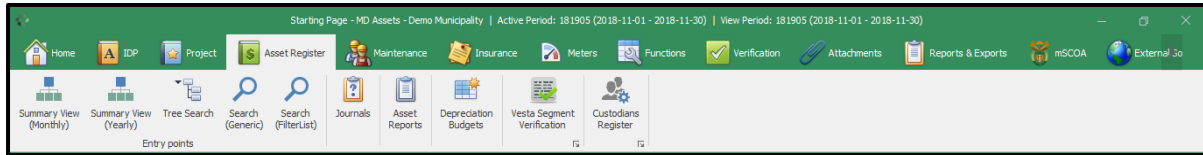


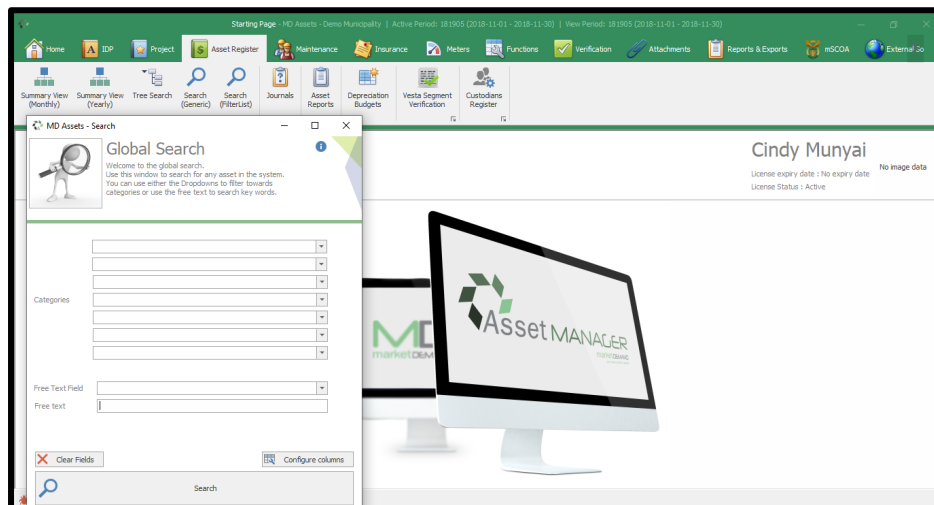
Mark/hold assets for disposal

How to hold assets for disposal

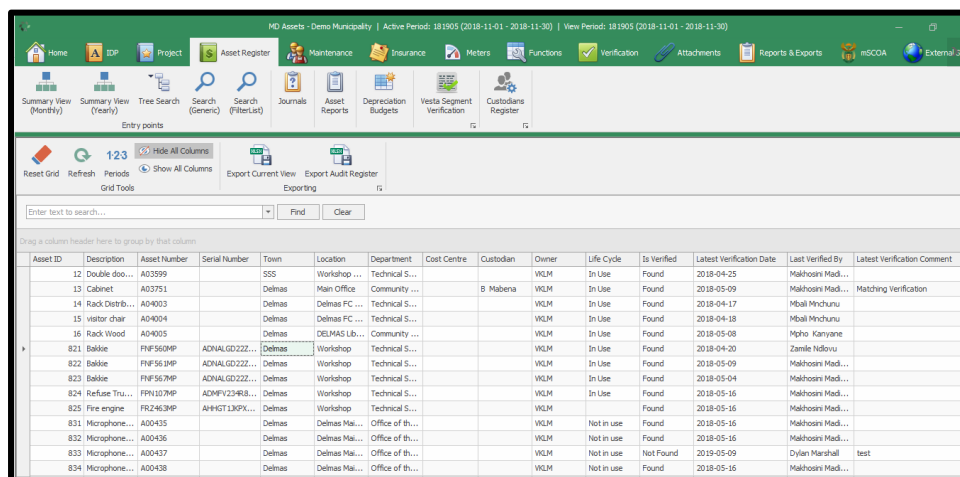
The user should click on Asset register function on the system.



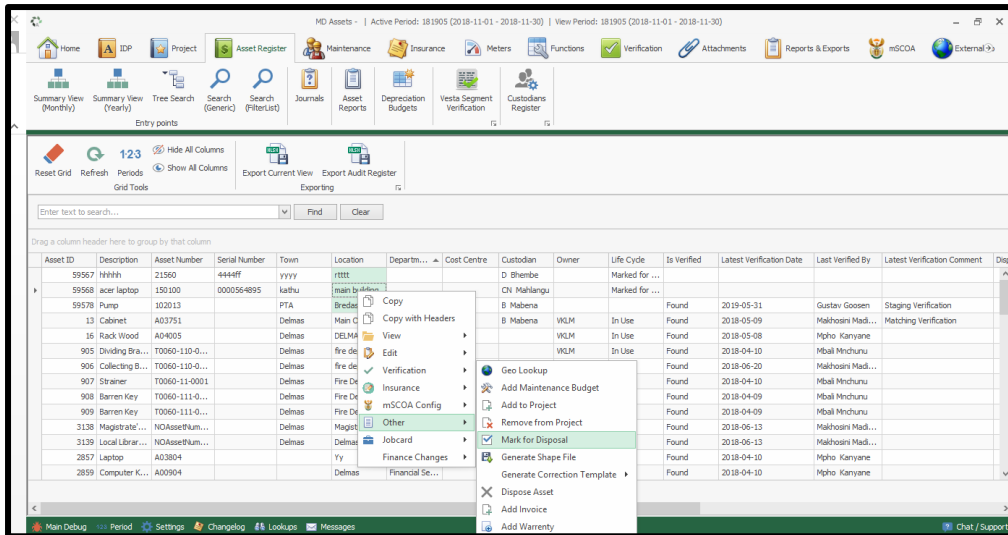
Click search generic and global search window will appear.



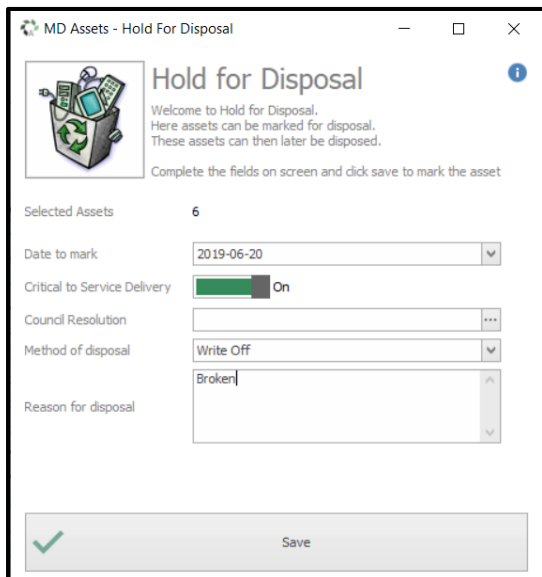
Click search button for system to load the asset register.



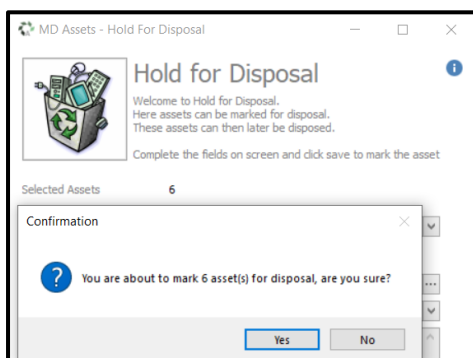
Highlight the assets you want to dispose, selected assets will be heighthed in green, right click, select other, then select mark for disposal. See below picture.



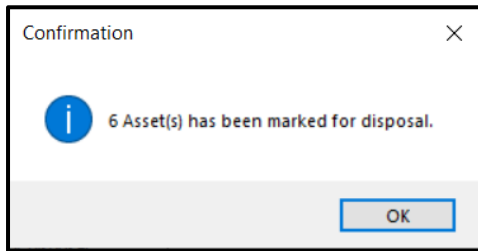
Assets marked for disposal can be disposed at a later stage. The system automatically calculate the total number of assets highlighted (see below picture). The user should fill in all the required fields and click Save.



Confirm the marked for disposal assets by clicking yes button if you are sure.

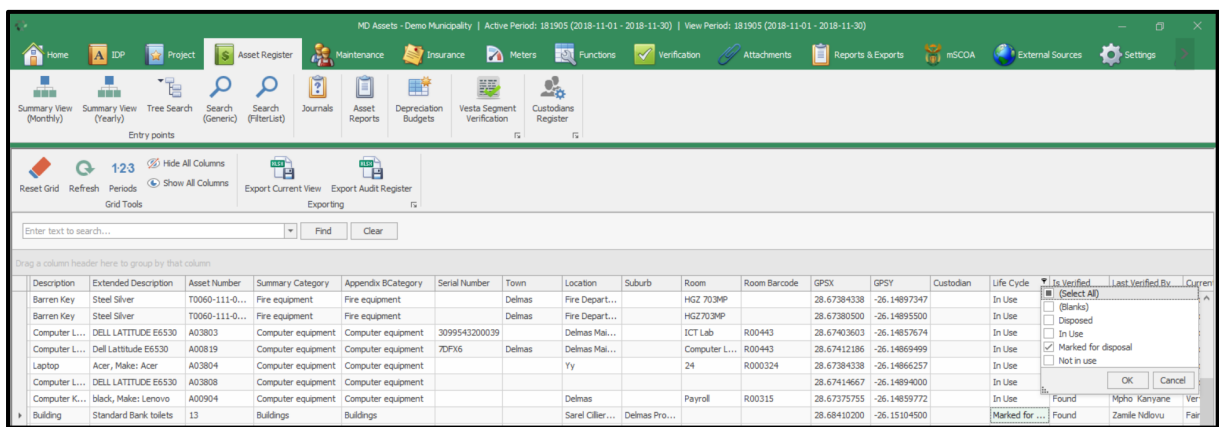


The system will confirm the total number of assets that has been marked for disposal. Click ok to continue.

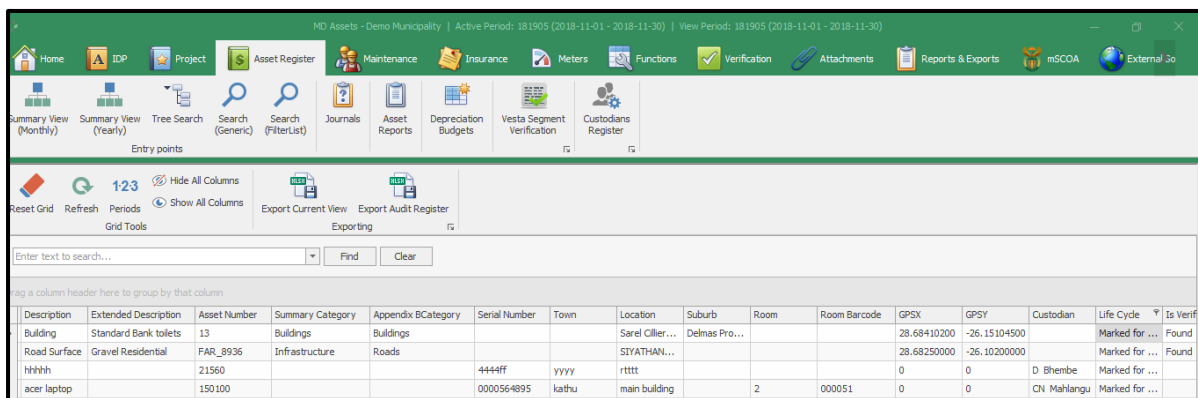


How to view assets that has been marked for disposal

The user should go back to the asset register, scroll to the right and select useful life column. Click on the filter to filter marked for Disposal asset(s).



The system will load all the assets that has been Marked for Disposal on the life cycle column.

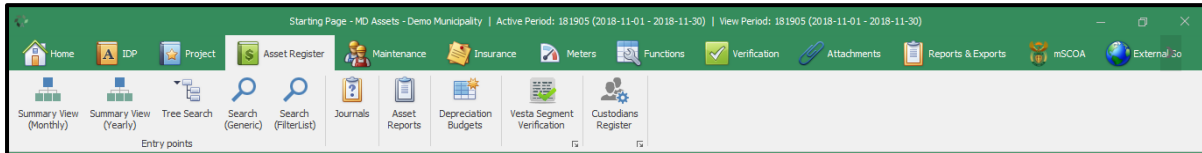


Disposals

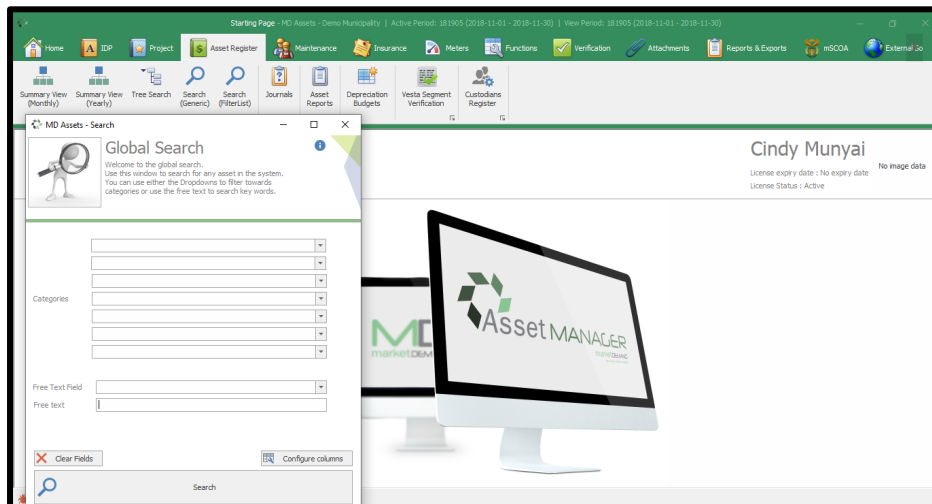
How to dispose assets

Load a register

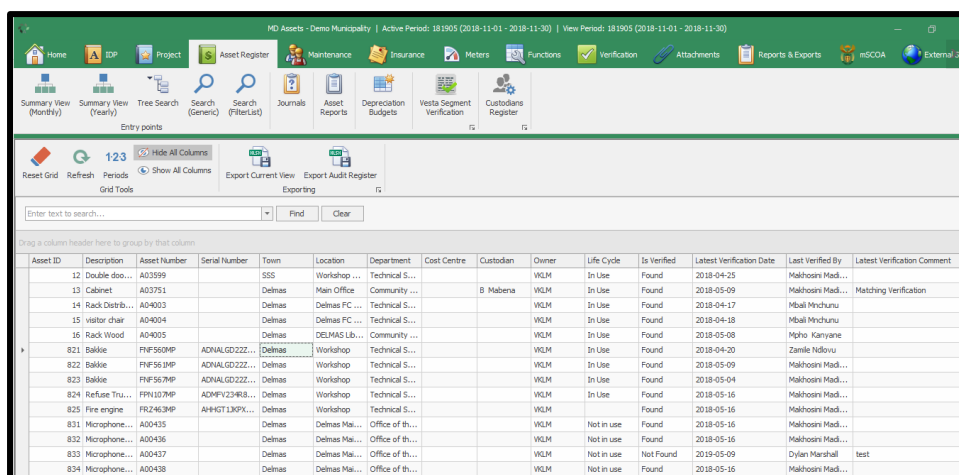
The user should click on Asset register function on the system.



Click search generic and global search window will appear.



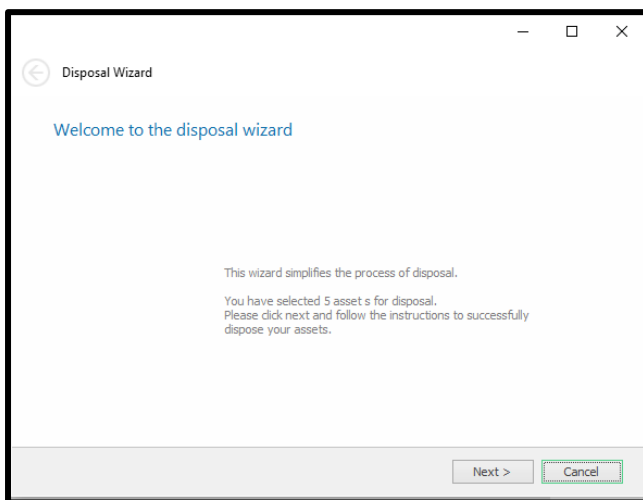
Click search button for system to load the asset register.



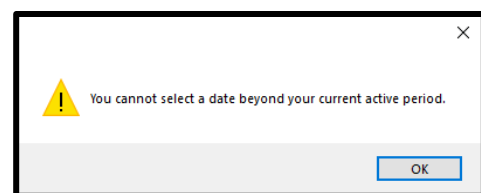
Highlight the assets you want to dispose, selected assets will be heighted in green, right click, select finance changes then click Disposal function. The user can alternatively search for assets that has been marked for disposal in the register. See below picture.

Asset ID	Description	Asset Number	Serial Number	Town	Location	Department	Cost Centre	Custodian	Owner	Life Cycle	Is Verified	Latest Verification Date	Last Verified By	Latest Verification Comment
3032	Road Surface	FAR_8932			SYABONGA	Technical S...				Marked for disposal	Found	2018-05-29	Mahsooni Mad...	
3033	Road Surface	FAR_8933			SYABONGA	Technical S...				Marked for disposal	Found	2018-05-29	Mahsooni Mad...	
3034	Road Surface	FAR_8934			SYATHAN...	Technical S...				Marked for disposal	Found	2018-05-29	Mahsooni Mad...	
3035	Road Surface	FAR_8935			SYATHAN...	Technical S...				Marked for disposal	Found	2018-05-29	Mahsooni Mad...	
3036	Road Surface	FAR_8936			SYATHAN...	Technical S...				Marked for disposal	Found	2018-05-29	Mahsooni Mad...	
3083	Street Lights	FAR_2392			GEBELHOUT...	Technical S...				In Use	Found	2018-07-23	Mpho Kanyane	
3083	Street Lights	FAR_2393			GRBESSEL/...	Technical S...				In Use	Found	2018-07-06	Mbal Mkhunu	
3084	Street Lights	FAR_2394			RAKWEVA ...	Technical S...				In Use	Found	2018-07-09	Mpho Kanyane	
3085	Street Lights	FAR_2395			HUYISER	Technical S...				In Use	Found	2018-07-07	Mpho Kanyane	
3086	Street Lights	FAR_2396			HUYISER	Technical S...				In Use	Found	2018-07-07	Mpho Kanyane	
3138	Magistrate...	NOAssetNum...			Magistrate ...	Community ...				In Use	Found	2018-06-13	Mahsooni Mad...	
3139	Local Libr...	NOAssetNum...			Delmas Libr...	Community ...				In Use	Found	2018-06-13	Mahsooni Mad...	
7623	Pipe Works	FAR_3390			Boteng Se...	Technical S...				In Use	Found	2018-05-29	Mpho Kanyane	
7624	Pipe Works	FAR_3391			Boteng Se...	Technical S...				In Use	Found	2018-05-30	Mpho Kanyane	

Disposal wizard will appear, the system will automatically calculate the total number of selected assets to be disposed. Click next and follow the instructions to proceed.



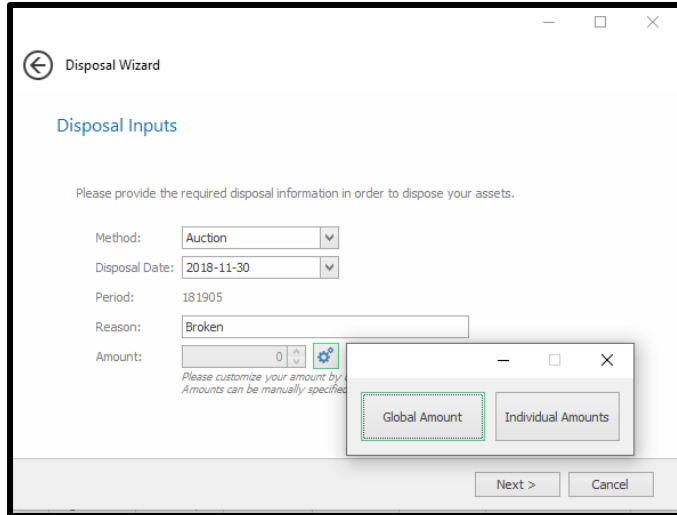
Fill in the required disposal information. The system will block the user from selecting a date that is beyond the current active period, and it will automatically select the current active period. Click next to continue.



Click on a blue star and the system will give you a preview of transactions, you can select Global amount of individual amount.

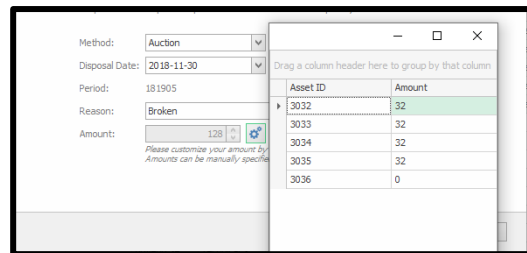
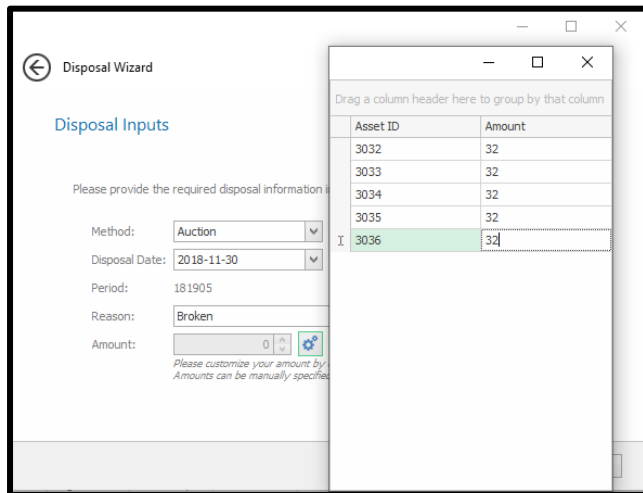
Global amount

The amount function will be greyed, select global amount and the system will give you access to type disposal amount.

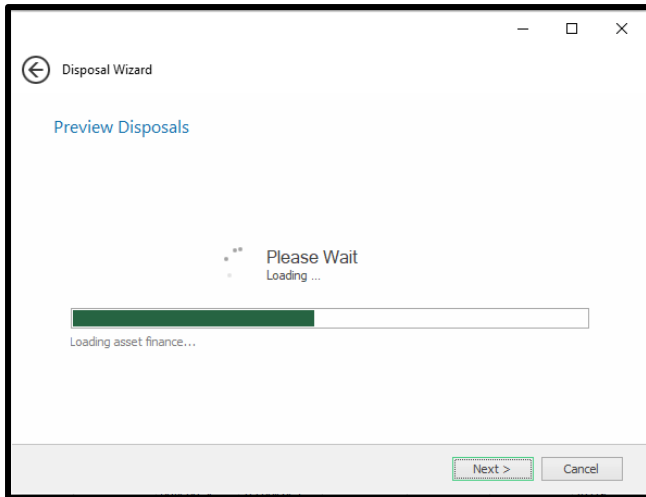


Individual Amounts

Click on individual amount and the system will give you access to add amount per individual asset. The system will automatically list the asset ID number. The amount will be calculated automatically on the amount button, Close the individual Amount window and click next to continue.

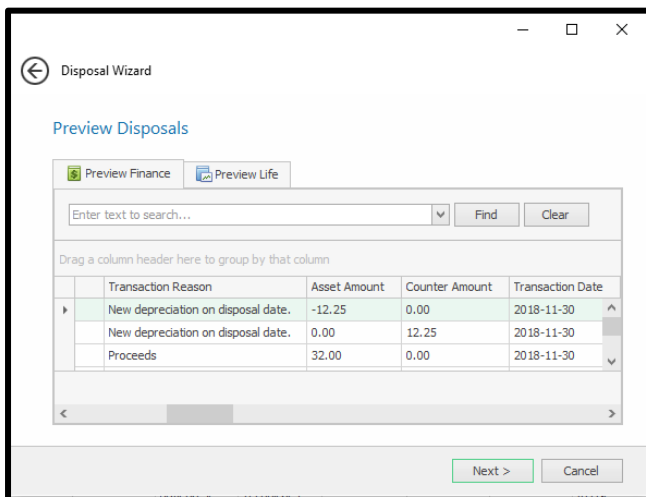


Wait for the system to load / process the asset finance. See below picture.



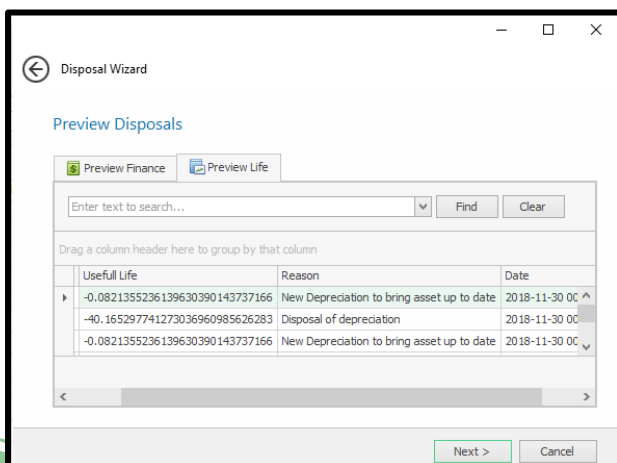
Finance preview

The system will automatically give you the preview of transactions
Click on finance preview to view finance.

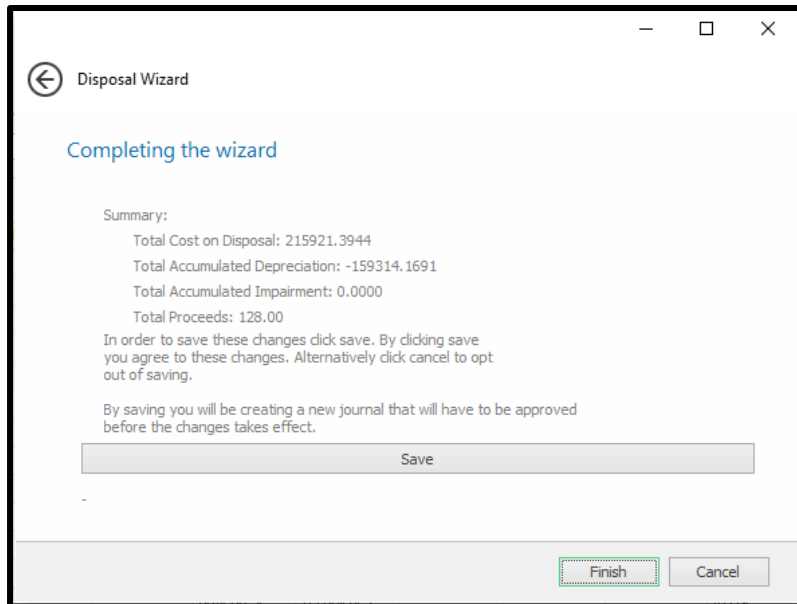


Life preview

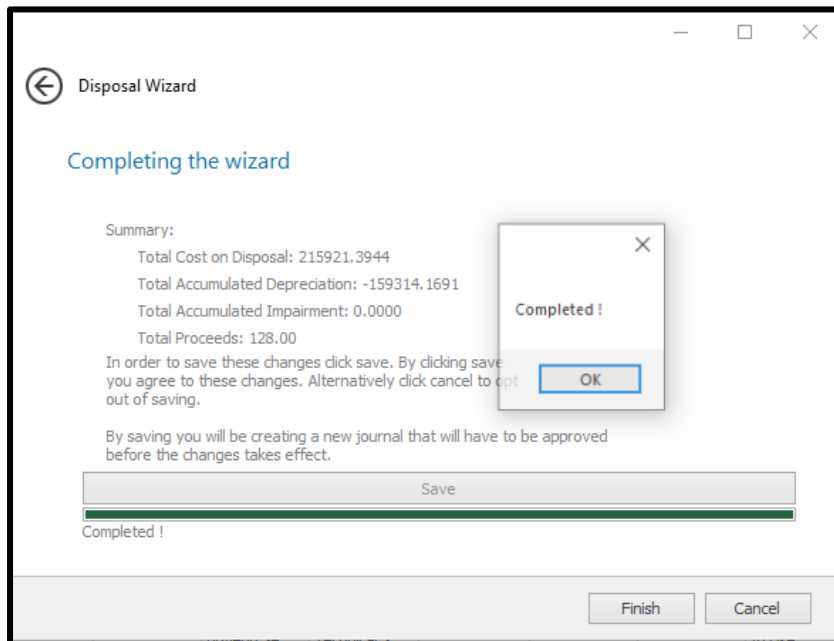
Click on Life preview to view life changes on useful life. Click next to continue.



The system will load a summary of total cost on disposal, total cost of accumulated depreciation and accumulated impairment, to save changes, you can proceed by clicking save button if you agree to changes.



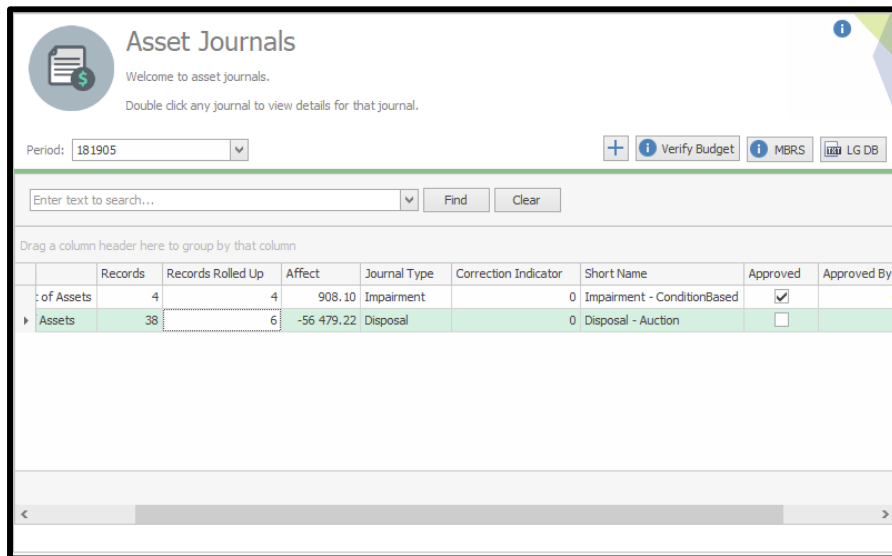
The system will complete the saving process and confirm, click ok to proceed.



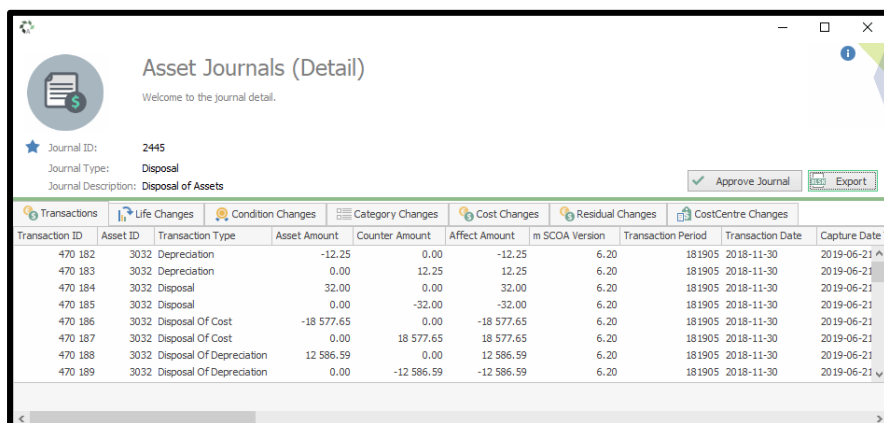
Journal

N.B. A new journal be created if the user click save to continue with the disposal process, please make sure that you approve the journal.

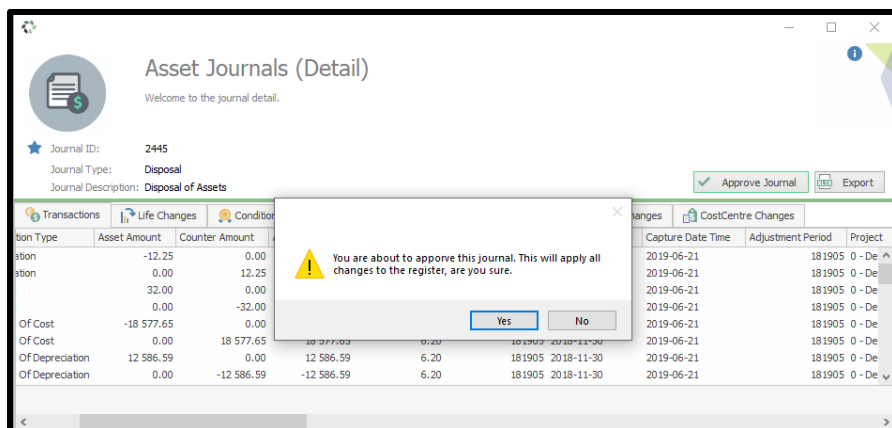
The user should click on journal function and assets journal will open, select the journal you want to approve, see below picture.



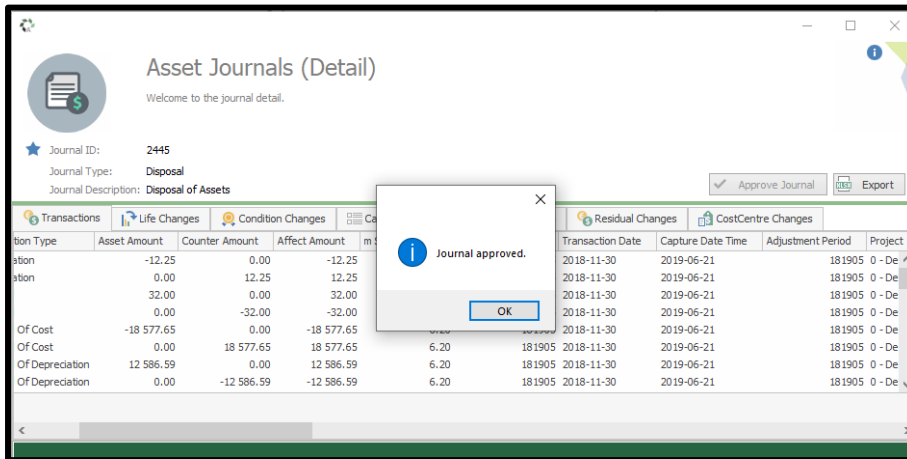
Double click on the journal detail will appear.



Click on approve journal, the system will warn you of the changes that will apply to the register, click yes to continue.

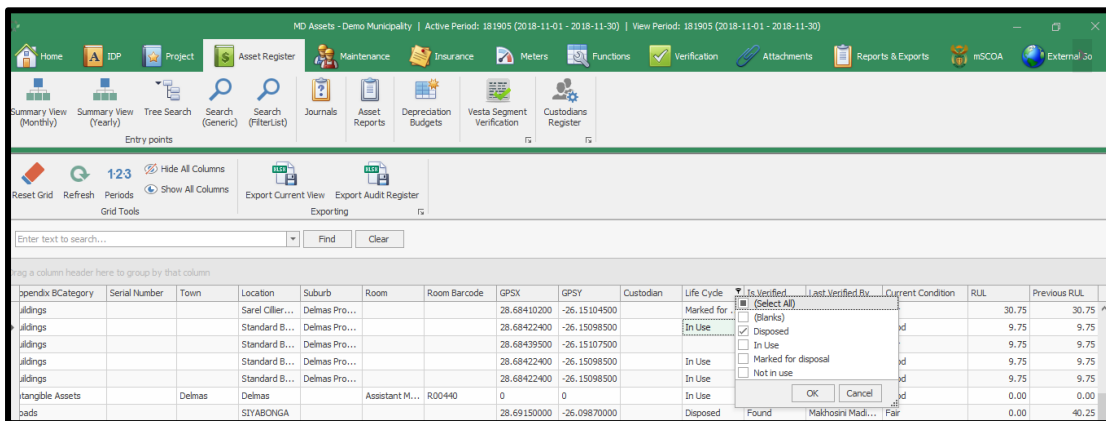


The system will confirm if the journal has been approved. Click ok to continue.



How to view assets that has been disposed

The user should go back to the asset register, scroll to the right and select useful life column. Click on the filter to filter assets that has been Disposed.



The system will load all the assets that has been dispose on the life cycle column.

