Functional Requirements Document- Fixed Assets

Prepared for

Technica International

Version: **2.0**

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1 Introduction

1.1 Purpose

The Functional Requirements Document (FRD) describes in common terms:

- An overview of the processes comprising each Work stream
- An overview of each sub-process comprising the Work stream
- Major gaps between the business requirements and the functionality supported by the standard Microsoft Dynamics 365 solution
- The problem summary including current business/environment issues

The FRD is the starting point of the solution and system development and is a collaborative effort between all business and technology stakeholders. The purpose of the Functional Requirements Document (FRD) is to document requirements for the requested system solution.

The objective of the Functional Requirements Document is to provide enhanced documentation for requirements that are a gap or will require a workaround or process change to fit the system solution of the client. The need for any modifications is clarified through the FRD. The FRD forms the basis of the subsequent task concerning the system design.

This document focuses on Fixed Assets requirements.

1.2 Acronyms

Abbreviation	Explanation
FRD	Functional Requirement Document
FA	Fixed Assets
System	Dynamics 365

1.3 Current Setup for Technica ERP project

1.4 Fixed Asset

Technica's Fixed asset list will be imported into Dynamics 365 after collecting their data using Excel Sheet Templates. Technica's will follow an automatic number sequence for new Fixed asset creation.

Assets are created manually from fixed asset module.

Technica requested to add automation on fixed asset creation (which is out of the box):

- On receipt the asset will be created
- On the invoice issuance, the asset will be acquired

In order to do that, below setup should be enabled 1st
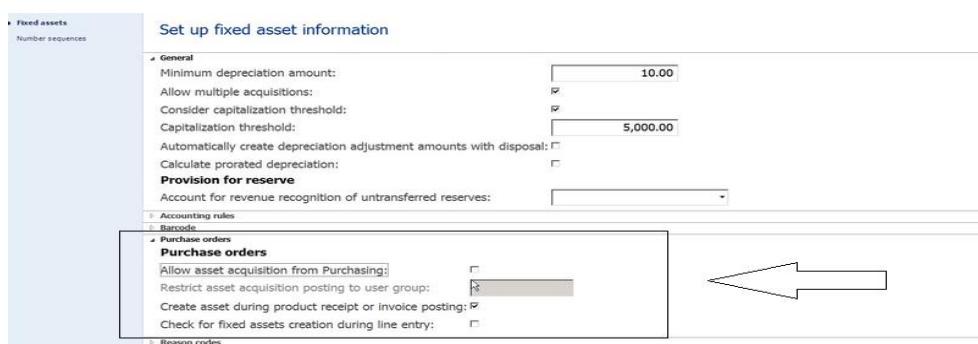
Figure 1 – Fixed asset setup parameter

Then, enable the setup of fixed asset in the procurement and sourcing menu "Business rules for fixed asset determination" → The purpose here is to link a certain fixed asset group to procurement category.

- Technica team will work on the mapping of procurement category with the related fixed asset group and send us the data during the migration phase.

1.5 Fixed Assets groups

Multiple fixed asset groups can be created to simplify the setup of assets and to be used while inquiring and reporting.

Each fixed asset group can have:
- A unique sequence number that will be used to allocate a primary identifier to its related fixed assets.
- A service life in number of years (can be decimal) to be used by the fixed assets within the group.

Below are the Fixed assets Groups that will be used by Technica:

- Computer Software
- Constructions
- Industrial Equipment
- Industrial Tools
- Vehicles
- General Installations
- Office and Computer Equipment
- Office Furniture
- Transportation Equipment's
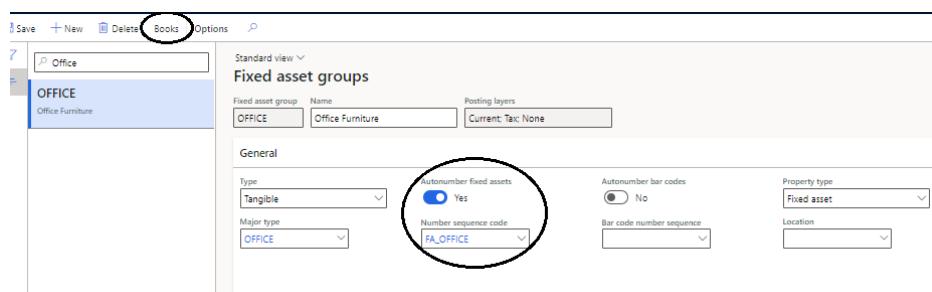
Figure 2 – Fixed asset groups

Every fixed asset group is linked to a depreciation book with specific service life in years, and depreciation periods in months and depreciation profile:
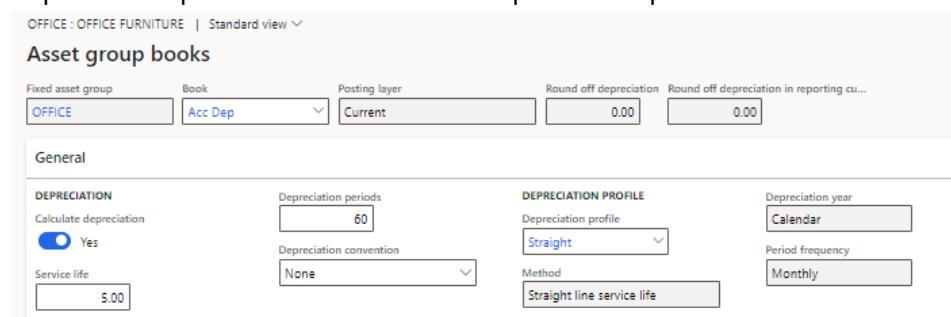

Figure 3 – Asset group book

1.6   Fixed Assets Posting Profile

Posting profiles specify the ledger accounts that are affected when fixed asset transactions are posted. You can select different ledger accounts for each type of asset transaction.

Technica will be using one Posting Profiles "ALL" for different Value models.

- The setup is by book by fixed asset group by account.

Figure 4 – Fixed asset posting profile (Ledger Account)

Technica will be using as well, the functionality of disposal fixed asset in case of scrap or sales.

- For scrap, it will use journals having related setup (shown below in screen shot). and in case of asset sold, will be using nontrade sales invoice "Free text invoice".

Figure 5 – Fixed asset posting profile (Disposal).

N.B: Account details and setup will be provided by Technica during the migration phase.

1.7   Depreciation Profile

Technica will be using one depreciation Profile "Straight" with method "Straight line life remaining" (Out of the box).

Technica runs depreciation on monthly basis.

Figure 6 – Depreciation Profiles

System will bring the suggested depreciation and can be changed manually. In case, changed manually, it will update the remaining amount for future depreciation.

1.8   Depreciation Books

Technica will be using two depreciation Books for different depreciation profile:
- Accounting depreciation (AccDep).

Figure 7 – Depreciation Book

- The other book is still under checking internally by Technica finance manager and he shall get back to us with the findings. Technica team was thinking to use for some Depreciation workarounds.
- Later, in case of a moving historical fixed asset related to scrap, or fully depreciated asset. Technica needs to move it with the related status:
  - o   NBV = 0.00 (status closed)
  - o   NBV not equal to zero. It is open but can change the status to closed.
  - o   In case, Technica moved historical with remaining NBV, the depreciation will be run based on the remaining values and period left.
  - o   In case, of non-used depreciation, we can simply uncheck the check box "Depreciation" from the related asset book.

Figure 8 – Asset book

1.9   Requirements

ID	Desc	Fit/GAP
001-001	Fixed asset creation	FIT
001-002	Define Fixed asset group	FIT
001-003	Define Fixed Asset Posting Profile	FIT
001-004	Define Depreciation Profile & Depreciation Books	FIT

2 Fixed Assets Business Processes List

2.1. Processes List

To elaborate and define the functionality, the following processes have been presented in the subsequent sections:

Process ID	Name	Description
FA-001	Fixed Asset Creation to Acquisition to Disposal	Fixed Asset Creation to Acquisition to Disposal
FA-001-01	Fixed asset creation automatic Via PO Receipt	Fixed asset creation automatic Via PO Receipt
FA-001-02	Fixed Asset creation Manually with Stocked Item	Fixed Asset creation Manually with Stocked Item
FA-001-03	Fixed asset Acquisition	Fixed asset Acquisition
FA-001-04	Fixed Asset Depreciation	Fixed Asset Depreciation
FA-001-05	Fixed asset Disposal (Sales & Scrap)	Fixed asset Disposal (Sales & Scrap)
FA-001-06	Fixed assets transfer	Fixed asset transfer
FA-002	Inquiries & Reports	Inquiries & Reports

3 Business Processes

3.1. FA-001 Fixed Asset Creation to Acquisition to Disposal

Process Diagram
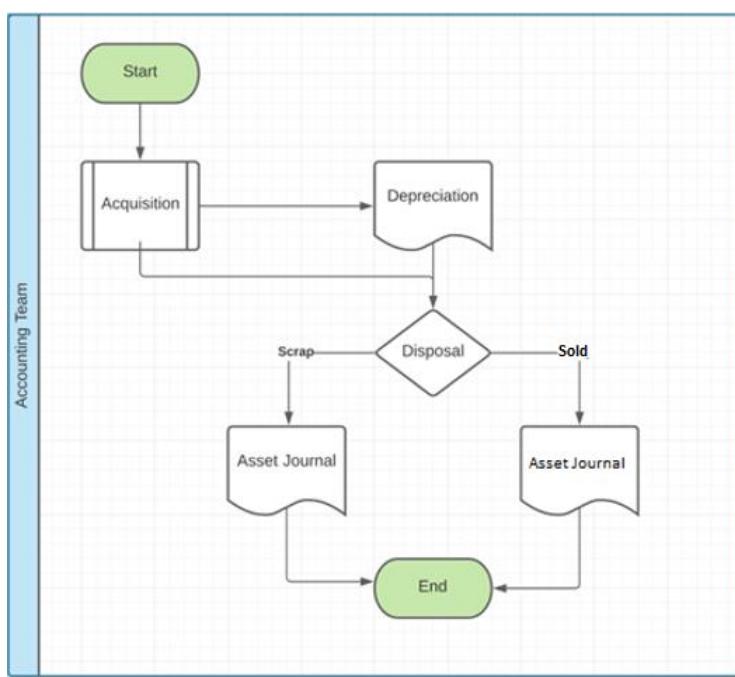
TO-BE Process Overview

3.1   FA-001-01 Fixed asset creation automatic Via PO Receipt

The setup mentioned in section "Fixed asset setup → Business rules for fixed assets determination" will automatically enable the below flag in the purchase order

- In case the user created a PO directly without purchase requisition this solution will be enabled automatically
  - o   If the setup was missing some procurement category this will not be enabled automatically
  - o   If the process started with the PO, the user could always enable this feature manually.
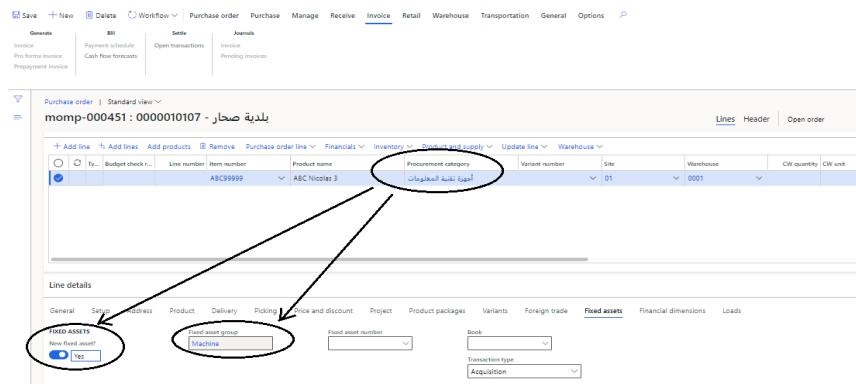
Figure 10 – Purchase order line

- Procurement categories are linked to fixed asset group (**Data needed from Technica**)
- Flag is enabled automatically once the system detect the above setup.
- In case the process was initiated from purchase requisition, the requester should enable this flag from the PR and place the related asset group so that when it reaches the PO it will be flagged automatically.
  - If not enabled from the PR, then it will reach the PO not enabled.
  - The user will not be able to enable it from PO, it will be locked.
- So once the flag is enabled automatically, after that the user will receive the product.
- Once the order is received → asset will be created and the below Asset# will be shown here:

Figure 11 – Purchase order line (fixed asset tab)

- Once the purchase order is invoiced → the asset will be acquired (Asset status "Acquired")
- And the asset will be ready to start depreciation.

N.B.

If the user or the requester wants to create many assets at the same time as if Quantity=3:
- If he placed Q=3 on the same line, then it will create 1 asset with Q=3 mentioned in the asset
- If he creates 3 lines, every line Q=1 then this will create 3 different assets with different asset#

3.2   FA-001-02 **Fixed asset creation** Manually with Stocked Item

In Technica, sometimes they receive a product into the stock then move it as fixed asset.
this process always starts by the project module:

- Item received and created in Inventory, then moved to Fixed assets.
- Having stocked item → Pass normal purchase cycle → Don't enable the auto fixed asset creation. And if it was enabled automatically (as per the configuration), you can disable it.
- System will normally receive the product as stock in inventory.
- Later and maybe after 10 days (less or more), the team will have to create the fixed asset manually (without acquisition).
- Then, when it's time to acquire the asset, you will have to do the following step:

1. First, you must do the setup of creating an inventory journal name (go to Inventory management → Setup → Journal names) and create it with journal type "Fixed asset".

Figure 12 – Inventory journal name

2. Second, you will have to pass an "Inventory to fixed asset journal" (you can find it in Fixed assets → Journal entries) and create new journals.

Figure 13 – Create inventory journals.

3. Third, a screen will appear to fill the details that represent the item number, the related fixed asset. Then post the transaction.

Figure 14 – Inventory to fixed asset journals.

- Once you post the above transaction:
  - The system will automatically reduce the inventory with the quantity chosen (Stock out from the chosen site and warehouse in the transaction mentioned above)
  - The fixed asset chosen in the transaction, will be acquired with the related cost.
- Then, once you have an acquired asset, the depreciation can easily start later, and you may place the responsible person in the asset.
- By that, you will not have any duplicate figure anymore.

3.3   FA-001-03 **Fixed asset** Acquisition

For workflow →Accountants submit request journal → Chief Accountant approve & Post transaction

Figure 15 – Fixed asset creation

- Go to fixed asset journals → click new → FA acquisition journal names.
- And click lines.
- Choose the acquisition type.
- Or just click on Proposals → Acquisition proposal: This is in case you have bulk of assets.

Figure 16 – Fixed asset Journal

- Click on Post → the fixed asset will be acquired.
- Go to fixed assets → select the fixed asset# comp-00001223 → click books.

Figure 17 – Asset book

- After acquisition, the financial dimension should be filled in the books.
- If they are not filled the depreciation transaction will not take automatically the financial dimension from the books and the transaction will not get posted.
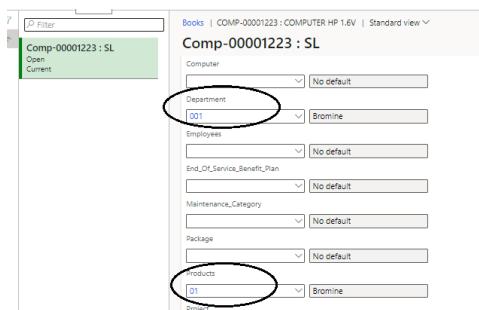
Figure 18 – Asset book / financial dimension

- Click on balances, you will see that the asset is acquired but there is no depreciation yet.

Figure 19 – Asset book Balance

3.4   FA-001-04 **Fixed asset** Depreciation

We will use the same asset comp-00001223. In this process there is a workflow that is being activated before posting and after journal validation:

→ Accountants submit request journal → Chief Accountant approve & Post transaction.

Figure 20 – Fixed Assets workflow

Go to modules → fixed assets → journal entries → Fixed assets journal.

- Click new and select the journal name of depreciation then click lines.

Figure 21 – Fixed Assets Journal

- Select transaction type "Depreciation".
- Click on Proposals → Depreciation proposals.
- The system will automatically bring the related ready asset to be depreciated on a selected date.
- Financial dimensions are filled automatically on the offset account because we already filled them on the financial dimension in the asset book.

Figure 22 – Fixed Assets Journal

- Once submitted it will go in a workflow as mentioned at the beginning to Chief accounting. Once the last approver approved it → Post
- Go to fixed asset books → Balances.

Figure 23– Fixed Assets Balance screen

- Values are shown as depreciated.

3.5   FA-001-05 **Fixed asset** Disposal (Sales & Scrap)

1. **Fixed Assets Scrap:**

Following the acquisition of fixed asset and its related depreciation, the transaction types that can be eliminated include an asset's acquisition and accumulated depreciation transactions. Elimination of these transactions affects balance sheet accounts, such as acquisition adjustment, depreciation adjustment accounts.

Also, disposal of an asset has also a workflow same as the workflow of the depreciation

Go to modules → fixed assets → journal entries → Fixed asset journal.

- Click new and select the journal name of disposal then click lines.

Figure 24– Fixed Assets Journal

- Click on Proposals → Disposal – scrap.
- The system will automatically bring the related ready asset to be disposed on a selected date.
- It will bring the related offset account as well from the fixed asset posting profile that is predefined as follows.

Figure 25 – Fixed Assets Posting Profiles

- Or simply you can choose the asset to be scraped + select transaction type Disposal – scrap.
- To fully dispose an asset, don't enter a value in either debit field or the credit field.

Figure 26 – Fixed Assets Journal

- Once submitted it will go in a workflow as mentioned at the beginning to Chief accounting.


Figure 27 – Fixed Assets Journal

- Once the last approver approved it → Post
- Go to fixed asset book → Status updated to Scrapped & disposal date = Asset date scrapped
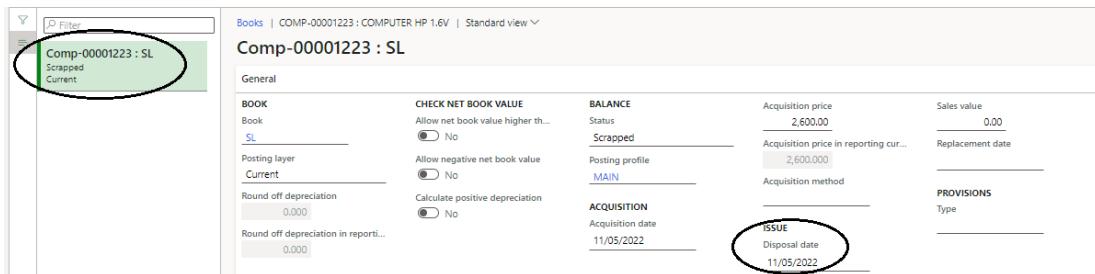

Figure 28 – Fixed Assets book

- Then click on Balances.

Figure 29 – Fixed Assets balances

- Click on the journal vouchers transactions → go to fixed asset journal.

Figure 30 – Fixed Assets voucher transaction

2. Fixed Assets Sold (Free text invoice):

This topic explains how to dispose of a fixed asset using the free text invoice.

Go to Accounts receivable → Invoices → All free text invoices.
- Select **New**.
- In the **Customer account** field, enter or select a value.
- Validate the default **Invoice** date and edit if applicable.
- Validate remaining default header fields, such as **Currency** and edit if applicable.
- In the **Invoice lines** section, validate the **Description** and **Main account** fields.
  - Main account: no need to fill it will be brought up automatically from fixed asset posting profile (see section 7.4.1.)
  - It is not possible to enter an item number on this kind of invoice.
  - A ledger account for the sale is selected by the user and is displayed on each order line. The system posts the customer balance to the summary ledger account for the posting profile inherited from the customer unless the user specifies a different posting profile on the free text invoice.
- Select the **Line details** section.
- Enter or select a value in the **Fixed asset** field.
  - Fixed asset should be 1st open and acquired already (see below)
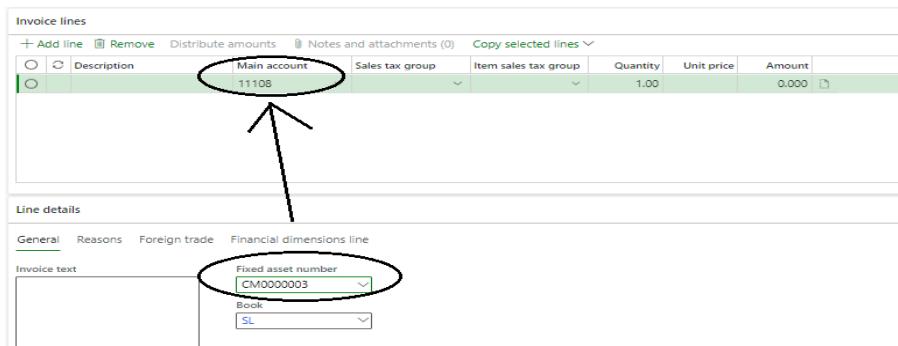
Figure 31 – Fixed Assets Book

  - Fill the below data with the correct fixed asset.
  - After filling the fixed asset, the book and the main account will be filled automatically (brought up automatically from the fixed asset posting profile
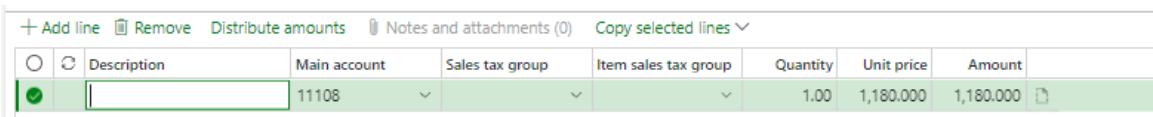
Figure 32 – Free text invoice detail

- Enter the **Unit price** or the **Amount** of the sale of the fixed asset.

Figure 33 – Free text invoice Line

- Select **Post** → Accounting status will be moved to "Completed".

Figure 34 – Free text invoice

- Fixed asset status will be "Sold".
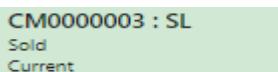
Figure 35 – Asset status from book

- Fixed asset transactions will show the below results:

Figure 36 – Fixed asset transactions

- Fixed asset balances will show the below results. You can check it from (Go to fixed asset → select the asset → click on books → Balances

Figure 37 – Fixed asset Balance

- Voucher transactions will be as follows. You may go to free text invoice → select the invoice → invoice journal → select the invoice → click on voucher.

Figure 38 – Invoice Journal

Figure 39 – Voucher transactions

3.6   FA-001-06 **Fixed assets Transfer**

Technica adopted this functionality where they will use this form to transfer the financial dimension values in the asset book from department to another:

Figure 39.1 – Fixed asset transfer form request

Once submitted, D365 will show all the related historical data transfer across all time with the related transfer comments (If any). As shown below (Form name Fixed asset transfer history):

Figure 39.2 – Fixed assets history inquiry

3.7 Requirements

ID	Desc	Fit/GAP
FA001-001	Fixed asset creation automatic via PO receipt	FIT
FA001-002	Auto asset acquisition via purchase order invoicing	FIT
FA001-003	Transfer inventory stock to Asset	FIT
FA001-004	Pass journal inventory to fixed asset	FIT
FA001-005	Create fixed asset acquisition	FIT
FA001-006	Create fixed asset depreciation	FIT
FA001-007	Pass fixed asset disposal scrap via journal	FIT
FA001-008	Pass fixed asset disposal sales via free text invoice	FIT
FA001-009	Fixed assets transfer financial dimensions value from department to another in the asset book	FIT

3.8 FA-002 Inquiries & Reports

Below is lists of out of the box reports and inquiries that will be useful for fixed asset processes:

1. **Fixed assets transactions:**

Figure 40 – Fixed assets transactions

2. **Fixed asset listing report:**

Fixed asset listing
Contosddnt System USA

Fixed asset group	Fixed asset number	Name	Book	Posting layer	Status	Net book value
BUILDINGS	BUIL-000001	Corporate headquarters	200_SLLR	Current	Open	2,437,632.00
BUILDINGS	BUIL-000001	Corporate headquarters	FED	None	Open	2,680,661.17
BUILDINGS	BUIL-000001	Corporate headquarters	STATE	None	Open	2,836,363.75
BUILDINGS	BUIL-000001	Corporate headquarters	T_200_SLLR	Tax	Open	2,649,600.00
BUILDINGS	BUIL-000002	Production Site 1	200_SLLR	Current	Open	1,779,648.00
BUILDINGS	BUIL-000002	Production Site 1	FED	None	Open	1,800,510.79
BUILDINGS	BUIL-000002	Production Site 1	STATE	None	Open	1,905,090.92
BUILDINGS	BUIL-000002	Production Site 1	T_200_SLLR	Tax	Open	1,779,648.00
BUILDINGS	BUIL-000003	Warehouse Site 1	200_SLLR	Current	Open	1,760,000.04
BUILDINGS	BUIL-000003	Warehouse Site 1	FED	None	Open	1,823,471.08
BUILDINGS	BUIL-000003	Warehouse Site 1	STATE	None	Open	1,890,909.16
BUILDINGS	BUIL-000003	Warehouse Site 1	T_200_SLLR	Tax	Open	1,760,000.04
BUILDINGS	BUIL-000004	Production Site 2	200_SLLR	Current	Open	879,999.96
BUILDINGS	BUIL-000004	Production Site 2	FED	None	Open	911,735.54
BUILDINGS	BUIL-000004	Production Site 2	STATE	None	Open	945,454.58
BUILDINGS	BUIL-000004	Production Site 2	T_200_SLLR	Tax	Open	879,999.96
BUILDINGS	BUIL-000005	Warehouse Site 2	200_SLLR	Current	Open	1,143,999.96

Figure 41 – Fixed assets Listing reports.

3. **Fixed assets acquisitions:**

Fixed asset acquisitions
Contosddnt System USA

Fixed asset group	Fixed asset number	Fixed asset name	Book	Acquisition date	Acquisition value	Vendor account number	Vendor name
BUILDINGS	BUIL-000001	Corporate headquarters	200_SLLR	01/01/2015	3,000,000.00		
BUILDINGS	BUIL-000001	Corporate headquarters	FED	01/01/2015	3,000,000.00		
BUILDINGS	BUIL-000001	Corporate headquarters	STATE	01/01/2015	3,000,000.00		
BUILDINGS	BUIL-000001	Corporate headquarters	T_200_SLLR	01/01/2015	3,000,000.00		
BUILDINGS	BUIL-000002	Production Site 1	200_SLLR	01/01/2015	2,015,000.00		
BUILDINGS	BUIL-000002	Production Site 1	FED	01/01/2015	2,015,000.00		
BUILDINGS	BUIL-000002	Production Site 1	STATE	01/01/2015	2,015,000.00		
BUILDINGS	BUIL-000002	Production Site 1	T_200_SLLR	01/01/2015	2,015,000.00		
BUILDINGS	BUIL-000003	Warehouse Site 1	200_SLLR	01/01/2015	2,000,000.00		
BUILDINGS	BUIL-000003	Warehouse Site 1	FED	01/01/2015	2,000,000.00		
BUILDINGS	BUIL-000003	Warehouse Site 1	STATE	01/01/2015	2,000,000.00		

Figure 42 – Fixed assets acquisitions

4. **Fixed assets disposal:**

Fixed asset disposals
Contosddnt System USA

							Accounting currency		
Fixed asset group	Fixed asset number	Name	Book	Disposal date	Status	Net book value	Sales value	Profit/Loss	
COMP	COMP-000001	Notebook PC	FED	31/01/2017	Sold	242.04	-410.96	168.92	
COMP	COMP-000001	Notebook PC	SLSL	31/01/2017	Sold	408.25	-410.96	2.71	
COMP	COMP-000001	Notebook PC	STATE	31/01/2017	Sold	408.45	-410.96	2.51	
COMP	COMP-000001	Notebook PC	T_150_SLLR	31/01/2017	Sold	270.00	-410.96	140.96	
COMP	COMP-000006	Wireless bridge	FED	09/07/2020	Sold	0.00	-100.00	100.00	
COMP	COMP-000006	Wireless bridge	SLSL	09/07/2020	Sold	19.11	-100.00	80.89	
COMP	COMP-000006	Wireless bridge	STATE	09/07/2020	Sold	19.07	-100.00	80.93	
COMP	COMP-000006	Wireless bridge	T_150_SLLR	09/07/2020	Sold	0.00	-100.00	100.00	
COMP	COMP-000016	HP Laptop 15in. 2020	FED	31/12/2021	Sold	730.50	-400.00	-330.50	
COMP	COMP-000016	HP Laptop 15in. 2020	SLSL	31/12/2021	Sold	730.50	-400.00	-330.50	
COMP	COMP-000016	HP Laptop 15in. 2020	STATE	31/12/2021	Sold	730.50	-400.00	-330.50	
COMP	COMP-000016	HP Laptop 15in. 2020	T_150_SLLR	31/12/2021	Sold	730.50	-400.00	-330.50	
COMP	COMP-000026	test-wassim	FED	22/09/2021	Sold	1,000.00	0.00	-1,000.00	
COMP	COMP-000026	test-wassim	SLSL	22/09/2021	Sold	1,000.00	0.00	-1,000.00	
COMP	COMP-000026	test-wassim	T_150_SLLR	22/09/2021	Sold	1,000.00	0.00	-1,000.00	
FURN_FIX	COMP-000020	Lifecam HD 5000	FED	31/12/2021	Sold	48.64	-40.00	-8.64	
FURN_FIX	COMP-000020	Lifecam HD 5000	SLSL	31/12/2021	Sold	48.64	-40.00	-8.64	
FURN_FIX	COMP-000020	Lifecam HD 5000	STATE	31/12/2021	Sold	48.64	-40.00	-8.64	
FURN_FIX	COMP-000020	Lifecam HD 5000	T_150_SLLR	31/12/2021	Sold	48.64	-40.00	-8.64	
Grand total						**7,483.48**	**-3,803.84**	**-3,679.64**	

Figure 43 – Fixed assets Disposal

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5. **Fixed assets movements:**

Fixed asset movements
Contosddnt System USA

From date 01/05/2023 To date 30/06/2023 Currency Accounting currency

Fixed asset group | **Fixed asset number** | **Name**
BUILDINGS | BUIL-000001 | Corporate headquarters

Book	Status	Posting layer	Acquisition	Bonus	Depreciation	Issue	Revaluation	Write up/down	Profit/Loss	Net book value
200_SLLR	Open	Current	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
FED	Open	None	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
STATE	Open	None	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
T_200_SLLR	Open	Tax	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Fixed asset group | **Fixed asset number** | **Name**
BUILDINGS | BUIL-000002 | Production Site 1

Book	Status	Posting layer	Acquisition	Bonus	Depreciation	Issue	Revaluation	Write up/down	Profit/Loss	Net book value
200_SLLR	Open	Current	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
FED	Open	None	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
STATE	Open	None	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
T_200_SLLR	Open	Tax	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Figure 44 – Fixed assets movements

6. **Fixed assets statement:**

Fixed asset statement
Contosddnt System USA
Currency :   Accounting currency

Row name	Acquisition costs prior years	Acquisition this year	Disposals at acquisition cost this year	Reclassification this year	Depreciation adjustment this year (appreciation this year)	Depreciation and value adjustment this year	Accumulated depreciation and value adjustment	Net book value end of this year	Net book value end of prior year
Land and buildings									
Land	1,101,000.00							1,101,000.00	1,101,000.00
Buildings	11,839,842.83						1,613,421.63	10,226,421.20	10,226,421.20
Tangible									
Computers	182,501.00						5,629.95	176,871.05	176,871.05
Furniture and fixtures	8,650.00						4,104.08	4,545.92	4,545.92
Machinery	31,500.00							31,500.00	31,500.00
Office equipment	27,034.09						21,150.00	5,884.09	5,884.09
Vehicles	265,000.00						71,500.00	193,500.00	193,500.00
Intangible									
Patents	10,000.00						1,999.92	8,000.08	8,000.08

Figure 45 – Fixed assets statement

7. **Fixed assets insurance Report:**

Fixed asset insurance report
Contosddnt System USA

Fixed asset number	Name	Policy number	Insured value	Insurance date 1	Insurance date 2
000001	test		0.00		
BUIL-000001	Corporate headquarters		0.00		
BUIL-000002	Production Site 1		0.00		
BUIL-000003	Warehouse Site 1		0.00		
BUIL-000004	Production Site 2		0.00		
BUIL-000005	Warehouse Site 2		0.00		
BUIL-000006	Production Site 3		0.00		
BUIL-000007	Warehouse Site 3		0.00		
BUIL-000010			0.00		
BUIL-000011	Qnbn Building		0.00		
BUIL-000012			0.00		
BUIL-000013			0.00		
COMP_0004	pc01		0.00		
COMP_0005	Medical Equipment		0.00		
COMP_0006	STP Extended Life Oil Filter S		0.00		

Figure 46 – Fixed assets Insurance report

3.9   Requirements

ID	Desc	FIT/GAP
FA-002-001	Fixed asset transactions	FIT
FA-002-002	Fixed assets listing reports	FIT
FA-002-003	Fixed asset acquisition	FIT
FA-002-004	Fixed asset disposal	FIT
FA-002-005	Fixed assets movement	FIT
FA-002-006	Fixed asset statement	FIT
FA-002-007	Fixed asset insurance report	FIT

DOCUMENT APPROVALS

I have reviewed the information contained in this document and approved it through by sign off below:

Name	Department	Date	Signature

Comments:

_____

_____

The specifications and conditions are hereby accepted. Info-Sys is authorized to execute the project as outlined in this document. This document is not valid until signed by the customer representative and returned to Info-Sys.

Signature: _____   Date: _____