

## **ASSET MANAGEMENT SYSTEM: MOVABLE ASSETS**

Maintenance Asset registers: Program EBR001P  
(Inventory)

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### **BACKGROUND**

The reason for the annually certification of asset registers being the fact that the SU should state in its financial statements the position of its moveable assets. This figure has quite an impact on the financial position of any institute.

Therefore it is very important that the annually certification of asset registers should be completed as carefully as possible to obtain the correct information for insurance purposes and to identify US property versus non US property. Although certification only commences formally once a year it is good governance and is recommended that the asset registers are kept up to date throughout the year.

Completion of asset certification takes place in 4 phases:

- Print a report of all the different rooms that you are the responsible person of.
- Compare the report to the items currently in the room.
- Update EBR001P to bring the printout and room in step with one another.
- Complete certification.

### **COMPLETION OF THE PROGRAM**

Select EBR001P and Enter.

The program will automatically display the first room that you are the responsible person of.  
To select a new room press F2 and fill in the room number in the appropriate space. Enter to continue.

Follow the action list to complete certification. The user only selects the items in the action list applicable to the room by entering the action number. Only one action at a time is to be selected and completed.

*Note that certification cannot take place if action 7, 8 and 9 aren't completed.*

- Identifying non US property (action 7).
- Identifying non replaceable items : US Property (action 8).
- Certifying insured non assets (action 9).

*All the other actions are optional and only get selected when applicable.*

### **COMPLETION OF ACTION LIST**

#### **1. TO OBTAIN A PRINTOUT OF THE DIFFERENT ROOMS**

Enter action number 1 - **Display/print asset register** in the action number field.  
Enter  
Contents of the room will display.  
To accumulate (summarize) identical items, mark accumulate with a [Y] and enter.  
F5 and select printer choice by selecting either F5 or F9.  
Press F2 to return to the action list.

#### **2. TRANSFER ASSETS TO A DIFFERENT ROOM AND THE RECEIPT THERE OF**

Mark option 2 in the action number field.  
Contents of the room will display.  
Mark transferal item with an X.  
Enter  
Complete the room number that the item gets transferred to.  
Enter and F6.  
To return to the action list press F2.

## 2.1 Cancellation of transferred item

Mark OUTSTANDING ITEMS with an X.

Mark "Display/Cancel" with an X.

In cases of cancellation of the transferred item, mark item with an X and Enter.

The transferred item is now cancelled and will reappear on the original asset register.

Press F2 to return to the action list.

## 2.2 Acceptance of transferred item

Display the room where the item was transferred to.

The notification that assets have been transferred to your room, will appear on screen.

Mark ACCEPT/DECLINE with an X and enter.

Accept Item by marking with a Y or decline by marking with a N

Enter and confirm with F6.

If the item is declined it should get accepted in the original room by marking OUTSTANDING ITEMS with a Y.

## 3. SEND NOTES TO ASSET MANAGEMENT

Notes get send in cases of

- Transferal of asset(s) to another OU.
- Asset is sold.
- Delete asset(s).
- Modify Asset description.
- Change replacement value.

Select the applicable note by marking with an X and enter.

### 3.1 Transferal of asset to another OU

**Before completing this step you will need the following information beforehand:**

The OU code of the department you transferring the asset to (F1).

Building Code (F1).

Room number

Cost centre for depreciation purposes.

Project number if applicable.

Enter and confirm with F6.

Press F4 to send all notes or press F6 to send this note.

To return to the action list, press F2.

After completion of this step you will receive an automatically generated e-mail to be authorized by the head of the department.

### 3.2 Asset is sold

Mark option 3 and enter.

Mark "asset is sold" with an X and enter.

Complete information as requested on the screen.

Either

The OU/Building/room to whom the asset was sold to, plus the CC /account which received the funds.

OR

The receipt number in cases of an external purchase.

Use F1 to select receipt detail.

### 3.3 Scrapping/deletion of asset (s)

Mark with an X and select reason for scrapping.

Enter

F4 to submit all the notes or F6 to submit this note individually.

After completion of this step you will automatically receive an e-mail for authorization by the dean or head of the department.

### 3.4 Modify asset description

Mark item with an X and enter.

Fill in new description.

Enter and F4 to submit all the notes or F6 to submit this note.

To return to the action list press F2.

### 3.5 Change replacement value

Mark Item with an X and enter.

Change replacement value.

Enter and F4 to submit all the notes or F6 to submit this note.

To return to the action list press F2.

## 4. ADD ASSET ITEMS TO THE ROOM

*(This is not applicable to new purchases in the current year. It gets added to the asset register by the process of purchasing and goods received.)*

It sometimes happens that for some reason an item doesn't appear on any of the asset registers but should be added.

Mark this option with an X and enter.

Fill in the appropriate information. (Commodity code is compulsory)

Enter and confirm with F6.

To cancel this addition, select OUTSTANDING ASSET REGISTER ITEMS.

Mark item with an X.

X and enter to scrap or F2 to action list.

## 5. ADD SERIAL NUMBER

In cases of an incomplete field and the serial number is known, it can be added.

Mark option with an X.

Fill in serial number.

Enter and confirm with F6.

Press F2 to return to action list.

## 6. ADD/MODIFY COMMENTS FOR OWN USE

Completion of the remark is for your own regard and is usually been created in case of items that are in transit like a data projector.

### 6.1 Home usage/ in transit items

A "tuisgebruikvorm" must be completed for all assets that for any reason are in transit or used at home and sent to Asset Management for record keeping. If in the case of theft, there are no forms in the files of Asset Management, such assets will not be insured.

## 7. IDENTIFYING ASSET ITEMS: NON US PROPERTY

Items defined as NON US PROPERTY are items which appear on the inventory but are insured by the US. For example a photocopy machine on loan.

Mark the item with an X and F6 per page or if it is not applicable enter and F6 per page.

**8. IDENTIFYING NON REPLACEABLE ITEMS: US PROPERTY**

Mark obsolete items or items not to be replaced when damaged or stolen with an X and F2 per page.

or

Leave unmarked if everything on the register is replaceable and F2.

**9. CERTIFYING OF NON ASSET ITEMS TO BE INSURED**

Fill out the global estimate of the different categories.

Categories that are not applicable should be filled out with zero's (0).

Enter and confirm with F6.

To return to the action list press F2.

**10. CERIFICATION**

All applicable actions have taken place. To certify go to OUTSTANDING ASSET REGISTER ITEMS.

Mark certification with an X.

Enter and confirm with F6.

The room has been certified. Press F2 and fill in the next room number to continue with certification.