



INTRODUCES

ADDITT FIXED ASSETS V16

(A premium Nigerian Fixed Assets Software)

Additt Fixed Assets v16

Welcome and thank you for reviewing Additt Fixed Assets.

Additt Fixed Assets is a comprehensive and easy-to-use software for tangible fixed asset management and accounting. Additt Fixed Assets maintains extensive fixed asset information, providing users with a single source of reference for control, analysis and management of all fixed assets from capitalization to retirement.

Additt Fixed Assets provides substantial flexibility in accommodating the depreciation policies and accounting methods used by most companies while ensuring compliance with IFRS/GAAP and fully integrates with Additt Accounting.

FEATURES:

(a) Fixed assets:

- ✓ Ability to accommodate large digits when entering numeric transactions.
- ✓ Unlimited number of assets.
- ✓ Unlimited classes of assets.
- ✓ Unlimited departments.
- ✓ Unlimited locations.
- ✓ Month end procedures to compute depreciation.
- ✓ Depreciation can be rerun at any time to accommodate adjustments made.
- ✓ Depreciation can be suspended for idle and unused assets.
- ✓ Supports numerous methods of computing depreciation including Straight line, Declining Balance and Sum-of-the-Years-Digits.
- ✓ No year end procedures required.
- ✓ Tracks assets additions.
- ✓ Tracks assets disposals with gain/loss showing on reports.
- ✓ Online users listing showing the computers they logged into with time and date and the ability to log off users who did not log off properly in their last sessions.
- ✓ User level security for granting access rights to individual menu items.
- ✓ User's ability to securely change their passwords by themselves.
- ✓ Manager's can help users recreate forgotten passwords retaining their existing login name.
- ✓ Audit trail showing who last modified each transaction including the date and time of modification.
- ✓ Integrates with Additt Accounting.
- ✓ Generates accounting journals for posting into other accounting software.

(b) Asset Labels/Barcodes:

- ✓ Auto-generation of barcodes for each asset.
- ✓ Printing of assets labels/barcodes with stickers using thermal printers.
- ✓ Using barcode scanners for asset audit and verification.

(c) Reporting:

- ✓ Fixed assets schedule
- ✓ Fixed assets listings
- ✓ Fixed assets additions
- ✓ Fixed assets disposals
- ✓ Depreciation schedule
- ✓ Accounting journals (for posting into other accounting software)

(d) System:

- ✓ Unlimited number of companies when purchased with multi-company licence.
- ✓ Supports between 25-50 concurrent users as against 1-6 offered by similar products and unlimited number of users when upsized to Microsoft SQL Server.
- ✓ Data files can accommodate up to 2GB of data and unlimited when upsized to Microsoft SQL Server.
- ✓ Reliable and secure data file that requires minimal administration. Users can optimise data files without calling in a consultant.
- ✓ Easy data file backup and restore procedures.

(e) Information captured:

General:

- ✓ Asset code
- ✓ Asset name
- ✓ Asset class
- ✓ Department of use
- ✓ Location
- ✓ Custodian (Employee using the Asset)
- ✓ Supplier
- ✓ Purchase reference
- ✓ Manufacturer
- ✓ Serial number (assigned by manufacturer)
- ✓ Tag reference (assigned by user)
- ✓ Barcodes

Depreciation:

- ✓ Status (Open, disposed, retired or non-depreciating)
- ✓ Service date
- ✓ Retirement date
- ✓ Depreciation method
- ✓ Remaining life
- ✓ Salvage value

Acquisition:

- ✓ Acquisition date
- ✓ Acquisition cost

Disposal:

- ✓ Disposal date
- ✓ Disposal amount

IMPLEMENTATION:

(a) Benefits:

Additt Fixed Assets addresses all of the above modules and features thus making your fixed assets management job much easier and interesting.

(b) Scope:

In order to ensure that your new software will be optimally implemented, we may be required to cover the following areas:

- ✓ Assessment of your hardware, software and network infrastructure.
- ✓ Review of existing fixed assets policies as contained in the Fixed Asset Policy Manual. Where a company appears not to have a standard Fixed Asset Policy Manual, Dni & Associates can assist in developing one at an additional fee to be discussed and agreed upon.
- ✓ Training users on Additt Fixed Assets in line with your company policies & procedures.
- ✓ Identifying source documents for input into the system.
- ✓ Data capture.
- ✓ Support for the next three months starting from end of implementation.
- ✓ Optionally, and at an additional fee, we may be commissioned to carry out fixed assets verifications, assets labelling and initial data by our clients. The fees for these additional services shall be based on

the volume of work to be carried out and will involve review at client's sites before a quote can be given.

(c) Approach:

- ✓ During implementation staff will be practically taught how to use Additt Fixed Assets in carrying out day to day fixed assets management tasks.
- ✓ We will enter a few transactions in each of the modules with the user observing.
- ✓ The user then continue with further transaction entries under our supervision.

(d) Duration:

On the average, we require a period of one week to get the system up and running as follows:

- | | |
|--|---------------|
| ✓ Review of existing infrastructures and accounting procedures | 1 day |
| ✓ Training | 1 days |
| ✓ Identifying source documents | 1 day |
| ✓ Data capture | <u>2</u> days |
| | <u>5</u> days |

(e) Customisation:

- ✓ The beauty of Additt Fixed Assets is that it is customizable to meet customers' business needs which extend beyond existing features covered by the software.
- ✓ Dni & Associates is ready to develop modules to accommodate those needs at additional costs.

(f) Requirements:

Additt requires the following hardware and software configurations:

a) *Single-user mode/Workstations*

- ✓ Workstation: Intel or AMD CPU with 2.0Ghz Processor, 2GB RAM, 500MB free space on HDD
- ✓ Operating system: WindowsXP SP2, Windows Vista SP1, Windows 7 SP1, Windows 8.1

b) *Multi-user mode*

- ✓ Server: Intel Xeon CPU with 2.0Ghz Processor, 8GB RAM, 500GB HDD or higher configuration
- ✓ Operating system: Windows Server 2003/R2, Windows Server 2008/R2, Windows Server 2012/R2

(g) Support:

Our post support services include the following:

- ✓ Three months free supports starting from the date of commencement of implementation.
- ✓ One year free software upgrade starting from date of commencement of implementation. This does not cover request for specific additional features by clients for which a separate fee will be charged.

- ✓ Accounting and allied software packages need professional and expert supports. In order to enable us extend our professional and expert support beyond the three months free support period, a maintenance agreement will be forwarded soon after implementation. The maintenance fee charged therein will cover cost of software updates, routine visits to check software performance as well as occasional email and telephone conversations to address clients' requests.

(h) Pricing:

- ✓ Software license N500,000.00
- ✓ Training, implementation and 3 months support N250,000.00
- ✓ Barcode module, barcode scanner, & asset label/barcode printer N250,000.00
- ✓ Pricing for assets verifications and labelling depend on volume of work

We thank you for your interest in our software.

Training Schedule for Additt Fixed Assets

Course description:

Course length: 1 day of 5 hours duration with one hour break in-between.

Overview: Trainees will learn and test-use the features of Additt Fixed Assets as they apply to day to day fixed assets procedures.

Prerequisites: Proficiency with Microsoft Windows operating systems and knowledge of basic fixed assets accounting principles.

Delivery method: Instructor-led delivery with hands-on activities.

Benefits: At the end of the course the Trainees should have successfully mastered the features of Additt Fixed Assets.

Target Trainees: Intending users and users who have not fully mastered the features of the software.

Course content:

1. **Introduction:** Main menu and features of Additt Fixed Assets
2. **Data file maintenance:** Opening data files, new data files, backup/restore, Data doctor, log-off
3. **Setup:** Company, classes, employees, locations, departments, GL accounts, jobs, phases and sub-phases and access rights
4. **Transactions:** Additions and disposals.
5. **Reports:** Fixed Assets reports.
6. **Periodic operations:** Change of passwords, depreciations processing, month-end posting and optimizing files.
7. **Enquiries:** Audit trails and online users.
8. **Help:** Help, activation and about Additt Fixed Assets.
9. **Conclusion:** Question and answer session.