Insurance Setup & View

### Introduction

This section shows how to add new insurance and view insurance list to the organization.

Section contains –

FA-201 Add New Insurance

FA-202 View Insurance List

### Role

- Module Admin
- Module User

### Prerequisite

- Module credentials – username and password

## FA-201 How to: Add New Insurance

### Introduction

This process demonstrates, how to view asset list page.

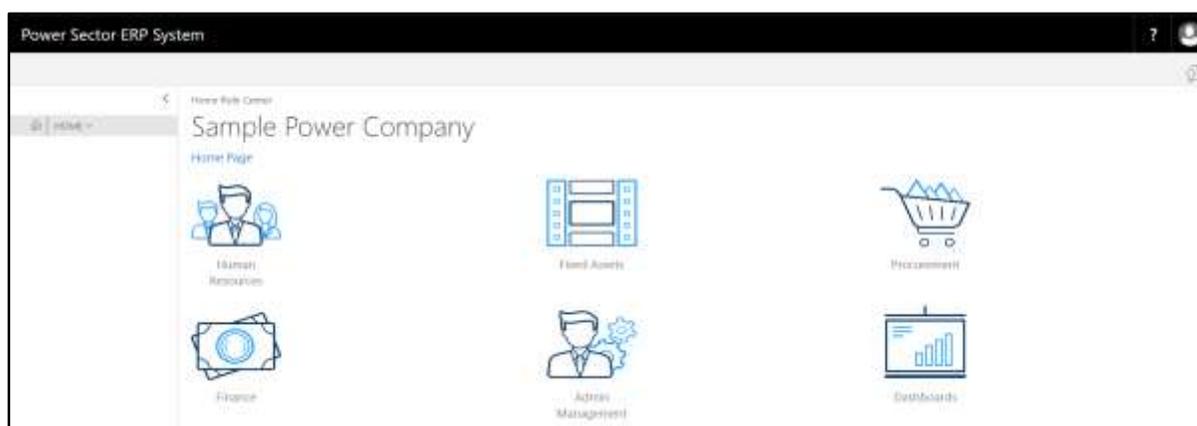
### Roles

- Module admin

### Add New Insurance

To add new insurance, follow the steps below.

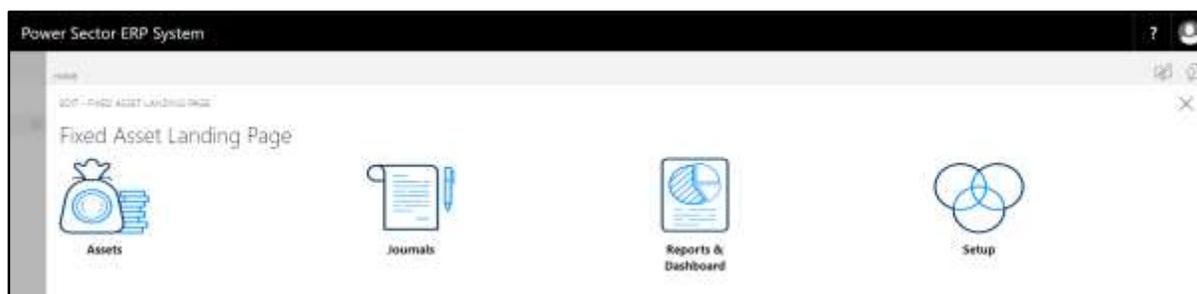
- A. Login with your respective **Fixed Asset User credentials**. ERP Landing Page, as below, will be appeared on successful login.



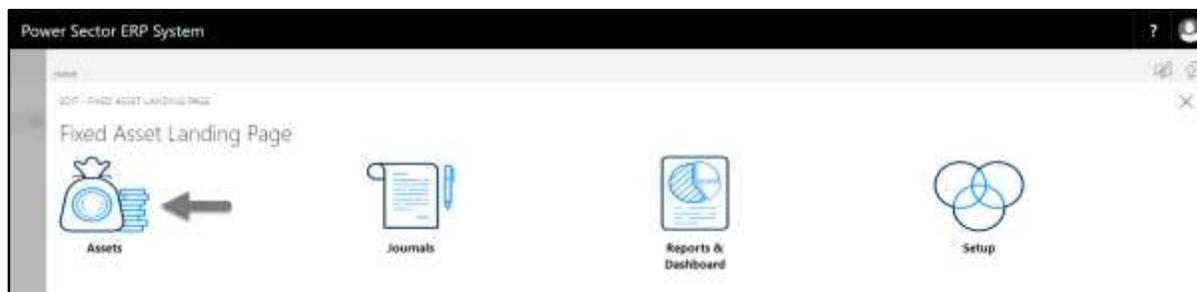
B. Choose the “Fixed Assets” icon.



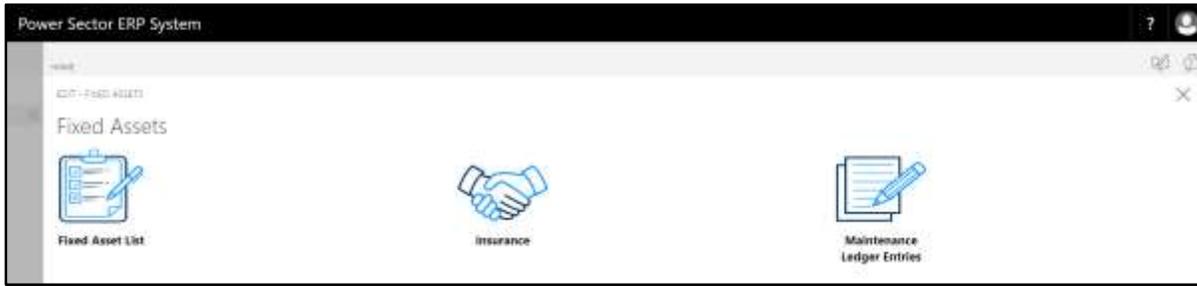
Fixed Asset Landing Page will be appeared as below



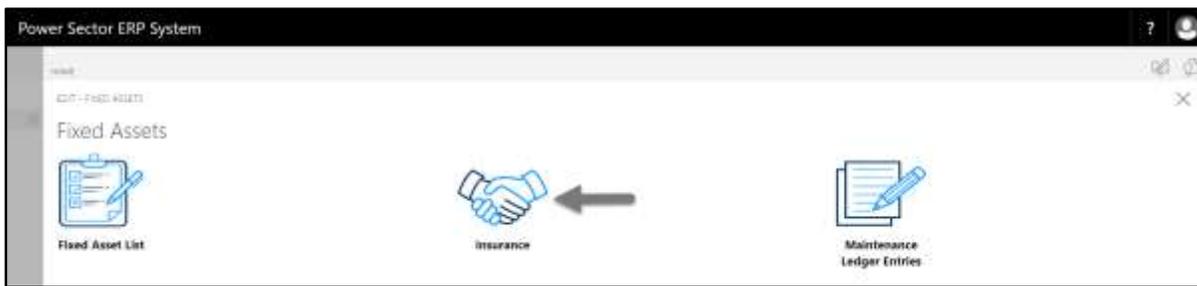
C. Choose the “Assets” in Fixed Asset Landing Page.



The following **Fixed Asset** page will be appeared.



D. Choose the **“Insurance”** in Fixed Asset Page.



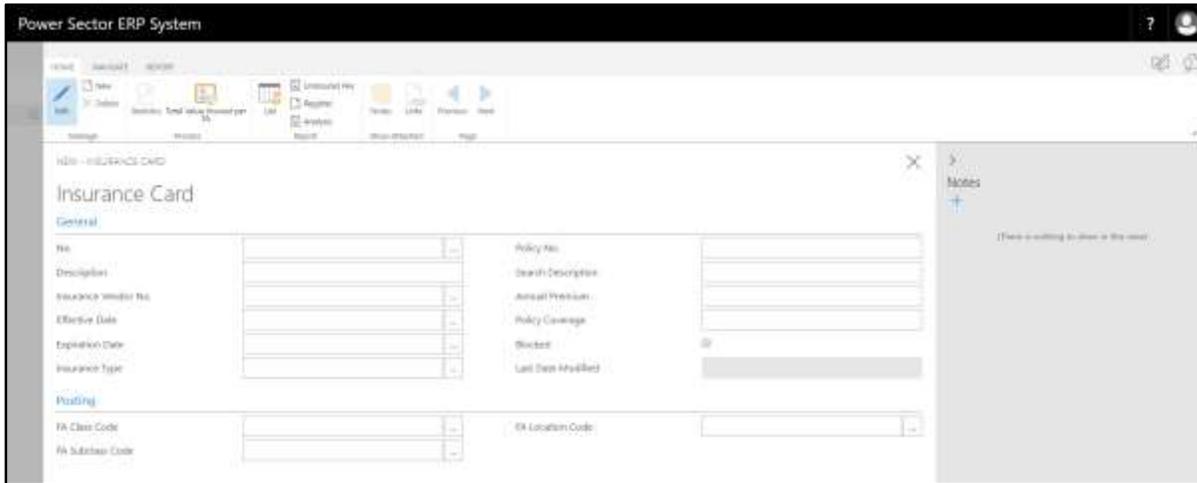
The following **Insurance List** will be appeared.



E. Choose **“new”** to open Insurance Card to add New Insurance.



The following **Insurance Card Page** will be appeared.



Provide the following information.

1. Choose **Insurance Card No.** from dropdown by clicking on  button.
  - **Insurance Card No.: INS000004**
2. Provide **Description** here.
  - **Description: Computer Insurance**
3. Choose **Insurance Vendor No.** from dropdown by clicking on  button.
  - **Insurance Vendor No.: VEND000010**
4. Choose **Effective Date** from calendar by clicking on  button.
  - **Effective Date: 4/1/2020**
5. Choose **Expiration Date** from calendar by clicking on  button.
  - **Expiration Date: 4/1/2022**
6. Choose **Insurance Type** from dropdown by clicking on  button.
  - **Insurance Type: COMPUTER**
7. Provide **Policy No.** here.
  - **Policy No.: 1234567890**
8. Provide **Search Description** here.
  - **Search Description: COMPUTER**

9. Provide **Annual Premium** here.

- **Annual Premium: 5,000.00**

10. Provide **Policy Coverage** here.

- **Policy Coverage: 30,000.00**

11. Select **Blocked** checkbox, if applicable.

12. Provide **Last Date Modified** here.

13. Choose **FA Class Code** from dropdown by clicking on  button.

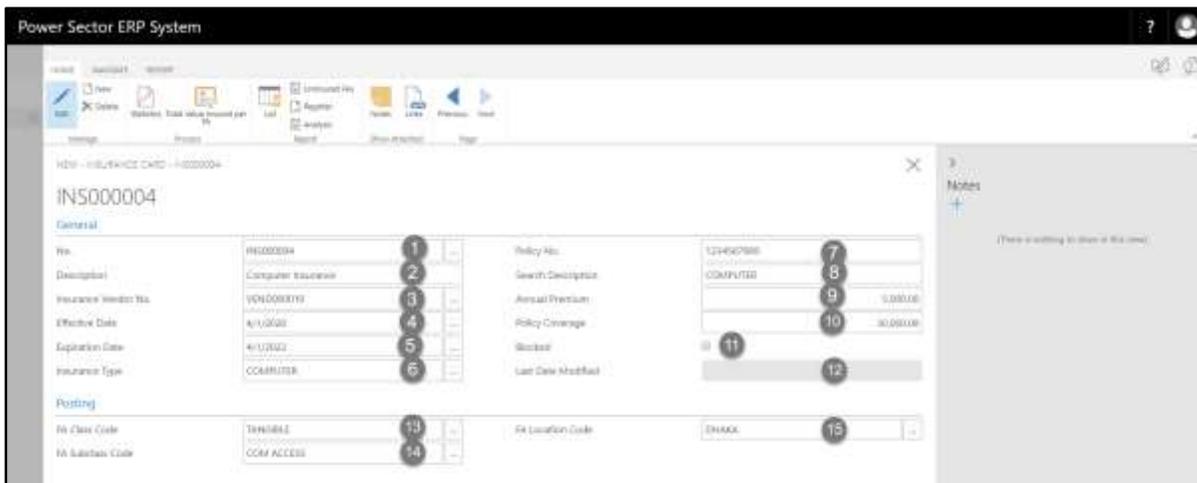
- **FA Class Code: TANGIBLE**

14. Choose **FA Subclass Code** from dropdown by clicking on  button.

- **FA Subclass Code: COM ACCESS**

15. Choose **FA Location Code** from dropdown by clicking on  button.

- **FA Location Code: DHAKA**



## FA-202 How to: View Insurance List

### Introduction

This process demonstrates, how to view asset list page.

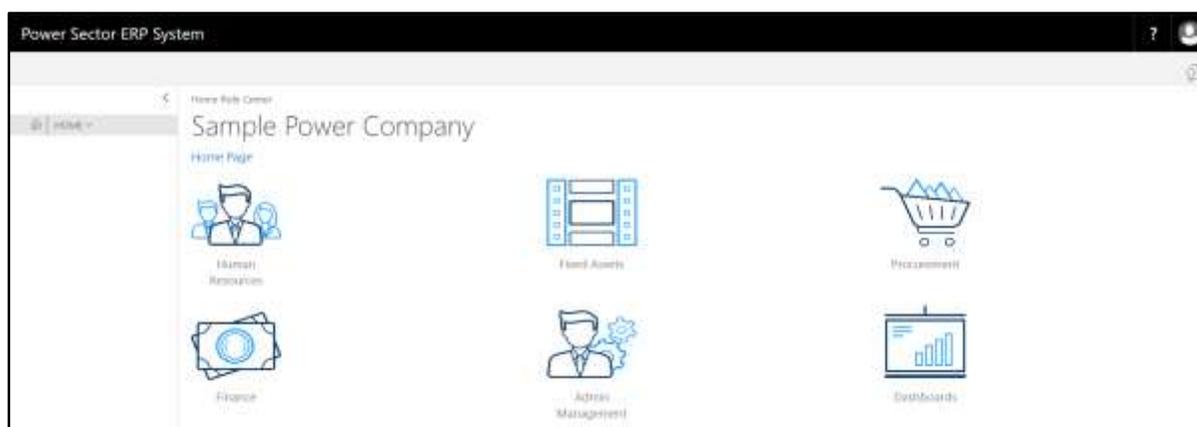
### Roles

- Module admin

### View an Asset

To view asset, follow the steps below.

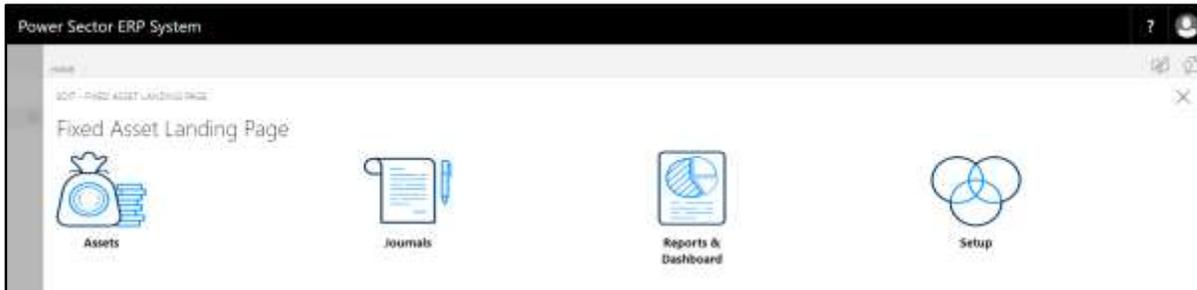
- A. Login with your respective **Fixed Asset User credentials**. ERP Landing Page, as below, will be appeared on successful login.



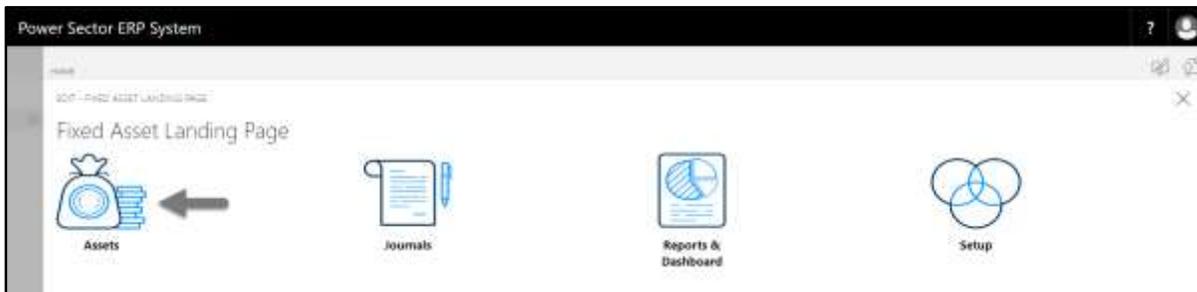
B. Choose the “Fixed Assets” icon.



Fixed Asset Landing Page will be appeared as below



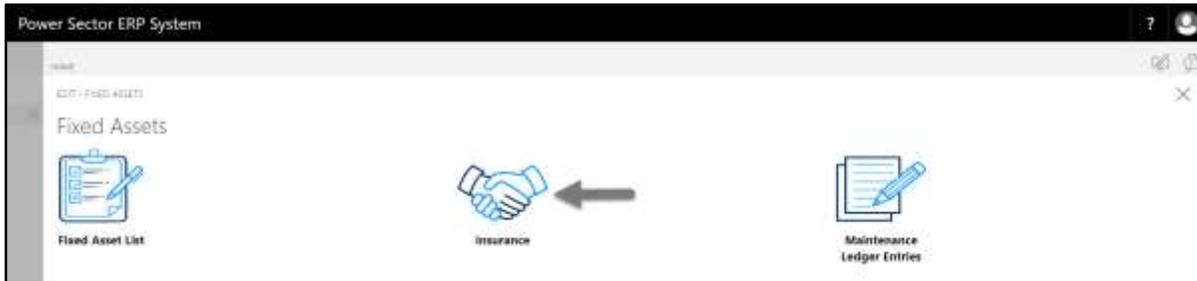
C. Choose the “Assets” in Fixed Asset Landing Page.



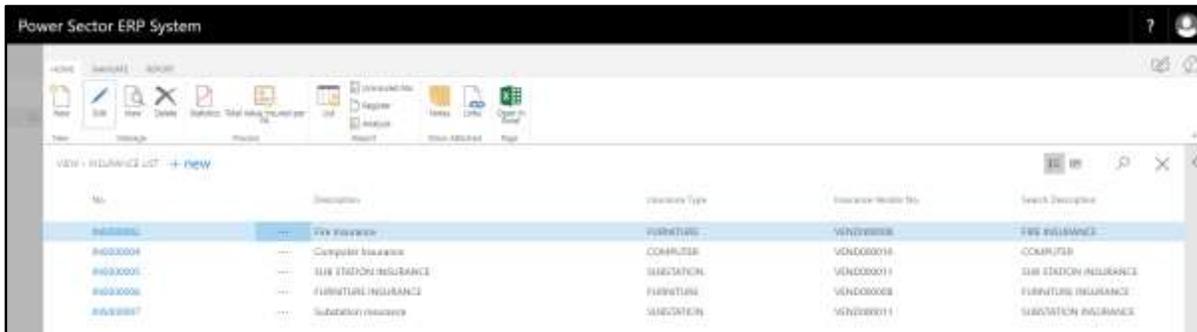
The following **Fixed Asset** page will be appeared.



D. Choose the **“Insurance”** in Fixed Asset Page.



The following **Insurance List** page will be appeared.



## FA-300 Asset Setup

### Introduction

This section shows how to view an asset and register new asset to the organization. Section contains –

- FA-301 View Asset List
- FA-302 View an Asset
- FA-303 New Asset Register

### Role

- Module Admin
- Module User

### Prerequisite

- Module credentials – username and password

## FA-301 How to: View Asset List

### Introduction

This process demonstrates, how to view asset list page.

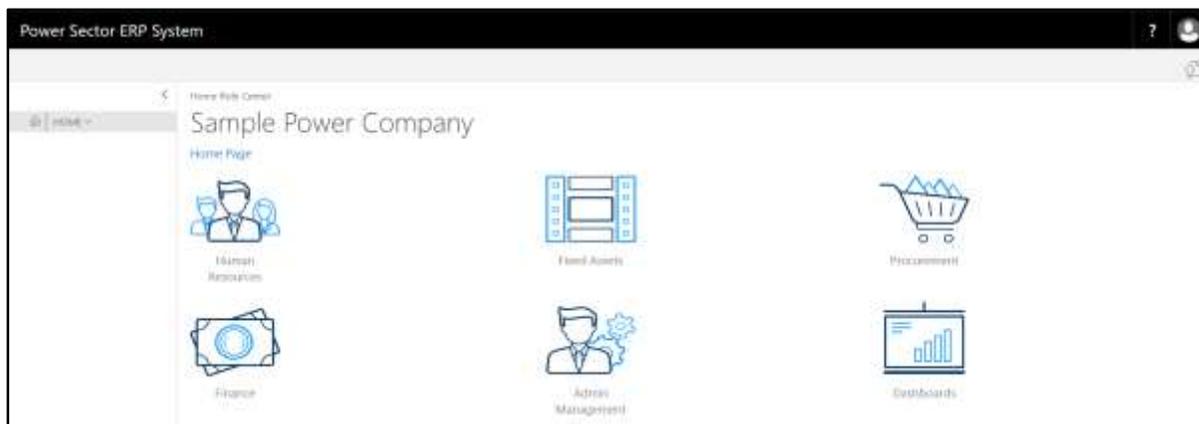
### Roles

- Module user and module admin, both can view asset list.

### View asset List

To view asset list, follow the steps below.

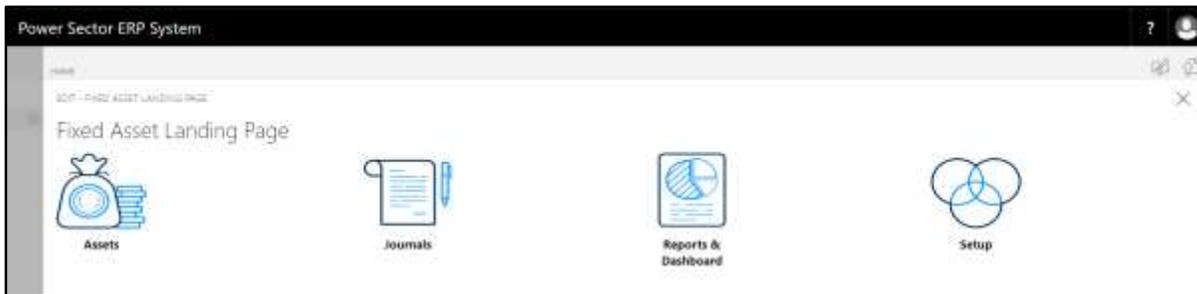
- A. Login with your respective **Fixed Asset User credentials**. ERP Landing Page, as below, will be appeared on successful login.



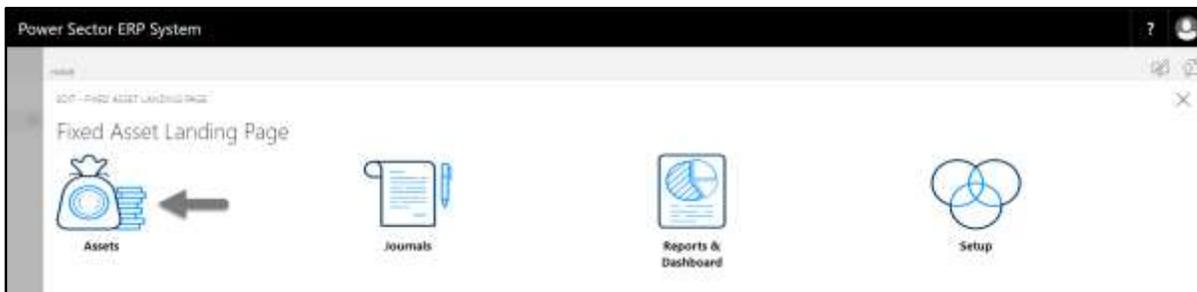
B. Choose the “Fixed Assets” icon.



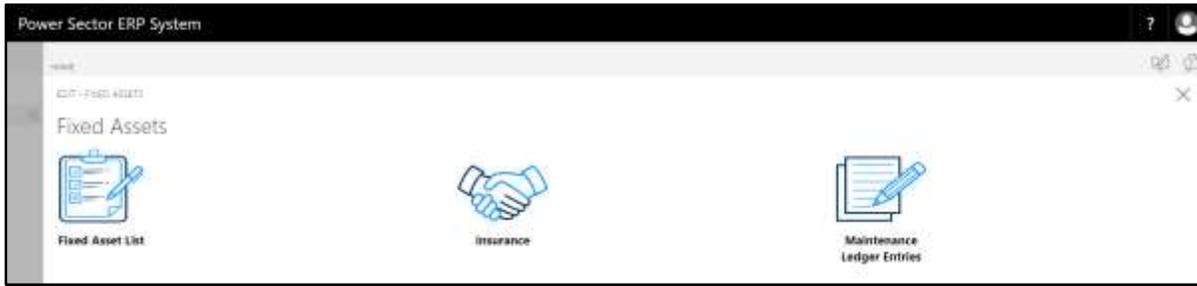
Fixed Asset Landing Page will be appeared as below.



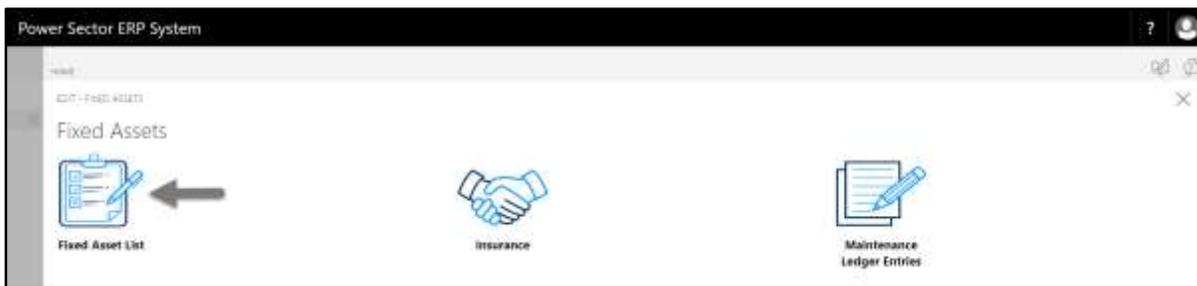
C. Choose the “Assets” in Fixed Asset Landing Page.



The following **Fixed Asset** page will be appeared.



D. Choose the **Fixed Asset List** in Fixed Asset Page.



The following **Asset List Page** will be appeared.

Asset Number	Description	Asset Type	Asset Subtype	Office Name	Asseted	Book Value
0400001	Building and E.	DANGRE	BUILDING	Deputy General Manager (HR & Admin)	Yes	4562,233.00
0400002	Computer	DANGRE	OFFICE EQP	Deputy General Manager (HR & Admin)	Yes	3,000.00
0400003	Computer	DANGRE	OFFICE EQP	Deputy General Manager (HR & Admin)	No	3,000.00
0400004	Executive table	DANGRE	FURNITURE	Deputy General Manager (HR & Admin)	Yes	3,000.00
0400005	Printer	DANGRE	OFFICE EQP	Deputy General Manager (HR & Admin)	No	3,000.00
0400006	Printer	DANGRE	OFFICE EQP	Deputy General Manager (HR & Admin)	No	3,000.00
0400007	Printer	DANGRE	OFFICE EQP	Deputy General Manager (HR & Admin)	No	3,000.00
0400008	UPS	DANGRE	OFFICE EQP	Deputy General Manager (HR & Admin)	Yes	954,515.00
0400009	UPS	DANGRE	OFFICE EQP	Deputy General Manager (HR & Admin)	No	954,515.00
0400010	UPS	DANGRE	OFFICE EQP	Deputy General Manager (HR & Admin)	No	954,515.00
0400011	UPS	DANGRE	OFFICE EQP	Deputy General Manager (HR & Admin)	No	954,515.00
0400012	Laptop	DANGRE	OFFICE EQP	Deputy General Manager (HR & Admin)	No	954,515.00
0400013	Laptop	DANGRE	OFFICE EQP	Deputy General Manager (HR & Admin)	No	954,515.00
0400014	Full Secondary Table	DANGRE	FURNITURE	Deputy General Manager (HR & Admin)	No	954,515.00
0400015	Full Secondary Table	DANGRE	FURNITURE	Deputy General Manager (HR & Admin)	No	954,515.00
0400016	Computer Table	DANGRE	FURNITURE	Deputy General Manager (HR & Admin)	No	4562,233.00

## FA-302 How to: View an Asset

### Introduction

This process demonstrates, how to view an asset.

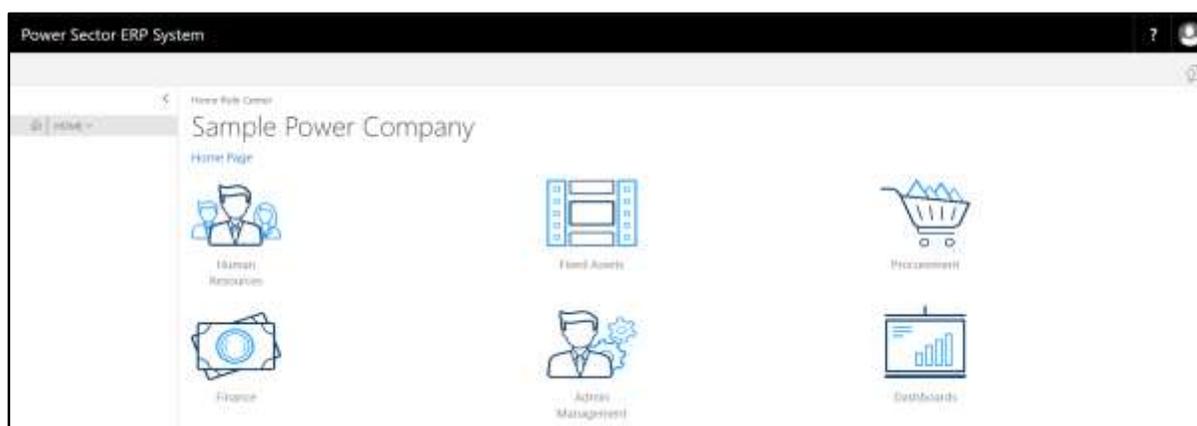
### Roles

- Module user and module admin, both can view an asset.

### View an Asset

To view asset, follow the steps below.

- A. Login with your respective **Fixed Asset User credentials**. ERP Landing Page, as below, will be appeared on successful login.



B. Choose the "Fixed Assets" icon.



Fixed Asset Landing Page will be appeared as below



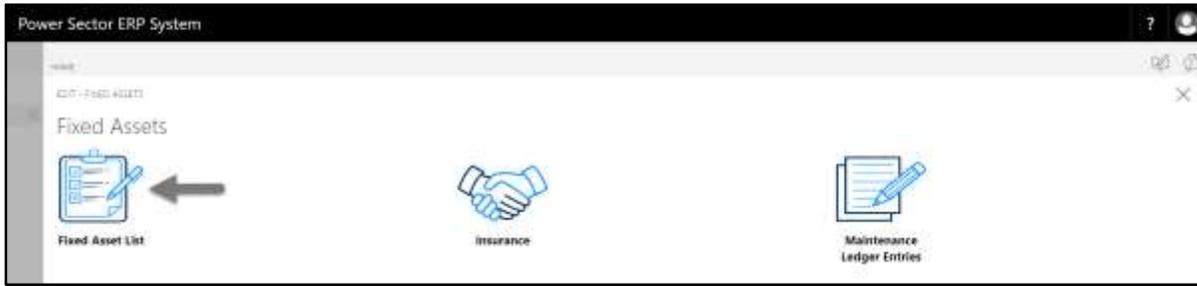
C. Choose the "Assets" in Fixed Asset Landing Page.



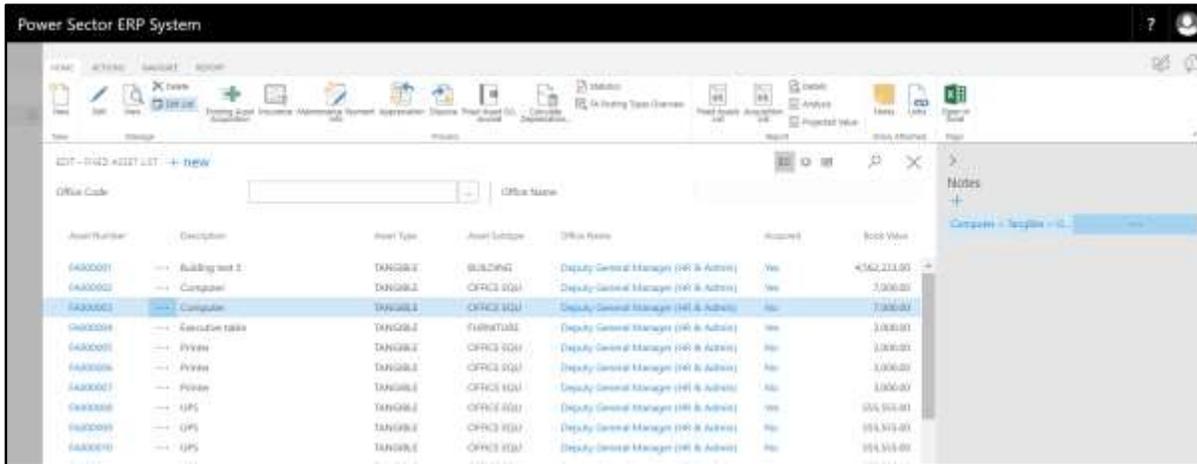
The following Fixed Asset page will be appeared.



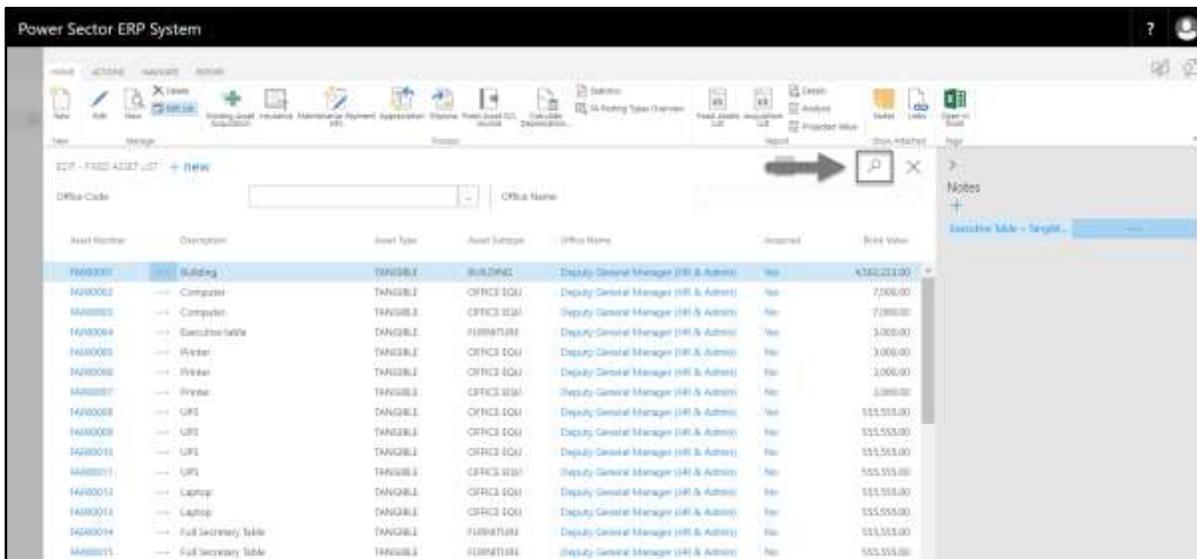
D. Choose the **“Fixed Asset List”** in Fixed Asset Page.



The following **Asset List Page** will be appeared.

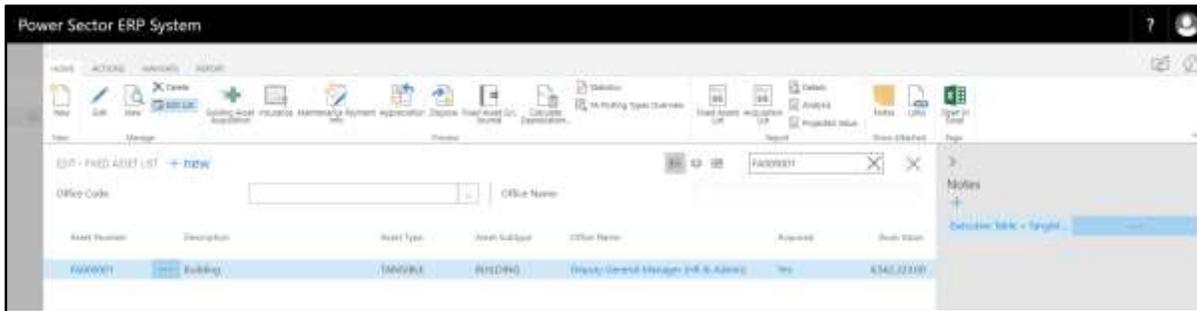


E. Use **search box** to find an asset.

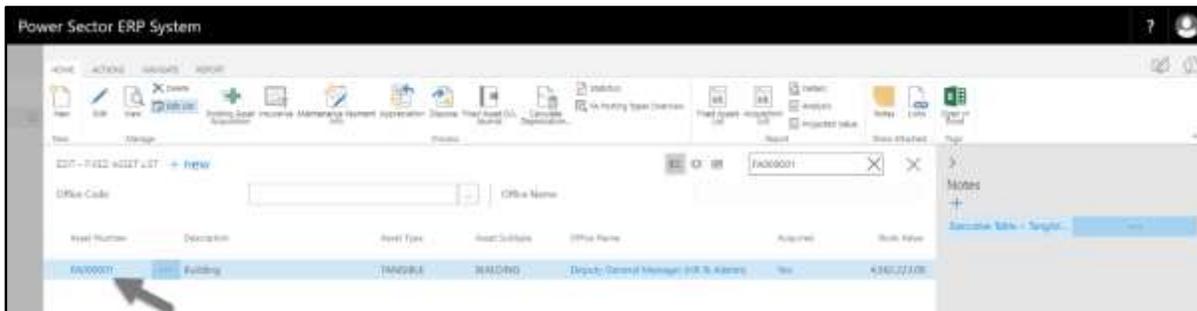


F. Search **Asset** by system ID in Employee List Page.

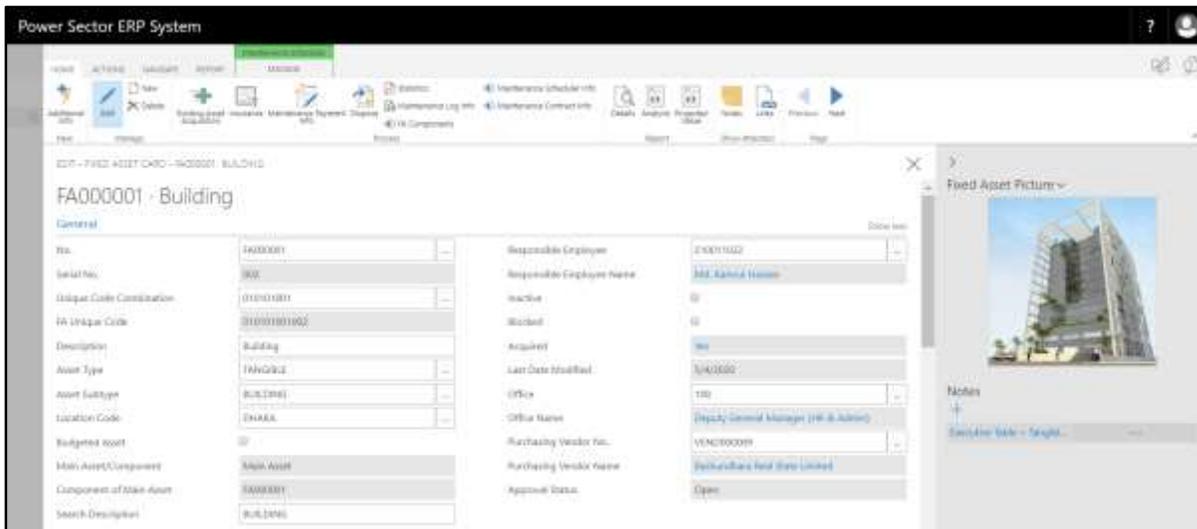
- **Asset ID: FA000001**



G. Select ID to access the Fixed Asset Card page.



The following **Fixed Asset Card** page will be appeared.



Following section of Fixed Asset Card page can be viewed.

### FA-302.1 General Information

General		Show less	
No.	FA000001	Responsible Employee	210011022
Serial No.	002	Responsible Employee Name	Md. Kamrul Hassan
Unique Code Combination	010101001	Inactive	<input type="checkbox"/>
FA Unique Code	010101001002	Blocked	<input type="checkbox"/>
Description	Building	Acquired	Yes
Asset Type	TANGIBLE	Last Date Modified	5/4/2020
Asset Subtype	BUILDING	Office	100
Location Code	DHAKA	Office Name	Deputy General Manager (HR & Admin)
Budgeted Asset	<input type="checkbox"/>	Purchasing Vendor No.	VEND000005
Main Asset/Component	Main Asset	Purchasing Vendor Name	Bashundhara Real State Limited
Component of Main Asset	FA000001	Approval Status	Open
Search Description	BUILDING		

### FA-302.2 Depreciation Book

Depreciation Book		Show less	
Depreciation Book Code	COMFANY	Depreciation Starting Date	1/1/2020
Posting Group	BUILDING	No. of Depreciation Years	10.00
Depreciation Method	Straight-Line	Depreciation Ending Date	12/31/2029
		Book Value	4,562,223.00
		<a href="#">Add More Depreciation Books</a>	

### FA-302.3 Maintenance

Maintenance			
Maintenance Vendor No.	VEND000007	Maintenance Start Date	1/1/2025
Maintenance Vendor Description	Energypack	Maintenance End Date	1/2/2025
Under Maintenance	<input checked="" type="checkbox"/>	Last Service Date	

### FA-302.4 Miscellaneous

Maintenance			
Maintenance Vendor No.	VEND000007	Maintenance Start Date	1/1/2025
Maintenance Vendor Description	Energypack	Maintenance End Date	1/2/2025
Under Maintenance	<input checked="" type="checkbox"/>	Last Service Date	

## FA-303 How to: New Asset Register

### Introduction

This process demonstrates how to register a new asset.

This section contains -

- FA-303.1 General Information
- FA-303.2 Depreciation Book Information
- FA-303.3 Maintenance Information
- FA-303.4 Miscellaneous
- FA-303.5 Additional Information
- FA-303.6 FA Component
- FA-303.7 Main Asset Component
- FA-303.8 Upload Asset Image

### Roles

- Module user and module admin, both can add new employee.

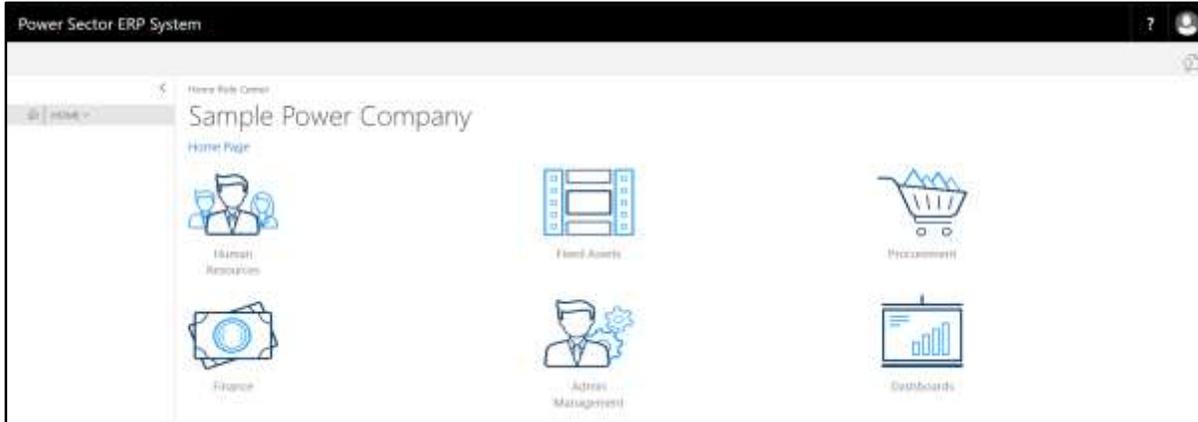
### Prerequisite

- Module Admin credentials – username and password

### Register an Asset

To register new asset, follow the steps below.

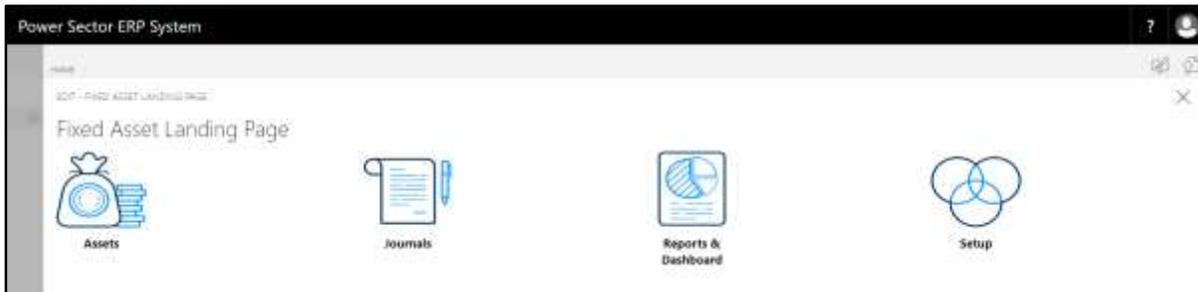
- A. Login with your respective **Fixed Asset User credentials**. ERP Landing Page, as below, will be appeared on successful login.



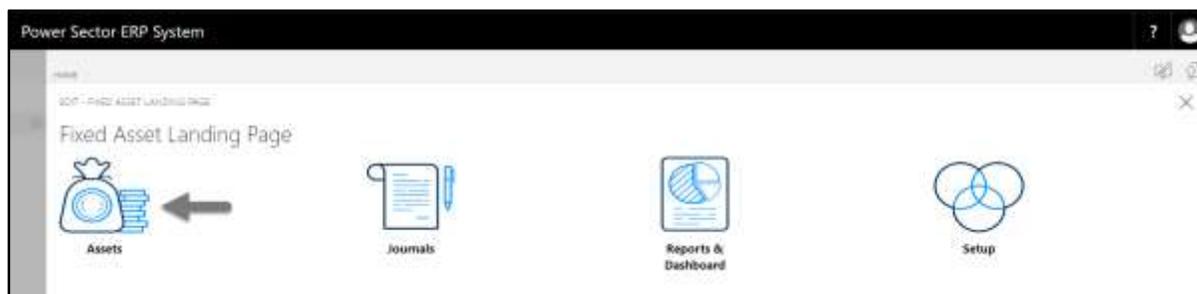
B. Choose the “Fixed Assets” icon.



Fixed Asset Landing Page will be appeared as below



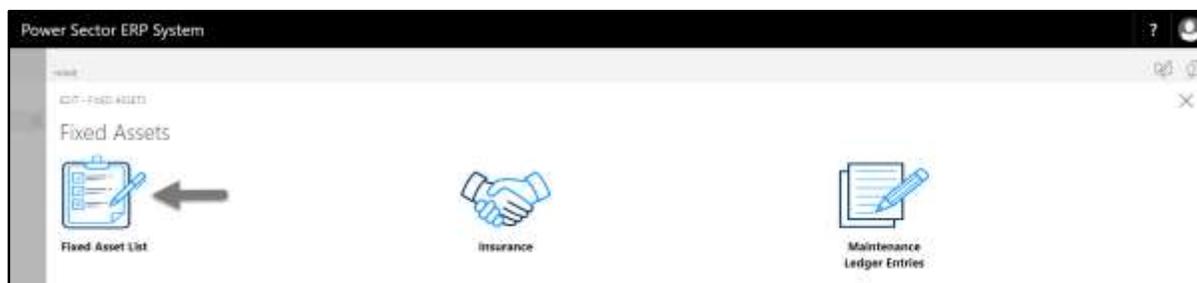
C. Choose the “**Assets**” in Fixed Asset Landing Page.



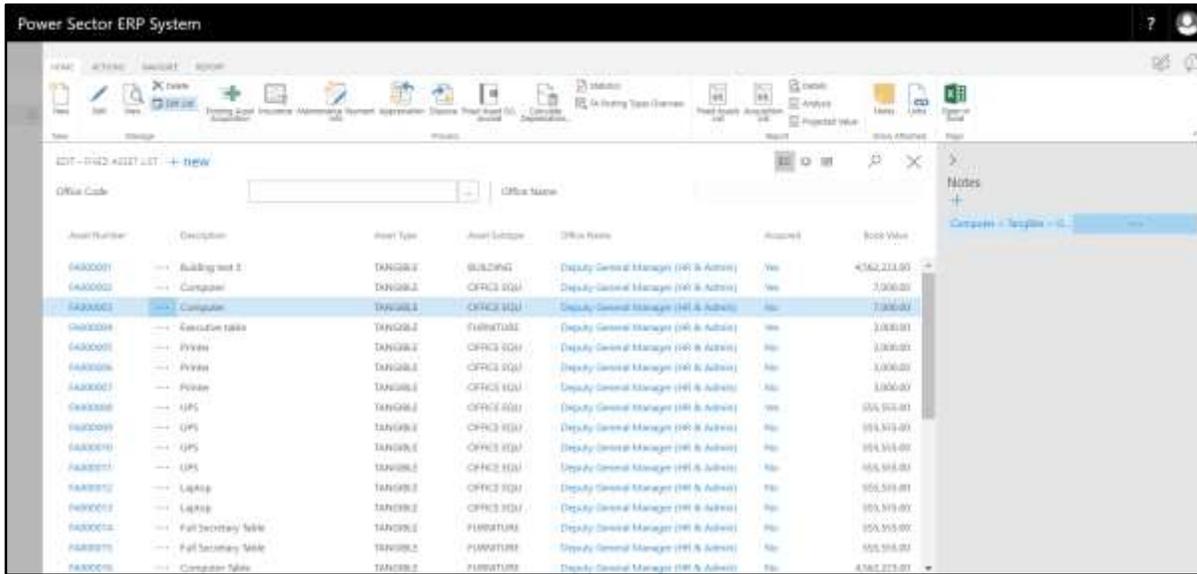
The following **Fixed Asset** page will be appeared.



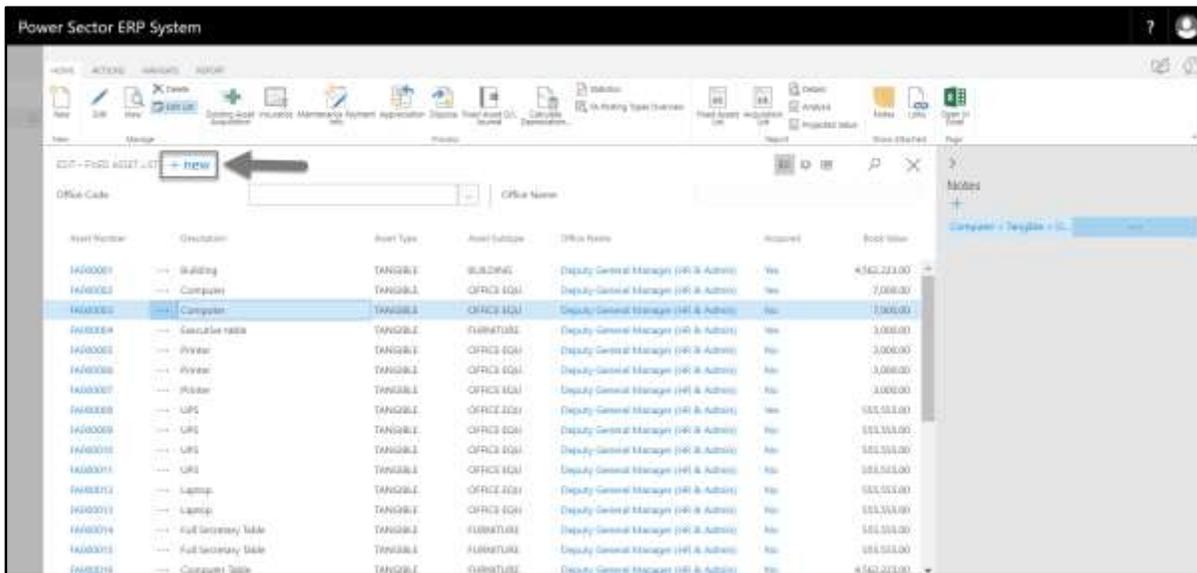
D. Choose the “**Fixed Asset List**” in Fixed Asset Page.



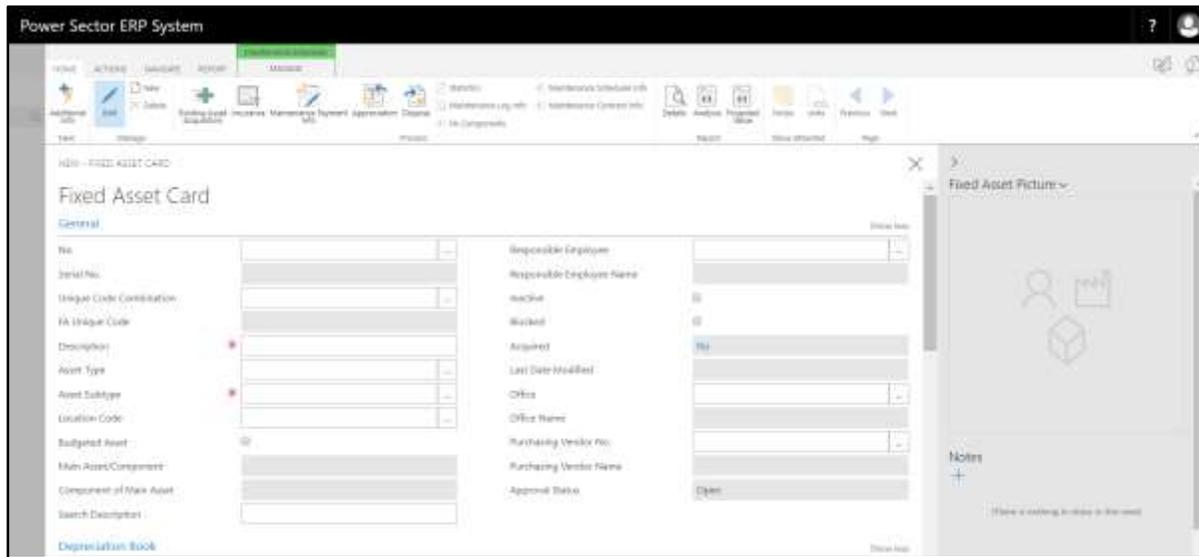
The following **Asset List Page** will be appeared.



E. Choose **"New"** to register an asset.



The following **Fixed Asset Card** page will be appeared.



- F. Provide information described in FA-303.1 to FA-303.8 as available to proceed with new asset register successfully.

### FA-303.1 Add General Information

1. Choose the **Asset No.** from the dropdown by clicking on  button.
  - **Asset No: FA000579**
2. **Serial No.** will be populated by the system based on selected Asset No.
  - **Serial No.: 003**
3. Choose the **Unique Code Combination** from the dropdown by clicking on  button.
  - **Unique Code Combination: 010101001**
4. **FA Unique Code** will be populated by the system based on selected Unique Code Combination.
  - **FA Unique Code: 010101001003**
5. Provide asset **Description** here.
  - **Description: Computer**

6. Choose the **Asset Type** from the dropdown by clicking on  button.
  - **Asset Type: TANGIBLE**
7. Choose the **Asset Subtype** from the dropdown by clicking on  button.
  - **Asset Subtype: COMPUTER**
8. Choose the **Location Code** from the dropdown by clicking on  button.
  - **Location Code: DHAKA**
9. Select **Budgeted Asset** checkbox, if applicable.
10. **Main Asset/Component** will be populated by the system based on selected Main Asset Component.
  - **Main Asset/Component: Main Asset**
11. **Component of Main Asset** will be populated by the system based on selected Main Asset Component.
  - **Component of Main Asset: FA000579**
12. Provide **Search Description** here.
  - **Search Description: COMPUTER**
13. Choose **Responsible Employee ID** from the dropdown by clicking on  button.
  - **Responsible Employee: 210011026**
14. **Responsible Employee Name** will be populated by the system based on selected Responsible Employee ID.
  - **Responsible Employee Name: Md. Refat Hossain Chowdhury**
15. Select **Inactive** checkbox, if applicable.
16. Select **Blocked** checkbox, if applicable.
17. **Acquired** will be populated by the system based on selected Office.
  - **Acquired: No**
18. **Last Date Modified** will be populated by the system based on selected Office.
  - **Last Date Modified: 5/2/2020**
19. Choose the **Office** from the dropdown by clicking on  button.
  - **Office: 103**

20. **Office Name** will be populated by the system based on selected Office.

- **Office Name: Chief Engineer**

21. Choose **Purchasing Vendor No.** from the dropdown by clicking on  button.

- **Purchasing Vendor No.: VEND000010**

22. **Purchasing Vendor Name** will be populated by the system based on selected Purchasing Vendor No.

- **Purchasing Vendor Name: Rayan Technologies**

23. **Approval Status** will be populated by the system based on register new asset.

- **Approval Status: Open**



## FA-303.2 Add Depreciation Book Information

Scroll down to view **Depreciation Book Information** panel.

1. Choose the **Depreciation Book Code** from the dropdown by clicking on  button.

- **Depreciation Book Code: COMPANY**

2. Choose the **Posting Group** from the dropdown by clicking on  button.

- **Posting Group: COMPUTER**

3. Choose the **Depreciation Method** from the dropdown by clicking on  button.

- **Depreciation Method: Straight-Line**

4. Choose the **Depreciation Starting Date** from the dropdown by clicking on  button.
  - **Depreciation Starting Date: 1/1/2020**
5. Provide No. of **Depreciation Years** here.
  - **Depreciation Years: 5.00**
6. **Depreciation Ending Date** will be populated by the system based on selected No. of Depreciation Years.
  - **Depreciation Ending Date: 12/31/2024**
7. **Book Value** will be populated by the system.

The screenshot shows a 'Depreciation Book' form with the following fields and values:

Depreciation Book Code	COMWNY	1	Depreciation Starting Date	1/1/2020	4
Posting Group	COMPUTER	2	No. of Depreciation Years	5.00	5
Depreciation Method	Straight-Line	3	Depreciation Ending Date	12/31/2024	6
			Book Value	6.00	7

At the bottom of the form, there is a link: [Add More Depreciation Books](#)

## FA-303.3 Add Maintenance Information

Scroll down to view **Maintenance Information** panel.

1. Choose the **Maintenance Vendor No.** from the dropdown by clicking on  button.
  - **Maintenance Vendor No.: VEND000010**
2. **Maintenance Vendor Description** will be populated by the system based on selected Maintenance Vendor No.
  - **Maintenance Vendor Description: Rayan Technologies**
3. Select **Under Maintenance** checkbox, if applicable.
4. Choose the **Maintenance Start Date** from the dropdown by clicking on  button.
  - **Maintenance Start Date: 5/1/2020**
5. Choose the **Maintenance End Date** from the dropdown by clicking on  button.
  - **Maintenance End Date: 7/1/2020**

6. **Last Service Date** will be populated by the system if applicable.

The screenshot shows a 'Maintenance' form with the following fields and values:

Field	Value
Maintenance Vendor No.	VDR000010
Maintenance Vendor Description	Neura Technologies
Under Maintenance	<input checked="" type="checkbox"/>
Maintenance Start Date	5/1/2020
Maintenance End Date	5/1/2020
Last Service Date	

## FA-303.4 Add Miscellaneous

Scroll down to view **Miscellaneous** panel.

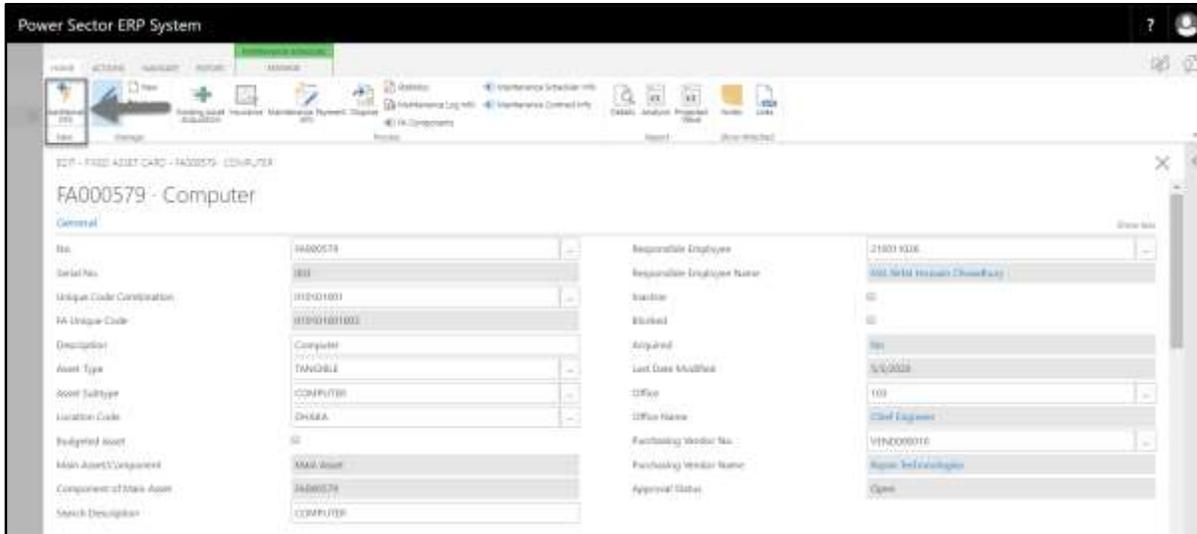
1. Choose the **Next Service Date** from the dropdown by clicking on  button.
  - **Next Service Date: 1/1/2022**
2. Select **Is Under Warranty** checkbox, if applicable.
3. Choose the **Warranty Expiration Date** from the dropdown by clicking on  button.
  - **Warranty Expiration Date: 1/1/2022**
4. **Insured** will be populated by the system.
  - **Insured: No**

The screenshot shows a 'Miscellaneous' form with the following fields and values:

Field	Value
Next Service Date	1/1/2022
Is Under Warranty	<input checked="" type="checkbox"/>
Warranty Expiration Date	1/1/2022
Insured	No

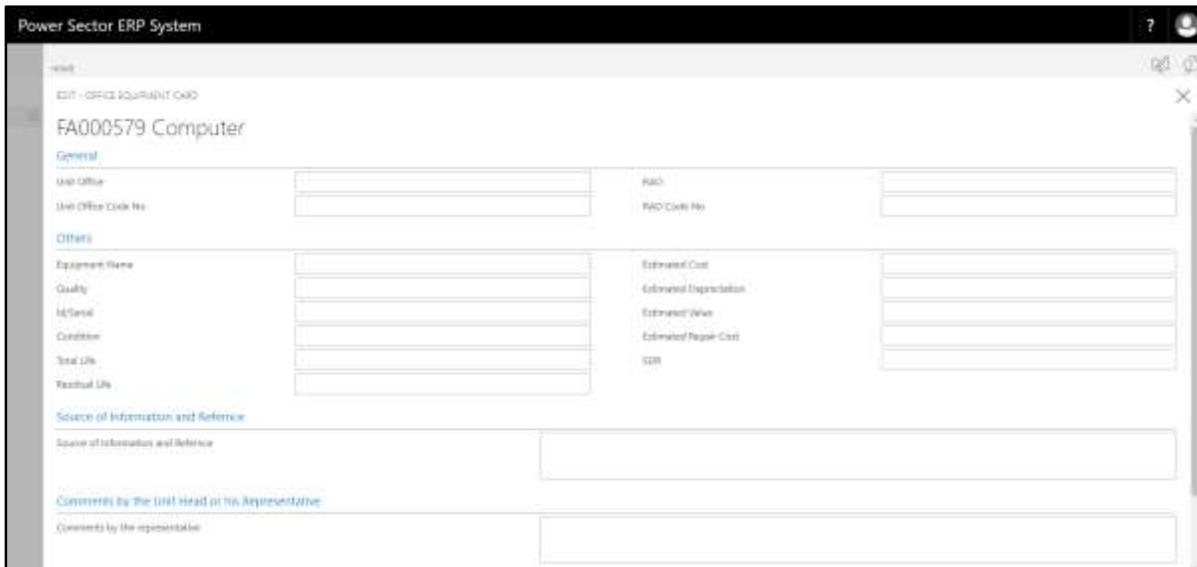
## FA-303.5 Add Additional Information

Choose the Additional Information Tab to add Additional Information for the asset.



### FA-303.5.1 Add Additional Information (Subtype for Computer)

The Following Additional Information page for subtype of "**Computer**" will be appeared as below.



1. Provide **Unit Office** here.
  - **Unit Office: Test Unit Office**
2. Provide **Unit Office Code No** here.
  - **Unit Office Code No: 1234567890**
3. Provide **RAO** here.
  - **RAO: Test RAO**
4. Provide **RAO Code No** here.
  - **RAO Code No: 12345**
5. Provide **Equipment Name** here.
  - **Equipment Name: Samsung - Bios**
6. Provide **Quality** here.
  - **Quality: Good**
7. Provide **ID/Serial** here.
  - **ID/Serial: ID-1234567890**
8. Provide **Condition** here.
  - **Condition: Well**
9. Provide **Total Life** here.
  - **Total Life: 5 Years**
10. Provide **Residual Life** here.
  - **Residual Life: 5 Years**
11. Provide **Estimated Cost** here.
  - **Estimated Cost: 50,000.00**
12. Provide **Estimated Depreciation** here.
  - **Estimated Depreciation: 10,000.00**
13. Provide **Estimated Value** here.
  - **Estimated Value: 5,000.00**
14. Provide **Estimated Repair Cost** here.
  - **Estimated Repair Cost: 5,000.00**
15. Provide **SDR** here.

- **SDR: Test SDR**

16. Provide **Source of Information and Reference** here.

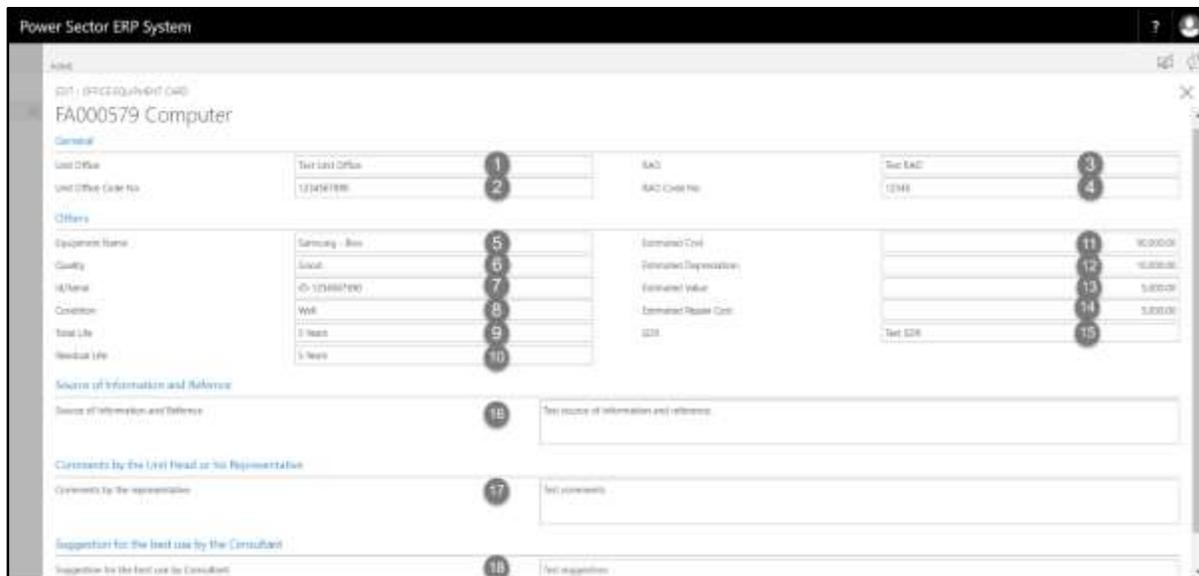
- **Source of Information and Reference: Test source of information and reference.**

17. Provide **Comments by the Unit Head or his Representative** here.

- **Comments by the Unit Head or his Representative: Test comments.**

18. Provide **Suggestion for the best use by the Consultant** here.

- **Suggestion for the best use by the Consultant: Test suggestion.**



### FA-303.5.2 Add Additional Information (Subtype for Building)

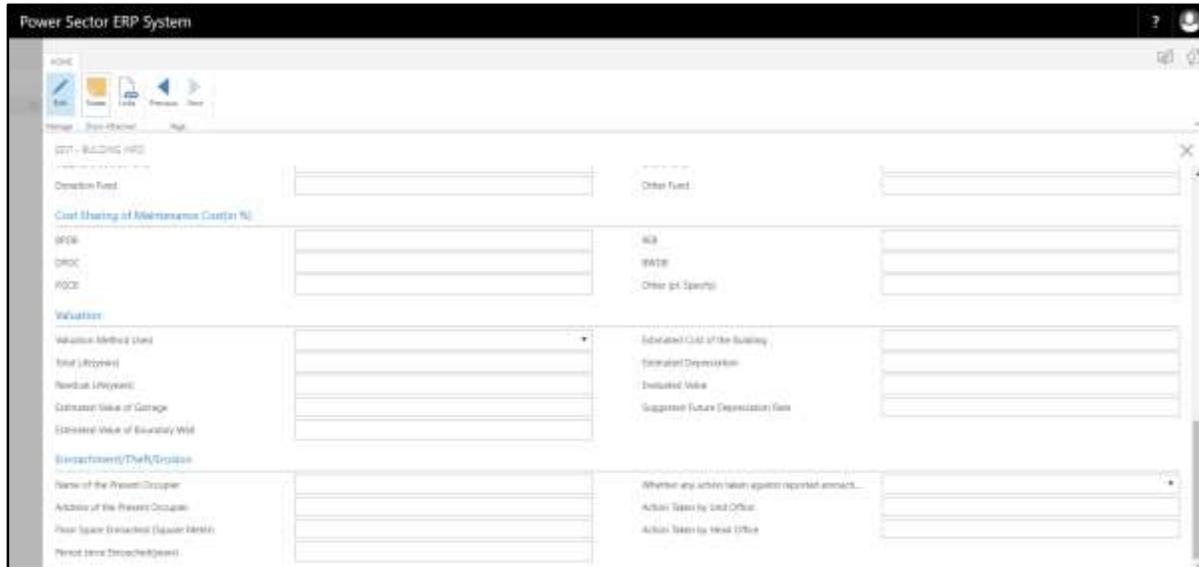
If the subtype is selected for **Building**, the following Additional Information page will be appeared.

The screenshot shows the 'Additional Information' page for a Building subtype. The page title is 'EDIT - BUILDING INFO' and the asset ID is 'FAD00579 Building'. The page is divided into several sections:

- General:** Includes fields for 'Unit Office', 'Unit Office Code No', 'RAC', and 'RAC Code No'.
- Names and description of the Asset:** Includes a 'Condition' dropdown menu.
- Identification of The Building:** Includes fields for 'Plot # KCI', 'Station # KCI', and 'Mesa Name'.
- Area Information (In square meter):** Includes fields for 'Nett Area (SqM)', 'Number of Floor', 'Total Floor Area (SqM)', and 'Number of Unit (Each Floor)'.
- Share/Lease Unit (In SqM):** Includes fields for 'SFC', 'DMC', 'RSC', 'WA', 'PWR', and 'Other'.

The screenshot shows the 'Additional Information' page for a Building subtype, focusing on structural and financing details. The page title is 'EDIT - BUILDING INFO'. The page is divided into several sections:

- Other Details:** Includes a 'Present Use' dropdown menu.
- Structural Data:** Includes fields for 'Total Layer (One to Decimals)', 'Construction Cost', 'Year of Construction', 'Year of last major maintenance', 'Number of Construction', and 'Type of Foundation'.
- Other Data:** Includes fields for 'Number of Garage', 'Parking (Parking Meter)', 'Boundary Wall (Parking Meter)', and 'Barrier (Non-Parking Meter)'.
- Source of financing:** Includes fields for 'Own Source Fund', 'Supplier's Source Fund', 'Debtbank Fund', 'Self Financing Fund', 'Grant Fund', and 'Other Fund'.



1. Provide **Unit Office** here.
  - **Unit Office: Test Office**
2. Provide **Unit Office Code No** here.
  - **Unit Office Code No: 145450**
3. Provide **RAO** here.
  - **RAO: Test RAO**
4. Provide **RAO Code No** here.
  - **RAO Code No: 178770**
5. Choose the **Condition** from the dropdown by clicking on  button.
  - **Condition: Excellent**
6. Provide **Plot # (CS)** here.
  - **Plot # (CS): 68**
7. Provide **Khatian # (CS)** here.
  - **Khatian # (CS): 780**
8. Provide **Mouza Name** here.
  - **Mouza Name: Senbgah**
9. Provide **Plinth Area (SqM)** here.
  - **Plinth Area (SqM): 5,000.00**

10. Provide **Number of Floor** here.
  - **Number of Floor: 10**
11. Provide **Total Floor Area (SqM)** here.
  - **Total Floor Area (SqM): 4,500.00**
12. Provide **Number of Unit (Each Floor)** here.
  - **Number of Unit (Each Floor): 4.00**
13. Provide **Share/Joint Use with BPDB** here.
  - **Share/Joint Use with BPDB: 500**
14. Provide **Share/Joint Use with DPDC** here.
  - **Share/Joint Use with DPDC: 600**
15. Provide **Share/Joint Use with PGCB** here.
  - **Share/Joint Use with PGCB: 450**
16. Provide **Share/Joint Use with REB** here.
  - **Share/Joint Use with REB: 300**
17. Provide **Share/Joint Use with BWDB** here.
  - **Share/Joint Use with BWDB: 450**
18. Provide **Share/Joint Use with Other** here.
  - **Share/Joint Use with Other: 1500.**
19. Choose the **Present Use** from the dropdown by clicking on  button.
  - **Present Use: Sub-Station**
20. Provide **Total Land (Acre & Decimal)** here.
  - **Total Land (Acre & Decimal): 2.00**
21. Provide **Construction Cost** here.
  - **Construction Cost: 900,000,000.00**
22. Provide **Year of Construction** here.
  - **Year of Construction: 2015**
23. Provide **Year of Last Major Maintenance** here.
  - **Year of Last Major Maintenance: 2020**

24. Choose the **Nature of Construction** from the dropdown by clicking on



button.

- **Nature of Construction: Brick Masonry**

25. Choose the **Type of Foundation** from the dropdown by clicking on



button.

- **Type of Foundation: Brick**

26. Provide **Number of Garage** here.

- **Number of Garage: 6**

27. Provide **Fencing (Running Meter)** here.

- **Fencing (Running Meter): 100**

28. Provide **Boundary Wall (Running Meter)** here.

- **Boundary Wall (Running Meter): 50**

29. Provide **Barbed Wire (Running Meter)** here.

- **Barbed Wire (Running Meter): 50**

30. Provide **Own Source Fund** here.

- **Own Source Fund: 500,000,000.00**

31. Provide **Supplier's Source Fund** here.

- **Supplier's Source Fund: 100,000,000.00**

32. Provide **Donation Fund** here.

- **Donation Fund: 100,000,000.00**

33. Provide **Government Financing Fund** here.

- **Government Financing Fund: 50,000,000.00**

34. Provide **Grant Fund** here.

- **Grant Fund: 10,000,000.00**

35. Provide **Other Fund** here.

- **Other Fund: 100,000,000.00**

36. Provide **Cost Sharing of Maintenance Cost with BPDB** here.

- **Cost Sharing of Maintenance Cost with BPDB: 10**

37. Provide **Cost Sharing of Maintenance Cost with DPDC** here.

- **Cost Sharing of Maintenance Cost with DPDC: 10**
38. Provide **Cost Sharing of Maintenance Cost with PGCB** here.
- **Cost Sharing of Maintenance Cost with PGCB: 10**
39. Provide **Cost Sharing of Maintenance Cost with REB** here.
- **Cost Sharing of Maintenance Cost with REB: 5**
40. Provide **Cost Sharing of Maintenance Cost with BWDB** here.
- **Cost Sharing of Maintenance Cost with BWDB: 5**
41. Provide **Cost Sharing of Maintenance Cost with Other** here.
- **Cost Sharing of Maintenance Cost with Other: 10**
42. Choose the **Valuation Method Used** from the dropdown by clicking on  button.
- **Valuation Method Used: Best Judgement**
43. Provide **Total Life (Years)** here.
- **Total Life (Years): 50**
44. Provide **Residual Life (Years)** here.
- **Residual Life (Years): 45**
45. Provide **Estimated Value of Garage** here.
- **Estimated Value of Garage: 150000000**
46. Provide **Estimated Value of Boundary Wall** here.
- **Estimated Value of Boundary Wall: 10000000**
47. Provide **Estimated Cost of the Building** here.
- **Estimated Cost of the Building: 600000000**
48. Provide **Estimated Depreciation** here.
- **Estimated Depreciation: 100000000**
49. Provide **Evaluated Value** here.
- **Evaluated Value: 700000000**
50. Provide **Suggested Future Depreciation Rate** here.
- **Suggested Future Depreciation Rate: 10**
51. Provide **Name of the Present Occupier** here.

- **Name of the Present Occupier: MD. Jalal Uddin**

52. Provide **Address of the Present Occupier** here.

- **Address of the Present Occupier: Senbagh, Mirpur**

53. Provide **Floor Space Enroached (SqM)** here.

- **Floor Space Enroached (SqM): 100**

54. Provide **Period since Enroached (Year)** here.

- **Period since Enroached (Year): 2019**

55. Choose the **Whether any action taken against reported encroachment** from the

dropdown by clicking on  button.

- **Whether any action taken against reported encroachment: Yes**

56. Provide **Action Taken by Unit Office** here.

- **Action Taken by Unit Office: Test unit office**

57. Provide **Action Taken by Head Office** here.

- **Action Taken by Head Office: Test Head office**

Section	Field Number	Field Name	Value
General	1	Unit Office	Test office
	2	Unit Office Code No.	105450
	3	RAO	Test RAO
	4	RAO Code No.	Y1070
Name and description of the Asset	5	Condition	Excellent
Identification of the Building	6	Plot # (CS)	50
	7	Market # (CS)	300
Area Information (in square meter)	9	Plot Area (SqM)	5000.00
	10	Number of Floor	10
	11	Total Floor Area (SqM)	4500.00
	12	Number of unit (each floor)	4.00

Power Sector ERP System

EDIT - BUILDING HQ

Share/Apart Used(Sqm)

APR	13	300	HR	16	300
DRD	14	400	DRD	17	400
PGR	15	400	Other	18	1500

Other Details

Present Use: Sub-station 19

Structural Data

Total Land (Plot & Decline)	20	230	Year of last major maintenance	23	2010
Construction Cost	21	980,000,000.00	Feature of Construction	24	Block Masonry
Year of Construction	22	2013	Type of Foundation	25	RAIL

Other Data

Number of Garage	26	6	Boundary Wall(Length Meter)	28	30
Fencing (Boundary Meter)	27	100	Suburb Wire(Fencing Meter)	29	30

Source of Financing

Own Source fund	30	590,000,000.00	Govt Financing Fund	33	50,000,000.00
Supplier's Source Fund	31	190,000,000.00	Other Fund	34	10,000,000.00
Donation Fund	32	190,000,000.00	Other Fund	35	190,000,000.00

Power Sector ERP System

EDIT - BUILDING HQ

Own Source fund	590,000,000.00	Govt Financing Fund	50,000,000.00
Supplier's Source Fund	190,000,000.00	Other Fund	10,000,000.00
Donation Fund	190,000,000.00	Other Fund	190,000,000.00

Cost Sharing of Maintenance Cost(in %)

APR	36	10	HR	39	5
DRD	37	10	DRD	40	5
PGR	38	10	Other (pl. Specify)	41	10

Valuation

Valuation Method Used	Best Judgement	42	Estimated Cost of the Building	47	90000000
Total Depreciation	43	30	Estimated Depreciation	48	30000000
Residual Life(year)	44	40	Evaluated Value	49	70000000
Estimated Value of Damage	45	10000000	Suggested Future Depreciation Rate	50	10
Estimated Value of Boundary Wall	46	10000000			

Encumbrance/Thrift/Encumbrance

Name of the Present Occupier	MD. Idris Uddin	51	Whether any action taken against reported enc...	Yes	56
Address of the Present Occupier	Sardarbagh, Mirpur	52	Action Taken by Unit Office	Not any office	57
Floor Space Encumbered (Square Meter)		53	Action Taken by Head Office	Not head office	57
Permit/consent Issued(year)		54			

### FA-303.5.3 Add Additional Information (Subtype for Circuit Breaker)

If the subtype is selected for **Circuit Breaker**, the following Additional Information page will be appeared.

Power Sector ERP System

EDIT - CIRCUIT BREAKER CARD

FA000579 Circuit Breaker

General

Unit Office:  SAC:

Unit Office Code No:  ARC Code No:

Name and Description of the Asset

Name of the Power Recept:  Name of Sub-station/DS:

IP Code:  Sub-Station Type:

Circuit Breaker Information

SAC:  Total Life:

KV:  Residual Life:

Type:  Estimated Cost:

Make:  Estimated Depreciation:

Year of Manufacture:  Estimated Value:

Country of Origin:  Future Rate of Depreciation:

Status:  Ready Maintenance Cost:

Immediate Removal Cost:

Power Sector ERP System

EDIT - CIRCUIT BREAKER CARD

KV:

Type:

Make:

Year of Manufacture:

Country of Origin:

Status:

Residual Life:

Estimated Cost:

Estimated Depreciation:

Estimated Value:

Future Rate of Depreciation:

Ready Maintenance Cost:

Immediate Removal Cost:

Source of Information & Reference

Source of Information and Reference:

Comments by Unit Head or his Representative

Comments:

Suggestion for the best use by the Consultant

Suggestion:

1. Provide **Unit Office** here.
  - **Unit Office: Test Unit Office**
2. Provide **Unit Office Code No** here.
  - **Unit Office Code No:123456789**

3. Provide **RAO** here.
  - **RAO: Test RAO**
4. Provide **RAO Code No** here.
  - **RAO Code No: 954321**
5. Provide **Name of the power Plant (PP)** here
  - **Name of the power Plant (PP): Rajendrapur PP**
6. Provide **PP Code** here.
  - **PP Code: 5676**
7. Provide **Name of Sub-Station (SS)** here.
  - **Name of Sub-station(SS): Rajendrapur123kV GIS Substation**
8. Choose the **Sub-Station Type** from the dropdown by clicking on  button.
  - **Sub-Station Type: Distribution**
9. Provide **SL#ID** here.
  - **SL#ID: 12**
10. Provide **A** here.
  - **A: 23**
11. Provide **KV** here.
  - **KV: 34**
12. Provide **Type** here.
  - **Type: 56**
13. Provide **Make** here.
  - **Make: 54**
14. Provide **Year of Manufacture** here.
  - **Year of Manufacture: 2010**
15. Provide **Country of Origin** here.
  - **Country of Origin: Japan**
16. Choose the **Status** from the dropdown by clicking on  button.
  - **Status: Good**

17. Provide **Total Life** here.
  - **Total Life: 20.00**
18. Provide **Residual Life** here.
  - **Residual Life: 5.00**
19. Provide **Estimated Cost** here.
  - **Estimated Cost: 1,500,000.00**
20. Provide **Estimated Depreciation** here.
  - **Estimated Depreciation: 100,000.00**
21. Provide **Evaluation Value** here.
  - **Evaluation Value: 30,000.00**
22. Provide **Future Rate of Depreciation** here.
  - **Future Rate of Depreciation: 5.00**
23. Provide **Yearly Maintenance Cost** here.
  - **Yearly Maintenance Cost: 20,000.00**
24. Provide **Immediate Renovation Cost** here.
  - **Immediate Renovation Cost: 10,000.00**
25. Provide **Source of Information & Reference** here.
  - **Source of Information & Reference: Test Information**
26. Provide **Comments** here.
  - **Comments: Test comments**
27. Provide **Suggestion** here.
  - **Suggestion: Test suggestion**

Power Sector ERP System

EDIT - CIRCUIT BREAKER CARD

FA000579 Circuit Breaker

**General**

Unit Office	Net and office	1	RAC	Net RAC	3
Unit Office Code No	12048789	2	RAC Code No	PH021	4

**Name and Description of the Asset**

Name of the Power (Asset)	Representative PP	5	Name of Sub-station(S)	Representative 11kV HV Substation	7
PP Code	9479	6	Sub-station Type	Distribution	8

**Circuit Breaker Information**

ISAC		9	12	Total Life		17	2020
A	25	10		Residual Life		18	5.00
KV		11	34	Estimated Cost		19	1,500,000.00
Type	02	12		Estimated Depreciation		20	18,000.00
Make	14	13		Excluded Value		21	0.000000
Year of Manufacture		14	2010	Factor Rate of Depreciation		22	5.00
Country of Origin	Japan	15		Yearly Maintenance Cost		23	30,000.00
Model	1500	16		Immediate Renovation Cost		24	10,000.00

**Source of Information & Reference**

Source of Information and Reference

Net information

25

**Comments by Unit Head or its Representative**

Comments

Net comments

26

**Suggestion for the best use by the Consultant**

Suggestion

Net suggestion

27

### FA-303.5.4 Add Additional Information (Subtype for Civil Work)

If the subtype is selected for **Civil Work**, the following Additional Information page will be appeared.

The screenshot shows the 'Additional Information' page for 'Civil Work' in the Power Sector ERP System. The page title is 'FA000579 Civil Work'. The page is divided into several sections:

- Name and Description of the Asset:** Includes fields for Asset Type (dropdown), Unit Office, Unit Office Code, Net Code, and Asset Name.
- Other Details:** Includes fields for Description of Civil Work, Year of Construction, Area of Land/Area and District, Plot Number (if), Measuring Unit, Size, and Condition.
- Source of Financing:** Includes a table with columns for WFE, REE, GROC, WDE, POC, and Other, each with a corresponding input field.

The screenshot shows the 'Additional Information' page for 'Civil Work' in the Power Sector ERP System, focusing on the 'Source of Financing' section. The page title is 'FA000579 Civil Work'. The page is divided into several sections:

- Year of Construction:** Includes a field for Year of Construction.
- Source of Financing:** Includes a table with columns for WFE, REE, GROC, WDE, POC, and Other, each with a corresponding input field.
- Source of Financing:** Includes fields for Own Source, Gift/Donation, Grant, Supplier Credit, Self Financing, and Other.
- Maintenance Cost Data:** Includes fields for Cost of Last Renovation, Year of Last Renovation, Annual Maintenance Cost, and Immediate Renovation Cost.
- Cost Sharing of Maintenance Cost:** Includes a table with columns for WFE, REE, GROC, WDE, POC, and Other, each with a corresponding input field.

1. Choose the **Asset Type** from the dropdown by clicking on  button.
  - **Asset Type: Roads**
2. Provide **Unit Office** here.
  - **The Unit Office: Test Unit Office**

3. Provide **Unit Office Code** here.
  - **Unit Office Code: 1234567890**
4. Provide **RAO Code** here.
  - **RAO Code: 1234567890**
5. Provide **Rao Name** here.
  - **Rao Name: Test RAO**
6. Provide **Plot Number (CS)** here.
  - **Plot Number (CS): 2345678**
7. Choose the **Measuring Unit** from the dropdown by clicking on  button.
  - **Measuring Unit: Running Meter**
8. Provide **Size** here.
  - **Size: 10.00**
9. Choose the **Condition** from the dropdown by clicking on  button.
  - **Condition: Good**
10. Provide **Description of Civil Work** here.
  - **Description of Civil Work: Test description**
11. Provide **Year of Construction** here.
  - **Year of Construction: 2,020.00**
12. Provide **Area of Land (Acre and Decimal)** here.
  - **Area of Land(Acre and Decimal): 15Acre**
13. Provide **Share/Joint Use with BPDB** here.
  - **BPDB: 1**
14. Provide **Share/Joint Use with REB** here.
  - **REB: 2**
15. Provide **Share/Joint Use with DPDC** here.
  - **DPDC: 1**
16. Provide **Share/Joint Use with BWDB** here.
  - **BWDB: 1**

17. Provide **Share/Joint Use with PGCB** here.
  - **PGCB: 3**
18. Provide **Share/Joint Use with Other** here.
  - **Other: 1**
19. Provide **Own Source** here.
  - **Own Source: 1,000,000.00**
20. Provide **Gifts/Donation** here.
  - **Gifts/Donation: 20,000.00**
21. Provide **Grant** here.
  - **Grant: 200,000.00**
22. Provide **Suppliers Credit** here.
  - **Suppliers Credit: 15,000.00**
23. Provide **Govt Financing** here.
  - **Govt Financing: 100,000.00**
24. Provide **Other** here.
  - **Other: 10,000.00**
25. Provide **Cost of Last Renovation** here.
  - **Cost of Last Renovation: 70,000.00**
26. Provide **Year of Last Renovation** here.
  - **Year of Last Renovation: 2020**
27. Provide **Annual Maintenance Cost** here.
  - **Annual Maintenance Cost: 60,000.00**
28. Provide **Immediate Renovation Cost** here.
  - **Immediate Renovation Cost: 600,000.00**
29. Provide **Cost Sharing with Maintenance Cost with BPDB** here.
  - **BPDB: 10000**
30. Provide **Cost Sharing with Maintenance Cost with REB** here.
  - **REB: 10000**
31. Provide **Cost Sharing with Maintenance Cost with DPDC** here.

- **DPDC: 10000**

32. Provide **Cost Sharing with Maintenance Cost with BWDB** here.

- **BWDB: 10000**

33. Provide **Cost Sharing with Maintenance Cost with PGCB** here.

- **PGCB: 10000**

34. Provide **Cost Sharing with Maintenance Cost with Other** here.

- **Other: 10000**

**Power Sector ERP System**

FA000579 Civil Work

Name and Description of the Asset

Asset Type	Roads	1	Plot Number (CD)	CD4918	6
Unit Office	Test Unit Office	2	Measuring Unit	Running Meter	7
Unit Office Code	12345678	3	Size		8
Plot Code	12345678	4	Condition	Good	9
Plot Name	Test R/O	5			

Other Details

Description of Civil Work	Test description	10	Area of Location and District	15 Area	12
Year of Construction		11			

Other/Unit (select from area each asset)

DPDC		13	BWDB		16
PGCB		14	PGCB		17
Other		15	Other		18

Source of Financing

Own Source		19	Supplier Credit		22
City/Division		20	Grant Financing		23
Grant		21	Other		24

Maintenance Cost Data

Cost of Last Renovation		25	Annual Maintenance Cost		27
Year of Last Renovation	2020	26	Immediate Renovation Cost		28

Cost Sharing of Maintenance Cost

DPDC		29	BWDB		32
PGCB		30	PGCB		33
Other		31	Other		34

## FA-303.5.5 Add Additional Information (Subtype for Furniture)

If the subtype is selected for **Furniture**, the following Additional Information page will be appeared.

The screenshot displays the 'Additional Information' page for a furniture asset in the Power Sector ERP System. The page is titled 'FA000579 Furniture' and is divided into several sections:

- General:** Fields for Unit Office, Unit Office Code No, RAO, and RAO Code No.
- Office Furniture:** Fields for Furniture Name, Quality, Use Location, Condition, Newest LFN, and Total Life.
- Source of Information & Reference:** Field for Source of Information.
- Comments by Unit Head or his Representative:** Field for Comments.
- Suggestion for the Best use by the Consultant:** Field for Suggestion by Consultant.

1. Provide **Unit Office** here.
  - **Unit Office: Test Unit Office**
2. Provide **Unit Office Code No** here.
  - **Unit Office Code No: 1234567**
3. Provide **RAO** here.
  - **RAO: Test RAO**
4. Provide **RAO Code No** here.
  - **RAO Code No: 7654321**
5. Provide **Furniture Name** here.
  - **Furniture Name: Executive Chair**
6. Provide **Quality** here.
  - **Quality: Good**
7. Provide **Use Location** here.
  - **Use Location: Dhaka**

8. Choose the **Condition** from the dropdown by clicking on  button.

- **Condition: Good**

9. Provide **Residual Life** here.

- **Residual Life: 3**

10. Provide **Total Life** here.

- **Total Life: 5**

11. Provide **Estimated Cost** here.

- **Estimated Cost: 8,000.00**

12. Provide **Estimated Depreciation** here.

- **Estimated Depreciation: 2,000.00**

13. Provide **Estimated Value** here.

- **Estimated Value: 6,000.00**

14. Provide **Estimated Repair Cost** here.

- **Estimated Repair Cost: 1,000.00**

15. Provide **SDR** here.

- **SDR: 1,000.00**

16. Provide **Source of Information & Reference** here.

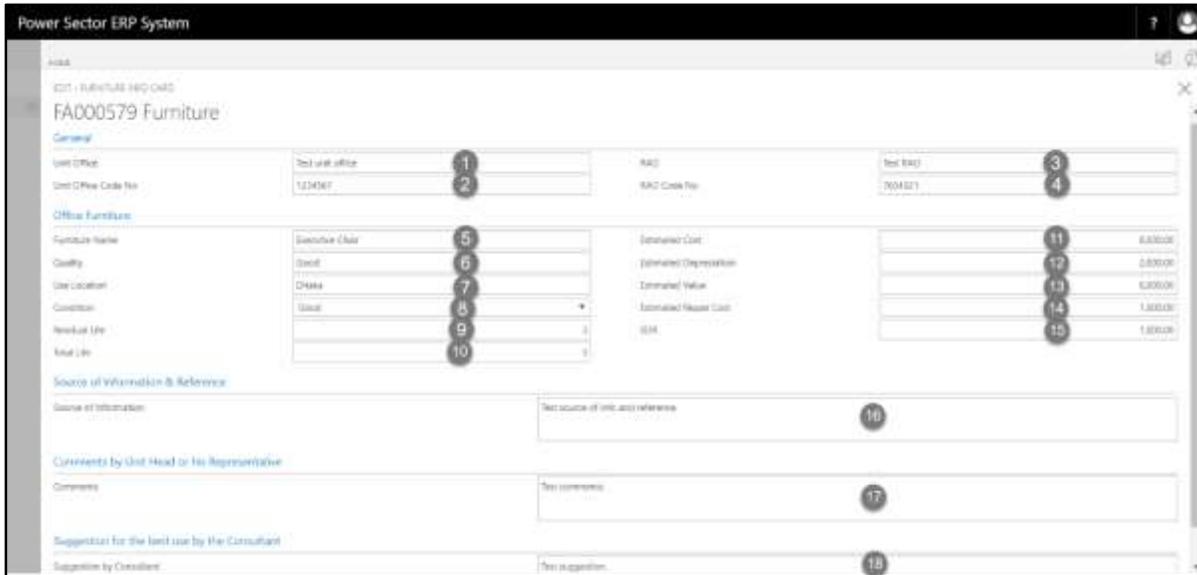
- **Source of Information & Reference: Test source of information and reference.**

17. Provide **Comments** here.

- **Comments: Test comments.**

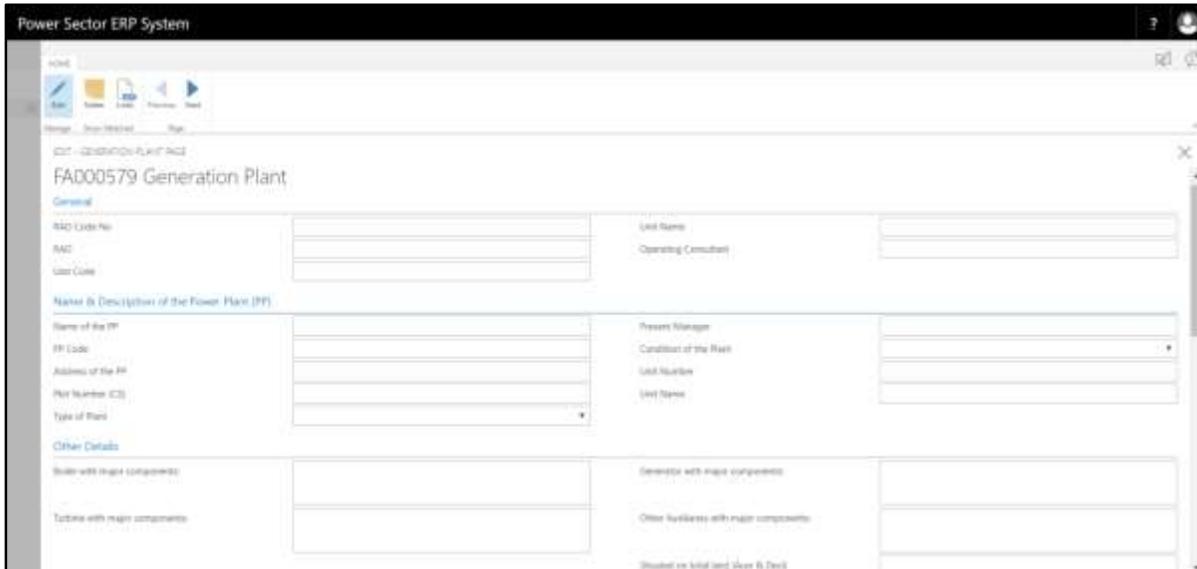
18. Provide **Suggestion** here.

- **Suggestion: Test suggestion.**



### FA-303.5.6: Add Additional Information (Subtype for Generation Plant)

If the subtype is selected for **Generation Plant**, the following Additional Information page will be appeared.



**Operational Data**

Installed Capacity		Derated Capacity	
MW Generation (FY 1999-2000)		Availability %	
Maximum Capacity Used (FY 1999-2000)		End of Test used	
Country Of Origin		Start/Stop Hours (1999-2000)	
Name Capacity			

**Advanced Data**

Installation start (Year)		Expected Life in years	
Installation End (Year)		Date of Commissioning	
Transfer to Reserve Budget (Year)		Remaining Life (Years)	

**Supplier/Contractor**

Name of the Supplier		Address of the Station	
Address of the Supplier		Local Associate Name	
Name of the Station		Local Associated Address	

1. Provide **RAO Code No** here.
  - **RAO Code No: 1234567**
2. Provide **RAO** here.
  - **RAO: Test RAO**
3. Provide **Unit Code** here.
  - **Unit Code: 7654321**
4. Provide **Unit Name** here.
  - **Unit Name: Test Unit name**

5. Provide **Operating Consulting** here.
  - **Operating Consulting: Test name**
6. Provide **Name of the PP** here.
  - **Name of the PP: Khulna Power Plant**
7. Provide **PP Code** here.
  - **PP Code: 2334**
8. Provide **Address of the PP** here.
  - **Address of the PP: Radhanagar, Khulna**
9. Provide **Plot Number (CS)** here.
  - **Plot Number (CS): 2445**
10. Choose the **Type of Plant** from the dropdown by clicking on  button.
  - **Type of Plant: Steam**
11. Provide **Present Manager** here.
  - **Present Manager: Mumu Sen Rakhine**
12. Choose the **Condition of the Plant** from the dropdown by clicking on  button.
  - **Condition of the Plant: Excellent**
13. Provide **Unit Number** here.
  - **Unit Number: 3**
14. Provide **Unit Name** here.
  - **Unit Name: Hydro Steam**
15. Provide **Boiler with major components** here.
  - **Boiler with major components: Test components**
16. Provide **Turbine with major components** here.
  - **Turbine with major components: Test components**
17. Provide **Generator with major components** here.
  - **Generator with major components: Test components**
18. Provide **Other Auxiliaries with major components** here.
  - **Other Auxiliaries with major components: Test components**

19. Provide **Situated on total land (Acer & Deci)** here.
  - **Situated on total land (Acer & Deci): 2**
20. Provide **Installed Capacity** here.
  - **Installed Capacity: 1,000.00**
21. Provide **KWH Generated (FY-1999-2000)** here.
  - **KWH Generated (FY-1999-2000): 500**
22. Provide **Maximum Capacity Used (FY 1999-2000)** here.
  - **Maximum Capacity Used (FY 1999-2000): 1,000.00**
23. Provide **Country of Origin** here.
  - **Country of Origin: Japan**
24. Provide **Rated Capacity** here.
  - **Rated Capacity: 1,200.00**
25. Provide **Derated Capacity** here.
  - **Derated Capacity: 300.00**
26. Provide **Availability %** here.
  - **Availability %: 50**
27. Choose the **Kind of Fuel Used** from the dropdown by clicking on  button.
  - **Kind of Fuel Used: Furnace**
28. Provide **Shut Down Hours (1999-2000)** here.
  - **Shut Down Hours (1999-2000): 14**
29. Provide **Installation Start (Year)** here.
  - **Installation Start (Year): 2015**
30. Provide **Installation End (Year)** here.
  - **Installation End (Year): 2015**
31. Provide **Transfer to Revenue budget (Year)** here.
  - **Transfer to Revenue budget (Year): 2016**
32. Provide **Expected Life of Years** here.
  - **Expected Life of Years: 2045**

33. Choose the **Date of Commissioning** from the calendar by clicking on  button.
- **Date of Commissioning: 9/1/2018**
34. Provide **Remaining of Life (Years)** here.
- **Remaining of Life (Years): 25**
35. Provide **Name of the Supplier** here.
- **Name of the Supplier: Dave Biederman**
36. Provide **Address of the Supplier** here.
- **Address of the Supplier: Minnesota, USA**
37. Provide **Name of Erectors** here.
- **Name of Erectors: Jesse Pinkman**
38. Provide **Address of the Erectors** here.
- **Address of the Erectors: Colorado, USA**
39. Provide **Local Associates Name** here.
- **Local Associates Name: Emu Rakhine**
40. Provide **Local Associated Address** here.
- **Local Associated Address: Moghbazar, Dhaka**
41. Provide **Own Source Amount** here.
- **Own Source Amount: 100,000,000.00**
42. Provide **Supplier Credit Amount (FC)** here.
- **Supplier Credit Amount (FC): 50,000,000.00**
43. Provide **Buyer Credit Amount (FC)** here.
- **Buyer Credit Amount (FC): 50,000,000.00**
44. Provide **Outstanding Credit Amount** here.
- **Outstanding Credit Amount: 50,000,000.00**

45. Provide **Govt. Financing Amount** here.
- **Govt. Financing Amount: 50,000,000.00**
46. Provide **Supplier Credit Amount (LC)** here.
- **Supplier Credit Amount (LC): 50,000,000.00**
47. Provide **Buyer's Credit Amount (LC)** here.
- **Buyer's Credit Amount (LC): 50,000,000.00**
48. Provide **Number of Outstanding Instalment** here.
- **Number of Outstanding Instalment: 50**
49. Provide **Year of the Overhauling Cost** here.
- **Year of The Overhauling Cost: 1,000,000.00**
50. Provide **Immediate Overhauling Cost** here.
- **Immediate Overhauling Cost: 100,000.00**
51. Provide **Yearly Maintenance Cost** here.
- **Yearly Maintenance Cost : 1,000,000.00**
52. Provide **Year of Last Repairing** here.
- **Year of Last Repairing : 2019**
53. Provide **Erosion** here.
- **Erosion: 500000**
54. Provide **Source of Information** here.
- **Source of Information: Test source of Information.**
55. Provide **Remarks** here.
- **Remarks: Test remarks.**

Power Sector ERP System

FA000579 Generation Plant

**General**

AWD Class No.	UJ0001	1	Unit Name	Test with code	4
AWD	Test AWG	2	Operating Consultant	Test name	5
Unit Code	UD421	3			

**Name & Description of the Power Plant (PP)**

Name of the PP	Shubra Power Plant	6	Plant Manager	Shubra San Pathak	11
PP Code	UJ04	7	Condition of the Plant	Operational	12
Address of the PP	Southwest, Madhya	8	Unit Number	1	13
Net Number (CC)	20001	9	Unit Name	Hydro Steam	14
Type of Plant	Steam	10			

**Other Details**

Boiler with major components	Test components	15	Generator with major components	Test components	17
Turbine with major components	Test components	16	Other Auxiliaries with major components	Test components	18
			Shows an error and User & Dev	1	19

**Operational Data**

Installed Capacity	100000	20	Desired Capacity	100000	25
AWG Generated (FY 1999-2000)	100000	21	Availability %	100%	26
Maximum Capacity Used (FY 1999-2000)	100000	22	Head of Fuel used	Percent	27
Country Of Origin	Japan	23	Start Stop Hours (1999-2000)	14:00	28
Rated Capacity	1,000,000	24			

**Relevant Dates**

Installation start (Year)	2011	29	Expected Life in years	20	32
Installation End (Year)	2011	30	Date of Commissioning	3/1/2010	33
Transfer to Revenue Budget (Year)	2014	31	Remaining Life (Years)	10	34

**Supplier/Contractor**

Name of the Supplier	Shub Pathak	35	Address of the Electrician	Colombia, USA	38
Address of the Supplier	Madhya Pradesh, India	36	Local Executive Name	Shub Pathak	39
Name of the Electrician	Shub Pathak	37	Local National Address	Madhya Pradesh, India	40

**Source Financing**

Overhead Interest	1000000000	41	Bank Financing Amount	1000000000	45
Supplier's Credit Amount (IC)	1000000000	42	Supplier's Credit Amount (IC)	1000000000	46
Supplier's Credit Amount (IC)	1000000000	43	Supplier's Credit Amount (IC)	1000000000	47
Overheading Credit Interest	1000000000	44	Number of outstanding installment	10	48

**Maintenance Record**

Year of Last Overhauling cost	1,000,000.00	49	Device	00000	53
Immediate Overhauling cost	10000000	50	Source Of Information	Test source of information	54
Yearly Maintenance Cost	1,000,000.00	51	Remarks	Test remarks	55
Year of Last Major Repairing	2011	52			

### FA-303.5.7 Add Additional Information (Subtype for Land)

If the subtype is selected for **Land**, the following Additional Information page will be appeared.

The screenshot shows the 'Additional Information' page for a land asset with ID FA000579, titled 'Land For Office Building'. The page is divided into three main sections: General, Location Info, and Area Identification. Each section contains several input fields for data entry.

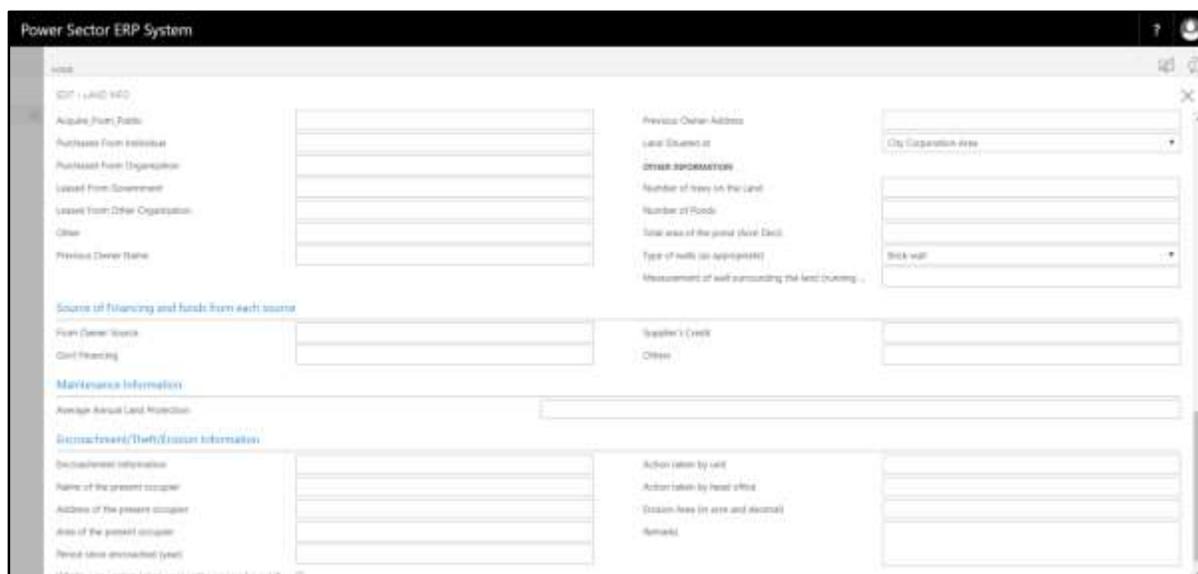
Section	Field Name	Field Type
General	RAC Code	Text
	RAC Name	Text
	Unit Code	Text
Location Info	Name of the Area	Text
	Module Name	Text
	Plot Code	Text
Area Identification	Name	Text
	Group	Text
	East	Text
	West	Text
	Area in Govt Record	Text
	Area in Physical Measurement	Text

The screenshot shows the 'Additional Information' page for a land asset, focusing on the 'OTHER' and 'PRESENT USES OF LAND' sections. The 'OTHER' section includes fields for measurement type, deed information, and acquisition details. The 'PRESENT USES OF LAND' section is a table for recording various land uses with their respective areas.

Section	Field Name	Field Type
OTHER	Measurement Type	Text
	Measurement Type (Other Details)	Text
	Reason for not Recording the Land	Text
	Deed No.	Text
	Deed Date	Text
	Holding Type	Text
	Address of Tahsil Office	Text
RELEVANT DATES	Acquisition/Purchase/Lesse Date	Text
	Possession Date	Text
OVT AND SHJUM INFORMATION	Mutation Date	Text
	Registration Date	Text
	Acquisition/Purchase/Lesse Cost	Text
	Land Developt Cost	Text

Section	Field Name	Field Type
PRESENT USES OF LAND WITH AREA FOR EACH PURPOSE	Office Building	Text
	Residential Building	Text
	Power Station	Text
	Sub-station	Text
	Fallow (Government) Land	Text
	Pond/Water Body	Text
	Unauthorized Realisation	Text
	School/College	Text
	Hospital	Text
	Club	Text
	Unauthorized Shop	Text
	Road	Text
	Rest House	Text
	Other (Please specify)	Text
	Roady-Crossland	Text
Play Field	Text	
Mosque	Text	
Stone/Clack Yard	Text	
Bank Shop	Text	
Feeding Center	Text	



1. Provide **RAO Code** here.
  - **RAO Code: 3453**
2. Provide **RAO Name** here.
  - **RAO Name: Test RAO**
3. Provide **Unit Code** here.
  - **Unit Code: 5454**
4. Provide **Unit Name** here.
  - **Unit Name: TEST UNIT NAME**
5. Provide **Operating Consultant** here.
  - **Operating Consultant: Zubayer Ahmed**
6. Provide **Name of Area** here.
  - **Name of Area: Polton**
7. Provide **Mouza Name** here.
  - **Mouza Name: Polton**
8. Choose **Post Code** from the dropdown.
  - **Post Code: 3423**
9. Provide **Thana** here.
  - **Thana: DHAKA**

10. Provide **Post Office** here.
  - **Post Office: DHAKA**
11. Provide **District** here.
  - **District: DHAKA**
12. Provide **North Area** here.
  - **North: building**
13. Provide **South Area** here.
  - **South: building**
14. Provide **East Area** here.
  - **East: building**
15. Provide **West Area** here.
  - **West: Road**
16. Provide **Area in Govt Record** here.
  - **Area in Govt Record: 15.00**
17. Provide **Area in Physical Measurement** here.
  - **Area in Physical Measurement: 14.00**
18. Provide **Khatian No** here.
  - **Khatian No: 64654654654**
19. Provide **Joat No** here.
  - **Joat No: 654**
20. Provide **Dag. No** here.
  - **Dag. No: 654654654**
21. Choose **Procurement Type** from the dropdown.
  - **Procurement Type: Purchase**
22. Provide **Procurement Type Other Details** here.
  - **Procurement Type Other Details: Test procurement type other details**
23. Provide **Reason of not Recording the Land** here.
  - **Reason of not Recording the Land: Test reason**
24. Provide **Deed No** here.

- **Deed No: ASDFG456**
25. Choose **Deed Date** from the dropdown.
- **Deed Date: 3/5/2015**
26. Choose **Holding Type** from the dropdown.
- **Holding Type: Free Hold**
27. Provide **Address of Tahsil Office** here.
- **Address of Tahsil Office: Sahbag**
28. Provide **Address of Settlement Office** here.
- **Address of Settlement Office: Sahbag**
29. Choose **Acquisition/Purchase/Lease Date** from the dropdown.
- **Acquisition/Purchase/Lease Date: 5/1/2015**
30. Choose **Possession Date** from the dropdown.
- **Possession Date: 7/1/2015**
31. Choose **Mutation Date** from the dropdown.
- **Mutation Date: 8/1/2015**
32. Choose **Registration Date** from the dropdown.
- **Registration Date: 9/1/2015**
33. Provide **Acquisition/Purchase/Lease Coast** here.
- **Acquisition/Purchase/Lease Coast: 5,000,000.00**
34. Provide **Land Develop Cost** here.
- **Land Develop Cost: 10,000.00**
35. Provide **Last Khajna Paid** here.
- **Last Khajna Paid: 1,500.00**
36. Provide **Year** here.
- **Year: 2018**
37. Provide **Area Paid For** here.
- **Area Paid For: 15.00**
38. Provide **Rate Per Decimal** here.
- **Rate Per Decimal: 250,000.00**

39. Provide **Office Building** here.
- **Office Building: 4.00**
40. Provide **Residential Building** here.
- **Residential Building: 4.00**
41. Provide **Power Station** here.
- **Power Station: 2.00**
42. Provide **Sub-station** here.
- **Sub-station: 1.00**
43. Provide **Fallow (Undeveloped) Land** here.
- **Fallow (Undeveloped) Land: 3.00**
44. Provide **Pond/water** here.
- **Pond/water: 2.00**
45. Provide **Unauthorized Residence** here.
- **Unauthorized Residence: 1.00**
46. Provide **School/College** here.
- **School/College: 0.50**
47. Provide **Hospital** here.
- **Hospital: 0.50**
48. Provide **Club** here.
- **Club: 1.00**
49. Provide **Unauthorized Shop** here.
- **Unauthorized Shop: 0.90**
50. Provide **Road** here.
- **Road: 1.00**
51. Provide **Rest House** here.
- **Rest House: 2.00**
52. Provide **Other (Specify)** here.
- **Other (Specify): 1.50**
53. Provide **Paddy/Crop Land** here.

- **Paddy/Crop Land: 1.50**
54. Provide **Play Field** here.
- **Play Field: 1.00**
55. Provide **Mosque** here.
- **Mosque: 2.00**
56. Provide **Store/Stock Yard** here.
- **Store/Stock Yard: 3.00**
57. Provide **Work Shop** here.
- **Work Shop: 2.00**
58. Provide **Training Centre** here.
- **Training Centre: 1.00**
59. Provide **Acquire\_From\_Public** here.
- **Acquire\_From\_Public: 10.00**
60. Provide **Purchased From Individual** here.
- **Purchased From Individual: 4.00**
61. Provide **Purchased From Organization** here.
- **Purchased From Organization: 1.00**
62. Provide **Leased From Government** here.
- **Leased From Government: 2.00**
63. Provide **Leased From Organization** here.
- **Leased From Organization: 1.00**
64. Provide **Other** here.
- **Other: 2**
65. Provide **Previous Owner Name** here.
- **Previous Owner Name: Rabichandra Banarjee**
66. Provide **Previous Owner Address** here.
- **Previous Owner Address : Malibagh**
67. Choose **Land Situated at** from the dropdown.
- **Land Situated at: City Corporation Area**

68. Provide **Number of Trees of the Land** here.

- **Number of Trees of the Land: 1**

69. Provide **Number of Ponds** here.

- **Number of Ponds: 1**

70. Provide **Total Area of the Pond (Acre Deci)** here.

- **Total Area of the Pond (Acre Deci): 1**

71. Choose **Type of walls (as appropriate)** from the dropdown.

- **Type of walls (as appropriate): Brick wall**

72. Provide **Measurement of wall surrounding the land** here.

- **Measurement of wall surrounding the land: 10**

73. Provide **From Owner Source** here.

- **From Owner Source: 3,000.000.00**

74. Provide **Govt Financing** here.

- **Govt Financing: 500,000.00**

75. Provide **Supplier's Credit** here.

- **Supplier's Credit: 500,000.00**

76. Provide **Other's** here.

- **Other's: 1,000,000.00**

77. Provide **Average Annual Land Protection** here.

- **Average Annual Land Protection: 50,000.00**

78. Provide **Encroachment Information** here.

- **Encroachment Information: 50000**

79. Provide **Name of the Present Occupier** here.

- **Name of the Present Occupier: Jalal Uddin**

80. Provide **Address of the Present Occupier** here.

- **Address of the Present Occupier: Moghbazar, Dhaka**

81. Provide **Area of the Present Occupier** here.

- **Area of the Present Occupier: Moghbazar, Dhaka**

82. Provide **Period since Enroached (Year)** here.



Power Sector ERP System

FORM

EDIT - LAND INFO

OTHER

Procurement Type	Purchase	21
Procurement Type (Other Details)	Not procurement type other details	22
Reason for not Recording the Land	Not reason	23
Deed No.	ADD/046	24
Deed Date	11/0018	25
Building Type	Tree land	26
Address of Suburb Office	Sahing	27
Address of Settlement Office	Sahing	28

RECEIPT DATES

Acquisition/Purchase/Lease Date	1/1/2018	29
Occupancy Date	1/1/2018	30
Release Date	5/1/2018	31
Registration Date	1/1/2018	32

UNIT AND VALUATION INFORMATION

Acquisition/Purchase/Lease Cost		33	5,000,000.00
Land (Building) Cost		34	10,000.00
Land (Building) Fee		35	1,000.00
Tree		36	0.00
Area Paid For		37	10.00
Rate Per Decadal		38	200,000.00

PROPERTY LIST OF LAND WITH DEED FOR EACH PURPOSE

Office Building	39	4.00
Residential Building	40	4.00
Power Station	41	2.00
Sub-Station	42	1.00
Water Development Land	43	3.00
Road/Minor Road	44	2.00
Unauthorized Settlement	45	1.00
School/College	46	0.50
Project	47	0.50
Club	48	1
Unauthorized Shop	49	0.50
Road	50	1.00
Rest House	51	2.00
Other (Please specify)	52	1.00
Hotel/Restaurant	53	1.00
Play Field	54	1.00
Waste	55	2.00
Waste/Track Yard	56	0.50
WMA Shop	57	2.00
Tracking Center	58	1.00

Power Sector ERP System

FORM

EDIT - LAND INFO

Acquire From Public

		59	10.00
Purchased From Individual		60	4.00
Purchased From Organisation		61	1.00
Leased From Government		62	1.00
Leased From Other Organisation		63	1.00
Other		64	1
Previous Owner Name	Natchankalya Saraman	65	

Source of Financing and funds from each source

From Owner Source		73	1,000,000.00
Govt Financing		74	500,000.00

Maintenance Information

Average Annual Land Protection

		77	100000.00
--	--	----	-----------

Source/Event/Threat/Errors Information

Development Information

Source		76	
Name of the present occupier	SGP/18/01	79	
Address of the present occupier	Majhiwar, Dhaka	80	
Area of the present occupier	Majhiwar, Dhaka	81	
Period since constructed (year)		82	2008

Action taken by user

Yes		84	
No		85	
Doesn't take in care and demand		86	0.20
Annually		87	

Previous Owner Address

Land Situated at

Other Information

Number of trees on the Land		66	1
Number of Ponds		68	1
Total area of the parcel (Jury Dec)		70	1
Type of walls (in approved)	Block wall	71	1
Measurement of wall surrounding the land (building)		72	10

Setting

City Corporation Fee

Supplier's Credit

		75	100,000.00
Others		76	1,000,000.00

Weather and action taken against the development

11

### FA-303.5.8 Add Additional Information (Subtype for Generation Sub-Station)

If the subtype is selected for **Generation Sub-Station**, the following Additional Information page will be appeared.

Power Sector ERP System

FA000579 Generation Sub-Station

**General**

RAO Code:  Unit Name:   
RAO Name:  Operating Consultant:   
Unit Code:

**Name and Description of the Asset**

Power Plant Name:  PF Code:   
Voltage Ratio:  Capacity (MW):   
Sub-Station Name:  ID No:   
Condition:   
Present Custodian:

Power Sector ERP System

FA000579 Generation Sub-Station

Present Custodian:

**Other Details**

Isolator:  Lighting System:   
Control Panel:  Battery and Charger:   
Query Structure:  Capacitor Bank:   
Current Transformer:  Potential Transformer:   
Year of Commissioning:  Area of Land (Sq Ft):   
Supplier Name:  R/C Equipment:   
Address of Supplier:

**Source of Financing**

Own Source:  Supplier's Credit:   
Govt. Grant:  Govt. Financing:   
Other:

**Maintenance Information**

Inevitable Renovation Cost:  Heavy Maintenance Cost:   
Cost of Asset Acquisition:  Repair cost per office record:

1. Provide **RAO Code** here.
  - **RAO Code: 101**
2. Provide **RAO Name** here.
  - **RAO Name: Barisal**
3. Provide **Unit Code** here.

- **Unit Code: 6770**
4. Provide **Unit Name** here.
    - **Unit Name: Barisal**
  5. Provide **Operating Consultant** here
    - **Operating Consultant: Sajjad Hossain**
  6. Provide **Power Plant Name** here.
    - **Power Plant Name: Barisal Plant**
  7. Provide **Voltage Ratio** here.
    - **Voltage Ratio: 5.10**
  8. Provide **Sub-Station Name** here.
    - **Sub-Station Name: Barisal**
  9. Choose **Condition** from the dropdown.
    - **Condition: Good**
  10. Provide **Present Custodian** here.
    - **Present Custodian: Average**
  11. Provide **PP Code** here.
    - **PP Code: 255**
  12. Provide **Capacity (MVA)** here.
    - **Capacity (MVA): 250000**
  13. Provide **SS SI #** here.
    - **SS SI #: 20000**
  14. Provide **Isolator** here.
    - **Isolator: 3**
  15. Provide **Control Panel** here.
    - **Control Panel: 5**
  16. Choose the **Gantry Structure** here.
    - **Gantry Structure: 5**
  17. Provide **Current Transformer** here.
    - **Current Transformer: 10**

18. Provide **Year of the Commissioning** here.

- **Year of the Commissioning: 5**

19. Provide **Supplier Name** here.

- **Supplier Name: Metro Dhaka Station**

20. Provide **Address of Supplier** here.

- **Address of Supplier: Gulshan 2, Dhaka**

21. Provide **Lighting Arrestor** here.

- **Lighting Arrestor: 5**

22. Provide **Battery and Charger** here.

- **Battery and Charger: 12000**

23. Provide **Capacitor Bank** here.

- **Capacitor Bank: 2**

24. Provide **Potential Transformer** here

- **Potential Transformer: 5**

25. Provide **Area of Land (Acr/Deci)** here

- **Area of Land (Acr/Deci): 5,000.00**

26. Provide **PLC Equipment** here.

- **PLC Equipment: 10**

27. Provide **Own Source** here.

- **Own Source: 2,500,000.00**

28. Provide **Gifts/Donation** here.

- **Gifts/Donation: 500,000.00**

29. Choose the **Grant** here.

- **Grant: 500,000.00**

30. Provide **Supplier's Credit** here.

- **Supplier's Credit: 500,000.00**

31. Provide **Govt. Financing** here.

- **Govt. Financing: 50,000,000.00**

32. Provide **Other** here.

- **Other: 1,000,000.00**

33. Provide **Immediate Renovation Cost** here.

- **Immediate Renovation Cost: 500,000.00**

34. Provide **Cost of last renovation** here.

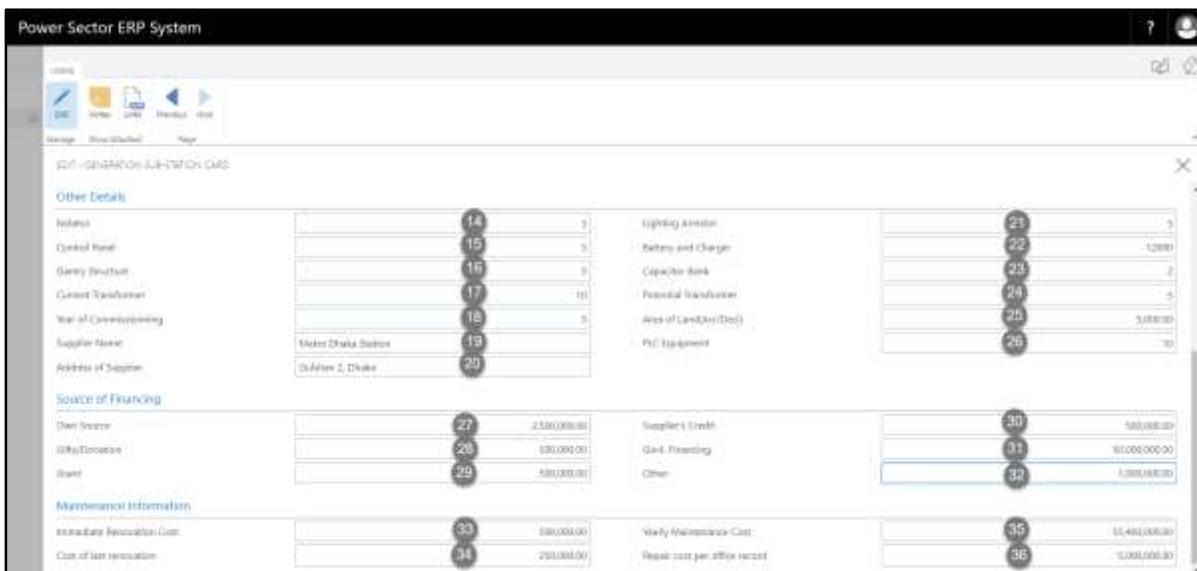
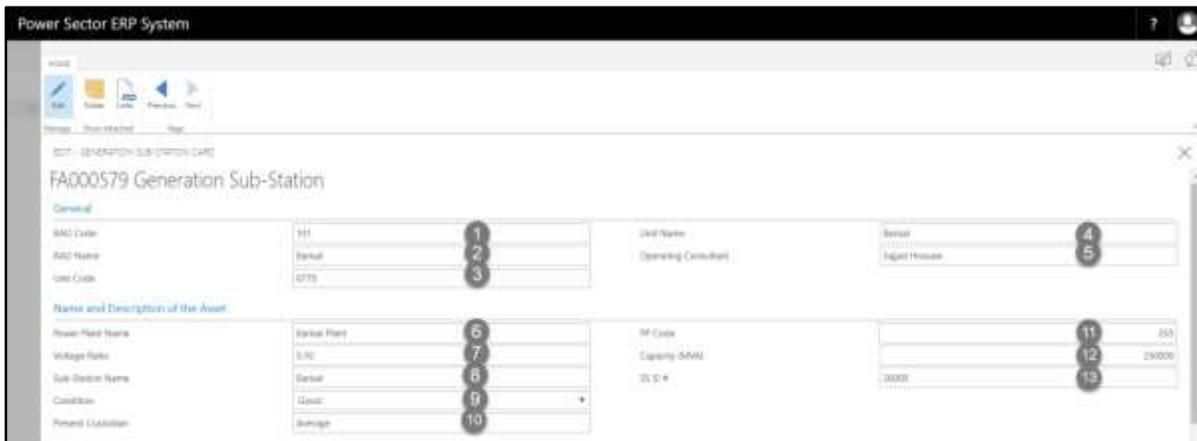
- **Cost of last renovation: 250,000.00**

35. Provide **Yearly Maintenance Cost** here.

- **Yearly Maintenance Cost: 55,400,000.00**

36. Provide **Repair Cost Per Office Record** here.

- **Repair Cost Per Office Record: 5,000,000.00**



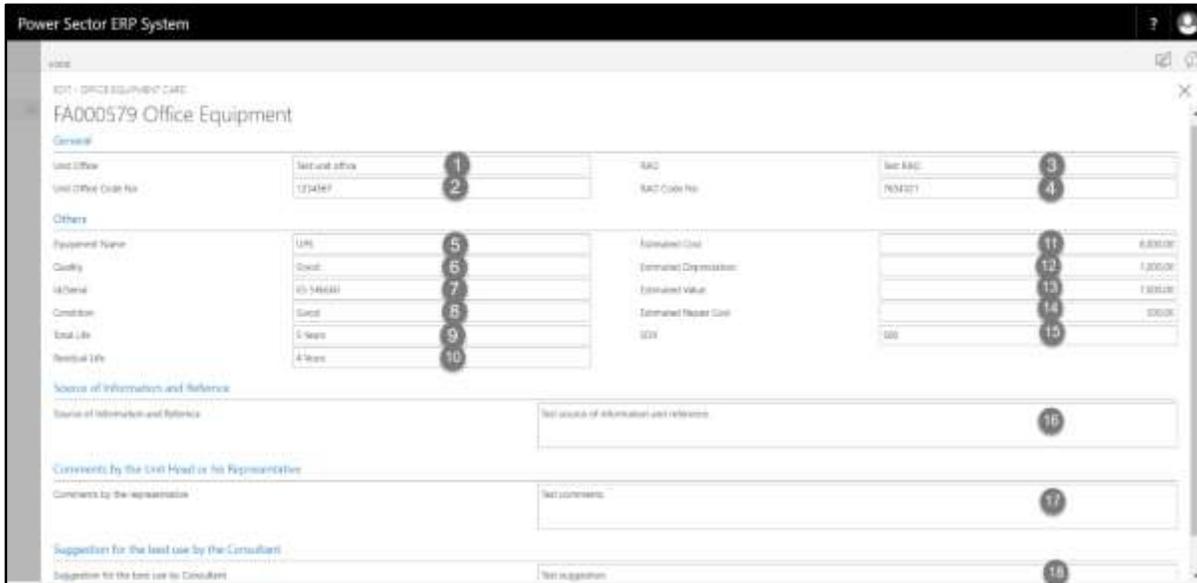
## FA-303.5.9 Add Additional Information (Subtype for Office Equipment)

If the subtype is selected for **Office Equipment**, the following Additional Information page will be appeared.

The screenshot displays the 'Power Sector ERP System' interface. The main window title is 'Office Equipment' with the ID 'FA000579'. The page is divided into several sections: 'General' with fields for 'Unit Office' and 'RAO'; 'Others' with fields for 'Equipment Name', 'Quality', 'ID/Serial', 'Condition', 'Total Life', 'Residual Life', 'Estimated Cost', 'Estimated Depreciation', 'Estimated Value', 'Estimated Repair Cost', and 'IDB'; 'Source of Information and Reference' with a text area; 'Comments by the Unit Head or his Representative' with a text area; and 'Suggestion for the best use by the Consultant' with a text area.

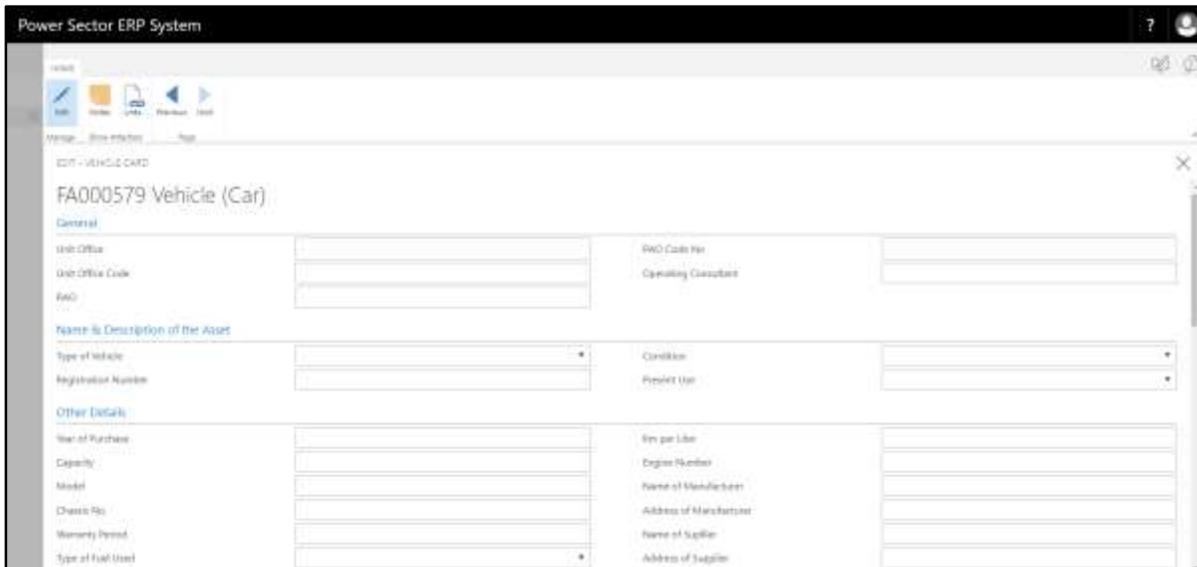
1. Provide **Unit Office** here.
  - **Unit Office: Test Unit Office**
2. Provide **Unit Office Code No** here.
  - **Unit Office Code No: 1234567**
3. Provide **RAO** here.
  - **RAO: Test RAO**
4. Provide **RAO Code No** here.
  - **RAO Code No: 7654321**
5. Provide **Equipment Name** here.
  - **Equipment Name: UPS**
6. Provide **Quality** here.
  - **Quality: Good**
7. Provide **ID/Serial** here.
  - **ID/Serial: ID-546660**
8. Provide **Condition** here.

- **Condition: Good**
9. Provide **Total Life** here.
- **Total Life: 5 Years**
10. Provide **Residual Life** here.
- **Residual Life: 4 Years**
11. Provide **Estimated Cost** here.
- **Estimated Cost: 8,000.00**
12. Provide **Estimated Depreciation** here.
- **Estimated Depreciation: 1,000.00**
13. Provide **Estimated Value** here.
- **Estimated Value: 7,000.00**
14. Provide **Estimated Repair Cost** here.
- **Estimated Repair Cost: 500.00**
15. Provide **SDR** here.
- **SDR: 500.00**
16. Provide **Source of Information & Reference** here.
- **Source of Information & Reference: Test source of information and reference.**
17. Provide **Comments** here.
- **Comments: Test comments.**
18. Provide **Suggestion** here.
- **Suggestion: Test suggestion.**



### FA-303.5.10 Add Additional Information (Subtype for Vehicle)

If the subtype is selected for **Vehicle**, the following Additional Information page will be appeared.



The screenshot shows a web-based form titled "UNIT - VEHICLE CARD" within the "Power Sector ERP System" interface. The form is organized into several sections:

- Source of financing:** Contains two columns of input fields. The left column includes "Own Source", "Supplier's Credit", and "Borrowed". The right column includes "Govt. Financing", "Govt", and "Other".
- Maintenance Record:** Contains two columns of input fields. The left column includes "Weekly Maintenance Cost" and "Cost of Last Overhaul". The right column includes "Immediate Overhaul Cost" and "Year of Last Overhauling".
- Encumbrance/Theft/Seizure:** A large text area with the prompt "Any material information with respect to Encumbrance/Theft/Seizure of assets".
- Source of Information and Reference:** A text area with the prompt "Source of Information and Reference".
- Comments by the representative:** A text area with the prompt "Comments".

The screenshot shows a web-based form titled "Suggestion for best use by the Consultant". The form includes the following sections:

- Suggestion:** A large text area for providing suggestions.
- Please write any other material disclosure point...:** A text area for additional disclosures.

There are also several input fields on the left side of the form, likely for metadata or identification purposes, though they are not explicitly labeled in the image.

1. Provide **Unit Office** here.
  - **Unit Office: Test unit office**
2. Provide **Unit Office Code** here.
  - **Unit Office Code: 120**
3. Provide **RAO** here.
  - **RAO: Test RAO**
4. Provide **RAO Code No** here.
  - **RAO Code No: 660**
5. Provide **Operating Consultant** name here
  - **Operating Consultant: Mustak Ahmed**
6. Choose Type of **Vehicle** from the dropdown.
  - **Vehicle: Jeep**

7. Provide **Registration Number** here.
  - **Registration Number: 1234567890**
8. Choose the **Condition** from the dropdown.
  - **Condition: Moderate**
9. Choose **Present Use** from the dropdown.
  - **Present Use: Power Station**
10. Provide **Year of Purchase** here.
  - **Year of Purchase: 2015**
11. Provide **Capacity** here.
  - **Capacity: 1800**
12. Provide **Model** here.
  - **Model: RAV4**
13. Provide **Chassis No.** here.
  - **Chassis No.: 29990**
14. Provide **Warranty Period** here.
  - **Warranty Period: 2025**
15. Choose **Type of Fuel Used** from the dropdown.
  - **Type of Fuel Used: Petrol**
16. Choose the **Km Per Litre** here.
  - **Km Per Litre: 80.00**
17. Provide **Engine Number** here.
  - **Engine Number: 2000080**
18. Provide **Name of Manufacturer** here.
  - **Name of Manufacturer: Alimul Razi**
19. Provide **Address of Manufacturer** here.
  - **Address of Manufacturer: Sadarghat, Dhaka**
20. Provide **Name of Supplier** here.
  - **Name of Supplier: Manik Chowdhury**

21. Provide **Address of Supplier** here.
  - **Address of Supplier: Gulshan-2, Dhaka**
22. Provide **Own Source** here.
  - **Own Source: 2,000,000.00**
23. Provide **Supplier's Credit** here.
  - **Supplier's Credit: 200,000.00**
24. Provide **Gifts/Donation** here
  - **Gifts/Donation: 200,000.00**
25. Provide **Govt. Financing** here
  - **Govt. Financing: 200,000.00**
26. Provide **Grant** here.
  - **Grant: 200,000.00**
27. Provide **Other Source** here.
  - **Other Source: 200,000.00**
28. Provide **Yearly Maintenance Cost** here.
  - **Yearly Maintenance Cost: 50,000.00**
29. Provide **Cost of Last Overhaul** here.
  - **Cost of Last Overhaul: 20,000.00**
30. Provide **Immediate Overhaul Cost** here.
  - **Immediate Overhaul Cost: 10,000.00**
31. Provide **Year of Last Overhauling** here.
  - **Year of Last Overhauling: 50,000.00**
32. Provide **Encroachment/Theft/Erosion** here.
  - **Encroachment/Theft/Erosion: Test information.**
33. Provide **Source of information and Reference** here.
  - **Source of information and Reference: Test source of information and reference.**
34. Provide **Comment** here.
  - **Comments: Test comments.**

35. Provide **Total Life** here.

- **Total Life: 15**

36. Provide **Residual Life** here.

- **Residual Life: 10**

37. Provide **Estimated Cost** here.

- **Estimated Cost: 3,000,000.00**

38. Provide **Evaluated Value** here.

- **Evaluated Value: 2,000,000.00**

39. Provide **Estimated Depreciation** here.

- **Estimated Depreciation: 1,000,000.00**

40. Provide **Suggested Rate of Depreciation** here.

- **Suggested Rate of Depreciation: 10**

41. Provide **Basis of Estimation** here.

- **Basis of Estimation: Basic Price**

42. Provide **Suggestion** here.

- **Suggestion: Test suggestion.**

43. Provide **Material Disclosure** here.

- **Material Disclosure: Test material disclosure**

The screenshot displays the 'FA000579 Vehicle (Car)' form in the Power Sector ERP System. The form is organized into several sections: General, Name & Description of the Asset, and Other Details. Each field is numbered for reference:

Section	Field Name	Value	Field ID
General	Web Office	Test web office	1
	Web Office Code	TUN	2
	Web	Test Web	3
General	RAO Code No.	440	4
	Operating Consultant	Muham Ahmed	5
Name & Description of the Asset	Type of Vehicle	Car	6
	Registration Number	TUN/STB/100	7
	Condition	Moderate	8
Name & Description of the Asset	Present Use	Power Station	9
	Year of Purchase	2010	10
Other Details	Capacity	1500	11
	Model	RAV 4	12
Other Details	Class No.	3000	13
	Warranty Period	3022	14
Other Details	Type of Fuel Used	Petrol	15
	Rate per Liter	80.50	16
Other Details	Engine Number	2000001	17
	Name of Manufacturer		18
Other Details	Address of Manufacturer		19
	Name of Supplier	Muham Chowdhury	20
Other Details	Address of Supplier	Gathan 3, Dhaka	21

Power Sector ERP System

EDIT - VEHICLE CARD

Source of financing

Own Source	22	200,000.00	Govt. financing	25	200,000.00
Supplier's Credit	23	200,000.00	Grant	26	200,000.00
GRAs/Donations	24	200,000.00	Other	27	200,000.00

Maintenance Record

Weekly Maintenance Cost	28	30,000.00	Immediate Overhead Cost	30	10,000.00
Cost of Last Overhaul	29	20,000.00	Year of Last Overhauling	31	2000

Excise duty/Tax/Excise

Any material information with respect to Excise duty/Tax/Excise of assets

Test information

32

Source of Information and Reference

Source of information and reference

Test source of information and reference

33

Comments by the representative

Comments

Test comments

34

Valuation

Total Life	35	36	Estimated Depreciation	39	1,000,000.00
Residual Life	36	37	Suggested Rate of Depreciation	40	
Estimated Cost	37	3,000,000.00	Date of Estimation	41	
Evaluated Value	38	2,000,000.00	Basic Price	41	

Suggestion for best use by the Consultant

Suggestion

Test suggestion

42

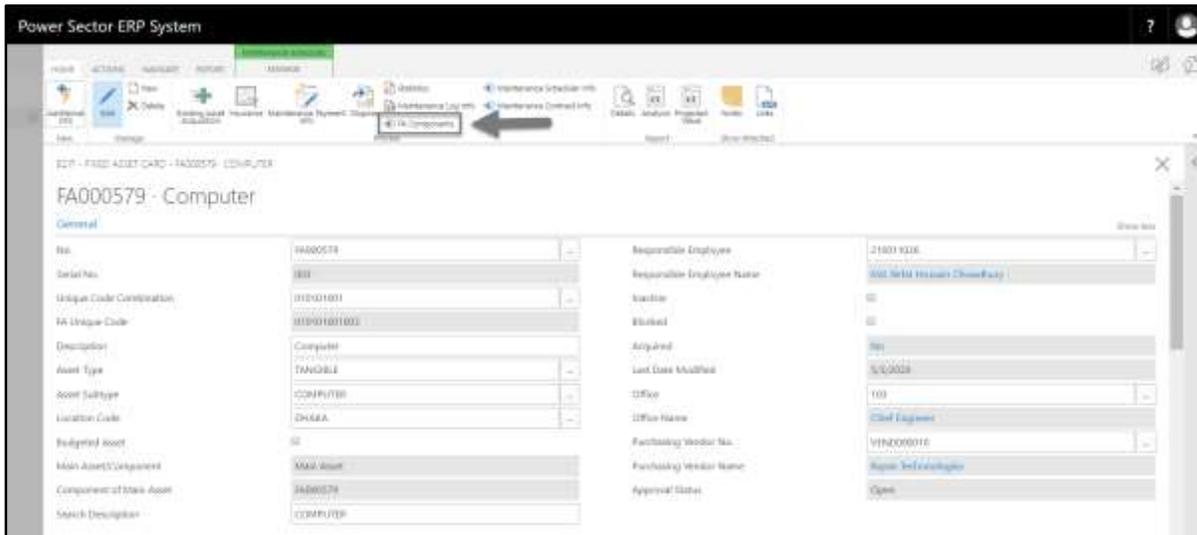
Please write any other material disclosure also...

Test material disclosure

43

## FA-303.6 Add FA Component

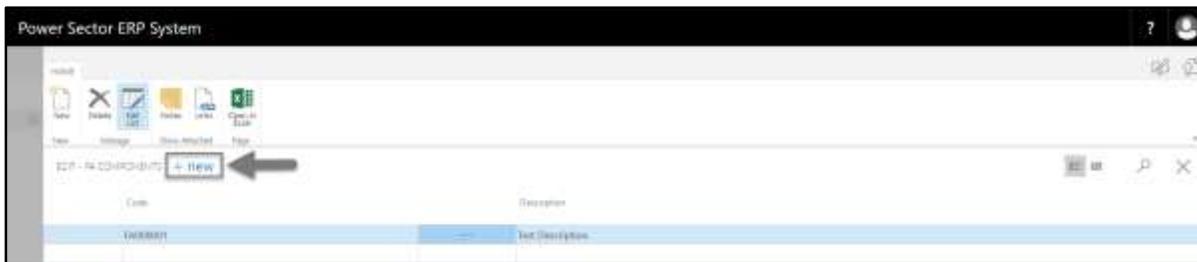
- I. Choose the FA Components Tab to add FA Component of asset.



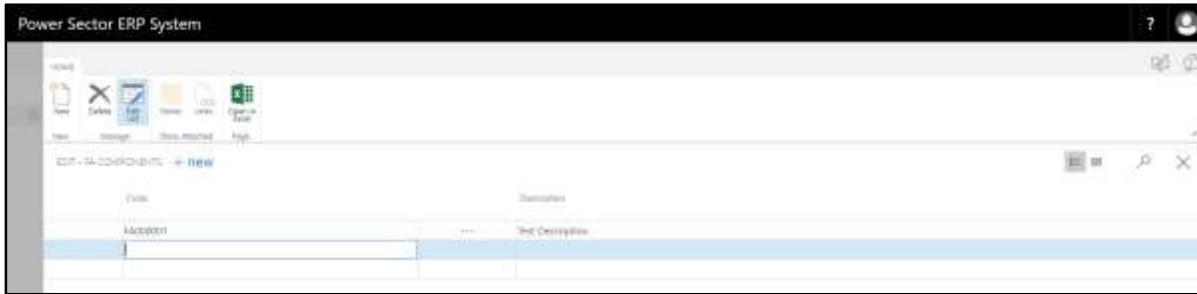
The Following FA Component page will be appeared.



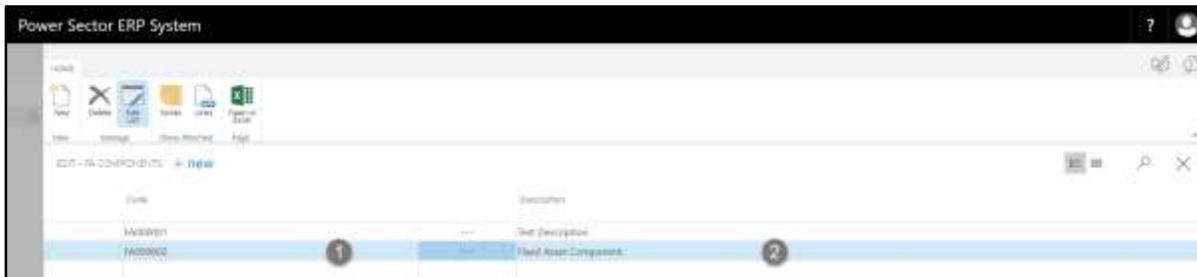
- II. Choose "New" to add new Fixed Asset Component.



A new line will be appeared to add Fixed Asset Component.

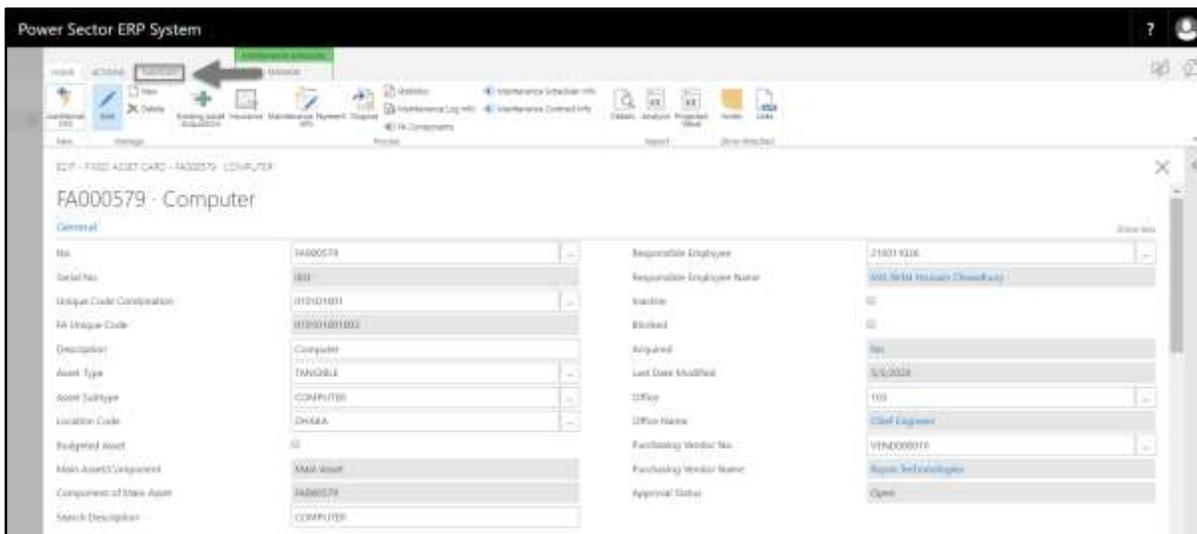


1. Provide **Code** here.
  - **Code: FA000002**
2. Provide **Description** here.
  - **Description: Fixed Asset Component.**

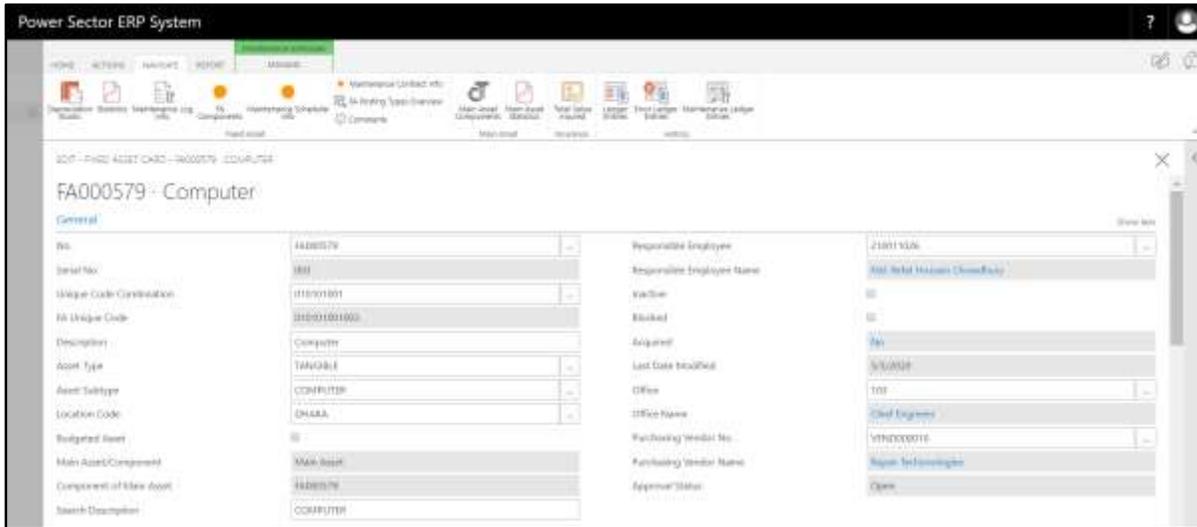


### FA-303.7 Add Main Asset Component

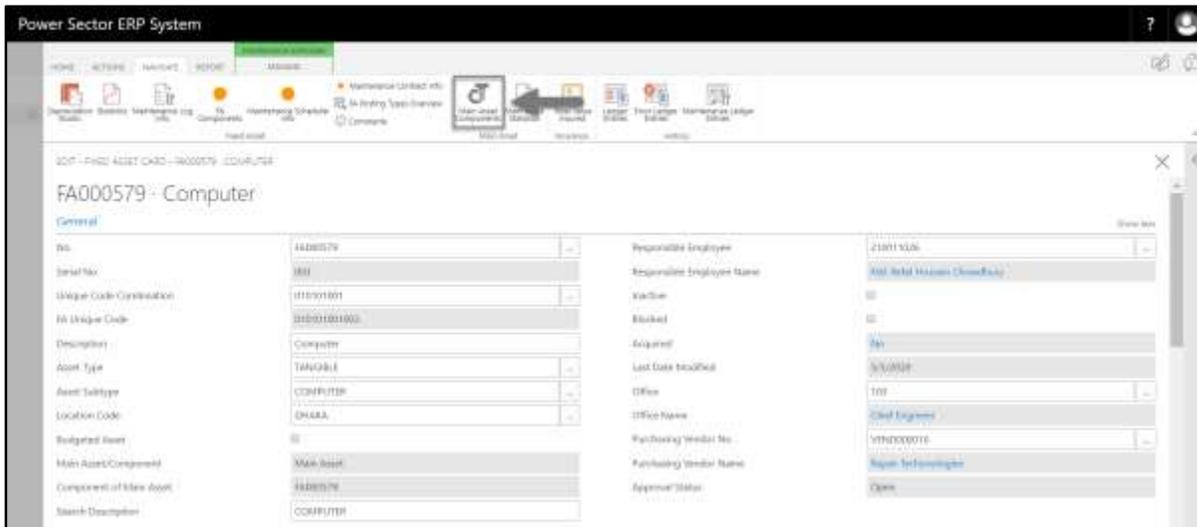
- I. Choose the **NAVIGATE** option from menu bar.



The Following bar will be appeared.



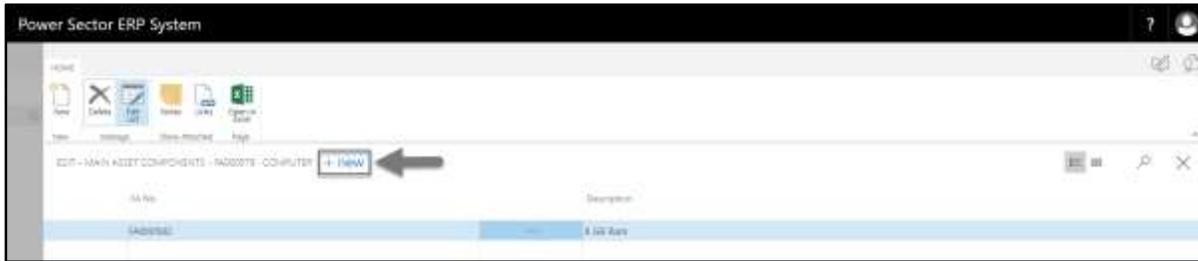
II. Choose **Main Asset Components** to add new Main Asset Component.



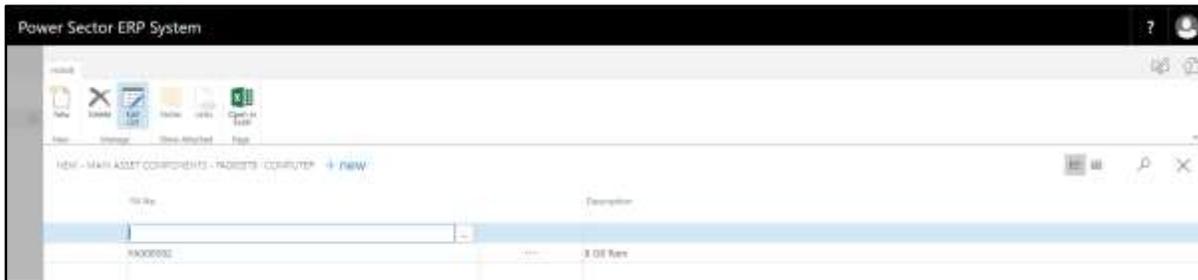
The Following Main Asset Component page will be appeared.



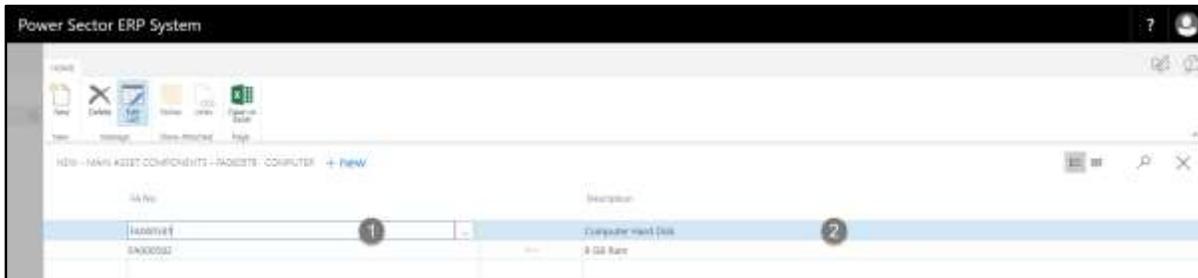
III. Choose "new" to add new Main Asset Components.



A new line will be appeared to add Main Asset Component.



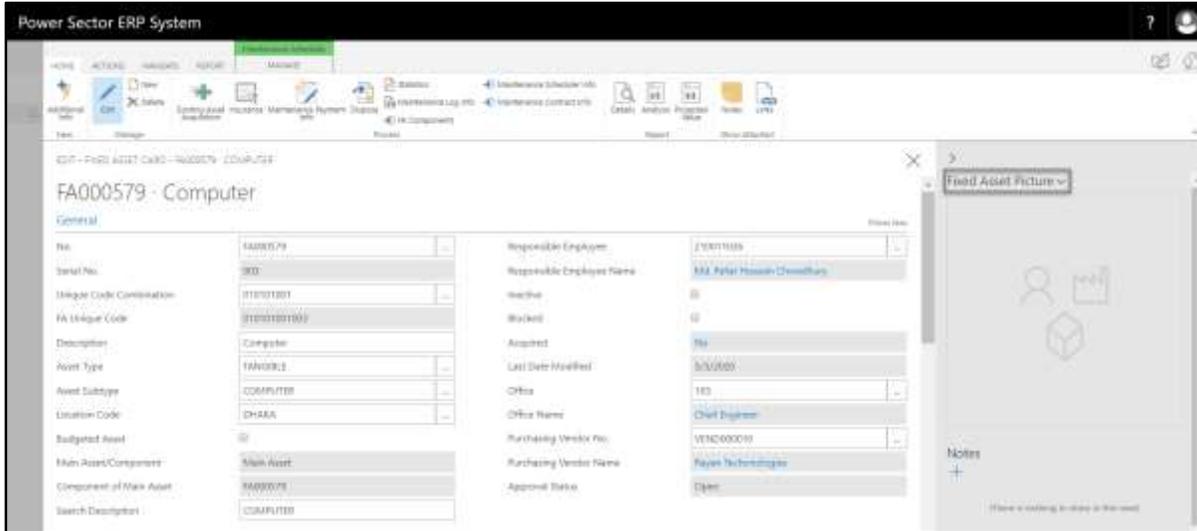
1. Choose **Fixed Asset No.** from the dropdown by clicking on  button.
  - **FA No.: FA000581**
2. **Description** will be populated by the system based on selected FA No.
  - **Description: Computer Hard Disk**



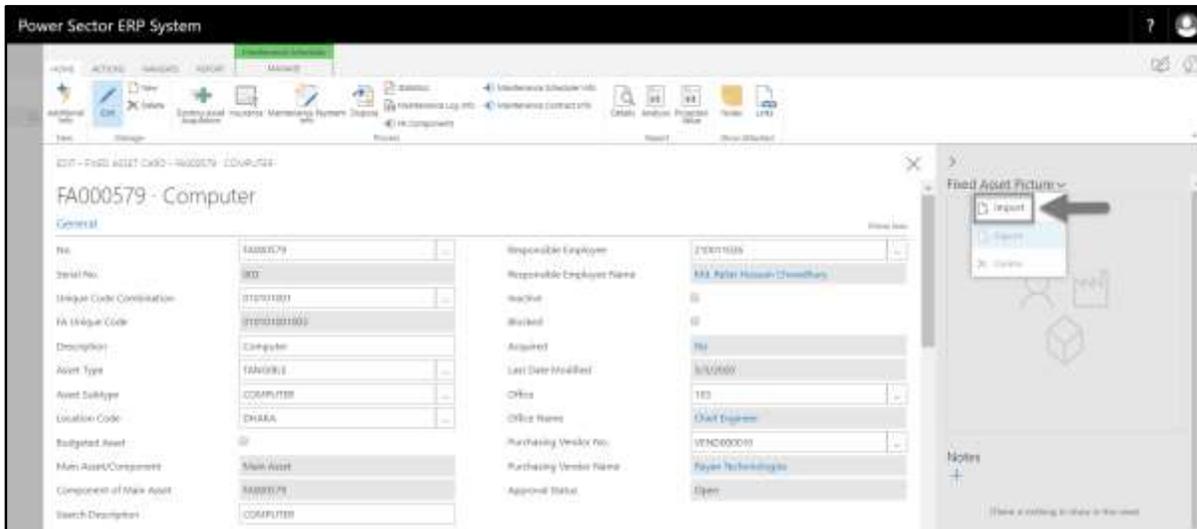
## FA-303.8 Upload Asset Image

To upload asset image, follow the steps described below.

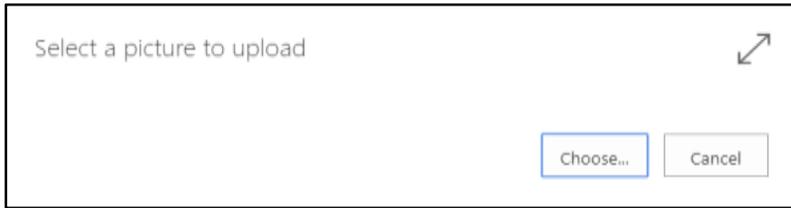
- I. Choose **Asset Picture** to upload a picture in **Fixed Asset Card** page, as below.



- II. Choose **Import** to upload a picture.



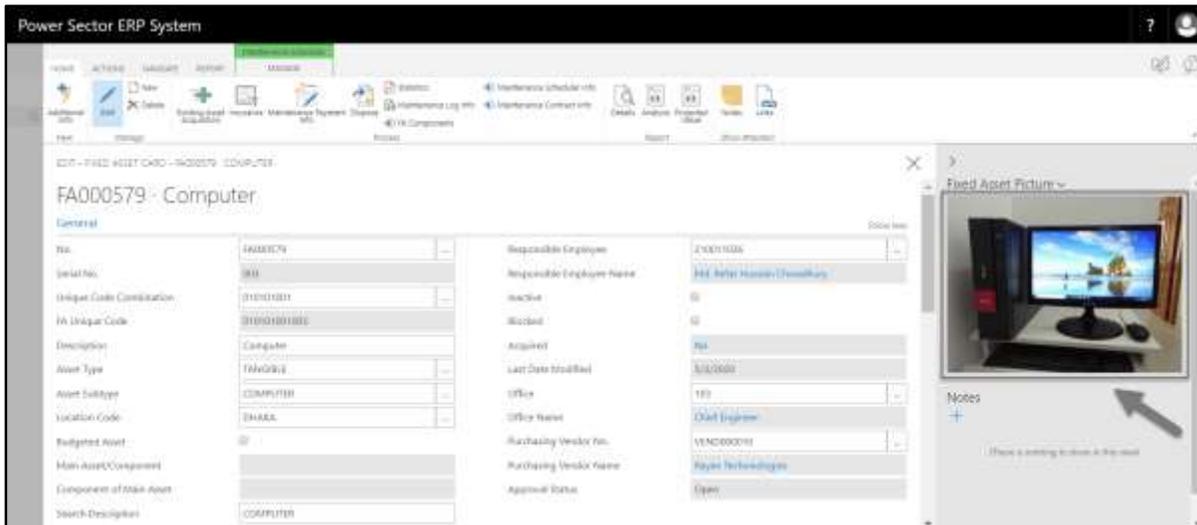
The following pop up will be appeared as below.



III. Hit choose button to import asset picture from hard disk.



IV. Choose picture from the hard disk, then it will be appeared to the Fixed Asset Card page.



## FA-400 Updating Asset Information

### Introduction

This section shows how to update / modify information of an asset in case of any change requires. Section contains –

- FA-401 Edit Asset information
- FA-402 Maintenance Contract Information
- FA-403 Maintenance Schedule

### Role

- Module Admin
- Module User

### Prerequisite

- Module credentials – username and password

## FA-401 How to: Edit Asset

### Introduction

This process demonstrates how to edit existing asset of an organization.

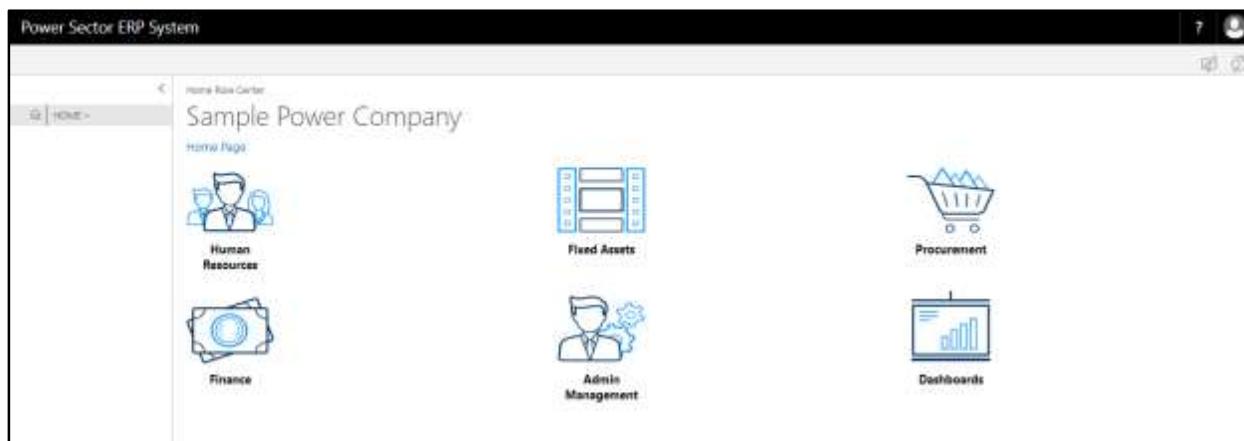
### Roles

- Admin
- User

### Edit an Existing Asset

To initiate, follow the steps below.

- A. Access Login with your respective **Fixed Asset credentials**. ERP Landing Page, as below, will be appeared on successful login.



B. Choose the "Fixed Asset" Icon.



Fixed Asset Landing page will be appeared as bellow.



C. Choose the "Asset" icon.



Fixed Asset page will be appeared as bellow.



D. Choose "Fixed Asset List" icon.

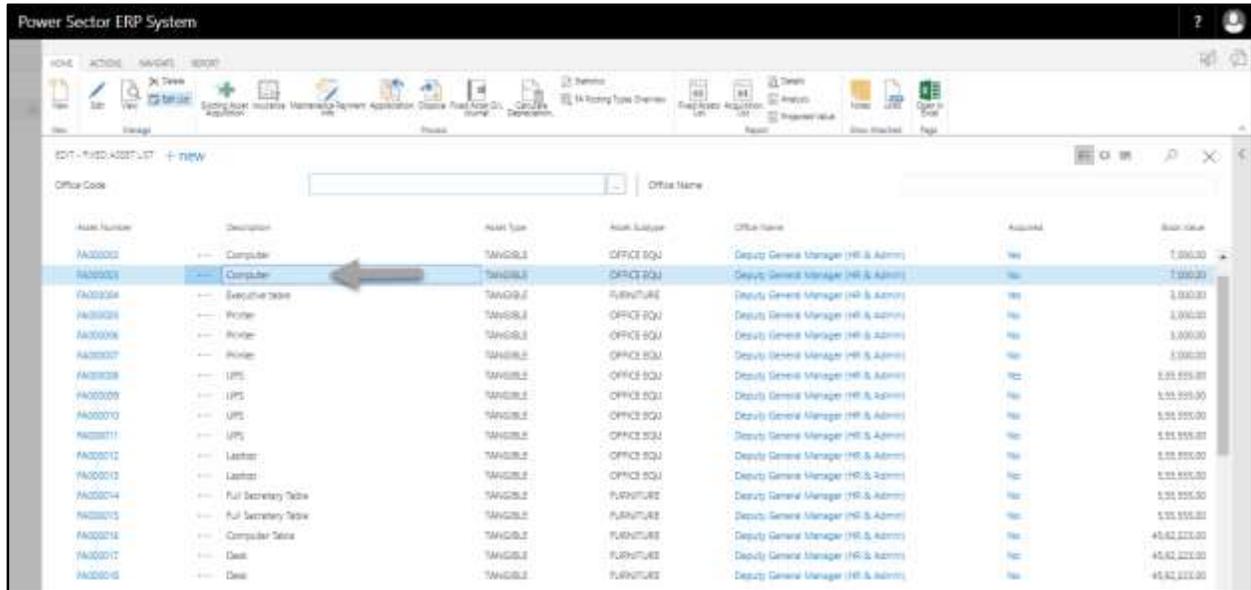


Fixed Asset List page will be appeared as bellow.

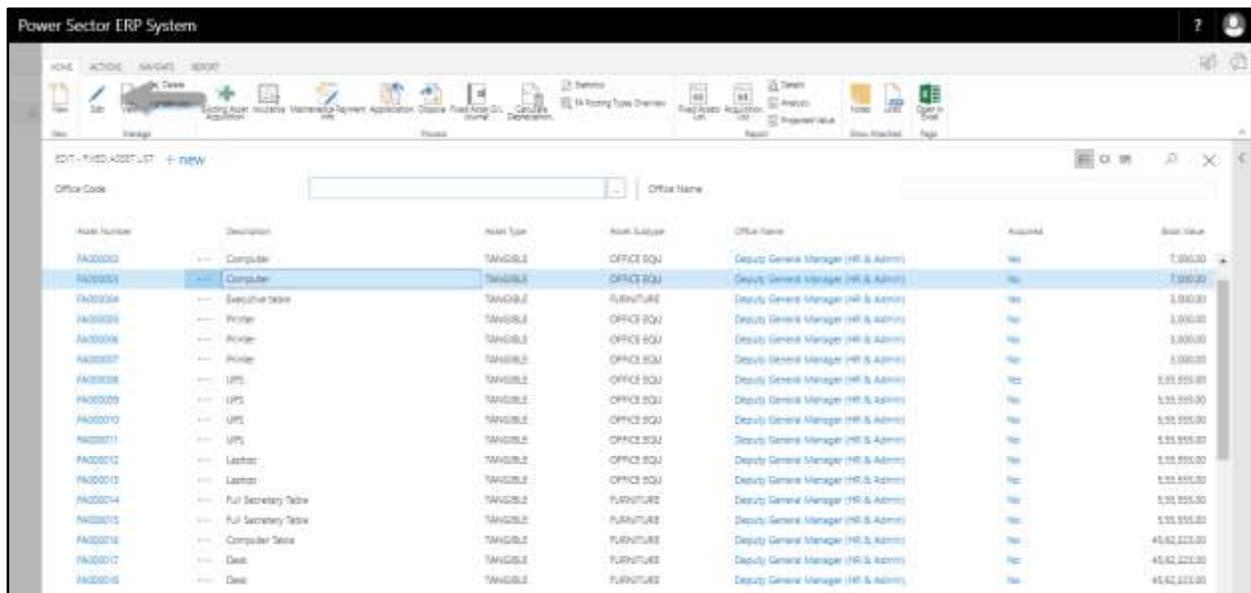
The screenshot shows the 'Fixed Asset List' page in the Power Sector ERP System. The page title is 'IDIT - FIXED ASSET LIST + new'. The table below shows a list of assets with the following columns: Asset Number, Description, Asset Type, Asset Subtype, Office Name, Account, and Book Value.

Asset Number	Description	Asset Type	Asset Subtype	Office Name	Account	Book Value
FA000002	Computer	TKNG6LE	DPNCEJQU	Deputy General Manager (HR & Admin)	Yes	7,000.00
FA000003	Computer	TKNG6LE	DPNCEJQU	Deputy General Manager (HR & Admin)	No	7,000.00
FA000004	Executive table	TKNG6LE	FURNITURE	Deputy General Manager (HR & Admin)	Yes	3,000.00
FA000005	Printer	DYNG6LE	DPNCEJQU	Deputy General Manager (HR & Admin)	No	3,000.00
FA000006	Printer	TKNG6LE	DPNCEJQU	Deputy General Manager (HR & Admin)	No	2,000.00
FA000007	Printer	TKNG6LE	DPNCEJQU	Deputy General Manager (HR & Admin)	No	1,000.00
FA000008	LPC	TKNG6LE	DPNCEJQU	Deputy General Manager (HR & Admin)	Yes	\$3,500.00
FA000009	LPC	DYNG6LE	DPNCEJQU	Deputy General Manager (HR & Admin)	No	\$3,500.00
FA000010	LPC	TKNG6LE	DPNCEJQU	Deputy General Manager (HR & Admin)	No	\$3,500.00
FA000011	LPC	TKNG6LE	DPNCEJQU	Deputy General Manager (HR & Admin)	No	\$3,500.00
FA000012	Laptop	TKNG6LE	DPNCEJQU	Deputy General Manager (HR & Admin)	Yes	\$3,500.00
FA000013	Laptop	TKNG6LE	DPNCEJQU	Deputy General Manager (HR & Admin)	No	\$3,500.00
FA000014	Full Secretary Table	TKNG6LE	FURNITURE	Deputy General Manager (HR & Admin)	No	\$3,500.00
FA000015	Full Secretary Table	TKNG6LE	FURNITURE	Deputy General Manager (HR & Admin)	No	\$3,500.00
FA000016	Computer Table	TKNG6LE	FURNITURE	Deputy General Manager (HR & Admin)	No	45,42,223.00
FA000017	Desk	TKNG6LE	FURNITURE	Deputy General Manager (HR & Admin)	No	45,42,223.00
FA000018	Desk	TKNG6LE	FURNITURE	Deputy General Manager (HR & Admin)	No	45,42,223.00

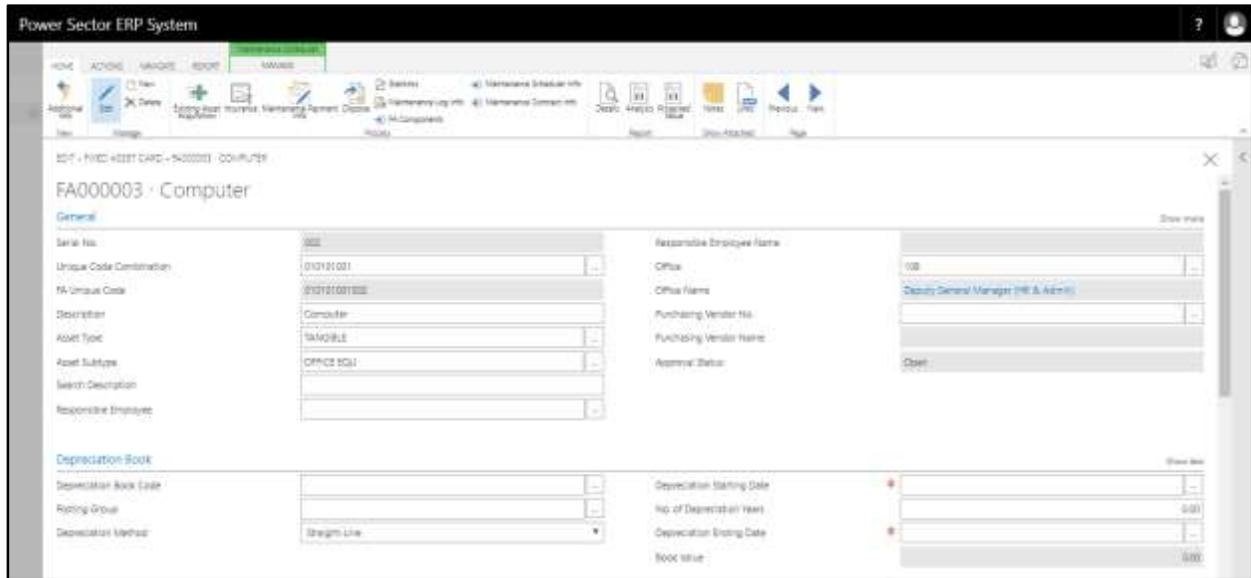
E. Choose an **“Existing Asset”** by Selecting Asset number from Asset list page.



F. Choose **“Edit”** icon.



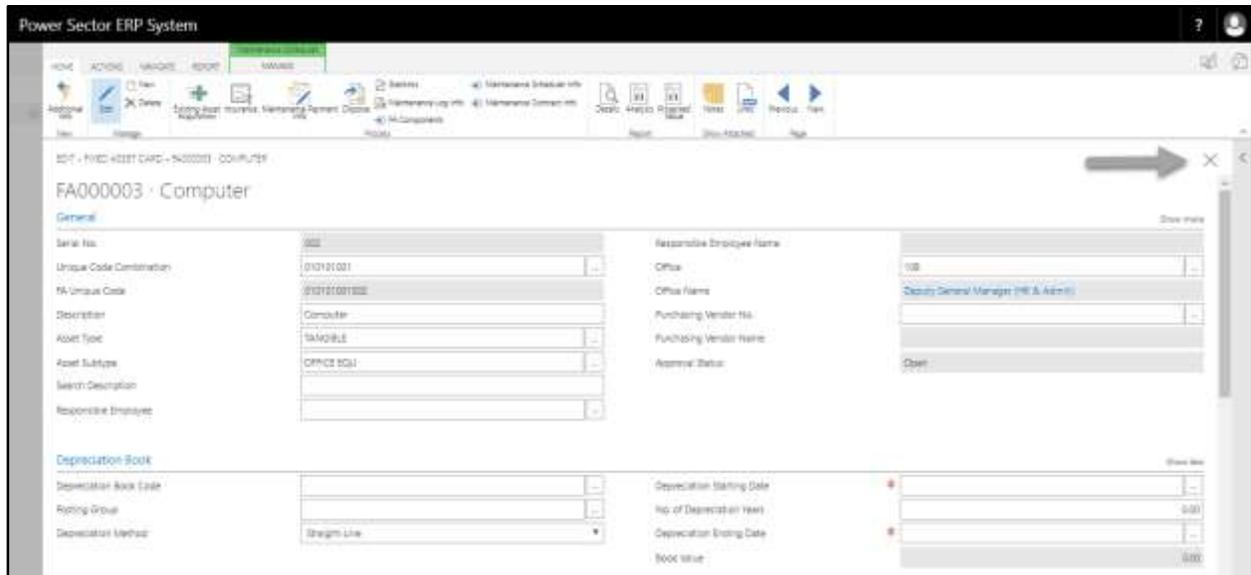
Fixed Asset Edit Page will be appeared as bellow.



**Tips**

Editable fields can be edited if necessary.

G. Click the “” button after editing the values to save and close.



## FA-402 How to: Maintenance Contract Information

### Introduction

This process demonstrates how to add or edit Maintenance Contractor / vendor information of an asset.

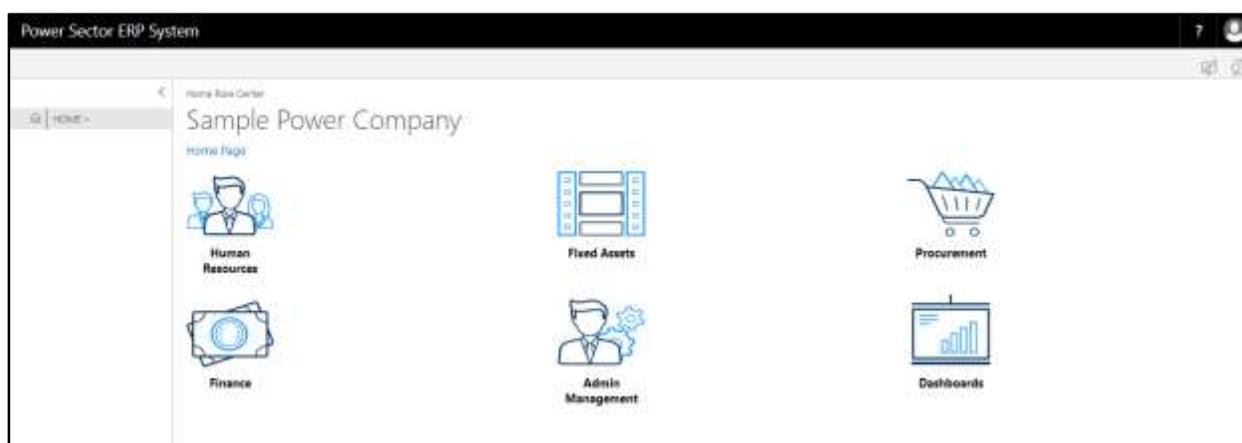
### Roles

- Admin
- User

### Maintenance Contract Info

To initiate, follow the steps below.

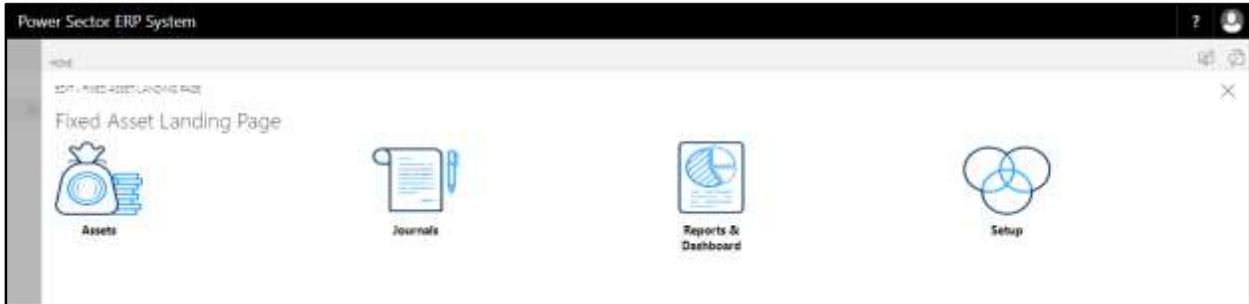
- A. Access Login with your respective **Fixed Asset credentials**. ERP Landing Page, as below, will be appeared on successful login.



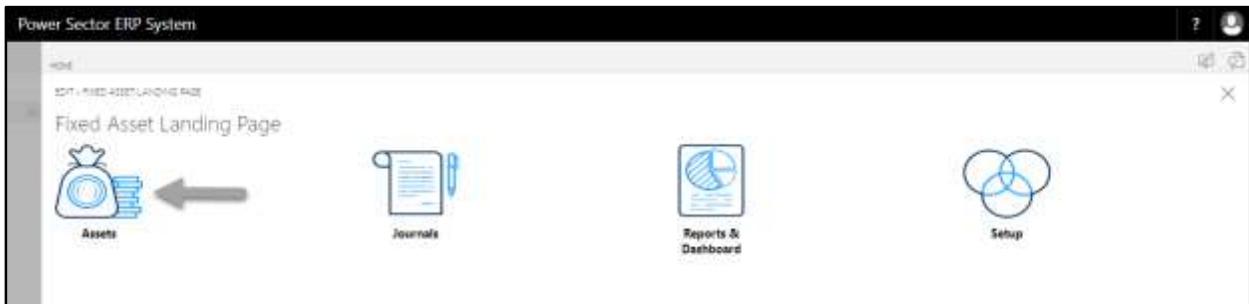
B. Choose the "Fixed Asset" Icon.



Fixed Asset Landing page will be appeared as bellow.



C. Choose the "Asset" icon.



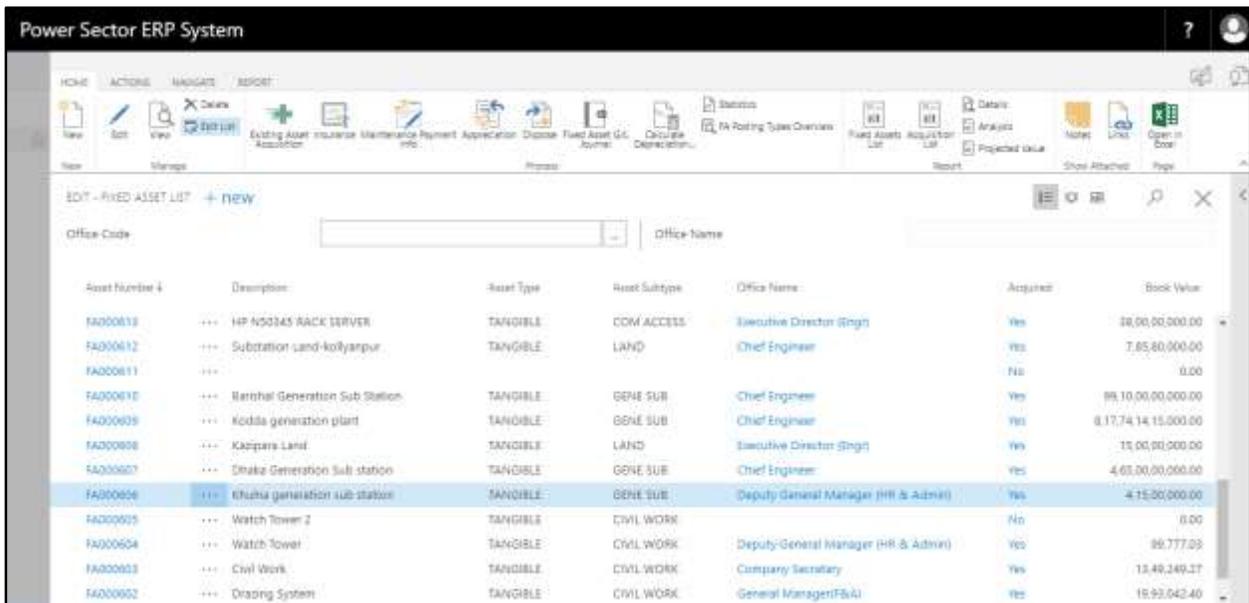
Fixed Asset page will be appeared as bellow.



D. Choose "Fixed Asset List" icon.

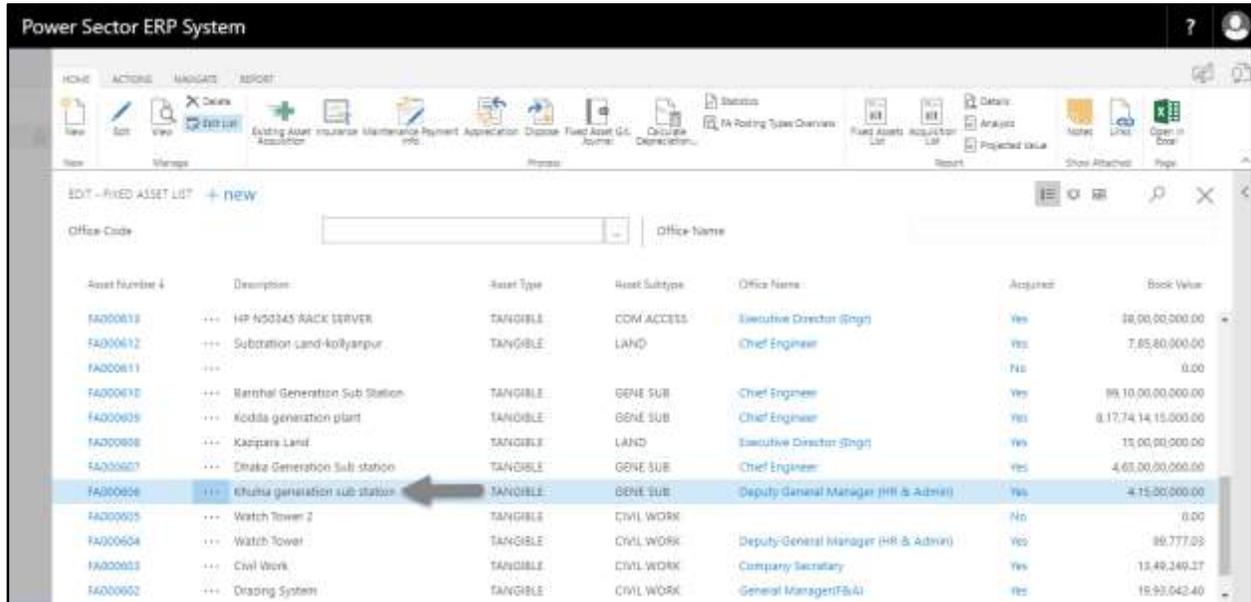


Fixed Asset List page will be appeared as bellow.

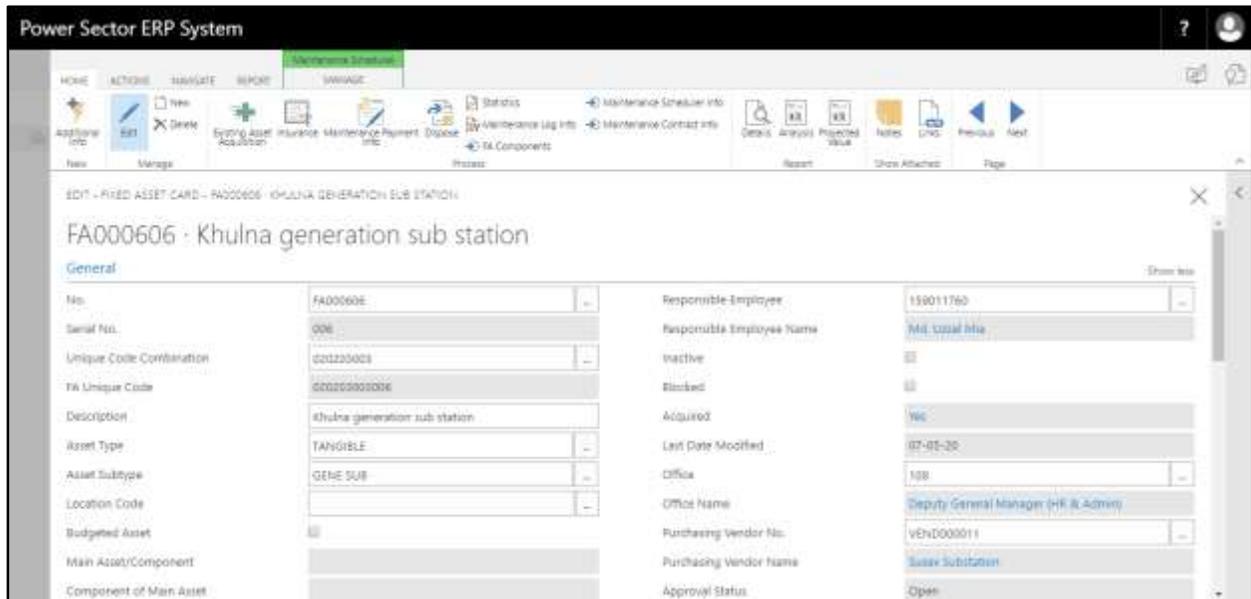


Asset Number	Description	Asset Type	Asset Subtype	Office Name	Acquired	Book Value
FA000610	HP N50345 RACK SERVER	TANGIBLE	COM ACCESS	Executive Director (Engg)	Yes	28,00,00,000.00
FA000612	Substation land-kolliyanpur	TANGIBLE	LAND	Chief Engineer	Yes	7,65,80,000.00
FA000611					No	0.00
FA000610	Bairathal Generation Sub Station	TANGIBLE	GENE SUB	Chief Engineer	Yes	89,10,00,00,000.00
FA000609	Kodda generation plant	TANGIBLE	GENE SUB	Chief Engineer	Yes	8,17,74,14,15,000.00
FA000608	Kaappara Land	TANGIBLE	LAND	Executive Director (Engg)	Yes	15,00,00,000.00
FA000607	Dhaka Generation Sub station	TANGIBLE	GENE SUB	Chief Engineer	Yes	4,68,00,00,000.00
FA000606	Ethulia generation sub station	TANGIBLE	GENE SUB	Deputy General Manager (HR & Admin)	Yes	4,15,00,000.00
FA000605	Watch Tower 2	TANGIBLE	CIVIL WORK		No	0.00
FA000604	Watch Tower	TANGIBLE	CIVIL WORK	Deputy-General Manager (HR & Admin)	Yes	89,777.09
FA000603	Civil Work	TANGIBLE	CIVIL WORK	Company Secretary	Yes	13,49,249.27
FA000602	Draining System	TANGIBLE	CIVIL WORK	General Manager(F&A)	Yes	16,93,042.40

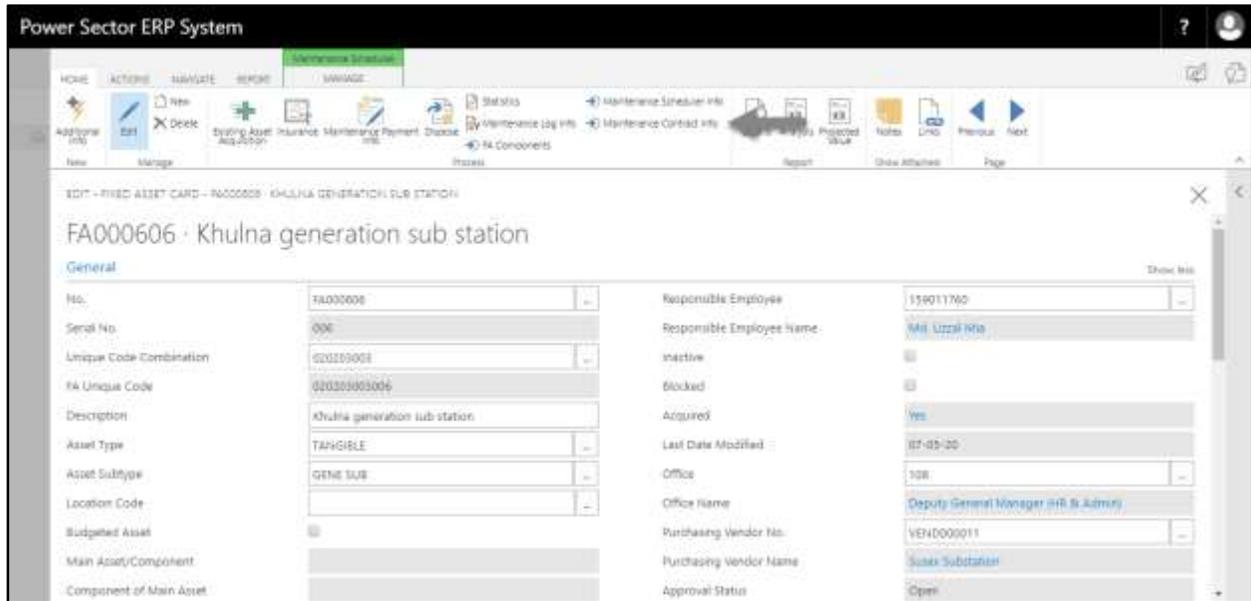
- E. Choose an **“Existing Asset”** by Selecting Asset number from Asset list page to open Asset Card page of this specific Asset as displayed below.



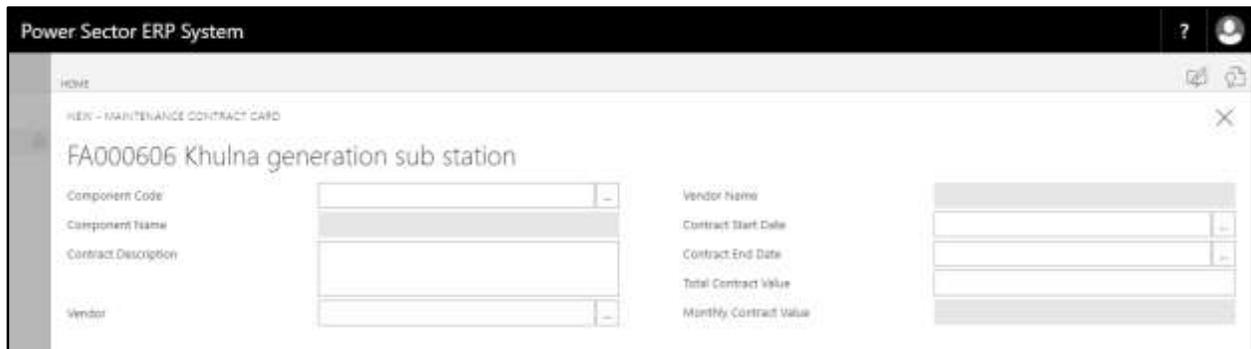
Fixed Asset Card page will be appeared as bellow.



F. Choose "Maintenance Contact Info" icon.



Maintenance Contact Card page will be appeared as bellow.



G. Provide Maintenance Contract Information mentioned below.

1. Choose the **Component Code** from the dropdown by clicking on  button.
  - **Component Code: 606**

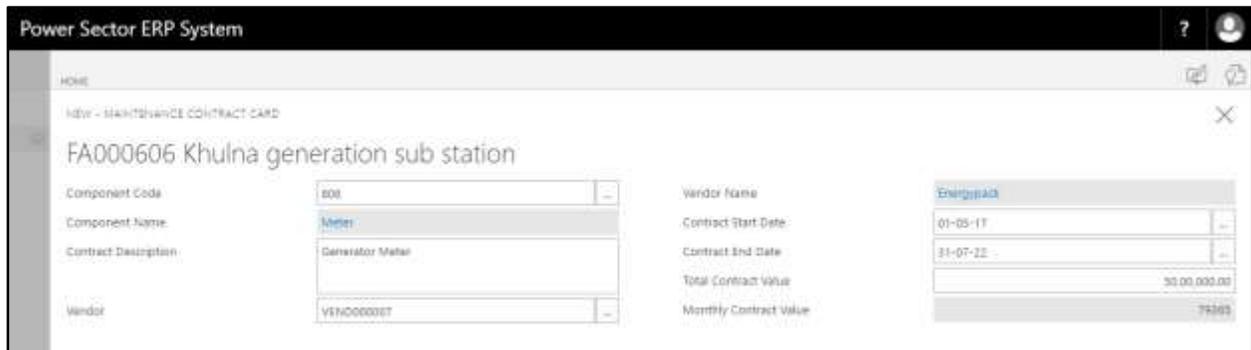
**Component Name** will be populated by the system.
2. Choose **Component Description** in the text box.
  - **Component Description: Generator Meter**

3. Choose **Vendor Code** from the dropdown by clicking on  button.
  - **Vendor Code: VEND000007**

**Vendor Name** will be populated by the system.
4. Choose **Contract Start Date** from the calendar by clicking on  button.
  - **Contract Start Date: 01-05-17**
5. Choose **Contract End Date** from the calendar by clicking on  button.
  - **Contract End Date: 31-07-22**
6. Choose **Total Contract Value** in the text box.
  - **Total Contract Value: 50,00,000.00**

**Monthly Contract Value** will be populated by the system.
7. Click on  button to **"Save"** and **"Close"** the page.

**Maintenance Contact Card page** will be appeared as bellow.



## FA-403 How to: Maintenance Contract Information

### Introduction

This process demonstrates how to Maintenance Schedule of an asset.

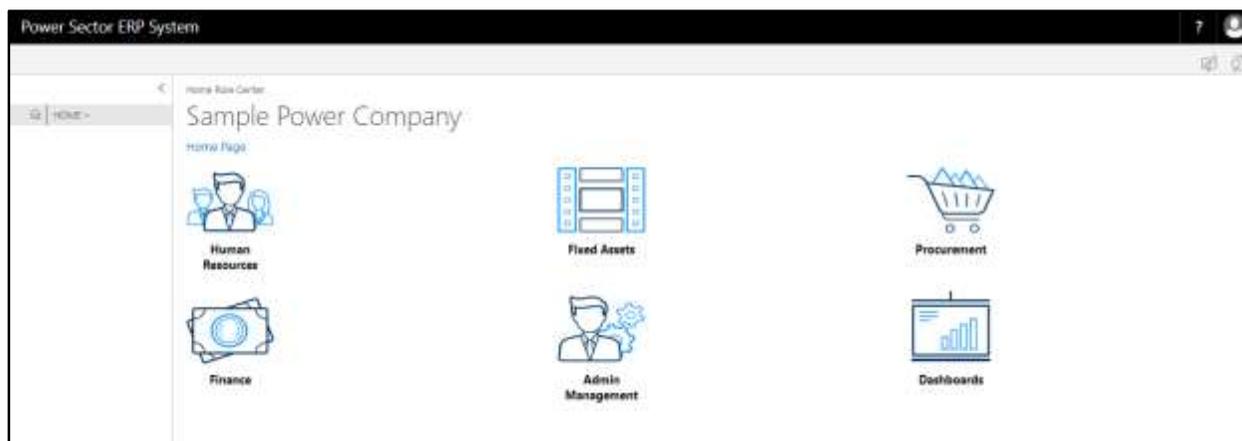
### Roles

- Admin
- User

### Maintenance Schedule

To initiate, follow the steps below.

- A. Access Login with your respective **Fixed Asset credentials**. ERP Landing Page, as below, will be appeared on successful login.



B. Choose the "Fixed Asset" Icon.



Fixed Asset Landing page will be appeared as bellow.



C. Choose the "Asset" icon.



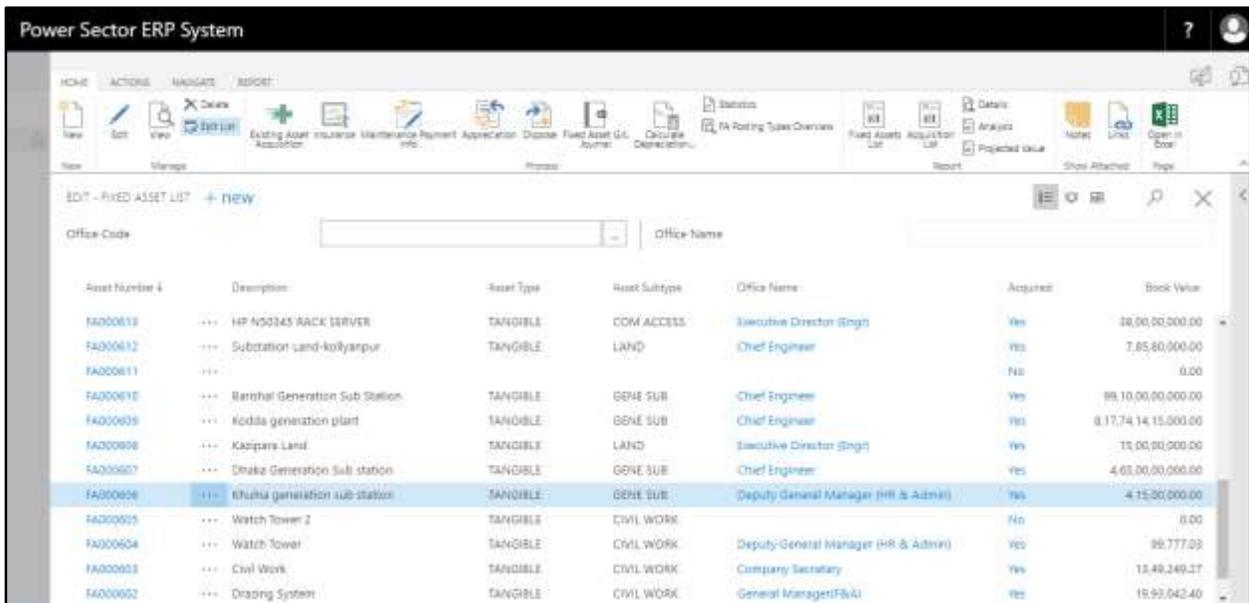
Fixed Asset page will be appeared as bellow.



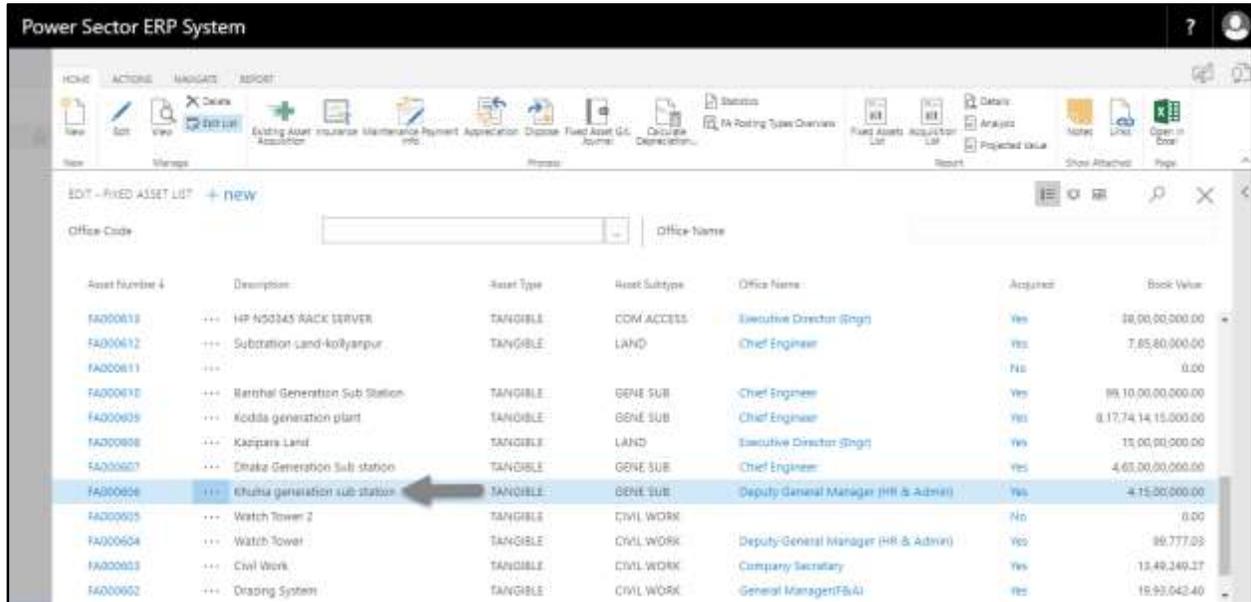
D. Choose "Fixed Asset List" icon.



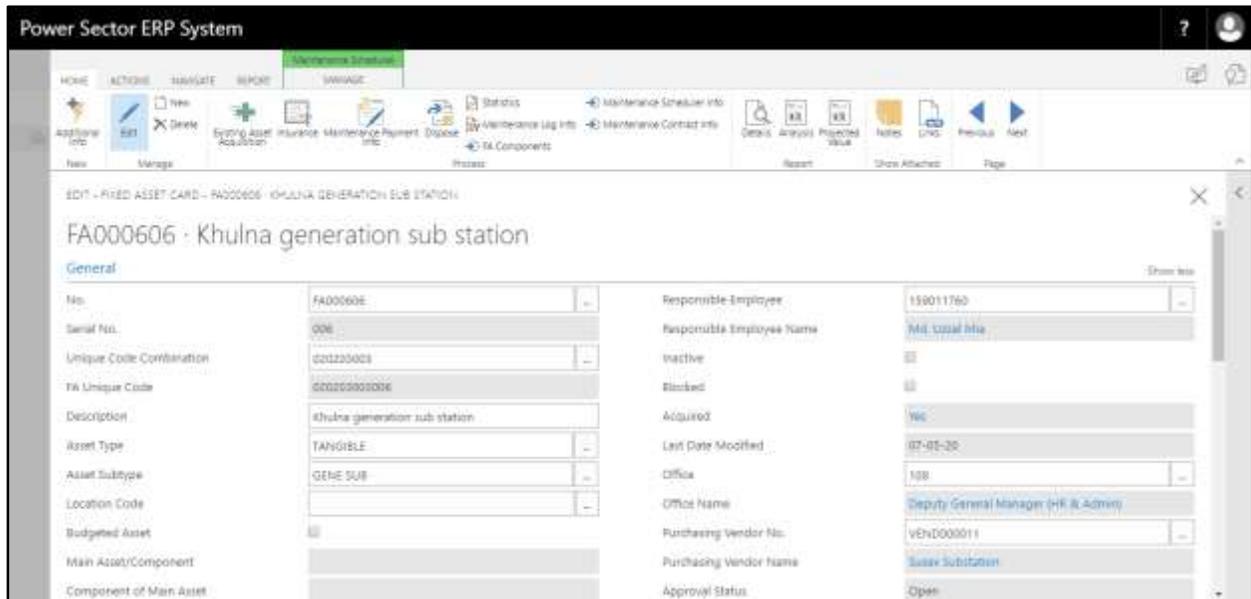
Fixed Asset List page will be appeared as bellow.



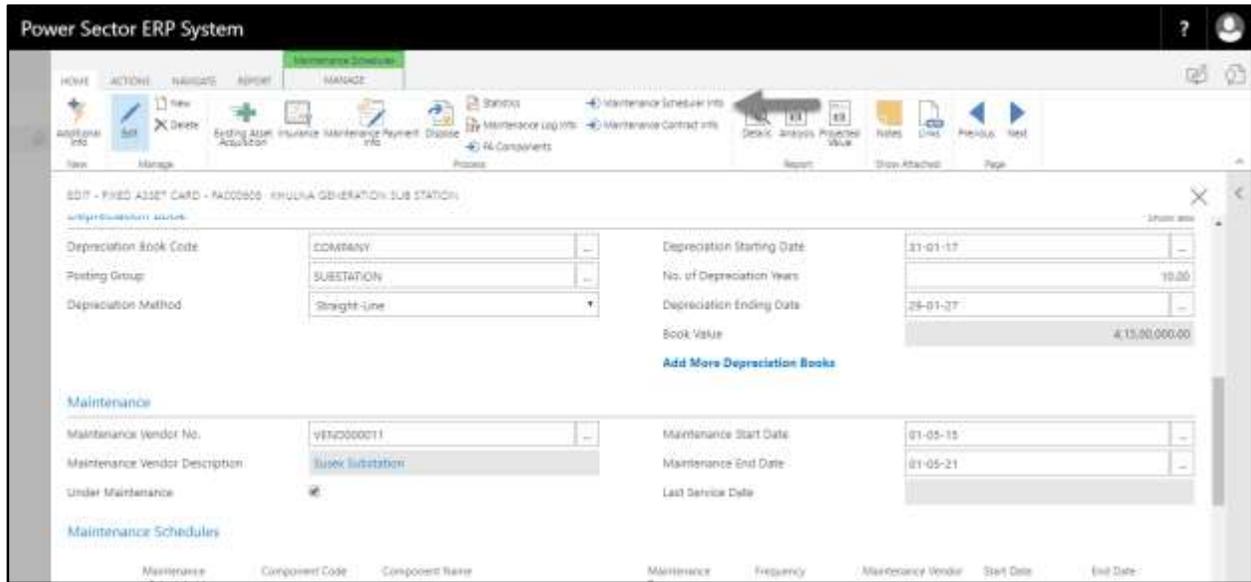
- E. Choose an **“Existing Asset”** by Selecting Asset number from Asset list page to open Asset Card page of this specific Asset as displayed below.



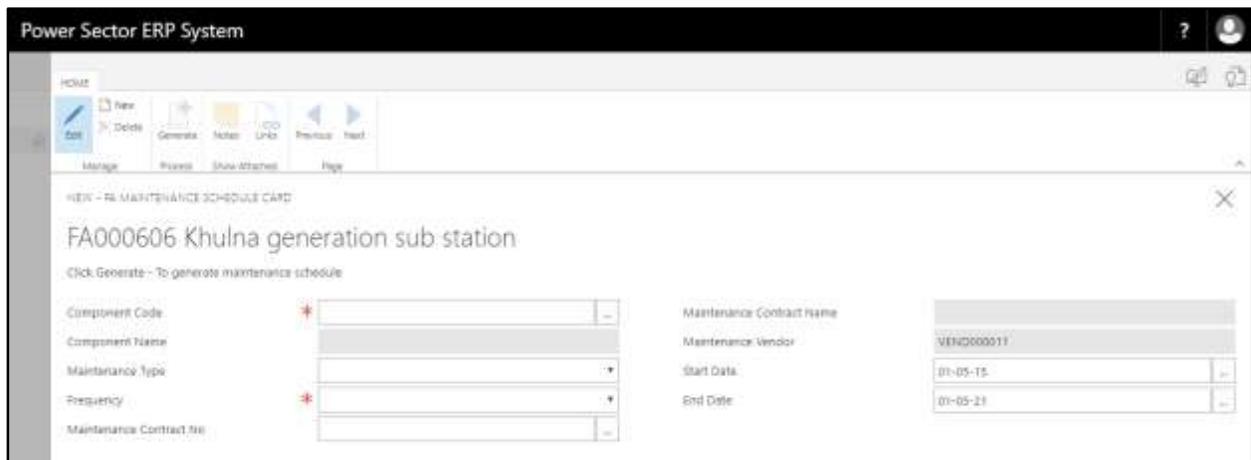
Fixed Asset Card page will be appeared as bellow.



F. Choose "Maintenance Schedule Info" icon.



Fixed Asset Maintenance Schedule Card page will be appeared as bellow.



G. Provide Maintenance Contract Information mentioned below.

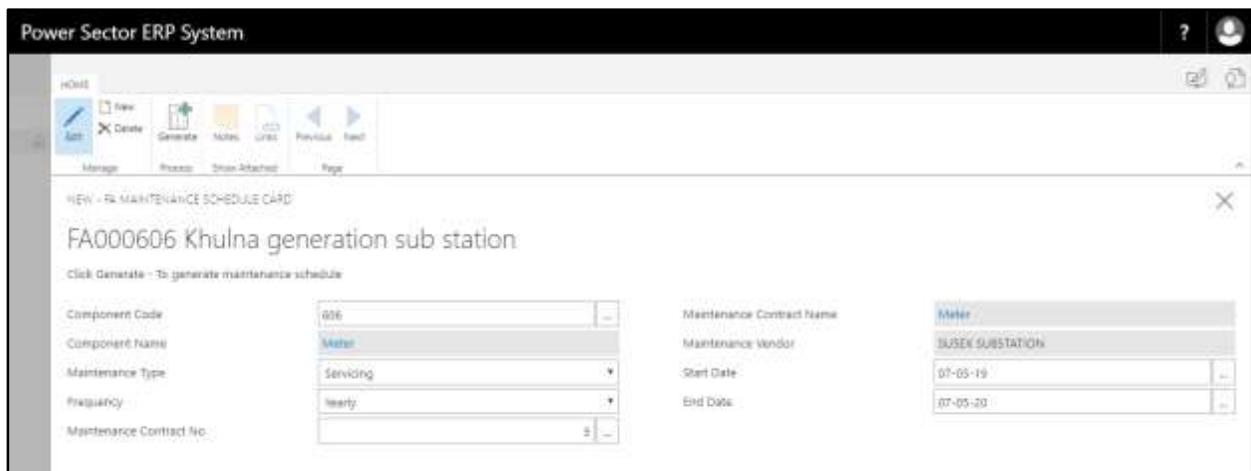
1. Choose the **Component Code** from the dropdown by clicking on  button.
  - **Component Code: 606**

**Component Name** will be populated by the system.
2. Choose **Component Description** in the text box.
  - **Component Description: Generator Meter**

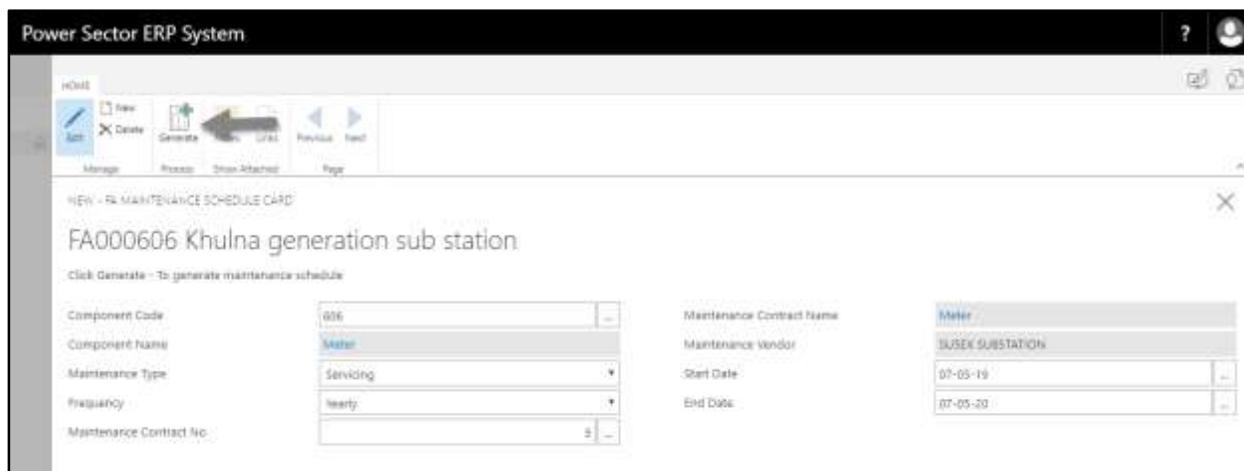
3. Choose **Maintenance Type** from the dropdown, click on ▼ icon.
  - **Maintenance Type: Servicing**
4. Select **Frequency** from the dropdown, click on ▼ icon.
  - **Frequency: Yearly**
5. Choose **Maintenance Contract No** from the dropdown by clicking on  button.
  - **Maintenance Contract No: 5**

**Maintenance Contract Name, Maintenance Vendor Name, Start Date, End Date** will be populated by the system.

**Maintenance Contact Card page** will be appeared as bellow.



H. Click **“Generate”** to create Maintenance Schedule.



I. Click on  button to **“Save”** and **“Close”** the page.

## FA-500 Fixed Asset Related Transactions

### Introduction

This section shows how to process / perform different actions / transactions related to assets in the ERP System. Different transactions are –

FA-501	Existing Asset Acquisition
FA-502	New Asset Acquisition
FA-503	Maintenance Payment
FA-504	Insurance Payment
FA-505	Appreciation
FA-506	Calculate Depreciation
FA-507	Dispose
FA-508	Asset Movement

### Role

- Module Admin
- Module User

### Prerequisite

- Module credentials – username and password

## FA-501 How to: Acquire Existing Asset

### Introduction

This process demonstrates how to acquire an existing asset.

### Roles

- Module Admin

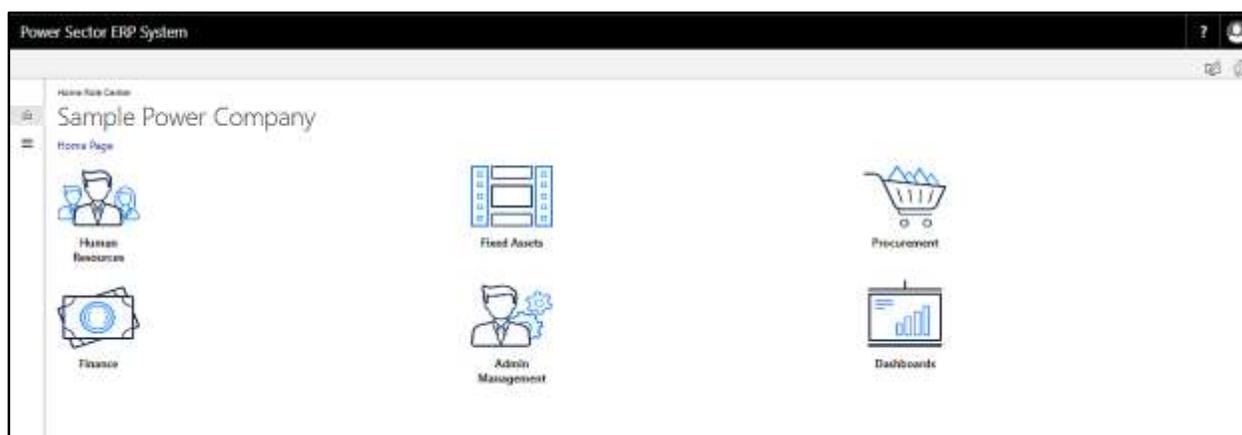
### Prerequisite

- Existing Asset Information
- Depreciation Book Setup

### Acquire Existing Asset

To proceed with existing asset acquisition, follow the steps described below.

- A. Login with your respective **Fixed Asset User Credentials**. ERP Landing Page, as below, will be appeared on successful login.



B. Choose the “Fixed Asset” icon.



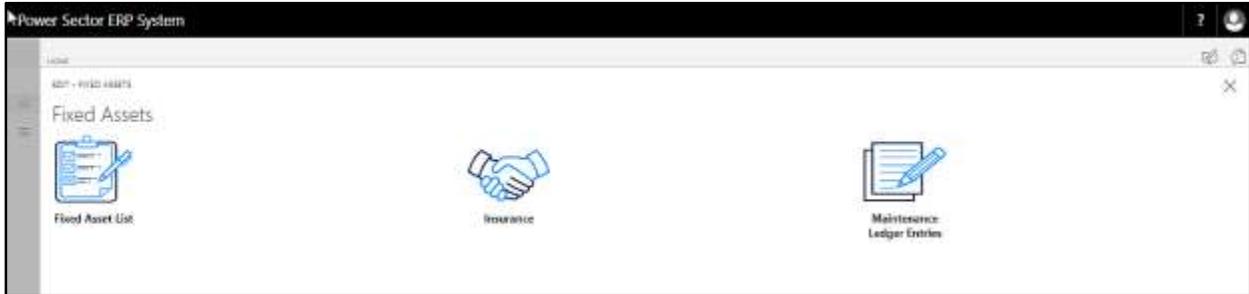
The following fixed asset landing Page will be appeared as below



C. Choose the “Assets” icon in the Fixed Asset Landing Page.



The following **Asset Landing page** will be appeared.



D. Choose the **“Fixed Asset List”** icon in the Asset Landing page.

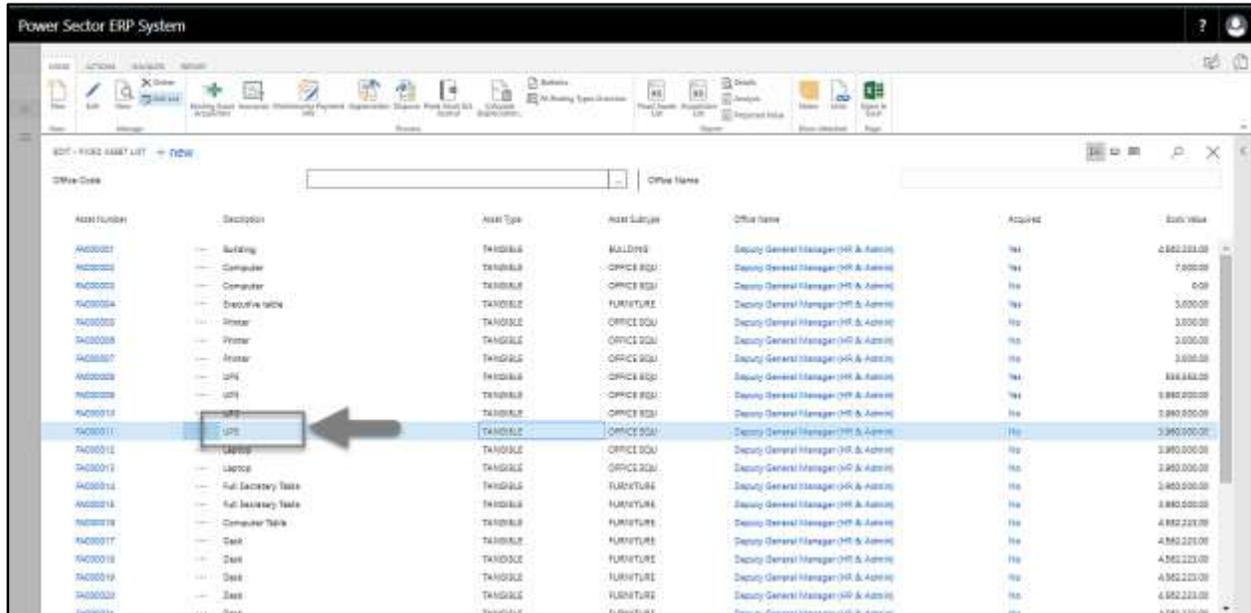


The Following fixed asset list page will be appeared.

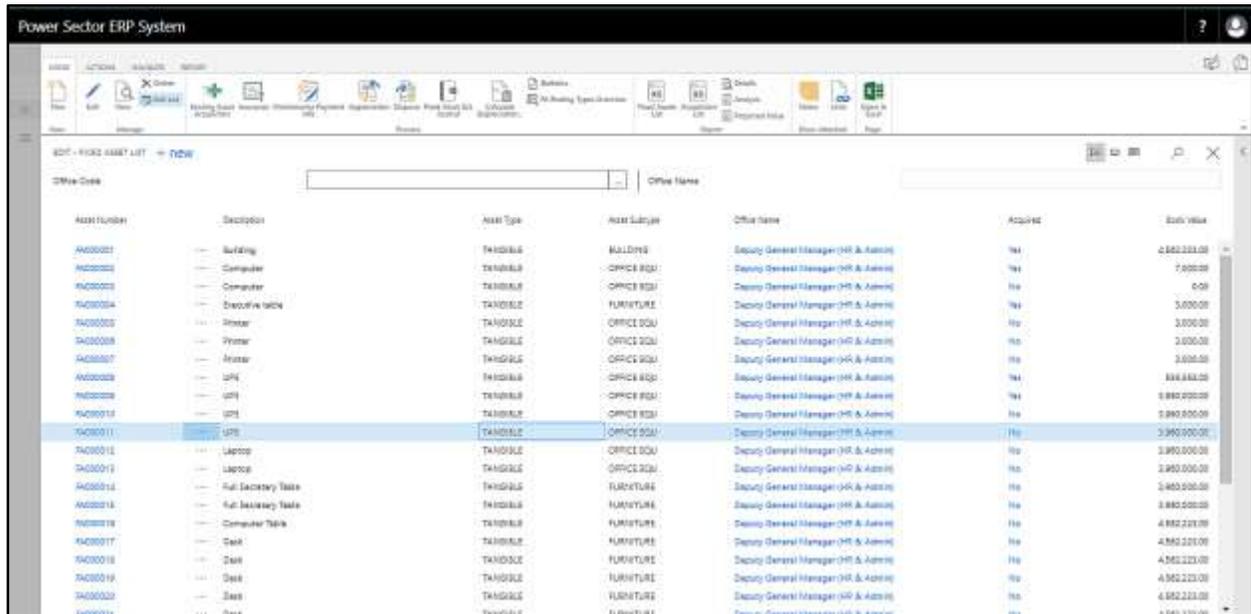
Asset Number	Description	Asset Type	Asset Subtype	Office Name	Acquired	Book Value
3400001	Building	TANGIBLE	BUILDING	Deputy General Manager (HR & Admin)	Yes	4,962,223.00
3400002	Computer	TANGIBLE	OFFICE SOU	Deputy General Manager (HR & Admin)	Yes	7,000.00
3400003	Computer	TANGIBLE	OFFICE SOU	Deputy General Manager (HR & Admin)	Yes	600
3400004	Executive table	TANGIBLE	FURNITURE	Deputy General Manager (HR & Admin)	Yes	3,000.00
3400005	Printer	TANGIBLE	OFFICE SOU	Deputy General Manager (HR & Admin)	Yes	3,000.00
3400006	Printer	TANGIBLE	OFFICE SOU	Deputy General Manager (HR & Admin)	No	3,000.00
3400007	Printer	TANGIBLE	OFFICE SOU	Deputy General Manager (HR & Admin)	No	3,000.00
3400008	LPS	TANGIBLE	OFFICE SOU	Deputy General Manager (HR & Admin)	Yes	355,500.00
3400009	LPS	TANGIBLE	OFFICE SOU	Deputy General Manager (HR & Admin)	Yes	3,960,000.00
3400010	LPS	TANGIBLE	OFFICE SOU	Deputy General Manager (HR & Admin)	No	3,960,000.00
3400011	LPS	TANGIBLE	OFFICE SOU	Deputy General Manager (HR & Admin)	No	3,960,000.00
3400012	Laptop	TANGIBLE	OFFICE SOU	Deputy General Manager (HR & Admin)	Yes	3,960,000.00
3400013	Laptop	TANGIBLE	OFFICE SOU	Deputy General Manager (HR & Admin)	No	3,960,000.00
3400014	Full Secondary Table	TANGIBLE	FURNITURE	Deputy General Manager (HR & Admin)	No	3,960,000.00
3400015	Full Secondary Table	TANGIBLE	FURNITURE	Deputy General Manager (HR & Admin)	No	3,960,000.00
3400016	Computer Table	TANGIBLE	FURNITURE	Deputy General Manager (HR & Admin)	Yes	4,962,223.00
3400017	Desk	TANGIBLE	FURNITURE	Deputy General Manager (HR & Admin)	No	4,962,223.00
3400018	Desk	TANGIBLE	FURNITURE	Deputy General Manager (HR & Admin)	No	4,962,223.00
3400019	Desk	TANGIBLE	FURNITURE	Deputy General Manager (HR & Admin)	No	4,962,223.00
3400020	Desk	TANGIBLE	FURNITURE	Deputy General Manager (HR & Admin)	No	4,962,223.00
3400021	Desk	TANGIBLE	FURNITURE	Deputy General Manager (HR & Admin)	No	4,962,223.00

E. Choose an Asset by clicking in the asset name.

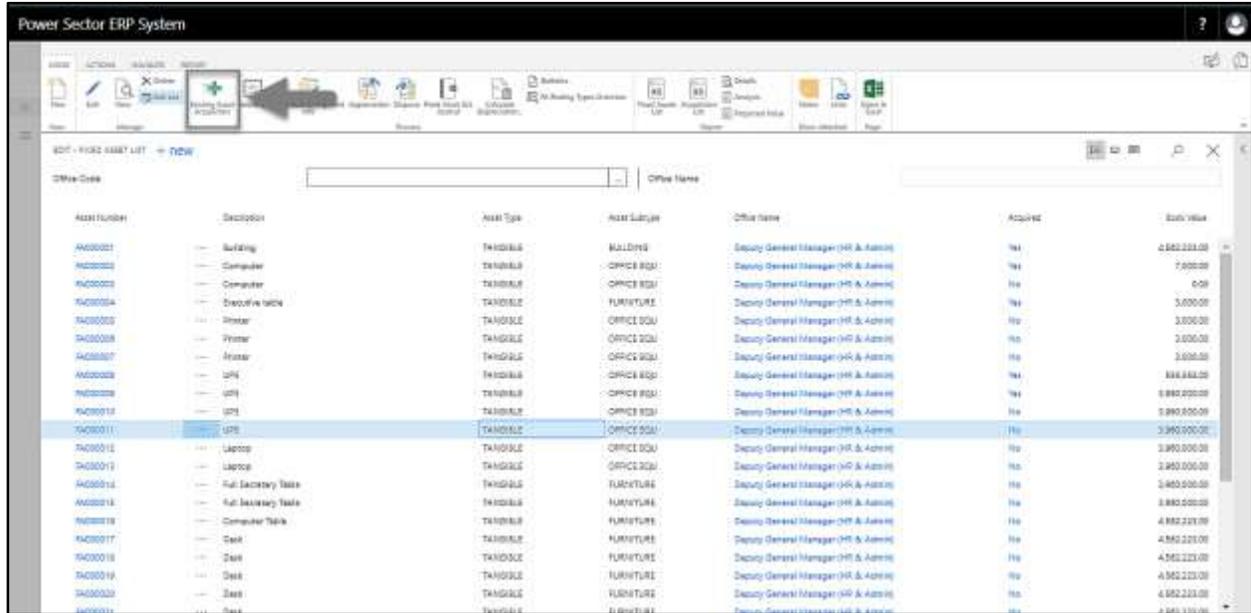
- Asset: FA00011



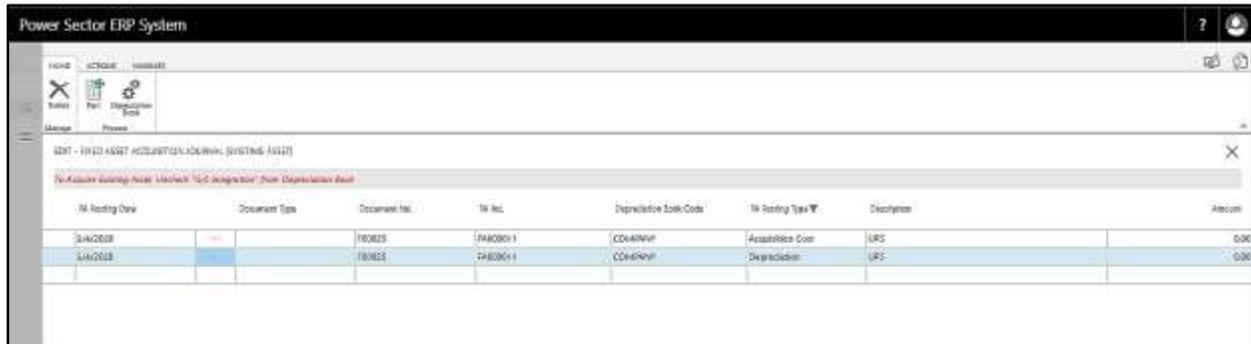
The image will look like below.



F. Choose the “Existing Asset Acquisition” Icon.



The following screen will be appeared.

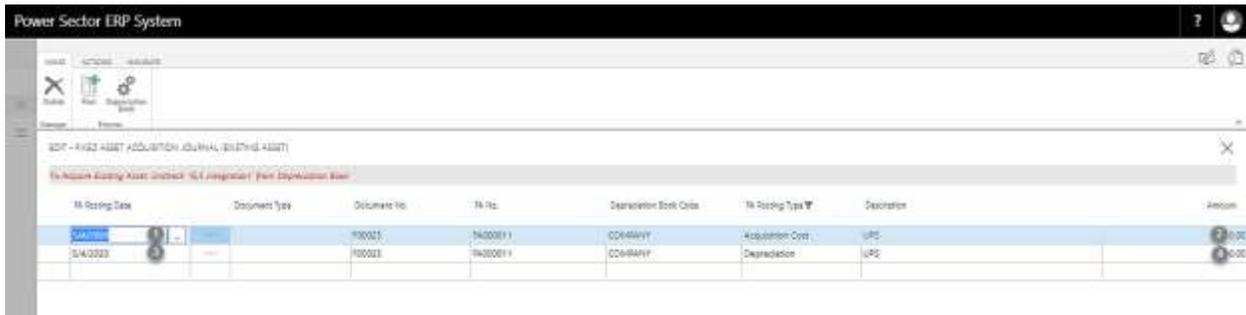


G. Provide below information to proceed with the Acquisition process successfully.

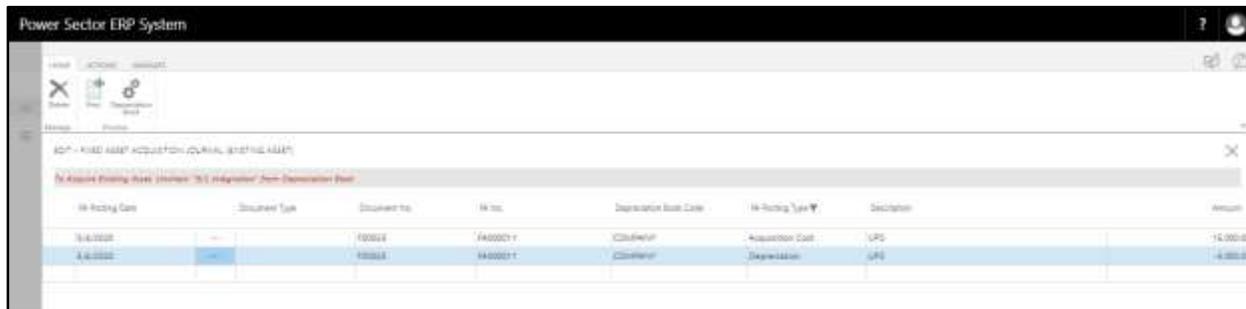
1. Choose the **FA Posting Date** from the dropdown by clicking on  button.
  - **FA Posting Date: 05-04-2020**

**Document No., FA No., Depreciation Book Code, FA Posting Type, Description** will be populated by the system.
2. Provide **Amount**.

- **Amount: 15000**
3. Choose the **FA Posting Date** from the dropdown by clicking on  button.
- **FA Posting Date: 05-04-2020**
- Document No., FA No., Depreciation Book Code, FA Posting Type, Description** will be populated by the system.
4. Provide **Amount**.
- **Amount: -5000**



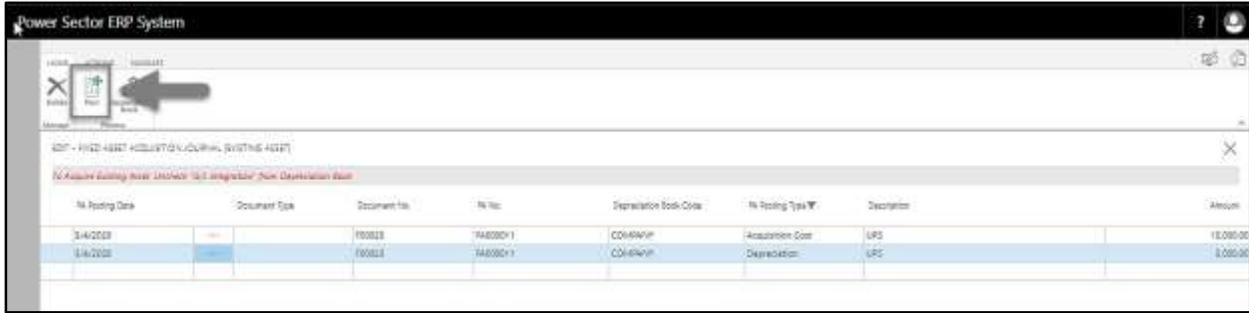
The screen will look like as below



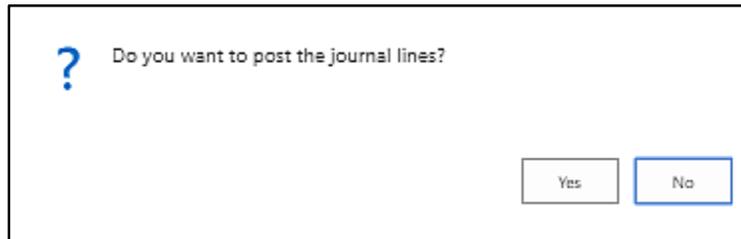
**TIPS**

Choose  icon to set integration with finance module.

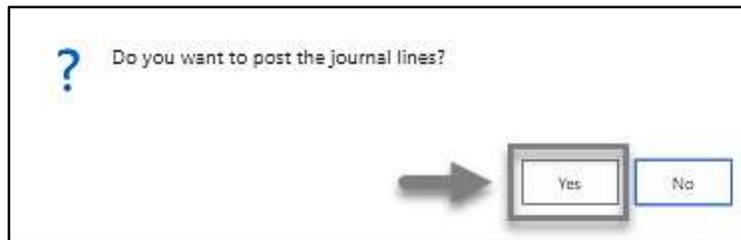
H. Choose the **“Post”** icon to proceed.



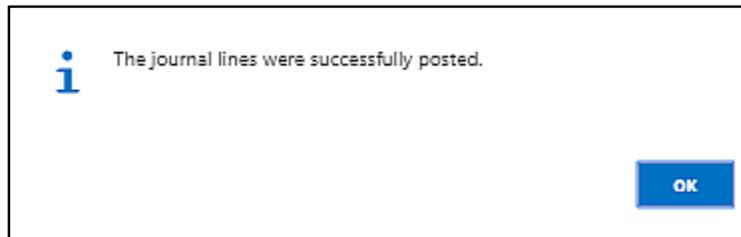
The following pop up will be appeared as below.



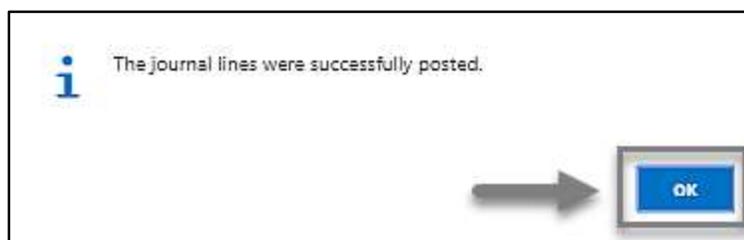
I. Choose "Yes" icon to save and close.



The following Pop Up will be appeared.



J. Choose **Ok** to save and close.



## FA-502 How to: Acquire New Asset

### Introduction

This process demonstrates how to acquire a new asset.

### Roles

- Module Admin

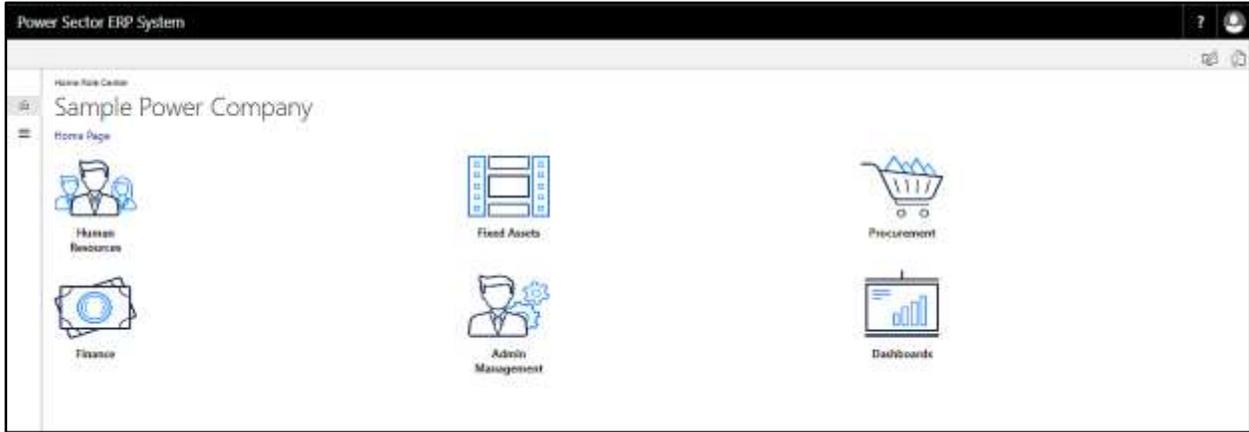
### Prerequisite

- Asset Information
- Depreciation Book Setup

### Acquire New Asset

To acquire new asset, follow the steps described below.

- A. Login with your respective **Fixed Asset User credentials**. ERP Landing Page, as below, will be appeared on successful login.



B. Choose the “Fixed Asset” icon.



Fixed Asset Landing Page will be appeared as below



C. Choose the “**Assets**” icon in the Fixed Asset Landing Page.



The following **Asset Landing page** will be appeared.



D. Choose the “**Fixed Asset List**” icon in the Asset Landing page.



The Following fixed asset list page will be appeared.

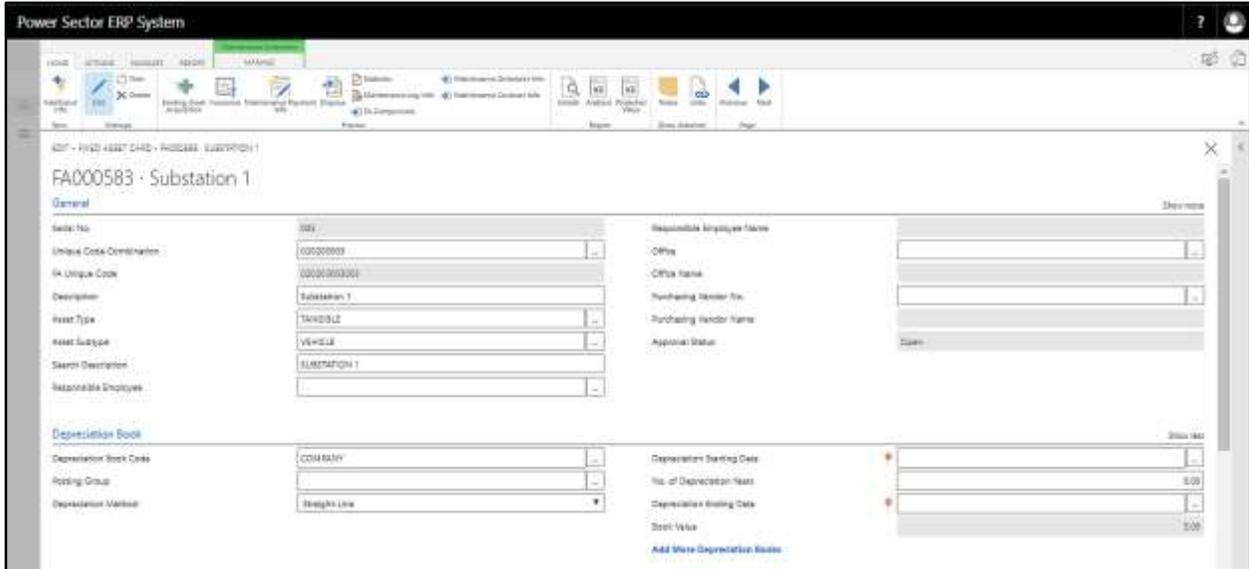
Asset Number	Description	Asset Type	Asset Subtype	Office Name	Acquired	Book Value
FA00001	Building	TAHOBLE	BUILDING	Deputy General Manager (HR & Admin)	Yes	4,962,223.00
FA00002	Computer	TAHOBLE	OFFICE SOU	Deputy General Manager (HR & Admin)	Yes	7,000.00
FA00003	Computer	TAHOBLE	OFFICE SOU	Deputy General Manager (HR & Admin)	No	0.00
FA00004	Desktop table	TAHOBLE	FURNITURE	Deputy General Manager (HR & Admin)	No	2,000.00
FA00005	Printer	TAHOBLE	OFFICE SOU	Deputy General Manager (HR & Admin)	No	2,000.00
FA00006	Printer	TAHOBLE	OFFICE SOU	Deputy General Manager (HR & Admin)	No	2,000.00
FA00007	Printer	TAHOBLE	OFFICE SOU	Deputy General Manager (HR & Admin)	No	2,000.00
FA00008	LPS	TAHOBLE	OFFICE SOU	Deputy General Manager (HR & Admin)	Yes	855,555.00
FA00009	LPS	TAHOBLE	OFFICE SOU	Deputy General Manager (HR & Admin)	Yes	2,960,000.00
FA00010	LPS	TAHOBLE	OFFICE SOU	Deputy General Manager (HR & Admin)	No	2,960,000.00
FA00011	LPS	TAHOBLE	OFFICE SOU	Deputy General Manager (HR & Admin)	No	2,960,000.00
FA00012	Laptop	TAHOBLE	OFFICE SOU	Deputy General Manager (HR & Admin)	No	2,960,000.00
FA00013	Laptop	TAHOBLE	OFFICE SOU	Deputy General Manager (HR & Admin)	No	2,960,000.00
FA00014	Full Secondary Table	TAHOBLE	FURNITURE	Deputy General Manager (HR & Admin)	No	6,860,000.00
FA00015	Full Secondary Table	TAHOBLE	FURNITURE	Deputy General Manager (HR & Admin)	No	6,860,000.00
FA00016	Computer Table	TAHOBLE	FURNITURE	Deputy General Manager (HR & Admin)	No	4,962,223.00
FA00017	Desk	TAHOBLE	FURNITURE	Deputy General Manager (HR & Admin)	No	4,962,223.00
FA00018	Desk	TAHOBLE	FURNITURE	Deputy General Manager (HR & Admin)	No	4,962,223.00
FA00019	Desk	TAHOBLE	FURNITURE	Deputy General Manager (HR & Admin)	No	4,962,223.00
FA00020	Desk	TAHOBLE	FURNITURE	Deputy General Manager (HR & Admin)	No	4,962,223.00
FA00021	Desk	TAHOBLE	FURNITURE	Deputy General Manager (HR & Admin)	No	4,962,223.00

E. Choose a newly added asset by clicking in the **Asset Number**.

- **Asset Number: FA000583**

Asset Number	Description	Asset Type	Asset Subtype	Office Name	Acquired	Book Value
FA00058	Executive Chair-Plastic 2	TAHOBLE	FURNITURE	Managing Director	No	0.00
FA00059	Executive Chair-Plastic 2	TAHOBLE	FURNITURE	Managing Director	No	15,000.00
FA00060	Executive Chair-Plastic	TAHOBLE	FURNITURE	Managing Director	No	12,000.00
FA00061	Executive Chair-Plastic	TAHOBLE	VEHICLE		No	0.00
FA00062	4 GB Hard	TAHOBLE	COM ACCESS	Chief Engineer	No	0.00
FA00063	Computer Hard Disk	TAHOBLE	COM ACCESS	Chief Engineer	No	0.00
FA00064	Computer	TAHOBLE	COMPUTER	Chief Engineer	No	0.00
FA00065	Computer	TAHOBLE	COMPUTER	Chief Engineer	No	0.00
FA00066	Computer	TAHOBLE	COMPUTER	Chief Engineer	No	0.00
FA00067	Computer	TAHOBLE	COMPUTER	Chief Engineer	No	0.00
FA00068	laptop	TAHOBLE	COMPUTER		No	30,000.00
FA00069	car 2	TAHOBLE	VEHICLE		No	800,000.00
FA00070	car 2	TAHOBLE	VEHICLE		No	800,000.00
FA00071	Building 5	TAHOBLE	BUILDING		No	100,000,000.00
FA00072	office 1	TAHOBLE	BUILDING		Yes	8,000,000.00
FA00073	car	TAHOBLE	VEHICLE		No	400,000,000.00
FA00074	Table	TAHOBLE	FURNITURE		No	20,000,000.00
FA00075	Table	TAHOBLE	FURNITURE		No	20,000,000.00
FA00076	Table	TAHOBLE	FURNITURE		No	20,000,000.00
FA00077	Table	TAHOBLE	FURNITURE		No	20,000,000.00
FA00078	Table	TAHOBLE	FURNITURE		No	20,000,000.00
FA00079	Table	TAHOBLE	FURNITURE		No	20,000,000.00
FA00080	Table	TAHOBLE	FURNITURE		No	20,000,000.00
FA00081	Table	TAHOBLE	FURNITURE		No	20,000,000.00
FA00082	Table	TAHOBLE	FURNITURE		No	20,000,000.00
FA00083	Table	TAHOBLE	FURNITURE		No	20,000,000.00
FA00084	Table	TAHOBLE	FURNITURE		No	20,000,000.00
FA00085	Table	TAHOBLE	FURNITURE		No	20,000,000.00
FA00086	Table	TAHOBLE	FURNITURE		No	20,000,000.00
FA00087	Table	TAHOBLE	FURNITURE		No	20,000,000.00
FA00088	Table	TAHOBLE	FURNITURE		No	20,000,000.00
FA00089	Table	TAHOBLE	FURNITURE		No	20,000,000.00
FA00090	Table	TAHOBLE	FURNITURE		No	20,000,000.00
FA00091	Table	TAHOBLE	FURNITURE		No	20,000,000.00
FA00092	Table	TAHOBLE	FURNITURE		No	20,000,000.00
FA00093	Table	TAHOBLE	FURNITURE		No	20,000,000.00
FA00094	Table	TAHOBLE	FURNITURE		No	20,000,000.00
FA00095	Table	TAHOBLE	FURNITURE		No	20,000,000.00
FA00096	Table	TAHOBLE	FURNITURE		No	20,000,000.00
FA00097	Table	TAHOBLE	FURNITURE		No	20,000,000.00
FA00098	Table	TAHOBLE	FURNITURE		No	20,000,000.00
FA00099	Table	TAHOBLE	FURNITURE		No	20,000,000.00
FA00100	Table	TAHOBLE	FURNITURE		No	20,000,000.00

The following fixed asset card page will appear.



F. Provide **Depreciation Book information** as mentioned below.

1. Choose the **Posting Group** from the dropdown by clicking on  button.

- **Posting Group: SUBSTATION**

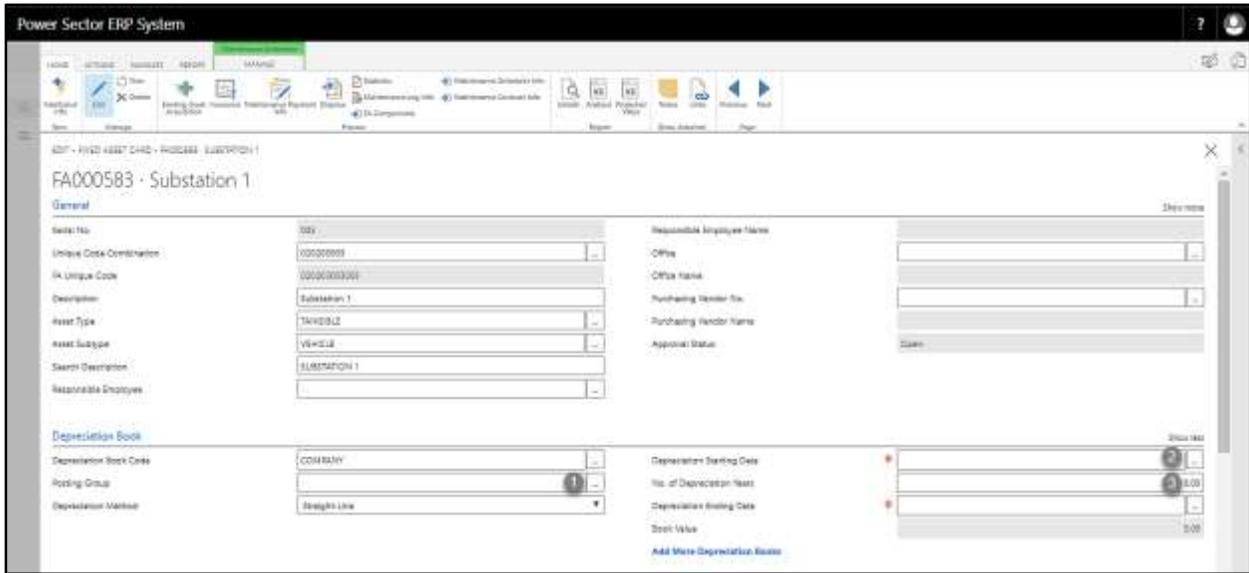
Default **Depreciation Book Code** and **Depreciation Method** will be populated by the system.

2. Choose the **Depreciation Starting Date** from the dropdown by clicking on  button.

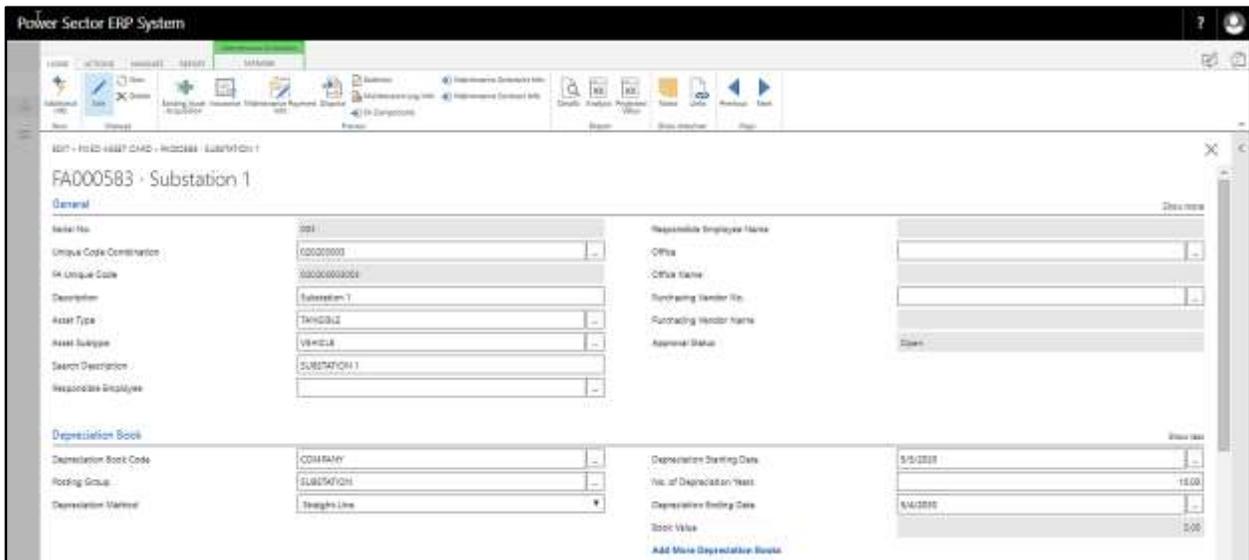
- **Depreciation Starting Date: 5/5/2020**

3. Provide **No. of Depreciation Year**.

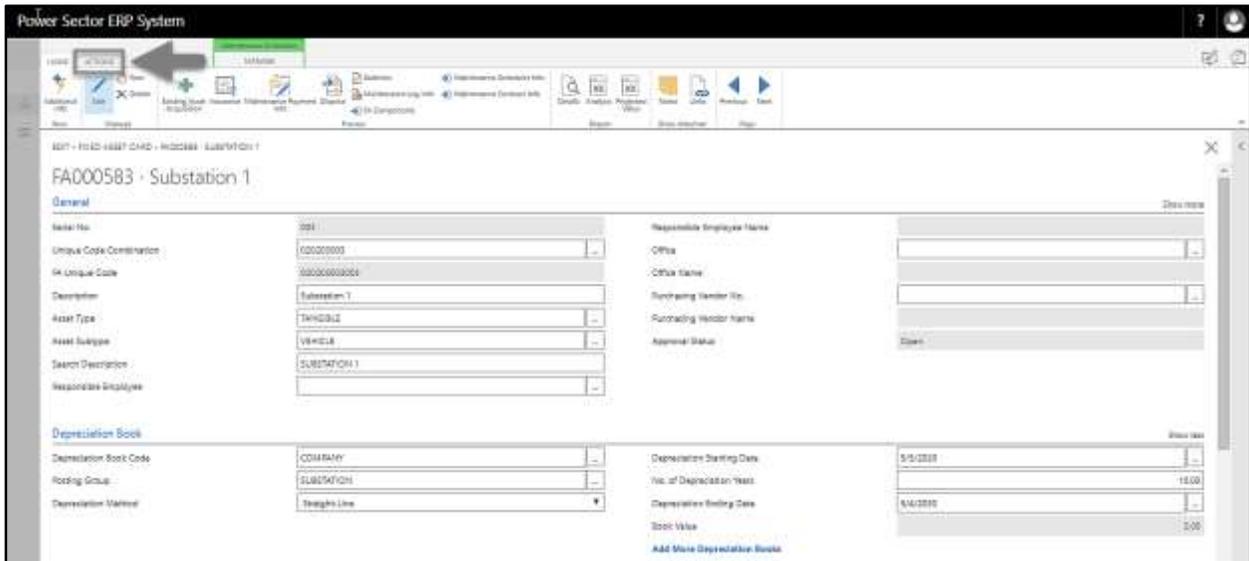
- **No. of Depreciation Year: 10**



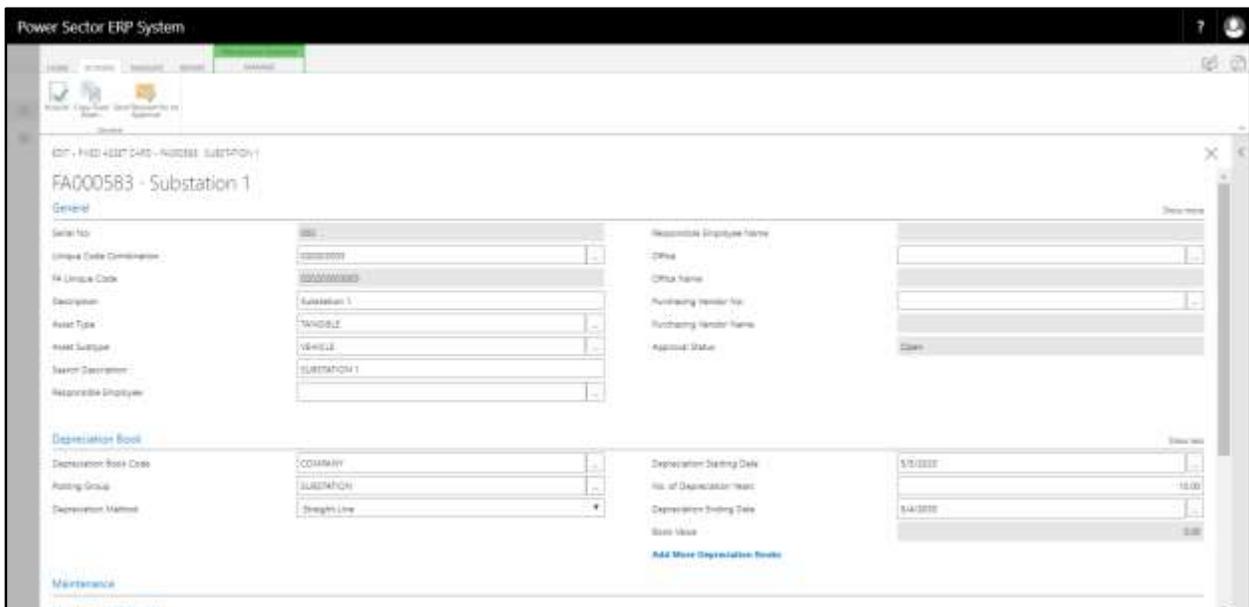
The screen will look like below.



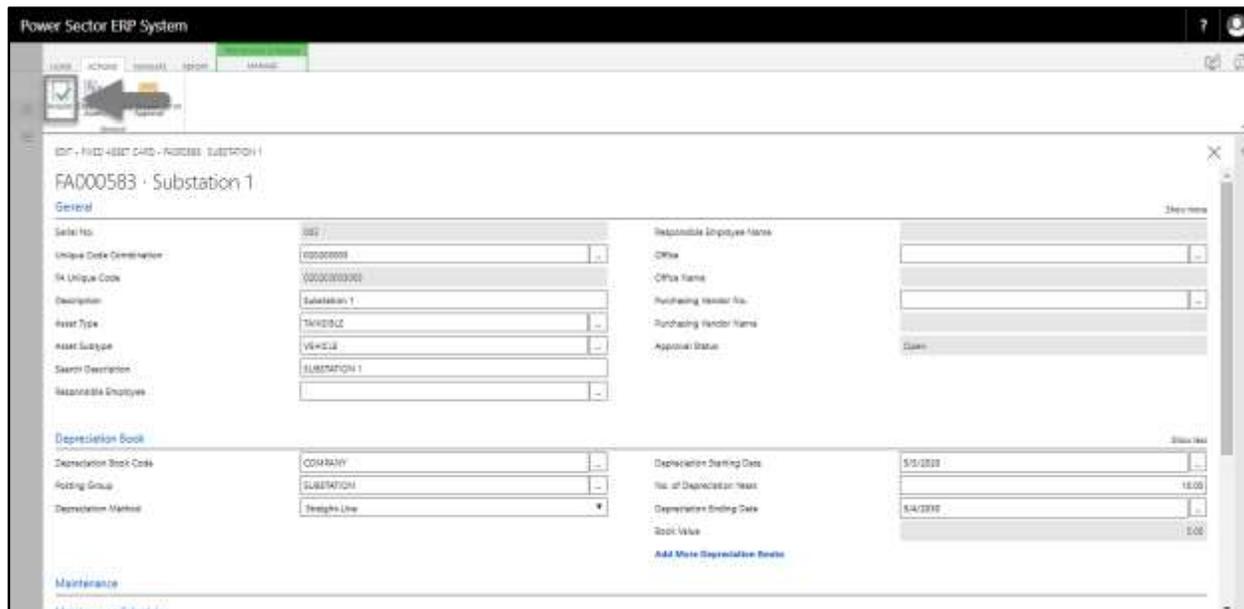
G. Choose the **Action** icon.



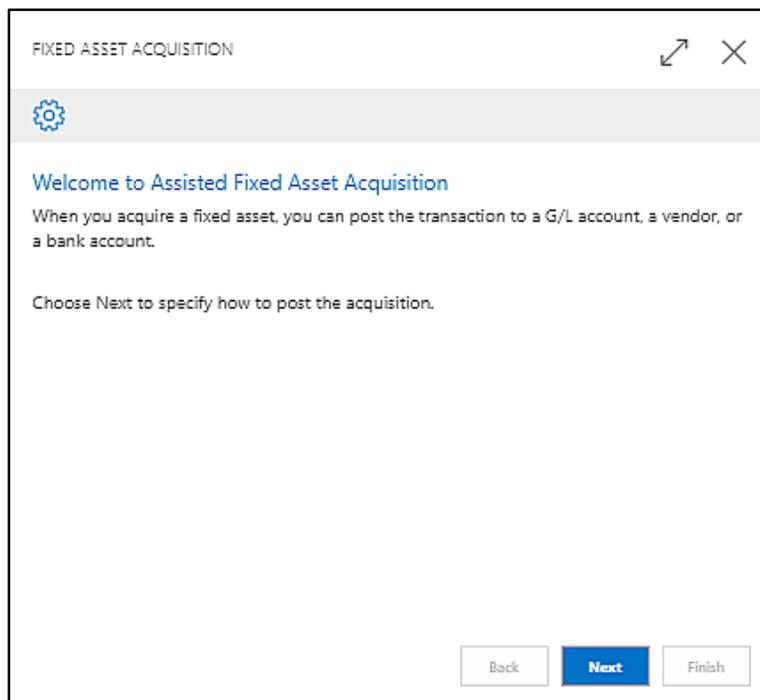
The Following screen will be appeared.



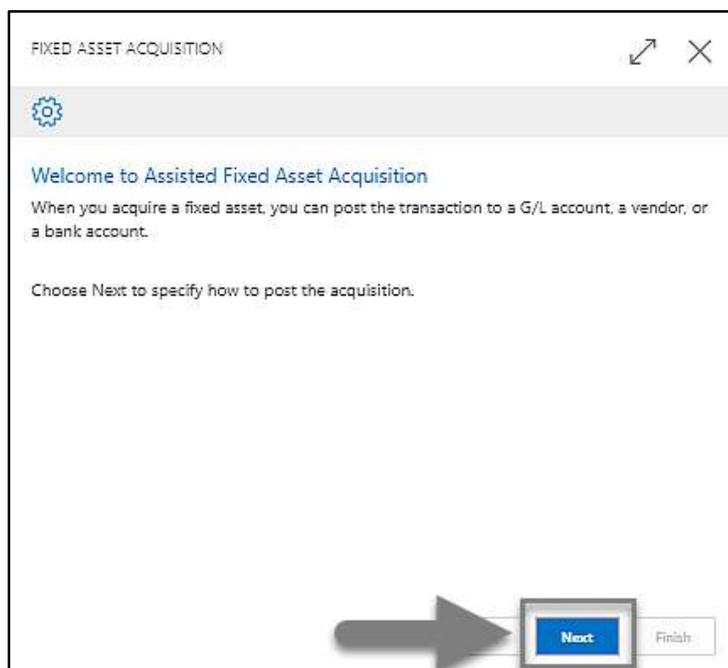
H. Choose the **Acquire** icon.



The following Pop up will appear.



I. Choose **Next** icon to acquire.



The following Pop Up will be appeared.

FIXED ASSET ACQUISITION

Provide information about the fixed asset.

Acquisition Cost Incl. VAT

Acquisition Date

Back Next Finish

J. Provide **Acquisition Cost Including Vat.** to proceed with successful acquisition.

- **Acquisition Cost Including Vat: 1500000**

FIXED ASSET ACQUISITION

Provide information about the fixed asset.

Acquisition Cost Incl. VAT

Acquisition Date

Back Next Finish

The screen will look like below

FIXED ASSET ACQUISITION

Provide information about the fixed asset.

Acquisition Cost Incl. VAT

Acquisition Date

Back **Next** Finish

K. Choose the **Next** icon to proceed.

FIXED ASSET ACQUISITION

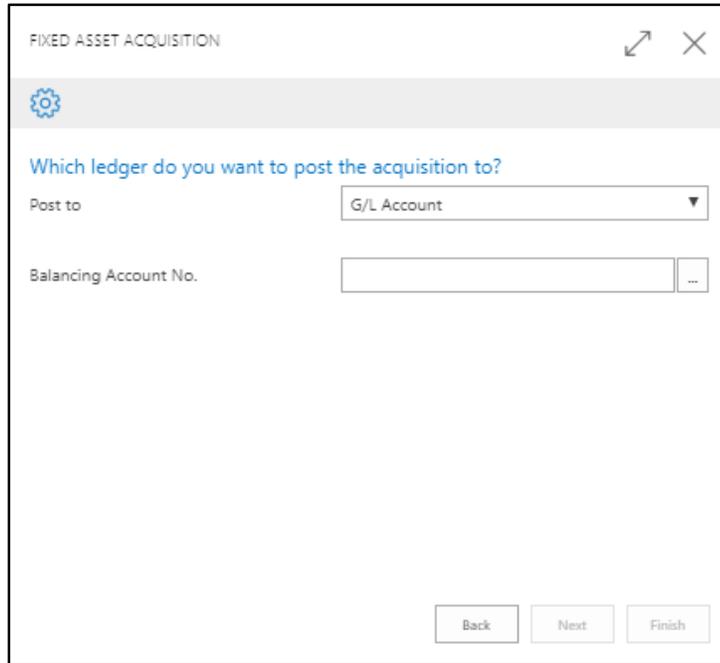
Provide information about the fixed asset.

Acquisition Cost Incl. VAT

Acquisition Date

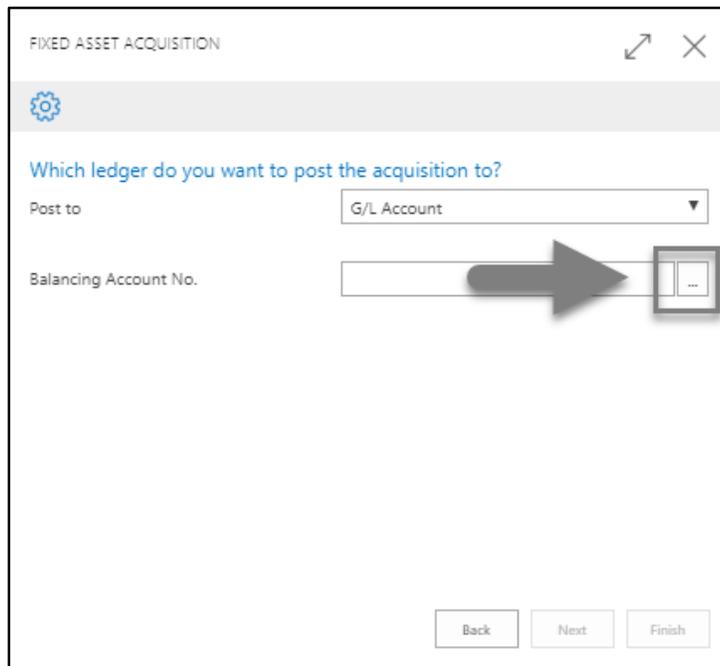
Next Finish

The Following screen will be appeared.

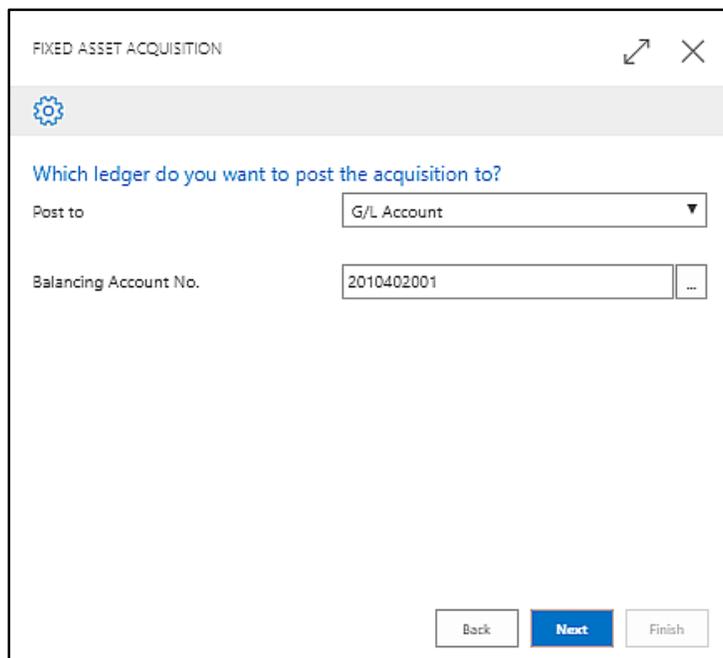


L. Choose the **Balancing Account No.** from the dropdown by clicking on  button.

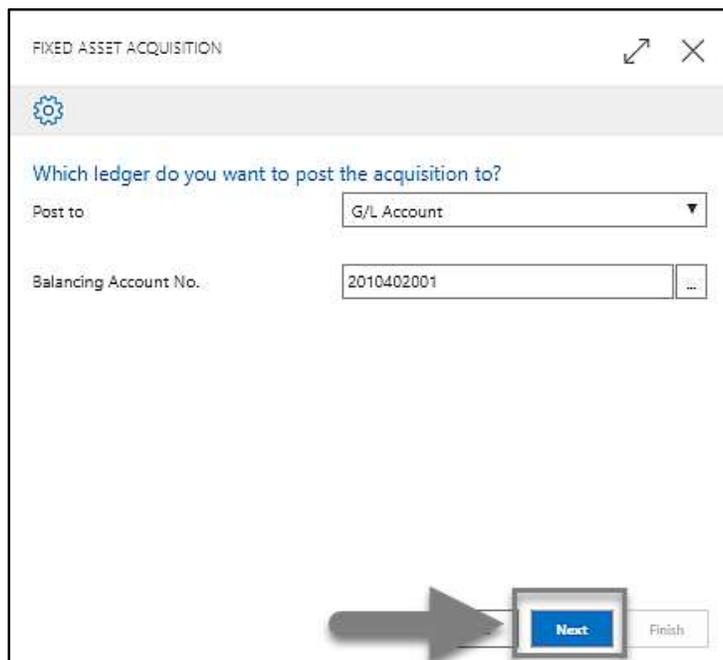
- **Balancing Account No.: 2010402001**



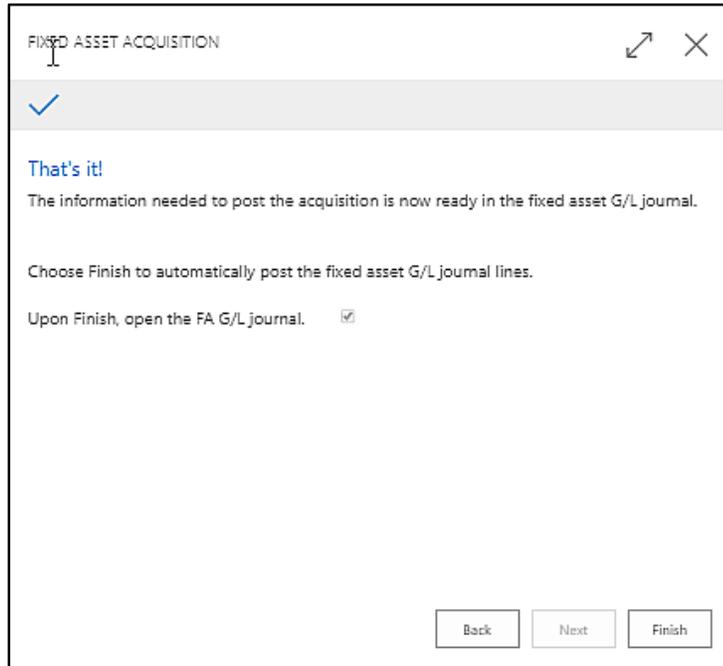
The Screen will be look like below.



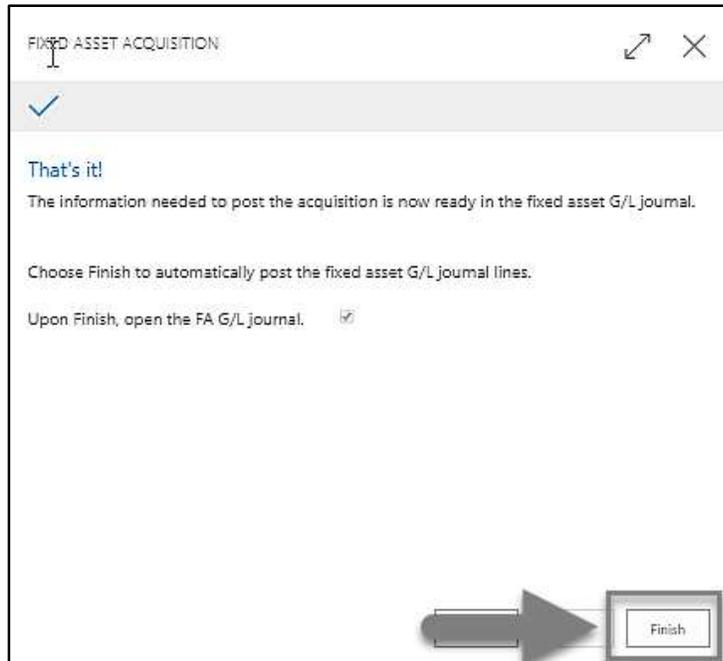
M. Choose the **Next** icon.



The following pop up will be appeared.



N. Choose the **“Finish”** icon to Save and close.



## FA-503 How to: Post Maintenance Payment Information

### Introduction

This process demonstrates how to post maintenance information of an asset.

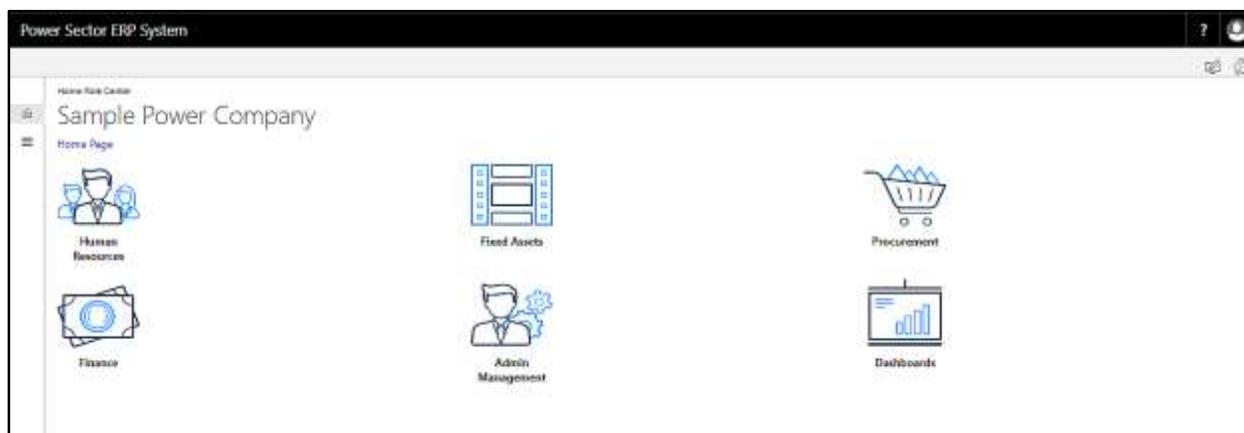
### Prerequisite

- Maintenance Contract Information
- Maintenance Schedule Information
- Depreciation Book Setup

### Maintenance Payment Information

To post maintenance information, follow the steps described below.

- A. Login with your respective **Fixed Asset Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



B. Choose the “Fixed Asset” icon.



Fixed Asset Landing Page will be appeared as below



C. Choose the “Assets” icon in the Fixed Asset Landing Page.



The following Asset Landing page will be appeared.



D. Choose the "Fixed Asset List" icon in the Asset Landing page.

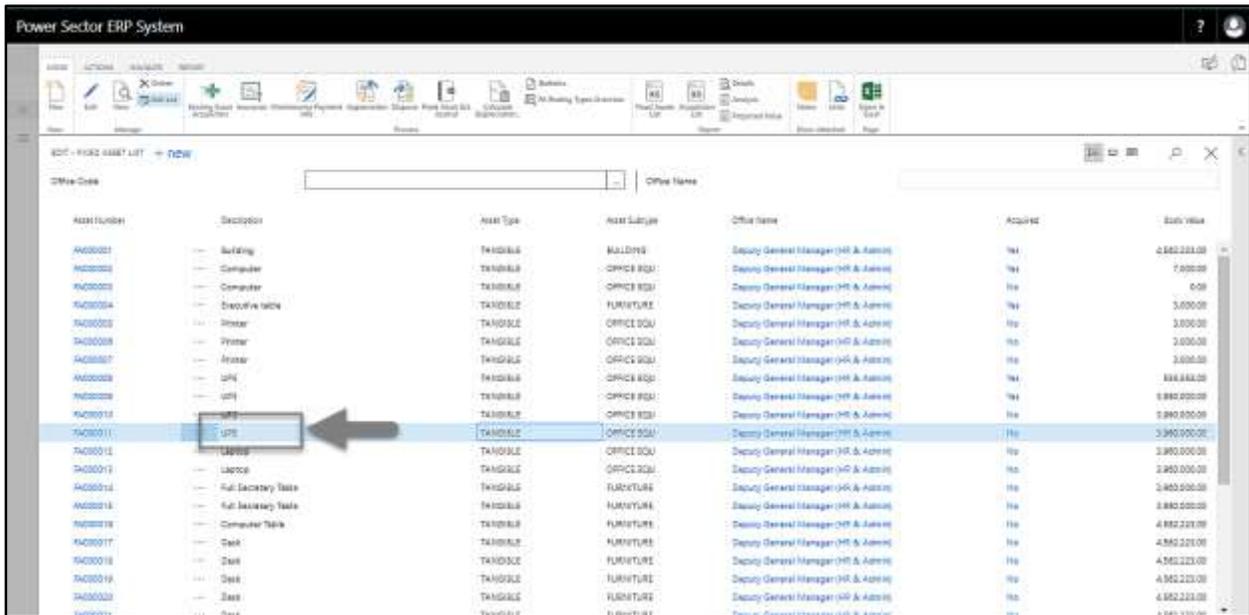


The Following fixed asset list page will be appeared.

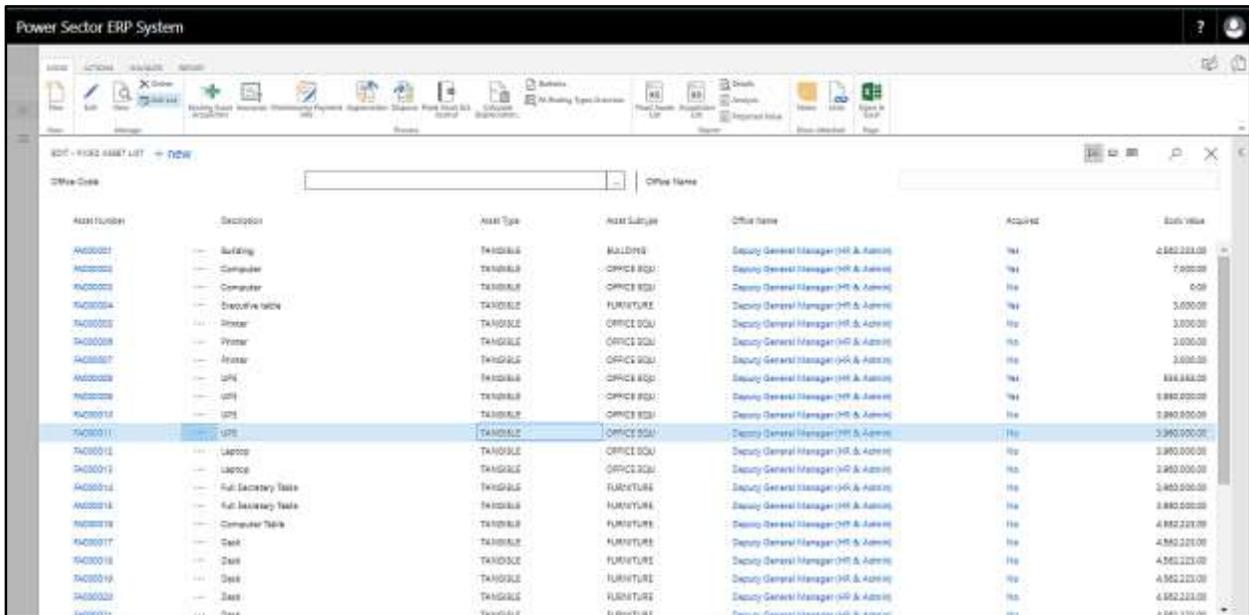
Asset Number	Description	Asset Type	Asset Subtype	Office Name	Acquired	Total Value
NA00001	Building	IMMUBLE	BUILDING	Deputy General Manager (HR & Admin)	Yes	4,962,223.00
NA00002	Computer	TANGIBLE	OFFICE SOU	Deputy General Manager (HR & Admin)	No	7,000.00
NA00003	Computer	TANGIBLE	OFFICE SOU	Deputy General Manager (HR & Admin)	No	600
NA00004	Directorial Table	TANGIBLE	FURNITURE	Deputy General Manager (HR & Admin)	No	3,000.00
NA00005	Printer	TANGIBLE	OFFICE SOU	Deputy General Manager (HR & Admin)	No	3,000.00
NA00006	Printer	TANGIBLE	OFFICE SOU	Deputy General Manager (HR & Admin)	No	3,000.00
NA00007	Printer	TANGIBLE	OFFICE SOU	Deputy General Manager (HR & Admin)	No	3,000.00
NA00008	LPS	TANGIBLE	OFFICE SOU	Deputy General Manager (HR & Admin)	Yes	855,588.00
NA00009	LPS	TANGIBLE	OFFICE SOU	Deputy General Manager (HR & Admin)	Yes	3,985,000.00
NA00010	LPS	TANGIBLE	OFFICE SOU	Deputy General Manager (HR & Admin)	No	2,960,000.00
NA00011	LPS	TANGIBLE	OFFICE SOU	Deputy General Manager (HR & Admin)	No	2,960,000.00
NA00012	Laptop	TANGIBLE	OFFICE SOU	Deputy General Manager (HR & Admin)	No	2,960,000.00
NA00013	Laptop	TANGIBLE	OFFICE SOU	Deputy General Manager (HR & Admin)	No	2,960,000.00
NA00014	Full Secretary Table	TANGIBLE	FURNITURE	Deputy General Manager (HR & Admin)	No	880,000.00
NA00015	Full Secretary Table	TANGIBLE	FURNITURE	Deputy General Manager (HR & Admin)	No	880,000.00
NA00016	Computer Table	TANGIBLE	FURNITURE	Deputy General Manager (HR & Admin)	No	4,962,223.00
NA00017	Desk	TANGIBLE	FURNITURE	Deputy General Manager (HR & Admin)	No	4,962,223.00
NA00018	Desk	TANGIBLE	FURNITURE	Deputy General Manager (HR & Admin)	No	4,962,223.00
NA00019	Desk	TANGIBLE	FURNITURE	Deputy General Manager (HR & Admin)	No	4,962,223.00
NA00020	Desk	TANGIBLE	FURNITURE	Deputy General Manager (HR & Admin)	No	4,962,223.00
NA00021	Desk	TANGIBLE	FURNITURE	Deputy General Manager (HR & Admin)	No	4,962,223.00

E. Choose an Asset by clicking in the "Asset name".

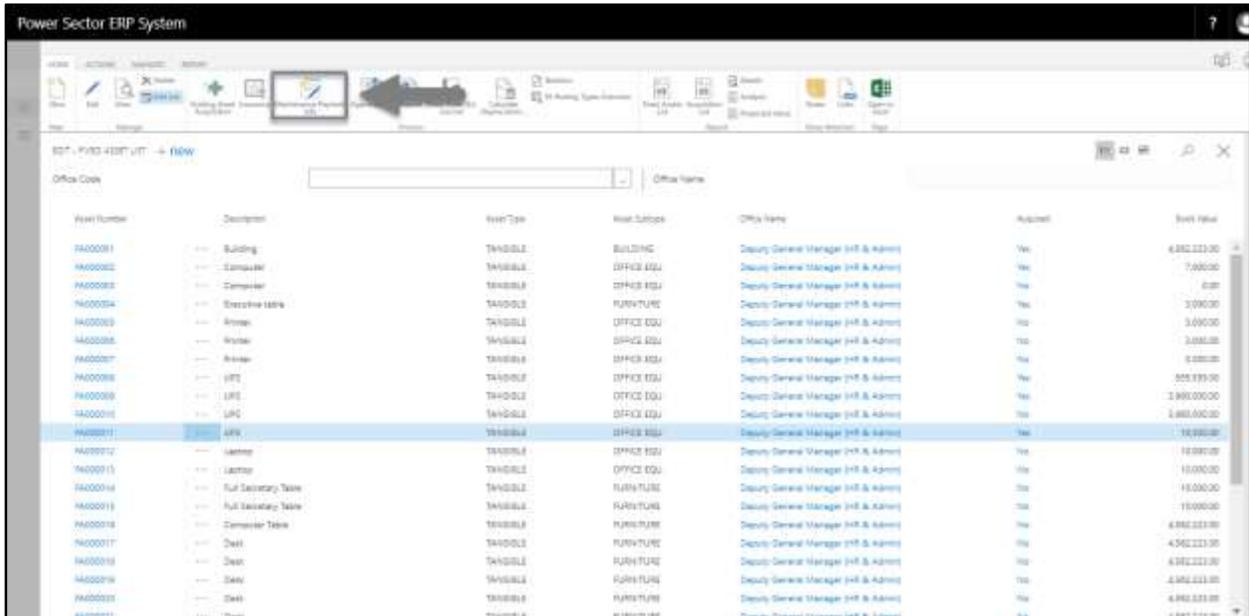
- Asset: FA00011



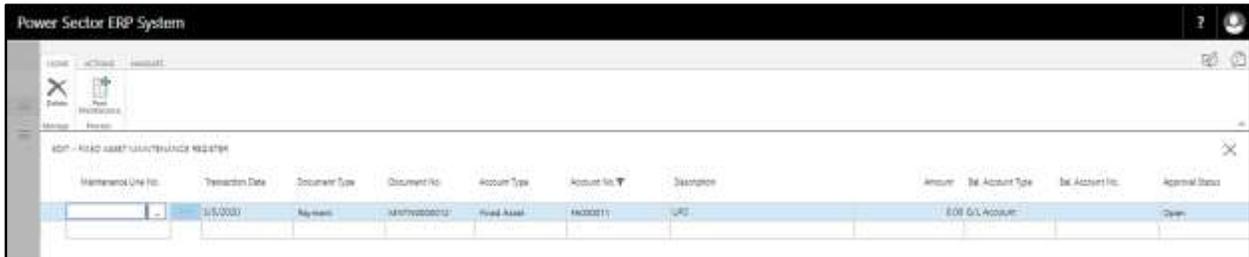
The image will look like below.



F. Choose the "Maintenance Payment Information" Icon.



The following screen will be appeared.



G. Provide below information to post maintenance payment information successfully.

5. Choose the **Maintenance Line No.** from the dropdown by clicking on  button.

- **Maintenance Line No.: 1**  
**Transaction Date, Document Type, Document No., Account Type, Account No., Description** will be populated by the system.

6. Provide **Amount**.

- **Amount: 2000**

7. Choose the **Bal Account No.** from the dropdown by clicking on  button.

- **Bal Account No.: 2030407001**

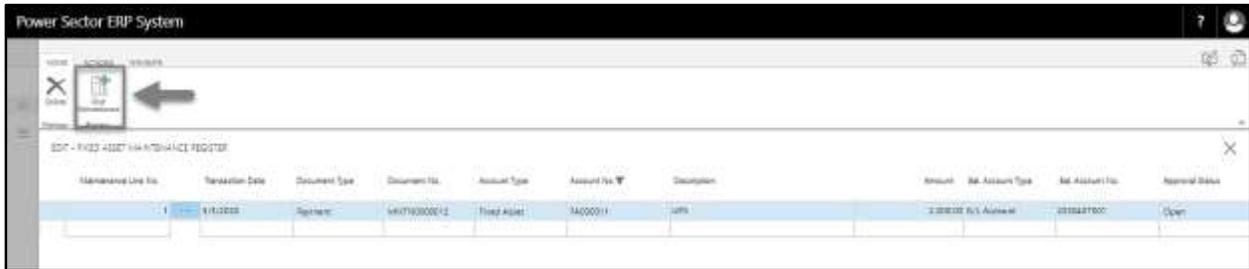


The screen will look like as below.

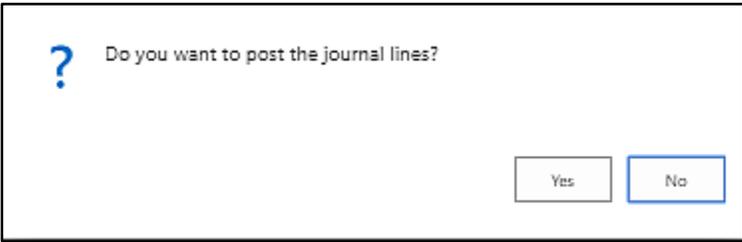


**TIPS**  
You can change the Transaction Date by clicking on the  button in Transaction date fields.

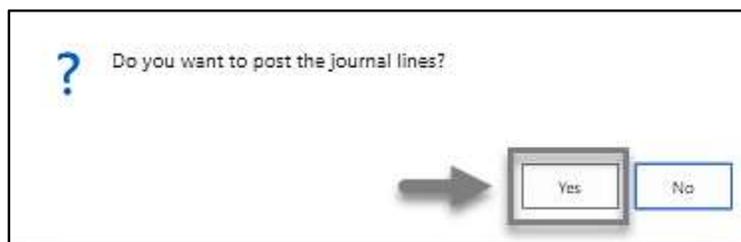
H. Choose the **“Post”** icon to proceed.



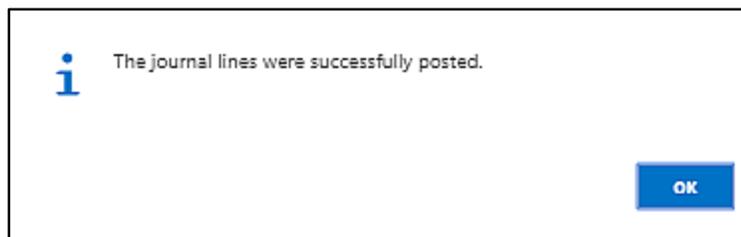
The following pop up will be appeared as below.



I. Choose **“Yes”** icon to post.



The following Pop Up will be appeared.



J. Choose **Ok** to save and close.



## FA- 504 How to: Post Insurance

### Introduction

This process demonstrates how to post Insurance information of an asset.

### Prerequisite

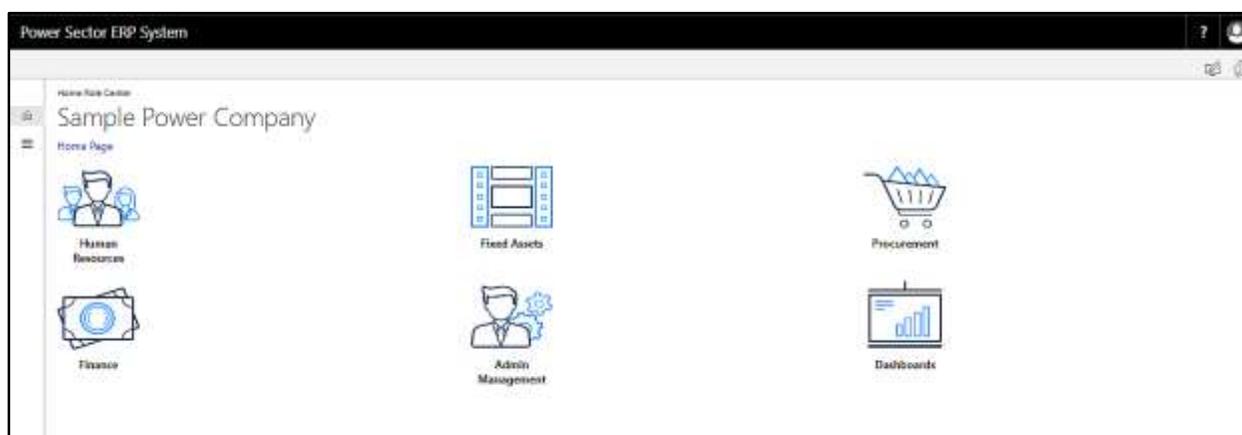
- Asset Information
- Insurance Setup

### Post Insurance

This process demonstrates how to post insurance information of an asset.

To post insurance information, follow the steps described below.

- A. Login with your respective **Fixed Asset Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



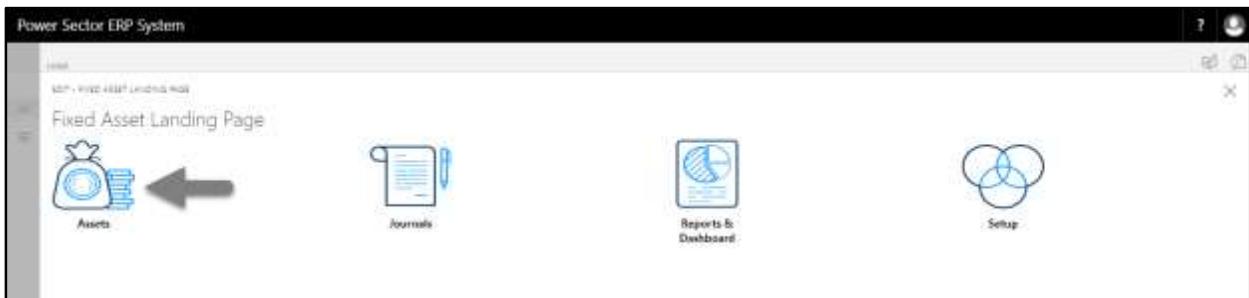
B. Choose the “Fixed Asset” icon.



Fixed Asset Landing Page will be appeared as below



C. Choose the “Assets” icon in the Fixed Asset Landing Page.



The following **Asset Landing page** will be appeared.



D. Choose the **“Fixed Asset List”** icon in the Asset Landing page.

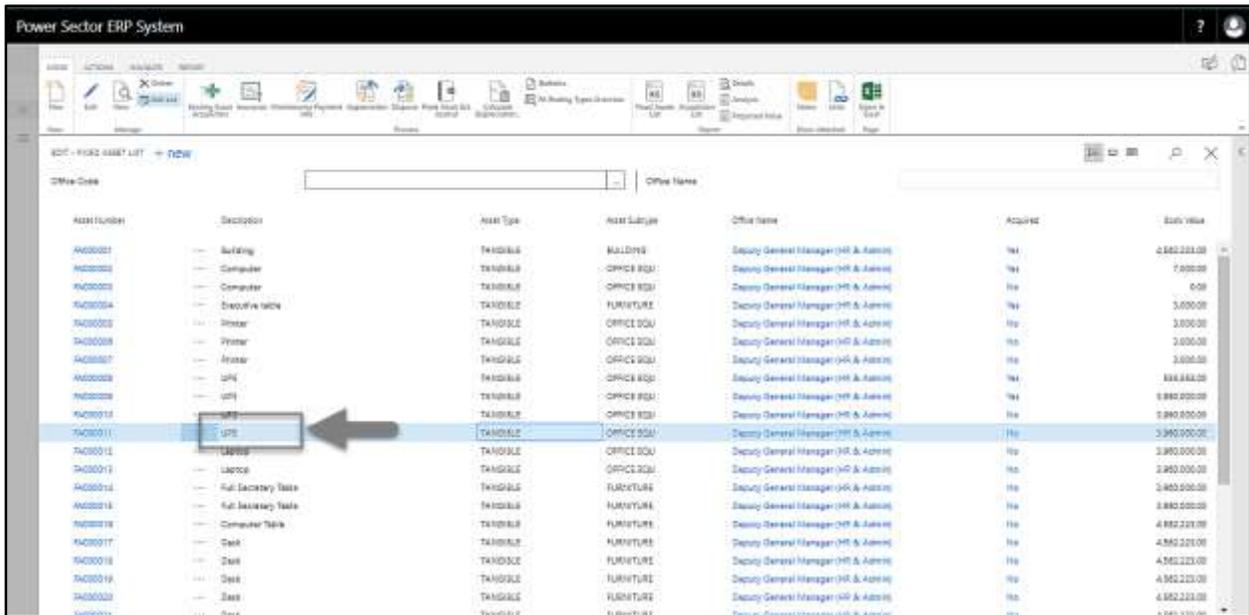


The Following **fixed asset list page** will be appeared.

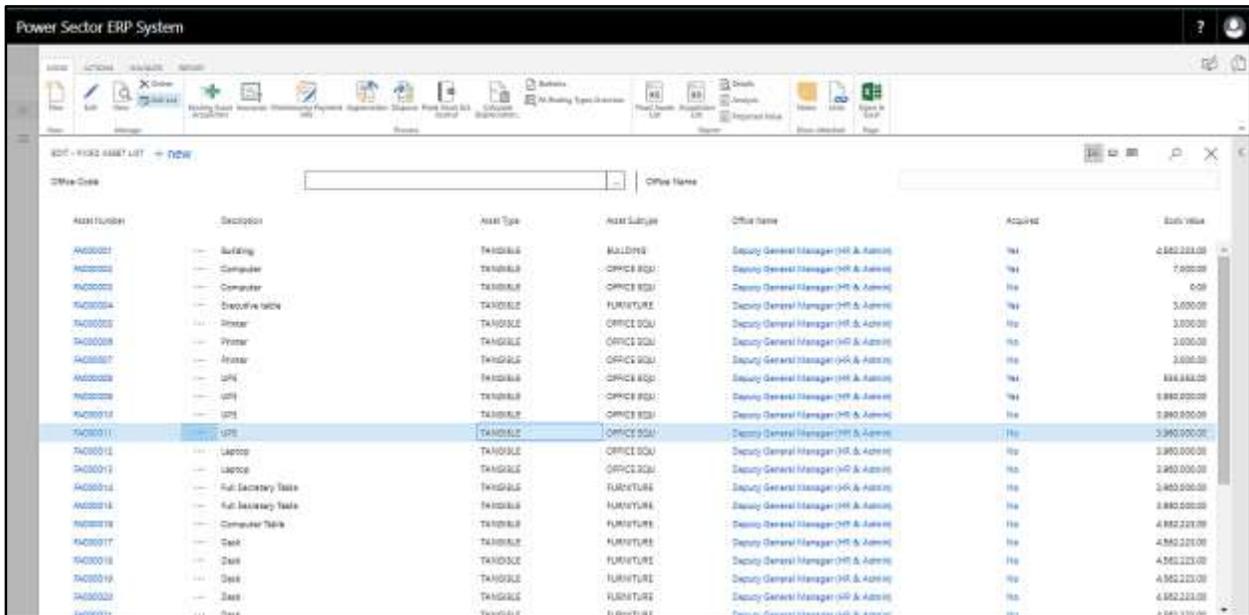
Asset Number	Description	Asset Type	Asset Subtype	Office Name	Acquired	Total Value
NA000001	Building	IMMUBLE	BUILDING	Deputy General Manager (HR & Admin)	Yes	4,962,223.00
NA000002	Computer	TANGIBLE	OFFICE SOU	Deputy General Manager (HR & Admin)	No	7,000.00
NA000003	Computer	TANGIBLE	OFFICE SOU	Deputy General Manager (HR & Admin)	No	600
NA000004	Directorial Table	TANGIBLE	FURNITURE	Deputy General Manager (HR & Admin)	No	3,000.00
NA000005	Printer	TANGIBLE	OFFICE SOU	Deputy General Manager (HR & Admin)	No	3,000.00
NA000006	Printer	TANGIBLE	OFFICE SOU	Deputy General Manager (HR & Admin)	No	3,000.00
NA000007	Printer	TANGIBLE	OFFICE SOU	Deputy General Manager (HR & Admin)	No	3,000.00
NA000008	LPS	TANGIBLE	OFFICE SOU	Deputy General Manager (HR & Admin)	Yes	855,588.00
NA000009	LPS	TANGIBLE	OFFICE SOU	Deputy General Manager (HR & Admin)	Yes	3,985,000.00
NA000010	LPS	TANGIBLE	OFFICE SOU	Deputy General Manager (HR & Admin)	No	2,960,000.00
NA000011	LPS	TANGIBLE	OFFICE SOU	Deputy General Manager (HR & Admin)	No	2,960,000.00
NA000012	Laptop	TANGIBLE	OFFICE SOU	Deputy General Manager (HR & Admin)	No	2,960,000.00
NA000013	Laptop	TANGIBLE	OFFICE SOU	Deputy General Manager (HR & Admin)	No	2,960,000.00
NA000014	Full Secretary Table	TANGIBLE	FURNITURE	Deputy General Manager (HR & Admin)	No	880,000.00
NA000015	Full Secretary Table	TANGIBLE	FURNITURE	Deputy General Manager (HR & Admin)	No	880,000.00
NA000016	Computer Table	TANGIBLE	FURNITURE	Deputy General Manager (HR & Admin)	No	4,962,223.00
NA000017	Desk	TANGIBLE	FURNITURE	Deputy General Manager (HR & Admin)	No	4,962,223.00
NA000018	Desk	TANGIBLE	FURNITURE	Deputy General Manager (HR & Admin)	No	4,962,223.00
NA000019	Desk	TANGIBLE	FURNITURE	Deputy General Manager (HR & Admin)	No	4,962,223.00
NA000020	Desk	TANGIBLE	FURNITURE	Deputy General Manager (HR & Admin)	No	4,962,223.00
NA000021	Desk	TANGIBLE	FURNITURE	Deputy General Manager (HR & Admin)	No	4,962,223.00

E. Choose an Asset by clicking in the "Asset name".

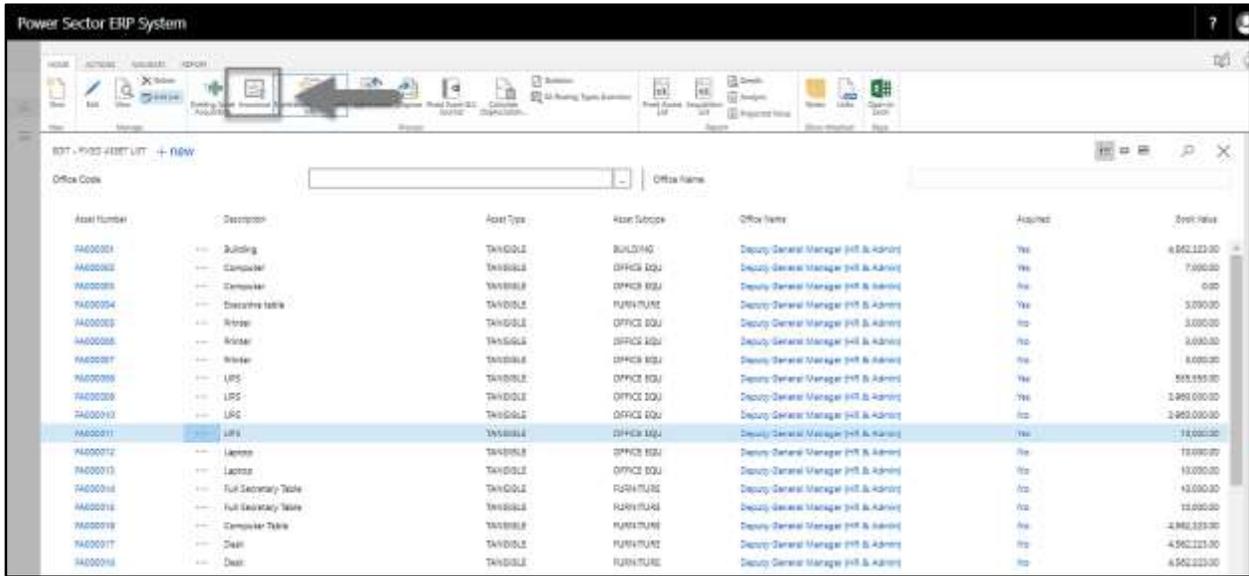
- Asset: FA00011



The image will look like below.



F. Choose the "Insurance" Icon.



The following screen will be appeared.



G. Provide below information to post insurance information successfully.

8. Choose the **Transaction Date** from the dropdown by clicking on  button.

- **Transaction Date: 05-05-20**

9. Provide **Document No.**

- **Document No.: INS0010**

10. Choose the **Insurance No.** from the dropdown by clicking on  button.

- **Insurance No.: INS000004**

**Description, FA No. and FA Description** will be populated by the system.

11. Provide **Amount.**

- **Amount: 500**



The screen will look like as below.



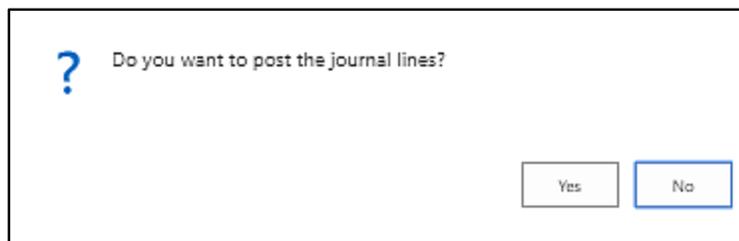
**TIPS**

You can change the Transaction Date by clicking on the  button in Transaction date fields.

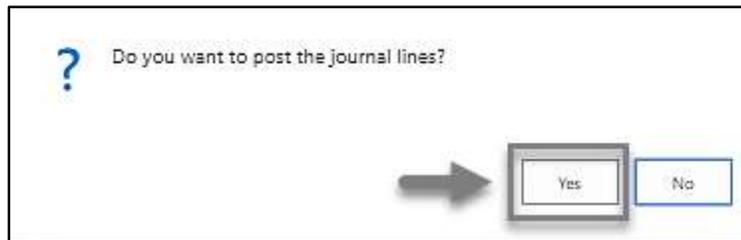
H. Choose the **“Post”** icon to proceed.



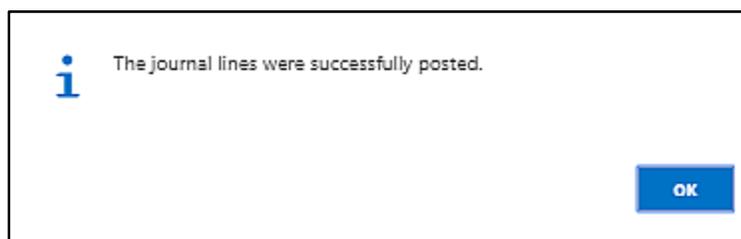
The following pop up will be appeared as below.



I. Choose **“Yes”** icon to post.



The following Pop Up will be appeared.



J. Choose **Ok** to save and close.



## FA-505 How to: Proceed Appreciation for Asset

### Introduction

This process demonstrates how to proceed with appreciation for an asset.

### Roles

- Module Admin

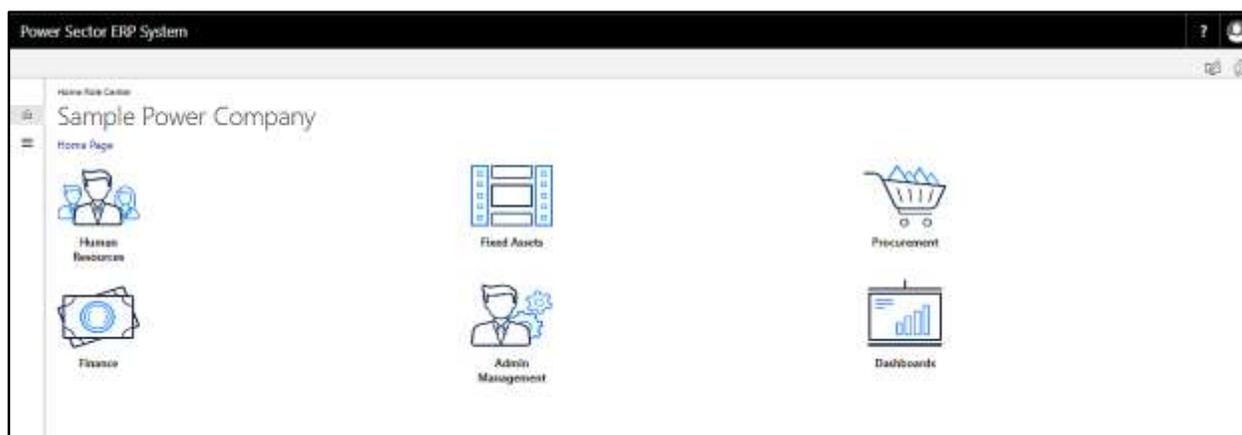
### Prerequisite

- Asset Information
- Asset Subtype

### Appreciate an Asset

To proceed appreciation, follow the steps described below.

- A. Login with your respective **Fixed Asset Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



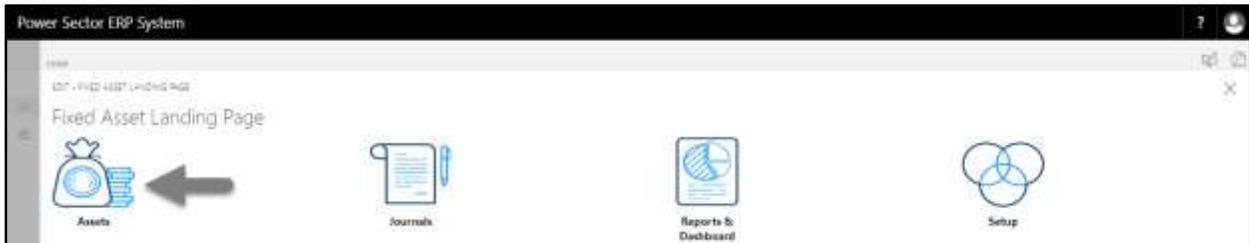
B. Choose the "Fixed Asset" icon.



Fixed Asset Landing Page will be appeared as below



C. Choose the "Assets" icon in the Fixed Asset Landing Page.



The following Asset Landing page will be appeared.



D. Choose the **“Fixed Asset List”** icon in the Asset Landing page.



The Following **fixed asset list page** will be appeared.

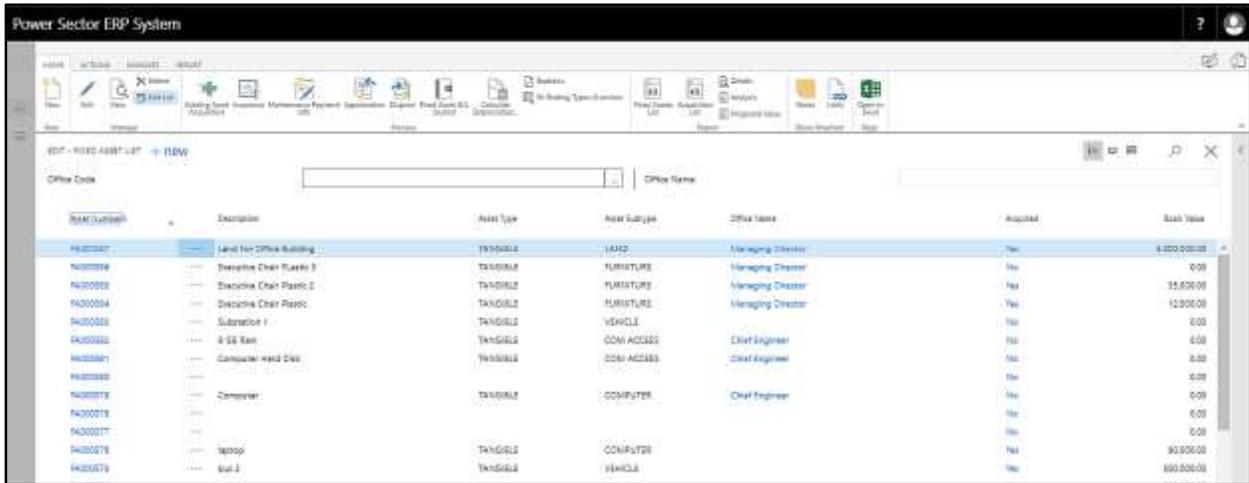
Asset Number	Description	Asset Type	Asset Subtype	Office Name	Acquired	Book Value
FA00001	Building	TANGIBLE	BUILDING	Deputy General Manager (HR & Admin)	Yes	4,962,220.00
FA00002	Computer	TANGIBLE	OFFICE SOU	Deputy General Manager (HR & Admin)	Yes	7,000.00
FA00003	Computer	TANGIBLE	OFFICE SOU	Deputy General Manager (HR & Admin)	No	0.00
FA00004	Director's table	TANGIBLE	FURNITURE	Deputy General Manager (HR & Admin)	Yes	2,000.00
FA00005	Printer	TANGIBLE	OFFICE SOU	Deputy General Manager (HR & Admin)	Yes	2,000.00
FA00006	Printer	TANGIBLE	OFFICE SOU	Deputy General Manager (HR & Admin)	No	2,000.00
FA00007	Printer	TANGIBLE	OFFICE SOU	Deputy General Manager (HR & Admin)	No	2,000.00
FA00008	LPS	TANGIBLE	OFFICE SOU	Deputy General Manager (HR & Admin)	Yes	55,555.00
FA00009	LPS	TANGIBLE	OFFICE SOU	Deputy General Manager (HR & Admin)	Yes	2,985,000.00
FA00010	LPS	TANGIBLE	OFFICE SOU	Deputy General Manager (HR & Admin)	No	2,985,000.00
FA00011	LPS	TANGIBLE	OFFICE SOU	Deputy General Manager (HR & Admin)	No	2,985,000.00
FA00012	Laptop	TANGIBLE	OFFICE SOU	Deputy General Manager (HR & Admin)	No	2,985,000.00
FA00013	Laptop	TANGIBLE	OFFICE SOU	Deputy General Manager (HR & Admin)	No	2,985,000.00
FA00014	Laptop	TANGIBLE	OFFICE SOU	Deputy General Manager (HR & Admin)	No	2,985,000.00
FA00015	Full Sectional Table	TANGIBLE	FURNITURE	Deputy General Manager (HR & Admin)	No	2,880,000.00

E. Choose an Asset by clicking in the **“Asset Name”**.

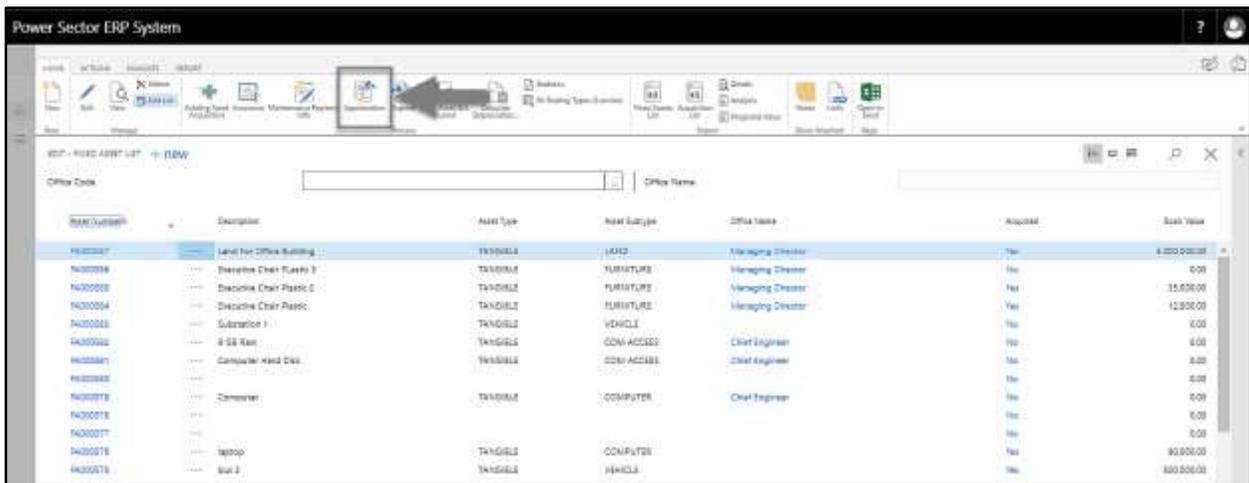
- **Asset: FA000587**

Asset Number	Description	Asset Type	Asset Subtype	Office Name	Acquired	Book Value
FA000587	Level for Office Building	TANGIBLE	LAND	Managing Director	Yes	4,000,000.00
FA000588	Executive Chair Plastic B	TANGIBLE	FURNITURE	Managing Director	No	0.00
FA000589	Executive Chair Plastic E	TANGIBLE	FURNITURE	Managing Director	No	15,000.00
FA000594	Executive Chair Plastic	TANGIBLE	FURNITURE	Managing Director	Yes	12,000.00
FA000600	Substation F	TANGIBLE	VEHICLE		No	0.00
FA000602	8 GB Ram	TANGIBLE	COM ACCESS	Chief Engineer	No	0.00
FA000601	Computer Hard Disk	TANGIBLE	COM ACCESS	Chief Engineer	No	0.00
FA000603					No	0.00
FA000604	Computer	TANGIBLE	COMPUTER	Chief Engineer	No	0.00
FA000605					No	0.00
FA000606					No	0.00

The image will look like below.



F. Choose the **"Appreciation"** Icon.



The following screen will be appeared.



G. Provide below information to post insurance information successfully.

12. Provide **Amount**.

- **Amount: 50000**  
**Transaction Date, Document No, Account Type, Account No** and **Description** will be populated by the system.

13. Choose the **Balancing Account No.** from the dropdown by clicking on  button.

- **Balancing Account No.: 1010101001**



The screen will look like as below.



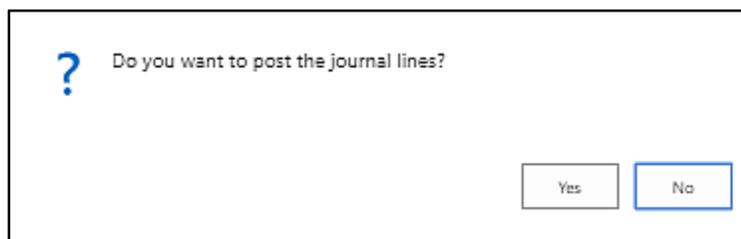
**TIPS**

You can change the Transaction Date by clicking on the  button in Transaction date fields.

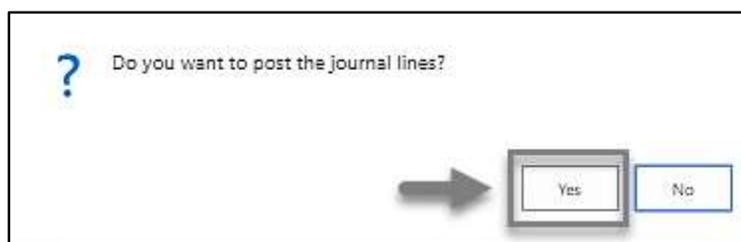
H. Choose the **“Post”** icon to proceed.



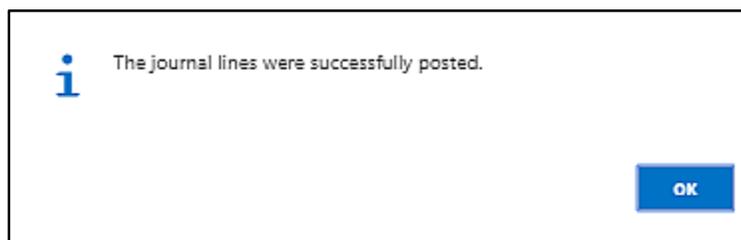
The following pop up will be appeared as below.



I. Choose **"Yes"** icon to post.



The following Pop Up will be appeared.



J. Choose **OK** to save and close.



## FA-506 How to: Calculate Depreciation of Assets

### Introduction

This process demonstrates how to calculate depreciation for individual or multiple asset(s).

### Prerequisite

- Asset Information
- Depreciation Book Setup

### Calculate Depreciation

To proceed with depreciation calculation process, follow the steps described below.

- A. Login with your respective **Fixed Asset Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



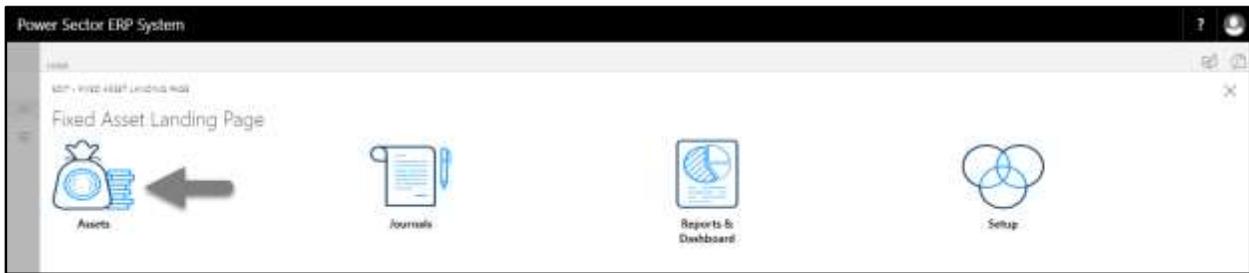
- B. Choose the **“Fixed Asset”** icon.



Fixed Asset Landing Page will be appeared as below



C. Choose the “**Assets**” icon in the Fixed Asset Landing Page.



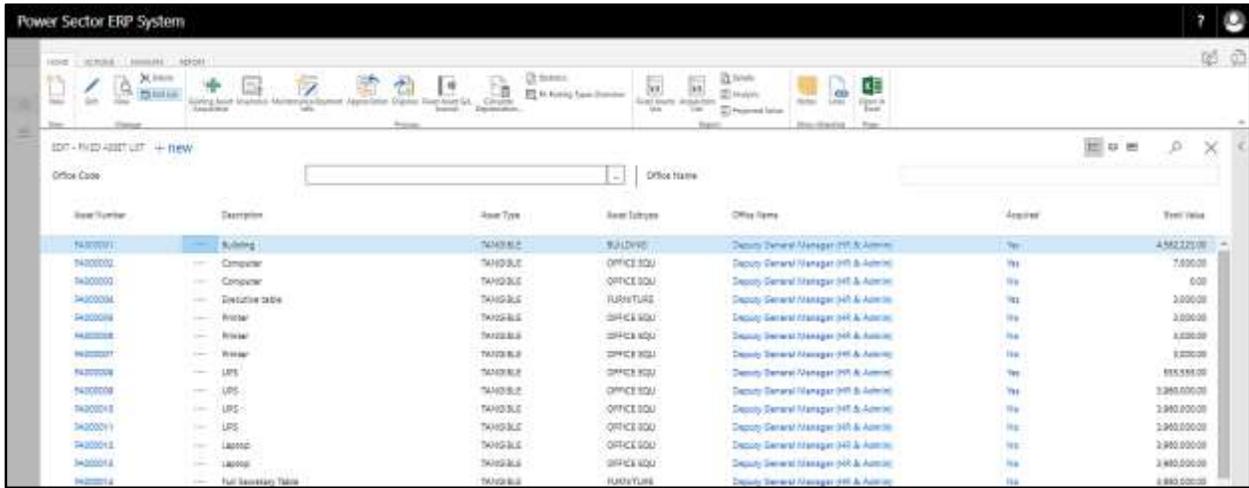
The following **Asset Landing page** will be appeared.



D. Choose the “**Fixed Asset List**” icon in the Asset Landing page.

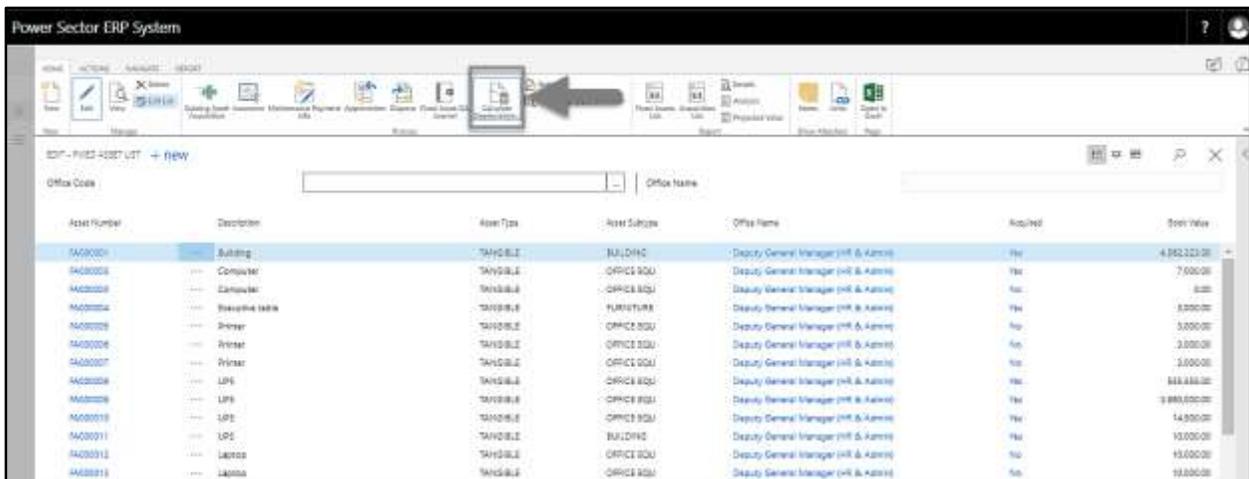


The Following **fixed asset list page** will be appeared.



Asset Number	Description	Asset Type	Asset Subtype	Office Name	Acquired	Book Value
NA00001	Building	TAHGBLE	BUILDING	Deputy General Manager (HR & Admin)	Yes	4,982,223.00
NA00002	Computer	TAHGBLE	OFFICE SOU	Deputy General Manager (HR & Admin)	Yes	7,000.00
NA00003	Computer	TAHGBLE	OFFICE SOU	Deputy General Manager (HR & Admin)	Yes	600
NA00004	Executive table	TAHGBLE	FURNITURE	Deputy General Manager (HR & Admin)	Yes	3,000.00
NA00005	Printer	TAHGBLE	OFFICE SOU	Deputy General Manager (HR & Admin)	Yes	3,000.00
NA00006	Printer	TAHGBLE	OFFICE SOU	Deputy General Manager (HR & Admin)	Yes	3,000.00
NA00007	Printer	TAHGBLE	OFFICE SOU	Deputy General Manager (HR & Admin)	Yes	3,000.00
NA00008	UPS	TAHGBLE	OFFICE SOU	Deputy General Manager (HR & Admin)	Yes	888,888.00
NA00009	UPS	TAHGBLE	OFFICE SOU	Deputy General Manager (HR & Admin)	Yes	3,985,000.00
NA00010	UPS	TAHGBLE	OFFICE SOU	Deputy General Manager (HR & Admin)	Yes	3,980,000.00
NA00011	UPS	TAHGBLE	OFFICE SOU	Deputy General Manager (HR & Admin)	Yes	3,980,000.00
NA00012	Laptop	TAHGBLE	OFFICE SOU	Deputy General Manager (HR & Admin)	Yes	3,980,000.00
NA00013	Laptop	TAHGBLE	OFFICE SOU	Deputy General Manager (HR & Admin)	Yes	3,980,000.00
NA00014	Full Session Table	TAHGBLE	FURNITURE	Deputy General Manager (HR & Admin)	Yes	8,880,000.00

E. Choose **“Calculate Depreciation”** icon.



Asset Number	Description	Asset Type	Asset Subtype	Office Name	Acquired	Book Value
NA00001	Building	TAHGBLE	BUILDING	Deputy General Manager (HR & Admin)	Yes	4,982,223.00
NA00002	Computer	TAHGBLE	OFFICE SOU	Deputy General Manager (HR & Admin)	Yes	7,000.00
NA00003	Computer	TAHGBLE	OFFICE SOU	Deputy General Manager (HR & Admin)	Yes	600
NA00004	Executive table	TAHGBLE	FURNITURE	Deputy General Manager (HR & Admin)	Yes	3,000.00
NA00005	Printer	TAHGBLE	OFFICE SOU	Deputy General Manager (HR & Admin)	Yes	3,000.00
NA00006	Printer	TAHGBLE	OFFICE SOU	Deputy General Manager (HR & Admin)	Yes	3,000.00
NA00007	Printer	TAHGBLE	OFFICE SOU	Deputy General Manager (HR & Admin)	Yes	3,000.00
NA00008	UPS	TAHGBLE	OFFICE SOU	Deputy General Manager (HR & Admin)	Yes	888,888.00
NA00009	UPS	TAHGBLE	OFFICE SOU	Deputy General Manager (HR & Admin)	Yes	3,985,000.00
NA00010	UPS	TAHGBLE	OFFICE SOU	Deputy General Manager (HR & Admin)	Yes	3,980,000.00
NA00011	UPS	TAHGBLE	BUILDING	Deputy General Manager (HR & Admin)	Yes	14,900.00
NA00012	Laptop	TAHGBLE	OFFICE SOU	Deputy General Manager (HR & Admin)	Yes	13,000.00
NA00013	Laptop	TAHGBLE	OFFICE SOU	Deputy General Manager (HR & Admin)	Yes	13,000.00

The following pop up will be appeared.

Edit - Calculate Depreciation

**Options** Show more

Depreciation Book: COMPANY

Posting Date: 5/5/2020

Document No.:

Posting Description:

**Fixed Asset**

Show results:

Where: No. is:

And: Asset Type is:

And: Asset Subtype is:

And: Budgeted Asset is:

OK Cancel

F. Provide below information to calculate depreciation successfully.

14. Provide **Document No.**

- **Document No.: DEP0051**

**Depreciation Book** and **Posting Date** will be populated by the system.

15. Provide **Posting Description.**

- **Posting Description: Depreciation**

16. Choose the **No.** from the dropdown by clicking on  button.

- **No.: FA00011**

Edit - Calculate Depreciation

Options Show more

Depreciation Book: COMPANY

Posting Date: 5/5/2020

Document No. 1

Posting Description 2

Fixed Asset

Show results:

Where: No. 3 is:

And: Asset Type is:

And: Asset Subtype is:

And: Budgeted Asset is:

OK Cancel

The screen will look like as below.

Edit - Calculate Depreciation

Options Show more

Depreciation Book: COMPANY

Posting Date: 5/5/2020

Document No.: DEP0051

Posting Description: Depreciation

Fixed Asset

Show results:

Where: No. is: FA000011

And: Asset Type is:

And: Asset Subtype is:

And: Budgeted Asset is:

OK Cancel

**TIPS**

You can use different filter criteria such as Asset type, Asset Subtype or budget asset to depreciate multiple assets by clicking on the  button. Also keep the step 3 blank to depreciate all the assets.

G. Choose the "Ok" icon to proceed.

Edit - Calculate Depreciation

**Options** Show more

Depreciation Book: COMPANY

Posting Date: 5/5/2020

Document No.: DEP0051

Posting Description: Depreciation

**Fixed Asset**

Show results:

Where: No. is: FA000011

And: Asset Type is:

And: Asset Subtype is:

And: Budgeted Asset is:

OK Cancel

The following pop up will be appeared as below.

? The depreciation has been calculated.

1 fixed asset journal lines were created.

Do you want to open the Fixed Asset Journal window?

Yes No

H. Choose "Yes" icon to post.

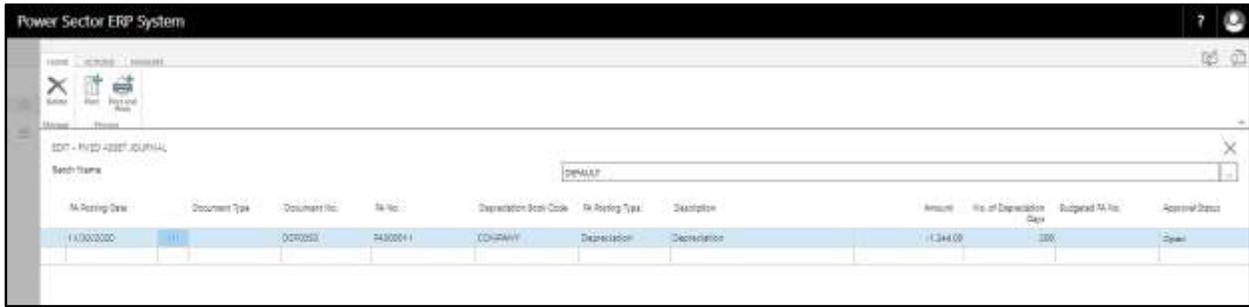
? The depreciation has been calculated.

1 fixed asset journal lines were created.

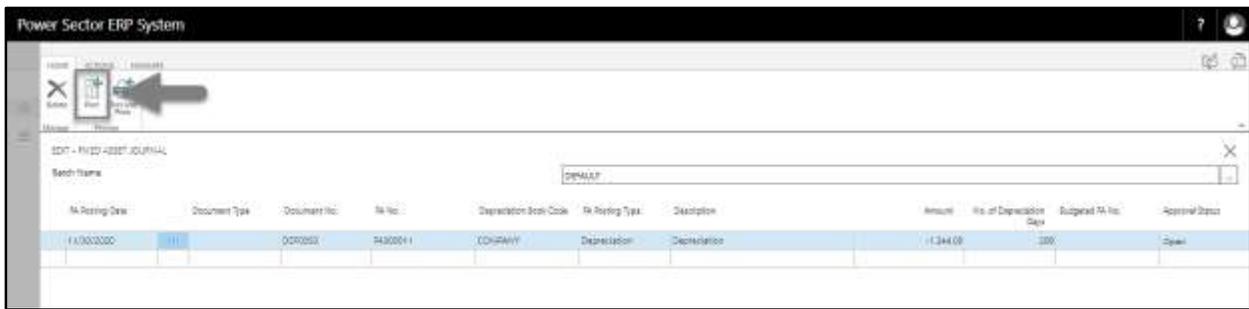
Do you want to open the Fixed Asset Journal window?

Yes No

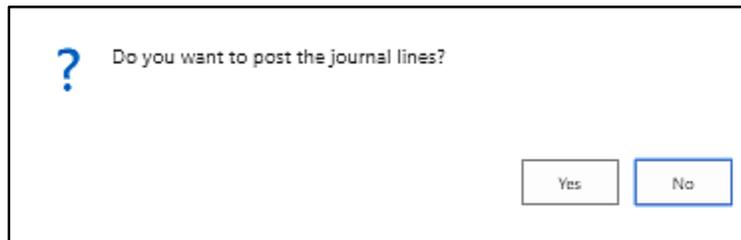
The following **depreciation journal entry page** will be appeared



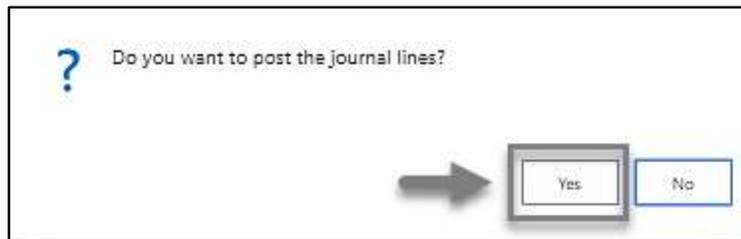
I. Choose **“Post”** icon to post depreciation journal.



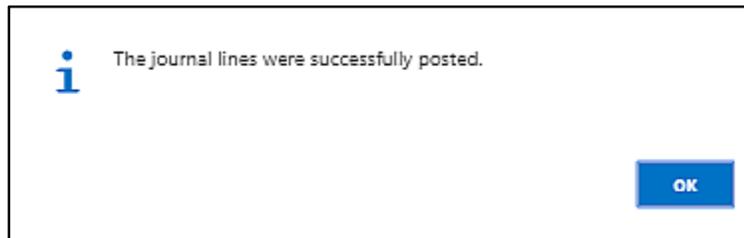
The following pop up will be appeared.



J. Choose **“Yes”** icon to post.



The following Pop Up will be appeared.



K. Choose **OK** to save and close.



## FA-507 How to: Dispose an Asset

### Introduction

This process demonstrates how to dispose an asset.

### Prerequisite

- Asset Information

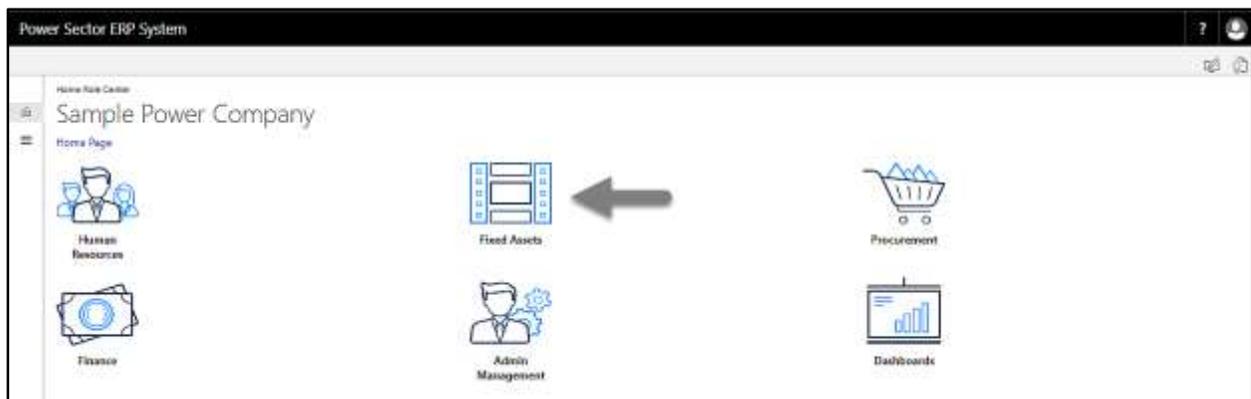
### Disposing Fixed Asset

To proceed Disposal, follow the steps described below.

- A. Login with your respective **Fixed Asset Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



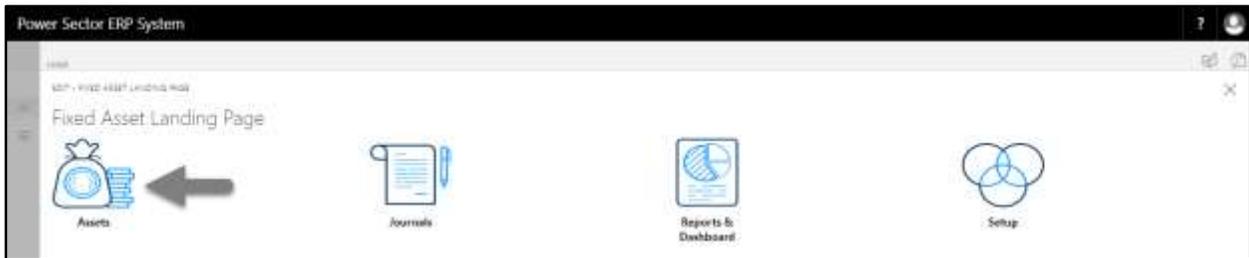
- B. Choose the **“Fixed Asset”** icon.



Fixed Asset Landing Page will be appeared as below



C. Choose the **“Assets”** icon in the Fixed Asset Landing Page.



The following **Asset Landing page** will be appeared.



D. Choose the **“Fixed Asset List”** icon in the Asset Landing page.



The Following fixed asset list page will be appeared.

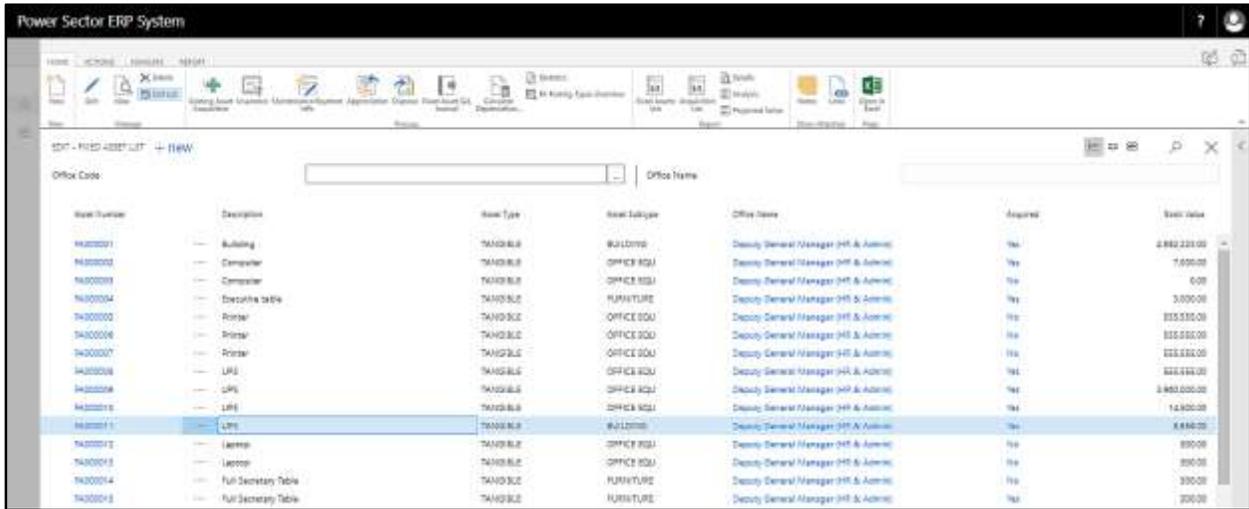
Asset Number	Description	Asset Type	Asset Subtype	Office Name	Acquired	Total Value
FA00001	Building	TAH03L2	BUILDING	Deputy General Manager (HR & Admin)	Yes	4,982,123.00
FA00002	Computer	TAH03L2	OFFICE SOU	Deputy General Manager (HR & Admin)	Yes	7,000.00
FA00003	Computer	TAH03L2	OFFICE SOU	Deputy General Manager (HR & Admin)	No	0.00
FA00004	Executive table	TAH03L2	FURNITURE	Deputy General Manager (HR & Admin)	Yes	3,000.00
FA00006	Printer	TAH03L2	OFFICE SOU	Deputy General Manager (HR & Admin)	No	3,000.00
FA00008	Printer	TAH03L2	OFFICE SOU	Deputy General Manager (HR & Admin)	No	3,000.00
FA00007	Printer	TAH03L2	OFFICE SOU	Deputy General Manager (HR & Admin)	Yes	3,000.00
FA00009	UPS	TAH03L2	OFFICE SOU	Deputy General Manager (HR & Admin)	Yes	335,555.00
FA00010	UPS	TAH03L2	OFFICE SOU	Deputy General Manager (HR & Admin)	Yes	3,865,000.00
FA00011	UPS	TAH03L2	OFFICE SOU	Deputy General Manager (HR & Admin)	No	3,960,000.00
FA00012	Laptop	TAH03L2	OFFICE SOU	Deputy General Manager (HR & Admin)	Yes	3,960,000.00
FA00013	Laptop	TAH03L2	OFFICE SOU	Deputy General Manager (HR & Admin)	No	3,960,000.00

E. Choose an Asset by clicking in the "Asset name".

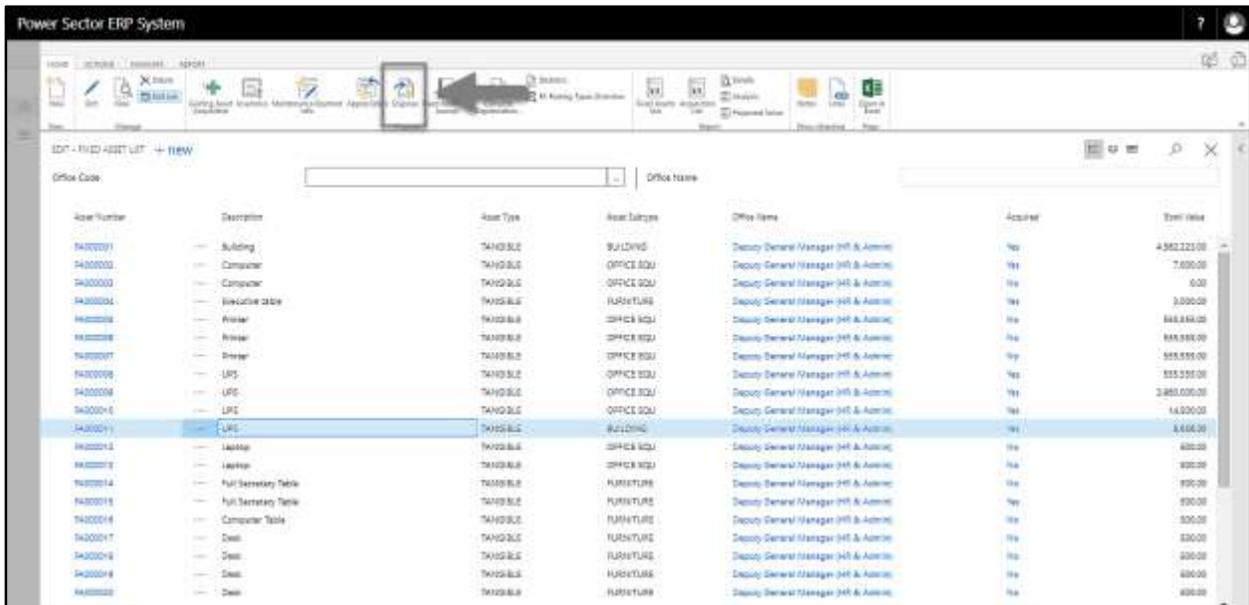
- **Asset Name: UPS** (Asset Number - FA00011)

Asset Number	Description	Asset Type	Asset Subtype	Office Name	Acquired	Total Value
FA00001	Building	TAH03L2	BUILDING	Deputy General Manager (HR & Admin)	Yes	4,982,123.00
FA00002	Computer	TAH03L2	OFFICE SOU	Deputy General Manager (HR & Admin)	Yes	7,000.00
FA00003	Computer	TAH03L2	OFFICE SOU	Deputy General Manager (HR & Admin)	No	0.00
FA00004	Executive table	TAH03L2	FURNITURE	Deputy General Manager (HR & Admin)	Yes	3,000.00
FA00006	Printer	TAH03L2	OFFICE SOU	Deputy General Manager (HR & Admin)	No	3,000.00
FA00008	Printer	TAH03L2	OFFICE SOU	Deputy General Manager (HR & Admin)	No	3,000.00
FA00007	Printer	TAH03L2	OFFICE SOU	Deputy General Manager (HR & Admin)	Yes	3,000.00
FA00009	UPS	TAH03L2	OFFICE SOU	Deputy General Manager (HR & Admin)	Yes	335,555.00
FA00010	UPS	TAH03L2	OFFICE SOU	Deputy General Manager (HR & Admin)	Yes	3,865,000.00
FA00011	UPS	TAH03L2	OFFICE SOU	Deputy General Manager (HR & Admin)	No	3,960,000.00
FA00012	Laptop	TAH03L2	OFFICE SOU	Deputy General Manager (HR & Admin)	Yes	3,960,000.00
FA00013	Laptop	TAH03L2	OFFICE SOU	Deputy General Manager (HR & Admin)	No	3,960,000.00
FA00014	Full Secretary Table	TAH03L2	FURNITURE	Deputy General Manager (HR & Admin)	Yes	900.00
FA00015	Full Secretary Table	TAH03L2	FURNITURE	Deputy General Manager (HR & Admin)	Yes	900.00
FA00016	Computer Table	TAH03L2	FURNITURE	Deputy General Manager (HR & Admin)	No	300.00
FA00017	Desk	TAH03L2	FURNITURE	Deputy General Manager (HR & Admin)	No	300.00
FA00018	Desk	TAH03L2	FURNITURE	Deputy General Manager (HR & Admin)	No	300.00
FA00019	Desk	TAH03L2	FURNITURE	Deputy General Manager (HR & Admin)	No	300.00
FA00020	Desk	TAH03L2	FURNITURE	Deputy General Manager (HR & Admin)	No	300.00

The image will look like below.



F. Choose the “Disposal” Icon.



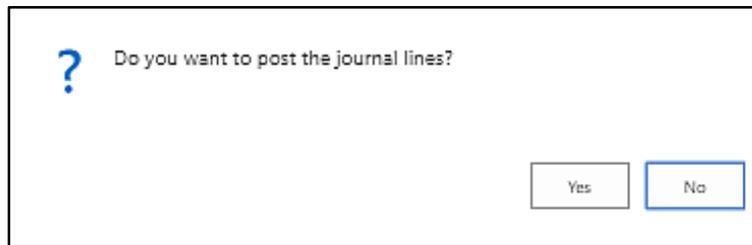
The following screen will be appeared.



G. Choose “**Post**” icon to proceed.



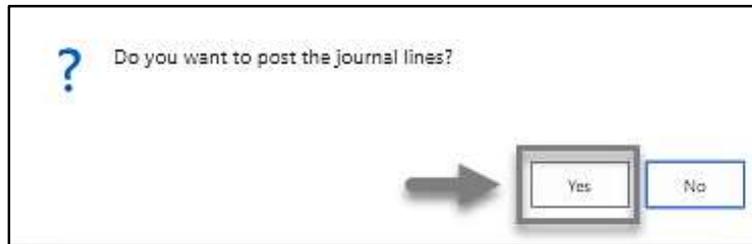
The following pop up will be appeared.



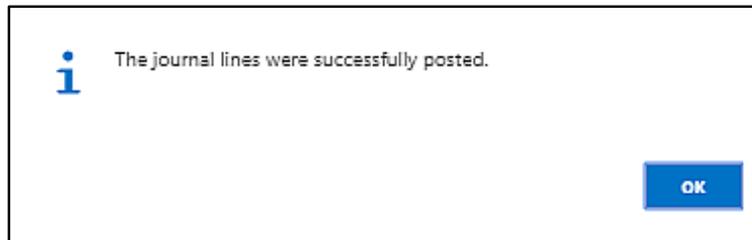
**TIPS**

You can change the Transaction Date by clicking on the  button in Transaction date fields.

H. Choose “**Yes**” icon to post.



The following Pop Up will be appeared.



I. Choose **OK** to save and close.



## FA-508 How to: Move an Asset

### Introduction

This process demonstrates how to move an asset.

### Prerequisite

- Asset Information

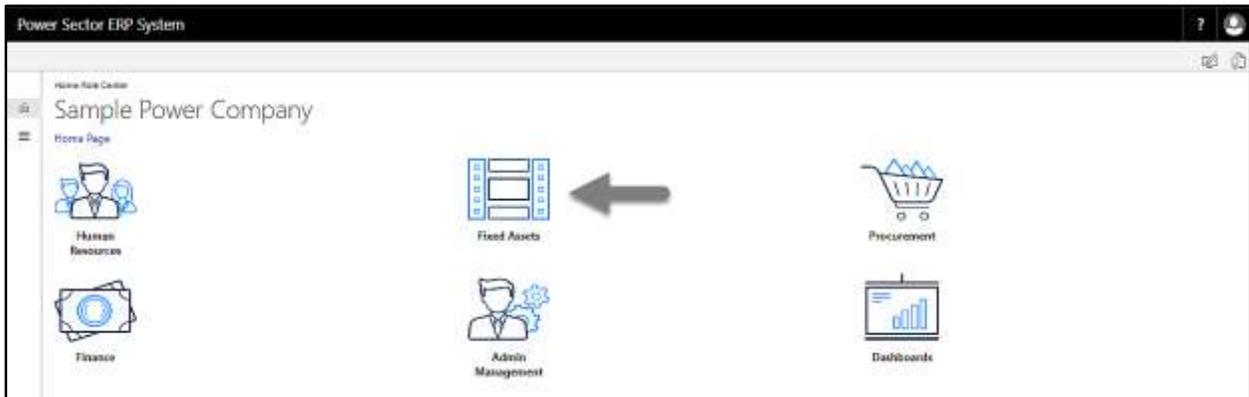
### Disposing Fixed Asset

To proceed Disposal, follow the steps described below.

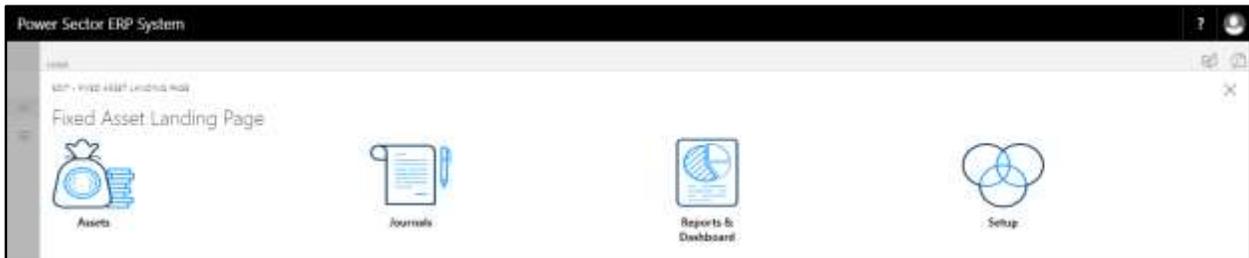
J. Login with your respective **Fixed Asset Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



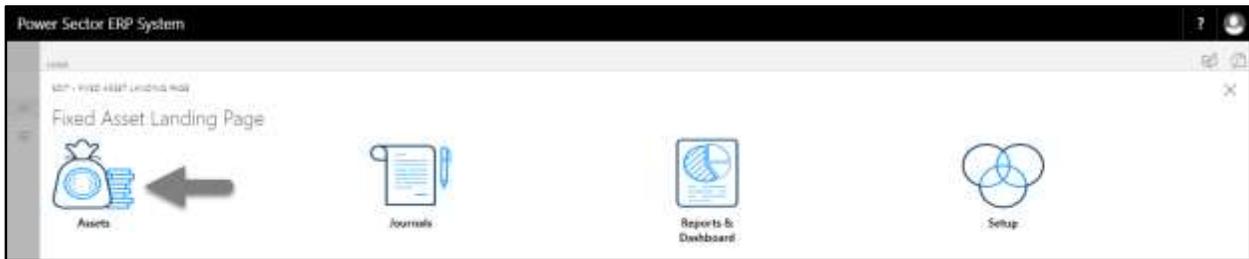
K. Choose the “Fixed Asset” icon.



Fixed Asset Landing Page will be appeared as below



L. Choose the “Assets” icon in the Fixed Asset Landing Page.



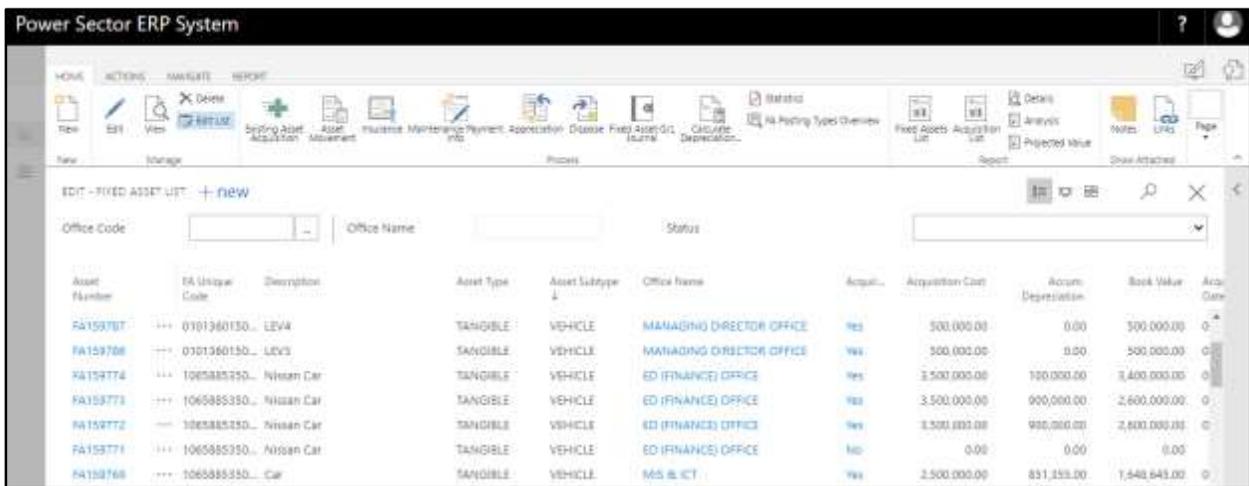
The following Asset Landing page will be appeared.



M. Choose the “Fixed Asset List” icon in the Asset Landing page.

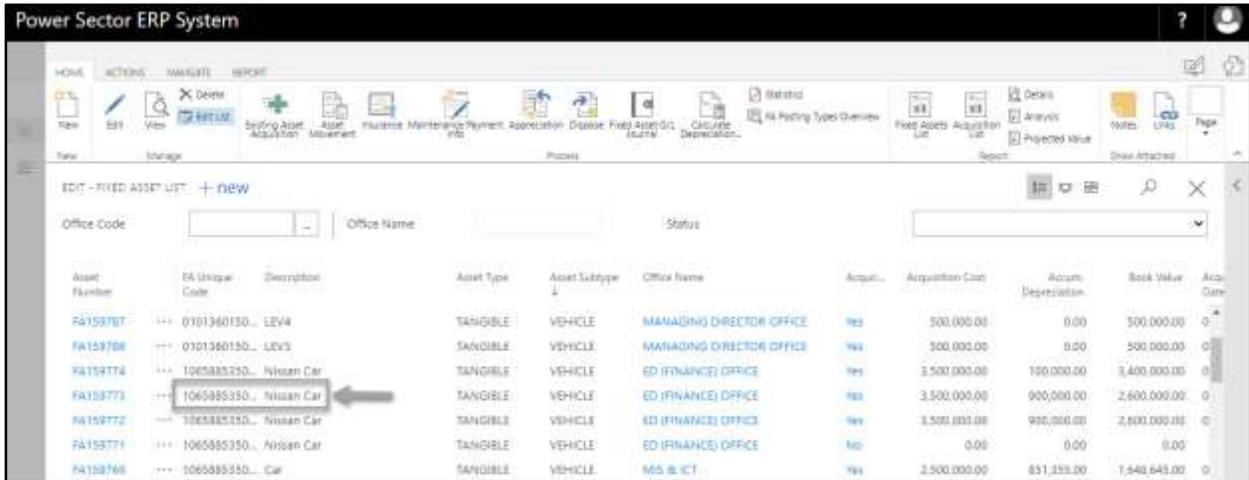


The Following fixed asset list page will be appeared.

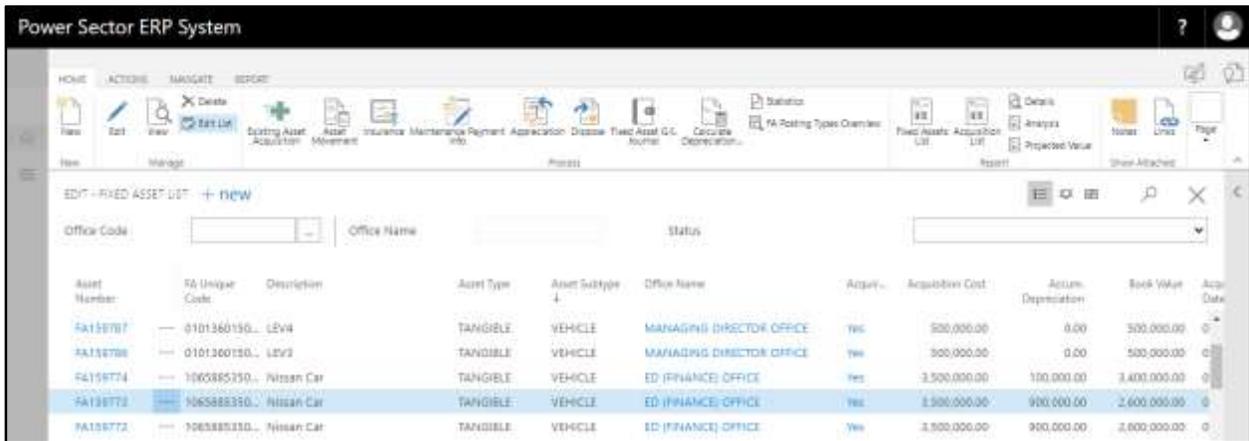


N. Choose an Asset by clicking in the “Asset name”.

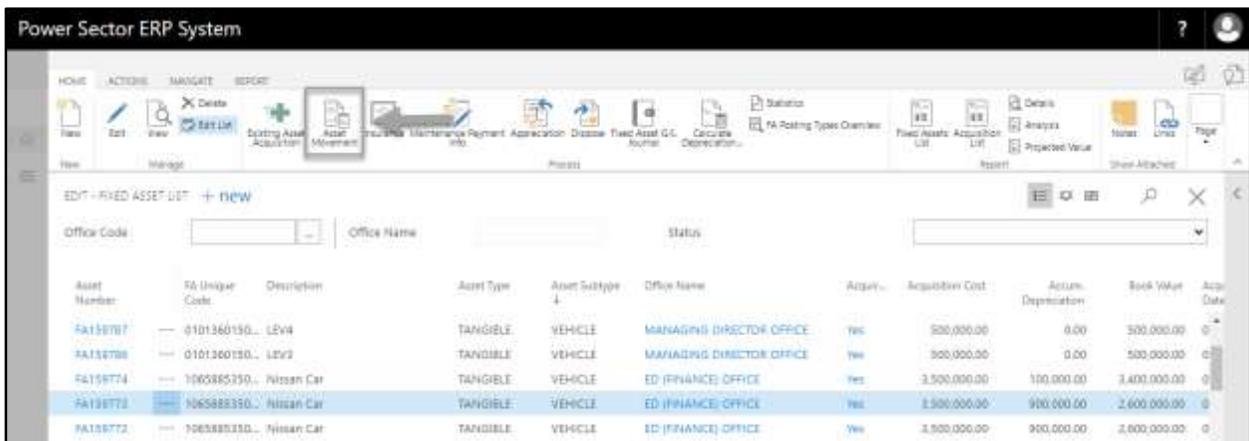
- **Asset Name: UPS** (Asset Number – FA159773)



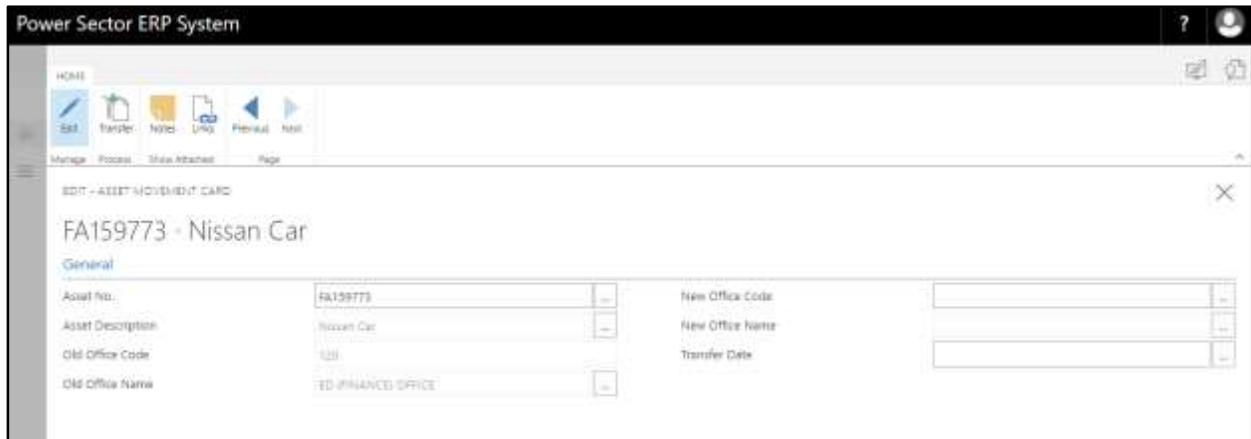
The image will look like below.



O. Choose the “Asset Movement” Icon.



The following screen will be appeared.



P. Provide below information to Move Fixed Asset successfully.

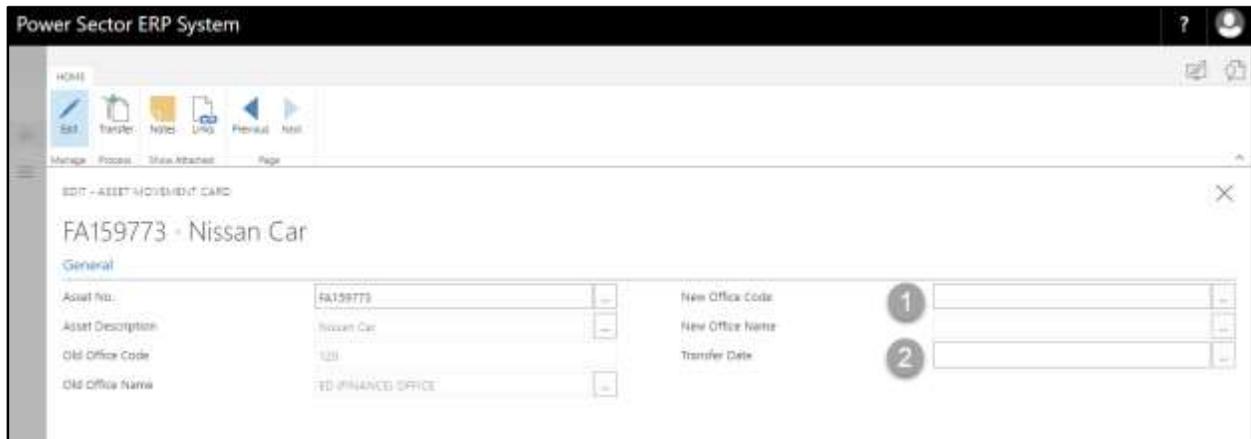
17. Provide **New Office Code**.

- **New Office Code: 110**

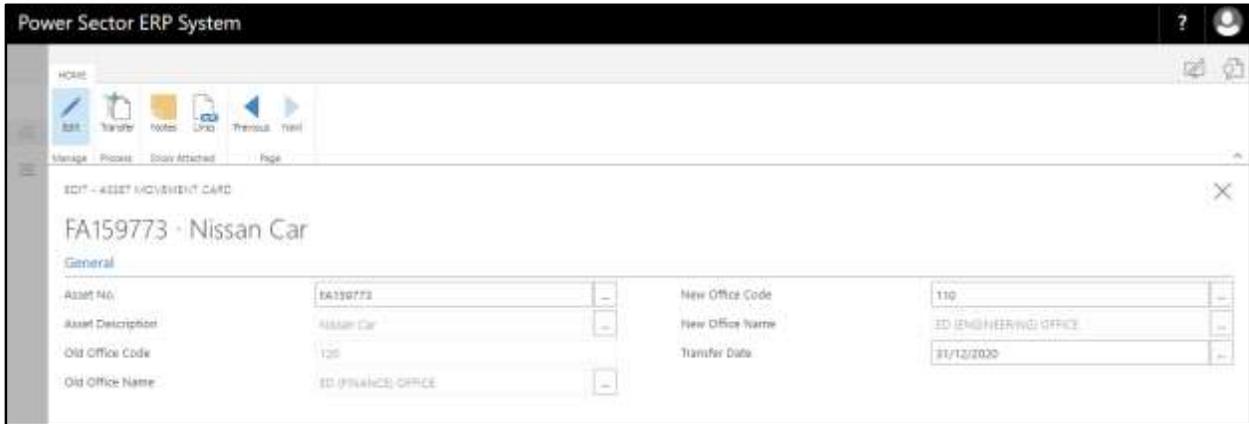
**New Office Name** will be populated by the system.

18. Provide **Transfer Date**.

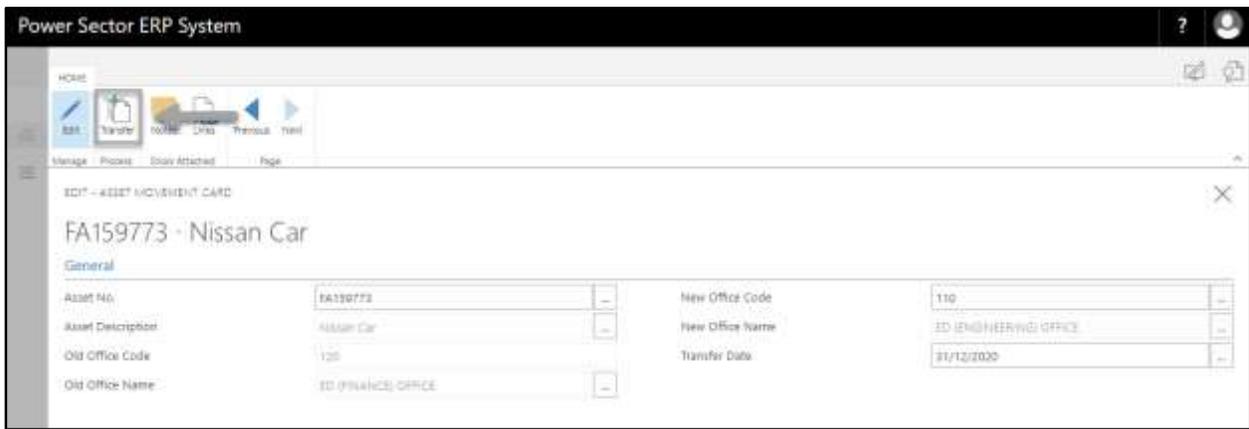
- **Transfer Date: 31/12/2020**



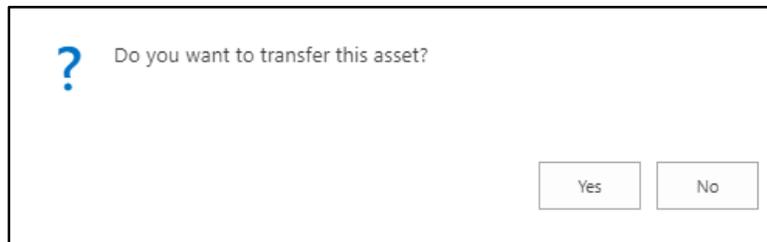
The following screen will be appeared.



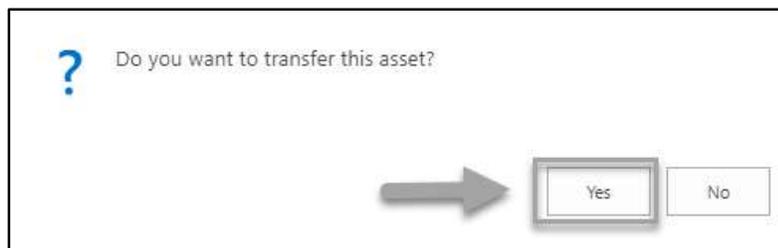
Q. Choose the **“Transfer”** Icon.



The following pop up will be appeared.



R. Choose **“Yes”** icon to post.



## FA-600 Fixed Asset Related Batch Process

### Introduction

This section shows batch process related to fixed assets. The ERP System gives facility to copy information of one asset to of multiple assets of same type with same or similar information in one click.

FA-601	Copy Fixed Asset
FA-602	Fixed Asset Approval

### Role

- Module Admin
- Module User

### Prerequisite

- Module credentials – username and password

## FA-601 How to: Copy Fixed Asset

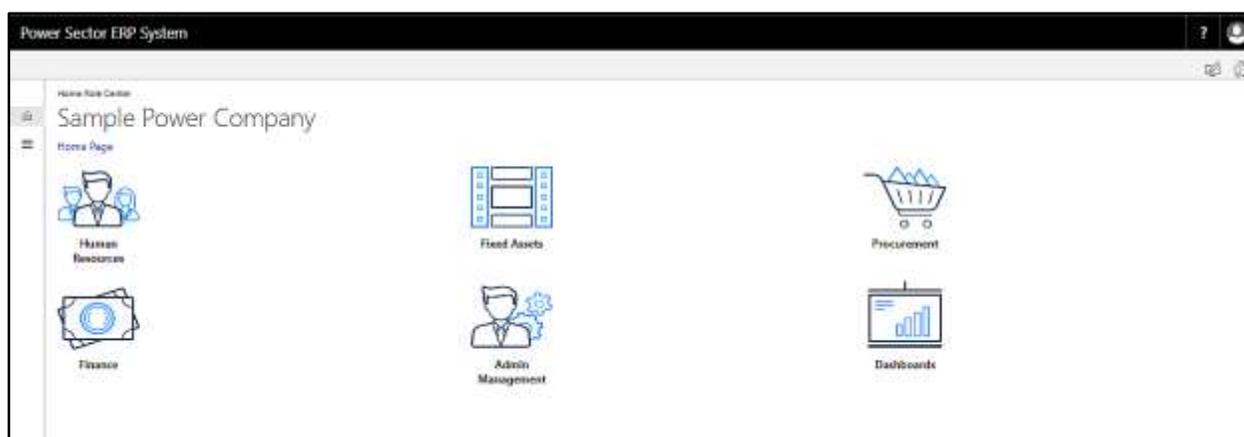
### Introduction

This process demonstrates how to copy fixed asset.

### Copy an Asset

To copy fixed asset from existing, follow the steps described below.

- A. Login with your respective **Fixed Asset Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



- B. Choose the **"Fixed Asset"** icon.



Fixed Asset Landing Page will be appeared as below



C. Choose the **“Assets”** icon in the Fixed Asset Landing Page.



The following **Asset Landing page** will be appeared.



D. Choose the **“Fixed Asset List”** icon in the Asset Landing page.



The Following fixed asset list page will be appeared.

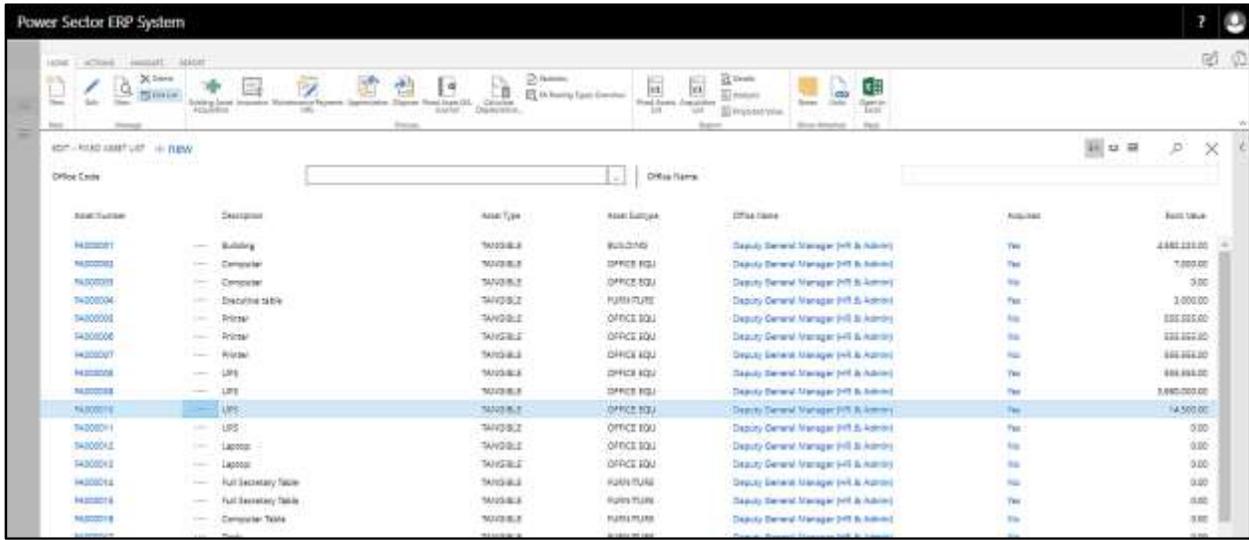
Asset Number	Description	Asset Type	Asset Category	Office Name	Acquired	Book Value
FA00001	Building	MOVABLE	BUILDING	Deputy General Manager (HR & Admin)	Yes	4,562,120.00
FA00002	Computer	MOVABLE	OFFICE EQ	Deputy General Manager (HR & Admin)	Yes	7,000.00
FA00003	Computer	MOVABLE	OFFICE EQ	Deputy General Manager (HR & Admin)	No	0.00
FA00004	Executive table	MOVABLE	FURNITURE	Deputy General Manager (HR & Admin)	Yes	3,000.00
FA00005	Printer	MOVABLE	OFFICE EQ	Deputy General Manager (HR & Admin)	No	3,000.00
FA00006	Printer	MOVABLE	OFFICE EQ	Deputy General Manager (HR & Admin)	No	3,000.00
FA00007	Printer	MOVABLE	OFFICE EQ	Deputy General Manager (HR & Admin)	No	3,000.00
FA00008	UPS	MOVABLE	OFFICE EQ	Deputy General Manager (HR & Admin)	Yes	855,555.00
FA00009	UPS	MOVABLE	OFFICE EQ	Deputy General Manager (HR & Admin)	Yes	3,965,000.00
FA00010	UPS	MOVABLE	OFFICE EQ	Deputy General Manager (HR & Admin)	No	3,965,000.00
FA00011	UPS	MOVABLE	OFFICE EQ	Deputy General Manager (HR & Admin)	No	3,965,000.00
FA00012	Laptop	MOVABLE	OFFICE EQ	Deputy General Manager (HR & Admin)	No	3,965,000.00
FA00013	Laptop	MOVABLE	OFFICE EQ	Deputy General Manager (HR & Admin)	No	3,965,000.00
FA00014	Full Secretary Table	MOVABLE	FURNITURE	Deputy General Manager (HR & Admin)	No	3,965,000.00
FA00015	Full Secretary Table	MOVABLE	FURNITURE	Deputy General Manager (HR & Admin)	No	3,965,000.00

E. Choose an Asset by clicking in the "Asset name".

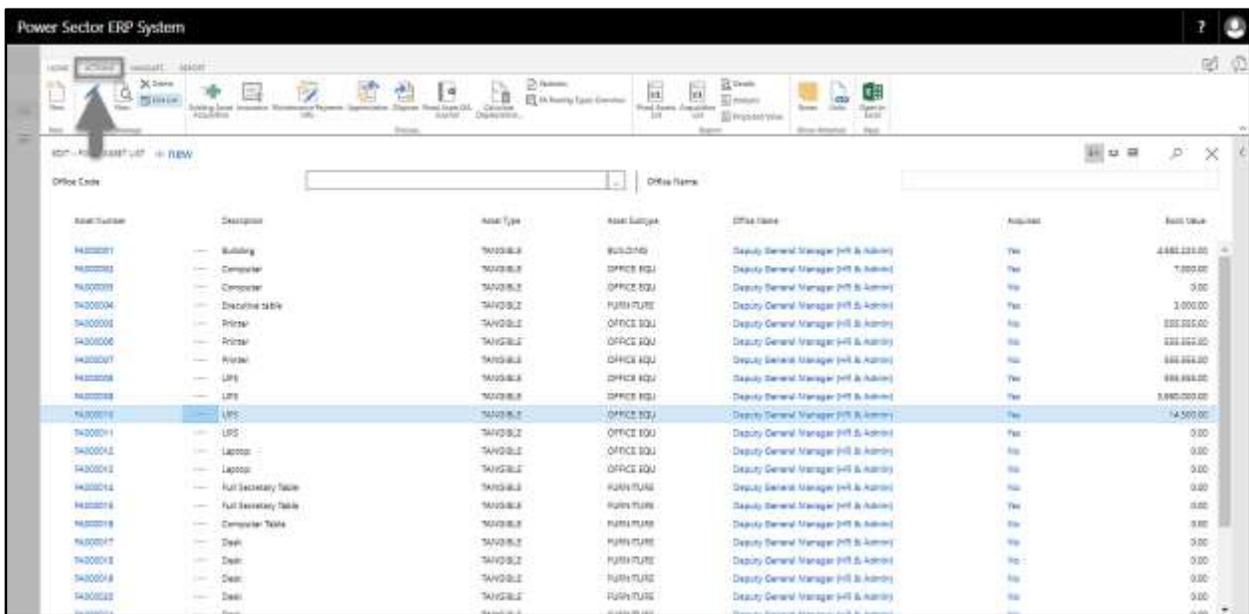
- Asset Name: UPS (FA000010)

Asset Number	Description	Asset Type	Asset Category	Office Name	Acquired	Book Value
FA00001	Building	MOVABLE	BUILDING	Deputy General Manager (HR & Admin)	Yes	4,562,120.00
FA00002	Computer	MOVABLE	OFFICE EQ	Deputy General Manager (HR & Admin)	Yes	7,000.00
FA00003	Computer	MOVABLE	OFFICE EQ	Deputy General Manager (HR & Admin)	No	0.00
FA00004	Executive table	MOVABLE	FURNITURE	Deputy General Manager (HR & Admin)	Yes	3,000.00
FA00005	Printer	MOVABLE	OFFICE EQ	Deputy General Manager (HR & Admin)	No	3,000.00
FA00006	Printer	MOVABLE	OFFICE EQ	Deputy General Manager (HR & Admin)	No	3,000.00
FA00007	Printer	MOVABLE	OFFICE EQ	Deputy General Manager (HR & Admin)	No	3,000.00
FA00008	UPS	MOVABLE	OFFICE EQ	Deputy General Manager (HR & Admin)	Yes	855,555.00
FA00009	UPS	MOVABLE	OFFICE EQ	Deputy General Manager (HR & Admin)	Yes	3,965,000.00
FA00010	UPS	MOVABLE	OFFICE EQ	Deputy General Manager (HR & Admin)	Yes	3,965,000.00
FA00011	UPS	MOVABLE	OFFICE EQ	Deputy General Manager (HR & Admin)	No	0.00
FA00012	Laptop	MOVABLE	OFFICE EQ	Deputy General Manager (HR & Admin)	No	0.00
FA00013	Laptop	MOVABLE	OFFICE EQ	Deputy General Manager (HR & Admin)	No	0.00
FA00014	Full Secretary Table	MOVABLE	FURNITURE	Deputy General Manager (HR & Admin)	No	0.00
FA00015	Full Secretary Table	MOVABLE	FURNITURE	Deputy General Manager (HR & Admin)	No	0.00
FA00016	Computer Table	MOVABLE	FURNITURE	Deputy General Manager (HR & Admin)	No	0.00
FA00017	Desk	MOVABLE	FURNITURE	Deputy General Manager (HR & Admin)	No	0.00
FA00018	Desk	MOVABLE	FURNITURE	Deputy General Manager (HR & Admin)	No	0.00
FA00019	Desk	MOVABLE	FURNITURE	Deputy General Manager (HR & Admin)	No	0.00
FA00020	Desk	MOVABLE	FURNITURE	Deputy General Manager (HR & Admin)	No	0.00
FA00021	Desk	MOVABLE	FURNITURE	Deputy General Manager (HR & Admin)	No	0.00

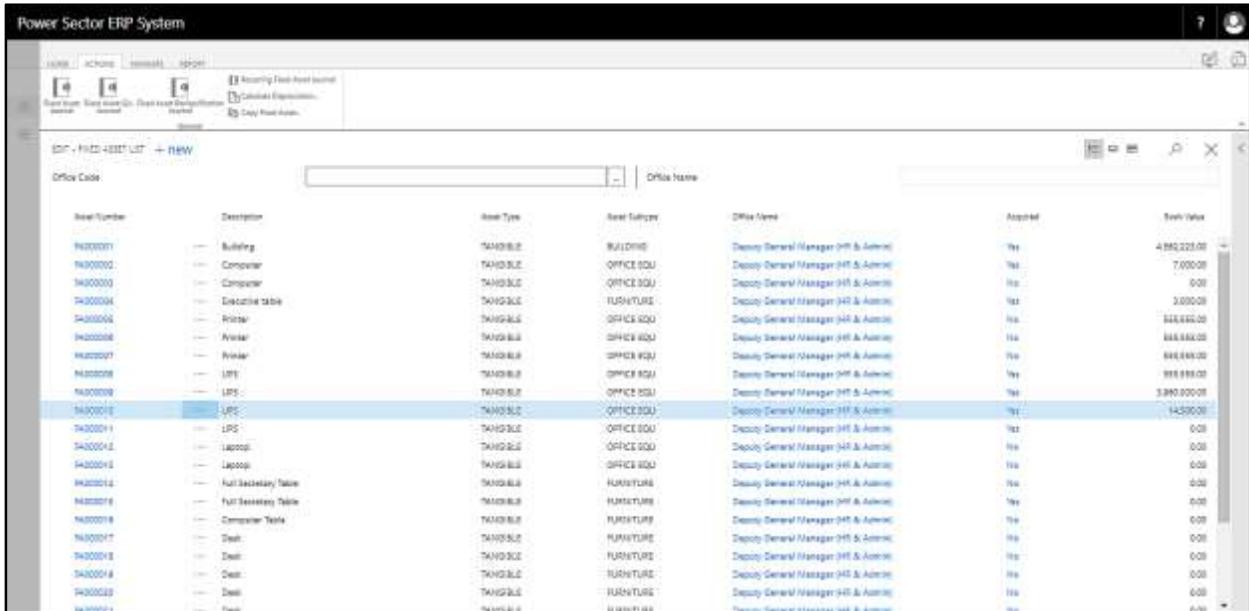
The image will look like below.



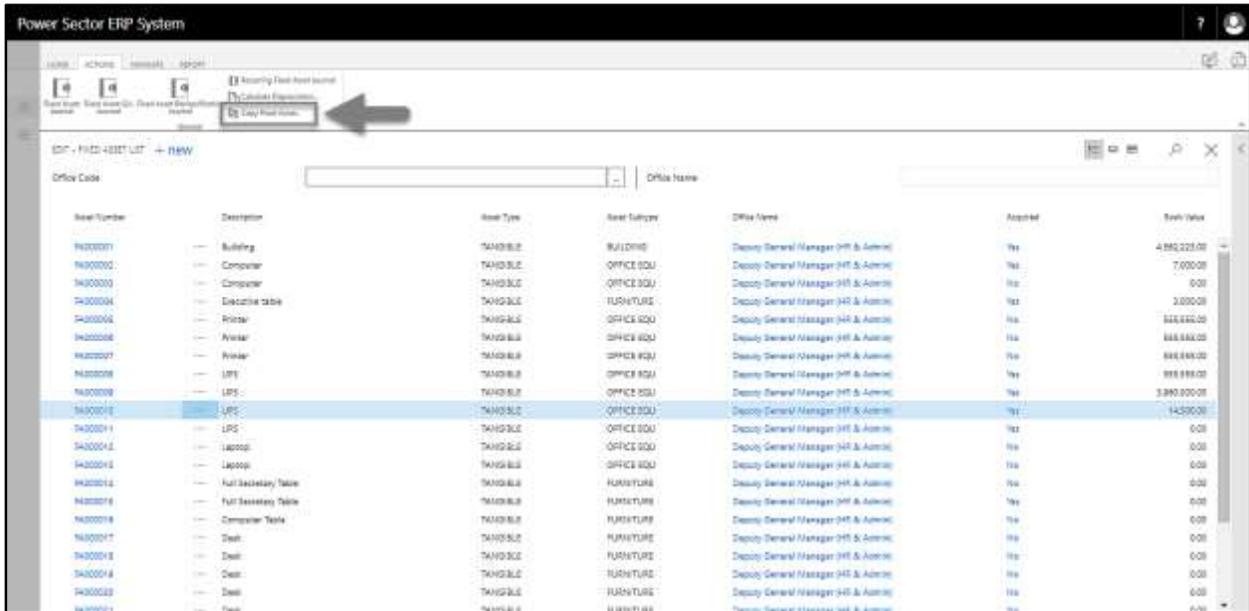
F. Choose the "Actions" tab.



The following page will be appeared.



G. Choose the "Copy Fixed Asset" icon.



The following pop up will be appeared.

Options

Copy from FA No. FA000010 ...

No. of Copies 1

First FA No.

Use FA No. Series

OK Cancel

H. Provide below information to copy Fixed Asset successfully.

19. Provide **No. of copies**.

- **No. of copies: 10**

**Copy from FA No.** will be populated by the system.

20. Provide **First FA No.** to maintain manual number series.

21. Mark the checkbox **“Use FA Number Series”** to use default number series.

Options

Copy from FA No. FA000010 ...

No. of Copies 1 1

First FA No. 2

Use FA No. Series  3

OK Cancel

The screen will look like as below.

Edit - Copy Fixed Asset

**Options**

Copy from FA No. FA000010 ...

No. of Copies 10

First FA No.

Use FA No. Series

OK Cancel

I. Choose the **“Ok”** icon Copy and Close.

Edit - Copy Fixed Asset

**Options**

Copy from FA No. FA000010 ...

No. of Copies 10

First FA No.

Use FA No. Series

OK Cancel

## FA-602 How to: Fixed Asset Approval

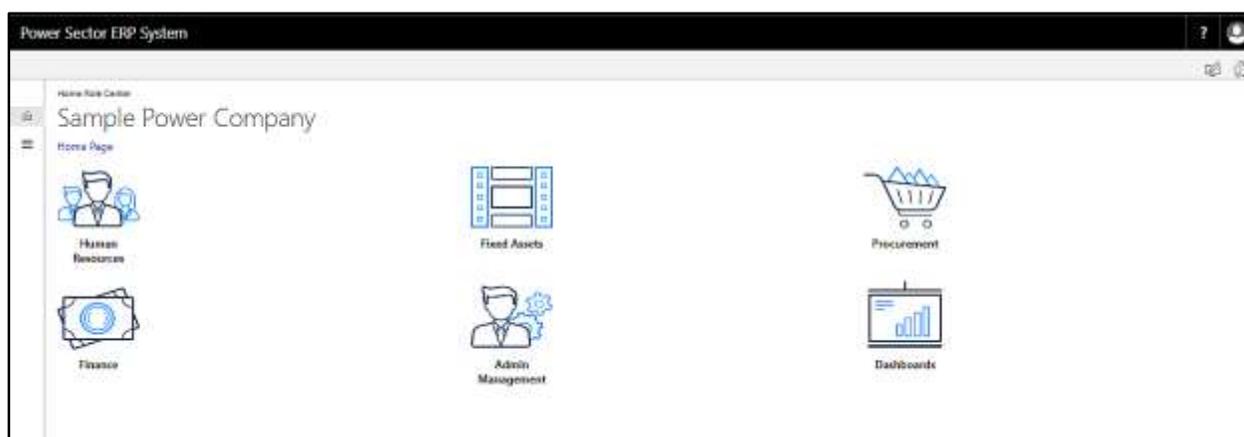
### Introduction

This process demonstrates how to copy fixed asset.

### Copy an Asset

To copy fixed asset from existing, follow the steps described below.

- A. Login with your respective **Fixed Asset Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



- B. Choose the **"Fixed Asset"** icon.



Fixed Asset Landing Page will be appeared as below



C. Choose the **“Assets”** icon in the Fixed Asset Landing Page.



The following **Asset Landing page** will be appeared.



D. Choose the **“Fixed Asset List”** icon in the Asset Landing page.



The Following fixed asset list page will be appeared.

Asset Number	FA Unique Code	Description	Asset Type	Asset Subtype	Office Name	Acqui...	Acquisition Cost	Book Value	Acquisition Date
BH01020000...	0102030030...	Staff Dormitory-2 (Filter/Welder)	BUILD RES	BUILD RES	Bheramara 410 MW Combined Cycl...	Yes	20,004,471.80	20,004,471.80	14/12/2017
BH01020000...	0102030030...	Arms Barrack	BUILD RES	BUILD RES	Bheramara 410 MW Combined Cycl...	Yes	34,448,372.77	34,448,372.77	14/12/2017
BH01020000...	0102030030...	Army Barrack	BUILD RES	BUILD RES	Bheramara 410 MW Combined Cycl...	Yes	26,883,087.82	26,883,087.82	14/12/2017
BH01020000...	0102030030...	Rest House	BUILD RES	BUILD RES	Bheramara 410 MW Combined Cycl...	Yes	42,792,083.81	42,792,083.81	14/12/2017
BH01020000...	0102030030...	Foreigner's Accommodation	BUILD RES	BUILD RES	Bheramara 410 MW Combined Cycl...	Yes	43,817,720.97	43,817,720.97	14/12/2017
BH01020000...	0102040040...	Administration Building	BUILD-NDNR	BUILD NDNR	Bheramara 410 MW Combined Cycl...	Yes	120,905,725.51	120,905,725.51	14/12/2017
BH01020000...	0102040040...	Gas Administration Building	BUILD-NDNR	BUILD NDNR	Bheramara 410 MW Combined Cycl...	Yes	101,680,933.48	101,680,933.48	14/12/2017
BH01020000...	0102040040...	Guard House	BUILD-NDNR	BUILD NDNR	Bheramara 410 MW Combined Cycl...	Yes	18,252,352.22	18,252,352.22	14/12/2017
BH01020000...	0102040040...	Open Yard Shed	BUILD-NDNR	BUILD NDNR	Bheramara 410 MW Combined Cycl...	Yes	2,005,203.50	2,005,203.50	30/06/2018
BH01020000...	0102040040...	Drain Along Boundary	BUILD-NDNR	BUILD NDNR	Bheramara 410 MW Combined Cycl...	Yes	2,005,203.50	2,005,203.50	30/06/2018
BH01020000...	0102040040...	Mechanical room, Store Office at ...	BUILD-NDNR	BUILD NDNR	Bheramara 410 MW Combined Cycl...	Yes	960,886.00	960,886.00	30/06/2018

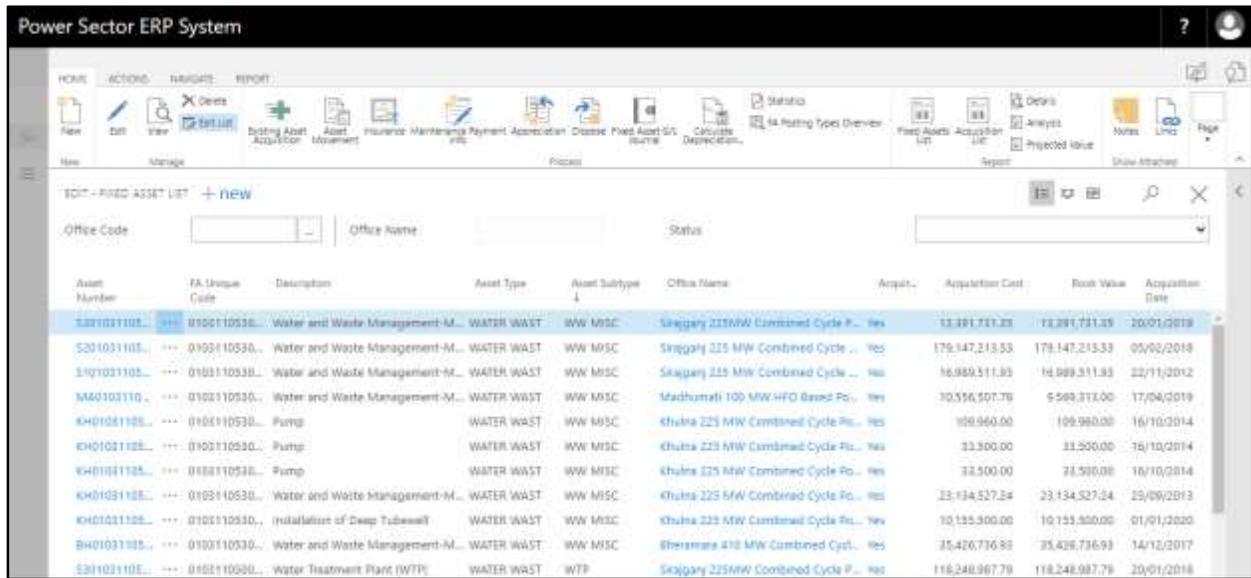
E. Choose an Asset by clicking in the "Asset name".

- Asset Name: UPS (FA0531)

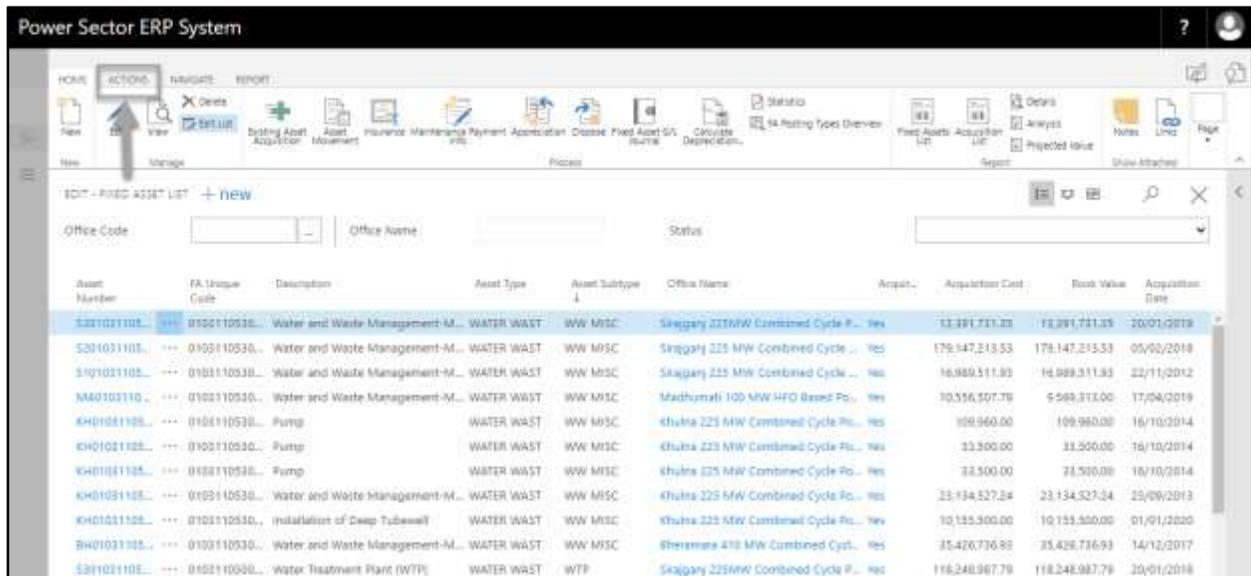
Asset Number	FA Unique Code	Description	Asset Type	Asset Subtype	Office Name	Acqui...	Acquisition Cost	Book Value	Acquisition Date
S201031100...	0100110530...	Water and Waste Management-M...	WATER WAST	WW MISC	Sriagappally 225MW Combined Cycle P...	Yes	13,281,731.23	13,281,731.23	20/01/2018
S201031100...	0100110530...	Water and Waste Management-M...	WATER WAST	WW MISC	Sriagappally 225 MW Combined Cycle ...	Yes	179,147,213.53	179,147,213.53	05/02/2018
S101031100...	0100110530...	Water and Waste Management-M...	WATER WAST	WW MISC	Sriagappally 225 MW Combined Cycle ...	Yes	16,889,511.83	16,889,511.83	22/11/2012
MA0103110...	0100110530...	Water and Waste Management-M...	WATER WAST	WW MISC	Madhumali 100 MW HFO Based Po...	Yes	5,569,507.76	5,569,513.00	17/04/2019
KH01041100...	0100110530...	Pump	WATER WAST	WW MISC	Khulna 225 MW Combined Cycle Po...	Yes	109,960.00	109,960.00	16/10/2014
KH01041100...	0100110530...	Pump	WATER WAST	WW MISC	Khulna 225 MW Combined Cycle Po...	Yes	33,500.00	33,500.00	16/10/2014
KH01041100...	0100110530...	Pump	WATER WAST	WW MISC	Khulna 225 MW Combined Cycle Po...	Yes	33,500.00	33,500.00	16/10/2014
KH01041100...	0100110530...	Water and Waste Management-M...	WATER WAST	WW MISC	Khulna 225 MW Combined Cycle Po...	Yes	23,134,527.24	23,134,527.24	25/09/2013
KH01041100...	0100110530...	Installation of Deep Tubewell	WATER WAST	WW MISC	Khulna 225 MW Combined Cycle Po...	Yes	10,155,500.00	10,155,500.00	01/01/2020
BH01031100...	0100110530...	Water and Waste Management-M...	WATER WAST	WW MISC	Bheramara 410 MW Combined Cycl...	Yes	35,426,736.88	35,426,736.93	14/12/2017
S201031100...	0100110530...	Water Treatment Plant (WTP)	WATER WAST	WTP	Sriagappally 225MW Combined Cycle P...	Yes	118,248,987.78	118,248,987.78	20/01/2018

# User Manual for Fixed Asset Module, ERP System for Power Sector

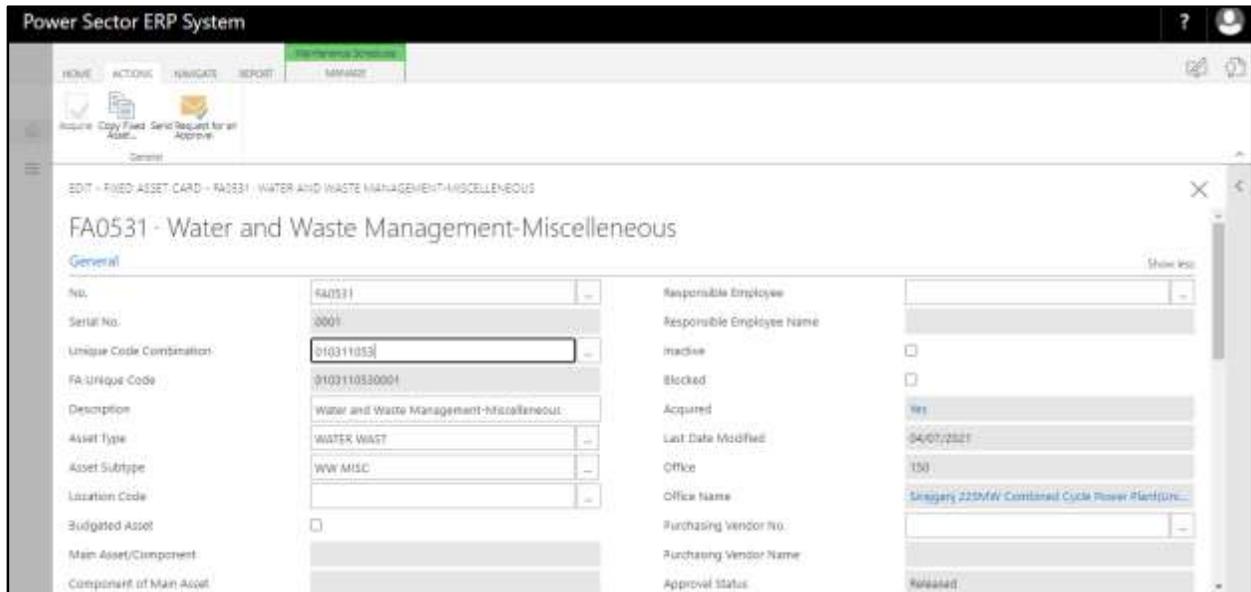
The image will look like below.



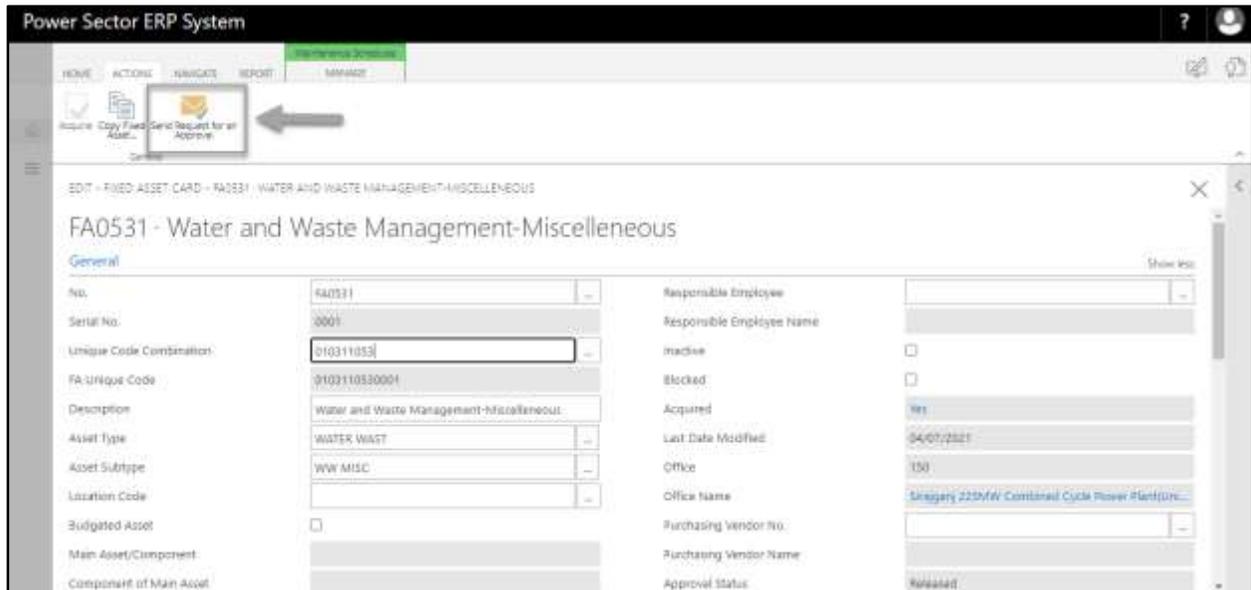
F. Choose the "Actions" tab.



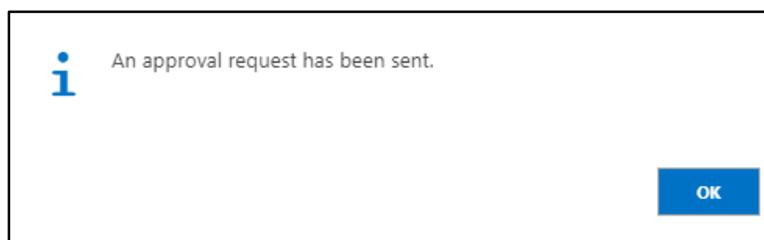
The following page will be appeared.



G. Choose the "Send Request for an Approval" icon.



The following pop up will be appeared.



## FA-700 View Fixed Asset Related Information

### Introduction

This section shows how to view fixed asset related different information other than Asset Card in the ERP System. This section contains –

- FA-701 View Maintenance ledger entries
- FA-702 View Asset Statistics
- FA-703 View Main Asset Statistics
- FA-704 View Asset Image

### Role

- Module Admin
- Module User

### Prerequisite

- Module credentials – username and password

## FA-701 How to: View Maintenance Ledger Entries

### Introduction

This process demonstrates how to View Maintenance ledger Entries of an asset.

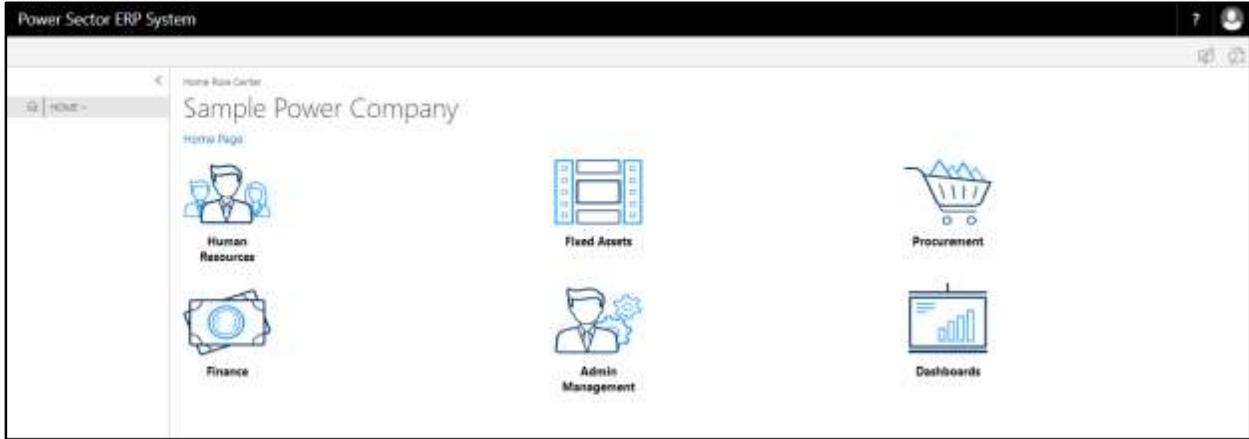
### Roles

- Module Admin
- Module User

### View Maintenance ledger Entries

To initiate, follow the steps below.

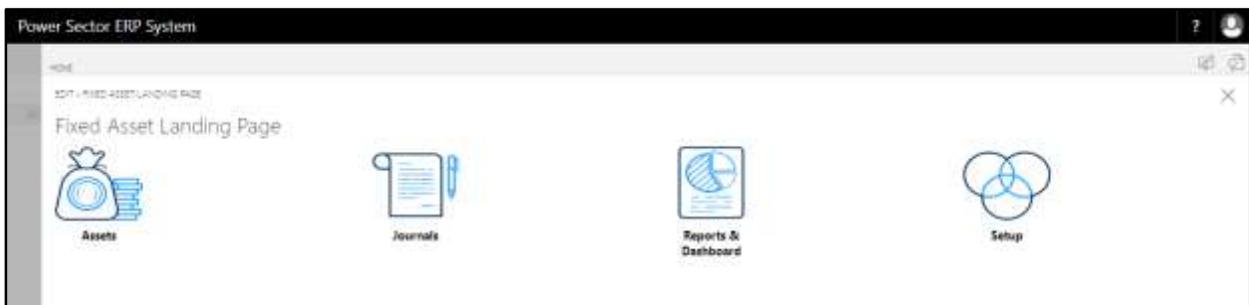
- A. Access Login with your respective **Fixed Asset credentials**. ERP Landing Page, as below, will be appeared on successful login.



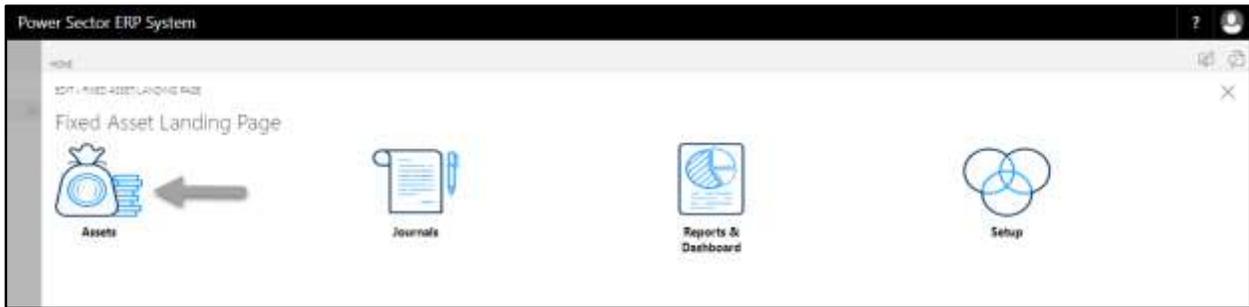
B. Choose the "Fixed Asset" Icon.



Fixed Asset Landing page will be appeared as bellow.



C. Choose the “**Asset**” icon.



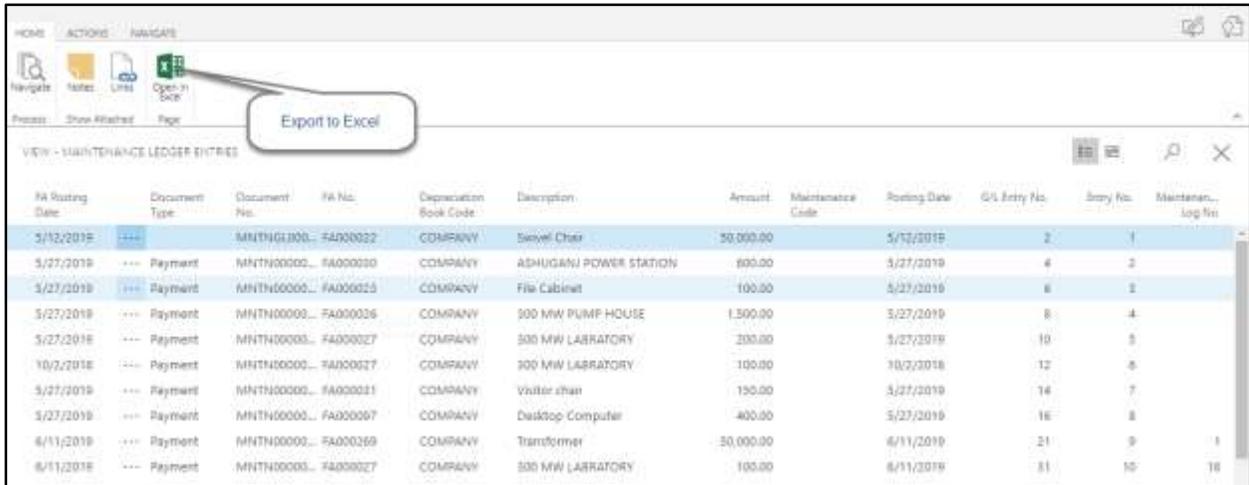
**Fixed Asset page** will be appeared as bellow.



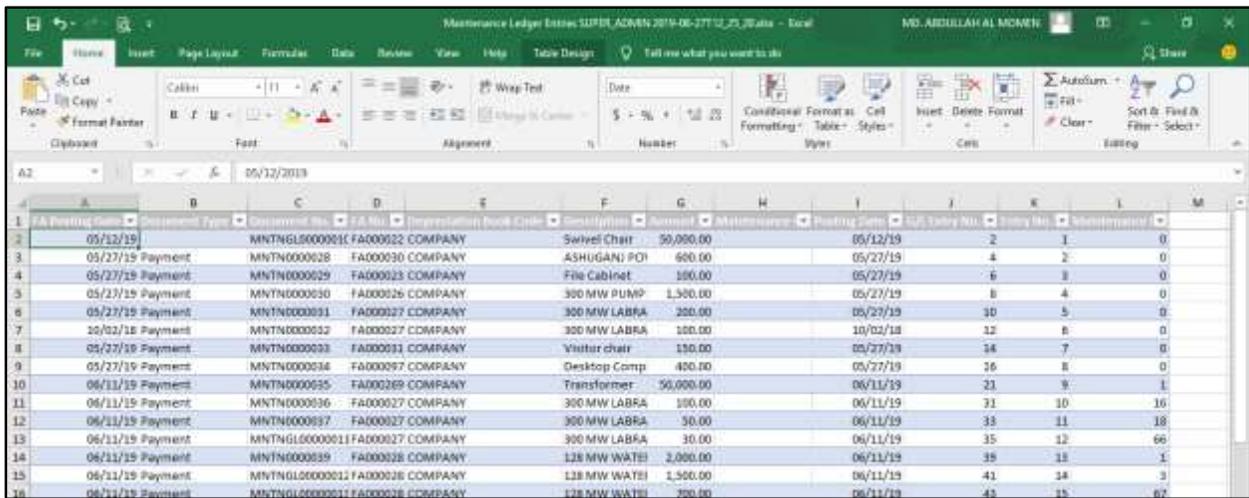
D. Choose “**Maintenance Ledger Entries**” icon.



**Maintenance Ledger Entries page** will be appeared as bellow.



E. Choose "Open in Excel" icon.



**Tips**  
You can take the file in excel in a single click.

## FA-702 How to: View Asset Statistics

### Introduction

This process demonstrates how to View Asset Statistics of an asset.

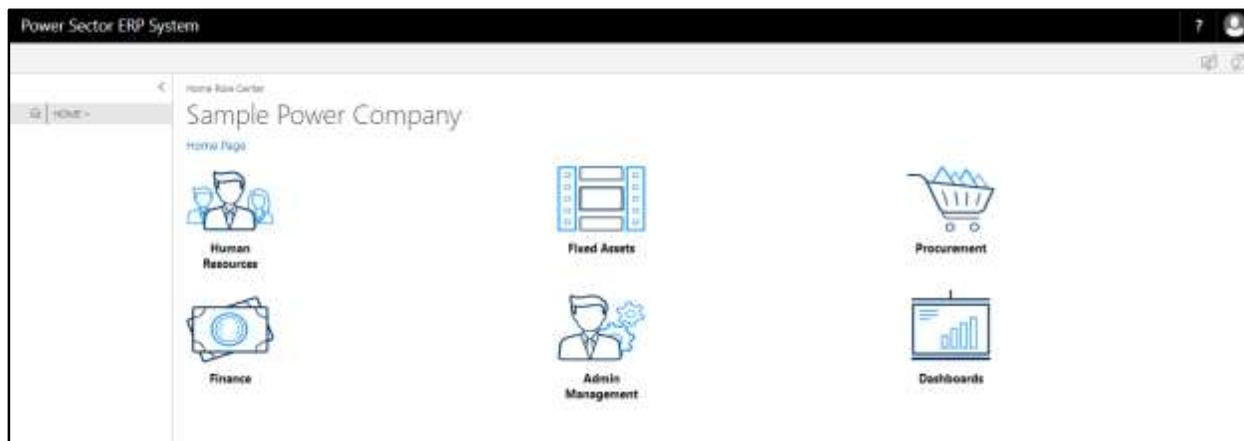
### Roles

- Module Admin
- Module User

### View Asset Statistics

To initiate, follow the steps below.

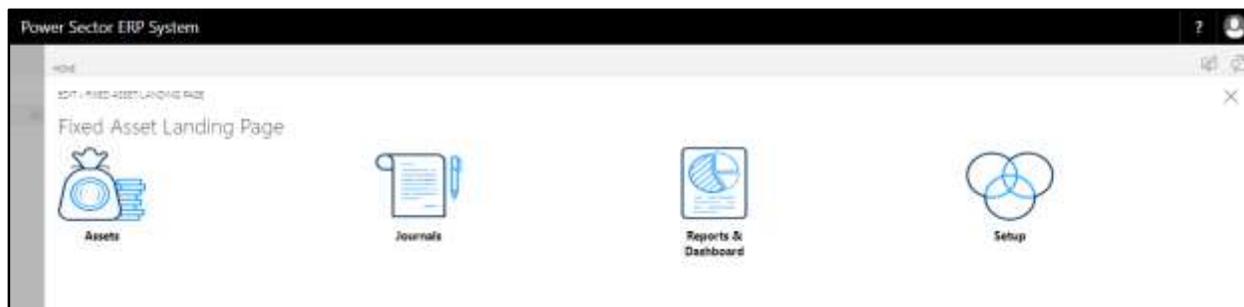
- A. Access Login with your respective **Fixed Asset credentials**. ERP Landing Page, as below, will be appeared on successful login.



- B. Choose the **“Fixed Asset”** Icon.



**Fixed Asset Landing page** will be appeared as bellow.



C. Choose the "Asset" icon.



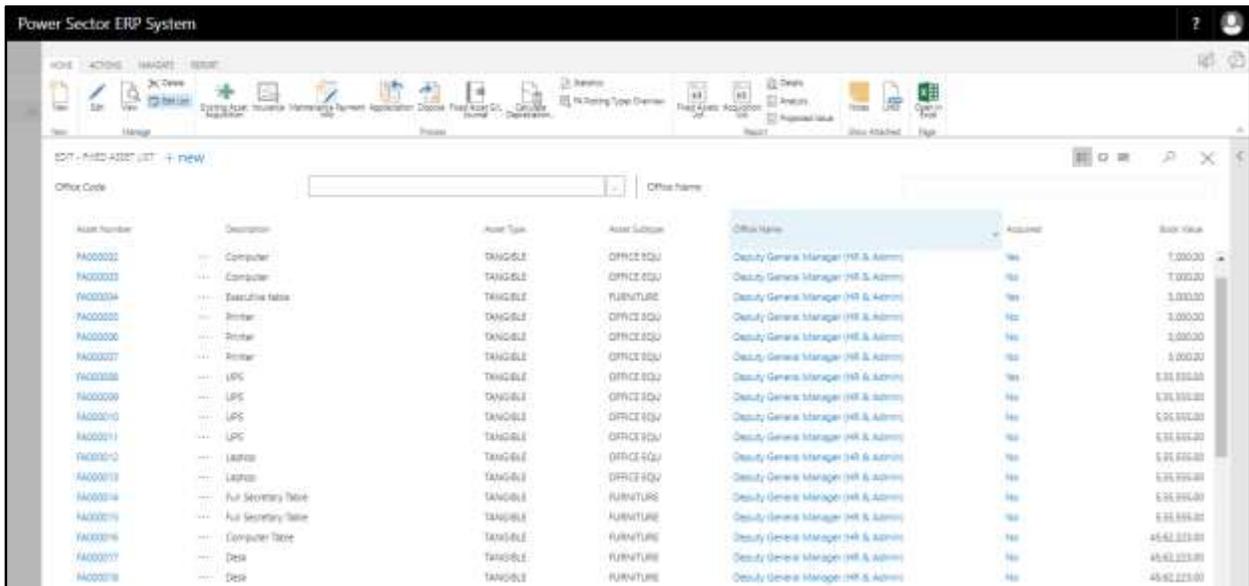
Fixed Asset page will be appeared as bellow.



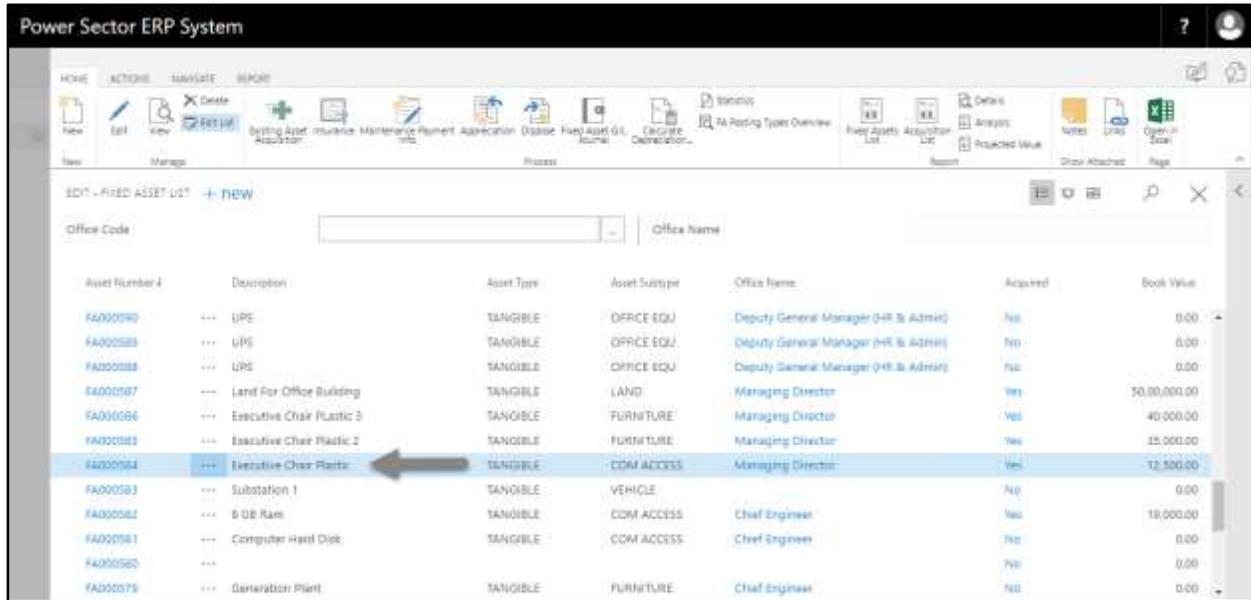
D. Choose "Fixed Asset List" icon.



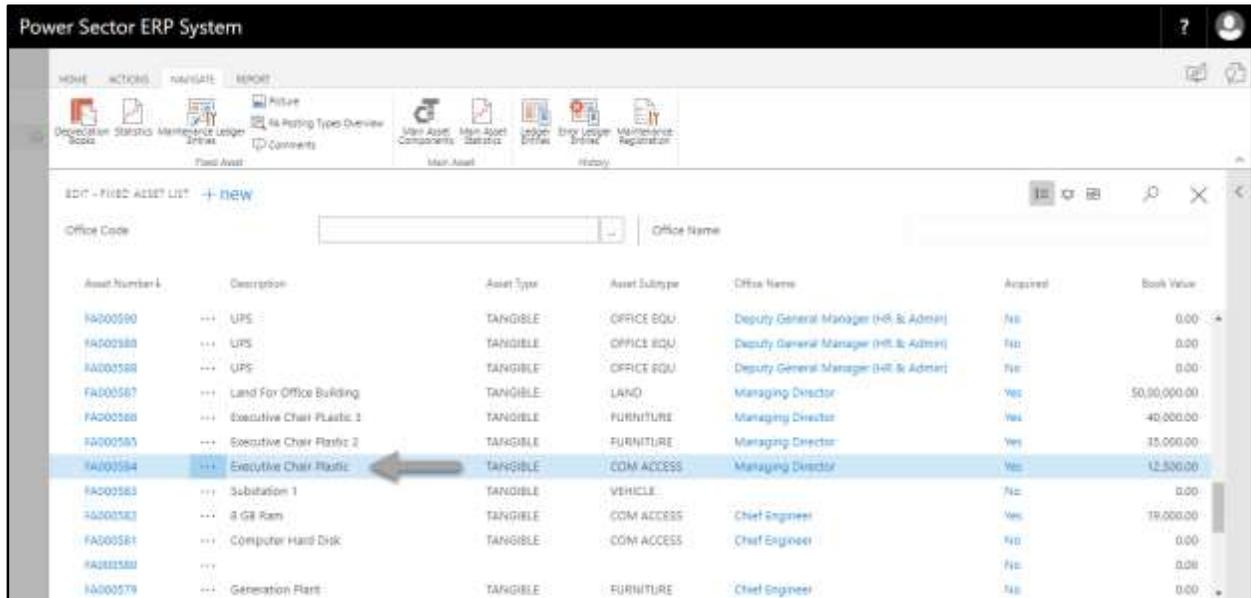
Fixed Asset List page will be appeared as bellow.



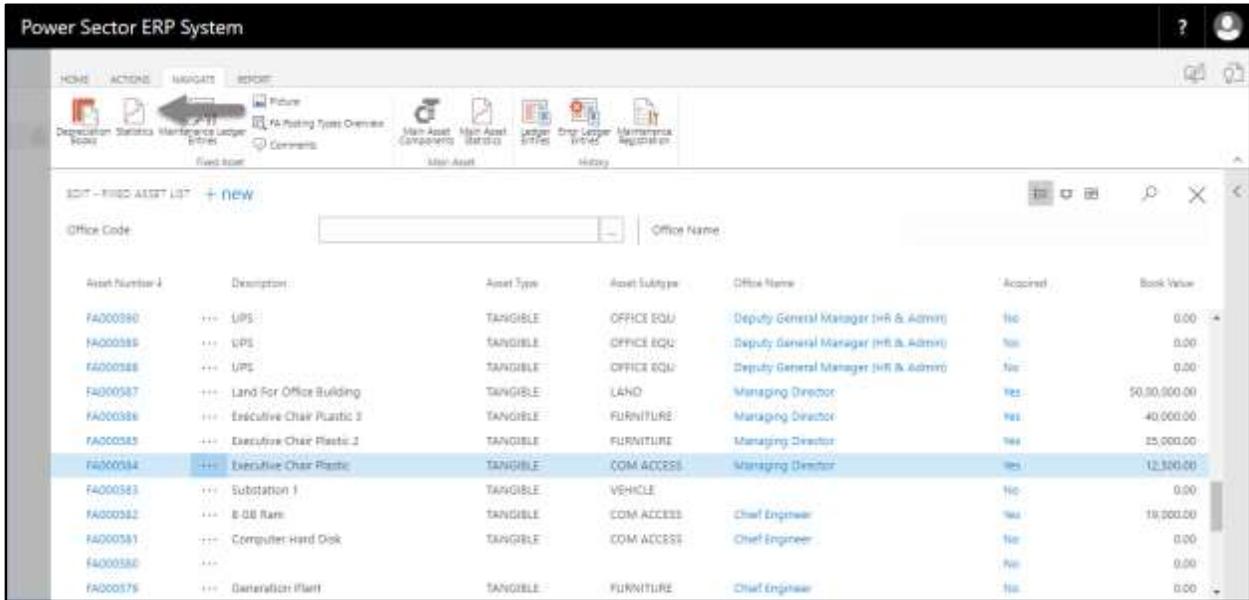
E. Choose an "Existing Asset" by Selecting Asset number from Asset list page.



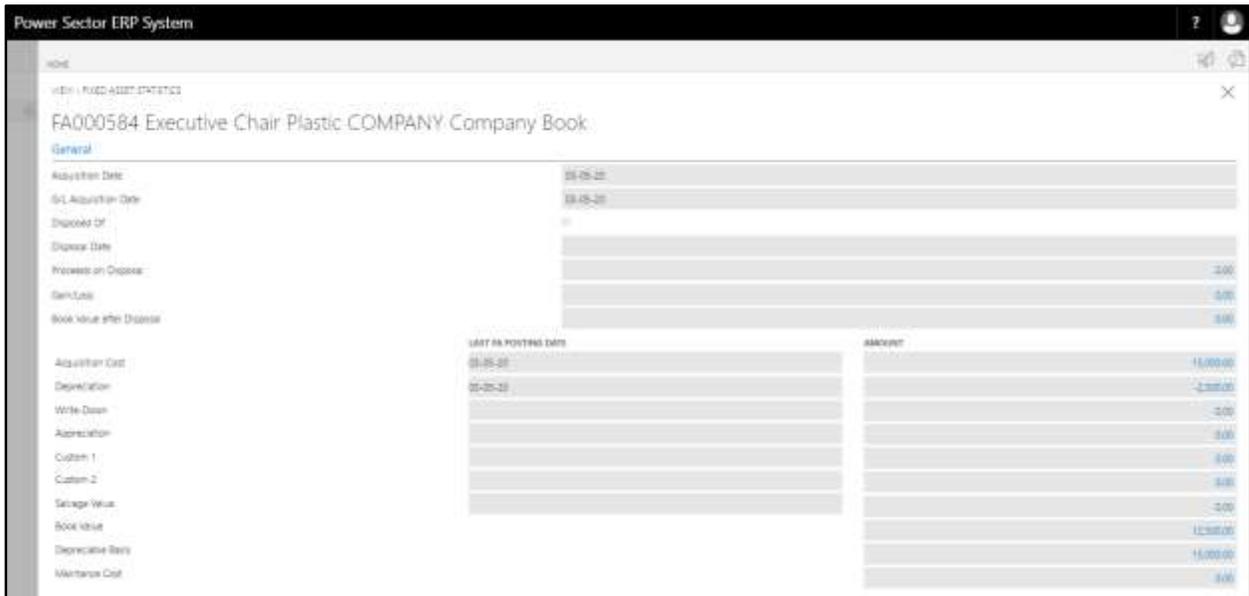
Choose **Navigate** tab, will be appeared as bellow.



F. Choose **“Statistics”** icon.



Fixed Asset Statistics Page will be appeared as bellow.



G. Click the “” button after editing the values to save and close.

Power Sector ERP System

HOME

FA000584 Executive Chair Plastic COMPANY Company Book

General

Acquisition Date	01-25-21
GL Acquisition Date	01-25-21
Disposed Of	
Dispose Date	
Process on Dispose	0.00
Gain/Loss	0.00
Book Value after Dispose	0.00

	LAST BAL POSTING DATE	AMOUNT
Acquisition Cost	01-25-21	15,000.00
Depreciation	01-25-21	-1,000.00
Write Down		0.00
Appreciation		0.00
Custom 1		0.00
Custom 2		0.00
Storage Value		0.00
Book Value		14,000.00
Depreciable Basis		15,000.00
Maintenance Cost		0.00

## FA-703 How to: View Main Asset Statistics

### Introduction

This process demonstrates how to View Main Asset Statistics of an asset.

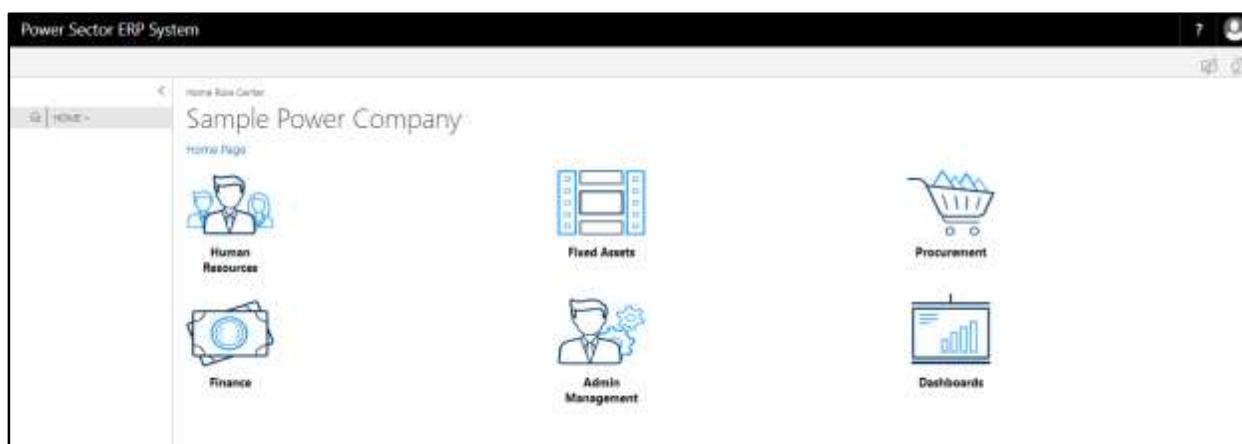
### Roles

- Module Admin
- Module User

### View Main Asset Statistics

To initiate, follow the steps below.

- A. Access Login with your respective **Fixed Asset credentials**. ERP Landing Page, as below, will be appeared on successful login.



B. Choose the "Fixed Asset" Icon.



Fixed Asset Landing page will be appeared as bellow.



C. Choose the "Asset" icon.



Fixed Asset page will be appeared as bellow.



D. Choose "Fixed Asset List" icon.

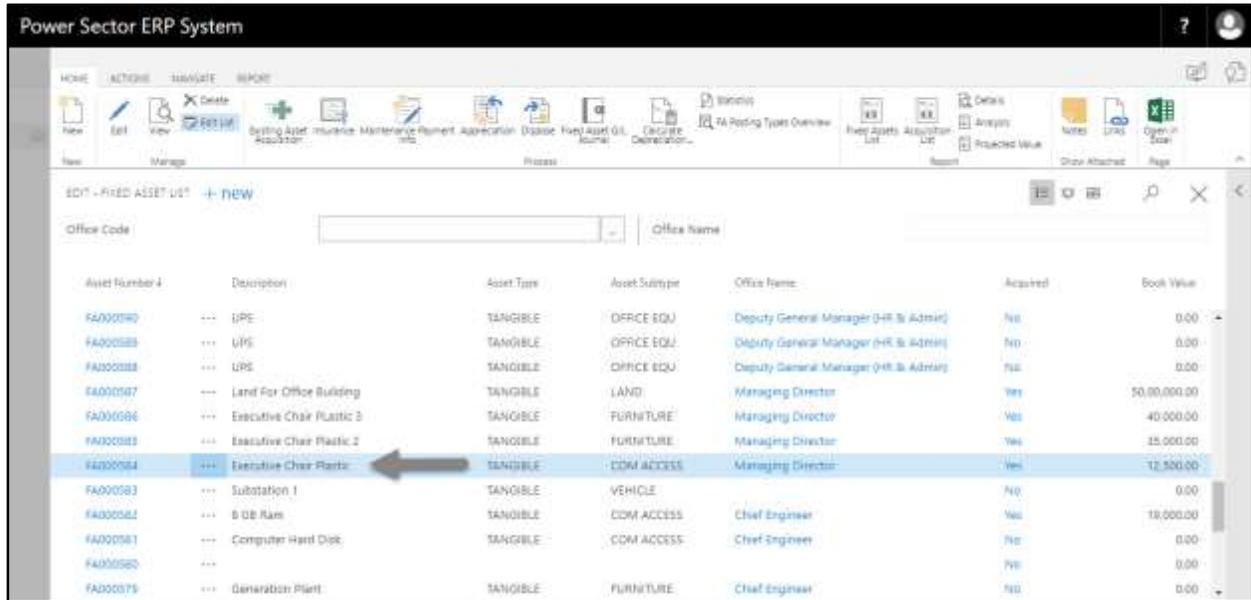


Fixed Asset List page will be appeared as bellow.

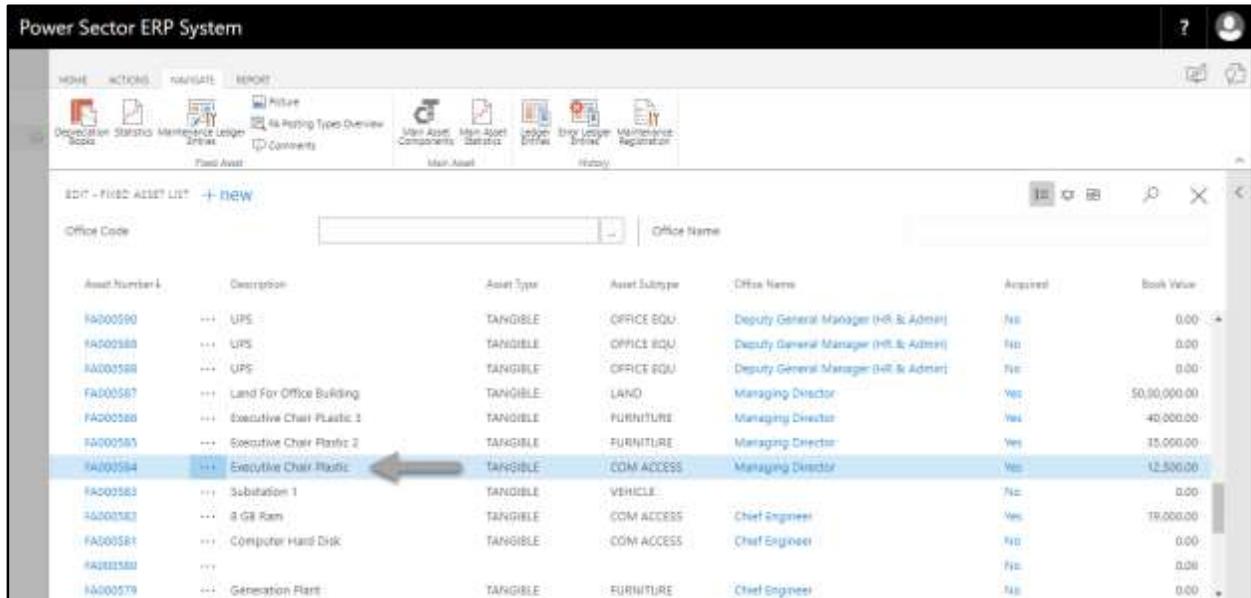
The screenshot shows the 'Fixed Asset List' page in the Power Sector ERP System. The page displays a table with the following columns: Asset Number, Description, Asset Type, Asset Subtype, Office Name, and Book Value.

Asset Number	Description	Asset Type	Asset Subtype	Office Name	Book Value
FA000002	Computer	DKNG6LE	DPNCE3QU	Deputy General Manager (HR & Admin)	1,000.00
FA000003	Computer	TKHG6LE	DPNCE3QU	Deputy General Manager (HR & Admin)	1,000.00
FA000004	Executive table	TKHG6LE	FURNITURE	Deputy General Manager (HR & Admin)	3,000.00
FA000005	Printer	DYNG6LE	DPNCE3QU	Deputy General Manager (HR & Admin)	3,000.00
FA000006	Printer	DKNG6LE	DPNCE3QU	Deputy General Manager (HR & Admin)	2,000.00
FA000007	Printer	TKHG6LE	DPNCE3QU	Deputy General Manager (HR & Admin)	1,000.00
FA000008	LPC	TKHG6LE	DPNCE3QU	Deputy General Manager (HR & Admin)	50,000.00
FA000009	LPC	DYNG6LE	DPNCE3QU	Deputy General Manager (HR & Admin)	50,000.00
FA000010	LPC	TKNG6LE	DPNCE3QU	Deputy General Manager (HR & Admin)	50,000.00
FA000011	LPC	TKHG6LE	DPNCE3QU	Deputy General Manager (HR & Admin)	50,000.00
FA000012	Laptop	TKNG6LE	DPNCE3QU	Deputy General Manager (HR & Admin)	50,000.00
FA000013	Laptop	TKNG6LE	DPNCE3QU	Deputy General Manager (HR & Admin)	50,000.00
FA000014	Full Secretary Table	TKNG6LE	FURNITURE	Deputy General Manager (HR & Admin)	50,000.00
FA000015	Full Secretary Table	TKNG6LE	FURNITURE	Deputy General Manager (HR & Admin)	50,000.00
FA000016	Computer Table	TKNG6LE	FURNITURE	Deputy General Manager (HR & Admin)	45,000.00
FA000017	Desk	TKNG6LE	FURNITURE	Deputy General Manager (HR & Admin)	45,000.00
FA000018	Desk	TKNG6LE	FURNITURE	Deputy General Manager (HR & Admin)	45,000.00

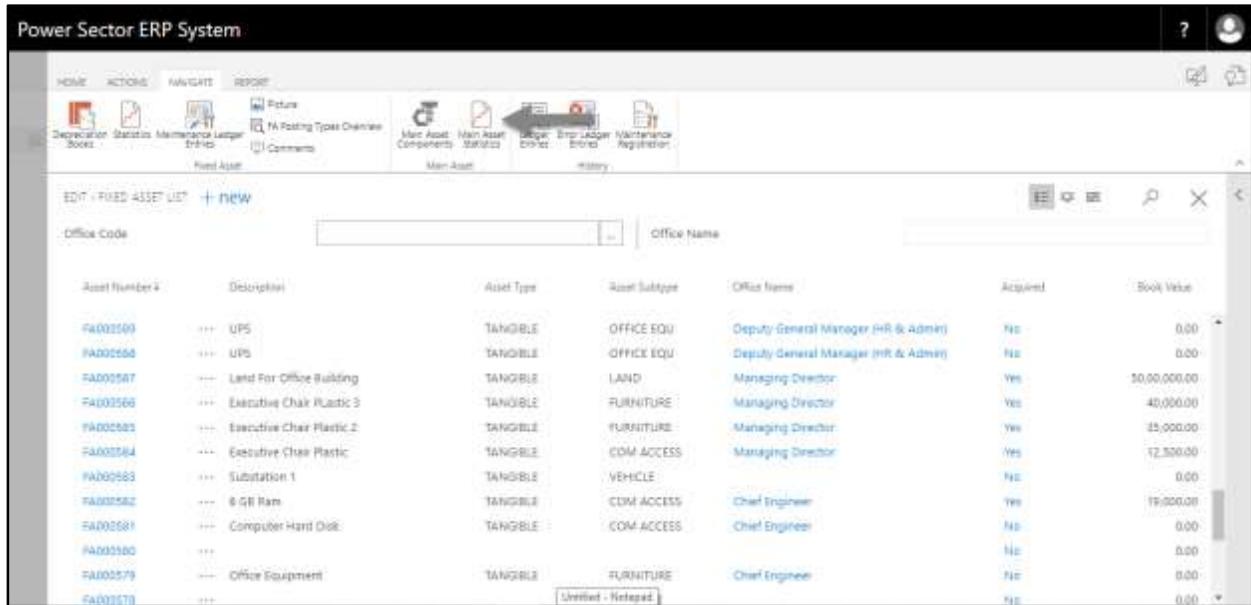
E. Choose an **“Existing Asset”** by Selecting Asset number from Asset list page.



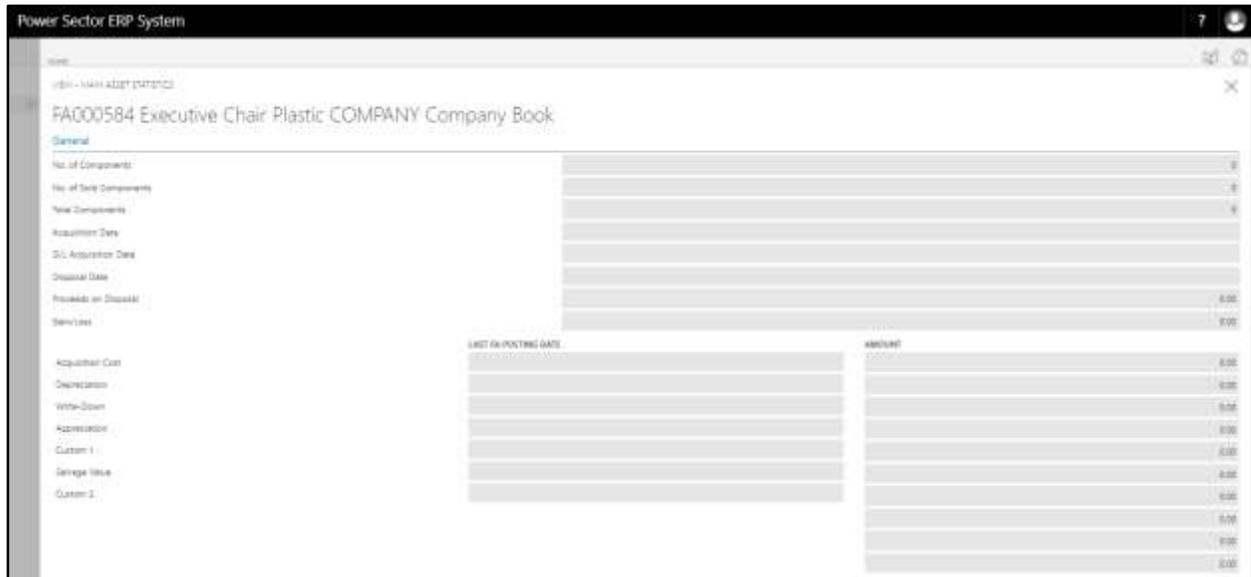
Choose **Navigate** tab, will be appeared as bellow.



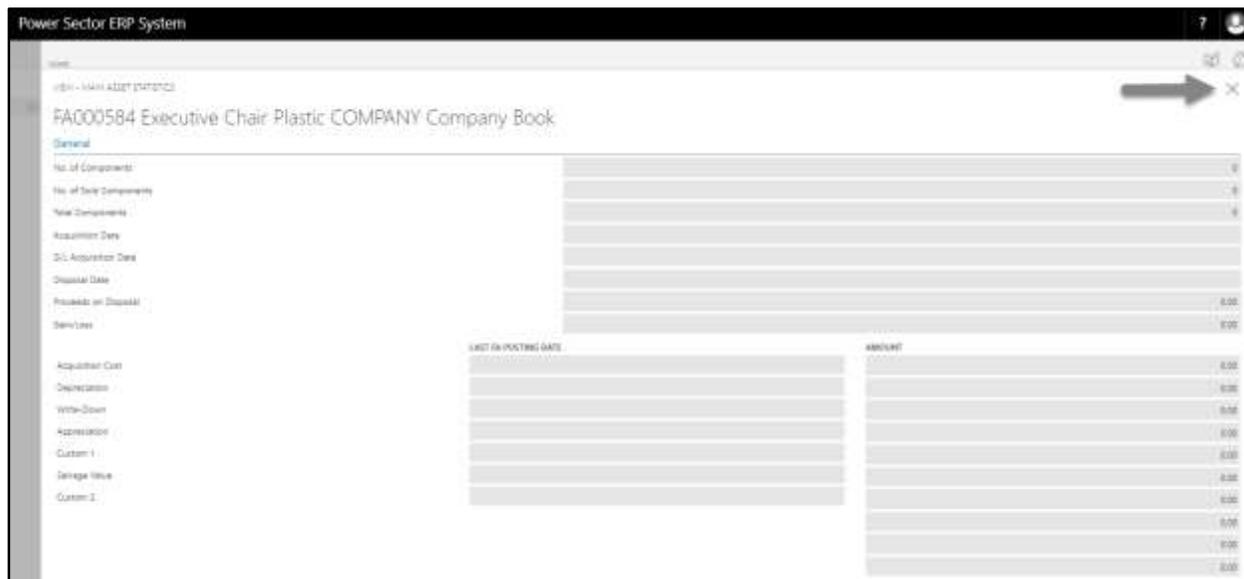
F. Choose “Main Asset Statistics” icon.



Main Asset Statistics Page will be appeared as bellow.



G. Click the “” button after editing the values to save and close.



## FA-704 How to: View Asset Image

### Introduction

This process demonstrates how to View Asset Image.

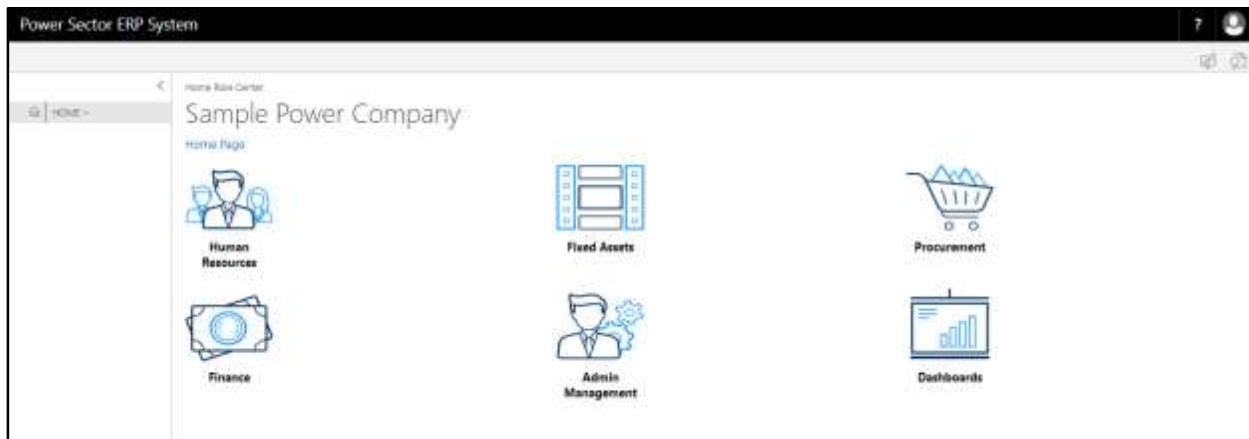
### Roles

- Module Admin
- Module User

### View Asset Image

To initiate, follow the steps below.

- A. Access Login with your respective **Fixed Asset credentials**. ERP Landing Page, as below, will be appeared on successful login.



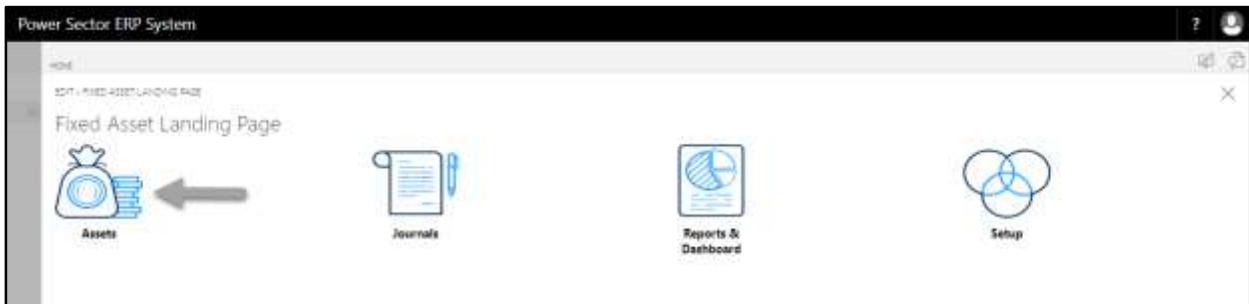
B. Choose the "Fixed Asset" Icon.



Fixed Asset Landing page will be appeared as bellow.



C. Choose the "Asset" icon.



Fixed Asset page will be appeared as bellow.



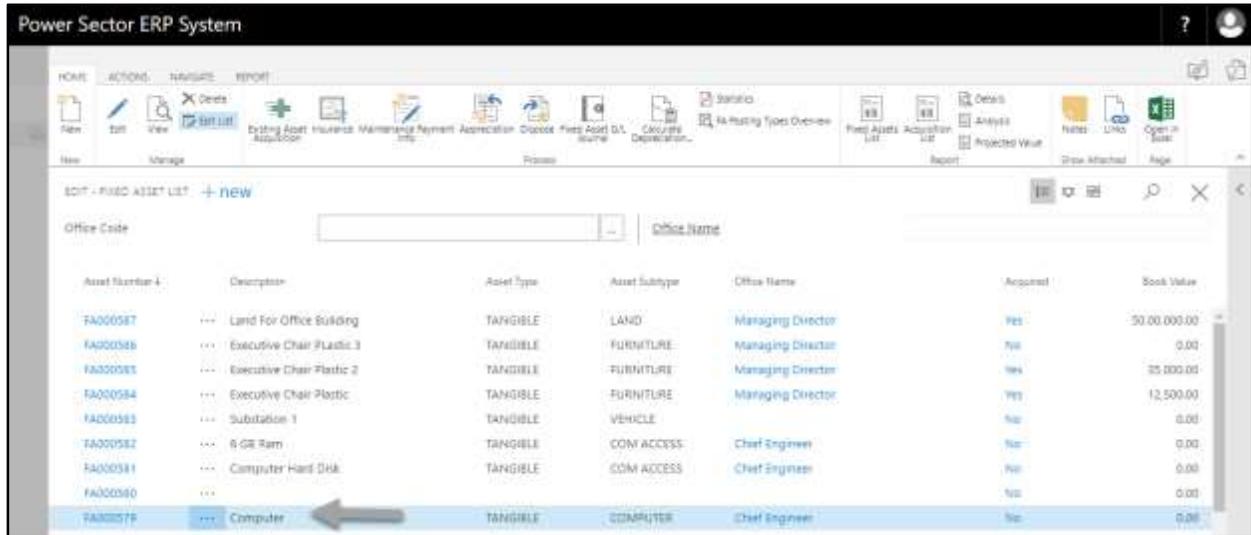
D. Choose "Fixed Asset List" icon.



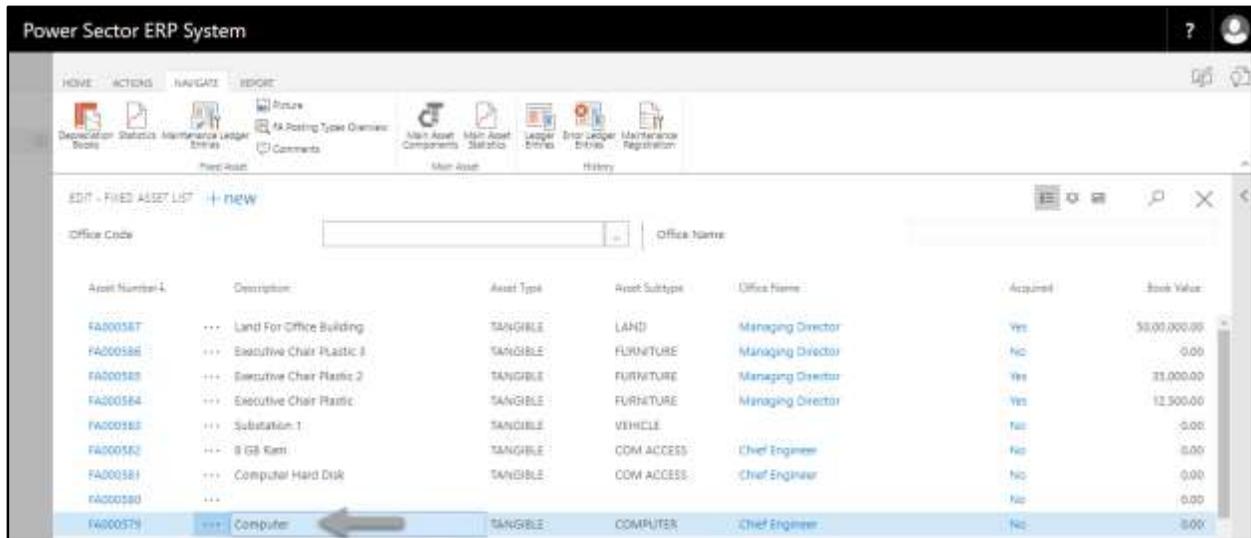
Fixed Asset List page will be appeared as bellow.

Asset Number	Description	Asset Type	Asset Subtype	Office Name	Account	Book Value
FA000002	Computer	TKNG6LE	DPNCEJQU	Deputy General Manager (HR & Admin)	Yes	7,000.00
FA000003	Computer	TKNG6LE	DPNCEJQU	Deputy General Manager (HR & Admin)	No	7,000.00
FA000004	Executive table	TKNG6LE	FURNITURE	Deputy General Manager (HR & Admin)	Yes	3,000.00
FA000005	Printer	DYNG6LE	DPNCEJQU	Deputy General Manager (HR & Admin)	No	3,000.00
FA000006	Printer	DNNG6LE	DPNCEJQU	Deputy General Manager (HR & Admin)	No	2,000.00
FA000007	Printer	TKNG6LE	DPNCEJQU	Deputy General Manager (HR & Admin)	No	1,000.00
FA000008	LPC	TKNG6LE	DPNCEJQU	Deputy General Manager (HR & Admin)	Yes	50,500.00
FA000009	LPC	DYNG6LE	DPNCEJQU	Deputy General Manager (HR & Admin)	No	50,500.00
FA000010	LPC	TKNG6LE	DPNCEJQU	Deputy General Manager (HR & Admin)	No	50,500.00
FA000011	LPC	TKNG6LE	DPNCEJQU	Deputy General Manager (HR & Admin)	No	50,500.00
FA000012	Laptop	TKNG6LE	DPNCEJQU	Deputy General Manager (HR & Admin)	Yes	50,500.00
FA000013	Laptop	TKNG6LE	DPNCEJQU	Deputy General Manager (HR & Admin)	No	50,500.00
FA000014	Full Secretary Table	TKNG6LE	FURNITURE	Deputy General Manager (HR & Admin)	No	50,500.00
FA000015	Full Secretary Table	TKNG6LE	FURNITURE	Deputy General Manager (HR & Admin)	No	50,500.00
FA000016	Computer Table	TKNG6LE	FURNITURE	Deputy General Manager (HR & Admin)	No	45,42,223.00
FA000017	Desk	TKNG6LE	FURNITURE	Deputy General Manager (HR & Admin)	No	45,42,223.00
FA000018	Desk	TKNG6LE	FURNITURE	Deputy General Manager (HR & Admin)	No	45,42,223.00

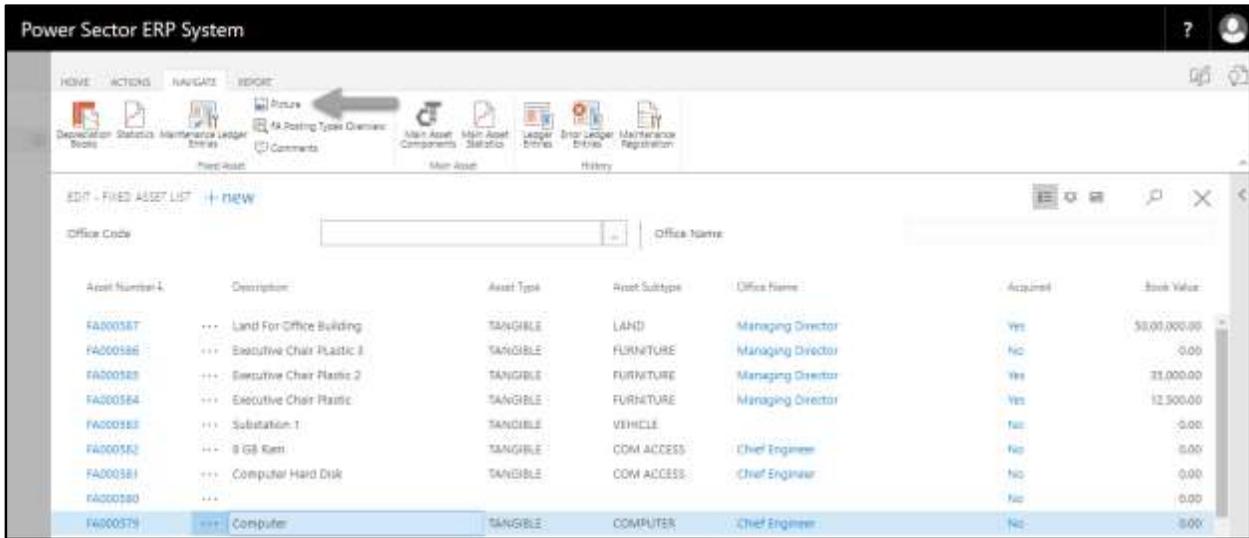
E. Choose an **“Existing Asset”** by Selecting Asset number from Asset list page.



Choose **Navigate tab**, will be appeared as bellow.



F. Choose "Picture" icon.



Fixed Asset Picture Page will be appeared as bellow.



G. Click the "X" button after editing the values to save and close.



## FA-800 Asset Journal Posting

### Introduction

This section shows how to post different types of journals related to fixed asset that reflects in financial statements. Journal types are –

FA-801	Fixed Asset G/L Journal
FA-802	Fixed Asset Journal
FA-803	Fixed Asset Re class Journal
FA-804	Acquisition Journal (Existing Asset)
FA-805	Appreciation Journal
FA-806	Write Down Journal
FA-807	Maintenance Journal
FA-808	Disposing Journal
FA-809	Insurance Journal

### Role

- Module Admin
- Module User

### Prerequisite

- Module credentials – username and password

## FA-801 How to: Post Fixed Asset G/L Journal

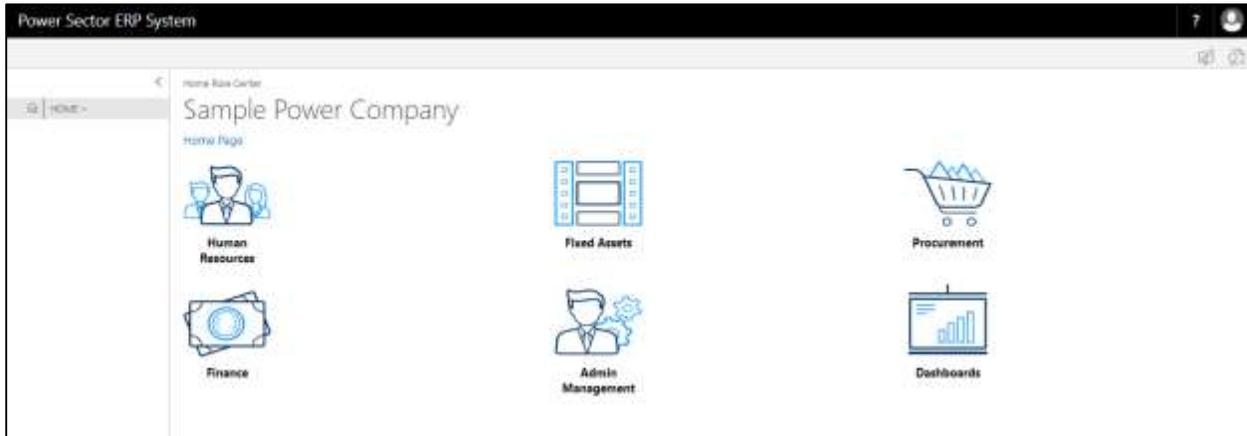
### Introduction

This process demonstrates how to Posting Fixed Asset G/L journal.

### Posting Fixed Asset General Journal

To initiate, follow the steps below.

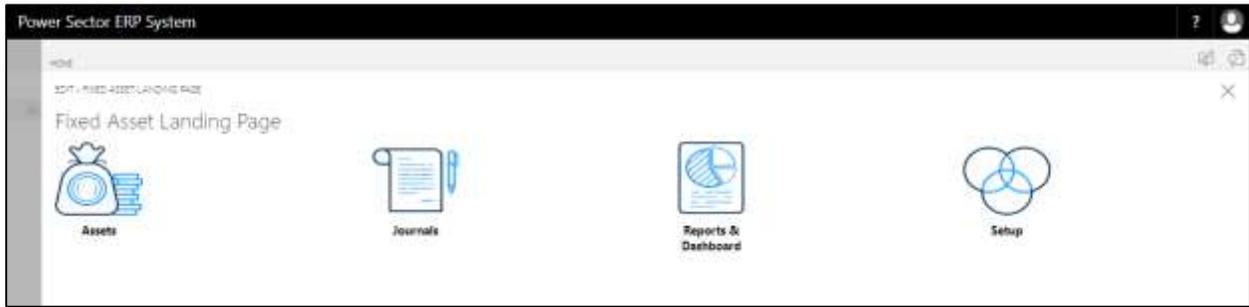
- A. Access Login with your respective **Fixed Asset credentials**. ERP Landing Page, as below, will be appeared on successful login.



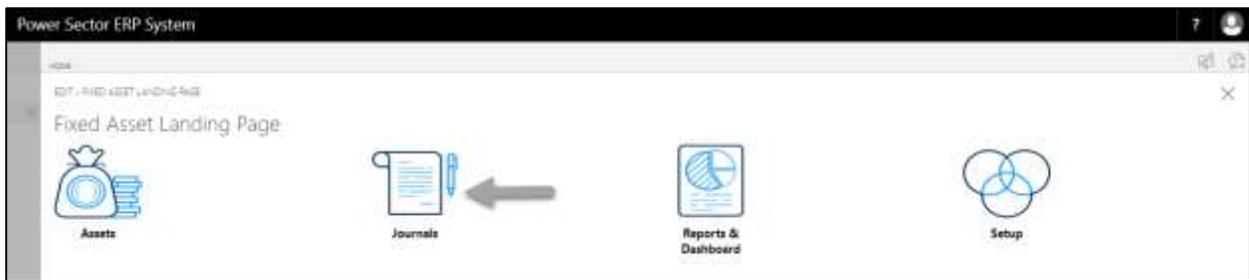
- B. Choose the "Fixed Asset" Icon.



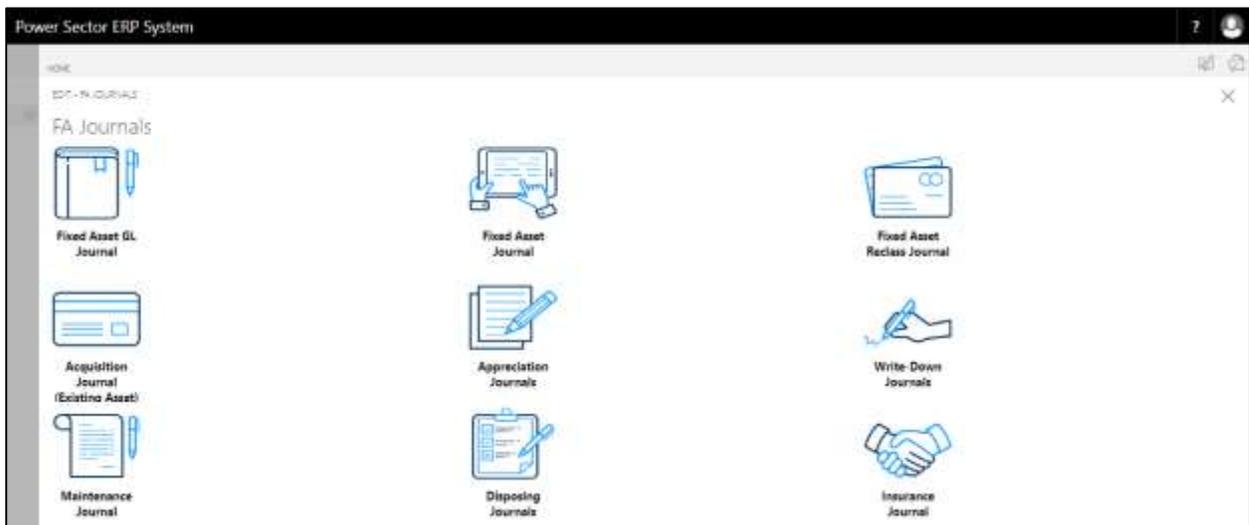
Fixed Asset Landing page will be appeared as bellow.



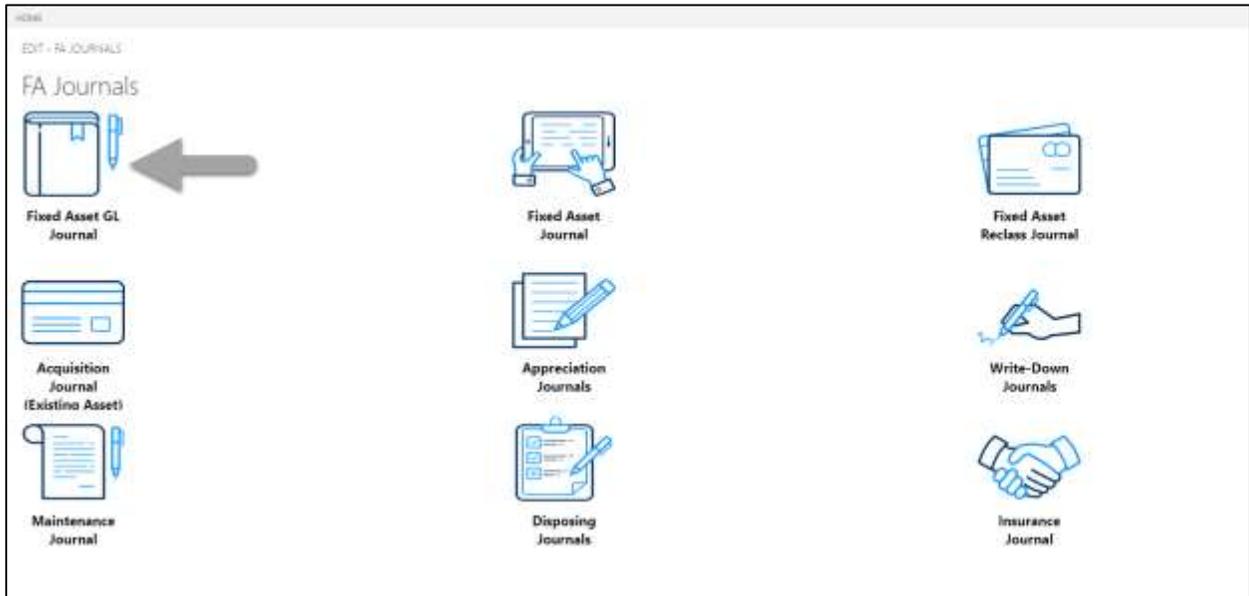
C. Choose the "Journals" icon.



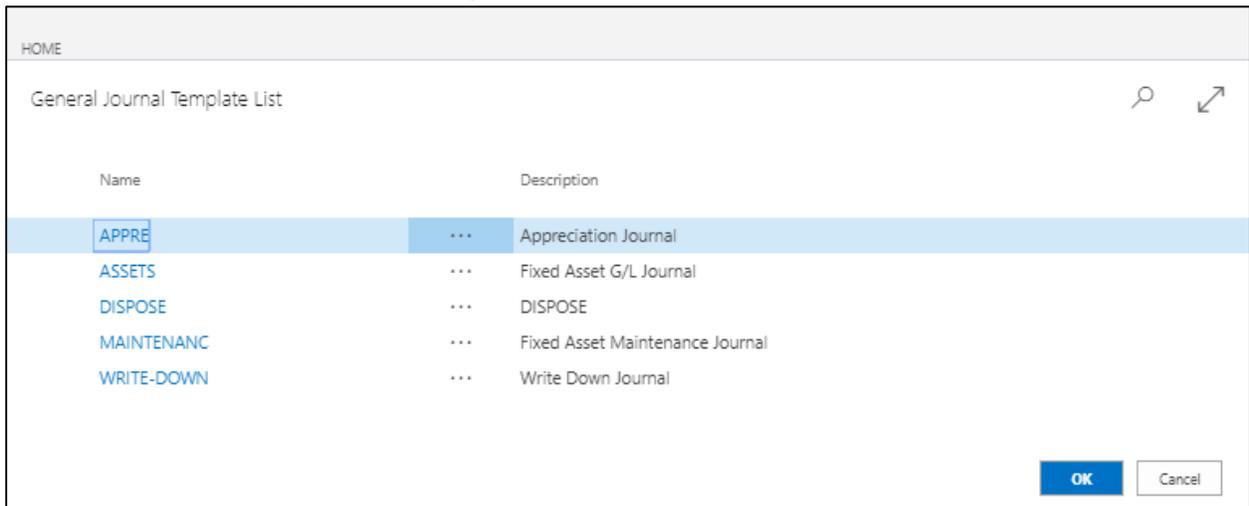
Fixed Asset Journals page will be appeared as bellow.



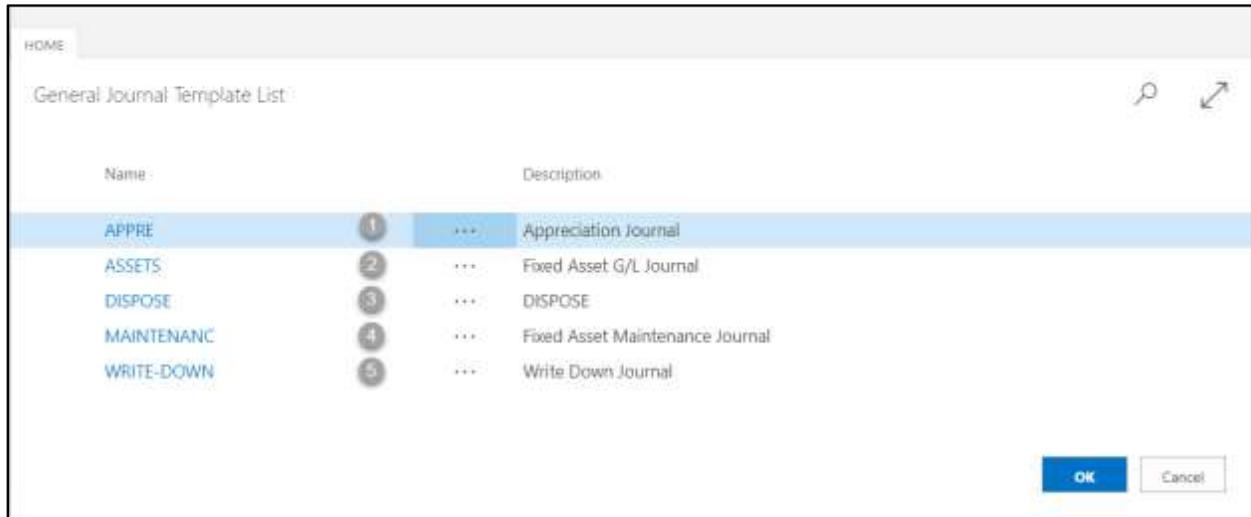
D. Choose the "Fixed Asset GL Journal".



General Journals Template List page will be appeared as bellow.

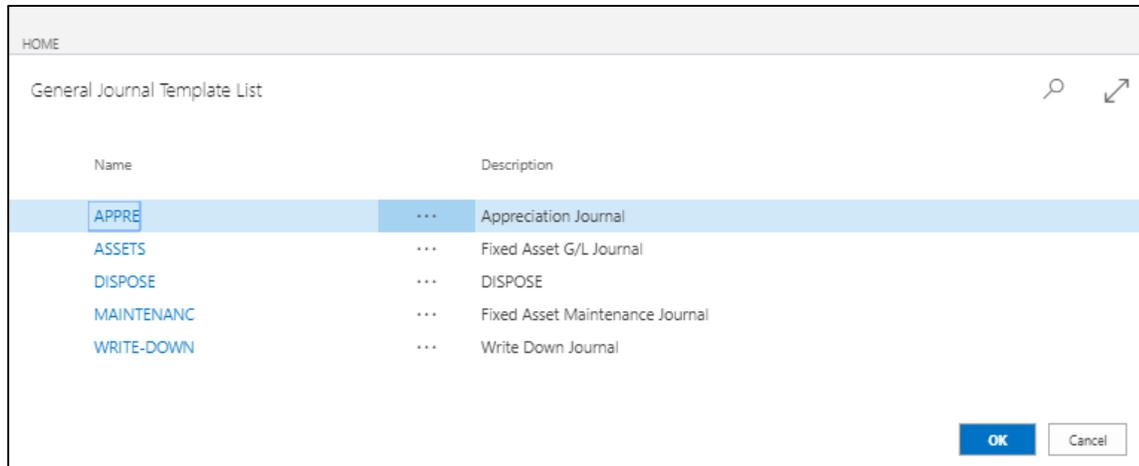


E. Choose General Journal as per your demand. There are 5 type of General Journal.

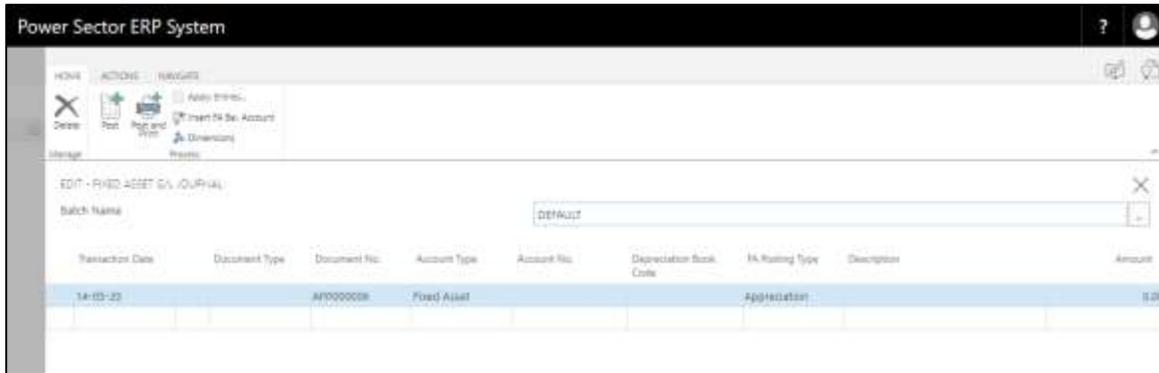


### FA-801.1 Appreciation Journal

A. Select "APPRE" and Click "OK"



Fixed Asset G/L Journals page will be appeared as bellow.



B. Provide below information to view report successfully.

1. Choose the **Document Type** from the dropdown by clicking on  button.

- **Document Type: Payment**

2. Choose the **Account No.** from the dropdown by clicking on  button.

- **Account No.: 1010101001**

**Description** will be populated by the system.

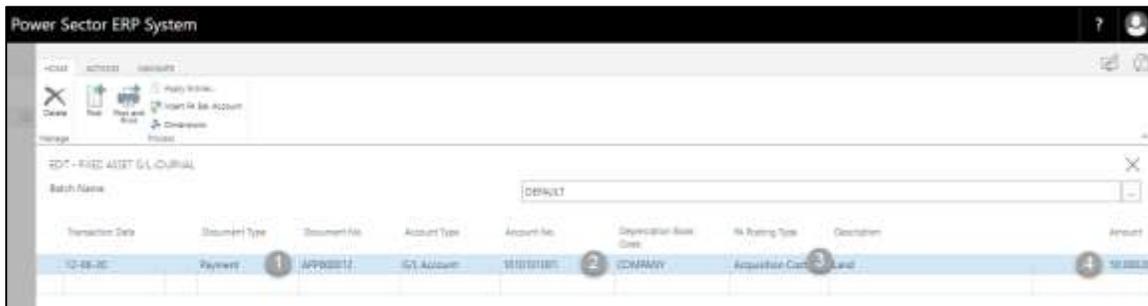
3. Choose the **FA Posting Type** from the dropdown by clicking on  button.

- **FA Posting Type: Acquisition Cost**

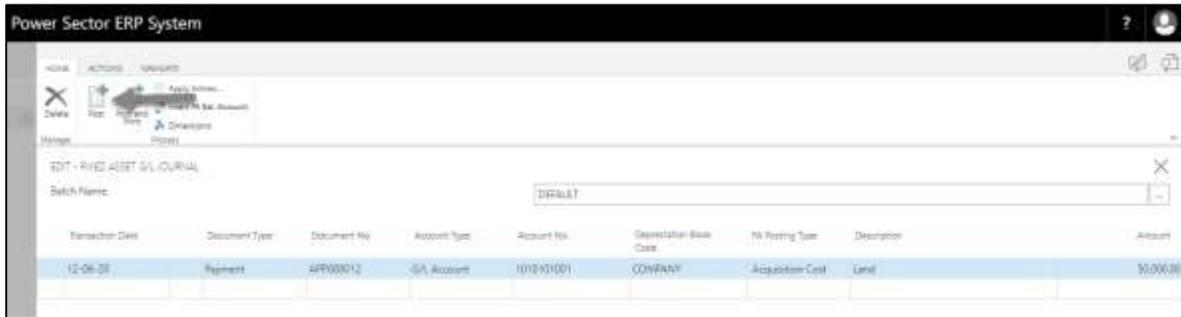
4. Provide **Amount**.

- **Amount: 50000**

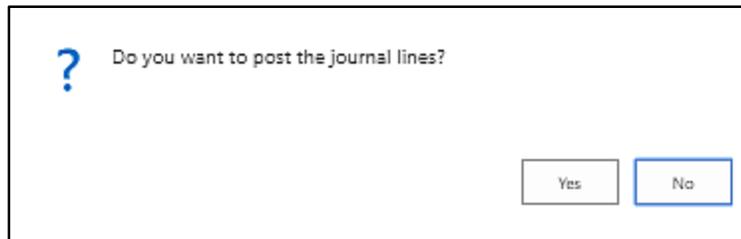
The screen will look like as below



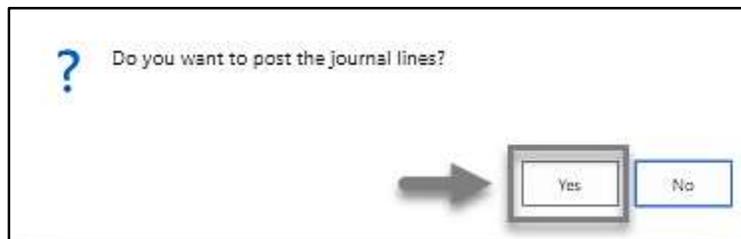
C. Choose the **“Post”** icon to proceed.



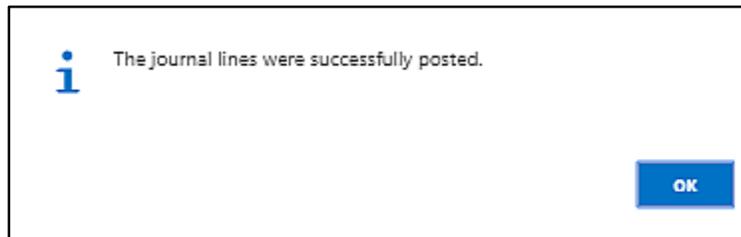
The following pop up will be appeared as below.



D. Choose **“Yes”** icon to save and close.



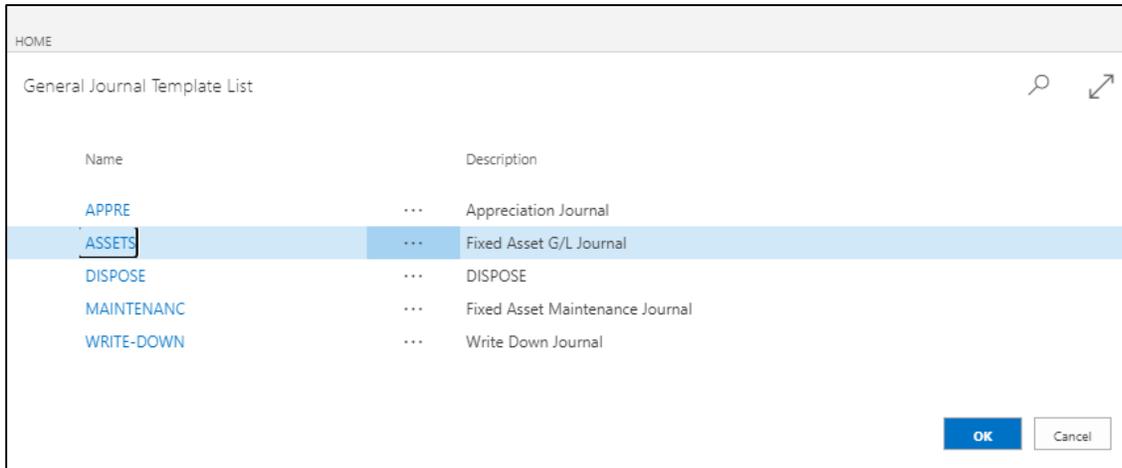
The following Pop Up will be appeared.



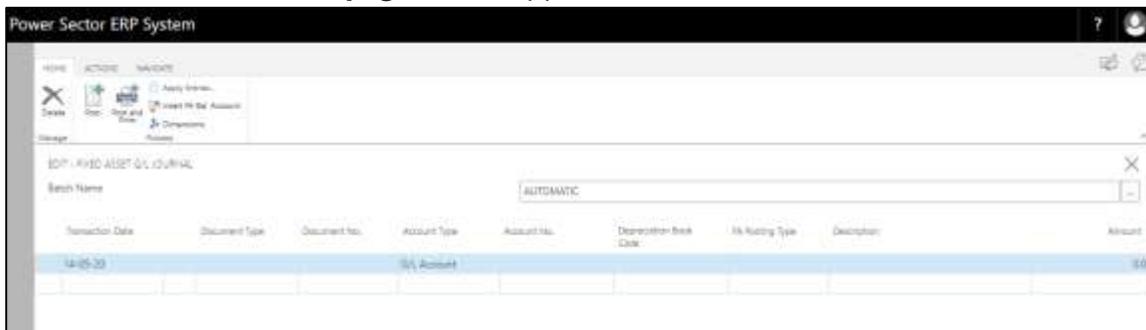
E. Choose **Ok** to save and close.

## FA-801.2 Fixed Asset G/L Journal

A. Select "Fixed Asset G/L Journal" and Click "OK"



Fixed Asset G/L Journals page will be appeared as bellow.



B. Provide below information to view report successfully.

1. Choose the **Document Type** from the dropdown by clicking on  button.

- **Document Type: Payment**

2. Choose the **Document No.** from the dropdown by clicking on  button.

- **Document No.: DOC445**

3. Choose the **Account No.** from the dropdown by clicking on  button.

- **Account No.: 1010101001**

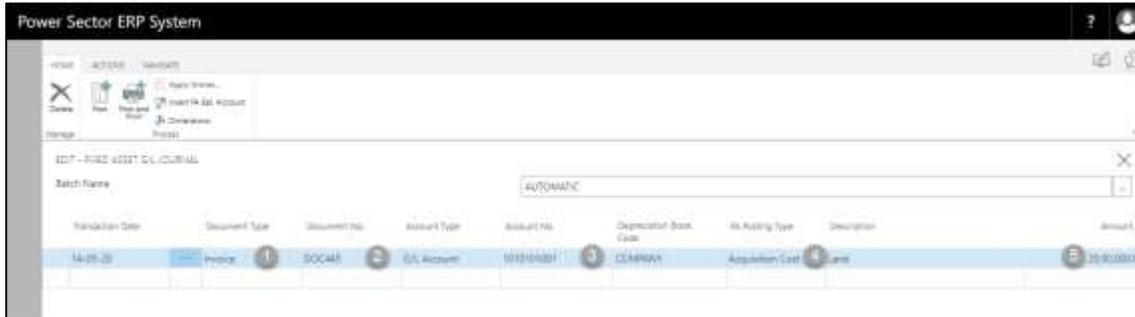
4. Choose the **FA Posting Type** from the dropdown by clicking on  button.

- **FA Posting Type: Acquisition Cost**

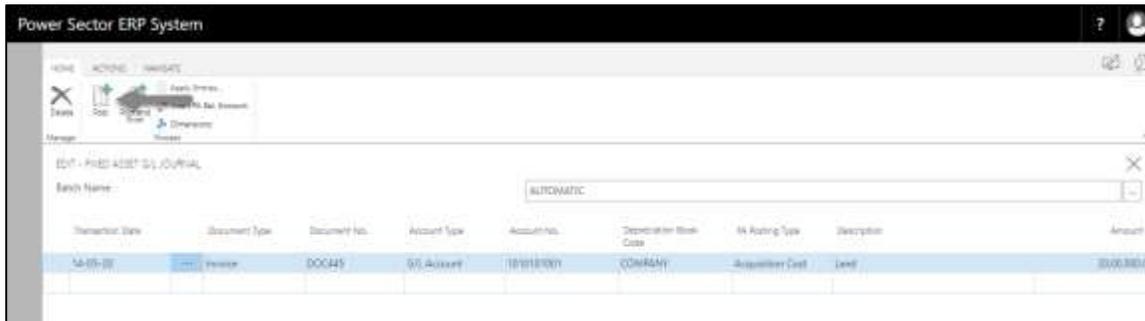
5. Provide **Amount**.

- **Amount: 2000000**

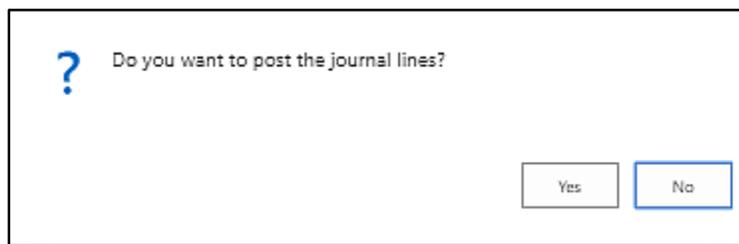
The screen will look like as below



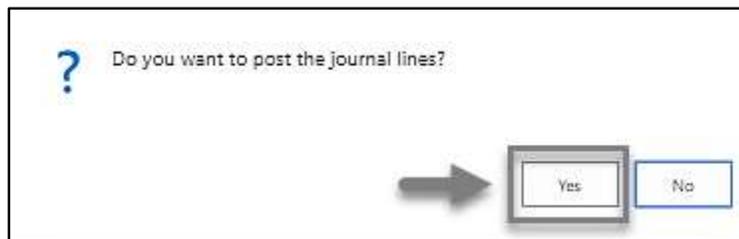
C. Choose the **“Post”** icon to proceed.



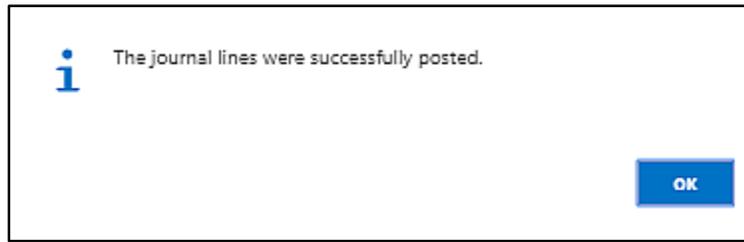
The following pop up will be appeared as below.



D. Choose **“Yes”** icon to save and close.



The following Pop Up will be appeared.



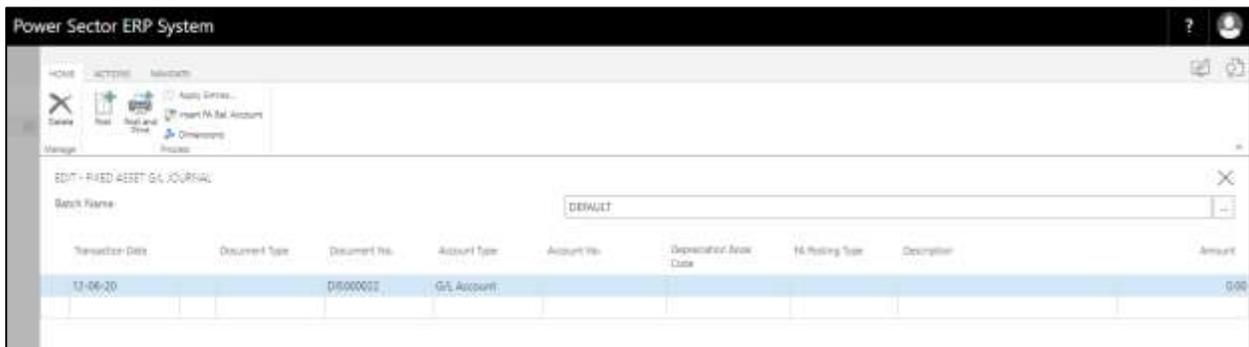
E. Choose **Ok** to save and close.

### FA-801.3 DISPOSE Journal

A. Select "**DISPOSE**" and Click "OK"



**Fixed Asset G/L Journals page** will be appeared as bellow.



B. Provide below information to view report successfully.

1. Choose the **Document Type** from the dropdown by clicking on  button.

- **Document Type: Invoice**

2. Choose the **Account No.** from the dropdown by clicking on  button.

- **Account No.: FA000649**

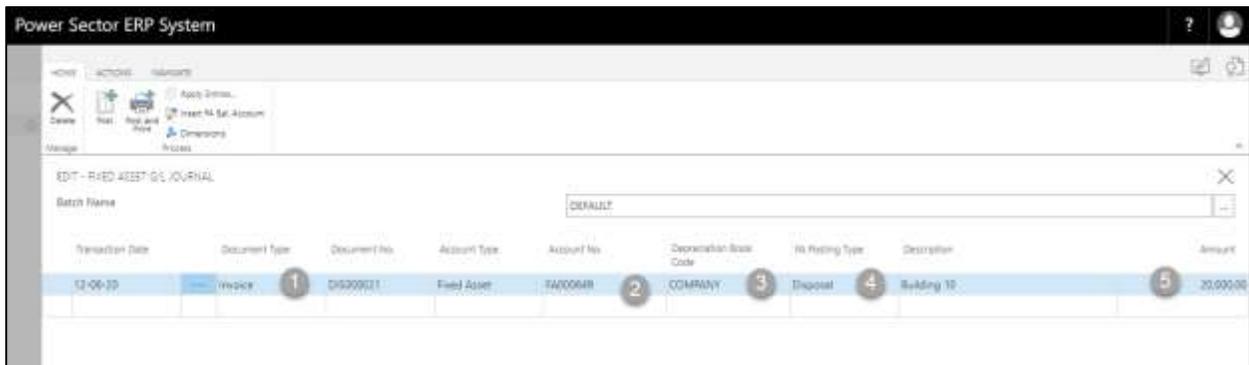
3. Choose the **FA Posting Type** from the dropdown by clicking on  button.

- **FA Posting Type: Disposal**

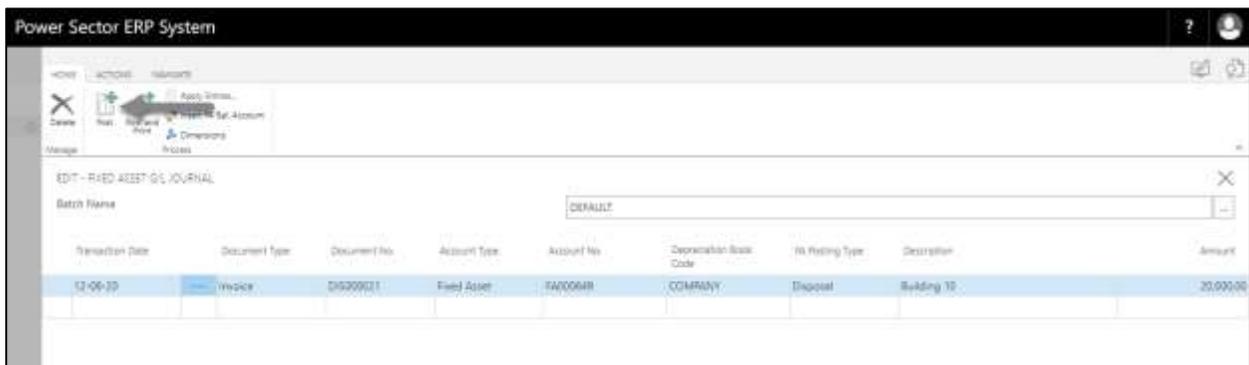
4. Provide **Amount**.

- **Amount: 20000**

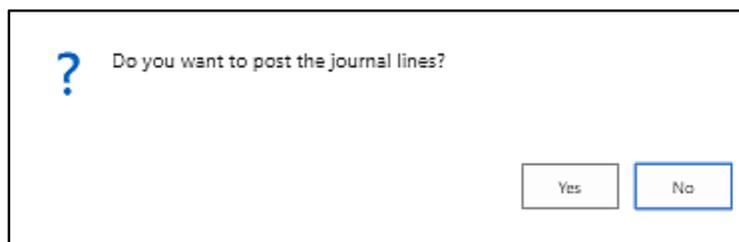
The screen will look like as below



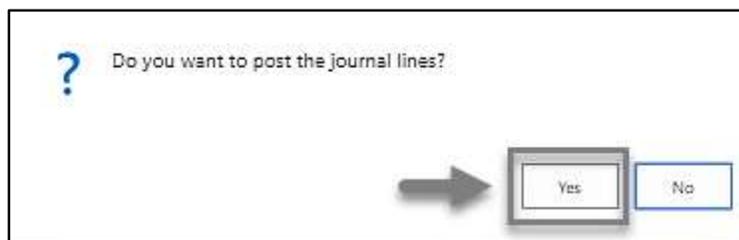
C. Choose the **“Post”** icon to proceed.



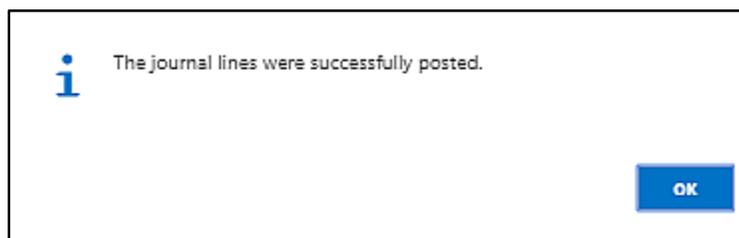
The following pop up will be appeared as below.



D. Choose **"Yes"** icon to save and close.



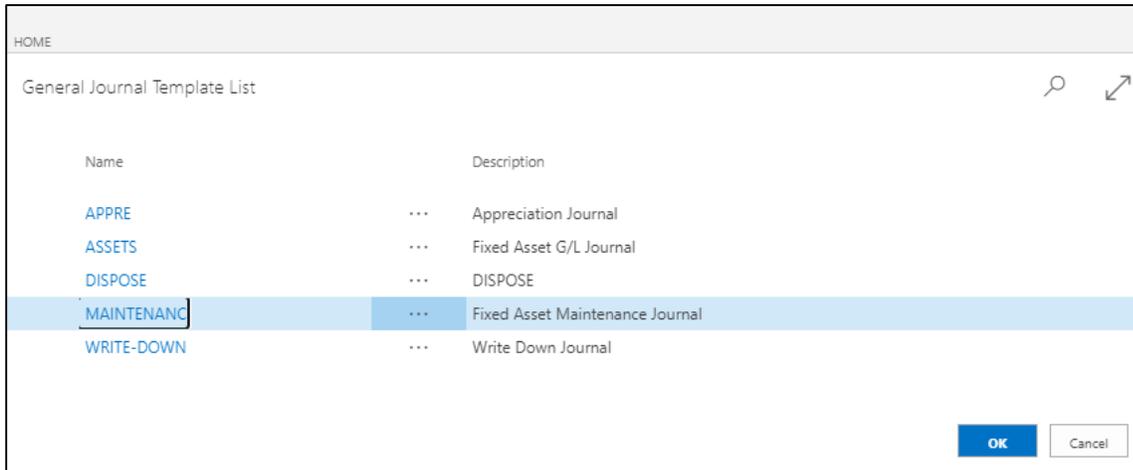
The following Pop Up will be appeared.



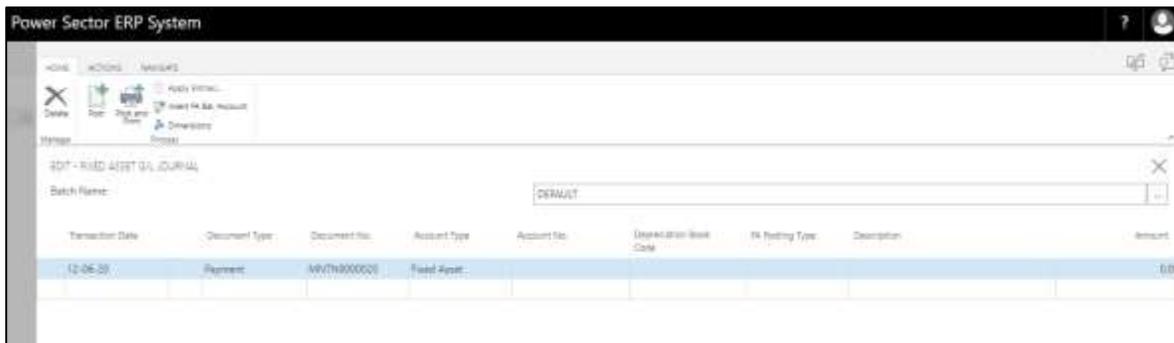
E. Choose **Ok** to save and close.

## FA-801.4 Fixed Asset Maintenance Journal

A. Select **"MAINTENANC"** and Click "OK"



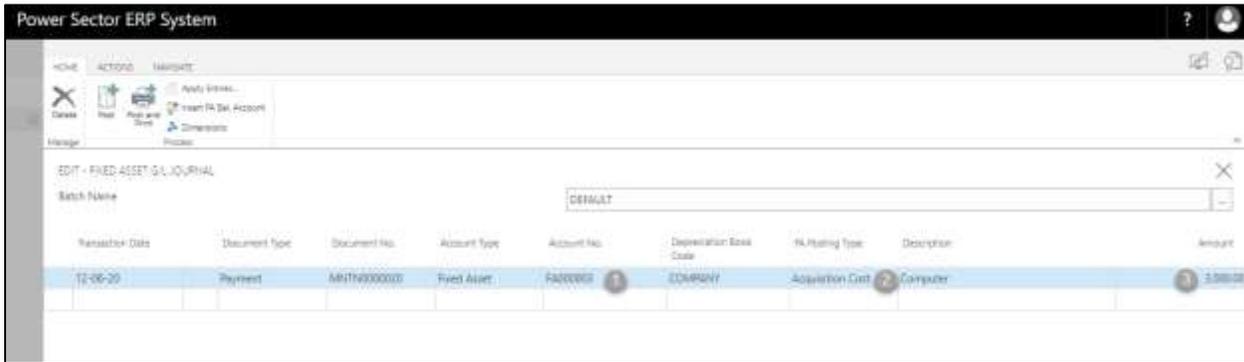
**Fixed Asset G/L Journals** page will be appeared as bellow.



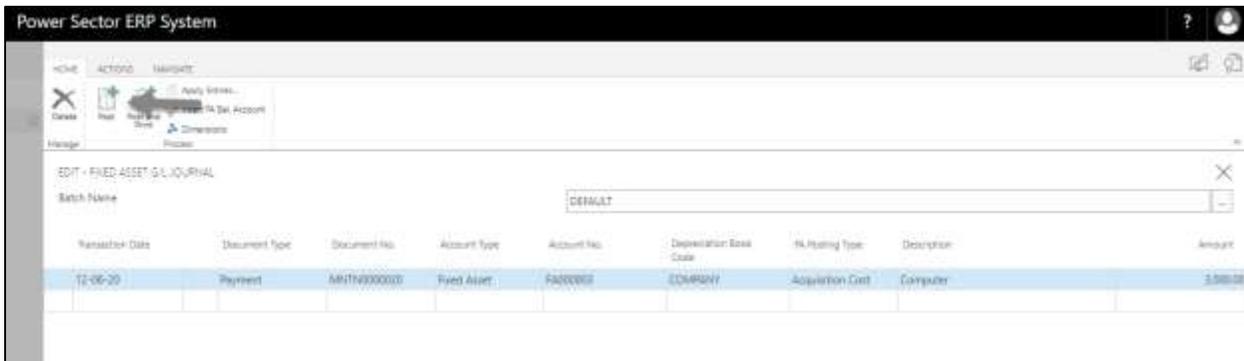
B. Provide below information to view report successfully.

1. Choose the **Account No.** from the dropdown by clicking on  button.
  - **Account No.: FA000003**
2. Choose the **FA Posting Type** from the dropdown by clicking on  button.
  - **FA Posting Type: Acquisition Cost**
3. Provide **Amount**.
  - **Amount: 3000**

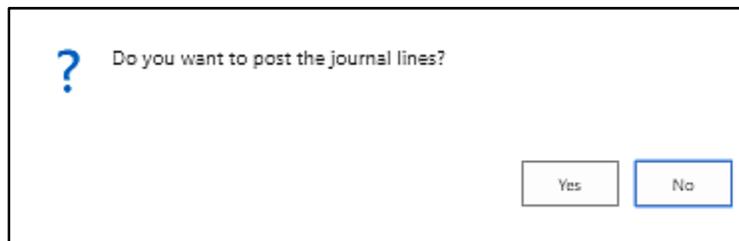
The screen will look like as below



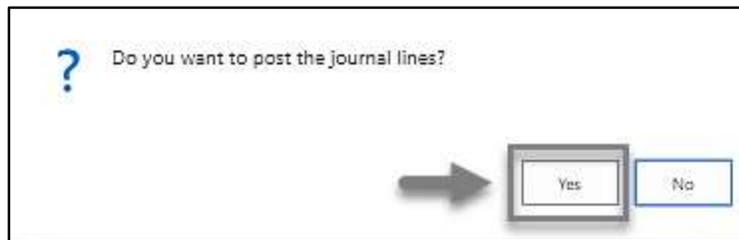
C. Choose the **“Post”** icon to proceed.



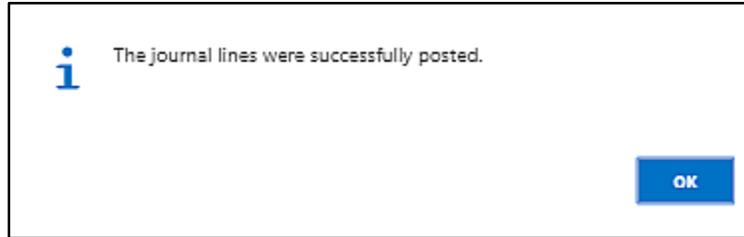
The following pop up will be appeared as below.



D. Choose **“Yes”** icon to save and close.



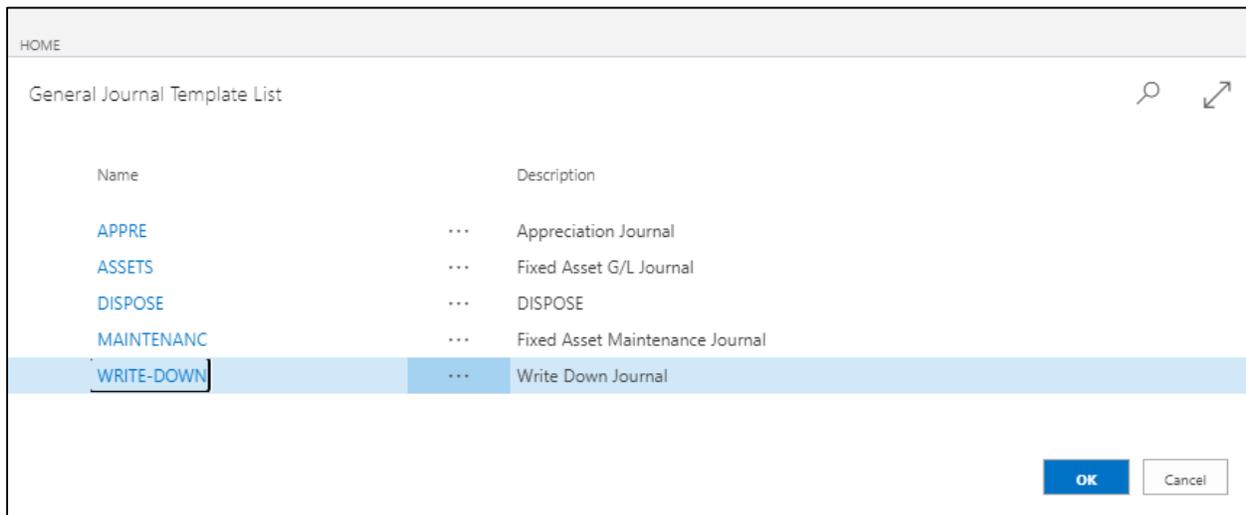
The following Pop Up will be appeared.



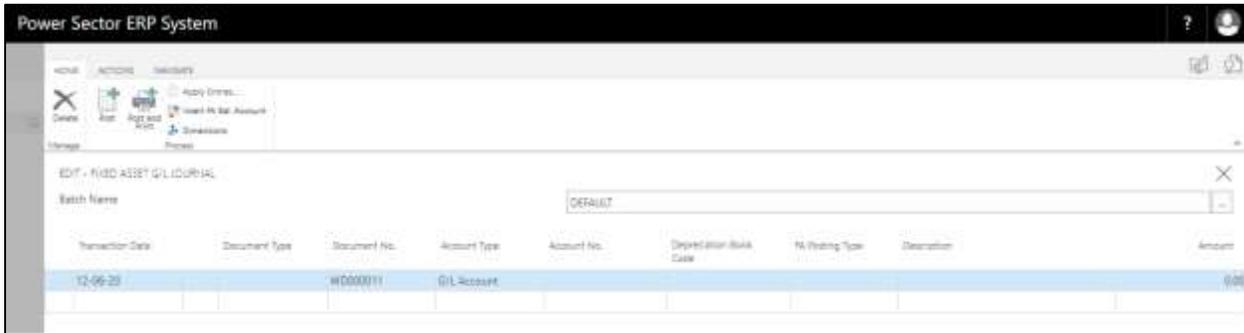
E. Choose **Ok** to save and close.

## FA-801.5 Write Down Journal

A. Select "**WRITE\_DOWN**" and Click "OK"



Fixed Asset G/L Journals page will be appeared as bellow.



B. Provide below information to view report successfully.

1. Choose the **Document Type** from the dropdown by clicking on  button.

- **Document Type: Invoice**

2. Choose the **Account No.** from the dropdown by clicking on  button.

- **Account No.: 1010101001**

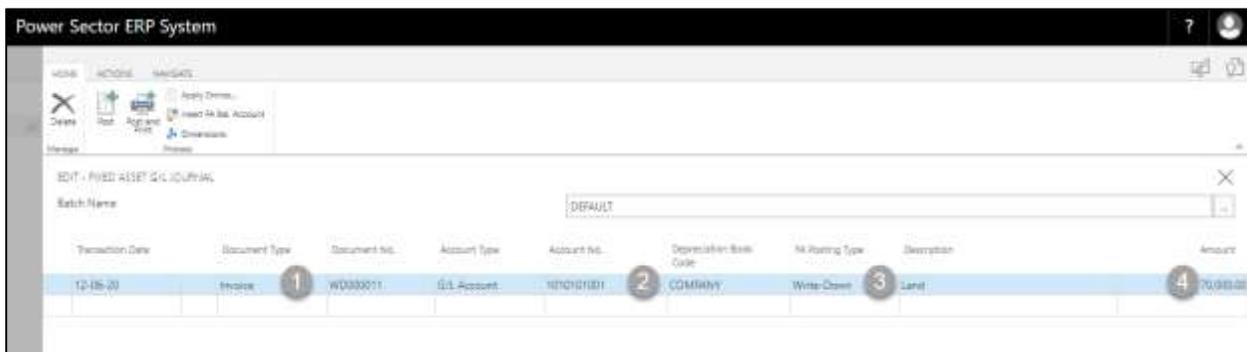
3. Choose the **FA Posting Type** from the dropdown by clicking on  button.

- **FA Posting Type: Write-Down**

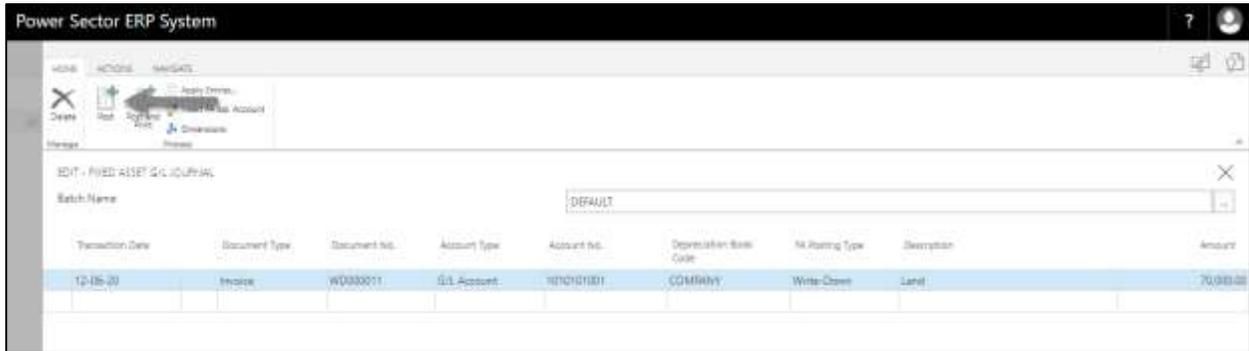
4. Provide **Amount**.

- **Amount: 70000**

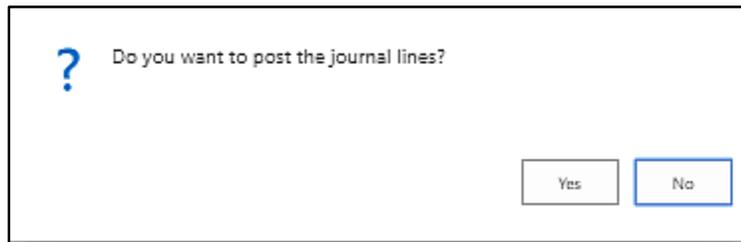
The screen will look like as below



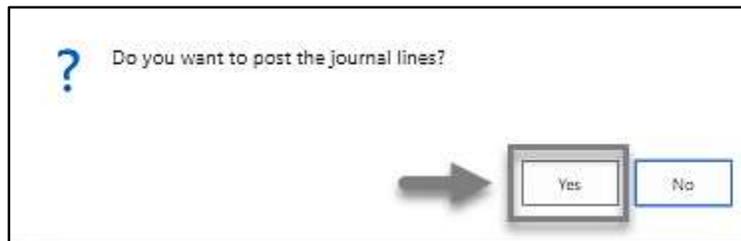
C. Choose the **“Post”** icon to proceed.



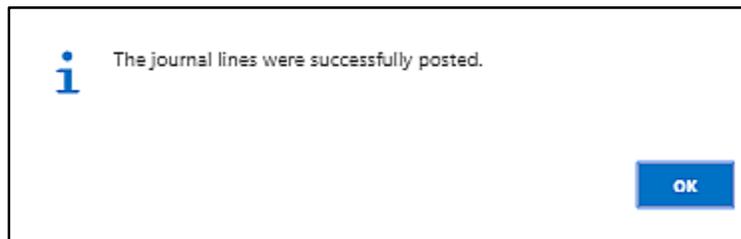
The following pop up will be appeared as below.



D. Choose **“Yes”** icon to save and close.



The following Pop Up will be appeared.



E. Choose **Ok** to save and close.

## FA-802 How to: Post Fixed Asset Journal

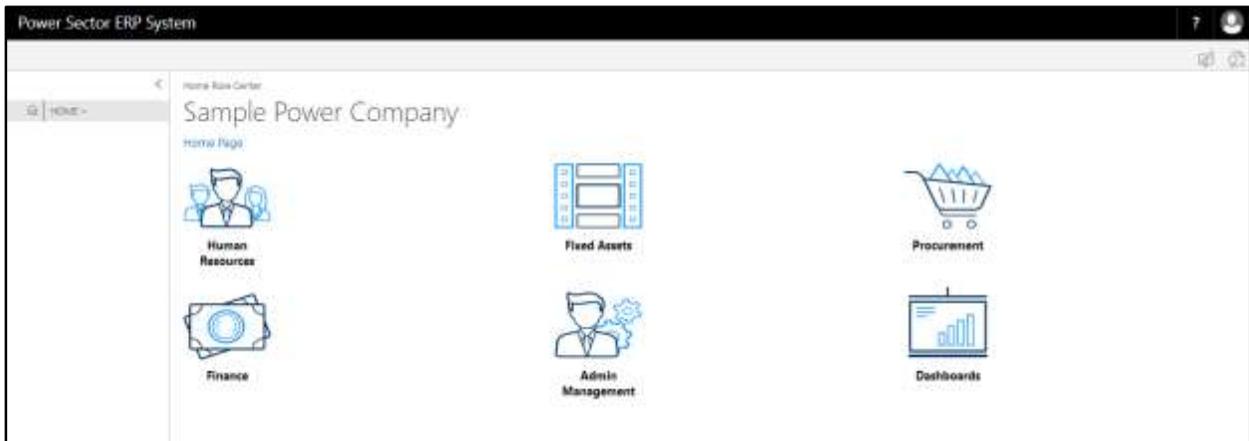
### Introduction

This process demonstrates how to Posting Fixed Asset Journal.

### Posting Fixed Asset General Journal

To initiate, follow the steps below.

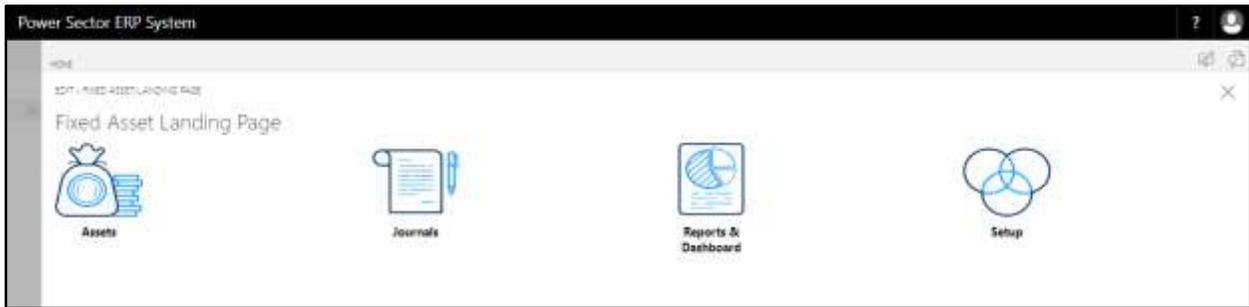
- A. Access Login with your respective **Fixed Asset credentials**. ERP Landing Page, as below, will be appeared on successful login.



- B. Choose the "Fixed Asset" Icon.



Fixed Asset Landing page will be appeared as bellow.



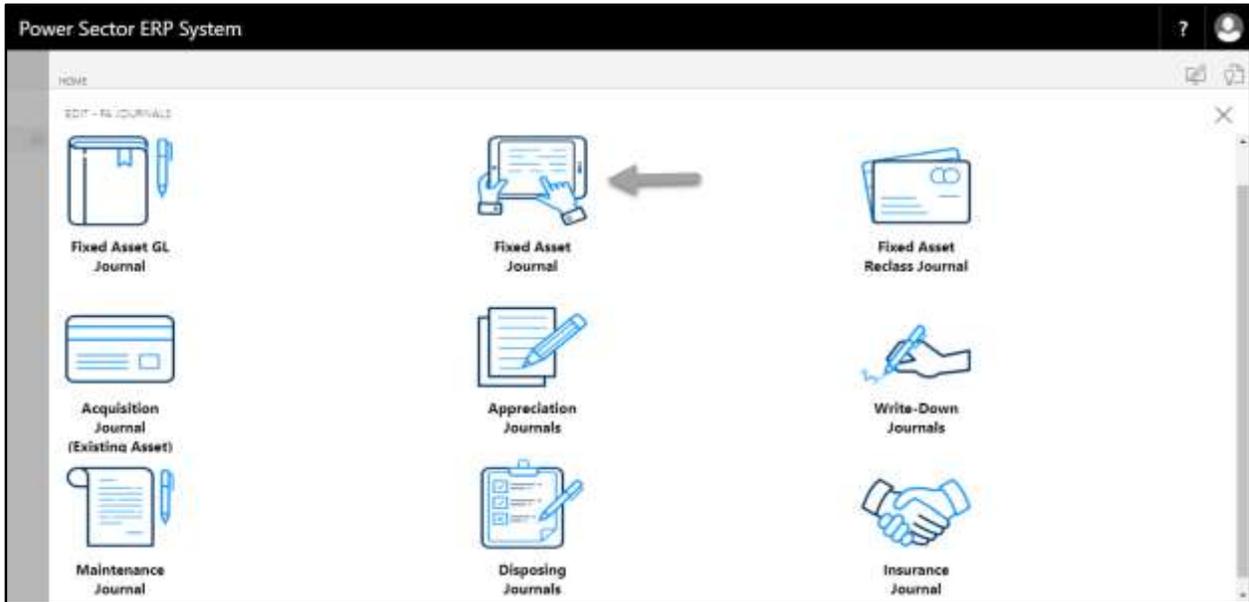
C. Choose the "Journals" icon.



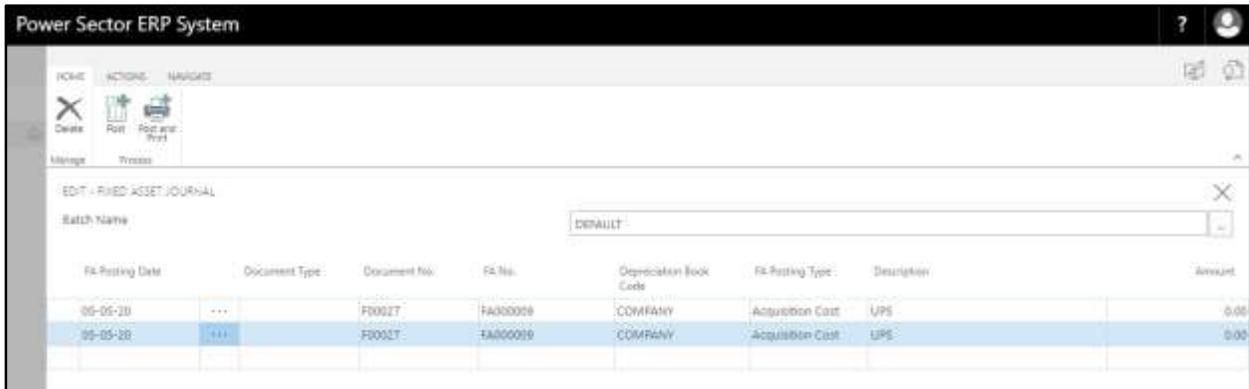
Fixed Asset Journals page will be appeared as bellow.



D. Choose the "Fixed Asset Journal".



The following screen will be appeared.



E. Provide below information to process successfully.

22. Choose the **FA Posting Date** from the dropdown by clicking on  button.

- **FA Posting Date: 05-05-2020**  
**Document No., FA No., Depreciation Book Code, FA Posting Type, Description** will be populated by the system.

23. Provide **Amount**.

- **Amount: 12000**

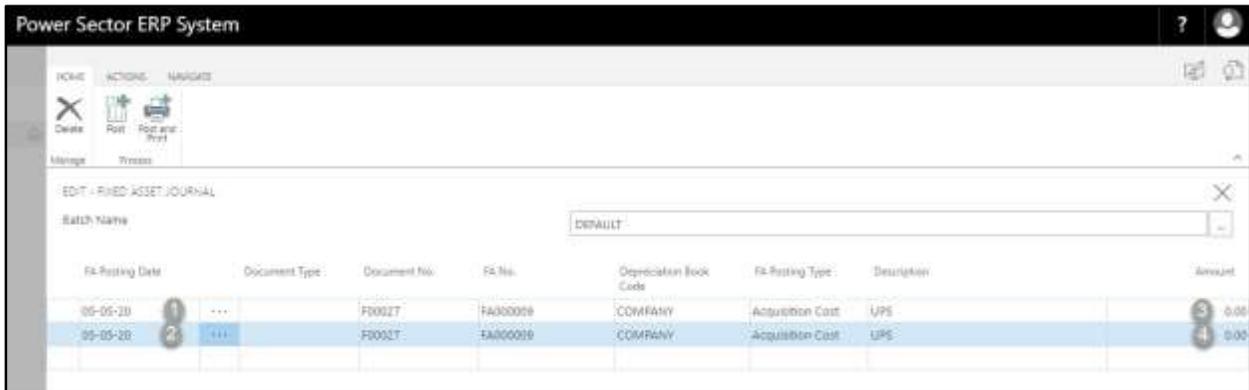
24. Choose the **FA Posting Date** from the dropdown by clicking on  button.

- **FA Posting Date: 05-04-2020**

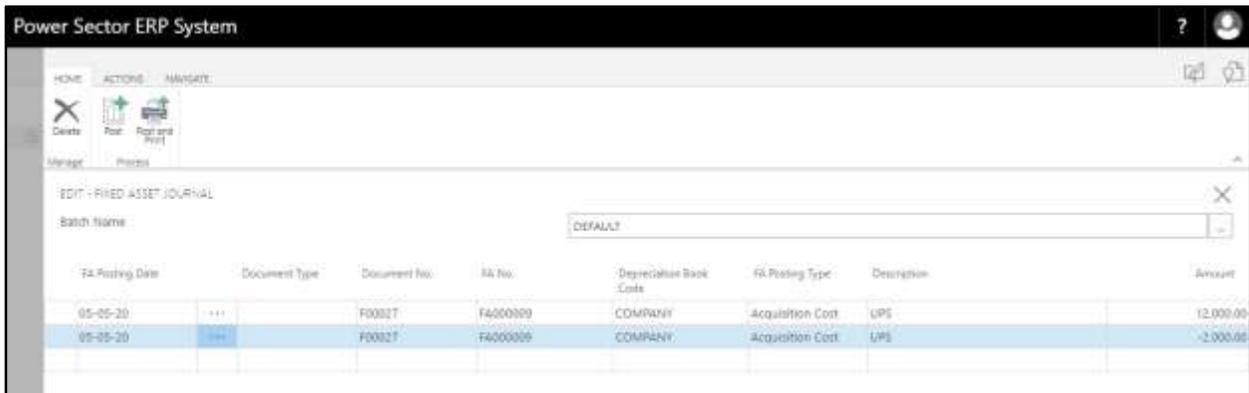
**Document No., FA No., Depreciation Book Code, FA Posting Type, Description** will be populated by the system.

25. Provide **Amount**.

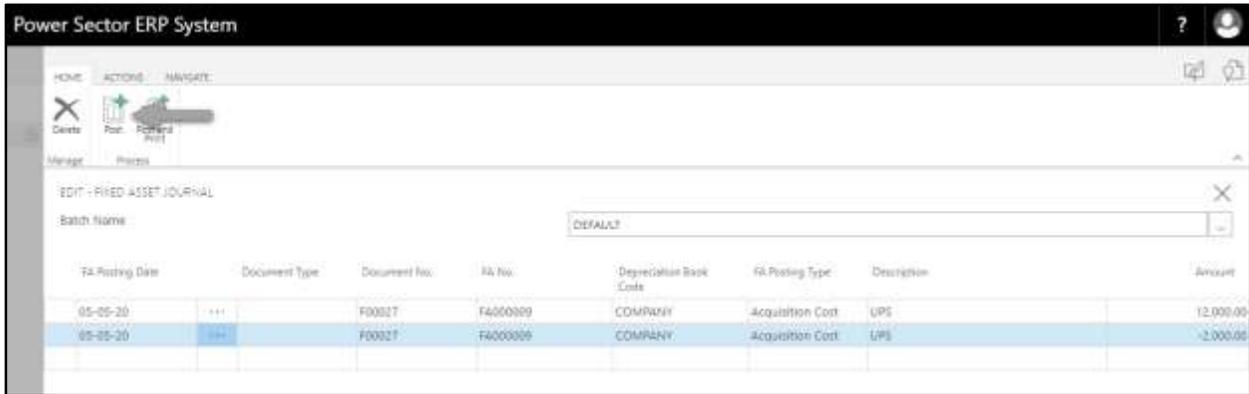
- **Amount: -2000**



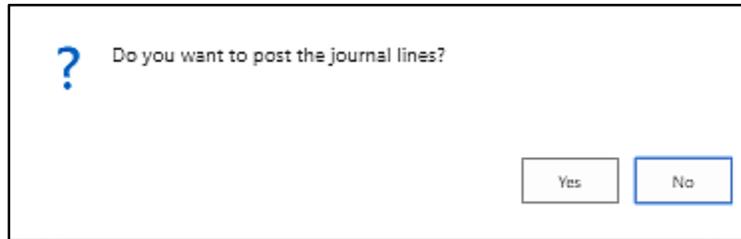
The screen will look like as below



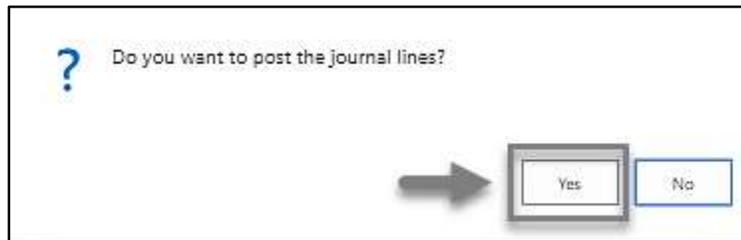
F. Choose the **“Post”** icon to proceed.



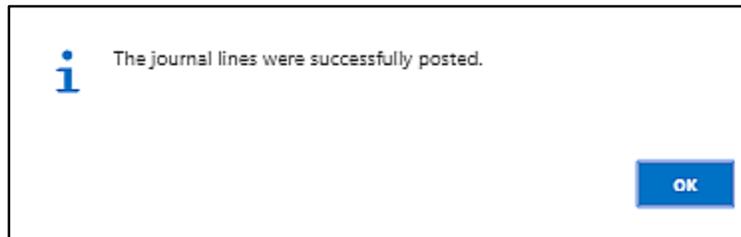
The following pop up will be appeared as below.



G. Choose **“Yes”** icon to save and close.



The following Pop Up will be appeared.



H. Choose **Ok** to save and close.

## FA-803 How to: Post Fixed Asset Re class Journal

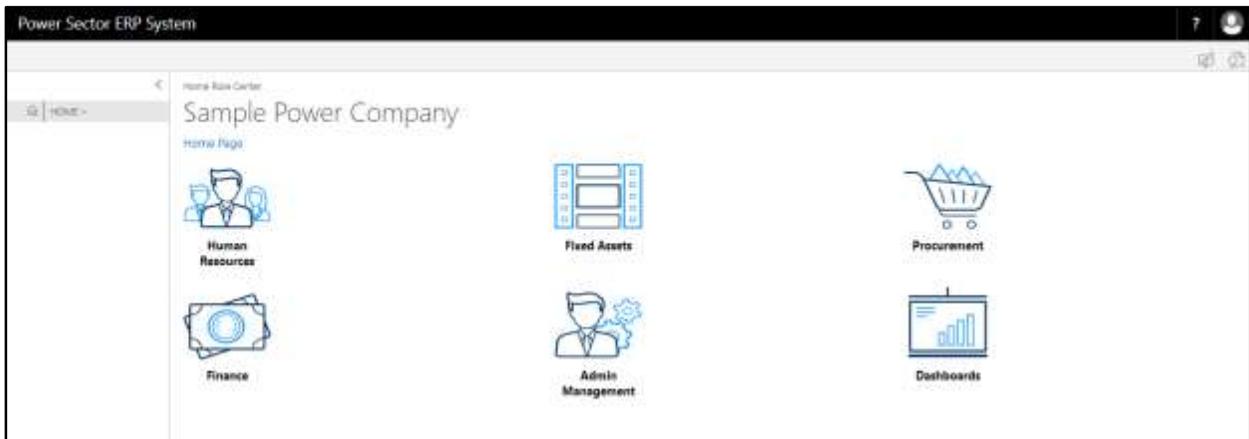
### Introduction

This process demonstrates how to Posting Fixed Asset Re class Journal.

### Posting Fixed Asset Re class Journal

To initiate, follow the steps below.

- A. Access Login with your respective **Fixed Asset credentials**. ERP Landing Page, as below, will be appeared on successful login.



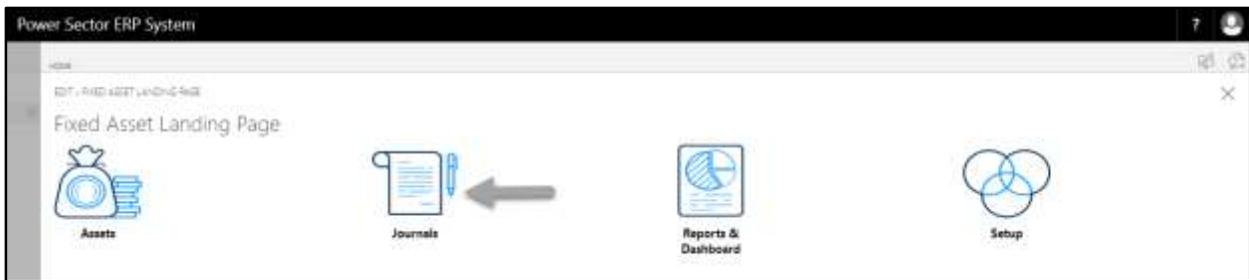
- B. Choose the "**Fixed Asset**" Icon.



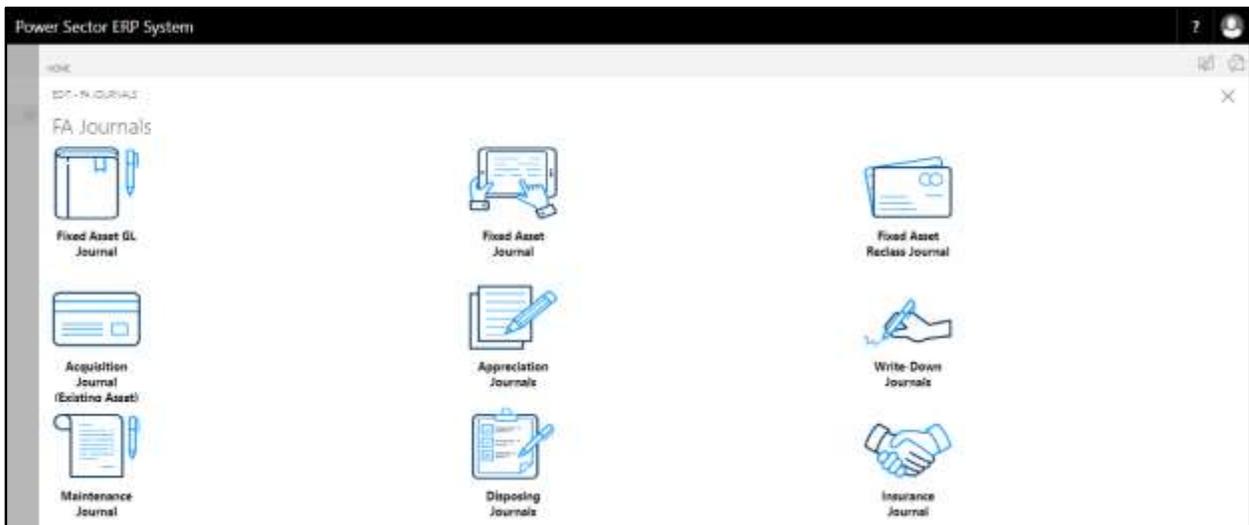
Fixed Asset Landing page will be appeared as bellow.



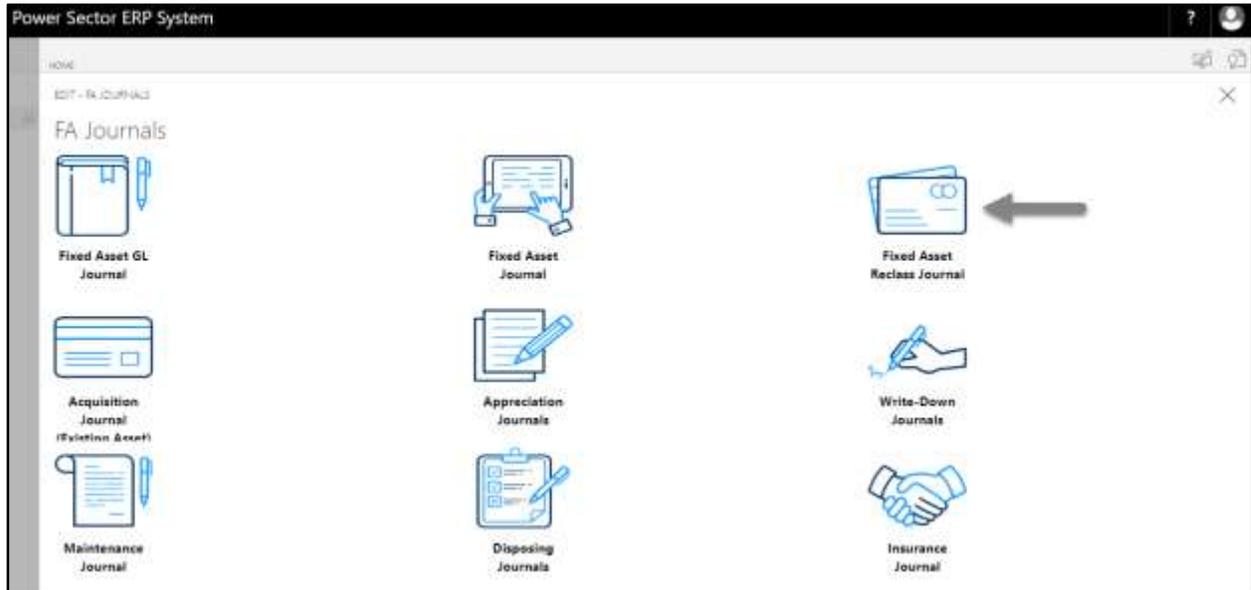
C. Choose the "Journals" icon.



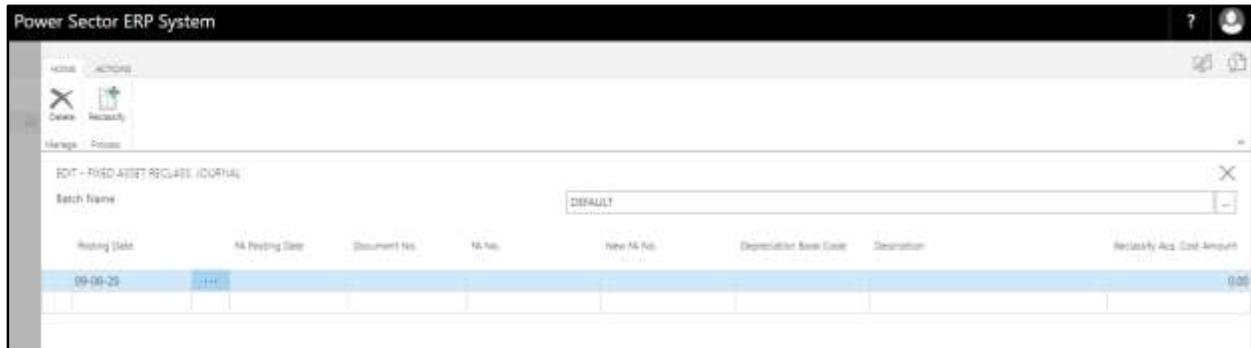
Fixed Asset Journals page will be appeared as bellow.



D. Choose the "Fixed Asset Re class Journal".



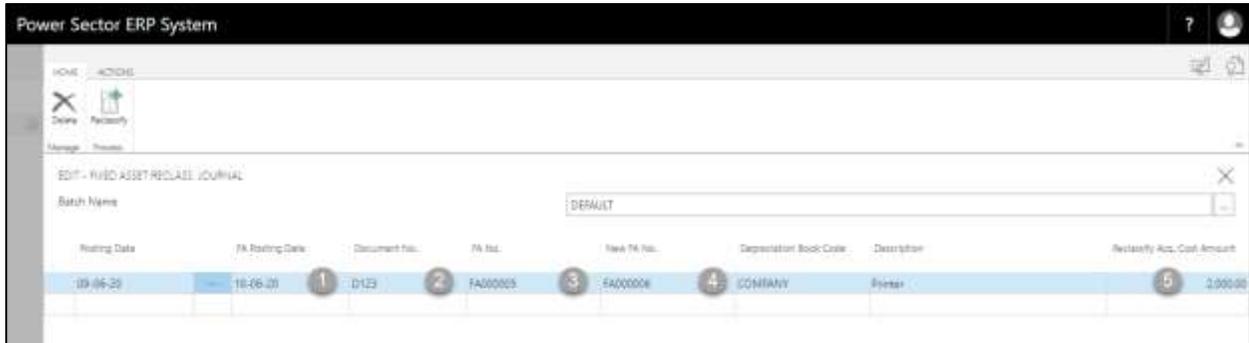
The following screen will be appeared.



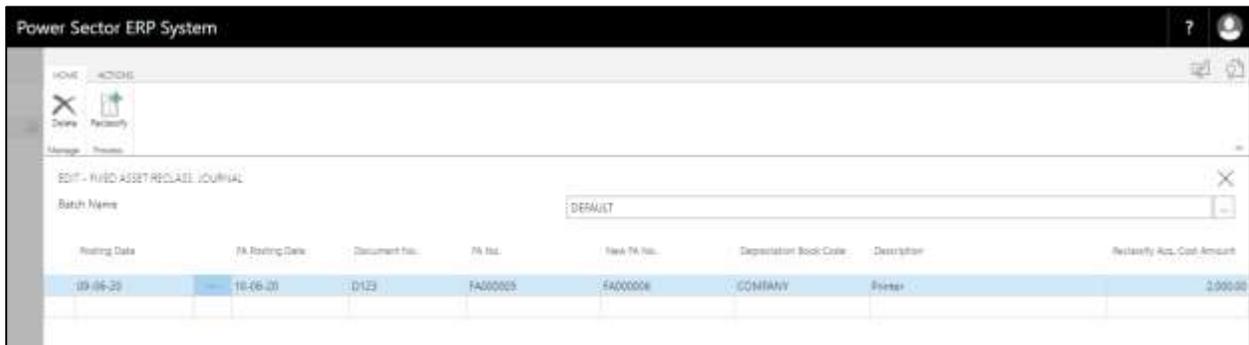
E. Provide below information to process successfully.

1. Choose the **FA Posting Date** from the dropdown by clicking on  button.
  - **FA Posting Date: 10-06-2020**
2. Provide **Document Number**.
  - **Document NO: D123**
3. Choose the **FA NO.** from the dropdown by clicking on  button.
  - **FA No.: FA00005**

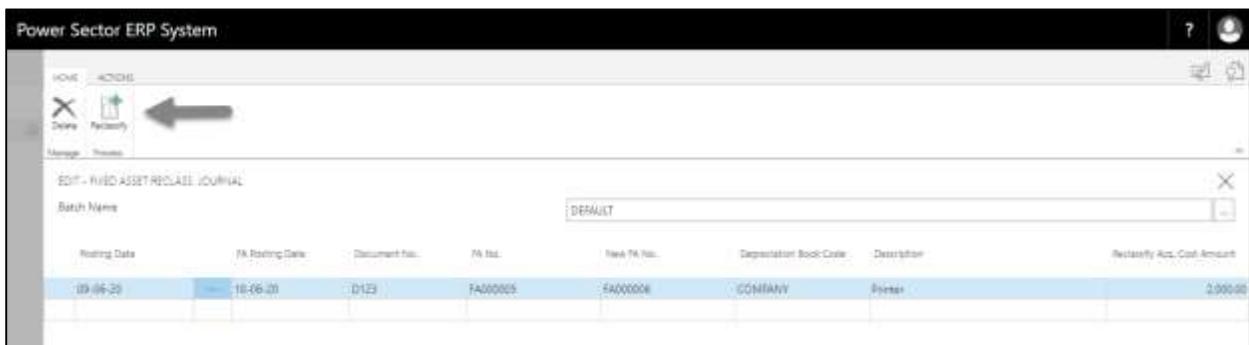
4. Choose the **New FA NO.** from the dropdown by clicking on  button.
  - **New FA No.: FA00006**  
**Depreciation Book Code, Description** will be populated by the system.
5. Provide **Reclassify Acq. Cost** mount.
  - **Amount: 2000**



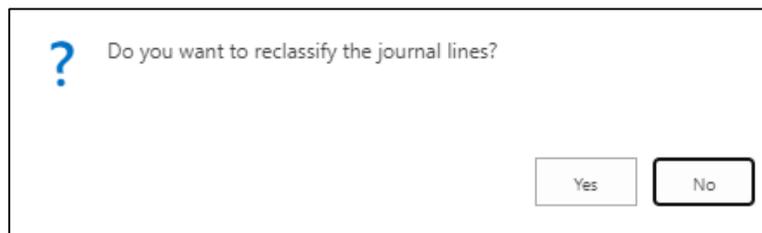
The screen will look like as below



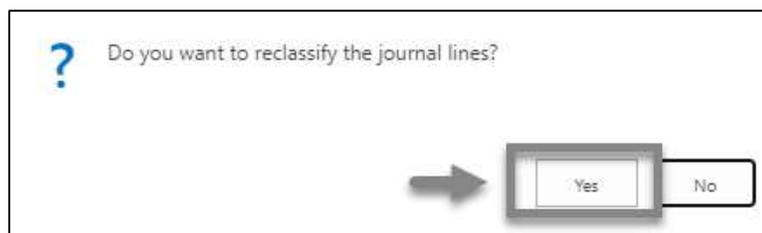
- F. Choose the **“Re Classify”** icon to proceed.



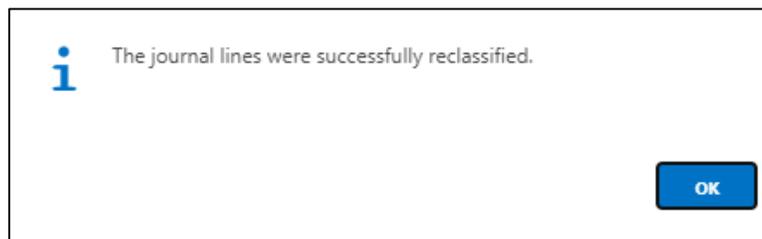
The following pop up will be appeared as below.



G. Choose **"Yes"** icon to save and close.



The following Pop Up will be appeared.



H. Choose **Ok** to save and close.

## FA-804 How to: Post Acquisition Journal (Existing Asset)

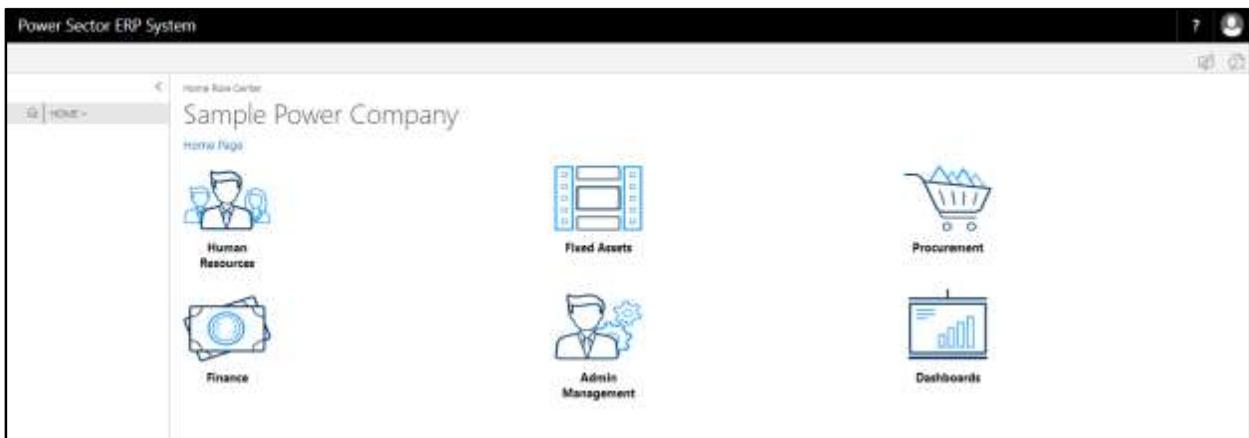
### Introduction

This process demonstrates how to Posting Acquisition Journal (Existing Asset).

### Posting Acquisition Journal (Existing Asset)

To initiate, follow the steps below.

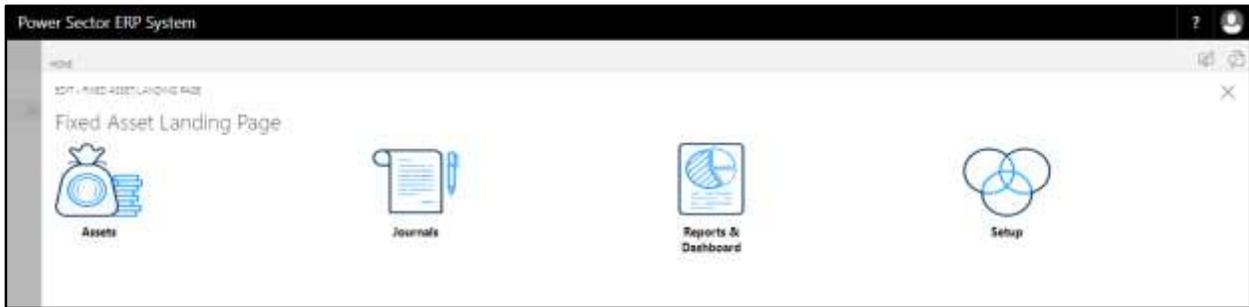
- A. Access Login with your respective **Fixed Asset credentials**. ERP Landing Page, as below, will be appeared on successful login.



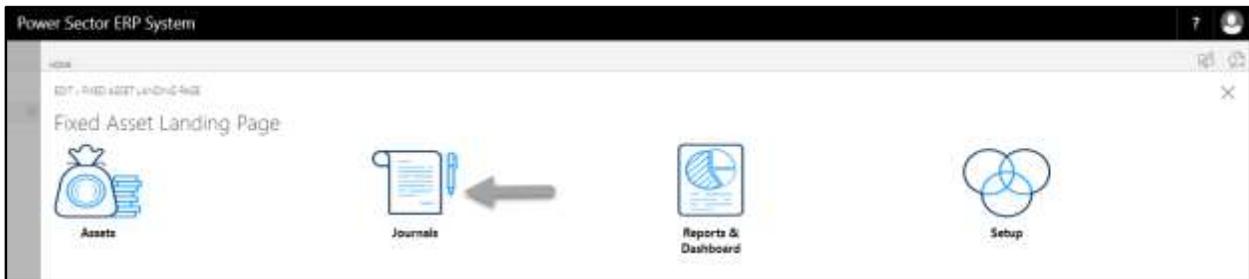
- B. Choose the "**Fixed Asset**" Icon.



Fixed Asset Landing page will be appeared as bellow.



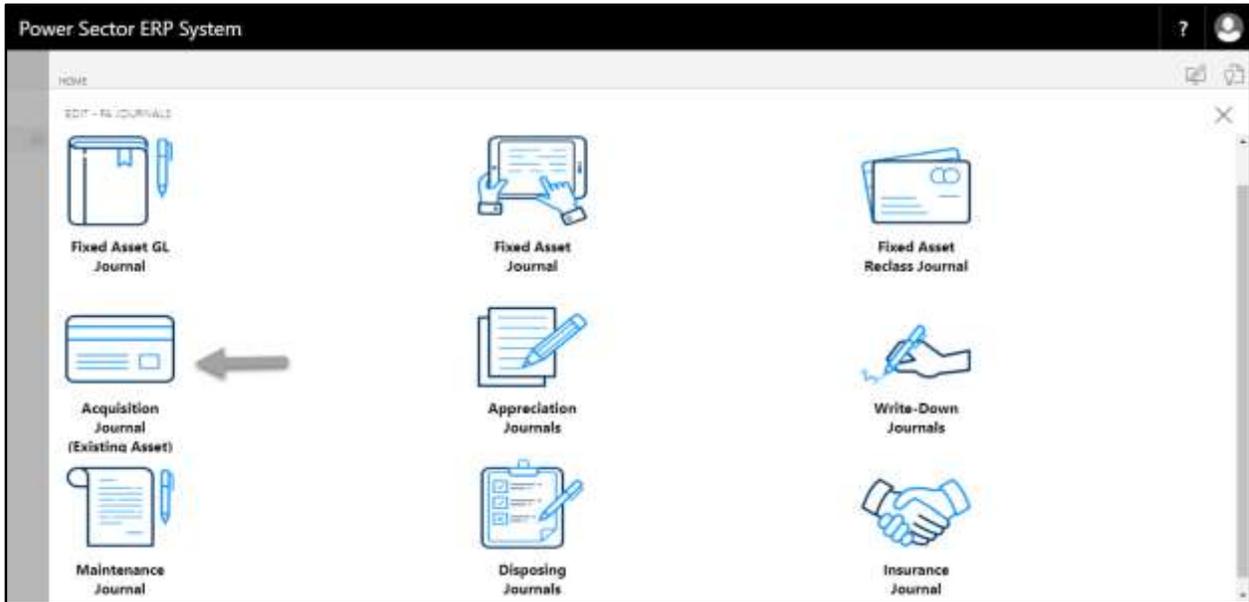
C. Choose the "Journals" icon.



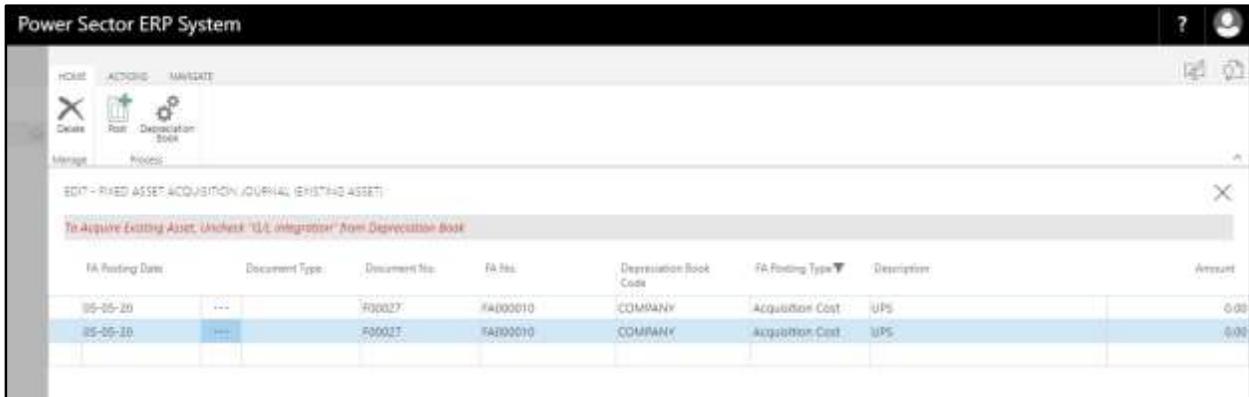
Fixed Asset Journals page will be appeared as bellow.



D. Choose the "Acquisition Journal (Existing Asset)".



The following screen will be appeared.

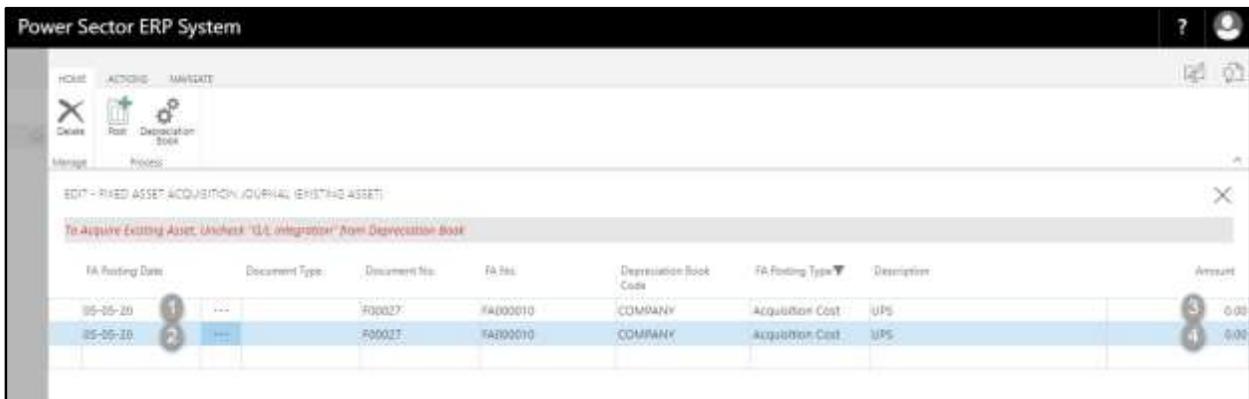


E. Provide below information to proceed with the Acquisition process successfully.

1. Choose the **FA Posting Date** from the dropdown by clicking on  button.
  - **FA Posting Date: 05-05-2020**
2. Choose the **Document Type** from the dropdown by clicking on  button.
  - **Document Type: Invoice**

**Document No** will be populated by the system.

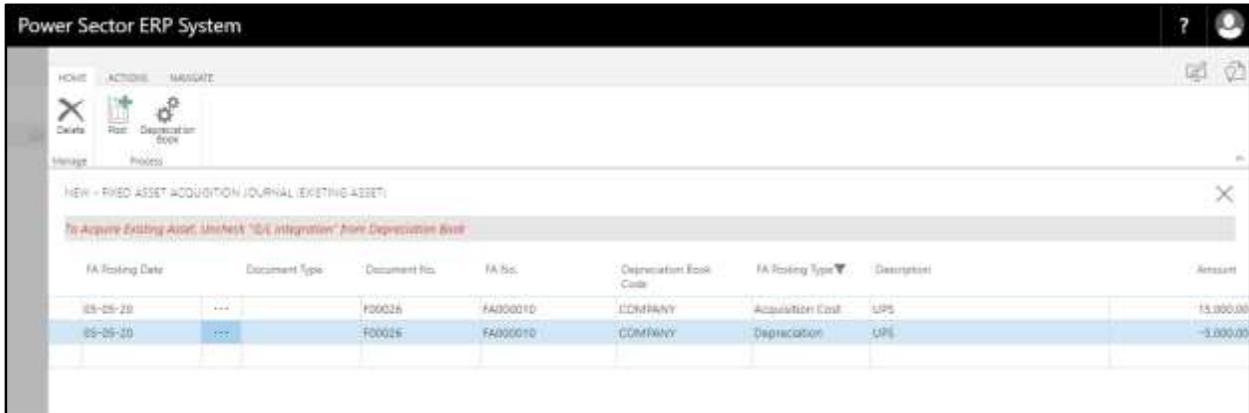
3. Choose the **FA No.** from the dropdown by clicking on  button.
  - **FA No.: FA000010****Depreciation Book Code, FA Posting Type, Description** will be populated by the system.
4. Provide **Amount**.
  - **Amount: -5000**
5. Choose the **FA Posting Date** from the dropdown by clicking on  button.
  - **FA Posting Date: 05-05-2020**
6. Choose the **Document Type** from the dropdown by clicking on  button.
  - **Document Type: Invoice****Document No** will be populated by the system.
7. Choose the **FA No.** from the dropdown by clicking on  button.
  - **FA No.: FA000010****Depreciation Book Code, FA Posting Type, Description** will be populated by the system.
8. Provide **Amount**.
  - **Amount: -5000**



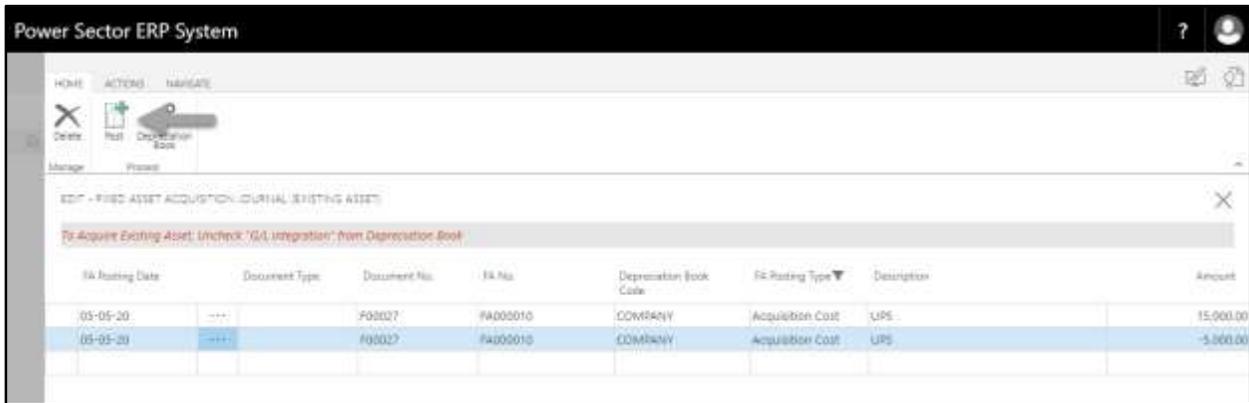
**TIPS**

Choose  icon to set integration with finance module.

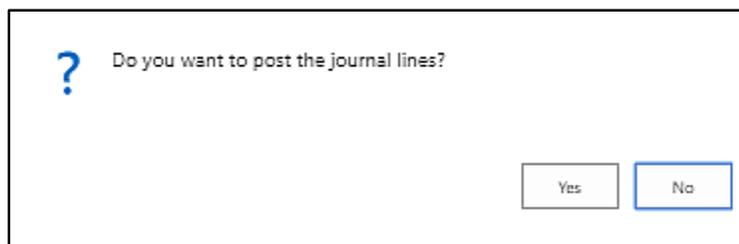
The screen will look like as below



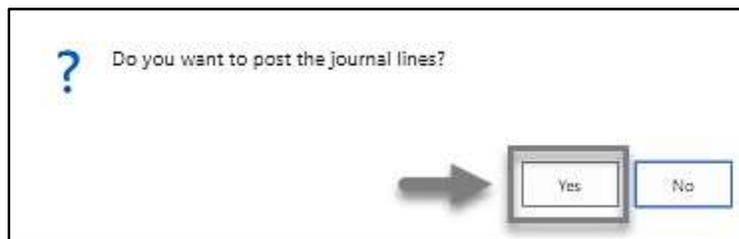
F. Choose the **“Post”** icon to proceed.



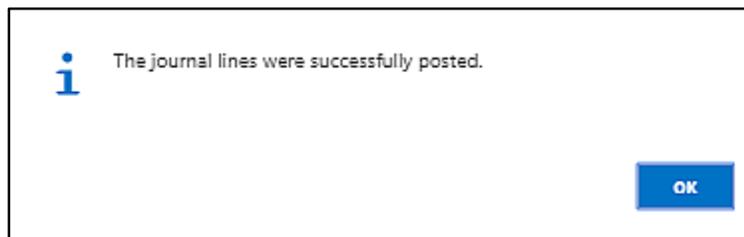
The following pop up will be appeared as below.



G. Choose **“Yes”** icon to save and close.



The following Pop Up will be appeared.



H. Choose **Ok** to save and close.

## FA-805 How to: Post Appreciation Journal

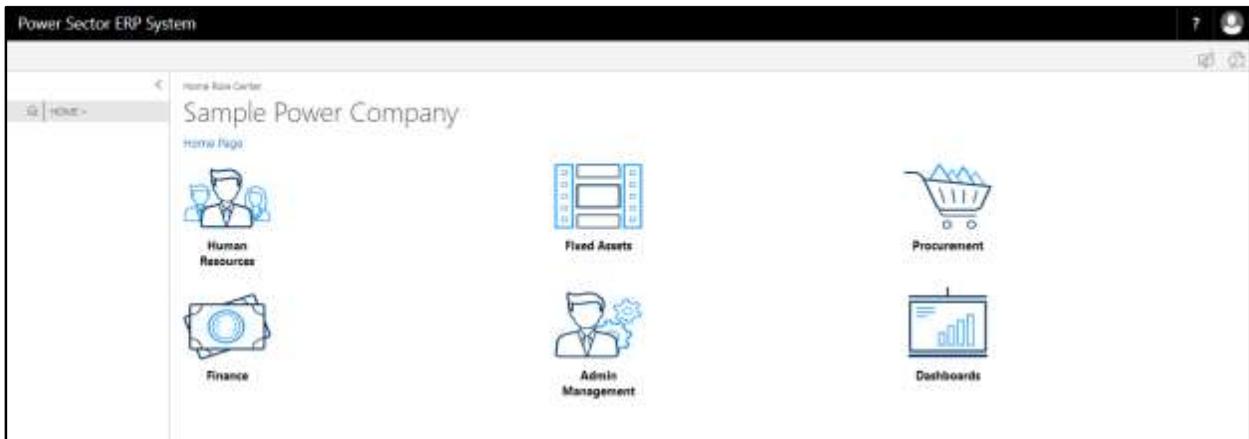
### Introduction

This process demonstrates how to Post Appreciation Journal.

### Post Appreciation Journal

To initiate, follow the steps below.

- A. Access Login with your respective **Fixed Asset credentials**. ERP Landing Page, as below, will be appeared on successful login.



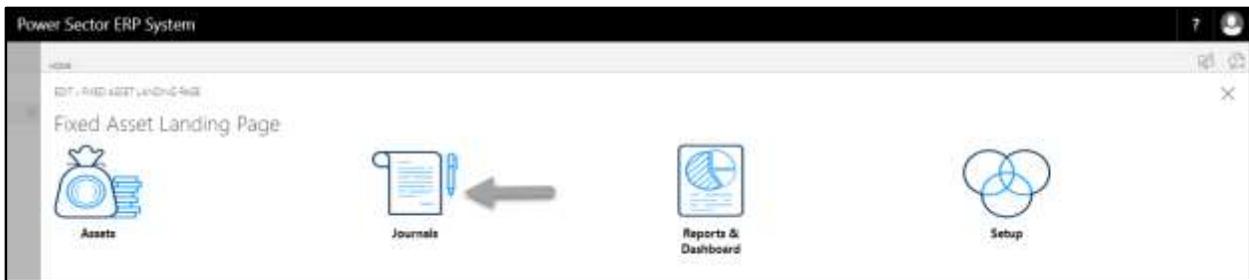
- B. Choose the "**Fixed Asset**" Icon.



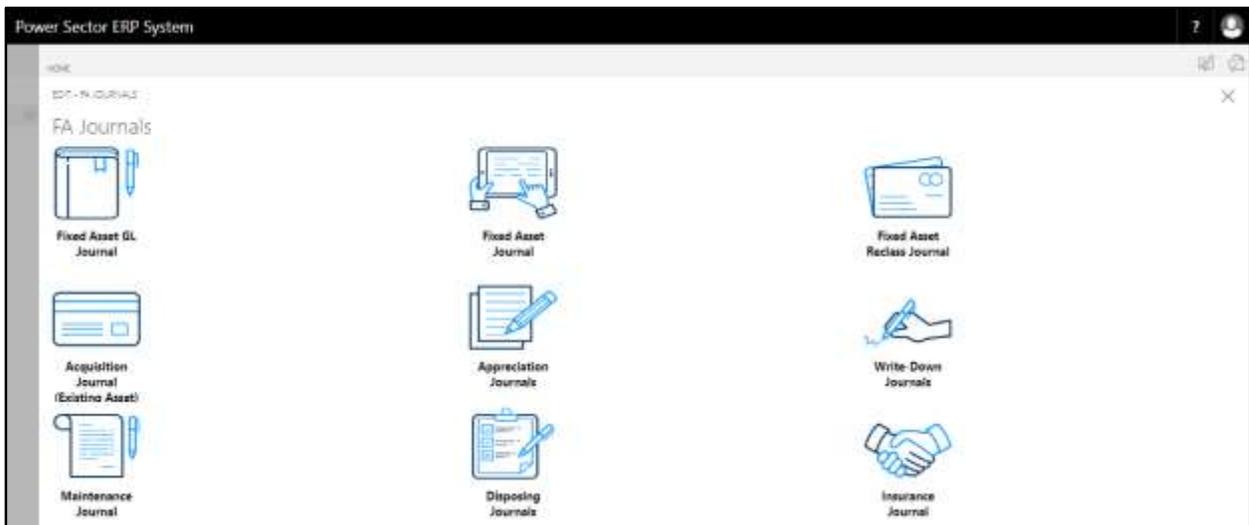
Fixed Asset Landing page will be appeared as bellow.



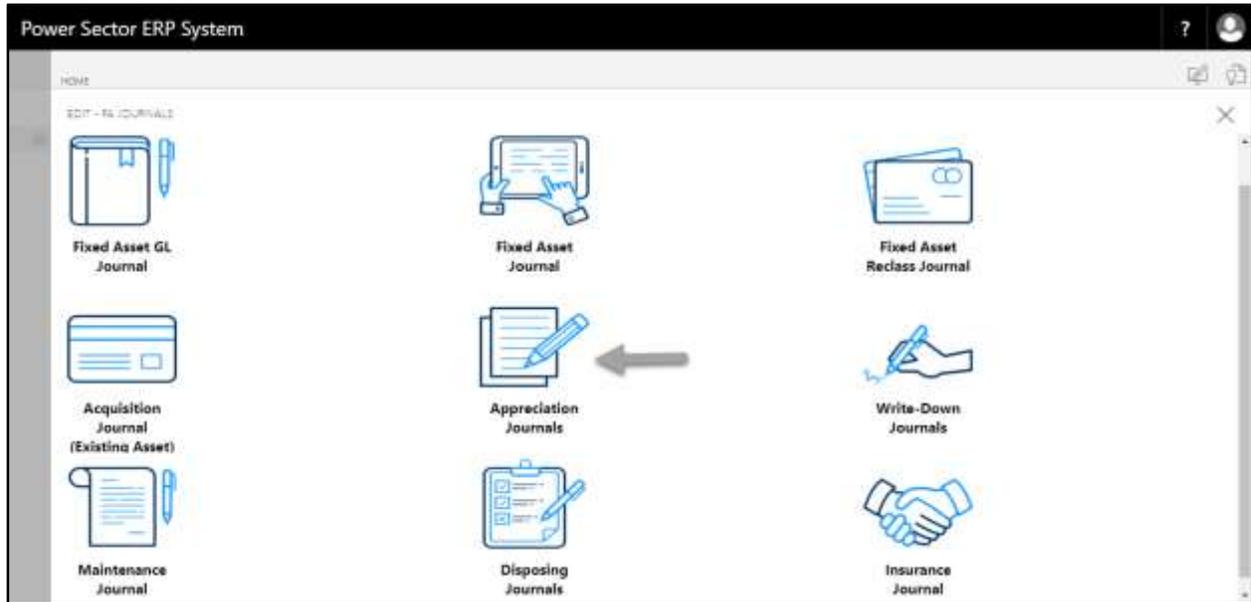
C. Choose the "Journals" icon.



Fixed Asset Journals page will be appeared as bellow.



D. Choose the "Appreciation Journal".



The following screen will be appeared.



E. Provide below information to process successfully.

26. Choose the **FA Posting Date** from the dropdown by clicking on  button.

- **FA Posting Date: 05-06-2020**

27. Write the **Document No.** In the text Box

- **Document No.: F00119**

28. Choose the **FA No.** from the dropdown by clicking on  button.

- **FA No.: F000587**

29. Write the **Amount** In the text Box

- **Amount: 5000**

30. Choose the **FA Posting Date** from the dropdown by clicking on  button.

- **FA Posting Date: 05-06-2020**

31. Write the **Document No.** In the text Box

- **Document No.: F00119**

32. Choose the **FA No.** from the dropdown by clicking on  button.

- **FA No.: F000587**

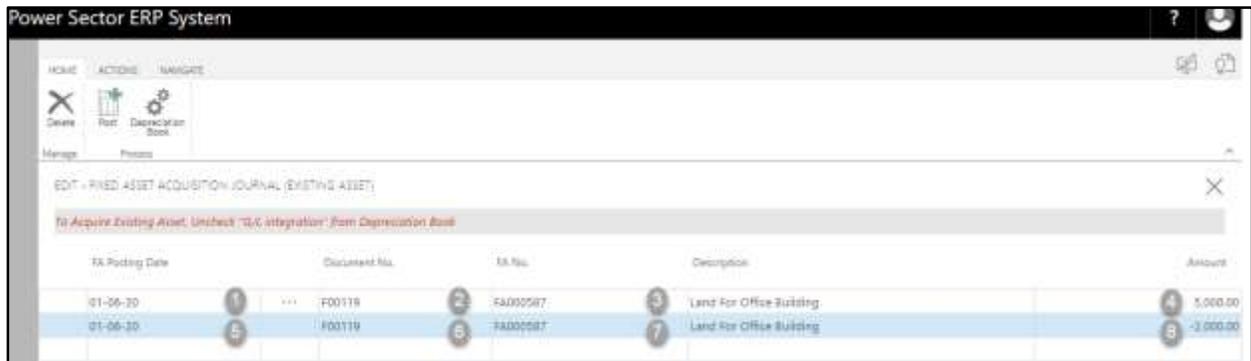
33. Write the **Amount** In the text Box

- **Amount: -2000**

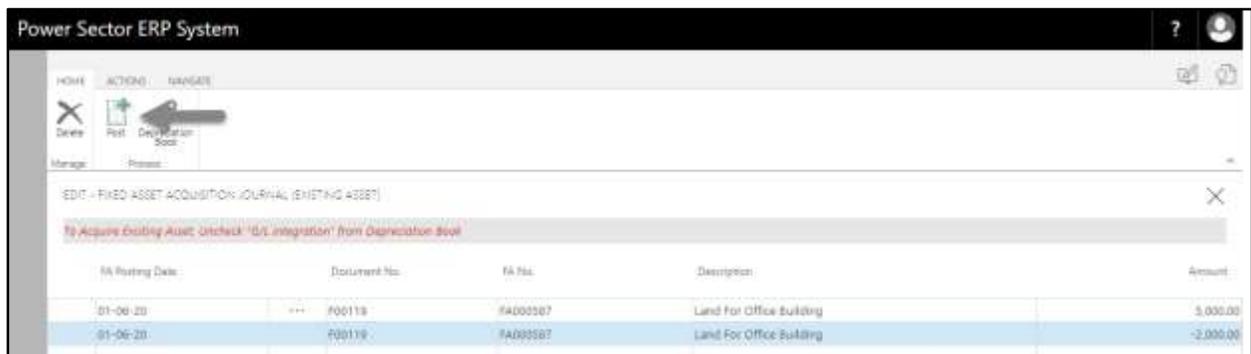
**TIPS**

Choose  icon to set integration with finance module.

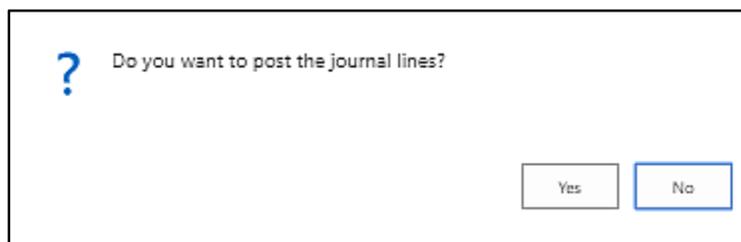
The screen will look like as below



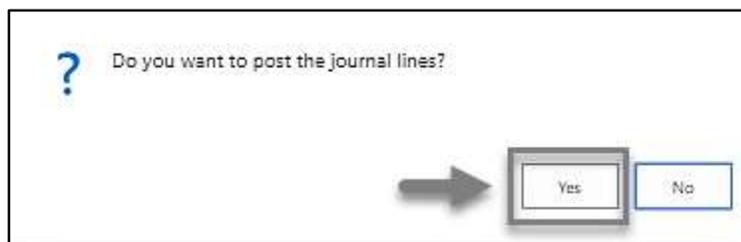
F. Choose the **“Post”** icon to proceed.



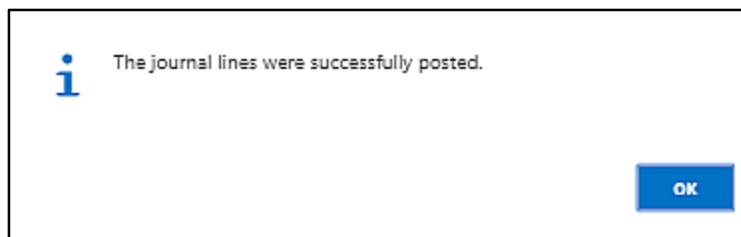
The following pop up will be appeared as below.



G. Choose **"Yes"** icon to save and close.



The following Pop Up will be appeared.



H. Choose **Ok** to save and close.

## FA-806 How to: Post Write Down Journal

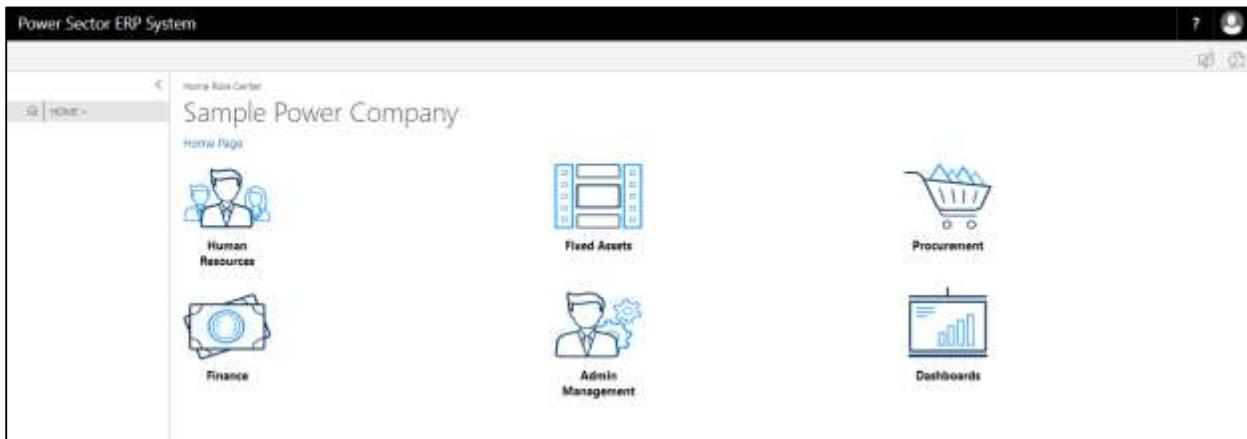
### Introduction

This process demonstrates how to Post Write Down Journal.

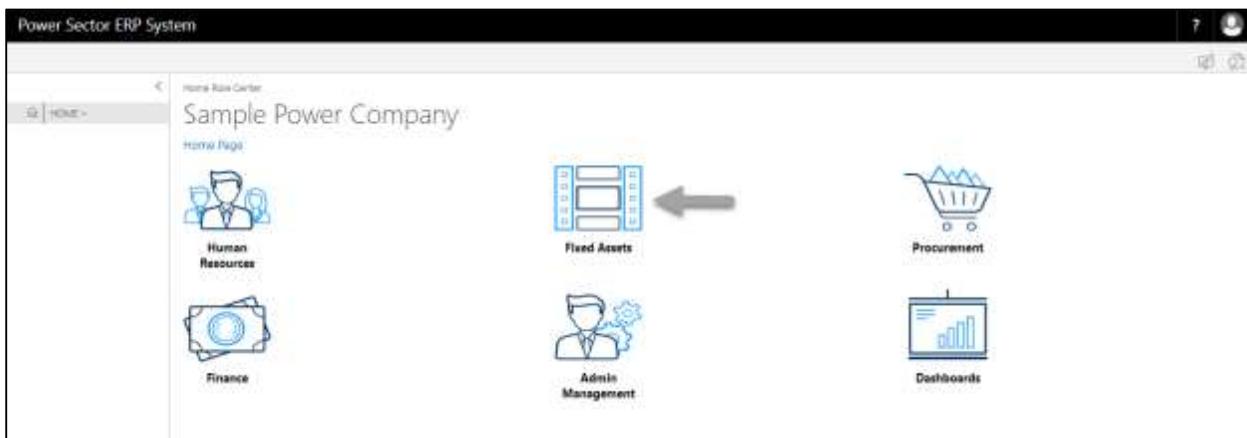
### Post Write Down Journal

To initiate, follow the steps below.

- A. Access Login with your respective **Fixed Asset credentials**. ERP Landing Page, as below, will be appeared on successful login.



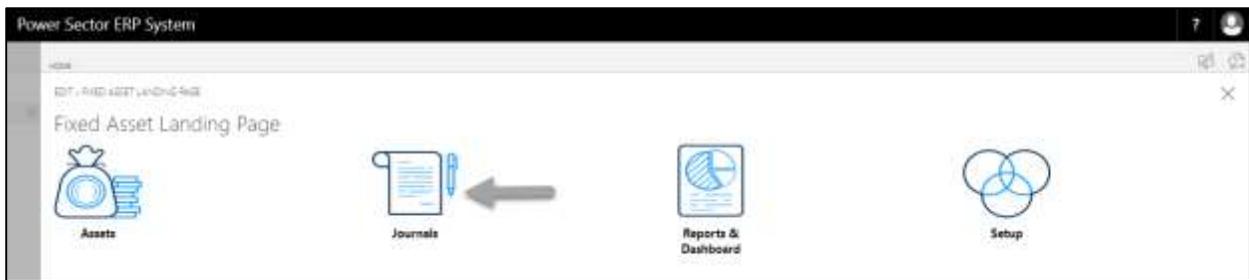
- B. Choose the "**Fixed Asset**" Icon.



Fixed Asset Landing page will be appeared as bellow.



C. Choose the "Journals" icon.



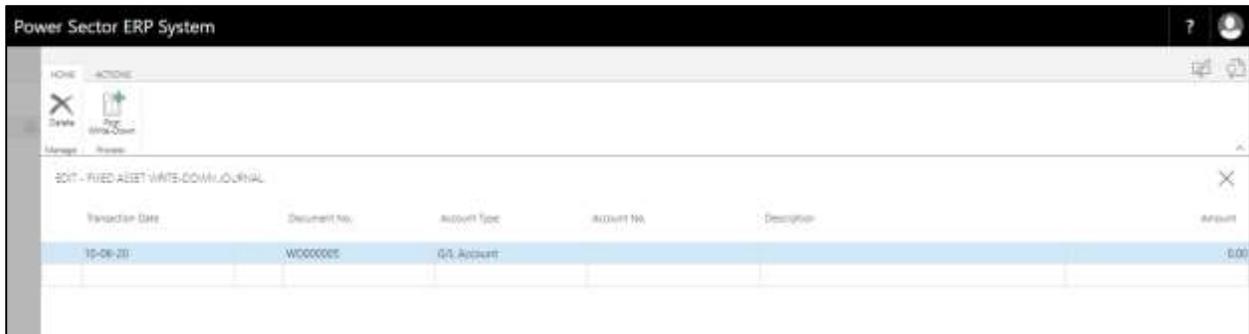
Fixed Asset Journals page will be appeared as bellow.



D. Choose the "Write Down Journal".



The following screen will be appeared.



E. Provide below information to process successfully.

1. Choose the **Account No.** from the dropdown by clicking on  button.

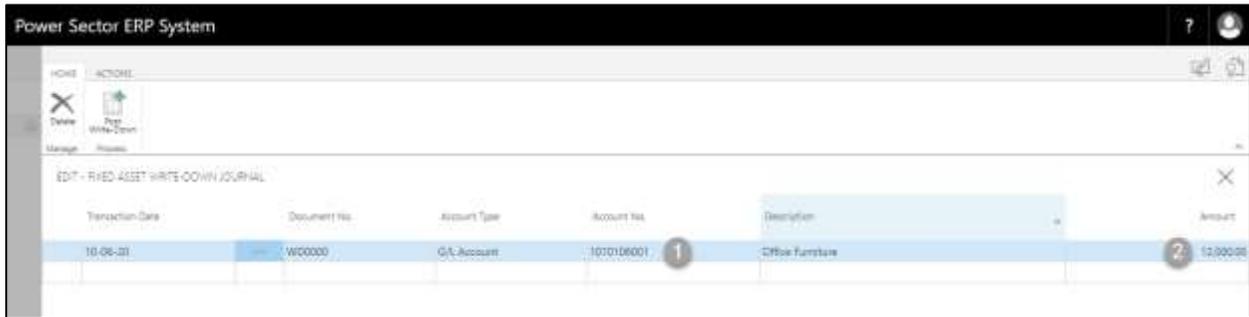
- **Account No.: 1010106001**

**Description** will be populated by the system.

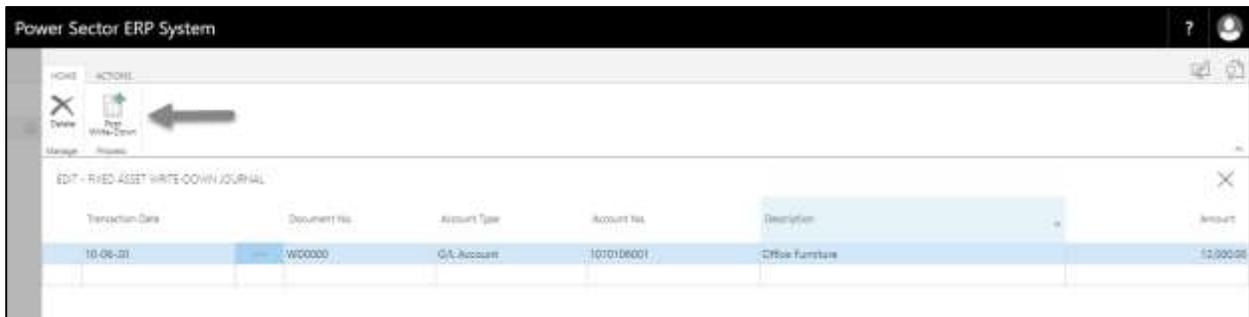
2. Provide **Amount.**

- **Amount: 12000**

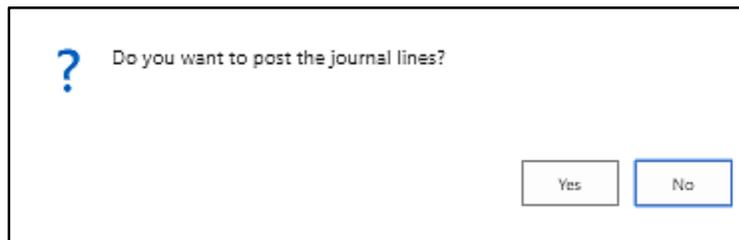
The screen will look like as below



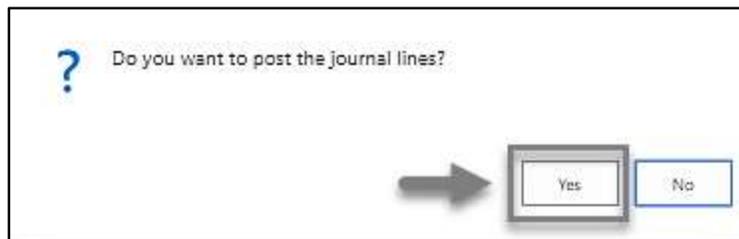
F. Choose the **“Post”** icon to proceed.



The following pop up will be appeared as below.



G. Choose **“Yes”** icon to save and close.



The following Pop Up will be appeared.



H. Choose **Ok** to save and close.

## FA-807 How to: Post Maintenance Journal

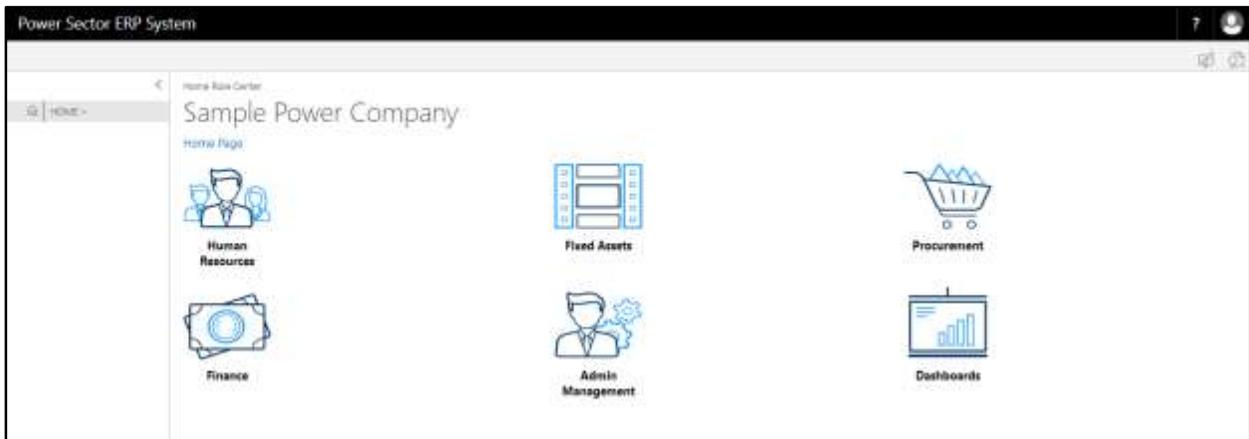
### Introduction

This process demonstrates how to Post Maintenance Journal.

### Post Maintenance Journal

To initiate, follow the steps below.

- A. Access Login with your respective **Fixed Asset credentials**. ERP Landing Page, as below, will be appeared on successful login.



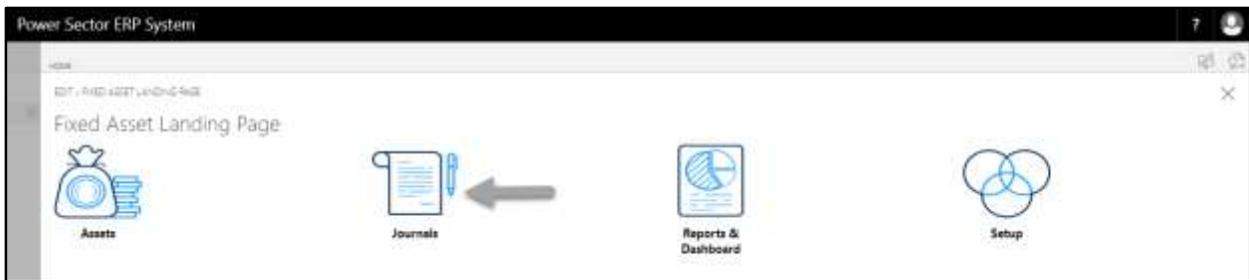
- B. Choose the "**Fixed Asset**" Icon.



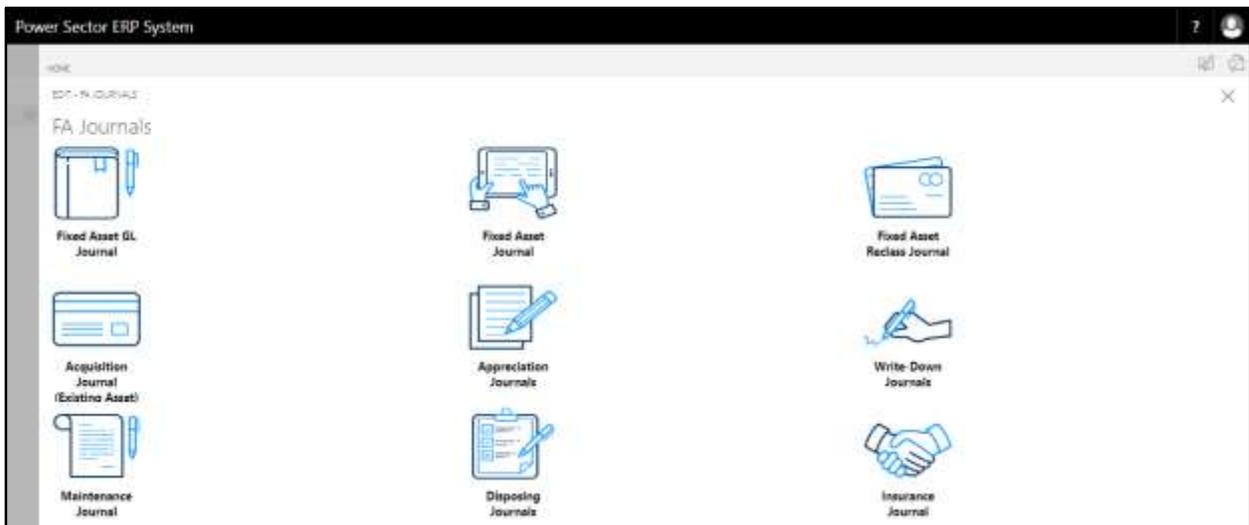
Fixed Asset Landing page will be appeared as bellow.



C. Choose the "Journals" icon.



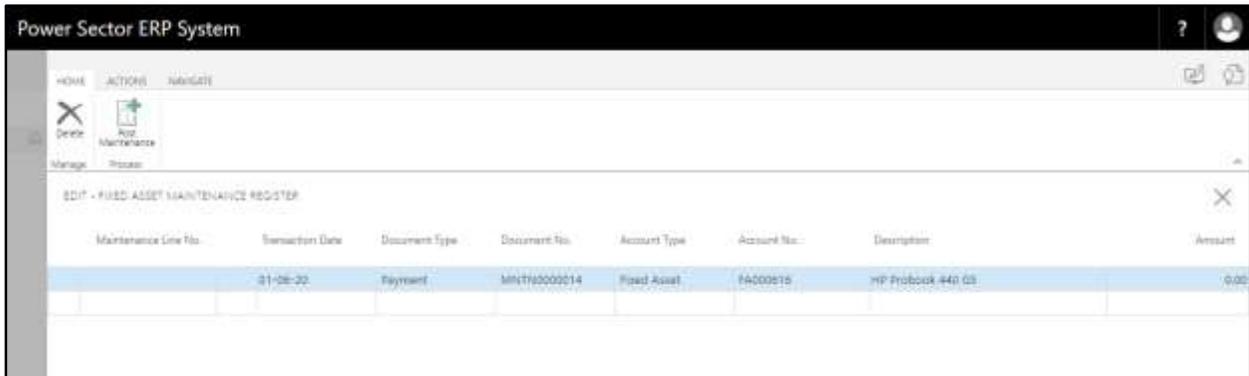
Fixed Asset Journals page will be appeared as bellow.



D. Choose the "Write Down Journal".



The following screen will be appeared.



E. Provide below information to process successfully.

1. Choose the **Maintenance Line No.** from the dropdown by clicking on  button.

- **Maintenance Line No.: 1**

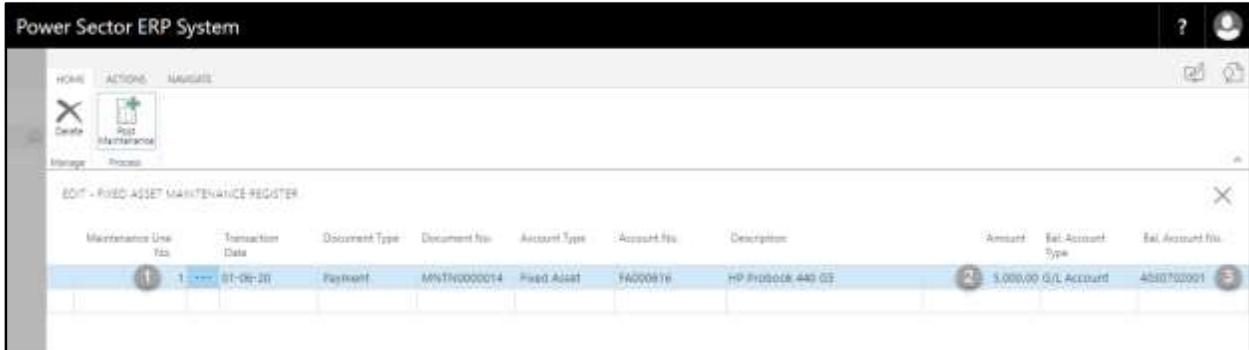
**Transaction Date, Document Type, Document No., Account Type, Account No., Description** will be populated by the system.

2. Provide **Amount.**

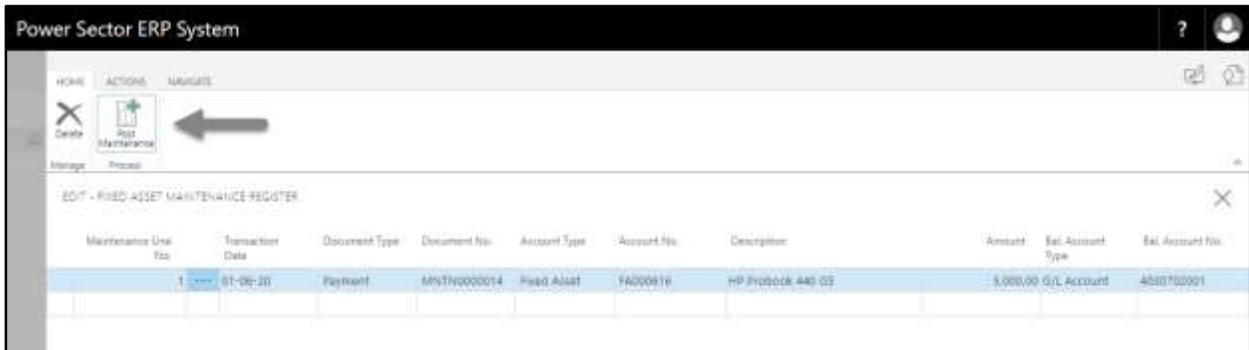
- **Amount: 5000**

3. Choose the **Bal Account No.** from the dropdown by clicking on  button.
  - **Bal Account No.: 2030407001**

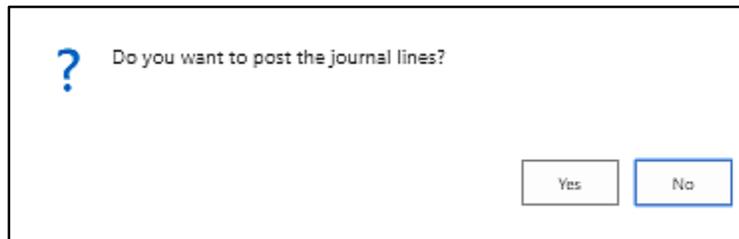
The screen will look like as below



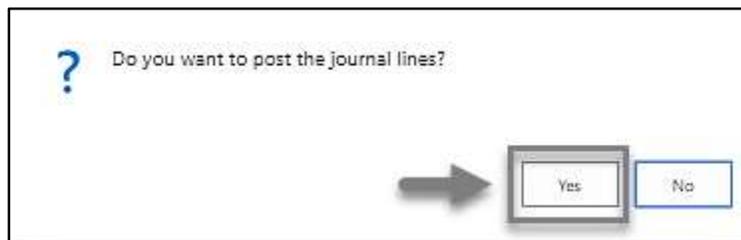
F. Choose the **“Post”** icon to proceed.



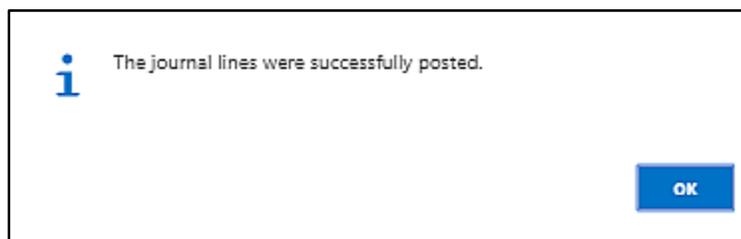
The following pop up will be appeared as below.



G. Choose **“Yes”** icon to save and close.



The following Pop Up will be appeared.



H. Choose **Ok** to save and close.

## FA-808 How to: Post Disposing Journal

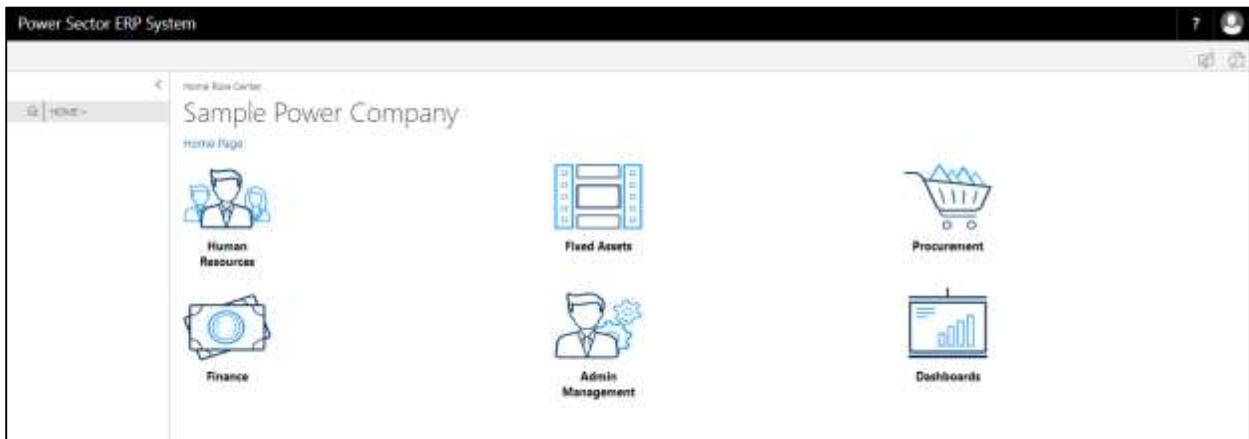
### Introduction

This process demonstrates how to Post Disposing Journal.

### Post Disposing Journal

To initiate, follow the steps below.

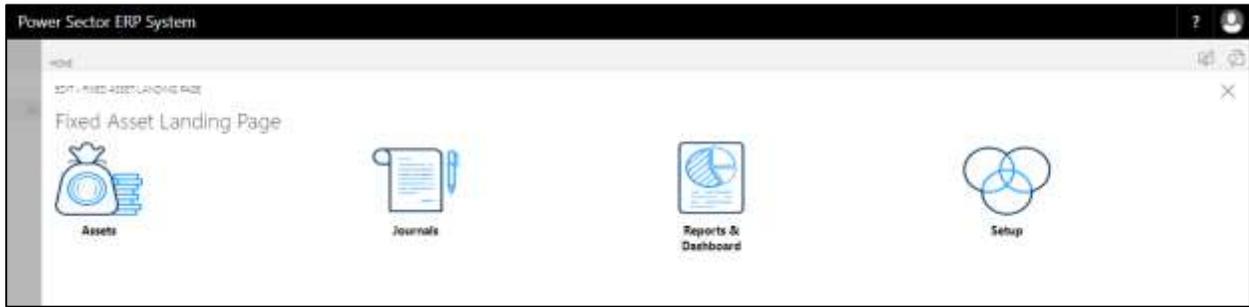
- A. Access Login with your respective **Fixed Asset credentials**. ERP Landing Page, as below, will be appeared on successful login.



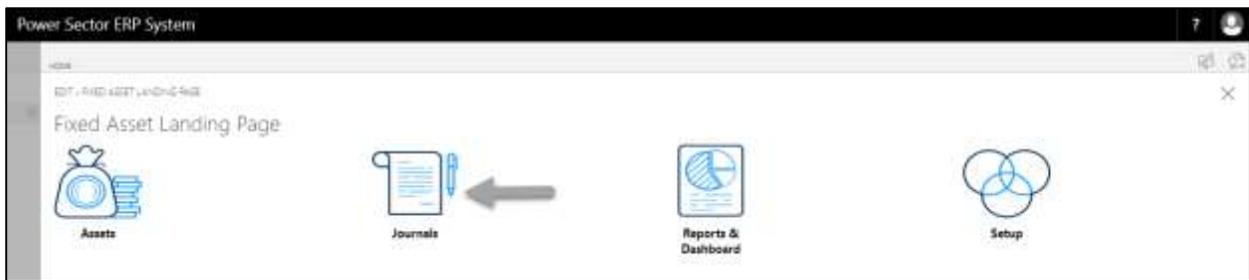
- B. Choose the "**Fixed Asset**" Icon.



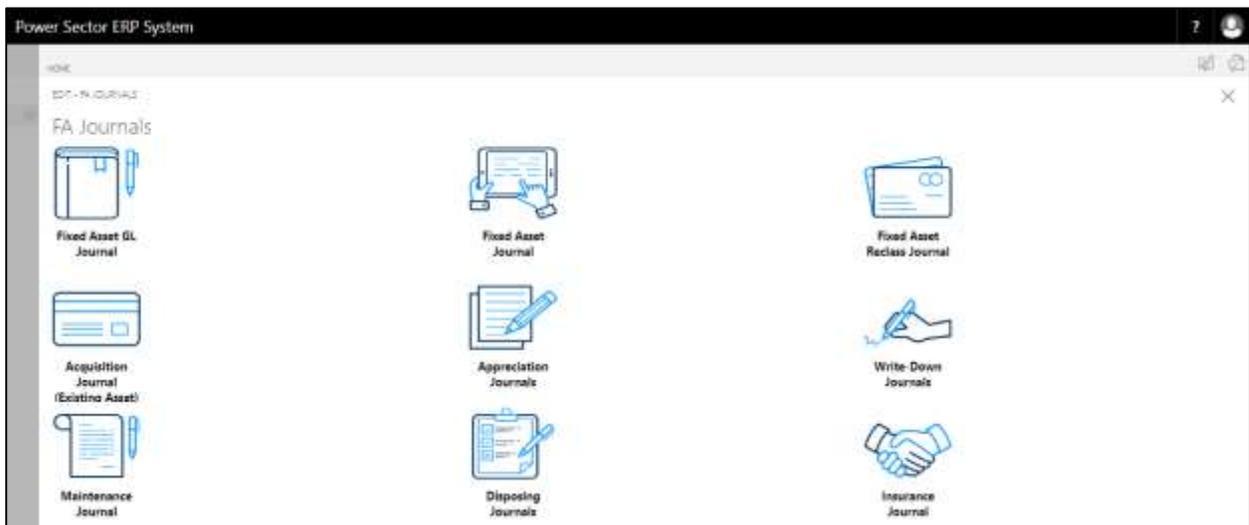
Fixed Asset Landing page will be appeared as bellow.



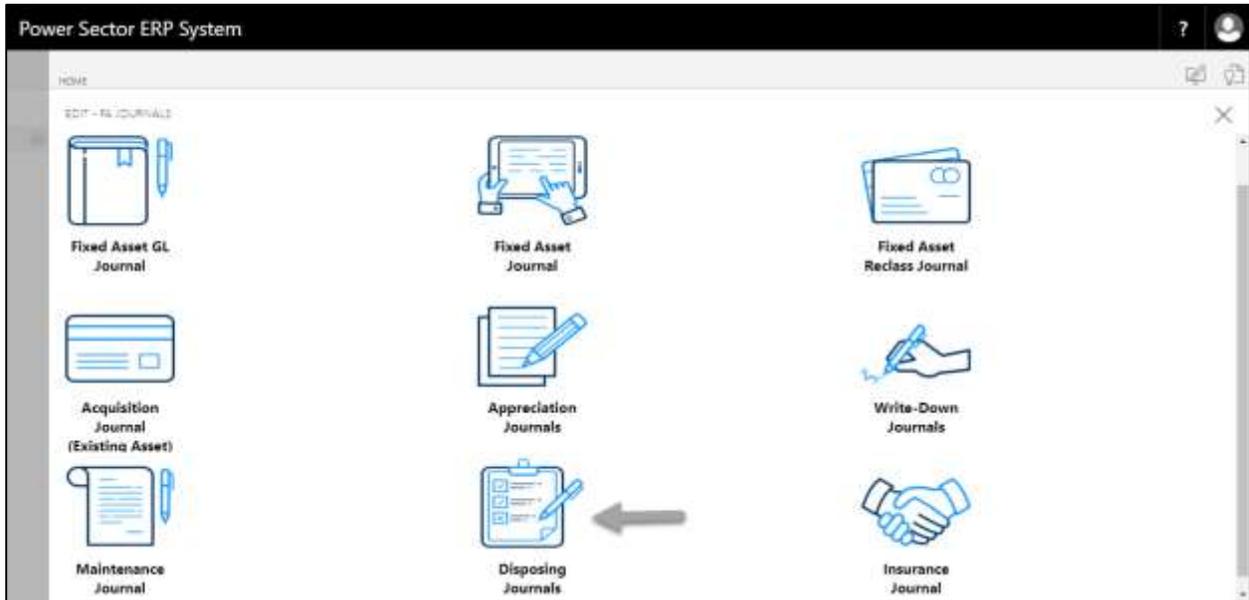
C. Choose the "Journals" icon.



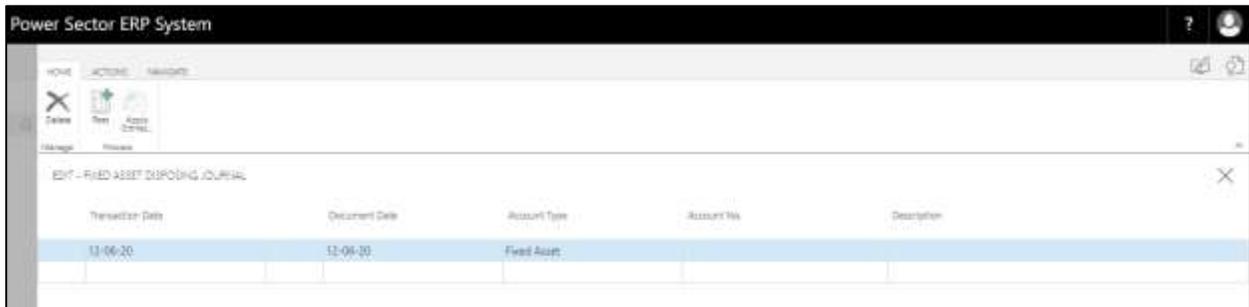
Fixed Asset Journals page will be appeared as bellow.



D. Choose the "Disposing Journal".



The following screen will be appeared.



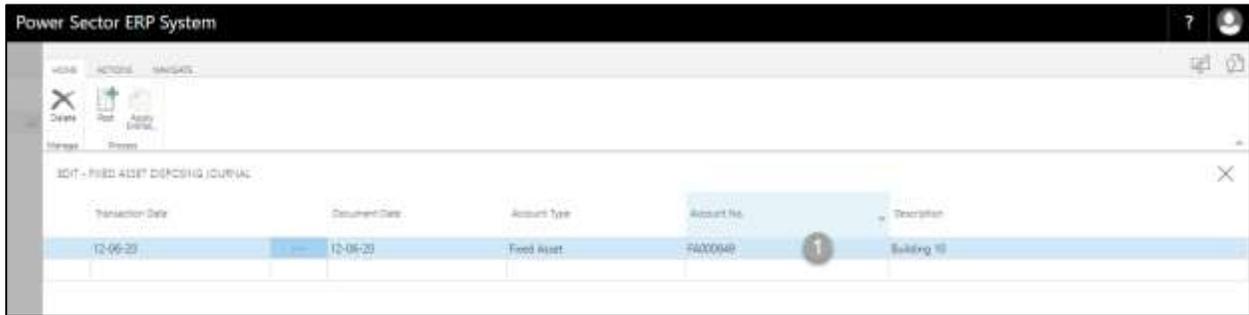
E. Provide below information to process successfully.

1. Choose the **Account No.** from the dropdown by clicking on  button.

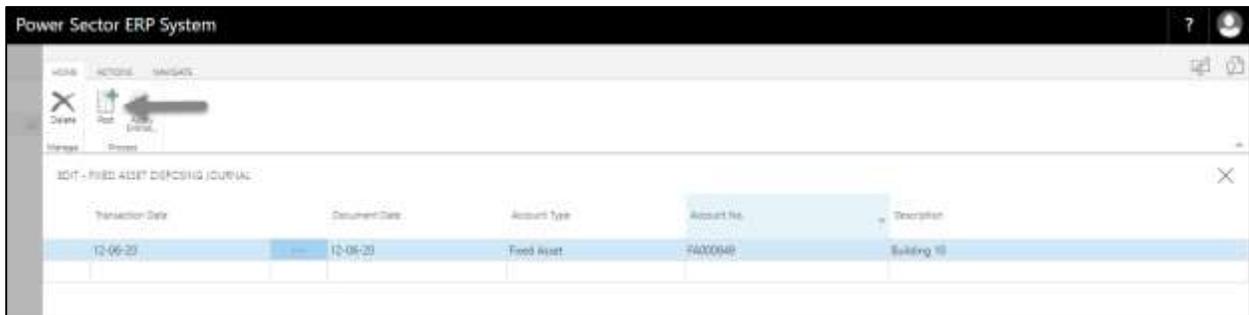
- **Account No: FA000649**

**Description** will be populated by the system.

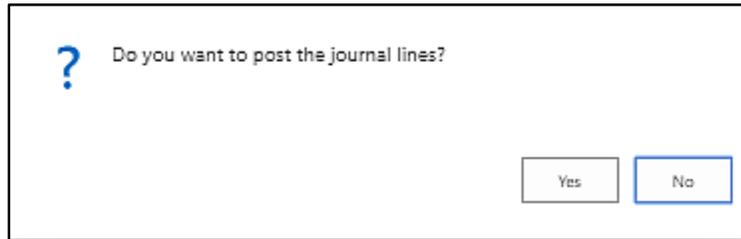
The screen will look like as below



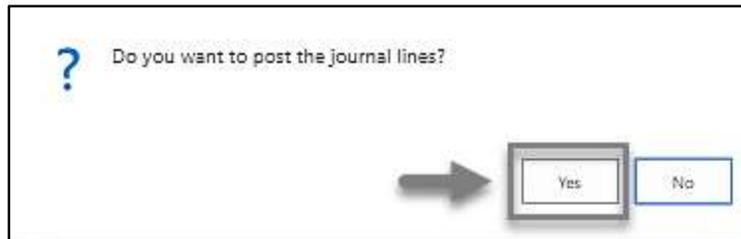
F. Choose the **“Post”** icon to proceed.



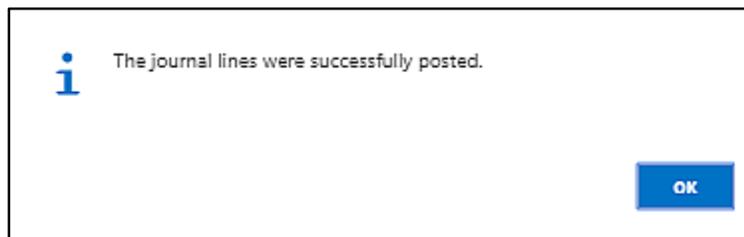
The following pop up will be appeared as below.



G. Choose **“Yes”** icon to save and close.



The following Pop Up will be appeared.



H. Choose **Ok** to save and close.

## FA-809 How to: Post Insurance Journal

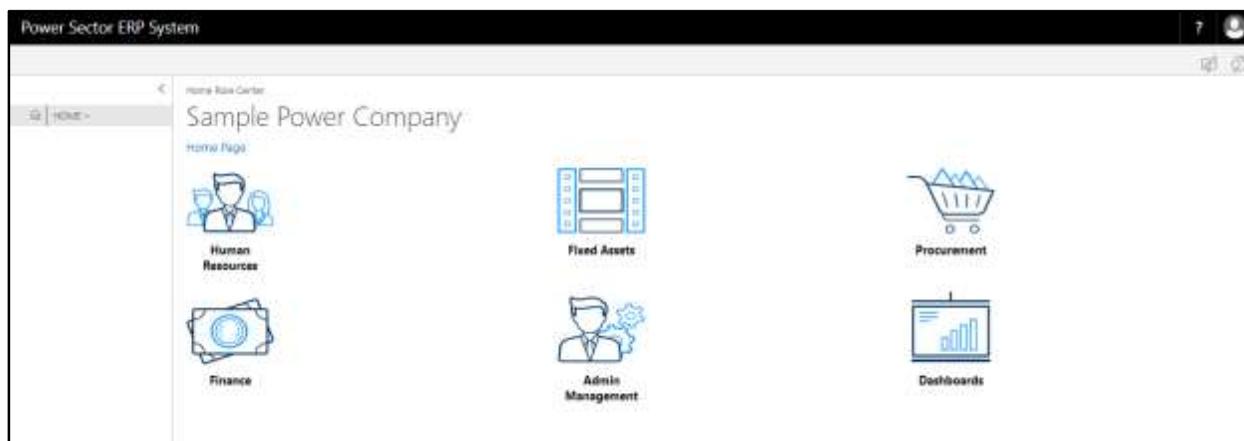
### Introduction

This process demonstrates how to Post Insurance Journal.

### Post Insurance Journal

To initiate, follow the steps below.

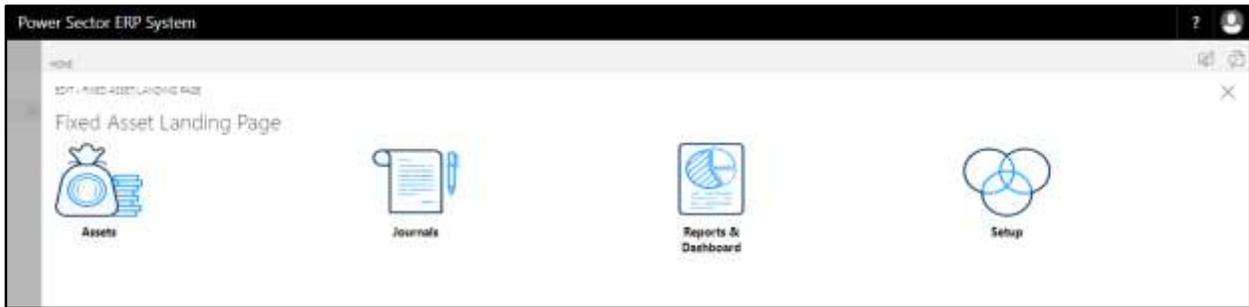
- A. Access Login with your respective **Fixed Asset credentials**. ERP Landing Page, as below, will be appeared on successful login.



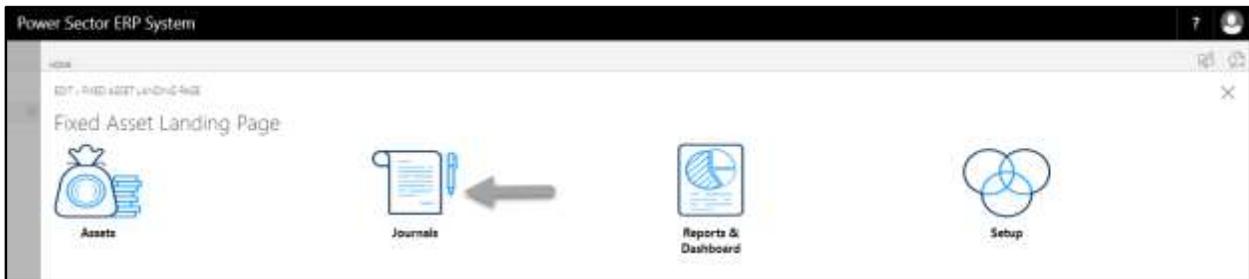
- B. Choose the "**Fixed Asset**" Icon.



Fixed Asset Landing page will be appeared as bellow.



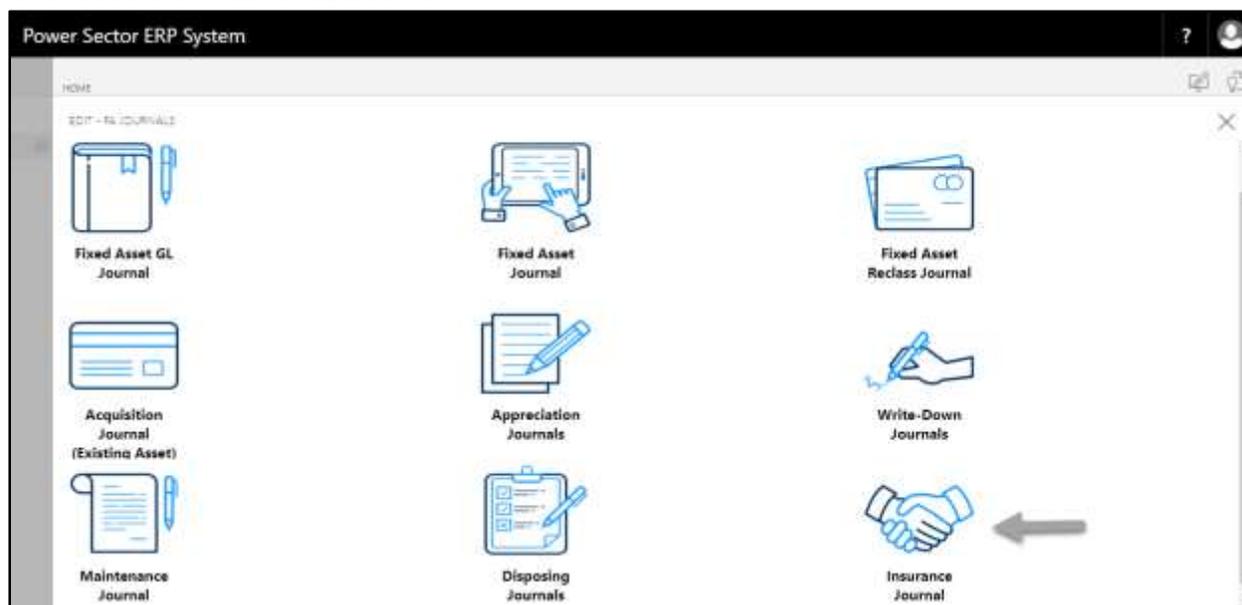
C. Choose the "Journals" icon.



Fixed Asset Journals page will be appeared as bellow.



D. Choose the "Insurance Journal".



The following screen will be appeared.

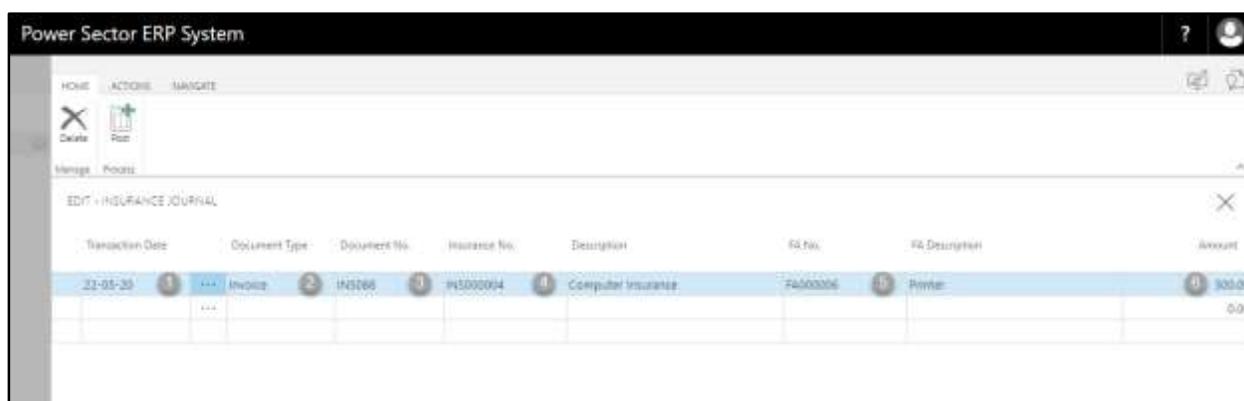


E. Provide below information to process successfully.

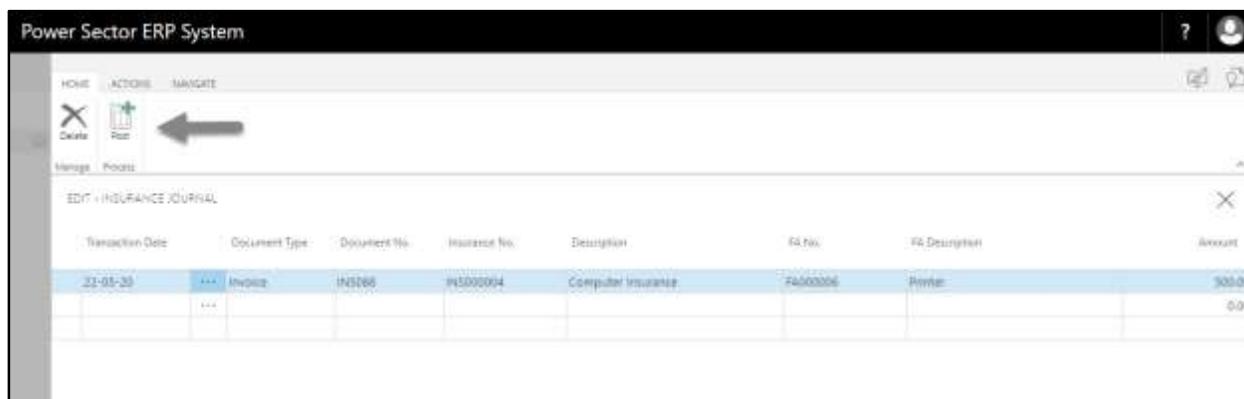
1. Choose the **Transaction Date** from the dropdown by clicking on  button.
  - **Transaction Date: 22-05-20**
2. Choose the **Document type** from the dropdown by clicking on  button.
  - **Document Type: Invoice**
3. Provide **Document No.**
  - **Document No.: INS0088**

4. Choose the **Insurance No** from the dropdown by clicking on  button.
  - **Insurance No.: INS000004**
5. Choose the **FA No** from the dropdown by clicking on  button.
  - **FA No.: FA000006**
6. Provide **Amount**.
  - **Amount: 500**

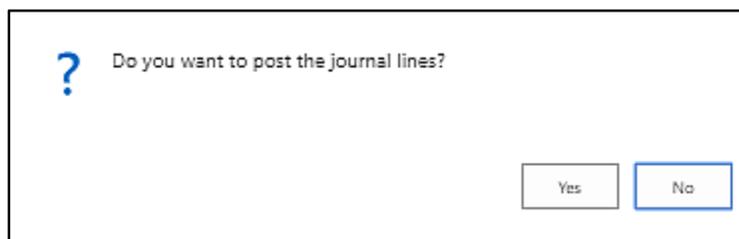
The screen will look like as below



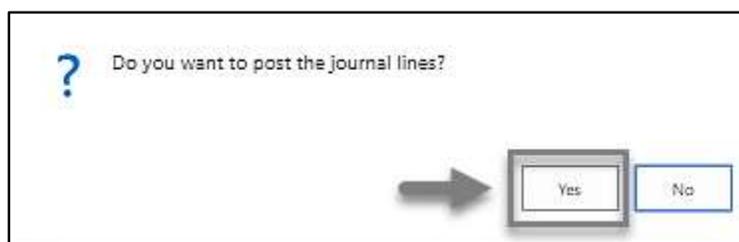
- F. Choose the **“Post”** icon to proceed.



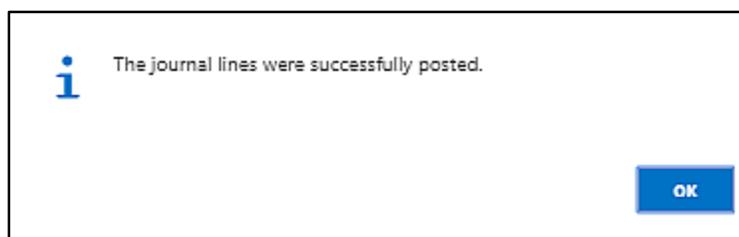
The following pop up will be appeared as below.



G. Choose **"Yes"** icon to save and close.



The following Pop Up will be appeared.



H. Choose **Ok** to save and close.

## FA-900 Fixed Asset Reports

### Introduction

This section shows how to generate different reports related to Fixed Asset. Different reports in the system are –

- FA-901 Asset Synopsis Report
- FA-902 Asset Summary Report
- FA-903 Asset Details Report
- FA-904 Asset Maintenance Report
- FA-905 Asset Insurance Report
- FA-906 Fixed Asset Miscellaneous Report

### Role

- Module Admin
- Module User

### Prerequisite

- Module credentials – username and password

## FA-901 How To: Generate Asset Synopsis Reports

### Introduction

This process demonstrates how to generate Asset Synopsis Reports. This section contains –

- FA-901.1 Land Synopsis Report
- FA-901.2 Building Synopsis Report
- FA-901.3 Civil Works Synopsis Report
- FA-901.4 Generation Sub-Station Synopsis Report
- FA-901.5 Generation Plant Synopsis Report
- FA-901.6 All Fixed Asset Report

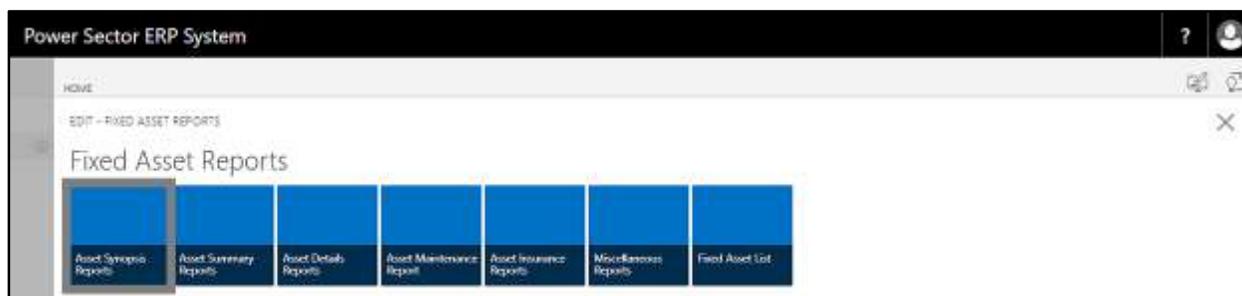
### Roles

- Module Admin / User

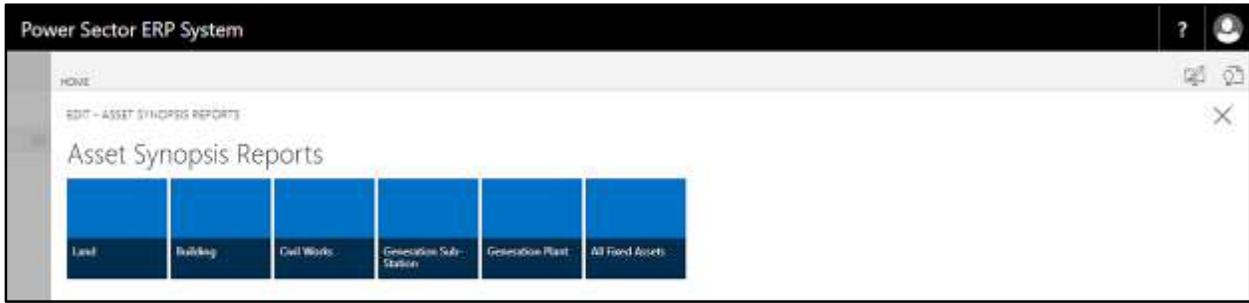
### FA-901.1 Land Synopsis Report

To generate Land Synopsis report, please follow the steps below

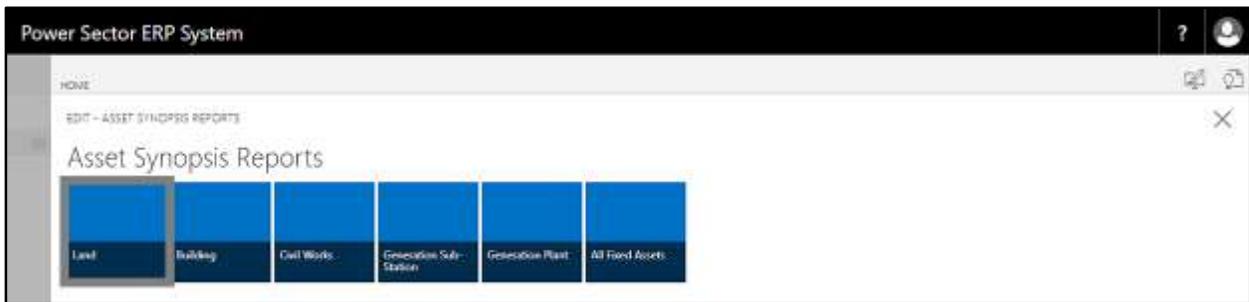
- A. Open "Fixed Asset Report Landing Page" through "Access to Report Tab"
- B. Choose "Asset Synopsis Report" from Fixed Asset Report Page.



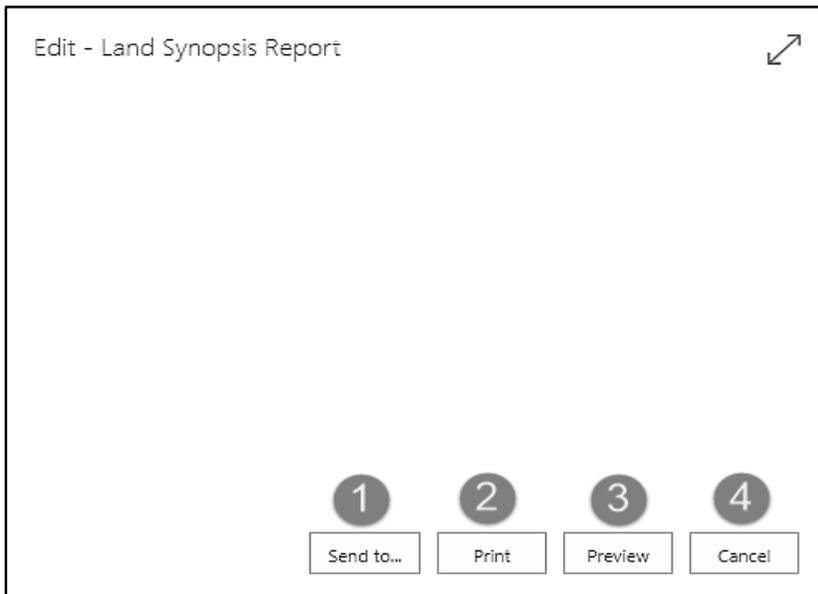
The following **Asset Synopsis Landing page** will be appeared.



C. Choose "Land Synopsis Report" from Asset Synopsis Landing Page.

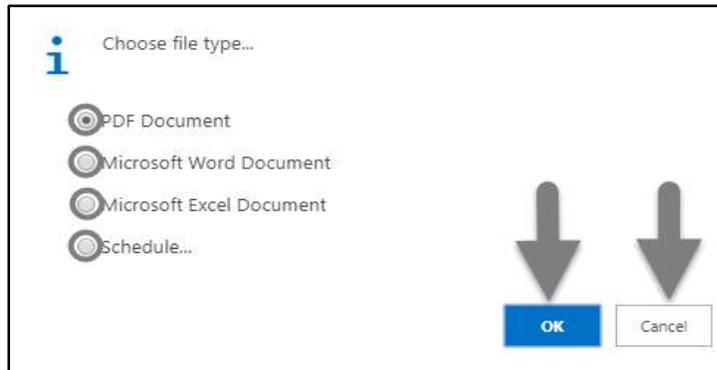


The following **Report Calling Page** will be appeared.



D. Choose the above Actions to view report successfully.

1. Choose **Send to** take it on PDF, Excel And Word

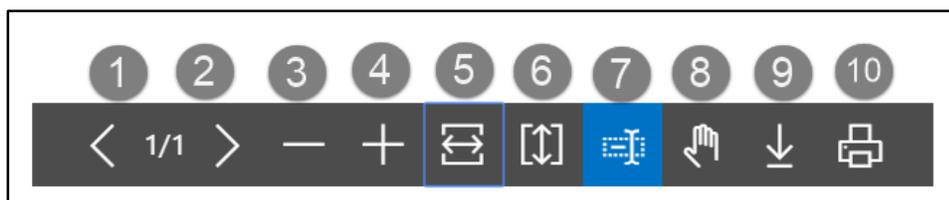


- Click "OK" after select an option.
  - Click "Cancel" to cancel this page
2. Choose **Print** to print the document.
  3. Choose **Preview** to preview the document.
  4. Choose **Cancel** to close this page.
  5. Click on  button to make it full page.

The following Report will be appeared.

		Date: 09-06-20				
<b>Sample Power Company</b>						
<b>Synopsis of Fixed Assets (Land)</b>						
Name of Mouza	Area of Land (Acre)				Acquisition/ Purchase of Land	Estimated Value of Land
	Govt. Record	Physical	Encroachment	Erosion		
dhaka	17	17	0	0	Tk. 52,36,00,000	Tk. 52,36,00,000
kazipara	50	10	40	0	Tk. 15,00,00,000	Tk. 15,00,00,000
kollyanpur	22	22	0	0	Tk. 7,85,80,000	Tk. 7,85,80,000
polton	15	14	1	0.2	Tk. 50,40,000	Tk. 1,10,40,000
<b>Total</b>	<b>104</b>	<b>63</b>	<b>41</b>	<b>0.2</b>	<b>Tk. 75,72,20,000</b>	<b>Tk. 76,32,20,000</b>

E. Report Action Bar will be appeared on the report as below initially -



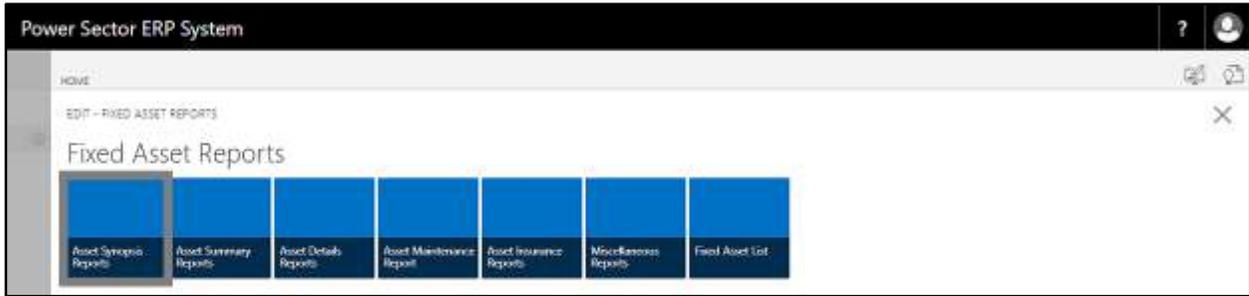
Actions are chronologically organized as below

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

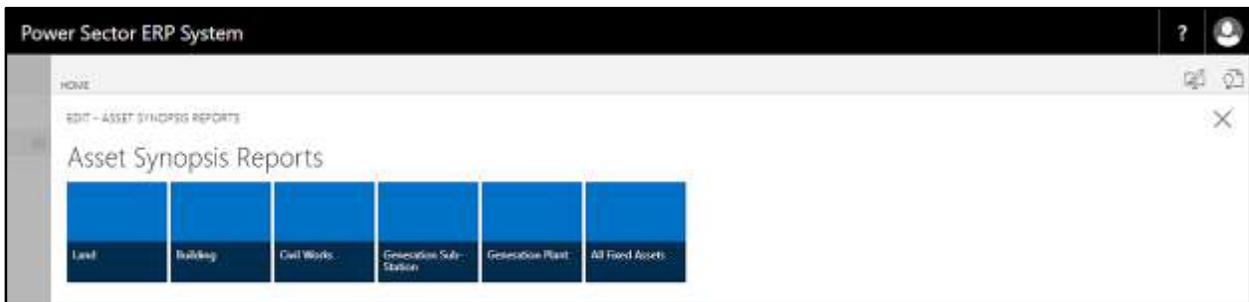
## FA-901.2 Building Synopsis Report

To generate Building Synopsis report, please follow the steps below

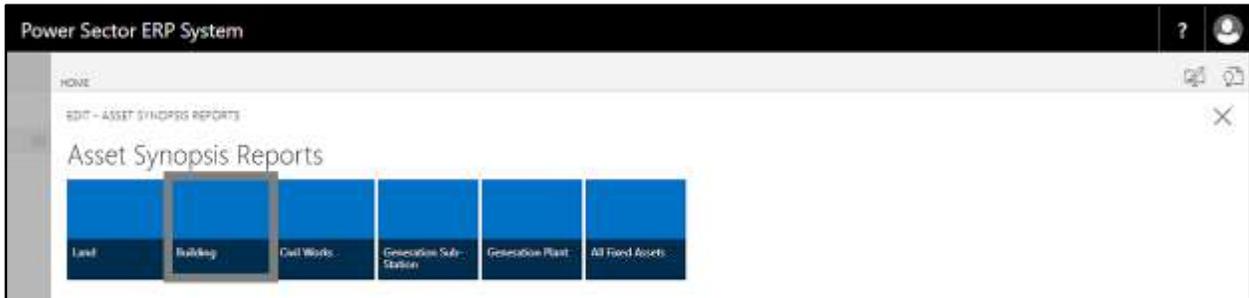
- A. Open "Fixed Asset Report Landing Page" through "Access to Report Tab"
- B. Choose "Asset Synopsis Report" from Fixed Asset Report Page.



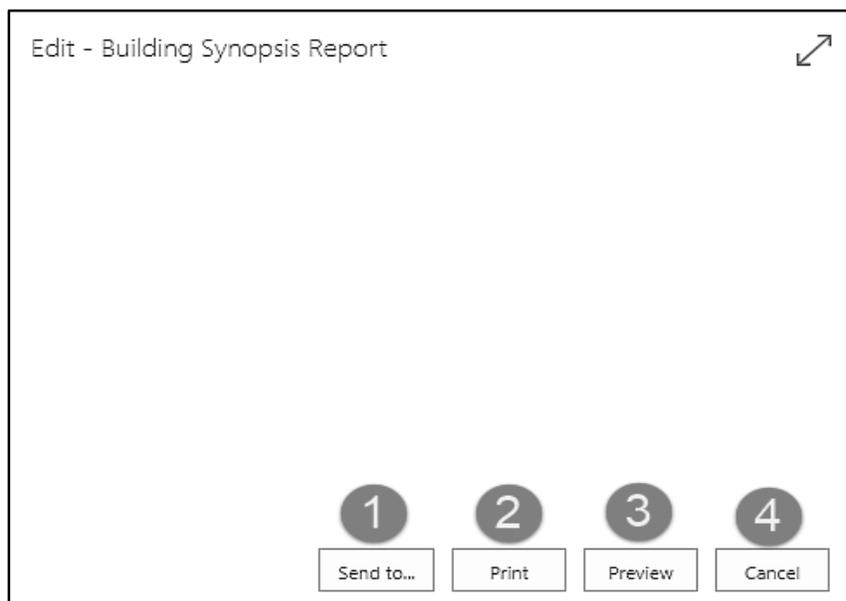
The following **Asset Synopsis Landing page** will be appeared.



- C. Choose "Building Synopsis Report" from Asset Synopsis Landing Page.

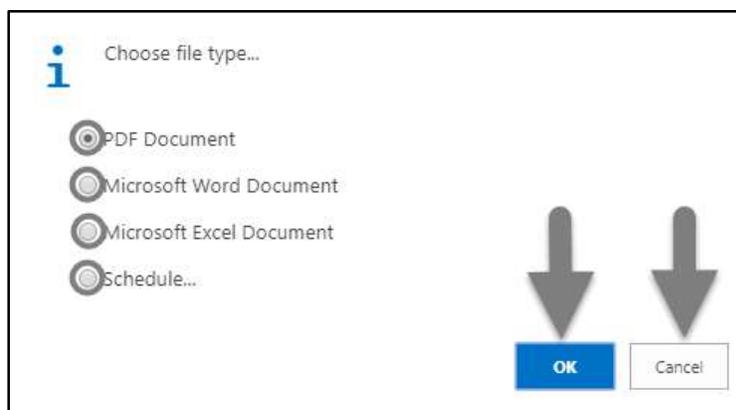


The following **Report Calling Page** will be appeared.



D. Choose the above Actions to view report successfully.

1. Choose **Send to** take it on PDF, Excel And Word



- Click "OK" after select an option.
  - Click "Cancel" to cancel this page
2. Choose **Print** to print the document.
  3. Choose **Preview** to preview the document.
  4. Choose **Cancel** to close this page.
  5. Click on  button to make it full page.

The following Report will be appeared.





Date: 21-06-20

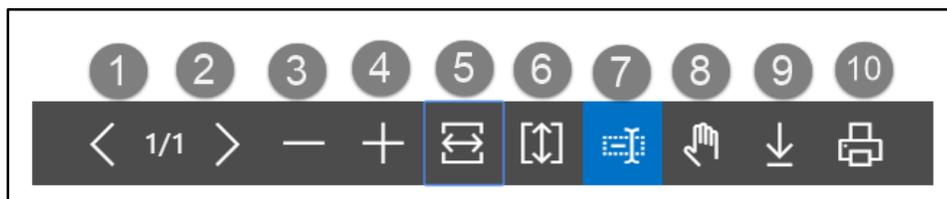
### Sample Power Company

---

#### Synopsis of Fixed Assets(Building)

Present Use	No. of Building	Floor Area (sqm)	Condition				Estimated Cost	Estimated Depreciation	Evaluated Value
			Excellent	Good	Moderate	Dilapidated			
Office	2	6000	0	1	1	0	Tk. 69,75,47,491	Tk. 21,04,71,846	Tk. 48,70,75,645
Power Station	1	5000	0	0	0	1	Tk. 10,00,00,15,16,00,000	Tk. 50,00,000	Tk. 10,00,00,14,66,00,000
Training Center	1	7200	0	0	1	0	Tk. 4,00,000	Tk. 98,200	Tk. 3,01,800
<b>Total</b>	<b>4</b>	<b>23000</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>Tk. 10,00,00,84,95,47,491</b>	<b>Tk. 21,55,70,046</b>	<b>Tk. 10,00,00,63,39,77,445</b>

E. Report Action Bar will be appeared on the report as below initially -



Actions are chronologically organized as below

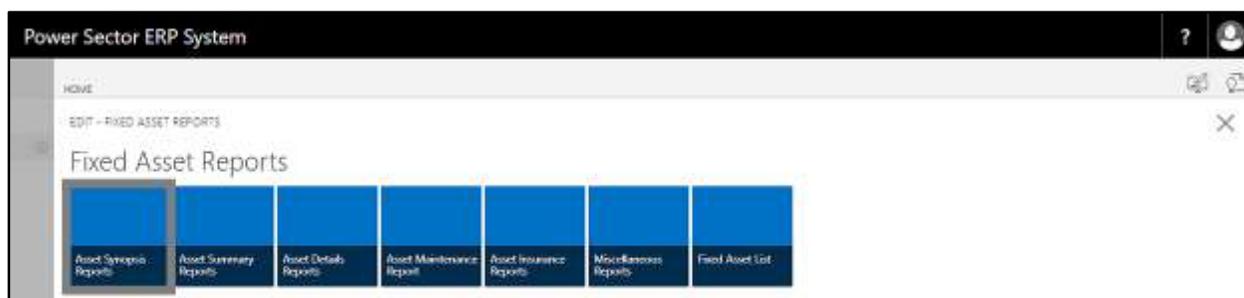
1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window

7. Select Text
8. Pan the document
9. Download to file
10. Print

## FA-901.3 Civil Works Synopsis Report

To generate Civil Works Synopsis report, please follow the steps below

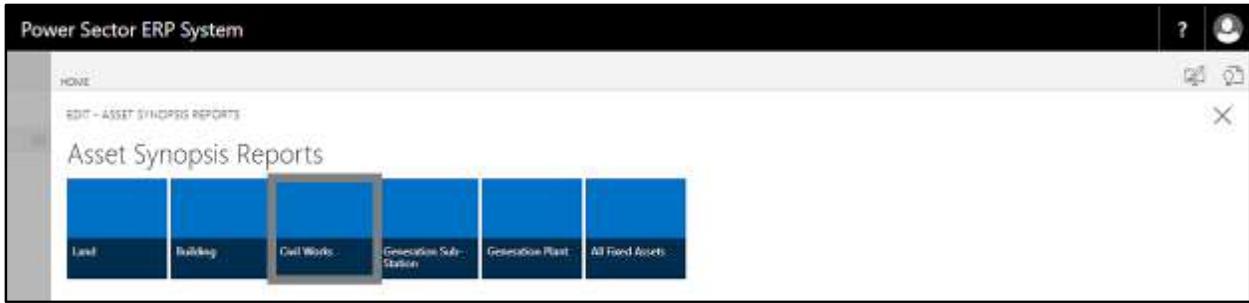
- A. Open "Fixed Asset Report Landing Page" through "Access to Report Tab"
- B. Choose "Asset Synopsis Report" from Fixed Asset Report Page.



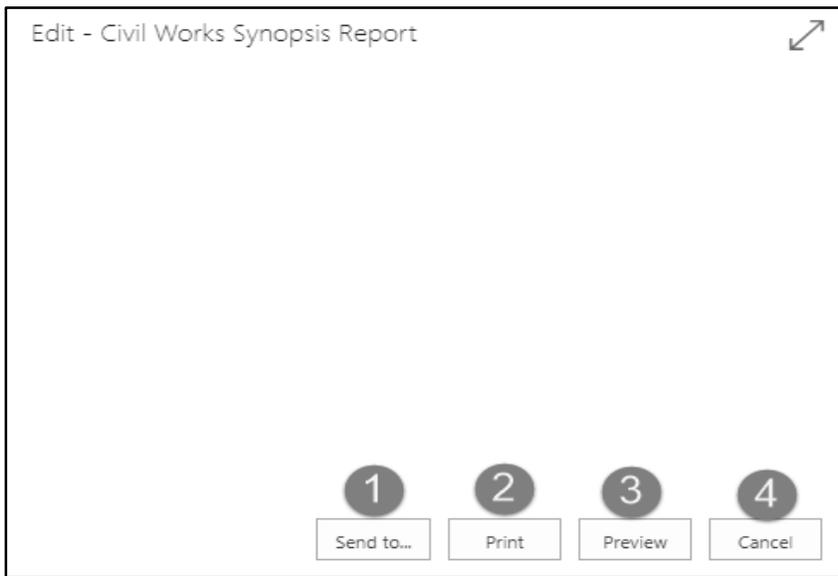
The following **Asset Synopsis Landing page** will be appeared.



C. Choose "Civil Works Synopsis Report" from Asset Synopsis Landing Page.

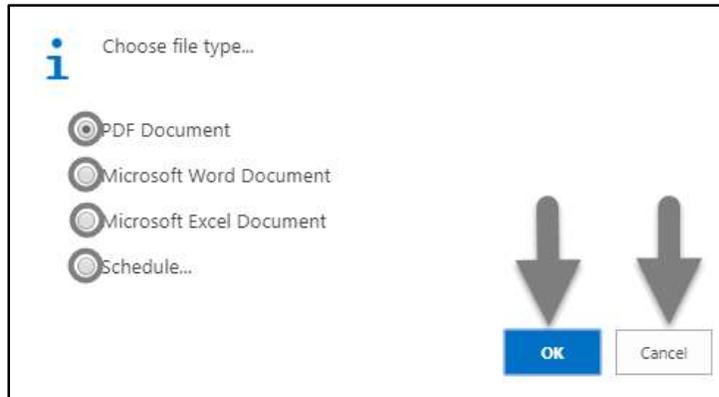


The following **Report Calling Page** will be appeared.



D. Choose the above Actions to view report successfully.

1. Choose **Send to** take it on PDF, Excel And Word



- Click "OK" after select an option.
  - Click "Cancel" to cancel this page
2. Choose **Print** to print the document.
  3. Choose **Preview** to preview the document.
  4. Choose **Cancel** to close this page.
  5. Click on  button to make it full page.

The following Report will be appeared.





শেখ হাসিনার  
উন্নয়ন  
যত্নে যত্নে বিদ্যুৎ

Date: 21-06-20

### Sample Power Company

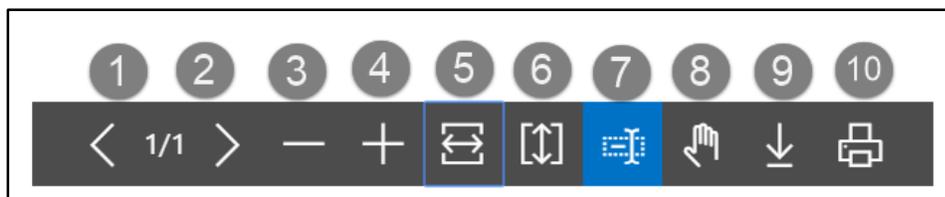
---

#### Synopsis of Fixed Assets (Civil Works)

Type of Asset	No. of Asset	Condition			Estimated Cost	Estimated Depreciation	Estimated Value
		G	M	U			
Bank Protection	1	0	0	0	Tk. 1,00,000	Tk. 223	Tk. 99,777
Culverts	1	0	0	0	Tk. 10,00,000	Tk. 1,00,668	Tk. 8,99,332
Pump House	1	0	0	0	Tk. 30,00,000	Tk. 10,06,958	Tk. 19,93,042
Roads	1	1	0	0	Tk. 15,00,000	Tk. 1,50,751	Tk. 13,49,249
<b>Total</b>					<b>Tk. 56,00,000</b>	<b>Tk. 12,58,599</b>	<b>Tk. 43,41,401</b>

Note: In the condition column G= Good, M= Moderate, U=Unserviceable

E. Report Action Bar will be appeared on the report as below initially -



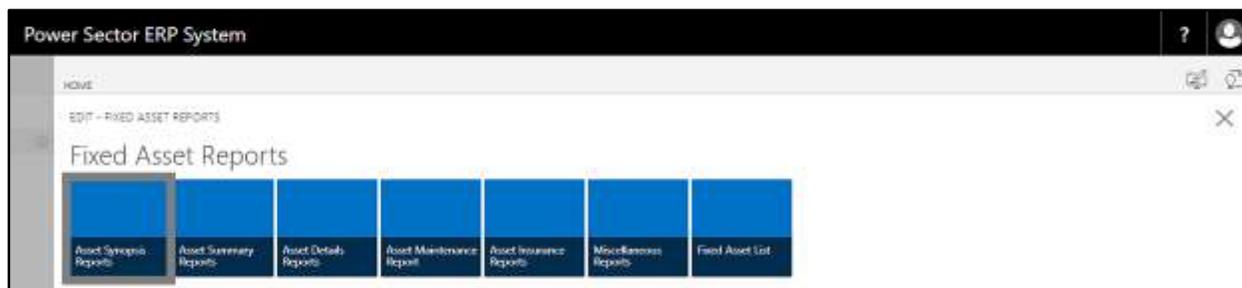
Actions are chronologically organized as below

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

### FA-901.4 Generation Sub-Station Synopsis Report

To generate Generation Sub-Station Synopsis report, please follow the steps below

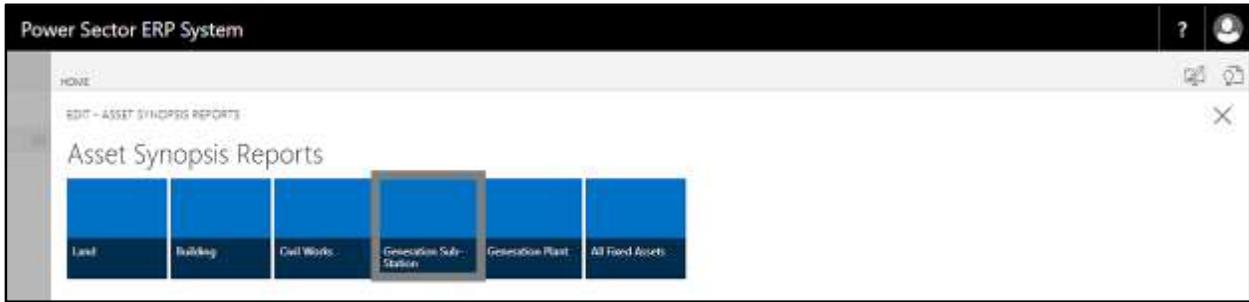
- A. Open "Fixed Asset Report Landing Page" through "Access to Report Tab"
- B. Choose "Asset Synopsis Report" from Fixed Asset Report Page.



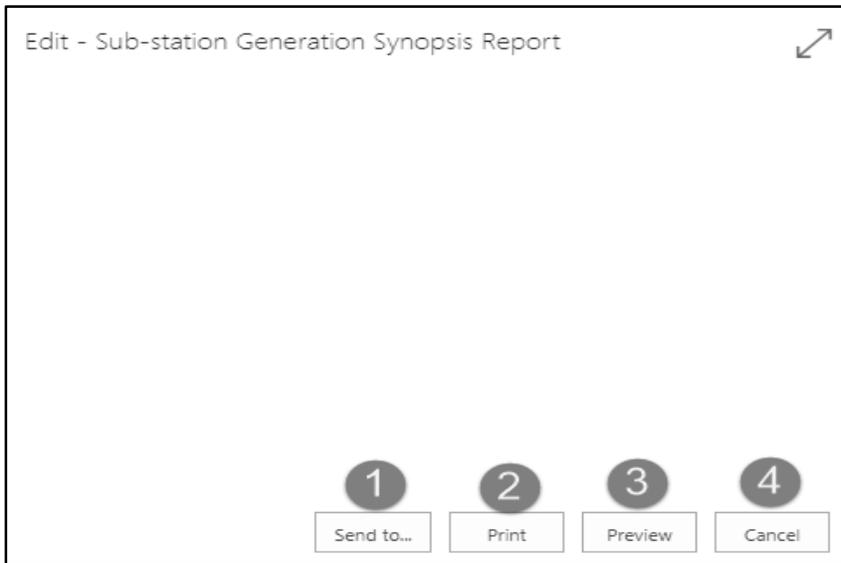
The following **Asset Synopsis Landing page** will be appeared.



C. Choose "Generation Sub-Station Synopsis Report" from Asset Synopsis Landing Page.

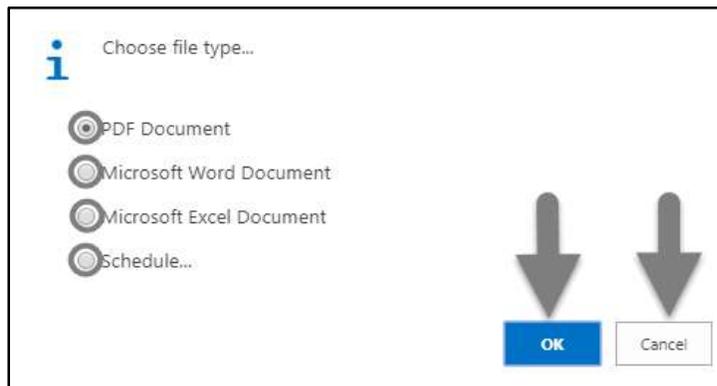


The following **Report Calling Page** will be appeared.



D. Choose the above Actions to view report successfully.

1. Choose **Send to** take it on PDF, Excel And Word



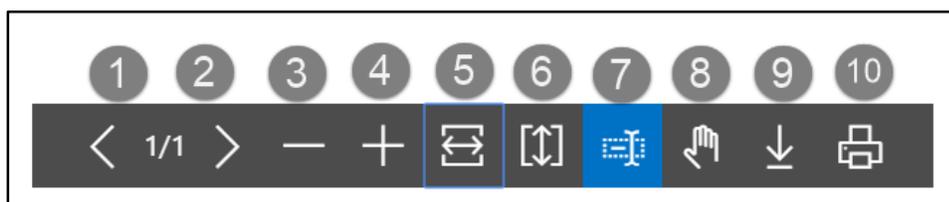
- Click "OK" after select an option.
  - Click "Cancel" to cancel this page
2. Choose **Print** to print the document.
  3. Choose **Preview** to preview the document.
  4. Choose **Cancel** to close this page.
  5. Click on  button to make it full page.

The following Report will be appeared.

		Date: 21-06-20							
<b>Sample Power Company</b>									
<b>Synopsis of Fixed Assets (Sub-Station Generation)</b>									
Name of Sub-Station	Capacity MVA	Voltage Ratio	Condition				Estimated Cost	Estimated Depreciation	Estimated Value
			G	M	OR	U			
Barisal	2500	5:10	1	0	0	0	Tk. 1,99,00,00,00,000	Tk. 80,00,00,000	Tk. 1,98,20,00,00,000
Dhaka Sub Station	1800	102	1	0	0	0	Tk. 18,95,00,00,000	Tk. 35,00,00,000	Tk. 18,60,00,00,000
khulna sub plant	1500		0	1	0	0	Tk. 5,00,00,000	Tk. 85,00,000	Tk. 4,15,00,000
<b>Total</b>							<b>Tk. 2,18,00,00,00,000</b>	<b>Tk. 1,15,85,00,000</b>	<b>Tk. 2,16,84,15,00,000</b>

*Note: In the condition column G= Good, M= Moderate, OR= Overhaul Required, U= Unserviceable*

E. Report Action Bar will be appeared on the report as below initially -



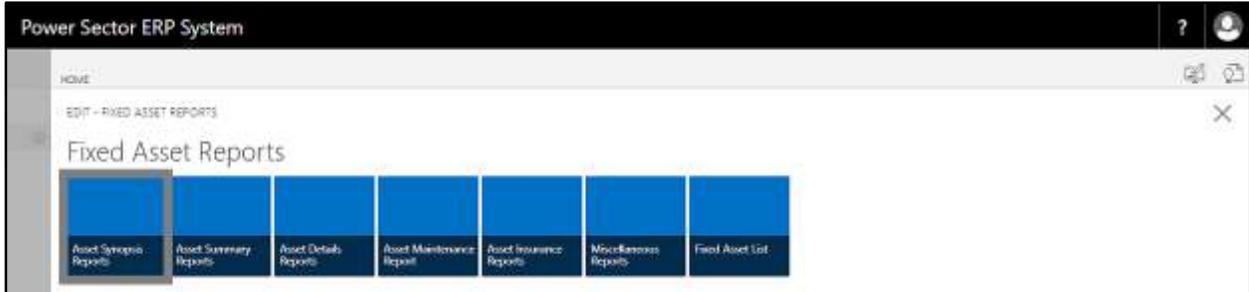
Actions are chronologically organized as below

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

## FA-901.5 Generation Plant Synopsis Report

To generate Generation Plant Synopsis report, please follow the steps below

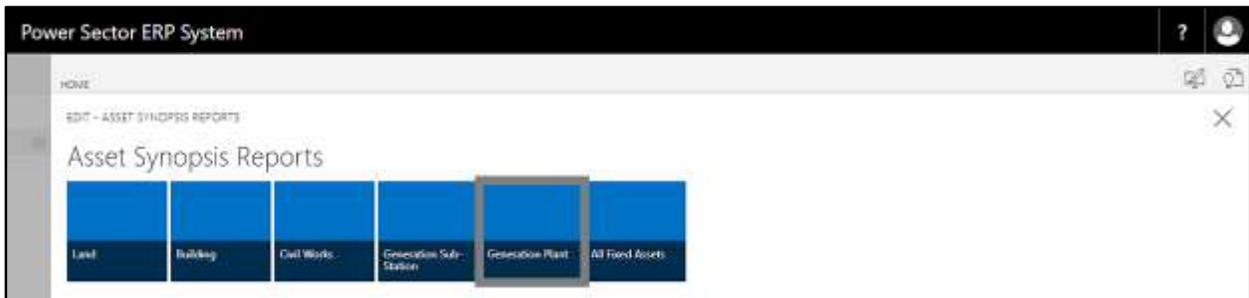
- A. Open "Fixed Asset Report Landing Page" through "Access to Report Tab"
- B. Choose "Asset Synopsis Report" from Fixed Asset Report Page.



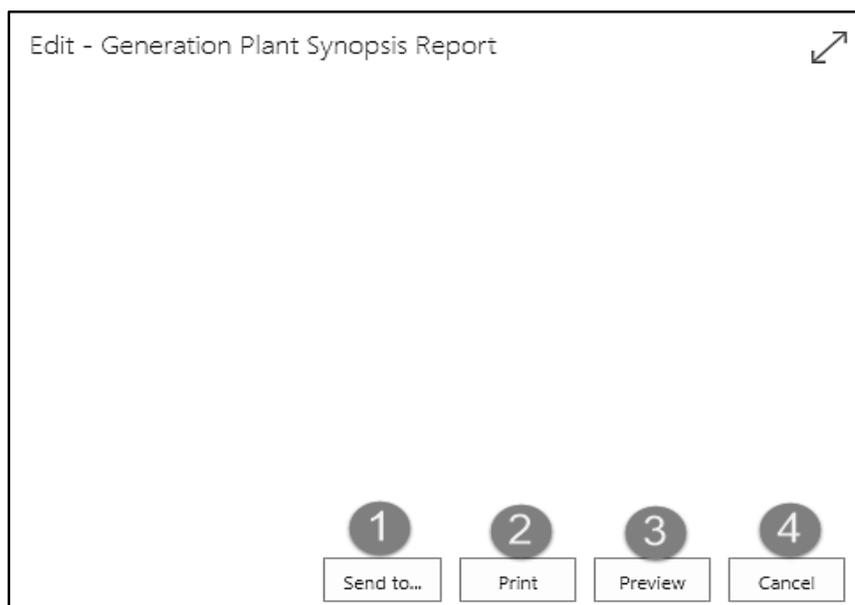
The following **Asset Synopsis Landing page** will be appeared.



- C. Choose "Generation Plant Synopsis Report" from Asset Synopsis Landing Page.

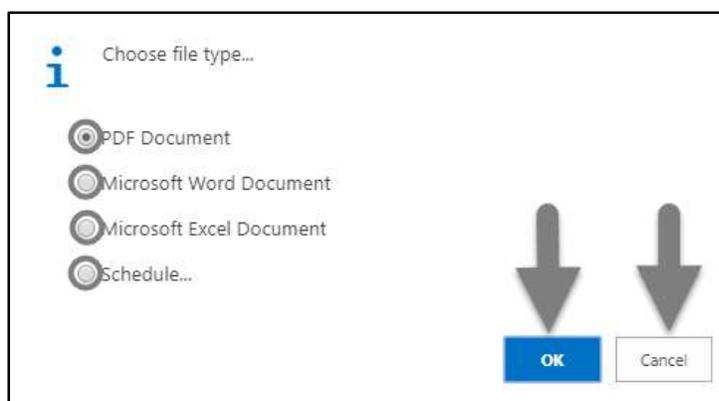


The following **Report Calling Page** will be appeared.



D. Choose the above Actions to view report successfully.

1. Choose **Send to** take it on PDF, Excel And Word



- Click "OK" after select an option.
  - Click "Cancel" to cancel this page
2. Choose **Print** to print the document.
  3. Choose **Preview** to preview the document.
  4. Choose **Cancel** to close this page.

5. Click on  button to make it full page.

The following Report will be appeared.





Date: 09-06-20

### Sample Power Company

#### Synopsis of Fixed Assets (Generation Plant)

Name of Plant	Type	Unit No.	Installed Capacity	Date of Comm.	Country of Origin	Estimated Cost	Estimated Dep.	Evaluated Value
CTG GENERATION PLANT	Diesel		1200MW		China	Tk. 80,00,00,000	Tk. 20,00,00,000	Tk. 60,00,00,000
Khulna Generation Plant	Diesel		1500MW		Germany	Tk. 50,00,00,000	Tk. 2,00,00,000	Tk. 48,00,00,000
Barishal Power Plant	Diesel		1600MW		Japan	Tk. 15,00,00,000	Tk. 50,000	Tk. 14,99,50,000
Khulna Generation PlaNT	Diesel		2000MW		Japan	Tk. 40,23,49,55,996	Tk. 38,96,52,129	Tk. 39,84,53,03,867
Khulna Generation Plant	Diesel		0MW		China	Tk. 60,00,00,00,00,000	Tk. 50,00,00,00,00,000	Tk. 10,00,00,00,00,000
Khulna Generation PlaNT	Diesel		0MW		Germany	Tk. 0	Tk. 0	Tk. 0
Savar Plant	Diesel		0MW		Japan	Tk. 25,00,00,00,00,000	Tk. 10,00,00,00,00,000	Tk. 15,00,00,01,00,000
Sarver Plant 2	Diesel		0MW		China	Tk. 60,00,00,00,00,000	Tk. 30,00,00,00,00,000	Tk. 30,00,00,00,00,000
<b>Total</b>			<b>6300</b>			<b>Tk. 1,45,41,68,49,55,996</b>	<b>Tk. 90,00,60,97,02,129</b>	<b>Tk. 55,41,07,53,53,867</b>

E. Report Action Bar will be appeared on the report as below initially -



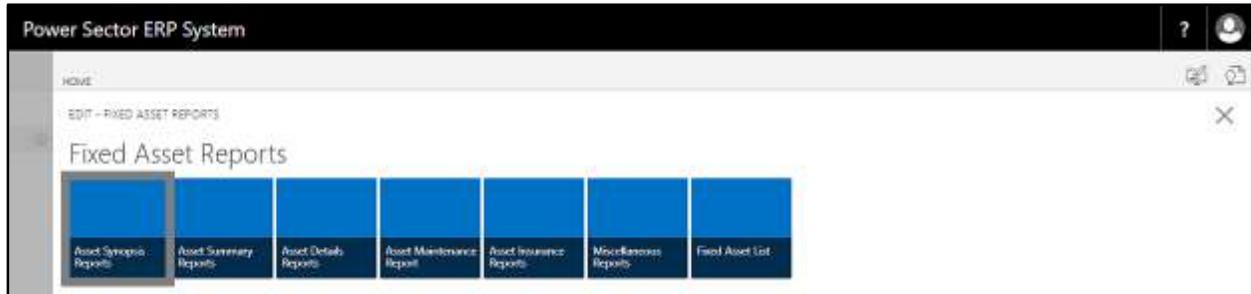
Actions are chronologically organized as below

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

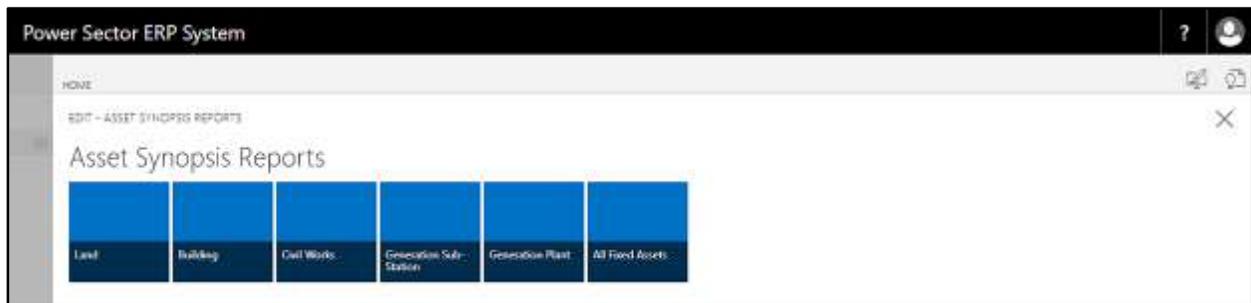
## FA-901.6 All Fixed Assets Synopsis Report

To generate All Fixed Assets Synopsis report, please follow the steps below

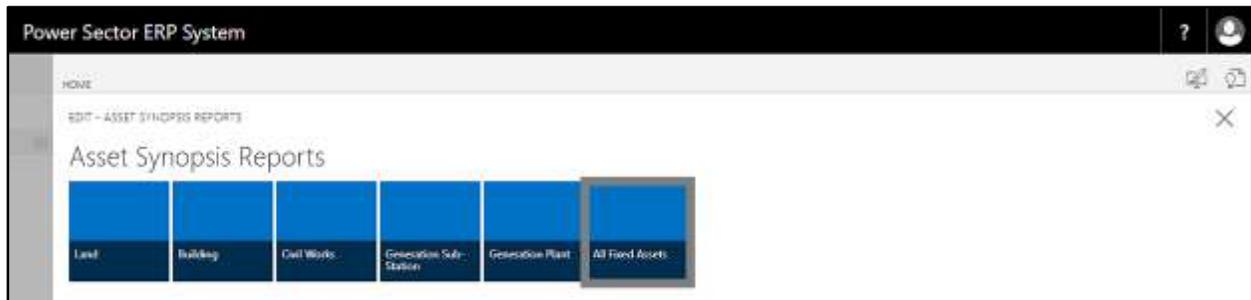
- A. Open "Fixed Asset Report Landing Page" through "Access to Report Tab"
- B. Choose "Asset Synopsis Report" from Fixed Asset Report Page.



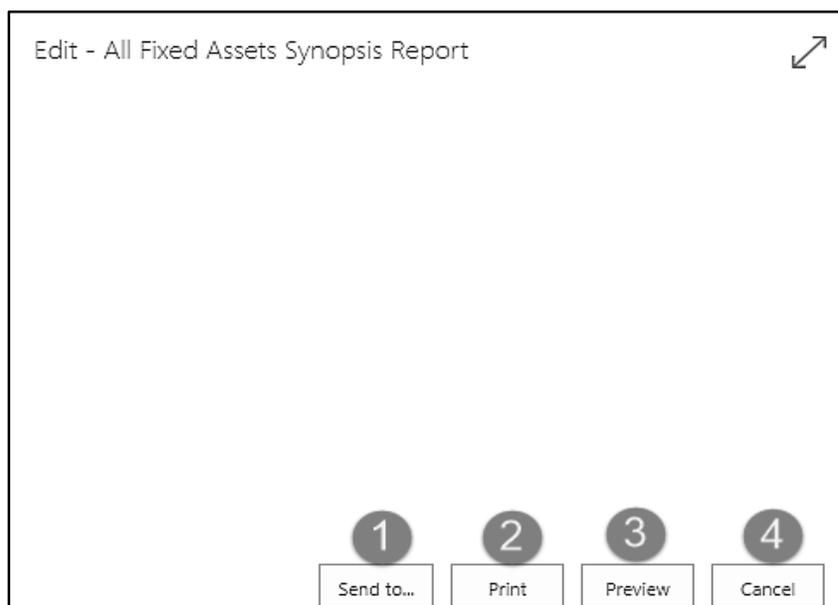
The following **Asset Synopsis Landing page** will be appeared.



- C. Choose "All Fixed Assets Synopsis Report" from Asset Synopsis Landing Page.

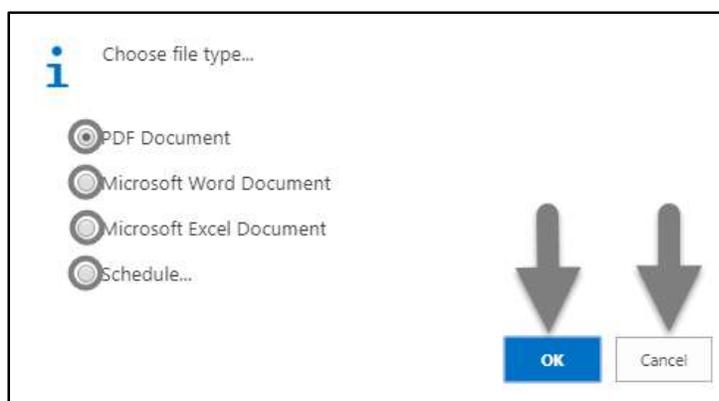


The following **Report Calling Page** will be appeared.



D. Choose the above Actions to view report successfully.

1. Choose **Send to** take it on PDF, Excel And Word



- Click "OK" after select an option.
  - Click "Cancel" to cancel this page
2. Choose **Print** to print the document.
  3. Choose **Preview** to preview the document.
  4. Choose **Cancel** to close this page.

- Click on  button to make it full page.

The following Report will be appeared.

		Date: 21-06-20	
<b>Sample Power Company</b>			
<b>Synopsis of Fixed Assets</b>			
Name Of Asset	Estimated Cost	Estimated Depreciation	Estimated value
Building	Tk. 35,85,06,77,86,89,714	Tk. 1,55,54,49,01,15,688	Tk. 34,29,60,37,91,19,026
Circuit Breakers	Tk. 36,00,000	Tk. 6,48,067	Tk. 29,51,933
Civil Works	Tk. 56,00,000	Tk. 12,58,599	Tk. 43,41,401
Computer Accessories	Tk. 40,06,08,000	Tk. 2,12,36,078	Tk. 30,04,16,053
Distribution Sub-Station	Tk. 34,00,00,000	Tk. 96,00,000	Tk. 33,04,00,000
Furniture	Tk. 2,22,60,500	Tk. 3,96,283	Tk. 2,18,24,217
Generation Plant	Tk. 1,45,41,68,49,55,996	Tk. 90,00,60,97,02,129	Tk. 55,41,07,53,53,867
Generation Sub-Station	Tk. 10,88,35,00,00,000	Tk. 53,43,70,85,000	Tk. 10,34,91,29,15,000
Land	Tk. 76,00,20,000	Tk. 0	Tk. 1,49,26,91,114
Office Equipment	Tk. 46,85,555	Tk. 50,64,344	(3,78,789)
Power Transformer	Tk. 17,20,00,000	Tk. 69,00,000	Tk. 16,51,00,000
Vehicle	Tk. 1,27,45,00,000	Tk. 40,30,50,000	Tk. 87,14,50,000
<b>Total</b>	<b>Tk. 37,41,39,79,69,19,765</b>	<b>Tk. 2,46,08,98,50,56,187</b>	<b>Tk. 34,95,39,55,61,83,822</b>

E. Report Action Bar will be appeared on the report as below initially -



Actions are chronologically organized as below

- Previous Page
- Next Page

3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

## FA-902 How To: Generate Asset Summery Reports

### Introduction

This process demonstrates how to generate Asset Insurance Reports. This section contains –

- FA-902.1 Land Summery Report
- FA-902.2 Building Summery Report
- FA-902.3 Generation plant Summery Report
- FA-902.4 Generation Sub-Station Summery Report
- FA-902.5 Distribution Sub-Station Summery Report
- FA-902.6 Computer Accessories Summery Report
- FA-902.7 Furniture Summery Report
- FA-902.8 Vehicles Summery Report
- FA-902.9 Fixed Asset Lists Summery Report

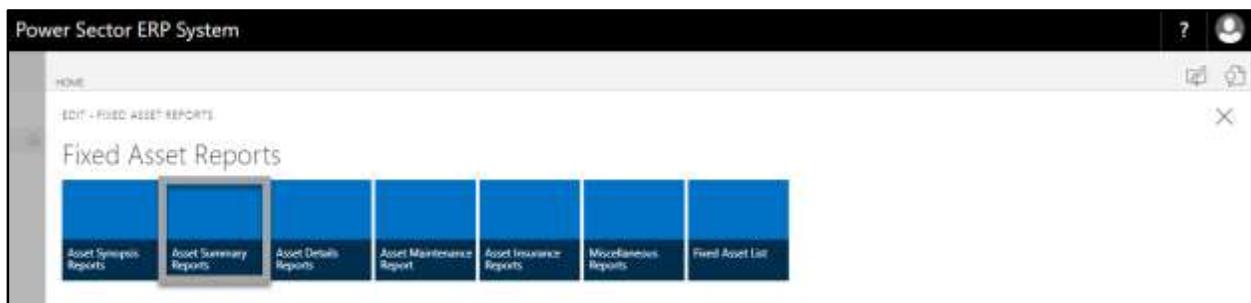
### Roles

- Module Admin
- Module User

### FA-902.1 Land Summary Report

To generate Land Summary report, please follow the steps below

- A. Open "Fixed Asset Report Landing Page" through "Access to Report Tab"
- B. Choose "Land Summary Report" from Fixed Asset Report Page.



The following **Asset Summary Landing page** will be appeared.



C. Choose "Land Summary Report" from Asset Summary Landing Page.

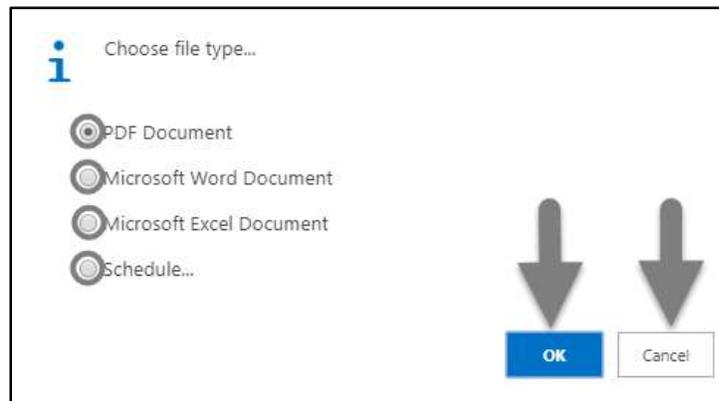


The following **Report Calling Page** will be appeared.



D. Choose the above Actions to view report successfully.

1. Choose **Send to** take it on PDF, Excel And Word



- Click "OK" after select an option.
  - Click "Cancel" to cancel this page
2. Choose **Print** to print the document.
  3. Choose **Preview** to preview the document.
  4. Choose **Cancel** to close this page.
  5. Click on  button to make it full page.

The following Report will be appeared.



Date: 21-06-20

### Sample Power Company

---

#### Asset Wise Summary Report (Land)

**Total Number of Asset:** 4

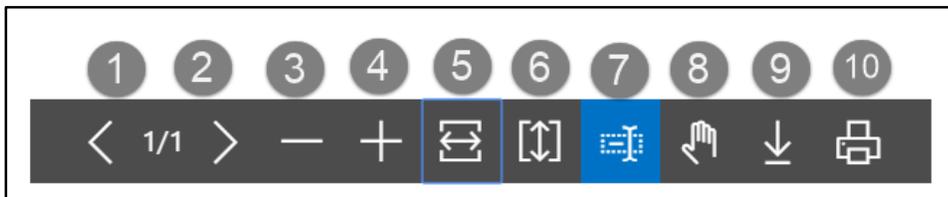
Total Area(Acre and Decimal)			
Govt. Record	104	Physical measurement	63

Total Cost and Khajana Information			
Acquisition/Purchase/Lease Cost	2107180000	Land Development Cost	1069684
Khajna Paid	54000	Number of Year	

Total Acquisition of Land			
Acquired From Public	85	Leased From Government	3
Purchased From Individual	14	Leased From Other Organization	3
Purchased From Organization	5	Other	2

Total Present Uses of Land with Area for each purpose					
Office Building	18	School/College	4.0	Paddy/CropLand	1.5
Residential Building	7	Hospital	6.0	PlayField	1
Power Station	6.5	Club	5	Mosque	2
Sub-station	7.0	Unauthorized Shop	1.4	Store/Stock Yard	3
Fallow (Undeveloped) land	16	Road	4	Work Shop	2
Pond/water body	12.5	Rest House	2	Training Center	1
Unauthorized Residence	5	Other (please specify)	1.5		

E. Report Action Bar will be appeared on the report as below initially -



Actions are chronologically organized as below

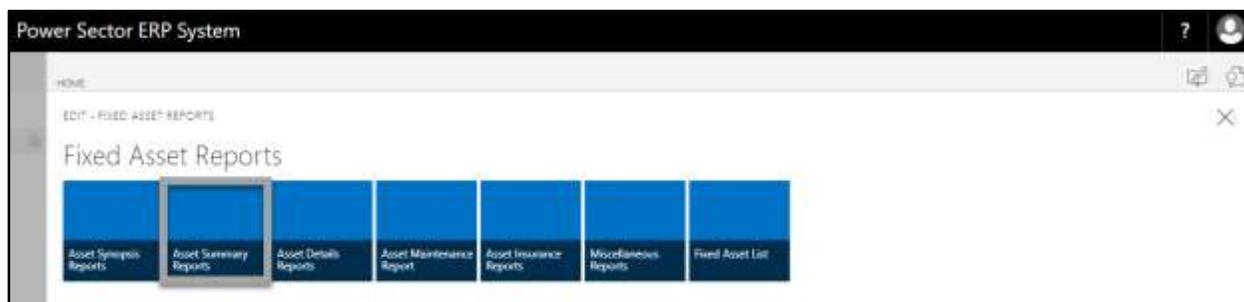
1. Previous Page
2. Next Page
3. Zoom Out

4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

## FA-902.2 Building Summary Report

To generate Building Summary report, please follow the steps below

- A. Open "Fixed Asset Report Landing Page" through "Access to Report Tab"
- B. Choose "Building Summary Report" from Fixed Asset Report Page.



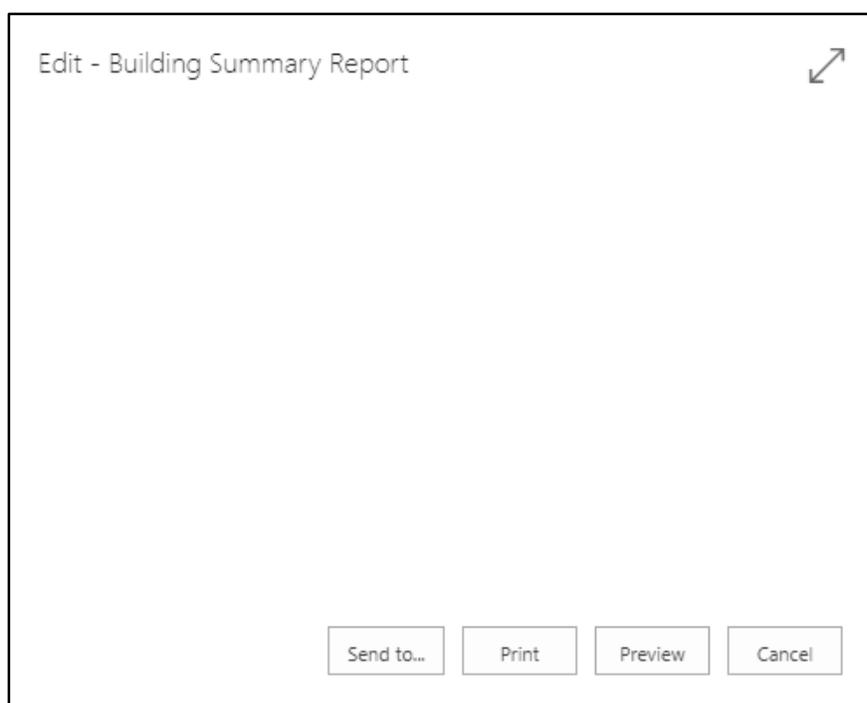
The following **Asset Summary Landing page** will be appeared.



C. Choose "Building Summary Report" from Asset Summary Landing Page.

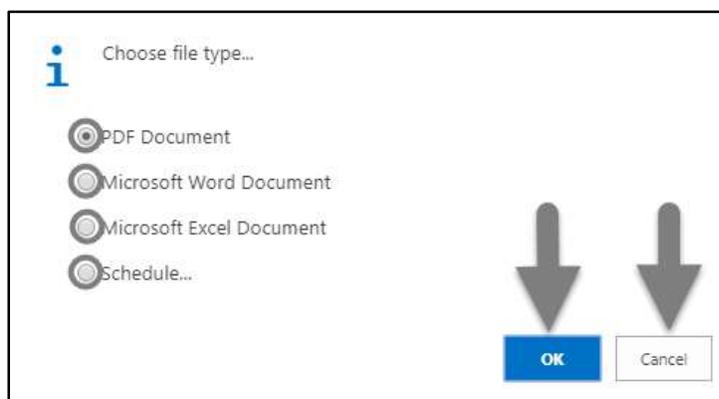


The following **Report Calling Page** will be appeared.



D. Choose the above Actions to view report successfully.

1. Choose **Send to** take it on PDF, Excel And Word



- Click "OK" after select an option.
  - Click "Cancel" to cancel this page
2. Choose **Print** to print the document.
  3. Choose **Preview** to preview the document.
  4. Choose **Cancel** to close this page.
  5. Click on  button to make it full page.

The following Report will be appeared.



Date: 21-06-20

## Sample Power Company

---

### Asset Wise Summary Report (Building)

**Total Number of Building: 5**

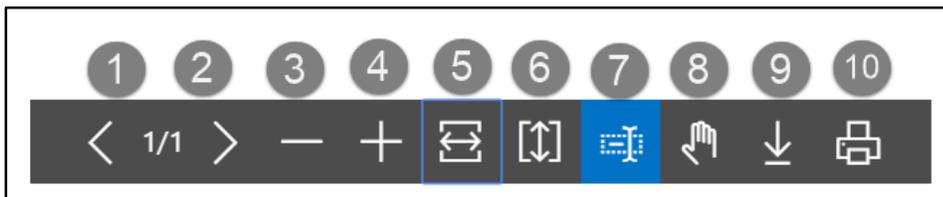
Condition	Quantity	Condition	Quantity
Excellent:	0	Moderate:	2
Good:	1	Dilapidate:	1

Present Usage					
Office:	2	School/College:	0	Mosque:	0
Residence:	0	Hospital:	0	Store:	0
Power Station:	1	Club:	0	Workshop:	0
Sub-Station:	0	Rest House:	0	Vacant:	0
Unauthorised Shop:	0	Inhabitable:	0	Training Center:	1
Unauthorised Residence:	0				

Area Information	Square Meter	Area Information	Square Meter
Plinth Area:	24600	Total Number of Floor:	26
Total Floor Area:	23000	Total Number of Unit:	10

Nature of Construction	Quantity	Type of Foundation	Quantity	Share/ Join Use	Square Meter
RCC Frame	0	Pile	0	BPDB	2200
Brick Masonry	4	Raft	0	REB	2200
Semi-pucca	0	Individual Footing	0	DESA	1700
Tin-shed	0	Brick	4	BWDB	7000
Thatched	0	Other	0	PGCB	2000
Pre-fabricated concrete	0			Other	0
Pre-fabricated steel	0				
Under construction	0				
Other	0				

E. Report Action Bar will be appeared on the report as below initially -



Actions are chronologically organized as below

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

### FA-902.3 Generation Plant Summary Report

To generate Generation Plant Summary report, please follow the steps below

- A. Open "Fixed Asset Report Landing Page" through "Access to Report Tab"
- B. Choose "Generation Plant Summary Report" from Fixed Asset Report Page.



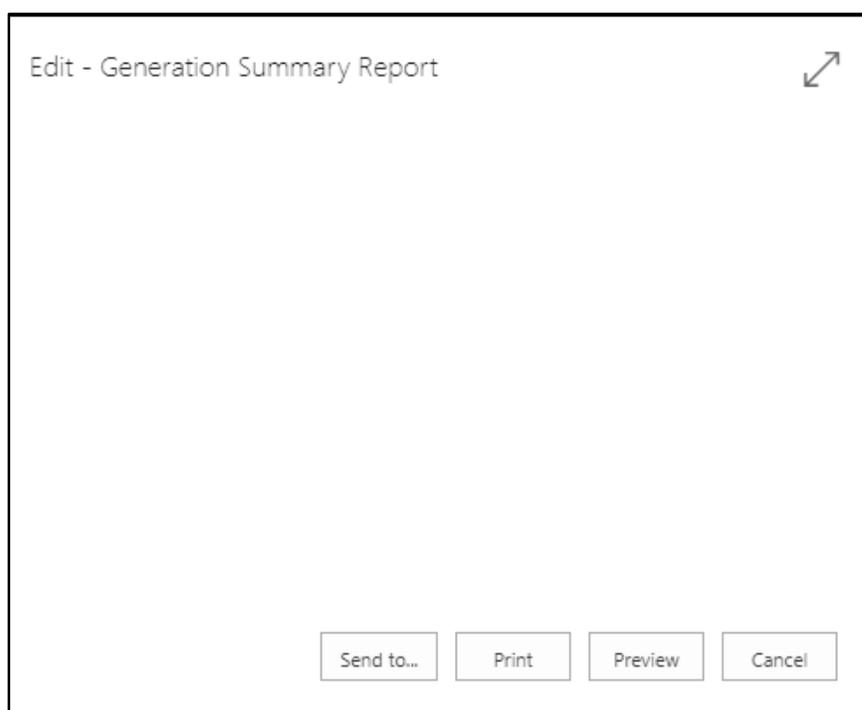
The following **Asset Summary Landing page** will be appeared.



C. Choose "Generation Plant Summary Report" from Asset Summary Landing Page.

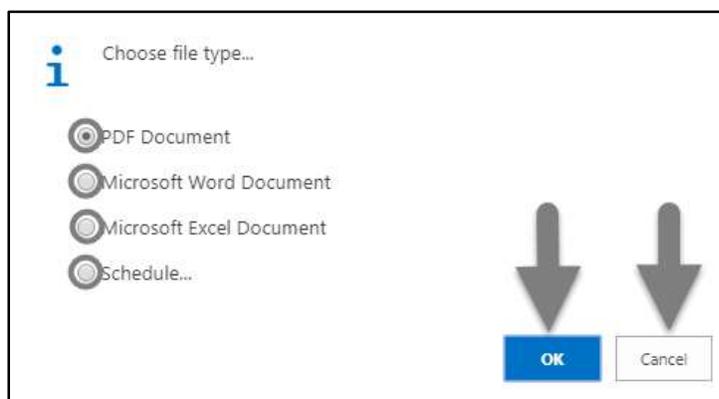


The following **Report Calling Page** will be appeared.



D. Choose the above Actions to view report successfully.

1. Choose **Send to** take it on PDF, Excel And Word



- Click "OK" after select an option.
  - Click "Cancel" to cancel this page
2. Choose **Print** to print the document.
  3. Choose **Preview** to preview the document.
  4. Choose **Cancel** to close this page.
  5. Click on  button to make it full page.

The following Report will be appeared.



Date: 21-06-20

### Sample Power Company

---

#### Asset Wise Summary Report (Generation Plant)

**Total Number of Generation Plant:** 8

Type of Plant	Quantity
Diesel	8

Plant Condition	Quantity
Excellent	2
Good	4
Moderate	2

Other Details	
Operational Data	Value
Installed Capacity	6300
KWH Generated	6200
Derated Capacity	2800
Maximum Capacity	1200
Rated Capacity	0
Shutdown Capacity	0

E. Report Action Bar will be appeared on the report as below initially -



Actions are chronologically organized as below

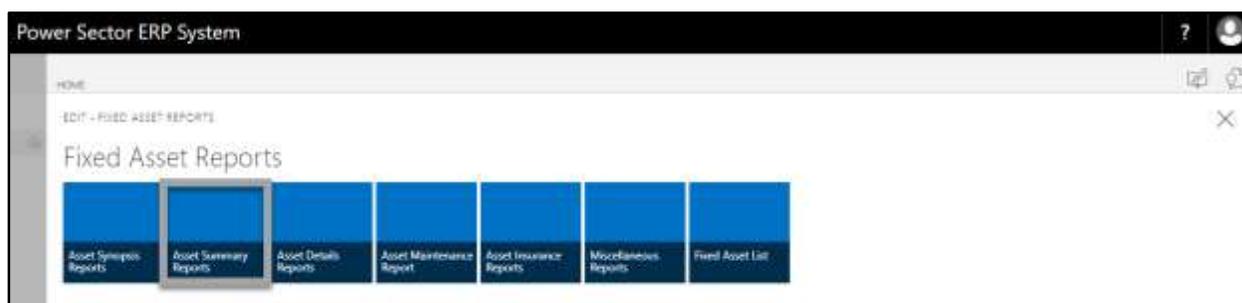
1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width

6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

## FA-902.4 Generation Sub-Station Summary Report

To generate Generation Sub-Station report, please follow the steps below

- A. Open "Fixed Asset Report Landing Page" through "Access to Report Tab"
- B. Choose "Fixed Asset Summary Report" from Fixed Asset Report Page.



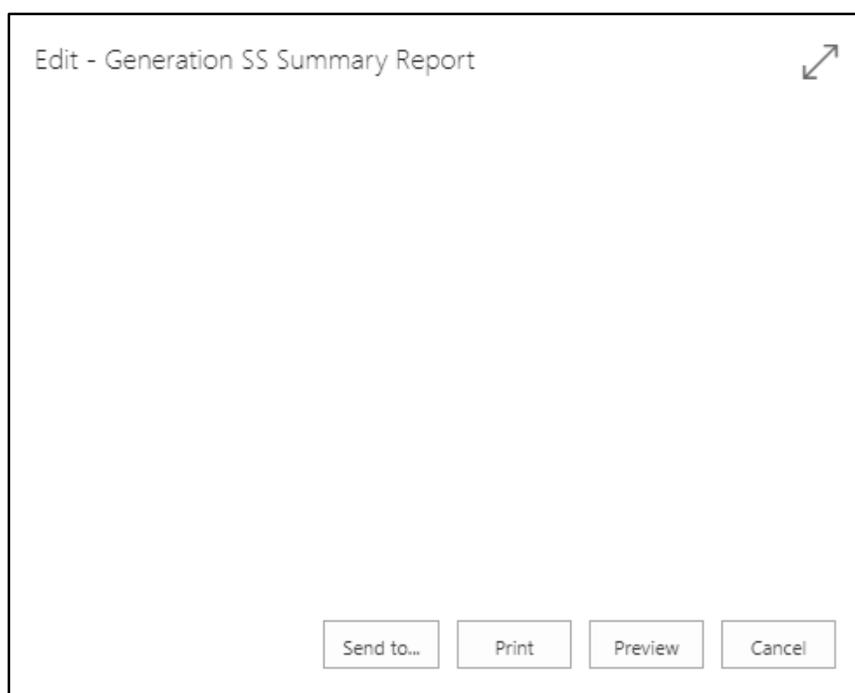
The following **Fixed Asset Summary Landing page** will be appeared.



C. Choose "Generate Sub-Station Summary Report" from Asset Summary Landing Page.

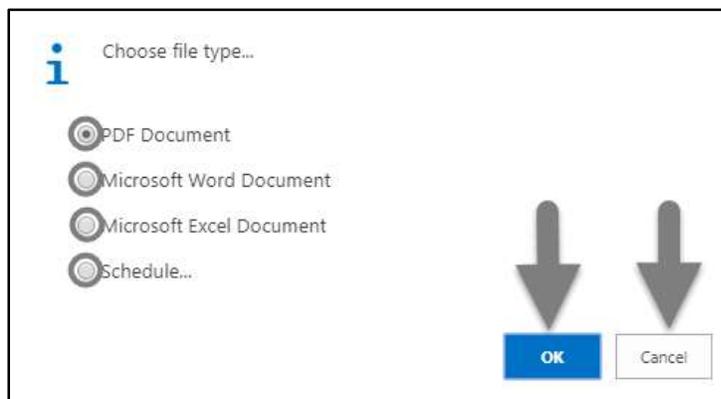


The following **Report Calling Page** will be appeared.



D. Choose the above Actions to view report successfully.

1. Choose **Send to** take it on PDF, Excel And Word



- Click "OK" after select an option.
  - Click "Cancel" to cancel this page
2. Choose **Print** to print the document.
  3. Choose **Preview** to preview the document.
  4. Choose **Cancel** to close this page.
  5. Click on  button to make it full page.

The following Report will be appeared.



Date: 21-06-20

### Sample Power Company

---

#### Asset Wise Summary Report (Generation Sub-station)

**Total Number of Asset: 5**

Condition		Quantity	
Good	2	Moderate	1
Major Overhauling Required	0	Unserviceable	0

Custodian		Quantity	
		3	
Average		2	

Equipment Name		Quantity	
LA	1560	Current Transformer	10
PLC Equipment	14	Area of Land	5004
Isolator	3		

Source of Financing			
Own Source:	Tk. 25,00,200	Supplier's Credit:	Tk. 5,00,601
Gifts/Donation:	Tk. 5,00,000	Govt Financing:	Tk. 5,00,00,100
Grant:	Tk. 5,00,000	Other:	Tk. 10,00,000

Maintenance Information			
Immediate Renovation Cost		Cost of Last Renovation	
Yearly maintenance cost		Repair Cost as per Record	

E. Report Action Bar will be appeared on the report as below initially -



Actions are chronologically organized as below

1. Previous Page
2. Next Page

3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

## FA-902.5 Distribution Sub-Station Summary Report

To generate Distribution Sub-Station Summary Report, please follow the steps below

- A. Open "Fixed Asset Report Landing Page" through "Access to Report Tab"
- B. Choose "Distribution Sub-Station Summary Report" from Fixed Asset Report Page.



The following **Asset Summary Landing page** will be appeared.



C. Choose "Distribution Sub-Station Summary Report" from Asset Summary Landing Page.

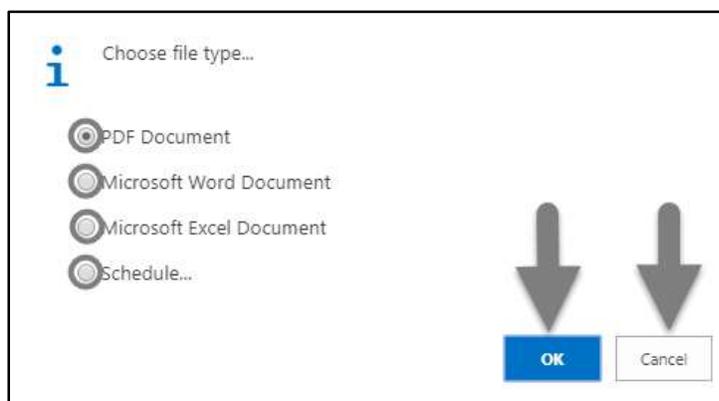


The following **Report Calling Page** will be appeared.



D. Choose the above Actions to view report successfully.

1. Choose **Send to** take it on PDF, Excel And Word



- Click "OK" after select an option.
  - Click "Cancel" to cancel this page
2. Choose **Print** to print the document.
  3. Choose **Preview** to preview the document.
  4. Choose **Cancel** to close this page.
  5. Click on  button to make it full page.

The following Report will be appeared.



Date: 21-06-20

### Sample Power Company

---

#### Asset Wise Summary Report (Distribution Sub-station)

**Total Number of Asset: 7**

Condition		Quantity	
Good	1	Moderate	2
Major Overhauling	1	Unserviceable	1

Present Custodian	Quantity
	2
Average	1
Bagerhat Plant	1
Barishal Plant	1
Chittagong Plant	1
Rangpur Plant	1

Items	Quantity	Items	Quantity
Isolator	8	LA	11
PLC Equipmnet	45	Control Panel	15
Battery Set	19	Charger Set	39
Capacitor	250013	Gantry Structure	18
No of Feeder	44	Area of Land	26
Current Transformer	22	Potential Transformer	23

E. Report Action Bar will be appeared on the report as below initially -



Actions are chronologically organized as below

1. Previous Page
2. Next Page
3. Zoom Out

4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

## FA-902.6 Computer Accessories Summery Report

To generate Computer Accessories Summery report, please follow the steps below

- A. Open "Fixed Asset Report Landing Page" through "Access to Report Tab"
- B. Choose "Computer Accessories Summery Report" from Fixed Asset Report Page.



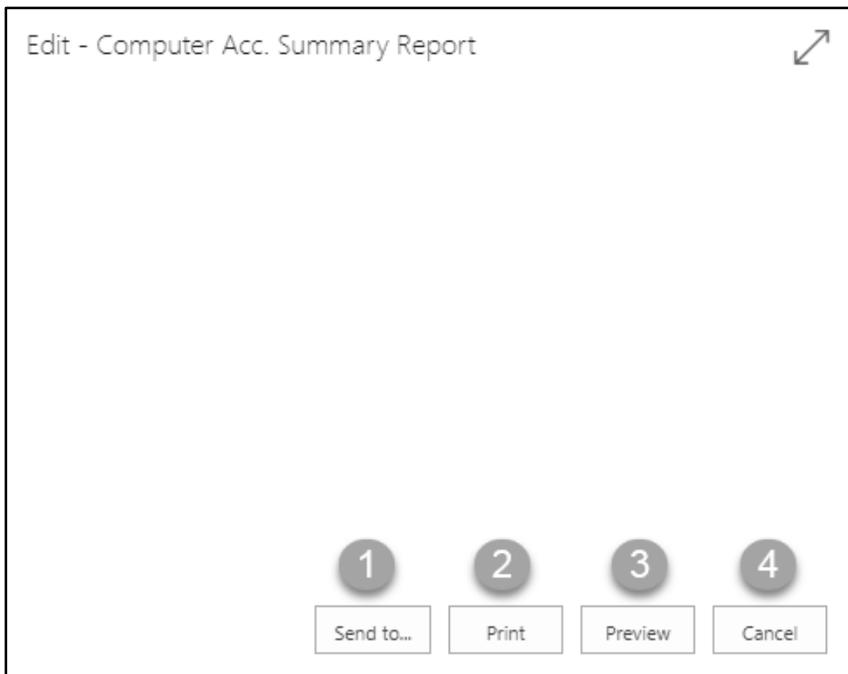
The following **Asset Summary Landing page** will be appeared.



C. Choose "Computer Accessories Summary Report" from Asset Summary Landing Page.

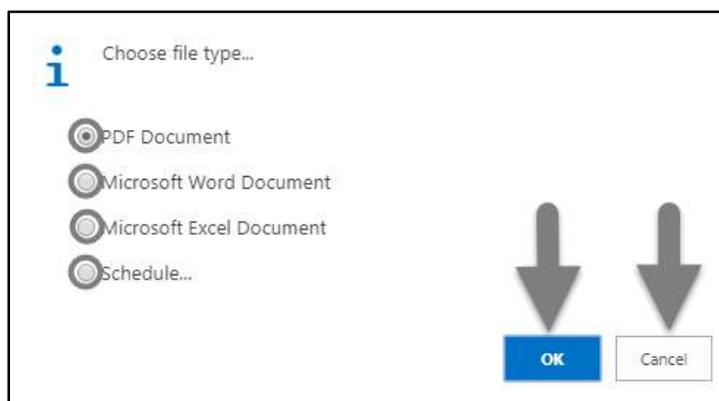


The following **Report Calling Page** will be appeared.



D. Choose the above Actions to view report successfully.

6. Choose **Send to** take it on PDF, Excel And Word

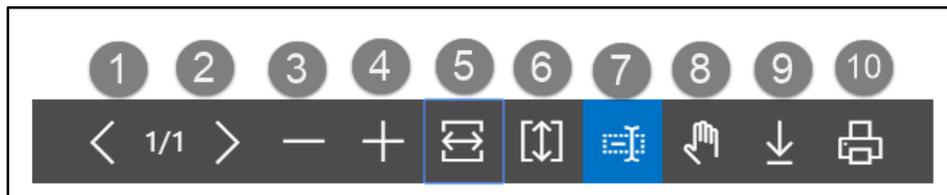


- Click "OK" after select an option.
  - Click "Cancel" to cancel this page
7. Choose **Print** to print the document.
  8. Choose **Preview** to preview the document.
  9. Choose **Cancel** to close this page.
  10. Click on  button to make it full page.

The following Report will be appeared.

		Date: 10-05-20							
<b>Sample Power Company</b>									
<b>Asset Wise Summary Report (Computer Accesories)</b>									
<b>Total Number of Asset: 8</b>									
Equipment	Quantity	Condition							
		Good	Upgrade Needed	Obsolete	Non Operational				
	1	0	0	0	0				
Computer	7	4	1	1	0				
Equipment	Present User								
	Head Office	Power Station	Transmission	Distribution	Grid	RAO	Projecct	ESU	Other
	0	0	0	0	0	0	0	0	0
Computer	7	0	0	0	0	0	0	0	0
Equipment	Present User								
	Own Source	ADP Project	Foreign Donor						
	0	0	0						
Computer	4	1	0						
Maintenance									
Immediate Upgrading Cost:		Original Cost as per Office Record:							
Yearly Maintenance Cost:									
Cost and Valuation									
Original Cost:	Tk. 40,05,63,000.00	Book Value:	Tk. 38,04,29,000.00						
Accumulated Depreciation:	Tk. 2,01,34,000.00								

E. Report Action Bar will be appeared on the report as below initially -



Actions are chronologically organized as below

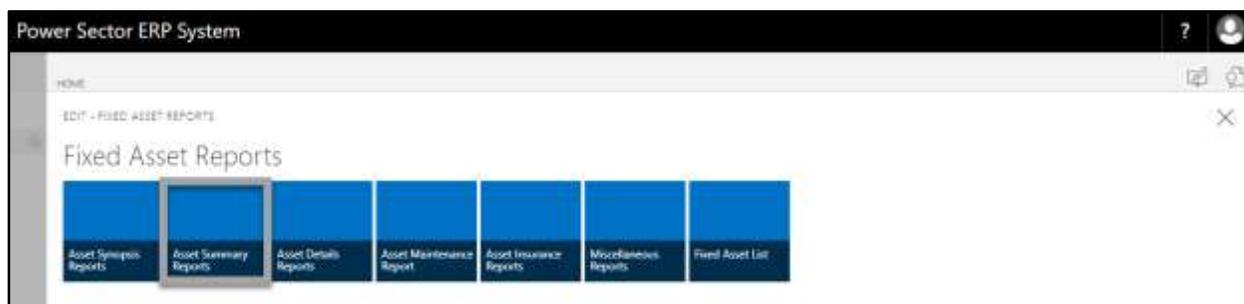
1. Previous Page

2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

## FA-902.7 Furniture Summery Report

To generate Furniture Summery Report, please follow the steps below

- A. Open "Fixed Asset Report Landing Page" through "Access to Report Tab"
- B. Choose "Furniture Summery Report" from Fixed Asset Report Page.



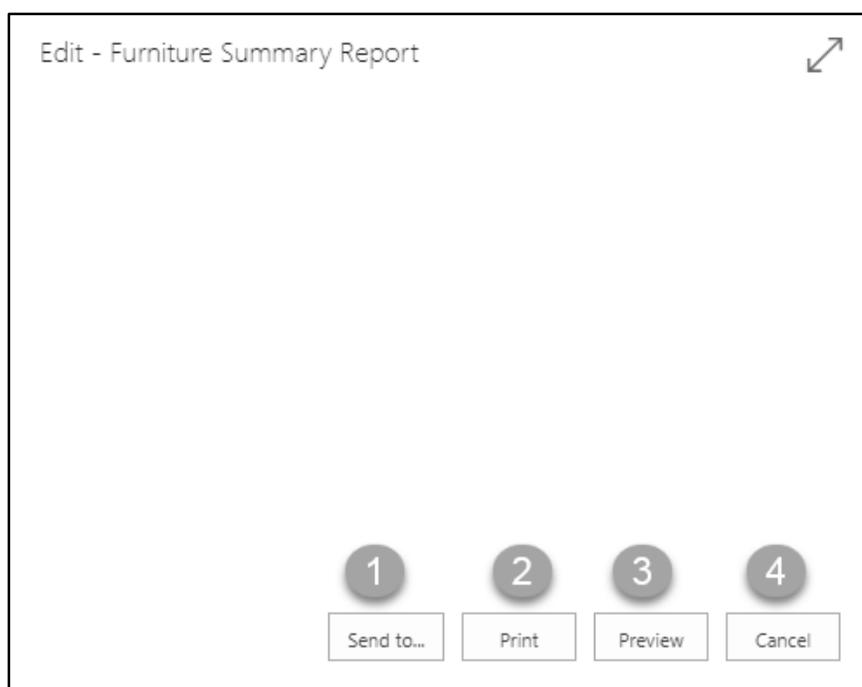
The following **Asset Summary Landing page** will be appeared.



C. Choose "Furniture Summary Report" from Asset Summary Landing Page.

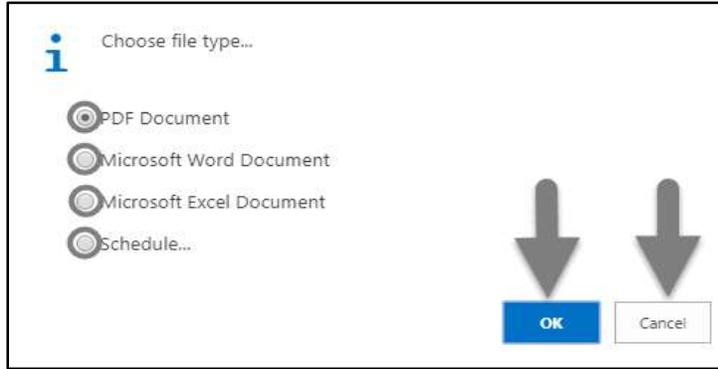


The following **Report Calling Page** will be appeared.



D. Choose the above Actions to view report successfully.

1. Choose **Send to** take it on PDF, Excel And Word



- Click "OK" after select an option.
  - Click "Cancel" to cancel this page
2. Choose **Print** to print the document.
  3. Choose **Preview** to preview the document.
  4. Choose **Cancel** to close this page.
  5. Click on  button to make it full page.

The following Report will be appeared.



Sample Power Company



Date: 10-05-20

### Sample Power Company

---

#### Asset Wise Summary Report (Furniture)

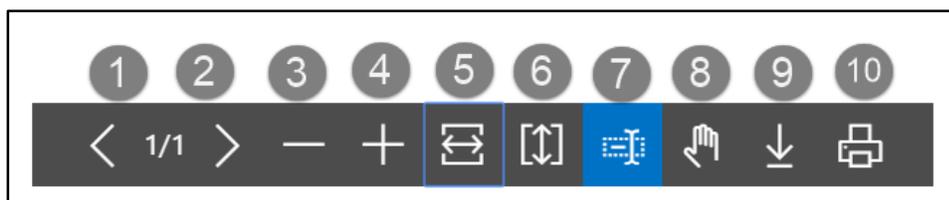
Total Number of Asset: 9

Condition	Quantity
Good	3
Moderate	0
Unserviceable	0
Renovation Required	0

Cost of Valuation	
Original Cost	Tk. 3,70,500.00
Accumulated Depreciation	Tk. 53,000.00
Book Value	Tk. 3,17,500.00

E. Report Action Bar will be appeared on the report as below initially -



Actions are chronologically organized as below

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

## FA-902.8 Vehicle Summery Report

To generate Vehicle Summery Report, please follow the steps below

- A. Open "Fixed Asset Report Landing Page" through "Access to Report Tab"
- B. Choose "Vehicle Summery Report" from Fixed Asset Report Page.



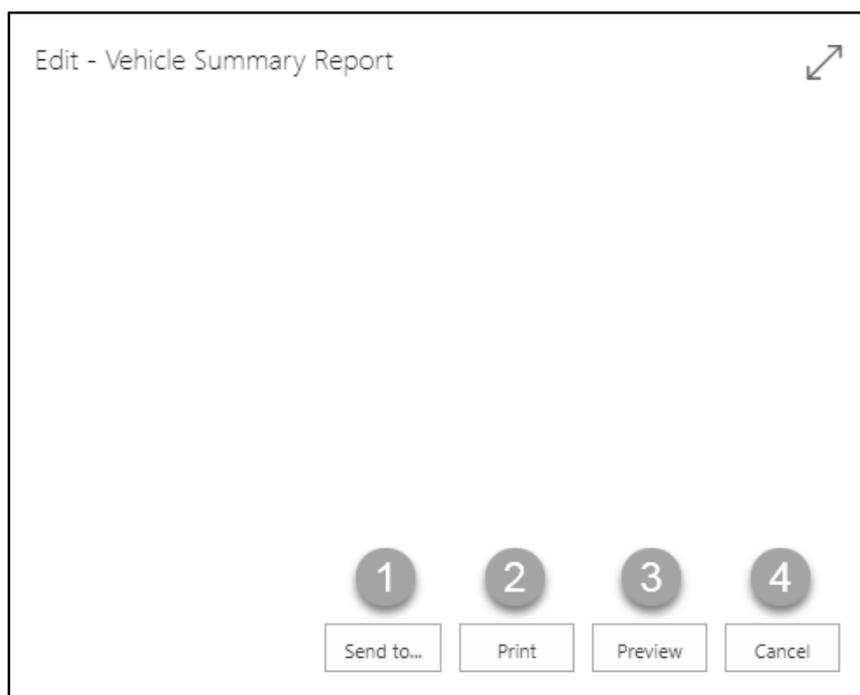
The following **Asset Summary Landing page** will be appeared.



- C. Choose "Vehicle Summery Report" from Asset Summary Landing Page.

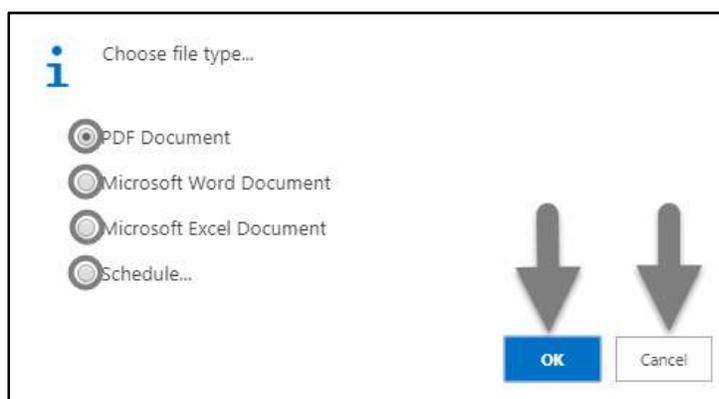


The following **Report Calling Page** will be appeared.



D. Choose the above Actions to view report successfully.

1. Choose **Send to** take it on PDF, Excel And Word



- Click "OK" after select an option.
  - Click "Cancel" to cancel this page
2. Choose **Print** to print the document.
  3. Choose **Preview** to preview the document.
  4. Choose **Cancel** to close this page.

5. Click on  button to make it full page.

The following Report will be appeared.





Date: 10-05-20

## Sample Power Company

### Asset Wise Summary Report (Vehicle)

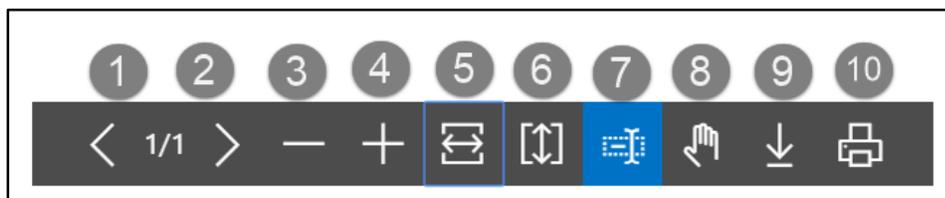
Total Number of Asset: 0

Type Of Vehicle	Quantity	Condition				
		Good	Moderate	Overhauling Required	Unserviceable	Condemned

Type Of Vehicle	Present User								
	Head Office	Power station	Transmission	Distribution	Grid	RAO	ESU	Projects	Others

Source of Financing		Maintenance Record		Cost and Valuation	
Own Source	Tk.	Yearly Maintenance Cost		Original Cost	Tk.
Supplier Credit	Tk.	Cost of Last Overhaul		Accumulated Depreciation	Tk. 0
Gift Donation	Tk.	Immediate Overhaul Cost		Book Value	Tk.
Govt Finance	Tk.				
Grant	Tk.				
Other Finance	Tk.				

E. Report Action Bar will be appeared on the report as below initially -



Actions are chronologically organized as below

1. Previous Page
2. Next Page

3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

## FA-902.9 Fixed Asset Report

To generate Fixed Asset Report, please follow the steps below

- A. Open "Fixed Asset Report Landing Page" through "Access to Report Tab"
- B. Choose "Fixed Asset Report" from Fixed Asset Report Page.



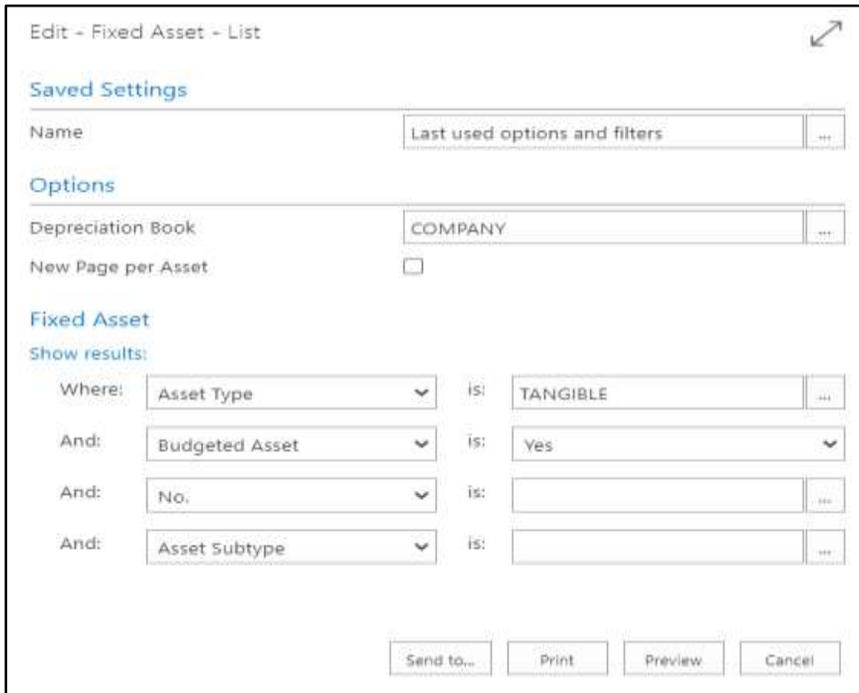
The following **Asset Summary Landing page** will be appeared.



- C. Choose "Fixed Asset Report" from Asset Summary Landing Page.

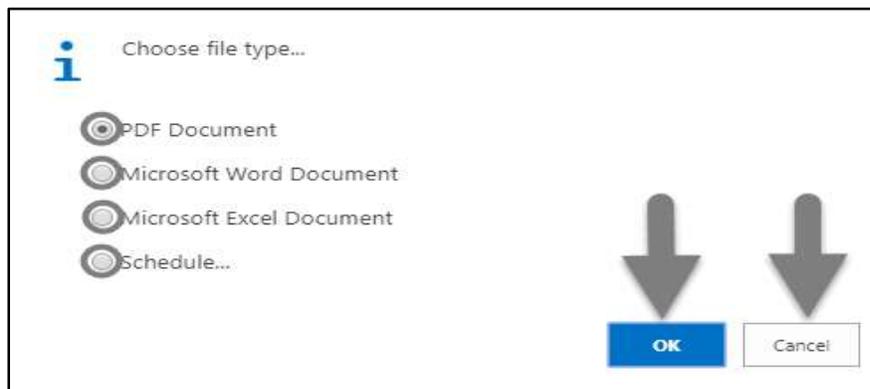


The following **Report Calling Page** will be appeared.



D. Choose the above Actions to view report successfully.

1. Choose **Send to** take it on PDF, Excel And Word



- Click "OK" after select an option.
  - Click "Cancel" to cancel this page
2. Choose **Print** to print the document.
  3. Choose **Preview** to preview the document.
  4. Choose **Cancel** to close this page.
  5. Click on  button to make it full page.

The following Report will be appeared.

		Date: 21-06-20
<h2>Sample Power Company</h2>		
<h3>Fixed Asset List Report</h3>		
<b>Fixed Asset No : FA000003 Computer</b>		
Component of Main Asset	FA000681	
Asset Type	TANGIBLE	Department Code
Asset Subtype	OFFICE EQU	Project Code
FA Location Code		
FA Posting Group	COMPUTER	
Depreciation Method	Manual	
Depreciation Starting Date	01-05-18	
Depreciation Ending Date		
Use FA Ledger Check	True	
Depr. below Zero %	0.00	
<b>Fixed Asset No : FA000004 Executive table</b>		
Asset Type	TANGIBLE	Department Code
Asset Subtype	FURNITURE	Project Code
FA Location Code		
FA Posting Group	FURNITURE	
Depreciation Method	Straight-Line	
Depreciation Starting Date	01-01-18	
Depreciation Ending Date	31-12-27	
No. of Depreciation Years	10.00	
No. of Depreciation Months	120.00	
Use FA Ledger Check	True	
Depr. below Zero %	0.00	

E. Report Action Bar will be appeared on the report as below initially -



Actions are chronologically organized as below

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

## FA-903 How To: Generate Asset Details Reports

### **Introduction**

This process demonstrates how to generate Asset Details Reports. This section contains –

FA-903.1	Land Details Report
FA-903.2	Building Details Report
FA-903.3	Generation Plant Details Report
FA-903.4	Generation Sub-Station Details Report
FA-903.5	Distribution Sub-Station Details Report
FA-903.6	Computer Accessories Details Report
FA-903.7	Furniture Details Report
FA-903.8	Vehicle Details Report
FA-903.9	Civil Works Details Report
FA-903.10	Circuit Breaker Details Report
FA-903.11	Power Transformer Details Report
FA-903.12	Fixed Asset Details Report

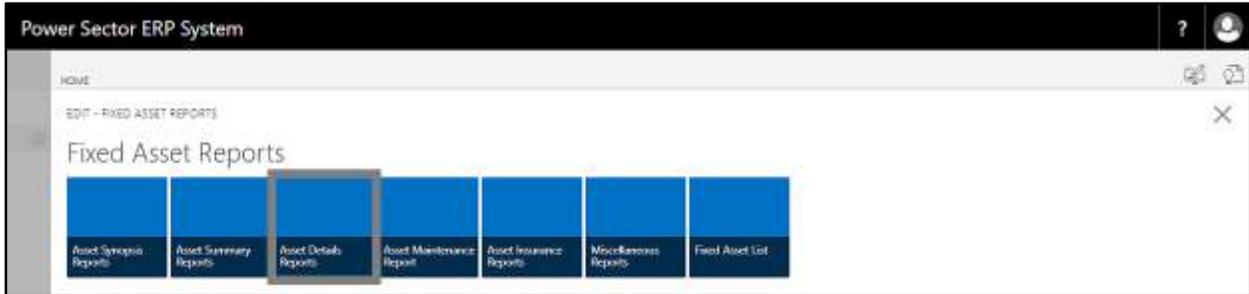
### **Roles**

- Module Admin
- Module User

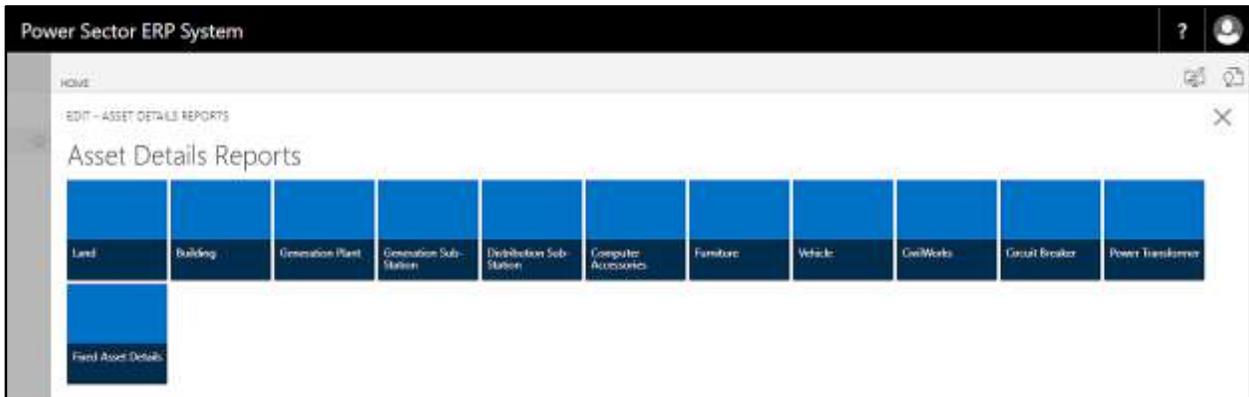
## FA-903.1 Land Details Report

To generate Land Details Report, please follow the steps below

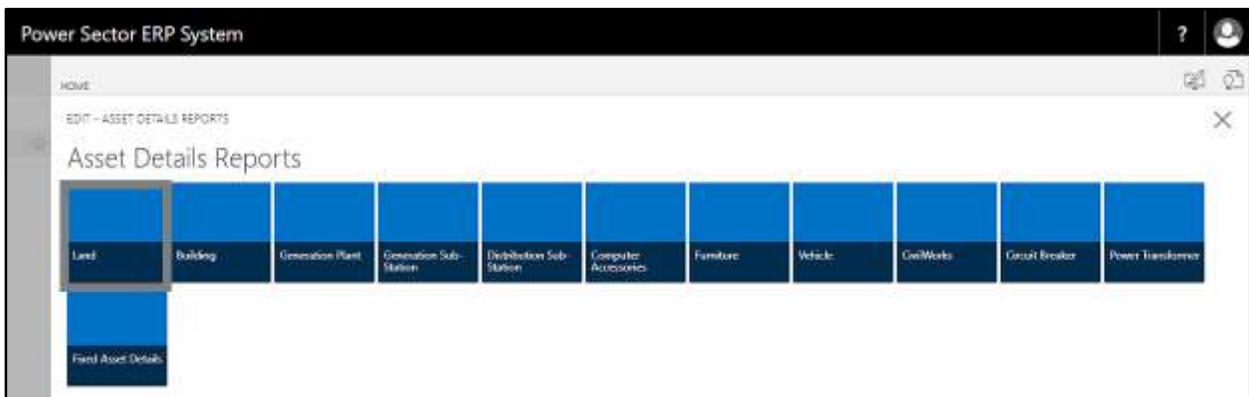
- A. Open "Fixed Asset Report Landing Page" through "Access to Report Tab"
- B. Choose "Asset Details Report" from Fixed Asset Report Page.



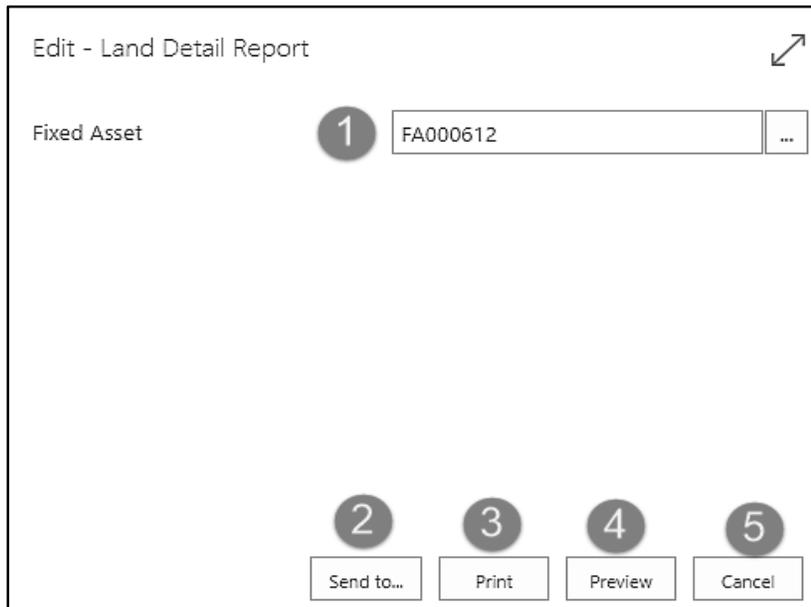
The following **Asset Details Reports Landing page** will be appeared.



- C. Choose "Land Details Report" from Asset Details Reports Landing Page.

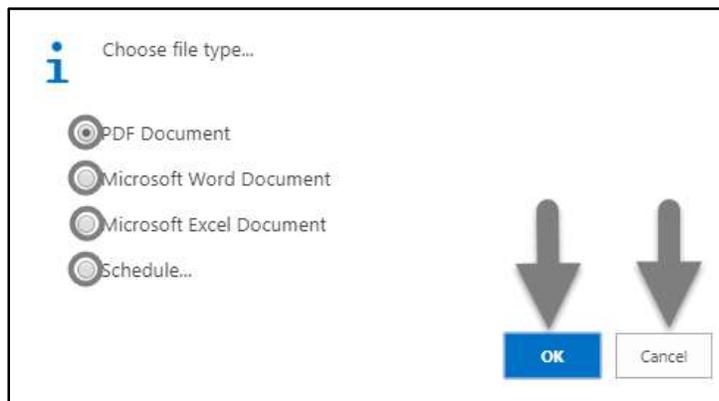


The following **Report Calling Page** will be appeared.



D. Provide the below information to view report successfully.

6. Choose the **Fixed Asset** from the dropdown by clicking on  button.
  - **Fixed Asset: FA000612**
7. Choose **Send to** take it on PDF, Excel And Word



- Click "OK" after select an option.
  - Click "Cancel" to cancel this page
8. Choose **Print** to print the document.
  9. Choose **Preview** to preview the document.

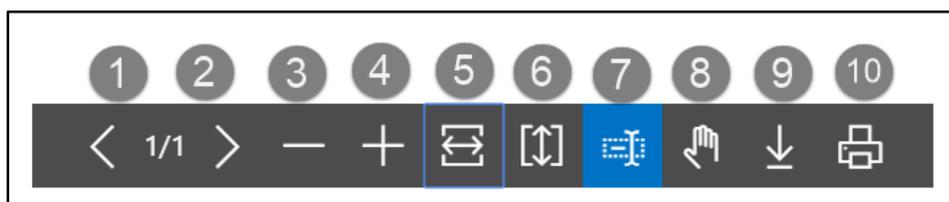
10. Choose **Cancel** to close this page.

11. Click on  button to make it full page.

The following Report will be appeared.

		Date: 09-05-20	
<b>Sample Power Company</b>			
<b>Asset Wise Detail Report (Land)</b>			
Fixed Asset Unique Code:	060606000003	Fixed Asset Name:	Substation Land-kolyanpur
RAO Code:	454545	RAO Name:	kolyanpur
Unit Code:	TEST	Unit Name:	8558
Operating Consultant:			
<b>Name and Description of the Land</b>			
<b>General</b>			
Name of the area:	Substation Land-kolyanpur	Area (Acre Decimal):	22
Mouza Name:	kolyanpur		
<b>Location Information:</b>			
District Code:	DHAKA	District:	
Thana Code:	DHAKA	Thana:	
<b>Area Identification:</b>			
North:	substation	South:	residential building
East:	Road	West:	Road
Govt Record:	22	Physical Measurement:	22
Khatian No:	8764518	Joat No:	21532154
Dag. No:	4685		
<b>Other Details:</b>			
Procurement Type:	Acquisition	Deed No:	355874
Date:	01-05-18	Holding Type:	Free Hold
Address of Tahsil Office:	kolyanpur	Address of Settlement Office:	kolyanpur
Reason for not Recording the Land:			
<b>Relevant Dates:</b>			
Acquisition/Purchase/Lease date:	01-05-18	Possession date:	01-05-18
Registration date:	01-05-18	Mutation date:	01-05-18

E. Report Action Bar will be appeared on the report as below initially -



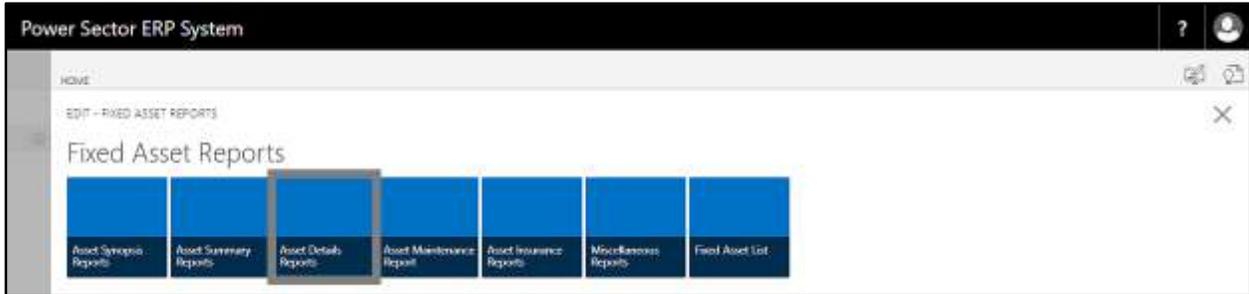
Actions are chronologically organized as below

11. Previous Page
12. Next Page
13. Zoom Out
14. Zoom In
15. Fit page to window width
16. Fit full page in window
17. Select Text
18. Pan the document
19. Download to file
20. Print

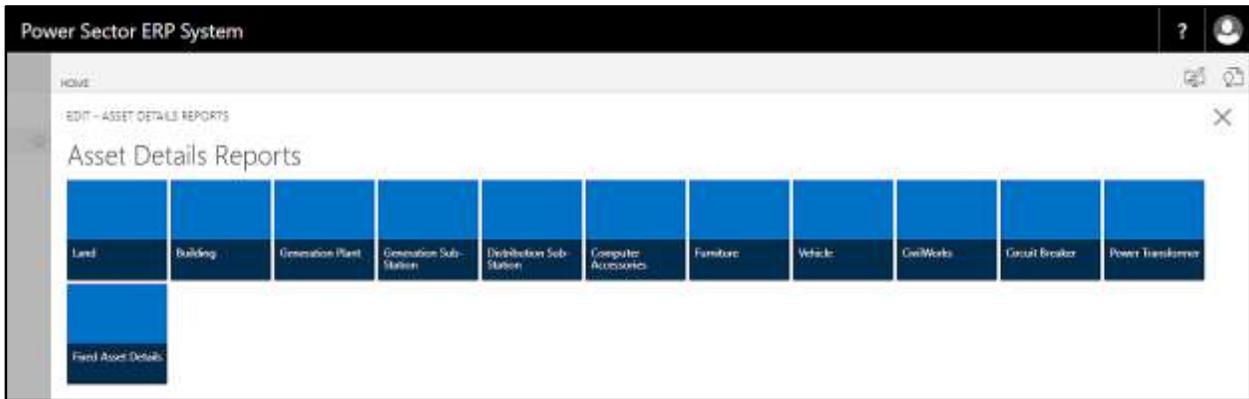
## FA-903.2 Building Details Report

To generate Building Details Report, please follow the steps below

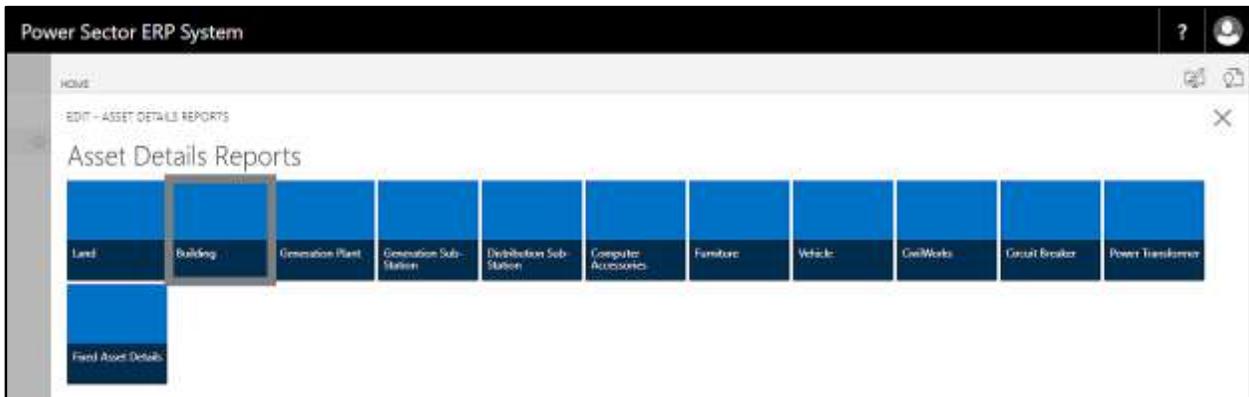
- A. Open "Fixed Asset Report Landing Page" through "Access to Report Tab"
- B. Choose "Asset Details Report" from Fixed Asset Report Page.



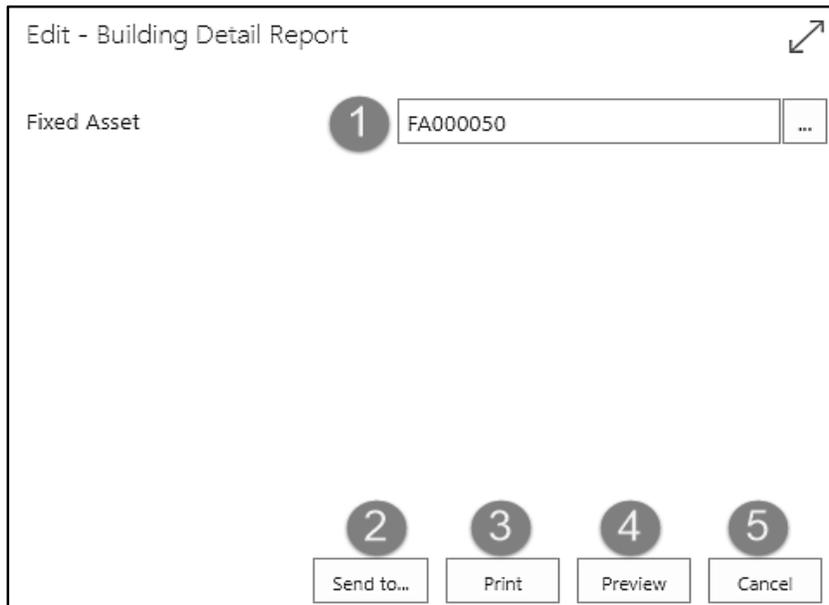
The following **Asset Details Reports Landing page** will be appeared.



- C. Choose "Building Details Report" from Asset Details Reports Landing Page.



The following **Report Calling Page** will be appeared.

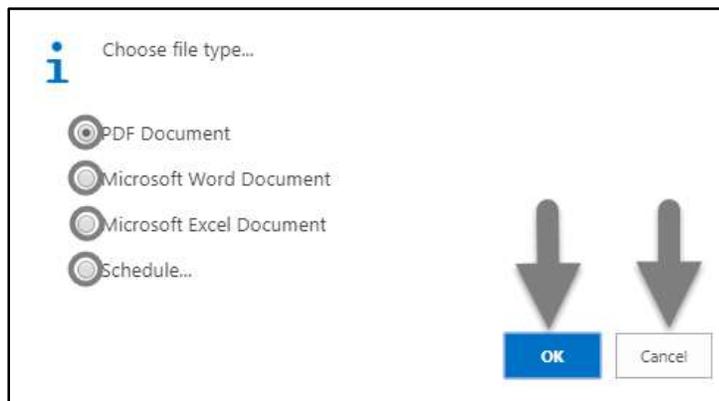


D. Provide the below information to view report successfully.

1. Choose the **Fixed Asset** from the dropdown by clicking on  button.

**Fixed Asset: FA000050**

2. Choose **Send to** take it on PDF, Excel And Word



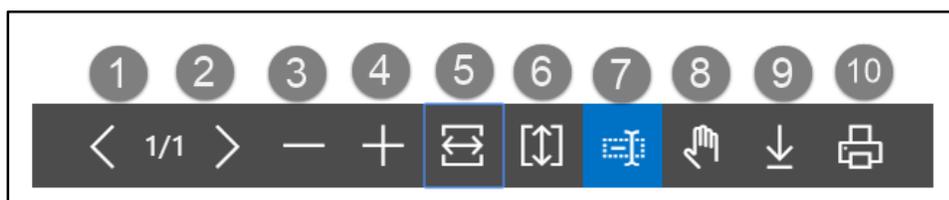
- Click "OK" after select an option.
  - Click "Cancel" to cancel this page
3. Choose **Print** to print the document.
  4. Choose **Preview** to preview the document.

5. Choose **Cancel** to close this page.
6. Click on  button to make it full page.

The following Report will be appeared.

		Date: 09-05-20					
<h2>Sample Power Company</h2>							
<h3>Asset Wise Detail Report (Building)</h3>							
Fixed Asset Unique Code: 080921011002				Fixed Asset Name: building bay			
RAO Code: 8529				RAO Name: Uttura			
Unit Code: 874521				Unit Name: Uttura			
Operating Consultant:							
<b>Name and Description of the Building</b>							
<b>General</b>							
Identification of the building: building bay							
Plot No (CS): 89		Khantian No (CS): 468866					
Mouza Name: Uttura		Condition: Good					
<b>Area Information:</b>							
Plinth Area (SqM): 6500.00		Total Floor Area (SqM): 6000.00					
Number of Floor: 12.00		Number of unit (Each Floor): 3.00					
<b>Others</b>							
<b>General</b>							
Present Usage: Office							
<b>Share/ Joint Use</b>							
BPDB: 1000		DPDC: 500					
PGCB: 800		REB: 1000					
BWDB: 5000		Other: 0					
<b>Structural Data</b>							
Total Land (Acre & Decimal): 2.00		Construction Cost: Tk. 6,84,65,46,880					
Year of Construction: 2016		Year of last major maintenance: 0					
Construction Nature: Brick Masonry		Foundation Type: Brick					

E. Report Action Bar will be appeared on the report as below initially -



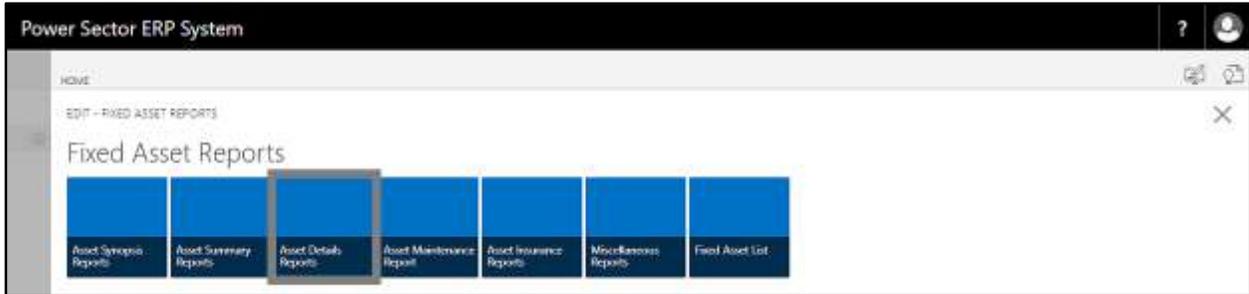
Actions are chronologically organized as below

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

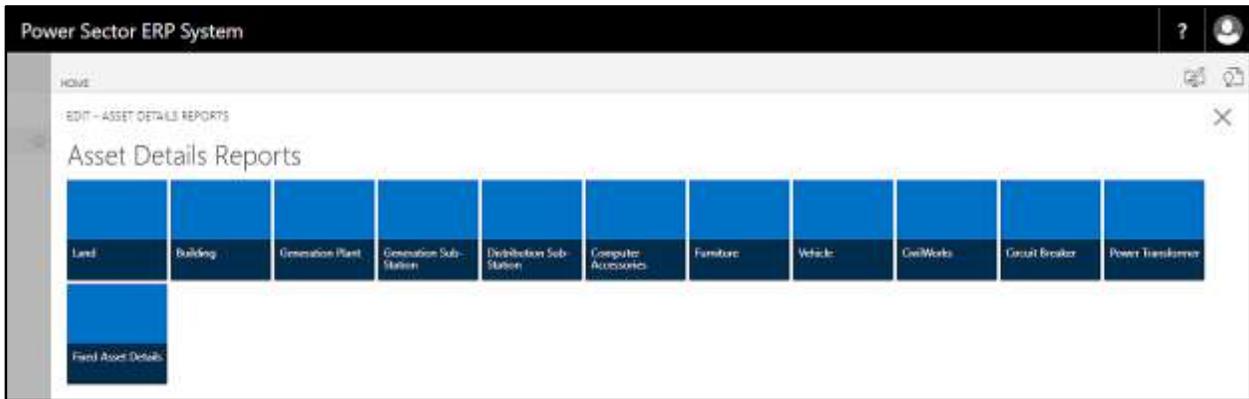
### FA-903.3 Generation Plant Details Report

To generate Generation Plant Details Report, please follow the steps below

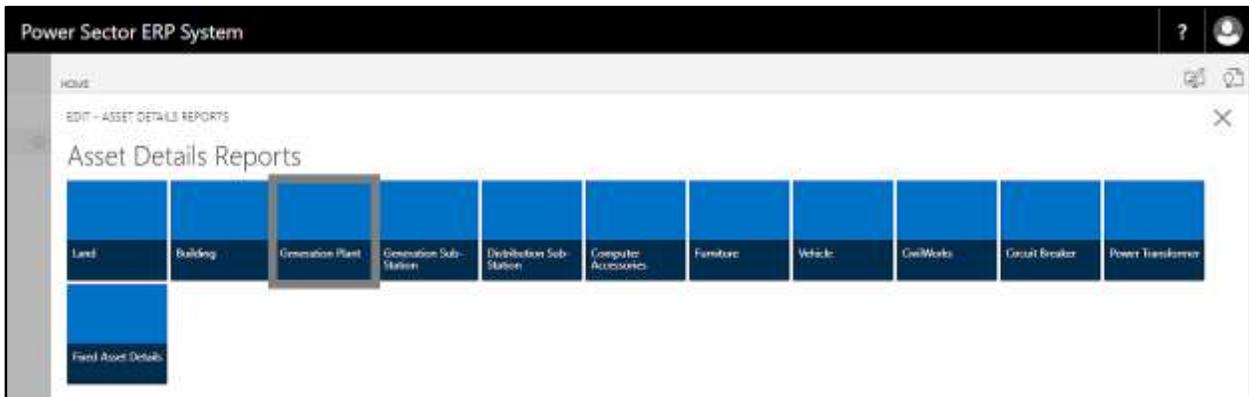
- A. Open "Fixed Asset Report Landing Page" through "Access to Report Tab"
- B. Choose "Asset Details Report" from Fixed Asset Report Page.



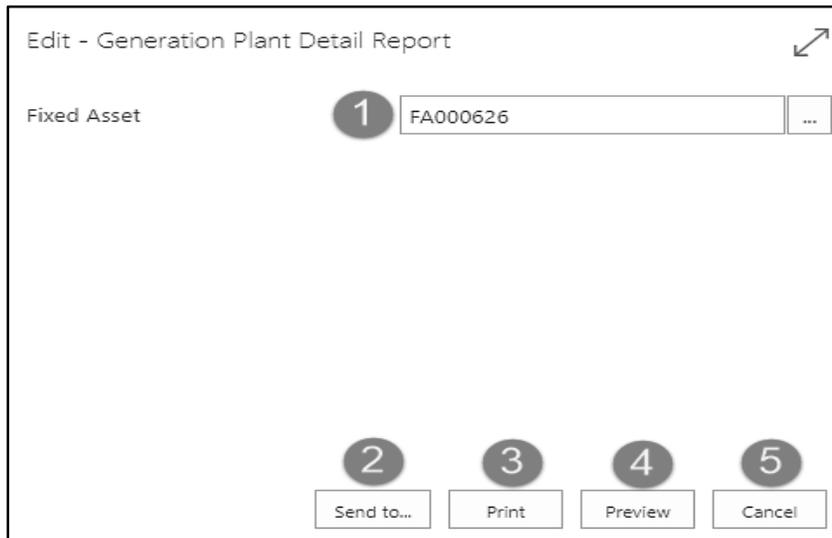
The following **Asset Details Reports Landing page** will be appeared.



- C. Choose "Generation Plant Details Report" from Asset Details Reports Landing Page.



The following **Report Calling Page** will be appeared.

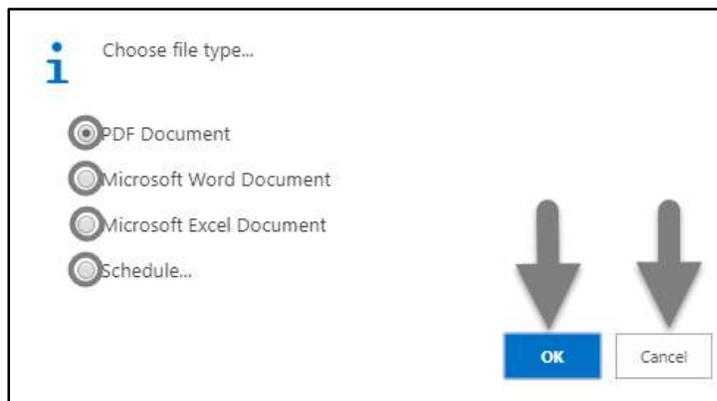


D. Provide the below information to view report successfully.

1. Choose the **Fixed Asset** from the dropdown by clicking on  button.

**Fixed Asset: FA000626**

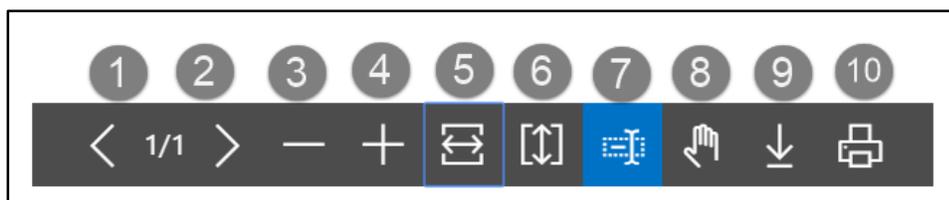
2. Choose **Send to** take it on PDF, Excel And Word



- Click "OK" after select an option.
  - Click "Cancel" to cancel this page
3. Choose **Print** to print the document.
  4. Choose **Preview** to preview the document.
  5. Choose **Cancel** to close this page.



E. Report Action Bar will be appeared on the report as below initially -



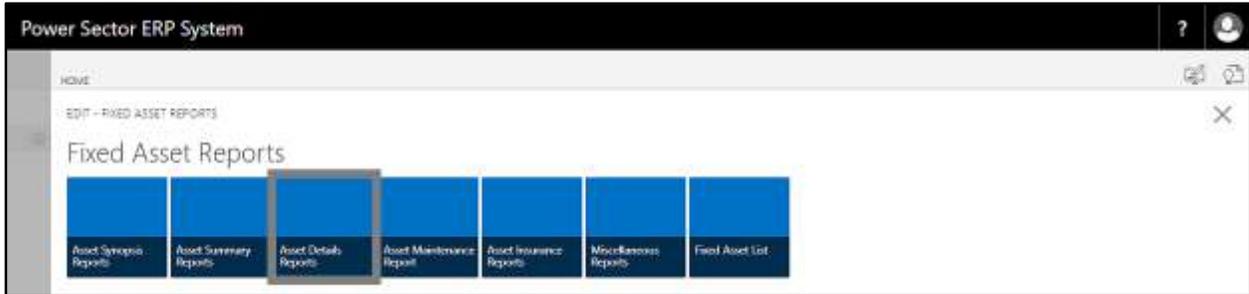
Actions are chronologically organized as below

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

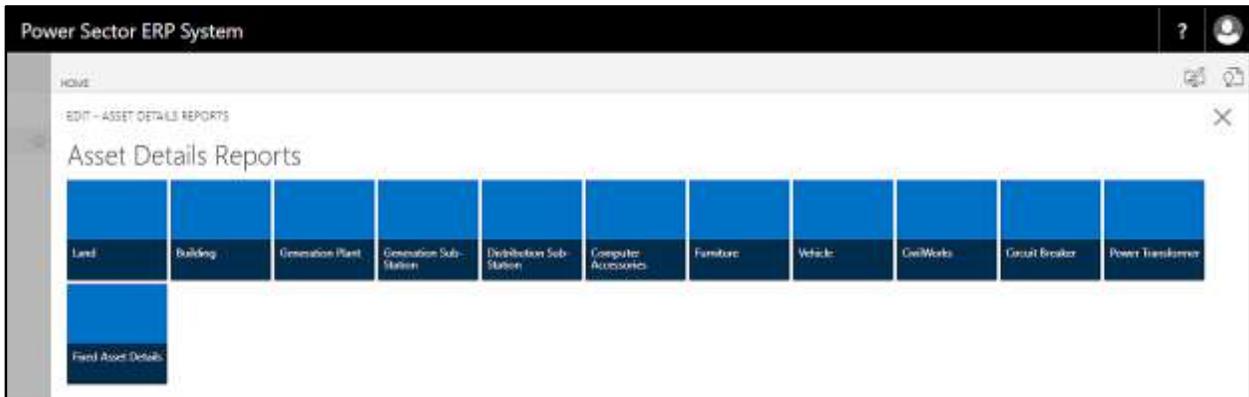
## FA-903.4 Generation Sub-Station Details Report

To generate Generation Sub-Station Details Report, please follow the steps below

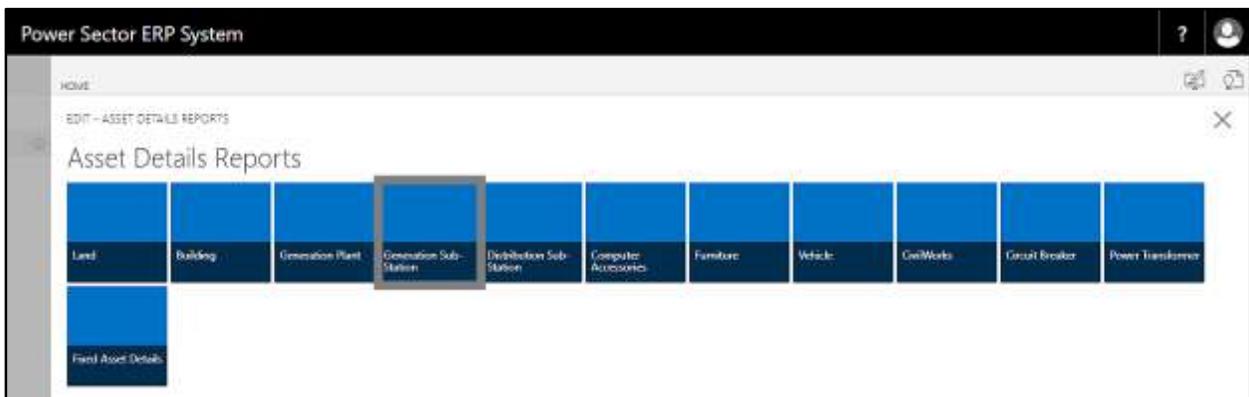
- A. Open "Fixed Asset Report Landing Page" through "Access to Report Tab"
- B. Choose "Asset Details Report" from Fixed Asset Report Page.



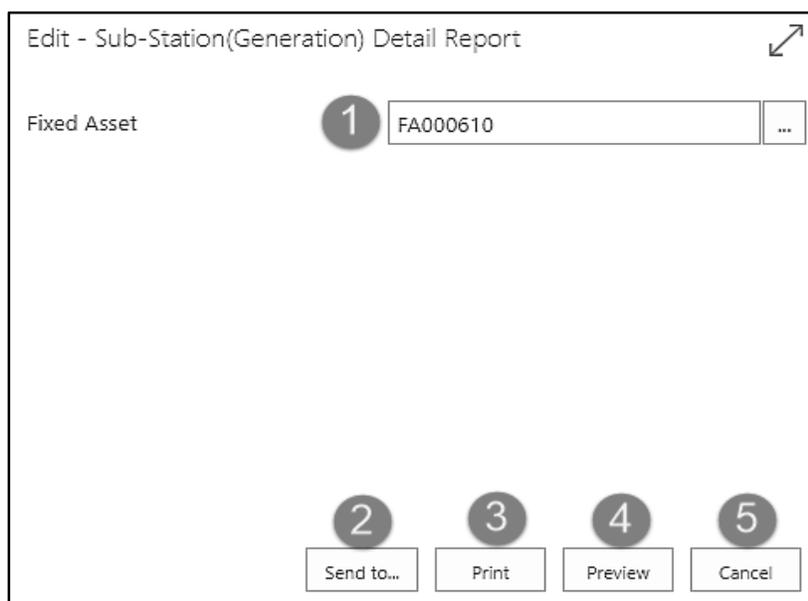
The following **Asset Details Reports Landing page** will be appeared.



- C. Choose "Generation Sub-Station Details Report" from Asset Details Reports Landing Page.



The following **Report Calling Page** will be appeared.

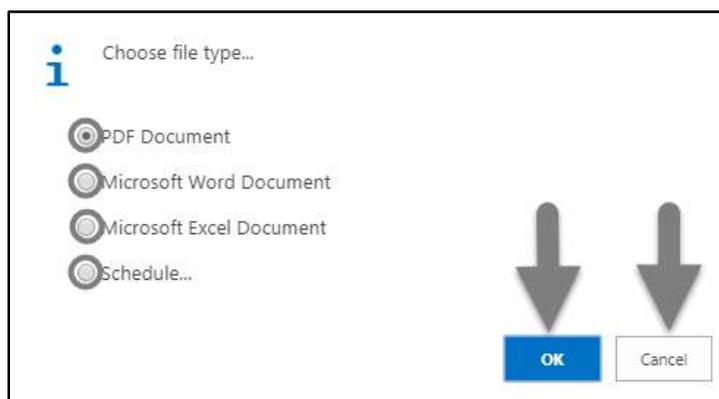


D. Provide the below information to view report successfully.

1. Choose the **Fixed Asset** from the dropdown by clicking on  button.

**Fixed Asset: FA000610**

2. Choose **Send to** take it on PDF, Excel And Word



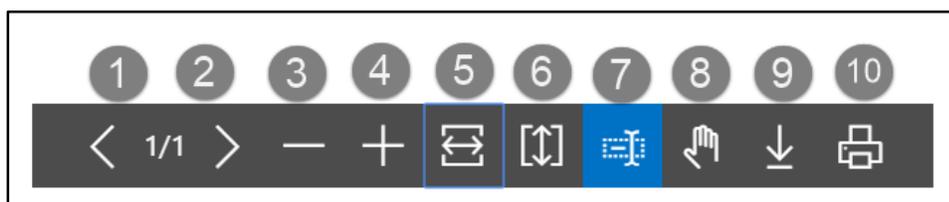
- Click "OK" after select an option.
  - Click "Cancel" to cancel this page
3. Choose **Print** to print the document.
  4. Choose **Preview** to preview the document.

5. Choose **Cancel** to close this page.
6. Click on  button to make it full page.

The following Report will be appeared.

		Date: 09-05-20					
<b>Sample Power Company</b>							
<b>Asset Wise Detail Report (Generation Sub-Station)</b>							
Fixed Asset Unique Code: 020203003009				Fixed Asset Name: Barishal Generation Sub Station			
RAO Code: 101				RAO Name: Barisal			
Unit Code:				Unit Name: Barisal			
Operating Consultant:							
<b>Name and Description of the Asset</b>							
Name of the Power Plant: Barisal Plant				PP Code: 255			
Voltage Ratio:				Capacity (MVA): 250000			
Sub-Station Name: Barisal				SS SI #: 20000			
Condition: Good				Present custodian: Average			
Supplier Name: Metro Dhaka Station				Address of Supplier: Gulshan 2, Dhaka			
<b>Other Details</b>							
<b>Sub-Station Equipment</b>							
Isolators:		0		Lightning Arrestor(LA):		0	
PLC Equipment:		0		Control Panels:		0	
Battery and Charger:		12000		Gantry Structure:		0	
Capacitor Bank:		0		Current Transformer:		0	
Potential Transformer:		0		Year of Commissioning:		5	
Area of Land(Acr/Deci):		5000					
<b>Source of Financing</b>							
Own source:		Tk. 25,00,000		Suppliers credit:		Tk. 0	
Gifts/Donation:		Tk. 0		Govt. Financing:		Tk. 5,00,00,000	
Grant:		Tk. 0		Other:		Tk. 0	

E. Report Action Bar will be appeared on the report as below initially -



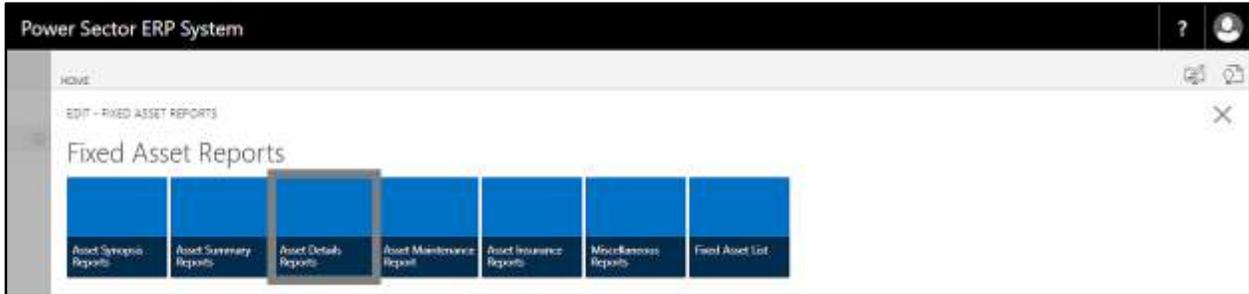
Actions are chronologically organized as below

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

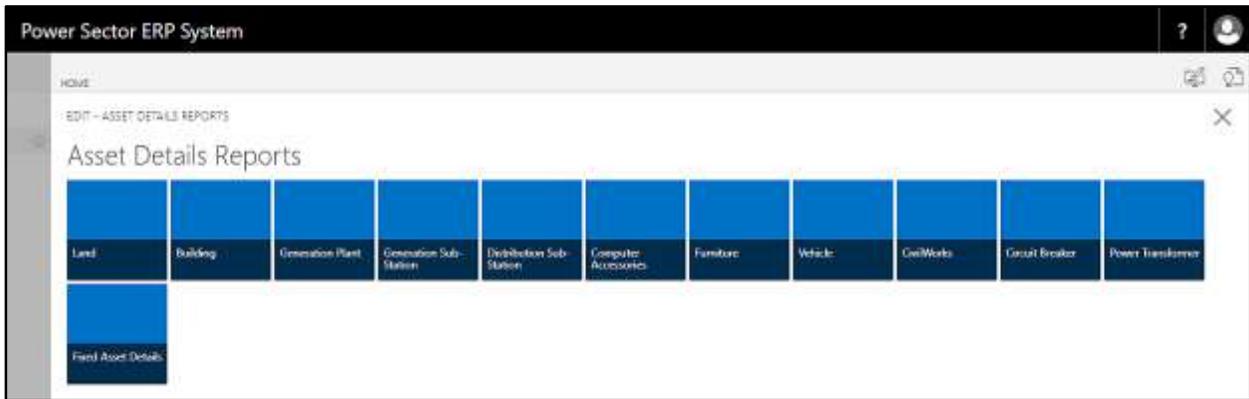
## FA-903.5 Distribution Sub-Station Details Report

To generate Distribution Sub-Station Details Report, please follow the steps below

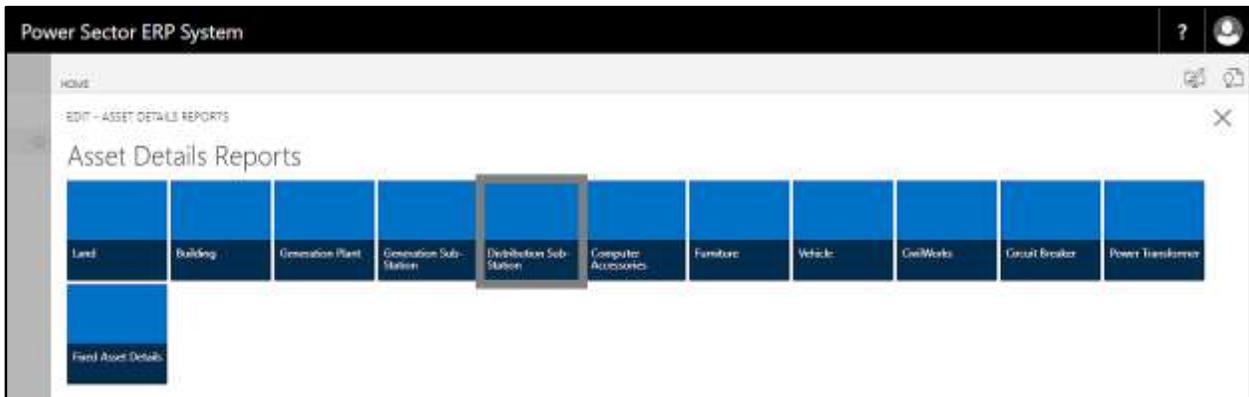
- A. Open "Fixed Asset Report Landing Page" through "Access to Report Tab"
- B. Choose "Asset Details Report" from Fixed Asset Report Page.



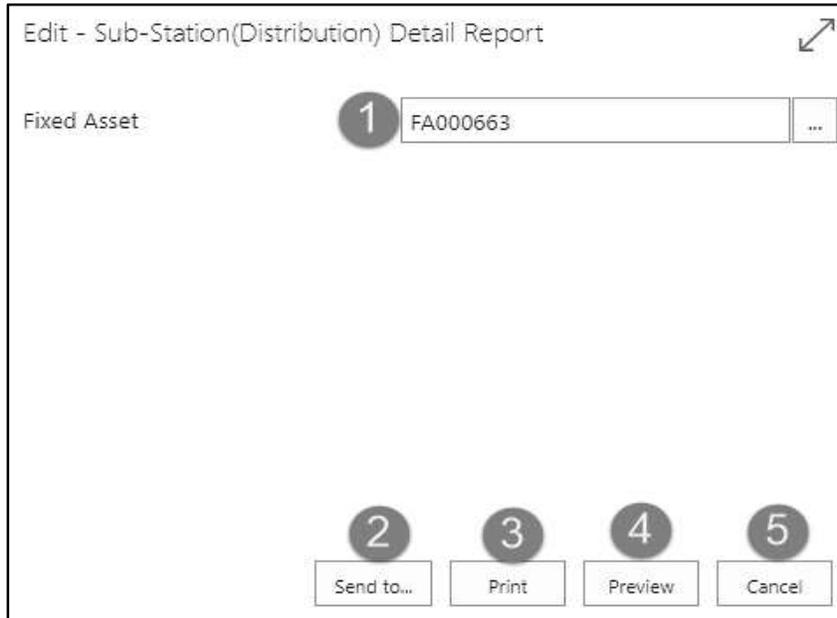
The following **Asset Details Reports Landing page** will be appeared.



- C. Choose "**Distribution Sub-Station Details Report**" from Asset Details Reports Landing Page.



The following **Report Calling Page** will be appeared.

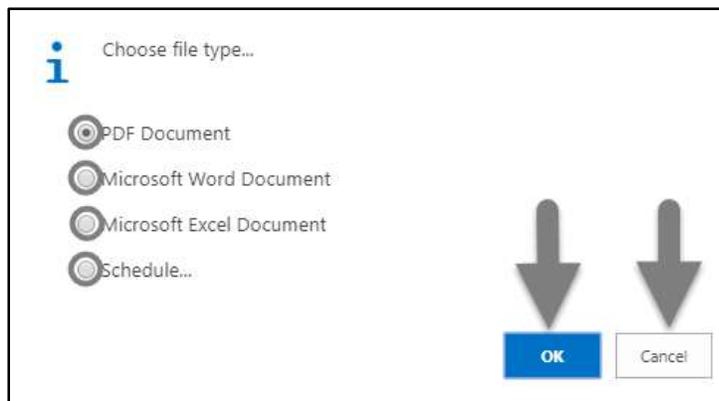


D. Provide the below information to view report successfully.

1. Choose the **Fixed Asset** from the dropdown by clicking on  button.

**Fixed Asset: FA**

2. Choose **Send to** take it on PDF, Excel And Word



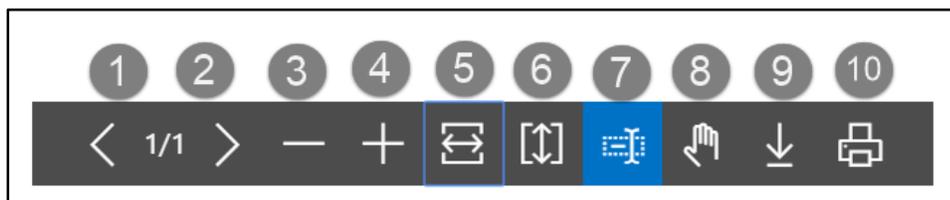
- Click "OK" after select an option.
  - Click "Cancel" to cancel this page
3. Choose **Print** to print the document.
  4. Choose **Preview** to preview the document.

5. Choose **Cancel** to close this page.
6. Click on  button to make it full page.

The following Report will be appeared.

		Date: 09-06-20
<h3>Sample Power Company</h3>		
<b>Asset Wise Detail Report (Distribution Sub-Station)</b>		
Fixed Asset Unique Code: 020203003010		Fixed Asset Name:
RAO Code: FA000663	RAO Name:	Chittagong Sub Station
Unit Code:	Unit Name:	
Operating Consultant		
<b>Name and Description of the Asset</b>		
Name of the sub-station:		Voltage Ratio:
Location: Chittagong Sub Station	Voltage(KV):	0
Capacity (MVA): 0	Condition:	Moderate
<b>Other Details</b>		
Present custodian: Chittagong Plant		
<b>Specific Information for sub-station:</b>		
Isolators: 1	Lightning Arrestor(LA):	1
PLC Equipment: 6	Control Panels:	2
Battery Set: 2	Charger Set:	7
Capacitor: 3	Gantry Structure Set:	3
No Of Feeder: 8	Current Transformer:	4
Potential Transformer: 4	Year of Commissioning:	5
Area of Land(Acre/Deci): 5	Supplier Name:	Shaikat Khan
Address of Supplier: Balisla, Dhaka		
<b>Source of Financing</b>		
Own source: Tk. 10,00,000	Suppliers credit:	Tk. 10,00,000
Gifts/Donation: 1000000	Govt. Financing:	Tk. 10,00,000
Grant: Tk. 10,00,000	Other:	Tk. 10,00,000

E. Report Action Bar will be appeared on the report as below initially -



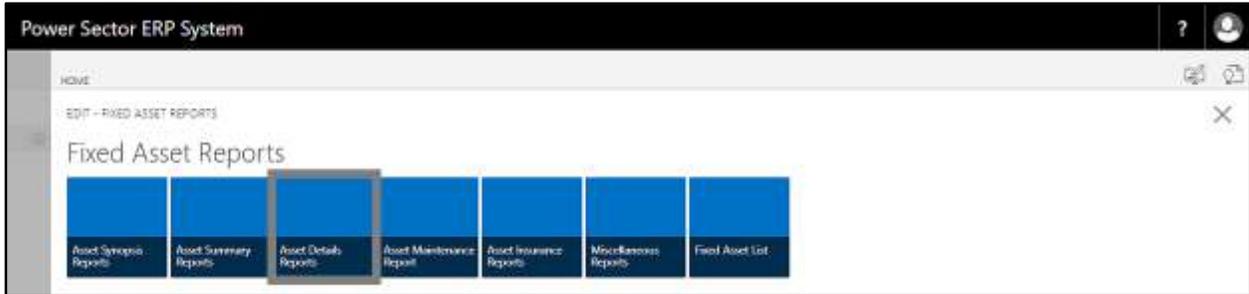
Actions are chronologically organized as below

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

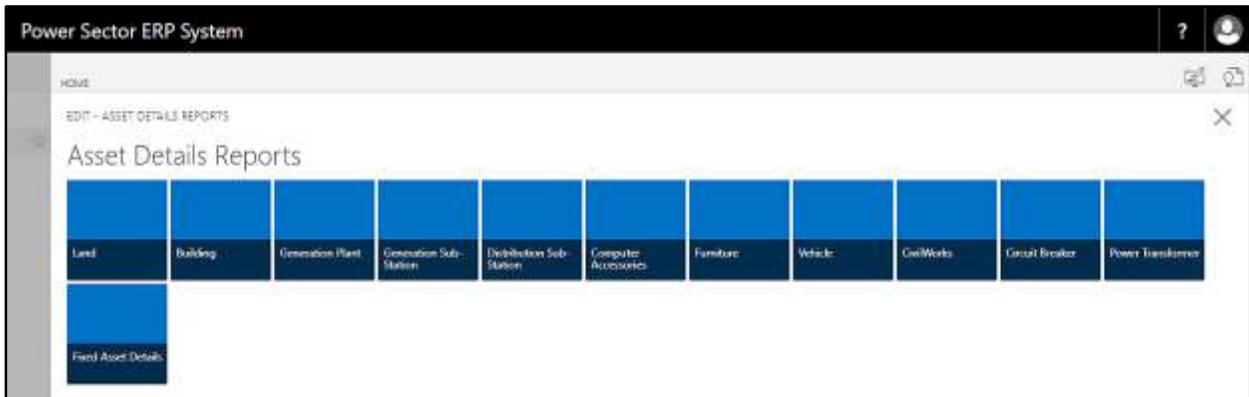
## FA-903.6 Computer Accessories Details Report

To generate Computer Accessories Details Report, please follow the steps below

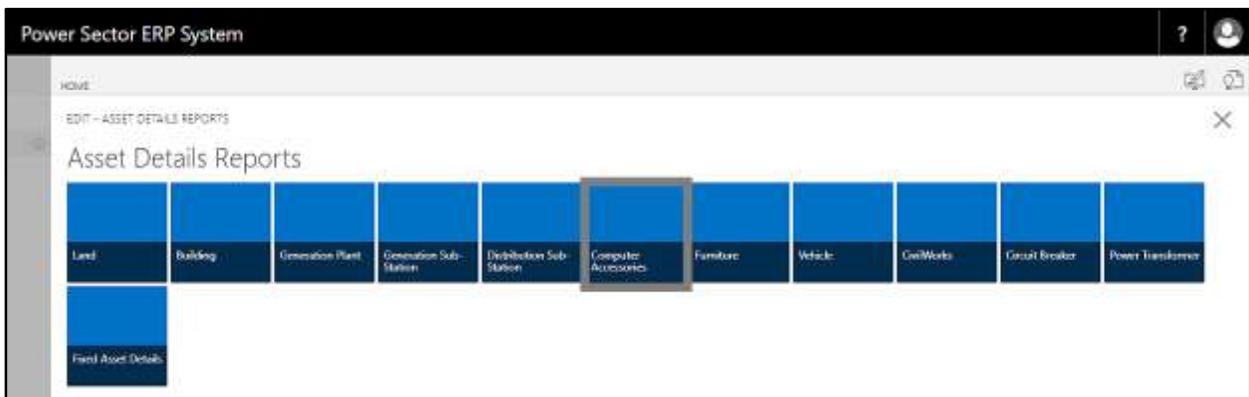
- A. Open "Fixed Asset Report Landing Page" through "Access to Report Tab"
- B. Choose "Asset Details Report" from Fixed Asset Report Page.



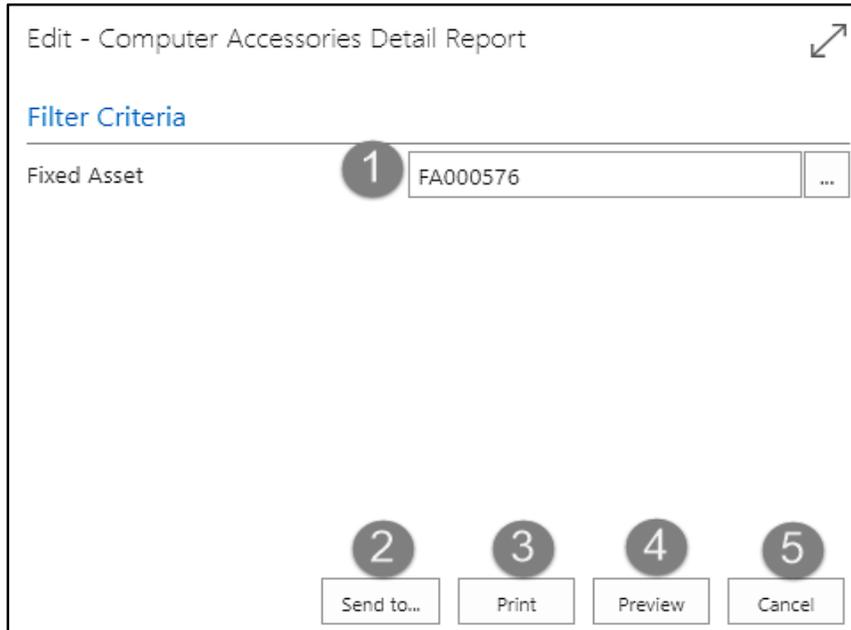
The following **Asset Details Reports Landing page** will be appeared.



- C. Choose "Computer Accessories Details Report" from Asset Details Reports Landing Page.



The following **Report Calling Page** will be appeared.

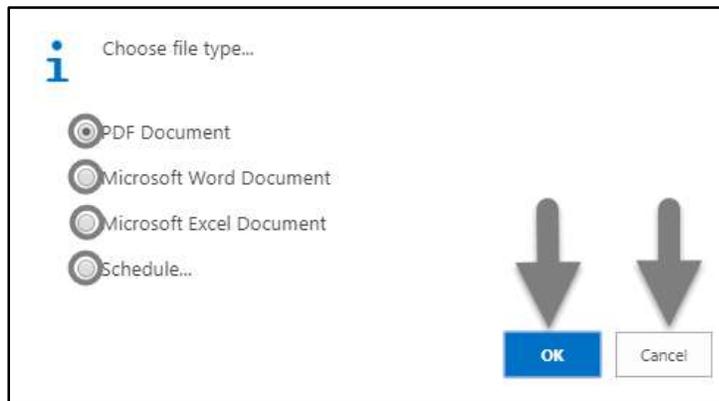


D. Provide the below information to view report successfully.

1. Choose the **Fixed Asset** from the dropdown by clicking on  button.

**Fixed Asset: FA**

2. Choose **Send to** take it on PDF, Excel And Word



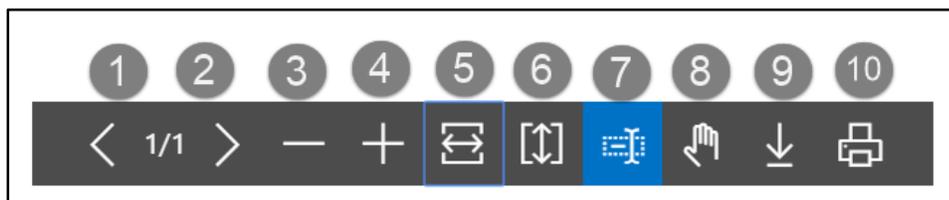
- Click "OK" after select an option.
  - Click "Cancel" to cancel this page
3. Choose **Print** to print the document.
  4. Choose **Preview** to preview the document.

5. Choose **Cancel** to close this page.
6. Click on  button to make it full page.

The following Report will be appeared.

		Date: 09-06-20
<h3>Sample Power Company</h3>		
<b>Asset Wise Detail Report (Computer Accesories)</b>		
Fixed Asset Unique Code: 070807007001		Fixed Asset Name: HP Probook 440 G5
RAO Code:		RAO Name:
Unit Code:		Unit Name:
Operating Consultant		
<b>Name and Description of the Asset</b>		
Type of the Equipment:	Computer	Location: Corporate Office
Condition:	Good	Present Use: Head Office
Name of the User:		
<b>Specification of the Equipment</b>		
Date of Purchase:	07-05-17	Capacity:
Name of the Manufacturer:	HP	Model: HP Probook 440 G5
Address of the Manufacturer:		Warranty Period: 0 Years
Name of Supplier:		Source of Financing: Own Source
Supplier's Address:		
<b>Maintenance Record</b>		
Immediate Maintenance Cost:	Tk. 1,500	Cost of Last Repair: Tk. 1,500
Immediate Maintenance Cost:	Tk. 1,000	Original Cost as per Office Record: Tk. 1,000
<b>Cost and Valuation Information</b>		
Original Cost:	Tk. 80,000	Basis of Estimation:
Book Value:	Tk. 31,778	Total Life:
Accumulated Depreciation:	Tk. 48,222	Residual Life:

E. Report Action Bar will be appeared on the report as below initially -



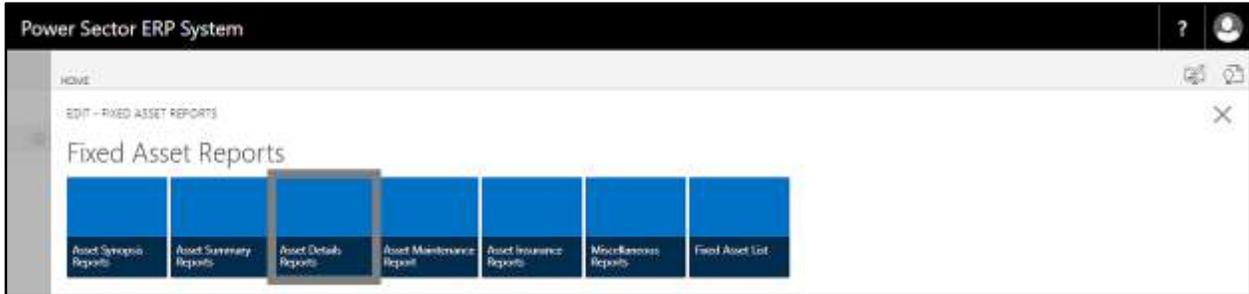
Actions are chronologically organized as below

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

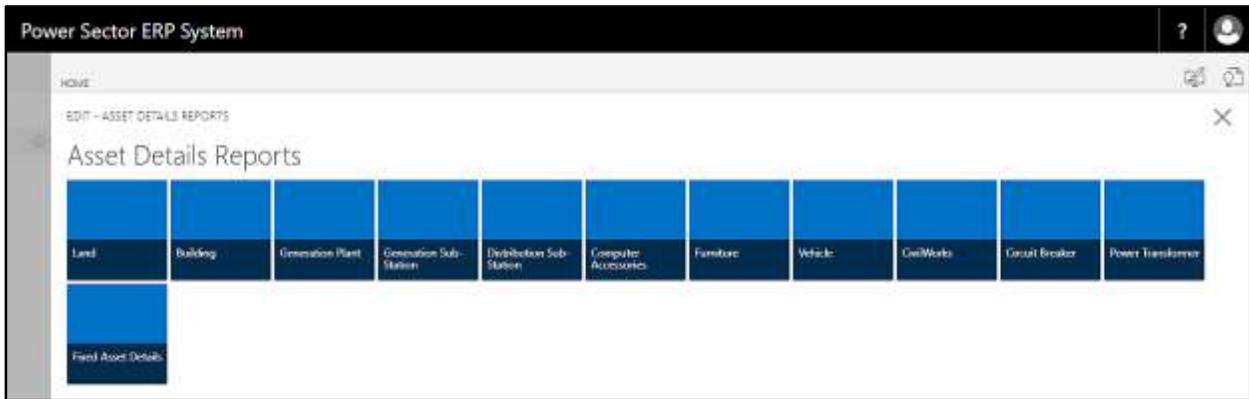
## FA-903.7 Furniture Details Report

To generate Furniture Details Report, please follow the steps below

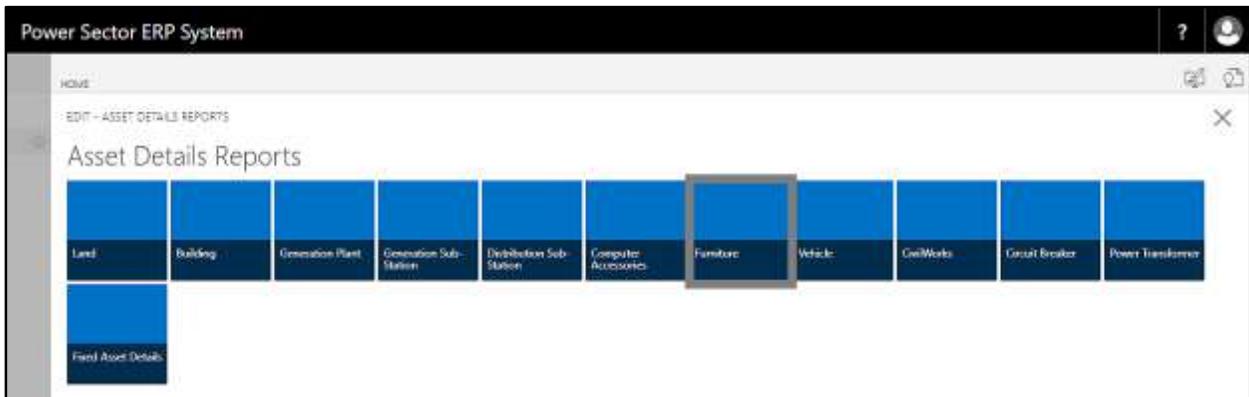
- A. Open "Fixed Asset Report Landing Page" through "Access to Report Tab"
- B. Choose "Asset Details Report" from Fixed Asset Report Page.



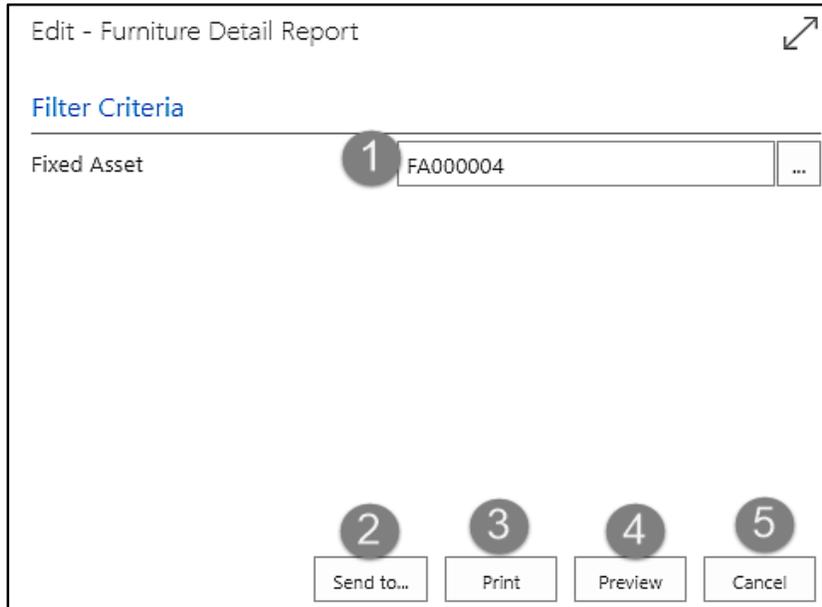
The following **Asset Details Reports Landing page** will be appeared.



- C. Choose "Furniture Details Report" from Asset Details Reports Landing Page.



The following **Report Calling Page** will be appeared.

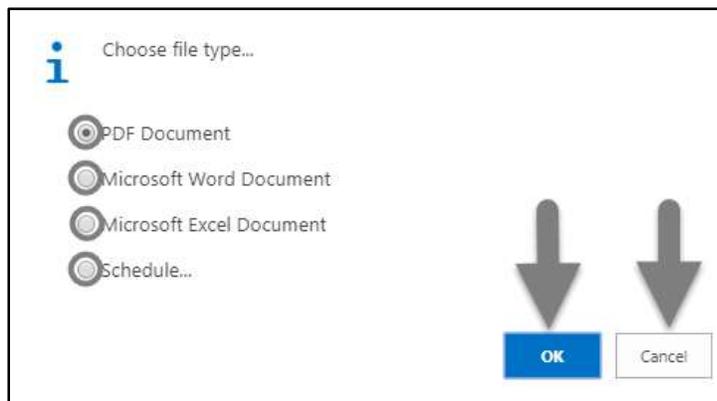


D. Provide the below information to view report successfully.

1. Choose the **Fixed Asset** from the dropdown by clicking on  button.

**Fixed Asset: FA000004**

2. Choose **Send to** take it on PDF, Excel And Word



- Click "OK" after select an option.
  - Click "Cancel" to cancel this page
3. Choose **Print** to print the document.
  4. Choose **Preview** to preview the document.

5. Choose **Cancel** to close this page.
6. Click on  button to make it full page.

The following Report will be appeared.

				Date: 09-05-20						
Sample Power Company										
Asset Wise Detail Report (Furniture)										
RAO Code:			RAO Name:							
Unit Code:			Unit Name:							
Furniture Name	Quality	Use Location	Condition	Life		Estimated Cost	Estimated Depreciation	Estimated Value	Estimated Repair Cost	SDR
				Total	Residual					
Executive table	Excellent	Corporate Office	Good			Tk. 65,000	Tk. 27,000	Tk. 38,000	Tk. 0	0

E. Report Action Bar will be appeared on the report as below initially -



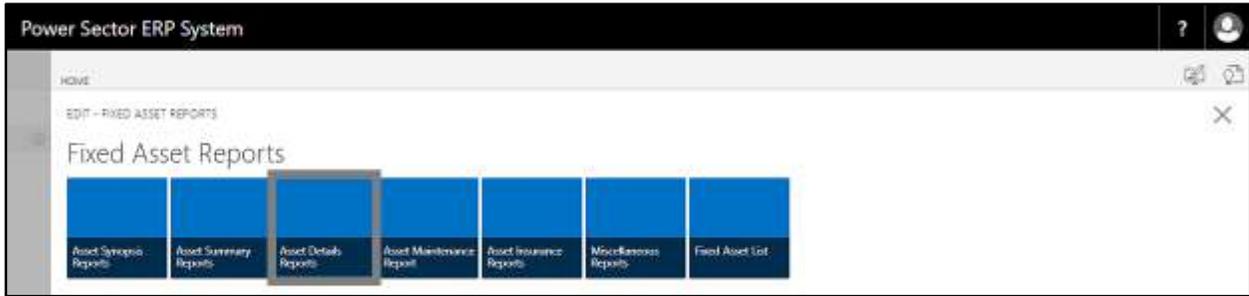
Actions are chronologically organized as below

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

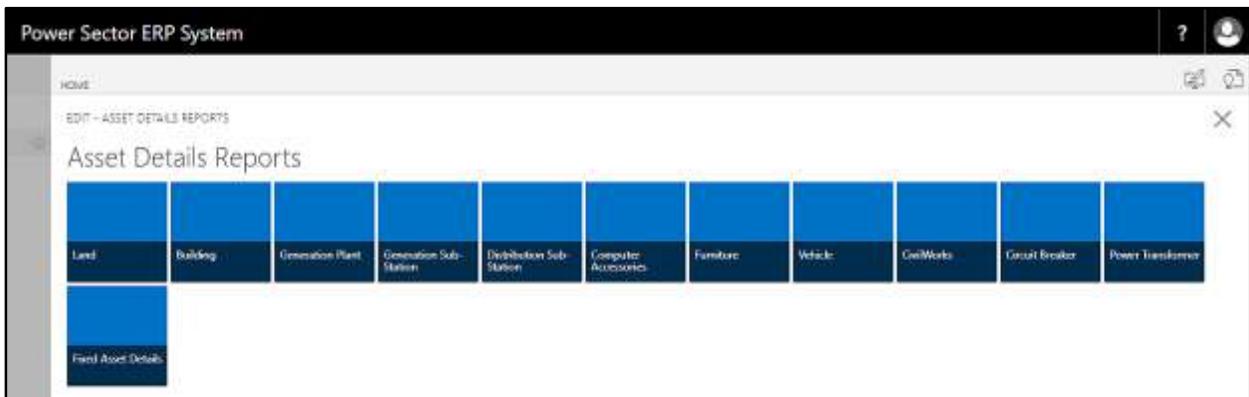
## FA-903.8 Vehicle Details Report

To generate Vehicle Details Report, please follow the steps below

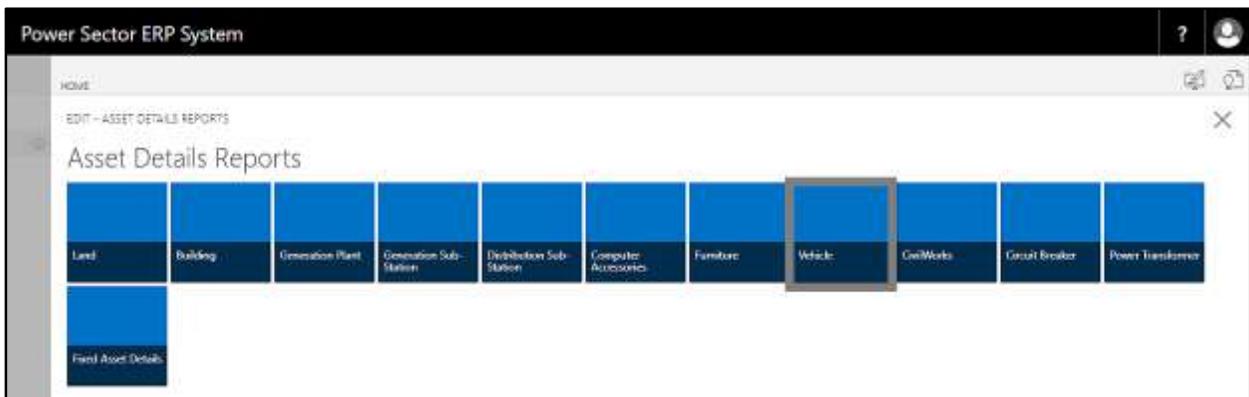
- A. Open "Fixed Asset Report Landing Page" through "Access to Report Tab"
- B. Choose "Asset Details Report" from Fixed Asset Report Page.



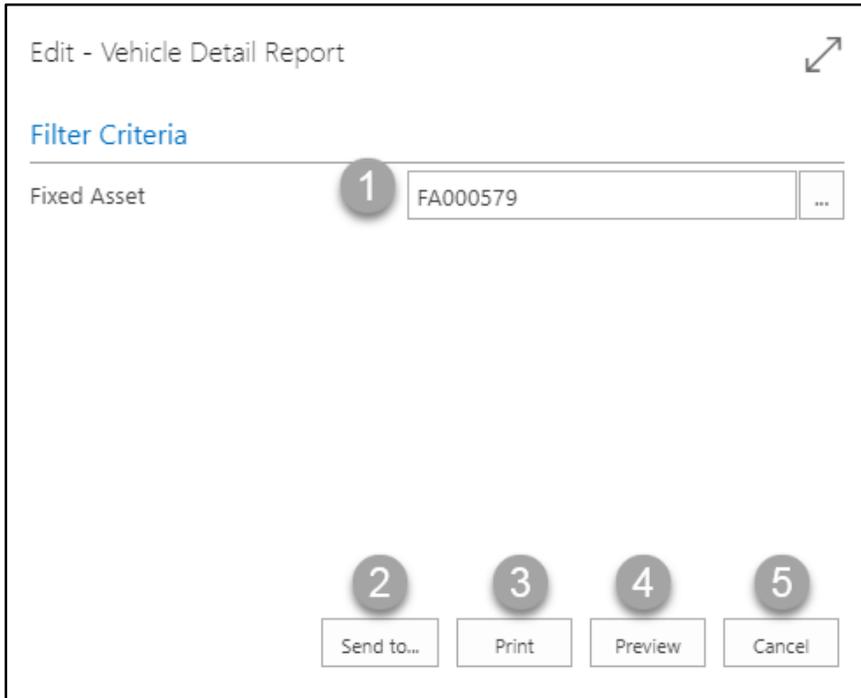
The following **Asset Details Reports Landing page** will be appeared.



- C. Choose "Vehicle Details Report" from Asset Details Reports Landing Page.



The following **Report Calling Page** will be appeared.

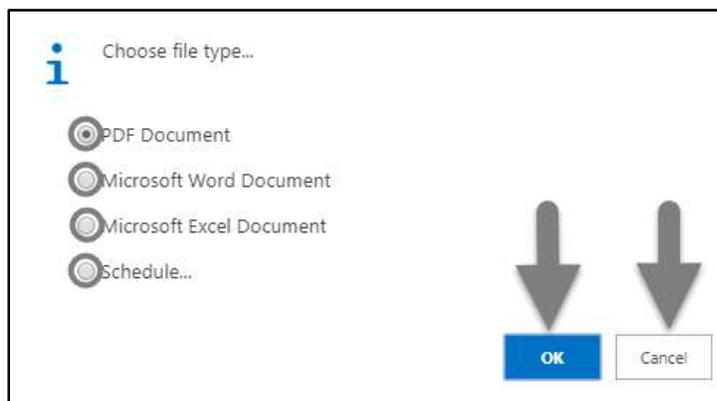


D. Provide the below information to view report successfully.

1. Choose the **Fixed Asset** from the dropdown by clicking on  button.

**Fixed Asset: FA000579**

2. Choose **Send to** take it on PDF, Excel And Word



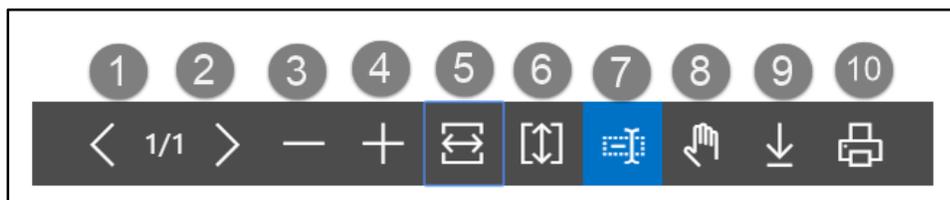
- Click "OK" after select an option.
- Click "Cancel" to cancel this page

3. Choose **Print** to print the document.
4. Choose **Preview** to preview the document.
5. Choose **Cancel** to close this page.
6. Click on  button to make it full page.

The following Report will be appeared.

		Date: 21-06-20	
<b>Sample Power Company</b>			
<b>Asset Wise Detail Report (Vehicle)</b>			
Fixed Asset Unique Code: 010101001003		Fixed Asset Name: Vehicle (Car)	
RAO Code:		RAO Name:	
Unit Code:		Unit Name:	
Operating Consultant			
<b>Name and Description of the Asset</b>			
Vehicle:		Condition:	
Registration Number:		Present Use:	
<b>Other Details</b>			
Year of Purchase:	0	Capacity:	0
Chassis No.:		Model:	
Type of Fuel Used:		Warranty Period:	
Km per Litre(as per log book):	0	Engine Number:	
Name of the Manufacturer:		Address of the Manufacturer:	
Name of Supplier:		Supplier Address:	
<b>Source of Financing</b>			
Own Source:	Tk. 0	Supplier's Credit:	Tk. 0
Gifts/Donation:	Tk. 0	Govt. Financing:	Tk. 0
Grant:	Tk. 0	Other:	Tk. 0
<b>Maintenance Record</b>			
Yearly Maintenance Cost:		Cost of Last Overhauling:	
Immediate Overhaul Cost:		Year of Last Overhauling:	

E. Report Action Bar will be appeared on the report as below initially -



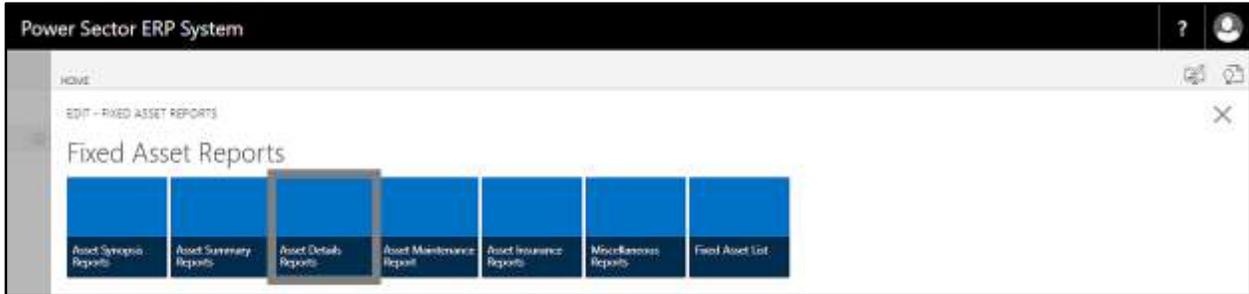
Actions are chronologically organized as below

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

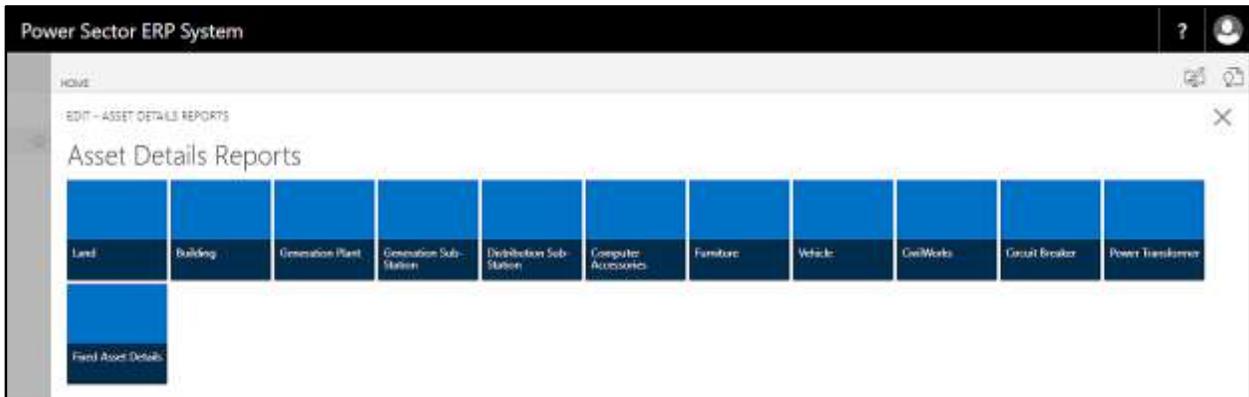
## FA-903.9 Civil Works Details Report

To generate Civil Works Details Report, please follow the steps below

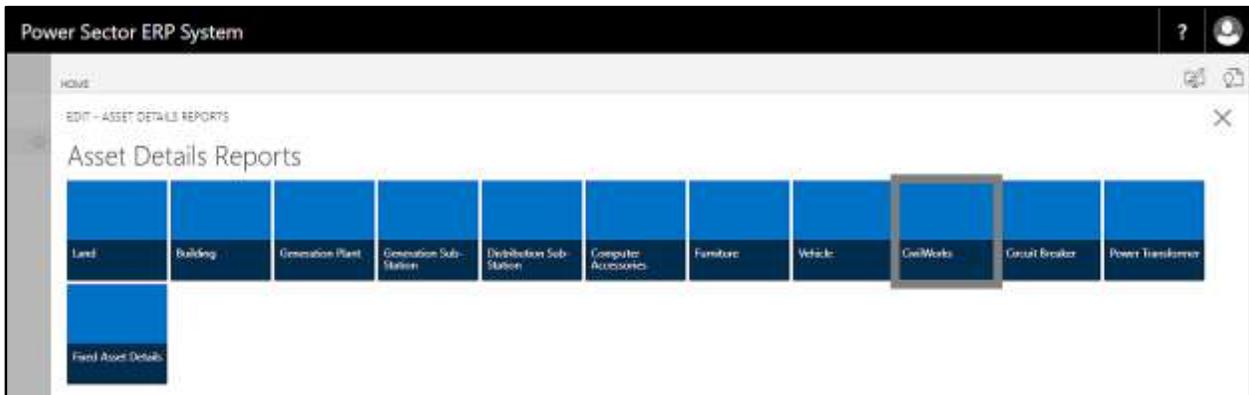
- A. Open "Fixed Asset Report Landing Page" through "Access to Report Tab"
- B. Choose "Asset Details Report" from Fixed Asset Report Page.



The following **Asset Details Reports Landing page** will be appeared.



- C. Choose "Civil Works Details Report" from Asset Details Reports Landing Page.



The following **Report Calling Page** will be appeared.

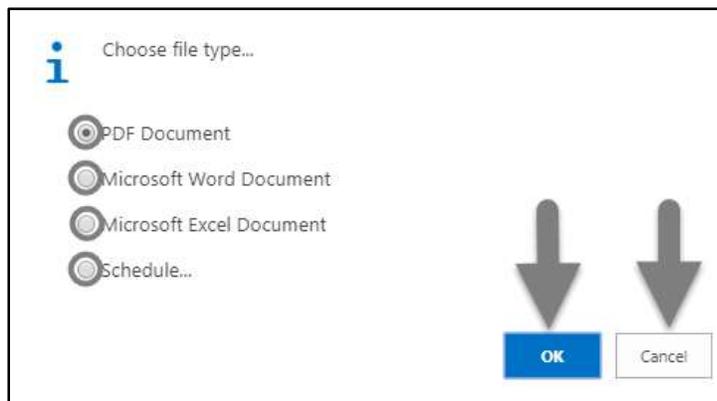


D. Provide the below information to view report successfully.

1. Choose the **Fixed Asset** from the dropdown by clicking on  button.

**Fixed Asset: FA000602**

2. Choose **Send to** take it on PDF, Excel And Word



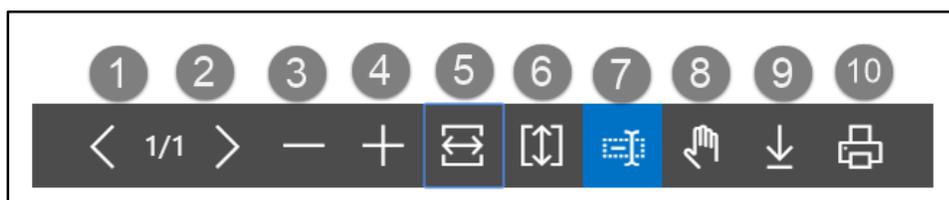
- Click "OK" after select an option.
  - Click "Cancel" to cancel this page
3. Choose **Print** to print the document.
  4. Choose **Preview** to preview the document.

5. Choose **Cancel** to close this page.
6. Click on  button to make it full page.

The following Report will be appeared.

		Date: 09-05-20	
<b>Sample Power Company</b>			
<b>Asset Wise Detail Report (Civil Works)</b>			
RAO Code:	12345678	RAO Name:	Test RAO
Unit Code:	1232345345	Unit Name:	Test office
<b>Name and Description of the Asset</b>			
Name of Asset	Drazing System	Type of Asset	Pump House
Measuring Unit	Cubic Meter	Size	1110
Plot Number (CS)		Condition	Moderate
<b>Other Details</b>			
Description of Civil Work:	Test detail		
Year of Construction	2018 Area Of Land (Acre and Decimal) 2 Acre		
<b>Share / Joint Use</b>			
BPDB	0	DPDC	2
PGCB	0	REB	0
BWDB	0	Other	1
<b>Source of Financing</b>			
Own source	Tk. 15,00,000.00	Suppliers credit	Tk. 0.00
Gifts/Donation	Tk. 0.00	Govt Financing	Tk. 0.00
Grant	Tk. 5,00,000.00	Other	Tk. 0.00
<b>Maintenance Information</b>			
Cost of last renovation		Year of last renovation	
Annual Maintenance Cost		Immediate renovation cost	

E. Report Action Bar will be appeared on the report as below initially -



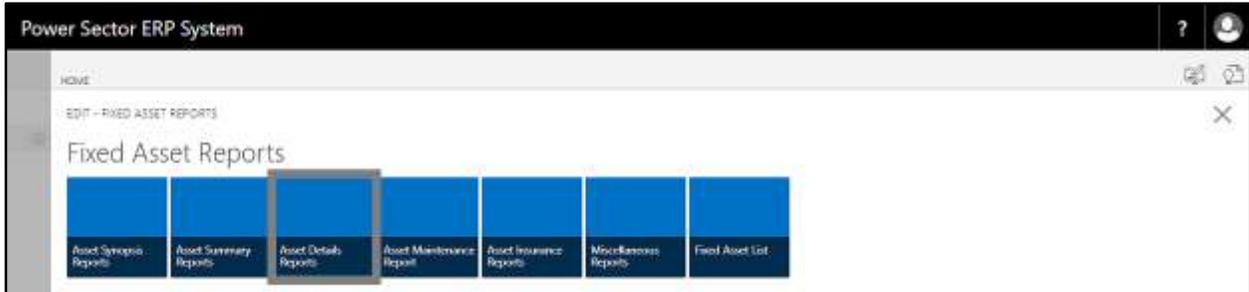
Actions are chronologically organized as below

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

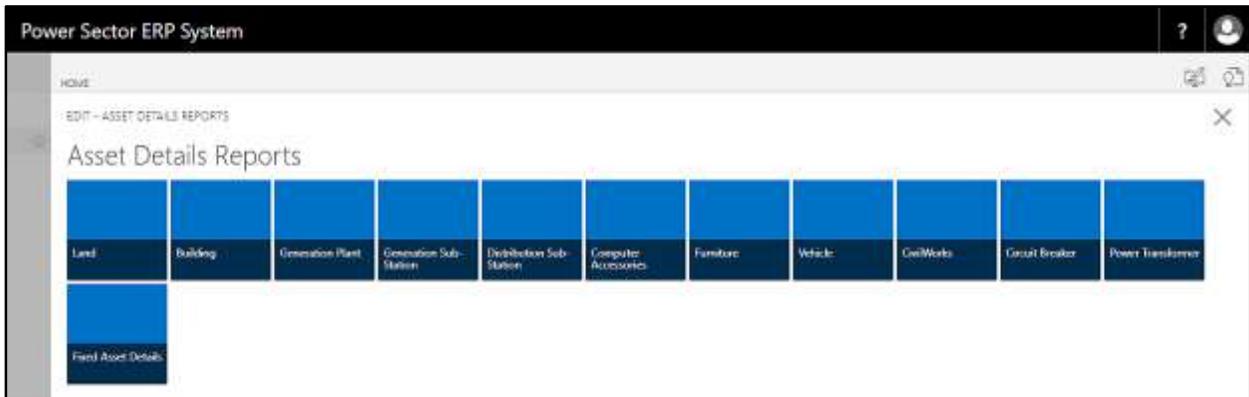
## FA-903.10 Circuit Breaker Details Report

To generate Circuit Breaker Details Report, please follow the steps below

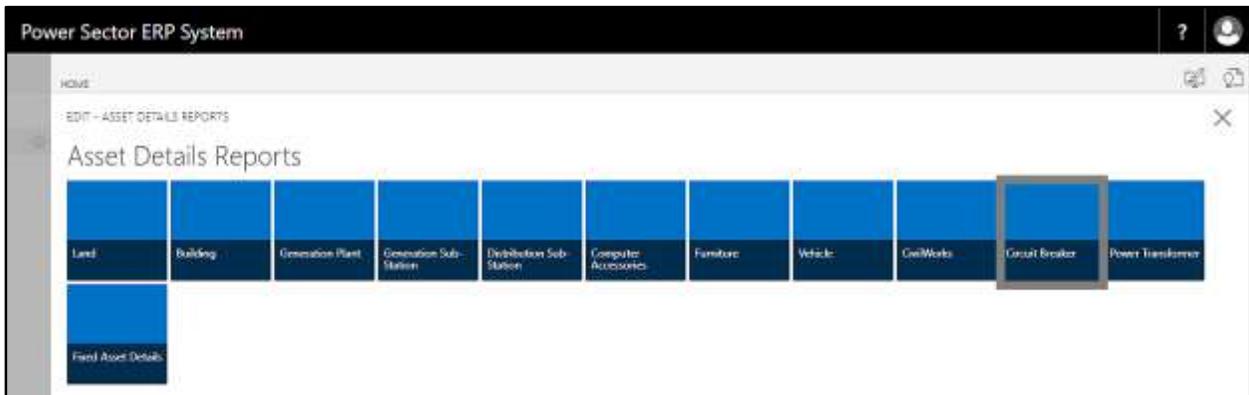
- A. Open "Fixed Asset Report Landing Page" through "Access to Report Tab"
- B. Choose "Asset Details Report" from Fixed Asset Report Page.



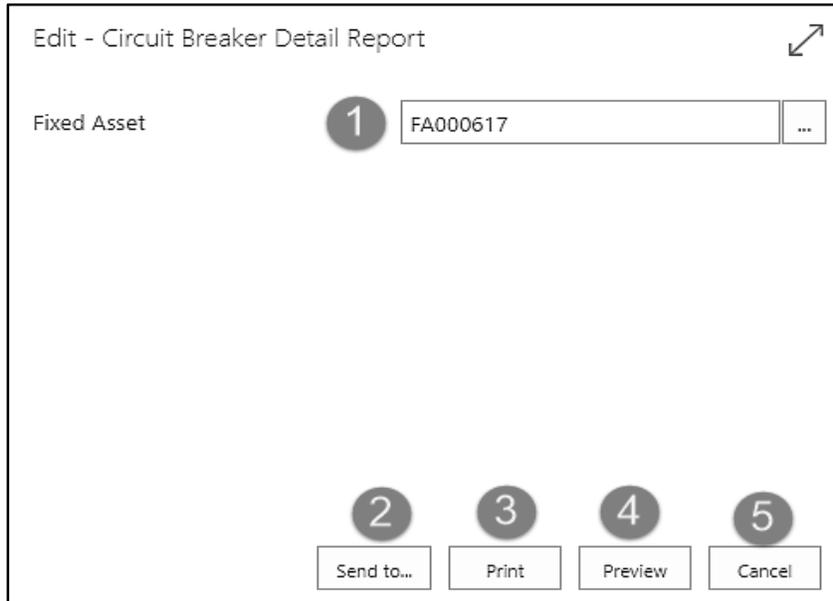
The following **Asset Details Reports Landing page** will be appeared.



- C. Choose "Circuit Breaker Details Report" from Asset Details Reports Landing Page.



The following **Report Calling Page** will be appeared.

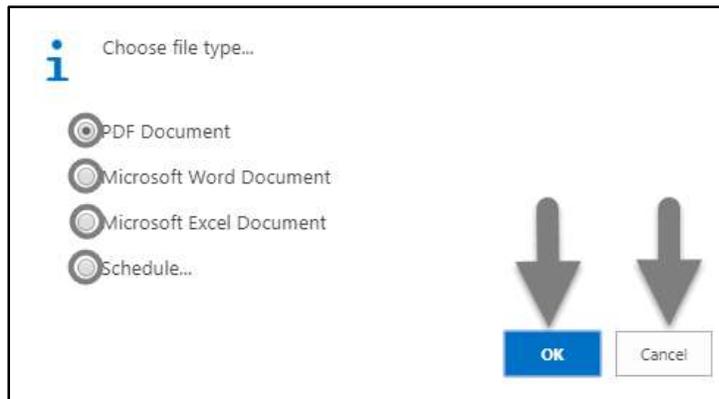


D. Provide the below information to view report successfully.

1. Choose the **Fixed Asset** from the dropdown by clicking on  button.

**Fixed Asset: FA000602**

2. Choose **Send to** take it on PDF, Excel And Word



- Click "OK" after select an option.
  - Click "Cancel" to cancel this page
3. Choose **Print** to print the document.
  4. Choose **Preview** to preview the document.

5. Choose **Cancel** to close this page.
6. Click on  button to make it full page.

The following Report will be appeared.



Date: 09-06-20

Sample Power Company

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Asset Wise Detail Report (Circuit Breaker)

RAO Code:	954321	RAO Name:	Test RAO
Unit Code:	123456789	Unit Name:	Test unit office

Name and Description of the Asset			
Name and description of the Asset	Generation Circuit Breaker	Name of the Power Station (PP)	Rajendrapur PP
Name of the Sub-Station(SS)	Rajendrapur 132 KV GIS Substation	Sub-Station Type	Distribution
PP Code	5676		

Circuit Breakers Information														
Unified Coding	A	KV	Type	Make	Mfg Year	Country of Origin	Status	Life		Original Cost	Accumulated Depreciation	Book Value	Yearly maintenance cost	Immediate Renovation Cost
								Total	Residual					
010101001007	23	34	56	54	2010	Japan	Good	29	5	Tk. 45,62,223.00	Tk. 8.00	Tk. 45,62,223.00		

E. Report Action Bar will be appeared on the report as below initially -



Actions are chronologically organized as below

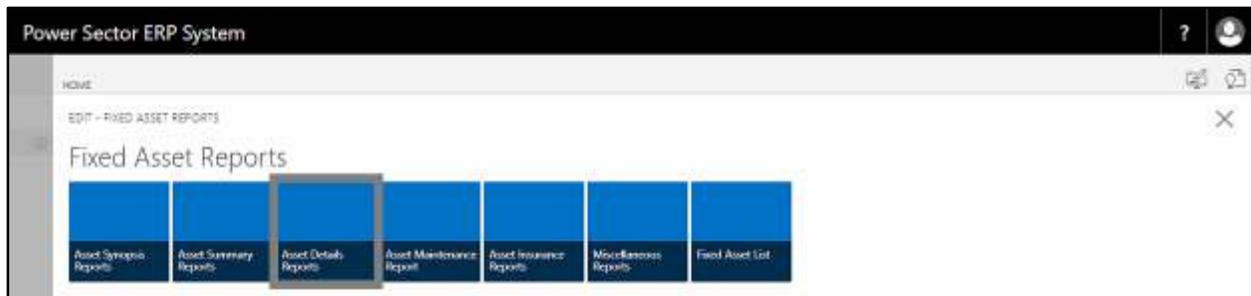
1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window

7. Select Text
8. Pan the document
9. Download to file
10. Print

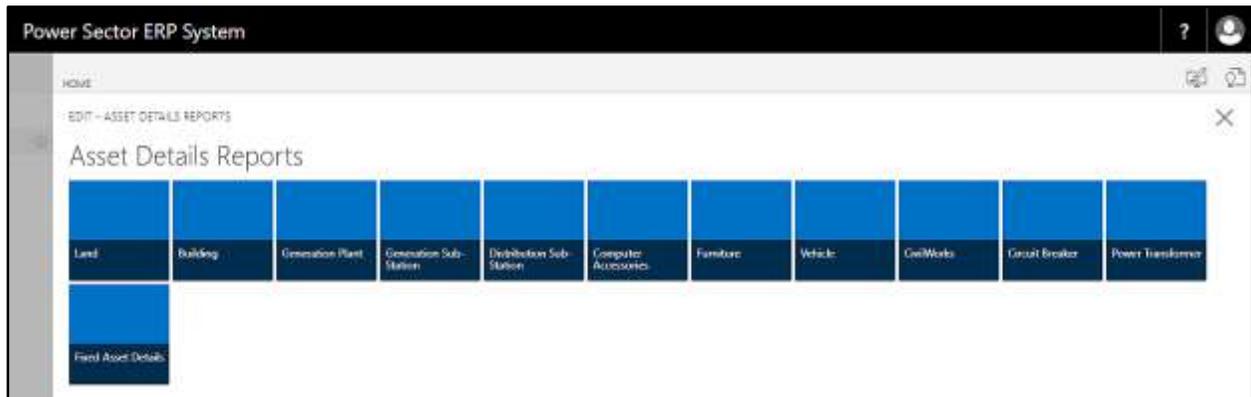
## FA-903.11 Power Transformer Details Report

To generate Power Transformer Details Report, please follow the steps below

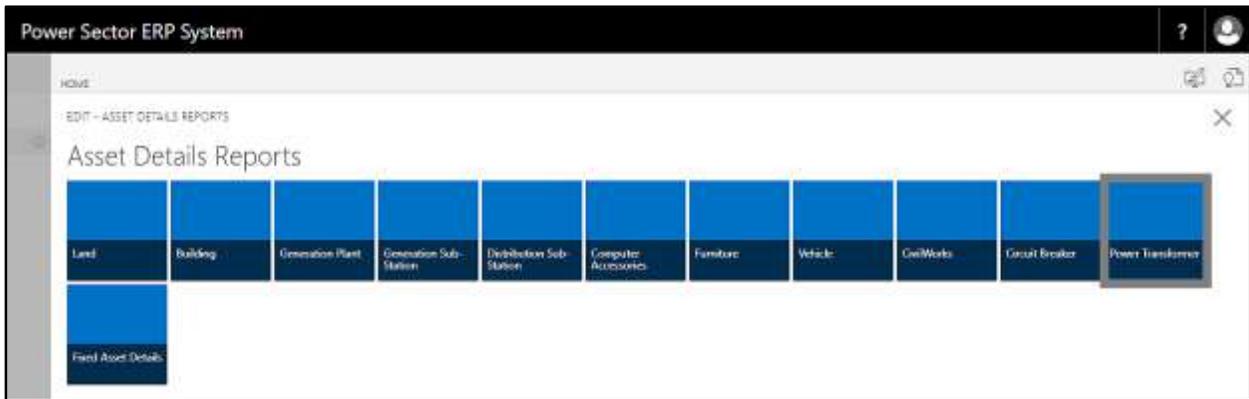
- A. Open "Fixed Asset Report Landing Page" through "Access to Report Tab"
- B. Choose "Asset Details Report" from Fixed Asset Report Page.



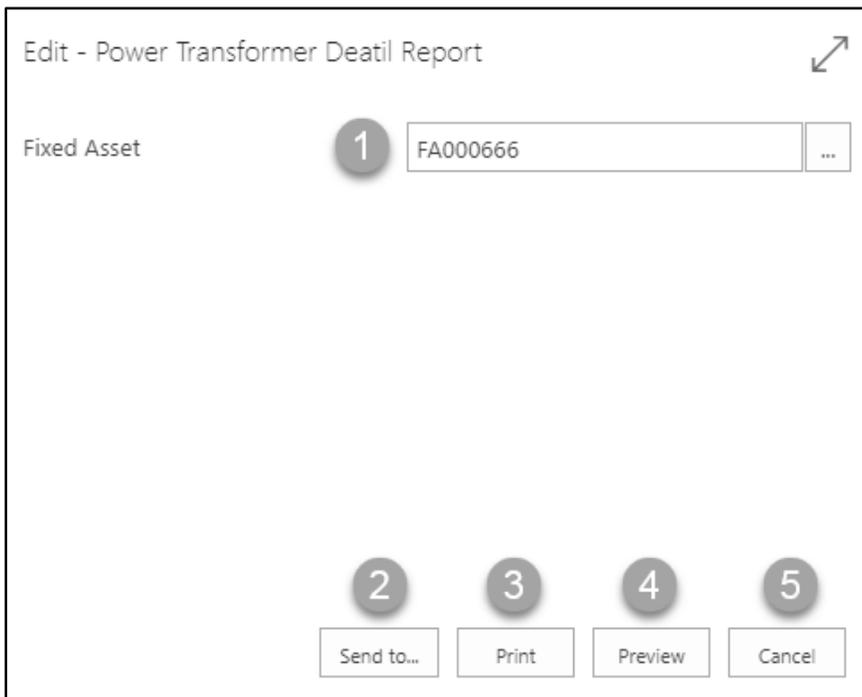
The following **Asset Details Reports Landing page** will be appeared.



C. Choose "Power Transformer Details Report" from Asset Details Reports Landing Page.

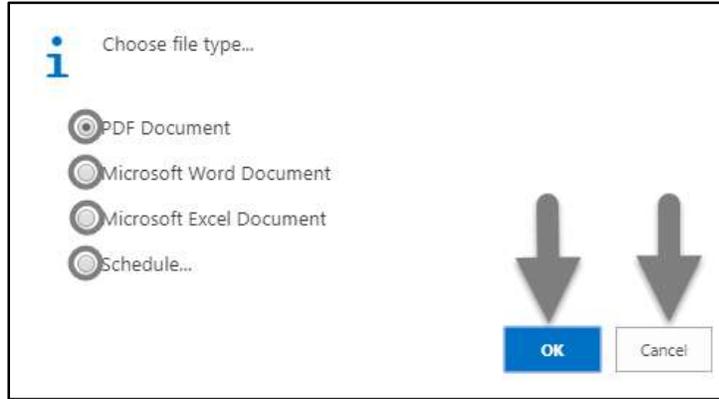


The following **Report Calling Page** will be appeared.



D. Provide the below information to view report successfully.

1. Choose the **Fixed Asset** from the dropdown by clicking on  button.  
**Fixed Asset: FA00**
2. Choose **Send to** take it on PDF, Excel And Word



- Click "OK" after select an option.
  - Click "Cancel" to cancel this page
3. Choose **Print** to print the document.
  4. Choose **Preview** to preview the document.
  5. Choose **Cancel** to close this page.
  6. Click on  button to make it full page.

The following Report will be appeared.





Date: 21-06-20

### Sample Power Company

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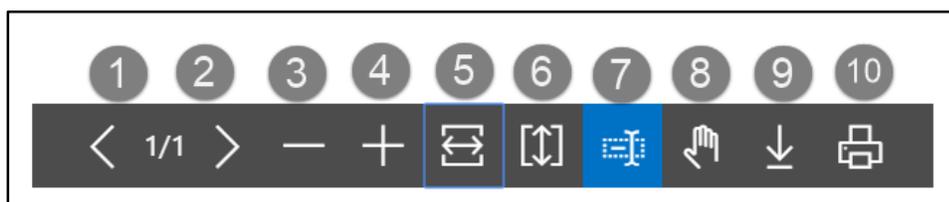
#### Asset Wise Detail Report (Generation/Transmission/Distribution Power Transformer)

Fixed Asset Unique Code:	D10301001007	Fixed Asset Name:	Madaripur Power Plant
RAO Code:	7654321	RAO Name:	Test RAO
Unit Code:	1234567	Unit Name:	Test office
Operating Consultant	Minhaj Haque		

Name and Description of the Asset			
Name of the Power Plant:	Madaripur Power Plant	PP Code:	1500
Sub Station Name:	Madaripur Sub Station	Sub Station Type:	Generation

Other Detail														
MVA	KV Rating	Cooling Type	Vector Group	Make	Year	Country of Origin	Status	Life		Original Cost	Accumulated Depreciation	Book Value	Yearly maintenance cost	Immediate Renovation Cost
								Total	Residual					
300	100	Bad	Test vector group	Test make	2015	Switzerland	Moderate			Tk. 5,00,00,000	Tk. 40,00,000	Tk. 4,60,00,000		

E. Report Action Bar will be appeared on the report as below initially -



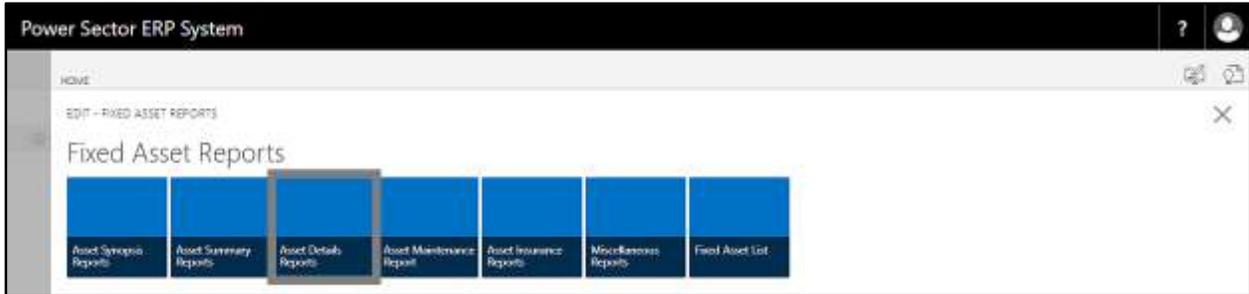
Actions are chronologically organized as below

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

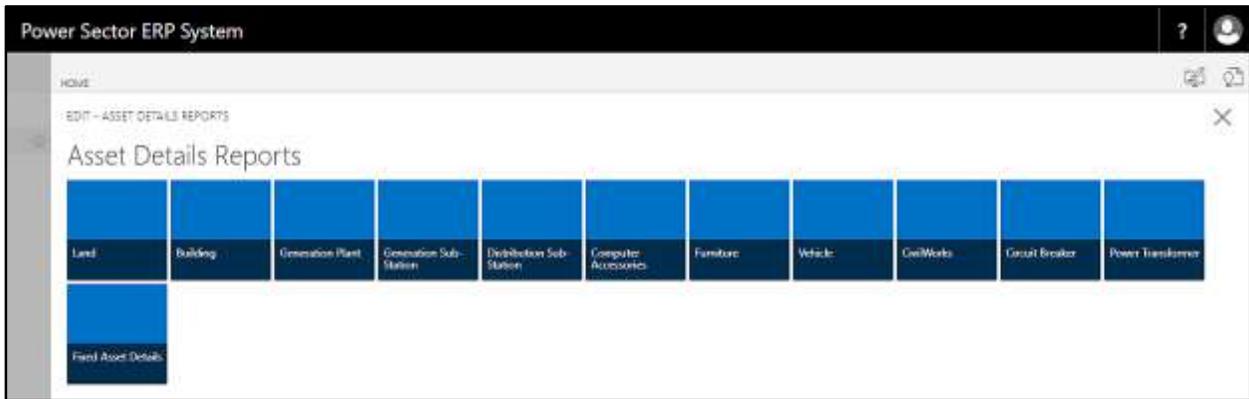
## FA-903.12 Fixed Asset Details Report

To generate Fixed Asset Details Report, please follow the steps below

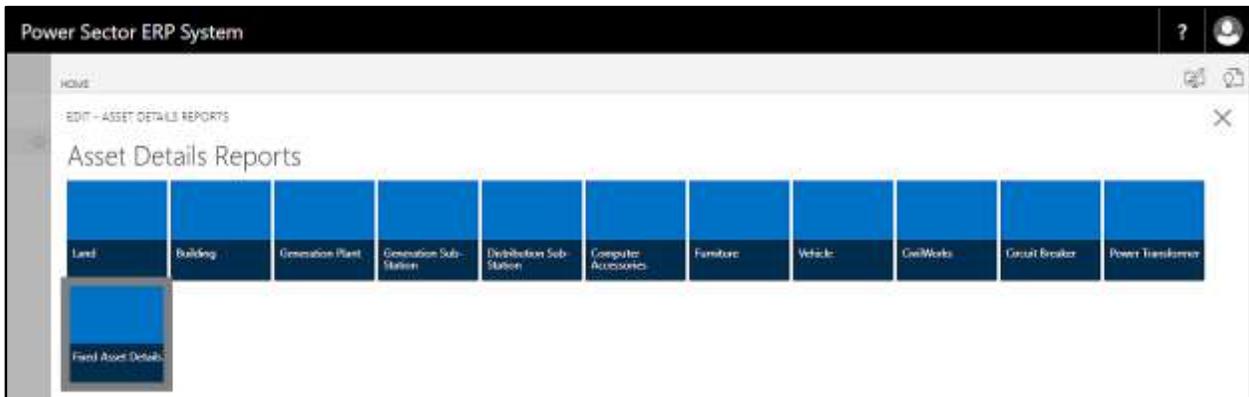
- A. Open "Fixed Asset Report Landing Page" through "Access to Report Tab"
- B. Choose "Asset Details Report" from Fixed Asset Report Page.



The following **Asset Details Reports Landing page** will be appeared.



- C. Choose "Fixed Asset Details Report" from Asset Details Reports Landing Page.



The following **Report Calling Page** will be appeared.

D. Provide the below information to view report successfully.

1. Choose the **Fixed Asset** from the dropdown by clicking on  button of any filtering criteria.

**Asset Subtype: Building**

2. Choose **Send to** take it on PDF, Excel And Word

- Click "OK" after select an option.
  - Click "Cancel" to cancel this page
3. Choose **Print** to print the document.
  4. Choose **Preview** to preview the document.
  5. Choose **Cancel** to close this page.
  6. Click on  button to make it full page.

The following Report will be appeared.





**Sample Power Company**

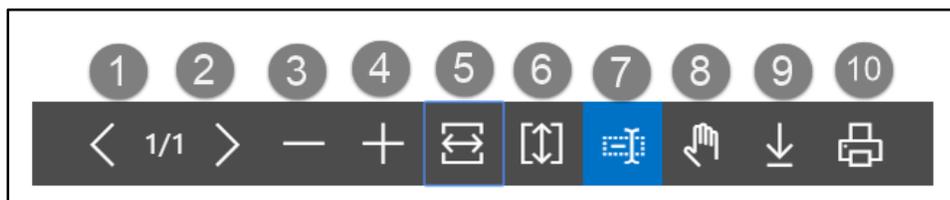
Date: 09-05-20

---

**Fixed Asset Details Report**

Posting Date	Posting Type	Document No	Description	Amount	Depreciation Days
<b>FA00050 building bay</b>					
07-05-16	Acquisition Cost	F00050	building bay	Tk. 45,00,00,000	0
07-05-16	Depreciation	F00050	building bay	Tk. -8,48,455	0
<b>FA000568 building</b>					
01-01-19	Acquisition Cost	DOC12	building	Tk. 4,00,000	0
01-01-19	Salvage Value	DOC12	building	Tk. -40,000	0
03-05-19	Depreciation	DOC11		Tk. -24,600	123
<b>FA000572 office 1</b>					
05-03-20	Acquisition Cost	F00012	office 1	Tk. 80,00,000	0
05-03-20	Depreciation	F00012	office 1	Tk. 0	0
<b>FA000573 building 5</b>					
05-03-20	Acquisition Cost	F00013	building 5	Tk. 7,00,000	0
05-03-20	Depreciation	F00013	building 5	Tk. 0	0
05-03-20	Acquisition Cost	F00014	building 5	Tk. 9,00,000	0
05-03-20	Depreciation	F00014	building 5	Tk. 0	0
05-03-20	Acquisition Cost	F00015	building 5	Tk. 10,00,00,00,00,00,000	0
05-03-20	Depreciation	F00015	building 5	Tk. 0	0

E. Report Action Bar will be appeared on the report as below initially -



Actions are chronologically organized as below

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

## FA-904 How To: Generate Asset Maintenance Reports

### Introduction

This process demonstrates how to generate Asset Maintenance Reports. This section contains –

FA-904.1	Maintenance Contract Report
FA-904.2	Maintenance Log Report
FA-904.3	Maintenance Payment Report
FA-904.4	Maintenance Next Service Report
FA-904.5	Maintenance Register Report
FA-904.6	Maintenance Details Report

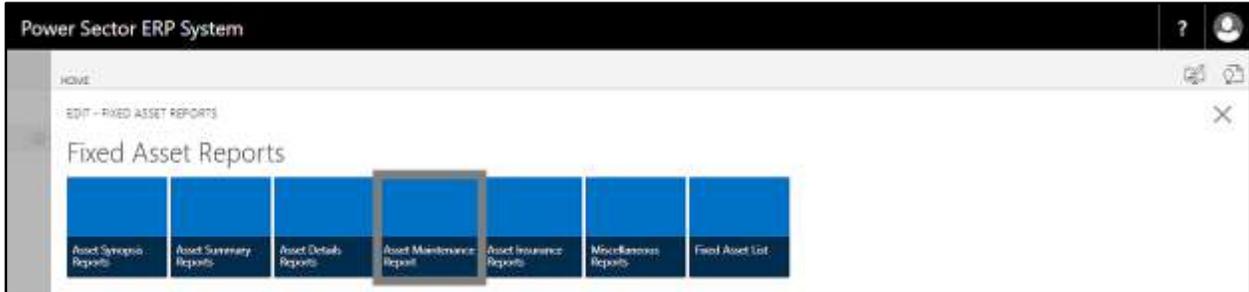
### Roles

- Module Admin
- Module User

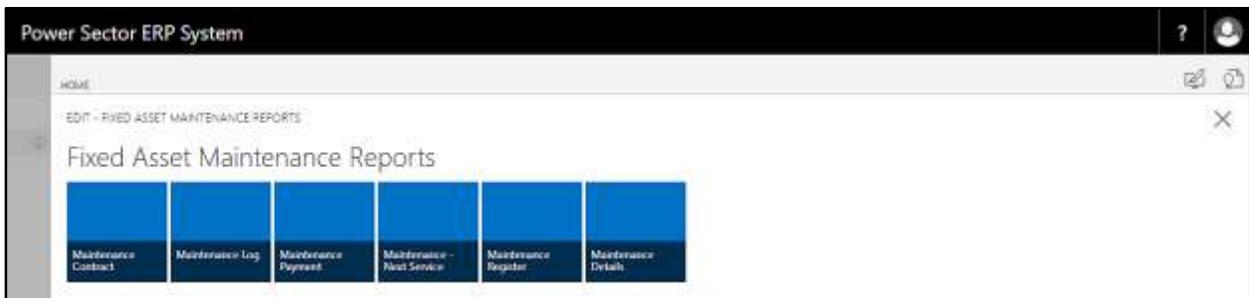
## FA-904.1 Maintenance Contract Report

To generate Maintenance Contract Report, please follow the steps below

- A. Open "Fixed Asset Report Landing Page" through "Access to Report Tab"
- B. Choose "Asset Maintenance Report" from Fixed Asset Report Page.



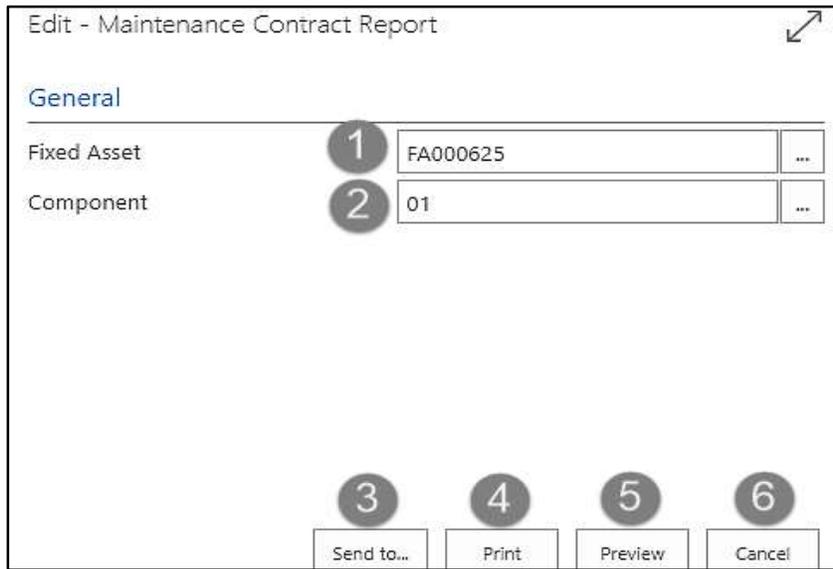
The following **Asset Maintenance Reports Landing page** will be appeared.



- C. Choose "Maintenance Contract Report" from Asset Maintenance Reports Landing Page.



The following **Report Calling Page** will be appeared.



D. Provide the below information to view report successfully.

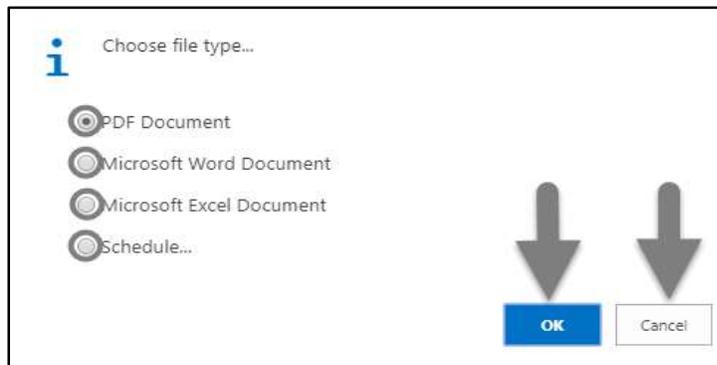
12. Choose the **Fixed Asset** from the dropdown by clicking on  button.

- **Fixed Asset: FA000625**

13. Choose the **Component** from the dropdown by clicking on  button.

- **Component: 01**

14. Choose **Send to** take it on PDF, Excel And Word



- Click "OK" after select an option.
- Click "Cancel" to cancel this page

15. Choose **Print** to print the document.

16. Choose **Preview** to preview the document.

17. Choose **Cancel** to close this page.

18. Click on  button to make it full page.

The following Report will be appeared.

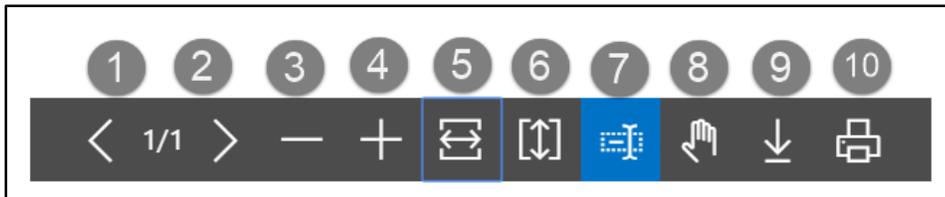


Sample Power Company

Maintenance Contract

Fixed Asset	Component Code	Contract Description	Start Date	End Date	Total Contract Value	Monthly Contract Value	Provider Name
FA000625	01	Generator	01-05-16	30-05-22	50000000	684932	Energypack

E. Report Action Bar will be appeared on the report as below initially -



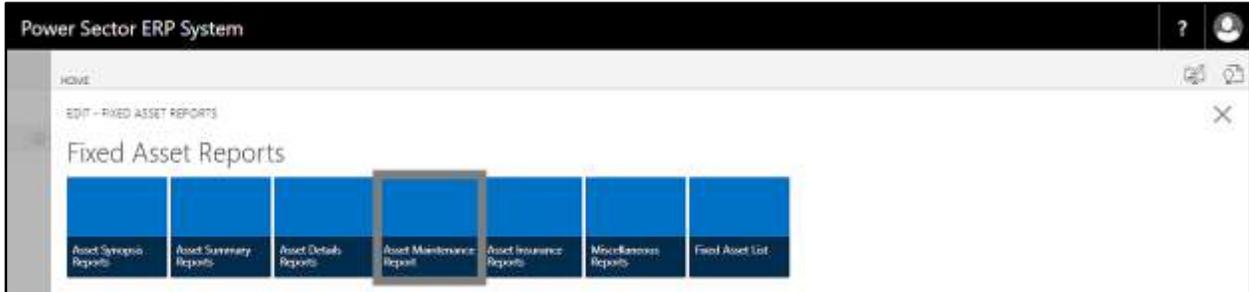
Actions are chronologically organized as below

21. Previous Page
22. Next Page
23. Zoom Out
24. Zoom In
25. Fit page to window width
26. Fit full page in window
27. Select Text
28. Pan the document
29. Download to file
30. Print

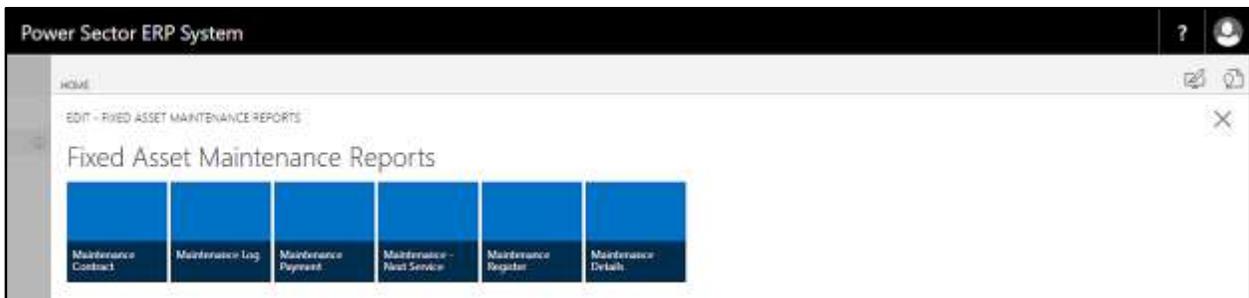
## FA-904.2 Maintenance Log Report

To generate Maintenance Log Report, please follow the steps below

- A. Open "Fixed Asset Report Landing Page" through "Access to Report Tab"
- B. Choose "Asset Maintenance Report" from Fixed Asset Report Page.



The following **Asset Maintenance Reports Landing page** will be appeared.



- C. Choose "Maintenance Log Report" from Asset Maintenance Reports Landing Page.



The following **Report Calling Page** will be appeared.

D. Provide the below information to view report successfully.

7. Choose **Maintenance Category** from the dropdown by clicking on  button.

**Maintenance Category: Scheduled**

8. Choose the **Asset** from the dropdown by clicking on  button.

**Asset: FA000664**

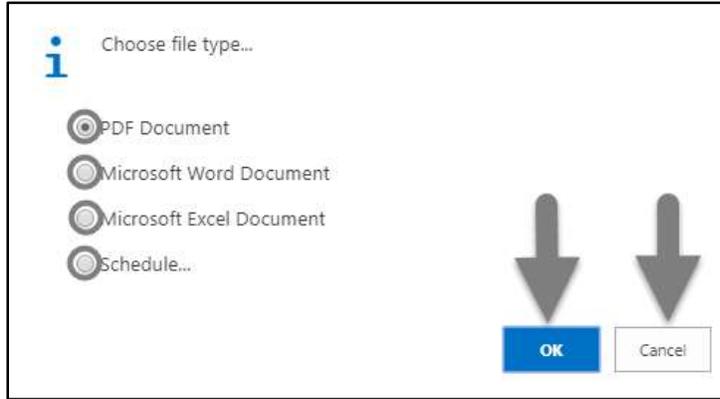
9. Choose **Start Date** from the dropdown by clicking on  button.

**Start Date: 01-06-18**

10. Choose **End Date** from the dropdown by clicking on  button.

**End Date: 30-06-19**

11. Choose **Send to** take it on PDF, Excel And Word



- Click "OK" after select an option.
  - Click "Cancel" to cancel this page
12. Choose **Print** to print the document.
  13. Choose **Preview** to preview the document.
  14. Choose **Cancel** to close this page.
  15. Click on  button to make it full page.

The following Report will be appeared.





**Sample Power Company**

Date: 10-06-20

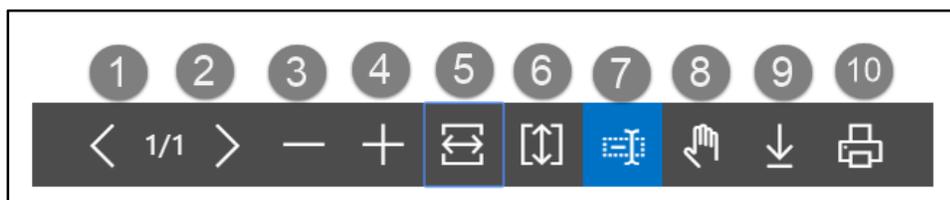
---

**Maintenance Log**

Scheduled Log						
Fixed Asset Code	Component Name	Scheduled Date	Actual Date	Vendor Name	Service Agent Name	Comments
FA000664	Plant	02-06-18	02-06-19		Habibul Bashar	

Unscheduled Log					
Fixed Asset	Component Name	Actual Date	Vendor Name	Service Agent Name	Comments

E. Report Action Bar will be appeared on the report as below initially -



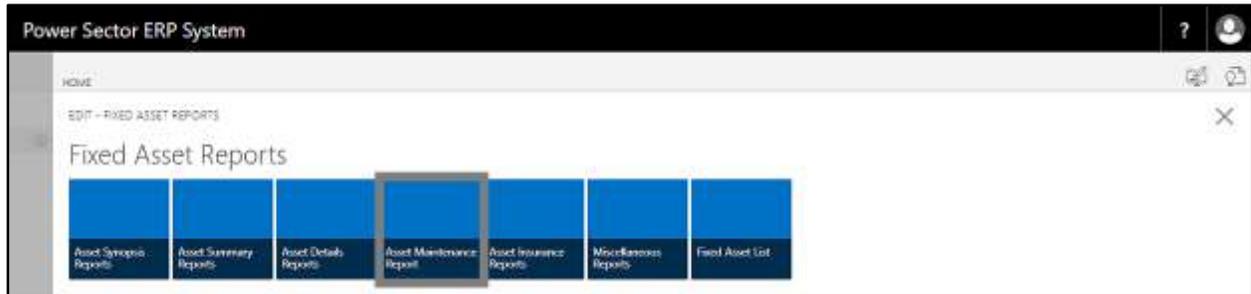
Actions are chronologically organized as below

11. Previous Page
12. Next Page
13. Zoom Out
14. Zoom In
15. Fit page to window width
16. Fit full page in window
17. Select Text
18. Pan the document
19. Download to file
20. Print

### FA-904.3 Maintenance Payment Report

To generate Maintenance Payment Report, please follow the steps below

- A. Open "Fixed Asset Report Landing Page" through "Access to Report Tab"
- B. Choose "Asset Maintenance Report" from Fixed Asset Report Page.



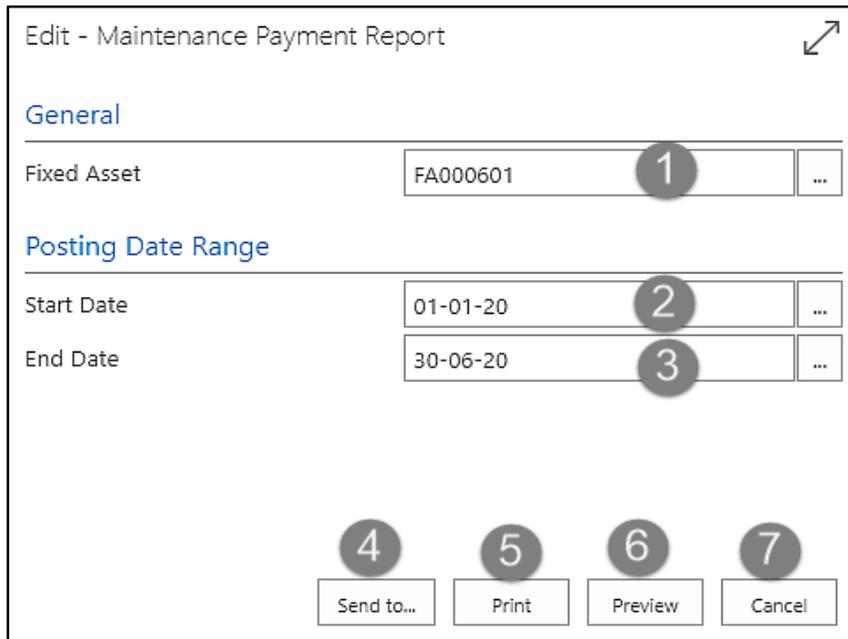
The following **Asset Maintenance Reports Landing page** will be appeared.



- C. Choose "Maintenance Payment Report" from Asset Details Reports Landing Page.



The following **Report Calling Page** will be appeared.



D. Provide the below information to view report successfully.

1. Choose the **Fixed Asset** from the dropdown by clicking on  button.

**Fixed Asset: FA000601**

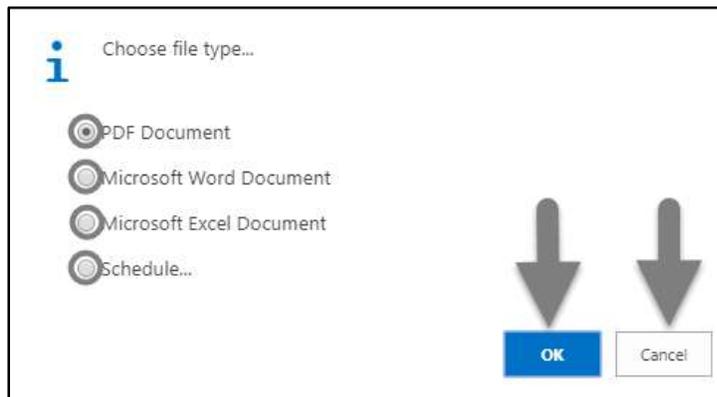
2. Choose **Start Date** from the dropdown by clicking on  button.

**Start Date: 01-01-20**

3. Choose **End Date** from the dropdown by clicking on  button.

**End Date: 30-06-20**

4. Choose **Send to** take it on PDF, Excel And Word



- Click "OK" after select an option.
  - Click "Cancel" to cancel this page
5. Choose **Print** to print the document.
  6. Choose **Preview** to preview the document.
  7. Choose **Cancel** to close this page.
  8. Click on  button to make it full page.

The following Report will be appeared.



Date: 10-06-20

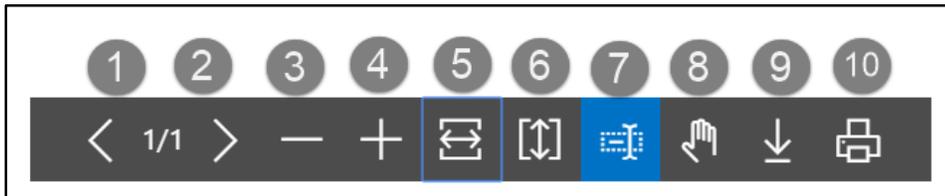
**Sample Power Company**

---

**Maintenance Payment**

Fixed Asset	Description	Posting Date	Document Type	Amount	Debit	Credit
FA000601	CTG Generation Sub Station	09-06-20	Payment	1000000	1000000	0

E. Report Action Bar will be appeared on the report as below initially -



Actions are chronologically organized as below

11. Previous Page
12. Next Page
13. Zoom Out
14. Zoom In

15. Fit page to window width
16. Fit full page in window
17. Select Text
18. Pan the document
19. Download to file
20. Print

## FA-904.4 Maintenance Next Service Report

To generate Maintenance Next Service Report, please follow the steps below

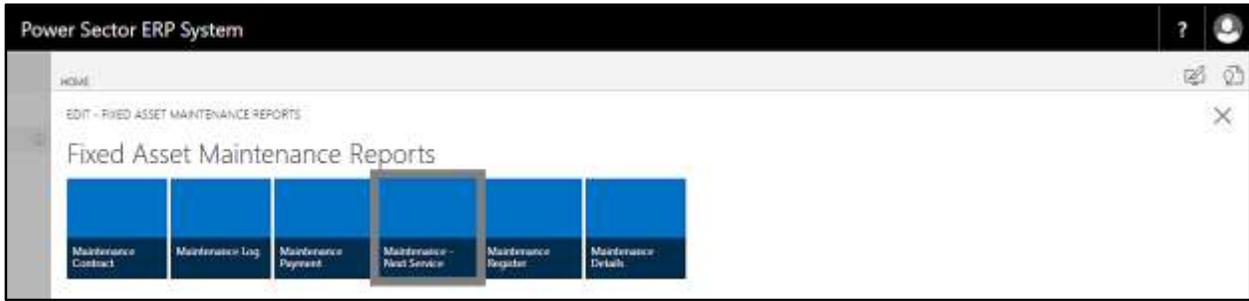
- A. Open "Fixed Asset Report Landing Page" through "Access to Report Tab"
- B. Choose "Asset Maintenance Report" from Fixed Asset Report Page.



The following **Asset Maintenance Reports Landing page** will be appeared.



C. Choose "Maintenance Next Service Report" from Asset Details Reports Landing Page.



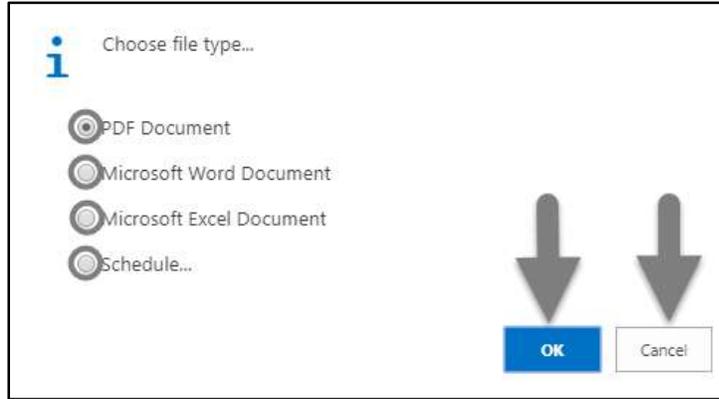
The following **Report Calling Page** will be appeared.

D. Provide the below information to view report successfully.

7. Choose the **Fixed Asset** from the dropdown by clicking on  button.

**Fixed Asset: FA000610**

8. Choose **Send to** take it on PDF, Excel And Word



- Click "OK" after select an option.
  - Click "Cancel" to cancel this page
9. Choose **Print** to print the document.
  10. Choose **Preview** to preview the document.
  11. Choose **Cancel** to close this page.
  12. Click on  button to make it full page.

The following Report will be appeared.





Date: 10-06-20

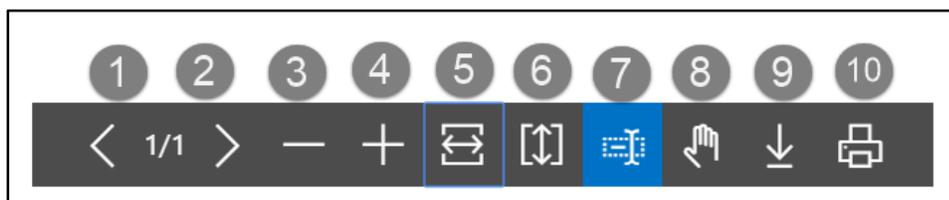
## Sample Power Company

---

### Maintenance Next Service Report

Fixed Asset	Component Name	Next Service Date	Vendor Name	Comment
FA000011	FAC0001	01-02-22		

E. Report Action Bar will be appeared on the report as below initially -



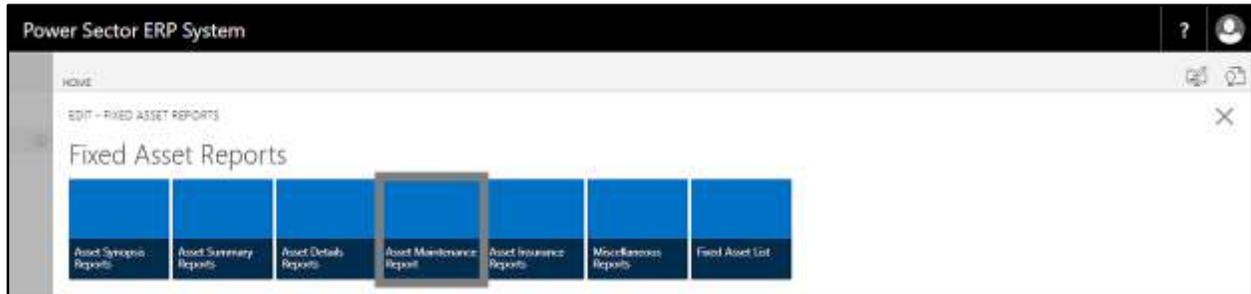
Actions are chronologically organized as below

11. Previous Page
12. Next Page
13. Zoom Out
14. Zoom In
15. Fit page to window width
16. Fit full page in window
17. Select Text
18. Pan the document
19. Download to file
20. Print

## FA-904.5 Maintenance Register Report

To generate Maintenance Register Report, please follow the steps below

- A. Open "Fixed Asset Report Landing Page" through "Access to Report Tab"
- B. Choose "Asset Maintenance Report" from Fixed Asset Report Page.



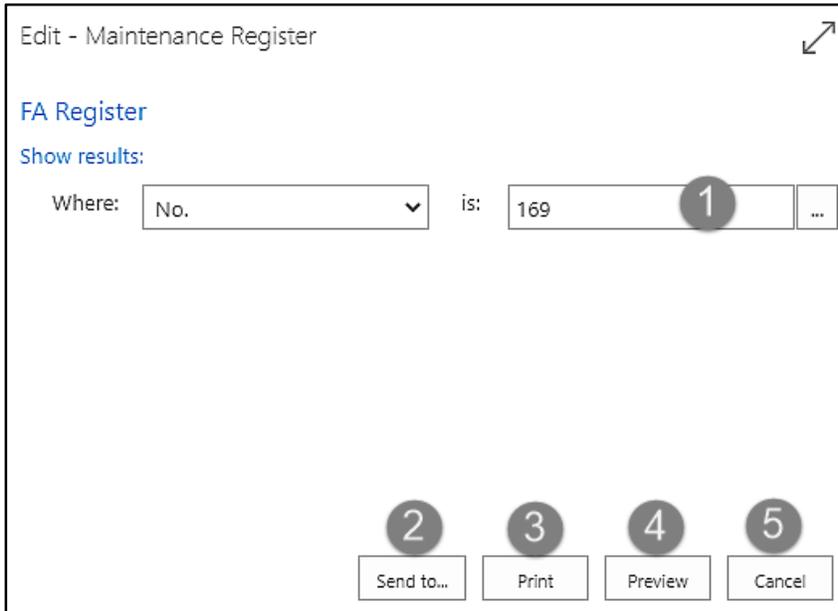
The following **Asset Maintenance Reports Landing page** will be appeared.



- C. Choose "**Maintenance Register Report**" from Asset Details Reports Landing Page.



The following **Report Calling Page** will be appeared.



D. Provide the below information to view report successfully.

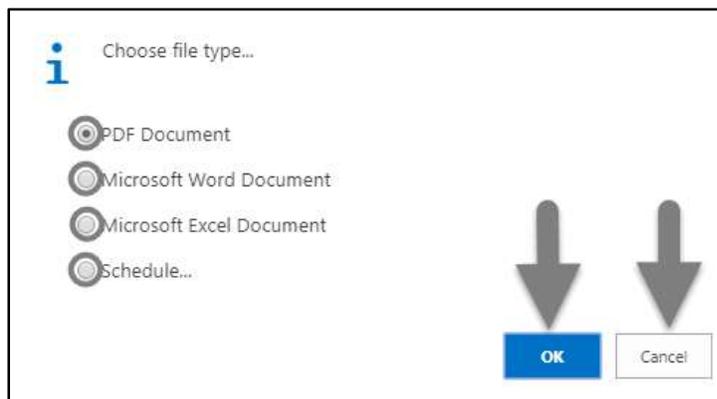
7. Choose the **Where** from the dropdown by clicking on  button.

**Where: No**

8. Choose the **is** from the dropdown by clicking on  button.

**is: 169**

9. Choose **Send to** take it on PDF, Excel And Word



- Click "OK" after select an option.
- Click "Cancel" to cancel this page

10. Choose **Print** to print the document.
11. Choose **Preview** to preview the document.
12. Choose **Cancel** to close this page.
13. Click on  button to make it full page.

The following Report will be appeared.



Date: 10-08-20

**Sample Power Company**

---

**Maintenance Register Report**

Posting Date	Type	Document No	Fixed Asset No	Asset Name	Ledger Entry Description	Amount
Register No. 169						
01-06-20	Payment	MINTN0000014	FA000664	Khulna Power Plant	Khulna Power Plant	Tk. 2,00,00,000
Total						Tk. 2,00,00,000

E. Report Action Bar will be appeared on the report as below initially -



Actions are chronologically organized as below

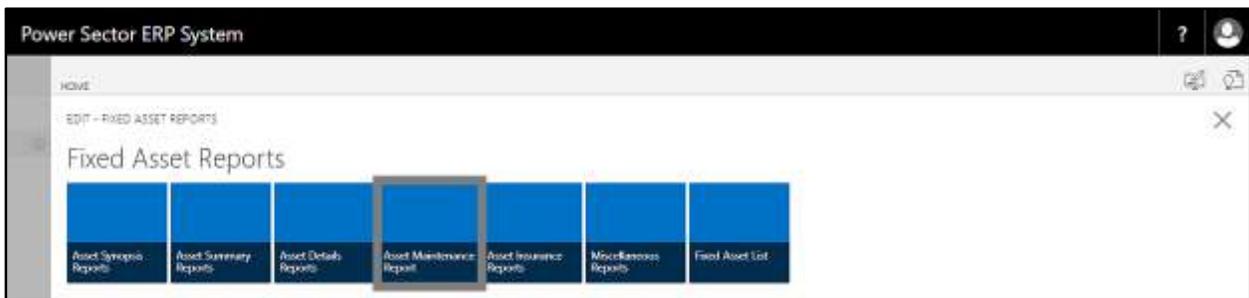
11. Previous Page
12. Next Page
13. Zoom Out
14. Zoom In
15. Fit page to window width
16. Fit full page in window
17. Select Text

- 18. Pan the document
- 19. Download to file
- 20. Print

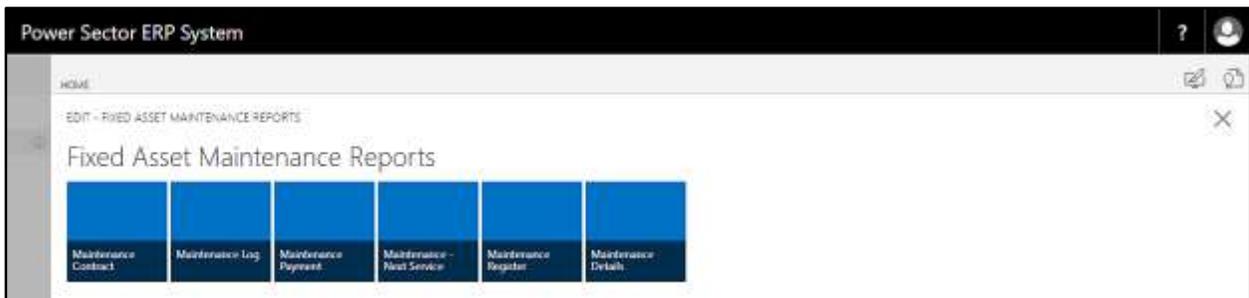
### FA-904.6 Maintenance Details Report

To generate Maintenance Details Report, please follow the steps below

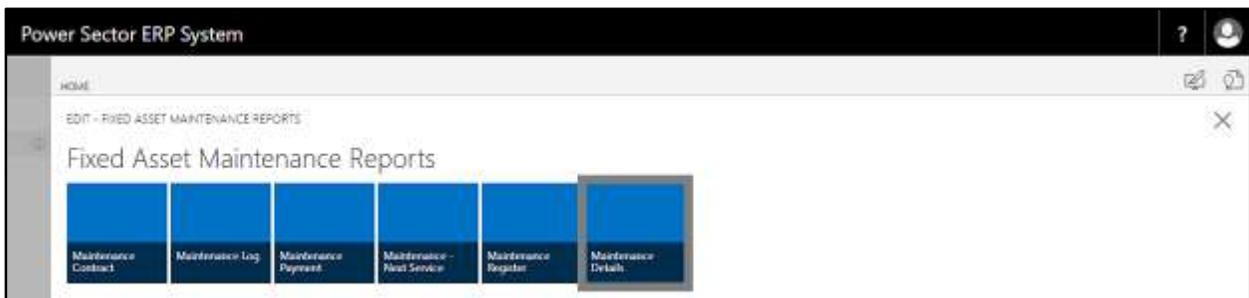
- A. Open "Fixed Asset Report Landing Page" through "Access to Report Tab"
- B. Choose "Asset Maintenance Report" from Fixed Asset Report Page.



The following **Asset Maintenance Reports Landing page** will be appeared.



- C. Choose "Maintenance Details Report" from Asset Details Reports Landing Page.



The following **Report Calling Page** will be appeared.

Edit - Maintenance - Details

Name: Last used options and filters

**Options**

Depreciation Book: COMPANY

New Page per FA:

Include Reversed Entries:

**Fixed Asset**

Show results:

Where: No. is: FA000664

And: Asset Type is:

And: Asset Subtype is:

Limit totals to:

And: FA Posting Date Filter is:

Buttons: Send to..., Print, Preview, Cancel

D. Provide the below information to view report successfully.

7. Choose the **Where** from the dropdown by clicking on  button.

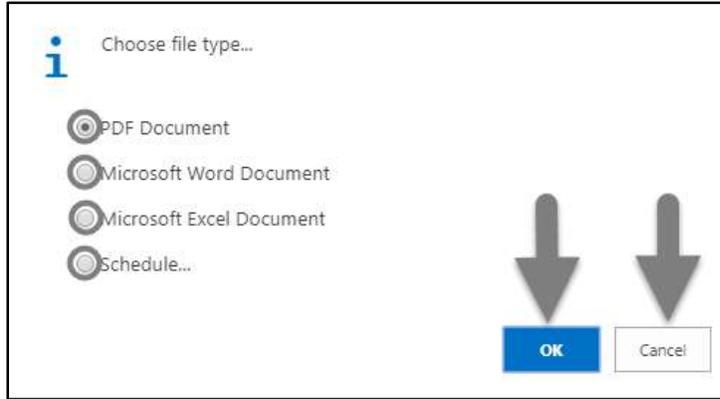
**Where: No.**

8. Choose the **is** from the dropdown by clicking on  button.

**is: FA000664**

Use the filtering criteria's as necessary.

9. Choose **Send to** take it on PDF, Excel And Word



- Click "OK" after select an option.
  - Click "Cancel" to cancel this page
10. Choose **Print** to print the document.
  11. Choose **Preview** to preview the document.
  12. Choose **Cancel** to close this page.
  13. Click on  button to make it full page.

The following Report will be appeared.



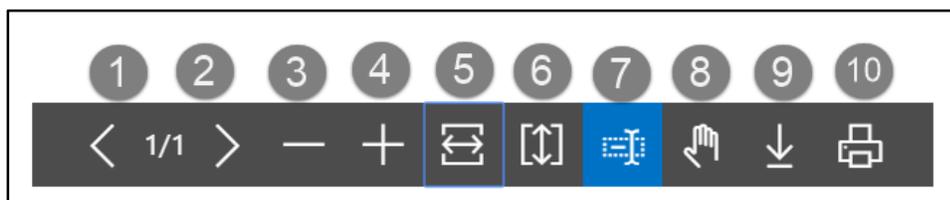
**Sample Power Company**

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**Fixed Asset Maintenance Details**

Posting Date	Document Type	Document No	Asset Name	Amount
FA000884	Khulna Power Plant			
01-06-20	Payment	MNTN0000014	Khulna Power Plant	Tk. 2,00,00,000
09-06-20	Payment	MNTN0000015	Khulna Power Plant	Tk. 50,000

E. Report Action Bar will be appeared on the report as below initially -



Actions are chronologically organized as below

11. Previous Page
12. Next Page
13. Zoom Out
14. Zoom In
15. Fit page to window width
16. Fit full page in window
17. Select Text
18. Pan the document
19. Download to file
20. Print

## FA-905 How To: Generate Asset Insurance Reports

### Introduction

This process demonstrates how to generate Asset Insurance Reports. This section contains –

- FA-905.1 Insurance List Report
- FA-905.2 Insurance Register Report
- FA-905.3 Insurance Coverage Report
- FA-905.4 Insurance - Total value insured Report
- FA-905.5 Insurance - Uninsured FA Report

### Roles

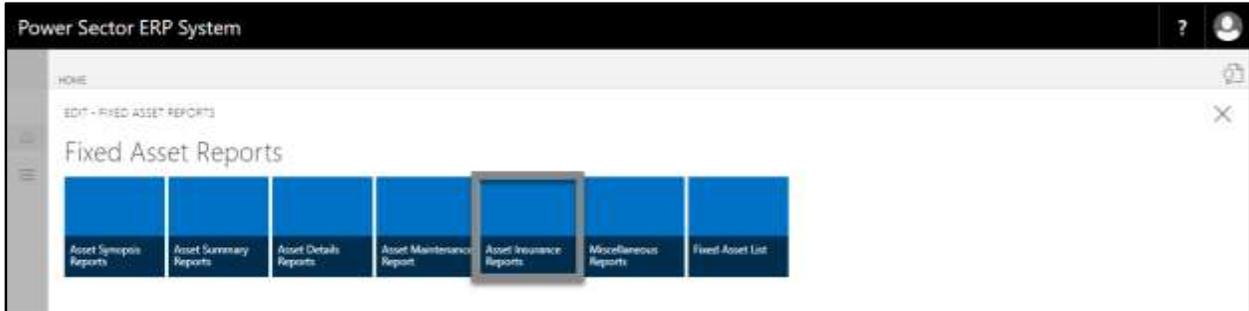
- Module Admin / User

## FA-905.1 Insurance List Report

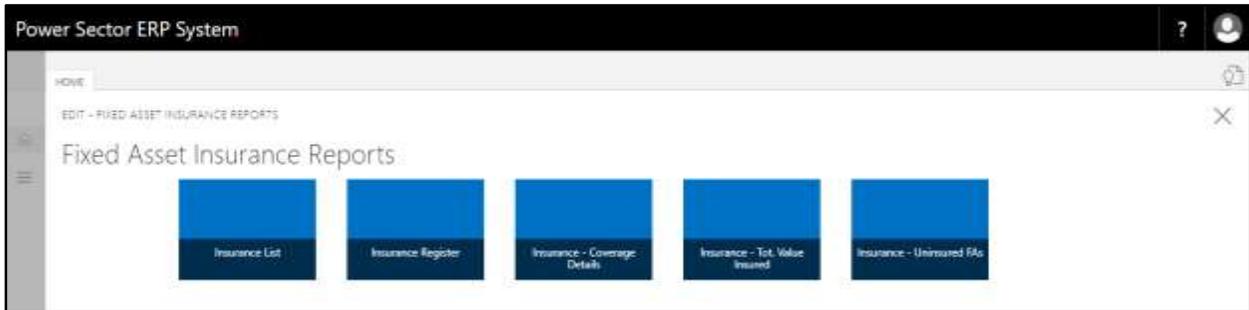
To generate Insurance List report, please follow the steps below

F. Open "Fixed Asset Report Landing Page" through "Access to Report Tab"

G. Choose "Asset Insurance Report" from Fixed Asset Report Page.



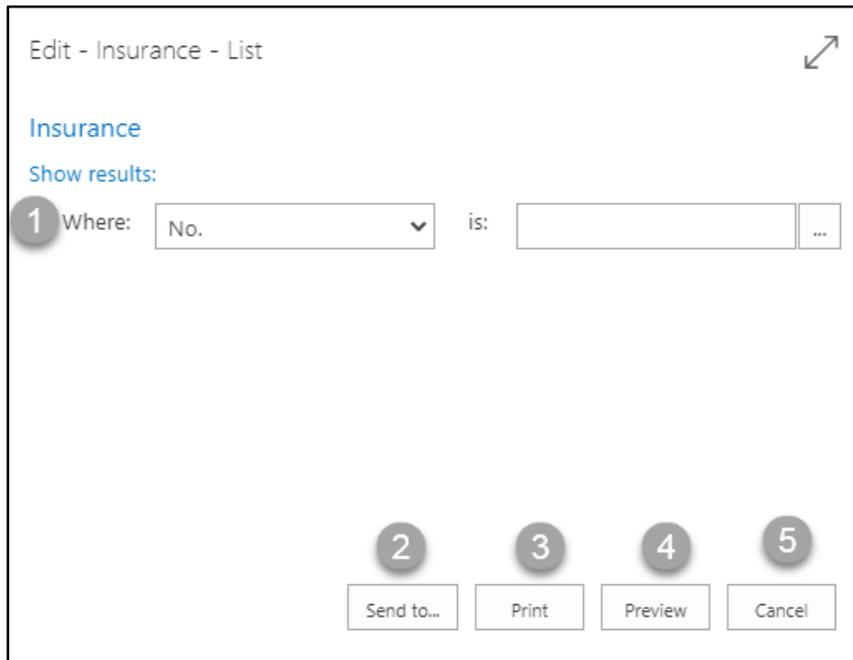
The following **Fixed Asset Insurance Page** will be appeared.



H. Choose "Insurance List Report" from Fixed Asset Insurance Landing Page.



The following **Report Calling Page** will be appeared.

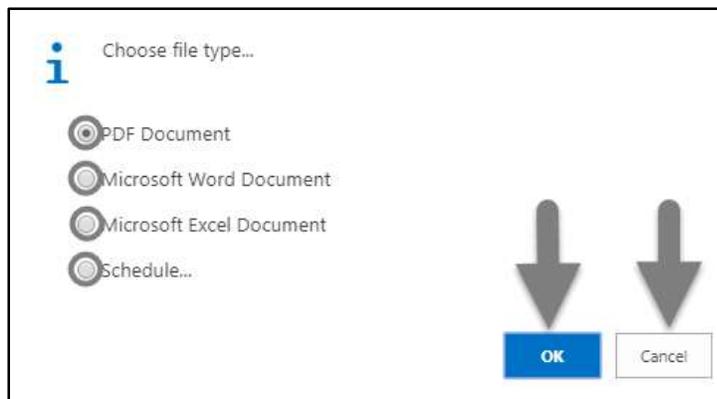


I. Choose the above Actions to view report successfully.

19. Choose **Where** from the dropdown by clicking on  button.

- **Where: No.**

20. Choose **Send to** take it on PDF, Excel And Word



- Click "OK" after select an option.
- Click "Cancel" to cancel this page

21. Choose **Print** to print the document.

22. Choose **Preview** to preview the document.
23. Choose **Cancel** to close this page.
24. Click on  button to make it full page.

The following Report will be appeared.





শেখ হাসিনার  
উদ্যোগ  
যত্নে যত্নে বিদ্যুৎ

Date: 01-06-20

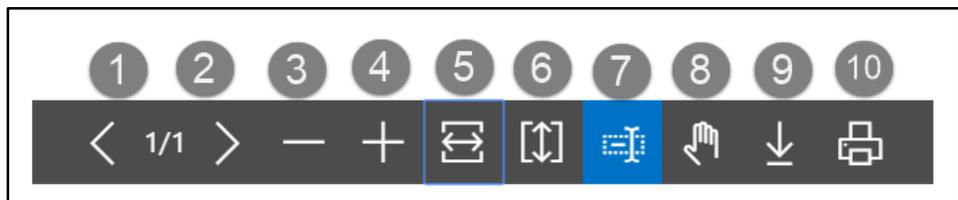
### Sample Power Company

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#### Insurance List Report

Insurance No	Description	Effective Date	Vendor No	Insurance Policy No	Insurance type	Premimum	Insurance policy coverage
INS000002	Fire Insurance	03-03-20	VEND00000	12345678	FURNITURE	50,000.00	50,00,000.00
INS000004	Computer Insurance	01-04-20	VEND00001	1234567890	COMPUTER	5,000.00	30,000.00
INS000005	SUB STATION INSURANCE		VEND00001		SUBSTATIO		
INS000006	FURNITURE INSURANCE		VEND00000		FURNITURE		
INS000007	Substation Insurance		VEND00001		SUBSTATIO		
INS000008	Wall Insurance		VEND00001		CIVIL WORK		
INS000009	Bridge Insurance		VEND00001		CIVIL WORK		
INS000010	Road Insurance		VEND00001		CIVIL WORK		
INS000011	Drazing Insurance		VEND00001		CIVIL WORK		
INS000012	Watch Tower Insurance		VEND00001		CIVIL WORK		
INS000013	Circuit Breaker Insurance		VEND00001		CIRCUIT BR		

J. Report Action Bar will be appeared on the report as below initially -



Actions are chronologically organized as below

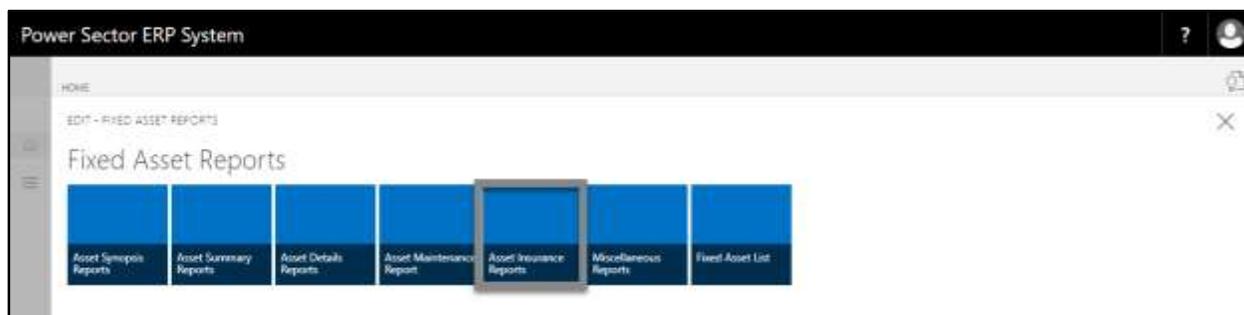
11. Previous Page
12. Next Page
13. Zoom Out

14. Zoom In
15. Fit page to window width
16. Fit full page in window
17. Select Text
18. Pan the document
19. Download to file
20. Print

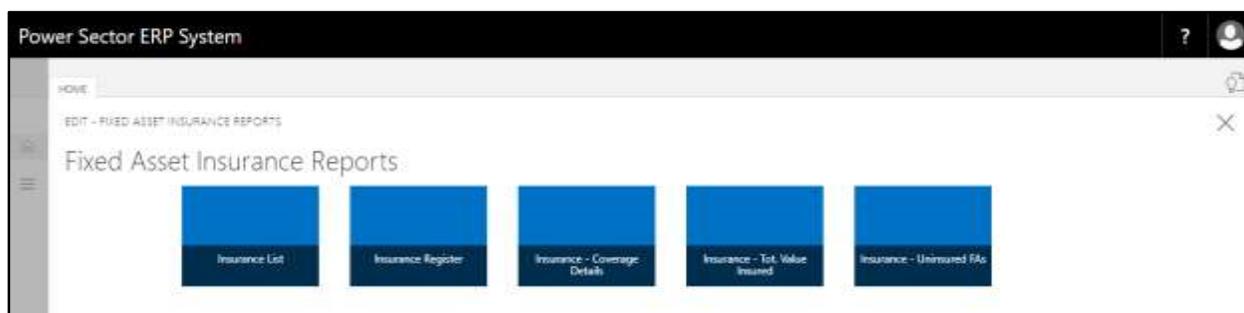
## FA-905.2 Insurance Register Report

To generate Insurance Register report, please follow the steps below

- A. Open "Fixed Asset Report Landing Page" through "Access to Report Tab"
- B. Choose "Asset Insurance Report" from Fixed Asset Report Page.



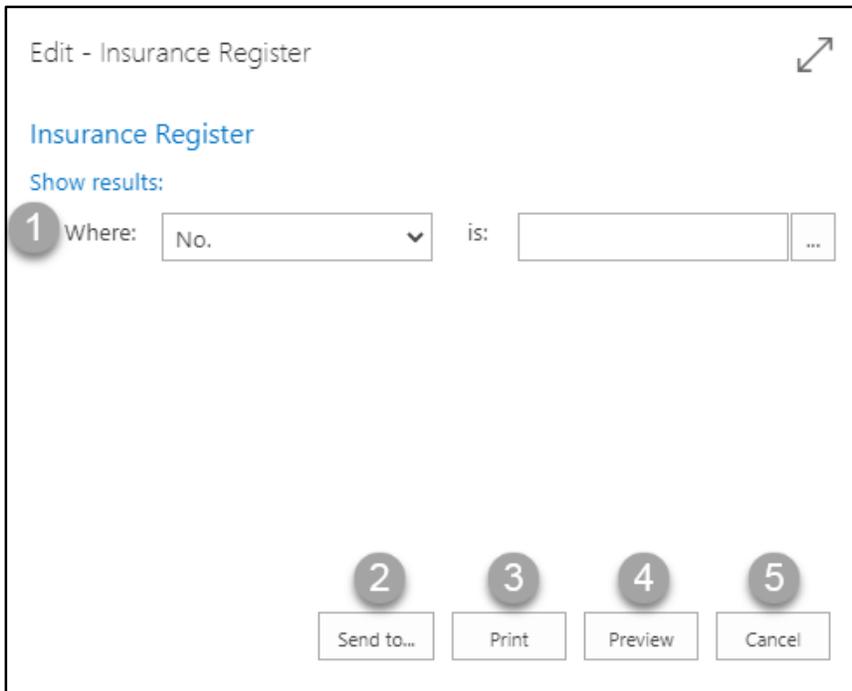
The following **Fixed Asset Insurance Page** will be appeared.



C. Choose "Insurance Register Report" from Fixed Asset Insurance Landing Page.

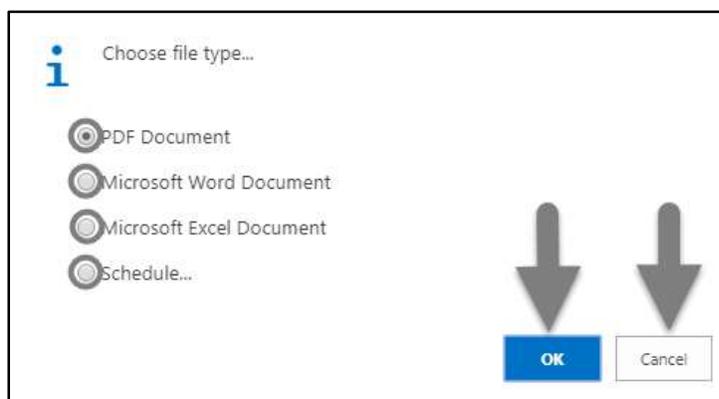


The following **Report Calling Page** will be appeared.



D. Choose the above Actions to view report successfully.

1. Choose **Where** from the dropdown by clicking on ▼ button.
  - **Where: No.**
2. Choose **Send to** take it on PDF, Excel And Word



- Click "OK" after select an option.
  - Click "Cancel" to cancel this page
3. Choose **Print** to print the document.
  4. Choose **Preview** to preview the document.
  5. Choose **Cancel** to close this page.
  6. Click on  button to make it full page.

The following Report will be appeared.



Sample Power Company



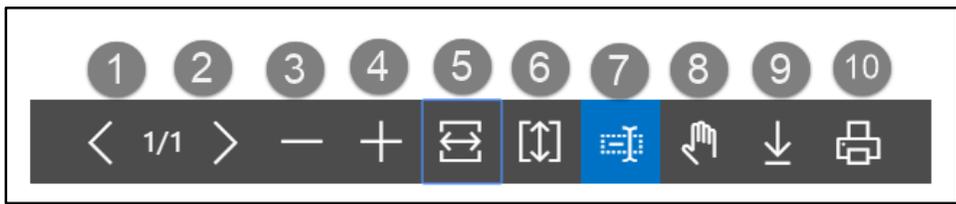
Date: 01-06-20

---

### Insurance Register Report

Ladger Entry Posting Date	Document Type	Document No	Insurance No	Insurance Description	Fixed Asset No	Fixed Asset Name	Ledger entry description	Amount
<b>Register No.</b>		<b>1</b>						
05-05-20		DOC0001	INS000002	Fire Insurance	FA000011	UPS	Fire Insurance	Tk. 500
							<b>Total</b>	<b>500.00</b>
<b>Register No.</b>		<b>2</b>						
07-05-20	Credit Me	INS00010	INS000008	Wall Insurance	FA000599	Boundary Wall	Wall Insurance	Tk. 1,000
							<b>Total</b>	<b>1,000.00</b>
<b>Register No.</b>		<b>3</b>						
07-05-20	Credit Me	12345678	INS000008	Wall Insurance	FA000599	Boundary Wall	Wall Insurance	Tk. 1,000
07-05-20	Credit Me	INS00001	INS000007	Substation Insurance	FA000601	CTG Generation S	Substation Insura	Tk. 10,00,000
							<b>Total</b>	<b>10,01,000.00</b>
<b>Register No.</b>		<b>4</b>						
13-02-21	Invoice	DOC7869	INS000004	Computer Insurance	FA000576	HP Probook 440 G	Computer Insura	Tk. 700
							<b>Total</b>	<b>700.00</b>
<b>Register No.</b>		<b>5</b>						
13-02-21		INS00012	INS000004	Computer Insurance	FA000576	HP Probook 440 G	Computer Insura	Tk. 1,500
							<b>Total</b>	<b>1,500.00</b>
<b>Register No.</b>		<b>6</b>						
07-05-20	Invoice	DOC45678	INS000013	Circuit Breaker Insur	FA000623	560 KV Motor	Circuit Breaker In	Tk. 500
07-05-20	Invoice	INS00034	INS000004	Computer Insurance	FA000615	Macbook	Computer Insura	Tk. 20,000
							<b>Total</b>	<b>20,500.00</b>

E. Report Action Bar will be appeared on the report as below initially -



Actions are chronologically organized as below

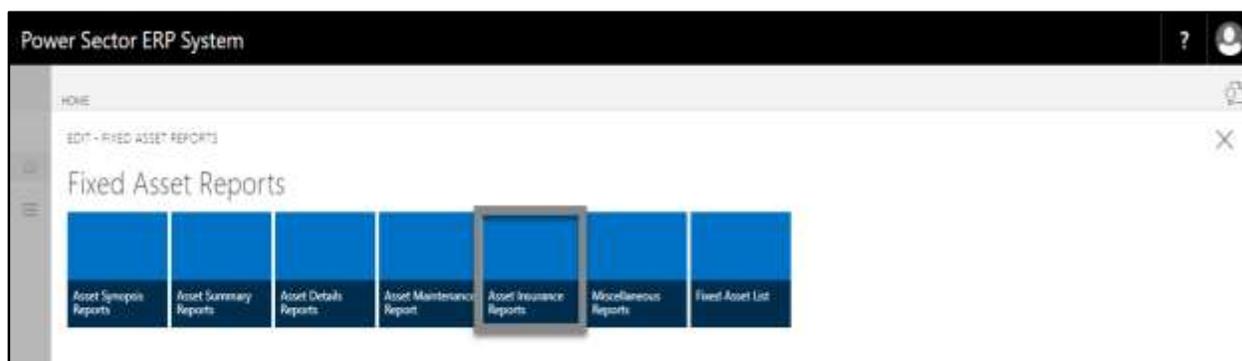
1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width

6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

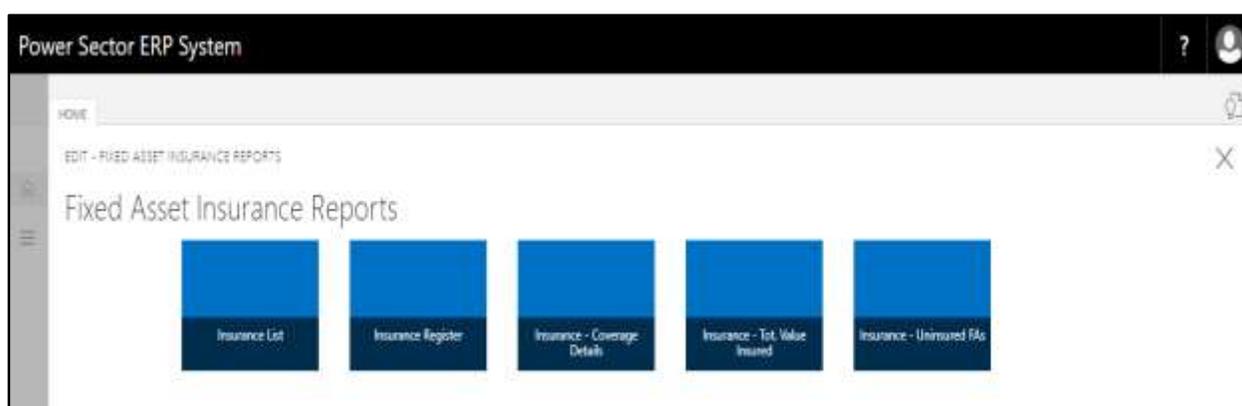
### FA-905.3 Insurance Coverage Details Report

To generate Insurance Coverage Details Report, please follow the steps below

- A. Open "Fixed Asset Report Landing Page" through "Access to Report Tab"
- B. Choose "Asset Insurance Report" from Fixed Asset Report Page.



The following **Fixed Asset Insurance Page** will be appeared.



C. Choose "Insurance Coverage Details Report" from Fixed Asset Insurance Landing Page.



The following **Report Calling Page** will be appeared.

Edit - Insurance - Coverage Details

**Saved Settings**

Name **1** Last used options and filters ...

**Options**

New Page per Insurance No. **2**

**Insurance**

**Show results:**

**3** Where: No.  is:  ...

**4** And: FA Class Code  is:  ...

**5** And: FA Subclass Code  is:  ...

**Limit totals to:**

**6** And: Date Filter  is:

**7** Send to... **8** Print **9** Preview **10** Cancel

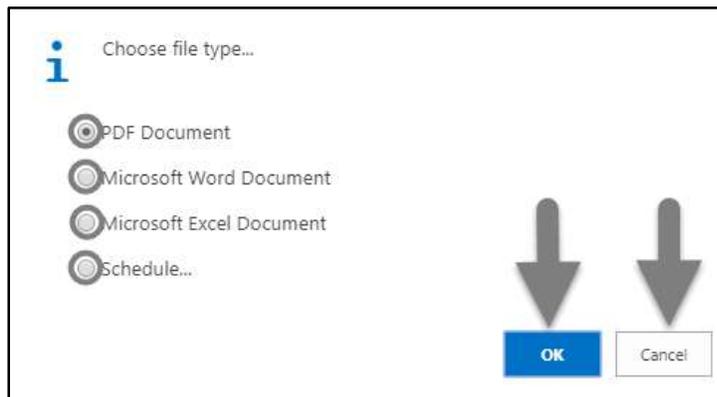
D. Choose the above Actions to view report successfully.

1. Choose **Name** from the dropdown by clicking on  button.
  - **Name: Last used options and filters**

2. Choose the **New Page per Insurance No.** by clicking on  button.
3. Choose **Where** from the dropdown by clicking on  button.
  - **Where: No.**
4. Choose **And** from the dropdown by clicking on  button.
  - **And: FA Class Code**
5. Choose **And** from the dropdown by clicking on  button.
  - **And: FA Subclass Code**
6. Choose **And** from the dropdown by clicking on  button.
  - **And: Date Filter**

Note: Use the "IS" filtering criteria's as necessary.

7. Choose **Send to** take it on PDF, Excel And Word



- Click "OK" after select an option.
  - Click "Cancel" to cancel this page
8. Choose **Print** to print the document.
  9. Choose **Preview** to preview the document.
  10. Choose **Cancel** to close this page.
  11. Click on  button to make it full page.

The following Report will be appeared.



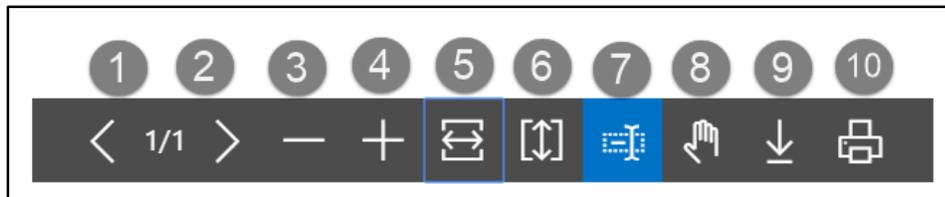

Date: 01-06-20

### Sample Power Company

#### Insurance Coverage Details Report

Ledger entry posting Date	Ledger entry disposed	Ledger entry Fixed Asset No	Fixed Asset description	Document Type	Document No	Ledger entry description	Amount
<b>INS00002</b> Fire Insurance							
02-05-21	No	FA000064	Khuma Power Plant	Invoice	INS009	Fire Insurance	50,000.00
01-06-2021	No	FA000009	LPS		INS008	Fire Insurance	100.00
05-05-20	Yes	FA000011	LPS		DCC0001	Fire Insurance	500.00
<b>INS00004</b> Computer Insurance							
07-05-20	No	FA000015	Macbook	Invoice	INS00034	Computer Insurance	20,000.00
07-05-20	No	FA000015	Macbook	Invoice	INS0035	Computer Insurance	15,000.00
08-05-20	No	FA000076	HP Probook 440 G5		INS0035	Computer Insurance	1,000.00
06-05-20	No	FA000014	Imac		INS0055	Computer Insurance	15,500.00
08-05-20	No	FA000013	HP H8034S RACK SERV		INS006	Computer Insurance	5,00,000.00
22-05-20	No	FA000002	Computer	Invoice	INS008	Computer Insurance	5,000.00
22-05-20	No	FA000006	Printer	Invoice	INS008	Computer Insurance	500.00
13-02-21	No	FA000078	HP Probook 440 G5	Invoice	DCC7869	Computer Insurance	700.00
13-02-21	No	FA000078	HP Probook 440 G5		INS00012	Computer Insurance	1,500.00
01-06-2021	No	FA000015	Macbook		INS008	Computer Insurance	500.00
01-06-2021	Yes	FA000010	HP Probook 440 G5		INS007	Computer Insurance	500.00
<b>INS000006</b> FURNITURE INSURANCE							
06-05-20	Yes	FA000015	Full Secretary Table		INS00041	FURNITURE INSURANCE	5,000.00

E. Report Action Bar will be appeared on the report as below initially -



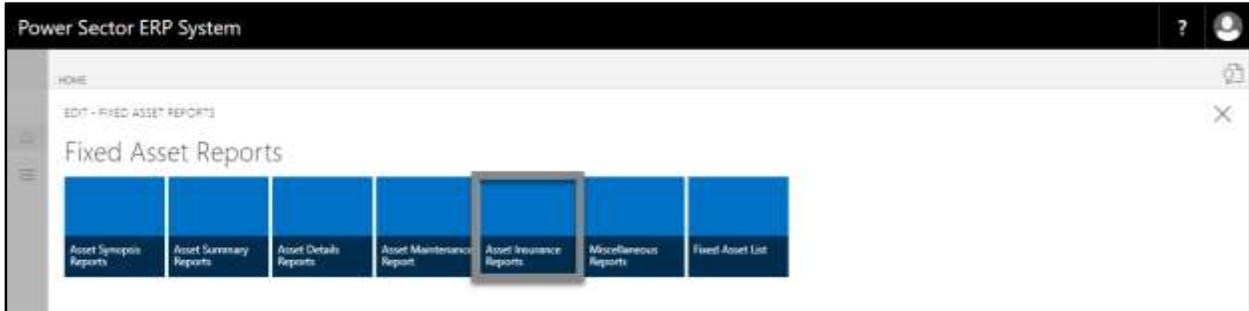
Actions are chronologically organized as below

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

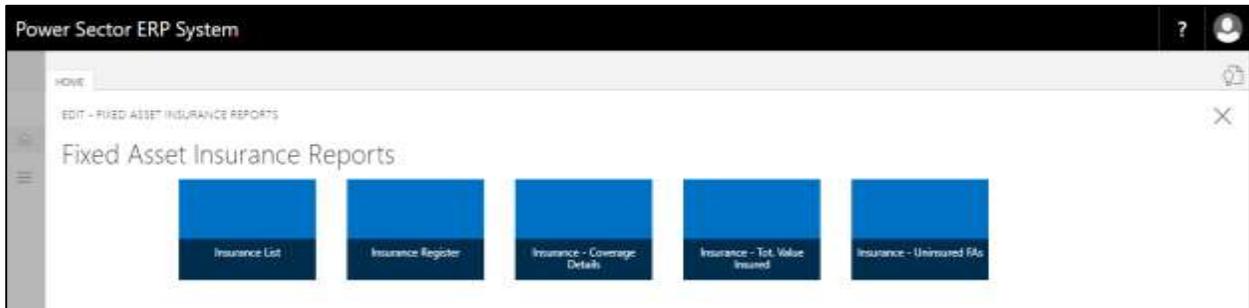
## FA-905.4 Insurance Total Value Insured Report

To generate Insurance Total Value Insured Report, please follow the steps below

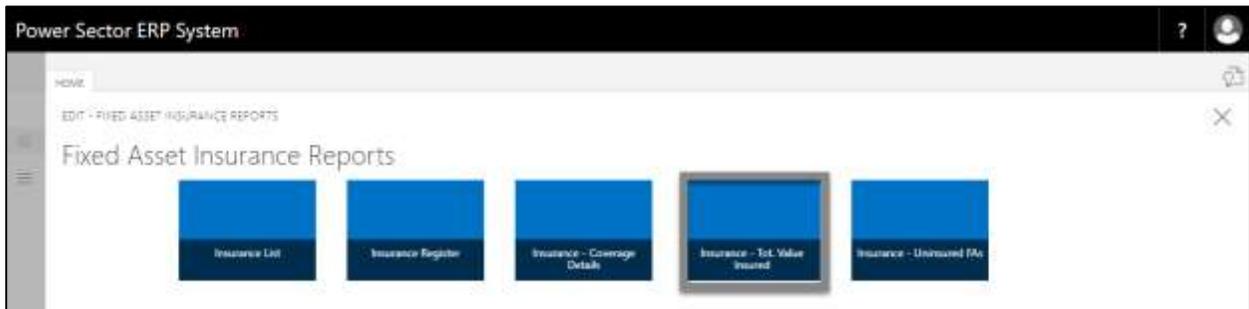
- A. Open "Fixed Asset Report Landing Page" through "Access to Report Tab"
- B. Choose "Asset Insurance Report" from Fixed Asset Report Page.



The following **Fixed Asset Insurance Page** will be appeared.



- C. Choose "Insurance Total Wise Insured" from Fixed Asset Insurance Landing Page.



The following **Report Calling Page** will be appeared.

Edit - Insurance - Tot. Value Insured

Fixed Asset

Show results:

1 Where: No. is: ...

2 And: Asset Type is: ...

3 And: Asset Subtype is: ...

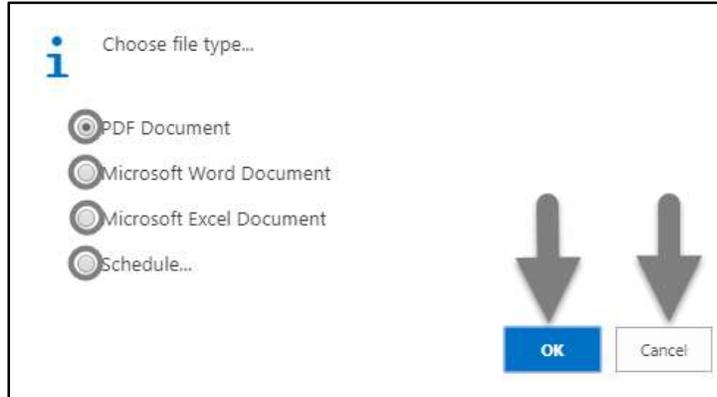
4 Send to... 5 Print 6 Preview 7 Cancel

D. Choose the above Actions to view report successfully.

1. Choose **Where** from the dropdown by clicking on **▼** button.
  - **Where: No.**
2. Choose **And** from the dropdown by clicking on **▼** button.
  - **And: Asset Type**
3. Choose **And** from the dropdown by clicking on **▼** button.
  - **And: Asset Subtype**

Note: Use the **"IS"** filtering criteria's as necessary.

4. Choose **Send to** take it on PDF, Excel And Word

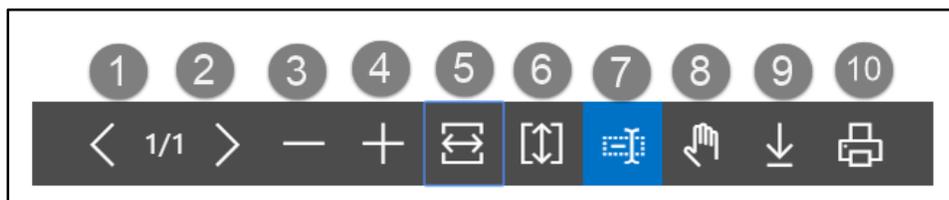


- Click "OK" after select an option.
  - Click "Cancel" to cancel this page
5. Choose **Print** to print the document.
  6. Choose **Preview** to preview the document.
  7. Choose **Cancel** to close this page.
  8. Click on  button to make it full page.

The following Report will be appeared.

				Date: 02-06-20
<h3>Sample Power Company</h3>				
<h4>Insurance Total Value Insured</h4>				
Fixed Asset Unique Code	Fixed Asset Name	Ledger entry Insurance No	Insurance description	Total Amount
	Computer	INS000004	Computer Insurance	Tk. 5,000
	UPS	INS000002	Fire Insurance	Tk. 100
070807007001	HP Probook 440 G5	INS000004	Computer Insurance	Tk. 3,200
010101001006	Boundary Wall	INS000008	Wall Insurance	Tk. 2,000
020203003005	CTG Generation Sub Station	INS000007	Substation Insurance	Tk. 10,00,000
070807007001	HP N50345 RACK SERVER	INS000004	Computer Insurance	Tk. 5,00,000
070811009002	I mac	INS000004	Computer Insurance	Tk. 15,000
070811009001	Macbook	INS000004	Computer Insurance	Tk. 35,500
010301001004	560 KV Motor	INS000013	Circuit Breaker Insurance	Tk. 500
010101001013	Khulna Power Plant	INS000002	Fire Insurance	Tk. 50,000

E. Report Action Bar will be appeared on the report as below initially -



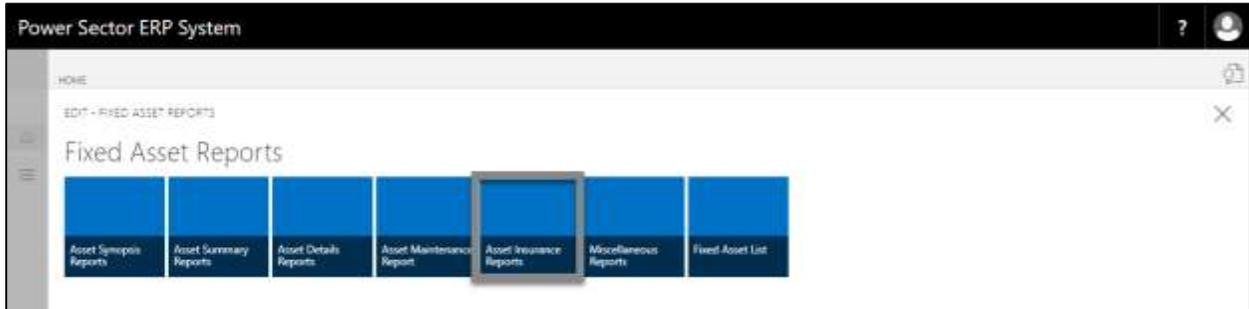
Actions are chronologically organized as below

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

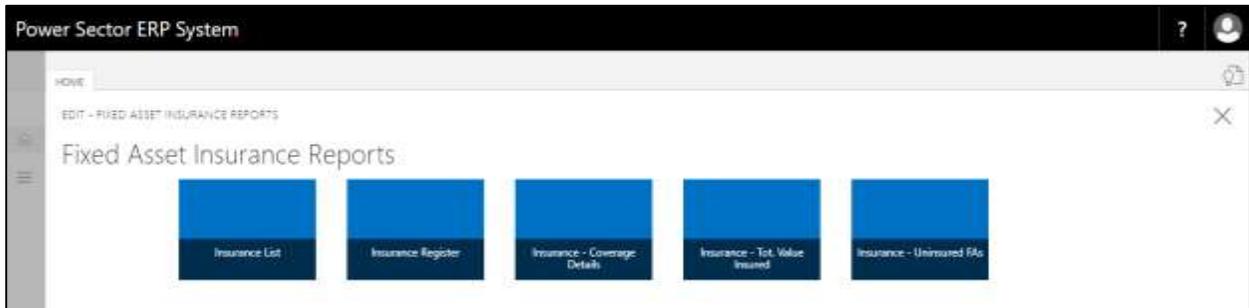
## FA-905.5 Non Insured FAs Report

To generate Insurance Non Insured FAs Report please follow the steps below

- A. Open "Fixed Asset Report Landing Page" through "Access to Report Tab"
- B. Choose "Asset Insurance Report" from Fixed Asset Report Page.



The following **Fixed Asset Insurance Page** will be appeared.



- C. Choose "Insurance Un Insured FAs" from Fixed Asset Insurance Landing Page.



The following **Report Calling Page** will be appeared.

Edit - Insurance - Uninsured FAs

Fixed Asset

Show results:

1 Where: No. is: ...

2 And: Asset Type is: ...

3 And: Asset Subtype is: ...

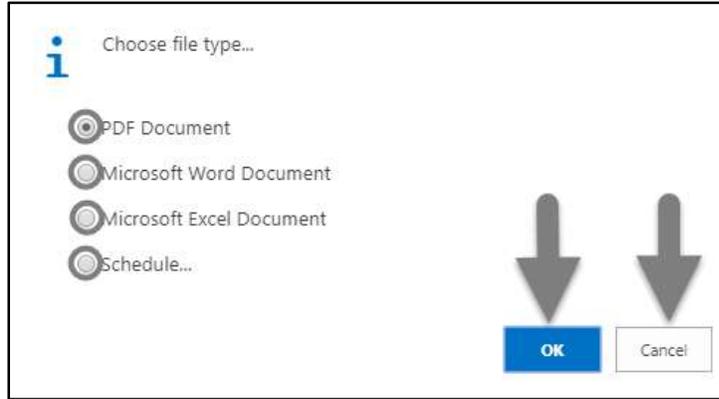
4 Send to... 5 Print 6 Preview 7 Cancel

D. Choose the above Actions to view report successfully.

1. Choose **Where** from the dropdown by clicking on  button.
  - **Where: No.**
2. Choose **And** from the dropdown by clicking on  button.
  - **And: Asset Type**
3. Choose **And** from the dropdown by clicking on  button.
  - **And: Asset Subtype**

Note: Use the **"IS"** filtering criteria's as necessary.

4. Choose **Send to** take it on PDF, Excel And Word

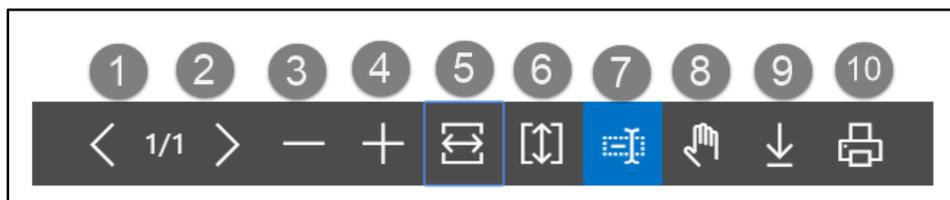


- Click "OK" after select an option.
  - Click "Cancel" to cancel this page
5. Choose **Print** to print the document.
  6. Choose **Preview** to preview the document.
  7. Choose **Cancel** to close this page.
  8. Click on  button to make it full page.

The following Report will be appeared.

Unique Code	Fixed Asset Name	Acquisition	Depreciation	Book Value
080921011001	Building	Tk. 45,62,223	Tk. 0	Tk. 45,62,223
010101001004	Computer	Tk. 0	Tk. 0	Tk. 0
010101001001	Executive table	Tk. 65,000	Tk. 27,000	Tk. 38,000
	UPS	Tk. 5,55,555	Tk. 0	Tk. 5,55,555
	UPS	Tk. 15,000	Tk. 500	Tk. 14,500
	Laptop	Tk. 0	Tk. 0	Tk. 0
031012014001	Computer Table	Tk. 45,000	Tk. 10,000	Tk. 35,000
031115016001	Desk	Tk. 15,000	Tk. 5,000	Tk. 10,000
031115016002	Desk	Tk. 35,000	Tk. 10,000	Tk. 25,000
080921011002	building bay	Tk. 68,95,47,491	Tk. 21,04,52,509	Tk. 47,90,94,981

E. Report Action Bar will be appeared on the report as below initially -



Actions are chronologically organized as below

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

## FA-906 How To: Generate Fixed Asset Miscellaneous Report

### Introduction

This process demonstrates how to generate Fixed Asset Miscellaneous Reports. This section contains –

- FA-906.1 FA Posting Group-Net Change Report
- FA-906.2 Fixed Asset-Acquisition List Report
- FA-905.3 Fixed Asset Register Report

### Roles

- Module Admin / User

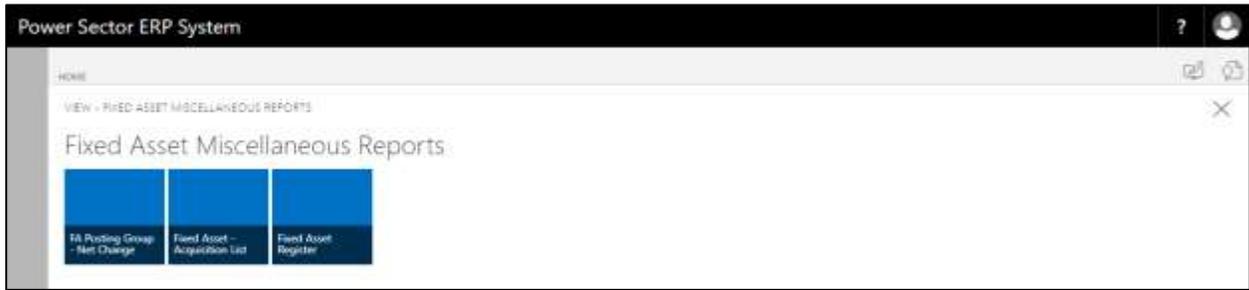
### FA-906.1 FA Posting Group-Net Change Report

To generate FA Posting Group Report, please follow the steps below

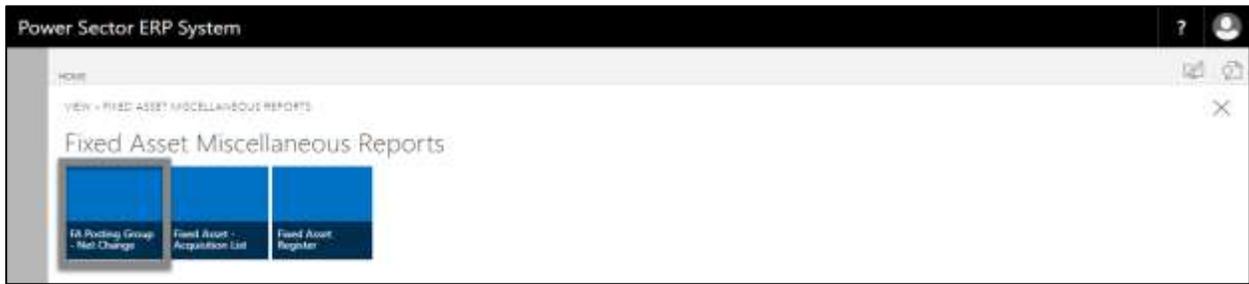
- A. Open "Fixed Asset Report Landing Page" through "Access to Report Tab"
- B. Choose "Fixed Asset Miscellaneous Report" from Fixed Asset Report Page.



The following **Fixed Asset Miscellaneous Report Landing page** will be appeared.



C. Choose "FA Posting Group-Net Change Report" from Fixed Asset Miscellaneous Report Landing Page.



The following **Report Calling Page** will be appeared.

A screenshot of the 'Edit - FA Posting Group - Net Change' report calling page. The page has a title bar 'Edit - FA Posting Group - Net Change' and a close button. It is divided into several sections:

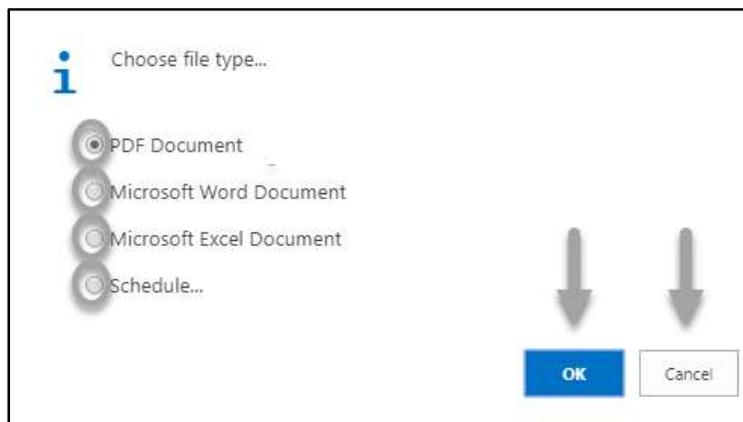
- Saved Settings:** A text field labeled 'Name' contains 'Last used options and filters' and has a dropdown arrow on the right. A circled '1' is next to this field.
- Options:** Two date pickers: 'Starting Date' is set to '01-01-20' and 'Ending Date' is set to '30-06-20'. A circled '2' is next to the Starting Date field and a circled '3' is next to the Ending Date field. Below these is a checkbox labeled 'Only Totals per G/L Account' which is checked.
- FA Depreciation Book:** A section titled 'Show results:' with three filter rows:
  - 'Where: FA No.' with a dropdown arrow and an 'is:' field.
  - 'And: Depreciation Book Code' with a dropdown arrow and an 'is:' field.
  - 'And: FA Posting Group' with a dropdown arrow and an 'is:' field.
- Buttons:** At the bottom, four buttons are arranged horizontally: 'Send to...' (with a circled '4'), 'Print' (with a circled '5'), 'Preview' (with a circled '6'), and 'Cancel' (with a circled '7').

D. Choose the above Actions to view report successfully.

1. Choose the **Name** by clicking on  button.
  - **Name: Last used options and Filters**
2. Choose the **Starting Date** by clicking on  button.
  - **Starting Date:01-01-20**
3. Choose the **Ending Date** by clicking on  button.
  - **Ending Date:30-06-20**

Note: Use the "IS" filtering criteria's as necessary.

4. Choose **Send to** take it on PDF, Excel And Word



- Click "OK" after select an option.
  - Click "Cancel" to cancel this page
5. Choose **Print to** print the document.
  6. Choose **Preview** to preview the document.
  7. Choose **Cancel** to close this page.
  8. Click on  button to make it full page.

The following Report will be appeared.



Sample Power Company

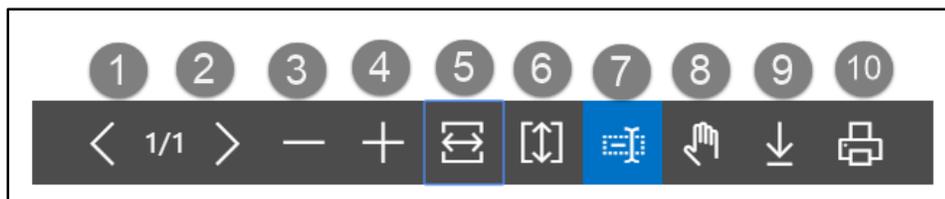


Date: 09-06-20

### Fixed Asset Posting Group - Net Charge Report

Total per G/L Account				
Account No.	Account Name	Net Change	FA Net Change	Difference
1010101001	Land	Tk. -4,00,00,14,07,35,000	Tk. 8,82,24,90,000	Tk. -4,00,08,96,32,25,000
1010102003	Increase during the year - Building & Other Constr	Tk. 13,00,00,29,38,90,000	Tk. 35,98,27,48,27,71,898	Tk. -22,98,27,18,88,81,998
1010102004	Accumulated Depreciation - Building & Other Const	Tk. -1,20,54,24,91,98,712	Tk. -2,18,08,58,68,28,209	Tk. -95,54,31,76,31,497
1010102005	Write-Down Account - Building & Other Construction	Tk. 35,000	Tk. -50,000	Tk. 85,000
1010102008	Decrease during the year - Building & Other Constr	Tk. -10,80,00,22,09,93,278	Tk. -10,80,00,22,09,93,278	Tk. -85,000
1010103001	Kodda 150 MW Power Plant	Tk. 0	Tk. 1,45,01,44,99,85,000	Tk. -1,45,01,44,99,85,000
2030420010	Gain & Loss Account - Building & Other Constructio	Tk. 10,30,00,20,72,59,499	Tk. 10,30,00,20,72,59,499	Tk. -
2030420011	Repair & Maintenance - Building & Other Constructi	Tk. 2,72,85,000	Tk. 2,72,80,000	Tk. 5,000
2030420012	Depreciation - Building & Other Construction	Tk. 1,50,53,86,28,44,491	Tk. 2,48,08,57,92,18,390	Tk. -95,54,71,63,73,899
4030701001	Repairs & maintenance exp.- Furniture &	Tk. -8,20,000	Tk. 0	Tk. -8,20,000

E. Report Action Bar will be appeared on the report as below initially -



Actions are chronologically organized as below

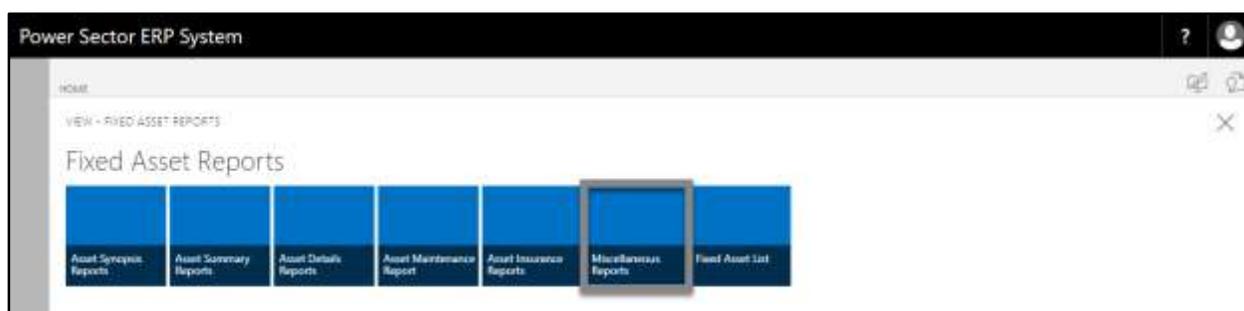
21. Previous Page
22. Next Page
23. Zoom Out
24. Zoom In

25. Fit page to window width
26. Fit full page in window
27. Select Text
28. Pan the document
29. Download to file
30. Print

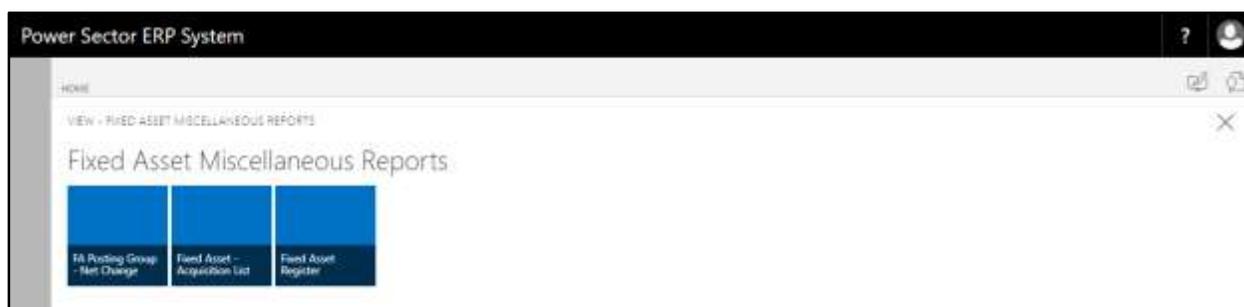
## HR-906.2 Fixed Asset-Acquisition List Report

To generate Fixed Asset-Acquisition List Report, please follow the steps below

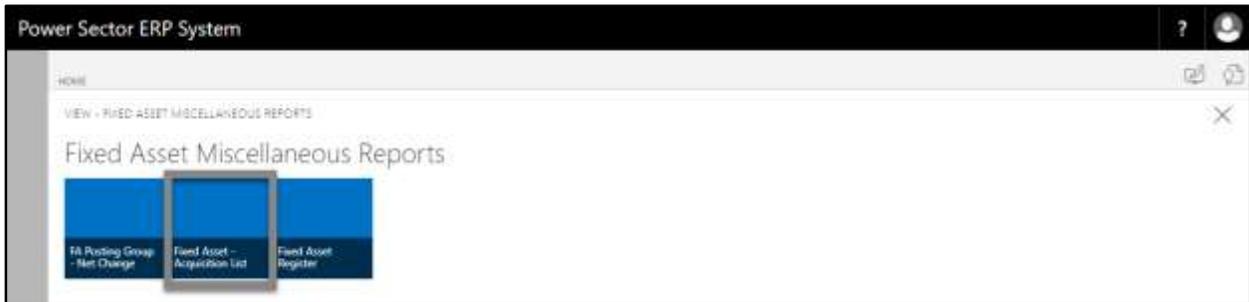
- A. Open "Fixed Asset Report Landing Page" through "Access to Report Tab"
- B. Choose "Fixed Asset Miscellaneous Report" from Fixed Asset Report Page.



The following **Fixed Asset Miscellaneous Report Landing page** will be appeared.



C. Choose "Fixed Asset Acquisition List Report" from Fixed Asset Miscellaneous Report Landing Page.



The following **Report Calling Page** will be appeared.

D. Choose the above Actions to view report successfully.

1. Choose the **Depreciation Book**  by clicking on  button.

- **Depreciation Book: Company**

2. Choose the **Starting Date** by clicking on  button.

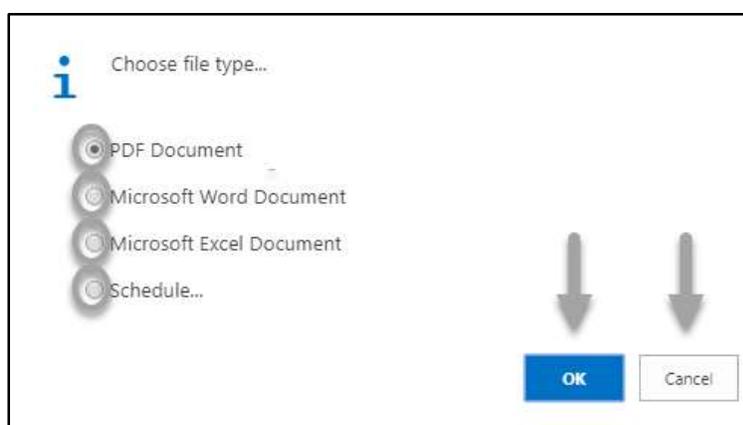
- **Starting Date:01-01-20**

3. Choose the **Ending Date** by clicking on  button.

- **Ending Date:30-06-20**

Note: Use the "IS" filtering criteria's as necessary.

4. Choose **Send to** take it on PDF, Excel And Word



- Click "OK" after select an option.
- Click "Cancel" to cancel this page

5. Choose **Print to** print the document.

6. Choose **Preview** to preview the document.

7. Choose **Cancel** to close this page.

8. Click on  button to make it full page.

The following Report will be appeared.





শেখ হাসিনার  
উদ্যোগ  
যত্নে যত্নে বিদ্যুৎ

Date: 09-06-20

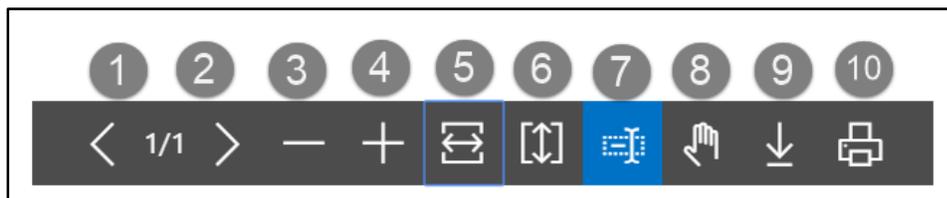
### Sample Power Company

---

#### Fixed Asset Acquisition List Report

Asset Type	Fixed Asset UniqueCode	Description	Responsible Employee	Acquisition Date	Acquisition Cost
BUILDING	080921011001	Building		05-03-20	Tk. 45,62,223
	080921011001	Building	Md. Kamrul	05-03-20	
	080921011004	office 1		05-03-20	Tk. 80,00,000
	080921011004	office 1	Employee 1	05-03-20	
	080921011005	building 5		05-03-20	Tk. 10,00,00,15,16,00,00 0
	080921011005	building 5	test emp	05-03-20	
	080921011006	Test 5			Tk. 0
	080921011006	Test 5	Md. Uzzal Mia		
	010302002005	Test Building		19-05-20	Tk. 6,90,000
	080921011008	Building 10			Tk. 0
	080921011008	Building 10	Md. Sahed Hasan		
	080921011010	building 6		19-05-20	Tk. 9,00,00,14,66,00,000
	080921011010	building 6	test emp	19-05-20	
	080921011011	building 2		19-05-20	Tk. 4,00,00,14,66,00,000
	080921011011	building 2	test emp	19-05-20	
	080921011012	Building - Corportate office		21-05-20	Tk. 45,00,00,00,00,000
	080921011012	Building - Corportate office	Md. Sahed Hasan	21-05-20	
	080921011013	Building 10		21-05-20	Tk. 12,39,96,60,00,00,00 0
	080921011013	Building 10	test emp	21-05-20	
		Test40			Tk. 0
080921011014	building 4556			Tk. 0	
080921011015	Building 222		03-06-20	Tk. 50,00,000	
080921011016	Building 333		03-06-20	Tk. 40,00,000	

E. Report Action Bar will be appeared on the report as below initially -



Actions are chronologically organized as below

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

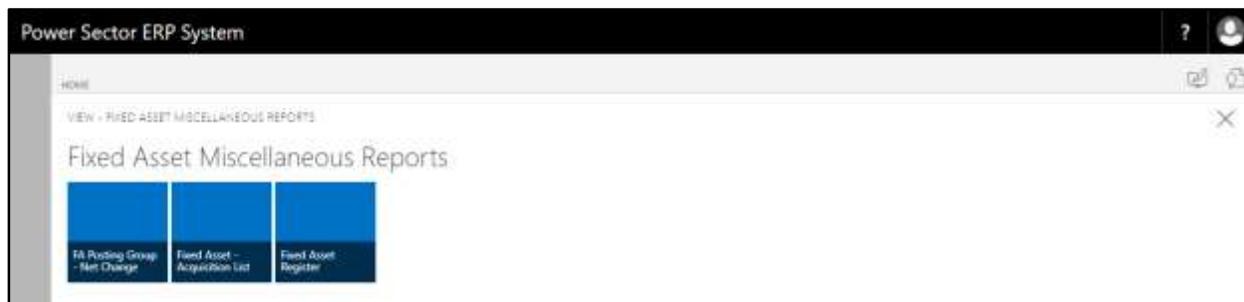
### HR-906.3 Fixed Asset Register Report

To generate Fixed Asset Register Report, please follow the steps below

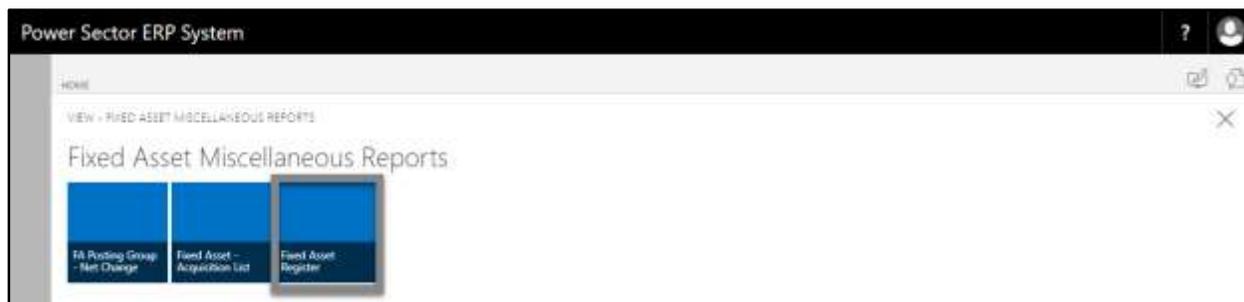
- A. Open "Fixed Asset Report Landing Page" through "Access to Report Tab"
- B. Choose "Fixed Asset Miscellaneous Report" from Fixed Asset Report Page.



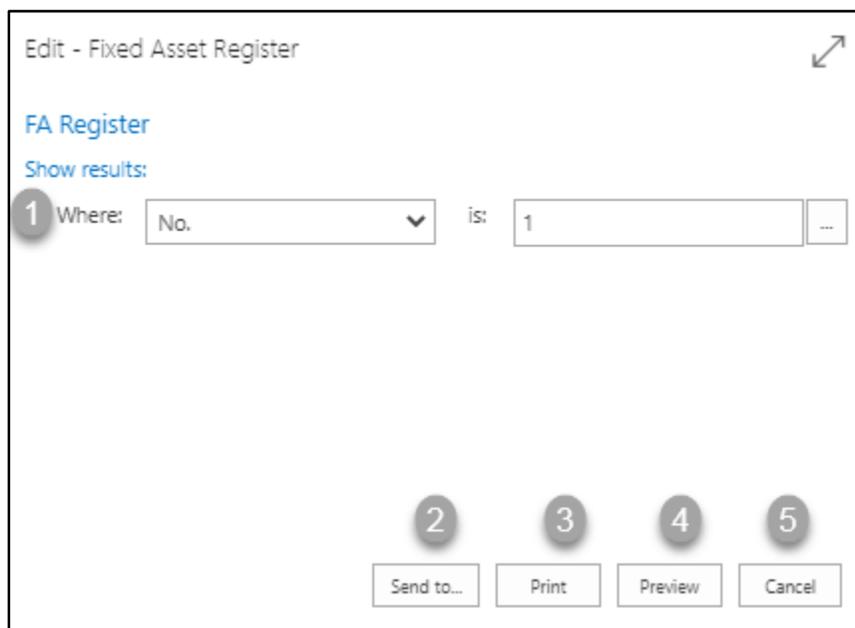
The following **Fixed Asset Miscellaneous Report Landing page** will be appeared.



C. Choose "Fixed Asset Register Report" from Fixed Asset Miscellaneous Report Landing Page.

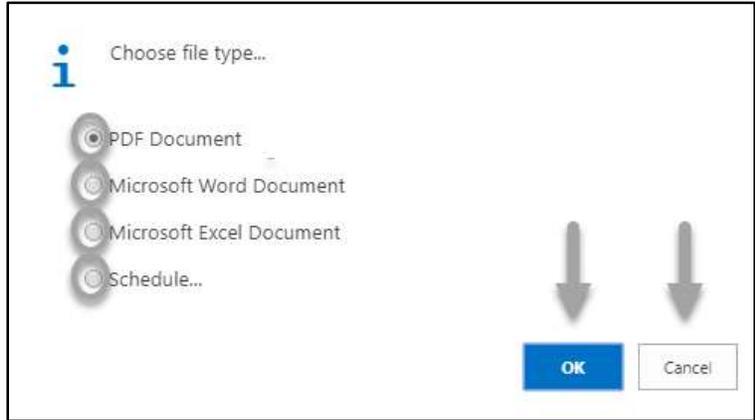


The following **Report Calling Page** will be appeared.



D. Choose the above Actions to view report successfully.

1. Choose **Where** by clicking on  button.
  - **Where: No.**
2. Choose **is** by clicking on  button.
  - **Is: 1**
3. Choose **Send to** take it on PDF, Excel And Word



- Click "OK" after select an option.
  - Click "Cancel" to cancel this page
4. Choose **Print to** print the document.
  5. Choose **Preview** to preview the document.
  6. Choose **Cancel** to close this page.
  7. Click on ↗ button to make it full page.

The following Report will be appeared.

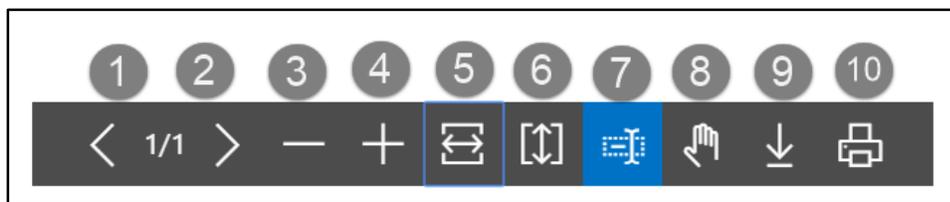
Date: 09-06-20

**Sample Power Company**

**Fixed Asset Register Report**

Posting Date	Document No	Posting Type	Asset Name	Amount
Register No. 1				
01-01-19	DCC12	Acquisition Cost	building	Tk. 4,00,000
01-01-19	DCC12	Salvage Value	building	Tk. -40,000
			Total	Tk. 3,60,000
Total				Tk. 3,60,000

E. Report Action Bar will be appeared on the report as below initially -



Actions are chronologically organized as below

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

## FA-907 How To: Generate Fixed Asset List Reports

### Introduction

This process demonstrates how to generate Asset Insurance Reports. This section contains –

FA-907 Fixed Asset List Report

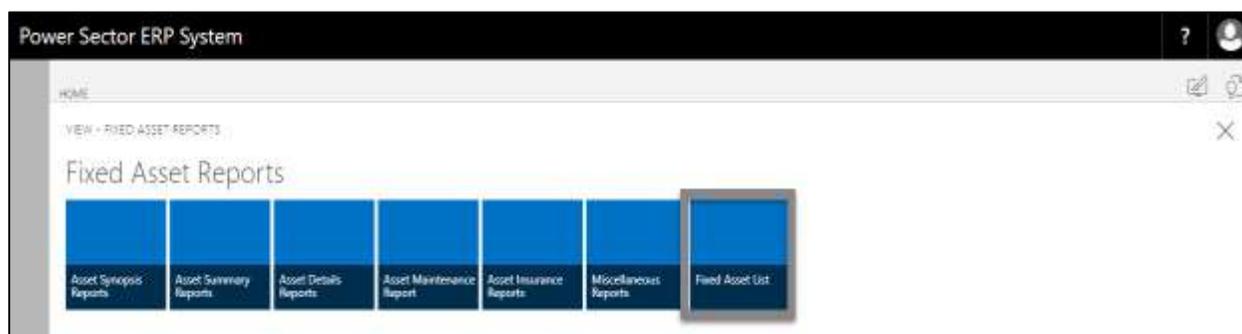
### Roles

- Module Admin / User

### FA-907 Fixed Asset List Report

To generate Fixed Asset List report, please follow the steps below

- A. Open “Fixed Asset Report Landing Page” through “Access to Report Tab”
- B. Choose “Fixed Asset List Report” from Fixed Asset Report Page.



The following **Report Calling Page** will be appeared.

Edit - Employee - Unions

Asset Type 1 COM ACCESS ...

Office 2 101 ...

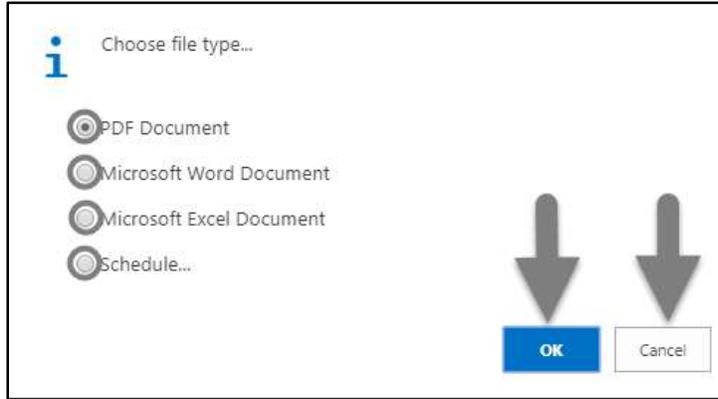
Acquisition Start Date 3 01-01-20 ...

Acquisition End Date 4 30-06-20 ...

5 Send to... 6 Print 7 Preview 8 Cancel

C. Choose the above Actions to view report successfully.

1. Choose **Asset Type** by clicking on  **button.**
  - **Asset Type: COM ACCESS**
2. Choose **Asset Type** by clicking on  **button.**
  - **Office: 101**
3. Choose **Acquisition Start Date** by clicking on  **button.**
  - **Acquisition Start Date: 01-01-20**
4. Choose **Acquisition End Date** by clicking on  **button.**
  - **Acquisition End Date: 30-06-20**
5. Choose **Send to** take it on PDF, Excel And Word

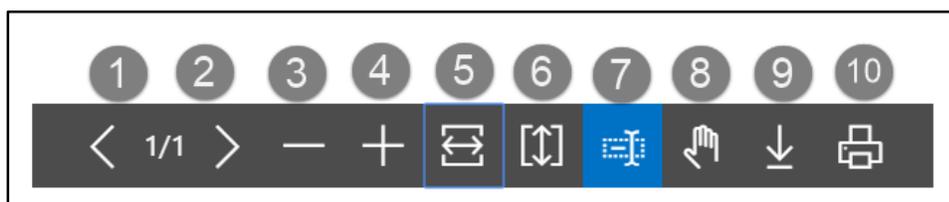


- Click "OK" after select an option.
  - Click "Cancel" to cancel this page
6. Choose **Print** to print the document.
  7. Choose **Preview** to preview the document.
  8. Choose **Cancel** to close this page.
  9. Click on  button to make it full page.

The following Report will be appeared.

		Date: 09-06-20				
<b>Sample Power Company</b>						
<b>Fixed Asset List</b>						
FA Unique Code	Name	Asset Type	Office Name	Acquisition Date	Last Maintenance Date	Book Value
070807007001	HP Probook 440 G5	COM ACCESS	Executive Director (Engr)	05-03-20		Tk. 31,778
070807007001	HP N50345 RACK SERVER	COM ACCESS	Executive Director (Engr)	09-05-20		Tk. 37,89,55,370
070811009002	I mac	COM ACCESS	Executive Director (Engr)	09-05-20		Tk. 1,49,609
070811009001	Macbook	COM ACCESS	Executive Director (Engr)	07-05-20		Tk. 89,638
070807008001	HP Probook 440 G5	COM ACCESS	Executive Director (Engr)	07-05-20		Tk. 89,583

D. Report Action Bar will be appeared on the report as below initially -



Actions are chronologically organized as below

31. Previous Page
32. Next Page
33. Zoom Out
34. Zoom In
35. Fit page to window width
36. Fit full page in window
37. Select Text
38. Pan the document
39. Download to file
40. Print

## FA-1000 Dashboard

### Introduction

This process demonstrates how to view Fixed Asset Dashboards which can assist top management in decision making.

The operational dashboard is divided into 1 sections -

FA-1001      HR Management Dashboard.

### Roles

- Module Admin

### Prerequisites

- HR Operational live data in the system

## FA- 1001 How to: View Fixed Asset Dashboard

### Introduction

This process demonstrates how to view Fixed Asset Dashboard.

To view Fixed Asset Dashboard, follow the steps below –

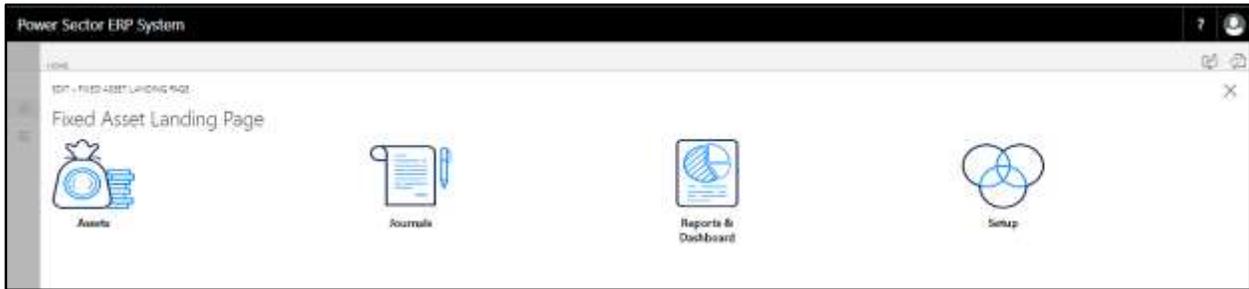
- A. Login with your respective **FA Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



- B. Choose the **“Fixed Assets”** icon.



The following fixed asset landing page will be appeared.



C. Choose the **“Reports & Dashboard”** icon in the Fixed Asset Landing Page.



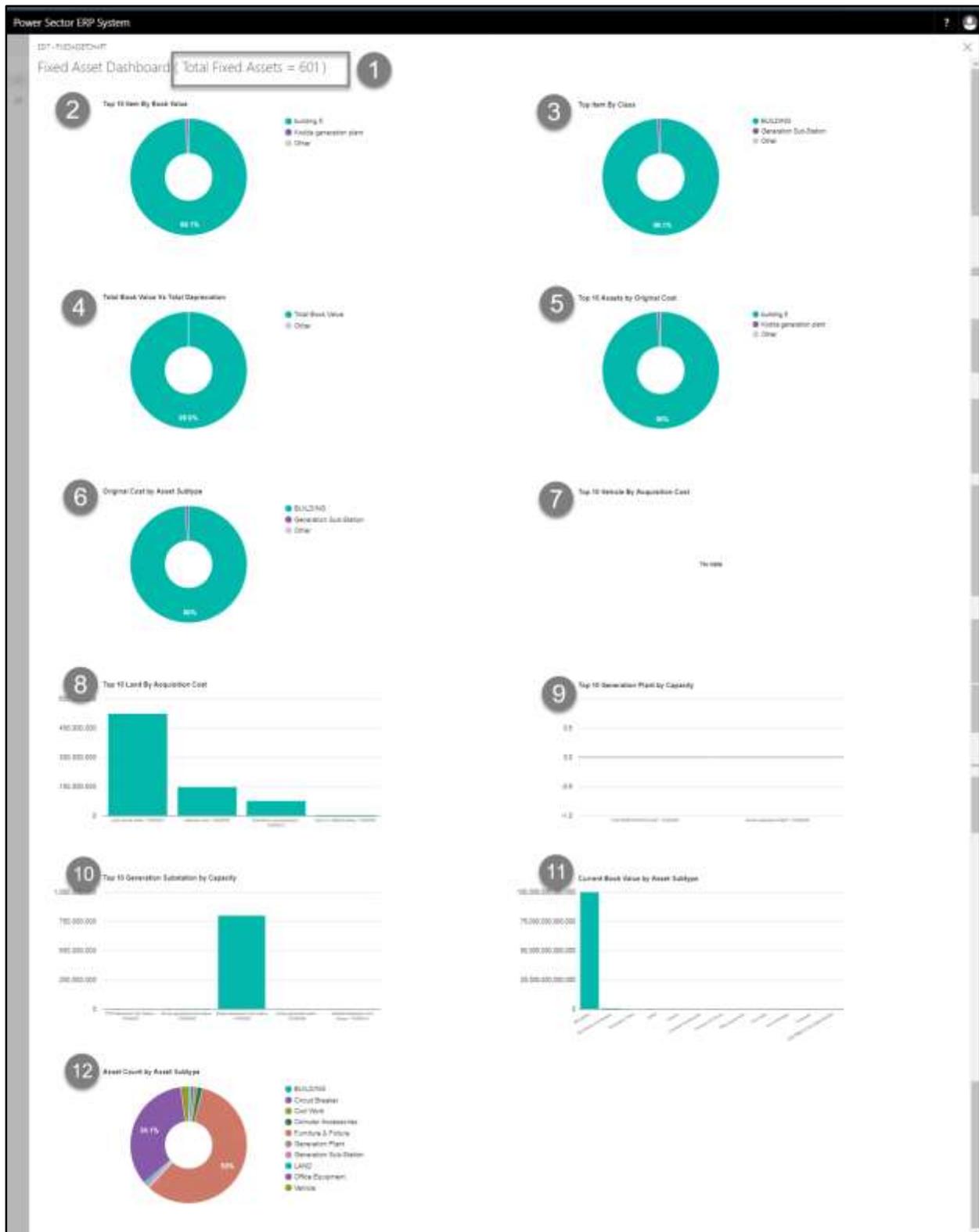
The following Reports & Dashboard Landing page will be appeared.



D. Choose the **“Dashboard”**.



Following Dashboard page containing KPIs will be appeared



The dashboard contains total Fixed Asset information and 11 graphs of respective organization

–

1. Organization Total Number of Fixed Asset.
2. **Top Ten Item by Book Value:** Pie graph showing ratio of top ten item by book value.
3. **Top Item by Class:** Pie graph showing top item by class.
4. **Total Book Value VS Total Depreciation:** Pie graph showing the ratio of total book value vs total depreciation.
5. **Top Ten Asset By Original Cost:** Pie graph showing top ten asset by original cost.
6. **Original Cost by Asset Subtype:** Pie graph showing the original cost by asset subtype.
7. **Top Ten Vehicle by Acquisition Cost:** Pie graph showing top ten vehicle by acquisition cost.
8. **Top Ten Land by Acquisition Cost:** Bar chart showing the top ten land by acquisition cost. In the graph, X axis contains **Acquisition Cost** and Y axis contains **Asset**.
9. **Top Ten Generation Plant By Capacity:** Bar chart showing the top ten generation plant by capacity. In the graph, X axis contains **Capacity** and Y axis contains **Generation Plant**.
10. **Top Ten Generation Sub Station By Capacity:** Bar chart showing the top ten generation substation by capacity. In the graph, X axis contains **Capacity** and Y axis contains **Generation Substation**.
11. **Current Book Value by Asset Subtype:** Bar chart showing the current book value by asset subtype. In the graph, X axis contains **Book Value** and Y axis contains **Asset Subtype**.
12. **Asset Count by Asset Subtype:** Pie graph showing asset count by asset subtype.