

ASSETS IN TRANSIT (HOME USAGE)

The current procedures where the home usage form is completed for all assets used at home or in transit are replaced by a simple systematic process with commencement 1 January 2006.

A short outline regarding the process:

- The applicant request to use an asset for a limited period of time at a location other than that stated on the asset register by means of EBR050P.
- The request can be authorised or decline by the department head or a delegate by means of program EBR051P. It is very important to remember that should the authorisation get delegated, the delegate's US-number must be filled in at the "author US-number" field. The program will send an automatic e-mail to the person who's US-number is completed in the above mentioned field.
- The transactions termination date can be brought forward by means of program EBR053P.
- Enquiries in connection with assets in transit can be done by means of program EBR055P.

STEP 1 – APPLICATION FOR THE USE OF ASSETS IN TRANSIT (EBR050P)

This step replaces the hard copy – Home usage form.

Program: EBR050P: - Maintenance – Asset-in-transit transaction

No	Screen	Procedure
1.	Asset number	Complete the asset number of the item to be used in transit (home usage).
2.	Enter	
3.	Transit US number	Complete the US-number of the person who will be using the asset in transit.
4.	Transit date	Complete the applicable period of usage
5.	Purpose of use	Provide the reason why the asset is to be used for the stated period.
6.	New replacement value	Only applies if the current replacement value should be amended.
7.	Authorise US number	Complete the US-number of the person who must authorised the transaction. Please note that the applicant US-number and the authorise US-number may not be the same.
8.	Enter	
9.	Confirm with F6	Please note that an automatic e-mail will be sent to the person in the authorise field to inform him/her about the transaction.

STEP 2 – AUTHORISATION OF IN TRANSIT TRANSACTION (EBR051P)

Program: EBR051P – Maintenance – Authorise Asset in-transit transaction

This function can be delegated by the dean/department head to an administrative person that is skilled on the central computer system. The suggested procedure that can be followed by the delegate is to print the e-mails sent automatically by the system because of the completion of his /her US-number in the authorize field, and to present those e-mails to the dean/department head for his/her authorisation and then complete the transaction systematically. It will not be necessary for the dean/department head to personally complete the transaction systematically. Please note that only the person who's US-number is in the "auth US-number" field will have access to the list of assets for authorisation on EBR051P.

No	Screen	Procedure
1.	All in transit items that has to be authorised will be displayed on the screen.	
2.	Select the item that you want to authorise and Enter.	Detail of the asset in transit transaction as completed in step 1 will be displayed on the screen.
3.	Confirm with F6 to authorise the transaction OR F4 to decline the transaction.	Should the transaction be confirmed with F6 the system will warn you that F6 is the equivalent of your electronic signature and ask you if you would like to continue with the transaction. If you qualify to authorise the transaction, fill in a [J] and Enter.
4.	Asset in transit is authorised.	The applicant will automatically receive an e-mail to inform him/her that the asset has been authorized for in transit use. The asset at his stage gets mark with an asterisk [*] on EBR001P to indicate that the asset is in transit.

STEP 3 – SIGNING BACK OF THE ASSETS IN TRANSIT (EBR053P)

*NB: This step is **only** applicable if the date of termination on the original transaction has been brought forward. It will therefore NOT be necessary to sign back an asset in transit under other circumstances, the system does it automatically.*

Program EBR053P – Maintenance- Sign back Asset-in-transit

No	Screen	Procedure
1.	Asset number	Complete the asset number of the item which termination date you would like to bring forward.
2.	Enter	The original in transit transaction will be displayed on the screen.
3.	Modify termination date	
4.	Enter and Confirm with F6	

STEP 4 – ENQUIRIES WITH REGARDS TO ASSETS IN TRANSIT (EBR055P)

Program: EBR055P – Enquiry/Report – Assets in Transit

Only items that are currently in transit can be looked up. It will not be possible to view items that have already expired. No records are kept for items that have already expired.

- Enquiries can be done by completing:
 - The **asset number** you want to view
 - Or
 - The **OU code** to look up the assets that are in transit for the whole department
 - Or
 - The **duration** – to view all the transactions that are currently in transit for a specific period
 - Or
 - The **applicants US-number**
- And Enter
 - The list of items will be displayed on the screen
 - F11 to see who the applicant of the transaction is
- To view detail, mark the item with the cursor and Enter.
 - The original transaction will be displayed on the screen.

Last comments

- It will not be necessary to fill out any home usage and send it to Fund and Asset Management for these items.
- For the first time there is an actual date for home usage that can be seen on the admin system, this date will not only be used by the auditors but is also useful for insurance purposes for speedy settlement of claims in this regard.
- The same insurance conditions apply to all the items that are in transit as it would under normal circumstances for assets that are used on campus. It is important to note that no assets will be covered by the SU insurance in the case of theft unless there is proof of forced entry.

ENQUIRIES CAN BE DONE AS FOLLOWS:

Enquiries with regards to the use of the programs and the process that has to be followed

- Brigitte August x 808 4848

Enquiries with regards to insurance aspects

- Elizna de Lange x 808 2809