

<b>Subject: Fixed Asset and Inventory Module – Modification and New Requirements</b>			
Requestor Name: Kazi Mofijur Rahman			Date: 3 <sup>rd</sup> January 2023
Requestor Designation: Assistant General Manager, Finance & Accounts			ID: L3T691
Contact	01713064514		Email ID: kazi.rahman@link3.net
<b>Change Request for (Check each that apply)</b>			
<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"><input type="checkbox"/> Project Relevant</div> <div style="width: 50%;"><input type="checkbox"/> Configuration Item</div> <div style="width: 50%;"><input type="checkbox"/> Product Deliverables Affected</div> <div style="width: 50%;"><input type="checkbox"/> Patch/ Tools</div> <div style="width: 50%;"><input checked="" type="checkbox"/> ERP Relevant</div> <div style="width: 50%;"><input type="checkbox"/> System Architecture</div> <div style="width: 50%;"><input type="checkbox"/> Design Deliverables Affected</div> <div style="width: 50%;"><input type="checkbox"/> Downtime Request</div> <div style="width: 50%;"><input type="checkbox"/> Security Relevant</div> <div style="width: 50%;"><input type="checkbox"/> Network Relevant</div> <div style="width: 50%;"><input type="checkbox"/> OS/Application Update</div> <div style="width: 50%;"><input type="checkbox"/> Process, Policy &amp; Procedure</div> <div style="width: 50%;"><input type="checkbox"/> User Authentication</div> <div style="width: 50%;"><input type="checkbox"/> User Responsibility</div> <div style="width: 50%;"><input type="checkbox"/> User Type</div> <div style="width: 50%;"><input type="checkbox"/> Others</div> </div>			
<b>Change From (existing status)</b>		<b>Change To (Change after)</b>	
<b>Fixed Asset:</b> <ul style="list-style-type: none"> <li>Didn't get any notification to office in charge after asset acquisition</li> <li>Can't change serial number if it's not an opening balance issue</li> <li>Written Down Value is not adjusted for disposal item</li> <li>Fixed Assets schedule for the month and YTD not available</li> <li>Rectification of asset schedule report</li> <li>Manual asset acquisition report.</li> <li>Asset revaluation not working</li> <li>Asset movement report</li> <li>Asset acquisition dashboard</li> </ul> <b>Inventory:</b> <ul style="list-style-type: none"> <li>Parent Code &amp; Name and Location Code &amp; Name don't show in Track Product Serial Wise</li> </ul>		<b>Fixed Asset:</b> <ul style="list-style-type: none"> <li>Send email notifications to the office in charge on the respective office/BTS/warehouse for any acquisition and transfer of fixed assets.</li> <li>While it is from manual asset acquisition, finance can change those items serial number – need an option to do the task.</li> <li>Fixed Asset Report – To modify the existing report and add new column &amp; adjust WDV for disposal items.</li> <li>Fixed Asset Report – To rectify asset schedule report – remove \$ sign.</li> <li>Fixed Asset Option – To workable the asset revaluation option – not work.</li> <li>Fixed Asset Report – Asset movement report does not show movement, need to add some new column like acquisition date, transfer date, received by and transfer by, previous location and present location name, etc. - modification of existing function.</li> <li>Fixed Asset acquisition Dashboard – asset value shows the comma separation - - modification of existing function.</li> <li>Fixed Asset Report – To create a report for fixed assets schedule for the month and YTD. - New</li> <li>Fixed Asset Schedule - To create a report for item wise fixed assets schedule and monthly depreciation. - New</li> <li>Fixed Asset Report – To create a report for employee wise asset, register, schedule, or statement. - New</li> <li>Fixed Asset Register – To create a report for item wise statement by office/BTS/POP/Warehouse location – New</li> <li>Fixed Asset Report – To create the manual asset acquisition report - period range.</li> </ul> <b>Inventory:</b> <p>Show product parent code &amp; name and location code &amp; name in track product serial wise - add four new columns in the inventory module "track product serial wise" like "location code, location name and parent code and parent name".</p>	
<b>Justification (Justify why the proposed changes should be implemented)</b>			



# CHANGE CONTROL FORM

Form No.: ITD/FORM/06  
Version: A1  
Effective Date: 1-12-2022

**Change Impact Description** (Explain the impact if the proposed change)

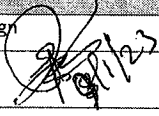
**Risk factor** (Explain the impact if the proposed change is not implemented and risk after change)

Level of risk: (☐ High ☐ Medium ☐ Low)

Description:

**Alternatives** (provide up to three alternatives that could be implemented instead of the proposed change) – If applicable

## Change Request Final Management Approval

Final Approver's Name	Date	Sign	Recommendation
User / Requester's HoD			<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Reject
IT Security Approver 1			
IT Developer / Admin Approver 1			
CISO			<input type="checkbox"/> Approve <input type="checkbox"/> Reject
Assigned Personnel	Aive Mahamud Khan		Timeline:

**Special Instructions** (Provide any additional information regarding the final recommendation)

status?