

SYSPRO - AFRICA

TRAINING GUIDE

ASSET REQUESTS

FOR TRANSFERS AND DISPOSALS

Company Name
Company Address

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PathCare Business Centre
Neels Bothma Street
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7460

Version Date: 07 March 2024

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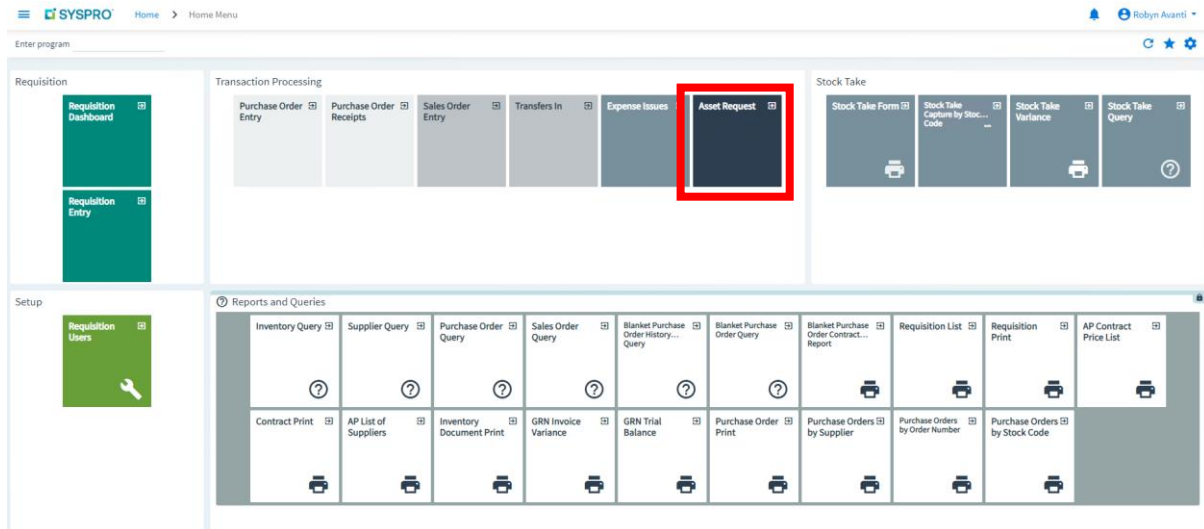
Transfers In Error! Bookmark not defined.

Reports..... *Error! Bookmark not defined.*

Queries..... *Error! Bookmark not defined.*

Asset Requests

From your Home Screen, click on the Asset Request tile.



Transfers

The screenshot shows the SYSPRO Asset Requests form. The top navigation bar includes a menu icon (12), the SYSPRO logo (9), and the title 'Asset Requests' (11). Below the navigation bar are three buttons: 'New Request', 'Save Line', and 'submit'. The form itself is divided into two main sections. The top section, 'Asset Request', contains various input fields, each with a numbered callout: 1 for 'Type of asset' (set to 'Transfer'), 2 for 'Asset' (set to '7'), 3 for 'Request Reason' (set to 'Replacement PC required'), 4 for 'Due Date' (set to '29/03/2024'), 5 for 'Responsible user' (set to 'RobynVZ'), 6 for 'To Branch' (set to '01'), 7 for 'To Cost Center' (set to '3403'), and 8 for 'Comment'. The bottom section, 'Asset Request Detail Lines', is a table with columns: Asset, Description, RequestReason, DueDate, Responsible User, From Branch, and From. The table is currently empty, with a message 'There are no items to show' at the bottom.

Asset	Description	RequestReason	DueDate	Responsible User	From Branch	From
There are no items to show						

1. Select Transfer as the Type of Asset.
2. Select the Asset either by typing it in or by browsing for it.
3. Provide a Request Reason for why the transfer is required.
4. Indicate when this is due by.
5. Indicate who the responsible user is that head office needs to communicate with.
6. Branch will remain 01.
7. Select to which cost center the asset is being transferred to.
8. Add in a comment to further explain the requirement for the transfer
9. Click Save.
 - a. Repeat steps 1 – 9 for additional transfer requests that are required.
10. All lines captured will display in this listview.
11. Once all transfers have been captured, click Submit.
 - a. This will then go to head office for approval.

- b. You will only be notified by email if this was rejected. You would then need to recreate the transfer and capture the information correctly depending on why it was rejected.

12. Click New Request to clear the screen and to start capturing a new request.

Disposals

The screenshot shows the SYSPRO Asset Requests form. At the top, there are three buttons: 'New Request' (12), 'Save Line' (9), and 'submit' (11). The form fields are as follows:

- Type of asset: Disposal (1)
- Asset: 0000000010 (2)
- Asset description: MECER PC WITH WINDOWS PRO & OFFICE 2019 - ZHAUN
- Disposal reason: 01 (3)
- Sale Price: 1,500 (4)
- Cost of disposal: 100 (5)
- Request Reason: New PC has been procured (6)
- Due Date: 29/03/2024 (7)
- Sold to: John (8)
- Product class: 500

Below the form is a section titled 'Asset Request Detail Lines' (10), which contains a table with the following columns: Asset, Description, DisposalReason, SalePrice, CostOfDisposal, RequestReason, DueDate, and Sol... The table is currently empty, with the message 'There are no items to show' at the bottom.

1. Select Disposal as the Type of Asset.
2. Select the Asset.
3. Provide a Disposal Reason.
 - a. 01 - Sale
 - b. 02 - Trade-In
 - c. 03 - Scrap
 - d. 04 - Leasehold Asset Disposal
 - e. 05 - Donate
 - f. 06 - Return to Supplier
 - g. 07 - Stolen
 - h. 08 - Written Off
4. Insert the Sale Price.
5. Insert any cost involved in the sale/disposal of the asset.
6. Provide a Request Reason for why it should be disposed of.
7. Indicate the Due Date.
8. Indicate who it will be sold to.
9. Click Save.
 - a. Repeat steps 1 – 9 for additional transfer requests that are required.

10. All lines captured will display in this listview.
 11. Once all transfers have been captured, click Submit.
 - a. This will then go to head office for approval.
 - b. You will only be notified by email if this was rejected. You would then need to recreate the transfer and capture the information correctly depending on why it was rejected.
 12. Click New Request to clear the screen and to start capturing a new request.
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