

Specialist Working Team (SWT)

Asset Management system

Adapt IT Education – Johannesburg Campus

29-31 July 2024



DATE : Monday, 29 July 2024 to Wednesday, 31 July 2024

VENUE : Adapt IT, 152 14th Road, Noordwyk, Midrand, Johannesburg, South Africa

CO-ORDINATOR : Tebogo Makhambeni

SWT SCRIBE : Zama Mkhize

Facilitator : Deliwe Masilela

ITSIUG Executive Committee & Administration | Website <https://itsiug.org.za>

Chairperson	Tebogo Makhambeni	tebogo.makhambeni@univen.ac.za	+27 73 439 5656
Vice-Chairperson	Sulaiman Maeresera	smaeresera@westcoastcollege.co.za	+27 78 527 0874
Member	Tshililo Ramovha	Tshililo.ramovha@ul.ac.za	+27 82 886 1296
Member	Karen Cupido	karen.cupido@spu.ac.za	+27 73 810 3337
Adapt IT Representative	Pravie Govender	pravie.govender@adaptit.com	+27 71 579 4844
Treasurer & Webmaster	Bobby Bezuidenhout	treasurer@itsiug.org	+27 71 402 0973
Administrator & Events Co-Ordinator	Bella Lamprecht	bella@itsiug.org.za	+27 83 286 3206

Attendance List :

Tebogo Makhambeni	: UNIVEN	Cheslyn Malebo	: Northlink
Errol Mbako	: NUST	Moses Sebaetse	: Orbit
Mhlonipheni Shangase	: UKZN	Samantha Burger	: Westcoast
Deliwe Masilela	: TUT	Marchand Hildebrand	: Adapt IT
Hester W van der Berg	: CUT	Pravie Govender	: Adapt IT
Busi Magabe	: UNIVEN	Brilliant Tleane	: Adapt IT
Bongumusa Mabika	: UNIZULU	Bernard Mostert	: Adapt IT
Denise De Leeuw	: VUT	Elize De Swart	: Adapt IT
Paston Marandela	: Adapt IT	Vikesh Ravjee	: Adapt IT
Zinhle Mhinga	: Adapt IT	Zama Mkhize	: Adapt IT
Neetham Dabideen	: Adapt IT		

1. Purpose of Document

Purpose	The purpose of this document is to provide Adapt IT Education with the relevant specifications that are required for the enhancement of the functionality ITS Asset Management System.
Scope	This document covers the specifications identified by the SWT at a workshop held from 29 – 31 July 2024 at Adapt IT Education offices, Midrand, Johannesburg.
Distribution	To all SWT participating members, Adapt IT Personnel, ITSI User Group Representatives and the ITSIUG Executive Committee.
Restrictions	The information contained in this document is restricted to persons, or institutions as mentioned in the aforementioned distribution list.
Requester	ITS Integrator User Group SWT workshop at the Adapt IT Education offices, Midrand, Johannesburg.
Retention	This document is to be retained until it is either revised or withdrawn by the SWT. Version numbers will be maintained.

ITSIUG Executive Committee & Administration | Website <https://itsiug.org.za>

Chairperson	Tebogo Makhambeni	tebogo.makhambeni@univen.ac.za	+27 73 439 5656
Vice-Chairperson	Sulaiman Maeresera	smaeresera@westcoastcollege.co.za	+27 78 527 0874
Member	Tshililo Ramovha	Tshililo.ramovha@ul.ac.za	+27 82 886 1296
Member	Karen Cupido	karen.cupido@spu.ac.za	+27 73 810 3337
Adapt IT Representative	Pravie Govender	pravie.govender@adaptit.com	+27 71 579 4844
Treasurer & Webmaster	Bobby Bezuidenhout	treasurer@itsiug.org	+27 71 402 0973
Administrator & Events Co-Ordinator	Bella Lamprecht	bella@itsiug.org.za	+27 83 286 3206

Responsibility It is the responsibility of the ITS Executive Committee member - as the Co-ordinator of the SWT, to maintain this document from inputs received from SWT members.

2. Table of Contents

Contents

1. Purpose of Document.....	2
2. Table of Contents.....	2
3. WORD OF WELCOME.....	3
4. EXECUTIVE SUMMARY.....	4
4.1 Presentation from Adapt IT – Marchand (Link to presentation)	2
4.2 Presentation from Adapt IT – Bernard & Zinhle (Link to presentation)	4
4.3 Presentation from Adapt IT – Brilliant (Link to presentation)	7
4.4 Presentation from Adapt IT – Paston & Elize (Link to presentation)	9
4.5 Presentation from Adapt IT – Vekash & Neetham (Link to presentation)	11
4.6 Presentation from Adapt IT – Bernard (Link to presentation)	12
4.7 Open discussion ALL – Pravie	14
4.8 Other	16
ANNEXURE A - PROPOSED DEVELOPMENTS AND PRIORITY	16
5. MOU - SWT AND USER GROUP DEVELOPMENT REQUEST ROADMAP	21
6. THE WAY FORWARD	21
7. Key Takeaways.....	21
8. Closure.....	23

ITSIUG Executive Committee & Administration | Website <https://itsiug.org.za>

Chairperson	Tebogo Makhambeni	tebogo.makhambeni@univen.ac.za	+27 73 439 5656
Vice-Chairperson	Sulaiman Maeresera	smaeresera@westcoastcollege.co.za	+27 78 527 0874
Member	Tshililo Ramovha	Tshililo.ramovha@ul.ac.za	+27 82 886 1296
Member	Karen Cupido	karen.cupido@spu.ac.za	+27 73 810 3337
Adapt IT Representative	Pravie Govender	pravie.govender@adaptit.com	+27 71 579 4844
Treasurer & Webmaster	Bobby Bezuidenhout	treasurer@itsiug.org	+27 71 402 0973
Administrator & Events Co-Ordinator	Bella Lamprecht	bella@itsiug.org.za	+27 83 286 3206

9. ADDENDUMS	23
Addendum 1 – Marchand Presentation	23
Addendum 2 – Bernard & Zinhle Presentation	23
Addendum 3 – Brilliant Presentation	23
Addendum 4 - Paston & Elize Presentation	23
Addendum 5 – Neetham & Vikesh Presentation	23
Addendum 6 – Bernard Presentation	23

3. WORD OF WELCOME

Tebogo (UNIVEN), Chairperson ITSIUG: Introduced the session and its purpose. Encouraged everyone to participate and requested Deliwe (TUT) to give a brief history of the SWT and its purpose.

Marchand (Adapt IT): Gave a brief overview of the workshop's purpose and objectives, explaining what they planned to achieve for the day.

Pravie (Adapt IT): Welcomed the guests and thanked them for their time. He reviewed and walked through the agenda, emphasizing that the purpose of today and the rest of the week is to "Listen to You as the Customer" and explore how the ITS asset system can be enhanced to better support them.

Deliwe (TUT): Provided background on the SWT, noting the last proper session was in 2014. She highlighted issues raised during the ITS user group about insufficient time allocation, which led to the creation of this workshop. She emphasized that the workshop has been beneficial in the past and is being revived to ensure the system aligns with evolving accounting standards. Deliwe pointed out that the ITS asset management system has generic shortcomings in financial reporting and asked how these issues could be tackled in the workshop. She also noted the absence of agenda points for space and vehicles, which she expected to see.

Pravie (Adapt IT): Emphasized that the workshop's purpose is to address the asset management system and acknowledged the importance of managing vehicles and space for effective asset management. He cautioned colleagues not to lose sight of the agenda, noting that space

ITSIUG Executive Committee & Administration | Website <https://itsiug.org.za>

Chairperson	Tebogo Makhambeni	tebogo.makhambeni@univen.ac.za	+27 73 439 5656
Vice-Chairperson	Sulaiman Maeresera	smaeresera@westcoastcollege.co.za	+27 78 527 0874
Member	Tshililo Ramovha	Tshililo.ramovha@ul.ac.za	+27 82 886 1296
Member	Karen Cupido	karen.cupido@spu.ac.za	+27 73 810 3337
Adapt IT Representative	Pravie Govender	pravie.govender@adaptit.com	+27 71 579 4844
Treasurer & Webmaster	Bobby Bezuidenhout	treasurer@itsiug.org	+27 71 402 0973
Administrator & Events Co-Ordinator	Bella Lamprecht	bella@itsiug.org.za	+27 83 286 3206

management is broad and depends on the institution's internal processes. He recommended using an open discussion slot to further discuss issues related to the space system for the institutions.

4. EXECUTIVE SUMMARY

The workshop, conducted over three days from 29 – 31 July 2024, aimed to address various challenges within the ITS asset management system, enhance its functionalities, and align it with evolving accounting standards. This session, facilitated by representatives from multiple institutions including UNIVEN, TUT, and Adapt IT, emphasised customer feedback and collaborative problem-solving.

The workshop covered best practices, common issues, and the integration of new functionalities into the ITS asset management system. Key discussions included depreciation calculation, space, asset verification tools, and asset impairment. Participants shared their institutional practices, providing valuable insights and feedback to Adapt IT for system improvements. The collaborative environment fostered open discussions on asset management, space and vehicle tracking, grant-funded assets, and verification methods, leading to actionable recommendations for future enhancements.

The following topics were covered:

Day :1

Best practice	Paragraphs 31 and 35(b) of IAS 16 revaluation / useful life
Onboarding of assets	Impairment
Upload of assets	Depreciation residual values and thresholds
Inventory issues	Work in progress
Disposal of assets from campus	Nil book values assets
Import Bulk common assets	
Asset maintenance Depreciation	

Day 2:

Asset verification	• Movements
Assets used off-campus	• Assets used off-campus
Land and buildings	
Biological assets	Finance iEnabler
	Jasper

Asset self-service

Day 3:

Reconciliation of assets in the general ledger	Open Discussion
--	-----------------

ITSIUG Executive Committee & Administration | Website <https://itsiug.org.za>

Chairperson	Tebogo Makhambeni	tebogo.makhambeni@univen.ac.za	+27 73 439 5656
Vice-Chairperson	Sulaiman Maeresera	smaeresera@westcoastcollege.co.za	+27 78 527 0874
Member	Tshililo Ramovha	Tshililo.ramovha@ul.ac.za	+27 82 886 1296
Member	Karen Cupido	karen.cupido@spu.ac.za	+27 73 810 3337
Adapt IT Representative	Pravie Govender	pravie.govender@adaptit.com	+27 71 579 4844
Treasurer & Webmaster	Bobby Bezuidenhout	treasurer@itsiug.org	+27 71 402 0973
Administrator & Events Co-Ordinator	Bella Lamprecht	bella@itsiug.org.za	+27 83 286 3206

Summary

Closure

4.1 Presentation from Adapt IT – Marchand (Link to presentation)

Marchand (Adapt IT) discussed the issues that have been reported to support and indicated that all these issues will be addressed as we proceed with the workshop. He wanted to note that Adapt IT is aware of these problems and is keeping track of the frequently raised issues with support:

- Problems with how the system calculates depreciation.
- Importance of uploading assets in the correct format.
- Non-functional depreciation reversal feature.
- Impact on Space HEMIS reporting.
- Account setup and usage instructions for asset impairment.
- Synchronization issues with range/quantity in bulk capturing.
- Exclusion from asset reconciliation.
- Common problems with report input parameters.
- Issues with account categories 890 and 900, and the system hanging during creditor payments.
- Inquiry about the development and availability of an asset verification tool/app.
- Questions about system compliance with financial standards.

Marchand (Adapt IT) went on to discuss the 2014 issues SWT.

- Extract assets register in CSV format.
- Custodian department
- Separate depreciation of parts of an asset
- Asset Bulk Capturing
- Print Create Date on CSV and PDF report: AOPSR2-2
- {AOPRS1-22} - Add Recognized date as Parameter/prompt.
- Changes prompt Start and End GLA to separate Cost Center and Account
- {FPMOR3-25 } - Add parameter 'Asset Y/Y or All' on the report prompts.

Marchand (Adapt IT) emphasized how the asset subsystem links to other assets such as space, vehicles, and budgets.

Participants noted that while they have an idea of the process, they lack a clear roadmap for planning disposals and managing assets not in use, including vehicles, within the system's subsystems.

Pravie (Adapt IT) highlighted the importance of the frequency of capturing and disposing of assets each year, posing the question to the institution about their practices. He encouraged participants

ITSIUG Executive Committee & Administration | Website <https://itsiug.org.za>

Chairperson	Tebogo Makhambeni	tebogo.makhambeni@univen.ac.za	+27 73 439 5656
Vice-Chairperson	Sulaiman Maeresera	smaeresera@westcoastcollege.co.za	+27 78 527 0874
Member	Tshililo Ramovha	Tshililo.ramovha@ul.ac.za	+27 82 886 1296
Member	Karen Cupido	karen.cupido@spu.ac.za	+27 73 810 3337
Adapt IT Representative	Pravie Govender	pravie.govender@adaptit.com	+27 71 579 4844
Treasurer & Webmaster	Bobby Bezuidenhout	treasurer@itsiug.org	+27 71 402 0973
Administrator & Events Co-Ordinator	Bella Lamprecht	bella@itsiug.org.za	+27 83 286 3206

to focus on the agenda, as Adapt IT has addressed most of the pain points within it. Additionally, Pravie emphasized the importance of aligning business processes with the ITS system, noting that the system is designed to support daily operations and is built around the business process framework.

Marchand (Adapt IT) Presented the AOPS-1 screen on ITS and its benefits, highlighting the functionality available to institutions to make their processes easier, including creation, attributes, values, surveys, evaluations, and depreciation.

- o Noted from his experience that asset account setup is complex, and many institutions may not understand it, leading them to default to old methods.
- o Mentioned that a link has been built between the asset system and the procurement system, but many clients prefer using the MA, which may not always be beneficial.
- o Indicated that Adapt IT is willing to explore ways to decentralize the asset management system via iEnabler to allow management to focus on other operational issues.

Pravie (Adapt IT) highlighted that space management is a critical and urgent issue within the institution. He noted that there is a lack of internal reporting on space, and the Department of Higher Education and Training (DHET) might not be intergoriating the submission. Space management is a neglected area, with no one taking ownership of the backlog. While Adapt IT cannot resolve the issue directly, they can provide perspective and suggest that it be managed internally. The problem persists because institutions copy data from one year to the next without thorough investigation.

Onboard AOPS-12 / AOPS12

Deluwe (TUT) encountered issues when using AOPS12 in 2019, which were reported to support but could not be resolved at the time. However, these issues have since been addressed. The current issue is that when more than one cost centre acquires an asset, AOPS-1 does not appropriately allocate assets among the different cost centres, instead grouping them under a single cost centre.

Marchand (Adapt IT) asked How often do situations like this occur? Multiple cost centers are involved:

- CUT (transfers are done on the GL, not on the asset itself, as auditors recommended),
- TUT, VUT (implement the CUT workaround),
- Venda (use one cost center workaround),
- UKZN (to be confirmed),
- Unizulu (no),
- Namibia (uncertain),

ITSIUG Executive Committee & Administration | Website <https://itsiug.org.za>

Chairperson	Tebogo Makhambeni	tebogo.makhambeni@univen.ac.za	+27 73 439 5656
Vice-Chairperson	Sulaiman Maeresera	smaeresera@westcoastcollege.co.za	+27 78 527 0874
Member	Tshililo Ramovha	Tshililo.ramovha@ul.ac.za	+27 82 886 1296
Member	Karen Cupido	karen.cupido@spu.ac.za	+27 73 810 3337
Adapt IT Representative	Pravie Govender	pravie.govender@adaptit.com	+27 71 579 4844
Treasurer & Webmaster	Bobby Bezuidenhout	treasurer@itsiug.org	+27 71 402 0973
Administrator & Events Co-Ordinator	Bella Lamprecht	bella@itsiug.org.za	+27 83 286 3206

- West Coast and NorthLink (No)

Marchand (Adapt IT) discussed the challenge of managing assets across multiple cost centres without having to create separate asset records for each cost centre. The question posed was whether to change the system or keep it as is, to allow for multiple cost centres while avoiding the creation of multiple asset records for a single asset.

Denise (VUT) suggested that in AOPS-1, we could block fields such as those on page 2 to prompt users to fully and completely fill out the form, ensuring we have the valuable information required to fully utilize the ITS Asset Management system. This approach is supported by Errol (NUST).

Moses (Orbit) explained that the reason they got stuck with their asset upload was the incompleteness of their space during the onboard process. They understand that for the initial upload of space/FAR, they will need Adapt IT due to the volume and that going forward, it will be their responsibility to maintain it.

Moses (Orbit) raised a limitation on asset classification in 2019. And he wondered how the Asset management system has evolved over the years.

Bernard (Adapt IT) clarified that the ITS Asset management system is in line with DHET guidelines, and many years later, things have evolved. We can create a new asset category— cautioned participants to not confuse this with an asset type. Asked Deliwe (TUT) to explain the difference between asset category and asset type to provide clarity to the participants.

Bongumusa (UNIZULU) explained that they do not pull information from procurement, as they have never explored the possibility and advantages of integrating assets with the procurement system. Pravie (Adapt IT) suggested arranging a demo for UNIZULU, and NUST has also requested to be included. However, it would be beneficial to first attend Neetham's presentation_ on day 2 to gain more information. If still interested, UNIZULU and NUST should notify Adapt IT to request a demo.

Inventory

Moses (Orbit) is experiencing a challenge with issuing receipts for textbooks. These textbooks are treated as inventory, not as fixed assets. The main challenge has been demonstrating that the books have been issued, as the system still shows them as not issued. Currently, this process is manual, and there is a need for automation due to the limited number of staff relative to the number of students. Notably, students are not required to return the textbooks.

Bernard (Adapt IT) recommended several steps to help Orbit address its inventory management challenge. He suggested keeping textbooks as inventory and implementing a separate system that

ITSIUG Executive Committee & Administration | Website <https://itsiug.org.za>

Chairperson	Tebogo Makhambeni	tebogo.makhambeni@univen.ac.za	+27 73 439 5656
Vice-Chairperson	Sulaiman Maeresera	smaeresera@westcoastcollege.co.za	+27 78 527 0874
Member	Tshililo Ramovha	Tshililo.ramovha@ul.ac.za	+27 82 886 1296
Member	Karen Cupido	karen.cupido@spu.ac.za	+27 73 810 3337
Adapt IT Representative	Pravie Govender	pravie.govender@adaptit.com	+27 71 579 4844
Treasurer & Webmaster	Bobby Bezuidenhout	treasurer@itsiug.org	+27 71 402 0973
Administrator & Events Co-Ordinator	Bella Lamprecht	bella@itsiug.org.za	+27 83 286 3206

was used for distance learning education. This system would link books to their corresponding subjects, allowing it to automatically identify and create requisitions for the books a student needs. Additionally, a scanning process should be introduced to automatically update the system when a book is issued. Benard also advised engaging in discussions with Pravie about licensing and the potential inclusion of these processes in the service level agreement (SLA), extending the invitation to, Westcoast, and NorthLink.

Action Item/s:

- Evaluate whether to update the system to allow for multiple cost centers or keep the current setup.
- Evaluate Implementation of Field Restrictions: Block specific fields on page 2 to ensure all required information is filled out before asset creation. In the form of a SOD.
- ITSIUG: More sessions on space management will be scheduled for the ITS Integrator User Group (ITSIUG) in the coming year.
- Orbit: Engage in discussions with Pravie about licensing and the potential inclusion of new inventory management processes (Distance learning development) in the service level agreement (SLA), involving parties such as Westcoast and Northlink.
- UNIZULU and NUST should notify Adapt IT if they require a demo for the integration of assets and procurement.

4.2 Presentation from Adapt IT – Bernard & Zinhle (Link to presentation)

Depreciation

Bernard (Adapt IT) proceeded to discuss IAS 16 and its definitions, explaining how the ITS system aligns with these standards. He detailed the system's method for calculating depreciation, emphasizing its reliance on daily calculations and the predominant use of the straight-line method, although a few clients opt for the reducing balance method. He also covered the timing of depreciation calculations.

Bongumusa (Unizulu) expressed interest in understanding how asset reconciliation was performed on the ITS system. Bernard indicated that he would fully address the reconciliation process over the ITS system on Day 3 of the workshop, during Slot 1.

Bernard (Adapt IT) then discussed the removal of the reverse depreciation functionality from AGRAP-1, which previously required a date but did not always reverse the calculated depreciation due to recalculations. He explained the ongoing changes to enhance this functionality, ensuring an accurate reversal of calculated depreciation. Further details on these enhancements to AGRAP-1 are available in the presentation slides.

ITSIUG Executive Committee & Administration | Website <https://itsiug.org.za>

Chairperson	Tebogo Makhambeni	tebogo.makhambeni@univen.ac.za	+27 73 439 5656
Vice-Chairperson	Sulaiman Maeresera	smaeresera@westcoastcollege.co.za	+27 78 527 0874
Member	Tshililo Ramovha	Tshililo.ramovha@ul.ac.za	+27 82 886 1296
Member	Karen Cupido	karen.cupido@spu.ac.za	+27 73 810 3337
Adapt IT Representative	Pravie Govender	pravie.govender@adaptit.com	+27 71 579 4844
Treasurer & Webmaster	Bobby Bezuidenhout	treasurer@itsiug.org	+27 71 402 0973
Administrator & Events Co-Ordinator	Bella Lamprecht	bella@itsiug.org.za	+27 83 286 3206

The **AGRAP-1** option requires functionality and parameter updates. Instead of recalculating depreciation when reversing it, the system will now reverse the amount as originally created.

The updated parameters will be:

- Enter the year from which the reversal must be done (N4).
- Enter the cycle from which the reversal must be done (N2).

The date will no longer be used since depreciation is calculated for a specific financial year and cycle.

Para 31 and 35(b) of IAS 16

Bernard (Adapt IT) introduced the definitions and implications of Paragraphs 31 and 35(b) of IAS 16, focusing on the accounting treatments and disclosure requirements.

Zinhle (Adapt IT) explained that most clients find the cost model more suitable due to its simplicity, whereas the revaluation model is more complex and requires an active market to provide reliable fair value measurements.

Deliwe (TUT) shared her experience with finding assets that were not initially on the asset register. She raised concerns about how these assets could be properly integrated into the existing system. Deliwe also inquired about the ITS system's functionality for reassessing the useful life of assets, mentioning that they have reduced the useful life of certain assets and emphasized the need for the system to roll back changes to recalculate depreciation appropriately.

Zero book value assets

Zinhle (Adapt IT) discussed the appropriate treatment for assets valued at R1, typically indicating full depreciation. She noted that such assets could be maintained at a NIL value in the records. The decision to revalue these assets should consider the type of asset and its residual value. For completeness and accurate record-keeping, she suggested that institutions might consider maintaining a comprehensive list of all assets that have reached the end of their useful lives.

Impairment on the Asset System

ITSIUG Executive Committee & Administration | Website <https://itsiug.org.za>

Chairperson	Tebogo Makhambeni	tebogo.makhambeni@univen.ac.za	+27 73 439 5656
Vice-Chairperson	Sulaiman Maeresera	smaeresera@westcoastcollege.co.za	+27 78 527 0874
Member	Tshililo Ramovha	Tshililo.ramovha@ul.ac.za	+27 82 886 1296
Member	Karen Cupido	karen.cupido@spu.ac.za	+27 73 810 3337
Adapt IT Representative	Pravie Govender	pravie.govender@adaptit.com	+27 71 579 4844
Treasurer & Webmaster	Bobby Bezuidenhout	treasurer@itsiug.org	+27 71 402 0973
Administrator & Events Co-Ordinator	Bella Lamprecht	bella@itsiug.org.za	+27 83 286 3206

Denise(VUT), while consulting with Adapt IT, inquired about the process for recording the impairment of buildings within the ITS system and how these impairments are reflected in the General Ledger (GL).

Zinhle (Adapt IT) addressed the intricacies of asset management by clarifying the differences between impairment and disposal, as well as distinguishing between write-offs and write-downs. Bernard (Adapt IT) provided a detailed explanation of how asset impairment is handled within the system, referencing a specific slide dedicated to asset account setup to illustrate the workflow and accounting entries involved.

During a session on impairment testing, Bernard (Adapt IT) advised participants that they should contact Elize for specialized support in navigating complex scenarios related to asset impairment.

Deliwe (TUT) brought up an ongoing issue regarding Build 55, which has not yet been implemented for handling impairments at TUT. She explained that TUT adheres to a different interpretation guided by accounting standards, which has led to complications in its financial reporting. Bernard (ADAPT IT) responded by advising TUT to revisit the impairment test case to confirm its effectiveness. In the meantime, TUT has employed a temporary workaround and has documented the issue in a formal memo to address the discrepancies and maintain compliance with the standards.

Denise (VUT) noted that the upload template lacks a column for impairment. She suggested that adding such a column would be beneficial.

Marchand (Adapt IT) responded, stating that they would investigate this request. However, he mentioned that it is not as straightforward as it may seem, as it involves modifying certain tables and fields.

Work in Progress (WIP) Accounting:

Denise (VUT) uses a single account for work in progress with many cost centres linked to it. All payments are made against this WIP account. Upon receipt of a certificate, they capitalize the asset using the first option outlined on the slide. It is recommended to establish separate accounts for WIP, especially for new buildings, to enhance tracking and control.

Deliwe (TUT) has distinct processes for government grant WIP and university-funded WIP. They create a cost centre for each project, linking these centres to repairs and maintenance. They review and validate these accounts every six months before transferring them to the WIP account for existing buildings.

ITSIUG Executive Committee & Administration | Website <https://itsiug.org.za>

Chairperson	Tebogo Makhambeni	tebogo.makhambeni@univen.ac.za	+27 73 439 5656
Vice-Chairperson	Sulaiman Maeresera	smaeresera@westcoastcollege.co.za	+27 78 527 0874
Member	Tshililo Ramovha	Tshililo.ramovha@ul.ac.za	+27 82 886 1296
Member	Karen Cupido	karen.cupido@spu.ac.za	+27 73 810 3337
Adapt IT Representative	Pravie Govender	pravie.govender@adaptit.com	+27 71 579 4844
Treasurer & Webmaster	Bobby Bezuidenhout	treasurer@itsiug.org	+27 71 402 0973
Administrator & Events Co-Ordinator	Bella Lamprecht	bella@itsiug.org.za	+27 83 286 3206

Adapt IT: Inquired about potential ways to simplify these processes for the institutions involved.

Non-Capital Asset Register Usage:

- **VUT:** Currently does not use the asset register for non-capital assets but is interested in implementing this functionality. They currently treat these items as expenses but plan to incorporate them into the asset register for completeness.
- **UNIZULU:** Does not capitalize assets valued under R15,000. While these assets are recorded in the asset register, they are not reported in financial statements.
- **CUT:** Records assets valued at R2,500 and above in the asset register but excludes items below R5,000 from recording to streamline asset management.

Action item/s

- TUT: Revise the impairment test case and provide advice.
- Adapt IT: Investigate the feasibility of including an impairment column in the FAR upload template.

4.3 Presentation from Adapt IT – Brilliant ([Link to presentation](#))

Scanning Application

Brilliant (Adapt IT) indicated that Adapt IT is currently exploring a partnership with a specialist in asset scanning. They are diligently working with management to address this issue. The proposed app will support QR codes, considered the future of asset management, and will feature offline mode capabilities, and auto-sync when connected, among other advanced functionalities (see the Asset Scanning App slide for more details).

Campus Asset Integration: There was a discussion led by Brilliant on whether to integrate campus assets into the app, with considerations for off-campus assets as well. The potential functionality was likened by Denise (VUT) to a gate pass system where the Head of Department signs off, and a copy is provided to security, a system supported by Bongumusa (UNIZULU). Errol (NUST) sees it as a nice-to-have, contingent on other procedures being in place. Deliwe (TUT) supports the idea but is concerned about bridging the gap for individuals who bypass established processes. Hester (CUT) suggests focusing more on building-level verification rather than on security-level measures.

Bernard (Adapt IT) indicated that Adapt IT is designing this functionality to alleviate pressures for other clients, considering implementing it as phase 2 of the project to hasten its release. They also indicated that the DUT iEnabler Demo will be part of tomorrow's presentation, sparking discussions on standardizing the iEnabler and possibly making the app optional.

ITSIUG Executive Committee & Administration | Website <https://itsiug.org.za>

Chairperson	Tebogo Makhambeni	tebogo.makhambeni@univen.ac.za	+27 73 439 5656
Vice-Chairperson	Sulaiman Maeresera	smaeresera@westcoastcollege.co.za	+27 78 527 0874
Member	Tshililo Ramovha	Tshililo.ramovha@ul.ac.za	+27 82 886 1296
Member	Karen Cupido	karen.cupido@spu.ac.za	+27 73 810 3337
Adapt IT Representative	Pravie Govender	pravie.govender@adaptit.com	+27 71 579 4844
Treasurer & Webmaster	Bobby Bezuidenhout	treasurer@itsiug.org	+27 71 402 0973
Administrator & Events Co-Ordinator	Bella Lamprecht	bella@itsiug.org.za	+27 83 286 3206

Deliwe from TUT suggested that Adapt IT consider incorporating RFID technology in their evaluation of asset scanners and off-campus asset management. She acknowledged that while RFID solutions are initially expensive, it is crucial to assess their long-term cost-effectiveness. She pointed out that although manual verification may seem less costly upfront, its ongoing expenses could surpass the one-time cost of implementing RFID technology. Marchand (Adapt IT) emphasized that institutions need to understand how they want the system to function and to think long-term. The business case around this request needs a clear understanding and agreement as possible excessive costs will be involved.

Asset Protection Challenges: All participants acknowledged that safeguarding assets is challenging, and Adapt IT is evaluating how the scanning application could benefit all clients, rather than just specific ones.

Current Verification Methods:

- Cheslyn (NorthLink) / Samantha (Westcoast): Utilizes the Dynamic App Verifier, an Android app that scans and stores data in the cloud, supporting image and website scans, providing value and coverage based on the verifier's speed.
- Busi (UNIVEN): Adopts manual verification methods, which are.
- Errol (NUST): Also uses manual verification, incorporating space and asset barcodes.
- Bongumusa (UNIZULU): Employs manual verification with older scanners.
- Deliwe (TUT): Manual verification

Loan, research and projects and grant-funded assets.

Brilliant (Adapt IT) opened the floor, inviting participants to share any issues they have encountered with loaned, research, project, and grant-funded assets.

Most participants indicated that they generally do not have loaned assets on their registers, except for TUT, which excludes them from the asset register.

Brilliant (Adapt IT): Addressed the use of restricted funds for capital infrastructure, initiating a broader discussion on the accounting for grant-funded assets.

- Future (TUT): Recognizes these grant-funded assets at a nominal value of one rand and offsets this against the grant. Ownership of the asset remains with the grant provider, and it is recorded at R1 in compliance with IFRS.
- Denise (CUT): Recognizes the income derived from the asset over its useful life. This method results in a significant balance sheet liability attributed to the grant-funded assets.

Brilliant (Adapt IT) highlighted that Version 13 now includes a new feature for additions to existing assets, which has been standardised. A development task is underway, and further details on which build will incorporate this feature will be provided. TUT expressed interest in applying this functionality across various asset classes, contingent on auditor approval.

ITSIUG Executive Committee & Administration | Website <https://itsiug.org.za>

Chairperson	Tebogo Makhambeni	tebogo.makhambeni@univen.ac.za	+27 73 439 5656
Vice-Chairperson	Sulaiman Maeresera	smaeresera@westcoastcollege.co.za	+27 78 527 0874
Member	Tshililo Ramovha	Tshililo.ramovha@ul.ac.za	+27 82 886 1296
Member	Karen Cupido	karen.cupido@spu.ac.za	+27 73 810 3337
Adapt IT Representative	Pravie Govender	pravie.govender@adaptit.com	+27 71 579 4844
Treasurer & Webmaster	Bobby Bezuidenhout	treasurer@itsiug.org	+27 71 402 0973
Administrator & Events Co-Ordinator	Bella Lamprecht	bella@itsiug.org.za	+27 83 286 3206

Pravie (Adapt IT) A dedicated session ranging from 30 minutes to 1 hour on grant funding is scheduled for tomorrow. It will cover practical examples involving land, buildings, and government grants, providing insights into their accounting and management.

Land and building

Mhlonipheni (UKZN) uses Excel to manage asset accounting since the ITS system lacks the necessary functionality. The consensus is to continue utilizing Excel for this purpose.

Bongumusa (UNIZULU) pointed out that maintenance costs cannot be expensed as repairs. There is an action item to consider Marchand's remarks on Deliwe's query regarding MA/MB and to provide relevant examples.

Deliwe (TUT) mentioned that they do not currently perform asset revaluations on the ITS system but are considering implementing this in the future.

Biological assets

Busi (UNIVEN) manages biological assets through a manual process, which is not integrated into the ITS system.

Bongumusa (UNIZULU) records biological assets by assigning an asset number in the FAR.

Deliwe (TUT), who manages crops, is interested in learning how other institutions handle similar assets. Adapt IT provided an example from BUAN, suggesting that they could inquire how BUAN records orchards.

Hester (CUT) records biological assets in the general ledger (GL), but these entries are not integrated into the ITS system.

Action item/s

- TUT to send an inquiry to Adapt IT on how BUAN treats their orchards.
- MB functionality should be made available directly to institutions, rather than requiring continuous data updates. This change would allow institutions to manage updates independently.

4.4 Presentation from Adapt IT – Paston & Elize ([Link to presentation](#))

Asset self-service

Asset iEnabler – the movement of assets

Patson (Adapt IT) introduced the topic of asset movement what is currently in there on the slide presentation and what the institution might be looking for. Went through the overview of the Asset

ITSIUG Executive Committee & Administration | Website <https://itsiug.org.za>

Chairperson	Tebogo Makhambeni	tebogo.makhambeni@univen.ac.za	+27 73 439 5656
Vice-Chairperson	Sulaiman Maeresera	smaeresera@westcoastcollege.co.za	+27 78 527 0874
Member	Tshililo Ramovha	Tshililo.ramovha@ul.ac.za	+27 82 886 1296
Member	Karen Cupido	karen.cupido@spu.ac.za	+27 73 810 3337
Adapt IT Representative	Pravie Govender	pravie.govender@adaptit.com	+27 71 579 4844
Treasurer & Webmaster	Bobby Bezuidenhout	treasurer@itsiug.org	+27 71 402 0973
Administrator & Events Co-Ordinator	Bella Lamprecht	bella@itsiug.org.za	+27 83 286 3206

iEnabler that needs to go through the process of approval and the types of movements that we have. Designed to make use users can do the day-to-day management of assets directly from your desk. Emphasized the onboarding of assets is critical. This will also result in the decentralization of the asset management system within the institution. Ensure AOPS-1 is fully complete to experience the full benefit of the ITS asset management system.

Pravie (Adapt IT) advises that all institutions wishing to activate the function should do so only after completing a full asset verification and making necessary corrections. This approach ensures that institutions can fully benefit from the function.

Marchand (Adapt IT) This functionality uses the table as the back office AOPS-2 just this one is self-service and does not involve the asset department. more as giving responsibility to the staff to manage the asset on their names / responsible for

Denise (VUT) commented that this is a very good functionality to have.

Deliwe (TUT) indicated that she attempted to address the iEnabler issue with FCSP-12 during setup. Adapt IT clarified that this functionality does not rely on FCSP-12 and confirmed that there is no dependency. This will be further covered in Neetham's upcoming demo/presentation.

Errol (NUST) noted that the landing page process is unclear and confusing for users. He emphasized the need for a smoother transition that is easy to navigate, ideally with fewer screens. Adapt IT acknowledged the feedback and agreed to enhance the design to simplify the user interface, focusing on clarifying elements such as 'allocated vs responsible.

Pravie (Adapt IT) discussed improvements to the screen design where a person allocated an asset request to move it. He suggested creating a more intuitive asset movement request process. Key points include:

- **User Awareness and Department Identification:** How will a user know their cost center, and would it be better to associate it with a department instead?
- **Landing Page Design:** The landing page for creating an asset movement should start by displaying the assets assigned to the user. It should include a link to view all assets related to the user before initiating the asset movement request. This feature could also facilitate the asset verification process by allowing users to tick off assets.
- **Asset Search Enhancement:** The asset search functionality should enable searching by staff number to view assets linked to a user, addressing the risk associated with staff who have moved campuses.

ITSIUG Executive Committee & Administration | Website <https://itsiug.org.za>

Chairperson	Tebogo Makhambeni	tebogo.makhambeni@univen.ac.za	+27 73 439 5656
Vice-Chairperson	Sulaiman Maeresera	smaeresera@westcoastcollege.co.za	+27 78 527 0874
Member	Tshililo Ramovha	Tshililo.ramovha@ul.ac.za	+27 82 886 1296
Member	Karen Cupido	karen.cupido@spu.ac.za	+27 73 810 3337
Adapt IT Representative	Pravie Govender	pravie.govender@adaptit.com	+27 71 579 4844
Treasurer & Webmaster	Bobby Bezuidenhout	treasurer@itsiug.org	+27 71 402 0973
Administrator & Events Co-Ordinator	Bella Lamprecht	bella@itsiug.org.za	+27 83 286 3206

Pravie (Adapt IT) proposed a dedicated session to focus on enhancing the design of the asset movement iEnabler functionality. He emphasized that the date and time should be confirmed in advance to allow for proper preparations. Busi (UNIVEN) inquired whether this functionality could be utilized for the asset verification process discussed on the first day of the workshop. Adapt IT responded affirmatively, noting that its use would depend on the availability of space and other necessary prerequisites.

Action item/s

- Adapt IT: Enhance the asset movement landing page to improve user navigation.
- Adapt IT: Schedule a session to discuss the enhancement requirements for the asset movement iEnabler process.

4.5 Presentation from Adapt IT – Vikash & Neetham (Link to presentation)

Assets used off campus – iEnabler application

Vikesh (Adapt IT) highlighted the key benefits of managing assets used off-campus, emphasizing the process's key features such as automation, improved productivity, enhanced reporting, and easier asset tracking. The iEnabler system enables senior staff to approve applications from any location at any time, offering a significant speed advantage over traditional manual processes. Additionally, this process seamlessly integrates assets into the insurance portfolio and aids in maintaining the register.

Senior Return Approvals Screen:

- Denise(VUT): Raised concerns about verifying the return of an asset when the line manager might not be on campus that day. It is the manager's responsibility to assess the asset's condition before approving its return. Deliwe (TUT) suggested adding functionality to upload a photo of the asset using the DSR, allowing the manager to view the asset's condition remotely.
- Tebogo (UNIVEN): Discussed scenarios where a senior does not approve a return because the asset is not in good condition. If the approval box is not ticked, the request remains pending. Adapt IT indicated that the back office has a forced close option that the finance team can execute (referring to assets taken off-campus). Tebogo suggested adding a feature for seniors to leave comments during the approval process.

Finance iEnabler

ITSIUG Executive Committee & Administration | Website <https://itsiug.org.za>

Chairperson	Tebogo Makhambeni	tebogo.makhambeni@univen.ac.za	+27 73 439 5656
Vice-Chairperson	Sulaiman Maeresera	smaeresera@westcoastcollege.co.za	+27 78 527 0874
Member	Tshililo Ramovha	Tshililo.ramovha@ul.ac.za	+27 82 886 1296
Member	Karen Cupido	karen.cupido@spu.ac.za	+27 73 810 3337
Adapt IT Representative	Pravie Govender	pravie.govender@adaptit.com	+27 71 579 4844
Treasurer & Webmaster	Bobby Bezuidenhout	treasurer@itsiug.org	+27 71 402 0973
Administrator & Events Co-Ordinator	Bella Lamprecht	bella@itsiug.org.za	+27 83 286 3206

Neetham (Adapt IT): Explained how procurement works and its flow with asset management. He took participants through the screens on Finance iEnabler, highlighting the process of financial vetting of assets. Due to some shortcomings, the process now includes the following steps:

1. From the originator, the request goes to procurement for initial vetting.
2. Senior procurement vetting (determined by the delegation of authority).
3. The finance officer confirms that the GLA (General Ledger Account) is correct to prevent misallocation.
4. The asset department provides the available asset number, which is printed on the GRV (Goods Received Voucher).
5. The request goes back to the approver.
6. Finally, it is returned to procurement.

Jasper views and dashboard

Vikesh (Adapt IT) guided the participants through the landing pages of the Jasper system, discussing the various functionalities available for asset management that could be utilized.

Denise (VUT): Requested the inclusion of an 'Impairment' column (CSV) in the asset register on the Jasper report. It is necessary to confirm which menu option is being used, specifically AMNTR-1 for write-offs. They use AOPSR-1 exclusively for assets that have been impaired. A fault has been logged with support, and an internal investigation task has been opened.

Deliwe (TUT): Plans to extract a global file with their asset descriptions, removing unnecessary fields. The technical team will then write a script to handle the volume, designated as AOPS1-1.

Action Item/s

- Adapt IT: Investigate enhancements to the Senior Return Approvals screen for the functionality of off-campus asset use.

4.6 Presentation from Adapt IT – Bernard (Link to presentation)

Bernard (Adapt IT): Took the participants through the Reconciliation of the FAR to the General Ledger: Focuses on reconciling AOPSR1-1 (Asset inventory parameters) and FGLOR1-24 (asset transfers, which include correcting asset class and moving across asset categories). It's important not to confuse FGLOR1-24 with FGLOR1-4 (cost center), as our reconciliation prioritizes the account over the cost center.

- Cycle Considerations: AOPSR1-1 operates based on dates, while the general ledger (GL) functions on cycles. Notably, cycle 13 is for adjustments/audit adjustments, and cycle 14 is solely for the opening balance and cannot process transactions. Transactions up to cycle

ITSIUG Executive Committee & Administration | Website <https://itsiug.org.za>

Chairperson	Tebogo Makhambeni	tebogo.makhambeni@univen.ac.za	+27 73 439 5656
Vice-Chairperson	Sulaiman Maeresera	smaeresera@westcoastcollege.co.za	+27 78 527 0874
Member	Tshililo Ramovha	Tshililo.ramovha@ul.ac.za	+27 82 886 1296
Member	Karen Cupido	karen.cupido@spu.ac.za	+27 73 810 3337
Adapt IT Representative	Pravie Govender	pravie.govender@adaptit.com	+27 71 579 4844
Treasurer & Webmaster	Bobby Bezuidenhout	treasurer@itsiug.org	+27 71 402 0973
Administrator & Events Co-Ordinator	Bella Lamprecht	bella@itsiug.org.za	+27 83 286 3206

13 are supported by subsystems, while FGLOR1-21 handles movement within the same period, accommodating 0-999 transaction types.

- Manual Processes and Exceptions: The reconciliation might take up to a week and is manual

Bernard (Adapt IT) discussed the partnership with CaseWare IDEA, an analytical tool that enhances business analysis and accelerates the reconciliation process. CaseWare IDEA has proven its efficiency by processing reconciliations in under a minute and generating working papers similar to those in the manual reconciliation template's Phase 1 and Phase 3. Both Namibia and CUT have implemented this product, though asset reconciliation is yet to be completed. The same methodology is intended for future asset reconciliations. Moreover, CaseWare IDEA has been utilized to enhance audit log files on ITS, significantly improving the Namibia dashboard with detailed analysis via Power BI.

Deliwe (TUT) demonstrated her reconciliation process by running additions for cycle 1 and comparing the general ledger (GL) to these additions using a detailed spreadsheet. This spreadsheet effectively captures all the events recorded in the GL, showcasing her thorough approach to financial reconciliation.

Adapt IT has proposed exploring the recreation of TUT's reconciliation process using CaseWare IDEA. This initiative aims to closely replicate TUT's method to demonstrate the effectiveness of CaseWare IDEA in streamlining and enhancing reconciliation tasks. A meeting is suggested to precisely align requirements, which could lead to a presentation at the next user group meeting. Additionally, Deliwe from TUT inquired whether the client could share the cost of implementing the CaseWare IDEA product. Bearnard (Adapt IT) has suggested that the institution discuss this opportunity with their BDs as there is openness for negotiation.

Regarding the sharing of development updates and information, (Pravie), (Marchand) & (Brilliant) Adapt IT acknowledged the need for better communication platforms with clients to discuss ongoing developments. They are working with Business Development to ensure that the user group receives accurate and timely updates, acknowledging that the current list used for updates is outdated. This effort includes 'release notes' that contain development details and finding the most effective platform for engaging with clients about ongoing activities.

Action item/s

- TUT to forward the asset reconciliation template to be used for the prototype when building the asset reconciliation on CaseWare IDEA.

ITSIUG Executive Committee & Administration | Website <https://itsiug.org.za>

Chairperson	Tebogo Makhambeni	tebogo.makhambeni@univen.ac.za	+27 73 439 5656
Vice-Chairperson	Sulaiman Maeresera	smaeresera@westcoastcollege.co.za	+27 78 527 0874
Member	Tshililo Ramovha	Tshililo.ramovha@ul.ac.za	+27 82 886 1296
Member	Karen Cupido	karen.cupido@spu.ac.za	+27 73 810 3337
Adapt IT Representative	Pravie Govender	pravie.govender@adaptit.com	+27 71 579 4844
Treasurer & Webmaster	Bobby Bezuidenhout	treasurer@itsiug.org	+27 71 402 0973
Administrator & Events Co-Ordinator	Bella Lamprecht	bella@itsiug.org.za	+27 83 286 3206

- TUT to discuss with the Business Development team the possibility of partnering with another institution for the development of the Asset Reconciliation form using CaseWare IDEA.
- ALL: Brainstorm effective ways to efficiently inform institutions of new developments, going beyond the existing methods such as ITSUG, release notes, etc.

4.7 Open discussion ALL – Pravie

Pravie from Adapt IT proposed creating a simplified solution for asset disposal that includes applications, approvals, and other necessary functions. The TUT request form for asset disposal will serve as the basis for the iEnabler functionality, aiming to make it as universal as possible.

Key Features and Enhancements:

- Understand the possible number of approvals required and allow for a specific number.
- Include a Digital Signature Recorder (DSR) for photos from verifiers who inspected the assets in the field.
- Enable bulk write-offs with the necessary committee or CFO approval, allowing for the consolidation of all disposals and ultimate approval by the CFO.
- Consider ways to consolidate the process to prevent bottlenecks.
- Ensure the CFO has electronic approval capabilities and expand approval options through Segregation of Duties (SOD).
- Accommodate all types of asset disposal, including repurposing.
- Maintain simplicity in the process, with the provision to add detailed journal entries as an enhancement in a later phase or phase 2.

Space

Pravie from Adapt IT inquired about the issues related to the space management system that directly impact the asset team:

- Denise(VUT): Reported that internal issues are more significant than those with the space system itself. There is a notable breakdown in internal communication and a lack of proper care from users. Adapt IT responded that they could emphasize these issues in the user group meetings to assist the institution, but ultimately, the responsibility lies with the institution itself.
- Deliwe(TUT): Described a severe loss of information, including maps and drawings, with everything gone. The time required to recover all the information needed to be added back into the space system is substantial. Moreover, there seems to be no backup, with one directorate having lost information. Adapt IT has been advised that a consultation should be engaged to assess the extent of the loss and determine how to rebuild the data.

ITSIUG Executive Committee & Administration | Website <https://itsiug.org.za>

Chairperson	Tebogo Makhambeni	tebogo.makhambeni@univen.ac.za	+27 73 439 5656
Vice-Chairperson	Sulaiman Maeresera	smaeresera@westcoastcollege.co.za	+27 78 527 0874
Member	Tshililo Ramovha	Tshililo.ramovha@ul.ac.za	+27 82 886 1296
Member	Karen Cupido	karen.cupido@spu.ac.za	+27 73 810 3337
Adapt IT Representative	Pravie Govender	pravie.govender@adaptit.com	+27 71 579 4844
Treasurer & Webmaster	Bobby Bezuidenhout	treasurer@itsiug.org	+27 71 402 0973
Administrator & Events Co-Ordinator	Bella Lamprecht	bella@itsiug.org.za	+27 83 286 3206

No changes are required to the ITS space system as the problems do not stem from the system itself, but rather from the management and handling of the information within the system.

Vehicle booking system

Pravie (Adapt IT) asked participants to share challenges not captured by the vehicle system.

Busi (UNIVEN): Mentioned that the system does not allow for multiple vehicle bookings if the previously booked vehicle has not been returned. Adapt IT clarified that the system restricts bookings to one car per user because it assumes a user cannot drive two vehicles simultaneously. They suggested shortening the booking duration as a potential workaround. Adapt IT will investigate and advise on how to handle long-term versus short-term and intermediate bookings. There will be no changes to the local software without further evaluation.

Land and Buildings

Participants were also asked about issues related to land and building management within the system.

Adapt IT: Proposed a consultation on how to effectively input land and building data into the system to assist institutions like Namibia and UNIZULU with capturing this information. A consultation lasting 1-2 days might be provided, contingent on the proper setup of General Ledger Accounts (GLAs). Separate sessions or consultations will be organized to tailor solutions to the specific needs of different institutions.

Grant funded assets

Find that RD /Spec Marchand

(Adapt IT): Schedule integration with our asset management system to support assets acquired through grants. We need to refine the mechanics of how this will be populated. CUT is requested to provide the Excel spreadsheet currently used to record grant assets.

Participants indicated that they Do not want to run multiple reports to be able to generate the report.

Verification

Bulk Asset Transfer: Implement a bulk option for transferring assets from one staff member to another at UNIZULU. Consider the implications for staff who share an office, as this arrangement could impact asset allocation and management.

ITSIUG Executive Committee & Administration | Website <https://itsiug.org.za>

Chairperson	Tebogo Makhambeni	tebogo.makhambeni@univen.ac.za	+27 73 439 5656
Vice-Chairperson	Sulaiman Maeresera	smaeresera@westcoastcollege.co.za	+27 78 527 0874
Member	Tshililo Ramovha	Tshililo.ramovha@ul.ac.za	+27 82 886 1296
Member	Karen Cupido	karen.cupido@spu.ac.za	+27 73 810 3337
Adapt IT Representative	Pravie Govender	pravie.govender@adaptit.com	+27 71 579 4844
Treasurer & Webmaster	Bobby Bezuidenhout	treasurer@itsiug.org	+27 71 402 0973
Administrator & Events Co-Ordinator	Bella Lamprecht	bella@itsiug.org.za	+27 83 286 3206

Action item/s

- Adapt IT: Add the topic of asset disposal to the agenda for the upcoming asset movement session.
- Adapt IT: Possible ways to streamline the reporting of assets funded by grants

4.8 Other

ANNEXURE A - PROPOSED DEVELOPMENTS AND PRIORITY

#	Problem and Solutions	Institutional Priorities	PRIORITY NUMBER
1.	Onboarding AOPS-1 /12		
1.1	<p>Problem: TUT: AOPS-1 does not allow for assets to be apportioned for multiple cost centres, resulting in all assets being assigned to a single cost centre and not apportioned to the respective cost centres that funded the assets.</p> <ul style="list-style-type: none"> • CUT, VUT and Venda also face the same problem and they do a workaround. • UNIZULU and Namibia to confirm <p>Proposed Solution: Adapt IT: Evaluate whether to update the system to allow for multiple cost centres or keep the current setup.</p>	TUT CUT CUT Venda	
1.2	<p>Problem : VUT: Suggested blocking certain fields in AOPS-1, such as those on page 2, to prevent asset creation if the information is not fully complete. This suggestion is supported by Namibia.</p> <p>Proposed solution: Adapt IT: Evaluate Implementation of Field Restrictions: Block specific fields on page 2 to ensure all required information is filled out before asset creation. In the form of SOD</p>	CUT Namibia	

ITSIUG Executive Committee & Administration | Website <https://itsiug.org.za>

Chairperson	Tebogo Makhambeni	tebogo.makhambeni@univen.ac.za	+27 73 439 5656
Vice-Chairperson	Sulaiman Maeresera	smaeresera@westcoastcollege.co.za	+27 78 527 0874
Member	Tshililo Ramovha	Tshililo.ramovha@ul.ac.za	+27 82 886 1296
Member	Karen Cupido	karen.cupido@spu.ac.za	+27 73 810 3337
Adapt IT Representative	Pravie Govender	pravie.govender@adaptit.com	+27 71 579 4844
Treasurer & Webmaster	Bobby Bezuidenhout	treasurer@itsiug.org	+27 71 402 0973
Administrator & Events Co-Ordinator	Bella Lamprecht	bella@itsiug.org.za	+27 83 286 3206

#	Problem and Solutions	Institutional Priorities	PRIORITY NUMBER
2.	Asset iEnabler – the movement of assets		
2.1	<p>Problem: Namibia: The landing page process is unclear and confusing for users, making navigation difficult with too many screens.</p> <p>Proposed Solution: Adapt IT: Enhance the landing page to simplify navigation.</p> <ul style="list-style-type: none"> • Improve screen design to differentiate between allocated and responsible users. • When creating an asset movement, the landing page should display the assets assigned to the user as the starting point and include a link to show related assets. • Use this functionality for asset verification as well. • Add an 'Asset search' feature to search by staff number to see linked assets (consider the risk for staff who have moved campuses)./ Keep the existing one as is. • Proposed a separate thinking session focused on improving the design of the asset movement iEnabler functionality. The date and time need to be confirmed in advance for proper preparations. 	Namibia /ALL	
3.	Assets used off-campus		
3.1	<p>Problem :</p> <p>The current system for senior return approvals is problematic as it fails to verify asset returns effectively when line managers are off campus, lacks functionality to add photos for asset condition verification, leaves requests pending when seniors do not tick the approval box for assets, not in good condition, and does not include a feature for senior approval comments.</p> <p>Proposed Solution:</p> <ul style="list-style-type: none"> • Add functionality to upload a photo of the asset for condition verification by the manager. 	CUT TUT UNIVEN	

Commented [TM1]: We also spoke about approval of assets that; it needs to be a separate business function. Also that if there is no approval of assets movement within a certain timeframe, the email should route to the next level of management.

Commented [TM2]: What is senior return?

ITSIUG Executive Committee & Administration | Website <https://itsiug.org.za>

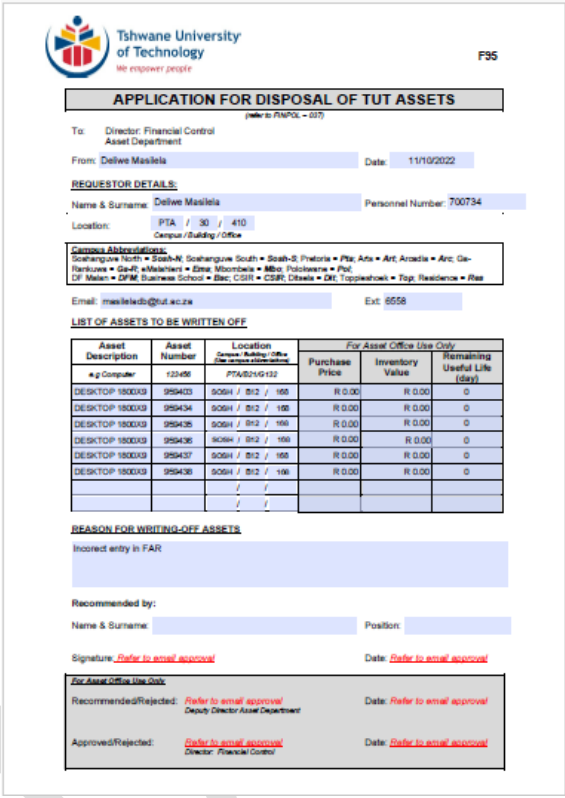
Chairperson	Tebogo Makhambeni	tebogo.makhambeni@univen.ac.za	+27 73 439 5656
Vice-Chairperson	Sulaiman Maeresera	smaeresera@westcoastcollege.co.za	+27 78 527 0874
Member	Tshililo Ramovha	Tshililo.ramovha@ul.ac.za	+27 82 886 1296
Member	Karen Cupido	karen.cupido@spu.ac.za	+27 73 810 3337
Adapt IT Representative	Pravie Govender	pravie.govender@adaptit.com	+27 71 579 4844
Treasurer & Webmaster	Bobby Bezuidenhout	treasurer@itsiug.org	+27 71 402 0973
Administrator & Events Co-Ordinator	Bella Lamprecht	bella@itsiug.org.za	+27 83 286 3206

#	Problem and Solutions	Institutional Priorities	PRIORITY NUMBER
	<ul style="list-style-type: none"> Include a comment section for seniors to provide feedback on the asset condition during approval. 		
4.	Disposals		
4.1	<p>Problem: The current process for asset disposal is inefficient and lacks a streamlined approach, making it difficult to manage applications, approvals, and other necessary functions effectively. There is a need for a more generic and user-friendly solution that can accommodate various disposal scenarios and approval requirements.</p> <p>Proposed Solution: Pravie (Adapt IT) proposed creating a simple solution for asset disposal based on the TUT request for disposal form, integrating it into the iEnabler functionality to make it as generic as possible. The solution should include:</p> <ul style="list-style-type: none"> Understanding the number of approvals required and allowing for a specific number of approvals. Including a DSR for photos from verifiers who went to the field and verified the assets. Enabling bulk write-offs with committee/CFO approval, allowing for the consolidation of all disposals and ultimate approval by the CFO. Consolidating the process to avoid bottlenecks. Ensuring the CFO has electronic approval capabilities and adding more approval options via SOD. Catering to all types of asset disposal, including repurposing assets. Keeping the process as simple as possible, with the journal entry to come later as an enhancement or in phase 2. Adding this as an agenda item in the asset movement session. <p>Example</p>	ALL	

Commented [TM3]: We also spoke about a Jasper embedded report for Assets not returned.

ITSIUG Executive Committee & Administration | Website <https://itsiug.org.za>

Chairperson	Tebogo Makhambeni	tebogo.makhambeni@univen.ac.za	+27 73 439 5656
Vice-Chairperson	Sulaiman Maeresera	smaeresera@westcoastcollege.co.za	+27 78 527 0874
Member	Tshililo Ramovha	Tshililo.ramovha@ul.ac.za	+27 82 886 1296
Member	Karen Cupido	karen.cupido@spu.ac.za	+27 73 810 3337
Adapt IT Representative	Pravie Govender	pravie.govender@adaptit.com	+27 71 579 4844
Treasurer & Webmaster	Bobby Bezuidenhout	treasurer@itsiug.org	+27 71 402 0973
Administrator & Events Co-Ordinator	Bella Lamprecht	bella@itsiug.org.za	+27 83 286 3206

#	Problem and Solutions	Institutional Priorities	PRIORITY NUMBER
			
5.	Vehicle booking system		
5.1	<p>Problem: UNIVEN's system does not allow for multiple vehicle bookings if the previously booked vehicle has not been returned, limiting users' ability to book another vehicle.</p> <p>Proposed Solution: Adapt IT suggests that the system currently allows only one vehicle per user because it assumes users cannot drive two</p>	UNIVEN	

#	Problem and Solutions	Institutional Priorities	PRIORITY NUMBER
	vehicles simultaneously. To address this issue for UNIVEN, Adapt IT recommends investigating and advising on a workaround using local software to differentiate between long-term and short-term bookings, as well as in-between bookings. No change to the current system is needed if the local software is modified.		
6.	Grant funded assets		
6.1	<p>Problem Statement: Grant-funded assets pose a challenge for the asset team, as they need to pull information from various sources within the ITS system, making the process time-consuming. Auditors have also raised concerns about the completeness of reporting, as the current method relies heavily on a simple Excel spreadsheet rather than the ITS system.</p> <p>Proposed Solution:</p> <ul style="list-style-type: none"> Adapt IT: Integrate a schedule into the asset system to support assets acquired through grants, ensuring all necessary information is captured and reported efficiently. Work on how grant-funded assets need to be populated in the system. CUT: Provide the Excel spreadsheet used to record grant assets to serve as a basis for the new process. Aim to generate comprehensive reports without running multiple separate reports. 	ALL	
7.	Verification of assets - (also link to asset movement iEnabler)		
7.1	For future consideration, enhancing the asset movement functionality for asset verification is recommended to alleviate pressure on the Asset team.	VUT TUT CUT UNIVEN	
7.2	Develop a bulk transfer option within the system to facilitate the transfer of assets between staff members.	UNIZULU	
8.	Land and buildings		
	Additions		

ITSIUG Executive Committee & Administration | Website <https://itsiug.org.za>

Chairperson	Tebogo Makhambeni	tebogo.makhambeni@univen.ac.za	+27 73 439 5656
Vice-Chairperson	Sulaiman Maeresera	smaeresera@westcoastcollege.co.za	+27 78 527 0874
Member	Tshililo Ramovha	Tshililo.ramovha@ul.ac.za	+27 82 886 1296
Member	Karen Cupido	karen.cupido@spu.ac.za	+27 73 810 3337
Adapt IT Representative	Pravie Govender	pravie.govender@adaptit.com	+27 71 579 4844
Treasurer & Webmaster	Bobby Bezuidenhout	treasurer@itsiug.org	+27 71 402 0973
Administrator & Events Co-Ordinator	Bella Lamprecht	bella@itsiug.org.za	+27 83 286 3206

#	Problem and Solutions	Institutional Priorities	PRIORITY NUMBER
	<p>MB has the functionality to assist the client to be able to do on their own.</p> <p>UNIZULU: Maintenance cannot be expensed as repairs. (Action: Consider Marchand's comments regarding the question from Deliwe about MA/MB and provide examples.)</p> <p>It was correct via DATA update.</p>		
9	Depreciation		
9.1	AGRAP-1 Enhancement, confirm when it will be made available to the client	ALL	
10.	Reconciliation		
	CaseWare ID reconciliations	TUT VUT CUT UNIZULU	
11.	Accruals		
	<p>Accrual split and allows for flexible and efficient reporting to auditors.</p> <p>Adapt IT advised VUT to log a call with support to initiate the process. This will enable the team to gather better background information.</p>	CUT	

Commented [TM4]: There was an issue regarding g the reversal of depreciation.

5. MOU - SWT AND USER GROUP DEVELOPMENT REQUEST ROADMAP

6. THE WAY FORWARD

7. Key Takeaways

The takeaway session: led by Tebogo Went around the table and asked the participants what they had learned and could take away from this session.

CUT:

- Expressed appreciation for the session. Recognized the need for improvement to fully benefit from the asset system.

VUT:

- Shared lessons learned and gained clarity on the process, moving away from rotary work.

ITSIUG Executive Committee & Administration | Website <https://itsiug.org.za>

Chairperson	Tebogo Makhambeni	tebogo.makhambeni@univen.ac.za	+27 73 439 5656
Vice-Chairperson	Sulaiman Maeresera	smaeresera@westcoastcollege.co.za	+27 78 527 0874
Member	Tshililo Ramovha	Tshililo.ramovha@ul.ac.za	+27 82 886 1296
Member	Karen Cupido	karen.cupido@spu.ac.za	+27 73 810 3337
Adapt IT Representative	Pravie Govender	pravie.govender@adaptit.com	+27 71 579 4844
Treasurer & Webmaster	Bobby Bezuidenhout	treasurer@itsiug.org	+27 71 402 0973
Administrator & Events Co-Ordinator	Bella Lamprecht	bella@itsiug.org.za	+27 83 286 3206

- Appreciated the SWT workshop held a few years ago, noting it would have been more effective in the current office environment.
- Emphasized the importance of transferring learned lessons to colleagues and maintaining ongoing interaction.

Orbit:

- Noted the lack of advantage taken of the Jasper system and underutilization.
- Highlighted the need for meaningful change management in the colleges to better appreciate the system.

TUT:

- Felt pressure relieved as pressure points were addressed.
- Have been using the system for a long time and appreciated the discussion on pressure points, looking forward to outcomes.
- Requested timelines from Adapt IT as part of the meeting minutes.
- Emphasized the need to start scoping and setting deadlines with prioritization.

UKZN:

- Gained valuable information and lessons learned.
- Recognized the need to fully utilize the system to achieve full benefits.

UNIZULU:

- Found the session to be a revelation, particularly on the importance of linking invoices, and reducing manual work.

Namibia:

- Thanked everyone, noting the session was informative on both system and procedural aspects.
- Felt better positioned to explain the system in detail to the users.

UNIVEN:

- New to UNIVEN and initially thought the system was the problem.
- Realized that user attitude and fear of the system due to many menus were the actual issues.

WESTCOAST:

- Noted the need for more interaction on what the system can do and more training.
- Felt the system seemed overly complicated and more work-intensive compared to their current processes.
- Suggested possible need for two separate systems for FAR TVET and FAR university due to the college not having a lot of stuff complements and their needs are simple and maybe not as complicated as universities.

NorthLink:

- Acknowledged the system's potential and felt overwhelmed by the amount of information it provides.
- Appreciated the overview, gaining better knowledge of the system's capabilities.

ITSIUG Executive Committee & Administration | Website <https://itsiug.org.za>

Chairperson	Tebogo Makhambeni	tebogo.makhambeni@univen.ac.za	+27 73 439 5656
Vice-Chairperson	Sulaiman Maeresera	smaeresera@westcoastcollege.co.za	+27 78 527 0874
Member	Tshililo Ramovha	Tshililo.ramovha@ul.ac.za	+27 82 886 1296
Member	Karen Cupido	karen.cupido@spu.ac.za	+27 73 810 3337
Adapt IT Representative	Pravie Govender	pravie.govender@adaptit.com	+27 71 579 4844
Treasurer & Webmaster	Bobby Bezuidenhout	treasurer@itsiug.org	+27 71 402 0973
Administrator & Events Co-Ordinator	Bella Lamprecht	bella@itsiug.org.za	+27 83 286 3206

Tebogo emphasized:

- The purpose of the White Space, especially for TVET, NorthLink, and West, is to take advantage of it.
- Stressed that challenges are often related to people and processes rather than the system itself and the need to understand paper-based processes fully before being able to engage the ITS system to its full potential.

8. Closure

From the Executive side:

Tebogo expressed satisfaction with the workshop and indicated that Pravie would provide feedback from Adapt IT side in a form of full report which will be shared with all attendees. Deliwe will give feedback of the Assets SWT at the next ITSI. Plans are in place to set a webinar date before October to further develop the system. A needs analysis will be conducted based on the input from the user group to tackle any unresolved issues. Tebogo thanked everyone for their valuable contributions, shared knowledge, and efforts in raising awareness of the system's capabilities. The session concluded with anticipation for the upcoming UNIVEN White Space event and wishes for safe travels home.

Pravie expressed his gratitude to the participants and user group executives for funding the SWT workshop, as well as to the Adapt IT presenters and facilitators. He emphasized the importance of a new approach focused on listening to customers and encouraged continuous engagement to effectively address challenges. Pravie urged participants to reach out for support and to maintain the relationship with the team. He concluded by thanking everyone for their valuable input and commended the participants for their active participation, providing a recap of the various discussions. Wished everyone safe travel and the workshop was adjourned.

The workshop adjourned, and all were blessed with a safe journey home.

9. ADDENDUMS

- Addendum 1 – Marchand Presentation**
- Addendum 2 – Bernard & Zinhle Presentation**
- Addendum 3 – Brilliant Presentation**
- Addendum 4 - Paston & Elize Presentation**
- Addendum 5 – Neetham & Vikesh Presentation**
- Addendum 6 – Barnard Presentation**

Kind regards



Administrator & Events Co-Ordinator: Mrs. Bella Lamprecht
Cell No: +27 (0)83 286 3206
e-mail: bella@itsiug.org.za

SWT CO-ORDINATION AND FACILITATOR: ITSIUG Executive Committee (EXCO) & NUST

DRAFT

ITSIUG Executive Committee & Administration | Website <https://itsiug.org.za>

Chairperson	Tebogo Makhambeni	tebogo.makhambeni@univen.ac.za	+27 73 439 5656
Vice-Chairperson	Sulaiman Maeresera	smaeresera@westcoastcollege.co.za	+27 78 527 0874
Member	Tshililo Ramovha	Tshililo.ramovha@ul.ac.za	+27 82 886 1296
Member	Karen Cupido	karen.cupido@spu.ac.za	+27 73 810 3337
Adapt IT Representative	Pravie Govender	pravie.govender@adaptit.com	+27 71 579 4844
Treasurer & Webmaster	Bobby Bezuidenhout	treasurer@itsiug.org	+27 71 402 0973
Administrator & Events Co-Ordinator	Bella Lamprecht	bella@itsiug.org.za	+27 83 286 3206