SYSPRO - AFRICA

TRAINING GUIDE

ASSET REQUESTS

FOR TRANSFERS AND DISPOSALS

Company Name	DIETRICH VOIGT MIA (Pty) Ltd
Company Address	PathCare Business Centre Neels Bothma Street N1 City 7460

Version Date: 07 March 2024

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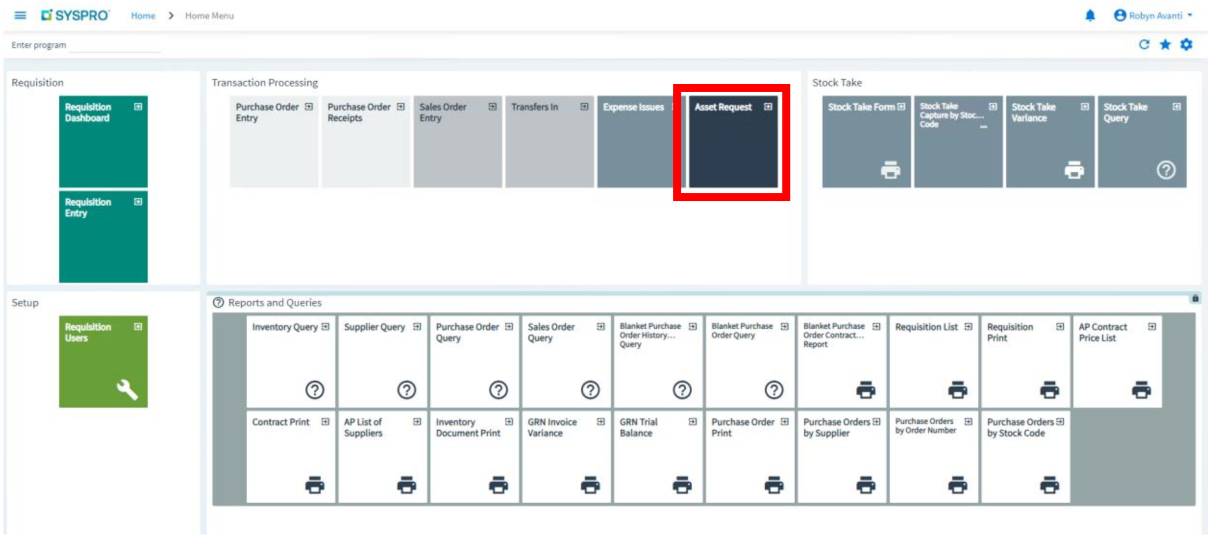
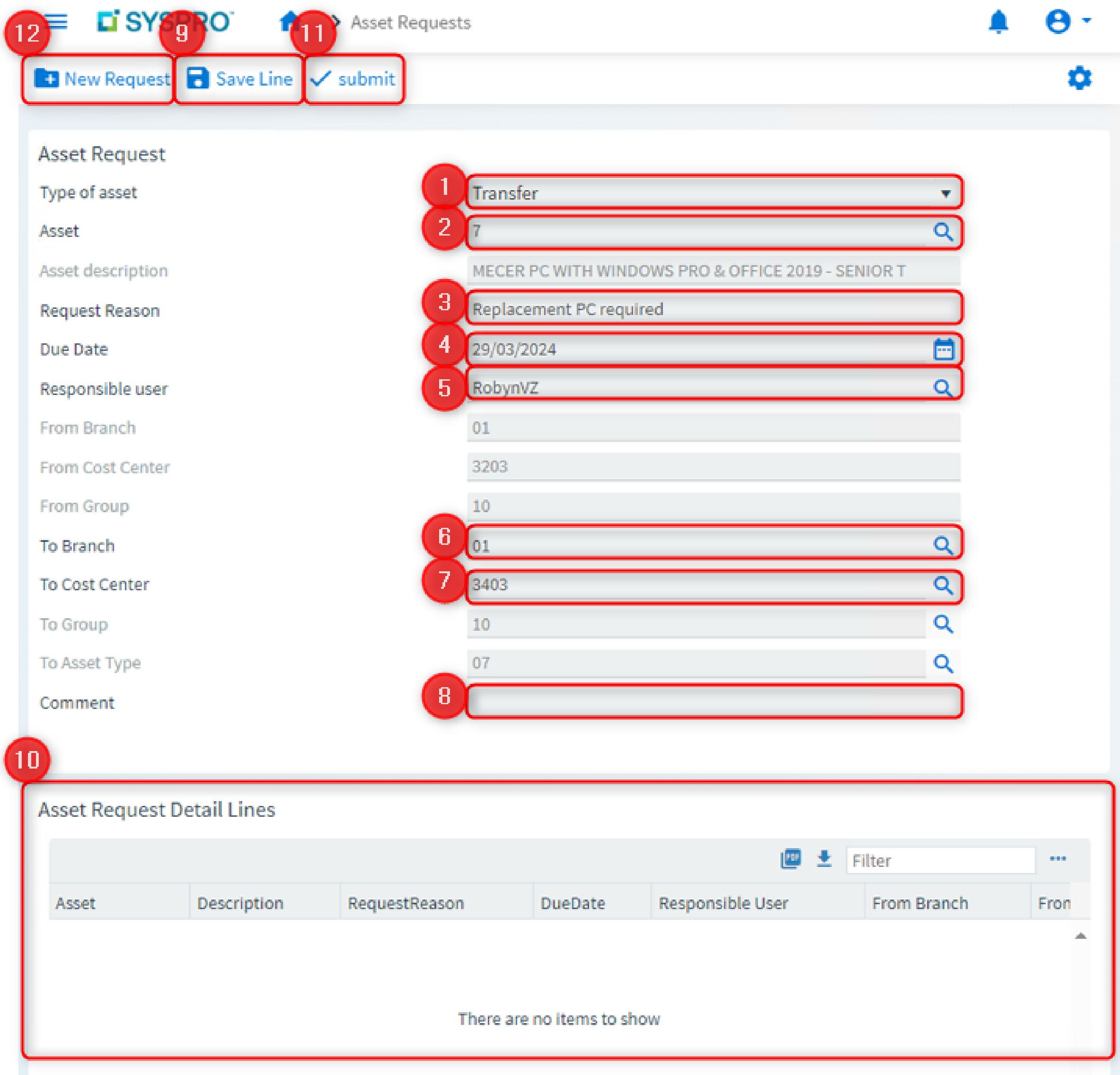
Asset Requests

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



Transfers

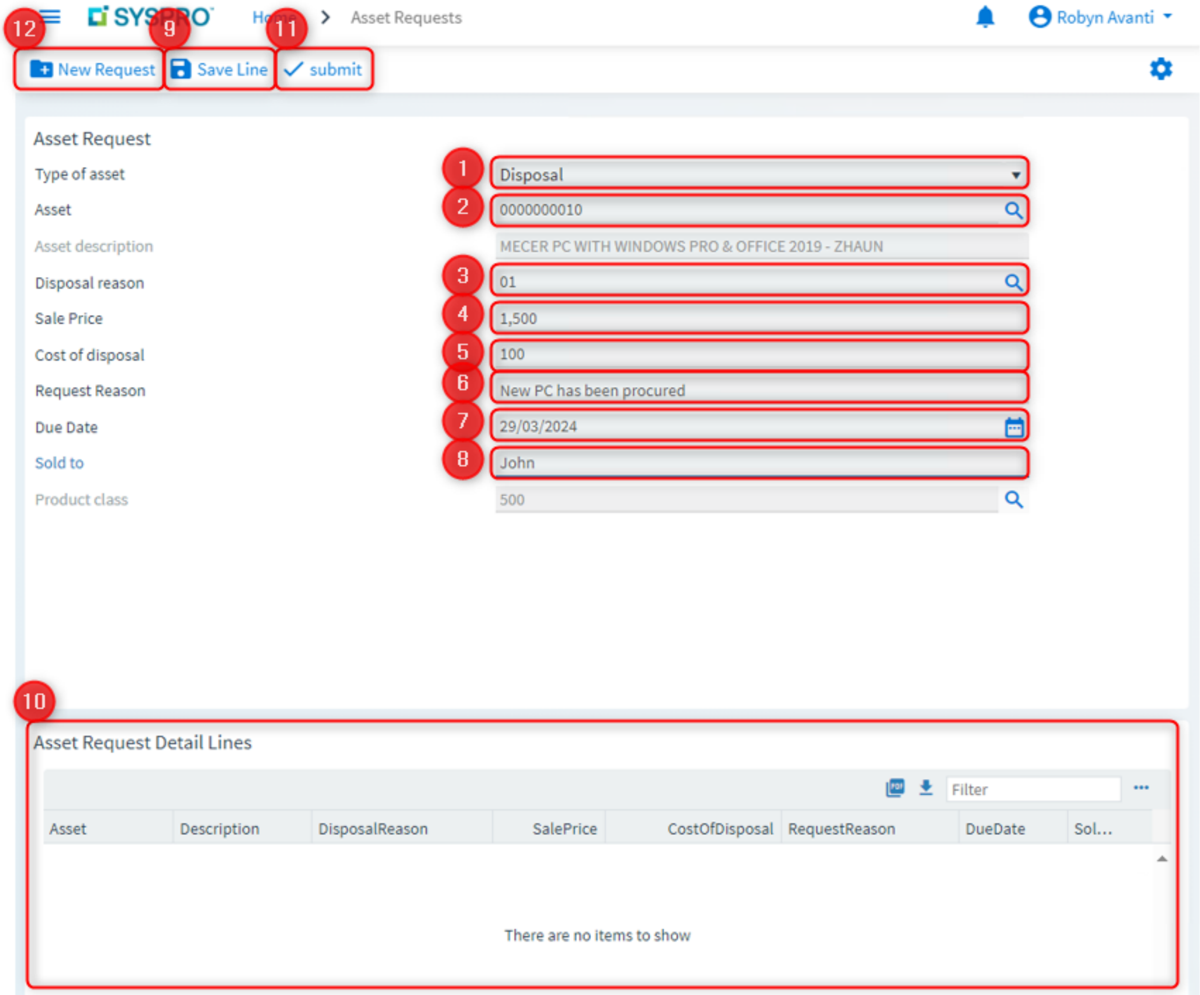


1. Select Transfer as the Type of Asset.
2. Select the Asset either by typing it in or by browsing for it.
3. Provide a Request Reason for why the transfer is required.
4. Indicate when this is due by.
5. Indicate who the responsible user is that head office needs to communicate with.
6. Branch will 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



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.