



KG Asset Management

USER MANUAL

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Introduction

The Krishibid Group has initiated development of Enterprise Resource Planning (ERP) with the essence of establishing an effective database, to address and strengthen existing information system through coordinating and networking of existing human resource data collection systems. Krishibid consulted a team of experts, department of IT of Krishibid Group to take the responsibility of developing, implementing and maintaining HRMS system in this organization. **As for any big system development the process is not an overnight thing. Work Management System** is evolving, though with a remarkable speed, the inputs of stakeholders are all time required.

This manual outlines the systematic procedures for accessing and using one of the most important parts of the KG ERP system. In case you do not get the assistance, you expected from the manual please consult your system administrator or any person authorized to work as the member of the helpdesk team at your organization.

Description of Asset Management System

Asset management is the process of developing, operating, maintaining, and selling assets in a cost-effective manner. Most commonly used in finance, the term is used in reference to individuals or firms that manage assets on behalf of individuals or other entities.

Every company needs to keep track of its assets. That way, the relevant stakeholders will know just what assets are available and what can be used to provide optimal returns. The assets owned by any business fall into two main categories: fixed and current assets. Fixed or non-current assets refer to assets acquired for long-term use, while current assets are those that can be converted into cash within a short amount of time.

When it comes to asset management, there are two main things that individuals are interested in knowing. One, what role does the asset management process play? Two, how can a firm develop a good asset management plan?

The Importance of Asset Management System

There are several reasons why businesses should be concerned about asset management, including:

- Enables a firm to keep tabs on all of its assets

The process makes it easy for organizations to keep track of their assets, whether liquid or fixed. Firm owners will know where the assets are located, how they are being put to use, and whether there are changes made to them. Consequently, the recovery of assets can be done more efficiently, hence, leading to higher returns.

- Helps guarantee the accuracy of amortization rates

Since assets are checked on a regular basis, the process of asset management ensures that the financial statements associated with them are kept updated.

- Helps identify and manage risks

Asset management encompasses the identification and management of risks that arise from the utilization and ownership of certain assets. This means that a firm will always be prepared to counter any risk that comes its way.

- Removes ghost assets in the company's inventory

Instances exist where lost, damaged, or stolen assets are still recorded on the books. With a strategic asset management plan, the firm's owners will be aware of the assets that have been lost and, thus, not keep recording them in the books.

Before anything else, an owner needs to take count of all the assets that he owns. If he is not aware of the exact number of assets in his inventory, then he won't manage them effectively. When preparing an inventory of company assets, the following should be included:

- Total count of assets
- Where the assets are
- The value of each asset
- When the assets were acquired

1. Dashboard

1.1 ERP Login Page

Open the browser and type the following address: [http:// http://192.168.0.7:90](http://192.168.0.7:90) then a page similar to the one shown in the image below will be displayed whereby a user will be required to type in their correct **username** and **password**. This system works best with Google Chrome, Mozilla Firefox, Microsoft Edge or Opera browsers. From here on, the use of the word “browser” will refer to above mentioned web browsers only.

The image shows a login form for the Krishibid Group ERP system. At the top, the logo for Krishibid Group is displayed in red and green, with the tagline 'For Green Bangladesh' and a certification badge for 'ISO 9001:2015 Certified'. Below this, there are two input fields: 'Employee ID' with a red person icon and 'Password' with a red lock icon. The Employee ID field contains the text 'KG3068' and the Password field contains six dots. A large green 'SIGN IN' button is positioned below the input fields. The entire form is set against a light blue background with rounded corners.

Figure: 01 ERP Login

Logging on ERP System:

- **Step-1:** Provide Valid Username and Password. For Username Always Provide your Employee ID. (Example: Employeeid: KGXXXX, Password: KGXXXX) with UPPERCASE.
- **Step-2:** Click on 'Sign In' button for go to Home page of ERP.

1.2 ERP Home Page

On successful login, a user is directed to the Home Page which consists of the main menu on the left side named dashboard. At the top most part of the system you will have on your left a home icon to denote the home page, a help button- which contains this help manual and the Employee Id of the user currently accessing the system.

The following figure (Fig-02) shows menu bar and home page.



Figure: 02 ERP Home Page

- **Step-01:** Click on the Dashboard section under main navigation panel of KG ERP.

2. Asset Management Setting

2.1 Asset Location

Asset Location			
<input type="text" value="Search..."/>		<input type="button" value="Search Q"/>	<input type="button" value="+ Add"/>
SL.	Location	SerialNo	Action
1	Head Office	01	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
2	Chotbari	02	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
3	KG Land	03	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
4	Savar West View	04	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Figure: 03 Location

- Click on the **Location** section under **Asset Management (Setting)** option. The following figure (Fig-03) shows the location information based on all necessary status for any asset.
- **Step-01:** Click on **+Add** Button for adding new Asset Location. Enter 'Location' then click on **Create** button for save any new Asset Location. Serial number will be auto generated.
- **Step-02:** Click on Edit Button or Delete Button. User can **Update** or **Delete** any state which one is not dependent any Asset Location.

Asset Location	
Location	<input type="text"/>
SerialNo	<input type="text" value="05"/>
<input type="button" value="Close X"/>	<input type="button" value="Submit"/>

Figure: 04 Asset Location Entry Page

2.2 Sub Location











Asset Sub Location		Search...		Search Q	1	+ Add
SL.	Location	Sub Location	Serial No	Action		
1	Chotbari	GTI	02001	 		
2	Head Office	Underground	01001	 		
3	KG Land	Land	03001	 		
4	Savar West View	Packaging	04001	 		
5	Head Office	Land Division	01002	 		

Figure: 05 Sub Location

- Click on the **Sub Location** section under **Asset Management (Setting)** Menu option.
- Step-01:** Click on **+Add** button and Enter **"Location"** and **"Sub Location"** Click on **Save** button to add new Asset Sub Location for product. (Fig: 06). Serial number will be auto generated.
- Step-02:** Click on Edit or Delete Button. Authorized person can **Update** or **Delete** any sub location which one is not dependent any Assign product.

Asset SubLocation			
Location	<div> <div>---Select---</div> <div>1</div> </div>	Sub Location	<div> <div></div> <div>2</div> </div>
Serial No	<div> <div></div> </div>	<div> <div>Close ✕</div> <div>Submit</div> <div>3</div> </div>	

Figure: 06 Asset Sub Location Entry Page

2.3 Asset Category

Asset Category			
		Search...	Search Q 1 + Add
SL.	Asset Category	Serial No	Action
1	IT	01	  2
2	Furniture	02	3  
3	Land	03	 

Figure: 07 Asset Category Page

- Click on the **Asset Category** section under **Asset Management (Setting)** Menu option.
- Step-01:** Click on **+Add** button and Enter **Category** Click on **Save** button to add new Asset Sub Location for product. (Fig: 08). Serial number will be auto generated.
- Step-02:** Click on Edit or Delete Button. Authorized person can **Update** or **Delete** any Category which one is not dependent any Assign product.

Asset Category	
Asset Category	<input type="text"/>
Serial No	04
Close X Submit 2	

Figure: 08 Asset Category Entry Page

2.4 Product







Asset Type				
Search...			Search Q	1 + Add
SL.	Asset Category	Asset Name	Serial No	Action
1	IT	Server	01001	2  
2	Furniture	Chair	02001	  3
3	Land	Land	03001	 

Figure: 09 Asset Product Type List Page

- Click on the **Asset Product Type** section under **Asset Management (Setting)** Menu option.
- Step-01:** Click on **+Add** button and Enter **"Asset Category"** and **"Asset Name"** Click on **Save** button to add new Asset Sub Location for product. (Fig: 10). Serial number will be auto generated.
- Step-02:** Click on Edit or Delete Button. Authorized person can **Update** or **Delete** any Category which one is not dependent any Assign product.

3. Asset Management System

3.1 Add New Asset

Asset

Company	---Select---	Location	---Select---
Sub-Location	---Select---	Asset Category	---Select---
Product	---Select---	Status	---Select---
Colour	---Select---	Model No	
Weight		Quantity	
Unit Price		Remarks	

Close ✕ Submit

Figure: 11 Add New Asset Entry Page

- Click on the **Asset Product Type** section under **Asset Management System** Menu option.
- Step-01:** Enter 'Company', 'Location', 'Sub Location', 'Asset Category', 'Product', 'Status', 'Colour', 'Model No', 'Weight', 'Quantity', 'Unit Price' and 'Remarks' then Click on **Submit** button to add new Asset in the List view.

3.2 Asset List





















Asset List					
Search...				Search Q	+ Add
SL.	Asset Category	Asset Name	Company	Serial No	Action
1	IT	Server	Krishibid Multipurpose Co-operative Society Limited	05-02001-01001-0001	 
2	Furniture	Chair	Krishibid Poultry Limited	06-01001-02001-0001	 
3	Furniture	Chair	Krishibid Poultry Limited	06-01001-02001-0002	 
4	Furniture	Chair	Krishibid Poultry Limited	06-01001-02001-0003	 
5	Furniture	Chair	Krishibid Poultry Limited	06-01001-02001-0004	 
6	IT	Server	KGECOM.com	28-01001-01001-0001	 
7	IT	Server	KGECOM.com	28-01001-01001-0002	 
8	IT	Server	KGECOM.com	28-01001-01001-0003	 
9	IT	Server	KGECOM.com	28-01001-01001-0004	 
10	IT	Server	KGECOM.com	28-01001-01001-0005	 

Figure: 12 Asset List Page

- Click on the **Asset List** section under **Asset Management System** Menu option.
- Step-01:** Click on **+Add** button and Enter 'Company', 'Location', 'Sub Location', 'Asset Category', 'Product', 'Status', 'Colour', 'Model No', 'Weight', 'Quantity', 'Unit Price' and 'Remarks' then Click on **Submit** button to add new Asset in the List view. (Fig: 11)
- Step-02:** Click on Edit or Delete Button. Authorized person can **Update** or **Delete** any asset which one is not dependent any Asset product.

3.3 Assign to User

Asset Assigned List				
		Search...	Search Q	+ Add
SL.	Asset Name	Serial No	Assign To	Action



Figure: 13 Asset Assign List Page

- Click on the **Asset List** section under **Asset Management System** Menu option.
- Step-01:** Click on **+Add** button and Enter 'Company', 'Location', 'Sub Location', 'Category', 'Asset Type', 'AssetId', 'Assign To' and 'Remarks' then Click on **Submit** button to add new Asset in the List view. (Fig: 14)
- Step-02:** Click on Edit or Delete Button. Authorized person can **Update** or **Delete** any asset which one is not dependent any Asset product.

Asset

CompanyId	---Select---	AssetLocationId	---Select---
AssetSubLocId	---Select---	AssetCategoryId	---Select---
AssetTypeId	---Select---	AssetId	---Select---
AssignTo		Remarks	

Close ✕ Submit **1**

Figure: 14 Asset Assign Entry Page

3.4 Add New Land

Land Information

Company
Upazilla
Mouja
Name of the donor
Deed Date
Bia Deed No and Date
CS Dag
SA Dag
RS Dag
BS Dag
Purchase Land of SA Dag
Total Land of RS Dag
Remaining Land of RS Dag
Remaining Land of BS Dag
Dag No
Remaining Land

District
Unions
Name of the Receiver
Deed No
Amount of Land Purchased
CS
SA
RS
BS
Total Land of SA Dag
Remaining Land of SA Dag
Purchase Land of RS Dag
Total Land of BS Dag
Purchase Land of BS Dag
Jot No
Khatian No
Amount of Registered Land
Remarks

Close ✕ Submit

Figure: 15 Add New Land Entry Page

- Click on the **Asset List** section under **Asset Management System** Menu option.
- Step-01:** Enter 'Company', 'District', 'Upazila', 'Unions', 'Mouja', 'Name of the Receiver', 'Name of the Donor', 'Deed no', 'Deed of Date', 'Amount of Land Purchased', 'Bia Deed No and Date', 'CS', 'CS Dag', 'SA', 'SA Dag', 'RS', 'RS Dag', 'BS', 'BS Dag', 'Total Land of SA Dag', 'Purchase Land of SA Dag', 'Total Land of RS Dag', 'Total Land of BS Dag', 'Jot No', 'Dag No', 'Khatian No', 'Amount of Registered Land', 'Remaining Land' and 'Remarks' then Click on **Submit** button to add new Land information in the List view. (Fig: 15)
- Step-02:** Click on Edit or Delete Button. Authorized person can **Update** or **Delete** any asset which one is not dependent any Asset product.

3.5 Land List

Asset List								
Search...					Search Q	1	+ Add	
SL.	Company	District	Upazila	Name of the Receiver	Name of the donor	Deed No	Amount of Land Purchased	Action
1	Glorious Lands & Developments Limited	DHAKA	Savar	GLDL	Md. Alomgir Gong	22052	13.00	2 →
2	Glorious Lands & Developments Limited	DHAKA	Savar	GLDL	Abdul Zaili Gong	29276	13.00	← 3
3	Glorious Lands & Developments Limited	DHAKA	Savar	GLDL	Shimon Rozario Gong	21125	30.00	
4	Glorious Lands & Developments Limited	DHAKA	Savar	GLDL	Md. Monjurul Alam Gong	13862	50.00	
5	Glorious Lands & Developments Limited	DHAKA	Savar	GLDL	Martha Palma Gong	39490	39.26	
6	Glorious Lands & Developments Limited	DHAKA	Savar	GLDL	S.M Abdullah	44960	11.00	
7	Glorious Lands & Developments Limited	DHAKA	Savar	GLDL	Md. Arshed Ali Fakir Gong	29277	10.00	
8	Glorious Lands & Developments Limited	DHAKA	Savar	GLDL	Father Hlubart Gomage	36036	45.00	

Figure: 16 Add Land List Page

- Click on the **Asset List** section under **Asset Management System** Menu option.

- **Step-01:** Click on **+Add** button and Enter 'Company', 'District', 'Upazila', 'Unions', 'Mouja', 'Name of the Receiver', 'Name of the Donor', 'Deed no', 'Deed of Date', 'Amount of Land Purchased', 'Bia Deed No and Date', 'CS', 'CS Dag', 'SA', 'SA Dag', 'RS', 'RS Dag', 'BS', 'BS Dag', 'Total Land of SA Dag', 'Purchase Land of SA Dag', 'Total Land of RS Dag', 'Total Land of BS Dag', 'Jot No', 'Dag No', 'Khatian No', 'Amount of Registered Land', 'Remaining Land' and 'Remarks' then Click on **Submit** button to add new Land information in the List view. (Fig: 15)
- **Step-02:** Click on Edit or Delete Button. Authorized person can **Update** or **Detail** any asset which one is not dependent any Asset product.

3.6 Land Report

Land Details Report

Company: Glorious Lands & Developments Limited 1 3 View Report

PDF 2 Find | Next

Excel

Word

Company Name : Glorious Lands & Developments Limited
District : DHAKA
Upazilla : Savar
Union : Birulia
Mouja : Kamolapur

SL	Receiver Name	Doner Name	Deed No	Purchased Land	Bia Deed No and Date	CS	CS Dag	SA	SA Dag	RS	RS Dag	BS	BS Dag	Total Land of SA Dag	Purchased Land of SA Dag	Remaining Land of SA Dag	Total Land of RS Dag	Purchased Land of RS Dag	Remaining Land of RS Dag	Total Land of BS Dag	Purchased Land of BS Dag	Remaining Land of BS Dag
1	GLDL	Md. Alomgir Gong	22052	13.00	2022/07.3.1978 18673/14.11.2000	9	183	12	183	187	472			175.00		175.00	177.00	13.00	164.00			
2	GLDL	Abdul Zaili Gong	29276	13.00	2022/07.3.1978 18675/14.11.2000 0.9993/19.4.2012	9	183	12	183	187	472			175.00			177.00	13.00				
3	GLDL	Shimon Rozario Gong	21125	30.00	2177/02.3.1992 8691/14.8.1991			87	151	197	210	584	585				196.00	30.00	166.00			
4	GLDL	Md. Monjurul Alam Gong	13862	50.00	12569/17.7.2003 14918/26.8.2003 6850/20.6.1988 1392/24.1.1990	24/8	171	34	171	146	439						350.00	50.00	300.00			

Figure: 17 Land Report

- Click on the **Land Report** section under **Asset Management System** Menu option.
- **Step-01:** Select 'Company' then Click on **View Report** button to view company wise Report in the Grid view. (Fig: 17).
- **Step-02:** Click on **Export** Button to select what type of format you may choose. Only Authorized person can export report by using this menu.