

FIXED ASSET MANAGEMENT SOLUTION

SELECT . CUSTOMIZE . IMPLEMENT

EZC 25



Fixed Asset Management Web Solution to handle day to day activities of your business with **flexible modules, customization** facility, comprehensive reporting and integrations.

FIXED ASSETS MODULES



01 Assets Definitions Management

02 Internal Demand

03 Requisition Management

04 Quotations Management

05 Purchase Order

06 Inward Gate Pass

07 Assets Inspection Management

08 Goods Receipt Note

09 Purchase Invoice Booking

10 Fixed Asset Initialization

11 Fixed Asset Tagging

12 Fixed Asset Allocations

13 Asset Depreciation Management

14 Asset Disposal/Expense Out

15 Asset Transfer

16 Employee Asset Return

17 Assets Sales Management

18 Assets Reporting Management

19 Asset Tracking

FIXED ASSET CATEGORIZATION

**01
01**

- Asset categorization is tagged from two aspects
 - Financials : 3 level Chart of Accounts categorization.
 - MIS : 5 level MIS level categorization.
- Asset and store items minimum, maximum and reorder Levels definition.
- Serial and Non-Serial bifurcation for IT equipment's.
- Comprehensive other related definitions to identify the assets.

FIXED ASSET LOCATIONS

01
02

- 7 level physical locations categorization facility in order to manage allocations and placement of fixed assets.
- Single level Asset Location facility in order to handle quantitative and financial aspect of assets hold by the company.

FIXED ASSET DEPRECIATION DEFINITION

01
03

- Depreciation Methods .
 - Straight Line
 - Declining Balance
 - Reducing balance
 - Immediate Write Off
- Comprehensive 3 level based depreciation methods settings for auto depreciation calculation periodically.

VENDOR AND EMPLOYEE DEFINITION

**01
04**

- Vendor information definition in order to manage asset buying cycle including inward gate passes to handle deliveries from vendors.
- Employee information definition in to use in asset allocation to employee and asset return modules.

USER MANAGEMENT

01
05

- Comprehensive user management along with rights and rolls permission in order to manage the user authorization for specific modules.
- Separate allocation for new information , approvals and edit.
- Date base restrictions on notes and information.
- Complete user activity logs.
- Assets quantitative modification historical record management.

ASSET INTERNAL DEMAND

02

- Module for internal asset demand from specific department / employee from the store.
- Approval dashboard for any demand note.

REQUISITION MANAGEMENT

03

- Based on the internal demand, stock minimum level or general buying any department or store can raise purchase requisition for buying of any asset.
- Request Approval dashboard.
- Information auto movement to procurement department.
- Approval from procurement department dashboard.

QUOTATION MANAGEMENT

04

- Based on the approved Purchase Requisition procurement department can initiate request for quotation (RFQ) from registered vendors.
- Quotation Analysis sheet for received quotations.
- Approval dashboard for best suited quotation.

PURCHASE ORDER

05

- Based on the approved quotation system will initiate P.O to selected vendor along with the terms and conditions agreed.
- P.O Approval dash board.

INWARD GATE PASS

06

- Special note to handle all incoming asset to store from vendor.
- IGP approvals and printing for confirmation of asset receipts.

FIXED ASSET INSPECTION

07

- After IGP release, Asset information will be moved to QC department for detailed inspection as per P.O terms and agreed asset specification.
- Inspector remarks against asset.
- Acceptance or rejection based on the inspector evaluation.
- Provision of final inspection copy to vendor and further proceedings.

GOODS RECEIPT NOTE

08

- QC approved items will be moved into store department through GRN.
- This note is a final note for accounts and vendor for further processing.
- Approval dash board for GRN approval.

PURCHASE INVOICE BOOKING

09

- Approved GRN financial value is finalized in this module.
- Finance/Procurement department will post GL values as per agreed P.O prices through Purchase Invoice.

FIXED ASSET INITIALIZATION

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- New purchased asset automatically moves to Initialization dashboard.
- Dashboard will apply depreciation method.
- Unique ID will be allocated to asset for identification.
- Processed information moved to Fixed Asset Register.

FIXED ASSETS TAGGING

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- Registered assets Unique ID can be printed in barcode OR QR Code formats on stickers through any printing device.
- UID can also be written on RFID tags as well for better tracking.

ASSET ALLOCATION

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- Tagged assets can allocate to
 - Registered Employees
 - Location
- Assets can also de-allocate and re-allocate to any location.
- Assets can also de-allocate and re-allocate from and to any employee.

FIXED ASSET DEPRICIATION MANAGEMENT

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- Initialized assets automatically appear on depreciation dashboard as per periodic policy.
- An approval mechanism is automatically apply depreciation policy on all assets and book financial entry in respective tagged financial heads.
- Fixed asset register automatically updates after successful execution.

ASSET DISPOSAL / EXPENSE OUT

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- Special Notes for asset disposal on the following scenarios
 - Asset damage
 - Asset loss
 - Asset disposal / Expense out
 - Asset Consumption
 - Asset Back Charge
- Approval Dashboard for confirmation.
- Financial and quantitative impact is automatically applied after approvals.

ASSET TRANSFER

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- Asset Transfer Notes for asset transfer from one location to another along with financial values as per asset register
- Approval Dashboard for transfer confirmation and receipt acknowledgement.

EMPLOYEE ASSET RETURN

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- Asset allocated to employees return through module in the following condition
 - Asset damaged
 - Asset return on employee resignation
 - Asset return against replacement

FIXED ASSET SALES MANAGEMENT

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- Asset sales module provide facility to sale asset anytime .
- Module will automatically determine the cost value as per asset register.
- Module will also book financial entry and dispose off quantity.
- Special selection of assets based on Unique ID.

REPORTING

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- Comprehensive reporting covering multidimensional data display.
- Multi filters based on the market demand and general R&D.
- Quantitative and financial aspects of assets is available.
- Due to in house solution we have tendency to develop and enhance reporting as per demand.

ASSET TRACKING

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- Asset can be track through hand held android base device which are capable of reading barcode , QR Code or RFID tags.
- This module helps in quick identification of asset from database.
- This module also helps in auditing and counting of assets with the help of android application connects through API with the solution.
- Secure assets can be bind within location and control through RFID equipment in order to stop re-location or transfer without system permission.

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