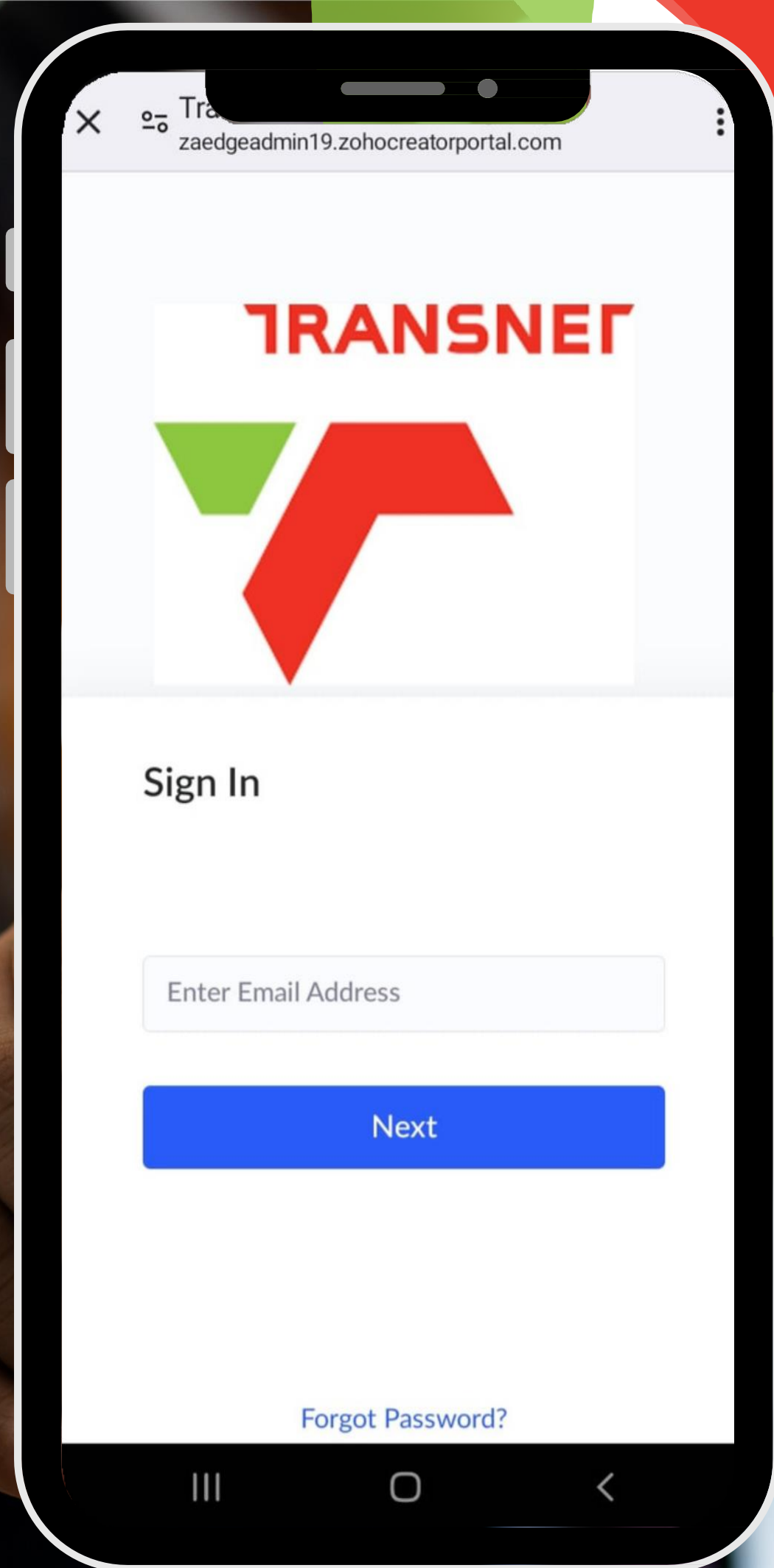




ASSET TRACKING MOBILE APP

ASSETS ON THE FLOOR

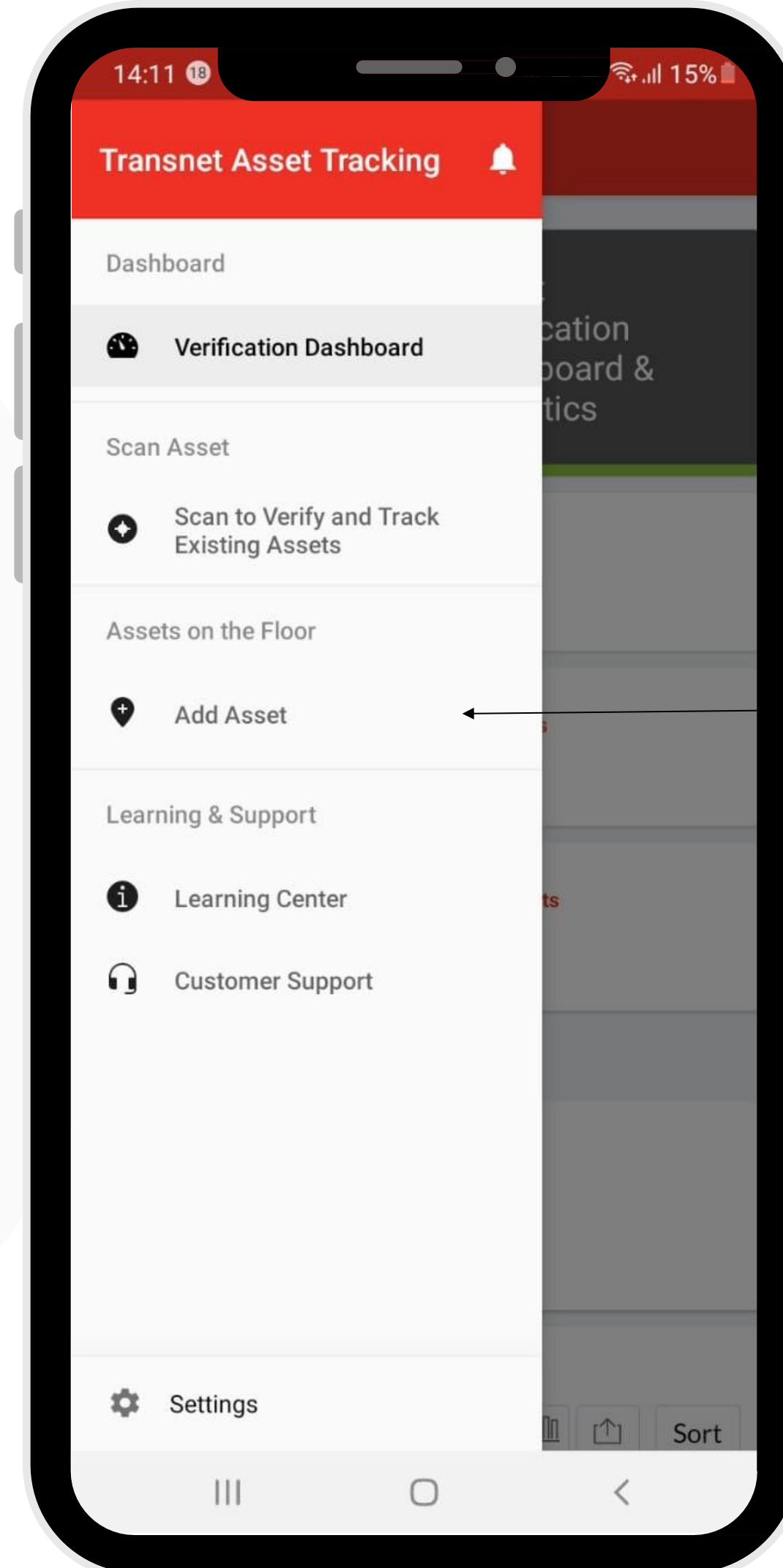


www.za-edge.co.za

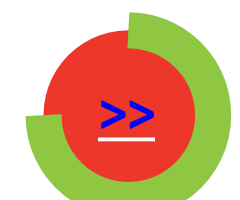
Version 2.2024



Assets on the Floor



Assets on the Floor
(Add Asset Request)



[Back To
Index](#)

Transnet Asset Tracking

 Dashboard

 Scan Asset

 Assets on the Floor

 Add Asset

 Additions: Assets on th...

 Non-Approved: Assets ...

 Finance: Assets on the ...

 Verification Report

 Assets for Scrapping

 Assets for Transfer

 Non-Assets

 Company Code

 Cost Center

 jolenevanderross



Asset Tracker Global Dashboard & Analytics

All Assets



17,178

[View Report](#)

Assets on the Floor



2

[View Report](#)

Assets on the Floor: Non-Approved



2

[View Report](#)

Total Disposals 2024



131

[View Report](#)

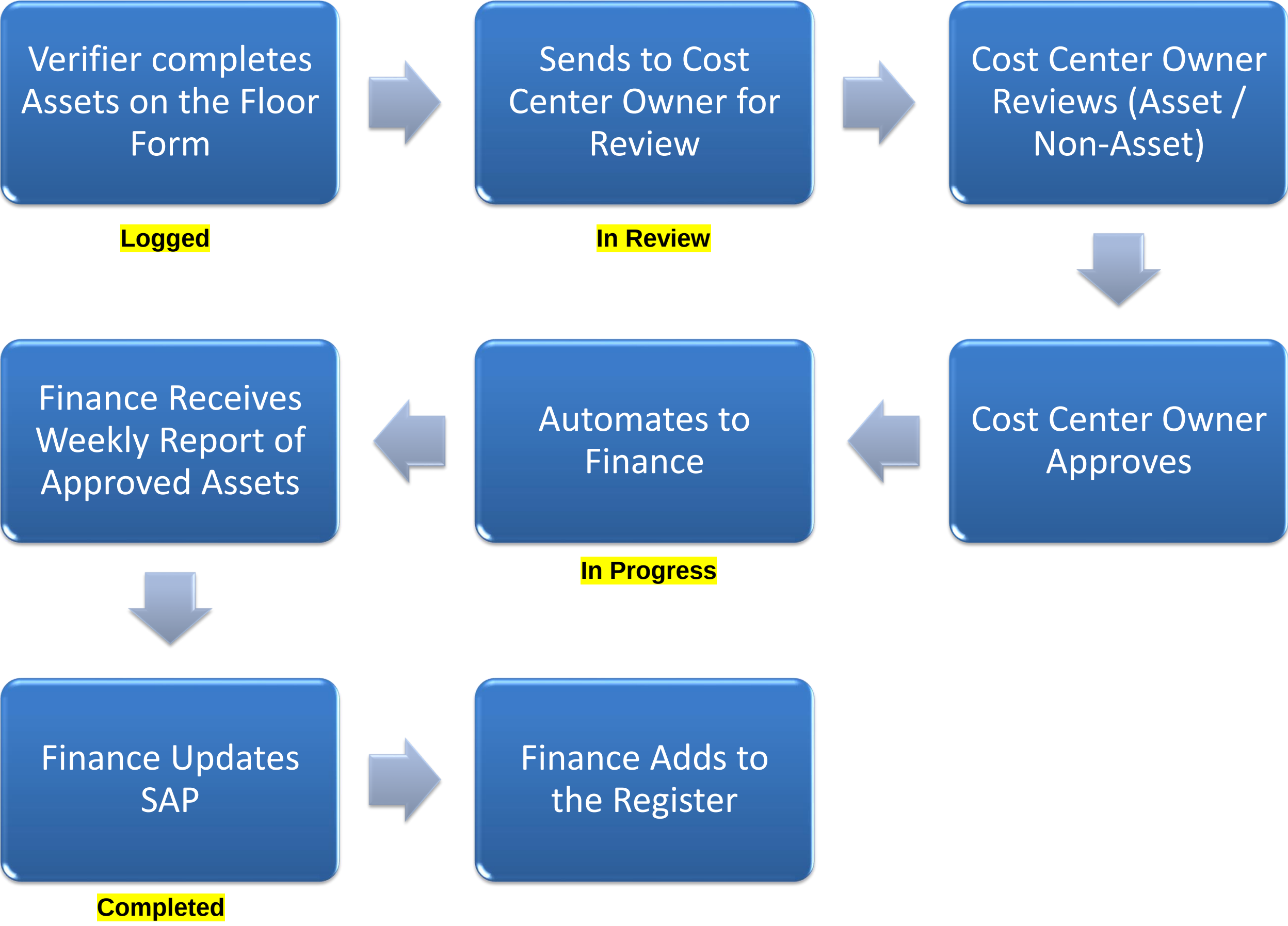
Assets Recommended for Scrapping



1

[View Report](#)

Assets on the Floor Process & Statuses



Assets on the Floor Statuses

Transnet Asset Tracking

- Dashboard
- Scan Asset
- Assets on the Floor
- Add Asset
- Additions: Assets on th...
- Non-Approved: Assets ...
- Finance: Assets on the ...
- Verification Report
- Assets for Scrapping
- Assets for Transfer
- Non-Assets
- Company Code
- Cost Center
- jolenevanderross

Verified Date & Ti...	Verified By	Condi...	New Asset Sta...
13-Jun-2024 08:42:06	ZA-eDge Staff	Good	In Progress

Company Code
 Asset Class
 Asset Sub Group
 Plant codes

New Asset Status

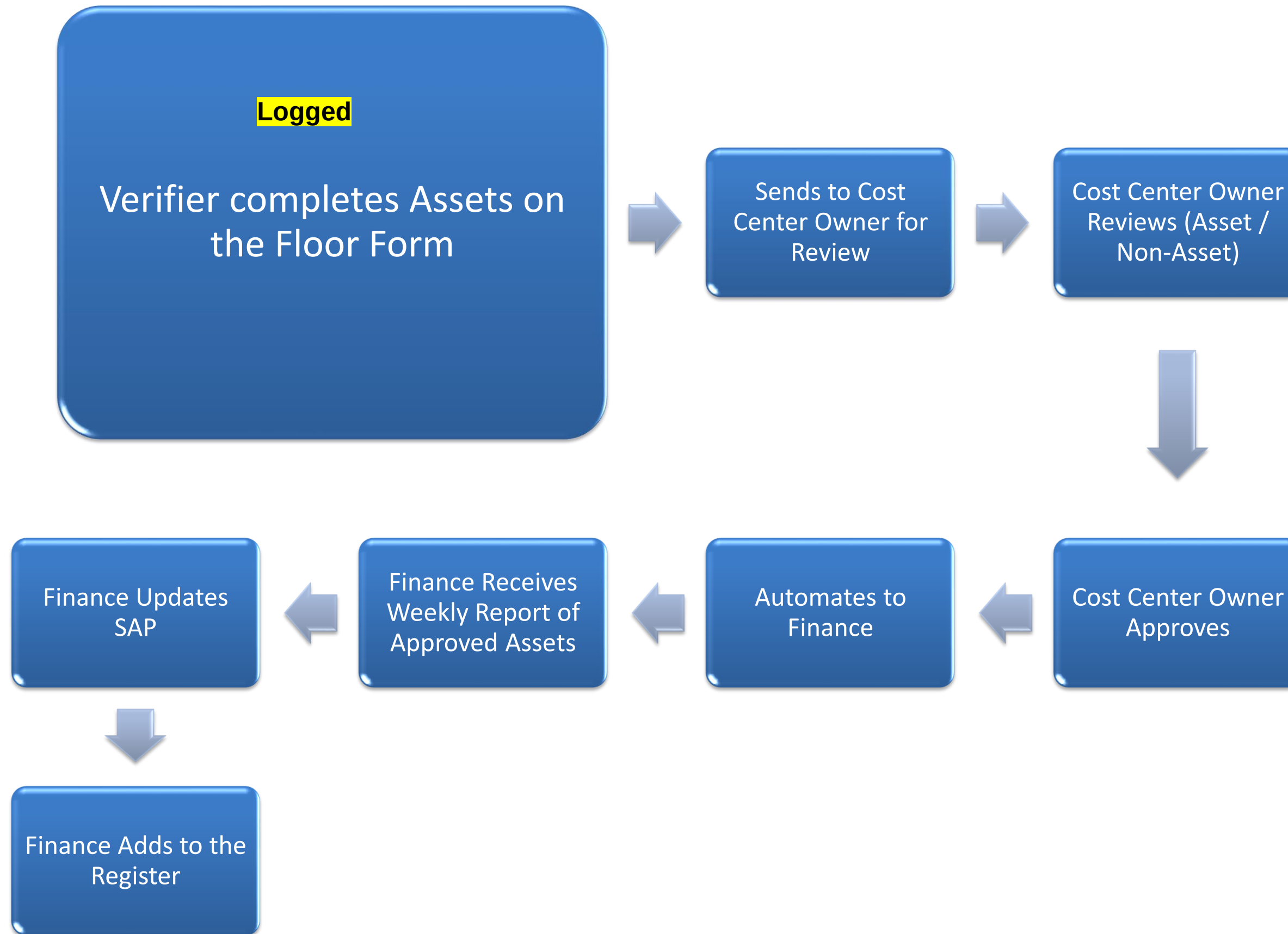
-Select-
 Logged
 In Review
In Progress
 Completed
 Non-Asset
 In Progress

Update
 Cancel

New Asset Status

- Logged** = Asset Created, not sent to Cost Center Owner
- In Review** = Sent to Cost Center Owner, Awaiting Approval
- In Progress** = Approved or Declined, Sent to finance
- Completed** = Reviewed by Finance, Added to SAP
- Non-Asset** = Declined, Added to Non-Approved Asset List

Assets on the Floor Process





11:35 18 30%

← Add Asset

TRANSNET

Assets on the Floor

Please complete Part 1 of the form below and send to your Cost Center owner

Part 1: Application to Add

Temporary Asset Number **1**

Cost Center **2**
-Select-

Division Level 1

Division Level 2

Asset Description
-Select-

11:35 18 30%

← Add Asset

TRANSNET

Assets on the Floor

Please complete Part 1 of the form below and send to your Cost Center owner

Cost Center

Part 1: Application to Add

Search

1001001

1001002

1001003

1001005

1001011

1001013

1001015

*Complete Asset Details

1. Temporary Asset Number

2. Cost Center



11:35 19 30%

← Add Asset

Asset Description
-Select- 3

Location Code and Names
-Select- 4

Building Name
-Select- 5

Room Number
-Select- 5

Floor
-Select- 5

Serial Number
6

Verification Codes
-Select- 7

Verified Date & Time
8

11:35 19 30%

← Add Asset

Verified Date & Time
30

Verified By
-Select- 8

Condition
-Select- 9

Comment

Expected Asset Retirement Date
31 9

Remaining Useful Life (Years)

Send to Cost Center Owner

Email
10

Part 2: Cost Center Owner Authorisation

*Complete Asset Details

3. Asset Description

4. Location Name

5. Building Name, Room Number & Floor

6. Serial Number

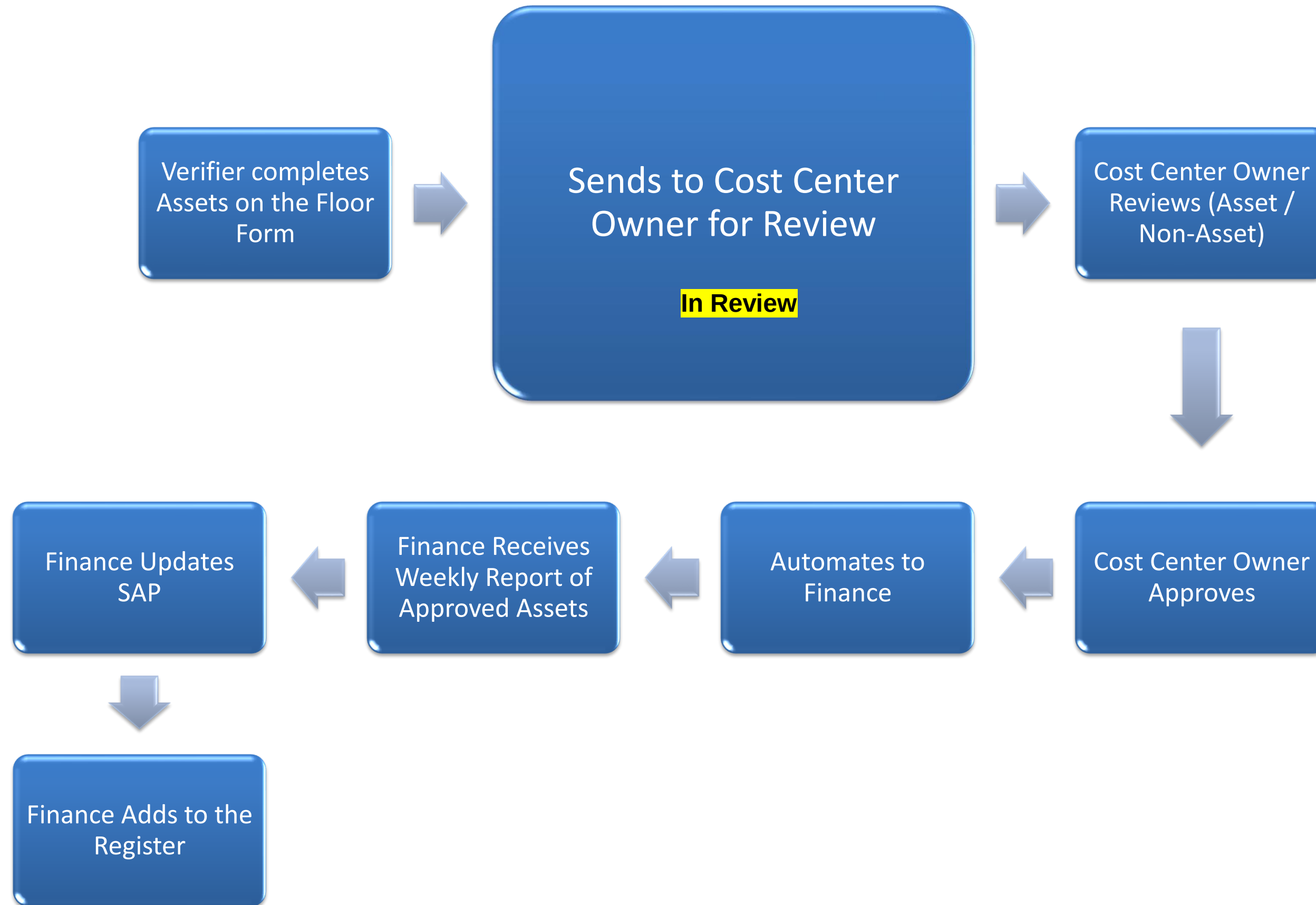
7. Verification Code

8. Verified Date & Time, Verified By

9. Condition and Expected Retirement Date

10. Email to your Cost Centre owner for Review

Assets on the Floor Process



Assets on the Floor : Approval required for Asset: 54321

AE

admin@za-edge.co.za
To Jolene@za-edge.co.za

PDF

Additions_Assets_on_the_Floor.pdf
29 KB

Hello,

Assets on the Floor Form submitted from ZA-eDge Staff on 31-May-2024 requires your approval.
Please find attached.

Report link:-[Click Here to view report](#)

- 1. Select Asset Number applicable for Approval.
- 2. Select Edit
- 3. Complete Authorisation Section
- 4. Confirmation will be sent to Finance

Thank you!



Assets on the Floor

Date	31-May-2024
Temporary Asset Number	54321

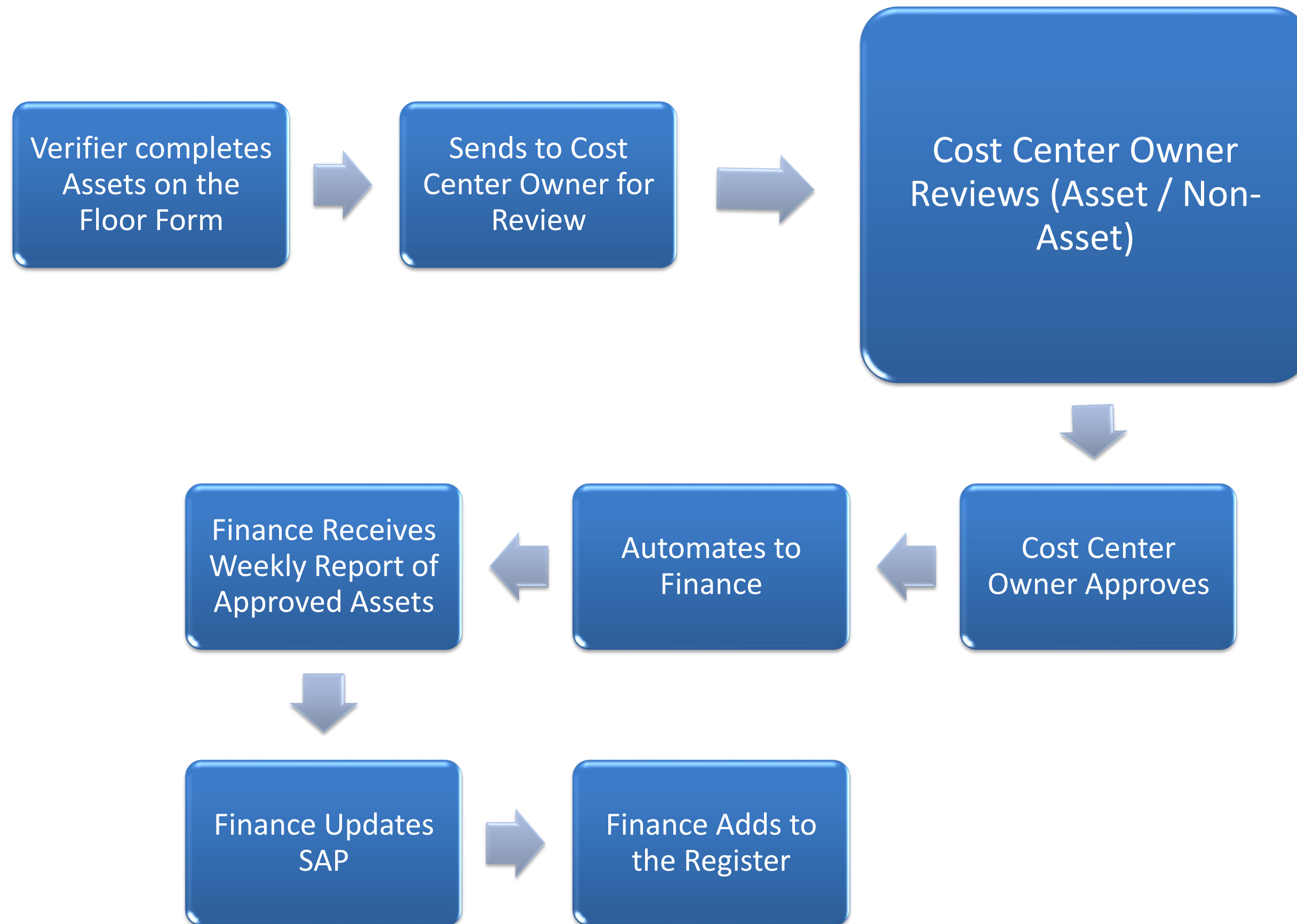
Asset Description	Test Bench
Serial Number	
Condition	Excellent
Estimated Fair Value	
Remaining Useful Life (Years)	5
Verification Codes	VIU- verified through use

Building Name	Test	Cost Center	Test
Location Code and Names	Test	Room Number	Test Room

Verified By	ZA-eDge Staff
Verified Date & Time	07-May-2024 10:57:40

Status	
Comments	
Cost Center Sign off	
Email	Jolene@za-edge.co.za
Date-Time	
Signature	

Assets on the Floor Process



Cost Center Owner Reviews (Approves)



Transnet Asset Tracking

- Dashboard
- Scan Asset
- Assets on the Floor
- Add Asset
- Additions: Assets on th...
- Miscellaneous: Assets ...
- Finance: Assets on the ...
- Verification Report
- Assets for Scrapping
- Assets for Transfer
- Company Code
- Cost Center
- Asset Description
- jolenevanderross

Part 2: Cost Center Owner Authorisation

Comments

Furniture & Fittings

1

Estimated Fair Value

8,000

R

2

Cost Center Sign off

Jolene van der Ross Sy... x

3

Signature

Draw your signature

[Restore] [Clear]



4

Date-Time

31-May-2024 06:13:26

5

Status

☒ Approved

☐ Declined

6

Reason for Decline

-Select-

7

Part 3: Finance

*Complete Part 2

- 1. Add comments
- 2. Estimated Fair Value
- 3. Select Cost Center Sign off
- 4. Add Signature
- 5. Add Date
- 6. Approve or Decline
- 7. Reason for Decline

Cost Center Owner Approves



Transnet Asset Tracking

Additions: Assets on the Floor List

- Dashboard
- Scan Asset
- Assets on the Floor
- Add Asset
- Additions: Assets on the Floor
- Non-Approved: Assets on the Floor
- Finance: Assets on the Floor
- Verification Report
- Assets for Scrapping
- Assets for Transfer
- Company Code
- Cost Center
- Asset Description
- jolenevanderross

	☐	Status	Date	Temporary Asset Num...	Asset Descript...	Capitalized ...	Cost Cen...	Location Code and Na...	Estimated Fa
		Approved	13-Jun-2024	12345	Test Laptop		Test	Test - T1	R 8,00
		Approved	31-May-2024	54321	Test Bench		Test	Test - T1	

Showing 2 of 2

Cost Center Owner Reviews (Declines)

Status

☐ Approved

6

☒ Declined

*Complete Part 2

Reason for Decline

-Select-▼

Non-Asset

Duplicate Asset

Asset Tag Damaged

Rental

Asset on Loan

7

6. Approve or Decline

7. Reasons for Decline

Part 3: Finance

Asset Description Code

Company Code

Asset Class

-Select-▼

Cost Center Owner Reviews

(Declined adds to the Non-Approved Report)

Transnet Asset Tracking

Non-Approved: Assets on the Floor List



	☐	Status ▾	Date ▾	Temporary Asset Num... ▾	Asset Descript... ▾	Capitalized ... ▾	Cost Cen... ▾	Location Code and Na... ▾	Estimated Fa
		Declined	13-May-2024	123456	Test Desc		Test	Test - T1	R 10
		Declined	02-May-2024	0000013	Test Bench		Test	Test - T1	

-  Dashboard
-  Scan Asset
-  Assets on the Floor ▾
-  Add Asset
-  Additions: Assets on th...
-  Non-Approved: Assets ...
-  Finance: Assets on the ... >
-  Verification Report >
-  Assets for Scrapping
-  Assets for Transfer
-  Company Code >
-  Cost Center >
-  Asset Description >
-  jolenevanderross 

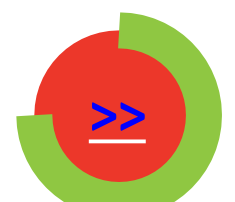
Showing 2 of 2

Assets on the Floor - Verifiers

Unregistered assets found on the floor during verification are physical items (such as equipment, furniture, or tools) that exist in the facility but are not documented in the official asset register. Identifying and reconciling these discrepancies is essential for accurate asset management.

1. Select the Assets on the Floor menu option
2. Create a temporary asset number
3. Select a Cost Centre
4. Select a predefined Asset Description (Or Create)
5. Select a Location Name (Or Create)
6. Select the Building Name where the Asset is located (Or Create)
7. Select the Room Number (Or Create)
8. Select the Floor (Or Create)
9. Open the camera and scan the serial number
10. Select the relevant Verification Code
11. Add the Verification Date & Time
12. Select your name in the Verified By
13. Select a condition for the Asset
14. Comment (If Any)
15. Add **Expected Retirement Date** according to the prompt
16. Send to Cost Centre Owner for review -
17. Enter Cost Centre Owner e-mail

- End of Part 1 -



Assets on the Floor – Cost Center Owner

1. Check email
2. Navigate to the Report via the link
3. Select relevant Asset
4. Select Edit
5. Review the Asset
6. Add comments relating to Asset or Reason for Approval or Decline
7. Enter Estimated Fair Value
8. Select Name on Cost Center Sign off
9. Add Signature
10. Select Date
11. Approve if a registered Asset
12. or Decline
13. If Declined, select a Predefined Reason for Decline

-End of Part 2 -

Finance will review Assets on the Floor weekly report