

Verification of Requirements Document

For

Asset Management



Specialist Working Team (SWT)

Asset Disposal via iEnabler
Asset Off Campus via iEnabler
Asset Verification via iEnabler
Asset Movements via iEnabler

Date: 04 September 2024

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1st Draft

1. Introduction

Background on SWT Asset Management

The Specialist Working Team (SWT) Asset Management workshop was held from 29 to 31 July 2024 at the Adapt IT Education offices in Midrand, Johannesburg. The purpose of the workshop was to the ITS Asset Management System functionality ensuring that it still align with evolving accounting standards and improve system usability based on user feedback. Participants included representatives from various universities and institutions, along with key personnel from Adapt IT.

Key Objectives:

- Understand the challenges clients face with the ITS Asset Management System.
- To validate the ITS Asset Management System features and functionality in terms relevance and appropriateness for the sector .
- Foster collaborative discussions on best practices and system improvements, focusing on areas like asset onboarding, maintenance, depreciation, impairment, and the reconciliation of assets in the general ledger.

Key Outcomes:

- Detailed presentations by Adapt IT representatives highlighted current system issues and proposed enhancements.
- Discussions included specific asset management challenges, such as managing space, vehicles, and grant-funded assets.
- Action items were identified, including system updates for handling multiple cost centers, improving navigation in asset movement functionalities, and integrating new verification tools like QR codes and RFID technology.

Next Steps:

- Adapt IT plans to use the feedback as input into the development process and to prioritize system features and enhancement. Further sessions are planned to address unresolved issues, including space management and asset disposals.
- A roadmap for development requests was outlined, emphasizing the need for continuous engagement between Adapt IT and its users to ensure the ITS Asset Management System meets evolving needs.

This workshop served as a continuation of the SWT , establishing a collaborative approach to enhancement of the ITS Asset Management System.

Problem background:

The SWT Asset Management workshop was convened to address persistent issues and challenges within the ITS Asset Management System, which has not been comprehensively reviewed since 2014. Users from various institutions had raised concerns about the system's limitations, particularly in financial reporting, asset tracking, and compliance with evolving accounting standards. Key problems identified include:

Inadequate Asset Management Features: The current system struggles with depreciation calculations, asset impairment, and reconciliation with the general ledger. Users noted difficulties in handling complex scenarios such as managing assets across multiple cost centers and accurately reflecting depreciation and impairment in financial reports.

Space and Vehicle Management Issues: The system lacks robust functionalities for managing space and vehicles, which are critical components of asset management. Users reported that these areas are poorly integrated, leading to inefficiencies and incomplete asset tracking.

Outdated Functionalities and Lack of User-Friendly Interfaces: Many of the system's features, such as the reverse depreciation tool and asset onboarding processes, are outdated or non-functional, resulting in user frustration and inconsistent data. Navigation challenges within the system further complicate asset management tasks.

Limited Integration and Automation: The current asset management system does not adequately integrate with other institutional processes, such as procurement and inventory management, leading to manual and labor-intensive workflows. Users expressed a need for enhanced automation and integration to streamline asset management operations.

Inadequate Support for Grant-Funded and Non-Capital Assets: The system's handling of grant-funded assets and non-capital items is insufficient, often requiring external tracking methods like spreadsheets. This not only complicates asset management but also raises concerns about compliance and reporting accuracy.

. The workshop aimed to collect user feedback and develop actionable recommendations for system enhancements, with a focus on improving usability, integration, and compliance functionalities.

2. Project Scope

Description	Proposed date
<p>1. Analyze Requirements:</p> <ul style="list-style-type: none"> Review and understand the client's specific needs and business processes. Identify any ambiguities or gaps in the provided requirements. Conduct meetings or discussions with stakeholders to clarify requirements, if necessary. 	29 – 31 July 2024
<p>2. Gap Analysis:</p> <ul style="list-style-type: none"> Compare the client's requirements with the standard offerings of the product or service. Identify and document the gaps between the client's requirements and the existing features. Determine if any modifications or customizations are necessary to meet the client's needs. 	<p>04 September 2024</p> <p><i>Asset Disposal via iEnabler</i></p> <p><i>Asset Off Campus via iEnabler</i></p> <p><i>Asset Verification via iEnabler</i></p> <p><i>Asset Movements via iEnabler</i></p>
<p>3. Requirements Definition Document: <i>(Date to be communicated)</i></p> <ul style="list-style-type: none"> Prepare a comprehensive document that outlines the final set of requirements. Include details about any required modifications, customizations, or additional features. Provide a development quote specifying the effort, timeline, and resources needed for implementation. 	
<p>4. TEST System Investigation: <i>(Date to be communicated)</i></p>	

Description	Proposed date
<ul style="list-style-type: none"> Examine the existing TEST system and its configuration to ensure it aligns with the requirements. Verify that the TEST system includes all necessary components for the customized development. 	
<p>5. Configuration of TEST Asset: <i>(Date to be communicated)</i></p> <ul style="list-style-type: none"> Assist in configuring the TEST system to accurately process asset. Ensure that the system operates correctly with the customizations and modifications. 	
<p>6. Bug Fixing and Testing: <i>(Date to be communicated)</i></p> <ul style="list-style-type: none"> Address and resolve any issues or bugs identified during the testing phase. Conduct thorough testing to validate the functionality and stability of the customized system. 	
<p>7. Deployment to PROD (Production Environment): <i>(Date to be communicated)</i></p> <ul style="list-style-type: none"> Support the deployment of the customized system to the production environment, if required. Ensure a smooth transition and minimal disruption to business operations during deployment. 	

3. Out of Scope

Purchase, implementation, and development of new software identified during the gap analysis.

4. References

4.1 Attendees:

Name	Email
Pravie Govender	Pravie.Govender@adaptit.com
Neetham Dabideen	Neetham.Dabideen@adaptit.com
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Apologies from Sarah Burger and Moses msebaetse@orbitcollege.co.za

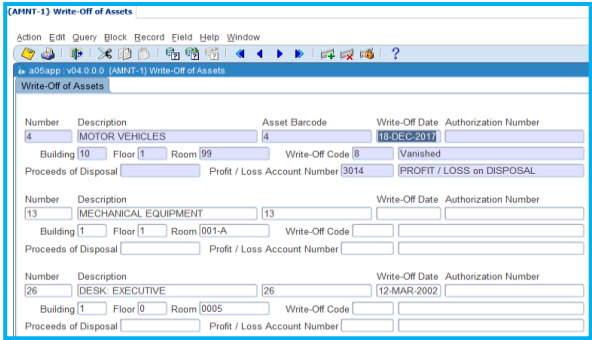
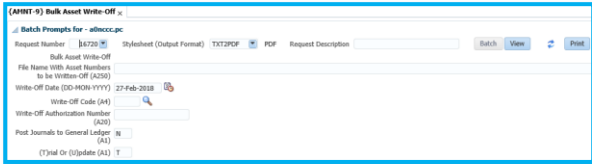
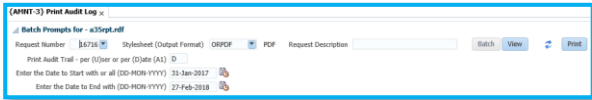
4.2 Agenda

- Asset Disposal via iEnabler
- Asset Off Campus via iEnabler
- Asset Verification via iEnabler
- Asset Movements via iEnabler


5 Processes and Procedures

5.1 Asset Management

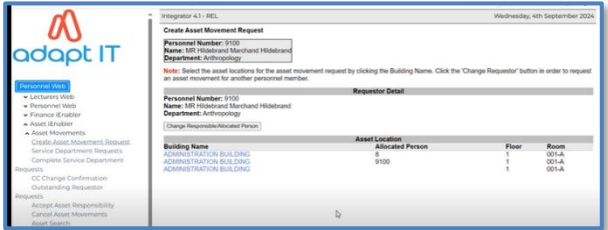
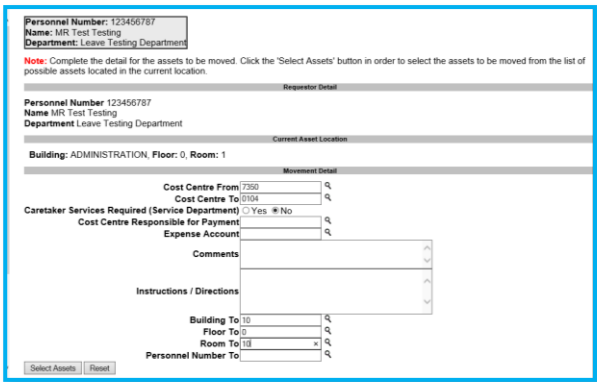
5.1.1. Asset Disposal via iEnabler

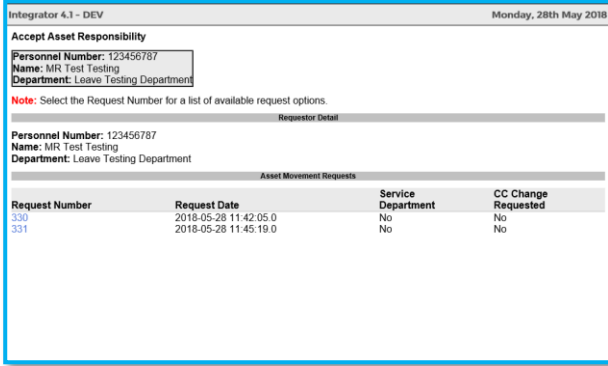

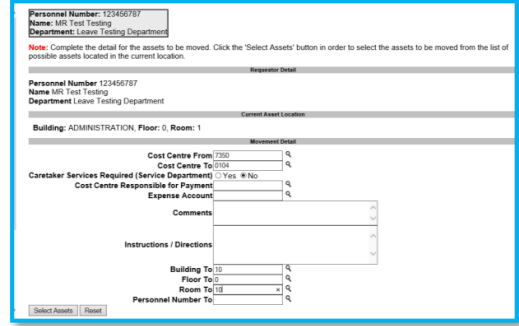
Ref	Current ITS Process	Description of the gap identified	Customization required/ Action Plan
5.1.1	Asset Disposal via iEnabler		
A)	<p>Individual Asset Write off</p>  <p>Bulk Asset write off</p>  <p>Log file</p> 	<p>1. Need for Asset Disposal via iEnabler Instead of Back Office Only</p> <p>Asset disposal processes are limited to back-office operations, making it less accessible and more cumbersome for users across the institution.</p> <p>Enhancements Needed:</p> <ul style="list-style-type: none"> • Prepopulated Requester Details: Automatically fill in the requester's information to improve the submission process. • Asset List Dropdown: Provide a dropdown list of assets available for disposal, that are linked to the requester. • Reason for Write-Off: Include a field for requesters to specify the reason for writing off the asset. (this can be driven through the request) <ul style="list-style-type: none"> ○ Lost ○ Damaged ○ Stolen ○ Donated ○ Sold ○ End of useful life , etc • Attachment Capabilities: Allow requesters to attach photos and supporting documents, such as affidavits or case files when the asset is stolen. • 1st approval _ Recommended by Field (attached example) : Add a field for the responsible person to recommend the disposal. The responsible person as per AOPS-1 is the line manager 	

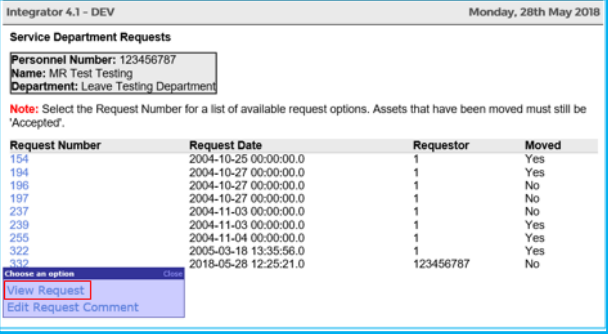
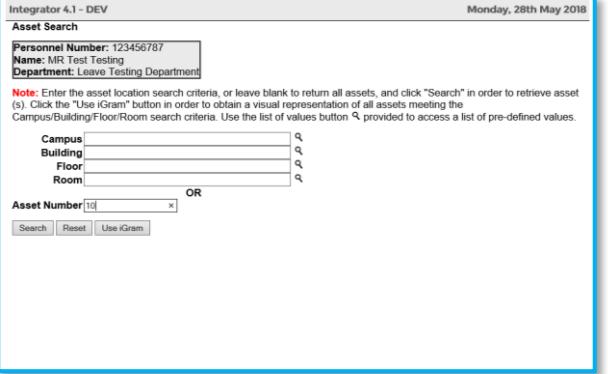
Ref	Current ITS Process	Description of the gap identified	Customization required/ Action Plan
		<ul style="list-style-type: none"> • Customizable Approval Levels: Enable institutions to configure approval workflows according to their policies, accommodating different levels of approvals based on asset value or type. (to accommodate the different type of delegation of authority within the institution) – <i>Policy example may assist here</i> <ul style="list-style-type: none"> ○ Flexibility on the frequency of the approval : Select the approval frequency (daily, weekly, monthly etc.). ○ Allow also for bulk approval : Enable or disable bulk approval options based on the institution’s needs. • Process Routing: Implement routing at every stage of the process, from the initial request to final approvals. <p style="margin-left: 40px;">2. Introduction of Cycles for Self-Service Disposal</p> <p>Introduced a structured period for self-service disposal processes, leading to inconsistencies and potential errors.</p> <p>Enhancements Needed:</p> <ul style="list-style-type: none"> • Introduce cycles where the self-service disposal feature is available for a specific period, after which it is locked, and further updates can only be made via the back office. This ensures better control and auditing of disposals. <p style="margin-left: 40px;">3. Journal Processing and Financial Updates</p> <p>Lack of clarity on when journals should be processed and at what stage the Fixed Asset Register (FAR) and General Ledger (GL) should be updated.</p> <p>Enhancements Needed:</p> <ul style="list-style-type: none"> • Clearly define when journals should be processed, such as after final approval of the disposal, and establish specific points for updating the FAR and GL to maintain financial accuracy. 	

Ref	Current ITS Process	Description of the gap identified	Customization required/ Action Plan																																																															
		<p>Example</p> <div data-bbox="900 296 1563 1129" style="border: 1px solid black; padding: 5px;">  <p>Tshwane University of Technology We empower people F35</p> <p style="text-align: center;">APPLICATION FOR DISPOSAL OF TUT ASSETS <small>(refer to FINPOL – 007)</small></p> <p>To: Director, Financial Control Asset Department</p> <p>From: <u>Delwe Masilela</u> Date: <u>11/10/2022</u></p> <p>REQUESTOR DETAILS:</p> <p>Name & Surname: <u>Delwe Masilela</u> Personnel Number: <u>700734</u></p> <p>Location: <u>PTA / 30 / 410</u> <small>Campus / Building / Office</small></p> <p>Campus Abbreviations: Sothangwe North • Soth-N; Sothangwe South • Soth-S; Pretoria • Pta; Arts • Art; Arcadia • Arc; Ga-Rankuwa • Ga-R; Mafeteng • Maf; Mmabatho • Mm; Polokwane • Pol; DF Molekoe • DF; Business School • Bsc; CSIR • CSIR; Ditsheo • Dts; Tlokweng • Tlo; Residence • Res</p> <p>Email: <u>masileled@tut.ac.za</u> Ext: <u>5558</u></p> <p>LIST OF ASSETS TO BE WRITTEN OFF</p> <table border="1" data-bbox="981 651 1491 834"> <thead> <tr> <th rowspan="2">Asset Description</th> <th rowspan="2">Asset Number</th> <th rowspan="2">Location <small>(Campus / Building / Office / Department abbreviation)</small></th> <th colspan="3">For Asset Office Use Only</th> </tr> <tr> <th>Purchase Price</th> <th>Inventory Value</th> <th>Remaining Useful Life (day)</th> </tr> </thead> <tbody> <tr> <td>• eg Computer</td> <td>123456</td> <td>PTA/B21G132</td> <td></td> <td></td> <td></td> </tr> <tr> <td>DESKTOP 1800X3</td> <td>959403</td> <td>SOth / B12 / 105</td> <td>R 0.00</td> <td>R 0.00</td> <td>0</td> </tr> <tr> <td>DESKTOP 1800X3</td> <td>959434</td> <td>SOth / B12 / 105</td> <td>R 0.00</td> <td>R 0.00</td> <td>0</td> </tr> <tr> <td>DESKTOP 1800X3</td> <td>959435</td> <td>SOth / B12 / 105</td> <td>R 0.00</td> <td>R 0.00</td> <td>0</td> </tr> <tr> <td>DESKTOP 1800X3</td> <td>959436</td> <td>SOth / B12 / 105</td> <td>R 0.00</td> <td>R 0.00</td> <td>0</td> </tr> <tr> <td>DESKTOP 1800X3</td> <td>959437</td> <td>SOth / B12 / 105</td> <td>R 0.00</td> <td>R 0.00</td> <td>0</td> </tr> <tr> <td>DESKTOP 1800X3</td> <td>959438</td> <td>SOth / B12 / 105</td> <td>R 0.00</td> <td>R 0.00</td> <td>0</td> </tr> <tr> <td></td> <td>/</td> <td>/</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>/</td> <td>/</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>REASON FOR WRITING-OFF ASSETS</p> <p>Incorrect entry in FAR</p> <p>Recommended by:</p> <p>Name & Surname: _____ Position: _____</p> <p>Signature: <u>Refer to email approval</u> Date: <u>Refer to email approval</u></p> <p>For Asset Office Use Only:</p> <p>Recommended/Rejected: <u>Refer to email approval</u> Date: <u>Refer to email approval</u> <small>Deputy Director Asset Department</small></p> <p>Approved/Rejected: <u>Refer to email approval</u> Date: <u>Refer to email approval</u> <small>Director, Financial Control</small></p> </div>	Asset Description	Asset Number	Location <small>(Campus / Building / Office / Department abbreviation)</small>	For Asset Office Use Only			Purchase Price	Inventory Value	Remaining Useful Life (day)	• eg Computer	123456	PTA/B21G132				DESKTOP 1800X3	959403	SOth / B12 / 105	R 0.00	R 0.00	0	DESKTOP 1800X3	959434	SOth / B12 / 105	R 0.00	R 0.00	0	DESKTOP 1800X3	959435	SOth / B12 / 105	R 0.00	R 0.00	0	DESKTOP 1800X3	959436	SOth / B12 / 105	R 0.00	R 0.00	0	DESKTOP 1800X3	959437	SOth / B12 / 105	R 0.00	R 0.00	0	DESKTOP 1800X3	959438	SOth / B12 / 105	R 0.00	R 0.00	0		/	/					/	/				
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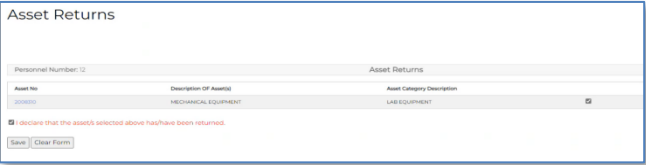

5.1.2 Asset movement via iEnabler

Ref	Current ITS Process	Description of the gap identified /Owner should comment?	Customization required
5.1.2	<p>Asset Movements via iEnabler</p> <p>The Purpose of this development was 3 folds:</p> <ol style="list-style-type: none"> 1. Move asset financial from one cost centre to the next 2. Person responsible to allocated 3. From one locaction to the next 		
A)	<p>Create asset movement request</p>  <p>Click 'change responsible/ allocated person'</p>  <p>Accept asset responsibility</p>	<ol style="list-style-type: none"> 1. The asset movement process is currently designed to focus solely on the responsible person, typically the line manager. However, it does not accommodate scenarios where the movement request is initiated by the person to whom the asset is allocated (the allocated user). <ol style="list-style-type: none"> a. Change of Workspace 2. Current Issue: There is a lack of clearly marked mandatory fields, which disrupts the sequence and flow of information, leading to incomplete or incorrect submissions. <p>Enhancement Needed:</p> <ul style="list-style-type: none"> • Clearly mark mandatory fields to guide users through a structured and logical sequence of data entry, ensuring all necessary information is provided. • Allow the system to dynamically adjust required fields based on the purpose of the request. For example, if the purpose involves financial movement, the cost centre field should automatically become mandatory. • Enable users to select one or multiple purposes (e.g., financial movement, person , location), with the system displaying only the relevant fields required for each selected purpose, providing a guided . 	

Ref	Current ITS Process	Description of the gap identified /Owner should comment?	Customization required
	  <p>Service department request</p>	 <ol style="list-style-type: none"> Consider redesigning the program to be more user-friendly and to follow a logical flow, as the current workflow is disjointed and lacks cohesion from start to finish. It appears fragmented, with each function operating in isolation rather than as part of a seamless, integrated process. Final approval of asset movement : <ul style="list-style-type: none"> Allow the final approval of asset movements to be assigned to roles such as the Asset Manager, Financial Officer, or other designated personnel. The system should be configurable to accommodate different institutional needs, enabling customization of the final approver based on the institution's policies or specific requirements. Asset Search Enhancement <ul style="list-style-type: none"> Add Personnel Number Search Option: Include an option in the asset search functionality that allows users to search by personnel number. 	

Ref	Current ITS Process	Description of the gap identified /Owner should comment?	Customization required																																								
	 <p>Integrator 4.1 - DEV Monday, 28th May 2018</p> <p>Service Department Requests</p> <p>Personnel Number: 123456787 Name: MR Test Testing Department: Leave Testing Department</p> <p>Note: Select the Request Number for a list of available request options. Assets that have been moved must still be 'Accepted'.</p> <table border="1"> <thead> <tr> <th>Request Number</th> <th>Request Date</th> <th>Requestor</th> <th>Moved</th> </tr> </thead> <tbody> <tr><td>154</td><td>2004-10-25 00:00:00.0</td><td>1</td><td>Yes</td></tr> <tr><td>194</td><td>2004-10-27 00:00:00.0</td><td>1</td><td>Yes</td></tr> <tr><td>196</td><td>2004-10-27 00:00:00.0</td><td>1</td><td>No</td></tr> <tr><td>197</td><td>2004-10-27 00:00:00.0</td><td>1</td><td>No</td></tr> <tr><td>237</td><td>2004-11-03 00:00:00.0</td><td>1</td><td>No</td></tr> <tr><td>239</td><td>2004-11-03 00:00:00.0</td><td>1</td><td>Yes</td></tr> <tr><td>255</td><td>2004-11-04 00:00:00.0</td><td>1</td><td>Yes</td></tr> <tr><td>322</td><td>2005-03-18 13:35:56.0</td><td>1</td><td>Yes</td></tr> <tr><td>332</td><td>2018-05-28 12:25:21.0</td><td>123456787</td><td>No</td></tr> </tbody> </table> <p>Dropdown menu options: View Request Edit Request Comment</p> <p>Asset search</p>  <p>Integrator 4.1 - DEV Monday, 28th May 2018</p> <p>Asset Search</p> <p>Personnel Number: 123456787 Name: MR Test Testing Department: Leave Testing Department</p> <p>Note: Enter the asset location search criteria, or leave blank to return all assets, and click "Search" in order to retrieve asset (s). Click the "Use iGram" button in order to obtain a visual representation of all assets meeting the Campus/Building/Floor/Room search criteria. Use the list of values button provided to access a list of pre-defined values.</p> <p>Campus <input type="text"/> </p> <p>Building <input type="text"/> </p> <p>Floor <input type="text"/> </p> <p>Room <input type="text"/> </p> <p>Asset Number <input type="text"/> OR <input type="text"/></p> <p><input type="button" value="Search"/> <input type="button" value="Reset"/> <input type="button" value="Use iGram"/></p>	Request Number	Request Date	Requestor	Moved	154	2004-10-25 00:00:00.0	1	Yes	194	2004-10-27 00:00:00.0	1	Yes	196	2004-10-27 00:00:00.0	1	No	197	2004-10-27 00:00:00.0	1	No	237	2004-11-03 00:00:00.0	1	No	239	2004-11-03 00:00:00.0	1	Yes	255	2004-11-04 00:00:00.0	1	Yes	322	2005-03-18 13:35:56.0	1	Yes	332	2018-05-28 12:25:21.0	123456787	No	<ul style="list-style-type: none"> • Add Responsibility Filter: Add a prompt to filter results by "Responsible For," "Allocated," or "All" to refine the search based on the user's needs. 	
Request Number	Request Date	Requestor	Moved																																								
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5.1.3 Asset used off campus

Ref	Current ITS Process	Description of the gap identified	Customization required/ Action plan
5.1.3	Asset used off campus		
	<p>Asset Return – allocated user</p>  <p>Asset return approval</p> 	<ol style="list-style-type: none"> 1. Asset return – allocated user <ul style="list-style-type: none"> • No Photo Upload: Users cannot upload photos to verify asset conditions upon return. • No Document Upload for Insurance Claims: There is no option to upload documents for insurance claims if assets are not returned. 2. Asset return approval <ul style="list-style-type: none"> • No Rejection Option: The system only allows for approvals and does not provide an option to reject the returned asset if it's not acceptable. • Lack of Comment Box: There is no comment box for approvers to provide feedback or reasons when reviewing asset returns. 3. Define the process after when the asset is not returned <ul style="list-style-type: none"> • The communication happens outside of ITS system • And can trigger the request for disposal refer to 5.1.1 how it can be linked or combine but obviously not to complicate the process . • It was recommended to keep the process manual for now, as automating it would be extremely complex and costly. 4. Security requirements at the gate – Phase 2 	

Ref	Current ITS Process	Description of the gap identified	Customization required/ Action plan
5.1.4	Physical verification of assets None	<p>1. iEnabler self-service verification</p> <ul style="list-style-type: none"> • The allocated user will log in to iEnabler, and the list of assets allocated to them will be displayed. • The user can tick confirming the verification of each asset. • A comment field should be added if the allocated user wants to comment per asset. • Allow for attachments per asset (documents/photos). • This must be under strict timelines and can be introduced via cycles. • Allow for approvals to be flexible according to the institution's needs. • Allow the institution to add terms and conditions that the user can accept. • <i>Almost designed like the disposal</i> 	